

NW - Pay & Time



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How should I answer any questions you have about your time management:

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

CHANGE IN THE FUTURE?

Changes being implemented in the next couple of months, here is what to expect:

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

Requested by you as an employee to to enter leaves and/or time events and requests.

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



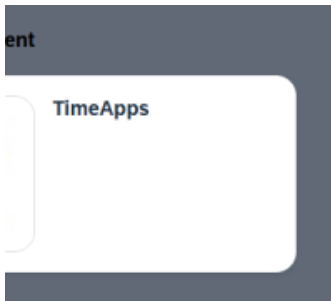
[To be redirected to My HR Services]

See the header above:

My HR Services

MY HR SERVICES

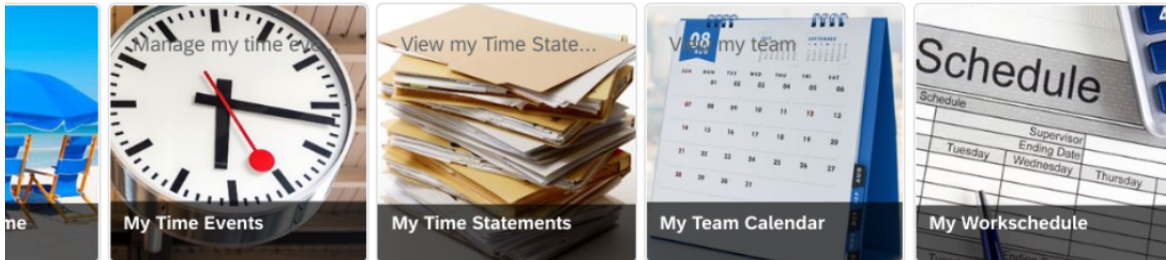
icon labeled "TimeApps":



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 "Time Requests" due to your country specifications.

Available in the Time Management App:

- Time Requests;
- Time Events (clock in & clock out);
- Time Statements;
- Calendar;
- My Workschedule.



Management of absences & attendances;
Time Events (if applicable);
Time or work schedule substitution.

For more information, see the procedures and the videos for each of the activities you can perform on the Time App as an Employee:

Time Requests

TO ACCESS THE PROCEDURE

Procedure available in your language [here](#).

Time Events

TO ACCESS THE PROCEDURE

original in your language [here](#).

Requirements

TO ACCESS THE PROCEDURE

original in your language [here](#).

Reschedule

TO ACCESS THE PROCEDURE

original in your language [here](#).

Transfer

TO ACCESS THE PROCEDURE

original in your language [here](#).

Important procedures:

How to make a Substitution Request

TO ACCESS THE PROCEDURE

How to delete a submitted Substitution Request

(if not yet approved)

TO ACCESS THE PROCEDURE

[Manage Expat Quota - Global Assignment Compensation \(Portugal only\)](#)
[Assignment - Absence Types \(Portugal only\)](#)

When you [help you update your payment information](#)

personal data up to date is crucial for an accurate profile, payment information is also key, because this indicates how you want to get your direct deposit.

Make sure **Start Date** reflects the correct start date of the pay period you want the change to be reflected in;

refer to the [USA payroll calendar](#) to identify the correct dates:

If the start date is not in line with the pay period, it could result in two direct deposit amounts hitting the secondary bank accounts.

Please be aware that you will receive up to **2 pay periods for payment bank changes to reflect on your pay checks**. Do not close your previous bank account until the new one is successfully implemented.

Employees can have only 1 Main Account and several Secondary/other accounts.

Main Payment Method is the Main/Primary Account

Payroll is the Secondary/other account

[HR Services](#) and click on **View My profile**

Actions



My Profile

our information, follow these steps:

Personal Information Employment Information Compensation and Variable Pay Employee Information

Information

Personal Information

Employment and Work Eligibility Information

Compensation and Dependent Information

Payment Information

Emergency Contact

1. Payment Information

2. Payment Information

Effective as of: Oct 23, 2020

Please do not use "Bonus" Pay Type [Please do not use "Bonus" Pay Type](#)

Pay_Type Main Payment Method

Payment Method

Purpose

Bank

Country/Region

Bank

Account Owner

Account Type (USA)

Sort Code

Account Number

Business Identifier Code

IBAN

Currency

1. To check as a payment method, please follow these steps

2. Update only the highlighted fields.

Note: Must be the start date of the pay period you want the change to be reflected in.

Pay Type: Every employee must have a Main Payment Method Set up.

to take effect?*

Enter start date of the pay period

I

4. Save Close

add a bank transfer or direct deposit as a payment method

to take effect?*

Enter start date of the pay period

Pay Type

Pay Type

Enter routing #

Enter Checking or savings

Enter Account#

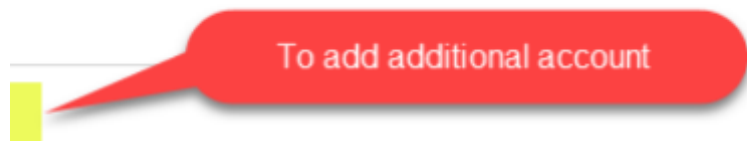
add your Bank information as a payment method

following fields:

Enter start date of the pay period you want the change to be reflected in.

