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

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):_____

MITS (HR to contact):

☐ Server Access (Please list all needed): _____

☐ Equipment (e.g., desktop, laptop, etc.) needed and requested

☐ Profile to install on equipment by MITS (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 (ugs.webdev@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