

Employee Transfer Form

This form is used to modify the access of an employee transferring from one job role to another, or location. If you have any questions, please contact the HR Service Center at hr@enablemidstream.com.

Supervisor Information

Name:	
Employee ID:	Title:
Phone:	Email:
Department:	Cost Center:

Employee Information

Name:	Employee ID:
Effective Date for location/role:	Email:
Former Supervisor:	Former Supervisor Phone Number:
Former Department:	New Department:
Former Title:	New Title:

Security Badge Access

The Leadership Square, One Shell Plaza, Milam, and Marlana locations all use general access. A new badge is not needed when transferring between those locations.

New Access Needed

Change in Access

Access to which locations (offices, including floors, and field sites):

Parking Access

Please coordinate with HR to cancel your employee's current parking contract 30 days prior to transferring.

Current Parking Location:

New Parking Location:

Telecom Access

If moving within the same building, the employee can take the phone with them.

Is a new phone needed?

Yes

No

Former Phone Number:

IT Access

Please review your transfer employee's current IT access. Use [My Identity Manager](#) to add or remove access. Below are instructions on how to add or remove access.

[Requesting Access in My Identity Manager](#)

[Removing Access in My Identity Manager](#)

For applications not found in My Identity Manager, please contact the Help Desk at helpdesk@enablemidstream.com.

Facilities

Former Office/Cubicle Number:	Mail Code Number:
Former Location:	New Location:
Are there any special physical requirements/restrictions? Yes No	
New furniture required? Yes No	Use Existing Furniture? Yes No
Do you need a key? Door Cabinet	Number of LAN connections required?

Supervisor Authorization