



Guidelines for Purchasing New and Existing Employee Computer Equipment, Software and Employee Equipment for Hybrid Work Schedule

The standard computer equipment for all UF Health Cancer Center employees, with the exception of management and leadership positions, is one desktop computer and two monitors. **This includes remote employees.** Requests for non-standard equipment, such as a laptop, for non-management or non-leadership positions will require approval from the office's administrative director.

Employees currently using non-standard equipment that does not meet the guidelines outlined in this policy may continue to use the equipment until the end of its service life. Upon replacement, employees will receive standard equipment unless an appropriate exception or request is approved.

What is the lead time for New Employee Equipment?

The HSC IT Department has requested **an eight-week** lead from the time of the order to the time of deployment so that the equipment may be ready for the new employee on their start date. For remote employees outside of the Gainesville area, the equipment will be mailed via Fed Ex by the UFHCC Tech Request Office.

New equipment that needs to be ordered for a position will need to be ordered when the position posts. This will be discussed with managers through the HR department when posting and questions will be directed to UFHCC-TechRequest@ad.ufl.edu.

How do I order equipment, software and peripherals for existing employees?

All equipment, software or peripheral requests for existing employees should be emailed to UFHCC-TechRequest@ad.ufl.edu.

The eight-week lead for new employees and employees going to a hybrid schedule **does not** pertain to broken computers that need immediate replacement. We understand that is an emergency and will act accordingly to get employees loaners and equipment replaced immediately in these situations. HSC IT will contact UFHCC Tech Request to inform us if a computer needs to be replaced in these situations.

The Tech Request Office will ensure UFHCC Purchasing has the correct information they need and that the equipment will be purchased following both HSC IT Guidelines and UFHCC Guidelines. Do not send computer equipment requests directly to UFHCC Purchasing.

IMPORTANT: UFHCC-TechRequest@ad.ufl.edu is **not** an IT email; problems with computers not working will need to be called into HSC IT Help Desk directly by the employee at 352-265-0526 so IT can troubleshoot immediately.



Hybrid employees equipment guidelines

Full-time hybrid employees scheduled to work two or more days a week in a remote location on a weekly basis can receive the below equipment for their remote location upon request from the employees' manager.

Equipment for a hybrid employee's remote location can be ordered when the employee starts **OR** at the employee's 90-day review by the manager by emailing the request to UFHCC-TechRequest@ad.ufl.edu. Please feel free to email us with any questions.

- For employees with laptops: Dock, two monitors, headset, keyboard and mouse. Since docks and monitors do not need to go through asset management, a four-week lead or less is needed.
- For employees with desktop computers: Desktop computer, two monitors, webcam, headset, keyboard, mouse and wireless adapter (UFHCC Business Operations will contact the employee to determine if they will need a wireless adapter set up prior to the desktop computer being shipped or picked up.)

An employee going to a hybrid schedule is **not** considered an emergency; therefore, the eight-week lead time on the desktop computer purchase will apply. Docks, monitors and accessories require less lead time, but we ask for a three-week minimum due to HSC IT lead time of one to two weeks to send the quote to generate a PO in the system.

Managers can reach out to UFHCC-TechRequest@ad.ufl.edu if they need to request a loaner prior to remote location equipment being available. We have a limited supply of laptop loaners and it will be on an as-available basis for reasons considered to be an immediate need.

Employees approved to work remote temporarily

For employees that have been approved to work remote for a short period of time, a loaner laptop, dock, extra monitor, keyboard and mouse can be arranged. Please **provide a minimum of two weeks' notice** to UFHCC-Techrequest@ad.ufl.edu.

We understand that emergencies come up, so reach out to us and we will do our best to accommodate last-minute needs.

We are here to help, so if you have any questions regarding equipment or timelines, please email us at UFHCC-TechRequest@ad.ufl.edu and someone will get back with you.