

Email Forwarding Authorisation

For Medicine, Nursing & Health Sciences Staff



MONASH University
Medicine, Nursing and Health Sciences

Information Technology Use Policy - Staff & Other Authorised Users

(<http://www.adm.monash.edu.au/unisec/pol/itec16.html>) states:

"1.3 Access on contract expiry or authorised access period

Email and computer access will cease on expiration of contract or end-date as recorded in the SAP Human Resources database. For strictly professional or work-related reasons, staff and other authorised users may request that computer access be extended for a period up to 30 days.

Approval must be given by Head of Department or equivalent. Following this approval, an option to forward email to another external email account can be authorised by the Dean/Divisional Director or equivalent and shall not exceed 6 months."

This form is required to grant staff email redirection for up to 6 months after the expiration of contract or end-date as recorded in the SAP Human Resources database.

NOTE: Staff can only redirect their emails to their own private email account. It cannot be redirected to another Monash email address (eg Supervisor) [Information Privacy Act 2000 (Vic)]

1: Staff Details

Type (tick one only):

Staff Member Honorary

ID Number: (Compulsory)

Monash Username: _____ Phone: _____

Surname: _____

Given Names: _____

School / Department: _____

New email address (for redirection): _____

Start Date for redirection: _____ / _____ / 20____

Cost Centre/Fund (where applicable): _____

Signature: _____ Date: _____

(NOTE: This form must be signed by the staff member)

Office use only

Date Rec'd: ____/____/20____

Received by: _____

Processed by: _____

JobDesk No: _____

Comments: _____

5: Authorisation – to be signed by Resource Manager, Head of Department or School or Dean of Medicine

Signature: _____

Phone: _____

Print Name: _____

Date: ____/____/20____

N.B: Forms not correctly signed or improperly completed will not be processed

Please return this form to your
Department's local IT Office:
<http://itm.med.monash.edu.au/itss/itcontacts.cfm>

or

IT & Multimedia
Building 15, Clayton Campus
Faculty of Medicine, Nursing & Health Sciences
Fax: 990 58134
(Forms incorrectly sent to IT & Multimedia will be forwarded to the correct local IT Support team.)