

EMPLOYEE SERVICES REQUEST

USE THIS FORM FOR ALL SYSTEMS ACCESS REQUESTS

SUBMIT THIS FORM TO: EMPLOYEEACCESS@MERIONRESIDENTIAL.COM

*Allow a minimum of 3 business days (excluding Saturdays & Sundays) for all requests to be processed

SECTION I – TYPE OF REQUEST	SELECT THE TYPE(S) OF SERVICES NEEDED	
☐ IT Services — New Hire ☐ IT Services — (*) IT Services — Termination Notice for Merion Accounting: on their termination date, unless requested to do otherwise	If a Community Manager, HR employee, or senior leadership team me	ember is being terminated, please cancel their company credit card
SECTION II - IT SERVICES	COMPLETE THIS SECTION TO REQUEST OR CANCEL DEPARTING EMPLOYEE	IT SERVICES FOR A NEW, EXISTING OR
SECTION A Date: En	mployee's Work Location:	
Employee's Name (First, Last, MI): (Must include MI)	Job Title:	Manager's Name:
SECTION B REASON FOR REQUEST: O	New Hire Re-Hire Termination of Employment	Update/Change
Start Date (If a New Hire or Re-Hire	Termination Date:	Effective Date of Change:
For Terminations - Requested Timing. Process this	request: O Immediately (typically for same day voluntary te or O End of business day (typically for standard volu	
SECTION C *All employees are set-up wi	th access to MRM's HR/payroll system.	
EMAIL/SYSTEMS PERMISSIONS REQUESTS:		
Will the new employee require an email account? ○ Yes ○ No (Merion IT: If "yes", see instructions that follow.)		
	he new employee. Provide the new employee's email a	
For a new hire, set-up access/systems per (e.g. Community Manager, Leasing Associate, Mainter	missions identical to which existing employee or positio lance Supervisor, etc.)	n?
Select all of the applications that the emplo	oyee will need access to:	○ YARDI ONE:
	Rent Recovery (collections) SmartRent (was Sight Plan)	○ CRM Flex
C Lease Lock	Apartment IQ	○ Voyager 7S○ Rent Café Site Manager
REBA Rent Real Page (Ops-Tech,Lease Protect)	Other:	Client Central
Note to the employee's manager: For new hires and promoted employees, Merion IT will create a new email signature block that should be added to the employees work email account for all outbound emails. If you need assistance adding the e-mail signature, send a request to MerionHelpdesk@merionresidential.com		
Note to Merion IT: Send the employee's e	mail address to the Systems Helpdesk once established	l.
SECTION D		
*DISTRIBUTION LIST REQUEST(S): ON	ortheast Region Southeast Region (includes W. Pen	na.) O Home Office (Corp.)
	e to all appropriate Merion Residential email distribution	
	set-up information to the new hire and hiring manager	
employee's email address and access in	structions, phone extension and access instructions, uso	er name(s) and password(s), etc.
FOR TERMINATIONS ONLY E-MAIL FORWARDING/ACCOUNT ACCESS: Provide access to and forward the terminated employee's email account to this person for # days. Name of employee to access/forward email account to:		
	Forward emails for this many days	30days 60days 90days
Note to Requestor: Authorization by HR	, Regional VP/Manager, or CEO Required.	

ALL FIELDS MUST BE COMPLETED. SECTION III – CHANGE REQUEST/USER LEVEL OF ACCESS CHANGES *Approval by a District Manager/Regional VP is required. **A)** Grant the user access to the following program(s): Rent Recovery (collections) Approval Manager CRM Flex SmartRent (was Sight Plan) Jostle Voyager 7S O Apartment IQ Lease Lock Rent Café Site Manager O REBA Rent Other: Client Central O Real Page (Ops-Tech, Lease Protect) B) What is the level of access change that you are requesting for this user? Add the following level of access: Assistant Community Manager Leasing Manager Maintenance Supervisor Community Manager Leasing Associate/Resident Concierge Other: **C)** What is the duration of this change? Suspend the employee's additional level of access on this date: **D)** For which site(s) is this additional level of access needed? List the name(s) of the work site(s) that needs to be added to the user's set-up: PHONE REQUEST: To request a phone extension assignment for the user, please contact Merion IT at merionhelpdesk@merionresidential.com or (610) 896-3049. (Must be submitted by a manager or member of the senior management team.) ADDITIONAL NOTES FOR IT:

SUBMIT THIS FORM TO: EMPLOYEEACCESS@MERIONRESIDENTIAL.COM

Requestor/Manager:

Senior Leadership Approval:

*Allow a minimum of 3 business days (excluding Saturdays & Sundays) for all requests to be processed.





Date:

Date: