

Education Allowance Registration

User Guide

ESAG PEOPLE
EXPERIENCE

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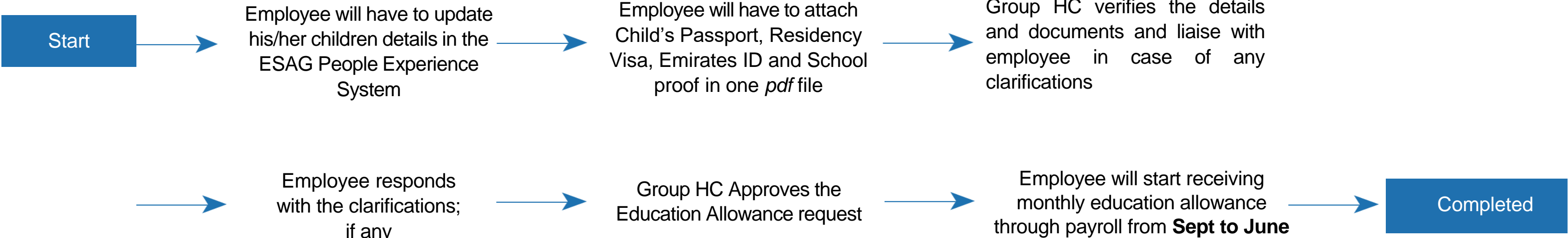
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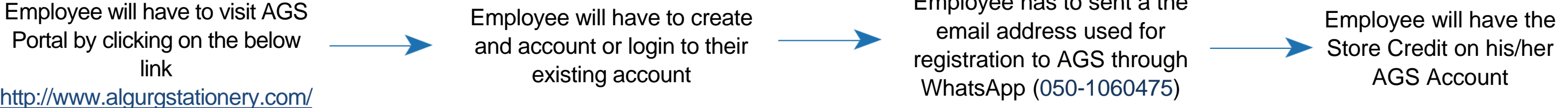
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Education Allowance Process Flow



Al Gurg Stationery Credit Voucher



Login To People Experience

01 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.

- User Name: algurg\E1.....
- Password: same as your system password

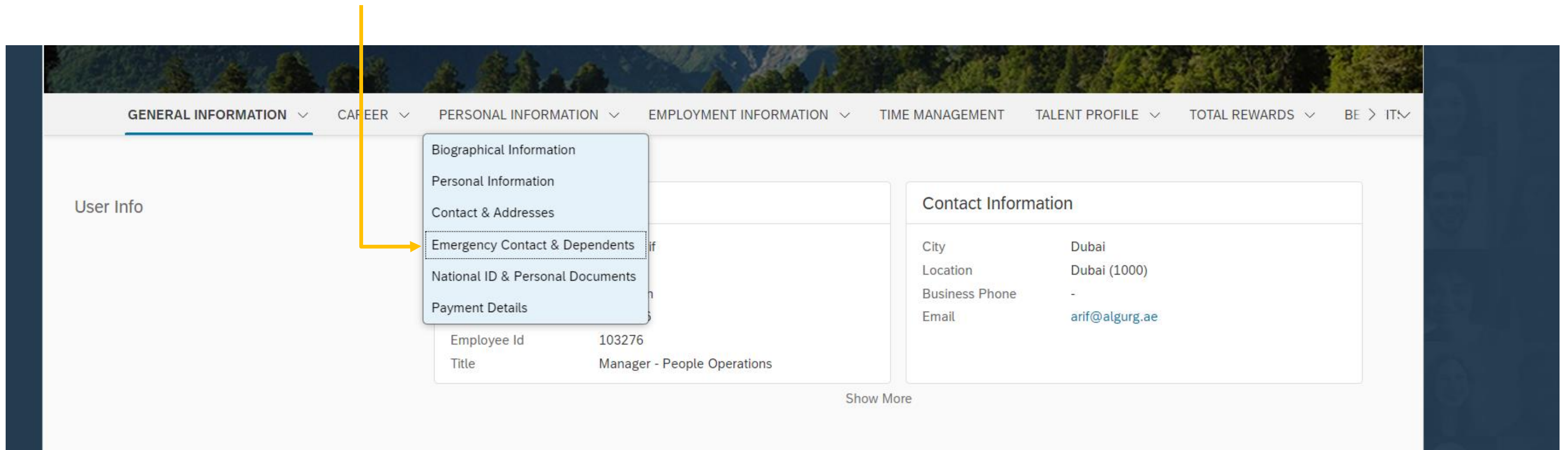
02 Home Page shows many tiles; each tile displays different types of information. Click on the **Finish your profile** tile.



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

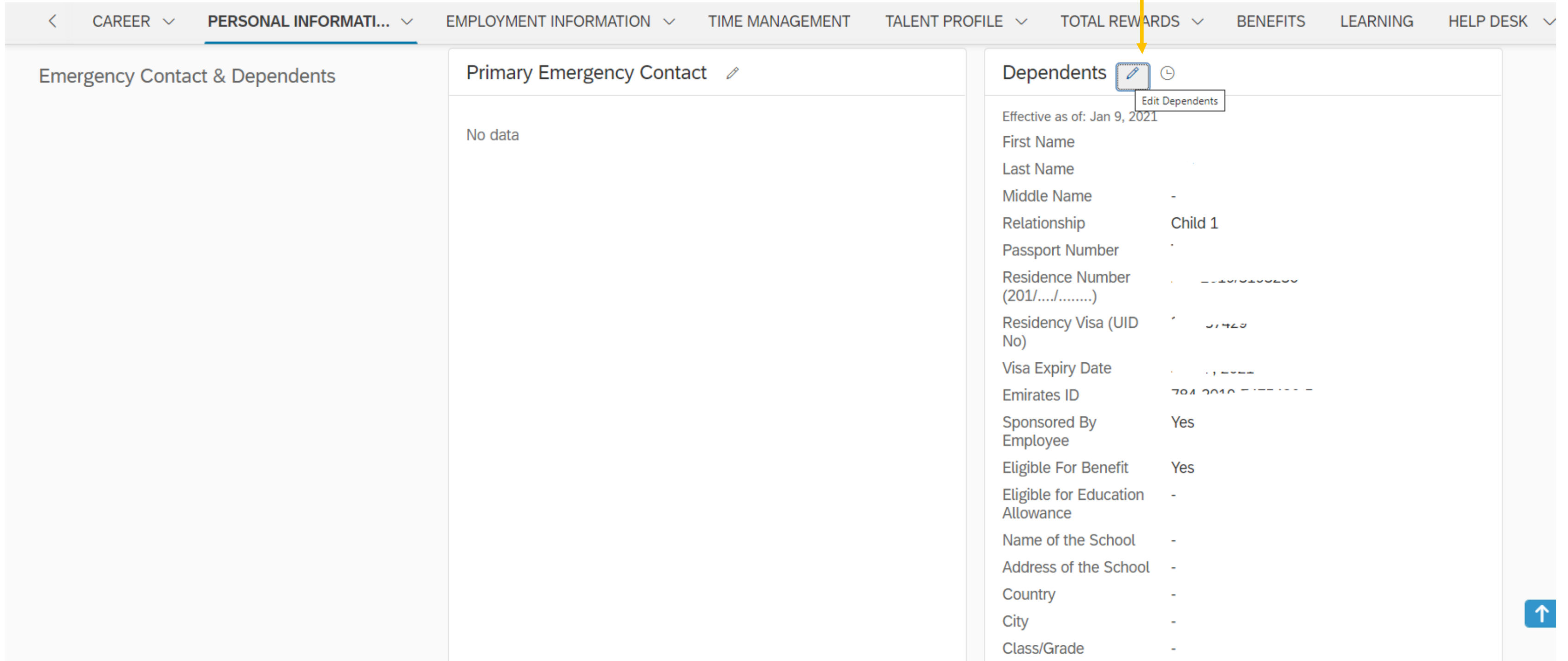
Update Child Details

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



Update Child Details

01 On Dependents portlet Click on the Pencil icon  to **Edit Dependents**



The screenshot shows a web application interface with a top navigation bar containing menu items: CAREER, PERSONAL INFORMATI..., EMPLOYMENT INFORMATION, TIME MANAGEMENT, TALENT PROFILE, TOTAL REWARDS, BENEFITS, LEARNING, and HELP DESK. The main content area is divided into two sections. The left section is titled 'Emergency Contact & Dependents' and contains a sub-section 'Primary Emergency Contact' with a pencil icon and the text 'No data'. The right section is titled 'Dependents' and contains a list of fields for a dependent child. A yellow arrow points from the instruction text to a pencil icon next to the 'Dependents' title, which has a tooltip that says 'Edit Dependents'. A blue arrow points from the bottom right corner of the page to the top right corner.

Field	Value
Effective as of:	Jan 9, 2021
First Name	
Last Name	
Middle Name	-
Relationship	Child 1
Passport Number	
Residence Number (201/.../.....)	...
Residency Visa (UID No)	...
Visa Expiry Date	...
Emirates ID	...
Sponsored By Employee	Yes
Eligible For Benefit	Yes
Eligible for Education Allowance	-
Name of the School	-
Address of the School	-
Country	-
City	-
Class/Grade	-

Update Child Details


1. After clicking on Dependents portlet Pencil icon, a new window will display;
2. Keep the date as current date;
3. Fill all the details as per the child Passport, under relationship drop down, please choose Child 1 for the first child;
4. On **Eligible for Education Allowance** field, choose Yes, if your child is going School in UAE / Oman;
5. After choosing “**Yes**” system will refresh the window and display the Name of the School and other School related fields, please fill all the fields carefully;
6. Scan Passport, Residency Visa & School Payment Proof in one *pdf* file and Upload the file;
7. For adding another Child click on the Left corner button **Add Dependent** and repeat the steps from 3 to 6;
8. You can also add your **Spouse** details if it is not maintained earlier for Ticket / Medical Insurance benefit (as per your Grade eligibility);
