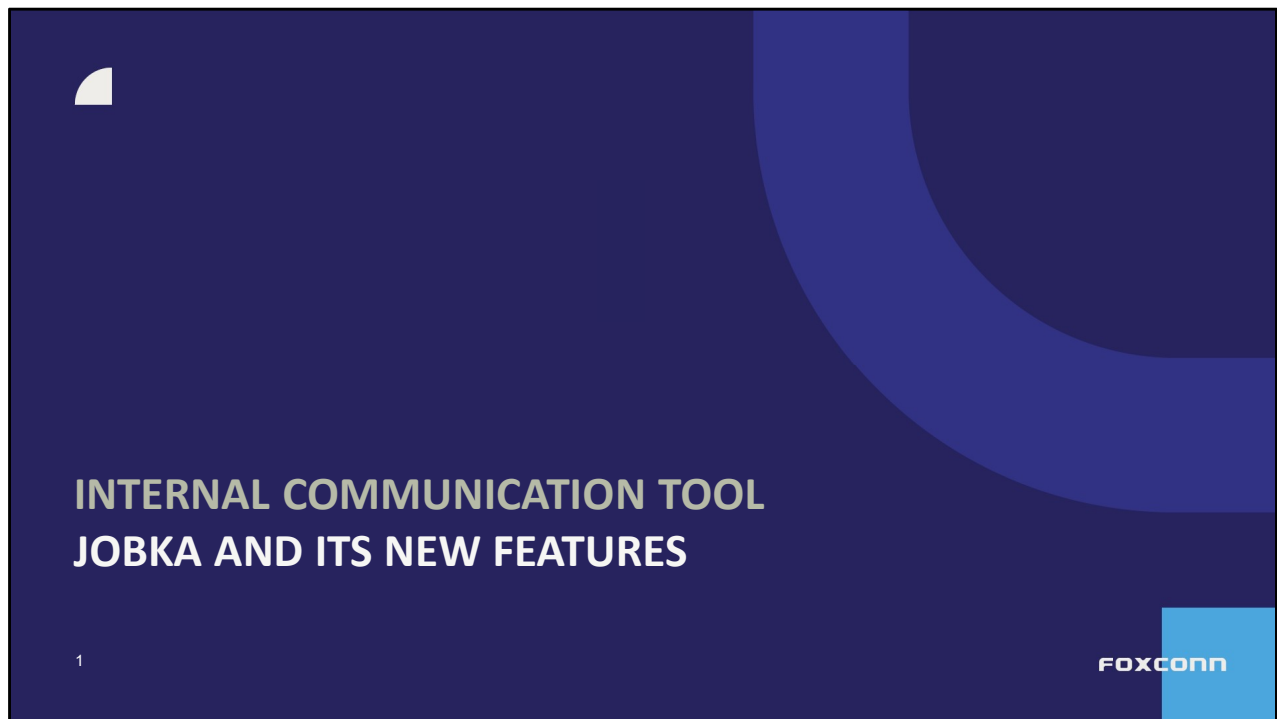




Dear Managers,

Welcome to the training for the new **Group Manager** tool, which serves as a **support tool for the Jobka application**. At the same time, this training introduces the **Back Office** of the application, where all messages and surveys are created.

WHY WE ARE IMPLEMENTING THE TOOL AND WHAT IT WILL BE USED FOR



- Providing a secure communication platform >> **compliant with Cyber Security and GDPR requirements.**
- **Unification of work messages** – all information in one place.
- Communication reach extended to **employees without email access** or, for example, those on maternity leave.



2

FOXCONN

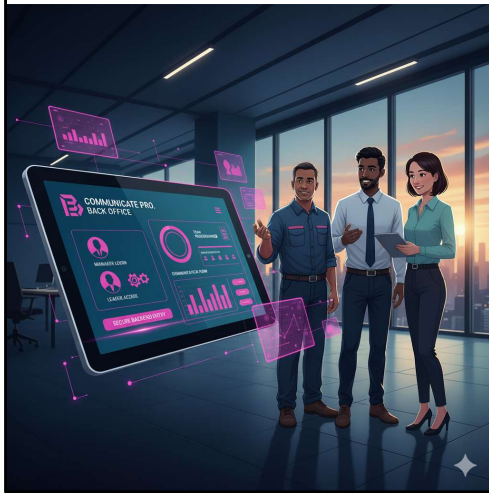
Allow me to start with some general information on why we are implementing this tool and what it will be used for.

The main goal is to provide a **secure communication platform** that, unlike public social networks, complies with **Cyber Security** requirements and **GDPR** regulations.

At the same time, we aim to **unify work-related messages** so that our employees can find all information in one place – namely, in the **JOBKa application**.

The **Group Manager** can thus simplify tasks such as announcing changes to planned shifts or quickly gathering feedback for a team event, and more.

Who Will Have Access and How Are Permissions Managed?



Web Interface:

<https://app.jobka.cz>

Login: via **ADFS** – using your work email and password.

Access: granted to all leaders with subordinates in the organizational structure and to **HR Business Partners**.

Communication Admin Role: has similar rights to the leader who granted them, but permissions are managed at the **cost center level**.

Who Will Have Access and How Are Permissions Managed?

The **Back Office**, which also provides access to the **Group Management Tool**, can be opened via the web interface at <https://app.jobka.cz/>.

Login is handled through **ADFS**, meaning you sign in the same way as, for example, to the **JIRA** system — using your work email and password.

Access rights are granted to all leaders who have subordinates in the organizational structure. This includes not only managers but also, for instance, supervisors. Similar access rights as leaders may also be assigned to a **Communication Administrator**, a designated person (e.g., an assistant) chosen by the leader. Permissions are configured through a **JIRA ticket** submitted to the **HR HRIS team**.

HR Business Partners also have the option to communicate via **JOBka**, which they can use for targeted communication within their respective areas of responsibility.

PERMISSIONS FOR COMMUNICATION GROUPS AND MESSAGE DISTRIBUTION

Leader:

- Managed by the organizational structure
- Permissions across the full depth of the organizational structure

Communication Admin:

- Rights at the cost center (CC) level granted by the leader

HRBP:

- Rights for assigned cost centers (CC)



FOXCONN

An important topic to cover is the **permissions for creating communication groups and sending messages**.

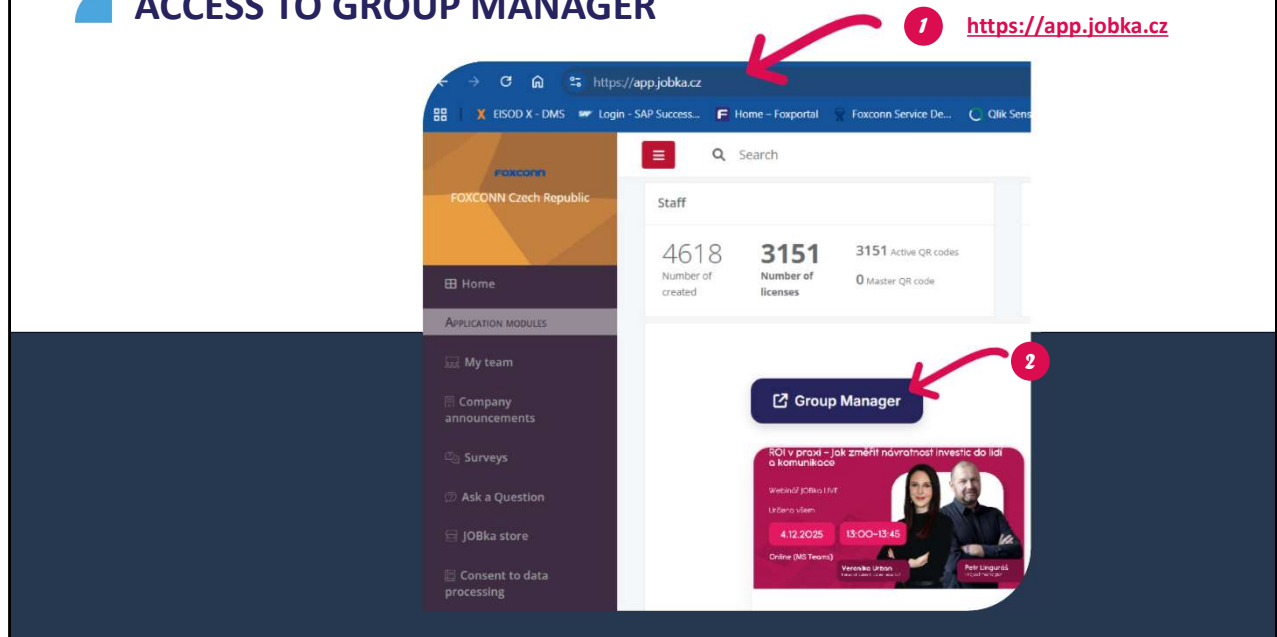
The **selection of employees** you can communicate with as a leader is **automatically managed by your organizational structure**. This ensures that you cannot accidentally add an employee who belongs to another department or division.

