

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-ee1b263d7c74" 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-a1ead1d31fb6" 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>
```