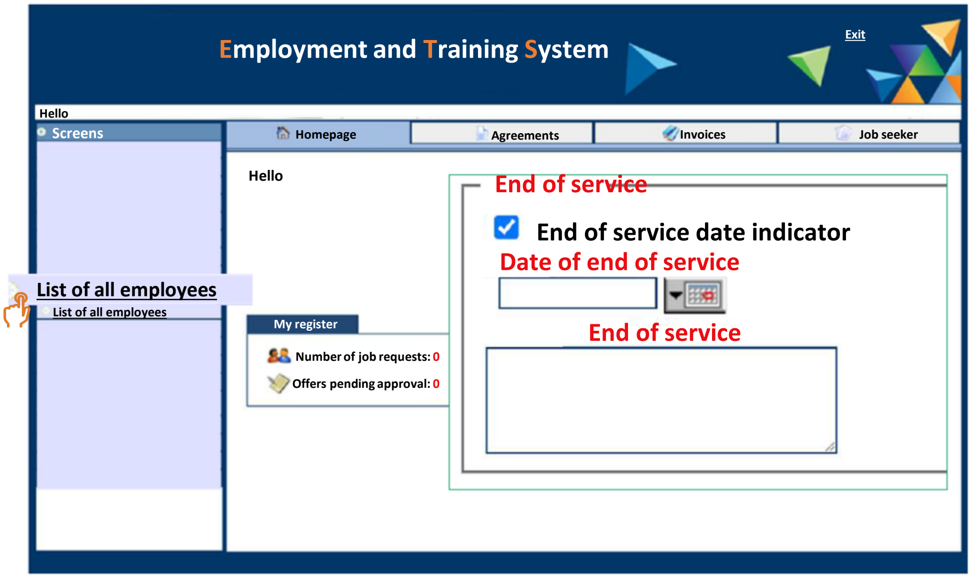
صنـــدوق تنمـــية
المـــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND

User Manual

For Submission of financial claims for Institutions for Strategic Partnership product

1. List of all employees

1.1 Review the employees status



- Once the employees were submitted for approval, the user can review the status of employees by clicking "List of all employees" as indicated above.
- Note: The method of registering the end of service of the employee resigned from the establishment is made before preparing the time and attendance schedule of the invoice as follows:

1. Click "List of all employees"
2. Update the details of the employee whose services are to be terminated.
3. Register the end of service as per the date of removal stated in the General Organization for social insurance and indicate the reason.
4. Click "Update or Save"

1. List of all employees

1.1 Review the employees status

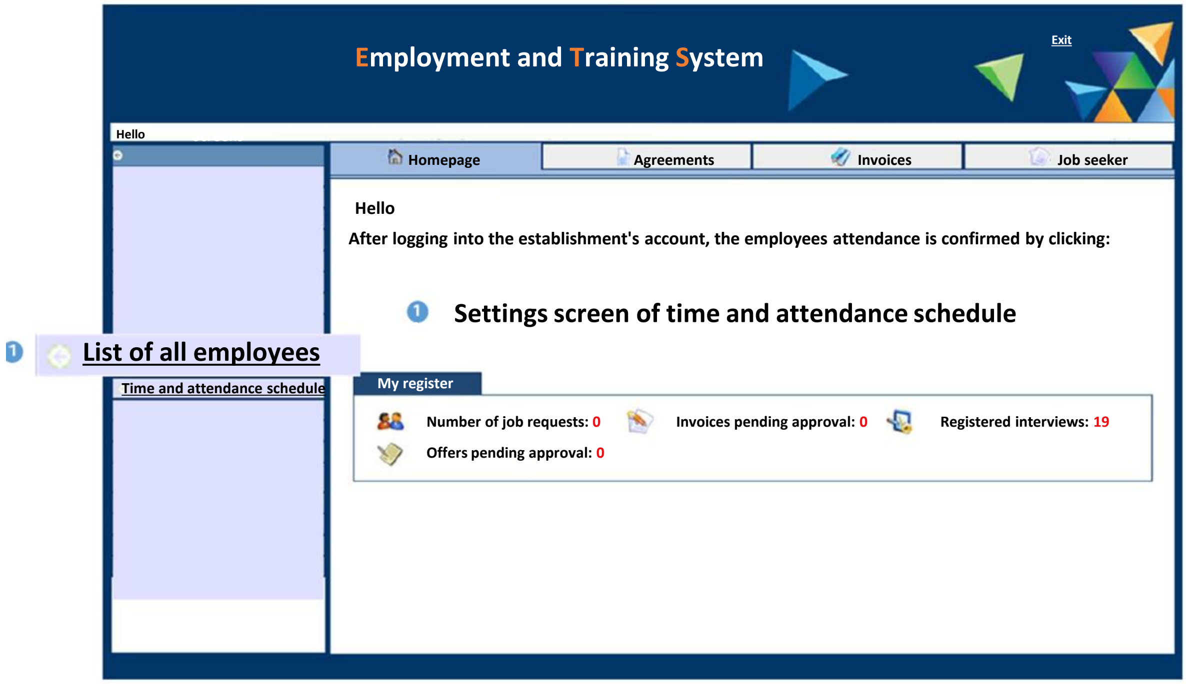
Search by name or national ID No. | Search

List of all employees								
National ID No.	Name of job seeker	Support request No.	Date of offer	Title	Date of commencement of employment	Term of employment agreement	Connection status	
1064834995	Abdullah Al Shammari	12110119340501	April 04, 2013	Anesthesia Technician-Riyadh	February 07, 2012	Unspecified number of months	Approved	Display the invoice
1057739243	Amira Al Jahni	11110119341001	June 01, 2016	Electrician-Riyadh	January 01, 2014	Unspecified number of months	Approved	Display the invoice
(total 2) Showing rows 1-2							1	

The system will display "List of all employees", and user can review the status of an individual through "Connection Status" as indicated above if "accepted- unaccepted"

2. List of time and attendance schedule

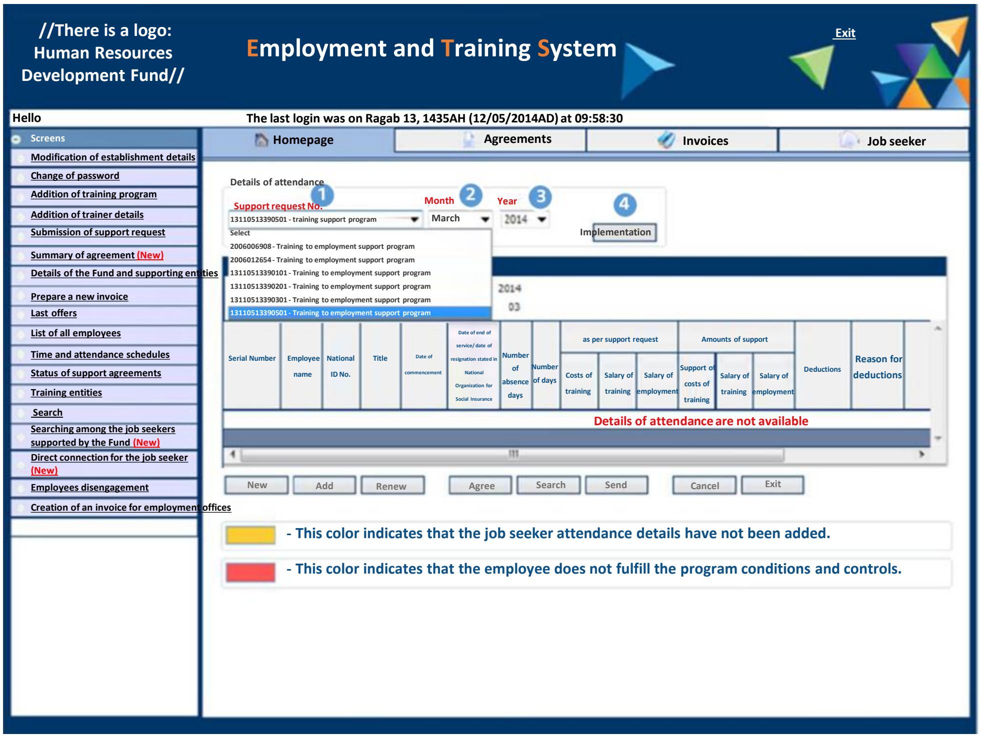
2.1 Review the details of attendance and time



