

## # 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](mailto: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.