**NEW / TRANSFERRED / SEPARATED  
EMPLOYEE INFORMATION SHEET**

**Complete and send this form to HR / IT for processing within 24hrs of employee change**Please request new hires to bring acceptable documentation for the I-9 to orientation. A driver’s license and social security card is adequate documentation. If proper documentation is not provided Orientation will be rescheduled for a time when it is available. Please inform the new staff that direct deposit is Cottonwood’s policy. They will need to bring in documentation (voided check, savings account information) to orientation.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NEW EMPLOYEE**  **TRANSFERRED EMPLOYEE** | | | | | | | |
| NAME: |  | | | | | | |
| START DATE: | | |  | | | ORIENTATION TIME: |  |
| POSITION: | |  | | | | | |
| LOCATION (BLDG): | | | |  | | | |
| AVG HRS PER WEEK: | | | | |  | | |

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| --- | --- | --- | --- | --- | --- |
| **SEPARATED EMPLOYEE** | | | | | |
| NAME: |  | | | | |
| SEPARATION DATE: | |  | | POSITION: |  |
| FORWARD EMAILS / PHONE TO: | | |  | | |

|  |  |  |
| --- | --- | --- |
| **Indicate how each item below should be addressed:** | | **Completed by:** |
| Add  Remove  N/A | Keys, Enter Key #’s: | Executive Assistant |
| Add  Remove  N/A | Mail Room Mail Box | Office Manager |
| Add  Remove  N/A | Computer Login  Add to Sign In/Out Board | IT Department |
| Add  Remove  N/A | Cottonwood e-mail | IT Department |
| Add  Remove  N/A | Zoom Account:  Licensed (paid)  Basic | IT Department |
| Add  Remove  N/A | SendInc. Account:  Licensed (paid)  Basic | IT Department |
| Add  Remove  N/A | Phone Extension/Voice Mail | IT Department |
| Add  Remove  N/A | AS400 Login | IT Department |
| Add  Remove  N/A | BCI Login | IT Department |
| Add  Remove  N/A | Access to Databases listed in box below ↴ | IT Department |
|  | | |

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| **Supervisor’s Signature:** |  | **Date:** |  |
| Print Supervisor’s Name: |  | *Revised 5/28/21* | |