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| YVEDDI Resources  Setup 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 | | | |  | | | | |