

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.**
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| 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[ ] OtherPlease 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: |