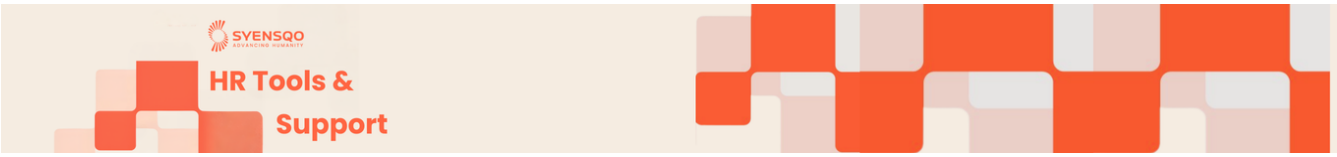
NW HR Tools Support



ange my picture in My HR Services
nslate the HR tools to your language
yee File in My HR Services
al Information in My HR Services
ogle Calendar
ks

n
load/Change your Picture
Picture to your Profile Header
ks

re 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 rtoons… but in the end, it would not help you.

ture 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

aving 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!

oto 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.

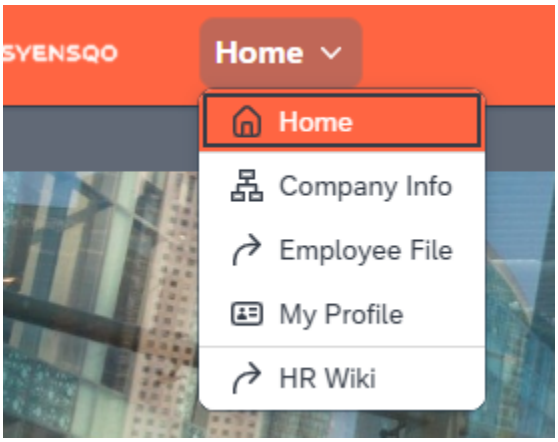
*how to have a great profile picture? Check **this video**.*

f you don't like pictures?

ion B: Keep the avatar as is.

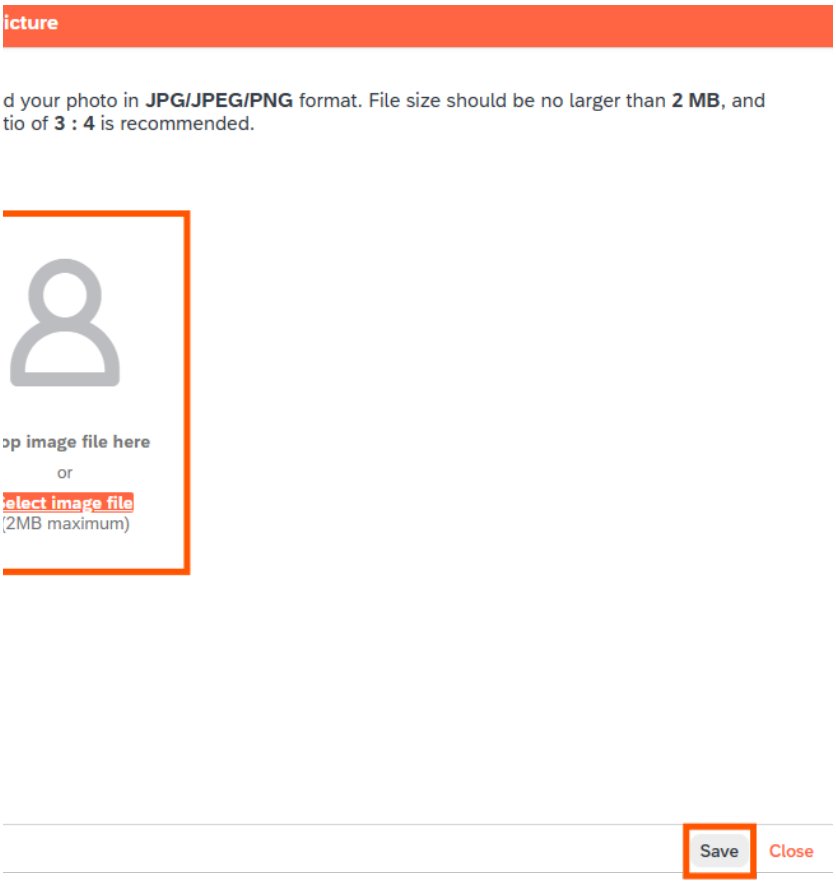
d the steps you need to follow if you want to change your picture/avatar.
nsqo The Hub and click on the My HR Services tile

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



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

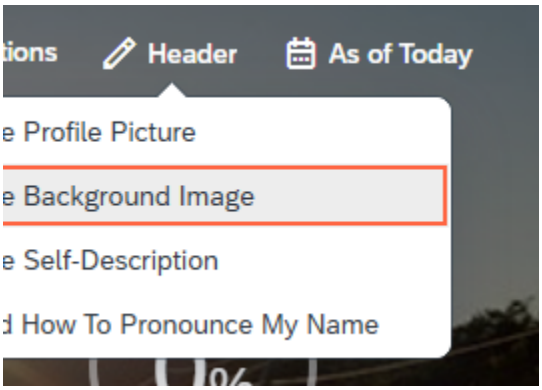
r profile picture and Save



vill be available on your Employee Profile.
our background profile image!

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

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



hoose 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).
e" to implement the change.

ground Image

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

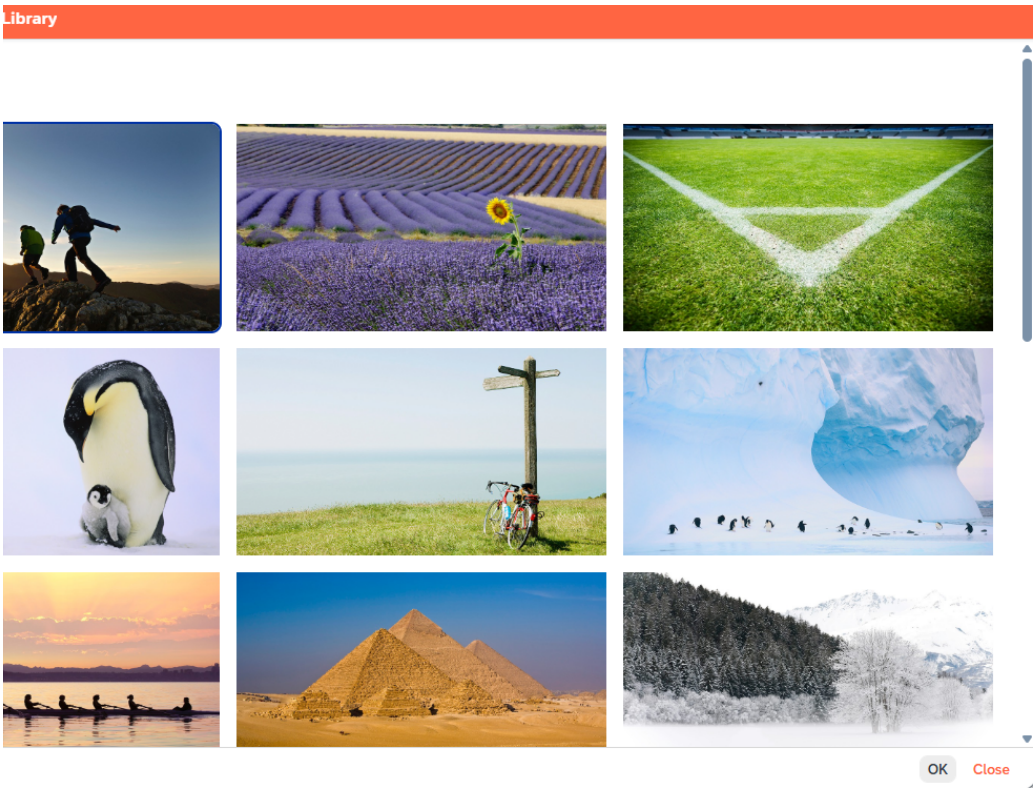
n Image | Choose from Image Library

Drop image file here

or

Select image file
(2MB maximum)

Save Close



	• How to take a great profile photo
Material	• My Personal Information in My HR Services • My Employee File in My HR Services

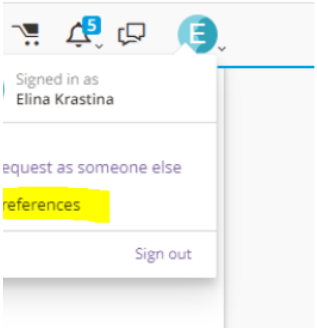
e the HR Tools in your Language?

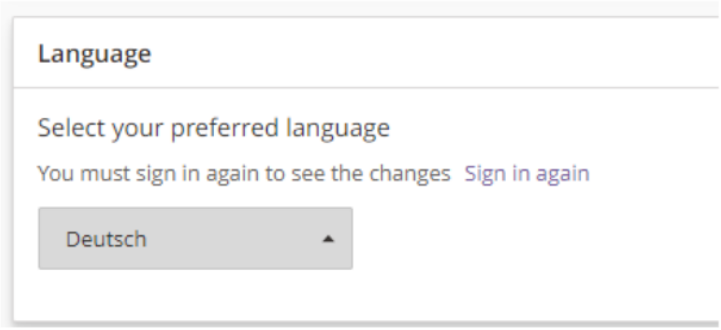
nformation - SyRa and HR Wiki have automated translation capabilities to let you enjoy the content in the language of your preference.

nguage - You can chose to use the platform and chat in your own language.

nge the Language in SyRa

rofilePreferencesSelect your languageSign into the tool again.





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

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

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ble Google Translate in SyRa

content in SyRa you can use Google translate functionality.

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

VIDEO TUTORIAL

TO OPEN THE VIDEO TUTORIAL

---

slate the HR Wiki?

tab in the headerSelect your languageRead content in your language

VIDEO TUTORIAL

TO OPEN THE VIDEO TUTORIAL

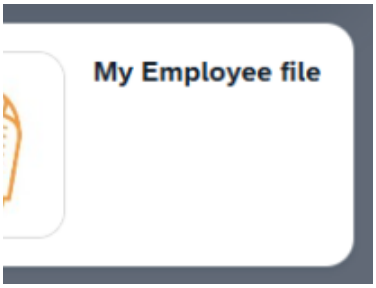
images/photos, presentations and other embedded documents that are in English will not be translated.

n
cess My Employee File
Through Your Employee File Workspace
rform Actions with a Document
ssignments

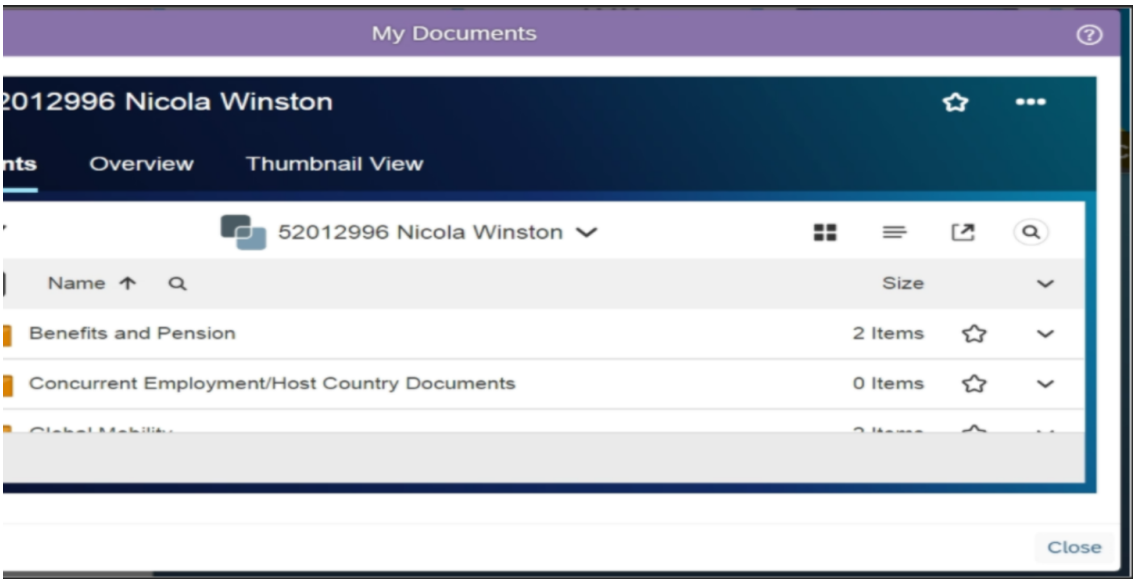
is a place where you can find all of your HR related documents in one place. This space will contain your documents that have already
r profile in My HR Services.

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

ue to legal constraints, Bulgaria and Russia are out of scope.
ersonal Employee File via My HR Services. Here you will find a tile under My Information called Employee File.



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.

ub older	Description	Document Examples
lth and fare efits	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.
rement efits	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.
eements ackages	Documents containing all the information about expatriation.	Secondment Agreement, Assignment Extension, Assignment Termination, Remuneration Package, Cost of Living Calculations, etc.
inistrativ ocuments	Documents about tax administration for expats:	Reports on Taxes & Deductions etc.
elopment ns	Includes career development and skill building plans.	
ning ords	Documents showing the training history of the employee and related certifications.	
roll ns & uments		W4, W2, annual tax statements, local bonuses, recurrent deductions, garnishment, etc.
npensation		Compensation statements, promotion statements, bonuses, long term incentive
ormance essment	All types of performance reviews or assessments.	
dback	Feedback received by the employee from others in the organization.	
ipline & rovement ns	Official communication to the employee when performance and/or behaviors are not in line with expectations.	Performance improvement plans, disciplinary letters, praises etc.
loyee sonal uments	Documents that contain information about the employee and there 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.
npany ed uments eements	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
lical	Documents containing medical related information that is NOT maintained by HSE.	Hiring / Leaving Medical Clearance Form, Medical accommodation, Medical certificate

›n umentati	Documentation related to union topics that is employee specific.	Arbitrations / Grievances
didate uments	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.
ence & ndance ıted uments	Documents that are needed to justify/approve absences paid or unpaid.	Absences related to sickness, work accident, parental leave, furloughs, disciplinary, strike, etc.

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

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

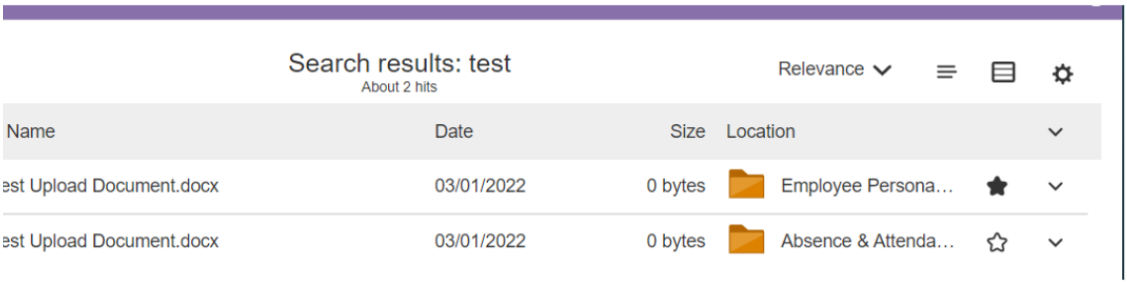
r a Document

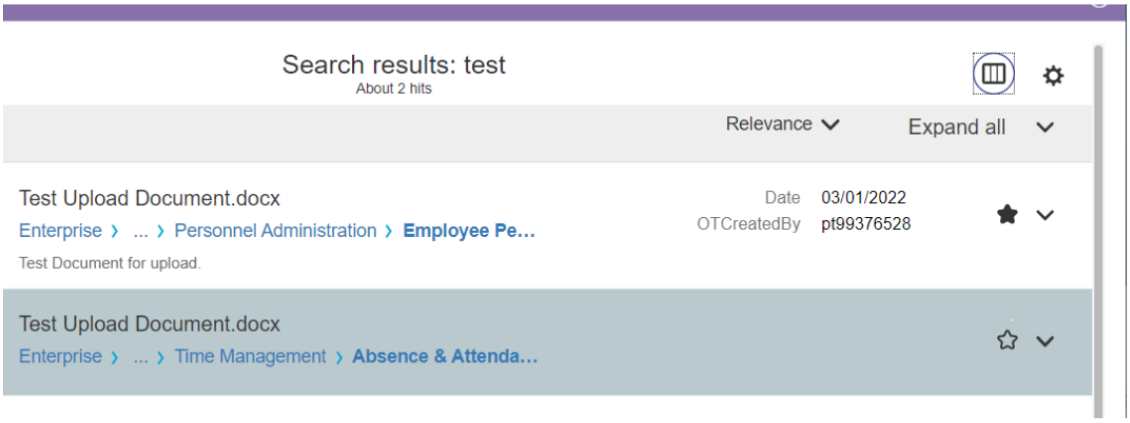
ss icon on the right side of the screen enables you to search for a document regardless of which folder it is stored in. Simply type the n the name of the document and click on the document name to open the document.

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

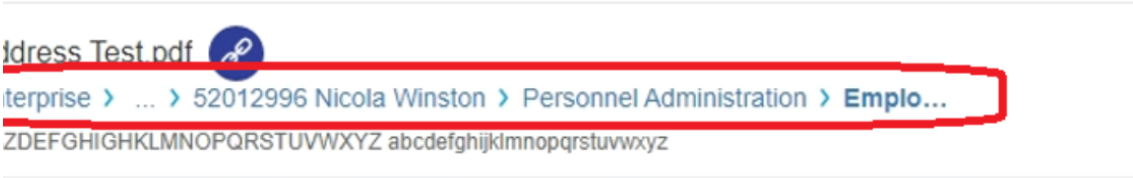
view -

ew -





der each document name you will find the storage path of that document. In the example above you see this document is stored in the stration" 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 ctrl +.



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

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

lter documents stored in the files by clicking on the filter icon . From here you can refine the filter further. This can be a useful 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.

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

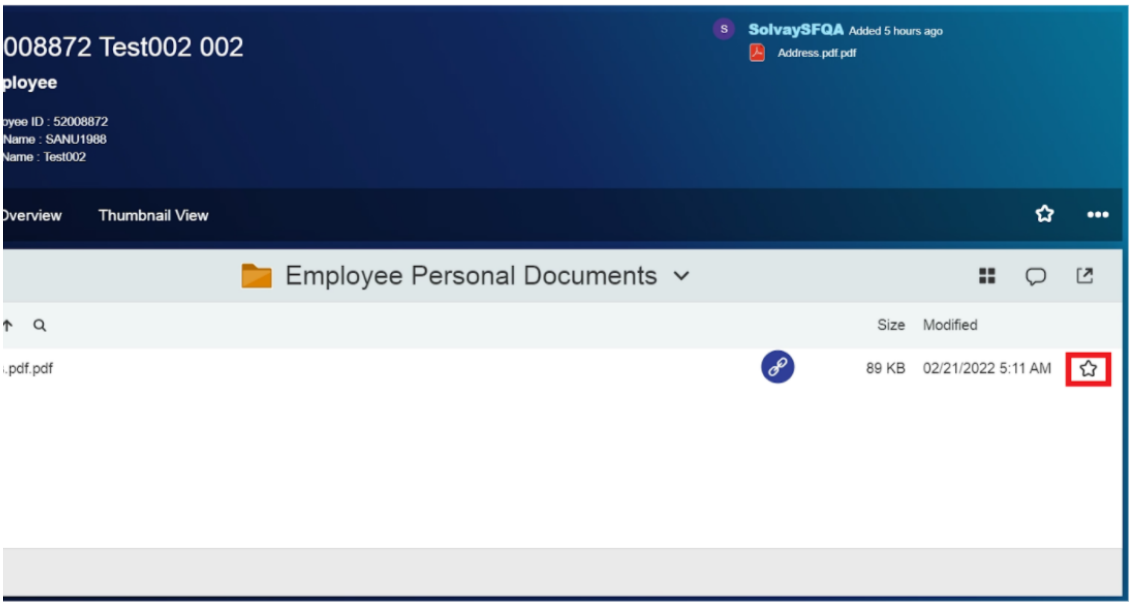
e folder descriptions by clicking on the icon.

the widget view by clicking on the icon
n enables you to indicate that item as a Favorite. Favorites are displayed on the Overview tab.
o right corner). Clicking here gives you two options. One is “Copy Link” which you can then share via email, chat, etc. The second is nk” - this functionality is not yet enabled for Syensqo. NOTE: Any link you share will only work if the recipient has the authorization to ur Employee File.

