

Infosys Limited
Regd. Office: Electronics City, Hosur Road
Bangalore 560 100, India.
Tel: 91 80 2852 0261 Fax: 91 80 2852 0362
www.infosys.com

RefNo:HRD/DEP/ US/ 2017/1387314/ 629813

Date: **02-Mar-2017**

ULAGANATHAN RAMAKRISHNAN

E.No.: 629813

Infosys Ltd.

BANGALORE

Dear ULAGANATHAN ,

Thank you for considering this important assignment. We are excited to have you as part of our USA team.

As discussed, you are assigned to Infosys Ltd. ("Infosys" or "the Company") in the **USA**. Your assignment shall be on the Infosys team performing services at **BANK OF AMERICA** in Plano(TX),Texas .

While in the **USA**, you will report to Arunprasad Murugesan .

1. I-9 verification & Onboarding

Infosys has adopted a **Remote I-9 Program for I-9 Employment Eligibility Verification**. Under this program the I-9 process will be handled by Infosys affiliated Vendor Company at the nearest location to client location. You will be briefed both by Travel team and Global Immigration team of Infosys prior to your departure of the procedures involved. Following are the steps involved in this program:

- Upon landing in the United States and after completing customs and immigration inspection, access your online I-94 details at www.cbp.gov/i94 and retain a copy for your reference;
- Access your Infosys email (check your spam box as well) for the initial email instructions provided by Performance Assessment Network, Inc. (PAN) (first email) for completing the following three-step I-9 employment verification process:
 - a. Complete **Section 1** of your I-9 by following the unique link and instructions which will be provided in the email received from PAN Inc. (third party certifier) ***THE SAME DAY YOU ENTER THE UNITED STATES;***
 - b. After completing Section 1, you will receive a second email to your Infosys email address, instructing you to schedule an appointment to complete **Section 2** of your I-9, ***IMMEDIATELY UPON RECEIVING THIS EMAIL; (*PLEASE NOTE –WHEN SCHEDULING YOUR APPOINTMENT, MAKE SURE THE APPOINTMENT WILL TAKE PLACE NO MORE THAN 3 DAYS FROM THE DATE YOU LANDED IN THE UNITED STATES);***
 - c. **Section 2** portion of your I-9 process is completed when you visit the PAN Inc., (third party certifier) office for your scheduled appointment.
- Your continued employment is contingent upon completing all the above steps of the employment verification process. If you have any questions related to PAN system or if you do not receive

Ulaganathan Ramakrishnan, Emp.No: 629813



email instructions from PAN then please contact: Pan help desk number (317-814-8800). For queries on I-9 processes and feedback then please write to remote_i9@infosys.com. You can also reach Infosys Immigration help desk number (1-855-463-9443) for any I-9 related clarifications.

As mentioned in the above I-9 policy, you will be required to complete section 1 of the I-9 form no later than your first date of employment (date you land in the USA). Section 2, which includes the reviewing document(s) verifying your identity and work authorization, must be completed no later than your third day in the USA. If your I-9 form is not completed within this timeframe, you cannot continue working for Infosys in the USA. As such, Infosys will immediately remove you from the USA payroll and bar you from performing any work for the company or any of its clients while in the United States until your I-9 form is certified. You may also be required to depart the United States, as required by USA immigration law.

Please Note: All employees must complete their I-9 prior to starting work in the United States, even in certain situations where they may be waiting for their Section 2 Remote I-9 appointment. There will be no exceptions to this rule.

2. Assigned Role

During your assignment, you will be performing the Role of Technical Test Lead - US in the USA.

3. Duration

Your assignment will be for a period of approximately 7 months starting on 06-Mar-2017 subject to completion of all I-9 formalities. The exact duration, however, will depend on the specific requirements of the project.

Please note that your on-site tenure based on this deputation letter is temporary in nature and as a result you may be required to return to your base country per business needs. Additionally, your tenure in the USA cannot exceed beyond the current work permit validity (*generally speaking 5, 6 and 7 years for L1B, H1 and L1A respectively*).

