



Welcome to Kulzer – Your Onboarding Guide

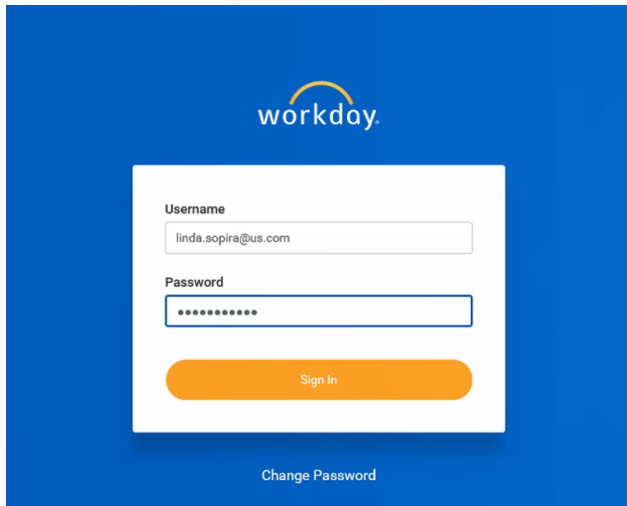
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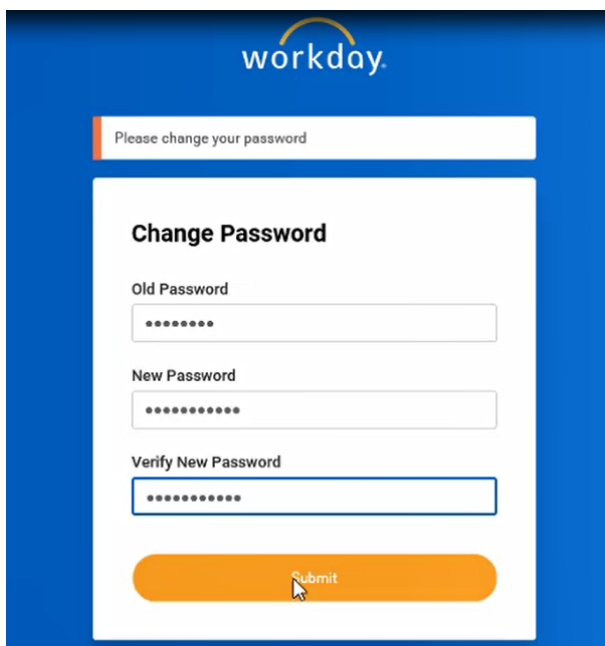
1. Welcome

Welcome to Kulzer!

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

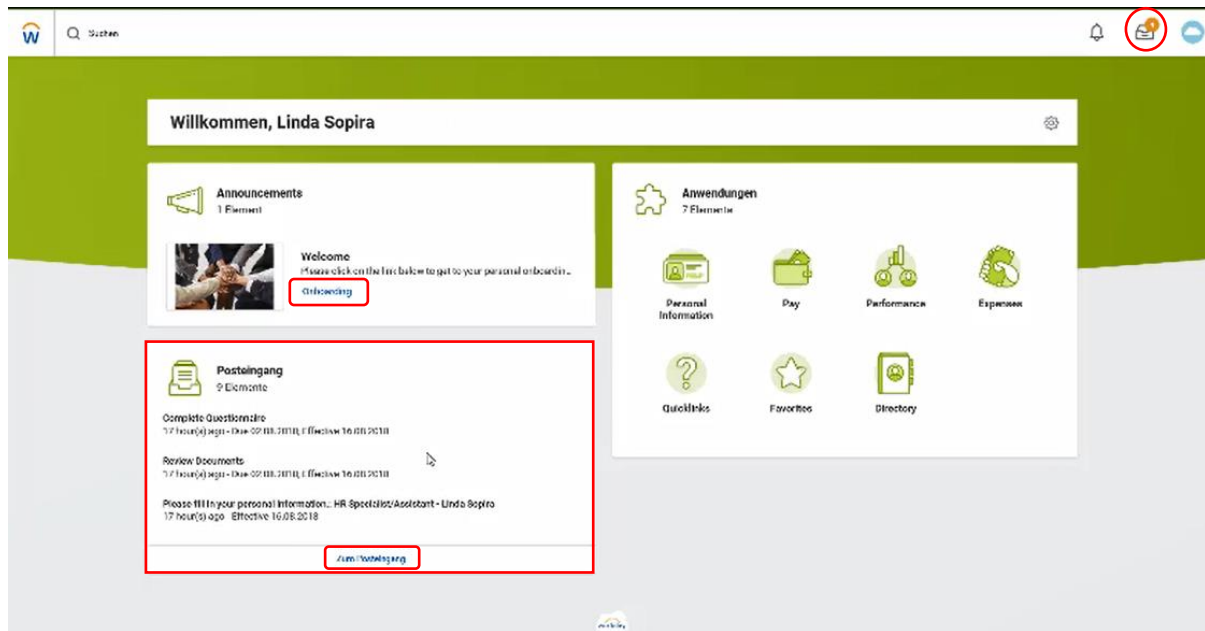
The image shows the Workday login interface. At the top, the Workday logo is centered. Below it, there is a white rectangular box containing the login fields. The 'Username' field has the text 'linda.sopira@us.com' entered. The 'Password' field is filled with dots. Below these fields is an orange 'Sign In' button. At the bottom of the white box, there is a link that says '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.

The image shows the 'Change Password' screen in the Workday system. At the top, the Workday logo is centered. Below it, a white box contains the title 'Change Password'. Under the title, there are three password fields: 'Old Password', 'New Password', and 'Verify New Password'. Each field is filled with dots. Below these fields is an orange 'Submit' button. Above the main form, there is a message bar that says 'Please change your password'.

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

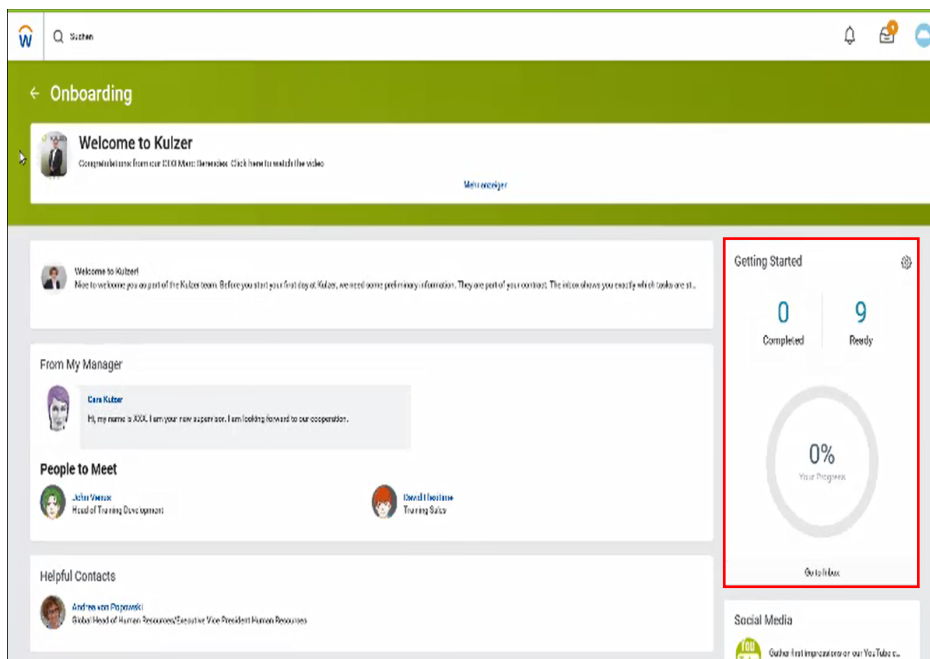
2. Your personal Onboardingpage



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.

