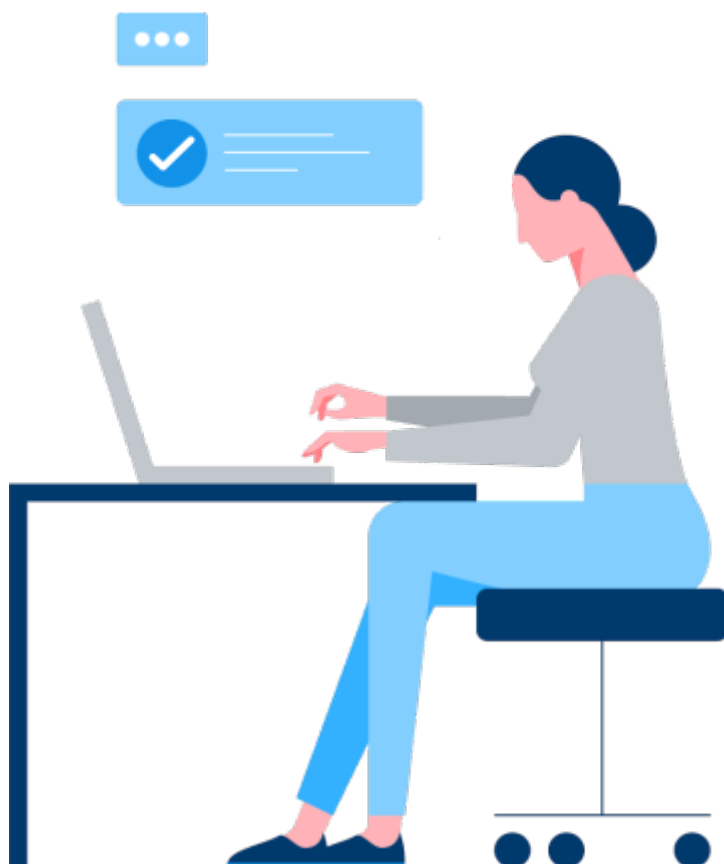


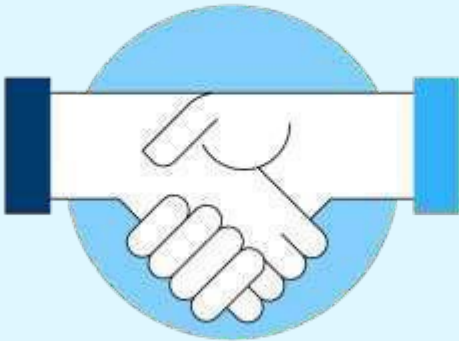
# Start at IBM Checklist

IBM Onboarding  
India



# Welcome to IBM India

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Thank you for choosing IBM!

We are so happy to have you onboard and we trust you had a memorable Onboarding experience.

You only ever get a first day, week or month once, and we want to make it special by ensuring your transition into this new role is as smooth as possible.

Over the next 30 days you will get acquainted with tools, payroll, benefits, learning and more. This checklist will be a great starting point for you. If you ever need help, you can always reach out to us – we are here for you.

We wish you a wonderful journey at IBM!

A handwritten signature in blue ink, appearing to read 'Karthick', is displayed on a light blue rectangular background.

Karthick Chandran  
India and South Asia Onboarding Delivery  
Manager

# First day and Other firsts

\*w3ID and Password are required to complete these tasks

## Laptop Setup

Find Laptop setup instructions in [Setupmydevice](#)

Issues with setting up your laptop?

Connect with [ITSupport](#)

## People Setup

Update your mobile number and picture on your People profile [here](#)

## Project allocation

If you belong to IBM Consulting, contact your Project Staffing Professional. Their contact details are sent to your personal email from

GBSCandidate Management (gbscm@in.ibm.com)

Did not receive this email? Reach out to your Onboarding Success Partner.

