

SCHOTT Employee Portal

Fact Sheet for Employees

User *

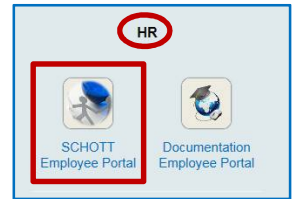
Password *

What is the SCHOTT Employee Portal?

The SCHOTT Employee Portal is a web-based application for administering your employee data via the Employee Self Service (=ESS tab). Employee data is for example your training activities, your career goals or your personal address. Your supervisor has access to the SCHOTT Employee Portal via the Manager Self Service (=MSS tab) and can read your employee data. With the help of the SCHOTT Employee Portal you and your manager have more transparency about your employment and development at SCHOTT.

How can I access the SCHOTT Employee Portal?

You can access the SCHOTT Employee Portal via the SCHOTTnet. Please use the following path and bookmark for future use: SCHOTTnet → Apps → HR → SCHOTT Employee Portal



How can I log onto the SCHOTT Employee Portal?

During the first days at SCHOTT you receive an email with your User ID and password for the SCHOTT Employee Portal. This data needs to be entered in the log-on page.

In case you require a new password, please use the button “Get Support” and fill in the required information.



Logon Help

Personal information → Security question → Confirmation

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: *

Last Name: *

First Name: *

E-Mail: *

In case you forget your user ID please contact your local HR department for assistance.

What services are offered in the ESS tab?

In your Employee Self Service the following applications are available:



Performance Management

Viewing/ Editing performance appraisals.
Entering your Focus Activities.



Learning Management

Administer, request and cancel trainings.



Talent Management

Managing your Talent Profile.
(optional)



Employee Services

Managing your Talent Profile and change language settings.

Basic buttons for navigation

Delete



Add new row



Select (mandatory)



Selection confirmed



Check



Delete row



Select (optional)



Hint message



New



Open calendar view



Mandatory field



Error message



Personalize



Advanced options



Edit

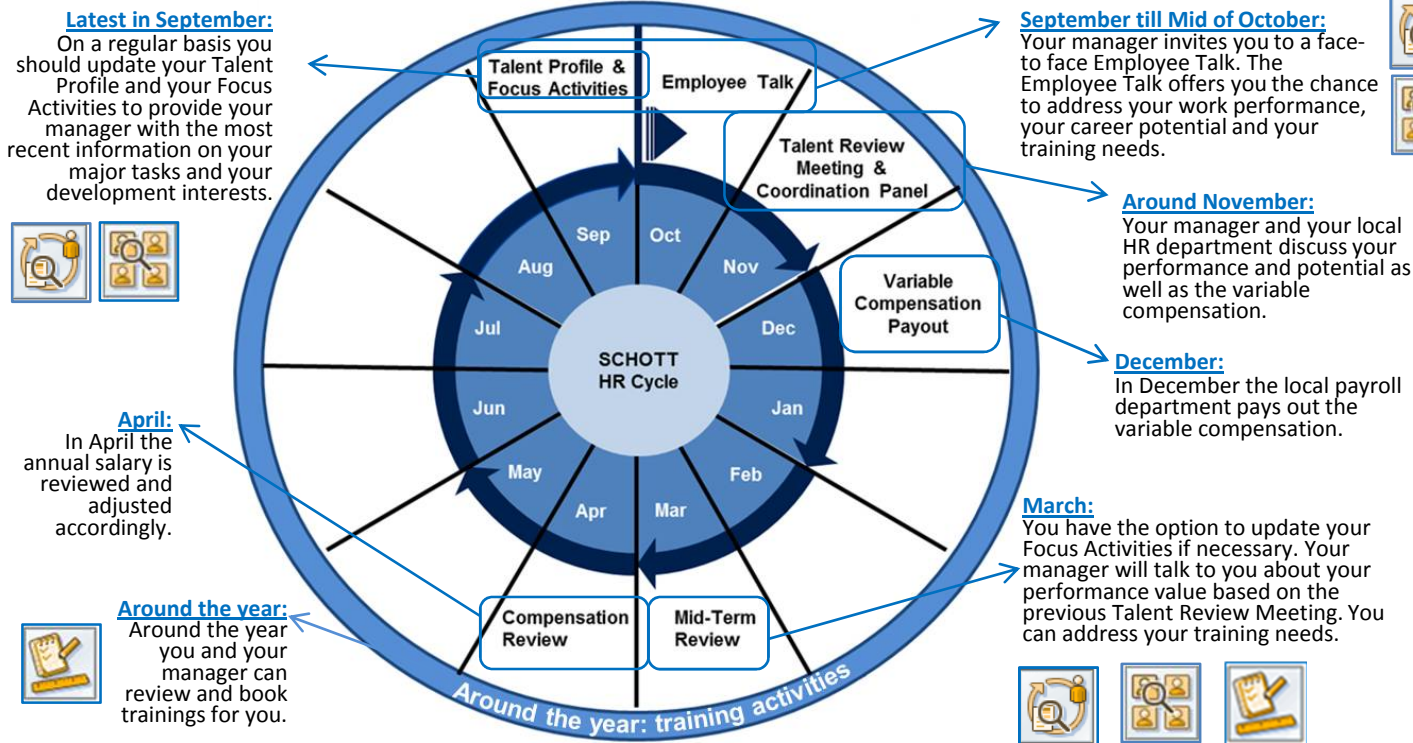


Open Help Center



Fiscal Year at SCHOTT

Every process at SCHOTT follows the fiscal year. The Fiscal Year starts on 1st October and ends on 30th September.



Training on Employee Self Service:

In case you are interested in more information please use the following:

SCHOTTnet: HR & Career → SCHOTT academy → SCHOTT Employee Portal Trainings.

Learning Platform: SCHOTTnet → HR & Career → SCHOTT academy → SCHOTT Employee Portal Trainings → ESS Learning Platform. The Learning Platform offers you demo-videos with detailed step by step instructions.

E-Learning for SCHOTT Employee Portal: This web-based training gives you an overview of the different applications of the SCHOTT Employee Portal. Please request access via [eLearning@schott.com](mailto:Learning@schott.com) for eLearning course: "SCHOTT Employee Portal for Employees".

Support on Employee Self Service: Your local HR department is pleased to support in all questions concerning the SCHOTT Employee

Notes: