



Financial Affairs & Treasurer
Administrative Staff
881 Commonwealth Avenue, 4th Floor
Boston, MA 02215

NEW HIRE AUTOMATION SETUP REQUEST FORM

Department: _____

New Hire Name: _____

New Hire BU ID #: _____ **Starting Date:** _____

Title: _____

Phone Extension: _____ **Room #:** _____

***UIS User ID:** _____ ***SecurID #:** _____

Network Directories (or folders) employee must access: _____

Email Distribution lists to be included on: _____

Card Access Hours and Location(s) (if applicable): _____

Is this a newly established position? Yes No

If yes, do you have a computer for this position? Yes No

If no, please list system and software requirements. Please allow 4-6 weeks for delivery.

Was this new person's prior position at Boston University? Yes No

Requested By: _____ **Date:** _____

**Please note that UIS Ids and access to UIS functions must be set up by the DSA in your department.*

Please return form to the Administrative Staff.

Version 2013-08-21

For Admin Staff Use Only

Financial Affairs Network Username: _____

Temporary Password: _____

Kerberos ID/Email Login: _____

Temporary Email Password: _____