



Stora Enso mills – Workforce management and reporting

Workforce reporting procedure and contractor liabilities



Work at Imatra Mills takes place on a **shared construction site**, which is a **construction site** as referred to in the Finnish Government Decree 205/2009. This means the following procedure and operating models apply to workforce reporting.

Company check and reporting: The supplier's and the supplier's subcontractors' ability to take care of their contractor's liability is checked in connection with the contract by providing the contractor liability documents to Stora Enso. Reporting is done electronically.

- The company will be given reporting passwords in connection with the contract.
- **The supplier will report its company and its subcontractors:** <https://sitemanager.takamaki.fi/>

Act on the Contractor's Obligations and Liability when Work is Contracted Out (1233/2006)



The objectives of the Act are to promote equal competition between enterprises, to ensure observance of the terms of employment and to create the conditions in which enterprises and organisations governed by public law can ensure that enterprises concluding contracts with them on temporary agency work or subcontracted labour discharge their statutory obligations as contracting parties and employers.

The company's account of the contractor's liability

Stora Enso must ensure that the use of foreign workforce is legal. This requires knowledge of the subcontractor chain.
(JOH IMT 52)

Account of the company:

1. Account of entry in the tax prepayment register, the employer register and the VAT register
2. Extract from trade register
3. Account of tax payment matters
4. Proof of pension insurance taken out for employees and of pension insurance payments that have been made or proof that a payment plan has been drawn up for overdue pension insurance contributions
5. Account of the collective agreement or main terms of employment to be applied to the work
6. Account of the arrangement of occupational healthcare
7. Proof that statutory accident insurance has been taken out

Sourcing (purchase organisation)
Resource management/security services

Approval of the workforce (employee)

Workforce reporting and checking the employee's right to work
(JOH IMT 52)

1. Finnish workforce:
 - First and last name, tax number, date of birth/personal identity code, telephone number, contact person, nationality, type of employment relationship, subcontractor chain, company and company's contact person
 - Copy of ID card that complies with the requirements of construction sites
2. Foreign workforce:
 - First and last name, tax number, date of birth/personal identity code, telephone number, contact person, nationality, type of employment relationship, subcontractor chain, company and company's contact person
 - Address in home country
 - EU and EEC nationals:
 - Copy of passport or other travel document
 - Proof of pension and accident insurance (A1/E101) or proof of accident insurance taken out in Finland.
 - Copy of ID card that complies with the requirements of construction sites
 - Other than EU and EEC nationals:
 - Copy of passport or other travel document
 - Proof of pension and accident insurance taken out in Finland
 - Copy of work permit/visa
 - Copy of ID card that complies with the requirements of construction sites
 - Posted worker's contact person in Finland and contact details

Right to work in the area

Workforce reporting procedure and contractor liabilities



- **Reporting of persons:** a workforce report that includes the required documents must be made for every person.
 - **The supplier will report the workforce:** <https://sitemanager.takamaki.fi/>
- **As a contact person, approve** the workforce reports **immediately**, so that the resource services may begin the checking process.
- **Checking message:** When a check on a person is approved, the person reported will receive a message and can pick up an access tag. Those picking up an access tag must be prepared to prove their identity and present their ID card.
 - Every employee must **personally pick up their access tag**.
 - The picking up of access tags is scheduled according to company; the pick-up time is indicated in the checking message.

ID cards must always be kept visible when moving about and working in the area!

Workforce report – approval by contact person



- The approval of a workforce report takes place in stages
(Prior to approval of access rights)
 - Contact person approves the person's report
 - Reception of workforce/security checks the person's identity and right to work, as well as the validity of the documents.

Pyyntöaika	Voimassaolo	Lisätieto / kommentti	Päätös	Oma kommentti
08.03.2017 17:40:43	08.03.2017-09.03.2017	Tämä on koulutus ilmoitus	Hyväksytty	Testi, kulku voidaan hyväksyä.

The contact person grants his/her approval and the person can be granted access rights!

Stora Enso Oyj Kirjaudu ulos



Lupapyynnöt

Tällä sivulla on listattuna avoimet lupapyynnöt, joihin on yhteyshenkilöksi merkattu sinun tietosi. Käsittele lupapyyntö antamalla kuhunkin mielipiteesi, tulisiko lupapyyntö hyväksyä vai hylätä. **Tarkasta anottu ajo-oikeus!**

Muista kirjautua ulos ohjelmistosta lopetettuasi sen käytön.

