

NEW START INDUCTION CHECKLIST – ALL SERVICES

Employee Name:		Location:	
Start/Induction Date:		Induction Undertaken by:	

1. Prior to Start Date

Network/LAN & Team Mailbox Access: contact service/team IT Authorised Signatory to request access via the IT Service Portal (if app.)	
Access to Relevant IT systems and Council Equipment	Refer to 9. IT/ Council Equipment List on p.3/4
Arrange Etarmis Access (inc. Flexi Card). Etarmis Superuser: William Nisbet	
Request Door entry fob (if app.)	
Check added to relevant team/office email group(s) and add to local Contact No's List (if app.)	
Arrange ID Badge Date and complete form and forward to: <ul style="list-style-type: none"> - Chief Executive's Office: Paul Donnelly - Education & Families: Liz McPhie - Enterprise & Communities (inc. NL Properties): Marina Smith Sean Carlin - Health & Social Care: e-mail Social Work ID Badges 	
Arrange DSE Assessment Date (Details of DSE Assessors available locally)	

2. Welcome and Introductions

Welcome to Service and shown to work area / team	
Introductions to relevant staff, i.e. colleagues, Management Team etc.	
Link with nominated buddy for daily support. Buddy's Name: _____	
Issue ' Welcome Email ' to new employee & arrange follow up meeting to discuss the content	

3. Office Arrangements

Tour of immediate office including: <ul style="list-style-type: none"> • Toilets • Break Areas (inc. Break Times & Length) • Smoking Areas • Car Parking • Security 	
Team/Office Operational Guidelines including: <ul style="list-style-type: none"> • Building Opening Times • Flexi-time arrangements & location of terminals (inc. coreless flexi guidance) • Smoking Policy / procedure for breaks • Clear desk / Data Protection • Filing arrangements • Mobile Phone use • Document storage on relevant network drive – where to save & what can be found there 	

8. General Information

Frequency of team meetings	
Photocopying/Printing:	
Internal / External mail Process	
Stationery ordering	
Petty Cash Arrangements (if app.)	
Strathclyde Pension Fund Website: www.spfo.org.uk Tel: 0345 890 8999	
Other local arrangements (insert as appropriate):	

9. IT Systems / Council Equipment List

IT Account Access Description	Please Select	Date Requested (if app.)	Comments (if app.)
Shared Drives	<input type="checkbox"/>		
Hidden on GAL	<input type="checkbox"/>		
HSMS	<input type="checkbox"/>		
HSMS (also known as Keyfax)	<input type="checkbox"/>		
Goss (ICM Account)	<input type="checkbox"/>		
Assyst	<input type="checkbox"/>		
APN access for remote working	<input type="checkbox"/>		

Service Business Systems Description	Please Select	Date Requested (if app.)	Comments (if app.)
ACR Cash Receipting	<input type="checkbox"/>		
AIM	<input type="checkbox"/>		
Apollo	<input type="checkbox"/>		
Ash	<input type="checkbox"/>		
Authorised Signatory List	<input type="checkbox"/>		
BACS card/software	<input type="checkbox"/>		
BILD	<input type="checkbox"/>		
Blue Badge Systems	<input type="checkbox"/>		
Business Objects	<input type="checkbox"/>		

Capital Escape	<input type="checkbox"/>		
CIS	<input type="checkbox"/>		
Civica App (also known as flare)	<input type="checkbox"/>		
Civica Benefits	<input type="checkbox"/>		
Cognissoft IO	<input type="checkbox"/>		
Cold Poll Tax	<input type="checkbox"/>		
Comino (W2)	<input type="checkbox"/>		
Confirm	<input type="checkbox"/>		
Connect Contributor	<input type="checkbox"/>		
DRS (also known as Opti Time/XMBrace)	<input type="checkbox"/>		
e-financials	<input type="checkbox"/>		
Figtree	<input type="checkbox"/>		
Figweb	<input type="checkbox"/>		
Home Insurance	<input type="checkbox"/>		
HMRS	<input type="checkbox"/>		
Hyve	<input type="checkbox"/>		
Iris Ticket System	<input type="checkbox"/>		
iTrent	<input type="checkbox"/>		
Job Manager	<input type="checkbox"/>		
Lagan	<input type="checkbox"/>		
Login to Learn	<input type="checkbox"/>		
Mobileiron	<input type="checkbox"/>		
Multiview	<input type="checkbox"/>		
Municipal Bank	<input type="checkbox"/>		
Netcall	<input type="checkbox"/>		
Open Revenues	<input type="checkbox"/>		
Open Vision	<input type="checkbox"/>		
Paye.net	<input type="checkbox"/>		
Pecos – Requisitioner/Authoriser	<input type="checkbox"/>		
Perform NL	<input type="checkbox"/>		
Public Contract Scotland	<input type="checkbox"/>		
Qmatic	<input type="checkbox"/>		
RMS	<input type="checkbox"/>		
Seemis	<input type="checkbox"/>		
SMS	<input type="checkbox"/>		

SWIS	<input type="checkbox"/>		
Talentlink	<input type="checkbox"/>		
Tiger	<input type="checkbox"/>		
Ultra Edit	<input type="checkbox"/>		
Vacancy Management System	<input type="checkbox"/>		
WDMs	<input type="checkbox"/>		

Council Equipment Description	Please Select	Date Requested (if app.)	Comments (if app.)
Mobile Phone / Handheld Device	<input type="checkbox"/>		
Laptop / Tablet	<input type="checkbox"/>		
Secure Dial-in Token (Fob) RSA	<input type="checkbox"/>		
Memory Stick / Mobile Storage Media	<input type="checkbox"/>		
Printer	<input type="checkbox"/>		
Council Credit Card	<input type="checkbox"/>		
Council documentation or software	<input type="checkbox"/>		
Keys	<input type="checkbox"/>		
NLC – Pool Car	<input type="checkbox"/>		
Safe Combination	<input type="checkbox"/>		
Any home working or council equipment not already covered, e.g. Body Camera	<input type="checkbox"/>		

Manager Signature:		Date:	
Employee Signature:		Date:	

The Employee Service Centre, People Helpdesk is your first point of contact for any HR and Payroll enquiries.
Call us on 01698 403151 or email us on ESC-HelpdeskTeam@northlan.gov.uk