**ITT PROCEDURE: ON AND OFF BOARDING OF EMPLOYEES**

# **Purpose:**

The City of Santa Fe’s Information Technology and Telecommunication (ITT) Division, in collaboration with the Human Resources Department, has worked to develop a On and Off Boarding procedure. It is the intent of this document to outline the procedure for the City of Santa Fe to adhere to when on and off boarding employees.

# **Procedure:**

Below is the process departments shall use in regards to accounts and equipment for employees. It is the responsibility of the departments to ensure this process is adhered to.

## **On Boarding:**

It is the responsibility of the department requesting equipment to ensure the form is submitted accordingly. If the form is not submitted, the department risks equipment and accounts not being available/created when employee begins. Late or non-submission of the form will result in a delay in equipment/accounts as ITT **WILL NOT** push a late submitted request ahead of on time submissions.

### **Process**

* Prior to submitting recruitment posting request Departments will submit an equipment requisition to ITT
  + Human Resources will not accept or approve the posting without confirmation this has been submitted
* ITT will begin equipment requisition while the department interviews and selects applicant
* Departments will submit a Access Request Form to the Help Desk Email ( [workorders@santafenm.gov](mailto:workorders@santafenm.gov))
* Human Resources will CC ITT on the Welcome Letter so IT can begin account creation
  + Human Resources will CC Administrative Manager at ITT
* ITT will begin creating accounts during the period between Welcome Letter being sent and New Employee beginning

## **Off Boarding:**

It is the sole responsibility of the each department to ensure all equipment issued to employees is returned in working condition upon employee separation. If equipment is not returned the cost of equipment will be deducted from the department’s budget.

### **Process:**

* Departments will submit De-Activation form to ITT
* ITT will return signed receipt of form to Department
* ITT will catalog the date of deactivation
* Departments will submit de-activation form to ITT with Personnel Action to Human Resources
* Human Resources will verify with departments that deactivation form has been submitted to ITT
* ITT will deactivate accounts after close of business on the employees last day with the City