

2015

AURAK - HRIS User Manual



الجامعة الأمريكية في رأس الخيمة
American University of Ras Al Khaimah



HR Information System

The HR Information System (HRIS) allows AURAK employees to transact with HR Department online. The system allows various transactions of HR-related requests such as documents, amendments of information, etc. It also allows the users to view their attendance and apply for leave anytime and anywhere where there is internet access.

The system aims to help both HR Department and the employees of AURAK in making HR processes fast, easy and accessible.

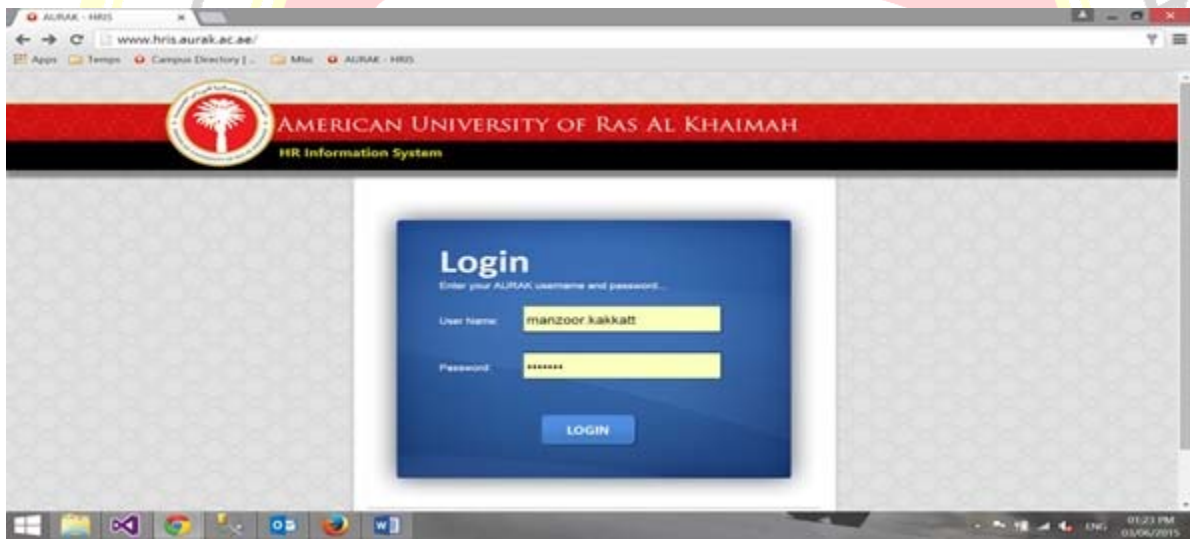
How to login to the HR Information System (HRIS)?

There are two (2) ways to access the login page of HRIS.

1. By typing the HRIS URL using any web browser.
2. By launching HRIS from AURAK website

1 - By typing the HRIS URL

- I. Open up your internet browser.
- II. In the address bar, type in <http://www.hris.aurak.ac.ae/> and press Enter. It will open the HR Information System's Login Page.
- III. Login with your AURAK username and password (without @aurak.ac.ae) then click on "Login".



2- By launching HRIS from AURAK website

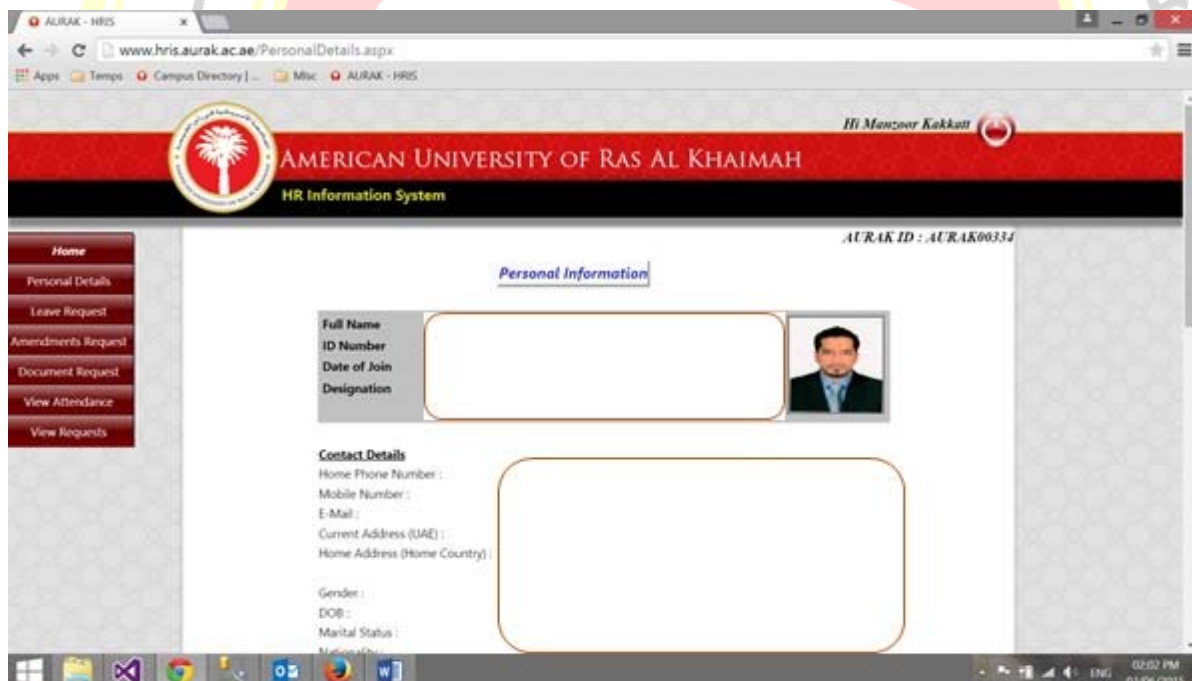
When you are logged on to AURAK's website (<http://aurak.ac.ae/en/>) go to MY AURAK menu found at the lower part of the webpage, and from the MY AURAK menu, click on HR Information System button (last option from the menu). It will direct you to the login page of HRIS. Login with your AURAK username and password (without @aurak.ac.ae).

Below are the specific things that you can do when using the HR Information System:

- View your personal details
- View your approved leaves
- Apply for leave
- Submit request for amendment of personal details
- Submit request for documents
- View Attendance
- View Requests

View your personal details

To view your personal details, click the "Personal Details" button from the left pane menu. From this page, you will see your contact details, passport details, emirates ID details and approved leaves (if any). You can only view the details on this page. Any request for changing or updating personal details can be done at the Amendments Request page which will be discussed at the latter part of this guide.





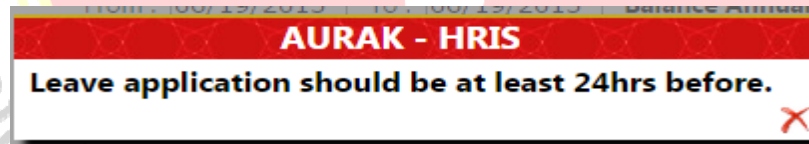
How to submit leave request?

1. Click the “Leave Request” button from the left pane menu to go to the “Leave Request” page.

The screenshot shows the 'Leave Request' page in the HRIS system. The user's name is Manzoor Kakkatt and their ID is AURAK00334. The leave type is set to 'Annual'. The leave period is from 06/04/2015 to 06/24/2015, with a balance of 27 annual leave days. The total working days for the request are 15. The address during leave is 'India, 0001xxxxxxx' and the replacer is 'Alvin Bajamunde Lumbao'. A red 'SUBMIT' button is located at the bottom of the form.

2. Select the type of leave you want to apply by checking the appropriate radio button. *The types of leave available are Annual, Sick, Unpaid, Compassionate, Escort, Maternity and Other for other types of leave not mentioned.*
3. Specify the start date and the end date of your planned leave by clicking the “From” and “To” text buttons respectively to display the calendar and to choose the date accordingly.

Note: Leave application must be applied **at least 24 hours before the start date**. An error dialog (refer to the screenshot below) will prompt if the start date is less than 24 hours.



The number of days (working) you can apply should not exceed the balance annual leave, else, an error will occur (refer to the screenshot below).





4. Write the details of your Address & Contact during leave in the allocated text box.
5. Click the Replacer drop down menu to select the name of the person who will replace you. If the person is from another department, tick first the "Other Department" checkbox to see all the list of staffs from other departments.
6. Review your supplied information and read the disclaimer section (below the Submit button) before you click "Submit" to submit your application.

Once the application is approved, an email notification will be sent to you.

Two ways to view your annual leave balance.

1. From Personal Details menu. Under Emirates ID Details > Annual Leave Balance
2. From Leave Request menu. Beside the To text button

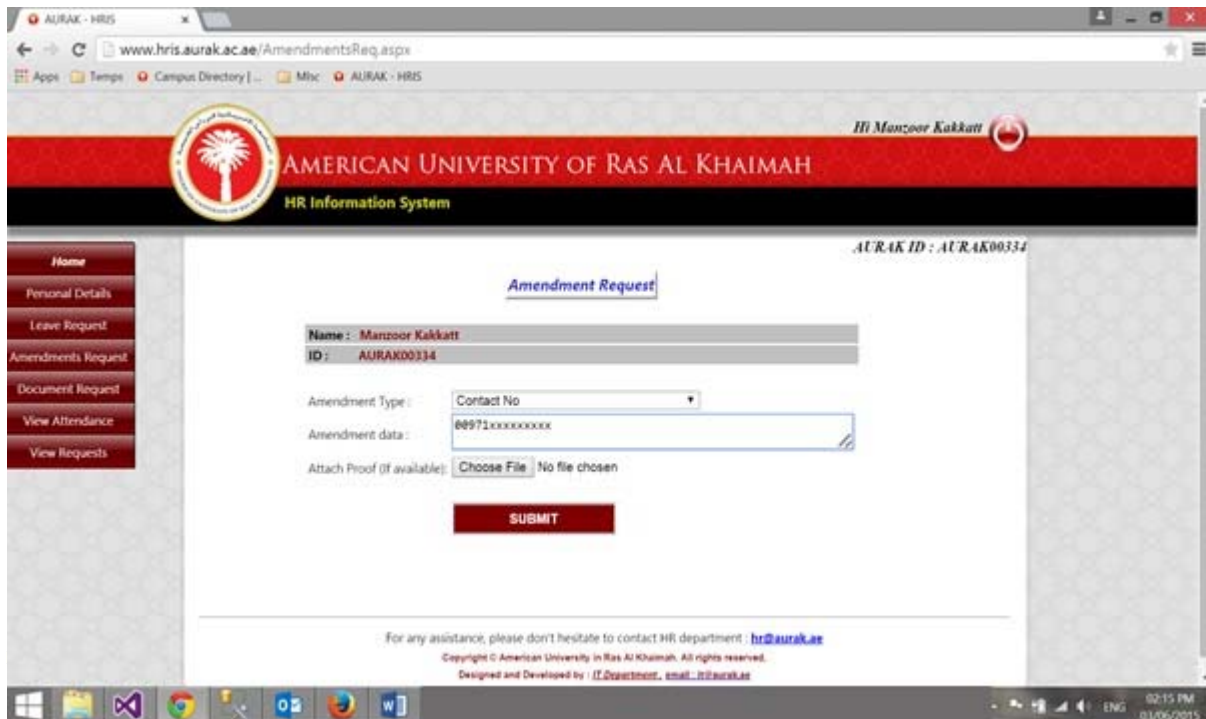
Requesting for Amendments

Types of Amendment

- Emergency contact (UAE)
- Contact No
- Birth Date
- Religion
- Passport Expiry
- Marital Status
- Emergency contact (Home)
- Full Name
- Designation
- Date of joining
- Address
- Emirates ID Expiration Date
- NOC For Embassy

How to request amendments?

1. Click the Amendments Request button from the left pane menu to go to the “Amendments Request” page.



The screenshot shows a web browser window displaying the HRIS system. The page title is "Amendment Request". The user's name is "Manzoor Kakkatt" and their ID is "AURAK00334". The form has the following fields:

- Name:** Manzoor Kakkatt
- ID:** AURAK00334
- Amendment Type:** Contact No (selected from a drop-down menu)
- Amendment data:** 00971xxxxxxxx
- Attach Proof (if available):** Choose File | No file chosen

A red "SUBMIT" button is located at the bottom of the form. At the bottom of the page, there is a footer with contact information for the HR department and copyright details.

2. Select the type of amendment from the drop-down menu.
3. In the “Amendment Data” text button, write the details concerning your amendment request accordingly.
4. Attach necessary document/s (if any) by clicking the “Choose File” button to locate the file to attach.
5. Review your request before clicking Submit.

An email notification will be sent to you once the amendment is done.

Requesting for Documents

The type of documents you can request are categorized into four as follows:

1. General
 - ✚ NOC for Consulate or Embassy
 - ✚ Payslip
 - ✚ NOC for Umrah or Hajj
 - ✚ Employment Certificate



2. RAK Government
 - ✚ NOC for Opening driving file – Driving License
 - ✚ Immigration Letter
3. Ministries
 - ✚ Letter for MOH – Medical check up
4. Bank
 - ✚ Salary Certificates – Others
 - ✚ Salary Certificates – Opening Bank Account
 - ✚ Salary Transfer Letter

How to request a document?

1. Click the “Document Request” button from the left pane menu to go to the “Document Request” page.

The screenshot shows the 'Document Request' page in the HR Information System. The user is Marzoor Kakkatt (ID: AURAK00334). The 'To' field has radio buttons for General, RAK Government, Ministries, and Bank. The 'Document Type' dropdown is set to 'Salary Certificates - Others' with 'RAK Bank' selected. The 'Comments to HR' field contains 'Required for the Bank'. A 'SUBMIT' button is at the bottom.

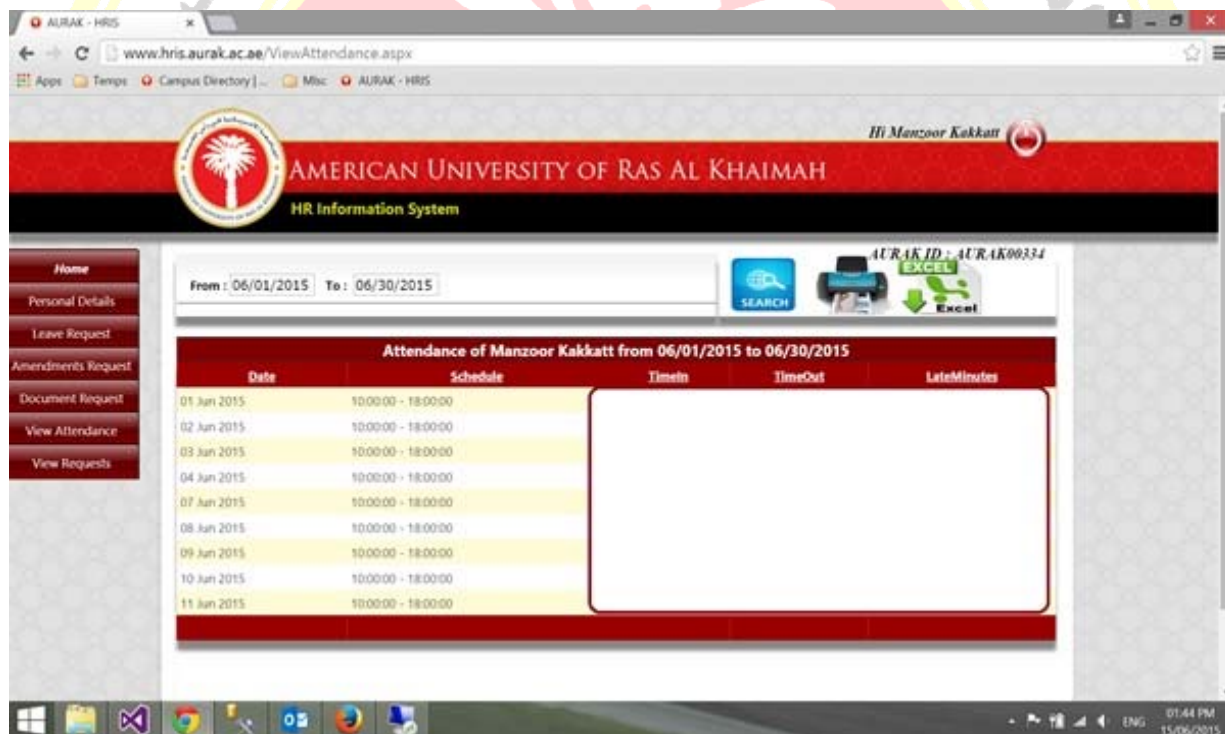
2. Select the category of the document that you are requesting by checking the appropriate “To” radio button.
3. Select the document type from the drop-down menu.
4. Write your comments to the HR in the allocated text box.
5. Review your request before clicking Submit.

An email notification will be sent to you once the request is ready. The document can be collected from the office of the HR Department.

View Attendance

You can check your daily attendance through the HRIS. It shows your schedule, your time in and time out punches, as well as your late minutes (if any). These information are made available all through the month. Previous months details will be unavailable except for the schedule and will be highlighted in red.

To view your attendance, click the “View Attendance” button from the left pane menu. By default, the page displays details of the current month. To check for previous months details, use the date picker, just click “From” to input the start date then click “To” to input the end date. If you want to save your attendance details, click the “Excel” button located at the upper right hand side, just below your AURAK ID detail. It will download the details in an excel file which will be saved to the “Downloads” folder of your computer with a filename “HRIS”. On the other hand, if you want to print your attendance details, use the print button (printer icon beside the “Excel” button at the upper right hand side.



Hi Manzoor Kakkatt

AMERICAN UNIVERSITY OF RAS AL KHAIMAH
HR Information System

AURAK ID: AURAK00334

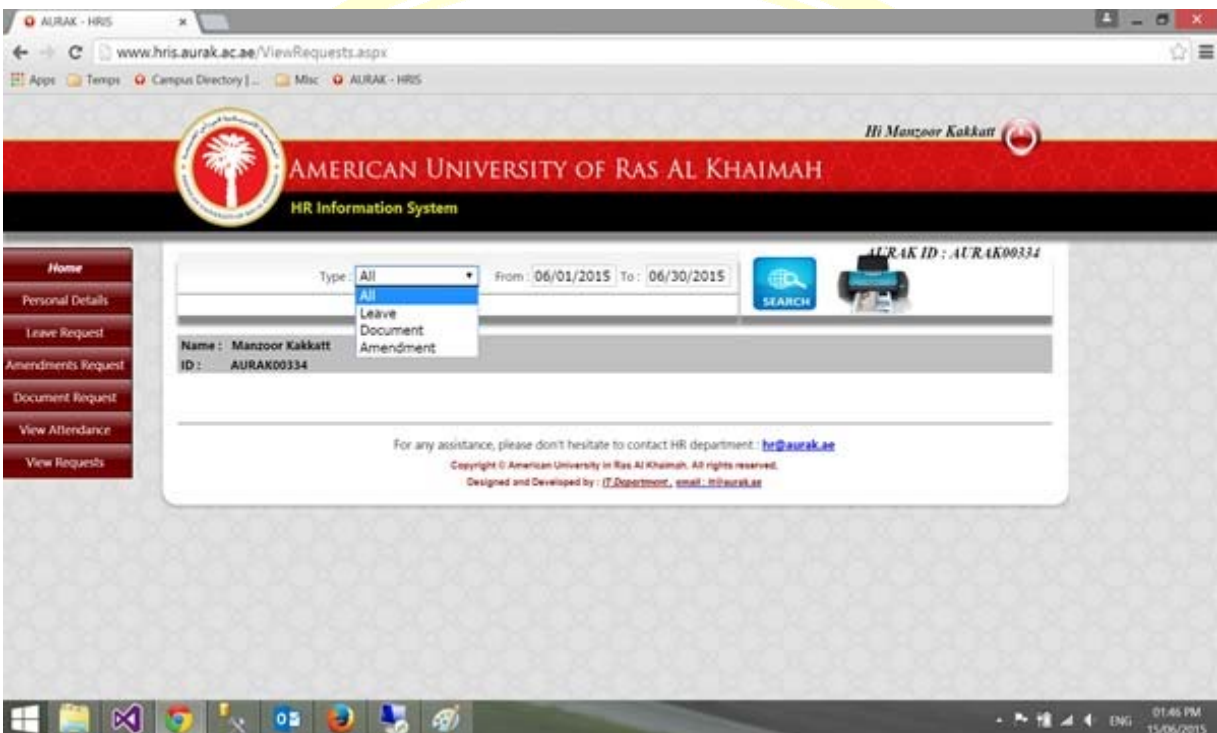
From: 06/01/2015 To: 06/30/2015

Attendance of Manzoor Kakkatt from 06/01/2015 to 06/30/2015

Date	Schedule	TimeIn	TimeOut	LateMinutes
01 Jun 2015	10:00:00 - 18:00:00			
02 Jun 2015	10:00:00 - 18:00:00			
03 Jun 2015	10:00:00 - 18:00:00			
04 Jun 2015	10:00:00 - 18:00:00			
07 Jun 2015	10:00:00 - 18:00:00			
08 Jun 2015	10:00:00 - 18:00:00			
09 Jun 2015	10:00:00 - 18:00:00			
10 Jun 2015	10:00:00 - 18:00:00			
11 Jun 2015	10:00:00 - 18:00:00			

View Requests

To view your requests, leave, document or amendment request, just click the “View Requests” button on the left pane menu to go to the View Requests page. Search is made easy with the “Type” and date filters. After you input which type of request you are looking for and the date, click the “Search” button beside the printer icon to search. Only managers have access to view their staffs’ requests.



The screenshot shows a web browser window displaying the HRIS interface. The browser address bar shows www.hris.aurak.ac.ae/ViewRequests.aspx. The page header includes the American University of Ras Al Khaimah logo and the text "AMERICAN UNIVERSITY OF RAS AL KHAIMAH HR Information System". A user profile for "Hi Manzoor Kakkatt" is visible in the top right. On the left, a navigation menu lists options: Home, Personal Details, Leave Request, Amendments Request, Document Request, View Attendance, and View Requests. The main content area features a search form with a "Type" dropdown menu (set to "All", with options for Leave, Document, and Amendment), date filters for "From: 06/01/2015" and "To: 06/30/2015", a "SEARCH" button, and a printer icon. Below the search form, the user's details are displayed: "Name: Manzoor Kakkatt" and "ID: AURAK00334". At the bottom of the page, there is a footer with contact information: "For any assistance, please don't hesitate to contact HR department: hr@aurak.ae", "Copyright © American University in Ras Al Khaimah. All rights reserved.", and "Designed and Developed by: IT Department, email: it@aurak.ae". The Windows taskbar at the bottom shows the system tray with the time 01:46 PM and date 15/06/2015.