

Employee on-boarding all in one



To be used only by HR department and only for new employees.

The process creates multiple **JIRA** issues in corresponding projects and sends out emails and notifications to various parties (employee's manager, employee, support team)

New Employee Registration

Name * Type username

Photo If not, a photo can be taken at the security desk

Manager * Type username

Department IdentitySupportSecurity

Start Date *  When new employee starts

Create payroll account ☐

24H Access (office) ☐ If not checked then access will be restricted from 7AM to 7PM.

Enable access (user level) ☐
Confluence
Dropbox
JIRA
Office 365
Workday

Submit

Code

```
<ac:structured-macro ac:macro-id="7c0ca5eb-b009-457e-a8d3-5312cd7a28b6" ac:name="warning" ac:schema-version="1">
  <ac:rich-text-body>
    <p>To be used only by HR department and only for new employees.</p>
    <p>The process creates multiple <strong>JIRA</strong> issues in corresponding projects and sends out emails
and notifications to various parties (employee's manager, employee, support team)</p>
  </ac:rich-text-body>
</ac:structured-macro>
<ac:structured-macro ac:macro-id="42b97406-20e9-4b21-9986-49af1d5b055b" ac:name="confiorm" ac:schema-version="
1">
  <ac:parameter ac:name="formName">f1</ac:parameter>
  <ac:parameter ac:name="registrationFormTitle">New Employee Registration</ac:parameter>
  <ac:rich-text-body>
    <p>
      <ac:structured-macro ac:macro-id="3e67f5b3-d13d-4b9f-83f9-571ff7f67ba8" ac:name="confiorm-field-
definition" ac:schema-version="1">
        <ac:parameter ac:name="fieldName">employeeName</ac:parameter>
        <ac:parameter ac:name="fieldLabel">Name</ac:parameter>
        <ac:parameter ac:name="type">user</ac:parameter>
        <ac:parameter ac:name="required">true</ac:parameter>
      </ac:structured-macro>
    </p>
  </ac:rich-text-body>
</ac:structured-macro>
```

```

<p>
  <ac:structured-macro ac:macro-id="ff4343a0-c708-4027-9e34-d28364fe5d2d" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">uploadpic</ac:parameter>
    <ac:parameter ac:name="fieldLabel">Photo</ac:parameter>
    <ac:parameter ac:name="fieldDescription">If not, a photo can be taken at the security desk</ac:
parameter>
    <ac:parameter ac:name="type">file</ac:parameter>
  </ac:structured-macro>
</p>
<p> <ac:structured-macro ac:macro-id="ab1fe8a9-911d-4854-988d-3cbdd5dd022c" ac:name="confiform-field-
definition" ac:schema-version="1">
  <ac:parameter ac:name="fieldName">managerName</ac:parameter>
  <ac:parameter ac:name="fieldLabel">Manager</ac:parameter>
  <ac:parameter ac:name="type">user</ac:parameter>
  <ac:parameter ac:name="required">true</ac:parameter>
</ac:structured-macro>
</p>
<p>
  <ac:structured-macro ac:macro-id="ff9e7e6f-6b06-4b30-96c6-e76a5bb1ad8c" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">dept</ac:parameter>
    <ac:parameter ac:name="fieldLabel">Department</ac:parameter>
    <ac:parameter ac:name="values">>false[1=Identity|2=Support|3=Security|]</ac:parameter>
    <ac:parameter ac:name="type">select2</ac:parameter>
  </ac:structured-macro>
</p>
<p>
  <ac:structured-macro ac:macro-id="aef6eb3e-541b-4666-945b-eelb263d7c74" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">startDate</ac:parameter>
    <ac:parameter ac:name="fieldLabel">Start Date</ac:parameter>
    <ac:parameter ac:name="fieldDescription">When new employee starts</ac:parameter>
    <ac:parameter ac:name="type">date</ac:parameter>
    <ac:parameter ac:name="required">true</ac:parameter>
  </ac:structured-macro>
</p>
<p>
  <ac:structured-macro ac:macro-id="a379dd73-79de-41f2-98f4-6d3d7cf49bf0" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">createJIRA</ac:parameter>
    <ac:parameter ac:name="fieldLabel">Create payroll account</ac:parameter>
    <ac:parameter ac:name="type">checkbox</ac:parameter>
  </ac:structured-macro>
</p>
<p>
  <ac:structured-macro ac:macro-id="9819300c-4430-4980-9641-84e8cfeaa9c9" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">alldayaccess</ac:parameter>
    <ac:parameter ac:name="fieldLabel">24H Access (office)</ac:parameter>
    <ac:parameter ac:name="fieldDescription">If not checked then access will be restricted from 7AM to 7PM.<
/ac:parameter>
    <ac:parameter ac:name="type">checkbox</ac:parameter>
  </ac:structured-macro>
</p>
<p>
  <ac:structured-macro ac:macro-id="9544cb2e-f7a9-481e-a9dc-alead1d31fb6" ac:name="confiform-field-
definition" ac:schema-version="1">
    <ac:parameter ac:name="fieldName">enableAccess</ac:parameter>
    <ac:parameter ac:name="fieldLabel">Enable access (user level)</ac:parameter>
    <ac:parameter ac:name="values">>false[1=JIRA|2=Confluence|3=Dropbox|4=Office 365|5=Workday|]</ac:
parameter>
    <ac:parameter ac:name="extras">on</ac:parameter>
    <ac:parameter ac:name="type">checkbox_group</ac:parameter>
  </ac:structured-macro>
</p>
</ac:rich-text-body>
</ac:structured-macro>
<ac:structured-macro ac:macro-id="ab8d0386-4cb8-4b0a-ac0a-94faa39fb5c6" ac:name="confiform-entry-register" ac:
schema-version="1">
  <ac:parameter ac:name="overrideSaveButtonLabel">Submit</ac:parameter>

```

```
<ac:parameter ac:name="embedded">true</ac:parameter>
<ac:rich-text-body>
  <p> </p>
</ac:rich-text-body>
</ac:structured-macro>
```