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