**New Starters Checklist**



*This tool has been designed to assist Team Managers for the setting up of new starters*

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| **New Starter Name:** | **Start date:** |
| **Team:** | **Cost Centre:** |

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| **Action** | **Addition information and Links** | **Complete – date comp** |
| Request Payroll Number  *HR –* [*HR.Transactions@dudley.gov.uk*](mailto:HR.Transactions@dudley.gov.uk) *(🕿1300)*  *Agency -* [*Agency.MSP@dudley.gov.uk*](mailto:Agency.MSP@dudley.gov.uk) | Agency - Simon Mastin is currently requesting this, if however you need to request this, please complete the following appropriate form and email as stated. |  |
| Secure a Laptop *(via myICT – Team Manager to request laptop in their name)* | Order Laptop as soon as the vacancy is agreed.  *Click* [*here*](http://myict/) *to access myICT, click Request and report, click 3 Computers, Laptops…, click ‘new hardware or Software’ for form* |  |
| Complete New starter form*(Team Manager to complete)* | *Click* [*here*](http://myict/) *to access myICT, click Request and report, click 8. Starters, Leavers & Transfers, click ‘New IT User (complete IT Setup)’ for form.* |  |
| Re assign Lap top to new worker *(via myICT)* | Complete this only if the laptop is in the Team Managers or another works name.  *Click* [*here*](http://myict/) *to access myICT, click Request and report, click 3. Computers, Laptops…, click ‘Reassign Laptop – Inventory’ for form* |  |
| Request Extension number *(via myICT)* | *Click* [*here*](http://myict/) *to access myICT, click Request and report, click 5. Network, Mobile…, click 2. Telephone – Desk, click ‘New extension Mobility account’ for form* |  |
| Mobile phone ordered *(via myICT)* | *Click* [*here*](http://myict/) *to access myICT, click Request and report, click 5. Network, Mobile…, click 3. Telephony – Mobile…, click EITHER ‘New Mobile phone (Voice)’ or ‘ New Mobile phone (Voice and Data)’ for form* |  |
| Appointment made for ID Badge | Call 4965 or 4906 to book appointment date and time. |  |
| ID Badge setup building access *(Email Prosoft Admin to request building access)* | Team Manager/Business Support to email Prosoft Admin, [ProSoftAdmin.CS@dudley.gov.uk](mailto:ProSoftAdmin.CS@dudley.gov.uk) to request building access. |  |
| **Send CPP an email of New starters log in details, ID Badge appointment (date/time) and date for the attendance for the induction (this needs to be a Monday)** | | |