

NEW HIRE FORM

Completion of this New Hire Form by the Hiring Supervisor/Manager with the proper signatures is **required**. Provide all applicable information and please submit in Facilities & Planning [ServiceLink](#).

I. CONTACT INFORMATION

Hiring Supervisor/Manager		Requesting Department
Employee Name	Title	Start Date
Employee Phone	Email	NetID
Building	Floor	Office/Workstation #
COA		COA is required for key replacements & new key orders.

NOTE: Request for office/workstation space is not guaranteed.

II. EMPLOYEE TYPE

A. Please select all that applies to the Employee:

- ☐ New Employee ☐ UCR Transfer ☐ SOM Internal Transfer
☐ Promotion ☐ Replacement/Backfill ☐ Temporary/Limited/Per Diem

B. Work From Home/Office Schedule (For Emergency Preparedness Employee Records Only):

Monday Tuesday Wednesday Thursday Friday

III. KEYS (DocuSign authorization and signature is required for all keys).

- A. Workstation key will be placed in the workstation drawer keyhole before new employee's start date.
- B. Office keys to be picked up by the Supervisor or Employee from Reception SOM ED II on new employee start date.
- C. If you require additional keys for this employee, please state which keys (*Request may take 4-6 weeks turnaround time*):
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- D. Docusign form will be sent after keys are received.
- E. **REMINDER: It is the Supervisor's responsibility to retrieve all keys from separated employees. If Facilities Planning does not receive the keys back within 5 business days, the Department COA will be charged.**

IV. NAME SIGNAGE & BADGE ACCESS

Facilities will install name signage (1-3) days before Employee's start date. If additional badge access is needed submit a new seperate ticket.

V. MANAGER APPROVAL

<div style="border: 1px solid black; height: 100px; margin-bottom: 10px;"></div>			
_____	_____	_____	_____
Hiring Manager Name	Position	Signature	Date