# New Employee

Procedures to follow when a new employee starts, with supporting documentation

- Before The Person Starts Work
- First Day of Employment
- Technical New Start Details

# Before The Person Starts Work

## New Start Data Collection

Before the person has started their first day at work they must be issued with the following documentation:

1. Offer letter[1] New_Start_Form_2022_XERO.docx
2. New Start Pack[2] Offer Letter_Template.doc
3. Health and Safety Handbook [3]Health & Safetly Handbook_2011.pdf

This includes:

- New Start Details
- Medical Questionnaire
- Administration Documentation for Payroll

## File Locations on Network Harddrive

| 1 | Offer Letter | Z:\Staff Folder\Administration\Starter Pack\2022\Offer Letter_Template.doc |
|---|---|---|
| 2 | New Start Pack | Z:\Staff Folder\Administration\Starter Pack\2022\New_Start_Form_2022_XERO.docx |
| 3 | Health and Safety Handbook | \\192.168.0.10\nethdd\Staff Folder\Administration\Starter Pack\2022\Health & Safetly Handbook_2011.pdf |

# First Day of Employment

- New Start Forms

Collect, Scan and email to Accounts@maticmedia.co.uk

- Fire Safety Walk Around and Documentation

Z:\Staff Folder\Administration\Starter Pack\2022\Procedure in the Event of a Fire_2022.docx

- Introduction To Staff

- Health and Safety Booklet

To be printed and given time to read and then sign.  The employee then retains the booklet.

Z:\Staff Folder\Administration\Starter Pack\2022\Health & Safetly Handbook_2011.pdf

- Email Setup

- Rocket Setup

- Terminal Set Up

- Rocket Training

- Telephone System

- Network Access and Navigation

- Mautic Manual

- Mobile Phone SetUp

# Technical New Start Details

## Email Settings

| | |
|---|---|
| **Email** | matt.parris@maticmedia.co.uk |
| **Alias** | matt.parris@graphicwarehouse.co.uk |
| **Initial Password** | N/A |
| **IMAP Host** | mail.maticmedia.co.uk |
| **SSL** | Yes |
| **Port** | 993 |
| **SMTP Host** | mail.maticmedia.co.uk |
| **SSL** | Yes (or TLS) |
| **Port** | 587 |

## Your General Access Information

| Feature | Link | Username | Password |
|---|---|---|---|
| Email | https://webemail.maticmedia.co.uk | matt.parris | As above |
| Chat | https://chat.maticmedia.co.uk | matt.parris | N/A |
| Zammad (Ticket System) | https://cs.maticmedia.co.uk | matt.parris@maticmedia.co.uk | popcorn |
| Manual | https://manual.maticmedia.co.uk | your email | same as MaticTrack |
| Matic Track | https://matictrack.maticmedia.co.uk | your email | popcorn |

| CRM | https://crm.maticmedia.co.uk | your email | same as MaticTrack |
|-----|------------------------------|------------|--------------------|
| OpenVPN | NA | matt | popmatt@001 |