



Employee Guide to the CAMI Assembly HR Transformation for Hourly Employees



Hello CAMI Assembly Hourly Team Members,

Welcome to your guide for the all-New HR Experience for Hourly Employees.

We developed this Employee Guide to help you learn about the steps we will be taking together so each of you are prepared for the HR transformation beginning in September 2021 .

As you read through this guide, you will learn how this HR transformation will impact you and the actions you will need to take to prepare for this all-new employee experience.

Our goal throughout this transformation is to provide the information you need to begin your transformation journey. In the weeks ahead, we will be sharing more information, communication and reminders across all our communication channels.

Watch these sources to begin your journey!

- The Plant Facebook page – www.facebook.com/groups/CAMIAssembly
- The CAMI Plant Portal – www.gmcamiassembly.ca
- Unifor Local 88 – www.unifor88.ca
- Plant TV system
- Team Meeting packages

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Hello to the CAMI Assembly Team;

Imagine being able to easily and quickly update your personal information at work, including direct deposit banking changes, access your payroll or benefit information directly, without paper, without delay, and without needing others to input the information.

Beginning in September 2021, you will start your journey to this all-new HR employee experience for hourly employees - introducing Workday and an entire suite of HR tools that will change the way YOU do business.

Based on Workplace of Choice results and other employee feedback, all hourly employees will join GM employees across the globe using these new, simple-to-use tools that allow employees to easily update and maintain personal information, access their pay information and so much more. In many cases, these new tools will replace human resources systems that are difficult to use or simply outdated and scheduled to be discontinued.

As a team, we are excited about this all-new HR employee experience and looking forward to sharing more with you as we move closer to the 'Go Live' dates coming in September 2021.

Sincerely;

A handwritten signature in black ink, appearing to read 'Linda Trbizan'.

Linda Trbizan

A handwritten signature in black ink, appearing to read 'Brian MacDonald'.

Brian MacDonald

Playbook Guide Topics

Beginning in September 2021, you will start your journey to this all-new employee experience for hourly team members.

This employee guide outlines some important steps that you'll need to take!



- Learn about your **GMIN** and how it will provide you access to an entire suite of tools already common across General Motors.
- Understand how activating your **GMID** using a **2-step verification** will enable you access to these tools on any personal device.
- Learn how you will access **Workday** - the '**Gold**' source for **all GM employee data** - your self-service on-line tool to perform tasks like updating home address, direct deposit banking information, and emergency contacts in a much more efficient manner.
- Introducing **Kronos** - a new **Time and Attendance** system that will require every employee to swipe their badge card each day as they enter and exit the plant.
- Learn about the new Payroll system and how to receive and track your pay statements using the web-based **ADP application**.
- Connect with the **GM Benefits Centre** for all your benefits needs. Team Members will have easy access through www.gmcanadabenefits.com or through the GM Canada Benefits Call Centre.

Beginning in September 2021, all HR questions including Workday, Benefits, Payroll and more will be directed to the Shared Service Centre.

Phone: 1-800-930-9130 Email: gmnapeservices.us@gm.com



What You Need to Know About GMIN and GMID

Your journey to this all-new employee experience begins with Your GMIN and GMID



Photo taken prior to COVID 19

What You Need to Know about GMIN and GMID

GMIN is a shareable 9-digit unique GM Identification Number and can be found on the bottom of your employee badge.

Using the GMIN, you can create a GMID that is used to login and access the GM Server and all your GM personal and business needs.

Here's how you will activate your GMID

Due to the ongoing semi-conductor parts issue, alternative plans for GMID activation are being deployed. Further details will be shared, across all communication streams, as they become available.

The first step of activating your GMID will be to provide your cell phone number & email through this online survey – submit your information today!

https://gm.az1.qualtrics.com/jfe/form/SV_8jJWzIWuMyG0IFo

Your personal information will be required for your initial 2-Step Verification set up. 2-Step Verification gives you the ability to access GM systems on your personal smartphone, computer, tablet, etc. This special access requires a sign-up process.

With your GMIN and activated GMID you will:



Gain access to Workday The 'Gold' source for all GM employee data - your self-service on-line tool to perform tasks like updating home address, direct deposit banking information, and emergency contacts in a much more efficient manner.

Workday launches Monday September 20th



Be introduced to Kronos A new Time and Attendance system that will require every employee to swipe their badge card each day as they enter and exit the plant.

Kronos launches Sunday September 26th



Receive and track your pay statements using the web-based ADP application Paystubs can also be accessed through Workday without having to enter your ADP username and password.

Access your first pay stub for pay date October 7th



Connect with the GM Benefits Centre for all your benefits needs.

Team Members will have easy access through www.gmcanadabenefits.com or through the GM Canada Benefits Call Centre. Here, they will answer questions and concerns as well as enable employees to make benefits and beneficiary inquiries and changes.

Your access to the GM Canada Benefits site begins September 28th



Self-Service Electronic Pay Statements



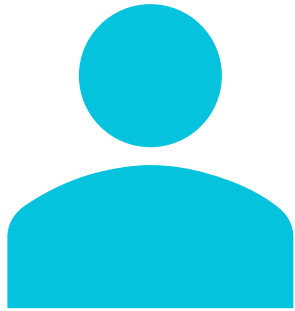
General Motors Is Pleased to Introduce Online Pay Statements. We Are Going Green!

In October 2021, CAMI Assembly Hourly Payroll will transition to a new global payroll system called ADP. Employees will be able to view pay information 24/7 in a secure, convenient, and mobile-friendly online environment.

Watch for your online portal ID and password in a letter issued to you in the fall of 2021!



An All-New Team Member Payroll Experience!



Culture Change:
Self-Service



Information on Demand
See current and historical pay
online, beginning with first pay
period after Go Live



Going Green:
Electronic pay
statements

Payroll Transformation Objectives



Implement Standard
Global ADP Payroll
System



Provide Online Tools,
Electronic Pay Slips,
Mobile Apps



Workday for Employees

An All-New Employee Experience



Photo taken prior to COVID 19



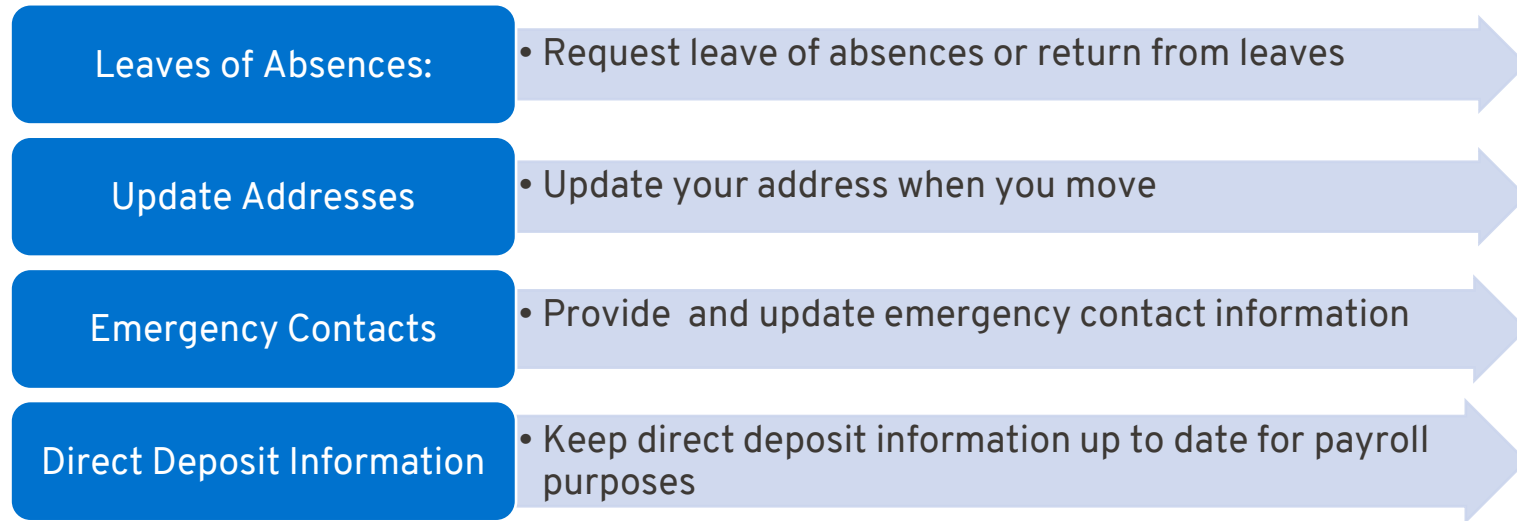
What is Workday?

- Workday is a cloud-based human resources tool that launched globally for Salary and Hourly employees at General Motors in June 2020. **Workday is the “Gold Source” for all GM employee data:**
- Employee lifecycle starts and ends with workday (onboarding to offboarding)
- Data from Workday is fed to all other downstream systems



Workday provides the opportunity for employees to perform most HR-related tasks in a much more efficient manner.

It replaces many current HR applications and will offer self-service capabilities to hourly employees in the areas of:





Imagine being able to easily and quickly update your personal information at work, including direct deposit banking changes, without paper, without delay, and without needing others to input the information.

Beginning in September 2021, every CAMI Assembly employee will begin to use the new Workday tool. This online tool provides a better experience for all employees by offering ONE tool for most HR/LR tasks.

Why did GM move to Workday?

Based on Workplace of Choice results and other employee feedback, GM is providing this new, simple-to-use tool that allows employees to easily update and maintain personal information.

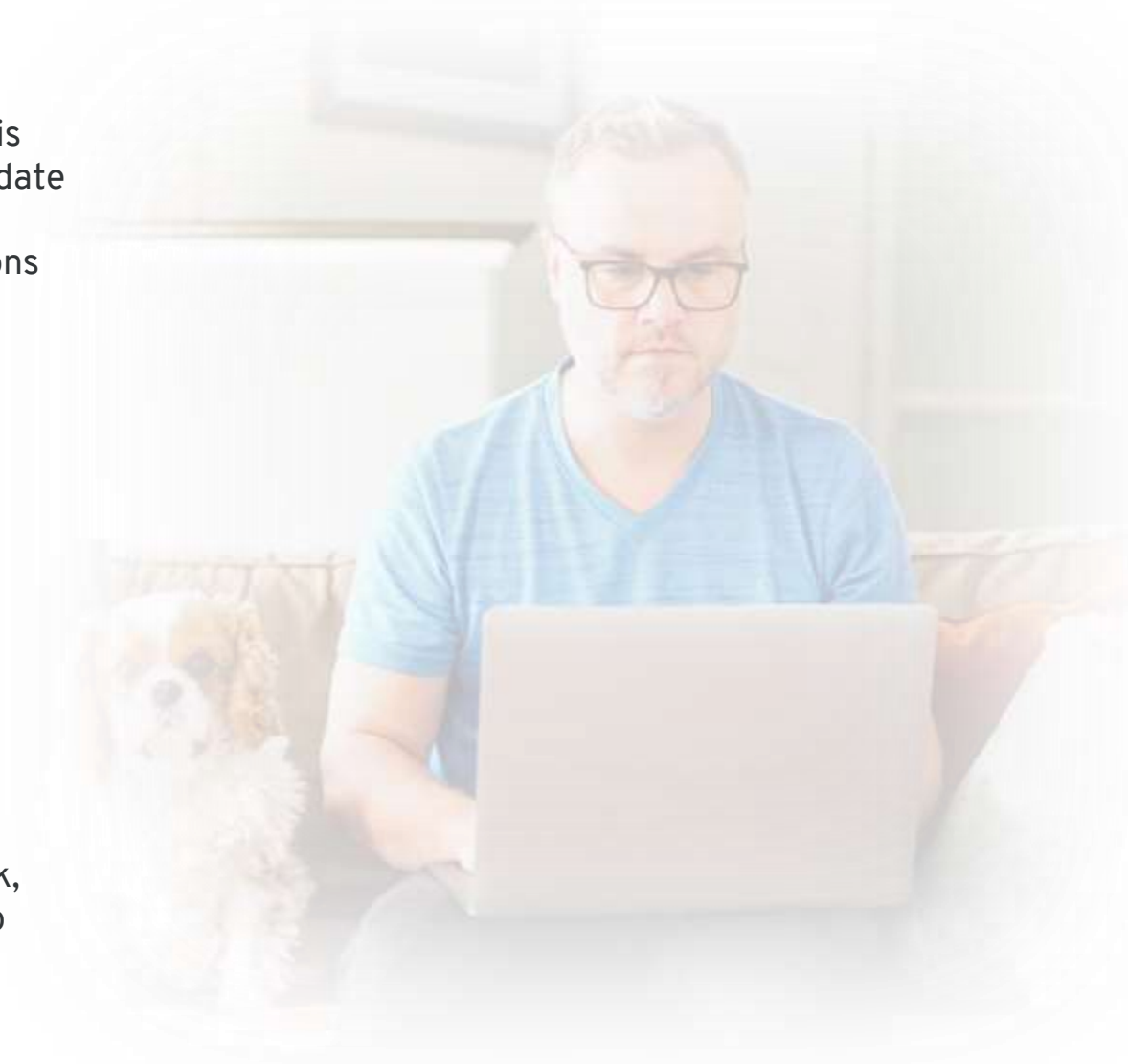
Workday replaces PeopleSoft and other human resources / labour relations systems that are difficult to use or scheduled to be discontinued.

Who will use Workday?

All GM employees globally will use Workday for tasks like updating home address, direct deposit banking information, and emergency contacts or requesting a leave of absence or a return from leave of absence.

How do I use Workday?

You will be able to login from a desktop or laptop computer, in-plant kiosk, tablet or cell phone. All employees **MUST** have an active GMID and 2-step verification to login to Workday.



Benefits of Workday

- 1 **Managing Your Career:** More employee empowerment and ownership of career tools.
- 2 **Employee Self-Service:** Many HR/LR tasks performed in one system that is multi device and mobile accessible.
- 3 **Career Growth Opportunities:** Resources that are consistent globally to use for development and career advancement.
- 4 **Improved Company Culture:** Simple, intuitive technology to manage the full employee lifecycle from recruiting to offboarding.
- 5 **Digital Automation and Efficiency:** Real-time notifications, more process automation and better workflow.
- 6 **Global Standardization:** Improved HR/LR business processes globally.
- 7 **Accessible and Reliable People Data:** Global access to integrate data, including actionable reports and metrics.

Photo taken prior to COVID 19

Need Help? Here is what you can expect at launch:

You will have access to one of the most comprehensive lists of self-help quick reference guides, videos and FAQs at the GM Workday Help site.

Quick Reference Guides (QRG's) are easy step by step documents to help you do tasks such as *Installing Workday on a Mobile Device*, *Update Personal Information*, *Request a Leave of Absence*, *Change Banking information* and more.

Links to access the Help site will be available on the Workday Homepage and can be bookmarked for future reference.

Getting Started: Installing Workday Mobile (Personal Device)

Employee

INSTALLING WORKDAY MOBILE (PERSONAL DEVICE)

This quick reference guide (QRG) demonstrates how to download and install the Workday Mobile application from your mobile device.



Note: Users will not be able to change user preferences, such as language and time zone in the mobile app. Changing user preferences can be done by accessing the system from your computer.



Note: You cannot change, reset, or recover your password from the Workday mobile app. Workday is single sign on (SSO) by using your GMID. If you log out of the mobile app and forget your password, you must reset it on www.gmid.gm.com. This website controls your GM credentials.



STORY
Yay, it's a Workday!

4. Select **Open** to launch the Workday Mobile app

ANDROID OR IPAD/IPHONE

From your device:

1. Open the App store or Google Play store
2. Search for **Workday**
3. Select **Get** or **Install** depending on the device you are using

Getting Started: Modify Personal Information

Employee

ACCESS YOUR PROFILE SUMMARY PAGE

Your Personal Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Personal Profile page, click your Profile icon > View Profile.



Note: All instructions in this job aid start from the Personal Profile page.

ADD OR CHANGE YOUR WORK AND HOME CONTACT INFORMATION

1. Click the **Contact** tab. The **Contact** subtab is selected.



2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information or select **Change My Work Contact Information** to change your work contact

information. Within each section, click the **Edit** icon to change existing information or click **Add** to add new information. You can also click within a field to edit.

- a. Enter an extension number, only if applicable

- b. Do not enter any alpha characters in the Extension field



Note: Home contact information is not visible to the public. Work location can only be changed by Local HR or your manager.

3. Click **Submit** and **Done** to save your changes.

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit** and **Done** to save your changes.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab. The **Personal information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** and **Done** to save your changes.

MARITAL STATUS AND DEPENDENTS CHANGE (US ONLY)

Marital Status and Dependents Changes in Workday are country specific. For US, marital status and dependents are not available for editing. This information is coming from Fidelity. If an employee needs to update their marital status, they would need to contact the third-party administrator which is Fidelity at 1-800-489-4646 option 2. Once Fidelity updated your records, it would feed over to Workday within 7 days.



Benefits

Team Member Benefits



Benefits – What's Changing?

- Pension and benefit administration is being centralized and will not be handled by the CAMI administration office
 - Team Members will use the GM Canada Benefits Centre for all pension and benefits inquiries including changes/updates to dependents and beneficiaries and the initiation of their retirement
 - Team Members will have easy access through www.gmcanadabenefits.com or through the GM Canada Benefits Call Centre that will be available for questions and appointments with specialists

- **Benefit contribution changes from Payroll**

- Health Care contributions will be pro-rated and taken on a weekly basis rather than in 1 monthly lump sum and they will no longer be taken in advance

- **Savings Plan Changes**

- Enrolment and contribution level changes will be managed directly through Canada Life and no longer through the CAMI administration office

