deel.

Deel For Employees Guide

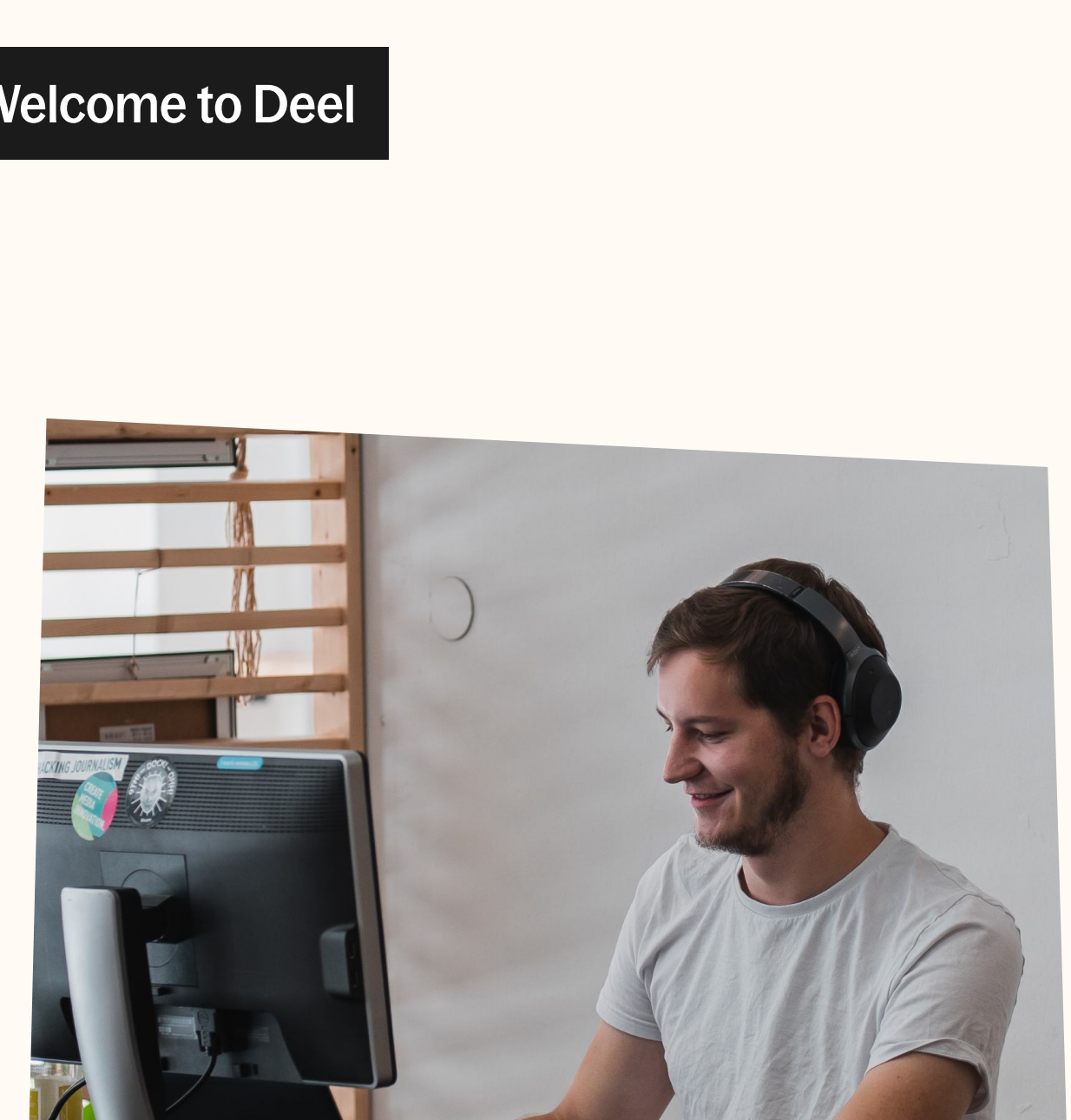
Welcome to Deel

We're excited to introduce you to Deel, your all-in-one global people platform. Whether you're getting started or transitioning roles, we aim to make your employment experience as smooth and beneficial as possible.

1. Welcome to Deel
2. Getting set up on Deel
3. Payments on Deel
4. Time-off
5. Testimonials

Deel brings together HR services, payroll management, and compliance solutions on a single, easy-to-use platform. We're here to support you throughout the journey—from onboarding, payslips, tax documents, personal detail directory, benefits, and more.

❶ Welcome to Deel



What does it mean to be an EOR employee?

An Employer of Record (EOR) is an organization hired by companies to handle the legal and administrative responsibilities of employing staff, often in countries where the company might not have a local presence.

Here's an easy way to think of it: You work for your company in a practical sense, completing your assigned role. The EOR is your formal employer, meaning the EOR takes care of all the administrative and legal responsibilities for your employment. In line with this arrangement, you maintain your day-to-day relationship with the customer, and they remain your point of contact for any job-related matters of your engagement.

Moreover, you'll retain all the employment rights you typically have under local employment law when you're hired through an EOR.

You can find important information about your rights and responsibilities in your country's Employee Handbook in the Other Resources section of the Employee FAQ.

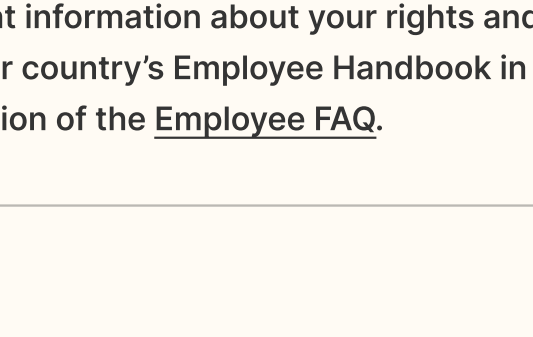
Here's what it's like to be an employee hired under an EOR:

Benefits are included

You're entitled to all statutory benefits such as healthcare, social security, pension contributions, and any other standard perks for employees in your country. The EOR manages these benefits on your behalf, ensuring you receive everything legally entitled to you.

Local laws are adhered to

No matter where you are in the world, the EOR ensures that your working conditions comply with local laws. This includes meeting regulations regarding wages, working hours, mandatory benefits, paid leave, overtime pay, and more.



Your pay and taxes are handled

The EOR manages your payroll, making sure you get paid correctly and on time. It also handles important things like taxes and social security contributions, ensuring everything is properly accounted for, withheld, and sent to the right authorities.

A clear employment contract is created

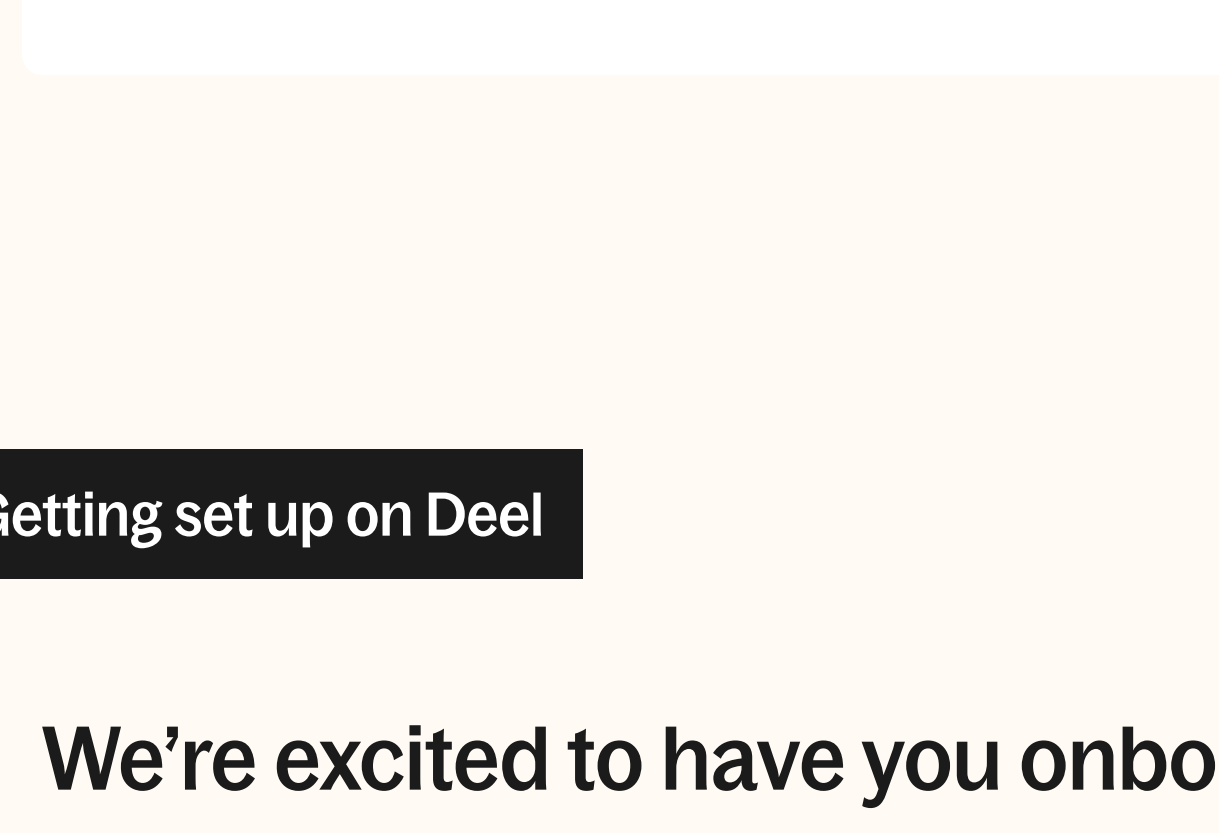
Your contract will be with Deel EOR. It will detail your job role, salary, and terms of employment, ensuring transparency and mutual understanding of your employment conditions.