4. Compensation while in the USA

In accordance with the Federal Fair Labor Standards Act (FLSA) and applicable state wage and hour laws, your current assigned role has been classified as exempt. That determination is based on state and federal regulations and may be subject to change from time to time. Any changes in the exempt status will be communicated to you in advance.

During your assignment, your **Gross Compensation will be USD 86,179.00 per annum** and will be paid in accordance with the company's bi-weekly payroll schedule, with pay date every other Friday. Pay period details are available with the annual payroll calendar in PayWorld> Onsite >Letters & Downloads> "US – Annual Payroll Calendar"

For the first 365 days, up to the extent of your current Fixed India Salary, the Gross Compensation will be paid in India.

For the entire period of deputation, irrespective of the location where India Fixed Gross Salary is drawn (India or host country), the Provident Fund (PF) contribution will continue in India. Provident Fund is part of your Gross Compensation.

Ulaganathan Ramakrishnan, Emp.No: 629813



If there is any change in your assigned role and/or work location, your compensation will undergo change. Any changes in your compensation will be communicated to you.

From the above gross compensation you will be responsible for paying all taxes and levies as required under federal, state and/or local law. Taxes and levies will be deducted from each pay check, and tax rates vary from state to state and by individual. You will be solely responsible for submitting all tax documentation and paying your individual taxes in accordance with the regulatory requirements.

Based on the details of this assignment with the above-referenced role and location, your gross compensation includes an amount (Monthly Overseas Allowance, MOA) of USD 3662.00 per month towards defraying the cost of living expenses. Please note that the MOA is inclusive of, and not in addition to, the gross compensation specified herewith.

5. Taxation in India

If you are considered a Resident in India for the purpose of Income Tax for any financial year, your global income (including bonus, overtime, perquisite value of benefits, etc.) is subject to tax in India under Indian Income Tax Act, 1961 and the Company is required to make appropriate tax deductions from the salary payable to you. The “resident” status will be established in the second half of the Financial Year and tax deductions will be administered from October to March in the respective Financial Year. Monthly Overseas Allowance (“MOA”) is considered tax exempt in India. However any savings made from MOA is taxable. The savings from MOA is determined on the basis of employee declaration. Such declaration is required to be made within 7 days of return or by February 7th of the Financial Year if you are on deputation, whichever is earlier.

The Indian tax will be withheld from your salary irrespective of your location at the time of such withholding. For the purposes of deducting taxes in India, benefit of foreign tax on the income that has been subject to tax both in India and the USA will be taken into account, wherever the provisions of the Income Tax Act, 1961 provides for such tax credit.

It is your responsibility to file tax returns in India and disburse appropriate taxes required by law.

6. Social Security Agreement

A Social Security Agreement (“SSA”) is an agreement between two countries, to ensure coverage of Social Security in one location. Towards this, a Certificate of Coverage (“COC”) is obtained from the PF authorities in India which entitles us to claim the benefits as defined in the SSA for components that are covered under the treaty, for a specified period.

At the time of deputation, if SSA with the country of deputation is effective, you are required to acknowledge the COC application or an equivalent application as defined by the PF authorities in India by way of joint application along with the employer, before the travel is undertaken to the host country.

If SSA becomes effective between India and the country of your deputation during the course of your deputation, a communication will be made to that effect by your Geo HR on the intimation of SSA and timeframe thereof and you will be required to sign the application for COC or an equivalent application as defined by the PF authorities in India by way of joint application along with the employer.

7. Policies, Working Hours, Holidays & Leave

During the period of your assignment you agree to observe and adhere to the policies of Infosys, the work schedule and standard of discipline expected of Infosys employees and act in a manner befitting the Company and the Country. You agree to abide by the policies of a client of the Company when on assignment. You must comply with all USA policies for the duration of your assignment in the country, including, but not limited to, Infosys's Leave Policy.

8. Foreign Exchange Rate

The official exchange rate used by the Company will continue to be reviewed as per Company policy.

