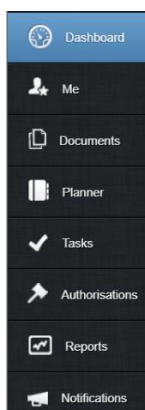


Manual People HR

Picnic uses the system People HR to store employee related information, such as contact details and contract information. Part of this information needs to be uploaded by yourself or you should update this information in case this changes and is no longer correct. In addition, you can file a holiday request via People HR. This manual explains how to use People HR and where you can find important documents.

If you would like to receive additional information, you could find a few instruction videos on the Fulfilment Wiki or you could ask your question to HR Fulfilment.

In People HR you will find the following tabs in the main menu:



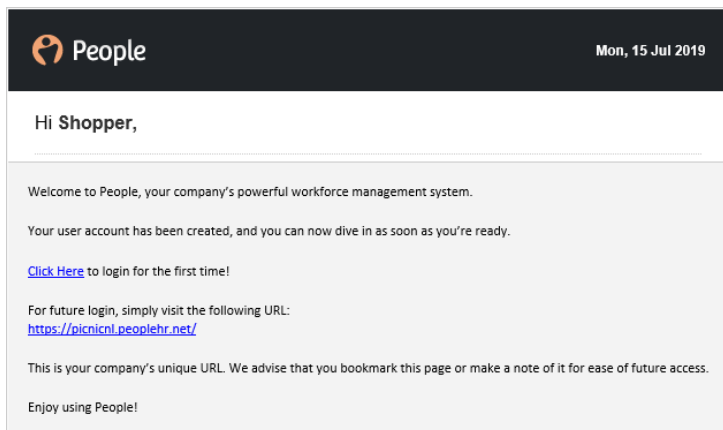
We will explain every tab step by step:

1	Creating your own account in People HR	2
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1 Creating your own account in People HR

If you do not have a People HR account yet, we will explain in the following steps how to create your own account. Action required! If you do have an account already, you can skip this chapter.

You should have received below email from info@peoplehremails.com. In case you have not received this email, please contact HR Fulfilment.

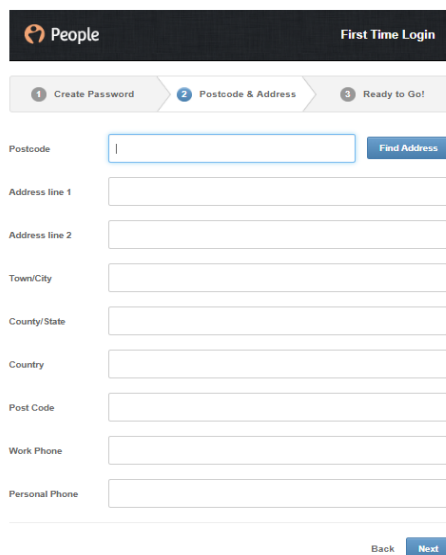


Step 1: Click "Click Here" to login for the first time. A new web page will open.

Step 2: Create your own password. Think of a password with at least:

- 8 characters
- 1 capital letter

Step 3: Enter your address details according to the instructions below. You have now reached the following web page:



The image shows the 'First Time Login' page for 'People'. It features a progress bar with three steps: '1 Create Password', '2 Postcode & Address' (which is the current step), and '3 Ready to Go!'. The form includes the following fields: 'Postcode' (with a 'Find Address' button), 'Address line 1', 'Address line 2', 'Town/City', 'County/State', 'Country', 'Post Code', 'Work Phone', and 'Personal Phone'. At the bottom, there are 'Back' and 'Next' buttons.

Step 4: You can find your address in the line Postcode by clicking “Find Address”. Your address will be completed automatically.

