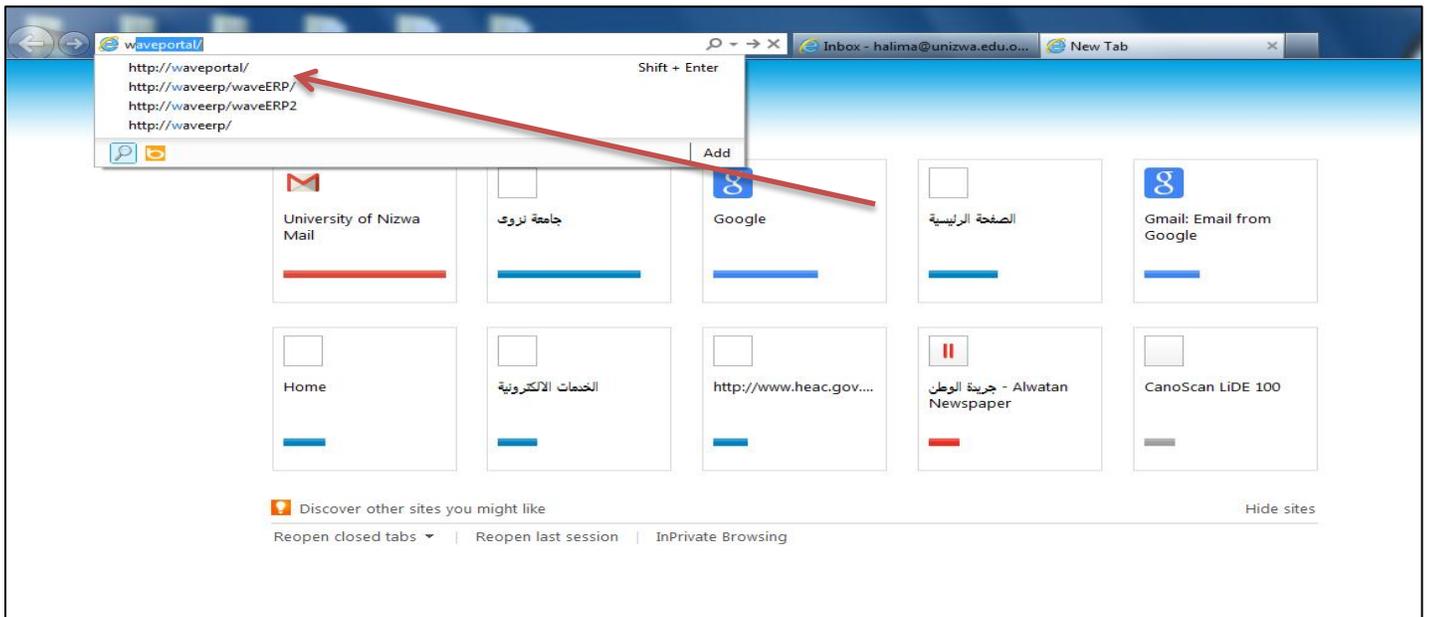# Staff Guide to Wave Vacation Request
