

Hiring - OPs for Payroll

Hiring - OPs for Payroll

These procedures are not applicable to the USA and Portugal as of March 21st 2022

HOW TO HIRE AN EMPLOYEE IN THE SYSTEM

When there is a decision to hire a new employee for Syensqo Organization, there is a procedure to be followed in order to ensure all activities are in compliance with Syensqo policies.

OPERATING PROCEDURE FOR PAYROLL

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

HOW TO CANCEL A HIRING

When there is a decision to cancel hiring action for a new employee in case of "Reported No Show" in the company. No-show functionality remains available 30 days after the hire date.

OPERATING PROCEDURE FOR PAYROLL

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

Date last updated: 18 Oct 2022
