



New Hire or Separation Services Request

Check all that apply

Account Number: _____

☐ New Position ☐ Existing Position ☐ Temporary ☐ Separation

Name: _____ Title: _____

Department: _____ Campus Box #: _____ Phone #: _____

Supervisor: _____ Building: _____ Room #: _____ Fax #: _____

Start Date: _____ Separation Date: _____ Email: _____

☐ Business Cards ☐ Cell Phone #: _____ Quantity: ☐ 100 ☐ 250 ☐ 500 ☐ 1,000

KEYS

☐ Existing Position Key Ring Department: _____ Custodial Crew #: _____

To request a door key, visit www.ahec.edu/key-request.

☐ 7SG Finger Print Scan ☐ Other: _____

OFFICE SET UP

Hardware required: ☐ PC ☐ Telephone ☐ Radio ☐ Workwear

☐ Additional Equipment: _____

☐ Cell Phone #: _____ ☐ Keep Cell Phone # ☐ Pager #: _____

☐ Email Address Additional Email Boxes: _____

☐ Email Transfer: _____ ☐ H: Drive Transfer: _____

☐ Voicemail Reset/Telephone Changes: _____

☐ Copier Access: Preferred Pin Code: _____ ☐ Remote Access

☐ Other: _____

SOFTWARE

☐ Archibus ☐ Audience View ☐ Avigilon ☐ Check Verification ☐ Child EZ Care Manager ☐ Core ☐ EMS

☐ Grammarly ☐ Millennium ☐ MIP Accounting ☐ MIP HR ☐ MIP Workflow ☐ OpenFox ☐ Stacey

☐ T2 ☐ TMA ☐ Zoom ☐ Other: _____

MICROIX WORKFLOW

Requestor or Approver: _____ Backup Approver: _____

Workflow#: _____ List Org: _____

Preparer Signature: _____ IT Signature: _____

HR Signature: _____