



# شركة الواحة للنفط

## إدارة تقنية المعلومات والاتصالات

### منظومة النظام الشامل ERP

#### دليل المستخدم لطلب إجازة عن طريق النظام الشامل ERP

1 – إختيار الصلاحية ( WOC Manager Self Serves ) الموضحة في الشكل التالي :-

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with 'Favorites', 'Diagnostics', 'Logout', 'Preferences', and 'Help'. Below this is a search bar with 'Enterprise Search' and 'All' selected, and a 'Go' button. The page title is 'Oracle Applications Home Page' and it shows 'Logged In As 14654'. On the left, there is a 'Main Menu' section with a tree view of applications. 'WOC Manager Self Service' is highlighted with a red box. On the right, there is a 'My Worklist' section with a table header: 'From', 'Type', 'Subject', 'Sent', 'Due'. Below the header, it says 'There are no notifications in this view.' and lists three tips: 'TIP Vacation Rules', 'TIP Worklist Access', and 'TIP If you require any further information...'.

شكل رقم (1)

2 – بعد اختيار الصلاحية الموضحة في الشكل رقم (1), ستظهر لك الشاشة التالية والتي تبين لك جميع الموظفين التابعين لك.

The screenshot shows the 'Absence Management: People in Hierarchy' page. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Diagnostics', 'Home', 'Logout', 'Preferences', and 'Help'. Below this is a search bar with 'Name' and 'Employee Number' fields, and a 'Go' button. The page title is 'Absence Management: People in Hierarchy'. Below the title, there is a table with the following columns: 'Focus Name', 'Assignment Number', 'Job', 'Department', 'Action', and 'Details'. The first row is selected, and a red arrow points to the 'Focus Name' cell. The 'Action' cell for the first row has a red box around it. The table contains the following data:

| Focus Name                                | Assignment Number | Job                         | Department                       | Action | Details |
|---|-------------------|-----------------------------|----------------------------------|--------|---------|
| وليد عبدالسلام علي عبدالجبار, ABDULAJABAR |                   |                             |                                  |        |         |
| طه عبدالرحمن الصيد أبوشعالة, ABUSHALA     | 14885             | 2024.Professional.2.Analyst | Oracle Apps Support Sect.B24011  |        |         |
| رواد الهادي محمد أحمد, AHMAD              | 14887             | 4023.Technical.4.Technician | Help Desk Sect.B41011            |        |         |
| فاطمة التهامي اللافي الفارع, ALFAZEA      | 14890             | 2024.Professional.2.Analyst | Desktop apps Support Sect.B23011 |        |         |
| أحمد ميلاد علي كامور, KAMOUR              | 14884             | 4023.Technical.4.Technician | Information Security Sect.B43011 |        |         |

At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', 'Diagnostics', 'Home', 'Logout', 'Preferences', 'Help', and 'Copyright (c) 2008, Oracle. All rights reserved'.

شكل رقم (2)

**ملاحظة:** يرجى التأكد من أن جميع الموظفين الذين ينتمون إلى القسم أو المراقبة أو الإدارة التي تشغلها موجودين في القائمة كما هو موجود بالشكل رقم (2). وفي حاله أن أحد الموظفين غير موجود يرجى التواصل مع إدارة الموارد البشرية على أحد الأرقام التالية: (26200 - 26204 - 26208) حتى يتم تحديث هذه القائمة.

