

EMAIL

New employee starting? Give us a week's notice

Everything we prepare for a new starter, and the details we need from you.

We set up everything a new team member needs — ideally give us **5 business days'** notice so hardware and licenses arrive on time.

What we prepare

- Email account, sign-in and MFA enrollment
- Laptop/desktop imaged with your standard software
- Access to the systems their role needs (and nothing more)
- Phone/extension if applicable, and a first-day welcome sheet

Open a ticket with:

- Full name and personal email (for first-day credentials)
- Start date, role, and who they report to
- Which existing employee to model access on ("same as Maria in accounting" works great)
- Hardware needs: laptop or desktop, monitors, phone

Departures matter even more: tell us *before* someone's last day so we can disable access at the right moment, preserve their mailbox and files, and hand over anything the team needs.