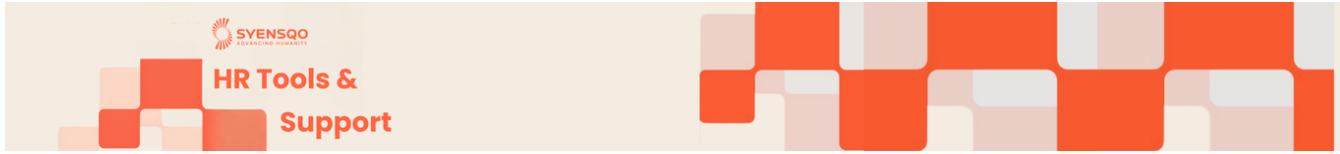


NW HR Tools Support



[Change my picture in My HR Services](#)
[Translate the HR tools to your language](#)
[Free File in My HR Services](#)
[Personal Information in My HR Services](#)
[Google Calendar](#)
[Links](#)

[LinkedIn](#)
[Upload/Change your Picture](#)
[Upload Profile Picture to your Profile Header](#)
[Links](#)

are invited to a meeting, and you want to know who are the people that will be joining. It would be funny if all the pictures were of cartoons... but in the end, it would not help you.

A profile picture has a huge impact in someone's first impression. It doesn't have to be boring, of course, but it must show who you are, like a

When saving your picture in the organizational charts, or your google email, the keyword here is **PROFESSIONAL**. It should be a portrait of children or objects (let's save those for other social networks). Take off your mask and show the company your big smile!

A profile picture should be of you and only you, as you would come to work. And remember, it's available for everyone at the company to see.

How to have a great profile picture? Check [this video](#).

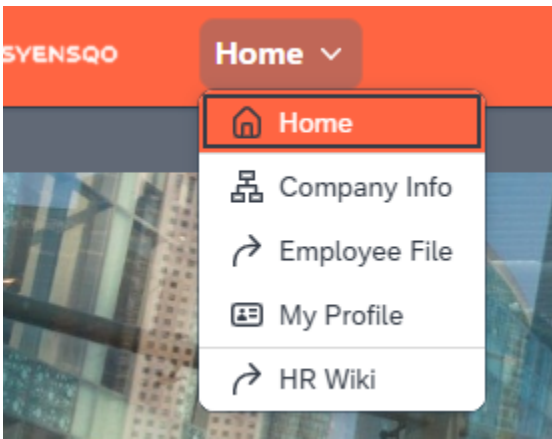
If you don't like pictures?

Option B: Keep the avatar as is.

Follow the steps you need to follow if you want to change your picture/avatar.
Log in to The Hub and click on the [My HR Services](#) tile



Click on the 'Home' tile and select 'My Profile' or you can directly access the 'My Profile' tile on the homepage



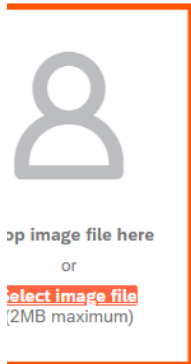
When you hover your mouse cursor over the picture, there will be 'Update Profile Picture' message pop up, Click on it.



Click on the profile picture and Save

Picture

Upload your photo in **JPG/JPEG/PNG** format. File size should be no larger than **2 MB**, and a ratio of **3 : 4** is recommended.

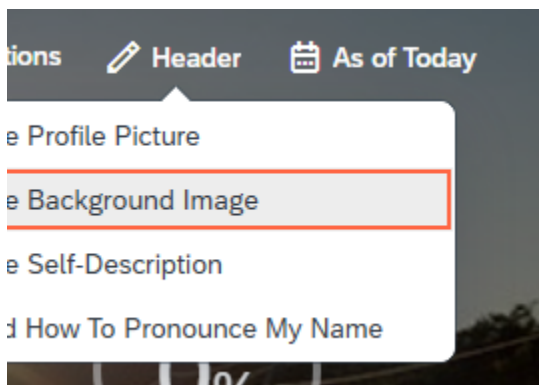


Save Close

will be available on your Employee Profile.
your background profile image!

Personalize a little more your profile? It's possible by editing your background. Please remember that your profile is available for any
, so choose wisely.

In the right corner of your screen click on "Header" and click on "Update Background image":



Choose to upload from an Image Library such as the [Syensqo's Library](#) (make sure you have your VPN connection on) or Upload from
(just make sure not to upload any internet pictures for intellectual property reasons).
Click "Save" to implement the change.

Background Image

Upload your background image in **JPG/JPEG/PNG** format. File size should be no larger than 2MB and the aspect ratio of **5:3** is recommended.

Upload Image

Choose from Image Library

Drop image file here

or

Select image file
(2MB maximum)

Save

Close



OK Close

	<ul style="list-style-type: none"> • How to take a great profile photo
Material	<ul style="list-style-type: none"> • My Personal Information in My HR Services • My Employee File in My HR Services

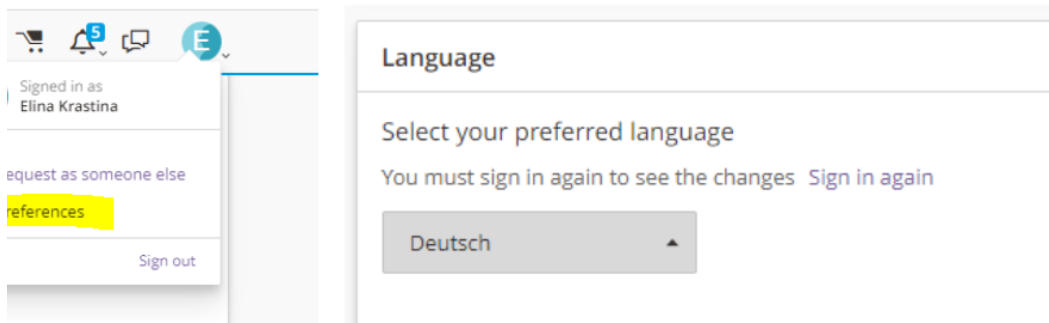
Get the HR Tools in your Language?

Information - SyRa and HR Wiki have automated translation capabilities to let you enjoy the content in the language of your preference.

Language - You can choose to use the platform and chat in your own language.

Change the Language in SyRa

Profile Preferences Select your language Sign into the tool again.



this option will not translate the Service Catalogue and Knowledge articles.

In local language you can enable Google translate functionality. See the information below.

How to use Google Translate in SyRa

Content in SyRa you can use Google translate functionality.

ScreenSelect **Translate to** Choose languageRead in your language.

VIDEO TUTORIAL

[TO OPEN THE VIDEO TUTORIAL](#)

How to translate the HR Wiki?

Tab in the headerSelect your languageRead content in your language

VIDEO TUTORIAL

[TO OPEN THE VIDEO TUTORIAL](#)

Images/photos, presentations and other embedded documents that are in English will not be translated.

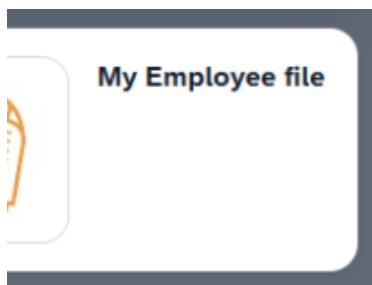
In
[Access My Employee File](#)
[Working Through Your Employee File Workspace](#)
[Perform Actions with a Document](#)
[Assignments](#)

This is a place where you can find all of your HR related documents in one place. This space will contain your documents that have already been added to your profile in My HR Services.

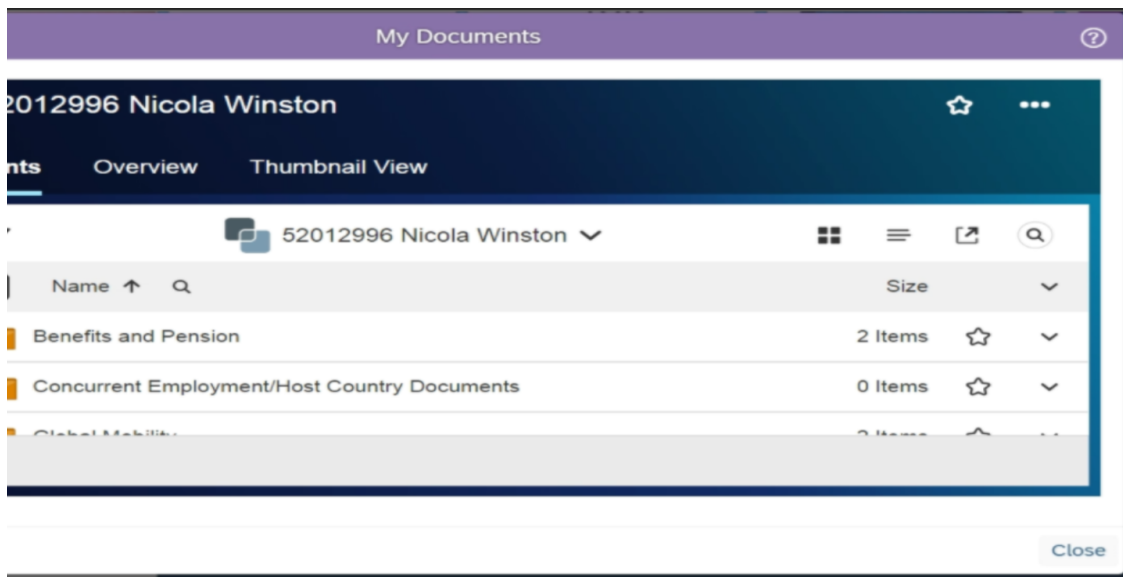
Documents will be captured here as of go-live forward. Documents stored locally will be gradually migrated over time.

Due to legal constraints, Bulgaria and Russia are out of scope.

Access your personal Employee File via My HR Services. Here you will find a tile under My Information called Employee File.



Clicking on this tile and you will be led to your personal workspace as shown below. Each of the tabs are explained below.



Here you will find a folder structure for the different document categories and within each the related sub-categories. Simply click on the see what is inside and then click on the name of the document to open it.

Sub Folder	Description	Document Examples
Health and Welfare Benefits	Documents related to Health and Welfare benefits provided to the employee and their family.	Health Insurance Forms, Short or Long term Disability, Life Insurance, Meal Allowances, Company car, Participation in Langzeitkonto (DE), Usage of tariff related benefits (Zukunfts Beitrag) (DE), etc.
Retirement Benefits	Documents related to the different types of pension funds and retirement benefits/plans.	Pension fund letter leaver/retiree , Pension fund leaver/retiree calculation, 401k, Seniority Jubilee (calculation), Pension Schemes/Program, Participation in PKDW, AFORE Document, Individual liquidation statement - (pre)retiree and leaver, etc.
Expatriation Packages	Documents containing all the information about expatriation.	Secondment Agreement, Assignment Extension, Assignment Termination, Remuneration Package, Cost of Living Calculations, etc.
Administrative Documents	Documents about tax administration for expats:	Reports on Taxes & Deductions etc.
Employment Plans	Includes career development and skill building plans.	
Training Records	Documents showing the training history of the employee and related certifications.	
Roll Calls & Documents		W4, W2, annual tax statements, local bonuses, recurrent deductions, garnishment, etc.
Compensation		Compensation statements, promotion statements, bonuses, long term incentive
Performance Assessment	All types of performance reviews or assessments.	
Feedback	Feedback received by the employee from others in the organization.	
Discipline & Improvement Plans	Official communication to the employee when performance and/or behaviors are not in line with expectations.	Performance improvement plans, disciplinary letters, praises etc.
Employee Personal Documents	Documents that contain information about the employee and their dependents and are needed to maintain employee data across several HR systems for several purposes, such as permissions, check-ups etc	Copies of passport, national ID card, driver's license, Work Permit/Immigration Forms, Security Clearance documents, Form I-9, Religious orientation, birth certificate, marriage certificate, verification of employment, certificate of salary and employment status/contract type, Proof of Address, bank account, RFC, CPF (Cadastro de Pessoas Físicas or Natural Persons Register), CURP, etc.
Company Documents	Documents that include information relating to the employment and employment contract of an employee, as well as several acknowledgements and declarations signed by the employee.	Labour contract, Offer letter, Confidentiality Agreement, non-competition agreement, Letter of Assurance, Labour book, NDA Agreement, GDPR declaration, Industrial Agreement acknowledgment, Acceptance of the collective accident insurance, Confirmation acceptance work regulations, Declaration for received documents such as Code of Business integrity, Safety procedures, etc
Medical	Documents containing medical related information that is NOT maintained by HSE.	Hiring / Leaving Medical Clearance Form, Medical accommodation, Medical certificate

Documentation related to union topics that is employee specific.	Arbitrations / Grievances
Documents related to the candidate's profile for the position and professional qualifications.	CV and Application, assessment results, recommendation letter, School Diploma /Degree, licences etc.
Documents that are needed to justify/approve absences paid or unpaid.	Absences related to sickness, work accident, parental leave, furloughs, disciplinary, strike, etc.

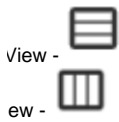
Here you can quickly access any folders or documents you mark as Favorite as well as Recently Accessed documents.

Here you can view the Thumbnail of documents in your Employee File.




Open a Document





The search icon on the right side of the screen enables you to search for a document regardless of which folder it is stored in. Simply type the name of the document and click on the document name to open the document.

The search result will appear in one of two formats that you can toggle between by clicking the related icon:





Search results: test
About 2 hits



Relevance ▾   

Name	Date	Size	Location	
Test Upload Document.docx	03/01/2022	0 bytes	 Employee Persona...	 ▾
Test Upload Document.docx	03/01/2022	0 bytes	 Absence & Attenda...	 ▾


Search results: test
About 2 hits

Relevance ▾  

Expand all ▾

Test Upload Document.docx Enterprise > ... > Personnel Administration > Employee Pe... Test Document for upload.	Date 03/01/2022 OTCreatedBy pt99376528	 ▾
Test Upload Document.docx Enterprise > ... > Time Management > Absence & Attenda...		 ▾

Under each document name you will find the storage path of that document. In the example above you see this document is stored in the "Personnel Administration" folder and then a sub-folder "Emplo...". To see the full path you can reduce the zoom level to 80% by clicking ctrl - and can increase it by clicking ctrl +.

Address Test.pdf 


Enterprise > ... > 52012996 Nicola Winston > Personnel Administration > Emplo...



ZDEFGHIGHKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz



is icon you can add the associated document to your Favorites which is displayed on the Overview tab.

Filtering glass icon shown on the left directly above the folders searches only what is visible on this screen so not particularly text.

Filter documents stored in the files by clicking on the filter icon . From here you can refine the filter further. This can be a useful tool if you are looking for a particular type of document such as pdf or you are not sure of a key word in the name of the document.

Switch between Grid View - Click on the  icon to change to grid view and click on the  icon to revert to the list view.

Hide folder descriptions by clicking on the  icon.

Exit the widget view by clicking on the  icon

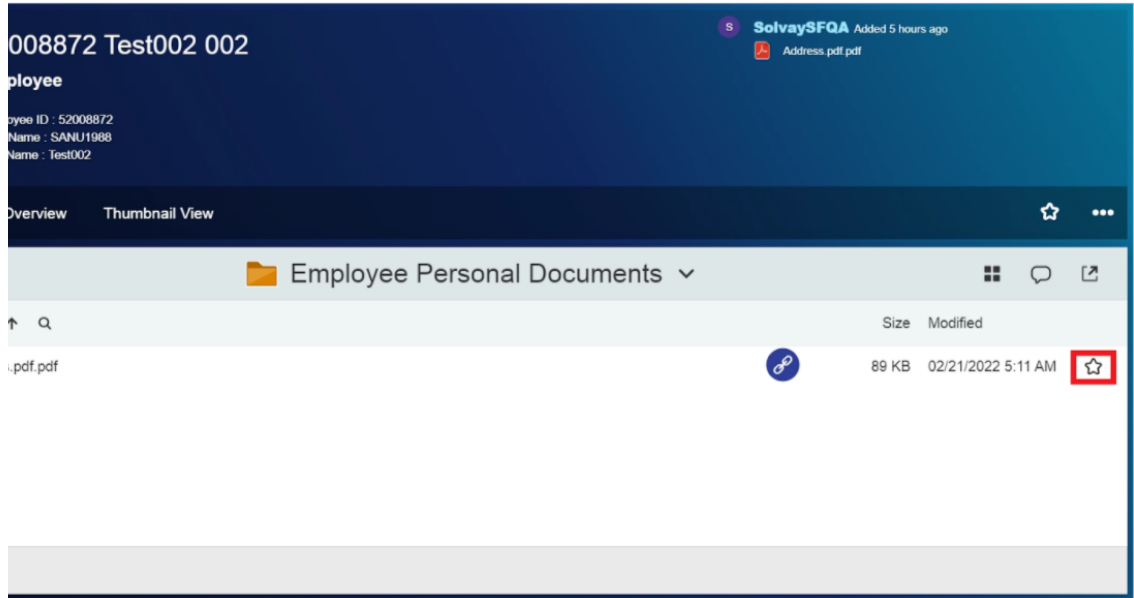
Pin icon enables you to indicate that item as a Favorite. Favorites are displayed on the Overview tab. Clicking here gives you two options. One is "Copy Link" which you can then share via email, chat, etc. The second is "Share" - this functionality is not yet enabled for Syensqo. NOTE: Any link you share will only work if the recipient has the authorization to view your Employee File.

Favorite Documents

Favorite documents at the document, folder and workspace level.



Mark the document you want to mark as favorite as shown below and click on the star button:



008872 Test002 002

SolvaySFQA Added 5 hours ago

Address.pdf.pdf

Employee

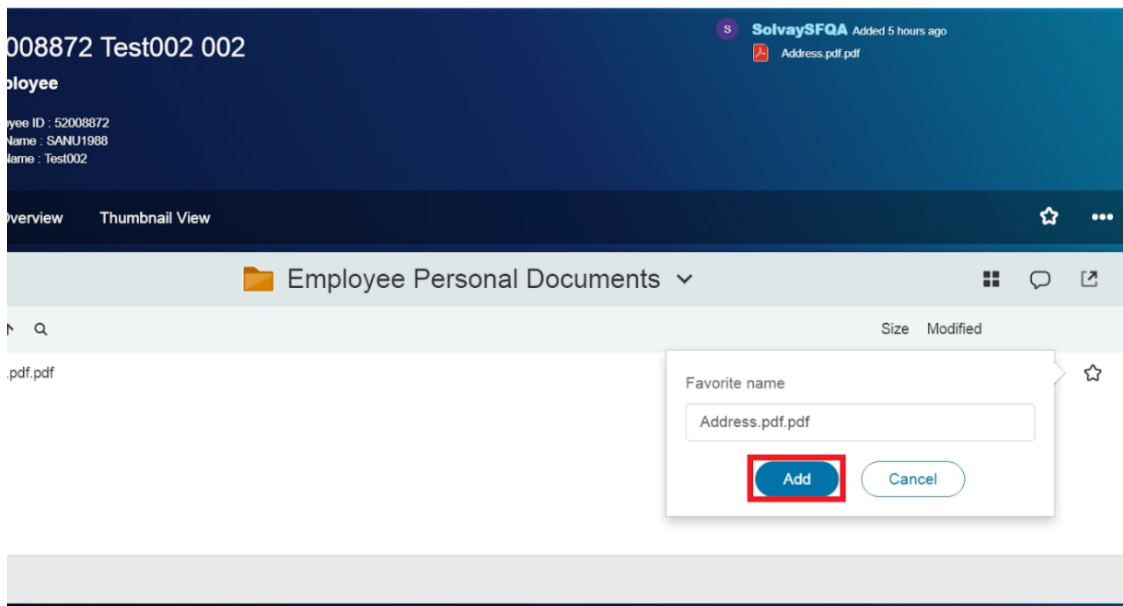
Employee ID : 52008872
Name : SANU1968
Name : Test002



Overview Thumbnail View

Employee Personal Documents

	Size	Modified
Address.pdf.pdf	89 KB	02/21/2022 5:11 AM

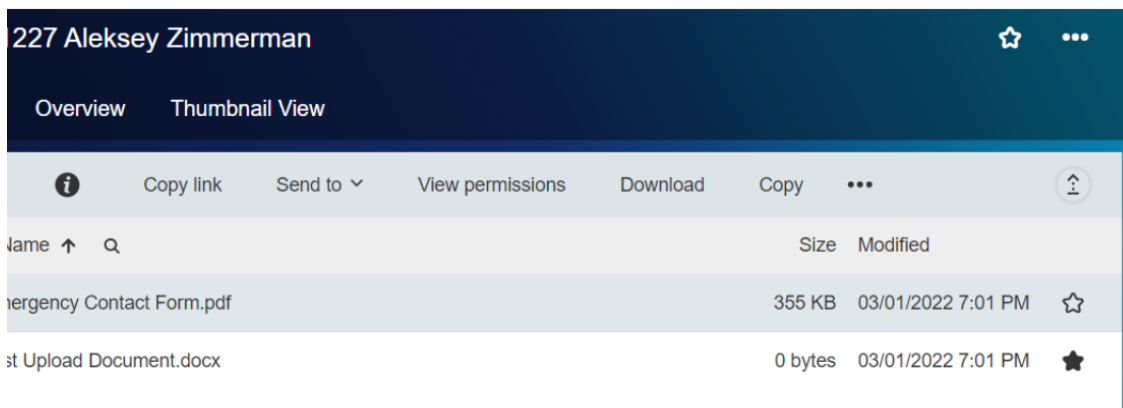
Similar to below will be displayed. You can either leave the name as is or change it and click on "Add" as shown below:



the document will change from  to  and the document will now be included in the Favorites section on the Overview

Actions with Documents

document by checking the box to the left of the name, additional actions will be displayed just above. These are explained below.



the properties of the document.

the link of the document to clipboard. You can share this link with others however it will only work for them if they have the relevant

Displays the permissions of the document.

is used to download the document into your local system.

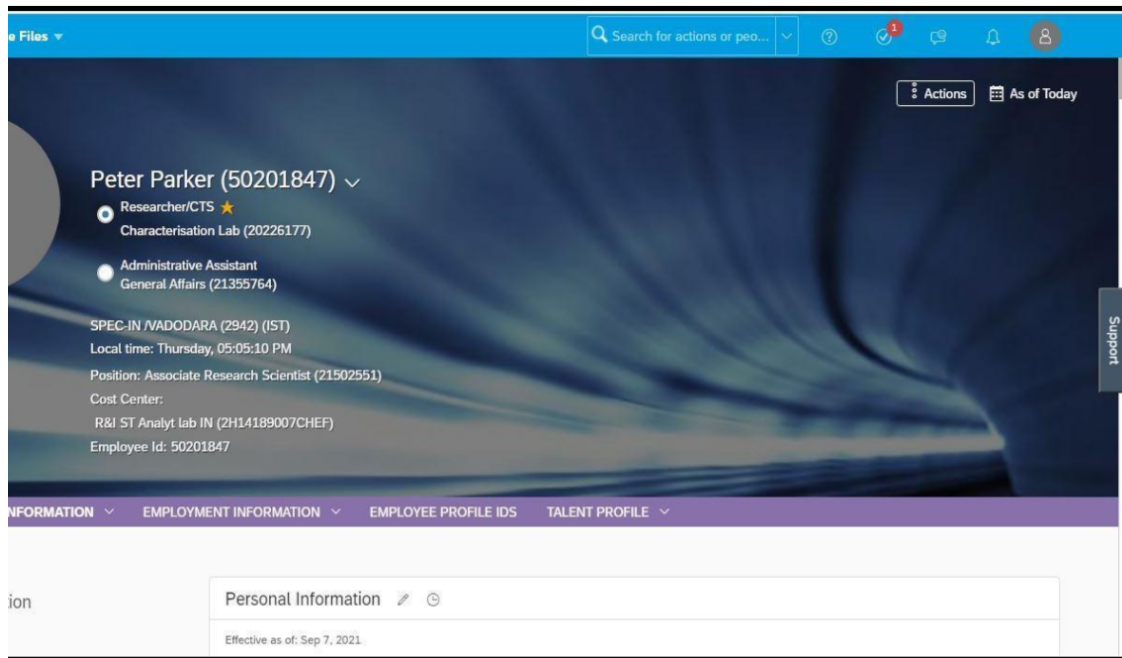
Flow, Send end to/Mail as link - Please disregard.

have one or multiple assignments assigned to them during the course of their career. There are two distinct types: Concurrent Global Assignment. If you are in one or both of these categories you can access the related documents via a single profile.

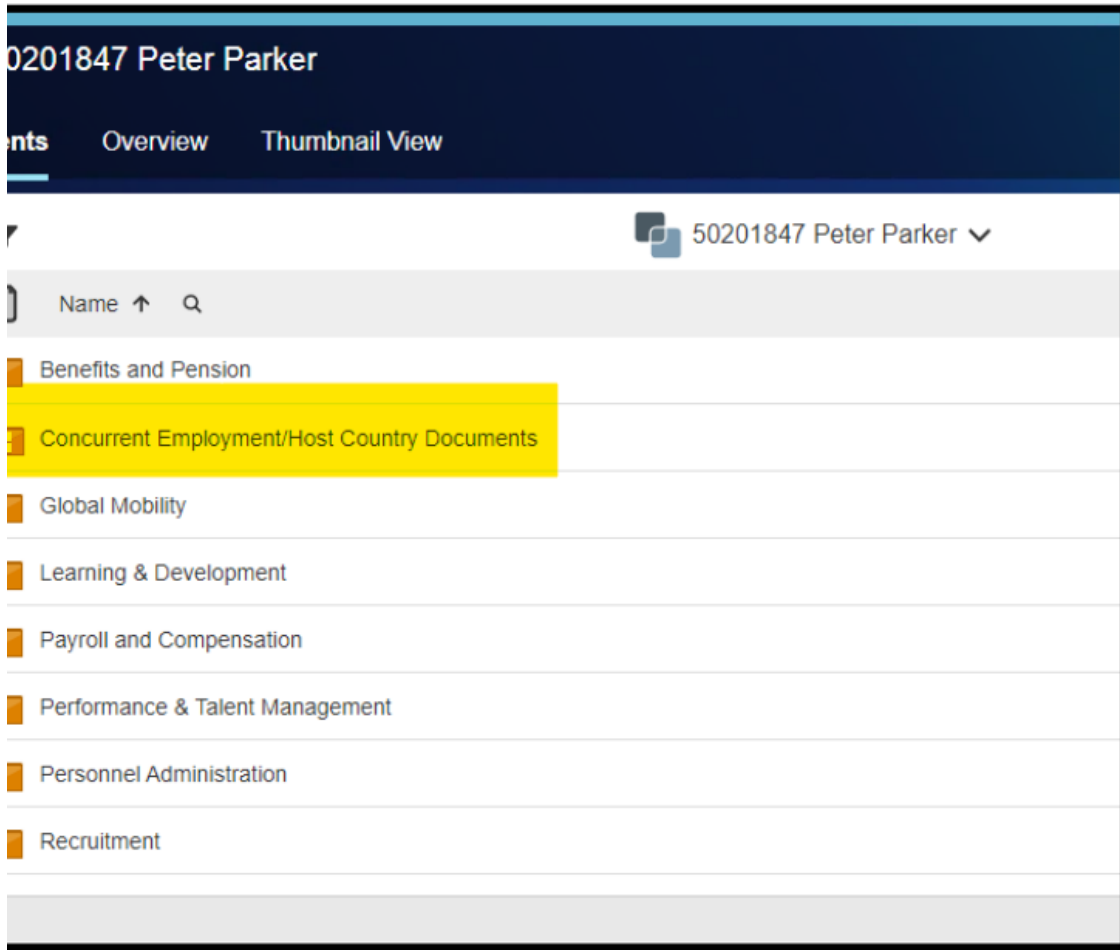
Employment

ment is when an employee is assigned to more than one assignment at the same time. In such a case, the documents related to each be maintained separately.

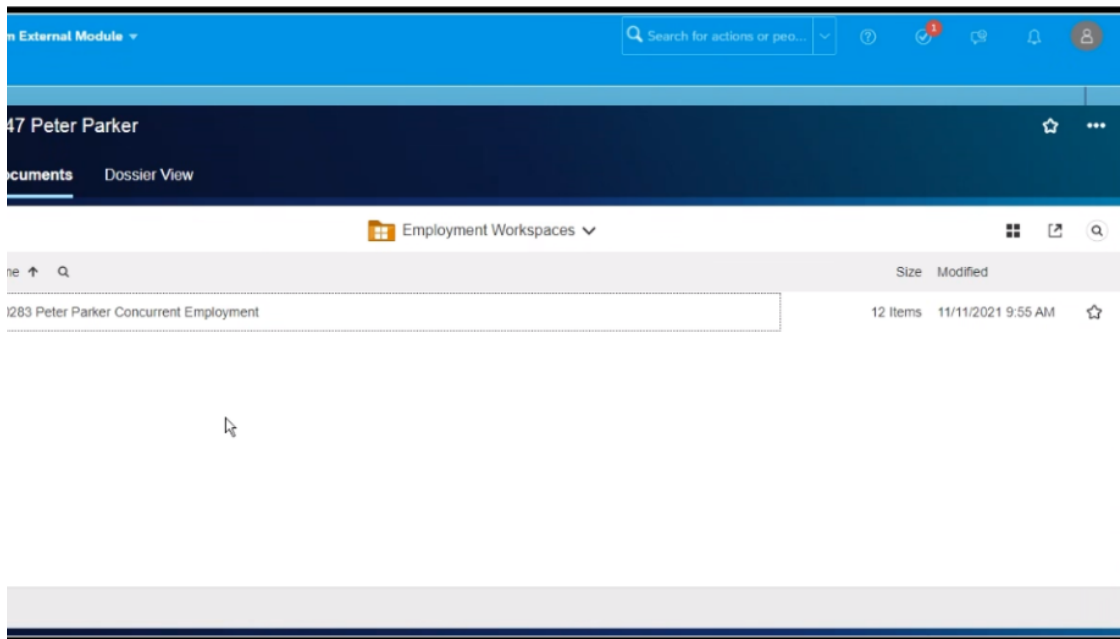
nshot of the layout and folder structures.



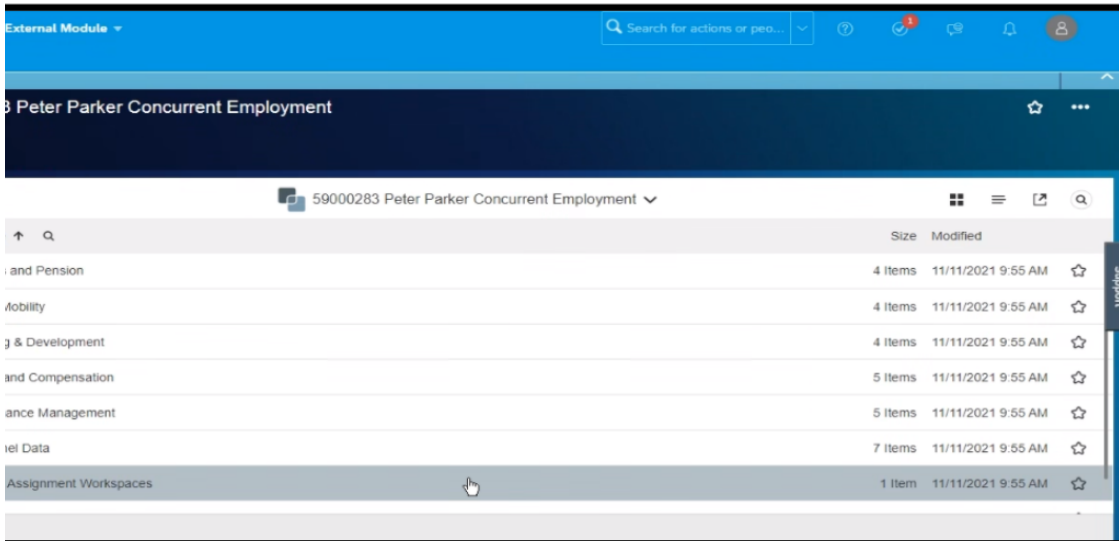
the File tile under My Information, go to your Personal Employee File to see the folder structure. When you click on the "Concurrent Country Documents" folder then you will see your other assignment (Concurrent assignment in this case).



For a concurrent assignment, you will see the folder structure of your Concurrent Assignment as shown below.



To view the folder structure of your other assignment click on the "Primary Assignment Workspace" folder from the list.



Comments

When accessing any of your personal HR documents or those of anyone you manage, please **contact our HR Service team** who are able to help you with this.

Next Steps

You will find out how to update your Personal Information on your Profile in My HR Services.

Your profile can be consulted and edited on your Employee profile in [My HR Services](#), such as:

Personal Information (Names, Marital Status, Gender, Nationality, etc.)
 Contact Information

Biological Information
 Employment Unit
 Assignments

If you require a Biological information change please open a [ticket through Service One](#).

To update your [E-mail or Business Contact](#), please open a ticket to the Service Desk through this [link](#).

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



Click on the information you need to update.

your information, follow these steps:

Personal Information:

your information with these few simple steps:

The first screenshot shows the 'Addresses' tab in the HR system. A yellow circle with the number '2' highlights the pencil icon next to the 'Addresses' header. A blue arrow points from this icon to a second screenshot. The second screenshot shows the 'Addresses' form with a date picker set to 'Jul 12, 2019'. A yellow circle with the number '4' highlights the 'Save' button at the bottom right of the form.

