

UHV New Employee Checklist

Name: _____	First Day at work: _____
Address: _____ _____	New Address: _____ _____
Phone: _____	New Phone: _____
Office No: _____	Buddy/Mentor: _____
Building: _____	Mentor extension: _____ date notified _____

Physical Office Needs: Circle One

1. Keys:	Outside door	Yes	No	Additional Keys: _____
	Office door	Yes	No	Rm.No./Description: _____
2. Furniture:	Desk	Yes	No	
	Chair	Yes	No	Desk setup needs: Done: Yes No
	File cabinet	Yes	No	ex:stapler/staples paper/pads disks
	Other:	Yes	No	pens/pencils tape/dispenser paperclips
				Other: _____
3. Telephone:	<i>Must contact Telecommunications Specialist for assistance, ext. 389</i>			
	<i>*Current UHV Phone Directory available on UHV Web Page: www.vic.uh.edu</i>			
	Existing phone	Yes	No	Need additional line Yes No
	Extension: _____			Telecom.Spec.notified Yes No
	Long distance capability	Yes	No	Name of group: _____
	In a pick group	Yes	No	Name of list: _____
	On distribution list	Yes	No	

4. Technology:	<i>Must contact Information Technology, ext. 399, at least one week prior to first day</i>			
	Computer	Yes	No	UHV tag no. _____ CPU no. _____
	Software requested	Yes	No	Name of software requested: _____

	Printer	Yes	No	Type of printer: _____
	Scanner	Yes	No	Type of scanner: _____

Administrative : *To obtain a General Office Procedures Guide: contact Provost's Office, ext. 321

Paperwork:	PAR done	Yes	No	Submitted to HR: _____
	HR Orientation	Yes	No	HR appointment: _____
	Time Sheet done	Yes	No	<i>*Orientation must be completed w/in 1st 3 days</i>
	File made	Yes	No	Dept.Orientation: _____ <i>*should include discussion on job</i>
	Business cards ordered	Yes	No	<i>descript., job expectations, dept.mission/goals, required</i>
	Mail box assigned	Yes	No	<i>training, phone mail,institutional training schedule</i>
	Budget authority given	Yes	No	
	Account no.'s assigned	Yes	No	New Employee Orientation: 1st Tues. of every mo.
	Campus &/or city map given	Yes	No	<i>Human Resources presents orientation information</i>
	Organizational chart given	Yes	No	
	Floor plan map w/names given	Yes	No	PR photo on file Yes No
	Office nameplate ordered/made	Yes	No	PR photo appoint: _____
	Parking sticker issued	Yes	No	UHV ID/Library card made Yes No
Introductions:	University west done	Yes	No	ProCard needed/applied for Yes No
	University center done	Yes	No	Driver's License Check requested Yes No
	Supervisor identified	Yes	No	

Network Access: <i>Forms available on Web: www.vic.uh.edu</i>				Submit To:	Extension
UH-System Admin.Cluster:	ADMIN	Yes	No	Network Admin.	392
	PeopleSoft Accounts Payable	PS/FinProd	Yes	Finance	852
	PeopleSoft General Ledger	PS/GLProd	Yes	Comptroller	850
	PeopleSoft Human Resources	PS/HRProd	Yes	Human Resources	801
	Student Records System	RARSTU	Yes	Registrar	111
E-mail Account	Campus Network/Email	Outlook	Yes	Network Admin.	392
	Other:		Yes		
Non-Network Access:	FAX location explained	Yes	No	Codes given	Yes No
	Copier location explained	Yes	No	Codes given	Yes No

UHV Services Provided: For Use by New Employee for Reference

*Visit UHV website for forms: www.vic.uh.edu

Category	Contact	Extension	Submit Form	Description
Physical Needs:				
1. Keys	Facilities Services	838	Yes	provides keys/access to buildings or rooms
2. Furniture	Provost's Office	321	No	request filled after approval from Provost
*Faculty requests only	Departmental Secretary		No	request filled after approval from dean/dept. director
*Staff requests only	Facilities Services	840/838	Yes	form on website under Facilities Service Request
Physical Installation of Furniture				
3. Telephone	Telecommunications Specialist	389	Yes	provides telephone, extension, pick groups, distribution list changes, phonemail instructions, & new line orders (go to web site: computing, telecommunications)
UHV Directory	UHV Web Site		No	(computing, telecommunications, current directory)
UH Directory	Mail Services	826	No	request filled if books available
Victoria Directory	Mail Services	826	No	request filled if books available
4. Technology	Information Technology Admin.Secretary	390	No	channels requests to proper persons
Computer/Printer Problems	Help Desk	399	No	log request by calling or leaving phonemail
Software Problems/Requests	Help Desk	399	No	log request by calling or leaving phonemail
Computer Lab - ITV Scheduling	Acad. Computing Svcs. Mngr./IT Sec.	393/390	No*	log request by calling or leaving phonemail
Computer Cart Scheduling	Network Services Mngr./UCS Secretary	396/390	No*	log request by calling or leaving phonemail
	*check availability of rooms on web:			http://opal.vic.uh.edu/scripts/otcgi.exe
Network Access	Network Administrator	392	Yes	submit form from web for "Faculty/Staff Account"
Administrative Needs:				
Budgetary Accounts	Departmental Secretary		No	secretary will be able to identify accounts and balance
Budgetary Authorization	Comptroller	850	Yes	request via email or written notice
Business Cards	Departmental Secretary		Yes	submit purchase requisition
Campus Map	Facilities Services	838	No	request copy of campus map
City Map	Departmental Secretary		No	maps available through Chamber of Commerce or HR
Floor Plan	Facilities Services	838		request copy of floor plan
I.D. Card (UHV/Library)	Human Resources Office	801	Yes	obtain form from HR Office
to obtain card	Library Front Desk	177	Yes	apply in person, form required before I.D. made
Insurance/Benefits	Human Resources Office	803	No	call to make appointment with Payroll Manager
Insurance Claim Forms	Human Resources Office	801	No	call to request forms
Mail Services	Business Services	826	Yes	Fedex, UPS, US Postal Service available (need acct.#)
Mail Box	Departmental Secretary			request mail box and location
Office Nameplate	Departmental Secretary		Yes	submit purchase requisition
Organizational Chart	Provost's Office	321		request copy of chart
Parking Sticker	Switchboard Operator		No	Show I.D., supply license plate number
Procurement Card	Business Services	851	Yes	limited to designated departmental purchasers
Rental Car for Univ. Travel	Departmental Secretary		Yes	state approval required, submit travel request
Scheduling Room Use:Classes	Registration Scheduler	121	No	request classrooms in Univ. West, Univ. Center
	Secretary-President's Office	330	Yes	schedules MultiPurpose Room-UC
	Academic Computing Svcs.Mngr.	393	No	schedules all Computer Labs, all ITV Rooms
	Information Technology Admin.Secretary	390	No	(same as above line)
State Driver Approval	Human Resources	801	Yes	obtain form from HR/submit to Business Services
Travel Requests	Departmental Secretary		Yes	see secretary to obtain form
W4 Forms, etc.	Human Resources Secretary	801	No	speak with Secretary or leave phonemail