

Welcome to Manpower





Your Manpower Team



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 - Salary treatment plan
 - Expenses



Your Contacts / Microsite

For any question you can write to:

- pm.lausanne@manpower.ch
- pm.neuchatel@manpower.ch

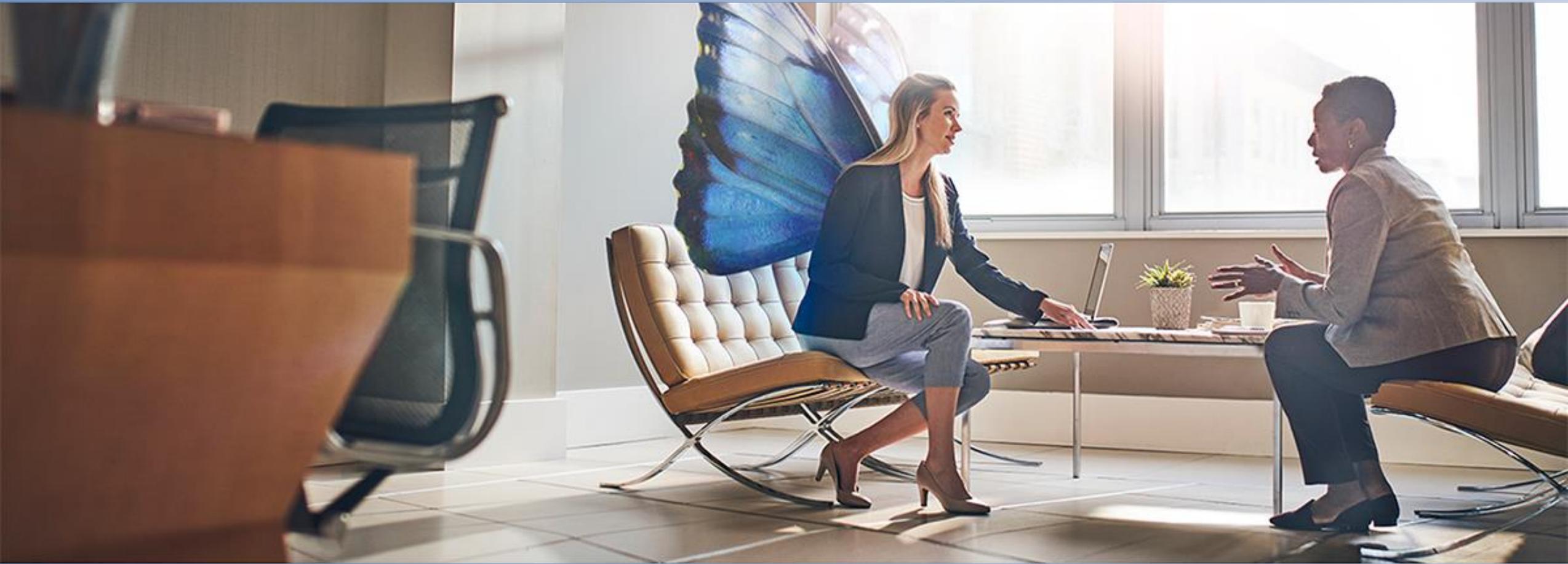
Your Manpower local main contact persons are

-  Lausanne : Bastien Duraffourg bastien.duraffourg@manpower.ch +41 58 307 2107

Onsite office (Monday to Friday from 8:00 to 18:00)

- Geneva

A lot of very useful information such as the management of your absences, your Webtime account (Easymission) or your expenses are available **on our Microsite:** <https://onsite-mpg-gvdn.ch>



Main Information

Pension Fund

- Contracted employees are affiliated from the first LPP/Pension Fund subscription (verifiable on the salary statement). We send to all new affiliated, bank account details + mementos, the month after the first LPP/Pension Fund subscription.
- The vested benefits are confirmed 2-3 workdays following the reception of credit balance. The affiliated will receive a confirmation and an account statement by Post. The branches aren't informed about these credits.
- As for the exit questionnaires, they are automatically sent 1-2 months following the last LPP/Pension Fund subscription .

