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| YVEDDI ResourcesSetup or Cancellation Request |
| **Procedure:** *Complete this form for employees who need New Hire Setup, Change or Request Resources or Termination.* *▪* **Create a IT Ticket for set up, change, request or termination of resources****▪ Email this form to the IT Department (Wayne) and the Communication’s Specialist for processing***The Head Start and Transportation programs may have an alternate process as applicable.* |
| Employee’s Name(include middle initial) |       |
| Title |       | Program |       |
| Supervisor |       | Supervisors Email |       |
| **[ ]**  | **New Hire Setup** (This new employee needs the following setup) |
| Start Date |       | Resources Needed |
| [ ]  Email      [ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Door Code[ ]  Other      [ ]  Other       | [ ]  Base (MS WORD, Excel, Outlook, Adobe Reader, Power Point, Publisher[ ]  Color Printer[ ]  B/W Printer[ ]  Copier Access (Sharp)Website Login [ ]  Staff [ ]  Management[ ]  Other      [ ]  Other      [ ]  Other      [ ]  Other       |
| **[ ]**  | **Change/Transfer Request** **Transferred from** **to**  | [ ]  | **This employee is no longer employed at YVEDDI.** |
| Effective Date |       | Exit Date |       |
| [ ]  Set up new email      [ ]  Forward       email to:      [ ]  Delete Email:     [ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Other       | [ ]  Forward Email to:      [ ]  Delete Email:     [ ]  Delete Door Code[ ]  Phone Number and Ext.:      [ ]  AccountMate[ ]  ChildPlus[ ]  Billing & Payroll[ ]  Human Resources[ ]  Ops MGR[ ]  Admin[ ]  Other       |
| Comments |       |
| ***Admin/IT Use Only*** |
| Completed Date |       | Completed By |       |