

EMPLOYEE TRANSITION NOTIFICATION FORM (ETNF)

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ETNF Flowchart



ETNF Routing Triggers:



ETNF Categories

- Employee Exit
- Employee Onboarding
- Employee Shop Transfer
- Employee Job Change



ETNF Instructions (Summary)

Employee Exit Summary

- 1. Employee tells supervisor that they intend to leave the job.
- 2. Supervisor gets the resignation letter from employee, and emails HR rep.
- 3. ERHR emails the employee and copies the supervisor with a template email that includes:
 - 3.1. Exit Checklist: https://humanresources.illinois.edu/assets/docs/AcademicExitChecklist.pdf.
 - 3.2. Exit Inventory <u>https://erin.fs.illinois.edu/docs/default-source/forms/s/separation-checklist.doc?sfvrsn=5665ae46_4</u>
 - 3.3. Exit Interview https://surveys.illinois.edu/sec/3383941
- 4. Employee or Supervisor returns completed Exit Form to ERHR Representative
- 5. Employee and/or Supervisor completes steps on the Inventory Checklist and gets signatures from each contact on the list.
 - 5.1. Supervisor and Employee will be responsible for completion of Inventory Checklist
 - 5.1.1. Inventory Checklist is a Management Document and <u>does not</u> need to be returned to ERHR.
- 6. ERHR initiates the ETNF: Employee Transition Notification Form (ETNF).
 - 6.1. Distribution Lists Notified
 - 6.2. Supervisor notified.
- 7. Supervisor completes the ETNF
- 8. Supervisor disposes of the badge.
- 9. Supervisor confirms the ETNF tasks are all completed.
- 10. Distribution lists are notified

Employee Onboarding Summary

- 1. ERHR verifies all pre-employment processes have been completed for New Employee
 - 1.1 Includes, but is not limited to Offer/Acceptance, Background and Misconduct Check and UI NewHire
- 2. ERHR initiates, in relevant part, the ETNF: Employee Transition Notification Form (ETNF).
- 3. Supervisor receives notification that an ETNF has been *initiated* and supervisor completes *all* remaining items.
- 4. Supervisor confirms the ETNF tasks are all completed.
- 5. Distribution lists are notified.



Employee Shop Transfer Summary

- 1. Supervisor notifies ERHR, through e-mail, of transfer and includes the following information:
 - 1.1. Name
 - 1.2. UIN
 - 1.3. Date of Transfer
 - 1.4. Current Shop #
 - 1.5. New Shop#
 - 1.6. Current Supervisor
 - 1.7. New Supervisor
- 2. ERHR initiates the ETNF: Employee Transition Notification Form (ETNF).
- 3. Current Supervisor completes the ETNF
- 4. New Supervisor completes the ETNF.
- 5. Distribution Lists Notified.

Employee Job Change Summary

- 1. ERHR becomes aware of job change through requested reclassification/promotional request and has completed all requisite processing requirements (HR Front End Processing, Offer/Acceptance, etc).
- 2. ERHR initiates the ETNF: Employee Transition Notification Form (ETNF).
- 3. Supervisor completes the ETNF.
- 4. Distribution lists notified.



ETNF Instructions (Detailed):

Employee Exit Detailed

- 1. ERHR Initiates ETNF
- 2. Supervisor receives e-mail notification that ERHR has initiated the ETNF for a new employee.
- 3. Supervisor Completes the following fields:

Exiting Employee Supervisor Information

Supervises Others? - Exit

○ Yes

○ No

Badge Number - Exit

Room/Office Number: - Exit

If Employee is exiting, who will be fulfilling the Employee's duties?

Has the Employee Returned Badge?
Yes
No
Has the Employee Returned iCard?
Yes
No
Has the Employee Returned Keys? - Exit
Yes
No
Has the Employee Returned Card Access/Proximity Card for Buildings?
Yes
No

Continued on next page ...



Will the Employee need to return these devices/items or have access removed?	
Teams Phone	
Pager	
Desktop Computer	
Laptop Computer	
Tablet	
2 Factor FOB	
T-card	
P-card	
iStores	
Comments and Special Instructions - Exit	
Have the tasks on the Exit Inventory been completed?	
□ Yes	
□ No	
Thank you for completing the request.	
Save	

4. Distribution Lists Notified



Employee Onboarding Detailed

- 1. ERHR Initiates ETNF
- 2. Supervisor receives e-mail notification that ERHR has initiated the ETNF for a new employee.
- 3. Supervisor Completes the following fields:

New Employee Supervisor Information

Submit as soon as possible prior to start date to avoid delays in **employee pay** and **access to resources**. Once "Save" is pressed, initiation of all tasks begins.

