



# New Mexico State University A&F 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 all applicable sections. Completed form can be scanned then emailed to [BFHRtech@nmsu.edu](mailto:BFHRtech@nmsu.edu), or a hardcopy can be faxed to 646-1994. If assistance is needed to complete the form, please contact us at 646-TECH (8324).

### Section 1: (Must be completed)

### REQUESTOR INFORMATION

Requestor Name: \_\_\_\_\_ Requestor Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department/Sub Dept Name: \_\_\_\_\_

### Section 2: (Must be completed)

### EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

User Name/Account: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Department: \_\_\_\_\_

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: \_\_\_\_\_

(Supervisor)

*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.*