Manpower Pension Fund – Subscriptions

Each policyholder pay contributions = an amount equal to her/his insured salary, multiplied by the contribution rate below, determined according to her/his age.

Age *	taux en % du salaire assuré	dont épargne
18 - 24 ans	1.0 %	0.0 %
25 - 34 ans	4.5 %	3.5 %
35 - 44 ans	6.0 %	5.0 %
45 - 54 ans	8.5 %	7.5 %
55 - retraite	10.0 %	9.0 %

* Age = année civile moins année de naissance

Manpower Pension Fund –Contact details

Manpower Pension Fund team can be reached:

- Phone number 058 307 22 33 (08:00 – 12:15)
- Email lpp@manpower.ch
- Manpower Pension Fund
Case Postale 1472
1211 Genève 1

Login Manpower WebTime (EasyMission)

Welcome,

Manpower SA welcomes you and is glad to provide you with your personal IDs, in order to access the application Manpower Web Time.

Username : #YourEmail@private

Password : #Pwd123

Access Link : Manpower Web Time

<http://manpower.easymission.ch>

Some important information:

You are responsible for any and all actions taken in Manpower Web Time with your personal ID (login). Thus, you must not give this login to anybody else, and you must keep this information in a confidential way. In case of doubt or difficulty, please contact immediately your usual Manpower consultant.

After your first login on the system, you will be required to change your initial password.

You will find on the main page (and also inside the system) a short notice to guide you with the intuitive interface of Manpower Web Time. It will also be available in English in a short time.

Download the Manpower WebTime mobile application from the Apple Store or Google Play. It will enable you to enter your hours and send them for payment via your smartphone. It can be used in conjunction with the web application, meaning that you can choose which solution to use when according to your needs.

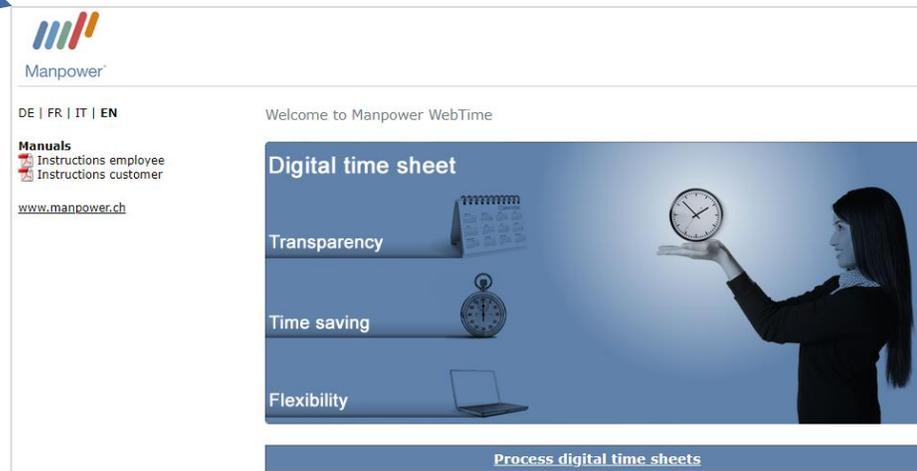
For any question, your usual Manpower consultant is your privileged point of contact:

For technical questions (such as to reinitialize your password) Or for business questions (for instance, how to write meal time allocations). So, please do not hesitate and contact her or him.

We wish you to enjoy the Manpower Web Time experience!

Direct link to WebTime:

- <https://manpower.easymission.ch/em/login.xhtml?language=en>



User name

Password

Login

CHANGE PASSWORD
FORGOT PASSWORD?

