

PROCUREMENT & SUPPLY ONBOARDING



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Message from Senior Vice President | Chief Procurement Officer Mike Simpson

Welcome to T-Mobile and the Procurement & Supply team.

This is a business environment unlike any you've experienced. Under the T-Mobile umbrella, the Procurement & Supply team – often referred to as P&S – is part of the Technology team led by President of Technology Neville Ray.

Our organization is vast and varied and always working to be aligned. In fact, our team's culture is focused on three tenets: **People. Ownership. Alignment.**

P&S supports T-Mobile's initiatives through company-wide purchasing (more than \$20 billion every 12 months) of goods and services. This includes network infrastructure procurement, supply chain management, managing leasing on more than 80,000 cell sites, plus hundreds of thousands of miles of fiber optic cable connecting cell sites to the country's largest 5G network. We also place massive emphasis on spectrum clearing, energy sustainability and supplier diversity.

Since completing our merger with Sprint, the work we do and the results we achieve are highlighted by our drive to reach \$40 billion-plus in synergies.

You were hired to be part of our team because we saw something special in you. You will be provided with every opportunity to rise above expectations and expand your capabilities both professionally and personally – and we expect you to take advantage of these opportunities. **We encourage engagement from all team members. Sometimes the simplest questions or observations provoke the greatest insights and innovations.**

As the Un-carrier, we have a reputation for creating our own rules. That said, there are **certain inalienable guidelines for all employees and contractors:**

- **Respect People:** Don't be a jerk; be an adult. It's not quite as simple as that but it isn't that much harder, either. Harassment, aggression, bullying or violence of any kind will not be tolerated – one time is enough to know you're not right for our diverse and inclusive environment.
- **Show Up to Work Ready to Perform:** Do we really need to spell this one out? Show up at your assigned time, ready to get things done. If you're sick, please stay home – just let us know. Same goes for unplanned days off.

These are our expectations of you. For official (aka legal) documentation regarding corporate policies, time off, pay procedures and the like, visit our internal SharePoint sites referenced in this onboarding guide.

Welcome to the team. It's time to get great things done for America's Un-carrier and our more than 100 million customers.



Mike Simpson

Senior Vice President & Chief Procurement Officer
Procurement & Supply

T-MOBILE OVERVIEW

#TeamMagenta

With the addition of our Legacy Sprint colleagues, New T-Mobile is 80,000-plus unique individuals united in our obsession for delivering great wireless experiences, solving customer pain points and challenging the status quo — at work and in life. The New T-Mobile is focused on supercharging our network, being a formidable disruptor, and a force for good. We embrace diversity and inclusion in thoughts, people, programs and actions.

How We Play

[How We Play](#) is what we collectively call our company values. These principles define who we are and how we go about fulfilling the promise of this company and this industry.

Un-carrier Moves

By the way, this is how we write it: **Un-carrier**. Since 2012, we have significantly changed the wireless industry — and this has even changed how our competitors treat their customers. Our Un-carrier revolution is synonymous with 100% customer commitment. We set out to change the game, and the results speak for themselves.

- Team of Experts — our customer care organization — has been written up in the Harvard Business Journal. No bots. No bouncing. No BS.
- Netflix and Quibi on Us: T-Mobile's family plans come with Netflix and Quibi at absolutely no extra charge.
- Taxes & Fees: No more surprise charges on your monthly bill.
- T-Mobile Tuesdays: A loyalty program that constantly gives thanks.

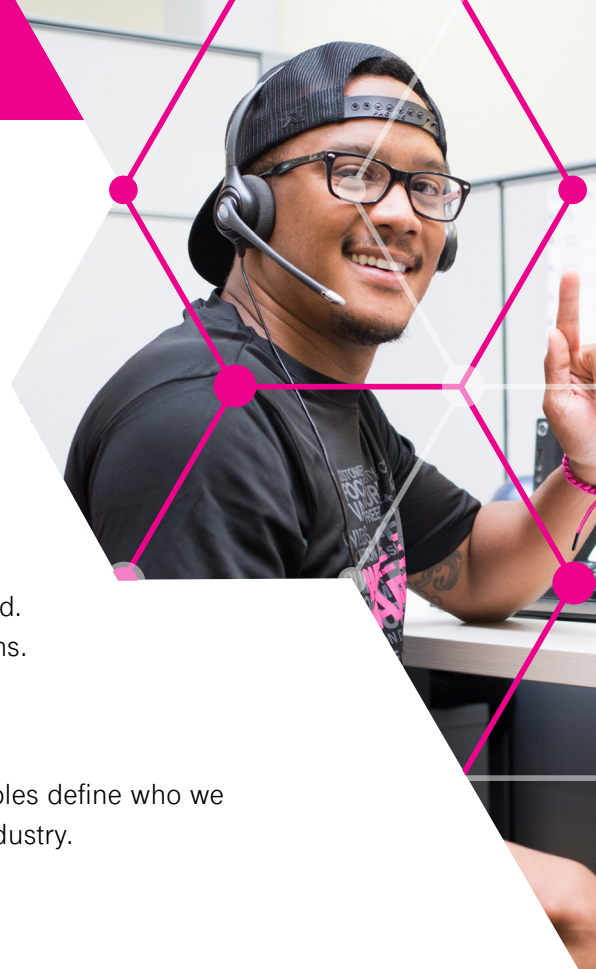
See more of the [Un-carrier moves](#) that got us where we are today.

5G and New T-Mobile

T-Mobile launched America's first, largest and only nationwide 5G network, covering more people and places than any other carrier. The treasure trove of 2.5 GHz spectrum combined with high- and low-band spectrum is our recipe for beating the competition. Learn more about our network at [How Mobile Works](#).

The New T-Mobile will disrupt a broken wireless system, spark the 5G economy and bring #5GforAll. See how at [newtmobile.com](https://www.newtmobile.com). We will keep changing the game — more competition, more innovation, and a hyper-focus on our customers' needs.

Are you with us?



P&S OVERVIEW

The Procurement & Supply (P&S) team brings T-Mobile and our network to life. **P&S supports the Un-carrier's initiatives through network planning, comprehensive corporate-wide purchasing and contracting, and the development of America's fastest wireless network.**

Within P&S are **six distinct but cohesive teams** that combined make the T-Mobile network and enterprise sing. Here is a quick overview of each:

1 Infrastructure Procurement & Business Operations (IP & Biz Ops)

Based in Frisco, Texas, this team is tasked with procuring all the infrastructure needed to run T-Mobile's network and facilities across the country. From fiber backhaul to energy sustainability and from voice to fiber, the team handles contracting, project and cost management, sustainability initiatives and auditing. In other words, they "keep the lights on."

2 Network Supply Chain + Partner Management (NSC+PM)

NSC+PM energizes T-Mobile's national support for network materials delivery and deployment across the U.S. This includes our National Distribution Center and market staging locations (MSLs), which deliver network technology, antennas and radios to more than 100,000 cell sites.

The team creates a supply chain ecosystem that balances inventory controls while fueling our 5G build with the right equipment at the right time through enhanced system capabilities, reporting and collaboration.

3 Technology & Enterprise Procurement (T&EP)

Our procurement teams source products and services for just about every T-Mobile business unit while saving money, moving fast and working smart. The teams manage the procurement process for everything across the enterprise that is beyond network infrastructure or retail store offerings. Procurement works the deals that give P&S and T-Mobile growth.

Under the T-Mobile Procurement umbrella are several teams: 1) the Data, Solutions & Analytics (DSnA) team creates useful tools to track and analyze programs, 2) Supplier Diversity makes certain that T-Mobile's spend includes all kinds of diverse suppliers, 3) our energy sustainability program powers T-Mobile's next-level efforts to reduce energy consumption and minimize our environmental footprint.



4 Spectrum Policy

Over the last 15 years, the Spectrum Policy team has primarily served to accelerate network access to newly acquired spectrum assets. This skilled team of project managers, negotiators and spectrum subject matter experts (SMEs, pronounced 'smees') has provided early access to the AWS, 700 MHz, and, most recently, the 600 MHz spectrum assets.

Our in-house expertise is poised to manage the newly acquired (and arguably more complex) 2.5 GHz spectrum assets of Sprint by applying its proven expertise and software-centric approach.

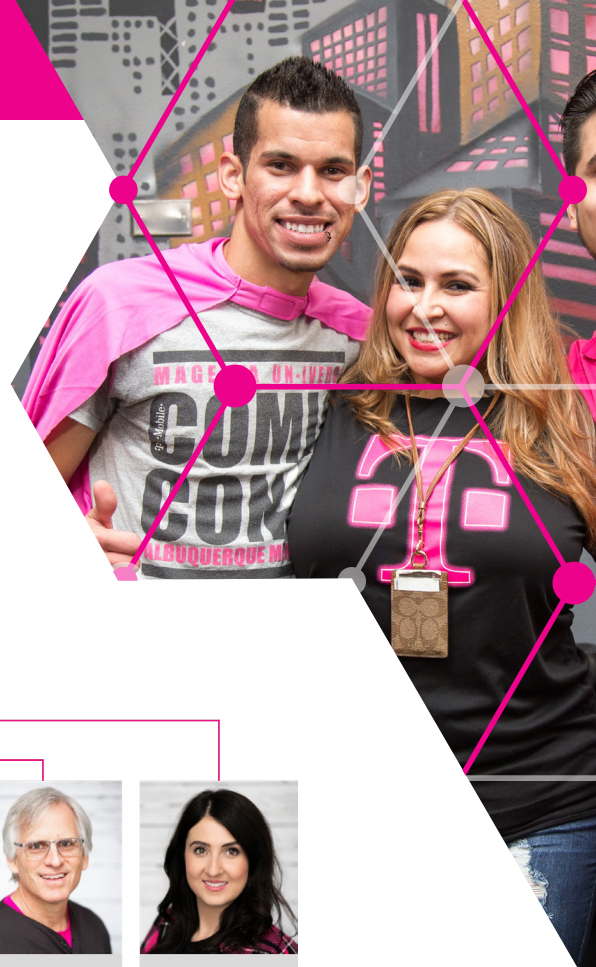
5 Strategy & Planning

This small but mighty team is tasked with making sure the P&S vision aligns with our overarching T-Mobile enterprise foundational pillars. Strategy & Planning puts into action our team culture of People, Ownership & Alignment via professional development, work-life balance, and organizational cohesiveness through unparalleled diversity and communication.

6 Communications

P&S employees should think of the Comms team as the go-to resource for any departmental communication needs. They help you accomplish your business goals and programmatic objectives through multiple communications avenues and tactics. The purpose of the communications team's work is to prompt understanding, speed program adoption and build rapport across a professional team of hundreds — as well as to establish and promote the P&S brand across our important internal audiences. When you need to create a vision, explain a technology and tool, or communicate a process — talk to P&S Communications.

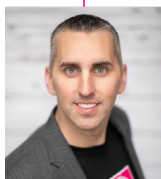
P&S LEADERSHIP



Neville Ray, President of Technology



Mike Simpson
SVP & Chief
Procurement Officer



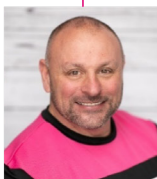
Bob Vorlicek
Network Supply
Chain + Partner
Management



Cheryl Downs
Strategy &
Planning



Peter Summerville
Communications



Mike Taylor
Infrastructure
Procurement &
Business Ops



Stephanie Owen
Technology
& Enterprise
Procurement



Mark Combs
Spectrum Policy



Andrea Agostinacci
Senior Executive
Assistant



Neville Ray
President of Technology

Neville Ray was working to build our network even before he was a T-Mobile employee. He spent the early days of his career designing and installing telecom infrastructure and systems in the UK, Middle East, Central America and Southern Africa. Before joining T-Mobile nearly two decades ago, Neville spent five years in California with Pacific Bell Wireless, building the network we now own in California and Nevada! Long before 3G, 4G and 5G were realities for customers, Neville was hard at work putting our T-Mobile network together — he just didn't know it yet!



Mike Simpson
Senior Vice President & Chief Procurement Officer

Mike is responsible for enterprise-wide procurement/sourcing and our network supply chain — just like our team name says. Since joining the Un-carrier more than seven years ago, Mike and his team have also powered the use and clearing of spectrum and lead award-winning energy sustainability programs. Supplier diversity is as important as our internal diverse and inclusive culture.

Mike's teams have been responsible for transformative, multi-billion-dollar contracts that have paved our way to America's first nationwide 5G network.



Andrea Agostinacci
Senior Executive Assistant

If there were a ringleader for the P&S team, Andrea would be it. She makes sure all the P&S executive assistants are aligned and manages everyday logistics such as event planning, facilities management and all coordination for P&S's Chief Procurement Officer and others in P&S management.

Andrea also plays an essential part in supporting P&S's vision through team networking, collaborating with our Human Resources team on professional development, and helping drive integration of Sprint.



Peter B. Summerville
Communications

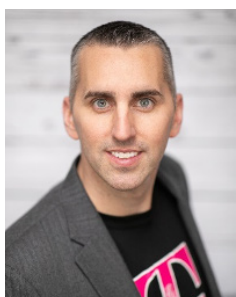
Peter Summerville is responsible for our team's strategic communications initiatives — branding, videos, websites, portals, newsletters and more. He prides his team on the ability to make words sing.

