Employee Account Creation/Change Request

Status: ☐ New Hire   ☐ Promotion/Change

Requested By: _____

Today's Date: _____

First Name: _____

Middle Name: _____

Last Name: _____

Previous Name: _____
(Only for name changes)

Title / Position: _____

Employee ID: _____

☐ Classified   ☐ Certificated

Start Date: _____

End Date: _____
(Leave Blank if Permanent)

Duty Location: ☐ SMHS   ☐ ERHS   ☐ SSC
                       ☐ DHS   ☐ PVHS   ☐ CTE
                       ☐ Lincoln Center