

SALES

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 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.
 - **Complete Electronic I-9**
Go to newI9.com and complete section one. Your manager or DC administrator coordinator will need the appropriate identification material in order to complete the remainder of the I-9. Refer to the list of acceptable identification that was provided to you prior to your first day. You will be provided the applicable 'Location Code' to enter on the i9.
 - **Set up NT Login**
You will be given your NT login with a generic password. This is referred to as your NT ID. Change your password through the Citrix Portal <https://portaleast.hdsupply.com/Citrix/Portal/auth/login.aspx> and use the temporary password: P@ssw0rd (copy and paste this or make sure to type it in with the shift keys, you only have 3 chances). You can also call the IT Help Desk for assistance at 858-831-2210.
 - **Salesforce.com**
Change your Salesforce temporary password by following the instructions that were emailed to you. Please refer to the Salesforce.com New Hire Chatter group as a single resource for all training materials.
 - **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. Do not attempt to login to TEAM until after you have reset your NT ID password.
 - **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.
 - **Incentive Plan**
Review your incentive plan with your manager. Sign and scan/fax the signed plan to your HR partner.

- **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.

- **Meet with the DC Manager to observe and participate:**

- Order Picking
- Packing Process
- Multiple Functional Area Review
- Review Warehouse Materials (Distribution Centers Overview, DC List & Map, Tracking Packages – HALO)

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