

Education Allowance Registration

User Guide

ESAG PEOPLE
EXPERIENCE

Contents

1. Education Allowance Process Flow

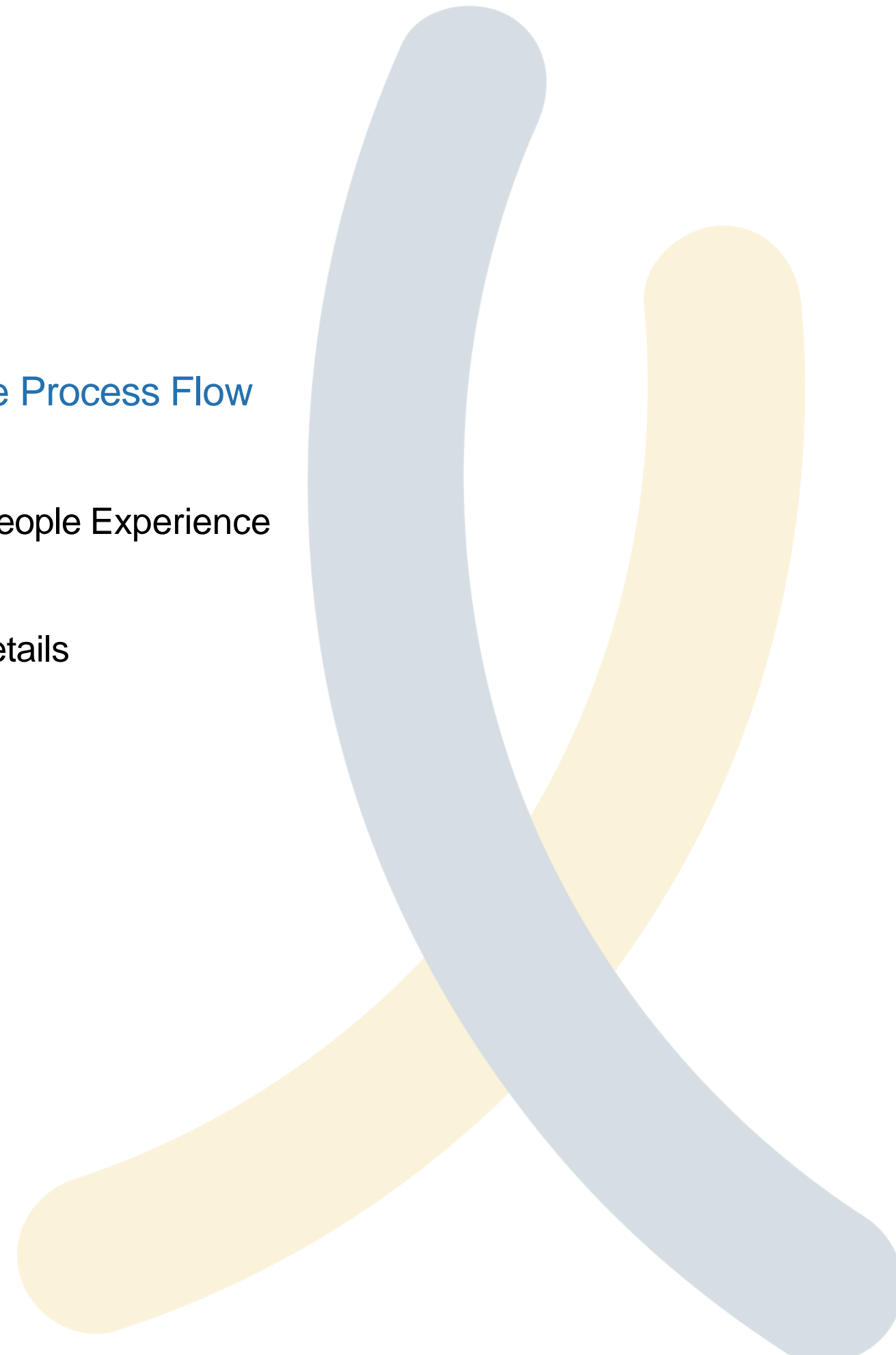
2. Dependent Update

i. Login to ESAG People Experience

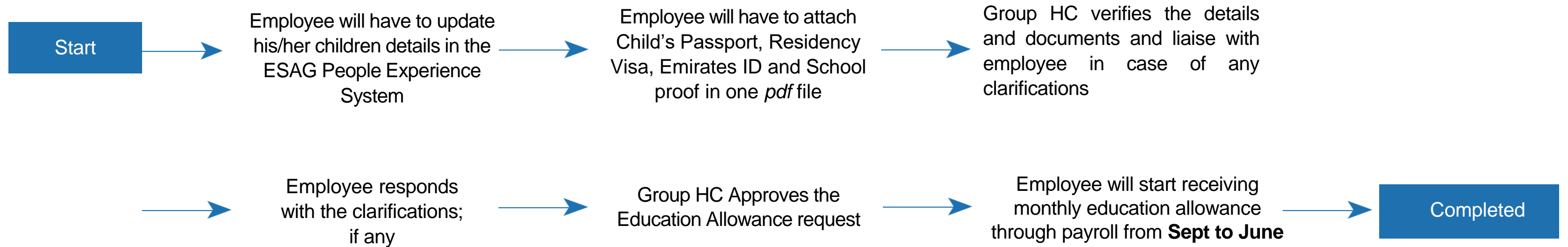
ii. My profile update

iii. Update Child Details

3. Important Points



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 and account or login to their existing account

Employee has to sent a the email address used for registration to AGS through WhatsApp (050-1060475)

Employee will have the Store Credit on his/her AGS Account

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

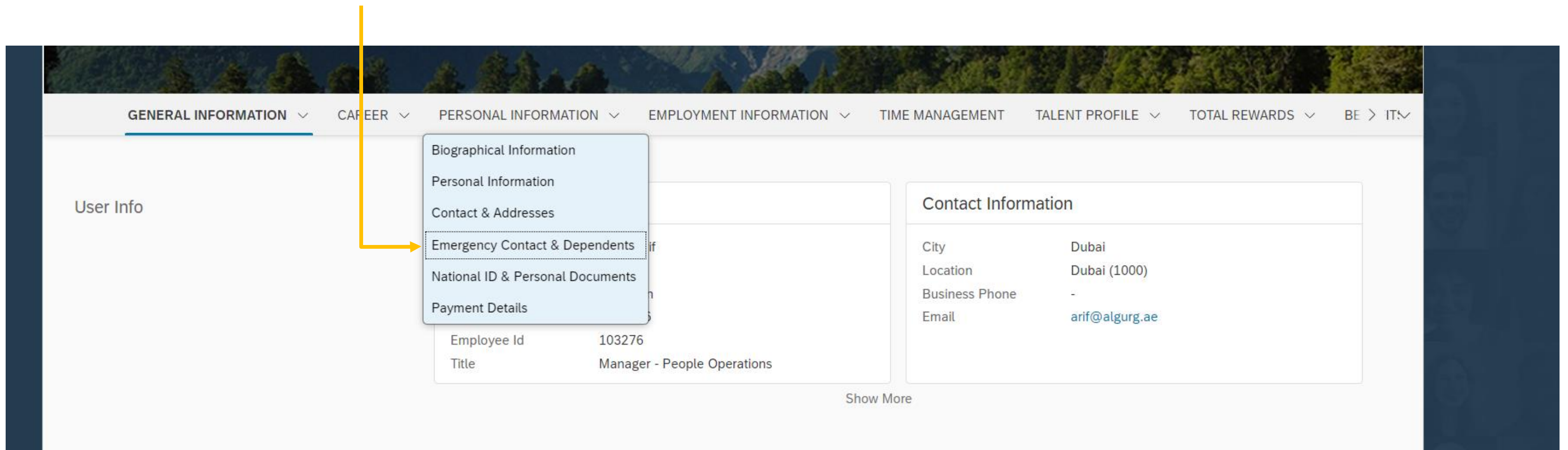
02 Home Page shows many tiles; each tile displays different types of information. Click on the **Finish your profile** tile.



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

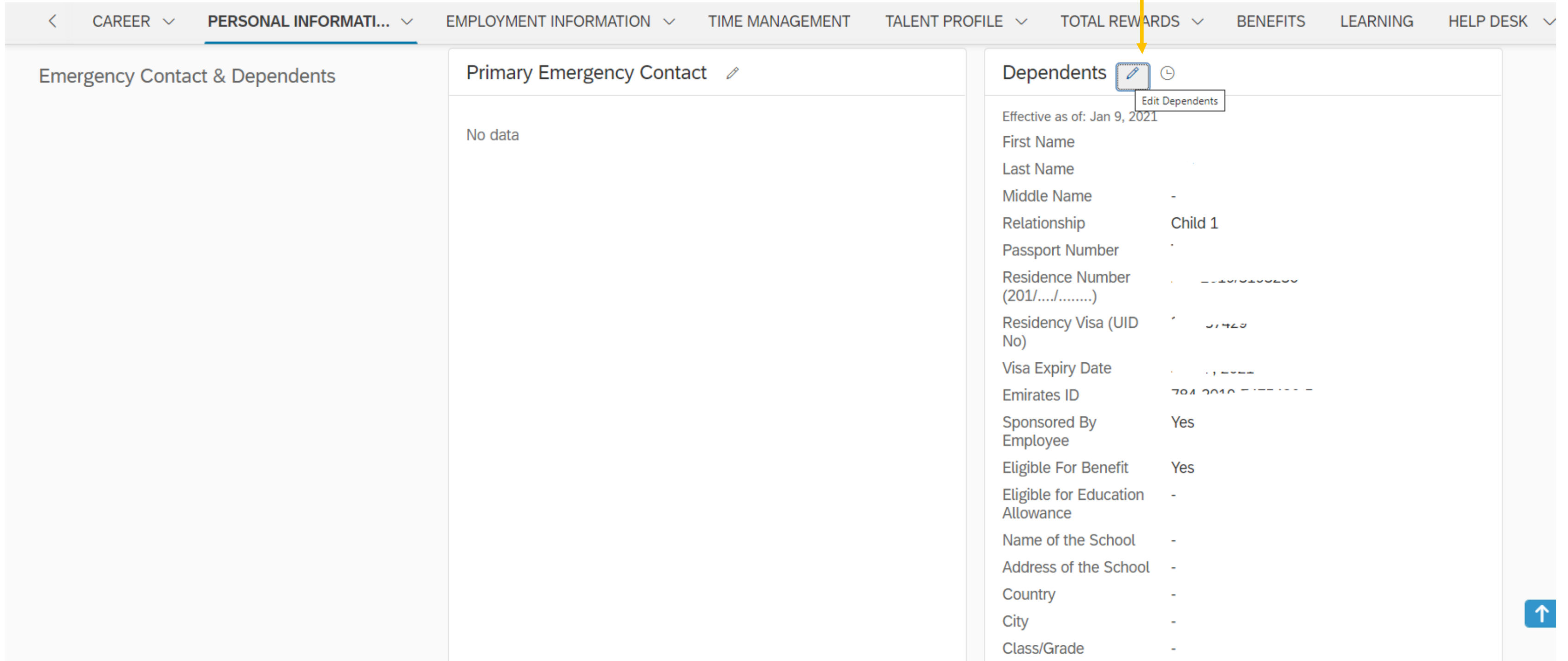
Update Child Details

- 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 navigation bar at the top containing: CAREER, PERSONAL INFORMATI..., EMPLOYMENT INFORMATION, TIME MANAGEMENT, TALENT PROFILE, TOTAL REWARDS, BENEFITS, LEARNING, and HELP DESK. The main content area is divided into three sections: 'Emergency Contact & Dependents', 'Primary Emergency Contact', and 'Dependents'. The 'Primary Emergency Contact' section shows 'No data'. The 'Dependents' section is active and displays a list of details for a dependent, with a tooltip 'Edit Dependents' appearing over a pencil icon. A yellow arrow points from the instruction text to this icon. A blue 'up' arrow button is visible in the bottom right corner.


Dependents	
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


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 

Add Dependents Cancel **Save**

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, 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 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 to enable Education Allowance benefit

Important Points

1. The registration will be open from August 18, 2022 to September 30, 2022 for all existing employees;
2. Employees whose registration is completed by September 15, 2022 will get their allowance starting 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 (backdated), except for New joiners;
3. Employees who will register October 01 onwards, will receive Education Allowance from the particular month in which their registration is completed before the cut off date (15th of that month), however there will be no backdated allowance paid.
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 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 NOC must be obtained from the children's sponsoring parent employer 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**



EASA SALEH AL GURG GROUP
HUMAN CAPITAL DEPARTMENT