**Welcome to Frito-Lay!**

The Frito-Lay onboarding program is designed to provide new hires with basic knowledge of the chip industry and hands on training in their new role. During orientation and onboarding you will explore our company, customers, and competition. This checklist is designed to help set you up as a new employee within our HR systems.

**As part of your Day 1 activities, you received an email from “EMP TRUST” so that you could initiate this online onboarding experience. Now that you are logged in to the portal, please complete the following:**

**Step 1:** Click on the “**Start Onboarding**” button on the onboarding portal. Follow the prompts on the page to complete your new hire paperwork including policy acknowledgements for the policies we just reviewed with our new hire onboarding presentation.

* You should have already completed Section 1 of the I-9 form prior to day 1. Your local HR team will complete Section 2 and E-verify shortly.

**Step 2:** Register your **Global Personnel Identification Number (GPID)** via the mypepsico.com website. **For technical issues: please call the PepsiCo Support Center at 1-888-PEPSICO (1-888-737-7426)**.

* Enter “mypepsico.com” into your internet browser.
* Select “First Time User?” and follow the prompts to register your GPID.

**Step 3:** Set up your **Adaptive Authentication Profile**. To enhance security and protect against unauthorized access to key applications, PepsiCo has added a layer of security called Adaptive Authentication, sometimes referred to as two-factor authentication.

* Enter “mypepsico.com” into your internet browser.
* Enter your “GPID” and newly created password to log-in. You will see a pop-up that asks if you would like to set up your Adaptive Authentication profile now or skip. Select “Continue” to set up now.
* Complete the “Identity Verification Information” form by entering in your personal information, answering the verification questions, and inputting your contact information. Ensure you choose questions and answers you will remember as you will need to enter these during future log-ins.
* Once the contact information is filled in, click on the “Send Verification Code” button. Select the method by which you would like to receive the verification code. You can choose to have the code sent via text or email so have those available.
* Go to the device or email where the verification code was sent, copy the code and enter it back into the “Identity Verification Information” form.
* Check the “Save this Device” and accept the “Terms and Conditions” checkboxes before hitting “Submit”.
* Once you have successfully completed the form, you will be directed to the “mypepsico.com” homepage.

**Step 4:** Update your **Personal Information, Emergency Contacts, and payroll Direct Deposit** located within the myHR employee portal.

* On the “mypepsico.com” homepage, click on the “Pay, Benefits, Career” tab and either the “myHR” or “Total Rewards” link in the top right corner.
* Once in the portal, click on the “Pay” tab in the top left corner.
* From there, click on the “Update Your Direct Deposit” tile in the middle. Next click on the tab titled “Personal Information” and click on the pencil icon to update the information in the following sections: “Employee Address”, “Contact Information and Emergency Contact”, and “Banking Information”.

**Step 5:** Update your **Tax Withholdings (W-4) and state/ local withholdings** located within the myHR employee portal.

* From the same “Pay” tab mentioned above, click on the “Update Your Paycheck Tax Withholding” tile in the middle of the page.
* If your work location is subject to state/ local withholdings, click on your state/ local listed under Tax Authority. Update the sections as needed and check the Declaration box at the bottom of the page.
* In the top left corner of the page, click “Save” once finished. If you get the green check mark at the top left of the page, the changes were saved.
* Next click on “Federal” under Tax Authority. Update the sections as needed and check the Declaration box at the bottom of the page.
* In the top left corner of the page, click “Save” again. Once you get the green check mark, your changes have been saved.

**Step 6:** **Enroll in your Total Rewards!** Another important aspect of your onboarding is educating yourself and enrolling in our benefit offerings **within the first 30 days of employment**. Please review the **Total Rewards at a Glance** handbook found on the onboarding portal to familiarize yourself with these competitive benefits. *(Part-time team members are highly encouraged to review these benefits so that they are familiar with them in the event that they transition to full-time status in the future.)* To enroll, complete the following within the myHR employee portal.

* From the same “myHR” portal mentioned above, click on the “Home” tab in the top left corner.
* Once there, click on the “My Total Rewards” or “Enroll in Your Benefits Now” tile to view and update your information.

For additional resources on steps 3-6, please reference the ***Adaptive Authentication Job Aid*** and the ***myHR Employee Basics and Navigation Job Aid*** *(both found under the Helpful Links and Job Aids Section)*. We are excited to welcome you to the team. If you have any questions during your onboarding experience, please reach out to your manager or local human resources contact. **For technical issues: please call the HR Service Center at 1-866-HR-FOR-ME (1-866-473-6763)**.