- Once the employees were accepted, the user can review the status of attendance and time by clicking “time and attendance schedules” as indicated above.

2. List of time and attendance schedule

2.1 Review the details of attendance and time



- The user can verify the addition of all employees eligible for support by clicking “Employee Salary Account Statement (1)”

2. List of time and attendance schedule

2.1 Review the details of attendance and time

1	2	3	4
Enter the number of absence days	Deductions= social insurance deductions+ any other deductions (In case there are no other deductions, the social insurance deductions only must be entered).	Select the reason for deductions as per the list.	Enter any additions to the employee salary such as (Overtime work- sales commission)

Serial Number	Employee name	National ID No.	Title	Date of commencement	Date of end of service/ date of resignation stated in National Organization for Social Insurance	1 Number of absence days	2 Deductions	3 Reason for deductions	4 Additions (Bonuses)	Amount of support of the Fund	Amount due from the establishment	Total salary transferred to the employee account
1	Employee 1	1010101010	Security Guard	01/01/2014	-	2	770	Select	1000	1400.00	2096.67	3030.00
2	Employee 2	1010101010	Receptionist	25/12/2013	-	1	270		6000	1883.33	7613.33	9113.33
3	Employee 3	1010101010	Security Guard	01/01/2014	-	5	270		0.00	1250.00	1396.67	2230.00
4	Employee 4	1010101010	Security Guard	01/01/2014	-	0	270		0.00	1500.00	1730.00	2730.00
									Total	6033,33 riyals	12836,67 riyals	17103,33 riyals

Select
Procurement installments
Procurement from the establishment
Receipt of Imprest
Violation of the company system
Causing damages and losses
Upgrade for medical insurance/ other upgrade
Subscription to social funds
Employee account savings
Others

Add 5

Click the icon "Add"

3. Employee Salary Account Statement

3.1 Printing the Employee Salary Account Statement

Name of establishment: **Month of maturity:**

Name of program:

Serial Number	Employee name	National ID No.	Total salary transferred to the employee account
			3030,00 riyals
			9113,33 riyals
			2230,00 riyals
			2730,00 riyals
		Total	17103,33 riyals

Employee name:

Title:

Signature:

Seal of establishment:

I declare and undertake the completeness, correctness and accuracy of all above-mentioned details in conformity with the provisions of the agreement signed with the Fund, and I must be fully responsible if proven otherwise.

Print Cancel

13/05/2014 2:58:38 pm

- The user clicks “Print”, then the name and signature of employee in charge of preparing the statement are registered, then the statement is stamped with the seal of the company in order to save and attach the form.
- Important note: Net salaries transferred to the employees accounts must be reconciled with (total salary transferred to the employees account). Therefore, the company authorized employees signs and declares the validity of the information.

4. Details of Invoices

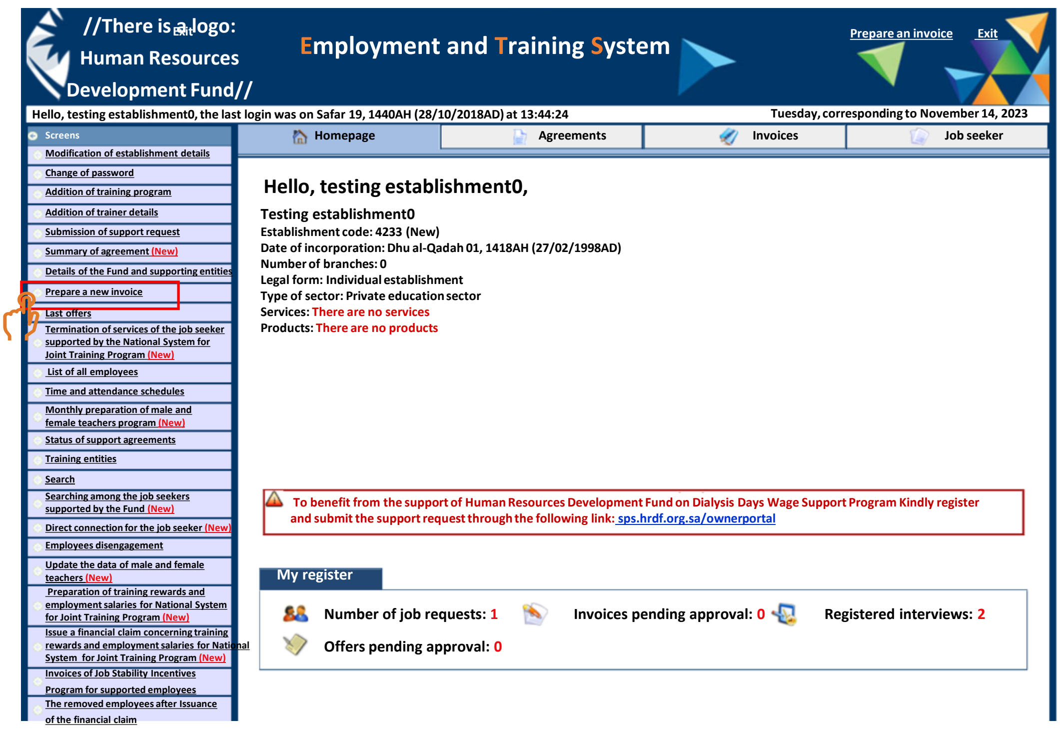
4.1 Addition of details of invoices

- **Steps of preparing the financial claim "Support"**
- After the end of the Gregorian month and delivery of salaries to the employees, the following steps must be followed:

- Prepare the employees time and attendance schedule through the system.
- Prepare a new invoice
- Attach the employee salary account statement within the claim to HADAF website through scanning (SCAN).

