

New Employee Orientation

易保科技（无锡）有限公司

Presented by HR

2017年11月21日星期二

WHO WE ARE

- Our mission is to **Make Insurance Easy**
- Global leader in **core insurance software** delivering significant business values to customers worldwide
- Best solutions for both **Life** and **General Insurance** industries
- **Fast growing installations** with 130+ deployments across 30+ countries
- **Strong services delivery** via both internal and an extensive worldwide partner network
- **Rapid Customer Success** : Sharp focus on speed of delivery and realization of business benefits
- The eBao Principles **ABCDE** : Ambitious, Bright, Cooperative, Deep, Ethical
- More than 1,000 employees in 13 countries

Overview of eBaoTech Corporation

- **Founded in January, 2000**
- **Entirely focused on insurance core software products, aiming to become a global leader and enable insurance industry transformation**
- **Covering both life and general (P&C) insurance**
- **Office locations:**
 - Headquarters: Shanghai
 - Asia & Pacific: Wuxi, Beijing, Singapore, Kuala Lumpur, Tokyo, Mumbai, Sydney
 - Europe: Zurich, Rotterdam, Birmingham
 - Americas: New York, Sao Paulo

Management Team

Name and Position



Background before eBaoTech

- Associate principal at McKinsey & Company
- IBM T.J. Watson Research Center at Yorktown Height
- Ph.D., University of Wisconsin, Madison

Contents

- Company Introduction

- Key Policies and Processes

- HR & Office Admin

- Finance

- LAN Admin

Office Rules

■ Standard Working-Hour:

Standard working-hour is 8 hours per day from 9AM to 6PM with one hour for Lunch Break, 40 hours per week on average.

■ Company resource:

Non-official documents, use double side printing as often as possible.

■ Office Environment:

Maintain 24 hour smoke-free environment.

Please find detail information from **Staff Portal** menu 'Office Admin'



HR Related Policy

June 11, 2015 15:46:58 | Michelle Peng

Staff Portal

Home | SH & WX Extension Query | OA | MyHR | MIS | Travel

Standard & Template
Business Operation
eBaoTech Products
Project Management
CES
eCS
Market Intelligence
Knowledge Sharing
Finance
Human Resources →
Office Admin

» **Staff Monthly Newsletter**
• [eBaoTech Staff Monthly Newslett](#)

» **Human Resources**
• [不定期工作制决定书](#)
• [BoLe Award](#)
• [Employee Assistance Program \(E](#)
• [Q12 Engagement Survey](#)

» **Office Admin**
• [China Office Admin Policy](#)

» **易保网络技术有限公司员工手册—中文版（适用于中国大陆员工）** 2008/04
» **eBaoTech Corporation Employee Handbook—English Version (Chinese mainland staff ONLY)** 2008/04
» **MyHR System User Guide** 2009/08
» **中国员工年休假管理规定调整通知** 2012/11

Quick Link

内部表单	公司规定	法定假期	其他
内部应征申请表	2016年应届毕业生录用FAQ <small>NEW</small>	2016年国定假日安排	菜单式补充福利
职位调动申请表	2016年非上海生源应届毕业生个人信息表（落户） <small>NEW</small>	全国年节及纪念日放假办法	中智上海外企雇员网-雇员信息查询
人事证明申请表	2016年非上海生源应届毕业生进沪就业登记表 <small>NEW</small>	职工法定带薪年休假条例及实施条	就医社保卡（医保卡）相关须知
薪酬调整申请及确认表	《上海市居住证》及其积分申办流程	员工带薪年休假Q&A	补充医疗报销单（P1门诊/住院报销；P2住院贴）
合同续约评估表—主管评定	《上海市居住证》及其积分申办FAQ	病假	补充医疗报销Q&A
国定假日加班申请表	女职工生育期间福利待遇FAQ <small>NEW</small>	产假和男方陪护假 <small>NEW</small>	补充医疗保险报销须知
在职员工异地调动申请表	留学生回国落户条件及相关申请材料（毕业院校名单） <small>NEW</small>	丧假	上海员工国内异地就诊理赔须知
试用期满评估表—自我评定	寻求问题解决的程序	婚假 <small>NEW</small>	政府医保指定医疗机构查询
试用期满评估表—主管评定	伯乐奖		社会保险缴费情况查询
请假单	员工调动与招聘流程管理政策		个人公积金缴费情况查询
周末、假日加班申请表	调休管理办法		2016年度上海员工体检通知 <small>NEW</small>

