

INFORMATION TECHNOLOGY

Personnel Change Form

Action:	_____	Request Date:	_____
Department (new):	_____	Department (old):	_____
Employee Name:	_____	Title:	_____
Image computer like:	_____	Person:	_____
Phone:	_____	Computer Serial #:	_____
Printer Name:	_____		

Choose **Yes** or **No** for the following:

Door Access Card:	_____	Indicate which doors:	_____
Internet Access:	_____		_____
Add / Suspend AS/400 Account:	_____	AS/400 User ID:	_____
Mirror AS/400 Account like:	_____	AS/400 Device/Printer Names:	_____
Add / Suspend Network User Directory:	_____	Add / Suspend Outlook Account:	_____
Resolution Writer:	_____	List Department(s):	_____
Resolution Administrator:	_____	List Department(s):	_____
Web Content Editor:	_____	List Department(s):	_____
Effective Date of Changes:	_____		

FOR IT ONLY/ ACTIVE DIRECTORY

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Munis Rights Needed:

Copy User (or below):

Department(s):	Module	Inquiry	Entry	Approver	Notes:
	Accounts Payable				
	Applicant Tracking				
	Accounts Receivable				
	Benefit Enrollment				
	Benefits				
	Bid Management				
	Budget				
	Cash Management				
	Contract Management				
	Customer Management				
	Employee Expense				
	Employee Self-Serve Mgmt.				
	eProcurement				
	Fixed Assets				
	General Billing				
	General Ledger				
	HR Management				
	Inventory				
	Payroll				
	Pcard Processing				
	Projects and Grants				
	Purchase Orders				
	Requisitions				
	Vendor Management				
	Vendor Self-Serve Mgmt.				
	Work Order Assets				
	Work Orders				

Munis Primary Receipt/Bill Printer:	Munis Backup Receipt/Bill Printer:
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AUTHORIZED SIGNATURE/DATE: _____