

Action 38 — Expansion and facilitation of access to all documentation for employees: creation of an internal platform

Institute of Agrophysics, Polish Academy of Sciences (IA PAS)

The action provided for expanding and facilitating employee access to the Institute's documentation through an internal platform. It has been delivered through two complementary and interlinked components, each serving the type of content for which it is suited.

The Institute operates an employee portal in which each employee has authenticated, individual access to their own employment data: leave entitlement and remaining balance, leave and absence requests and their approval status, the most recent remuneration and payment date, working-time registration, a personal calendar, notifications, and built-in guidance material — including instructions on registering remote work and contacting the HR department. This is the employee's day-to-day point of reference for matters concerning their own employment.

Institutional documentation is made available through a dedicated documentation area, organised into acts of law, regulations and internal acts; Director's Orders; Director's Announcements; Director's Information; and downloadable forms and other useful documents. The same area carries a direct link to the employee portal, so that staff reach both the Institute's regulatory documentation and their individual employment data from a single entry point.

The two components together deliver the objective of the action: organised, structured access for all employees to the Institute's internal documentation across units, and individual access to their own personnel and payroll information. The indicator foreseen in the Action Plan — a working internal platform — is met.

Exhibits

A Employee portal — employee account view (dashboard). (Jul 2026)

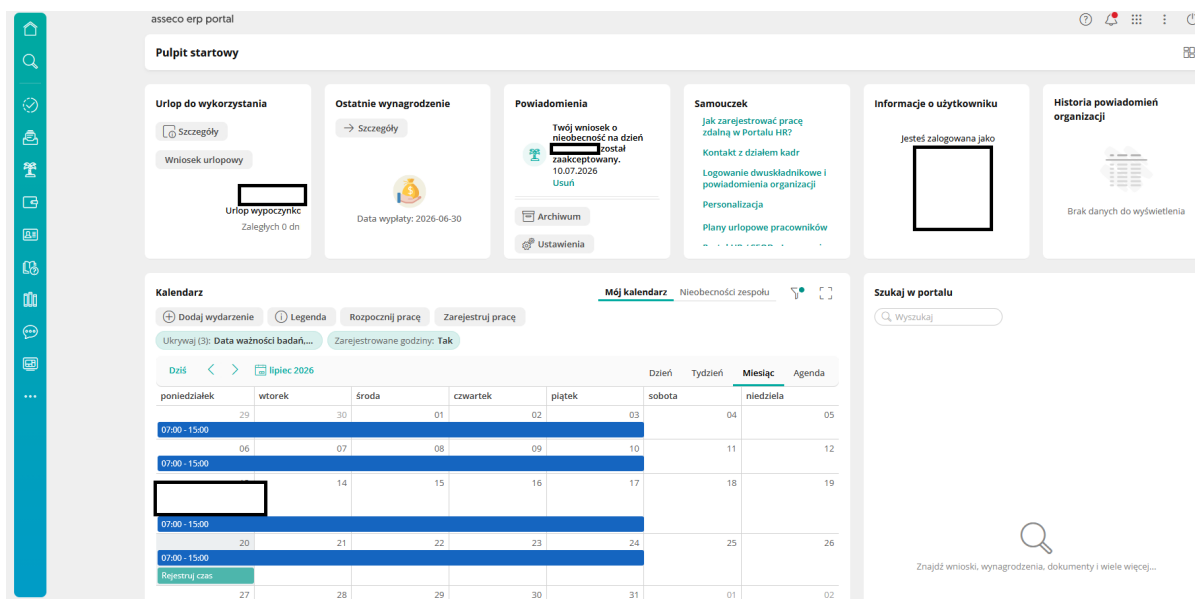
B Documentation area for employees on the Institute's website — section index. (Jul 2026)

Further records available on request. Evidence is provided as dated screenshots so that it remains verifiable independently of live links. Identifying data in the employee portal view — the account holder's name and individual leave and absence entries — are redacted; redaction was applied to a flattened image. Browser and system toolbars are cropped.