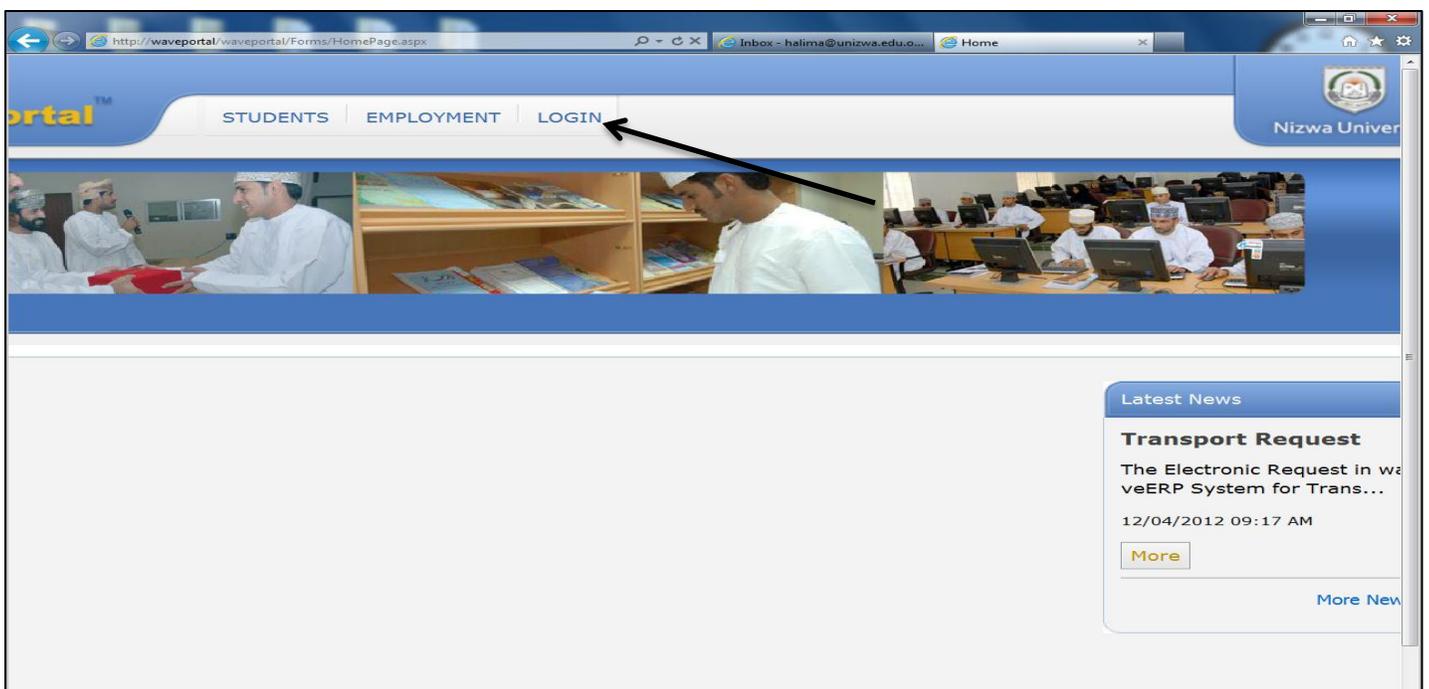
Human Resources Department

