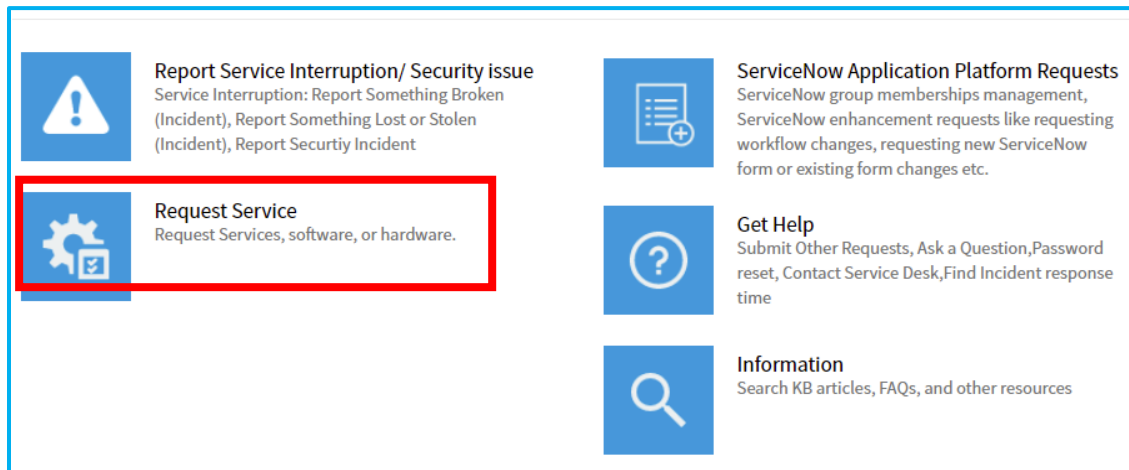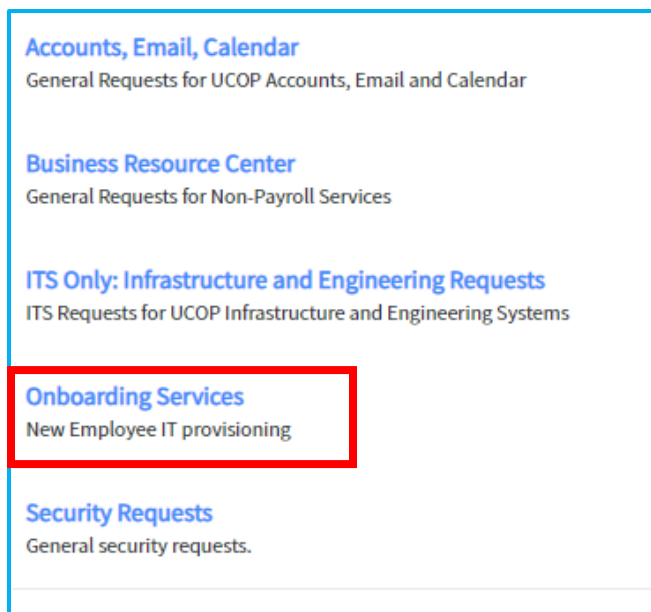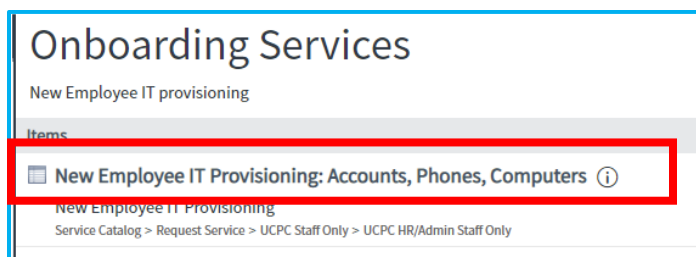1. Log into Service Now and select **Request Service** from the menu.

2. Select **Onboarding Services**

3. Select **New Employee IT Provisioning**

4. Form Instructions

Use this form to begin the process to order hardware, software, and IT services for a new UCOP employee or contractor.
Please answer the questions below and click "Choose Options" at the bottom of the form.
You will then be asked to provide more details about the order for the new employee or contractor.

It is essential that you submit the legal name (as it appears on birth certificate or passport) that payroll will use for the new employee or contractor.
If the employee would like to use a different name for their email, please type it in the field "Name for Email Account".

Please allow 7 business days for the delivery of all items.

5 . Fill in **New Hire information**. Fields marked with an asterisk are required.