3- اختيار الموظف المراد تقديم إجازة له ثم النقر على الأيقونة في قائمة (Action) كم هو موضح بالشكل التالي:

Navigator Favorites Diagnostics Home Logout Preferences Help

Name Employee Number Go Advanced Search My List

Absence Management: People in Hierarchy

| Focus Name                                | Assignment Number | Job                         | Department                       | Action | Details |
|---|-------------------|-----------------------------|----------------------------------|--------|---------|
| ABDULAJABAR, وليد عبدالسلام علي عبدالجبار |                   |                             |                                  |        |         |
| ABUSHALA, طه عبدالرحمن الصيد أبوشعالة     | 14885             | 2024.Professional.2.Analyst | Oracle Apps Suport Sect.B24011   |        |         |
| AHMAD, رواد الهادي محمد أحمد              | 14887             | 4023.Technical.4.Technician | Help Desk Sect.B41011            |        |         |
| ALFAZEA, فاطمة التهامي اللافي الفازع      | 14890             | 2024.Professional.2.Analyst | Desktop apps Suport Sect.B23011  |        |         |
| KAMOUR, أحمد فيلاد علي كامور              | 14884             | 4023.Technical.4.Technician | Information Security Sect.B43011 |        |         |

Diagnostics Home Logout Preferences Help

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شكل رقم (3)

4 - يجب التأكد من رصيد الإجازة للموظف عن طريق اختيار القائمة (Entitlement Balances) كما هو موضح بالشكل التالي:

Navigator Favorites Diagnostics Home Logout Preferences Help

Absence Management: Summary

Employee Name Contingent Worker Name  
Contingent Worker Number Employee Number  
Assignment Start Date Assignment End Date  
Business Group Assignment Status  
Marital Status Position  
Assignment Category Department Job  
Manager Location  
Salary Organization Email Address  
Performance Review Date Performance Rating  
Total Number of Absences Years of Service  
Applications Exist? Total Training Days  
People Group Grade  
Salary Basis

Absence Summary Entitlement Balances ← لمعرفة رصيد الإجازة الصغظ على الزر الموضح

Search

Note that the search is case insensitive

Absence Type Approval Status Start Date Absence Category Absence Status End Date

(example: 20-Sep-2020)

Go Clear

Create Absence

| Start Date  | End Date    | Absence Type | Absence Category | Duration Days Hours | Approval Status  | Absence Status | Supporting Documents | Details | Update | Confirm | Delete |
|-------------|-------------|--------------|------------------|---------------------|------------------|----------------|----------------------|---------|--------|---------|--------|
| 01-Jan-2021 | 05-Jan-2021 | Annual Leave | Paid Leave       | 3                   | Work in Progress | Confirmed      |                      |         |        |         |        |
| 01-Dec-2020 | 04-Dec-2020 | Annual Leave | Paid Leave       | 3                   | Work in Progress | Confirmed      |                      |         |        |         |        |
| 01-Dec-2020 | 04-Dec-2020 | Annual Leave | Paid Leave       | 3                   | Pending Approval | Confirmed      |                      |         |        |         |        |

شكل رقم (4)

5 - بعد اختيار القائمة (Entitlement Balances) اضغط على ( Show Accrual Balances ) كما هو موضح بالشكل التالي وذلك لمعرفة رصيد إجازة الموظف: -

The screenshot shows the 'Absence Management: Summary' page for employee ABDULAJABAR. The 'Entitlement Balances' tab is selected. A red box highlights the 'Show Accrual Balances' button, with a red arrow pointing to it and the text 'الضغط على هنا' (Click here) written in red.

شكل رقم (5)

6 - الشكل رقم (6) يبين عدد أيام رصيد الإجازة المتبقية للموظف: -

The screenshot shows the 'Absence Management: Summary' page for employee ABDULAJABAR. The 'Entitlement Balances' tab is selected. The 'WOC Annual Leave Accrual Plan' is highlighted with a red circle, and the value '62.5' is circled in red. A red arrow points to the value, and the text 'سوف يظهر لك هنا عدد أيام الرصيد' (You will see the number of days of the balance here) is written in red.