University of Nizwa

Welcome to the staff guide of leaves request in Wave portal system. This guide will help you to request for a leave and also other services related to leaves.
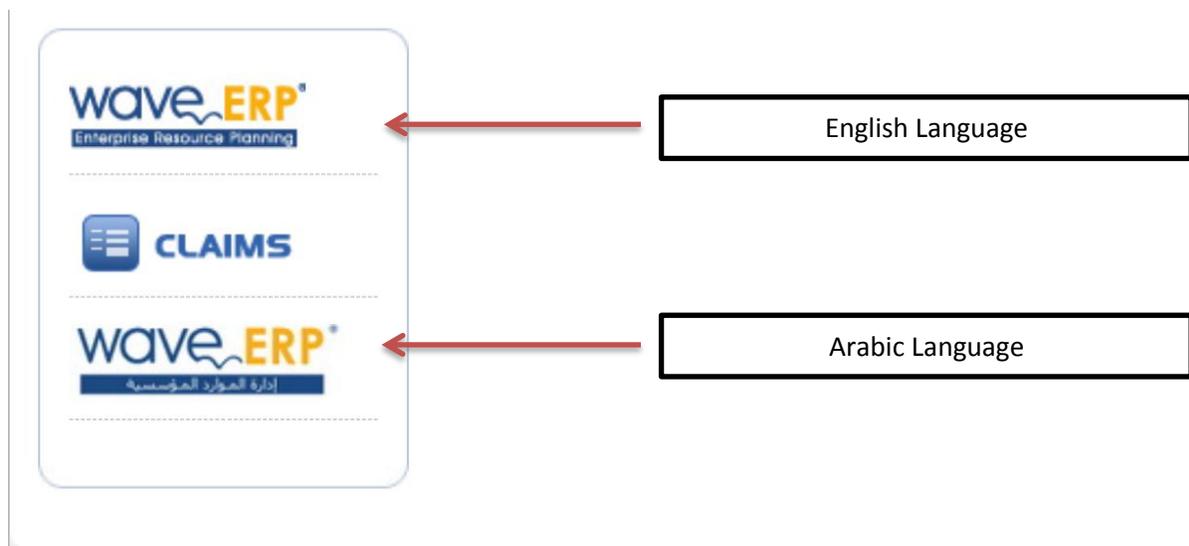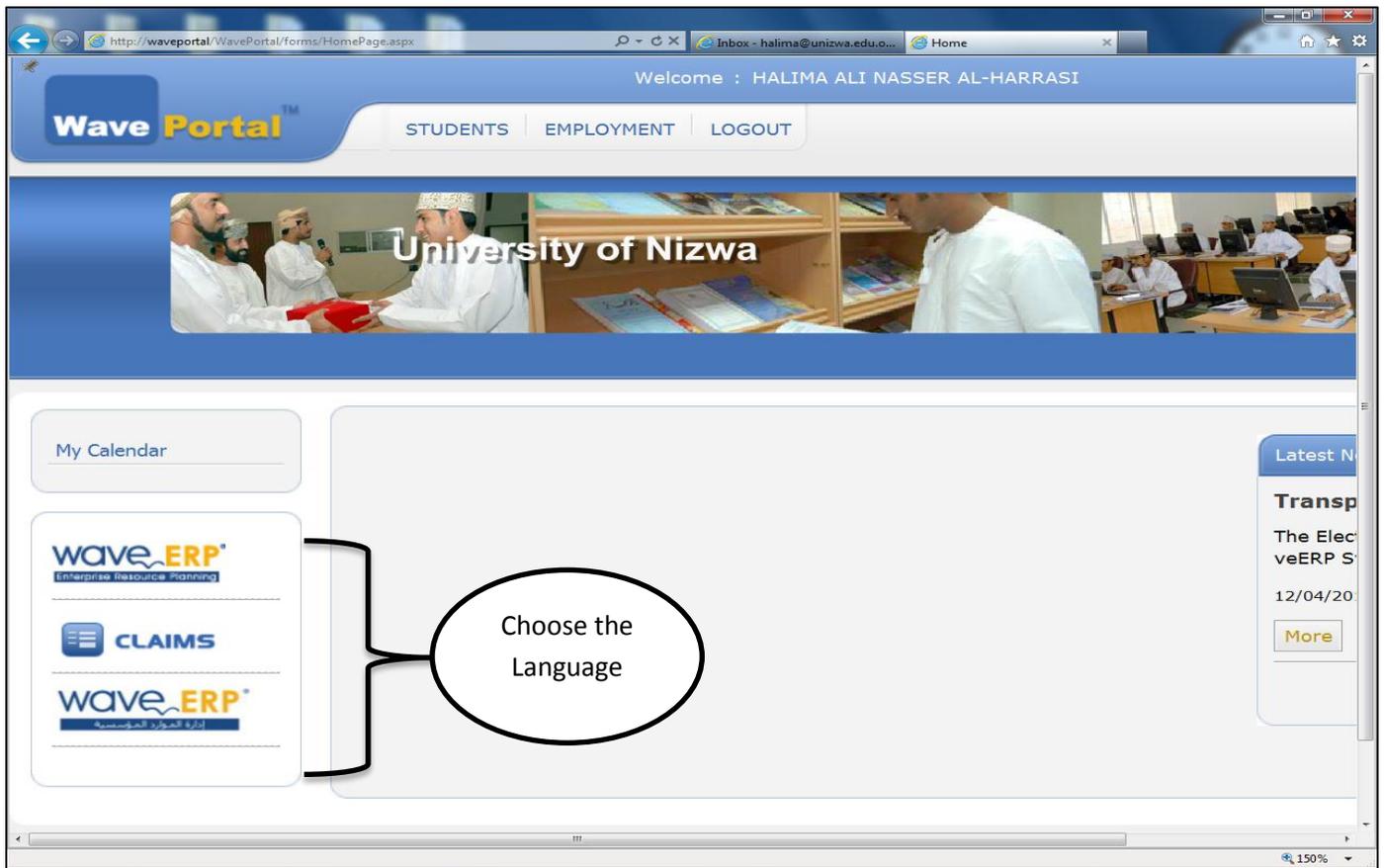
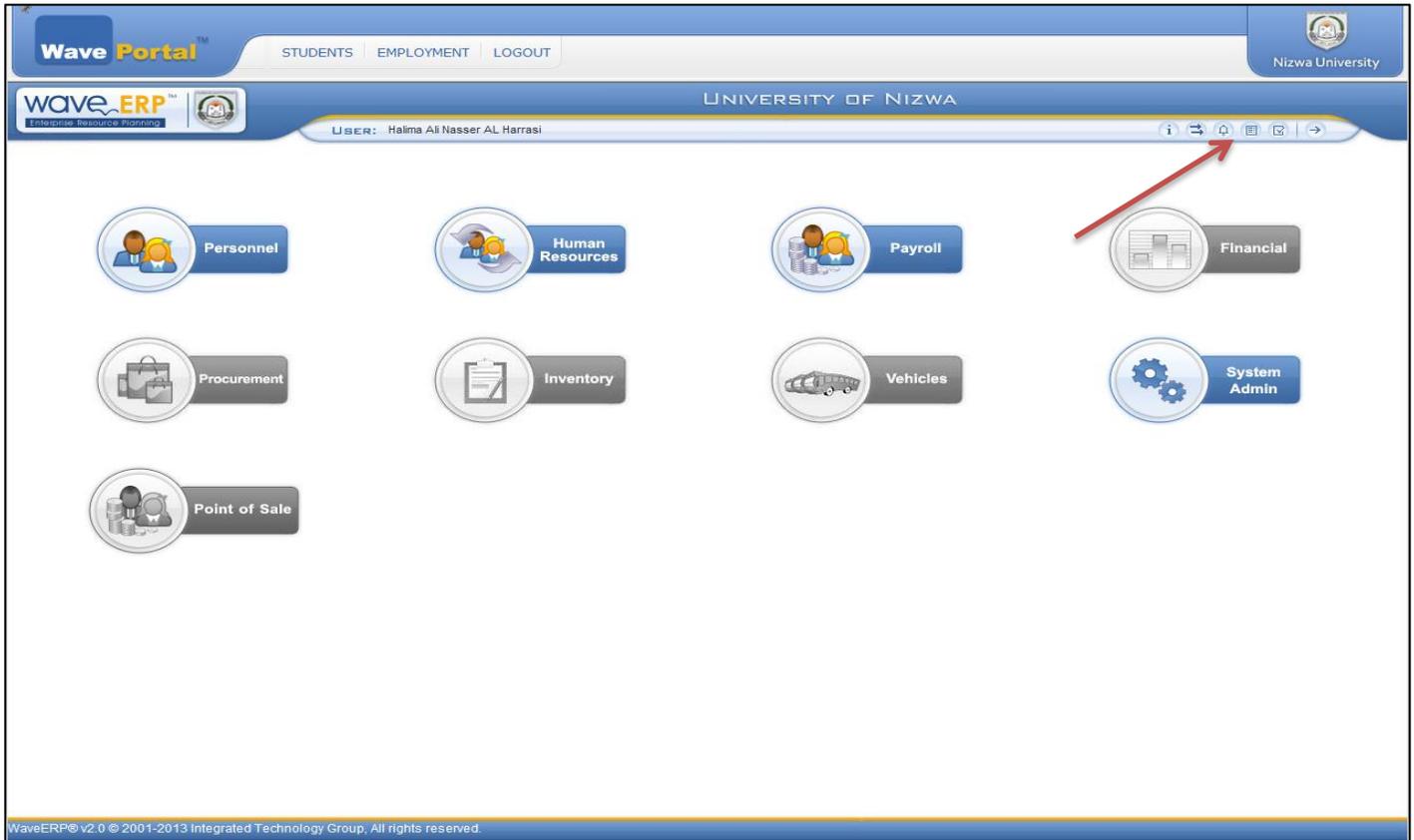Open WavePortal System with the following link **http://waveportal/**

