

PAYBACK

# Welcome in



# Agenda

- ★ Health care – Enel-med
- ★ Sport activities' - Multisport
- ★ Motivation system - P2E
- ★ Enova 365 System
- ★ Self Service System
- ★ Payroll
- ★ Employee Capital Plans
- ★ Work Time Registration
- ★ Documents
- ★ Toolbox



# Enel-med – personal health care



All employees employed under a contract of employment are covered by private medical care.

After the trial period, the employee has the option of purchasing medical care for a spouse/partner, senior citizen and a rehabilitation package for a minimum of 12 months.

The employee is obliged to pay tax on the received medical package (without social security contributions).

| ENEL-CARE package                               | Individual type | Partnership type | Family type |
|-------------------------------------------------|-----------------|------------------|-------------|
| The value of the package is added to the income | 41,45 zł        | 182,94 zł        | 271,51 zł   |
| Deduction for employee contribution             | 2 zł            | 5 zł             | 10 zł       |

The price list of additional packages, package ranges, and the joining form are available on Toolbox

Toolbox: [Loyalty Partner Toolbox: Enel-Med private medical care](#)



# Enel-med – personal health care



As part of the package, the employee uses insurance for foreign travel under ERGO HESTIA - Travel Partner.

The OWU and the policy number are on the Toolbox [Loyalty Partner Toolbox: International travel insurance](#)



I encourage you to install the on-line application and use e-visits.

All information regarding reservations, medical facilities and services can be found on the website <http://enel.pl/>

# Benefit Systems - MultiSport Card



In our company, it is possible to use the Multisport card, in accordance with the price list below.

| MONTHLY COSTS                         |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| PLUS card (unlimited)                 | CLASSIC card (one entry a day)        | LIGHT card (8 entries a month)        |
| The employer pays extra 49,05 PLN     | The employer pays extra 44,77 PLN     | The employer pays extra 37,71 PLN     |
| Net employee cost (with co-financing) | Net employee cost (with co-financing) | Net employee cost (with co-financing) |
| <b>116,37 PLN</b>                     | <b>96,28 PLN</b>                      | <b>48,21 PLN</b>                      |
| Accompanying person                   | Accompanying person                   | Accompanying person                   |
| <b>225,41 PLN</b>                     | <b>201,47 PLN</b>                     | <b>151,10 PLN</b>                     |
| Child Pool Card                       | Child Pool Card                       | Child Pool Card                       |
| <b>51,30 PLN</b>                      | <b>47,45 PLN</b>                      | <b>47,45 PLN</b>                      |
| MultiSport Kids                       | MultiSport Kids                       | MultiSport Kids                       |
| <b>112,07 PLN</b>                     | <b>84,36 PLN</b>                      | <b>74,30 PLN</b>                      |



The type of card can be changed during the term of the contract. You can also give up the card if it does not meet your expectations. Information about joining the Program, resignation or changing the type of Card should be reported by sending an email at the latest by the 15th day of the month with effect from the next month. In

Details on the Toolbox: [Loyalty Partner Toolbox: Multisport card](#)



# Motivation system - P2E

In P2E system you can achieve two different kinds of points:

1. **Occasional Points** - awarded for the circumstances defined below. Available for all PAYBACK Employees and Associates. They are visible in the system after being entered by the Administrator/HR in the month in which the given circumstance took place.

| OCCASIONAL POINTS                        |                   |
|------------------------------------------|-------------------|
| employee's birthday                      | 10 000,00 points  |
| wedding                                  | 40 000,00 points  |
| birth of a child                         | 40 000,00 points  |
| every additional year of work at PAYBACK | 10 000,00 points  |
| 5th anniversary of working at PAYBACK    | 100 000,00 points |
| 10th anniversary of working at PAYBACK   | 250 000,00 points |



# Motivation System - P2E

2. Quarterly Points for Exceptional Attitude – awarded for behavior consistent with our values:

## *FOCUS & COLLABORATION & EXECUTION*

at the end of each quarter. Available to all PAYBACK Employees and Associates excluding Directors. They are visible in the system after the nomination process is completed. We have to 10,000 ° P to divide those around us.

The collected points can be used to pay for the Multisport card or for a selected training, conference or workshop.

For this purpose, by the 15th day of the month, you should send me an e-mail and complete a statement confirming your acceptance of charging the P2E account with the previously indicated number of points and consent to add the indicated amount to the salary.



# Points collecting and redemption:

PAYBACK

Historia punktówNagrody PAYBACKMasz pytanie?

Cześć Karol,

Liczba \*P PAYBACK zdobyta w programie P2E: 12 345 °P

PRZELEJ PUNKTY

Liczba \*P PAYBACK zdobyta w tym miesiącu: 1035 °P

3 Zadania oczekują Twojej akceptacji

Generuj raport

← POWRÓT DO DASHBOARDU

Określ filtry do raportu

|                          |                                            |                          |                         |            |
|--------------------------|--------------------------------------------|--------------------------|-------------------------|------------|
| Filtruj po dziale        | Filtruj po stanowisku                      | Filtruj po uprawnieniach | Filtruj po przełożonych |            |
| Wszystkie działy         | Zarządzający towarem, Koordynator Punkt... | Wszystkie uprawnienia    | Wszyscy przełożeni      |            |
| Rodzaj zdobytych punktów | Zasada PAYBACK                             | Punkty przekazane        | Data od                 | Data do    |
| Wszystkie rodzaje        | Wszystkie zasady                           | Wszystkie punkty         | 21-04-2016              | 21-04-2016 |

✕ WYCZYŚĆ FILTRY

ZAKRES PRACOWNIKÓW W RAPORCIE: 126



Loyalty Partner Toolbox: PAYBACK 2 Employees motivation system

# Leaves

Employment contract LPP: ENOVA 365

Mandate contract: break in contract realization (Login and e-mail password)



# System Enova 365

This is not only leave system.

To log in – you will receive welcome e-mail informing about granting access, containing login and password for the first login. For this purpose, using any web browser, we enter the submitted website address <https://hrportalcee.vistra.com/Login/Loyalty> and then the login and password for the first login. After the first successful login, the system will force a password change.



# After log in you show such view

LOYALTY PART

Panel użytkownika

x

+



☰

★ Panel użytkownika

Loyalty > Ogólne > Panel użytkownika

Czynności

Formularz

Zamknij

PRACOWNIK

IWONA JEZNACH

13000 (13000)

HR Specialist

Ostatnia wypłata

Okres: 2019-08-01...31

URLOP WYPOCZYNKOWY

13 / 26

Pozostało / Wymiar wg KP

Dodaj wniosek o urlop wypoczynkowy

Dodaj wniosek o urlop okolicznościowy

Dodaj wniosek o opiekę (dni)

Dodaj wniosek o opiekę (godz)

Lista wniosków

POWIADOMIENIA

| <input type="radio"/> | Nazwa | Ważne od | Ważne do |
|-----------------------|-------|----------|----------|
| Brak danych           |       |          |          |

Nie przypominaj

DOKUMENTY

| <input type="radio"/> | Nazwa dokumentu |
|-----------------------|-----------------|
| Brak danych           |                 |

# How to apply for leave?

LOYALTY PART Panel użytkownika x Dokument dodatkow... x +

Ogólne

Obsługa procesu

Dokument dodatkowy: e-wniosek o urlop wypoczynkowy -

Zapisz Czynności Formularz Zamknij

PODEJMIJ DECYZJĘ Więcej...

Wprowadzany: Pozostaw w obecnym stanie

DOKUMENT

Data 2019-08-30 Numer WUW/2019/08/?

Data realizacji Status Wprowadzany

OGÓLNE

Pracownik JEZNACH IWONA (00428)

WNIOSEK

Definicja Urlop wypoczynkowy

Okres (pusty) dni 0

Zastępca

Data złożenia 2019-08-30

CZAS TRWANIA KRÓTSZY NIŻ JEDEN DZIEŃ (LICZBA GODZIN)

Od , do

Czas

URLOP WYPOCZYNKOWY

Przyczyna udzielenia urlopu Planowy

PODSUMOWANIE / URLOP NA ŻĄDANIE

|                                                       |         |
|-------------------------------------------------------|---------|
| Norma w okresie wnioskowanej nieobecności             | 0, 0:00 |
| Poprzednie, niezatwierdzone wnioski                   | 0, 0:00 |
| Niewykorzystany limit nieobecności (godz.)            | 0:00    |
| Pozostaje po uwzg. niezatwierdzonych wniosków (godz.) | 0:00    |

DECYZJA

Rekord jest w trakcie dodawania. Przelozony MUSZYŃSKA-JURKOW ANNA (0032)

# What's more to find in Enova?

szukaj...

Loyalty

Dane kadrowe

Kadry pozostałe

Czas pracy i nieobecności

Dane finansowe

Deklaracje pracownika

Zadania i wnioski

Ogólne

Pulpit kierownika

Pulpit pracownika

Czynności

Formularz

Zamknij

URLOP WYPOCZYNKOWY

13 / 26

Pozostało / Wymiar wg KP

Dodaj wniosek o urlop wypoczynkowy

Dodaj wniosek o urlop okolicznościowy

Dodaj wniosek o opiekę (dni)

Dodaj wniosek o opiekę (godz)

Lista wniosków

POWIADOMIENIA

| <input type="radio"/> | Nazwa | Ważne od | Ważne do |
|-----------------------|-------|----------|----------|
| Brak danych           |       |          |          |

Nie przypominaj

DOKUMENTY

| <input type="radio"/> | Nazwa dokumentu |
|-----------------------|-----------------|
| Brak danych           |                 |

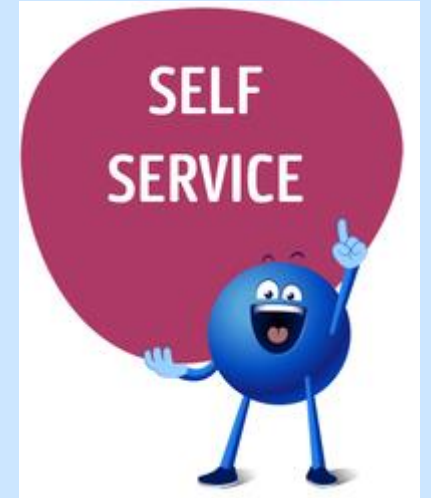
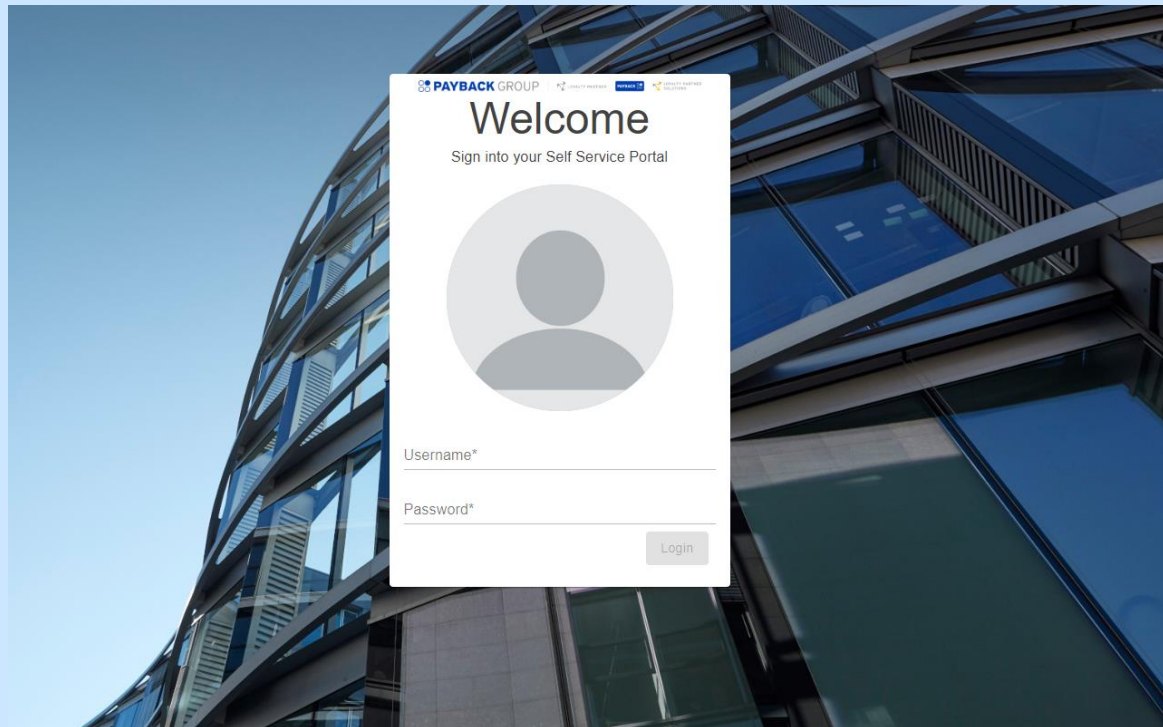
13

