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HELLO AND WELCOME TO BAYER

The initial days on a new job are always very special. We want you to immediately feel the passion to innovate and the power to change, while at the same time getting quickly acclimated to your new “home”. Therefore, we have put together an overview of tasks and action items to support you in your onboarding at Bayer.

Important: Before the employees first day it is essential that all data security policies and safe data handling methods be observed and that no business data be transferred to an employee's or contractor's personal email addresses, cloud storage sites, or personal USB drives.

Please note that some of these links will not work until you are connected to the Bayer VPN on your first day.

TASKS BEFORE YOUR FIRST DAY

- Review the information provided in the [Hello Bayer Onboarding Portal](#) to prepare you for your transition into Bayer. Please note this portal is open for limited time after your hire date.

TASKS ON YOUR FIRST DAY

Administrative Procedures & Technology

- Receive necessary office equipment, including a laptop and peripherals (and cell phone if applicable)
- Obtain log-in / access information, typically provided to the new hire by the manager
- Review relevant Day 1 items **if working at site** (COVID related safety guidelines, introductions, lunch with manager, work area, break room, restrooms, vending machines, emergency exits, evacuation procedures, first aid equipment) with manager
- Review relevant Day 1 items **if working remotely** (Introductions to team members via one-on-one video calls, discuss communication preferences with your manager)



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- Review information about working hours (start and end of working day, breaks) with manager
- Review [Bayer's purpose, vision, and strategy](#)
- Get an overview on [Diversity, Equity & Inclusion](#) and [Business Resource Groups](#)
- Complete and submit your new hire paperwork online including the I-9 verification needed
 - Prepare and email all required documents on Day 1 to complete the I-9 verification within 3 days of your start at Bayer as required by government regulations. The [Compliance I-9 team](#) will contact the hiring / orientation manager or the new employee with further guidance.
- Discuss plans for your first day with your manager (dress code, parking, building access if working at a site that is open)
- If you require a reasonable accommodation to complete your job function, please complete the [Reasonable Accommodation Request Form](#) on BayerNet.
- Review the [travel and expense policies](#)
- All new employees will be scheduled for the following sessions:
 - U.S. Discovering Bayer
 - U.S. New Hire Orientation
 - U.S. Benefits Presentation
 - Site Safety Presentation (where applicable)
- If applicable, obtain employee badge and parking pass
 - St. Louis sites via the [New Hire / Re Hire Badging Requests](#)
 - Berkeley sites submit the [Berkeley Badge Request Form](#) to brklsecurity@bayer.com
 - New Jersey sites via the [New Jersey New Hire Badging Form](#)
 - All other sites would follow their local security badge protocol (if applicable)
- If applicable, review any developed onboarding plan or knowledge transfer documentation with your manager
- If applicable, request [Corporate Credit Card](#) and review respective policy ([Bayer Travel Portal](#))
- If applicable, review [guidelines](#) and print or order Business Cards. Confirm need with your manager.
- If applicable, check information regarding company-provided vehicles via [U.S. Fleet](#)
- **Are you a New Leader at Bayer?** If you are a VS4.1 or below and have direct reports, you will receive an invitation to participate in US New Leader Onboarding (NLO) within the first 60 days after your start date. Additional NLO information is available in the [North America Development Guide](#).
- **Signature authorizations** are necessary to perform activities in several global Bayer systems, including releasing invoices in YourDoces, approval of travel costs in Concur, and confirming order requests in SmartBuy. Requests are specific to legal entity in the signature authorizations tool (SIGN), so be aware of your needs (CH – 0353 / PH – 2083 / EF – 1374 / CS -1372 with various needed for Product Supply). For suggested levels please see [the US Signature policy](#) (Bayer VPN must be activated to access this policy). Please review the Signature Authorizations link and take the appropriate steps with your manager. [Watch 'Signature Authorizations'](#).

