



**Questions About This Form Please Call:**  
Information Technology  
812-44-2317 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 \_\_\_\_\_ E-mail? Y / N (circle one)  
Begin Date: \_\_\_\_\_ Rehire (seasonal / new position) \_\_\_\_\_

### 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 comply with the current password policy.

### Equipment

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

Need to Order New Computer: ☐ YES ☐ NO AUP Submitted? ☐ YES ☐ NO  
Computer ☐ Serial Number: \_\_\_\_\_ iPad ☐ Serial Number: \_\_\_\_\_  
Monitor ☐ Serial Number: \_\_\_\_\_ Laptop ☐ Serial Number: \_\_\_\_\_  
Key Fob ☐ ID Card ☐ Desk Phone ☐ 2<sup>nd</sup> Monitor (charge may apply) ☐

### Software

(Please check all software needed or specify other Apps.)

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

Microsoft Office Professional ☐ (includes all features of Standard plus Access)

311/QAlert ☐ DocuWare ☐ ESRI -GIS ☐ Social Media ☐ Fin. Edge A.P. ☐ Web Content ☐  
SportsMan/Golf ☐ Utilize/LCW ☐ Ecopy ☐ VPN ☐ PD Mobile/CAD/RMS  
☐ Other (specify all below, including "copy permissions from user – provide cty number")

Any Drives/Folders needed: \_\_\_\_\_ (Circle Access Needed: READ-WRITE-DELETE)

Special Requirements not noted above: \_\_\_\_\_

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