Compiled: July 2026.

Exhibit A — Employee portal: employee account view

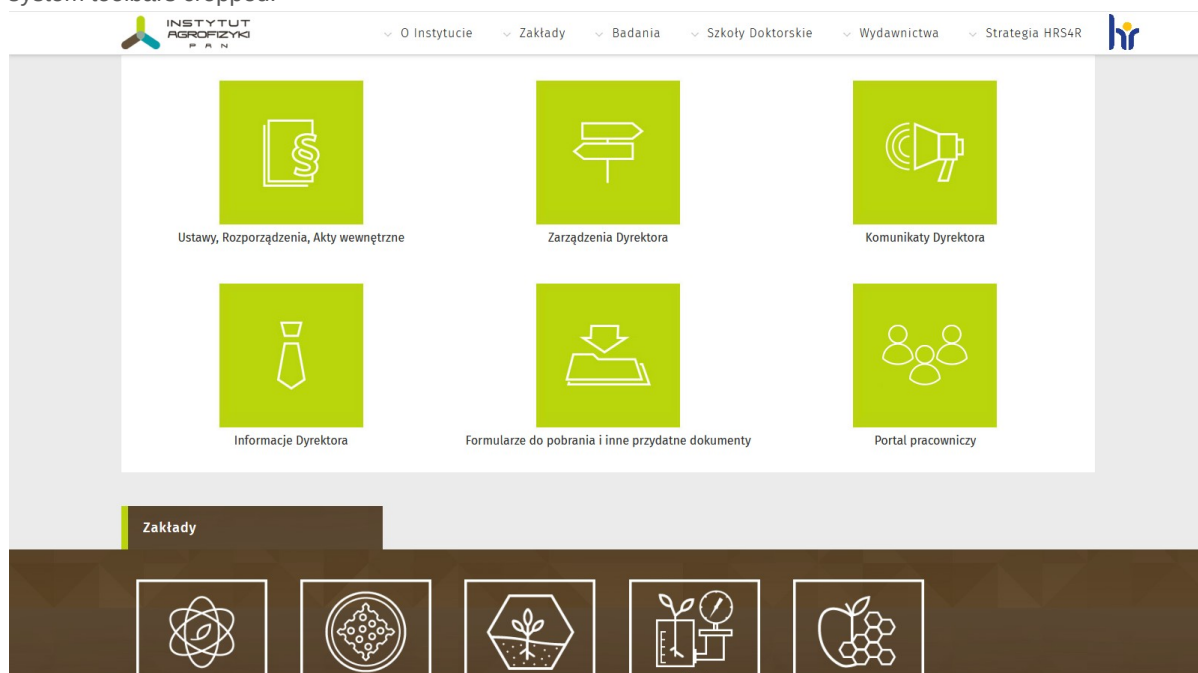
Dashboard of the employee portal as seen by an individual employee. The view brings together, in one place: leave available for use with a leave-request function; the most recent remuneration with its payment date; notifications, including confirmation that an absence request has been approved; a personal working-time calendar with registration functions; a portal search; and a guidance panel with instructions on registering remote work, contacting the HR department, two-factor authentication and organisation notifications. Screenshot of July 2026; identifying data redacted.



Account holder's name and individual leave and absence entries redacted.

Exhibit B — Documentation area for employees on the Institute's website

Index of the documentation area available to staff, giving access to: acts of law, regulations and internal acts; Director's Orders; Director's Announcements; Director's Information; downloadable forms and other useful documents; and the employee portal. The final tile links the documentation area directly to the portal shown in Exhibit A, so that both components are reachable from one entry point. Screenshot of 20 July 2026; browser and system toolbars cropped.



Summary (EN)

Section titles, left to right, top row: Acts of law, regulations and internal acts; Director's Orders; Director's Announcements.

Bottom row: Director's Information; Forms for download and other useful documents; Employee portal.