Global Employee Database
Frequently Asked Questions

Value of the Global Employee Database

Q: Why is the GED important?
A: ADM has a responsibility to maintain accurate accountability of its colleagues worldwide. The GED is (currently) the only global system for ADM to keep track of employees.

Q: Why do we need to maintain accurate records?
A: The GED is used for various purposes. We use it for management reports on employee headcount, but we also use it to ensure that only 'active' employees are provided with computer access to ADM systems.   Also, other departments, such as the Office of Compliance and Ethics, rely on the data to ensure ADM meets governmental compliance requirements.

Q: What is the value for maintaining employee data?
 A: By maintaining our global data, the following happens:

- We can provide management with factual and accurate reports, such as the Global Headcount Report by Country.

- It will assist with strengthening our internal controls associated with I.T. system access.

- It will ensure the security of our data and reduces the risk of unauthorized access to the Company's network and systems upon termination

Maintaining Your GED records

Q: How often do we need to verify information in GED?
A: Please verify employee data daily by 2pm CST. This refers specifically to new hires, leaves, terminations and transfers to another location.

Q: What should I do if no changes occur with employee data in my region?
A: You will be required to confirm employee data daily even if there are no current changes to your employee data, such as no new hires, terminations, transfers or an employee out on a leave of absence.

Q: How many times can we confirm data in the GED system?
A: You will have the ability to update employee records multiple times a day. This helps all users to maintain records that are more accurate.

Q: Who should be included in GED?
A: All ADM employees in your location (that means all colleagues who are employed and paid by ADM) should be included in the GED. This includes all full-time, part-time, fixed-term employees, as long as they are on an ADM (internal or external) payroll. Also, include student placements and interns. All of these colleagues should have an 'I' number.

Global Employee Database
Frequently Asked Questions

Maintaining Your GED records (cont.)

Q: When should someone be deleted from the GED?
A: All employees should remain on the GED and should receive a 'voluntary termination,' involuntary termination,' 'other' or 'leave' status.

Q: What should I do if I receive an error message after editing information for an employee?
A: You should confirm that all required fields are completed. Then check and remove any characters in the remaining fields before selecting submit (i.e. remove any hyphens in the emergency phone number).

Q: How should I handle an employee transferring to another ADM location?
A: The location where the employee transfers from should update the group/location with the new physical location information. The location will receive a confirmation to notify them that the employee successfully transferred to the new location and they will notice a change in their active headcount. The new location will receive an email notification that the employee has been transferred to their location and they will notice a change in their active headcount. The new location will need to update and/or verify any information that may need to be changed for the employee.

Q: How should I report a re-hired employee?
A: If an employee was terminated (regardless of reason) and is now coming back with full service recognition as a re-hire, the employee should continue to use the previously issued employee id. The terminated record should be edited to reflect that the status is now ACTIVE. For re-hires only, you will need to check the re-hire checkbox. Once you check the box, the dates entered for 'termination date' and the 'last day worked' fields will automatically be removed and the status will update to Active.

Q: How should I report expats?
A: All expats should be reported in their host country, so they should be reported where they are physically working. Expats transferring to a new location should be treated as a transferred employee.

- The location where the employee transfers from should update the group/location with the new physical location information. The location will receive a confirmation to notify them that the employee successfully transferred to the host country and they will notice a change in their active headcount. The host country will receive an email notification that the employee has been transferred to their location and they will notice a change in their active headcount. The host country will be required to update any information that may need to be changed.

  Example: Mr. D accepted a job in Ghana, but his home country is the Netherlands. The Netherlands should then update the group/location information for Mr. D. to initiate the transfer to Ghana. Ghana will receive an email to notify that the employee was transferred and will need to verify that all his data is accurate in his employee record.

