

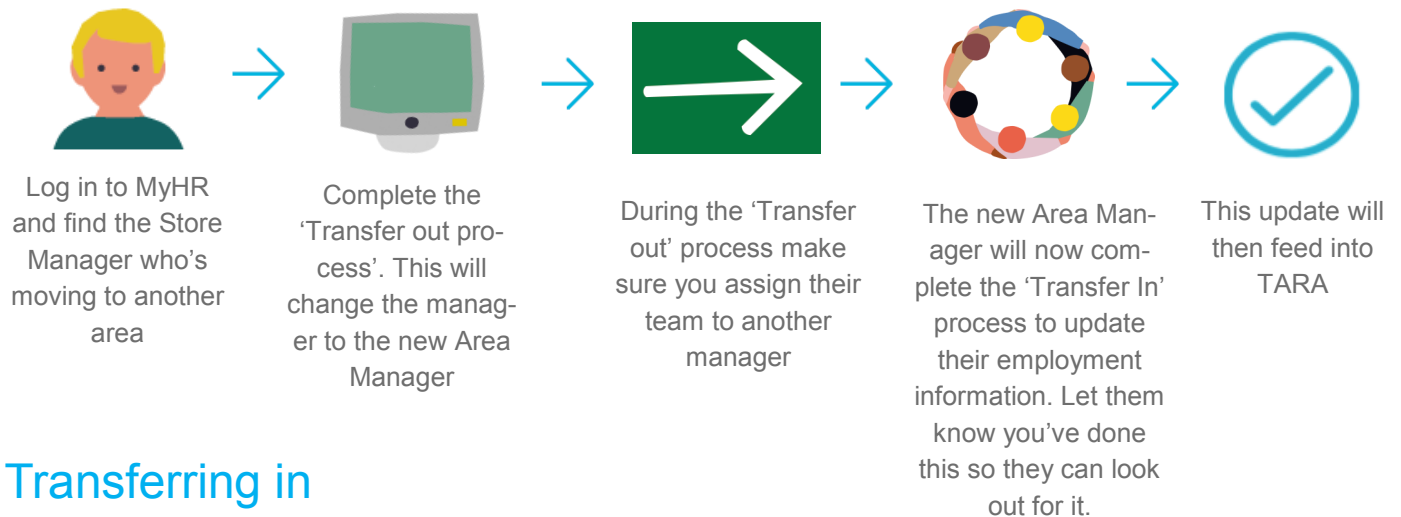
Getting transfers right

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

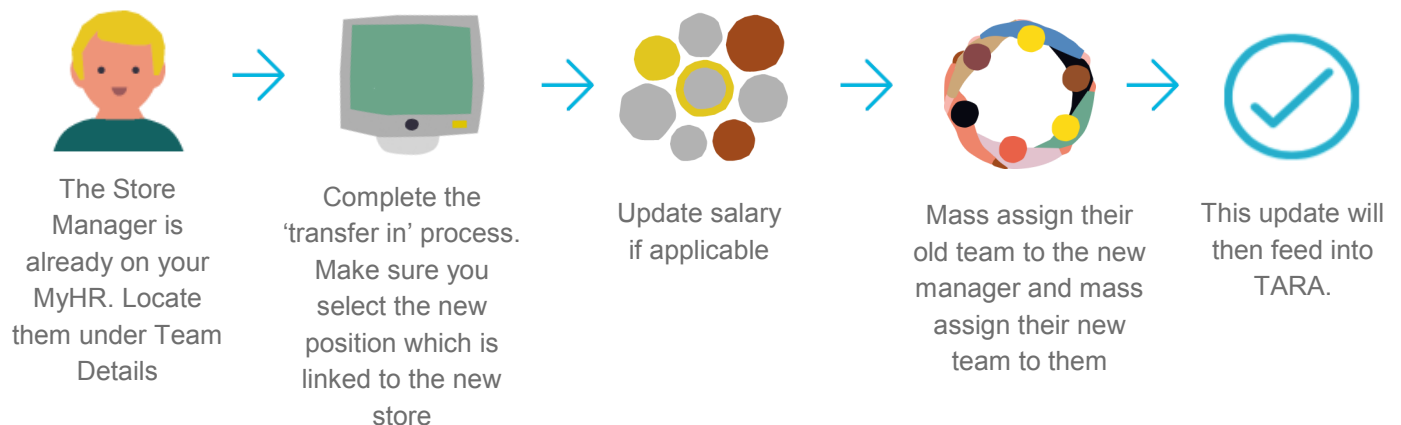
Transferring out

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

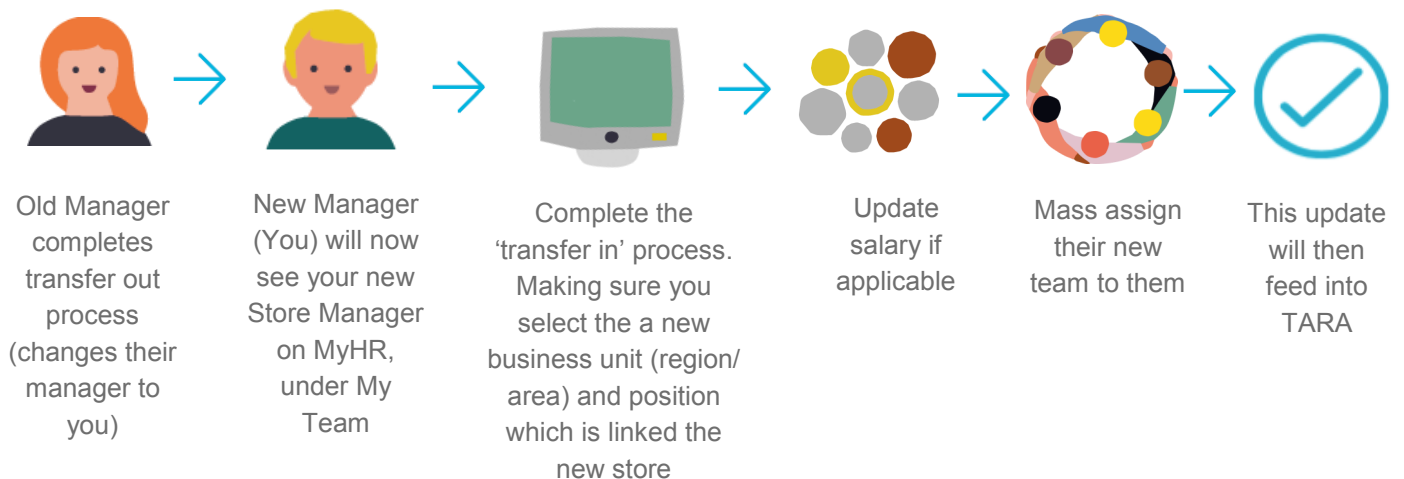


