

EMPLOYEE INFORMATION SHEET

New Employee

Status Change

Employee Resigned/Terminated

Admin. Custodial EH&S FMS Grounds Lake Parking/Transportation POM

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
 - E-mail to Jeff Bowman to add/delete from Read Only List on OT Roster
 - Update group email lists
 - 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 (Grounds Employees Only)
 - 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)