



# Onboarding Checklist

This form is to be completed by the Department Head and forwarded to Human Resources prior to the employee's start date. Please fill in and mark all items that are required for the position.

## Employee Information

_____ Employee Name	_____ Department # - Name	_____ Employee Number
_____ Position Title	_____ Department Head	_____ <input type="checkbox"/> Start Date / <input type="checkbox"/> Date of Transfer

If applicable, provide all access and equipment as previously assigned to: \_\_\_\_\_  
Employee Name and Position Title

Notes: \_\_\_\_\_

## Information Technology

### Hardware/Software By Department:

- Administration -Administrative Services -BITS -Community Development -Council -EP Golf Course -EP Hilltop
- EP Recreation Center -Fire & EMS -Parks/Rec -Police -Public Works & Solid Waste -Other: \_\_\_\_\_

-Computer logon -E-mail -VPN -KnowBe4 -Microsoft Teams

-Email Distribution Lists: City Employees, \_\_\_\_\_

-Shared Drives and Folders: \_\_\_\_\_

-Desk phone/Extension: \_\_\_\_\_ -Printer, Scanner, Copier Location: \_\_\_\_\_

## Accounting

**Incode:** -Purchase Requisitions Entry -Purchase Requisitions Approval -Cashiering in Incode -Cash Handler

**Executime:** -Time entry user -Time entry approver Hill Lumber Purchases: -yes -no

## Communications Equipment

-Cell phone w/Charger: \_\_\_\_\_(number) -Radio -Radio Charger -Spare battery -Microphone

## Building/Vehicle Access

-Building Keys Location & Office/Room: \_\_\_\_\_

-Building Alarm Codes Locations: \_\_\_\_\_

-Employee ID Badge

-Vehicle/Keys: \_\_\_\_\_

-Fuel/Gate Code

-Door Keypad Access