LLC-CSG-FR-013.01

|  |  |  |
| --- | --- | --- |
| Employee Name: |  | Acknowledgement:  Date & Signature: |
| Employee Code: |  |
| Position: |  |
| Group/Unit: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Workstation:** | **Yes** | **No** | **Remarks** |
| LLFC Email |  |  |  |
| Internet |  |  |  |
|  |  |  |  |
| **Door:** |  |  |  |
| Main entrance |  |  |  |
| Security Room |  |  |  |
| Server Room |  |  |  |
|  |  |  |  |
| **Printer:** |  |  |  |
| Black Print and Copy |  |  |  |
| Color Print and Copy |  |  |  |
|  |  |  |  |
| **Telephone:** |  |  |  |
| w/NDD, IDD, Mobile access |  |  |  |
|  |  |  |  |
| **Biometrics:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **System Access:** | **Yes** | **No** | **Remarks** |
| Jeonsoft Payroll Suite |  |  |  |
|  |  |  |  |
| Document Mgt. System |  |  |  |
|  |  |  |  |
| FMS & Leasing and Loans |  |  |  |
|  |  |  |  |
| Jet Reports |  |  |  |
|  |  |  |  |
| Other System |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Requested by: | Approved by: |
|  |  |
|  |  |

**To be filled up by I.T. Unit**

Domain User Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@landbankleasing.com

Implemented by:

\_\_\_\_\_\_\_\_\_\_\_\_\_

IT Officer

Date Completed: \_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proximity Card Number: \_\_\_\_\_\_\_\_\_\_

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

Local Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_