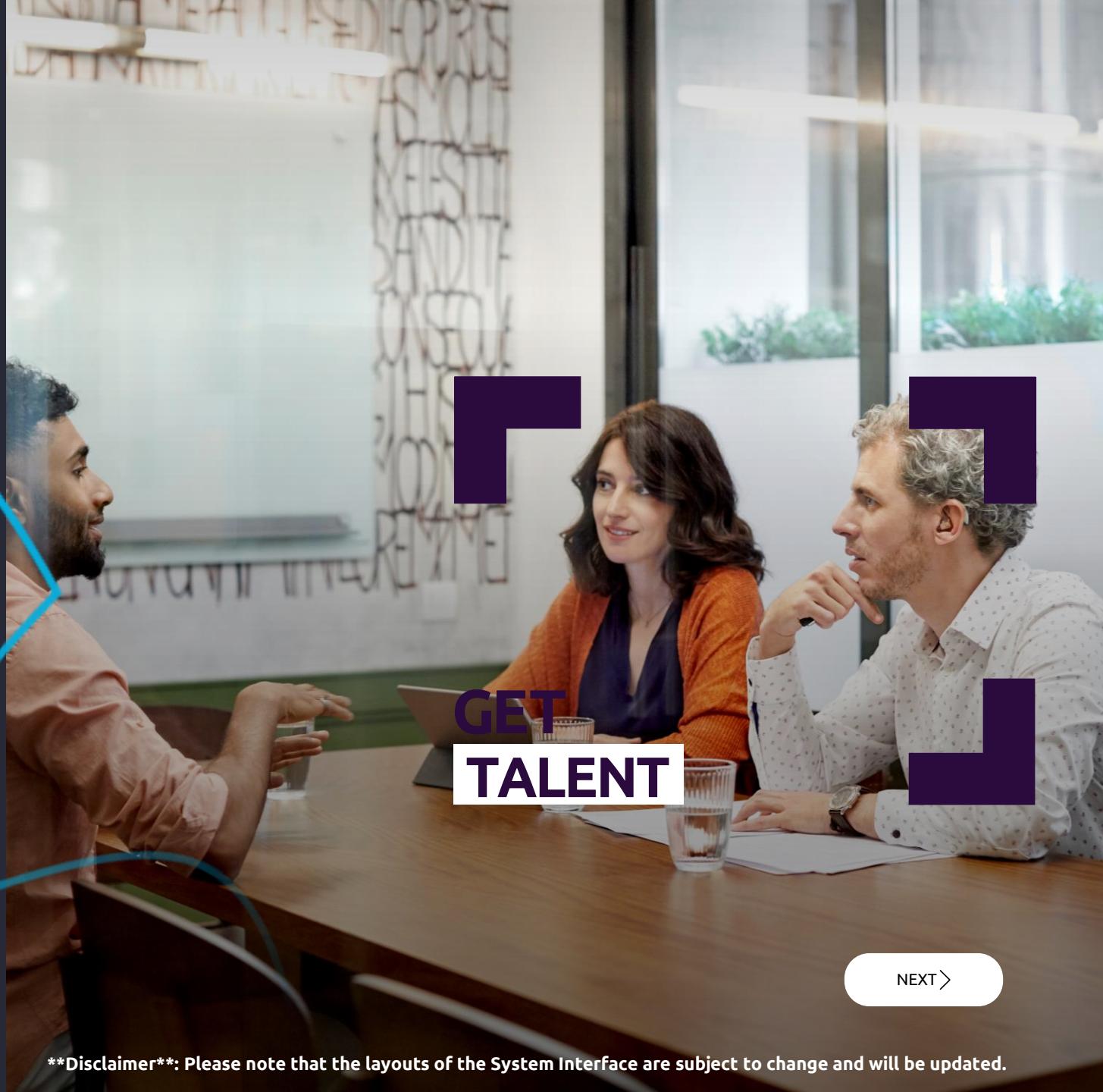




GETONBOARD CLICK GUIDE BUNDLE FOR NEW JOINERS

PERSONAL DATA COLLECTION

PXcell



NEXT >

Disclaimer: Please note that the layouts of the System Interface are subject to change and will be updated.



New Joiner Role

NEW JOINER PDC STEP

START >

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[GetTALENT Click Guide](#)

GET
TALENT



New Joiner Role

PURPOSE OF THE PROCESS CANDIDATE ROLE

 PURPOSE	<ul style="list-style-type: none">To guide a Candidate to complete the PDC (Personal Data Collection) step
 PREREQUISITES	<ul style="list-style-type: none">The PDC step for the candidate is initiated.
 SUCCESS CRITERIA	<ul style="list-style-type: none">The Candidate successfully completes the PDC step and the same is validated by the Onboarding SPOC
 ROLES IN THE BUSINESS PROCESS	<ul style="list-style-type: none">Candidate

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CANDIDATE LOGIN PAGE ON GETONBOARD

New Joiner Role

To log in to company **capgemitecP4**, enter your user name and password below. You can also log in to a [different company](#).

User Name:

 ②

Password:

 ?
[Forgot Password?](#)

 [Activate Mobile App](#)

Candidate will login using their credentials and click on **Log in**

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PERSONAL DATA COLLECTION STEP

New Joiner Role

Data privacy notice

Data Protection Notice SuccessFactors India

Introduction

The aim of this Data Protection Notice is to provide you with all the relevant information regarding the collection and further processing of your Personal Data by Capgemini to manage the employment relationship.

