



**SAFEGUARD GLOBAL**

**Employee Workforce**

**User Guide**

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# Introduction

Welcome to the **Workforce Employee User Guide!**

This guide is designed to help you get the most out of the Workforce feature. Below, you'll find key functionalities and workflows that allow you to manage your personal information efficiently, giving you visibility and control.

With Workforce, you can:

1. **View and make changes** to your personal information.
2. **View** your time off, compensation, and benefits.

## **Coming soon**

3. **Upload documents** to share with Safeguard Global.
4. **Receive documents** securely from Safeguard Global.

This feature gives you easy access to your important information.

## ACCESSING WORKFORCE

You can access the application through the following methods:

5. Access **Workforce** directly [by clicking this link](#)
1. Or navigate to **Workforce** through the Safeguard Global Platform via the grid menu icon in the top left corner.

## LOGIN INSTRUCTIONS

If you're logging in for the first time or experiencing issues, please refer to the login guide [at this link](#).

# Getting Started:

## **Workforce Feature User Guide**

The Workforce feature allows you to view and edit your personal and employment-related information. Below is a guide to help you navigate through each section.

**Important note.** You can change and update designated information in your profile with specific changes requiring approval from our Safeguard Global HR team. Changes that require review, will not appear on your profile until it has been approved. You can check the status of any of your changes by clicking on the Approvals link in the top left beneath your name or on the Worker changes link in the left-hand navigation.

If you want to cancel a change before it's been approved, just click the cancel button next to the change in the list.

The screenshot shows the Workforce interface. At the top, there is a navigation bar with 'Workforce' and 'Signed in as Yaprak Earl'. Below this, there are tabs for 'People' and 'Approvals'. The 'Approvals' tab is active. On the left, there is a sidebar with a list of sections: Personal Details, Employment, Right to Work, Salary and Compensation, Benefits, Time Off, and Worker Changes. The 'Worker Changes' section is highlighted with a red circle. Below the sidebar, there are tabs for 'Requests' and 'Approvals'. The 'Approvals' tab is active. In the center, there is a 'Personal Information' form with fields for Worker Name, Gender, and Nickname. Below the form, there is a table with columns: Date, Worker Info, Status, Action, Old Value, and New Value. The table contains one row with a 'Cancel' button next to it.

Date	Worker Info	Status	Action	Old Value	New Value
10 Apr 2025, 3:08 pm	Earl, aDe8e00000HPq8A AG	UNAPPROVED	Change of Contact Information	55 Allen Avenue Lagos	44 Berekum Road Lagos

## Sections in the Workforce Feature

1. **Personal Details**
2. **Employment**
3. **Right to Work**
4. **Salary and Compensation**
5. **Benefits**
6. **Time Off**
7. **Worker changes**

Now, let's explore each section in more detail and what you can do as a worker.

## PERSONAL DETAILS

The first page you will see when accessing the Workforce feature is **Personal Information**. Here, you can view and update details such as:

1. Your name
2. Your Gender
3. Your Address
4. Your Email address
5. Your Emergency contact information

Me

Yaprak Earl  
ID: a0e8e00000HPq8AAG

- Personal Details
- Employment
- Right to Work
- Salary and Compensation
- Benefits
- Time Off
- Documents

**Personal Information** [Edit](#)

Worker Name Yaprak Earl

Gender Male

Nickname

**Contact Information** [Edit](#)

Worker Address 55 Allen Avenue Lagos 22864

Location Nigeria

Worker Email Address Yaprak@Gmailtest.com

## How to Edit Personal information

1. Click the **Edit** icon next to the section you wish to update.

**Personal Information** [Edit](#)

Worker Name Yaprak Earl

Gender Male

Nickname

2. Make the necessary changes (e.g., updating your Nickname).

**Personal Information** Cancel Save

Worker Name

Title

First Name  
Yaprak

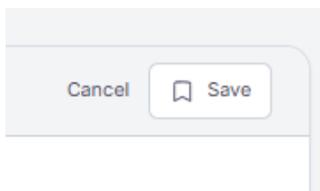
Second Name

Last Name  
Earl

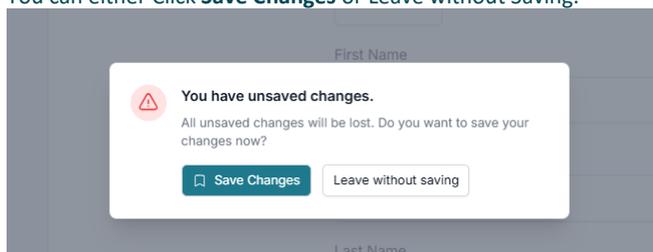
Gender  
Male

Nickname  
Yap

3. Click **Save** in the top-right corner to confirm your changes or click **Cancel** to exit "Edit" mode.



4. If you attempt to cancel without saving, a warning message will appear notifying you of unsaved changes.
5. You can either Click **Save Changes** or Leave without Saving.