Oma kommentti

Hyväksy

Hylkää

FI-IM 04. Imatran tehtaat / Imatra mills - Kujetukset / Transportations / ship staff

ID	Etinimi	Sukunimi	Yritys	Aliurakoinnin tilaajayritys	Ajo-oikeus	Pyyntöaika	Voimassaolo	Lisätieto / kommentti	Päätös	Oma kommentti
<input type="checkbox"/> 30590	Testi Jaakko	Testiläinen	Stora Enso Oyj		SSI524	08.03.2017 17:40:43	08.03.2017-09.03.2017	Tämä on koulutus ilmoitus!	Odottaa	

Oma kommentti

Testi, Henkilöä ei saa päästää tehdasalueelle.

Hyväksy

Hylkää

Site Manager – enterprise resource planning system for externals

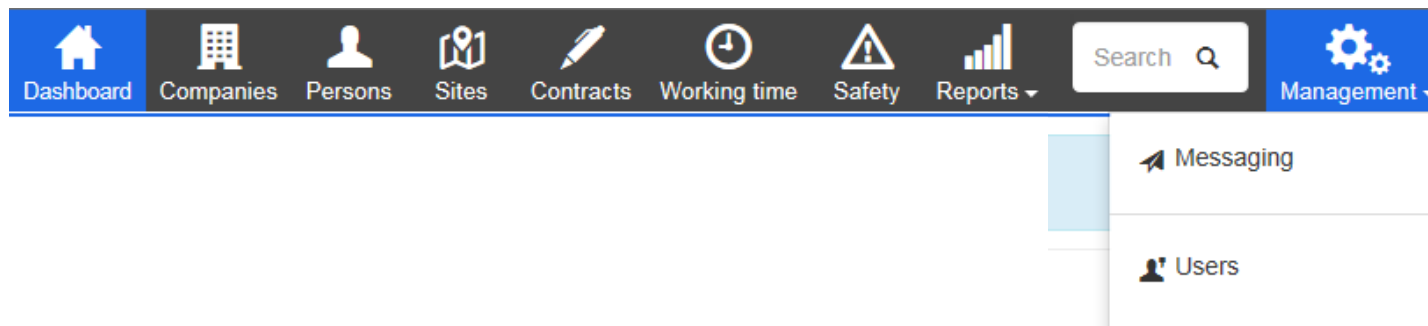


Site Manager – enterprise resource planning system for externals

<http://sitemanager.fi>



- Access rights to Site Manager application has been sent to contact persons for Efora or Stora Enso (user name is user's e-mail address)
 - User can create more users for his/her company: Dashboard → Management → Users



- All users created this way have rights to see and maintain company data (add persons to company and contracts, fill in working time sheets, etc.)

It is recommended to use Chrome web browser to ensure full usability

Site Manager – enterprise resource planning system for externals

What is required from you in the system

1. Create and maintain the company information
2. Create and maintain personnel information
3. Maintain personnel qualifications
4. Add persons to contracts and applying access permits
5. Add subcontractors to contracts when used
6. Provide documentation related to Act on the Contractor's Obligations and Liability when Work is Contracted Out
7. Add users to new contracts when needed
8. Fill in employee working time sheets and travel costs (if agreed) when working on timely based contract
9. **OR** Provide employees an account to fill in own working time sheets
10. Create contractor summary of approved working time sheets to be included in the invoice
11. Provide company guidance for invoicing
12. Monitor company dashboard to correct or supplement company information as requested



Site Manager – enterprise resource planning system for externals

1. Create and maintain company information

Fill in company information

- Company information must be filled in before creating personnel information

Incomplete company information: Before continuing, please complete the details for your company.
Or [Logout](#)

Company Ltd

Basic information

Company

Finn. business id **Foreign business id**

Home country

Address

Street address

Post code

Contact person

Contact person

Telephone

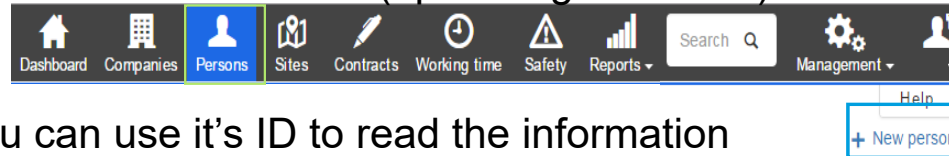
Email



Site Manager – enterprise resource planning system for externals

2. Create and maintain personnel information

Create information of company personnel working under contracts – once created the information is available also for later use (upcoming contracts)



- Select Persons – new person
 - If Valtti card* is in use, you can use it's ID to read the information directly from Valtti card system
 - Otherwise add tax number, date of birth, etc.
 - All fields marked with * must be filled in

New person

[Read information from VALTTI card](#)

<p>Basic information</p> <p>* Tax number <input type="text" value="Veronumero"/> <input type="checkbox" value="Visitor"/></p> <p>* Date of birth <input type="text" value="Date of birth"/></p> <p>* Last name <input type="text" value="Last name"/></p> <p>* First names <input type="text" value="First names"/></p> <p>Photo <input type="text" value="Drag here or + Select a photo"/></p> <p><small>Tiedoston suurin sallittu koko 20kB</small></p>	<p>Contact information</p> <p>Telephone <input type="text" value="Telephone number"/></p> <p>Email <input type="text" value="Email address"/></p> <p>* Nationality <input type="text" value="Search nationalities"/> <input type="button" value="Q"/></p> <p>* Country of residence <input type="text" value="Search countries"/> <input type="button" value="Q"/></p>
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Site Manager – ERP for externals

3. Adding competences for the person



Define competences for the person

- Validity of occupational safety card (“**työturvallisuuskortti**” in finnish)
- Validity of basic first aid training (“**Hätä-EA**” in finnish)
- Persons → search for the person → Competences → + New competence
- Remember to maintain the validity of competences!

The screenshot displays the Site Manager ERP interface. At the top, a navigation bar includes icons for Dashboard, Companies, Persons, Sites, Contracts, Working time, Safety, and Reports. A search bar and user profile (Leo) are also present. The main content area shows a search for 'pussinen' resulting in one person, Pussinen, Leo. The 'Competences' tab is selected, and a '+ New competence' button is highlighted with a red box. A secondary screenshot on the left shows the search filters for 'pussinen', including options for 'Invalid tax number', 'Awaiting orientation', and 'Card id missing', along with search fields for 'Company' and 'Site / contract'.

Site Manager - ERP for externals

4. Creating an access permit application

Create **new access permit** for the person

- Access permit is the application for mill gate access
- Apply the permit for the whole period the person is working at the mill
- New access permit must be applied each time the person is entering the mill under different contract (see 4.3)



The screenshot displays the Site Manager ERP interface. At the top, a navigation bar includes icons for Dashboard, Companies, Persons, Sites, Contracts, Working time, Safety, and Reports. A search bar and user profile (Leo) are also present. Below the navigation bar, a sidebar on the left shows filters for 'pussinen', including checkboxes for 'Invalid tax number', 'Awaiting orientation', and 'Card id missing'. The main content area shows '1 person' and a list of tabs: 'Person info', 'Access permits', 'Competences', and 'Special work'. The 'Access permits' tab is selected, and a blue box highlights the '+ New access permit' button. A blue arrow points from this button to a smaller version of the same interface shown below it, which also highlights the '+ New access permit' button. The bottom of the page features a blue banner with the text 'THE RENEWABLE MATERIALS COMPANY'.

Site Manager - ERP for external

4. Creating an access permit

Select the **Site**

Drop down list contains available work sites

Select the **Employer**

If the employer is not on the list, see 5. Adding a subcontractor

Define **validity period**

The period the person is working at the mill

Define **Work relation** of the person

Select **Buyer's contact person** from the drop down list

If the person is working as a foreman on the site, tick the **Foreman** box

Special requirements

Tick the boxes if needed

Note! Ticking the Vehicle permit box expands the form to contain vehicle details which must be filled in. Reasoning for vehicle permit must be specified in Other information field.

Vehicle permit is always personal

After filling the form push **+ Add access permit** -button

New access permit

Visitor	<input type="checkbox"/> Visitor
✓ Site	SEVRK-2017-VK23-24 Stora Enso Oyj , Varkauden tehdas, KOKO ▾
✓ Employer	Efora Oy / Varkaus (Stora Enso Oyj / Varkaus) ▾
✓ Valid	01.06.2017 — 18.06.2017
✓ Work relation	<input checked="" type="radio"/> Employed <input type="radio"/> Voluntary <input type="radio"/> Entrepreneur <input type="radio"/> Trainee
* Buyer's contact person	Valitse tilaaja 🔍 ▾
Foreman	<input type="checkbox"/> Person serves a foreman on the site
Special requirements	
Rest area	<input type="checkbox"/> Rest area needed
Vehicle permit	<input type="checkbox"/> Vehicle permit needed
Other information	Other information

[+ Add access permit](#)

[Add and proceed to orientation >](#)

* Required

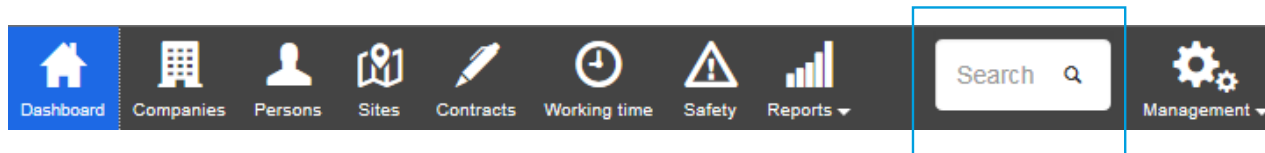


Site Manager - ERP for externals

4.1. Applying access permit for existing person



- Once a person is added to the Site Manager the information will remain in the service for later use
 - If the person will work in another site you only need to apply new access permit for the site to that person (see 4. Creating an access permit)
 - Person information can be found easily by using **Search** on the main navigation