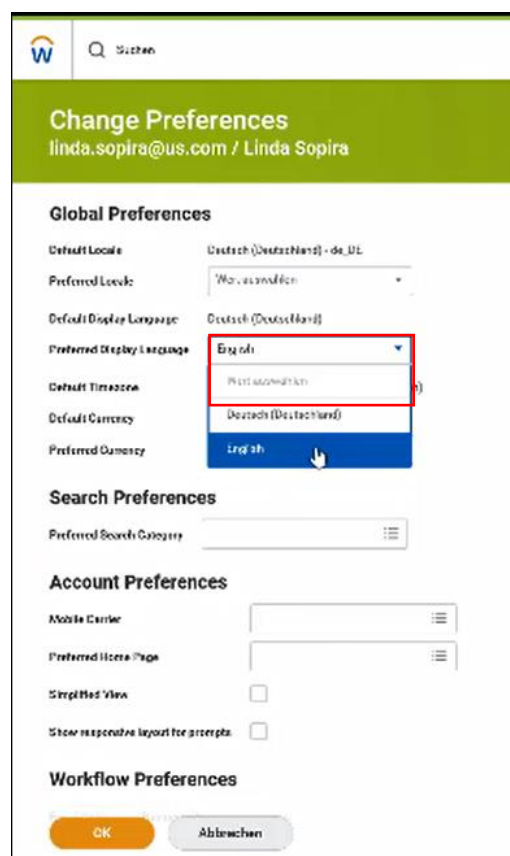
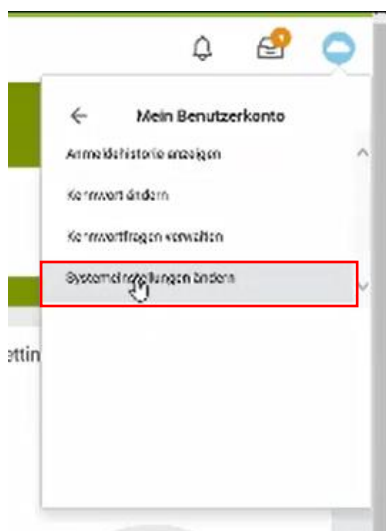
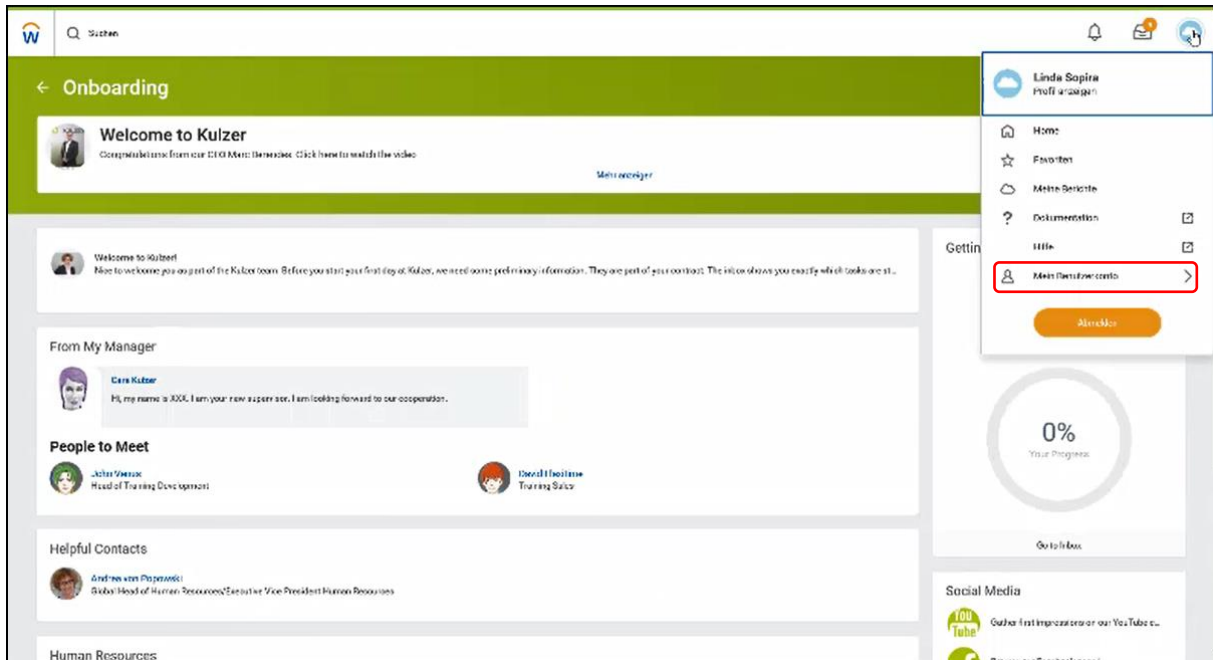
We would like to introduce you to your onboarding site. Here our CEO Marc Berendes and the HR Management Andrea von Popowski welcome you. Below you will find useful contact information.



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.



