

PASSION TO INNOVATE | **POWER TO CHANGE**

Onboarding Checklist
for new employees from abroad



Science For A Better Life



PURPOSE

Dear colleague,

Welcome at Bayer! We are excited and very happy to have you joining our team!

You have recently decided to move on in your career and life and to take on new responsibilities for Bayer in the challenging environment of a different country and culture. This decision means a lot of changes and challenges in your private life as well as in your professional life.

We understand that the first days, weeks and months of employment are filled with excitement, a wealth of information, and many questions. However, we want to make it easy for you to get to know Bayer and to feel at home here. You can take control over many of your onboarding activities by following the onboarding checklist below.

This checklist is essentially a guide to the activities that might be important for you during your first month at Bayer. In case of any questions, please do not hesitate to contact your manager or HR Business Partner. We wish you a great start!

Before you arrive in Germany

Important matters to clarify and moving process

Onboarding tasks

- Please ensure to bring along or hand in upfront all important documents:
 - Passport (for all accompanying family members - valid for at least 12 more months, at least 4 free pages)
 - Marriage/divorce certificate (translated into German) with an apostille
 - Birth certificate (original) of all accompanying family members
 - Copies of relevant educational diplomas, professional certificates/children's school records
 - Confirmation of health insurance in home country
 - Health records (also for accompanying family members)
 - Passport size photographs (also for accompanying family members)
 - All drivers licenses (original)
 - Pet records (chip number, vaccination), if applicable
- Arrange medical check-up
- Initiate a bank account in Germany (bring along your passport, initial deposit)
- Seek advice from your bank on how best to handle payments/ transfers to & from abroad (be aware of credit card restrictions)
- Check availability of special medication in Germany if needed
- Clarify temporary/interim housing if needed
- Inform yourself about the German Social Security System

Link to further information

- [Contact your HR Business Partner](#)
- [Social-security-at-a-glance](#)



Onboarding tasks

- Clarify insurance needs and be aware that health insurance is mandatory for all family members in Germany
- Find out about your tax situation in your home country and Germany
- Self-study: Familiarize with the guidebook for new employees from abroad
- Find out about schools for your children (if applicable)
- Visit the “Hello@Bayer” website for new employees
(You will receive the link & password from HR/direct when you have signed your employment contract)
- Pet registration (if applicable)
For large dogs more than 40kg and 20cm. or certain breeds, the North Rhine-Westphalia requires to pass a written test of the handling of the dog.
To be done before registration of the dog in the municipal office, also an insurance for the dog is required prior registration
- Maintain regular contact with the moving firm and ask for a checklist
- Schedule time for packing and be aware of how long shipping takes
- Document the full value of all goods accurately on the inventory, this is also required for customs clearance
- Deregister in your home country / city and change your address (if necessary)
- Arrange travel tickets for you and accompanying family members (if applicable) to Germany (one way trip only)

Link to further information

- [Paying Taxes in Germany](#)
-  Guidebook_employees from abroad.pdf
- [Schools in Germany / German school system](#)
- [BayerNet: My Life/Family](#)
- [Hello@Bayer](#)
- [Pets in Germany](#)
- [Pet immigration in Germany](#)
- Veterinarian office



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Upon arrival in Germany

Moving process

Onboarding tasks

- Register with Local Authorities in Germany (DE: Einwohner- meldeamt) and complete immigration documents. When registering your tax class (DE: Steuerklasse), you must show evidence of your marital, family, employment and religious status (if register as Christian or Jewish, you will automatically registered to pay a religious tax DE: Kirchensteuer).
- Local tax office will provide you with the Income tax number (DE: Steueridentifikationsnummer) by mail . After that, you may collect the tax card (DE: Lohnsteuerersatzbescheinigung) from local tax office.
- Send tax Identification number to HR//direct; Team Payroll
- Open German bank account
- Register with your local embassy or consulate (only required for nationals of some countries)
- Obtain German driver's license (Führerschein) if applicable
- Register with the local utility company (electricity, water, heating...)
- Clarify parking (home and work)
- Obtain information on local physician and hospitals
- Clarify German garbage regulations for your home
- Mandatory licensing of television/radio
- Choose telephone & internet provider

Link to further information

- [Residence Permits in Germany](#)
- [Residence Registration in Germany](#)
- [Paying Taxes in Germany](#)
- [Banks and Banking in Germany](#)
- [Driving in Germany](#)
- [Electricity](#)
- [Recycling in Germany](#)
- [Licence Fee "One Flat, One Fee"](#)
- [Telephone/ Internet Services in Germany](#)
- [Telephone & Internet in Germany](#)

First day

Access Management, Application & Systems

- Concluding the activation of the CWID and acknowledging and signing the Bayer security directive

- [GUMS](#)

Induction to working place

- Enter / change permanent, mailing, emergency address
- Enter / change bank account data in Bayer`s HR portal (bank account number and bank sort cort/ Bankleitzahl or BLZ)

- [BayerNet myServices](#)



First week

Access Management, Application & Systems

Onboarding tasks

- Request authorization for all additional applications / systems where accesses are lacking

Link to further information

- [Identity Management - Request Access](#)
- [BayerNet myServices Personal Data / Signature Authorizations](#)

Induction to working place

- Start functional onboarding according to your individual functional induction plan
- Self-study: Familiarize with BayerNet
- Self-study: Familiarize with your division's intranet
- Self-study: Familiarize with Self-Services
- Self-study: Familiarize with Bayer Life Science brochure
- Get familiar with division & department objectives
- Arrange pension consultation (approx. 1 hour) with Bayer's internal consultant, BBS Pension Consulting
- Arrange for general consultation (approx. 1 hour) on compulsory and voluntary insurance policies with Pallas Versicherungs AG for you and your family in Germany

- [BayerNet](#)
- [Business Services](#)
- [Pharmaceuticals](#)
- [Consumer Health](#)
- [Crop Science](#)
- [Self-Services](#)
- [Life Sciences](#)
- [Company profile](#)

- [by HR//BP](#)

- [by HR//BP](#)

Offerings & regulations

- Get familiar with Margo
- Make use of networking offerings and come into contact with other new colleagues

- [MARGO](#)
- [Networking Lunch](#)
- [Connections](#)



First month

Induction to working place

Onboarding tasks

- Self-study of the People section on BayerNet, Innovation, Sustainability & CSR, Culture & Gender Balance, Bayer Identity Net, Connections@Bayer, Annual Reports/ Bayer Finance
- Review items on checklist for first weeks

Link to further information

- [Join - good to know](#)
- [Module X training](#)
- [Compliance-Training](#)

Within the first six months

Induction to working place

- Conduct Onboarding Feedback Dialogue with your manager
- Participate in induction course "Discovering Bayer"
- Participate in the Onboarding Survey

- [One Pager "Feedback Dialogue"](#)
- [Registration](#)

To learn more about the entire onboarding activities of the different roles, please click [here](#).

We wish you lots of success with your onboarding.