

Business Services

# Transfer contributor to another branch Service

Version:2.1

› **Description:**

This service allows to transfer an active contributor to another branch.

› **Service Requirements:**

N/A

› **Required Documents:**

N/A

› **Service Response Time:**

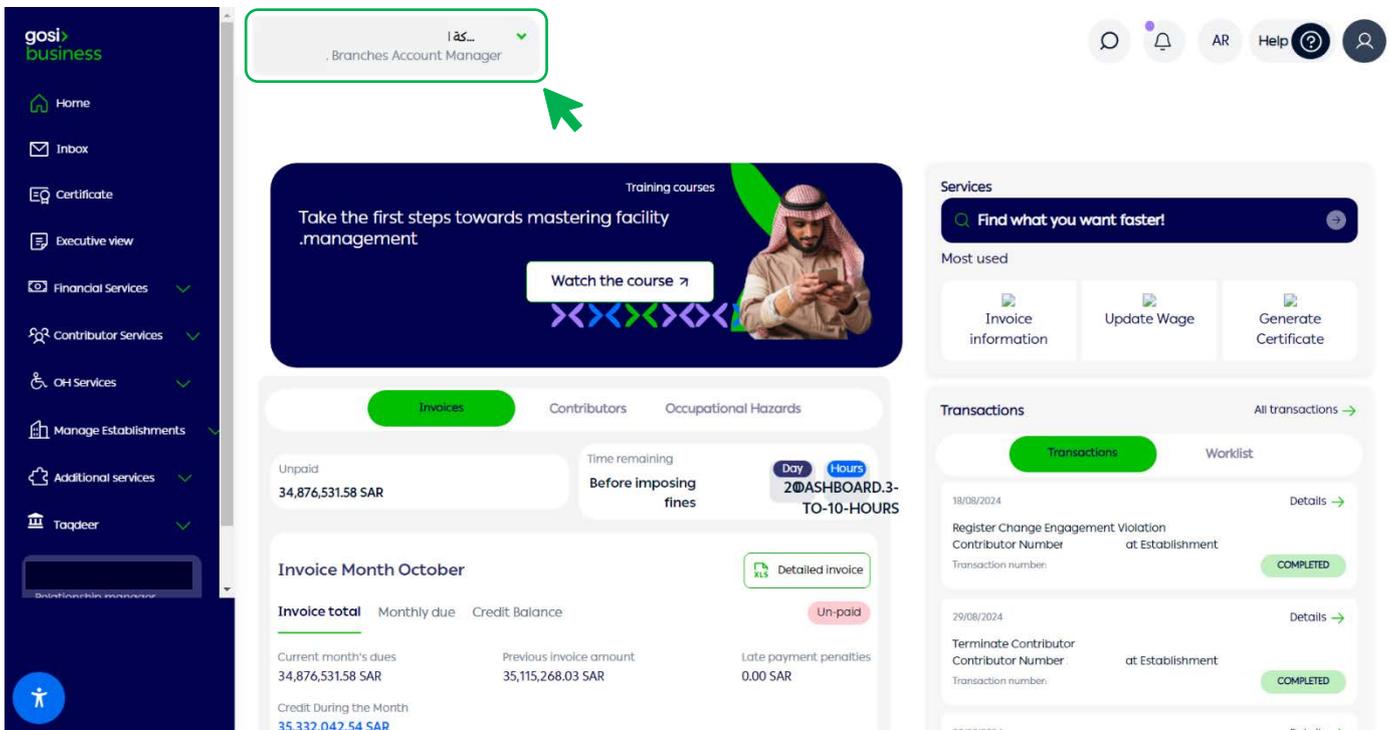
Immediately.

› **Targeted Category:**

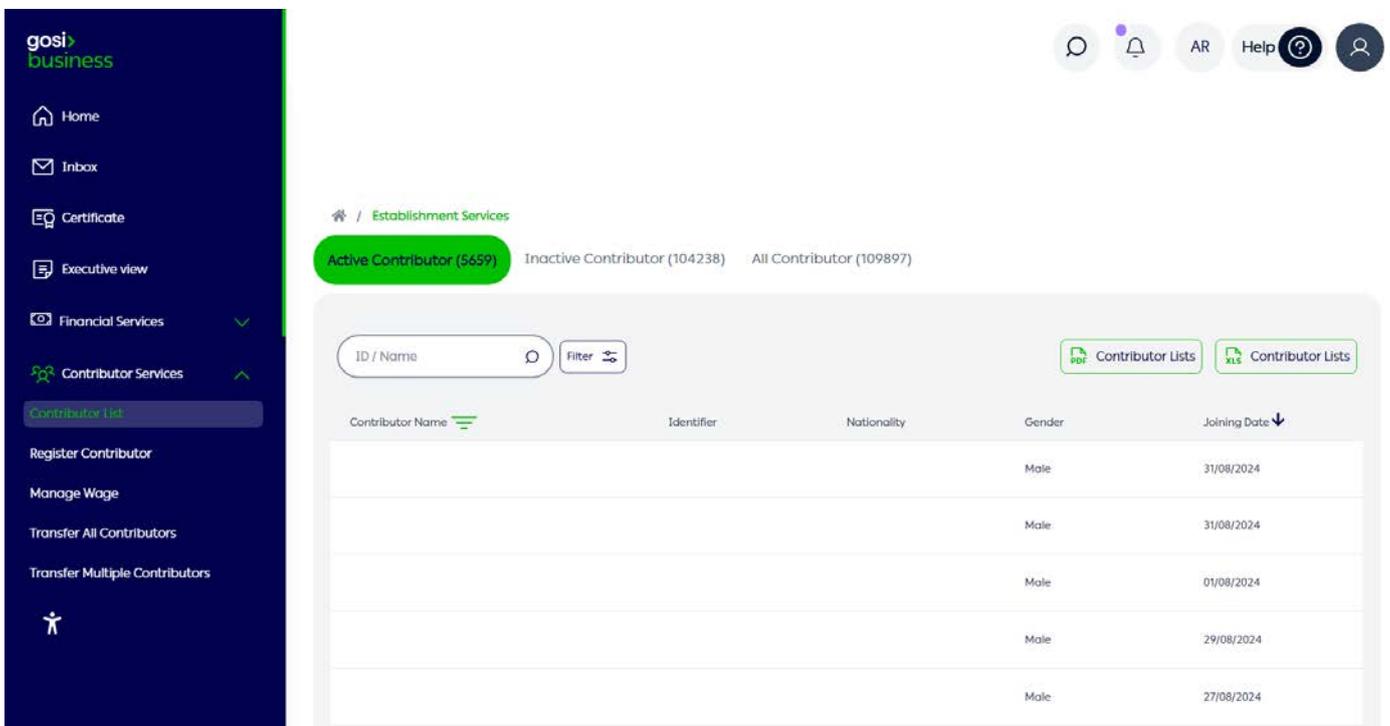
Employer/ Customer Services.

