NW - Pay & Time

/anagement & The Time App in My HR Services
ıent Information Update

agement
Apps and how to Access it
ties You can Perform on the TimeApps
rform these Activities on the TimeApps
ks

ow should answer any questions you have about your time management:

our questions/doubts/concerns with your Manager. Help them understand and support you;
ct center will support you for more details;
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?

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

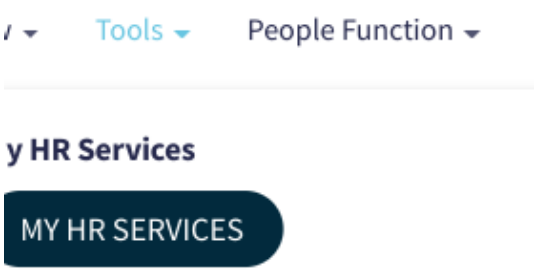
vice tool is being implemented that will give you direct access to updated information.
ntries/sites have implemented a self-service tool. To know more about this topic, please visit your country/site page **here**.

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

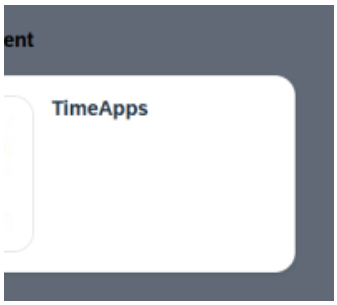
ment App" can be accessed through "MY HR SERVICES" via Syensqo's The Hub:

e to be redirected to My HR Services]

i header above:



con labeled “TimeApps”:



ıere are 5 tiles available on the Time Management App, but this can depend on your access. For example, you may or may not have
vents” due to your country specifications.

ın the Time Management App:

and Time Requests;
Events (clock in & clock out);
Statements;
Calendar;
schedule.

ın of absences & attendances;
ne events (if applicable);
or work schedule substitution.

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

d Time Requests

TO ACCESS THE PROCEDURE

orial in your language **here**.

nts

TO ACCESS THE PROCEDURE

orial in your language **here.**

:ements

TO ACCESS THE PROCEDURE

orial in your language **here.**

ıedule

TO ACCESS THE PROCEDURE

orial in your language **here.**

endar

TO ACCESS THE PROCEDURE

orial in your language **here.**

ant procedures:

e a Substitution Request

TO ACCESS THE PROCEDURE

ɔr delete a submitted Substitution Request

ɔeen approved)

TO ACCESS THE PROCEDURE

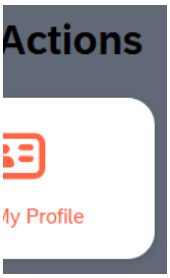
anage Expat Quota - Global Assignment
Compensation (Portugal only)
ıagement - Absence Types (Portugal only)