# Self Service System

this is our new tool for setting and evaluating employee goals. In it, you can enter your employee goals for the calendar year and check your personal data and employment conditions.

Link to website: [Self Service \(loyaltypartner.com\)](https://loyaltypartner.com)

Login data as for the computer.



Data for the payroll of employees employed under an employment contract and a mandate contract with LPP are collected by the 15th of each month.

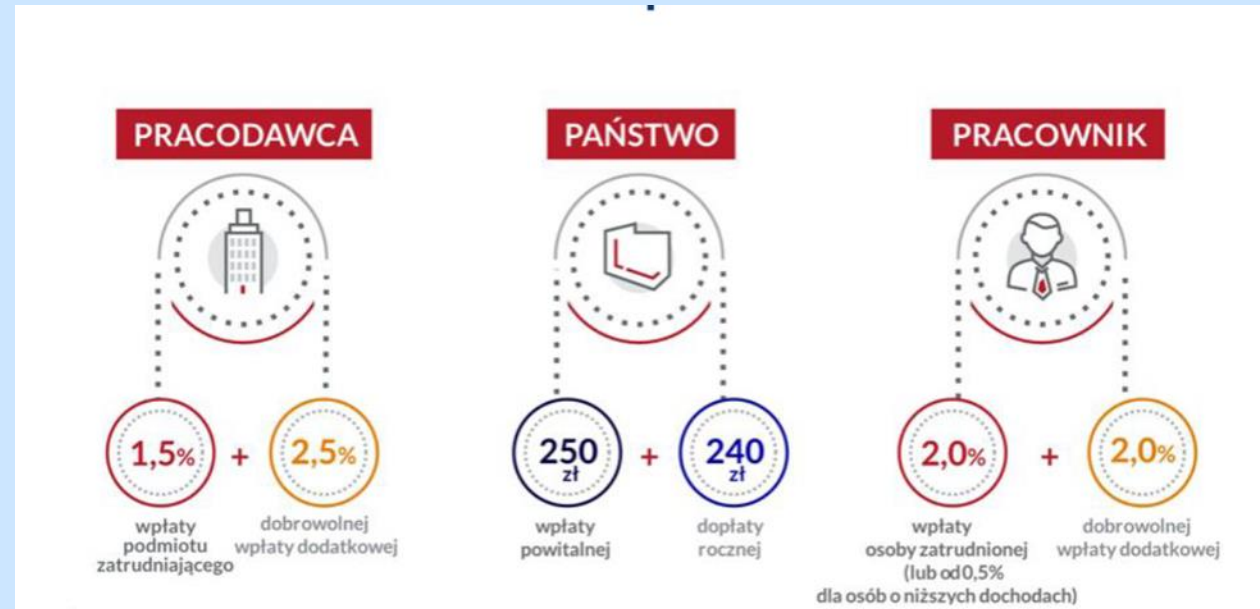
Payment of remuneration (in accordance with the Work Regulations) is made in arrears once a month at the latest on the last day of the month for which it is due.

