EMPLOYEE TRANSITION NOTIFICATION FORM (ETNF)

Contents

ETNF Flowchart

```
Initiate          →          Complete          →          Distribution
(ERHR)                       (Supervisor)                     Lists
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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
      https://erin.fs.illinois.edu/docs/default-source/forms/s/separation-checklist.doc?sfvrsn=5665ae46_4
   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 does not 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 i*nitiates,* 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
☐ Cell 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

☐ Check this box when complete and ready to submit - Exit

Thank you for completing the request.

Save

4. Distribution Lists Notified

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<u>**Employee Onboarding Detailed**</u>

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
○ 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
○ 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

☐ 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 change.

[Save]

4. Distribution Lists Notified.

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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

☐ SIGN-OFF: Current Supervisor Section Complete

Save

4. *New Supervisor completes the following fields:*

Shop Transfer - New Supervisor Information

Supervises Others? - Shop Transfer
○ Yes
○ 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
○ No

Needs Name Plate? - Shop Transfer

○ Yes
○ 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
○ No

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

○ Yes
○ No

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

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

○ Yes
○ 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
○ 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

☐ Check this box when you have completed this request. - Shop Transfer
When you check the box, you are authorizing this change.

Save

5. Distribution Lists notified.

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
○ No

Needs Name Plate? - Job Change

○ Yes
○ No

Continued on next page…

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
○ No

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

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

☐ P-card
☐ 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

☐ Check this box when you have completed this request - Job Change
When you check the box, you are authorizing this change.

Thank you for completing the request.

[Save]

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

TEST EMAIL - ETNF - Exiting Employee - HR Complete, Effective Date: 2023-05-09, Dallas Schlosser

NR   no-reply@illinois.edu
   To ● nduda@illinois.edu

↩ Reply   ↩ Reply All   → Forward   ···
Tue 5/9/2023 9:05 AM

TEST MESSAGE
Original To: eas@illinois.edu
Original Cc:
Original Bcc:

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?formResponseId=1d938eb3-fa85-4b55-90f7-affd00944e07

Thanks!
Facilities and Services ETNF Application

Onboarding Employee – Supervisor to Complete

TEST EMAIL - ETNF - New Employee - HR Complete, Effective Date: 2023-05-29, Dallas Andrew Schlosser

NR   no-reply@illinois.edu
   To ● nduda@illinois.edu

↩ Reply   ↩ Reply All   → Forward   ···
Mon 5/29/2023 11:53 AM

TEST MESSAGE
Original To: dschloss@illinois.edu
Original Cc:
Original Bcc:

Dallas Schlosser,

HR processing is now in-progress for the ETNF form for Dallas Andrew Schlosser. Please complete all remaining items.

    Effective Date: 2023-05-29
    Employee Category: Civil_Service

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uiuc_facilities_and_services/information_technology/fs_etnf5/Survey?formResponseId=247404e0-dfec-4978-aa42-b01100c39f5d

Thanks!
Facilities and Services ETNF Application

Employee Shop Transfer – Supervisor to Complete

TEST EMAIL - ETNF - Shop Transfer - HR Complete, Dallas Schlosser

NR no-reply@illinois.edu
To nduda@illinois.edu

👍 ↩ Reply ↩ Reply All → Forward 📋 ⋯
Mon 5/29/2023 12:19 PM

TEST MESSAGE
Original To: dschloss@illinois.edu
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?formResponseId=6c439896-623d-4297-b232-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]]

NR no-reply@illinois.edu
To nduda@illinois.edu

↩ Reply ↩ Reply All → Forward 📋 ⋯
Tue 5/9/2023 9:42 AM

TEST MESSAGE
Original To: dschloss@illinois.edu
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?formResponseId=3ac83245-fd4f-40a5-ae2c-affd009f567a

Thanks!