Key data protection notions

“Personal data” does not only refer to information related to your private life, but encompasses any and all information which enables to identify you either directly or indirectly even where collected in a business and/or employment context.

“Sensitive Personal Data” is defined under Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and includes information like passwords, financial information like bank account details, credit/debit card details, medical and health

Acknowledge

Candidate needs to acknowledge that they agree to the Data Protection Notice

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New Joiner Role

PERSONAL DATA COLLECTION

The screenshot shows the Capgemini TEST intranet homepage. At the top, there is a navigation bar with the Capgemini TEST logo, a "Home" dropdown menu, and a user profile icon with a red notification badge containing the number "2". Below the navigation is a banner featuring a smiling person's face.

Quick Actions

- View Reminders** (represented by a clock icon)
- View Favorites** (represented by a star icon)

For You Today

A callout box highlights a card titled "Your Onboarding Checklist" with a sub-section titled "Provide Personal Details" underlined and surrounded by a dashed red box. A cursor icon is positioned over the "Provide Personal Details" text. The card also contains the text "Review your personal details and enter any missing..." and "Due Tomorrow".

Candidate needs to scroll down on the **For you today. Click on **Provide Personal Details****

Organizational Updates

Your Onboarding Journey with Us!

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Complete this task to p... Due in 1 day
- Provide Additional Data Complete the previous task ... Locked
- Complete e-Signature Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People 1 person recommended

0:25

Provide Personal Data

Name Information

Please provide us with your personal information so that we can prepare your paperwork. Once this step is complete you will receive an email to sign your documents.

Get Started

Event Reason*
INDIA LTD... Hire (HIR-EXP)

Name Information

Salutation First Name*
No Selection Manav

Last Name*
Agarwal

Middle Name

Click on Get Started

Back to Overview



PERSONAL DATA COLLECTION

New Joiner Role

Post Get Started, Candidate needs to Click on **Provide Personal Data**

Candidate needs to validate the **Name Information** and Selects the Prefix.

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data
Complete this task to p... Due in 1 day
- Provide Additional Data
Complete the previous task ... Locked
- Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People
1 person recommended

Name Information

Most Recent Hire Date* Company*

No Selection CAPGEMINI TECH SERV INDIA LTD...

Event Reason*

Hire (HIR-EXP)

Dr
Miss
Mr
Mrs
Ms
Mx

No Selection

First Name* Middle Name

Manav

Last Name* Agarwal

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People**
1 person recommended

0:41

Provide Personal Data

IVO Selection ▾

Birth Name

National ID Information

Document Country*	National ID Card Type*	National ID*
India	Aadhar Number	921921921921

Is Primary*: Yes

Attachment: 0

Name as per National ID:

India	Permanent Account N...	ASDPP9988K
-------	------------------------	------------

Candidate needs to Enter **Name** as per the **National ID**.

- Document Country : India.**
- National ID card type :** Primary ID needs to be Aadhar card.
- Enters the National ID Number, In case of **Aadhar**, the candidate needs to enter the 12 Digit Aadhar Number

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GetTALENT Click Guide

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PERSONAL DATA COLLECTION

New Joiner Role



GetONBOARD ▾



A

Your Onboarding Checklist

Onboarding Data Collection



Provide Personal Data

Complete this task to p... Due in 1 day



Provide Additional Data

Complete the previous task ... Locked



Complete e-Signature

Complete the previous task ... Locked

Explore Onboarding Guide



Know Your Key People

1 person recommended

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[GetTALENT Click Guide](#)

Provide Personal Data

National ID Information

Document Country*

India

National ID Card Type*

Aadhar Number

National ID*

921921921921



Is Primary*

: Yes

Attachment

: 1

Name as per National ID

: Manav

Add

Continue

Click on Add to add another National ID Information.

Personal Information

Nomination Details



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data
Complete this task to p... Due in 1 day
- Provide Additional Data
Complete the previous task ... Locked
- Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Personal Data

Attachment

No attachments uploaded

To upload files, drop them here or use the “Upload” button.

Upload

Candidate needs to upload Relevant Attachments Mandatory. Aadhar Upload : E-Aadhar (Downloaded from UIDAI), not less than 30 days old.

Done

India Permanent Account N... ASDPP9988K

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GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

Provide Personal Data
Complete this task to p... Due in 1 day

Provide Additional Data
Complete the previous task ... Locked

Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Personal Data

National ID Information

Document Country*	National ID Card Type*	National ID*
India	Aadhar Number	921921921921

Is Primary* : Yes

Attachment : 1

Name as per National ID : Manav

India Permanent Account N... AAAPANNNNN

Is Primary* : No Selection

Attachment : 0

Name as per National ID :

Candidates needs to enter PAN Details in Alphanumeric format

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People**
1 person recommended

Provide Personal Data

India Aadhar Number 921921921921

Is Primary* : Yes

Attachment : 1

Name as per National ID : Manav

No Selection No Selection

Is Primary* : No Selection

Attachment : 0

Name as per National ID :

Add Continue

Candidate needs to Enter the Name as per National ID.
Candidate needs select the Primary.