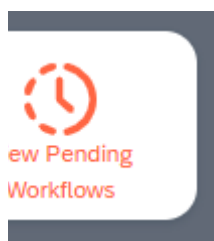
Step by step guide

1. Select your *Personal Information* tab.
2. Select any type of information and click on the pencil icon.
3. Confirm when the change will take place.
4. Update the information and click on *Save*.

Confirm when the change should become effective. The *date* can be in the past, in the future or today

changes requested will be submitted to the approval of HR Admin Teams. The change will show as "Pending approval" until it's finally approved. You will be notified by email when your request was approved.

Finally, you will find your pending requests:



WAYS add the proper documentation when prompted by the tool, according to your request, so the HR Admin Teams can review and

FOR MORE INFORMATION CONSULT THE MANUAL BELOW

[Open the employee manual](#)

Change or Concerns, [please get IT support](#) or call your regional helpdesk's phone number that you can find [here](#).



Payroll now has an Online Calendar

It's easy to memorize dates so it's with great pleasure that we announce the creation of a **Payroll Calendar for your country!**

Google Calendar is to allow all employees in the country to consult the most relevant Payroll dates.

You will be able to identify the last day to record data in your HR tools, to remember the day of your salary payment and more. But this is handy for more specific populations, like Finance to capture the Posting file dates.

How do you add this calendar to your google calendar list?

With Payroll Country Calendar you will receive an email, inviting you to add your country's calendar (including newcomers, as each is added to all employees locally). If for any reason you didn't receive this email or wish to add another country calendar, you will find below a list of calendars per country. Just select the one you want to see and that's it!

Canada

Portugal

United Kingdom
United States of America

Check for more countries being worked on.

Calendar is created based on a full-day event. This means that we need to consider the country's time zone. Example: If a payslip is delivered on Monday in Canada, on a Portugal view this will cover two days because of the different time zone).

Access My HR Services from a computer or a mobile device
My Services & Employee profile
The Digital Workplace Video Guide

Employee Files as an HR
Action Reflexes
Data Management
Data Governance at Syensqo
Edge Management
Skills

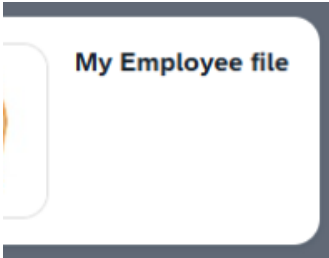
the Employee File Workspace
Folder Structure
Functionalities
Perform Actions with a Document
Assignments

Entry HR, HR SBPs & Payroll
Services Only

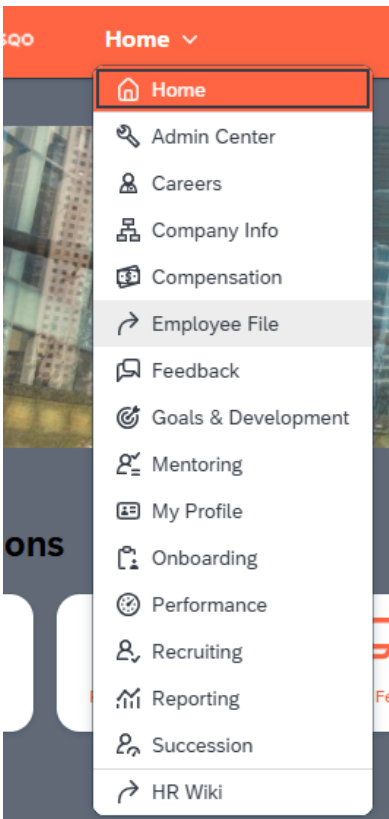
workspace enables Human Resource professionals to access and manage the documents of the employees in their scope. Please note that Bulgaria and Russia are out of scope.

Access is open to Employees, Managers and HR professionals. Your HR access to the Employee Files is based on your role in HR and

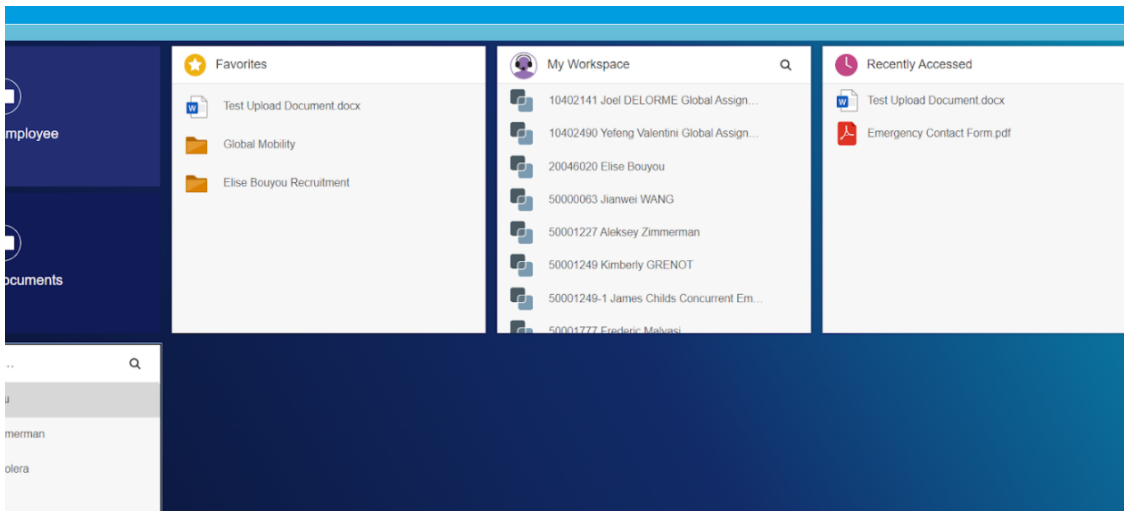
Clicking on My HR Services will lead you to your own workspace.



To view the files for employees in your scope click on Employee File item in the Home menu:



Access the Employee File Workspace as shown below. Here you can search for an employee, search for a document, view Favorites, and documents for those in your scope. This space also displays recently accessed employee files and documents.



issues, have any questions or need general support, please either submit a request through [SyRa](#) or call our HR Operations colleagues. Organized by main categories and sub-categories. Simply click on the folder to open and see what documents are inside.

Subcategory	Description	Document Examples
Health and Welfare Benefits	Documents related to Health and Welfare benefits provided to the employee and their family.	Health Insurance Forms, Short or Long term Disability, Life Insurance, Meal Allowances, Company car, Participation in Langzeitkonto (DE), Usage of tariff related benefits (Zukunfts Beitrag) (DE), etc.
Retirement Benefits	Documents related to the different types of pension funds and retirement benefits/plans.	Pension fund letter leaver/retiree , Pension fund leaver/retiree calculation, 401k, Seniority Jubilee (calculation), Pension Schemes/Program, Participation in PKDW, AFORE Document, Individual liquidation statement - (pre)retiree and leaver, etc.
Expatriation Packages	Documents containing all the information about expatriation.	Secondment Agreement, Assignment Extension, Assignment Termination, Remuneration Package, Cost of Living Calculations, etc.
Administrative Documents	Documents about tax administration for expats:	Reports on Taxes & Deductions etc.
Development Plans	Includes career development and skill building plans.	
Training Records	Documents showing the training history of the employee and related certifications.	
Roll Calls & Documents		W4, W2, annual tax statements, local bonuses, recurrent deductions, garnishment, etc.
Compensation		Compensation statements, promotion statements, bonuses, long term incentive
Performance Assessment	All types of performance reviews or assessments.	
Feedback	Feedback received by the employee from others in the organization.	
Discipline & Improvement Plans	Official communication to the employee when performance and/or behaviors are not in line with expectations.	Performance improvement plans, disciplinary letters, praises etc.
Employee Personal Documents	Documents that contain information about the employee and their dependents and are needed to maintain employee data across several HR systems for several purposes, such as permissions, check-ups etc	Copies of passport, national ID card, driver's license, Work Permit/Immigration Forms, Security Clearance documents, Form I-9, Religious orientation, birth certificate, marriage certificate, verification of employment, certificate of salary and employment status/contract type, Proof of Address, bank account, RFC, CPF (Cadastro de Pessoas Físicas or Natural Persons Register), CURP, etc.
Company Documents	Documents that include information relating to the employment and employment contract of an employee, as well as several acknowledgements and declarations signed by the employee.	Labour contract, Offer letter, Confidentiality Agreement, non-competition agreement, Letter of Assurance, Labour book, NDA Agreement, GDPR declaration, Industrial Agreement acknowledgment, Acceptance of the collective accident insurance, Confirmation acceptance work regulations, Declaration for received documents such as Code of Business integrity, Safety procedures, etc
Medical	Documents containing medical related information that is NOT maintained by HSE.	Hiring / Leaving Medical Clearance Form, Medical accommodation, Medical certificate

Documentation related to union topics that is employee specific.	Arbitrations / Grievances
Documents related to the candidate's profile for the position and professional qualifications.	CV and Application, assessment results, recommendation letter, School Diploma /Degree, licences etc.
Documents that are needed to justify/approve absences paid or unpaid.	Absences related to sickness, work accident, parental leave, furloughs, disciplinary, strike, etc.

Success Rights for HR

What you see and the actions you can take with content varies based on your HR role.

TYPE OF ACCESS									
	Site HR/ Country HR/HR	HR Payroll	HR OPS	SBS - Recruiting	SBS - Global Mobility	GPP & SBS - Learning	GPP - Total Rewards		
Benefits	View, Write & Delete	View, Write & Delete	View, Write, Delete /Legal Hold/Modify	None	None	None	View		
Positions					View				
Documents		None		None	None	View	None		
Actions		View, Write & Delete				View			
Documents	None	None		View, Write, Delete /Legal Hold/Modify	None	None	None	View	
Documents								None	None
Documents	View, Write & Delete	View, Write & Delete			View, Write, Delete /Legal Hold/Modify	View	None	None	None
Documents									
Documents		View, Write & Delete	View, Write & Delete			View	None	None	
Documents						None			

Functionality

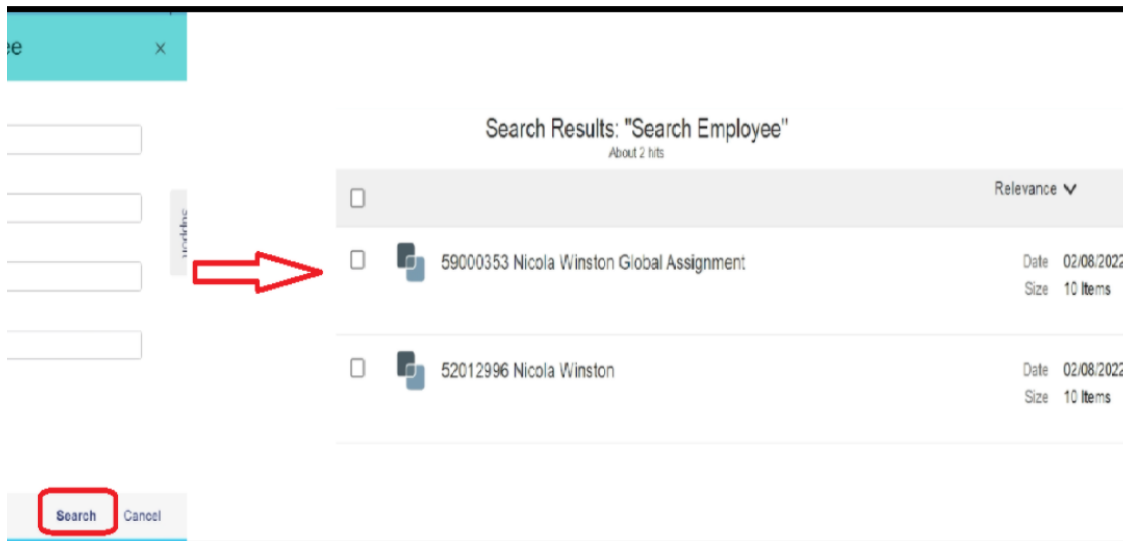
To locate the file of a specific employee or to locate specific documents. As an HR you can access the Employee Files for all employees based on your authorization in SuccessFactors.

Employee

Access an employee's file using Employee ID, Last Name, First Name or User Name as shown below.



For the Search Employee dialog, you must specify at least one search criteria. Click the Search button at the bottom right and it will take you to the Search Result page as shown below. You can also choose to further refine your search by completing open fields in the box on the left.



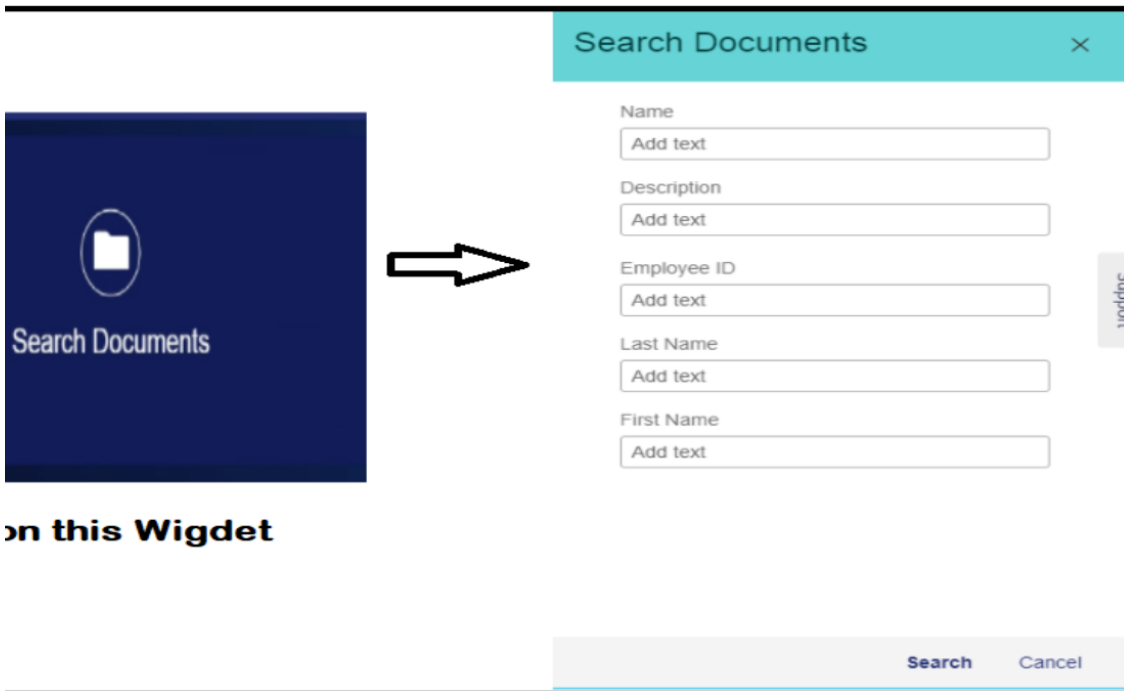
Comments

To search for a particular document of an Employee using the available fields in the search box and then selecting the Search button at the bottom of the screen.

This searches based on the name of the document and works with one or multiple words used in the name.

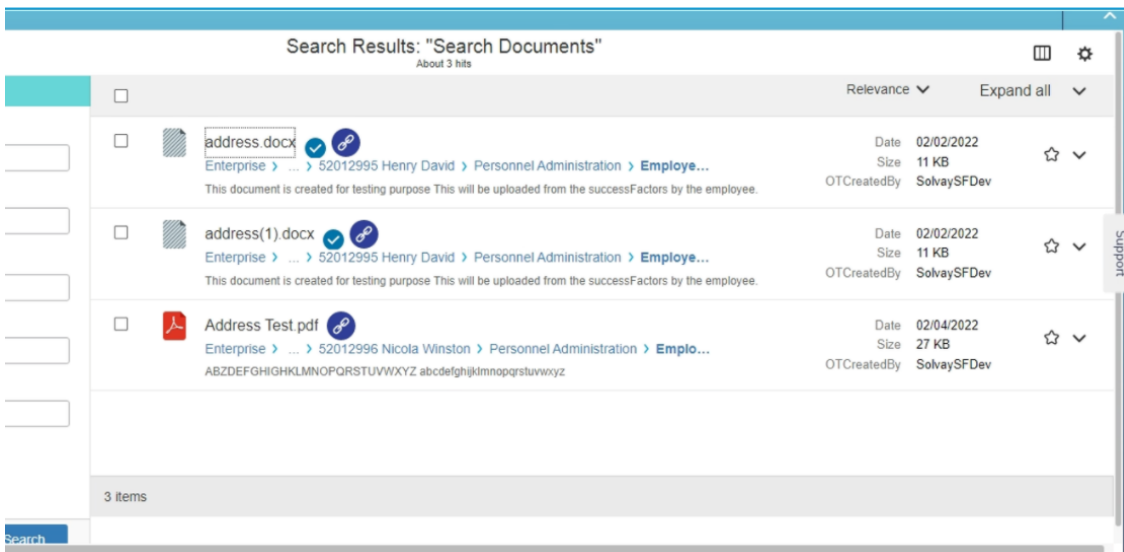
Note - If a document received a description upon upload, you can search using a keyword from this description.

The Employee ID, Last Name, and First Name enable you to search for all documents associated with the criteria you enter in one of these fields.



on this Widget

able to further refine your search by completing open fields in the box on the left.




highlighted part below is the storage path of the document. From here you can identify to whom this Document belongs to and where in the structure it is stored. To see the full path you can reduce the zoom level by clicking ctrl - and can enlarge by clicking ctrl +.












document belongs to Nicola Winston and it is stored in the Personnel Administration folder.







the Tabular Search View icon to change the view as shown here:


Search Results: "Search Documents" Relevance ▾ ☰  ⚙️
 About 3 hits

name		Date	Size	Location	
ress.docx	 	02/02/2022	11 KB	 Employee Personal ...	 ▾
ress(1).docx	 	02/02/2022	11 KB	 Employee Personal ...	 ▾
ress Test.pdf		02/04/2022	27 KB	 Employee Personal ...	 ▾


Click on the above highlighted icon to revert back to Standard Search view.



Click on this icon  You can add the associated document to your Favorites Widget.

To view the official Record Details of a particular document, click on the  icon. It will open the detail page as shown below.

Results ☐  address.docx ▾

Properties ▾ General ***Records Management**

Records Management Only required fields (*) 

RM Classification	File number	RSI	Primary
Test Address	1	 ADDRESS-RSI	

*Record Date 01/27/2022 Storage Medium ELECTRONIC..ELECTRONIC

Record Type No value Accession No value

*Status ARC..ARCHIVED Subject (no value)


*Status Date 01/27/2022 Author or Originator No value

Received Date No value Addressee(s) (no value)

*Essential NON_ESSENTIAL..NON_ESSEN... Other Addressee(s) (no value)



indicates that the document has been uploaded directly from Success Factors.

You can store documents and folders for quick access. To mark as a favorite, click on . A pop-up will be displayed enabling the name of the favorite if you wish. There is no limit to the number of items you can mark as "favorite."

ce

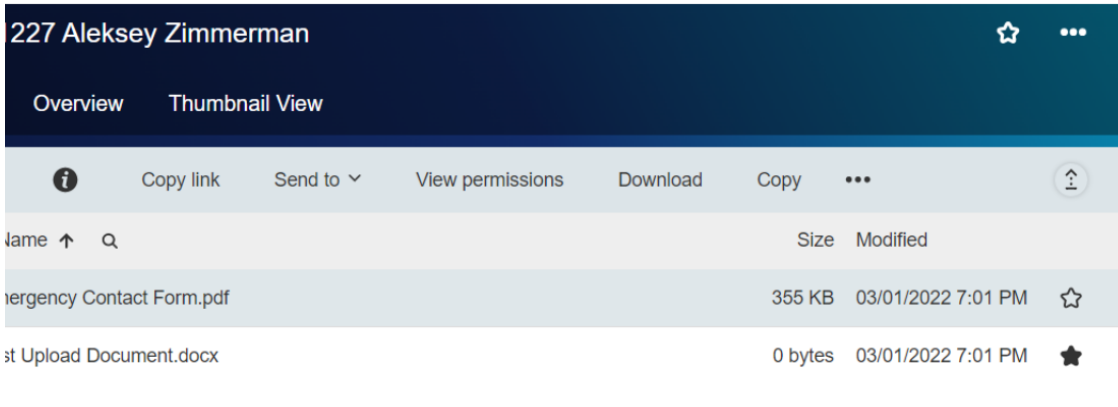
is the personal workspaces for all the employees in your scope. From here you can search for the employee and open the employee's

:essed

as a list of the documents recently viewed by you. It will display up to 25 of the most recently viewed documents.

Assigned Workspaces

as a list of employee files recently viewed by you. There is no limit defined to the number of objects in this list. document by checking the box to the left of the name, additional actions will be displayed just above. These are explained below.



ie properties of the document.

the link of the document to clipboard. You can share this link with others however it will only work for them if they have the relevant

Displays the permissions of the document.

used to download the document into your local system.

GPP and SBS Service Teams should disregard as this feature is not operational for you.

Mail as link - Please disregard.

ave one or multiple assignments assigned to them during the course of their career. There are two distinct types: Concurrent global Assignment. If an employee is in one or both of these categories, you can access the related documents for the assignment(s) as their HR. As HR Ops has global access they will always be able to see all assignments.

Current Employment

ment is when an employee is assigned to more than one assignment at the same time. In such a case, the documents related to each be maintained separately.

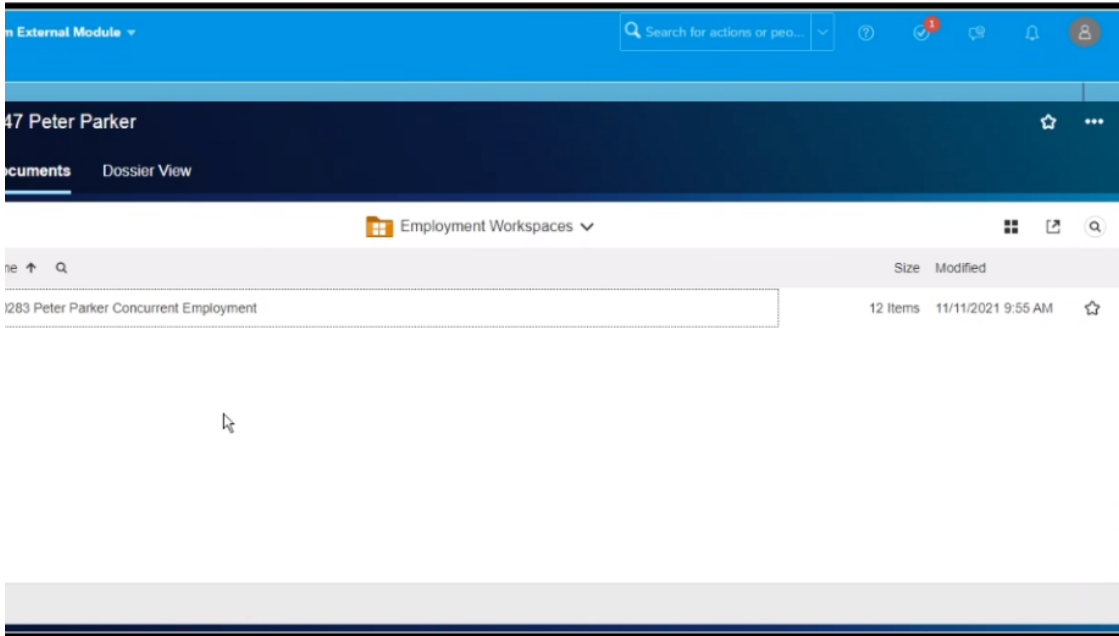
nshot of the layout and folder structures.

The screenshot shows an employee profile page for Peter Parker (50201847). The page has a blue header with a search bar and navigation icons. The main content area has a dark blue background with a white profile card. The card displays the employee's name and ID, a dropdown menu, and several roles: Researcher/CTS (Characterisation Lab, 20226177) and Administrative Assistant (General Affairs, 21355764). It also lists other identifiers: SPEC-IN /VADODARA (2942) (IST), Local time: Thursday, 05:05:10 PM, Position: Associate Research Scientist (21502551), Cost Center: R&I ST Analyt Lab IN (2H14189007CHEF), and Employee Id: 50201847. Below the card is a purple navigation bar with tabs: INFORMATION, EMPLOYMENT INFORMATION, EMPLOYEE PROFILE IDS, and TALENT PROFILE. At the bottom, there is a white box labeled 'Personal Information' with an edit icon and a note 'Effective as of: Sep 7, 2021'.

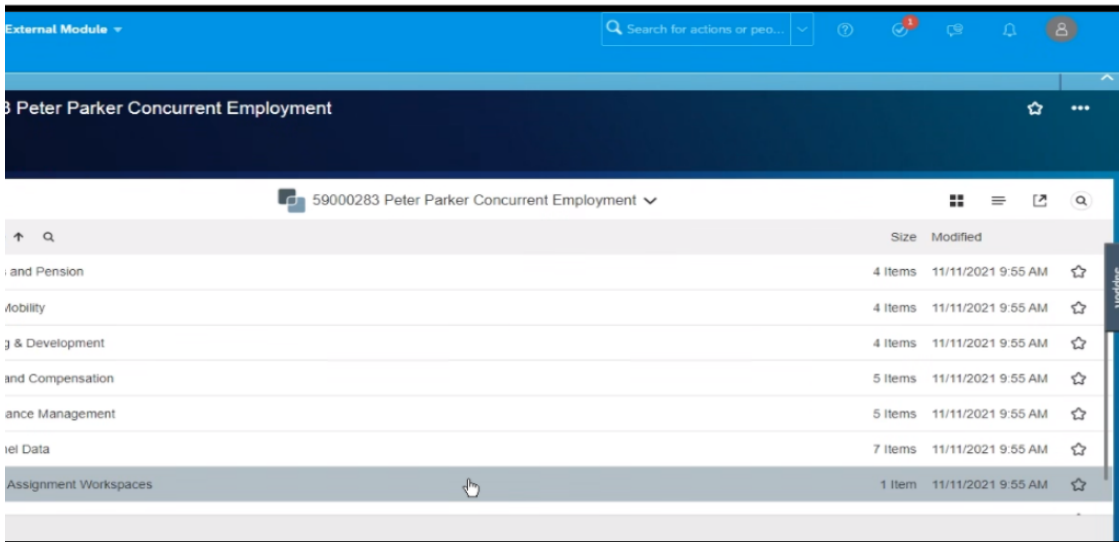
→ File workspace of the individual and click on the “Concurrent Employment/Host Country Documents” folder then you will see the other current assignment in this case).

The screenshot shows a folder view for Peter Parker (50201847). The header is dark blue with the name and ID. Below the header is a navigation bar with tabs: 'nts', Overview, and Thumbnail View. The main content area is white with a search bar and a list of folders. The folders are: Benefits and Pension, Concurrent Employment/Host Country Documents (highlighted in yellow), Global Mobility, Learning & Development, Payroll and Compensation, Performance & Talent Management, Personnel Administration, and Recruitment.

ncurrent assignment, you will see the folder structure of the employee's Concurrent Assignment as shown below.



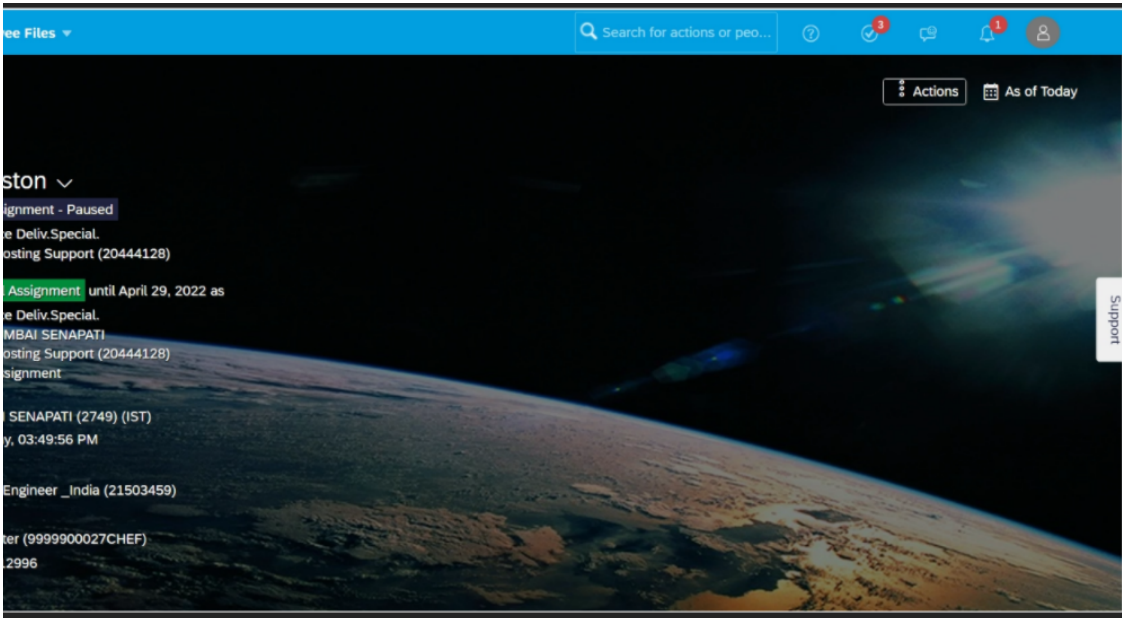
older structure of the other assignment click on the "Primary Assignment Workspace" folder from the list.



Assignments

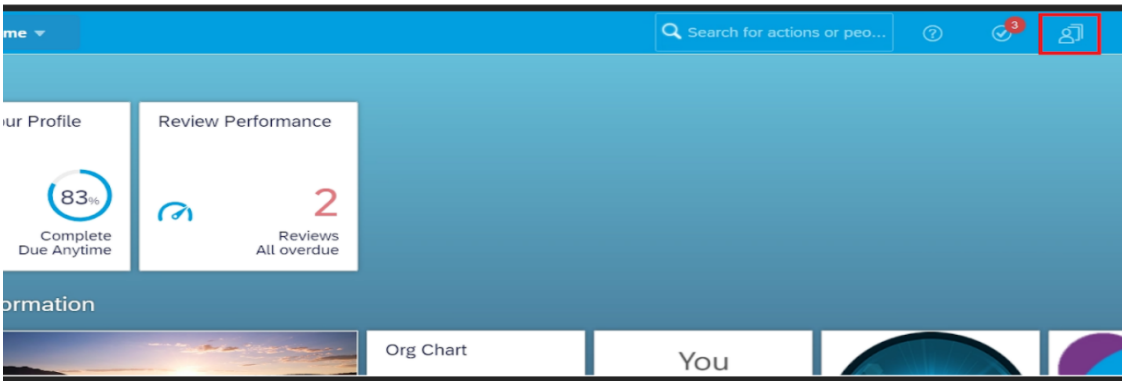
is when an employee is sent to a different geographical location for the fulfillment of an assignment. In such a case, on their My Profile assignments would appear. However, one assignment would be paused (the "home" assignment) while they are active in the other ("assignment").

example of an employee profile on Global Assignment:

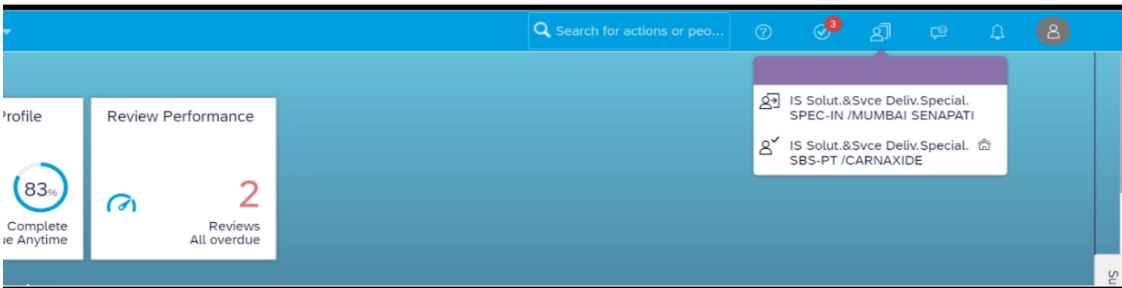


Between assignments



On the HR Services home page, click on the highlighted icon as shown below to toggle between home assignment and global assignment.



As shown below will be displayed.

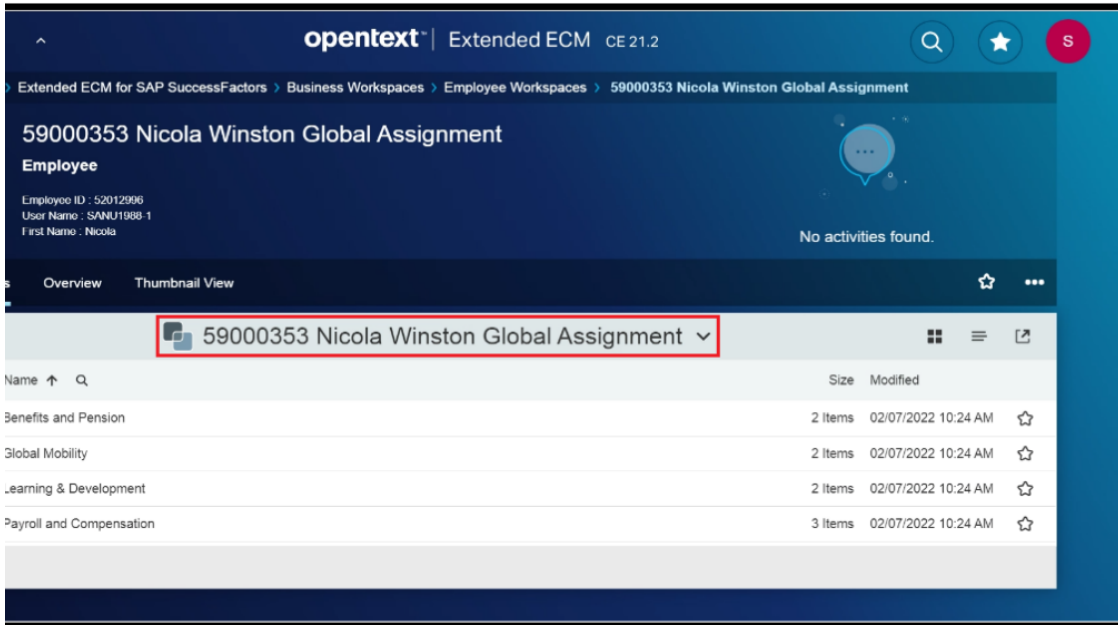


Between the two assignments to access the accounts.

