

HR Tools & Support - Manager

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Please click on the titles below to open the articles with the relevant information:

[FIRST-TIME MANAGERS TOOLKIT](#)

[ACCESSING YOUR TEAM MEMBER'S EMPLOYEE FILE](#)

The Employee File workspace enables Managers to access the documents of the employees in their management line. You can access the Employee Files of those in your management line in My HR Services.

[DEPARTMENT CREATION & DEACTIVATION](#)

[HEADCOUNT REPORTING](#)

Find out how to run headcount reports now but also get a perception of how things are changing for the future.

[TIME APP IN MY HR SERVICES FOR MANAGERS](#)

Here you will find information and the several Operating Procedures on how to perform all of the tasks on the Time App as a Manager.

[ONE PULSE - DEBRIEF & SHARING OF RESULTS](#)

At Syensqo, we want to promote a feedback culture where everyone can safely share their opinion, have open conversations with their team and leaders and improve their experience at work.

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- [Access and Permissions Playbook](#)
- [Service One Digital Workplace Video Guide](#)