In 2 day's time, a reminder message will be sent requesting additional employee information such as Net ID, UIN, and additional information relevant to setting up access to resources.

Supervises Others?

○ Yes

○ No

New Shop Code

Previous Shop Code

Room/Office Number

Needs A Name Plate?

○ Yes

○ No

Preferred Name

If other than Full Name, such as what should be on a Name Plate

Shops Needing Blood Borne Pathogen Training

- 04 Plumbers
- 07 Laborers
- 10 Brick Masons
- 12 Grounds

If your employee is part of the above shops, please select which shop. A staff member will contact the hiring manager/supervisor to schedule BBP training after receipt of the form indicating training is needed. For questions, please contact Safety and Compliance (244-1840). This is required for the above shops.

Continued on next page ...



Needs Key Access to Buildings/Rooms - New Employee

○ Yes

0 No

For questions, please contact the Key Shop (333-8790) Please remember to fill out the "Key Request Form" which can be found on ERIN. That is the form that actually orders the keys.

Needs Card Access/Proximity Card to Buildings/Rooms - New Employee

○ Yes

○ No

For questions, please contact Card Access Requests (300-5432)

Needs a P-card or T-card?

- □ P-card
- □ T-card

Needs to Purchase from iStores?

- Yes
- \bigcirc No

Comments and Special Instructions

Grant Permissions like an existing User (email address)

user@example.com

If you are requesting to mirror a 'manager' or 'supervisor', the new person will also get ALL the same access, things like HR shares, manager shares, manager/HR email groups etc. It should be strongly discouraged for a non manager to have their permissions made the same as a manager.

Will the Employee need the following?*

- □ None
- □ Teams Phone Number
- Desk Phone
- Cell Phone
- □ Pager
- □ 2 Factor FOB
- □ Computer

E-911 Acknowledgement required before Teams can be setup. If employee type is Undergrad, they are not allowed to receive a Teams device. A staff member from the Information Technology Department (IT) will be in contact with the hiring manager/supervisor for further information related to these items. For questions, please contact IT, (244-6350)

Comments and Special Instructions for Employee Access

For additional configuration/software etc. please go to The IT Support Desk ticketing system

\Box Check this box when you have completed this request.

Supervisors who check the approval box at bottom of form and press the "Save" button are authorizing tasks and associated expenditures. When you check the box, you are authorizing this



4. Distribution Lists Notified.



Employee Shop Transfer Detailed

- 1. ERHR Initiates ETNF
- 2. Supervisors (current and new, if applicable) receives e-mail notification that ERHR has initiated the ETNF for a new employee.
- 3. Current Supervisor Completes the following fields:

Shop Transfer - Current Supervisor Information

Need Key Access to Buildings/Rooms removed.
□ Yes
□ No
Needs Card Access/Proximity Card to Buildings/Rooms removed
□ Yes
□ No
Comments and Special Instructions for Acess Removal
New Supervisor Net ID - Shop Transfer
\bigcirc
SIGN-OFF: Current Supervisor Section Complete
Save

4. New Supervisor completes the following fields:

Shop Transfer - New Supervisor Information

Supervises Others? - Shop Transfer O Yes O No	
Effective Date - Shop Transfer	
mm/dd/yyyy	
New Shop Code - Shop Transfer	
Previous Shop Code - Shop Transfer	



Room/Office Number - Shop Transfer

(If existing. If not existing, see below.)

Needs New Office Space? - Shop Transfer

○ Yes

 \bigcirc No

Needs Name Plate? - Shop Transfer

○ Yes

 \bigcirc No

Shops Needing Blood Borne Pathogen Training - Shop Transfer

04 - Plumbers

07 - Laborers

10 - Brick Masons

12 - Grounds

If your employee is part of the above shops, please select which shop. A staff member will contact the hiring manager/supervisor to schedule BBP training after receipt of the form indicating training is needed. For questions, please contact Safety and Compliance (244-1840) This is required for the above shops.

