

Commencement Checklist

This form is designed to assist in the commencement procedure - to ensure that the required processes are followed and that all company property and equipment is issued correctly. Please have this checklist completed as much as possible prior to the candidate's commencement date.

Employee Name: _____

Start Date: _____

Signed letter of offer to HR	_____	HR
Employee file set up	_____	HR
Proximity Card	_____	Admin
Business Cards	_____	PA
Parking (Ballot/Car Space No.)	_____	Admin
Voice Mail (PIN - Set to 0000)	_____	Admin
Diners Card Application	_____	Manager
Laptop and computer equipment	_____	Manager
Mobile Phone	_____	Manager
Mobile Phone Account	_____	Manager
Car	_____	Finance Director
Car Keys	_____	Finance Director
BP Fuel Card	_____	Finance Director
Facsimile	_____	Manager
Office Keys (eg. desk, drawers, filing cabinets etc.)	_____	Manager
IT Access	_____	Help Desk

Checklist completed and returned to HR

Employee signature: _____

Date: _____

Payroll signature: _____

Date: _____