Your **access rights correspond to the level of your organizational structure**. For example, **supervisors** can create groups from their direct subordinates, while **BU-1 level managers** can communicate with all employees within their division.

Please note an important **technical detail**: for the **Communication Admin** and **HRBP** roles, the system manages access **based on cost centers**, not individual employees. Therefore, if a cost center is shared, **mutual coordination** regarding communication rights is necessary to prevent message duplication.

Now, let's move on to the **types of communication groups** you can create. Please open the system so we can demonstrate everything in practice.

ACCESS TO GROUP MANAGER



Let's first take a look at how to access the **Group Manager** environment:

1) First, log in to the **JOBka back office** using the following link: <https://app.jobka.cz/>

2) From the menu, select the **Group Manager** button. Please note that the entire environment is primarily set to English.

And now we can proceed to **create groups**.

The screenshot shows the 'Group Manager' interface with the 'Employees' tab selected. At the top, there are buttons for 'Create manual group' (annotated with a red circle 3) and 'Create automatic group'. Below the buttons is a table of employees with columns: Name, Location, Direct Superior, Employee Class, Employee Status, Cost Center, Business Department, and Business Division. The table contains several rows of employee data. A red circle 1 points to the 'DL' (Direct Line) button in the 'Employee Class' column of the row for 'Abramit Nataliia'. A red circle 2 points to the checkbox in the first column of the row for 'Abramit Nataliia'. A red circle 3 points to the 'Create manual group' button. A callout box on the right contains the following instructions:

1. Pre-selection of employees to be included in the group using filters
2. Name-based selection of members for the newly created group
3. Button: Create Manual Group

The 'FOXCONN' logo is visible in the bottom right corner of the interface.

You can create **two types of groups** – **manual** (or, in system terms, *static*) and **automatic** (or *dynamic*) groups.

Let's first look at **Manual Groups** – these allow you to create specific teams across your assigned cost centers. They can be useful, for example, when you need to communicate with **project teams**, **shift-based groups**, or **production line teams**.

How to create a manual group:

- 1) In the **employee list**, select the employees you want to include. Please note that the list will only display employees within your **organizational structure**.
- 2) Select the employees who should be part of the group. You can use **filters** to make your selection easier, then click **"Create Manual Group."**
- 3) **Name** the group and add a **description** to make it easier to navigate among your groups later.

 Group Manager

EmployeesGroups

Irena Tomková

Create manual group

Create

1

Title of group:
Týmový večírek_DL USC105_itomkova

2

Description:
Informace pro potvrzené účastníky z linky A a Linky B, zima 2025

Members groups

Reset

☐	↑↓ Name	↑↓ Location	↑↓ Direct Superior	↑↓ Employee Class	↑↓ Employee Status	↑↓ Cost Center	↑↓ Business Department	↑↓ Business Division
☐	Abík Tereza	Kutná Hora	Kulišková Gabriela	IL	Unpaid Leave			

7

7

Remove

1. Name the group according to the naming convention rules (see slide 8)

2. Add a description to make navigation easier

3. Click the Create button — and you're done!

FOXCONN

RULES FOR CREATING GROUP NAMES



1. **PURPOSE** (e.g., HR Info for DL)
2. **ATTRIBUTE 1, ATTRIBUTE 2, ...** (e.g., DL PCE, IL ALL, etc.)
3. **USERNAME of the creator** (e.g., itomkova)



HR Info for DL_DL CC1, DL CC2_itomkova



Shift 1_DL_Karlův tým

Let me pause here for a moment to explain the **rules for creating group names**. A proper **naming convention** is important to ensure that each group can be **easily identified**, especially in case **technical support** is needed.

