

NEW HIRE'S CHECKLIST

☐ EMPLOYEE

☐ T&M Contractor

☐ SOW Type 1

☐ SOW Type 2

FIRST NAME: Arpit M.I.: LAST: Panwar

PREFERRED NAME: NA SSN#: NA

DATE OF BIRTH: 31/08/1997 MOTHER'S MAIDEN NAME:
(mm/dd/year)

HOME ADDRESS: A-36, E.C Road, Opposite to U.C.O Bank,Dallanwala,Dehradun,248001

PHONE: 8171236101 EMERGENCY CONTACT:

START DATE: CONTRACTOR'S AGENCY:

SUPERVISOR: PROJECT:

SUPERVISOR ENTERPRISE ID:

BUDGET CODE: MAILCODE: CUBICLE:

WORK PHONE NUMBER: 8171236101 FAX NUMBER:

CELL NUMBER: 8171236101

VZID: BAID:

EMAIL ADDRESS: Arpit.panwar@brillio.com

U.S. CITIZEN: YES / NO

JOB FUNCTION: Senior Software Development Engineer

☐

New Hire Checklist completed

Replacement For (if applicable)

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Badge Request – Vendor Agreement Letter

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CVCE - contractor only

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Get VZID

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Get BAID via eweb

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IPM Intruder Database

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Submit Cube Requests

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Provide instructions for email, ID badge, building access & RSA access

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Clear Voice Mail (If on site)

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Name Plate (If on site)