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# Welcome to Process Industries Switzerland

Human Resources

Switzerland



# HR-BP and Talent Acquisition Partner, PAPI



Michael Siekemeier / HR-BP

Responsible for:

Global HRBP for Mining & HPR and PAPI CH (Sales, Engineering, SCM, R&D, staff functions)

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Tanja Schmutz (60%) / HR-BP

Responsible for:

PAPI CH (Service Operations and Project Management)

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Ceren Oezen / Talent Acquisition Partner

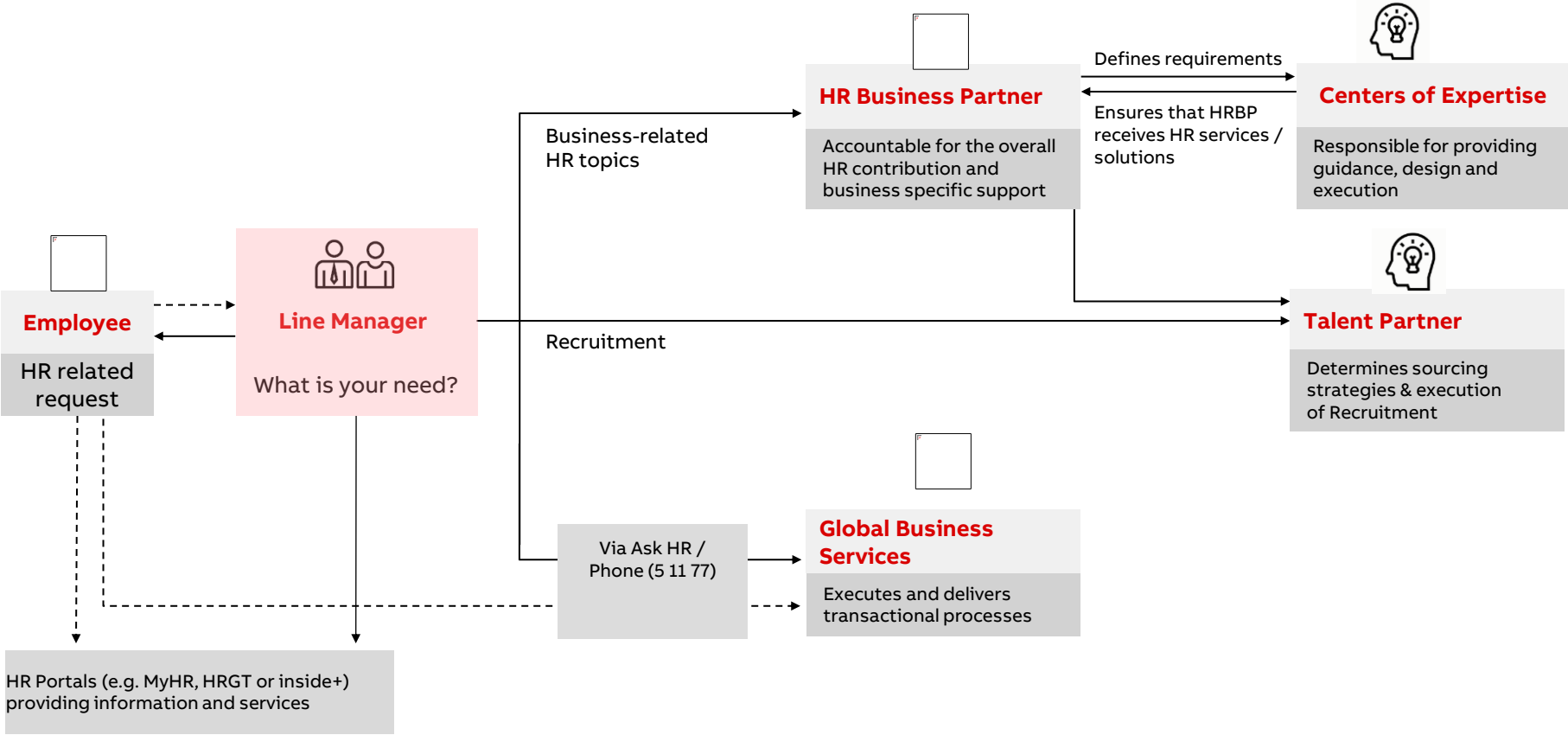
Responsible for:

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# Who to contact for which HR service





HUMAN RESOURCES

Working at ABB

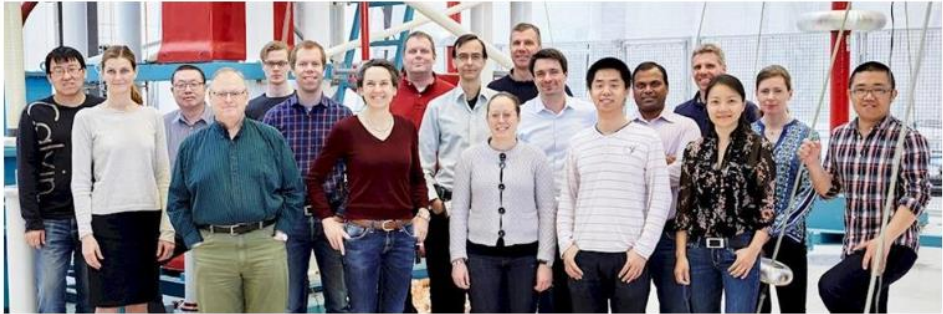
- All topics at a glance
- ABB and HR Essentials >
- Career & Development >
- Compensation & Benefits >
- Workplace & personal changes >
- Filling positions: planning, recruiting, onboarding >
- Managing performance and potential >
- Managing employee events from hire to retire >
- Tous les sujets en un coup d'œil
- Tutti gli argomenti in sintesi
- Accès direct
- Accesso diretto

Actions



Inside+ > Working at ABB

Working at ABB Switzerland



Welcome to the HR Portal!

Our new HR portal "Working at ABB Switzerland" offers you all the relevant information about HR topics. It is available in German and English and is divided into four sub-topics each for employees and superiors. To make it easier for you to find what you are looking for, you will find an alphabetical list of all relevant topics on the "All topics at a glance" page.

The legally relevant topics are also available in French ("Travailler chez ABB Suisse") and Italian ("Lavorare in ABB Svizzera"). We have also prepared the overview page "HR A-Z" in four languages to enable you to search in your usual language.

HR processes in the new HR portal can also be initiated as usual in four languages (for ABB employees: German / English / French / Italian and for PG employees: German / English / French / Italian) via the workflow carousel on the "Direct Access" page. Short descriptions for each process help to start the appropriate workflow.

A good overview of the possibilities and functions of the new HR portal can be found in the short instruction video [here](#).

Do you have any questions or can't find what you're looking for? If you have any questions about HR, our GBS HR Operations team will be happy to help you via [Ask HR](#) or by phone +41 58 585 11 77 from Monday to Friday between 08:00 and 17:00.

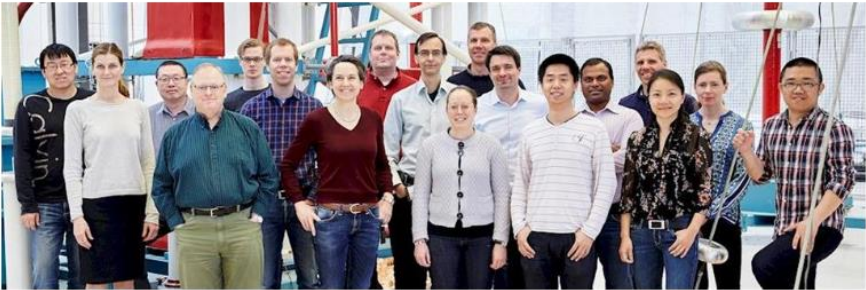
Arbeiten bei ABB

- HR topics and solutions alpha-  
betically ordered:  
[At a glance / HR A-Z](#)
- Site for processes /  
[Direct access AB](#)
- [Pay slip ABB](#)

# HR Portal

Where to get my information

## Working at ABB Switzerland




HR topics and solutions alphabetically ordered:  
[At a glance / HR A-Z](#)  
  
[Site for processes / Direct access AB](#)  
  
[Pay slip ABB](#)

Line Manager


HR Businesspartner

Employee




+

Address




+

Annual Incentive Plan (AIP)




+

Bank account




+

Confirmation & visa letter




+

eRec




+

ESAP




+

Learning history




+

On-call compensation




+

Payslip




+

PDA




+

Personnel file



+

Talent Profile



+

Waiver of working time recording

# HR Service Center - Ask HR

The HR Service Center advises all employees on several **HR topics** from A to Z (from contract to work certificate). As a competent and reliable partner the HR Service Center is responsible to execute all administrative HR processes.

HUMAN RESOURCES

Working at ABB

All topics at a glance

ABB and HR Essentials

Career & Development

Compensation & Benefits

Workplace & personal changes

Filling positions: planning, recruiting, onboarding

Managing performance and potential

Managing employee events from hire to retire

Tous les sujets en un coup d'œil

Tutti gli argomenti in sintesi

Accès direct


Accesso diretto

Actions

Inside+ > Working at ABB > All topics at a glance

Languages English

All topics at a glance



- Working at ABB
- Find and apply for your next role in ABB
- Enroll to a course on MyLearning
- Go to employee and manager self-service in HRGT

A - D

E - H


I - M

N - R

S - U

V - Z

Contact us



Ask HR

Do you have questions or would like to initiate a service request?



Call the HR Hotline  
**+41 58 585 11 77**



Raise a ticket in the HR Service portal  
<https://abb.service-now.com/hr/>



# Employee Council PAPI



## Responsible for PAPI



**Lorenza Setz**

Phone: +41 79 570 28 09

[lorenza.setz@ch.abb.com](mailto:lorenza.setz@ch.abb.com)



**Martin Gerhard**

SAFO-AR

Phone: +41 79 760 41 84

[martin.gerhard@ch.abb.com](mailto:martin.gerhard@ch.abb.com)

## Tasks and responsibilities

- Advising and informing employees about the ABB Personnel handbook, the GAV and the Swiss Labour Laws (ArG)
- Implementing and safeguarding the interests of the employees e.g., working hours, bonus systems, overtime, health and safety issues
- Supporting the implementation of the annual employee and superior reviews
- Salary negotiations / fair pay
- The AR is involved in the decision-making process regarding training and further education
- The AR must be consulted before an employee can be dismissed
- The AR helps to shape corporate culture
- The AR helps in cases of bullying in the workplace

# ABB Counseling

We take care of our employees

## Contact person for PAPI



**Talma Dibbasey**  
**ABB Sozialberatung**  
Badstrasse 18  
5400 Baden

Tel. +41 58 585 62 71  
Email: [talma.dibbasey@ch.abb.com](mailto:talma.dibbasey@ch.abb.com)  
[go.insideplus.abb.com/ch](http://go.insideplus.abb.com/ch)



### At work

- Tensions in the workplace
- Dissatisfaction/loss of motivation
- Loss of job
- Onset of retirement age
- Desire for change



### In private sphere

- Personal development
- Financial concerns
- Problems with partner, family and upbringing/education
- Bereavement
- General legal issues

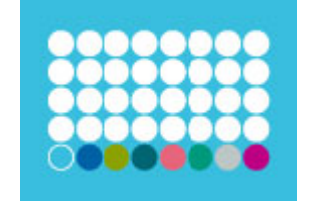


### In health matters

- Illness
- Addiction
- Stress
- Return to work after prolonged absence
- Social security questions



# ESAP (ABB Employee Share Acquisition Plan)



- ESAP is a share program for ABB employees and gives you the opportunity to acquire ABB Ltd. shares.
- You save part of your salary (10 %, max. CHF 750.-- per month), for 12 months to buy ABB shares afterwards.
- At the end of the above period, you can buy the shares at a price set at the beginning of the savings period or get your savings deposit (incl. interest rates) back.
- Eligible to participate: ABB employees in monthly salary

Further information:

ESAP-Portal on ABB Switzerland Inside [👉 ESAP-Portal](#)

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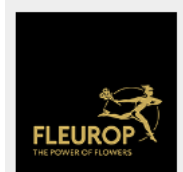
# American Express Company Credit Card



Each ABB employee can get an American Express Company credit card. AmEx is the official ABB payment method. **For employees traveling**, the registration for an AmEx **card is required** and can be requested via the global travel services page [here](#). The card can just be used for business purpose.

# MyDiscounts shopping as ABB employee - Swibeco

- ABB – [MyDiscounts page](#)



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# Co-workers recruit Co-workers

Help to fill open positions at ABB



- ABB Switzerland wants to employ this model to benefit from the personal contacts of our employees for recruiting new employees. The effort and initiative of the successful recruiter will be rewarded financially as soon as the new recruit has been officially hired by ABB Switzerland.



- The reward amounts to CHF 1,500 total per newly recruited co-worker

For further information contact:

HR-Portal ABB Switzerland ➡ [CO-workers recruit CO-workers](#)



# Extra (S)mile

Positive behavior should be rewarded!



Just fill the attached form and submit it to your HR-BP, Michael Siekemeier or Tanja Schmutz.

**We look forward to your suggestions!**

Positive behavior leads to positive results!



Anyone in PAPI Switzerland can anonymously nominate a colleague! You can find the sheet in the Management System under «[Human Resources](#)» or in the coffee room.

Characteristics:

Collaboration / Initiative / collegiality / helpfulness / thinking and acting selflessly / openness / persuasiveness / warmth / ability to work under pressure and flexibility



A team (HR-BP, work council, representative of employees) evaluates the behavior and decides on the Extra Smile award.



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# Volunteer Day

One day in favor of the common good

In line with ABB's sustainability strategy and to strengthen our CARE value, ABB Switzerland grants all employees one day per year as Volunteer Day. The day can be used as paid absence for a voluntary and unpaid activity that benefits the community. It can be taken individually or organized as a team event.

Inside+ Artikel: [ABB Schweiz führt Tag der Freiwilligenarbeit ein](#)

Landing Page HR Portal: [Volunteer Day \(abb.com\)](#)



**ABB**