HDSUPPLY
MAINTENANCE SOLUTIONS

CORPORATE

FIRST DAY: CHECKLIST

Welcome to HD Supply – Facilities Maintenance!

- **Receive HD Supply Facilities Maintenance Identification Badge**
  This badge must be worn at all times. Your emergency incident hotline phone number will be located on the back of the badge.

- **New Associate Orientation**
  You will receive your new associate orientation welcome packet with job specific information. You will be scheduled for online or in-person new hire orientation.

- **Meet Your Manager & Ambassador**
  Your ambassador will be your go-to person for any questions or concerns you might have in your first couple of weeks at your new job.

- **Tour of HD Supply Facilities Maintenance**
  Your manager or ambassador will take you on a tour of the facility and go over your tentative training timeline.

- **Get to Know Your Department Team**
  Your manager or ambassador will introduce you to your team.

- **Complete Electronic I-9**
  Your manager or ambassador will inform you of you appointment with Human Resources for completing your I-9. Go to newI9.com and complete section one. Your HR partner will need the appropriate identification material in order to complete the I-9. Refer to the list of acceptable identification that was provided to you prior to your first day.

- **Set up NT Login**
  You will be given your NT login with a generic password. This is referred to as your NT ID. You will be prompted to change your password on your first login.

- **Timekeeping & Payroll**
  Your manager or ambassador will show you to the associate time clock and show you the time and attendance process. If you are hourly you must document your hours worked until you are activated in Kronos. This usually occurs by the 2nd or 3rd day of employment.

- **Meal & Rest Break Information**
  If you are hourly you become familiar with your meal and rest breaks. During your tour of the facility your manager or ambassador will show you the cafeteria and break areas ("Hubs").

- **Email Address & Phone**
  Your manager or ambassador will provide you with your HDSupply email address. If applicable, set up your phone voicemail.

- **TEAM Link**
  TEAM is a system where associates can view and update personal information, access payroll related information, and track performance management. Your manager or ambassador will show you where to access TEAM.

- **Update Personal Profile in TEAM**
  Review and make updates on your name, personal and emergency contact information, address, EEO, social security information, date of birth and upload your photo.

NOTE: The legal name submitted must match the name on the SSN or SSI card. After submitting a legal name change through the system, the associate must also fax an SSN or SSI card to HRIS.

- **Set Up Direct Deposit in TEAM**
  The "Update My Direct Deposit" link allows you to add up to three (3) direct deposit accounts. Only your bank routing information and account number are needed. If an account is not designated, a paper check will be mailed to the your home address in TEAM. A blank/ voided check is NOT required for direct deposit set up.

- **Complete Other Related Forms**
  Complete the Federal Tax electronically in TEAM. Complete the State Tax Form, which needs to be printed and faxed to Payroll's Fax at 866-495-9910.

- **Complete Online Training Videos**
  The training videos will be located in TEAM under the Learning Center link. Complete the following videos: New Hire Orientation, Code of Business Conduct and Ethics, and Professionalism in the Workplace. Additional training will be available.

***Depending on your employment location and position, this checklist is subject to change.**