

Employee Onboarding

Accounts

Website

For the website a photo, short bio, and key interest fields are needed. The info is added to the [Organization](#) page on the website.

Email

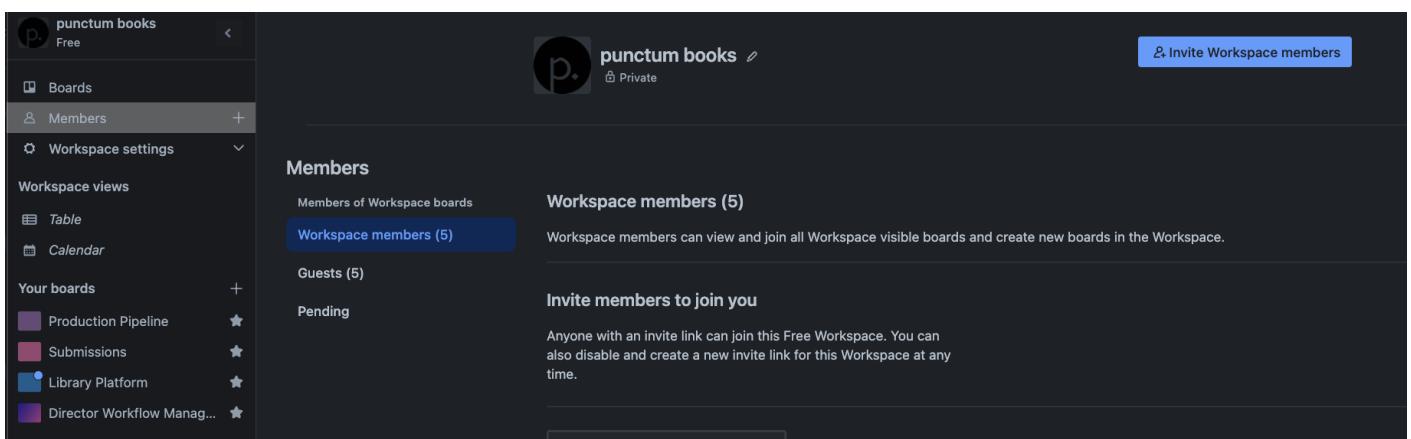
A new account will be requested [first name]@punctumbooks.com via Cloud68. This needs to be done first so all account invites can go there.

Mattermost

A new account can be set up by the new employee via the [signup page](#).

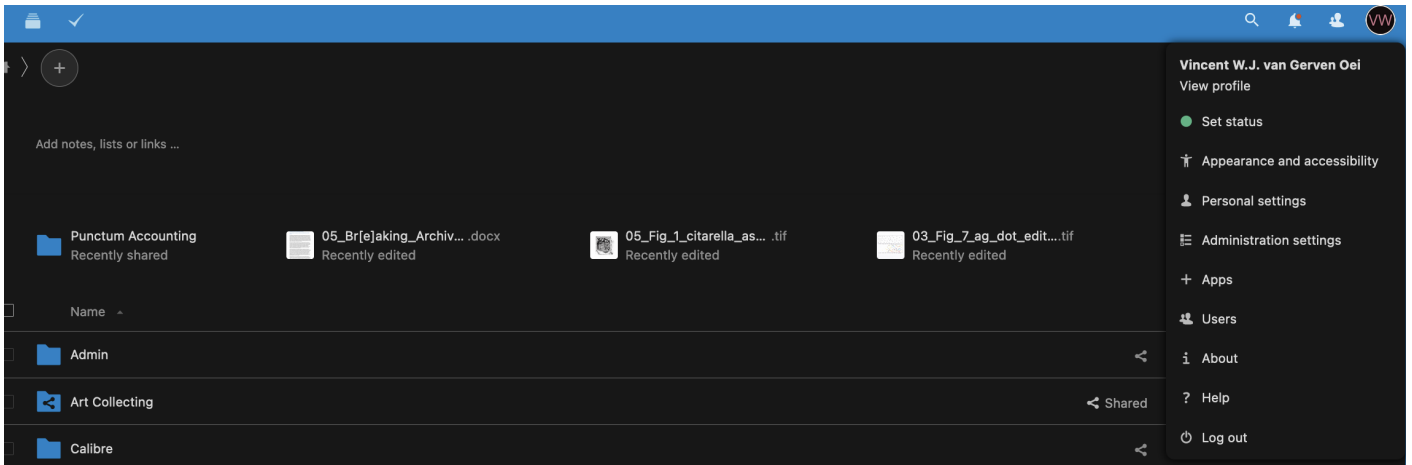
Trello

If the new employee is involved in production, they get access to one or more Trello boards. Users are added by selecting Members in the lefthand menu in the app and then click "Invite Workspace members."



Nextcloud

New employees are added in Nextcloud via the Users menu item. They are added to the group "punctum" and get unlimited storage space.



Payroll and Insurance

New employees will be to the Quickbooks accounting system on Payroll.

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