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 AFTER 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.

AP will ensure getting the Cabinet Member's signature and date.

HR is done with M&R at this point.