Please find detail information from **Staff Portal** menu 'Human Resources'

Statutory Benefits

全职员工法定福利

- ✓ 无锡城镇社会保险
- ✓ 无锡住房公积金

项目	福利	单位%	个人%
社会保险	养老	19%	8%
	医疗	7%	2%
	失业	0.5%	0.5%
	生育	0.5%	
	工伤	0.3%	
	补充医疗	0.9%	
基本住房公积金		8%	8%
总计		36.2%	18.5%

员工自选福利

- ✓ 菜单式补充福利

详见: [Staff Portal>HR>China HR Policy>其他](#)

序号	保障大类	公司承担金额	个人承担金额	保障范围
1	综合医疗保障	55	55	门急诊及住院100%报销
2	子女医疗	30	/	门急诊及住院50%报销
3	重大疾病保障	/	15	门急诊及住院100%报销
4	住院补贴	/	15	住院补贴150元/天

- 新员工按当月实际工资申报社保和住房公积金基数
- 补充公积金（公司全额缴纳**13%**）：工作满**3**年，有一次考评为**E**，最近一次考评不为**L**

Employee Handbook



Download:

Staff Portal>Human Resources>China Employee Handbook

Human Resources	→ MyHR
Office Admin	Recruitment
	Staff Communication
	China Human Resources Policy
	China Employee Handbook

Chapter I: Selection and Employment	1
1. Employees' Selection	1
2. Entry of Employees	4
3. Employment Contract and Relevant Agreements	5
4. Other Relevant Personnel Service	7
Chapter II: Total Compensation	8
1. Components of Total Compensation	8
2. Confirmation and Adjustment of Total Compensation	8
3. Calculation and Distribution of Total Compensation	10
4. Overtime Treatment	11
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6. Enquiry and Confidentiality of Compensation Information	12
Chapter III: Benefits	14
1. Vacation	14
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3. Self-Service Supplementary Benefits	21
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Probation Evaluation Process

■ Self Appraisal of the Assessee

- Summarize all the trainings the assessee received during the probationary period.
- Elaborate responsibilities , contributions, achievements during the probationary period.
- Summarize self strengths and development needs.

■ HOD Evaluation on the Asseesee

- Evaluate the assessee's performance during the probation period.
- Describe the assessee's advantages.
- Summarize the assessee's disadvantages and development needs.
- Decision on Hiring Result (Continue Hiring or Terminate Contract).

■ Action Plan

- Set up goal and detail action plan for the following 6 months.

HR System – MyHR



Please find detail information from **Staff Portal** menu 'Human Resources'

The screenshot shows the eBaoTech Staff Portal. The top navigation bar includes links for Home, SH & WX Extension Query, OA, MyHR (highlighted with a red box), and MIS. The main content area features a login form with fields for User Name and Password, and a Login button. The sidebar on the left lists various categories such as Standard & Template, Business Operation, eBaoTech Products, Project Management, eAS, eCS, Market Intelligence, Knowledge Sharing, Finance, Human Resources, and Office Admin. The right sidebar contains a 'Welcome to MyHR' message and a list of links including Staff Monthly Newsletter, Human Resources, Office Admin, and Shanghai Office Sports Activities.

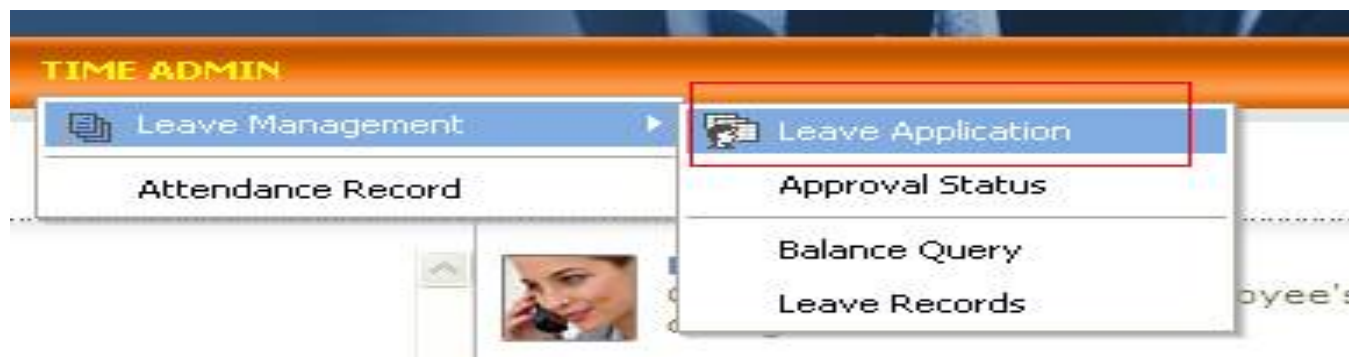
- use your email user name and password to login.

use the system to apply for *personal leave*.

