



## Department of Natural and Cultural Resources Checklist

### New Employees/Transfer Employees

**Return to DNCR IT 10 business days prior to start date to ensure timely set up**

Please submit form to [its.incidents@its.nc.gov](mailto:its.incidents@its.nc.gov)

CC: [Information\\_Technology@ncdcr.gov](mailto:Information_Technology@ncdcr.gov) once completed.

**Instructions:** (Please fully complete **all** items on the checklist.)

Select position type:

Start Date:

Circle one: **part-time, full-time, volunteer, seasonal**

Provide the full **legal** name of the employee as it appears on the Social Security Card (including middle initial) in the blank below:

**(Failure to provide the correct legal name could result in delays in employee processing)**

Name: \_\_\_\_\_

1. Does the new user require a NEW laptop or Desktop?

Circle one: **Yes** or **No**

- a. If choosing a laptop: **NOTE:** a MacAfee Endpoint Encryption account will need to be created for user.

- b. Are there additional hardware requirements? Circle all that apply below:

Dual monitor (requires management approval) Yes or No

Personal printer (requires management approval) Yes or No

Scanner (requires management approval) Yes or No

2. Computer account (This refers to the computer logon account). Does the user need a computer/domain account? Circle one: **Yes** or **No**

- a. Model after User for Group Membership. List user account name.

\_\_\_\_\_

3. NCID Account (Please circle the appropriate response:

- a. Is the individual employed by the State of North Carolina now or in the past? **Yes** or **No**

- b. If they are transferring from another state agency, list the department \_\_\_\_\_.

**(Note: If the new employee is NOT from a Beacon state agency; they will be considered a NEW Employee)**

- c. List new DNCR division \_\_\_\_\_.
- d. If transfer, list existing NCID account \_\_\_\_\_.

4. Email Account: Circle one: **Yes** or **No**

- a. List preferred email address ex. [John.doe@ncdcr.gov](mailto:John.doe@ncdcr.gov).

5. List all software requirements, including databases such as:, MARS, Proficio, and Adobe Products:

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6. Will the new hire have their own telephone? Circle one: **Yes** or **No**

*If yes, please proceed to next question. If no, please include the main number of the work facility and ignore the rest of this section.*

- a. Is the telephone configured with an existing number or extension?

Circle one: Yes or No.

If yes, please provide phone number and extension, if applicable.

If no, a T-05 form will need to be completed. You can find the form here:

<http://it.nc.gov/document/5-telephone-order-form>

**Return T-05 to DNCR IT for processing.**

If a phone line is already present, a ticket to DIT will be necessary to configure the voicemail, caller ID, etc.

7. Does the new hire require a RACF account? Circle: **Yes** or **No**

- a. Model after an existing account? List user account name in the space below. \_\_\_\_\_