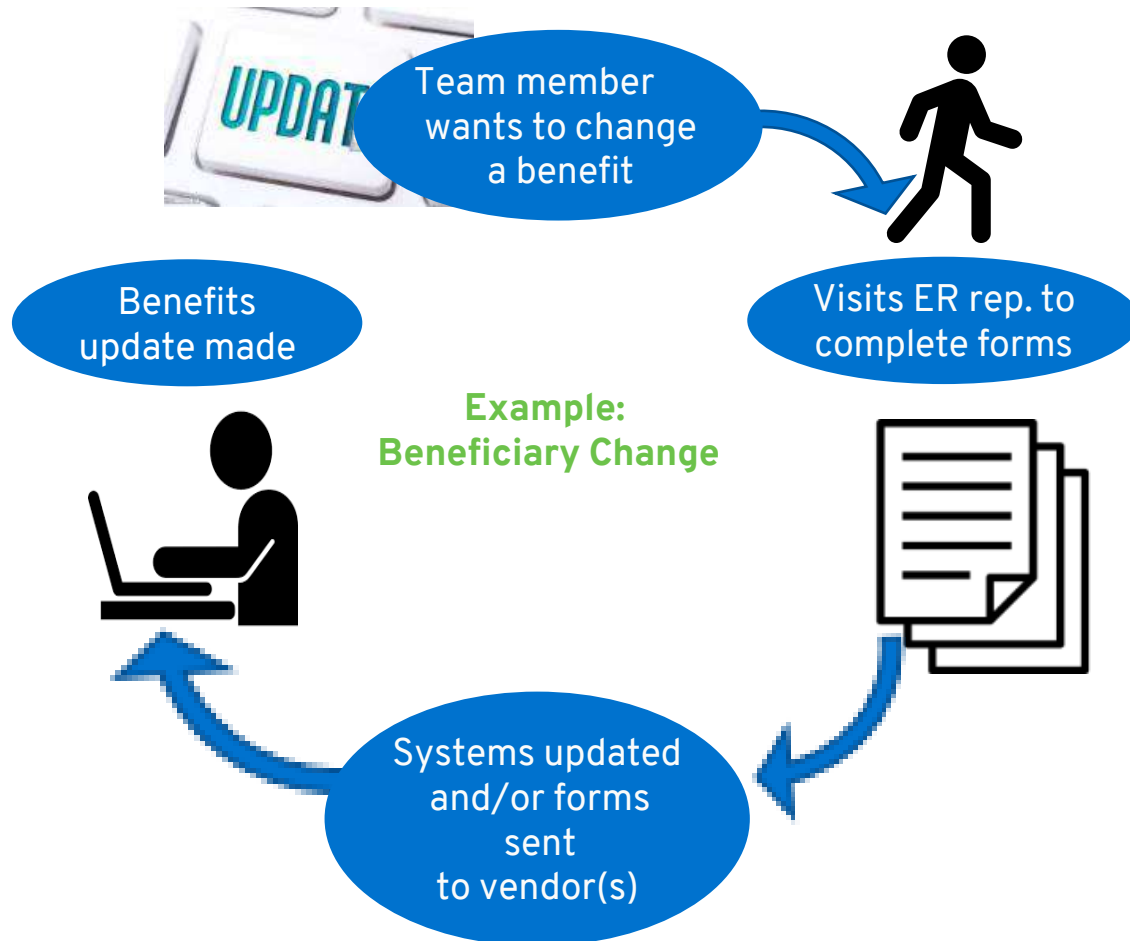
- **New Retirement Initiation Process**

- Team members enrolled in the Defined Benefit (DB) pension plan will initiate their retirement through the GM Canada Benefits Centre

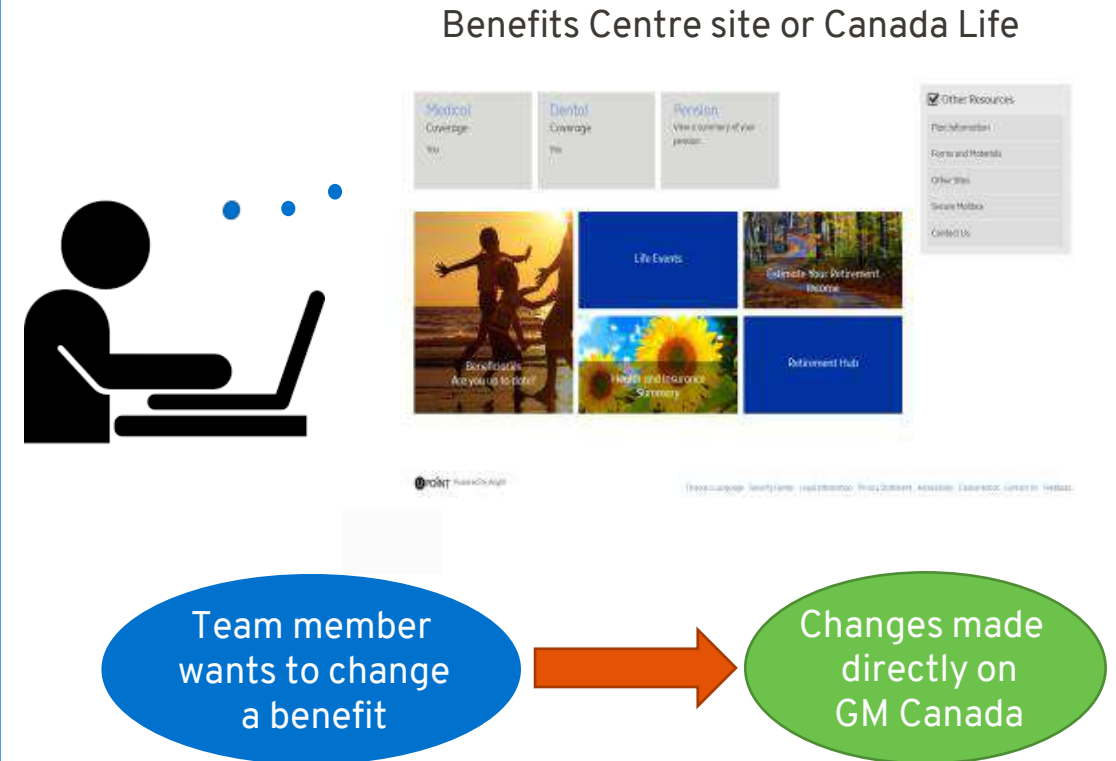


Benefits – How are Things Changing?

Today:



Tomorrow:





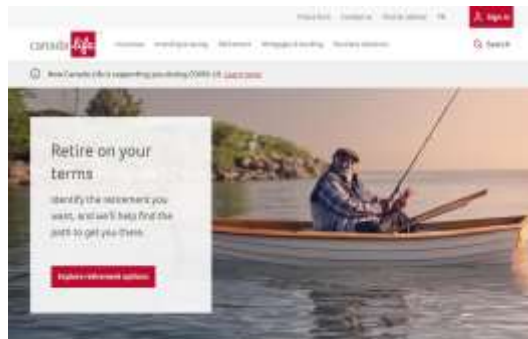
Preparing for the Transition



- You already can access some of your benefits online:
 - Get familiar with your GMIN.
 - If you haven't done so already:
 - Sign up for online access to your Defined Contribution pension and optional group savings plans using www.grsaccess.com
 - Sign up for online access to Green Shield for health care claims using www.greenshield.ca
 - Sign up for GM Family First for vehicle purchases and access to employee discounts using www.gmfamilyfirst.ca

Setting up your Online Benefits Accounts



You can familiarize yourself with some of the current benefits administration systems and access the features already available to you.

The same benefits you know and expect, just greater access to your information 24/7.





 grsaccess.com
 1-800-724-3402
between 8:00 – 8:00 Mon. to Fri.



 greenshield.ca
 1-888-711-1119
between 8:30 – 8:30 Mon. to Fri.

