

New Employee Onboarding Form



FOR UGS HR (ugs.hr@austin.utexas.edu)

GENERAL INFORMATION:

Name: _____ EID: _____

Start Date: _____ Office Location: _____

Position: _____ Supervisor: _____

New or Existing UT Employee: New Existing Previous

Workday: Supervising Staff (PM) Supervising Students (JM)

Temporary Employees: Dates employed ____ / ____ / ____ TO ____ / ____ / ____

Title: GA GRA TA OTHER: _____

FOR UGS IT (ugs.it@austin.utexas.edu)

PLEASE CHECK ALL BOXES BELOW FOR SERVICES NEEDED

COMPUTER PROFILES:

Individual email and calendar (please list email address): _____

UT MainFrame Access

Shared emails (Please list all needed): _____

Listserve(s) (Please list all needed): _____

BACS Access (Please list all doors needed): _____

Equipment (e.g., desktop, laptop, etc.) needed and requested: _____

TELEPHONE: you may request a particular number below

Direct Line: _____

FINANCIAL:

DEFINE Access

Financial MainFrame Access

FOR JOHN (ugs.webdev@austin.utexas.edu)

MyUGS Access

VCAT/DSAT Access

FOR VICK CENTER/JEN (jeffrey.handy@austin.utexas.edu and jenny.morgan@austin.utexas.edu)

ToolKit Access

Degree Audit Access

FOR STEPHANIE (stephanie.sy@austin.utexas.edu)

Key Letter (List all doors needed, including exterior doors): _____

UGS Directory UGS NAME TAG *NOTE: Stephanie will contact the employee directly to get info.*

FOR COMMUNICATIONS (ugs.com@austin.utexas.edu)

WEBSITE UPDATES:

UGS Organizational Chart UGS Website Staff Listing (SENIOR STAFF ONLY): Picture Biography

ADDITIONAL INFORMATION