Norconsult Telematics

NTSA HRMS Employee Self Services

Contents

1. Login

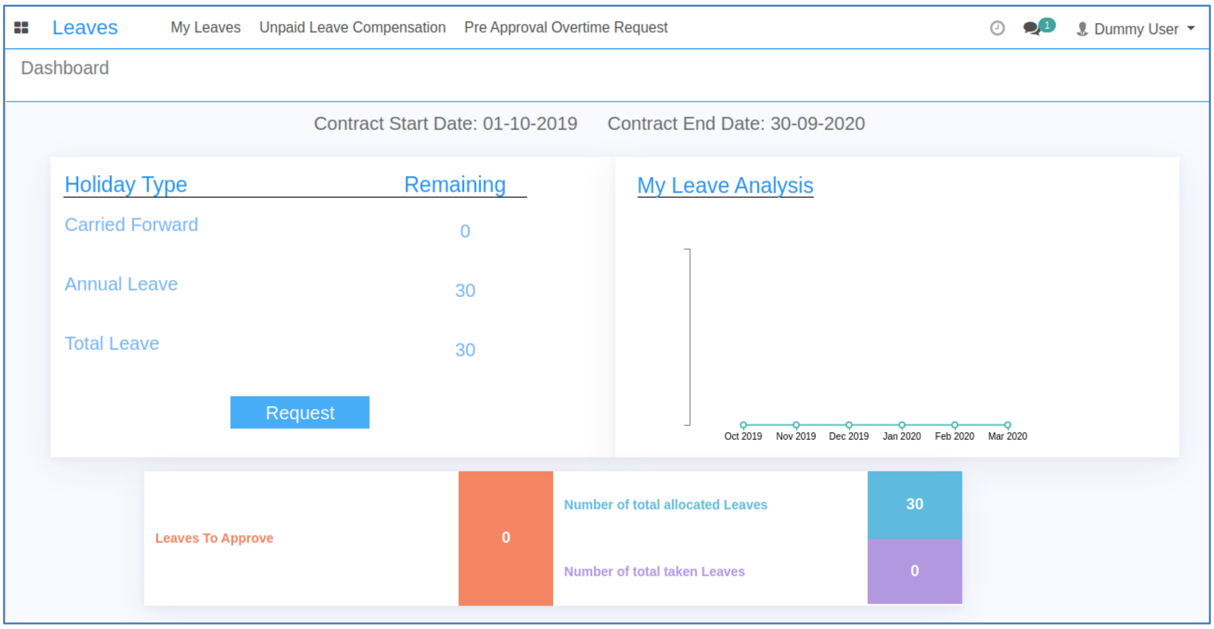
Login details are already shared in the previous email.

<u>Summary</u>:

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.

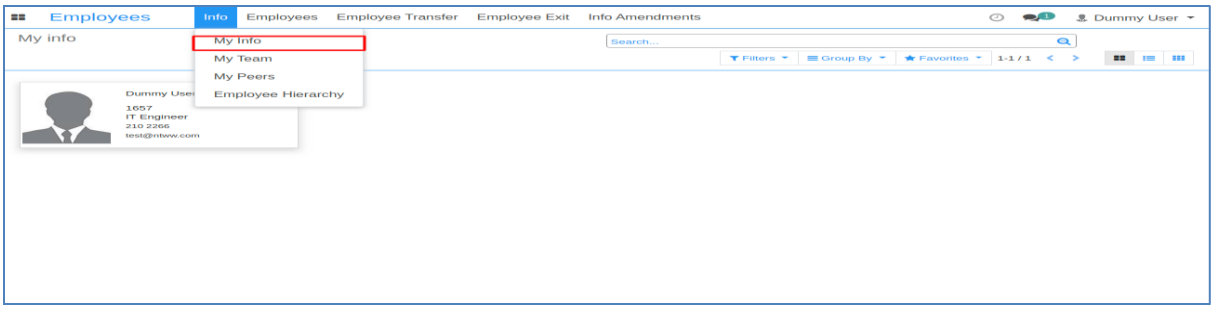
Landing Page: Once logged in, it will route you to this page.



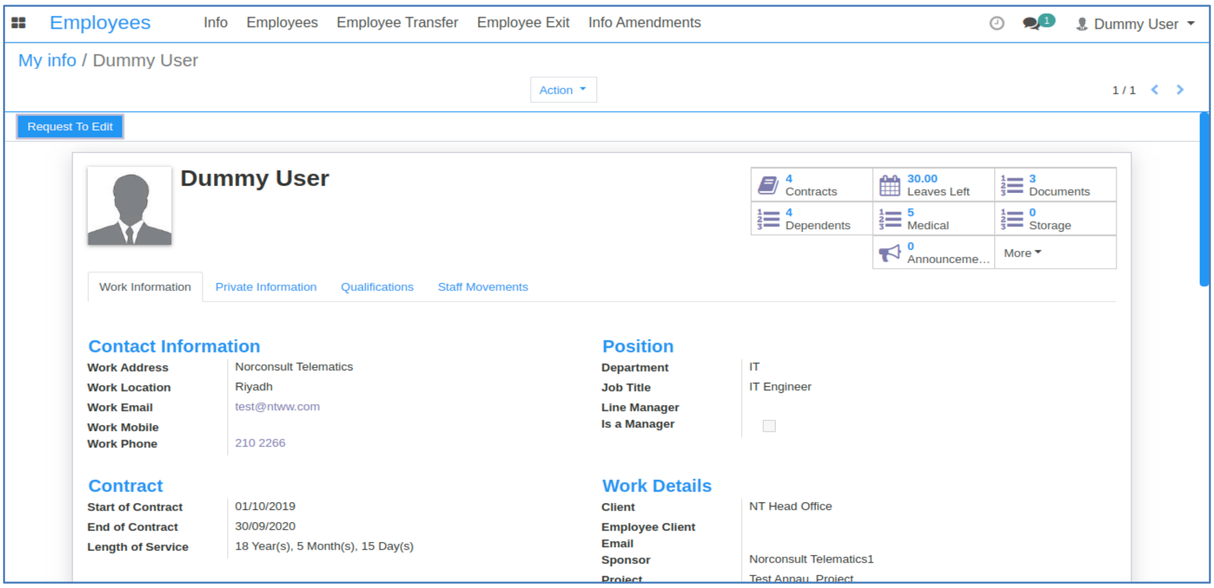
The screen shown above is the Leave Dashboard where you can find leave balances. You can click on the top left menu (Square Icon) to see the available apps for you.

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 Oder 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.

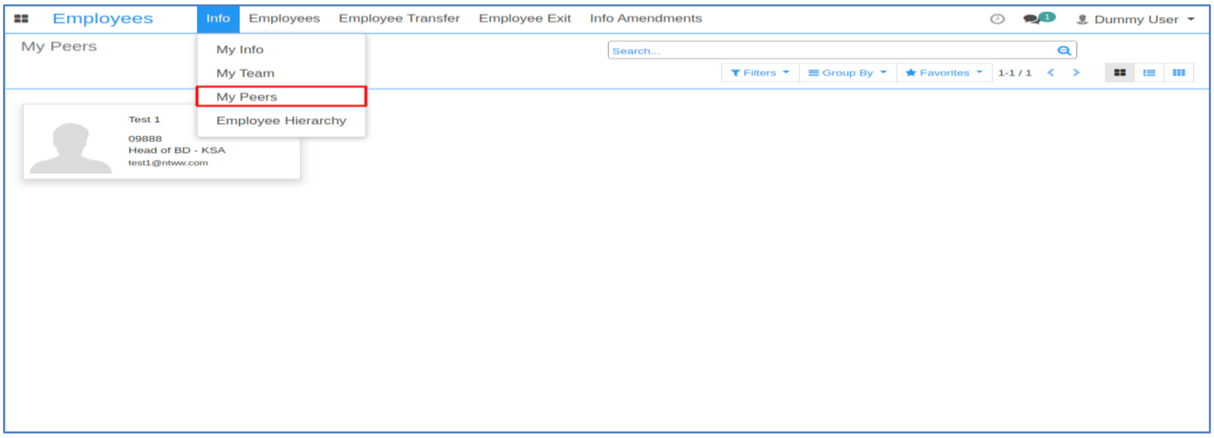
Role: Line Manager

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

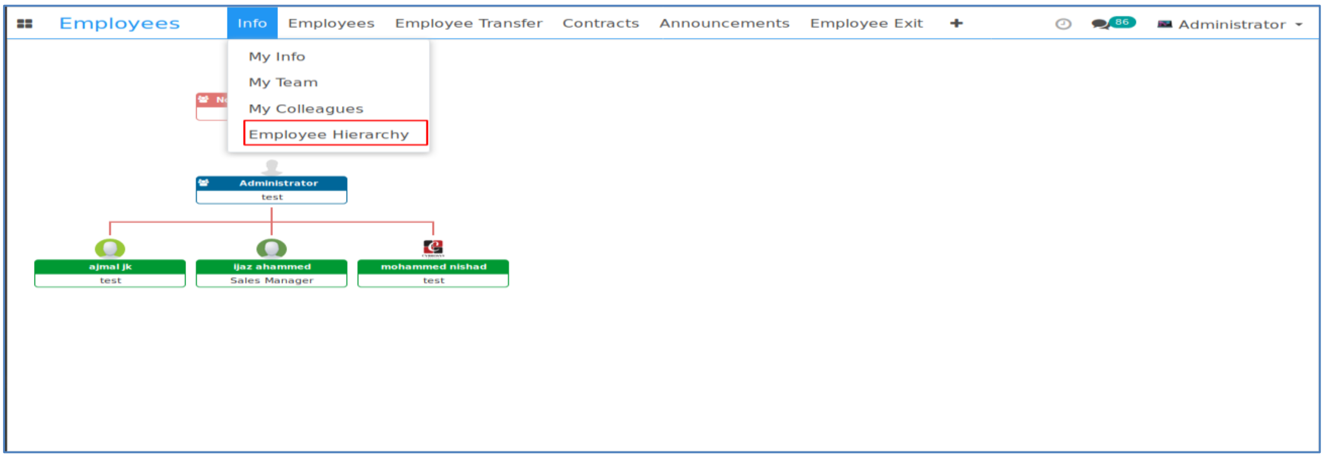


2.3 Employee Hierarchy

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

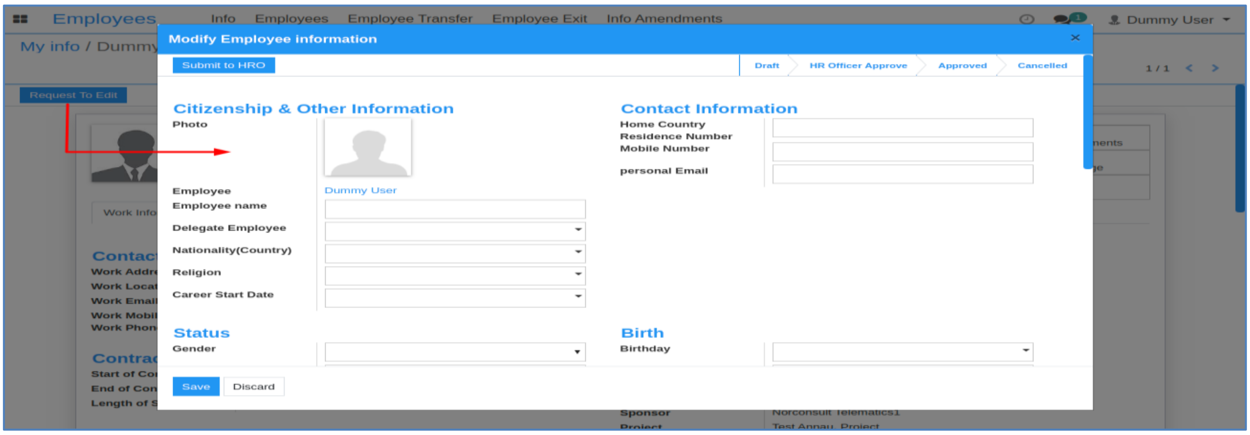
Go to Employee Directory

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



2.5 Employee Transfer

Go to Menu Employee >> Employee Transfer

Role: Line Manager

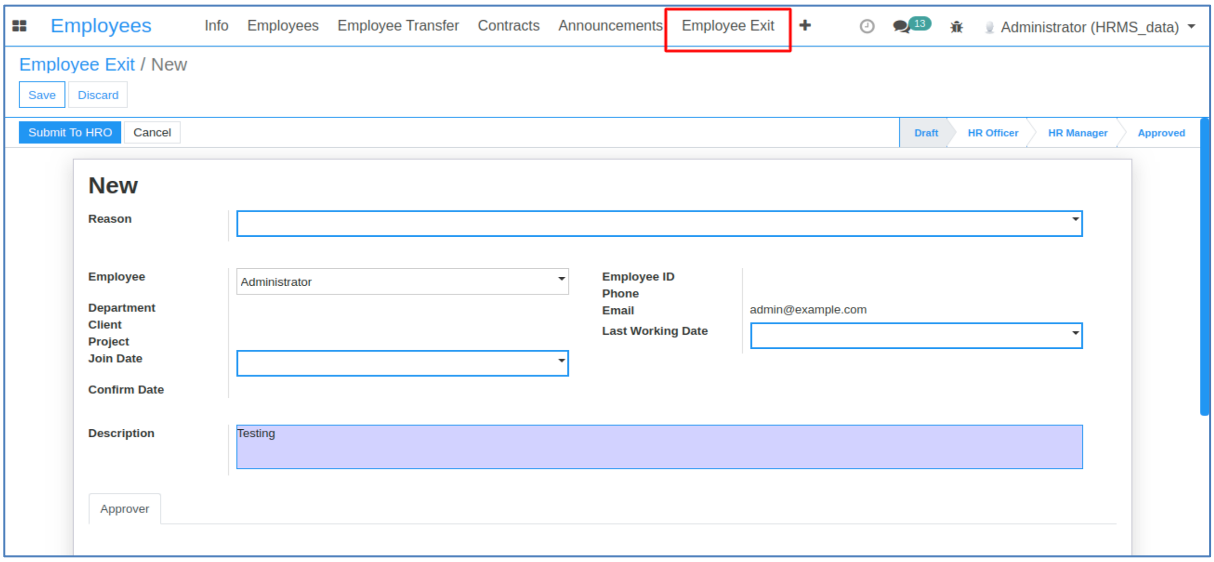
This feature is used to transfer employee details such as Work Location, Project, Job Title and client.
Employee Transfer Request will be initiated by Line Manager
Line Manager >> HR Officer >> Approve

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"



2.7 Employee Clearance

Go to Menu Employee >> Employee Clearance

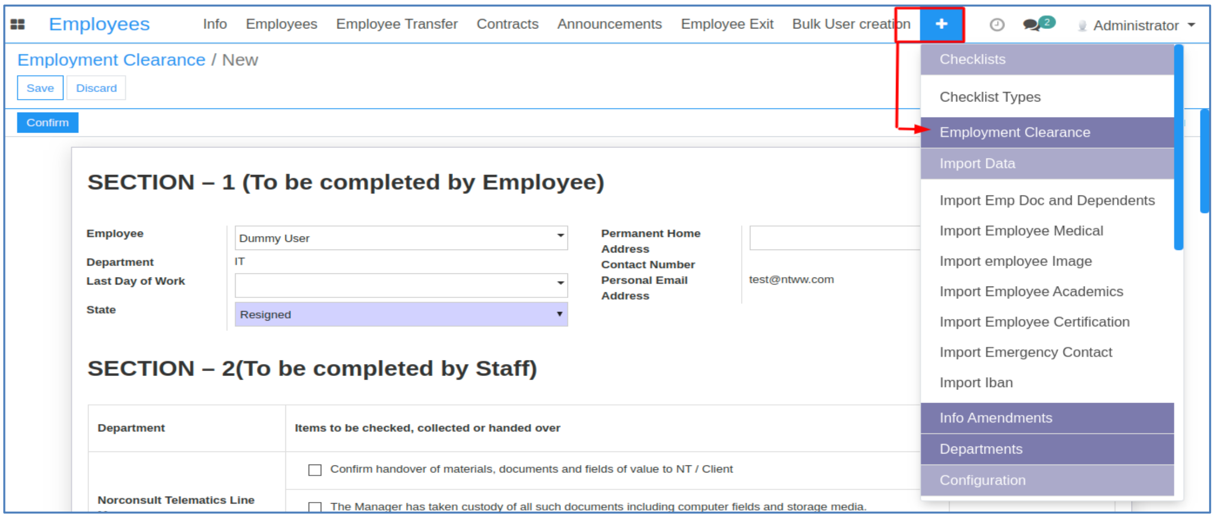
Role: Employee

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
  - Business Trip
- Expenses Reimbursement
  - Expenses
- Tickets / Exit Entry
  - Annual Tickets
  - 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

