



Adecco



PF Self Help Online Portal

7

Index

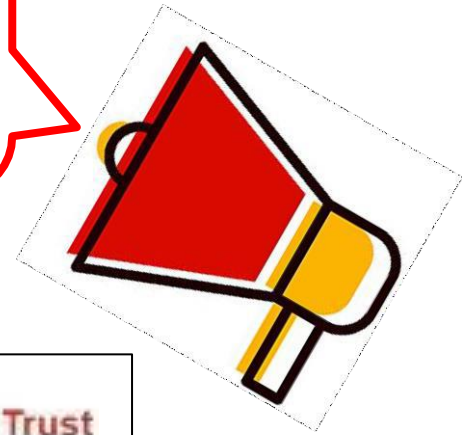
- **New Registration**
- **Change Password**
- **Employee Personal Details**
- **PF Trust Card**
- **Instructions to fill the Provident Fund Settlement Form (Form 19)**
- **Filling and uploading the Transfer-out Form (Form 13)**
- **Escalation Matrix**



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.

A screenshot of the Adecco Employees' Provident Fund Trust HRBerry login page. The page has a red header with the Adecco logo on the left and the text 'Adecco Employees' Provident Fund Trust' on the right. Below the header, there is a 'Home' button. The main content area is titled 'Welcome to Human Resources Information System :: HRBerry'. Underneath, there is a section 'About HRIS:' followed by a paragraph and a bulleted list of points. On the right side of the page, there is a 'Login' section with input fields for 'Username', 'Password', and 'Forgot Password?'. Below these fields, there is a red button labeled 'New Registration' which is highlighted with a red box and a red arrow pointing to it. At the bottom of the login section, there is a red button labeled '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" under the Adecco logo and "Adecco Employees' Provident Fund Trust". The form includes a "Home" link and several input fields: Employee Code (default), Date of Birth (31/08/1983), Personal Email ID (ade0@gmail.com), Official Email ID (ade0@adecco.net), Aadhaar No. (123412341234), and Security Code (000000). A CAPTCHA image with the text "0zz24z" is displayed below the Security Code field. At the bottom right are "Submit" and "Cancel" buttons. A note at the bottom left states: "Note: Only resigned employees can register here. User can login for 60 days from date of leaving. All details must be as same as company records."

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[Home](#)

