**Department Administrative Support - New Hire Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Department: |  | Supervisor: |  |
| Job Title: |  | Start Date: |  |
| Colleague ID #: |  | HR Ticket #: |  |

**After the employee has completed their new hire paperwork and HR creates their employee record, a Service Desk ticket (shown as closed) will be sent to supervisor and administrative assistant, and upon request the administrative coordinator. Upon receipt of closed HR ticket, please complete the applicable items in the checklists below.**

|  |  |
| --- | --- |
| **Action Taken** | **Complete** |
| ***All Employees*** | |
| Submit New Employee Access Ticket   * Equipment (laptop, monitors, headsets, etc.) * Access to Network Drives * Add to ListServs * Request ITS Application Access (Docuware, Adobe, Jabber, etc.) * Access to additional email accounts |  |
| Ensure phone is setup |  |
| Request Keys |  |
| [Request Papercut Account](mailto:elizabethc@clackamas.edu?subject=Papercut%20Account%20-%20New%20Employee) |  |
| Order [Name Tag through CRM](support.clackamas.edu) (use the Creative Services Ticket Type) |  |
| Ensure office/work space is prepared and the name plate for the office is updated |  |
| ***Administrative Employees Only*** | |
| [Request Credit Card](mailto:apinvoices@clackamas.edu?subject=Credit%20Card%20Request%20-%20New%20Employee), if applicable |  |
| Request [Business Cards through CRM](support.clackamas.edu) (use the Creative Services Ticket Type) |  |
| Request Access to [HR Information Folder](mailto:vickidu@clackamas.edu?subject=Access%20to%20HR%20Information%20Folder) |  |
| ***Administrative Assistants/Coordinators and Administrative Employees*** | |
| Request Access and Training for [Bank of America Works](mailto:apinvoices@clackamas.edu?subject=Bank%20of%20America%20Works%20Access) |  |
| Request Access and Training for [Office Depot](mailto:apinvoices@clackamas.edu?subject=Office%20Depot%20Access) |  |
| Request Access and Training for [Prophix](mailto:sally.noble@clackamas.edu?subject=Prophix%20Access) |  |
| Request [GL Code Access](mailto:elizabethc@clackamas.edu?subject=GL%20Code%20Access%20Request) |  |
| ***Additional Considerations***  *Consider these additional resources based on the position* | |
| Provide a Welcome Card (gift with supervisor approval) |  |
| Schedule Colleague Training |  |
| Send Department Welcome Email |  |