

Employee Portal User Manual

CONTENTS	
Introduction	1
Navigation	2
Login	3
Register as a New user	4
Dashboard	5
Employee Documents	6
User Access Forms	7
Pay Slip	8
Leave Application	9
Duty Resumption	10
Other Links	11

Introduction:

The Employee Portal is a Web-based portal offering employees access to their Personal data (Full Name, Designation, Leave Status, Ticket entitled Month, documents), Online Leave Form, Online Duty Resumption Form, User Access Forms, Pay slip, etc via the Internet. This is an excellent source to access their details online quickly.

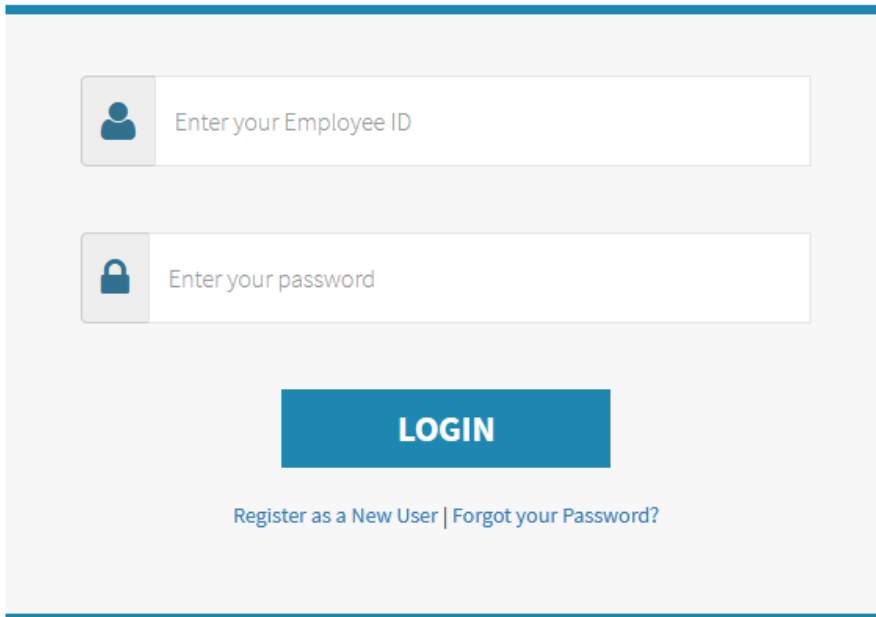
Navigation:

The employee portal can be navigated through the above mentioned URL (<https://e-services.fujairahport.ae/fujairahport/employeePortal/index.cfm>) or through our Port of Fujairah – Main Website – Employee Section and Click ‘Employee Portal’ link.

The screenshot displays the Port of Fujairah website interface. At the top, the logo and name 'PORT OF FUJAIRAH' are visible. Below this is a navigation menu with categories: Overview, Marine Information, Cargo Services, Other Services, and Security & Safety. A secondary menu lists specific services like 'Notice to Mariner', 'Container Handling', 'Marine Services', etc. A large image of a ship is shown in the background. At the bottom of the main navigation bar, the 'EMPLOYEE' link is highlighted with a yellow box. Below the main navigation is a search bar and a list of links including 'HOME', 'DOWNLOAD FORMS', 'ENTRY PROCESS', 'USEFUL CONTACTS', 'LAWS', 'TARIFF', 'JOBS', 'POF CONTACTS', and 'EMPLOYEE'. The 'EMPLOYEE CORNER' section is also visible, containing links for 'E-Services', 'E-Services Applications', 'E-Services Manuals', 'Status Enquiry', 'Marine Certificate', 'Media', and 'Picture Gallerv'. The 'FMPI OYFF PORTAI' link is highlighted with a yellow box.

Login:

- Registered employee need to enter their Employee ID, Password and click **LOGIN**.



The screenshot shows a login interface with two input fields and a login button. The first field is labeled 'Enter your Employee ID' and has a person icon. The second field is labeled 'Enter your password' and has a lock icon. Below the fields is a blue button labeled 'LOGIN'. At the bottom, there are two links: 'Register as a New User' and 'Forgot your Password?'.

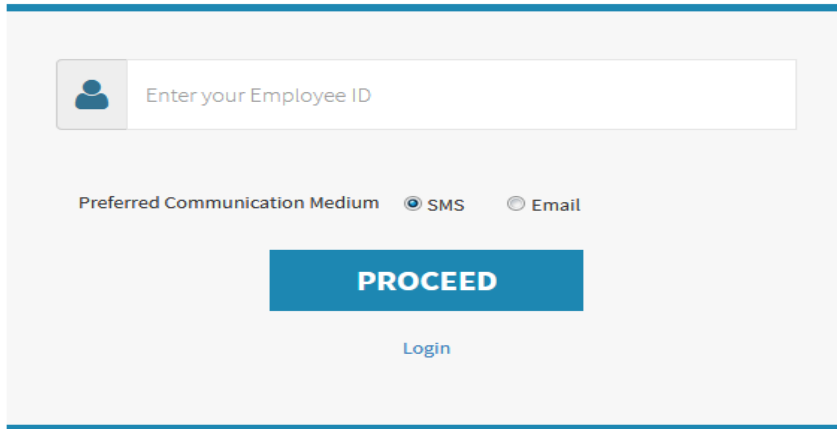
- If the employee is not yet registered, then click **Register as a New User** to Register into Employee Portal..
- If the employee forgot their password, click the link **Forgot your Password** to reset the password.

Register as a New User:

To register as a new user there are two steps,

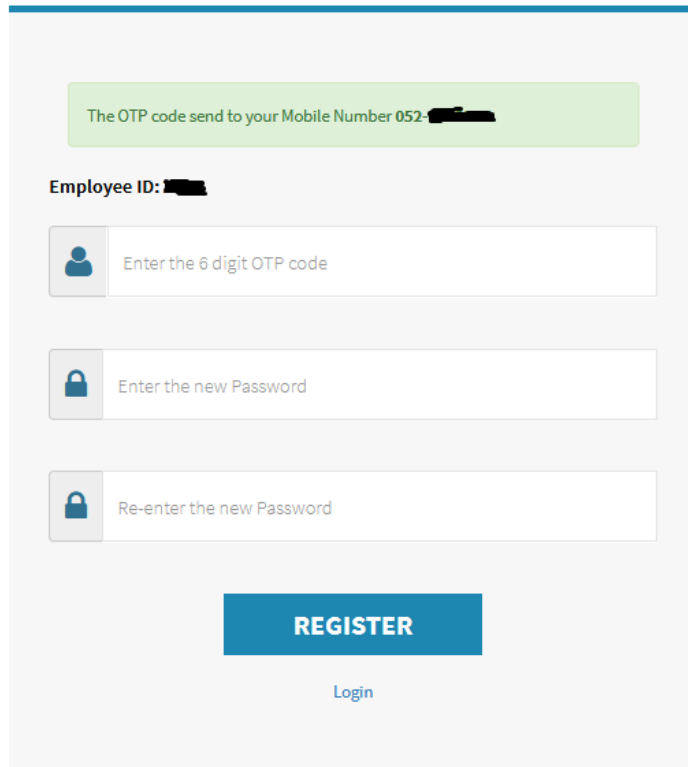
Step 1: Enter the Employee Number, Select Preferred Communication Medium SMS or Email and Click **PROCEED**.

The employee will receive OTP code (one time password) by SMS or Email.



The screenshot shows a registration form for Step 1. At the top, there is a text input field with a person icon and the placeholder text "Enter your Employee ID". Below this field, there are two radio button options for "Preferred Communication Medium": "SMS" (which is selected) and "Email". A large blue button labeled "PROCEED" is centered below the options. At the bottom of the form, there is a "Login" link.

Step 2: Enter the OTP code, New Password and click **REGISTER**.



The screenshot shows a registration form for Step 2. At the top, a green notification box states "The OTP code send to your Mobile Number 052-XXXX-XXXX". Below this, the text "Employee ID: XXXX" is displayed. There are three text input fields: the first is for "Enter the 6 digit OTP code" with a person icon; the second is for "Enter the new Password" with a lock icon; and the third is for "Re-enter the new Password" with a lock icon. A large blue button labeled "REGISTER" is centered below the fields. At the bottom, there is a "Login" link.

Dashboard:

Dashboard contains Employee's

- Leave Outstanding Balance,
- Ticket Entitled Month,
- Last 3 Leave History.

