Checklist for Fulltime Employee Onboarding

☐ Resource Name (First & Last Name)

☐ Hiring Manager/Approving Manager

☐ Address (To Ship Assets)

☐ Contact Phone Number

☐ Business Unit (CTC, FGL, CTB, Mark's, etc.)

☐ Cost Center

☐ Manager Phone Number

☐ Building/Office Location

☐ Business Justification

☐ Start Date

☐ Hardware Required? (Standard laptop, Keyboard and mouse combo, etc.)

☐ Telephone services and/or Mobile device required?

☐ Platform and/or User Application access required?

☐ Peripherals (i.e., monitor, other accessories)

☐ Photo ID Badge – specify campus

☐ Add employee to Planview, Distribution Lists, and Team Meetings once account is created