

CURRENT/EXITING EMPLOYEE CHANGE REQUEST

This form is to be completed by division's designee as soon as possible to initiate changes for current employees. Network Services requires a minimum of 3 business days notice.

***Please note: Many selections have budgetary impact to divisions.**

Employee Information	
Date Change Needed By:	Employee's Name:
Division:	Work Unit:
Building, Floor & Room:	Form Completed By:
Is employee exiting? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , indicate exit date:
<p><i>The exiting employee's phone number, Simon voice mail, and network accounts will be discontinued the first business day following the employee's exit date unless critical extenuating circumstances exist (list in comments section below). Please note procedure for handling employee's electronic files.</i></p> <p><i>Exiting employee's computer will be handled by Network Services as deemed appropriate. By this notice, the employee will be removed from all other agency phone listings and building access.</i></p>	

Change Required (mark all that apply)	
<input type="checkbox"/> Work Station Relocation	<input type="checkbox"/> Computer/Network (other than relocations)
<input type="checkbox"/> Telephone Service	<input type="checkbox"/> Other:

Work Station Location Change (including PC, phone)
Please specifically identify what needs to be moved (i.e., PC, phone set, and/or phone #, furniture):
Relocate to:

Telephone Service Change (phone numbers will follow employees unless otherwise specified)	
New Phone Number Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , zero out to what number?:
New Phone Set Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , specify phone type: <input type="checkbox"/> 2 button <input type="checkbox"/> 8 button <input type="checkbox"/> 16 button <input type="checkbox"/> 24 button
ACD Call Group? (ability to pick up on common line) <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , what number?:

PC/Network Service Change	
New PC order required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
New access required: <input type="checkbox"/> AFRS (financial system) <input type="checkbox"/> Automated Resume Tracking <input type="checkbox"/> CICS (mainframe application) <input type="checkbox"/> Combined Fund Drive <input type="checkbox"/> HRDIS (training registration)	<input type="checkbox"/> Health Care Benefits (PAY1) <input type="checkbox"/> Test Track (ISD change request tracking) <input type="checkbox"/> TSO (mainframe application) <input type="checkbox"/> Web Task Track (ISD help desk tracking)
*Additional software needs: <input type="checkbox"/> Visio <input type="checkbox"/> MS Project <input type="checkbox"/> Citrix <input type="checkbox"/> Other:	

Comments

Submit this form to: DOP DL Help Desk

