

Change in Staff Member Role

Change Staff Member

- HR to add staff member to this queue when there is a change required such as name, title, funding, campus, etc.
 - Make requested changes
 - Update User Info in License Charges Distribution Sheet: [Grace IT - Chargeback - All Documents \(sharepoint.com\)](#)
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Revision #2

Created 9 August 2021 16:33:45 by John Fahringer

Updated 20 July 2023 14:15:47 by John Fahringer