

<b>Title</b>	Relocation and Moving Procedures
<b>Owner</b>	University Business Services / Department of Human Resources / Tax and Compliance / Office of the Provost
<b>Effective Date</b>	10/12/21
<b>Contact</b>	New employees should contact administrative staff in their department with questions about this policy and its procedures. New employees should work directly with their Signature Relocation Personal Move Manager on the logistics of their move.
<b>Official Website</b>	<a href="http://www.policy.uconn.edu">http://www.policy.uconn.edu</a>

When the University agrees to pay for all or a portion of a new employee’s relocation costs as permitted in its “Relocation and Moving Policy”, the procedures outlined in this document must be adhered to. The University has engaged *UniGroup Worldwide Moving* (“UniGroup”), an independent third-party moving services provider, to assist eligible new employees with their relocations. UniGroup together with its affiliate, *Signature Relocation* (“Signature”) can arrange the transportation of household goods and personal belongings, as well as the relocation of the employee and his/her family. Signature will pay for eligible employee relocations and household moves up to the approved amount by 1) making direct payments to vendors for agreed upon moving services, 2) reimbursing employees for out-of-pocket expenses, or 3) via a combination of both methods. Departments and relocating employees can access information about Signature’s moving services by visiting the following webpage: <https://www.signaturereelo.com/uconn/>.

**Process for new employees who have been awarded a moving allowance:**

- Within one week of accepting your offer in PageUp (the University’s applicant tracking system) the Human Resources Department will communicate your impending move to Signature Relocation including the amount of the moving allowance you have been awarded.
- Within four hours of being notified of your impending move, a Personal Move Manager from Signature will email you to set up an initial consultation to discuss your move.
- The University requires a consultation with Signature in order to process the relocation benefits described in your offer letter.
- There are many advantages to using Signature for your move:
  - The contracted moving companies offer special discounts to University employees.
  - Each employee is assigned a Personal Move Manager who helps coordinate all aspects of the move.
  - If any problems occur with the move, the University will work with the employee and Signature to resolve the problem.
  - Up-front, out-of-pocket expenses for the relocating employee are reduced.
- All eligible moving costs (as specified in Item 5 of the “Relocation and Moving Policy”) will either be paid directly on your behalf or reimbursed to you by Signature. This may include flights, hotel rooms, mileage, meals, moving trucks or storage pods, etc.
- Out-of-pocket expense reimbursement requests should be submitted to Signature using MoveTrack, the company’s relocation management software designed to share resources, provide updates, and manage expenses. The employee will be required to login to MoveTrack using the following website to request a reimbursement:

<https://myrelocation.signaturereelo.com/>. Login credentials will be assigned to the employee by Signature after the employee completes their initial consultation.

- Out-of-pocket expense reimbursement requests must be submitted via MoveTrack within 30 days of your move date. Reimbursement requests submitted more than 30 days after your move date require approval from the EVP or President before Signature will reimburse. Out-of-pocket expenses may not be reimbursed 120 days after your move date.
- Although a consultation with Signature is required, you may decide to select an alternate moving company after consulting with a Signature representative. New employees who choose to use a non-contracted moving company will be responsible for making all arrangements for their move. The relocating employee will pay out-of-pocket for the move and then submit receipts directly to Signature to be reimbursed.

