



HR USE ONLY
Requisition # _____

New Hire Needs

Position ID _____
Position Location _____

Position Title _____

New Position
 Replacement

Classification:

Part-Time (Non-Instructional) Classified Exempt/Technical
 Part-Time (Instructional) Faculty (Tenure Track)

Payroll Account # _____

Human Resources (Bold Items are Required):

- New Employee Orientation
 - Building Access
 - Staff Web Overview
 - How to Access Email
 - Benefits
- Building/Office Key(s)
- Business Cards
- Admin View Training
- Staff ID Card
- Nametag
- FERPA Training
- Campus Tour
- Electronic Resource Procedure

AIS Module Training:

- RAPs
- GL
- Budget
- Student Management
- Course Management
- Financial Aid
- Advisor View
- Placement Test
- AR
- Accounts Payable
- Ship & Rec
- Authoriz

Technology:

- Desktop
- Unit Specific (I Drive) Folder
- Position Specific Program Installation _____
- Email Account
- Phone
- Laptop
- F Drive Access (if replacing employee)
- Staff Web Account
- Phone Extension