Postcode [Find Address](#)

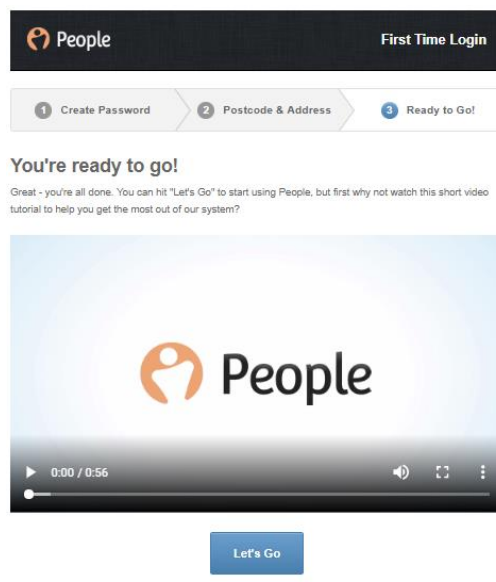
Step 5: Enter your personal phone number under Personal Phone.

Personal Phone

Step 6: Everything correct? Click Next. Now you have saved your address details.

[Next](#)

Step 7: You have now reached the following web page:



Watch the movie about People HR. Have you watched the movie? Click “Let’s Go”.

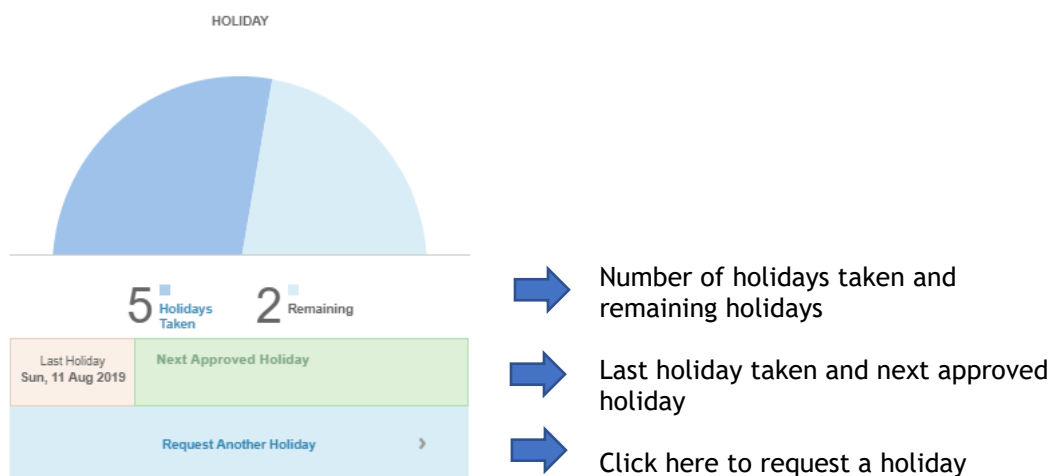
[Let's Go](#)

You have now created your own People HR account!



2 Dashboard

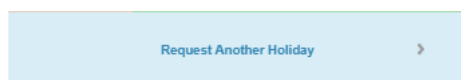
Dashboard is the first page which will open if you login to your People HR account. It will show an overview of your remaining holidays and you can file a holiday request here.



2.1 Request a holiday

Do you want to request a holiday? You can do so in your dashboard.

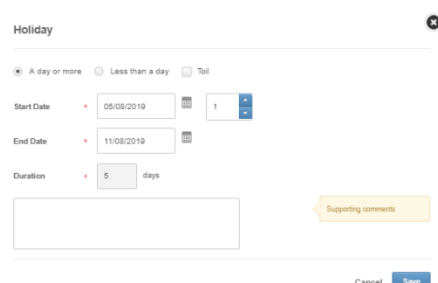
Step 1: Click "Request Another Holiday"



Step 2: Enter the first day of your holiday under "Start Date" and the last day under "End Date".

- Do you work as a Shopper on a year norm contract? Then also include weekends. People HR automatically calculates the number of holidays to be registered based on your schedule and contract.
- Do you work as a Shopper on a contract with low fixed hours? Then you decide yourself how many paid holidays you will take.
- Do you work in a Leadership role? Then you will receive instructions via Slack which dates to enter in People HR once the holiday has been approved by your team lead.

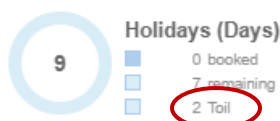
It is also possible to request a half day off. This option is meant for an appointment with your dentist, doctor or physiotherapist which was not possible to schedule in your own time.



