

Adecco



PF Self Help
Online Portal



Agenda

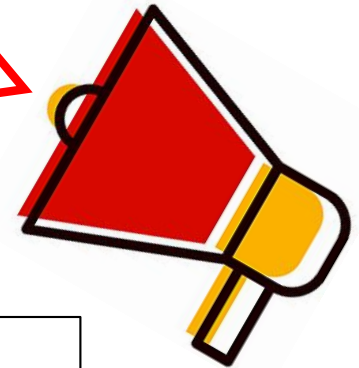
- **New Registration**
- **Change Password**
- **Employee Personal Details**
- **PF Trust Card**
- **Instructions to fill the Provident Fund Settlement Form (Form 19)**
- **Filling and uploading the Transfer-out Form (Form 13)**



New Registration

1. Login to <https://www.hrberry.com/powerhr/index.php/adecco>
2. Click → New Registration
3. Enter employee code created with Adecco
4. Enter Date of Birth
5. Personal Email Id & Official Email Id (This is not mandatory)
6. Enter Aadhaar Number
7. Enter Security Code and click submit

Follow the instructions to ensure you provide complete information to avoid unnecessary delays in processing your PF claim.



Adecco

Home

Adecco Employees' Provident Fund Trust

Welcome to Human Resources Information System :: HRBerry

About HRIS:
HRIS (Human Resources Information System) is a set of integrated and automated HR modules to systematically,

- store information and data for each individual employee
- handle transactional HR activities uniformly, seamlessly and effectively, without any direct manual intervention
- provide basis for planning, decision making, controlling and executing other employee-related functions and
- generate data, reports and analytics for internal and external stakeholders (government & other statutory agencies) in order to ensure equity, transparency and objectivity in decision making

Login

Username

Password

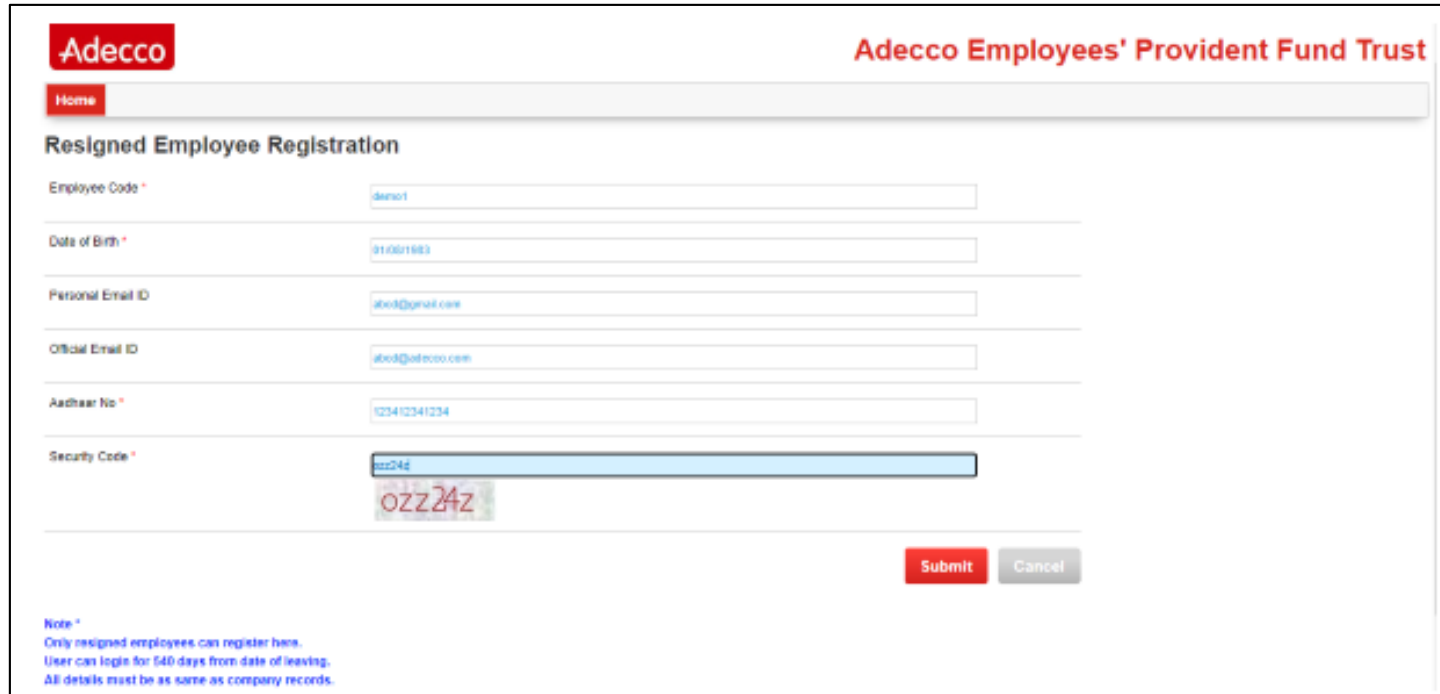
Forgot Password?
[New Registration](#) [Back](#)

Login

New Registration

8. Message:

- Registration completed successfully
- OTP has been sent to your mobile number registered with Adecco
- Please use the same OTP as password and the username is your employee ID
- You have to change the password post login



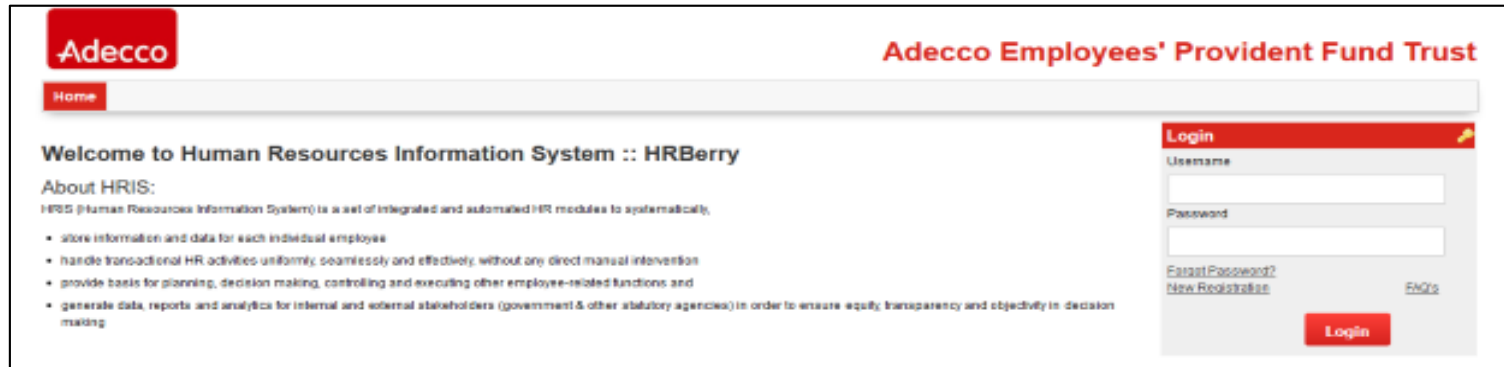
The screenshot shows a web form titled "Resigned Employee Registration" on the Adecco Employees' Provident Fund Trust website. The form includes the following fields and values:

Field	Value
Employee Code *	456789
Date of Birth *	31/08/1983
Personal Email ID	abed@gmail.com
Official Email ID	abed@adecco.com
Aadhaar No *	1234 1234 1234
Security Code *	0zz24z

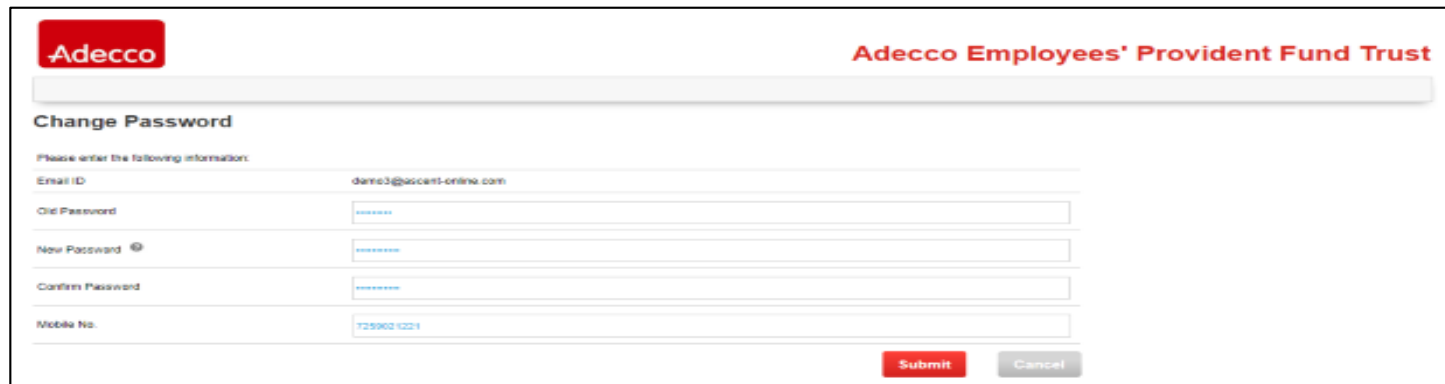
At the bottom right of the form, there are two buttons: "Submit" (in red) and "Cancel" (in grey). A "Note" at the bottom left states: "Only resigned employees can register here. User can login for 640 days from date of leaving. All details must be as same as company records."

Change Password

9. Login to <https://www.hrberry.com/powerhr/index.php/adecco>
 - a. Enter Username - Employee ID with Adecco
 - b. Enter Password – OTP received at the time of registration
10. Enter Old password and new password and click submit {Password format should be with Alpha (capital & small letters), numeric & special characters}



The screenshot shows the Adecco HRIS Login page. The header includes the Adecco logo and the text "Adecco Employees' Provident Fund Trust". A navigation bar contains a "Home" link. The main content area is titled "Welcome to Human Resources Information System :: HRBerry" and includes an "About HRIS:" section with a bulleted list of system capabilities. On the right side, there is a "Login" form with fields for "Username" and "Password", and a "Login" button. Below the password field are links for "Forgot Password?", "New Registration", and "FAQs".



The screenshot shows the Adecco HRIS Change Password page. The header includes the Adecco logo and the text "Adecco Employees' Provident Fund Trust". The main content area is titled "Change Password" and includes a prompt: "Please enter the following information:". Below this, there are four input fields: "Email ID" (with the value "demo3@ascant-online.com"), "Old Password", "New Password" (with a strength indicator), and "Confirm Password". At the bottom right, there are "Submit" and "Cancel" buttons.

Home Page

11. Home Page

Demo Employee is logged in as Employee_R [Logout](#)



Adecco Employees' Provident Fund Trust

Home Profile PF Trust Card PF Withdrawal PF Transfer out

Welcome to PowerHR

MY PROFILE



Name	Demo Employee
Employee ID	demo3
Reporting To	
DOJ	01/01/2018
DOB	01/01/2000
Email	demo3@accentonline.com

FORM STATUS

Form Type	Tracker ID	Status
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Employee Personal Details

12. Select Tab Profile to view master details with Adecco

Adecco demo employee is logged in as Employee_12 [Logout](#)

Adecco Employees' Provident Fund Trust

Home **Profile** PF Trust Card PF Withdrawal PF Transfer out

Employee Personal Details Back

Name	Demo Employee	Ecode	demo3
PF Number	KNBNR12345678	Date of Joining	01/01/2018
Email	demo3@ascenl-online.com	Father Name	DEMO FATHER NAME
PAN Number	BB76543210		

Personal View Employment

Personal Family

Employee Code	demo3	Name	Demo Employee
Email	shvokumar3@ascenl-online.net	Marital Status	
Gender		Age	20 Years
Date of Birth	01/01/2000		

