

HR Tools & Support - HR

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

[FIRST-TIME MANAGERS TOOLKIT](#)

[ACCESSING EMPLOYEE FILES IN MY HR SERVICES](#)

The Employee File workspace enables Human Resource professionals to access and manage the documents of the employees in their scope. Find out more here!

[DATA PROTECTION REFLEXES](#)

Find out more on Data Protection and the Employee Privacy Notice in this article!

EMPLOYEE DATA MANAGEMENT

- [Data Change](#)
 - [How to manage concurrent employments](#)
 - [Leave of Absence](#)
 - [Navigating Employee Profile](#)
 - [Transfer](#)
-

[ENTERPRISE DATA GOVERNANCE AT SYENSQO](#)

Learn more about Data Governance, what it is and how it is being implemented at Syensqo.

ORGANIZATIONAL CHARTS

- [Department Creation & Deactivation](#)
 - [Position Management Information for HR](#)
 - [Job Cadre & Non-Cadre](#) (The procedure for Cadre Job Creation is currently under review, and Cadre Jobs are not being created at this moment.)
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[TIME MANAGEMENT](#)

As HR staff, the Time APP will be used for you to enter or approve leave and/or time events, or to run time reports and maintain time master data. Find the Operating Procedures in the article.

[HR STANDARDS & GOVERNANCE](#)

This article explores the HR Practice Standards and the HR Governance from the People Engagement Journey.

[HR KNOWLEDGE MANAGEMENT](#)

Knowledge management is a global process of identifying, sharing, retiring and updating HR Knowledge within the organization. Find out more information and know more about our policy and processes.

HR TECHNOLOGY ROADMAP

In this article we are focusing on the HR Technology Roadmap outlined in the People Engagement Journey.

Date last updated: 02 Dec 2024

- [Access & Permissions Playbook](#)
- [Bank Information Improvements](#)
- [Improvements in the Employee Profile - March 2024](#)
- [Service One Digital Workplace Video Guide](#)