

The “New Hire Access” Form

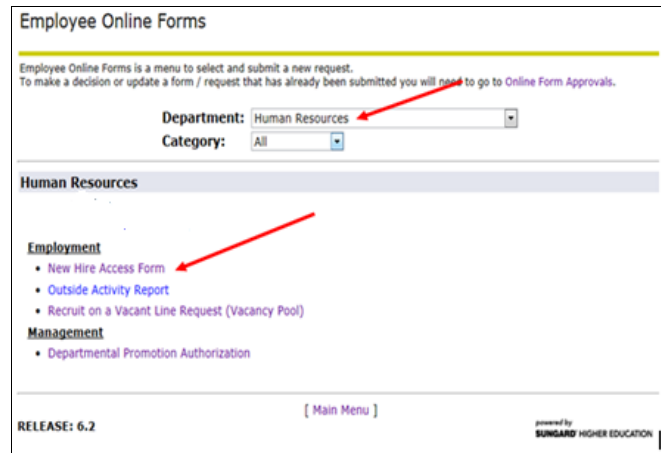
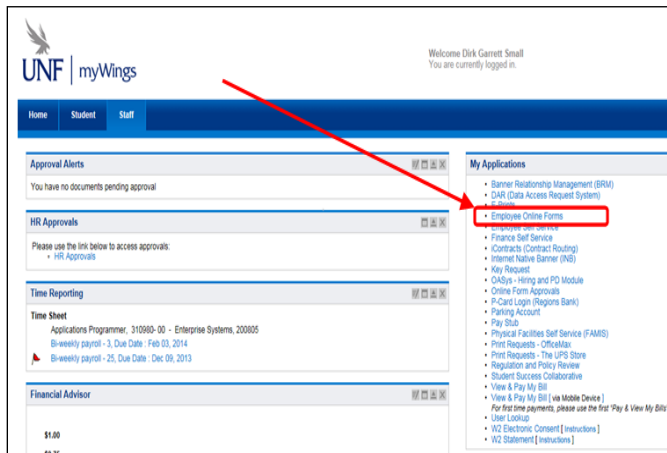
Transitioned to Electronic Submission

The electronic form has been developed to allow departments to submit a request for the establishment of a Banner ID (N#).

In order to allow a new employee to be granted UNF network access, a UNF e-mail address, and the ability to obtain an Osprey ID card and parking pass on the employee's first day, this form should be completed by the hiring department and electronically submitted at least 24 hours before the employee's first day. The New Hire Access form is only to be used to generate an N-number for a newly hired employee.

The form is accessible via the MyWings portal as follows:

1. Log into myWings at <http://mywings.unf.edu>
2. Select the **Staff** tab
3. Under **My Applications** click “**Employee Online Forms**”
4. In the Department dropdown list, select **Human Resources**, then under Employment click **New Hire Access Form**



5. Once the form has been completed, click **Submit** and it will be routed to the appropriate approver for further processing.
6. The “Requester” will receive an email once the N# has been generated.
7. The “New Employee” will receive a welcome email (N# will be included). The email includes a link to the HR website where they can review, print (if possible) and complete required employment forms for their first day.

Questions should be directed to the Office of Human Resources x2903