## OSP Support

Need help-Reach out to your OSP on slack by accepting the invitation sent out for post hire slack support channel by logging with your w3 id and password

\*Note How to join slack with your w3id and password [Clickhere](#)

## Workday

(Payroll, Taxes, Personal Information and Beneficiary Declaration)

Open a Bank account or convert your existing bank account to IBM salary account as mandate.

Declare Bank account number in workday portal by day 2 post joining.

### [IBM Approved Banks:](#)

1. Access Workday [here](#)
2. Declare your BANK,PAN and AADHAR details in Workday for IBM payroll. Refer to the Workday Declaration Guide [here](#)

Note: Workday is accessible after 48 hours from your start date.  
Need further help, refer to the [FAQs](#) on workday.

# To do: have a fun week 1

\*w3Id and Password are required to complete these tasks

Register for your Welcome Session, you can do that [here](#) and pick a date and time that best works for you

Want to know more about the Welcome Session or need a refresher? Goto this Learning [Start at IBM Self-Paced](#).

Essential resources, tool demos, links and FAQs. Be sure to visit the start at IBM [New hire station](#)

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

[Medibuddy Portal](#):

First time login details for the Medi buddy Portal:

- Username: Talent ID@ibm
- Password: DOB (ddmmyyyy) followed by Talent ID. (Enter TalentID in CAPITAL LETTERS, ignore '744' suffix while entering IBM TalentID)
- Note:  
Medibuddy is accessible after 5 working days from your start date.  
It is mandatory to Complete your declaration within 30 days from your start date. Access [Medical Insurance Policy](#) for more information.

Claim your work hours on [TIME@IBM](#)

Understanding clocking on Time@IBM by clicking [here](#)

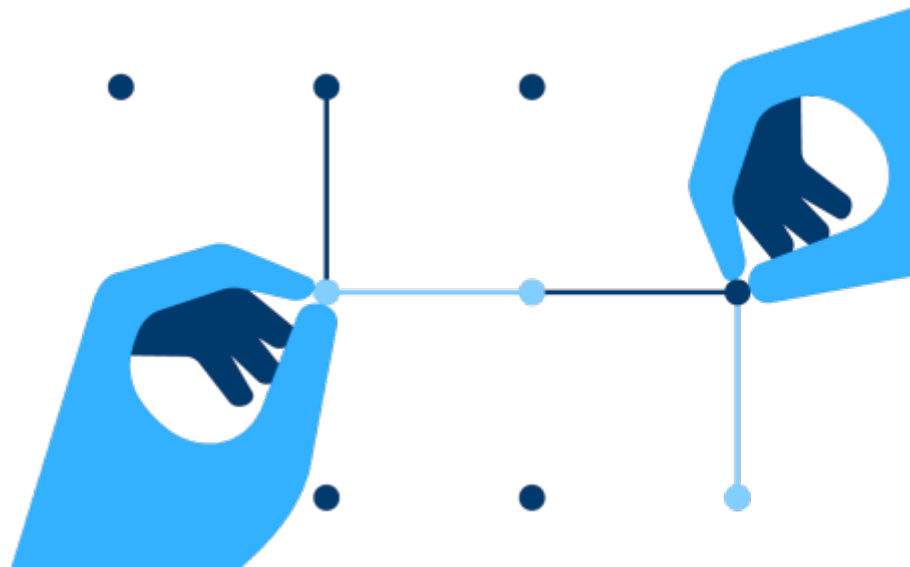
Note:

Clock your Day 1 hours with Account ID: SKSI and Work item: AALEARN2 Time@IBM will be activated/accessible after 2 to 3 days from your-start date, you can submit the working hours post that. Reach out to your People Manager/ Project Manager to learn more. This can be accessed on personal devices(mobile/laptop).

Access to IBM premises- To know about access and how to raise the same, [Click here](#).

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

*Thomas J. Watson, Sr*



# Happy one month at IBM!

\*w3Id and Password are required to complete these tasks

[IBMIndiaBenefits](#) and [IBM Policies and Processes](#) Checkout the policy pages to know more about benefits offered IBM.

