

UID and Computer Account Access for New Employees and Non-RIT Employees

New Employees:

New employees are defined as Regular Employees and Adjunct Faculty.

Department Process

1. Complete the appropriate Hire EAF as soon as possible after the offer has been accepted.
 - a. The Hire EAF is completed online through Career Zone for all regular faculty and staff hires including internal candidates.
 - b. Use the appropriate Hire EAF paper form for Adjunct Faculty hires.
<http://www.rit.edu/fa/humanresources/content/forms>

Human Resources (HR) Process

A Form I-9 must be completed to verify the employee's eligibility to work in the United States and a background check must be completed to verify the employee's eligibility to work at RIT. The Form I-9 can be completed anytime after the employment offer is made but must be completed no later than the start date.

1. The background check must be submitted no later than 3 business days prior to the start date.
2. The new hire must come to HR to complete the Form I-9 or make special arrangements for an out of town Form I-9 on or before their hire date.
3. Once HR has received the Form I-9 and the background check has been cleared, the information will be sent from HR to Claws to set the appropriate affiliations.

Registrar Process for ID Cards

1. The new employee will obtain the ID card request form from HR and take it to the Registrar. The UID number is written on the request form, if available.
2. The Registrar's office will generate the ID card using the UID form.
 - a. A form of ID and the Social Security Number from the employee is required by the Registrar's office to generate the card.
 - b. The Registrar's office will create a new UID or update the existing UID with the affiliation of New Hire and with Social Security Number and Date of Birth from employee.

Service Desk Process to issue Computer Account

1. The employee's home department completes an *ITS Computer Account Request form* <http://www.rit.edu/its/sites/rit.edu.its/files/files/forms/its-acct-req.pdf> and submits it to the RIT Service Desk.
2. The Service Desk will then create a ticket and set up the new computer account with the appropriate access levels.

Other System(s) Access

1. Access to other systems such as Lenel, MyCourses, and SIS may be automatic based on the affiliations in Claws and the information in HR.
 - a. If the affiliations do not support the access (eg staff teaching as a non-adjunct) please refer to the system owner for access.
 - i. MyCourses: <https://wiki.rit.edu/display/myCoursesHR/Home>
 - ii. SIS/People Soft: <http://www.rit.edu/academicaffairs/registrar/node/259/attachment>
 - iii. Oracle: <http://www.rit.edu/fa/controller/customersupport>
 - iv. Lenel: <http://www.rit.edu/fa/publicsafety/>

Non RIT Employees:

From time to time, RIT conducts business with individuals that may need access to RIT facilities and computer systems. These individuals are not paid any wages by RIT. Examples of these types of individuals are temporary employees employed through an agency such as Datrose, Visiting Scholars, or Scholar in Residence, International Campus Instructors/Staff, ROTC staff, other consultants as well as other designations.

Department Process

1. Prepare a letter from the department head or chair to the individual that will need access to RIT facilities and computer systems.
 - a. The letter should include the name and address of the individual as well as a description of the business reasons for the access.
 - b. Please note, for temporary employees hired through an agency, the agency will provide the notification to the employee. The department does not need to provide a letter in these cases.

Human Resources (HR) Process

The Human Resources department does not have any role in these situations.

Registrar Process for ID Cards

1. The individual must go to the Registrar's office to obtain an ID card.
 - a. The individual must present the letter prepared by the department as well as provide a form of identification, their Social Security Number and Date of Birth.
2. The Registrar's office will generate the ID card
 - a. The Registrar's office will create a new UID or update the existing UID with the appropriate non-employee affiliation.

Service Desk Process to issue Computer Account

1. The department requesting the computer access completes an *ITS Computer Account Request form* <http://www.rit.edu/its/sites/rit.edu.its/files/files/forms/its-acct-req.pdf> and submits it to the RIT Service Desk.
 - a. A sponsor UID is required for these accounts.
2. The Service Desk will then create a ticket and set up the new computer account with the appropriate access levels.

Other System(s) Access

1. Other system access must be requested through the system owner.
 - a. MyCourses: <https://wiki.rit.edu/display/myCoursesHR/Home>
 - b. SIS/People Soft: <http://www.rit.edu/academicaffairs/registrar/node/259/attachment>
 - c. Oracle: <http://www.rit.edu/fa/controller/customersupport>
 - d. Lenel: <http://www.rit.edu/fa/publicsafety/>