

Electronic Payslip User Guide

Version 3



HRIS CORP
Gestamp Servicios
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HRIS Corp

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Page 1 of 11

CONTENT

INTRODUCTION	2
INITIAL STEPS	3
DOCUMENTS.....	6
PERSONAL DATA.....	10

INTRODUCTION

Electronic Payslip is a computer system which allows the Human Resources Department to publish the payslip or other documents for Gestamp employees. After several years of usage of this tool, we have added new options on demand of the users and we also have improved technical aspects.

The private area of the system is published on the corporate intranet server and is accessible from any place under the corporate network or under the use of corporate tools that allow external access. In addition, for its operation, it is required:

- Google Chrome or Microsoft Edge (last version).
- Adobe Acrobat 9 or above, to be able to visualize the documents in PDF format.


This guide explains in detail the operation of the Electronic Payslip application.

INITIAL STEPS

Once you access the system by navigating to <https://pe.gestamp.com> you must validate with your email, which you have previously provided by the Human Resources Department, your password and additionally you must answer the security question by entering the result of the sum of the numbers shown on the screen:

Log On

Please log on to continue

E-mail *	<input type="text" value="ejemplo@gestamp.com"/>
Password *	<input type="password" value="....."/>
Security Answer *	<input type="text" value="46 + 6 = ?"/>  <input type="text" value="52"/>

If this is the first time you access the portal you will have a temporary password that you have received in your email. Once entered, you have to change the temporary password and put the one you want, keeping in mind that it must be a secure password with a minimum of 6 characters with a capital letter, a lowercase letter and a number:

Change Password

Please change password to continue

Current Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm New Password *	<input type="password"/>

You can also reset your password in case you wanted to change it. To do so, click on the “Reset Password” button in the login window. When clicking, we will see a window like this:

Reset Password

Please insert your email to continue

E-mail *

Security Answer *



How much is?

Go Back

Send Password

After setting an email address and answering the security question, the application will send us a mail to the indicated address with the new temporal password to access the system.

Once we have logged on with the new credentials, the system will ask us again to change the password. You can do it like we did before. The first time we access the application, the following screen will appear, where you can modify your user's settings, such as the language, and you can also indicate if you want to receive notifications when a new document is published:

User Name

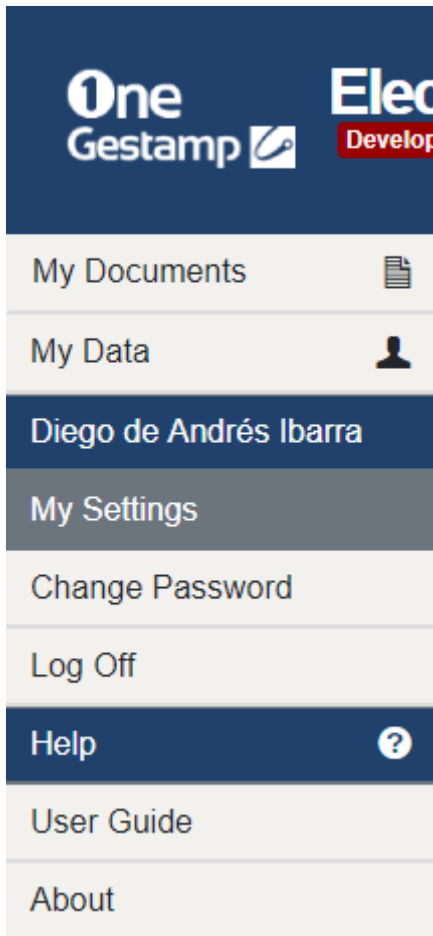
Please, check your settings before continuing

Name	User Name
Centers	Center Six (C6)
E-mail	test@gestamp.com
Notify me when a new document is published	No
Language	English - English

Go Back

Change My Settings

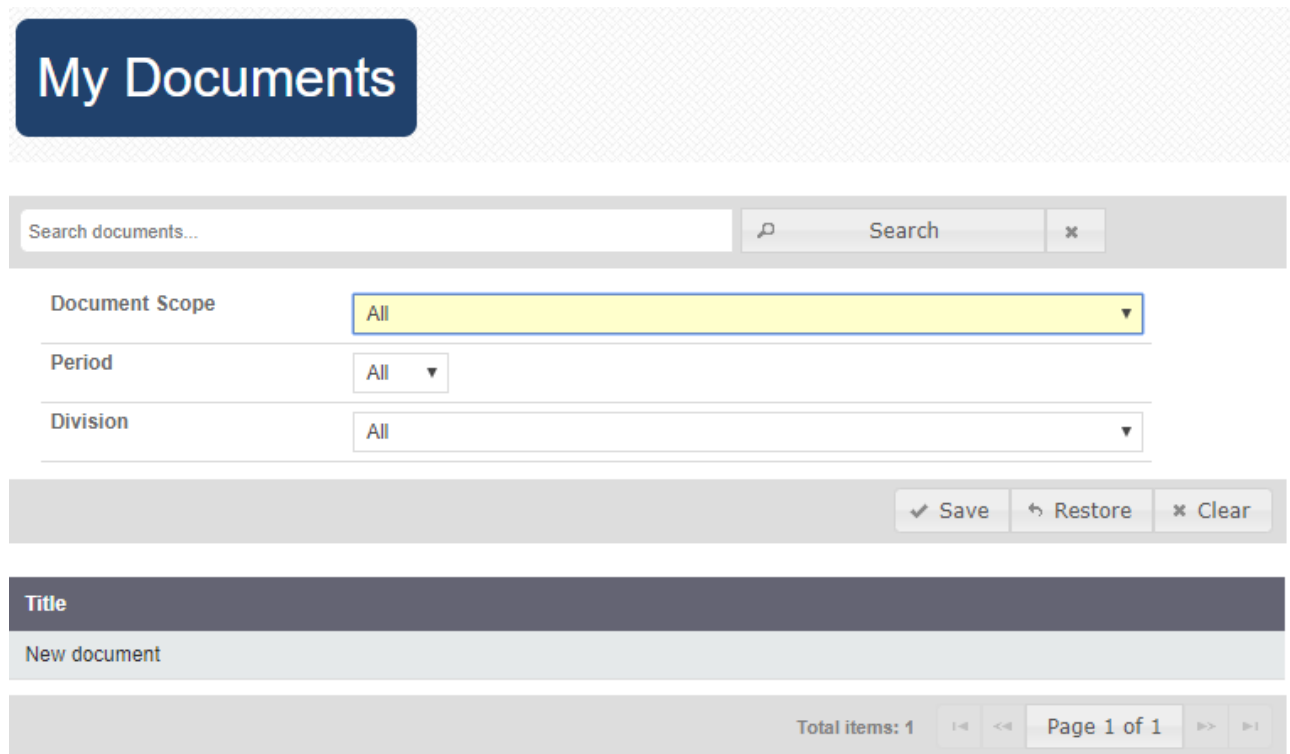
To access this screen in another moment, you have to navigate to the *My Settings* menu:



In the same drop-down you will also see shortcuts to other options such as: change the password or Log off from the system.

DOCUMENTS

Once entered in the system you will see the main screen with the published documents:



The screenshot shows the 'My Documents' interface. At the top, there is a dark blue button labeled 'My Documents'. Below it is a search bar with the placeholder text 'Search documents...' and a search icon. To the right of the search bar are 'Search' and 'x' buttons. Below the search bar are three filter dropdown menus: 'Document Scope' (set to 'All'), 'Period' (set to 'All'), and 'Division' (set to 'All'). At the bottom right of the filter area are 'Save', 'Restore', and 'Clear' buttons. Below the filters is a table with a dark grey header row labeled 'Title'. The table contains one row with the text 'New document'. At the bottom right of the table area, there is a pagination bar showing 'Total items: 1', navigation arrows, and 'Page 1 of 1'.

