

Information Systems Request

(Request to initiate computer & software access)

Instructions: Complete all applicable sections. Type name and date at the bottom (no signature). Email the Information Systems Request electronically (do not scan) and submit the Candidate Requisition Form (can be scanned) to askHR@wfu.edu in order to initiate this process. Please contact the IS Service Desk with additional questions (help@wfu.edu or 758-HELP).

POSITION INFORMATION	
Position Title:	Is this position grant funded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the type of position by placing an "x" in the appropriate box:	
<input type="checkbox"/> New (full time)	
<input type="checkbox"/> New (part time)	
<input type="checkbox"/> Replacement (**If yes, complete the Additional Information section below**)	
<input type="checkbox"/> Temporary (WFU)	
<input type="checkbox"/> Temporary (Staffing Agency)	
<input type="checkbox"/> Transfer (**Security access in the old dept will be inactivated prior to activating security access in the new dept.**)	
<input type="checkbox"/> Volunteer	
<input type="checkbox"/> Other:	
<u>Previous Staff Information (if applicable)</u>	
Name:	
WF Id#:	
Was their computer returned to IS? <input type="checkbox"/> Yes <input type="checkbox"/> No	

STAFF INFORMATION	
Name:	DOB (mm/dd):
Department Name:	WF ID #:
Supervisor Name:	Budget Code:
Start Date:	Supervisor Phone:

ACCOUNTS/SOFTWARE		
	Yes	No
Will use an existing ThinkPad in the department <i>If yes, Model # Serial #</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will need a ThinkPad allocated By IS	<input type="checkbox"/>	<input type="checkbox"/>
Email Exchange Account	<input type="checkbox"/>	<input type="checkbox"/>
Shared Network Drives	<input type="checkbox"/>	<input type="checkbox"/>

Department Specific Requests (i.e. Remedy, WIN Tools, etc):

Supervisor Approval: _____ Date: _____
 HR Approval: _____ Date: _____