Support's provided whenever you need it

Our local HR team ensures your rights are looked after and is always ready to assist with any questions or concerns.

❷ Getting set up on Deel

We're excited to have you onboard! Here's how to set up your Deel account:



Step 1

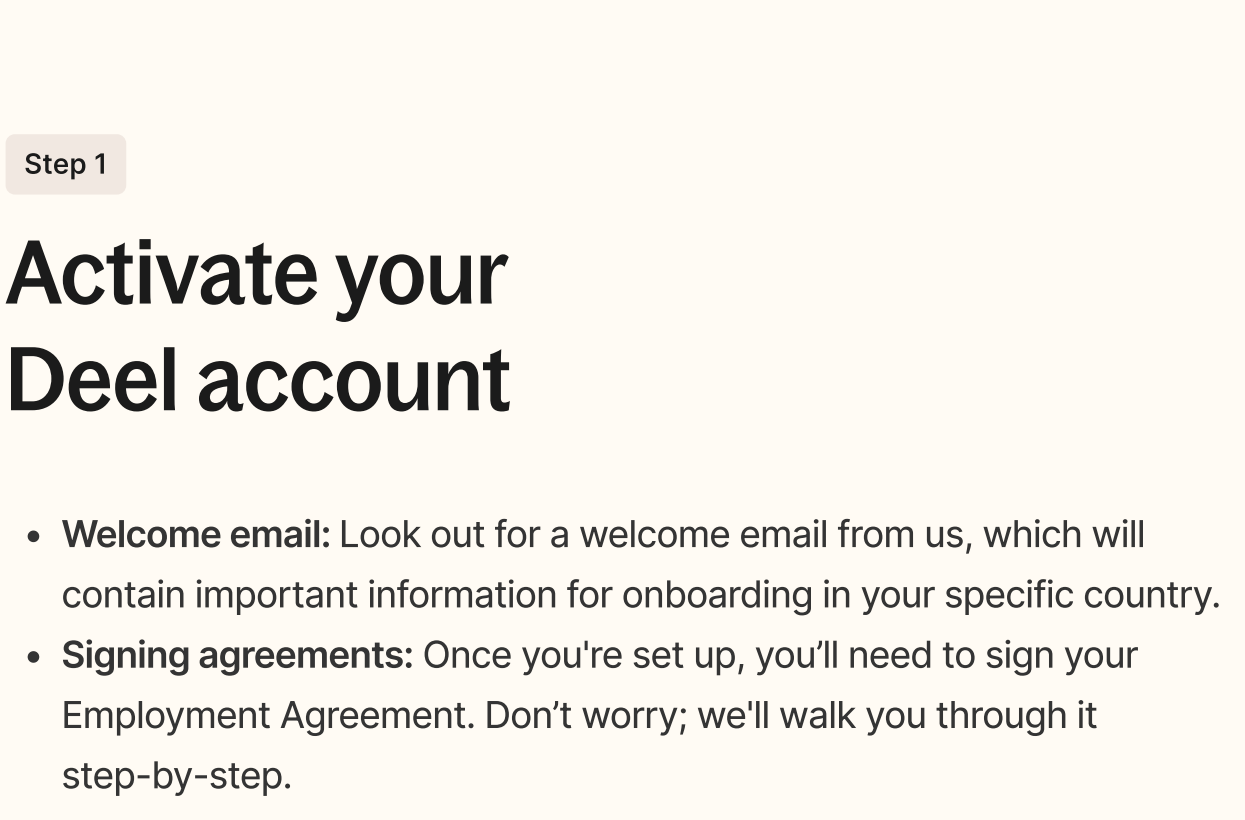
Activate your Deel account

- **Welcome email:** Look out for a welcome email from us, which will contain important information for onboarding in your specific country.
- **Signing agreements:** Once you're set up, you'll need to sign your Employment Agreement. Don't worry; we'll walk you through it step-by-step.
- **Onboarding checklist:** When you log in, you'll find a checklist tailored to help you smoothly navigate through the first stages of your onboarding.

Step 2

Upload your documents

- **Compliance documents:** It's important to upload certain documents to ensure everything complies with local laws. You'll need:
  a. A copy of your passport or other government-issued ID.
  b. Proof of your current address.
  c. Your Tax Identification Number (TIN).
- **Guidance by country:** Each country has different requirements, so check out our detailed guide explaining the onboarding process and the required documents depending on your location.



