**Essential HR & Company Information**

These resources are crucial for understanding your employment, benefits, and company policies.

* **File/System Name:** HR Portal / Employee Self-Service System
  + **Why you'll need it:**
    - **Personal Information:** View/update your address, contact details, emergency contacts.
    - **Payroll:** Access pay stubs, tax documents (P45, P60 in the UK), manage direct deposit.
    - **Benefits Enrollment:** Select and manage your health insurance, pension, and other benefits.
    - **Leave Requests:** Submit and track holiday, sick leave, and other time-off requests.
    - **Company Directory:** Find contact information for colleagues.
  + **How to Access:** This is a web-based portal. You'll receive login credentials from HR during your first day/week via email.
* **File Name:** Employee Handbook\_Current\_Version.pdf
  + **Why you'll need it:** This is your go-to guide for all official company policies, including:
    - Code of Conduct and Ethics
    - Working hours and attendance
    - Dress code (if applicable)
    - IT usage policy
    - Expenses policy
    - Disciplinary and grievance procedures
    - Data protection policy (GDPR in the UK)
  + **How to Access:** Shared drive \\CompanyShare\HR\Policies\
* **File Name:** Benefits Summary\_2025.pdf
  + **Why you'll need it:** Provides a detailed overview of all employee benefits offered, including:
    - Health, dental, and vision insurance options
    - Pension scheme details
    - Life insurance
    - Employee assistance programs (EAP)
    - Gym memberships or wellness programs
  + **How to Access:** Access will be provided during benefits orientation workshop
* **File Name:** Holiday and Sickness Policy\_2025.pdf
  + **Why you'll need it:** Specific details on how to request holidays, report sickness, and understand your entitlements.
  + **How to Access:** Shared drive \\CompanyShare\HR\ Employee Handbook\