

New Employee Checklist

TWO WEEKS PRIOR TO START DATE

Supervisors, please provide the following information two weeks prior to the start date of your new employee.

EMPLOYEE INFORMATION - REQUIRED INFORMATION

Start Date: _____ Office Rm#: _____
EID: _____ Department: _____
Employee Full Name: _____ Supervisor's Name: _____
Personal Email: _____

HARDWARE (Academic Departments must supply account number(s) to be used for IT purchases)

If new hire can use an existing system, please supply the following:

UT Tag Number(s): _____
 Mac Desktop Mac Laptop Windows Desktop Windows Laptop

If new hire does **not** have a system to use, please supply the following:

Equipment Needed:

Mac Desktop Mac Laptop Surface Tablet Windows Desktop Windows Laptop
 1 monitor 2 monitors

As well as:

Ipad networked printer with TID networked printer only copy/scan/fax printer usb printer

SOFTWARE

Please check all that apply: (departments must fund these apps except for Dean's Office staff)

Adobe Acrobat Pro Filemaker Adobe Creative Suite Other _____

SHARED SERVICES

Does your department share data? If so, what do you use? Please check all that apply

Department Email Email lists/groups Filemaker Database (list database name): _____
 Department Austin Disk Share UT Box

TELEPHONE

Please check all that apply

Are they taking over an existing line? Yes No If **yes**, please supply the phone number: _____

If there is **no** existing line, please supply the following:

Multiline or Basic line
Do they need to make international calls Yes No
Access Voicemail: access through email (default)
 access through phone
 access through email & phone)

if using email, what email address should they use: _____

What should the Caller ID be set to? Employee's full name or Group name: _____

WEB

Does this person need ability to update department content, if so (please specify location)

Content update access Supply the URL: _____

FIRST DAY – REQUIRED INFORMATION

Supervisors, please be sure to inform your new employee set up a **1hr meeting** to meet with a help desk representative to review their machine including:

____ Review setup How to reset telephone password
____ Acceptable Use Policy How to submit a ticket using the help desk icon guide
____ Laptop off campus form Sensitive Data Designation
____ Special Trust for Admin accounts Update Directory Info

COMMENTS