9. Benefits

You are also eligible to participate in Infosys' benefits program, which include comprehensive medical and dental plans, life insurance, a long-term disability plan, paid vacation and holidays.

As mandated by the Affordable Care Act, everyone in the United States must have health care coverage. It is your responsibility to log into the benefits system and either elect or decline benefits for yourself and your dependents within the first 31 days of your date of landing in USA. You will receive the enrollment details from our service provider via email within a week of landing and they can be contacted at (855) 838-4072 or MyBenefits@benefitfocus.com for any questions.

If you fail to timely enroll in benefits or actively decline coverage with proof of insurance elsewhere, you will be auto enrolled in the Standard Medical - Employee Only plan, which will result in your share of the benefit premium to be deducted from your payroll.

Gratuity will accrue in India during the period of assignment.

10. Process of Assignment

We expect you to contribute your best efforts towards the success of your assignment. We further expect you to carry out all jobs given to you with the greatest of care and to avoid everything that could adversely affect the reputation of Infosys. You are required to observe the local laws.

You are required to return to your base country immediately after the end of your assignment in the USA. Failure to do so when requested by the Company may result in the termination of your employment.

11. Applicable India Salary on returning to India

On your return to India, you will be paid your applicable India salary in INR.

12. Initial Settlement Advance

You will be eligible for an Initial Settlement Advance of 3800 USD after you complete the required documentation. You will be asked to complete the paperwork to initiate this process before you arrive in the USA. Please note that the amount will be recovered in equal instalments, as per the Company Policy in accordance with applicable law.

By accepting this Letter, you agree with all terms and conditions mentioned herein and agree to abide by same during the term of your assignment with the Company in the USA. You may not start on an assignment with different terms and conditions from those specified herein (e.g. change of client, location, role, and/or address) without prior completion of the assignment process which your manager will initiate on your behalf. Failure to comply may result in disciplinary action, up to and including termination.

You also acknowledge and agree to the terms of the documents enclosed with the deputation letter - Non-Compete and Non Solicitation Agreement and Mutual Arbitration Agreement.

The terms and conditions of your assignment continue to be governed by the terms and conditions of your offer of employment except to the extent modified herein. You acknowledge that any temporary benefits made available while on assignment in the USA may be modified at the discretion of the Company subject to the plan documents and applicable law.

We wish you every success in your assignment.

Yours sincerely,



Shamita Chatterjee
Senior Vice President – HRD

I have read, accept and agree to the terms and conditions as set forth in this letter.

Date: _____, 20____

Print your name

Sign your name

NON COMPETE & NON SOLICITATION AGREEMENT

In consideration of the employment of the undersigned (“Employee”), Infosys Limited, including any of its affiliates or direct or indirect subsidiaries (collectively, the “Company”), and as a condition of continued Employment, Employee agrees as follows.

1. **Covenants Regarding Competition:** During my employment with the Company and for a period of six months after my employment is terminated by the Company or by me for any reason, with or without cause I shall not:

- a. Seek or accept any employment from a named competitor of Infosys, if my employment with such named competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the cessation of my employment with Infosys. For the purposes of this Clause, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-
 - i. Tata Consultancy Services Limited
 - ii. Accenture Limited
 - iii. International Business Machines Corporation
 - iv. Cognizant Technology Solutions Corporation
 - v. Wipro Limited
- b. Seek or accept any employment with any customer of Company for whom I performed services as a Company employee within the last twelve months of my employment with Company.
- c. Solicit business from, do business with or render services to, in any capacity, directly or indirectly, any entity that is or was a Company client or customer for whom I performed services as an Company employee within the last twelve months of my employment with Company, for a purpose or in a manner that is in any way competitive with Company's business.

If, during or after my employment with Company, I seek work elsewhere, I agree to provide a copy of this Agreement to any person or entities seeking to hire me before accepting employment with or engagement by any such person or entity.

2. **Solicitation of Employees:** I agree that for a period of twelve (12) months immediately following the termination of my relationship with Company for any reason, whether with or without cause, I shall not either directly or indirectly solicit, induce, recruit or encourage any Company employee to leave Company, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of Company, either for myself or for any other person or entity.