6. The saved changes will appear, as shown below. As you can see, the Nickname section now displays "Yap."

Personal Information	
Worker Name	Yaprak Earl
Gender	Male
Nickname	Yap

## EMPLOYMENT

In this section, you can **view** details about your employment, including:

1. Job title
2. Employment status
3. Company information
4. Work email address
5. Job location
6. Contract details

Job Details	
Job Title	Investment Manager
Status	Live
Worker Of	[REDACTED]

Contact Details	
Worker Company Email Address	Yaprakcompany@email.com
Worker Company Phone Number	(0552 - 8527)
Worker Company Mobile Number	

As you scroll down, you'll notice that some fields are editable, marked by an **Edit** icon in the top right corner.

Sections without an "Edit" option cannot be modified by you. To make changes, please contact support via the [Global support centre](#).

Me

Yaprak Earl  
ID: a0e8e00000HPq8AAG

Worker Company Mobile Number

**Job Location** Edit

Location Type	Home Office
Address Line 1	C403 Safecourt Apartments
Address Line 2	Ikate-Lekki
State/Province	Lagos
Zip/Post Code	22864
Country	Nigeria

**Contract Information**

Contract Type	Indefinite
---------------	------------

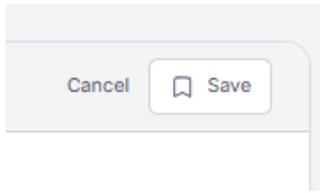
### How to edit Employment information

- When you click the **Edit** icon, the row or section will enter "Edit" mode

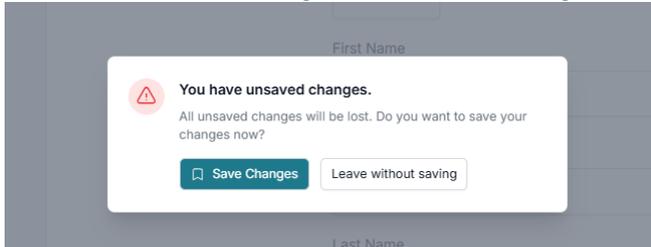
**Job Location** Cancel Save

Location Type	Home Office
Address Line 1	C403 Safecourt Apartments
Address Line 2	Ikate-Lekki
State/Province	Lagos
Zip/Post Code	22864
Country	Nigeria

- Click **Save** in the top-right corner to confirm your changes or click **Cancel** to exit edit mode.



9. If you attempt to cancel without saving, a warning message will appear notifying you of unsaved changes.
10. You can either Click **Save Changes** or Leave without Saving.



## RIGHT TO WORK

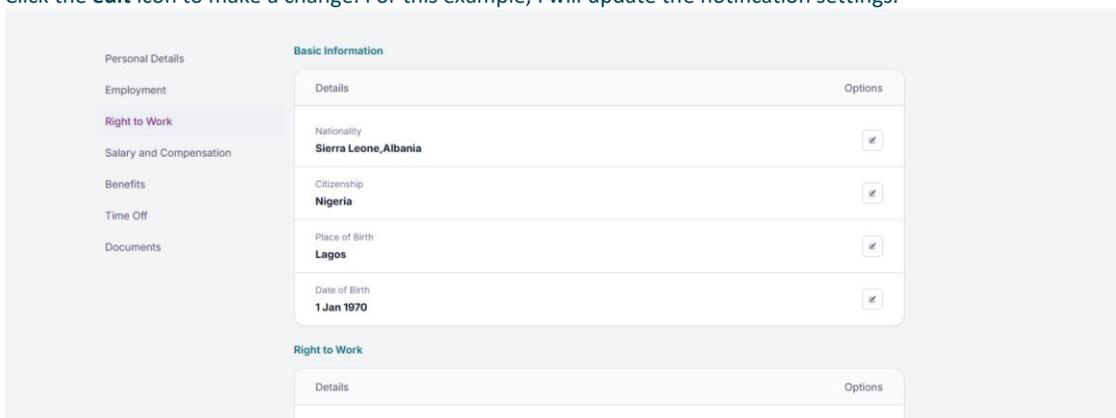
This section contains information related to your legal right to work, including:

1. Nationality
2. Citizenship
3. Place/ Date of birth
4. Visa/Passport Details

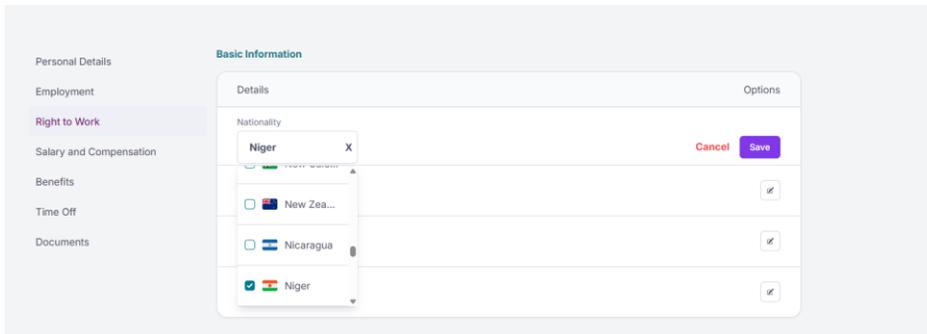
As you can see from the edit icon next to each line in this section, you can make updates to these options.

To make an edit here, click onto the icon under "Options". 

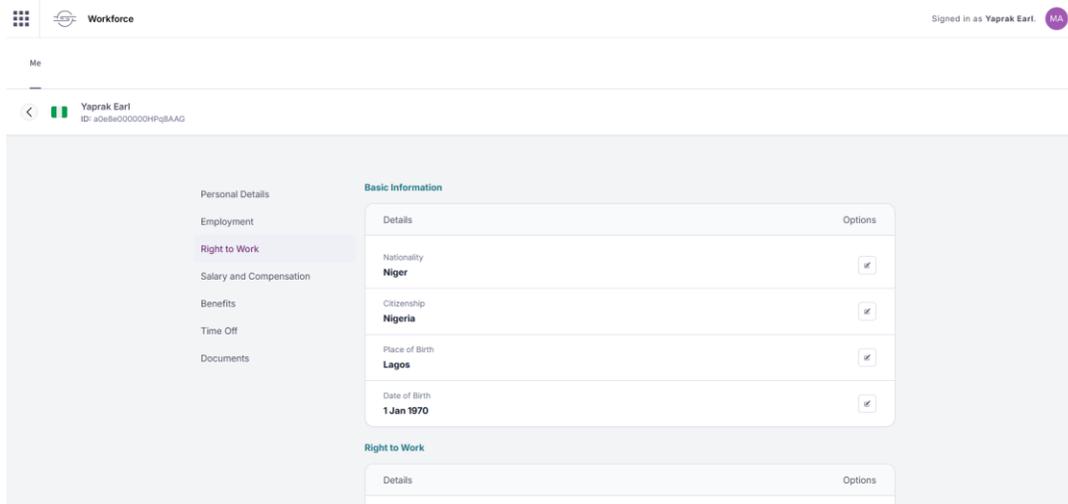
5. Click the **edit** icon to make a change. For this example, I will update the notification settings.