Site Manager - ERP for externals

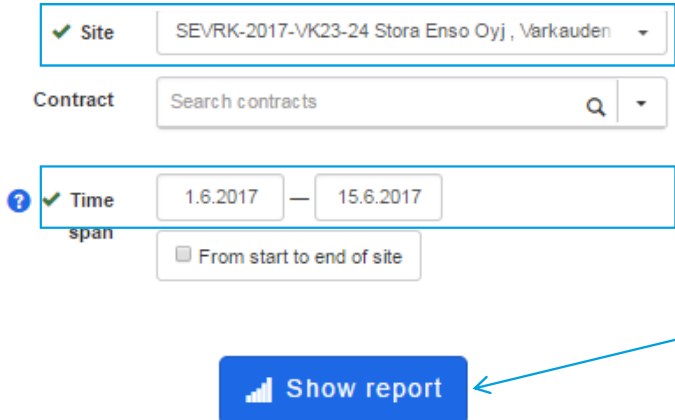
4.2. Checking access permits for multiple persons

You can check validity of access permits for your personnel



Select **Reports** → select **Person**

Person report opens, from there select **Site** and define **Time span**



Site: SEVRK-2017-VK23-24 Stora Enso Oyj, Varkauden

Contract: Search contracts

Time span: 1.6.2017 – 15.6.2017

From start to end of site

Show report

And then press **Show report** button

Site Manager - ERP for externals



Checking validity for a single person select **Persons**, search the person and select **Access permits**

The screenshot shows the Site Manager ERP interface. At the top is a navigation menu with icons and labels for Dashboard, Companies, Persons, Sites, Contracts, Working time, Safety, and Reports. The 'Persons' tab is selected. Below the menu is a search bar containing the text 'pussinen'. To the left of the search bar are several filter options: 'Invalid tax number', 'Awaiting orientation', and 'Card id missing'. Below these are sections for 'Company' and 'Site / contract', each with a search input field. The search results on the right show '1 result' for 'Pussinen, Leo' with a tax number of 100010328740. Below the name are tabs for 'Person info', 'Access permits', 'Competences', and 'Special work', with 'Access permits' being the selected tab.

Site Manager - ERP for externals

5. Adding a subcontractor for a company



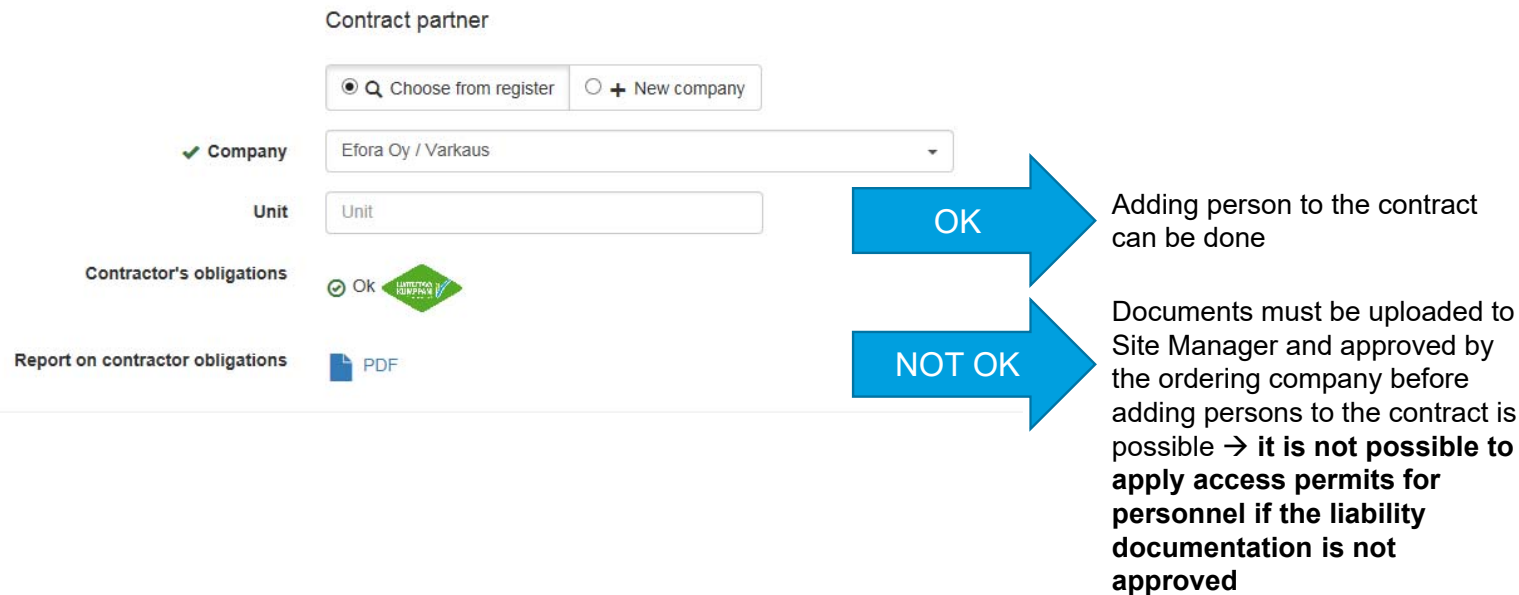
- Select the **Site** → **Contracts** → **Create subcontract**

