



وزارة التعليم  
Ministry of Education

# User guide

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Maternity Leave / Born care

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## 1. Maternity leave Service /Born care

The Faris system provides maternity Leave/born care service - electronically.

## 2. Service Description

The Ministry of Education's leave system offers its employees several types of leave, including maternity/Born care leave, which female employees can apply for through the Faris system.

This can be done by following these steps:

1. The first step is to log in to the Faris website.
2. Then, log in to the employee's account.
3. Click on the main menu.
4. Select the MOE Employee SSHR Responsibility.
5. Click on the Absence submenu.
6. Next, select the "Absence management user" option.
7. Then, click on "Absence request"
8. On the following page, select the type of Absence: (Maternity Vacation).
9. Choose the start and end dates of the leave.
10. Click on the "Calculate Duration" button.
11. Choose from the drop-down calendar list Delivery Date
12. Choose from list value yes should be Apply Direction Once Leave Finished?
13. The program will automatically calculate the duration and verify the employee's

14. Eligibility for the leave.
15. After that, the system will require you to attach the child's birth certificate, and
16. As we said, his age should not exceed three years.
17. Click the "Check" button.
18. 14. A family record document can also be attached, but it is not required.
19. The application summary page will then appear for reviewing the data.
20. After verifying all the entered data, the application will be sent to the relevant
21. Department.
22. Until the application is processed, the application status will remain "Pending."

### How to Use the Document

This guide is used based on your assigned responsibilities. Refer to the screen descriptions according to your user permissions. To perform tasks correctly, follow the steps outlined in this guide for each function exactly as they are.

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## 4. The topic of explanation

- The user guide is a guidance document that explains the steps a user of the Faris system should follow based on their specific role within the ministry.

### ε, I Procedures

#### ε, I, I Scope of Work

- the following functions will be displayed:
- Browsing the Oracle system
- Maternity leave /born care

#### ε, I, ٢ Distribution

1. Human Resources staff in the Ministry and Education Departments.

### ε, ٢ Exploration Guidelines

#### ε, ٢, I How to Access Screens

1. Please note that each path will be explained according to the job and Responsibility.

## 5. Browse the oracle program

Access the Faris system, use the following link:

<https://frsprod.moe.gov.sa>

1. Enter your username
2. Enter your password
3. Select the language type
4. Click the login button

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FARIS

User Name

Password

Log In Cancel

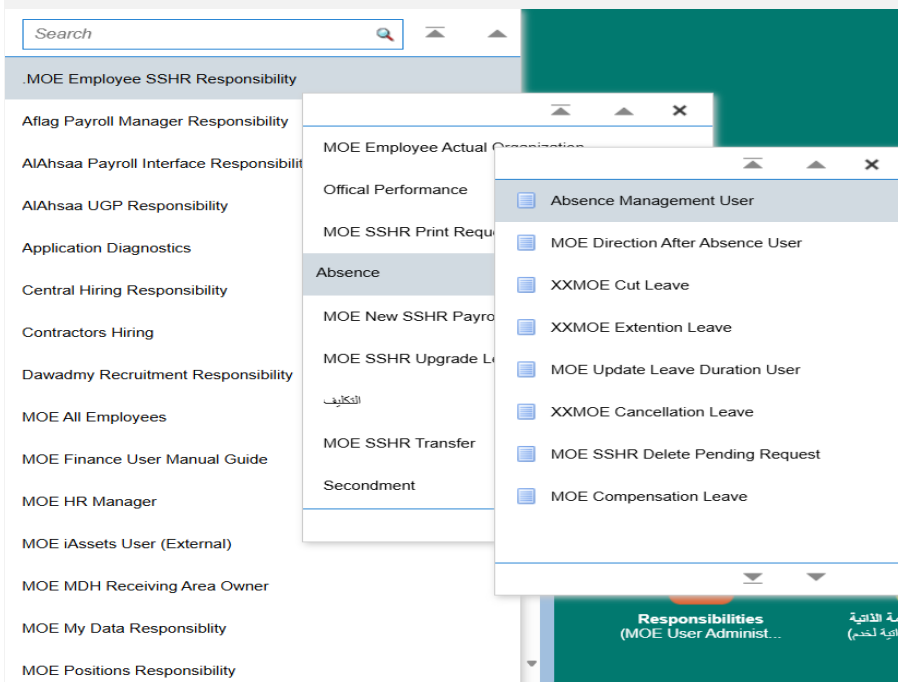
[Change Password](#)

