

NEW EMPLOYEE SETUP

Employee Name: _____

External Hire Internal (MDOL) Current State Employee Former State Employee

Start Date: _____

Base Pay: _____

Full Time Part Time STW Other _____

Supervisor (time approved by): _____

Subordinates (approves time for): _____

IT Requirements:

Name of equivalent employee: _____

State Email Needed Mobile Device Email Setup

State Computer Needed: Yes – New Device Yes – transfer existing No

Equipment Needed:

- State ID
- Cell Phone
- Vehicle
- Credit Card
- Clothing
- Name Plate
- Business Cards
- Inspection Books
- Firearms/Ballistic Vest/Ammo
- Other office supplies

Comments:

Additional Information:

Administrator Signature: _____