

ORC: _____
OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Review Date: 12/16

Review Responsibility: Director of Information Technology

FCCS PROCEDURE

NO.: 12D.01

SUBJECT: ADDING NEW EMPLOYEES

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Dec 9, 2013

Responsible for Implementation: All Staff

Adding New Employees

Information Technology (IT) provides FCCS employees with a standard technology solution suitable for performing their duties. This typically includes:

- 1) A personal computing device appropriate to the position.
- 2) Desk Telephone
- 3) Access to printing capability
 - a) Multiple shared printers or copiers are provided for all associates
- 4) Access to scanning capability

IT also must be notified in advance of any new employees beginning employment to allow sufficient time to set up the required technology. IT requests a 10 working day notice prior to new employee arrival to assure all technology solutions will be set up properly.

Procedures:

- 1) The worker's supervisor fills out the IT Enrollment form online.
 - a) Checks the New Employee box
 - b) Fills out all the required fields that will be displayed based on the New Employee selection.

- 2) Press submit
- 3) The form will be routed to the IT Service Desk where they will open a service desk ticket and fulfill your request.