



City of Helena/Lewis and Clark County New Employee Form

Please fill out this form when hiring a new employee and forward to !Helpdesk.

Date:

Employee Name:

Dept:

City County

Phone:

Long Distance Code needed: Yes No

Building & Room #:

Position Title:

Start Date:

Training Needs:

- CNE4U GroupWise Windows XP Windows 7
- Word Excel PowerPoint Access Publisher
- GIS Type:
- Web Page Content Management System Editing
- Other PC training Type:

Software Needs (software the employee will be using):

- AS/400 Finance: Inquiry/Reports Enter PO/AP
- Cash Receipts Annual Budget Process
- AS/400 Payroll: Inquiry/Reports Enter Time Sheets
- AS/400: Other:
- Microsoft Office: Word, Excel, PowerPoint (Standard) Access/Publisher (Pro)
- Other (please list)
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GroupWise:

New license: (yes or no)

Replacing employee:

Name: Workstation ID#

User Directory Access Needs:

(List directories, share directories, etc)

Does the employee need a new computer or network connection?

yes no If yes, please submit a separate IT&S Request Form for the new computer or network connection.