

New Employee Set-up

Reference Number 16.01 Forms	Board Approval 10/2006	Effective Date 11/01/2015	Page 1 of 1
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Printed Employee Legal Name _____

Position Title _____

Printed Preferred Name _____

Building _____

Room # _____

Department _____

Supervisor _____

Extension _____

Effective Date (needed by) _____

1. **IS Department:** (Route form electronically to TCHelp@tusculum.edu)

- Email account using preferred name? Yes ___ No ___
- Colleague Yes ___ No ___
- Moodle Yes ___ No ___
- Recruiter Yes ___ No ___
- Issue hardware Yes ___ No ___
 - Computer ___ Printer ___ Other ___ please list _____
- Issue software Yes ___ No ___ if yes, please list _____
- Issue office phone Yes ___ No ___
- Is there an existing phone? Yes ___ No ___
 - Extension: _____
 - Previous operator name: _____
- Issue cell phone Yes ___ No ___ Number: _____
- Is there an existing phone? Yes ___ No ___ Number: _____
 - Previous operator name: _____
- Additional comments for IS: _____

2. **Post Office**(Route form electronically to jrohr@tusculum.edu)

- Campus P.O. Box number: _____

3. **Facilities:**(Route form electronically to tcwork@tusculum.edu)

- Office location: Building: _____ Room Number: _____
- Issue furniture Yes ___ No ___
 - Type of furniture: _____
- Issue keys Yes ___ No ___
 - Locations for Keys: _____

4. **Webmaster:**(Route form electronically to webmaster@tusculum.edu)

- Add to website directory Yes ___ No ___
- Employee Title: Dr. ___ Mr. ___ Ms. ___ Mrs. ___

5. **Switchboard:**(Route form electronically to switchboard@tusculum.edu)

- Employee extension: _____ Notes: _____
- Update phone directory Yes ___ No ___
- Pioneer Alert Yes ___ No ___
- Issue employee id card Yes ___ No ___

6. **Campus Safety**(Route form electronically to mriley@tusculum.edu)

- Issue parking pass Yes ___ No ___