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SI New hires Checklist

All you wanted to know

January 2017

Welcome to Deloitte!

Congratulations and welcome to the Deloitte family.
You have just taken a giant leap in your career!

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First Steps As a New Hire

1. Update My Information – in Deloitte People Network

2. Update Photo and Contact details on Lync Profile

3. Update Resume – in Deloitte People Network

4. Update Skill Matrix – in Deloitte People Network

5. Staff IT– Every week mail from RM to update availability

6. Time Entry – in Deloitte Time and Expense

7. VoIP Configuration

8. Complete all required mandatory trainings (Refer to My Compliance Dashboard)

Dress Code Policy

❑ In the office, formal business wear should be worn from **Mondays to Thursdays.**

❑ Business casual wear may be worn in the office on Fridays for those not scheduled to meet clients.

❑ Those based at client sites are advised to dress according to the client dress code while maintaining a professional look at all times.

✓ **Business Formal Wear –**

Women	Formal trousers/skirts and shirt, sweaters, sarees, salwar kameez, and formal business dresses
Men	Formal trousers, collared shirts, and sweaters
Unacceptable	Jeans, Cargo pants, Khakhis, T-Shirts, Tucked out shirts, Chappals

✓ **Business Casual Wear –**

Women	Skirts, trousers, shirts, jackets, semi-casual t-shirts, and regular denim jeans
Men	Collared t-shirts, shirts, jackets, regular denim jeans, and casual trousers
Unacceptable	Clothing: Leggings, tank tops, capri pants, halters, tracksuits, hoodies, vest tops, runners, t-shirts (round neck), torn/faded/skin tight jeans, and cargo pants Footwear: Floaters, beach shoes, sport shoes without socks, sandals, flip flops, and chappals

For further information, please go through Dress Code Policy.

USI SI Talent Team

Core Talent Services

Employee Life Cycle Events (ELE)

Client Relationship Management

Raj Pancham

Performance Management (PM)

Process Specialist

Amulya Valluri

Talent Engagement Specialist (ES)

ES Lead

Sowmya Chandrasekaran

Secondary ES SPOC

Jatin Shah

Resource Management (RM)

SI Lead

Shweta Carvalho

Testing Blr & Mum

Anshul Sinha
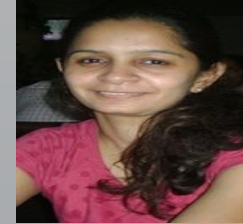
Integration & Testing Hyd & Gur

Priya Jaiswal

.Net

Rupa K Nerella

Java Hyd & Blr

Sarita Gupta

Java Mum & Gur

Shivani Bharat Bhatt

Integration Blr

Subangi. Umapathy

Centers of Excellence

Acquisition CoE

Gopal Rao

Pritha Addepalli

Bandana Singh

Veena Akella

Development CoE

Naresh Raj

Business Advisory

Karan Sharma

FY'17 CE Learning Requirements

Competency per career level	
Senior Consultant / Manager Are you in your milestone year ?	Mastery
Consultant/BTA/BA/Associate Analyst	Advanced

Competency per career level	
Consultant and above	Mastery
BA/BTA	Advanced

Learning hours per competency	
Learning completion dates	
Sep 17, 2016 (FY'17, P4)	50%
Dec 10, 2016 (FY'17, P7)	75%
Mar 04, 2017 (FY'17, 10)	100%

	CE Hours	Re-assessment Requirement
Mastery exempt	Optional	No mandatory reassessment required
Mastery Overall	8 (Optional)	Consultants and above must reassess if in milestone year
Advanced meeting Benchmark	24	Must test once a year Eligibility criteria: 24 hours of learning since last tested or one year test gap
Advanced not meeting benchmark	40 (2 levels on Pearson)	Must test once a year and move to Mastery Eligibility criteria: One level on Pearson (20 hours) since last tested or six month test gap
Foundation	60 (3 levels on Pearson)	Must test and move to Advanced or Mastery based on career level Eligibility criteria: Two levels on Pearson (40 hours) since last tested or six month test gap

Additional Pointers

Single Skill Assessment (SSA)

SSA allows eligible professionals to assess individual skills. One can attempt a maximum of two SSAs every fiscal

	Mastery Overall	Advanced meeting benchmark	Advanced not meeting benchmark	Foundation
Career Level	Consultant, Sr. Consultant and Manager in milestone year	BTA and Consultant	Sr. Consultant and Manager	BTA, Consultant, Sr. Consultant, and Manager
Score Eligibility	1544 and above	100 points or less from Mastery(1444–1544)	100 points or less from Mastery(1444–1544)	100 points away from Advanced(1083–1184)
Learning Eligibility	NA	24 hours of learning since last tested or one year test gap	One level on Pearson (20hours)since last tested or six month test gap	Two levels on Pearson (40 hours) since last tested or six month test gap

When to complete Assessment ?

New hires must complete the baseline assessment within 60 days of joining the firm.

Date of joining   60 Days

Growth, Learning and Development

Continuing Education (CED) is credit received for continuing development activities. There are so many ways you can earn the mandatory **10 CED hours per year**
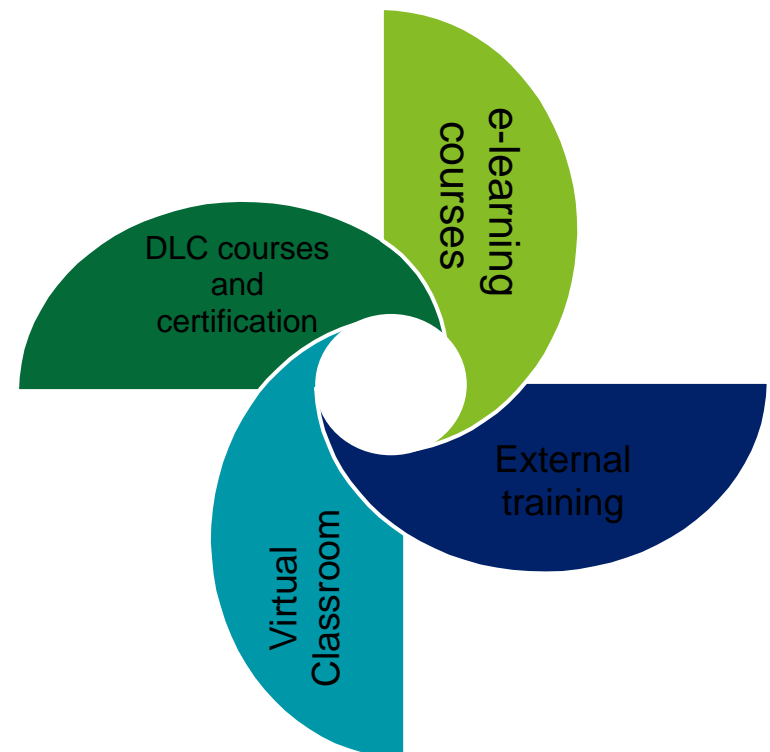
My Development Plan (MDP) is a one-stop-shop for managing your professional development and to help earn Learning Credits at the same time
https://development.deloitte.com/mdp/SiteAssets/PAGES/Builder.aspx

Learning Hours: What's Not Eligible for Credit
- **Non-DLC Course/Seminar**
- **Books and Self-Study Learning**
- **Recorded Sessions Learning**

Learning Hour: What's Eligible for Credit

e-learning courses

DLC courses and certification

External training

Virtual Classroom

Key SI Contacts

Role	Contact Name
Talent Engagement Specialist	Sowmya Chandrasekaran (sochandrasekaran@deloitte.com) Jatin Shah (jatishah@deloitte.com)
Resource Managers	USI RM Lead – Shweta Carvalho (shcarvalho@deloitte.com) Java (HYD & BLR) – Sarita Gupta (sarigupta@deloitte.com) Java (MUM & GUR) – Shivani Bhatt (shivbhatt@deloitte.com) Testing (BLR & GUR) – Anshul Sinha (anshusinha@deloitte.com) Testing and Integration (MUM & HYD) – Priya Jaiswal (prijaiswal@deloitte.com) Microsoft (Across Locations) – Rupa Nerella (rnerella@deloitte.com)
Performance Management	Amulya Valluri (avalluri@deloitte.com)
New Hire Seats Allocation (BLR)	Saurabh Tingal (stingal@deloitte.com)
New Hire Seats Allocation (HYD)	Pankaj Jain (panjain@deloitte.com)
New Hire Seats Allocation (MUM)	Bhushan Deodhar (bdeodhar@deloitte.com) / Nitin Suri (nsuri@deloitte.com)
New Hire Seats Allocation (DEL)	TBD

Important Mailboxes

NOTE: Always call **2222** (Helpdesk) first and explore your options in **Talent on Demand** before writing directly to the mailboxes. These mailboxes have an average turnaround time of 48 hours

Mail	Description
Onboarding Advisor Queries OBAassignments@deloitte.com	Enquire on the process to be followed while joining the organization. Reach out to the team if Buddy has not been assigned or you need to change your buddy due to various reasons
Onboarding Team USIndia<Hyd/Blr/Mum/Delhi>Onboarding@deloitte.com	All onboarding related queries – guest house extensions, relocation benefits, process related concerns
Counselor Allocation Queries counselorassignments@deloitte.com	Request for counselor allocation and changing the counselor
Insurance Benefits usindiainsurancebenefits@deloitte.com	Updating the dependency details and to know about the policy details. Queries on Bajaj Allianz medi-claims process
Leaves Administration usileaveadministration@deloitte.com slalchandani@deloitte.com	Leave information is ready available on DTE, however to apply for special leaves like Advanced Leaves, Loss of Pay, Maternity, Paternity and Bereavement, reach out to the team for updating the same

Important Mailboxes (Contd.)

Mail	Description
Flexible Work Queries USIndiaFWO@deloitte.com	Know the flexibility options that's available with the organization. To apply for FWO of duration two weeks or more
Performance Management consultingperformancemanagement@deloitte.com	All general queries on the PM process, Queries on RPM issues – Check-In Verification, Snapshots, counselor information not updated, to change work flow steps.
Employee Care Center ushydhrecc@deloitte.com	Letters for employment proof, Address Proof, Name change, Letters for Visa Applications
Rewards and Recognition (Consulting) USIndiaConsultingRandRadministration@deloitte.com	Enquire about types of rewards and details of rewards and recognition, process of nominating resources and how the awards are processed
Loans and Advances usiemployeeloans@deloitte.com	Enquire about salary advance and the emergency loans
Transfers usindiainternalmobil@deloitte.com	Enquire about how to apply for transfer and the next process to be followed

- **For Finance related information** type "USI Finance" in DeloitteNet's Quick Search Box.
- **For Technology Support** like VOIP setup, Outlook, Meeting setup, access related issues, go to "My Technology" on Left Hand Side Navigation of DeloitteNet for quick help

SI – Approval Matrix

Request Type	Request Description	Approver (/s)
Talent	LOP Approvals ML Extension Approvals Waiver of notice period Approval Talent related exceptions and escalations PTO on bench (More than 3 weeks)	**All Locations** - Amiya Nigam
	Advance PTO Approvals (up to Firm allowable limit) PTO on bench (Up to 3 weeks) *	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
Finance	BTC requests Transport related reimbursement ITS related procurement Ariba approvals	**All Locations** - Amiya Nigam
Expense compliance	**Transport for expectant mothers:** One time approval at start of these benefits is required	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
	Relocation expenses	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
	DTE reimbursement related	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
Operations - Transport	Out-of-cycle Opt-in for Regular Transport	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri

SI – Approval Matrix (Contd.)

Request Type	Request Description	Approver (/s)
Security	Re-issue of **lost ID** card	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
	Issue of **Visitor Access** Badge	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
	Misuse of ID: Approval is required for enabling access on an ID that has been disabled due to misuse	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri
	Multiple Lost ID: Approval is required for issuing new ID to someone who has already lost their ID 3 times	**BLR** - Vivek Pai **DEL** - Sejal Madiya **MUM** - Sunil Yadav **HYD** - Jiten Bahri

- **Note :** Please remember to cc your Talent Advisor – **Karan Sharma** and ELE Specialist **Swati Lalchandani** in your emails for timely response

