

HR On-Boarding Form

New hire Name (Legal name on Passport / Birth cert):	Job Opening ID:	Start Date:
Manager:	Backup Approver:	Contract end date (if applicable):
Working Title:	I-request Authorizer:	Building/Office or Cube Number:
First name for email address (for example, Danny instead of Daniel):		

Select Building Access that is required:

Broadway:	___ 7:00am – 7:00pm	___ 24/7
Franklin:	___ 6:30am – 6:30pm	___ 24/7

Computer & Phone Needs

Department Contact assisting with computer configuration questions:	RITM Number (HR only):	
Is existing computer available (yes or no):	If computer not available, type of computer requested:	
Additional software required or configuration notes:		
Network Drives (<i>full path is required – example: finmgmt (\\p-irc-fs03.ucop.edu) (K:)</i>):		
Shared Mailboxes (if applicable):	Distribution lists (if applicable):	
New Hire Buddy:	Does the position require creation and modification of PDFs?	
Is Desk Phone Available already (y/n):	Available Desk Phone Number:	
<i>If printing and copying is required, please provide the "Charge of Account" so printing / copying can be provided and charged back.</i>		
Entity	Fund	Financial Unit
Function	Program	Department Copy Code