

Welcome to Targetbase Singapore and Congratulations on your New Role

We are excited to have you join the Team. Here are some of the things you need to be aware of to help you ease into your role quicker.

As a representative of Targetbase we know you will carry yourselves and conduct your business in a professional manner. Google is very focused on Team Collaboration and you have been selected because of your unique skills and experience as well as your ability to collaborate and be part of a Team.

Your contact during your Onboarding will be Nick Maclay, Managing Director for Targetbase. His email is nickm@targetbaseinsourcing.com.au and his mobile is +61 (0) 409 536 401.

Once your Onboarding is completed your contact will be Jeremy Hope who is our Singapore Account Manager. Jeremy is based in Melbourne and is contactable via email jeremy@targetbaseinsourcing.com.au and mobile +61 418 564 685

Your contact for all things related to Pay, Medical Insurance, Leave & Expenses is Amali Wijayasinghe email amali@targetbaseinsourcing.com.au mobile is +61 (0)401 460 851

Sanjeev Wijayasinghe is our Governance and Compliance Manager. If you feel you have been unfairly treated in any way, or simply need clarification on something related to your contract you can talk to Sanjeev. His email is sanjeev@targetbaseinsourcing.com.au mobile is +61(0) 412 817 068

You will also receive an login ID for Targetbase before you are onboarded. This should be used for all your correspondence relating to your role with the Targetbase Team. The website is <https://www.targetbaseinsourcing.com/> It gives you access to information on expenses, leave and other relevant information.

Google Email ID (LDAP) for Targetbase Management

Nick Maclay maclay@google.com

Sue Hope hopes@google.com

Sue and Nick are co-directors of Targetbase. Nick is responsible for our Team in Singapore and Sue looks after the Team in Australia. Both Nick and Sue are available for a discussion or an informal chat and any new ideas or suggestions you want to share with us.

Onboarding With Google

All onboarding is carried out on a Monday morning. You will need to report to **Google Reception by 8.45 am at Level 3, 70 Mapletree Business City, Singapore**

What You Need Before Your Onboarding

Google require all staff to be certified on Google values before they attend Onboarding. This is in the form of online certification which you must complete by Close of Business on Friday prior to your first day and onboarding session. This will be sent to your personal email address. If you have not received the Google notifications for certification by Thursday morning of the week prior to your start date you should escalate this to Nick Maclay. Ensure you bring Photo ID with you to the Onboarding as you will need to be formally identified so your Google Badge can be created.

You will also receive an email ID for Targetbase before you are onboarded. This should be used for all your correspondence relating to your role with the Targetbase Team

Targetbase has some clear rules on use of expenses and travel so please make sure you are aware of these before you get started.

Your Google email ID (LDAP) and Workstation

Once you are onboarded you will be given a Chrome Book as well as a Google ID. You must conduct all email correspondence related to your work from this device and ONLY using your Google ID. You cannot use your Google ID from another device. You will be blocked by Google if you attempt to do this and it may require us to get you reinstated.

You can also visit TechStop located at Block 80 on Level 5 for any other parts you need in order to do your role.

The Google Office

Your role requires you to work from the Google Office. You will be seated with the Team you are going to work with closely during your contract. Many of these individuals will be Targetbase employees and other agency staff along with Full Time Google employees. You will also have access to some of the benefits that Google offer such as meals and coffee/tea etc.

As a Vendor Contractor you do not need to complete timesheets. You will need to keep your Targetbase Contact (Jeremy Hope) is aware of the projects you are working on. You also need to ensure that if you are asked to perform any work that is outside of the scope of your Letter of Offer/Contract that you ask the Googler to reach out to Jeremy first before you start any duties outside of your contract.

Money Matters

Your wages will be paid monthly in arrears within the first 5 business days of every month.

Please also ensure that you complete all the necessary paperwork including the nomination of your CPF Fund so we can divert your CPF payments to the right account. This information is required for us to complete our due diligence prior to you starting and to set you up in our Accounting system.

Medical

You will need to complete the necessary paperwork in order get your Medical Insurance which will be sent to you by Amali Wijayasinghe.

Jeremy Hope is your contact and he will need to be kept updated on your projects as we are expected to report on your activities on a regular basis.

Leave & Expenses

We use the Zoho app for expenses and leave. It is mobile based allowing you to easily capture and download your expense receipts for submission from your laptop or mobile. You can also get an updated view on your leave balances from the Zoho leave module.

You are entitled to the 14 days of annual leave. You will need to submit leave requests and take all your leave within your 12 month contract cycle. Please ensure that you submit your annual leave request well in advance. Amali has to be informed if you are sick, the same day before 10 am and a Sick Leave request should be submitted on the first day you return to work.

Before you book any travel or incur a claimable expense, please ensure you read the guidelines on the Targetbase site as to expenses which are claimable (based on Google guidelines). You can access these guidelines from your Login to your Targetbase website using your sign-on.

This document is a high level overview of what is available to you and what is also expected from you in the role. Before you book any travel or incur a claimable expense, please ensure you login to your Targetbase signon and read the guidelines and rules which have been laid out by Google.

If you still have questions during the onboarding process please do not hesitate to email Nick Maclay.

Welcome to the Targetbase Team

