



User Manual

For applying to the Dialysis
Support Service

Registration in Employment and Training System

After selecting “Get the Service”, the user is transferred to login in the employment and training system on the website of Human Resources Development Fund (HRDF) by clicking [a new user](#)


HRDF
Human Resources
Development Fund

Employment and Training System

Log in

User name

Password

☐ I am not a robot 

Log in

New user

Acknowledgment of using the electronic system by the second party "Establishment"

The system will show the user the "Terms and Conditions" and the user must agree to them:

HRDF

Human Resources
Development Fund

Employment and Training System

Acknowledgment of using the e-system by the Second Party "Establishment"

Acknowledgment of using the e-system by the Second Party "Establishment"

1. Second Party shall send the employees it has dedicated to join the training held by First Party about how to use the system and its features, if any.
2. The Second Party shall carry out all processes related to the implementation of the agreement electronically according to the requirements of the e-system.
3. Second Party acknowledged its full responsibility towards the username and password and the requirements of how to save them and not to disclose the number to any entity or an employee with it or any other person or entity.
4. Second Party acknowledges that neither First Party nor its personnel is responsible for any losses, financial claims, or other which may result from using the user name. Second Party shall, by a written notice, advise the First Party immediately if the password becomes known to third parties so that the First Party may take necessary procedures. The Second Party shall then assume the responsibility for all transactions and instructions issued thereby until the First Party receives the written notice and the elapse of twenty-four hours from receiving such notice from the Second Party to complete the service suspension procedures.
5. The Second Party shall duly procure the computers and software with the minimum specifications required for e-system operation.

☐ I have read all the terms and conditions and accept them.

I agree

The system will show the user the "Main Establishment Data" tab, and the user must fill in the mandatory fields:

To continue the registration process, click "Save and Continue" as shown below:

HRDF
Human Resources
Development Fund

Employment and Training System

Registration Data1

Main Establishment Data2

Director General and Contact Officer Data3

Attachments4

Dear Client,
To complete the registration process, please register the owner number (100/700), the main commercial register or the license number for the activities which do not require a commercial register according to the regulation of the Ministry of Labor and Social Development.

*Legal form

Individual establishment

*No. 100/700

1030305583

One of the following numbers is mandatory (*)

You can only login by the main commercial register

C.R.

License No.

Cancel

Save and continue

Director General and Contact Officer Data

The user must fill in the mandatory fields:

HRDF
Human Resources
Development Fund

Employment and Training System

Registration Data1

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Attachments4

General Manager and Liaison Officer data

General Manager

First name *

Father's name

Surname *

National ID *

ID Expiry Date *

E-mail *

Mobile No. *

Tel *

Extension *

*Previous

Continue later

Save and continue

Filling in the attachments:

- The system will show the user the "Attachments" tab and the user must attach the required documents by clicking on "Choose File"
- To complete the registration process, click on "Submit" as shown below:
- **NOTE:** The user can click on the word "**Authorize**" so that the user can fill in and reattach a file

Registration Data1

Main Establishment Data2

Director General and Contact Officer Data3

Attachments4

Attachments

Bank attested evidence of banking information

Choose file

Contact Officer ID *

Authorization to the Contact Officer attested by commercial chamber "**Authorize**" *

