



جامعة نِزْوَى  
University of Nizwa



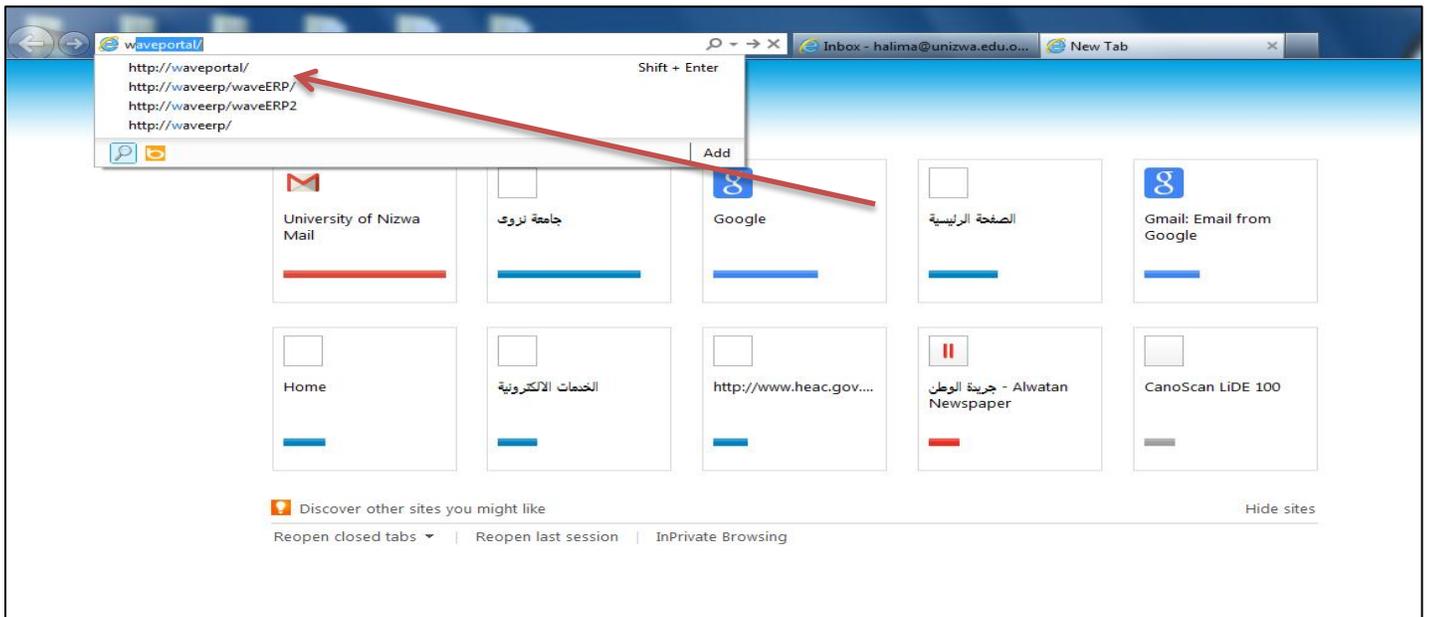
# Staff Guide to Wave Vacation Request

**Human Resources