Stora Enso mills – Workforce management and reporting

rethink.

storaenso

THE RENEWABLE MATERIALS COMPANY

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.

Sourcing (purchase organisation)

Resource management/security services

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

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)

  1. Contact person approves the person's report
  2. 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 lupapyynnöt 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 - Kuljetukset / Transportations / ship staff

	ID	Etunimi	Sukunimi	Yritys	Aliurakoinnin tilaajayritys	Ajo-oikeus	Pyyntöaika	Voimassaolo	Lisätieto / kommentti	Päätös	Oma kommentti
☐	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.

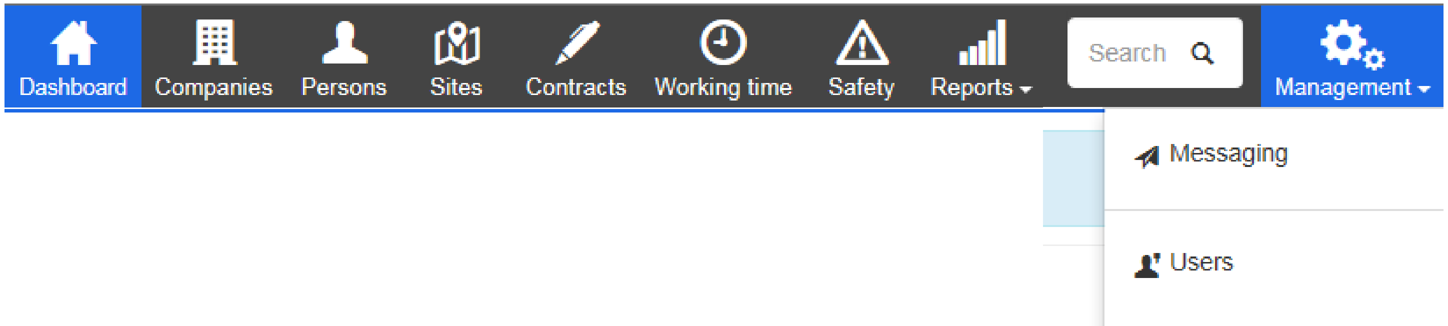
Hyväksy Hylkää

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

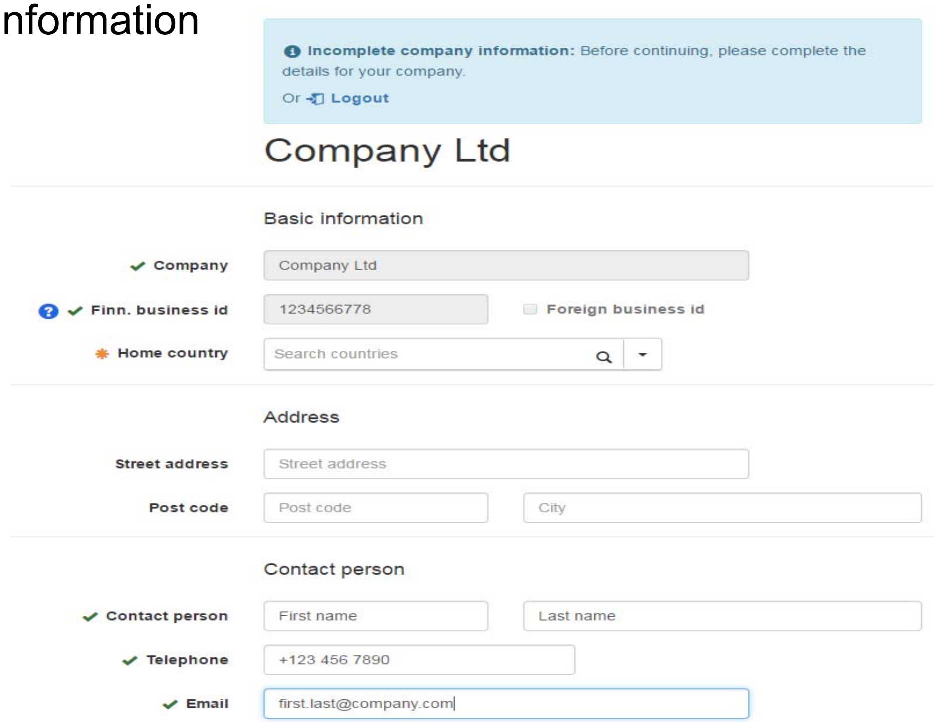
1. Create and maintain the company information
2. Create and maintain personnel information
3. Maintain personnel qualifications
4. Add persons to contracts and applying access permits
5. Add subcontractors to contracts when used
6. Provide documentation related to Act on the Contractor's Obligations 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

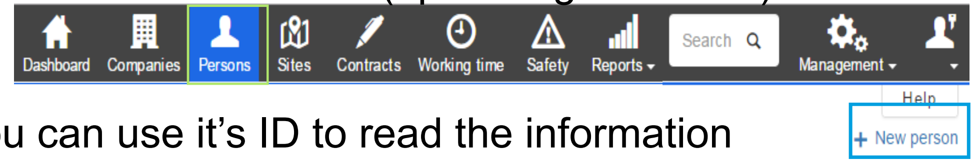
- Company information must be filled in before creating personnel information



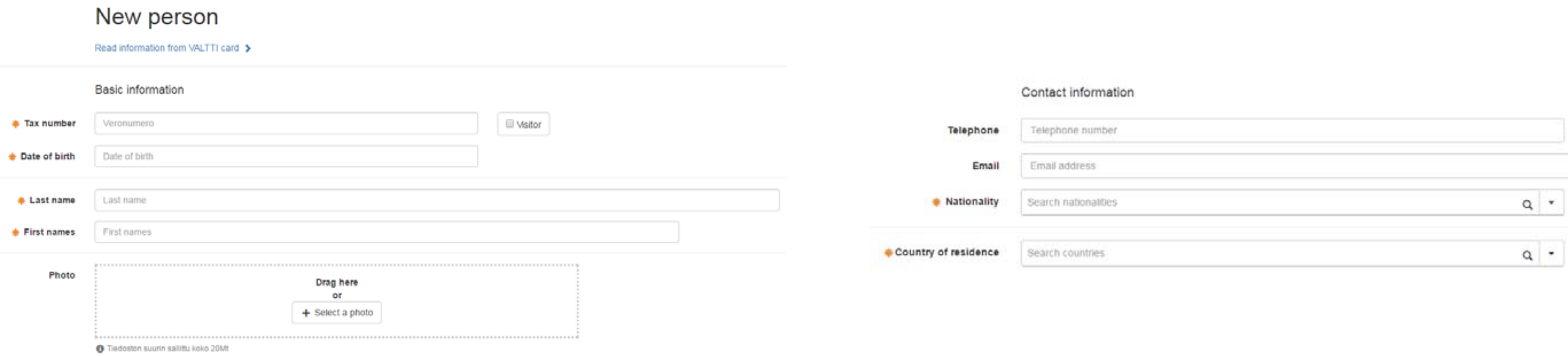
Site Manager – enterprise resource planning system for externals

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



*)https://www.veronumero.fi/en/valtti-card/

Site Manager – ERP for externals

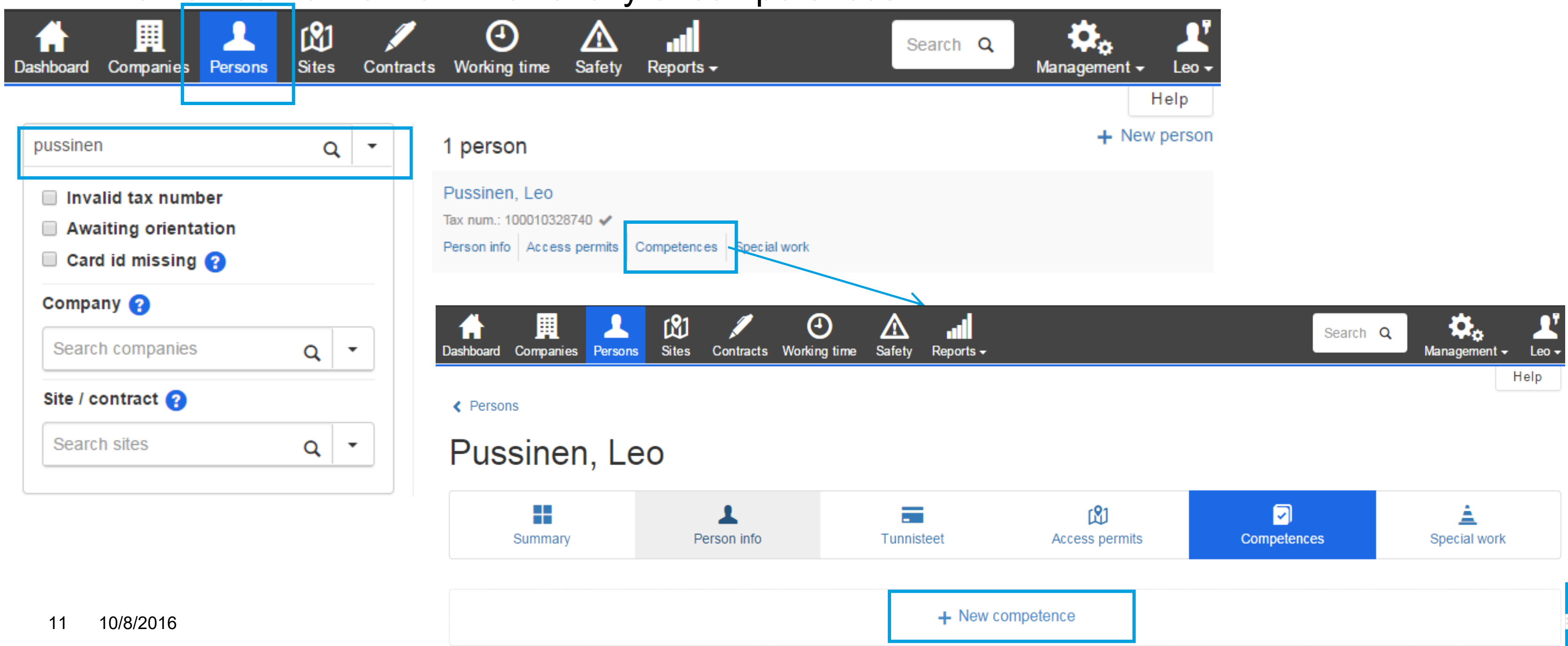
3. Adding competences for the person

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!

