

New Employee Sign-on Sheet

(Please complete and return to Tech Support at techrequests@bennettig.com)

Employee Information

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____

Program Access

AS400 & Setup Access Like: _____

Datamagine & Setup Access Like: _____

Email & Setup Access Like: _____

TMS & Setup Access Like: _____

Completed by Supervisor

Department Information

Department: _____ Employee's Title: _____

Hire Date: _____ Extension: _____

Will employee need to access shared files?

1) _____ 5) _____

2) _____ 6) _____

3) _____ 7) _____

4) _____ 8) _____

Supervisor's Signature: _____ **Date:** _____