



Norconsult
Telematics 

NTSA HRMS Employee Self Services

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1. Login

Login details are already shared in the previous email.

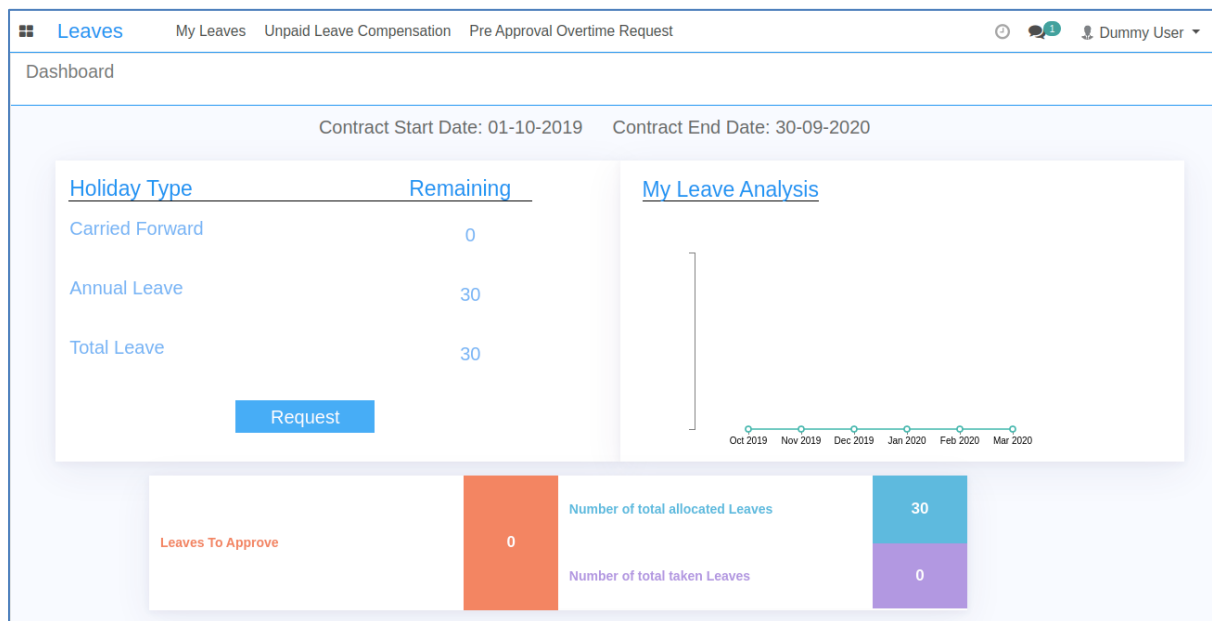
Summary:

All staff will get the invitation email from hrms, <https://hr.ntww.com> to log in with following details:

Username: Your (ntww.com) email address.

Password: Your Password.

Landing Page: Once logged in, it will route you to this page.



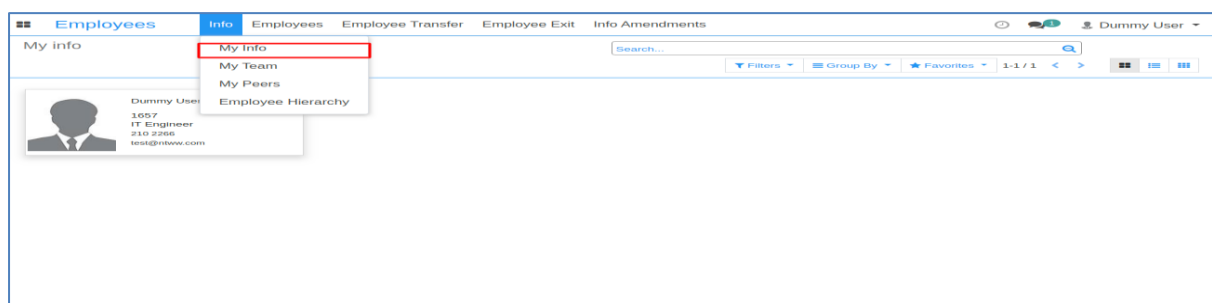
The screen shown above is the Leave Dashboard where you can find leave balances. You can click on the top left menu (Square Icon) to see the available apps for you.

2. Employees

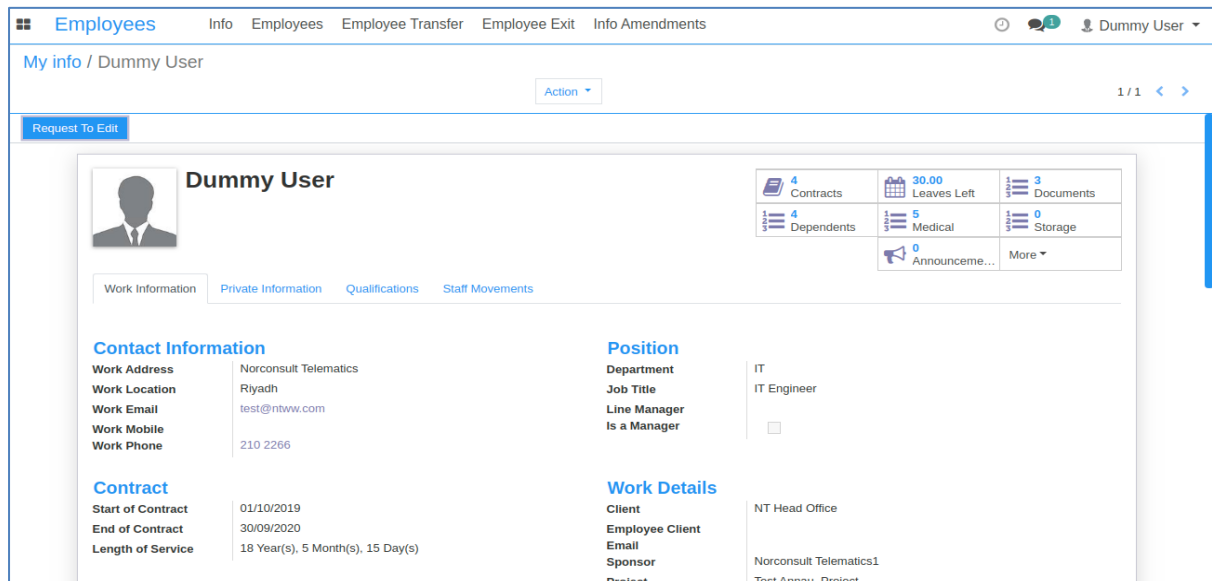
This is where all your information is stored. All of your personal, private and other information will be stored in this menu.

