

## NEW EMPLOYEE SETUP CHECKLIST



*For all new employees please submit request at least two (2) days before their start date.*

DATE: \_\_\_\_\_

<b>YOUR COMPANY'S NAME</b>	
<b>OFFICE LOCATION</b>	
<b>MAIN CONTACT</b>	
Name of Person Making this Service Request	
Name of person to contact going forward regarding this new setup	
Contact Phone	
Contact Email	
<b>NEW EMPLOYEE INFORMATION</b>	
New Employee Start Date	
New Employee Full Name	
Role/Department	
Desired Login Name	
Copy profile like...	
Which company data/shares/folders does this new employee need access to?	
<b>NEW EMPLOYEE EMAIL</b>	
Will employee need to have an email setup for them?	
Are there any distribution lists this employee will be assigned to, and if so, what are they?	
<b>MICROSOFT OFFICE APPLICATIONS</b>	
Will employee need a local desktop installation of the Office Applications (MS Word, Excel, Outlook, etc.) ?	
<b>NEW EMPLOYEE ASSIGNED COMPUTER</b>	
Will the new employee need to have a computer or laptop setup for them?	YES/NO
Existing	YES/NO
Name of existing system	
New	YES/NO
Are we to order a new system for this employee?	YES/NO
If not, please give details about this new system:	
<b>COMMENTS/NOTES:</b>	