4. Your open Tasks

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

The screenshot shows a web application interface. At the top, there is a header bar with a logo, a search bar, and a notification icon. Below the header, there is a green bar labeled "Inbox". On the left side, there is a sidebar with a list of tasks. The tasks are listed under the heading "Actions (5)". The tasks are:

- Complete Questionnaire (21 hour(s) ago - Due 02.08.2018, Effective 16.08.2018)
- Review Documents (21 hour(s) ago - Due 02.08.2018, Effective 16.08.2018)
- Please fill in your personal information: HR Specialist/Assistant - Linda Sopira (21 hour(s) ago - Effective 16.08.2018)
- Please check your home contact details: HR Specialist/Assistant - Linda Sopira (21 hour(s) ago - Effective 16.08.2018)
- Payment Election Enrollment Event (21 hour(s) ago - Due 02.08.2018)
- Edit Government ID (21 hour(s) ago - Due 02.08.2018)
- Add Documents (21 hour(s) ago - Due 02.08.2018, Effective 16.08.2018)
- Add Photo to your Workday Profile (21 hour(s) ago - Due 02.08.2018, Effective 16.08.2018)
- Change Emergency Contacts (21 hour(s) ago - Due 02.08.2018)

On the right side, there is a form titled "Complete Questionnaire 'Employment data' for Onboarding for Linda Sopira". The form contains the following questions:

1. First Name: [Text input field]
2. Do you need a work permit for an employment in Germany? (Required)
 - ☐ Yes
 - ☐ No
3. What type of health insurance do you have? (Required)
 - ☐ Public
 - ☐ Private
4. Are you a member of any representation fund? (Optional)

At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Abbrechen".

To complete these tasks we ask you to read the instruction at the top to each task carefully.

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 'Employment data' for Onboarding for Linda Sopira [Access](#)

23 hours ago • Due 02.08.2018, 15:00 • Effective 16.08.2018

Employment data

Please answer the following questions. This questionnaire is part of your employment contract.

1. Birth Name:

2.1 Do you need a work permit for employment in Germany? (Required)

☐ Yes

☐ No

3.1 What type of health insurance do you have? (Required)

☐ Public

☐ Private

4.1 Are you a member of any occupational fund? (Required)

The first task is about further information of hiring, which are part of your employment contract. Please complete the Questionnaire and submit it.

Once you have completed a task.

If you would like to continue a task at another time.

If you would like to discard the entries.

2. Task : Important documents

Afterwards please click on "Submit".

Documents

Document Arbeitsordnung

Document Verhaltenskodex

Signature Statement: Hiermit bestätige ich, dass ich den Verhaltenskodex (Stand März 2015) gelesen habe. Über die dort in Bezug genommenen Richtlinien* werde ich mich unverzüglich nach Aufnahme meiner Tätigkeit informieren. Änderungen des Verhaltenskodex selbst oder der Richtlinien, auf die im Kulzer Portal oder anderweitig in geeigneter Form hingewiesen wird, werde ich verfolgen und mich stets über den aktuellen Stand informiert halten. Wenn und soweit ich inhaltliche Fragen habe, werde ich mich unverzüglich mit der Personal- oder Rechtsabteilung in Verbindung setzen, um etwaige Unklarheiten auszuräumen. Ich verpflichte mich, den Verhaltenskodex jederzeit einzuhalten.

I Agree ☒

Document Vertraulichkeitskodex

Signature Statement: Sie wurden in diesem Dokument auf das Datengeheimnis nach Maßgabe des Art. 5 der Datenschutzgrundverordnung (DS-GVO) bzw. Art 24 DS-GVO verpflichtet und auf die Strafbarkeit von Verstößen hingewiesen: Es ist Ihnen unterzagt, personenbezogene Daten unbefugt zu einem anderen als dem zur jeweiligen rechtmäßigen Aufgabenerfüllung gehörenden Zweck zu verarbeiten, insbesondere Unbefugten bekanntzugeben, zugänglich zu machen oder sonst zu nutzen. Ihre Verpflichtung auf die Vertraulichkeit besteht auch nach der Beendigung Ihrer Tätigkeit fort. Verstöße können ggf. nach Art 82 DS-GVO und anderer einschlägiger Rechtsvorschriften mit Geld- oder Freiheitsstrafe geahndet werden.

I Agree ☒

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

Please check and complete your personal contact information.

5. Task: Entering your Bank Details

Manage Payment Elections

21 hour(s) ago - Dec 02, 2018

On this page, please only click on "OK". All settings are already adjusted.
[Next page:](#)
 Please click on "Add account" to add your bank account. Please fill in the bank name, name of the account holder, IBAN, bank identification code.
 The account type is always "checking".

