



# Roll On Form

Complete the following information and e-mail the form to: [UMSOrollon@umassp.edu](mailto:UMSOrollon@umassp.edu)

Submitted By	
Date:	

### EMPLOYEE/CONSULTANT INFORMATION

Last Name		First		M.I.	
Maiden Name					
Department		Division (If Applicable)			
Title		Manager Name			
Start Date		End Date (If Applicable)			
Roll On Type?	Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Temprite <input type="checkbox"/> Temp from Outside Agency <input type="checkbox"/>				
Does this person currently work at UMass or have they previously worked at UMass? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what Campus?					

### ADDITIONAL CONSULTANT INFORMATION (If Applicable)

Company Name		Phone	
Street Address		Email Address	

### OFFICE/COMPUTER INFORMATION

Office/Room#/Pole			
Devices	Desktop <input type="checkbox"/> Laptop <input type="checkbox"/> Pager <input type="checkbox"/>		
Office Phone		Cell Phone:	
<input type="checkbox"/> If a phone exists, provide extension _____ <input type="checkbox"/> Need quote for purchasing new phone <input type="checkbox"/> Change caller ID on existing phone to _____ <input type="checkbox"/> Voice mail		<input type="checkbox"/> New Number <input type="checkbox"/> Existing number _____ <input type="checkbox"/> AT&T <input type="checkbox"/> Verizon Phone Model requested: _____ Speedtype to be charged: _____	
Hiring Manager should email <a href="#">Julie Kenny</a> with any questions.			

### ACCOUNT INFORMATION

UMassP Accounts	
If consultant, include Global Mail Directory?	Yes <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
Email Distribution Lists	
Win Security Groups	
Application Accounts (Production Only)	Human Resources <input type="checkbox"/> Finance <input type="checkbox"/> Finance Reporting <input type="checkbox"/> Student Administration <input type="checkbox"/> Advance <input type="checkbox"/> Effort Certification <input type="checkbox"/> Summit Reporting <input type="checkbox"/> Other <input type="checkbox"/>



UIITS Roll-on?	<input type="checkbox"/> Check if a UIITS Roll-on and complete Page 2
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**\*\* This page is for UIITS employee roll-ons \*\***

UIITS ACCOUNTS	ENVIRONMENTS	
CITRIX	Prod <input type="checkbox"/>	Roles: User to model:
STAT	DEV <input type="checkbox"/> TST <input type="checkbox"/> PRD <input type="checkbox"/>	Roles: User to model:
If consultant, include Global Mail Directory?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Email Distribution Lists	Yes <input type="checkbox"/> NO <input type="checkbox"/>	Provide List Names:
P, S, O Drive Access	Yes <input type="checkbox"/> NO <input type="checkbox"/>	
2-tier Oracle	Yes <input type="checkbox"/> NO <input type="checkbox"/>	Database Names:
<b>APPLICATIONS</b>		
Advance	DEV <input type="checkbox"/> STG <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Effort Certification	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Finance	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Human Resources	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
Student Administration	DEV <input type="checkbox"/> LTD <input type="checkbox"/> TST <input type="checkbox"/> LTT <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
eMill	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
R25	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
RMS	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
DARwin	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
SUMMIT	DEV <input type="checkbox"/> TST <input type="checkbox"/>	Specify Database <u>and</u> Specify Roles or User to model:
UMass Connect	PRD <input type="checkbox"/>	Add to liferay_uits security group
TeamDynamixHE	Yes <input type="checkbox"/> NO <input type="checkbox"/>	



