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.