

# New Employee Onboarding Form



## 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

### PLEASE CHECK ALL BOXES BELOW FOR SERVICES NEEDED

#### COMPUTER PROFILES:

- Individual email and calendar (please list email address): \_\_\_\_\_
- UT MainFrame Access  EASI Access  Jabber/iChat
- Shared Calendars (Please list all needed): \_\_\_\_\_
- Listserve(s) (Please list all needed): \_\_\_\_\_
- BACS Access (Please list all doors needed): \_\_\_\_\_

#### MITTS (HR to contact):

- Server Access (Please list all needed): \_\_\_\_\_
- Equipment (e.g., desktop, laptop, etc.) needed and requested
- Profile to install on equipment by MITTS (Please list all needed): \_\_\_\_\_

#### TELEPHONE: you may request a particular number below

- Phone Number(s): \_\_\_\_\_
- Direct Line: \_\_\_\_\_
- Voicemail  International Long Distance

#### FINANCIAL:

- DEFINE Access  Timesheet Group: \_\_\_\_\_
- Financial MainFrame Access  Timesheet Lite Routing: \_\_\_\_\_

## FOR JOHN (john.croslin@austin.utexas.edu)

- MyUGS Access  VCAT/DSAT Access

## FOR MOLLY/JEN (molly.gully@utexas.edu and jenny.morgan@austin.utexas.edu)

- ToolKit Access  Degree Audit Access

## FOR ANNE (abradley@austin.utexas.edu)

- 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 COMMUNICATIONS (ugs.com@austin.utexas.edu)

#### WEBSITE UPDATES:

- UGS Organizational Chart
- UGS Website Staff Listing:  Picture  Biography

## ADDITIONAL INFORMATION