**Capgemini**

**

**Offshore Onboarding Tool Kit**

Welcome to ***BD Managed Services Project***. This document aims to help you with your questions on joining the team and provide important links.

|  |  |
| --- | --- |
| **Address:** | **Mumbai** - Yosemite, IT1/IT2, TTC Industrial Area  Thane Belapur Road, Airoli, Navi Mumbai 400708, INDIA.  **Bangalore** – 1) Campus 6B, Pritech Park SEZ, RMZ ECO Space, Bellandur, Outer Ring Road, Vathur Hobli, Bangalore, Karnataka-560037.  2) Dartmoor Ground Floor, EPIP Phase-II, Whitefield, Bangalore – 560 066  **Hyderabad** - IT Park 1, 115 / 32&35 / Nanakramguda, Gachibowli / Hyderabad - 500032.  **Pune** - Unit -2, Talawade -Pune |
| **Hours:** | **Local:** Expected to start at 11:00 am Monday-Friday or as indicated by your lead |
| **Attire:** | All team members are expected to dress in business casual attire.  Men: Business slacks with appropriate collared shirts  Women: Skirts, slacks or other appropriate business casual wear  For client presentations and Steering Team meetings, formal attire may be required. |
| **Vacation:** | During the project, it is anticipated that people will take personal vacations. Vacations must be approved by your team lead in advance and in the case of a team lead is not available, the project manager. Please try to schedule these as far in advance as possible and work with your teams to minimize any project impact. Let team leaders know as soon as possible so that they can adjust the work plan. |
| **Timesheets:** | It is imperative for the project to have you fill the required timesheets correctly and timely. We need to fill in our efforts at two places.   1. **CG Internal**. This is CG internal time sheet and is approved by your CG supervisor per the corporate directory 2. **Clarity – Account Internal**. This is where you put in time against individual activities performed for the project. Please reach out to your Team lead to understand the timesheet filling correctly. Attached below is document to fill clarity timesheet.   **Timebooking:**   * Refer to below link for time booking.   [Replicon - Home](https://eu3.replicon.com/Capgemini/home/)   * AD resources has to book their efforts in Clarity, Please refer below document for How to fill Clarity.      * AMO resources has to book their efforts in AMO tool. Attached below is guideline on How to fill AMO timesheet.     You may also reach out to PMO personnel in case of any doubt at any time. |
| **Background Verification**  **& BD ODC access** | * Background verification & criminal verification is done for personnel joining into the project as per our client's requirement. * The Account Office Team will initiate the request for background check for both internal Capgemini employees and External Hires.   Once the Background verification is complete, BD ODC access will be provided. |
| **Desktop/Laptop & Space** | * Once joined to BD project your logistics arrangement will be done by the Account office team. You can write email to [bd\_pmo.in@capgemini.com](mailto:bd_pmo.in@capgemini.com). |

|  |  |
| --- | --- |
| **Connecting to the Printer:** | Please raise ticket with India service desk. |
| **BD Microsoft Authenticator for VDI authentication:** | Refer to the embedded instructions for BD Microsoft Authenticator for VDI authentication.     * Please take help of your help from your colleague who has access to BD VDI.   The rest of the instructions will allow you to register your Mobile Pass token. |
| **Connecting to W365:** | Refer to embedded instructions to connect to BD Remote Desktop. |
| **System Access:** | **Please reach out to your team lead for system accesses and/or SAP accesses.**  **Note: (**Mandatory to complete all your BGC)   * **For BD ID:** [bd\_pmo.in@capgemini.com](mailto:bd_pmo.in@capgemini.com) will raise request once background check is complete. * **C2C trainings**: C2C Application is BD’s Learning Management System for users to complete their trainings. Whenever you require any role/access for any system you need to complete specific trainings in C2C to get these accesses. Standard mandatory trainings are assigned automatically to users and other access/role related trainings are assigned on request once your BD ID is created. Below document has the steps to launch C2C Portal (once you are logged into VMware Horizon Client) to complete C2C trainings.      * **Open text ALM Access–** In order to get access to Open text ALM one can launch ‘ALM Client Launcher’ from BD Network. Use mentioned link to get access to respective domains : <https://bd.alm.saas.microfocus.com/qcbin/start_a.jsp> (Accessible only at BD network) – Connect with your Lead and ask them to raise access with appropriate roles. * **SIAM ACCESS -** SIAM trainings need to be requested through the Tools Team site: users requiring access to that platform need to request access to that system through the Tools Team SharePoint (which for reference sake is <http://bdone.bdx.com/main.aspx?sid=120&cat=3842&d=1&id=10462> ), which not only gives the necessary and minimum training for the role requested, but automatically alerts the necessary parties to grant access upon completion of the learning in C2C. Please reach out to DL Connect with your Lead and ask them to raise access with appropriate roles.   **For SAP Access**: Team Lead should reach out to their Process Area’s SAP Superuser for SAP Access. |
|  |  |

### Please reach out to DLPMO for any onboarding questions:

DL IN BD\_PMO ([bd\_pmo.in@capgemini.com](mailto:bd_pmo.in@capgemini.com))