Start the group name with the **purpose** for which it is being created — for example: *HR Info pro DL*.

Then, add the **attributes** that define the group (for example: *DL PCE, IL_all*, etc.).

Finally, end the name with the **username of the creator**, written as it appears in their email address (e.g., *itomkova*).

☒ **Example of a correct naming convention:**

HR Info pro DL_DL CC1, DL CC2_itomkova

☒ **Example of an incorrect naming convention:**

Směna 1_DL_Karlův tým

MANUAL GROUPS



Transfer within your team:

>> Check for updates and adjust manually

Employee termination or transfer outside your structure:

>> Automatically removed from the group without your action

For **manual groups**, it applies that they can be **maintained manually**. This means occasionally checking whether the group still includes colleagues who, for example, have **changed their production line, shift**, or other conditions that **cannot be automatically tracked by myFox**.

In the event of **employment termination** or a **transfer** of a colleague to another **branch of the organizational structure or division** (depending on the management level at which the group was created), their **removal from the manual group** will occur **automatically**.

Group Manager Employees Groups Irena Tomková

Employees JOBka backoffice

Create manual group Create automatic group

Group Manager Employees Groups

Create automatic group

Create

Author:

Title of group:
Test_IL_PCE_KH_Itomkova

Description:
Ukázka tvorby dynamických skupin

Rules

Employee Class	=	IL	X
AND Location	=	Pardubice	X
OR Employee Class	=	IL	X
AND Location	=	Kutná Hora	X
Select...	=		X

1. Button: Create Automatic Group – enter the group name and description
2. Create the 1st set of rules
3. Create the 2nd set of rules
4. Separate the sets using the parent condition OR

Now let's move on to creating **dynamic**, or in our terminology, **automatic groups**.

These groups are created based on **defined attributes and rules**. The key advantage is that they are **automatically updated daily** according to data from the **MyFox HR** system.

For you, as the **group creator**, this means that when a **new colleague** who meets the defined criteria joins, they will be **automatically added** to the group.

Similarly, removals are also handled automatically — **employees who leave the company** or **move to another structure** will be **deleted from the group automatically**, without any action on your part.

So, what are these **defined attributes**? They include all the fields you can currently see as **filter options**:

Employee Class, Location, Cost Center, Direct Manager, Employee Status, Business Department, Business Unit, Business Group

An **automatic group** can also be created using **rules with logical conditions (AND/OR)**.

Keep in mind that the condition **OR** always has **higher priority** than **AND**.

Therefore, you will always work with a **coherent set of rules**.

Let's illustrate this with an example. Suppose we want to create a group that includes **all IL employees from Kutná Hora and Pardubice**.

To do this, we need to set **two sets of conditions**:

Employee Class = IL AND Location = Pardubice

Employee Class = IL AND Location = Kutná Hora

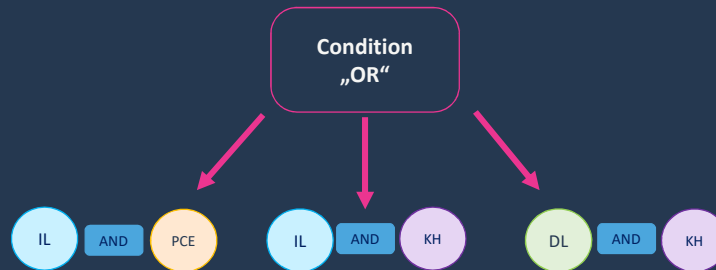
Finally, don't forget to **link these two sets with the OR condition**, which effectively works as a **logical "plus"** combining both groups.

CREATING GROUPS USING CONDITIONS



Condition
„OR“

Condition
„AND“



You can continue in this way by adding more sets of conditions until the group is created according to your needs. Everything, of course, in line with your permissions, which the system automatically monitors for you.

If creating more sophisticated groups seems too complicated, we recommend creating two simpler groups instead and then selecting both as recipients during the message preparation stage.

