

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 [Home Office Setup Guide for Remote Workers](#).
- 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.