4. Details of Invoices

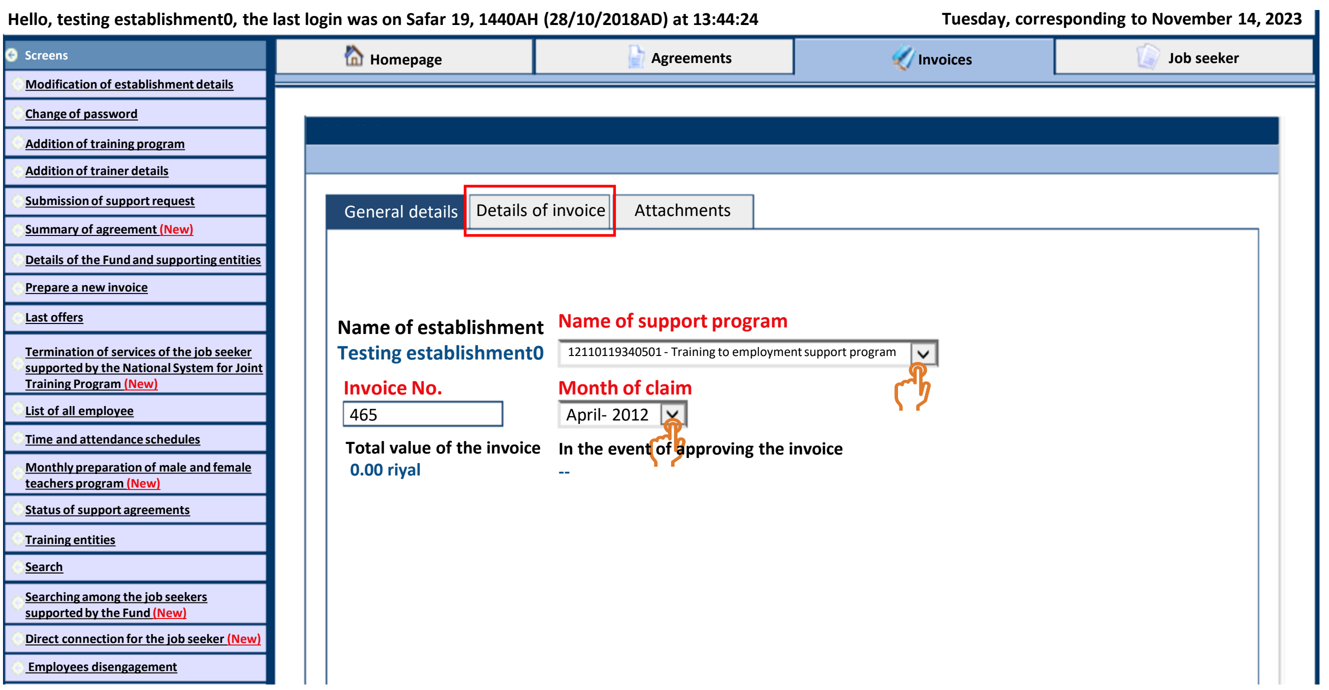
4.1 Addition of details of invoices



- After completing the preparation of the employees time and attendance schedule, the user can add a new invoice by clicking “Prepare a new invoice” as indicated above.

