

Assignment Begin Checklist

United States and Puerto Rico

Confidential

SmartLabor Request Number:																																													
AC Name:	Assigned Worksite address (HP site or remote if applicable):																																												
Supplier:	HP 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 in 'mm/dd/yy' format)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Drug Test Completed</td> <td style="width: 20%; text-align: center;">__/__/__</td> </tr> <tr> <td>Background Check Completed</td> <td style="text-align: center;">__/__/__</td> </tr> <tr> <td>Non-Disclosure Agreement/CDA Signed</td> <td style="text-align: center;">__/__/__</td> </tr> </table> <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? (Yes/No) If YES, please provide contractor's country of citizenship or permanent residence. _____</p> <p>If YES - HP Labor Desk notifies Engagement manager that AC is subject to VTH process and must complete the Restricted National Hire form</p> <p>Note: HP requires this information to obtain any government export authorizations that are required to transfer job-related technical data to the contractor. A refusal to provide this information may impact HP's ability to obtain any necessary government export authorizations.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AC Orientation completed</td> <td style="width: 20%; text-align: center;">__/__/__</td> </tr> <tr> <td>Restricted Party List (RPL) checked</td> <td style="text-align: center;">__/__/__</td> </tr> <tr> <td>CW Code of conduct training completed</td> <td style="text-align: center;">__/__/__</td> </tr> </table> <p>Has contractor been an HP employee within the past 12 months? Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>Has contractor been an HP employee, and terminated their employment via the Enhanced Early Retirement (EER) Yes: <input type="checkbox"/></p>	Drug Test Completed	__/__/__	Background Check Completed	__/__/__	Non-Disclosure Agreement/CDA Signed	__/__/__	AC Orientation completed	__/__/__	Restricted Party List (RPL) checked	__/__/__	CW Code of conduct training completed	__/__/__	<p>Safety Training/Skill Verifications Received (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed)</p> <table style="width: 100%;"> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> <tr><td>_____</td><td style="text-align: right;">__/__/__</td></tr> </table> <p>U.S. Public Sector Additional Requirements (if applicable):</p> <p>U.S. Federal AC's: E-verify checked __/__/__ or exempt from E-verify based on: _____</p> <p>U.S. Federal AC's: Excluded Parties List checked (www.epls.gov): __/__/__</p> <p>Security Clearance checked: __/__/__</p> <p>DoD 8570 Security + Certificate Required? Yes: <input type="checkbox"/></p> <p>Type of requirement: _____ Date of certification: _____ No: <input type="checkbox"/> Other: _____</p>	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__	_____	__/__/__
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program, within the past 24 months?	No: <input type="checkbox"/>		
If yes, please provide the following: Last day of HP employment: __/__/____ Former HP Manager's name: _____		*Reference for RPL Checklist website: http://apps.export.gov/csl-search#/csl-search http://eur-lex.europa.eu/homepage.html	
Has the contractor previously worked at HP as a contractor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If yes, please provide the following: First work day of last assignment at HP: __/__/____ Last work day of last assignment at HP: __/__/____ HP Engagement Manager Name: _____ Reason for assignment ending: _____ _____			

Employment Status Confirmation

- Agency Contractor is legally able to work in the United States.
- Placement of a non-immigrant worker (e.g. L-1, H-1B or F visa holder) requires written approval from the HP Program Manager and Agency confirmation that worker is legally eligible to perform services, as specified, for the anticipated duration of assignment.

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

Agency Contractor: _____

Date: ____/____/____

HP Approved 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