

On-Boarding Request

DEPT: _____

Employee Name _____

Title _____

NetID _____

Emplid _____

FTE _____

EED (if temp or ancillary) _____

Date of Hire _____

Supervisor _____

Provisioning

- Check here if you wish for a Learning Plan to be developed in UACCESS LEARNING by the Provisioning Agent. (Some roles require training prior to provisioning. A Training Plan can be created on the employee's behalf.)
- FERPA Training Completed? <https://www.registrar.arizona.edu/ferpa/tutorial>
- End-User Agreement Completed? <https://request.uaccess.arizona.edu/useragreement/>
- Elevated Privilege Training Completed? <http://security.arizona.edu/elevprivtraining>
- Clone Access to Employee: _____ **And / Or**
- A La Carte (*list expected duties as it pertains to each system*)

UAccess ANAYLITICS:

UAccess RESEARCH:

UAccess EMPLOYEE:

UAccess STUDENT:

UAccess FINANCIALS:

OTHER (PCard, UA Careers, Grad App, Time Approver, UAFDN):

IT Support

- Network to Dept Drive(s): _____
- Establish Email Access on Dept Computer

College Listservs

(Do not include LTA – Limited Term Adjuncts)

- COEBIZ** (faculty, staff, retired faculty, some GAs, and some external campus folks)
- COETEAM** (classified and professional staff)
- COEINSTRFAC** (other faculty e.g., professors of practice, research faculty, lecturers, adjuncts, and teachers in residence)
- COEFAC** (tenured and tenure-eligible faculty)

Emergency Contact List/Building Directory Update

Building/Room:

Office Phone:

Emergency Phone

Departments should ensure the following has been completed:

- ID (Net and Card)
- Department Guidelines/Expectations
- Driver Registration & Motor Vehicle Record Check
- Keys/Access Codes
- Parking Pass and Instruction
- Preventing Discrimination, Harassment and Sexual Misconduct Training: <http://equity.arizona.edu/online-training>
- Phone
- Benefits Package (if applicable)
- Intro Email to College Listserv with Photo
- Business Cards
- Timesheet Instruction
- Other: _____
- Copy Codes
- <http://www.fso.arizona.edu/payroll/employees/timesheet>
- Department Listservs
- UAccess Learning Training Plan
- New Employee Orientation Training