

Start at IBM

This Checklist Belongs To:

Welcome to IBM India,

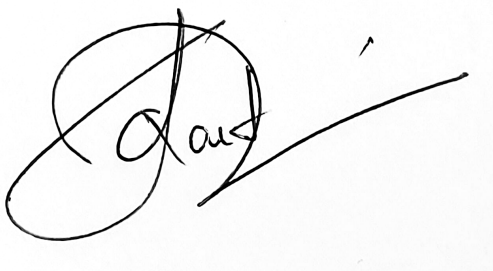
Congratulations – you're an IBMer!

Thank you for choosing IBM, we are so happy to have you onboard. We hope you had a memorable welcome experience at IBM and are all amped up to be your own kind of IBMer!

We know you have a busy road ahead and we wanted to make your transition to business as smooth as possible. We have created this handbook to guide you throughout your first month at IBM. We have tried to incorporate all your firsts at IBM starting with some mandatory tasks, learning requirements as a new hire, workstation and email provisioning details, payroll and benefits information, tooling requirements and more leading right up to your first foray into IBM's performance management system.

Follow the given timelines for task completion and get set for success. If you still have any questions, you know where to find your Onboarding Success Partner; and we have also given you contact details of some frequently accessed portals and teams.

We hope you have a wonderful journey at IBM!

A handwritten signature in black ink, appearing to read 'Karthick', with a long, sweeping horizontal line extending to the right.

Karthick Chandran

India and South Asia Onboarding Delivery Manager

First Things Firsts!

**Tasks can be completed on personal devices with w3id and password*

Reach out to your **PEOPLE MANAGER** for your w3 Password and Notes ID and Password

If you belong to **GBS** contact your **PROJECT STAFFING PROFESSIONAL**
Their contact details are sent to your personal email from
donotreply@in.ibm.com

Did not receive this email? Reach out to your Talent Acquisition Partner.

Ensure you have a **BANK ACCOUNT** in one of the IBM Approved Banks.
IBM Approved Banks: ibm.biz/IBMIndiaApprovedBanks

Declare your **BANK, PAN and AADHAR** details in Workday for IBM payroll.
Refer to the **Workday Declaration Guide** attached in your Welcome email.

Note: Complete your declarations before 17th of the month. Workday is accessible after 48 hours from your start date.

Complete your declarations on the **MEDIBUDDY PORTAL** to opt for the Medical Insurance offered by IBM India.

Medibuddy Portal: <https://portal.medibuddy.in/Home.aspx>

First time login details for the Medibuddy Portal

(ALL IN CAPITAL LETTERS, Ignore '744' suffix while entering IBM Employee ID):

Username: EmployeeID@IBM

Password: DOB (ddmmyyyy) followed by EmployeeID

Note: Medibuddy is accessible after 5 working days from your start date.

Complete your declaration within 30 days.

Complete the **START AT IBM: SELF-PACED LEARNING** to enable yourself on all the important resources you should know as a new IBMer.

Learning Module Link: ibm.biz/SelfPacedLearning

Note: Learning Module is accessible after 3-7 days from your start date.

Configure your **PERSONAL DEVICES** (Mobile and Macbook) to access IBM details till you receive your IBM Laptop.

*Note: Refer to **IBM IT and Email on Mobile and Mac** document attached in your Welcome email.*

Session & Webinar Details

**These tasks can be completed on your personal devices*

Attend the **IT on MOBILE WEBINAR** to get your personal device configuration queries resolved.

When: Every Monday at 11.30 AM

Where: <https://ibm.webex.com/meet/shriduttrao>

Attend the **START AT IBM WELCOME SESSION** to learn more about IBM as an organization and some housekeeping items.

When: Within 3-5 days of your start date.

Where: WebEx invite is sent on your personal and IBM email

Did not receive the invite? Reach out to your Onboarding Success Partner.

Attend the **IT@IBM WEBINAR** to get support for IBM Laptop configuration and learn more on IT Tools & Resources.

When: On Thursday after you receive your IBM Laptop

Where: WebEx invite is sent on your IBM email

Get Started with Slack

**Before proceeding refer to steps mentioned on [page 9](#) to access slack using w3id and password*

After successfully signing in Slack, join the below **SLACK CHANNELS** for your post-onboarding support. You can simply, copy & paste the channel names in the Slack search bar to join!

#startatibm_india : Connect with other new hires, onboarding team, the IT team to help you settle down in your new role.

#mobile_at_ibm_android : Slack channel for Android peer to peer support.

#mobile_at_ibm_ios : Slack channel for iOS peer to peer support.

#mactips : Slack channel for MacBook configuration peer to peer support.

*What every
business
needs is
more
people who
think.*

- Thomas J. Watson, Sr.

To Do: Have a Fun Week 1.

**IBM Laptop required to complete these tasks*

Apply for your **ID BADGE** once you receive your laptop and have your Notes ID setup.

Apply for your ID Badge: ibm.biz/BadgeRequestTool

Go over some **TOOL DEMOS** to get acquainted with IBM Tools you will use as an IBMer.

New Hire Station Tool Demos and Links: ibm.biz/NewHireStation

Check out the **EMPLOYEE BENEFITS** to know more about benefits offered IBM India Benefits: ibm.biz/BenefitsProgram

Claim your work hours by clocking **ILC** (Intranet Labour Claims)

[Get the ILC Video Guide and Generic ILC Codes here](#)

Note: Clock your Day 1 ILC with Account ID: SKSI and Workitem: AALEARN2

Reach out to your People Manager/ Project Manager to learn more.

At Your Service.

NEED IT HELP?

- Attend the **IT on MOBILE Webinar**
(Mondays at 11.30 AM)
Webinar Link: <https://ibm.webex.com/meet/shriduttrao>
- Explore **Help@IBM** for self setup guides and **Chat Support** or Contact the IT Team on 080-4177-7888 / 020-4011-7700
Help@IBM Link: <https://w3.ibm.com/help/#/>
- Laptop Setup Instructions: ibm.biz/setupinstructions

HR and INCOME TAX

- Use **AskHR BOT** for 24*7 support to get your Payroll and HR queries resolved.
AskHR Link: <https://w3.ibm.com/hr/askhr/home>
- Drop an email to iqueries@in.ibm.com
- Drop an email to incomept@in.ibm.com for Income Tax help

OTHER IBM TEAMS AND HELPLINES:

- Medical Insurance Queries: Email ibmcare@mediassistindia.com or Call 8884388455 / 08046855351
Medical Insurance Policy : ibm.biz/MedicalInsurancePolicy
- Queries related to joining bonus, relocation allowance, notice period, intern payments, employee referral payments:
Email tpayment@in.ibm.com
- IBM Shares Policy: w3.ibm.com/hr/web/compensation/espp/
- IBM Policies and Processes: ibm.biz/YouandIBMIndia
- Mobile Reimbursement Policy: ibm.biz/MobileReimbursementIndia

Happy One Month at IBM!

**IBM Laptop required to complete these tasks*

Complete your **MANDATORY EDUCATION**

IBM FUNDamentals: ibm.biz/IBMFUNDamentals

STPI/SEZ Compliance Education: ibm.biz/STPIandSEZCompliance

Register with **IBMer Safe**: ibm.biz/IBMerSafe

Learn more about IBMer Safe: ibm.biz/IBMerSafeGuidance

Claim your **RELOCATION EXPENSES** as per the terms given in your offer letter.

Travel@IBM Portal: w3.ibm.com/travel/

Initiate your **PF TRANSFER** by writing to rbenefit@in.ibm.com

Update your **Bank, PAN and AADHAR KYC** details on the EPFO Portal. Await an email from IBM Retiral Benefits - rbenefit@in.ibm.com and complete the steps given in the email.

Access the UAN Portal: ibm.biz/UANPortal

Set time with your People Manager to update your **CHECKPOINT** goals

New to Checkpoint? Check this neat guide out: ibm.biz/IBMCheckpointGuide

Checkpoint Tool: w3.ibm.com/hr/performance/checkpoint/

Get Started with Slack

(*Task can be completed on personal devices with w3id and password)

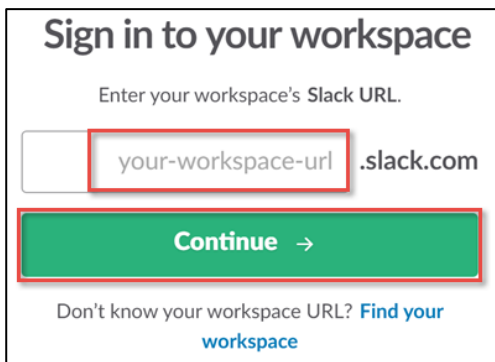
You can access Slack using:

1. Your web browser
2. Slack for iOS or Slack for Android mobile app
3. Slack desktop app

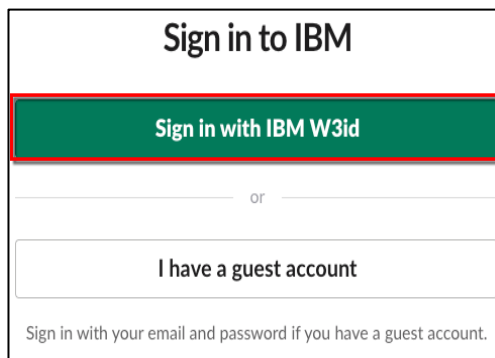
Before proceeding, please ask your People Manager to add you in your Project Workspace.

Step 1: In your web browser, go to Slack@IBM
(<https://ibm.enterprise.slack.com>)

Step 2: Type **ibm** in the "your-workspace-url" field and click "Continue"

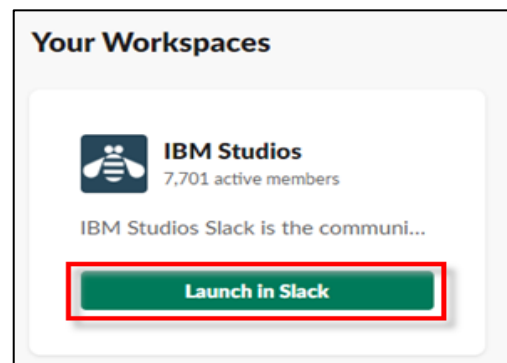


Step 3: Click "Sign in with IBM W3id"

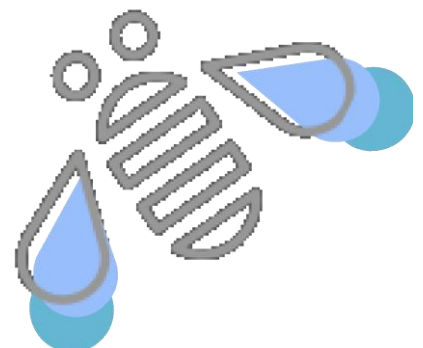


Step 4: Enter your w3id and password and click "Sign in"

Step 5: Your project workspaces will appear under "Your Workspaces". Choose a workspace and click "Launch in Slack" to open Slack in the browser.



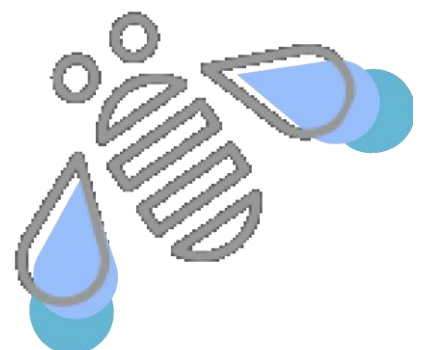
Step 6: You've successfully signed in in your Slack now, Happy Messaging!



Start at IBM

These are our Socials.

- Get the latest from our **CEO**
Be a part of Arvind Krishna's CEO Office Hours Slack Channel: [#join-arvind](#)
Think Forward Blog: w3.ibm.com/w3publisher/think-forward/blog/
- Learn more about extra-curriculars on the IBM Club Workspace:
[ibm club global](#)
You can choose to join your location specific clubs – [get more information here](#)
- Pets are FUN! Join your preferred **Slack Channel** for IBM PET-PATROL!
[#cats-of-ibm](#)
[#dogs-of-ibm](#)
- Learn more about IBM's stand on Diversity and Inclusion. Join the **Slack Channel** now!
[#diversity-inclusion](#)
- Looking for IBM's response to COVID-19? Get the latest on this **Slack Channel**: [#coronavirus-updates](#)
- Want to learn more about **IBM DESIGN THINKING**? Use this **Slack Channel** to get started! [#ibm-design-thinking](#)



Start at IBM

This is your scribble space.

