**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*