

HR Change Form - New Employee

Instructions

Use this form to notify us of any new employees. Email the completed form to support@aaronmarks.com.

Please submit **48 hours** in advance of the date and time for which the change is requested. Additional consulting charges may be assessed for urgent HR change requests.

Today's Date

Requested by (your name):

Your phone number:

Your email address:

Names of all managers / other employees authorized to discuss this change:

All HR requests are completely confidential; information will not be shared with any employee other than those listed above.

Please note that all emailed requests will be visible to your IT Point of Contact staffmember in our ticket portal. For more sensitive requests, please contact us by phone rather than by email.

New employee first and last name:

New employee preferred name / nickname:

Start Date:

Desired email address:

When specifying email address, please match company standard naming policy (e.g., first initial and last name, or first name only, etc.) If full first name is used, please specify the employee's preferred name / nickname.

New workstation needs to be purchased:

Yes

No

No, but need peripherals

If No, which existing workstation should be used for the new employee?

* If an existing workstation will be used but peripherals need to be purchased, please fill out the appropriate items in the New Workstation Request section below.

If Yes, please fill out the entire following section.

Please note that minimum lead time on new workstations is generally two weeks.

New Workstation Request

Type of computer:

No. of monitors to purchase:

Phone:

Desktop

1

Desk phone

Laptop with docking station

2

Wired headset

All-in-one (e.g., iMac)

3

Wireless headset

Will this employee be working with any of the following?

If yes to any at left, describe the type of work:

Graphic design or photo editing programs

Architectural or engineering programs

Video or sound editing programs

Large volumes of data / database queries

Software or code development

None of these

Mouse preferences (check all that apply):

Keyboard preferences (check all that apply):

Wireless

Standard flat form

Wired

Ergonomic wave form

Left handed ergonomic

Ergonomic split

Right handed ergonomic

Wired

Smaller/travel sized

Wireless

Standard sized

No preference

Larger sized

Other

No preference

Other

Approval: Name of person who has signed off approving purchase of hardware above. If a new workstation is being purchased, approval must also be given for purchase of standard productivity suite. Purchases cannot be completed without approval.

Special Software

Does new employee need access to any software beyond the normal productivity suite?

Yes No

List name(s) of software needed:

Do additional licenses need to be purchased for this software? (Select No if unused licenses are already owned by the company.)

Yes No

List names of software to be purchased:

Approval: Name of person who has signed off approving purchase of software above. Purchases cannot be completed without approval.

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Special Access Permissions

Please list any restricted-access file shares or applications that this person will need access to:

Approval: Name of person who has signed off approving access to restricted file shares or applications. Access will not be granted without approval.

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Other requests and information (e.g., location of desk, specific direct phone number requested, etc.):