You need to click on main menu "Employees" you will be directed to the My Info screen.

You will only see your profile as shown below.



Your detailed information can be seen by clicking any employee profile. You can navigate to the different tabs to view your information.



2.1 My Team

In Order to check your team Information you need to follow the mentioned steps.
 Go to menu Employee >> My Team
 If you click on the menu “My Team” you will be directed to the My Team screen
 You will see your Team profiles as shown below.

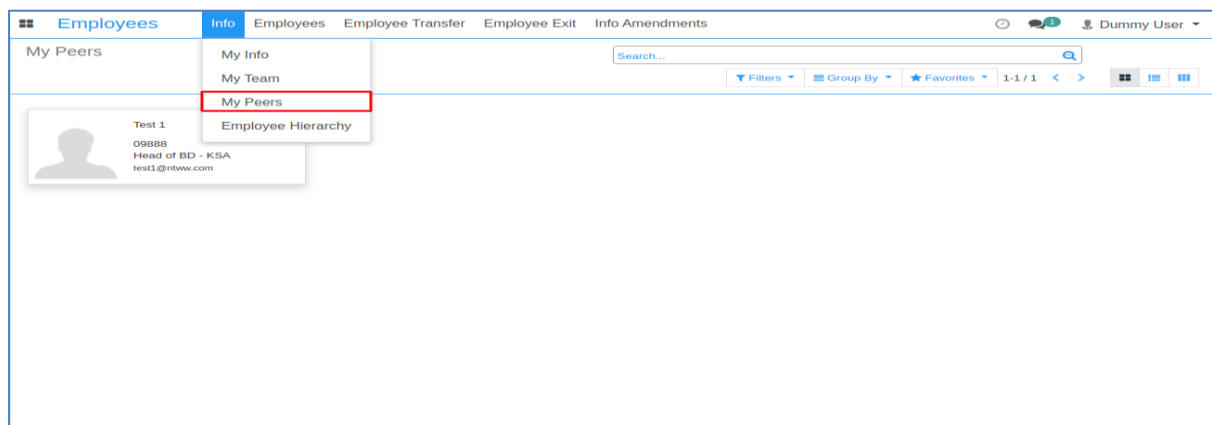
Role: Line Manager

2.2 My Peers

Go to Menu Employee >> My Peers

If you click on the menu “My Peers” you will be directed to the My Peers screen and you will see your Peers profiles as shown below.

Role: Employee

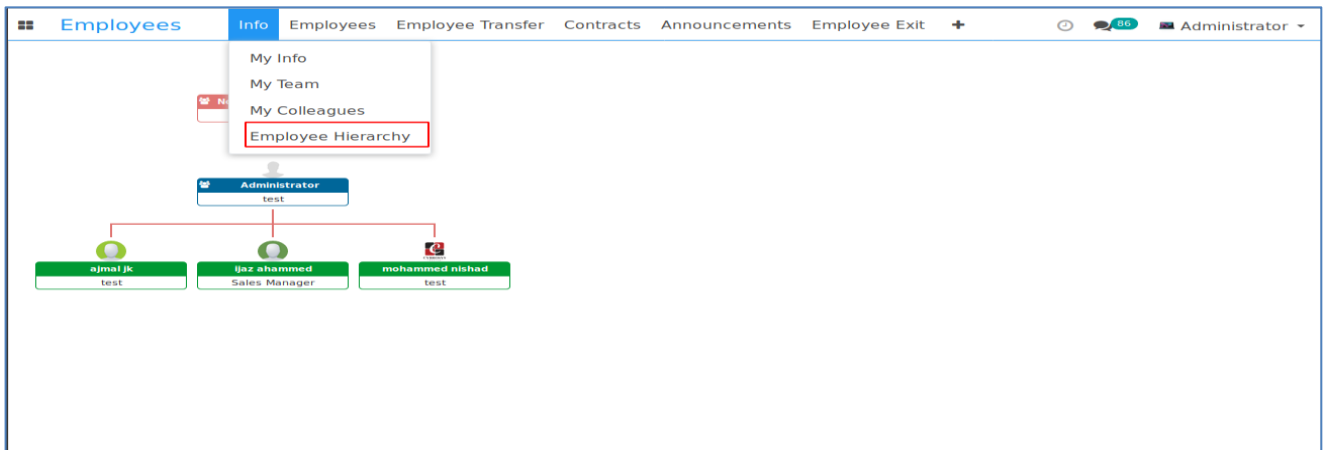


2.3 Employee Hierarchy

Go to Menu Employee >> Employee Hierarchy

If you click on “Employee Hierarchy” you will be directed to the Employee Hierarchy screen
You will see the Employee Hierarchy screen based on “Line Manager” as shown below.

Role: Line Manager



2.4 Request to Edit

Go to Employee Directory

Role: Employee

You can see a button in the header of our directory. You can Request to edit your data using “Request To Edit” Button to create a Request for editing your Personal Information.

Here, you can change or add information and submit the request to the HR Officer so the HR Officer will be notified. HR Officer will either approve or reject your request.

Once he Approve The changes will be affect in employee directory

The screenshot shows a 'Modify Employee information' form. The form is titled 'Modify Employee information' and has a blue header bar with a 'Submit to HRO' button. Below the header, there are four main sections: 'Citizenship & Other Information', 'Contact Information', 'Status', and 'Birth'. The 'Citizenship & Other Information' section includes fields for Photo, Employee name, Delegate Employee, Nationality(Country), Religion, and Career Start Date. The 'Contact Information' section includes fields for Home Country, Residence Number, Mobile Number, and personal Email. The 'Status' section includes a Gender dropdown. The 'Birth' section includes a Birthday dropdown. At the bottom of the form, there are 'Save' and 'Discard' buttons. A red arrow points from the 'Request To Edit' button in the background to the 'Request To Edit' button in the form.

2.5 Employee Transfer

Go to Menu Employee >> Employee Transfer

Role: Line Manager

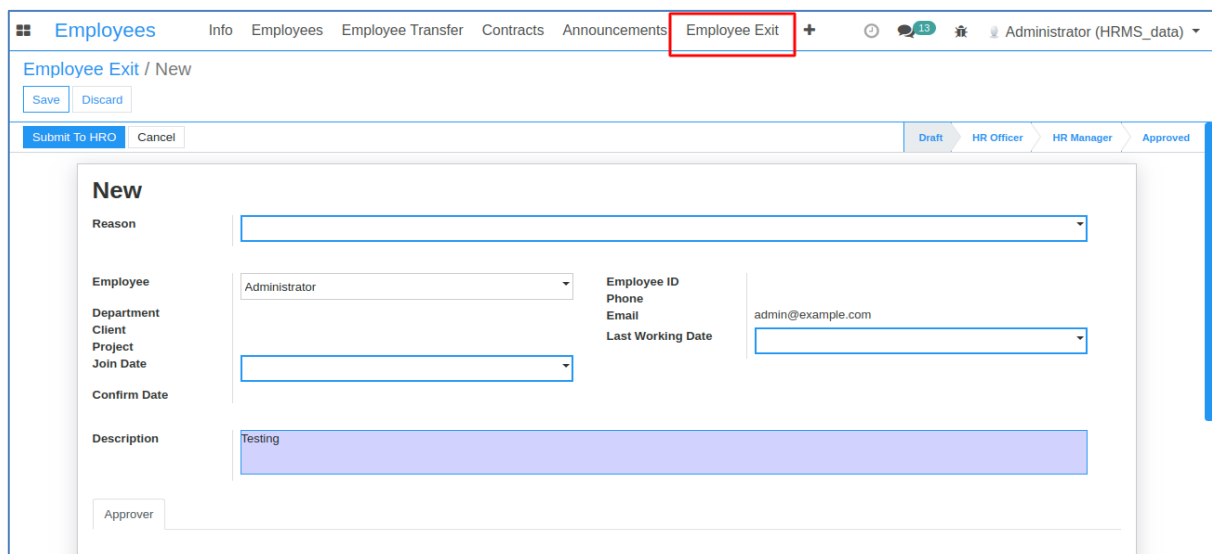
This feature is used to transfer employee details such as Work Location, Project, Job Title and client. Employee Transfer Request will be initiated by Line Manager
Line Manager >> HR Officer >> Approve

2.6 Employee Exit

Go to Menu Employee >> Employee exit

Role: Employee

You can initiate Exit Request, you need to select exit reason, Relieving Date and Description
This is The Workflow
Employee >> HR Officer >> HR Manager
Once HR Manager approves the request, your status will be changed to "Notice Period"



The screenshot shows a web application interface for creating a new Employee Exit request. The breadcrumb navigation at the top includes 'Employees', 'Info', 'Employees', 'Employee Transfer', 'Contracts', 'Announcements', and 'Employee Exit' (which is highlighted with a red box). The page title is 'Employee Exit / New'. There are 'Save' and 'Discard' buttons at the top left. A workflow progress bar at the top right shows 'Draft', 'HR Officer', 'HR Manager', and 'Approved'. The main form area is titled 'New' and contains the following fields:

- Reason:** A dropdown menu.
- Employee:** A dropdown menu with 'Administrator' selected.
- Employee ID:** A text input field.
- Phone:** A text input field.
- Email:** A text input field with 'admin@example.com' entered.
- Project:** A dropdown menu.
- Join Date:** A dropdown menu.
- Last Working Date:** A dropdown menu.
- Confirm Date:** A text input field.
- Description:** A text area with 'Testing' entered.
- Approver:** A text input field.

2.7 Employee Clearance

Go to Menu Employee >> Employee Clearance

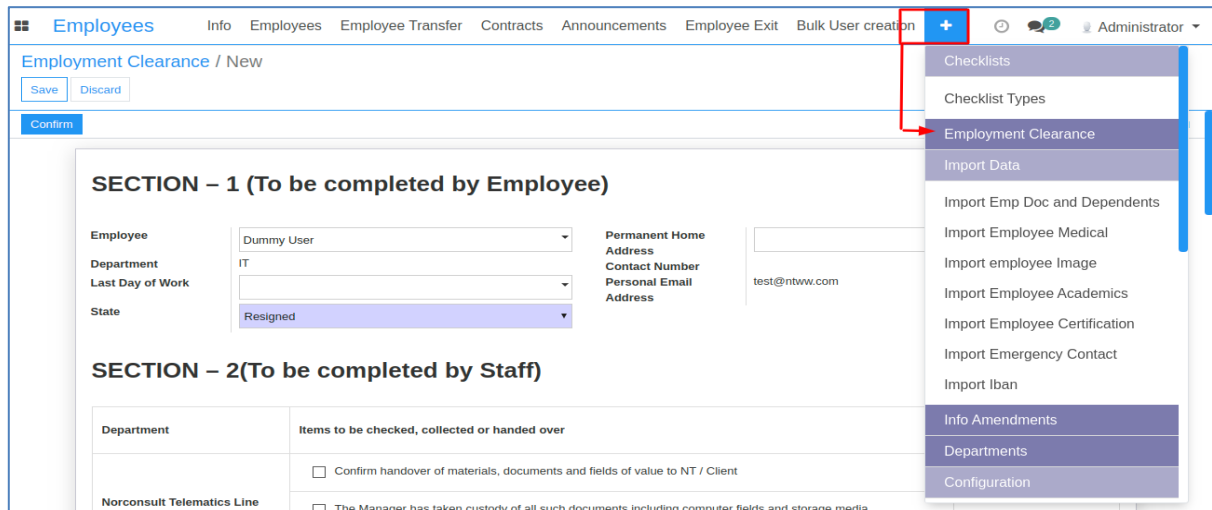
Role: Employee

This module is used to manage Employee Clearance Process.
You can initiate clearance request, you need to select Last Day Of Work and state (Resigned or Terminated),

This is the workflow

Employee >> Line Manager >> Program Manager >> Client Head >> COO/President >> IT Department >> IT Head >> HR Officer >> HR Manager >> Admin >> Finance >> Finance manager

Once Finance Manager approves this request, your status in Employee directory will be changed to “Archived”.



