# West Virginia State University Change of Employment Form

Employee Name: _____
A Number: _____
Office Location: _____

## Leaving Employment:

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 provided.*

**Email Access (check one):**

___ Deactivate Account          Forward E-mails to: _____
                                 Till Date: _____

**Phones (check one):**

___ Deactivate Account*         Forward to Extension: _____
    *Phone will be collected*    Till Date: _____

**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 Janis Bennett in Purchasing.

___ 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.

**Additional Comments:**

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## Relocation:

If the employee is physically relocating to another office, please go to the University's computer service request screen on MyState to submit an equipment relocation request and go to Physical Facilities website (http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx) to submit an office relocation request.

If the employee is transferring to a different division of the University, please be sure to notify the Human Resources Office as soon as possible in addition to the steps discussed in the previous paragraph.

# New Hire:

Start Date:  _____

Office Location:  _____

**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 website ([http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx](http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx)) to submit a service request for keys/swipe card, if needed, and office setup.

For IT related items, please complete the following information:

**Computer Needs:**

__  The new employee will utilize an existing computer but the computer needs setup for the new employee.

__  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 needs setup for the new employee.

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

**Banner Access (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.

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**Additional Comments:**

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_____  _____

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.**