Resigned Employee Registration

Employee Code *

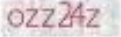
Date of Birth *

Personal Email ID

Official Email ID

Aadhaar No. *

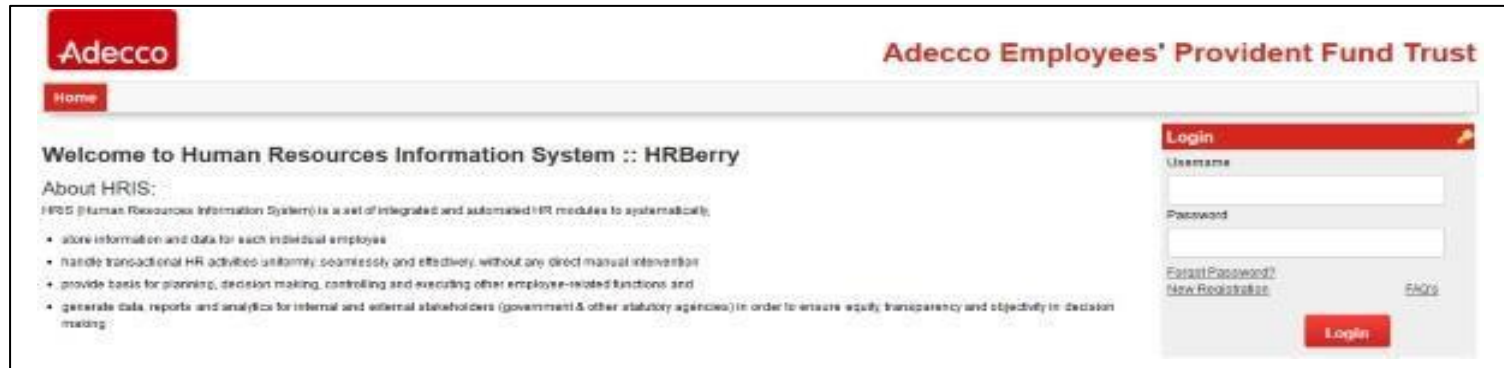
Security Code *



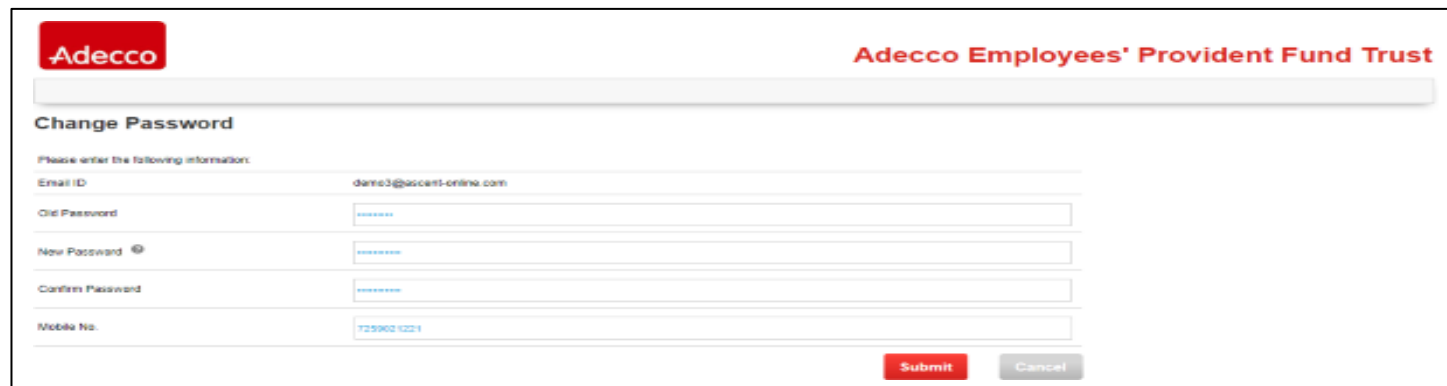
Note: Only resigned employees can register here.
User can login for 60 days from date of leaving.
All details must be as same as company records.

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 HRBerry login page. The header includes the Adecco logo and the text "Adecco Employees' Provident Fund Trust". Below the header, there is a "Home" link and a "Welcome to Human Resources Information System :: HRBerry" message. A "Login" box on the right contains fields for "Username" and "Password", with a "Login" button below them. Links for "Forgot Password?" and "New Registration" are also present.



The screenshot shows the Adecco Change Password page. The header includes the Adecco logo and the text "Adecco Employees' Provident Fund Trust". Below the header, there is a "Change Password" section. A message says "Please enter the following information:". The form contains fields for "Email ID" (pre-filled with "demo3@ascert-online.com"), "Old Password", "New Password" (with a strength indicator), "Confirm Password", and "Mobile No." (pre-filled with "725962 1221"). "Submit" and "Cancel" buttons are at the bottom right.

Home Page

11. Home Page



Demo Employee is logged in as Employee_RK 

[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@axcent.online.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

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demo employee is logged in as Employee_01

Adecco Employees' Provident Fund Trust

HomeProfilePF Trust CardPF WithdrawalPF Transfer out

Employee Personal Details

Back

Name	Demo Employee	Ecode	demo3
PF Number	KNRNR12345661	Date of Joining	01/01/2018
Email	demo3@ascend-online.com	Father Name	DEMO FATHER NAME
PAN Number	BB76543210		

Personal ViewEmployment

PersonalFamily

Employee Code

demo3

Email

shivakumar3@ascend-online.net

Name

Demo Employee

Gender

Martial Status

Date of Birth

01/01/2000

Age

20 Years

PF Trust Card

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



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.

