**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: |  |

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| **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* |