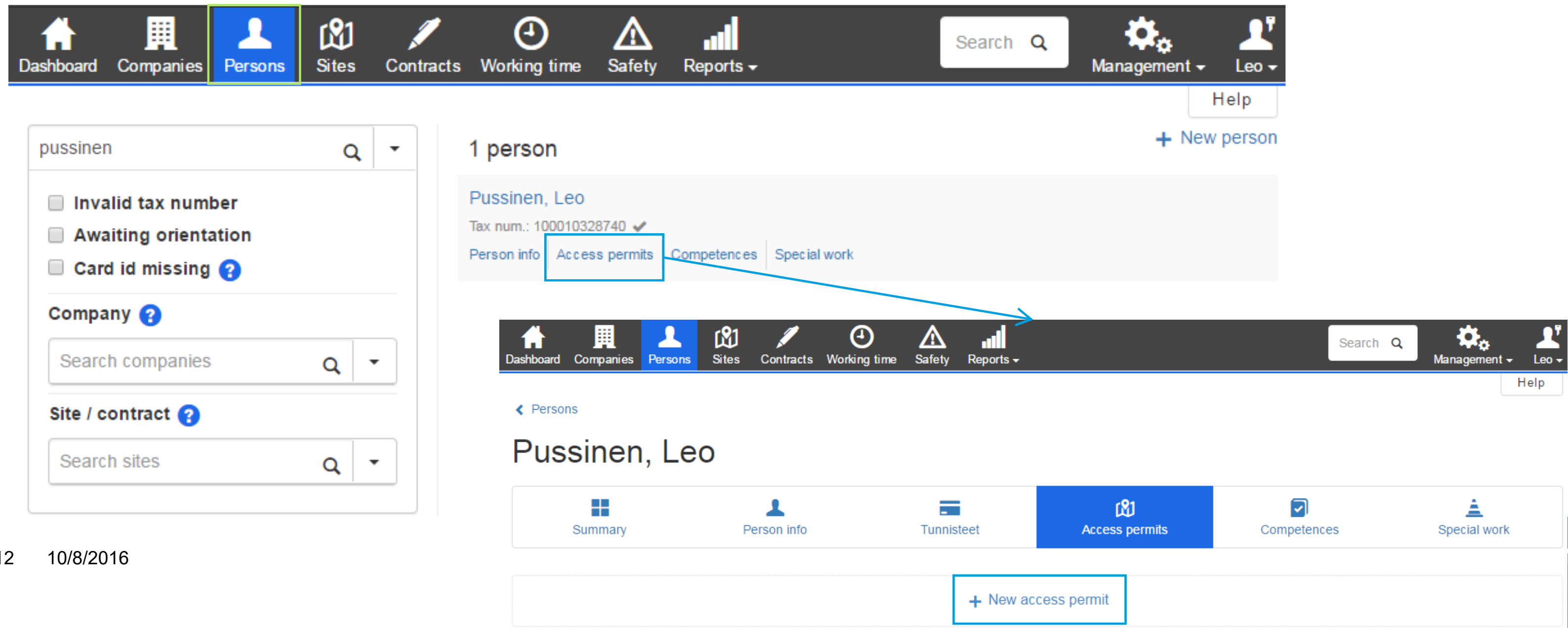


Site Manager - ERP for externals

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)



