Moving & Relocation Flow Chart
Guidance for M&R for Human Resources and Hiring Managers
(For positions that do NOT ultimately report to an ACADEMIC Dean)

Hiring Manager (HM) tells HR they offered M&R to the candidate.

**NOTE:** If M&R was NOT offered, then Accounts Payable (AP) does NOT need to know about the new employee.

HM completes the M&R Agreement and sends it to HR to accompany the new employee offer letter or contract that HR will send to the new employee.

**NOTE:** As indicated on the form, HR will enter the effective date field on the M&R Agreement because the effective date is the date of the offer letter/contract that is controlled by HR.

The Cabinet Member (CM) will sign and date the M&R Agreement BEFORE (PREFERRED!!) it goes out to the new hire OR AFTER (if time is limited) the new hire returns it to UMW. (See end of flow chart.) The hiring dept. determines funding source. Neither HR nor AP determines funding source of M&R.

HR enters the effective date field on the M&R Agreement and sends out employment offer/contract with M&R Agreement.

HR will scan/email AP a copy of the M&R Agreement

REASON: To give AP a heads-up in case candidate calls with M&R questions.

New Hire sends signed/dated M&R Agreement back to HR.

HR will scan/email the M&R Agreement to AP Mgr. and will also put orig in campus mail to AP Mgr.

**NOTE:** AP will ensure getting the Cabinet Member's signature and date if the signature was not provided prior to being mailed to the new hire.

AP will ask HR for contact information

HR is done with M&R at this point. AP will contact new hire directly.