

## CHANGE OF EMPLOYMENT FORM

### **RELOCATION:**

If the employee is physically relocating to another office or transferring to a different division of the University or the R&D Corporation, please notify the Human Resources Office as soon as possible to ensure the new information is updated in Banner and within the online directory. Additionally, please follow these next steps (**you must be signed into MyState for the links to work**).

- Go to the University's computer service request screen on MyState to submit an equipment relocation request, ([https://mystate.wvstateu.edu/pls/wvsuprod/wvsurequest.P\\_request](https://mystate.wvstateu.edu/pls/wvsuprod/wvsurequest.P_request)); and
- Go to the Physical Facilities webpage to submit an office relocation request, (<http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx>).

### **LEAVING EMPLOYMENT:**

Employee Name & A Number: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Office Location: \_\_\_\_\_

Date of Last Day: \_\_\_\_\_ Time of Access Removal: \_\_\_\_\_  
**E-mail, Phone, MyState, Banner & door lock (if applicable) passwords will be changed at the time of access removal.**

#### **E-mail Access (check one):**

- Deactivate Account                       Forward E-mails to \_\_\_\_\_  
Emails will be forwarded up to ninety days only.

#### **Phone (check one):**

- Deactivate                                       Forward to Extension \_\_\_\_\_  
Phones will be forwarded up to ninety days only.

**Reminder:** Does employee have any of the following you need to collect now?

- University ID, purchasing cards, cell phones, and any keys/access cards to University buildings, desks, file cabinets, etc. are to be returned to the Purchasing Office, 120 Ferrell.
- Any computers (including laptops), computer programs (software), iPads (or other tablet device(s)), disks, thumb drives, passwords, etc. are to be returned to IT in 123 Hamblin.
- Removed all accesses to any departmental electronic storage devices, departmental social media accounts, or other departmental items (LogMeIn account, etc.)?

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

**To ensure timely processing, please return the completed & signed form to Tom Bennett as soon as possible.**

**NEW HIRE:**

Employee Name & A Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Office Location: \_\_\_\_\_

The employee has an existing University email (Current Student/WVSU Alum/Returning Employee, etc.)

The employee will be working  Full-Time  Part-Time

**Contact Human Resources immediately to generate an employee campus ID number “ANumber”. Once a campus ID is created and all information is updated in Banner, e-mail and MyState accounts are generated the following morning.**

Please go to Physical Facilities webpage to submit a service request for keys/swipe card, if needed, and office furniture setup, (<http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx>).

**Computer Needs:**

The new employee will utilize an existing computer but the computer requires setup for the new employee. The computer is located \_\_\_\_\_.

The new employee needs a new computer. Please contact \_\_\_\_\_ to obtain any detailed specifications that may be needed to quote a new computer. **(Funding is the responsibility of the hiring department and NOT the IT department)**

**Phone Needs:**

The new employee will utilize an existing phone but the phone requires setup for the new employee. The phone extension is \_\_\_\_\_ and the phone is physically located \_\_\_\_\_.

The new employee needs a new phone. **(Funding is the responsibility of the hiring department and NOT the IT department)**

**Banner or Other Accesses (if needed):**

Please provide a list of all needed Banner forms and the level of access such as view only or update. If the access needs to mimic that of another user, please enter the information for the user with like access. \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

**To ensure timely processing, please return the completed form to Tom Bennett as soon as possible.**