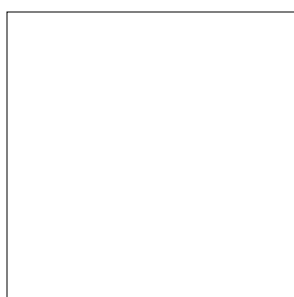




Lenovo HR Knowledge Base

Redesign Wireframes

Color Palette



White
#FFFFFF



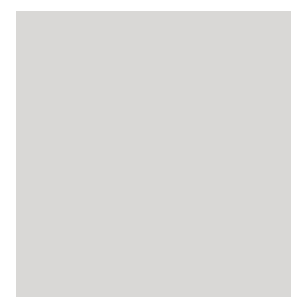
Blue Sapphire
#3E8DDD



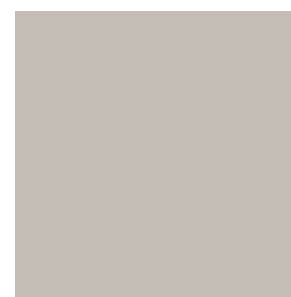
Envy Green
#6ABF4A



Lenovo Red
#E2231A



Light Grey
#D9D8D6



Medium Grey
#C4BEB6

Link Color: #009dd9
Link:active Color: #dc291e

Table of Contents

- 1. Global Views.....3
 - 1.1 Global Employee Views.....4
 - 1.1.1 HR Landing Page - Employee View.....5
 - 1.1.2 HR Content Page - Employee View.....6
 - 1.2 Global Manager Views.....7
 - 1.2.1 HR Landing Page - Manager View.....8
 - 1.2.2 HR Content Page - Manager View.....9
 - 1.3 Global HR Views.....10
 - 1.3.1 HR Landing Page - HR View.....11
 - 1.3.2 HR Content Page - HR View.....12
 - 1.4 Global HRSC Views.....13
 - 1.4.1 HR Landing Page - HRSC View.....14
 - 1.4.2 HR Content Page - HRSC View.....15
- 2. China Views.....16
 - 2.1 China Employee Views.....17
 - 2.1.1 HR Landing Page - Employee View.....18
 - 2.1.2 HR Content Page - Employee View.....19
 - 2.2 China Manager Views.....20
 - 2.2.1 HR Landing Page - Manager View.....21
 - 2.2.2 HR Content Page - Manager View.....22
 - 2.3 China HR Views.....23
 - 2.3.1 HR Landing Page - HR View.....24
 - 2.3.2 HR Content Page - HR View.....25
 - 2.4 China HRSC Views.....26
 - 2.4.1 HR Landing Page - HRSC View.....27
 - 2.4.2 HR Content Page - HRSC View.....28
- 3. Japan Views.....29
 - 3.1 Japan Employee Views.....30
 - 3.1.1 HR Landing Page - Employee View.....31
 - 3.1.2 HR Content Page - Employee View.....32
 - 3.2 Japan Manager Views.....33
 - 3.2.1 HR Landing Page - Manager View.....34
 - 3.2.2 HR Content Page - Manager View.....35
 - 3.3 Japan HR Views.....36
 - 3.3.1 HR Landing Page - HR View.....37
 - 3.3.2 HR Content Page - HR View.....38
 - 3.4 Japan HRSC Views.....39
 - 3.4.1 HR Landing Page - HRSC View.....40
 - 3.4.2 HR Content Page - HRSC View.....41
- 4. Navigation Example Views.....42
 - 4.1 1st Level Navigation.....43
 - 4.2 2nd Level Navigation.....44
 - 4.3 2nd Level Page.....45
 - 4.4 Related Resources Open.....46
 - 4.5 Additional 2nd Level Navigation.....47
 - 4.6 3rd Level Navigation.....48
 - 4.7 Content Changing Examples.....49
 - 4.7.1 Employee Content View.....50
 - 4.7.2 Manager Content View.....51



Lenovo HR Knowledge Base

Redesign Wireframes

Global Views



Lenovo HR Knowledge Base

Redesign Wireframes

Global Employee Views



HUMAN RESOURCES

Tools and Sites

Knowledge Base Links

Hiring >

Holiday and Vacation

Global HR Policies

Compensation >

Payroll

Benefits >

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes >

Gifts and Services >

Separation >

Acquisition

Amy Howard

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

The HR Knowledge Base (HRKB) is designed to provide information on policy, processes and procedures for all levels of employees. You are automatically logged into the HR Knowledge Base, and the content will be specific for your location and role. You will remain logged in as long as you are active in the site. You can also access the HR Knowledge Base through VPN, as the pages will respond to tablet and phone screens.

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

[AG Training Schedules](#)

Due to the observance of a public holiday in Argentina, our staff is limited. Therefore, HR Lync support (HR Support) will not be available on August 17 and 20th.

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

Frequently Accessed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)

My Recently Viewed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)



HUMAN RESOURCES

Tools and Sites

Knowledge Base Links

Hiring >

Holiday and Vacation

Global HR Policies

Compensation >

Payroll

Benefits >

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes >

Gifts and Services >

Separation >

Acquisition

Amy Howard

Search Knowledge Base

SEARCH

Work/Life Effectiveness

Chat with HR Support

The following materials on workplace efficiency were developed by the Organizational Efficiency team to address two of our primary time-wasters. This is part of Work-Life Effectiveness training. Please review the recommendations carefully, print and refer to the job aids frequently, and take action to make personal changes to create a more efficient workplace at Lenovo!

- 1. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
- 2. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH
- 3. Contributing @Lenovo
 - Training Package - ENGLISH, MANDARIN

For more information on Organizational Efficiency, click here.

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Global Manager Views



HUMAN RESOURCES

Tools and Sites

- Knowledge Base Links
- Hiring
- Holiday and Vacation
- Global HR Policies
- Compensation
- Payroll
- Benefits
- Expense/Travel Policies
- HR Systems Guidance
- Learning and Development
- OHRP
- Career Development
- Management Processes
- Gifts and Services
- Separation
- Acquisition

View By: Location

Amy Howard

Search Knowledge Base SEARCH

Human Resources Knowledge Base

The HR Knowledge Base (HRKB) is designed to provide information on policy, processes and procedures for all levels of employees. You are automatically logged into the HR Knowledge Base, and the content will be specific for your location and role. You will remain logged in as long as you are active in the site. You can also access the HR Knowledge Base through VPN, as the pages will respond to tablet and phone screens.

As a manager or HR personnel, you have the ability to change countries to better support your staff, which may not be located in the same country as you. To do this, choose from the countries in the above drop down list. You will remain logged into that country, until you change back to your home country. After 30 minutes of non-activity, the HR Knowledge base will sleep, and the next time you click anywhere in the site, it will re-log you in within your own role and country.

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

[AG Training Schedules](#)

Due to the observance of a public holiday in Argentina, our staff is limited. Therefore, HR Lync support (HR Support) will not be available on August 17 and 20th.

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

Frequently Accessed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)

My Recently Viewed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)



HUMAN RESOURCES

Tools and Sites

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

View By: Location

Amy Howard

Search Knowledge Base

SEARCH

Employee

Manager

Chat with HR Support

Work/Life Effectiveness

Our employees have told us that they want to have more flexibility and balance around work and other aspects of their life. Having a balanced and effective work-life enables our employees to be more productive and engaged. The Global Taskforce on Organizational Efficiency has put together the material below to assist you in identifying ways to change the way we work and organize priorities.

- 1. Pre-read
 - Flexible Working Arrangements
 - Homeworking
 - Making It Work
 - The Business Case
- 2. Webex Recordings - Manager Training Sessions
 - WebEx Recording - NA/LA/EMEA Manager Training Session, May 7, 2012 (includes Q&A; English): [click here](#).
 - WebEx Recording - AP Manager Training Session, May 10, 2012 (includes Q&A; English): [click here](#).
 - Conference Call Recording: China Manager Training Session, May 10, 2012
- 3. E-briefing - ENGLISH, MANDARIN, ENGLISH WITH VOICE RECORDING
- 4. Getting Started - ENGLISH, MANDARIN
- 5. Lead by Example - ENGLISH, MANDARIN
- 6. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas) - ENGLISH, MANDARIN
- 7. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH
- 8. Manager Work Life Discussions with Employees - ENGLISH, MANDARIN

For more information on Organizational Efficiency, [click here](#).

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Global HR Views



HUMAN RESOURCES

Tools and Sites

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

View By: Team

View By: Location

Amy Howard

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

The HR Knowledge Base (HRKB) is designed to provide information on policy, processes and procedures for all levels of employees. You are automatically logged into the HR Knowledge Base, and the content will be specific for your location and role. You will remain logged in as long as you are active in the site. You can also access the HR Knowledge Base through VPN, as the pages will respond to tablet and phone screens.

As a manager or HR personnel, you have the ability to change countries to better support your staff, which may not be located in the same country as you. To do this, choose from the countries in the above drop down list. You will remain logged into that country, until you change back to your home country. After 30 minutes of non-activity, the HR Knowledge base will sleep, and the next time you click anywhere in the site, it will re-log you in within your own role and country.

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

[AG Training Schedules](#)

Due to the observance of a public holiday in Argentina, our staff is limited. Therefore, HR Lync support (HR Support) will not be available on August 17 and 20th.

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

Frequently Accessed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)

Metrics/Reports

[Recently Updated Document Report](#)
[KB document usage by country](#)

My Recently Viewed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)



Find People (Name / Title / Email / Phone)

Search Lenovo Central

ABOUT LENOVO

YOUR CAREER

YOUR WORK

COLLABERATION

COUNTRY & OFFICE SITES

EMPLOYEES

Lenovo Central / Human Resources

HUMAN RESOURCES

Tools and Sites

- Knowledge Base Links
- Hiring >
- Holiday and Vacation
- Global HR Policies
- Compensation >
- Payroll
- Benefits >
- Expense/Travel Policies
- HR Systems Guidance
- Learning and Development
- OHRP
- Career Development
- Management Processes >
- Gifts and Services >
- Separation >
- Acquisition

View By: Team ▼

View By: Location ▼

Amy Howard

Search Knowledge Base

SEARCH

- Employee
- Manager
- HR

Work/Life Effectiveness

Chat with HR Support

HR specific note would appear here

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Global HRSC Views



HUMAN RESOURCES

Tools and Sites

- Knowledge Base Links
- Hiring
- Holiday and Vacation
- Global HR Policies
- Compensation
- Payroll
- Benefits
- Expense/Travel Policies
- HR Systems Guidance
- Learning and Development
- OHRP
- Career Development
- Management Processes
- Gifts and Services
- Separation
- Acquisition

View By: Team View By: Location View By: User Name GO! Amy Howard

Search Knowledge Base SEARCH

Human Resources Knowledge Base

The HR Knowledge Base (HRKB) is designed to provide information on policy, processes and procedures for all levels of employees. You are automatically logged into the HR Knowledge Base, and the content will be specific for your location and role. You will remain logged in as long as you are active in the site. You can also access the HR Knowledge Base through VPN, as the pages will respond to tablet and phone screens.

