

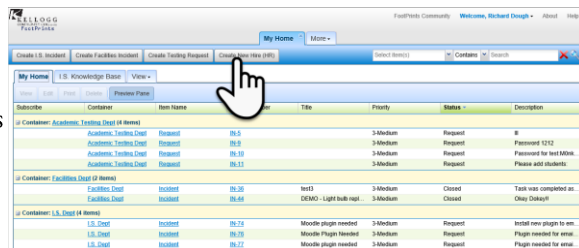
KCC HR New Hire Request - FootPrints

<https://workorder2.kellogg.edu>

This is the Work Order used for technology issues and requests from various areas of the College – Information Services, Facilities, Human Resources and Testing. There is a Knowledge Base to research common issues and resolutions. Login using your k-id and universal password.

Choose the type of work order:

- I.S. Incident – Information Services
- Facilities Incident – Building, Repairs, Moves, Grounds
- HR New Hire – New hire request
- Testing Request – Proctored and/or make up testing



Filling out the work order:

Required fields: Department, Position, Position Type, First name, Last name and Start Date.

Optional check boxes for permissions, setup and training.

Common

HR Incident Number: 1 Status: Request Created On:

New Employee Information:

Department*: [***] Position*: [***] Position Type*: [***]

KCC kID: [***] KCC Employee First Name*: [***] New Employee Middle Initial: [***] KCC Employee Last Name*: [***]

Start Date*: [***] Replacement For: [***] Room: [***] Building: [***]

Which items will be required for this employee? KCC computer access and email will be provided by default.:

Colleague: PC Setup: Office Phone: Employee Training:

Physical Keys: Card Key Access:

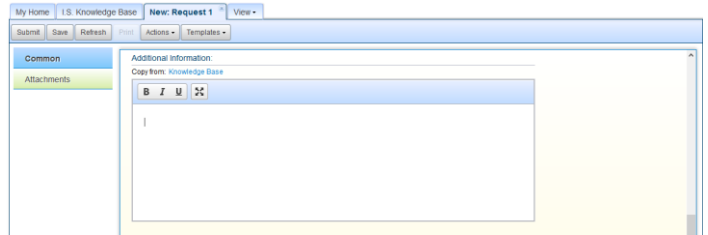
Please contact Human Resources with any questions:

(269) 565-8074 or human_resources@kellogg.edu

KCC HR New Hire Request- FootPrints

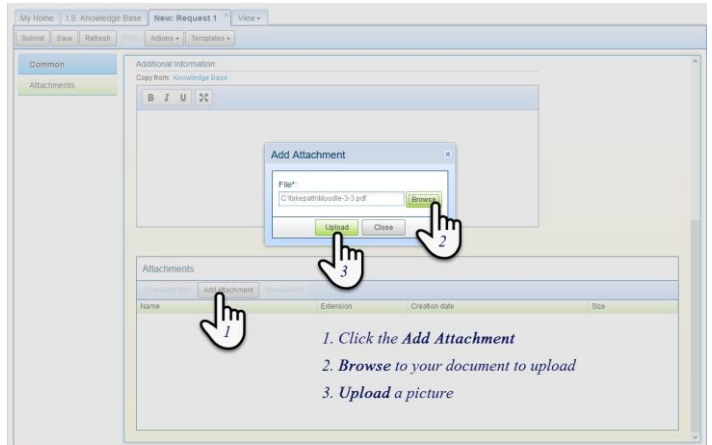
Additional Information:

Enter any additional information that you feel is necessary for Human Resources to know about.



Attachments:

Please attach any information that would be helpful in the account creation of the new employee.

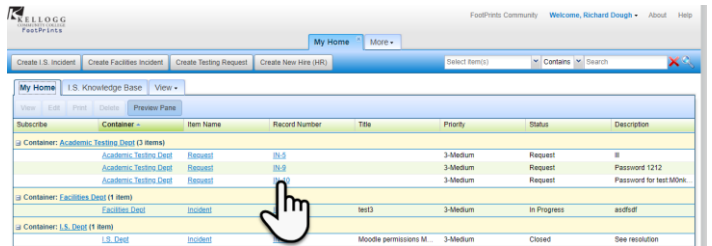


1. Click the **Add Attachment**
2. **Browse** to your document to upload
3. **Upload** a picture

Update a work order:

To update a work order, login to the work order system.

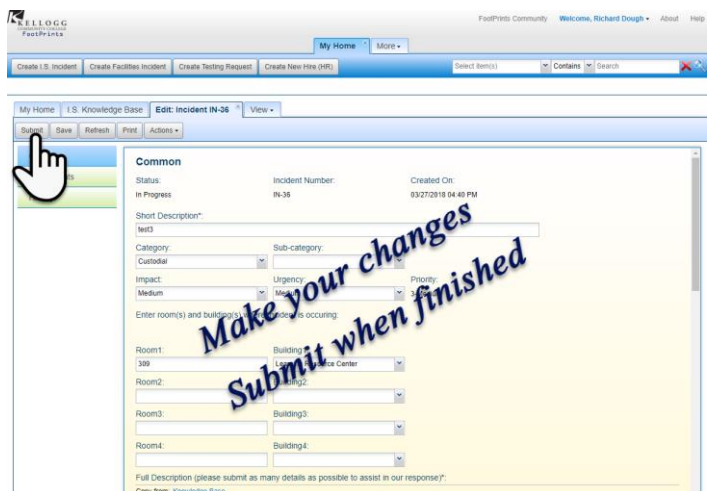
Locate the work order, click on the IN-#.



Container	Item Name	Record Number	Title	Priority	Status	Description
Academic Testing Dept (0 Items)	Academic Testing Dept	IN-5	Request	3-Medium	Request	#
	Academic Testing Dept	IN-8	Request	3-Medium	Request	Password for test MON.
	Academic Testing Dept	Request	3-Medium	Request		
Facilities Dept (1 Item)	Facilities Dept	IN-35	Incident	3-Medium	In Progress	addfd
I.S. Dept (1 Item)	I.S. Dept	Incident	Moodle permissions M...	3-Medium	Closed	See resolution

Edits / Changes:

Please make your edit/changes and **Submit** at the top.



**Make your changes
Submit when finished**

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