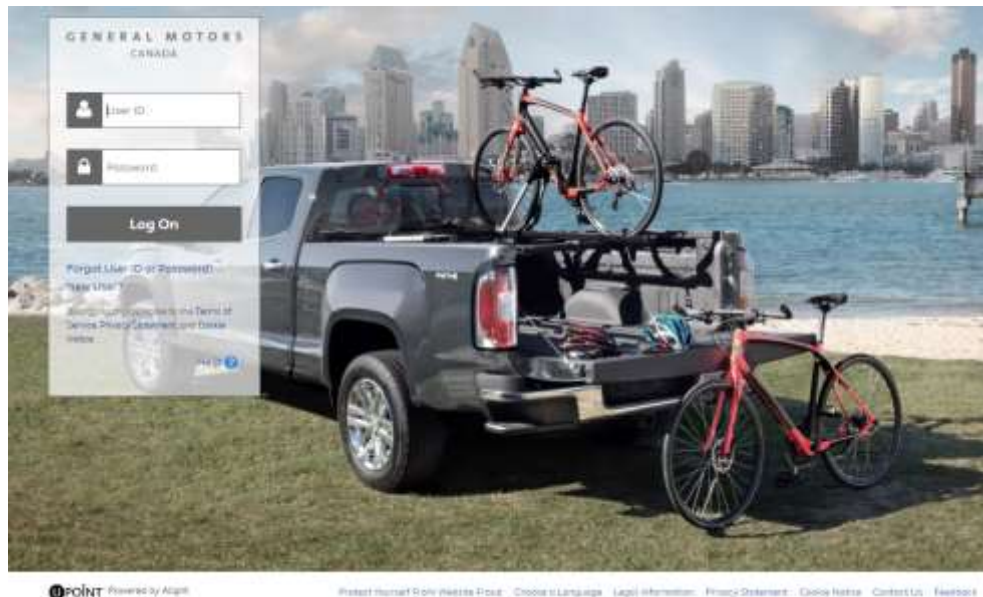


 gmfamilyfirst.ca
 1-800-235-4646
between 8:30 – 5:00 Mon. to Fri.

GM Canada Benefits Centre

Starting on September 28th, you can set up your account on the gmcanadabenefits.com site.

This site allows you to view your benefits information, add or remove dependents, update beneficiaries, run pension estimates and more!



gmcanadabenefits.com



1-877-442-4625
between 8:30 – 5:00 Mon. to Fri.



Benefits Key Dates through the Transition

During the transition to the new administration systems some day-to-day activities will not be available for short periods of time, these are some of the key items to keep in mind:

August 31st – last day to request a retirement pension estimate through the Employee Relations (ER) office for team members with a DB pension plan – the new process for running estimates will be available on September 28, 2021

September 1st – last day to request an optional or dependent group life insurance application through the CAMI ER office – the new process for obtaining application forms will be available on September 28, 2021

September 20th – last day to submit your claims into Green Shield for dependent tuition reimbursement – the new process for dependent tuition claims will be available on September 28, 2021

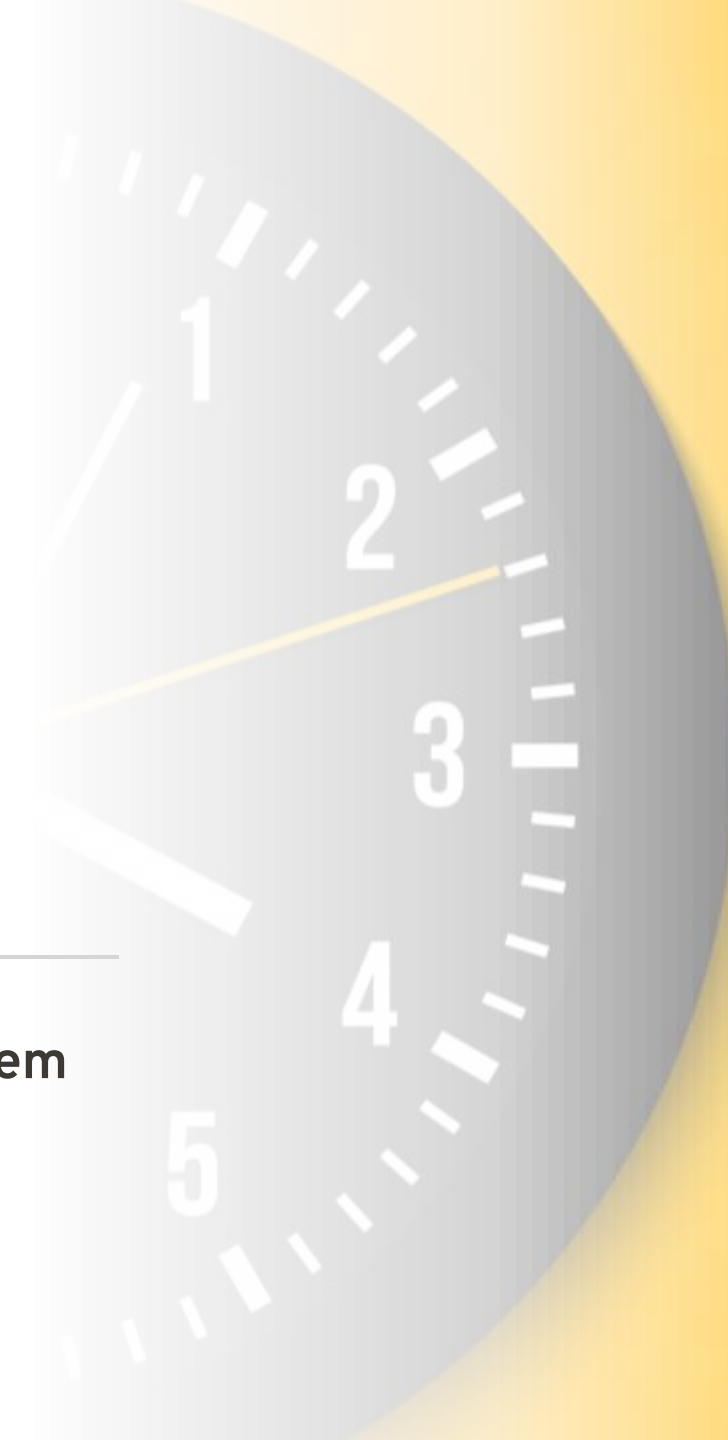
September 27th – first day you can make online changes to your DC pension (if applicable) and savings program contribution levels through Canada Life – www.grsaccess.com

