

IT Employee Change Form

# Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| First, Last Name | Employee ID | Old Org. Role | New Org. Role |
|  |  |  |  |

# Change Reason

New Employee: □ Position change: □ Employee Termination: □

# IT Equipment

## Desktop Computer

Add: □ Remove: □ Replace: □

Request details (specify computer requirements):

IT Comments:

## Laptop Computer

Add: □ Remove: □ Replace: □

Request details (specify computer requirements):

IT Comments:

## Mobile Devices (cellphone, tablet, etc.)

Add: □ Remove: □ Replace: □

Request details (specify computer requirements):

IT Comments:

## Multifactor Authentication Token

Add: □ Remove: □ Replace: □

Request details (specify computer requirements):

IT Comments:

# Permissions Change

IT Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| System | Account(\*) (date) | Role Assigned (date) | Modified by (IT Admin) |
| UPN |  |  |  |
| OMS |  |  |  |
| SCADA |  |  |  |
| GIS |  |  |  |
|  |  |  |  |

Account: Create, Suspend, Remove

# Other Request

Request details:

IT Comments:

# Manager Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Manager Name and signature Date

# IT Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
IT Manager Name and signature Date

Comments:

# Completion Report

Comments:

# Revision History

|  |  |  |
| --- | --- | --- |
| Date of Change(s) | Revised by | Summary of Change(s) |
|  |  |  |
|  |  |  |
|  |  |  |