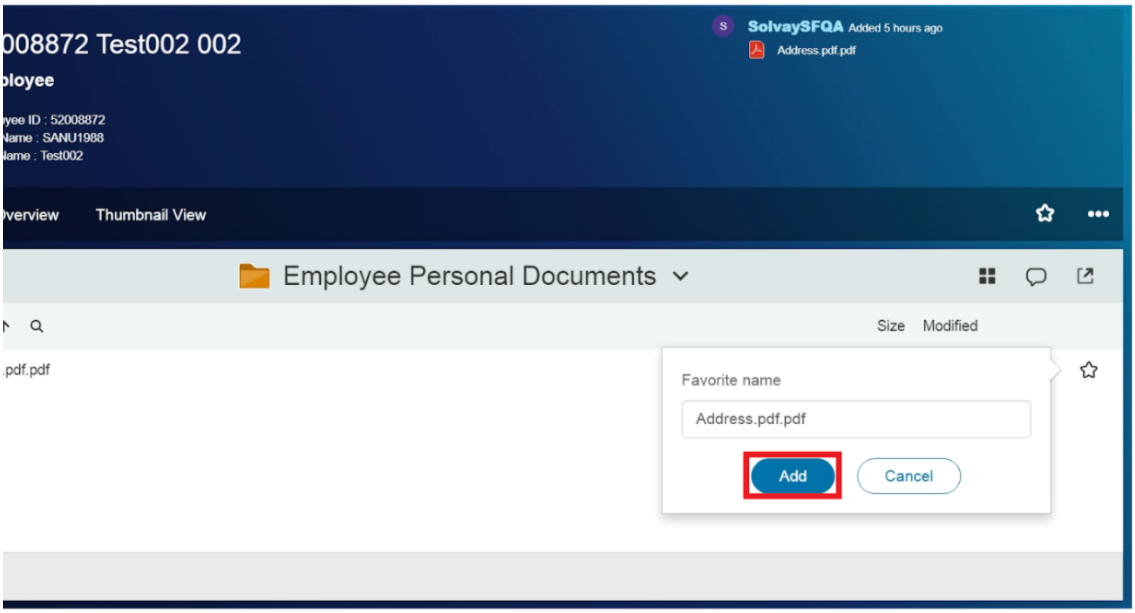
orite Documents

rites at the document, folder and workspace level.

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



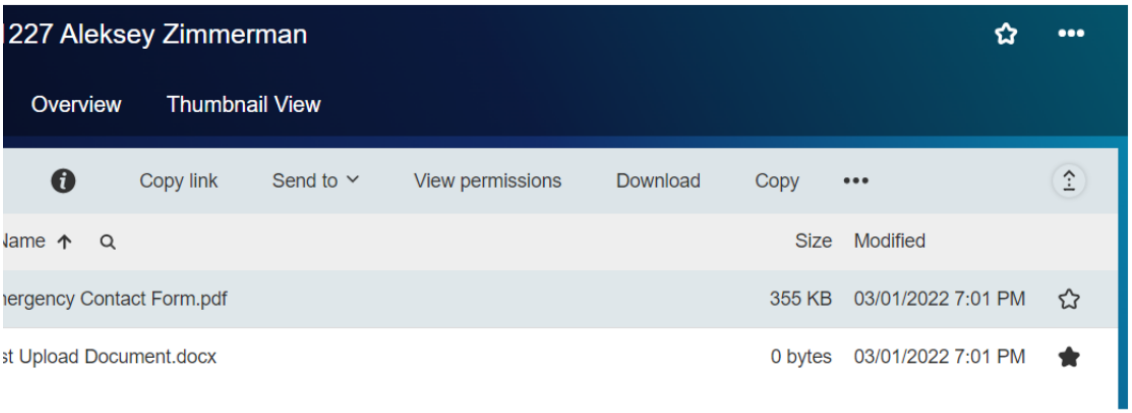
milar to below will be displayed. You can either leave the name as is or change it and click on **"Add"** as shown below:



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

ctions with Documents

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



ne 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.

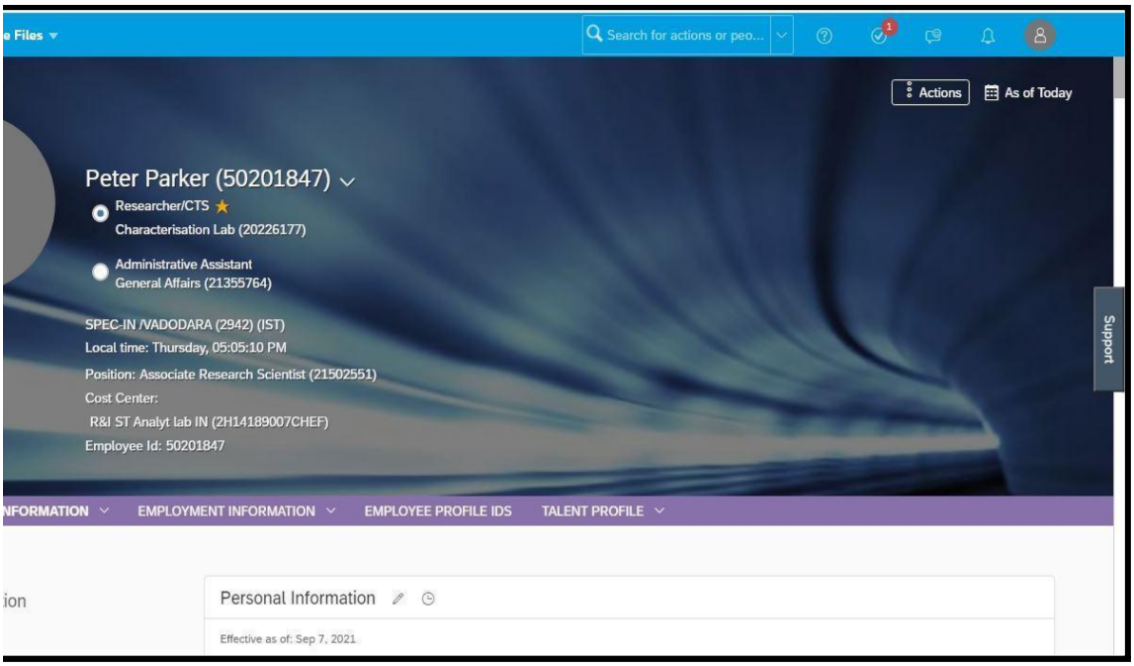
e used to download the document into your local system.

kflow, Sand end to/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
lobal Assignment. If you are in one or both of these categories you can access the related documents via a single profile.

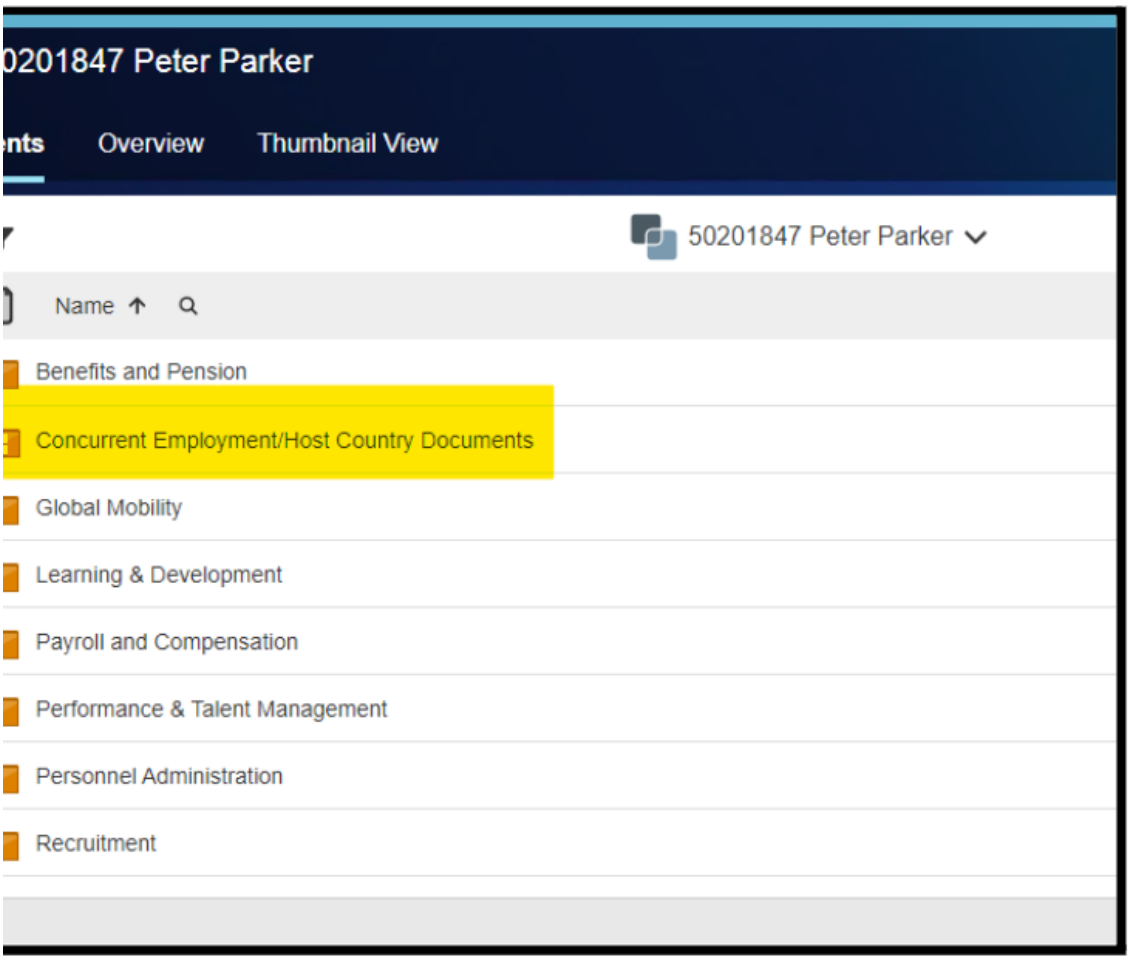
Employment

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.

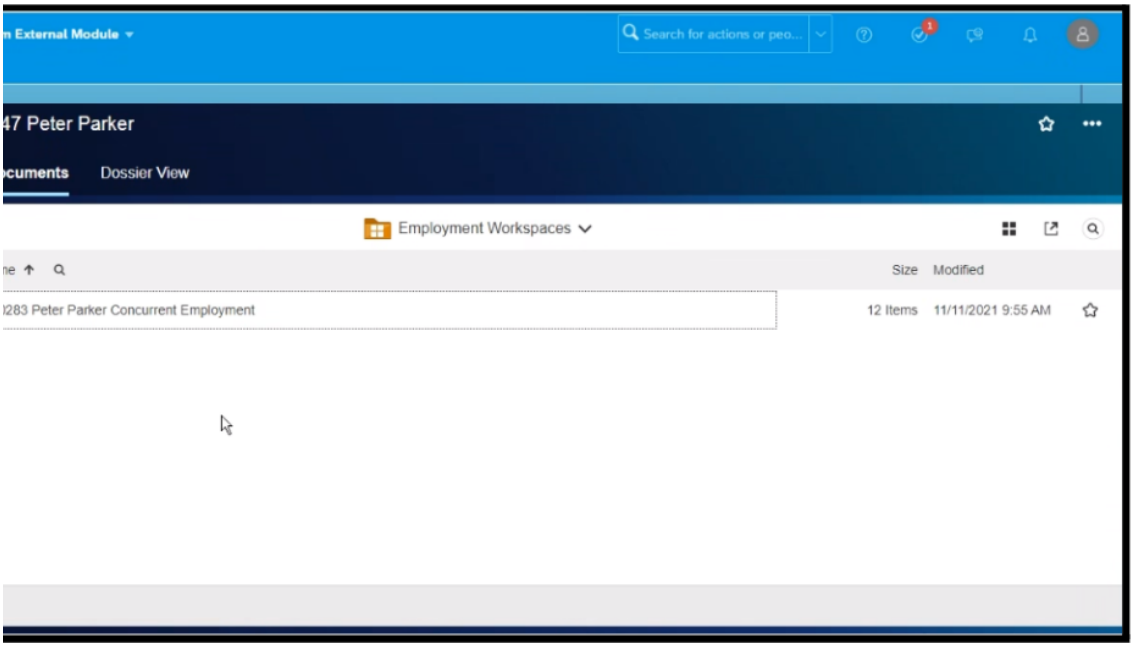
nshot of the layout and folder structures.



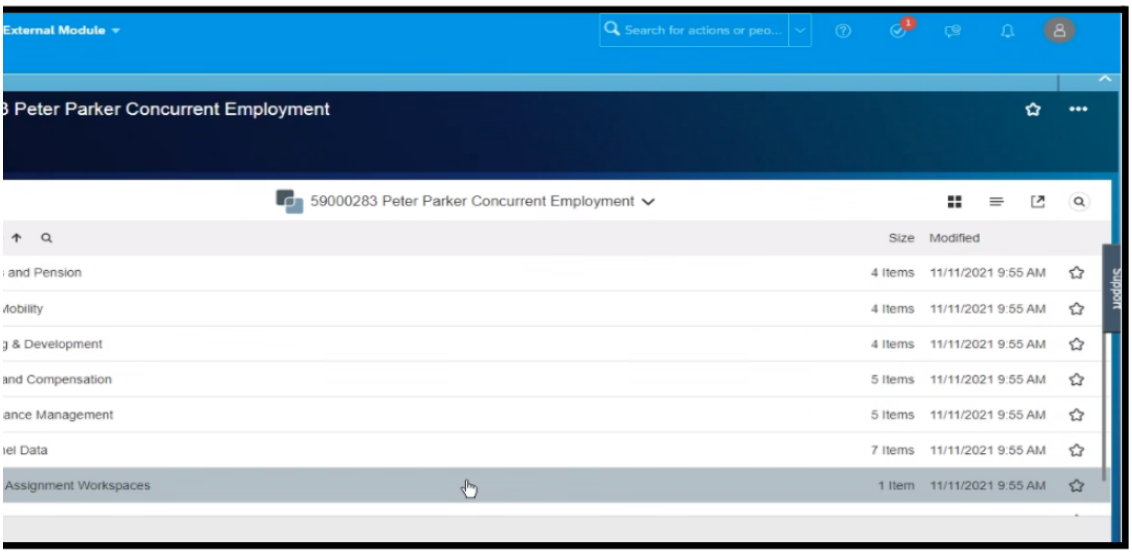
e File tile under My Information, go to your Personal Employee File to see the folder structure. When you click on the “Concurrent
Country Documents” folder then you will see your other assignment (Concurrent assignment in this case).



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



older structure of your other assignment click on the “Primary Assignment Workspace” folder from the list.



nments

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

n
tep Instructions

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

can be consulted and edited on your Employee profile in **My HR Services,** such as:

nformation (Names, Marital Status, Gender, Nationality, etc.)
contact Information

D
nit
ount
its

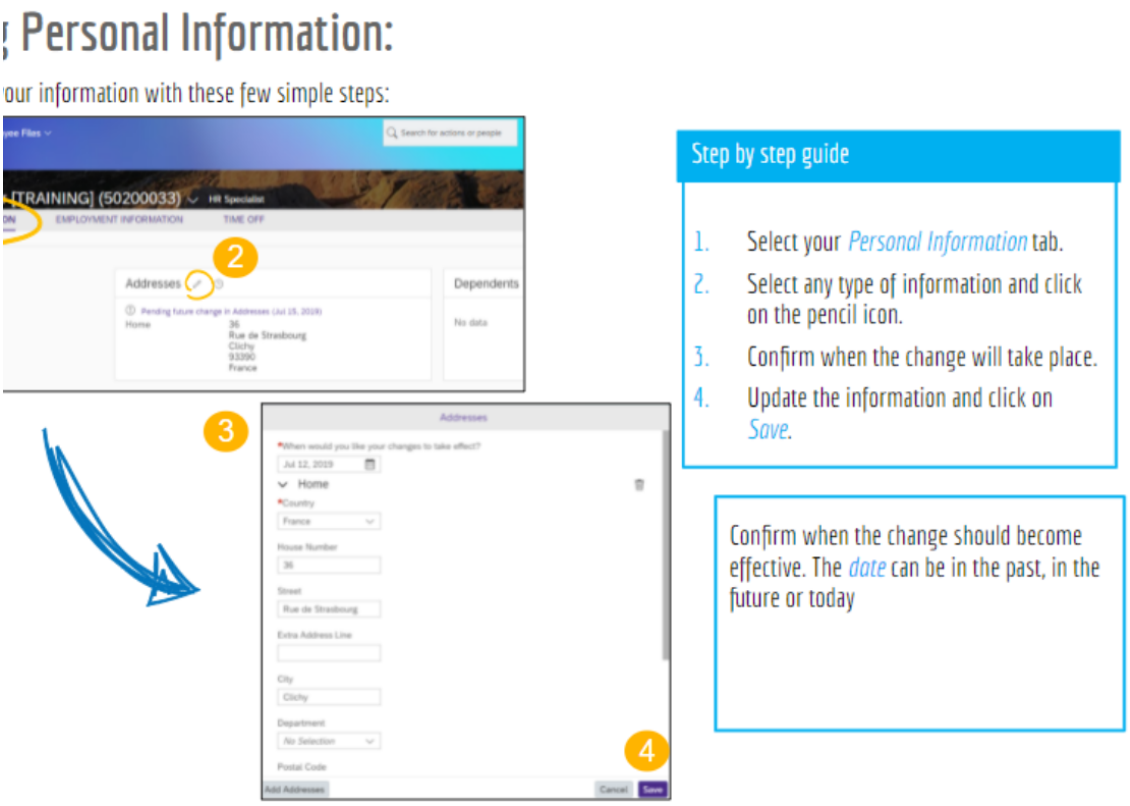
a Biological information change please open a **ticket through Service One**.

update your E-mail or Business Contact, please open a ticket to the Service Desk through this **link**.

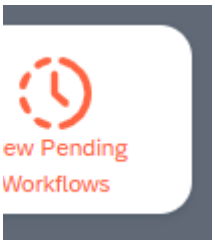
HR Services and click on **My profile**

n edit the information you need to update.

your information, follow these steps:



nges requested will be submitted to the approval of HR Admin Teams. The change will show as “Pending approval” until it’s finally
You will be notified by email when your request was approved.
e, 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

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INFORMATION CONSULT THE MANUAL BELOW

pen 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

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.

ou 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 s in handy for more specific populations, like Finance to capture the Posting file dates.

o you add this calendar to your google calendar list?

ch Payroll Country Calendar you will receive an email, inviting you to add your country's calendar (including newcomers, as each ed 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 dars per country. Just select the one you want to see and that's it!

ds

e
rea

ngdom
ates of America

s for more countries being worked on.

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 er in Canada, on a Portugal view this will cover two days because of the different time zone).

cess My HR Services from a computer or a mobile device
rvices & Employee profile
ne Digital Workplace Video Guide

Employee Files as an HR
ection Reflexes
Data Management
Data Governance at Syensqo
edge Management
ks

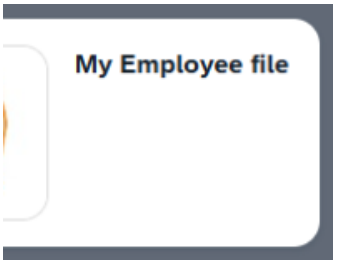
the Employee File Workspace
Folder Structure
e Functionalities
rform Actions with a Document
ssignments

ntry HR, HR SBPs & Payroll
e Services Only
d

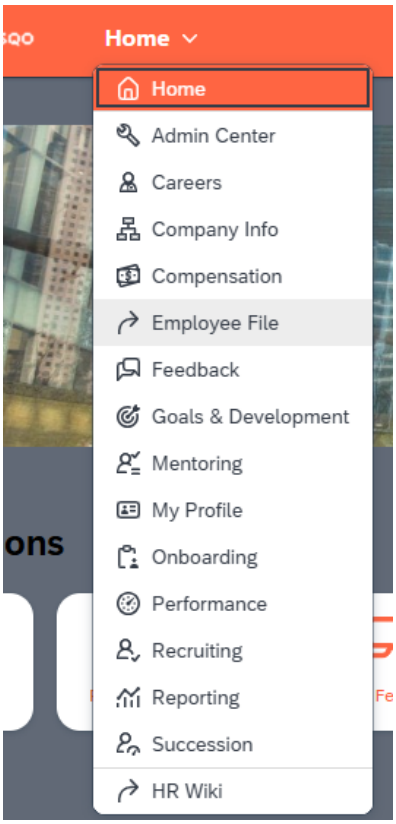
workspace enables Human Resource professionals to access and manage the documents of the employees in their scope. Please
al constraints, Bulgaria and Russia are out of scope.

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

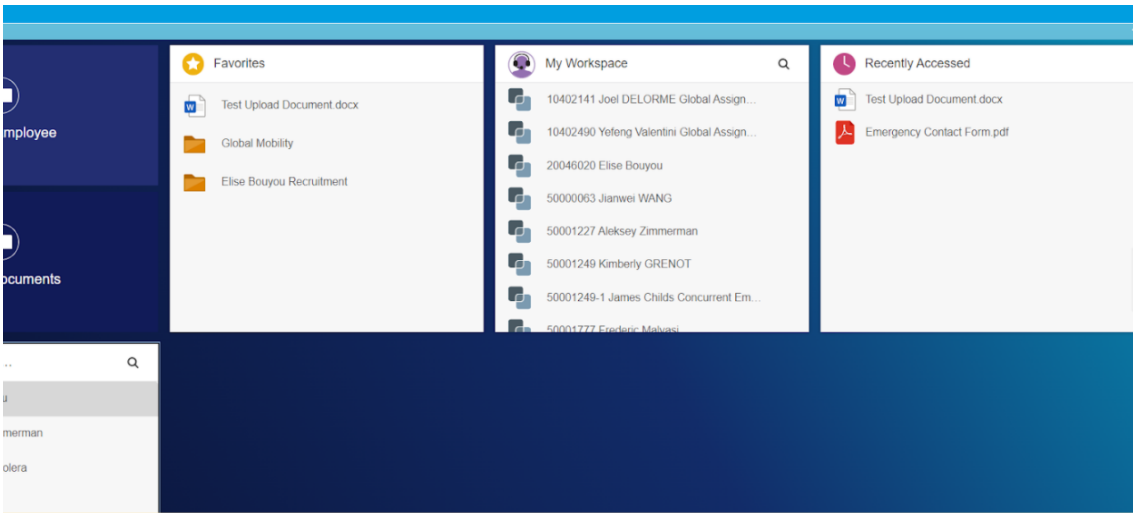
n My HR Services will lead you to your own workspace.



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



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



*ssues, have any questions or need general support, please either submit a request through **SyRa** or **call** our HR Operations colleagues.*
anized by main categories and sub-categories. Simply click on the folder to open and see what documents are inside.

ub older	Description	Document Examples
lth and fare efits	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.
rement efits	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.
eements ackages	Documents containing all the information about expatriation.	Secondment Agreement, Assignment Extension, Assignment Termination, Remuneration Package, Cost of Living Calculations, etc.
inistrativ ocuments	Documents about tax administration for expats:	Reports on Taxes & Deductions etc.
elopment ns	Includes career development and skill building plans.	
ning ords	Documents showing the training history of the employee and related certifications.	
roll ns & uments		W4, W2, annual tax statements, local bonuses, recurrent deductions, garnishment, etc.
npensation		Compensation statements, promotion statements, bonuses, long term incentive
ormance essment	All types of performance reviews or assessments.	
dback	Feedback received by the employee from others in the organization.	
ipline & rovement ns	Official communication to the employee when performance and/or behaviors are not in line with expectations.	Performance improvement plans, disciplinary letters, praises etc.
loyee sonal uments	Documents that contain information about the employee and there 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.
npany ed uments eements	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
lical	Documents containing medical related information that is NOT maintained by HSE.	Hiring / Leaving Medical Clearance Form, Medical accommodation, Medical certificate

›n umentati	Documentation related to union topics that is employee specific.	Arbitrations / Grievances
didate uments	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.
ence & ndance ated uments	Documents that are needed to justify/approve absences paid or unpaid.	Absences related to sickness, work accident, parental leave, furloughs, disciplinary, strike, etc.

ccess Rights for HR

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

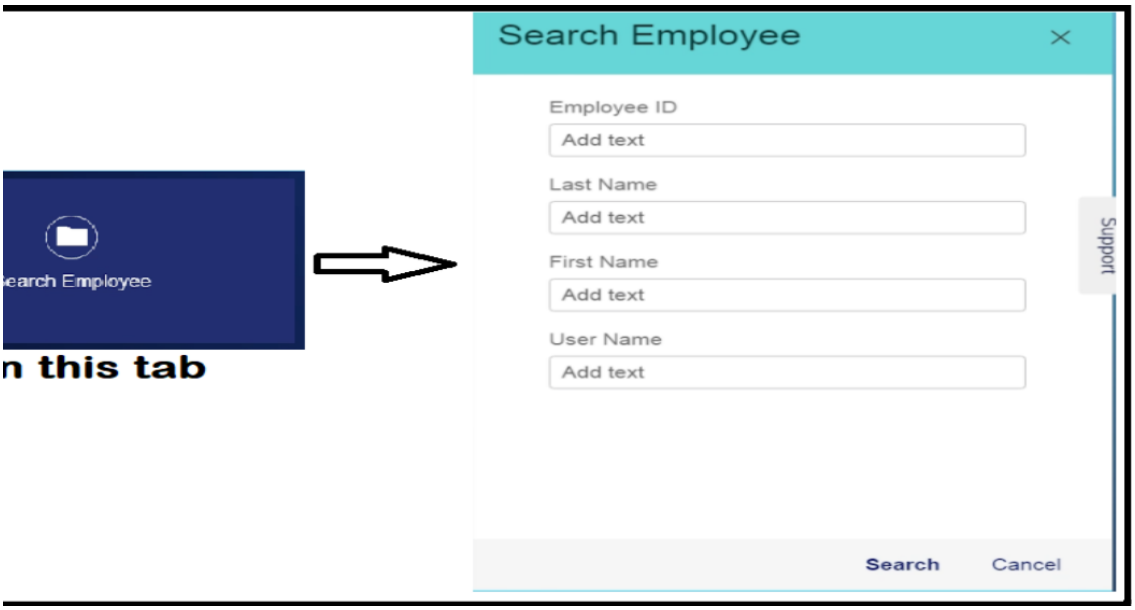
	TYPE OF ACCESS						
	Site HR/ Country HR/HR	HR Payroll	HR OPS	SBS - Recruiting	SBS - Global Mobility	GPP & SBS - Learning	GPP - Total Rewards
					None		
nefits						None	View
				None			
		View, Write & Delete			View		
es							
nts							
	View, Write & Delete						
		None			None	View	None
ation							
						None	
nents		View, Write & Delete		None			
							View
ent							
		None					
ent	None						
							None
ent							
ation							
		View, Write & Delete	View, Write, Delete /Legal Hold/Modify				
nts	View, Write & Delete						
			View, Write, Delete /Legal Hold/Modify		None	None	
		View, Write & Delete		View			
				None			

tionality

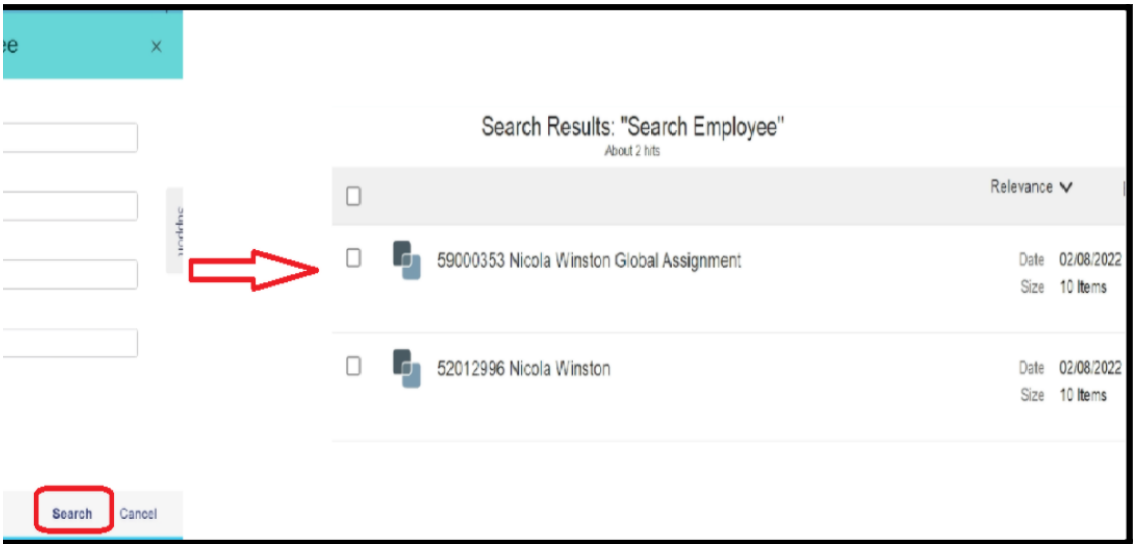
› locate the file of a specific employee or to locate specific documents. As an HR you can access the Employee Files for all employees d on your authorization in SuccessFactors.

oyees

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



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



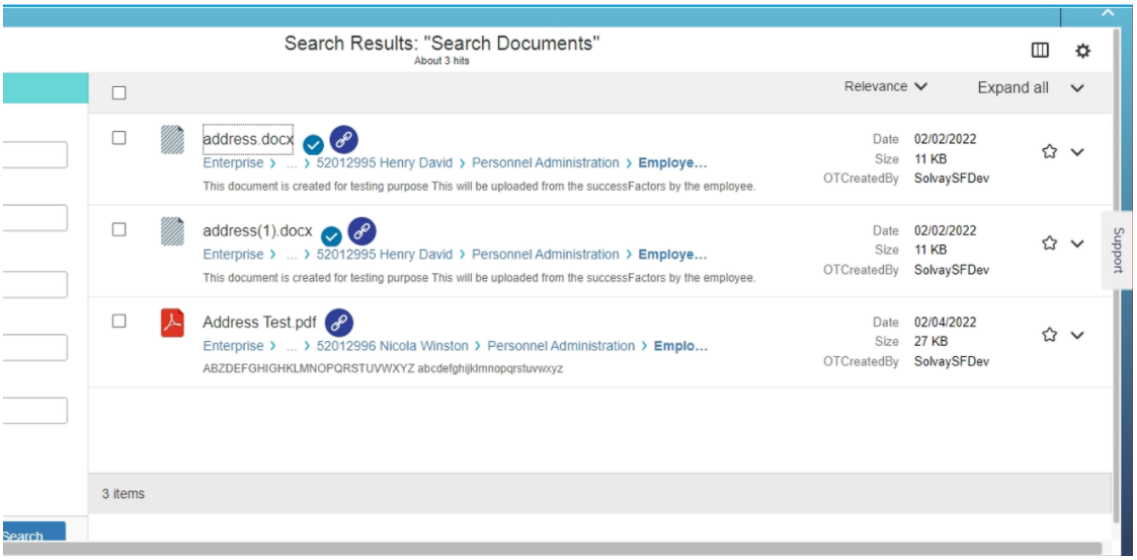
---

ments

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

his searches based on the name of the document and works with one or multiple words used in the name.
n - If a document received a description upon upload, you can search using a keyword from this description.
ID, Last Name, and First Name enable you to search for all documents associated with the criteria you enter in one of these fields.

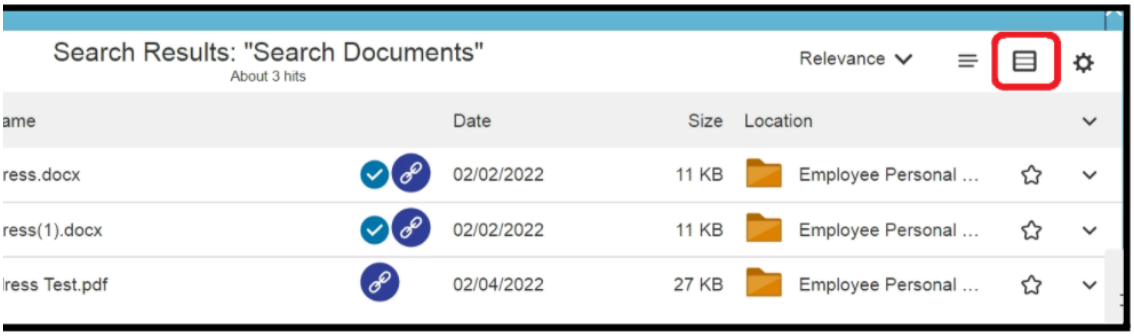
ble to further refine your search by completing open fields in the box on the left.



ghted part below is the storage path of the document. From here you can identify to whom this Document belongs to and where in the cture 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.

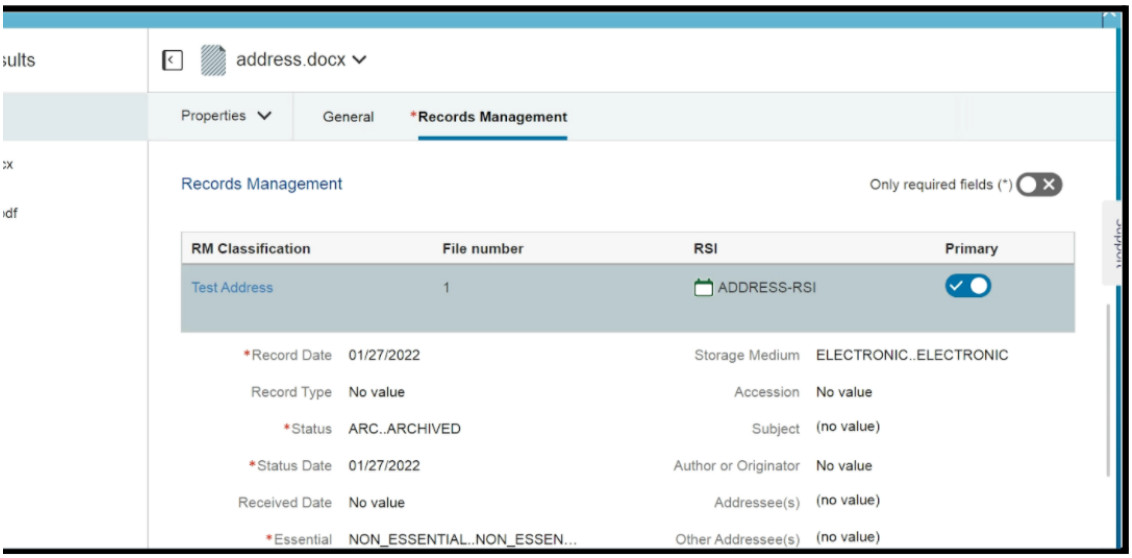
the Tabular Search View icon to change the view as shown here:



ıe above highlighted icon to revert back to Standard Search view.

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

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



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

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

ce

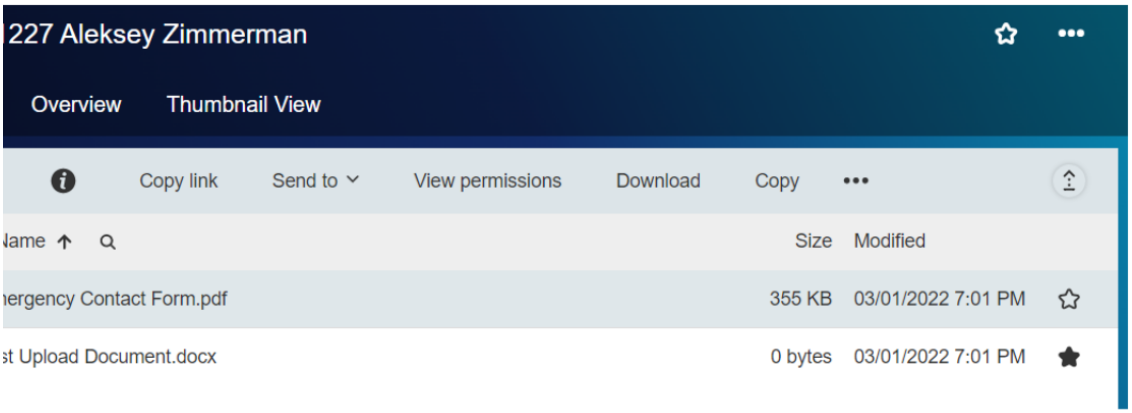
ıs the personal workspaces for all the employees in your scope. From here you can search for the employee and open the employee’s

:essed

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

cessed Workspaces

es 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.



ne 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.

e used to download the document into your local system.

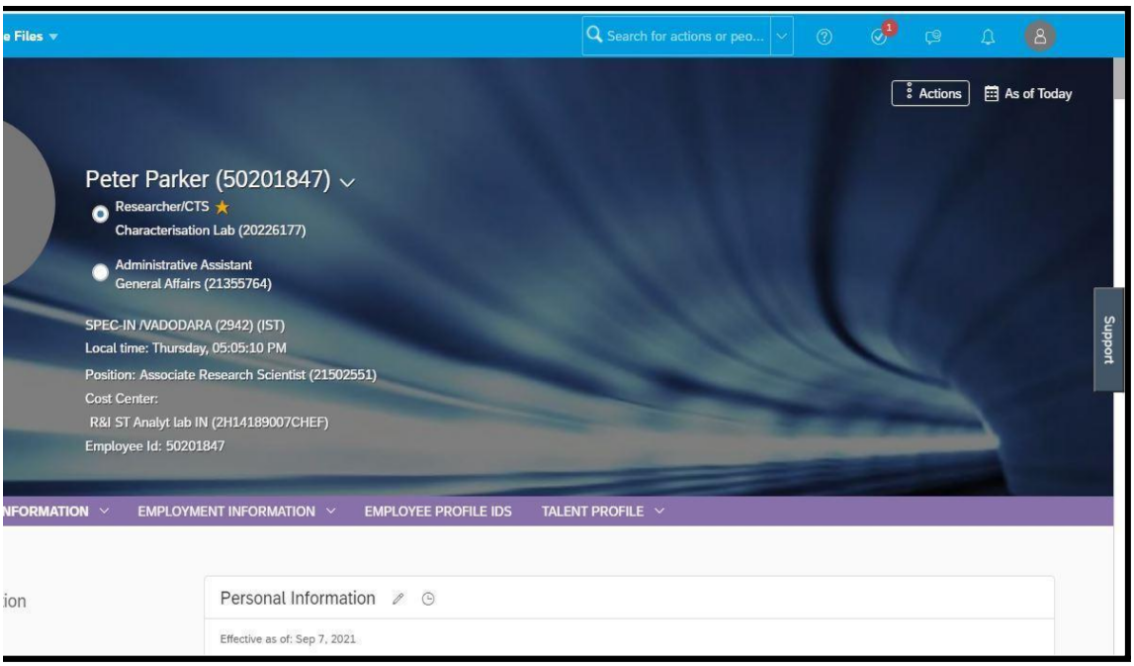
GPP and SBS Service Teams should disregard as this feature is not operational for you.

/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
lobal Assignment. If an employee is in one or both of these categories, you can access the related documents for the assignment(s)
e as their HR. As HR Ops has global access they will always be able to see all assignments.

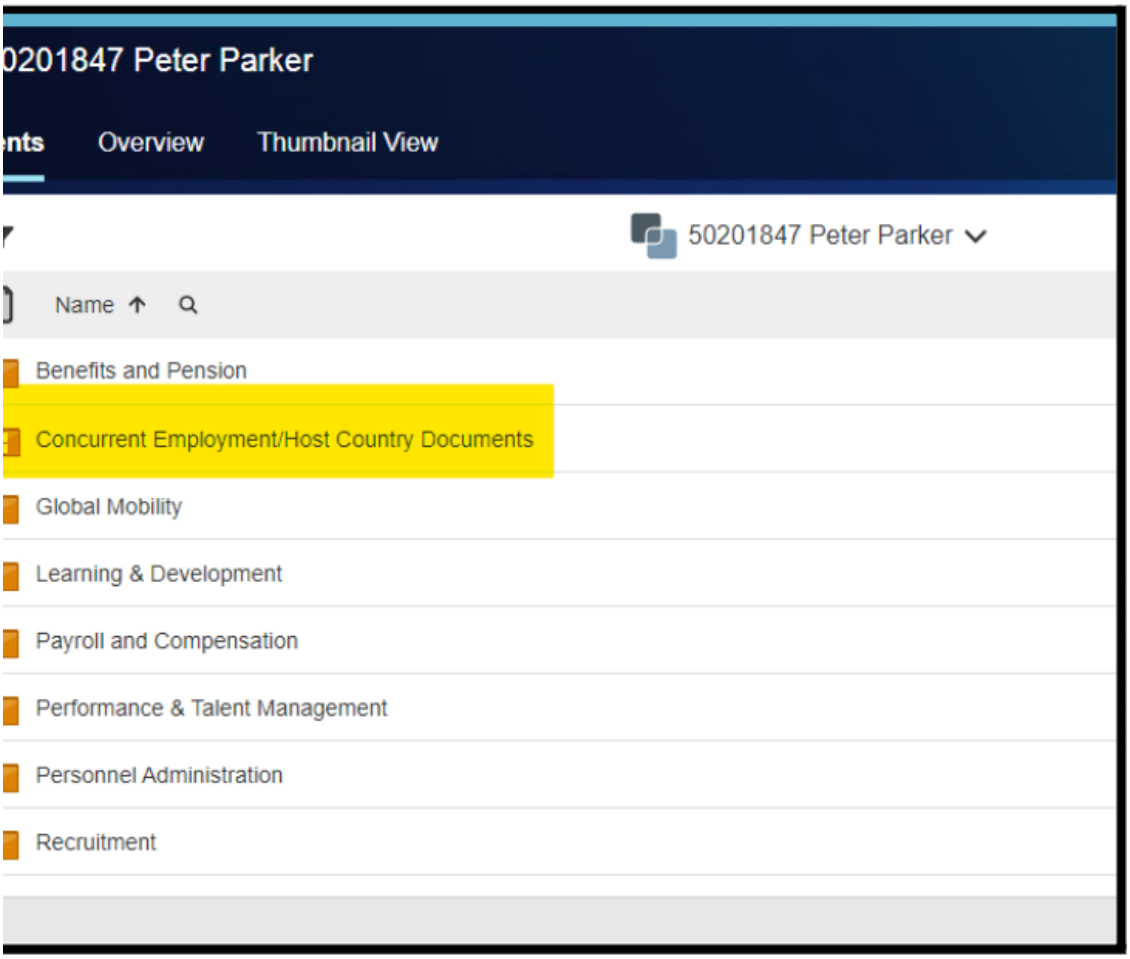
rrent Employment

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.

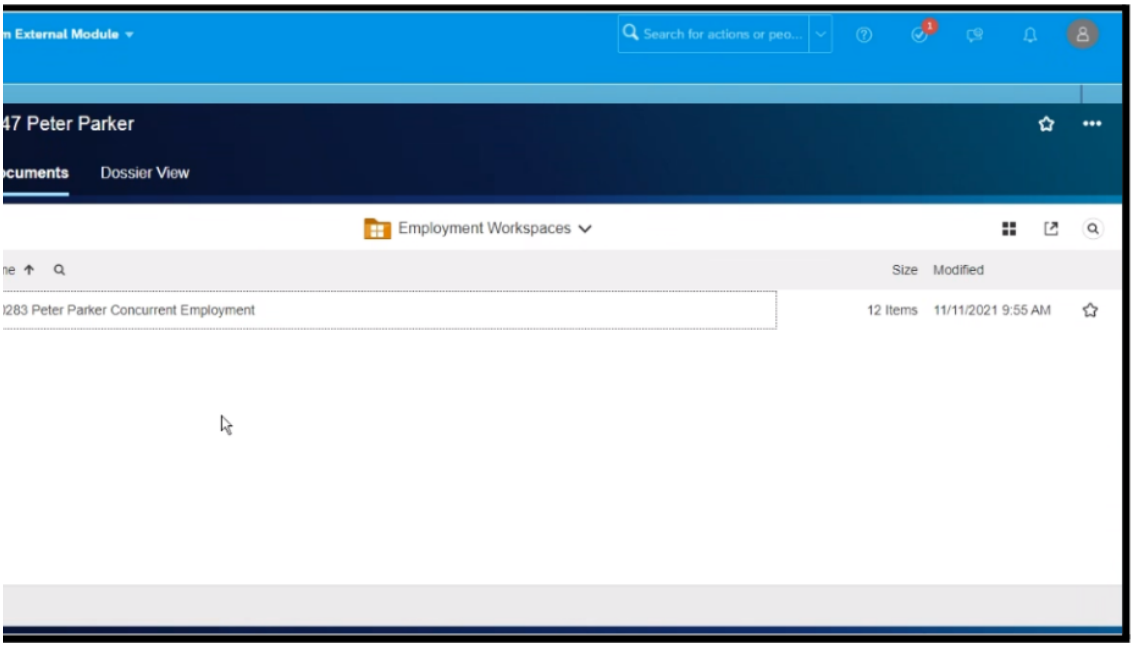
nshot of the layout and folder structures.



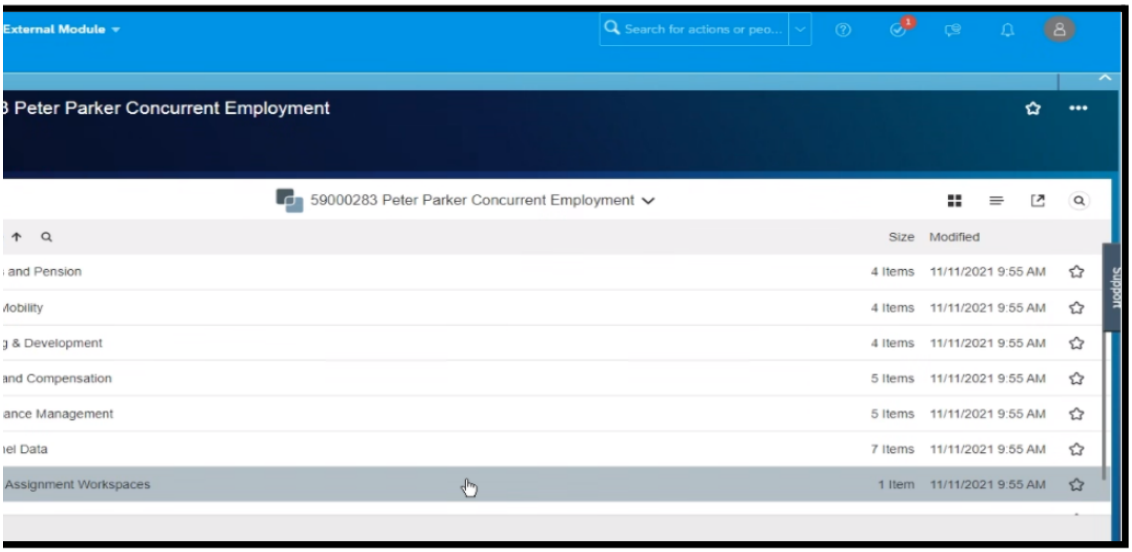
e File workspace of the individual and click on the “Concurrent Employment/Host Country Documents” folder then you will see the other
rrent assignment in this case).



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



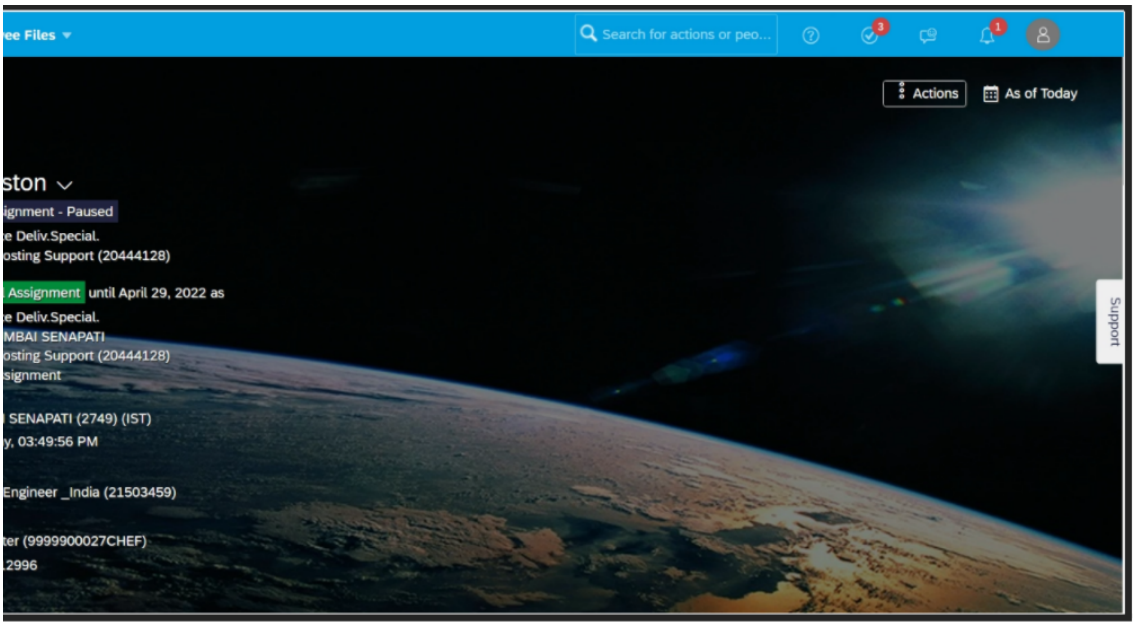
older structure of the other assignment click on the “Primary Assignment Workspace” folder from the list.



Assignments

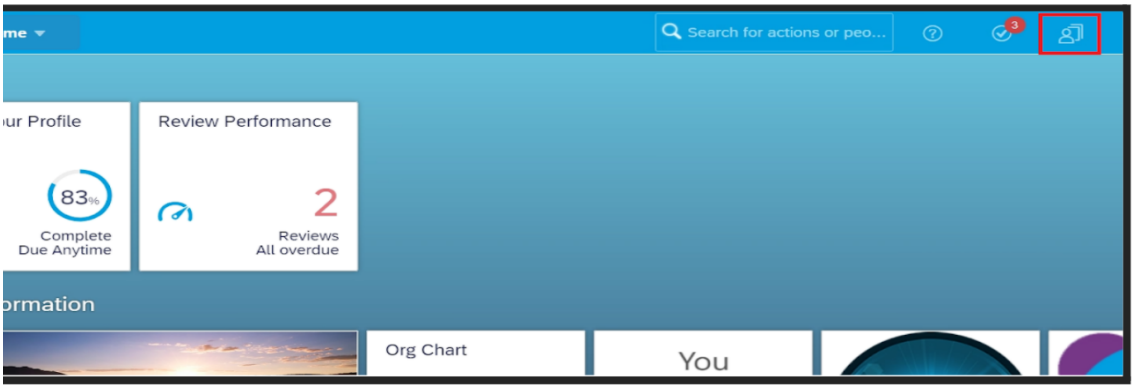
is when an employee is sent to a different geographical location for the fulfillment of an assignment. In such a case, on their My Profile nments would appear. However, one assignment would be paused (the “home” assignment) while they are active in the other l” assignment”).

example of an employee profile on Global Assignment:

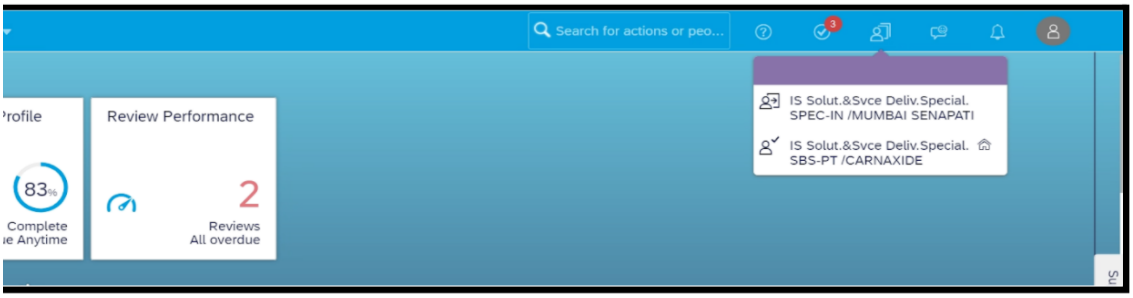


ween assignments

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



e shown below will be displayed.

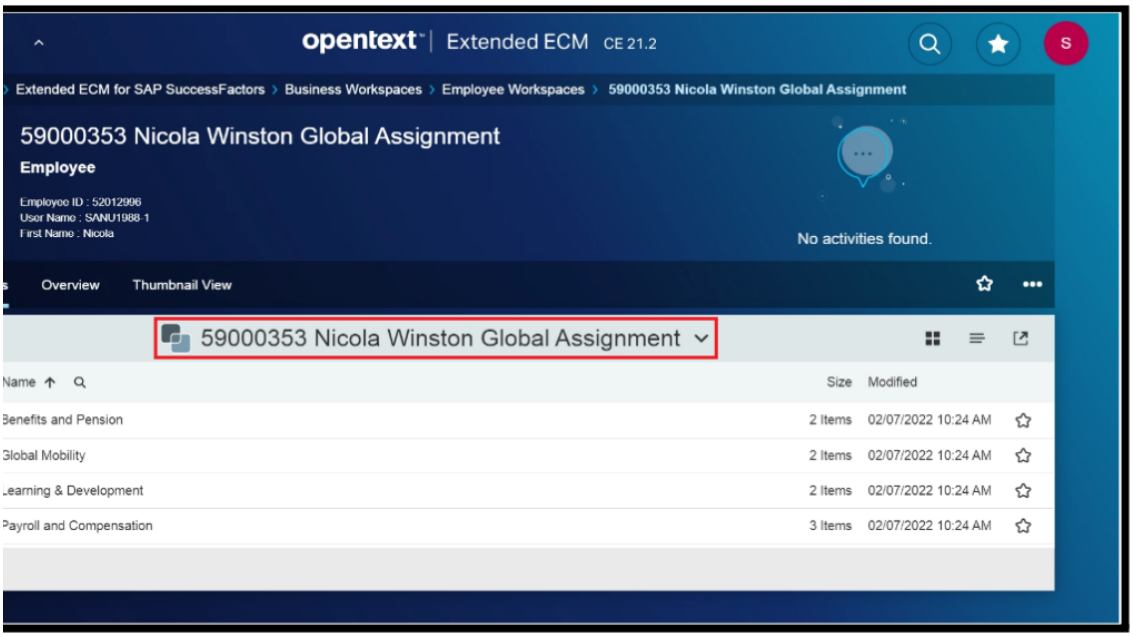


ween the two assignments to access the accounts.

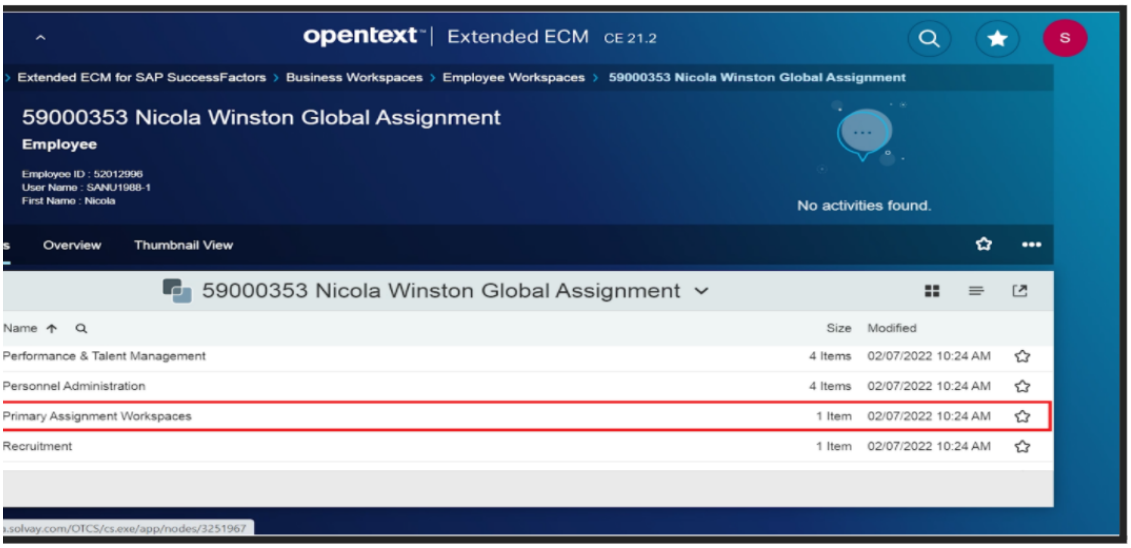
e currently viewing is indicated by this icon and the other account which you are not viewing is indicated by this icon.

ersonal Employee File

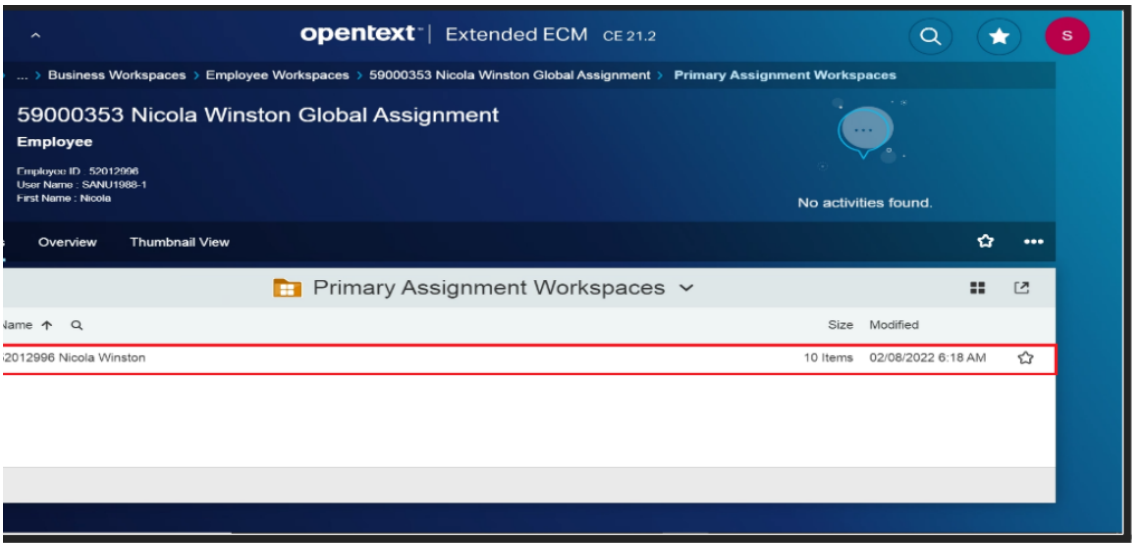
ected between the above options, you can access the Employee File workspace as shown below. The example below is for the Global s indicated by the highlighted box as shown below.



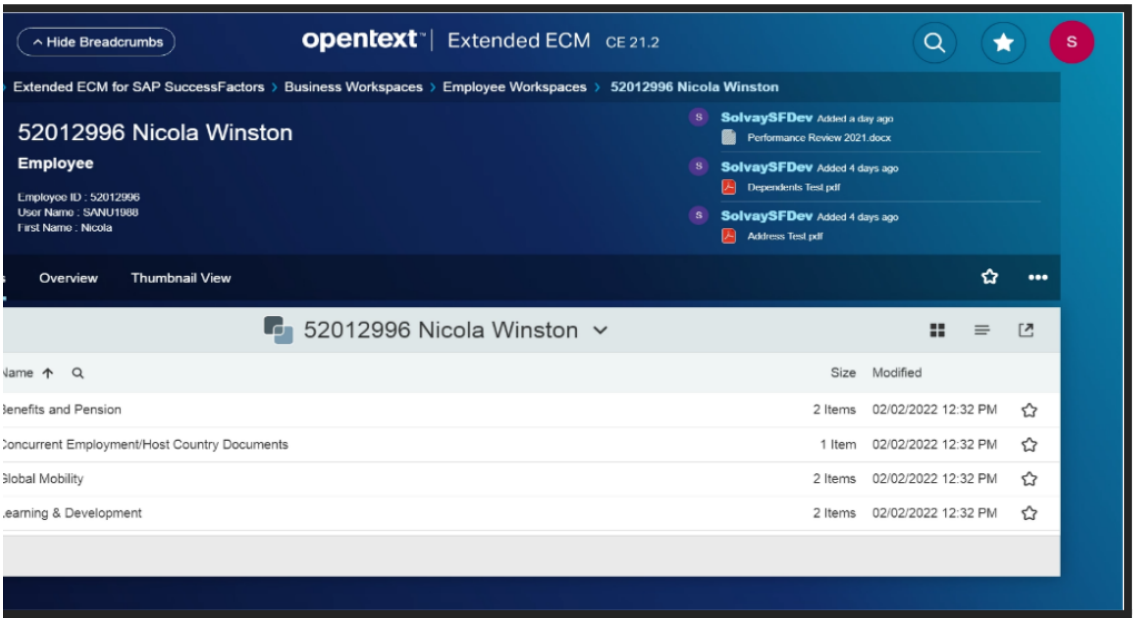
ll contain the documents associated with the global assignment. You can access the primary assignment workspace by clicking on **Prim /orkspaces** as shown below.



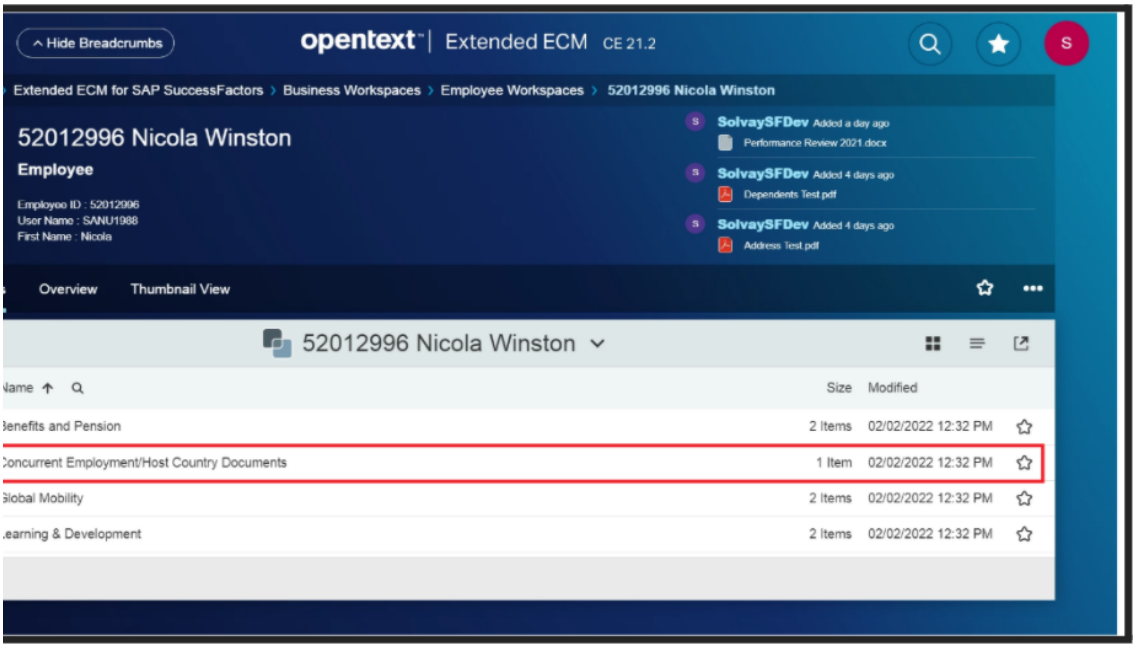
imary assignments as shown below. Now, click on the primary workspace as highlighted below.



