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| 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 |

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

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

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| **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:**       |

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| **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.)* |

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| **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:       |

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| **Section 4: Keys Needed** |
| [ ]  Office - standard (47H1-1) |
| [ ]  Server Rooms (6 & 7) (38-523) |
| [ ]  Office & Storage Room (47H) |

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| **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:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_