1. When you select 'Edit,' it will go into edit mode.

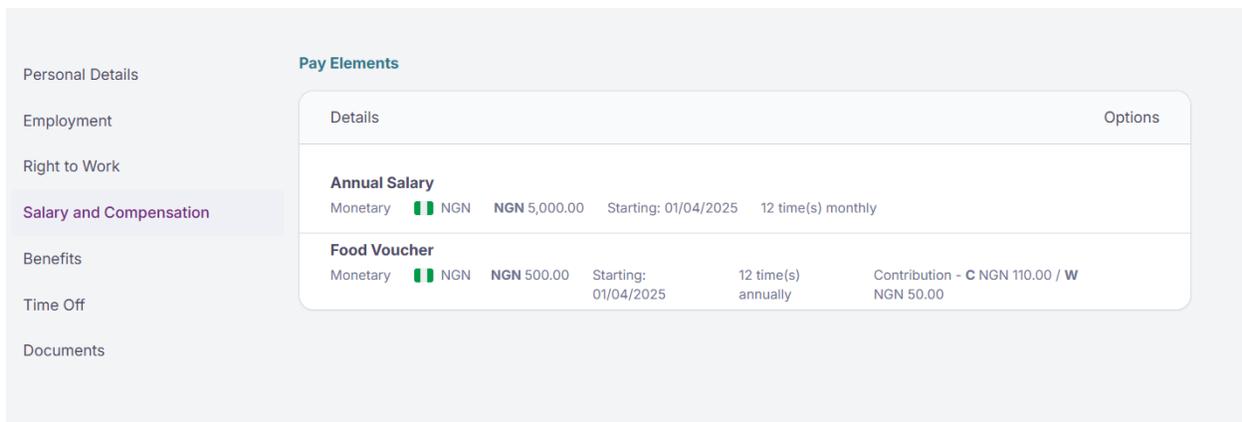


6. Select an option from the list, click 'Save',
  - a. Then you'll see the changes updated in real time as shown below.



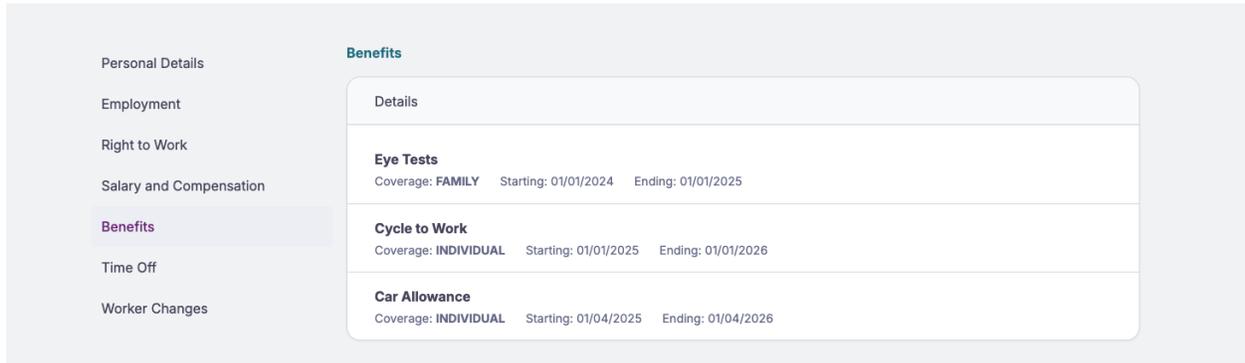
## SALARY AND COMPENSATION

In this section, you can **view** the contractual pay entitlements that are included in your worker contract. This is not a record of your actual pay. For that please see your payslip.



## BENEFITS

In this section, you can **view** the benefits that you are entitled to. Examples of benefits include the Cycle to Work scheme or medical benefits.



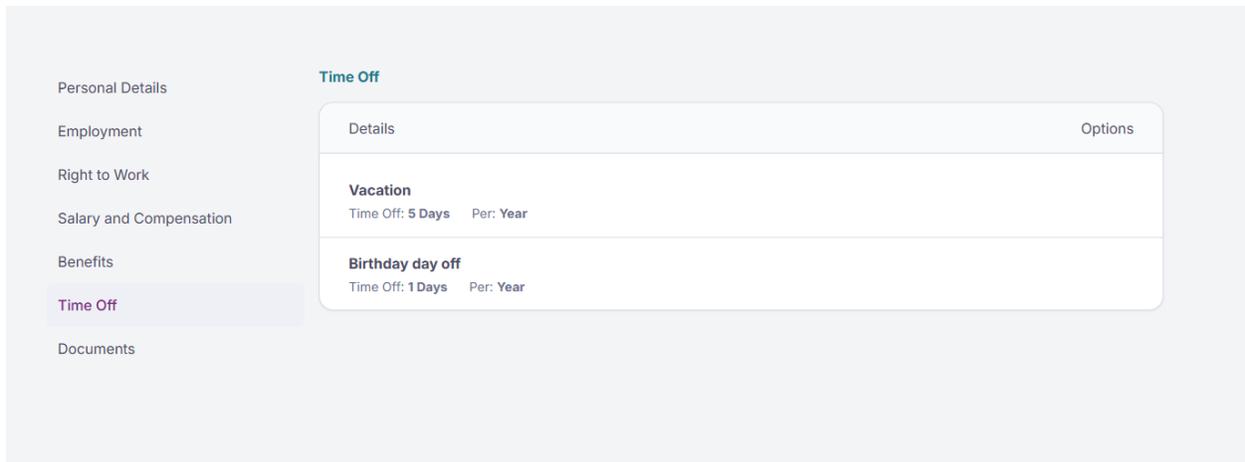
Benefits		
Details		
<b>Eye Tests</b> Coverage: FAMILY Starting: 01/01/2024 Ending: 01/01/2025		
<b>Cycle to Work</b> Coverage: INDIVIDUAL Starting: 01/01/2025 Ending: 01/01/2026		
<b>Car Allowance</b> Coverage: INDIVIDUAL Starting: 01/04/2025 Ending: 01/04/2026		

## TIME OFF

This section allows you to **view** the leave and vacation you are entitled to. The purpose is to provide visibility into available time-off allowances, not balances. You must still book days off and view remaining time off using Global Unity or the system used by the employer you work for.

