

# **SKS116 - Checklist for Entering New Employees**

**Purpose - Create new employees in the SKS systems**

## **Procedure**

### **Office - Accounting, Inside Sales, and Purchasing**

- ☐ Create user in Active Directory Users and Computers
- ☐ Create user in SKS-Connect
- ☐ Create user in SKS-PolyPro
- ☐ Create user in Google Apps
- ☐ Associate a keyfob with the user

### **Office - Outside Sales**

- ☐ Create user in Active Directory Users and Computers
- ☐ Create user in SKS-Connect
- ☐ Create user in SKS-PolyPro
- ☐ Create user in Google Apps
- ☐ Associate a keyfob with the user
- ☐ Assign an iPhone
- ☐ Assign an iPad

### **Office - Web**

- ☐ Create user in Active Directory Users and Computers
- ☐ Create user in SKS-Connect
- ☐ Create user in SKS-PolyPro
- ☐ Create user in Google Apps
- ☐ Create user in GitHub
- ☐ Associate a keyfob with the user
- ☐ Create local development environment
- ☐ Create SSH private/public key pair

### **Office - Information Technology**

- ☐ Create user in Active Directory Users and Computers
- ☐ Create user in SKS-Connect
- ☐ Create user in SKS-PolyPro
- ☐ Create user in Google Apps
- ☐ Associate a keyfob with the user

### **Warehouse - Receiving, Kitroom, Shipping, and Common Carrier**

- ☐ Create user in Active Directory Users and Computers
- ☐ Create user in SKS-Connect
- ☐ Create user in SKS-PolyPro
- ☐ Create user in Google Apps (Ask the manager if the user will require an email)
- ☐ Associate a keyfob with the user