

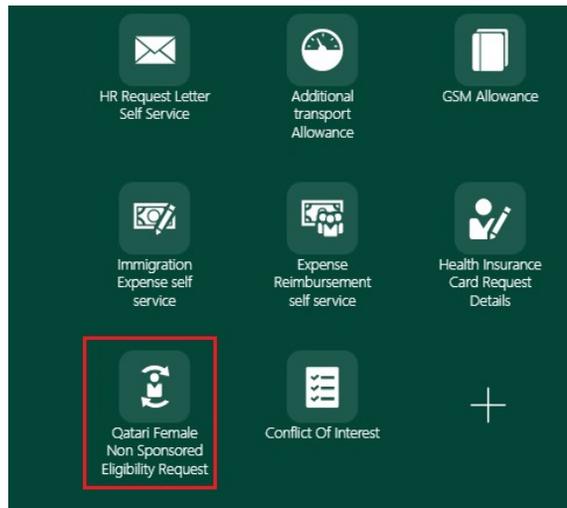


Program agenda

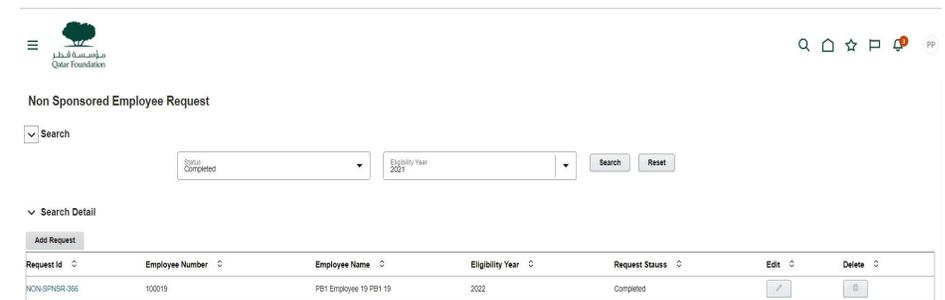
Qatari Female Non-Sponsored

Qatari Female/ Non-Sponsored Eligibility Request

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Qatari Female Non-Sponsored Eligibility Request** icon.



- Existing requests can be searched by Status and Eligibility Year



Qatari Female/ Non-Sponsored Eligibility Request

- Click on **Add request** button to add new non sponsored requests.

- Employee needs to fill in the marked fields.
- Eligibility Year: Year for which request has been submitted
- Medical Assistance: Select the applicable a values (Yes/No/Already Applied)
- Ticket Destination: This field will only be Editable if Annual Leave Airfare is marked as Yes
- Education Assistance : Select the applicable a values(Yes/No/Already Applied)
- Annual Leave Airfare: Select the applicable a values (Yes/No/Already Applied)

Qatari Female/ Non-Sponsored Eligibility Request

- Employee can use drag and drop option to upload related documents
- Click Next.
- After review, click on either Save as Draft or Submit.

Attachments

To help approvers understand the request, you can attach supporting documents, images or links to this action.

Educative Assistance :

1. Official letter with stamp and signature from your spouse/sponsor's company clearly indicating that your sponsor is not getting any type of schooling benefits for his children
2. Valid EFP copy of you sponsor
3. Birth certificate copy of each child
4. Valid EFP copy of each child
5. Valid Passport copy of each child

Medical Assistance :

1. Official letter with stamp and signature from your spouse/sponsor's company clearly indicating that your sponsor is not getting any type of private insurance coverage for his children
2. Valid EFP copy of you sponsor
3. Birth certificate copy of each child (child to prove the relationship)
4. Valid EFP copy of each child
5. Valid Passport copy of each child

Annual leave Airfare Allowance :

1. Official letter with stamp and signature from your sponsor's company clearly indicating that your sponsor is not getting any airfare allowance/ticket for you
2. Valid EFP copy of you sponsor
3. Valid Passport copy of each Child

Drag and Drop
Select or drop files here.

File Name	File Date	Action
ASMA_S320.pdf	2022-07-28	

Non Sponsored Employee Request

Employee Details

Employee Name : PB1 Employee 19 PB1 19
Employee Number : 100019

Employee Email Address : PB1EMP019@worktest.com
Business Unit : Qatar Foundation



Non Sponsored Employee Request

Back Cancel **Save as Draft** Submit

Qatari Female/ Non-Sponsored Eligibility Request

- The submitted request is sent to Focal Point for approval.

Non Sponsored Employee Request

Search

Status Eligibility Year Search Reset

Search Detail

Add Request

Request Id	Employee Number	Employee Name	Eligibility Year	Request Status	Edit	Delete
NON-SPNSR-385	100019	PB1 Employee 19 PB1 19	2022	Submitted		

- After request is submitted Focal Points receives this notification.
- Respective Focal Point accepts the request and approves the request.

FW: [External] : Task Non Sponsored Employee Approval for Request Number # 385 created by pb1emp019@worktest.com needs your attention

100019-Bank Letters.pdf
29 KB

ORACLE Cloud

Hello **Reshma Raju**,

Task Non Sponsored Employee Approval for Request Number # 385 requires your attention . [View Online](#)

Actions: [APPROVE](#) [REJECT](#) [RETURN FOR CORRECTION](#) [REQUEST FOR INFORMATION](#)

Employee Details

Employee Name :	PB1 Employee 19 PB1 19
Employee Number :	100019
Employee Email :	PB1EMP019@Worktest.com

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Qatari Female/ Non-Sponsored Eligibility Request

- The request is approved.
- Once request is Approved the System updates Point of Origin on Employee's Assignment for the Respective Year
- System also updates Non-Sponsored Employee Request table on Assignments Screen

Non Sponsored Employee Request

View Format + X Freeze Detach >>

Eligibility Year	Education Assistance	Medical Insurance	Annual Leave Airfare	Ticket Destination	I have Read the Policy
2022	Y	Y	Y	MUMBAI	Y

Attachments

File Name	File Date
100019-Bank Letters.pdf	2022-07-28

Approval History

Approval Level	Owner	Status	Action Date
ER TEAM	rohit.ra.ra@oracle.com	APPROVED	2022-07-29T02:46:45Z
Requester	pb1emp019@worktest.com	SUBMITTED	2022-07-28T13:53:58Z

Assignment Details

Assignment Number: E100019
 Business Unit: Qatar Foundation
 Person Type: Employee
 Assignment Status: Active - Payroll Eligible
 Primary: Yes
 Projected End Date:

Job Details

Position: PB1 Position 19
 Job: PB1 Job 4
 Grade: G.07
 Department: PB1 Department 5
 Reporting Establishment:
 Location: PB1 Location 1
 End Time: 03:30 PM
 Basis for Seniority Calculation: Days
 Housing Provided By Company: Yes
 Housing Location: FB3
 Transport Provided By Company: Yes
 Point of Origin: MUMBAI
 Ticket Class: Business