PF Trust Card

13. Select Tab PF Trust to view PF contributions with Adecco. Click “year” to view contributions

The screenshot displays the Adecco Employees' Provident Fund Trust web application. At the top left is the Adecco logo. On the top right, it shows a user login status: "DEMO EMPLOYEE is logged in as EMPLOYEE_K Logout". Below the logo and login information is a navigation menu with tabs: "Home", "Profile", "PF Trust Card" (which is highlighted in red), "PF Withdrawal", and "PF Transfer out". Under the "PF Trust Card" tab, the heading "Payroll Information" is visible. Below this heading is a "PF Trust Card" widget. This widget contains a dropdown menu labeled "Year" with a list of years: "2018 - 2021", "2018 - 2020", and "2018 - 2019". To the right of the dropdown menu are three icons: a magnifying glass, a printer, and a trash can.

Filling the Provident Fund Settlement Form (Form 19) [1]

14. Select Tab – PF Withdrawal to fill Form 19 Online

- Employee Name, Father's Name, PF Account Number, UAN, DOJ, DOL, Aadhaar number will reflect in the form. This is basis the master details available with Adecco.
- Enter Date of Birth.
- Enter PAN.
- Select reason for leaving.

The screenshot shows the Adecco Employees' Provident Fund Trust Form 19 online form. The Adecco logo is in the top left, and the user is logged in as Employee_R. The navigation tabs include Home, Profile, PF Trust Card, PF Withdrawal (selected), and PF Transfer out. The form displays the following details:

Name	DEMO EMPLOYEE	E-Mail ID	demo3@accent-online.com
Father Name	DEMO FATHER NAME	Husband/wife Name	—
Universal Account Number	XXXABC1235	P.F. Account No.	KN/DM/1234/0001
Date of joining	01/01/2018	Aadhaar Number	1234567890
Date of Leaving	22/08/2020		

Below the details, there are input fields for Date of Birth (01/01/2090) and Permanent Account No. (PAN) (JWF7G712H). The Reason of leaving service is set to Resignation. At the bottom, there is a section for Bank Account details for Payment.

Filling the Provident Fund Settlement Form (Form 19) [2]

- e. Enter Bank Account details.
 - i. Savings Bank account number
 - ii. Name and Address of the Bank
 - iii. IFSC Code – This should be 11 digits
- f. Enter Full Postal Address
- g. Select – He/She has not been employed for two months as Yes. If you have not completed 60 days from the date of leaving, you will not be able to apply for PF withdrawal.

Bank Account details for Payment:			
Savings Bank account No.*	12345678901	Name and address of the Bank.*	State Bank Of India Bangalore - 01
IFSC Code.*	SBIN0000001		
Full Postal Address			
Address Line 1	ETH layout	Address Line 2	2nd stage
Address Line 3	Bangalore	Country	India
State	Karnataka	City	ETH
Pincode	560047	He/She has not been employed for two months	Yes

Filing the Provident Fund Settlement Form (Form 19) [3]

- h. Upload scanned image.
 - i. Employee signature – Max size 2MB. Image format - jpg, png, jpeg
 - ii. PAN– Max size 5MB. Image format - jpg, png, jpeg, pdf
 - iii. Aadhaar– Max size 5MB. Image format - jpg, png, jpeg, pdf
 - iv. Cancelled cheque leaf– Max size 5MB. Image format - jpg, png, jpeg, pdf
- i. Click Save

Upload/View Documents

Upload Signature * Signature.jpeg
(Allowed types : jpg, png, jpeg | Max size : 2 MB)

Upload PAN document * PAN.jpeg
(Allowed types : jpg, png, jpeg, pdf | Max size : 5 MB)

Upload Aadhaar document * Aadhaar.jpeg
(Allowed types : jpg, png, jpeg, pdf | Max size : 5 MB)

Upload cancelled cheque leaf * Cancelled Cheque Leaf.jpeg
(Allowed types : jpg, png, jpeg, pdf | Max size : 5 MB)

- j. Message – Do you want to submit the details
- k. Click OK. Message – Successfully Updated

Address Line 1

Address Line 3

State City

www.hrberry.com says
Do you want to submit the details?

