Hello and welcome to the Cognizant family! We look forward to working with you and helping you become acclimated to the Company. Please review the information below carefully, and contact **naintegration@cognizant.com** if you have any questions.

Cognizant

NEXT STEPS

Please review the following checklist for key items which you will need to complete. More information on each of these items can be found in the overview below which follows this checklist.

Throughout this document, when referring to login or user names, please reference the following format: cts\XXXXXX (your employee ID should be inputted where you see XXXXXX).

STEP	NOTES	Check?
1. Complete Form I-9 (Employment Eligibility)	The Form I9 must be completed within your first 3 business days on payroll, regardless of whether or not you have received your associate ID. Please visit I9 link for more information on how to complete your I9.	☐
2. Confirm your data in PeopleSoft	See below for more detailed PeopleSoft instructions. Be sure to check your contact details and update your direct deposit account data (if applicable). * These tasks are critical in ensuring your Cognizant paychecks are processed accurately.	☐
3. Review Benefits Options	Within 24 hours of receiving your Associate ID, you will receive an email from the Cognizant Benefit Desk inviting you to visit www.cognizantbenefits.com to enroll in your benefits. Be sure to check your Cognizant email as you will be provided with your secure login information.	☐
4. Visit the One Cognizant (1C) portal site to: - Complete your post joining forms - Access the app store - Download quick references	Please visit https://onecognizant.cognizant.com to complete your post joining paperwork. *You must access the On-Boarding app within 1C to retrieve your post-joining documents*	☐
	Access the "App Store" which houses various resources such as: • About HR (general day to day HR information) • C-Guide (one-stop-shop for all your onboarding questions) • One Click (important associate tasks) *Make sure to download a copy of the "Websites-At-A-Glance" and "Acronym Glossary" from our About HR- App. These will be vital to your navigation within the organization.	☐
5. New Hire Orientation APP	Check your Cognizant email account to access our self-serve on-demand US New Hire Orientation (NHO) Program where you can learn more about the company, important new hire paperwork, benefits, valuable tools and resources, and more!	☐
6. Timesheets	All Cognizant associates are required to complete timesheets in PeopleSoft ESA (for exempt associates) or Timesheet & Leave Management System T&L (for our non-exempt population). To ensure you are completing your timesheet correctly, you must complete the relevant mandatory e-learning timesheet training course. Your Project Manager can provide you with your project code.	☐
7. Complete Important Trainings	All new Cognizant associates are required to complete specific important training programs. Please review the mandatory training courses and ensure you complete all mandated programs.	☐

ASSOCIATE ID/EMPLOYEE ID/NETWORK ID
Your **Cognizant Employee ID** (also known as your Associate ID or Network ID) is necessary to access any of Cognizant's tools and systems.

Please call the Global Service Desk (GSD) to retrieve information on creating your network password.
GSD: 1-866-822-2024

EMAIL/TECHNICAL SUPPORT
All associates have access to their Cognizant email account via webmail: **https://usmail.cognizant.com**. If you are provided with Cognizant equipment, you will also be able to access your email via MS Outlook. Cognizant email addresses are in the format **first.last@cognizant.com**, unless we already have an associate with your name. It is important that you check your Cognizant email daily, even if you are solely using a client email ID. All Cognizant communications will be sent to your Cognizant inbox. If you need to update the phone numbers which appear in your Outlook profile, please visit Peoplesoft HCM (under personal information & phone numbers).

If you have any issues connecting to email, or any other technical questions, please contact the Global Service Desk (GSD) at **gsd@cognizant.com**, or 866-822-2024.

FORM I9
 https://onecognizantapps.cognizant.com/1538/pages/USA_OnBoard_SubmittingformI9.html
All US associates are required to complete a new Form I9 to verify both identity and employment eligibility within 3 days of your first day on payroll. Cognizant uses an electronic form I9 for verification. Please visit the above link and login with your network ID and password for additional information on how to complete the I9 with a Cognizant representative. Please note: an associate ID is not required to complete an I9. If you do not complete your Form I9 within 3 business days, you will be placed on a loss of pay (LOP) status.

Access Peoplesoft through 1C
https://onecognizant.cognizant.com
* Login: cts\XXXXXX and Password
* Click on the app store (top right) and search for Peoplesoft HCM
* From the menu on the left, select "Self Service" and then "Personal Information"
* Be sure to review and update the following information:
    * Home address and other contact information
    * Emergency contacts
    * Direct Deposit
        * Direct Deposit is under the "Payroll and Compensation" heading
        * Click on Direct Deposit
            a. If you would like to have your entire check deposited to a single bank account, enter the account and routing numbers and choose "Balance"
            b. If you would like to have your check split between 2 accounts, enter the account and routing numbers for the account which will receive a defined dollar amount (i.e., $200) and choose "Amount". For the second account, enter the account and routing details and choose "Balance".
        * Please note your first paycheck will be mailed to you at the address which appears in HCM. It takes at least 1-2 pay-cycles for your direct deposit to be activated through ADP. Make sure you retain your first paystub to register for ADP iPay.

BENEFITS

All US associates and their eligible dependents are covered by our US benefits plans from the associate's first day on US payroll provided that you actively enroll in your benefits within your first 31 days of joining. Within 24 hours from the date of this email, you will receive a separate communication from the Cognizant Benefit Desk with the login information required to enroll in Cognizant Benefits for the current year. Visit the Cognizant Benefits website via **http://www.cognizantbenefits.com** and enter your secure login to learn more about our benefits. Enrollment must be completed **within 31 days of joining** otherwise you will need to wait until the next annual open enrollment to elect coverage for the following year.

Any questions benefits questions: TheBenefitDesk@businessolver.com
Phone: (877) 561-0984
Hours: 8am to 8pm EST Monday – Friday

OneCognizant (Associate Portal)

Cognizant has an associate portal called "One Cognizant": **https://onecognizant.cognizant.com**. You will receive important Cognizant reminders/updates, complete your post joining documents, and access the App Store via this portal.

➢ **About HR App:**
Use this for general day-to-day HR information & information about Cognizant's various business units & the company in general. On the US HR page (click on Corporate, then Human Resources, then US), you will find information such as payroll schedules, policies, and much more.

▪ **QUICK REFERENCES**
Cognizant has a number of websites and multiple acronyms. For your assistance, we have created a "Quick References" section on the About HR App. The "Websites-At-A-Glance" tool lists some of our most commonly used websites, and the methodology for logging into each one. Our "Acronym Glossary" contains some of the common acronyms you'll hear/see at Cognizant.

➢ **C-Guide App:** As you get ready to embrace the unique experience that is Cognizant, we have designed some tools to assist you with your onboarding. C-Guide our one-stop shop portal for easy access to all essential new hire questions. All the information regarding your benefits, payroll, training opportunities, etc. is in one convenient location. Navigating through a new organization can be difficult – C-Guide has all the information you need to know and various points-of-contact for any outstanding questions you may have.

Timesheets:
Access Peoplesoft ESA through 1C
∗ **https://onecognizant.cognizant.com**
∗ Login: cts\XXXXXX and password
∗ Select Enterprise Service Automation (ESA)
∗ From the menu in the center, select "Timesheets"
∗ Be sure to submit your timesheets on the 15th and the last day of each month

Timesheet & Leave Management System (T&L) – for non-exempt population:
Be sure to submit your timesheets every Friday by the end of the day (EOD).

If you have any timesheet questions, if exempts, please contact Peoplesoft ESA support esa@cognizant.com; if non-exempt, please contact T&L NEETimesheetMgmt@cognizant.com.

IMPORTANT ONLINE TRAINING

All Cognizant associates are required to take the following online training courses:

Organization Mandated Trainings for New Hires - NA/ UK		
Course	Code	Level
Core Values and Standards of Business Conduct	BQVCC1	All
Acceptable Use Policy (AUP) (eLearning) – Global	BQVCA2	All
Self Help Guide for Appraisees* [Orientation on goal setting & performance management process]	CILPD007	Up to AD
Quality Policy	BQCQA6	All
PeopleSoft Self Service: Employee	BQTLA7	All
ESA Associate/Manager Training	NQTLE8	All

Organization Mandated Trainings for New Hires - NA		
Course	Code	Level
Harassment Prevention and you (eLearning) If you manage associates and have taken Course CPQOP017, you need not take this course	CPQOP016	All
Harassment Prevention and You for Managers (eLearning) All associates managing associates in the United States must complete this course.	CPQOP017	Manager
Hiring (eLearning) All managers and above working in the United States must complete this course.	CIECF041	All
Leveling Playing Field All associates working in the United States must complete this course.	CIECF042	All

All courses can be accessed through https://mylearning.cognizant.com/. Use the 'Search' function to search for each course by name or codes (omit words in parentheses above). Your completion and compliance of these courses will be tracked and reported.

Again, if you have any questions, please reach out to our Integration Team at naintegration@cognizant.com

Wishing you a smooth onboarding experience and successful career with Cognizant!

Warm regards,
Cognizant Human Resources