صنـــدوق تنمــية
المـــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND

User Guide To Program Management

Employment Support Program

Version 1.1

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Steps to Register An Establishment
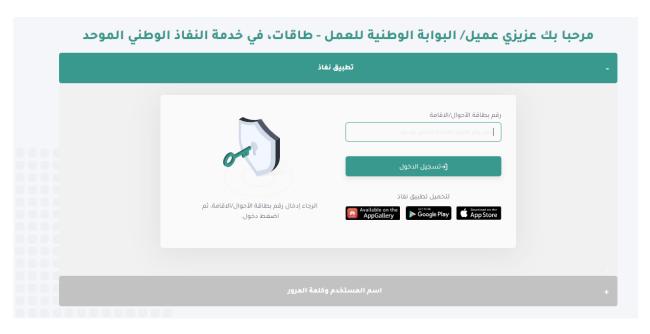
- Private Sector and Non-Profit Sector

- Access the private sector and non-profit sector login page via this <u>link</u> or select the government and semi-government sectors from the upper window.

- Login by the primary authorized person based on his data on the National Nafath Platform.
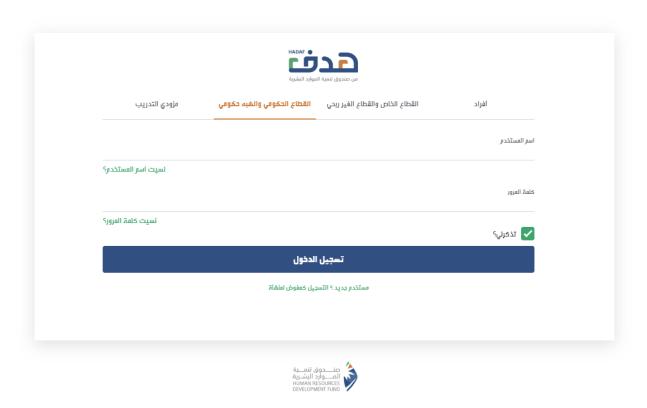

- **After the authorized person logs in, the establishment information page will be reviewed on the Human Resources Development Fund (HADAF) website.**
- **Remark: the establishment's data will be modified through the Ministry of Human Resources and Social Development website, and the modifications will appear in the establishment's profile on the National Labor Portal (Taqat) website.**

- **Governmental sector and Semi-Governmental Sector:**

• Log in to the Human Resources Development Fund (HADAF) website through the link, and then select the government and semi-government sector icon.

- Login by entering the username and password of the primary authorized person.
- After the authorized person logs in, the establishment information page will be reviewed on the Human Resources Development Fund (HADAF) website.
- The primary authorized person can modify the establishment's information through the Human Resources Development Fund (HADAF) website.
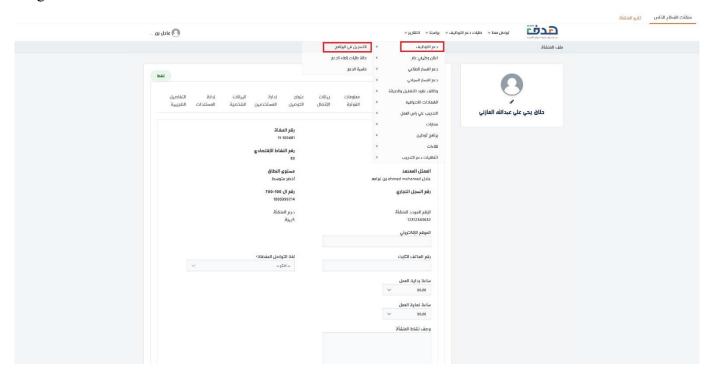
Registration in the Employment Support Program

- Submitting Requests for the Employment Support Program for Private Sector and Non-Profit Sector Establishments:
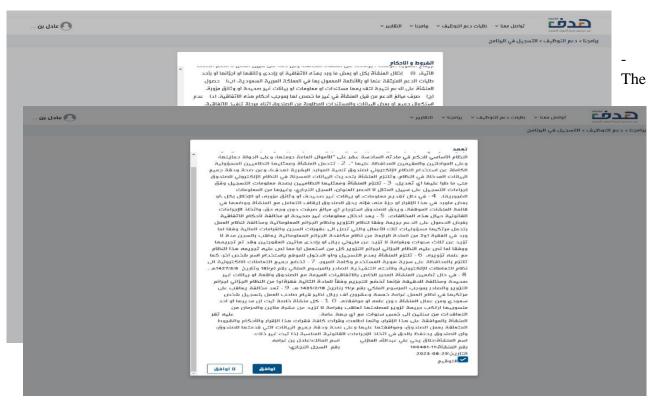
Remark: The Government and semi-government sector establishments cannot apply for support requests

- From the list of our programs "Employment Support Program", the user selects "Register in the

Program"

- The system shows the "Terms and Conditions" to the user. If the user desires to continue, he clicks on "Accept".

