

	<b>EMPLOYEE CHECK LIST</b>	Document No.
		FM-HR-ECL-INT-1711-00385

☒ New Hiring
 ☐ Mutation
 ☐ Termination
 ☐ Facility Change

<b>Name</b>	Muhammad Taufiq Hidayat		
<b>Positon</b>	Developer Sr - ERP	<b>Department</b>	ERP Development
<b>Employment Date</b>	20-Nov-17	<b>Termination Date</b>	
<b>Work Location</b>	Nissi Bintaro Campus		

Employee System Account	Prepared By	Checked (Hiring)	Information	Checked (Mutation)	Deleted (Termination)	Remark
Hiring Kit (Company Policy, Job Desc, Stationary)	HR					
SF (HR & ERP)	HR		UN : taufiq.hidayat Pwd : DataOn1234!			
SF Saas Project change password	Project Manager					
InSys	HR/ Project Secretary		UN : taufiq.hidayat Pwd : dataon			
CRM	Project Secretary		UN : Pwd :			
Support Site	Project Secretary		UN : taufiq.hidayat@dataon.com Pwd : Pass1234!			
SF Cola HR/ ERP	Tech Development Mgr		UN : taufiq.hidayat Pwd : Password123!			
INILearn	Training Staff		UN : taufiq.hidayat Pwd : DataOn1234!			
IP Address	IT Support					
Active Directory	IT Support		UN : dataon\taufiq.hidayat Pwd : DataOn1234!			
Shared Folder	IT Support		INI171087_Taufiq Hidayat			
Email	IT Support		UN : taufiq.hidayat@dataon.com Pwd : Pass1234!			
Laptop/PC Data Clearance	IT Support					
IP Phone Clearance	IT Support					
Remote Access	IT Support					
Name Card (if applicable)	Purchasing Staff					
Parking Card (if applicable)	Office Boy					
Insurance Card (if applicable)						
Name Tag (if applicable)						

Facility List			Facility Change		Checked	
Item	Specification	Asset Code	Specification	Asset Code	Company	Personal
PC/ Laptop						
Monitor						
Processor						
Hard Disk						
RAM						
Serial Number						
Mouse dan Keyboard						
Data Clearance						
Mac Address						
Purchase Date						

**Having read the job description, I now fully understand it and am committed to accomplish my jobs at my best.**

Hiring:

Prepared By:	Acknowledge By:	Acknowledge By:
Date:	Date:	Date:
HR	IT Support	Employee

Mutation:

Prepared By:	Acknowledge By:	Acknowledge By:
Date:	Date:	Date:
HR	IT Support	Employee

Facility Change:

Prepared By:	Acknowledge By:	Acknowledge By:
Date:	Date:	Date:
HR	IT Support	Employee

Termination:

Prepared By:	Acknowledge By:	Acknowledge By:
Date:	Date:	Date:
HR	IT Support	Employee