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| --- |
| **New Employee Entry Checklist** |
| **Date\*：** |
| **Name\*** | **First Name：** | **Department\*** |  |
| **Surname：** |
| **Reporting Date\*** |  | **Job Title\*** |  |
| **Research and Development (R&D)** |
| **NO.** | **System Account Access** | **Complete** | **Remark** |
|  |  |  |  |
| **Administration** |
| **NO.** | **Documents** | **Complete** | **Remark** |
|  |  |  |  |