**EMPLOYEE INFORMATION**

|  |  |  |
| --- | --- | --- |
| STATUS:  NEW EMPLOYEE  TRANSFER | CATEGORY:  ADJUNCT  FACULTY  FT/PT STAFF  STUDENT STAFF  TEMP STAFF  SPECIAL AFFILIATE | |
| EMPLOYEE NAME: | CWID: | USERNAME: EXT: |
| JOB TITLE: | JOB PROFILE AND JOB FAMILY: | START DATE: END DATE: |
| DEPARTMENT/OFFICE: | ACCOUNT/FOAP: | OTHER: |
| SUPERVISOR NAME: | SUPERVISOR EMAIL: EXT: | OTHER: |

**ACTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DONE** | **N/A** |  | **DONE** | **N/A** |  |
|  |  | **HUMAN RESOURCES** |  |  | **PURCHASING** |
|  |  | CONFIRM ORIENTATIONS |  |  | REQUEST/UPDATE COPY ACCESS |
|  |  | CONFIRMUNIVERSITY WELCOME |  |  | SETUP/UPDATE VENDOR ACCOUNTS |
|  |  | CONFIRM ANTI-HARRASSMENT TRAINING |  |  | SETUP/UPDATE SIGNING AUTHORITY |
|  |  | CONFIRM TITLE IX REPORTING TRAINING |  |  | ORDER BUSINESS CARDS & NAME TAG |
|  |  |  |  |  | REQUEST/UPDATE MAILROOM ACCOUNTS |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **ITS** |  |  | **OFFICE** |
|  |  | REQUEST/REASSIGN COMPUTER/MONITOR |  |  | NOTIFY DEPARTMENT/CHAIR/ASSISTANT |
|  |  | BANNER INB/XTENDER |  |  | UPDATE EMAIL LISTS/CALENDARS |
|  |  | MS 365 ACCOUNT |  |  | ASSIGN/UPDATE MAILBOX |
|  |  | NETWORK DRIVE/JADE |  |  | PROVIDE FILE/DESK KEYS |
|  |  | ASSIGN/REASSIGN PHONE EXT |  |  | REASSIGN/REQUEST OFFICE KEY (FACILITIES) |
|  |  | COMPLETE SECURITY TRAINING |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **ACCOUNTING & BUSINESS SERVICES** |  |  | **OTHER** |
|  |  | SET UP/UPDATE DEFAULT PURCHASING FOP |  |  | SETUP/UPDATE TABLEAU ACCESS (CIPE) |
|  |  | REQUEST PURCHASING CREDIT CARD |  |  | REQUEST TRAINING/ROOM ACCESS (EVENTS MGMT) |
|  |  | REQUEST TRAINING/CONCUR ACCESS |  |  | REVIEW HR, ITS, ABS & OTHER UNIVERSITY POLICIES\*\* |
|  |  | REQUEST/UPDATE BANNER FINANCE |  |  | SCHEDULE RELEVANT CIT TRAININGS |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **ONE CARD** |  |  | **DEPARTMENT SPECIFIC** |
|  |  | REQUEST/UPDATE ONE CARD |  |  |  |
|  |  | REQUEST/UPDATE ALARM CODE |  |  |  |
|  |  | REQUEST/UPDATE OFFICE/BUILDING ACCESS |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*\*Transfers only*

*\*\*New Employees only*