New Employee Onboarding Form

The University of Texas at Austin
School of Undergraduate Studies

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 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