**DFA Support Services**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directory Info Form**

**Directory Information**

* Working Title**\***:
* Office Phone Number**\***:
* Office Fax:
* Office Address or Building Name:
* Suite/Office number:
* Zot Code**\***:

**Timesheet Information**

* Timesheet Approver, Primary**\***:
* Timesheet Approver, Back-up**\***:

**Computer Access:**

* Access to Shared folders: copy the shared folder access of UCInetID\*: \_\_\_\_

Note: this does not include SAMS, KSAMS or any other department specific proprietary programs not listed.

* Will your new hire need any access that is granted via SAMS or KSAMS?

If so, please complete the *SAMS & KSAMS Security Access Form* found here: <http://fa.uci.edu/forms/index.php>

* Is an Exchange account (Outlook e-mail) needed?**\***: Yes No

