**New starters procedure**

\*\*note if they are agency staff some sections do not apply

**Laptops and Mobiles**

If a laptop or mobile needs to be ordered, please go to Hornbill on the Intranet page to do this or click on the link below and fill in all relevant details. Always check the SELT stock first before ordering additional equipment.

[https://live.hornbill.com/northumberlandcc/catalog/new-service-request/com.hornbill.servicemanager/1/71/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Flive.hornbill.com%2Fnorthumberlandcc%2Fcatalog%2Fnew-service-request%2Fcom.hornbill.servicemanager%2F1%2F71%2F&data=04%7C01%7CLara.Scott%40northumberland.gov.uk%7C321646e697144adbfdcf08d91b69db87%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637570963723088835%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=xFscaSs6MP2R3yGKwYObbxAEBLpW5Ho0Sru7Sb1Ja8c%3D&reserved=0)

**Email account and E-business**

To create an IT account, please use the link below to fill out the Hornbill IT request and fill in all relevant detail.

If the user requires Oracle (E-business) please click the relevant sections they need access to, they all need Self-service except the Agency workers.

\*\*Agency workers are not to be given access to E-business

All users need to be added to the ‘all Children’s services’ email distribution list even Agency staff.

All details must be accurate so please check all details are correct before submission.

<https://live.hornbill.com/northumberlandcc/catalog/new-service-request/com.hornbill.servicemanager/3/27/>

Note this is for new users only, if a member of staff is already an NCC member and has access to an NCC account you must submit an ‘amend user form’ on Hornbill to amend the user and not create them as a new user or they will have duplicate accounts.

**HR New Starter form**

\*\*Not for Agency staff

Complete a HR starter form for all new staff except Agency. Complete the form using the link below.

<https://form.northumberland.gov.uk/form/auto/finempnew>

All details must be accurate so please check all details are correct before submission. If you are unsure of any information, contact the Line Manager of the new starter for the information.

**Flexi Sheet**

The HR starter form should link through to the Flexi admin to create the user a flexi sheet.

**Learning Together E-Learning**

Please complete the form using the following link and fill in all relevant details for a Learning together account. All new users must have a Learning Together account.

[https://forms.office.com/r/aHadQmtqpH](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fr%2FaHadQmtqpH&data=04%7C01%7CLara.Scott%40northumberland.gov.uk%7C6ab728e495474a5243c508d924ebc4f0%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637581417295461213%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=MfPG%2FCIfWqp3STxfQJxo%2Fj266HTK4aTB%2B%2FRKdyTMH7c%3D&reserved=0)

**Expenses**

\*\*Not for Agency staff

Send the Expenses form and guidance to the new starter and ask them to follow the instructions and complete the Exs form and email to Expenses Admin - [expensesadmin@northumberland.gov.uk](mailto:expensesadmin@northumberland.gov.uk)

The following documents should be sent: 1) TNF form, 2) How to add an address, 3) Attaching a receipt to expenses claim, 4) Updating your insurance and MOT information and 5) DVLA1

**ICS**

Please complete an ICS New starter form using the link below. Note this is for new users only, if a member of staff is already an NCC member and has access to ICS you must email the ICS helpdesk on [ics.helpdesk@northumberland.gov.uk](mailto:ics.helpdesk@northumberland.gov.uk) to amend the user and not add them as a new user.

[New ICS/EHM User Form (office.com)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fpages%2Fresponsepage.aspx%3Fid%3D3qkTu5CC8EKpgNw73-cPQDArXKBq2L9Fut-NsvTNRBpUNzQ3RDFUUjNNSFVaNFFZWExKMVlZQlJCNy4u&data=04%7C01%7CLara.Scott%40northumberland.gov.uk%7Cc3e91c0467374a51a62a08d95023dce5%7Cbb13a9de829042f0a980dc3bdfe70f40%7C0%7C0%7C637628937218320097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=ggeGEbrQDGN2yoNH9iwZpI2Se%2BCGDysPTkyzgRUX4RM%3D&reserved=0)

**ID badge**

Take a picture of the new starter and then click on the link below to fill in the form for an ID badge. Upload the picture of the new starter to the ID form and ensure the correct cost code is selected.

<http://form.northumberland.local/form/auto/facsecuritypass>

**Tri X**

Send the following link to the new starter and recommend they pin it in their Internet home page for easy access.

<http://www.proceduresonline.com/northumberlandcs/index.html>

**Staff starters and leavers spreadsheet**

This must be updated to show new starters and filled in with all information on the new starters tab. Where a laptop and/or mobile has been given to the new starter from the SELT stock, the laptop index tab and mobile index tab must be updated to show the asset ID of the laptop and the mobile phone number assigned against the new starter. If it is a new starter from another department such as ASYE or DCT, inform Lara so she can change over the cost codes if required.

**Employees moving roles rather than new starters**

If there are new starters starting in SELT who are NCC employees already and coming from other areas then most of the above should already be in place, so please check off each step with the new starter. However, the following will need to be done:

**HR Change statement** - in place of a HR new starter form

<https://form.northumberland.gov.uk/form/auto/finemppos>

**Hornbill** – amend user request in place of new user request

<https://live.hornbill.com/northumberlandcc/catalog/new-service-request/com.hornbill.servicemanager/3/47/>

**ICS** – Email ICS Helpdesk to amend a user and change the Line Manager and work trays

[ics.helpdesk@northumberland.gov.uk](mailto:ics.helpdesk@northumberland.gov.uk)

**Flexi Sheet** – Inform the staff member and tell them to change their Line Manager on their Flexi sheet if it needs changed to reflect their new post/team.

**ID Badge** – Submit request to amend access areas if required

<http://form.northumberland.local/form/auto/facsecuritypass>

**Expenses** – Inform the staff member they will need to change their Line Manager on their expense's portal. Email Expenses Admin to action this - [expensesadmin@northumberland.gov.uk](mailto:expensesadmin@northumberland.gov.uk)

**Staff starters and leavers spreadsheet** – This will still need to be updated to show starters and leavers into SELT and to keep track of the assets such as laptops and mobiles.