#	Task	Who/Contact	Contact Email	Done
Hiring Department Tasks				
1	Announcement to Staff	Manager		<input type="checkbox"/>
2	Desk/Office Supplies (pens, pencils, paper, stapler, and post-its.)	Responsibility of Hiring Department		<input type="checkbox"/>
Human Resource Tasks				
3	Employee ID	HR Data Group	<a href="mailto:jwarren@umassp.edu">jwarren@umassp.edu</a>	<input type="checkbox"/>
4	Benefits Orientation	Matt Wamback	<a href="mailto:mwamback@umassp.edu">mwamback@umassp.edu</a>	<input type="checkbox"/>
UITS Account/Access Tasks				
5	UMassP Domain Account	Desktop	<a href="mailto:desktop@umassp.edu">desktop@umassp.edu</a>	<input type="checkbox"/>
6	UMassP Exchange Account	Windows Team	<a href="mailto:UITS.server@umassp.edu">UITS.server@umassp.edu</a>	<input type="checkbox"/>
7	Distribution Lists	Desktop	<a href="mailto:desktop@umassp.edu">desktop@umassp.edu</a>	<input type="checkbox"/>
8	Security Groups	Windows Team	<a href="mailto:UITS.server@umassp.edu">UITS.server@umassp.edu</a>	<input type="checkbox"/>
9	PeopleSoft Accounts - PROD	Access Services	<a href="mailto:UITS.as@umassp.edu">UITS.as@umassp.edu</a>	<input type="checkbox"/>
10	PeopleSoft Accounts – Non- PROD	Application Services	<a href="mailto:jmunroe@umassp.edu">jmunroe@umassp.edu</a>	<input type="checkbox"/>
11	Other Application Accounts - PROD	Application Services	<a href="mailto:jmunroe@umassp.edu">jmunroe@umassp.edu</a>	<input type="checkbox"/>
12	Other Application Accounts - Non- PROD	Application Services	<a href="mailto:jmunroe@umassp.edu">jmunroe@umassp.edu</a>	<input type="checkbox"/>
13	SUMMIT – PROD & UAT	Access Services	<a href="mailto:UITS.as@umassp.edu">UITS.as@umassp.edu</a>	<input type="checkbox"/>
14	SUMMIT – DEV	Info Access & Delivery	<a href="mailto:spanahi@umassp.edu">spanahi@umassp.edu</a>	<input type="checkbox"/>
15	SUMMIT - TST	IdM	<a href="mailto:jkelly@umassp.edu">jkelly@umassp.edu</a>	<input type="checkbox"/>
16	2-tier Oracle			<input type="checkbox"/>
17	STAT Account	Marius Farcas	<a href="mailto:afarcas@umassp.edu">afarcas@umassp.edu</a>	<input type="checkbox"/>
18	Citrix Access	Access Services	<a href="mailto:UITS.as@umassp.edu">UITS.as@umassp.edu</a>	<input type="checkbox"/>
19	TeamDynamixHE	Application Services	<a href="mailto:Uits.cs.pmo.ppm@umassp.edu">Uits.cs.pmo.ppm@umassp.edu</a>	<input type="checkbox"/>
Facilities/Equipment Tasks				
20	Badge Request to Security	Amy Thompson/ Barbarann Finocchiaro	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:bfinocchiaro@umassp.edu">bfinocchiaro@umassp.edu</a> – Boston office	<input type="checkbox"/>
21	Badge Picture Session	Amy Thompson/ Barbarann Finocchiaro	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:bfinocchiaro@umassp.edu">bfinocchiaro@umassp.edu</a> – Boston office	<input type="checkbox"/>
22	PC Setup (Actual machine)	Desktop	<a href="mailto:desktop@umassp.edu">desktop@umassp.edu</a> / <a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a> – Boston office	<input type="checkbox"/>
23	Desk Phone	Amy Thompson/Julie Kenny	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a> – Boston office	<input type="checkbox"/>
24	Voice Mail	Amy Thompson/Julie Kenny	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a> – Boston office	<input type="checkbox"/>
25	Phone Display	Amy Thompson/Julie Kenny	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a> – Boston office	<input type="checkbox"/>
26	Cell Phone	Julie Kenny	<a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a>	<input type="checkbox"/>
27	Floor Plan	Amy Thompson/ Barbarann Finocchiaro	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:bfinocchiaro@umassp.edu">bfinocchiaro@umassp.edu</a> – Boston office	<input type="checkbox"/>
28	Keys	Amy Thompson/ Barbarann Finocchiaro	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:bfinocchiaro@umassp.edu">bfinocchiaro@umassp.edu</a> – Boston office	<input type="checkbox"/>



**UMass System Office**

29	Office Sign	Amy Thompson/ Barbarann Finocchiaro	<a href="mailto:athompson@umassp.edu">athompson@umassp.edu</a> / <a href="mailto:bfinocchiaro@umassp.edu">bfinocchiaro@umassp.edu</a> – Boston office	<input type="checkbox"/>
30	Phone List (UMSO Contact List)	Amy Thompson/Julie Kenny	<a href="mailto:Umsoreception&amp;admin@umassp.edu">Umsoreception&amp;admin@umassp.edu</a> / <a href="mailto:jkenny@umassp.edu">jkenny@umassp.edu</a> - Boston Office	<input type="checkbox"/>
31	Connect - Add to liferay_uits security group	Desktop	<a href="mailto:desktop@umassp.edu">desktop@umassp.edu</a>	<input type="checkbox"/>