Step 3

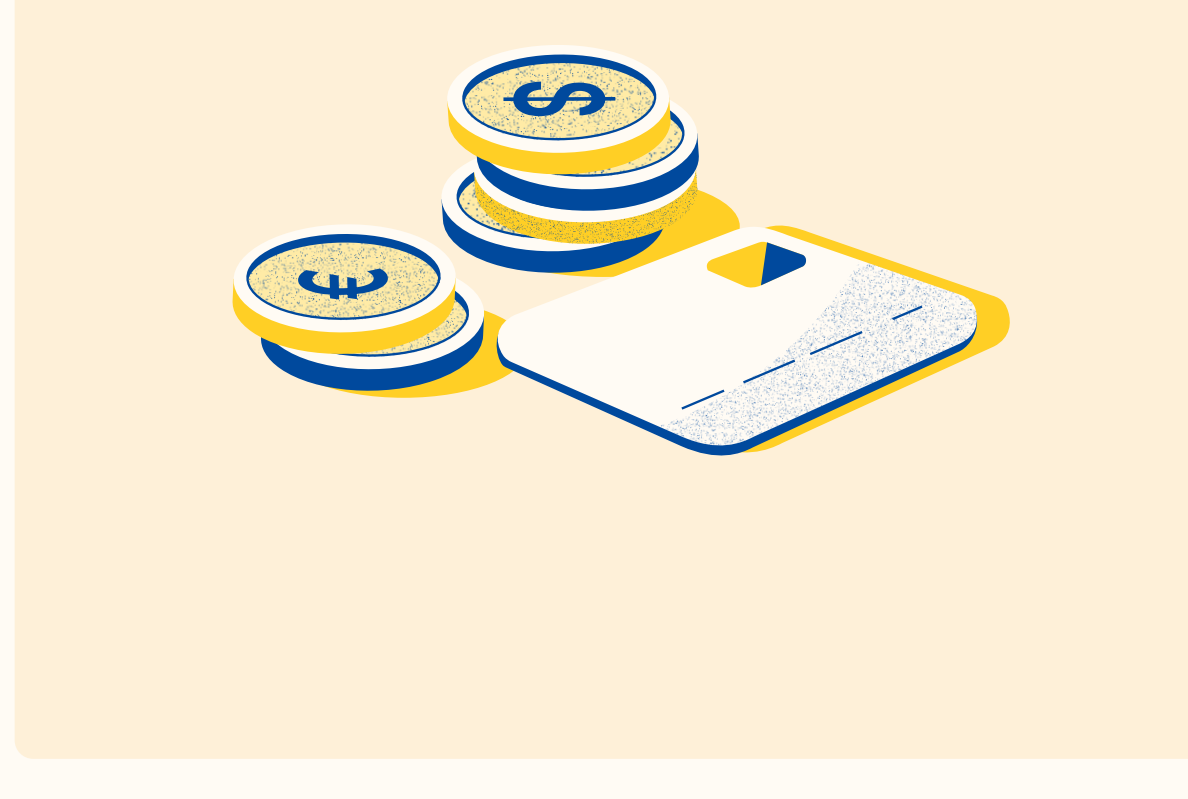
Verify your identity

We must confirm your identity using a government-issued photo ID to ensure security and compliance. Simply upload a selfie along with a photo of your ID. This helps us protect your personal information and ensures everything is in order.

Step 4

Sign the Employment Agreement (EA)

This document is your formal employment contract with Deel, detailing your job responsibilities and other employment terms. After verifying your identity, you can sign the EA in the employee portal. We'll countersign it soon after, and you'll be all set.



Step 5

Add your bank details

To ensure you receive your salary on time, we'll need to set up direct deposits. Enter your banking details in the designated section of the app, which is quick and secure. Double-check that the information provided is correct to avoid any delays in payroll processing.

Step 6

Enroll in benefits

You may be eligible for health insurance, life insurance, pension plans, and more, depending on your location. We'll send you an invitation with all the details and instructions on how to enroll in these benefits.

We're here to help every step of the way!

You can also follow a step-by-step guide here. If you have any questions or need assistance during your onboarding, please don't hesitate to reach out.

The best way to reach us is through the live chat in the Employee Portal, available 24/7. Our agents will respond within minutes via chat and within eight hours via webform request.

If you don't have an account yet with Deel, you can send us a message, and we'll assist you as soon as possible.

Your dedicated HR manager is also ready to assist you during onboarding and throughout your time with Deel. You'll receive their calendar link in your welcome email to book time with them whenever needed.

❸ Getting paid

Get your salary deposited directly into your local bank account

A local bank account under your name in your employment country is needed for tax and compliance reasons. We'll collect your bank details and direct deposit information so you can automatically receive your salary every pay cycle in your local currency. We'll withhold payroll taxes following local regulations for each pay cycle and provide a payslip within two days of your payday.

Additional pay

In addition to your salary, you may also be eligible for additional payments, such as commissions, expense reimbursements, and bonuses. Be sure to save your receipts!

Salary split

Deel lets you divide your paycheck among multiple accounts. You may have a dedicated account for paying rent, one for groceries, and another for personal savings. Now, you can choose a portion or percentage of your salary and deposit it in up to 5 separate bank accounts.