Site Manager - ERP for exter

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

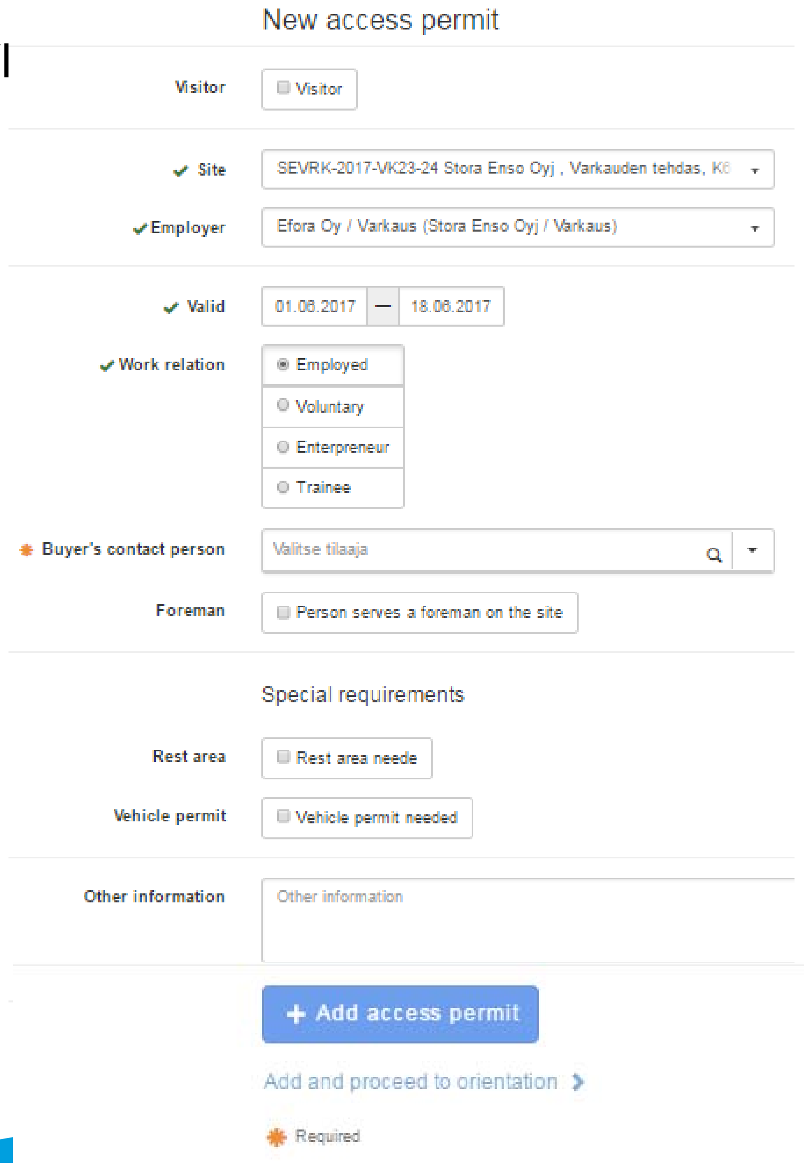
Special requirements

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



Site Manager - ERP for externals
4.1. Applying access permit for existing person

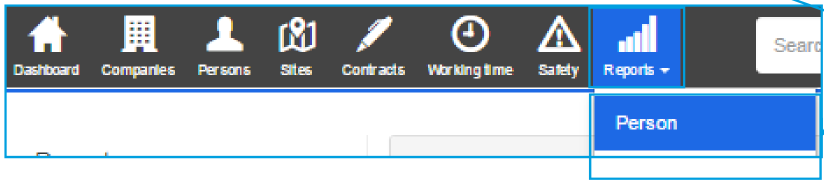
- Once a person is added to the Site Manager the information will remain in the service for later use

  → 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

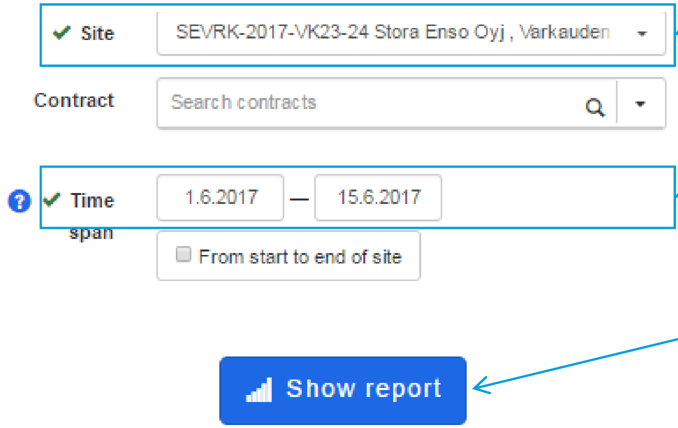
Site Manager - ERP for externals
4.2. Checking access permits for multiple persons

You can check validity of access permits for your personnel



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

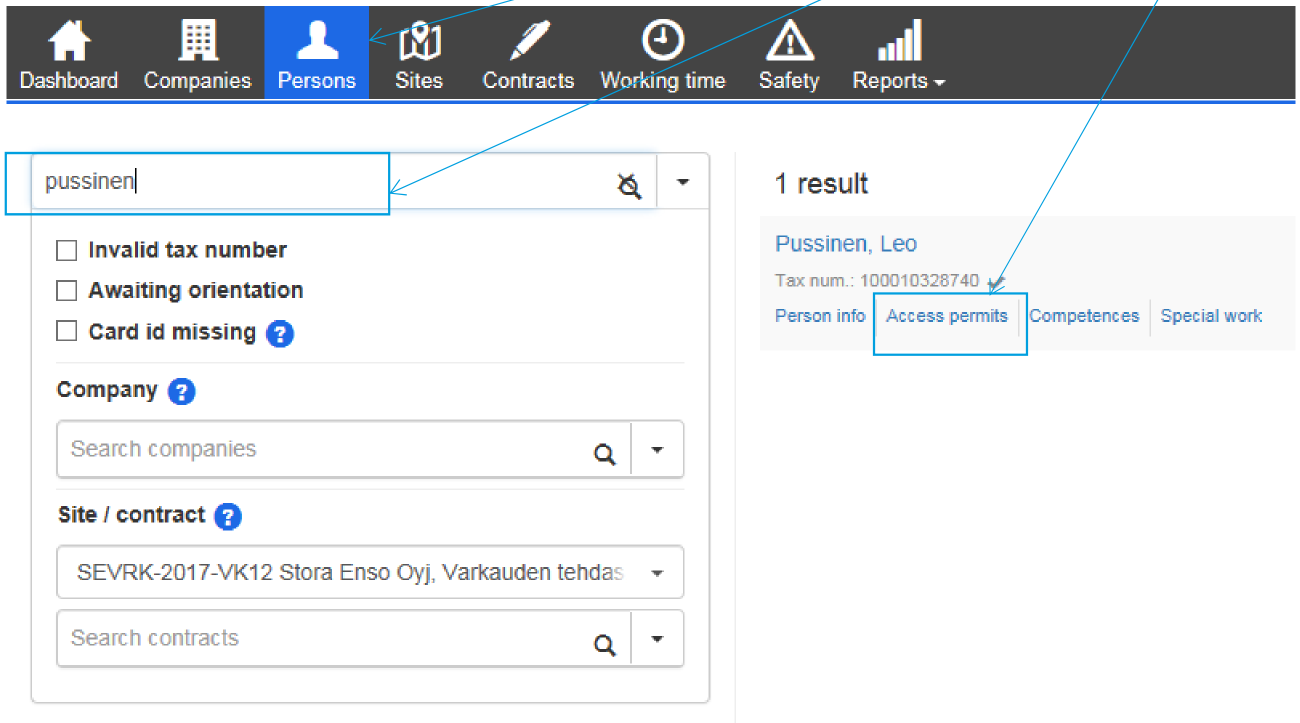
Person report opens, from there select **Site** and define **Time span**



