# *NEW HIRE:*

Employee Name & A Number: _____

Start Date: _____

Position/Title: _____

Department/Reporting to: _____

Office Location: _____

The employee has an existing University email (Current Student/WVSU Alum/Returning Employee, etc.) ☐

The employee will be working  ☐ Full-Time  ☐ Part-Time  ☐ Full-Time Temp

**Contact Human Resources immediately to generate an employee campus ID number "ANumber". Once a campus ID is created and all information is updated in Banner, e-mail and MyState accounts are generated the following morning.**

Please go to Physical Facilities webpage to submit a service request for keys/swipe card, if needed, and office furniture setup, ([http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx](http://wvstateu.edu/administration/physical-facilities/work-order-form.aspx)).

**Computer Needs:**

☐ The new employee will utilize an existing computer but the computer requires setup for the new employee. The computer is located _____.

☐ The new employee needs a new computer. Please contact _____ to obtain any detailed specifications that may be needed to quote a new computer. **(Funding is the responsibility of the hiring department and NOT the IT department)**

**Phone Needs:**

☐ The new employee will utilize an existing phone but the phone requires setup for the new employee. The phone extension is _____ and the phone is physically located _____.

☐ The new employee needs a new phone. **(Funding is the responsibility of the hiring department and NOT the IT department)**

**Banner or Other Accesses (if needed):**

Please provide a list of all needed Banner forms and the level of access such as view only or update. If the access needs to mimic that of another user, please enter the information for the user with like access. _____
_____

**Additional Comments:**
_____

_____     _____
Supervisor's Signature                                                              Date

_____     _____
Vice President's Signature                                                           Date

**To ensure timely processing, please return the completed form to Justin Cherry in HR as soon as possible.**