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# The Basics Checklist

## First Week Checklist

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- ☐ Obtain a key to your office from Security in your building if applicable
- ☐ In MySource, complete/update the following: [go/mysource](#)
  - ☐ Personal Address
  - ☐ Beneficiaries information
  - ☐ Emergency Contacts
  - ☐ Review and Accept the Code of Business Conduct Policy
- ☐ Set up your Voicemail [go/voicemail](#)
- ☐ Order or download any additional software required for your position [go/it](#) or Start → Add Programs (in Windows)
- ☐ Confirm personal contact information in Qualcomm People, as well as membership on appropriate mail lists, personal interest lists, etc. [go/people](#)
- ☐ Confirm outlook 1 : 1 meetings with Manager/Mentor — If you're unclear who your mentor is, ask!
- ☐ Browse QLiving resources for fitness centers, commuter recourses, discounts and leisure activities [go/employeeresources](#)
- ☐ Talk with your manager about time charging. Watch QTime training video within QTime site prior to completing 1st timecard. Save and submit your time for that week (be sure to do so every Friday) [go/qtime](#)
- ☐ Check with your team for specific websites/policies
- ☐ Review The Qualcomm Way. Our Code of Business Conduct [go/cobc](#)

## Second Week Checklist

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- ☐ In MyPay (typically available after 7 days of hire date, if access does not work at that time, contact payroll@mail), complete/update the following: [go/mypay](#)
  - ☐ Direct Deposit (be sure to save and submit at the bottom! Watch for pop up message to confirm set up was finalized.)  
Complete tax withholding forms (W-4)
  - ☐ QTime - be sure you have reviewed online training and entered all applicable time