



Employee Name: _____

Start Date: _____

Title: _____

Designated Work Space / Clean work area

New Furniture (Anne Bezon x8049)

Contact OIT (8016) for a first day appointment

Computer / Laptop (OIT)

Banner Access (OIT)

Phone (OIT)

Cell Phone (OIT)

Supplies (Pens, Pencils, etc.)

Business Cards (Central Services)

Name Plate Ordered (Anne Bezon X8049)

Keys (Facilities) Work order to be completed

Work Clothing Ordered

Purchasing Card (Business Office)

Schedule an appointment to meet with HR

Email Review / Log on to PC (OIT)

OIT Appointment (Review Computer Set-up)

Meet with HR to review benefits

Voicemail Setup

