



## New Employee Creation Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Reports To: \_\_\_\_\_

Start Date: \_\_\_\_\_

Copy Access Rights From : \_\_\_\_\_

Admin Building     Depot     Waste Mngt     Other

PC:

Laptop:

Mobile:

Tablet:

(SIM      )

Software (select all required):

Base (MS Office, Outlook, Adobe Reader, PDF Creator)

AutoCAD

Authority

Civil CAD

Trim / Content Manager

Trapeze

ArcGIS Desktop

Adobe PDF Creator

Merit

InfoCouncil

Other (please specify below)

Other: \_\_\_\_\_

Reason for Other Software: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor :

Date:



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### IT Use Only

<b>Active Directory Account</b>	
E-mail address: _____	Active Directory ID: _____
Phone Extension: _____	Password Created:
Phone DID: _____	Initial: _____ Date: _____

<b>Authority Access Required</b>	
Authority Access requires HR to create NAR and Employee numbers. Once advised please complete:	Auth User Created:
	Access Rights Copied: (document rights given)
If Access Rights not Copied please document all roles assigned to account	Role #'s :
	Initial: _____ Date: _____

<b>Content Manager Access Required</b>	
Send Active Directory account details to Records Management for Content Manager User Creation	AD Info to Records Management:
	Initial: _____ Date: _____

<b>Merit Access Required</b>	
Ensure any assignments and/or workflow changes are completed as part of account creation	Account Created:
Assignments Updated:	Workflows Updated:
	Initial: _____ Date: _____

NOTE: Ensure sufficient licenses for applications are available before installation.