Procedure for Setting Up New Faculty & Staff with Various Services:

1. **IRIS NetID**
   1. NetID automatically assigned by IRIS the night after paperwork is entered
   2. New Hires
      i. Submit all new hire paperwork
      **OR**
   ii. Hire into Pending Employee position – IRIS transaction ZPHRRECORD000
      1. Can be one day up to six months before actual hire date
      2. Must have offer & acceptance of position (can be verbal acceptance)

2. **IRIS Access**
   1. Department level Specialists, Reviewers, & Approvers, and College or Vice Chancellor level Reviewers & Approvers can be requested through the IRIS E-Form ZSEDEPTAUTH000 (assistance through Finance & Administration office 7800)

3. **Banner #**
   1. All information transferred from IRIS to Banner the night after entry into IRIS – if date of action is that day or before

4. **Banner Access**
   1. Have department head go to [http://www.utm.edu/departments/its/banner/index.php](http://www.utm.edu/departments/its/banner/index.php) and complete the form and submit for each employee
   2. Provide 960#, email address, & phone #
   3. If replacing another employee must provide that employee’s Banner Username & 960#
   4. Faculty access to BannerWeb is automatic after their email and Active directory account is entered by ITS team

5. **Banner Self-Serve**
   1. Standard self-service is automatic for all employees
   2. Faculty self-service is automatic with all necessary faculty functions
   3. Additional self-service functions must be requested on the [http://www.utm.edu/departments/its/banner/index.php](http://www.utm.edu/departments/its/banner/index.php) form (includes viewing photos, & web reports as well as extender)

6. **Blackboard Access**
   1. Contact HelpDesk – give Name & 960# along with department & department contact

7. **Email/Computer**
   1. ITS will email department head asking if the employee is faculty or staff and if they need email setup.
   2. **Department Head** may email Amy Belew or Shannon Null (ITS) to request access prior to automatic process. Must provide employee name and 960#.

8. **Keys**
   1. Department completes a Key Request PerfectForm with 960# & sends to Lock Shop
   2. Campus Police notifies department when keys are ready
   3. Employee takes staff ID & goes to Campus Police to sign out keys

9. **ID Card**
   1. Employee goes to the Bursar’s Office with 960#
   2. Bursar staff will make ID
10. Parking Sticker
   1. Employee registers vehicle on Banner Self-Service
   2. Pay for parking sticker on Banner or go to Campus Police to pay
   3. Take staff ID & pick up sticker from Campus Police

11. Listservs
   1. information@utm.edu sign up is automatic once ITS creates email and Active Directory accounts
   2. AcademicnewsW@utm.edu is added by Academic Affairs
   3. iris-l those who will enter, review, or approve in IRIS should request access
   4. List of all available UTM Mailing Lists http://mailman.utm.edu/mailman/listinfo

12. Voicemail & Long Distance
   1. Contact HelpDesk - 7900

13. New Employee Trainings – 7940 Lori Beth Wilson

14. Moving Allowance (T-5) IRIS transaction: ZAP

15. New Employee Trainings – Office of Educational Outreach – 7940

16. Moving Allowance procedure (T-5) – Business Services – 7815