

Employee Entry/Exit Checklist for: \_\_\_\_\_

JABSOM Use Only

To ensure a smooth start with JABSOM and easy transition upon exit, use this checklist for new staff, faculty, student help, and all other instances where person requires access to JABSOM facilities or systems. Complete checklist and include in files.

Item	Description	Entry	Notes	Exit
<b>Human resources</b>				
HR setup				
Privacy and confidentiality agreement	UH Policies at <a href="http://www.hawaii.edu/infotech/policies/">http://www.hawaii.edu/infotech/policies/</a> <a href="http://www.hawaii.edu/ohr/docs/forms/uh92.pdf">http://www.hawaii.edu/ohr/docs/forms/uh92.pdf</a>			
UH email/ID request	<a href="http://www.hawaii.edu/account">hawaii.edu/account</a> to request a username (mail.hawaii.edu to access your email)			
<b>Facilities</b> ( <a href="http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79">http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79</a> )				
Personnel Request Form (Moves, changes for phone, internet, etc)	<a href="http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormPersonnel%20v2.2.pdf">http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormPersonnel%20v2.2.pdf</a>			
Access Request Form (Access card for Kakaako Facility)	<a href="http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormAccessCardv2.4.pdf">http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormAccessCardv2.4.pdf</a>			
Parking Pass	<a href="http://www.hawaii.edu/parking">www.hawaii.edu/parking</a> (jabsom-parking@hawaii.edu)			
<b>Office of Information Technology</b> ( <a href="http://jabsom.hawaii.edu/oit">http://jabsom.hawaii.edu/oit</a> )				
Helpful documents	UH main IT support: <a href="http://www.hawaii.edu/askus/693">http://www.hawaii.edu/askus/693</a>			
Telephone/voicemail setup	<a href="http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormPersonnel%20v2.2.pdf">http://jabsom.hawaii.edu/JABSOM/departments/facility/ReqFormPersonnel%20v2.2.pdf</a>			
OIT maintenance waiver	<i>Copies exist at OIT Office</i>			
UH wireless	OIT can help setup access for UH Manoa and Kakaako facility			
Odyssey client for Kakaako network	For wired access tto the internet in public areas (including all of BSB)			
VPN setup	Authorization from Department Chair or P.I. required			
Antivirus setup	Available for UH staff/faculty and versions for those affiliated with UH			
Anti-spyware setup	Available for UH staff/faculty and versions for those affiliated with UH			
Printer setups	Network and/or local			
Xerox printer/code setup	To enable printing to Xerox machines (drivers and/or access code)			
Other application setup	FMIS, FAS, Meeting Maker, etc.			
Share drive setup	Set up any Department and/or global drives [Generally applies for internal moves]			
<b>EQUIPMENT CHECK OUT</b> (use this space to list any equipment used)				

Initial Checklist Completed by (name/date): \_\_\_\_\_

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Exit Checklist Completed by (name/date): \_\_\_\_\_