

**ASSET AND ACCESS CONTROL CHECKLISTS**

The attached checklists shall be utilized in an effort to maintain adequate controls that ensure District assets are accessed and used appropriately.

Exhibit A, New Employee Checklist

Exhibit B, Employee Exit Checklist

Exhibit C, Asset and Access Device Assignment Log




**Contra Costa Community College District**

**NEW EMPLOYEE CHECKLIST**

Upon the conclusion of recruiting, interviewing and selection, the employee is to be referred to the Human Resources Assistant to receive his/her new hire packet. The new employee check-in process is to be initiated before the employee receives his/her date to report to work. Upon completion, the Human Resources Assistant will forward this checklist to the appropriate manager for completion. **Note:** All appropriate information MUST be discussed with each employee.

<b>Employee Name/Employee ID:</b>		<b>Report Date/Date Entered in System:</b>	
<b>Job Classification:</b>		<b>CCCCD Site and Unit:</b>	
<b>Part A: To be completed by the campus Human Resources Assistant:</b>			
<b>Item or Action</b>	<b>Done</b>	<b>Item or Action</b>	<b>Done</b>
Completion of Hiring Forms		Performance Appraisal Schedule	
Parking Permit		Fiscal Year Calendar	
Explanation of Pay		Union Membership	
Explanation of Benefits		Union Contract	
Education Stipend		Personnel File and Records	
Probationary Period		Business Office Functions	
<i>I have received a copy of the appropriate materials listed above and/or have had explained to me the information outlined. I understand this information concerning my employment with the Contra Costa Community College District.</i>			
<b>Part B: To be completed by hiring supervisor/manager prior to the employee's first day of work and signed by employee upon receipt.</b>			
<b>Item or Action</b>	<b>Done</b>	<b>Item or Action</b>	<b>Done</b>
<b>Telephone Functions Established:</b> <input type="checkbox"/> Phone Number/Voice Mail established		<input type="checkbox"/> <b>Campus Mailbox Established</b>	
<b>Network Access(es) Established:</b> <input type="checkbox"/> Network Log-In established <input type="checkbox"/> District E-mail established <input type="checkbox"/> Added to appropriate E-Mail Distribution Lists: 1) CCC <Department Name> 2) Other _____		<b>Manual(s) Discussed/Provided:</b> <input type="checkbox"/> Business Procedures Manual <input type="checkbox"/> College Procedures Handbook <input type="checkbox"/> Curriculum & Instruction Manual <input type="checkbox"/> Gov Board/Admin Procedures Manual <input type="checkbox"/> HR Procedures Manual <input type="checkbox"/> Payroll Procedures Manual <input type="checkbox"/> Student Services Manual <input type="checkbox"/> Management, Supervisory, and Confidential Employees Personnel Manual	
<b>Link/Address to District Request form:</b> <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx</a>		<input type="checkbox"/> <b>Employee Picture ID Badge/#</b>	
<b>Colleague Access Established:</b> <input type="checkbox"/> Student System (ST) <input type="checkbox"/> Colleague Financials (CF) <input type="checkbox"/> Human Resources (HR) <input type="checkbox"/> Not applicable		<input type="checkbox"/> <b>Procurement Cards/Number</b>	
<b>Access Devices Requested/Distributed</b> <sup>1</sup> <input type="checkbox"/> Building Access Device(s)/# <input type="checkbox"/> Office Access Devices (s)/# <input type="checkbox"/> Office File Cabinet Key(s)/# <input type="checkbox"/> Assets and/or Equipment Access Device(s) (Use of Access and Access Device Assignment Log is required)		<input type="checkbox"/> <b>Company Issued Equipment:</b> Complete the Property/Equipment Checkout Log on the reverse side. For example laptop, cell phone, tools, camera, library/media materials, etc.	
<b>Signature of Employee:</b>	<b>Signature of District or College HR Assistant</b>	<b>Date</b>	
<b>Signature of Manager:</b>	<b>Date:</b>		

 <b>Contra Costa Community College District</b>	<h2 style="margin: 0;">EMPLOYEE EXIT CHECKLIST</h2>
Employee Name (print):	Employee ID #:
Action Reason: <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer <input type="checkbox"/> Other: _____	Last Day of Service:
	Location: <input type="checkbox"/> CCC <input type="checkbox"/> District Office <input type="checkbox"/> DVC <input type="checkbox"/> LMC <input type="checkbox"/> San Ramon <input type="checkbox"/> Brentwood
Employee Type: <input type="checkbox"/> Classified <input type="checkbox"/> Supervisor <input type="checkbox"/> Confidential <input type="checkbox"/> Faculty <input type="checkbox"/> Manager (Academic or Classified)	CCCCD Unit:

**Manager Action:**

Item	Action	Information
Network Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> Indicate expiration date, as applicable.
Colleague Access	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail address for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> Indicate Student System (ST), Colleague Financials (CF) or Human Resources (HR).
E-mail Account (Exchange/ Outlook)	<input type="checkbox"/> Removed <input type="checkbox"/> N/A	E-mail addresses for action: <a href="https://insite.4cd.edu/webapps/InsiteAccountRequestForm/">https://insite.4cd.edu/webapps/InsiteAccountRequestForm/</a> . Also e-mail your local Information Technology Manager.
Access Device(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email Police Services regarding keys to building(s), offices and file cabinets, include Key # <sup>1</sup>
District-issued asset(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Applies to any college issued equipment, such as laptop, cell phone, etc. Review and complete Asset and Access Device Assignment Log.
Expense Reimbursement	<input type="checkbox"/> Prepared <input type="checkbox"/> N/A	Any final request for expenses to be reimbursed by employer.
Staff ID Badge	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Procurement and/or Gas Card(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Parking Permit	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	
Reset Password(s)	<input type="checkbox"/> Retrieved <input type="checkbox"/> N/A	Email IT regarding clearing phone and/or e-mail messages.

**Other items to be noted:**

<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager (print):</b>	
<b>Manager Signature:</b>	<b>Date:</b>

<sup>1</sup> Attach additional sheet, if necessary

**Human Resources Action:**

Item	Action	Information
Final Paycheck Information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Classified/Managers: Last workday of the month of exit. Faculty retirements: January 1 (fall) or June 30 (spring).
Final Absence Report	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	All known absences are communicated to District Payroll as soon as possible via a signed Absence Report.
Vacation Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Included in final paycheck.
Sick Leave	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Can be converted to Credited Service if retiring. If leaving District, provide balance report.
Insurance benefits/COBRA	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	District Benefits Representative will be contacting exiting employee by letter. COBRA letter issued for employees not eligible for District-paid benefits.
Retirement information	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	Retirement letter issued by District Benefits Representative. Provide CalPERS or CalSTRS checklist and/or information.
Unemployment Compensation	<input type="checkbox"/> Discussed <input type="checkbox"/> N/A	

**Other items to be noted:**

**Forwarding Address for final paycheck/paystub and/or W-2 Statement:**

Street Address:
City, State, Zip Code:
Contact Phone number:

<b>Employee Signature:</b>	<b>Date:</b>
<b>College HR Representative (print):</b>	
<b>College HR Representative Signature:</b>	<b>Date:</b>

**Distribution:** College HR

Manager

Employee

**Asset and Access Device Assignment Log**

<b>Employee Name/Employee ID:</b>	<b>District Site:</b>
<b>Job Classification:</b>	<b>CCCCD Unit:</b>

Description of Property	Model # <i>(if applicable)</i>	Serial # <i>(if applicable)</i>	Date Assigned	Employee Signature	Date/Initials of Asset and Access Control Database Entry
		Manager Signature	Date Returned	Employee Signature	Date/Initials of Database Change
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					