Below is the list of items to be tracked for employees, <u>not including fixed assets.</u>

Equipment Code	Name	Responsibility
001	Building Key	School/Building* CRC (Human Resources)
002	Sonitrol Number	Maintenance (activates/deactivates) School/Building (tracks) CRC (Human Resources) (tracks)
003	Picture ID Badge	Human Resources (issues) School/Building* (activates/collects/tracks) CRC (Human Resources) (collects/tracks)
004	Cabinet Key	School/Building
005	Accommodation Equipment	Human Resources
006	Active Directory	LITS
007	Business Plus	Finance
008	IT Enhanced Access	Human Resources/LITS
009	Technology Equipment	LITS
010	Frontline	Human Resources

*(Maintenance & Operations, Athletics/Transportation)

SCHOOL/BUILDING

Onboarding

Photo ID key badge:

1. Human Resources issues key ID badge.
2. Office Manager activates photo key ID badge in access control system.
3. Office Manager enters photo key ID badge information into BusinessPLUS.

Sonitrol

1. School/building office manager emails Maintenance with employee name, ID, start date and access needs
2. Maintenance contacts Sonitrol to activate and forwards PIN to school/building office manager.
3. Office manager enters activation information into BusinessPLUS, provides PIN to employee and trains employee on school/building procedures.

Keys

1. School/building office manager issues key(s) and enters information into BusinessPLUS.

Exiting

Photo ID badge & keys

2. Certificated/classified - School/building office manager collects key(s) and photo ID key badge and enters information into BusinessPLUS, deactives in access control system and destroys badge.
3. Administrative - School/building office manager collects key(s) and enters information into BusinessPLUS; collects badge and returns to Human Resources. HR enters information into BusinessPLUS and sends to Maintenance.

Sonitrol

4. School/building office manager emails Maintenance with employee name, ID and exit date.
5. Maintenance contacts Sonitrol to deactivate and forwards confirmation number to school/building office manager. Office manager enters deactivation information into BusinessPLUS.

COMMUNITY RESOURCE CENTER (CRC)

Onboarding

Photo ID badge/Sonitrol/Keys/FOB

1. Human Resources issues badge to employee and emails Maintenance with employee name, ID, position, department and badge number for Sonitrol activation and enters badge information into BusinessPLUS.
2. Maintenance contacts Sonitrol to activate and forwards PIN to Facilities & Operations executive assistant.
3. Department representative provides a tour of the CRC to new employee including a stop at the Human Resources Department where key(s) are provided.
4. HR enters key(s), FOB and Sonitrol activation information into BusinessPLUS.

Exiting

6. Employee returns key(s), FOB and badge to supervisor. Supervisor returns equipment to HR/Employee relations assistant.
7. HR enters key(s), FOB & badge information into BusinessPLUS and emails Maintenance with employee name, ID and exit date.
8. Maintenance contacts Sonitrol to deactivate and forwards confirmation number to HR/Employee relations assistant who enters Sonitrol deactivation information into BusinessPLUS.

Supervisors will designate who in their school/building will be responsible for tracking new issue and "returning" equipment records on the BusinessPlus equipment tracking screen. Please let HR know if your staff needs additional training beyond this document or if there are any access issues.

HR Procedures
Welcome packet & equipment tracked by HR

- ☐ Welcome letter   Not tracked – information only
- ☐ New employee checklist   Records - Tracked in IFAS (Emptrac)
  - o W-4   Payroll
  - o I-9   Records - Tracked in IFAS (Emptrac)
  - o Fingerprint card   Welcome Desk - Tracked in IFAS (Emptrac))
  - o Sexual misconduct form   Welcome Desk - Tracked in IFAS (Emptrac))
- ☐ DRS retirement form   Payroll
- ☐ Hep B consent   Records - Tracked in IFAS (Emptrac)
- ☐ Direct Deposit   Payroll
- ☐ Ethnicity reporting form   Records – Tracked in IFAS (Emptrac)
- ☐ Staff immunization letter & form   Records - Tracked in IFAS (Emptrac)
- ☐ MetLife form   Payroll
- ☐ Benefit info packet   Not tracked – information only
- ☐ Help Desk info   Not tracked – information only
- ☐ SafeSchools instructions   Not tracked – information only
- ☐ SmartFind Express/ERO info   Not tracked – information only
- ☐ Employee Handbook   Not tracked – information only

Other info:
- ☐ Building orientation checklist   HR designated employee **(TBD)** – Tracked in IFAS (Emptrac)
- ☐ Acceptable use of technology   Records - Tracked in IFAS (Emptrac) 2015-16 Added to welcome packet
- ☐ ID badges   Welcome Desk – Tracked in IFAS (Equipment Tracking)
                                          When an ID badge is made, it is added to a clipboard list kept in the badge room. Weekly a designated HR employee enters the badge information into IFAS.
- ☐ ID pics for email   HR staff puts in shared folder for Webmaster access
- ☐ WinOcular   Employment (administrators only) – Tracked in IFAS (Equipment tracking)

A Workflow email is sent to HR, Payroll, Business and Information Systems & Technology departments when an employee exits the district for inactivation of systems, equipment and benefits as listed above.