

# QU Mobile

HR Services

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*User Reference Guide*



# Getting started

# 1

## QU mobile Overview

QU mobile is the official app of Qatar University. This application is a part of an ongoing project that was initiated to enhance the experience of Qatar University members and visitors interacting with various services and resources at Qatar University.

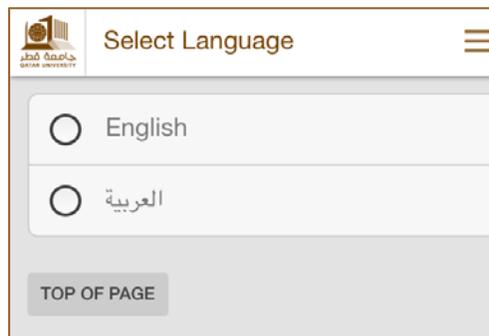
Current features include (not limited to):

- Common services: Maps, directory, news, events, virtual tours, dining menus and social media.
- HR Services: Leave management, HR certificates, exit permit, and manager approvals

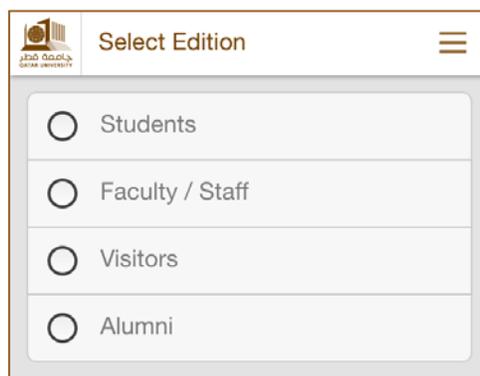
## First Time User

As a first time user you need to select your preferred language and your user type.

### Language Selection



### Edition Selection



Search 

 Calendars  News  Directory  Maps

 Video  Photos  Social  Blackboard

 Library  Indoor Maps  Continuing Education  Discount Booklet

 Improve QU  Upcoming Projects  Emergency  HR Services

## Settings

[← Home](#) **Settings** 

**Font size**

**Campus and edition**

My Language: English  
Tap to switch language >

My Edition: Students  
Tap to switch edition >

Customize my navigation >

Push Notifications Settings >

Reset this app ↶

TOP OF PAGE

## Font size

You can adjust the displayed font size

Go to settings >> Font size

## Switch Language/Edition

Currently two languages are provided (English and Arabic).

Go to settings >> Language and edition >> My Language: *Your preferred language*

To switch your current edition

Go to settings >> Language and edition >> My Edition: *Current Edition*

## Customize My Navigation

If you would like to access your preferred module directly, you may like to place it separately from the rest of the modules. By customizing your navigation, your favorite modules will be placed at the top of the app page.

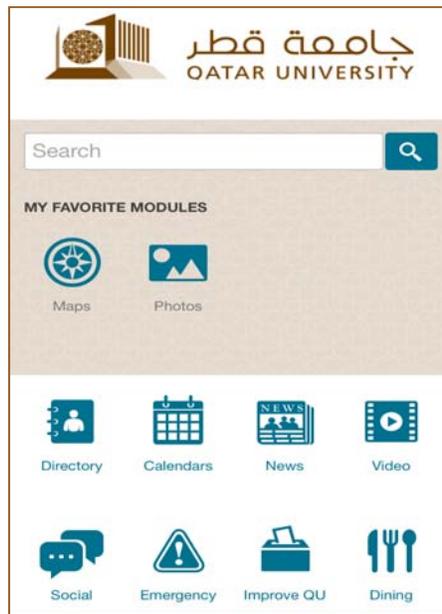
To customize your navigation

Go to Settings >> Customize my navigation

The following page will be displayed.

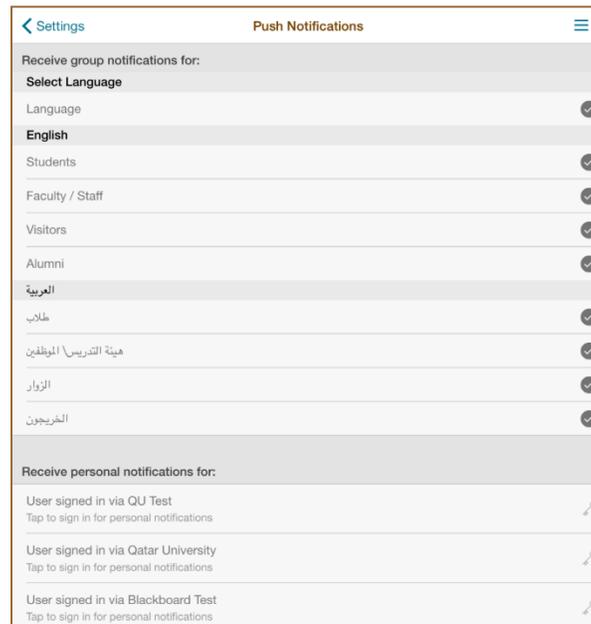


You can add your favorite module by tapping on the + sign. Suppose you selected **Calendars** and **Maps** as our favorite module, now your main page will look like:



## Push Notifications Settings

Notifications will be sent to selected groups. As a student, you may wish to receive notifications in English only, in this case you deselect “طلاب” in Arabic.