September 28th – first day you can set up your GM Canada Benefits Centre account and have access to view and manage all of your own benefit needs – www.gmcanadabenefits.com



Kronos

Your New Timekeeping System





Capture Time & Attendance

Simplifies the monitoring of employee's time

Manage Absences

Quickly records and maintains leaves, late arrives, early departures, overtime, etc.

Schedule & Forecast

Automates the creation and tracking of schedules and allows for more accurate labour forecasting

Collect & Analyze Data

Supports reliable data with hard coded rules and specific reports and audits to help prevent errors

Changes for You

Before



Time Capture

- Exception Based- Assumes employees are present unless marked otherwise.
- Paid by schedule.



- Timekeeping by the clock.
- Employees must badge in. Only paid for time you are badged in.
- Will provide the most accurate picture of time worked- including overtime.



Pay Corrections

- Employees able to request same day paper cheques

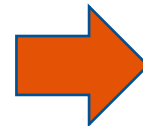


- 3 day off cycle deposits for all historical corrections.
- No more paper cheques will be issued.



Vacation

- Vacation input by admin into TAA



- Vacation manually input by manager into Kronos

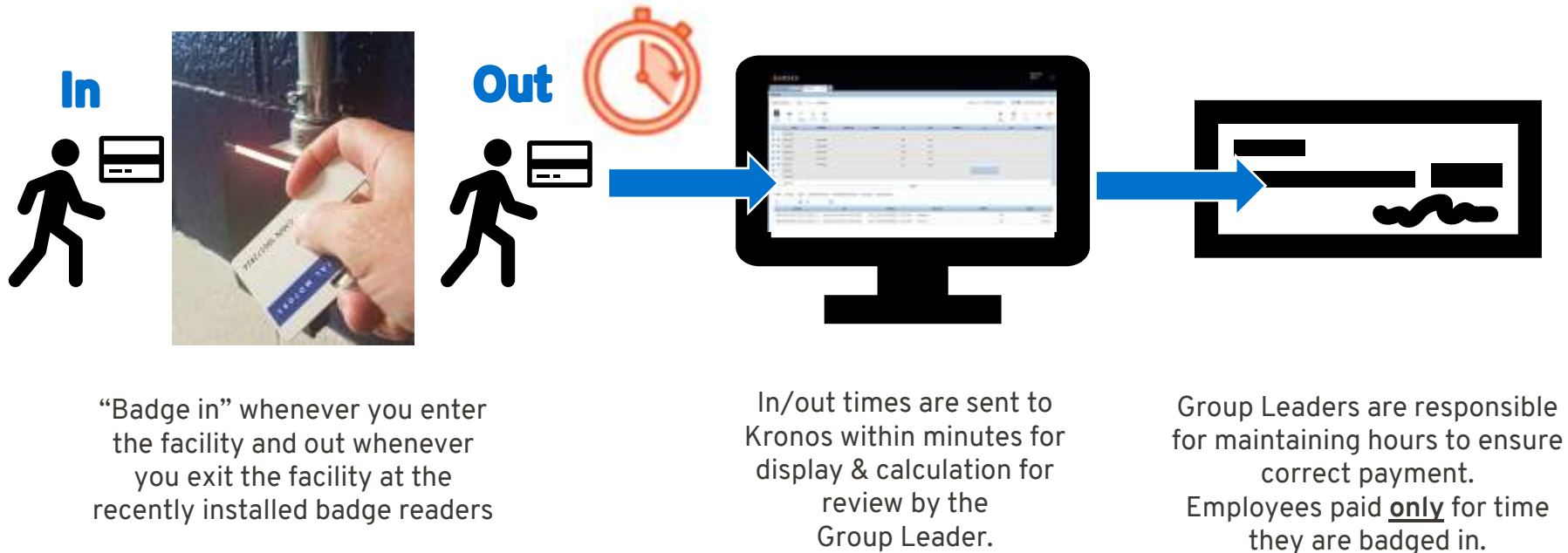
New Paid by Badging In



Timekeeping by the Clock

Employees must “badge in” at the start of the shift and out at the end of the shift. You are only paid for time you are badged in. This will provide the most accurate picture of time worked- including overtime.

