New Hire Checklist Process

AiM

2020

Need help: call IMS 862-3388 *https://sscaimapp.assetworks.com/fmax*

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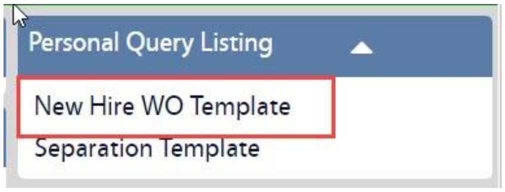
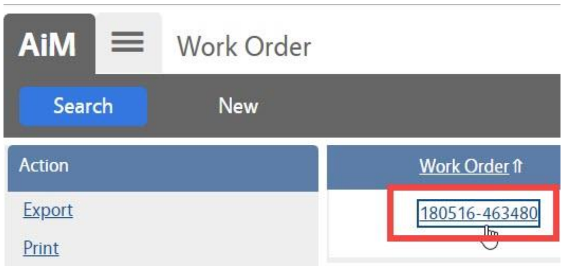
Create the Work Order

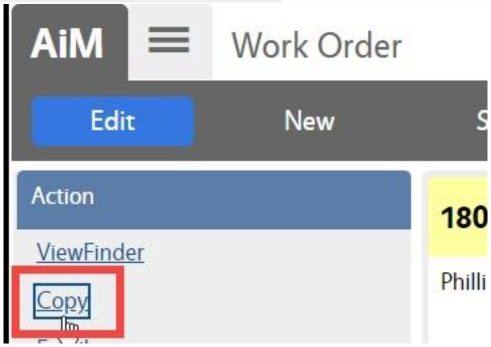
An ADMIN Work Order will be created for each new hire. The Work Order will have 4 phases. 1 for HR, 1 for Supervisors, 1 for Equipment, and 1 for IMS.


Personal Query Listing
New Hire WO Template
Separation Template

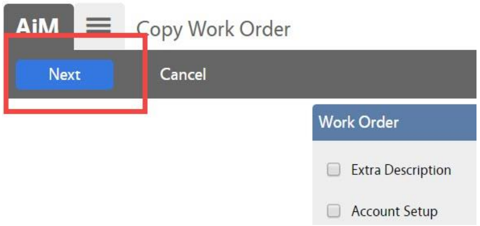
- In the top right hand corner of the AiM WorkDesk, Click New Hire WO Template


