

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); 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
Emails will be forwarded up to _____
- Forward E-mails to _____
90 days only.

Phone (check one):

- Deactivate
Phones will be forwarded up to _____
- Forward to Extension _____
90 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 Justin Cherry in HR as soon as possible.