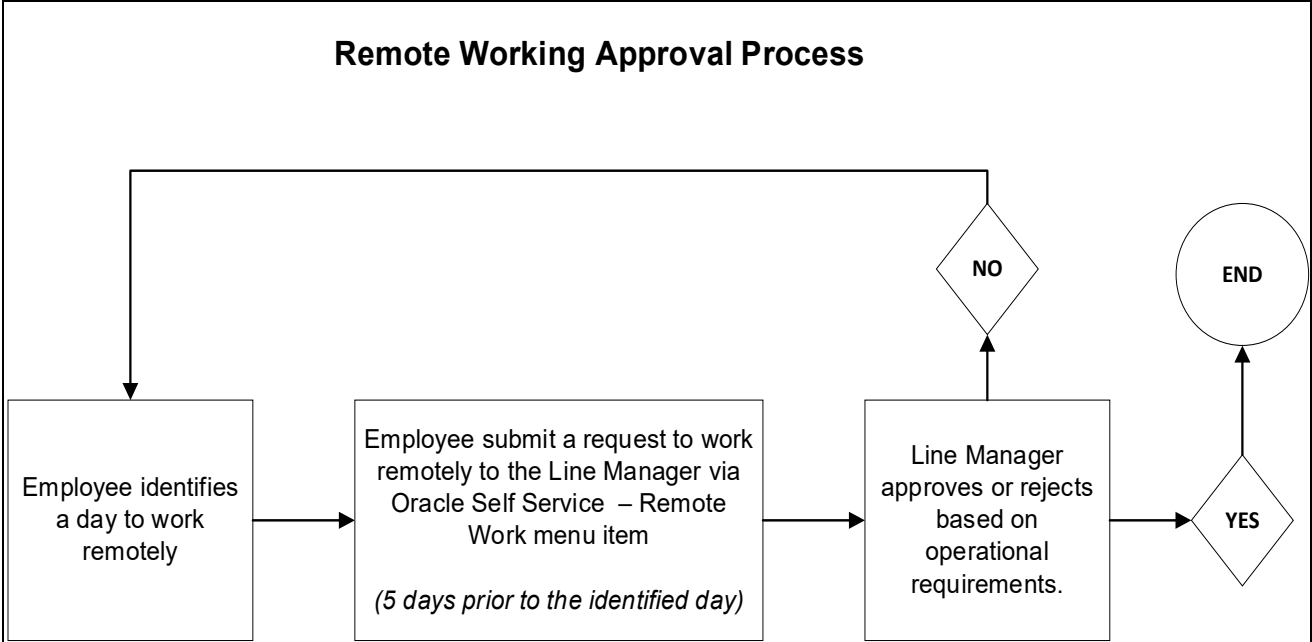


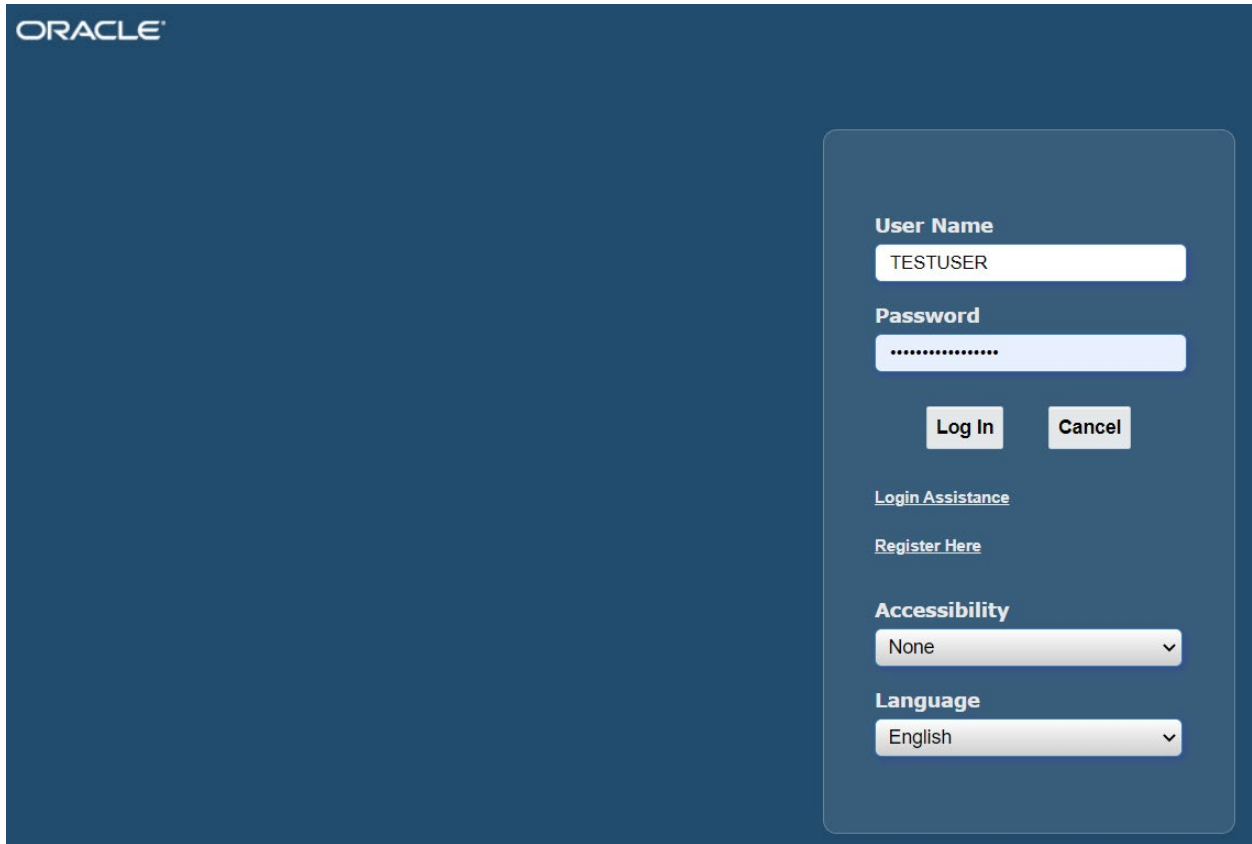
Remote Work Application and approval process