Examples of this are:

1. Vacation
2. Maternity
3. Paternity
4. Sick Days

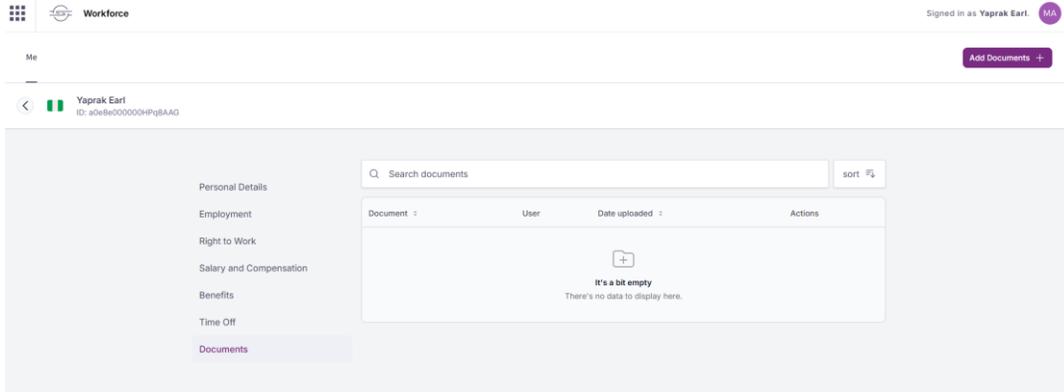


Time Off	
Details	Options
<b>Vacation</b> Time Off: 5 Days Per: Year	
<b>Birthday day off</b> Time Off: 1 Days Per: Year	

## DOCUMENTS (COMING SOON)

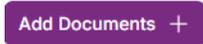
In this section, you can:

1. View documents uploaded during onboarding (e.g., passport, ID verification)
2. Upload new documents
3. Access shared documents from Safeguard Global



## How to add a Document

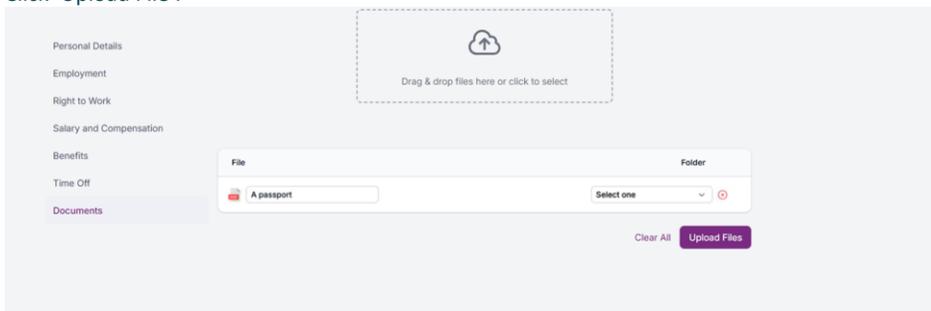
1. Click on 'Add Documents'



2. Choose a file from your device or drag and drop it into the box below.



3. Click 'Upload File'.



4. A green tick will appear to confirm the upload was successful.
5. Once the document is saved, it will appear on the main screen under "Documents."
  - You will also be able to view documents uploaded by the Safeguard Global Team in this section.

Document	User	Date uploaded	Actions
 Contract of Employment - for testing.docx Job information	petetynan+qacleaner@safeguardglobal.com	27 Mar 25 02:45pm	...
 employee-benefits-plans.docx Benefits and Allowances	petetynan+qacleaner@safeguardglobal.com	27 Mar 25 02:45pm	...
 Letter of addendum.pdf Job information	petetynan+qacleaner@safeguardglobal.com	27 Mar 25 02:45pm	...
 A passport.pdf Personal information	petetynan+qacleaner@safeguardglobal.com	27 Mar 25 02:45pm	...
 Cycle to Work Employee FAQ.pdf Company Information	petetynan+qacleaner@safeguardglobal.com	27 Mar 25 02:45pm	...

## FREQUENTLY ASKED QUESTIONS

**What do I do if my salary is incorrect?** If you have concerns with the salary displayed, please contact Safeguard using our Global Support Center. We will review and confirm or adjust the display to ensure that is correctly displayed.

**What do I do if my address has changed?** See the section on editing your home address. You may want to also upload a new government ID that displays the address especially if your government jurisdiction has changed with your new address.

**What do I do if I want additional benefits? -- CA I'm not sure how to answer this one? Should they contact client or Safeguard via support Center?**

If the frequently asked questions above don't answer your query, please contact us through the [Safeguard Global Support Center](#).