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# REQUIRED ACTION ITEMS

**Mandatory Tasks located in the ‘Checklist’ section:**

1. You are required to provide below requested forms and documents copies to the following HR email address: [**hrgs.mys.hiring@hp.com**](mailto:hrgs.mys.hiring@hp.com), prior to your start date.

Sign and return a duplicate copy of below mandatory forms:

* Beneficiary Nomination Form
* CP22 Form (check the CP22 and Employer’s reference number sample for additional instructions on how to complete the form)

Provide a copy of below documents:

* Educational certificates
* NRIC – both sides (for Malaysian new hires)
* Passport details page and EP endorsement page (for foreign new hires)
* One passport size photograph

1. Before you onboard you are required to enroll online for **HP Orientation Day**.

The **HP Orientation Day** is a full day program which aims to give new hires a brief introduction on HP and guide them to complete necessary processes that need to be completed as a new hire with the company. This session is **MANDATORY.**

Please click on the below links to register and reserve a seat in any of the following dates.

Please ensure you enroll for the session on the day you join the company or the next available date upon joining the company as HP Orientation Day is conducted once a month.

[Jan](http://www.esurveyspro.com/Survey.aspx?id=dc8a9027-1447-49a1-a6de-48fc692449e3) [**Feb**](http://www.esurveyspro.com/Survey.aspx?id=73a878a6-a6ab-4b14-a5b4-530ec3b843c7) [**Mar**](http://www.esurveyspro.com/Survey.aspx?id=7bf179fe-7872-4b78-a92a-c3cade883b11) [**Apr**](http://www.esurveyspro.com/Survey.aspx?id=e6ab92bf-c914-4f09-a9a0-c5c8e15814c2) [**May**](http://www.esurveyspro.com/Survey.aspx?id=a9107dff-4378-4477-8b49-60cf088b6611) [**Jun**](http://www.esurveyspro.com/Survey.aspx?id=65cce655-ba6d-471a-8ad6-45edf9509e9b) [**Jul**](http://www.esurveyspro.com/Survey.aspx?id=7310639f-153c-4236-b9f0-27152dbb9e32) [Aug](http://www.esurveyspro.com/Survey.aspx?id=a5f2eece-d322-4104-83a4-88461c282b5d) [Sep](http://www.esurveyspro.com/Survey.aspx?id=a05ff80c-5fcc-42e3-b960-f28092cf7111) [Oct](http://www.esurveyspro.com/Survey.aspx?id=4b1b90be-0031-4ade-a84e-e9cdd49aaae7) [**Nov**](http://www.esurveyspro.com/Survey.aspx?id=4ce91467-9529-49ae-8449-821c95f8cf64) [**Dec**](http://www.esurveyspro.com/Survey.aspx?id=0091ace7-0ae3-4b8d-a643-5fe0ba3aceb8)

You can download selected HP Orientation Days slides via the link provided below after the session. You will need to use your HP NT password, which will be provided by your manager once you come on board <http://ent221.sharepoint.hp.com/teams/OBS_1>.

HP Orientation Day will only be conducted at the HP Campus in Cyberjaya. The session will be held at the Multi-Purpose Room (formerly known as Day Care Center) which is located next to the Multi-Purpose Hall (MPH). Please refer to [HP Campus location](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/Malaysia_HP_Campus_map.pdf) and [HP Orientation Venue](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/Malaysia_RoutetoHPOrientationVenue.pdf) maps.

To attend HP Orientation Day, please register at the Security House at the Enterprise Services (ES) Block (North Wing) and proceed to the reception counters at the ES block by 8.45 a.m.  Please do not hesitate to ask the receptionist/guards the way to Multi-Purpose Room (formerly known as Day Care Center) if you are still not sure.

As the visitors parking at the HP Campus is limited, new hires that are eligible for parking facility in the campus are encouraged to use the Park and Ride facility to avoid undue delay in attending the HP Orientation Day. You will receive your parking stickers only after you come on board.

1. Getting to HP and HP Campus

HP Campus is easily accessible through all the major highways connecting to Cyberjaya.

For new hire who are not provided with parking facilities within then vicinity, the Park and Ride services are provided. Our recommendation is that you park your car at a public parking facility close to the HP Campus and utilize the shuttle services to reach the campus.

New Hires who are based in HP Towers can utilize shuttle services from KL Sentral.

The services are available for all staffs based in HP Campus, HP Towers, Prima 9.

* [Map of HP Campus with park & venue highlighted](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/Malaysia_RoutetoHPOrientationVenue.pdf)
* [Map and shuttle services to HP Towers Damansara](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/Map_HP_towers.pdf)
* [Shuttle services information to HP Campus](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/shuttle_HP_Campus.pdf)
* [Shuttle services information to HP Towers](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/shuttle_HP_Towers.pdf)

See this [map](https://hrcontent-ext.corp.hp.com/sites/Workday/ext/import/Onboarding/Malaysia/Malaysia_HP_Campus_map.pdf) on how you can come to HP Campus, Cyberjaya.