NEW HIRE - IT REQUIREMENTS

Employee Name (Include Middle Initial):

Nickname (if applicable):

Employee's Title/Position:

Name of Employee's Supervisor:

Replacing Employee (write n/a if addition):

Start Date: _____ Branch: _____

Please check any of the following equipment/access needed for new hire.

☐**Desk Phone** ☐Existing or ☐New ☐Requested Ext _____ ☐**Cell Phone** ☐Existing or ☐New ☐**Desktop Computer** ☐Existing or ☐New ☐**Laptop** ☐Existing or ☐New	**Please check needed systems access.** *Every employee gets Eclipse and Email* ☐Innovo/Eclipse Delivery ☐Innovo/Eclipse Counter Signature Capture ☐RF Scan gun login: [eterm id] Select functions: ☐ Picking ☐Receiving ☐Cycle Counting
List any other software/systems access:	

Email Distribution Lists

Please check appropriate list for employee (if applicable):	All employees will be included in the following:
☐ Appliances ☐ Ask A Division 10 Question ☐ Ask An Appliance Question ☐ Ask A HVAC Question ☐ Ask a Plumbing Question ☐ Product Request ☐ Showroom All ☐ WestPortHomesIndy	Lee Supply All Employees Their Branch Their Department

Please list any special requests that have not been addressed above.

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