

PERSON MANAGEMENT FORM INSTRUCTIONS

The Sunflower Person Management Form is used to request the addition, modification or retirement of a person record. This form allows for multiple entries. To input another row, simply tab in the last cell and a new row will be created.

To modify an entry, use the *Modify Entry* section on page 2.

Please fill out all fields that are not shaded on the form on page 2. Any fields with an asterisk (*) denote a required field.

Requested By: Requester's name

Date: Date of request

Email: Requestor's email address

Phone: Requestor's phone number

Action: The type of request needed for the requested entry: **N** for **New** or **R** for **Retire**

Update: This is for modifications only. In the first row for previous, input the current information. In the second row for modified, input the modified information.

Name: Provide the person's last name, first name, and middle initial.

Bureau: Provide the Bureau the person is employed under.

Location: Provide the person's work/office location.
Site: City and State or City and Country, e.g., Washington, DC
Building: Building Name or Number, e.g., HCHB
Room: Room number

Email Address: Provide the person's email address.

Phone Number: Provide the person's phone number.

Effective Date: Provide date this change will be effective

Submit completed forms to the Sunflower Helpdesk (sunflowerhelpdesk@doc.gov).



PERSON MANAGEMENT FORM

Requested By: _____
 Email Address: _____

Date: _____
 Telephone Number: _____

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NEW/ RETIRE PERSON RECORD										
Action* (N/R)	Last Name*	First Name*	Middle Initial*	Bureau*	Effective Date*	Location Site* <i>(example: Washington DC)</i>	BUILDING* <i>(example: HCHB)</i>	ROOM #	Email Address*	Phone #

MODIFY PERSON RECORD								
Update	Last Name*	First Name*	Middle Initial*	Bureau*	Effective Date*	Location (Site, Building, Room #)	Email Address*	Phone #
Previous								
Modified								

** denotes a required field for retire requests*