Unit/ITS Administrative Activities for Employee Transitions

Because most neighborhood IT team members will continue to sit in the same location, continuing to support the same people, employee transitions to ITS from their current unit may require a slightly different sequence of administrative events. Below are the requests we have of unit leadership to assist in keeping the Neighborhood IT professionals physically located in their areas connected with the faculty, staff, and students they support.

A REQUEST FOR INCLUSION
As employees begin and complete their transition to ITS, it is our expectation that units across campus maintain ties with these employees located within their space, so these employees feel as if they are part of the community they serve. ITS encourages units to consider the following:

- Retain employees on email and communication groups that keep them informed about unit, building, and team activities and announcements.
- Include employees in unit meetings which keep them informed about unit changes, issues, etc., as appropriate.
- Include employees in unit activities, recognition, or team events which assist them in building relationships with faculty and staff, as appropriate.
- Inform employees about any unit policy, process, facility, or other changes which directly or indirectly affect them.

Administrative Changes
The roll off process for transitioning employees may be slightly different than a typical job change at the university. The sections below address those things that typically occur when an employee leaves a unit, and we’re asking units to adjust these tasks.

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<tr>
<th>Task</th>
<th>Adjustments/Notes</th>
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<tbody>
<tr>
<td>Keep employee email accounts active</td>
<td>Since the employee is not leaving the university, their email accounts should stay intact. In some cases employees moving from units that are still using Exchange may convert to Google Mail &amp; Calendar.</td>
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| Delay a request to return employee computer hardware & peripherals | - Employees will receive ITS hardware & peripherals.  
  - Immediately after accepting ITS transfer offer letters, ITS will contact employees to inquire about their hardware needs.  
  - ITS will issue employees computers with the Core MiWorkspace Build for testing purposes at approximately eight weeks before unit rollout begins.  
  - Employees will need to maintain their unit hardware during this testing period so they maintain unit software and settings for customer support on a machine.  
  - ITS will reimage their testing machine approximately one week prior to rollout with the Core Unit Build. After this time employees will be asked to return their unit hardware. |
| Maintain physical employee space for neighborhood IT staff | - In many cases employees will be remaining in the unit to continue to provide desktop support to unit customers. To do this effectively, they still need a place to site (e.g., desk, cube, office).  
  - Additionally, they often have a secure location to store unit hardware and peripherals |
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<td>Allow employee to maintain unit keys/electronic access to facilities</td>
<td>Employees remaining in the unit or needing the ability to access unit facilities will need to retain their keys and/or be maintained on the list of individuals with electronic access to your facilities.</td>
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| Maintain employees on unit email distribution lists | Employees remaining in the unit may need to remain in the loop on communications. Please:  
  - Retain employees on email and communication groups that keep them informed about unit, building, and team activities and announcements.  
  - Inform employees about any unit policy, process, facility, or other changes which directly or indirectly affect them. |
| Keep employees in unit meetings | Employees remaining in the unit may need to remain in key meetings or activities:  
  - Include employees in unit meetings which keep them informed about unit changes, issues, etc., as appropriate.  
  - Include employees in unit activities, recognition, or team events which assist them in building relationships with faculty and staff, as appropriate.  
  - Employees and their new ITS supervisors will discuss which unit and campus meeting obligations they currently have, and work together with unit leadership to determine which should be retained going forward. |
| Maintain employee Administrative Systems Access | The typical roll off process for unit employees includes removing access to administrative systems across campus (e.g., M-Pathways)  
  Neighborhood IT managers will be:  
  - Defining what access neighborhood IT professionals ought to have as a group.  
  - Reviewing what access incoming neighborhood IT employees have had to date in their unit  
  - Working with our access team to remove existing unit access, and  
  - Adding access to required systems as ITS staff members. |
| UMID changes | ITS will provide transitioning employees the UMID change form and encourage employees to have a new UMID made with their ITS Department listed. |