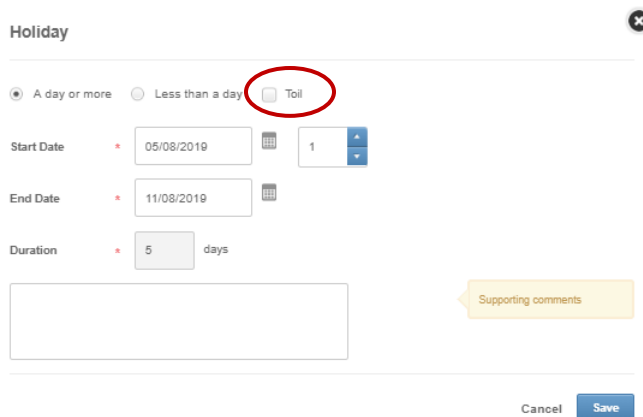
The form is titled "Holiday" and includes a close button (X). It has three radio buttons: "A day or more" (selected), "Less than a day", and "Full". Below these are fields for "Start Date" (05/08/2019), "End Date" (11/08/2019), and "Duration" (5 days). There is a "Supporting comments" section with a text area and a "Save" button at the bottom right.

ATTENTION!

First use your remaining holidays of last calendar year as these expire first. Under Planner in the tab Me you can find how many days you have left (see “Toil”):



You can use these days to select “Toil” in the top right corner of your holiday request:



Holiday

☒ A day or more
 ☐ Less than a day
 ☒ Toil

Start Date: 05/08/2019
 End Date: 11/08/2019
 Duration: 5 days

Supporting comments

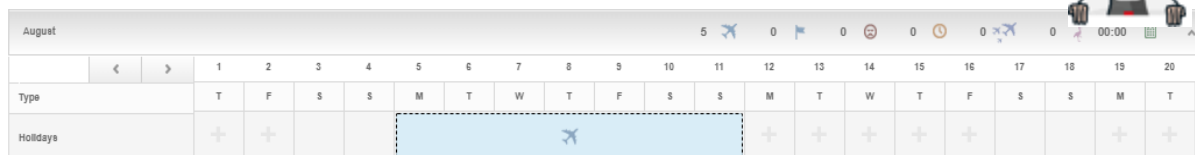
Cancel Save

If you would like to request a holiday of more days than the days you have left of last year, you need to file 2 separate requests. With the first request, you use all your old days via “Toil”. With the second request, you use your normal holiday balance as described in step 2 above.

Step 3: Ready? Click “Save”.

Now your manager has received your holiday request. Within 14 days you will receive an email which informs you whether or not your request has been approved.

Under Planner in the tab Me you will find an overview of your requested holidays.



August		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Type	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Holidays	+	+															

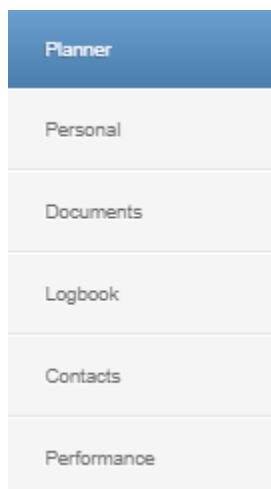
2.2 Request for leave

If you want to take a day off for a wedding or a funeral, the collective labour agreement will tell you whether you will get an additional day off. If not, you could off course always request for a holiday day.

Do you get a day off for the wedding or funeral or do you like to request another type of leave, for example parental leave, compassionate leave or maternity leave, then you can file your request via HR Fulfilment.

3 Me

Under **Me** you will find various information, such as an overview of your holidays and absences, your contract and contact details. This information is divided over the following sub tabs:



3.1 Planner (sickness and holidays)

Under **Planner** you will find an overview of your holiday balance and your absences. You can also file your holiday request here.

The overview of your holidays and absences is shown in the following pictures:



This picture shows how many days you have reported sick and what your sickness percentage is.



This picture shows how many holiday days you have built up (9), how many holiday days you have taken (0) and how many regular holiday days are remaining (7). Toil (2) indicates how many holiday days you have left of last calendar year or after settlement of your bucket balance.

You can also find an overview of your holidays and absences per month in the following overview:

January 2019 - December 2019									
January	0	0	0	0	0	0	1	0	00:00
February	0	0	0	0	0	0	0	0	00:00
March	0	0	0	0	0	0	0	0	00:00
April	0	0	0	0	0	0	1	0	00:00
May	0	0	0	0	0	0	1	0	00:00
June	0	0	0	0	0	0	1	0	00:00
July	0	0	0	0	0	0	0	0	00:00
August	0	0	0	0	0	0	0	0	00:00
September	0	0	0	0	0	0	0	0	00:00
October	0	0	0	0	0	0	0	0	00:00
November	0	0	0	0	0	0	0	0	00:00
December	0	0	0	0	0	0	2	0	00:00

You can also file a new holiday request in this monthly overview. Select the month in which you want to request a holiday and click the “+” in the row “Holidays”.

September																			0  0  0  0  0  0  00:00  									
	<	>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17									
Type			S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T									
Holidays				+	+	+	+	+			+	+	+	+	+			+	+									
Other Events			+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+									

After you have done so, you can follow the instructions under “**Error! Reference source not found.**2.1 REF_Ref24043897 \h * MERGEFORMAT Request a holiday” from step 2.

3.2 Personal

Under Personal you will find your personal information, such as your name, date of birth, email address, Social Security Number and nationality. You will also find your work location and your start date at Picnic.

Is your information not correct or not up to date? Please contact HR Fulfilment so that they can update this information for you. **It is your own responsibility that your personal information in People HR is correct!**

3.3 Documents

Under Documents you will find all relevant documents during your employment at Picnic. Examples of these documents are:

- Contracts
- Job role changes
- Conversation notes
- Official warnings
- Company doctor advices
- Company doctor correspondence
- Reintegration plans
- Reviews
- Tax return form

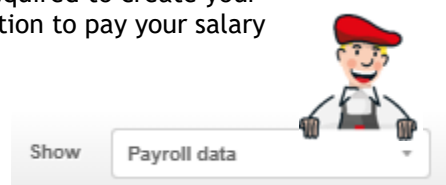
Do you miss any document or do you have any question? Contact HR Fulfilment.

3.4 Logbook

Under Logbook you can upload among others the information which is required to create your tax return form and a copy of your ID or passport. We need this information to pay your salary correctly.

3.4.1 Upload your tax return form

Step 1: Go to the dropdown menu and select “Payroll data”



Step 2: Click on the  in the upper left corner to open the information sheet which we require to create your tax return form:

Payroll tax credit *

Birth place *

Date of birth * 

Initials *

BSN *

Partner *

Name partner

Birth date partner 

Birth place partner

Gender partner

Children *

Name child 1

Birth date child 1 

Name child 2

Birth date child 2 

Cancel



Step 3: Complete all starred fields and all other fields which are applicable to you.

Ready? Click “Save”.



Step 4: Based on the information you have filled in, we will create your tax return form. Within a week, your tax return form will be uploaded under Documents. You will receive an email with the request to sign this form in People HR. You can sign this document by clicking the “pending” button below:

+ Q		Quick Filters ▾		
Document Name	Category	Added On ▾	Signature Required	Status
Loonheffingsformulier Shopper Picnic.docx	Loonheffing	Thu, 14 Nov 2019	Yes	Pending

Now you have signed your tax return form!

3.4.2 Upload a copy of your ID card or passport

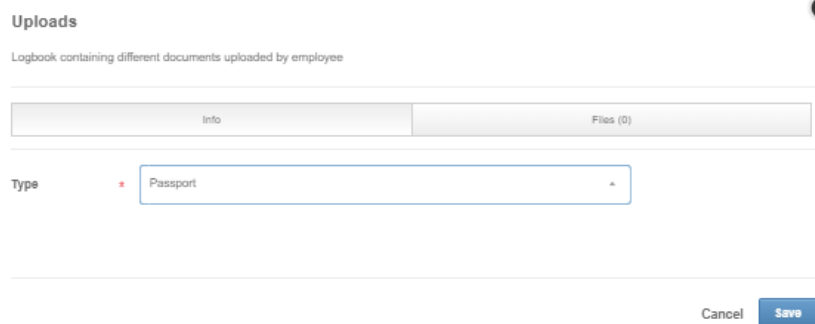
Take a picture of your ID card or passport.

