

INFORMATION TECHNOLOGY EMPLOYEE ENTRANCE CHECKLIST

UF College of Engineering
Finance & Personnel Office
Management Information Systems Section

Employee Name: _____ **Today's Date:** _____

Gatorlink Username: _____ **UFID:** _____ **Start Date:** _____

Purpose: The following checklist is provided to assist Engineering Administration (EG-ADM) supervisors and employees with the initial steps of establishing a digital identity within the College of Engineering by making sure computer accounts, PeopleSoft roles, and computer infrastructure are ready for the employee's first day.

Create a Gatorlink account: Gatorlink accounts are the primary computer identity at the University of Florida. Every applicant, student, faculty, or staff member is expected to have a Gatorlink account. These accounts can be self created at the myUFL portal once a UFID is generated. UFIDs are created during the initial hiring process by the Personnel & Payroll Section. Much of the below cannot be completed without the new employee's Gatorlink account being created.

DESCRIPTION	DATE REQUESTED	DATE COMPLETED
<p>PeopleSoft Roles Email the required PeopleSoft roles and the new employee's name and UFID to either the Director of Finance and Personnel or the manager of Personnel and Payroll. The roles required should already be familiar to each supervisor but are also listed at http://www.bridges.ufl.edu/services/.</p>		
<p>Workstation / Computer Setup Notify MIS (Ext 2010 / mis@eng.ufl.edu) at least 2 days before the anticipated start date so that the employee's computer can be identified and reconditioned. This process insures everything is updated and running properly and that any special software is installed.</p>		
<p>EG-ADM Account Application Form Complete and print the EG-ADM account application form (available on the MIS homepage at http://www.eng.ufl.edu/mis) to request access to EG-ADM computing resources. The form can be completed in advance and turned in to MIS so that access can be granted and mailboxes created prior to the employee's start date. The employee will be required to sign the <i>good network citizen</i> statement. When requesting computer access be sure to communicate the following to MIS:</p> <p>Membership in Additional @ENG.UFL.EDU Email Aliases/Lists: Note on the account application any additional @ENG.UFL.EDU email aliases/lists for your unit that the employee should be a member of (the employee will automatically be added to the unit's email alias, such as all-cng@eng.ufl.edu, and all-admin@eng.ufl.edu).</p> <p>Exchange Calendar Sharing: Note on the account application any additional calendars the employee should be able to interact with and what types of permissions (read-only vs editor) they should have.</p> <p>Shared / Delegate Mailbox Access: Note on the account application if the employee should be a delegate of another mailbox (to allow the employee to view and respond to email for another individual).</p> <p>LISTSERV Owners / Editors: Note on the account application if the employee should have special permissions on any of the @LISTS.UFL.EDU addresses managed by MIS for EG-ADM.</p> <p>Student Account Exceptions: By default students do not receive @ENG.UFL.EDU email addresses or personal H:\ drives. If either is necessary be sure to indicate this on the account form.</p>		
<p>Weil Hall Phone System Changes Configuration of the Weil Hall phone system must be changed to recognize the new employee. This involves several changes:</p> <p>Handset Names/Voicemail Password: Notify MIS (Ext 2010 / mis@eng.ufl.edu) to update the phone handset and directory name. MIS can also reset the voicemail password if needed.</p> <p>Auto-attendant Recording: Notify the Dean's Office (Ext 1000 / all-deans-office@eng.ufl.edu) to re-record your unit's auto-attendant with the new employee's name.</p> <p>Voicemail Directory Name /Greeting: Have the employee record their voicemail directory name and personal greeting. Directions are in the Inter-tel Phone Manuals at http://www.eng.ufl.edu/services/information.</p>		
<p>College of Engineering Online Directory</p> <p>Engineering Online Directory: Notify the Office of Communications & Marketing (Ext 2005 / all-pubs@eng.ufl.edu) to add the new employee to the directory.</p> <p>Unit's Staff Webpage: Notify the Office of Communication & Marketing (Ext 2005 / all-pubs@eng.ufl.edu) to add the new employee to your unit's staff webpage.</p>		

<p>Weil Hall Card-Swipe Door Access Provide Services and Facilities (Ext 2002 / all-services@eng.ufl.edu) with the new employee's name and UFID to be added to the Weil Hall card swipe door access system.</p>		
<p>Research Administration and Accounting Database Access The managers of the Office of Engineering Research (OER) and Contracts and Grants Accounting Section should create the database accounts and assign the appropriate roles needed to use the complex database system which is in use in these offices.</p>		
<p>Online Student Records Access A variety of online systems control access to various student record systems. Follow these directions if the employee requires these types of access:</p> <p>GATA and ISIS Admin: Contact the security area in the Office of the University Registrar at 392-1374 ext 7244 and request all forms relating to employee access to student records. Prior to this access being granted, the employee must have the UF_N_CNS_USERID_REQUIRED PeopleSoft role (this role gives the employee a blank <i>Deans Network</i> menu).</p> <p>Graduate Student Information Management System (GIMS): Fill out and submit to the Graduate School the GIMS Access Authorization and Password Request form available at http://gradschool.ufl.edu/personnel/gims.html.</p>		
<p>IT Related Training The supervisor is responsible for making employees aware of various Federal, State, and University laws and regulations which relate to data the employee will encounter. Several of these follow:</p> <p>Acceptable Use Policy (http://www.it.ufl.edu/policies/aupolicy.html): This policy applies to all users of university computer resources and outlines general rules, rights, and responsibilities when using these resources.</p> <p>Privacy and Education Records (http://privacy.health.ufl.edu/training/FERPA/): There are a variety of Federal and State laws that dictate our responsibilities concerning the use and dissemination of student records. Working at an educational institution it is imperative that all employees are aware of these rules.</p> <p>Protecting Social Security Numbers (http://privacy.health.ufl.edu/SocSecNos/index.shtml): The social security number is not authorized in any university information system, business form or process, or records collection. Take this basic training to learn more about your responsibilities concerning SSNs.</p> <p>Basic Health Information Privacy and Security (http://privacy.health.ufl.edu/training/): Although not as critical as understanding laws governing the use of student records and SSNs for Engineering Administration, there are specific Federal and State Laws regarding the privacy of health records.</p> <p>UF Policy on E-Mail as Public Record (http://ufcn.urel.ufl.edu/email.shtml): Your email is public record. You are responsible for understanding and maintaining appropriate retention and disposal procedures.</p>		