4. Details of Invoices

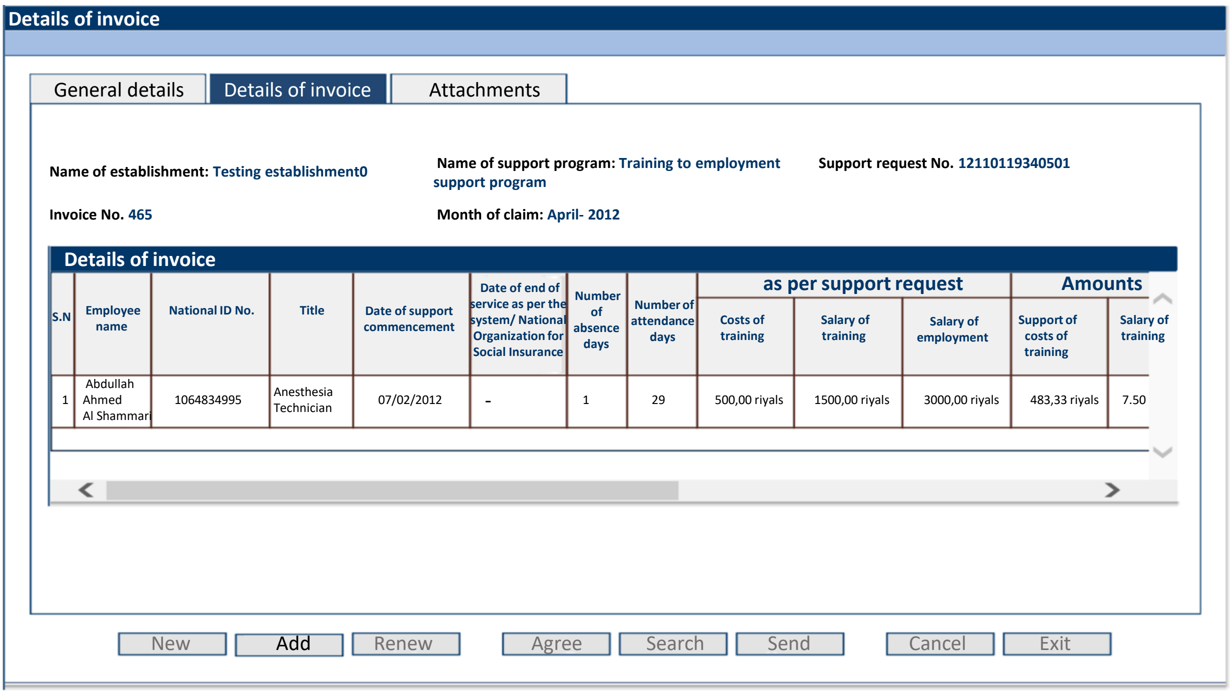
4.1 Addition of details of invoices



•The user can select “support request No.”, “Invoice No.” to be prepared and “Month of claim” as indicated above.
•For completing the “Preparation of the invoice”, the user clicks “details of invoice” tab as indicated above.

4. Details of Invoices

4.1 Addition of details of invoices



Details of invoice

General details | Details of invoice | Attachments

Name of establishment: Testing establishment0

Name of support program: Training to employment support program

Support request No. 12110119340501

Invoice No. 465

Month of claim: April- 2012

Details of invoice

S.N	Employee name	National ID No.	Title	Date of support commencement	Date of end of service as per the system/ National Organization for Social Insurance	Number of absence days	Number of attendance days	as per support request			Amounts	
								Costs of training	Salary of training	Salary of employment	Support of costs of training	Salary of training
1	Abdullah Ahmed Al Shammari	1064834995	Anesthesia Technician	07/02/2012	-	1	29	500,00 riyals	1500,00 riyals	3000,00 riyals	483,33 riyals	7.50

New | Add | Renew | Agree | Search | Send | Cancel | Exit

•The system will display to the user a list of “Details of invoice” such as “number of attendance and absence days” and “salary of training and employment” and other fields as indicated above.
•For completing the “Preparation of the invoice”, the user clicks “Attachments” tab as indicated above.

4. Details of Invoices

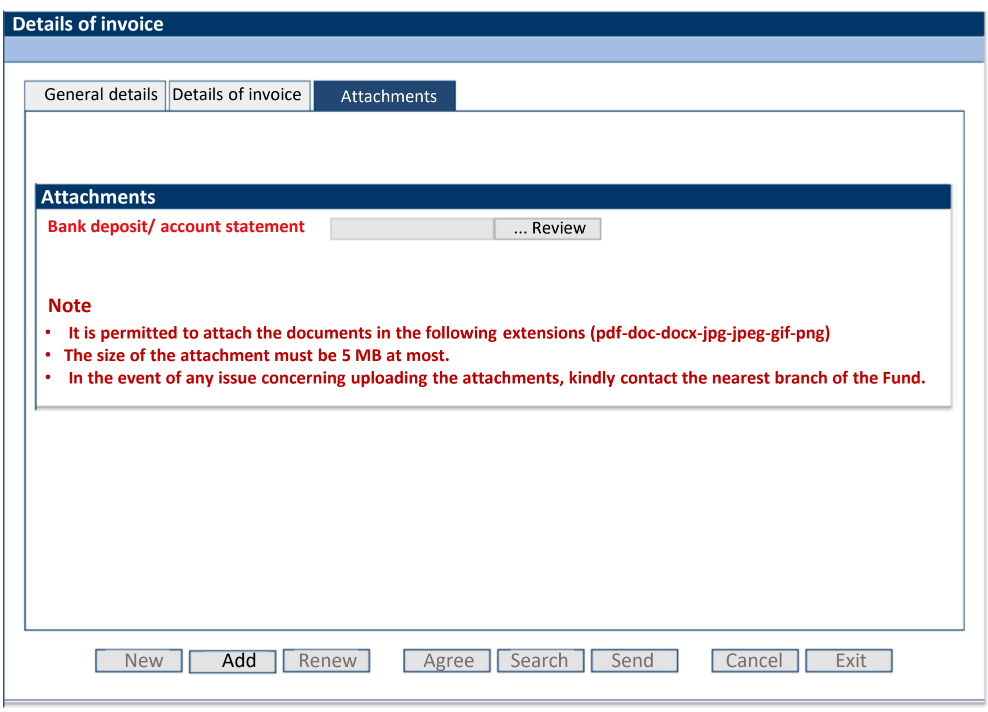
4.1 Addition of details of invoices

•The user must attach “bank deposit” or “report from Wage Protection System (Mudad) for Transfers” by clicking “Review” as indicated above.

