

IMPORTANT INFORMATION

This page explains the easiest and most efficient way to enter certain information in the system. This includes your hours worked, sickness absence and leave. You will also find the contact details of the relevant Gi Group department(s).

Hours	Enter your hours every week, no later than Monday at 12:00. Use Konnekt or the client's system. Ask your supervisor to approve your hours.
Payment	Payment is made on Wednesday or Friday. No salary by 17:00? Call or email CARE/CPA.
Sick	Are you sick? Also call your supervisor at work. Email sickleave@gigroup.com . Call your consultant before 09:00. Do you work shifts? Report sick at least 2 hours before your shift.
Fit for work again	Are you fit for work again? Call your supervisor, your consultant and Acture if Acture has contacted you.
Consequences of reporting sick late	<u>Late sickness notification</u> : If you do not report sick until 11:00 for a day shift, pay for the intervening hours may be withheld because you were absent without authorisation. <u>No email</u> outside office hours: If you do not email at least 2 hours before an evening shift, this is considered a failure to follow a reasonable instruction and pay for the intervening hours may be withheld.
Time off/holiday	First ask your supervisor for approval. Then enter your time off in Konnekt or the client's system. Also inform your consultant.
Problem	Problem with your hours, pay, schedule, safety or workplace? Call your consultant. Do not wait until it is too late.

Remember: submit hours on time = get paid on time. Sick = email/call. Time off = get approval first. Not sure? Call Gi Group.

Start well at your new workplace

Bring/check in advance:

- Valid proof of identity
- Address, start time and name of your contact person at the location
- Work clothing and/or safety shoes, if agreed
- Login details for time recording, if you already have them
- Ask where to take your break, where to report and who your supervisor is

On your first working day

- Report to the agreed person on time
- Ask for an explanation of safe working practices and workplace rules
- Ask where to record your hours

If something is not right, call the same day

Contact

- Gi Group / CARE / CPA: +31 (0)85 800 0810
- Hours, pay and leave: cpa@gigroup.com
- Sickness notification if you cannot reach anyone: sickleave@gigroupholding.com
- Acture: +31 (0)24 890 9470

Employee's signature: