Welcome to Qualcomm- Hyderabad

1 message

India Onboarding <OnboardingIndia@qualcomm.com>   Tue, Jul 2, 2024 at 9:01 A
To: "micepram@gmail.com" <micepram@gmail.com>

Welcome to Qualcomm

Qualcomm

Pre-onboarding Essentials

Hi Pramika Garg,

Welcome to Qualcomm!

We are pleased to have you join our team and become a part of our exciting journey in pioneering what's next in wireless technology innovations.

As you prepare to join us, we want to share the important actions you need to take for your onboarding.

PRE-DAY 1 ACTIONS

Important Workday onboarding tasks:

- Log into the Workday Onboarding Portal and complete the tasks within your inbox.

    Note: The Workday Onboarding Portal is **not** the same one you accessed as a candidate.

- The Workday system will send you **two separate emails**, one containing a User ID and

the other a password; credentials will expire at **11:59 p.m. IST** the day prior to your orientation.

- You must upload your badge photo to the Workday portal by **Wednesday, 6 p.m. IST** prior to your orientation date for it to be available at the security office nearest to your office.

  If you are unable to upload your photo to the portal for any reason, you can send the photo to G Manu & Manoj Cherian with your full name and employee ID by the prescribed deadline.

- Please refer to the attached document for photo format.
- Your badge will be available for pickup at your nearest security office after 8 a.m. IST on Wednesday.
- Please bring the following documents with you on your first day.

Mandatory Documents:

- Print (hard) copy of signed offer documents [Offer letter, Export compliance form, Invention Disclosure agreement, and other docs] sent by your respective Staffing POC.
- Gratuity Form - Form F
- A copy of your Aadhar, of PAN card & Passport (address page & photo page)
- Please have DOB details of dependents to complete various forms.
- Important: You must provide your Provident Fund Account # from your previous employer and your UAN #, on your first day to enable completion of your joining formalities.
- **Addendum Letter (as per your graduation B.Tech/M.Tech)**

Qualcomm's New Employee Experience (NEE) is designed to help prepare you for a successful transition into your new career.

Please plan to reach the office by **8:30 a.m. on Monday, July 8th, 2024.**

Qualcomm office address:

Home Building: HYDRB.E (Commerzone Building)

KRC Tower, Floors 1-17
16/A/1 and 16/A/2, S. No. 83/1
Raidurga (Panmaktha) Village, Serilingampally Mandal
Ranga Reddy District
Hyderabad, Telangana 500081

(India) Map: Qualcomm Commerzone Building - Google Maps

Google map

Conference Room: 1218 (12th floor)

People Solutions POC

Name & Number: Tanushree Agarwal & 7893322803

Schedule	Details	Time
Provision of Access Badge	Front Desk	8:30 a.m.– 9 a.m. (Badging)
Onboarding & Orientation	People Solutions Team	9:30 a.m. onwards
Laptop Collection	IT Team	Post Induction Formalities

Employee Manager Checklist

Employee ID	Manager Name
198292	Vijay Nandanwar

Please ensure you and your manager have connected on the following items prior to day 1:

- Your location expectations for day 1 – if remote, please ensure your manager has your shipping address.
- Team office assignments – some teams utilize assigned offices, while others work in a mobile work environment.
- Day 1 touchpoints – confirm your plan with your manager before and after NEE.

Once again, congratulations and we look forward to welcoming you to Qualcomm!

Regards,

India Onboarding Team

10 attachments

Export Compliance Form4.pdf
27K

India IDA July 2016.pdf
51K

Passport Declaration Form.docx
13K

Form-F.pdf
458K

Steps for Checking the AADHAR Verification Status.pdf
223K

New Badge Photo specifications.docx
31K

Sample copy of All India Docs 3.pdf
374K

Addendum to Terms Of Employment-B.Tech.pdf
146K

Addendum to Terms Of Employment-M.Tech.pdf
146K

image004.wmz
2K