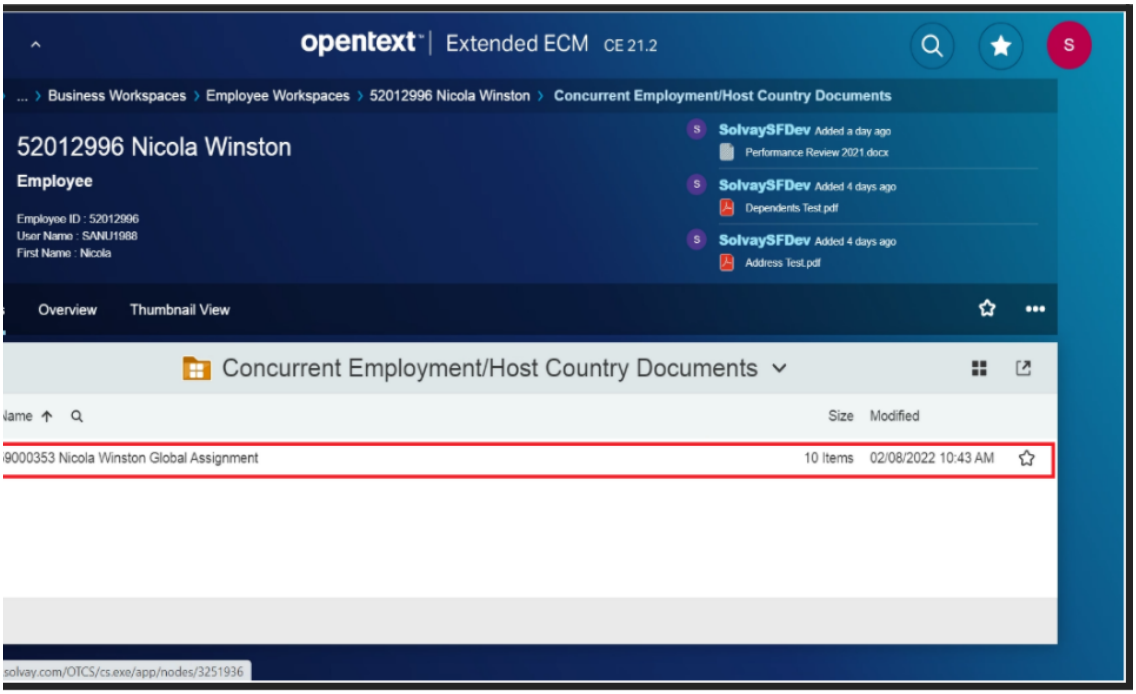
the primary workspace as shown below.



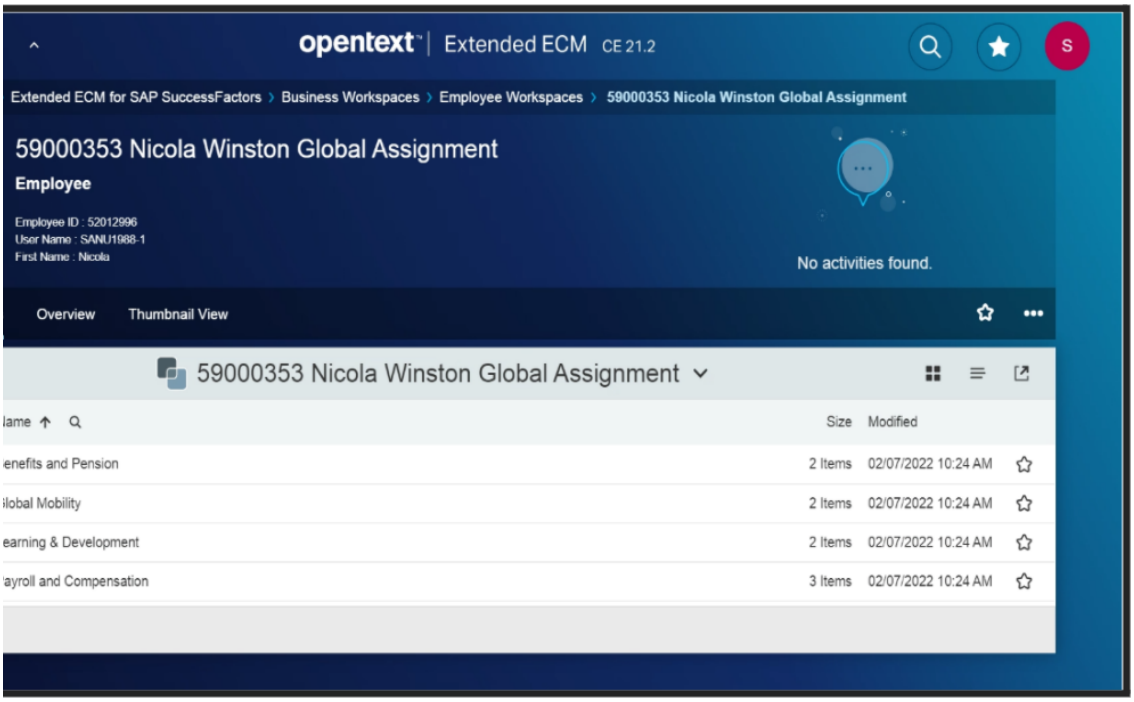
the global assignment workspace by clicking on **Concurrent Employment Country Documents** as shown below .



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



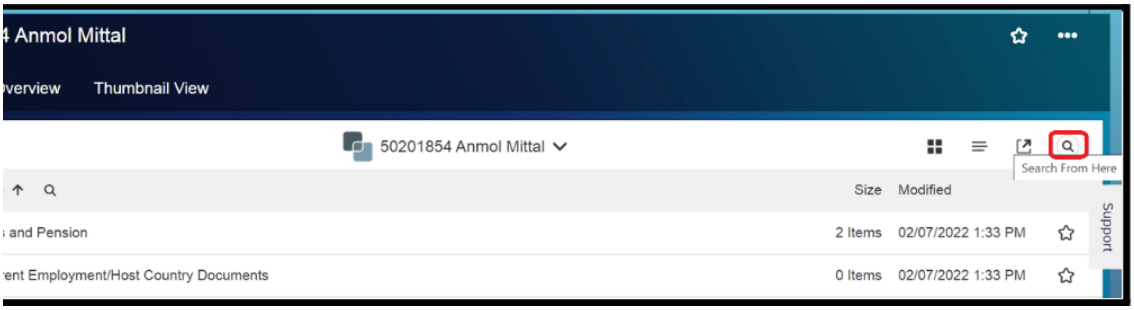
the global assignment workspace as shown below.



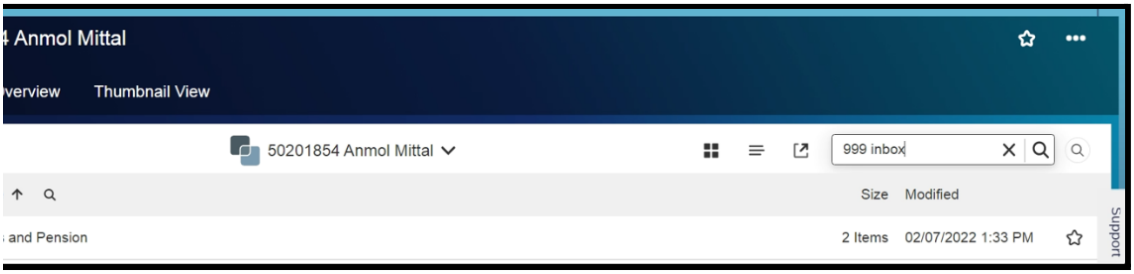
ds or deletes a document in OpenText, it is initially placed in a staging folder called *999 Inbox* within the Employee file workspace. This the Folder structure.

ded document (fromSuccessFactors/OpenText) is not available in the respective folder inside the Employee file workspace, search for the below instructions,

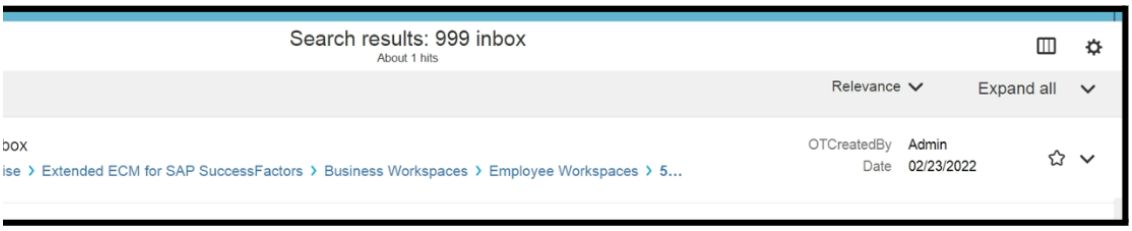
Employee file workspace (for whom you uploaded the document) use the below highlighted search option to find 999 inbox.



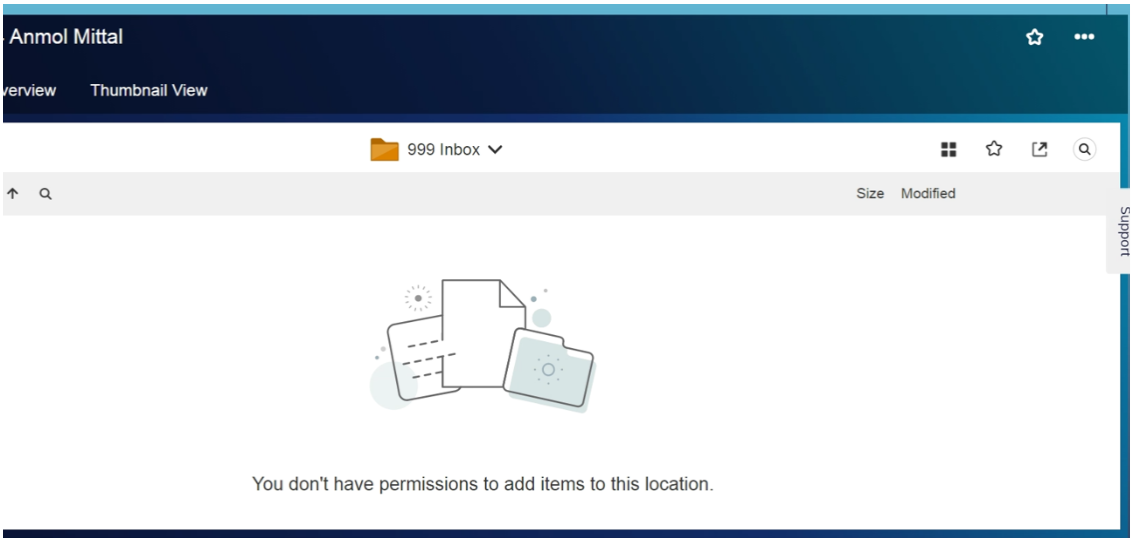
999 inbox in the search bar as shown below and click enter.



you to the result page as shown below, And now click the folder.



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



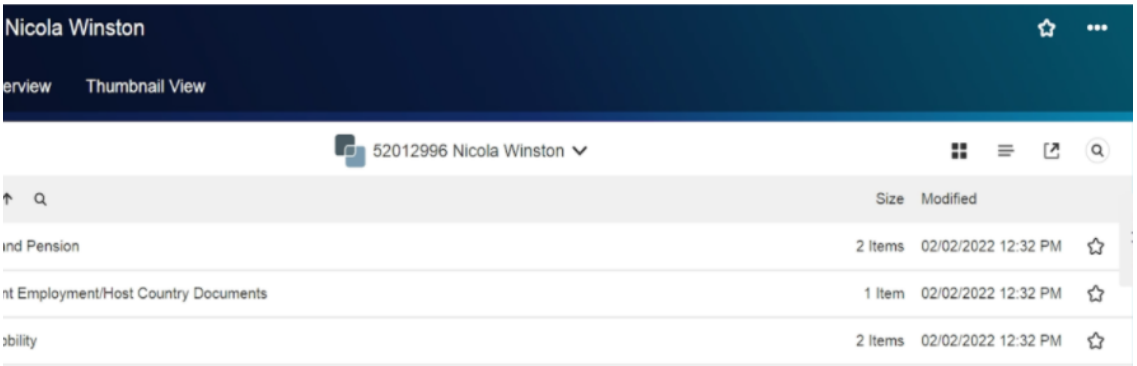
that document inside the 999 Inbox folder you can conclude that the document has lost its classification and therefore needs to be
To have the misclassified document deleted, a ticket will need to be submitted to IT via a ServiceOne request using the catalog
f ***"Report an IT Application/Software Incident"***. 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

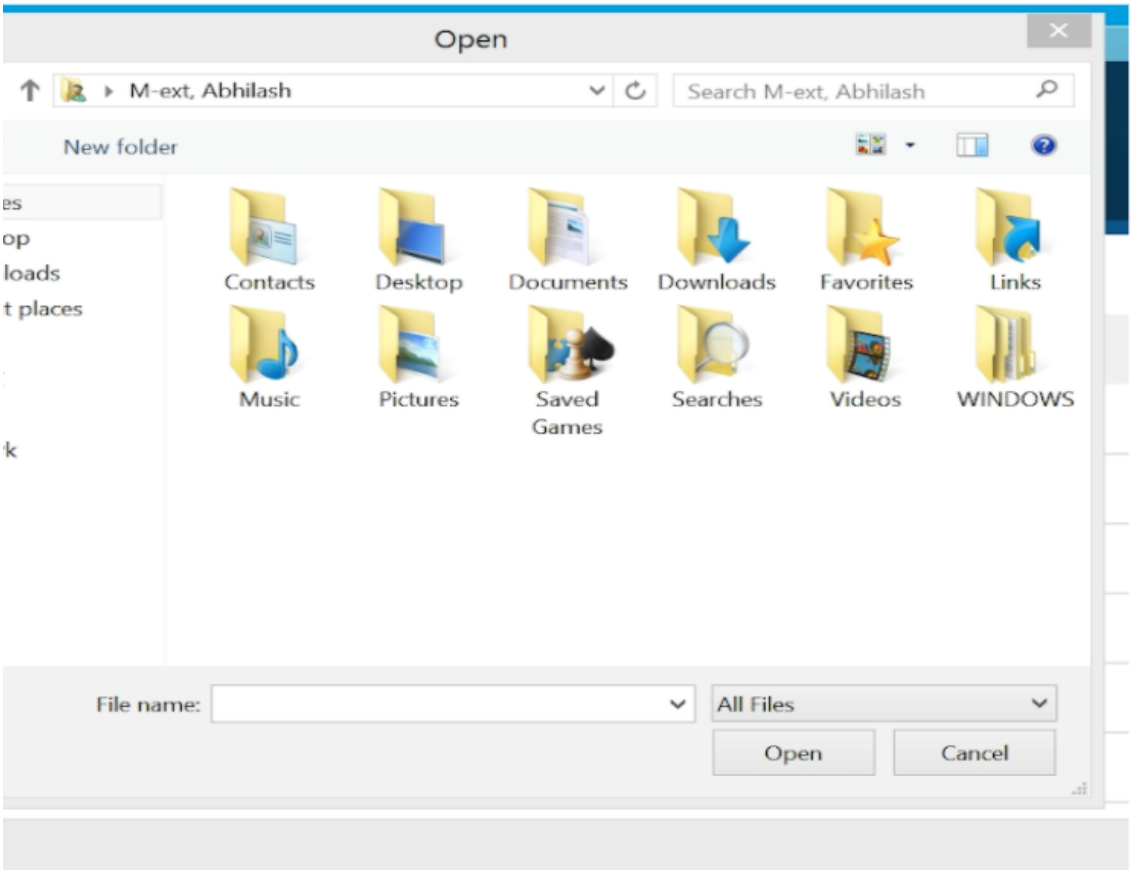
able to upload documents for an Employee if you are in one of the following roles: **Site HR, Country HR, HR SBP, Payroll, and HR**

t 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
e workspace.

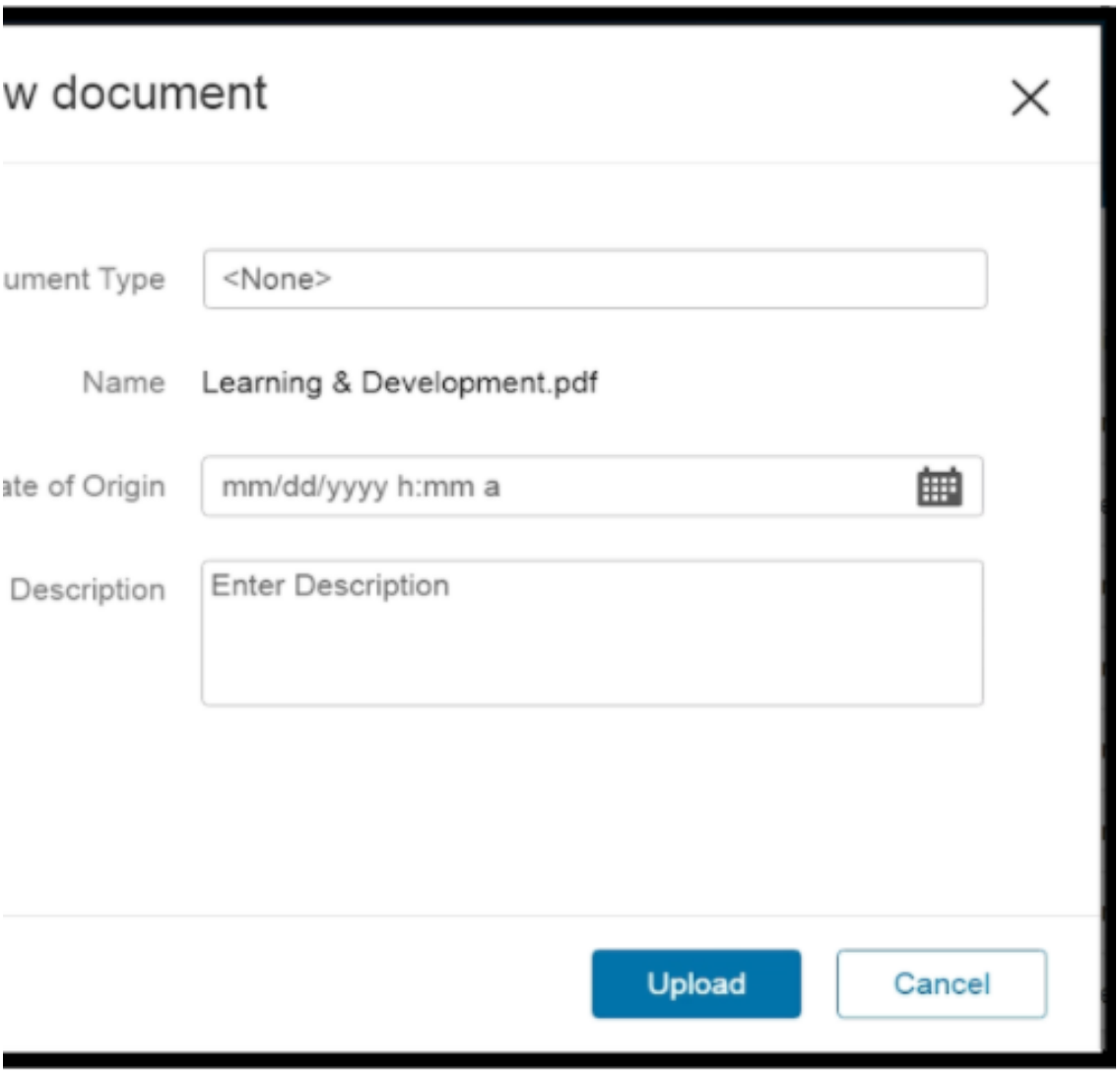
EMEMBER: You **cannot drag and drop documents** or **add them directly into the subfolders.** You must select the file destination
enu as described below.



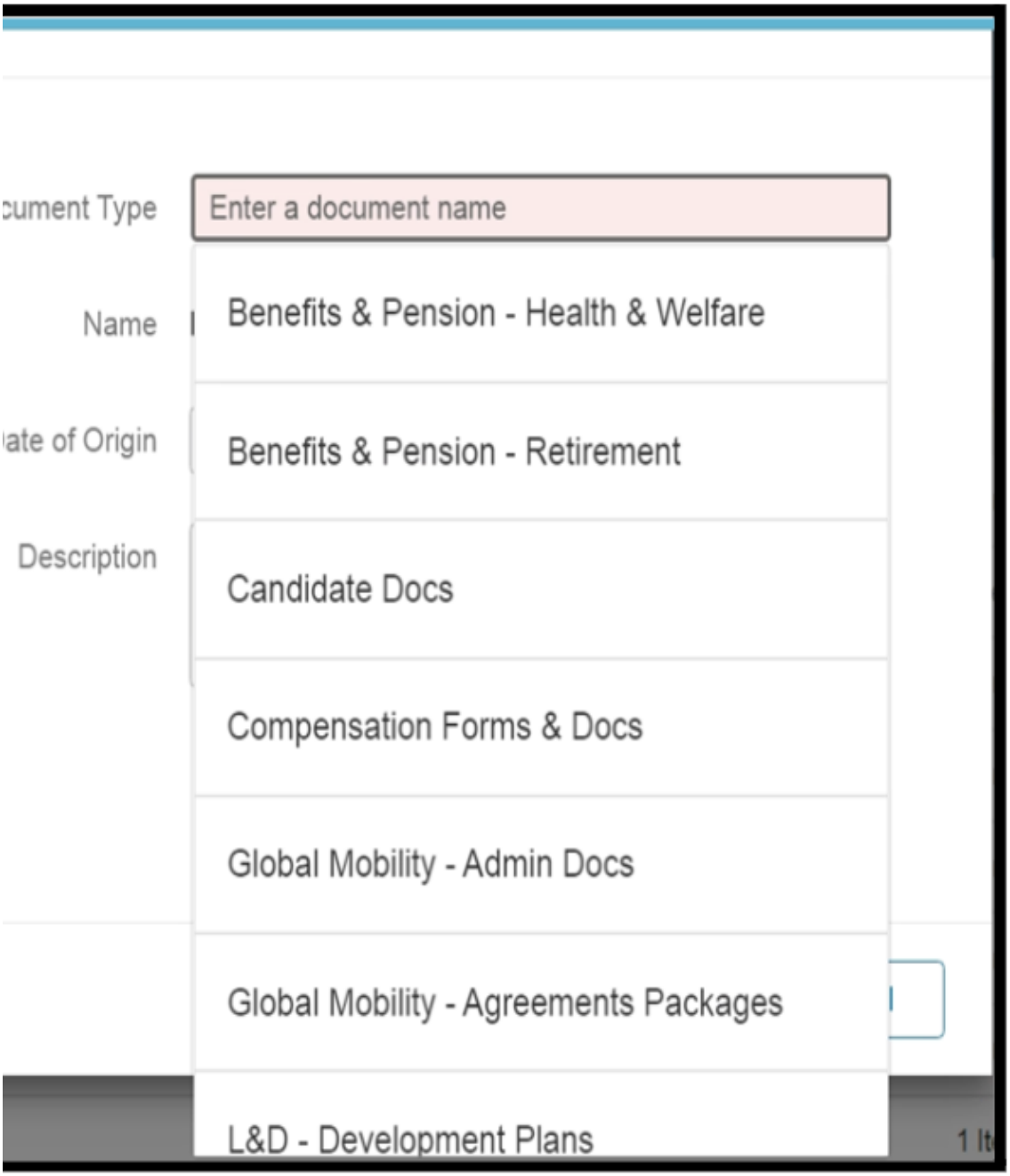
ıis icon to upload a document.
ng on it you will see a popup to select the document as shown below.



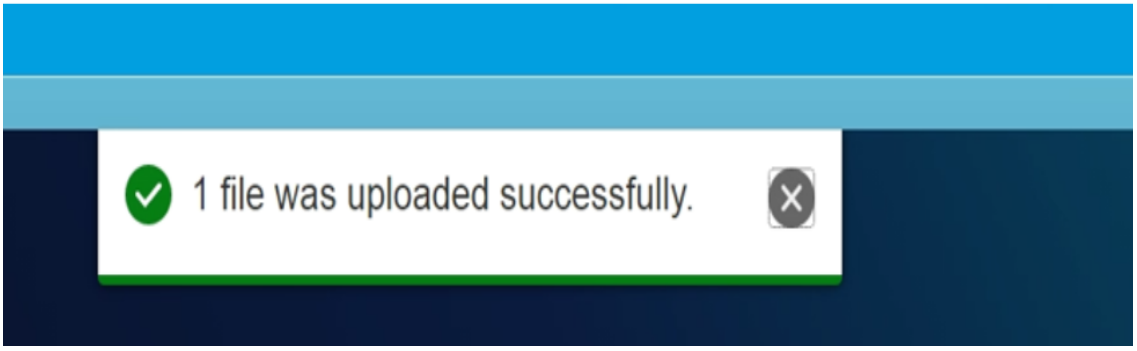
document from your local system (note that we are not able to upload directly from Google Drive) and then click on the open button.
ɜt the popup screen shown below.



cument Type" field, select the folder to which you want the document saved to using the drop down list provided.
e **for the Folder descriptions** in the section called "Navigating through your personal employee file workspace".



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".
ne details are entered click on "Upload" and the document will be saved in the designated Folder.
ning the above steps click on the Upload button. You will get a Success popup message like this:

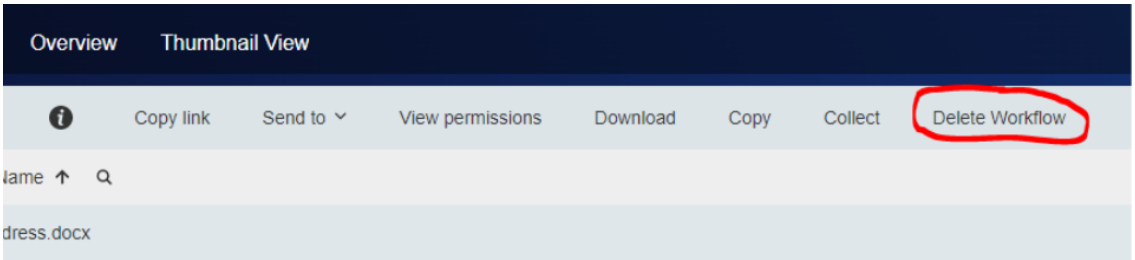


uploaded document will reside inside the corresponding folder.

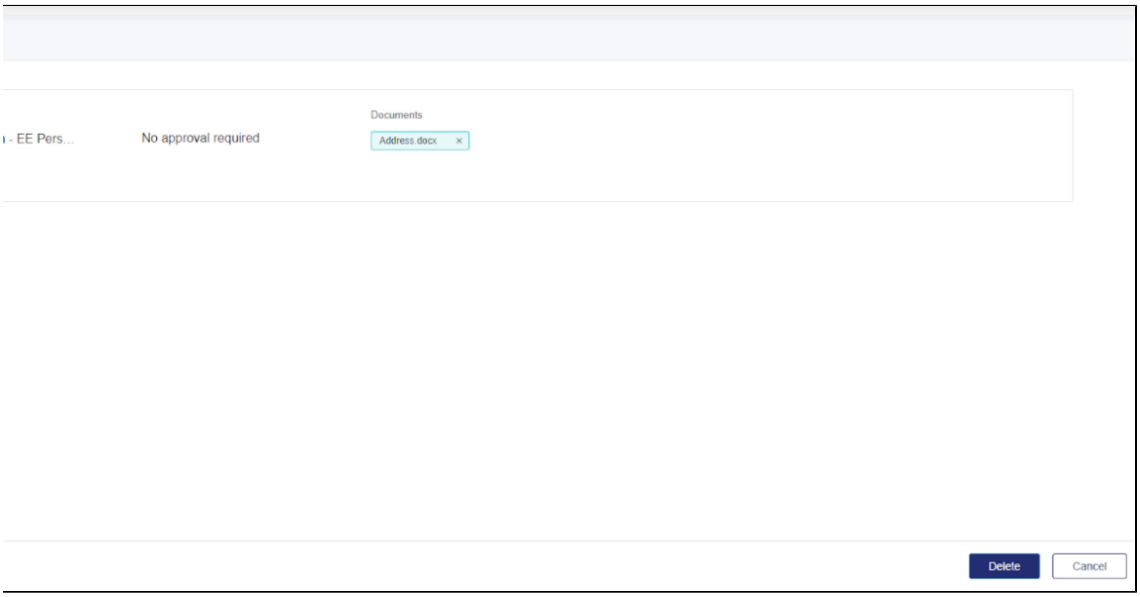
g Documents from an Employee's File

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,**

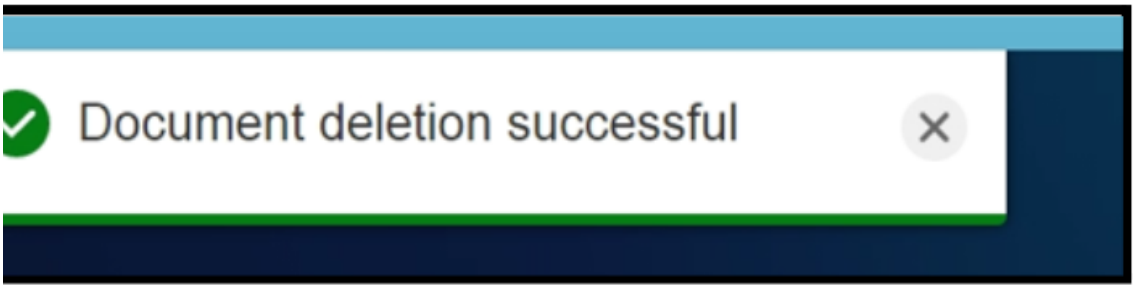
document you wish to delete and select "Delete Workflow" from the menu options as shown here:



pen 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

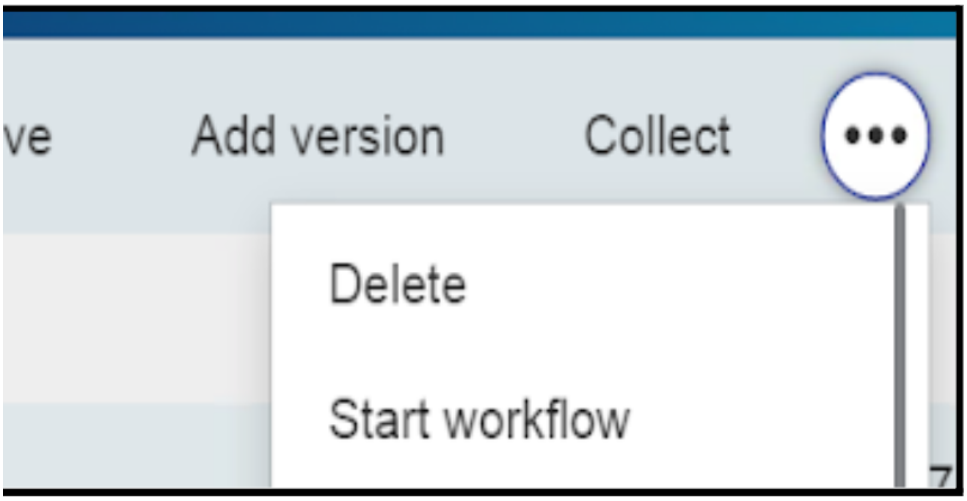
A DOCUMENT

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
lder where it does not belong, it should be deleted from that folder and then uploaded to the correct folder rather than “moving” it.

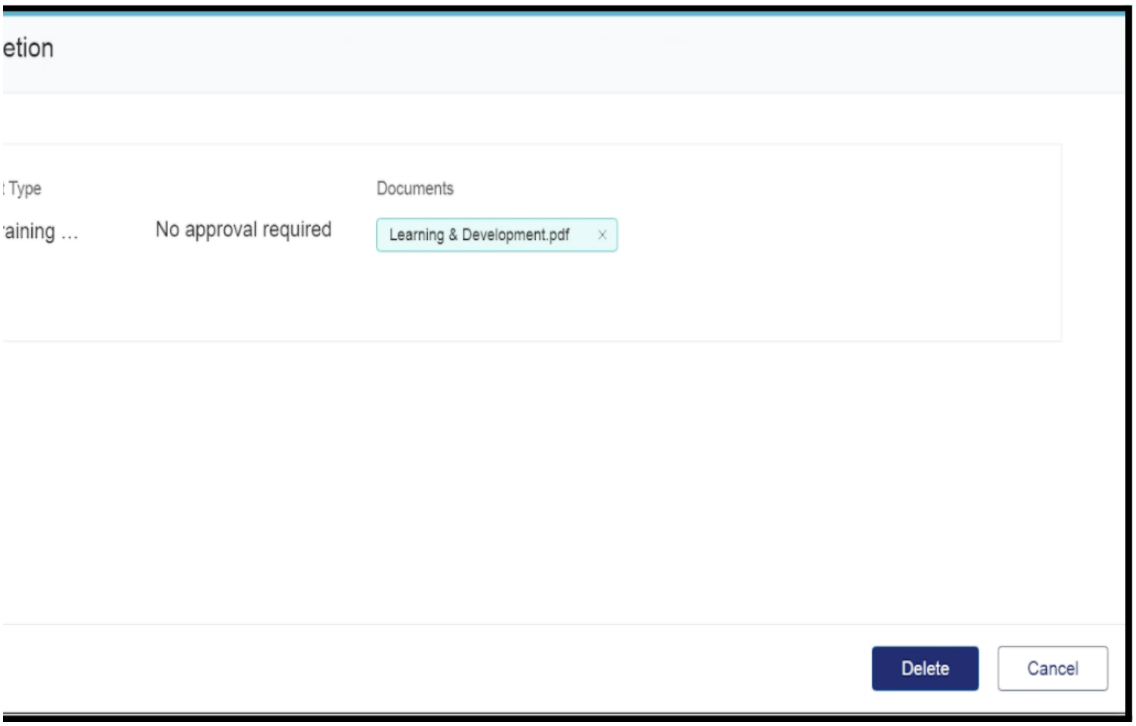
A DOCUMENT

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

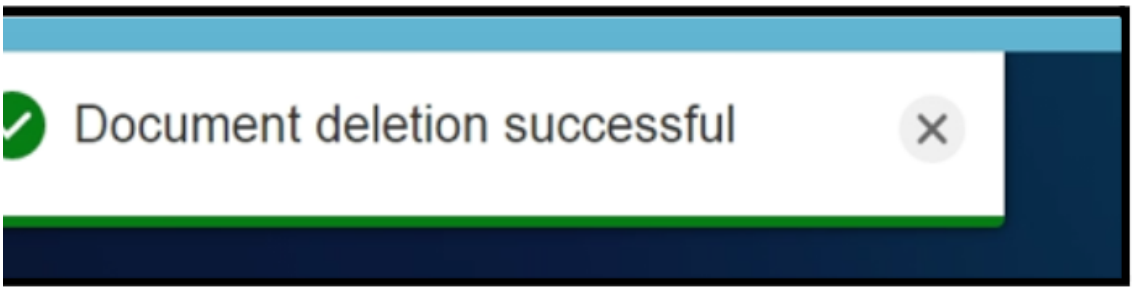
document you wish to delete and click on the **DELETE** icon as shown below:



pen the Deletion screen as shown below:



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

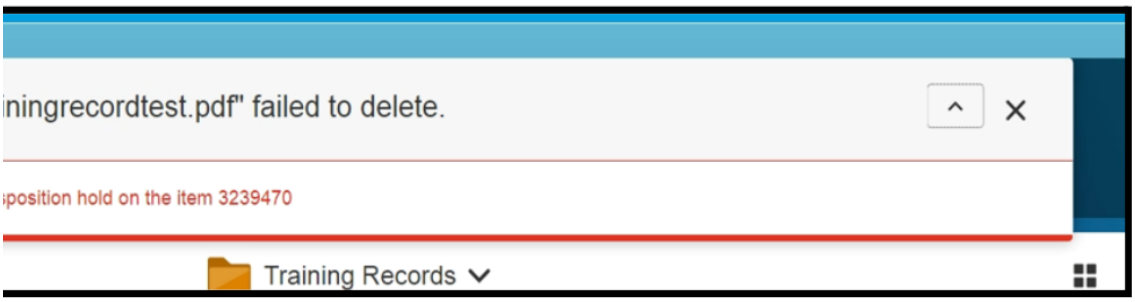


ent is responsible for notifying HR when a Legal Hold is required and again when it should be removed. HR Operations will apply or sed on the direction received though generally a legal hold should be applied at the workspace level. The request should be submitted Request using ServiceOne by either the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

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

up will appear as shown below. Capture the name of the person providing the instruction to remove the legal hold, the date this was ssociated ticket number. Then click on **Yes**.

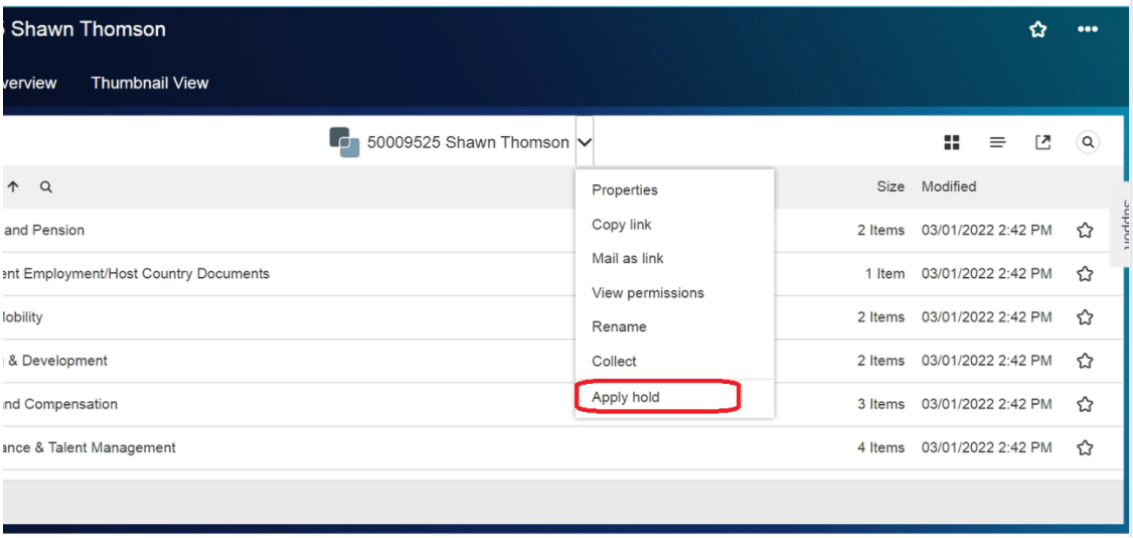
Hold applied and someone tries to delete it, an error message pops up as shown below.



