



Dear All,

Further to my email on Wednesday about the expiry of your current permit on 11.59pm on Sunday 13 September, I am pleased to inform you that your new permit is available on MetroMe for you to download and print.

Your new Permitted Worker Permit will be valid until 11.59pm 31 October 2020.

How will I get my new permit?

The People Division is managing this process. Your pre-populated permit is available from MetroMe.

The new permit will again refer to a 24/7 roster as this allows for colleagues who are either on-call or work varying shifts.

You can access your new permit via your mobile device or computer. There's also the handy App available in the Metro App Store on your Metro mobile device (called "Success Factors") for easy access at all times. Here's how to access it using a browser or once you access the App:

- [Click on this link](https://performancemanager10.successfactors.com/sf/start/#Shell-home) to access MetroMe or type the full URL into your browser:
<https://performancemanager10.successfactors.com/sf/start/#Shell-home>
- Enter your company ID: metrotrain
- Enter your standard username e.g. firstname.lastname followed by your standard password
- Enter your work email address, followed by your standard password.
- You will now see your home page.
- From your home page, refer to the attached Quick Reference Guide which will help you navigate to the documents section to download your permit.

How to sign and store your new worker permit

Once you have downloaded your new worker permit, you will need to sign the pdf – electronically is suitable – and email it to your immediate line manager.

You will also need to print and carry a copy with you at all times, along with photo identification. We encourage you to keep the electronic version on your work phone as a record – a photo or email attachment is suitable.

If you are on your first journey to work, please show your Metro ID and expired permit explaining you are on your way to work. This email can also be used to assist with these discussions and you can also contact your immediate line manager should you need to escalate.

If you have trouble accessing MetroMe or a printed copy, please reach out to your manager.

Please check your details on the permit. You can email People Services at people.services@metrotrains.com.au to request corrections.

Childcare permit

The Victorian government has stated that a new childcare permit does not need to be issued for permitted workers (remote or onsite) who have childcare permits.

Important

The permit is for necessary on-site work. Those colleagues who can work from home, must remain working from home. The permit is only to be used for work – not other activities. There are significant penalties for both individuals and companies for the misuse of permits. Metro takes this very seriously.

Thank you

Once again, thank you for your patience as we work through this together, and for all your hard work in keeping Melbourne moving for our passengers during this difficult time.

Take care and kind regards,

Rob

Robert Duvel

Executive Director Zero Harm





MetroMe ESS Display Permitted Workers Permit

Outline

Employees are able to view and download PDF copies of their Permitted Workers Permit from MetroMe.

Roles

All employees.

- 1 From the MetroMe homepage click **My Profile**.

The screenshot shows the MetroMe profile page for Dean Mendes. The navigation bar at the top includes: PUBLIC PROFILE, PERSONAL INFORMATION, TAX FILE NUMBER, ADDRESS INFORMATION, CONTACT INFORMATION, WORK ELIGIBILITY, DEPENDENTS, BANK DETAILS, and a dropdown arrow. The 'DOCUMENTS' option in the right-hand sidebar is highlighted with a red box. A text box in the center provides the following instructions:

1. Go to your profile
2. Use the arrow on the top bar (highlighted with the red box around it)
3. Scroll to Documents

The screenshot shows the 'Documents' section of the MetroMe profile. The 'DOCUMENTS' tab is selected in the navigation bar. A document titled 'Permitted Worker Permit' is displayed with the following details:

Document Name	Permitted Worker Permit
Attachment	001234 Dean Mendes Permitted Worker Permit...

Please print the permit out & sign the document, ensure you have the permit with you at all times & have your Metro ID with you