

College of Architecture
In-Processing Checklist



Name: _____
UIN: _____

Date: _____
Dept: _____

Faculty Checklist

<u>Department</u>	<u>Initials</u>
<input type="checkbox"/> Send copy of packet (for Dean of Faculties) to Theresa Bramson	_____
<input type="checkbox"/> Send Start up packet to Chris Novosad for approval	_____
<input type="checkbox"/> Send new hire to business office for in-processing	_____
* All international faculty need appropriate paperwork	

<u>Business Office (Langford - RM A206)</u>	<u>Initials</u>
<input type="checkbox"/> Complete new hire paperwork	_____
<input type="checkbox"/> Parking Paperwork (EPA)	_____
<input type="checkbox"/> Aggie ID Card Paperwork	_____
Theresa Bramson (845-1276)	

<u>Computer Support (Langford - RM A122)</u>	<u>Initials</u>
<input type="checkbox"/> Set up college account	_____
<input type="checkbox"/> Set up e-mail account	_____
Helpdesk (862-8584)	

<u>Facilities (Langford - RM A210)</u>	<u>Initials</u>
<input type="checkbox"/> Building Access	_____
<input type="checkbox"/> Room key	_____
Tell Butler (845-1254)	

Staff Checklist

<u>Department</u>	<u>Initials</u>
<input type="checkbox"/> Send copy of offer letter to Business Office	_____
<input type="checkbox"/> Send new employee to business office for in-processing	_____
<input type="checkbox"/> All international employees need appropriate paperwork	_____

<u>Business Office (Langford - RM A206)</u>	<u>Initials</u>
<input type="checkbox"/> Complete new hire paperwork	_____
<input type="checkbox"/> Parking Paperwork (EPA)	_____
<input type="checkbox"/> Aggie ID Card Paperwork	_____
Theresa Bramson (845-1276)	

<u>Computer Support (Langford - RM A122)</u>	<u>Initials</u>
<input type="checkbox"/> Set up college account	_____
<input type="checkbox"/> Set up e-mail account	_____
Helpdesk (862-8584)	

<u>Facilities Langford - RM A210)</u>	<u>Initials</u>
<input type="checkbox"/> Building Access	_____
<input type="checkbox"/> Room key	_____
Tell Butler (845-1254)	

****Please return the completed In-Processing Checklist to Theresa Bramson in the Business Office.**