The application & approval process will be online via the Oracle system, as follows:



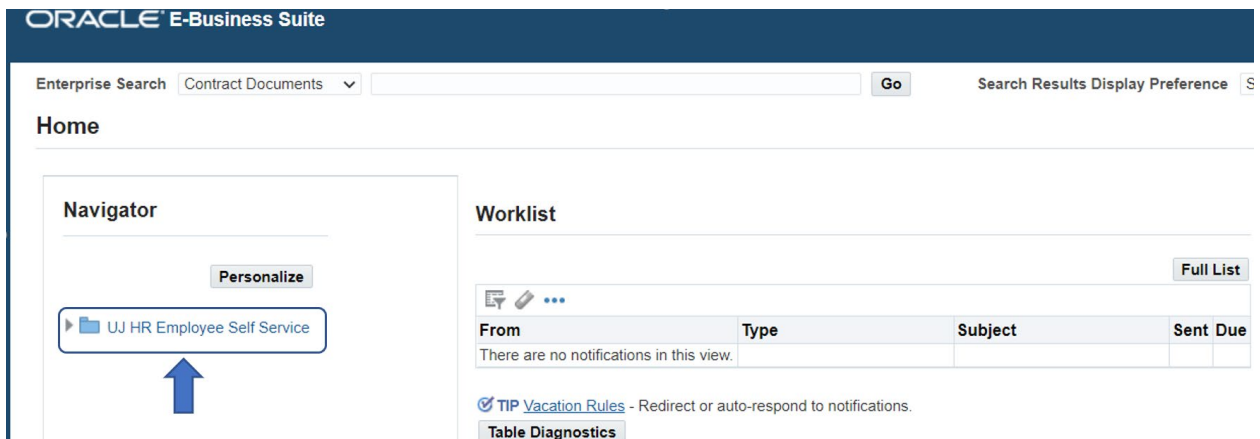
- Oracle system Step by step guide with screenshots

Step 1: Log into the Oracle System using the following link: <https://ebs.uj.ac.za/> (Currently applicable for Fixed Term & Permanent Staff).



The image shows the Oracle E-Business Suite login page. The Oracle logo is in the top left. The main content area is a dark blue box containing a white login form. The form has fields for 'User Name' (containing 'TESTUSER') and 'Password' (masked with dots). Below these are 'Log In' and 'Cancel' buttons. There are also links for 'Login Assistance' and 'Register Here'. At the bottom of the form are 'Accessibility' and 'Language' dropdown menus, both currently set to 'None' and 'English' respectively.

Step 2: Click on UJ HR Employee Self-Service.



The image shows the Oracle E-Business Suite Home page. The top navigation bar includes 'Enterprise Search', a dropdown menu for 'Contract Documents', a 'Go' button, and 'Search Results Display Preference'. The main content area is divided into two sections: 'Navigator' and 'Worklist'. The 'Navigator' section has a 'Personalize' button and a folder icon labeled 'UJ HR Employee Self Service' with a blue arrow pointing to it. The 'Worklist' section has a 'Full List' button and a table with columns 'From', 'Type', 'Subject', and 'Sent Due'. The table is currently empty, with the text 'There are no notifications in this view.' below it. There is also a link for 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and a 'Table Diagnostics' button.

Step 3: Click on Remote Work.

