



UNIVERSIDADE FEDERAL DE JUIZ DE FORA

ORIENTAÇÃO – Registro de
Afastamento a serviço no SIGA

REGISTRO DE AFASTAMENTO NACIONAL A SERVIÇO NO SIGA

Prezados, conforme orienta o POP do Afastamento Nacional a Serviço, todos os afastamentos deverão ser registrados também no SIGA para que seja lançado no sistema de Ponto e posteriormente encaminhado para a Gerência de Cadastro para lançamento no SIGEPE.

Segue abaixo o passo a passo para este registro:

Acessar o siga vermelho:



Informar o nome ou o número de matrícula do servidor e abrir as informações:

Pesquisar Servidores

Matrícula	Nome
<input type="text"/>	<input type="text"/> 
-OU- <input type="checkbox"/> Nome <input type="checkbox"/> Situação	
<input type="checkbox"/> Nome <input type="checkbox"/> Situação	
Nenhum registro encontrado	

Clicar em Licenças/afastamento



Abaixo dos registros de licença do servidor, clicar em Incluir Nova licença/afastamento:

Licenças / Afastamentos		Uso de licença	Uso de afastamento				
Nº	Data	Início	Fim	Diário	-		
1	2023-01-01	2023-01-01	2023-01-01			144	N
2	2023-01-02	2023-01-02	2023-01-02			144	N
3	2023-01-03	2023-01-03	2023-01-03			144	N
4	2023-01-04	2023-01-04	2023-01-04			144	N
5	2023-01-05	2023-01-05	2023-01-05			144	N
6	2023-01-06	2023-01-06	2023-01-06			144	N
7	2023-01-07	2023-01-07	2023-01-07			144	N
8	2023-01-08	2023-01-08	2023-01-08			144	N
9	2023-01-09	2023-01-09	2023-01-09			144	N
10	2023-01-10	2023-01-10	2023-01-10			144	N
11	2023-01-11	2023-01-11	2023-01-11			144	N
12	2023-01-12	2023-01-12	2023-01-12			144	N
13	2023-01-13	2023-01-13	2023-01-13			144	N
14	2023-01-14	2023-01-14	2023-01-14			144	N
15	2023-01-15	2023-01-15	2023-01-15			144	N
16	2023-01-16	2023-01-16	2023-01-16			144	N
17	2023-01-17	2023-01-17	2023-01-17			144	N
18	2023-01-18	2023-01-18	2023-01-18			144	N
19	2023-01-19	2023-01-19	2023-01-19			144	N
20	2023-01-20	2023-01-20	2023-01-20			144	N
21	2023-01-21	2023-01-21	2023-01-21			144	N
22	2023-01-22	2023-01-22	2023-01-22			144	N
23	2023-01-23	2023-01-23	2023-01-23			144	N
24	2023-01-24	2023-01-24	2023-01-24			144	N
25	2023-01-25	2023-01-25	2023-01-25			144	N
26	2023-01-26	2023-01-26	2023-01-26			144	N
27	2023-01-27	2023-01-27	2023-01-27			144	N
28	2023-01-28	2023-01-28	2023-01-28			144	N
29	2023-01-29	2023-01-29	2023-01-29			144	N
30	2023-01-30	2023-01-30	2023-01-30			144	N
31	2023-01-31	2023-01-31	2023-01-31			144	N

Na janela que se abre clique em “Verifica” para expandir as informações:

The screenshot shows a software window with a yellow header bar containing two buttons: "Incluir Nova Licença / Afastamento" and "Planilha CSV". Below the header is a section titled "Dados da Licença/Afastamento". Inside this section, there is a dropdown menu labeled "Ocorrência:" with the placeholder text "--Selecione--". To the right of the dropdown is a small arrow pointing down. Below the dropdown is a button labeled "Verifica" with a red oval circle drawn around it. The rest of the window is mostly empty and gray.

Preencha os dados e clique em salvar

The screenshot shows the same software window as above, but the "Verifica" section has been expanded. The expanded section is titled "Dados da Licença/Afastamento". It contains several input fields: "Ocorrência:" with a dropdown placeholder "--Selecione--", "Data de início:" with a date input field and a "DD/MM/YYYY" placeholder, "Data final:" with a date input field and a "DD/MM/YYYY" placeholder, "Motivo:" with a large text area that has a character limit of "Máx. 500 caracteres" indicated by a blue border and text, and "Publicação:" with a search icon and a text input field. At the bottom left is a "Salvar" button. The expanded section is shown against a gray background.