

Welcome to Kulzer – Your Onboarding Guide

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1.Welcome

Welcome to Kulzer!

This manual should help you enter all necessary information into our new staffing software Workday.

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workday.	
Username	
linda.sopira@us.com	
Password	
•••••	
Sign In	
Change Password	

First, you will receive two e-mails, which contains your login data. Please use them to log in. You will find the link to the website and your personal password.

	workday.	
PI	lease change your password	
	Change Password Old Password	
	New Password	
	Verify New Password	
	Submit	

After you have entered the login data, you have to create a new password. Subsequently you will reach the start page of Workday.

2. Your personal Onboardingpage



On the bottom left is your inbox, where your tasks are. You can reach this by clicking on the inbox or by clicking on the Icon on the top right.

Please click on the link 'Onboarding' above to reach your personal Onboardingpage.

We would like to introduce you to your onboarding site. Here our CEO Marc Berendes and the HR Management Andrea von Popowski welcome you. Below you will find useful contact information.

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The 'Getting Started' section refers to your open tasks in the inbox. Here you can see your progress.

3.Language settings

For language settings please click on the icon on the top right. After that please click on 'my account' then on 'change settings' and here you can change the language from German to English.

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4.Your open Tasks

Please click on the Icon on the top right to complete your open tasks.

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Picase check your home contact details: HR Special strassistant - Linda Sopira 🔅 21 knunje) ego - Effective 16.05.2010	2.1 De you read a wark gemit for an en ployareat, inGermany, IRoya (red)	
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Add Photo to your Workday Profile 21 hour(s) ago - Duo 02:08:2018; Effective 🖄 16:08:2018	4.3 You you a member of any superansualism bund? (Regimed)	
Change Emergency Contacts	Salarnt Save for Later Abbrechen	

You will see all tasks in a list on the left side of the screen. The tasks assigned for you depending on your employment.

1. Task: Complete Questionnaire: Further Information

Complete Questionnaire 'Employement data' for Onboarding for Linda Sopira

Employerment	tata		
Plenne antw 1. Seda Ku	er the following questions. This questionnairs is part of your er	ployment contract.	The first task is about further information of hiring, which are part of your em- ployment contract. Please
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2. Task : Important documents

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We ask you to confirm the receipt and understanding of the documents.

3. Task: Entering personal information

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21 hourisi ago - 68 out + 16.08.2018			
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Change Personal Information			
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Date of Birth			
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Please enter your personal information by clicking on the pen.

4. Task: Check Contact Information

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Please review your home contact information. If you like to add some additional information please feel free to do so. No personal information will be visible for others, except the HR employees. Afterwards please click on "Submit"	
Change Home Contact Information	
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Hinzufrigen	Please check and complete your
Phone	personal contact information.
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5. Task: Entering your Bank Details

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1. Step: Click OK and you will reach the next page.

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7. Task: Add Documents

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6. Task: Entering your Identification Number

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8. + 9. Task: Add Photo and Emergency Contact

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¢ 8 0 ŵ Q Sutten Onboarding Welcome to Kulzer Congratulations from our CDO More Benericies. Click here to watch the video Mehr onzeiger Getting Started 3 Welcome to Kultzert Noe to welcome you as part of the Kultzer team. Before you start your first day we need some preliminary information. They are part of your constant. The introviology you exactly which tasks are stuor Kelow 9 0 Reads Completed From My Manager -Cars Kutzer Hi, my name is XXX. I am your naw apparetor. I am looking forward to our cooperation 100% People to Meet Actin Verse Head of Truining Development Devid Horitime Training Sulty Quishian Helpful Contacts Andree von Popraviki Skibal Head of Harren Resources/Executive Vice President Human Reso Social Media Guther Instimpressions or our YouTube c. Human Resources

All tasks are done, if your inbox is empty.