All the screens of the system are similar to this one and they have the same sections:

1. Main area where the information appears according to the current context.
2. Navigation area to access the main sections of the system.
3. Menus to access the secondary sections of the system.

The information displayed in the main area depends on the current context, but normally the first thing we see is a list of documents. Elements we may find:

1. Listing of paged records of 10 on each page.
2. Filters to select specific information based on several fields. There is a free search and several specific filters.

In the free search field we can write the searched text:


We can also perform a search more precisely by a specific field, for example:

Division

Multiple search options can be applied simultaneously. After performing the search, the information shown in the list of records corresponds to the search criteria and a label appears on the title of the screen indicating that there is a filter applied:

Filtered


In the case that there is no record that corresponds to the criteria, an error message is displayed:

 There are no data with specified search criteria. To view all data click the X button near the search box.


Once a search criteria has been applied, it can be saved as a default filter for later use, using the "Save" button in the filters toolbar:

Subsequently, the default filter would be applied every time we visit this system screen. The "Restore" button allows you to reapply the default filter and the "Delete" button removes all filters.

Once you have selected any document in the list, by clicking on it, the screen with the details of the selected document will appear, for example:

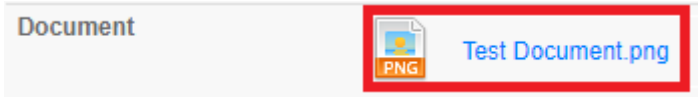


New document

Title	New document
Document Scope	Global
Document Type	Global Document
Period	Undated
Publish date	2019-05-27
Document	 Test Document.png

Created on 2019-05-21 11:57:58 by User Name. Last modified on 2019-05-27 17:17:51 by User Name.

To open the content of the selected document, click on the link that appears in the Document field:



Some documents require that, after being downloaded and read, the employee must give agreement of the document. In this case an *accept / reject agreement* button appears and let the employee open a form with a legal text and the possibility to accept it or not. After download the document and, while the agreement is not answered, the same day and each 7 days the application will send a reminder to the email.



PRUEBA CONSENTIMIENTO 5

Document	 Calendario Laboral 2020.pdf
Title	PRUEBA CONSENTIMIENTO 5
Document Scope	Employee
Document Type	PRUEBA CONFIRMACION LECTURA 1 Empleado
Period	Undated
Public date	2020-12-23
Agreement	Don't agree
Centers	Servicios Madrid (SERM_AAA)
Employees	Laura Stefan (12345678)
Expiration Date	2021-01-17

Created on 2020-12-23 09:07:34 (CET) by Javier Macías. Last modified on 2021-01-07 12:59:23 (CET) by Laura.

Accept / Reject Agreement


Accept / Reject Agreement

I, Laura Stefan, declare for all purposes that I agree with the information presented in the attached document, signed electronically below. I also declare that I'm aware that I have access to the document at any time, through login and password, personal and untransferable.

Agreement * Don't agree Agree

PERSONAL DATA

In the section My Data you can see your personal data:

 **User Name**

Status	Active
Last Login Date	2019-05-27 17:18:06
SAP Personal Number	
Identity Document	
First Name	User
Surname 1	Name
Surname 2	
E-mail	
Address	
Post Code	
City	
Province	
Phone	
Birthdate	

Request Data Changes

Employee Data

Status	Active
Center	Center Six (C6)

If you find any error in your data or you need to modify any data you can request it using the "Request Changes" button, only if the centers allow it:

Request Data Changes

When you click on this button a dialogue will appear where you have to write the necessary changes:

Request Data Changes

Please indicate the changes you would like to do

Changes *

Once the Human Resources Department approves your changes, these will be reflected in the My Data section.