

Steps for Adding Dependents in HRNET System

Step 1: Login to HRNET



The login page features the HRnet logo and a large clock image with business professionals. A table titled "Select the Login Name" is shown with the following data:

Group	Login Name
ESS	5086

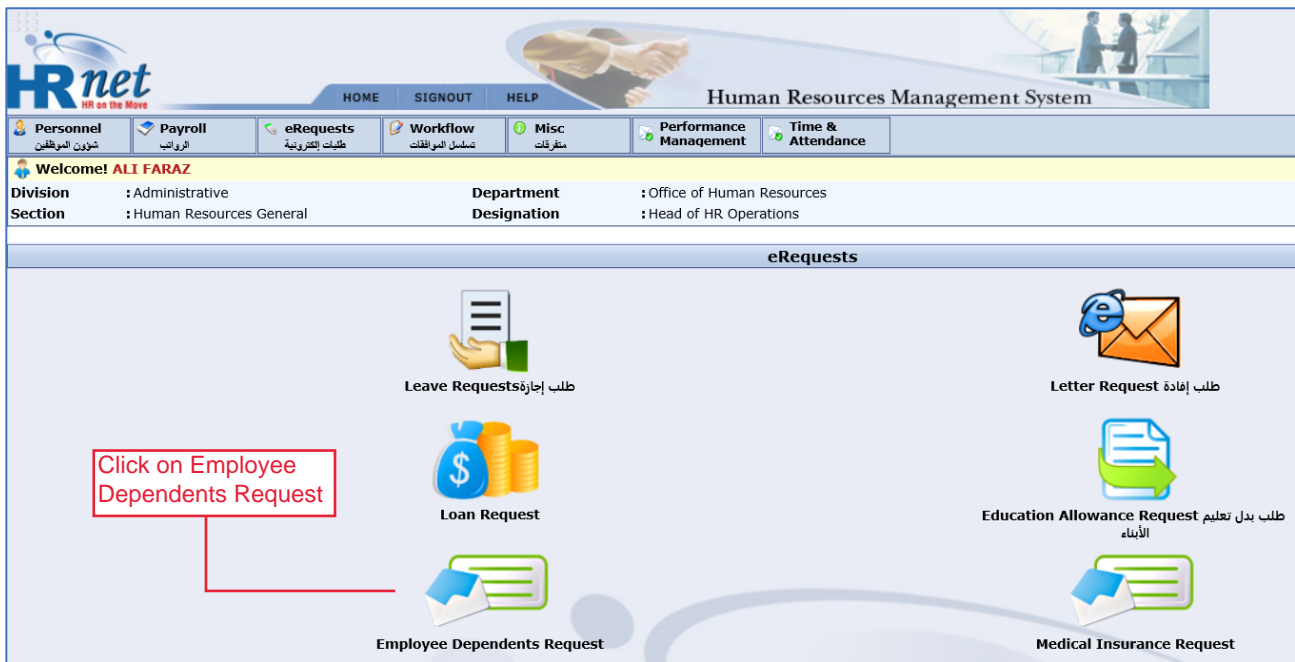
A red arrow points to the "5086" login name.

Step 2: Click on eRequests



The home page has a navigation bar with "Personnel", "Payroll", and "eRequests" (highlighted with a red box and an arrow pointing to it). Below the navigation bar, a red box with the text "Click on eRequests" and an upward-pointing arrow is positioned over the eRequests menu item.

Step 3: Select Employee Dependents Request



The eRequests page displays a grid of request options. A red box with the text "Click on Employee Dependents Request" and an arrow points to the "Employee Dependents Request" icon.

Request Type	Icon Description
Leave Requests	طلب إجازة
Letter Request	طلب إفادة
Loan Request	طلب قرض
Education Allowance Request	طلب بدل تعليم الأبناء
Employee Dependents Request	طلب إقرار معتمدين
Medical Insurance Request	طلب تأمين طبي

Step 4: Create New Request



The form shows the "Employee Dependents Request" details. A red box with the text "Click on Add New" and an arrow points to the "Add new" button.

