**Bureau of Geology**

**New Employee Checklist**

1. **Human Resources, Key Control, Registrar, and Payroll**
   1. Human Resources - Sign PAF and get Hiring Paper Work: need 2 forms of ID (Hiring paper work may be able to be sent to the new employee before his/her first day of work. Talk to Connie about this.)
   2. Human Resources will assign a 900 #.
   3. New Employee Orientation - HR will set up a date for orientation
   4. Registrar’s Office - Set up Banner PIN and get Staff ID Card
   5. Payroll – Direct Deposit: Need a Blank Voided Check and ID
2. **Supervisor**
   1. Will assign office room number and computer set up
   2. File system on server explained
   3. Overview of databases applicable
   4. Set up training – lab safety, water sampling, water level measuring, data collection, speaking to public
3. **IT Bureau**
   1. Computer log-in and file permissions
   2. Get email address + file access
   3. Printer connection on computer
   4. Will submit a work order to ITC for a new phone number (Connie or IT Bureau)
4. **Admin Office: Connie**
   1. Provide Connie with a list of rooms that your new employee will need keys for. Connie will prepare a key form. Employee will take the key form to the Key Control office in Fidel Center. Employee must have a 900 number before he/she can pick up keys.
   2. Add to Staff Listing
   3. Office supplies, mailbox, and copy machine instructions
   4. Vehicle use: Must take the Defensive Driving Course & Van Certification before a (NMT) State Vehicle can be driven (Must have a NM Driver’s License in order to take the DDC).
5. **Website**
   1. Ask employee to provide a short biographical sketch, CV (if applicable), and photograph(s).
   2. Once added to Staff Listing and email active, have employee contact Adam regarding website login, staff page, and access to other web applications as appropriate. From office, employee should be able to create login: <https://geoinfo.nmt.edu/login>
6. **Business office training** 
   1. How to do timesheet – use hourly tracking
   2. Get p-card and gas card
   3. How do to Travel forms
7. **Publications Group**
   1. Business Cards

**GIS Computer-Hardware Specs—(01/01/2019):**

* i7 CPU or better (hahaha)
* 16GB RAM or better (maxed out is awesome)
* NVIDIA Video Card 4GB RAM or better or OEM equivalent (Quadro would be a better workstation-graphics card and preferred if the price is acceptable)
* 1TB internal SSD or better (or RAID10 comparable to get the performance gains)

**Peripherals:**

* Standard Monitor
* Mouse
* Keyboard

**Software:**

* ArcDesktop (10.5.1 is the current version on ALL Geologic-Mapping Program computers)
* ArcGIS Pro (2.2.4)
* Global Mapper v18
* Google Earth Pro
* QGIS 3.4 (64-bit)
* Adobe CC (There is not a current version on ALL Geologic-Mapping Program computers, but this needs to be established and maintained)
* Notepad++
* Adobe Pro (for pdf editing)
* Office 2010
* Wacom Drivers Cintiq 21 UX
* Chrome
* Firefox

**Fonts:**

* FGDCGA\_0
* FGDCGeoSym01
* FGDCGeoSym02
* FGDCGeoSym03
* FGDCGeoSym04
* FGDCGeoSym05