Language  
English

الحقوق محفوظة لوزارة التعليم

0,1 Selecting the Specific Responsibility Screen from the Explorer (Function):

1. Select the specific responsibility by left-clicking on it.
2. Once the responsibility is selected, its corresponding screens will appear in the
3. Corresponding section of the screen.
4. Select the screen you want to open directly by clicking on it.



## 6. Absence

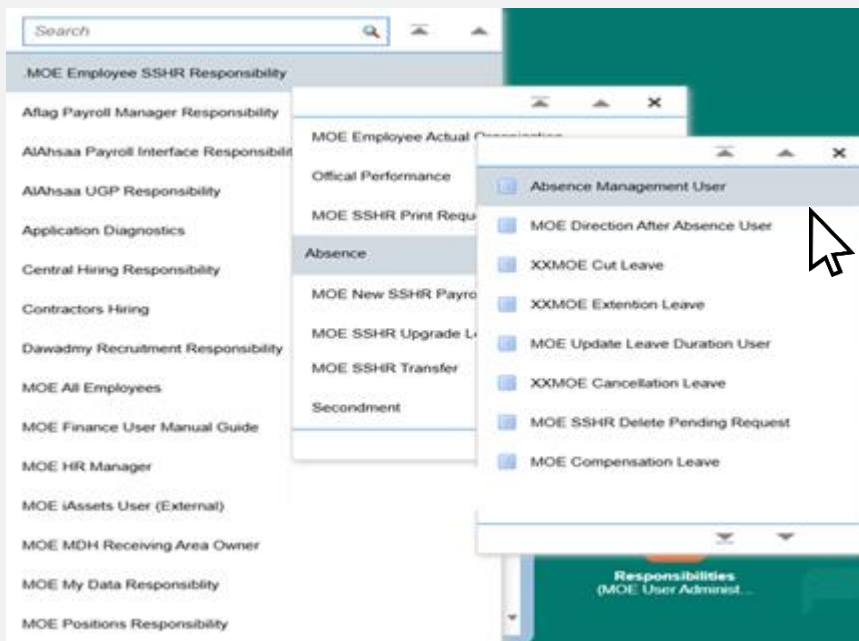
Absence is an employee right when the establishment determines it according to the requirements of the labor law. It becomes a job benefit when the establishment grants leave not stipulated by the law or exceeding the legally specified period.

All fields in yellow are required; the procedure will not be completed without entering the data.

## 7. Maternity Leave/born care

1. From the main menu, select MOE Employee SSHR Responsibility.
2. Follow the MOE Employee SSHR Responsibility → Absence → Absence

Management User



3. From the Absence Management User screen: Click the Absence request button as shown in the image below.

**Absence Management User: قم بالاستعلام او طلب اجازة جديدة**

**Absence Management**

بيانات الاجازات الأرصدة

Personalize "بيانات الاجازات"  
 Personalize Query: (QueryRN)

**Search**

Personalize "Search"  
 Note that the search is case insensitive

نوع الاجازة  
 حالة الاجازة

Go Clear

Personalize "Personalize Advanced Table"

طلب اجازة

Start Date	End Date	نوع الاجازة	Duration Days	حالة الاجازة	المرفقات	Details
05/05/1445	05/05/1445	Unauthorized Leave Rule 156	1	Approved		
23/04/1445	24/04/1445	Unauthorized Leave Rule 156	2	Approved		
15/04/1445	15/04/1445	Unauthorized Leave Rule 156	1	Approved		
04/04/1445	04/04/1445	Unauthorized Leave Rule 156	1	Approved		
02/04/1445	03/04/1445	Sick Vacation	2	Approved	1	
26/03/1445	26/03/1445	Sick Vacation	1	Approved	1	
23/03/1445	23/03/1445	Unauthorized Leave Rule 156	1	Approved		
19/03/1445	19/03/1445	Unauthorized Leave Rule 156	1	Approved		
18/03/1445	18/03/1445	Sick Vacation	1	Approved	1	
16/03/1445	17/03/1445	Sick Vacation	2	Approved	1	

طلب احذ

4. Choose the type of Absence from the drop-down menu: Maternity vacation.
5. Enter the following data d (start date, end date, Last vacation, Substitute teacher, Date of birth, Add attachments).
6. Then press the Next button as shown in the image below.

