NEW EMPLOYEE REQUIREMENTS FORM
Hiring Manager: Submit to IT upon completion

Employee Name: _____

Job Title: _____

Start Date: _____

Hiring Manager: _____

Submitted by: _____

Date Submitted: _____   Site Location: _____   Desk Location: _____

Permanent: ☐   Full Time: ☐   Contractor: ☐
Temporary: ☐   Part-time: ☐

Company:
(Check all boxes that apply)

☒ All Companies   ☐ RST
☐ ABC   ☐ UVW
☐ XYZ

Department:
(Select primary department)

☐ Accounting   ☐ Customer Service   ☐ Warehouse
☐ Marketing   ☐ Management   ☐ HR
☐ Manufacturing   ☐ Purchasing   ☐ IT
☐ Sales

Security:
(Check all boxes that apply)

Great Plains Databases:

☐ ABC   ☐ RST   ☐ zRVR
☐ XYZ   ☐ UVW   ☐ zRST
☐ RVR   ☐ zABC   ☐ zUVW
           ☐ zXYZ   ☐

Copy security role from: _____
                              (Username)

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Security:
(Check all boxes that apply)

Third Party Great Plains Modules:
- ☐ Extender
- ☐ Myrdias
- ☐ Micr
- ☐ SmartList Builder

Network Security Groups:

ABC			
	☐ Branch Operations Personnel	☐ ABC Metrics	☐ ABC Warehouse
	☐ ABC Accounting	☐ ABCM Production	☐ ABC Warehouse
	☐ ABC Branch Sales	☐ ABCM Progage	☐ ISO 9001 Docs
	☐ ABC Cash Plan	☐ ABCM Purchasing	☐ MFG Project
	☐ ABC ERP Project	☐ ABCM QC	☐ PIP Project
	☐ ABC Export Sales	☐ ABC Planning	☐
	☐ ABC Finance	☐ ABC Production	☐
	☐ ABC Gasket	☐ ABC Public	☐
	☐ ABC Management	☐ ABC Purchasing	☐
	☐ ABC Marketing	☐ ABC Sales	☐
	☐ ABCM Engineering	☐ ABC SIS	☐

XYZ			
	☐ App	☐ XYZ Great Plains	☐ XYZ Staff
	☐ XYZ	☐ XYZ Outsourcing	☐ XYZ Strategic Plan
	☐ XYZ Accounting	☐ XYZ Public	☐ Superior
	☐ XYZ Engineering	☐ XYZ Quality Control	☐

RST	
	☐ SWDevelopment

UVW			
	☐ CCH Tax	☐ QuickBookPro	☐ Templates-Logos
	☐ Corporate Governance	☐ UVW Accounting	☐ Yardi
	☐ Depriciation Solution	☐ UVW Public	☐

HR			
	☐ ADP-bk	☐ ABC Human Resources	☐ Procedures
	☐ Human Resources	☐ Payroll	☐

IT			
	☐ Domain Admin	☐ System Admin	☐ SQL Admin
	☐ Exchange Admin	☐ Backup Admin	☐

Copy security role from: _____
(Username)

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Form Date: 1/27/2009

Windows Applications:

(Check all boxes that apply)

Note: The following software and tools are intended for Windows

Standard PC Software:

- ☒ Windows XP
- ☐ Microsoft Office 2007 Professional (Word, Excel, Outlook, PowerPoint, Access)
- ☐ Microsoft Office 2007 Standard (Word, Excel, Outlook, PowerPoint)
- ☒ eTrust Anti Virus
- ☒ WinZip
- ☒ Adobe Acrobat Reader

Optional PC Software:

(May require additional licenses and associated costs)

- ☐ Active Sync (PDA)
- ☐ Adobe Acrobat Standard
- ☐ Adobe Distiller
- ☐ Adobe Photoshop
- ☐ ADP
- ☐ AutoCAD Mechanical
- ☐ CAD Viewer
- ☐ Citrix (Remote Users)
- ☐ Crystal Reports
- ☐ Crystal Reports (Viewer)
- ☐ Depreciation Solutions
- ☐ Expensable
- ☐ FRx Financial Reporter
- ☐ Great Plains
- ☐ LeadTools Eprint
- ☐ MS Access 2007
- ☐ MS Access (Viewer)
- ☐ MS PowerPoint
- ☐ MS PowerPoint (Viewer)
- ☐ MS Project 2007
- ☐ MS Project 2007 (Viewer)
- ☐ MS Visio 2007
- ☐ MS Visio 2007 (Viewer)
- ☐ OmniPage
- ☐ ProGage
- ☐ ProSys Tax Fx

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☐ PTC Engineering (Wildfire)
☐ XL Reporter
☐ Yardi Enterprise
☐ Yardi YCheck
☐ Other (List Manufacturer *and* Software Application below)

_____

_____

Hardware:
(Check all boxes that apply)

☐ PC Desktop (19" Monitor Standard)
☐ PC Laptop
☐ Docking Station (Includes: 19" Monitor, Mouse, Keyboard)
☐ Wireless Internet (AirCard) $59.99/monthly
☐ Wireless Keyboard and Mouse
☐ Trackball Mouse (Ergonomic)
☐ Digital Camera
☐ Dual Monitor
☐ Webcam
☐ Scanner
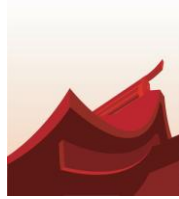☐ Flash Drive
☐ Other (List Manufacturer *and* Part Number)

_____

_____

Communications:
(Check all boxes that apply)

☐ Office Phone
☐ CallerID Blocking
☐ Wired LAN Headset
☐ Cell Phone
☐ Cell Phone (PDA)
☐ Wireless Bluetooth Headset
☐ Additional Home Charger
☐ Car Charger
☐ Holster

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For IT user only
(Do not write in this space)

Facilities Security Access:

☐ ABC (Main Building)
☐ ABC (Manufacturing Building)
☐ XYZ (Main Building)
☐ XYZ (Manufacturing Building)
☐ Other _____
_____

Additional Comments:

_____
_____
_____

Note: Standard lead times are as follows:

PC Desktop	2 weeks
PC Laptop	3 weeks
Other software not listed	2 weeks

Submit to IT upon completion…

Hiring Manager: _____ Date: _____

Supervisor: _____ Date: _____

IT   Received by: _____ Date: _____

Finance   Approved by: _____ Date: _____