Sickness (Zurich Assurances)

- In case of sickness, you have to inform immediately your supervisor and your Manpower contact
- In case your absence should last more than 2 days, you need to send your medical certificate to your Manpower contact **at the latest the 3rd day**
- Manpower will announce your sickness leave to the Loss of Gain Insurance and will pay you the compensations accordingly with your next payslip
- The Loss of Gain Insurance covers sickness days from the 3rd day until 30 days
- In case of work incapacity over 30 days the file is transmitted to the insurance for an expertise
- Please note that the Loss of Gain Insurance only covers 80% of the salary after the waiting period (2 days)

Accident (Suva)

- You are covered for professional and non-professional accidents. In case of accident, you should immediately see a Dr and get a medical certificate. Then, you have to inform as soon as possible your supervisor and your Manpower contact.
- Send your medical certificate to your Manpower contact as soon as possible. Manpower will inform SUVA and Loss of Gain Insurance.
- Even if you had an accident without absence days, please inform Manpower, because you are also covered for the medical expenses such as doctor and pharmacy.
- If you don't have any medical certificate (Dr/hospital) of your accident, SUVA will not accept your declaration.

→ Days of sickness/accident are recorded on WebTime under
"Reasons for absence = Sickness, Accident, Maternity"



Absences

- **Paid absences** (only applicable after 3 months of assignment)
 - Absence rights
 - Employee's wedding: **3 days**
 - Death of a family member living in the same household: **3 days**
 - Death of siblings, parents, grandparents and parents-in-law outside household: **1 day**
 - Paternity leave: 10 working days for a 100% position (to use within 6 months of birth, in once or many times)
 - Wedding of a child: **1 day**
 - Relocation of own household: **1 day**
 - Military inspection: **½ day**
 - Care of sick child per case of illness: **up to 3 days**
 - Paid absences should be announced to your supervisor and to Manpower as soon as possible but they must be declared to Manpower with a certificate (rental contract, death certificate, wedding certificate, etc.) at the latest 4 weeks after the event in order to be paid
 - Paid absences are registered on WebTime under "**Reasons for absence = Other**", don't enter any hours and please insert the absence reason in the comments.
- **Occasional unpaid absences**
 - Occasional unpaid absences must be approved by your supervisor
 - Unpaid absences are registered on WebTime under "**Reasons for absence = Unpaid**"



Holidays and bank holidays

Holidays

- Following the Collective Labour Agreement of temporary employees,
 - You are entitled to 20 days of holidays per year (prorata)
 - And 25 days (prorata) if you are less than 20 years old or more than 50 years old
- This amount is included in your hourly gross salary (8,33% = 1.6 days/month or 10,60% = 2.08 days/month) and is **notified in your payslips but not paid-out**. Instead the amount is put aside in your reserve. During your holidays, the equivalent of the hours that you take as holidays are then paid through with this reserve.
- Holiday hours are registered on WebTime, no hours, under "**Reasons for absence = Holidays**" and must be validated by the supervisor to be paid
- If your assignment ends, the remaining holidays reserve is paid out with the last payslip

Bank holidays

- The 10 or 11 bank holidays/year are automatically included in your salary, see Annexes n°3 (Lausanne = 11 days) and n°4 (Neuchâtel = 10 days)
- All the bank holidays (national, cantonal, offered by Givaudan etc.) are registered on WebTime, no hours, under "**Reasons for absence = Others**"



Manpower WebTime™ (EasyMission)



Working hours & Salary payment

1. You must register your working hours and extras at the end of each week....
and **no later than the Monday of the following week**
2. By the following Tuesday at the latest, your manager must check and validate your hours and overtime. If necessary, remind your manager about it.
3. Any corrections must be sent to Manpower by Wednesday 10 a.m. at the latest
4. On Wednesday, our Finance team deals with the payment of salaries.
 - The weekly hours are accumulated and the monthly balance is credited to your bank account before the end of the month, according the treatment plan, see Annexe n°5
 - If you would like a weekly payment, please ask your Manpower contact for it, which is then paid at the end of the week.
5. You can choose to receive your 13th salary: at each payslip or once a year in December

WebTime: Main Screen

The screenshot shows the WebTime main screen with several callouts pointing to specific features:

- User guide**: Points to the 'INSTRUCTIONS' menu item.
- Language choice**: Points to the 'ENGLISH' dropdown menu.
- Info on colour code**: Points to the printer icon in the Timesheets section.
- Selection of weekly timesheet**: Points to the 'CW 53' column header in the timesheet table.
- Info about your assignment**: Points to the 'Philip Morris Products S.A., 1066 - OC...' row in the timesheet table.
- Info about your supervisor**: Points to the 'Ask for' section of the contact information.

