



Technology Department New Staff and/or Staff Movement Information

Please place a helpdesk ticket with the following information to notify ITD of staffing changes in their building. Changes in the data systems will be made after we receive confirmation of the information below from Human Resources. You do not have to wait for all staffing changes to be finalized - we welcome sheets from you as the information is known.

Staff Member (Last Name, First Name, Middle initial)	"New Staff" or indicate the AAPS building this person came from.	Name of person this new staff member replaced (indicate "New Position" if this is not a replacement)	Where did the staff member go who was replaced? "Retired" or list AAPS building.	What was the phone number for the staff member who was replaced?	Position assigned to your new staff member.	Room assigned to your new staff member.	AAPS employee number Or Contract <i>Excluding Substitutes</i>	E-mail account needed for new staff member? "Yes" or "No"
Example: John Doe	Baker Rm 3	John Smith	Retired	4222	Science	30	1234567	Yes

Signature of Administrator: _____ Date: _____