

Employee Campus Set-Up and Notification System

(Employee's Full Name)

(Position Title)

(Employee's Preferred Name)

(Building)

(Room Number)

Department: _____

Supervisor: _____

Supervisor Extension: _____

Date Set-Up Effective: _____

Step One:

IS Department: (Route form electronically to tchelp@tusculum.edu)

- Email Account using preferred name? YES NO
- Colleague YES NO
- EMAS (Prior approval from M. Ripley required) YES NO
- Former Student or Employee? YES NO
- Hardware Needed? YES NO
 - Description: _____
- Office Phone
 - Do you have existing phone? YES NO
 - Extension: _____
 - Previous Operator: _____
- Cell Phone
 - Do you have existing phone? YES NO
 - Number: _____
 - Previous Operator: _____

Additional Comments for IS: _____

Step Two following IS:

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

- Add to website directory
 - Employee Title: Dr. Mr. Ms. Mrs.
 - Campus Office PO Box: _____

Facilities: (Route form electronically to tework@tusculum.edu)

- Proposed Office Location: Building: _____ Room Number: _____
- Furniture Needed? YES NO
 - Type: _____
- Keys Needed? YES NO
 - Locations: _____

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

- Update phone directory & Pioneer Alert
 - Employee Extension/Notes: _____