

**CHECK-IN LIST**  
**INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

NAME	CLASSIFICATION	SUPERVISOR
EFFECTIVE DATE	EMPLOYEE #	

This form is to be used for processing new personnel. Employees must contact the following areas where staff will assist in completing the particular actions and sign in the area of their responsibility. If the contact personnel are not available, the next level of management should be consulted. The completed form should be returned to the Departmental Personnel Office.

INITIALS

1. DEPARTMENTAL PERSONNEL OFFICE

(1) \_\_\_\_\_

- Distribute Orientation Materials
- Assign work station
- Assign Peoplesoft account

2. BUILDING SECURITY - **Building Manager, 305-596-8016**

(2) \_\_\_\_\_

- Assign ID badge

3. GROUP ASSIGNMENTS - **Immediate Supervisor**

*(Only initial the items being assigned to the employee; If the employee is not receiving a below item, please put N/A)*

- Ensure Bluebook enrollment \_\_\_\_\_
- Create CRS user ID \_\_\_\_\_
- Request network access \_\_\_\_\_
- Request e-mail account \_\_\_\_\_
- Request laptop as required \_\_\_\_\_
- Request cell phone as required \_\_\_\_\_

4. TELEPHONE SERVICES – **Telecommunications Manager, 305-596-8469**

(4) \_\_\_\_\_

- Assign office phone number
- Assign long distance telephone access

5. IDENTITY/ACCESS SECURITY - **Information Security Officer**

(5) \_\_\_\_\_

*Please go to the following link to create the request for the below items: <http://nsd.miamidade.gov/>*

- Assign Active Directory ID

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Immediate Supervisor Signature                      Date