Employee Dependents Request

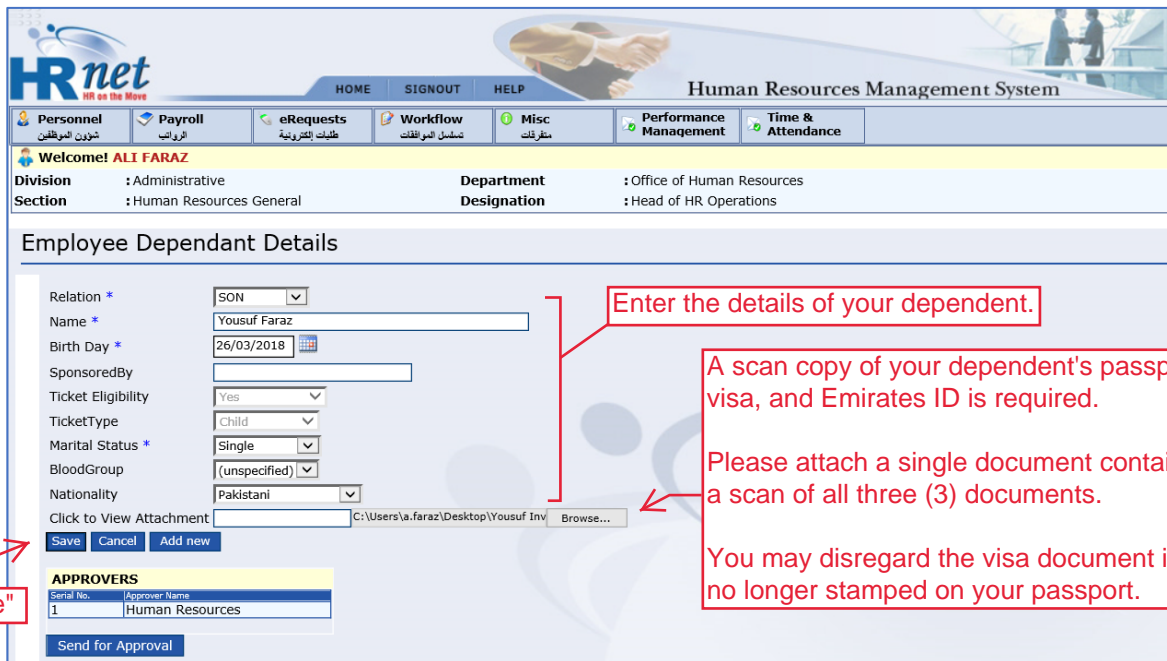
Add new

APPROVERS

Serial No.	Approver Name
1	Human Resources

Send for Approval

Step 5: Enter Request Details



Welcome! ALI FARAZ
 Division : Administrative Department : Office of Human Resources
 Section : Human Resources General Designation : Head of HR Operations

Employee Dependant Details

Relation * : SON
 Name * : Yousuf Faraz
 Birth Day * : 26/03/2018
 SponsoredBy :
 Ticket Eligibility : Yes
 TicketType : Child
 Marital Status * : Single
 BloodGroup : (unspecified)
 Nationality : Pakistani
 Click to View Attachment : C:\Users\ali.faraz\Desktop\Yousuf Inv Browse...
 Save Cancel Add new

