

You have made a new hire! Now what?...

STEPS TO BE COMPLETED by the department

- 1. Exchange Account – Email**
 - a. Go to the ITC Computer Store website
 - b. Click on Email
 - c. Click on Exchange Account
 - d. Click on Exchange Account Request Form
 - e. Fill out form and submit
 - f. ITC will email you a confirmation when the account has been set up

- 2. Banner Access**
 - a. Go to <http://sais.montana.edu>
 - b. Click on New User Info – Under Support (on the left side)
 - c. Click on Docs and Downloads
 - d. Print out “New Banner/Unix Account Request” form and “Confidentiality & Responsibility Statement”
 - e. Fill out form and submit to your MTL
 - f. Sign up for Navigation Training. Look on Main Calendar for the next available training. If there are scheduling conflicts – on-line training is available – contact your MTL
 - g. The employee will also have to sign up for Banner Trainings specific to what they will be accessing in Banner (i.e. – HR, Finance etc.)

- 3. Administrator Access to their computer**
 - a. Contact the Help Desk or Desktop Support Specialist

- 4. Check Outlook Access (i.e. – permissions to access other user’s calendars, email etc.)**

- 5. Key Requisition for office access**

- 6. Send employee to Personnel and Payroll Services to obtain a New Employee Packet**

- 7. Sign the new employee up for the New Employee Orientation and New Employee Benefit Orientation** (the Benefit Orientation must be attended within 30 days of the employee’s start date – Benefit forms are due 30 days after employee’s start date)

- 8. Complete PTF and vital new employee paperwork and submit to Personnel and Payroll Services**
 - a. I-9 and W-4 must be completed within 3 days of hire