Global Employee Database
Frequently Asked Questions

Key Definitions for Employee Identification and Classification
Q: What is the definition of hourly versus salaried employee?
A: For the purpose of the GED all employees who are blue-collar, work in a factory environment and are not supervisory should be qualified as 'hourly'. This includes all non-supervisory plant, warehouse, and laboratory functions. All white-collar and supervisory blue-collar positions will qualify as 'salaried'. A plant operator will therefore qualify as 'hourly'. A plant shift supervisor will qualify as 'salaried'.

Q: What is the definition of exempt versus non-exempt?
A: For the purpose of the GED all employees that are 'non-exempt' are employees that have a right to receive overtime payment. Employees that don't receive a payment for overtime are 'exempt'. A plant operator that would receive additional salary for working overtime is 'non-exempt'. A financial controller that has no right to get overtime paid out, as it is considered part of the position he/she holds, will be 'exempt'.

Selecting Appropriate Employee Statuses
Q: How do I select the right status for an employee?
A: An employee can either be:
1. Active –all current ADM employees.
2. Involuntary Termination –a layoff, unsatisfactory job performance, etc.
3. Voluntary Termination –a resignation or retirement.
4. Other –a colleague is terminated due to death, extended leave of absence, such as long-term disability or a colleague record was created in error (i.e. multiple id numbers).
5. Leave- a colleague that is out on short-term disability, maternity leave, Family Medical Leave or takes a sabbatical leave
   - Only employees with an 'active' status will be provided with access to the ADM systems, so we need to carefully monitor that we chose the right status.
   - If an ADM employee becomes inactive (e.g., due to long-term disability), the HR manager needs to discuss with the relevant manager, when this person should be taken off ADM systems and be given an 'other' status.
   - Please use the comments field to record useful information to assist with tracking metrics.

Q: How should I report a terminated employee?
A: When an employee leaves employment with ADM, the status of the employee in the GED should be changed to one of the terminated statuses at the end of the last working day of this employee.

Note: In some countries, this person may still be on the payroll for a time period (during the notice period); however typically no computer access should be given anymore after the last workday.

Global Employee Database
Frequently Asked Questions

Selecting Appropriate Employee Statuses (cont.)

Q: How should I report a new hire?
A: In case of a new hire, the status of the employee should be active and added to the GED system as soon as an employee ID has been assigned. These new hires include everyone on an ADM contract, including temporary workers (no matter the amount of hours work per week) and interns.

Q: How should employees on maternity leave be reported?
A: In case of maternity leave, the employee's status should be updated to 'leave' because many employees work partially or at least check their email accounts on a regular basis.

Q: How should employees out on an extended leave be reported?
A: Sometimes employees get sick for a long period of time (e.g. ½ year or longer) or take a sabbatical leave, in these cases the employee should be marked as 'Leave' in the GED.

Obtaining an 'I' Number

Q: How do we get an 'I' number for an employee?
A: An I-number is given when an employee on ADM contract enters the organization and is applicable for every employee. This is not linked to using a PC or IT tools. It works like personnel numbers, which we use for many payroll systems in Europe. These I numbers are given by Global ID.

For non-ADM employees that are either part of a joint venture or working via an agency, N- or X-numbers are applicable. These types of employees should not be included in the GED. Also, the GED will not allow you to add an N- or X-number.

Q: How can we change an 'n' number or 'x' number to an 'I' number?
A: Sometimes an employee would start as a temporary hire via an agency and would have an X-number. ADM appreciates all the work this employee does and decides to hire this employee on an ADM contract. HR should then inform IT of this situation and request a change of ID number. HR should request the move from an X-number to an I-number and should create a new employee record by using the new I number in the GED. This process is important for GED, as only I numbers will be accepted.

Need Assistance

Q: Who should I contact for assistance with updating fields that cannot be edited?
A: Please send an email to the GED Administrator in Decatur at globalemployeedatabase@adm.com.

Q: Who should I contact for assistance with setting up access to ADM's network for new hires and/or re-hires?
A: If you are in Europe, Asia and Africa, please contact EUHelp. If you are in South America, please contact SAProblem.