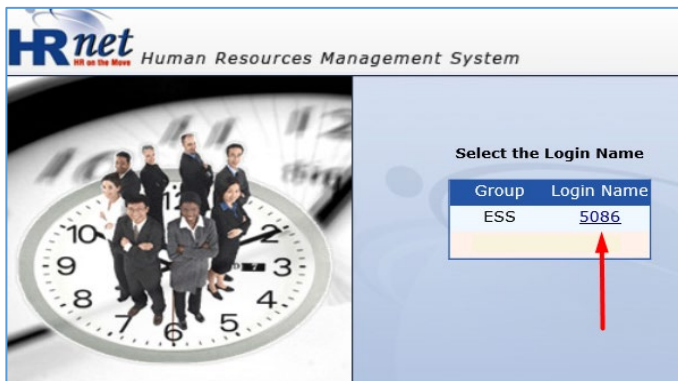


Steps to apply for Education Allowance

Dear Faculty & Staff Members,

The Office of HR would like to assist you in applying for Education Allowance for your children through HR system. Kindly follow below steps:

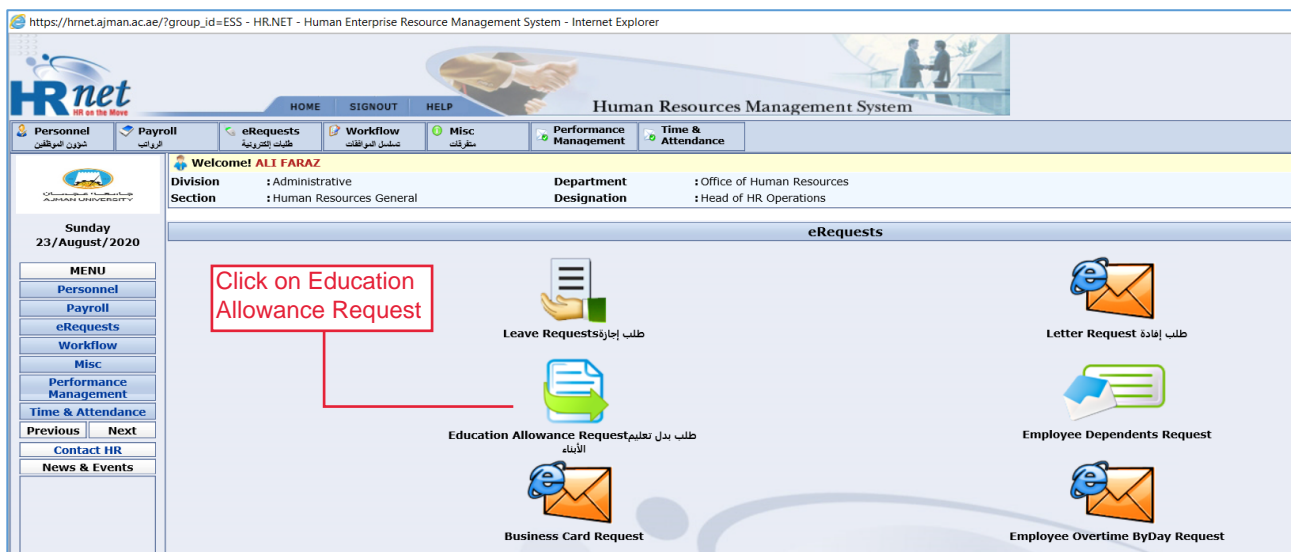
Step 1: Login to HRNET system



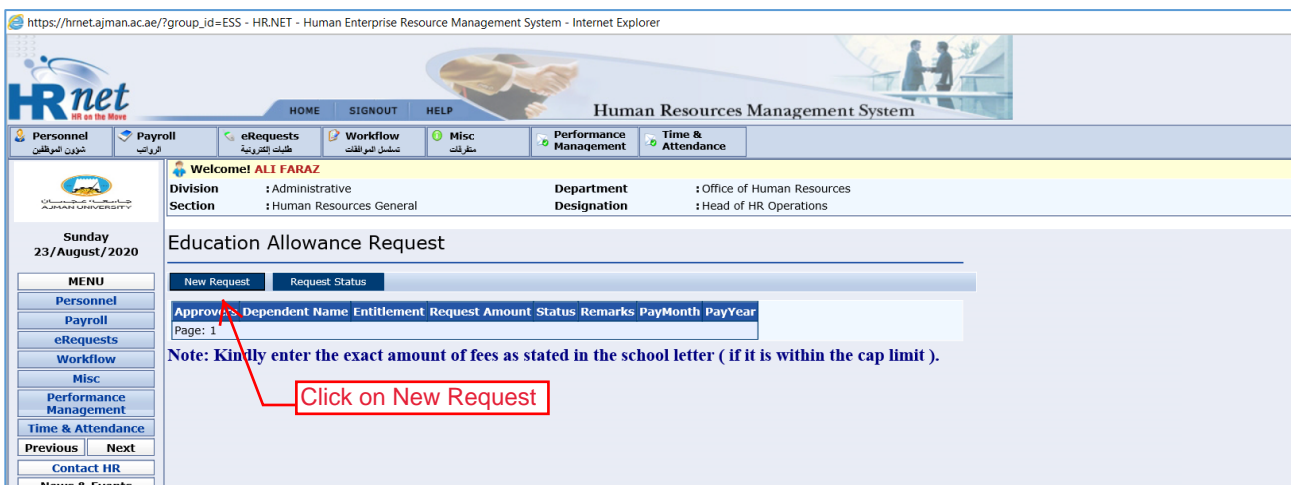
Step 2: Click on eRequests



Step 3: Select Education Allowance Request



Step 4: Create New Request



Step 5: Enter Request Details

Human Resources Management System

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

Sunday 23/August/2020

Education Allowance Request

Dependent Name: Aysha Ali
 School Name: Ajman American Private school
 School Grade: KG-1
 Entitlement: Child1
 Request Amount: 5000
 Remarks: All relevant invoices has been attached
 Attachment: C:\Users\A.faraz\Desktop\School Inv\ Browse...

Save Cancel Add new

Child1
Child2
Child3

Select your child name from the drop-down. If your child name does not appear, then first create a dependent request.

Kindly attach invoice of the requested amount.

Click on SAVE button, after entering all information, and attachments.

Step 6: Submit your request for approval

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Sunday 23/August/2020

Education Allowance Request

Approvers	Edit	Dependent Name	School Name	School Grade	Entitlement	Request Amount	Status	Remarks	Attachment	Dependent Name	Request Amount	Status	Remarks	PayMonth	PayYear
Approvers	edit	Aysha Ali	Ajman American Private School	KG-1	Child1	5000.000	New	All relevant invoices has been attached	EDA-3461.pdf						

Send To Workflow

Click on "Send To Workflow" to submit the request to HR

Step 7: Your request has been submitted

Human Resources Management System

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Sunday 23/August/2020

Education Allowance Request

Approvers	Dependent Name	Entitlement	Request Amount	Status	Remarks	PayMonth	PayYear
Approvers	Aysha Ali	Child1	5000.000	InProgress	All relevant invoices has been attached	August	2020

Note: Kindly enter the exact amount of fees as stated

Message from webpage
 Email successfully sent to Approver (hr.sh@ajman.ac.ae,NULL)

You will receive a pop-up message that an email successfully sent to HR for Approval.

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 at ext. 5559