

Department/Agency Heads Employee Activation/Deactivation Form

<p>Dept. _____</p> <p>Emp. Name _____</p> <p>Emp. Title _____</p> <p>Emp. No. _____</p> <p>Date _____</p> <p>Signature _____</p> <p><input type="checkbox"/> Activate Employee</p> <p style="text-align: center;"><u>Applications</u></p> <p><input type="checkbox"/> Email Only</p> <p><input type="checkbox"/> General Ledger</p> <p><input type="checkbox"/> Account Payable</p> <p><input type="checkbox"/> Purchasing (Purchase Orders)</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> Personnel</p> <p><input type="checkbox"/> Budget</p> <p><input type="checkbox"/> Inquiry</p> <p><input type="checkbox"/> Tax applications</p> <p><input type="checkbox"/> Permits and codes</p>	<p>Dept. _____</p> <p>Emp. Name _____</p> <p>Emp. No. _____</p> <p>Date _____</p> <p>Signature _____</p> <p><input type="checkbox"/> Deactivate Employee</p>
<p>(To be filled in by ITS Dept.)</p> <p style="text-align: center;">Mainframe</p> <p><input type="checkbox"/> Login ID _____</p> <p><input type="checkbox"/> Login Password (Temp) _____</p> <p>Date _____</p> <p>Signature _____</p> <p>Revised 11-29-2007</p>	<p style="text-align: center;">Network</p> <p><input type="checkbox"/> Login ID _____</p> <p><input type="checkbox"/> Login Password (Temp) _____</p> <p>email _____</p> <p>Date _____</p> <p>Signature _____</p>

