

Non-DCF Employee

Intern	Consultant	Employee of a Different Agency		
New Hire	Going on Leave	Returning from Leave	Employee Left Agency	Job Change
Name Change	Location Change	Security Change	Extension	Information Correction

*Location:
New Location:
Employee Job Title:
Leave/Termination Date:
*Date of Birth:

Move files to a specified user:
OK to delete network files for this person
Make user same as:

User Name:

User Name:

*LINK /CT-KIND:	Access	Renewal	No Access	Retain Current Security	Security Change
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*LINK / CT-KIND ID:
Case Work:
Provider:
Adoption:
Juvenile Justice:
Mental Health:

FTSU/Contracts:
Revenue Enhancement:
ACR/USDII:
Facilities:
Other:
Confidential Level:

*LINK / CT-KIND ID:
Access:
Case Work:
Access (reason):

Agency Type:
Security:
Other:
Security (reason):
Confidential Level:

Desktop / PC	iPhone	E-Faxing
Desktop / VDI	Flip Phone	Teams Conference
Tablet	Desk Phone	VPN

* Manager Phone: