# **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 3: Select Education Allowance Request

#### Step 2: Click on eRequests

HRnet HOME				
Personnel شؤرن الموظفين	Payro <	oll 💊 eRرينية		equests طلبات إلك
			Click on	eRequests



#### Step 4: Create New Request



## Step 5: Enter Request Details

Sunday         Education Allowance Request         Department         : Office of Human Resources	
Sunday Education Allowance Request	
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MENU New Request Status	
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revious Next Request Amount 5000 Kindly attach invoice of	
Contact HR All relevant the requirested amount	
News & Events Remarks Invoices has Levent attached	

# Step 6: Submit your request for approval

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Time & Attendance							
Previous Next	I submit the request to HR						
Contact HR							
News & Events	Child3						
	Send To Workflow						

## Step 7: Your request has been submitted

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Time & Attendance Previous Next Contact HR News & Events	Email successfully sent to Approver (hr.sh@ajman.ac.ae,NULL)	
News & Events	OK	

# 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