3. **Injunctive and other Relief:** I acknowledge that each of the restrictions contained in Sections 1 and 2 of this Agreement is reasonable and necessary in order to protect legitimate interests of Company and its customers, and that any violation thereof would cause irreparable injury to Infosys and / or its customers for which money damages would not be an adequate remedy. I acknowledge and agree that in the event of any violation or anticipated violation thereof, Company shall be entitled to seek, from any court of competent jurisdiction, temporary, preliminary and permanent injunctive relief, and / or any other equitable specific relief.

4. **State Law Considerations:** The provisions of section 1 shall not apply to activities occurring in the State of California or any other State in which such provisions may not be enforceable. However, the Parties acknowledge and agree that nothing in this Section shall prevent or prohibit Infosys from seeking any remedy under this Agreement or as may be available to it by law in California or any other State with respect to activities of the Employee after the termination of his / her employment with Infosys.

5. **Choice of Law:** This Agreement and the rights and duties of the Parties hereunder shall be governed by and construed and enforced in accordance with the laws of the State of New York, without regard to principles of conflicts of laws.

6. **At-will employment status:** Nothing in this addendum shall be interpreted to be in conflict with, or to eliminate or modify in any way, the At-Will employment status of the undersigned employee.

Name of employee :

Signature of the employee : _____

Date : _____

Company Confidential - This communication is confidential between you and Infosys Limited

MUTUAL ARBITRATION AGREEMENT

This Mutual Arbitration Agreement (“Agreement”) is entered into between Infosys Limited (“Infosys”), and its parents, subsidiaries, affiliates, successors and assigns and the employee named below (“Employee”).

CLAIMS COVERED BY THE AGREEMENT

We agree to arbitrate before a neutral arbitrator any and all existing or future disputes or claims between Employee and Infosys, that arise out of or relate to Employee’s recruitment, employment or separation from employment with Infosys, including claims involving any current or former officer, director, shareholder, agent or employee of Infosys, whether the disputes or claims arise under common law, or in tort, contract, or pursuant to a statute, regulation, or ordinance now in existence or which may in the future be enacted or recognized, including, but not limited to, the following claims:

- claims for fraud, promissory estoppel, fraudulent inducement of contract or breach of contract or contractual obligation, whether such alleged contract or obligation be oral, written, or express or implied by fact or law;
- claims for wrongful termination of employment, violation of public policy and constructive discharge, infliction of emotional distress, misrepresentation, interference with contract or prospective economic advantage, defamation, unfair business practices, and any other tort or tort-like causes of action relating to or arising from the employment relationship or the formation or termination thereof;
- claims for discrimination, harassment or retaliation, whether on the basis of age, sex, race, national origin, religion, disability or any other unlawful basis, under any and all federal, state, or municipal statutes, regulations, ordinances or common law, including but not limited to Title VII of the Civil Rights Act of 1964, the Civil Rights Acts of 1866 and 1991, the Age Discrimination in Employment Act of 1967, the Older Workers Benefit Protection Act of 1990, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, and including claims under the Fair Labor Standards Act of 1938, the Equal Pay Act of 1963, Section 1981 of the Civil Rights Act, and the Worker Adjustment and Retraining Notification Act.
- claims for non-payment or incorrect payment of wages, commissions, bonuses, severance, and employee fringe benefits, stock options and the like, whether such claims be pursuant to alleged express or implied contract or obligation, equity, and any federal, state, or municipal laws concerning wages, compensation or employee benefits.
- claims arising out of or relating to the grant, exercise, vesting and/or issuance of equity in the Company or options to purchase equity in the Company.

