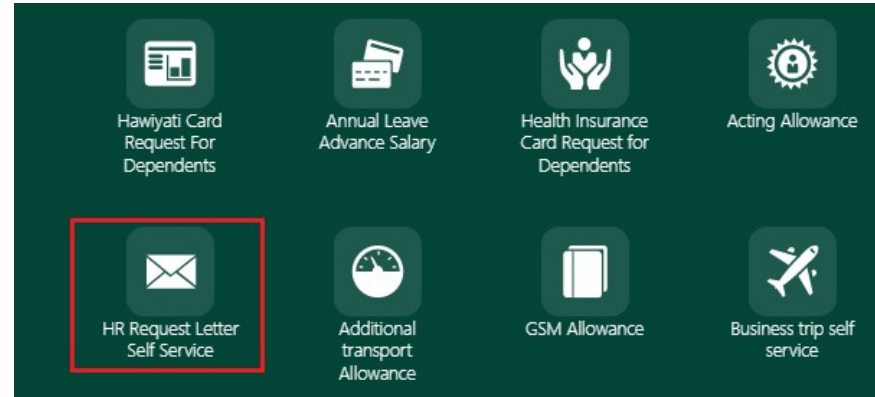


# Program agenda

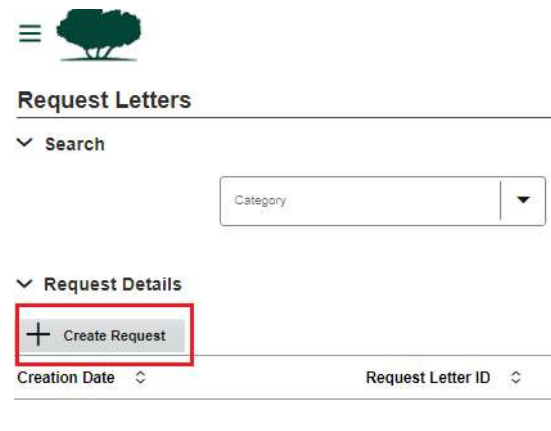
HR Request Letter Self Service

## HR Request Letter Self Service

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** Tab and click on **HR Request Letter Self Service** icon.



- To raise a new request, click **Create Request**.



# HR Request Letter Self Service

- Select appropriate Letter category from the drop-down, type and eSignature under **Request Letter Header** section.
- Upload supporting documents in **Drag and Drop** section.
- Click **Next**.

Employee Name: Miss Reem Abdulla S.M. Al-Shareef  
Employee Number: 10075

Email: rshareef@qf.org.qa  
Business Unit: Qatar Foundation

Category: Request  
Letter Type: Request  
eSignature: Request

Drag and Drop  
Select or drop files here.

File Date File Name File Type Action  
No data to display.

Cancel Next

- Review the selected details and then click **Submit**.
- Once submitted, it will be sent for approvals.

Employee Name: Miss Reem Abdulla S.M. Al-Shareef  
Employee Number: 10075

Email: rshareef@qf.org.qa  
Business Unit: Qatar Foundation

Category: Salary Certificate  
Letter Type: Type 1-The Salary And Allowances with breakdown  
eSignature: Electronically Signed

Cancel Back Submit