

**NEW EMPLOYEE BASIC INFORMATION FOR
TECHNOLOGICAL / SITE / OFFICE SUPPLIES/LABOR ALLOCATION PURPOSES**

EMPLOYEE NAME	
JOB TITLE	
DATE OF HIRE	
DATE OF HR ORIENTATION	
CENTER	
OFFICE LOCATION OFFICE TABLE AND CHAIR (please indicate where this new employee will be seated & if supplies needed)	
DIRECT SUPERVISOR	
Personal mobile phone	
Personal email	
CASA'S EMAIL	
Salesforce account	
NETSUITE account	
PERSONAL PRINTER	
DESKTOP / LAPTOP COMPUTER	
CENTER KEY	
CENTER PASSWORD for ALARM	
OFFICE KEY	
OFFICE PASSWORD for ALARM	
RESTROOM KEY	
OFFICE TELEPHONE	
OFFICE DESK LAMP	
CASA'S COAT	
Employee's Classification	
Business Card	
Cell phone stipend or CASA Cell Phone?	
Weekly Schedule	
Labor Allocations for Time Sheet	
Home Department/Home Cost Number	

This document is basic information for the Administration and Finance Departments.

Upon completion, forward this form to: HR Assistant, Site Manager, IT Manager &
Accounts Receivable Coordinator (V. Rodriguez).