

Recruitment and Selection - Managers Guidance

Arranging access to IT systems

If IT access (e.g. a desk or laptop computer, email connectivity and access to networks) is required for the successful candidate, you will have selected this when you placed your advert. IT access is recorded in SAP against the position and this field will have been pre-populated in Recruit when you entered the position number when starting the advertising process. Once a payroll record is created for the successful candidate you will receive an email from the council's IT service desk (noreply@derbyshire.gov.uk) to start the access process.

You should then complete the Employee's IT Access Request Form. Core access should be available to the employee within five working days of the payroll record being created. Core access means that the employee will be able to

- Log onto a DCC networked computer
- Access the internet /dnet
- Use Microsoft Office software including Word, Excel, PowerPoint
- Send and receive emails from a DCC email address
- Manage their employee details and worked time via Workplace
- Access Council documents via Electronic Document Records Management (EDRM) system (for those departments using the system)

If the new starter requires access to other systems e.g. Frameworki, Mosaic, SAP(Finance/OrderPoint/HR), Confirm, TASK Total, you will need to ensure you have requested additional applications.