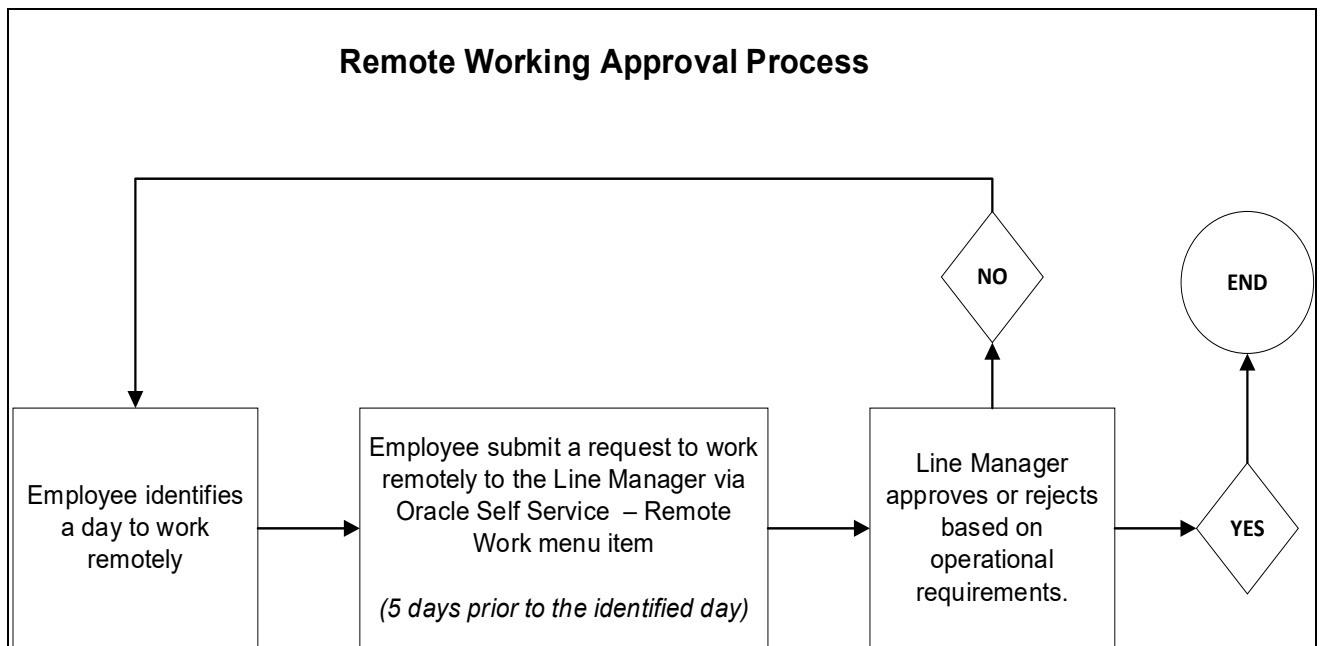


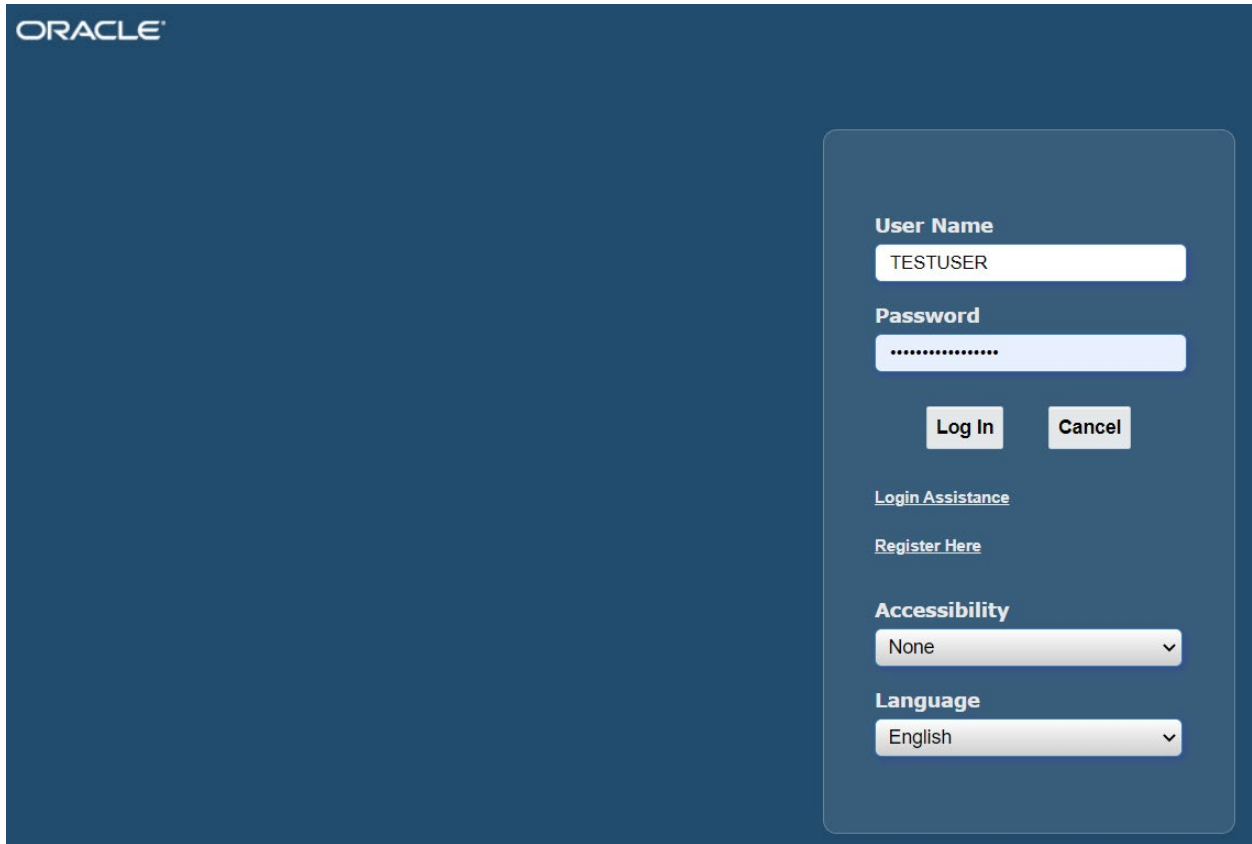
Application and approval process

The application & approval process will be online via the Oracle system, as follows:



- **Oracle system Step by step guide**

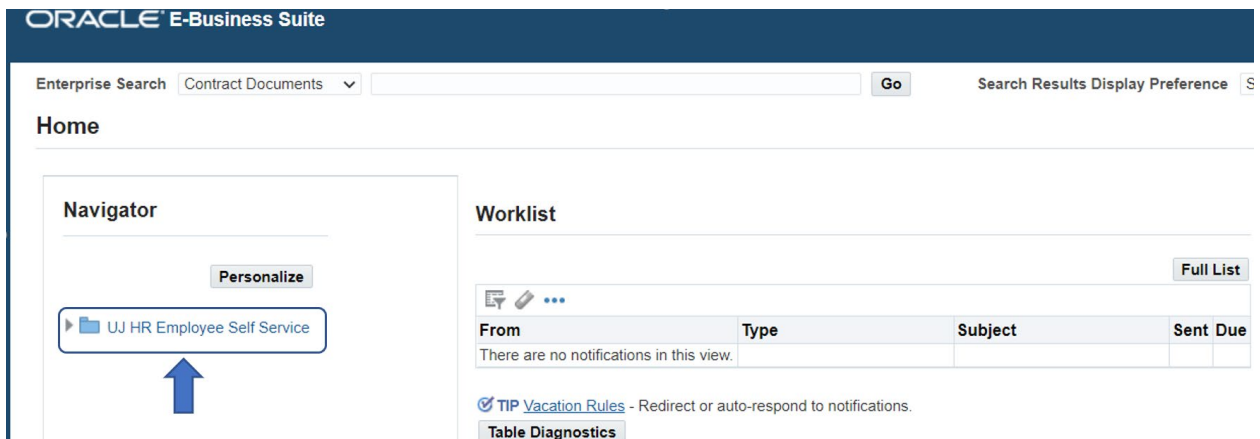
Step 1: Log into the Oracle System using the following link: <https://ebs.uj.ac.za/> (Currently applicable for Fixed Term & Permanent Staff).



The image shows the Oracle E-Business Suite login page. The Oracle logo is in the top left corner. The main content area is a dark blue box containing a white login form. The form has the following elements:

- User Name:** A text input field containing "TESTUSER".
- Password:** A password input field with masked characters "*****".
- Log In:** A button to submit the login information.
- Cancel:** A button to cancel the login attempt.
- [Login Assistance](#): A link for users needing help.
- [Register Here](#): A link for new users.
- Accessibility:** A dropdown menu currently set to "None".
- Language:** A dropdown menu currently set to "English".

Step 2: Click on UJ HR Employee Self-Service.



The image shows the Oracle E-Business Suite Home page. The page header includes the Oracle E-Business Suite logo, an Enterprise Search bar with a dropdown menu set to "Contract Documents", a "Go" button, and a "Search Results Display Preference" link. The main content area is divided into two sections:

- Navigator:** A sidebar containing a "Personalize" button and a folder icon labeled "UJ HR Employee Self Service". A blue arrow points to this folder.
- Worklist:** A section with a "Full List" button and a table. The table has columns for "From", "Type", "Subject", and "Sent Due". The table is currently empty, with the message "There are no notifications in this view." below it. Below the table, there is a checked checkbox for "TIP Vacation Rules" with the text "Redirect or auto-respond to notifications." and a "Table Diagnostics" button.

Step 3: Click on Remote Work.

ORACLE E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference St

Home

Navigator

Personalize

- UJ HR Employee Self Service
 - Special Information
 - Banking Details
 - My Information
 - Pensionable Percentage
 - Personal Information
 - Absence Management
 - Remote Work** ←

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

Step 4: Click on Add.