CLAIMS NOT COVERED BY THE AGREEMENT

Notwithstanding the above, we agree that the following disputes and claims are not covered by this Agreement and shall therefore be resolved in any appropriate forum as required by the laws then in effect:

- claims for workers' compensation benefits, unemployment insurance, or state or federal disability insurance;
- claims for benefits under a plan that is governed by Employee Retirement Income Security Act of 1974 ("ERISA");
- claims for temporary or preliminary injunctive relief (including a temporary restraining order) in aid of arbitration or to maintain the status quo pending arbitration, in a court of competent jurisdiction in accordance with applicable law;
- Any other dispute or claim that has been expressly excluded from arbitration by statute.

Nothing in this Agreement should be interpreted as restricting or prohibiting the Employee from filing a charge or complaint with the U.S. Equal Employment Opportunity Commission, the National Labor Relations Board, the Department of Labor, the Occupational Safety and Health Commission, any other federal, state, or local administrative agency charged with investigating and/or prosecuting complaints under any applicable federal, state or municipal law or regulation (except that the parties acknowledge that the Employee may not recover any monetary benefits in connection with any such claim, charge or proceeding). A federal, state, or local agency would also be entitled to investigate the charge in accordance with applicable law. However, any dispute or claim that is covered by this Agreement but not resolved through the federal, state, or local agency proceedings must be submitted to arbitration in accordance with this Agreement.

TIME TO FILE CLAIMS

We understand and agree that any demand for arbitration by either the Employee or Infosys shall be filed within the statute of limitation that is applicable to the claim(s) upon which arbitration is sought or required. Any failure to demand arbitration within this time frame and according to these rules shall constitute a waiver of all rights to raise any claims in any forum arising out of any dispute that was subject to arbitration

CLASS, COLLECTIVE OR REPRESENTATIVE ACTION WAIVER

To the extent permitted by law, all covered claims under this Agreement must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective or representative proceeding. No claims may be brought or maintained on a class, collective or representative basis either in Court or in arbitration. All such claims will be decided on an individual basis in arbitration pursuant to this Agreement. The Parties expressly waive any right with respect to any covered claims to submit, initiate, or participate in a representative capacity or as a plaintiff, claimant or member in a class action, collective action, or other representative or joint action, regardless of whether the action is filed in arbitration or in court. Furthermore, if a court orders that a class, collective, or other representative or joint action should proceed, in no event will such action proceed in the arbitration forum. Claims may not be joined or consolidated in arbitration with disputes brought by other individual(s), unless agreed to in writing by all parties.

Any issue concerning the validity of this class, collective or representative action waiver must be decided by a Court and an arbitrator shall not have authority to consider the issue of the validity of this waiver. If for any reason this class, collective or representative action waiver is found to be unenforceable, the class, collective or representative action claim may only be heard in court and may not be arbitrated. The arbitrator shall not have authority to hear or decide class, collective or representative actions. The arbitrator's authority to resolve disputes and make awards under this

Ulaganathan Ramakrishnan, Emp.No: 629813



Agreement is limited to disputes between: (i) employees and Infosys; and (ii) employee and any current or former officers, directors, employees and agents, if such individual is sued for conduct arising out of their employment. No arbitration award or decision will have any preclusive effect as to issues or claims in any dispute with anyone who is not a named party to the arbitration.

FINAL AND BINDING ARBITRATION

We understand and agree that the arbitration of disputes and claims under this Agreement shall be instead of a court trial before a judge and/or a jury. We understand and agree that, by signing this Agreement, we are expressly waiving any and all rights to a trial before a judge and/or a jury regarding any disputes and claims which we now have or which we may in the future have that are subject to arbitration under this Agreement. We also understand and agree that the arbitrator's decision will be final and binding on both Infosys and Employee, subject to review on the grounds set forth by the laws of the State where Employee primarily works or last worked.

ARBITRATION PROCEDURES

We understand and agree that the arbitration shall be conducted in accordance with the National Rules for the Resolution of Employment Disputes of the American Arbitration Association to the extent not inconsistent with the terms of this Agreement; provided, however, that the Arbitrator shall allow the discovery authorized under the Federal Rules of Civil Procedure or any other discovery required by state law in arbitration proceedings. Also, to the extent that any of the National Rules for the Resolution of Employment Disputes or anything in this Agreement conflicts with any arbitration procedures required by law, the arbitration procedures required by law shall govern. Employee and Infosys also agree that nothing in this Agreement relieves either of them from any obligation they may have to exhaust certain administrative remedies before arbitrating any claims or disputes under this Agreement.

