

(Internal) New Hire / Transfer Logistics Form

# 

**Instructions:**

Please complete all the items on this form for each new hire joining **Berkeley Regional Services (BRS).** Once complete, save a copy for your records and e-mail the form to: **BRS Facilities** at: ([cssfacilities@berkeley.edu).](mailto:cssfacilities@berkeley.edu).)

# Details:

|  |  |
| --- | --- |
| Name of New Employee: (last, first \*middle initial) |  |
| Preferred Name of Employee: (if a nameplate is applicable) |  |
| New hire or transfer? |  |
| Official job title: (e.g., HRP, RA, etc.) |  |
| Appointment type: (staff, student, other-please indicate) |  |
| Which BRS Region? |  |
| Cal 1 Card: (UCPath ID number from front & first six (6) digits from back) |  |
| Employee email: |  |
| Supervisor name: |  |
| Start date (mm/dd/yy) - (and End date if applicable): |  |
| Building (e.g., Fourth St., UHall) and floor #: |  |
| Office/cubicle # and phone #: |  |
| Any additional notes/comments: |  |

***Don’t forget!*** *Managers/Supervisors should always update the* [*BRS Staff Phone Directory*](https://docs.google.com/spreadsheets/d/1L-NRS5T7JTRNdxVRwhrZDWYQeOxsXjV6cZ6ve-g4rKU/edit?usp=sharing) *google sheet and add the details for any new staff member(s).*