Worker: Linda Seppin
 Default Country: Germany
 Default Currency: EUR

Preferred Payment Method
 Expense Payments: Direct Debit

Account Setup
 Worker: Linda Seppin

Account Information
 Account Nickname (optional):
 Account Type: ☒ Checking ☐ Savings
 OK

Additional Information
 Branch Name:
 Name On Account:
 **** *
 1234

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

Manage Payment Elections

21 hour(s) ago - Dec 02, 2018

On this page, please only click on "OK". All settings are already adjusted.
[Next page:](#)
 Please click on "Add account" to add your bank account. Please fill in the bank name, name of the account holder, IBAN, bank identification code.
 The account type is always "checking".

Worker: Linda Seppin
 Default Country: Germany
 Default Currency: EUR
 Status: In Progress
 Last Updated: 1/01/2018 13:45

No accounts found

Add

Payment Elections 1 Selected

Payment Type	Account	Account Number	Contribution
Expense Payments	Direct Debit	**** *	1234

Submit Abbrechen

2. Step: Add your Account by clicking 'Add'

W

Suchen

Add Account

?

Add account information for use when creating direct deposits for payments. Also get the account number and bank identification code. The bank name is informational only. This number does not directly depend on account settings, but should be used for bank information on other devices.

WerkorLinda Bognor

Account CountryGermany

Account Information

Account Nickname (optional)

Account Type

Checking

Savings

Bank Name

Banco 123

Additional Information

IBAN

DE44 2512 0510 0001 2345 6789 01

Bank Identification Code

DEUT33HAN

3. Step: Enter the bank details and submit them

Abbrechen

6. Task: Entering your Identification Number

Edit Government IDs Linda Sopira [Submit](#)

22 hours(s) ago • Due 02.08.2018

Please add both ID Types to the table below - Tax ID (Steuer-IDNr) and Social Insurance Number (SVNR). To do so, please go to the section of "Proposed IDs" and add a column of "National IDs" by clicking on the cross. Fill in Country, National ID Type, and the appropriate Identification number. Other fields can remain empty. Click on "Submit" to complete the Task. Notification: The Tax ID consists of eleven characters. If these IDs haven't been assigned to you yet, please enter 000 000000 H 000 as your Social Insurance Number and 000000000000 as your Tax-ID.

Proposed IDs

National IDs: 1 | Remove

Country	National ID Type	Current ID	New/old ID	Issued Date	Expiration Date
				TT.MM.JJJJ	TT.MM.JJJJ

Additional Government IDs 0 | Remove

Country	Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date
Keine Daten					

Previous IDs

National IDs: 0 | Remove

[Submit](#) [Save for Later](#) [Abbrechen](#)

Please read the instruction carefully!

Please add both ID Types to the table below - **Tax ID** (Steuer-IDNr) and **Social Insurance Number** (SVNR) and submit them.

7. Task: Add Documents

Complete To Do [Add Documents](#) [Submit](#)

72 hours(s) ago • Due 16.06.2018 • Expires 16.06.2018

For: 1 | Specialist

Overall Progress: 1 | Linda Sopira

Overall Status: Successfully Completed

Due Date: 20.08.2018

Instructions: In order to complete your onboarding, we kindly ask you to upload the following documents:

All employees:

- A photograph that we can use for the company identification card, which you will receive on the first day at Kulzer.
- A vacation statement of the former employer
- A police clearance certificate, if you work in the following departments:
 - Accounting
 - Payroll
 - Finance
 - Distribution
 - Precious metal sector

Students/Interns:

- Current certificate of matriculation

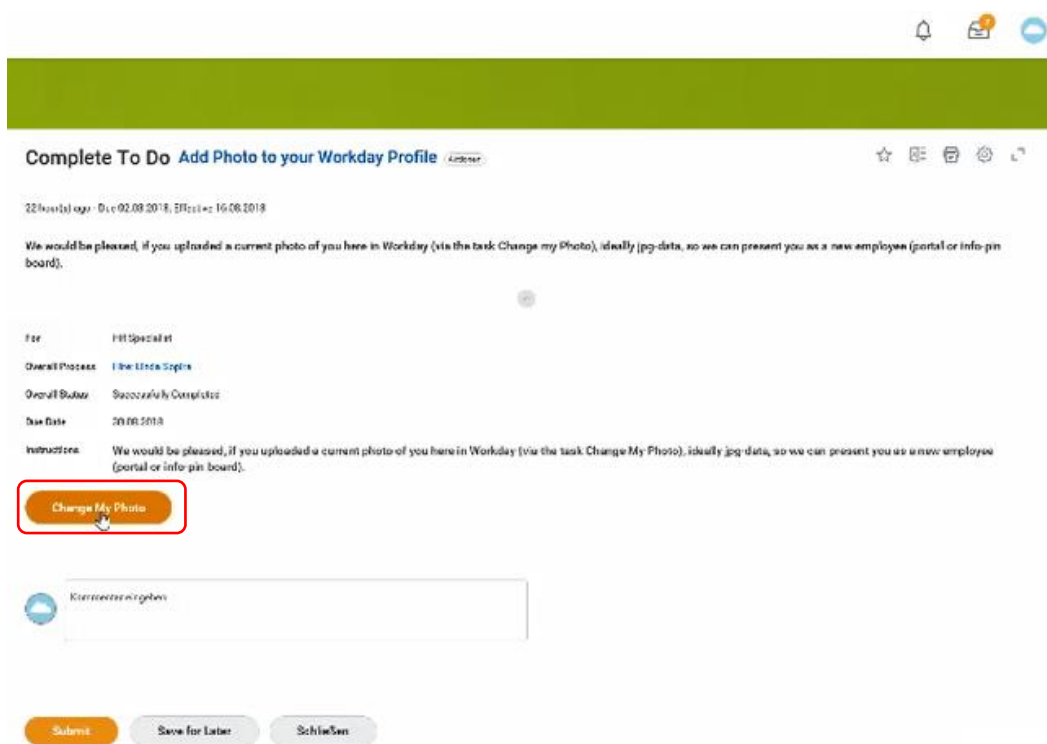
To upload documents, please click on "Maintain My Worker Documents". On the next page click on "Add" and upload the file. Please choose the Documents Category "Certified Documents". A comment is not necessary. To add another document click again on "Upload".

[Maintain My Worker Documents](#)

[Submit](#) [Save for Later](#) [Schließen](#)

Please read the instruction carefully!

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



Complete To Do **Add Photo to your Workday Profile** Linker

22 hours ago · Due 02.08.2018, Efficacy 16.08.2018

We would be pleased, if you uploaded a current photo of you here in Workday (via the task Change my Photo), ideally jpg-data, so we can present you as a new employee (portal or info-pin board).

For: **HR Specialist**

Overall Process: **Line Linda Sopira**

Overall Status: **Successfully Completed**

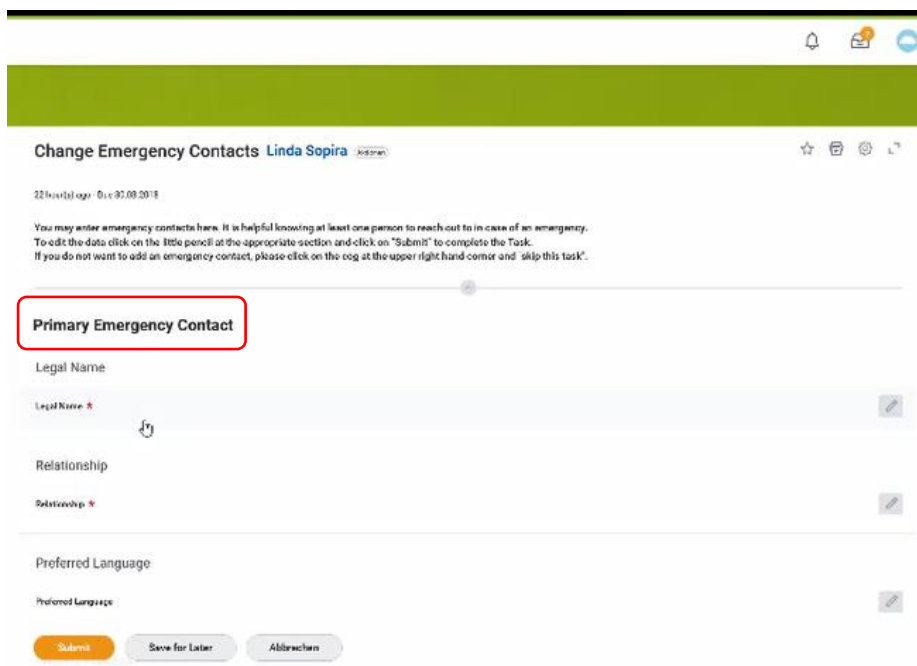
Due Date: **20.08.2018**

Instructions: We would be pleased, if you uploaded a current photo of you here in Workday (via the task Change My Photo), ideally jpg-data, so we can present you as a new employee (portal or info-pin board).

