

# FA LAN Employee Change Notification

Please use this form to let the LAN team know of any new employees or any departing employees.  
If you are unsure about any dates, you can either make your best guess and make a note in the comments section or wait until you are sure about the dates to submit the form.

**Employee EID**

**Employee Name**

**Employee Status**

**Start Date**

**Computer already in work space?**

Yes

No

**Move Date**

**New Location**

**Does employee need assistance moving the computer?**

Yes

No

**Ending Date**

**Department**

**Folder Access**

**Email Lists**

**Is employee leaving the University?**

Yes

No

**Comments/Notes/  
Special  
Instructions**