



Roll On Form

Complete the following information and e-mail the form to: UMSOrollon@umassp.edu

Submitted By	
Submit Date	

EMPLOYEE/CONSULTANT INFORMATION

Last Name		First		M.I.	
Maiden Name		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Department		Division (If Applicable)			
Title		Manager Name			
Start Date		End Date (If Applicable)			
Roll On Type?	Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Temprite <input type="checkbox"/> Temp from Outside Agency <input type="checkbox"/>				
Has this person worked at another UMass campus at any time? Yes <input type="checkbox"/> No <input type="checkbox"/> Campus?					

ADDITIONAL CONSULTANT INFORMATION (If Applicable)

Company Name		Phone	
Street Address		Email Address	

OFFICE/COMPUTER INFORMATION

Office/Room# / Pole		Badge Type	UMass Employee (Photo) <input type="checkbox"/> UMass Logo (Non-Photo) <input type="checkbox"/>
Devices	Desktop <input type="checkbox"/> Laptop <input type="checkbox"/> Pager <input type="checkbox"/>		
Office Phone	Cell Phone		
<input type="checkbox"/> If a desktop phone exists, provide extension <input type="checkbox"/> Need quote for purchasing new phone <input type="checkbox"/> Change caller ID on existing phone to <input type="checkbox"/> Voice mail	<input type="checkbox"/> If checked, Hiring Manager should email handheld request form to Julie Kenny.		

ACCOUNT INFORMATION

UMassP Accounts	Domain Account <input type="checkbox"/> Exchange Mail <input type="checkbox"/>
If consultant, include Global Mail Directory?	Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Email Distribution Lists	
Win Security Groups	
Application Accounts (Production Only)	Human Resources <input type="checkbox"/> Finance <input type="checkbox"/> Finance Reporting <input type="checkbox"/> Student Administration <input type="checkbox"/> Advance <input type="checkbox"/> Effort Certification <input type="checkbox"/> Summit Reporting <input type="checkbox"/> Other <input type="checkbox"/>
UITS Roll-on?	<input type="checkbox"/> Check if a UITS Roll-on and complete Page 2



**** This page is for UITS employee roll-ons ****

UITS ACCOUNTS	ENVIRONMENTS	
CITRIX	Prod <input type="checkbox"/>	Roles: User to model:
STAT	DEV <input type="checkbox"/> TST <input type="checkbox"/> PRD <input type="checkbox"/>	Roles: User to model:
Email Distribution Lists	Yes <input type="checkbox"/> NO <input type="checkbox"/>	Provide List Names:
P, S, O Drive Access	Yes <input type="checkbox"/> NO <input type="checkbox"/>	
2-tier Oracle	Yes <input type="checkbox"/> NO <input type="checkbox"/>	Database Names:
APPLICATIONS		
Advance	DEV <input type="checkbox"/> STG <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Effort Certification	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Finance	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Human Resources	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Student Administration	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
eMill	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
R25	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
RMS	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
DARwin	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
SUMMIT	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:



#	Task	Who/Contact	Contact Email	Done
Hiring Department Tasks				
1	Announcement to Staff	Manager		<input type="checkbox"/>
2	Desk/Office Supplies (pens, pencils, paper, stapler, and post-its.)	Responsibility of Hiring Department		<input type="checkbox"/>
Human Resource Tasks				
3	Employee ID	Agnes Bolton David Estrella	abolton@umassp.edu destrella@umassp.edu	<input type="checkbox"/>
4	Benefits Orientation	David Estrella Anna Pitocchelli	destrella@umassp.edu apitocchelli@umassp.edu	<input type="checkbox"/>
UITS Account/Access Tasks				
5	UMassP Domain Account	Desktop	desktop@umassp.edu	<input type="checkbox"/>
6	UMassP Exchange Account	Windows Team	UITS.server@umassp.edu	<input type="checkbox"/>
7	Distribution Lists	Desktop	desktop@umassp.edu	<input type="checkbox"/>
8	Security Groups	Windows Team	UITS.server@umassp.edu	<input type="checkbox"/>
9	PeopleSoft Accounts - PROD	Access Services	UITS.as@umassp.edu	<input type="checkbox"/>
10	PeopleSoft Accounts – Non- PROD	Application Services	jmunroe@umassp.edu	<input type="checkbox"/>
11	Other Application Accounts - PROD	Application Services	jmunroe@umassp.edu	<input type="checkbox"/>
12	Other Application Accounts - Non- PROD	Application Services	jmunroe@umassp.edu	<input type="checkbox"/>
13	SUMMIT – PROD & UAT	Access Services	UITS.as@umassp.edu	<input type="checkbox"/>
14	SUMMIT – DEV	Info Access & Delivery	sblood@umassp.edu	<input type="checkbox"/>
15	SUMMIT - TST	IdM	jkelly@umassp.edu	<input type="checkbox"/>
16	2-tier Oracle			<input type="checkbox"/>
17	STAT Account	Marius Farcas	afarcas@umassp.edu	<input type="checkbox"/>
18	Citrix Access	Access Services	UITS.as@umassp.edu	<input type="checkbox"/>
Facilities/Equipment Tasks				
19	Badge Request to Security	Kim Medeiros	kmediros@umassp.edu	<input type="checkbox"/>
20	Badge Picture Session	Kim Medeiros	kmediros@umassp.edu	<input type="checkbox"/>
21	PC Setup (Actual machine)	Desktop	desktop@umassp.edu	<input type="checkbox"/>
22	Desk Phone	Julie Kenny	jkenny@umassp.edu	<input type="checkbox"/>
23	Voice Mail	Julie Kenny	jkenny@umassp.edu	<input type="checkbox"/>
24	Phone Display	Julie Kenny	jkenny@umassp.edu	<input type="checkbox"/>
25	Cell Phone	Julie Kenny	jkenny@umassp.edu	<input type="checkbox"/>
26	Floor Plan	Kim Medeiros	kmediros@umassp.edu	<input type="checkbox"/>
27	Keys	Kim Medeiros	kmediros@umassp.edu	<input type="checkbox"/>
28	Office Sign	Kim Medeiros	kmediros@umassp.edu	<input type="checkbox"/>
29	Phone List (UMSO Contact List)	Kara White	Umsoreception&admin@umassp.edu	<input type="checkbox"/>
30	Connect Site Staff Directory Update			<input type="checkbox"/>
31	Building Safety & Office	Facilities/Security		<input type="checkbox"/>
32	Kim Medeiros ASSIGNS the following tasks:	Office Cleanup (includes vacuuming office and cleaning of all office surfaces: desk, file cabinet, tables, etc.)		<input type="checkbox"/>