•Attach the "stamped and specified receipt voucher for training costs from the institute (in the name of the establishment, total amount, month, year, and number of trainees)” in case there are payable training costs at the training support phase by clicking “Review” as indicated above.

•To send, the user clicks “Add” as indicated above.

• Important note: In case there are payable training costs, they must be included in the designated field for the training cost receipt voucher attachment that the system will provide in the attachments icon (concerning the external training and non-profitable institutes programs)



4. Details of Invoices

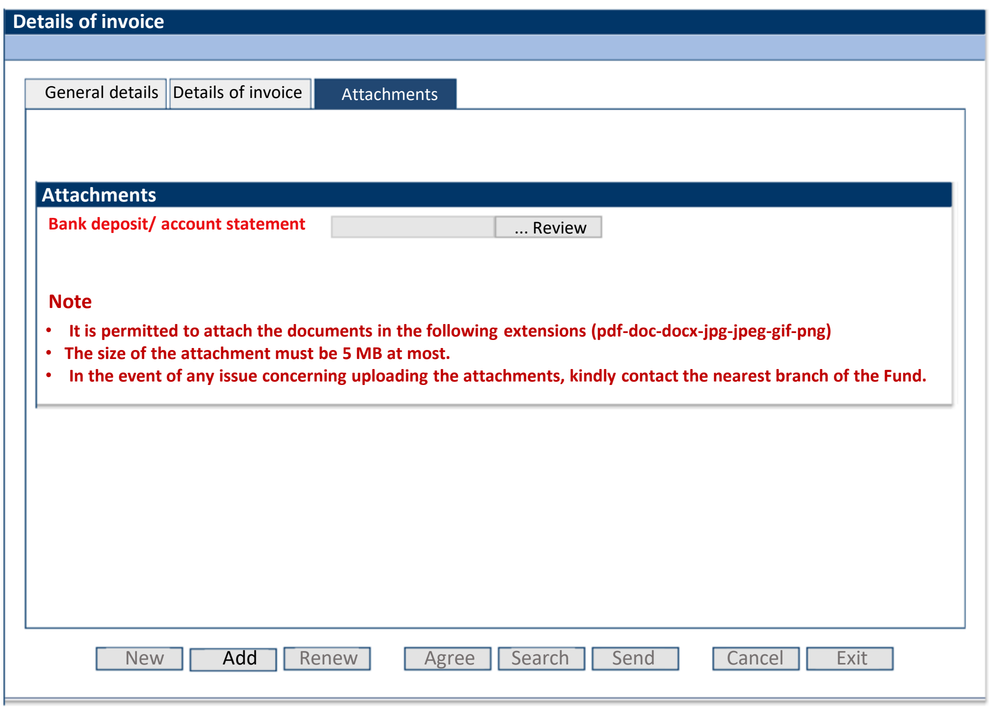
4.1 Addition of details of invoices

•To be able to attach the documents as per the formats compatible with the Employment and Training System (ETS), we will review the following for you:

•After logging into the website and on preparing the invoices, this screen appears.

•Fill in the general details and details of invoice, then click the attachments in preparation for the document uploading process, and their extensions must be in the formats below.

•Note: (PDF) format is the best format through which documents can be merged into one package and with the least space.



صندوق تنمية
الموارد البشرية
HUMAN RESOURCES
DEVELOPMENT FUND