120 Days Framework

Action Item	Timeline	App for the action item(1C)
Salary Bank Details Update		
National ID Update – PAN, Passport etc.	Week 1	PeopleSoft HCM
Personal Details validation –Blood Group, Emergency Contact Update etc.		
Medical Insurance Enrollment	Week 1	MediAssist
E Nomination	Week 1	UAN Unified Portal
Completion of mandatory learning programs	Week 1	Cognizant LEARN
Enrollment on social network	Week 1	Yammer
Certify your profile information		Associate 360
Beneficiary Nomination Details Update	Week 1	
Flexible Benefit Plan and Investment Declarations	Week 2	MyPay
Post Induction Survey	Week 2	Onboarding portal
BU specific induction	Week 4	In person/TB
PF Transfer	Week 12	UAN Unified Portal
Post 120 days survey	Day 120	Onboarding portal(1C)

General Links/Apps Available for New Joiners:

App Names	Description
Trutime	Time at Work Policy
Intune	To integrate outlook into mobile
UAN Unified Portal	https://unifiedportal-mem.epfindia.gov.in– Online portal for Nomination and PF transfer

1C Apps Available for New Joiners:

All you do is a keyword search of the apps on 1C.

App Names	Description
Onboarding	To launch and complete Accelerate program, to complete post induction survey and post 120 days survey
Delivery Excellence – Process Space	Start your Knowledge Management journey with our enterprise portal Knowhub (https://knowhub.cognizant.com) and reach out to DEKnowhubSupport@Cognizant.com for any support / feedback. Your knowledge contributions are critical for our organization's success

App Names	Description
One CWS	To raise a request for vehicle pass
	To raise a request for business card
One Transport	To raise all transport related request
Access Card	To raise a request for permanent/temporary access
GSD (Global Service Desk) – Live Support GSD-Newcomer@Cognizant	Chat or Raise GSD tickets for specific queries or for any technical queries
E letters	Raise a request for general letters like Experience, Leave, Employment proof, NOC, Deputation etc.
HCM	To submit salary bank details, verify personal information, update National ID, emergency contact, leaves management and performance documents
Concur travel and expense	Do and Don'ts for your domestic and International travel and also to raise expense reports for any reimbursements related to deputation, travel etc
MediAssist	To enroll dependents for medical insurance, to purchase top up or AMC premiums and avail MHC
MyPay	To define / declare components for tax saving and downloading of Pay slips and related statements
Trutime	To top up if swipe in/swipe out time in office not recorded and check the fortnightly average of time in office
Cognizant LEARN	Mandatory E- learnings like COBE/Misconduct/Prevention of Sexual Harassment / AUP etc
Associate 360	A single repository for all the details of associate's profile
Go Perform	To submit goal setting documents on a quarterly basis
Corporate Card*	To apply for AMEX corporate card – for business travel or any business purpose
My Career**	To launch CCA (Cognizant Career Architecture) – Competency Based Career Management
ESA	To submit timesheets (Weekly)

*Not to use for personal transactions – BU approvals needed for up to M level associates
**Applicable for few BU's only, please contact your respective Talent Managers for further clarifications.

Acronyms:

SI NO	Acronym	Expanded
1	PeopleSoft HCM	Human Capital Management
2	BU TM	Business Unit's Talent Manager
3	TB	TANDBERG (video conferencing)
4	MediAssist	MediAssist India Pvt Ltd
5	AMEX	American Express Corporate Card
6	Yammer	Internal Social Networking Platform.
7	PF	Provident Fund
8	UAN	Online Transfer Claim Portal for PF transfer
9	BYOD	Bring your own device
10	GSD	Global Service Desk
11	ESA	Enterprise Service Automation
12	AMC	Additional Member Coverage
13	MHC	Master health checkup
14	COBE	Code of business ethics
15	AUP	Acceptable User policy

Please feel free to reach out to **OnboardingManagers** for any clarifications.

Regards,
Global Onboarding Team