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| --- | --- |
| **Employee Name:** |  |

| **Activity** | **Initial/Date** |
| --- | --- |
| Sequence Website Information:   * Provide employee with location link, login, and navigation * Discuss Site Menu categories and where to find specific information |  |
| Sequence Email Information:   * Provide employee with location link, login options (from link or website), and navigation (if needed)   **NOTE:** Employee should login at a minimum daily to check for new company emails information/communications. |  |
| Sequence OpenAir Information:   * Provide employee with location link, login options (from link or website), and navigation (if needed). Train on SOP-020. * Discussion of process and due dates (completion and approval) as needed |  |
| Sequence ADP/Payroll Information   * Provide employee with location link, login options (from link or website), and navigation (if needed) * Discussion of process |  |
| Sequence LMS Training   * Train on SOP-016 * Train on Sequence core SOPs/Policies/PPPs (refer to the Employee Training Matrix) |  |
| General GxP/CFR Training   * Train on GxP/CFR PowerPoint presentation (from link) * Read 21 CFR Part 11 (hard copy or link to be provided) |  |
| LinkedIn Profile Updated and/or created   * Provide employee with standardized Sequence wording samples which may be used to update their LinkedIn profiles |  |