Department**

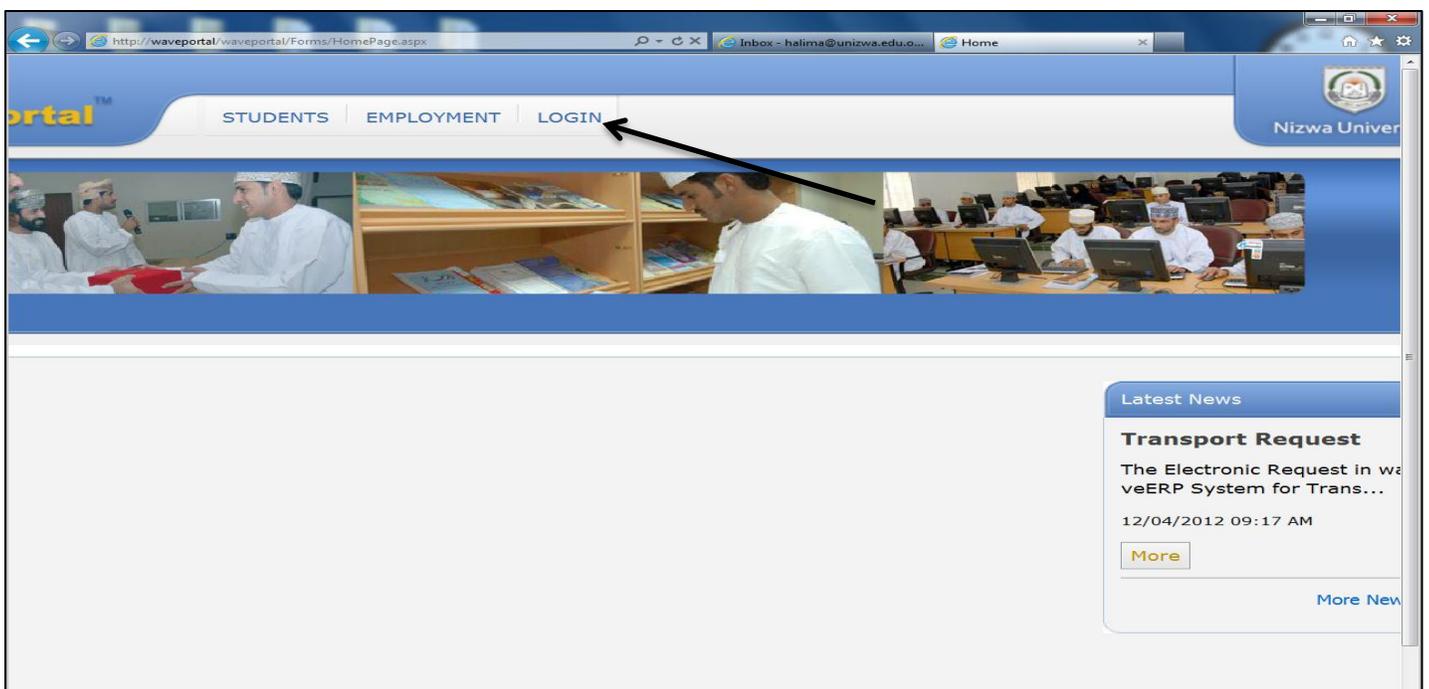
**University of Nizwa**

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.

