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New Hire Checklist

Below is a List of the documents and forms that you will need to complete, sign as applicable and upload in Core to facilitate a smooth on-boarding experience for you. Please follow the instructions to fill/sign the documents.

A. Kindly sign the first 3 documents via DocuSign platform
Print 4th document- Security procedures, sign on all the pages, scan, and upload in pdf format

1. Offer Letter (to be signed via DocuSign)	
2. Non-Solicitation Agreement (to be signed via DocuSign)	
3. Proprietary Information and Inventions Agreement (to be signed via DocuSign)	
4. Security Procedures (applicable for Hyderabad location)- sign and upload on core share	

B. Section-B documents are writable PDFs. Fill the details digitally in editable pdf forms by downloading the document, adding data, and saving the file. Please take prints of all the below documents and affix wet signatures on them. Scan and upload in pdf format only.

	Yes/No
5. New Hire Information Form including GPA and GTL nomination (SEZ & transport form applicable for Hyderabad location)	
6. Provident Fund Form 2 & Form 11 (Please follow the instructions in the forms)	
7. Gratuity Nomination Form	
8. Other nomination declaration forms (FNF nomination, Leave encashment and Gratuity declaration)	

C. Please upload self-attested scanned copies of the below documents in pdf format only.

	Yes/No
8. Copy of PAN Card	
9. Copy of Aadhaar Card	
10. Copy of your Passport & valid Visa (if any)	
11. OCI – Overseas Citizen of India (Applicable for International Workers Only)	
12. PIO – Person of India Origin (Applicable for International Workers Only)	
13. Copy of last employment's Appointment Letter	
14. Copies of all previous Companies' Relieving/ Service Letters	
15. Copies of last 3 months' pay slips	
16. Copies of all academic certificates (From 10th to highest qualification)	
17. Copies of nominee's ID proof for Provident Fund, GPA, GTL and Gratuity nomination	
18. Copies of passbook/statement/cancelled cheque of the primary bank account of the nominee	
19. Recent professional passport sized photograph with white background only (in JPEG format)	
20. Provident Fund Passbook (Latest)	
21. Copy of your Bank statement or Cancelled Cheque (Name, Bank A/c #, IFSC code)	

FAQs

Where can I upload signed copy of documents?

Section-A documents (except security procedures) will be digitally signed via DocuSign.
Section- B, C documents and Security procedures (if applicable) need to be uploaded section wise in the "Signed Offer Packet (by the candidate)" folder in Open Text Core.

When should I upload all the documents requested in New Hire Checklist?

Thedocumentsneedtobeuploadedwithin3-5daysfromthedayyouhavereceivedtheIntentofOffer. **Do I need**

to self-attest all the copies which I update or upload in Core?

Yes, Section-B and C documents and Security procedures (if applicable) need to be self-attested. Please refer to New Hire Checklist for further instructions.

Can I register or access Open Text Core on my mobile?

OpenTextCore is not available on mobile. You should access OpenTextCore through laptop or desktop to register and upload documents.

Do I need to create folder in Core and provide access to Open Text HR?

No, you are not required to create any folders and provide access. All the documents should be uploaded in "Signed Offer Packet (by the candidate)" folder.

How do I delete a document which was incorrectly uploaded?

You do not have permission to delete any document. You can rename it to 'Delete' and we will delete that document for you.

Who should I contact if I have any doubt/ query about my offer (compensation, benefits, date of joining etc.)?

You should reach out to your Talent Acquisition Advisor (recruiter) for clarifications.

Who do I reach out to, should/if I face technical issues/ electronic onboarding form issues?

Please write to hr@opentext.com

What are the points to be kept in mind before filling electronic onboarding form?

Checkbox for PF transfer point as 'No'. To be initiated once your UAN is linked with OpenText Date of joining EPF and EPS in the form will be date of joining OpenText
Please leave the PF nomination webpage field "account number" as blank.

Why do I need to submit Provident Fund (PF) Passbook?
PF Passbook is required to identify EPS contribution, effective Sep 2014 EPS is not applicable for first time employment individuals. To report correct contribution and to avoid issues with future claims by the employee, we request you to submit PF Passbook.