

program, within the past 24 months?		
If yes, please provide the following: Last day of HP employment: __/__/__ Former HP Manager's name: _____		
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: _____ _____		

Assignment Order Details

Part 2 - Terms of Employment <i>(To be input by HP or L2 Suppliers, and must be verified & confirmed by HP)</i>							
Annual Leave (length of service cannot be more than 3 years for any Agency Contractor)	_____ days per 12 months contractual Period						
	<table border="1"> <thead> <tr> <th>Length of service</th> <th>Annual leave entitlement</th> </tr> </thead> <tbody> <tr> <td>Less than 2 years</td> <td>8 days</td> </tr> <tr> <td>More than 2 years but less than 3 years</td> <td>12 days</td> </tr> </tbody> </table>	Length of service	Annual leave entitlement	Less than 2 years	8 days	More than 2 years but less than 3 years	12 days
	Length of service	Annual leave entitlement					
Less than 2 years	8 days						
More than 2 years but less than 3 years	12 days						
Completion Bonus	Yes / No (If 'Yes', <u>Bonus of 1/2 (half) month</u> basic salary will be paid upon completion of 12 months continuous service and meeting minimum performance standard. The bonus should be approved (by documented email) by the hiring manager as well as the HM's N+1 and N+2. No invoices including bonus claims should be submitted upon reception of the above approvals. Supplier should keep track of those approvals in a situation of being audited.						

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