ORACLE UJ HR Employee Self Service

Remote Work: Special Information

Employee Name
Organization Email Address

Remote Work

Add ... ←

Select Date	Remote Work Location
No results found.	

Step 5: Capture the date on which you will be working remotely in the “Date” field. (One (1) leave absence transaction per week).

ORACLE UJ HR Employee Self Service

Remote Work

Employee Name
Organization Email Address

* Date ←

* Remote Work Location

Comments

Step 6: Select Absence Reason (Hybrid Working Arrangement).

The screenshot shows the Oracle UJ HR Employee Self Service interface. At the top, there is a header with the Oracle logo and the text "ORACLE UJ HR Employee Self Service". Below the header, the page title "Remote Work" is displayed. The main form area contains several fields: "Employee Name", "Organization Email Address", "* Date" (set to 13-Oct-2022), and "* Remote Work Location". A search icon is next to the Remote Work Location field, with a blue arrow labeled "1" pointing to it. Below the main form, a modal window titled "Search and Select: Remote Work Location" is open. It has a search bar with a dropdown menu set to "Remote Work Location" and a text input field containing "%". A "Go" button is next to the search bar, with a blue arrow labeled "2" pointing to it. Below the search bar, there is a table with the following columns: "Select", "Quick Select", "Remote Work Location", and "Description". The table has three rows: "Other", "Primary Residence", and "Secondary Residence". The "Primary Residence" row is highlighted in blue, and a blue arrow labeled "3" points to the radio button in the "Select" column for this row. At the bottom right of the modal, there are "Cancel" and "Select" buttons, with a blue arrow labeled "4" pointing to the "Select" button.

Step 7: Comments – Capture Place of Work (Mandatory), and click on the apply button.

The screenshot shows the Oracle UJ HR Employee Self Service interface. At the top, there is a header with the Oracle logo and the text "ORACLE UJ HR Employee Self Service". Below the header, the page title "Remote Work" is displayed. The main form area contains several fields: "Employee Name", "Organization Email Address", "* Date" (set to 13-Oct-2022), and "* Remote Work Location" (set to Primary Residence). Below the Remote Work Location field, there is a "Comments" field with the text "122 Testing Street" entered. A blue arrow labeled "1" points to the Comments field.

A close-up of the "Cancel" and "Apply" buttons. The "Apply" button is highlighted with a blue arrow pointing down to it.

Step 8: Click Next

ORACLE UJ HR Employee Self Service

Remote Work: Special Information

Employee Name
Organization Email Address

Employee Number
Business Group University of Johannesburg

Cancel Save For Later Back **Next**

Remote Work

Select Object: Update | Add | ...

Select Date	Remote Work Location	Comments	Start Date	End Date	Status
13-Oct-2022	Primary Residence Primary Residence	122 Testing Street	12-Oct-2022		New

Step 9: Review and click Submit to process the Remote Work request.

ORACLE UJ HR Employee Self Service

Remote Work: Review

Employee Name
Organization Email Address

Employee Number
Business Group University of Johannesburg

Cancel Printable Page Save For Later Back **Submit**

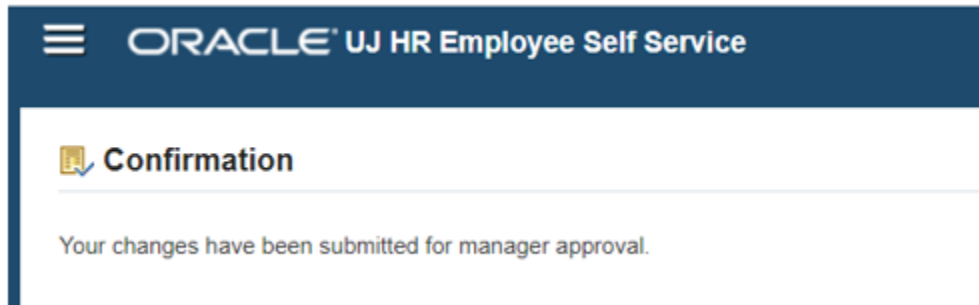
Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Special Information Types

Remote Work

Proposed
Date 13-Oct-2022
Remote Work Location Primary Residence
Comments 122 Testing Street

Step 10: The following confirmation to your submission will display



Step 11: The line Manager receives an email notification on the Remote Work request in addition to a notification in the Oracle Worklist as shown below.

Worklist

Full List (1)

From	Type	Subject	Sent	Due
	HR	UJHB Remote Work Process V1.0 for	12-Oct-2022	12-Oct-2023

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Step 12: Line Manager review, Approve/Reject the request.

ORACLE E-Business Suite

Home > UJHB Remote Work Process V1.0 for

From: Attachments

To:

Sent: 12-Oct-2022 05:42:31

Due: 12-Oct-2023 05:42:31

ID: 7990212

Approve | Reject | Reassign | Request Information

Summary

Employee Name: [] Employee Number: []
Organization Email Address: [] Business Group: University of Johannesburg

Indicates Changed Items.

Special Information Types

Remote Work

Proposed	
Date	13-Oct-2022
Remote Work Location	Primary Residence
Comments	122 Testing Street