- Define start and end dates according the time the subcontractor is working on the site

Site Manager - ERP for externals

5.1 Checking documents for Act on the Contractor's Obligations and Liability when Work is Contracted Out

If the Company or company's subcontractor is registered to Finnish Reliable partner –service (Luotettava kumppani in finnish), Site Manager will automatically check that the required documentation is in place from the service

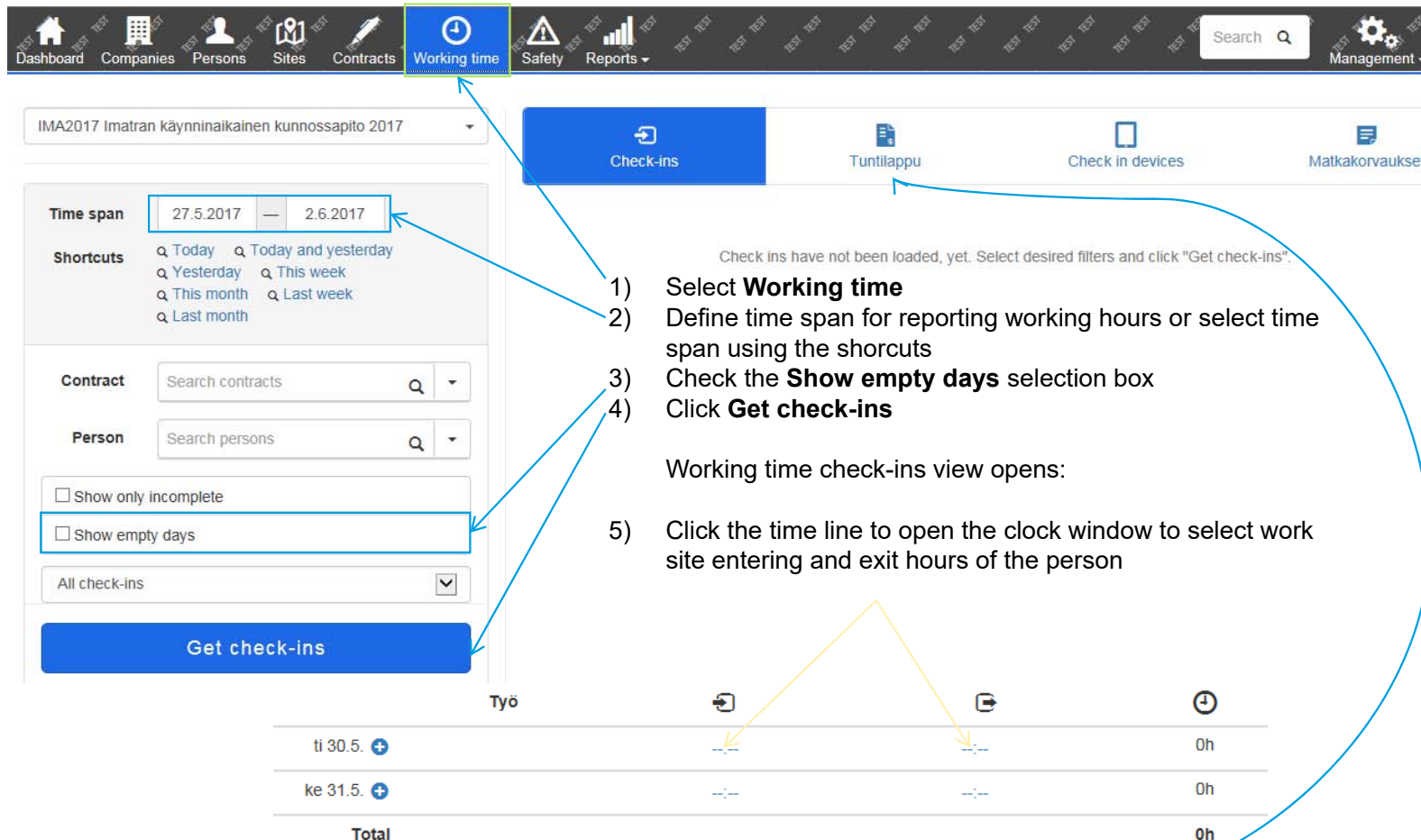


The screenshot shows the 'Contract partner' section with a dropdown menu set to 'Efora Oy / Varkaus'. Below it, the 'Contractor's obligations' status is 'Ok' with a green checkmark and a 'Luotettava kumppani' logo. A 'Report on contractor obligations' button with a PDF icon is visible. Two blue arrows point from the interface to explanatory text: one labeled 'OK' points to the 'Contractor's obligations' status, and another labeled 'NOT OK' points to the 'Report on contractor obligations' button.

OK Adding person to the contract can be done

NOT OK Documents must be uploaded to Site Manager and approved by the ordering company before adding persons to the contract is possible → **it is not possible to apply access permits for personnel if the liability documentation is not approved**

7. Site Manager – Reporting working time



IMA2017 Imatran käynninaikainen kunnossapito 2017

Check-ins Tuntilappu Check in devices Matkakorvaukset

Time span: 27.5.2017 – 2.6.2017

Shortcuts: Today, Today and yesterday, Yesterday, This week, This month, Last week, Last month

Contract: Search contracts

Person: Search persons

Show only incomplete

Show empty days

All check-ins

Get check-ins

Työ

ti 30.5. +	--	--	0h
ke 31.5. +	--	--	0h
Total			0h

- 1) Select **Working time**
- 2) Define time span for reporting working hours or select time span using the shortcuts
