**Employee Relocation Checklist**

Use this form as a checklist to identify the departments and individuals that you should notify as a result of relocating employees.

Relocating Employee(s)/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relocation Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone and Computer Systems:**

If telephone, network, or other computer system changes are required, submit Work Orders to LTS via the LTS Helpdesk website at: lehigh.edu/help. Please note that phone relocations must be reported via an LTS work order to ensure that phones will work in the locations and that the new location is reflected in the University’s 911 database.

**Organization Codes:**

Email Cindy Hickman in the Controller’s Office at [INCTR@lehigh.edu](mailto:INCTR@lehigh.edu) if a new Department (Organization Code) will be required as part of the relocation.

**Employee Banner Information:**

Email the Payroll Office at [INPAYROL@lehigh.edu](mailto:INPAYROL@lehigh.edu) to update the Employees’:

* Lehigh mailing address
* Campus and Business phone number
* Home Organization
* Check Distribution Organization

**Business Services:**

Email Linda Roberts at LLR1@lehigh.edu if a copier will be moved

Email Brenda Bachman at [INONE@lehigh.edu](mailto:INONE@lehigh.edu) if the employee’s OneCard business address will change

**Capital Assets:**

Email Julie Tostevin in Capital Asset Accounting ([JAT306@lehigh.edu](mailto:JAT306@lehigh.edu)) if the relocating employee(s) will be moving or disposing of any capital equipment (equipment purchased for over $5,000 or more).

Email Lynn Takacs in Risk Management ([LMC210@lehigh.edu](mailto:LMC210@lehigh.edu)) if the relocating employee(s) will be moving any single pieces of capital equipment that were purchased for over $50,000.

**Building Access:**

Email IDEAL ([INIDEAL@lehigh.edu](mailto:INIDEAL@lehigh.edu)) if the employees’ Building Access privileges and/or keys should change as a result of the move

**Mailing Services:**

When an entire department is moving, contact Glenn Strause (GHS2) to arrange for U.S. Postal Service updates and mail forwarding.