

وزارة الحرس الوطنـي - الشــؤون الصحيـــة MINISTRY OF NATIONAL GUARD HEALTH AFFAIRS

**MNGHA** 

# **MNG-HA Employee Self- Service**

# **Mobile Application**

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# Chapter 1 – Login to Mobile Apps

This chapter contains description of login procedure.

• Open "Employee" application. • Enter username and password,

Enter username and password, tap on "Login".



•III 🗢 🔳	
Wakaro.	
Employee Self-Service Mobile Application	
User Name	
Login	
وزارة الحرس الوطني - الشؤون الصحية Ministry Of National Guard – Health Affairs	
وزارة الحرس الوطني - الشؤون الصحية Ministry Of National Guard – Health Affairs '	

• You will get verification code in SMS.

It will automatically enter, tap on "Verify OTP".

It will redirect to Dashboard page.



• You can also configure

Face Recognition login.



 You are now logged into Employee Mobile Apps. You can check your Payslip Breakup, Leave Balance etc on Dashboard.



## **Chapter 2 – My Profile Dashboard**

This chapter contains description of My Profile Dashboard.

• Open and login to "Employee" application, tap on "Profile".



• Your profile dashboard is now displaying. You can check your Personal Details, Subordinate Details and Family Details.

12:10	<b>.</b>	12:08		al 🗢 🗩	12:09		atl 🗢 🗩
My Pr	ofile <b>[→</b>	N	/ly Profile	E→		My Profile	E→
Welcome, Mr. Abdullał	n Mohammed 0012345	Welcome, Mr. Ab	dullah Mohamme	d 0012345	Welcome, Mr.	Abdullah Mohamn	ned 0012345
Personal Details	~	Personal Details		~	Personal Deta	ils	~
		Badge No.	0012345				_
My Subordinates	~	Employee Name	Mr. Abdullah N 0012345	1ohammed	My Subordina	tes 1ohammed	
Family Details	~	Email	dummy@ngh	a.med.s			
		Date of Birth	28-01-1975		Mr. Ali	Mohammed	
		Hire Date	21-02-2004		Mr. 7a	far Mohammed	
		Cost Center	01.9100		1411 - 24		
		Department	ENTERPRISE RESOURCE PLA	NNING			
		Position	TEAM LEADER APPLICATIONS				
Home Profile E-Serv	122 to Antiparticiparti	My Subordinates	E-Services Notificat	22 🏠 ions Settings	Home Profile	E-Services Notifi	€22 cations Settings

• To set your profile picture, tap on edit icon.



• Tap on "Choose from Gallery" or you can directly take picture from camera.

My Profile E-
Mr. Abdullah Mohammed 0012345
6
Personal Details
My Subordinates 🗸 🗸
Family Details
Take photo
Choose from gallery
Cancel

• Select picture by browsing your local files. Your display picture is changed successfully.

10:15		.ıl 🗢 🖿
	My Profile	E→
Mr. Abdulla	ah Mohammed 001	2345
Personal Deta	ails	~
My Subordinc	ites	~
Family Details	5	~
Home Profile	e E-Services Notifico	ations Settings

## Chapter 3 – TRA

This chapter contains description to create TRA request.

• Open and login to "Employee" application, tap on "E-Services" and go to "TRA".

You can check your previously created leaves and their status. Tap on "Create TRA". "Apply Ticket" option will be visible for expatriates.





• First tab will display user's leave balance, tap on "Leave Request" tab.



- Fill mandatory details.
- To select delegation, enter employee number to whom you want to select as delegate in "Delegation" field and tap on search icon as shown below:

	Crea	LETRA	
ve Balance	Leave	Request	Add Abse
Shift Type			
Regular			~
Start Date		End Date	
01-Sep-202	0 🛗	30-Sep	-2020 🛗
( hijra: 14/01)	(1442 )	( hijra: 13	/02/1442)
Actual Days: Total Leave I	26 Duration: 3		€
Reason For L	eave		
Vacation			~
Contact Nun	nber		
12345			
Comment			
Delegation			
0056789	1	Γ	QX
Mr. Abbas N	 ∕Iohamme	d 0056789	
Consu	me Admi	nistrator Lea	ave ?

