













MF Incoming Timekeeper Data Requests

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Departed Timekeeper Data Request: New Item

 Attach File
* indicates a required field

Timekeeper Name	<input type="text"/>	 
	Timekeeper's name	
Login ID *	<input type="text"/>	
Departing Date	<input type="text"/>	
Office	<input type="text"/>	
Emp Class	<input type="text"/>	
Employee Phone #	<input type="text"/>	
Employee email	<input type="text"/>	
Priority	<input type="text"/>	
IT Contact	<input type="text"/>	
Records Contact	<input type="text"/>	
Mailbox Filer	<input type="text"/>	 
Mailbox Status	Filer selected	
Personal Data Requested	<input type="checkbox"/> No Data Requested <input type="checkbox"/> Personal Contacts <input type="checkbox"/> Personal Email <input type="checkbox"/> Calendar <input type="checkbox"/> Personal Documents	
Call departee to clarify personal data	<input type="text"/>	
Data Status	<input type="text"/>	
Document location	<div style="border: 1px solid #ccc; padding: 2px;">  </div> <input type="text"/>	
Data delivered	<input type="text"/>	
Delivery receipt received	<input type="text"/>	
	Date the receipt was received	
Data delivery method	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Pickup	

Notes



Link to PST file

Type the Web address: [\(Click here to test\)](#)

Type the description: