بياناتي
Bayanati

The Federal Government's HR Management Information System

Registering COVID-19 cases and related information on "Bayanati"

(for federal entities using "Bayanati")

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Registering <mark>infected employees with COVID-19</mark> on "Bayanati" System

In the event that an employee gets infected with COVID-19, he/she must officially notify the HR Department with the positive test results. The notification should be sent through "Bayanati" employee self-service. Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. From the Employee self-service menu, open "COVID-19 Information", then choose "COVID-19 Test Results Information".

> ◢ 📁 COVID-19 Information
>   📄 COVID-19 Test Result Information
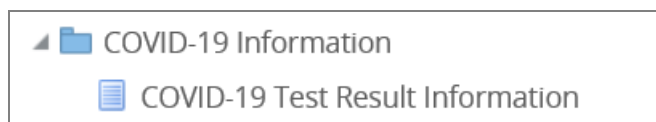
3. Once the screen loads, click on the "Add" button.

4. Enter the test results information as follows:

> ☑ **TIP** When "Sick Leave Required" is chosen as YES, A "Sick Committee" leave request for 14 days will be sent for approval.
> ☑ **TIP** When "Sick Leave Required" is chosen as NO, A "Work From Home" request for 14 days will be sent for approval.
>
> ★ Test Date   [📅]
> ★ Test Result Issue Date   [📅]
> ★ Test Result   [▾]
> Register as sick leave?   [▾]

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a) Test Date *(Mandatory)*
b) Test Result Issue Date *(Mandatory)*
c) Test Results (Positive/Negative) *(Mandatory)*
d) Register as sick leave? Yes   No
      i. If 'Yes', 14 days will be deducted from the employee's sick-committee balance.
      ii. If 'No', work from home for 14 days will be registered for the employee.

5. After entering the required fields, click on "Apply".

6. After reviewing the application, click on "Next".

7. Attach the test result to the request and click on "submit."

8. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.

> ❌ **Error**
> Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

9. The request will go for final review and approval by the HR Department after submitting the request.

Registering work from home request for employees in contact with infected people with COVID-19 on "Bayanati"

In case the employee got in contact with an infected person with COVID-19, the employee can apply for a work from home request, which will be sent for review and approval by the HR Department. Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. In case the employee received two doses of the COVID-19 vaccine, he/she will be advised to work remotely for coming into contact with an infected person. In case the employee has not received two doses of the vaccine, the quarantine days will be deducted from the employee's annual leave balance, and it is considered as an unpaid leave if the annual leave balance has been already consumed.
3. From the Employee self-service menu, open "COVID-19 Information", then choose "Work From Home Request".
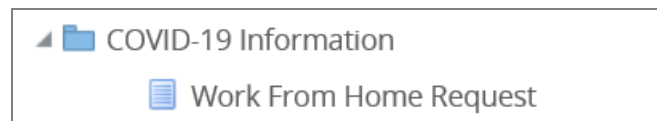
4. Once the screen loads, click on the "Add" button

5. Enter the test results information as follows:

Personalize "Update Details"
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Field	
* First Day of work from home	
* Last Date of work from home	
* Work from home reason	Contact with infected person
Please specify the other reason	
* Infected Person Name	
* Infected Person EID	
* Contact Date	
* Contact Reason	
Other Contact Reasons	

☑ **TIP** If you have taken 2 doses of vaccine, A "Work From Home" request for 14 days will be sent for approval.
☑ **TIP** If you have not taken 2 doses of vaccine, An "Annual Leave" request for 14 days will be sent for approval. While shortage of Annual Leave balance, HR will create "Unpaid Leave" for exceeding days.
☑ **TIP** Please ensure the entry of the Emirates ID with the correct format **XXX-XXXX-XXXXXXX-X**. In case there is no Emirates ID, please enter it as follows **784-0000-0000000-0**

a) First Day of work from home *(Mandatory)*
b) Last Date of work from home *(Mandatory)*
c) Work from home reason
d) If you choose the reason "Contact with infected person", add the following information:
   a) Enter the Infected Person Name *(Mandatory)*
   b) Enter the Infected Person's Emirates ID within the correct format (or use 784-0000-0000000-0 in case the infected person doesn't have an EID) *(Mandatory)*
   c) Contact Date *(Mandatory)*
   d) Contact Reason (Relative Relation, Shared Accommodation, Workplace, Other)
   e) In the case the contact reason is "Other", the user has to specify the "Other Contact Reason" (contact with a friend ... etc.).

6. After entering the required fields, click on "Apply".

7. After reviewing the application, click on "Next".

8. Attach the valid documents to the request and click on "submit".

9. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.

> ❌ **Error**
> Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

10. The request will go for final review and approval by the HR Department after submitting the request.

Registering COVID-19 vaccine information on "Bayanati"

As soon as the employee receives the COVID-19 vaccine, it must be registered in the employees file on "Bayanati" Below are the steps required to be performed on "Bayanati":

1. Log in to "Bayanati" using the employee's username and password.
2. From the Employee self-service menu, open "COVID-19 Information", then choose "COVID-19 Vaccination Details".
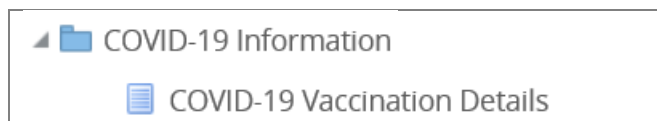
3. Once the screen loads, click on the "Add" button.
4. The information related to the vaccine is entered as follows:
    a) Vaccination Type (Pfizer-BioNTech, Sinopharm, Sputnik V) *(Mandatory)*
    b) Vaccination Date *(Mandatory)*
    c) Dose (First Dose, Second Dose) *(Mandatory)*
    d) Authorised provided source (Abu Dhabi Health Services, Co.
       − SEHA, Department of Health (AD), Dubai Health Authority, Ministry of Health & Prevention, Other)
    e) Any additional information regarding obtaining the vaccine can be added in the notes section.

Personalize "Update Details"
Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Vaccination Type [▼]
* Vaccination date [🗓]
* Dose [▼]
* Authorized provided source [🔍]
Notes [ ]

5. After entering the required fields, click on "Apply".

6. After reviewing the application, click on "Next".

7. Attach the valid documents to the request and click on "submit".

8. In case the supporting documents are not attached, an error will show to the user, and the employee will not be able to submit the request.

> ❌ **Error**
> Uploading the supporting document is mandatory. Kindly attach the file in order to proceed further

9. The request will go for final review and approval by the HR Department after submitting the request.