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GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Complete this task to p... Due in 1 day
- Provide Additional Data Complete the previous task ... Locked
- Complete e-Signature Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People 1 person recommended

Provide Personal Data

Personal Information

Preferred First Name* Work Country*

Manav India

Legal Gender* Marital Status Marital Status Since

Male No Selection MMM dd, yyyy

Citizenship 1* Citizenship 3

India No Selection

No Selection Single
Married
Co-Habiting/Partnered
Civil Partnership/Union
Separated

Attachment Upload

Candidate needs to enter the following **Mandatory** fields:

1. Preferred First Name.
2. Work Country : India.
3. Legal Gender.
4. Citizenship.
5. Marital Status.
6. Marital Status Since.

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GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The left sidebar lists tasks under 'Your Onboarding Checklist': 'Provide Personal Data' (Due Today), 'Provide Additional Data' (Locked), 'Complete e-Signature' (Locked), and 'Explore Onboarding Guide'. The main content area is titled 'Provide Personal Data' and contains a form with a red dashed box highlighting the 'Additional Information' section. This section includes fields for Country/Region (India), Disability Status (No Selection), Date Learned (MM dd, yyyy), Challenge Group (No Selection), and Degree of Challenge %. A callout box on the right provides instructions for mandatory fields if the Disability status is 'Yes'.

Candidate needs to enter the following **Mandatory** fields if the Disability status as "Yes":

1. Date learned.
2. Challenge group.
3. Degree of Challenge %.
4. Type of challenge.
5. Issuing authority.
6. Reference number.
7. Self-declaration.

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[GetTALENT Click Guide](#)



PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The left sidebar lists tasks under 'Your Onboarding Checklist': 'Provide Personal Data' (Due Today), 'Provide Additional Data' (Locked), 'Complete e-Signature' (Locked), and 'Explore Onboarding Guide'. The main content area is titled 'Provide Personal Data' and contains fields for 'Doctor' (input: Doctor), 'Reference Number*' (input: BNHGHT644859LT2345), 'Self Declaration*' (dropdown: Yes, I agree to share this information with relevant stakeholders...), and 'Number of Children' (input: 1). A button 'Show 7 more fields' is highlighted with a red dashed box. Below it are buttons for 'Add Additional Information' and 'Emergency Contact Information'. A note on the right side of the form area states: 'Note: Click on "Show 7 more fields". Irrespective of "Disability status"(Yes/No), Candidate mandatorily must click on "Show 7 more field".'

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PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The left sidebar lists tasks: 'Provide Personal Data' (Due Today), 'Provide Additional Data' (Locked), 'Complete e-Signature' (Locked), and 'Know Your Key People' (1 person recommended). The main content area is titled 'Provide Personal Data'. A red dashed circle highlights the first two questions: 'Whether earlier a member of Employee's Provident Fund Scheme 1952' (Yes selected) and 'Whether earlier a member of Employee's Pension Scheme 1995' (No selected). To the right, a blue box contains notes: 'Please note: 1. EPS and EPF details has to be filled, if any. 2. All fields are mandatorily.'

Provide Personal Data

Whether earlier a member of Employee's Provident Fund Scheme 1952
Yes

Whether earlier a member of Employee's Pension Scheme 1995
No

Previous Employer EPF Number
BG/BNG/EF/5776

Previous Employer EPS Number

OCI Flag
No

Please note:

1. EPS and EPF details has to be filled, if any.
2. All fields are mandatorily.

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PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The URL in the address bar is: performancemanager5.successfactors.eu/sf/onboarding2/onbjourney?_s.crb=Alax8bVZG6rd%2bN3b2nWPbdCZAnZL2GnRKUwG2dgtlL8%3d#.

The page title is "Onboarding". The left sidebar, titled "Your Onboarding Checklist", lists several tasks:

- Provide Personal Data** (Icon: Person, Status: Complete this task to proc..., Due Today)
- Provide Additional Data** (Icon: Document, Status: Complete the previous task to..., Locked)
- Complete e-Signature** (Icon: Pen, Status: Complete the previous task to..., Locked)
- Explore Onboarding Guide**
- Know Your Key People** (Icon: People, Status: 1 person recommended)

The main content area is titled "Provide Personal Data". It contains fields for:
Previous Employer EPF Number: BG/BNG/EF/5776
Previous Employer EPS Number: (Empty field)
OCI Flag: No

Under "Attachment*", there is a file listed: **Disability screen shot of Myhire (1).docx**. The file was uploaded on Jul 09, 2024, with a file size of 1729103 bytes.

A red dashed box highlights the attachment section. A blue callout box on the right contains the note: "Please note: 1. Attachment to be made if Disability status is "Yes", mandatorily."

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾ 2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People**
1 person recommended

Provide Personal Data

Self Declaration
No Selection

Number of Children

Show 4 more fields

Add

Emergency Contact Information

Name* Relationship* Phone Number*

SH No Selection

Email Address Primary* No Selection

Candidate needs to enter the following **Mandatory** fields:
1. Name.
2. Relationship.
3. Phone Number.
4. If the selected contact information is Primary.

P.S. Also candidate needs to update the country code to India and One contact information should be Primary.