Filling the Provident Fund Settlement Form (Form 19) [4]

1. Click edit if any details entered to be modified

The screenshot shows the Adecco Employees' Provident Fund Trust website. The user is logged in as 'demo-employee'. The navigation menu includes Home, Profile, PF Trust Card, PF Withdrawal (highlighted), and PF Transfer out. The main heading is 'Form 19'. The form contains the following fields:

Name	DEMO EMPLOYEE	E-Mail ID	demo3@ascant-online.com
Father Name	DEMO FATHER NAME	Husband/pouse Name	--
Universal Account Number	XXXASC1235	P.F. Account No.	KNIBN1234R001
Date of joining:	01/01/2018	Aadhaar Number:	1234567890
Date of Leaving:	22/06/2025		

Date of Birth:	01/01/2000	Permanent Account No (PAN):	ANPTG7131B
Reason of leaving service *	Resignation		
Bank Account details for Payment:			
Savings Bank account No. *	12345678901	Name and address of the Bank *	State Bank Of India Bangalore - 01
IFSC Code *	SIN0000013		

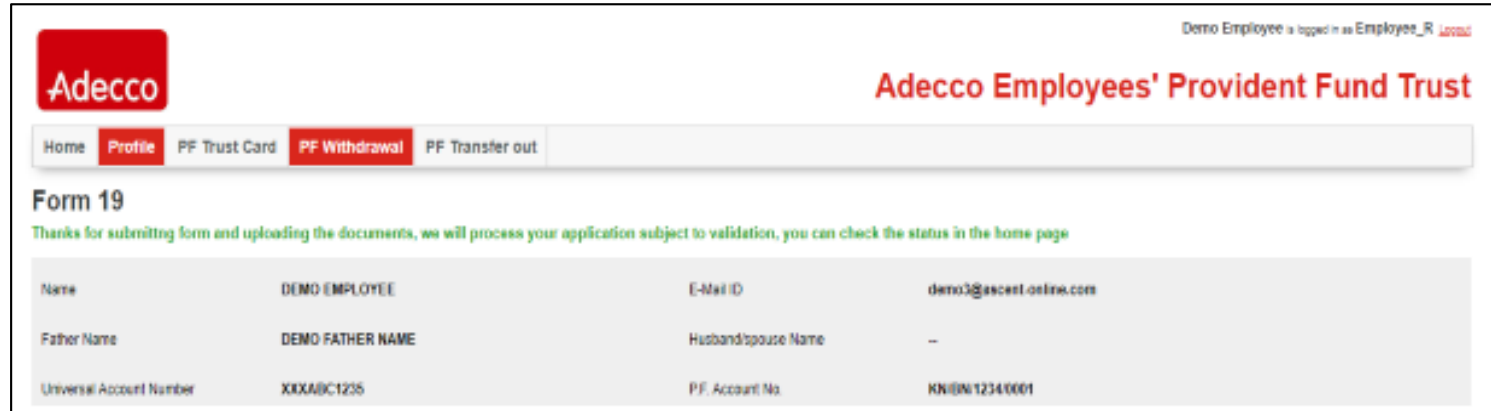
Full Postal Address			
Address Line 1	BTM layout	Address Line 2	2nd stage
Address Line 3	Bangalore	Country	India
State	Karnataka	City	BTM
Pincode	560047	He/She has not been employed for two months	Yes

Upload/View Documents			
Member Signature		PAN document	
Aadhaar document		Cancelled cheque leaf	

At the bottom, there are two buttons: 'Edit' and 'Submit'.

Filling the Provident Fund Settlement Form (Form 19) [5]

- m. Message – Thanks for submitting form and uploading the documents, we will process your application subject to validation, you can check the status in the home page.



