

## Employee Change Request Form

**Manager or Supervisor:** Please fax completed form to ITSS Service Centre (902-368-4716) or by email [servicecentre@gov.pe.ca](mailto:servicecentre@gov.pe.ca). For questions, call 902- 620-3600.

**Please Allow 3 Working Days for Processing**

- Emergency Account Suspension**                       **Other**  
 **Change in position**                       **Exiting Employee**                       **Name Change**                       **Temporary/Proxy Access**

EMPLOYEE INFORMATION (All fields are required and please print)			
Employee #:		Department:	
First Name:		Division:	
Last Name:		Section:	
Middle Initial:		Location:	
Title:		Fax:	
Phone:		Username:	
Email Address:		Position #:	
Supervisor' name:			

Reason for Change	
<input type="checkbox"/> Leave of Absence [i.e. maternity/parental leave, secondment, layoff]	Effective Date:
<input type="checkbox"/> Transfer within Department	Effective Date:
<input type="checkbox"/> Transfer within Government	Effective Date:
<input type="checkbox"/> Exit from Government [i.e. termination, resignation, retirement]	Effective Date:
<input type="checkbox"/> Temporary/Proxy Access request	Effective Date:
<input type="checkbox"/> Personal Information Change	Effective Date:

Change Request –(Fill in applicable boxes only)			
First Name:		New Dept.:	
Middle Name:		New Division:	
Last Name:		New Section:	
New Title:		New Location:	
New Phone:		Position #:	
New Fax:		Other changes:	

Government Records Management	
<b>You are required to consult with the Departmental RIM Coordinator/SRM for advice regarding records dispositions.</b>	
Authorization from the Departmental RIM Coordinator is required for any transitory record to be destroyed.	
Is the Department under the Tobacco Hold or another legal hold? <input type="radio"/> Yes <input type="radio"/> No	
If Yes, Service Centre must suspend the user's account(s) until hold is lifted.	
If No, contact your Departmental RIM Coordinator about the proper destruction of records.	
The custody of the user's paper files must be transferred to the appropriate employee or storage area.	This user's files were moved to:
If user worked from home, return all records to government. <i>(i.e. Business Continuity Binders, etc.)</i>	New file location:

Service Centre Tasks – User Files	
Please move government records to new drive.	To: Please list new drives:
	From: Please indicate all user's current drives <i>("H" (personal drive), "C" or other external drive)</i>
Please move government records from all users' devices.	To: (Please indicate shared drive) <i>(i.e. Blackberry, cell phone, tablets, etc. to a shared drive, i.e. "G" drive)</i>
All devices have been returned to government.	Disable the account and give proxy access to:
Proxy access is required for all users' government email records to be printed and filed and/or stored in accessible electronic folders.	Proxy access granted to: <i>(Please provide name and email address) for person granted proxy access.)</i>

The Departmental RIM Coordinator is aware of and in agreement with the above noted Government Records Management and Service Centre Tasks proposed changes.	
RIM Coordinator/SRM Signature (after consultation):	Date:

Business Systems and Services		
Please check the user's business systems and services to be deleted.		
<input type="checkbox"/> Insite Portal	<input type="checkbox"/> VPN	<input type="checkbox"/> Network Account(s)
<input type="checkbox"/> Insite Portal Communities	<input type="checkbox"/> CIS	<input type="checkbox"/> Employee Directory Listing
<input type="checkbox"/> Peoplesoft	<input type="checkbox"/> ISM	<input type="checkbox"/> BOE reports (crystal reports)
<input type="checkbox"/> Oracle FIS/HFS	<input type="checkbox"/> Other	

**Directory Access Change(s):**

**Do you need access to multiple network drives?**

**Core**

**Education**

**Health**

**Remove:**

*Ex. g:\ARCHIVES\Archives\*

**Add:**

*Ex. g:\ARCHIVES\Archives\*

**Read or Write Access:**

**GroupWise Group Change(s):**

**Please delete (name of user) from the following GroupWise group(s): Please (list all groups.)**

**Remove:**

**Please add (name of user) to the following GroupWise group(s): (Please list all groups.)**

**Add:**

**Grant Proxy Access to: (Please provide name.)**

Supervisor Checklist for Employee Transfer/Exit	
	Initial
1. Notice of Resignation received in writing	
2. Notify the following, in advance, of the proposed termination/transfer date:	
<ul style="list-style-type: none"> <li>• Departmental Human Resources Office (complete Human Resource Action Form)</li> <li>• Public Works Accommodations – <a href="mailto:pwacom@gov.pe.ca">pwacom@gov.pe.ca</a> (in the event of confidential sensitivity, consult with Departmental Human Resources Manager)</li> </ul>	
3. Forward any outstanding documents relative to the employee to Departmental Human Resources – Personnel Officer	
4. Designate interim person responsible for duties	
5. Inform switchboard concerning direction of calls	
6. Inform the appropriate person to update staff listing, mailbox, etc.	
7. Have employee contact Departmental Human Resources Office to discuss retirement/severance, group insurance, exit survey, etc.	
Discussion with Employee	
Please ensure the employee has completed the following tasks before leaving.	Initial
8. Any outstanding tasks, projects or activities are identified	
9. Agreement for continued confidentiality is understood and accepted	
10. Phone messages – have the employee delete phone messages and change password to phone number	

Equipment		
Please indicate if the user had any of the items listed below. It is the Manager/Supervisor's responsibility to ensure that any equipment is returned to the Department.		
<input type="checkbox"/> Government ID	<input type="checkbox"/> Blackberry	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Keys	<input type="checkbox"/> Cell phone	<input type="checkbox"/> Credit card(s)
<input type="checkbox"/> Computer/laptop	<input type="checkbox"/> Tablet	<input type="checkbox"/> Tools and equipment
<input type="checkbox"/> Passes (i.e. parking passes)	<input type="checkbox"/> Other	

Comments

Department Manager/Supervisor Approval	
Authorized by (please print):	
Signature:	
Contact Phone #:	
Request Date:	

- **Managers/Supervisors are responsible for having the Internet and Intranet information updated for their division.**
- **Managers/Supervisors are responsible for ensuring that the Employee's government records, in all formats, are safeguarded for continued access by other government employees.**
- **This form is to ensure that proper notification is given to IT Shared Services regarding an employee's employment status for the purpose of account security and administration. An Employee Change Request Form must be filled out for all transferring or departing government employees.**
- **Please note that government records, including those in electronic format, can only be destroyed/deleted in accordance with an approved Retention Schedule. In instances where legal holds are in place, such as the Tobacco Litigation hold, or the records are part of an active FOIPP request, proper permission must be obtained before destruction/deletion can take place. For further information, please contact your Departmental RIM Coordinator (DRC).**