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TASKS IN YOUR FIRST WEEKS

General Work-related Information

- Discuss role/responsibilities with manager
- Obtain a personal orientation plan from manager
- Meet assigned Onboarding Buddy
- Review HR-related information on [BayerNet](#), the company's intranet source for news, information, and various tools and resources
 - HR Operations Front Office, Bayer Benefits Center, how to contact HR and more available via [U.S. HR Contacts](#)
 - Performance Management Process ([Overview](#))
 - U.S. HR Policies ([Overview](#)) – review Section 1 through Section 7 policy links
- Get an overview of Bayer's global and U.S. organizational charts, financial reports, and policies:
 - Bayer Global - [Board of Management](#)
 - U.S. Bayer [Sites](#) and [Leadership Team](#)
 - Corporate policies, aka [MARGO](#) (Management Regulations Online) policies
- Review Payroll Information and Holiday [calendars](#)
 - [Understanding your Pay Statement](#)
 - [Enrolling into Direct Deposit of your Pay](#)
 - [Enrolling into Electronic Receipt of your W-2 and Pay Statements](#)
 - [Maintaining U.S. Tax Withholdings](#)
- Explore a virtual benefits fair and learn more as a new employee on the [Benefits Enrollment Resources](#) site
- Information about [B Well](#), Bayer's wellness program.
- Review the [Corporate Policy - Procurement](#) which is designed for Procurement and Requestors and describes the fundamental principles of request, sourcing, purchasing, and paying for goods and services from external suppliers.
- Explore, review and update personal HR information in the secured [myServices](#) portal, such as:
 - Enroll in direct deposit of your pay, add Emergency Contact information, and sign-up for electronic receipt of W-2s within the [Personal Data](#) tile.
 - Review and update your Education information within the [Performance & Development](#) tile and then adding Education information under the Talent Data section.
 - Review and update your Emergency Contact information within the [Personal Data](#) tile.
 - View pay statements within the [My Paystubs](#) tile.
- Refer to [BayerNet](#) and [myServices](#) to obtain further information

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Technology Information

- Review the [IT Onboarding](#) site, which contains an IT Onboarding Checklist with further guidance on ordering equipment, installing software, requesting additional applications, important Grid-card information and more



IT-Onboarding

FOR HIRING MANAGERS AND THEIR ASSISTANTS

IT Onboarding of a new Employee

Welcome to IT Onboarding page!

Here you can find information about the necessary steps to engage IT team for the new employee onboarding. Additionally you can find links to the **checklist** and **welcome package**. Check it out!

[IT Onboarding Checklist](#) [IT Welcome package](#)

- Confirm how to contact the IT Service Desk:
 - IT Hotline: 1-800-800-1777, or direct-dial number 412-777-2400
 - Visit [IT Services at Bayer](#) on BayerNet for additional information and support
- Get an overview on technical tools: [Tipcards](#)
- Review the guidelines for [data privacy](#)
- [Order](#) a Cell Phone or Office Headset if applicable for your role
- Register for [PassCaRe](#) - Required for user validation when domain password is needed to be reset by the IT Service Desk
- Obtain an overview of Bayer's internal [social media strategy](#)
- Upload photo online:
 - Microsoft Applications: [Add a Photo](#)
 - BayerNet: [Add a Photo](#) by clicking on the pencil icon in the Employee Profile area

Welcome
Stewart Smith

Enabling Funct... St Louis (US) English

- If applicable, review the [Time Management System](#) *(For managers only)*



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TASKS IN YOUR FIRST MONTH

Position Information

- Agree upon objectives and expectations for the year with manager and record them in the performance management tool, which is located in BayerNet | [myServices](#)
- Schedule and conduct check-in meetings with manager and onboarding buddy to evaluate onboarding actions and discuss open items as necessary
- Review Bayer's Reward & Recognition Program - [Better Because of You](#)
- Become familiarize with [Talent Finder](#) – Bayer's Employee Referral Program
- Review [Bayer Identity Net](#) – Overview and guidelines for Bayer's Corporate and Employer Brand, including consistent [E-mail signature and footers](#)
NOTE: VPN must be activated to access these Identity Net / Brand portal.
- If your role includes requisitioner activities or vendor invoice approval activities, contact Accounts Payable (ap.external.acctg.pgh@bayer.com) to receive Your-Docs and IPD training
- If applicable, set-up regular touch-base meetings with predecessor to review the Knowledge Transfer Guide

TASKS IN YOUR FIRST 30 - 90 DAYS AND BEYOND

Position Information

- Review learning/development opportunities [U.S. Learning & Development](#)
- Complete “meet and greet” sessions with key stakeholders and shared key learnings and insights with my Manager
- Gain an understanding of [Bayer's pay structure](#) (e.g. Base Pay, Short-Term and Long-Term Incentive)
- Review any areas of concern regarding responsibilities with Manager
- Discuss progress and satisfaction with projects with Manager
- Identify and schedule any additional on-the-job training needed with Manager
- Complete the [Development Dialogue](#) with Manager (after 90 Days)