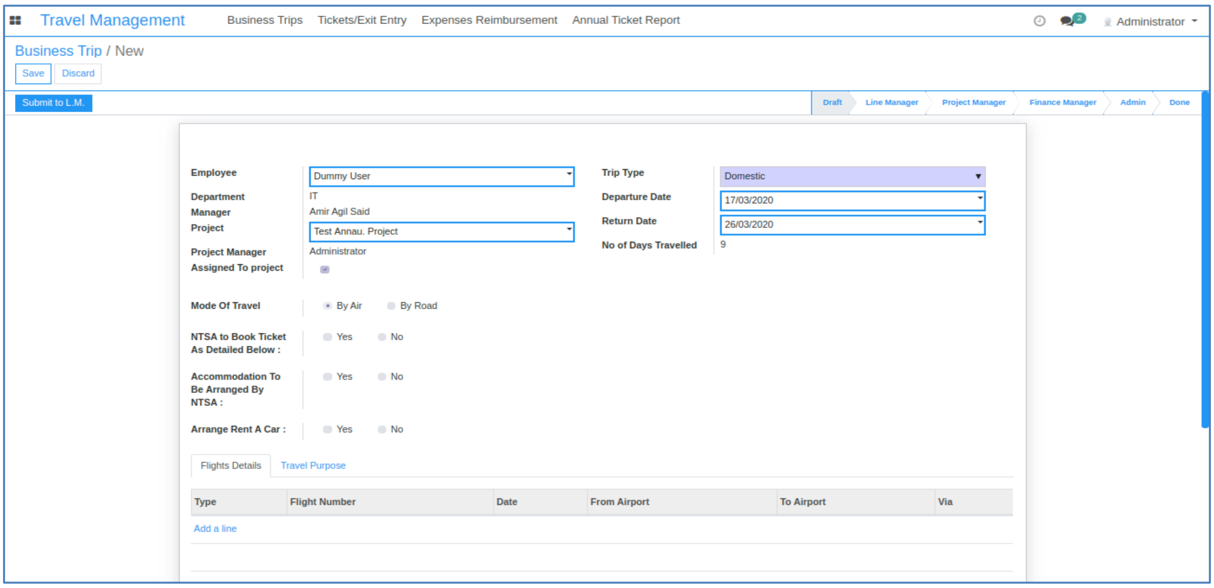
To request for domestic or business trip:

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.



3.2 Travel Expenses

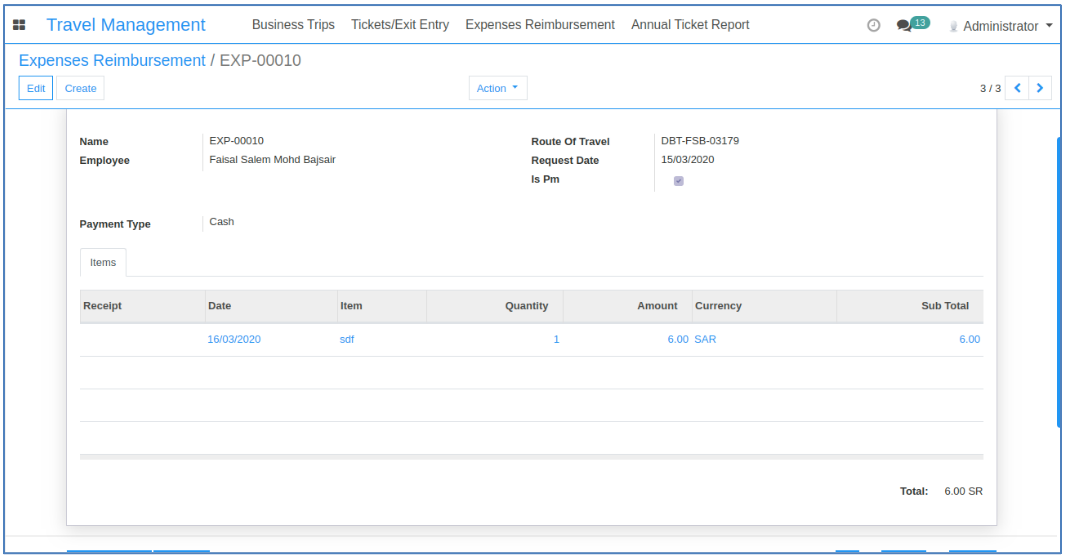
To request for Reimbursement of Travel Expenses:

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.



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

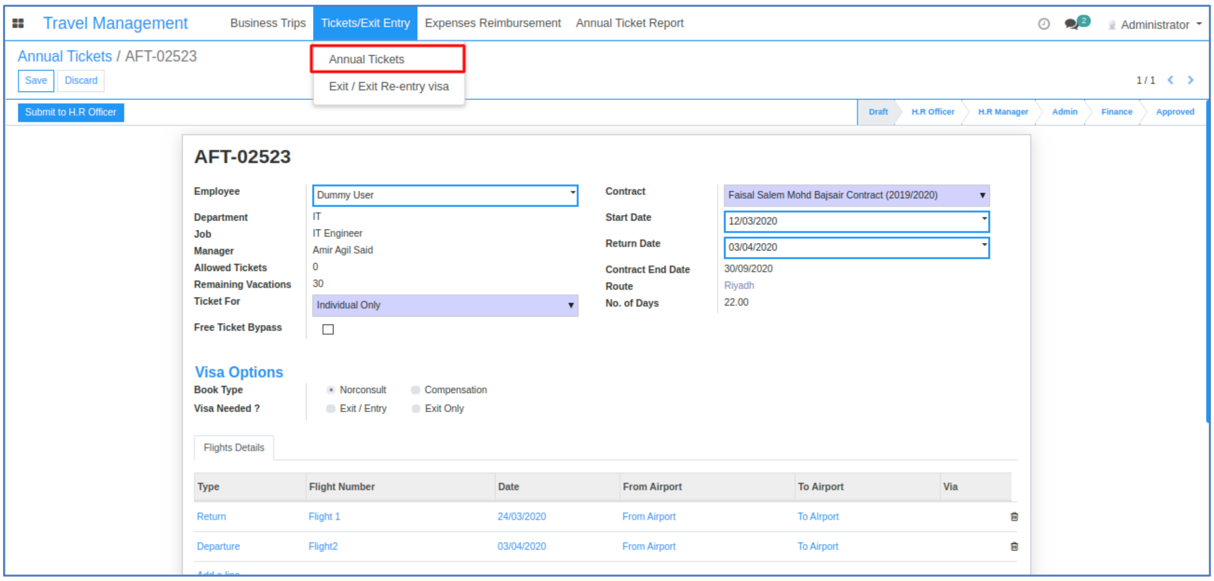
To request for Annual free ticket:

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)



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

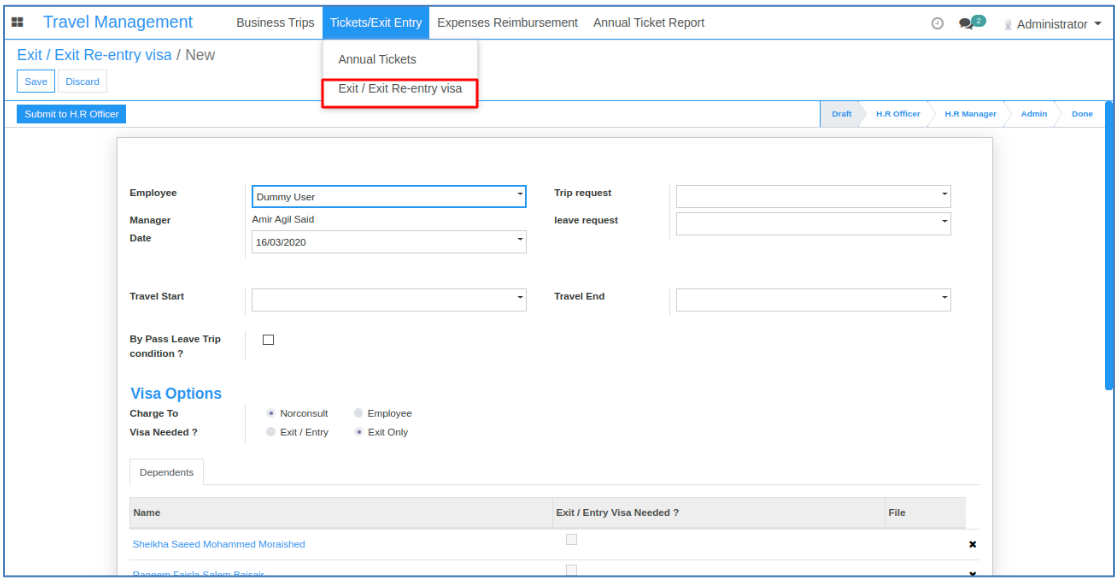
To request for Exit/Entry Visa:

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

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

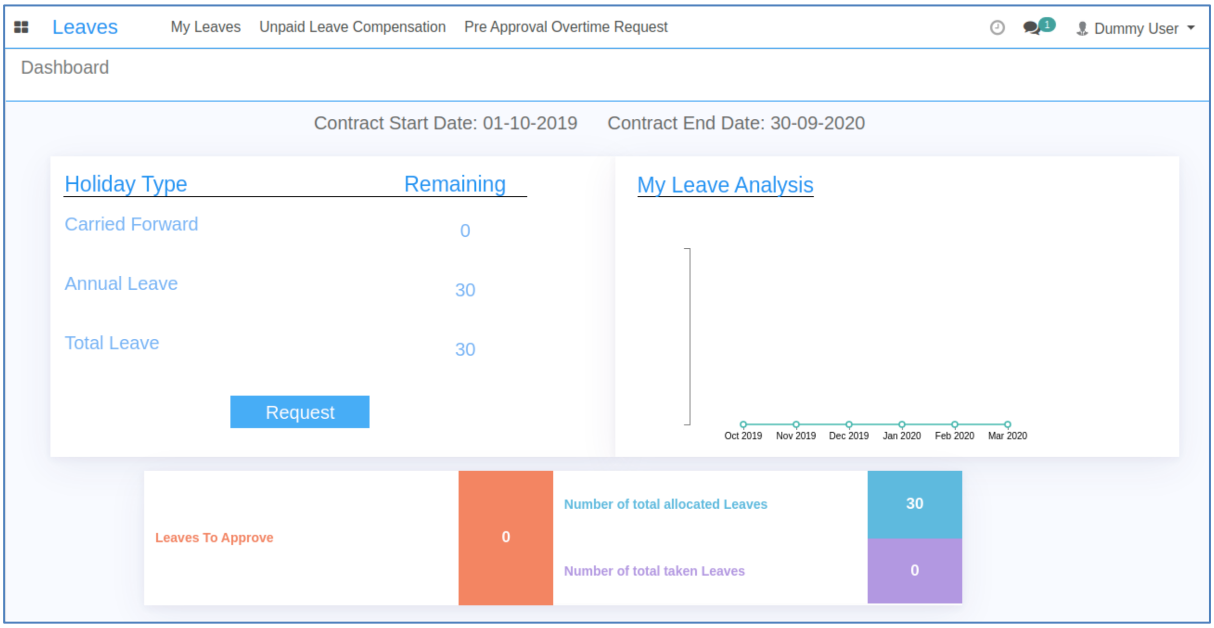
- Select either the trip request or the leave request among the list of approved requests
- Select the suitable visa option

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

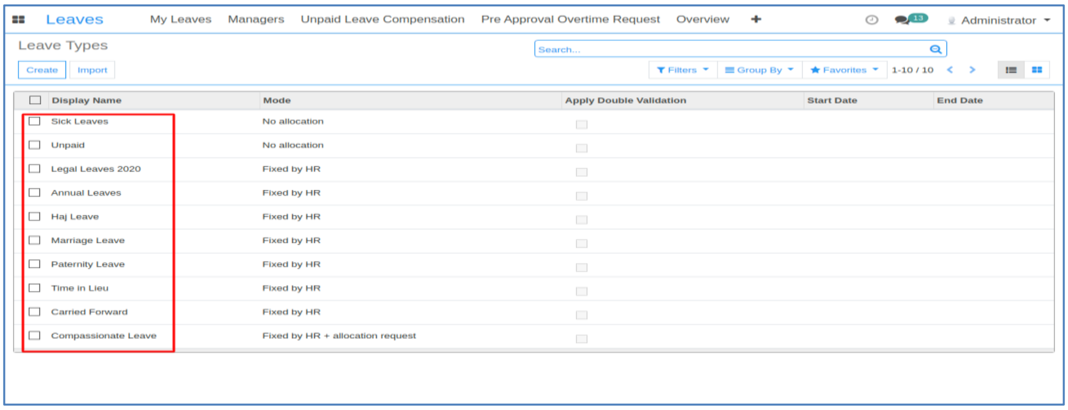


4. Leaves

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:



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

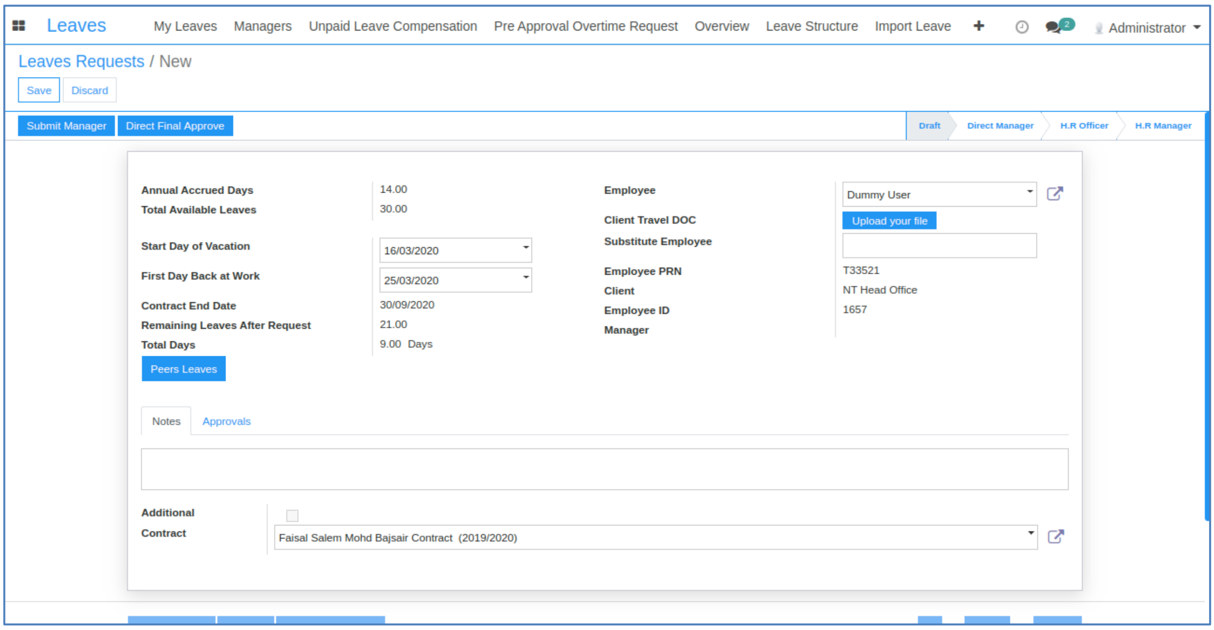
The HRMS follows the below sequence while splitting the leaves

- 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.

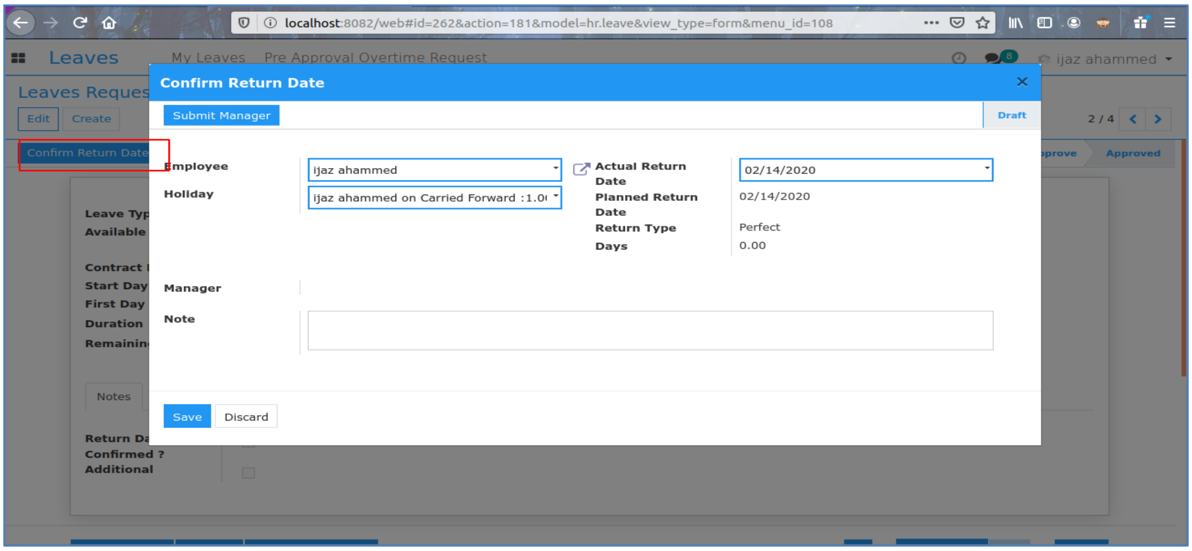
Include unpaid? Field can be checked in order to file the rest of the days as unpaid.

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



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.



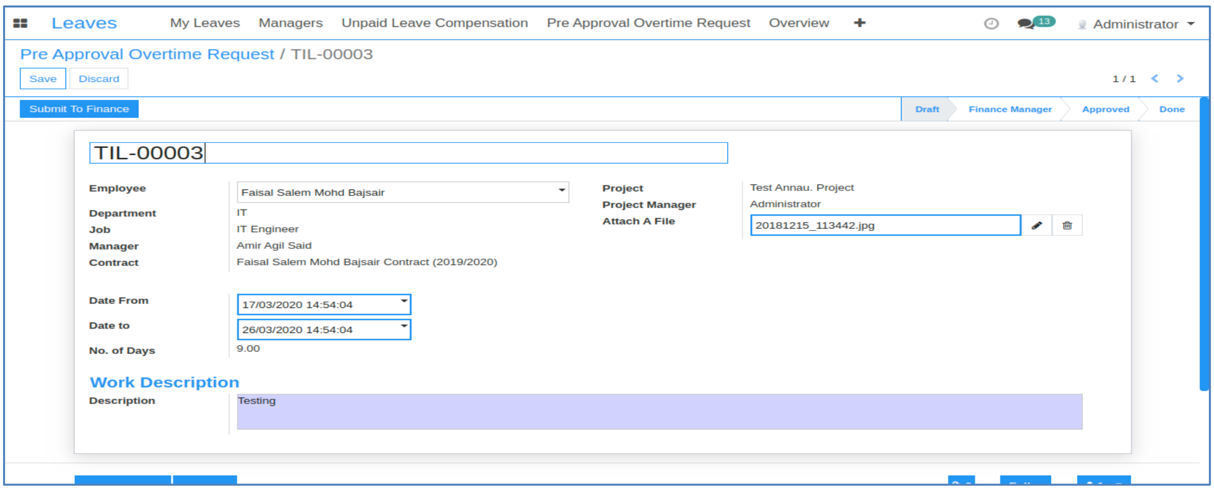
4.3 Pre-Approval Overtime Request

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.



