



OTHER- FM Team - CARD ACCESS

	Activity	Who	Form/Hyperlink
Step 1:	New Employee Vendor Access (PRN) Change locations/building Employment status change PM Access to Building	Request from Director/Dean/VP	N/A
Step 2:	Complete FM-HR Employee Update form	Employee, Admin, Director; all can complete form MUST get Director's signature	FM-HR Employee Update form (attached for revisions)  FM - HR Employee Update Form (revisi...)
Step 3:	Send form to Building Card Access Admin	Card Access Admin	FM-HR Employee Update form (attached for revisions)  FM - HR Employee Update Form (revisi...)
Step 4:	Make changes for employee to building card access	Card Access Admin	Process completed