



# IT Department Onboarding Checklist

*Must be filled out in entirety for prompt & accurate processing*

**Employee Name**

**Job Title**

**Location**

**Hiring Manager**

**Department**

**Start Date**

## Equipment Information

**Hardware Required:**

Desktop

Laptop

Docking Station

Monitor(s) 1 2

Mobile Phone\*

Tablet\*

\* *Mobile devices require submittal of Mobile Device Policy form included in New Hire Packet*

**Default Printer (please provide printer model & JD Young ID):**

## Systems & Software Information

**Systems Needed:**

BisTrack

Primary Branch #

ShopPAK/ProjectPAK

Access to Legacy Systems RollMaster RFMS ECS Pro

Microsoft Office

Adobe Standard

Remote Terminal Server Access

**Upon completing this form, please promptly email to [help@millcreeklumber.com](mailto:help@millcreeklumber.com), at LEAST 48 hours before start date. Please allow at least 7 days if new equipment is being requested. The IT Department will configure all systems and schedule IT onboarding call with new employee.**