Change My Photo

Kommentare eingeben

Submit Save for Later Schließen



Change Emergency Contacts **Linda Sopira** Admin

22 hours ago · Due 02.08.2018

You may enter emergency contacts here. It is helpful knowing at least one person to reach out to in case of an emergency. To edit the data click on the little pencil at the appropriate section and click on "Submit" to complete the Task. If you do not want to add an emergency contact, please click on the cog at the upper right hand corner and "skip this task".

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

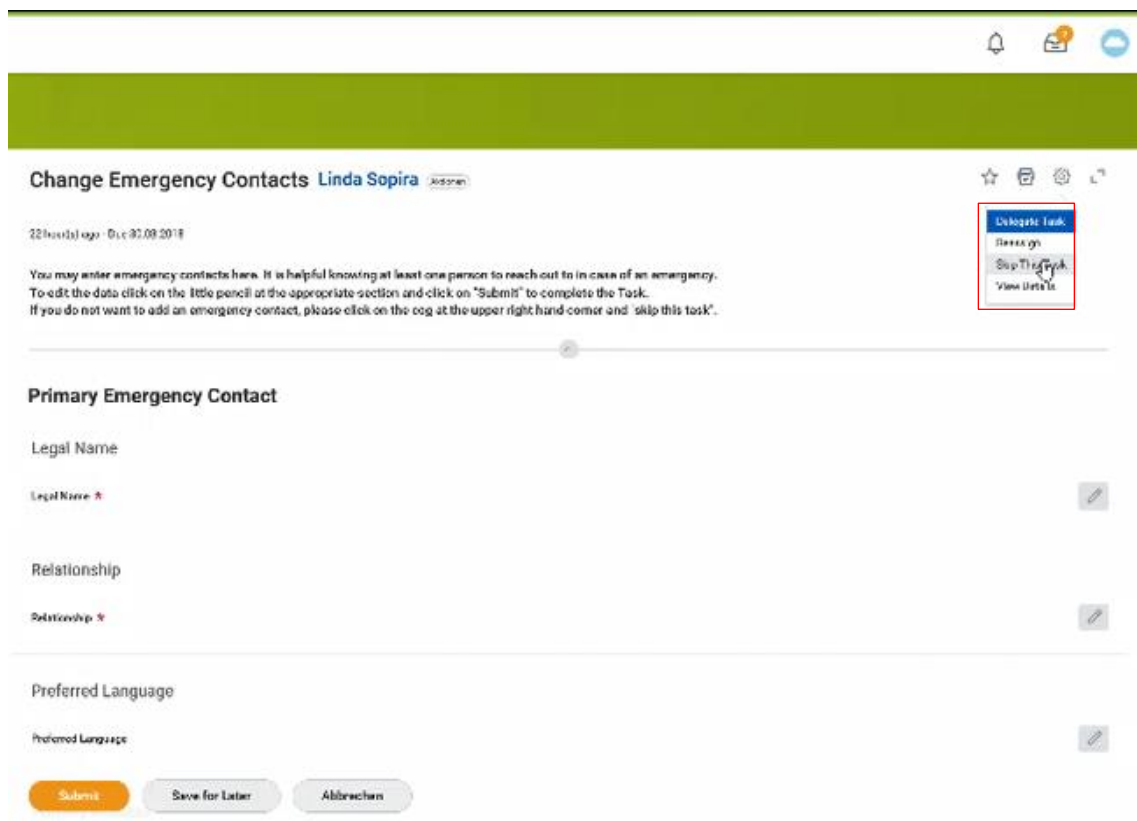
Preferred Language

Preferred Language

Submit Save for Later Abbrechen

If you want, you can upload a Photo for your Workday Profil and add an emergency contact. This photo will be also used for a publication on our internally portal.

However, you can skip this task by using the gear wheel on the upper right.



Change Emergency Contacts Linda Sopira Johnson

22 hours ago · Dec 30, 2018

You may enter emergency contacts here. It is helpful knowing at least one person to reach out to in case of an emergency. To edit the data click on the little pencil at the appropriate section and click on "Submit" to complete the Task. If you do not want to add an emergency contact, please click on the cog at the upper right hand corner and "skip this task".