Peter is seasoned at telling complex, technology stories to non-technical audiences through all kinds of communications tools. He's a big fan of HowMobileWorks.com — our team's website that helps region and market teams educate local decision makers and public officials.



Mike Taylor
Infrastructure Procurement & Business Operations

Mike Taylor and his team drive the procurement and cost management of critical infrastructure for T-Mobile's network — America's first nationwide 5G network. He is responsible for fronthaul-backhaul connectivity, as well as domestic and foreign intercarrier connections.



Bob Vorlicek
Network Supply Chain + Partner Management

Bob energizes T-Mobile's national support for network materials delivery and deployment across the U.S.

Bob's team leads our corporate relationships with the largest and most critical network technology partner suppliers. Additionally, Bob's team saves tens of millions of dollars by creating opportunities for national indoor and outdoor small cell and antenna networks through innovative agreements with building owners and operators.



Stephanie Owen

Technology & Enterprise Procurement

Stephanie and team help lead T-Mobile's product and service innovations that bring 5G to everyone and bridge the digital divide. Procurement manages T-Mobile's sourcing needs from start to finish and houses a team of data management pros who turn billions of data points into knowledge. She also manages the Un-carrier's supplier diversity initiatives.



Mark Combs

Spectrum Policy

Mark Combs leads T-Mobile's highly innovative spectrum clearing team that has built a world-class, cloud-based computation model for tracking, clearing and making spectrum available to our deployment teams.



Cheryl Downs

Strategy & Planning

Cheryl is all about keeping an ear to the ground, providing clarity on leadership directives and making sure the entire Procurement & Supply team is focused on the Chief Procurement Officer's critical initiatives. Her role includes strategic planning with a view toward the next 6-24 months, quarterly ops reviews and business-critical initiatives.

RESOURCES

P&S Style Guide

The P&S brand lives within the existing T-Mobile identity look and feel, and as such maintains the same colors, typefaces and logo standards as the parent brand. We do, however, have some specific elements and styles that set us apart within the broader T-Mobile framework.

Unique to the P&S brand are our hex and twisted fiber, visual representations of our spectrum and network technologies that intertwine seamlessly with the magenta, black, white and gray T-Mobile branding.

View the P&S Style Guide in its entirety [here](#).^{*} When creating PowerPoint decks, use these [templates](#)^{*} specifically designed for our P&S teams.

Email Signature

The P&S signature block (visualized below) is recommended for use by all employees and non-T-Mobile workers (NTWs) on our team. Certain teams within P&S have unique signature blocks representing their division. If you would like assistance setting up your team's specific signature block, please reach out to Cameron Poague, at Cameron.Poague1@T-Mobile.com.

Standardized P&S Signature Block Template

TeleGrotesk Next Ultra	Black	Peter Summerville Senior Communications Manager
TeleGrotesk Next Ultra	Magenta	SYNERGIES BY THE BILLIONS
TeleGrotesk Next Regular	Black	3255 160th PI NE Bellevue, WA 98008 206.353.0055 Peter.Summerville2@T-Mobile.com
Division Signature		 COMMUNICATIONS



Collaboration and Productivity CaP Portal

Do you need more information on how the Enterprise communicates? Check out the [CaP team portal](#) for information and training tutorials on: Slack, Webex, Outlook, SharePoint and OneDrive.

Learning & Professional Development

P&S leadership prioritizes developmental opportunities that provide employees with more options than ever to boost your professional skillset. Professional development directly and positively benefits you and your career, it's often free, and T-Mobile has a ton of resources tailored to employees of all levels – new hires, managers, directors and above.

Cornerstone Trainings

Cornerstone is your personal hub for learning, career growth and T-Mobile access-required training. Browse content, sign up for exploratory classes and view upcoming events at t-mobile.csod.com.

Please note: You will be tasked with completing various Cornerstone trainings throughout your onboarding process and beyond. Use the link above to see what courses are coming up and when they need to be completed.