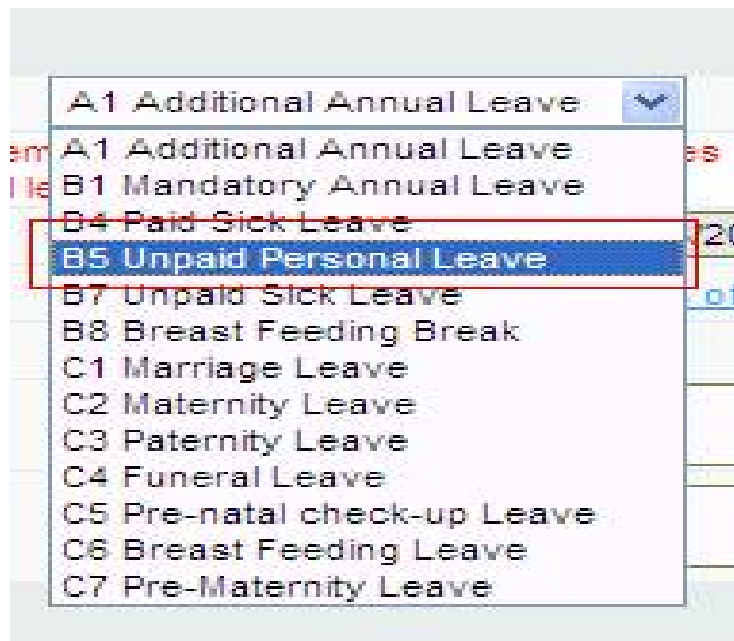
update some of your *personal information* and check your *attendance records*.

请假操作:

先在my hr的Time Admin中选择Leave Application申请假期;



试用期内只能申请B5 Unpaid Personal Leave，试用期过后可以申请各类假期。



申请大学生租房补贴

根据无锡市政策，应届本科毕业生每月可以领取500元租房补贴。由个人自行申报，补贴按季度直接打入社保卡。

通过审核后，最长可以领取补贴2年。从与公司签订劳动合同、缴纳社会保险且在外租房之日起。

所需提交材料（**原件及扫描件（GIF、JPEG、JPG、PNG、BMP格式，文件大小≤2M）**）

- 毕业证书
- 学位证书
- 劳动合同（首页、劳动期限页、签字盖章页）
- 租房合同或社居委证明：
 - （1）租房合同使用打印的制式合同，由甲乙双方签字确认，内容包含合同期、租金、面积、地址等；
 - （2）租房地不变更续签租房合同的，需重新提供原件及扫描件，但租金发票或社居委证明不需要重新提交；如获得租房补贴期间，发生租房地址变更，租房合同或社居委证明均需重新提交。
- 租房发票

如有疑问，请登录<http://www.wxrc.gov.cn/ggfw/zfbt/Index.aspx>查询相关信息，或拨打12333咨询

Contents

- Company Introduction

- **Key Policies and Processes**

 - HR & Office Admin facilities and policies

 - **Finance processes & policies**

 - LAN Admin processes & policies

Salary Card

- 公司工资卡为兴业银行借记卡，该卡用于发放工资和打入费用报销款。
- 没有此卡的新员工需要前往近的兴业银行办理借记卡作为工资卡。银行受理申请时，请说明是办理工资卡。
- 已持有兴业银行借记卡的新员工可以继续使用原卡作为工资入账使用。

Staff Code	Staff Name	ID no./Passport no.	Card no.	Branch Name
工号	Chinese Name	身份证件号码	卡号	兴业支行名称

请于入职后的一周内将以上信息发送给 Shania Zhang、Yao Chen、Joan Liu

- 费用报销也一律使用工资卡。新员工的第一次报销将在工资卡办理完之后处理。

如遇工资卡遗失，请及时前往兴业银行办理挂失手续，将新卡卡号发给Shania Zhang、Yao Chen、Joan Liu

Payment

■ 工资结算周期

- 每月工资的计算周期为自然月，即每月1～31日为发放周期。

每月工资的发放日为次月的前五日。

每月20日后新入职的员工21～31日的工资将与次月的工资一并计算发放。

■ 工资条

每月5日前财务部将上月工资条通过电子邮件发送到员工的公司邮箱。

■ 保密职责

工资和工资相关信息属于公司保密信息，员工之间不得讨论和告知，相关规定可详见《员工手册》。

■ 相关联系人

如对工资计算有疑问，请发邮件给Bill Qi.

