

RELOCATION PROCEDURES

The respective Department has the full responsibility to determine the need and applicability of relocation compensation. For guidance regarding types of expenses covered and expense limits, please refer to Policy 41.111, Relocation Expenses.

The Purchasing Department of University Business Services secures and manages the contracts of preferred providers for relocation services. University Human Resources (UHR) manages the process of relocation utilizing the preferred providers.

General

- The hiring manager should include any pertinent relocation package information on the new hire's Appointment Form and offer letter. Include on the Appointment Form if new employee is a current home owner or renter.
- If a moving service is necessary for situations other than new employment, contact University Human Resources (UHR).
- The hiring manager should obtain signatures on the Relocation Expense Repayment Agreement form, linked from Policy 41.111.

Shipping of Household Goods

- To initiate the move process, contact UHR at 593-0065 or 593-1636. Be prepared to send a copy of the letter of offer to UHR as well as the signed Relocation Expense Repayment Agreement form in order for UHR to process payments for relocation services.
- As liaison with the university's contracted vendors, UHR will initiate communication to the appropriate relocation provider, determined by the stated relocation allowance and size and/or distance of move.
- The relocation service provider will coordinate between UHR and the person to be moved. UHR will coordinate appropriate payments to the provider, dependent on the terms and allowance level.

Declining Balance Debit Cards

- To obtain a declining balance debit card as stipulated in policy, contact UHR at 593-0065 or 593-1636. Be prepared to send a copy of the letter of offer to UHR as well as the signed Relocation Expense Repayment Agreement form in order for UHR to process the debit card request.
- The debit card will be issued to the new employee. All applicable taxes will be deducted from one of the employee's first paychecks. The new employee should be reminded to maintain all documentation (receipts) of expenses and consult a tax professional for any tax advice.