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For associates on Work Permit - Important things to do once you land in USA

Description	Timeline
Send Original I-9 form and copy of supporting documents to TechM VISA Cell team Address: Attn: Immigration Team, 1001 Durham Avenue, Suite 101 South Plainfield, NJ 07080	First day of joining
Submit below Documents to HUB Mobility Desk Online to change the location to USA and Initiation of Payroll (Path: PACE HR -> Emp Self Service -> Personal Information -> Boarding Pass Upload) 1. Boarding Pass 2. Deputation letter Signed copy Link: https://mink.techmahindra.com/support/ConnectedUs/Hub-AssociateServices/MobilityDocMgmt/default.aspx	Within 2 days of joining
W4 Form Please UPLOAD your W4 Form in PACE System using the below path: • PATH: PACE(HR)>> Emp Self Service >> Personal Information >> Documents upload page • In Documents Upload Page, please select document type as "US-W4" and then upload your W4 Form. We shall update your mailing address based on the address provided in W4 and the same shall be sent out to the medical insurance service providers as well. If you have travelled to US for the first time on an assignment, you would need to submit the W4 form without SSN. Once you get the SSN, you would need to resubmit the W4 with updated SSN. To do so, you would need to follow the instructions below: Please UPLOAD your W4 Form in PACE System using the below path: • PATH: PACE(HR)>> Employee Self Service >> Personal Information >> Documents upload page • In Documents Upload Page, please select document type as "US-W4". You would see your previously submitted W4. You may click on the lower '+' sign and then upload the new W4 with SSN. Please use current date as the Effective Date. You may follow the same instructions as above to amend your W4 at any time. *Note: Associate Services will review and approve these documents and forward the same to Payroll team. In case there is an error in filling out these forms, Associate Services team shall reject the same and you would receive a notification. You need to upload the corrected copy by clicking on the lower '+' sign (out of the two '+' signs visible on the screen) and updating the effective date to a new date.*	Within 2 days of joining

Description	Timeline
State Tax form If you desire to submit State Tax forms, please upload the same using instructions below: • PATH: PACE(HR)>> Emp Self Service >> Personal Information >> Documents upload page • In Documents Upload Page, please select document type as "US-STTAX" and then upload the State Tax form (Refer https://www.bls.gov/jobs/statetax.htm). If there is no specific state tax form for your state, please use the federal W4 form and denote state name at the top of the form and upload as per instructions above. Should you wish to update State Tax Form at any time, please UPLOAD your updated State Tax Form in PACE System using the below path: • PATH: PACE(HR)>> Employee Self Service >> Personal Information >> Documents upload page • In Documents Upload Page, please select document type as "US-STTAX". You would see your previously submitted State Tax Form. You may click on the lower '+' sign and then upload the new State Tax Form. Please use current date as the Effective Date.	Within 2 days of joining
Mytime Timesheet System in USA You will have to use Mytime system to record your work time. Link: https://timetracker.techmahindra.com/MyTime/Login.aspx	Within 1 day of location change
Open a bank account and update on PACE(HR) after location is changed to USA Path: PACE (HR) > Employee Self Services > Payroll & Compensation > Onsite Salary Model > Transaction > Onsite Bank Details Documents required to open a bank account : Original Passport, Work Permit, Deputation Letter, Address proof	Within 3-4 days of joining
Apply for SSN after 10 days of reaching USA If traveling for the first time on work permit to USA, please carry below documents to nearest SSN office: Original Passport, Work Permit Documents, Deputation Letter, I-94 Copy	After 10 days of joining
Enroll into health insurance Enrollment email will be sent by benefits desk within one week after the location is changed to USA. You get max 31 days from the US joining date for the enrollment	Within 10 days of joining
Paychex Registration After your first salary is processed, you will get an email from US Payroll team for Paychex registration. You can view and download your paystubs/W2 from this system. SSN is mandatory to get the access.	Within 2 days of first salary processed
Claim travel expense reimbursement in PACE(Fin) system Path: PACE (FIN) > Employee Self Service > Expense/Reimbursement > Enter your claim Note: You have to upload soft copy of receipts/ supporting documents against each line item	Within one month of joining
Update Contact Information in PACE(HR) Pace HR > Main Menu > Employee Self Service > Personal Information > Home and Mailing Address Pace HR > Main Menu > Employee Self Service > Personal Information > Phone Numbers Pace HR > Main Menu > Employee Self Service > Personal Information > Emergency Contacts	Within one day of location change to USA