As a manager or HR personnel, you have the ability to change countries to better support your staff, which may not be located in the same country as you. To do this, choose from the countries in the above drop down list. You will remain logged into that country, until you change back to your home country. After 30 minutes of non-activity, the HR Knowledge base will sleep, and the next time you click anywhere in the site, it will re-log you in within your own role and country.

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

[AG Training Schedules](#)

Due to the observance of a public holiday in Argentina, our staff is limited. Therefore, HR Lync support (HR Support) will not be available on August 17 and 20th.

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

Frequently Accessed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)

Metrics/Reports

[Recently Updated Document Report](#)
[KB document usage by country](#)

My Recently Viewed Documents

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)



Find People (Name / Title / Email / Phone)

Search Lenovo Central

ABOUT LENOVO

YOUR CAREER

YOUR WORK

COLLABERATION

COUNTRY & OFFICE SITES

EMPLOYEES

Lenovo Central / Human Resources

HUMAN RESOURCES

Tools and Sites

- Knowledge Base Links
- Hiring
- Holiday and Vacation
- Global HR Policies
- Compensation
- Payroll
- Benefits
- Expense/Travel Policies
- HR Systems Guidance
- Learning and Development
- OHRP
- Career Development
- Management Processes
- Gifts and Services
- Separation
- Acquisition

View By: Team

View By: Location

View By: User Name

GO!

Amy Howard

Search Knowledge Base

SEARCH

Employee

Manager

HR

HRSC

Work/Life Effectiveness

Chat with HR Support

HRSC specific note would appear here

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

China Views



Lenovo HR Knowledge Base

Redesign Wireframes

China Employee Views



HUMAN RESOURCES

Tools and Sites

English ☒ Chinese

Amy Howard

- Knowledge Roadmap
- Start with Lenovo >
- Workforce Management >
- Compensation & Benefit >
- Personnel >
- Learning & Development >
- Foreign Affairs >
- HR Systems Guidance >
- Expense & Travel Policies >
- Global HR Policies
- OHRP
- Career Development

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

人力资源知识库（HR Knowledge Base）致力于向所有联想员工提供人力资源政策、流程指引，所有内容将视使用者所处国家和担当角色有所区分。此网站可实现自动登录；如您长时间未操作，可能需要重新登录以便获取信息。同时，人力资源知识库支持外网VPN登录，使用者可通过平板及手机端浏览全部内容。

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

Fast Route

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

热门主题

[China Training Schedules](#)

近期招商银行上门服务安排请点击[这里](#)查询

Workday Online Forms组织变更流程已经上线!

KPI填写进行中，请于2016年8月5日前完成填写以及审批，详情请点击

HR System Guidance

[Total Rewards » P3 » Pay](#)
[Payroll » Payroll Calendars – AG](#)



Find People (Name / Title / Email / Phone)

Search Lenovo Central

ABOUT LENOVO

YOUR CAREER

YOUR WORK

COLLABERATION

COUNTRY & OFFICE SITES

EMPLOYEES

Lenovo Central / Human Resources

HUMAN RESOURCES

Tools and Sites

English ☒ Chinese

JOB CHANGE

BACK

Internal Transfer

Promotion

Demotion

Other Changes

Global Transfer

Global Assignment

[Amy Howard](#)

Search Knowledge Base

SEARCH

Job Transfer

Chat with HR Support

Aim to providing more opportunities to employee, Company supports the Job change and transfer for the qualified employee.

The transfer included the job change and transfer between LC and Lenovo correlative company.

Note: As the correlative companies （such as LCFC, SunIT） have different HR system with LC, when meeting the transfer between t correlative companies and LC, Employee should resign first and initiate the on boarding process in the new company.

Please study the relevant policy first, and chose the right way to finish the process.

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

China Manager Views



HUMAN RESOURCES

Tools and Sites

English ☒ Chinese

Knowledge Roadmap

View By: Location

[Amy Howard](#)

Start with Lenovo

Search Knowledge Base

SEARCH

Workforce Management

Human Resources Knowledge Base

Compensation & Benefit

人力资源知识库（HR Knowledge Base）致力于向所有联想员工提供人力资源政策、流程指引，所有内容将视使用者所处国家和担当角色有所区分。此网站可实现自动登录；如您长时间未操作，可能需要重新登录以便获取信息。同时，人力资源知识库支持外网VPN登录，使用者可通过平板及手机端浏览全部内容。

Personnel

Learning & Development

Foreign Affairs

HR Systems Guidance

如您为管理者或来自人力资源部门，为了更好的帮助您支持团队和服务员工，您可以通过选择页面中的国家名称以浏览相关国家的人力资源政策和流程。请注意：您需从下拉菜单中选择目的国家，页面将会自动跳转至对应内容。如后续需浏览当前所处国家信息，需进行手动更改。如您超过30分钟未进行任何操作，系统将会进入休眠状态。当您再次点击页面重新登录时，页面将会自动显示当前所处国家政策内容

Expense & Travel Policies

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

Global HR Policies

OHRP

Career Development

Fast Route

[Total Rewards » P3 » Payroll » Payroll Calendars – AG](#)

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

热门主题

[China Training Schedules](#)

近期招商银行上门服务安排请点击[这里](#)查询

Workday Online Forms组织变更流程已经上线!

