

# Documents' addition/ update Guide

Kindly follow the below steps to submit/ update documents (Passport, Visa, and Emirates ID) for yourself and for your dependents

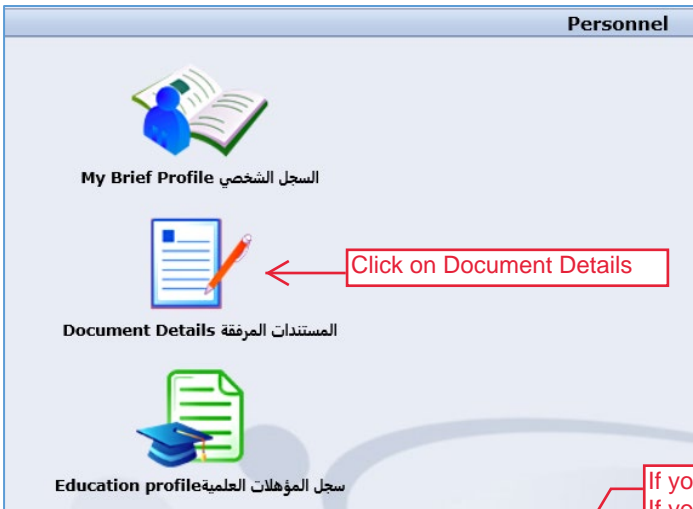
## Step 1: Login to HRNET



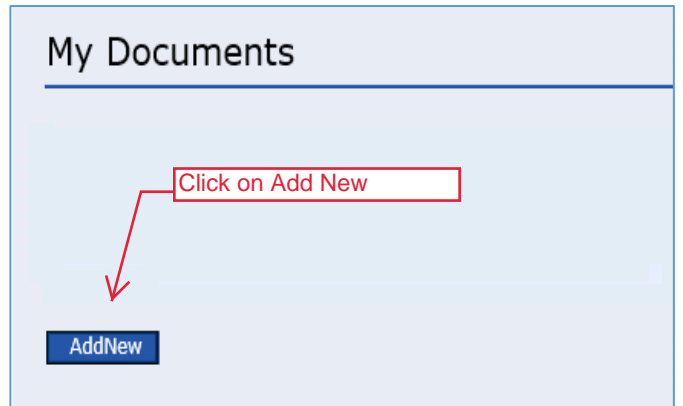
## Step 2: Click on Personnel



## Step 3: Select Document Details



## Step 4: Click on Add New



## Step 5: Enter Data

**Employee/Dependant**

Doc.Type:

Document No.:

Issue Place:

Issue Date:

Expiry Date:

Dependant Name:

File No. (Applicable for Visa Only):

Click to View Image:

Status:

**Callouts:**

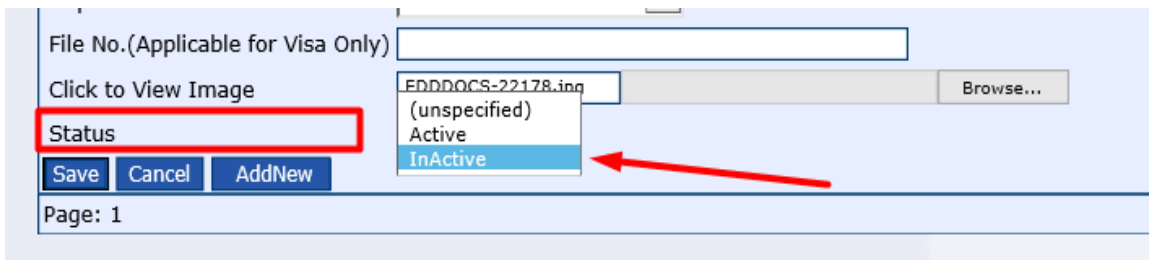
- If you are entering data for yourself select "Employee"  
If you are entering data for your dependent select "Dependent"
- When you select PASSPORT enter Passport # here  
When you select VISA RESIDENCE enter UID # here  
When you select EMIRATES ID enter Emirates ID # here
- Once you select "Dependent", you can find the names of your dependents here
- When you select VISA RESIDENCE, make sure to write the File No. as mentioned on your visa
- Please attach the scanned copy of the document.
- Press on Save button once you add the data

Repeat the above steps to add:

1. Passport Details
2. Residence Visa Details
3. Emirates ID Details

First for yourself, and then for your dependents.

If your documents are already available in on HRNET but are expired, please change their status to In-Active, and add a new record

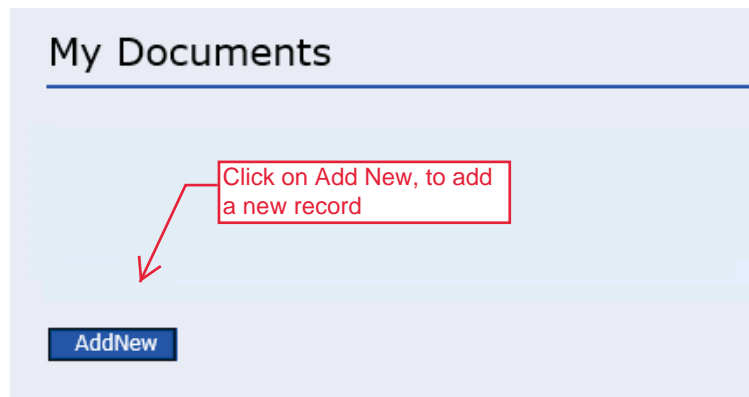


File No. (Applicable for Visa Only)

Click to View Image

Status   
Active  
InActive

Page: 1



## Thank you!

In case you require additional assistance, please contact the Office of HR on:

hrdepartment@ajman.ac.ae

or ext. 5559