

Complete Additional Onboarding Tasks



As soon as you complete the step “Let us know more about you”, a new step will be released to you in the system. It’s called “Let us know more”.

Let us know about you

Provide your personal information

Completed

Let us know more

Provide additional details as part of your onboarding

This task is due on 5/22/2022

Start

In this step, additional documents and forms, which were not collected in the previous step, will be requested. Click on the task to start it.

Home

Update Onboarding Information

Get Started

Bank Information

Modelo 145

Diploma and Certificates

Get Started

Please fill out the additional information so that we are prepared for you to join us.

1) Bank Information

In this step, we ask you to please provide an attachment such as a bank statement for example, that contains your name and IBAN for us to store in our files. Simply click on “Upload” to load your document.

Get Started

Bank Information

Modelo 145

Diploma and Certificates

English Version : Dear employee please provide an attachment such as a bank statement for example, that contains your name and IBAN for us to store in our files.
Spanish Version: Para continuar, necesitamos que proporcione un archivo adjunto que contenga su nombre e IBAN para nuestros registros.

Please attach the bank account proof

Upload

2) 145 Tax Form

In this step, it will be required that you download the 145 tax form and fill it in. The link to download the document can be found right below the explanation text (2). You will also find there a step-by-step on how to fill in this document (1).

English Version: To proceed with your hire, we ask you to please download the 145 tax form template below, fill it in your computer and upload it back to this page. In case of questions on how to fill the form, you can also find below a step-by-step to support you on this process.
Spanish Language: Le pedimos que cumplimente el formulario correspondiente al modelo 145. En caso de dudas de como proceder, en la parte inferior encontrará un documento de soporte que le guiará en el proceso paso a paso.

(1)

How to (step-by-step)

(2)

Download, complete and upload the tax form below
por favor suba el formulario cumplimentado aquí

As soon as the form is fully filled in by yourself, click on the “upload” button to load your document. Below the attachment, you will also be required to answer if you wish RHI Magnesita to withhold the percentage of IRPF on your salary as if you had worked all year.

If you select “yes” the percentage of the IRPF in your salary will be retained as if you have worked the whole year. The legally established percentage will be retained.

If you select “no” the percentage of the IRPF will be minimum or even 0%, the system understands that you haven’t worked the previous months.

I ask RHI MAGNESITA to withhold the percentage of IRPF on my salary as if I had worked all year

No Selection

3) Diploma and Certificates

In this step, it will be required that you attach your diploma and language certificates. For the diploma, only the latest one is required, however you will find an extra field at the end of the form to add additional diplomas and certificates if you wish — simply choose the number of documents you wish to attach and the attachments will open up for you. The order is as follows:

- Diploma
- Language Certificate
- Additional diplomas
- Additional language certificates

Please select number of additional certificates for attachment

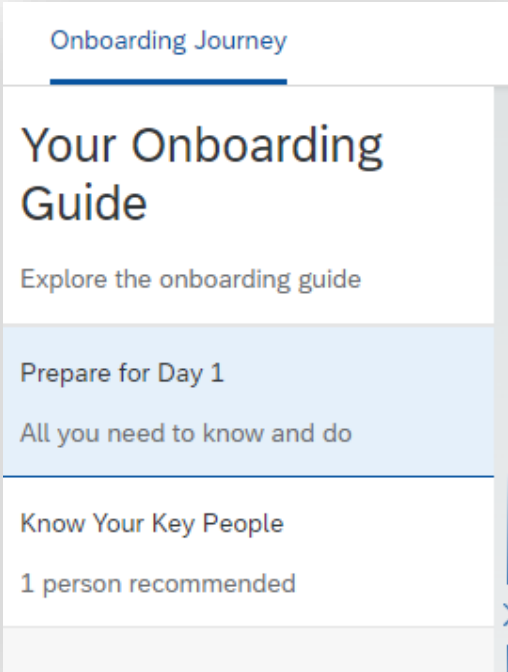
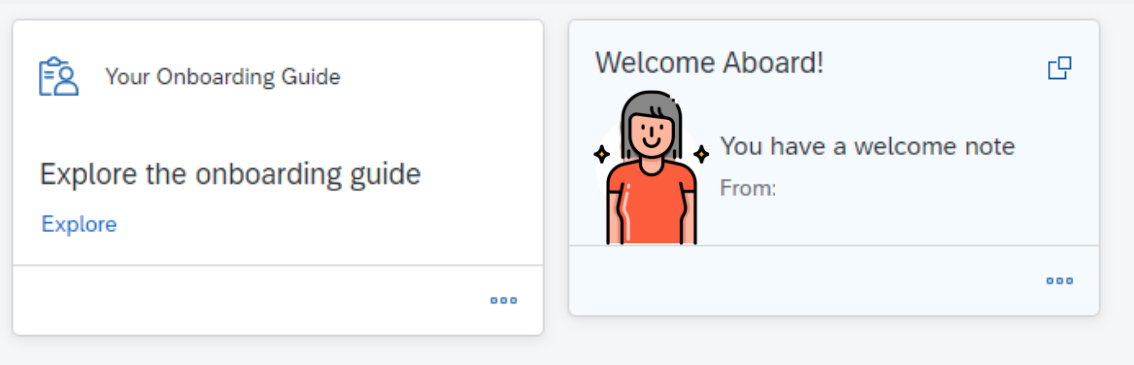
No Selection

Please select number of additional language certificate for attachment

No Selection

Your Onboarding Guide & Welcome aboard!

As soon as your submission of documents is finalized and they are validated and processed by our onboarding team, you will receive additional information about your onboarding journey directly on the platform — keep an eye on your email, whenever something new is added to the system, you will receive a notification.



By clicking on “Your Onboarding Guide”, you will find some important data to prepare for your first day and you will also be able to find the contact details of your new leader.

In Welcome Aboard! you will find a welcome message and the details of the person who sent it.

In case of questions, please contact
EmployeeServicesEurope@rhimagnesia.com