The dashboard features a navigation bar with the following tabs: Dashboard, Employee Documents, User Access Forms, Pay Slip, Leave Application, Duty Resumption, and Other Links. The main content area is divided into three sections:

- Leave Outstanding Balance:** A card displaying a redacted value.
- Ticket Entitled Month:** A card displaying a redacted value.
- Last 3 leave history:** A table with the following data:

#	FROM	TO	DAYS	LEAVE TYPE
1	[REDACTED]	[REDACTED]	[REDACTED]	Casual Leave
2	[REDACTED]	[REDACTED]	[REDACTED]	Annual Leave
3	[REDACTED]	[REDACTED]	[REDACTED]	Annual Leave

Employee Documents:

Employee Documents contain The Employee's

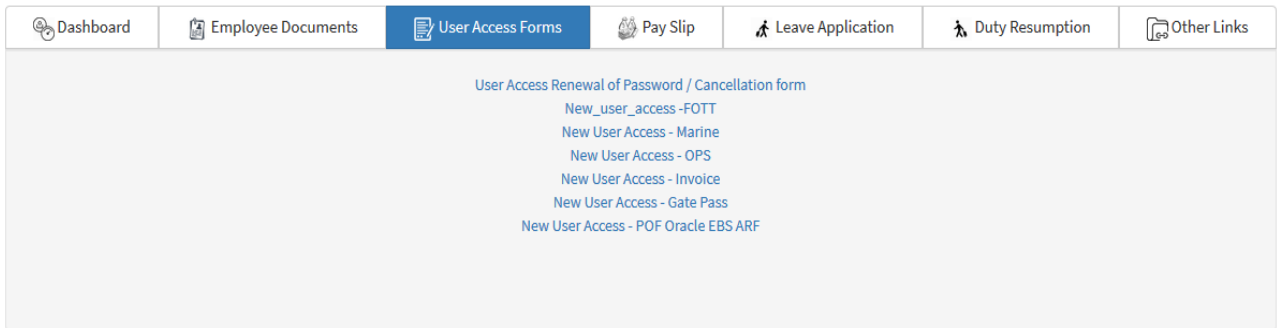
- Emirates ID,
- passport,
- Visa,
- Insurance Card copy.

Document Name	File Name
Emirates ID	EIDA.pdf
Passport Information	P.pdf
Visa Information	V.pdf

User Access Forms:

User Access Forms contain Employee's

- User Access Renewal of Password / Cancellation form,
- New User Access - FOTT,
- New User Access - Marine
- New User Access - OPS
- New User Access - Invoice
- New User Access - Gate Pass
- New User Access - POF Oracle EBS ARF

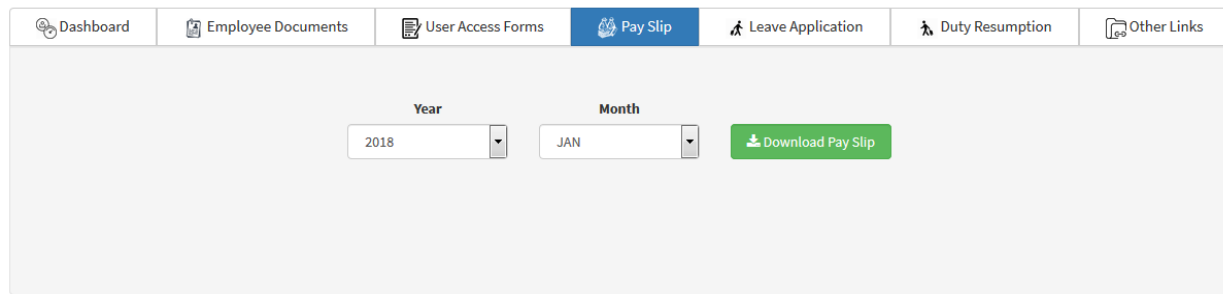


Pay Slip:

Employees can print their Pay Slip by selecting the Month and Year.

How to generate Pay Slip?

Click the menu **Pay Slip**. Select Year, Month and click **Download Pay Slip**. The Pay Slip for the selected month & year will get generated in PDF format. Use Employee Portal password to open the downloaded Pay Slip.



The screenshot displays the Employee Portal navigation menu and the Pay Slip generation interface. The navigation menu includes: Dashboard, Employee Documents, User Access Forms, Pay Slip (highlighted), Leave Application, Duty Resumption, and Other Links. Below the menu, the Pay Slip generation interface features two dropdown menus for selecting the Year (currently set to 2018) and the Month (currently set to JAN), followed by a green button labeled "Download Pay Slip".

Leave Application:

Employees can print leave application by their own or for other employees too.

How to generate leave application?

Step 1. Enter the employee number of leave applicant and click **GO**.

The screenshot shows the top navigation bar with the following items: Dashboard, Employee Documents, User Access Forms, Pay Slip, Leave Application (highlighted), Duty Resumption, and Other Links. Below the navigation bar is a form titled "Employee Number" with a text input field containing a redacted number and a "GO" button.

Step 2. Fill the form and click **Print Leave Application**. The leave form will get generated in PDF format from where we can take a print out.

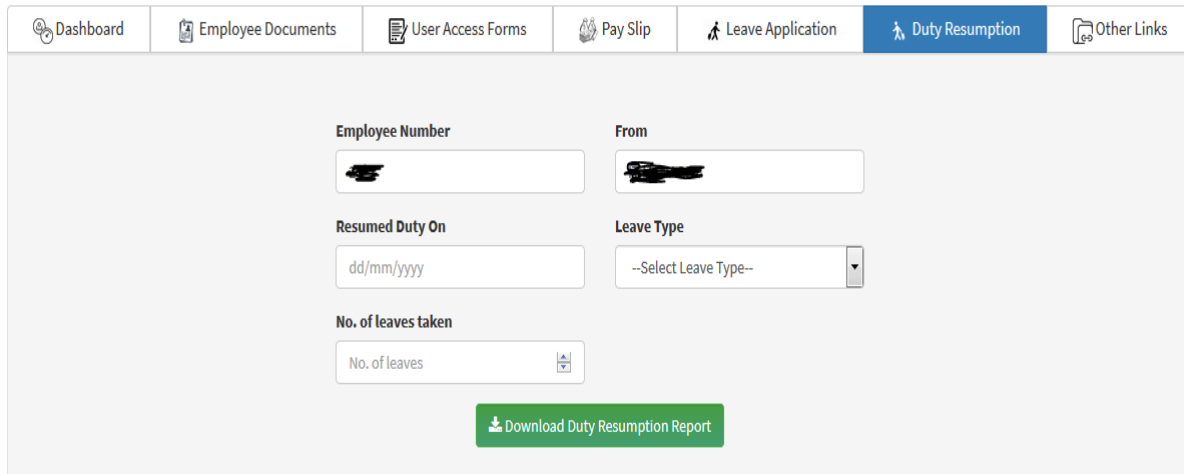
The screenshot shows the full leave application form. At the top, it displays "Employee Number" with a redacted input and a "GO" button. Below this, it shows "Badge No: 2623". The form is divided into several sections: "Name" and "Department" (both redacted); "Designation" (redacted) and "No. of days requested"; "Start Date" (25/04/2018) and "End Date" (dd/mm/yyyy); "Leave Type" with radio buttons for Annual Leave, Unpaid Leave, Study Leave, Casual Leave, Sickness, Accident Leave, Compassionate, Hajj Leave, National Service Leave, Maternity, and Business Trip; "Date of Departure" (dd/mm/yyyy, HH:mm) and "Return Date" (dd/mm/yyyy, HH:mm); "Landing Airport" (dropdown menu) and "Air Line" / "Flight No." (input fields); "Country address, Telephone Number" (input field); and "Leave Advance Salary" with "Yes" and "No" radio buttons. At the bottom, there is a green button labeled "Download Leave Application".

Duty Resumption:

Employees can print Duty Resumption Report by himself/herself or for other employees too.

How to generate Duty Resumption Report?

Click the Menu **Duty Resumption**. Fill the form and click **Download Duty Resumption Report**. The Duty Resumption form will get generated in PDF format.



The screenshot shows a web interface with a navigation bar at the top containing the following items: Dashboard, Employee Documents, User Access Forms, Pay Slip, Leave Application, Duty Resumption (highlighted in blue), and Other Links. Below the navigation bar is a form with the following fields:

- Employee Number**: A text input field containing a redacted value.
- From**: A text input field containing a redacted value.
- Resumed Duty On**: A text input field with the placeholder text "dd/mm/yyyy".
- Leave Type**: A dropdown menu with the placeholder text "--Select Leave Type--".
- No. of leaves taken**: A text input field with the placeholder text "No. of leaves" and a small up/down arrow icon.

At the bottom center of the form is a green button with a download icon and the text "Download Duty Resumption Report".

Other Links:

Other Links contain

- Policy & Procedures,
- IT Duty Schedule,
- Service Request Form