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GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Complete this task to p... Due in 1 day
- Provide Additional Data Complete the previous task ... Locked
- Complete e-Signature Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People 1 person recommended

Provide Personal Data

Emergency Contact Information

Primary*	Name*	Relationship*
Yes	SHRUTHI	Parent
Country Code*	Phone Number*	Email Address
91	5698711112	
Comments	Additional Information	

OK Add

Candidate needs to enter the following **Mandatory** fields in Emergency Contact Information:

1. Primary Status.
2. Name.
3. Relationship with the Candidate.
4. Country code.
5. Phone number.

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PERSONAL DATA COLLECTION

New Joiner Role



GetONBOARD ▾

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A

Your Onboarding Checklist

Onboarding Data Collection

Provide Personal Data
Complete this task to p... Due in 1 day

Provide Additional Data
Complete the previous task ... Locked

Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Personal Data

Email Information

Email Type * Email Address *
Personal Manav_Agarwal@yopmail.com Yes

Add

Phone Information

Phone Type *	Country Code *	Phone Number *
Cell	No Selection	20000000011
Extension	:	
Is Primary	:	Yes

Add

Home Address

Candidate needs to enter the following Mandatory fields :
1. Phone Type.
2. Country Code & Phone Number.
3. Primary Status of the contact information.

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GetTALENT Click Guide

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PERSONAL DATA COLLECTION

New Joiner Role



Capgemini
TEST

GetONBOARD ▾

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A

Your Onboarding Checklist

Onboarding Data Collection

Provide Personal Data
Complete this task to p... Due in 1 day

Provide Additional Data
Complete the previous task ... Locked

Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Personal Data

Add

Home Address

Country/Region*

India

Address Type*

Home Address

Street*

Address 1

House Number*

Extra Address Line

PIN*

Candidate needs to enter the
Mandatory fields under Home Address.

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PERSONAL DATA COLLECTION

New Joiner Role

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Capgemini TEST GetONBOARD ▾ (2) A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data
Complete this task to p... Due in 1 day
- Provide Additional Data
Complete the previous task ... Locked
- Complete e-Signature
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People
1 person recommended

Provide Personal Data

Attachment

Upload

No attachments upl Candidate needs to Upload Relevant Attachment **Mandatorily**.

To upload files, drop them here or use the “Upload” button.



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data
Complete this task to p... Due in 1 day
- Provide Additional Data
Complete the previous task ... Locked
- Complete e-Signature
Complete the previous task ... Locked

Provide Personal Data

+ Add Address Information

Dependents Information

Add Continue

Nomination Details

Job Information

Click on Add-to-add Dependents Information.

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾ 2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Complete this task to p... Due in 1 day
- Provide Additional Data Complete the previous task ... Locked
- Complete e-Signature Complete the previous task ... Locked
- Explore Onboarding Guide
- Know Your Key People 1 person recommended

Provide Personal Data

Add Address Information

Dependents Information

Date Of Birth* MMM dd, yyyy 

First Name*

Middle Name

Click on **Calendar Icon** to add Date of birth of the **Dependent**. Enter the following Details **Mandatorily**:

1. First Name.

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PERSONAL DATA COLLECTION

New Joiner Role



GetONBOARD ▾

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A

Your Onboarding Checklist

Onboarding Data Collection

Provide Personal Data

Complete this task to p... Due in 1 day

Provide Additional Data

Complete the previous task ... Locked

Complete e-Signature

Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People

1 person recommended

Provide Personal Data

Dependents Information

Date Of Birth*

May 24, 1975



First Name*

Manu

Middle Name

Last Name*

Relationship*

No Selection

Attachments

Enter the following **Mandatorily**:

1. First Name.
2. Last Name.
3. Relationship with the Candidate.

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GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows the Capgemini GetONBOARD platform interface. On the left, a sidebar titled "Your Onboarding Checklist" lists several tasks:

- Provide Personal Data (Due in 1 day)
- Provide Additional Data (Locked)
- Complete e-Signature (Locked)
- Explore Onboarding Guide
- Know Your Key People (1 person recommended)

The main panel is titled "Provide Personal Data". It contains a "Nomination Details" section with a checkmark and a "Job Information" section with a checkmark. At the bottom right of the main panel are "Submit" and "Save Draft" buttons. A callout bubble with a black border and a blue background points to the "Edit details" button, which is enclosed in a red dashed box. The callout bubble contains the text: "Click on **Edit Details** to edit the details of the Dependent."

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PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows the Capgemini TEST GetONBOARD platform. On the left, a sidebar titled "Your Onboarding Checklist" lists several tasks:

- Provide Personal Data (Due in 1 day)
- Provide Additional Data (Locked)
- Complete e-Signature (Locked)
- Explore Onboarding Guide
- Know Your Key People (1 person recommended)

The main panel is titled "Provide Personal Data". It contains sections for "Nomination Details" and "Job Information", each with a checkmark icon. A callout box with a red dashed border highlights the "Continue" button, which is being pointed to by a mouse cursor. The callout box contains the text: "Click on Continue to complete entering the Dependents Details".

