

New Employee Onboarding Form



FOR CRYSTAL

GENERAL INFORMATION:

Name: _____ EID: _____
Start Date: _____ Office Location: _____
Position: _____ Supervisor: _____
New or Existing UT Employee: _____

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

- ToolKit Access Waitlist Access

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 KRISTIN

WEBSITE UPDATES:

- UGS Organizational Chart
- UGS Website Staff Listing: Biography (to be provided by _____)
- Picture

ADDITIONAL INFORMATION