

## DOL-988 FOR NEW EMPLOYEES

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|---|--------------------|---------------------|--|
| 1. EMPLOYEE NAME (AS IT WILL APPEAR IN EMAIL) | 2. EMPLOYEE SS NO. | 3. DATE OF BIRTH    | <b>INTERNAL SECURITY<br/>ADMINISTRATION USE ONLY</b><br><br>RACF USER ID |
| 4. POSITION/TITLE                             | 5. OFFICE/LOCATION | 6. OFFICE PHONE NO. |  |
| 7. COST CENTER NUMBER                         | 8. EFFECTIVE DATE  | 9. OFFICE FAX NO.   |  |

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| <b>10. EMPLOYEE TYPE</b>   | <b>11. ACTION TYPE</b>   |
| <input type="checkbox"/> PERMANENT<br><input type="checkbox"/> CONTRACTOR<br><input type="checkbox"/> PARTNER (Additional forms may be required)<br><input type="checkbox"/> SUMMER INTERN | <input type="checkbox"/> ADD<br><input type="checkbox"/> DELETE<br><input type="checkbox"/> TRANSFER<br><input type="checkbox"/> NAME CHANGE<br><input type="checkbox"/> Delete selected items<br><input type="checkbox"/> Delete all access<br>From: _____ To: _____<br>From: _____ To: _____<br><i>(Additional documents may be required for name changes)</i> |

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| <b>12. REQUESTED ACCESS</b>  | <b>13. REMOTE ACCESS</b>   |
| <input type="checkbox"/> CICS Access (Section 14 <b>must</b> be completed for this request)<br><input type="checkbox"/> Network Account<br><input type="checkbox"/> Email Account<br><input type="checkbox"/> Group Drives (include full path)<br><br>Group: _____<br>Group: _____ | <input type="checkbox"/> VPN Account <i>(Used if you already have your own Internet Service Provider (i.e. Dial-up, DSL, Cable Modem, etc.))</i><br><br><br><p style="text-align: center;"><i>(Must be accompanied by Justification and RAS Agreement)</i></p> |

| 14. TRANSACTION ID |  |  |  |
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| <b>15. OTHER ACCESS</b> | <b>16. NOTES/COMMENTS</b> |
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**17. COMPUTER ONLINE USAGE POLICY**

The willful misuse or unauthorized use or release of Georgia Department of Labor information shall subject the person or organization to a civil penalty of \$500.00 per violation and civil and criminal liability or prosecution under the provision of O.C.G.A. Code Section 34-8-125 and 127.

Any person who has computer access to Georgia Department information, data, files, documents, records, reports, or computer printouts is subject to provisions of O.C.G.A. 16-9-91 through 94 et seq. and shall be subject to prosecution for computer related crimes for unauthorized use or misuse of Georgia Department of Labor information which may result in conviction for the crime of computer theft, computer trespass, computer invasion of privacy, or computer forgery carrying a fine of not more than \$50,000.00 or imprisonment for not more than 15 years, or both. Further, any person may be subject to conviction of the crime of computer password disclosure carrying a fine of not more than \$5,000.00 or incarceration for a period not to exceed one year, or both.

**18. SIGNATURES OF ACKNOWLEDGEMENTS AND APPROVAL**

|                                 |      |                                    |      |
|---------------------------------|------|------------------------------------|------|
| EMPLOYEE (PLEASE PRINT)         |      | AUTHORIZING MANAGER (PLEASE PRINT) |      |
| EMPLOYEE SIGNATURE              | DATE | MANAGER SIGNATURE                  | DATE |
| INTERNAL SECURITY ADMINISTRATOR | DATE | LAN ADMINISTRATOR                  | DATE |