

INSTRUCTIVE FOR USE OF THE SIBU SYSTEM.

Information to manage the approval processes and vacation balance inquiries for supervisors in charge of ASEBoston payroll personnel.



Objective of the document

This document will provide you with the initial orientation to use the SIBU system, resolving several questions about the vacation approval procedure and vacation balance inquiries to ASEBoston active payroll employees.



General Information About the SIBU System

SIBU System Login

- ➔ The ASEBoston vacation email address will send the necessary information to generate a username and password. Upon receiving this data, the supervisor must modify the password and save it securely.

¿How can you generate a username and password?

- ➔ The ASEBoston vacation email address will send you the information to generate your username and password (First only). When you receive the data, you will need to modify the password and save it securely.

¿What happens if you do not have a username and password?

- ➔ If you do not have a username and password having a supervisor profile, you should contact the vacation email address to be provided with the necessary data to access the system.

Login to the SIBU platform

Login to the e-mail address

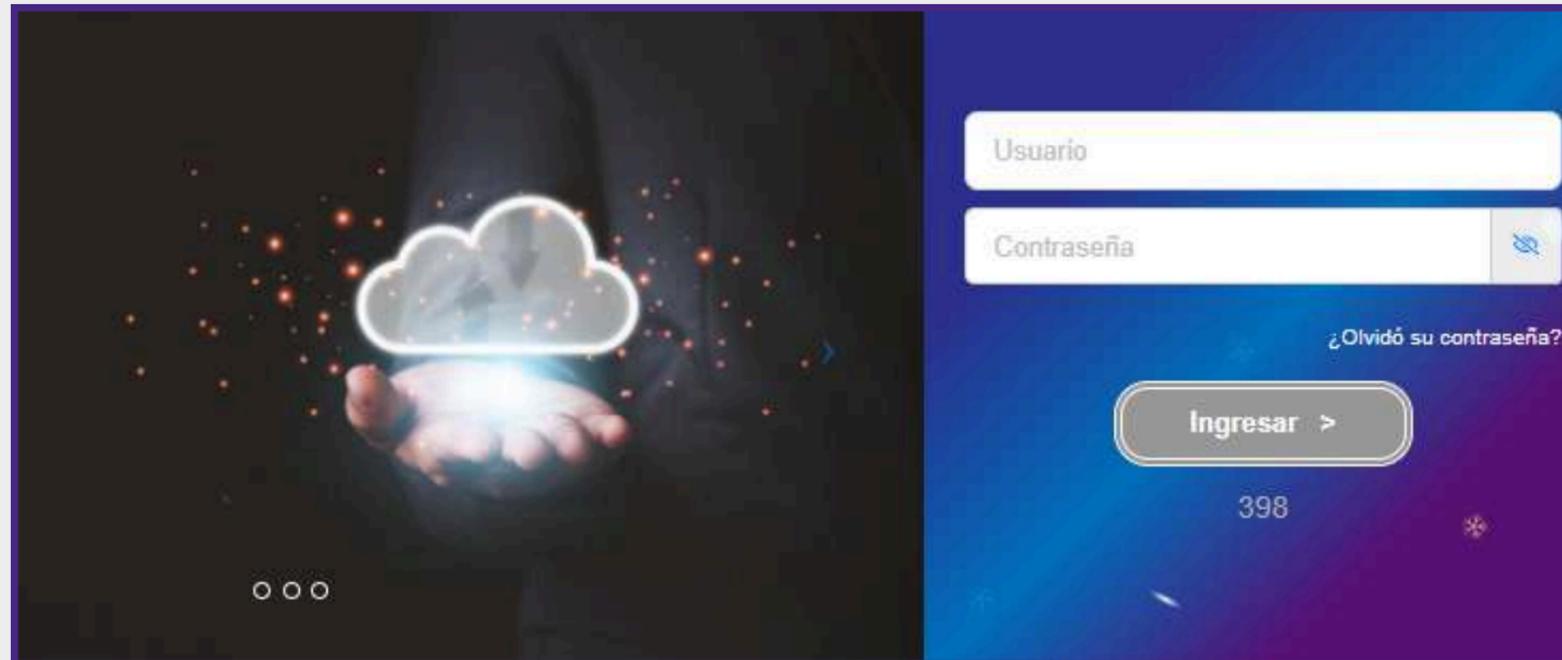
- ➔ The system is not a downloadable application (APP), so it must be accessed through any browser.
- ➔ To enter the system, scan the QR code attached in the image or copy the following link:



<https://sibuersixaola.com/aseboston>

General Information About the SIBU System

SIBU system login procedure



1 Step:

To access the SIBU system, a username and temporary password will be sent to your email address from your vacation email address.

The data will be sent to the e-mail address assigned by Boston Scientific @bsci.com.

Once you receive the information, you will need to enter the username and password in the corresponding fields. Then, click on the “Login” button.

Note: The password sent is temporary, the supervisor will need to change the password. Be careful when entering the data. When copying the login information, be sure not to leave extra spaces between characters.

General Information About the SIBU System

Password change procedure



Acceso Directo | Información Adicional | Documentos

[> Cambio de Password](#)

Cambio de Contraseña

Contraseña Actual:

Nueva Contraseña:

Confirmar Contraseña:

- La contraseña debe contener máximo 90 vocales.
- Requiere al menos 1 números.
- Debe contener al menos 6 caracteres y no más de 20.

2 Step:

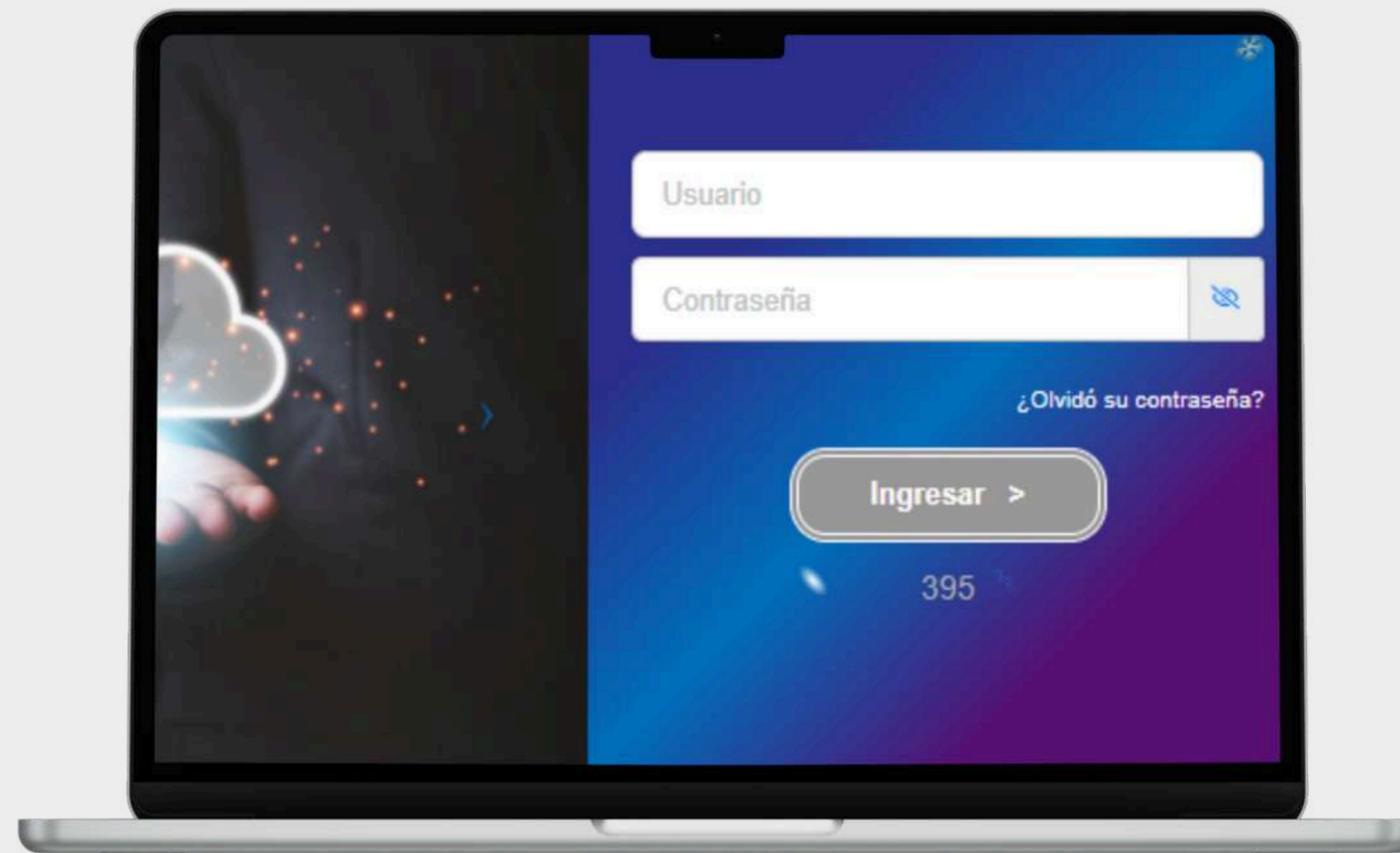
The system will automatically display the following information the first time you change your password. You must complete the requested data, following the indicated specifications.

The password is for personal use, so it is recommended not to share it with third parties. You will be the only person with access to it. Vacation staff will not have access to this information.

General Information About the SIBU System

Completion of the required fields for the entry

If you have a direct supervisor profile from Boston Scientific, this is the procedure:



3 Step:

Once the new password has been created, you must enter it in the corresponding fields to access the SIBU platform.



User: Boston Scientific employee ID number (Number starting with 1 or 2).

