

## Work Site or Location

To keep UC in compliance, if an employee in your department is required to work at another work location for more than a week, this form must be completed to change the employee's work location.

The employee's department representative must complete the form and send it to Human Resources at [HRONESTOP@uc.edu](mailto:HRONESTOP@uc.edu).

Effective Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee's  
Per Assign: \_\_\_\_\_

Department: \_\_\_\_\_

### Current Work Site or Location:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> UC Clermont (1-OH, OH3J) | <input type="checkbox"/> Uptown Campus (2-OH59) | <input type="checkbox"/> UC Blue Ash (3-OH40) |
| <input type="checkbox"/> GRI (4-OHDF)             | <input type="checkbox"/> Ford (5-OH)            | <input type="checkbox"/> I-75 (6-OH59)        |

### New Work Site or Location:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> UC Clermont (1-OH, OH3J) | <input type="checkbox"/> Uptown Campus (2-OH59) | <input type="checkbox"/> UC Blue Ash (3-OH40) |
| <input type="checkbox"/> GRI (4-OHDF)             | <input type="checkbox"/> Ford (5-OH)            | <input type="checkbox"/> I-75 (6-OH59)        |

Person Completing Form: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_