



New Mexico State University
BFHR Employee Access Request Form

EMPLOYEE TERMINATION

Instructions: Type or print information. Complete one form per termed employee. Keep a copy for your files. Fill in applicable sections and click the submit button to email the request to BFHRtech@nmsu.edu. If assistance is needed to complete the form, please contact us at 646-TECH(8324).

Section: 1 (Must be completed) INITIATOR INFORMATION

Requestor Name: Requestor Title:

Phone: Email:

Department/Sub Dept Name: Work Order:

Section: 2 (Must be completed) EMPLOYEE PHOTO CV/CP

Employee Name: Banner ID:

User Name/Account: Termination Date:

Data Management (terminating employee's files - server and hard drive):

Create CD (default) - provide to director of department

Move data to other user folder:

User Name:

Archive (no copy required)

Section: 3 (Must be completed) AUTHORIZED APPROVALS

Print Name: Signature: Date:

Business Manager/Department Head/Director Approval

(Not required if submitting electronically)

Note: You will receive a Work Order number once this information is provided to FSA. Keep the work order number readily available for future reference.