

New Employee Set-up			
Reference Number 16.01 Forms	Board Approval 10/2006	Effective Date 07/01/2018	Page 1 of 1

Printed Employee Legal Name * _____ Position Title* _____

Printed Preferred Name* _____ Building _____ Room # _____

Department * _____ Supervisor * _____ Extension* _____

Effective Date (needed by)* _____ Personal/Alternate email address * _____

1. **IS Department:** (Route form electronically to TDIS@tusculum.edu)
 - Email account using preferred name?* Yes ___ No ___ N/A ___
 - Colleague Yes ___ No ___ N/A ___
 - Moodle * Yes ___ No ___ N/A ___
 - Recruiter Yes ___ No ___ N/A ___
 - Web Advisor * Yes ___ No ___ N/A ___
 - Issue hardware Yes ___ No ___ N/A ___
 - Computer ___ Printer ___ Other ___ please list _____ N/A ___
 - Issue software Yes ___ No ___ if yes, please list _____ N/A ___
 - Issue office phone Yes ___ No ___ N/A ___
 - Is there an existing phone? Yes ___ No ___ N/A ___
 - Extension: _____
 - Previous operator name: _____
 - Issue cell phone Yes ___ No ___ Number: _____ N/A ___
 - Is there an existing phone? Yes ___ No ___ Number: _____ N/A ___
 - 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 tuwork@tusculum.edu)
 - Office location: Building: _____ Room Number: _____
 - Issue furniture Yes ___ No ___ N/A ___
 - Type of furniture: _____
 - Issue keys Yes ___ No ___ N/A ___
 - Locations for Keys: _____
4. **Webmaster:**(Route form electronically to webmaster@tusculum.edu)
 - Add to website directory Yes ___ No ___ N/A ___
 - Employee Title: Dr. ___ Mr. ___ Ms. ___ Mrs. ___
5. **Switchboard:**(Route form electronically to switchboard@tusculum.edu)
 - Employee extension: _____ Notes: _____
 - Update phone directory Yes ___ No ___ N/A ___
 - Pioneer Alert/Regroup * Yes ___ No ___ N/A ___
 - Issue employee id card * Yes ___ No ___ N/A ___
6. **Campus Safety**(Route form electronically to jgresham@tusculum.edu)
 - Issue parking pass * Yes ___ No ___ N/A ___

* Applies to Adjunct Faculty