Need Key Access to Buildings/Rooms - Shop Transfer

○ Yes

 \bigcirc No

Needs Card Access/Proximity Card to Buildings/Rooms - Shop Transfer

○ Yes

 \bigcirc No

For questions, please contact Card Access Requests (300-5432)

Needs a P-card or T-card? - Shop Transfer

○ Yes

 \bigcirc No

In the case of a new employee or transfer, a staff member from Procurement Services will contact the hiring manager/supervisor to discuss what steps need to be taken at that time. For questions, please contact Deb Caparoon, Procurement Services (300-3560)

Needs to Purchase from iStores? - Shop Transfer

○ Yes

 \bigcirc No

Grant Permissions like an existing User (email address)

user@example.com

If you are requesting to mirror a 'manager' or 'supervisor', the new person will also get ALL the same access, things like HR shares, manager shares, manager/HR email groups etc. It should be strongly discouraged for a non manager to have their permissions made the same as a manager.

Comments and Special Instructions - Shop Transfer

 \Box Check this box when you have completed this request. - Shop Transfer

en you check the box, you are authorizing this change.

5. Distribution Lists notified.

Save



Employee Job Change Detailed

- 1. ERHR Initiates ETNF
- 2. Supervisor receives e-mail notification that ERHR has initiated the ETNF for a new employee.
- 3. Supervisor Completes the following fields:

Job Change Supervisor Information

Supervises Others? - Job Change ○ Yes ○ No Effective Date - Job Change ... mm/dd/yyyy New Shop Code - Job Change Previous Shop Code - Job Change Room/Office # - Job Change New Supervisor Net ID - Job Change Needs New Office Space? - Job Change ○ Yes \bigcirc No Needs Name Plate? - Job Change \bigcirc Yes ○ No

Continued on next page...



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Shops Needing Blood Borne Pathogen Training - Job Change

04 - Plumbers

- 07 Laborers
- 10 Brick Masons
- 12 Grounds

If your employee is part of the above shops, please select which shop. A staff member will contact the hiring manager/supervisor to schedule BBP training after receipt of the form indicating training is needed. For questions, please contact Safety and Compliance (244-1840) This is required for the above shops.

Needs Key Access to Buildings/Rooms? - Job Change

- Yes
- No

For questions, please contact either the Key Shop (333-8790)

Needs Card Access/Proximity Card to Buildings/Rooms - Job Change

○ Yes

\bigcirc No

For questions, please contact Card Access Requests (300-5432)

Needs a P-card or T-card? - Job Change

 \Box P-card

\Box T-card

In the case of a new employee or transfer, a staff member from Procurement Services will contact the hiring manager/supervisor to discuss what steps need to be taken at that time. For questions, please contact Deb Caparoon, Procurement Services (300-3560)

Needs to Purchase from iStores? - Job Change

○ Yes

○ No

Grant Permissions like an existing User (email address)

user@example.com

If you are requesting to mirror a 'manager' or 'supervisor', the new person will also get ALL the same access, things like HR shares, manager shares, manager/HR email groups etc. It should be strongly discouraged for a non manager to have their permissions made the same as a manager.

Comments and Special Instructions - Job Change



Thank you for completing the request.



4. Distribution Lists Notified.



Distribution Lists

ETNF allows you to notify groups of individuals (distribution lists). These notified groups can then initiate their internal process to assist with employee events, as appropriate. The following groups are notified once the ETNF has been confirmed complete:

- Financial Operations
- Keys/Card Access
- CRC
- FIR
- HR
- iStores
- IT Resource Access
- IT Support Desk
- Occupational Safety and Health
- Pagers
- Payroll
- Procurement
- Service Office
- Tool Room



Example E-mails

Exiting Employee – Supervisor to Complete

no-reply@illinois.edu	← Reply	Keply All	\rightarrow Forward	ų,	
To • nduda@illinois.edu			Tue 5/9	9/2023 9	:05 AN
TEST MESSAGE					
Original To: <u>eas@illinois.edu</u>					
Original Cc: Original Bcc:					
unginal dcc.					
Eric Smith,					
HR processing is now in-progress for the ETNF form for Dallas Schlosser. Please complete all remaining items.					
Effective Date: 2023-05-09					
Employee Category: Civil_Service					
https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uiuc_facilities_and_services/information_technology/fs_etnf5/Survey?formR	esponseld=1d938eb3	fa85-4b55-90f7	7-affd00944e07		
Thanks!					

Onboarding Employee – Supervisor to Complete





Employee Shop Transfer – Supervisor to Complete

TEST EMAIL - ETNF - Shop Transfer - HR Complete, Dallas Schlosser						
no-reply@illinois.edu	凸	← Reply	Reply All	\rightarrow Forward	ij	
To ●nduda@illinois.edu				Mon 5/29/2	2023 12	:19 PM
TEST MESSAGE Original To: <u>dschloss@illinois.edu</u>						
Original Cc:						
Original Bcc:						
Dallas Schlosser,						
HR processing is now complete for the ETNF form for Dallas Schlosser. Please complete the Shop Transfer - Current Supervisor section.						
Employee Category: civil_service						
https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uiuc_facilities_and_services/information_technology/fs_etnf5/Survey?formRes	ponse	Id=6c439896-	-623d-4297-b23	2-b01100ca8ff6		
Thanks!						
Facilities and Services ETNF Application						

Employee Job Change – Supervisor to Complete

TEST EMAIL - ETNF - Job Change - HR Complete, [Question_ValueOf:full_name_job_change]]					
no-reply@illinois.edu	← Reply	Keply All	\rightarrow Forward	ij	•••
To Onduda@illinois.edu			Tue 5/	9/2023 9	:42 AM
TEST MESSAGE					
Original To: <u>dschloss@illinois.edu</u>					
Original Cc: Original Bcc:					
Dallas Schlosser,					
HR processing is now in-progress for the ETNF form for Dallas Schlosser. Please complete all remaining items.					
Employee Category: Civil_Service					
https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uiuc_facilities_and_services/information_technology/fs_etnf5/Survey?formResponse	Id=3ac83245	-fd4f-40a5-ae2c-	affd009f567a		
Thanks! Facilities and Services ETNF Application					



Exiting Employee – ETNF Sent to Distribution Lists (Complete)

From: ro-reply@illinois.edu https://www.edu/securetarian.com
Date: Friday, May 5, 2023 at 8:02 AM
To: Duda, Nikkole < <u>nduda@illinois.edu</u> >
Subject: TEST EMAIL - ETNF - Employee Exit, Effective Date: 2023-05-08, Nikkole Duda
TEST MESSAGE
Original To: nduda@illinoix.edu
Original Cc: nduda@illinok.edu
cijonest@illinois.edu, jahvey@illinois.edu, soonjin@illinois.edu, sutkers@illinois.edu, dxhloos@illinois.edu, jakov@illinois.edu, frivera@illinois.edu, kimczray@illinois.edu, jakov@illinois.edu, jakov@illinois.edu
Nikkole Duda, <u>nduda@ilinois.edu</u> has submitted information on an Exiting Employee.
This is to inform you that an Employee by the name of Nikkole Duda will be leaving F&S, their last day of employment with F&S will be 2023-05-08.
The following items are important to note:
The following items are important to nice:
Employee Name: Kikkole Duda
Employee Title: Business Anlayst
UIN: 664548793
Net ID: nduda@illinois.edu
Exiting Type: Retirement
Shop Code: CS
Current Supervisor Name: Nikkole Duda
but is in upper treat memory memory memory and
Current Director Name: Brad Trankina
Thank you,
The F&S CTNF Team

Employee Onboarding – ETNF Sent to Distribution Lists (Complete)

From: no-reply@illinois.edu <no-reply@illinois.edu></no-reply@illinois.edu>
Date: Thursday, May 4, 2023 at 1:22 PM To: Duda, Nikkole <nduda@illinois.edu></nduda@illinois.edu>
Subject: TEST EMAIL - ETNF - New Employee - Resource Access, Effective Date: 2023-05-08, Nikkole Duda
Subject TEST EMALTE THE TREW EMployee - Resource Access, Energine Date, 2023-03-04, Nixkee Doub
TEST MESSAGE
Original To: jdbrandt@illinois.edu, krumins@illinois.edu, rwinterb@illinois.edu
Original Cc: <u>mfancher@illinois.edu</u>
Original Bcc: dschloss@illinois.edu, eas@illinois.edu, fijalkov@illinois.edu, frivera@illinois.edu, klmccray@illinois.edu, ekum@illinois.edu, oliverl@illinois.edu, ratcheva@illinois.edu, sarshad4@illinois.edu
Nikkole Duda, <u>nduda@illinois.edu</u> has submitted information on a New Employee.
This is to inform you that a New Employee by the name of Nikkole Duda will be starting with F&S on 2023-05-08.
······································
Here is the related information on the New Employee:
Net ID: nduda@illinois.edu
UIN: 664548793
Employee Category: Civil_Service
*Grant Permissions like an existing User (Name): <u>mmbryne@illinois.edu</u>
Comments and Special Instructions: test
Should you need to add additional information about the employee, please return to the website at:
https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uiuc facilities and services/information technology/fs etnf5/
Thank you,
The F&S ETNF Team