شكل رقم (6)

7 - بعد التأكد من رصيد الإجازة نقوم بالضغط على قائمة (Absence Summary) كما هو موضح بالشكل التالي:

Navigator Favorites Diagnostics Home Logout Preferences Help

Absence Management: Summary

|                          |   |                            |                                    |
|--------------------------|---|----------------------------|------------------------------------|
| Employee Name            | ABDULAJABAR, وليد عبدالسلام علي عبدالجبار | Employee Number            | 14654                              |
| Assignment Start Date    | 27-Sep-2020                               | Assignment End Date        |                                    |
| Business Group           | Waha OIL Company                          | Assignment Status          | Active Assignment                  |
| Marital Status           | Single                                    | Position                   | 2094.B8050.JR SYS & PROG ANAL.     |
| Assignment Category      | CITY-Based                                | Job                        | 2024.Professional.2.Analyst        |
| Department               | Oracle Apps Suport Sect.B24011            | Location                   | 011.Tripoli Main Office building 1 |
| Manager                  | SULIMAN, نادية محمد عبيادي أحمد سليمان    | Organization Email Address | walid.abdelslam@wahaol.ly          |
| Salary                   | 19,020.000 LYD                            | Performance Rating         | 4 - Very Good                      |
| Performance Review Date  | 01-Mar-2019                               | Years of Service           | 7.59                               |
| Total Number of Absences | 7   | Total Training Days        | 0                                  |
| Applications Exist?      | No  | Grade                      | B8                                 |
| People Group             | Local                                     | Salary Basis               | WOC_LOCAL_SAL_BASIS                |

**Absence Summary** Entitlement Balances

Hide Accrual Balances

TIP The accrual balances are as of: 05-Oct-2020.

TIP Enter the date for which you wish to view Leave accruals.

Effective Date  Go

(example: 20-Sep-2020)

WOC Annual Leave Accrual Plan 62.5

Return to People in Hierarchy

شكل رقم (6)

8 - انقر على الزر (Create Absence) كما هو موضح بالشكل التالي:

Navigator Favorites Diagnostics Home Logout Preferences Help

Absence Management: Summary

|                          |   |                            |                                    |
|--------------------------|---|----------------------------|------------------------------------|
| Employee Name            | ABDULAJABAR, وليد عبدالسلام علي عبدالجبار | Employee Number            | 14654                              |
| Assignment Start Date    | 27-Sep-2020                               | Assignment End Date        |                                    |
| Business Group           | Waha OIL Company                          | Assignment Status          | Active Assignment                  |
| Marital Status           | Single                                    | Position                   | 2094.B8050.JR SYS & PROG ANAL.     |
| Assignment Category      | CITY-Based                                | Job                        | 2024.Professional.2.Analyst        |
| Department               | Oracle Apps Suport Sect.B24011            | Location                   | 011.Tripoli Main Office building 1 |
| Manager                  | SULIMAN, نادية محمد عبيادي أحمد سليمان    | Organization Email Address | walid.abdelslam@wahaol.ly          |
| Salary                   | 19,020.000 LYD                            | Performance Rating         | 4 - Very Good                      |
| Performance Review Date  | 01-Mar-2019                               | Years of Service           | 7.57                               |
| Total Number of Absences | 7   | Total Training Days        | 0                                  |
| Applications Exist?      | No  | Grade                      | B8                                 |
| People Group             | Local                                     | Salary Basis               | WOC_LOCAL_SAL_BASIS                |

**Absence Summary** Entitlement Balances

Search

Note that the search is case insensitive

Absence Type  Absence Category

Approval Status  Absence Status

Start Date  End Date

(example: 30-Sep-2020)

Go Clear

**Create Absence** Previous 1-10 Next 10

| Start Date  | End Date    | Absence Type | Absence Category | Duration | Approval Status  | Absence Status | Supporting Documents | Details | Update | Confirm | Delete |
|-------------|-------------|--------------|------------------|----------|------------------|----------------|----------------------|---------|--------|---------|--------|
| 01-Jan-2021 | 05-Jan-2021 | Annual Leave | Paid Leave       | 3        | Work in Progress | Confirmed      |                      |         |        |         |        |

شكل رقم (7)

9 - سوف تظهر لك شاشة إدخال الإجازة كما هو موضح بالشكل التالي:

Create Absence: Enter Absence Details

Employee Name **ABDULAJABAR, وليد عبدالسلام علي عبدالجبار** Employee Number **14654**  
 Organization Email Address **walid.abdelslam@wahaol.ly** Business Group **Waha OIL Company**

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.  
 \* Indicates required field

\* Absence Status: Confirmed  
 \* Absence Type: [Dropdown]  
 Absence Category: [Dropdown]  
 \* Absence Reason: [Dropdown]

Duration  
 \* Start Date: [Text] Start Time: [Time] (example: 15-Sep-2020) (HH:MM (12:00-11:59))  
 End Date: [Text] End Time: [Time]

TIP Start Date is required.  
 Days: [Text] Hours: [Text] Calculate Duration  
 Total: [Text]  
 Replaced By: [Text]

September 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

Comments

View Entitlement Balances

View Entitlement Balance

شكل رقم (8)

10 - اختيار نوع الإجازة المطلوبة (Absence type) من القائمة كما هو موضح بالشكل التالي ثم اختيار سبب الإجازة ( Absence Reason):

Create Absence: Enter Absence Details

Employee Name **ABDULAJABAR, وليد عبدالسلام علي عبدالجبار** Employee Number **14654**  
 Organization Email Address **walid.abdelslam@wahaol.ly** Business Group **Waha OIL Company**

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.  
 \* Indicates required field

\* Absence Status: Confirmed  
 \* Absence Type: Annual Leave  
 Absence Category: All Area Mission  
 \* Absence Reason: Annual Leave

Duration  
 Replaced By: [Text]

September 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30  | 31  | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 1   | 2   | 3   |

Comments

View Entitlement Balances

View Entitlement Balance

المطلوبه من القائمه ادناه اختيار نوع الاجازه

ملاحظة: جميع الإجازة المدرجة بلانحة الشركة موجودة با شكل رقم (9) ل رقم (9)

11 - تحديد تاريخ بداية ونهاية الإجازة. ثم الضغط على الزر (Calculate Duration) كم موضح بالشكل التالي:

**ملاحظة:** أيام عطلات نهاية الأسبوع والعطلات الرسمية سيتم حسابها ألياً عن طريق النظام وذلك بعدم تضمينها في الإجازة المطلوبة.

شكل رقم (10)

12 - نقوم بالضغط على الزر (Next) كما هو كوضح بالشكل التالي:

شكل رقم (11)

13 - سوف تظهر لك الشاشة التالية والتي تبين تفاصيل الإجازة المطلوبة وكذلك من سيقوم بإعتماد هذه الإجازة:

**ملاحظة:** الإجازة السنوية سيتم إعتادها من الرئيس المباشر ثم رئيس قسم المحفوظات بإدارة الموارد البشرية

Create Absence: Review

Employee Name **ABDULAJABAR, وليد عبدالسلام علي عبدالجمار**  
 Business Group **Waha OIL Company**  
 Position **2094.B8050.JR SYS & PROG ANAL.**  
 Organization **Oracle Apps Suport Sect.B24011**

Employee Number **14654**  
 Assignment Category **CITY-Based**  
 Location **011.Tripoli Main Office building 1**

Buttons: Cancel, Printable Page, Save For Later, Back, Submit

**Absence Details**

Proposed  
 Absence Status Confirmed  
 Absence Type Annual Leave  
 Absence Category Paid Leave  
 Absence Reason Annual Vacation  
 Start Date 01-Dec-2020  
 End Date 04-Dec-2020  
 Days 3

**View Entitlement Balances**

View Entitlement Balance

**Approvers**

| Details | Line No | Approver                           | Approver Type | Order No | Category | Status | Delete |
|---------|---------|------------------------------------|---------------|----------|----------|--------|--------|
| Show    | 1       | عبدالمعزم رمضان سالم الفيض, ALFAID | HR People     | 1        | Approver |        |        |
| Show    | 2       | 2820.B4061.ARCHIVES SECT SUPV.2152 | HR Positions  | 2        | Approver |        |        |

Add Adhoc Approver

شكل رقم (12)

14 - نقوم بالضغط على الزر (Submit) كما هو موضح بالشكل التالي:

Create Absence: Review

Employee Name **ABDULAJABAR, وليد عبدالسلام علي عبدالجمار**  
 Business Group **Waha OIL Company**  
 Position **2094.B8050.JR SYS & PROG ANAL.**  
 Organization **Oracle Apps Suport Sect.B24011**

Employee Number **14654**  
 Assignment Category **CITY-Based**  
 Location **011.Tripoli Main Office building 1**

Buttons: Cancel, Printable Page, Save For Later, Back, Submit

**Absence Details**

Proposed  
 Absence Status Confirmed  
 Absence Type Annual Leave  
 Absence Category Paid Leave  
 Absence Reason Annual Vacation  
 Start Date 01-Dec-2020  
 End Date 04-Dec-2020  
 Days 3

**View Entitlement Balances**

View Entitlement Balance

شكل رقم (13)

15 - سوف تظهر الشاشة التالية تبين إكمال طلب الإجازة بنجاح كما موضحة في الشكل التالي :-

Confirmation  
The changes have been submitted for approval.

أكمل إجراء طلب الإجازة بنجاح

Absence Management: Summary

|                          |   |                            |                                    |
|--------------------------|---|----------------------------|------------------------------------|
| Employee Name            | ABDULAJABAR, وليد عبدالسلام علي عبدالجبار | Employee Number            | 14654                              |
| Assignment Start Date    | 27-Sep-2020                               | Assignment End Date        |                                    |
| Business Group           | Waha OIL Company                          | Assignment Status          | Active Assignment                  |
| Marital Status           | Single                                    | Position                   | 2094.B8050.JR SYS & PROG ANAL.     |
| Assignment Category      | CITY-Based                                | Job                        | 2024.Professional.2.Analyst        |
| Department               | Oracle Apps Support Sect.B24011           | Location                   | 011.Tripoli Main Office building 1 |
| Manager                  | SULIMAN, نادية محمد عيادي أحمد سليمان     | Organization Email Address | walid.abdeislam@wahaol.ly          |
| Salary                   | 19,020.000 LYD                            | Performance Rating         | 4 - Very Good                      |
| Performance Review Date  | 01-Mar-2019                               | Years of Service           | 7.57                               |
| Total Number of Absences | 7   | Total Training Days        | 0                                  |
| Applications Exist?      | No  | Grade                      | B8                                 |
| People Group             | Local                                     | Salary Basis               | WOC_LOCAL_SAL_BASIS                |

Absence Summary Entitlement Balances

Search

Note that the search is case insensitive

Absence Type

Approval Status

Start Date  (example: 30-Sep-2020)

Absence Category

Absence Status

End Date

شكل رقم (14)

16 – الذهاب إلى قائمة الأعمال (Work List) لاعتماد الإجازة المطلوبة كما هو موضح بالشكل التالي:

My Worklist

Full List (2)

| From                               | Type | Subject  | Sent        | Due         |
|------------------------------------|------|--|-------------|-------------|
| ALFAID, عبدالمنعم رمضان سالم الغيص | HR   | Leave of Absence for ABDULAJABAR, وليد عبدالسلام علي عبدالجبار (proposed by ALFAID, عبدالمنعم رمضان سالم الغيص)                      | 13-Oct-2020 | 13-Oct-2021 |
| SYSADMIN                           | HR   | Leave of Absence for ABDULAJABAR, وليد عبدالسلام علي عبدالجبار has been forwarded for approval to ALFAID, عبدالمنعم رمضان سالم الغيص | 13-Oct-2020 |             |

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.  
 TIP If you require any further information, feel free to contact the following: MAT/77553, FIN /77558, HR /77545 ICT /77605

شكل رقم (15)

لطلب المساعدة: يرجى التواصل على الأرقام التالية:

داخلي: 77545 - 77605 – 77606