

Northern Michigan University  
Notification of Employment Change  
(Security Issues)

(Check One)

Name: \_\_\_\_\_

Is Changing Campus Departments

Effective: \_\_\_\_\_

Is Leaving the University

Current Department & Telephone Number: \_\_\_\_\_

New Department, if applicable: \_\_\_\_\_

Supervisor/Department Head: Before the last date of employment in your department, VERBAL NOTIFICATION MUST BE MADE to the departments listed below to ensure passwords are canceled and University property is returned.

On the last day of service, complete this form and distribute copies to the employee and the departments listed below. Forward the original form to Human Resources for placement in the employee's personnel file.

	DATE NOTIFIED	NOT ISSUED	DATE RETURNED
Academic Computing - Help Desk/Micro Repair/Asset Mgmt (E-mail account, Laptop Computer & Peripherals)	_____	_____	_____
Administrative Information Technology (Passwords [BANNER], Telephone Calling Card/Telephone Number/Audix)	_____	_____	_____
Controller's Office (Travel Cards)	_____	_____	_____
Financial Services	_____	_____	_____
Library (Books)	_____	_____	_____
Public Safety (University ID/Keys)	_____	_____	_____
Purchasing (Departmental Credit Card)	_____	_____	_____

I acknowledge that all University property has been returned and the departments have been notified:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Department Head Signature

\_\_\_\_\_  
Date