

Software Engineer Program

(Full-time hires)

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Onboarding

- [When does the onboarding process begin?](#)

The onboarding process begins approximately 90 days before your start date.

- [What does onboarding entail?](#)

You will receive an email with pre-employment action items to complete, including but not limited to an I-9 Fingerprinting appointment, a background check screening, as well as providing contact information, banking information for direct deposit payments, and tax information.

- [How do I receive work authorization?](#)

To be eligible for the Software Engineer Program, you must be authorized to work in the U.S.. We do not offer any type of employment-based immigration sponsorship for this program. Likewise, JPMorgan Chase & Co., will not provide any assistance or sign any documentation in support of any other form of immigration sponsorship or benefit including optional practical training (OPT) or curricular practical training (CPT).

- [When can I expect to receive my special payment?](#)

You will receive the special payment noted in your offer letter on or soon after your start date.

Relocation

- [Am I expected to relocate?](#)

You will be expected to be in your assigned office location several times per week, so plan on living within commuting distance of your hire location prior to your start date.

- [Does JPMC provide a stipend for relocation expenses?](#)

JPMC does not provide a relocation stipend.

SEP Placement Process

- [What is the SEP Placement Process?](#)

SEP Engineers are placed on to teams via the SEP Placement Process. SEP Engineers are aligned to potential roles based on their responses to a skills survey and the role descriptions Managers submit. The SEP Engineer will then have placement conversation(s) with those Manager(s) to verify if a role is a good fit. SEP Program Management will collect feedback from both the Engineer and Manager and only if both Engineer and Manager agree the role is a good fit will placement be confirmed.

SEP Induction Training

- [What is SEP Induction Training?](#)

SEP Induction Training is a 2-week training experience where you will be able to interact with your SEP class and learn about JPMC software engineering practices through instructional modules, games, speakers and a week-long team project.

- **When is SEP Induction Training?**

SEP Induction Training begins approximately 2 weeks after your start date or approximately 2 months after your start date for those joining through the SEP Tech Connect program.

- **Where is SEP Induction Training?**

SEP Induction Training is held in Jersey City, NJ, Plano, TX, and/or Columbus, OH. Where you attend will depend on your hire location and start date. If your SEP Induction Training location differs from your work location, JPMC will cover your travel and accommodation expenses to the Induction Training location.

- **How do I book travel to SEP Induction Training?**

You will receive information on how to do so directly from the SEP Program. Travel Booking Information and Q&A sessions will also be hosted by the SEP Program to help you with this process.

- **What do I need for SEP Induction Training?**

You are required to bring your own device (laptop) to SEP Induction Training so that you may participate in training activities.

JPMC Work From Home (WFH) Technology Reimbursement Policy

JPMC has a reimbursement policy for employees requiring tech equipment to work remotely. However, if you receive a tech kit (company issued laptop or desktop) from your JPMC team then you are ineligible for this policy.

- You can be reimbursed for WFH technology equipment purchases up to \$1,100. Any excess amount above \$1,100 will NOT be reimbursed.

<p><u>Eligible Technology Purchases:</u></p> <ul style="list-style-type: none"> • Employees may purchase one (1) of each of the following items: <ul style="list-style-type: none"> ○ Laptop/desktop ○ Headset ○ Mouse ○ Keyboard ○ Webcam ○ Tablets • Employees may purchase two (2) of each of the following items: <ul style="list-style-type: none"> ○ Monitor(s) ○ Surge protectors ○ Cables and required adapters for connectivity 	<p>The following items <u>ARE NOT</u> reimbursable unless legally required for an employee's role:</p> <ul style="list-style-type: none"> ○ Phones and phone stands ○ All tablets (including iPads) ○ Vari-desks ○ Ring lights ○ Printers ○ Security/anti-virus subscriptions and software ○ Extended warranty or insurance package <p>Any other technology equipment not listed as reimbursable, unless required for your job and required to be reimbursed in accordance with local laws.</p>
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Technology Minimum Specifications

Employees are expected to purchase equipment with the **minimum required specifications** in order to properly connect and work from home. The Global Technology team recommends minimum specifications as follows:

- **Core Laptop/Computer:** Windows Laptop, ChromeBook or Mac; Processor Minimum: Dual-core 2Ghz or Higher (Intel i5 or AMD Ryzen5); RAM Minimum: 8GB or Higher; Dual-Monitor Capable; ; Android tablets running 10.x, 11.x, 12.x, 13.x operating systems; M series Apple iPads (M1/M2 chipset).
- **Core Display:** 2 x 24" External Monitors (incremental to built-in laptop display); 1920x1080 – 2560x1440 resolution
- **Who is eligible for reimbursement?**
All JPMC employees are eligible for reimbursement **except** those who received or will receive a home-kit and/or firm owned equipment (including laptops or desktops).
- **How will I know if I will receive a home kit?**
When the SEP Placement Process is complete and your role and manager has been confirmed, ask your manager if you will receive a kit from your team. If your team does not issue kits, then you are eligible for the WFH reimbursement policy. However, if your team will provide you with a kit, then you are ineligible for this policy.
- **How soon can I begin purchasing technology to work from home?**
In order to qualify for the reimbursement, you should purchase your technology equipment **NO EARLIER than one month before your start date.** You will need to submit itemized receipts for reimbursement upon the start of your full-time employment.
- **How do I submit my technology purchases for reimbursement?**
You will receive instructions on where and how to submit your itemized receipts as part of your Welcome Checklist on your start date.
- **My technology purchases exceeds the \$1100 maximum, can I still submit my purchase for reimbursement?**
Yes, you can still submit your technology expense for reimbursement, however you will only be reimbursed up to the \$1,100 limit. You will not be reimbursed for any excess amount.
- **Is the WFH Technology Reimbursement limit refreshable?**
Your WFH Technology Reimbursement allocation refreshes once every 5 years.