



# NSC IT HELP DESK

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<b>AOC/AOP New Employee Information Technology Checklists (Pre-hire)</b>			
<b>*** Please complete this page as soon as possible. ***</b>			
<b>Date:</b>		<b>Dept.:</b>	
<b>Hiring Manager:</b>			
<b>Position:</b>			

<b>Primary location of employee</b>
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<p>Will this employee be traveling for their position? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes", please select laptop)</p> <p>What computer equipment will be needed:</p> <p><input type="checkbox"/> Tower Computer with keyboard/mouse</p> <p><input type="checkbox"/> Laptop Computer with keyboard/mouse Docking Station</p> <p><input type="checkbox"/> 19" Monitor</p> <p><input type="checkbox"/> 27" Monitor</p> <p><input type="checkbox"/> Other</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul> <p>What network printers does this employee need to be able to print to: _____</p> <p>_____</p> <p>_____</p> <p>Are there any special applications, besides the Microsoft Office Suite, that need to be installed: _____</p> <p>_____</p> <p>_____</p> <p>What network drives does this employee need to be able to access: _____</p> <p>_____</p> <p>_____</p>
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**New Employee Information Technology Checklists (Post-hire)**

**\*\*\* This section is to be completed upon hiring of the new employee. \*\*\***

<b>Date Pre-hire submitted:</b>		<b>Dept.:</b>	
<b>Hiring Manager:</b>			
<b>Position:</b>			

<b>Employee Name:</b>	
<b>Start Date:</b>	

**Does the employee need a state email?**     Yes     No

**Does the employee need to be added to any distribution lists?**     Yes     No    If "Yes", what distribution lists:

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