

ORC:	_____
OAC:	_____
COA:	_____
CFSR:	_____
Board:	_____
Other:	_____

Review Date: 12/16

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12D.02

SUBJECT: Employee Moves and Changes

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Dec 9, 2013

Responsible for Implementation: All Staff

Employee Moves and Changes

When employees move or experience a change in status, IT must make corresponding changes to their technology configuration and access.

IT also must be notified in advance of any employee moves or changes to allow sufficient time to modify and set up the required technology. IT requests a 10 working day notice prior to an employee move or change in order to ensure all technology-related changes can be made.

Procedures:

- 1) The worker's supervisor fills out the IT Enrollment form online
 - a) Checks the Employee Moves and Changes box
 - b) Fills out all the required fields that will be displayed based on the Employee Moves and Changes selection.
- 2) Press submit
- 3) The form will be routed to the IT Service Desk where they will open a service desk ticket and fulfill your request.