Percipio

[Percipio](#) gives you access to:

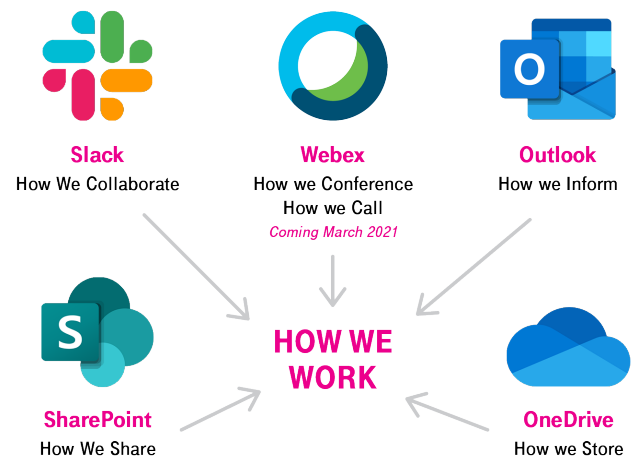
- 600-plus curated learning channels on topics like leadership development.
- More than 1,000 of the top bestselling books, including full text and audio versions.
- Live events featuring industry experts on topics ranging from leadership and productivity, to workplace innovation and creativity.
- On-demand certification prep & re-certification courses for more than 90 programs.

Sharepoint

Our integrated network of sites are where you'll find information on our individual P&S teams, plus handy resources like branded templates and opportunities to shout-out teammates, explore diversity & inclusion opportunities, and oh so much more.

Two good places to get started:

- [Our P&S SharePoint Homepage](#)
- [Our P&S People page – Where It's All About You](#)



Individual Development Plans: Own Your Professional Development

Not sure what opportunities to explore? Not a problem. Individual Development Plans, or IDPs, are part of the P&S Own Your Development program, designed to maximize tangible career opportunities and encourage exploratory development paths that excite individual passion, drive and growth.

Ready to own your career? Talk with your manager about developing your IDP and taking advantage of the many opportunities T-Mobile offers.

Explore more on our [P&S Training & Development page](#).



Employee Stock Purchase Plan

It's an easy way to invest in the company and quickly earn extra cash. How? The Employee Stock Purchase Plan (or ESPP) is a fantastic opportunity to increase your ownership in the Un-carrier and share in company performance. It's easy to participate through payroll deductions, and **employees get an incredible 15% discount** on the lower price of the stock on the opening or closing day of the purchase period. Enrollment happens twice a year, so be sure to go to netbenefits.com/tmobile* to catch the next enrollment period.

For additional info, check out the [Financial Benefits](#) page on T-Nation.

Hiring Process

You've succeeded at getting hired by America's Un-carrier. We thought you would like to see what happens behind the scenes to get you on-boarded as a new employee or contractor.



Human Resources

Our HR team works with us day-in and day-out. If there is a human resource need within P&S, we depend on their counsel and expertise.

Your HR Crew

Ginger Findley, HR Director & Partner
Ginger.Findley@T-Mobile.com

Reshma Roberts, Senior Talent Scout
Reshma.Roberts75@T-Mobile.com

Marilyn Keys, Employee Success Partner
Marilyn.Keys@T-Mobile.com

Employee Referral Program

Employees are our best source for finding our next T-Mobile rock stars – they’re our boots on the ground talent scouts! We often have more than 2,000 job openings at any given time. We want your help finding the right people to fill those positions – which could mean \$250 to \$1,500 in your pocket if your referral gets hired. See the [employee referral program page](#) on T-Nation and this [Process Guide](#) for more information.

Key Numbers to Call – Bellevue

Service	Number
Emergency	911
Security	425.383.4497
Facilities	855.840.5223
Concur	866.359.8787
IT Help Desk	877.878.7326
Mailroom	425.383.4224
Emergency Security Operations Center (ESOC)	1.877.586.6762

T-Mobile Bellevue, Washington Offices

We are spread across two-sides of Interstate 90 just east of Seattle and Lake Washington. The P&S team in Bellevue is located in Building 10 at the Bellevue East Campus – check out the top right-hand corner of this map.



