

**PASSION
TO
INNOVATE** | **POWER
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CHANGE**

Your Onboarding Checklist

For new employees



Science For A Better Life



HELLO AND WELCOME TO BAYER

This checklist is designed to assist you during your first few days and weeks. The aim is to help you integrate fully and smoothly into your new workplace.

As you begin your career with Bayer we are committed to providing you with the tools, challenges and responsibilities necessary for your development and growth within our organization. You will find that our collaborative spirit and supportive nature is the foundation of our culture.

Your orientation program spans the first three months with Bayer and is divided into four phases.

Your onboarding process is as easy as 1, 2, 3, 4

Phase 1 Before You Arrive

Phase 2 Your First Day

Phase 3 Your First 30 Days

Phase 4 Your First 90 Days

This onboarding checklist will help guide you through the process and lists various tasks that you are required to complete. This checklist is a general guideline and is intended to let you, the employee, know what to expect in your first 90 days. The actual checklist items and orientation requirements may differ by functional area and position, and you may have additional items to complete in your orientation plan outlined by your Manager.



Your Checklist at a Glance

Phase 1

Before You Arrive

- 1.1 Review your Offer Package
 - 1.2 Visit: hello.bayer.com
 - 1.3 Call your manager
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Phase 2

Your First Day

- 2.1 Hello!
 - 2.2 Set up work area
 - 2.3 Meet with your Manager
 - 2.4 Review resources
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Phase 3

Your First 30 Days

- 3.1 Review status of your Orientation Plan with your Manager
 - 3.2 Review resources and procedures
 - 3.3 Complete New Employee Training
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Phase 4

Your First 90 Days

- 4.1 Review status of your Orientation Plan with your Manager
- 4.2 Review other systems relevant to your department or job
- 4.3 Review Performance Management Process (PMP)
- 4.4 Identify and schedule further training



Your Onboarding Checklist

Many Bayer people will be involved in supporting and guiding you through your orientation process to ensure your success right from the start. The following are key people who will work together with you during your orientation process.

Your Manager

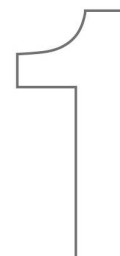
Your Manager is responsible for making sure your orientation process successfully integrates you into your job. They will meet with you regularly to provide feedback and answer any questions or concerns you may have.

Your HR Business Partner

Your Human Resource Business Partner is there to assist and respond to any questions you may have.

You

You are also responsible for your success in the onboarding process. Please make sure you ask questions, raise concerns and expectations with your Manager. If you require further clarification or assistance, once you have started, please refer to HR//direct online, or call HR Gateway 022 2531 3377, or you may contact your Human Resources Business Partner.



Phase 1

Before You Arrive

To prepare you for your first day at Bayer, there are a number of things that you need to do. The following list outlines these activities and we ask that you complete them before your start date. If you have any questions or need any additional information, please contact your Manager or Recruiting team.

1.1 Review your Offer Package

Complete and email the following documentation to your recruiter to expedite the hiring process:

- Signed Offer Letter
 - Personal details in the excel sheet which has been provided to you.
 - Scanned copy of PAN card.
 - Resignation acceptance from previous employer / manager through official e-mail ID / company letter head with last working day mentioned OR relieving letter from previous employer is a must (Mandatory requirement to join Bayer).
 - Ensure that all document mentioned in your welcome/offer e-mail are kept ready before you join.
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1.2 Visit hello.bayer.com

- We have provided information on this site to start your orientation with Bayer. It is important for you to review the information to help you prepare for your onboarding. The “helloBayer” website link was sent to your personal e-mail address with a username and unique password.
- You will have access to this link for ten days after your first day of work

1.3 Call your Reporting Manager / HR Recruiting Manager.

	Name	Contact Number
Reporting Manager		
HR Recruiting Manager		
HR Business Partner		

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- Speak to your Manager to discuss your first day
 - Where and who to meet, expectations, etc.
 - Any outstanding questions.
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Phase 2

Your First Day

Welcome to your first day at Bayer. Today you'll meet members of your team, learn more about your role, become acquainted with your work space and gain access to tools that will help you become a productive member of the team.

2.1 Hello!

Go to the security office at the gate for a temporary pass for the day.

You will need a permanent security access card (applicable as per your site)

- Approval required by Site HR Manager via e-mail to Bayer Site Services.
 - Joining forms, Xerox copies of documents, photograph, nominations for PF, Superannuation, Gratuity, Medical Insurance & Bayer Application form.
 - Canteen coupons information to sites services for Thane site canteen.
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You will be introduced to your team and the department.

Documents to be submitted to HR

Canteen



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2.2 Set up work area (if applicable)

Set-up your office/work station and general work area

- Contact your Department Administrative Assistant for office supplies
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Tour general work area and Bayer facilities at site along with your manager

Set-up your office telephone/voicemail

- Contact your Department Administrative Assistant with any questions.
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If your position requires you to have a mobile phone device/ allowance

- For the allowance, obtain approval from your Reporting Manager and ensure it is sent to the HR BP if it is to be paid through payroll.
 - For information on how to order a device, contact your Department Administrative Assistant
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Set up your computer and printer

- Your Manager has received via e-mail your personal **CWID (Concern Wide ID)** and **Password**, which is required to login to the Bayer network which he/she will share with you. Please follow-up with him/her if you have not received it already. The CWID identifies you as an employee and is unique to you.
 - Your **CWID** and **Password** allows you access to Bayer applications and IT systems including Windows and several Intranet applications as applicable to you.
 - Follow up with your Manager to acquire your official Bayer E-Mail ID if applicable.
 - To set-up your network printer please call the IT department at 022 25316262.
 - If you require IT assistance, contact the Service Desk at 022 25316262.
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2.3 Meet with your Manager

- Review expectations & policies relative to work time, breaks, flextime, reporting illness, vacation etc.
 - Located on Intranet under We Serve > Human Resources > HR Info Board
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- Review your Orientation plan and process
 - Each department will have specific information, policies and processes that you will need to get familiar with over the next three months.
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- Understand what is expected of you for the first week
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- Review any key projects, tasks, and meeting dates
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2.4 Review resources

- Access the Bayer Intranet website by entering <http://indianet.ap.agrogroup.net/intranet/>
 - Explore this site – this is your connection to many tools and resources.
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- Review and update your personal data on HR online under Self Service - Personal details
 - You can also search for other Bayer India employee telephone extensions.
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- Obtain department employee lists, organizational charts, and key contact lists from your Manager.



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Phase 3

The First 30 Days

Your first month is an exciting time and you'll learn lots about Bayer. Asking questions and taking advantage of the resources available will help you become more comfortable and familiar with your new role. Be sure to visit the HR portal, HR//direct online to enroll in any new required training.

3.1 Review status of your Orientation Plan with your Manager

- Review any work projects, assignments, tasks, or training.



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3.2 Review resources and procedures

HR//direct on-line

- Located on the left hand side of the Bayer Intranet Home page
- Explore this site for information on Pay Slips, Investment Declarations, Performance Management , leave balance & leave requests
- Enter, review and/or verify the following personal information:
 - o Review and verify address
 - o Enter education and language information
 - o Enter emergency contact information
 - o Review and verify all personal data

Review Human Resources policies on HR Info Board located at We Serve > Human Resources > HR Info Board

Travel and Entertainment Expense reporting on India Intranet portal.

Located on the Bayer Intranet Home under tools under your business unit – expenses reimbursement system.

Booking travel procedure

- Located on the Bayer Intranet Home under tools under your business unit – E-Travel.

Any key department procedures

Payroll Issues

- Contact HR Gateway at 022 25313377 or via e-mail at inhrdirect@bayer.com
- You can check your pay slip on HR Online under self Service – Compensation.



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3.3 New Employee Training

Induction Program

- Attend E-Learning “Bayer Focuses on Life Science “ at <http://bayernet.cnb/en/people/my-career/join.aspx>
 - Attend E-Learning program “Aarambh” on the Onboarding webpage of the Learning to Grow site on the Bayer Intranet
 - Attend classroom Zonal Induction Program “Aarambh”
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Discuss any job specific training with your manager

- To register for a training go to the training portal and visit LSO.
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Phase 4

Your First 90 Days

As you move beyond your first month and become familiar and comfortable with your role, you'll have the opportunity to assess your goals, set performance objectives and create a development plan for the year. We wish you every success as you become an active member of the Bayer team.

4.1 Review the status of your Orientation Plan with your Manager

- Complete your Orientation Plan and review it with your Manager
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4.2 Review other systems relevant to your department or job

- Review other systems/processes relevant to your department or job such as:
 - Monthly reports.
 - Other key computer systems, standard operating procedures or databases required for your job.
 - Calendar of monthly/weekly meetings, e.g. department, business group.



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4.3 Review Performance Management Process (PMP) with your Manager

- Log onto HR//online under Self Services>Performance Management>My Performance Management:
 - Review the tools on how to get started such as the web-based training, quick reference cards, A-Z for employees, etc
 - Once you are in the web-based form you can take the web based training available online.
 - Review the Bayer values online by following the link below:
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- Plan and complete your PMP form for Business Objectives and life Objectives
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- After PMP please ensure that you complete your development dialogue with your manager

4.4 Identify and schedule any further training

- Review **HR// online>Self Services>Training** for information on additional training programs.