The Arbitrator shall have jurisdiction to hear and rule on pre-hearing disputes and is authorized to hold pre-hearing conferences by telephone or in person, as the Arbitrator deems necessary. The Arbitrator shall have the authority to entertain a motion to dismiss and/or a motion for summary judgment by any party.

Either party may obtain a court reporter to provide a stenographic record of proceedings.

Either party, upon request at the close of hearing, shall be given leave to file a post-hearing brief. The time for filing such a brief shall be set by the Arbitrator.

The Arbitrator shall render a written award and opinion.

Either party shall have the right, within 20 days of issuance of the Arbitrator's opinion, to file with the Arbitrator a motion to reconsider (accompanied by a supporting brief), and the other party shall have 20 days from the date of the motion to respond. The Arbitrator thereupon shall reconsider the issues raised by the motion and, promptly, either confirm or change the decision, which (except as provided by this Agreement) shall then be final and conclusive upon the parties.

The National Rules for the Resolution of Employment Disputes of the American Arbitration Association may be found on the Internet at www.adr.org. A printed copy of these rules is also available upon request.

PLACE OF ARBITRATION

We understand and agree that the arbitration shall take place in the county in which the Employee works or worked at the time the arbitrable dispute or claim arose.

GOVERNING LAW

The parties agree that Infosys is engaged in transactions involving interstate commerce. We understand and agree that this is an agreement to arbitrate under the Federal Arbitration Act. To the extent not inconsistent with the Federal Arbitration Act, this Agreement and its interpretation, validity, construction, enforcement and performance, as well as disputes and/or claims arising under this Agreement, shall be governed by the law of the state where Employee works or worked at the time the arbitrable dispute or claim arose.

COSTS OF ARBITRATION

We understand and agree that to the extent required by law Infosys will bear the arbitrator's fee and any other type of expense or cost that the Employee would not be required to bear if the dispute or claim was brought in court, as well as any other expense or cost that is unique to arbitration. If Employee is the party initiating the claim, Employee is responsible for contributing an amount equal to the filing fee to initiate a claim in the court of general jurisdiction in the state in which Employee is (or was last) employed by Infosys. Infosys and Employee shall each pay their own attorneys' fees incurred in connection with the arbitration, and the arbitrator will not have authority to award attorneys' fees unless a statute or contract at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator shall have the authority to make an award of attorneys' fees as required or permitted by applicable law. If there is a dispute as to whether Infosys or Employee is the prevailing party in the arbitration, the Arbitrator will decide this issue.

SEVERABILITY

We understand and agree that if any term or portion of this Agreement (other than the class, collective or representative action waiver) shall, for any reason, be declared by a Court of competent jurisdiction to be invalid or unenforceable or to be contrary to public policy or any law, such a decision shall only be binding in the jurisdiction in which the decision was made. In addition, the remainder of this Agreement shall not be affected by such invalidity or unenforceability but shall remain in full force and effect, as if the invalid or unenforceable term or portion thereof had not existed within this Agreement.

COMPLETE AGREEMENT

We understand and agree that this Agreement contains the complete agreement between Infosys and Employee regarding the subject of arbitration of disputes, except for any arbitration agreement in connection with any benefit plan; that it supersedes any and all prior representations and agreements between us, if any; and that it may be modified only in a writing, expressly referencing this Agreement and Employee by full name, and signed by the Chief Executive Officer of Infosys and Employee.

NOT A CONTRACT OF EMPLOYMENT

This Agreement is not, and shall not be construed to create, any contract of employment, express or implied. Nor does this Agreement in any way alter the "at-will" status of Employee's employment.

KNOWING AND VOLUNTARY AGREEMENT

WE UNDERSTAND AND AGREE THAT WE HAVE BEEN ADVISED TO CONSULT WITH AN ATTORNEY OF OUR OWN CHOOSING BEFORE SIGNING THIS AGREEMENT, AND WE HAVE HAD AN OPPORTUNITY TO DO SO. WE AGREE THAT WE HAVE READ THIS AGREEMENT CAREFULLY AND UNDERSTAND THAT BY SIGNING IT, WE ARE WAIVING ALL RIGHTS TO A TRIAL OR HEARING BEFORE A JUDGE, A JURY OF ANY AND ALL DISPUTES AND CLAIMS SUBJECT TO ARBITRATION UNDER THIS AGREEMENT.

Date: _____

Employee Signature

Employee Name

Infosys Limited



Date: 02-Mar-2017

By: **Shamita Chatterjee**

Its: **Senior Vice President – HRD**

Deputies Onboarding Checklist	
Day 1 Landing Date	
<input type="checkbox"/>	Complete I9 Section 1 and make an appointment with PAN(I9 certifying agency) for closing section 2
Day 2	
<input type="checkbox"/>	Connect with your onsite Project Manager
Day 3	
<input type="checkbox"/>	Visit PAN office and complete I9 Section 2
<input type="checkbox"/>	Open a Bank Account
<input type="checkbox"/>	Update Trip details in Payworld and get it approved by your manager
<input type="checkbox"/>	Update Bank account details in Payworld
<input type="checkbox"/>	Update I-94 number in AIMS system
Day 4	
<input type="checkbox"/>	If JL 6 & above and/or Production Support, place TRING request for phone & internet; others may choose any vendor and apply personally
Day 5	
<input type="checkbox"/>	Apply Social Security Number(SSN)
<input type="checkbox"/>	Initiate process to obtain Driver's license*
Week 2	
<input type="checkbox"/>	Enroll in Benefits
<input type="checkbox"/>	Complete and submit W4 form online in PayWorld for Tax purposes
<input type="checkbox"/>	Submit iTime (Weekly ongoing activity)
<input type="checkbox"/>	Read and acknowledge Mandatory compliance documents @ Sparsh > Web Apps > PayWorld > Onsite > Compliance Documents
<input type="checkbox"/>	Update current work location and contact number in Infosys directory
<input type="checkbox"/>	Update residential address and emergency contact details in Harmony & Payworld
<input type="checkbox"/>	Submit ISE claims and I9 claims
<input type="checkbox"/>	Ensure accuracy of ALCON location
Week 3	
<input type="checkbox"/>	Avail Car advance (only JL 5 & below) & driving lesson reimbursement as required*
<input type="checkbox"/>	Update SSN on ADP website / Payworld
<input type="checkbox"/>	Get yourself added to the relevant onsite DLs by contacting the DL owner
Week 4	
<input type="checkbox"/>	Apply for credit card*
<input type="checkbox"/>	Complete Mandatory <i>emtrain</i> trainings like Code of Conduct, Creating a Level Playing Field for Employees, Drug and Alcohol Awareness for Managers and ASHI
* Optional activity	

Consequences of Missing important Timelines <i>(Unless marked optional, all action items above are mandatory. Failure to complete the required actions will result in negative consequences for employee)</i>
Benefits Enrollment: If you fail to timely enroll in benefits or actively decline coverage with proof of insurance elsewhere, you will be auto enrolled in the Standard Medical – Employee Only plan. However, the employee’s dependents will be without medical coverage which may put them at a great financial risk in case of medical situation; coverage for dependents will only be available for purchase from the market place.
I9 Completion: If I9 Section 2 is not completed within 3 working days, employee will not be able to work in the USA and will be sent back to his/her home country.
Payworld updation: If trip and other details are not updated before the payroll cut-off date, employee will not get his/her pay check until the subsequent pay period.
Expense Reimbursement: If I9 and ISE claims are not submitted within 30 days of incurring the expense, claim amount will not be reimbursed without approval from Unit Head.
Compliance Documents: Failure to acknowledge compliance documents and finish mandatory trainings will result in disciplinary action up to termination.