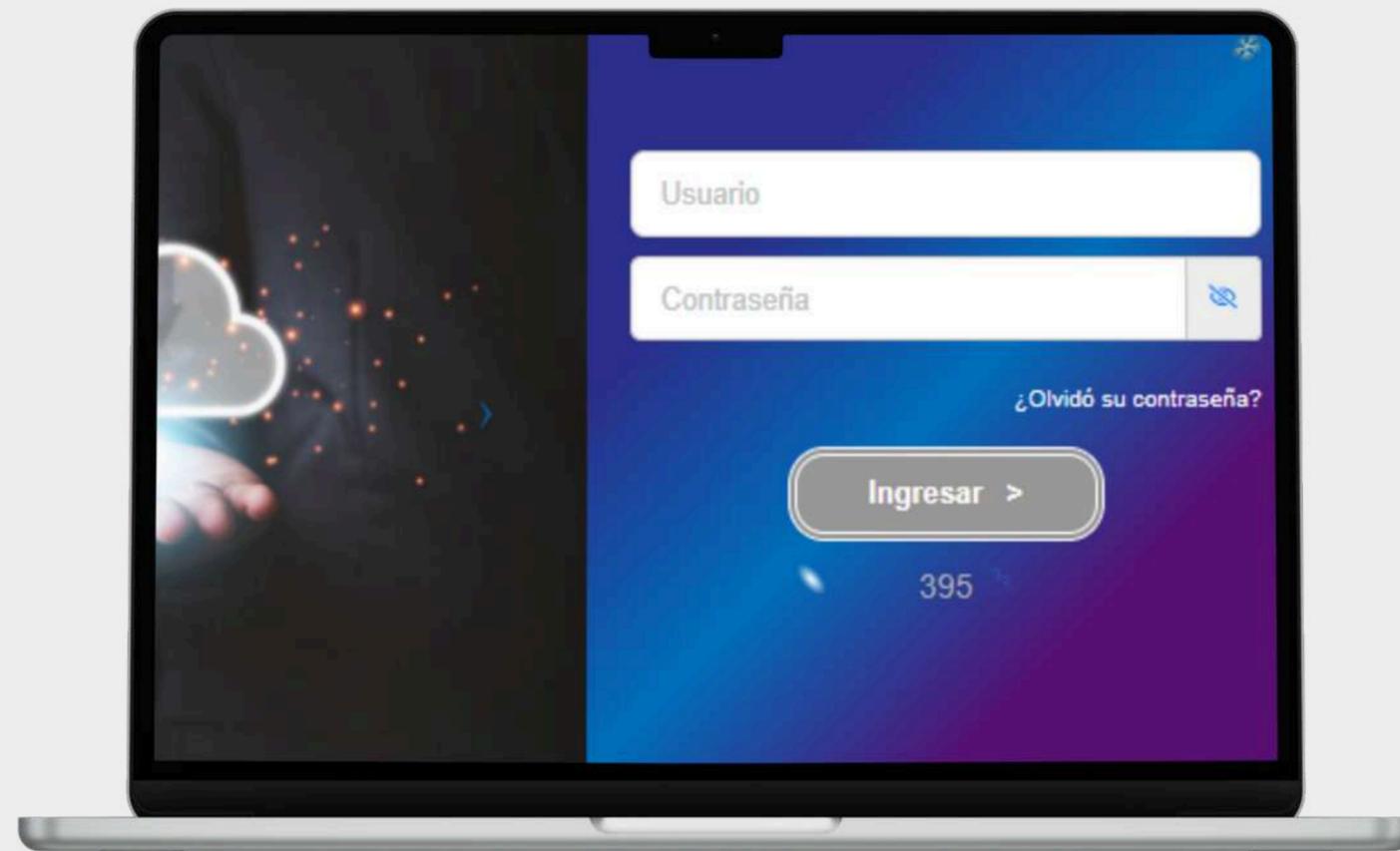


Password: Enter your new password.

General Information About the SIBU System

Completion of the required fields for the entry

[If you have an ASEBoston direct supervisor profile, this is the procedure:](#)



3 Step:

Once the new password has been created, you must enter it in the corresponding fields to access the SIBU platform.



User: ASEBoston employee ID number.
(Number starting with 9).



Password: Enter your new password.

E-mail address for inquiries management vacation process.

If you do not have a username and password, please contact us at the following e-mail address:

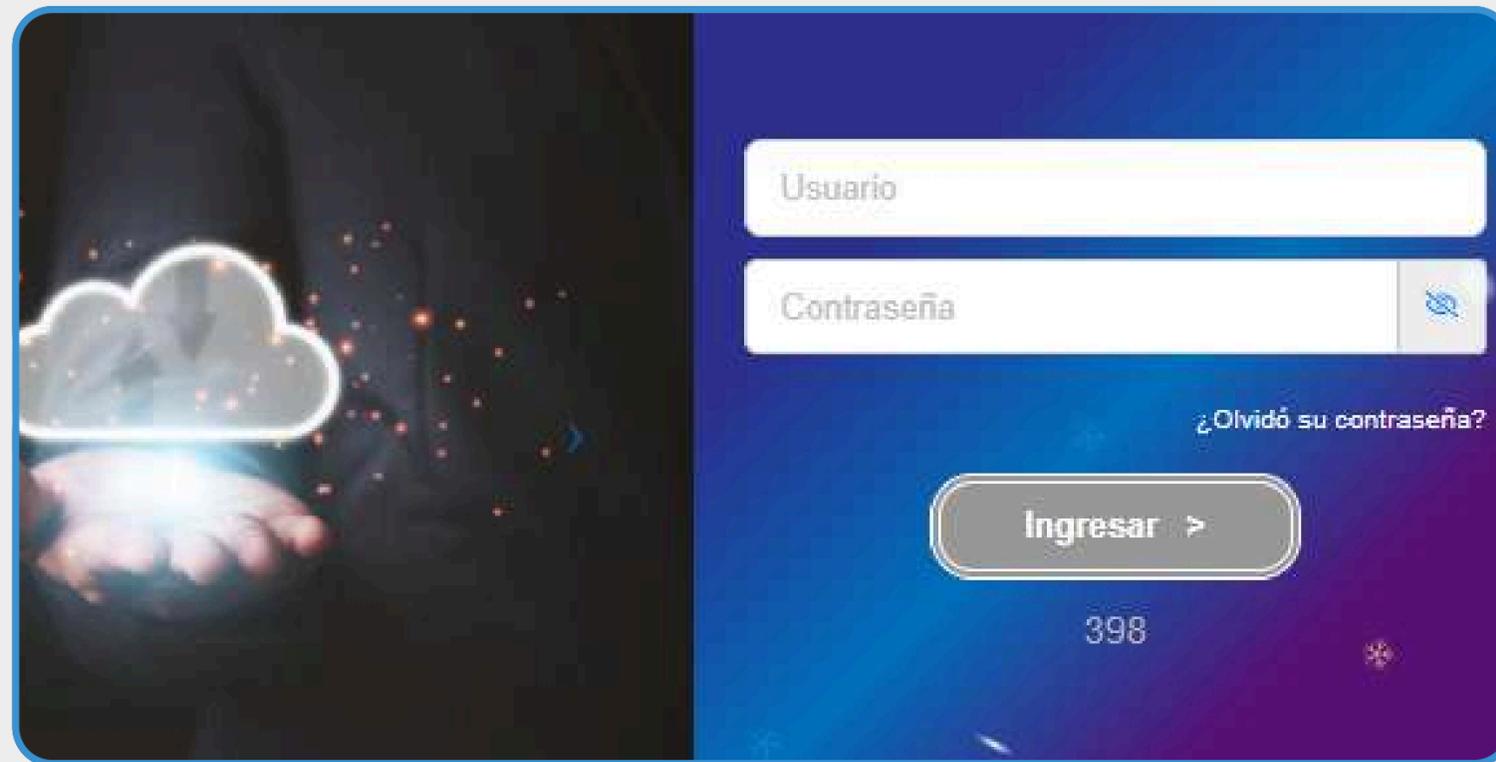


[*vacaciones@aseboston.com*](mailto:vacaciones@aseboston.com)

Through this e-mail address you will be sent the user and password generation data, and any doubts or queries you may have will be resolved.

General Information About the SIBU System

Procedure in case of forgotten password



Password request

In case you forget your password, click on the “Forget password” button to generate a new one. The password will be automatically sent to your e-mail address. If you do not receive it, please contact us via e-mail for questions or queries.



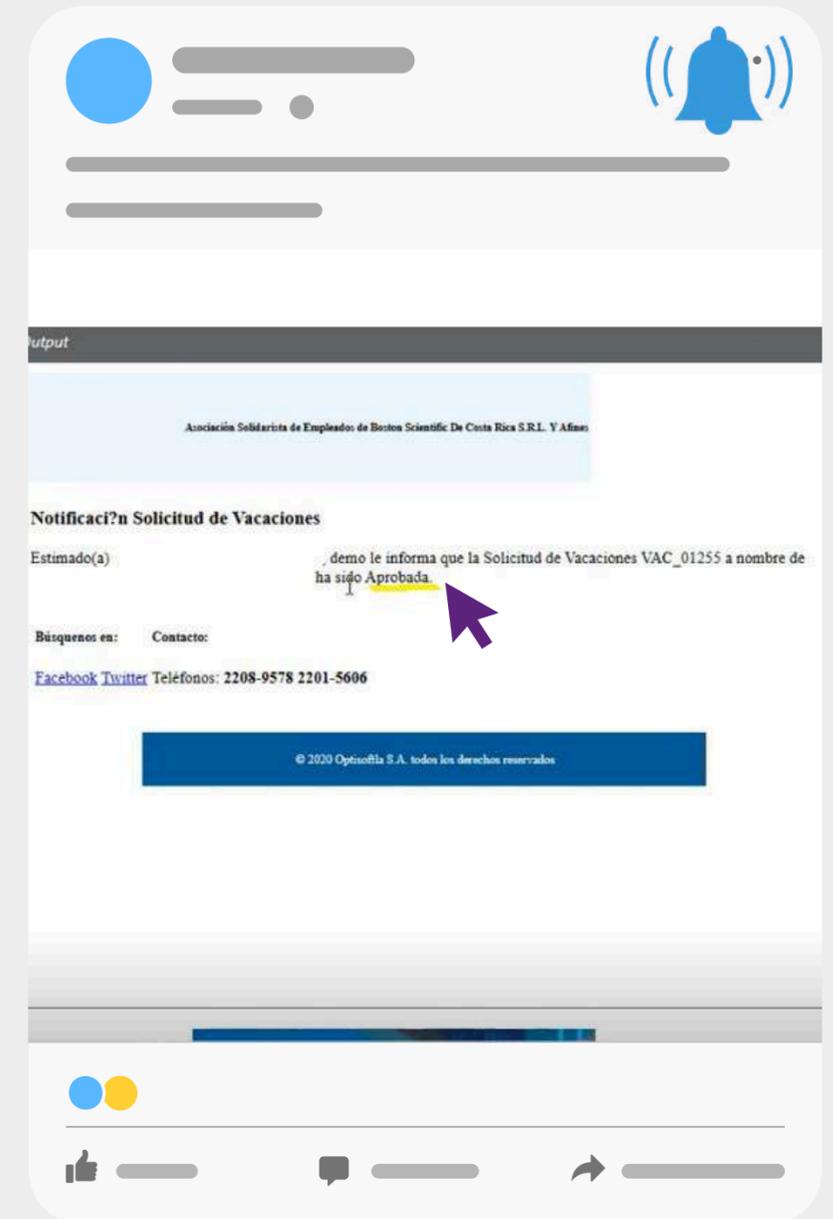
vacaciones@aseboston.com

Notification

Vacation request status tracking

Notifications will be sent to your email (Boston Scientific @bsci.com) regarding the employee's vacation request, informing you of the status of the request for approval or denial.

It is recommended that you constantly check your email to verify if there is any vacation pending approval.



Status of an employee's leave request



Pendiente

The request has been logged by the employee but has not yet been reviewed by Human Resources and has not been approved by the corresponding Supervisor.



Revisadas

The request has been reviewed by Human Resources and is in the process of being approved by the supervisor.



Approved

The application has been reviewed by Human Resources and approved by **the supervisor** and is awaiting final processing execution.



Processed

The application has been processed by Human Resources and all related processing has been completed.



Rejected

When the application is in “rejected” status, it means that it was rejected by **the supervisor**.



Cancelled

A request that is in a “cancelled” status means that Human Resources has cancelled it or it was cancelled by the employee.



Vacation request approval procedure

System SIBU



Login to the Vacation Request Approval module

First entry step:

All supervisors who have employees in their charge in the ASEBoston payroll must enter the enabled module called "Vacation Request Approval". This module contains the tracking of employees' vacation requests, allowing them to proceed with their approval or rejection.