* Type of employee ⍰

(●) Career   ( ) Contract   ( ) Agency Contractor   ( ) Rehired Retiree   ( ) TOPS   ( ) Intern

[ ] Department transfer

* Effective start date ⍰

Subdepartment

* New hire First Name (Legal name on Passport / Birth cert) ⍰

* Working Title ⍰

Middle name

* First name for email address (for example, Danny instead of Daniel): ⍰

* New hire Last Name (Legal name on Passport / Birth cert) ⍰

Location

* Department ⍰

Please select work type

(●) Fully Remote   ( ) Hybrid/designated space   ( ) Hybrid/hotel space   ( ) Onsite only

* Department contact ⍰

6. Add any optional comments. Select "Yes" or "No" in response to Print Services. If yes, you will be required to include chart of accounts information.

* Does this user require access to printing and copying ⍰

Yes

Print Services COA ⍰

* Entity ⍰
Should be a 5 digit number

* Fund ⍰
Should be a 1-5 characters alphanumeric

* Financial Unit ⍰
Should be a 7 digit number

* Function ⍰
Should be a 3 digit number

* Program ⍰
Should be a 3 digit number

COA

Xerox copy account code

7. Fill in all requested information. Different information will be required based on your selections. Select **Choose Options** to advance to the next page to view computer options

Business Address

☐ Shipping address for remote employee

Note: If an employee lives within a 50 mile radius, all equipment must be picked up at the office. If an employee is full time remote and lives outside of 50 miles, please provide a shipping address and personal phone number.

✱ Requester's manager ⑦

Computer Needed By

Fax Number

Check all that apply(At least one of the below should be checked)

☐ Phone
☐ Computer

Describe Needs ✓ | Choose Options | Checkout

8. Many of the fields are not required but are extremely helpful in providing the correct equipment and services for the new employee. The identification of a New Hire Buddy is important to ensuring a successful experience. Upon submission of this form, the Hiring Manager will receive an Onboarding Checklist and the Buddy will receive a set of Guidelines outlining their responsibilities.

New Employee Onboarding HR Form | UCOP Email Account (OG) ✱ | Laptop Bundle(OG) ✱ | Office Phone - Move, Add, Change … ✱

✱ Requester's manager ⑦

Allison James ⓘ

Job Opening ID

Position Number

8 Digit Number

✱ Backup Approver ⑦

✱ New Hire Buddy ⑦

I-request Authorizer

✱ Select Building Access that is required ⑦

No Access Required

No Access Required
Broadway: 7:00am – 7:00pm
UCPath Center
Broadway: 24/7
Franklin: 6:30am – 6:30pm
Franklin: 24/7

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| New Employee Onboarding HR Form | UCOP Email Account (OG) | Laptop Bundle(OG) | Office Phone - Move, Add, Change ... ✴ |

For more information on the Laptop Bundle, click here.

List of standard software on the desktop image:

Windows Desktop

- Office 365(Access, Excel, OneNote, Outlook, PowerPoint, Project, Publisher, Visio, Word)
- Adobe Acrobat Reader (Acrobat Pro available as required)
- Box Drive
- Cisco Jabber
- Mozilla Firefox
- MS Edge
- MS .NET Framework
- 7-Zip
- Trend Micro Apex One
- Zoom

Windows laptop - All the Windows desktop software plus

- BitLocker Encryption
- Cisco VPN

Additional IT Services Request Information

Distribution Lists / Shared Mailboxes

Yes

✴ Specify Lists ⓘ

Department Network Drives

Yes

✴ Specify Drives ⓘ

Network Share name (\\Server Name) (Share drive letter). (Ex. HRDATA (\\P-IRC-FS03.UCOP.EDU) (W:)

Does the position require creation and modification of PDFs?

NO (Adobe Reader)

Additional Software Required

Yes

✴ Specify Software ⓘ

Manually list software or applications

Request monitor for remote employee

Yes

| New Employee Onboarding HR Form | UCOP Email Account (OG) | Laptop Bundle(OG) ✴ | Office Phone - Move, Add, Change ... |

✴ Requester's manager ⓘ

Allison James

Office Phone/voicemail Request Information

✴ Request type ⓘ

New Jabber for Mobile Devices

⊟ Check all that apply ⓘ

✴ Options ⓘ
- ☑ iOS for Smartphone
- ☐ iOS for Tablet
- ☐ Android

Additional comments/notes

9. When all fields are completed, click on the checkout button at the top or the bottom of the page

| Describe Needs | Previous Tab | | Checkout |