

 <b>UPPER IOWA</b> UNIVERSITY EDUCATION BUILT FOR LIFE	<b>Information Technology Department</b>  <b>University-Wide</b>	<b>SOP #</b>	IT_106
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## **Upper Iowa University Information Technology Relocating Employee Procedure**

### ***1. Purpose***

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The purpose of this document is to provide definition and expectations regarding the relocation of an employee's UIU-owned technology equipment.

### ***2. Scope***

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This Upper Iowa University Information Technology Relocating Employee Procedure document is relevant to Fayette campus university staff and faculty. This document will include prerequisites and procedures for requesting a UIU-owned technology equipment move along with the necessary timeline to ensure completion of the move by the desired completion date.

### ***3. Prerequisites for Relocating Technology Equipment***

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The "Employee Relocation Form" must be completed and returned to the Information Technology department 1 (one) week prior to the move date. The form is located in the I.T. Services website at <https://itservices.uiu.edu/itservices/> and can be filled out online. This form is for an existing equipment move only.

Any furniture relocations relevant to the technology equipment move must be completed by the targeted technology move date. In addition, all plug-ins, ports, and relevant cabling need to be immediately accessible. Please contact UIU Facilities Management for furniture related assistance.

### ***4. Responsibilities***

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It is the responsibility of the immediate supervisor of the respective relocating employee to complete and submit the Employee Relocation Form. Technology equipment tear-down, move, and set-up are the responsibility of the UIU Information Technology department.