

New Employee Setup Request

Return to OTFIM at shpfacilities@shp.rutgers.edu

**Use this form to request facilities and technology setup for new hires.**

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| 1. **This section is about the New Employee** | |
| Name of New Employee: | SHP Department/Program: |
| Position: | New Position: Yes  No  If no, provide name of former employee: |
| Which Space Has Been Allocated?  Building\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room\_\_\_\_\_\_\_\_\_\_\_\_ | Is Employee a Transfer from Other RU School/Unit?  Yes  No  If “Yes”: Old RU School/Unit RUID and Net ID: |
| 1. **This section is about Resources – It is assumed that employee will utilize existing technology, phone and furniture. Current available technology will be assessed by OIT. The default primary computer is a Dell Desktop.** | |
| Computer Setup:  Existing? Yes No  Standard IT Setup Required  Desktop Printer (only if required) | Non-Standard IT Setup Requested  Laptop - Windows or Apple Desktop - Apple  Additional Monitor  Other  Please Provide Justification and required approvals  *Use reverse side of page for details* |
| Telephone: Provide GL# to Charge Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Standard Phone: Two Lines Four Lines Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Existing? Yes Send New Name to SHPhelp@shp.rutgers.edu with  Extension \_\_\_\_\_\_\_\_\_\_\_\_ MAC Address \_\_\_\_\_\_\_\_\_\_\_\_ Quad Plate# \_\_\_\_\_\_\_\_\_\_\_\_\_    No Request Line – Include:  # Lines? \_\_\_\_\_ Which other #s (other than new)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Intercom? \_\_\_\_\_\_\_\_\_\_\_ Voicemail? \_\_\_\_\_\_ Quad Plate # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cell Phones are provided based on job function | |
| Room Furnished?  Yes No  (If “No”, facilities will contact to discuss) | Additional Furniture Requested (to be approved by and charged to hiring department):  *Use reverse side of page for details* |
| Building/Room Access:  Swipe Yes No If “Yes”: General Building Other – Please List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Key Box Code Required: Yes No User ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (will be e-mailed to you)  Key(s) Issued: Yes No If “Yes” Identify Key Type: Suite \_\_\_\_\_\_\_ Office \_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_ | |
| 1. **This section is about the Hiring Manager/Contact** | |
| Name Hiring Manager: | Department: |
| Phone Number: | Anticipated Start Date for Employee: |
| Department Support Contact: | FAPA Contact: |
| Today’s Date: | Signature Chair/Department Head: |

**Tailored Primary Equipment Justification**

**Standard New Computer Setup**:

The default primary computer is a Dell Desktop computer.

Faculty may request a Dell Laptop, Mac Desktop or Mac Laptop, with approval from the Department Chair.

Staff must provide a business justification for requesting a Dell Laptop, Mac Desktop or Mac Laptop. This need must be related to the ability to perform their job function. Approval is required by Chair/Department Head and the Dean’s office.

Any tailored equipment (non-standard as described above) must be described and justified below and requires Chair/Department Head approval and signature. It is understood that the department will be charged for the cost of any non-standard equipment.

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| Non-Standard Equipment Justification: |
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| Signature: Chair/Department Head: |