In the log in window, choose login

Then choose the appropriate language
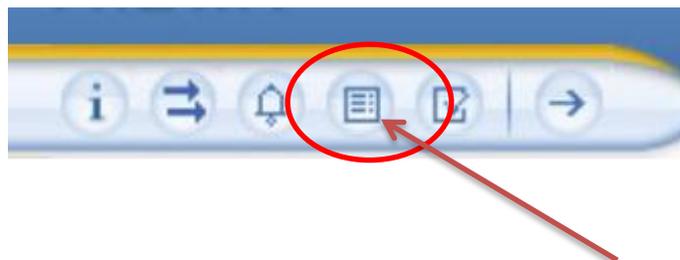

English Language

Arabic Language

After you choosing the language, the below window will appear to you
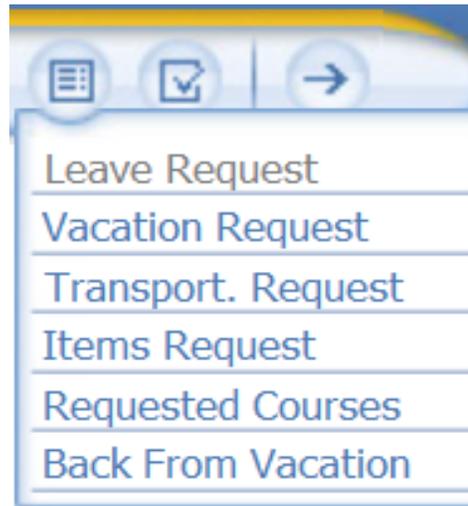

At the top, you will find some icons that enable you to do different things, the icons looks like the following:
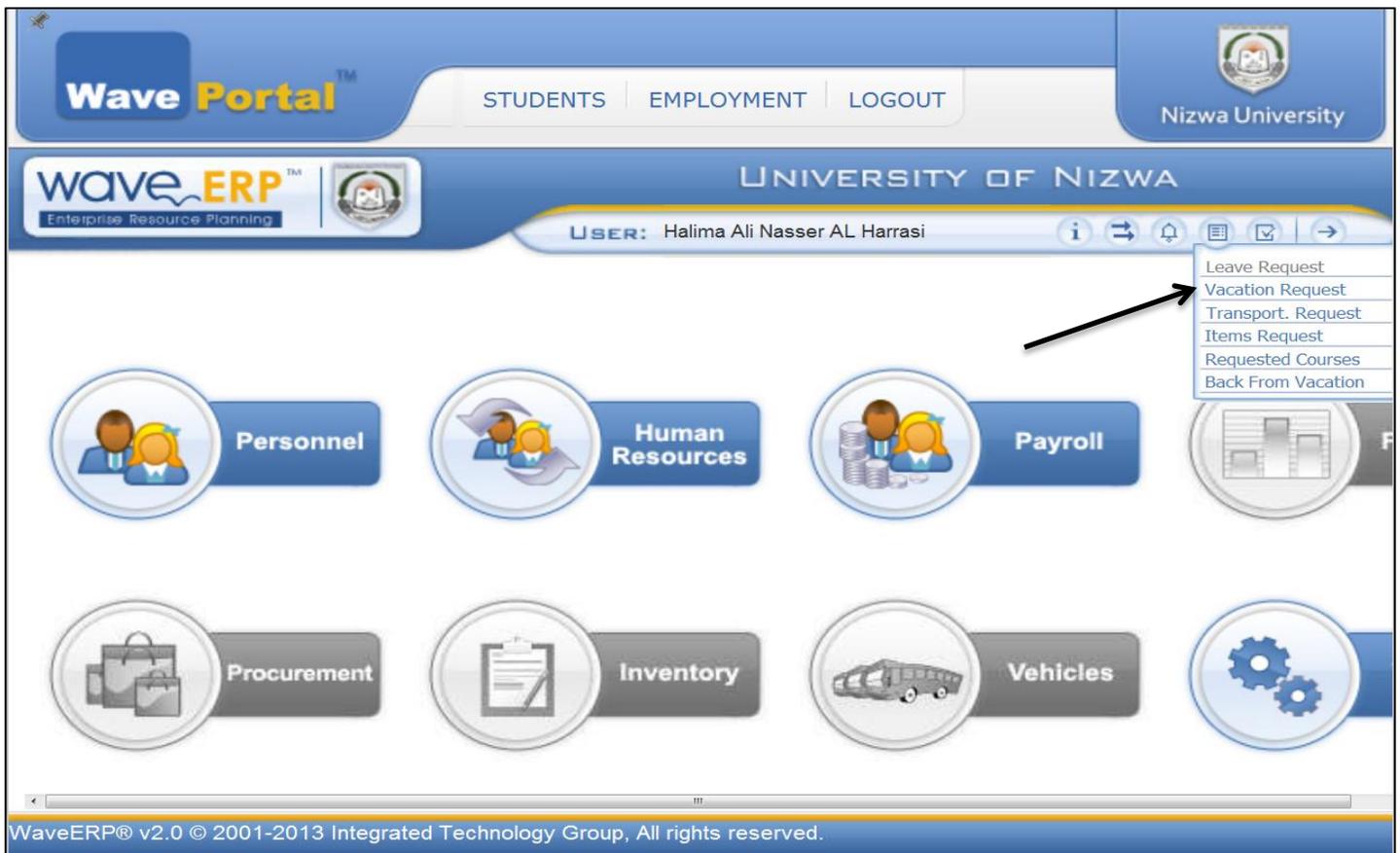

The fourth icon called **my requests** which is the icon for vacations

My requests icon has the following tasks:

Press **my requests** icon, and choose the first option **vacation request** to request for a leave

A window, with **Disclaimer for the Vacation Request** title will appear for you, if it is the first time for you for requesting a leave you have to read all the points that is written there.

After reading press **accept** at the end

Below, is the main window for requesting a leave, where you are going to fill in your request detail

First, choose the vacation type

For the explanation, we will choose The Annual leave

Wave Portal™

STUDENTS | EMPLOYMENT | LOGOUT

wave ERP™
Enterprise Resource Planning

UNIVERSITY OF NIZWA

USER: Halima Ali Nasser AL Harrasi

From : 16/09/2013

To : 16/09/2013

End date of your leave

Wave Portal™

STUDENTS | EMPLOYMENT | LOGOUT

wave ERP™
Enterprise Resource Planning

UNIVERSITY OF NIZWA

USER: Halima Ali Nasser AL Harrasi

From : 16/09/2013

To : 16/09/2013

Resume duty date : 16/09/2013

Resuming to duty date

UpToEnd of Vacation Balance : 17 **1**
UpToYear Balance : 28.0 **2**
No. of Vacation Days : 1 **3**
* Telephone No. during the vacation :
* Email during the vacation :
* Address during the vacation :
Reason :
Attachment : Browse...
(*) Required Field

Then, you need to fill in some important information like your telephone number, email, and address during the vacation. All these are **required field** because it has the red star **(*)**

* **Telephone No. during the vacation** :
* **Email during the vacation** :
* **Address during the vacation** :
Reason :
Attachment : Browse...

(*) Required Field

Save   Back

Note: The reason field and attachment are optional fields

When you finish with all information, go to save at the bottom.

When you save your request, a message appears tells you that your request is transferred to your direct supervisor to be approved and then it will move through the workflow until we receive it in HR.