

## Electric Inc. Onboarding Infosheet

Welcome to Electric Inc.!

We're thrilled to have you join our team. This infosheet will guide you through your first days and help you hit the ground running.

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### 1. Company Snapshot

- Mission: Empower individuals and organizations with reliable, innovative products and services that transform work into exceptional experiences.
  - Vision: Be the world's most trusted partner in designing and delivering sustainable, technology-driven work environments.
  - Core Values: Integrity • Innovation • Excellence • Sustainability • Customer Centricity • Collaboration
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### 2. Your First Day

1. Arrival & Badge Pickup  
Visit Reception by 9:00 AM to collect your ID badge and building access card.
  2. Workstation Setup  
You'll be escorted to your desk. IT will help you with login credentials, email setup, and phone configuration.
  3. Welcome Meeting  
Meet your manager and team in Conference Room A for a brief introduction and overview of your role.
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### 3. Key Contacts

Role	Name	Email	Extension
Hiring Manager	[Manager Name]	<a href="mailto:manager@electricinc.com">[manager@electricinc.com]</a>	1234
HR Partner	[HR Contact]	<a href="mailto:hr@electricinc.com">[hr@electricinc.com]</a>	1100
IT Support	Helpdesk	<a href="mailto:helpdesk@electricinc.com">helpdesk@electricinc.com</a>	1001
Facilities Coordinator	[Facilities Name]	<a href="mailto:facilities@electricinc.com">facilities@electricinc.com</a>	1122

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### 4. Essentials to Complete

- New-Hire Paperwork: Complete via the HR portal by end of Day 1.
- IT Acknowledgment: Sign IT policy and data-security agreement.
- Benefit Enrollment: Choose your medical, dental, and retirement plans within 30 days.

- Safety Training: Complete online Workplace Safety module within your first week.
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## 5. Orientation & Resources

- Orientation Session: Scheduled Day 2 at 10:00 AM in Training Room 2. Topics include company overview, values deep dive, and Q&A.
  - Employee Handbook: Access on the intranet under “Resources → Policies & Guidelines.”
  - Intranet Portal: Bookmark [intranet.electricinc.com](http://intranet.electricinc.com) for news, directories, and support links.
  - Slack Channels: Join #general, #it-support, #team-electric, and any project-specific channels.
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## 6. First Week Goals

1. Meet Your Team: Schedule one-on-one introductions with key colleagues.
  2. Role Review: Discuss 30-60-90 day objectives with your manager.
  3. Tools & Systems: Ensure you can access product catalog, CRM, and ticketing systems.
  4. Product Tour: Familiarize yourself with our flagship products through hands-on demos or product pages.
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## 7. Culture & Perks

- Innovation Labs: Participate in monthly hackathons and idea jams.
  - Wellness Programs: On-site yoga classes, meditation sessions, and gym stipends.
  - Community Engagement: Volunteer days and STEM outreach events.
  - Social Events: Quarterly team offsites, happy hours, and holiday celebrations.
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## 8. Helpful Links

- HR Portal: [intranet.electricinc.com/hr](http://intranet.electricinc.com/hr)
  - Helpdesk Tickets: [intranet.electricinc.com/it-help](http://intranet.electricinc.com/it-help)
  - Expense Reimbursement: [intranet.electricinc.com/finance](http://intranet.electricinc.com/finance)
  - Training Courses: [intranet.electricinc.com/learning](http://intranet.electricinc.com/learning)
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## 9. Time Clock System

Stay on top of your hours with Electric Inc.'s online Time Clock portal:

1. Access the Portal: Log in to [intranet.electricinc.com/timeclock](http://intranet.electricinc.com/timeclock) using your company credentials.

2. **Clock In:** On your first screen, click Clock In at the start of your shift. A timestamp and confirmation message will appear.
3. **Breaks & Lunch:** Before leaving for a break, click Clock Out – Break. Click Clock In – Break to resume. For lunch, select Clock Out – Lunch and Clock In – Lunch Return when done.
4. **Clock Out:** At the end of your day, click Clock Out. Review the summary pop-up to confirm your total hours.
5. **View Timesheet:** Navigate to My Timesheets to review daily, weekly, or monthly entries. Edits or corrections can be requested via the Submit Adjustment button, providing a reason for the change.

#### 10. Filing Holiday Requests

Plan your time off seamlessly through the HR portal:

1. **Open HR Portal:** Go to [intranet.electricinc.com/hr](http://intranet.electricinc.com/hr) and select Time Off from the main menu.
2. **Request Holiday:** Click New Request, choose Holiday as the type, then select your desired start and end dates from the calendar picker.
3. **Add Details:** Optionally include notes (e.g., partial-day requests or special circumstances).
4. **Submit for Approval:** Hit Submit. Your manager will receive an email notification and can approve or decline within 48 hours.
5. **Check Status:** Under My Requests, view the status of pending or past holiday requests. Approved days will automatically reflect in your timesheet.

#### Need Help?

Reach out to your HR Partner or post questions in Slack #new-hires. Welcome aboard—let's electrify the future of work together!