ORACLE E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference St

Home

Navigator

Personalize

- UJ HR Employee Self Service
 - Special Information
 - Banking Details
 - My Information
 - Pensionable Percentage
 - Personal Information
 - Absence Management
 - Remote Work** ←

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

Step 4: Click on Add.

ORACLE UJ HR Employee Self Service

Remote Work: Special Information

Employee Name
Organization Email Address

Remote Work

Add ... ←

Select Date	Remote Work Location
No results found.	

Step 5: Capture the date on which you will be working remotely in the “Date” field. (One (1) Remote Work day per week).

ORACLE UJ HR Employee Self Service

Remote Work

Employee Name
Organization Email Address

* Date ←

* Remote Work Location

Comments

Step 6: Select the corresponding Remote Work Location (Hybrid Working Arrangement).

Employee Name
Organization Email Address
* Date 13-Oct-2022
* Remote Work Location

Search and Select: Remote Work Location

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remote Work Location % Go

Results

Select	Quick Select	Remote Work Location	Description
<input type="radio"/>		Other	Other
<input checked="" type="radio"/>		Primary Residence	Primary Residence
<input type="radio"/>		Secondary Residence	Secondary Residence

About this Page

Cancel Select

Step 7: Comments – Capture additional details about the Place of Work (Mandatory), and click on the apply button.

Employee Name
Organization Email Address
* Date 13-Oct-2022
* Remote Work Location Primary Residence
Primary Residence
Comments 122 Testing Street

Cancel Apply

Step 8: Click Next

ORACLE UJ HR Employee Self Service

Remote Work: Special Information

Employee Name
Organization Email Address

Employee Number
Business Group University of Johannesburg

Cancel Save For Later Back **Next**

Remote Work

Select Object: Update | Add | ...

Select Date	Remote Work Location	Comments	Start Date	End Date	Status
13-Oct-2022	Primary Residence Primary Residence	122 Testing Street	12-Oct-2022		New

Step 9: Review and click Submit to process the Remote Work request.

ORACLE UJ HR Employee Self Service

Remote Work: Review

Employee Name
Organization Email Address

Employee Number
Business Group University of Johannesburg

Cancel Printable Page Save For Later Back **Submit**

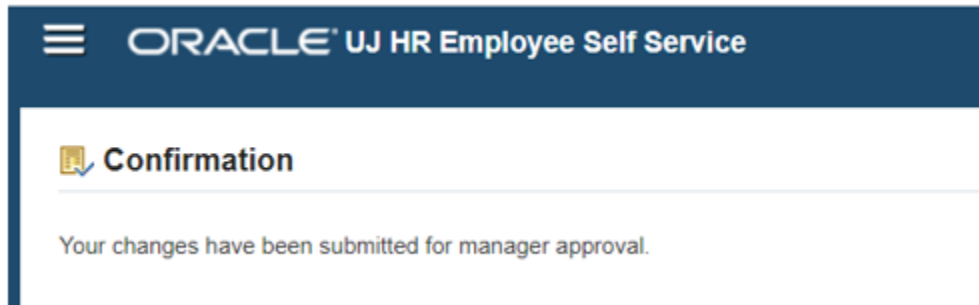
Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Special Information Types

Remote Work

Proposed
Date 13-Oct-2022
Remote Work Location Primary Residence
Comments 122 Testing Street

Step 10: The following confirmation to your submission will display



Step 11: The line Manager receives an email notification on the Remote Work request in addition to a notification in the Oracle Worklist as shown below.

Worklist

Full List (1)

From	Type	Subject	Sent	Due
	HR	UJHB Remote Work Process V1.0 for	12-Oct-2022	12-Oct-2023

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Step 12: Line Manager review, Approve/Reject the request.

ORACLE E-Business Suite

Home > UJHB Remote Work Process V1.0 for

From: [Redacted] Attachments

To: [Redacted]

Sent: 12-Oct-2022 05:42:31

Due: 12-Oct-2023 05:42:31

ID: 7990212

Summary

Employee Name: [Redacted] Employee Number: [Redacted]

Organization Email Address: [Redacted] Business Group: University of Johannesburg

Special Information Types

Remote Work

Proposed	
Date	13-Oct-2022
Remote Work Location	Primary Residence
Comments	122 Testing Street

Buttons: Approve, Reject, Reassign, Request Information

Step 13: Employee receives a notification confirming Line Manager review (Approved/Rejected)

Information

This notification has been closed and did not require a response.

UJHB Remote Work Process V1.0 for [Redacted] has been approved.

From: SYSADMIN

To: [Redacted]

Sent: 20-Feb-2024 09:25:08

Closed: 20-Feb-2024 09:27:16

ID: 8957674

Responder

Action History

Sequence	Name	Action	Date	Notes
1	[Redacted]	Submit	20-Feb-2024 09:05:13	
2	[Redacted]	Approve	20-Feb-2024 09:20:16	

Return to Worklist