

New Employee Onboarding Form



School of UNDERGRADUATE STUDIES

FOR CRYSTAL

GENERAL INFORMATION:

Name: _____ EID: _____

Start Date: _____ Office Location: _____

Position: _____ Supervisor: _____

New or Existing UT Employee: New Existing

PLEASE CHECK ALL BOXES BELOW FOR SERVICES NEEDED

FOR KEVIN

COMPUTER PROFILES:

Individual email and calendar Jabber/iChat

UT MainFrame Access

Shared Calendars (Please list all needed): _____

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

Server Access (Please list all needed): _____

BACS Access (Please list all doors needed): _____

TELEPHONE: *Kevin will confirm phone numbers but you may request a particular number below*

Phone Number(s): _____

Direct Line: _____

Voicemail (Long distance or international?): _____

FOR TAMELA

FINANCIAL:

DEFINE Access

Timesheet Group: _____

Financial MainFrame Access

Timesheet Lite Routing: _____

FOR JOHN

MyUGS Access

FOR DAVID/JEN

ToolKit Access

Waitlist Access

IDAaccess

FOR ANNE

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

UGS Directory UGS NAME TAG *NOTE: Anne will contact the employee directly to confirm their name tag listing.*

FOR ALAN

WEBSITE UPDATES:

UGS Organizational Chart

UGS Website Staff Listing: Picture Biography: to be provided by _____

ADDITIONAL INFORMATION