

User Instructions

Work permit request – Student/Postdoc



WEIZMANN מכון
SCHOOL OF זימן
SCIENCE למדע ::::

1

HR Forms

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

Your Weizmann Username

password

Login

[Reset Password](#)

Login screen for HR documents
Enter username and password



2

To submit a new request, click on 'Request for Private Work' which appears on the in the HR Forms box



3

On the request screen, complete all fields, and attach relevant documents if necessary. To complete and send, click on 'Send Request'.

The screenshot shows a web form titled "Request Type". At the top right, there is a "Help" section with the text "For assistance, please contact Sara Cohen" and contact icons for email and phone, along with the number "08-934-4536". The form has several sections: "Request Type" with radio buttons for "Part Time External Employment" (selected) and "Part Time Internal Employment"; "Request Details" with input fields for "Applicant's Research Topic", "Employer", and "Job Description"; "Scope of employment" with a radio button for "Up to 4 weekly hours"; "Employment start date:" and "Requested period until:" with calendar icons; a "Files" section with a "+Add Contract" button and "No files attached" text; and a confirmation section with a checkbox and a link. At the bottom right, a "Send Request" button is highlighted with a red rectangular box.

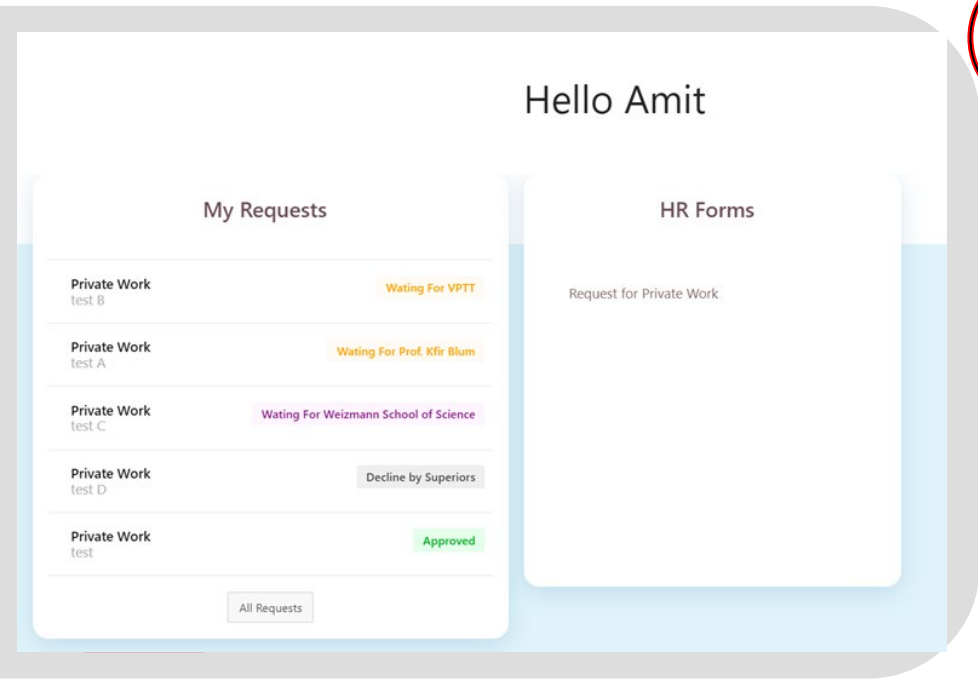
4

At the end of the process, this message will be displayed, confirming that the request has been successfully sent to the relevant parties. Once approved, your approval will be sent to your WIS email

The screenshot shows a confirmation message. At the top center is a green circular icon with a white checkmark. Below it, the text reads "Your request has been accepted and forwarded for further processing". Underneath, a smaller line of text says "The request has been forwarded to your Supervisor for approval. A message will be sent after their decision is made." This is followed by "For assistance, please contact Sara Cohen" and contact icons for email and phone, along with the number "08-934-4536". At the bottom center is a button labeled "Home >".

5

On the home screen, you can always view and update the status of the request under the 'My Requests' box



6

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

