TAMUQ Employee User Guide 1.0

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(i) Key

1. The arrows point to the fields or links that have to be clicked on.
2. All fields and panels that are editable are highlighted in red.
3. All buttons and links that can be clicked on are typed in italics.

(ii) How to Use the Calendar Control

1. Button to activate the calendar control
2. Arrow to go previous month
3. Arrow to go next month
4. Button to select a month and year (refer to figure (ii) below)
5. Shows Weekends and Holidays
6. Shows Weekends and holiday for the following month

Figure (i)

1. Click on arrow to go previous page
2. Click on arrow to go next page
3. User can highlight the month and year by clicking on the month and year directly (highlighted in yellow).
1. Logging into the HRIS Application

1. Login to the HRIS webpage at https://hris.qatar.tamu.edu (Figure 1) with your NEO Net ID user name and password.

![Figure 1](image1.png)

2. Once your account gets authenticated and you are logged onto the HRIS application, you will be directed to the personal data screen, from where you can navigate to the different modules of the application.

![Figure 2](image2.png)
2. Personal Data Screens

2.1 Personal Data Tab

Screen Purpose: This tab displays personal data for a person, in read-only format. The top Personal Data panel displays personal data of the employee, while the lower panel displays data about the employee’s family. If the Person Type is a visitor, then only the top panel will be displayed.

![Figure 3](image)

Screen Request Process: When the user clicks on the Personal Data link (Figure 3 - Arrow 1), the default tab displayed will be the Personal Data Tab.

Functions Accessed on Screen:
- View personal data.
- Click on the person’s Personal URL to view their webpage.
- Modify the personal data record by clicking on the modify button (Figure 3 - Arrow 2).
  The screen that is displayed is shown in Figure 4 below.

2.1.1 Modify Personal Data Tab

Screen Purpose: The screen displayed will allow the user to modify the Personal URL and all fields in the Phone Information Panel.

Screen Request Process: When user clicks on the Modify button on the Personal Data Tab, the screen shown in Figure 4 below will be displayed.

Functions Accessed on Screen:
- Edit the Personal URL field.
- Edit Phone Information.
Once the screen has been edited click on the Save Changes button and you will be directed to the screen below (Figure 5). Click on Click here to return to the Personal Data screen link to return to the Personal Data Tab with the updated information.
2.2 Employee Information Tab

**Screen Purpose:** This tab displays employee information for the selected employee, in read-only format. This tab is only available when viewing data for a TAMUQ employee. The top Employee Information panel displays the basic employee information, and the lower Office Information panel displays office information.

**Screen Request Process:** When the user clicks on the Personal Data link (Figure 3 - Arrow 1) and then on the Employee Information Tab, the screen shown in Figure 6 will be displayed.

**Functions Accessed on Screen:**
- View employee information.
- Modify employee Information by clicking on the *Modify* button (Figure 6).

### 2.2.1 Modify Employee Information Tab

**Screen Purpose:** The screen displayed allows the user to modify the *Parking Tag* and all fields (except Supervisor and Work Email) in the Office Information Panel

*Modify Office Info. and phone only.

**Screen Request Process:** When user clicks the *Modify* button on the Employee Information Tab, the screen shown in Figure 7 will be displayed.

**Functions Accessed on Screen:**
- Edit the Parking Tag field.
- Edit the Office Information Panel.
Once the screen has been edited click on the **Save Changes** button and you will be directed to the screen shown in Figure 5 with the **Employee Information Tab** highlighted. Click on **Click here to return to the Employee Information screen** link to return to the Employee Information Tab with the updated changes.
2.3 Addresses Tab

Screen Purpose: This tab displays the address for an employee, in read-only format. The data grid in the top Addresses panel contains a summary row for each address held by an employee, and the lower Address Detail panel will display address detail for the selected record. The employee’s Qatar address will be selected by default.

**Figure 8**

Screen Request Process: When the user clicks on the Personal Data link (Figure 3 - Arrow 1) and then on the Addresses Tab, the screen shown in Figure 8 will be displayed.

Functions Accessed on Screen:
- View summary data for all addresses pertaining to an employee.
- Add new address by clicking on the *Add New* button (figure 8).
- Modify employee Addresses by clicking on the *Modify* button (Figure 8).
- Delete an address by clicking on the *Delete* button (figure 8).
- Sort the grid by clicking on the column headers.

2.3.1 Add Address

Screen Purpose: The screen displayed in Figure 9 below is a blank editable form, where the authorized user is able to add a new address to the database.

Screen Request Process: When user clicks on the *Add New* button (Figure 8 above) on the Addresses Tab, the screen shown in Figure 9 below will be displayed.

Functions Accessed on Screen:
- Enter the Address type and all the relevant information shown on Figure 9.
- Click on *Save Changes* to save the information entered. You will be directed to the screen shown in Figure 5 with the *Addresses Tab* highlighted. Click on *Click here to return to the Addresses screen* link to return to the Addresses Tab with the new address.
- Click *Cancel* to return to the read only screen on figure 8.
2.3.2 Modify Address

**Screen Purpose:** The screen displayed in Figure 9 is a form populated with details of the selected summary address record.

**Screen Request Process:** Highlight the address (Figure 8 – Arrow 1) you would like to edit and then click the **Modify** button (Figure 8) on the Addresses Tab, the screen shown in Figure 9 will be displayed.

**Functions Accessed on Screen:**
- Update Address information shown on Figure 9.
- Click on **Save Changes** to save the information entered. You will be directed to the screen shown in Figure 5 with the **Addresses Tab** highlighted. Click on *Click here to return to the Addresses screen* link to return to the Addresses Tab with the updated changes.
- Click **Cancel** to return to the read only screen on figure 8.

2.3.3 Delete Address

**Screen Purpose:** To delete an address.

**Screen Request Process:** Highlight the address (Figure 8 – Arrow 1) you would like to delete and then click the **Delete** button on (Figure 8) the Addresses Tab, shown in Figure 8.

**Functions Accessed on Screen:**
- Highlight the address the user would like to delete.
- Click the **Delete** button on the Addresses Tab.
- The user will be asked to confirm a request to delete an emergency contact record.
2.4 Emergency Contact Tab

**Screen Purpose:** This tab displays the Emergency Contact for an employee, in read-only format. The data grid in the top Emergency Contact Information panel contains a summary row for each emergency contact submitted by an employee, and the lower Emergency Contact Information panel will display address detail for the selected record. The employee’s primary contact will be selected by default.

**Figure 10**

**Screen Request Process:** When the user clicks on the Personal Data link (Figure 3 - Arrow 1) and then on the Emergency Contact Tab, the screen shown in Figure 10 will be displayed.

**Functions Accessed on Screen:**
- View summary data for all Emergency Contact pertaining to an employee.
- Add new Emergency Contact by clicking on the **Add New** button (figure 10).
- Modify Emergency Contact by clicking on the **Modify** button (Figure 10).
- Delete an Emergency Contact by clicking on the **Delete** button (figure 10).
- Sort the grid by clicking on the column headers.

### 2.4.1 Add Emergency Contact

**Screen Purpose:** The screen displayed in Figure 11 below is a blank editable form, where the authorized user is able to add a new Emergency Contact to the database.

**Screen Request Process:** When user clicks the **Add New** button (Figure 10) on the Emergency Contact Tab, the screen shown in Figure 11 will be displayed.

**Functions Accessed on Screen:**
- Enter the Emergency Contact information shown on Figure 11.
- Click on **Save Changes** to save the information entered. You will be directed to the screen shown in Figure 5 with the **Emergency Contact Tab** highlighted. Click on **Click here to**
return to the Emergency Contact screen link to return to the Emergency Contact Tab with the new contact information.

- Click Cancel to return to the read only screen on Figure 10.

**Note:** Unchecking the Active checkbox, will not display the address on the grid.

---

**2.4.2 Modify Emergency Contact**

**Screen Purpose:** The screen displayed in Figure 11 is a form populated with details of the selected summary Emergency Contact record

**Screen Request Process:** Highlight the Emergency Contact (Figure 10 – Arrow 1) you would like to edit and then click the **Modify** button on the Emergency Contact Tab and the screen shown in Figure 11 will be displayed.

**Functions Accessed on Screen:**

- Update Emergency Contact information.
- Click on **Save Changes** to save the information entered. You will be directed to the screen shown in Figure 5 with the **Emergency Contact Tab** highlighted. Click on **Click here to return to the Emergency Contact screen** link to return to the Emergency Contact Tab with the updated contact information.
- Click **Cancel** to return to the read only screen on figure 10.

**2.4.3 Delete Emergency Contact**

**Screen Purpose:** To delete an Emergency Contact.
**Screen Request Process:** Highlight the Emergency Contact (Figure 10 – Arrow 1) you would like to delete and then click the *Delete* button on the Emergency Contact Tab, shown in Figure 10.

**Functions Accessed on Screen:**
- Highlight the emergency contact the user would like to delete.
- Click the *Delete* button the Emergency Contact Tab.
- The user will be asked to confirm a request to delete an emergency contact record.
2.5 Sponsorship Tab

Screen Purpose: This tab displays the sponsorship information of an employee in read-only format.

![Figure 12](image)

Screen Request Process: When the user clicks on the Personal Data link (Figure 3 - Arrow 1) and then on the Sponsorship Tab, the screen shown in Figure 12 will be displayed.

Functions Accessed on Screen:
- View sponsorship information (figure 12).
2.6 Family Tab

**Screen Purpose:** This tab displays summary records for an employee’s spouse and dependants as applicable. The Family Tab will be available only when viewing data as a TAMUQ employee or visitor.

**Figure 13**

**Screen Request Process:** When the user clicks on the Personal Data link (Figure 3 - Arrow 1) and then on the Family Tab, the screen shown on Figure 13 will be displayed.

**Functions Accessed on Screen:**
- View summary data for an employee’s spouse/and or dependents.
- View details of a family member by clicking on the Select hyperlink for a family member (Figure 13 – Arrow 1) and then clicking the View button (Figure 13).
- Sort the grid by clicking on the column headers.

### 2.6.1 View Details of Family Member

**Screen Purpose:** The screen displayed allows the user to view all the details for the family member selected (Figure 14)

**Screen Request Process:** When user clicks the View button on the Family Tab and the screen shown in Figure 14 will be displayed.

**Functions Accessed on Screen:**
- View family member details.
To go back to the employee screen, click on the link of the person logged in twice Figure 14 – Arrow 1). This will take to the Personal Data Tab (Figure 3).
3. Leave Request Screens

The Leave Request and Leave Approval functions will be used for managing the leave of locally hired employees Non-US Expats only. Leave for expatriate employees will be continued to be managed by Leave Traq and the Leave Request Tab will not be displayed for expatriate employees.

3.1 Leave Requests Tab

Locally hired employees and Non-US Expats will be able to view, submit, and cancel leave requests. Once a leave request has been submitted, it will not be modifiable. If an employee needs to change any information within the leave request, the employee will first have to cancel the leave request and then submit a new one. An employee will be able to cancel a leave request prior to approval, but once a leave request has been approved, only a user in the (Qatar Human Resources) QHR role will be able to cancel it. Additionally, a user in the QHR role will be able to submit a leave request for an employee by first viewing the employee's data and then navigating to the Leave Requests module.

When leave is requested by an employee, an email is sent to the employee’s supervisor who will approve/reject the request.

When a leave request is approved by QHR, a leave transaction record will be generated to reduce the employee's leave by the requested number of hours. When a QHR approved leave request is cancelled, a leave transaction record will be generated to increase the employee's leave balance by the requested number of hours, thus effectively reversing the original transaction.

Screen Purpose: This tab will display leave history for locally hired and Non-US Expats employees. The top Leave History panel will contain a Fiscal Year drop down list and a data grid with a summary row for each of the employee's leave records in the selected fiscal year. The lower Leave Request Detail panel will display details of the selected leave request record. The first record in the fiscal year will be selected by default.

Figure 15
Screen Request Process: When the user clicks on the Leave Request link (Figure 15 – Arrow 1), The default tab will be Leave History.

Functions Accessed on Screen:
- View Leave history by fiscal year.
- View summary data for the employee's leave records in the selected fiscal year.
- Sort leave records by clicking on a column heading.
- View detail for a leave summary record by clicking the Select hyperlink (Figure 15 – Arrow 2) and the details will be displayed in the Leave Request Detail Panel.
- Add a new leave request by clicking on the New Request button.
- Cancel an existing unapproved leave request by Selecting the leave which has a Pending Status and then clicking on the Delete Selected button.
- If the selected leave request record has already been approved, the Delete Selected button will not be visible on the screen.

3.1.1 Requesting Leave

Screen Purpose: This screen will display a blank editable form (Figure 16), allowing an authorized user to add a new leave request record to the database.

![Figure 16](image)

Screen Request Process: When user clicks on the Leave Request link (Figure 15 – Arrow 1) the Leave History Tab is displayed. Click on the New Request button.

Functions Accessed on Screen:
- Enter leave request data by filling in the highlighted field shown in Figure 16. If the leave request includes a holiday, then the holiday hours will not be deducted from the leave balance, eg. If an employee takes a vacation from 01-Jul-2007 thru 05-Jul-2007, then only 32 hours will be deducted from the employees leave balance.
- Save changes to the database by clicking the Submit button and you will be directed to a screen with the link Click here to return to the Leave History screen to return to the Leave Request Tab with the updated information.
- Click on Return to Leave History and return to the screen shown in Figure 16 without saving changes to the database.
- An employee cannot request leave during the probation period.
The application will not allow an employee to request any type of leave that exceeds the accrued amount.

**Note:** When requesting leave type “Other”, contact QHR before filling out the leave request, so that QHR can enter the appropriate hours in the accrued balance section (Figure 17)

### 3.2 Accrual Balances Tab

**Screen Purpose:** This tab will display accrual balances and leave transactions for a locally hired employee. The panel will contain a Fiscal Year drop down list on the Leave Transactions Grid, information on the maximum annual carry over amount of annual and sick leave, and the monthly accrual rates of annual and sick leave.

1. The data grid in the top nested Leave Summary panel will display accrual balances for the employee for the different leave types.
2. The data grid in the Pending Requests Summary, shows the different types of leave that are waiting for approval.
3. The data grid in the lower nested Transactions panel contains a summary row for each leave transaction occurring within the selected fiscal year.

#### Leave Summary

<table>
<thead>
<tr>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Admin Leave</th>
<th>Comp</th>
<th>Other</th>
<th>Litdep</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.00</td>
<td>30.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Pending Requests Summary**

<table>
<thead>
<tr>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Admin Leave</th>
<th>Comp</th>
<th>Other</th>
<th>Litdep</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Leave Transactions For All Fiscal Years**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Annual</th>
<th>Sick</th>
<th>Admin</th>
<th>Comp</th>
<th>Other</th>
<th>Litdep</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Mar-2007</td>
<td>Decreased - Annual Leave Used</td>
<td>-40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20-Mar-2007</td>
<td>Increased - Annual Leave Monthly Accrual</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20-Mar-2007</td>
<td>Increased - Sick Leave Monthly Accrual</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Figure 17**

**Screen Request Process:** When user clicks on the Leave Request link (Figure 15 – Arrow 1) and then on the Accrual Balances Tab.

**Functions Accessed on Screen:**

- View the employee’s balances on the different types of leave.
- View the employee's pending requests.
- View the employee's detailed leave transactions for the selected fiscal year.
- Request for leave by clicking on the New Request button.
3.3 Leave Approval Process (For Supervisors Only)

**Screen Purpose:** This tab will display leave requests submitted for approval by locally hired employees whom you supervise. The data grid in the Leave Requests panel will contain a summary row for each active leave request awaiting review. The record in the first row of this data grid will be selected by default. If no leave requests are awaiting review then an empty Leave Requests panel will be displayed with a message stating, “no leave requests require review at this time.” The Leave Request Detail panel will display detail for the selected leave request.

![Figure 18a](image)

**Screen Request Process:** When user selects the supervisor role (Figure 18a – Arrow 1) and clicks on the Leave Approvals link (Figure 18a – Arrow 2).

**Functions Accessed on Screen:**
- View summary data for all active leave requests awaiting review.
- Sort leave requests records by clicking on a column heading of the Leave Requests grid.
- View detail for a leave request by clicking the Select hyperlink (Figure 18a – Arrow 3) and the details will be displayed in the Leave Request Detail Panel.
- Approve a leave request by first selecting the record and clicking the Approve button. Supervisor comments are optional when a request is approved.
- Deny a leave request by first selecting the record and clicking the Deny button. Supervisor comments are required when a request is denied.
4. Alerts Screens (For Supervisors Only)

4.1 Pending Alerts Tab

**Screen Purpose:** This tab displays all unacknowledged alerts as well as alerts acknowledged within the previous 24 hours. The data grid in the Pending Alerts panel contains a summary row for each pending alert. The lower Alert panel displays detail data for the selected record. The first row of each data grid is selected by default.

