

# New Hire Process

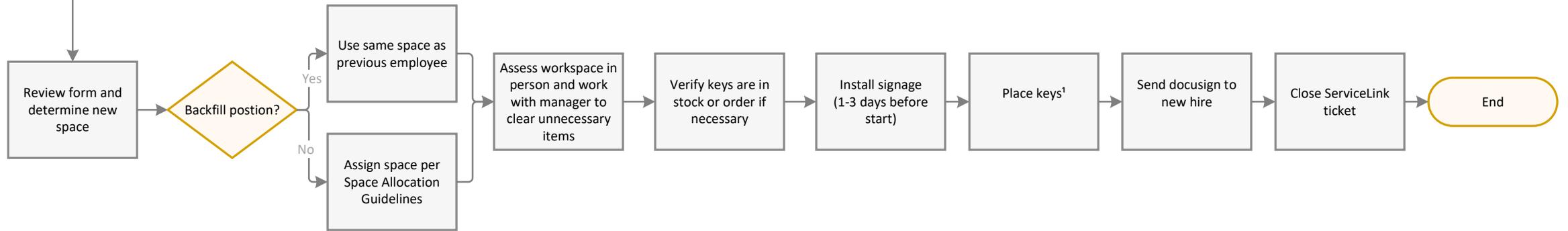
Version Release Date: 11/5/2025  
Origin Release Date: 11/5/2025

*Purpose: The purpose of this workflow is to outline the process for requesting a space for a new hire.*

Requesting Dept



Facilities



**Notes:**

¹For new hires in an office; keys will be placed at reception. Keys will be available on the first day at the reception desk for both EDI and EDII or with manager to make arrangements for pick up. For new hires with workstations, keys will be placed in workstations one day before start date.