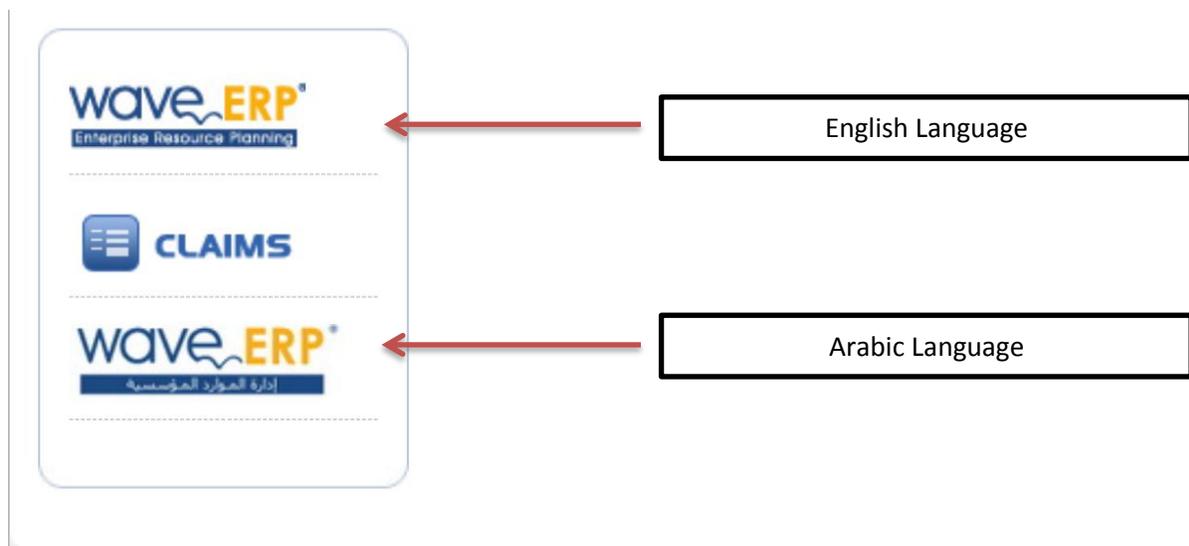
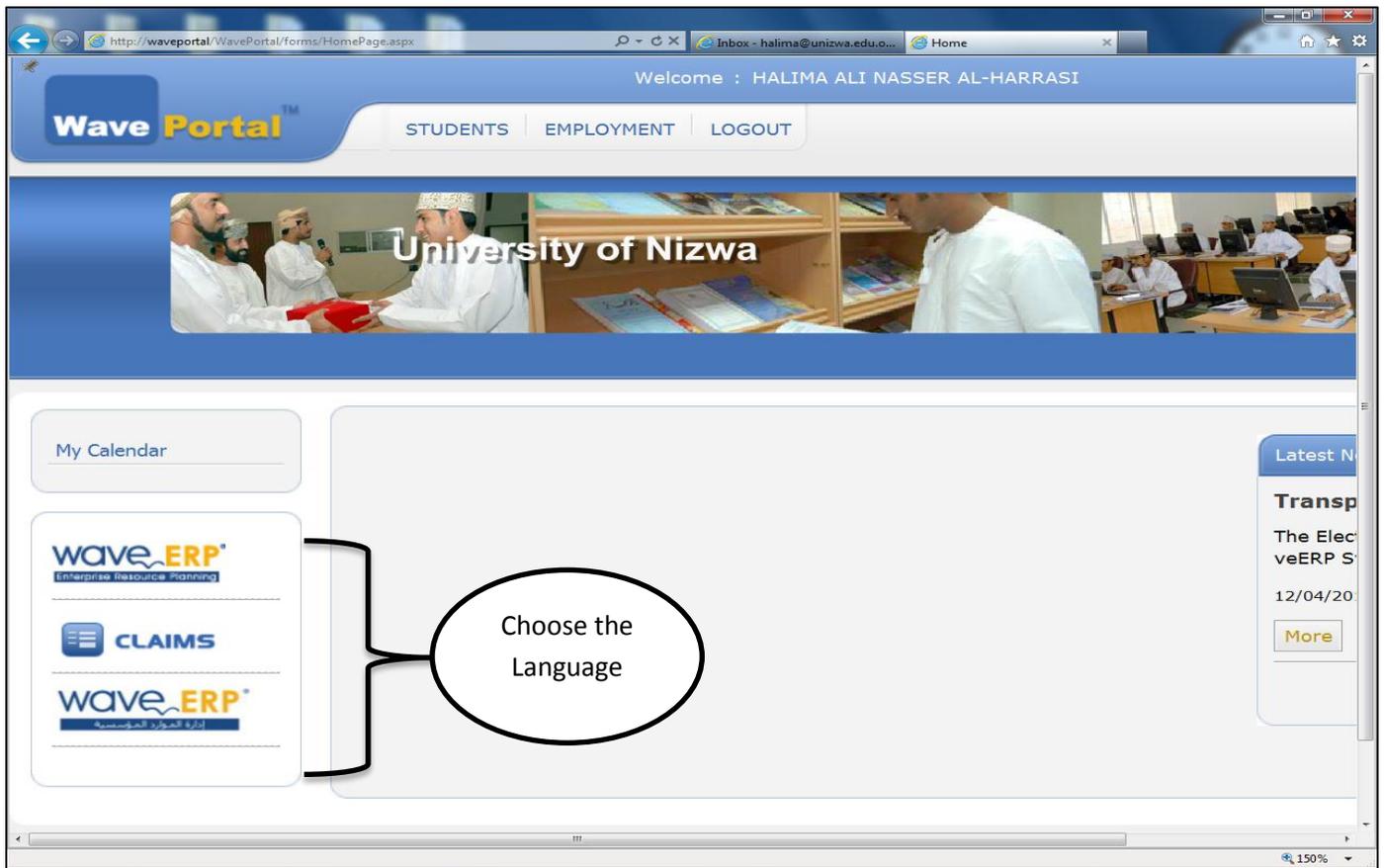
Open WavePortal System with the following link <http://waveportal/>