And then press **Show report** button

Site Manager - ERP for externals

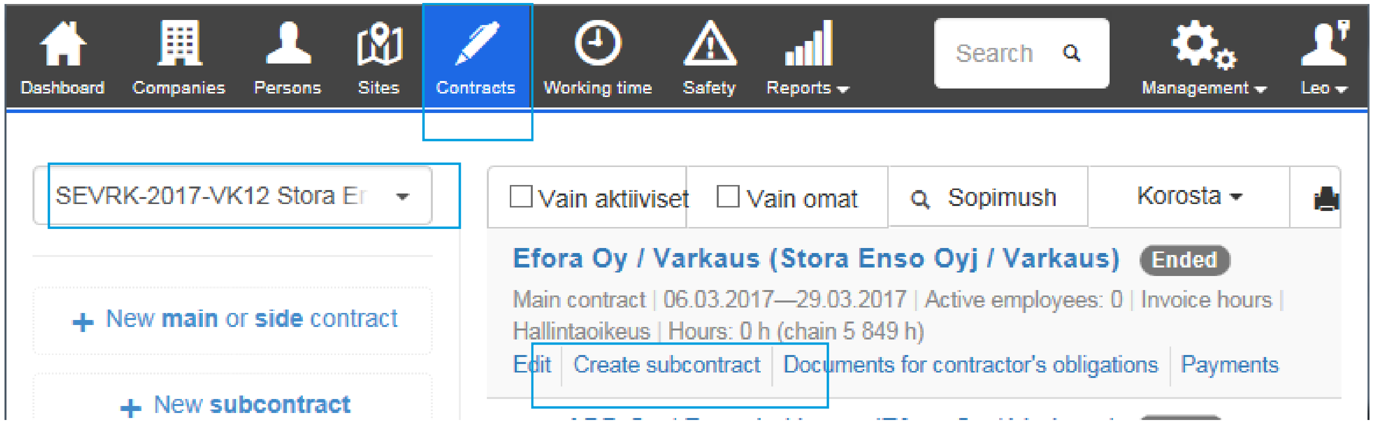
Checking validity for a single person select **Persons**, search the person and select **Access permits**



Site Manager - ERP for externals

5. Adding a subcontractor for a company

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

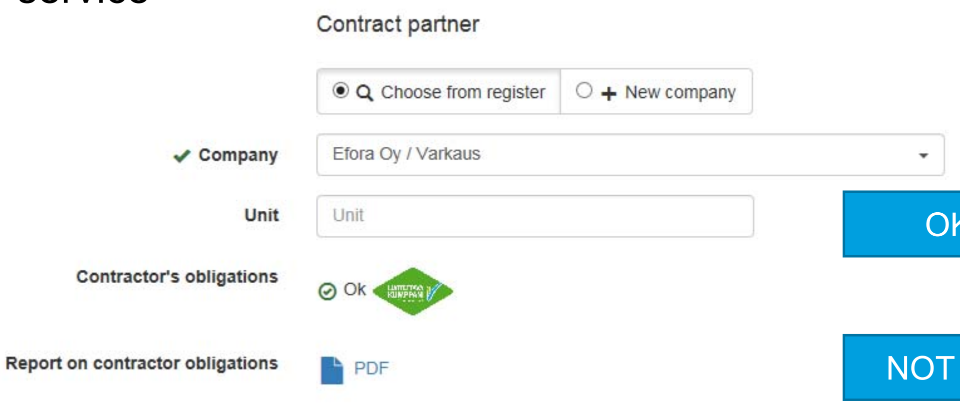


- Define start and end dates according the time the subcontractor is working on the site

