



HENDRIX

Human Resources Employee Action Form (EAF)

Today's Date

Effective Date

Type of Action (Select the action that applies)

Beginning of Active Employment

- New**
 Re-Hire

If this is a replacement:

Replacing Whom: _____

End of Active Employment

- Discharge** Email, computer access shut down. CALL HR DIRECTOR
 Resign
 Retire
 Leave

Change in Active Employment

- Transfer**
 Reclassification
 Promotion

Personal Information

Last Name _____ First Name _____ Middle Initial _____
 Social Security Number _____ OneCard Number _____

Position / Wage Information

Job Title _____ Department _____
 Salary _____ Payment Freq. _____ Type _____ Category _____

Employee Set-Up Requests

Phone Number Requests

Desired Phone Extension _____
 Number listed on published phone lists? _____
 Same number to be used internally? Yes
 Number for Business Card _____

Credit Card Requests

Send Credit Card Application? Yes
 Credit Limit _____

Public Safety Requests

Requester Name _____
 Requester Phone # _____

Type of Key	Area of Access	Location(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Office Location

Building _____ Room _____

See Back

Human Resources

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Information Technology Requests

- Copy Code Needed?
 Email Address Needed?

Computer Inventory # _____
Ends with "CPU"

OR Budget Code for Computer Purchase _____

Administrative Software Requests

Please check which administrative module(s) the employee will need and include module owner signature (for each checked module):

- | | | |
|---|---|---|
| <input type="checkbox"/> Admissions Module | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Financial Aid Interface Module |
| <input type="checkbox"/> Advising Module | <input type="checkbox"/> Notepad (list action groups) | <input type="checkbox"/> Registration Module |
| <input type="checkbox"/> Business Office Module | <input type="checkbox"/> Power FAIDS | <input type="checkbox"/> Student Life Module |
| <input type="checkbox"/> Infomaker | <input type="checkbox"/> Common Module | <input type="checkbox"/> Raiser's Edge |

Code For Computer Resource Use

Computer resources at Hendrix College are available to authorized students, faculty, staff, and off-campus constituents. Access to these resources is obtained from the Director of Information Technology. Access is granted with the understanding that the resources will be used as stated in the request and in keeping with the idea that one's interest ceases when it invades the rights of personal and/or institutional property, demonstrates a potential for loss, creates the possibility for embarrassment or litigation to the individual and/or institution or because of an otherwise irresponsible use of a limited resource.

User responsibilities as members of the Hendrix College electronic community are as follows:

Respecting individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Respecting copyright and other intellectual property rights.

Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions.

Maintaining secure passwords, using resources efficiently, and recognizing the limitation of privacy afforded by electronic services.

Learning to use software and information files correctly. Users should maintain backup copies of important work and abiding by security restrictions on all systems and information to which access is permitted.

Confidentiality of Information

Individuals may use Hendrix College computing facilities only with the express authority of Hendrix College. Using an account that belong to another individual or giving an individual other than the owner access to any Hendrix College account is strictly prohibited. Some individuals will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. The appropriate administrative officer at Hendrix College must approve requests for disclosure of this information. Each user is legally responsible for all activity originating from his or her account.

I have read and agree to all above information included on this form and agree to uphold the standards put forth in the "Code for Computer Resource Use" and the College's Confidentiality Policy.

Employee's Signature

Date

Director Approval

Vice President Approval