

# **Ajman Resources**

## User Guide

For Automated Human Resources Procedures in the Government of Ajman

### **- Employee Specific -**

This guide contains the steps for an (Employee) to use the automated Human Resources procedures in the (Mawared – ERP) system for the Government of Ajman.

In case of any comments or inquiries, please contact technical support at:

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## **Introduction**

The launch of the (Ajman Resources) project for automated Human Resources procedures in the Government of Ajman comes in implementation of the directives of His Highness Sheikh Humaid bin Rashid Al Nuaimi - Member of the Supreme Council and Ruler of Ajman, and the follow-up of His Highness Sheikh Ammar bin Humaid Al Nuaimi - Crown Prince of Ajman - Chairman of the Executive Council, and in line with the government's directions to enhance services and operations, develop human resources departments in government agencies and departments, and improve their performance according to the best practices and standards through digital and smart systems and applications.

The Human Resources Department seeks to enhance investment in human capital in the Government of Ajman with sustainable work policies and systems and innovative services within a framework of participation, creativity, and career empowerment to achieve a distinguished government, and to realize its strategic goals and objectives by developing information technology capabilities through digital transformation in all its human resources-related procedures and providing distinguished and innovative services.

The project to automate Human Resources procedures and operations in the "Mawared" system in the Government of Ajman is also aligned with the Human Resources Law and the approved systems and policies in the government for managing human resources, with the aim of developing and simplifying electronic and smart services for employees to complete their various procedures.

In this context, the Human Resources Department has prepared the user guide for automated Human Resources procedures, which includes explanatory steps to help the employee obtain human resources-related services in a fast, simplified, and direct electronic manner.

## **System User**

This guide is intended for Ajman government employees registered in the (Mawared-ERP) system across various job categories and levels.

## **Help**

The employee must inform the Human Resources unit in the government entity in case of a technical malfunction or difficulty in accessing the system, in order to address the problem, verify the correctness of the data used such as username and password, and provide the required support in coordination with the Information Systems unit in the entity.

## **Main Steps**

### **01 Accessing the (Mawared - ERP) System**

Via the website: <https://erp.ajman.ae> and logging in by entering the username and password.

### **02 Ajman Resources Self-Service**

After entering the username and password, the system will take you to the permissions page, and the Ajman Resources Self-Service permission will be available to all employees.

### **03 Personal HR Actions**

After selecting - Ajman Resources Self-Service - the list of actions will appear on the left, and you can choose the desired action to apply for.

## **Personal HR Actions**

1. Education and Qualifications
2. Request to Add a Dependent
3. Rewards and Incentives
4. Request for Salary Certificate Issuance

## **Education and Qualifications**

This action is for adding academic qualifications and university degrees

### **01**

- > Click on Ajman Resources Self-Service.
- > Select "Education and Qualifications" from the Personal HR Actions list.

### **02**

- > Click on "Add Qualification".

### **03**

1. Enter the degree, major, graduation date, grade, attestation number and date, and receipt number.
2. Select Yes/No in the field for whether the qualification matches the job.
3. Enter the document/verification number.
4. Enter the university/college name.
5. Click "Next" and review the request.

### **04**

- > Click "Add" to attach the certificate.

### **05**

- > Enter the certificate details.
- > Click "Apply".

## 06

> Click "Submit".

You can verify the completion of your request through notifications in the (Mawared - ERP) system or by email.

## **Request to Add a Dependent**

This action is for submitting a request to add a dependent (Spouse - Children)

## 01

> Click on Ajman Resources Self-Service.

> Select "Request to Add a Dependent" from the Personal HR Actions list.

## 02

> Click "Add".

## 03

> Enter the required data in the fields.

> Click "Next".

## 04

> Verify the data.

> Click "Add" to go to the attachments page.

## 05

Add the attachment.

Click "Apply".

## 06

Click "Submit".

You can verify the completion of your request through notifications in the (Mawared - ERP) system or by email.

## **Rewards and Incentives**

This action is for requesting approval of rewards for employees or work teams

## 01

> Click on Ajman Resources Self-Service.

> Select "Rewards and Incentives" from the Personal HR Actions list.

## 02

Click "Add".

## 03

> Enter the category, project name, employee name, reward category, and request date, and the system will retrieve the employee's data.

> Enter their evaluation, the reward amount, and a note.

> Click "Apply".

## 04

- > To select a new employee, click "Add" and repeat the previous steps.
- > Click "Next".

## 05

- > Click "Submit" to complete the approval chain.

### **Request for Salary Certificate Issuance**

This action is for requesting the issuance of a salary certificate and a "To Whom It May Concern" certificate

#### **First Step**

Click on Ajman Resources Self-Service.

Select "Request Salary Certificate Issuance" from the Human Resources Personal Actions list.

#### **Second Step**

Click on "Request New Certificate".

#### **Third Step**

Enter the data.

Click "Apply" to proceed to the next page.

#### **Fourth Step**

Click "Next".

To verify the entered data.

## **Fifth Step**

Click "Submit" after reviewing the data.

You can verify the completion of your request through notifications in the (Mawared - ERP) system or by email.

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