ɔn
lp You Update your Payment Information

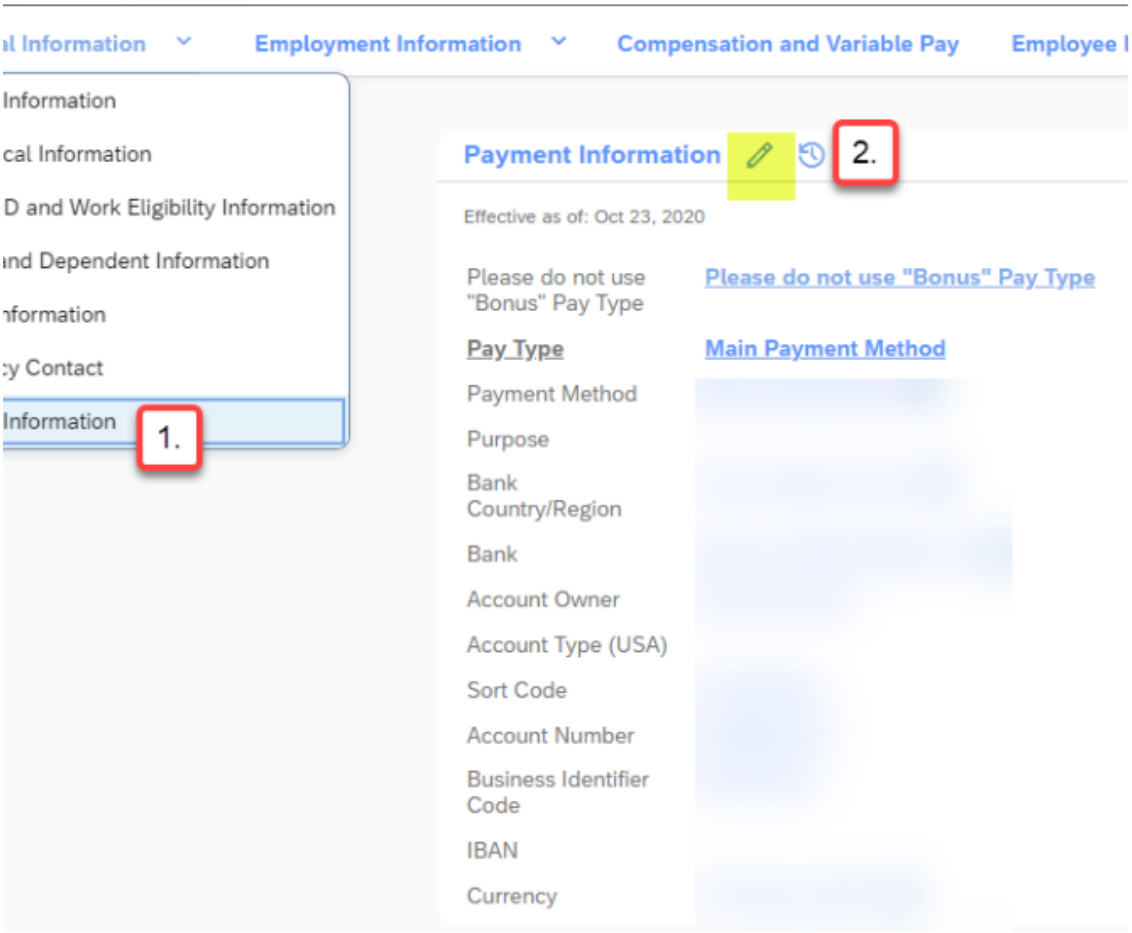
personal data up to date is crucial for an accurate profile, payment information is also key, because this indicates how you want to get
:t deposit.

sure ***Start Date*** reflects the correct start date of the pay period you want the change to be reflected in;
ʻer to the **USA payroll calendar** to identify the correct dates:
date is not in line with the pay period, it could result in two direct deposit amounts hitting the secondary bank accounts.
ʏe up to **2 pay periods for payment bank changes to reflect on your pay checks.** Do not close your previous bank account until the
ıre successfully implemented.
s can have only 1 Main Account and several Secondary/other accounts.
Main Payment Method is the Main/Primary Account
ayroll is the Secondary/other account

HR Services and click on **View My profile**



our information, follow these steps:

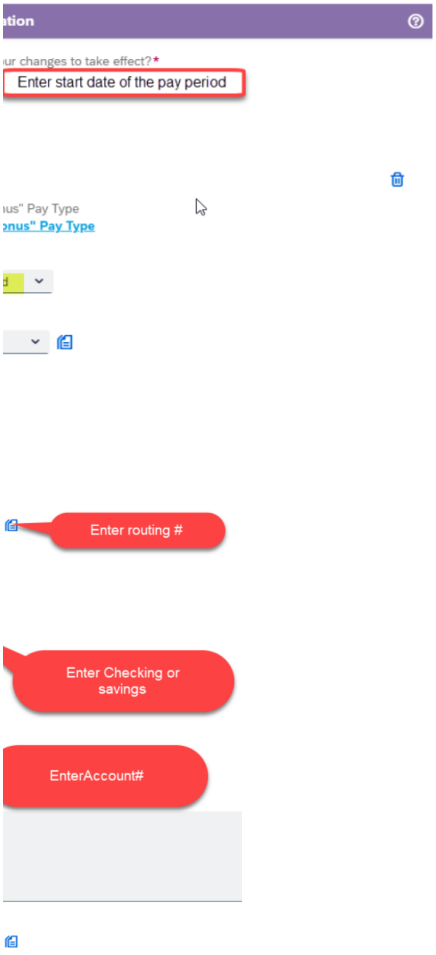


a check as a payment method, please follow these steps

date only the highlighted fields.

