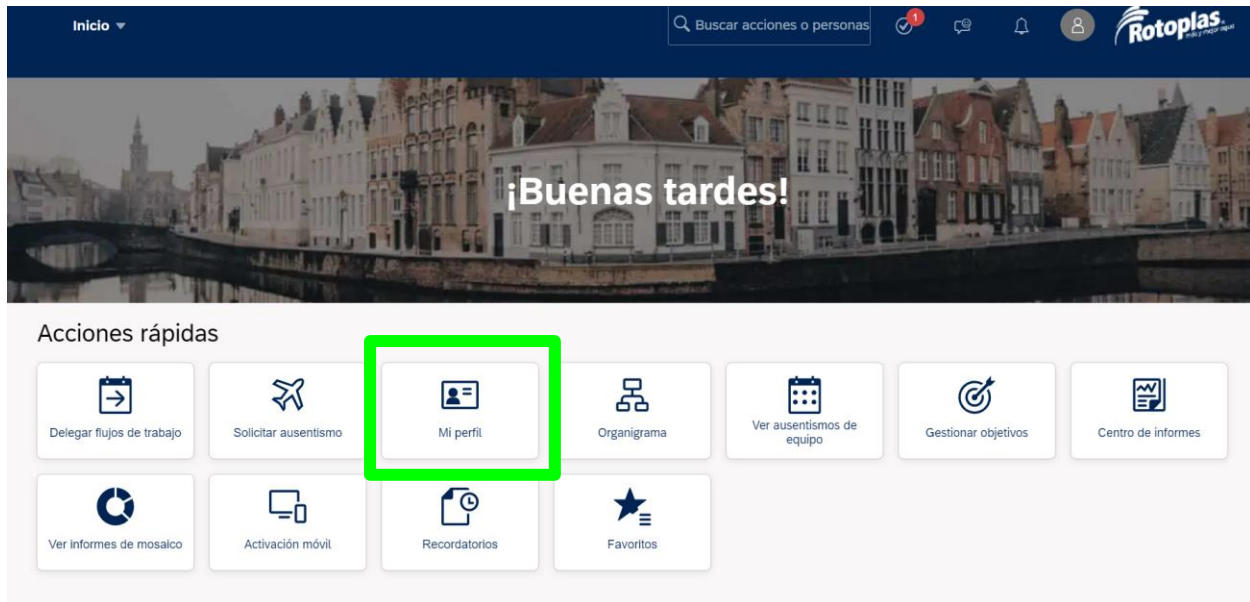


Access the Success Factors portal with the user and password you were assigned



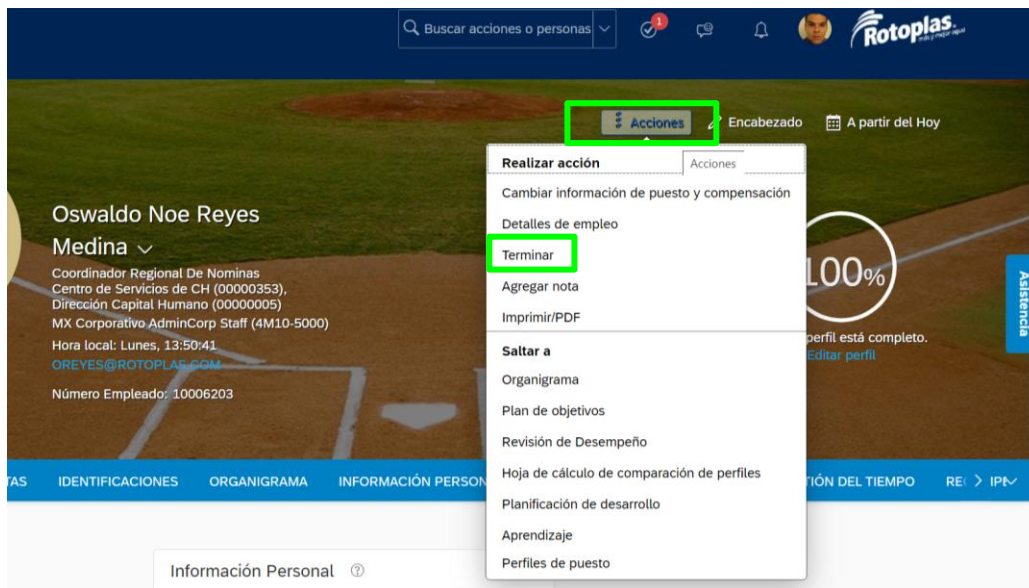
The image shows the SuccessFactors login page. At the top, there is a Rotoplas logo and the text "SuccessFactors". Below this, there is a large blue icon of a person's head and shoulders. To the right of the icon, there is a form with two input fields. The first field is labeled "Correo electrónico" and contains the text "10001234". The second field is labeled "Contraseña" and contains a series of dots. Below the password field, there is a checkbox labeled "Recordar la contraseña". At the bottom right, there is a black button with the text "Iniciar sesión".

Find the “My Profile” box.



The image shows the SuccessFactors dashboard. At the top, there is a dark blue header with the text "Inicio" and a search bar labeled "Buscar acciones o personas". Below the header, there is a large banner image of a European city street with the text "¡Buenas tardes!". Below the banner, there is a section titled "Acciones rápidas" which contains a grid of 10 action boxes. The box labeled "Mi perfil" is highlighted with a green border. The other boxes are: "Delegar flujos de trabajo", "Solicitar ausentismo", "Organigrama", "Ver ausentismos de equipo", "Gestionar objetivos", "Centro de informes", "Ver informes de mosaico", "Activación móvil", "Recordatorios", and "Favoritos".

Once in “My Profile”, select “Actions” and then “Finish”.



This will open a window where you will write in the date and reason for resignation, then click on “Save”, the request will be sent for authorization by your immediate supervisor and HR:

The image shows a screenshot of the 'Terminar' form in the Rotoplas HR system. The form is titled 'Terminar' and has two required fields: 'Fecha de terminación *' and 'Motivo de baja *'. The 'Fecha de terminación' field is a date picker set to 'dd/mm/aa'. The 'Motivo de baja' field is a dropdown menu with 'Sin selección' selected. At the bottom right of the form, there are two buttons: 'Cancelar' and 'Guardar'. The 'Guardar' button is highlighted with a green box.