KPI填写进行中，请于2016年8月5日前完成填写以及审批，详情请[点击](#)

HR System Guidance

[Total Rewards » P3 » Payroll » Payroll Calendars – AG](#)



Find People (Name / Title / Email / Phone)

Search Lenovo Central

HUMAN RESOURCES

>

Tools and Sites

English

☒

Chinese

JOB CHANGE

View By: Location

▼

Amy Howard

←

BACK

Search Knowledge Base

SEARCH

Internal Transfer

Employee

Manager

Promotion

Chat with HR Support

Demotion

Other Changes

Global Transfer

Global Assignment

Job Transfer

请注意/please kindly noted that:

- 员工的调动相关信息：如生效日期、job profile、成本中心等信息务必在调动开始前完成，如有任何不确定性请第一时间联系您部门的HRP获取准确信息。
- 调动的相关信息也可参考HRKB管理者页面--调动沟通：
http://lenovocentral.lenovo.com/hr/mgr_knowledgebase/document?DOC=LEN94029
- 调动的系统操作可参考HRKB：<http://lenovocentral.lenovo.com/hr/knowledgebase/document?DOC=LEN18656>或者http://lenovocentral.lenovo.com/hr/mgr_knowledgebase/document?DOC=LEN18646
- The Job change related information (For example job profile, effective date etc.) Should be confirmed with HRP before initiate the change process.
- Below linkage for Job change related process
http://lenovocentral.lenovo.com/hr/mgr_knowledgebase/document?DOC=LEN94029
- Below linkage for Job change process in the workday
<http://lenovocentral.lenovo.com/hr/knowledgebase/document?DOC=LEN18656>
http://lenovocentral.lenovo.com/hr/mgr_knowledgebase/document?DOC=LEN18646

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

China HR Views



HUMAN RESOURCES

Tools and Sites

English Chinese

- Knowledge Roadmap
- Start with Lenovo
- Workforce Management
- Compensation & Benefit
- Personnel
- Learning & Development
- Foreign Affairs
- HR Systems Guidance
- Expense & Travel Policies
- Global HR Policies
- OHRP
- Career Development

View By: Team View By: Location

Amy Howard

Search Knowledge Base SEARCH

Human Resources Knowledge Base

人力资源知识库（HR Knowledge Base）致力于向所有联想员工提供人力资源政策、流程指引，所有内容将视使用者所处国家和担当角色有所区分。此网站可实现自动登录；如您长时间未操作，可能需要重新登录以便获取信息。同时，人力资源知识库支持外网VPN登录，使用者可通过平板及手机端浏览全部内容。

如您为管理者或来自人力资源部门，为了更好的帮助您支持团队和服务员工，您可以通过选择页面中的国家名称以浏览相关国家的人力资源政策和流程。请注意：您需从下拉菜单中选择目的国家，页面将会自动跳转至对应内容。如后续需浏览当前所处国家信息，需进行手动更改。如您超过30分钟未进行任何操作，系统将会进入休眠状态。当您再次点击页面重新登录时，页面将会自动显示当前所处国家政策内容

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

热门主题

- China Training Schedules
- 近期招商银行上门服务安排请点击这里查询
- Workday Online Forms组织变更流程已经上线!
- KPI填写进行中，请于2016年8月5日前完成填写以及审批，详情请点击

Fast Route

- Total Rewards » P3 » Pay
- Payroll » Payroll Calendars – AG

Metrics/Reports

- Recently Updated Document Report
- KB document usage by country

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

HR System Guidance

- Total Rewards » P3 » Pay
- Payroll » Payroll Calendars – AG



HUMAN RESOURCES

Tools and Sites

English Chinese

JOB CHANGE

View By: Team View By: Location

Amy Howard

BACK

Search Knowledge Base SEARCH

Internal Transfer

Employee Manager HR

Promotion

Chat with HR Support

Demotion

Job Transfer

请注意：

- 1. HRP可以通过报表Lenovo CR Job Catalog查询员工的job相关信息。
- 2. 如管理者在进行系统调动单据过程中进行了误操作，且当前的流程pending在HRP处进行审批，请操作送回操作至提交的管理者，由管理者重新进行操作。

Other Changes

Global Transfer

Open HR Support Case

Global Assignment



Lenovo HR Knowledge Base

Redesign Wireframes

China HRSC Views



HUMAN RESOURCES

Tools and Sites

English Chinese

- Knowledge Roadmap
- Start with Lenovo
- Workforce Management
- Compensation & Benefit
- Personnel
- Learning & Development
- Foreign Affairs
- HR Systems Guidance
- Expense & Travel Policies
- Global HR Policies
- OHRP
- Career Development

View By: Team View By: Location View By: User Name GO!

Amy Howard

Search Knowledge Base SEARCH

Human Resources Knowledge Base

人力资源知识库（HR Knowledge Base）致力于向所有联想员工提供人力资源政策、流程指引，所有内容将视使用者所处国家和担当角色有所区分。此网站可实现自动登录；如您长时间未操作，可能需要重新登录以便获取信息。同时，人力资源知识库支持外网VPN登录，使用者可通过平板及手机端浏览全部内容。

如您为管理者或来自人力资源部门，为了更好的帮助您支持团队和服务员工，您可以通过选择页面中的国家名称以浏览相关国家的人力资源政策和流程。请注意：您需从下拉菜单中选择目的国家，页面将会自动跳转至对应内容。如后续需浏览当前所处国家信息，需进行手动更改。如您超过30分钟未进行任何操作，系统将会进入休眠状态。当您再次点击页面重新登录时，页面将会自动显示当前所处国家政策内容

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

Fast Route

Total Rewards » P3 » Pay
Payroll » Payroll Calendars – AG

Metrics/Reports

Recently Updated Document Report
KB document usage by country

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016

热门主题

China Training Schedules

近期招商银行上门服务安排请点击[这里](#)查询

Workday Online Forms组织变更流程已经上线!

KPI填写进行中，请于2016年8月5日前完成填写以及审批，详情请[点击](#)

HR System Guidance

Total Rewards » P3 » Pay
Payroll » Payroll Calendars – AG



HUMAN RESOURCES

> Tools and Sites

English ☒ Chinese

JOB CHANGE

View By: Team

View By: Location

View By: User Name

GO!

[Amy Howard](#)

BACK

Search Knowledge Base

SEARCH

Internal Transfer

Employee

Manager

HR

HRSC

Promotion

Job Transfer

Chat with HR Support

Demotion

HRSC call handling process notes here

Other Changes

Open HR Support Case

Global Transfer

Global Assignment



Lenovo HR Knowledge Base

Redesign Wireframes

Japan Views



Lenovo HR Knowledge Base

Redesign Wireframes

Japan Employee Views



HUMAN RESOURCES

Tools and Sites

English Japanese

Amy Howard

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

HR Knowledge Base (HRKB)は全てのレベルの社員向けに、人事関連のポリシー、プロセスと手続きを提供するサイトです。HR Knowledge Baseには自動的に登録でき、自分の法人と役割によって具体的な内容がご覧になります。このサイトを利用している限り、登録されている状態になります。ページなどはPCと携帯のスクリーンに適用しているため、VPNを通じてもHR Knowledge Baseにアクセスできます。

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

AG Training Schedules

Due to the observance of a public holiday in Argentina, our staff is limited. Therefore, HR Lync support (HR Support) will not be available on August 17 and 20th.

1.就業規則/規定

就業規則
退職
契約社員規程
出張（出張申請、出張手当、出張規程）

2.住まい

住宅費補助
借上げ社宅

赴任

住所変更手続き

住宅融資
銀行が提供する住宅ローン情報

3.家族

扶養者の異動（増減）があったとき
氏名変更手続き

ホームヘルパー補助制度
産前産後休暇・育児休暇Q&A

4.給与/退職金制度

賞与・定期俸
各種手当
給与/賞与 銀行口座の登録/変更
退職金制度
通勤手当

5.キャリア

社内人材公募 ※
バディ（Buddy）制度 ※

Job Family Structure（職種とバンドの定義）

6.マネープラン・保険

財形貯蓄
緊急援助貸付金
配偶者の国民年金
Lenovo団体生命保険
出張中の事故保険
特別弔慰金・見舞金
Lenovo遺族年金
遺児育英年金
任意加入保険（アイラス保険）

7.採用/教育

社員紹介制度 ※
社外向け採用情報 ※
教育/育成 ※
教育費補助計画制度 ※
（研究・開発部門のみ）

1on1 Meeting Guideline

8.健康・福利厚生

日本IBM健康保険組合
（直営・準直営保養所、I-Support）
安全衛生 ※
ベルス
■生活環境支援サービス／カード系サービス： ユーザー名： ibmjpn、パスワード： a1bem
■持家支援サービス（よろず箱）と賃貸支援サービス（B-CAN）：
ID： LENOVOUSER、パスワード：
b6ske7t8
ベルスキャンペーンサイト

9.もしものの時の備え

緊急管理体制 ※
職場におけるハラスメントの防止について（2012年4月更新）
事故報告手順（準備中）

10.精算・申請

Workday（経費精算システム）
Time and Attendance（勤怠申請システム）
勤怠申請ガイド
時間外勤務の申請ルール（S&D向け）
AMEX法人カード

11.人事関連申請書

人事関連証明書申請
結婚祝金/祝電/出産祝金 申請
レノボ社員供花・弔電手配

12.マネージャー向け申請書

セールスコミッション適用・解除申請書
人事情報更新
人事異動
派遣社員 採用/退職に関する人事手続き

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016



HUMAN RESOURCES

Tools and Sites

English ☒ Japanese

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

Amy Howard

Search Knowledge Base

SEARCH

Work/Life Effectiveness

Chat with HR Support

The following materials on workplace efficiency were developed by the Organizational Efficiency team to address two of our primary time-wasters. This is part of Work-Life Effectiveness training. Please review the recommendations carefully, print and refer to the job aids frequently, and take action to make personal changes to create a more efficient workplace at Lenovo!

1. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
2. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH
3. Contributing @Lenovo
 - Training Package - ENGLISH, MANDARIN

For more information on Organizational Efficiency, click here.

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Japan Manager Views



HUMAN RESOURCES

Tools and Sites

English Japanese

Knowledge Base Links

View By: Location

Amy Howard

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

HR Knowledge Base (HRKB)は全てのレベルの社員向けに、人事関連のポリシー、プロセスと手続きを提供するサイトです。HR Knowledge Baseには自動的に登録でき、自分の法人と役割によって具体的な内容がご覧になります。このサイトを利用している限り、登録されている状態になります。ページなどはPCと携帯のスクリーンに適用しているため、VPNを通じてもHR Knowledge Baseにアクセスできます。

マネージャーとHRの方は国を変更することで、自分と同じ国にいない部下をサポートすることができます。上記のプルダウンリストから国を選べます。自分の国に戻らない限り、その国のページに登録されている状態です。30分間アクションしなければ、HR Knowledge baseがスリープ状態に入り、次回はサイトのほかのところをクリックすれば、改めて自分の役割と国で登録されます。

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

AG Training Schedules

1.就業規則/規定

就業規則
退職
契約社員規程
出張（出張申請、出張手当、出張規程）

2.住まい

住宅費補助
借り上げ社宅

赴任

住所変更手続き

住宅融資
銀行が提供する住宅ローン情報

3.家族

扶養者の異動（増減）があったとき
氏名変更手続き

ホームヘルパー補助制度
産前産後休暇・育児休暇Q&A

4.給与/退職金制度

賞与・定期俸
各種手当
給与/賞与 銀行口座の登録/変更
退職金制度
通勤手当

5.キャリア

社内人材公募 ※
バディ（Buddy）制度 ※

Job Family Structure（職種とバンドの定義）

6.マネープラン・保険

財形貯蓄
緊急援助貸付金
配偶者の国民年金
Lenovo団体生命保険
出張中の事故保険
特別弔慰金・見舞金
Lenovo遺族年金
遺児育英年金
任意加入保険（アイラス保険）

7.採用/教育

社員紹介制度 ※
社外向け採用情報 ※
教育/育成 ※
教育費補助計画制度 ※
（研究・開発部門のみ）

1on1 Meeting Guideline

8.健康・福利厚生

日本IBM健康保険組合
（直営・準直営保養所、I-Support）
安全衛生 ※
ヘルス
■生活環境支援サービス／カード系サービス： ユーザー名： ibmjpn、パスワード： a1bem
■持家支援サービス（よろず箱）と賃貸支援サービス（B-CAN）：
ID： LENOVOUSER、パスワード： b6ske7t8
ヘルスキャンペーンサイト

9.もしもの時の備え

緊急管理体制 ※
職場におけるハラスメントの防止について（2012年4月更新）
事故報告手順（準備中）

10.精算・申請

Workday（経費精算システム）
Time and Attendance（勤怠申請システム）
勤怠申請ガイド
時間外勤務の申請ルール（S&D向け）
AMEX法人カード

11.人事関連申請書

人事関連証明書申請
結婚祝金/祝電/出産祝金 申請
レノボ社員供花・弔電手配

12.マネージャー向け申請書

セールスコミッション適用・解除申請書
人事情報更新
人事異動
派遣社員 採用/退職に関する人事手続き

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016



HUMAN RESOURCES

Tools and Sites

English ☒ Japanese

Knowledge Base Links

View By: Location

[Amy Howard](#)

Hiring



Search Knowledge Base

SEARCH

Holiday and Vacation

Global HR Policies

Compensation



Payroll

Benefits



Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes



Gifts and Services



Separation



Acquisition

Employee

Manager

Work/Life Effectiveness

Chat with HR Support

Our employees have told us that they want to have more flexibility and balance around work and other aspects of their life. Having a balanced and effective work-life enables our employees to be more productive and engaged. The Global Taskforce on Organizational Efficiency has put together the material below to assist you in identifying ways to change the way we work and organize priorities.

- 1. Pre-read
 - Flexible Working Arrangements
 - Homeworking
 - Making It Work
 - The Business Case
- 2. Webex Recordings - Manager Training Sessions
 - WebEx Recording - NA/LA/EMEA Manager Training Session, May 7, 2012 (includes Q&A; English): [click here](#).
 - WebEx Recording - AP Manager Training Session, May 10, 2012 (includes Q&A; English): [click here](#).
 - Conference Call Recording: China Manager Training Session, May 10, 2012
- 3. E-briefing - ENGLISH, MANDARIN, ENGLISH WITH VOICE RECORDING
- 4. Getting Started - ENGLISH, MANDARIN
- 5. Lead by Example - ENGLISH, MANDARIN
- 6. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas) - ENGLISH, MANDARIN
- 7. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH
- 8. Manager Work Life Discussions with Employees - ENGLISH, MANDARIN

For more information on Organizational Efficiency, [click here](#).