AiM
Work Order
Search
New
Action
Export
Print
Work Order
180516-463480

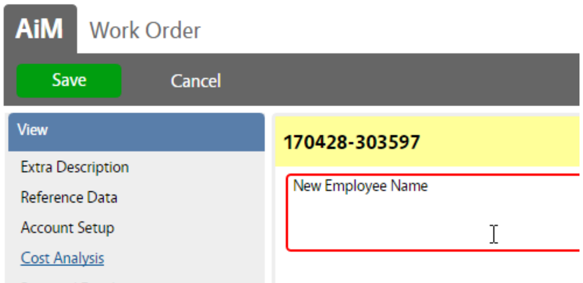
- Click on the Work Order number


AiM
Work Order
Edit
New
Action
ViewFinder
Copy
180
Philli

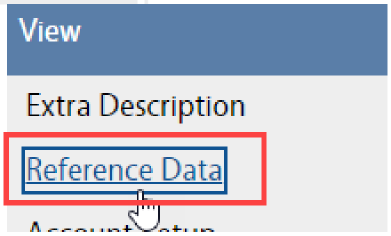
- Click Copy


AiM
Copy Work Order
Next
Cancel
Work Order
Extra Description
Account Setup

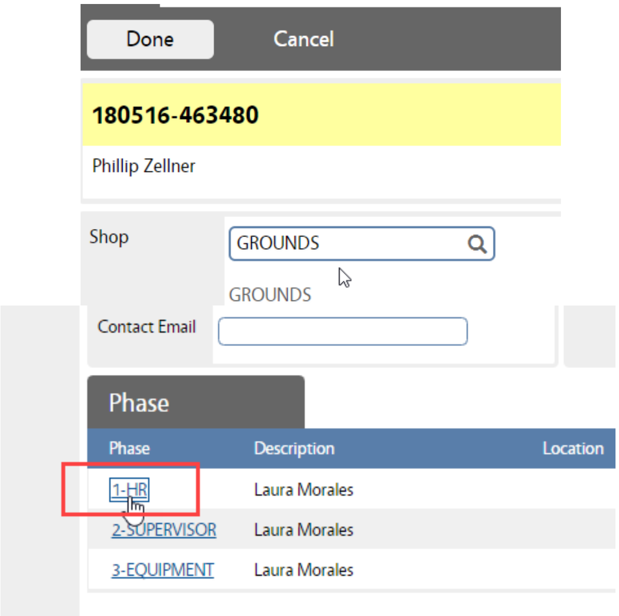
- Click Next


AiM
Work Order
Save
Cancel
View
Extra Description
Reference Data
Account Setup
Cost Analysis
Received Email
170428-303597
New Employee Name

- Change the Name in the Description to the correct individual.


View
Extra Description
Reference Data

- Click Reference Data


Done
Cancel

180516-463480

Phillip Zellner

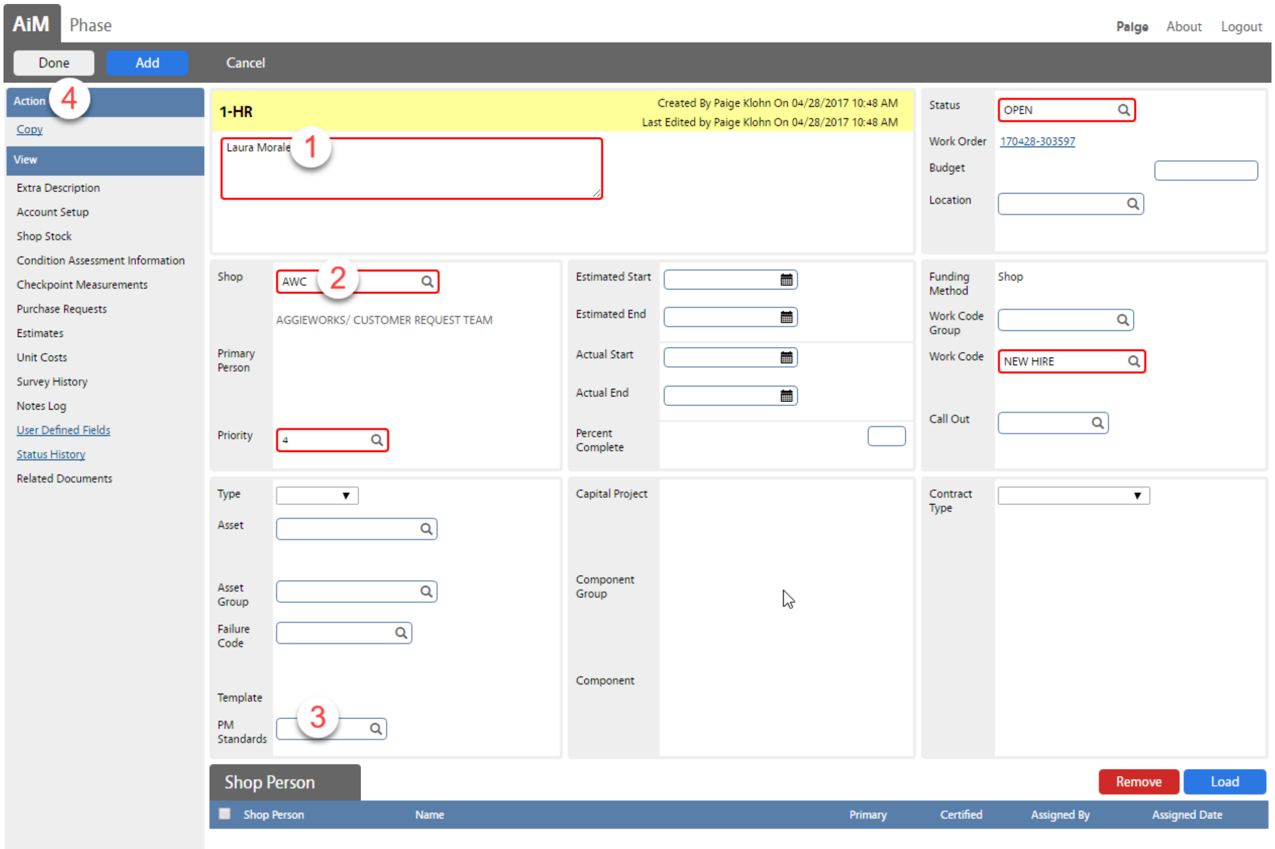
Shop	GROUNDS GROUNDS
Contact Email	

Phase

Phase	Description	Location
1-HR	Laura Morales	
2-SUPERVISOR	Laura Morales	
3-EQUIPMENT	Laura Morales	

- Add the Shop hiring the employee
- Click Done

- Click on Phase 001-HR


AiM
Phase
Paige
About
Logout
Done
Add
Cancel
Action
4
Copy
View
Extra Description
Account Setup
Shop Stock
Condition Assessment Information
Checkpoint Measurements
Purchase Requests
Estimates
Unit Costs
Survey History
Notes Log
User Defined Fields
Status History
Related Documents
1
2
3
Remove
Load

1-HR

Created By Paige Klohn On 04/28/2017 10:48 AM
Last Edited by Paige Klohn On 04/28/2017 10:48 AM

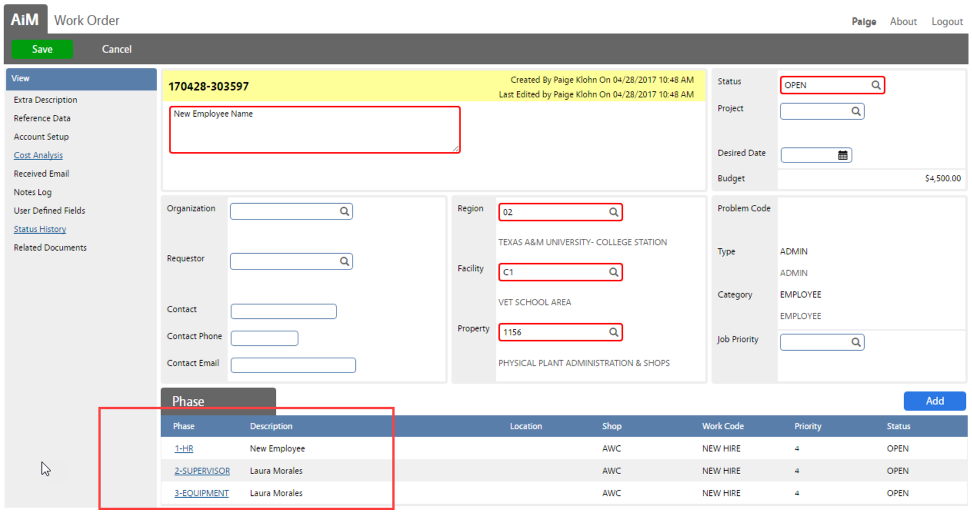
Laura Morale

Status	OPEN
Work Order	170428-303597
Budget	
Location	
Shop	AWC AGGIEWORKS/ CUSTOMER REQUEST TEAM
Primary Person	
Priority	4
Estimated Start	
Estimated End	
Actual Start	
Actual End	
Percent Complete	
Funding Method	Shop
Work Code Group	
Work Code	NEW HIRE
Call Out	
Type	
Asset	
Asset Group	
Failure Code	
Template	
PM Standards	
Capital Project	
Component Group	
Component	
Contract Type	

Shop Person

☐ Shop Person	Name	Primary	Certified	Assigned By	Assigned Date

1. Change the Employee Name
2. Change the Shop to the HR
3. Add NH HR to PM Standard field
4. Click Done


AiM
Work Order
Paige
About
Logout
Save
Cancel
View
Extra Description
Reference Data
Account Setup
Cost Analysis
Received Email
Notes Log
User Defined Fields
Status History
Related Documents
Phase
Add