Step 1: Go to the dropdown menu and select “Uploads”.



Step 2: Click on the  in the upper left corner to open the following menu and select “Passport” or “ID” in the dropdown menu.

Step 3: Click “Files” to upload your documents. If you would like to use your ID card, please upload both the front and back side of your card.



The screenshot shows the 'Uploads' section with a sub-header 'Logbook containing different documents uploaded by employee'. Below this is a table with two tabs: 'Info' and 'Files (0)'. Under the 'Info' tab, there is a 'Type' dropdown menu with a red asterisk next to it, and the selected value is 'Passport'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 4: Ready? Click “Save”.

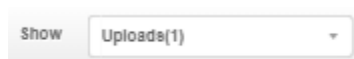


You have now uploaded a copy of your ID card or passport!

3.4.3 Upload a copy of your Bank card

Take a picture of your bank card of the account where you would like to receive your salary.

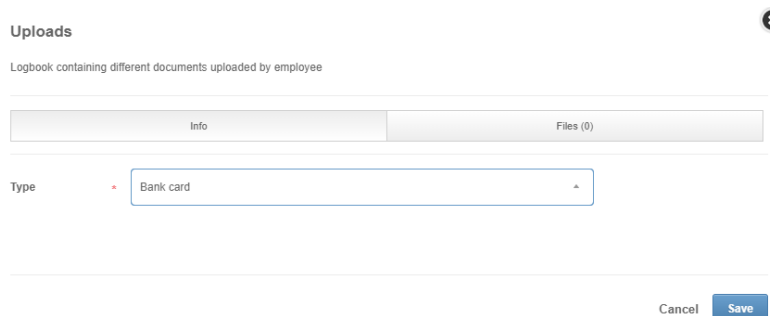
Step 1: Go to the dropdown menu and select “Uploads”.



The screenshot shows a dropdown menu with the text 'Show' on the left and 'Uploads(1)' in the center, with a downward arrow on the right.

Step 2: Click on the  in the upper left corner to open the following menu and select “Bank card” in the dropdown menu.

Step 3: Click “Files” to upload your documents.



The screenshot shows the 'Uploads' section with a sub-header 'Logbook containing different documents uploaded by employee'. Below this is a table with two tabs: 'Info' and 'Files (0)'. Under the 'Info' tab, there is a 'Type' dropdown menu with a red asterisk next to it, and the selected value is 'Bank card'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 4: Ready? Click “Save”.



You have now uploaded a copy of your bank card!

3.5 Contacts

Under Contacts you will find the following information: address details, bank details and emergency contact.

3.5.1 Address details

On top of this page, the address details filled in while creating your People HR account are shown. If this information is not correct (anymore), please update the information.

3.5.2 Bank details

Below your address details you will find your bank details. Obviously, it is important that we have your correct bank details, otherwise we cannot pay you correctly. Is your IBAN not filled in yet or incorrect? Please enter your IBAN in the field “Account Number”. You can find your IBAN on your debit card. In the Netherlands your IBAN consists of 18 digits and starts with “NL”.

Account Number

3.5.3 Emergency contact

Lastly, you need to enter the contact details of a person we can reach out to in case of an emergency. Only fill in a contact person who speaks Dutch and/or English.

Step 1: Scroll all the way down to “Emergency Contacts” and click “Add New”

Emergency Contacts [Add New](#)

Step 2: Enter the contact details of your emergency contact. You can find the address of your emergency contact in the field “Find Address”. The address will be completed automatically.

Emergency Contact ✕

Enter or amend the details of a next of kin or external contact for this employee

Name

Relationship

Postcode [Find Address](#)

Address Enter address

Telephone

Mobile

Comments

[Cancel](#) [Save](#)

Step 4: Is there important information we need to know about your emergency contact? Please let us know.

Comments

Step 5: Ready? Click “Save”

[Save](#)

4 Tasks

To ensure that all information in your People HR account is complete and correct, you have to follow several steps. Under Tasks you will find an overview of all your outstanding actions to complete your account.

It is very important dat all your information in People HR is correct. If this is not the case, it could happen that for example your salary cannot be paid correctly.

If you have any questions about this manual, please contact HR Fulfilment.

