

Employee Administrative Work Orders –

New Employees

- Work Order will be created for each new employee
- 4 phases –
 - HR
 - Shop
 - Equipment
 - IMS
- Each phase has Checkpoint Measurements
- Checkpoints are tasks the assigned shop needs to complete.
- Shops will use Phase 002-SHOP to indicate the following items for the employee
 - MENTOR - Mentor Assigned
 - ID BADGE - Employee Id Badge Was Picked Up
 - SHOP TOUR - locate restrooms, water fountains, safety boards, punch clocks, supervisor's office, etc.
 - PARKING PERMIT - Pick up parking permit from TAMU parking office (Koldus)
 - KEYS - List the Keys signed out to the new associate
 - TOOLS – Which tool kit is needed
 - UNIFORM - Measured and ordered uniform(s) from SSC warehouse
 - VEHICLE - Vehicle Assigned To Technician
 - COMPUTER ACCESS - does the employee need an account to logon to a computer?
 - EMAIL - does the employee need a SSC email account?
 - IPHONE - does employee need a company iphone?
 - SMARTSHEET - does the employee need smartsheet access?
 - AIM - does the employee need aim or fire access? List needs in notes
 - ELECTRONICS - does the employee need other it electronics? List in notes
- Put a date the item was completed and notes in the provided box.
- If item is not applicable, enter a date and the note N/A
- Once all check list items are complete, change phase status to COMPLETE
- *This will replace the new employee account request form on the IMS helpdesk for all new employees. Form will still be used for existing employee account needs.*

Separated Employees

- Notify HR of separation
- HR/Brenda will create the Separation Work Order
- 4 phases –
 - HR
 - Shop
 - Equipment
 - IMS