**Create Absence: تعمية بيانات الاجرة**

Personalize Stack Layout: (H:AbsRequiredAndnoRN)  
 Select Confirmed if you are sure of the dates of your absence, otherwise select Planned: Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.  
 \* Indicates required field

حالة طلب الاجرة: Confirmed  
 نوع الاجرة: Maternity Vacation

Duration: Personalize Table Layout: (H:AbsenceDurationTable)  
 Start Date: (04/12/1447)  
 End Date:  
 \* TIP Start Date is required.

Personalize Table Layout: (H:AbsTotalTable)  
 Days:  
 Total: Calculate Duration

Delivery Date:  
 Should be Apply Direction Once Leave Finished?

Personalize "Comments"  
 Comments:

رصد الاجرات  
 Personalize "الاجرة"  
 Personalize "الاجرة"  
 عرض رصد الاجرة

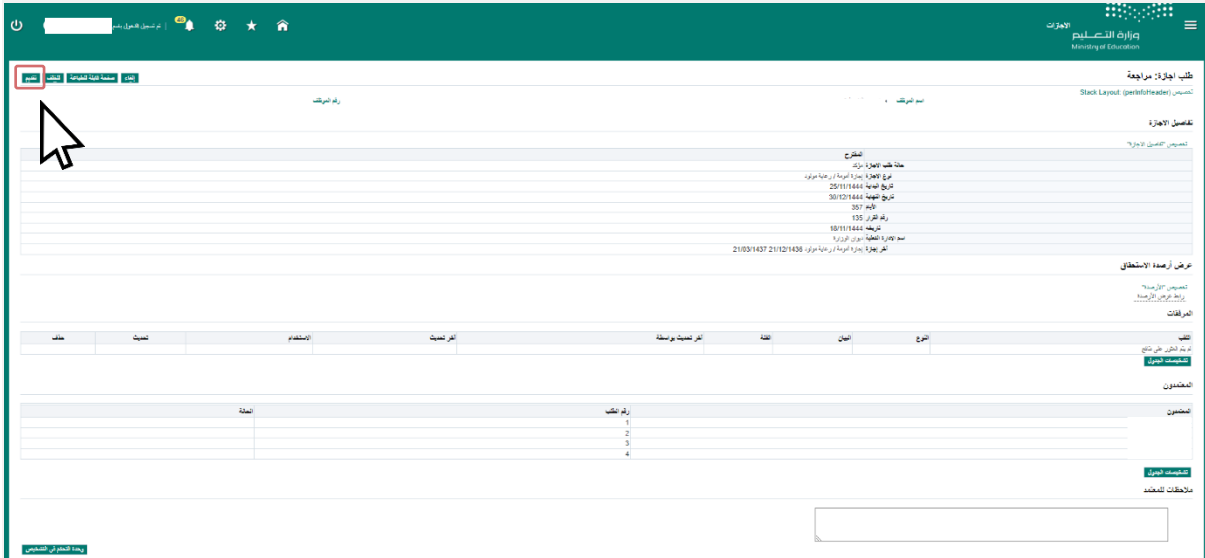
مرفقات  
 Personalize "المرفقات"  
 Personalize "المرفقات"  
 Personalize "Attachments"  
 Personalize "Attachments of associated record"  
 Add Attachment

Personalize Table Layout: (H:AbsInDatePicTable)  
 نوع الاجرة: 1447

SUN	MON	TUE	WED	THU	FRID	SAT
30	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	1	2	3	4	5

Cancel Next

7. Press the Submit button as shown in the following image.



8. A confirmation message appears as shown in the following image.





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