

Movers Form and Checklist

This form is to be completed by Line Manager within one week of receiving notification of an employee moving roles within Triaster.

SECTION 1 – Employee Details			
First Name		Surname	
Current Business Area		Current Job Title	
New Business Area		New Job Title	
Date Starting New Role			

SECTION 2 - Return of any property, removal of systems access, notification of mover			
Item	Date	Item	Date
Ask IT to modify folder permissions (X:/Drive)		Inform IT to remove from distribution lists	
IMS updated (update permissions)		Password vault updated	
Team communication meeting or email sent to notify of employee's move to a new role		Support application access updated	
Remove or add employee to Telephone system (if applicable)		CRM access updated	
Line Manager & employee to map out handover		Inform Finance Manager (payroll)	

Line Manager's Signature	Date
Line Manager's Name (PRINT)	