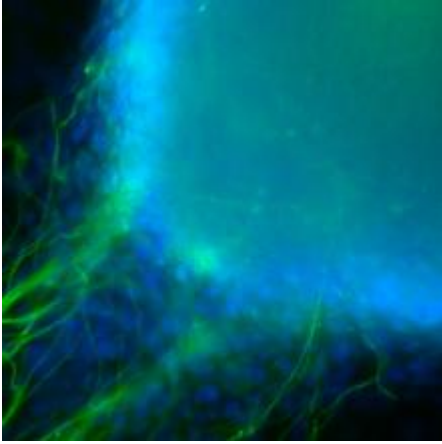


Set up a transferred new employee



Ray Cheung on January 30, 2020

To make sure a new employee who is already a UCSF employee is ready to go simply:

1. Determine what computer they will use or Submit request ^[1] to purchase if a net new one (JACS Standards ^[2])
2. Call the IT Service Desk (415.514.4100), or submit a ticket at the **Employee Self Service Portal** ^[3] .
3. Provide the following for the transferring employee:
 - Name of Computer they will use
 - On Site Start Date
 - New Location: Campus, Building, Room #
 - First & Last Names
 - From Department ? To Department
 - Employee Identification Number (EIN)
 - User Account information
 - List of File Shares they will need access/permission for
 - Fill out Account Modification Form ^[4]
 - List of Mission Critical Applications

You will receive a ServiceNow ticket number as confirmation of your request.

GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

[Site Login](#) [Site Index](#)

[Suggest an IT Improvement](#) | © UC Regents

Source URL: https://it.ucsf.edu/how_do/set-transferred-new-employee

Links

- [1] https://ucsf.service-now.com/ess/com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=7b2a04177b92d000e2dc8180984d4dc1
- [2] https://supplychain.ucsf.edu/how_to_buy/jacs
- [3] <https://ucsf.service-now.com/ess/>
- [4] https://medschool.ucsf.edu/isu/Policies/staffing_changes.aspx