Facilities and Services ETNF Application

Exiting Employee – ETNF Sent to Distribution Lists (Complete)

From: no-reply@illinois.edu <no-reply@illinois.edu>
Date: Friday, May 5, 2023 at 8:02 AM
To: Duda, Nikkole <nduda@illinois.edu>
Subject: TEST EMAIL - ETNF - Employee Exit, Effective Date: 2023-05-08, Nikkole Duda

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TEST MESSAGE
Original To: nduda@illinois.edu
Original Cc: nduda@illinois.edu
Original Bcc: eas@illinois.edu, lexum@illinois.edu, pellison@illinois.edu, smccurry@illinois.edu, bleitz@illinois.edu, cakupfer@illinois.edu, kam9@illinois.edu, sbreit@illinois.edu, tbtate@illinois.edu, fsserviceoffice@illinois.edu, transteam@illinois.edu, alsip@illinois.edu, dfunk@illinois.edu, gones2@illinois.edu, hgarcia@illinois.edu, jdjones1@illinois.edu, laivey@illinois.edu, soonjin@illinois.edu, tuckers@illinois.edu, watkinsj@illinois.edu, dschloss@illinois.edu, eas@illinois.edu, fijalkov@illinois.edu, frivera@illinois.edu, klmccray@illinois.edu, lexum@illinois.edu, oliverl@illinois.edu, ratcheva@illinois.edu, sarshad4@illinois.edu
----

Nikkole Duda, nduda@illinois.edu 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:

Employee Name: Nikkole Duda

Employee Title: Business Anlayst

UIN: 664548793

Net ID: nduda@illinois.edu

Exiting Type: Retirement

Shop Code: CS

Current Supervisor Name: Nikkole Duda

Current Director Name: Brad Trankina

Thank you,
The F&S ETNF Team

Employee Onboarding – ETNF Sent to Distribution Lists (Complete)

From: no-reply@illinois.edu <no-reply@illinois.edu>
Date: Thursday, May 4, 2023 at 1:22 PM
To: Duda, Nikkole <nduda@illinois.edu>
Subject: TEST EMAIL - ETNF - New Employee - Resource Access, Effective Date: 2023-05-08, Nikkole Duda

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TEST MESSAGE
Original To: jdbrandt@illinois.edu, krumins@illinois.edu, rwinterb@illinois.edu
Original Cc: mfancher@illinois.edu
Original Bcc: dschloss@illinois.edu, eas@illinois.edu, fijalkov@illinois.edu, frivera@illinois.edu, klmccray@illinois.edu, lexum@illinois.edu, oliverl@illinois.edu, ratcheva@illinois.edu, sarshad4@illinois.edu
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Nikkole Duda, nduda@illinois.edu 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): mmbryne@illinois.edu

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

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TEST MESSAGE
Original To: nduda@illinois.edu
Original Cc: nduda@illinois.edu
Original Bcc: bleitz@illinois.edu, cakupfer@illinois.edu, kam9@illinois.edu, eas@illinois.edu, lexum@illinois.edu, pellison@illinois.edu, smccurry@illinois.edu, sbreit@illinois.edu, tbtate@illinois.edu, fsserviceoffice@illinois.edu, transteam@illinois.edu, alsip@illinois.edu, dfunk@illinois.edu, gones2@illinois.edu, hgarcia@illinois.edu, jdjones1@illinois.edu, laivey@illinois.edu, soonjin@illinois.edu, tuckers@illinois.edu, watkins@illinois.edu, dschloss@illinois.edu, eas@illinois.edu, fijalkov@illinois.edu, frivera@illinois.edu, klmccray@illinois.edu, lexum@illinois.edu, oliverl@illinois.edu, ratcheva@illinois.edu, sarshad4@illinois.edu
----

Nikkole Duda, nduda@illinois.edu has submitted information on a Shop Transfer.

This is to inform you that an Employee by the name of Nikkole Duda 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: PS

Previous Shop Code: CS

New Supervisor Name: Nikkole 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 iStores? No

Comments and Special Instructions: test

Thank you,
The F&S ETNF Team

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

To: Duda, Nikkole <nduda@illinois.edu>
Subject: TEST EMAIL - ETNF - Job Change, Effective Date: 2023-05-08, Nikkole Duda

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TEST MESSAGE
Original To: nduda@illinois.edu
Original Cc: nduda@illinois.edu
Original Bcc: eas@illinois.edu, lexum@illinois.edu, pellison@illinois.edu, smccurry@illinois.edu, bleitz@illinois.edu, cakupfer@illinois.edu, kam9@illinois.edu, sbreit@illinois.edu, tbtate@illinois.edu, fsserviceoffice@illinois.edu, transteam@illinois.edu, alsip@illinois.edu, dfunk@illinois.edu, gones2@illinois.edu, hgarcia@illinois.edu, jdjones1@illinois.edu, laivey@illinois.edu, soonjin@illinois.edu, tuckers@illinois.edu, watkins@illinois.edu, dschloss@illinois.edu, eas@illinois.edu, fijalkov@illinois.edu, frivera@illinois.edu, klmccray@illinois.edu, lexum@illinois.edu, oliverl@illinois.edu, ratcheva@illinois.edu, sarshad4@illinois.edu
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Nikkole Duda, nduda@illinois.edu has submitted information on a Job Change.

This is to inform you that an Employee by the name of Nikkole Duda has had a Job Change occur on 2023-05-08.

The following items are important to note:

Employee Name: Nikkole Duda

Employee Title: Business Analyst

Employee Category: Civil_Service

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 Blood Borne Pathogen Training?

Needs Access to Buildings/Rooms - Keys and/or iCard? Yes

Which Buildings? 0198   Which Rooms? 20

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

Needs to Purchase from iStores? Yes

Comments and Special Instructions: test

Thank you,
The F&S ETNF Team