

New Hire Checklist

The following checklist details the tasks to be completed after you have accepted the offer of employment in the Pratt & Whitney candidate portal, and prior to your first day with Pratt & Whitney. Please notify your Human Resources contact if you have questions regarding your employment.

Task	Action	Complete by:
Accept Offer	Electronically accept your employment offer in the candidate portal	Choose I Accept on the bottom of the offer letter and complete the required information.
Background Check	Please check your email for a link to our online background check questionnaire. If you do not receive this email within 2 business days, please contact us immediately: gppwtalentcenter@pw.utc.com	Promptly after receiving email link.
Drug Screen	<u>For FAA positions only:</u> Your Human Resources Representative will contact you to schedule the drug test, training and health screening. If you are not contacted by the time you received this package, please contact them immediately. The phone number of your Human Resources representative is on your offer letter. <u>All other employees:</u> Please check your email for drug screen information. If you do not receive this email within 24 hours, please contact us immediately at gppwtalentcenter@pw.utc.com Warning: Failure to comply with the Drug Screening on the established due date can result in the offer being rescinded.	Promptly after receiving the Drug Screening notification email.

I-9 Verification	<p>Complete the I-9 Employment Eligibility Verification.</p> <p>On your first day, you will be required to bring the original I-9 verification documents (unexpired).</p> <p>If you not certain what documentation is needed, refer to the USCIS website at: http://www.uscis.gov/i-9-central/acceptable-documents</p>	Immediately upon accepting your offer.
Employment Paperwork	<p>Please Review</p> <p>Intellectual Property Agreement</p> <p>MIS Computer Systems Access Forms</p>	For your review only. These will be filled out with HR on day one.
Complete any additional forms that are in your candidate portal	<p>There may be additional paperwork for you to complete. This will be uploaded in your candidate portal or attached to this document packet.</p> <p>Please review, sign, and fax/ email to: gppwtalentcenter@pw.utc.com or 860-755-0251</p>	
Badging	<p>In order to receive your badge, you will need to bring proof of citizenship:</p> <ul style="list-style-type: none"> - US Birth Certificate - US Passport or US Passport card - Certificate of Naturalization - Certificate of US Citizenship - Certificate of Birth Abroad - Alien Registration Card w/photo <p>* All Documents must be <u>unexpired</u></p>	<p><i>You will not receive a badge unless you are cleared to start work.</i></p> <p>You can get your badge before or after New Hire Orientation.</p>
Intern/ Co-op References	<p>The Coop/Intern Handbook</p> <p>This Handbook is an overview of the advantages and value this program offers to both the company and participating students.</p> <p>Guidance for Housing</p> <p>Please review and use as reference material in your housing search.</p>	Review prior to your start date.
Benefits and other Additional Information	<p>You will receive benefits information, training requirements, and other important employee information in a welcome email shortly after start date.</p> <p>If you fail to receive the email, please contact gppwhris@pw.utc.com</p>	Within first 30 days of employment

<p>Where to report on Day 1:</p>	<p>If you are not reporting to one of the below locations, please contact your Human Resource for details.</p> <p><u>All CT Locations:</u> <i>For all CT locations</i> - Customer Training Center - 9:00 am. Pratt and Whitney – East Hartford Customer Training Center 420 Airport Avenue East Harford, CT 06118</p> <p><u>West Palm Beach:</u> Main Gate in Jupiter, Florida - 8:00am. The plant protection officer will direct you from there.</p> <p>Pratt & Whitney – Florida 17900 Beeline Highway Jupiter, FL 33478</p> <p><u>North Berwick</u> Main Entrance - 8:00 am</p> <p>Pratt and Whitney – North Berwick 113 Wells Street North Berwick, ME 03906</p> <p><u>Columbus Engine Center</u> Address Below - 9:00 am</p> <p>Pratt & Whitney Columbus Engine Center 8801 Macon Road Columbus, GA 31908 Orientation Contact: Human Resources Manager</p>	
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On your first day, please remember to bring:

- Employment paperwork
- Original form of I-9 verification documents (unexpired documents ONLY)
- Documentation of citizenship
**Please note: citizenship documentation may differ from valid I9 documentation*

You will not be able to start until your background check and drug screen have cleared, we have seen your original, unexpired, I9 verification documents, proof of citizenship, and all forms have been completed.