

**Information Technology Services Access Form
for Employees in Pre-hire Status**

This form is to be used by departments requiring new faculty to have access to MyLSUS and be listed as an Instructor in the Integrow scheduling system. These new employees will be entered into the system by Human Resources but will not be paid until a signed offer letter and completed new hire packet are turned into Human Resources.

Pre-hire Information

Name: _____

Address: _____

City/State/Zip: _____

SSN: _____ Date of Birth: _____

Department: _____

Title: _____

Full Time/Part Time: _____

List the first semester he/she will teach (ex., summer 2014): _____

List the course prefixes he/she will teach (ex., ENGL): _____

Justification from Department:

Approval:

Chair / Director Name (typed)

Chair / Director Signature

Date

Route to Human Resources. Human Resources will issue a PID number and then notify the Chair / Director and IT Services.

PID Number Issued by HR: _____