



# Smith County Information Technology Department

## Employee Checklist - New or Transfer Into Department

Once this form is received by IT, expect the changes to take approximately 2 – 3 business days, assuming equipment will not need to be procured.

New Employee    Transfer    Contract

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Department

Submission Date

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Department Head or Authorized Employee

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New Employee's Immediate Supervisor

Division (if applicable)

Supervisor's Phone Number

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New Employee Name

Date of Hire (Date Reporting for Work)

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New Employee's Job Title or brief description of their duties

If employee is a transfer, where did they transfer from? \_\_\_\_\_

### Equipment needed from IT:

#### New

Laptop   
Desktop   
Cellphone   
Phone Extension   
Other  \_\_\_\_\_

#### Existing

Laptop  Asset tag: \_\_\_\_\_  
Desktop  Asset tag: \_\_\_\_\_  
Cellphone   
Phone Extension  \_\_\_\_\_  
Other  \_\_\_\_\_

### Access Needed:

- Network account
- Email address
- ACS/NewVision
- Odyssey/Role? \_\_\_\_\_
- Remote Access (Cisco VPN)
- Spillman
- Other

Name of employee that we can copy permissions from: \_\_\_\_\_