

**To the Employees of  
Foremost Hospitality Management GmbH**

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**Foremost Personnel Database Personio  
here: Document upload/download & customization of own personnel data**

Dear Employees,

**The time has come - as of October 18, 2021, we will open the Personio employee gateway for you**

**FOREMOST.PERSONIO.DE**

Personio is our personnel database in which we manage your digital personnel file. In the future, we will give you access to your digital personnel file so that you can easily manage your own personnel data and upload/download documents.

With a few clicks, you can access your contract documents & identification documents. Your monthly pay slips as well as other payroll documents are also available for you from now on.

You move, change your health insurance or have new bank details? Simply enter the new data in your Personio profile. Your Hotel Manager and the HR department will be notified and approve the change requests after reviewing the submitted documents.

A prerequisite for using Personio employee access is your email address, to which we send the Personio invitation email. After successful verification, you will create your own password. For privacy reasons, you will be asked to set a new password every 90 days. If you have not received the invitation email, please check your spam folder or contact us at [HumanResources@fmhos.com](mailto:HumanResources@fmhos.com).

We provide instructions on how to use your Personio employee account in your profile. However, if you have any questions about how to use it, please feel free to contact us or your Hotel Manager.

Kind regards,

Your HR department