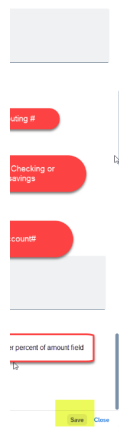
: Every employee must have a Main Payment Method Set up. This is the primary bank information.
If you wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or "check" if you want to receive it (not recommended).
Please enter routing number
Type (USA): Specify checking or savings

Additional account: To transfer a portion of your net pay to a secondary account, you can either choose a percentage or an amount.



Following information:

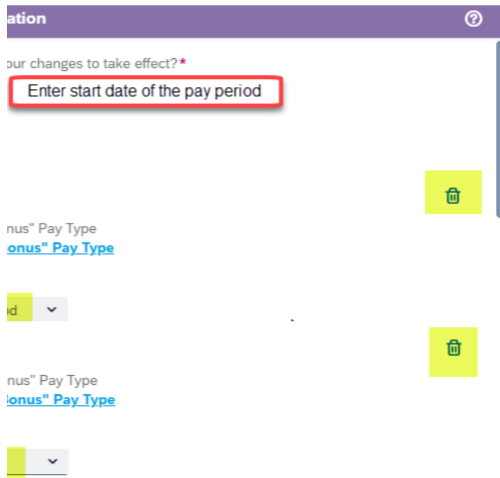
Effective date: It will be the start date of the pay period you want the change to be reflected in.
Payroll Type: Payroll
If you wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or "check" if you want to receive it (not recommended).
Please enter routing number
Type (USA): Specify checking or savings
Account Number: This is the account number where you want your funds to go to
Percentage of the fund: The portion of the fund that you want to receive in your account **or Amount:** The portion of your fund that you want to receive in your



How to stop/cancel/delete bank

If you wish to stop/cancel/delete a bank account from your Main Payment Method, please add a new account for this Pay Type, otherwise there will be a payroll error and this will cause a delay in

Step 1 on how to add Main Account.



Questions please open a ticket via [SyRa](#).

Code (In the US known as Routing Number) is locked/blocked and no update must be done in this field.

Bank account you only need to insert information on the **"Bank"** field by entering the routing number. Upon entering the routing number in automatically updates the number in the Sort Code.

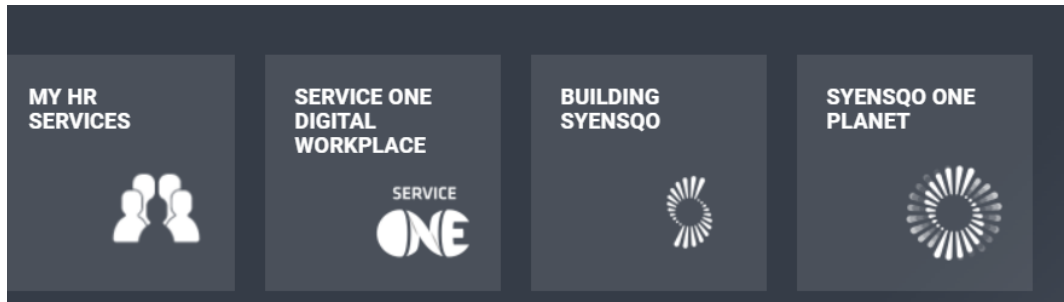
If your form gets rejected, it might be linked to the fact that the bank information is not in our database in these situations please create a ticket.

[App in My HR Services for Managers](#)

[App and how to access it](#)
[Activities](#)

Used by you as an employee to to enter leave and/or time events and requests.

The "My HR Services" App can be accessed through "MY HR SERVICES" via TheHub:

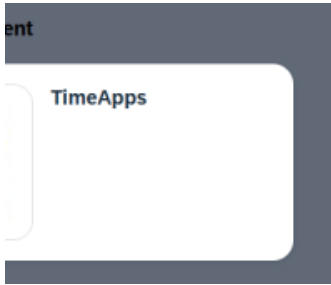


See the header above:

Services

HR SERVICES

Icon labeled "Time Apps":



Here are additional tiles to manage time and work schedule of your direct employees in the team as follows:

- Time Events
- Work schedule
- and Time Requests
- Time Statement
- Feature in My Team Calendar

Refer to the Standard Operational Procedures for each of the activities you can perform on the Time App as an Manager:

[Time Schedules](#)

[Time Schedules and Time Requests](#)

[Time Statement](#)

[Time Statement](#)

[Time Statement Feature in My Team Calendar](#)

[Time Statement & The Time App](#)

[Time Statement on the Time App](#)

[Time Statement on the Time App](#)

The Time APP will be used for you to enter or approve leave and/or time events (depending on the profile), or to run time reports and maintain payroll Team).

- and/or cancel a Leave of Absence
- perform a Leave of Absence
- Management of Delegation
- Time Management

the Standard Operational Procedures for each of the activities you can perform on the Time App:

[ancel a Leave of Absence](#)

[Leave of Absence](#)

[delegation](#)

[gement](#)

LOA) is defined as any time away from work outside of routine absences such as Time Off or sick days. Leave of absence is used for a of an employee, being full-time or part-time absent, with an active or inactive status depending on the case.

ties

Included in Reorganization Projects

Is are submitted by Site HR in the restructuring program files
ervices processes the LOA

Included in Reorganization Projects

est is submitted by Site HR (or employee directly depending on leave type) via ticket to Payroll.
only be registered by Payroll role in My HR Services (Time off portlet of employee's profile).

nation, please refer to the [Mobility / Garden Leave in My HR Services page](#)

[cedure for Payroll](#)