



Questions About This Form Please Call:  
Information Technology  
244-2317 Office

# I.T. New Employee Checklist

## Employee Information

(This form must be completed by the **Supervisor** and submitted to IT 48 hours prior to first day of employment. **We will need 2 weeks to order new equipment.** Please let me know as soon as possible if we need to order equipment.)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Employee's Phone: \_\_\_\_\_  
Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

## Employment Status Information

Employment Status: \_\_\_\_\_ New Hire \_\_\_\_\_ Transfer  
Begin Date: \_\_\_\_\_

## Network

(Each full-time employee will be issued a network login which includes a terrehaute.in.gov account. Work on the network may not begin until logins have been created.)

Network  IT will set up a one-time password that must be changed after the first login. New passwords must be  
At least 6 characters long.

## Equipment

(Please check all equipment employee has been issued for personal use)

Need to Order New Computer:  YES  NO

Computer  Serial Number: \_\_\_\_\_ PDA  Serial Number: \_\_\_\_\_

Monitor  Serial Number: \_\_\_\_\_ Laptop  Serial Number: \_\_\_\_\_

Key Fob  ID Card

## Software

(Please check all software needed.)

Microsoft Office Standard  (includes Excel, Word, Outlook, PowerPoint)

Microsoft Office Professional  (includes Excel, Word, Outlook, PowerPoint, Access and Publisher)

CUBS  Data Med  GIS  LinkO  Tele Staff  Track IT  Fundware  PD Records/CAD

Any Drives/Folders Needed: \_\_\_\_\_

Special Requirments: \_\_\_\_\_

**Approved by Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_