#First #LastName

ENGLISH ▾

TIMESHEETS

INFORMATION ▾

INSTRUCTIONS

VIEW
EMPLOYEE COCKPIT

Timesheets

< Today >



Missions: 1 < 1 >

Company of mission	CW 49 30.11. - 06.12.20	CW 50 07.12. - 13.12.20	CW 51 14.12. - 20.12.20	CW 52 21.12. - 27.12.20	CW 53 28.12. - 03.01.21	CW 1 04.01. - 10.01.21	CW 2 11.01. - 17.01.21
Philip Morris Products S.A., 1066 - OC... Mission nr: 452987 SC Solution Leader					Hours submitted: 0.00 hrs	Not yet entered	Not yet entered

	Ask for	Acceptance of time sheets
Philip Morris Products S.A., 1066 - OC... Mission nr: 452987 SC Solution Leader	Philip Morris Products S.A. Avenue de Rhodanie 50 1007 Lausanne 058 242 00 00 079 774 84 39	Catherine Dubief, +41 (58) 242 1074

Legend ✕

- not yet submitted / please enter and submit
- submitted / may be viewed but not modified
- no hours entered

Time sheet: Entry of effective hours

1st time sheet
#First #Last name

Week 53, Mission N°: 452987
Customer: Philip Morris Products S.A., Lausanne
Consultant: Andrea Nouri, Branch PM LAUSANNE

Current registration status

Entry
#First #Lastname
26.12.2020 17:17

Confirmation
Philip Morris Products S.A.
Catherine Dubief
04.01.2021 08:59

Validation ⓘ
Branch PM LAUSANNE

Wage / Invoice

Indication of hours in: ⌚ hrs:min 📅 Decimals ⓘ

Choice of time entry mode

Hours	Monday 28.12.2020	Tuesday 29.12.2020	Wednesday 30.12.2020	Thursday 31.12.2020	Friday 01.01.2021	Saturday 02.01.2021	Sunday 03.01.2021	decimal	Total hours hrs:min
Total hours worked				08:20	← Total				
Normal hours ⓘ				04:20	← Normal office hours				
Time away on business ⓘ				04:00	← Hours of business travel				
Reason for absence					Other				

Hours to be entered
(Effective hours)

Total effective hours

Benefits and expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Premium ⓘ								
Overtime supplement ⓘ								
Work on Sundays/public holidays ⓘ								
Compensation night work ⓘ								

Do not use
(Restricted to Supervisor)

Supplements to be entered

Timesheet: entering supplements

1st time sheet

#First #Last name

Week 53, Mission N°: 452987

Customer: Philip Morris Products S.A., Lausanne

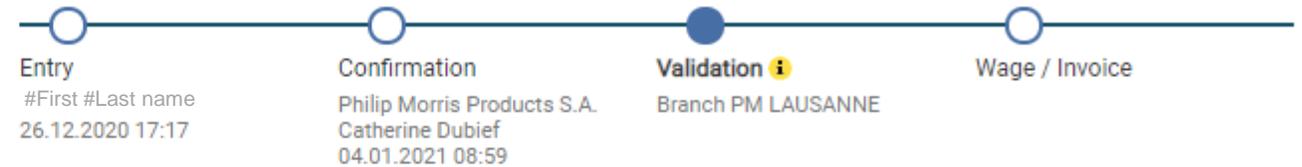
Consultant: Andrea Nouri, Branch PM LAUSANNE



Example – Office work

Office from 8:00 to 18:00 (and 18:30 Wednesday) with 1 hour break per day.