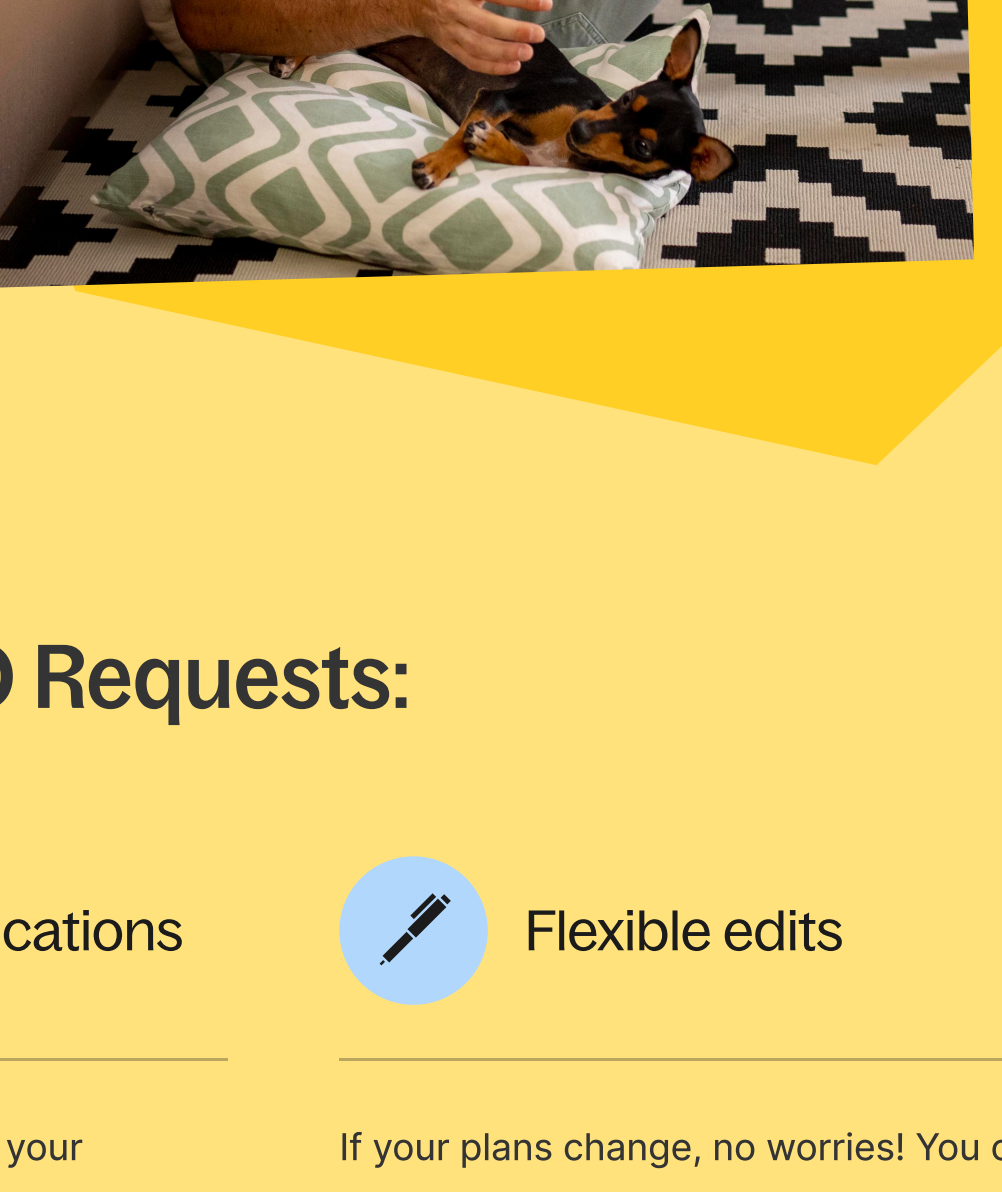
You can learn more about your country's expense submission cut-off date and pay dates here.

If you'd like to change your bank details, you can do that in the app by going to Bank Details on the left side of the navigation menu. See a step-by-step guide here.

❹ Requesting time off

Your paid time off is tailored to comply with local regulations and the terms of your employment agreement. Through the Deel platform, you can easily keep track of the days you've used and how many you have left for the year:

- Deel automatically recognizes local public holidays and weekends, ensuring these aren't deducted from your leave balance.
- In some regions, you may also have the option to take half-day leaves, which you can manage with a simple toggle on the platform.
- This setup is designed to ensure your time off is straightforward and stress-free, allowing you to enjoy your breaks fully.



How to Submit PTO Requests:

Easy submission

Enter your time off request directly on the Deel platform.

Approval notifications

Once you submit your request, your manager will be notified to approve it. You'll get an email confirmation once it's approved.

Flexible edits

If your plans change, no worries! You can easily modify your time-off request even after it's been approved.

❺ What other EOR employees say about Deel

A world-class experience from day one

From signing up to signing a contract, our teams of HR professionals and your dedicated HR manager will ensure your onboarding is seamless. But the support doesn't stop there. You can always contact us 24/7 via live chat or this form with any questions that may come up during your employment journey. We're always happy to help.

