

Cognizant Provided Equipment-Eligibility

Dear New Associate,

While the majority of our associates use client-provided equipment to perform their daily activities, we do have certain associates who require Cognizant provided equipment to perform their role. Depending on your role/level, you may be automatically eligible for Cognizant provided equipment. Please review the table below to determine your eligibility for equipment.

ELIGIBILITY

NON-CORPORATE HIRES	
Senior Manager level and below	Laptop and Cell phone only with Director* approval
Director, Assistant Vice President, Vice President, Senior Vice President	Laptop and Blackberry (no additional approval required)
CORPORATE HIRES (Academy, Administration, Corporate Operations, Executive Office, Finance, GWFM, HR, Immigration, Legal, Marketing, NSS, Recruitment, Sales)	
Senior Manager level and below	Laptop and Cell phone only with Department head approval
Director, Assistant Vice President, Vice President, Senior Vice President	Laptop and Blackberry (no additional approval required)

* Director must be from within same BU as associate requesting equipment

If Director or Department approval is required, we will seek approval on your behalf upon receipt of this form and processing of your associate ID. If as per the table above, no additional approval is required, and we receive your form at least 5 business days before your start date, we will have equipment ready for you on your first day.

Cognizant Provided Equipment-Request Form and Policies

Associate Name	John Doe
Candidate ID/ AssociateID (IF Available)	219787
Level (From Offer Letter)	
* Personal Email ID	johndoe@email.com
* Telephone Number	(123) 456-7890
Address	Permanent
*	
* Shipping Street Address (If you will be in a Cognizant Office on your first day, please enter office address here)	123 Main Street
* Shipping City/State/Zip	Anytown

Equipment Request

Laptop

Laptop Policies

- Laptops will not be issued without associate ID - NO EXCEPTIONS.
- Any exceptions to eligibility policy require Director/Dept Head approval & an expected date of return of the laptop.
- Contractors can be issued laptops only with approval of the Talent Manager & Director. An NDA needs to be signed prior to issue.
- User is required to return laptop to NSS (IT Department) upon separation from Cognizant or completion of project.

CellPhone

Cell Phone Policies

- Cell phones will not be issued without associate ID - NO EXCEPTIONS.
- Any exceptions to eligibility policy require Director/Dept Head approval & an expected date of return of the cell

phone.

- Personal cell phone numbers cannot be ported to Cognizant equipment.
- User is required to return cell phone to NSS (IT Department) upon separation from Cognizant or completion of projects.

* Please note: Submission of this form is not a guarantee you will receive equipment from Cognizant - it is only a request and may require additional approval from your manager prior to processing.

SAMPLE

Corporate Mobile Plans-Porting FAQ

Q) If I port my number to Cognizant will I still receive a monthly bill?

A) No, Associate will only receive the last pending settlement or pending invoice as of before the porting date.

Q) Can I port my number if I am currently enrolled in a family plan?

A) Associate will have to make another family member number as a primary number from the family plan before porting your number to the Cognizant corporate plan if your line configured as primary.

Q) Can I have my number back if I leave Cognizant?

A) Yes, Associate can take over their number with them and move the line to personal account to the same carrier that Cognizant owned, e.g. if you have Verizon cognizant line you can take the number to Verizon personal account, moving to different carriers attracts cancel fee if the line still in contract.

Q) Can I upgrade my device right away if I port my number?

A) It depends, If Associate is porting from different carrier e.g. Personal AT&T to Corporate Verizon account we can provide new device options but porting to same carriers will depend on the line eligibility of the contract, all pre-porting liabilities will have to be cleared by the associate. For all new connections, Verizon is our preferred carrier.

Q) I currently have an unlimited talk, text and data plan. Can I bring that over to Cognizant?

A) You will have all the minutes to talk for business and pleasure and Cognizant mobility group manage efficiently to adjust the plans needed for each individual.

Q) What type of plan does Cognizant offer?

A) Cognizant offers a plan which has local voice calling, messaging and pooled data, other services are restricted and can be enabled post approvals and request and justification.

Q) Can I keep my number and device and expense my monthly bill?

A) No, we don't offer reimbursement of phone and plan charges and we advise everyone to avail corporate line.

Instruments / Phone Devices

Q) If I choose a Cognizant device and number will I receive a bill?

A) All Cognizant allocation devices and numbers will be billed to Cognizant, in case associate selects a device that is not free as per the table below, associate pays the cost of the device and Cognizant will only pay the monthly charge on the allowed usage as per the table below. We will deduct the additional device costs from the pay-roll and it will take 1-2 month to reflect in the pay-roll.

Q) How do I set up for international data roaming and international dialing?

A) Data roaming allowed only on request for business travels; you need to send an e mail to Mobile Helpdesk NA or raised a service desk ticket at <https://gsd.cognizant.com>. We don't allow direct international dialing but based on the request and justifications we will provision reliance international calling option upon BU head approvals.

Q) What happens if my instrument is broken or lost?

A) We recommend that you purchase insurance for your devices. www.squaretrade.com, Cognizant will not be responsible for the insurance and reimbursement in case of any damages.

Verizon Instrument & Services Plan

Phone Model	Charge to Associate	Color
IPhone 5C (8GB)	\$ 0	(White, Blue, Green)
IPhone 5S (16GB)	\$ 0	(Gray, Silver, Gold)
IPhone 6 (16GB)	\$99.99	(Gray, Silver, Gold)
IPhone 6+ (16GB)	\$199.99	(Gray, Silver, Gold)
LG G3 (16GB)	\$ 99.99	\$00.00
Samsung S4	\$00.00	
Samsung S5 (16GB)	\$ 49.99	(Black/White)
Samsung Note 4 (16GB)	\$ 149.99	(Black/White)
Samsung S6 32GB	\$ 199.99	
Samsung S6 64GB	\$ 299.99	
Samsung S6 128GB	\$ 399.99	
Samsung S6 edge 32GB	\$ 299.99	
Samsung S6 edge 64GB	\$ 399.99	
Samsung S6 edge 128GB	\$ 499.99	

Voice Calling	Enabled
Data	Enabled
Messaging	Enabled
International Messaging	Enabled
Hotspot	Enabled
International Roaming	Restricted
Contract Period	24 Months
Device	Un-Locked