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



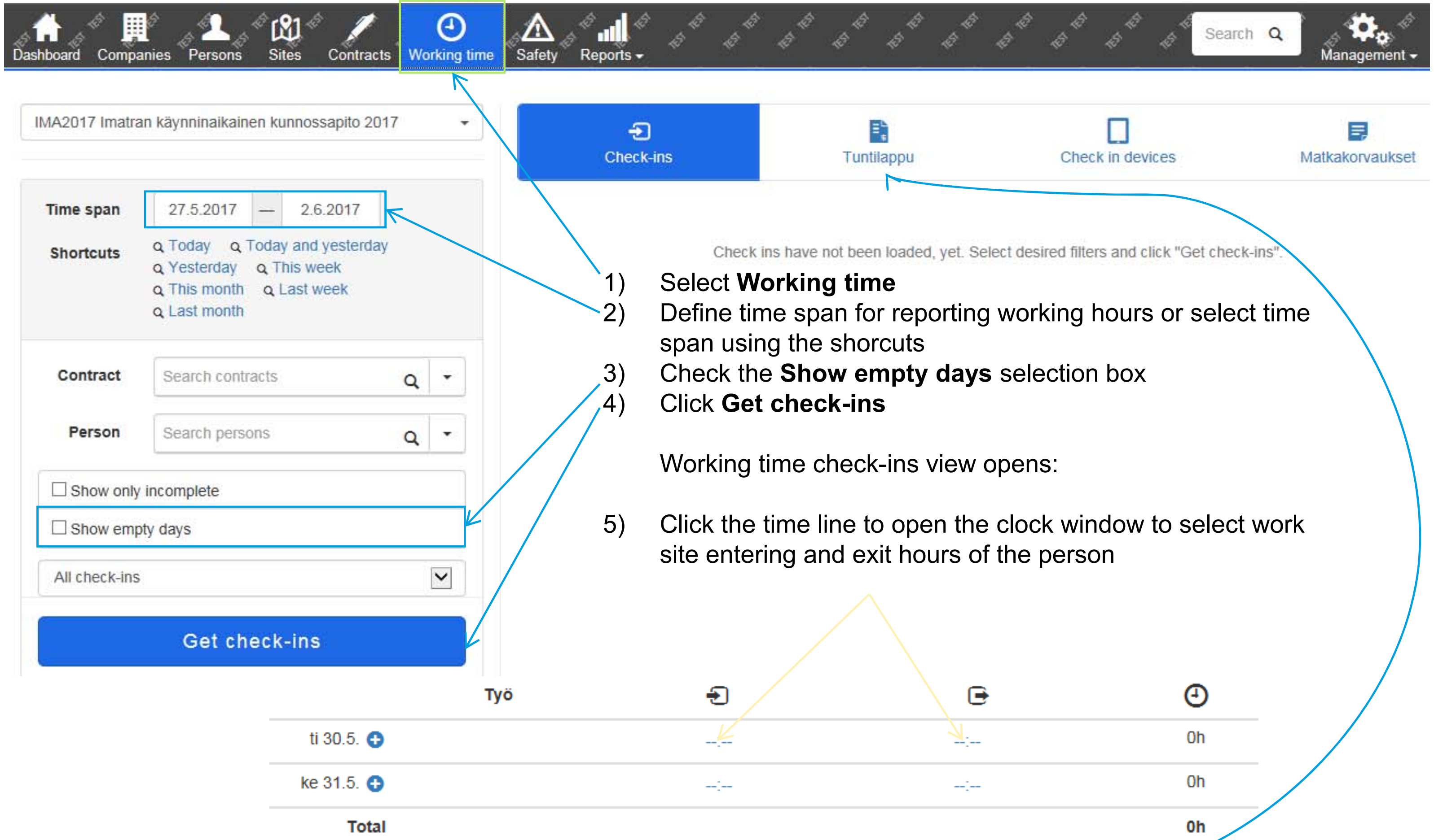
OK

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



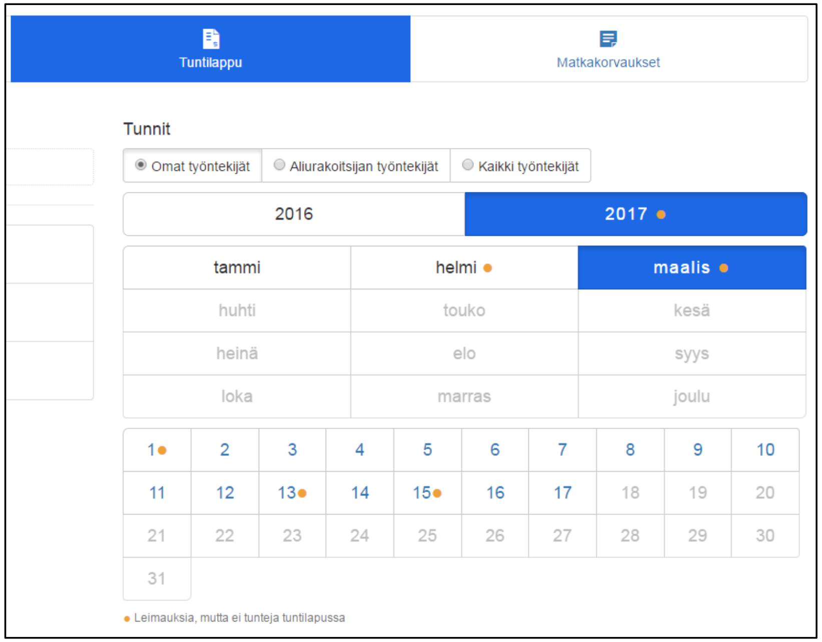
1) Select **Working time**
2) Define time span for reporting working hours or select time span using the shorcuts
3) Check the **Show empty days** selection box
4) Click **Get check-ins**

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

After filling the entering and exit hours select Working hours (Tuntilappu) from top of the view

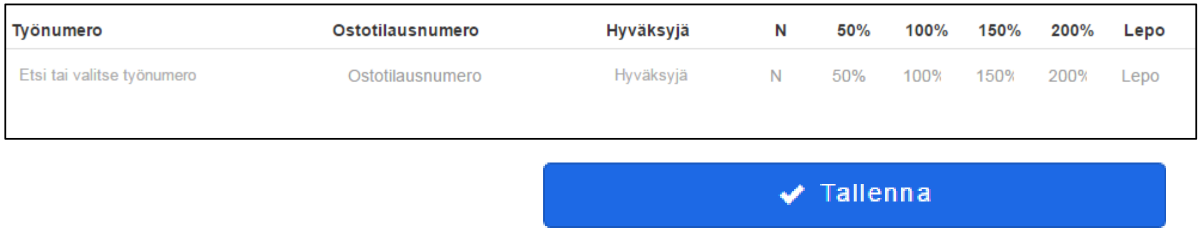
7. Site Manager – reporting working time



