



Client Name:

FORM: New Employee

Employees typically come and go in any organization. Please use this fillable form to help us **make sure your new user is ready to go on their start date.**

New employee in the organization

Full name of employee:

Start date and time:

Computer ID employee will use (if pre-existing):

Desk Location:

Communication setup

Email account username:

Exchange or POP:

Distribution lists:

Does user need archived email from a previous user?

Shared Calendars?

AOL setup: Yes No Skype setup: Yes No

Phone extension:

Voice Portal Password:

Web Portal Password:

Software setup

File server access? Yes No

Microsoft Office? Yes No

Database access? Yes No

Quickbooks access? Yes No

VPN access? Yes No

Creative software: Yes No

Special Software/Instructions _____

Additional Information:

Approved by:

New Employee Form version 1.2