

## 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> 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> 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](mailto:information@utm.edu) sign up is automatic once ITS creates email and Active Directory accounts
2. [AcademicnewsW@utm.edu](mailto: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