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Home Profile PF Withdrawal PF Transfer out

Form 19

Name	DEMO EMPLOYEE	E-Mail ID	demo3@adecco-online.com
Father Name	DEMO FATHER NAME	Husband/Spouse Name	—
Universal Account Number	XXXABC1235	P.F. Account No.	KNDH12340001
Date of joining	01/01/2018	Aadhaar Number	1234567890
Date of Leaving	22/08/2020		

Date of Birth: 01/01/2000 Permanent Account No. (PAN): ANFTG7131B

Reason of leaving service: Resignation

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.*		Name and address of the Bank.*	
12345678901		State Bank Of India Bangalore - 01	
IFSC Code.*			
SBIN0000013			
Full Postal Address			
Address Line 1		Address Line 2	
ETH layout		2nd stage	
Address Line 3		Country	
Bangalore		India	
State		City	
Karnataka		ETH	
Pincode		He/She has not been employed for two months	
560047		Yes	

Filling 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 *
(Allowed types : jpg, png, jpeg | Max size : 2 MB)

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

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

Upload cancelled cheque leaf *
(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

www.hrberry.com says

Do you want to submit the details?

Address Line 1

Address Line 3

State City

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

- I. Click edit if any details entered to be modified



DEMO Employee is logged in as demo@ascend-online.com

Adecco Employees' Provident Fund Trust

HomeProfilePF Trust Card**PF Withdrawal**PF Transfer out

Form 19

Name	DEMO EMPLOYEE	E-Mail ID	demo3@ascend-online.com
Father Name	DEMO FATHER NAME	Husband/pouse Name	--
Universal Account Number	XXXX5C1235	P.F. Account No.	KNIDN12345661
Date of joining:	01/01/2018	Aadhaar Number:	1234567890
Date of Leaving:	22/06/2025		

Date of Birth:01/01/2000Permanent Account No. (PAN):ANPTG7131B

Reason of leaving service: *Resignation

Bank Account details for Payment:

Savings Bank account No. *:12345678901Name and address of the Bank: *State Bank Of India Bangalore - 01

IFSC Code: *SIN0000013

Full Postal Address

Address Line 1:BTM layoutAddress Line 2:2nd stage

Address Line 3:BangaloreCountry:India

State:KarnatakaCity:BTM

Pincode:560047He/She has not been employed for two months:Yes

Upload/New Documents

Member Signature:📎PAN document:📎

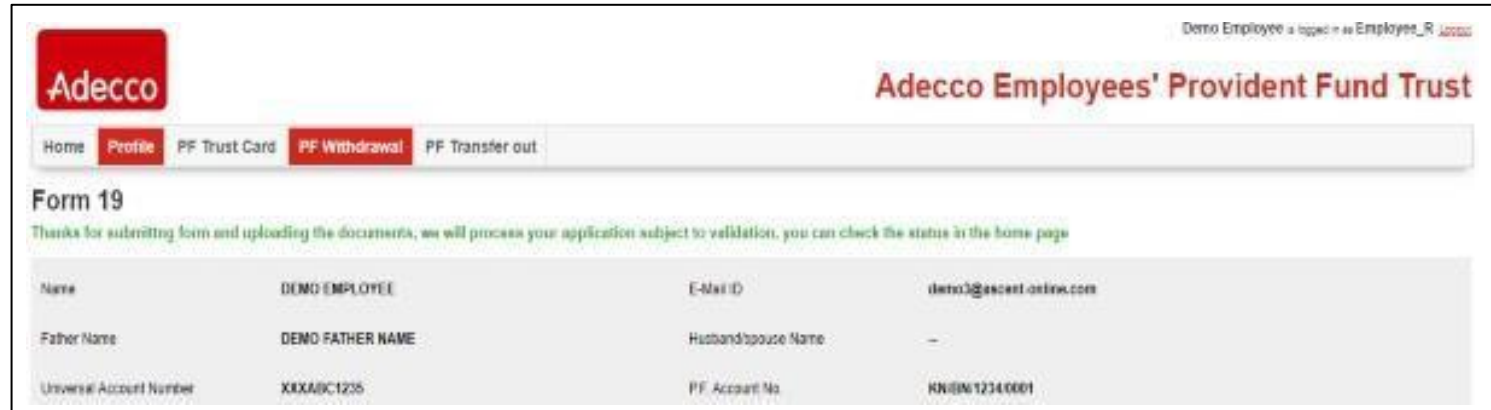
Aadhaar document:📎Cancelled cheque leaf:📎