Important: If you have a supervisor profile and do not have the "Vacation Request Approval" button enabled, you should contact the e-mail address provided to request the corresponding access.

Process module

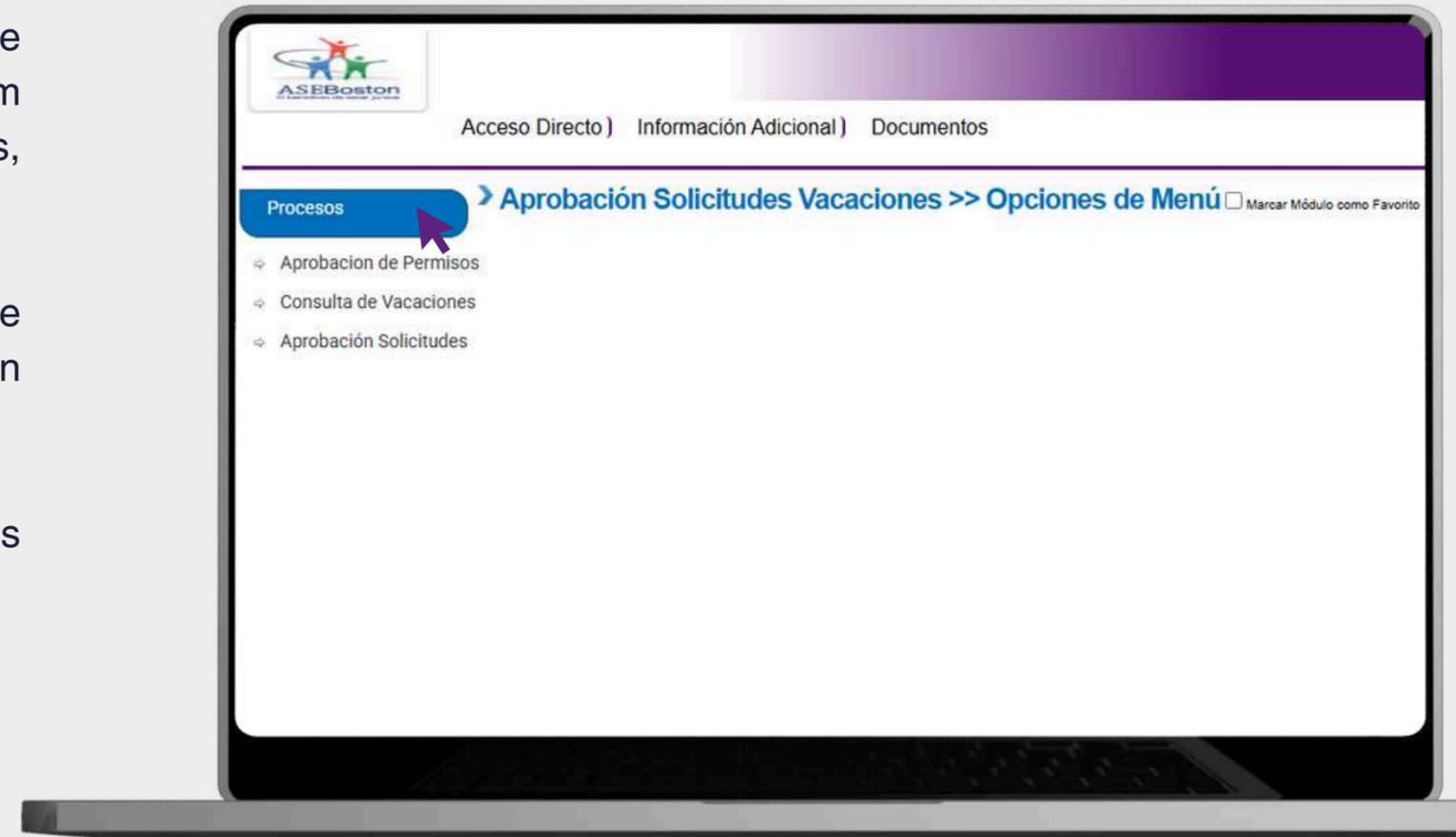
System SIBU

Process module

Elements of the process section:

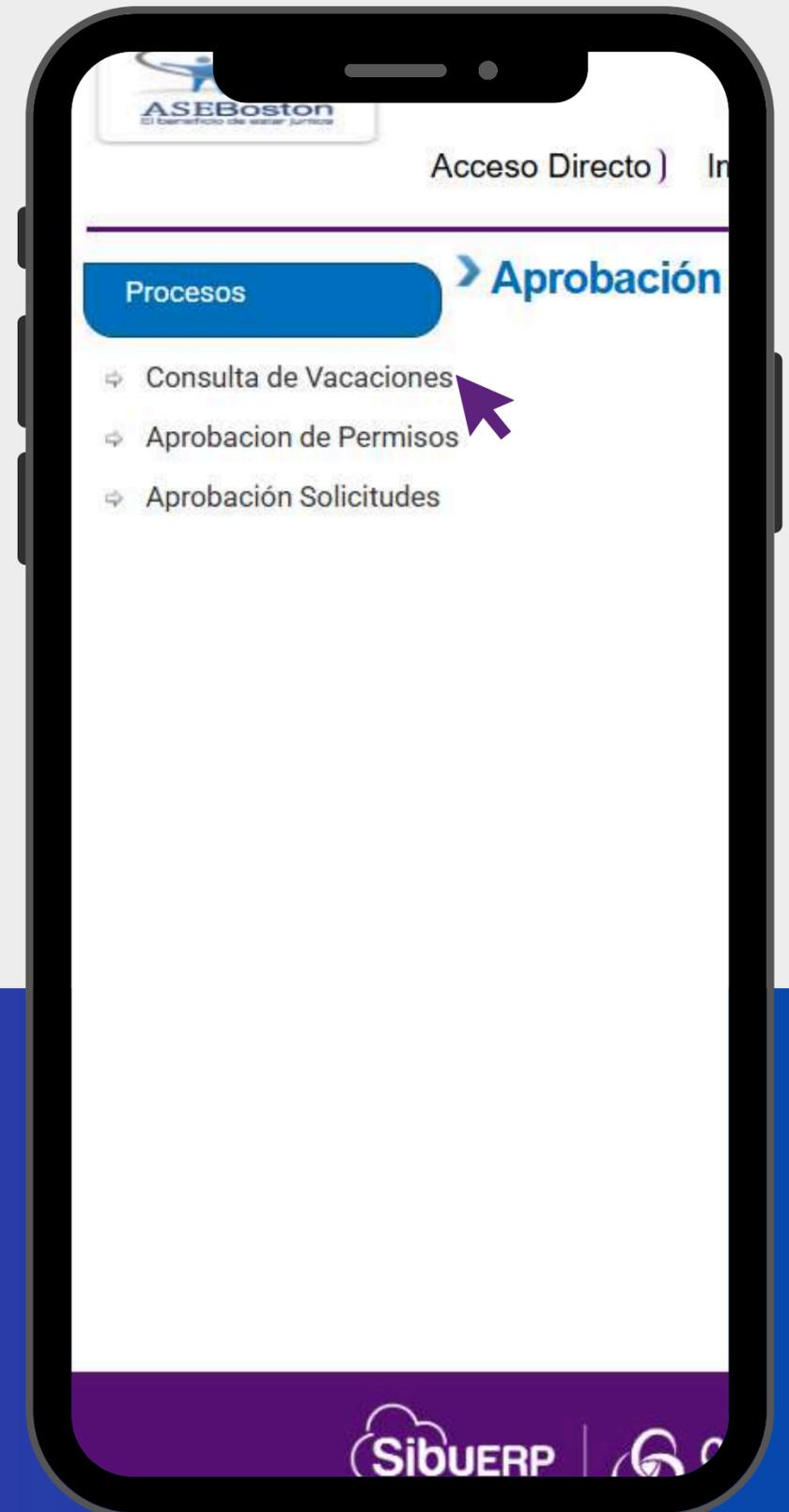
To display the elements of the “Processes” section, click on the button and the corresponding elements will be displayed.

- **Permit approval:** Special leave approval processes by which the responsible supervisor approves or rejects a request made by an employee to be absent from work for special reasons, such as illness, medical appointment, personal matters, among others.
- **Vacation consultation:** Vacation consultation refers to the process in which the supervisor can verify the balance of vacation days available to the employee in charge.
- **Approval of requests:** The approval of requests covers the approval of vacations made by the employee requiring the supervisor's approval.



Employee vacation consultation

System SIBU



- Aprobación de Permisos
- Consulta de Vacaciones
- Aprobación Solicitudes

Listado de Empleados

Filtro Buscar Estado: Activo

Exportar a PDF | Exportar a Excel | Exportar a Word

Texto a Buscar

| Ver | Identificación | Primer Nombre | Segundo Nombre | Primer Apellido | Segundo Apellido | Planilla | Fecha Contratación | Badge | Departamento | Centro Costo | Estado |
|-------------|----------------|---------------|----------------|-----------------|------------------|-----------------|--------------------|--------|----------------------------|--------------|--------|
| Seleccionar | Identificación | Primer nombre | Segundo nombre | Primer apellido | Segundo apellido | Quincenal (SMT) | 06/02/2023 | 20585 | Coyol Baylis Overhead | BOSTON | Activo |
| Seleccionar | Identificación | Primer nombre | Segundo nombre | Primer apellido | Segundo apellido | Quincenal (SMT) | 02/11/2023 | 206603 | EHS Exp CR1 Hrd | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 12/02/2024 | 900204 | EHS Exp CR1 Hrd | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 31/08/2023 | 206425 | EHS Exp CR1 Hrd | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 06/09/2021 | 16310 | Costa Rica Human Resources | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 01/08/2019 | 15432 | Costa Rica Human Resources | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 26/04/2010 | 10694 | Costa Rica Human Resources | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 28/05/2012 | 109716 | Costa Rica Human Resources | BOSTON | Activo |
| Seleccionar | | | | | | Quincenal (SMT) | 22/06/2015 | 153676 | Costa Rica Human Resources | BOSTON | Activo |

▼ Create Filter

Vacation Consultation

The “vacation inquiry” button is a function within the system that allows supervisors to obtain information on the vacation balances of the employees they are in charge of.

List of employees

The list of the information of the data of all the employees that the supervisor is in charge of will be displayed. Information such as: the employee's full name, type of payroll, date of hiring, employee number, among other aspects, will be displayed.

