**New Joiner Reference Guide**

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| **Sl. No.** | **Action/s to be performed** | **Source** | **Timeline** |
| **1** | **Employee ID and Login (Universal ID) Credentials** –  Reach out to your reporting manager for both these details.  *For any issues with global pass ID password you may contact IT support – details mentioned in the next page.* | Reporting Manager | within 1-3 business day from DOJ |
| **2** | **Universal ID: Set up Okta Verify for Multifactor Authentication (MFA)**  **Please note:**  Okta Verify does not have a desktop app credential available at this time, so it cannot be installed on a PC.  Universal ID currently supports use of only one MFA credential at a time. It cannot be installed on two mobile devices.  Before you begin, please ensure your mobile device Operating System is:   * Android OS version 7 or higher * iOS version 13 or higher   [**Universal ID: Set up Okta Verify for Multifactor Authentication (MFA)**](https://csc.service-now.com/sp?sys_kb_id=c9c8e16bdb29e414e6f03126f3961912&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=f13ad0191be9f494541feca0604bcb9f)  **Register for Multi Factor Authentication (MFA)** - MFA is a security system that requires multiple methods of authentication from independent categories of credentials to verify the user's identity for login.  You will need to download:   1. Symantec VIP Access mobile app – available from your phone’s app store – **preferred** 2. Symantec VIP Desktop app – available here: [https://idprotect.vip.symantec.com](https://idprotect.vip.symantec.com/)   Once you have downloaded and installed one or both of these applications you will need to **register** the application. You can do this by selecting “Register or Modify my MFA Credential” (when prompted after logging onto O365).  For any issues with MFA, reach out to ITConnect support. Additional information is available here -  <https://csc.service-now.com/sp?id=kb_article_view&sys_kb_id=99c62288dbb517807dd3cebe3b961989> | | within 1 week from DOJ |
| **3** | **Workday** –   * Update home address, mobile number, email, emergency contact details & other personal information, **beneficiary nomination** * **Complete medical elections in Workday,** else the default coverage for employee alone will be given and no changes would be accommodated until the next Financial year. * Imp Note: Verify your National IDs & ensure both Aadhaar & PAN are updated * You can track absence/leave in Workday. | Workday | within 15 business days from DOJ |
| **4** | **Legacy - ES joiners** check for **Replicon** access (time tracking) | Replicon | within 1 week from DOJ |
| **5** | **Payroll Related Actions – ADP Portal**   * Update Bank Account details (before monthly payroll lock) * Complete Flexi Benefit Plan (FBP) elections * Complete Investment declaration * Tax Regime change if required\* | ADP | within 20 days from DOJ |
| **6** | **New Employee Orientation (NEO) training**  <https://dxc.sabacloud.com/Saba/Web_spf/NA2PRD0005/common/>  learningeventdetail/curra000000000003881 | DXC University | within 15 business days from DOJ |
| **7** | **Important Prudent contacts (India Medical Insurance) -**  DXC - Helpline: 1800-1234-392 or 1800-1234-932  Email ID: dxc@prudentbrokers.com  Prudent Plus Portal: https://prudentplus.co.in  In case of escalations, connect with the following SPOCs in the order as mentioned below.  Level 1: [vijeta@prudentbrokers.com](mailto:vijeta@prudentbrokers.com)  Level 2: [vijay.mani@prudentbrokers.com](mailto:vijay.mani@prudentbrokers.com)  Level 3: [dhiraj.singh@prudentbrokers.com](mailto:dhiraj.singh@prudentbrokers.com)  Level 4: HRConnect | | |

**Useful DXC Portal Links**

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| **Portals** | **Description** | **Website** |
| **myDXC** | This is the DXC intranet site. You will find information about DXC and all other useful portal links here. | https://my.dxc.com/ |
| **DXC Help Resources** | The “DXC Help Resources” page provides a comprehensive list of employee resources and support links.  This includes links for HRConnect, ITConnect, Workday, Time Entry, Travel & Expense (Concur, Amex Card), Payroll. | <https://my.dxc.com/employee-resources/dxc-help-resources.html> |
| **ITConnect (IT Service Desk)** | DXC IT support which includes help on System accesses, Laptop and other IT applications/systems  **India IT Support toll free phone number - 00 0800 050 1089** | <http://help.dxc.com/> |
| **Workday** | HR repository tool to update your personal information & view team/manager information and for absence/leave tracking. | https://www.myworkday.com/dxctechnology/d/home.htmld |
| **HRConnect** | One stop shop to raise your HR, payroll, learning, time & expense queries. Raise an HRConnect ticket for any questions or issues regarding your joining actions completion. | <https://dxchr.service-now.com/hrportal> |
| **Replicon** | This is the time entry tracking portal for employees | <http://dxctime.dxc.com/> |
| **Payroll – ADP** | [This](https://ess.excelityglobal.com/) is the ADP portal link | <https://uid.dxc.com/home/dxcprod_payoutwwadpglobalviewproddxc_1/0oa6edk3rNJThArbN5d6/aln6ekostr2hV9f0b5d6> |
| **ADP - Payroll Training** | Please complete mandatory training for payroll in DXC university | <https://clicktime.symantec.com/3X3fxHwj4D8fwGs8GiVAa4N7VN?u=https%3A%2F%2Fdxc-emp.sabacloud.com%2FSaba%2FWeb_spf%2FNA2PRD0008%2Fcommon%2Flearningeventdetail%2Fcurra000000000006840> |
| **NPS** | National Pension Scheme | For NPS Queries you may contact: customercare@stockholding.com |
| **Payroll Sharepoint** | This is the internal payroll website for India employees. It gives you detailed information on all that you need to know about India payroll | <https://dxcportal.sharepoint.com/sites/global_payroll/Pages/APJ/ES-Payroll-India.aspx> |
| **Password reset** | To change Universal ID password | [Universal ID - Change your password](https://idm.dxc.com/cscidm/Redirection.jsf) |
| **DXC University (Saba Cloud)** | e-learning Portal to complete all mandatory trainings & update your skills profile  For SABA cloud queries: sabahelpdesk@dxc.com | [https://dxc.sabacloud.com](https://dxc.sabacloud.com/) |
| **Expense** | Portal to raise travel request, submit expense claims, **corporate card** (AMEX) – required for corporate travel | https://my.dxc.com/our-company/global-functions/corporate-operations/travel/travel-corporatecard/expenses.html |