

## **PEOPLELINE**

Intranet: https://peopleline Internet: https://peopleline.cognizant.com Toll Free Number - 1-800-704-3802 Fax - 973-352-6600

PeopleLINE is an online tool for associates in North America to reach our Talent Management Solution Center. Our associates may submit their queries and requests regarding HR, Immigration, and Finance. The tool is available 24 hours a day, 7 days a week.

Please login to PeopleLINE with your network ID and password. You may be required to enter cts\XXXXXX (where XXXXXX is your associate ID) in order to login.

Examples of items requested through PeopleLINE are:

- Employment letters
- Benefit clarifications
- American Express Corporate Credit
  W4 inquiries/updated forms card applications
- Payroll clarifications

- Requests for forms
- Personal information updates
- Relocation queries

Prior to logging your request, be sure to review the HR page on CWorld (https://cworld.cognizant.com). Many of the questions received by the PeopleLINE HR Executives are answered within our corporate intranet. Cognizant's current policies and procedures will always be reflected on CWorld.

If you are having technical difficulties accessing the site, please contact our Global Service Desk (GSD). They will be able to assist you in any technical issue you may be having. The GSD can be reached at 866-822-2024. PeopleLINE's HR Executives will NOT be able to assist you with technical concerns in accessing the PeopleLINE website - please direct those concerns to our GSD.

If you have an emergency and are unable to open a PeopleLINE request, you may contact a PeopleLINE HR Executive via phone between the hours of 4:00am -6:00pm (EST). They can be reached at 800-704-3802. Please note: Not all queries and requests can be resolved immediately by our PeopleLINE HR Executives. Many questions, such as payroll and immigration concerns, will have to be assigned to the appropriate team for resolution. Depending on the nature of your query, you will get a response within a set time frame.

In case of issues that require strict confidentiality, associates may directly contact their respective Talent Managers. Please review the outline of Talent Managers on CWorld (https://cworld.cognizant.com) in order to determine the Talent Manager for your current vertical/horizontal or corporate group.

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