

New Technician Procedure

By the Manager	
In advance	
	For any school or university funded academic posts liaise with the HoS and HoSC to fill in the 'Recruitment Tracker Maths & Physics'. For any research funded post, fill a Request to Fill (RTF) and email to the School Administrator
	Once appointed contact School Administrator to inform them of the new staff member's name and start date and to discuss requirements for: Office space/keys, Furniture, IT equipment and Telephony. Please note – if you do not do so in advance, it will be assumed that you do not require any additional space, desks or resources.
	Prepare relevant induction meetings and circulate agreed schedule, to include optional lunch with colleagues on first day
	Send a letter or email to the new staff member detailing their start date, time and induction programme.
	Arrange for office space to be made ready and collect key (if needed) from the School Office a few days ahead of time
	Arrange for a Health and Safety induction within the first week with the Technical & Administrative Supervisor
	Complete new ITS account form and organize new staff IT induction
	Request new user access to finance system Unit 4. To do this you must complete the New User Set-Up (Non Finance) form and email it to the Finance Service Desk at rt-finance-servicedesk@sussex.ac.uk . http://www.sussex.ac.uk/finance/how/using-the-finance-system
On first day	
	Greet them on their first day or arrange for someone else to
	Take to new office and provide key; discuss any office requirements
	Provide details of work address and work telephone number
	Introduce to School Office location and staff
	Take to technicians to get access on SALTO
	Take to Print Unit, York House to collect staff ID and get printed SALTO card. If you already have a SALTO card from the technicians you can get this printed onto, alternatively you can get a fresh card printed and take it to the technicians for programming next.
	Take to Shawcross Building to collect IT login
	Set up printer with SALTO card and IT login
	Provide MPS staff handbook link with useful information: www.sussex.ac.uk/mps/internal/staff/newstaff
	Direct to www.sussex.ac.uk/mps/internal/staff for information on appraisals, family-friendly policies and more
	Discuss opportunities for training, including the University Staff Development Unit
	Explain that payslips are online @ MyView
	Discuss the driving for work policy: If you drive for work purposes (this includes driving to conferences, meetings, away days, training courses, visiting students on placements etc.) but not normal home to work commuting, you will need to have your driving licence/counterpart, car insurance (business travel cover required) and MOT certificate checked annually. Please see the university policy at: www.sussex.ac.uk/webteam/gateway/file.php?name=driving-at-work-policy2012.pdf&site=332 <i>To get your documents checked (please bring originals and a photocopy of the above - required for files), to School Administrator. Without these checks, which won't take long, you are not approved to drive for work purposes and cannot claim a mileage allowance.</i>
	Ensure the new staff member undertakes mandatory online training modules covering Unconscious Bias, and Equality and Diversity: www.sussex.ac.uk/organisational-development/online
	Ensure new staff member has clear understanding of job role and who to go to if experiencing any difficulties
	Arrange for the staff member to attend the next 'Welcome Session' arranged by Organisational Development: www.sussex.ac.uk/organisational-development/new-staff

By the School Administrator**In advance**

Email Line Manager procedure and request info, template below

Find desk

Find keys for room (if needed)

Order equipment (if needed)

Order furniture (if needed)

Remind CA about doorsign (if needed)

Let telecoms know

Remind CA and Information Coordinator about photography session

Remind CA to update photo board when photo is available

Update spreadsheet contact list

Update room phone etc. on yellow screens

Add to email group on yellow screens

Add as an associate on yellow screen for the correct dept.

Remind Information Coordinator to maintain website 'roles'

Advise porters of new arrival for post purposes

By the HoSC**In advance**

Arrange for staff badge

By the Information Coordinator/Clerical Assistant**In advance**

Door sign (if needed)

Organise portrait photography session

After start

Update photo board when photo is available

By the New Starter**On first day**

Take your paperwork to Human Resources (Sussex House, room 338). You will need:
 Staff Record Form (if not returned in advance)
 P45 or P46, if you do not have a P45
 Completed Immigration, Asylum and Nationality form
 Passport and/or other forms of identification as specified in your appointment letter.

Meet your colleagues

Login to Sussex Direct direct.sussex.ac.uk/login.php to check your personal information and to order a car parking permit, if requiredRead the MPS staff handbook to find information on building opening hours, parking, travel and more:
www.sussex.ac.uk/mps/internal/staff/newstaffFamiliarise yourself with the Campus Map: www.sussex.ac.uk/about/directions/Request access to the finance system: www.sussex.ac.uk/finance/how/using-the-finance-systemVisit the ITS help pages to find help, advice, how-to and video guides on using Sussex IT systems
www.sussex.ac.uk/its/staffVisit www.sussex.ac.uk/staffdevelopment/induction for further information on making the most of your time at Sussex.

Template email to line manager

Dear

Re:

I am attaching to this email the induction checklist for new technical staff. This outlines the responsibilities of yourself as Line Manager, as well as my role as School Administrator and the first day actions for the new staff member themselves. Please read the attached to ensure you are ready for the new staff member or able to delegate actions if needed.

Please can you let me know the following:

- Which office do you plan on them using. If you have a specific one in mind please let me know.
- Do you need me to purchase any new office equipment (IT or otherwise)?
- Do you need me to purchase any new furniture?
- If this post is a direct replacement, can you let me know who has left so I can check my records are up to date.

I will do the following:

- Order IT equipment (if needed)
- Order furniture (if needed)
- Inform reception and porter of the new staff member
- Organise a photo and have this photo added to the photo board
- Update the MPS contact list and central database

Please can you:

- Request their ITS log-in in advance, so they don't have to visit multiples time. As manager you can request it for them via the Helpdesk by going to <http://www.sussex.ac.uk/its/help/> press the red button > request a service > IT account for new staff . ITS will email you when it is ready and the new staff member can collect it. You cannot do this until HR add them to the database and we have a staff ID number. Feel free to email me when you are ready for this stage and I can check the database.
- Organise their unit 4 access when they arrive. To apply for access to the Finance System, fully complete the [New User Set-Up Form - Non Finance \[DOCX 43.82KB\]](#) and email it to the Finance Service Desk at financeservicedesk@sussex.ac.uk

Many thanks,

Template email to team

Dear All (CC to porters for info)

***** will be starting in MPS as ***** on *****.

I am outlining various team actions below, some of them are for now but some for later. If you cannot complete your action before ***** arrives please can you add a reminder in your diary or something similar?

Clerical Assistant / Information Coordinator – can you arrange a photography session. Liaise with Technical Manager if it is to be in their first week as they are arranging the induction.

Clerical Assistant – once the photograph has arrived can you add to the photo board.

Information Coordinator – can you make sure that you add them to the right sections on the website, once they have arrived.

Head of School Coordinator – can you order a staff badge.

Many thanks,