Deloitte Time & Expense

Link to DTE - **https://dte.deloitte.com/**

Time Submission – Key WBS Codes list

List of MSA codes (Non-billable work):	
Bench Code - when not on project (General and Administration)	GAAXXXXX-01-01-0000
Consulting AHM code	GAAXXXXX-01-01-0001
Firm Initiative	GAAXXXXX-01-01-1000
Unbilled Revenue	GAAXXXXX-01-01-0009
Others	GAAXXXXX-01-01-2000
Performance Management	GAAXXXXX-01-01-0002
Counseling and Round Robbins	CNSXXXXX-01-01-0000
Recruiting	RECXXXXX-01-01-0000
Cluster Level Training	CEDXXXXX-01-01-0001
Local Office Training like Business Communication and Induction	CEDXXXXX-01-01-0002
Outside Programs and Seminars	CEDXXXXX-01-01-0003
Virtual Class Room Programs	CEDXXXXX-01-01-0004
Self Study (CBT and Web-based, etc.)	CEDXXXXX-01-01-0005
Program Development	CEDXXXXX-01-01-0006
Program Delivery	CEDXXXXX-01-01-0007
CMMI Initiative - SEPG	LPX04152-01-01-1000
CMMI Initiative - Tools	LPX04152-01-01-2000

You can check your 5 digit RC Code at the Top middle of the Timesheet.

Deloitte Time & Expense

What is my Cost Center code / RC Code?

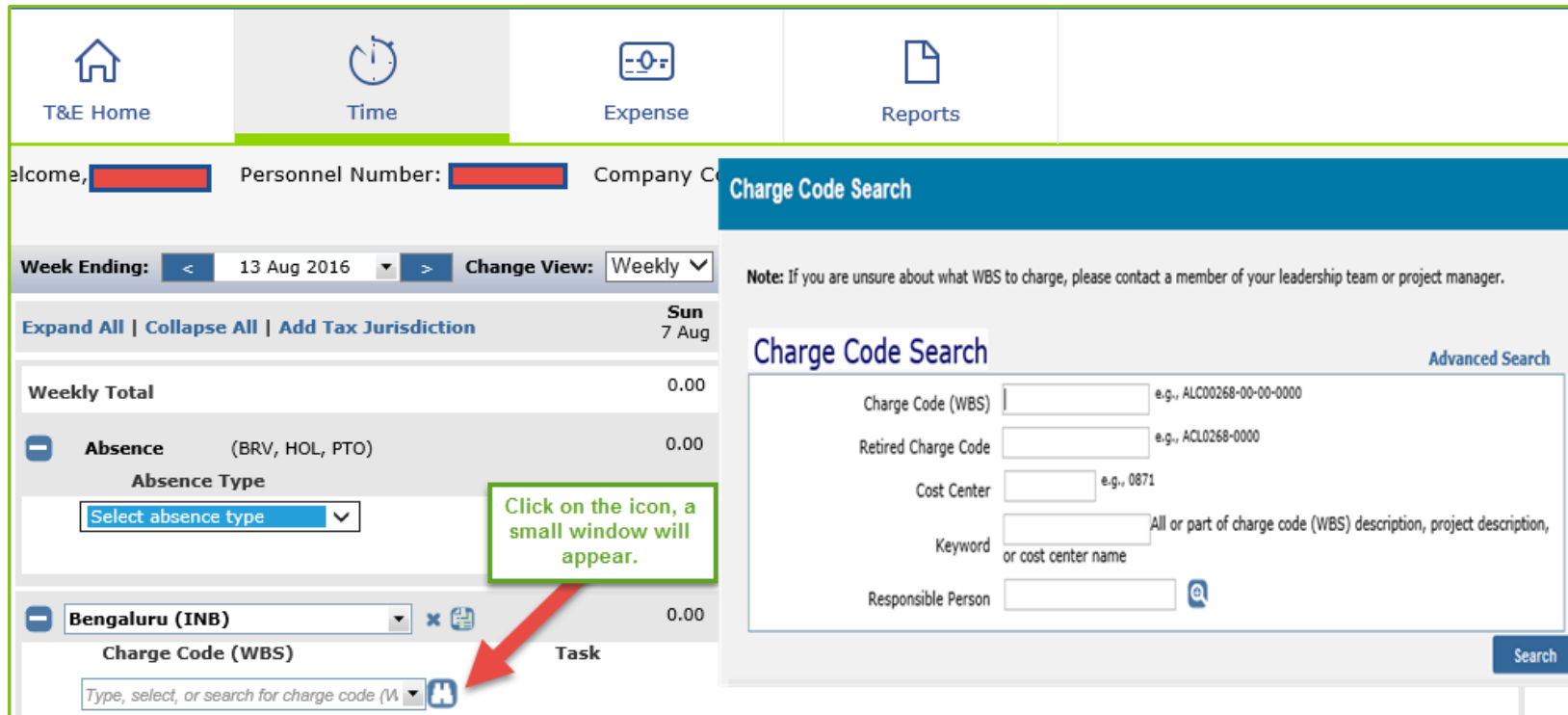Once you login to DTE, on top right hand side you can see your Cost Center code

How to search Project code?

Once you login to DTE, click on time – The below window shows up where you can search for your project code

Useful Links

My Compliance Dashboard	https://mcd.deloittenet.deloitte.com/Default.aspx
Talent on Demand	https://talentondemand.deloittenet.deloitte.com/default.aspx?WT.mc_id=nav-tod-hptodt#!/home/
New Hire Center	https://deloittenet.deloitte.com/CL/NHC/Pages/home.aspx
Payroll, Investment and Claim Reimbursements	https://www.hrworkwaysindia.com/ProcessServletSSO
Reinventing Performance Management (RPM)	https://rpm.deloitteresources.com/PerformanceManagement/#/teamMember
Deloitte People Network (DPN)	https://people.deloitteresources.com/_layouts/Deloitte.peoplenetwork.api/#p%5Bid%5D=i%3A0%C7%B5.t%7Cadfs%7Cradhingra&p%5BidType%5D=adfs
My Workplace – Points of Contact	https://deloittenet.deloitte.com/WT/WSPC/Pages/home.aspx

Other Important Contacts

	BLR	MUM	HYD
Front Office	80 6670 4000	22 6113 7000	40 6670 4000
Security	80 6670 1111	22 6113 7444	40 6670 1111
Operations Help Desk	80 6670 2222	22 6113 2222	40 6670 2222
Transport Help Desk	80 6670 2233	22 6113 7040	40 6670 2233
Call Center Help Desk	80 6670 2222	22 6113 2222	40 6670 2222
Mail Room Help Desk	80 6670 4020	22 6113 7000	40 6670 4020
Finance Help Desk	80 6670 2222	22 6113 2222	40 6670 2222

Other Important Contacts contd.

Escalation Level (BLR) :

For Operation related issues : abandaru@deloitte.com / sjammihal@deloitte.com
For Security related issues : USHYDSecurity@deloitte.com / USIndiaOfficeofSecurity@deloitte.com
For Transport related issues : abandaru@deloitte.com
For ITS related issues : pukishore@deloitte.com / smehta@deloitte.com

Escalation Level (HYD) :

For Operation related issues : abandaru@deloitte.com / sjammihal@deloitte.com
For Security related issues : USHYDSecurity@deloitte.com / USIndiaOfficeofSecurity@deloitte.com
For Transport related issues : abandaru@deloitte.com
For ITS related issues : pukishore@deloitte.com / smehta@deloitte.com

Escalation Level (MUM) :

For Operation related issues : vbhabe@deloitte.com / shrapatil@deloitte.com
For Security related issues : usmumbaisecurity@deloitte.com / usmumbaibadging@deloitte.com /
USIndiaOfficeofSecurity@deloitte.com
For Transport related issues : usmumtransporthelpdesk@deloitte.com
For ITS related issues : amjamgade@deloitte.com / mgokhale@deloitte.com

Systems Integration – Practice Initiatives (SPOCs)

Initiative	Hyderabad SPOC	Bengaluru SPOC	Mumbai SPOC	Delhi SPOC
People and Culture				
SINS	Ranjan Barik Padma Batapati	Venkat Govindasamy Sonali Roy	Macvin Gonsalves Hemant Patel Abhishek Bhatt	Vikas Gill Mukesh Kumar
Rewards and Recognition	Phani Kiran Kidambi Manish Golwalkar	Kiran Hegde Tushar Roy	Ankit Desai Pallavi Mendon	Rohit Mallah
Practice Culture –Leadership Connect, BFSF	Ashok Pantham Madhavi Guddeti	Smita Taneja Prashanth Singh	Megha Gupta Eamil Makwana Kaushik Patra	Dheeraj Dhanraj Pooja Trivedi Vishal Maini
Diversity and Inclusion	Vempati Anupama Hema Kohli	Rajani Parvathaneni	PriyankaChakrabarty Kiran Sharma	Arti Gupta
Practice Communication				
AHM & SI News Letters	Pavan Penumarty Jitin Kulshrestha	Mahesh Muddada Prasuna Potteti	Chintan Jhaveri Abhishek Bhatt Jigisha Sawant	Vishal Maini
Communication Excellence	Kishori Mundargi	Abinash Dash	Bhushan Deodhar Umesh Krishnan	Sirat Chhabra
Business Continuity	Suresh Kandagadla	Mahesh Pudukulangara	Sumit Jakar Abhishek Joshi	Arti Gupta
Talent Acquisition and Onboarding				
SI Onboarding	Hariprasad Mathsa Saif Hasan	Projjwal Guha	Sumit Saurabh Gurbani, Banti	Arti Gupta
Lateral Hiring	Naveen Bijjala Siva Chillara	Upendra Singh – Others Rono Thomas - Testing Pradyot Rout - Java	Rahul Asar Nehal Gutka	Vishal Maini
Campus Hire Onboarding	Kiran Maradani	Venkata Visweswar Nittala Projjwal Guha	Deepak Singh Uday Deshmukh	Arti Gupta

Systems Integration – Practice Initiatives (SPOCs)

Initiative	Hyderabad SPOC	Bengaluru SPOC	Mumbai SPOC	Delhi SPOC
Capabilities				
Systems Development	Bhaskar Ghosh Srikanth Jonnakunti	Sreedhar Pamidiparthi Gururajan Ragothaman	Priyanka Chakrabarty Siddharth Agarwal	Vikas Gill Shiny Singh
Application Architecture	Sathish Kandacharam Srinivas Piratla	Kiran Hegde	Aniruddha Khandge Alpesh Makwana	Naresh Sehrawat Rohit Mallah
Solution and Platform Integration	Amarnath Siddamshetty Pranav Joshi	Ashish Jindal	Kaushik Patra	Sirat Chhabra
PMFT	Mukesh Gupta	Atanu Dhar Faren Shukla	Shreevardhan Kabra Shishir Mehta Richa Garg	Dheeraj Dhanraj Sirat Chhabra
Eminence	Surekha Shanker Bandaru Tejeswar Ivaturi	Brunda Mahishi Prateek Jain Chandan Kumar	Shilpa Gangrade Jignesh Mistry	Dheeraj Dhanraj
Learning and Development	Sreeram Bhatiprolu	Lakshmi Prasad Krothapalli	Ameya Shigaonkar Mayur Tanna	Dheeraj Dhanraj Arti Gupta
Knowledge Management	Vikram Manda Badrinath Muralidharan	Brunda Mahishi	Umesh Krishnan	Pooja Trivedi

Systems Integration – Practice Initiatives (SPOCs)

Initiative	Hyderabad SPOC	Bengaluru SPOC	Mumbai SPOC	Delhi SPOC
Operations				
Seating Allocation	Pankaj Jain	Saurabh Tingal	Nitin Suri Bhushan Deodhar	Arti Gupta Noopor Jain
Quality				
QRM, Methods and Tools	Sushma Kashireddy	Ramesh Periyasamy	Sachin Jain Abin Banerjee	Dheeraj Dhanraj Arti Gupta
Performance Management				
RPM	Pranav Joshi	Arun Bhandari Shaheem Rahiman	Hemant Kurdia Uday Deshmukh Abhishek Joshi	Vishal Maini Naresh Sehrawat
Counselor Effectiveness				
	Anantha Padmanabham	Arun Bhandari Shaheem Rahiman	Nehal Gutka Ninad Bhave	Sirat Chhabra

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