



This document contains all of the information you need to help you become assimilated into Cognizant as quickly as possible. Please review the below checklist to ensure you complete all the required key items/activities within the stipulated deadlines. More information on each of these items can be found in the overview below which follows this checklist. Please review the information carefully and if you have any questions, contact NAOnboarding@cognizant.com.

CHECKLIST:

Day 1:

- ☐ Attend SM+ Day ONE (Orientation for New Employees) Program
- ☐ Confirm your start date and work location in the [1C \(OneCognizant\)](#) Onboarding App. [Click here for additional instructions](#)
- ☐ Find another Cognizant employee who can assist you in completing your Form I-9. You will receive a separate email with detailed instructions, however, [click here for additional information](#)
- ☐ [Complete the race, gender, veteran, and disability self-identification forms](#) Cognizant does business with the US Government; requiring submittal of summary demographic reports on our US workforce. This demographic information includes the number of associates by gender, race, veteran status, and disability status. The annual demographic reports are just one of the tools used by the government to monitor companies' employment practices to ensure equal employment opportunity for all associates and job candidates.

NOTE: Your individual demographic information remains confidential and will NOT be submitted with the summary reports. Submission of your individual demographic information is voluntary, and refusal to provide this information will not subject you to any adverse treatment. Your individual demographic information will NOT be shared with hiring managers, and will NOT be used for any employment-related decisions.

Day 2:

- ☐ Validate that your Cognizant associate ID works, create a password, and check your email. [Click here for more information](#)
- ☐ Confirm your contact details and update your direct deposit account information (if applicable) in PeopleSoft to ensure your paychecks are processed accurately. [Click here for more information](#)
- ☐ Complete your post joining paperwork via the 1C (One Cognizant) Onboarding App at <https://onecognizant.cognizant.com>. Click on the App store (top right) and search for 'Onboarding'.
- ☐ Review your Benefit Options at www.cognizantbenefits.com. [Click here for more information](#)
- ☐ Familiarize yourself with our timesheet system. [Click here for more information](#)

Day 3:

- ☐ All I9's must be completed by this date. [Click here for more information](#)

First week:

- ☐ Ask your Manager to assign you a New Hire Advisor within your account team to assist with your onboarding.

- ☐ Visit the [Global Travel and Expense App](#) to read our Travel and Expense Policy and familiarize yourself with our Travel and Expense Processes. All travel must be booked through corporate channels and in accordance with Cognizant Policy. Complete your Traveler Profile in Concur – required for offline and online booking. [Click here for more information](#)
- ☐ Apply for an AMEX Corporate card (if incurring business expenses; mandatory for SM+ levels) via the [American Express Application](#). Click on the app store (top right) and search for ‘corporate card’
- ☐ Sign up for [Yammer](#) (and follow the instructions) so you can begin connecting with other Cognizant employees – make sure you check out the ‘NA Onboarding and Assimilation’ group! Find Tips on how to use Yammer [here](#). and for an instructional video on how to use Yammer please click [here](#).
- ☐ Login to the Welcome Center (Search ‘Onboarding’ in OneC) to learn more about the company, access key information, reference POCs, and listen to the video podcasts available under the Onboarding On Demand Training Library to learn more about Cognizant’s Culture, History & Vision, Corporate Overview and Onboarding Tasks and more
- ☐ Visit the One Cognizant (1C) portal to download a copy of the “Websites-At-A-Glance” and “Acronym Glossary” from our About HR App. [Click here for more information](#)
- ☐ Apply for [Business Cards](#).
- ☐ If you require a mobile phone, please fill out the phone selection document and return to MobileSupportNA@cognizant.com Please reference the following documents in Yammer for [selection, setup, porting, and policy](#).

First 31 days:

- ☐ You must enroll in Benefits by this date. [Click here for more information](#)
- ☐ You must complete the new hire mandatory e-learning training courses by this date. [Click here for more information](#)
- ☐ Participate in the mandatory Accelerate onboarding webinar series – you will receive an outlook invitation.
- ☐ Attend your Business Unit/Account Team Induction Program – check your email for a formal meeting invitation from your Talent Manager.
- ☐ Review our [online Policy Repository](#)
- ☐ [Upload your picture to Outlook](#). Click on the app store (top right) and search for ‘My Image Update’.

First 60 days:

- ☐ Complete your goal setting document with your Manager (only for SM/AD levels) – check your email for additional details

First 90 days:

- ☐ Complete BU mandatory e-learning training (if applicable) – check with your Manager to determine which sessions are required

120 day:

- ☐ Participate in 120 day survey to share your feedback regarding the onboarding/assimilation process – check your email for your invitation to participate

ADDITIONAL INFORMATION:

EMPLOYMENT START CONFIRMATION:

*** This activity cannot be completed until on or after your start date. ***

On your joining date, log into the [1C \(OneCognizant\)](#) Onboarding App by searching for 'Onboarding' in the App store or you can also access the Onboarding App via the link provided in the email you received today from CognizantHR@cognizant.com. You will need to use the personal email and login credentials you created during the initial registration (when you completed your pre-joining paperwork) to access the Onboarding application.

Confirm or update your 'Actual Date of Joining' and 'Primary Work Address'. If you are not sure about your primary work address, use your home address as your primary work address. Finance will be using this information for payroll processing, including state and local tax withholdings (if applicable), therefore, it is critical that you update this information accurately on Day 1 to ensure correct and timely processing of your payroll.

If you have any questions, please reach out to your Recruiter/RC. If you are facing technical issues with the site, please reach out to NAOnboardingITSupport@cognizant.com.

ASSOCIATE ID/EMPLOYEE ID/NETWORK ID:

Your **Cognizant Employee ID** (also known as your Associate ID or Network ID) is necessary to access any of Cognizant's tools and systems. You should memorize this number. *When referring to login or user names, please reference the following format: cts\XXXXXX (your employee ID should be inputted where you see XXXXXX).*

Please note: Cognizant badges/ID Cards are not provided to associates in NA. If you are based out of one of Cognizant offices for more than 3 days a week you will be provided with an access card. Please contact your local office manager.

TO CREATE YOUR NETWORK PASSWORD (can be done using your personal device):

- Log into <https://identity.cognizant.com>
- Click on the 'New Hire Users' link and enter the following information:
 - Employee ID (provided by your Recruiter) *If you have not received your employee ID, you must contact your Recruiter.
 - Date of birth
 - Date of joining (*click on the calendar to select the date*)

****If you receive an error on the date of birth or date of joining, contact your Recruiter to rectify.***

- On the next screen you will be prompted to set your network password. This password will be the one you use for anything which requires your Cognizant credentials. Please choose a password that you will remember, but it should also be strong and secure.
- Create your security question. The answer to this question will allow you to unlock your account from the identity website.

For additional assistance in creating your network password, please call the Global Service Desk (GSD) at 866-822-2024.

EMAIL INSTRUCTIONS & TECHNICAL SUPPORT:

- All associates have access to their Cognizant email account via webmail: <https://usmail.cognizant.com>.
- If you are provided with Cognizant equipment, you will also be able to access your email via MS Outlook. Refer to a separate email with detailed instructions regarding this process.
- Cognizant email addresses are in the format first.last@cognizant.com, unless we already have an associate with your name.
- If you need to update the phone number(s) which appear in your Outlook profile, please visit [Peoplesoft HCM](#) and update the information under the personal information & phone numbers headings.

*** It is important that you check your Cognizant email daily, even if you are solely using a client email ID. All Cognizant communications will be sent to your Cognizant inbox.**

If you have any issues connecting to email, or any other technical questions, please contact the Global Service Desk (GSD) at 866-822-2024 or GSD@cognizant.com.

FORM I9:

- All US associates are required to complete a new Form I9 to verify both identity and employment eligibility within 3 days of your first day on payroll.
- Cognizant uses an electronic form I9 for verification
- Visit [Form I9](#), click on the App store (top right) and search for 'Form I-9 Compliance'
- Review the [instructions](#) on how to complete the I9 with a Cognizant representative
- Please note an associate ID is not required to complete an I9

*** If you do not complete your Form I9 within 3 business days, you will be placed on a loss of pay (LOP) status.**

ACCESS PEOPLESOFT THROUGH 1C:

- Login to <https://onecognizant.cognizant.com> with your network ID (XXXXXX) and Password
- Click on the app store (top right) and search for Peoplesoft HCM
- From the menu on the left, select "Self Service" and then "Personal Information"
- Review and update (if required) the following information:
 - Home address and other contact information
 - Emergency contacts
 - Direct Deposit
 - Direct Deposit is under the "Payroll and Compensation" heading
 - Click on Direct Deposit
 - To have your paycheck sent to a single account: choose "Balance" and leave the "Amount" field blank.
 - To split your paycheck among multiple accounts: choose "Balance" for the first account, and leave the amount field blank on this row. Click Add Account for each additional flat dollar account, enter the amount you would like sent to each of these accounts, and save.
 - If you update your banking information at least 6 business days before the pay date, the direct deposit will take effect immediately. If the update is made within 6 days prior to the pay date, it will take one pay cycle for the update to take effect. Make sure you retain your first paystub to register for My ADP.
 - Once you receive your first paycheck you can register for My ADP via <https://my.adp.com>
 - Self-registration passcode: Cognizant-ipay

BENEFITS:

Full time US associates working 30 hours or more per week are eligible for coverage effective date of hire as long as enrollment is completed within 31 days. If dependents are added to coverage, dependent verification documentation must also be submitted within 31 days of hire date.

Within approximately 24 hours from your date of hire you will receive an email from The Benefit Desk inviting you to visit www.cognizantbenefits.com to enroll in benefits. You will need to register and create a unique username and password.

For detailed information on the benefits available, review the Benefit Orientation and Benefit Guide available on www.cognizantbenefits.com

Any benefits questions: TheBenefitDesk@businessolver.com

Phone: (877) 561-0984

Hours: 8am to 8pm EST Monday – Friday

1C ONECOGNIZANT (ASSOCIATE PORTAL):

Cognizant has an associate portal called "One Cognizant": <https://onecognizant.cognizant.com>. You will receive important Cognizant reminders/updates, complete your post joining documents, and access the App Store via this portal.

About HR App:

Use the [About HR App](#) for general day-to-day HR information, information about Cognizant's various business units & the company in general. Click on the 'United States of America' to review US payroll schedules, policies, and much more.

- Review the following policies:
 - Travel Policy
 - Compensation Policy
 - Non-exempt Policy (if applicable)
 - EEO Policy
 - [Associate Handbook](#)

- Download the [Websites at a Glance](#) tool which lists some of our most commonly used websites, and the methodology for logging into each one.
- Download the [Acronym Glossary](#) which contains some of the common acronyms you'll hear/see at Cognizant.

TIMESHEETS:

All Cognizant associates (including non-billable employees) are required to complete timesheets in PeopleSoft ESA (for exempt employees) or the Timesheet & Leave Management System T&L (for our non-exempt population).

- To ensure you are completing your timesheet correctly, you must complete the relevant mandatory e-learning timesheet training course.
- Your Project Manager can provide you with your project code

SUBMITTING TIMESHEETS THROUGH ESA (for exempt employees):

- Log into <https://onecognizant.cognizant.com> with your Associate ID (XXXXXX) and password
- Search for 'Peoplesoft ESA' in the App store
- From the menu in the center, select "Enter Timesheet"
- If you have any questions, please raise a ticket by logging into <https://gsd.cognizant.com>

*** Timesheets must be submitted on the 15th and the last day of each month. Effective July 7 2017, Timesheets will need to be submitted every Friday and at the end of the Month.**

SUBMITTING TIMESHEETS THROUGH THE TIMESHEET & LEAVE MANAGEMENT SYSTEM (T&L) for non-exempt employees:

- You will receive a separate email with log-in instructions and additional information on this system
- If you have any timesheet questions, please contact T&L NEETimesheetMgmt@cognizant.com

*** Timesheets must be submitted every Friday by the end of the day (EOD)**

CONCUR SOLUTIONS BUSINESS TRAVEL:

Book Travel- Activating and Updating Your Profile

Only applicable if travel is required for work

- All business travel **MUST** be booked through this website
- Register via **Concur Solutions**
 - Bookmark this URL: <https://onecognizant.cognizant.com/?GlobalAppId=873>
 - Or, Search for 'Concur' in the OneCognizant portal
 - User ID: <YourCognizantEmployeeID>@cognizant.com e.g. 123456@cognizant.com
 - Set Your Password: To access Concur for the first time, or if you don't know your password, simply set your own password by clicking "Forgot my password" and choose the option to have it emailed to you. All associates automatically have a Concur Profile. You must activate your Concur Profile by logging in and updating your profile with mandatory fields.
 - Note: We are enabling SSO login in Q1 2017. Once SSO is enabled, your login instructions will change to the Cognizant SSO Credential Screen.
 - Activate your profile by completing all mandatory fields under 'My Profile'
- If the system does not send the link to reset the password within 30-45 minutes, please reach out to travelmailbox@cognizant.com
- We recommend that you visit our travel portal <https://onecognizant.cognizant.com/?GlobalAppId=2158> in order to familiarize yourself with the travel and expense policy and process.
-

Complete your Traveler Profile in Concur – required for offline and online booking

- First time users must activate their Concur Profile to enable offline and online booking
- First time users should update their Travel-Related HCM information to ensure accuracy of tickets

Log-in to: <https://peoplesoft.cognizant.com> OR <https://onecognizant.cognizant.com> > HCM > Main menu > Employee Self Service > personal information > **Passport Name:** *This field must match your valid travel documents exactly*

Log-in to: <https://onecognizant.cognizant.com/?GlobalAppId=873>

- 1) The required fields below must be updated in your profile
 - Check that your Name in Concur matches your Passport Name in HCM exactly
 - Date of Birth
 - Gender
 - Contact Information (work and/or home phone number)

- Credit Card Number (your corporate AMEX card; add additional personal cards as back-up)
- 2) Update these optional fields to improve your travel experience
- Mileage Account Information
 - Add a Travel Arranger
- * Concur profiles are automatically created 24 hours after you are added to our HR feed. If you have received your Employee ID and cannot get into Concur after 2 days, please email TravelMailbox@Cognizant.com

IMPORTANT ONLINE TRAINING

All Cognizant associates are required to take the following online training courses:

Organization Mandated Trainings for New Hires - NA			
Frequency	Applicable Level	List of Mandatory Course	Course Code
Yearly	All	Business Continuity Management Awareness	CORCF084
Yearly	All	Acceptable Use Policy (AUP)	BQVCA2
Yearly	All	Code of Ethics	Refer Note*
Yearly	All	Harassment Prevention and You (<i>Associate who do not have reportee</i>)	CPQOP016
Yearly	Managers	Harassment Prevention and You for Managers (<i>Associates who have direct report</i>)	CPQOP017
Mandate - once	All	Global Data Privacy and Protection	CORPV001

*Note: Please be on the lookout for mandatory Ethics & Compliance training and training enrollment reminder notifications from OfficeOfTheCCO@cognizant.com

All courses except Code of Ethics, can be accessed through <https://cognizantlearning.sumtotal.host/>

Use the 'Search' function to search for each course by name or codes (omit words in parentheses above).

*** The above courses must be completed within 30 days - your completion and compliance of these courses will be tracked and reported to your Manager.**

The following ESA Redesigned courses can be accessed through [Cognizant Learn](#) located in One Cognizant:

Applicable Level	List of Mandatory Course	Course Code
All	New Timesheet Model for Associates	CORES002
Managers	New Timesheet Model for Approvers (<i>Associates who have direct report</i>)	CORES001

The following training courses can be accessed through the [Welcome Center](#) located in One Cognizant:

Applicable Level	List of Mandatory Course	Course Code
All	Day One Program - Admin	Click Here
All	PeopleSoft HCM Self Service	Click Here
All	Cognizant Corporate Overview	Click Here
All	2018 Benefits Overview	Click Here
All	Talent Management Overview	Click Here