People who are employed in the form of work with an external company or business activity receive remuneration in accordance with the rules applicable in a given company.



# ECP - Employee Capital Plans (PPK in pl)

is a common saving system for employees implemented in cooperation with the employer and the state. You can join it after 90 days from employment in LPP. We have our ECP at TFI Allianz



More information about ECP: [Loyalty Partner Toolbox: E-L](#)

Record of appointment in this topic P:\06\_Administration\PPK

# Work time evidence

Our company has flexible working hours, covering days from Monday to Friday, in which it is possible to start work in the 8.00-10.00 time period, and end work after working eight hours, i.e. in the time interval 16.00-18.00.

During this time, employees are entitled to a 15-minute break, which is included in the working time. All additional breaks extend the working time accordingly.

Due to the applicable flexible working hours, we are obliged to keep records of working time.

All overtime hours should be previously consulted and approved by the immediate manager.

Timesheets are calendars in the Enova system.

In addition, employees in the designated departments are required to regularly complete WTA forms in Time Plus.

Each time the necessity to work on Saturday/ Sunday should be previously accepted and approved both by the manager and the HR department.



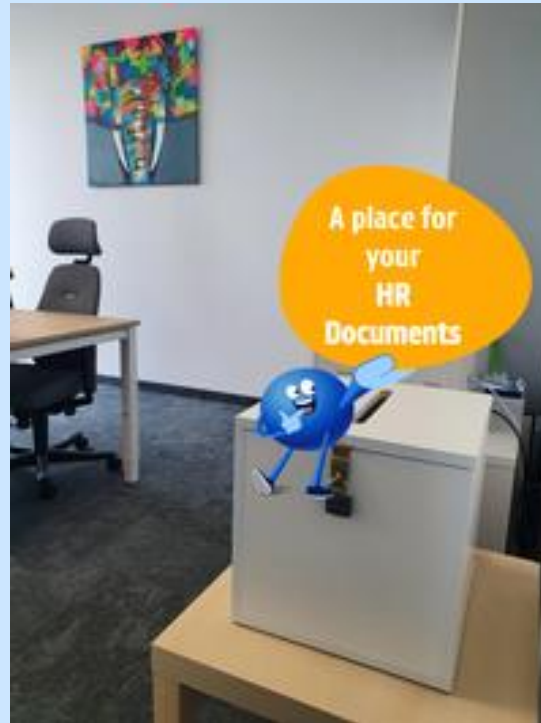
# Documents

In connection with hybrid work, all required documents are provided (to me 😊):

