Personnel Change Notification

☐ New Hire   ☐ Disable Access   ☐ Status Change   ☐ Student Assistant

Location: ☐ Hastings   ☐ Lincoln   ☐ Lincoln Northwest

Effective Date: _____   Employee Number: _____

Position Title: _____

Status (FT, PT, PRN. Adjunct): _____   Assigned Office #: _____

Employee Name: _____

Preferred Name (If different from above): _____

Address: _____

Phone: _____   DOB (Month/Day): _____

Personal Email: _____

Business Cards: Y/N _____   Degrees listed: _____   Quantity (100/250/500): _____

Professional Photo: Y/N _____   Requesting Manager:_____

Requested College Access (badge/keys):

_____

_____

Requested College System Access (Canvas, AWS, Lucid Chart, etc):

If requesting Canvas, please explain why it's needed (ex: FERPA Training, Teaching XYZ course, etc.).

_____

_____

Provide the following:

☐ Transcript   ☐ Curriculum Vitae   ☐ Information for Letter

Email:

_____@bryanhealth.org

_____@bryanhealthcollege.edu

Comments (please note teaching assignments here also):

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[                                                            ]
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*Please notify the Dean of Educational Development for any special requests such as maintaining Canvas for specific reasons.

**Please make an appointment with the Dean of Students to discuss diversity/emergency communication and Title IX, and the Registrar to discuss FERPA.

Hiring Manager's New Employee Checklist

Completed	Task	Info Needed	Timeline	Responsible Party/Backup
	Bryan College App	Employee number, name, email	1 week	Administrative Assistant
	Master Employee Log	Personal information	1 week	Administrative Assistant
	Personnel Folder	Transcript, Curriculum Vitae, Information for letter on all faculty and adjuncts.	1 week	Administrative Office Team
	Badge Access	Areas where access is needed	1 week	Administrative Office Team
	Mailbox	Employment status (FT, PT, PRN, Adjunct)	1 Week	Administrative Office Team
	Phone/Voicemail	Office Assignment	2 weeks	Administrative Office Team
	RightFax/Scanner	Name, Email	2 weeks	Administrative Office Team
	Email Lists and Calendar	Bryan Email	2 Weeks	Administrative Office Team
	Information Lists	Office assignment, personal information, birthday (MM/DD)	1 week	Administrative Office Team
	Name Plate	Correct spelling of name	2-3 weeks	Administrative Office Team
	Keys	Areas of where access is needed	1-2 Weeks	Administrative Office Team
	Birthday Calendar	Birthday, employment status	1 week	Administrative Office Team
	Business Cards	Name, degrees to be listed, quantity of cards	1-2 Weeks	Administrative Office Team
	Office Orientation	*Optional* - please add a calendar invite for anytime	1 week	Administrative Office Team
	Welcome Email	Bryan email	1 week	Administrative Office Team
	BMC Employee Directory	Name, phone	2 weeks	Administrative Office Team
	CampusVue	Name		College Information Systems Admin/ Ed Tech/ Registrar
	Canvas	Name		College Information Systems Admin/ Ed Tech/ Registrar

	College Email (.edu)	Name		College Information Systems Admin/ Ed Tech/ Registrar
	Diversity Requirements	Name, Email		Dean of Students
	College Systems Setup	Employee name, position at the college, systems needed, .org email and teaching assignments	2 weeks	Education Development Team
	New Employee Security Access	Please see Leaders Toolbox		Hiring Manager will continue to use the form on the Leaders Toolbox (please call Medical Center IT for questions).
	Hiring/Medical Center Orientation	Please see Leaders Toolbox		Hiring Manager will continue to use the Leaders Toolbox or reach out to HR directly.
	Website	Name, credentials, position, phone/office number, email		Recruitment Coordinator