



This document contains all of the information you need to help you become assimilated into Cognizant US as quickly as possible. Please review the below checklist to ensure you complete all the required key items/activities within the stipulated deadlines. More information on each of these items can be found in the overview below which follows this checklist. Please review the information carefully and if you have any questions, contact NAOnboarding@cognizant.com

Before you begin, please refer to the guide for an in-depth coverage of all resources related to your travel by logging into the **Travel Pal** app - <https://onecognizantapps.cognizant.com/1608/>

CHECKLIST:

Day 1:

- ☐ [I-94](#)
- ☐ [Complete your Form I9 \(validation that you are authorized to work in the US\)](#)
- ☐ [Update address information in HCM](#)
- ☐ [Confirm your start date and work location in the 1C \(OneCognizant\) Onboarding App](#)
- ☐ [Complete and submit Mandatory federal W4 form](#)

Please complete the form in its entirety, write your associate ID in the top right hand corner, and submit W-4 Forms to Talent Management Solution Center: fax: 973-306-3627 or Email: PayrollW4@cognizant.com

- ☐ [Complete and submit State W4 forms \(if required/mandatory in your state\)](#)
- ☐ [Opt for Direct deposit of Salary Pay check](#)

It is important that you set up a bank account as soon as possible so you can set up your direct deposit. You may choose any bank that is close to you to where you live or work. Each bank has its own process so you will need to either call or go into the bank to find out how to initiate the process and what documentation you will need

- ☐ [Complete the race, gender, veteran, and disability self-identification forms](#)

Cognizant does business with the US Government; requiring submittal of summary demographic reports on our US workforce. This demographic information includes the number of associates by gender, race, veteran status, and disability status. The annual demographic reports are just one of the tools used by the government to monitor companies' employment practices to ensure equal employment opportunity for all associates and job candidates.

NOTE: Your individual demographic information remains confidential and will NOT be submitted with the summary reports. Submission of your individual demographic information is voluntary, and refusal to provide this information will not subject you to any adverse treatment. Your individual demographic information will NOT be shared with hiring managers, and will NOT be used for any employment-related decisions.

First Week:

- ☐ [Register for ADP iPay](#) – must wait until you receive your first paycheck to register with ADP iPay.
- ☐ Download & save all pay slips received with temporary SSN and re-register on ADP once you get your permanent SSN number to create your profile. Pay slips created with your temporary SSN will be deleted once you receive your permanent SSN
- ☐ Obtain your Access Badge (If eligible)
- ☐ Obtain a Facility Location Badge (If eligible)
- ☐ Check eligibility for US equipment (If eligible, reach out to itrmgna@cognizant.com)
- ☐ Sign up for [Yammer](#) (and follow the instructions) so you can begin connecting with other Cognizant employees – make sure you check out the 'NA Onboarding and Assimilation' group!

First 31 Days:

- ☐ [Apply for your social security number \(SSN\)](#)
- ☐ [Submit AR-11 form whenever you change your residence](#)
- ☐ [Enroll in US benefits](#)
- ☐ Complete the mandatory e- learning training courses (Check your email for additional information)
- ☐ Complete your goal setting documentation with your onsite Manager (Check your email for additional information on this activity)