KCTCS Bluegrass District Employee Transfer Form for IT Services

To be completed by the hiring official and submitted to:

Bluegrass District Personnel and Payroll Office, Suite 208, Oswald Bldg, Cooper Drive, Lexington KY. 40506

Supervisor:	Position Number:
Faculty/Staff:	Full/Part time:
ONew Line OReplacement	Employee replaced:
Job Title:	
Former Location: Campus: _	Room/Bldg:
New Location: Campus:	Room/Bldg:
Former Division:	New Division:
Hardware (Please check all that	apply):
○Telephone ○C	computer
This section to be co	ompleted by Bluegrass Payroll/Personnel Office
Employee Name:	Move Date:

Once form is completed, please submit to IT Services:

Cooper Campus, Moloney Bldg. 130A

Fax: 54674 (246-4674)