

## Agenda

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## Overview

- Nursery Allowance is a monthly payment for female employees and single fathers who bare children between the ages of 0-5.
- They should receive 400 EGP per child with a maximum of 2 children.
- Employees will have access within the portlet to view Pay Components and request Nursery Allowance for his direct reports through Success Factors based on authorization.
- Employees and HR Shared Services teams can edit/display policy payments.

## Step-by-Step Nursery Allowance Guide

### 1. Logon to Success Factors

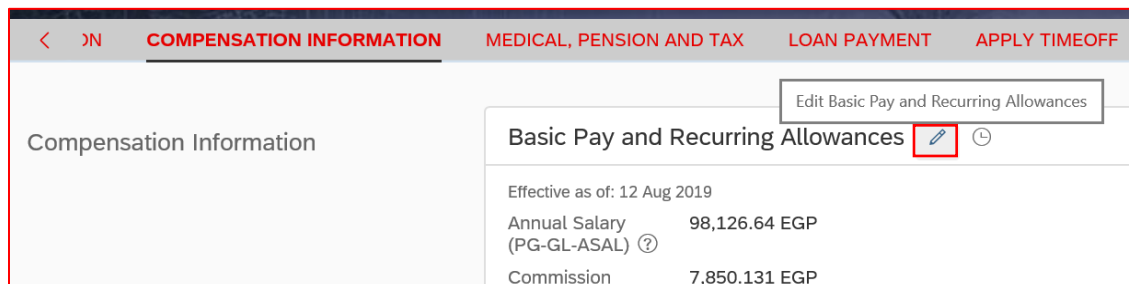
- Navigate to <https://performancemanager5.successfactors.eu>
- Login using your Vodafone email and Password.

### 2. Request Nursery Allowance

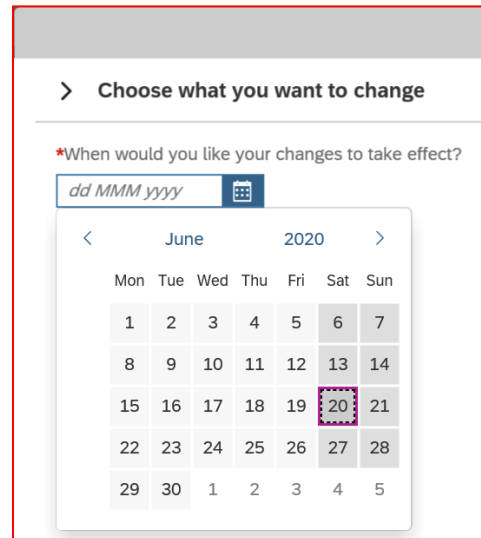
- To submit Nursery Allowance, select your team member's profile, then click on the Compensation Information Tab.



- Click on Edit Basic Pay and Recurring Allowances  button.



- Choose your request date




> Choose what you want to change

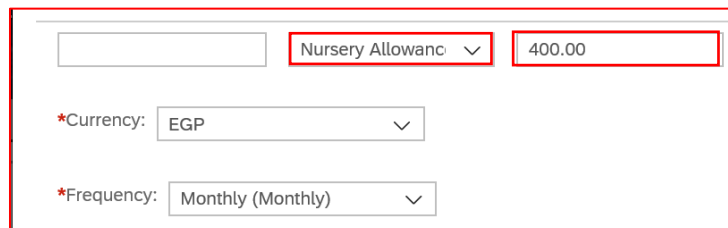
\*When would you like your changes to take effect?

dd MMM yyyy

< June 2020 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- Scroll down under Compensation field until you find the Add button and click on it  Add
- Search for Nursery Allowance (P-EG-1015) from the drop down menu under Pay Components field and add the amount next to it depending on the number of children (400 or 800 EGP)



Nursery Allowanc:

\*Currency:

\*Frequency:

- When the amount is added, press save and the request will be submitted for approval by HRS.

## FAQs

### 1. Who is eligible for Nursery Allowance? And how much will I receive?

- Female employees and single fathers with children between the age of 0 and 5 are eligible to receive Nursery Allowance but should not exceed 2 children.  
You will receive 400 per child.

### 2. Can I receive my Nursery Allowance while on maternity leave?

- Employees who are on maternity or unpaid leave are not eligible for nursery allowance but you will start receiving them once you are back from maternity leave by requesting through Success Factors.

### 3. Is Nursery Allowance updated automatically once maternity leave starts?

- Nursery allowance is not updated for employees on maternity leave but can be once the leave ends through Success factors by your manager.

4. If I requested my Nursery allowance after the payroll cycle, will I still receive my allowance for this month?

- You will still receive your Nursery allowance retroactive along with the next month's allowance.

5. Can I still receive the allowance if it expires by mid-month?

- Yes, you can still receive it but the amount will be prorated.