

## Information Needed for Employee Move

Name of Employee \_\_\_\_\_

Department Name: From \_\_\_\_\_ To \_\_\_\_\_

New position \_\_\_\_\_ (Y/N) or replaces \_\_\_\_\_ (employee name)

Building name and room number: From \_\_\_\_\_ To \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

### Telephone Needs

- Will employee keep same telephone number and voicemail \_\_\_\_\_(Y/N) or assume number of previous employee or is a new extension needed \_\_\_\_\_ (Y/N)
- Will a new telephone set need to be purchased for employee, and if so, what is the Model of set needed? 4015, 4025 (circle or underline)
- If Caller ID is different that name above \_\_\_\_\_
- Will employee need to place long distance calls on campus? \_\_\_\_\_ (Y/N)  
If this is a change in Department, a new code will be issued.

### Computer Needs

- Replacement employee assume same computer as previous employee unless special arrangements are needed \_\_\_\_\_(Y/N)
- If this is a new position, will the employee need a desktop or laptop computer? (Circle or underline)
- Does the employee need special access to other campus applications?
- \_\_\_\_\_ (Y/N) IQ Web (Must sign FERPA agreement in Registrars Office)
- \_\_\_\_\_ (Y/N) PowerCampus (Must sign agreement from HR)
- \_\_\_\_\_ (Y/N) Financial Edge
- \_\_\_\_\_ (Y/N) Raiser's Edge
- What additional software applications other than MS Office are needed for this employee?  
\_\_\_\_\_
- What additional department lists/folders outside of the standard set up should they be included in?  
\_\_\_\_\_

What is the earliest date this setup can be done? \_\_\_\_\_

What date do you need this setup completed? \_\_\_\_\_

**To guarantee delivery by your request date we require two weeks notice. However, we will complete the work as soon as possible in all cases.**

IT Setup Begins with Signed Computer User Policy  
Please return or email form to IT Help Desk