

Employee Transfer Procedure Checklist

Account Checklist

- ☐ Active Directory Account
 - ☐ Mirrored Distribution/Security Groups Present
 - ☐ Moved to Proper OU
 - ☐ Verify Organizational Fields are Updated
 - ☐ Get approval for all APP_AX and coarse grain groups

Name:

Username:

Position:

Department:

Manager:

Office:

Phone #:

Mirror:

Active Directory Changes:

Additional Notes: