

New Hire / Transfer Logistics Information

Instructions:

Please complete all the items on this form for each new hire. Once complete, save a copy for your records. Email the completed form to both itcsshelp@berkeley.edu and cssfacilities@berkeley.edu.

Name of New Employee

Last, First Middle Initial _____

Preferred Name of Employee

To be noted on nameplate _____

Department within CSS

- ☐ Business & Financial Services
- ☐ Human Resources/Academic Personnel Support
- ☐ Information Technology
- ☐ Research Administration
- ☐ CSS Immediate Office
- ☐ Other: _____

☐ New Hire ☐ Transfer

For a **transfer** please provide Cal1 number (full number on front of card and first 6 digits on back).

employee email: _____

Official Job Title (i.e., HR Generalist 2)

Functional Group and Team # or Name

Appointment Type

- ☐ Staff
- ☐ Student
- ☐ Other: _____

Supervisor Name

Start Date (mm/dd/yy)

Building (Example: 4th Street, Giannini, Evans)

Floor of Building

Office/Cubicle#

Office/Cubicle Phone #

Hardware Required

Standard Equipment for all CSS staff is a PC desktop with a single monitor and a desk phone.

Please select any additional items below. Fields noted with an * are only available to supervisors and managers, unless otherwise approved. Check all that apply.

- ☐ PC Laptop*
- ☐ Mac Laptop*
- ☐ Dual Monitor
- ☐ Headset
- ☐ Mobile Phone (requires Director level or designee approval)
- ☐ Other: _____

System Access

Please check all software, applications, drives to which the employee will need access. List any additional items in the space provided. Systems that require SARA requests will need to be done separately by the supervisor.

- ☐ BDS PAF
- ☐ Departmental shared folders
- ☐ Special folders, please document below in “Other”
- ☐ Other: _____

Point of contact for CSS IT or CSS Facilities to gather additional information, if necessary
