

Employee Checklist: Internal Transfer

Items to update if an internal employee has changed roles, moved locations/offices or has relocated to another state.

- ☐ **Update Office Phone Number, Home Address, Workstation Number and Review Emergency Contact:**
HUB>Apps>HR Now>From the home drop down select My Employee File>Click the edit pencil in the applicable sections
- (Note: If you receive a cell phone stipend and your cell phone number has changed, you will also need to update your cell phone number)
- ☐ **Parking:** If you are moving to or from OKC-BOK or Houston-One Shell Plaza, contact the HRSC for instructions regarding parking.
- ☐ **Update Direct Deposit or W-4:** If your financial institution information has changed or if you are moving to a different state, please update this information in My Payroll.
HUB>Apps>My Payroll>Pay>Direct Deposit
HUB>Apps>My Payroll>Pay>Tax Withholding
- ☐ **Business Cards:** With supervisor approval, business cards may be ordered through the company store: www.enablemidstreamstore.com.
- ☐ **Work Schedule:** Work with new supervisor to determine work schedule and/or Flexible Work Options (FWO).
- ☐ If you have additional questions/concerns regarding benefits, policies, or other HR related items, please contact HR@enablemidstream.com or 844-687-4748 option 7.