# App Modules

# 2



## HR Services

HR Services

In order to use the provided HR services, you need first to log in using you QU user name and password as shown below.

Sign in

Please sign in.

User ID \*

Password \*

CANCEL SIGN IN

Once you provide your credentials, you will receive the below confirmation message. Click 'OK'.

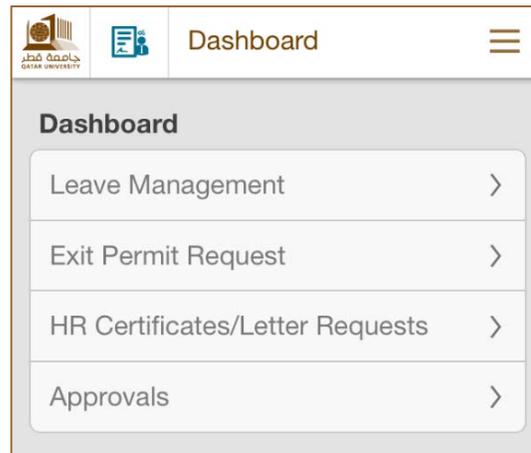
Sign in

You have successfully signed in to QU Test AD as

To sign out, use the navigation menu (accessed via the menu button in the top right corner of the screen).

OK

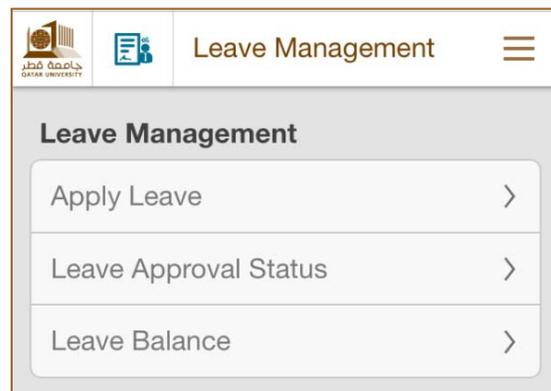
Below we have the Employee dashboard where we have a list of HR services.



We will discuss each service separately in below sections.

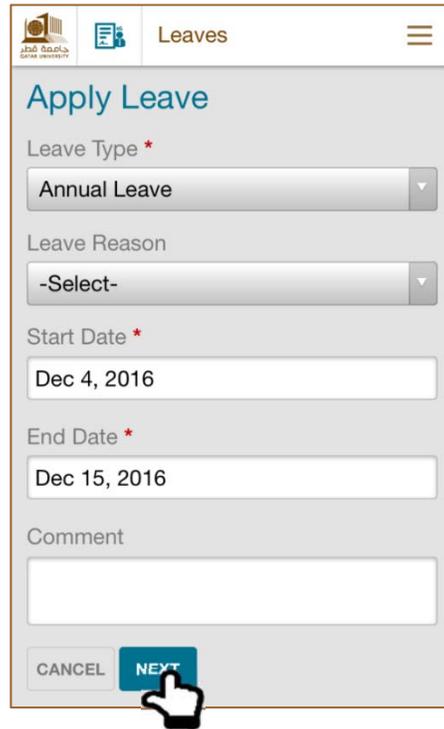
## Leave Management

Three services are provided in the 'Leave Management' sections which are 'Apply Leave', 'Leave Approval Status' and 'Leave Balance'.



### ➤ Apply Leave

As shown in the figure below, employee has to fill information related to the applied leave e.g. Leave type, Start Date, End Date, .. etc. Once information is filled, click on 'NEXT'.

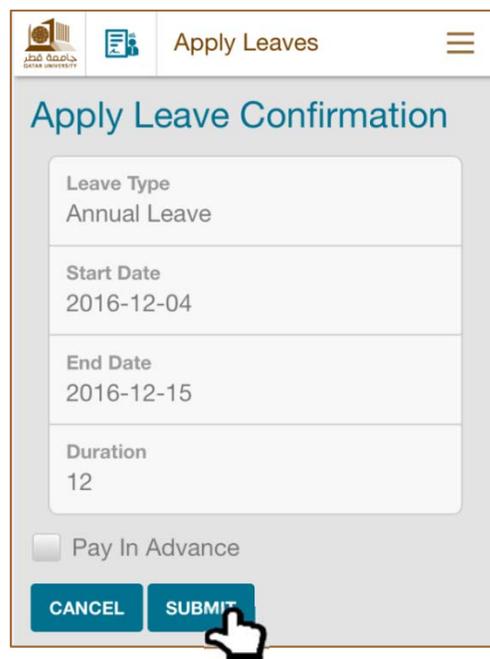


The screenshot shows a mobile application interface for applying for leave. The title bar at the top says "Leaves". The main heading is "Apply Leave". The form contains the following fields:

- Leave Type \*: Annual Leave
- Leave Reason: -Select-
- Start Date \*: Dec 4, 2016
- End Date \*: Dec 15, 2016
- Comment: (empty text area)

At the bottom of the form, there are two buttons: "CANCEL" and "NEXT". A hand cursor is pointing to the "NEXT" button.

You will have the below confirmation page. Click on 'SUBMIT' to confirm your leave request.



The screenshot shows a mobile application interface for leave confirmation. The title bar at the top says "Apply Leaves". The main heading is "Apply Leave Confirmation". The form displays the following information:

- Leave Type: Annual Leave
- Start Date: 2016-12-04
- End Date: 2016-12-15
- Duration: 12

Below the information, there is a checkbox labeled "Pay In Advance" which is currently unchecked. At the bottom of the form, there are two buttons: "CANCEL" and "SUBMIT". A hand cursor is pointing to the "SUBMIT" button.

Once 'SUBMIT' is clicked, you will have a confirmation message and you will be directed to 'leave Status' page.



Leave Status

✔

Request has been submitted successfully.

### Leave Status

LEAVE TYPE	START DATE	END DATE	APPROVAL STATUS
Annual Leave	04-Dec-2016	15-Dec-2016	Pending Approval

➤ **Leave Approval Status**

Here an employee will be able to track the status of his/her applied leaves. (Approved/Pending Approval/Rejected).

Leave Status				
LEAVE TYPE	START DATE	END DATE	APPROVAL STATUS	APPROVER
Annual Leave	04-Dec-2016	15-Dec-2016	Pending Approval	

### ➤ Leave Balance

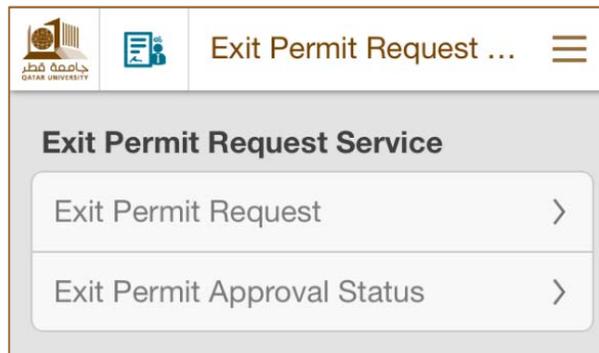
Leave taken/Remaining Balance for Annual and Casual leaves will be displayed to the employee as shown below.



LEAVE TYPE	LEAVE TAKEN	REMAINING BALANCE
Annual Leave	23	22
Casual Leave	5	2

### Exit Permit Request

Two services are provided as presented below.



Exit Permit Request Service	
Exit Permit Request	>
Exit Permit Approval Status	>

### ➤ Exit Permit Request

The employee can apply for exit permit through QU mobile App as shown below. You need to fill the required information and then click 'SUBMIT'.

جامعة قطر  
Qatar University

Exit Request

Please apply one week before the date of Travel.

Employee No: [REDACTED]

Qatar National Id: [REDACTED]

Exit Pass Type \*  
Single Exit

Exit Reason  
[REDACTED]

Travel Date \*  
Dec 4, 2016

Comment  
[REDACTED]

CANCEL SUBMIT

Once 'SUBMIT' is clicked, the employee will receive a confirmation message and he/she will be directed to the 'Exit Permit Status' page.

جامعة قطر  
Qatar University

Exit Permit Status

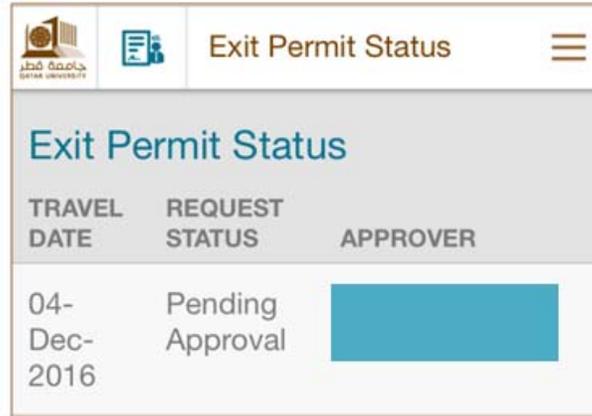
Request has been submitted successfully.

### Exit Permit Status

TRAVEL DATE	REQUEST STATUS	APPROVER
04-Dec-2016	Pending Approval	[REDACTED]

➤ **Exit Permit Approval Status**

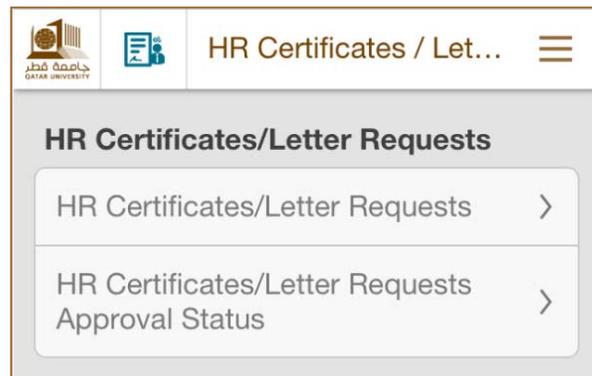
Employees can track their submitted exit permits status as shown below.



TRAVEL DATE	REQUEST STATUS	APPROVER
04-Dec-2016	Pending Approval	[Redacted]

## HR Certificates/ Letter Requests

Employees will be able to request HR certificates and letters and to track the status of his/her request.



HR Certificates/Letter Requests
HR Certificates/Letter Requests >
HR Certificates/Letter Requests Approval Status >

➤ **HR Certificates/Letter Requests**

A List of certificates/letters is available for employees to request as shown below.



**Certificate Request**


**HR Certificates/Letter Requests**

- Bank Letter Request >
- Embassy Letter(s) Request >
- Immigration Letter(s) Request >
- Salary Certificate >
- Employment Certificate >
- New Driving License Letter >
- Other Certificates/Letters >

Suppose the employee requests a 'Bank Letter', the employee will need to fill certain information and then click 'SUBMIT' as shown below.



**HR Certificate Requ...**


Certificate Detail \*

Account Opening

Language \*

English

Mobile #

Additional Detail

CANCEL SUBMIT

A confirmation notification will appear to the employee and he/she will be directed to the 'HR Certificates/Letter Requests Approval Status page'.

The screenshot shows the 'HR Certificate Status' page. At the top left is the Qatar University logo. The page title is 'HR Certificate Status'. A green checkmark icon is followed by the text 'Request has been submitted successfully.' Below this is a heading 'HR Certificates/Letter Requests Approval Status'. A table with three columns is displayed:

CERTIFICATE DETAIL	REFERENCE #	APPROVAL STATUS
Account Opening	QUELET- 10643-1	Pending

➤ **HR Certificates/Letter Requests Approval Status**

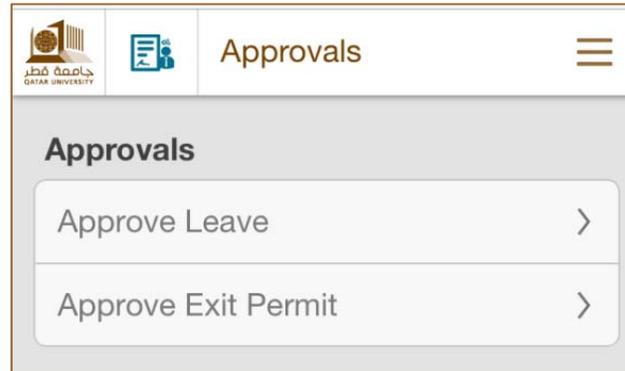
Employees can track their requests status as shown below.

The screenshot shows the 'HR Certificate Status' page. At the top left is the Qatar University logo. The page title is 'HR Certificate Status'. Below this is a heading 'HR Certificates/Letter Requests Approval Status'. A table with five columns is displayed:

CERTIFICATE DETAIL	REFERENCE #	APPROVAL STATUS	APPROVER	REQUEST SUBMISSION DATE
Account Opening	QUELET- 10643-1	Pending	HR Help Desk	09-Nov- 2016

## Approvals

This service will be available for managers to view their sub ordinaries applied leaves/exit permits and to give their decisions.



