

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

<b>Equipment Code</b>	<b>Name</b>	<b>Responsibility</b>
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/tracks) School/Building* (collects/tracks) CRC (Human Resources) (collects/tracks)
004	Cabinet Key	School/Building
005	Accommodation Equipment	Human Resources
006	Active Directory	Information Systems & Technology
007	Business Plus	Finance
008	IT Enhanced Access	Human Resources/Information Systems & Technology
009	Technology Equipment	Information Systems & Technology
010	Frontline	Human Resources

\*(Maintenance & Operations, Athletics/Transportation)

## **SCHOOL/BUILDING**

### **Onboarding**

**Photo ID badge:**

1. Human Resources issues badge and enters 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. Office manager enters activation information into BusinessPLUS, provides PIN to employee and trains employee on school/building procedures.

**Keys**

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

## **Exiting**

### **Photo ID badge & keys**

4. Certificated/classified - School/building office manager collects key(s) and badge and enters information into BusinessPLUS and destroys badge.
5. 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**

6. School/building office manager emails Maintenance with employee name, ID and exit date.
7. 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**

8. 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.
9. Maintenance contacts Sonitrol to activate and forwards PIN to Facilities & Operations executive assistant.
10. Department representative provides a tour of the CRC to new employee including a stop at the Human Resources Department where key(s) are provided.
11. HR enters key(s), FOB and Sonitrol activation information into BusinessPLUS.

## **Exiting**

12. Employee returns key(s), FOB and badge to supervisor. Supervisor returns equipment to HR/Employee relations assistant.
13. HR enters key(s), FOB & badge information into BusinessPLUS and emails Maintenance with employee name, ID and exit date.
14. 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.