Time Capture Process



Badging Details

Badge in before start time of shift

- Give yourself time to get to your workstation

Badge out after end time of shift

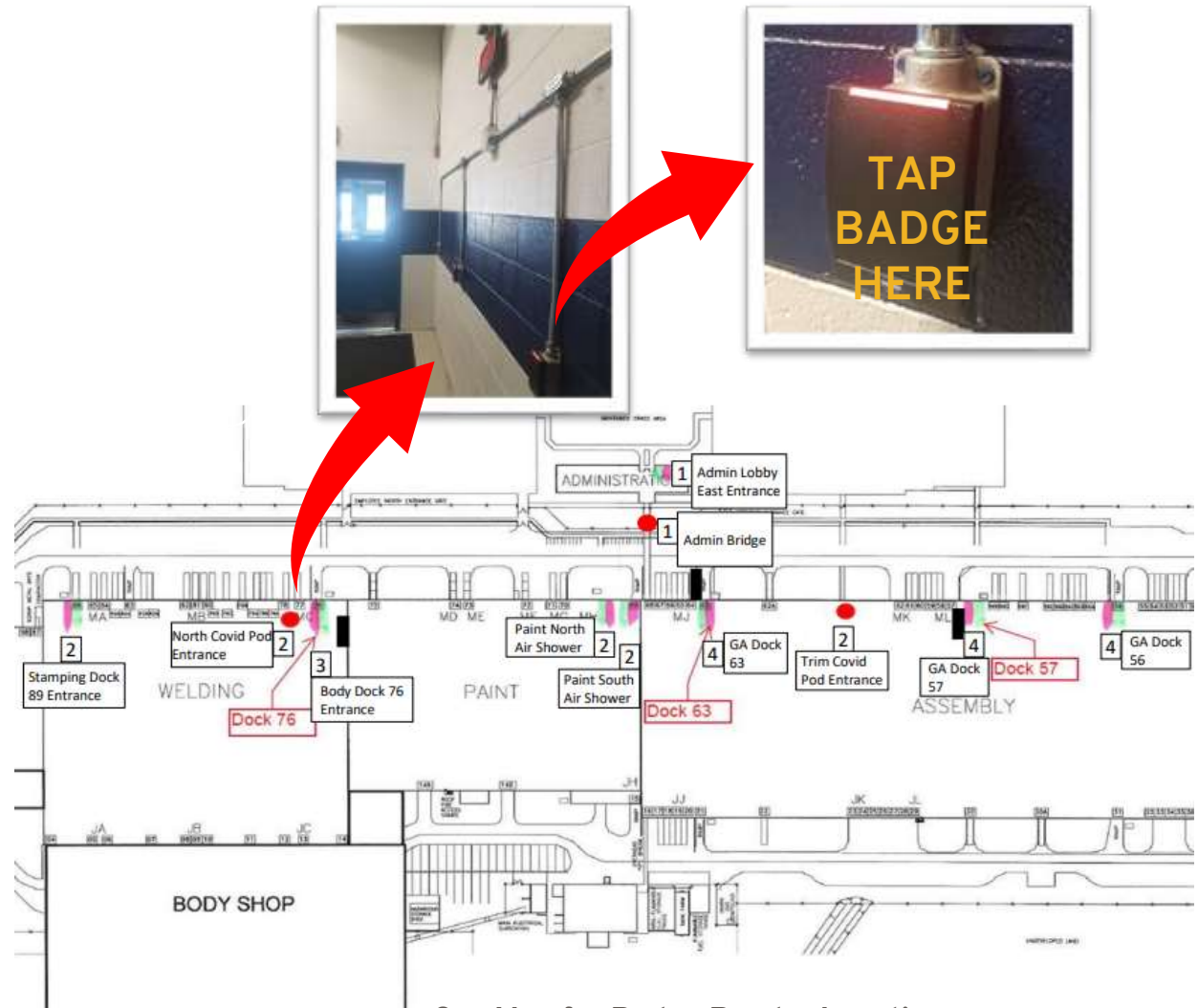
- To prevent any deductions to your total time

Tap your badge to a reader and note the light change to green

- Green = the badge has been read & will be recorded in Kronos

If badging in/out for lunch/breaks ensure you stay within the time limit

- To prevent any deductions to your total time



See Map for Badge Reader Locations

Hourly Support

Where to go for questions and support – in order of first contact

1

Kiosks

- Individually review basic overview of your time and vacation
- Will show recorded hours and totals

2

On Site Contacts

- Answers questions on your hours worked based on what you see in the kiosks
 - Salary staff
 - Union Reps

3

Shared Service Center

- Assist with higher level questions around your personal info
 - Phone number: 1.800.930.9130
 - Email: gmnapeopleservices.us@gm.com





Get Ready for your all-new HR employee experience launching in September 2021

Watch these sources to stay informed!

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