



New Hire or Separation Services Request

Check all that apply

Account Number: _____ **Student Account Expiration Date:** _____

New Position Existing Position Temporary Separation AHEC Student Work Study Student

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

Other: _____

OFFICE SET UP

Hardware required: New PC New Laptop Existing PC Existing Laptop New Desk Phone Existing Desk Phone
Radio Workwear

Additional Equipment: _____

Cell Phone #: _____ Keep Cell Phone #

Email Address **Additional Email Boxes:** _____

Email Transfer: _____ H: Drive Transfer: _____

Voicemail Reset/Telephone Changes: _____

Add to Copier Address Book Remote VPN Access

Other: _____

SOFTWARE

Archibus Audience View Avigilion Child Care Application Core EMS Grammarly

Millennium MIP Accounting MIP HR Open Fox IPS WebTMA Zoom Meeting Host

Adobe Acrobat New License or Transfer License From: _____

ACPD

Idemia Nice AXON True North Open Fox

MICROIX WORKFLOW FOR PROCUREMENT:

Requestor or Approver or Both: _____

Workflow #: _____ P-Card Needed

Preparer Signature: _____ IT Signature: _____

HR Signature: _____