

Assignment Begin Checklist

Bulgaria

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):	
Mandatory Conditions of Assignment Verification (provide completion dates for each requirement listed below)	Safety Training/Skill Verifications Received (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed)
Background Check Completed	___/___/___
Background Check AC consent signed	___/___/___
Non-Disclosure Agreement/CDA signed	___/___/___
AC Orientation completed	___/___/___
Restricted Party List (RPL) checked	___/___/___
CW Code of conduct training	___/___/___
Has contractor been an HP employee within the past 12 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has contractor been an HP employee, and terminated their employment via the Enhanced Early Retirement (EER) program, within the past 24 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please provide the following:	
Last day of HP employment: mm/dd/yy 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: mm/dd/yy Last work day of last assignment at HP: mm/dd/yy HP Engagement Manager Name: _____ Reason for assignment ending: _____ _____	
Is contractor eligible to work in this country	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Documentation that must be supplied	
National ID Card/Passport verification (No copies allowed!)	Yes: <input type="checkbox"/>
Visa (if required)	Yes: <input type="checkbox"/>
Expiry Date of Visa ___/___/___	
Extension of contact Given	Yes: <input type="checkbox"/>
Date of completions of contract ___/___/___	
Expiry date on Visa rechecked to ensure	Yes: <input type="checkbox"/>
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: <input type="checkbox"/> No: <input type="checkbox"/>
(Yes/No)	___/___/___
If YES, please provide contractor's country of citizenship or permanent residence. _____	

*Reference for RPL Checklist website:
<http://apps.export.gov/csl-search#/csl-search>
<http://eur-lex.europa.eu/homepage.html>

<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>			

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.

HP Approved Supplier Representative: _____

Date: ___/___/___

Agency Contractor: _____

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: ___/___/___

Footnote: 20June2013 per HP legal counsel in Bulgaria, a Background Check AC consent must be signed for all candidates in Bulgaria.

Please upload completed document to the relevant SmartLabor order.