



User Instructions

Work permit request – Advisor/PI



WEIZMANN מכון
SCHOOL OF
SCIENCE למדע ::::

1

Login screen
for HR documents
Enter username
and password

HR Forms

In order to submit the request, you must log in with the institute username

Your Weizmann Username

password

Login

[Rest Password](#)

2

Home screen
where you can view
requests waiting for your
approval.
To view and approve
the request details
click on the request line

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Prof. Kfir Blum

Hello Kfir

Waiting for My Approval

Amit Basri - Private Work test	15/10
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All Students Request

3

Accessing the request will display the request screen, where you can view the information and documents if attached.

On this screen, you can approve/reject the request to the coordinator in WSOS for action by clicking the SEND buttons

Request Num: 22023 | Submit: 15/10/24 11:12 (12 minutes ago)

Private Work - test

Student: **Amit Basri** MSc Student

Request Status: **Waiting For You**

Request Details

Employer	test
Employment start date	01/11/2024
Requested period until	31/01/2025
Job description	test test
Scope of employment	Up to 4 weekly hours
Request Type	Part-time external employment

Files

No Files Added

Recommendation

Approve Decline

Comments

Send

Supersiors Recommendations:
Prof. Kfir Blum **Waiting**

For assistance, please contact Sara Cohen ☎ 08-934-4536

4

The history of requests will be displayed on the home screen by clicking on 'All Requests'

WEIZMANN מרכז WEIZMANN SCHOOL OF SCIENCE לימודים מדעיים

Prof. Kfir Blum

Hello Kfir

Waiting for My Approval

Amit Basri - Private Work 15/10

All Students Request



Requests

Request Date	Request Subject
15/10/2024	22025. Amit Basri - Private Work: test B
15/10/2024	22023. Amit Basri - Private Work: test
15/10/2024	22021. Gad Hurwitz - Private Work: test1

Good luck!
For any further assistance, please contact
wsoswork@weizmann.ac.il