Bellevue East

Building 10
3255 160th Avenue SE

Building 12
3076 160th Avenue SE

Building 13
3156 160th Avenue SE

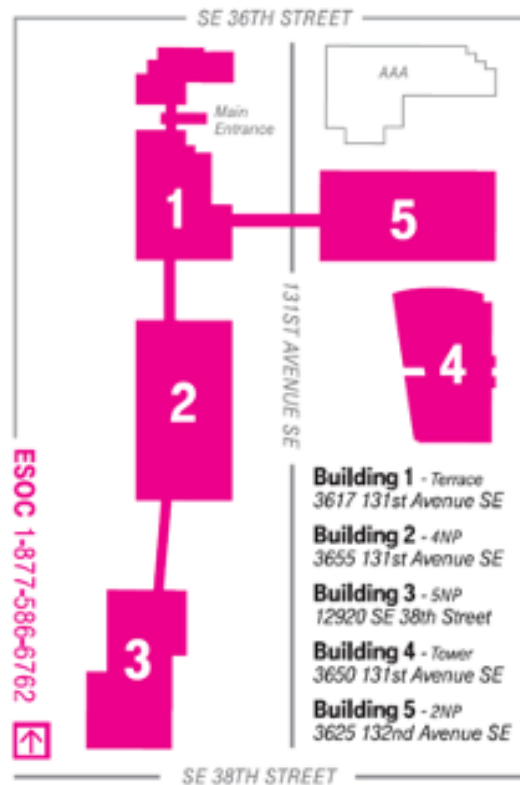
Building 14
3305 160th Avenue SE



ESOC 1-877-586-6762



Bellevue HQ



Building 1 - Terrace
3617 131st Avenue SE

Building 2 - 4NP
3655 131st Avenue SE

Building 3 - 5NP
12920 SE 38th Street

Building 4 - Tower
3650 131st Avenue SE

Building 5 - 2NP
3625 132nd Avenue SE



Frisco Campus

Key Numbers to Call

Service	Number
Emergency	911
Security	972.693.0649
Facilities	972.464.3313
Tech Express Direct Line – Urgent Requests	972.464.3777
Mailroom	425.383.4224
Emergency Security Operations Center (ESOC)	1.877.586.6762

Address

7668 Warren Parkway
Frisco, TX 75034

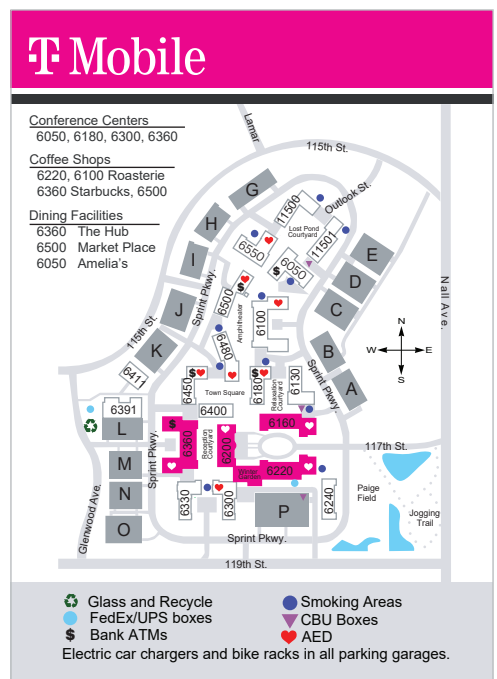
Kansas Campus

Key Numbers to Call

Service	Number
Emergency	911
Security (Campus Only) Cushman & Wakefield	913.553.3000
Facilities	866.767.5444, ext. 4
Concur	877.628.3607
IT Help Desk	800.220.7170
Mailroom	913.315.3051
Emergency Security Operations Center (ESOC) / T-Mobile	913.315.9000

Address

6450 Sprint Parkway
Mailstop: KSOPHN0202–2B300
Overland Park, KS 66251



Helpful Links

General

- [T-Nation](#): Your one-stop shop for all T-Mobile related news and resources.
- [Integration Hub](#): important links and resources for all things integration.
- [Senior Leadership Team \(SLT\) Bios](#): Read all about T-Mobile's senior leadership team.
- [How Mobile Works](#): Learn about our network.
- P&S SharePoint Pages:
 1. [T-Nation's P&S page](#) (our front porch)
 2. [P&S's homepage](#)* (our P&S team living room) and
 3. [P&S People page](#)
 4. [P&S Training & Development page](#)
- [Workday](#)*: Company org charts, personal information, career development, and more.
- [Employee Handbook](#): Policies & procedures.
- [Slack](#): We have several Slack channels that we'll get you signed-up with right away. At minimum, here are some of the most important channels for P&S: #slack-tips, #t-nation-news, #technology-news, #building-10.

Benefits and Perks

- [Benefits Portal](#)*: Medical, dental, vision, etc.
- [Financial Benefits](#)*: 401(k), employee stock grant, Employee Stock Purchase Plan (ESPP), money coaching, etc.
- [Tuition Assistance](#)*: Want to go back to school to further your education at no cost to you? Check out T-Mobile's education benefits.
- [Employee Discounts](#): Take advantage of them!
- [Employee Mobile Service Discount](#): Eligible employees can enjoy some sweet pricing on T-Mobile service, selected features and accessories.
- [Passport](#)*: T-Mobile offers employees thousands of discounts and perks through Passport.
- [LiveMagenta](#)*: For your professional, mental, physical and spiritual health.
- [BeMagenta](#): Want some T-Mobile gear? Look no further for your Magenta best.
- [Rewards & Recognition](#): Learn about how T-Mobile rewards and recognizes its employees.
- [Appreciation Zone](#): Do you see your coworker doing something AWESOME? Recognize them!

