FORMS AND TECHNOLOGY CHECKLIST

CURRENT EMPLOYEES

☐ Complete the Remote Work Acknowledgement Form, if you are currently on campus and transitioning work arrangements to remote. This form requires employee acknowledgement of policies and standards and supervisor approval of work arrangement change.
  • Supervisors will need to update the Position Location to reflect the hybrid or remote location.

☐ If the transition to a remote arrangement includes working remotely outside of Indiana for more than 22 days, a Change in Duty Station request must be completed in advance of beginning work from the alternate location.
  • All Change in Duty Station requests must be reviewed for compliance and are required for both domestic remote work and international remote work.

CURRENT AND NEW EMPLOYEES

☐ Complete the Property Off Campus Form to acknowledge the equipment, such as your laptop and monitors, that will be located off campus.

☐ Review Recommended Peripherals for Remote Work for hardware standards.

☐ Review Purdue Information Technology's Remote Work Technology.

☐ Review Purdue Information Technology's New to Purdue to learn more about your career account set up, password change, BoilerKey, downloading Microsoft Office 365 (if it is not already on your laptop) and connecting to VPN.
  • Review Getting Started with VPN (Virtual Private Network).
  • Review ITaP Messaging Email Services for more information about your email inbox.

☐ Review Purdue Information Technology's IT Policies and Standards and End User Security Guidelines.

☐ Complete activation form and follow instructions outlined by Network and Telecommunications to utilize Cisco Jabber to send and receive calls utilizing a phone number.

☐ Contact Purdue Information Technology’s Customer Service Center with additional questions.

☐ Visit SuccessFactors Learning and review applicable training resources for Virtual Meetings or Microsoft Applications.

☐ Review the Report an Injury web page on the Radiological and Environmental Management website for guidelines related to work injuries.

☐ The University has an insurance program to insure its property. The insurance will not cover any personal property that is used at home. Please contact Risk Management for more information.