

NEW USER REQUEST FORM FAQs

When you hire a new team member you will receive an email from the Talent department requesting you to fill out a New user request form. They will provide a link in the email for this form.

FAQs

- Question 10 → our Division is Shared Services
- Question 11 → Employee's start date can be found in Talent's email
- Question 12 → Just full-time employees get an extension
- Question 13 → you can leave blank
- Question 34 → choose Existing position
- Question 35 → Put '00' as GL Code
- Question 36 → Reconfigure existing hardware
- Question 38 → IT department

CONGRATS ON YOUR NEW HIRE!!

***DON'T FORGET TO REACH OUT TO MELISSA REINARD ABOUT ONBOARDING**

