**ITS SUPERVISOR ONBOARDING CHECK LIST**

**Employee Name:** _______________________   **Unit:** __________________  **Hire Date:** _______________

**Instructions:**

Review and complete the action items listed below.

<table>
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<tr>
<th>AREA</th>
<th>YES</th>
<th>NO</th>
<th>NOTES</th>
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</thead>
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### Equipment

1. Provide/purchase workstation (include laptop lock and keep employee’s extra key). See link for desktop standards: [http://its.ucsc.edu/standard-desktop-support/standard-computers.html](http://its.ucsc.edu/standard-desktop-support/standard-computers.html)

2. Put in a ticket to have desktop set up. Chose Request Services, My Computer and New Computer Setup

### Keys, codes and badges:

1. Jackie Davis (for employees on campus) and Laurie Swan/Dan Simpkins (for employees at Scotts Valley Center) will issue /coordinate building access. Request keys, if needed, from Jackie Davis or Laurie Swan.

2. If employee needs a staff ID badge, have him/her email idcards@ucsc.edu to set up an appt once employee ID number is issued. Please contact Jackie Davis (for employees on campus) and Laurie Swan (for employees at Scotts Valley Center) for a recharge form for the badge fee.

3. If employee needs a Kerr access badge, call 459-2058 (Kerr reception) about obtaining badge

### Accounts:

1. Laurie Swan will place a ticket to set up the employee’s CruzID and Google accounts. All other accounts need to be coordinated by administrators or initiated via a separate ticket. Examples would be privileged/admin accounts, shared operational accounts, file systems and Active Directory

### Campus phone:

1. Jackie Davis (for campus employees) and Laurie Swan (for Scotts Valley) will coordinate with Telecom to get phone activated.

### Security and Privacy:

1. Training - Instruct employee to:
   - a) Complete the online Computer Security Awareness training which is required for all new ITS employees within one month of start date. [http://its.ucsc.edu/security/training/its-staff.html](http://its.ucsc.edu/security/training/its-staff.html)
   - b) Take the HIPAA training prior to gaining access to systems containing this data. Please have him or her send certificate of completion to Tamara Santos, tamara@ucsc.edu.

2. Instruct employee to complete the Access to Information Statement: [Access to Information Statement Agreement](http://its.ucsc.edu/policies/access-notice.html)

3. Instruct employee to review the UC Records Access link link. This notice informs them on the process for transferring all business related records upon separation and that they will have the opportunity to remove their personal records. (Though this is also covered at the time of separation, Campus Counsel advises that it be apart of the onboarding instructions as well) [http://its.ucsc.edu/policies/access-notice.html](http://its.ucsc.edu/policies/access-notice.html)

4. If the employee will have access to restricted data, please ensure that he or she does the following:
   - c) Review IT Service Provider Responsibilities for Protecting Electronic Restricted Data: [http://its.ucsc.edu/policies/rdpp-service.html](http://its.ucsc.edu/policies/rdpp-service.html)

### Staff HR:


### Ergonomics:

1. Instruct employee to take the online training and assessment: [http://ehs.ucsc.edu/programs/ergo/#OES](http://ehs.ucsc.edu/programs/ergo/#OES)