

Checklist for associates coming on deputation to the United States of America

Given below is the list of activities which are expected to be completed by all expatriate associates who report to the United States of America on deputation. Associates are requested to take a print out of this checklist and keep a copy of it for reference and tracking, until all the required tasks are marked completed on arrival.

No:	Activity	Status
1	<p>On the first day itself of reporting at work, fill in your Form I9: <u>Ultimatix -> Employee Services -> Form I9</u></p> <p>It is MANDATORY to fill in this form, in order to be compliant to statutory regulations set by the Department of Homeland Security, U.S. Citizenship and Immigration Services. <u>Employees are authorized to start working for an organization in U.S only after the Form I9 is completed.</u> Instructions for completing the Form I9 are available at: <u>Ultimatix -> Knowledge Management -> KNOWMAX -> MyHR -> North Americas -> US-> Expatriate -> Expats Corner -> Visa and Immigration -> Glossary</u> (File Name: TCS US Instructions – Electronic From I9). For any additional questions which you may have regarding From I9, you could write to I9.compliance@tcs.com.</p>	
2	<p>Update the US residence address: <u>Ultimatix -> HR Management -> TCS Employee Self Service -> My Profile</u></p> <p>The temporary address (e.g. hotel address) can be submitted initially and can be changed later once the address is finalized. This information has to be updated in Ultimatix to proceed with the next steps. This information would start reflecting in Ultimatix tentatively after three to four hours.</p>	
3	<p>Track and complete overseas deputation process: <u>Ultimatix -> Employee Services -> GESS -> Travel -> My Request List</u></p> <p>If there are pending notifications, please contact the concerned departments to clear the notifications.</p>	
4	<p>Submit and get the onsite reporting form completed: <u>Ultimatix -> Employee Services -> GESS -> My Worklist -> View FYA -> Onsite Reporting Form</u></p> <p>Please fill in the correct reporting date, I94 details, Work Location and Work Location Zip Code, and ensure that the reporting notification is approved by the supervisor.</p>	
5	<p>Open a bank account in the US and update the US bank details: <u>Ultimatix -> Employee Services -> HR Management -> TCS Employee Self Service -> TCS Employee Payroll -> Overseas Bank Details</u></p> <p>During a deputation the US living allowance, India Salary and reimbursement claims will be remitted to this account.</p>	
6	<p>Apply for the SSN and update the details, in the format XXX-XX-XXXX: <u>Ultimatix -> Employee Services -> HR Management -> TCS Employee Self Service -> Overseas Identification Details</u></p> <p>In case, the processing of SSN is delayed for valid reasons, inform the HR and Finance about the delay.</p>	
7	<p>Fill in and submit the W4 form: <u>Ultimatix -> Employee Services -> HR Management -> TCS Employee Self Service -> W4 Form</u></p> <p>W4 form is required for TCS to withhold your taxes at source. Please print the hard copy and send the signed copy of the W4 form to the Finance Team to The Finance Department, Tata Consultancy Services, 379, Thornall Street-4th Floor, Edison, New Jersey - 08837. Please read the Payroll FAQs to find more information on W4 form: <u>Ultimatix -> Knowmax -> My HR -> North Americas -> US -> Expatriate Associates -> Expats Corner -> Benefits -> TCS US FAQs - Payroll.</u></p>	

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8	Check if you have met the payroll eligibility conditions between 7 th and 10 th of the month: <u>Ultimatix -> Employee Services -> HR Management -> TCS Employee Self Service -> TCS Employee Payroll -> Payroll Eligibility (US)</u>	
9	Verify enrolment in the medical insurance plan: <u>Ultimatix -> Employee Services -> Employee Self Service -> Global ESS -> Benefits -> US Benefits -> My Enrolments</u> After 14 days of arrival, please check with CIGNA International Customer Service Center (Telephone – 1.800.390.7812) for status of the Insurance Coverage. If the insurance has not been activated even after 14 days of arrival then there may be discrepancies in the medical insurance records, please contact the US insurance team (us.insurance@tcs.com)	
10	Enroll for CIGNA dental insurance, if you choose to: <u>Ultimatix -> Employee Services -> Employee Self Service -> Global ESS -> Benefit -> US Benefits -> Relocation to Other Country -> Dental Plan</u> It is advisable to enroll for CIGNA dental insurance as soon as you arrive. If you want to enroll in the Dental plan, Enhanced medical plan, DFSA plan, or Supplemental Life Insurance plan, your request must be raised in GESS within 60 days of your deputation start date.	

Helpful Documents:

- **Employee handbook for expatriates** - Ultimatix -> Knowmax -> My HR -> North Americas -> US -> Expatriate Associates -> My Manuals -> Employee Handbook
- **USA Orientation Presentation** - Ultimatix -> Knowledge Management -> Knowmax -> My HR -> North America -> US -> Expatriate Associates -> Expats Corner -> New Arrivals -> TCS North Americas Expatriates to USA Induction Kit for New Arrivals -> TCS North Americas Expatriates to USA Orientation Presentation for New Arrivals
- **Benefits manual for expatriate associates** - Ultimatix -> Knowmax -> My HR -> North Americas -> US -> Expatriate Associates -> Expats Corner -> Benefits -> TCS Expat Benefits Manual - USA
- **Payroll FAQs** - Ultimatix -> Knowmax -> My HR -> North Americas -> US -> Expatriate Associates -> Expats Corner -> Benefits -> TCS US FAQs – Payroll

Helpline Numbers:

- **US HR Helpline** – US Toll Free Number – 001-866-502-2494 (for general queries on policies and processes)
- **Global Helpdesk** – US Toll Free Number – 001-877-827-4639 (877-TCS-INDY)

Employment Verification Letter:

- Expatriate associates can write to the NAHR Backoffice Team at nahr.backoffice@tcs.com for employment verification letters, which you might need immediately after your arrival in North America.

Expat Induction Sessions:

Expat induction sessions are usually conducted over con-call and WebEx on the **second and fourth Friday of every month from 2:30 PM to 4:30 PM (EST)**. Expatriate associates can log on to a call at the **Toll- free Dial-in: +1-877-827-2929 or Direct Dial-in: +1-719-457-1079**. The participant code for the call is **232672#**. The WebEx details are: **WebEx: <https://tcs2.webex.com>; Meeting Number: 171 924 532; Password: StartSmart#2013**. The NAHR Back office Team e-mails the details of the WebEx to the TCS e-mail ID of all expatriate associates who arrive in the US within the first couple of weeks of their arrival.

A copy of this document is available in Ultimatix at the following location:

Ultimatix -> Knowledge Management -> Knowmax -> My HR -> North America -> US -> Expatriate Associates -> Expats Corner -> New Arrivals -> TCS North America Expatriates to USA Induction Kit for New Arrivals -> TCS North America Expatriates to USA Induction Checklist for New Arrivals

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TCS Offices – North America – Address and Contact Number

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400 Galleria Parkway S.E. Suite 1060	Atlanta	GA	30339	678-388-3458
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900 West Trade Street Suite #735	Charlotte	NC	28202	704-927-8120
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101 Park Ave - 26th Floor	New York	NY	10178	212-557-8038
World Financial Center, 21st Floor	New York	NY	10281	212-313-6800
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