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Japan HR Views



HUMAN RESOURCES

Tools and Sites

English Japanese

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

View By: Team

View By: Location

Amy Howard

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

HR Knowledge Base (HRKB)は全てのレベルの社員向けに、人事関連のポリシー、プロセスと手続きを提供するサイトです。HR Knowledge Baseには自動的に登録でき、自分の法人と役割によって具体的な内容がご覧になります。このサイトを利用している限り、登録されている状態になります。ページなどはPCと携帯のスクリーンに適用しているため、VPNを通じてもHR Knowledge Baseにアクセスできます。

マネージャーとHRの方は国を変更することで、自分と同じ国にいない部下をサポートすることができます。上記のプルダウンリストから国を選べます。自分の国に戻らない限り、その国のページに登録されている状態です。30分間アクションしなければ、HR Knowledge baseがスリープ状態に入り、次回はサイトのほかのところをクリックすれば、改めて自分の役割と国で登録されます。

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

AG Training Schedules

1.就業規則/規定

就業規則
退職
契約社員規程
出張（出張申請、出張手当、出張規程）

2.住まい

住宅費補助
借り上げ社宅

赴任

住所変更手続き

住宅融資
銀行が提供する住宅ローン情報

3.家族

扶養者の異動（増減）があったとき
氏名変更手続き

ホームヘルパー補助制度
産前産後休暇・育児休暇Q&A

4.給与/退職金制度

賞与・定期俸
各種手当
給与/賞与 銀行口座の登録/変更
退職金制度
通勤手当

5.キャリア

社内人材公募 ※
バディ（Buddy）制度 ※

Job Family Structure（職種とバンドの定義）

6.マネープラン・保険

財形貯蓄
緊急援助貸付金
配偶者の国民年金
Lenovo団体生命保険
出張中の事故保険
特別弔慰金・見舞金
Lenovo遺族年金
遺児育英年金
任意加入保険（アイラス保険）

7.採用/教育

社員紹介制度 ※
社外向け採用情報 ※
教育/育成 ※
教育費補助計画制度 ※
（研究・開発部門のみ）

1on1 Meeting Guideline

8.健康・福利厚生

日本IBM健康保険組合
（直営・準直営保養所、I-Support）
安全衛生 ※
ヘルス
■生活環境支援サービス／カード系サービス： ユーザー名： ibmjpn、パスワード： a1bem
■持家支援サービス（よろず箱）と賃貸支援サービス（B-CAN）：
ID： LENOVOUSER、パスワード： b6ske7t8
ヘルスキャンペーンサイト

9.もしもの時の備え

緊急管理体制 ※
職場におけるハラスメントの防止について（2012年4月更新）
事故報告手順（準備中）

10.精算・申請

Workday（経費精算システム）
Time and Attendance（勤怠申請システム）
勤怠申請ガイド
時間外勤務の申請ルール（S&D向け）
AMEX法人カード

11.人事関連申請書

人事関連証明書申請
結婚祝金/祝電/出産祝金 申請
レノボ社員供花・弔電手配

12.マネージャー向け申請書

セールスコミッション適用・解除申請書
人事情報更新
人事異動
派遣社員 採用/退職に関する人事手続き

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016



HUMAN RESOURCES

Tools and Sites

English ☒ Japanese

Knowledge Base Links

View By: Team View By: Location

Amy Howard

Hiring



Search Knowledge Base SEARCH

Holiday and Vacation

Global HR Policies

Compensation



Payroll

Benefits



Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes



Gifts and Services



Separation



Acquisition

Employee Manager HR

Work/Life Effectiveness

Chat with HR Support

Our employees have told us that they want to have more flexibility and balance around work and other aspects of their life. Having a balanced and effective work-life enables our employees to be more productive and engaged. The Global Taskforce on Organizational Efficiency has put together the material below to assist you in identifying ways to change the way we work and organize priorities.

- 1. Pre-read
 - Flexible Working Arrangements
 - Homeworking
 - Making It Work
 - The Business Case
- 2. Webex Recordings - Manager Training Sessions
 - WebEx Recording - NA/LA/EMEA Manager Training Session, May 7, 2012 (includes Q&A; English): click here.
 - WebEx Recording - AP Manager Training Session, May 10, 2012 (includes Q&A; English): click here.
 - Conference Call Recording: China Manager Training Session, May 10, 2012
- 3. E-briefing - ENGLISH, MANDARIN, ENGLISH WITH VOICE RECORDING
- 4. Getting Started - ENGLISH, MANDARIN
- 5. Lead by Example - ENGLISH, MANDARIN
- 6. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas) - ENGLISH, MANDARIN
- 7. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH
- 8. Manager Work Life Discussions with Employees - ENGLISH, MANDARIN

For more information on Organizational Efficiency, click here.

Open HR Support Case



Lenovo HR Knowledge Base

Redesign Wireframes

Japan HRSC Views



HUMAN RESOURCES

Tools and Sites

English Japanese

Knowledge Base Links

Hiring

Holiday and Vacation

Global HR Policies

Compensation

Payroll

Benefits

Expense/Travel Policies

HR Systems Guidance

Learning and Development

OHRP

Career Development

Management Processes

Gifts and Services

Separation

Acquisition

View By: Team

View By: Location

View By: User Name

GO!

