Local Administrator Checklist: Complete the following administrative processes to ensure a smooth transition to CBE for all new starters.

If you have not been notified of the employee’s ID number (after they have returned a signed contract), please contact hr.cbe@anu.edu.au

**PRIOR TO ARRIVAL (Allow 5 working days)**

**IT Systems and Communications**

Employee ID Number: U__________________

- Request new CBE IT account, email, hardware and access to IT resources via https://www.cbe.anu.edu.au/staff/staff/it-resources/account-request/

**Facilities**

Allocate a room. Building: ____________________________

Room No:_________

- For building access, contact facilities at: infrastructure.cbe@anu.edu.au
  (Facilities will email ANU Security)

Set up Room: Computer, Desk, Filing Cabinet, Chair, Bookshelves, Arrange stationery supplies, Door name tag

- Allocate a phone. Phone No: _____________

- Arrange for keys to office/rooms

- Allocate a mailbox/pigeon hole

**ON ARRIVAL**

Attend Security for University Identification Tag and visit the Parking Office. (An email from CBE Facilities is required)

Orientation of work area, including facilities, photocopier, tea/lunch room, toilets/showers, emergency exits, etc

Library Access: Take employee to the Library with ANU ID Access Card (if required)

- Explain ANU Security, including UniSafe and the safety bus service

- Campus Map: Discuss campus facilities: food outlets, banks, post office, cultural facilities, etc

- Obtain certified copy of Working with Vulnerable People Card and send to CBE HR (if applicable)

**FIRST WEEK**

Update all phone and contact lists

- Provide employee with College structure information: organisational charts, key staff, contacts and phone lists

Notify reception in your area of employee’s details

- Show employee CBE Intranet and Induction pages

Explain telephone system and assist with voicemail set up

- Details added to the ANU staff directory

How to use HORUS – payslip, leave applications. Employee’s emergency contact details and numbers in HORUS

- Complete forms for access to CRS, HRMS, Student21, ESP, Wattle and other IT systems (As required)

Establish email account and explain email system - add a signature block

- Show work directories and drives

Update Staff contact and personnel on Web/Intranet

- Explain researchers page to academic new starters

Advertise new starter of meetings they are required to attend

Administrative Processes Completed By:

Signed: ................................................................. Date: ........................................

Supervisors are required to complete: CBE NEW STARTER INDUCTION CHECKLIST and forward both checklists to CBE HR for the employees file.