

**Authorized Agent Request Form
Employee Transfer Between Agencies
EnterpriseOne (E1 / PFC)**

Note: The Authorized Agent for the INBOUND agency should complete this form and email it to the Authorized Agent for the OUTBOUND agency. When the email is sent, be sure to cc as.stateaccounting@nebraska.gov with the subject line of Employee Transfer.

INBOUND AGENCY NUMBER:

OUTBOUND AGENCY NUMBER:

EMPLOYEE NAME:

EMPLOYEE ADDRESS BOOK NUMBER:

EFFECTIVE DATE:

INDICATE IN COLUMN 2 THE ACCESS LEVEL NEEDED FOR EACH ROLL; if no access is needed, leave blank. As an example, for AP20 access, enter 20 in the second column.

	Access Level	JUSTIFICATION – List specific duties for each role requested
SS ROLE		
LR		
BU ROLE		
AB		
AP		
AR		
GL		
AL		
HR		
GP		
PT		
BD		
IV		
FA		
CM		
FT		
MG		
MP		
PM		
SO		
WH		
PA		
AA		
FB		
SC		
MN		