- Total effective worked hours = 45,5
- Overtime = 0.5 (as weekly=45,5 > 45,0)



Indication of hours in: hrs:min Decimals **i**

Hours

	Monday 28.12.2020	Tuesday 29.12.2020	Wednesday 30.12.2020	Thursday 31.12.2020	Friday 01.01.2021	Saturday 02.01.2021	Sunday 03.01.2021	decimal	Total hours hrs:min
Total hours worked	09:00	09:00	09:30	09:00	09:00				45:30
Normal hours i	09:00	09:00	09:30	09:00	09:00				
Time away on business i									
Reason for absence	▼	▼	▼	▼	Other ▼	▼	▼		

Benefits and expenses

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Premium i	Worked hours								
Overtime supplement i	Worked hours					00:30			00:30
Work on Sundays/public holidays i	Worked hours								
Compensation night work i	Worked hours								

Effective hours and supplements

- **Effective hours**

- Regular hours → Hours actually spent at the workstation or in justified travel status
- Reasons for absence → If you did not work on certain days, indicate the reason for your absence:

Sickness, accident, maternity
Military, civil service
Other
Unpaid
Vacation

- **Classic supplements**

- **Overtime (25%)**

- if the total of the actual hours of the day is > 9:30 (9.50 hundredth)
- or if the total of the actual hours of the week is > 45
 - in the latter case, record overtime on the last working day of the week

- **Work on Sundays or public holidays (50%)**

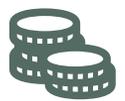
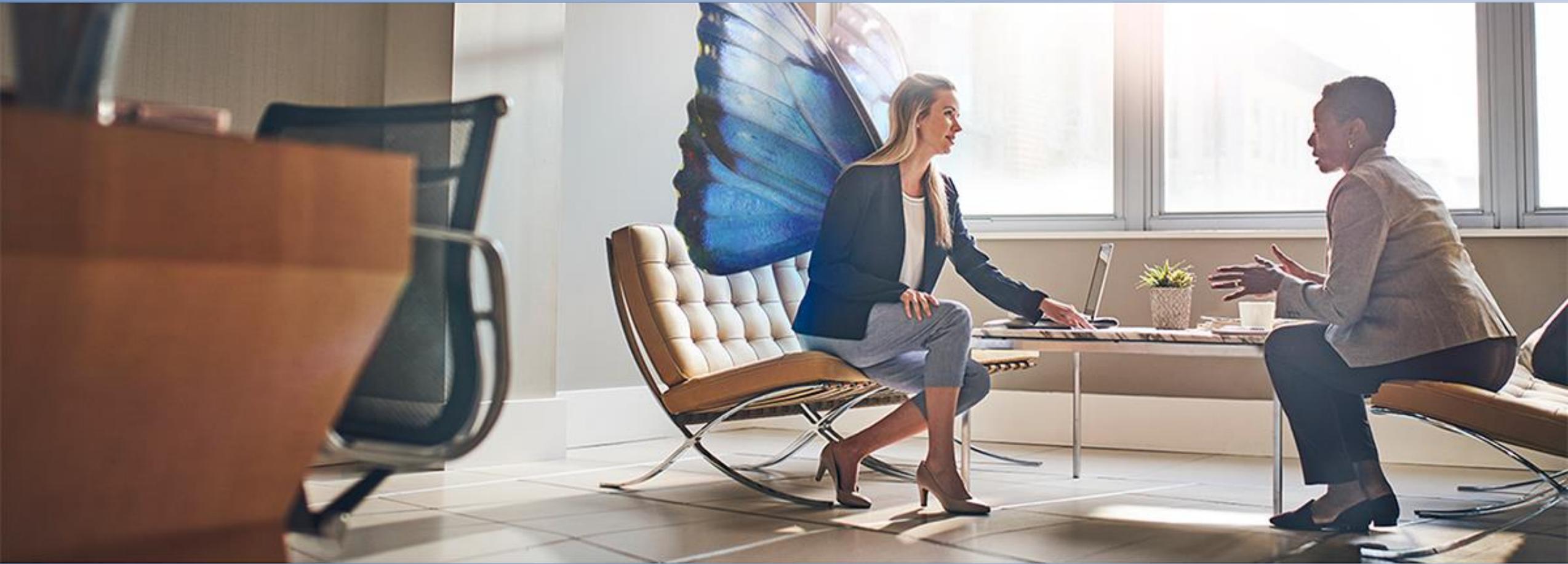
- Work on public holidays is compensated for all
- Sunday work is not specifically compensated for shift workers.