Click on the employee's profile and then on the “select” button to verify the vacation data:

Procesos > Aprobación Solicitudes Vacaciones >> Proceso

Empleado 9

Información de Periodos

Filtro Abiertos Cerrados

Exportar a PDF Exportar a Excel Exportar a Word

Texto a Buscar

| Descripción | Año | Total para Disfrute | Total para Compensar | Disfrutados | Compensados | Por Disfrutar | Por Compensar |
|---|------|---------------------|----------------------|-------------|-------------|---------------|---------------|
| Periodo Vacaciones 2/2024 a 1/2025 Vacaciones Ley | 2024 | 7 | 0 | 0 | 0 | 7 | 0 |
| Periodo Vacaciones 2/2024 a 1/2025 Beneficio Flotante | 2024 | 1 | 0 | 0 | 0 | 1 | 0 |
| Periodo Vacaciones 2/2024 a 1/2025 Beneficio Antigüedad | 2024 | 1 | 0 | 0 | 0 | 1 | 0 |

Resumen

Total para Disfrute: 9

Total para Compensación: 0.00

Días Reservados: 0.00

Información de Solicitudes

Filtrar por Estado Pendientes Aprobadas Rechazadas Procesadas Anuladas

| Num. Empleado | Empleado | Días A Disfrutar | Días a Compensar | Detalle | Estado |
|--------------------|----------|------------------|------------------|---------|--------|
| No data to display | | | | | |

Detalle Solicitud

Exportar a PDF Exportar a Excel Exportar a Word

Texto a Buscar

| Fecha | Cantidad |
|---------------------------------|----------|
| No hay información para mostrar | |

Information periods

Entering the employee's profile, we will see a first segment that shows the information data of the vacation balance periods, such as: The distribution of all the employee's available balances, separated between statutory, seniority and floating vacation.

Summary

Information on the vacation balance of the total general employee.

Employee balance information

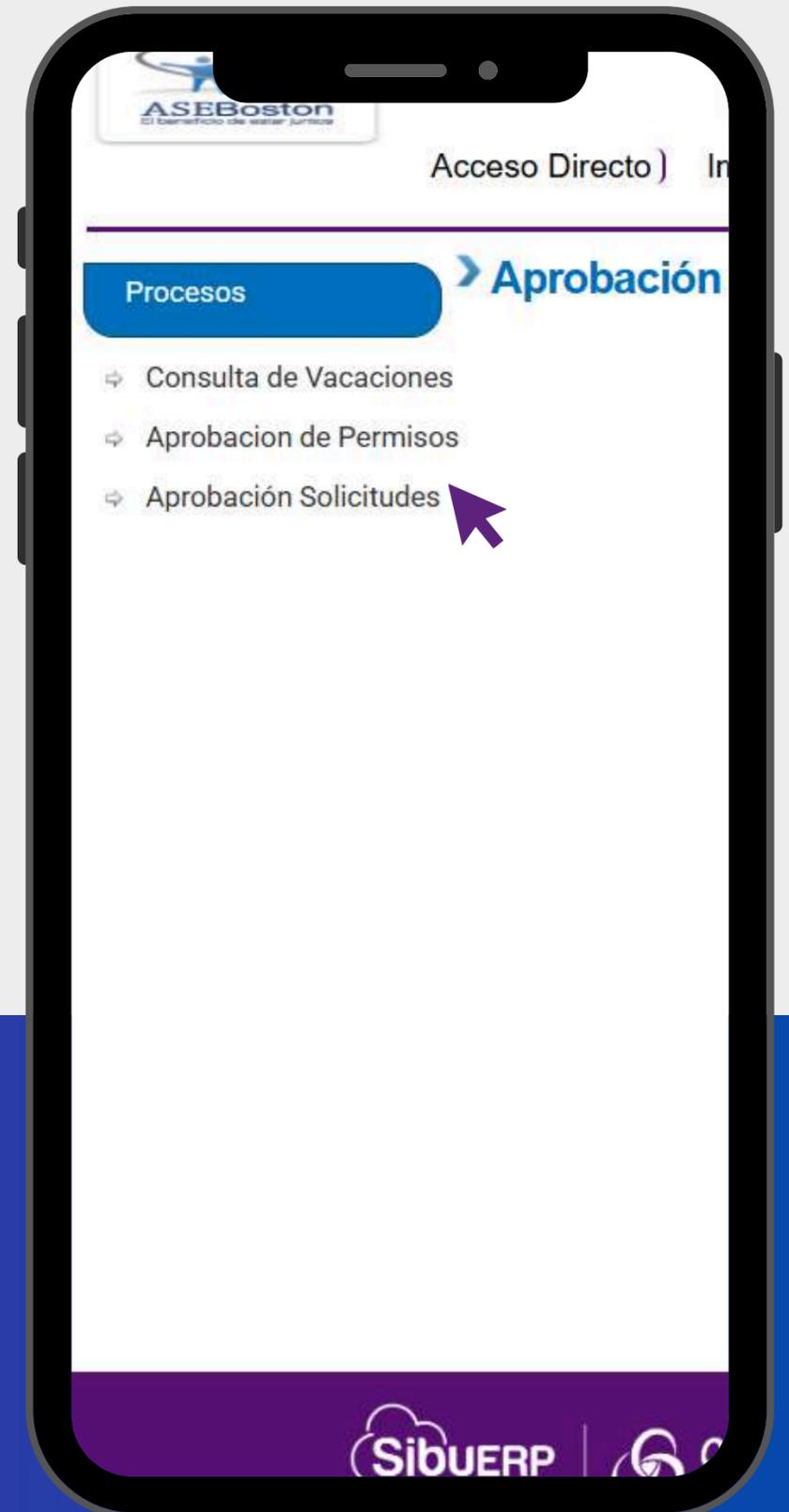
The "Request Information" section shows the progress of the employee's request and the type of status it remains in.

