

Auxiliary Information Technology Employee Access Form

New Hire

Change

Separation

EMPLOYEE INFORMATION:

Association	Foundation	Auxiliary ID:
Employee Name:		Position Title:
Supervisor/Contact:		Dept/Cost Center:
Date of Hire:		Date of Separation:

COMPUTER NEEDS:

Existing Workstation	New Desktop	New Laptop	Date Needed:
<i>If existing workstation, provide service tag and location information</i>			

EMPLOYEE ACCESS:

Copy Current or Former	Provide name of employee to copy:
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System	Notes	(Auxiliary IT use only)
Computer Login		
Campus Email		
JDE		
PeopleSoft		
Dining POS		
StarRez		

Notes: (for example, network folders needed, campus ID, and additional details.)

Supervisor Signature Date Unit/Dept Phone Number

Director Signature Date

HR Name HR Signature HR Notes