

# ON-BOARDING/OFF-BOARDING FORMS

Form/Item To Set Up	Purpose	Responsible Department	NEW EMPLOYEES	CURRENT EMPLOYEES TRANSITIONING TO A NEW DEPARTMENT	Form Location
<b>EPM-Data Warehouse</b>	Required for access to historical data in the data warehouse	IT	✓	✓	<a href="#">Analytics site</a>
<b>Group Calendar/Email Account</b>	Access to department email accounts or calendars	IT	✓	✓	IT Help Desk (x.4357)
<b>Network Printers</b>	Access to network printer	IT	✓	✓	Submit Request: <a href="#">IT site</a>
<b>Nolij</b>	Access to Nolij imaging system	IT	✓	✓	<a href="#">Imaging site</a>
<b>Personal Billing Number (PBN)</b>	Code used for long-distance dialing. (If an employee is transferring between departments, billing information may need to be adjusted.)	IT	✓	✓	Submit Request: <a href="#">IT site</a>
<b>PGP</b>	Installation of PGP encryption on hard drive	IT	✓	✓	IT Help Desk (x.4357)
<b>Phone</b>	Establish caller ID/phone access	IT	✓	✓	Submit Request: <a href="#">IT site</a>
<b>Shared network drives/folders</b>	Access to a department shared drive or folder (S drive)	IT	✓	✓	Submit Request: <a href="#">IT site</a>
<b>Special Email Distribution Lists</b>	Add an employee to a specific email distribution list	IT	✓	✓	IT Help Desk (x.4357)
<b>Voicemail</b>	Set up/remove voicemail and voicemail billing	IT	✓	✓	Submit Request: <a href="#">IT site</a>
<b>Credit Card Application</b>	Required for issuance of University credit card(s). The PeopleSoft Finance form must be submitted in advance of the credit card application.	A/P	✓	✓	<a href="#">Finance</a>
<b>Office Depot Request</b>	Enables ordering through Pepperdine's Office Depot account	A/P	✓	✓	<a href="#">Finance</a>
<b>PeopleSoft Finance</b>	Required for credit cards or access to Finance pages in PeopleSoft	Finance	✓	✓	<a href="#">WaveNet site</a>
<b>Supervisor Signature Card (Approval Access in Kronos)</b>	Required to approve Kronos timesheets	Payroll	✓	✓	<a href="#">Payroll site</a>
<b>Background Screening</b>	Provide chartfield string to HR for background check	HR	✓	✓	<a href="#">Human Resources</a>
<b>Confidentiality Form</b>	Required for access to University information systems and personnel data	HR	✓		<a href="#">Human Resources-New Hire Paperwork</a>
<b>ID Card/Parking Lot Access</b>	Ensure employee has an ID card and appropriate parking lot access. Non-Malibu employees are issued parking access through Graduate Campus Coordinators	HR/ Grad Campus Office	✓	✓	Issued in person at Human Resources or a Graduate Campus
<b>Online Directory Update</b>	Verify employee information is accurate and reflected in online directory	HR	✓	✓	<a href="#">Directory</a>
<b>PeopleSoft HR</b>	Required for access to HR pages in PeopleSoft, including student hire module, faculty hire module, & department roster	HR	✓	✓	<a href="#">WaveNet &amp; HR site</a>
<b>PeopleSoft Student</b>	Required for access to student information in PeopleSoft	OSIS	✓	✓	<a href="#">WaveNet Site</a>
<b>OU Campus (omni update)</b>	Training and access required to update university/department web pages	IMC	✓	✓	<a href="#">Integrated Marketing Communications</a>
<b>Intellikey/Brass key</b>	To have keys issued/access removed	FM&P/ Locksmith	✓	✓	By finance requisition through WaveNet
<b>Driver form</b>	Required of all Pepperdine employees who drive between campuses or on University business	Ins & Risk	✓		<a href="#">Driver Status Form</a>
<b>Parking Permit</b>	Required of Malibu campus employees only	Public Safety	✓	✓	<a href="#">Public Safety</a>

