

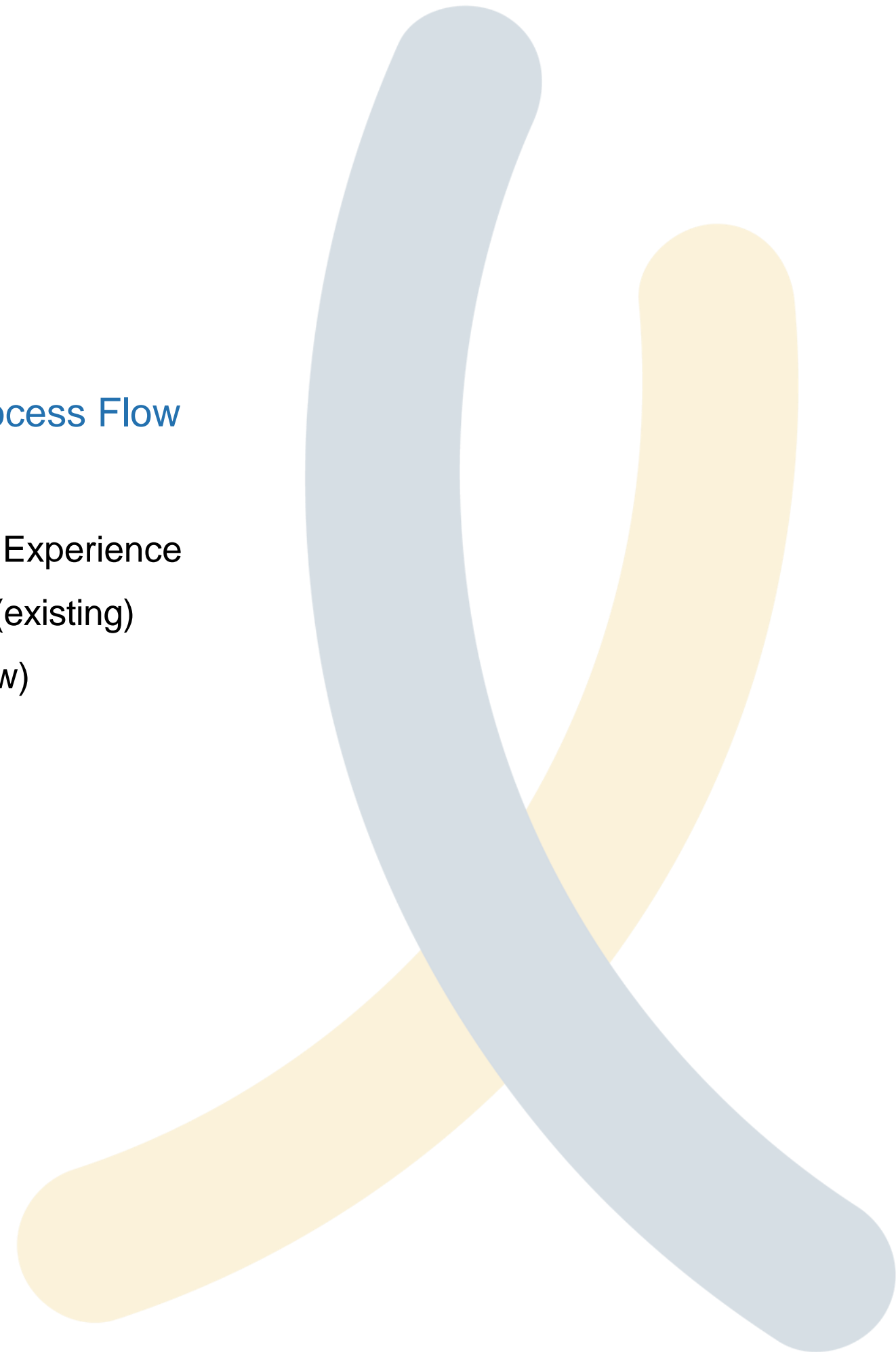
Dependent Update for Education Allowance

