



Getting Started

What should I do to prepare for New Employee Orientation?

1. Please complete the enclosed New Employee Orientation Forms Booklet as thoroughly as possible. At New Employee Orientation you will turn in your completed New Employee Orientation forms and will be able to ask any forms-related questions.

Please complete the following forms BEFORE attending New Employee Orientation:

- **Employment Eligibility Verification (I-9):** *Section 1* only.
- **Employee Profile:** The *effective date* is your first day of employment in your new position with Gap Inc.
*The six options listed in the "Ethnicity" section are the six categories the federal government has identified as choices for reporting purposes. This does not represent Gap Inc.'s diversity policies or practices.
- **Form W-4 (Federal Tax Withholding)**
- **Paperless Pay Options (Direct Deposit/Paycard):** This form is optional.
- **Gap Inc. Policies Acknowledgement Form**
- **Gap Inc. Ownership of Rights Agreement Form**
- **Zero Means Zero: No Discrimination or Harassment Policy Overview**
- **Commitment Pledge:** *This will be collected in New Employee Orientation.*

California Forms Section

- **EDD State Tax Withholding Allowance Certificate (optional):** Please complete if applicable.
 - **Workers' Compensation (CA Only)**
2. Ensure you have the appropriate documentation necessary to establish identity and employment eligibility. Please see the back of the *Employment Eligibility Verification (I-9) Form* for a list of acceptable documents.

What should I bring to New Employee Orientation?

- New Employee Orientation Forms Booklet.
- Acceptable documents for identification and employment eligibility (*please refer to the I-9 form for acceptable documents*).
- If you have not returned your Offer Letter to the Recruiting Department, please bring your signed Offer Letter.

If an employee is unable to complete the I-9 Form within 72 hours of their Start Date, Federal Law prohibits the employee from starting work. Please ensure you have the appropriate identification necessary to complete the I-9 Form on your first day.

* Although you're being given access to Gap Inc.'s www.welcometogapinc.com website, please know that you're not required to use it. It is also meant to provide you with some general information about the company, but it's completely optional, and isn't meant to be a pre-work assignment.