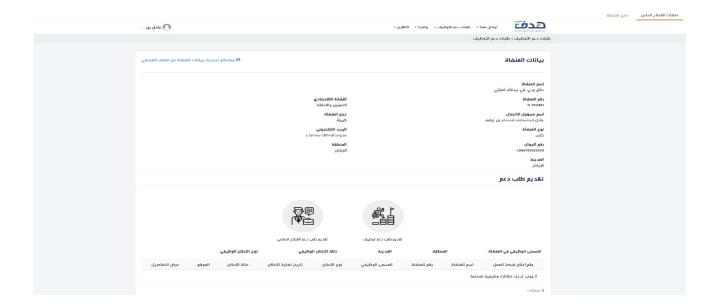system shows the "Commitment" page to the user. if the user desires to continue, he shall activate the "Signature" icon, and then he clicks on "Accept."

- The system sends the "Verification Code" message to the mobile number registered with the Ministry of Human Resources.

- The system allows the user to write the verification code in the field below, then the user shall click on the "Register" icon.

The system will show the user the "Establishment Data" list and the "Previous Requests History" list.

- The user can submit an employment support request from the icon below: "Submit an Employment Support Request".

تقديم طلب دعم

تقديم طلب دعم توظيف

- After clicking on the "Submit an Employment Support Request", the system will show the user mandatory fields which he shall fill in.

- After filling in the mandatory fields below, the user selects "Add a New Employee", and the system will show the following screen.

- To complete "Add a New Employee" field, the user shall click on the "Add a New Employee" icon.

- The user enters the ID number so that the system successfully verifies the individual's eligibility for the program.
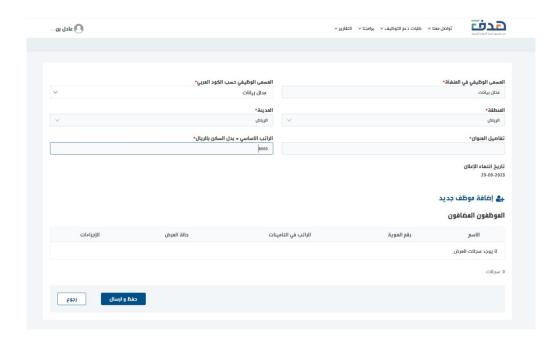

- If the user's eligibility is successfully verified, the system allows the user to enter the employee's salary data in addition to the attachment.

- When verification of the user's eligibility for the program is completed, and all necessary data is entered, click on "Add" and Submit" and the employee will be added to the list of added employees.

- After clicking on the "Add and Submit" icon, a "Confirmation Message" will appear to the user. When the user selects "Yes," the system will submit the request for approval.

- After submitting the request, it appears to the user that the support request has been added successfully.

Remark: The system does not save the requests until after they have been submitted. If the request is not submitted, the system will not save the request data and you will have to re-fill in all the boxes when you return again to the portal.

- The system allows the user to view the list of "Status of Support Requests"

عرض التفاصيل	الموقع	نوع الإعلان الوظيفي		حالة الإعلان الوظيفي		المدينة	المنطقة		المسمى الوظيفي في المنشأة
		حالة الإعلان	تاريخ نهاية الإعلان	نوع الإعلان	المسمى الوظيفي	رقم المنشأة	اسم المنشأة	رقم إعلان فرصة العمل
↗	الرياض، الرياض، حي الملقا	ساري	29-09-2023	دعم التوظيف-المسار السريع	محل بيانات	11-100481	حلاق يحي علي عبدالله المازني	20202026002919

How to Cancel Support Requests

• Accessing the private sector and non-profit sector login page via this <u>link</u>

- Login by the primary authorized person based on his data on the national Nafath platform.

- **After login by the primary authorized person, the establishment information page will be reviewed on the Human Resources Development Fund (HADAF) website.**
- **Remark: The establishment's data will be modified through the Ministry of Human Resources and Social Development website, and the modifications will appear on the establishment profile on the National Employment Portal "Taqat" website.**

- From the list of our programs "Employment Support Program," the user selects "Status of Support Requests".

- The system shows the user the "List of Approved Support Requests" for all requests, and if the user desires to cancel support, he clicks on the "Cancel Support" icon.

- The system will show the user the "Reason for Cancellation" field so he shall click on and selects one of the available reasons for cancellation.

- If the user does not find the desired reason for cancellation, he shall click on "Other"

- The system allows the user to write the reason for cancellation in the text field below.

- After selecting the reason for cancellation, if the user desires to complete the cancellation procedures, he shall click on "Submit".

- If no reason for cancellation is selected, the system does not allow submitting the request

- The system shows the user a "Confirmation Message", he shall click on "Yes" to confirm the request.

- After the support request is confirmed to be cancelled, the beneficiary's status is changed to "Under Revision" and the beneficiary's data is transferred to the "Canceled Support Requests" list.

