Decision Tree:
Hiring an Existing Employee

Transfer OR Terminate

Does the previous appointment have a position number?

— Yes → **Does the new appointment have a position number?**
- Yes → Eligible for transfer. Enter a job edit* ePAF or hire ePAF.
- No → Not eligible to transfer. Enter a termination ePAF.

— No → **Is the previous appointment a GA?**

Is the previous appointment a GA?
- No → **Is the previous appointment a courtesy or fellowship?**
  - Yes → Not eligible to transfer. Enter a termination ePAF.
  - No → Eligible for transfer. Enter a job edit* ePAF or hire ePAF.
- Yes → **Is the new appointment a GA?**
  - No → Not eligible to transfer. Enter a termination ePAF.
  - Yes → Eligible for transfer. Enter a job edit* ePAF or hire ePAF.
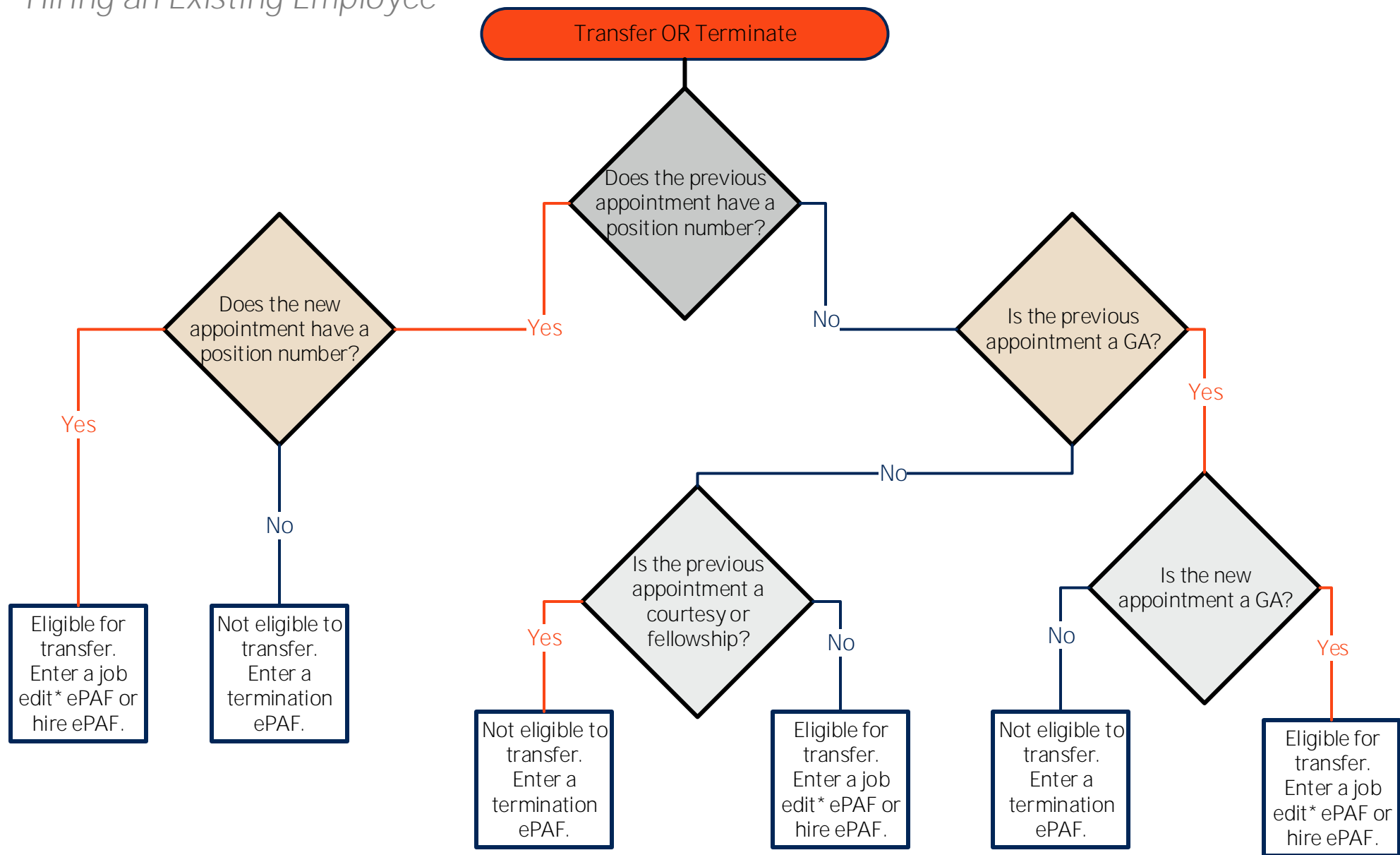
*To perform a job edit, the transfer must be within the same department, otherwise a new hire must be entered with "Leaving another job" box checked in the ePAF.