- 3) Check the **Show empty days** selection box
- 4) Click **Get check-ins**

Check ins have not been loaded, yet. Select desired filters and click "Get check-ins".

Working time check-ins view opens:

- 5) Click the time line to open the clock window to select work site entering and exit hours of the person

7. Site Manager – reporting working time



Tuntilappu
Matkakorvaukset

Tunnit

Omat työntekijät
 Aliurakoitsijan työntekijät
 Kaikki työntekijät

2016
2017

tammi	helmi	maalis
huhti	touko	kesä
heinä	elo	syys
loka	marras	joulu

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

• Leimauksia, mutta ei tunteja tuntilapussa

- 1) Select person type and date for entering working time
- 2) Fill in work order and purchase order numbers and select approver for hours
- 3) Fill in hours and **Save**

Työnumero	Ostotilausnumero	Hyväksyjä	N	50%	100%	150%	200%	Lepo
Etsi tai valitse työnumero	Ostotilausnumero	Hyväksyjä	N	50%	100%	150%	200%	Lepo


✓ Tallenna

7. Site Manager – reporting working time

Travel expenses are reported according the contract between your company and Efora or Stora Enso

- After filling in working hours +Travel expenses button appears below the line

Yritys Oy

	Työnumero	Ostotilausnumero	Hyväksyjä	N	50%	100%	150%	200%	Lepo	
Pojakka, Tauno 05.00–14.00 8.5h + Matkakorvaus	31001368285 ODR LI31618	4501225650	TesTy	8	0.5	100%	150%	200%	Lepo	 

Uusi matkakorvaus

✓ Työnumero

✓ Hyväksyjä

* Kulkuneuvo Oma auto Muu

* Alkoi

* Päättyi

Päiväraha Veloitetaan päiväraha Ei veloiteta päiväraha

Majoituspäivät pv

Matkustustunnit h

Kulut € €

Lisätietoja

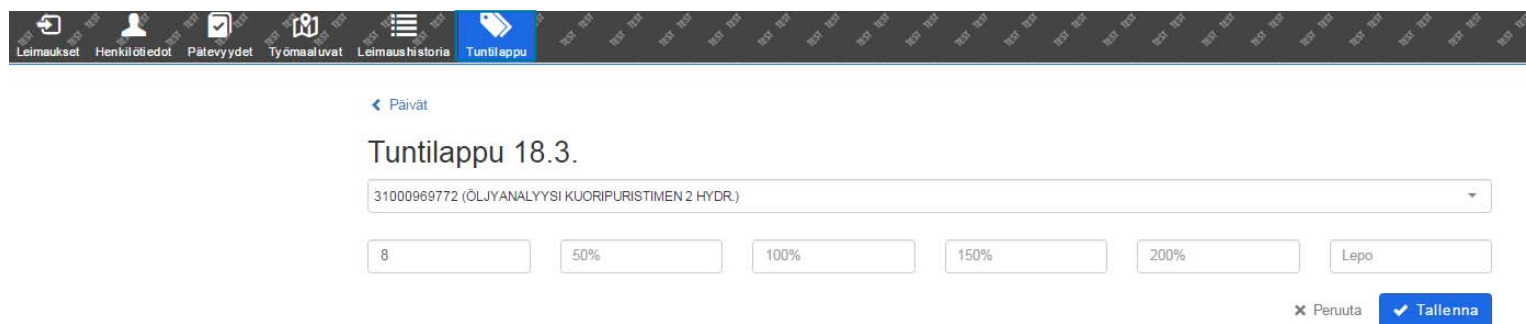
[+ Lisää matkakorvaus](#)

Leave €-field after expenses empty, this field will be removed from the system as well the additional information field.