1) Select person type and date for entering working time

2) Fill in work order and purchase order nuumbers and select approver for hours

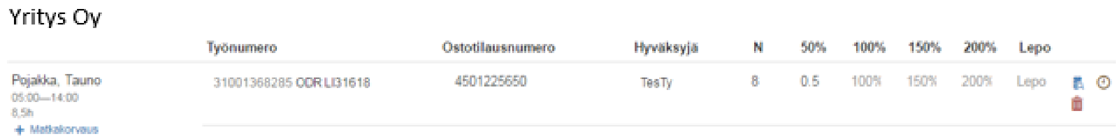
3) Fill in hours and **Save**

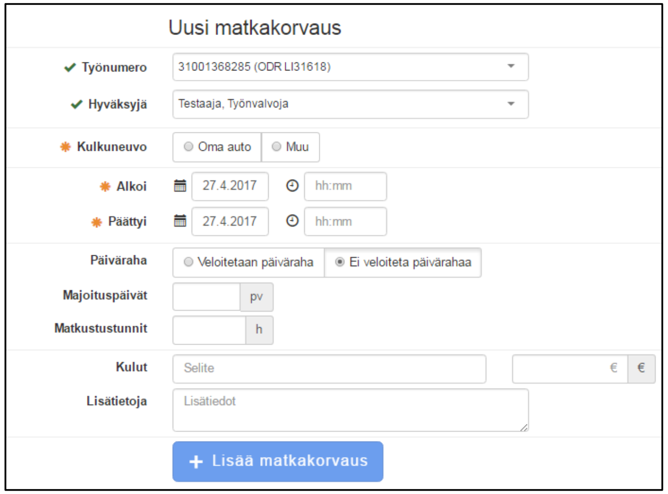


7. Site Manager – reporting working time

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



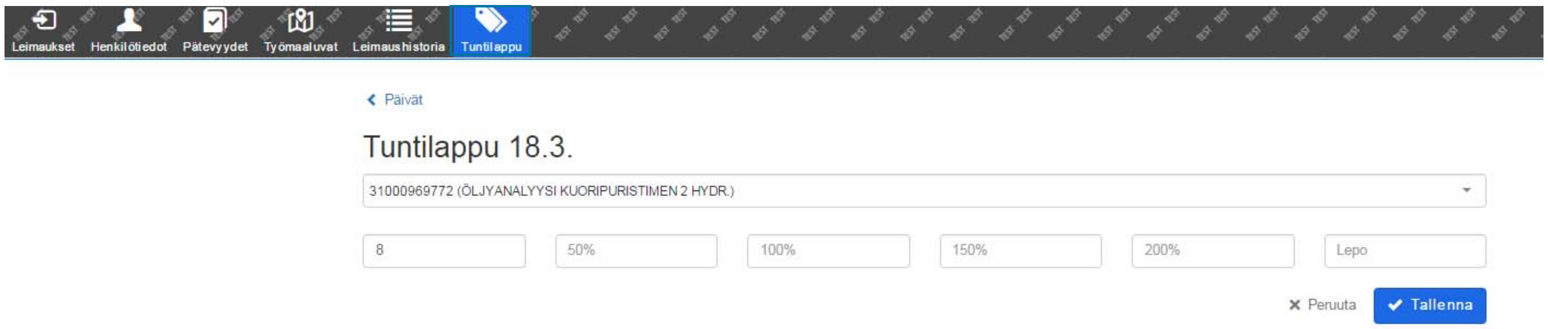


Leave €-field after expenses empty, this field will be removed from the system as well the additional information field.

9. Site Manager – worker view

Emplyee can be granted access to fill in own working time, just add emplyee 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.

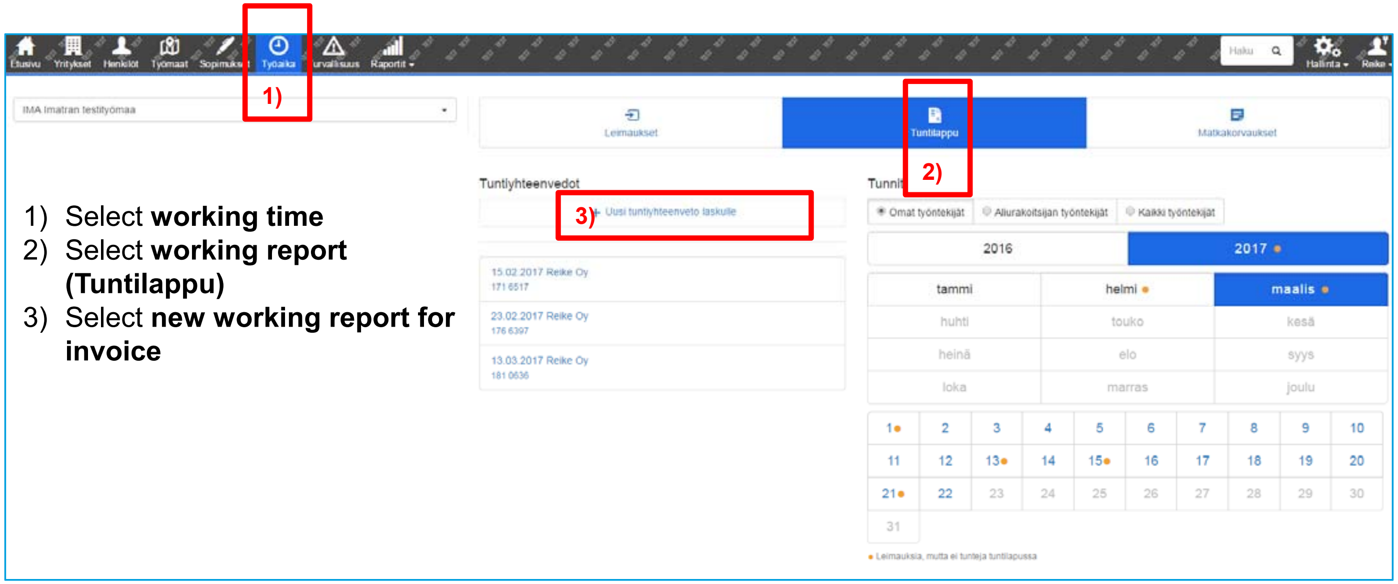


Site Manager – working hours summary
10. Contractor creates a summary of hours for invoice

