HUMAN RESOURCE OFFICE (HR)

- **Provides Employee Transfer/Position Change information to Technology Services.**
- Updates **Workday role/permissions**, if applicable.

TECHNOLOGY SERVICES (TS)

- **Initiates TS Transfer Process:**
  - This can occur **up to 2 weeks** prior to the transfer/position change date, if notice is received earlier.
  - In most cases, this process is initiated immediately.
- **The TS Transfer Process automatically creates requests for Standard technology service changes** for the Employee, appropriate for the new position**:**
  - Outlook email groups and network share access/permission changes
  - Computer software/configuration changes or removal; move computer to new location
- **TS sends two emails to the employee's new Supervisor:**
  - **(1) PHONE email: If a PHONE is needed,** the new Supervisor or other dept representative is instructed to **submit a Technology Support request** (select **Phone Services**).
  - **(2) COMPUTER email:** The employee's new Supervisor is instructed to **reply to the computer email** to provide details about changes needed (location/move date, laptop/desktop, monitors, software, etc).
- **Notifies the Employee** when technology services are ready.
- **If additional (Non-Standard) technology services/changes** are requested by the new Department, TS **processes the additional service request tickets** and notifies the employee when ready.

EMPLOYEE

- **Receives notice via Outlook email** when technology services are ready.
- **Confirm with your HR rep that your work contact information in Workday has been updated** by their office, to ensure employee directory is up to date.

(NEW) DEPARTMENT

- **Follow instructions in PHONE and COMPUTER emails** that were sent to the new Supervisor:
  - **If a PHONE is needed,** the new Supervisor or other dept representative should **submit a Technology Support request** (select **Phone Services**).
  - The new Supervisor should **reply to the COMPUTER email** to provide details about changes needed (location/move date, laptop/desktop, monitors, software, etc).
- **If Non-Standard technology services** (such as folder/share permissions, special software, ImageNow, etc) **are needed**, the new Supervisor or other dept representative should **submit a Technology Support request:**
  - **Before submitting,** see Technology and Software Purchasing Procedures and Technology Support Service Type Guide for instructions.
- **Initiate Change Work Space** task in Workday, to update the employee's work phone and location (for assistance, contact HR).