

Information for New Hire

To be submitted to the Business Office as early as possible.
This process should begin as soon as a position is advertised.

Employee Name	<input type="text"/>	First Day of Work	<input type="text"/>
Department	<input type="text"/>	Building	<input type="text"/>
Room	<input type="text"/>	Specific Location Within Room	<input type="text"/>

Check all that apply below. For phone, write the phone number in the box. Please designate a backup to answer questions if the Dept. Head is not available.

Phone

		Phone Number
Disconnect #	<input type="checkbox"/>	<input type="text"/>
Install New #	<input type="checkbox"/>	<input type="text"/>
Use Current #	<input type="checkbox"/>	<input type="text"/>
Voice mail	<input type="checkbox"/>	<input type="text"/>

For new installation place a post it note, labeled "phone", on the wall where new phone jack needs to be installed.

Network *

OLT _____

Disconnect Jacks - How many?	<input type="text"/>	<input type="checkbox"/>
Install Jacks - How many?	<input type="text"/>	<input type="checkbox"/>
Use Existing Jacks - How many?	<input type="text"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>

For new installation place a post it note, labeled "network", on the wall where the jack is to be installed.

Describe Other Network Options	<input type="text"/>
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*Must be approved by OLT (route to OLT before sending to the Business Office)

Furniture

Use Existing	<input type="checkbox"/>
Additional Furniture	<input type="checkbox"/>
List Additional Furniture	<input type="text"/>

Processing orders for new furniture can take up to 12 weeks

Service Elevator Access, Prox Card Access, and Key Access:

This form is located on the Libraries Intranet. Please fill out the form and submit to the Business Office at least one week prior to the employee's first day of work.

Dept. Head Signature _____

Date _____

Dean/ Assoc. Dean Signature _____

Date _____