![Pending Alerts Screen](image)

**Screen Request Process:** This is the default screen shown to the user upon a successful login (Figure 18b). A user can return to this screen by clicking on the Alerts (Figure 18b – Arrow 1) link in the navigation module.

**Functions Accessed on Screen:**
- View a list of pending and current alerts.
- Filter the alerts by clicking on a column heading.
- Sort alerts by clicking on a column heading.
- View detail for a summary record by clicking on the *Select* link.
- Acknowledge an alert by first viewing the detail and then clicking on the *Acknowledge* button.

Alerts are in a task or email format. Email alerts are sent with delivery notification requested. Once delivery notification is received, an email alert is marked as acknowledged. Task alerts are acknowledged using the *Acknowledge* button.
4.2 Alert Log Tab

**Screen Purpose:** This tab displays a log of alerts filtered by module, data type, and date range. The data grid in the Alert Log panel contains a summary row for each alert. The lower Alert panel displays detail data for the selected record. The first row of each data grid is selected by default.

![Alert Log Screen](image)

**Figure 18c**

**Screen Request Process:** When the user clicks on the Alerts link (Figure 18c – Arrow 1), and then the Alert Log Tab, the screen shown in Figure 18c is displayed.

**Functions Accessed on Screen:**
- Filter the alert log by selecting from the Module drop down list, the Data drop down list, and the date range calendar controls and then clicking on the *Search* button.
- Sort alerts by clicking on the column heading.
- View detail for a summary record by clicking on the corresponding *Select* link.
5. Immigration Screens

5.1 Passport Tab

Screen Purpose: This tab displays the passport details of the logged in employee.

![Figure 19](image)

Screen Request Process: When the user clicks on the Immigration link (Figure 19 - Arrow 1), the default tab displayed will be the Passport Tab.

Functions Accessed on Screen:
- View passport data.

5.2 Visa Tab

Screen Purpose: This tab displays the visa details of the logged in employee.

![Figure 20](image)

Screen Request Process: When the user clicks on the Immigration link (Figure 19 - Arrow 1), the Passport Tab is displayed. Then click on the Visa Tab.

Functions Accessed on Screen:
- The most recent visa information is displayed in the most recent Visa panel.
• Click the Select link (Figure 20 -Arrow 1) to view details of historical visa information.

5.3 Driver License Tab

Screen Purpose: This tab displays the driving record of an employee (Figure 21). Each employee can have up to 3 driver license records. Only a driver’s license of type other will have a Description.

Figure 21

Screen Request Process: When the user clicks on the Immigration link (Figure 19 -Arrow 1), the Passport Tab is displayed. Then click on the Driver License Tab.

Functions Accessed on Screen:
• View an employee’s Driver License Record.

5.4 Health Card Tab

Screen Purpose: This tab displays the employee’s health card information.

Figure 22

Screen Request Process: When the user clicks on the Immigration link (Figure 19 -Arrow 1), the Passport Tab is displayed. Then click on the Health Card Tab.
Functions Accessed on Screen:
- View an employee’s Health Card Information.

5.5 Qatar ID Tab

Screen Purpose: This tab displays the employee’s Qatar ID/Residency Card information.

![Figure 23](image)

Screen Request Process: When the user clicks on the Immigration link (Figure 19 -Arrow 1), the Passport Tab is displayed. Then click on the Qatar ID Tab.

Functions Accessed on Screen:
- View an employee’s Qatar ID Information.
6. Emergency Contact List

6.1 Report Tab

Screen Purpose: This tab displays the Emergency Contact List Report when the link (Figure 24 – Arrow 2) is clicked.

![Figure 24](image)

Screen Request Process: When the user clicks on the Emergency Contact List link (Figure 24 - Arrow 1), the Report Tab is displayed. On clicking the link is reported shown in Figure 25 is displayed.

Functions Accessed on Screen:
This list needs to be printed in landscape mode.

- List the Warden information
- List all the primary and secondary callers for each compound and for the local hires.
- Lists the details of the residents in each compound who need to be contacted in case of an emergency.
- Also has Other Important Numbers listed eg. U.S. Embassy, Education City numbers etc.

![Figure 25](image)
7. Logout

In order to logout of the application, click the logout link in the navigation bar (Figure 26) and the user will be directed to the login screen (Figure 1).

![Figure 26]