Professional Development

- [Cornerstone](#): Here you'll find your required trainings as well as a list of programs and certifications to find learning opportunities that will boost your career goals.
- [Percipio](#): Another training resource — search through hundreds of curated learning channels, books, live events and on-demand certification prep & re-certification courses.

Time and Pay

- [All About Pay](#): Payroll calendar, career bands, annual compensation review, tax information, paycheck options and more.
- [ADP](#): View your pay statement here.
- [Kronos](#): All about timekeeping. Submit your PTO. If you're hourly, enter in your time worked.

Software and Support

- [Zendesk](#): T-Mobile's human resources and technology service portal.
- [Compass Tool](#): Online tool for requesting software, access, password resets, etc.
- [VPN Access](#): Access the T-Mobile network and work from anywhere.
- [Webex](#): Learn everything you need to know about Webex, which you will use for all your conferencing needs (audio, video and presentation).
- [Slack](#): Learn everything you need to know about Slack, which you can use to discuss progress with coworkers, track approvals, update your project plan, get outage reports, access analytics, find experts, get help, and much more, all in one place.

Additional

- [Commuter Central](#): Complete list of FTE commuting options.
- [Concur Expense Portal](#): Travel and expense portal.
- [T-Mobile Brand Guidelines](#): Our T-Mobile corporate brand guidelines help you stay on brand and infuse the latest look and feel into your communication. Check out our P&S SharePoint for our team specific PowerPoint and Word docs.

CHECKLISTS

It is the responsibility of P&S's hiring managers to handle almost all aspects of a new employee's onboarding — including making sure that specific deliverables are provided to the new employee or NTW. For this reason, three simple checklists have been created.

1. Manager Checklist
2. Executive Assistant Checklist
3. New Hire Checklist

It is a requirement that the hiring manager and her/his team schedule time with the new hire during their first week.



MANAGER CHECKLIST

Prior to Start

- ☐ Call your new employee to welcome them to the team! Collect best delivery address for laptop ordering
- ☐ Notify your team EA to assist with equipment and best address!
- ☐ E-mail the employee before start date to discuss what their first virtual day will look like and remind them to have their [necessary documents](#) to fill out their I-9 Employment Eligibility Verification form (Do not fill out their I-9 before their first day)
- ☐ Complete manager on-boarding responsibilities in [Workday](#)*
- ☐ Schedule a virtual time for review of T-Nation and completion of on-boarding paperwork
Note: The Form I-9 must be completed in [Workday](#)* by the end of the employee's first day of employment
- ☐ Grant access to all necessary tools using the compass portal
- ☐ Assign a New Hire Buddy (current employee who will show you the ropes, virtually)
- ☐ Plan new hire team meeting (virtually)
- ☐ Security Badges: due to the current WFH environment – employees do not need to coordinate badge meetings – unless otherwise needed or required. Remote onboarding is preference at this time Please work you're your team EA to coordinate if a badge is needed. Each T-Mobile campus has a different process and location.

Day One Schedule Suggestion

8:00 AM	☐ Send out an introduction to your immediate team!
9:00 AM	☐ Set up a virtual 1:1 with your new employee. Leverage our P&S team SharePoint site to introduce our new team member. Also review T-Nation for Enterprise information!
9:30 AM	☐ Complete I-9 and new hire paperwork (I-9 Guide) Click here for the 1 pager
10:00 AM	☐ Review and add your employee to key meetings: Staff meetings, set up a weekly 1:1 to stay in touch with your employee
11:00 AM	☐ Set up a virtual team meeting! Make it fun – use ice breakers and team building activities. Need ideas? Reach out to the EA team

Before EOD	If you didn't cover in the above make sure to set up some time to Review policies: working hours, lunch breaks, PTO, dress code, bringing your laptop home, etc. ☐ Review time reporting ☐ Complete any additional information in Workday ☐ Provide calendar overview
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Week 1

- ☐ Submit a ticket for [VPN access](#) in Compass (I-9 must be complete)
- ☐ Confirm completion of new hire paperwork
- ☐ Set up various introductions (VP, Director, immediate business partners, human resources, finance liaison, legal)
- ☐ Make sure your new hire knows where your team fits into the rest of the department/org. Use our team SharePoint site!
- ☐ Encourage them to create a [30-60-90 Day Business Plan](#)
- ☐ Training Tools/systems specific to your team
- ☐ Team SharePoint – make sure they're added

