



Smith County Information Technology Department

Employee Checklist - New or Transfer Into Department

Once this form is received by IT, expect the changes to take approximately 2 – 3 business days, assuming equipment will not need to be procured.

New Employee or **Transfer from Smith County Department** _____

Department _____ Submission Date _____

Department Head or Authorized Employee _____

New Employee's Immediate Supervisor _____ Division (if applicable) _____ Supervisor's Phone Number _____

New Employee Name _____ Date of Hire (Date Reporting for Work) _____

New Employee's Job Title or brief description of their duties _____

Computers, Phones, and Network Accounts:

Please check all that apply:

A login account to the Smith County computer network

A Smith County email address; Special Email Distribution Lists _____

A new phone

An existing phone and the extension will be _____

Voice mail with their phone

New equipment. Please specify type and fund # _____

An existing PC will be assigned to the employee and the asset tag# is: _____

Access to the following Department Network Drives or folders: _____

Specific Network Permissions. Please provide the name of a current employee with similar permissions that we can use as a template to copy from: _____

Employee requires Remote Access (VPN Account) _____

List any and all printer names the employee will utilize or any special equipment: _____

List any and all changes to your department web pages: _____

Smith County Business Applications:

Please check all applications the new Employee requires access to:

AbleTerm

ACS / New Vision _____ Odyssey / Role _____

IT Help Desk Ticket Number (completed by IT) _____