

WORK SOLUTIONS

FORCE

★ ★ ★ HEART OF TEXAS ★ ★ ★

Linking Jobseekers and Employers

Employee Information Coversheet

Name:			
Position:		Office:	
		Workstation Name:	
Date:		Manager:	
<input type="checkbox"/> New User	<input type="checkbox"/> Access Change / Transfer	<input type="checkbox"/> Annual Update	<input type="checkbox"/> Termination

User Access: (Check all that apply)

<input type="checkbox"/> Network Access (Windows)
<input type="checkbox"/> Outlook E-mail
<input type="checkbox"/> Company Shared Drive
<input type="checkbox"/> RACF Mainframe Access
<input type="checkbox"/> TWIST
<input type="checkbox"/> TIERS
<input type="checkbox"/> Work In Texas
<input type="checkbox"/> CCS Workflow
<input type="checkbox"/> New Phone Extension
If No, list current ext.
<input type="checkbox"/> Intern
<input type="checkbox"/> WFSHOT Intranet
<input type="checkbox"/> Other

Department Assignment

<input type="checkbox"/> Board
<input type="checkbox"/> BSU
<input type="checkbox"/> Career Center
<input type="checkbox"/> CCS
<input type="checkbox"/> Choices / Snap
<input type="checkbox"/> CIS
<input type="checkbox"/> Veteran Services
<input type="checkbox"/> WIOA
<input type="checkbox"/> WFC Management
<input type="checkbox"/> Other

Management Approval

Signature: _____

Date: _____

NOTE:

Please be sure to complete ALL forms for access requests. New Employee Packet for new hires can be found on the shared drive. Attach appropriate change form for access change requests.

For IT Staff Only: Request received on: _____ Complete packet received on: _____

Request completed on: _____ Signature: _____