



State of Alaska

Department of Health and Social Services



WIC Agency Employee Form

This form is to be filled out by the employee and/or the employee's supervisor

FAX completed form to : 907-269-0141 (Anchorage)

HELP DESK: When creating a WIC employee ticket, create it under the AGENCY, not the employee name and be sure to include **ALL** the information on this form in the help desk ticket.

Item 1 determines your login ID, which is your legal name – Include the MIDDLE Initial. If you are not commonly known by your legal name, complete Item 9 to have another name used as the directory Display Name.

PLEASE CHECK ONE:

New Employee

EFFECTIVE DATE: _____

Update Information for Current Employee
(requires name and SSN)

1. Name: (Last, First, & MI as shown on your SSN card:)		2. Agency Name, City, and (Number) – ()	
3. Classification: Circle One Clerk, Other, Nutritionist, Coordinator	4. Access Code: Circle One Admin, CPA/Nutritionist, Staff	N/A	
6. Work Telephone Number: (907)-_____	7. Work Fax Number: (907)-_____	8. Will you have Work E-Mail? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Alternate Name	N/A	11. Supervisor's Name:	Date:
Division E-Mail administrators use the following information to complete the Exchange Global Address Book. Human resource personnel do not use if for creating or updating the State of Alaska Employee Directory on the Internet.			
12. Division/ Section/Contact Code: HSS/WIC	13. Work Mailing Address:	14. Work Physical Address:	
Department Use Only			
N/A			
16. Notes: Help Desk - Create Help Desk Ticket; Assign to WIC Network Services for Account Creation (NOT Bart Goode) within DHSS and WIC application			