 Full name of employee will be displayed after selecting delegate. Tap on "Add Absence" once you finish with the basic information. Absences will be automatically calculated based on your selection in previous screen (i.e. Administrative Leave, Holiday Leave, Mid Year Leave). You can adjust Absence Type if required. Tap on "Ticket Data" after reviewing absence details.

5:36			
<	Creat	te TRA	
ve Request	Add A	bsence	Ticket Dat
Start Date		End Date	
01-Sep-20	20 🛗	30-Sep-20	020 🛗
26	5	30	)
Actual E	Days	Total Leave D	Juration
ao-sep-202	All	Add Al	Bai: 159
	_		

 Check "Ticket Required?" if needed. Otherwise tap on "Review".

5:45		ul 🗢 🗖
<	Create TRA	
d Absence	Ticket Data	
Do you wa	nt to Book Ticket?	
Ticket R	equired ?	
	Revi	ew

- If user selects "Ticket Required?", application will be redirected to Ticket Details page. Fill necessary information in "Ticket Details" tab and tap on "Apply to All".
- Tap on "Annual Ticket" to review your ticket details then tap on "Comment".



Add comments if needed
 and tap on "Review".



• You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.

Review Create TRA     equest     reace sequest     Icave Request			5:48		5:48
ve Request     request Id   TRA-5578829   nift Type   Regular   aart Date   01-Sep-2020   ad Date   30-Sep-2020   ctual Days   26   otal Leave   30   10-Sep-2020   Annual Leave   30   10-Sep-2020   ad Date   30-Sep-2020   ad Date   30-Sep-2020   ad Leave   30   12345   onments   -   annual Ticket   Consume Mid-Year Leave   ence Details     Icket Details <td>Review</td> <td>Create TRA</td> <td>Review Create TF</td> <td>RA E→</td> <td><b>K</b> Review Create TR</td>	Review	Create TRA	Review Create TF	RA E→	<b>K</b> Review Create TR
Request Id TRA-5578829   Shift Type Regular   Start Date 01-Sep-2020   End Date 30-Sep-2020   Actual Days 26   Total Leave 30   Reason Vacation   Contact No. 12345   Comments -   Delegate Mr. MOHAMMED   Consume Administrative Leave   Consume Mid-Year Leave     Approval List	ve Request	^	Leave Request	~	Leave Pequest
shift Type Regular Start Date 01-Sep-2020 End Date 30-Sep-2020 Actual Days 26 Total Leave 30 Reason Vacation Contact No. 12345 Comments - Delegate Mr. MOHAMMED Consume Administrative Leave Consume Administrative Leave Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020 Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020 Actual Days 28 Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020	equest Id	TRA-5578829	Absence Details		Louis Roquest
Start Date 01-Sep-2020   End Date 30-Sep-2020   Actual Days 26   Total Leave 30   Reason Vacation   Contact No. 12345   Comments -   Delegate Mr. MOHAMMED   © Consume Administrative Leave   © Consume Administrative Leave   © Consume Mid-Year Leave	hift Type	Regular			
End Date 30-Sep-2020   Actual Days 26   Total Leave 30   Reason Vacation   Contact No. 12345   Comments -   Delegate Mr. MOHAMMED   © Consume Administrative Leave   © Consume Mid-Year Leave   Next Details	tart Date	01-Sep-2020	Annual Leave	30	Absence Details
Actual Days 26   Total Leave 30   Reason Vacation   Consume No. 12345   Comments -   Mr. MOHAMMED   O Consume Administrative Leave   Consume Mid-Year Leave   Mr. Abdullah Mohammed - 098765   O1-Sep-2020   30-Sep-2020	nd Date	30-Sep-2020	箇 01-Sep-2020 Actual Days: 26	3 Duration	
otal Leave 30   treason Vacation   contact No. 12345   comments -   mr. MOHAMMED   Delegate   Consume Administrative Leave   Consume Mid-Year Leave   Consume Mid-Year Leave   Approval List     Vet Details	ctual Days	26	🛗 30-Sep-2020		Ticket Details
eeson Vacation contact No. 12345 comments - velegate Consume Administrative Leave Consume Mid-Year Leave Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020 Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020	otal Leave	30			
contact No.       12345         comments       -         welegate       Mr. MOHAMMED         Consume Administrative Leave       Ticket Details         Consume Mid-Year Leave       Approval List         ket Details       V	eason	Vacation			Ticket Required ?
omments   elegate   Mr. MOHAMMED   Consume Administrative Leave   Consume Mid-Year Leave   Consume Mid-Year Leave   ence Details   v	ontact No.	12345			Annual Ticket Com
Mr. MOHAMMED Consume Administrative Leave Consume Mid-Year Leave Mr. Abdullah Mohammed - 098765 01-Sep-2020 30-Sep-2020 Approval List	omments	-			
Consume Administrative Leave Consume Mid-Year Leave Sence Details ket Details	elegate	Mr. MOHAMMED			Mr. Abdullah Mohammed - 09876
Consume Mid-Year Leave  Consume Mid-Year Leave  Approval List  ket Details  Consume Mid-Year Leave  Approval List  Approval L	Consume Ad	dministrative Leave			01-Sep-2020 30-Sep-2020
ket Details	Consume Mi	id-Year Leave	Ticket Details	<u> </u>	
ksence Details			Approval List		
sket Details					
ket Details	ence Details	~			
sket Details					L
ADDROVOLUS	et Details	~			Approval List
				-	

• After reviewing, check "I have read and agreed to the MNG-HA policies" and tap on "Submit" as below:

5:48		11
<b>&lt;</b> R	eview Create TR	A
Absence De	tails	~
Ticket Detail	s	~
Approval Lis	t	^
To avoid dela	y and unnecessary reje	action, please
RESOURCE PLAN Position : APPLICATIONS.S PLANNING	INING TEAM LEADER 2000-6ERP ENTERPRISE RI	ESOURCE
Email Id : dumn	ny@ngha.med.sa	
Mr. Zafar Me 0098765 Organization N RESOURCE PLAN Position : ENTERPRISE RES ENTERPRISE RES Email Id : dumm	ohemmed ame : 9100-6ERP ENTERI DIRECTOR CORPORA OURCE PLANNING SYSTE OURCE PLANNING ny@ngha.med.sa	PRISE ATE IM.9100ERP
Read Leav	e Policies Here	
I have NGHA p Cancel	read and agree to policies	the submit

• TRA request is successfully submitted for approval

## **Chapter 4 – Sick Leave**

This chapter contains description to create Sick Leave request.

- Open and login to "Employee" application, tap on "E-Services" and go to "Sick Leave".
- You can check your previously created leaves and their status. Tap on "Create Sick Leave".



		·•III 🗢
8	Sick Leave	
Annual Leav	/e	Approved
🛗 14-JUL-2020 Duration: 17	🛗 13-AUG-2020	
Absence Categor	y: Vacation	
Absence Reason:		
Administrat	ive Leave	Approved
🛗 06-JUL-2020 Duration: 6	🛗 13-JUL-2020	
Absence Categor	y: Paid Leave	
Absence Reason:		
Sick Leave		Pending Appro
🛗 02-JUN-2020 Duration:	🛗 02-JUN-2020	
Absence Categor	y: Family Leave	
Absence Reason:	70	
Sick Leave		Pending Appro
🛗 02-JUN-2020	🛗 02-JUN-2020	
Duration:		
Absence Categor	y: Family Leave	
Absence Reason:	70	
	oato Sick Log	10
Cri	eate Sick Lea	ve

• Fill mandatory details and tap on "Next".



• You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.

_								
	11:02		all 🗢 🖿	11:02			all 🗢 🗖	
<	Sick L	eave Details		<	Sick Leav	/e Details		1
	Request Details		^	Request [	Details		~	ľ
	Start Date	28-Jun-2020		Attachme	ents		Ð	
	End Date	28-Jun-2020		Û	±1 MB.pdf	.pdf		
	Duration	1						
	Absence Type	Sick Leave						
	Absence reason	Others						
	Attachments		v					
	Cancel	Sub	mit	Cana		S	ubmit	

• After reviewing, tap on "Submit". Sick Leave request is successfully submitted for approval.

## **Chapter 5 – Business Leave**

This chapter contains description to create Business Leave request.

 Open and login to "Employee" application, tap on "E-Services" and go to "Business Leave".



 You can check your previously created leaves and their status. Tap on "Create Business Leave.

4:59		.ul 🗢 🗖
🤇 Ві	usiness Leave	9
DMM Request Id: BLP-36 25-JUN-2020 Duration: 2	6560 🛗 26-JUN-2020	Rejected
RUH Request Id: BLP-36 23-JUN-2020 Duration: 1	6436 🛗 23-JUN-2020	Rejected
MED Request Id: BLP-36 20-JUN-2020 Duration: 1	6435 聞 20-JUN-2020	Rejected
RUH Request Id: BLP-28 1-DEC-2015 Duration: 4	6720 🛗 03-JAN-2016	DELETED
Creat	e Business Leav	ve

• Fill mandatory details and tap on "Next".

5:00	ut 🗢 🖿
K Business Le	eave
Request Id BLP-366635	
Start Date 30-Jun-2020 🗎 Total Leave Duration: 1	End Date 30-Jun-2020 ∰ ↔
Leave Type Normal Business Leave	~
Travel Type Inside Kingdom	~
Location To Dammam	~
V Ticket Required	
Paid Leave	
Next	

- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.
- After reviewing, tap on "Submit". Business Leave request is successfully submitted for approval.

5:01	.ı   <b>२ ■</b> )	5:01 .1 ? 🗖	5:01I f
Busin	ess Leave Details	K Business Leave Details	K Business Leave Details
Request Detail	s ^	Request Details 🗸 🗸 🗸	Request Details
Request Id	BLP-366635	Approval List	Approval List
Start Date	30-Jun-2020	Mr. Ali Mohammed 0056789	
End Date	30-Jun-2020	Mi. All Molennied 0050705	Attachments
Duration	1	9100-6ERP ENTERPRISE RESOURCE PLANNING TEAM LEADER APPLICATIONS.9100ERP EN	Upload Attachment
leave Type	Normal Business Leave	dummy@ngha.med.sa 0056789	
Travel Type	Inside Kingdom		
ocation To	Dammam	Mr. Abbas Mohemmed 0023365	
Ticket Red	quired	9100-6ERP ENTERPRISE RESOURCE PLANNING TEAM LEADER APPLICATIONS.9100-6ERP E	
Paid Leav	re internet in the second s	dummy@ngha.med.sa 0023365	
Approval List	~		
Attachmen <u>ts</u>		Attachments V	
Cancel	Submit	Cancel Submit	Cancel

#### **Chapter 6 – Professional Leave**

This chapter contains description to create Professional Leave request.

 Open and login to "Employee
 "application, tap on "E-Services" and go to "Professional Leave".



You can check your previously created leaves and their status. Tap on "Create Professional Leave".



• Fill mandatory details and tap on "Next".

5:03	.⊪ ≎ <b>—</b>
C Professional	Leave
Request Id PLA-125648	
Start Date 06-Jul-2020 🛗 Total Leave Duration: 4	End Date 09-Jul-2020 ≝ →
Reason of leave To attend International Me	eting 🗸
Destination type 1. Europe, North and South .	America, Austr 🗸
Location Italy	~
Ci <b>ty/State</b> Rome	
Exit & Re-entry	
Paid Leave	
Next	

- You can review filled details, approver list and attach supporting documents same as Oracle E-Business Suite system.
- After reviewing, tap on "Submit". Professional Leave request is successfully submitted for approval.

5:23 <b>1</b>	.ı   🗢 🖿
Professio	nal Leave Details
Request Details	^
Request Id	PLA-125648
Start Date	06-Jul-2020
End Date	09-Jul-2020
Duration Reason of leave	4 To attend International Meeting
Destination type	1. Europe, North and South America, Australia, Japan or comparable distance-15000
Location	Italy
City/State	Rome
Approval List	~
Attachments	~
Cancel	Submit

## Chapter 7 – Final Clearance

This chapter contains description to check Final Clearance status.

- Open and login to "Employee "application, tap on "E-Services" and go to "Final Clearance".
  - <text>

• Tap on the request.



• It will display all the approver details and approval status of your request.

Mr. Murataza Mohemmed	Approved
0047854	
Department: 9160 CORPORATE B	USINESS DEVELOPME
Email id: dummy@ngha.med.sa	
is Emp clearea: Yes	
Amount to be recovered:	
comments.	
Mr. Rashid Mohemmed 0043356	
Department: 9602 HA-MILITARY F	POLICE
Email id: dummy@ngha.med.sa	
Is Emp cleared:	
Amount to be recovered:	
Comments:	
Mr. Abbas Mohemmed	IN_PROCESS
0056831	
Department: 9022INV INVESTIGA	TION SERVICES
Email id: dummy@ngha.med.sa	
Is Emp cleared:	
Amount to be recovered:	
Comments:	
Mr. Faruq Mohemmed 0034672	
Department: 8330 PATIENT SERVI	CES(REG & APPOT)
Email id: dummv@naha med sa	
- Fran alagrad	

#### **Chapter 8 – Vacation Rule**

This chapter contains description to create, update and delete Vacation Rule.

- Open and login to "Employee "application, tap on "E-Services" and go to "Vacation Rule/Delegation".
- You can check previously created vacation rules.





- 1. Create Vacation Rule
  - Tap on "Create Vacation Rule".



 Select Start Date and End Date.



- Enter employee number of the user you want to delegate/transfer your notifications and tap on "Search" icon as shown below:
- Full name of the selected employee will be displayed in "Reassign Person" block.
- Check "Delegate" or "Transfer" as required and tap on "Next".
- Review your request and tap on "Submit". Vacation Rule is created successfully.

6:10	al 🗢 🗩
<ul> <li>Vacation Rules,</li> </ul>	/Delegation
Item Type All	
Notification All	
Start Date 01-Jul-2020 🗎	End Date 15-Jul-2020 🛗
Reassign Person 0045672	<u> २ ⊗</u>
Notes	
Delegate     Transfer	
Next	

6:11	🗢 🗖	
<b>K</b> Vacatio	on Rule Details	
Request Details	^	$\sum$
Item Type	All	
Notification	All	
Start Date	01-Jul-2020	
End Date	15-Jul-2020	
Duration		
Reassign Person	Al Rashid, Mohemmed	
Notes		
Delegate		
Cancel	Submit	

- 2. Update Vacation Rule
  - Choose the rule you want

to update from previously

created

rules and tap on "Update".



Change Start Date and End
 Date as required.



 Enter employee number of the user you want to delegate/transfer your notifications and tap on "Search" icon as shown below:

End Date 15-Jul-2020
Q ⊗

• Full name of the selected employee will be displayed in

"Reassign Person" block.

- Check "Delegate" or "Transfer" as required and tap on "Next".
- Review your request and tap on "Submit".

Vacation Rule is updated successfully.

#### 3. Delete Vacation Rule

• Choose the rule you want to delete from previously created rules and tap on "Delete".