Philip J
EOR employee

No Better Way to Work Internationally

I appreciate the clarity and conciseness of the Deel platform. It effortlessly tracks progress across various tasks. However, the standout feature for me is the customer support. Deel's support agents are exceptional—accessible, responsive, and always ready with quick and straightforward solutions to my queries.

Anonymous
EOR employee

Amazing Onboarding Experience

The onboarding was very well structured and well explained! Everything worked smoothly and without any problems. I got a contact person assigned that could help me with my questions immediately! Overall a very pleasant experience—would recommend!

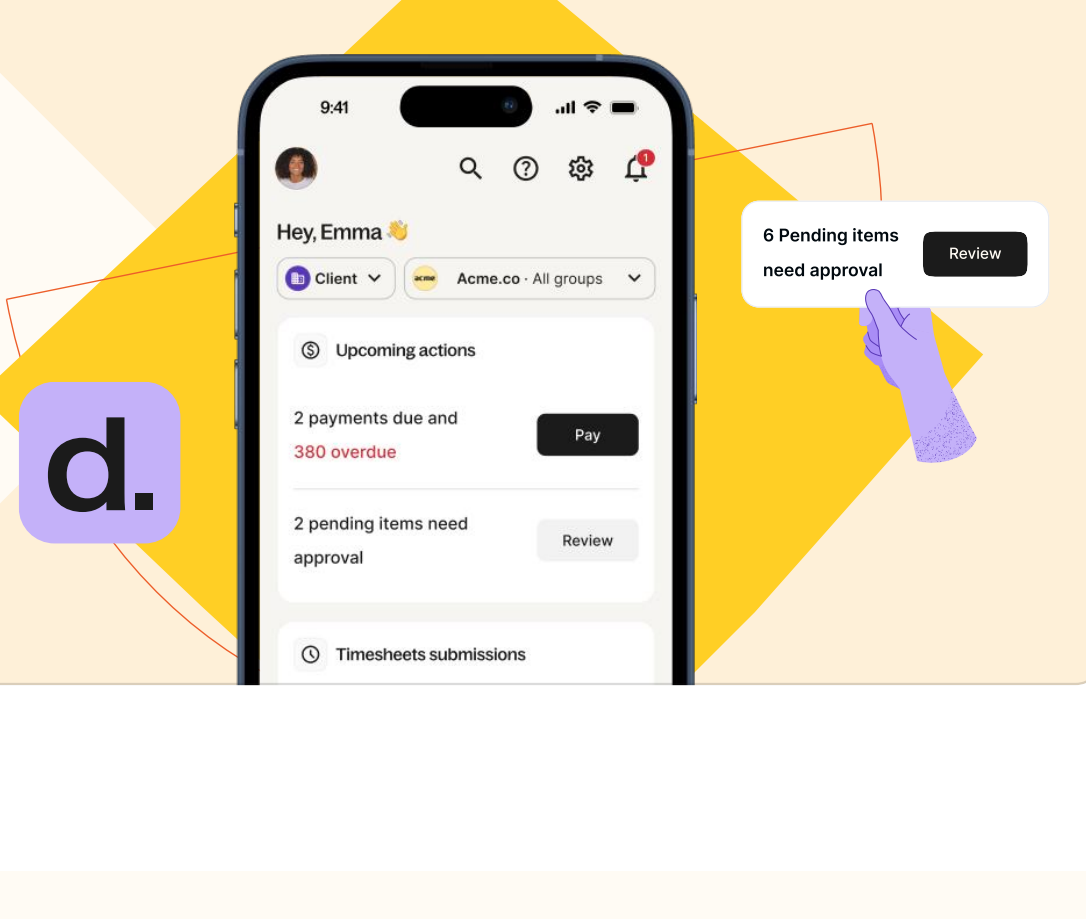
Usama B
EOR employee

Flexibility

Deel is really good as not only [does] it provide me with the ability to work remotely with another company, but [also because of] the amount of customizable options to set up bank accounts to receive payments and enter benefit claims.

Manage your work life on the go

Deel's mobile app brings the full power of our platform into your pocket, offering easy access for workers and clients anytime, anywhere.



Got questions? We've got answers.

Check our Help Desk for FAQs, step-by-step guides, and more.

deel.

© Copyright 2024. All Rights Reserved.