User Guide

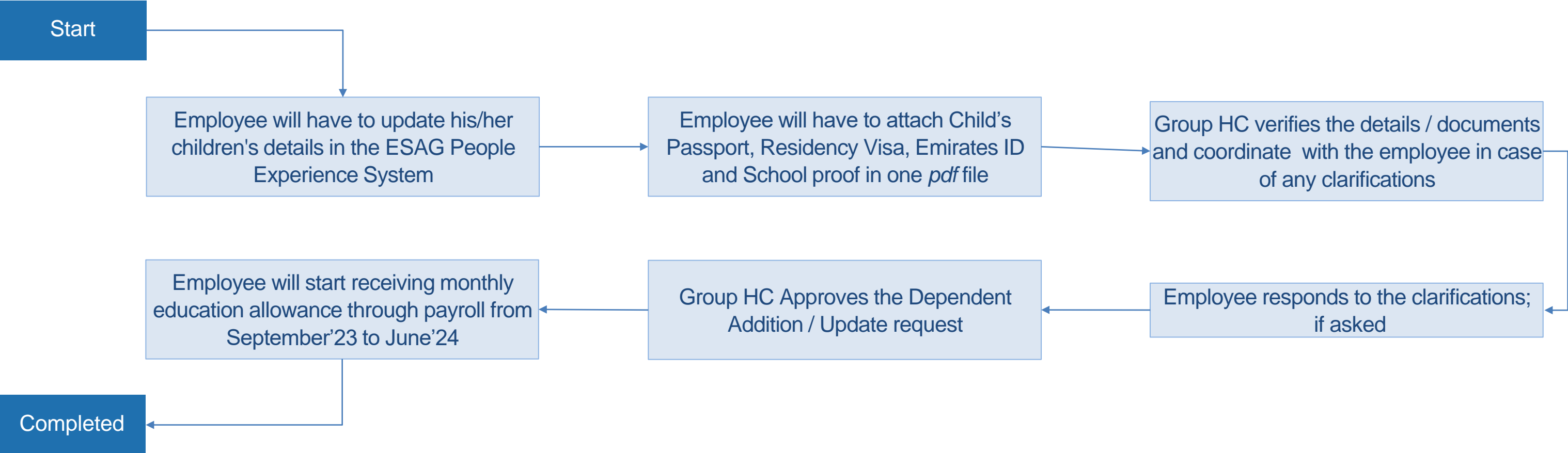
ESAG PEOPLE
EXPERIENCE

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Education Allowance Process Flow



Al Gurg Stationery Credit Voucher

Employee will have to visit AGS Portal by clicking on the below link <http://www.algurgstationery.com/>

Employee will have to create an account or login to the existing account

Employee must send the email address used for login to the AGS WhatsApp number 050-1060475

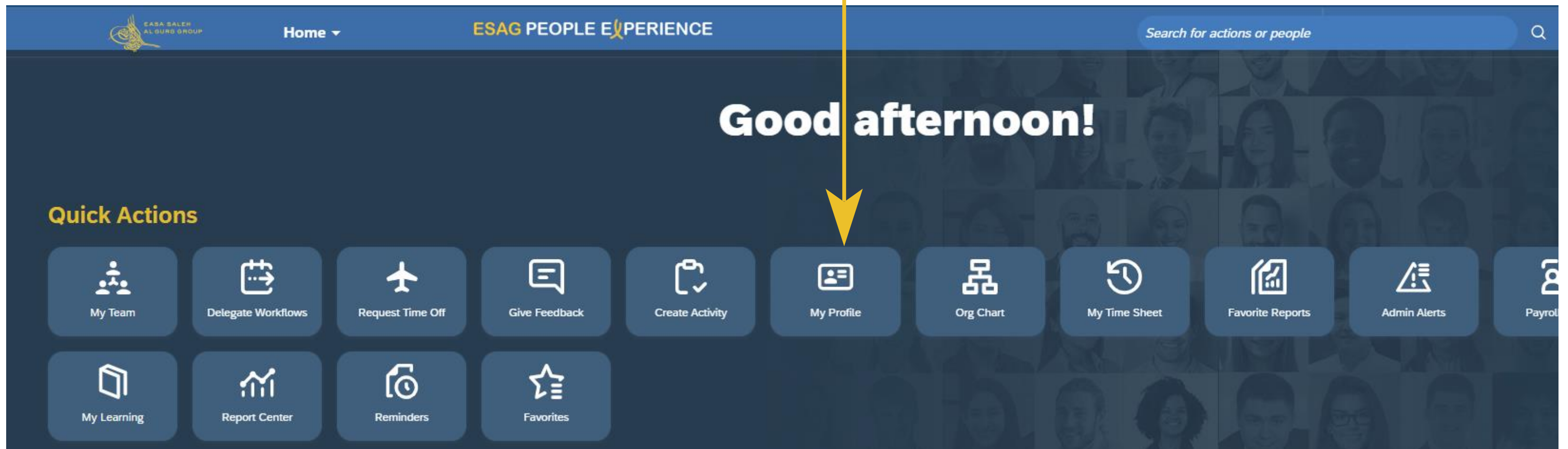
AGS Team will verify the details and enable employee's Store Credit