By email - scan/photo

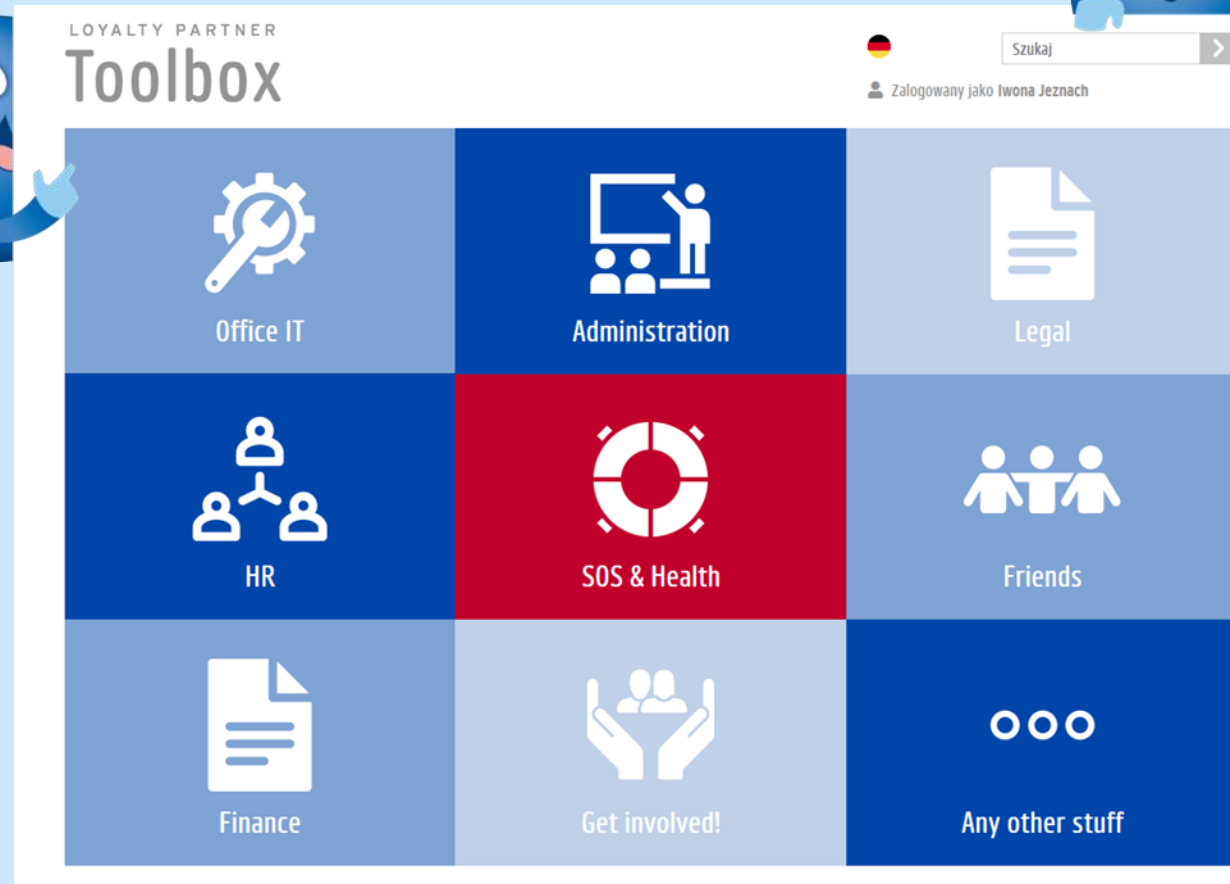
Original:

- to the white box in the HR room
- or by post to my name

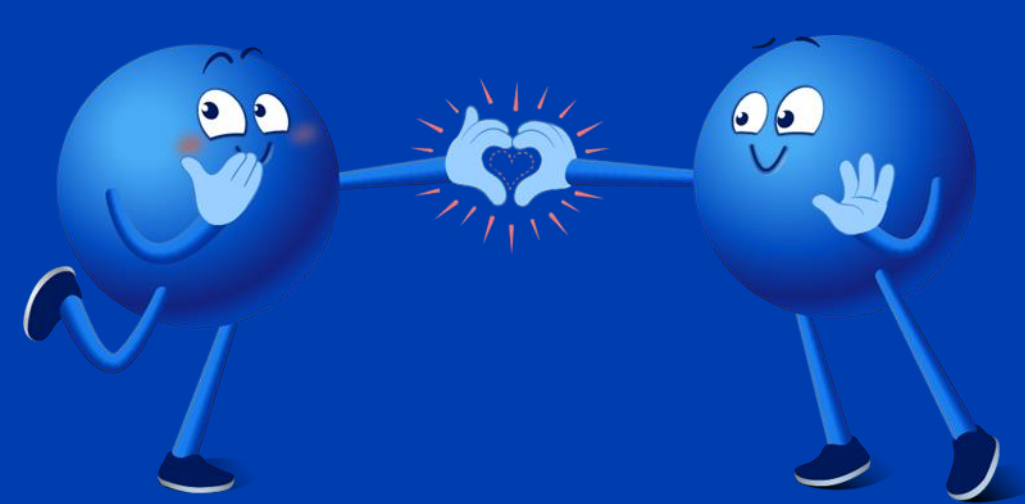


# Toolbox

Here are answers for your questions.



Loyalty Partner Toolbox: HR



# Thank you for attention!

Iwona Jeznach  
Senior HR Specialist

Phone 519-066-840