9. Site Manager – worker view

Employee can be granted access to fill in own working time, just add employee e-mail address and mobile phone number to her/his information

Worker access allows a person to add own work order numbers and working hours. Company contact person has to fill on purchase order number, approver and possible travel expenses on top of the information worker has reported.



The screenshot shows a web application interface for a worker to log their working time. At the top, there is a navigation bar with icons and labels for 'Leimaukset', 'Henkilötiedot', 'Pätevyudet', 'Työmaaluvat', 'Leimaushistoria', and 'Tuntilappu'. Below the navigation bar, there is a breadcrumb trail '< Päivät'. The main heading is 'Tuntilappu 18.3.'. Below this, there is a dropdown menu showing the work order number '31000969772 (ÖLJYANALYYSI KUORIPURISTIMEN 2 HYDR.)'. Underneath the dropdown, there are six input fields for working hours: '8', '50%', '100%', '150%', '200%', and 'Lepo'. At the bottom right, there are two buttons: 'Peruuta' (cancel) and 'Tallenna' (save).

Site Manager – working hours summary

10. Contractor creates a summary of hours for invoice



What is a summary of hours?

- A report of approved hours and travel expenses in the system
- Each report has a unique ID
- Summary report replaces earlier versions of hour reports made on paper
- Summary collects also subcontracted hours to the same report
- It is a permit to invoice
- It must be included in the invoice

Site Manager – working hours summary

10. Creating a working hour summary



1) Select working time

2) Select working report (Tuntilappu)

3) Select new working report for invoice

The screenshot shows the Site Manager interface with the following elements:

- Top navigation bar: Home, Työajat, Henkilöt, Työmaat, Sopimukset, Tyoaika (highlighted with a red box and '1'), Turvallisuus, Raportit.
- Main menu: Leimaukset, Tuntilappu (highlighted with a red box and '2'), Matkakorvaukset.
- Left sidebar: Tuntilyhteenvedot, Uusi tuntilyhteenveto laskulle (highlighted with a red box and '3').
- Right sidebar: Omat työntekijät, Allurakoitsijan työntekijät, Kaikki työntekijät.
- Calendar view: 2016, 2017 (selected), tammi, helmi (selected), maal (selected), huhti, touko, kesä, heinä, elo, syys, loka, marras, joul.
- Calendar grid: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31.
- Footer: Leimauksia, mutta ei tuntejia tuntilappuista.

Site Manager – working hours summary

10. Summary definitions



Tuntiyhteenvedot

Uusi tuntiyhteenveto laskulle

Aikaväli

pp.kk.vvvv — pp.kk.vvvv 1)

Etsi tai valitse yritys 2)

Etsi tai valitse työnnumero

Etsi tai valitse hyväksyjä 3)

Myös hyväksyntää odottavat tunnit

Myös muiden yhteenvetojen tunnit

Esikatsele 4)

- 1) Define time span for the summary
- 2) Select the company (also subcontracting companies are available, if any)
- 3) Select approver whose approvals are included in the summary
- 4) Preview

Selecting **Hours waiting for approval** or **Hours from other summaries**, the preview includes also hours waiting for approval (marked with a star) and hours from other summaries (marked with asterisk)

Site Manager – working hours summary

10. Summary preview and locking



< Päivät

⚠ Tämä on yhteenvedon luonnos, ei lopullinen yhteenveto.

Urakoitsija: Reike Oy
 Hyväksyjä: Työnvalvoja Testaaja
 Aikaväli: 27.02.2017 - 28.02.2017

Ostotilaus	Työnumero	Työn nimi	Pvm	Henkilö	N	50%	100%	150%	200%	Lepo
4522222222	31001466235	Raja rikki, K7:n nuohoin 14	28.02.2017	Mustonen, Sami	5	0	0	0	0	0
					Yht.	5	0	0	0	0
45000156756	31001480406	ODR KO-8450 DD4040 Hydraulikäyttö	28.02.2017	Kapanen, Tarja Hannele	10	0	0	0	0	0
					Yht.	10	0	0	0	0
45Tarja	31001480444	pukä rullien vaihto+kaavari säätö	28.02.2017	Immonen, Emmi	9	0	0	0	0	0
					Yht.	9	0	0	0	0
45aaaaaaa	31001470307	Valoja pimeänä	27.02.2017	Kapanen, Tarja Hannele	7	0	0	0	0	0
					Yht.	7	0	0	0	0
					31	0	0	0	0	0

