

My Time Management and The Time App in My HR Services

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TIME MANAGEMENT

The information below should answer any questions you have about your time management:

- **Discuss your questions/doubts/concerns with your Manager.** Help them understand and support you;
- The [contact center](#) will support you for more details;
- Also if you have an error in your pay as a result of an error in time management, please raise a [ticket](#) or call the [contact center](#);

WHAT WILL CHANGE IN THE FUTURE?

There are many changes being implemented in the next couple of months, here is what to expect:

- A **self-service** tool is being implemented that will give you direct access to updated information.
- Some countries/sites have implemented a self-service tool. To know more about this topic, please visit your country/site page [here](#).

THE TIME APP AND HOW TO ACCESS IT

The Time App is used by you as an employee to to enter leave and/or time events and requests.

The "Time Management App" can be accessed through "MY HR SERVICES" via Syensqo's The Hub:



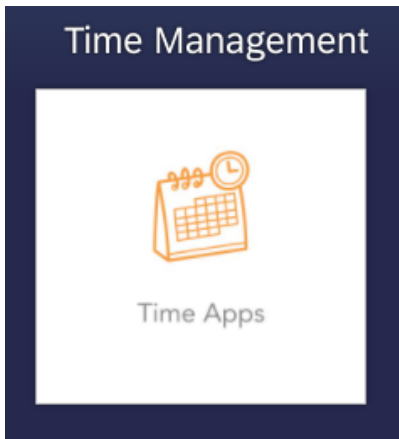
[Click on the image to be redirected to My HR Services]

OR via our HR Wiki header above:

Overview ▾ Tools ▾ People Function ▾



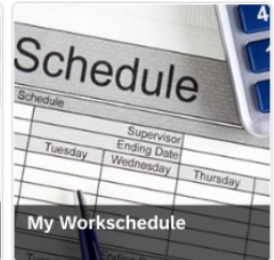
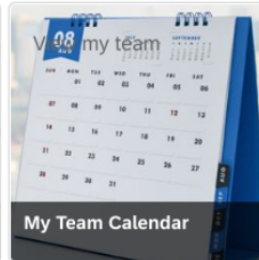
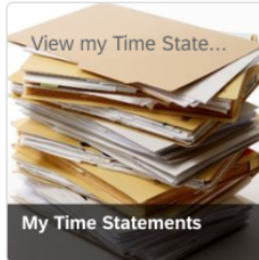
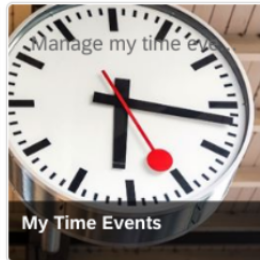
Then, click on the icon labeled "Time Apps":



As an Employee, there are 5 tiles available on the Time Management App, but this can depend on your access. For example, you may or may not have the tile "My Time Events" due to your country specifications.

What you will see on the Time Management App:

1. My Leave and Time Requests;
2. My Time Events (clock in & clock out);
3. My Time Statements;
4. My Team Calendar;
5. My Work schedule.



THE ACTIVITIES YOU PERFORM ON THE TIME APP

- Submission of absences & attendances;
- Record time events (if applicable);
- Request for work schedule substitution.

HOW TO PERFORM THESE ACTIVITIES ON THE TIME APP

Below you will find the procedures and the videos for each of the activities you can perform on the Time App as an Employee:

My Leave and Time Requests

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Select the video tutorial in your language [here](#).

My Time Events

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Select the video tutorial in your language [here](#).

My Time Statements

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Select the video tutorial in your language [here](#).

My Work Schedule

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Select the video tutorial in your language [here](#).

My Team Calendar

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Select the video tutorial in your language [here](#).

Other relevant procedures:

How to create a Substitution Request

[CLICK HERE TO ACCESS THE PROCEDURE](#)

How to edit or delete a submitted Substitution Request

(which has not yet been approved)

[CLICK HERE TO ACCESS THE PROCEDURE](#)

Date last updated: 13 Nov 2025

- [How to Manage Expat Quota - Global Assignment](#)
- [Overtime Compensation \(Portugal only\)](#)
- [Time Management - Absence Types \(Portugal only\)](#)

