



Financial Affairs  
Administrative Staff  
881 Commonwealth Avenue, 4<sup>th</sup> Floor  
Boston, MA 02215

### NEW HIRE AUTOMATION SETUP REQUEST FORM

**Department:** \_\_\_\_\_

**New Hire Name:** \_\_\_\_\_

**New Hire BU ID #:** \_\_\_\_\_ **Starting Date:** \_\_\_\_\_

**Username:** \_\_\_\_\_ @bu.edu

**Title:** \_\_\_\_\_

**Phone Extension:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**\*UIS User ID:** \_\_\_\_\_

**\*\*Toll Free Conference Bridge:** Yes  No

**\*\*SAP GUI / 2FA VPN:** Yes  No

**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:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

*\*\* Please note that Quest Access must be separately requested by the DSA and submitted to Greg Johnston, IS&T.*

**Please return form to the Administrative Staff.**

*Version 2018-06-08*

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*For Admin Staff Use Only*

Financial Affairs Network Username: \_\_\_\_\_

Temporary Password: \_\_\_\_\_