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

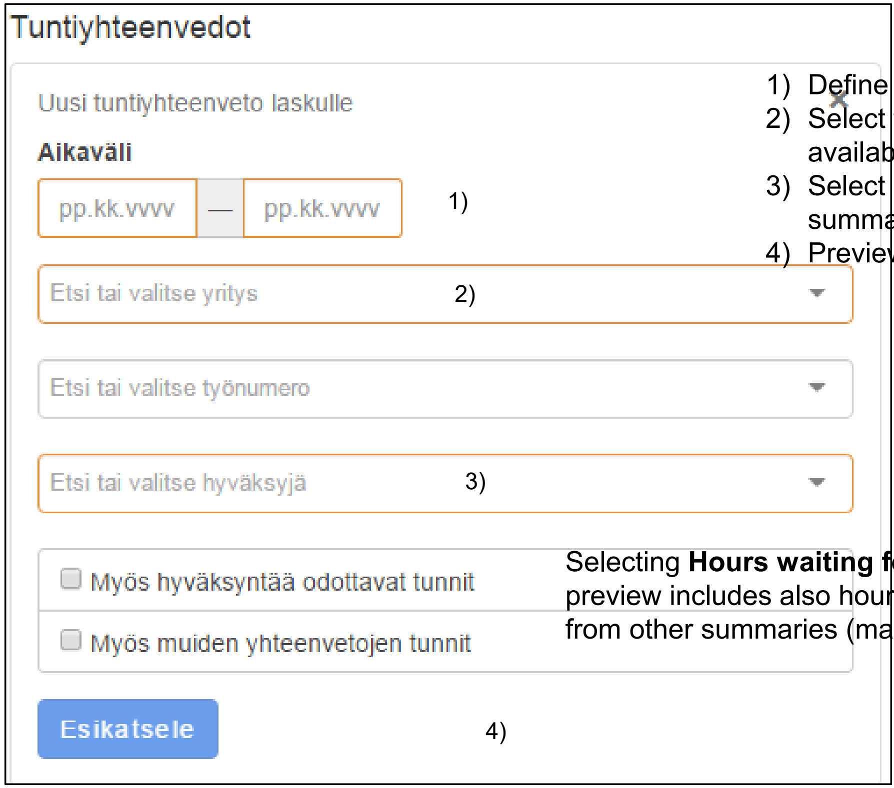
Site Manager – working hours summary
10. Creating a working hour summary



1) Select **working time**
2) Select **working report (Tuntilappu)**
3) Select **new working report for invoice**

THE RENEWABLE MATERIALS COMPANY

Site Manager – working hours summary
10. Summary definitions



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

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Päivät

Tämä on yhteenvedon luonnos, ei lopullinen yhteenveto.

Preview can be saved as PDF

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	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	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	0
45aaaaaaa	31001470307	Valoja pimeänä	27.02.2017	Kapanen, Tarja Hannele		7	0	0	0	0	0
					Yht.	7	0	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**	-	-

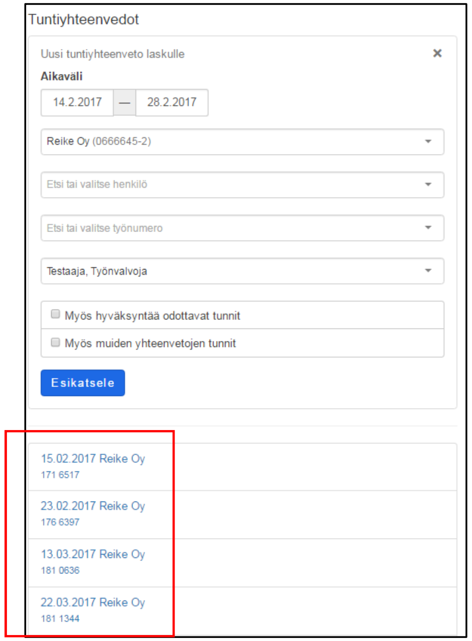
Lukitse ja luo yhteenveto

Select

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 accordign creation date
- Each summary has unique ID which must be referred also in the invoice
- Summary must be included in the invoice



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

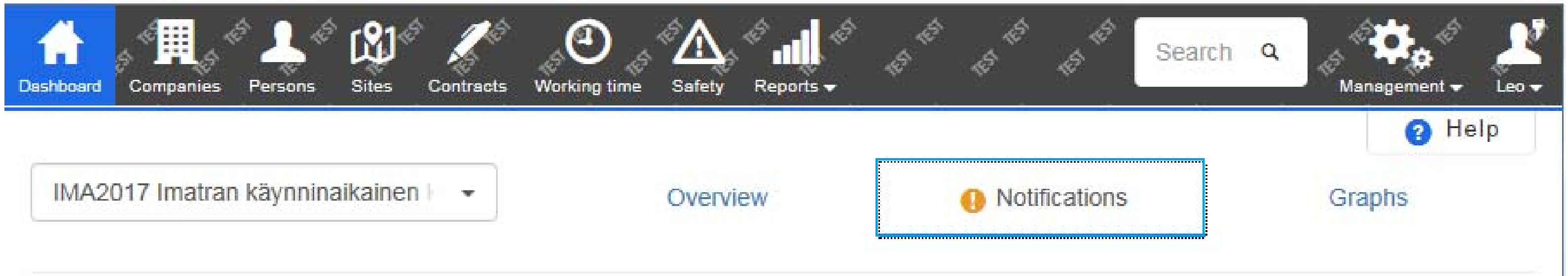
Ostotilaus	Työnumero	Työn nimi	Pvm	Henkilö		N	50%	100%	150%	200%	Lepo
45aaaaaaa	31001192617	Sulkupellin tarkastus	13.02.2017	Mustonen, Sami ✱		8	0	0	0	0	0
					Yht.	8	0	0	0	0	0
	31001192613	Lipe�renkaan korjaus	14.02.2017	Kapanen, Tarja Hannele ✱		9.5	0	0	0	0	0
					Yht.	9.5	0	0	0	0	0
4502047291	31001192608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