Delegate: MDZAFAR	Inactive
item Type: All	
Notification Type: All	
🛗 25-Jun-2020 🛛 🛗 25-Jun	n-2020
Update	Delete
Delegate: MDALI	Inactive
2439932	
Item Type: All	
Notification Type: All	
🛗 25-Jun-2020 🛛 🛗 25-Jun	n-2020
Update	Delete
Delegate: MDFARUQ	Inactive
2439936	
item Type: All	
Notification Type: All	
a 22-Jun-2020 a 22-Jur	n-2020
Update	Delete
Delegate: MDMURTAZA	Inactive
2327035	
tem Type: All	

• Tap on "Yes"

Are you sure you want to delete?

• Vacation Rule is deleted successfully

## Chapter 9 – ESC Membership

This chapter contains description to create, change and discontinue ESC Membership Request.

 Open and login to "Employee "application, tap on "E-Services "and go to "ESC Membership".



• Fill all the details and tap on "Next".

3:10	.ıl 🗢 🗖
ESC Membership	
Request Id	
3101046	
Request Type	
New Membership	$\sim$
Membership Type	
Family	$\sim$
Reason for joining	
Remarks	

• Review the information and tap on "Submit".

3:10			all 🗢 🖿		3:10			all 🗢 🔲
<	ESC Membe	rship Details			<	ESC Mem	bership Details	
Reque	est Details		~		Reques	st Details		^
Appro	oval List		~		Reques	st Id	3101046	
					Reques	st Type	New Membership	_
Attac	hments		~		Membe Type	ership	Family	
					Reasor for joinii	n ng		
					Remar	ks		
				l	Approv	ral List		~
					_			
					Attachi	ments		×
				L				
C	ancel	Subr	mit		Ca	incel	Subm	nit
						_		

• Membership request is successfully submitted for approval.

### Chapter 10 – Approvals

This chapter contains description of approval process of notifications.

- Open and login to "Employee" application, tap on "Notifications".
- Different notification and their respective counts will be displayed. You can long press on the notification icon to check total and FYI counts as below:





• Tap on notification to take action.



• FYA notifications will have "Approve" and "Reject" button and user can check request details, approval list and attachments added by a requester.

Request Details	~	Request Detail:	s
Approval List	^	Request Id	BLP-366619
Al Rashid, Mohemmed	Submit	Start Date	26-JUN-2020
26-Jun-2020		End Date	26-JUN-2020
oorning ha		Duration	1
		Leave Type	Normal Business Lea
		Travel Type	Inside Kingdom
		Location To	ВНН
		Ticket Rec	quired
		Paid Leav	e
		Approval List	
Attachments	~	Attachments	

• FYI notifications will have "Ok" button to close the notification



## Chapter 11 – Miscellaneous

This chapter contains description of some miscellaneous functionalities like changing language, clear the cache and turn on/off face

- 1. Clear cache
- Open and login to "Employee "application, tap on "Settings".
- Tap on "Clear" in Clear Cache block.



10:41		ul 🗢 🖿
	Settings	E→
PREFERED LANG	UAGE	
C English	عريبي 🔵	
CLEAR CACHE		
	Clear	
ENABLE FACE ID,	/FINGERPRINT	
Turn on/off		
	Save Changes	
A)		
Home Profile	E-Services Notificat	🦥 🏩 ions Settinas
_		

• Tap on "Ok".



• Cache is successfully cleared.

- 2. Change Language
- Open and login to
   "Employee" application, tap on "Settings". It will display currently selected language.
- Select your preferred language from "Preferred Language" block and tap on "Save Changes".





• Tap "Yes".

• You have successfully changed language of the application.





• Note: Clearing the cache is suggestable after changing the language of application.

- 3. Turn on/off Face ID/Fingerprint
  - Open and login to "Employee" application, tap on "Settings".
- Select "Turn on/off" checkbox to enable face ID or fingerprint and tap on "Save Changes".





- Tap on "Yes".
- Face ID or fingerprint is now enabled based on your phone's configuration.