

# HMSC New Employee and Student Pre-Arrival Worksheet

Supervisors or advisors should fill out this worksheet at least two weeks prior to onboarding a new employee or student. All steps included in this worksheet will need to be completed before your new employee or student will receive keys, building and network access, and workspace in an OSU building. Supervisors/Advisors should send this form with the first page completed by email to Cinamon Moffett ([cinamon.moffett@oregonstate.edu](mailto:cinamon.moffett@oregonstate.edu)) at least 10 business days prior to the employee/student start date.

Remember: Processing times to gain access to NOAA facilities can be long. Please be sure to contact the NOAA Acting Station Chief at least one month in advance to request access.

Employee/Student Information		
_____ Name (Pronouns)	_____ Start Date	_____ End Date
_____ Program/Lab	_____ Position	
_____ Work Email	_____ Work Phone	
<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other: _____		

Access Information	
<input type="checkbox"/> Office – building _____ room number _____	<input type="checkbox"/> After-hours access
<input type="checkbox"/> Lab – building _____ room number _____	<input type="checkbox"/> After-hours access
<input type="checkbox"/> Student/Postdoc desk space	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> OSU NAL	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Confirmed by NOAA Acting Station Chief <a href="mailto:nwfsc.newport.station.chief@noaa.gov">nwfsc.newport.station.chief@noaa.gov</a></div>
<input type="checkbox"/> NOAA NAL	
<input type="checkbox"/> RSF	
<input type="checkbox"/> BFB	
<p>I, the supervisor, or advisor, approve this request. By signing this form, I am responsible for the above person's conduct while working at HMSC. I am also responsible for returning all checkout keys by this individual to the Directors Office on their end date. <b><i>PI's are required to make sure that Lab Safety Training has been completed, per OSU Guidelines.</i></b></p>	
_____ Signature/Printed Name	_____ Date

Submit to Cinamon Moffett [cinamon.moffett@oregonstate.edu](mailto:cinamon.moffett@oregonstate.edu)

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## Completed by HMSC

### Onboard Meeting:

- Safety Review
- Assigned Student/Postdoc Desk  
Building - \_\_\_\_\_ Desk - \_\_\_\_\_

\_\_\_\_\_

Cinamon Moffett

\_\_\_\_\_

Date

### Keys:

- Mailbox
- Mail Bin: \_\_\_\_\_

Key#/Location: \_\_\_\_\_

Checked Out

Checked In

Key#/Location: \_\_\_\_\_

Checked Out

Checked In

\_\_\_\_\_

Tami O'Connor

\_\_\_\_\_

Date

### Directory:

- Website Update

\_\_\_\_\_

Kaydee Erdmann

\_\_\_\_\_

Date

Please help us keep this campus safe for you and your fellow students, staff, and faculty.

- Use your access privileges responsibly.
- Don't share your keys/keycards or allow others to follow in when accessing a space. HMSC tracks access and you are responsible for what happens in spaces accessed by your card.
- Return your keys when you leave. You will be charged a fee to rekey any locks associated with a lost key. Controlling keys helps keep us all safe.

