

Information Needed for New Employee

Name of New Employee _____

Department Name _____

New position _____ (Y/N) or replaces _____ (employee name)

Building name and room number _____

Faculty _____ Staff _____ Full-time _____ Part-time _____

Telephone Needs

- Will employee assume same telephone number and voicemail, etc as previous employee or is a new extension needed _____ (Y/N)
- Will a new telephone set need to be purchased for employee, and if so, what is the Model of set needed? 4015, 4025 (circle or underline)
- If Caller ID is different that name above _____
- Will employee need to place long distance calls on campus? _____ (Y/N)

Computer Needs

- Replacement employee assume same computer as previous employee unless special arrangements are needed _____(Y/N)
- If this is a new position, will the employee need a desktop or laptop computer? (Circle or underline)
- Does the employee need special access to other campus applications?
- _____ (Y/N) IQ Web (Must sign FERPA agreement in Registrars Office)
- _____ (Y/N) PowerCampus (Must sign agreement from HR)
- _____ (Y/N) Financial Edge
- _____ (Y/N) Raiser's Edge
- What additional software applications other than MS Office are needed for this employee?

- What additional department lists/folders outside of the standard set up should they be included in?

What is the earliest date this setup can be done? _____

What date do you need this setup completed? _____

To guarantee delivery by your request date we require two weeks notice. However, we will complete the work as soon as possible in all cases.