OA System

System link:

<http://OA.eBaoTech.com>,

or access it thru the link on
staff portal

<http://staff.eBaoTech.com>

The screenshot displays the eBaoTech OA system interface. The top navigation bar includes links for Home, SH & WOK Extension Query, OA (highlighted with a red box), MyHR, MIS, Travel, and Org Dev. The main content area is divided into sections: 'My Task List' with 'Not Submitted Timesheet' (listing dates from 2012/11/04 to 2012/12/01), 'Please Note' (regarding unpaid leave), 'My Toolkits', and 'Notice Board' (containing Timesheet FAQ, OA System User Guide, and OA System FAQ). A sidebar on the left contains links like Homepage, Timesheet, Team Activity, Cash Advance, Interview, Travel, and Reimbursement. A right sidebar features an environmental notice: 'To save the environment, Switch off your PC and monitor before you go home.' The user 'Selina Gao (347)' is logged in.




If you have any questions, please contact **#OA**

OA System - Timesheet

- Click My Timesheet in menu tree



- Edit timesheet detail

Click the button  to add a new timesheet item, to delete a item  click .

- Total working hours of all items can not lower than standard total.

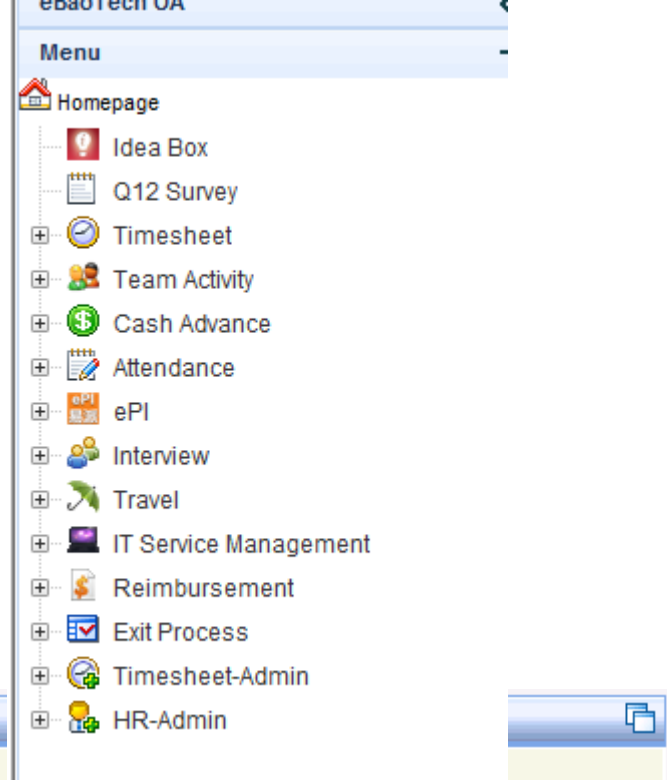
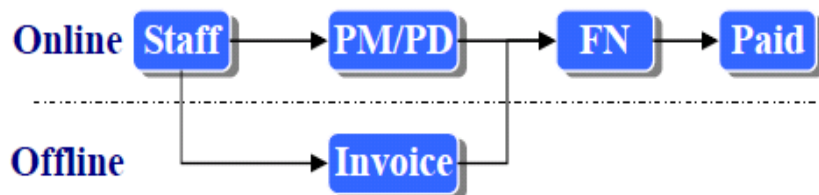
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours
11	12	13	14	15	16	17	0
0	0	0	0	0	0	0	0/40



If you have any questions, please contact #OA

OA System - Reimbursement

- Click My Reimbursement in menu tree
- Reimbursement Process



FAQ / User Guide

Applicant Information

Basic Information			
Staff Code	347	Cash Advance Balance	0.00
Staff Name	Selina Gao	Pending in Process Amount	239.00
Function Currency	CNY	Last Reimbursement Date	09/07/2012 (MM/DD/YYYY)