#### **Process for hiring departments/units:**

- Human Resources will email a report to Signature every week (for Academic Affairs, EVPACFO, President) and every day (for Athletics) disclosing the names of individuals who have **accepted** an employment offer with the University within the past week and whose offer includes a moving allowance. This report will also include the following information: new employee contact information, maximum moving amount (\$), city and state move origin, and hiring department contact information. This report authorizes Signature to contact employees to begin the consultation process. A copy of this report will be distributed to the unit-level billing contacts.
- The unit-level billing contact (i.e., the contact person assigned by the applicable dean's office or administrative office (Athletics, EVPCFO, etc.) to coordinate that office's billing associated with each employee relocation) will be responsible for initiating a requisition in HuskyBuy for each employee within three business days of receiving the report distributed by Human Resources. The unit-level billing contact will work with the individual departments in their unit to confirm the appropriate KFS account to charge the move to.
  - When preparing the requisition in HuskyBuy, billing contacts should use:
    - Vendor #: 54606-0
    - KFS object code: 7015 (New Employee Relocation Expense)
    - Commodity Code: 365 (Relocation Services)
    - Description: "Moving Expenses for [First and Last Name]"
  - Signature will direct all invoices to Accounts Payable for processing, which will then be submitted to the fiscal officer for approval in HuskyBuy.
- UConn Foundation funds may be used to cover all or a portion of an employee move. Funds must be remitted to the University via the Request for Disbursement ("RFD") process and paid to Signature Relocation through the HuskyBuy purchase order, as if they were University funds.
- The consultation process is required for all new employees in order to process the relocation benefits described in your employee's offer letter. However, new employees may choose to select an alternate moving company after consulting with a Signature representative. New employees who choose to use a non-contracted moving company will be responsible for making all arrangements for their move. The relocating employee will pay out-of-pocket for the move and then submit receipts directly to Signature to be reimbursed.

- A Personal Move Manager at Signature will work directly with your new employee on all aspects of their move, including expenses that are paid directly by Signature or reimbursed to the employee after the move. Signature will obtain documentation from your employee to substantiate their moving expenses and reimburse your employee for eligible meals, mileage, or other expenses.
- Signature can complete all travel arrangements for your new employee. Signature can access the University’s negotiated travel discounts (e.g., at the Graduate Storrs hotel, Enterprise car rental) and will offer to reserve travel on a Signature credit card to minimize out of pocket expense to your new employee. As such, travel associated with an employee’s move should not be reserved through any other means, including booking on a University Travel Card, through Concur, or by contacting the University’s travel agent (currently Anthony Travel) directly.
- Signature will email your new employee to notify them that they have 30 days from the date of their move to submit any out of pocket expenses to Signature for reimbursement. After 30 days have elapsed, the employee will not be permitted to seek a reimbursement without a special exception granted by the EVP or the President. Out-of-pocket expenses may not be reimbursed 120 days after an employee has moved to the new location.
- If your new employee did not consult with Signature prior to arranging their move, an exception will need to be granted by the EVP or President, as appropriate, to process the reimbursement outside of the procedures described here. Please contact the appropriate approver if this situation arises in your unit.
- These procedures are not applicable for the relocation of a new employee’s office, equipment, or laboratory contents from their former place of employment to UConn. Departments should seek guidance from University Business Services (UBS) when handling these situations. For billing purposes, lab or office moves should be coded to KFS object code 7016 (New Employee Lab or Office Relocation Expense).

*Hiring Department Contacts*

Please first work through your dean or director’s office for policy interpretation and discussion of exceptions to policy.

Area	Contact
Policy interpretation and exceptions to policy outside of Dean or Director discretion	Office of the Provost – <a href="mailto:provost@uconn.edu">provost@uconn.edu</a> EVPACFO – <a href="mailto:evpacfo@uconn.edu">evpacfo@uconn.edu</a> President/Athletics – <a href="mailto:president@uconn.edu">president@uconn.edu</a>
Reports from Page Up; offer letter revisions	Human Resources – <a href="mailto:workforce@uconn.edu">workforce@uconn.edu</a>
POs, invoicing	University Business Services – <a href="mailto:kristin.allen@uconn.edu">kristin.allen@uconn.edu</a>

Links:

Signature Relocation - <https://www.signaturerelo.com/uconn/>

MoveTrack: <https://myrelocation.signaturerelo.com/>

Relocation and Moving Policy - <https://policy.uconn.edu/2013/08/07/relocation-and-moving-policy/>