



GLENN COUNTY

EMPLOYEE INFORMATION TECHNOLOGY (IT) NEW HIRE FORM

DEPARTMENT: _____ EMPLOYEE'S NAME: _____

JOB TITLE: _____ START DATE: _____

DIRECT SUPERVISOR NAME: _____ SUPERVISOR PHONE: _____

Should the employee have a countyofglenn.net email address? Yes No

Is the department on a State Information Technology (IT) system? Yes No

NEW EMPLOYEE'S ROLE:

This employee needs permissions **initiated** for which programs:

- OpenGov GovDelivery Granicus Peak Laserfiche FileMaker
- Website SiteImprove Purchasing Accounts CAMS OneSolution
- Other: _____

Is this employee taking over an existing role or can IT copy an existing role in your department? Yes No

If yes, who's role? _____

New Employee Phone Extension: _____ Direct Line Phone Number (if applicable): _____

Phone MAC Address (located on bottom of the device): _____

DOES THIS EMPLOYEE NEED HARDWARE AND/OR ITEMS ORDERED/PURCHASED? Yes No

- Desk Phone Computer (Thin Client/Physical Device) Monitors Phone Number Phone Extension
- Other: _____

ADDITIONAL DETAILS:

Does this employee need to scan documents? Yes No Does this employee need to print documents? Yes No

Example: scan-to-email or scan-to-folder. Identify Printer(s) _____

LOCATION:

Will this employee work at other County sites/offices on a regular basis (Example: A Mobile Employee)?

- Yes, they will be a mobile employee that moves between offices regularly or out in the field on a regular basis
- No, they will primarily work from a single office

Address(s) for building they will need badge access for: _____

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ADDITIONAL NOTES:

INFORMATION TECHNOLOGY (IT) SETUP AUTHORIZED BY:

Signature

Name

Date