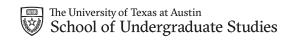
New Employee Onboarding Form



FOR UGS HR (ugs.hr@austin.utexas.edu)	
GENERAL INFORMATION:	
Name:	
Start Date:	
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 ar	nd ienny.morgan@austin.utexas.edu)
☐ ToolKit Access ☐ Degree Audit Access	, , <u>,</u> ,
FOR STEPHANIE (stephanie.sy@austin.utexas.edu)	
☐ Key Letter (List all doors needed, including exterior doors):	
	Contract the ampleyee directly to get info
FOR COMMUNICATIONS (alan.grimes@austin.utexas.edu)	
WEBSITE UPDATES: ☐ UGS Organizational Chart ☐ UGS Website Staff Listing (S	ENIOR STAFF ONLY): Picture Biography
	ENTOR STALL ONE). Picture Biography

ADDITIONAL INFORMATION