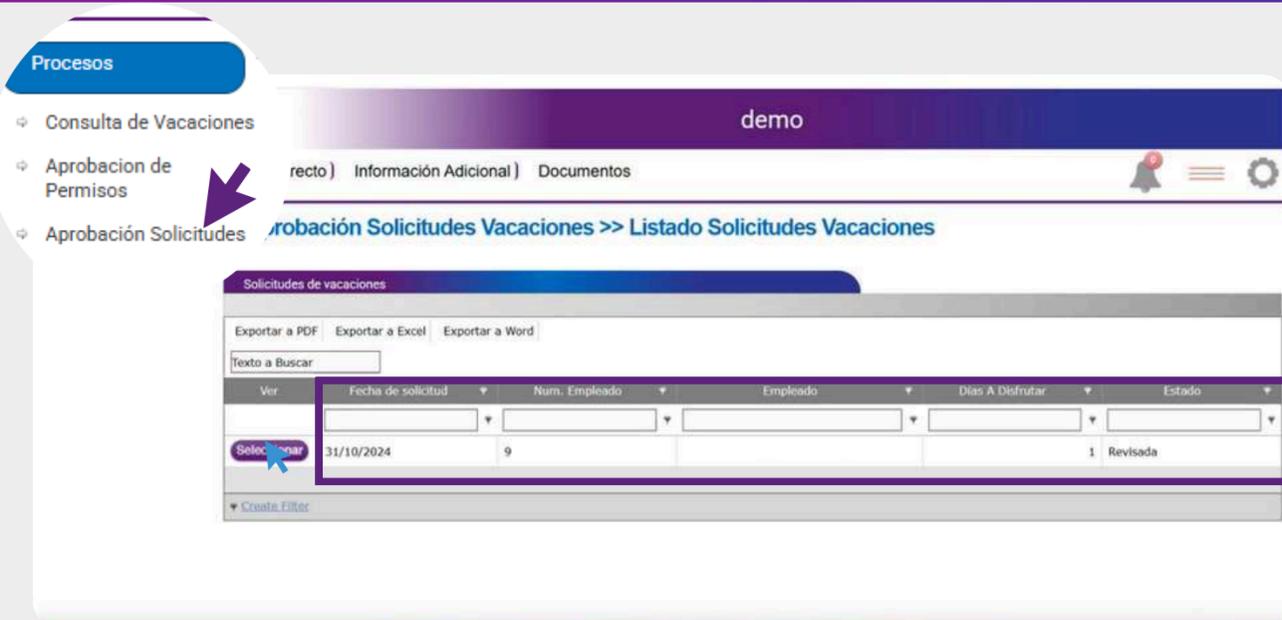
Note: The "Compensation" section will remain disabled and will be shown with the data number 0,0. Since in our case as an organization it does NOT apply.

The "Reserved Days" section will remain disabled, it is shown with the data at 0.0. Since in our case as an organization it does NOT apply.

Approval of vacation requests by supervisor

System SIBU





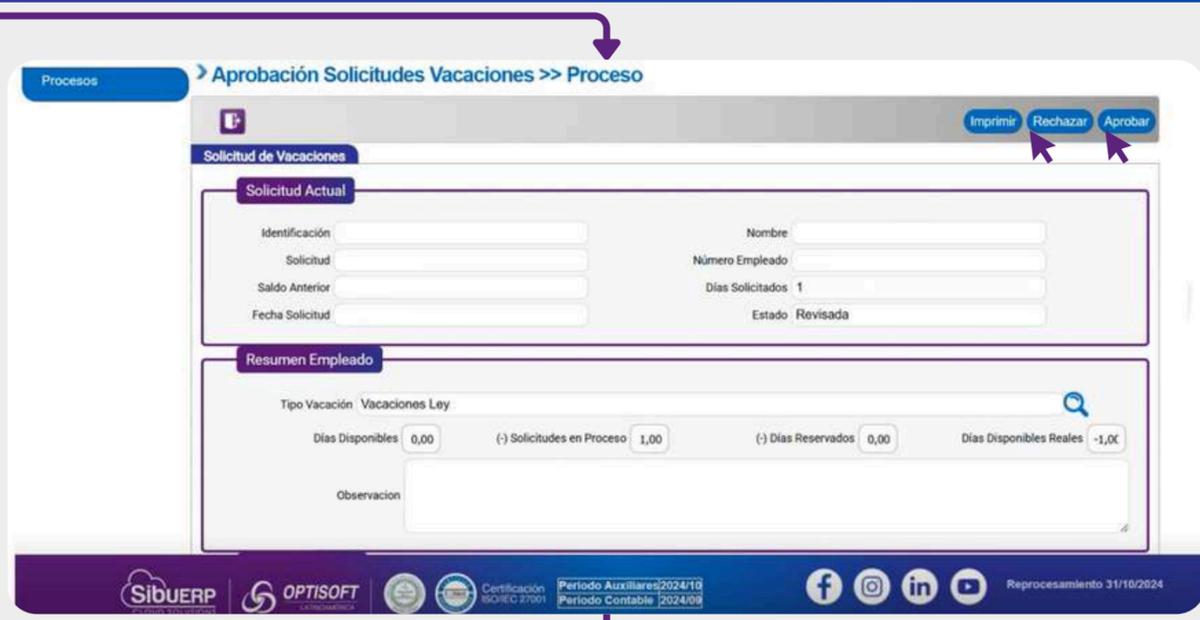
1

By entering the “Processes” module in the “Approval Requests” option, the history of all employee vacations to be approved or rejected will be displayed.

Next, to approve an employee's request, we will position ourselves on the convenience profile and click on the 'Select' button. The box will display all pending requests for approval per employee. Each column will include relevant information about the request, such as the date of the request, the employee number, the employee's name, the days to be taken, and the status of the request, which will appear in a 'Reviewed' status.”

2

When you click on the 'Select' button and choose the employee's request, a window with all the data of the request will be enabled. It will display the employee's information, as well as a section called 'Employee Summary', which will contain all the details of the request.



3

Finally, the application information is reviewed, and once the data is verified, click "Approve." Otherwise, if the application is not approved, click "Reject."

End of the process.

More information:

www.colaboradoresaseboston.com/vacaciones/solicitud-de-vacaciones



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El beneficio de estar juntos