Complete [Mandatory Trainings](#) within 30 days from your start date.

Register for [IBMer Safe](#). Learn more about it [here](#).

Claim your relocation expenses as per the terms given in your offer letter, in Travel and Expenses.

Need Help refer to [FAQs](#) on relocation expenses.

Travel - Book your travel from [here](#) and to get ready for your first trip, click [here](#).

Request your Provident fund transfer through the EPFO Portal:

[Understanding PF& PF Transfer Process](#)

For support write to [rbenefit@in.ibm.com](mailto:rbenefit@in.ibm.com)

**Note\*** Complete PF E - nomination in the EPFO Portal [Clickhere](#) to know the steps to complete the same.

# At Your Service

## Need IT help?

- Explore IT Support for self-setup guides and Chat Support- IT Support [Link](#)
- Attend your Ask me Anything IT Session - Basis the Webex invite sent by Onboarding team within a week from your Start date.

## HR and Income Tax

Use the [AskHR](#) bot for 24\*7 support and to get your Payroll and HR queries resolved.  
Drop an email to [incomept@in.ibm.com](mailto:incomept@in.ibm.com) for Income Tax help.

## Other IBM Teams And Helplines:

Medical Insurance Queries: Email [ibmcare@mediassist.in](mailto:ibmcare@mediassist.in) or call 8884388455 / 08046855351

Queries related to joining bonus, relocation allowance, notice period, intern payments, employee referral payments: [tpayment@in.ibm.com](mailto:tpayment@in.ibm.com)

Information about IBM Employee Stock Purchase Program, access IBM Shares-[Policy](#)

Mobile Reimbursement Policy – [click here.](#)

# Get Started with Slack

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

You can access Slack using:

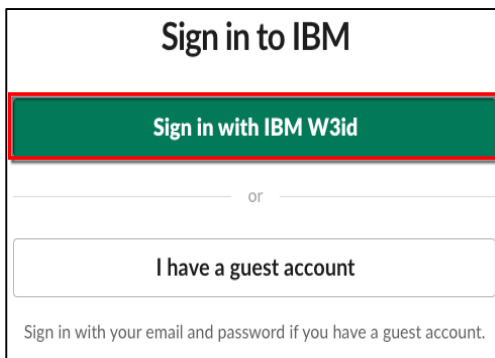
1. Your web browser
2. Slack for iOS or Slack for Android mobile app
3. Slack desktop app

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"

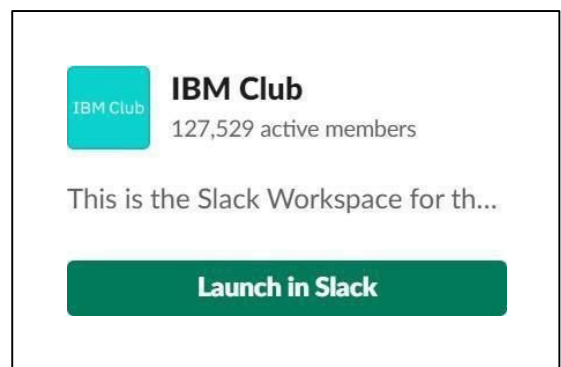


Step 3: Click "Sign in with IBM W3id"



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

Step 5: *Workspaces at IBM* window will appear, search for the workspace "IBM Club" and click "Launch in Slack" to open Slack in the browser.



Step 6: You've successfully signed in your Slack now, go back to [page 3](#)  
Happy Slack Messaging!



# These are our socials

Get the latest from our CEO

Be a part of Arvind Krishna's CEO Office Hours Slack Channel: [#join-arvind](#) and  
Subscribe to the [Think Forward blog](#)

- 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 joining the  
channel [#diversity-inclusion](#)

Want to learn more about IBM Design Thinking? Join [#ibm-design-thinking](#)



