EMPLOYEE INFORMATION SHEET

New Employee   Status Change   Employee Resigned/Terminated

Admin.   Custodial   Grounds   POM   Lake Campus

Today's Date: _____ **Hire Date:** _____ **End Date:** _____

Last Name: _____ **First Name:** _____

Street Address: _____

City: _____**State:** _____ **Zip:** _____ Male   Female

Home Phone Number: _____**Birth Month & Day:** _____

UID: _____ **WSU email address:** _____

Position Title: _____**Supervisor's Name:** _____

Phone Extension: _____**Cellular Number:** _____

Emergency Contact Name & Phone #: _____

RETURN COMPLETED FORM TO 129 ALLYN HALL

For Staff Use Only

Carol

[   ]Addition/deletion from School Dude. Include w number
[   ]Update OT Seniority List (restricted\overtime\seniority lists)
[   ]E-mail to Jeff Bowman to add/delete from Read Only List on OT Roster
[   ]Update J. Trick email list
[   ]Update Overtime Roster (R:\PP\PHY_PLNT\Overtime Rosters)
[   ]Revise Physical Plant phone list (restricted\admnlist\PP Phone List in Excel; restricted\admnlist\PP Phone List Printable)
[   ]Register for on-line Defensive Driving Course
[   ]Add/Change information to Physical Plant Emergency Response Manual (restricted\ERM\Section1)
[   ]Add/Change info to employee information spreadsheet (restricted\admnlist\PP Employee Info Spreadsheet)
[   ]Add/Give Access to VPN Siemen's-HVAC employees only
[   ]Add/Give Access to POM Employees to fpm-restricted for drawings(contact Dave Kendricks with w#)

'Becca

[   ]Schedule for ODL Compliance Training Series
[   ]Revise Birthday List (restricted\admnlist\Birthday List-PP-all staff)
[   ]Revise Mail Room Routing list (restricted\admnlist\Mail Room Routing List)
[   ]Revise Training Tracker data
[   ]Revise Physical Plant Labels (R:\PP\PHY_PLNT\RESTRICTED\LABELS)

Sandy

[   ]Create departmental personnel and medical file folders
[   ]Receive/Sign off on departmental work rules
[   ]Submit/Remove/Revise shift/work schedule/work location preference sheet
[   ]Revise Organizational Charts (R:\PP\PHY_PLNT\RESTRICTED\Organizational Charts)