170428-303597

Created By Paige Klohn On 04/28/2017 10:48 AM
Last Edited by Paige Klohn On 04/28/2017 10:48 AM

New Employee Name

Status: OPEN
Project:
Desired Date:
Budget: $4,500.00
Organization:
Requestor:
Contact:
Contact Phone:
Contact Email:
Region: 02
TEXAS A&M UNIVERSITY- COLLEGE STATION
Facility: C1
VET SCHOOL AREA
Property: 1156
PHYSICAL PLANT ADMINISTRATION & SHOPS
Problem Code:
Type: ADMIN
ADMIN
Category: EMPLOYEE
EMPLOYEE
Job Priority:

Phase	Description	Location	Shop	Work Code	Priority	Status
1-HR	New Employee		AWC	NEW HIRE	4	OPEN
2-SUPERVISOR	Laura Morales		AWC	NEW HIRE	4	OPEN
3-EQUIPMENT	Laura Morales		AWC	NEW HIRE	4	OPEN

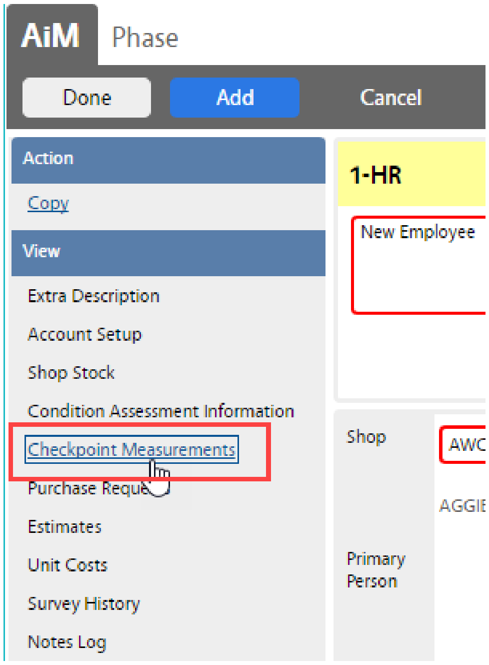
5. Repeat with the other 3 phases.
6. PM Standard to add is
    a. 002-SUPERVISOR – NH SUPERVISOR (Shop – Hiring Shop)
    b. 003-EQUIPMENT – NH EQUIPMENT (Shop – FSW)
    c. 004-IMS – NH IMS (Shop – IMS)
7. Click Save

Complete Checklist

On the Work Order phase,

Click Edit

Click Checkpoint Measurements on the appropriate phase to access the Checklist.


AiM
Phase
Done
Add
Cancel
Action
Copy
View
Extra Description
Account Setup
Shop Stock
Condition Assessment Information
Checkpoint Measurements
Purchase Reque
Estimates
Unit Costs
Survey History
Notes Log