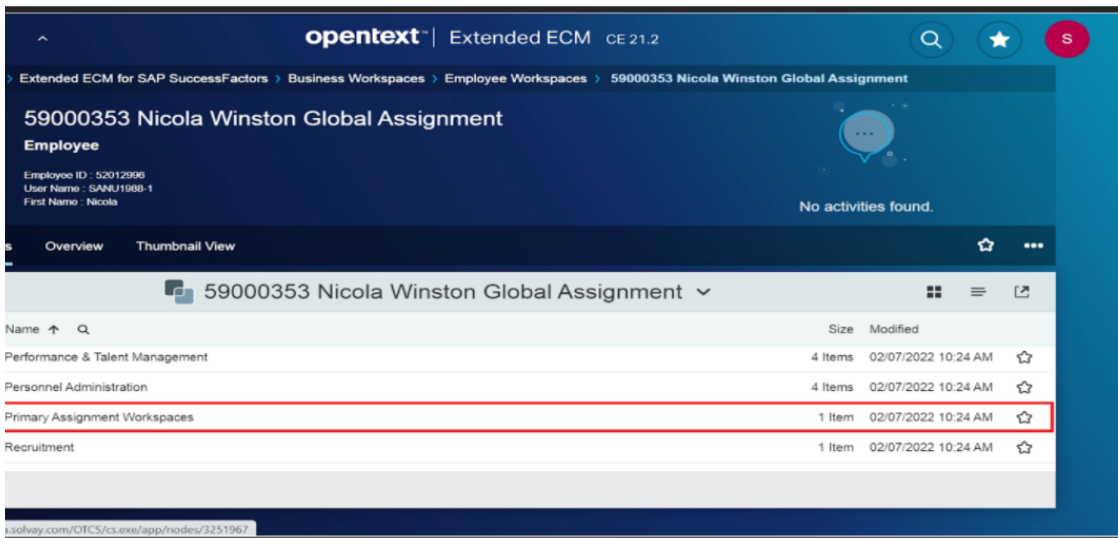
The currently viewing is indicated by this  icon and the other account which you are not viewing is indicated by this  icon.

Personal Employee File

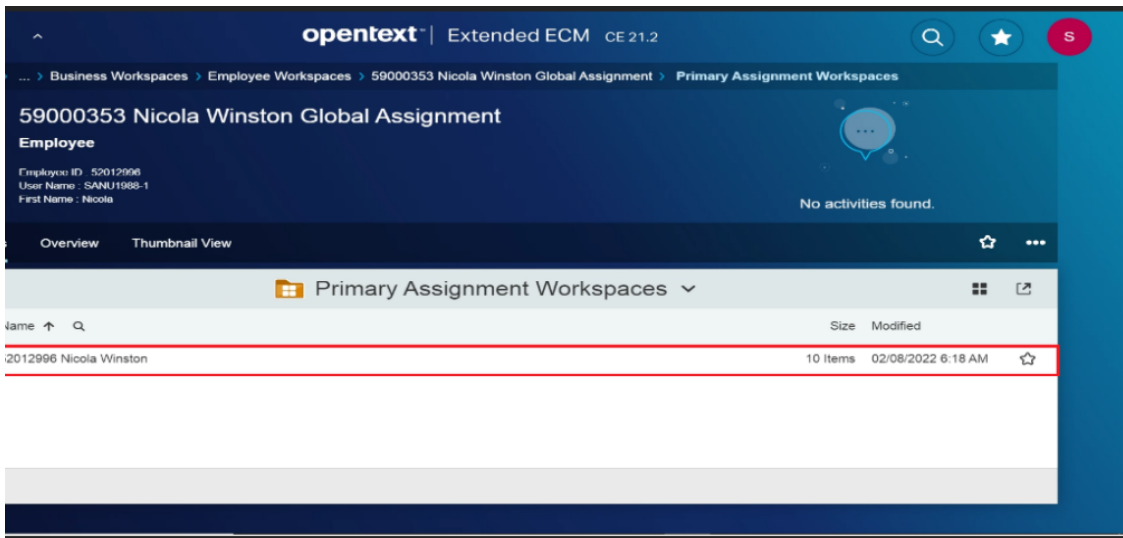
acted between the above options, you can access the Employee File workspace as shown below. The example below is for the Global s indicated by the highlighted box as shown below.



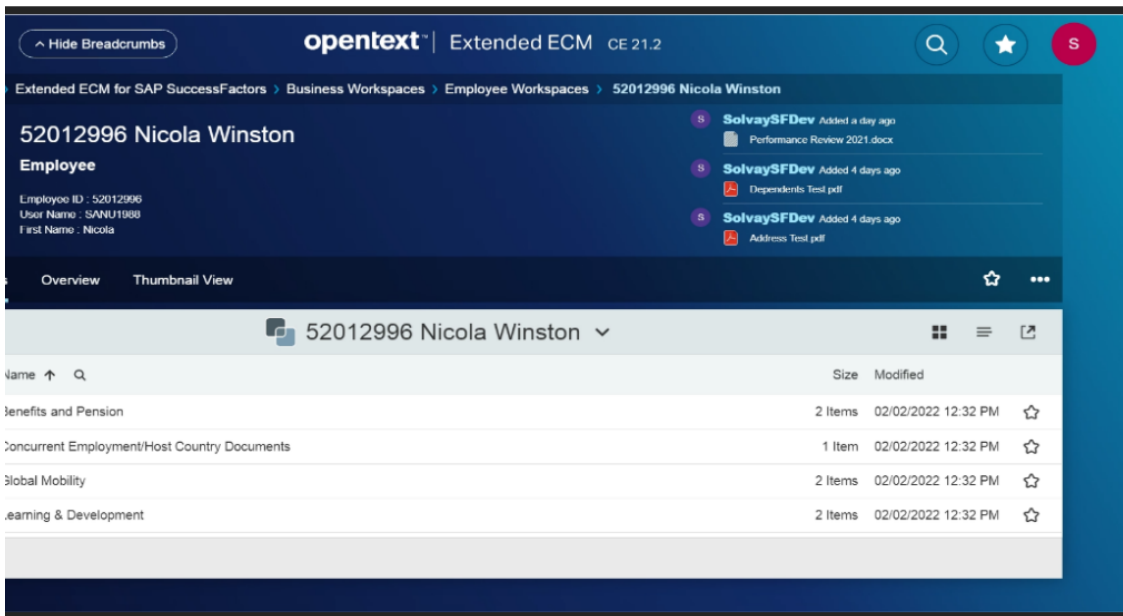
It contain the documents associated with the global assignment. You can access the primary assignment workspace by clicking on **Primary Assignment Workspaces** as shown below.



primary assignments as shown below. Now, click on the primary workspace as highlighted below.



the primary workspace as shown below.



the global assignment workspace by clicking on **Concurrent Employment Country Documents** as shown below .

opentext | Extended ECM CE 21.2

Extended ECM for SAP SuccessFactors > Business Workspaces > Employee Workspaces > 52012996 Nicola Winston

52012996 Nicola Winston

Employee

Employee ID : 52012996
User Name : SANU1988
First Name : Nicola

- SolvaySFDev Added a day ago
Performance Review 2021.docx
- SolvaySFDev Added 4 days ago
Dependents Test.pdf
- SolvaySFDev Added 4 days ago
Address Test.pdf

Overview Thumbnail View

52012996 Nicola Winston

Name	Size	Modified
Benefits and Pension	2 Items	02/02/2022 12:32 PM
Concurrent Employment/Host Country Documents	1 Item	02/02/2022 12:32 PM
Global Mobility	2 Items	02/02/2022 12:32 PM
Learning & Development	2 Items	02/02/2022 12:32 PM

of the global assignment workspaces. Click on the workspace as shown below.

opentext | Extended ECM CE 21.2

Business Workspaces > Employee Workspaces > 52012996 Nicola Winston > Concurrent Employment/Host Country Documents

52012996 Nicola Winston

Employee

Employee ID : 52012996
User Name : SANU1988
First Name : Nicola

- SolvaySFDev Added a day ago
Performance Review 2021.docx
- SolvaySFDev Added 4 days ago
Dependents Test.pdf
- SolvaySFDev Added 4 days ago
Address Test.pdf

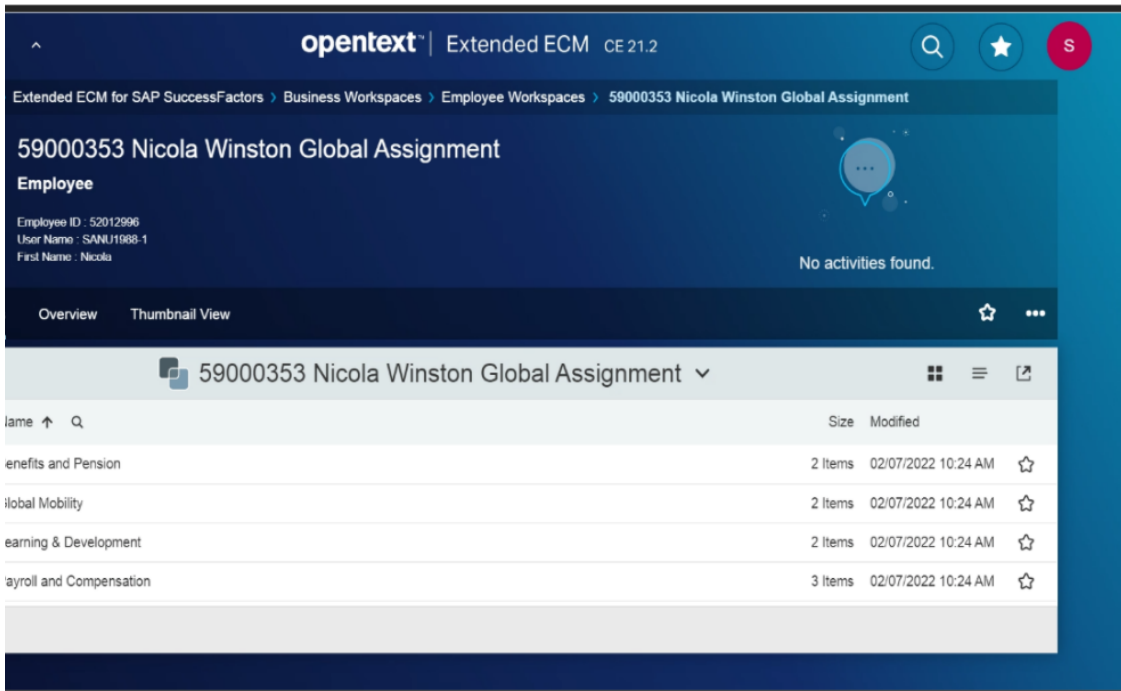
Overview Thumbnail View

Concurrent Employment/Host Country Documents

Name	Size	Modified
9000353 Nicola Winston Global Assignment	10 Items	02/08/2022 10:43 AM

solvay.com/OTCS/cs.exe/app/nodes/3251936

the global assignment workspace as shown below.



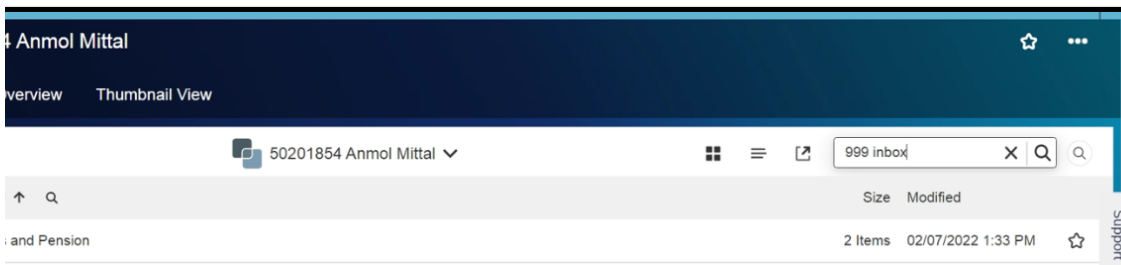
When you uploads or deletes a document in OpenText, it is initially placed in a staging folder called *999 Inbox* within the Employee file workspace. This is the Folder structure.

If a document (from SuccessFactors/OpenText) is not available in the respective folder inside the Employee file workspace, search for it using the below instructions,

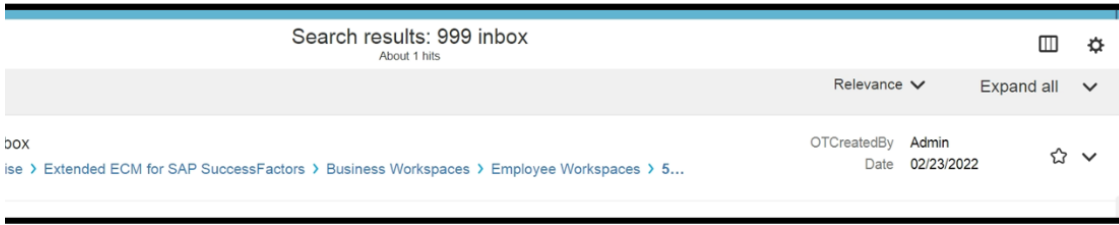
Employee file workspace (for whom you uploaded the document) use the below highlighted search option to find 999 inbox.



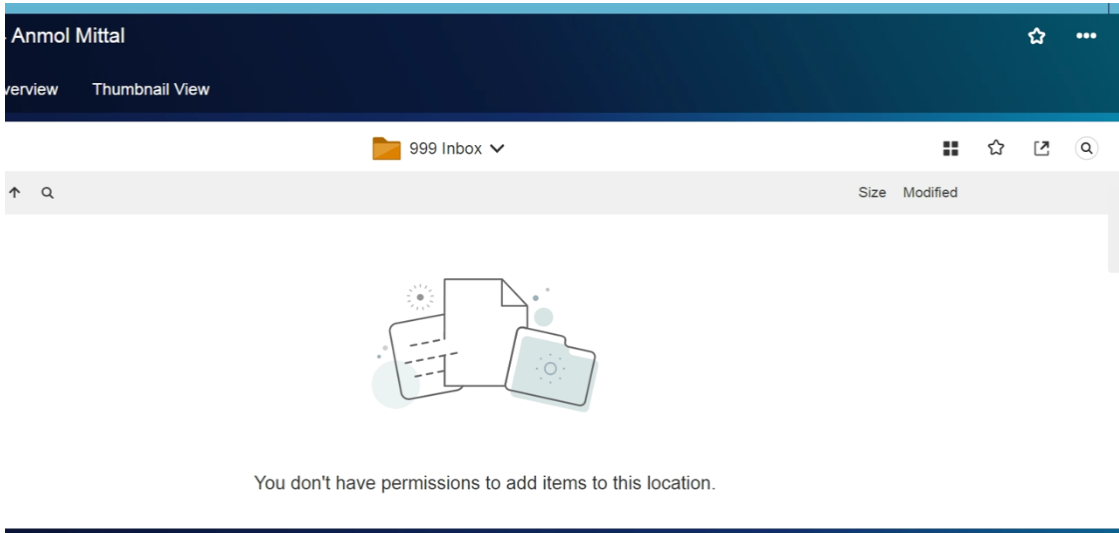
Enter 999 inbox in the search bar as shown below and click enter.