Amy Howard

Search Knowledge Base

SEARCH

Human Resources Knowledge Base

HR Knowledge Base (HRKB)は全てのレベルの社員向けに、人事関連のポリシー、プロセスと手続きを提供するサイトです。HR Knowledge Baseには自動的に登録でき、自分の法人と役割によって具体的な内容がご覧になります。このサイトを利用している限り、登録されている状態になります。ページなどはPCと携帯のスクリーンに適用しているため、VPNを通じてもHR Knowledge Baseにアクセスできます。

マネージャーとHRの方は国を変更することで、自分と同じ国にいない部下をサポートすることができます。上記のプルダウンリストから国を選べます。自分の国に戻らない限り、その国のページに登録されている状態です。30分間アクションしなければ、HR Knowledge baseがスリープ状態に入り、次回はサイトのほかのところをクリックすれば、改めて自分の役割と国で登録されます。

Additional questions, please contact the HR Service Center via LIVE CHAT.

Chat with HR Support

HR News

AG Training Schedules

1.就業規則/規定

就業規則
退職
契約社員規程
出張（出張申請、出張手当、出張規程）

2.住まい

住宅費補助
借り上げ社宅

赴任

住所変更手続き

住宅融資
銀行が提供する住宅ローン情報

3.家族

扶養者の異動（増減）があったとき
氏名変更手続き

ホームヘルパー補助制度
産前産後休暇・育児休暇Q&A

4.給与/退職金制度

賞与・定期俸
各種手当
給与/賞与 銀行口座の登録/変更
退職金制度
通勤手当

5.キャリア

社内人材公募 ※
バディ（Buddy）制度 ※

Job Family Structure（職種とバンドの定義）

6.マネープラン・保険

財形貯蓄
緊急援助貸付金
配偶者の国民年金
Lenovo団体生命保険
出張中の事故保険
特別弔慰金・見舞金
Lenovo遺族年金
遺児育英年金
任意加入保険（アイラス保険）

7.採用/教育

社員紹介制度 ※
社外向け採用情報 ※
教育/育成 ※
教育費補助計画制度 ※
（研究・開発部門のみ）

1on1 Meeting Guideline

8.健康・福利厚生

日本IBM健康保険組合
（直営・準直営保養所、I-Support）
安全衛生 ※
ヘルス
■生活環境支援サービス／カード系サービス： ユーザー名： ibmjpn、パスワード： a1bem
■持家支援サービス（よろず箱）と賃貸支援サービス（B-CAN）：
ID： LENOVOUSER、パスワード： b6ske7t8
ヘルスキャンペーンサイト

9.もしもの時の備え

緊急管理体制 ※
職場におけるハラスメントの防止について（2012年4月更新）
事故報告手順（準備中）

10.精算・申請

Workday（経費精算システム）
Time and Attendance（勤怠申請システム）
勤怠申請ガイド
時間外勤務の申請ルール（S&D向け）
AMEX法人カード

11.人事関連申請書

人事関連証明書申請
結婚祝金/祝電/出産祝金 申請
レノボ社員供花・弔電手配

12.マネージャー向け申請書

セールスコミッション適用・解除申請書
人事情報更新
人事異動
派遣社員 採用/退職に関する人事手続き

My HR Support Cases

▼ Case ID	▼ Case Title	▼ Case Status	▼ Last Updated
30901	Vacation	Open	7/7/2016
19815	Expenses Report	Closed	5/10/2016



HUMAN RESOURCES

Tools and Sites

English ☒ Japanese

Knowledge Base Links

View By: Team View By: Location View By: User Name GO!

[Amy Howard](#)

Hiring

Search Knowledge Base SEARCH

Holiday and Vacation

Employee Manager HR **HRSC**

Global HR Policies

Chat with HR Support

Compensation

Work/Life Effectiveness

Our employees have told us that they want to have more flexibility and balance around work and other aspects of their life. Having a balanced and effective work-life enables our employees to be more productive and engaged. The Global Taskforce on Organizational Efficiency has put together the material below to assist you in identifying ways to change the way we work and organize priorities.

Payroll

Benefits

- 1. Pre-read
 - Flexible Working Arrangements
 - Homeworking
 - Making It Work
 - The Business Case

Expense/Travel Policies

- 2. Webex Recordings - Manager Training Sessions
 - WebEx Recording - NA/LA/EMEA Manager Training Session, May 7, 2012 (includes Q&A; English): [click here](#).
 - WebEx Recording - AP Manager Training Session, May 10, 2012 (includes Q&A, English): [click here](#).
 - Conference Call Recording: China Manager Training Session, May 10, 2012

HR Systems Guidance

- 3. E-briefing - ENGLISH, MANDARIN, ENGLISH WITH VOICE RECORDING

Learning and Development

- 4. Getting Started - ENGLISH, MANDARIN

OHRP

- 5. Lead by Example - ENGLISH, MANDARIN

Career Development

- 6. Email Productivity
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas) - ENGLISH, MANDARIN

Management Processes

Gifts and Services

Separation

- 7. Effective Meeting Management
 - Training Package - ENGLISH, MANDARIN
 - Job Aid (print and post in employee work areas and conference rooms) - ENGLISH, MANDARIN
 - Meeting Templates - ENGLISH

Acquisition

- 8. Manager Work Life Discussions with Employees - ENGLISH, MANDARIN

For more information on Organizational Efficiency, [click here](#).

Open HR Support Case