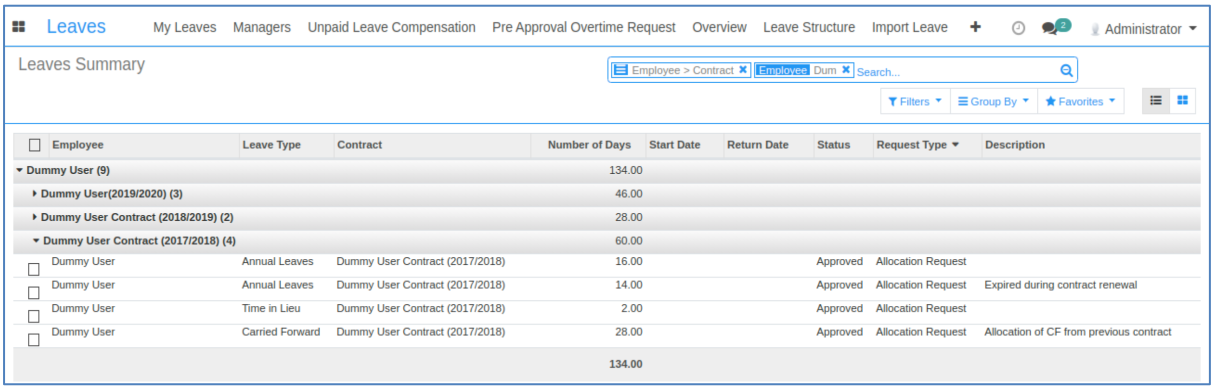
4.4 Summary

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



5. Custody management

Go to Menu Custody management

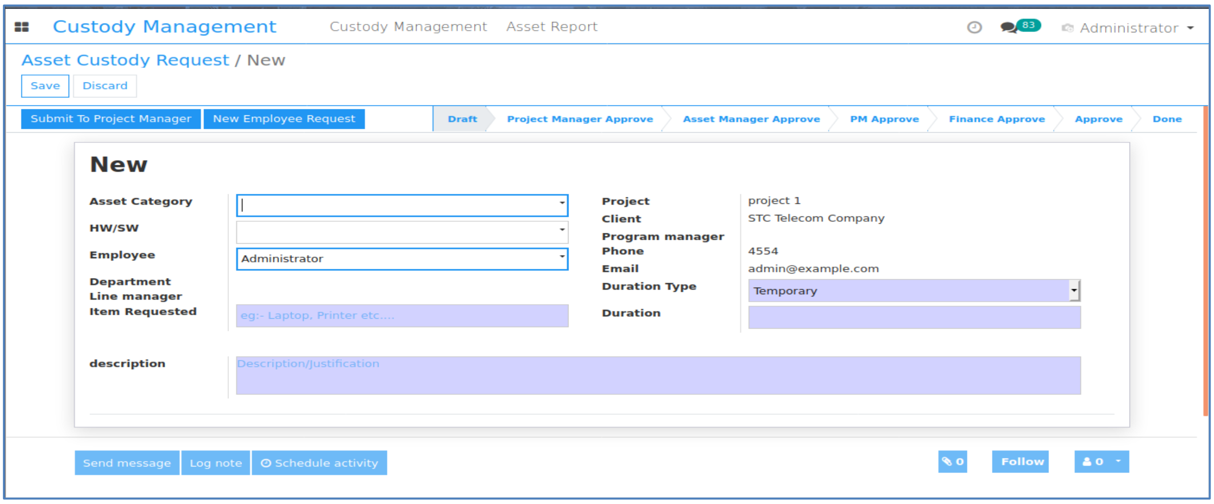
This feature is used to request assets. You can request assets like IT assets and Admin assets

Click on the Create button to request the Assets.

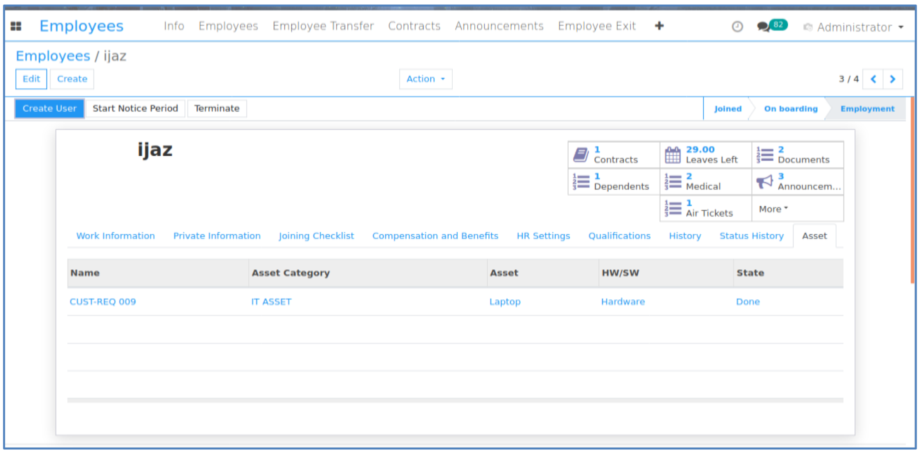
- Select the Asset category
- select the Child category (HW/SW)
- Select the Item (Laptop, Printer etc.)
- Select the Duration Type (Permanent/Temporary)
- Select the Duration if duration type Temporary
- Description is the Required

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



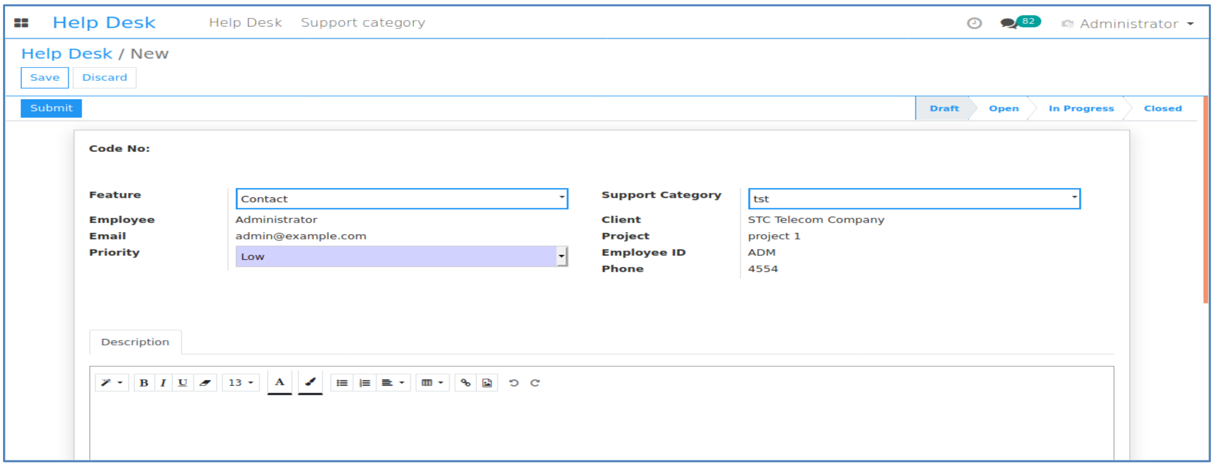
In Employee Directory, you can see assigned assets
To view it, Go To employee >> My Info



6. Help Desk

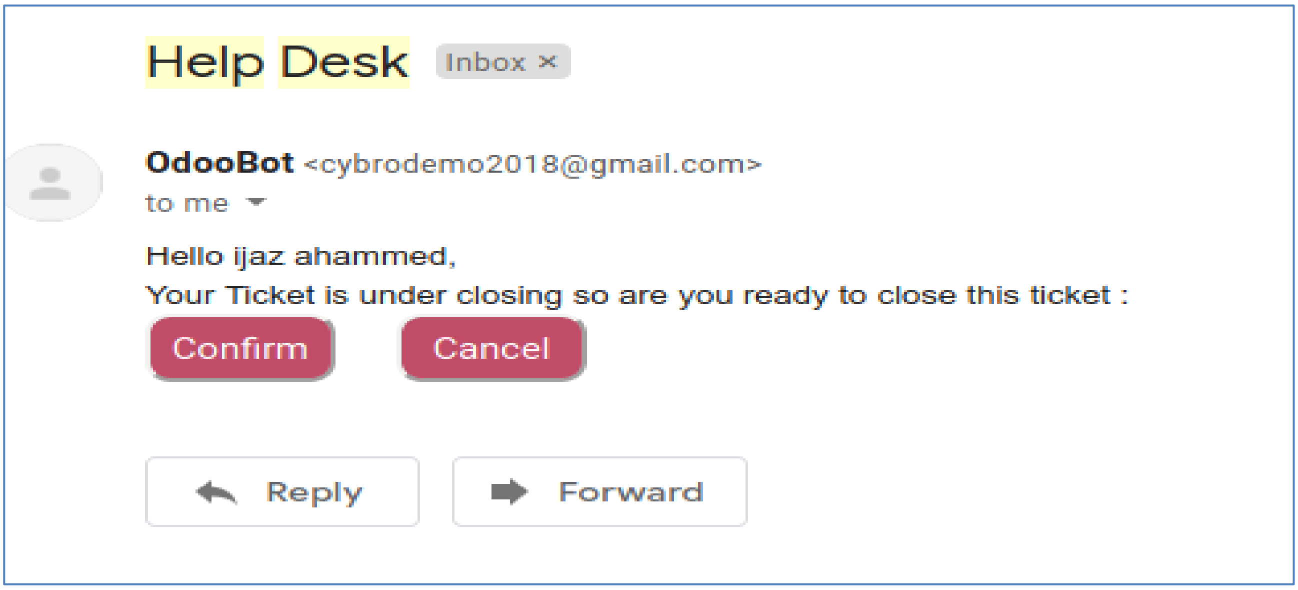
Go to Menu Help Desk
This feature is used to provide support to employees.
Click on the Create button to Create a new Ticket.

- 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

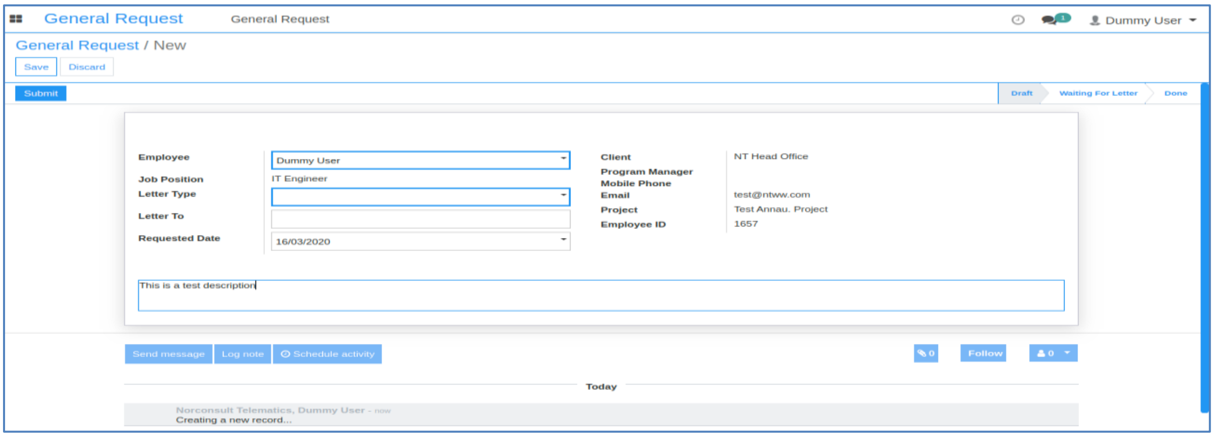
Go to Menu General Request

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.



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