Click on the result page as shown below, And now click the folder.



ing this, it will open the 999 inbox as shown below.



that document inside the 999 Inbox folder you can conclude that the document has lost its classification and therefore needs to be To have the misclassified document deleted, a ticket will need to be submitted to IT via a ServiceOne request using the catalog of **“Report an IT Application/Software Incident”**. When you select Submit Request a form will open that you can complete with the tails. In the **Affected Application Section, please reference: OpenText Extended ECM Platform.**

ling Documents for Employees

able to upload documents for an Employee if you are in one of the following roles: **Site HR, Country HR, HR SBP, Payroll, and HR**

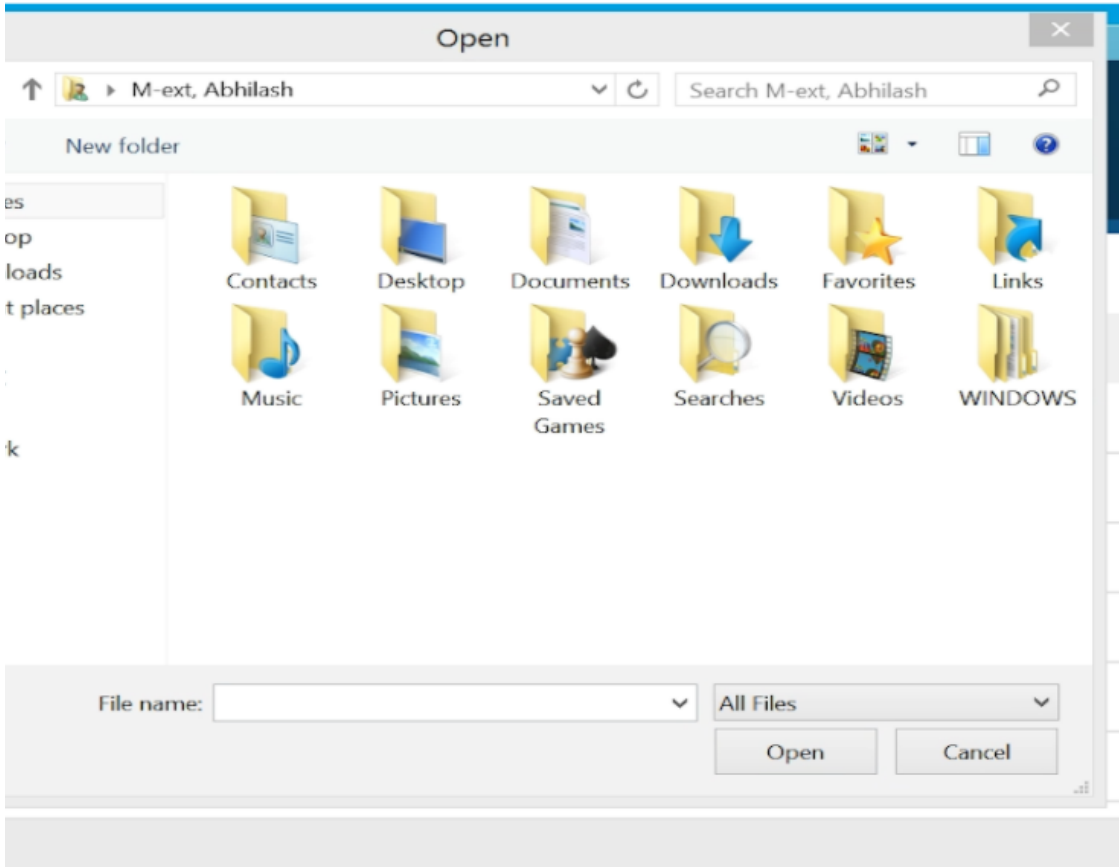
at the below highlighted icon which is what you use to upload documents. Please note that this is the only place from which you can load the workspace.

EMEMBER: You **cannot drag and drop documents** or **add them directly into the subfolders**. You must select the file destination menu as described below.





is icon to upload a document.
ng on it you will see a popup to select the document as shown below.



document from your local system (note that we are not able to upload directly from Google Drive) and then click on the open button.
at the popup screen shown below.

Document



Document Type

<None>

Name Learning & Development.pdf

Date of Origin

mm/dd/yyyy h:mm a



Description

Enter Description

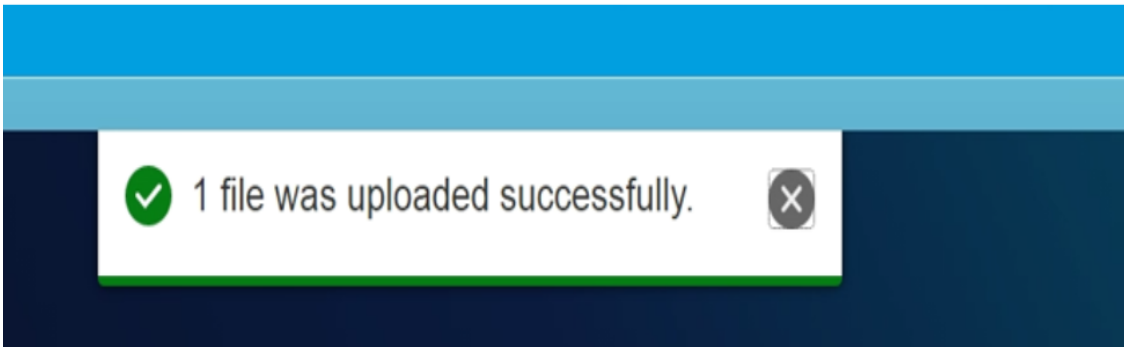
Upload

Cancel

Document Type" field, select the folder to which you want the document saved to using the drop down list provided. [Click here](#) for the Folder descriptions in the section called "Navigating through your personal employee file workspace".

Document Type	Enter a document name
Name	Benefits & Pension - Health & Welfare
Date of Origin	Benefits & Pension - Retirement
Description	Candidate Docs
	Compensation Forms & Docs
	Global Mobility - Admin Docs
	Global Mobility - Agreements Packages
	L&D - Development Plans

the option to enter a date in the field called "Date of Origin" as well as a description of the document in the field called "Description".
 Once details are entered click on "Upload" and the document will be saved in the designated Folder.
 Following the above steps click on the Upload button. You will get a Success popup message like this:

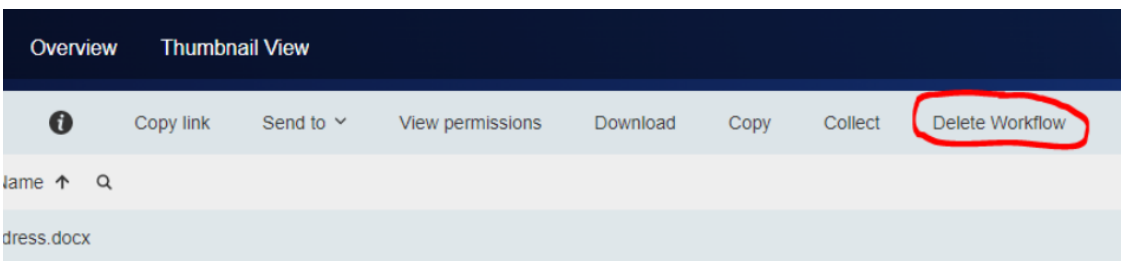


Uploaded document will reside inside the corresponding folder.

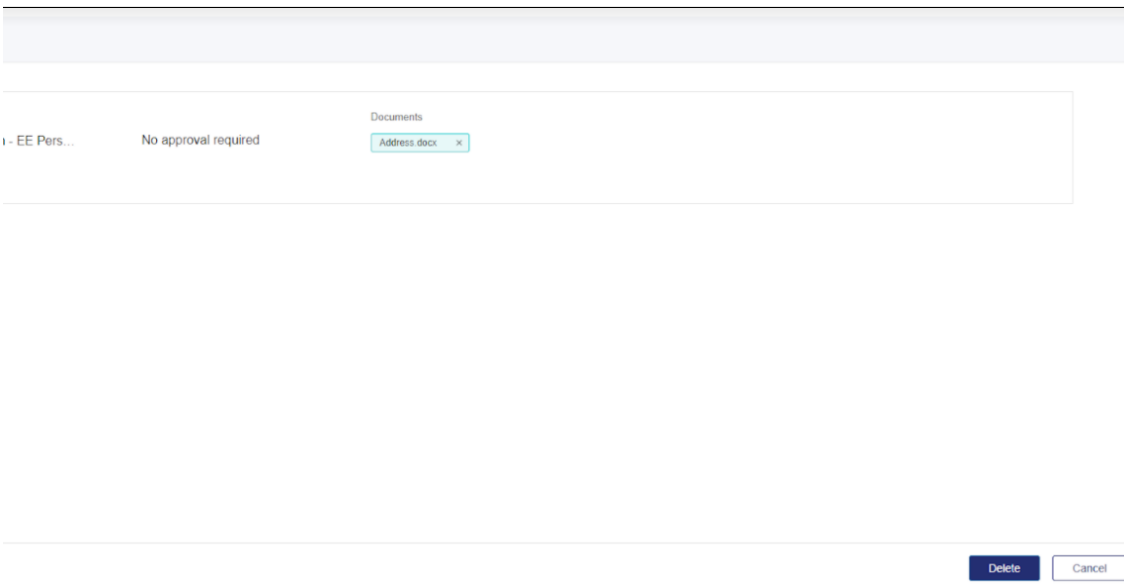
Deleting Documents from an Employee's File

able to remove or delete documents from an Employee's file if you are in one of the following roles: **Site HR, Country HR, HR SBP,**

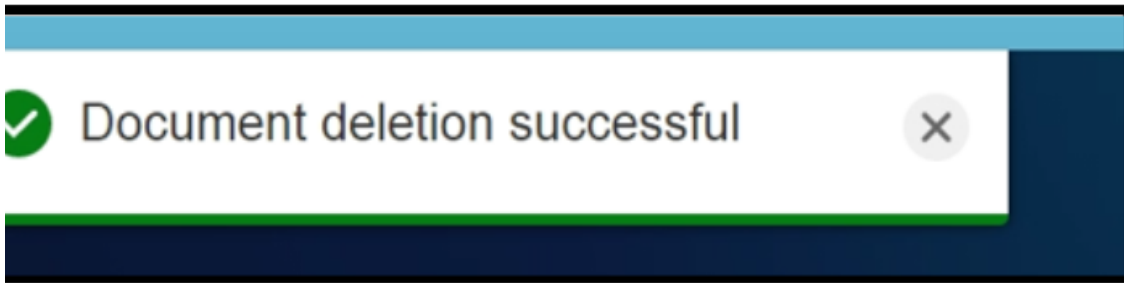
document you wish to delete and select "Delete Workflow" from the menu options as shown here:



Open the Deletion screen as shown below:



: on the Delete button it will remove the document from the workspace and a success message will appear as shown below.



fic to functionality for members of the People Services team.

ue to certain permissions, you might observe that you are able to rename or modify the folder names or even delete a folder. n doing such modifications as it will cause product failures.

:

IG A SUB-FOLDER

PLEASE! This function allows you to modify the name of the Sub-Folders however doing so will break the mapping of documents from

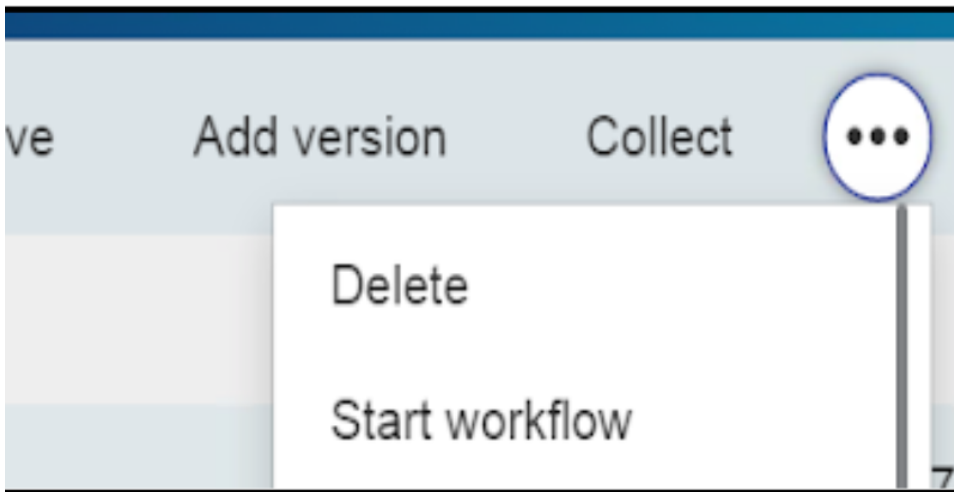
A DOCUMENT

PLEASE! This function allows you to move a document from the current folder to another and cannot be undone. If it is confirmed that a folder where it does not belong, it should be deleted from that folder and then uploaded to the correct folder rather than "moving" it.

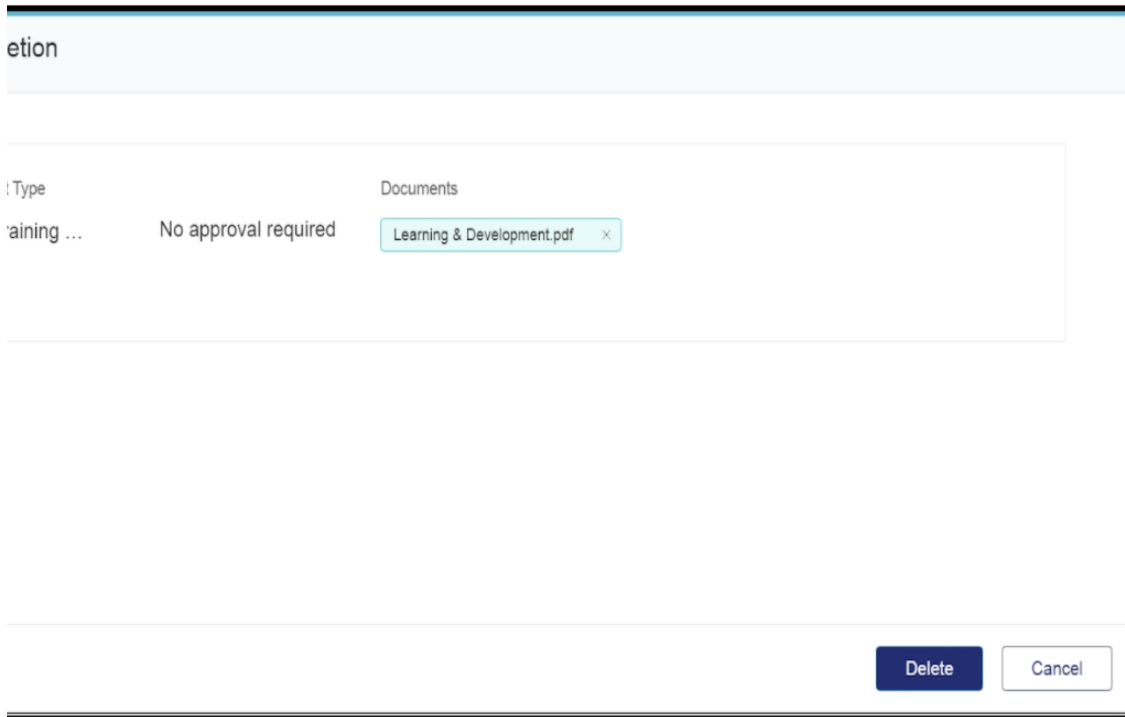
A DOCUMENT

you are able to remove or delete documents from an Employee's file.

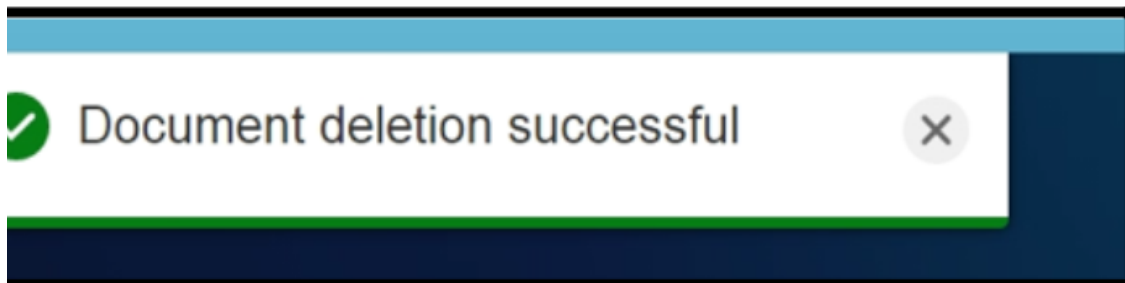
document you wish to delete and click on the **DELETE** icon as shown below:



pen the Deletion screen as shown below:



Clicking on the Delete button will remove the document from the workspace and a success message will appear as shown below:

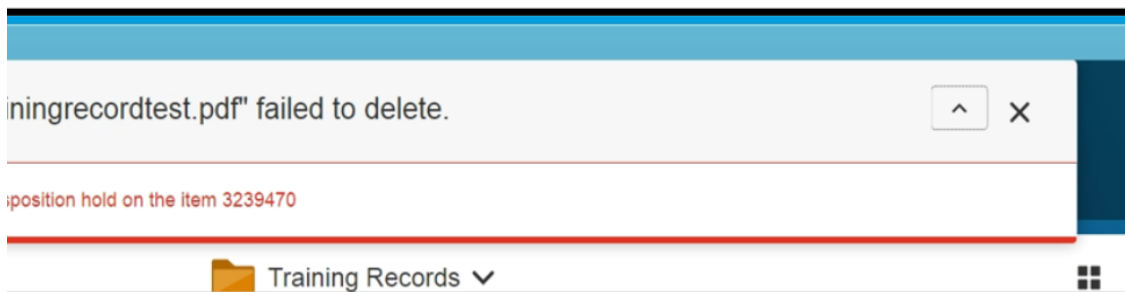


The user is responsible for notifying HR when a Legal Hold is required and again when it should be removed. HR Operations will apply or remove the hold based on the direction received though generally a legal hold should be applied at the workspace level. The request should be submitted as a Legal Hold Request using ServiceOne by either the requesting lawyer or Site HR.