Login To People Experience

Click on People Experience Home Page, you will be automatically logged in if accessing within the office network however if you are using outside the office network or using another device that is not your laptop, you will have to log in via Windows login credentials as below.

- Username: your official email address
- Password: same as your system password

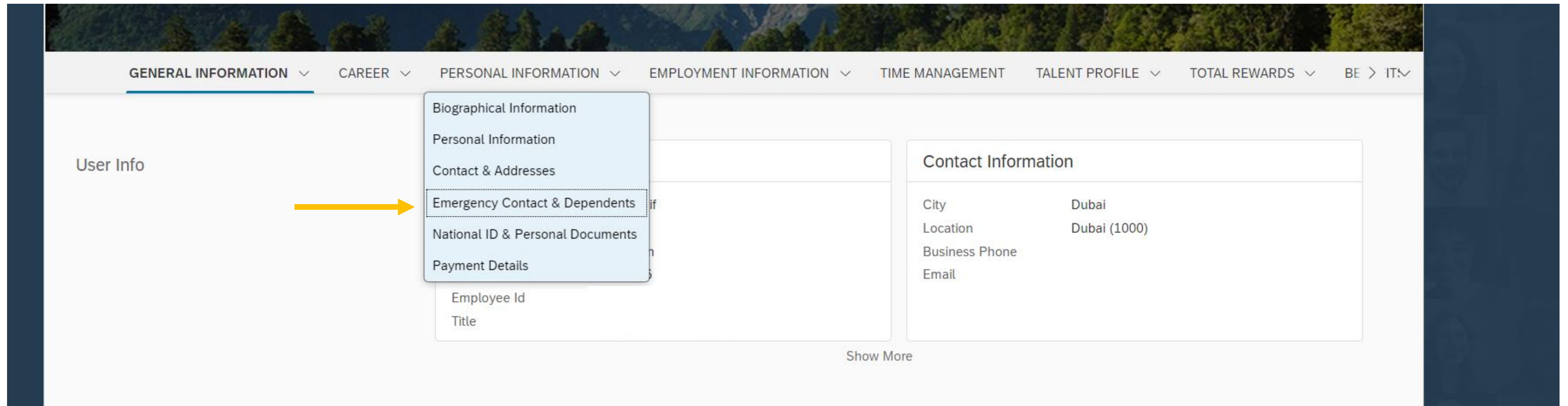
Home Page shows many tiles; each tile displays different types of information. Click on the **My Profile** tile.



You can also access the Employee File tab from the **Home drop-down (Global Navigation Menu)**

Update Child Details *(process to update existing children's details)*

- 01 After clicking on **My Profile tile** or **Employees files** link, the system will navigate you to **your profile page**
- 02 Click on **Emergency Contacts & Dependents** from the **Personal Information Tab** to update your children's details



Update Child Details *(process to update existing children's details)*

03 On Dependents portlet Click on the clock icon

The screenshot displays a web interface with two main portlets under the heading "Emergency Contact & Dependents".

- Primary Emergency Contact**: This portlet contains the text "No data" and has a pencil icon for editing.
- Dependents**: This portlet has a header with a pencil icon and a clock icon. Below the header, it lists the following fields:
 - Effective as of: September 7, 2022
 - First Name
 - Last Name
 - Middle Name
 - Relationship
 - Passport Number
 - Residence Number (201/.../.....)
 - Residency Visa (UID No)
 - Visa Expiry Date
 - Emirates ID
 - Sponsored By Employee

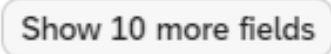
A yellow arrow originates from the text "Click on the clock icon" and points to the clock icon in the "Dependents" portlet header.