APPROVERS

Serial No.	Approver Name
1	Human Resources

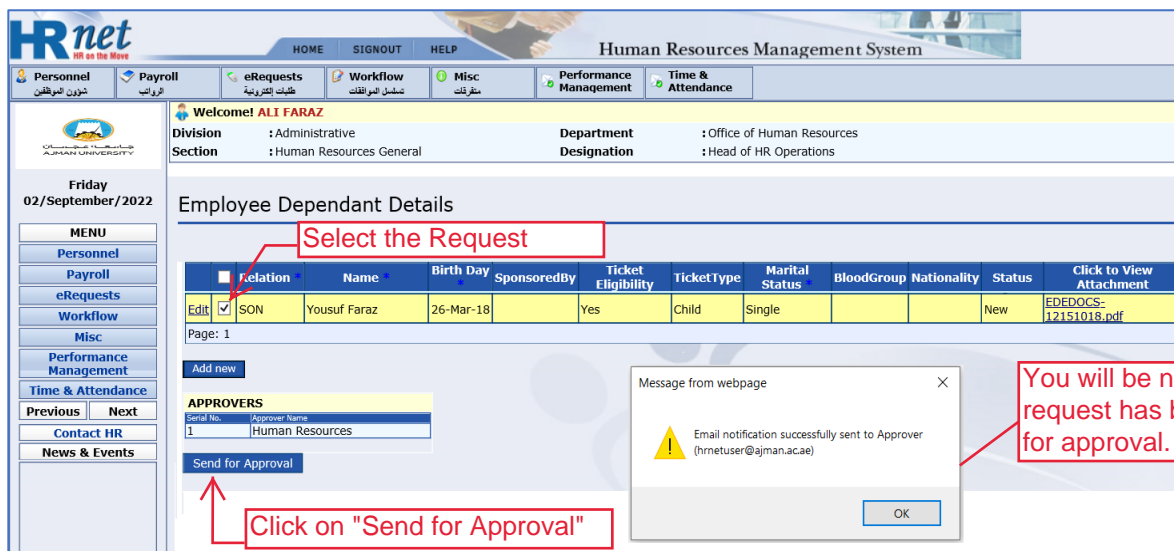
Send for Approval

Click on "Save"

Enter the details of your dependant.

A scan copy of your dependant's passport, visa, and Emirates ID is required. Please attach a single document containing a scan of all three (3) documents. You may disregard the visa document if it is no longer stamped on your passport.

Step 6: Submit your request for approval



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Employee Dependant Details

Relation	Name	Birth Day	SponsoredBy	Ticket Eligibility	TicketType	Marital Status	BloodGroup	Nationality	Status	Click to View Attachment
SON	Yousuf Faraz	26-Mar-18		Yes	Child	Single			New	EDEDOCS-12151018.pdf

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Add new

APPROVERS

Serial No.	Approver Name
1	Human Resources

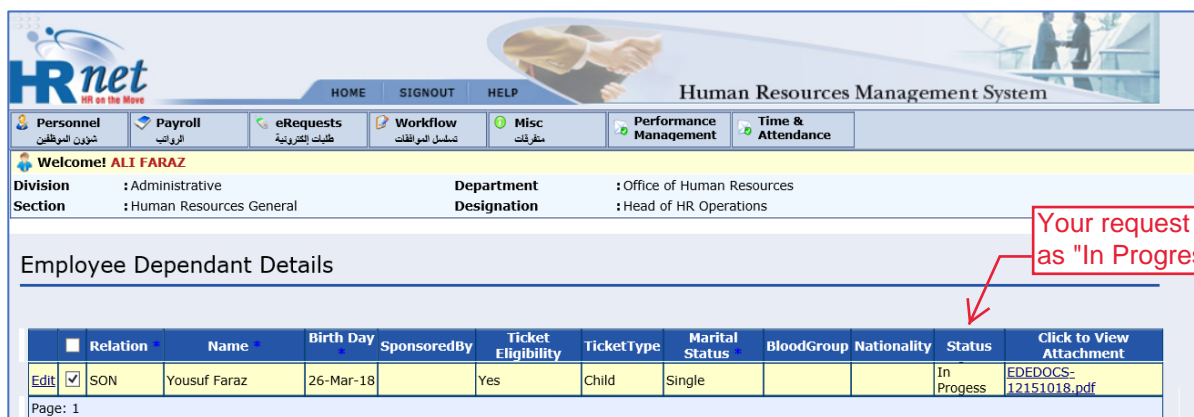
Send for Approval

Select the Request

Click on "Send for Approval"

You will be notified that your request has been submitted for approval.

Step 7: Your request has been submitted



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Employee Dependant Details

Relation	Name	Birth Day	SponsoredBy	Ticket Eligibility	TicketType	Marital Status	BloodGroup	Nationality	Status	Click to View Attachment
SON	Yousuf Faraz	26-Mar-18		Yes	Child	Single			In Progress	EDEDOCS-12151018.pdf

Page: 1

Your request is marked as "In Progress."

Thank you!

In case you found any difficulty performing steps, please get back to HR by writing email to hrdepartment@ajman.ac.ae or call on ext. 5559