

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: P 8.0
Procedure Title: College Employee Entry
Relevant Board Policy: N/A
Originating Unit: Vice President College Services
Maintenance Unit: Vice President College Services

I. Purpose: To outline steps to be followed when an employee is hired to a position within the college.

II. Procedure Statement:

All new employees will spend part of their first day at orientation. An **ACES ID** and **Email Address** will automatically be assigned once an employee is hired, service requests should be submitted by the Department Administrative Specialist or Department Supervisor of the new employee for the following:

- a. **Identification Badge:** Contact the District Department of Public Safety to request an Identification Badge. District DPS will make an appointment for the employee to come in and have a picture taken. District DPS will then create the Identification Badge and notify the employee when and where to pick their ID Badge.

- b. **Computer ID, Computer Hardware and Phone:** For Computer ID, Computer Hardware and Phone contact College Information Technology Services Department by submitting a request via <https://footprints.alamo.edu/MRCgi/MRentrancePage.pl>

- c. **Banner Account Access and Training:** For Banner Account Access and Training the employee must submit a request by logging into your ACES account. Click on the Employee Tab and then click on the **Banner Finance Access Request** located in the lower center of the screen under **Enterprise Employee Resources**.

- d. **Key Request Form:** Submit a **Key Request Form** to http://www.alamo.edu/uploadedFiles/District/Employees/Departments/Facilities_Operations_and_Construction_Management/pdf/key-request-form.pdf. Please see PAC procedure F 12.0 Door Key Issue and Control.

Issued: April 9, 2015
Information Technology

Approved: (signed: Ana M. Guzman)
President

Updated: March 7, 2016

Approved (signed: Dr. Mike Flores)
President