Choose file

Choose file

Previous

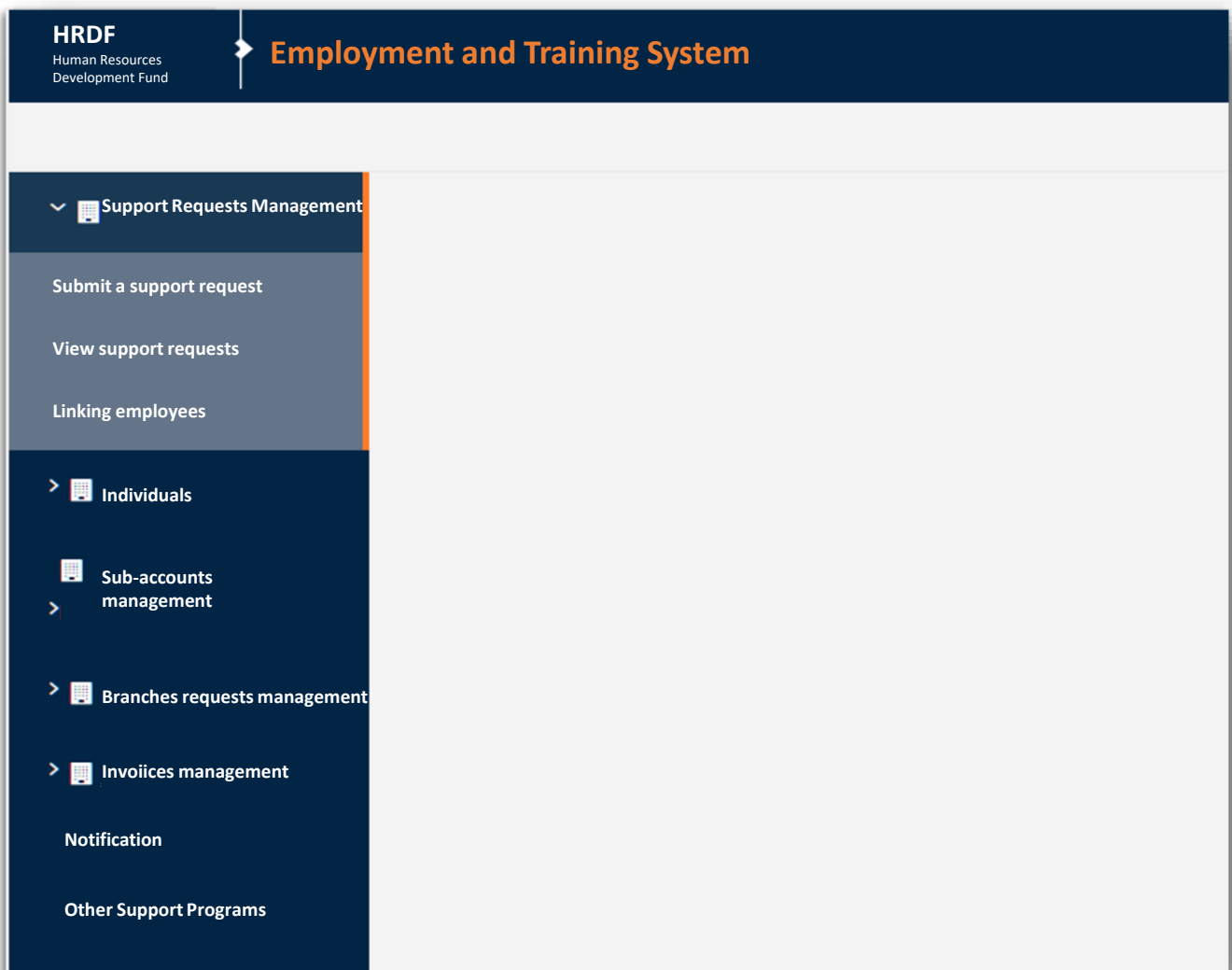
Continue later

Submit

Applying for Support:

The user clicks “Submit a support request”

*Notice: The employee for whom a support request is to be submitted through the establishment must be registered in the HRDF’s e-services system.



The user must select "**Program Name – Support Type – Support Request Justification – Economic Activity**" from the drop-down lists.

To complete the submission of the support request, the user clicks on "Submit a Support Request" as shown below:

We would like to inform you that we are not receiving requests for the Direct Employment Support Program currently. The establishments in need of HRDF's support can benefit from the Saudization Growth Support Program for establishments, according to the relevant controls. For more information, you can visit HRDF's website.

Support request basic information

Comprehensive agreement No. SPS/HA/0817/6028

Support program *	Support request justification *	Economic activity *	Support type *
Dialysis Days Wage Support Program	New job	Medical services	Dialysis Days Wage Support Program

Submit a support request

The system will display the "Electronic Support Agreement for Dialysis Days Wage Support Program".

The user must accept the agreement by clicking "**Agree**" as shown below:

Electronic Support Agreement for Dialysis Days Wage Support Program

*The Terms and conditions of Dialysis Days Wage Support Program under the Council of Ministers' Resolution No. (157) dated 08/04/1429 AH, which stipulates that a kidney failure patient who works in the private sector shall have a paid leave on the day on which he undergoes dialysis for blood purification. This will be subject to the report of the medical entity that treats similar governmental employees. The Human Resources Development Fund pays for that day. This goal of this program is that the HRDF shall compensate the private sector for the leaves taken by employees with kidney failure to do dialysis for blood purification. According to the following terms and conditions: Definitions The following words and phrases - wherever mentioned in these terms and conditions - shall have the meanings ascribed thereto below: HRDF: The Human Resources Development Fund. Resolution: the Council of Ministers' Resolution No. (157) dated 08/04/1429 AH Program: Dialysis Days Wage Support Program Candidate: anyone working in the private sector who suffers failure of kidney symptoms and is subject to dialysis for blood purification. Beneficiary: Any candidate for which a compensation is paid to the establishment for which he/she works. Wage: The beneficiary's wage according to the monthly wage deposited into his/her account. Compensation: The amount paid by the Human Resources Development Fund to the private sector establishments, its value, and the maximum period for their disbursement as stipulated in Article 3 of the regulation. Government Sector: Government entities and public authorities and establishments affiliated with the Government of the Kingdom of Saudi Arabia. Private sectors: Non- governmental employers, including companies, private establishments, factories, commercial and industrial shops, professional offices, charitable associations, cooperative, civil, public and non-profit societies, and regional and international bodies. Beneficiary Establishment: Any establishment in the private sector for which a compensation is paid. Applicant Establishment: A facility in the private sector for which compensation is provided. The mechanism of compensation and its duration: HRDF supports private sector establishments as follows: 1. HRDF incur the wages of the leave days taken by the beneficiary for dialysis treatment during the working days of the private sector. 2. The establishment shall be compensated for the work days in which the employee is absent to undergo dialysis, provided that the compensation shall not exceed 3 working days a week within one month. 3. The monthly wage is calculated based on the wage registered with the social insurance. 4. The maximum wage accepted by HRDF for compensation is eight thousand riyals. If the wage of the beneficiary is more than eight thousand riyals, HRDF shall pay the compensation based on the wage of eight thousand riyals. 5. The Fund shall pay the compensation at the end of each calendar month. ELIGIBILITY CONDITIONS The applicant establishment should fulfill all of the following conditions: 1. The compensation request belongs to a Saudi national candidate 2. The candidate must be registered with the General Organization for Social Insurance. 3-The candidate undergoes dialysis treatment. 4. The candidate must have a registration number With the Saudi Center for Organ Transplantation (scot), the kidney department. 5. The establishment shall pay the salary without deducting the days of absence of the candidate to undergo dialysis. The establishment shall submit the documents required by HRDF. 7- No minimum wage of a candidate is required in order to achieve the goal of the program. 4. This program is featured by the fact that it gives the patient of kidney failure the right to benefit, even if it is supported by other programs. Necessary procedures to benefit from compensation 1. The applicant establishment whose application fulfills the eligibility requirements shall submit the request to HRDF to obtain compensation through the website or any other channel as may be specified by HRDF. In the event that the beneficiary is an employee of two companies, the establishment which he joined first will benefit from the support. 2. The applicant establishment shall provide HRDF with all the documents and information it requests in the manner it specifies, including but not limited to: (a) The name of the establishment; b) the commercial register number of the establishment; C) Candidate Name; D) number.

☐ Agree

Agree

Add an employee to support

To add an employee to the support, the user clicks on "Add Employee" as shown below:

The screenshot shows the 'Support Requests Management' sidebar on the left. The main content area is titled 'Submit a request' and displays 'Economic activity' as 'SPS/HAL/0817/6028' and 'Comprehensive agreement No.' as 'SPS/HAL/0817/6028'. A green button labeled 'Add an employee' is visible. Below this is a table with columns: Sr., Employee name, National ID No., Gender, Total Salary, Employee No. with SCOT, Support/day, Maximum support/month, amend, and cancel. The table currently shows 'No records'. At the bottom, there are 'Submit' and 'Continue later' buttons.

The user adds the data of the employee to be added to the support, by filling in all fields such as: ID Number – Medical Report – Employment Contract – and other fields

After completing all the fields, the user clicks "**Submit**" as shown below:

The screenshot shows the 'Add an employee' form with the following fields filled out: National ID No. (Saudi), ID Type (Saudi), Date of Birth (), ID Expiry Date (), Employee Number with SCOT (), SCOT Registration Card (Choose file + Upload file Cancel upload), Medical Report (Choose file + Upload file Cancel upload), Employment Contract (Choose file + Upload file Cancel upload), Job Data (Title (), Workplace (Choose), City (Choose), Work address (Choose), Salary (Basic (0), Housing (0), Transportation (0)), and General Information ().

* the employee should be registered in the social insurance under the same economic activity
 * The employee should be registered in the Saudi Employment Portal (TAQAT.sa)

Support application review

To view the support requests, the user clicks on **"View support requests"**

As shown below:

- The system will display all added support requests and the support requests status

Support Requests Management / View support requests									
Serial	Support request No.	Support program name	Support type	Start date	Expiry date	Total value	Status	View	Reason for Refusal
1	620170330965520176100	Direct employment support program	Direct employment	2017-03-05	2019-03-05	484,000	Valid	View	
2	620170330965520276100	Direct employment support program	Direct employment	2017-03-07	2019-03-07	624,000	Valid	View	
3	620170330965520917100	Direct employment support program	Direct employment	2017-03-08	2019-03-08	240,000	Valid	View	
4	620170330965521192100	Direct employment support program	Direct employment	2017-03-10	2019-03-10	96,000	Valid	View	
5	620170330965521247100	Direct employment support program	Direct employment	2017-03-13	2019-03-13	144,000	Valid	View	

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