

# Employee & Manager Responsibilities - HRMS

Details	Owner
<b>Login and set password in 2 days from joining</b> <ul style="list-style-type: none"> <li>Reset the password through link shared via email on official email ID</li> </ul>	Employee
<b>Update Profile within 3 days from joining</b> <ul style="list-style-type: none"> <li>Emergency Contact Details</li> <li>Qualifications</li> <li>Work Experience</li> <li>Address Details (UAE and Home Country)</li> </ul>	Employee
<b>Check Attendance</b> <ul style="list-style-type: none"> <li>As per your convenience (recommended to check regularly twice / thrice in a week)</li> </ul>	Employee
<b>OB - Official Business (Manual Attendance)</b> <ul style="list-style-type: none"> <li>Check Attendance</li> <li>Discrepancy (notify to manager)</li> </ul>	Employee
<b>OB - Official Business (Approval)</b> <ul style="list-style-type: none"> <li>Confirm Attendance</li> <li>Add OB in HRMS (limited to 7days only)</li> </ul>	Manager
<b>Leave Application</b> <ul style="list-style-type: none"> <li>Check Leave Type</li> <li>Check Availability (eligible for desired leave) Select dates (start &amp; end)</li> <li>Apply</li> <li>For convenience you can also view your leave card</li> </ul> <p>*Incase of Sick Leave kindly upload the DHA / MOH attested certificate otherwise apply different type of leave</p>	Employee
<b>Leave Approval</b> <ul style="list-style-type: none"> <li>Discussion with Employee if required</li> <li>Approve Leave Request self and HOD</li> </ul>	Manager / HOD
<b>Shift Management</b> <ul style="list-style-type: none"> <li>Change shift timings of employees before the effective date</li> <li>Enter Start time, End time and Week Off</li> </ul>	Manager
<b>Read Policy Documents</b> <ul style="list-style-type: none"> <li>Leave Policy</li> </ul>	Employee

Should you have any query feel free to reach out to;

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