## > Service Steps:

1. After logging in to your account in taminaty business.
2. Choosing the establishment.



3. Through the contributor services, click on the contributor list icon.



4. Choose the contributor to be transferred, and it can be searched for by the national ID number.

The screenshot displays the GOSI Business portal interface. On the left is a dark blue sidebar with the 'gosi business' logo and various navigation icons and text links. The main content area is titled 'Establishment Services' and features a search bar and filter buttons. Below this is a table with the following data:

Contributor Name	Identifier	Nationality	Gender	Joining Date
FAHAD			Male	01/07/2024

5. Through the contributor's file, click on the options (three dots).

The screenshot shows the 'Overall Engagement Details' page for a contributor. At the top, there is a value of 4,167.005AR. Below this, a dropdown menu is open, highlighting the 'Transfer' option with a green arrow. The main content area shows the following details:

- 01/07/2024 → Onwards 2 Months , 29 Days Full Time
- Data Source: GOSI
- Source of update: Hrds Last updated on: 21/07/2024

Engagement Status	Employee ID	Contract Status
Active		Approved

Below this, another engagement period is shown: 01/07/2024 → Onwards ( 2 Months , 29 Days ). The occupation is listed as 'Security Guard'. At the bottom, there is a table with columns for Basic Salary, Housing Benefits, Commissions, Other Allowance, and Total Wage.

6. Choose Transfer.

The screenshot shows the GOSI Business portal interface. On the left is a dark blue sidebar with navigation icons for Home, Inbox, Certificate, Executive view, Financial Services, Contributor Services, OH Services, Manage Establishments, Additional services, and Transfer. The main content area displays 'Overall Engagement Details' for a contributor. At the top right, there are icons for search, notifications, AR, Help, and a user profile. A dropdown menu is open over the 'Transfer' icon, with a green arrow pointing to it. The menu options are Terminate, Transfer, Modify, and View Contracts. Below the menu, the engagement details show: 01/07/2024 → Onwards 2 Months , 29 Days Full Time; Data Source: GOSI; Source of update: Hrsd Last updated on: 21/07/2024. A table below shows Engagement Status (Active), Employee ID, and Contract Status (Approved). Another section shows 01/07/2024 → Onwards ( 2 Months , 29 Days ) and Occupation (Security Guard). At the bottom, a table lists Basic Salary, Housing Benefits, Commissions, Other Allowance, and Total Wage.

7. Choosing the establishment to which the contributor is to be transferred.

The screenshot shows the 'Transferred To' form in the GOSI Business portal. The sidebar is the same as in the previous screenshot. The main content area shows the contributor's details: Contributor Name (FAHAD), Nationality, Date of Birth, National Identification Number, and Status (ACTIVE). Below this is the 'Transferred To' section with two dropdown menus: 'Select Establishment Name' and 'Select Registration Number'. A 'Transfer Date' field shows 29/09/2024. There is a 'Comments' section with a text area labeled 'Enter Comments'. At the bottom, there are 'Cancel' and 'Submit' buttons. A green arrow points to the 'Submit' button.

8. Submit an application.

The screenshot displays the 'gosi business' interface for transferring a contributor. On the left is a dark blue sidebar with navigation options: Home, Inbox, Certificate, Executive view, Financial Services, Contributor Services, OH Services, Manage Establishments, Additional services, and Transfer. The main content area shows a form with the following sections:

- Contributor Information:** Contributor Name (FAHAD), Nationality, Date of Birth, National Identification Number, and Status (ACTIVE).
- Transferred To:** Two dropdown menus for 'Select Establishment Name' and 'Select Registration Number', and a 'Transfer Date' field set to 29/09/2024.
- Comments:** A text area labeled 'Enter Comments'.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom.

A green arrow points to the 'Submit' button, which also has a small upward-pointing arrow icon above it.

You will receive a text message containing the request ID, to follow up click [here](#)

Guidance Messages, or expected errors:

