

1st Day at Intel
NEW HIRE CHECKLIST

Congratulations to you! We look forward to welcome you to Intel family.

Please read all the instructions listed below before completing the following forms. Kindly take note to provide all the required documents on time to avoid any effect to your salary payout.

Please return all documents within 1 week from the day you receive the offer letter e-mail.

- Complete and return the following to Intel via email to gar.hr.ssc.transaction.center@intel.com. should you require to check your document submission status, you may contact the above mentioned email account.
- specify (Y = Yes) or (N = No) as below for your document submission status.
- Remember to submit this checklist together when you are returning your documents to Intel.

Please fill up ALL the Compulsory documents stated below:

For Intern, please fill up below table:

Name :		WWID : (Intel Identificatio n Number)	In progress
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	Documents	eMail to Intel? (Y/N)	Pending document submission during Reporting Day ? (Y/N)
1.	1 copy of Offer Letter + Employment Agreement + Data Protection Authorization <ul style="list-style-type: none"> - Please ENSURE your signatures are included in all three documents; Offer Letter, Employment Agreement & Data Protection Authorization. write down your NRIC/Passport number, Full name as per IC and Date format with DD/MM/YYYY <ul style="list-style-type: none"> - please write down your WWID (if available) or Applicant ID on the top right corner in the copies to be returned to Intel Note: If you do not have WWID yet, write down your Applicant ID		
2.	Photocopy /scanned copy of latest Transcript (Pls write down your wwid on the top right corner in the copies to be returned to Intel)		
3.	1 photocopy/scanned copy of Identity Card (IC) both sides / 1 page passport copy for foreign hire(where your full name and passport # indicate) – (Pls write down your wwid on the top right corner in the copies to be returned to Intel)		
4.	Please update your Bank account information online upon reporting to work at : https://infoact.intel.com/IAEforms/eForm4.aspx?IAIDNum=7104&lang=1&nef=1 Kindly expedite to update these timely to avoid impact to your monthly salary payout. Should you have any issues to get into these link to provide your bank information, please contact Ask ES Hotline at 253 2222. Note : New hires is only able to update their bank account information online after getting their NT User Account into Intel during/after their reporting date.		
5	Surat Akuan Tarikh Kembali (ONLY applicable to those who have already been approved by Talent Corp as a REP candidate and issued with this letter by Talent Corp)		

Please refer to the following directions in the checked box below :

During your Reporting Day on Non-Orientation Day, please be present at **8:00 am** to submit the checklist together with the documents **IF you have not been able to scan** them in advance for a valid reason. Please ensure to put in all your documents & checklist in a sealed envelope with attention to GAR HR SSC Transaction Center (New Hire Document) at :

- ☐ For submission of hardcopy documents, please drop the documents at any HRES Yellow Box within your area of work.

Note : Kindly contact your Hiring Manager upfront to arrange for him/her or a representative to meet and escort you to your work location accordingly.

Important Note :

- ☐ Please ensure to provide the complete documentation of all the above mention forms & documents to Intel as part of Intel Employee Data.
- ☐ Failure to provide us with above mention documentations on time may affect your salary payout and employee is accountable for this.
- ☐ For ALL printed copy of your documents, you may keep it for your own reference after scanning them to Intel. Or, you may dispose on your own risk as you wish.
- ☐ New hires orientation program, **New Employee Orientation(NEO) will be held on 5-Dec-2016 in PG12**
- ☐ For further clarification offer related inquiries, kindly contact HR Staffing at **MYS_Staffing_New.Hire.Offer.Package.Doc@intel.com**
- ☐ Please avoid wearing Blue Top Attire on your Badging day (Typically day one)
- ☐ Before your first day: Kindly connect with your manager for your initial network password and to make arrangements after the orientation program ends at 12pm.