Onboarding Checklist
India

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This checklist contains tasks to be completed during your onboarding period. Check the instructions of each stage in our Onboarding Site to ensure a smooth onboarding experience!

Pre-Onboarding Tasks - Checklist you must complete before your Start Date

- ☐ Complete your background check application using the link from First Advantage (FADV).
  (See the "Background Check" tab for more details)

- ☐ Complete your Workday onboarding tasks prior to your start date.
  (See the "Workday Onboarding" tab for more details)

- ☐ Set up your workspace when your equipment arrives

1st Day Onboarding Tasks - Checklist you must complete on your First Day

- ☐ Log into your laptop on your start date – Do not attempt to log in before
  (See the Equipment Setup Instructions for more details)

- ☐ Complete Filling the Joining Form and Form 11 on your first day.

- ☐ Attend New Hire HR Induction on your first day – Invite will be sent through Gmeet.
  (See the "Day One at WEX" tab for more Instructions)

Contact **gtaonboarding@wexinc.com** if you have any questions!

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