Update Child Details *(process to update existing children's details)*

04 After clicking on Dependents portlet clock icon, a new window will display;


Click on Insert New Record button  on the bottom left-hand side;


Keep the date as current date;

Click on 


Insert History Record for Dependents

When would you like your changes to take effect? *

Aug 15, 2023 

▼ Dependents 

First Name *	Last Name *	Middle Name	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport Number *	Residence Number (201/..../.....) *	Residency Visa (UID No)	Visa Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emirates ID	Sponsored By Employee *		
<input type="text"/>	<input type="text"/>		

→ 

- Update all the details of the child, it is mandatory to update Class/Grade, Curriculum Year fields, leaving these fields unedited will impact the allowance payout
- On the attachment, please click on **x** to remove the existing attachment and upload the new attachment with latest School bills (It is mandatory to upload new attachment)
- After updating all the fields, click **Save** button, upon saving you shall receive a notification email from ESAG People Experience;
- If there is any discrepancy found in the request, People Operations Team will contact you for clarifications, and when your request is approved, you will be notified through ESAG People Experience email;

Insert History Record for Dependents

When would you like your changes to take effect?*

Aug 15, 2023

▼ Dependents

First Name* *****	Last Name* *****	Middle Name 	Relationship* Child 2
Passport Number* *****	Residence Number (201/.../.....)* *****	Residency Visa (UID No) *****	Visa Expiry Date Oct 13, 2023
Emirates ID *****	Sponsored By Employee* Yes	Eligible For Benefit* Yes	Eligible for Education Allowance* Yes
Name of the School *****	Address of the School Al Quasis	Country United Arab Emirates	City Dubai
Class/Grade FS 1 / KG 1	Curriculum Year 2022 - 2023	Date Of Birth* Jan 05, 2019	

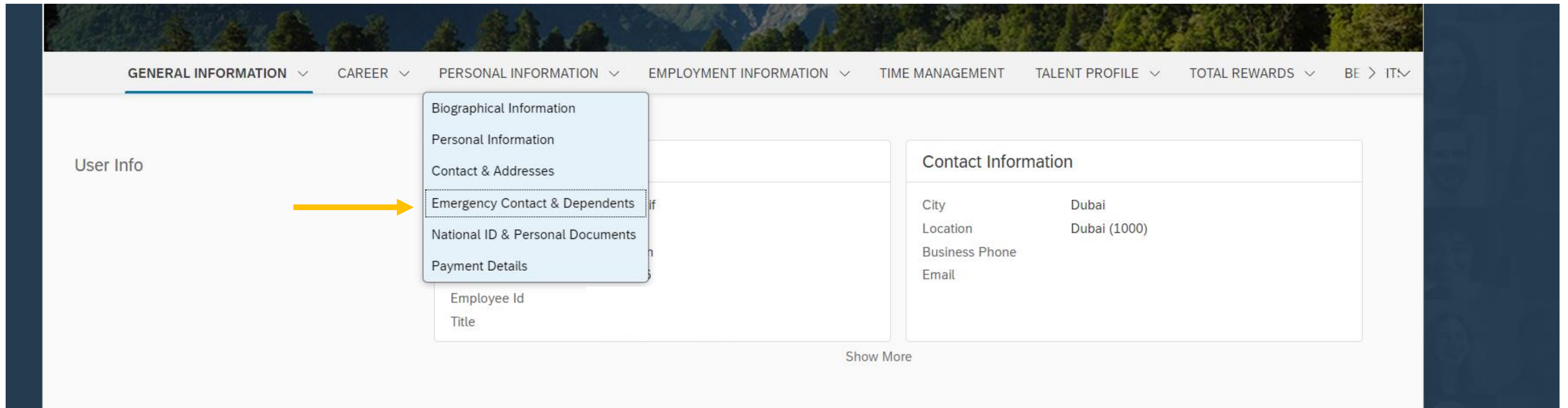
Attachments(Please scan all the documents in one pdf file - PP, Visa, EID & School Proof)