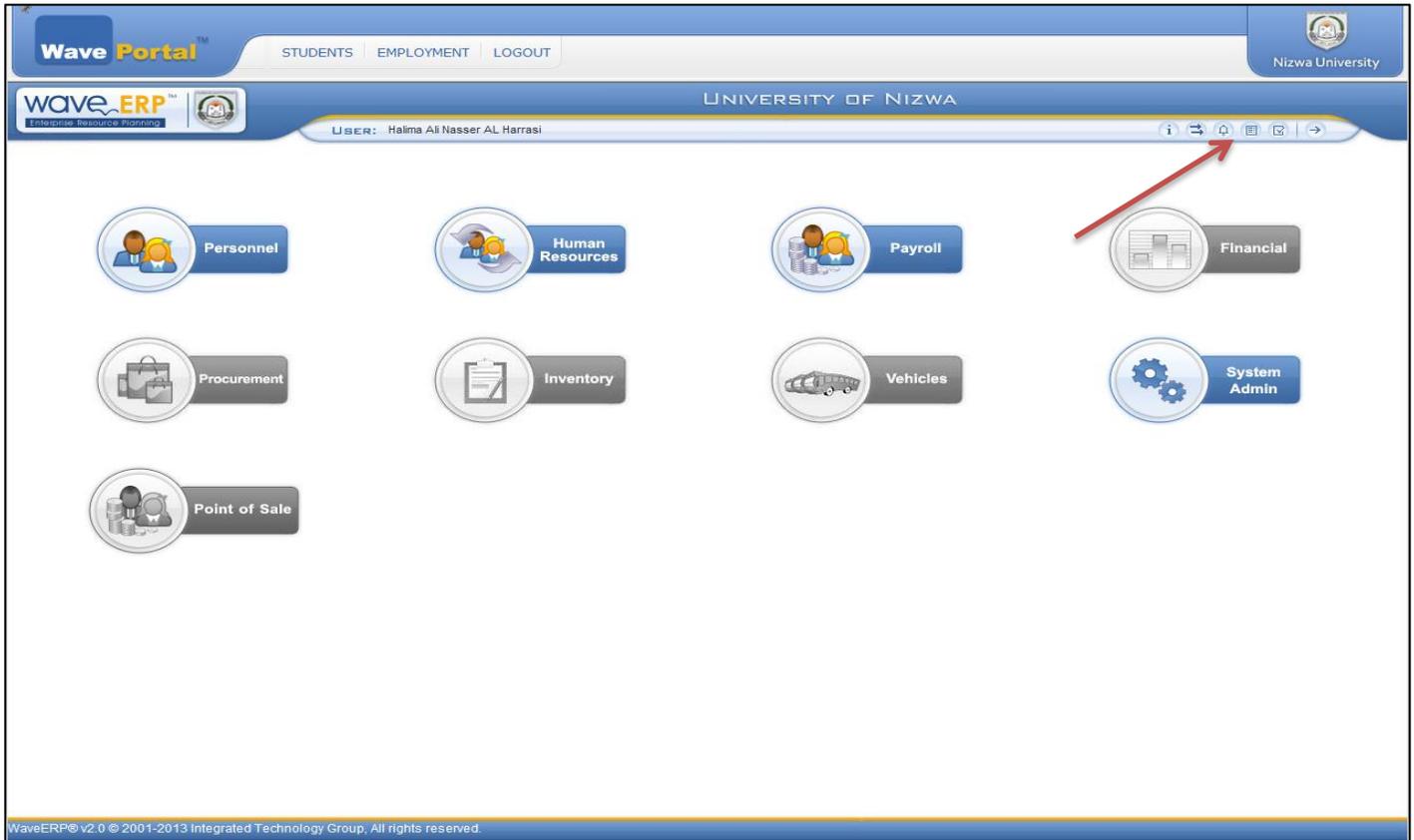
In the log in window, choose login



Then choose the appropriate language



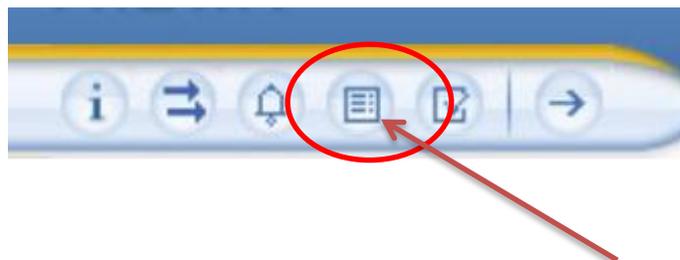
After you choosing the language, the below window will appear to you



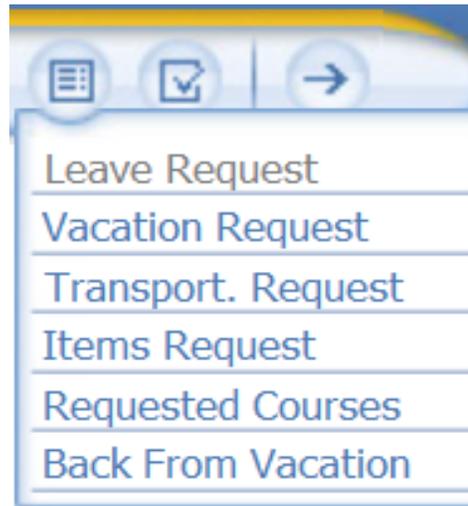
At the top, you will find some icons that enable you to do different things, the icons looks like the following:



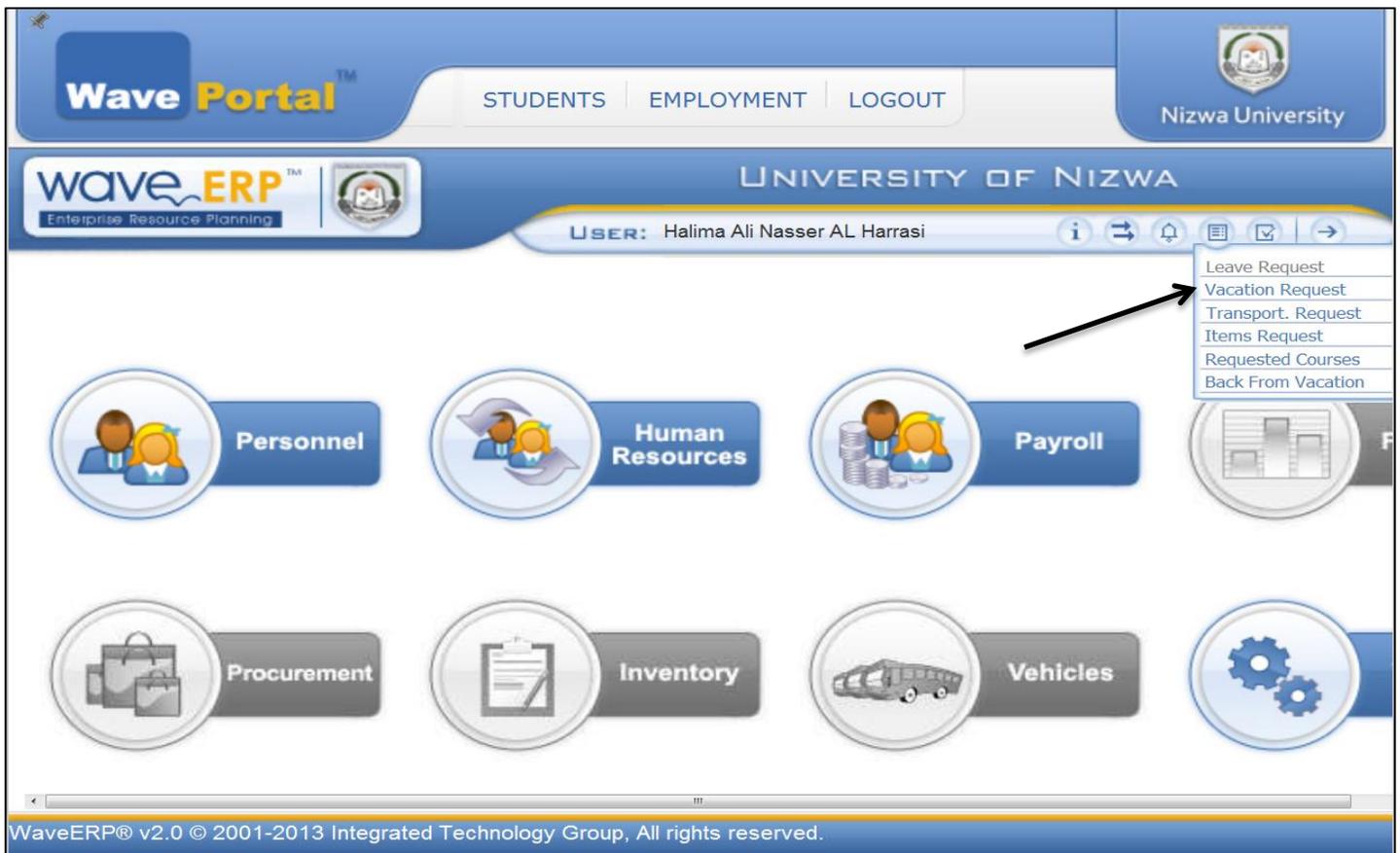
The fourth icon called **my requests** which is the icon for vacations



**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.

The screenshot shows the Wave Portal interface for the University of Nizwa. The user is logged in as Halima Ali Nasser AL Harrasi. The main content area displays a window titled "Vacations" with a sub-section "Disclaimer for the Vacation Request" circled in black. The disclaimer lists eight points regarding annual leave policies.

