



# CITY OF PITTSBURGH

*Department of Personnel & Civil Service Commission*

## ON-BOARDING ASSET CHECKLIST

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Delivered	N/A	Item Delivered to Employee/ Item to be Recorded	Delivered Initials	Date
<b>KEYS</b>				
<input type="checkbox"/>	<input type="checkbox"/>	• Department Doors/ Office / Entrance Fobs and Key Cards		
<input type="checkbox"/>	<input type="checkbox"/>	• Building and Facilities Master		
<input type="checkbox"/>	<input type="checkbox"/>	• Vehicle		
<input type="checkbox"/>	<input type="checkbox"/>	• Other Facility Electronic Key Cards and Fobs		
<b>CITY OFFICIAL IDENTIFICATION</b>				
<input type="checkbox"/>	<input type="checkbox"/>	• City Identification Card		
<input type="checkbox"/>	<input type="checkbox"/>	• City Badges or Official Shields		
<b>CITY MARKED OFFICIAL CLOTHING #</b>				
<input type="checkbox"/>	<input type="checkbox"/>	• Hard hats/ Caps		
<input type="checkbox"/>	<input type="checkbox"/>	• Jackets/ Coats		
<input type="checkbox"/>	<input type="checkbox"/>	• Shirts		
<input type="checkbox"/>	<input type="checkbox"/>	• Pants		
<b>ELECTRONICS/ DEVICES</b>				
<input type="checkbox"/>	<input type="checkbox"/>	• Cellphones/Pagers & Chargers		
<input type="checkbox"/>	<input type="checkbox"/>	• Handheld Radios & Chargers		
<input type="checkbox"/>	<input type="checkbox"/>	• Laptops & Tablets		
<input type="checkbox"/>	<input type="checkbox"/>	• GPS Units/ Garmin's etc.		
<input type="checkbox"/>	<input type="checkbox"/>	• Cameras/ Digital Media Devices		
<input type="checkbox"/>	<input type="checkbox"/>	• Flash Drives		
<input type="checkbox"/>	<input type="checkbox"/>	Innovation and Performance Department has been notified of the new hire transaction and a request for profile login and email has been submitted.		
<input type="checkbox"/>	<input type="checkbox"/>	• <u>Desktop Computer</u> PC ID# _____		
<input type="checkbox"/>	<input type="checkbox"/>	• <u>Workstation Telephone</u> Existing Land Line            Y    N New Land Line to be Requested Y    N		
<input type="checkbox"/>	<input type="checkbox"/>	<u>Additional Equipment to be Requested</u> • _____ • _____ • _____		

<input type="checkbox"/>	<input type="checkbox"/>	<u>Profile Access Should Include:</u> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>			
<b>ADDITIONAL ITEMS</b>					
<input type="checkbox"/>	<input type="checkbox"/>	• Credit Cards			
<input type="checkbox"/>	<input type="checkbox"/>	• Gas Fobs			
<input type="checkbox"/>	<input type="checkbox"/>	• Parking Placards and Permits			

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor/ Disbursement Authority Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P&CSC Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_