Getting transfers right

When a Store Manager moves between stores or a colleague is promoted in to a Store Manager role, there are some tasks you, as the Area Manager, need to complete to en-sure the manager is aligned to the right store and position and that their employment information is correct. Below are some examples to help you get this right. See the full guide linked here

Transferring out

My Store Manager/ My Co-op Career Manager is moving to a store on another area





Log in to MyHR and find the Store Manager who's moving to another area

Complete the 'Transfer out process'. This will change the manager to the new Area Manager



During the 'Transfer out' process make sure you assign their team to another manager



The new Area Manager will now complete the 'Transfer In' process to update their employment information. Let them know you've done this so they can look out for it.

This update will then feed into TARA

Transferring in

My Store Manager is moving to another store on my area





The Store Manager is already on your MyHR. Locate them under Team Details

Complete the 'transfer in' process. Make sure you select the new position which is

linked to the new store



Update salary if applicable



Mass assign their old team to the new manager and mass assign their new team to them

This update will

then feed into

TARA.

A Store Manager is moving from another area on to mine



Old Manager

completes

transfer out

process

(changes their

manager to

you)



New Manager (You) will now see your new Store Manager on MyHR, under My Team



Complete the 'transfer in' process. Making sure you select the a new business unit (region/ area) and position which is linked the new store



Update salary if applicable

Mass assign their new team to them



This update will then feed into TARA

My Co-op Career manager is moving to their permanent store on my area



The MCC manager is already on your MyHR. Locate them under Team Details

Complete the 'transfer in' process. Making sure you select the new position which is

linked the new store



Update salary if applicable







Mass assign their new team to them

This update will then feed into TARA

I'm promoting a Team Manager from another area, to a Store Manager on my area



Training Materials and support

Step by step guidance on how to complete the follow tasks in MyHR can be found in your MyHR Managers training guide;

- How to 'transfer out'
- How to 'transfer a colleague in'
- How to mass assign colleagues

Your MyHR managers training guide can be found on the colleague hub at coop.co.uk/myhr

Tip Tips

- The 'Business Unit' is the region and area i.e. North Region 1 Area 1.
- The 'Position' is directly linked to the store. There are 2,800 Store Manager positions in MyHR. You need to select the correct one for the specific store during the 'transfer in' process. This will then move the colleague on to the right TARA system and move their cost to the correct cost centre.
- How do I see what store my managers are assigned to? You can either go to transfer and look in the 'department' field or
 - Click on MyTeam, and then Team Details
 - Click on the name of the colleague
 - You will now see their employment information including department (or store)