

Assignment Begin Checklist

Canada
Confidential

SmartLabor Request Number:																																															
AC Name:	Assigned HP Worksite:																																														
Supplier:	Building Assigned:																																														
Supplier Contact (name, email, phone#):	Assignment Start Date:																																														
HP Engagement Manager (name, email):																																															
<p>Mandatory Conditions of Assignment Verification (provide completion dates for each requirement listed below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Background Check Completed</td> <td style="width: 30%; text-align: center;">__/__/__</td> </tr> <tr> <td>Non-Disclosure Agreement/CDA Signed</td> <td style="text-align: center;">__/__/__</td> </tr> <tr> <td>AC Orientation completed</td> <td style="text-align: center;">__/__/__</td> </tr> <tr> <td> <p>Is contractor a citizen of Restricted Country listed in country groups D1, E1, or E2 in Supplement 1 part 740 of the US Export Administration Regulations? 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<p>If yes, please provide the following:</p> <p>Last day of HP employment: mm/dd/yy</p> <p>Former HP Manager's name: _____</p>		
<p>Has the contractor previously worked at HP as a contractor?</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>	
<p>If yes, please provide the following:</p> <p>First work day of last assignment at HP: mm/dd/yy</p> <p>Last work day of last assignment at HP: mm/dd/yy</p> <p>HP Engagement Manager Name: _____</p> <p>Reason for assignment ending: _____</p>		

Employment Status Confirmation

- Agency Contractor is legally able to work in Canada (Permanent Resident or Canadian Citizen);

or
- Agency Contractor is legally able to work in Canada and is able to provide Supplier with a valid work permit for the duration of the work. Where applicable Agency Contractor may also hold a visa.

Assignment End Agreement

- Contractor will return all issued HP Badge/Credentials as well as HP Equipment (i.e. Laptop; Active Key; Router/Hub; etc.) within 5 working days after Assignment End Date. After this period, the Supplier will be responsible to assure the return of HP Properties as well as the liability for replacement costs and/or agreed contractual penalties.
- Contractor/Supplier Representative will be afforded 72 hours (3 Business days) after assignment End Date to collect personal belongings left at the HP workplace. After this period, HP will not be responsible for any such items or liable for associated replacement value.

Assignment Begin Checklist Signage

I, (Supplier Rep. name) , the Supplier Representative of (Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Agency Contractor: _____

Date: ____/____/____

Supplier Representative: _____

Date: ____/____/____

To be completed by Subcontractor Supplier, if applicable

I, (HP Subcontractor Supplier Rep. name) , the Supplier Representative of (Subcontractor Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (Subcontractor Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Subcontractor Supplier Representative: _____

Date: ____/____/____

Please attach to the SmartLabor draft order.