- **Night work (25%)**

- Night work = Work between 10:30 pm and 5:30 am

Attention! The supplements aren't cumulative (Ex: a Sunday with 11 hours of work = 50% overtime applied and not 50%-Sunday + 25%-1h30min-overtime)

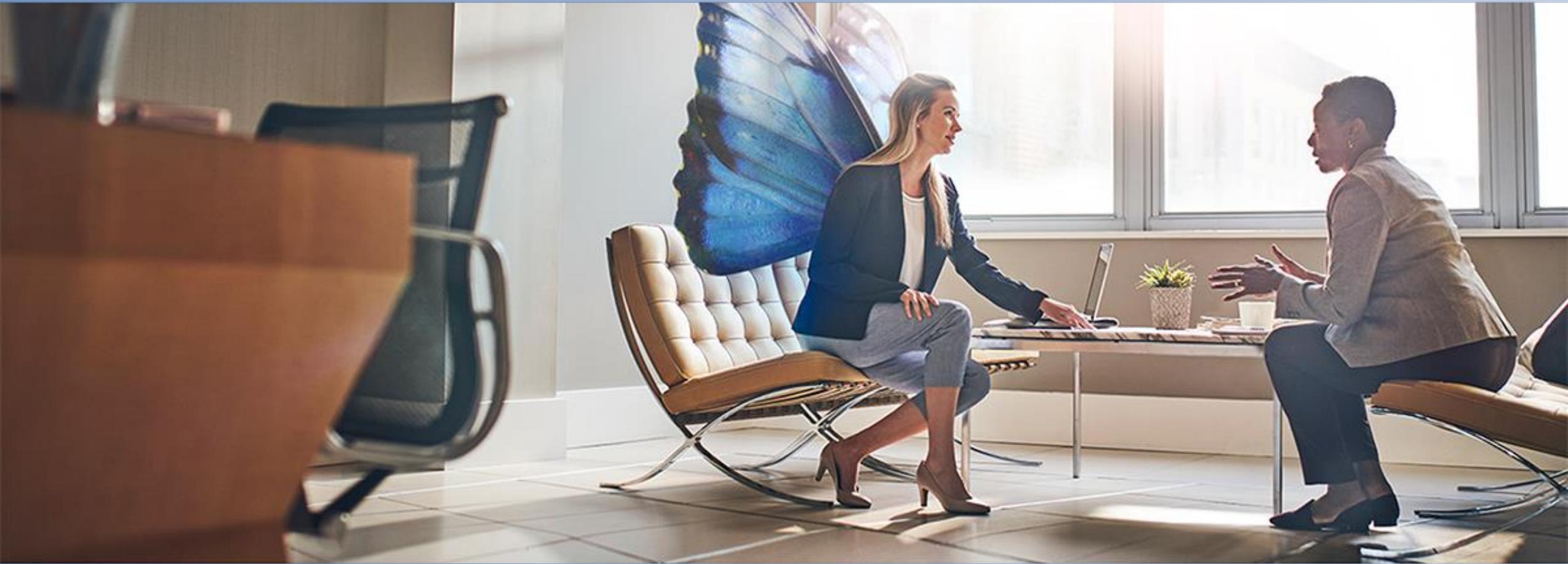
- **Other types of supplements = see Expenses, Annexe n°6**



