



City of Berkley Onboarding Checklist for Departments

Complete this checklist and send it to Tech Services, Finance, and Human Resources **PRIOR** to the new hire start date.

| | | |
|--|------------------------------------|---|
| New Hire: | Department: | Start Date: |
| Employment Type: | Full Time Permanent Part Time | Seasonal |
| Home GL Number (account employee salary is paid from): | | |
| Status Change Form Sent | Work Space Created | Dept is responsible for setting this up and contacting Facilities |

Tech Services & Finance Requests:

| | |
|------------------|--|
| Business Cards: | Yes No |
| Name Plate: | Yes No |
| Computer Access: | Yes No |
| Type: | Desktop Laptop TBD |
| Credit Card: | Yes No |
| Desk Phone: | Yes No |
| Extension: | New Extension Existing Extension _ _ _ _ |
| Cell Phone: | Yes No |
| Email Address: | Yes No |
| BS&A Modules: | BS&A Online (for reporting time) Payroll Accounts Payable General Ledger Timesheets (for approving time) |

Email Groups & any other required system/software/hardware/module access: