

## 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.**