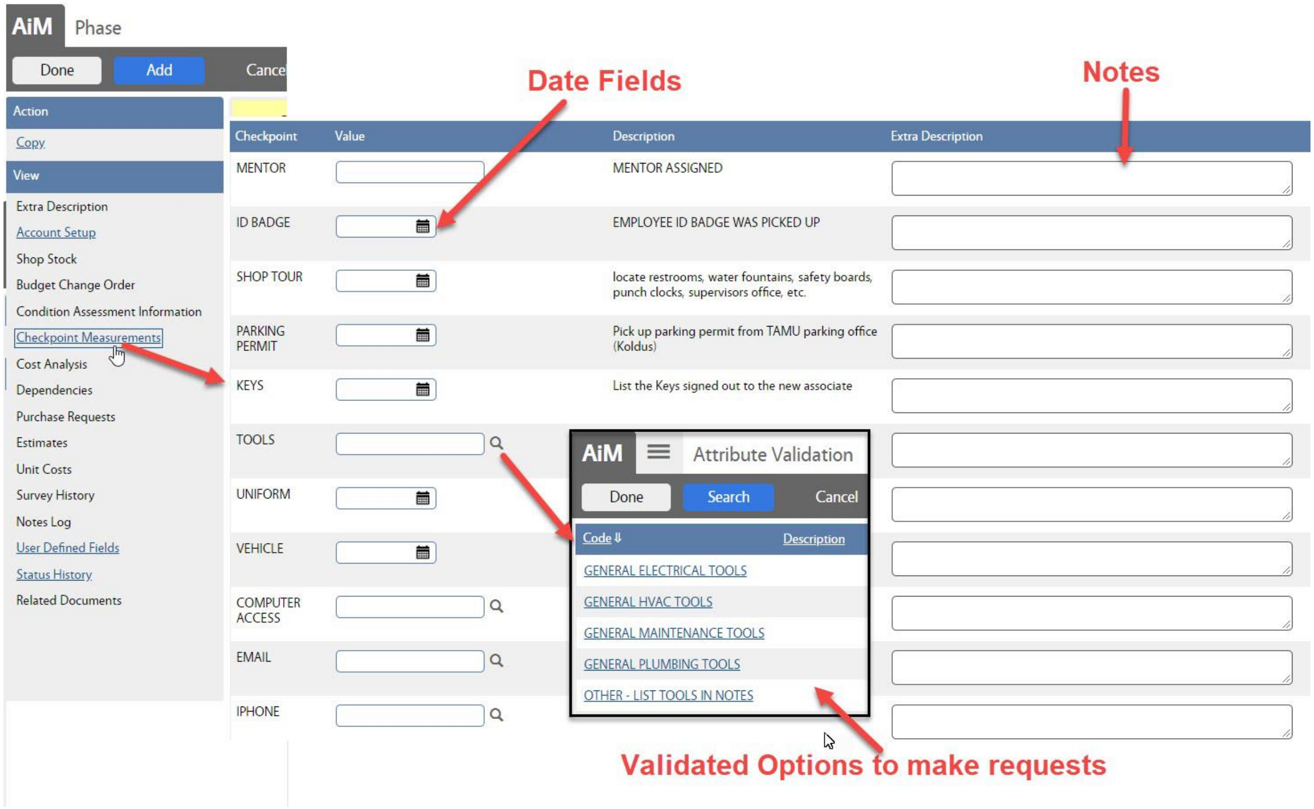
1-HR

New Employee

Shop: AWC

AGGIE

Primary Person:


AiM
Phase
Done
Add
Cancel
Action
Copy
View
Extra Description
Account Setup
Shop Stock
Budget Change Order
Condition Assessment Information
Checkpoint Measurements
Cost Analysis
Dependencies
Purchase Requests
Estimates
Unit Costs
Survey History
Notes Log
User Defined Fields
Status History
Related Documents
Date Fields
Notes
AiM
Attribute Validation
Done
Search
Cancel

Checkpoint	Value	Description	Extra Description
MENTOR		MENTOR ASSIGNED	
ID BADGE		EMPLOYEE ID BADGE WAS PICKED UP	
SHOP TOUR		locate restrooms, water fountains, safety boards, punch clocks, supervisors office, etc.	
PARKING PERMIT		Pick up parking permit from TAMU parking office (Koldus)	
KEYS		List the Keys signed out to the new associate	
TOOLS			
UNIFORM			
VEHICLE			
COMPUTER ACCESS			
EMAIL			
IPHONE			

Code ⇓	Description
GENERAL ELECTRICAL TOOLS	
GENERAL HVAC TOOLS	
GENERAL MAINTENANCE TOOLS	
GENERAL PLUMBING TOOLS	
OTHER - LIST TOOLS IN NOTES	

Validated Options to make requests

Complete each item.
If an item does not apply, enter a date and add a note of Not Applicable.
Click Done to return to the Phase.

Once all items are complete, change the Phase status to COMPLETE.

HR – When all phases are complete, change the Work Order status to CLOSED.