Transferring in

My Store Manager is moving to another store on my area



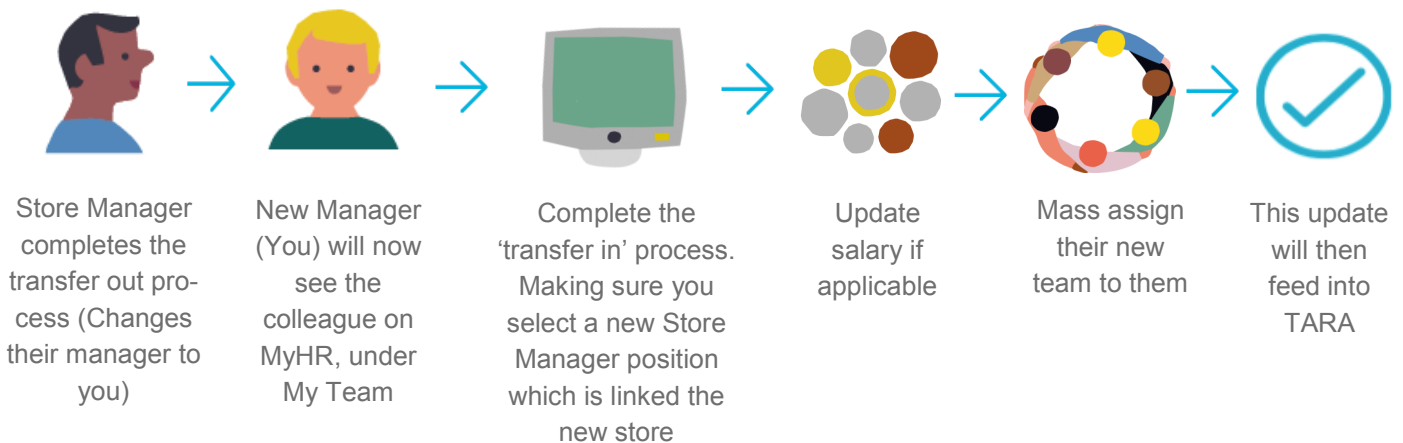
A Store Manager is moving from another area on to mine



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



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)