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.

Employee Name/Employee ID:		Report Date/Date Entered in System:	
Job Classification:		**CCCCD Site and Unit:**	

Part A: To be completed by the campus Human Resources Assistant:

Item or Action	Done	Item or Action	Done
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 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.

Part B: To be completed by hiring supervisor/manager prior to the employee's first day of work and signed by employee upon receipt.

Item or Action	Done	Item or Action	Done
Telephone Functions Established: ❑ Phone Number/Voice Mail established		❑ **Campus Mailbox Established**	

Network Access(es) Established:
❑   Network Log-In established
❑   District E-mail established
❑   Added to appropriate E-Mail Distribution Lists:
  1)   CCC <Department Name>
  2)   Other _____
 	
Link/Address to District Request form:
https://insite.4cd.edu/webapps/InsiteAccountRequestForm/Default.aspx
		Manual(s) Discussed/Provided:
		❑ Business Procedures Manual
		❑ College Procedures Handbook
		❑ Curriculum & Instruction Manual
		❑ Gov Board/Admin Procedures Manual
		❑ HR Procedures Manual
		❑ Payroll Procedures Manual
		❑ Student Services Manual
		❑ Management, Supervisory, and Confidential Employees Personnel Manual	

		❑ **Employee Picture ID Badge/#**	
Colleague Access Established: ❑ Student System (ST) ❑ Colleague Financials (CF) ❑ Human Resources (HR) ❑ Not applicable		❑ **Procurement Cards/Number**	
		❑ **Company Issued Equipment:** Complete the Property/Equipment Checkout Log on the reverse side. For example laptop, cell phone, tools, camera, library/media materials, etc.	
Access Devices Requested/Distributed [1] ❑ Building Access Device(s)/# ❑ Office Access Devices (s)/# ❑ Office File Cabinet Key(s)/# ❑ Assets and/or Equipment Access Device(s) (Use of Access and Access Device Assignment Log is required)		**Other:**	

Signature of Employee:	Signature of District or College HR Assistant	Date
Signature of Manager:		**Date:**

Contra Costa Community College District	**EMPLOYEE EXIT CHECKLIST**

Employee Name (print):	Employee ID #:

Action Reason:	Last Day of Service:

Action Reason:
- ☐ Resignation
- ☐ Retirement
- ☐ Transfer
- ☐ Other: _____

Location:
☐ CCC   ☐ District Office
☐ DVC   ☐ LMC
☐ San Ramon   ☐ Brentwood

Employee Type:
- ☐ Classified   ☐ Supervisor
- ☐ Confidential   ☐ Faculty
- ☐ Manager (Academic or Classified)

CCCCD Unit:

Manager Action:

Item	Action	Information
Network Access	☐ Removed ☐ N/A	E-mail address for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/ Indicate expiration date, as applicable.
Colleague Access	☐ Removed ☐ N/A	E-mail address for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/ Indicate Student System (ST), Colleague Financials (CF) or Human Resources (HR).
E-mail Account (Exchange/ Outlook)	☐ Removed ☐ N/A	E-mail addresses for action: https://insite.4cd.edu/webapps/InsiteAccountRequestForm/. Also e-mail your local Information Technology Manager.
Access Device(s)	☐ Retrieved ☐ N/A	Email Police Services regarding keys to building(s), offices and file cabinets, include Key # [1]
District-issued asset(s)	☐ Retrieved ☐ 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	☐ Prepared ☐ N/A	Any final request for expenses to be reimbursed by employer.
Staff ID Badge	☐ Retrieved ☐ N/A	
Procurement and/or Gas Card(s)	☐ Retrieved ☐ N/A	
Parking Permit	☐ Retrieved ☐ N/A	
Reset Password(s)	☐ Retrieved ☐ N/A	Email IT regarding clearing phone and/or e-mail messages.

Other items to be noted:

Employee Signature:	Date:
Manager (print):	
Manager Signature:	Date:

[1] Attach additional sheet, if necessary   (over)

Human Resources Action:

Item	Action	Information
Final Paycheck Information	☐ Discussed ☐ N/A	Classified/Managers: Last workday of the month of exit. Faculty retirements: January 1 (fall) or June 30 (spring).
Final Absence Report	☐ Discussed ☐ N/A	All known absences are communicated to District Payroll as soon as possible via a signed Absence Report.
Vacation Leave	☐ Discussed ☐ N/A	Included in final paycheck.
Sick Leave	☐ Discussed ☐ N/A	Can be converted to Credited Service if retiring. If leaving District, provide balance report.
Insurance benefits/COBRA	☐ Discussed ☐ 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	☐ Discussed ☐ N/A	Retirement letter issued by District Benefits Representative. Provide CalPERS or CalSTRS checklist and/or information.
Unemployment Compensation	☐ Discussed ☐ 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:

Employee Signature:	**Date:**
College HR Representative (print):	
College HR Representative Signature:	**Date:**

Distribution: College HR   Manager   Employee

Asset and Access Device Assignment Log

Employee Name/Employee ID:	District Site:
Job Classification:	CCCCD Unit:

Description of Property	Model # *(if applicable)*	Serial # *(if applicable)*	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.					