Reimbursement Application

[FAQ](#) [User Guide \(Chinese Version\)](#)

Reimbursement Information										
	Charge Client	Project Code	Date	Expense Type ?	Subtype ?	Source Currency	Source Amount	Exchange Rate	Function Amount	Description
-	<input type="checkbox"/>			Please Sel		CNY		1.0000000		
+										

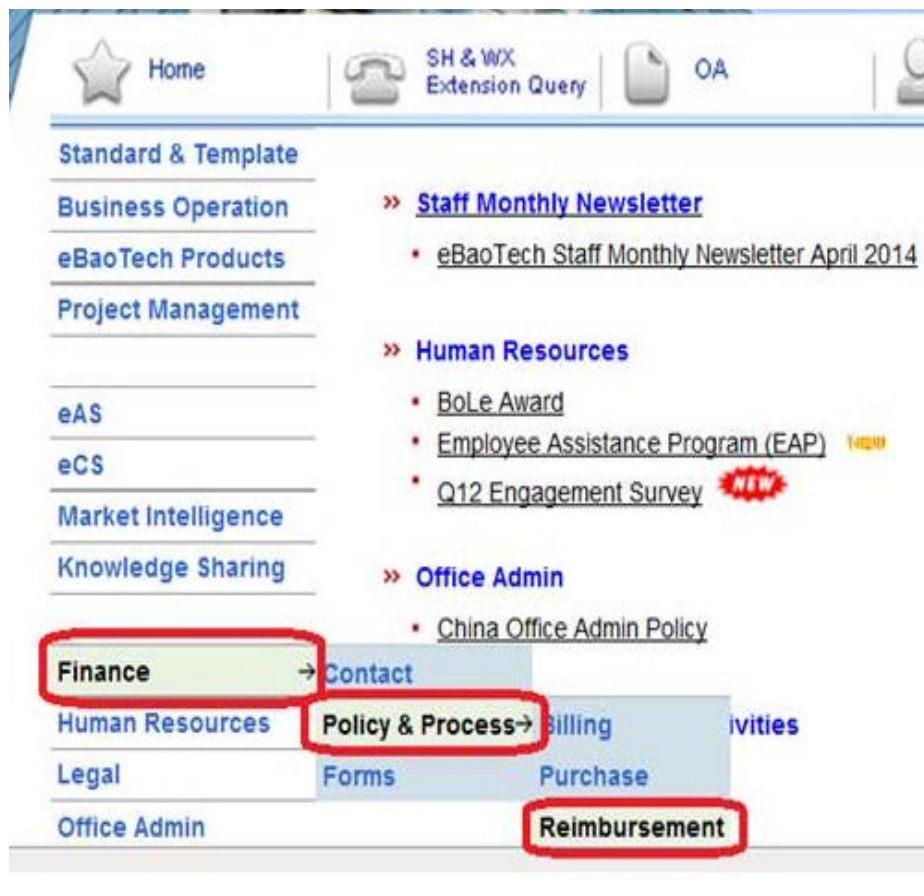
Total Function Amount

Total Function Amount:		Attachments:	
------------------------	--	--------------	--

Save Submit Back Upload Invoice

报销政策查询

报销政策对各项费用做了明确说明，希望各位同事认真阅读。如有任何疑问，请发邮件至 [#FN-Reimbursement](#) 咨询。财务部会根据日常审核遇到的情况，适时对报销政策进行不定期修订。如果没有重大变化，将颁布在 **Finance Portal** 上，具体为 **Staff Portal -> Finance -> Policy & Process -> Reimbursement**，参见下图。



体检报销


[Timesheet](#)
[Team Activity](#)
[Cash Advance](#)
[Attendance](#)
[Interview](#)
[IT Service Management](#)
[Travel](#)
[Reimbursement](#)
[My Reimbursement](#)
[Timesheet-Admin](#)
[HR-Admin](#)

Staff Code	2438	Cash Advance Balance	0.00
Staff Name	Sasa Yin	Pending in Process Amount	0.00
Function Currency	CNY	Last Reimbursement Date	03/27/2014 (MM/DD/YYYY)
Entity	CN04		

▼ Reimbursement Application

[FAQ](#) [User Guide \(Chinese Version\)](#)

