



Employee Checklist Form

EMPLOYEE INFORMATION

This section must be completed by the Supervisor and submitted to HR within 5 business days prior to the first day of employment. Once HR completes the processes needed to create a new employee in the system, it will be sent to IT

Name: _____

Department: _____

Job Title: _____

Supervisor Signature: _____

Date: _____

EMPLOYEE STATUS

Once this section is completed by HR it must be forwarded to IT

NEW HIRE

Employee Status:

New Hire: _____

Rehire: _____

Begin Date: _____

Transfer Date: _____

Employee ID number: _____

TERMINATION

Retirement / Termination

Last Day: _____

Supervisor Needs access to email, computer, phone for 60 days?

YES / NO

HR Representative Signature: _____

Date: _____

NETWORK ACCESS

Please note that once an employee retires or is terminated the active account will be immediately de-activated. It is the responsibility of the dean or hiring manager to notify HR with a new form should the employee be rehired as an Adjunct or in another area of the college.

New Employee active directory account sign on: _____

(Example: nemployee@kilgore.edu)

Termination date of active directory account by IT: _____

Will employee need additional access beyond termination date: YES / NO If YES, Time Frame: _____

EQUIPMENT ACCESS

Computer and software access:
YES / NO

Phone access: YES / NO
Extension:

Replacing employee: YES / NO

ID Card issues: YES / NO

ID Number: _____

SOFTWARE ACCESS

Jenzabar EX

PowerFAIDS

Content 7

JCIS

Copier Code:

Long Distance Code:

Voicemail Access

Permissions Group:

IT Representative Signature: _____

Completed Date: _____