Employee Shop Transfer – ETNF Sent to Distribution Lists (Complete)

Subject: TEST EMAIL - ETNF - Shop Transfer, Effective Date: 2023-05-08, Nikkole Duda
TEST MESSAGE Original To: <u>nduta@illinols.edu</u>
Original Ce: <u>ndudu@illinois.adu</u>
Original Bocs: biologiblinok.edu, catupler@linok.edu, kam@linok.edu, ass@linok.edu, ass@linok.edu, baret@linok.edu, baret@lin
Nikkole Duda, <u>nduda@illineis.edu</u> has submitted information on a Shop Transfer.
This is to inform you that an Employee by the name of Nikkole Ducka had a Shop Transfer occur on 2023-05-08.
The following items are important to note:
Employee Name: Nikkole Duda
Employee Title: Business Analyst
Employee Category:
Supervises Others? No
New Shop Code: P5
Previous Shep Code: CS
New Supervisor Name: Nikitole Duda
Room/Office Number: 21
Needs a Name Plate? Yes
Part of a Shop Needing Blood Borne Pathogen Training?
Need Access to Buildings/Rooms - Keys and/or ICard? Yes
Which Buildings? 0198
Which Rooms? 20
Needs a P-card or T-card? Yes
Needs to Purchase from Bitores? No
Comments and Special Instructione: test
Thank you, The F&S ETNF Team

Employee Job Change - ETNF Sent to Distribution Lists (Complete)

