Onboarding Checklist for Supervisors

As a leader at Enable Midstream, you play an important role in welcoming new employees to Enable Midstream and ensuring they receive the necessary tools required for a successful start.

Within 24 hours of receiving your new employee's ID # via email from Employee Central (EC), you can request their equipment, technology access, and badge as outlined below through the My Identity Manager App.

The required forms from the checklist below are available on the HUB within the HR Onboarding & Offboarding page or by clicking this link : Onboarding Forms

Onboarding Checklist: Prior to Start Date

Technology and Facility Access:

- ○ **Network Access, Computer and Phone:** Request is handled through My Identity Manager
  - Review "How to Request Access in My Identity Manager" instructions to get started. This is one of the documents found in the "Onboarding Forms" section via the above link.
  - Complete "Request User Access through My Identity Manager" also found via the above link.
- ○ **Shared Drive Access:** For shared team network drives, you must submit an IT Help Desk ticket at helpdesk@enablemidstream.com and include the desired pathway (pathway example). An End User Service Technician will respond to your request.
  - **For additional assistance, contact the IT Helpdesk.**
- ○ **Security Badge Request**: We no longer require badge forms from managers. Access will be based on the new hire's role. If they require additional access, email security@enablemidstream.com *For employees not located at the OKC LSQ/BOK office, badges will be mailed by the second week of employment.

Schedule and Job Duties:

- ○ ***Call Employee: (once start date has been confirmed): Discuss reporting time, place, parking, dress code and any other pertinent information.***
  - FLSA Exempt Employees Only – exempt employees who begin work on week 2 of a pay period shall be limited to working a regular 8 x 5 schedule for the first week. With supervisory approval, exempt employees may begin working a Flexible Work Option (FWO) on the Monday before payday.
  - To set up your new employee's schedule in Time and Attendance, see the HR Now Timekeeping QRG - Manager
- ○ Add regularly scheduled meetings (e.g. staff and department) to employee's calendar.
- ○ Prepare employee's schedule for their first day and first week: Supervisor Guide for New Employees – First Day through 6 Months

Socialization:

- ○ Email department/team/functional area and copy employee announcing the new hire. Include start date, employee's role and bio. Onboarding Tools-Employee Announcement
- ○ Schedule introductions and/or meetings for the employee's first few weeks.
- ○ Schedule team lunch and/or lunch with supervisor for the first day and/or for first week.
- ○ Provide a tour of office/worksite location.

Work Environment:

- ○ Assemble a welcome packet to include, but not limited to: New Employee Checklist. Please include their employee ID, office phone and email address, as well as departmental contact information.
- ○ Clean the work area and set up office space with customary supplies.

New Hire Orientation:

- ○ You will receive a calendar invitation for your new employee's orientation which is held at the OKC-BOK office on Tuesday mornings for approximately 90 minutes. If the employee is located elsewhere, they will attend virtually through TEAMS. Ensure your new employee attends this session.
- ○ EH&S hosts a quarterly safety orientation. Your new employee will receive an invitation via email from EH&S directly.

People Managers Only - Technology Access for Delegation of Authority (DOA):

- ○ Review Delegation of Authority (DOA): For new hires with a title to *O&M Leader and above* confirm their position's job title is listed on the Delegated Authorities Table. If not, contact Cost Accounting for assistance establishing the necessary authority for the role.

  a. Open the Hub
  b. Click Workspaces
  c. Click Policies Library
  d. In the "Most Viewed Documents" search bar type "DOA" which will bring up "Delegation of Authority (DOA) Delegated Authorities Table"
  e. Open the table
  f. Find the hiring area and look for the title of the hire.

If the employee has DOA authority for:

- Capital and Expense Authorization for Expenditure - use My Identity Manager to request required access to AFE Navigator
    a. Log into the Hub
    b. Click on Apps
    c. Click on My Identity Manager
    d. Click on Request Access
    e. Select "Add"
    f. Select search by "Application or Service"
    g. Use the dropdown to find "AFENavigator" in the application or service field.
    h. Use the dropdown to find the correct role:
        - ***"AFE Navigator – ALL Users":*** all users need this role even if they need another role. Other roles will need to be added separately.
        - ***"AFE Navigator – Business Admin Role"***: this role is only for AFENav Business Admins.
        - ***"AFE Navigator – IT Administrator Role*** ": this role is only for the IT department.
        - ***"AFE Navigator – IT Security Role":*** this role is only for the IT Security department.
        - ***"AFE Navigator – Originator Role"*** – This role is for individuals that need to be able to create AFE's.
        - ***"AFE Navigator – Originator Super User Role"*** – This role is for "Super User Originators with elevated privileges

Refer to the "Supervisor Guide for new Employees: First Day - 6 Months" to assist you with action items and suggestions to enhance the employee experience with Enable.

Thank you for all you do as a hiring manager. Your role is vital to our employee engagement efforts!