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 3Health & 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