Primary Emergency Contact

Legal Name

Legal Name *

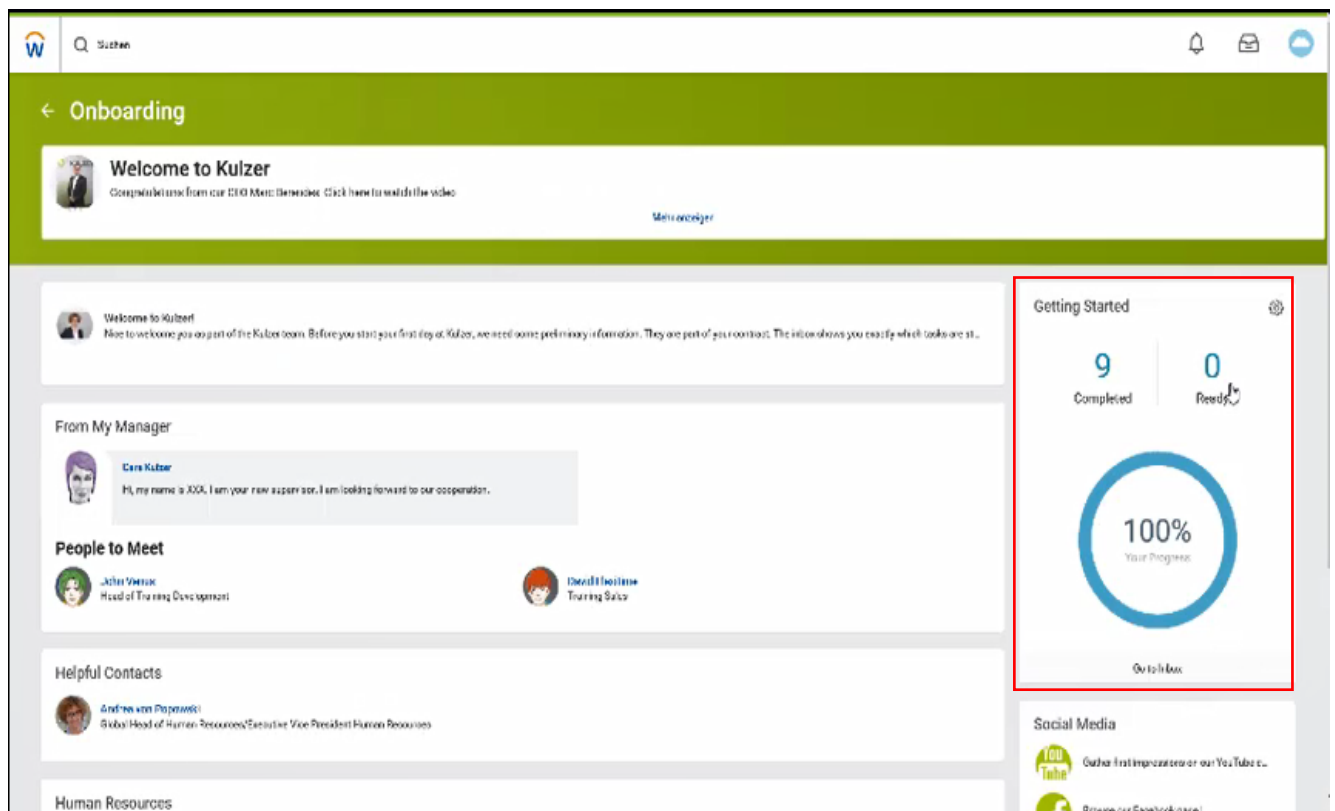
Relationship

Relationship *

Preferred Language

Preferred Language

[Submit](#) [Save for Later](#) [Abandon](#)



Onboarding

Welcome to Kulzer
Complete welcome from our CEO Marc Hernandez. Click here to watch the video.

From My Manager
Cora Kulzer
Hi, my name is Cora. I am your new supervisor. I am looking forward to our cooperation.

People to Meet
Jesse Venable
Head of Training Development
David Holmes
Training Sales

Helpful Contacts
Andrew van Pelt
Global Head of Human Resources/Executive Vice President Human Resources

Getting Started
9 Completed | 0 Ready
100% Your Progress
Go to Inbox

Human Resources

Social Media
Watch first impressions on our YouTube channel
Browse our Facebook page

All tasks are done, if your inbox is empty.