

# HR Tools & Support - HR

## HR Tools & Support

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

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### [FIRST-TIME MANAGERS TOOLKIT](#)

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### [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!

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### [DATA PROTECTION REFLEXES](#)

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

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### 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.

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### 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.

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### [HR STANDARDS & GOVERNANCE](#)

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

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### [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.

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## 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](#)