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USER: Halima Ali Nasser AL Harrasi

**Disclaimer for the Vacation Request**

**A) Annual leave:**

1. University of Nizwa employees are eligible for annual leave after six (6) continuous months of service.
2. Any kind of leave must be approved through the direct supervisor.
3. The employee should apply for his/ her annual leave 4 weeks in advance.
4. The employee should fill all required fields via **the leave wave ERP online system**.
5. The employee should specify the time of his/ her annual leave, however the University has the right to change or postpone the leave time in accordance with the work requirements.
6. The University of Nizwa may divide the annual leave through the year in accordance with the work requirement and may postpone the leave for one succeeding year.
7. The employee should go on leave only after the approval of his/her applied leave.
8. The University may call the employee during his/her annual leave due to the work requirements. The employee will be compensated for another day or he/she will resume the annual leave after that given data.

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After reading press **accept** at the end

The screenshot shows the continuation of the disclaimer text from the previous image. At the bottom, there is a blue button labeled "Accept" with a black arrow pointing to it from the right.

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and may not be claimed as a matter of right. Employees are entitled for fifteen (15) days per year to attend professional examinations, as per the Oman Labor Law.

g) **Business trip leave:** is granted to employee at the discretion of the Vice Chancellor for Adm Finance.

h) **Research leave /scientific leave /seminar/workshops/thesis discussion** all are granted to e discretion of the Vice Chancellor for Graduate studies and Research.

**Accept** ←

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

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### Vacations

\* Vacation Type : -- Select vacation type --  
\* Response Type : Don't send

From : 16/09/2013  
To : 16/09/2013  
Resume duty date : 16/09/2013  
UpToYear Balance :  
No. of Vacation Days : 1  
\* Telephone No. during the vacation :  
\* Email during the vacation :  
\* Address during the vacation :  
Reason :  
Attachment : Browse...

(\*) Required Field  
Save Back

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### Vacations

\* Vacation Type : -- Select vacation type --  
\* Response Type : Don't send

From : 16/09/2013  
To : 16/09/2013  
Resume duty date : 16/09/2013  
UpToYear Balance :  
No. of Vacation Days : 1  
\* Telephone No. during the vacation :  
\* Email during the vacation :  
\* Address during the vacation :  
Reason :  
Attachment : Browse...

First, choose the vacation type

The screenshot shows the Wave Portal interface for the University of Nizwa. The user is logged in as Halima Ali Nasser AL Harrasi. The 'Vacations' form is displayed with a dropdown menu open for the 'Vacation Type' field. The dropdown menu lists the following options: -- Select vacation type --, The Annual leave, Emergency leave, Sick leave, Research or scientific leave, Attend conferences and seminar, Discussion of dissertations le, Exam leave, Hajj leave, Uddah, Maternity leave, Study vacation, Unpaid leave, Business trip, Bereavement -First Degree Rela, Bereavement -Second Degree Rel, and Married Vacation. The 'From' field is currently empty, and the 'To' field is also empty. The 'Resume duty date' field is empty. The 'UpToYear Balance' field is empty. The 'No. of Vacation Days' field is empty. The footer of the page reads: WaveERP® v2.0 © 2001-2013 Integrated Technology Group, All rights reserved.

For the explanation, we will choose The Annual leave

The screenshot shows the Wave Portal interface for the University of Nizwa. The user is logged in as Halima Ali Nasser AL Harrasi. The 'From' field is set to 16/09/2013. A red arrow points from a text box labeled 'Start date of your leave' to the date picker icon next to the date field. The 'To' field is empty. The 'Resume duty date' field is empty. The 'UpToYear Balance' field is empty. The 'No. of Vacation Days' field is empty. The footer of the page reads: WaveERP® v2.0 © 2001-2013 Integrated Technology Group, All rights reserved.

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USER: Halima Ali Nasser AL Harrasi

From : 16/09/2013

To : 16/09/2013

End date of your leave

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USER: Halima Ali Nasser AL Harrasi

From : 16/09/2013

To : 16/09/2013

Resume duty date : 16/09/2013

Resuming to duty date

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Nizwa University

WAVE ERP™  
Enterprise Resource Planning

UNIVERSITY OF NIZWA

USER: Halima Ali Nasser AL Harrasi

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

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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.

The screenshot shows a web form for submitting a vacation request. It contains three main input fields: "Address during the vacation", "Reason", and "Attachment". The "Address during the vacation" field is marked with a red asterisk, indicating it is a required field. Below the "Reason" field, there is a red text label "(\*) Required Field" with a red arrow pointing to the "Save" button. The "Attachment" field includes a "Browse..." button. At the bottom of the form, there are two blue buttons: "Save" and "Back".

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.