

New Hire Set Up / Employee Change Form

Employee Name:

Effective Date:

Is the Employee a:

New Hire

Replacement*

Temp**

*If "Replacement", who is the Employee replacing:

**If "Temp", what date will their assignment end:

E-MAIL ACCOUNT SET-UP

An e-mail account will be set up on:

and added to the

distribution list.

Please list any additional e-mail groups the employee will need to be added to:

SHARED FOLDERS

What **Shared Folders** will the employee need access to?

USER PROFILE

What type of device is on the employee's desk?:

Thin Client/End Point

Computer***

Need to install Computer/End Point

***If there is a computer on the desk:

Where is the computer located: Building:

(Click on the drop down arrow)

Office Number:

Full-Time Faculty Only: Full-Time Faculty are eligible for the following devices. (Check One)

Surface Pro

Thin Client/End Point

Computer already on desk (fill in Building & office number above)

COLLEAGUE ACCESS

Yes

No

If "Yes", name of employee whose account we should mirror:

Will the employee need access to the fields below as required by their job duties: (check all that apply)

SSN

Bi Birth Date

Address

Ethnic Code

Additional Access the employee will need to perform their job duties: (check all that apply)

25Live

Budget Access (REQM)

Elevate

Recruiter

BOE

CRM Advise

ImageNow

SAP Cloud

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PHONE SYSTEM

User Information:

Should the number appear in the Directory? Yes No

Directory Description: (Enter Last Name,First Name. No space between comma and first name)

Dialing Restrictions/Requirements: Campus State US Worldwide

Voice Mail: Yes No

Phone Information: (Press the "Settings" button on the phone. Select "Phone Information")

Phone Model:

Phone MAC/Host Name Address:

Phone Extensions:

What Phone extension will the employee be using?

What additional phone extensions should also appear on this phone?

Line 1:

Line 4:

Line 2:

Line 5:

Line 3:

Line 6:

Should the additional lines (please check one): **Ring** Flash

Should the extension be added to a Pickup Group: Yes No



For IS Use Only:

Tickets

Set Up E-mail

Set Up Phone

Colleague

Set Up Profile (n/a for End Points)

Access to Folders on F:\

Blackboard

Add to Blackboard

BUG - Blackboard Users Group

AFO - Adjunct Faculty Orientation

NFO - New Faculty Orientation (FT Faculty)

Distribution Groups

Faculty (Full Time)

Adjunct Faculty

Colleague Users(Staff/FT Faculty)