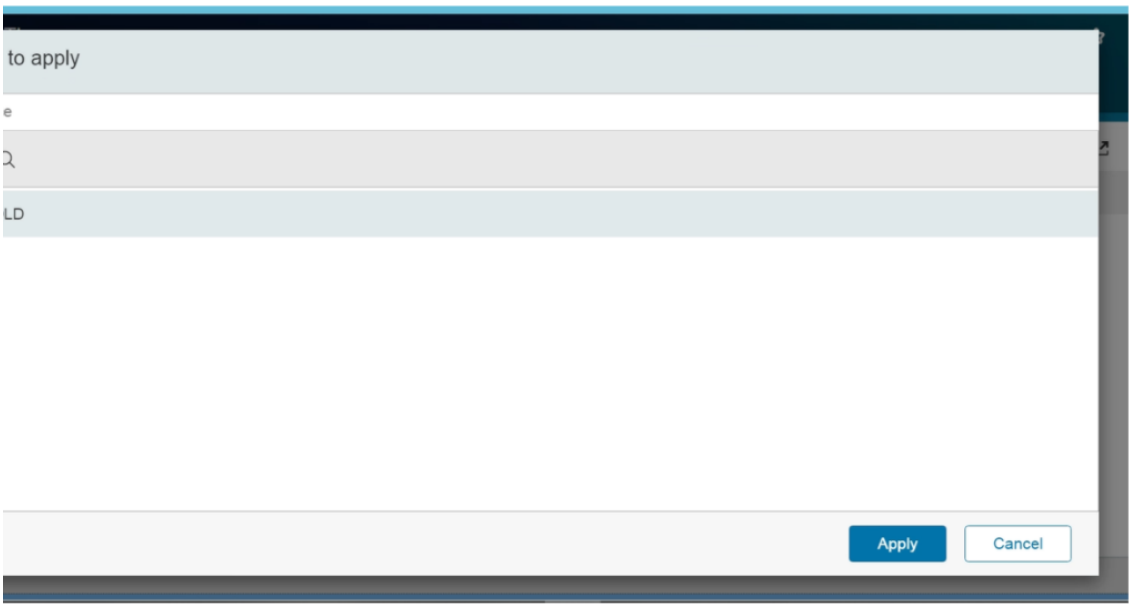
egal Hold at the Workspace Level

:e 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

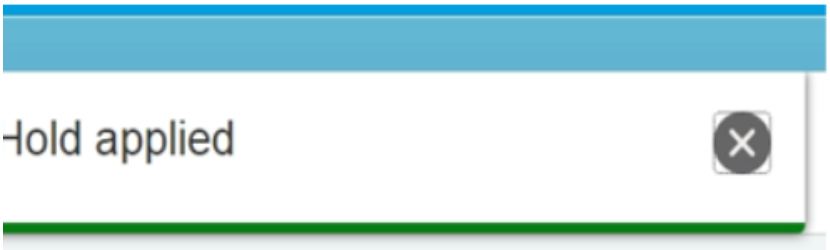
OLD as highlighted below:



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

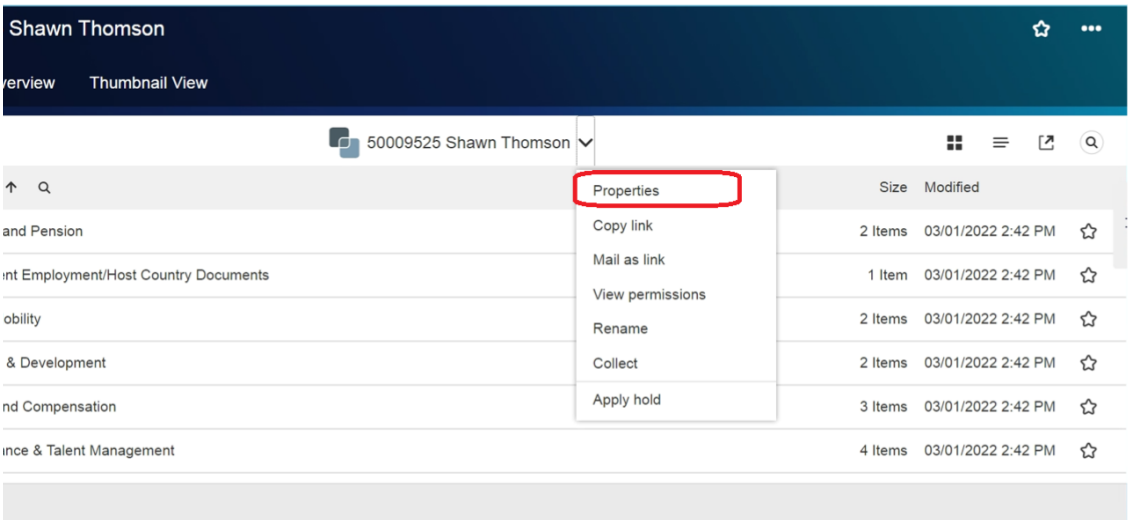


message will appear confirming the successful hold application as shown below:

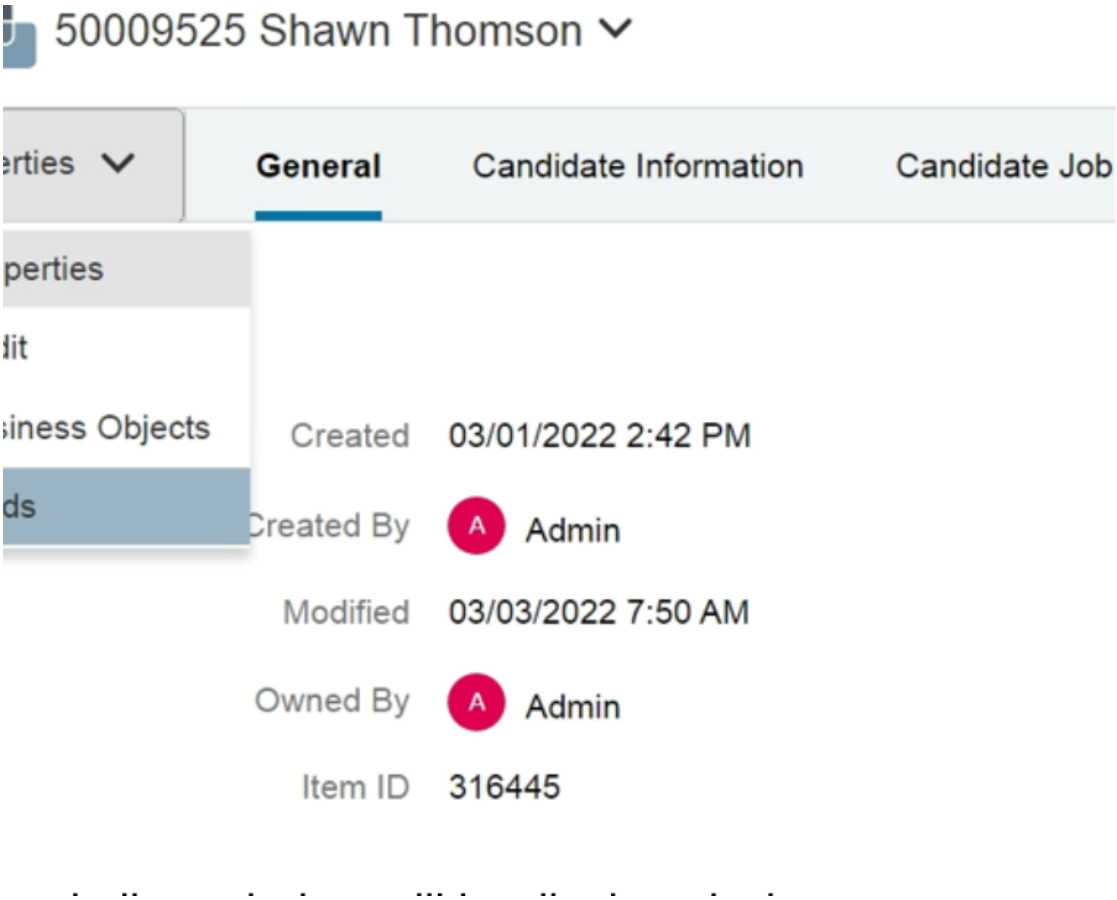


Legal Hold at the Workspace Level

e the Legal Hold for the workspace, click on the breadcrumb as shown below and choose “Properties” as shown below:

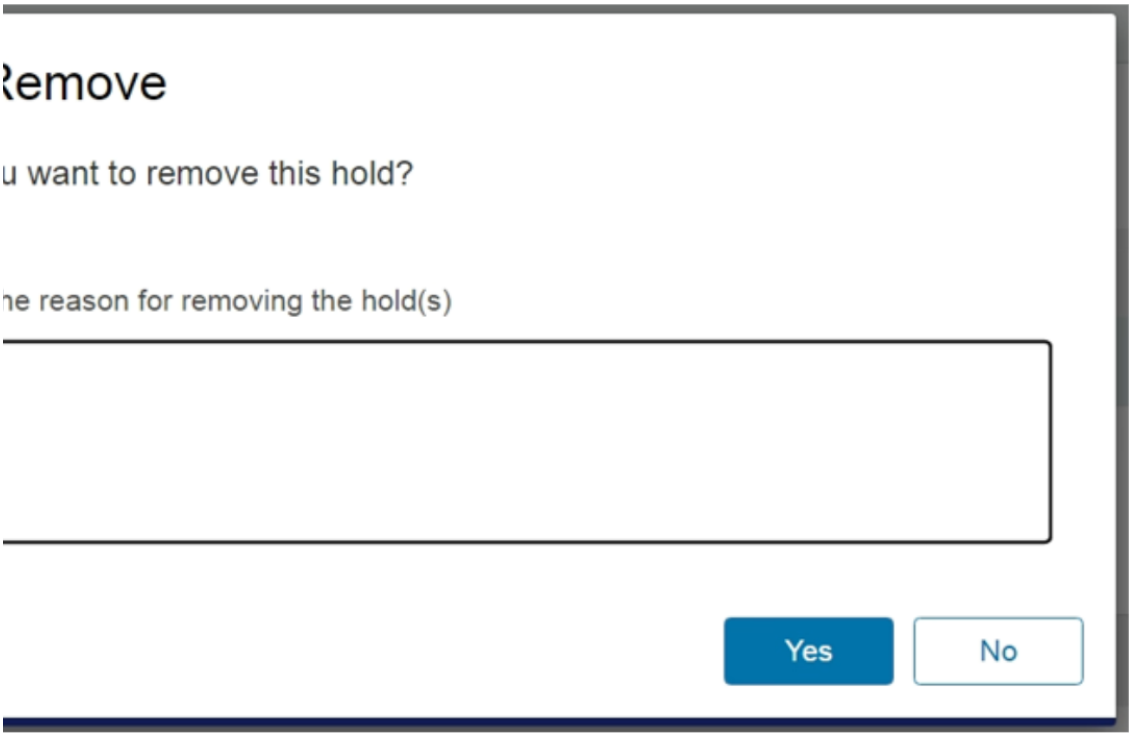


e directed to the properties screen, there click on the breadcrumb next to Properties and choose **HOLDs** as shown below:

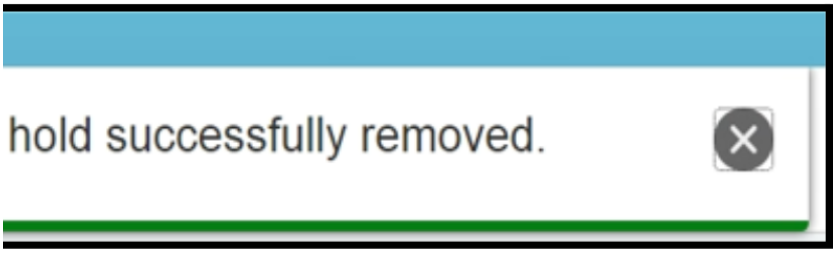


similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as ow:

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



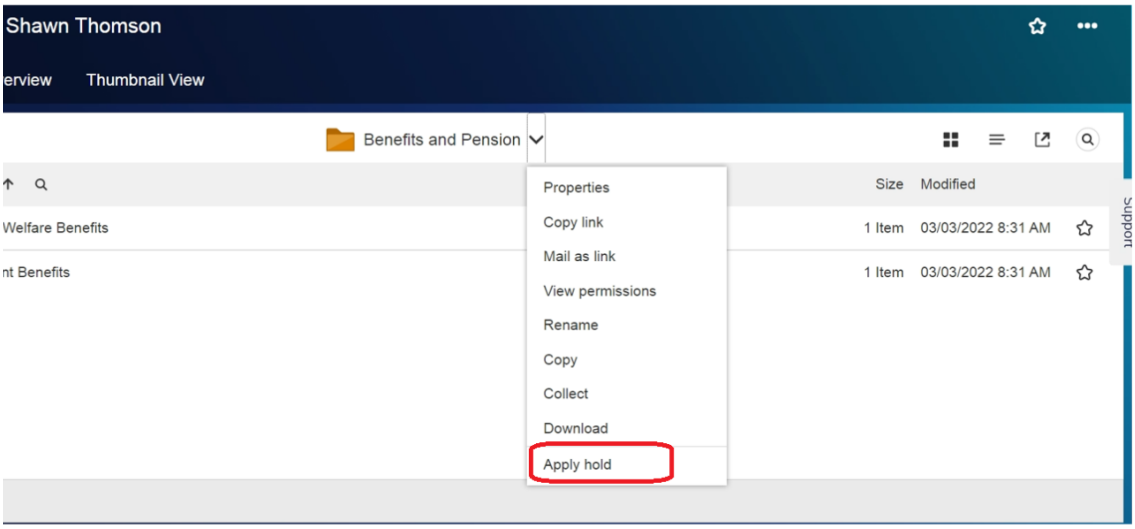
e appears confirming the removal of hold as shown below. Henceforth, the file can be deleted and no error message will pop up.



egal Hold at the Folder Level

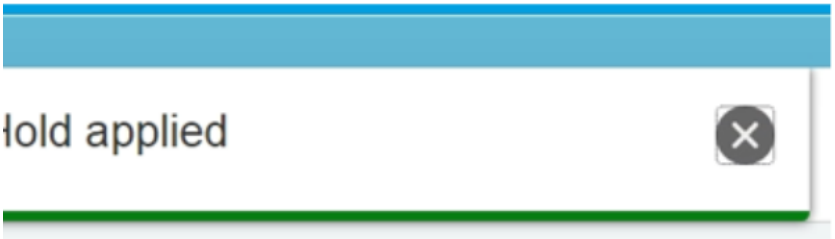
which the Legal Hold should be applied and Click on the breadcrumb next to the employee name as shown below. You will have

OLD as highlighted in below:



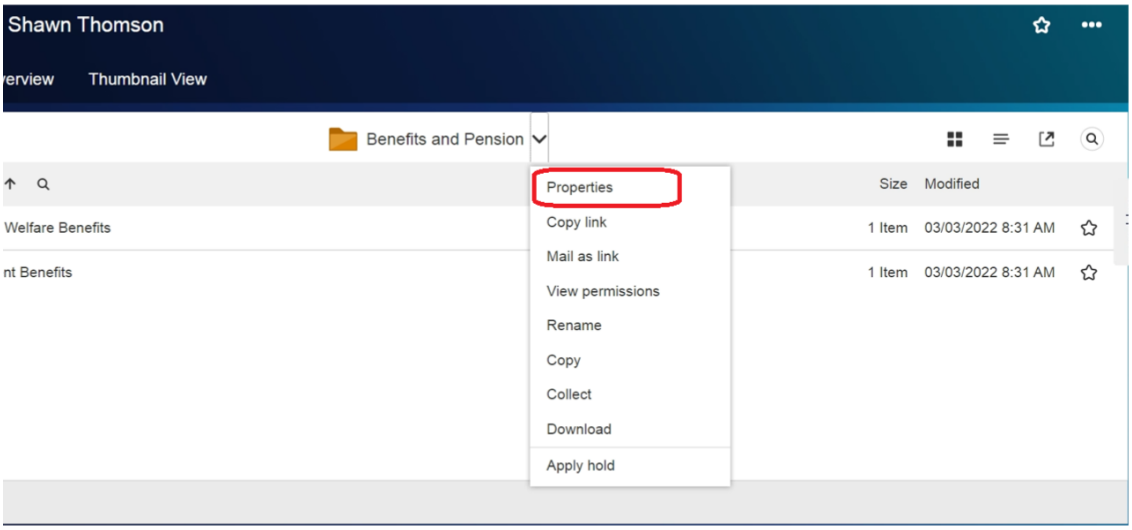
gal Hold and click on **Apply** as shown below:

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

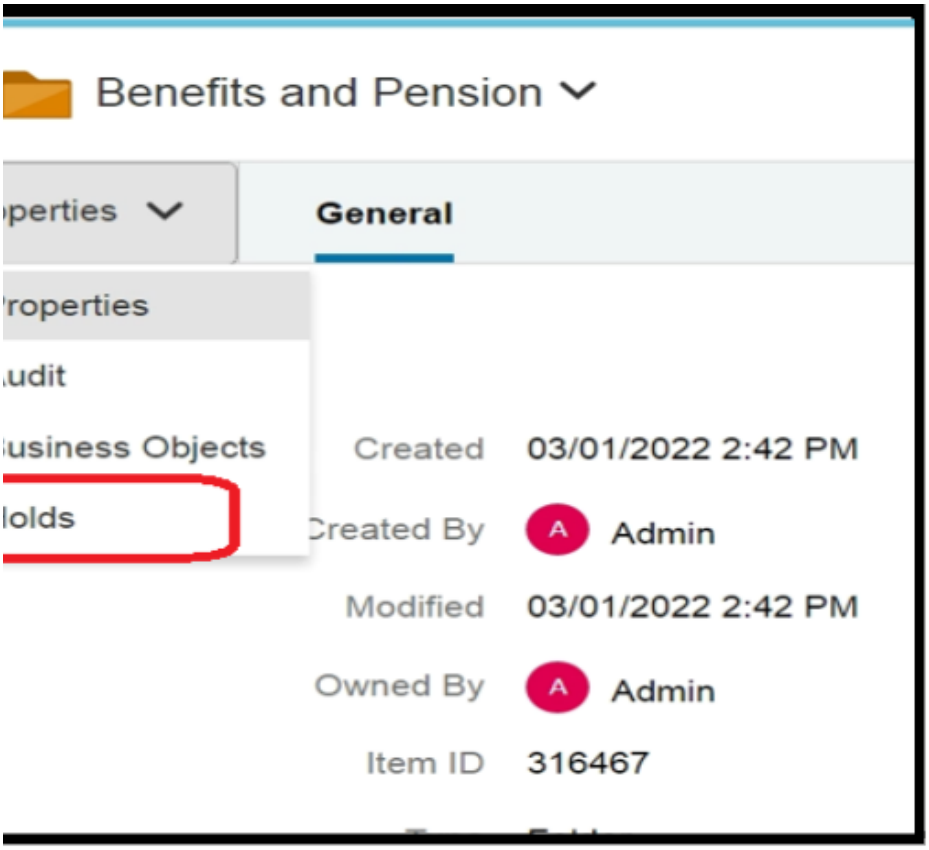


Legal Hold at the Folder Level

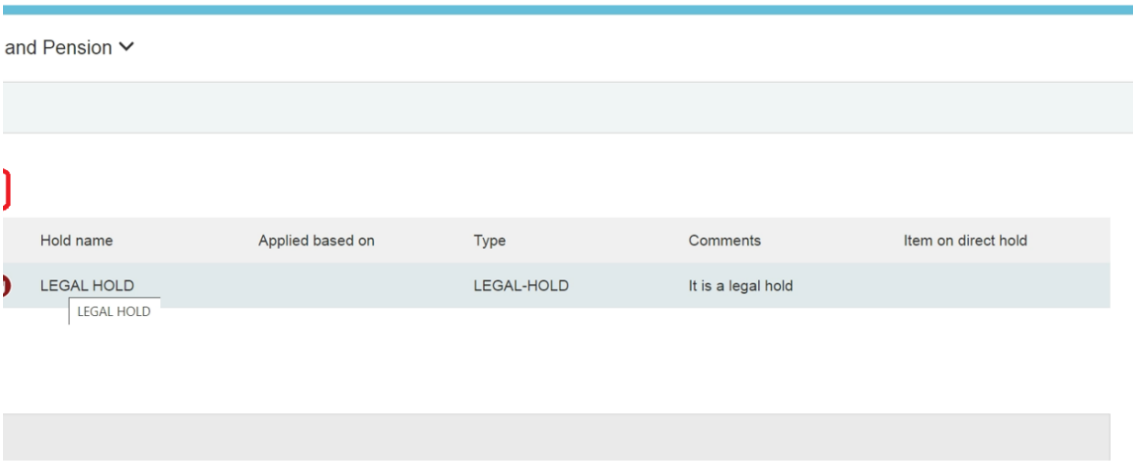
e the Legal Hold at the Folder level, select the folder with the hold and click on the breadcrumb and choose “Properties” as shown below:



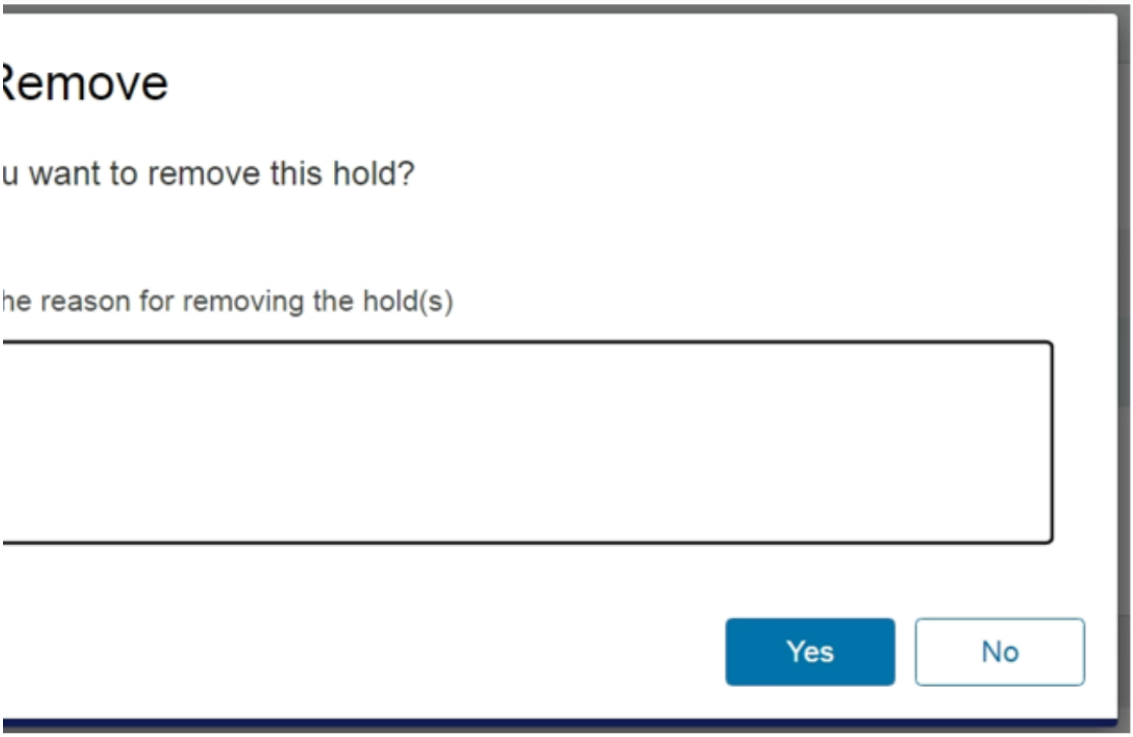
e directed to the properties screen. Click on the breadcrumb next to Properties and choose **HOLDs** as shown below:



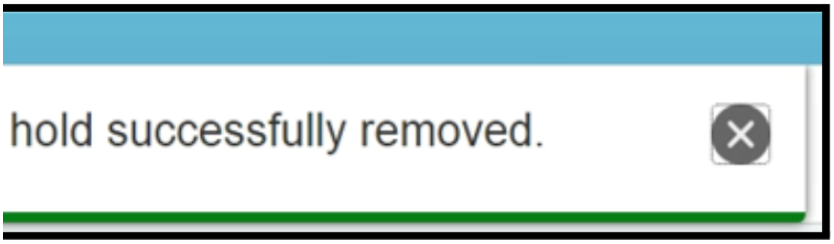
similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as ow.



ation pop up will appear as shown below. Capture the name of the person providing the instruction to remove the legal hold and the date ffective and then click on **Yes**.