سبب الاستبعاد	30-07-2023	15-12-2022	سفير	أنثى	1000109866	سعد بدر سعد بن عيد
سبب الاستبعاد	01-08-2023	15-12-2022	مدرس	أنثى	1000110120	نوره سعيدان بن نوير العتيبي
سبب الاستبعاد	27-07-2023	15-12-2022	مدرس	أنثى	1000101038	عفاف بنت ناصر بن ابراهيم الزيد
سبب الاستبعاد	27-07-2023	15-12-2022	مدرس	أنثى	1000100527	حصه عبدالله بن عبدالعزيز الطويل الطويل
سبب الاستبعاد	27-07-2023	15-12-2022	مدرس	ذكر	1000100295	محمد بن سالم بن ناصر البران اليامي

‹ 8 … 4 3 2 **1** ›   1 إلى 5 من 36 سجلات

طلبات الدعم الملغية

تاريخ تقديم طلب الإلغاء	تاريخ تقديم طلب الدعم	حالة طلب الإلغاء	المسمى الوظيفي	الجنس	رقم الهوية	اسم الموظف
06-09-2023	15-12-2022	تحت المراجعة	55	أنثى	1000118248	الجازي مشعان قشعان الوهبي الحربي

- **Remark: The system does not save the requests until after they have been submitted. If the request is not submitted, the system will not save the request data, and you will have to re-fill in all the fields when you return again to the portal.**

How to Submit an Objection

• Access the private sector and non-profit sector login page via this <u>link</u>.

- Login by the primary authorized person based on his data on the National Nafath Platform.

• After the authorized person logs in, the establishment information page will be reviewed on the Human Resources Development Fund (HADAF) website.

• Remark: The establishment's data will be modified through the Ministry of Human Resources and Social Development website, and the modifications will appear on the establishment's profile on the National Labor Portal "Taqat" website.

- From the list of our programs "Employment Support Program", the user selects "Status of Support Requests".

- The user can view the reason for exclusion through clicking on the "Reason for Exclusion" icon and view the reasons for excluding the beneficiary from support.

- The reason for excluding the beneficiary from support appears to the user.

- If 30 days have not passed since exclusion, the system allows the user to submit an objection by clicking on the "Submit an Objection" icon.

- After clicking on "Submit an Objection" icon, the system shows the user the establishment data and the applicant data.

<div dir="rtl">

حجم المنشأة	**رقم المنشأة في مكتب العمل**		
صغيرة فئة أ	4-75922		
المنطقة	**نشاط المنشأة**		
الرياض	التموين والاعاشة		
رقم هاتف المنشأة	**المدينة**		
+966155555555	الرياض		
	البريد الإلكتروني للمنشأة		
	c.fahmy-c@hrdf.org.sa		

بيانات مقدم الطلب

رقم الهوية	**الاسم**
1023728858	عادل بن غرامه
رقم الجوال	**البريد الإلكتروني**
+966155555555	c.fahmy-c@hrdf.org.sa
	النوع
	ذكر

</div>

- The user shall fill in the necessary fields in the objection section.

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معلومات طلب الإعتراض

اسم البرنامج

دعم التوظيف ⌄

نوع الاعتراض

الأهلية ⌄

اسم الموظف

هيفاء صالح عبدالله الرومي ⌄

دورة الدفع

السنة	**الشهر**
2023 ⌄	نوفمبر ⌄

مانع الأهلية

راتب الموظف اقل من الحد المسموح حسب التأمينات الاجتماعية ⌄

</div>

- The user shall fill in the necessary fields in the objection section, and shall mention the "Objection Text."

- If the user desires to complete the procedures for submitting the objection, he shall admit commitment by reading the text of the commitment and activating the "Commitment" icon.
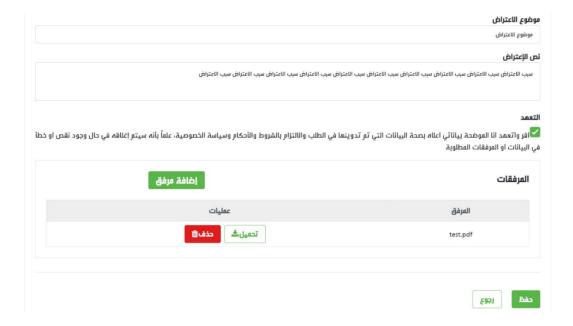

- The user shall attach the necessary "Attachment" related to the objection section.

- After completing filling in all the necessary fields, if the user desires to complete the procedures for submitting a new objection request, the user shall click on the "Save" icon to send the objection.

- The system shows a "Confirmation Message" to complete the procedures for submitting the objection. If the user wants to complete the procedures, he clicks on "Yes".

- After completing saving and sending the objection, the system shows the user a "List of Objections" so that he can view the details of the objection.

Remark: The system does not save the requests until after they have been submitted. If the request is not submitted, the system will not save the request data, and you will have to re-fill in all the boxes when you return again to the portal.