Date: 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.

dd a bank transfer or direct deposit as a payment method



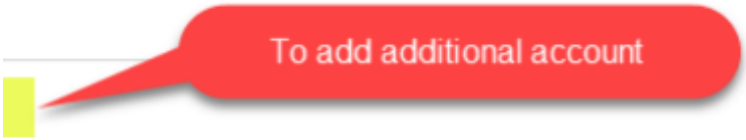
dd your Bank information as a payment method

g fields:

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

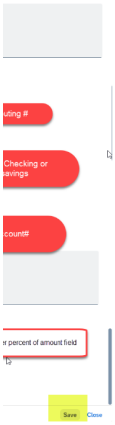
: Every employee must have a Main Payment Method Set up. This is the primary bank information.
u wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or “check” if you want to receive it (not recommended).
ase enter routing number
Type (USA): Specify checking or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

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



llowing information:

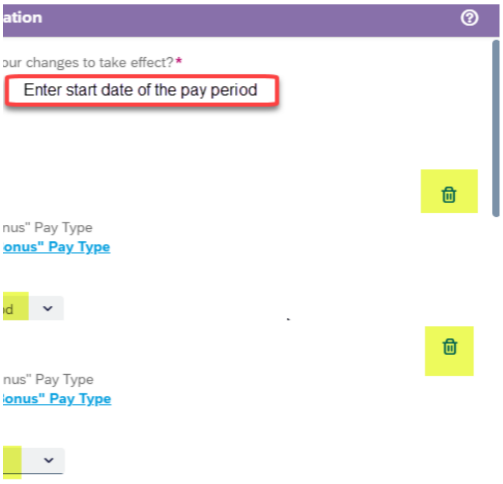
t be the start date of the pay period you want the change to be reflected in.
: Payroll
u wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or “check” if you want to receive it (not recommended).
ase enter routing number
Type (USA): Specify checking or savings
Number: This is the account number where you want your funds to go to
Percentage 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



to stop/cancel/delete bank

ain 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

tep 1 on how to add Main Account.



estions please open a ticket via **SyRa**.

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

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

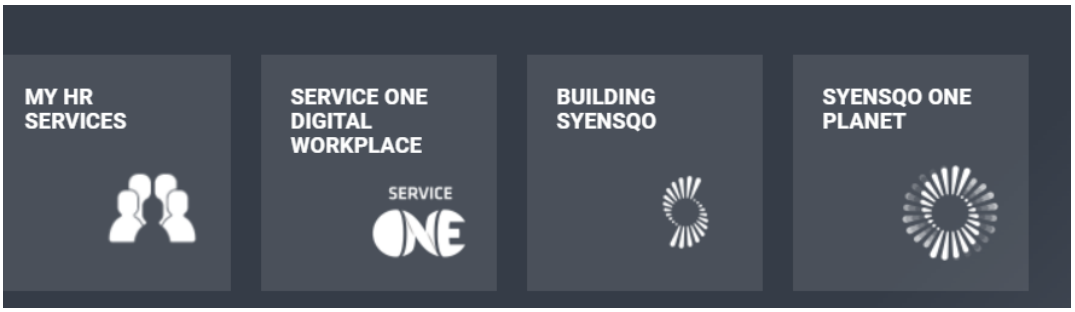
our form gets rejected, it might be linked to the fact that the bank information is not in our database in these situations please create a e.

App in My HR Services for Managers

App and how to access it
Activities

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

ment App" can be accessed through "MY HR SERVICES" via TheHub:



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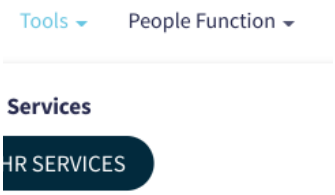

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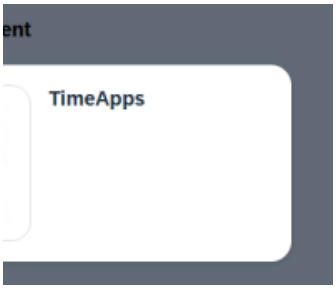

e additional tiles to manage time and work schedule of your direct employees in the team as follows:

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

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

edules

and Time Requests

rt

ement

re in My Team Calendar

agement & The Time App

on the Time App
Absence

ne 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).

nd/or cancel a Leave of Absence
rform a Leave of Absence
ent of Delegation
er Management

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

ncel a Leave of Absence

Leave of Absence

elegation

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

luded in Reorganization Projects

ls are submitted by Site HR in the restructuring program files
rvices processes the LOA

Included in Reorganization Projects

est is submitted by Site HR (or employee directly depending on leave type) via ticket to Payroll.
nly 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