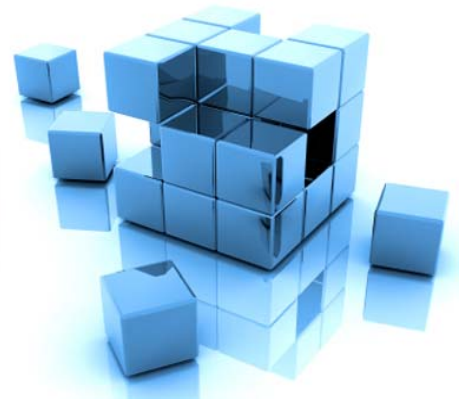


New milestones

The automation of any business process should aim to achieve at least two key objectives: improve efficiency and internal control processes and reduce cost and effort. With this in view, Summer 2012 saw the implementation of a number of applications and systems which were part of UITS active project list.



Personal & Dependent Tracking System

UAEU faculty & staff can now update their personal and dependents' information via Personal & Dependent Tracking System in eServices. Accurate up-to-date information is imperative as the status of UAEU employees' dependents may affect employees' entitlements. With this in mind, this automated system was developed to capture, verify and update employees' personal and dependent details in the HR System in a more efficient and effective way.

National Teaching Assistants Vacation Ticket & Expense Reimbursement Systems

As part of the benefits that national TAs are entitled to while studying abroad, two automated systems have recently been launched to process TAs' applications for vacation tickets and reimbursement of expenses respectively. The first system, National TAs Vacation Ticket, allows TAs to submit their vacation tickets request online, processes tickets payment directly in UAEU Banner Finance System for the ticket value to be deposited in the TAs' accounts.

The second system, National TAs Expense Reimbursement, allows UAE Embassies to request reimbursement of the National Teaching Assistants (TAs) expenses online through UAEU Banner System. The reimbursement is directly processed in the Finance System and paid to embassies' accounts.

Both systems are handy tools that provide users easy access and the Finance Department a better way to manage requests.

Student Housing Transfer Request System

With Student Housing Transfer Request system, the process of requesting room transfer has become much more simple and straightforward. As this is an automated system, it allows students who wish to transfer to a different room/ building/ hostel to apply online, track their application via notifications and get approval if they meet the conditions set by housing administration. This new automated paperless application stands to benefit both students and administration by speeding up the processing of room transfer requests and saving time and resources.

Al Ain Gate Permit System

Al Ain Gate Permit system is yet another application that aims to save time, effort and resources. It makes the process of applying for a transportation permit much quicker. A student who wishes to get a permit makes a request by filling in her guardian's details and uploading supporting documents online. Thus, administrators can verify information, review supporting documents and process submitted requests all online.

By: Mariam Ketbi & Abdullahi Qani