Ahmad School Docs.pdf
Uploaded On: 09/07/2022 · File Size: 823kb

Show 10 fewer fields

Update Child Details *(process to add (new) children's details)*

- 01 After clicking on **My Profile tile** or **Employees files** link, the system will navigate you to **your profile page**
- 02 Click on **Emergency Contacts & Dependents** from the **Personal Information Tab** to add your children school details



Update Child Details *(process to add (new) children's details)*

03 On Dependents portlet Click on the **Pencil** icon

Emergency Contact & Dependents

Primary Emergency Contact

No data

Dependents

Effective as of: September 7, 2022

First Name

Last Name

Middle Name

Relationship

Passport Number

Residence Number (201/.../.....)

Residency Visa (UID No)

Visa Expiry Date

Emirates ID

Sponsored By Employee


Update Child Details *(process to add (new) children's details)*



04 After clicking on Dependents portlet **Pencil** icon, a new window will display;

Keep the date as current date;

Dependents

Edit details

Dependents 

First Name *	Last Name *	Middle Name	Relationship *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No Selection"/>	
Passport Number *	Residence Number (201/...../.....) *	Residency Visa (UID No)	Visa Expiry Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MMM dd, yyyy"/> 	
Emirates ID	Sponsored By Employee *	Eligible For Benefit *	Eligible for Education Allowance *	Name of the School
<input type="text"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text"/>
Address of the School	Country	City	Class/Grade	Curriculum Year
<input type="text"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>
Date Of Birth *				
<input type="text" value="MMM dd, yyyy"/> 				

Attachments(Please scan all the documents in one pdf file - PP, Visa, EID & School Proof)

Upload

No attachments uploaded
To upload files, drop them here or use the "Upload" button.

Add Dependents Save Cancel

Update Child Details *(process to add (new) children's details)*

- Fill all the details as per the child Passport, under relationship drop down, choose Child 1 for the first child;
- On **Eligible for Education Allowance** field, choose Yes, if your child is going School in UAE / Oman;
- After choosing “**Yes**” system will refresh the window and display the Name of the School field and other School related information fields, all the fields are required to fill;
- Scan Passport, Residency Visa & School Payment Proof in one *pdf* file and Upload the file;
- For adding another Child click on the Left corner button **Add Dependent** and repeat the steps from 3 to 6;
- After completing the form, click **Save** button, upon saving you shall receive a notification email from ESAG People Experience;
- If there is any discrepancy found in the request, People Operations Team will contact you and when your request is approved, you will be notified through ESAG People Experience email;

Note: If your dependent details are already available in system, no need to delete and enter them again, but it is mandatory to update the School Details and the follow the existing process as outlined on page 5 to 8 to enable Education Allowance benefit

Important Points

1. The registration will be open from August 21, 2023, to September 30, 2023, for all existing employees;
2. Employees whose registration is completed by September 15, 2023, will get their allowance starting from September Payroll, and whoever is registering between **September 16 to September 30, 2023**, they will receive their allowance from October Payroll and will be paid for September (backdated), except for New joiners;
3. Employees who will register **October 01, 2023**, onwards, will receive Education Allowance from the particular month in which their registration is completed before the cut-off date (*i.e.*, 15th of that month), however there will be NO backdated allowance paid.
4. Up to two children per employee in Grade 16 and above are eligible for the Education Support Allowance, children should be under employee's sponsorship. Each child will be eligible from the age of 3 years to their 19th birthday or up to the end of Secondary Education, whichever comes first. Children must be going to the Nursery / School in the UAE / Oman. Children going to **Play Schools** / **Baby Sitting** are **not** eligible for Education Allowance.
5. If the children are not under employee's sponsorship and the employee would like to get the Education Allowance benefit, then an updated letter must be obtained from the children's sponsoring parent's employer stating that he/she is not receiving similar benefit
6. Al Gurg Stationery credit voucher must be used before June 30, 2024.

Note: to view Grade wise eligibility amount and other information, please refer to the **ESAG Education Support Policy**



EASA SALEH AL GURG GROUP
HUMAN CAPITAL DEPARTMENT