Temptraining

Temptraining

- **Partnership Temptraining / Employee / Manpower**
 - As contracted employee, your cumulated working hours allow you to have a credit for a training of your choice
- **How does it work?**
 - Anytime during your mission and still 6 months after it, you can choose a training among the Temptraining catalogue
 - First, submit the registration form to Temptraining and wait for their approval before subscribing to the chosen school
 - Then, give an advance for the training, follow it (at least 80% of it) and Temptraining will provide you a class follow-up attestation + will reimburse you once the training is finished
 - The APG (loss of income insurance plans) are taken care of by Temptraining, once classes attended and reimbursed, only at the end of the classes
- **Nota bene**
 - A mandatory deduction of 0.7% is applied on your salary in order to maintain this partnership
 - Your credit for training is growing in the course of cumulated working hours. Your Manpower local main contact can give you anytime a status of your cumulated working hours
 - The credit isn't returned if not used
 - Temptraining → <https://www.tempservice.ch/fr/temptraining/verifiez-vos-droits/index.php>



ANNEXES

Salary treatment plan

Mois 2022	Du / Au	Semaines payées	Lundis = Date limite pour envoyer et faire valider le(s) timesheet(s)	Transfert fait le:
Janvier	27.12.21 - 23.01.22	52-1-2-3	24.01.2022	27.01.2022
Février	24.01.22 - 20.02.22	4-5-6-7	21.02.2022	24.02.2022
Mars	21.02.22 - 20.03.22	8-9-10-11	21.03.2022	24.03.2022
Avril	21.03.22 - 24.04.22	12-13-14-15-16	25.04.2022	28.04.2022
Mai	25.04.22 - 22.05.22	17-18-19-20	23.05.2022	27.05.2022
Juin	23.05.22 - 26.06.22	21-22-23-24-25	27.06.2022	30.06.2022
Juillet	27.06.22 - 24.07.22	26-27-28-29	25.07.2022	28.07.2022
Août	25.07.22 - 28.08.22	30-31-32-33-34	29.08.2022	01.09.2022
Septembre	29.08.22 - 25.09.22	35-36-37-38	26.09.2022	29.09.2022
Octobre	26.09.2022 - 23.10.22	39-40-41-42	24.10.2022	27.10.2022
Novembre	24.10.22 - 27.11.22	43-44-45-46-47	28.11.2022	01.12.2022
Décembre*	28.11.22 - 01.01.23	48-49-50-51-52	02.01.2023*	05.01.2023*



Il est crucial d'avoir vos timesheets validées chaque semaine ET de respecter la **date en rouge qui est la date limite pour assurer le traitement du salaire ce mois-ci.**
Merci de noter que si les délais ne sont pas respectés, votre salaire ne sera payé que la semaine d'après au plus tôt.

* = 2 paiements exceptionnels sont attendus à la fin de l'année et seront communiqués en temps voulu



Expenses

- Expenses notes cover the payments that you have to advance for professional purposes. This may include hotels, transportation tickets, business lunch, kilometers done with your car and so on. Please note that these expenses don't include the usual trips from your home to your main office.
- Every expense needs to be validated **beforehand** by your line manager, in order to be approved.
- To submit a reimbursement request:
 - You need to fill out an Excel form
 - Add receipts that have to be checked by your manager
 - Sign the document and collect your line manager's signature (or approbation by email)
- Send the scanned copy of the document to your Manpower team by email
- The expenses will be reimbursed with your next salary pay-slip

 ManpowerGroup

Expense Report Full Name : _____

Month / Year: _____ Assignment N°: _____

N°	Date	Text	Km	70 ct/Km	Amount (CHF)	Expense type
1				0.00		
2				0.00		
3				0.00		
4				0.00		
5				0.00		
6				0.00		
7				0.00		
8				0.00		
9				0.00		
10				0.00		
11				0.00		
12				0.00		
13				0.00		
14				0.00		
15				0.00		
16				0.00		
17				0.00		
18				0.00		
19				0.00		
20				0.00		
Subtotal			0	0.00	0.00	
Kilometric allowance total					0.00	
Total					0.00	

_____ Date and signature employee _____ Date and signature supervisor

_____ Full name _____ Full name