### ➤ Approve Leave

The screenshot shows the 'Approve Leave' screen. At the top, there is a header with the Qatar University logo, a user icon, the title 'Approve Leave', and a hamburger menu icon. Below the header, the title 'Approve Leave' is displayed in a large blue font. Underneath, there is a table with the following columns: REQUEST TYPE, EMPLOYEE NAME, LEAVE TYPE, START DATE, and END DATE. The table contains one row of data: Leave Request, [Redacted], Annual Leave, 04-Dec-2016, and 15-Dec-2016. A right-pointing chevron icon is located at the end of the row.

REQUEST TYPE	EMPLOYEE NAME	LEAVE TYPE	START DATE	END DATE
Leave Request	[Redacted]	Annual Leave	04-Dec-2016	15-Dec-2016 >

Managers will select the leave request, the below page will be displayed where managers have the option to approve/reject.

Approve Leave

Employee Name: [REDACTED]

Leave Type: Annual Leave

Start Date: 04-Dec-2016

End Date: 15-Dec-2016

Duration: 12

**Comment:**

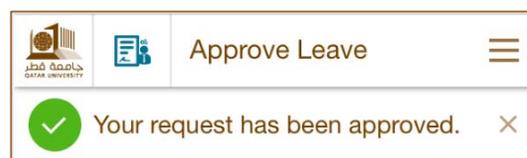
Requester Comment:

Comment

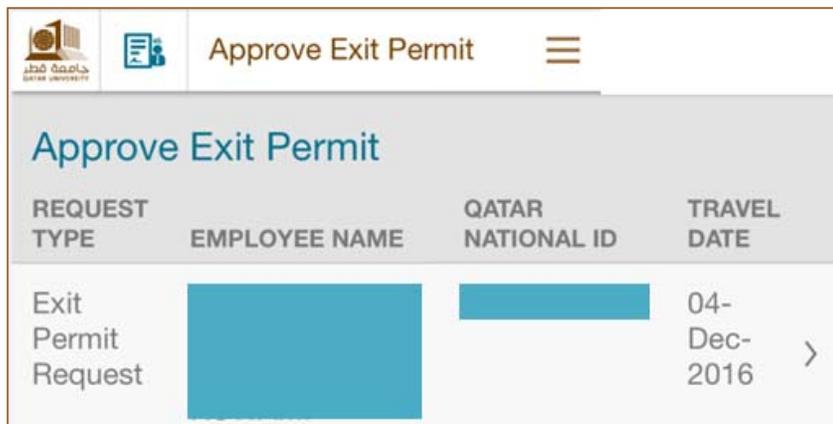
[REDACTED]

REJECT APPROVE

Suppose a manager has approved the leave request, a confirmation message will be displayed as below.

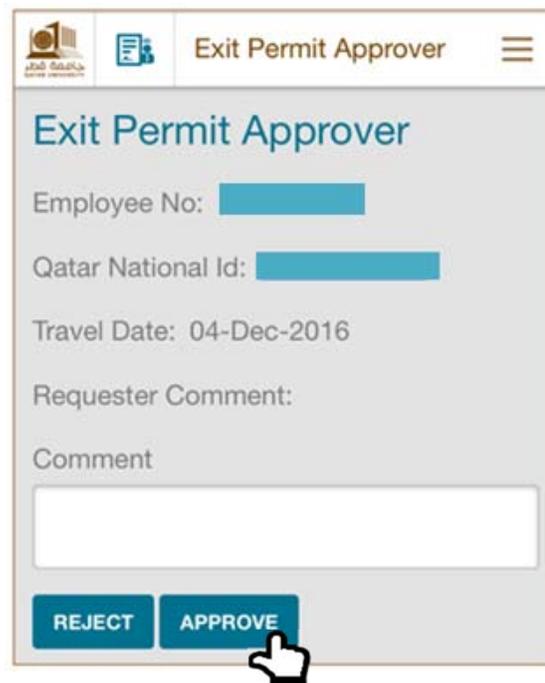


➤ Approve Exit Permit



REQUEST TYPE	EMPLOYEE NAME	QATAR NATIONAL ID	TRAVEL DATE
Exit Permit Request	[REDACTED]	[REDACTED]	04-Dec-2016 >

The below page will be displayed to the manger to give his/her decision (approve/reject)



Exit Permit Approver

Employee No: [REDACTED]

Qatar National Id: [REDACTED]

Travel Date: 04-Dec-2016

Requester Comment:  
Comment

[REJECT] [APPROVE]

Assume a manager approves the request, below confirmation message will be displayed to him/her.

