

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 and 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
- ☐ Create local development environment
- ☐ Create SSH private/public key pair

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