

Welcome to Innovatech! Onboarding Guide

Your First Week Checklist

- Complete your HR paperwork online via the People Portal.
- Set up your development environment by following the guide on Confluence.
- Schedule a 1-on-1 meeting with your manager, Sarah Thompson.
- Attend the company-wide orientation on Friday at 10:00 AM.

Key Contacts

- **IT Help Desk:** For hardware and software issues, please email helpdesk@innovatech.com.
- **HR Contact:** For questions about benefits or payroll, your contact is John Miller.
- **Office Manager:** For building access and supplies, contact Jane Doe.

Getting Paid

Your salary will be paid bi-weekly. Please ensure your bank details are correctly entered into the People Portal by your third day to avoid any delays.