Personnel Changes

To keep OIT informed about personnel changes, we ask each unit to identify an individual such as the office manager to complete our new hire and termination forms. The sooner we know about new hires the sooner we will be able to provide access to services. Please try to report new hires 3 business days prior to start date. We will need additional lead time to recommend and install new software and/or hardware for new hires. Please try to report terminations/resignations 1 week prior to the employee’s last day so OIT will have ample opportunity to backup files, export email, etc.

OIT will notify departments about OIT personnel changes as soon as feasible.

Please use the links below to notify OIT about new hires/terminations, login using your MyID, and provide the requested information. These are simple forms that collect information such as name and start date or end date.

**New Hire:**

https://www.franklin.uga.edu/quickapps/new_hire/

**Termination:**

https://www.franklin.uga.edu/quickapps/terminate/