3. Travel Management

You can access the below features from the Travel Management App

- Business Trips
 - o Business Trip
- Expenses Reimbursement
 - o Expenses
- Tickets / Exit Entry
 - o Annual Tickets
 - o Exit / Exit Re-entry visa

3.1 Business Trip

There are two types of Business trips you can request for:

- Domestic Business Trip
- International Business Trip

To request for domestic or business trip:

Go to Menu Travel Management >> Business Trips >> Business Trip

Click on Create button to request the Business trip.

- Select the departure and return date
- Select Trip Type (Domestic/International)
- Select project
- Mode of travel (By air or road)
- NTSA to book ticket (Yes or No)
- Accommodation to be arranged by NTSA (Yes or No)
- Arrange rent A car (Yes or No)
- If mode of travel is by air, then flight details must be entered in the below tab
- Travel purpose is required

This request will be submitted to Line Manager by clicking the “Submit to L.M.” button on top and your line manager will be notified. Line manager will then make an action to either approve or reject it. According to which the cycle will be followed.

The screenshot shows the 'Business Trip / New' form in the Travel Management system. The form is divided into several sections:

- Employee Information:** Employee (Dummy User), Department (IT), Manager (Amir Agil Said), Project (Test Annau, Project), Project Manager (Administrator).
- Trip Details:** Trip Type (Domestic), Departure Date (17/03/2020), Return Date (26/03/2020), No. of Days Travelled (9).
- Travel Options:** Mode of Travel (By Air selected), NTSA to Book Ticket (No), Accommodation To Be Arranged By NTSA (No), Arrange Rent A Car (No).
- Submission:** A 'Submit to L.M.' button is located at the top left.
- Flights Details:** A tab labeled 'Flights Details' is active, showing a table with columns: Type, Flight Number, Date, From Airport, To Airport, and Via. An 'Add a line' link is present below the table.

3.2 Travel Expenses

To request for Reimbursement of Travel Expenses:

Go to Menu Travel Management >> Travel Expenses >> Expenses

Click on the Create button to request the expense.

- Name: Leave the field empty
- Select the employee if current user is creating the expense on behalf of someone else
- **Route of Travel:** You must select the approved route of travel request
- Date: Select the request date
- Payment Type: Payment of expense through Cash or Bank Transfer or Payroll(salary)
- Items: Add an item to enter the details of the expense

The request will be sent to finance after entering all the expense information.

The screenshot displays the 'Expenses Reimbursement' form in a web application. The breadcrumb trail is 'Travel Management > Business Trips > Tickets/Exit Entry > Expenses Reimbursement > Annual Ticket Report'. The current page title is 'Expenses Reimbursement / EXP-00010'. There are 'Edit', 'Create', and 'Action' buttons. The form fields are as follows:

Name	EXP-00010	Route Of Travel	DBT-FSB-03179
Employee	Faisal Salem Mohd Bajsaif	Request Date	15/03/2020
		Is Pm	<input checked="" type="checkbox"/>
Payment Type	Cash		

Below the form is an 'Items' section with a table:

Receipt	Date	Item	Quantity	Amount	Currency	Sub Total
	16/03/2020	sdf	1	6.00	SAR	6.00

A 'Total: 6.00 SR' is shown at the bottom right of the items table.

3.3 Annual Tickets

You can request for your annual ticket entitlement thru this form.

Rules:

- Tickets are allocated per contract wise
- You can request for annual ticket after 11 months of your contract period.
- You can only request your annual ticket if you have already consumed all your paid leaves
- If book type is selected as "book by Norconsult", then you must enter the preferred flight details

To request for Annual free ticket:

Go to Menu Travel Management >> Annual Tickets >> Annual Tickets

Click on the Create button to request the Annual Ticket.

- Reference: Leave the field empty
- Contract: Select the contract against which the ticket will be requested
- Start date and return date
- Book Type:
 - o Book by Norconsult if the tickets are to be booked by Norconsult
 - o Compensation if the tickets are already booked by Employee
- Visa Needed: Select the suitable option
- Flight Details Tab:
 - o Enter both the departure and return flight details
- Dependents Tab:
 - o This section includes the information of employee's family
 - o Make sure the route column is correctly populated

The request will be submitted to the HR department for processing. (Submit to H.R Officer)

The screenshot shows the 'Annual Tickets' form in the Travel Management system. The form is titled 'Annual Tickets / AFT-02523'. The 'Employee' field is set to 'Dummy User', 'Department' is 'IT', 'Job' is 'IT Engineer', and 'Manager' is 'Amir Agil Said'. The 'Contract' is 'Faisal Salem Mohd Bajair Contract (2019/2020)', 'Start Date' is '12/03/2020', and 'Return Date' is '03/04/2020'. The 'Contract End Date' is '30/09/2020', 'Route' is 'Riyadh', and 'No. of Days' is '22.00'. The 'Ticket For' is 'Individual Only'. The 'Free Ticket Bypass' checkbox is unchecked. The 'Visa Options' section shows 'Book Type' as 'Norconsult' and 'Visa Needed?' as 'Exit / Entry'. The 'Flight Details' table is as follows:

Type	Flight Number	Date	From Airport	To Airport	Via
Return	Flight 1	24/03/2020	From Airport	To Airport	
Departure	Flight2	03/04/2020	From Airport	To Airport	

3.4 Exit/Entry Visa

Exit/Entry visa application can be requested from this form.

Rules:

- Visa request will be dependent upon following already approved request
 - o Trip request
 - o Leave request
- Two option for Payment Charge:
 - o Norconsult
 - o Employee
- Visa Needed: Mode of visa

To request for Exit/Entry Visa:

Go to Menu Travel Management >> Annual Tickets >> Exit/Entry Visa

Click on the Create button to request the Exit/Entry visa.

- Select either the trip request or the leave request among the list of approved requests
- Select the suitable visa option

Your request will be submitted to the HR department for processing. (Submit to H.R Officer)

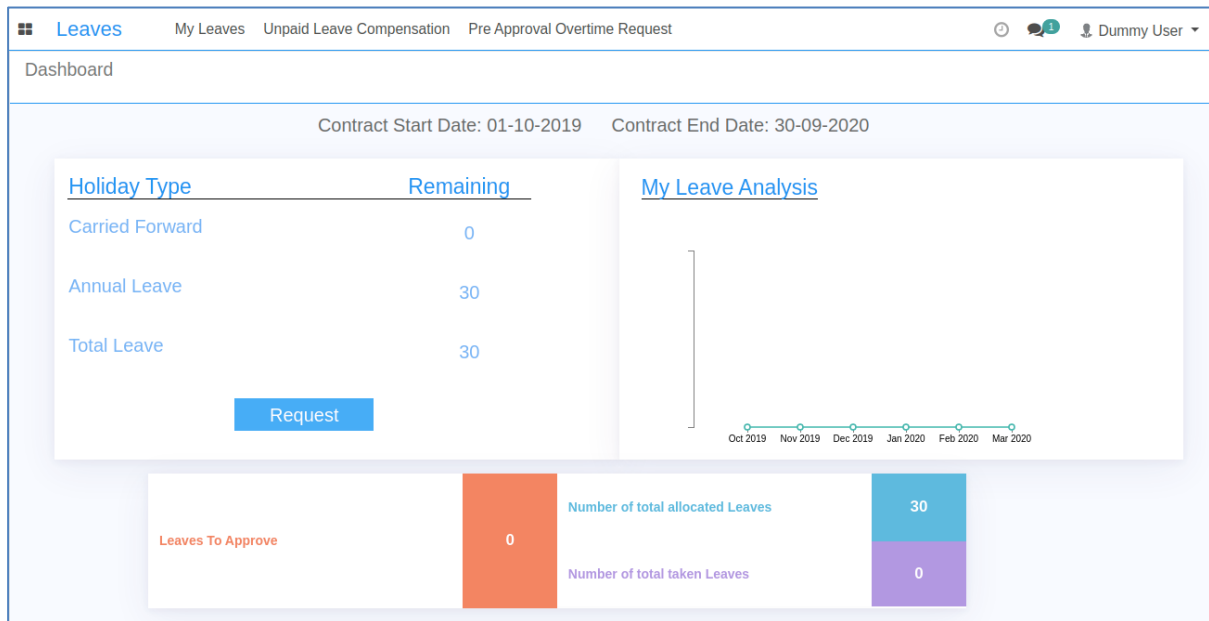
The screenshot shows a web-based form for creating an Exit/Entry visa. The form is titled 'Exit / Exit Re-entry visa / New' and is part of the 'Travel Management' system. The 'Annual Tickets' menu item is highlighted in red. The form includes the following fields and options:

- Employee:** Dummy User
- Manager:** Amir Agil Said
- Date:** 16/03/2020
- Trip request:** (Dropdown menu)
- leave request:** (Dropdown menu)
- Travel Start:** (Dropdown menu)
- Travel End:** (Dropdown menu)
- By Pass Leave Trip condition ?** (Checkbox, currently unchecked)
- Visa Options:**
 - Charge To:** Radio buttons for Norconsult, Employee, and Exit Only (selected).
 - Visa Needed ?** Radio buttons for Exit / Entry and Exit Only (selected).
- Dependents:** A table with columns for Name, Exit / Entry Visa Needed ?, and File.

Name	Exit / Entry Visa Needed ?	File
Sheikha Saeed Mohammed Moraished	<input type="checkbox"/>	<input type="checkbox"/>

4. Leaves

Go to Leaves menu, you will land to the leaves Leave Dashboard screen where you can see your vacation balances per contract Leave types, Leave taken details and contract start and end date.



There are following different types of leaves which you can apply for:

The screenshot shows the 'Leave Types' list in the system. The list includes various leave types with their respective modes and validation settings. A red box highlights the first seven rows of the table.

Display Name	Mode	Apply Double Validation	Start Date	End Date
<input type="checkbox"/> Sick Leaves	No allocation	<input type="checkbox"/>		
<input type="checkbox"/> Unpaid	No allocation	<input type="checkbox"/>		
<input type="checkbox"/> Legal Leaves 2020	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Annual Leaves	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Haj Leave	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Marriage Leave	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Paternity Leave	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Time in Lieu	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Carried Forward	Fixed by HR	<input type="checkbox"/>		
<input type="checkbox"/> Compassionate Leave	Fixed by HR + allocation request	<input type="checkbox"/>		

4.1 Leave Application

Leave application is the feature where you can apply for single or combination of leaves. If you want to apply for leave which includes two types of leaves for ex: Annual + Unpaid.

The combinations can be made from the below list

- Other leaves (Haj, Paternity, Marriage, Compassionate)
- Time in Lieu
- Carry forwarded leaves
- Annual
- Unpaid

Go to Menu Leaves >> My Leaves >> Leaves Request

Click on the Create button to request the leave.

You can't select Leave Types. The system will select Leaves automatically according Leave balance and Leave Hierarchy/

Select the desired duration of leaves

The system automatically detects the remaining Carry forward leaves or Time in Lieu for the employee and includes it in the application.

If you wish to include the other leaves, you can select the desired other leaves from the "Include other" selection

The HRMS follows the below sequence while splitting the leaves

- Other leaves (Haj, Paternity, Marriage, Compassionate)
- Time in Lieu
- Carry forwarded leaves
- Annual
- Unpaid

If the applied leave days are more than allocated (remaining on his account) days, the system will prompt a warning message to use the unpaid leaves.

Include unpaid? Field can be checked in order to file the rest of the days as unpaid.

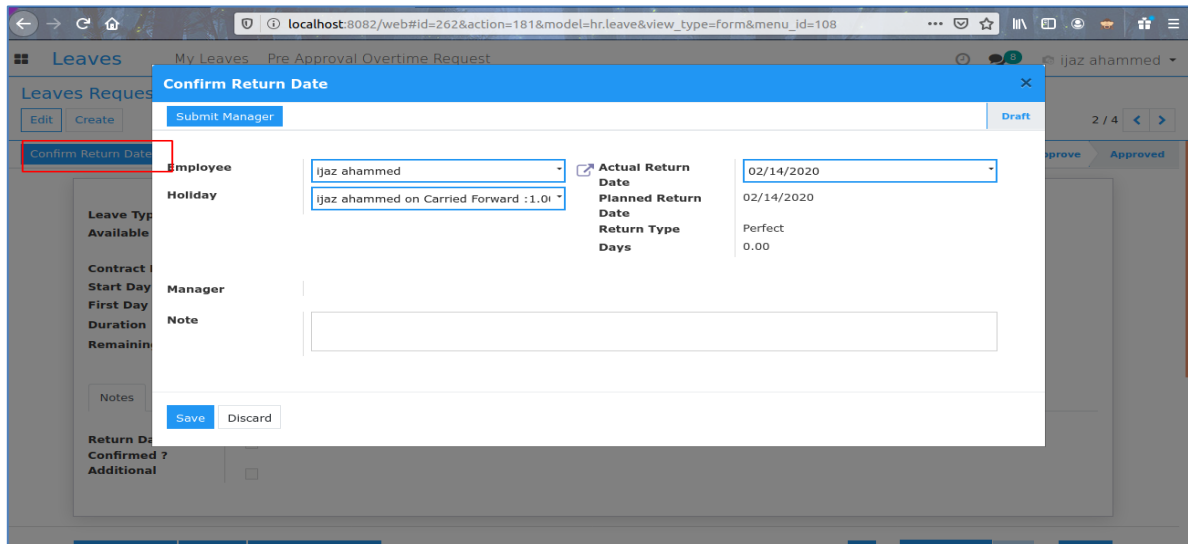
If the applied number of days of leaves are already enough for one type of leave, the system will select specific leave types as automatically

The screenshot shows the 'Leaves Requests / New' form in the HRMS system. The form is divided into several sections:

- Navigation:** Top bar includes 'Leaves' menu, 'My Leaves', 'Managers', 'Unpaid Leave Compensation', 'Pre Approval Overtime Request', 'Overview', 'Leave Structure', 'Import Leave', and user 'Administrator'.
- Buttons:** 'Save' and 'Discard' buttons are visible.
- Approval Flow:** 'Submit Manager' and 'Direct Final Approve' buttons are on the left. 'Draft', 'Direct Manager', 'H.R Officer', and 'H.R Manager' buttons are on the right.
- Employee Information:**
 - Annual Accrued Days: 14.00
 - Total Available Leaves: 30.00
 - Start Day of Vacation: 16/03/2020
 - First Day Back at Work: 25/03/2020
 - Contract End Date: 30/09/2020
 - Remaining Leaves After Request: 21.00
 - Total Days: 9.00 Days
- Employee Details:**
 - Employee: Dummy User
 - Client Travel DOC: Upload your file
 - Substitute Employee: [Empty field]
 - Employee PRN: T33521
 - Client: NT Head Office
 - Employee ID: 1657
 - Manager: [Empty field]
- Additional Information:**
 - Additional Contract: Faisal Salem Mohd Bajsair Contract (2019/2020)
- Other Features:** 'Peers Leaves' button, 'Notes' and 'Approvals' tabs, and a large text area for notes.

4.2 Leave Return Date

After returning from vacation, you need confirm the return date through “Confirm Return Date” You need to select actual return date and submit the request to your Direct Manager. Once the manager approves it, the leave will remain or will be adjusted accordingly.



The screenshot shows a web browser window with a modal titled "Confirm Return Date". The modal contains the following fields and options:

- Employee:** A dropdown menu with "ijaz ahammed" selected.
- Holiday:** A dropdown menu with "ijaz ahammed on Carried Forward :1.0i" selected.
- Actual Return Date:** A date picker with "02/14/2020" selected.
- Planned Return Date:** A date field with "02/14/2020" entered.
- Return Type:** A dropdown menu with "Perfect" selected.
- Days:** A text field with "0.00" entered.
- Manager:** An empty text field.
- Note:** An empty text area.
- Buttons:** "Save" and "Discard" buttons at the bottom.

At the top of the modal, there are "Submit Manager" and "Draft" buttons. The background shows a sidebar with "Leaves Request" and "My Leaves" sections.

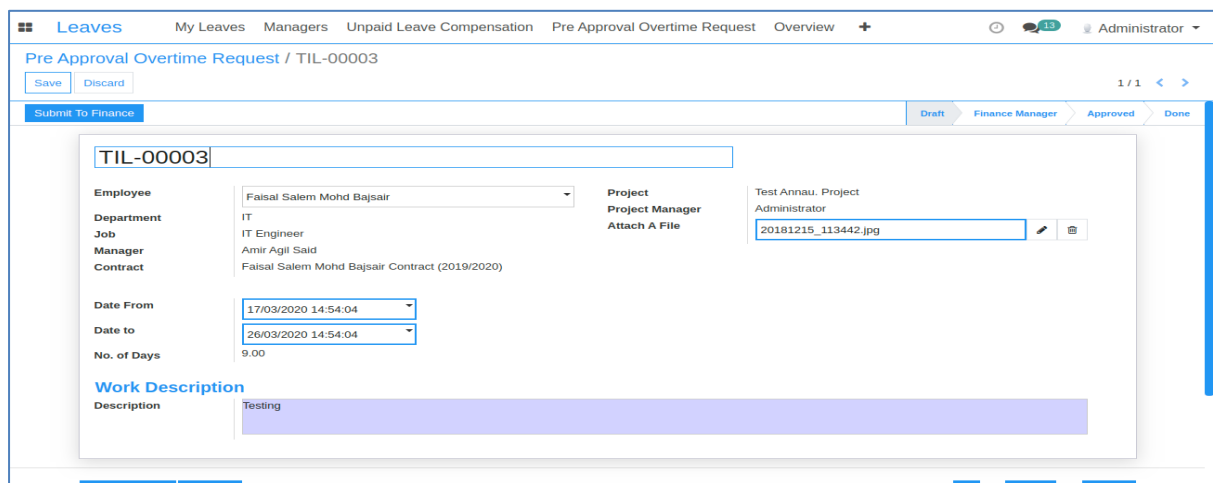
4.3 Pre-Approval Overtime Request

Go to Menu Leave >> Pre-Approval Overtime Request

This feature is used to request overtime

You need to upload the signed pre-approval overtime request form. Signed timesheet which reflects field work is also needed for STC.

The request will be sent to finance after entering all the information. (Submit to Finance button). Finance manager will be notified. Finance manager will then make an action of either approve or reject. Finance will then adjust the already taken leaves with Time in Lieu Leave.



The screenshot shows a web browser window with a form titled "Pre Approval Overtime Request / TIL-00003". The form contains the following fields and options:

- Employee:** A dropdown menu with "Faisal Salem Mohd Bajsaair" selected.
- Department:** "IT"
- Job:** "IT Engineer"
- Manager:** "Amir Agil Said"
- Contract:** "Faisal Salem Mohd Bajsaair Contract (2019/2020)"
- Project:** "Test Annau. Project"
- Project Manager:** "Administrator"
- Attach A File:** A file upload field with "20181215_113442.jpg" selected.
- Date From:** A date and time picker with "17/03/2020 14:54:04" selected.
- Date to:** A date and time picker with "26/03/2020 14:54:04" selected.
- No. of Days:** "9.00"
- Work Description:** A section with a "Description" field containing "Testing".

At the top of the form, there are "Save" and "Discard" buttons. Below the form, there are navigation buttons: "Submit To Finance", "Draft", "Finance Manager", "Approved", and "Done". The background shows a sidebar with "Leaves" and "Managers" sections.

4.4 Summary

Go To menu Leaves >>My Leaves >> (Summary/Additional summary/Legal summary)

We have 3 Types of Summary such as:

1. Summary: Here, you can see all Leaves and Leave Balance per contract.
2. Legal Leave Summary: Here, you can see Legal Leaves and Legal Leave balance such as:
Time in Lieu, Carried Forward, Annual Leaves Unpaid Leaves

Additional Leave summary: Here, can see all Other Leaves such as: Hajj leave, paternity leave, Marriage leave, Sick leave

Employee	Leave Type	Contract	Number of Days	Start Date	Return Date	Status	Request Type	Description
▼ Dummy User (9)			134.00					
▶ Dummy User(2019/2020) (3)			46.00					
▶ Dummy User Contract (2018/2019) (2)			28.00					
▼ Dummy User Contract (2017/2018) (4)			60.00					
☐ Dummy User	Annual Leaves	Dummy User Contract (2017/2018)	16.00			Approved	Allocation Request	
☐ Dummy User	Annual Leaves	Dummy User Contract (2017/2018)	14.00			Approved	Allocation Request	Expired during contract renewal
☐ Dummy User	Time in Lieu	Dummy User Contract (2017/2018)	2.00			Approved	Allocation Request	
☐ Dummy User	Carried Forward	Dummy User Contract (2017/2018)	28.00			Approved	Allocation Request	Allocation of CF from previous contract
			134.00					

5. Custody management

Go to Menu Custody management

This feature is used to request assets. You can request assets like IT assets and Admin assets

Click on the Create button to request the Assets.

- Select the Asset category
- select the Child category (HW/SW)
- Select the Item (Laptop, Printer etc.)
- Select the Duration Type (Permanent/Temporary)
- Select the Duration if duration type Temporary
- Description is the Required

This request will be submitted to Project Manager by clicking the “Submit to Project Manager” button
Project Manager will then either approve or reject the request.

Then Project Manager >> Asset Manager >> Program Manager >> Finance Manager >> Asset Manager >> Assigned/Pending

Custody Management Custody Management Asset Report Administrator

Asset Custody Request / New

Save Discard

Submit To Project Manager New Employee Request Draft Project Manager Approve Asset Manager Approve PM Approve Finance Approve Approve Done

New

Asset Category [] HW/SW [] Employee Administrator Department [] Line manager [] Item Requested eg:- Laptop, Printer etc.... description Description/justification

Project project 1 Client STC Telecom Company Program manager [] Phone 4554 Email admin@example.com Duration Type Temporary Duration []

Send message Log note Schedule activity 0 Follow 0

In Employee Directory, you can see assigned assets
To view it, Go To employee >> My Info

Employees Info Employees Employee Transfer Contracts Announcements Employee Exit + Administrator

Employees / ijaz Edit Create Action 3 / 4

Create User Start Notice Period Terminate Joined On boarding Employment

ijaz

1 Contracts 29.00 Leaves Left 2 Documents
1 Dependents 2 Medical 3 Announcem...
1 Air Tickets More *

Work Information Private Information Joining Checklist Compensation and Benefits HR Settings Qualifications History Status History Asset

Name	Asset Category	Asset	HW/SW	State
CUST-REQ 009	IT ASSET	Laptop	Hardware	Done

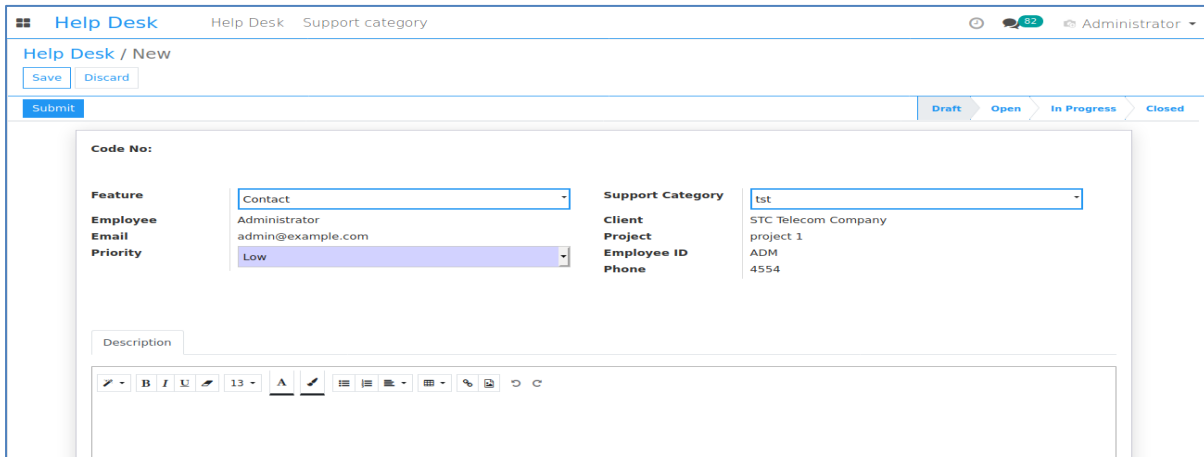
6. Help Desk

Go to Menu Help Desk

This feature is used to provide support to employees.

Click on the Create button to Create a new Ticket.

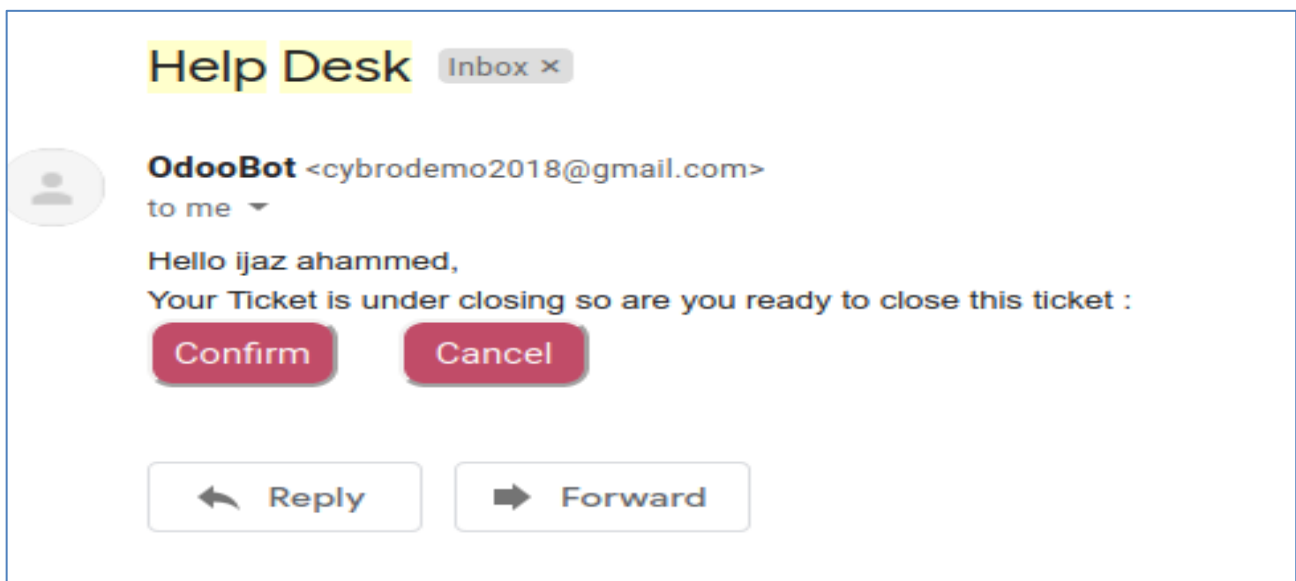
- Select the Feature



- select the Priority (Low,Medium,High,Very High)
- Select the Support Category
- Description Is Optional

This request will be submitted to the Help desk Manager. The Help Desk Manager will assign this ticket to a responsible user.

Once assigned user completes the issue, he will close your ticket then you will get an email confirmation.



7. General Request

Go to Menu General Request

Using this feature, employee can request for letters.

Click on Create button to Create a General Request.

- Select the Letter Type
- "Letter To" is mandatory (E.g.: passport officer)
- Description is Optional

This request will be submitted, and you will be notified once it is done.

The screenshot shows a web application interface for creating a General Request. The page title is "General Request" and the user is logged in as "Dummy User". The form is titled "General Request / New" and has "Save" and "Discard" buttons. The form fields are as follows:

Employee	Dummy User	Client	NT Head Office
Job Position	IT Engineer	Program Manager	
Letter Type		Mobile Phone	
Letter To		Email	test@ntw.com
Requested Date	16/03/2020	Project	Test Annau. Project
		Employee ID	1657

Below the form is a text area containing "This is a test description". At the bottom of the form, there are buttons for "Send message", "Log note", and "Schedule activity". The page also shows a "Today" separator and a status bar at the bottom indicating "Creating a new record..."

8. Pending request

Role: Line manager

This is actually a dashboard. The Line Manager can see any pending request which is waiting for line manager's approval

The records are following:

- Leaves
- Business Trip
- Employee Exit
- Leave Return Date

The screenshot shows a dashboard titled "Pending Request" for an "Administrator". The dashboard displays a bar chart with the following data:

Category	Count
Leaves To Approve	0
Business Trip	0
Employee Exit	0
Leaves Return Date	0