SPECIFIC EMPLOYMENT STATUSES



Maternity or Parental Leave	✓	Separate Status in Filters
Long-term Sick Leave	✓	Status of a Standard Active Employee
Work on an Agreement	✓	Separate Value in Filters
Agency Workers	✗	N/A

Within your teams, you will also encounter specific employee statuses, such as **Maternity and Parental Leave**, **Long-term Sick Leave (PN)**, or **Agency Workers**.

For the purposes of Jobka communication, you can manage employees on maternity or parental leave separately. For example, you can create a dedicated manual group for them and stay in contact even during the period when they must focus on non-work-related responsibilities.

Another group consists of colleagues on **Long-term Sick Leave (PN)**. Here, there is a limitation, as the Group Manager works based on data from myFox. However, myFox does not maintain information about long-term sick leave. This function is handled by the AFox system, which is why employees on long-term PN are categorized as standard active employees. A solution could again be a manual group composed only of colleagues on PN. It is important to note, however, that these employees will also receive messages as if they were still coming to work, which is not necessarily a disadvantage.

The only group of employees that cannot currently be communicated with via Jobka are **Agency Workers**. Although this group can be found in the Group Manager filters, messages will not be delivered to them because the Jobka application is not available on their phones.

In contrast, people working on agreements – both **DPP** and **DPČ** – can be Jobka users, so it is possible to manage this group of employees specifically as well.

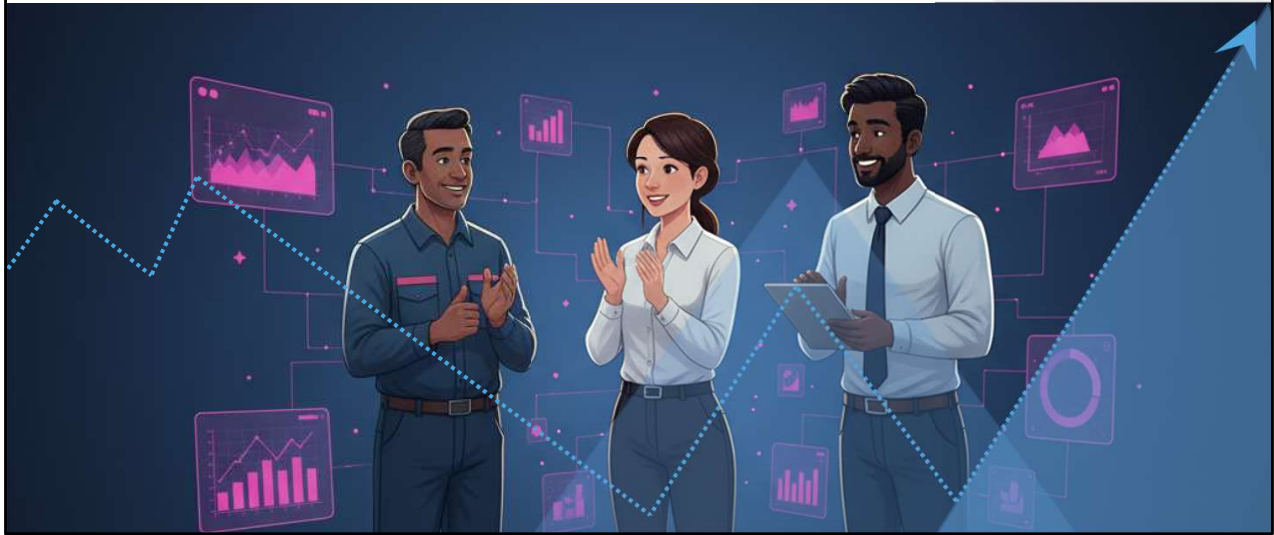
If an employee has both a standard employment contract (HPP) and an agreement with us, the Group Manager follows their **primary employment assignment** and assigns them to automatic groups accordingly.

For example, if a colleague works on HPP at **CC1** and simultaneously has an agreement at **CC2**, the system will automatically categorize them based on **CC1**.

This brings us to the end of the first part dedicated to group creation.

You can check all the groups you have created at any time. Information about the number of members in each group is available. You also have the option to delete groups or search within them using filters.

THANK YOU FOR STAYING WITH US UNTIL THIS POINT.



I believe you will quickly get familiar with this tool, and it will become a useful assistant for secure and targeted communication.