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PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows the Capgemini Onboarding application interface. On the left, a sidebar titled "Your Onboarding Checklist" lists several tasks:

- Onboarding Data Collection**
 - Provide Personal Data**: Complete this task to proc... **Due Today**
 - Provide Additional Data**: Complete the previous task to... **Locked**
 - Complete e-Signature**: Complete the previous task to... **Locked**
- Explore Onboarding Guide**
- Know Your Key People**: 1 person recommended

The main content area is titled "Provide Personal Data". It contains the following fields:

Middle Name	-
Relationship	Mother
Date Of Birth	Jul 09, 1975
Attachments	-

A section titled "Job Information" is shown with a green checkmark icon.

The "ONB NOMINATION DETAILS" section is highlighted with a red dashed box. It contains a "Provident Fund" field and a "Country" dropdown menu. The dropdown menu is open, showing "India (IND)" as the selected option.

A blue callout bubble with white text points to the "Country" dropdown, instructing: "Click on Country and Select India Under ONB Nominations Details."

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[GetTALENT Click Guide](#)



PERSONAL DATA COLLECTION



New Joiner Role

The screenshot shows a web browser window for 'Onboarding' on the 'Capgemini TEST' platform. The left sidebar lists the 'Your Onboarding Checklist' with tasks like 'Provide Personal Data' (Due Today), 'Provide Additional Data' (Locked), 'Complete e-Signature' (Locked), and 'Explore Onboarding Guide'. The main content area is titled 'Provide Personal Data' and contains fields for 'Beneficiary Full Address*', 'Proportion of Lumpsum %', 'Provident Fund' (with a value of 50), 'ONB Gratuity Benefit:', 'Country*', 'Gratuity Benefit' (with a 'Add Gratuity Benefit' button), and 'ONB Full & Final Settlement:'. A red dashed box highlights the 'Beneficiary Full Address*' and 'Proportion of Lumpsum %' fields. A callout box on the right provides instructions for Nominations India.

In Nominations India, Candidate can enter Nominations details for the Following:

1. ONB full and final settlement.
2. ONB ESI Benefit.
3. ONB FP & Life Assurance.
4. ONB Gratuity Benefit.
5. ONB Provident Fund.
6. ONB Personal Accident Insurance

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PERSONAL DATA COLLECTION

New Joiner Role

The screenshot shows the Capgemini GetONBOARD platform interface. On the left, a sidebar titled "Your Onboarding Checklist" lists several tasks: "Provide Personal Data" (due in 1 day), "Provide Additional Data" (locked), "Complete e-Signature" (locked), "Explore Onboarding Guide", and "Know Your Key People". The main area is titled "Provide Personal Data" and contains a form for "Full & Final Settlement". The form includes fields for "Beneficiary Name*" (Manu), "Beneficiary Relationship*" (No Selection), "Beneficiary Date of Birth*", "Beneficiary Full Address*", "Proportion of Lumpsum %*", and "Beneficiary Guardian". A blue callout box highlights mandatory fields: "Beneficiary Name", "Beneficiary Relationship with the Candidate", "Beneficiary Date of Birth", "Beneficiary's Full Address", and "Proportion of Lumpsum". Another callout box at the bottom right suggests adding more nominations under the same category.

For all types of Benefits Nominations,
Candidate needs to enter the Following
Mandatorily:

1. Beneficiary Name.
2. Beneficiary Relationship with the Candidate.
3. Beneficiary Date of Birth.
4. Beneficiary's Full Address.
5. Proportion of Lumpsum

Click on **Add** to add any more nominations under the Same Beneficiary Category.

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PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾ 2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Complete this task to p... Due in 1 day
- Provide Additional Data Complete the previous task ... Locked
- Complete e-Signature Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People 1 person recommended

Provide Personal Data

Personal Accident Insurance

Beneficiary Name	Manu
Beneficiary Relationship	Father
Beneficiary Date of Birth	May 24, 1975
Beneficiary Full Address	BSK
Proportion of Lumpsum %	100
Beneficiary Guardian	-

Job Information ✓

Work Permit Information

Add

Click on Work Permit Information and Enter Relevant Information.

Click on Save Draft.

Submit Save Draft

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PERSONAL DATA COLLECTION

New Joiner Role

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Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Personal Data

BNPA Personal Accident Insurance

Be Be Be Be Be Pr Be

?

Confirmation

Select Confirm to submit your data. If you need to make any changes to this data after you submit it, contact HR.

Confirm Cancel

Job Information ✓

Work Permit Information

Add

Click on **Confirm**.

Submit Save Draft



PERSONAL DATA COLLECTION

New Joiner Role

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Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People**
1 person recommended

Provide Personal Data

BNPA Personal Accident Insurance

Beneficiary Name Manu

Success

Your data is submitted.

OK

Job Information

Work Permit Information

Add

Click on Ok.

Submit Save Draft



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data**
Complete this task to p... Due in 1 day
- Provide Additional Data**
Complete the previous task ... Locked
- Complete e-Signature**
Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People**
1 person recommended

Provide Personal Data

BNPA Personal Accident Insurance

Beneficiary Name	Manu
Beneficiary Relationship	Father
Beneficiary Date of Birth	May 24, 1975
Beneficiary Full Address	BSK
Proportion of Lumpsum %	100
Beneficiary Guardian	-

Job Information

Work Permit Information

Add

Click on Submit.

Submit Save Draft

Back to Overview

GetTALENT Click Guide



PERSONAL DATA COLLECTION

New Joiner Role

Capgemini TEST GetONBOARD ▾

2 A

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Task successfully compl... Completed
- Provide Additional Data Complete this task to p... Due in 1 day
- Complete e-Signature Complete the previous task ... Locked

Explore Onboarding Guide

- Know Your Key People 1 person recommended

Provide Personal Data

Well done!

You're one step closer to completing your onboarding. Please proceed to the next task.

The Candidate is Notified about completing the **Provide Personal Data Step**

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GetTALENT Click Guide



ADDITIONAL DATA

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The URL is https://performancemanager5.successfactors.eu/sf/onboarding2/onbjourney?_scrb=Alax8bVZG6rd%2bN3b2nWPbdCZAnZL2GnRKUwG2dgtl8%3d#/ste.... The page title is "Your Onboarding Checklist". The main content area is titled "Provide Additional Data" with a sub-instruction: "To complete this task, enter the required details in each section and save your data. On completing all the sections, select Submit." A red dashed box highlights the "Section Name" field, which contains "HeadShot" and "Documents". A callout box points to "HeadShot" with the text: "Under Section Name, Click on HeadShot to update the Photograph for". Another callout box points to the "Provide Additional Data" task with the text: "Click on Provide Additional Data.". The task card for "Provide Additional Data" includes a description: "Complete this task to proc...", a due date: "Due Today", and a status: "Task successfully completed" with a "Completed" button.

Onboarding Data Collection

Provide Personal Data
Task successfully completed **Completed**

Provide Additional Data
Complete this task to proc... **Due Today**

Complete e-Signature
Complete the previous task to unl... **...**

Explore Onboarding Guide

Know Your Key People
1 person recommended

Section Name

HeadShot **Pending >**

Documents **Pending >**

Under Section Name, Click on HeadShot to update the Photograph for

Click on Provide Additional Data.

Submit Close

Back to Overview



ADDITIONAL DATA

New Joiner Role

Capgemini TEST GetONBOARD ▾ 2 A

Provide Additional Data / HeadShot

HeadShot Pending

HeadShot:

Your photo is an important part of your onboarding process as we would like to have your badge ready on your first day. Please upload a current picture of you with a plain white or off-white background.

Photo* ⓘ

No attachments uploaded

To upload files, drop them here or use the "Upload" button.

Click on **Upload-to-upload** Photograph for Badge/ID Card. Please follow the instructions as mentioned while uploading the Photograph

Upload

Save Cancel

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GetTALENT Click Guide



ADDITIONAL DATA

New Joiner Role



GetONBOARD ▾



Provide Additional Data / HeadShot

HeadShot Pending

HeadShot:

Your photo is an important part of your onboarding process as we would like to have your badge ready on your first day. Please upload a current picture of you with a plain white or off-white background.

Photo* ?

 Photo.png
Uploaded On: May 24, 2024 · File Size: 717112 bytes X

Click **Save** to complete the Headshot Upload

Save **Cancel**

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GetTALENT Click Guide



ADDITIONAL DATA

New Joiner Role

The screenshot shows a web browser window for the Capgemini Onboarding checklist. The left sidebar lists several tasks:

- Provide Personal Data (Completed)
- Provide Additional Data (Incomplete, Due Today)
- Complete e-Signature (Locked)
- Explore Onboarding Guide
- Know Your Key People

The right panel is titled "Provide Additional Data" and contains instructions: "To complete this task, enter the required details in each section and save your data. On completing all the sections, select Submit." A red dashed box highlights the "Section Name" field, which contains "HeadShot" (Completed) and "Documents" (Pending). A callout box points to the "Documents" entry with the text: "Under Section Name, Click on Documents".

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ADDITIONAL DATA

New Joiner Role

← → C A https://performancemanager5.successfactors.eu/sf/onboarding2/onbjourney?_scrb=Alax8bVZG6rd%2bN3b2nWPbdCZAnZL2GnRKUwG2dgtlL8%3d#ste... ☆ 🌐 📲 📱 ⋮

Capgemini TEST Onboarding ▾

Provide Additional Data / Documents

Documents Pending

Documents

Father's Full Name*

UAN Card (with KYC "YES" and downloaded from EPFO Portal for Experience candidate only)

UAN Attachment

Upload

The candidate must fill the "Father's Full name **mandatorily**.

Save Cancel

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GetTALENT Click Guide



ADDITIONAL DATA

New Joiner Role

Capgemini TEST GetONBOARD ▾ 2 A

Provide Additional Data / Documents_India2

Documents_India2 Pending

Documents_India2:

UAN Card(with KYC "YES" and downloaded from EPFO Portal)

UAN Attachment*

 **UAN.png**
Uploaded On: May 14, 2024 · File Size: 717112 bytes

BGV Undertaking Form

+

Employment Proofs from Immediate Previous company*

Education Field- Incase joining as campus/fresher

Save Cancel

Upload the Following:
1. BGV Undertaking Form.
2. Employment Proofs, If any.
3. Education Field – Incase of Campus/Fresher

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ADDITIONAL DATA

New Joiner Role

The screenshot shows a web-based onboarding checklist for a 'New Joiner Role'. The main title is 'Your Onboarding Checklist'. A specific task, 'Provide Additional Data', has been completed successfully. A prominent blue banner at the top right indicates: 'Status Changes to Completed for Provide Additional data.' Below this, the 'Provide Additional Data' section is detailed, showing two completed sections: 'HeadShot' and 'Documents'. A large call-to-action button at the bottom right encourages users to 'Click on Submit'.

Status Changes to Completed for Provide Additional data.

Your Onboarding Checklist

Onboarding Data Collection

Provide Personal Data
Task successfully completed Completed

Provide Additional Data
Complete this task to proc... Due Today

Complete e-Signature
Complete the previous task to... Locked

Explore Onboarding Guide

Know Your Key People
1 person recommended

Provide Additional Data

Section Name

HeadShot ✓ Completed >

Documents ✓ Completed >

Click on Submit

Submit Close

Back to Overview



E-SIGNATURE

New Joiner Role

Onboarding TEST

Onboarding

Post completion of Provide Additional Data, Candidate needs to **complete e-Signature.**

Complete Your E-Signature

Welcome to E-Signature. Carefully read the terms of the agreement and select the checkbox to submit your agreement. By selecting the box, you're agreeing to use the electronic signature technology to sign your paper work.

Agreement to use SuccessFactors eSignature to Sign Documents

I, Ganesh Dhavan, agree to sign these electronic PDF documents using "SuccessFactors eSignature". I understand that a record of each document and my signature on it will be stored in electronic code. I accept that both the signatures, the one that I inscribe with "SuccessFactors eSignature" and the electronic record of it, can be considered as legal signature for the document. I confirm that the document is "written" and is an accurate record of the original document.

Accept the terms and conditions, then click "Submit". A list of documents that you need to sign is displayed. On reviewing each form, choose the "Click to Sign" button to place your electronic signature on the document. A check mark then appears, confirming that the form is signed.

I accept the Terms and Conditions

Click on Complete e-Signature.

Submit Close

The screenshot shows the Capgemini Onboarding Checklist. On the left, there's a sidebar with a blue header 'New Joiner Role'. The main area has a 'Your Onboarding Checklist' title. Under 'Onboarding Data Collection', two tasks are listed: 'Provide Personal Data' (Completed) and 'Provide Additional Data' (Completed). A third task, 'Complete e-Signature', is highlighted with a red dashed border and a due date of 'Due in 3 days'. Below this is an 'Explore Onboarding Guide' section with 'Know Your Key People' (1 person recommended). At the top right, there's a message: 'Post completion of Provide Additional Data, Candidate needs to complete e-Signature.' Below this is a large callout box for 'Complete Your E-Signature' with instructions and a checkbox for accepting terms. A callout at the bottom right points to the 'Complete e-Signature' button.

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E-SIGNATURE

New Joiner Role

Capgemini TEST Onboarding ▾ 2 D

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data Task successfully complet... Completed
- Provide Additional Data Task successfully complet... Completed
- Complete e-Signature Complete this task to pr... Due in 3 days

Explore Onboarding Guide

- Know Your Key People 1 person recommended

Complete Your E-Signature

Welcome to E-Signature. Carefully read the terms of the agreement and select the checkbox to submit your agreement. By selecting the box, you're agreeing to use the electronic signature technology to sign your paper work.

Agreement to use SuccessFactors eSignature to Sign Documents

I, Ganesh Dhavan, agree to sign these electronic PDF documents using "SuccessFactors eSignature". I understand that a record of each document and my signature on it will be stored in electronic code. I accept that both the signatures, the one that I inscribe with "SuccessFactors eSignature" and the electronic record of it, can be considered as legal signature for the document. I confirm that the document is "written" and is an accurate record of the original document.

Accept the terms and conditions, then click "Submit". A list of documents that you need to sign is displayed. On reviewing each form, choose the "Click to Sign" button to place your electronic signature on the document. A check mark then appears, confirming that the form is signed.

I accept the Terms and Conditions

Please go through the Terms of Agreement to use E-Signature and Click on **Submit**.

Submit Close

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E-SIGNATURE



New Joiner Role

The screenshot shows a web-based onboarding interface. At the top left is the Capgemini logo with the word 'TEST' underneath. To its right is the title 'Onboarding'. The main content area is divided into two sections: 'Your Onboarding Checklist' on the left and 'Complete Your E-Signature' on the right.

Your Onboarding Checklist

Onboarding Data Collection

- Provide Personal Data: Task successfully completed (Completed)
- Provide Additional Data: Task successfully completed (Completed)
- Complete e-Signature: Complete this task to pr... Due in 3 days (highlighted with a red dashed box)

Explore Onboarding Guide

- Know Your Key People: 1 person recommended

Complete Your E-Signature

1 Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task.

Form Name

Form Name	Status
CG_Full & Final Settlement Nomination Details	Pending >
CG_Insurance_Nomination Form	Pending >
CG_PF Declaration_Form 11	Pending >
CG_PF_Form 2	Pending >
CG_JMS_Employee Self declaration Form	Pending >
CG_Gratuity_Form F	Pending >
CG_ESI Nomination Details	Pending >

Submit Decline Close

Click on all the pending forms for E-Signature.

GetTAI FNT Click Guide

GetTAI FNT Click Guide

< PREV **NEXT >**



E-SIGNATURE



New Joiner Role

← → C A ☰ performancemanager5.successfactors.eu/sf/onboarding2/onbjourney?_s.crb=yqtypxtVht9JNCD23ub3PCVL%2bNG32X9UK4ksrFZuCFU%3d#... ☆ ☐ | ☐ | ☐

Capgemini TEST Onboarding ▾

Complete Your E-Signature / JMS 1 CG STANDARD

1 CG STANDARD Pending

☰ 6b458ae6-bdde-4cf8-9eaa-07e720d0df08 1 / 14 - 100% + ⌂ ⌃ ⌁

Capgemini

JOINING MASTER SHEET

Onboarding Checklist- Standard			
Employee Name	First Name	Middle Name	Last Name
Divya			Agarwal
Global ID	30002976		
Birth Date	MM-DD-YYYY	Date of Joining	MM-DD-YYYY
	07/18/1989		
SL. No.			
1	Offer letter		
2	DATA sheet		

Candidate needs to go through the Form and Click on **Click to sign**.

Click to Sign **Cancel**

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GetTALENT Click Guide

<PREV **NEXT>**



E-SIGNATURE



New Joiner Role

Complete Your E-Signature / ALTRAN_JMS_Employee Self Declaration Form

ALTRAN_JMS_Employee Self Declaration Form Pending

060331e1-a2a4-4321-8f19-e141d57b13dd 1 / 1 - 100% +

Confirmation

You've successfully e-signed this form. Do you wish to proceed and sign the next form?

Yes No

Name: Sharmila Rathod

Click on Yes.

Click to Sign Cancel

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GetTALENT Click Guide



E-SIGNATURE



New Joiner Role

performancemanager5.successfactors.eu/sf/onboarding2/onbjourney?_s.crb=Alax8bVZG6rd%2bN3b2nWPbdCZAnZL2GnRKUwG2dgtlL8%3d#/ste...

Onboarding 2 R

Your Onboarding Checklist

Onboarding Data Collection		
<ul style="list-style-type: none"> ➊ Provide Personal Data Task successfully completed ➋ Provide Additional Data Task successfully completed ➌ Complete e-Signature Complete this task to proc... Due Today ➍ Explore Onboarding Guide ➎ Know Your Key People 1 person recommended 		

Complete Your E-Signature

ⓘ Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task.

Form Name	Status
ALTRAN_JMS_Employee Self Declaration Form	✓ Signed >
ALTRAN_Full & Final Settlement Nomination Details	✓ Signed >
ALTRAN_Gratuity_Form F	✓ Signed >
ALTRAN_Insurance_Nomination Form	✓ Signed >
ALTRAN_JMS_Disability Undertaking	✓ Signed >
ALTRAN_JMS_Employee Self Declaration Form	✓ Signed >
ALTRAN_Full & Final Settlement Nomination Details	✓ Signed >
ALTRAN_Gratuity_Form F	✓ Signed >
ALTRAN_Insurance_Nomination Form	✓ Signed >
ALTRAN_JMS_Disability Undertaking	✓ Signed >

Once, the candidate E-Signs on all the required forms , Candidate must click on "Submit"

Submit Decline Close

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GetTALENT Click Guide



E-SIGNATURE



New Joiner Role

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[GetTALENT Click Guide](#)

Once the Candidate completes E-signature on the pending forms. They can download the signed document.

Complete Your E-Signature

Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task.

Success

Thank you! You've e-signed all the forms.

ALTRAN_JN
ALTRAN_Fu
ALTRAN_G
ALTRAN_Insurance_Nomination Form
ALTRAN_JMS_Disability Undertaking
ALTRAN_ESI No
ALTRAN_PF For
ALTRAN_PF Dec

Click on **OK**.

OK

Submit Decline Close



E-SIGNATURE



New Joiner Role

Once the Candidate completes E-signature on the pending forms. They can download the signed document.

Your Onboarding Checklist

- Provide Personal Data Completed
- Provide Additional Data Completed
- Complete e-Signature Completed
- Explore Onboarding Guide
- Know Your Key People 1 person recommended

Complete Your E-Signature

If you wish to save a copy of your e-signed form, select the Download option corresponding to the form.

Download Your Documents

Document Name	Generated On	Action
ALTRAN_JMS_Employee Self Declaration Form	July 9, 2024	
ALTRAN_Full & Final Settlement Nomination Details	July 9, 2024	
ALTRAN_Gratuity_Form F	July 9, 2024	
ALTRAN_Insurance_Nomination Form	July 9, 2024	
ALTRAN_JMS_D...	July 9, 2024	
ALTRAN_ESI No...	July 9, 2024	
ALTRAN_PF_Fo...	July 9, 2024	
ALTRAN_PF Declaration_Form 11	July 9, 2024	

Click on “Download” icon, the candidate must download all the files in order.

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About Capgemini

Capgemini is a global leader in partnering with companies to transform and manage their business by harnessing the power of technology. The Group is guided everyday by its purpose of unleashing human energy through technology for an inclusive and sustainable future. It is a responsible and diverse organization of over 360,000 team members more than 50 countries. With its strong 55-year heritage and deep industry expertise, Capgemini is trusted by its clients to address the entire breadth of their business needs, from strategy and design to operations, fueled by the fast evolving and innovative world of cloud, data, AI, connectivity, software, digital engineering and platforms. The Group reported in 2022 global revenues of €22 billion.



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