

# Employee Onboarding Request For Tejaswi Sapra

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## Employee Information

Name	Tejaswi Sapra
Department	Accounts
Designation	Process Associate
New Hire: Location	India
Joining Date	2025-06-23
Reporting Manager	Amish Manuja

## P21 Role

P21 Role	Accounting
Primary Company Access	CPC
P21 Role Match (Optional)	Manisha Kushwaha
Additional Company Access (Optional)	N/A

## Licensing & Domain

Office License	Microsoft Business Basic
Domain Name	Championproducts

## | Access Provisioning

RingCentral Access	Yes
SharePoint Folder Name	N/A
Shared Mailbox Name	N/A
VPN Access	No
M365 Group Access	["iStaff"]

## | Hardware Requirements

Devices & Peripherals	Desktop
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