

# Assignment Begin Checklist

SmartLabor Request Number: <b>HPJP00090754</b>	
AC Name: <b>Mr. Sugumaran, Naveen Kumar</b>	Assigned Worksite address (HP site or remote if applicable): <b>1 Skyview Drive, Fort Worth, Texas, 76155</b>
Supplier: <b>USTech Solutions Inc</b>	HP Building Assigned:
Supplier Contact (name, email, phone#): Michelle Vanetti 201.719.9953	Assignment Start Date: <b>08/26/2019</b>
HP Engagement Manager (name, email): <b>Elizondo, Warner ( )</b>	
<b>Mandatory Conditions of Assignment Verification</b> (provide completion dates for each requirement listed below in 'mm/dd/yy' format)	
Drug Test Completed	__/__/__
Background Check Completed	__/__/__
Non-Disclosure Agreement/CDA Signed	__/__/__
Is contractor a citizen of Restricted Country listed in country groups D1, E1, or E2 in _____ of the US Export Administration Regulations? (Yes/No) If YES, please provide contractor's country of citizenship or permanent residence. _____  If YES - HP Labor Desk notifies Engagement manager that AC is subject to VTH process and must complete the Restricted National Hire form  Note: HP requires this information to obtain any government export authorizations that are required to transfer job-related technical data to the contractor. A refusal to provide this information may impact HP's ability to obtain any necessary government export authorizations.	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
AC Orientation completed	__/__/__
Restricted Party List (RPL) checked	__/__/__
CW Code of conduct training completed	__/__/__
Has contractor been an HP employee within the past 12 months?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Has contractor been an HP employee,	
<b>Safety Training/Skill Verifications Received</b> (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed)	
_____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__ _____ __/__/__	
<b>U.S. Public Sector Additional Requirements (if applicable):</b>  U.S. Federal AC's: E-verify checked __/__/__ or exempt from E-verify based on: _____  U.S. Federal AC's: Excluded Parties List checked ( ): __/__/__  Security Clearance checked: __/__/__  DoD 8570 Security + Certificate Required? Yes: <input type="checkbox"/> Type of requirement: _____ Date of certification: _____ No: <input type="checkbox"/>	

and terminated their employment via the Enhanced Early Retirement (EER) program, within the past 24 months?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Other: _____	
If yes, please provide the following: Last day of HP employment: __/__/__ Former HP Manager's name: _____		*Reference for RPL Checklist website:	
Has the contractor previously worked at HP as a contractor?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>		
If yes, please provide the following:  First work day of last assignment at HP: __/__/__ Last work day of last assignment at HP: __/__/__ HP Engagement Manager Name: _____ Reason for assignment ending: _____			

#### Employment Status Confirmation

- Agency Contractor is legally able to work in the United States.
- Placement of a non-immigrant worker (e.g. L-1, H-1B or F visa holder) requires written approval from the HP Program Manager and Agency confirmation that worker is legally eligible to perform services, as specified, for the anticipated duration of assignment.

#### Assignment End Agreement

- Contractor will return all issued HP Badge/Credentials as well as HP Equipment (i.e. Laptop; Active Key; Router/Hub; etc.) within 5 working days after Assignment End Date. After this period, the Supplier will be responsible to assure the return of HP Properties as well as the liability for replacement costs and/or agreed contractual penalties.
- Contractor/Supplier Representative will be afforded 72 hours (3 Business days) after assignment End Date to collect personal belongings left at the HP workplace. After this period, HP will not be responsible for any such items or liable for associated replacement value.

**Assignment Begin Checklist Signage**

I, Naresh Shrivastava, the Supplier Representative of US Tech Solutions Inc., hereby verify that the above required Assignment Conditions have been completed prior to the start of Mr. Sugumaran, Naveen Kumar an employee of US Tech Solutions Inc. as an Agency Contractor with assignment at Hewlett Packard.

Agency Contractor: S. Nataraj

Date: 08/20/2019

HP Approved Supplier Representative: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by Subcontractor Supplier, if applicable**

I, Naresh Shrivastava, the supplier Representative of US Tech Solutions Inc., hereby verify that the above required Assignment Conditions have been completed prior to the start of Mr. Sugumaran, Naveen Kumar an employee of US Tech Solutions Inc. as an Agency Contractor with assignment at Hewlett Packard.

Subcontractor Supplier Representative: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_