Reimbursement Information

Notice	Charge Client	Project Code	Date	Expense Type ?	Subtype ?	Source Currency	Source Amount	Exchange Rate	Function Amount	Description
-		9999924 - Medical checkups	05/23/2014	Others ▼	Medical Checkup ▼	CNY	75.00	1.0000000	75.00	入职体检
Medical Checkup(Physical examination fee, not more than CNY 111, project code 9999997)										
Source Amount				Exchange Rate			Function Amount			
75.00				1.0000000			75.00			
Description				入职体检						

+

▼ Total Function Amount

Total Function Amount:	75.00	Attachments:	
------------------------	-------	--------------	--

Save Submit Back Upload Invoice //

党关系转移

介绍信抬头为无锡市滨湖区组织部

转入支部名称为易保科技（无锡）有限公司支部委员会
，转入需要如下流程：

- 滨湖区组织部（滨湖区区政府） →
- 山水城党委 →
- 易保科技（无锡）有限公司支部委员会

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MIS Policies




You can find information for:
LAN Helpdesk (help for email, PC, laptop etc.)
Internal MIS (help for Timesheet, SAPE, KPI system etc.)

Management

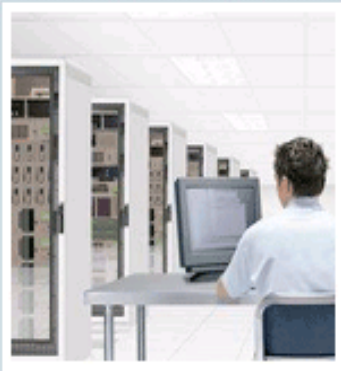
MIS Service Layout
LANAdmin Team
Help Desk(First Line) 8080



 **MIS Membership**

Second Line Support

→ Policy **Application Form** Instruction Usage Tips



- [IT Goods or Service Application](#)
- [Staff Net Access Application](#)
- [Client Internet Access Application](#)
- [VPN to eBaoTech Access Application](#)
- [OS IP Access Application](#)
- [Virtual Instance Application](#)
- [Mobile Ext. Application](#)
- [Share Folder Application](#)
- [IDD Application](#)
- [Client LAN Access Application](#)



For more information please refer to **Staff Portal** menu 'MIS'

Secure Policy - Software

- LAN Helpdesk will pre-install software
- Non-Working software is forbidden, such as games, BT software, etc.
- Please contact LAN-Admin HelpDesk to install working software.
- Do NOT dismantle computer and Do NOT move PC without permission.



For more information please refer to **Staff Portal** menu 'MIS'

Secure Policy - Network

■ LAN:

Any device which doesn't belong to eBaoTech is forbidden access LAN

■ INTERNET:

Webmail (hotmail, gmail, 163, 263.....) — — NO !

Portal website (sina, netease.....) — — Work Time : NO !

■ IM:

MSN — — After VGM's approval, apply to LANADMIN Helpdesk

QQ — — NO! NO! ! NO! ! !

■ Work Time: 9:00 am~12:00 pm, 2:00pm~6:00pm



For more information please refer to **Staff Portal** menu 'MIS'

Secure Policy - Antivirus

- Software: Mcafee Enterprise Antivirus Clients
- Virus Definition Update: Automatically
- Scheduled Scan Virus: 12:00pm on Friday



For more information please refer to **Staff Portal** menu 'MIS'

Secure Policy - Email

- Single Email Size: 10M

- Attachments Limitation:

executable files: *.exe, *.com, *.chm, etc

Audio and Video files: *.mp3, *.rmvb, *.mpeg, etc

- All emails should be saved in local. Please delete emails on server
Visit: mail.eBaoTech.com

Username: ebaotech\YourName

Password: Login Pass



For more information please refer to **Staff Portal** menu 'MIS'

Headquarter Back Office Key Contacts

Department

Function Key Contacts



Finance

Director/Jun Kang

- **Salary Related** /Shania Zhang
- **Reimbursement** / Weijie Zhu
- **Project Related** / Mecy Han; Lina Shen



Human Resources

VP/Allen Hua

- **Recruiting** /Karl Shen
- **HR Policy & Service** / Selina Gao; #HR_Service



MIS

HOD/John Wang

- **Facilities** / #Lanadmin
- **OA Maintainance**/ #OA



Legal

Director/Michelle Ge

- **Contract Review** / Michelle Ge



OD

VP/Jianhong Lin

- **New Staff Training** / #OD
- **Management Training** / Keane Yu

THANK YOU

