



IN-PROCESSING FORM

(All OCA Headquarters and Field employees)

**This form is to be completed, signed and dated by the hiring manager and emailed to Human Resources (HR).
HR will coordinate distribution and New Employee Orientation (NEO) training.**

HR emails form to the xyz email distribution list to complete the tasks for their respective sections:

Staff	Division:	Sections:
Tracie Reyher – HR	F/O	1 & 5
Andrea Smith	F/O	5
Veronica M. Strong	F/O	2 & 5
Cindy Wilson	F/O	2 & 5
Celeste Diaz	F/O	1, 2, & 5
Jeannie Lucas	F/O	2, 3, 4, & 5
Marilyn Galloway/Specialty Courts only	SC	1, 2, 3, 5
OCA Service Desk	IS	3 & 5

New Hire Name:		Start Date:	
Position Title:		Division:	
Pre-Hire Contact Phone #:		Supervisor/Contact:	
New Hire Floor #		Office/Cubicle #	

HIRING MANAGERS: Please check only those items that need to be granted, ordered and/or installed.

Section 1: Elevator Security Access to: (check floor #'s) 2 3 4 5 6 7

Notes:

Field employee needing picture ID only

Section 2: Office / Phone Equipment Needed

<input type="checkbox"/> Phone Number	If known, provide phone number:
<input type="checkbox"/> New Phone Line	<input type="checkbox"/> New Phone Unit
<input type="checkbox"/> Voicemail (new build)	
<input type="checkbox"/> Other (Cell phone / Air card)	Specify:
<input type="checkbox"/> Desk/Office Furniture	Specify:

(Note: If requesting new desk or office furniture, supervisor should process purchase requisition separately.)

Section 3: Computer Equipment / Database Access Needed/Software Needed

Item	New	Transfer	Transfer From:	Property Tag #
Desktop PC	<input type="checkbox"/>	<input type="checkbox"/>		
Laptop	<input type="checkbox"/>	<input type="checkbox"/>		
Printer	<input type="checkbox"/>	<input type="checkbox"/>		
Total Recorder software installation needed	<input type="checkbox"/>			
Network Security Access to OCA programs or Network Security Access identical to:				
Access to:	<input type="checkbox"/> MIP <input type="checkbox"/> USAS <input type="checkbox"/> FTP <input type="checkbox"/> SPA <input type="checkbox"/> CALR <input type="checkbox"/> CPCMS <input type="checkbox"/> Other specify:			

Section 4: Keys Needed (Specialty Courts keys are provided by the county)

Office - standard (47H1-1) Server Rooms (6 & 7) (38-523) Office & Storage Room (47H)

Section 5: Training Needed (Mandatory training to be scheduled by Training Coordinators)

Mark optional training needed	Training (Mandatory training required within 30 days of hire)	Scheduled for (date/time)
Mandatory	New Employee Orientation	
Mandatory	Property Management Training	
Mandatory	Purchasing & Traveling Training	
<input type="checkbox"/>	Travel Voucher Training	
<input type="checkbox"/>	Other specify:	

Supervisor's Signature: _____ **Date:** _____