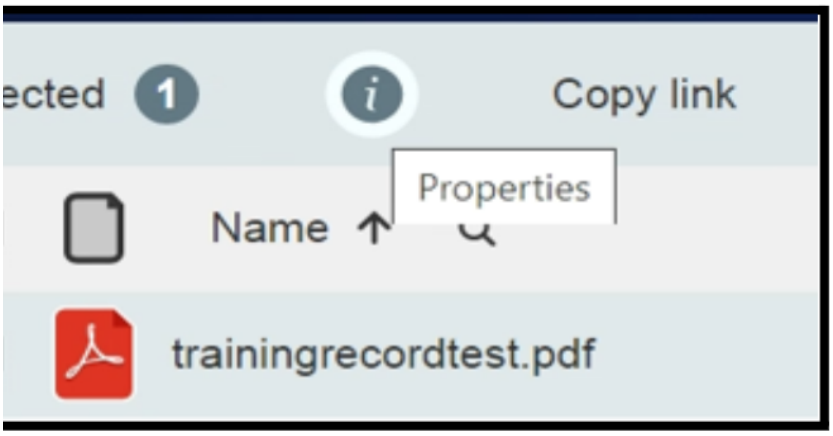


e appears confirming the removal of hold as shown below. Henceforth, the file can be deleted and no error message will pop up.

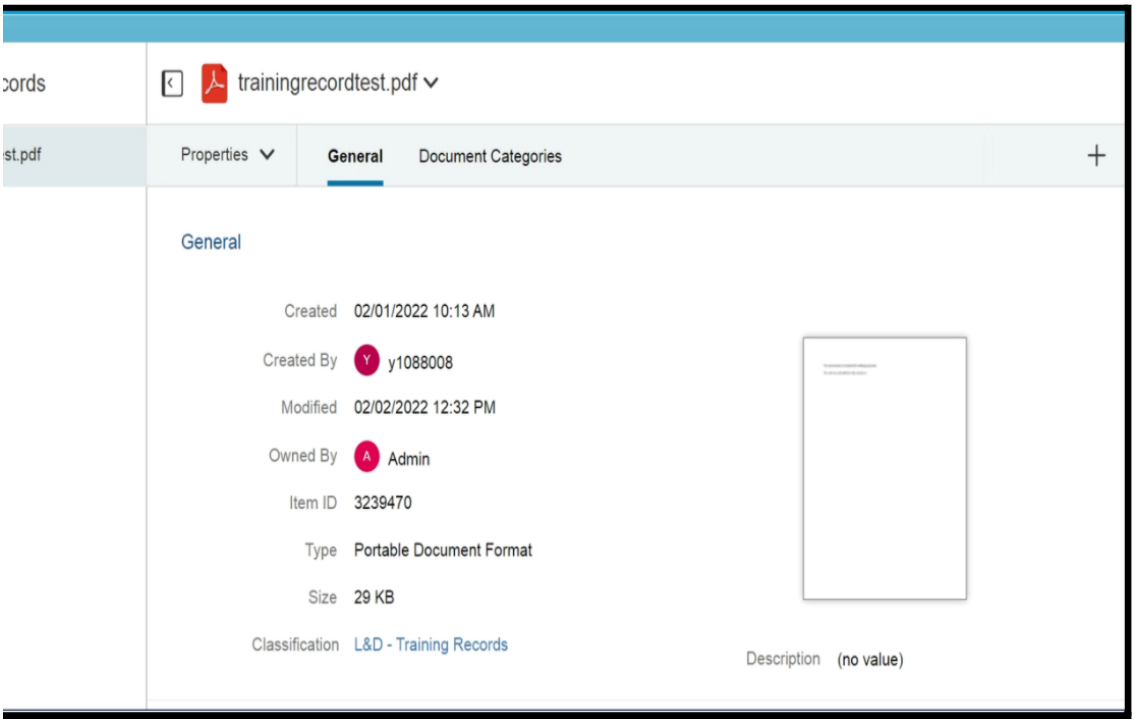


egal Hold at the Document Level

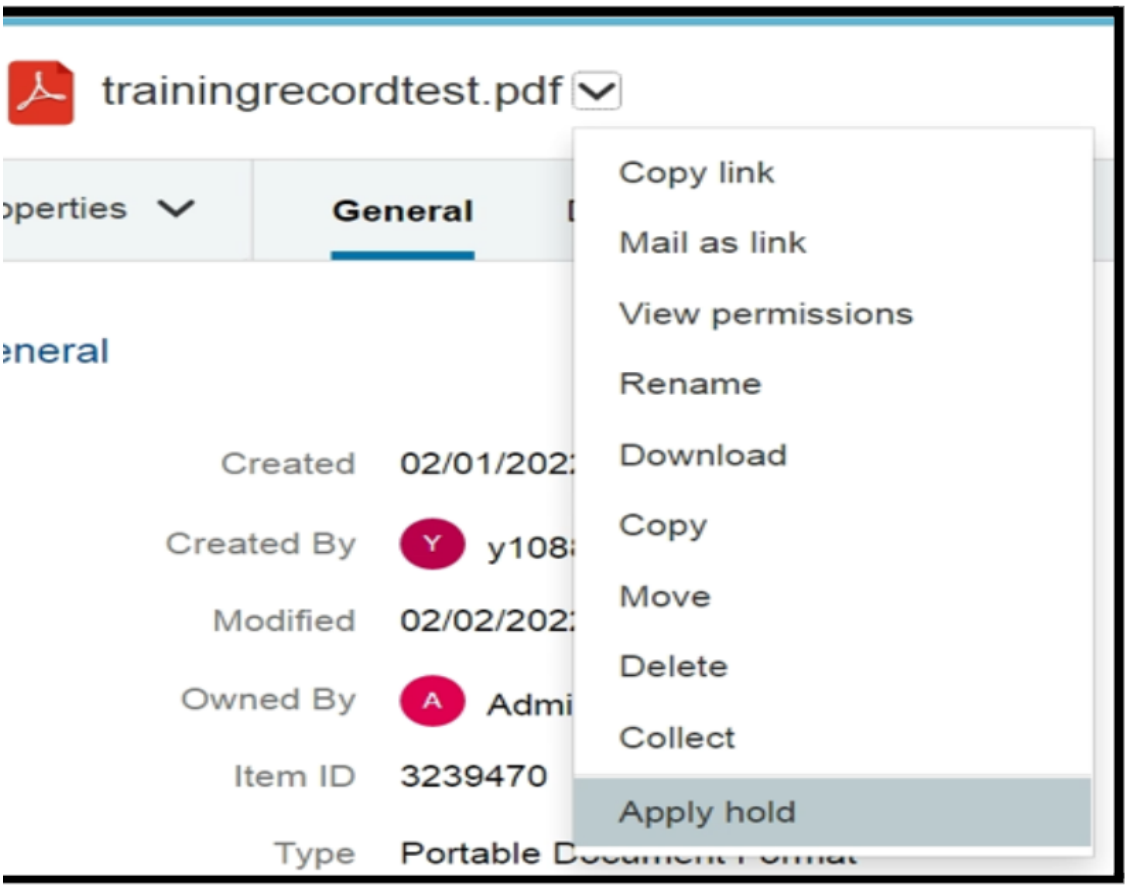
document to be put on legal hold and click on the “Properties” icon as shown below:



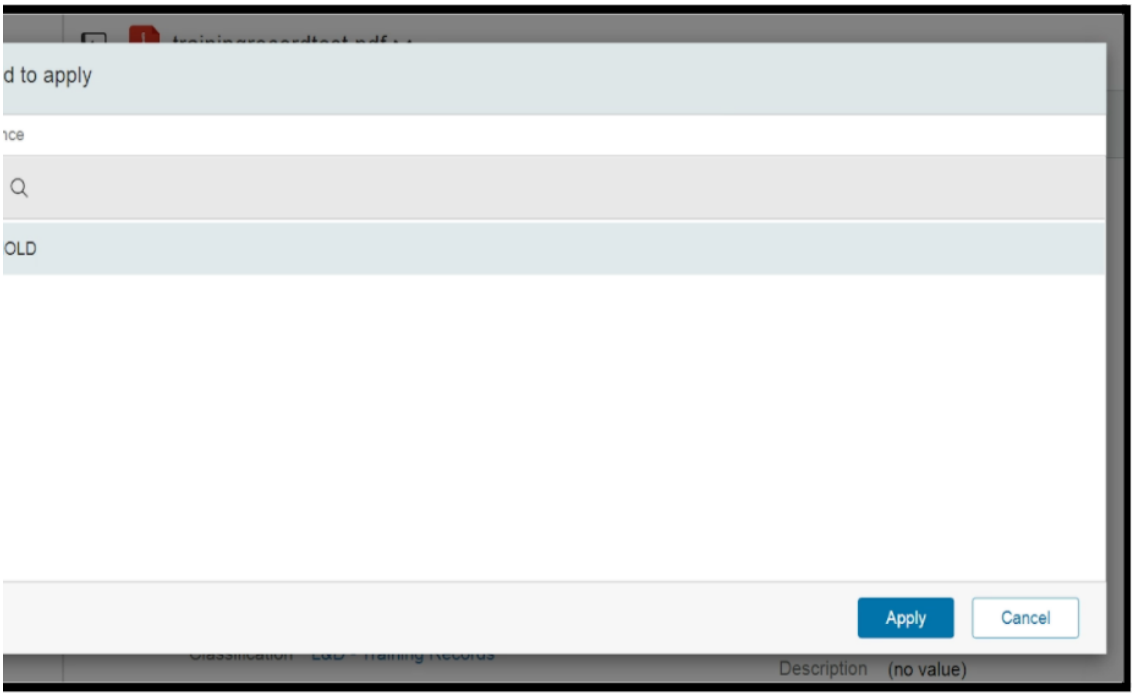
ee the properties of the file as shown below:



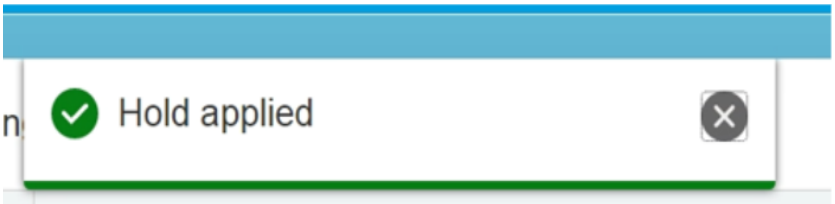
ne breadcrumb icon as shown below and select **Apply hold.**



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

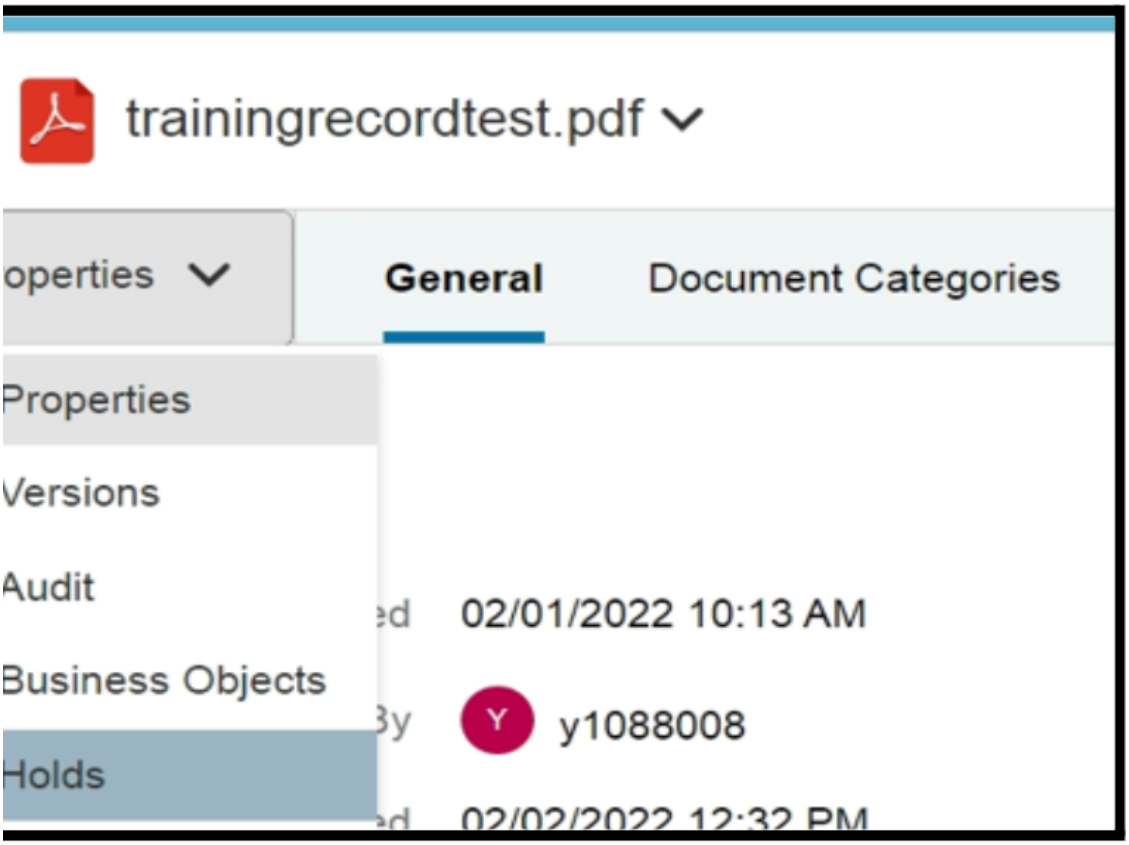


message will appear confirming the successful hold application as shown below:

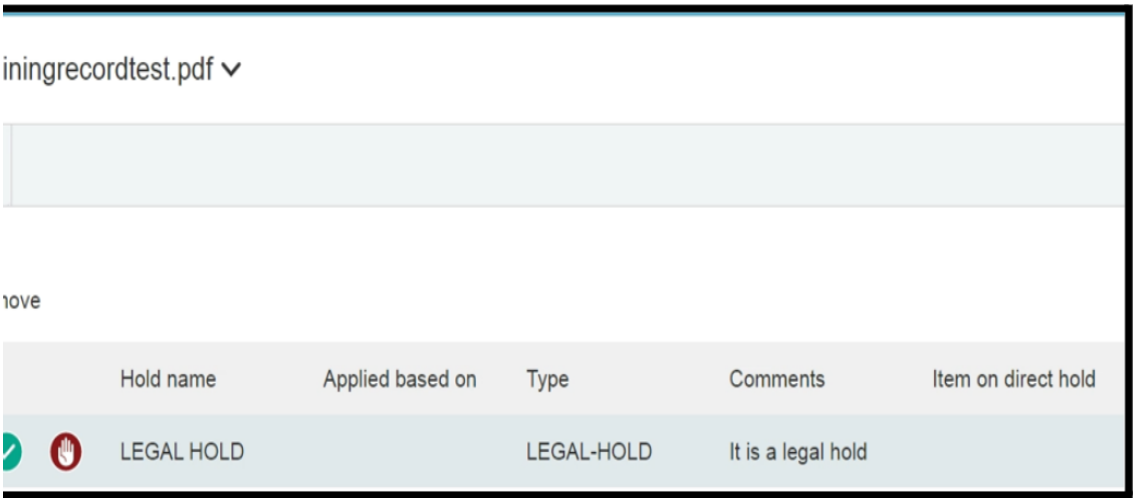


Legal Hold at the Document Level

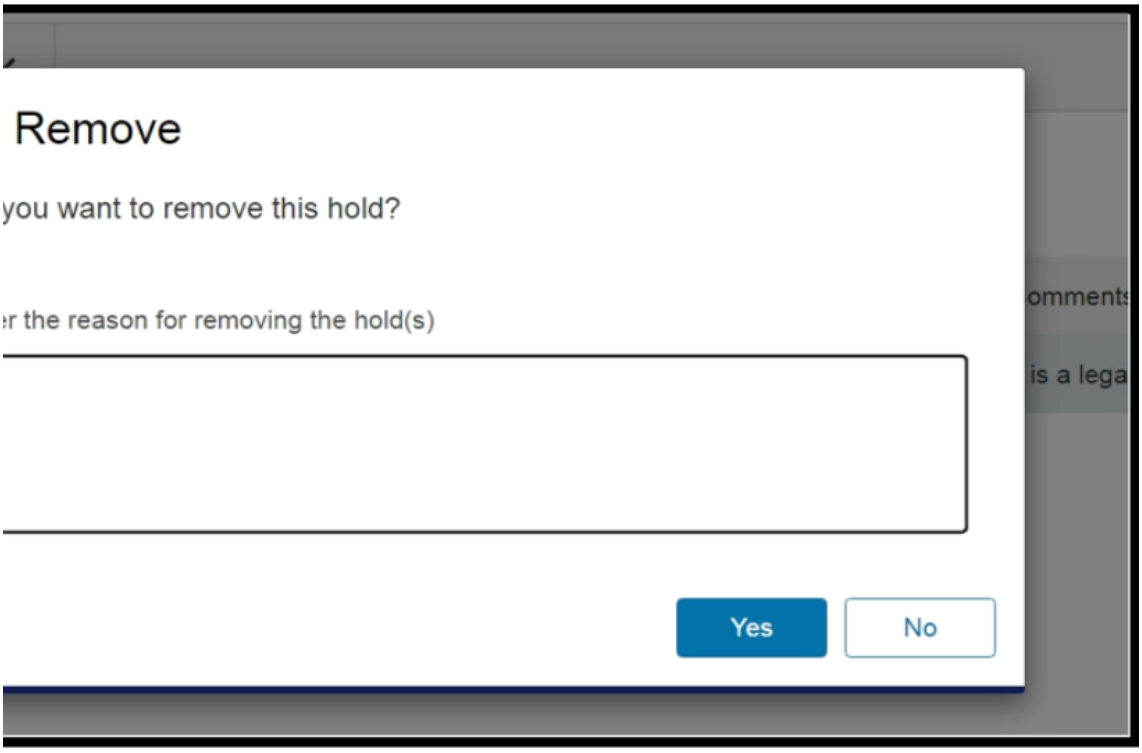
e the Legal Hold at the Document level, select the document with the hold and click on the properties icon as shown below. Now select **H**



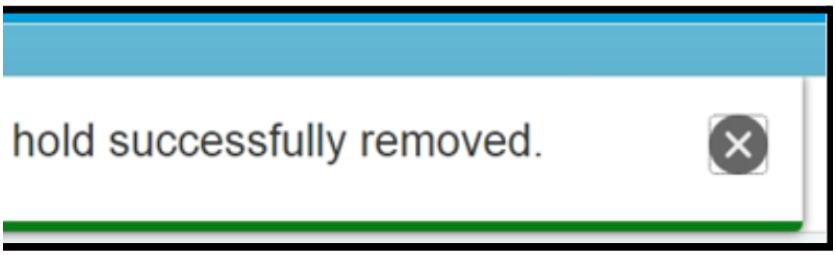
similar to below will be displayed where you can see the type of hold applied on the file. Now, select the hold you wish to remove as
ow:



ation pop up will appear as shown below. Capture the name of the person providing the instruction to remove the legal hold and the date ffective and then click on **Yes**.



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



*ssues, have any questions or need general support, please either submit a request through **SyRa** to our People Services colleagues.*

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

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

ever wondered which are the best practices on personal data storing, sharing and retention to implement in your day-to-day work?
nswers in the eLearning: **Personal Data Protection for HR**

orking 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**

ıge
anage Concurrent Employments

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:

om Full Time to Part Time
om Part Time to Full Time
the Work Schedule
the Contract Dates

ill manage employees' from divisions different from the manager's division, it is necessary to create a concurrent employment
manager.

anager will have more than one active assignment.

ent which the manager already had will not be changed.

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

---

olease see the examples below:

John belongs to the division "A"
Sofia belongs to the division "B"
eport to John
ent employment for manager John is created and assigned to division ¨B¨
eport 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
means that John has a concurrent employment in division ¨B¨
ts to John´s main employment in division ¨A¨
rts 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.

ain 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 S 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.

eople and processes, a sound data governance program includes a combination of people, or in this case a governing body or council, a edures, 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**!

on
ontribute to the HR Wiki
edge Management Policy
edge Management Process
nent Control Process
edge Template Directory

ement is a global process of identifying, sharing, retiring and updating HR Knowledge within the organization. The knowledge ess starts when the need to create new or update existing knowledge is identified. End-users, knowledge contributors and knowledge te 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.

nagement 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 at 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**.

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

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

ntrol 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.

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

Permissions Playbook
rmation Improvements
ents in the Employee Profile - March 2024
ne Digital Workplace Video Guide