



Q&A New Joiner - Equipment

Q. I will be picking up my equipment before my first day of work. Where exactly and when do I need to be for pickup?

A. Please contact the Welcome Day Team or your colleagues in IT for more information about picking up your equipment. Our IT service desks usually have the following opening hours, which may vary depending on the location:

Mon. - Thurs.: 8:00 a.m. to 4:30 p.m.
Fri.: 8:00 a.m. to 12:00 p.m.

Please report to the reception desk and bring a valid identification document.

Q. Is it possible to pick up the equipment without a company ID card?

A. First of all, you do not need a company ID card to pick up your equipment. However, please bring your ID card with you.

Q. I work from the home office. Will I be provided with equipment from PwC here?

A. Since January 2022, there is an opportunity to receive standardized home office equipment (desk, office chair, desk lamp and lockable mobile container). The following requirements apply:

- First of all, the passing of the probationary period is necessary to apply for the equipment
- Home office equipment will be granted at all locations where offices are flexed. This is the case at most locations. Unfortunately, Frankfurt/Kassel, Hamburg/Schwerin and Berlin are currently still excluded from this.
- Employees who have concluded a home office agreement are eligible for the home office allowance. The reason for this is, among other things, capacity planning in our offices.
- Employees purchase the home office equipment from a PwC supplier.
- The cost (gross) is reimbursed with payroll.

Q. Which equipment will be provided to the NewJoiners?

A. All NewJoiners receive a laptop, a mouse and a headset. New employees in permanent positions can also request an iPhone. You will receive the access data for your laptop in a separate letter.

As an intern or working student, you can also request a cell phone in consultation with your MAV via our internal procurement portal Coupa (Managed Bookmarks > PwC DE > PwC Internal Services > Coupa). The PIN and SIM card will not be sent together with the iPhone, you will also receive these in a separate letter.

Additional IT equipment, such as an external monitor, can be ordered manually once you have your laptop, after consultation with your employee manager.

Q. I have already worked at PwC and am now starting in a new position, can I keep my equipment?

A. If your start is a seamless transition, your accounts should remain active. If the period between your departure and re-entry is longer than two weeks and/or you change cost centers, you will be provided with a new laptop.

Q. Can I use the laptop and cell phone for private purposes?

A. Regarding the use of the equipment, the colleagues from IT will explain everything to you on the virtual Welcome Day.

Q. Is there a choice of models of laptops?

A. Every employee receives the same laptop. In very special cases, depending on the position and activity, a different model can also be requested. However, this happens rather rarely and is not the rule.

Q&A New Joiner - Corporate Identity Card

Q. How do I get my company ID card to enter the office buildings?

A. The right contact persons for this request are the colleagues from "Ausweis und Zutritt". Please send your ID photo to the following address: de_ausweis_und_zutritt@pwc.com.

Please note the following guidelines. The photo should:

- be of good quality with a minimum pixel size of 800x600 (HxW)
- be taken against a neutral background, without effects (oil painting, black and white, sepia, etc.)
- be sent as .jpg, .jpeg, or .bmp file if possible and not larger than 2 MB

The company ID card can then be picked up by you from your first day of work at the branch.

Q. By when do I have to send in the ID photo at the latest?

A. The ID photo is mainly required for your corporate ID card, which you need to get into the PwC offices. So if you work in the office, you should have sent the ID card photo 14 days before your first day of work in order to get your personal corporate ID card in time. If you can't make it, you have the possibility to get a temporary ID card to get into the office.

Q. Is there a "dress code" for the ID photo?

A. The dress code at PwC depends entirely on whether you are working in one of our offices or with clients. In our offices, the dress code is mostly business casual. At clients' offices, business formal may be required sometimes.

Q. Can I pick up my corporate ID card at another location or have it mailed to me?

A. It is possible to pick up the corporate ID card at another location, but you have to inform the colleagues of "Ausweis und Zutritt", who can initiate this. Sending the badge by mail is no longer possible.

Q&A New Joiner – First workday

Q. Is it still possible to come to the PwC offices on the first day of work and participate in the Welcome Day from there?

A. As long as you have communicated with your people manager, team or buddy and have been invited to the office, you can also participate in the virtual Welcome Day from there.

Q. Will my first day start at the office or at the home office?

A. Generally, our NewJoiners start remotely first, unless you have been explicitly invited to the office by your people manager or Buddy.

Q. At what time does my first day of work start?

A. The virtual Welcome Day takes place on your first working day at 10:00 am. Further tasks beforehand or getting to know your team can be discussed individually with your supervisor.

Q. How do I get in touch with my future team and get information about my first day of work?

A. If you have any questions about your future job, you can contact your people manager, who you will find in the CC of the e-mail with the subject "Wichtige Infos zu deinem Start bei PwC". You are welcome to contact him/her and discuss any further questions.

Q&A New Joiner – Welcome Day

Q. I didn't receive my IT equipment in time. Can I also participate in the Welcome Day from my private email address?

A. Unfortunately, we cannot invite you to the Welcome Day via your private address for data protection reasons. However, you can watch a recording of the event afterwards or participate in the next Welcome Day. Just contact the Welcome Day Team.

Q. Is the Welcome Day mandatory?

A. No, the Welcome Day is not a mandatory event. However, it is highly recommended for every new hire, as important and relevant topics are discussed.

Q. Is there any chance to get the Welcome Day content in English?

A. If you would like the Welcome Day content in English, please contact the Welcome Day Team. Our colleagues can send you the presentation and the event video in English.

Q&A New Joiner – Technical

Q. Is there a possibility that I can keep my old email address or cell phone number in my new job at PwC?

A. Please contact our colleagues from the IT department, as they are the right contact persons for this matter.

Q. I have received my equipment but no access data for the laptop, how can I log in?

A. Please contact the colleagues from IT. They will send you your access data to your private email address.

Q&A New Joiner – Personnel

Q. I will not be starting my contract after all for personal reasons. Where do I send the cancellation?

A. If, contrary to expectations, you do not start your contract, please send your written cancellation by mail to HCdirect in Düsseldorf (Moskauer Straße 19, 40227 Düsseldorf). Please note that the original notice of termination must be signed by hand.

Q. Where can I apply for an internship or work experience certificate?

A. For a work or internship reference, please contact HC direct (DE_HCdirect@pwc.com).