The screenshot shows the Adecco Employees' Provident Fund Trust website. The user is logged in as 'Employee_R'. The navigation menu includes Home, Profile, PF Trust Card, PF Withdrawal (highlighted), and PF Transfer out. The main heading is 'Form 19'. A green message states: 'Thanks for submitting form and uploading the documents, we will process your application subject to validation, you can check the status in the home page'. Below this is a table with the following data:

Name	DEMO EMPLOYEE	E-Mail ID	demo3@ascent-online.com
Father Name	DEMO FATHER NAME	Husband/spouse Name	--
Universal Account Number	XXXABC1235	PF Account No.	KN@M12340001

15. To view the status of form submitted, select the form status in the Home page.



The screenshot shows the Adecco Employees' Provident Fund Trust website. The user is logged in as 'Employee_R'. The navigation menu includes Home (highlighted), Profile, PF Trust Card, PF Withdrawal, and PF Transfer out. The main heading is 'Welcome to PowerHR'. The page is divided into two sections: 'MY PROFILE' and 'FORM STATUS'. The 'MY PROFILE' section shows a user profile for 'Demo Employee' with Employee ID 'demo3'. The 'FORM STATUS' section shows a table with the following data:

Form Type	Tracker ID	Status
PF withdrawal Form (Form-19)	21	Received

Filing and Uploading the Transfer Out Form (Form 13) [1]

16. Select Tab – PF Transfer Out to fill Form 13 Online

- a. To fill the transfer form, click on “Click here”. This will divert to your PF member login.
- b. To know the process flow for filling the form online, click on “Download user guide”.
- c. Once the transfer form is filled online in your member portal,
 - i. Download the pdf file
 - ii. Sign the form
 - iii. Click on choose file and upload

The screenshot displays the Adecco Employees' Provident Fund Trust portal. At the top left is the Adecco logo. On the right, it says "Adecco Employees' Provident Fund Trust". Below the logo is a navigation menu with tabs: Home, Profile, PF Trust Card, PF Withdrawal, and PF Transfer out (which is highlighted in red). Below the menu, the page title is "Upload PF Transfer out form". There are three main sections for uploading the form:

- The first section contains a link: "Click here for applying PF transfer out" with a red circle 'a' next to it.
- The second section contains a link: "Download user guide for assistance to apply for PF transfer out" with a red circle 'b' next to it.
- The third section contains the text "Upload PF transfer out form downloaded from PF member portal" with a red circle 'c' next to it. To the right of this text is a file selection interface with a "Choose File" button, a text box showing "No file chosen", and a red "Upload" button.

Filing the Provident Fund Settlement Form (Form 19) [2]

17. To view the status of the form submitted, select the form status in the Home page.



The screenshot displays the Adecco Employees' Provident Fund Trust portal. The user is logged in as 'Employee_R'. The navigation menu includes 'Home', 'Profile', 'PF Trust Card', 'PF Withdrawal', and 'PF Transfer out'. The 'Home' page shows a 'Welcome to PowerHR' message and a 'MY PROFILE' section with a user profile card for 'Demo Employee'. The 'FORM STATUS' section contains a table with the following data:

Form Type	Tracker ID	Status
PF transfer form (Form-13 OUT)	22	Received
PF withdrawal Form (Form-19)	21	Received

Project Escalation Matrix

Level	Person responsible	Role/ Designation	Email id	How /When to escalate
Level 1	Aslam Pasha	Team Leader, Adecco Support Centre	Aslam.Pasha@adecco.com	<ul style="list-style-type: none">You have applied to the PF Self-help portal and need information that is not provided in the portalAccess issuesFollow-up beyond 45 days TAT
Level 2	Saju Joseph	Head of Shared Services Centre	Saju.Joseph@adecco.com	<ul style="list-style-type: none">Request update on PF claim and/or escalate if there is no response from Level 1 SPOC
Level 3	Shamic Paul	Director - Digital Business Operations	Shamic.Paul@adecco.com	<ul style="list-style-type: none">Request update on PF claim and/or escalate if there is no response from Level 2 SPOC

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PF Self Help
Online Portal

