

# KCTCS Bluegrass District

## New Employee Form for IT Services

*To be completed by the hiring official and submitted to:*

*Bluegrass District Personnel and Payroll Office,  
Suite 208, Oswald Bldg,  
Cooper Drive, Lexington KY. 40506*

Supervisor: \_\_\_\_\_ Position Number: \_\_\_\_\_

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

Faculty/Staff: \_\_\_\_\_ Full/Part time: \_\_\_\_\_

New Line     Replacement    Employee replaced: \_\_\_\_\_

Job Title: \_\_\_\_\_

Campus: \_\_\_\_\_ Room/Bldg: \_\_\_\_\_

Division: \_\_\_\_\_ Desired E-mail: \_\_\_\_\_@kctcs.edu  
*(example: jane.doe@...)*

**Hardware (Please check all that apply):**

Telephone                       Computer

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*This section to be completed by Bluegrass Payroll/Personnel Office*

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

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**Once form is completed, please submit to IT Services:**

**Cooper Campus, Moloney Bldg. 130A  
Fax: 54674 (246-4674)**