Edit

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 bar includes Home, Profile, PF Trust Card, PF Withdrawal, and PF Transfer out. The main heading is "Form 19". Below it, 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". A table displays the user's details:

Name	DEMO EMPLOYEE	E-Mail ID	demo3@escent-online.com
Father Name	DEMO FATHER NAME	Husband/spouse Name	-
Universal Account Number	XXXXXX1235	PF Account No.	KN@IN12340001

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 bar includes Home, Profile, PF Trust Card, PF Withdrawal, and PF Transfer out. The main heading is "Welcome to PowerHR". Below it, there are two sections: "MY PROFILE" and "FORM STATUS". The "MY PROFILE" section shows a user profile with a photo and details: Name: Demo Employee, Employee ID: demo03. The "FORM STATUS" section shows a table with the following data:

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

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

16. Select Tab – PF Transfer Out to fill Form 13 Online
- To fill the transfer form, click on “Click here”. This will divert to your PF member login.
 - To know the process flow for filling the form online, click on “Download user guide”.
 - Once the transfer form is filled online in your member portal,
 - Download the pdf file
 - Sign the form
 - Click on choose file and upload

The screenshot displays the Adecco Employees' Provident Fund Trust member portal. At the top, the Adecco logo is on the left, and the text "Adecco Employees' Provident Fund Trust" is on the right. Below the logo, a navigation bar contains links: Home, Profile, PF Trust Card, PF Withdrawal, and PF Transfer out (which is highlighted in red). The main heading is "Upload PF Transfer out form". Below this, there are three sections, each with a red circle containing a letter (a, b, c) indicating steps:

- a.** Click here for applying PF transfer out
- b.** Download user guide for assistance to apply for PF transfer out
- c.** Upload PF transfer out form downloaded from PF member portal

In the third section (c), there is a "Choose File" button, a text input field showing "No file chosen", and a red "Upload" button.

Filling and Uploading the Transfer-Out Form (Form 13) [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 PowerHR portal. The user is logged in as 'Demo Employee'. The 'HOME' tab is selected in the navigation bar. The 'MY PROFILE' section shows a user profile with the name 'Demo Employee'. The 'FORM STATUS' section contains a table with the following data:

Form Type	Transfer ID	Status
PF transfer form (Form-13 OUT)	22	Received
PF withdrawal Form (Form-18)	21	Received

Escalation Matrix

Level	Person Responsible	Role/Designation	Email id	How/When to escalate
Level 1	Initial SPOC	Associate Support Center	asc@adecco.com	• You have applied to the PF Self-help portal and need information that is not provided in the portal. • TAT here would be 2 working days.
Level 2	Aslam Pasha	Assistant Manager, Associate Support Center	Aslam.Pasha@adecco.com	• In case of non-response from Initial SPOC within the TAT. • Details to be shared with the nine-digit ticket number. • TAT here would be 1 working day.
Level 3	Alekshya Brahma	Head, Associate Support Center	Alekshya.Brahma@adecco.com	• Request update on PF claim and/or escalate if there is no response from Level 2 SPOC. • TAT here would be 1 working day.



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PF Self Help Online Portal

7