In Open Text, a Legal Hold can be applied and removed at the Workspace level (all folders/all documents), the Folder level or the Document level. Though typically it would be managed at the Workspace level. Instructions for each of these levels is provided below.

A confirmation message will appear as shown below. Capture the name of the person providing the instruction to remove the legal hold, the date this was provided, and the associated ticket number. Then click on **Yes**.

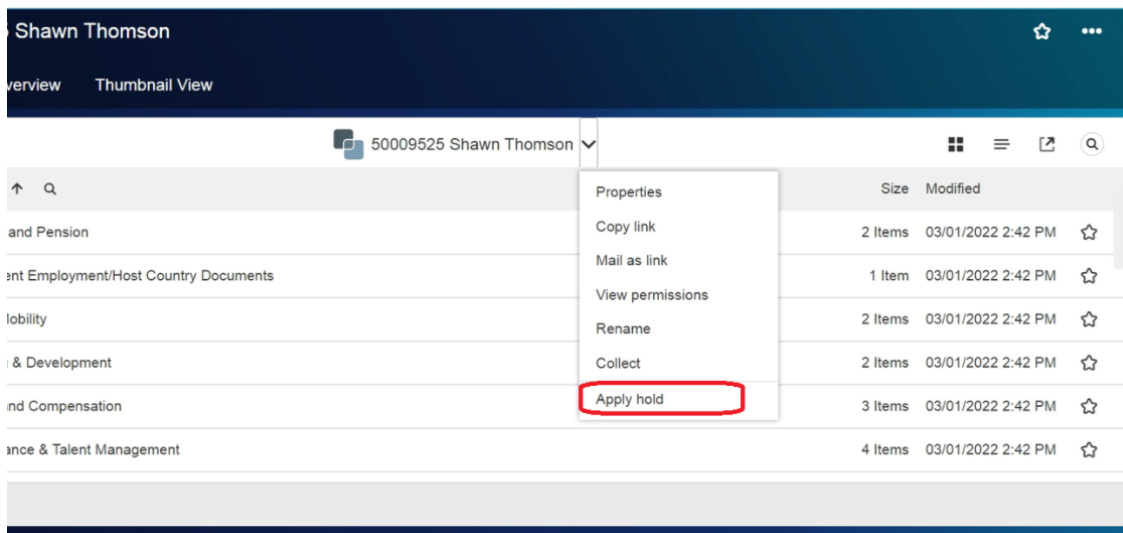
If a Legal Hold is applied and someone tries to delete it, an error message pops up as shown below.



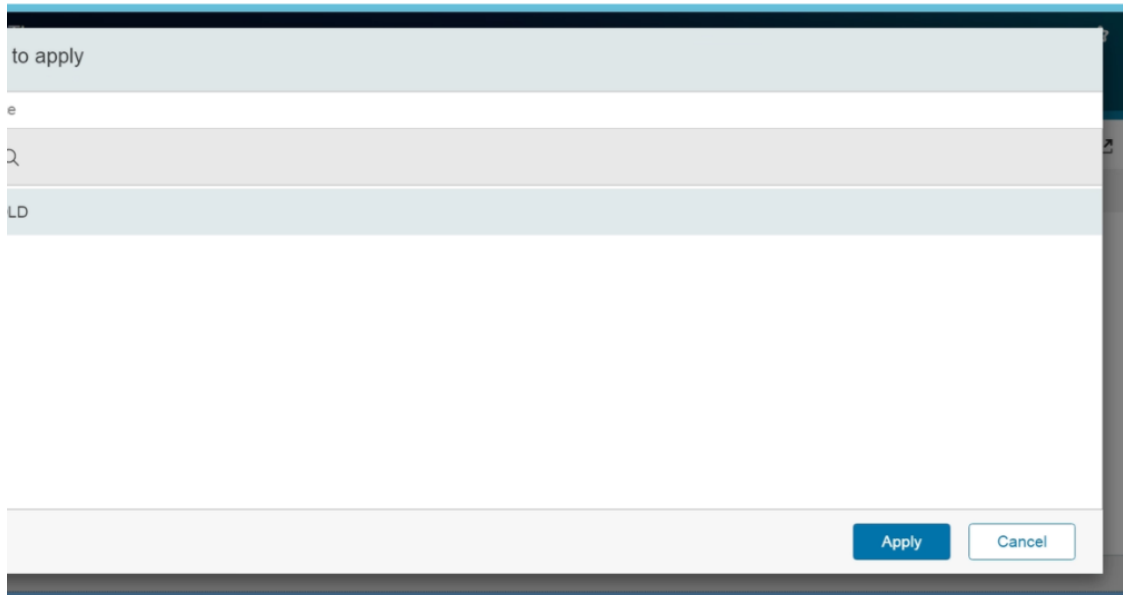
Legal Hold at the Workspace Level

to which the Hold is to be applied, and Click on the breadcrumb next to the employee name as shown below. You will have various

options as highlighted below:



On this screen, select LEGAL HOLD and click on **Apply** as shown below:



A message will appear confirming the successful hold application as shown below:

Hold applied



Legal Hold at the Workspace Level

➤ In the Legal Hold for the workspace, click on the breadcrumb as shown below and choose "Properties" as shown below:

The screenshot shows a workspace interface for "Shawn Thomson". At the top, there are tabs for "Overview" and "Thumbnail View". Below the tabs, a breadcrumb path is visible: "50009525 Shawn Thomson". A context menu is open over the breadcrumb, with "Properties" highlighted by a red rectangle. Other menu items include "Copy link", "Mail as link", "View permissions", "Rename", "Collect", and "Apply hold". Below the menu, a table lists workspace items with columns for "Size" and "Modified".



	Size	Modified
and Pension	2 Items	03/01/2022 2:42 PM
ent Employment/Host Country Documents	1 Item	03/01/2022 2:42 PM
obility	2 Items	03/01/2022 2:42 PM
& Development	2 Items	03/01/2022 2:42 PM
nd Compensation	3 Items	03/01/2022 2:42 PM
ince & Talent Management	4 Items	03/01/2022 2:42 PM

➤ Once directed to the properties screen, there click on the breadcrumb next to Properties and choose **HOLDS** as shown below:

50009525 Shawn Thomson ▾


Properties ▾ **General** Candidate Information Candidate Job

Properties
Lit
Business Objects
Holds

Created 03/01/2022 2:42 PM
Created By  Admin
Modified 03/03/2022 7:50 AM
Owned By  Admin
Item ID 316445

similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as follows:

50009525 Shawn Thomson ▾

Hold name	Applied based on	Type	Comments	Item ID
 LEGAL HOLD		LEGAL-HOLD	It is a legal hold	

A confirmation pop up will appear as shown below. Capture the name of the person providing the instruction to remove the legal hold, the date effective, and the associated ticket number. Then click on **Yes**.

Remove

Do you want to remove this hold?

Enter the reason for removing the hold(s)

Yes

No

A confirmation message appears confirming the removal of hold as shown below. Henceforth, the file can be deleted and no error message will pop up.

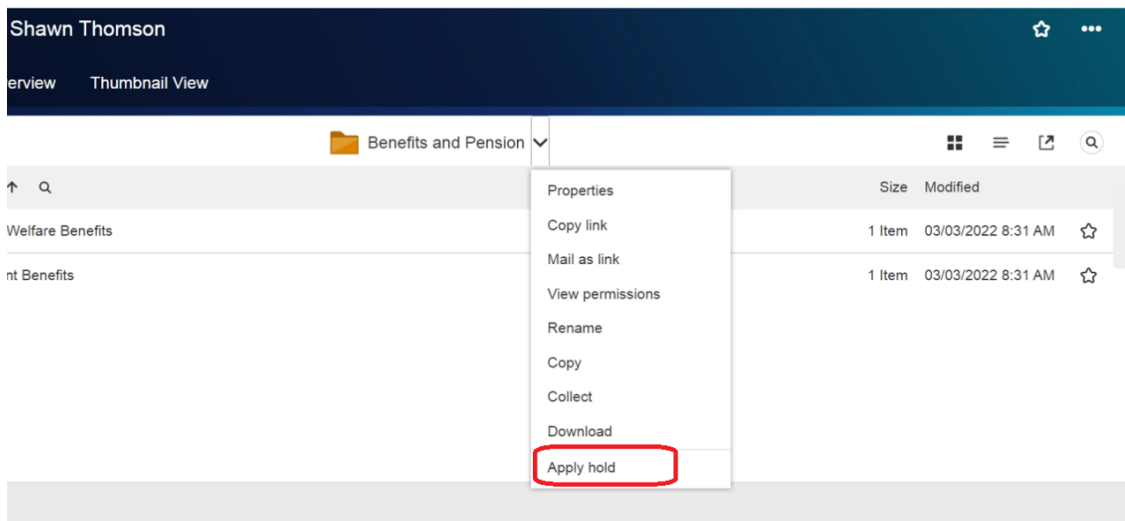
Legal hold successfully removed.



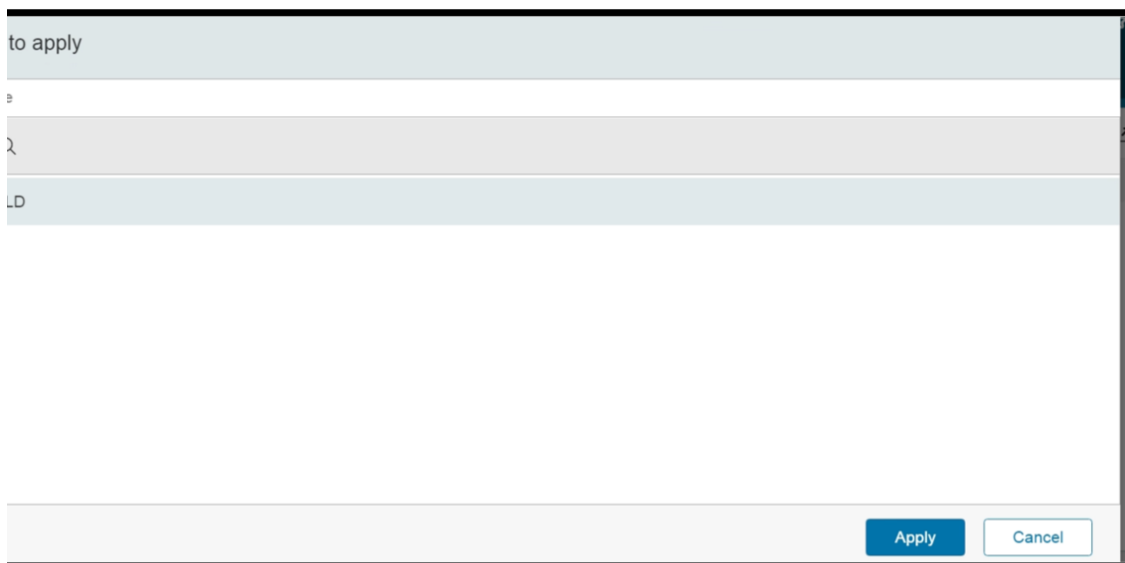
Legal Hold at the Folder Level

Click on the breadcrumb next to the employee name as shown below. You will have

Legal Hold as highlighted in below:



Legal Hold and click on **Apply** as shown below:

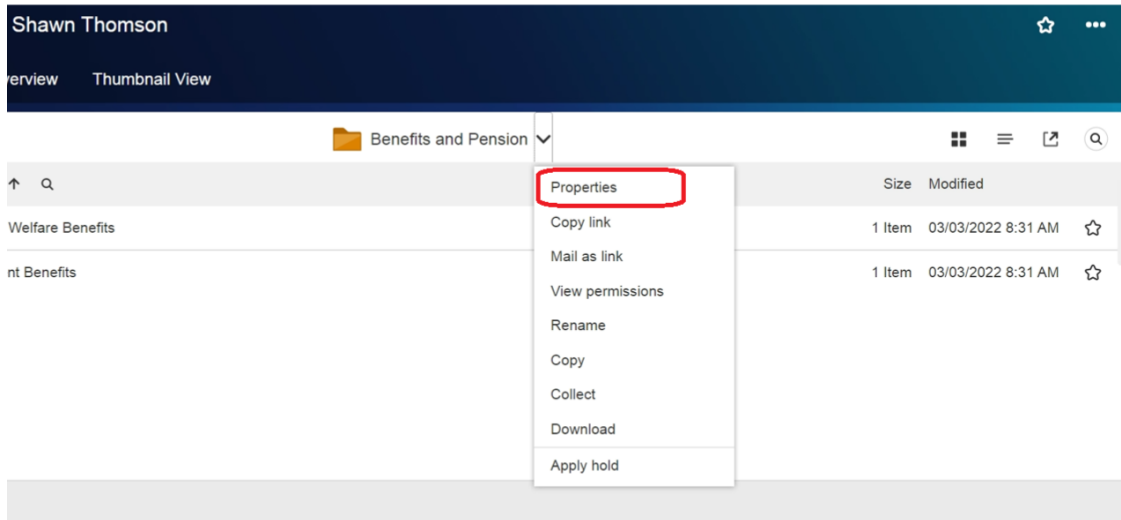


A message will appear confirming the successful hold application as shown below:

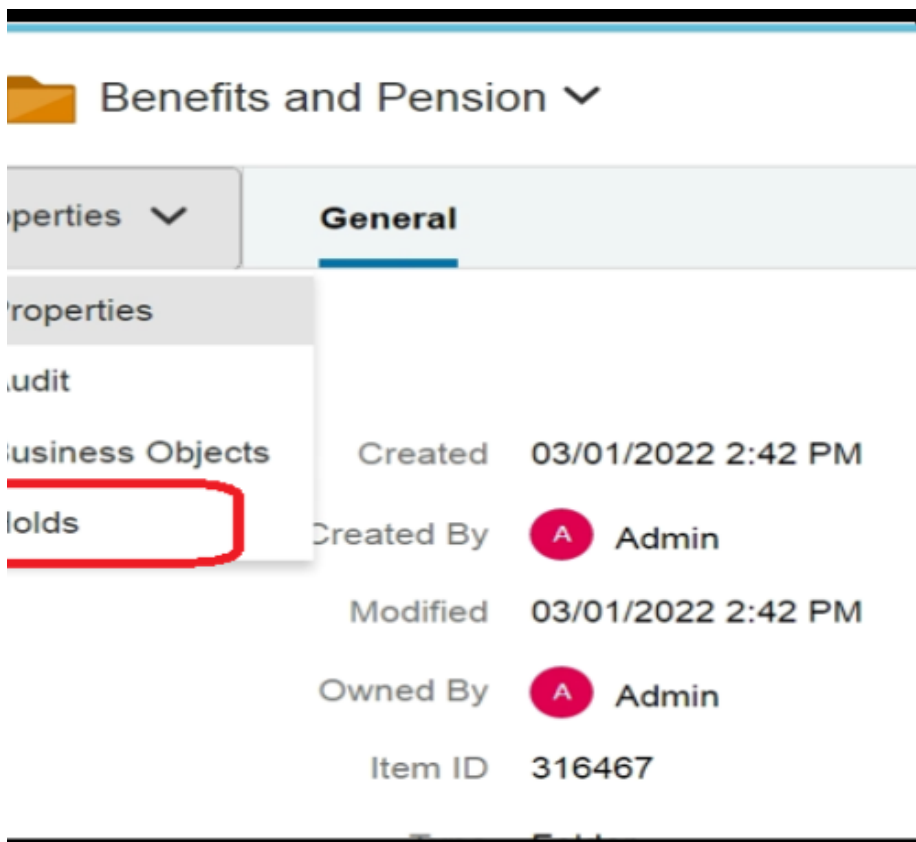


Legal Hold at the Folder Level

To apply the Legal Hold at the Folder level, select the folder with the hold and click on the breadcrumb and choose "Properties" as shown below:



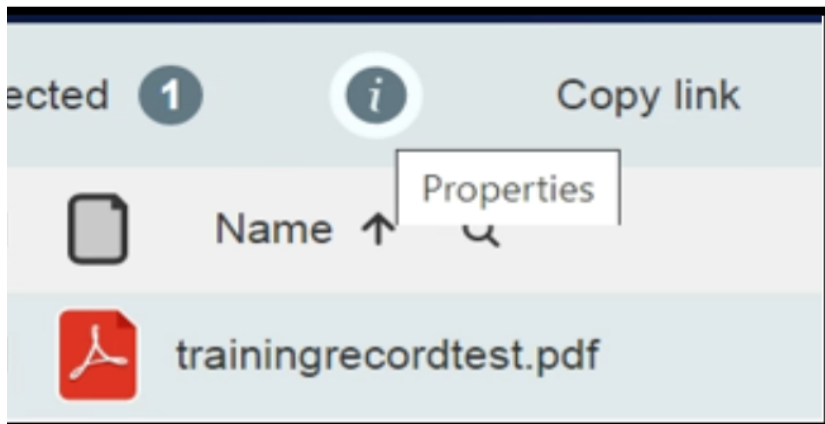
→ directed to the properties screen. Click on the breadcrumb next to Properties and choose **HOLDS** as shown below:



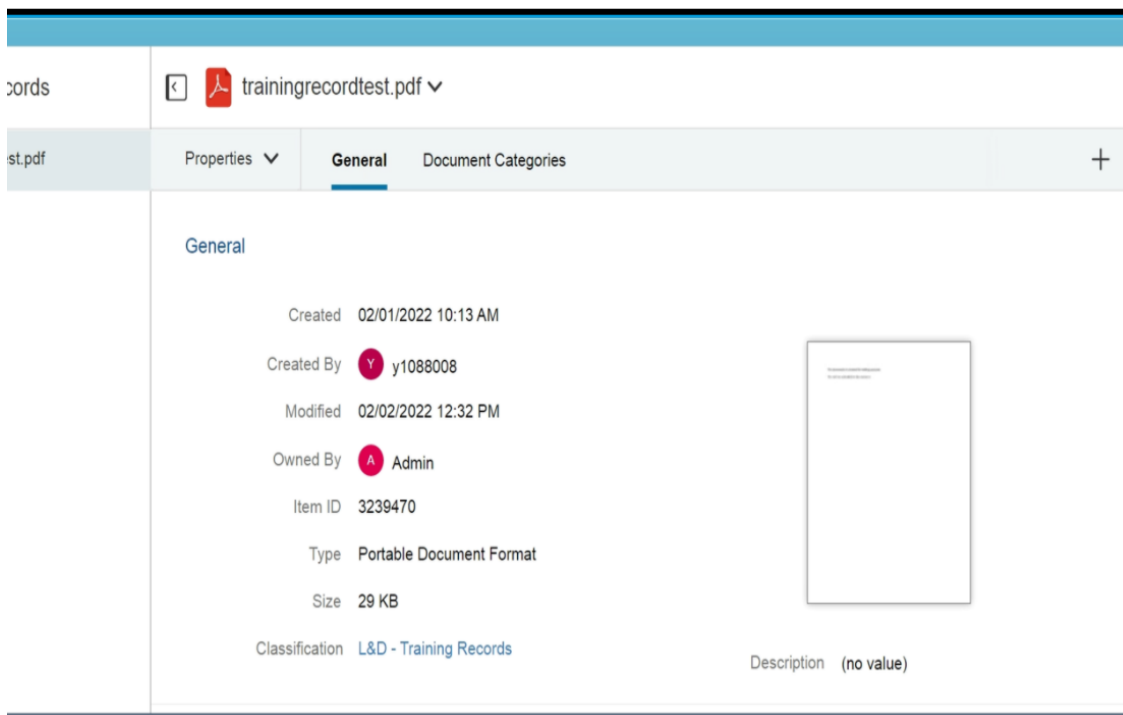
similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as shown below.

Legal Hold at the Document Level

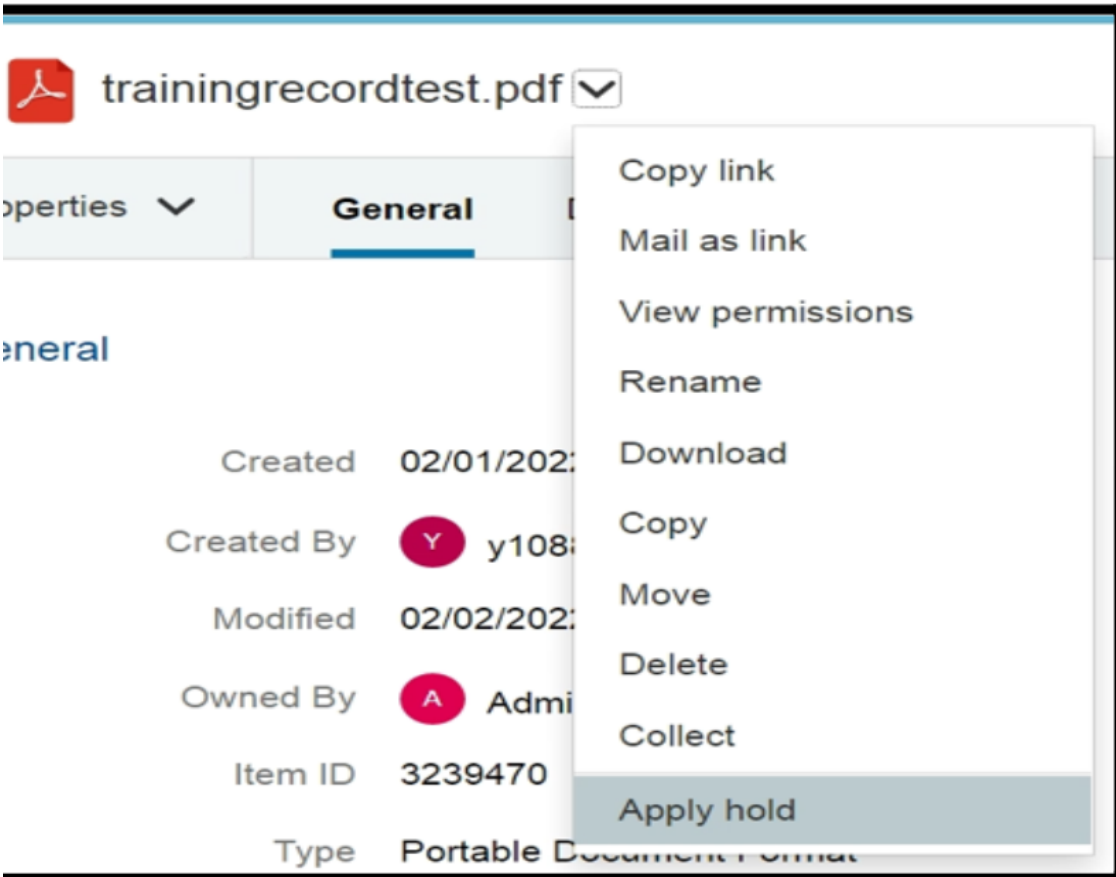
document to be put on legal hold and click on the "Properties" icon as shown below:



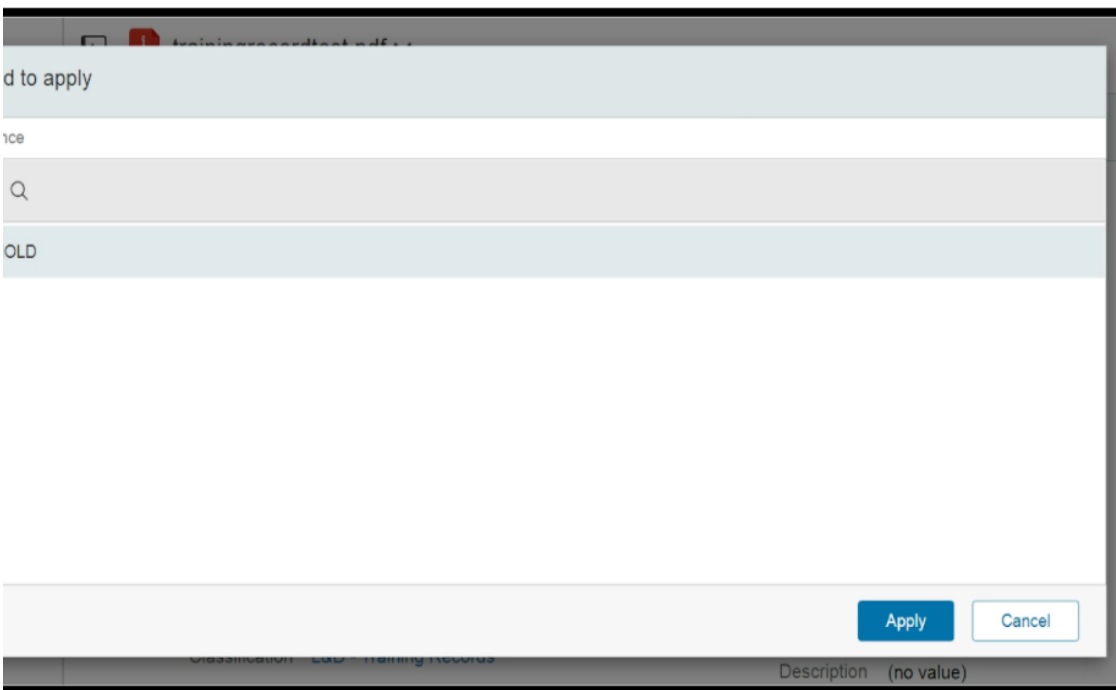
View the properties of the file as shown below:



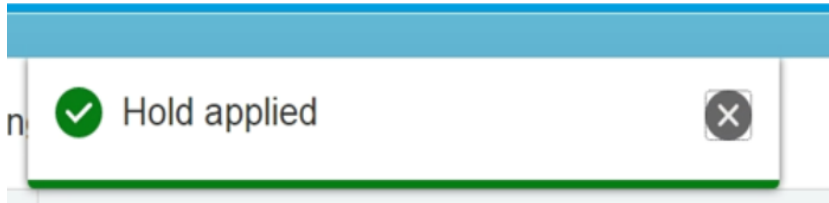
Click the breadcrumb icon as shown below and select **Apply hold**.



hold to be applied and click on **Apply** as shown below:

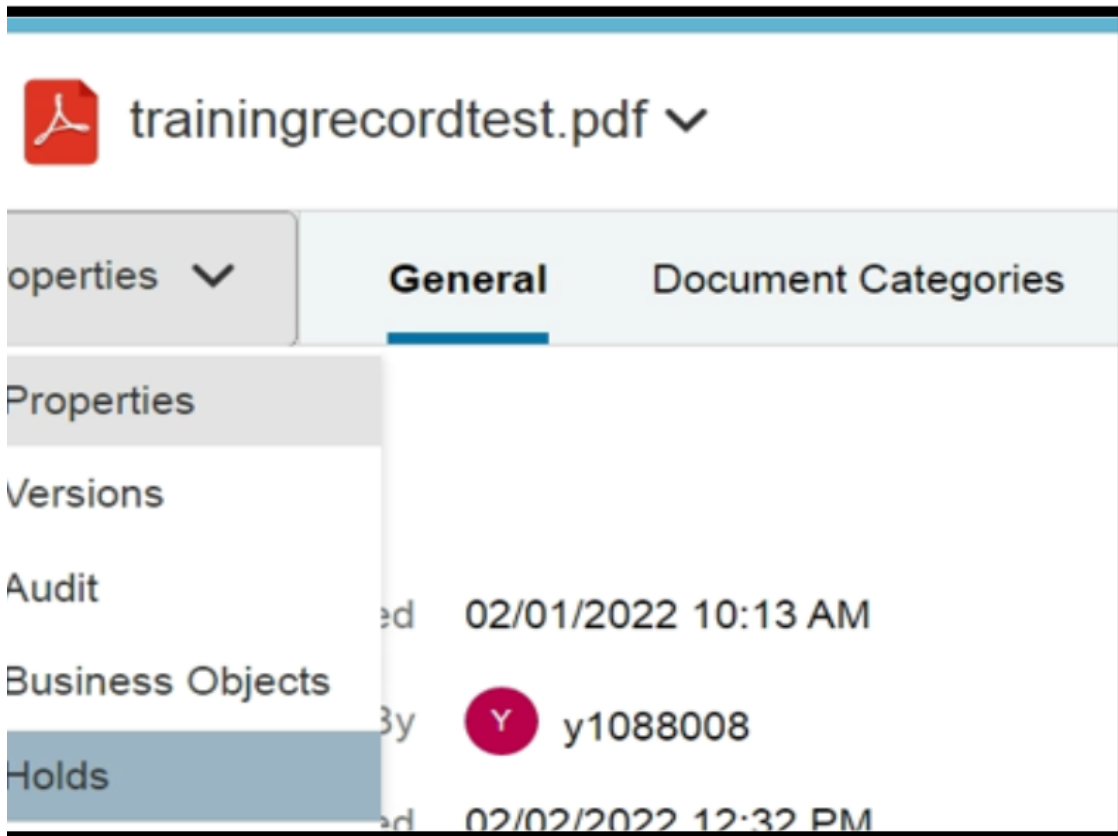


message will appear confirming the successful hold application as shown below:



Legal Hold at the Document Level

› the Legal Hold at the Document level, select the document with the hold and click on the properties icon as shown below. Now select H



similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as shown below:

hold successfully removed.



issues, have any questions or need general support, please either submit a request through [SyRa](#) to our People Services colleagues.

rules have to be applied by each of us, at Group level.

Personnel collects and processes its employees' personal data. The European General Data Protection Regulation (GDPR) is an act and improve our way of working as Human Resources, not only for Europe based HR.

Have you ever wondered which are the best practices on personal data storing, sharing and retention to implement in your day-to-day work? Answers in the eLearning: [Personal Data Protection for HR](#)

Working closely with Site managers in Europe. Which questions should you ask yourself if you undertake a survey? What to do in case of the Data Protection Authority, risk of Data Breach? the eLearning: [Data Privacy Awareness for Site Managers](#)

[Manage Concurrent Employments](#)

Employee accepts a new position or has a change in his or her work condition.

Procedure is to be followed **by the Site HR** when there are changes such as:

- Change from Full Time to Part Time
- Change from Part Time to Full Time
- Change the Work Schedule
- Change the Contract Dates

When a manager manages employees' from divisions different from the manager's division, it is necessary to create a concurrent employment for the manager.

The manager will have more than one active assignment.

The assignment which the manager already had will not be changed.

The concurrent employment created due to the concurrent employment situation, will be allocated to the division of the employees who are in different divisions from the manager.

Please see the examples below:

John belongs to the division "A"
Sofia belongs to the division "B"
Concurrent employment for manager John is created and assigned to division "B"
Sofia reports to John's concurrent employment in division "B"

John belongs to the division "A" and manages two employees: Kate (belonging to the division "A") and Sofia (belonging to the division "B"). This means that John has a concurrent employment in division "B".
Kate reports to John's main employment in division "A"
Sofia reports to John's concurrent employment in division "B"

ty of the HR to identify situations where concurrent employment is needed, as well as to make sure that concurrent employments are d.

in the information of concurrent employment, please open a ticket in [SyRa](#).

that "Organisations combining technology and governance are 2.2 times more likely to see year-over-year revenue growth greater than Tech). Syensqo has decided that data governance has an important part to play in our digital transformation, as it is critical that data is ed to execute processes and deliver business value.

ople and processes, a sound data governance program includes a combination of people, or in this case a governing body or council, a dures, and a plan to execute those procedures. The roles in data governance include Data Owner and Data Steward, who are sponsible for ensuring the quality of data in their domain.

RS TO HR?

st domains to use Data Governance and, as part of the Employee Digital Journey; the Data Owners and Data Stewards have been HR data quality issues, solving them through finding and eliminating the root cause of the problem before cleansing the poor quality

ARN MORE ABOUT IT?

e HR DATA DOMAIN via this [link](#).

te ENTERPRISE DATA GOVERNANCE [Wiki page!](#)

in
[Contribute to the HR Wiki](#)
[Knowledge Management Policy](#)
[Knowledge Management Process](#)
[Content Control Process](#)
[Knowledge Template Directory](#)

agement is a global process of identifying, sharing, retiring and updating HR Knowledge within the organization. The knowledge sss starts when the need to create new or update existing knowledge is identified. End-users, knowledge contributors and knowledge ite to rate, create, update and review HR knowledge, as well as interact with the knowledge management team who then publishes or as well as monitors and improves the knowledge management process based on feedback and metrics on a regular basis.

agement Process for HR incorporates all HR related information that has to be accessed and used by employees, people managers als within the organization, such as HR policies, processes and related topics.

Management Team is your point of contact if you want to contribute/add information to the HR Wiki. You can propose to contribute it is not currently in the HR Wiki or you can update information that already exists. Also, let us know if you find that any information that outdated. You can do this via this [ticket](#).

Knowledge Management Process below to know more about this process, the different actors involved and what you need to do. Knowledge Management Policy aims to ensure a single source of truth for HR content which is available to all employees through easy to

nowledge Management Process ensures that this HR Knowledge content is centralized, standardized, up to date and accessible to all managers and HR professionals within Syensqo.

ontrol Procedure outlines how the HR Knowledge Management Team manages the HR Knowledge Management Process and controls al and approved master documents before it publishes them in the HR Knowledge Library. This ensures that there is consistent and nent control according to the quality management system.

ensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

[Permissions Playbook](#)
[Information Improvements](#)
[Changes in the Employee Profile - March 2024](#)
[The Digital Workplace Video Guide](#)

