



Personnel Change Notification

New Hire

Disable Access

Student Assistant

Effective Date: _____ Employee Number: _____

Position Title: _____

Status (FT, PT, PRN, Adjunct): _____ Assigned Office #: _____

Employee Name: _____

Preferred Name (If different from above): _____

Address: _____

Phone: _____ DOB (Month/Day): _____

Personal Email: _____

Business Cards: Y/N _____ Degrees listed: _____ Quantity (50/100/200): _____

Requested College Access (badge/keys):

Requested College System Access (Canvas, AWS, Lucid Chart, etc):

Please indicate if the following is required and has been requested:

Transcript

Curriculum Vitae

Information for Letter

Email:

_____@bryanhealth.org

_____@bryanhealthcollege.edu

Comments (please note teaching assignments here also):

*Please notify the Director of Digital Education and Instructional Design for any special requests such as maintaining Canvas for specific reasons.

**Please make an appointment with the Student Services & Alumni Director to discuss diversity/emergency communication, the Dean of Students to discuss Title IX and the Registrar to discuss FERPA.



Hiring Manager's New Employee Checklist

Completed	Task	Info Needed	Timeline	Responsible Party/Backup
<input type="checkbox"/>	Hiring/Medical Center Orientation	Please see Leaders Toolbox		Hiring Manager will continue to use the Leaders Toolbox or reach out to HR directly.
<input type="checkbox"/>	New Employee Security Access	Please see Leaders Toolbox (Call Medical Center IT for questions)		Hiring Manager will continue to use the "IT Security Access Request" form on the Leaders Toolbox.
<input type="checkbox"/>	Personnel Folder	Transcript, Curriculum Vitae, information for letter on all faculty and adjunct.		Front Office
<input type="checkbox"/>	Badge Access	Areas of where access is needed	1 Week	Front Office
<input type="checkbox"/>	Mail box	Employment Status (FT, PT, PRN, Adjunct)	1 Week	Front Office
<input type="checkbox"/>	Phone/Voice Mail	Office Assignment	2 Weeks	Front Office
<input type="checkbox"/>	RightFax/Scanner	Name and Email	2 Weeks	Front Office
<input type="checkbox"/>	Email Lists and Calendar	Bryan Email	2 Weeks	Front Office
<input type="checkbox"/>	Information Lists	Office Assignment, Personal Information, Birthday (month/day)	1 Week	Front Office
<input type="checkbox"/>	Name Plate	Correct Spelling of Name	2-3 Weeks	Front Office
<input type="checkbox"/>	Keys	Areas of where access is needed	1-2 Weeks	Front Office
<input type="checkbox"/>	Birthday Calendar	Birthday, Employment Status	1 Week	Front Office
<input type="checkbox"/>	Business Cards	Name, Degrees to be listed, quantity of cards	1-2 Weeks	Front Office
<input type="checkbox"/>	Office Orientation	This is optional, please add a calendar invite for anytime	1 Week	Front Office
<input type="checkbox"/>	Welcome Email	Bryan email	1 Week	Front Office
<input type="checkbox"/>	Electronic Signature	This is only for Deans and members of the Executive Team	1 Week	Front Office
<input type="checkbox"/>	CampusVue	Name		College Network Admin. / Ed Development Team/Registrar
<input type="checkbox"/>	Canvas	Name		College Network Admin. / Ed Development Team/Registrar
<input type="checkbox"/>	College Email (.edu)	Name		College Network Admin. / Ed Development Team/Registrar
<input type="checkbox"/>	College Systems Setup	Employee name, position at the College, systems needed, .org email and teaching assignments	2 Weeks	Director of Digital Education and Instructional Design/ Education Development Team
<input type="checkbox"/>	Diversity Requirements	Name, Email		Student Services & Alumni Services Director
<input type="checkbox"/>	Bryan College App	Employee Number, Name, Email		Student Services & Alumni Services Director