|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| HR Scans Copies To Others Listed: | Division: | Sections: | **This form is to be completed and signed by the hiring manager/designee and then scanned/emailed to Human Resources (HR). HR will coordinate distribution.** |
|  |  |  |
| Jon Rogers - HR | F/O | 1 & 5 |
| Serlester Boone | F/O | 2 & 5 |
| Celeste Rodriguez | F/O | 1,2 & 5 |
| Lisa Reed | F/O | 2, 3, 4 & 5 |
| OCA Service Desk | IS | 3 & 5 |

|  |  |
| --- | --- |
|  | IN-PROCESSING FORM (contractors, interns, externs and other **non**-**employees**) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Start & End Date: |  |
| Position Title: |  | | Division: |  |
| Pre-Hire Contact Phone #: | |  | Contact: |  |
| Floor # |  | | Office/Cubicle # |  |

|  |  |
| --- | --- |
| **MANAGERS**: **Please check only those items that need to be ordered and/or installed.** | |
| **Section 1: Elevator Security Access to: (check floor #’s)**  **2**  **3**  **4**  **5**  **6**  **7**  **Notes:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2: Office / Phone Equipment Needed** | | | |
| Phone Number | | If known: | |
| New Phone Line | | New Phone Unit | |
| Voicemail (new build) | | ACD Group? (*Applies to Help Desk ONLY)* | |
| Other (Cell phone/Calling Card/Pager/PDA) | | | Specify: |
|  | 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** | | | | |
| **Item** | **New** | **Transfer** | **Transfer From:** | **Property Tag #** |
| Desktop PC |  |  |  |  |
| Laptop |  |  |  |  |
| Printer |  |  |  |  |
|  | | | | |
| Network Security Access to OCA programs or Network Security Access identical to: | | |  | |
| Access to:  MIP  USAS  FTP  SPA  CALR  Other specify: | | | | |

|  |
| --- |
| **Section 4: Keys Needed** |
| 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** | **Scheduled for (date/time)** |
| Mandatory | Orientation |  |
| Mandatory | Property Management Training |  |
| Mandatory | IT/Computer Policies Training |  |
| Mandatory | Purchasing Training |  |
|  | Travel Voucher Training |  |
|  | Other specify: |  |

**Requestor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_