9. After completing the form, click **Save** button, upon saving you shall receive a notification email from ESAG People Experience;
10. If there is any discrepancy found in the request, People Operations Team will contact you and once 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 to enable Education Allowance benefit

Update Child Details



Dependents

Aug 11, 2022

Dependents 

First Name *	Last Name *	Middle Name	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	Child 1 
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	Eligible For Benefit	Eligible for Education Allowance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of the School *	Address of the School *	Country *	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class/Grade *	Curriculum Year *	Date Of Birth *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

 [test workflow.txt](#)
Uploaded On: 2022-08-11 · File Size: 13 bytes 

Important Points

1. The registration timeline will be open from August 18, 2022 and will close on September 30, 2022;
2. Employees whose Children registration is completed before September 15, 2022 will get their allowance started from September Payroll, and whoever is registering between September 16 to September 30, 2022 will receive their allowance from October Payroll and will be paid for September as well except New joiners;
3. From October 01, 2022, if any existing employees is registering, he/she will receive the Education Allowance from that particular month if registering before 15th, however there will no backdated allowance paid. The monthly allowance will start from registering month and will end on June 30, 2023;
4. Up to two children per employee in Grade 16 and above as eligible for the Education Support Allowance, children should be under employee's sponsorship. Each child will be eligible if aged 3 years old 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.
5. If the children are not under employee's sponsorship and you would like to get the Education Allowance benefit, then an updated NOC must be obtained from the children's sponsoring parent stating that he/she is not receiving similar benefit from his/her employer;
6. Al Gurg Stationery credit voucher must be used before June 30, 2023.

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



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human capital department