Select TV PLAN - TVP - Job Change, fifterior Data : 2023-DG A, Nikole Duda	To: Duda, Nikkole < <u>nduda@illinois.edu</u> >
Orgen zindemition and yorgen providemition and y antimition and y standingtion and y standing and y standingtion and y standingtion and y stan	Subject: TEST EMAIL - ETNF - Job Change, Effective Date: 2023-05-08, Nikkole Duda
Orgentiation and begin	
Original Constantions and Original Constantions constantions constantions do stantions do stantino do stantions do stantions do stantions do stantions	TEST MESSAGE
Original condic security filtering code,	Original To: nduda@illinois.edu
Handback by bandback by bandback by bandback by bank by Billook db, bank by Bolage eccur or 2023 65 0. The folsoing term are insportent to act: Englower fair: Bainers Augu Englower fair: Baine	
Nakot Duda, field Billinok eth Nas uthrittel Information on a lot Charge. This is to informy suc that as Employee by the name of Nikkole Duda hash ad a Do Quage occur on 2023 d5-04. The following Items are important to note: Employee Tates: Rainess Analyte Employee Tates: Rainess Analyte Employee Tates: Rainess Analyte Employee Tates: Rainess Analyte Supprives There: Not supprives Ther	
This is inform yuu tu tu tu fungive by the name of Nikole Duds has had a lob Dange occur on 2023 05.00. The following terms are insportant to note: Employee Marrie: Nikole Duds Employee Marrie: Nikole Duds Employee Marrie: Nikole Duds Stapport Erit: Basiers Analyt Stapport E	idiones1@illinois.edu, laivey@illinois.edu, sozonin@illinois.edu, vatkins@illinois.edu, dschloss@illinois.edu, figlikov@illinois.edu, kincray@illinois.edu, lexum@illinois.edu, lexum@illinois.edu, atcheva@illinois.edu, asshad4@illinois.edu
This is inform yuu tu tu tu fungive by the name of Nikole Duds has had a lob Dange occur on 2023 05.00. The following terms are insportant to note: Employee Marrie: Nikole Duds Employee Marrie: Nikole Duds Employee Marrie: Nikole Duds Stapport Erit: Basiers Analyt Stapport E	
he folowing items are important to arte: Empiore Arasy items Analyst Empiore Caregory: Coll_servic Empiore Caregory: Coll_servic Empiore Caregory: Coll_servic Empiore Caregory: Coll_servic Supervices Dear 7 is New Supervices Than:: Nikele Duda Empirication Strates The Nikele Duda Emory Office Number: 21 New Supervices The Supervices Name: Nikele Duda Emory Meeting Blood Bane Pathogen Taning? New Supervices Caregory: Carego	Nikkole Duda, <u>mdvdg@ilinois.ndu</u> has submitted information on a Job Change.
Independence	This is to inform you that an Employee by the name of Nikkole Duda has had a lob Change occur on 2023-05-08.
Endoye Title Buines Anayat Endoye Categoy: Cv[_Service Supervise Others? No New Shop Code: CS New Supervisor Name: Nikkole Duda Carent Supervisor Name: Nikkole Duda Room/Office Number: 21 Needs a Name Plate? Yes Part of a Shop Needing Biood Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or Card? Yes Needs Access to Building/Rooms - Keys and/or Card? Yes Needs a Part of race? P-card Needs a Part of race? P-card Needs to Partade from Stores? Yes	The following items are important to note:
Enployee Category: Cvi gervice Supervises Others? No New Supervisor Name: Nikkole Dada New Supervisor Name: Name: Nikkole Dada New Supervisor Name: Na	Employee Name: Nikkole Duda
Supervises Others? No New Shop Code: PS Previous Shop Code: CS New Supervisor Name: Nikkole Duda Current Supervisor Name: Nikkole Duda Room/Office Number: 21 Needs a Name Plate? Yes Part of a Shop Needing Bioda Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or ICard? Yes Needs Access to Building/Rooms - Keys and/or ICard? Yes Needs a Part of T-card? P-card Needs to Parthase from Stores? Yes Comments and Special Instructions: test Thaix you,	Employee Title: Business Analyst
New Shop Code: PS Previous Shop Code: CS New Shop Code: PS Previous Shop Code: CS Room/Office Number: 21 Previous Shop Needing Blood Borne Pathogen Training? New Shop Needing Blood Borne Pathogen Training? Previous Shap Needing Blood Borne Pathogen Training? Needs A Leves to Building/Rooms - Keys and/or Leard? Yes Previous Shop Code: 20 Needs a Parat or T-card? P-card Previous Shore? Yes Comments and Special Instructions: test Train you,	Employee Category: Civil_Service
New Supervior Name: Nikkole Duds Current Supervior Name: Nikkole Duda Room/Office Number: 21 Needs a Name Piate? Yes Part of a Shop Needing Blood Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or (Card? Yes Vhich Buildings? 0198 Which Rooms? 20 Needs a Picard or T-card? Picard Needs to Purchase from Stores? Yes Comments and Special Instructions: test Thaik you,	Supervises Others? No
Roor/Office Number: 21 Needs a Name Plate? Yes Part of a Shop Needing Blood Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or (Card? Yes Which Building? 0198 Which Rooms? 20 Needs a P-card or -card? P-card Needs to Purchase from Stores? Yes Comments and Special Instructions: test	New Shep Code: P5 Previous Shop Code: CS
Needs a Name Plate? Yes Part of a Shop Needing Blood Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or (Card? Yes Which Building? O198 Which Rooms? 20 Needs a Picard or T-card? Picard Needs to Purchase from Stores? Yes Comments and Special Instructions: test Thank you,	New Supervisor Name: Nikkole Duda Current Supervisor Name: Nikkole Duda
Part of a Shop Needing Blood Borne Pathogen Training? Needs Access to Building/Rooms - Keys and/or ICard? Yes Which Building? 0198 Which Rooms? 20 Needs a P-card or T-card? P-card Needs to Purchase from Stores? Yes Comments and Special Instructions: test	Room/Office Number: 21
Needs Access to Building/Rooms - Keys and/or iGard? Yes Which Building? 0198 Which Rooms? 20 Needs a P-card or T-card? P-card Needs to Purchase from Stores? Yes Comments and Special Instructions: test Thank you,	Needs a Name Plate? Yes
Which Buildings? 018 Which Rooms? 20 Needs a P-card or T-card? P-card Needs to Purchase from Stores? Yes Comments and Special Instructions: test Thank you,	Part of a Shop Needing Blood Borne Pathogen Training?
Needs a P-card or T-card? P-card Needs to Purchase from (Stores? Yes Comments and Special Instructions: test Thank you,	Needs Access to Buildings/Rooms - Keys and/or iCard? Yes
Needs to Purchase from (Stores? Yes Comments and Special Instructions: test Thank you,	Which Building? 0198 Which Rooms? 20
Comments and Special Instructions: test Thank you,	Needs a P-card or T-card? P-card
Thank you,	Needs to Purchase from Blores7 Yes
	Comments and Special Instructions: test