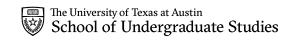
New Employee Onboarding Form



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 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 NAME TAG NOTE: Stephanie will contact the employee directly to confirm their name tag listing.	
FOR COMMUNICATIONS (alan.grimes@austin.utexas.edu)	
WEBSITE UPDATES: UGS Directory UGS Organizational Chart	
☐ UGS Website Staff Listing (FT STAFF ONLY): ☐ Picture ☐ Biography	
ADDITIONAL INFORMATION	