

# InfoSys Process

Modified : [Antony Xavier](#) on Jul 13 2021, 10:22 AM

- You will be added to the Infosys-onboarding slack channel by Gita or Naveen (Revature Business Development Managers). Please be sure to check the channel regularly and respond in a timely manner.
- You will receive an email from Gita or Gabriel notifying you about your selection and walk you through the process - **please read the email instructions in their entirety.**
- You may begin getting phone calls from Infosys recruiters. Please inform them that you have already received an Infosys job offer and that they can follow up with Infosys's HR team.
- Please do not directly contact any Infosys department until after you have onboarded. All communication should be directed through Revature (Gita or Naveen) until you have onboarded with Infosys.
  - Associates who receive their Offer letter, please ensure that you accept the offer letter in the *portal* and also send the acceptance over email to the two email addresses given in the Offer letter and BCC Gita at [gitap@revature.com](mailto:gitap@revature.com).
- You will receive an offer letter from Infosys. It will have an onboarding date listed. This date is *tentative*. Do not purchase any airfare or lodging for onboarding until Revature has communicated directly with you that you should do so - **at this time a majority of the onboarding process has been made remote due to COVID-19.**
- You will receive an onboarding email directly from Revature (Gita or Naveen) indicating your actual onboarding date and time. The team will also update you via slack.
- Once you are informed of your confirmed onboarding date, you will receive a Training Agreement (TA) from Revature's HR. You are requested to sign the TA through DocuSign as soon as you receive it.

## Guide to Infosys Onboarding

- The Offer Letter is sent by Infosys after completing the process.
- Check with Naveen or Gita if the offer letter is delayed
- Go to the Candidate Portal and check regarding your Offer Letter status
- Once OL is received after 24 hours or max within 3 days one should be getting the BG Forms.
- If delayed keep the Account manager / PO team informed.

Following mails will be received after submitting the BG document

- Confirming submitting the BG documents.
- Status of your BG Check

Forward the clearance mail to Gita / Naveen. If Accurate asks for any additional BG documents, please provide the same and keep the team. One can also reach out to Accurate to check the BG Status but do not reach out to Infosys directly.

- The clearance email will be sent by Infosys
- The Start date mentioned in the offer letter is only the tentative date.
- Only after the BG is cleared and the process is complete you will be notified with the Confirmed Onboarding Date.
- Provide all the required details to Accurate when asked.
- After BGC is completed, they need to provide the physical address where their laptops will be delivered.
- In I-9 forms it will ask for the Location, mention as Remote.
- It is important to submit the I-9 form
- If the I-9 form is not received keep the Revature team posted.