Matkakorvaukset

Henkilö	Matkan pituus (km)	Kokopäivärahat (kpl)	Osapäivärahat (kpl)	Majoituspäivät (pv)	Matkustustunnit (h)	Kulut (€)
Emmi Immonen	150	1	-	1	-	-
Yht.	150	1	-	1	-	-

Lukitse ja luo yhteenveto **Select**

Preview can be saved as PDF

Summary containing only approved hours and travel expenses can be locked.

Site Manager –working hours summary

10. Summary preview and locking



- After locking the summary the system returns to summary view
- Summaries are shown according to creation date
- Each summary has a unique ID which must be referred to also in the invoice
- Summary must be included in the invoice

Tuntiyhteenvedot

Uusi tuntiyhteenveto laskulle

Aikaväli
14.2.2017 — 28.2.2017

Reike Oy (0666645-2)

Etsi tai valitse henkilö

Etsi tai valitse työnumero

Testaaja, Työnvalvoja

Myös hyväksyntää odottavat tunnit

Myös muiden yhteenvetöjen tunnit

Esikatsela

15.02.2017 Reike Oy 171 6517
23.02.2017 Reike Oy 176 6397
13.03.2017 Reike Oy 181 0636
22.03.2017 Reike Oy 181 1344

Site Manager –working hours summary

11. Invoicing



- Attach summary in the invoice

Notify the unique summary ID. Summary is the only approved information for approved hours and travel expenses.

Urakoitsija: Reike Oy
 Hyväksyjä: Työnvalvoja Testaaja
 Tunniste: 1716517
 Aikaväli: 03.02.2017 - 15.02.2017
 Luontipäivä: 15.02.2017

Ostotilaus	Työnumero	Työn nimi	Pvm	Henkilö	N	50%	100%	150%	200%	Lepo
45aaaaaa	31001192617	Sulkupellin tarkastus	13.02.2017	Mustonen, Sami *	8	0	0	0	0	0
					Yht.	8	0	0	0	0
	31001192613	Lipeörenkaan korjaus	14.02.2017	Kapanen, Tarja Hannele *	9.5	0	0	0	0	0
					Yht.	9.5	0	0	0	0
4502047291	31001192608	Polttimien huolto	13.02.2017	Mustonen, Sami *	4	0	0	0	0	0
					Yht.	4	0	0	0	0
					21.5	0	0	0	0	0

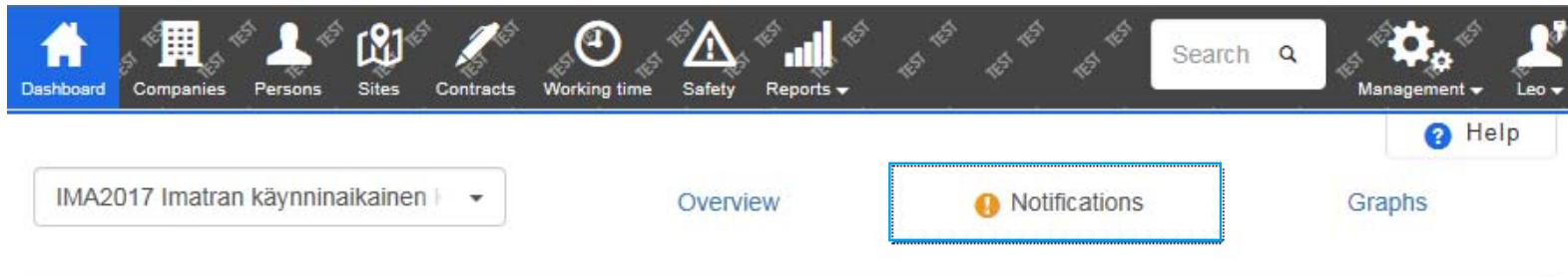
- Invoice must specify separately amounts for each work orders as cost (€) and hours (h)
- Invoice must contain hourly rate and any possible increments
- Reports generated from the system can be utilized for these (Reports → working time / travel expenses), reports can be exported to excel



12. Site Manager – Dashboard

Please follow the company dashboard on Site Manager – if there are any information related to your company missing or expiring / expired, the dashboard will have a notification.

Update / maintain any missing / incorrect / expired data and notifications will disappear. Also make sure your subcontractor does the same.



Site dashboard contains also link to Stora Enso's security information, guides, maps and shut down information packages.