MEMO

To: Human Resources and IT

From:

Date:

Re: Person of Interest

The Department of \_\_\_\_\_\_\_\_\_\_\_ is writing to request email access for \_\_\_\_\_\_\_\_\_\_\_\_ beginning \_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Below his/her person information:

Name:  
DOB:  
SSN or Person ID#:  
Start Date:  
End Date:  
Department:  
Gender:

Position Description:

Once the ‘person’ information is entered in HRS, please allow 72 hours for your NetID and email access.