



## CSC ONBOARDING – NEW HIRE CHECKLIST

**LET'S GET STARTED WITH YOUR ONBOARDING ACTIONS!** The following checklist outlines the employment forms and activities required to complete your CSC Onboarding actions. It may be helpful to print this for reference as you go through the Onboarding site, Workday, SAP/ESS and Aon Hewitt for benefits enrollment, as described below.

To help get you started with your Onboarding journey, view the [Welcome to CSC Onboarding](#) web page. Then, [click on the Onboarding presentation cover from the left side to launch the briefing](#). Next, follow the steps and actions below.

### **STEP ONE: CSC ONBOARDING SYSTEM ACCESS INFORMATION – PRE-START DATE ACTION**

- Log on to the CSC Onboarding website at <https://csc.employee.com>
- User ID: **Refer to the ID in the body of your CSC Onboarding email for your specific User ID**  
(Please note this user ID is for the Onboarding process ONLY)
- Initial password: **CSCNRTxxxx** [xxxx = the last four digits of your Social Security number (e.g., CSCNRT1234)]

**In the U.S. on a Visa?** If you are working in the U.S. on a visa and have not yet been issued a Social Security number, call the CSCAnswers Contact Center. (See below for contact information.)

#### **Initial Onboarding Actions**

- Access the CSC Onboarding website using the system access information noted above
- Change your password
- Follow the instructions outlined on the Welcome page
- Visit the resource links (located in the top banner of the page) to review important resources
- Review your personal profile and follow the instructions should you identify any discrepancies

#### **Complete the Following Online Forms**

- Equal Employment Opportunity Form
- Invitation to Self-Identify
- Voluntary Self Identification of Disability
- Dissemination of Employee Information
- Use of Computers
- Certificate of Receipt: CSC Employee Handbook, HR Policies, Benefits Guidebooks and applicable Summary of Material Modifications (SMM)
- Confidentiality and Inventions Agreement
- Integrity and Ethics

#### **Print, Complete, and Return the Following Manual Forms**

- Citizenship Verification Form (required); See additional instructions below
- Designation of Beneficiary (required)
- State Tax Form (if applicable, refer to the Income Tax Withholding Instructions for details)
- IRS Form 673 (if working overseas)



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Once the forms are complete, please return them to CSS via **ONE** of the following methods:

- Fax forms to 703.318.2888 (secure fax). *Keep originals for your records.* **OR**
- Scan and email the forms to answers@csc.com. In the email subject line, enter: "Onboarding Forms." *Keep the original forms for your records.* **OR**
- Mail original forms to the following address (*Keep copies of the forms for your records.*):

CSC Corporate Shared Services  
Attn: Onboarding Administration  
45154 Underwood Lane  
Sterling, VA 20166-2300

### Other Online Requirements to be Completed, but Not in CSC Onboarding

- Form I-9/E-Verify.** CSC uses an online system called I-9 Management to complete the Form I-9 for new hires/rehires/transfers. In addition, CSC also participates in E-Verify, an Internet-based system that compares information from an employee's Form I-9 to data from the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm that you are eligible to work in the U.S. CSC completes both the Form I-9 and E-Verify process using the I-9 Management system.

You must complete the online employee portion of the Form I-9 (in I-9 Management) prior to reporting to work or on your first day and present a photo ID during I-9 verification. The document reviewer/approver must complete the process in his/her section of I-9 Management. Expired documents cannot be accepted for I-9 verification. **By law, the entire I-9 process must be complete within three (3) business days of the date employment begins.**

- Citizenship Verification (CV).** CSC must verify the country of citizenship for all employees, including dual citizenship. You must complete Section 1 of the CSC Citizenship Verification (CV) form on or before your hire date. For Section 2 completion, you must present the form and verifying document(s) to one of the authorized CV representatives listed on the CV instruction sheet\*. **This form must be complete within three (3) business days of the date employment begins. [The CV form is IN ADDITION TO completing the I-9/E-Verify process.]**

\*If you will be working as a teleworking/remote employee, you will be able to complete Form I-9 and the CV form with assistance of a notary public. (A teleworking/remote employee is identified as an employee who does not work at a CSC location or at a CSC client site.)

- Global Trade Control Awareness Training.** As a new hire, rehire or transfer employee, **you are required to complete Global Trade Control Awareness Training within 30 days of hire.** Information on accessing the online training can be found in Onboarding [<https://csc.employee.com>] under "Resource Guide > Forms > Publications." This 60-minute briefing in two courses will provide you with an awareness of U.S. export laws and regulations and an understanding about how all employees are expected to comply with the laws and regulations. You will also receive an independent email regarding this and other important training.

### **STEP TWO: ACCESS WORKDAY – POST START DATE ACTION – within 24-28 of your start date**

- Personal Contact and Emergency Contact Information.** Shortly after your CSC start date, you will access Workday and review your inbox for your new joiner to-do list. **Follow the required steps to complete your Workday actions, such as to review and update your gender, date of birth, personal contact and emergency contact information. Complete this action as soon as you have access.**

**Access to the Workday portal typically occurs within 24-48 hours of your CSC start date** and will also require that your manager provide you with what is referred to as your CSC Shortname and GlobalPass password. Use either Firefox or Chrome browser for best functionality.

- o Workday portal: <https://www.myworkday.com/csc/d/login.html>
- o New Hire Training Resource: [Workday New Hire Actions](#)



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### **STEP THREE: ACCESS SAP/ESS – POST START DATE ACTION – within 48-72 of your start date**

- Income Tax Withholding and Payroll Direct Deposit.** You can download instructions [<https://csc.employee.com>] under "Resource Guide > Forms > Publications" and make changes to your income tax withholdings once you have started employment using Employee Self Service (ESS).

Access to ESS typically occurs within 48-72 hours of your CSC start date. Through ESS you will also update your payroll direct deposit bank details, and your educational data. You will receive your access information (CSC Shortname and GlobalPass password), once you have started employment.

- SAP/ESS portal: <https://csc100.csc.com/irj/portal>

### **STEP FOUR: BENEFITS ELIGIBLE? – POST START DATE ACTION – within 7-14 days of your start date**

- Health and Welfare Benefits**  
If you are eligible, you will receive an email directly from Aon Hewitt, CSC's benefits administrator, within 14 days of your integration date. This email will be sent to your @csc.com email account.

Your effective date of coverage will be your hire, rehire, or transfer date.

If you do not receive an email notification regarding benefits enrollment from Aon by your 15th day of employment (from: CSC\_Benefits\_Center@cscbenefitsnow.com; subject: New Hire Notification), please call the CSCAnswers Contact Center (toll free at 1.877.612.2211 or 703.318.2800 in the Washington, D.C., metro area); select phone menu option 1 (HR) for assistance.

- Aon Active Health Exchange enrollment website: <https://csc.benefitsnow.com>
- Make It Yours information website: <http://csc.makeityoursource.com>
- Medical plan price modeler: <http://www.makeityoursource.com/compareprices/csc/>
  - Price modeler password: **Medical2015**

### **STEP FIVE: MAP ELIGIBLE? – POST START DATE ACTION – within 7-14 days of your start date**

- CSC's Matched Asset Plan (MAP) 401(k)**
  - If you are an eligible, nonunion employee, you must make an active election within 60 days of your date of hire, rehire, or transfer (either actively enroll or decline automatic enrollment), or you will be automatically enrolled in the MAP at a 3 percent contribution rate on a pretax basis.
  - To enroll or to opt out, visit the [MAP website](#) approximately 14 days after your hire, rehire, or transfer date. If you are new to MAP, click "Are you a new user?" and follow the prompts. Go to the "Savings and Retirement" menu, and make your election under "Contributions." If you need help accessing your account or have questions about the MAP, call the **MAP Information Line at 1.877.627.4015** to speak with a representative.
- MAP website: <http://resources.hewitt.com/csc/>

#### **IMPORTANT REMINDER:**

If you are eligible for benefits through CSC and do not receive an email notification regarding benefits enrollment from Aon **by your 15th day** of employment or date you became newly eligible (from: [CSC\\_Benefits\\_Center@cscbenefitsnow.com](mailto:CSC_Benefits_Center@cscbenefitsnow.com); subject: New Hire Notification), please call the CSCAnswers Contact Center for assistance.

#### **Questions about Onboarding? Contact CSCAnswers**

Call the CSCAnswers Contact Center (toll free at 1.877.612.2211 or 703.318.2800 in the Washington, D.C., metro area); select phone menu option 1 (Human Resources). If you prefer, send an email to [answers@csc.com](mailto:answers@csc.com).

Welcome Aboard!  
Corporate Shared Services