



**GLENN COUNTY**  
**EMPLOYEE INFORMATION TECHNOLOGY (IT) TRANSFER FORM**

**CURRENT DEPARTMENT:** \_\_\_\_\_ **EMPLOYEE'S NAME:** \_\_\_\_\_

**CURRENT JOB TITLE:** \_\_\_\_\_ **TRANSFER DATE:** \_\_\_\_\_

**NEW DEPARTMENT:** \_\_\_\_\_ **NEW JOB TITLE:** \_\_\_\_\_

**DIRECT SUPERVISOR NAME:** \_\_\_\_\_ **SUPERVISOR PHONE:** \_\_\_\_\_

Does the employee have a countyofglenn.net email address?  Yes  No

Current Email Address: \_\_\_\_\_

Will the employee be required to obtain a new countyofglenn.net email address during this process?  Yes  No

If yes, does anyone in your Department need access to this employee's previous email mailbox?  Yes  No

If yes, who will need access? \_\_\_\_\_

Until what date will they need access? \_\_\_\_\_

Is the employee's current department or new department on a State Information Technology (IT) system?  Yes  No

**NEW EMPLOYEE'S ROLE:**

This employee needs permissions **altered** for which programs:

- OpenGov     GovDelivery     Granicus Peak     Laserfiche     FileMaker
- Website     SiteImprove     Purchasing Accounts     CAMS     OneSolution
- Other: \_\_\_\_\_

Is this employee is taking over an existing role or can IT copy an existing role in your department?  Yes  No

If yes, who's role? \_\_\_\_\_

Current Phone Extension: \_\_\_\_\_ Current Direct Line Phone Number (if applicable): \_\_\_\_\_

New Employee Phone Extension: \_\_\_\_\_ Direct Line Phone Number (if applicable): \_\_\_\_\_

New Phone MAC Address (located on bottom of the device): \_\_\_\_\_

**DOES THIS EMPLOYEE NEED HARDWARE AND/OR ITEMS ORDERED/PURCHASED?**  Yes  No

- Desk Phone     Computer (Thin Client/Physical Device)     Monitors     Phone Number     Phone Extension
- Other: \_\_\_\_\_

**ADDITIONAL DETAILS:**

Does this employee need to scan documents?  Yes  No Does this employee need to print documents?  Yes  No

Example: scan-to-email or scan-to-folder.    Identify Printer(s) \_\_\_\_\_

**LOCATION:**

Will this employee work at other County sites/offices on a regular basis (Example: A Mobile Employee)?

Yes, they will be a mobile employee that moves between offices regularly or out in the field on a regular basis

No, they will primarily work from a single office

Address(s) for building they will need badge access for: \_\_\_\_\_

Address(s) for building they will need badge access for: \_\_\_\_\_

**PREVIOUS LOCATION:**

Will this employee need badge access revoked from their previous department?  Yes  No

Address(s) for building they will need badge access revoked: \_\_\_\_\_

Address(s) for building they will need badge access revoked: \_\_\_\_\_

**ADDITIONAL NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION TECHNOLOGY (IT) SETUP AUTHORIZED BY:**

\_\_\_\_\_

Signature

Name

Date