First 30 Days and onward

- ☐ Ensure completion of Cornerstone trainings
- ☐ Ensure completion of any additional trainings
- ☐ Schedule and conduct regular one-on-one meetings
- ☐ Recurring SYNC and Invest conversations
- ☐ Discuss development and goal planning

Resources

- Check out the [Onboarding](#) section of Manage & Lead for the Un-carrier approach to welcoming your new employee.
- Get ready by reviewing the [Manager Guide to Onboarding New Employees](#). You will find the 411 for ensuring a smooth first 90 days, including information on hot topics like NTID and email accounts, requesting hardware and systems access, and arranging workspace.
- Review job performance expectations, including an introduction to [AMP](#) (Accelerate My Performance)

EXECUTIVE ASSISTANT CHECKLIST

Onboarding of new employees is supported by any of P&S's executive assistants – **but it is not their responsibility to handle all aspects of a new employee's first few days.** Here's what the executive assistants will do to make sure the new employee is ready to hit the ground running.

Prior to Start

- ☐ Work with manager to assign new hire a desk and a great seat – EA's can identify a seat. Please work with Managers if it makes sense for a full desk set-up at this time. Ensure desk and equipment is set up and ready to go
- ☐ Ensure desk and equipment is set up and ready to go Laptop/monitors – Due to our WFH environment laptop and equipment will be sent to employees address of their choice.
 - ☐ Headset
 - ☐ Office supplies
 - ☐ Name plate
 - ☐ New Employee Swag Bag (if available)
- ☐ Ensure new hire is on all necessary distribution lists (new hires are automatically added to the team GAL list, but will need to manually add them to specific team distro lists)
- ☐ Add new hire to Slack channels (#slack-tips, #t-nation-news, #technology-news, #building-10, etc.)
- ☐ Ensure the new hire's desk is set up, tidy, and laptop/monitors work (test them!)
- ☐ Place New Employee Swag Bag on desk (woohoo!)

Week 1 and on

- ☐ Order business cards (if applicable)
- ☐ Take TMO headshot
- ☐ Update all org charts including Visio
- ☐ Submit Compass ticket request for dedicated HUB # if applicable – NT login must be fully provisioned or will run into issues
- ☐ Enter new hire into the Manhattan/CRE Occupancy system between week 2-3

NEW HIRE CHECKLIST

Email: _____ NTID: _____

Employee #: _____ (Memorize this number! It will be used to access several systems.)

Week 1

- ☐ Review time reporting ([Kronos](#))
 - a. Non-Exempt employees: Enter hours into Kronos daily.
 - b. Exempt employees: Enter exception hours only (e.g., PTO).
- ☐ [Cornerstone Training](#): Finish your initial set of required training courses within your first 30 days (The system automatically pushes training within first week)
- ☐ Upload your profile photo in [Outlook](#) and [Workday](#) and set up your [email signature](#)
- ☐ Set up direct deposit in ADP
 - a. Employees can receive their first paycheck via Direct Deposit as long as they register with ADP by the Saturday before their first pay day.
- ☐ Review [Benefits](#) and sign up at the [Benefits Hub](#)
 - a. You will receive benefits on the first day of the month after completing 30 days of service ("Benefits Effective Date").
 - i. Example: If you are hired October 15, your benefits start on December 1.
 - b. Enrollment window ends on the Benefits Effective Date
- ☐ Update your [Appreciation Zone](#) profile with your t-shirt size and recognition preferences (Including if you'd like to be recognized on your birthday)

First 30 Days On

- ☐ Review [T-Nation](#)
- ☐ Order [corporate expense card](#) (if applicable)
- ☐ Discuss development and goal planning with manager
- ☐ On-going sync and invest conversations with manager

Resources

- [The Magenta Guide for New Employees](#)
- [Employee Handbook](#)
- [Campus Info and Amenities](#)

THE END? JUST THE BEGINNING

We're thrilled you've joined the T-Mobile family and that you are working within one of the company's keystone teams: Procurement & Supply.

Work smart, create efficiencies and show up at the table ready to contribute — those are just some of the secrets of success at one of America's most admired companies.

The Procurement & Supply onboarding document will be updated on a quarterly basis or when necessary. This first edition, while being distributed shortly after finalization of the T-Mobile-Sprint merger, does not yet include resources accessible to everyone. We will work to update this document during the second and third quarters of 2020.

Questions, comments or requests specific to this onboarding document? Please contact Cameron Poague, at Cameron.Poague1@T-Mobile.com.



