

# User Guide

## Cash Advance

HR Approval



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## 1 APPROVAL SCREEN

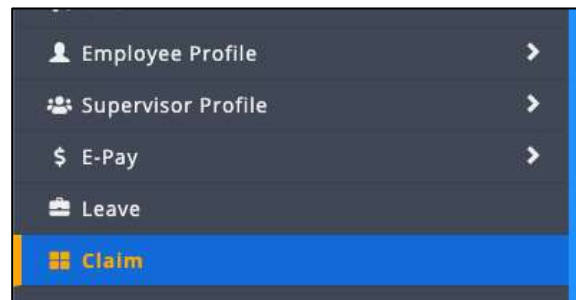


Figure 1.1



Figure 1.2

Click on "Claim" in the side bar as shown in Figure 1.1. After that click on the "HR Approval" on the top menu as shown in Figure 1.2

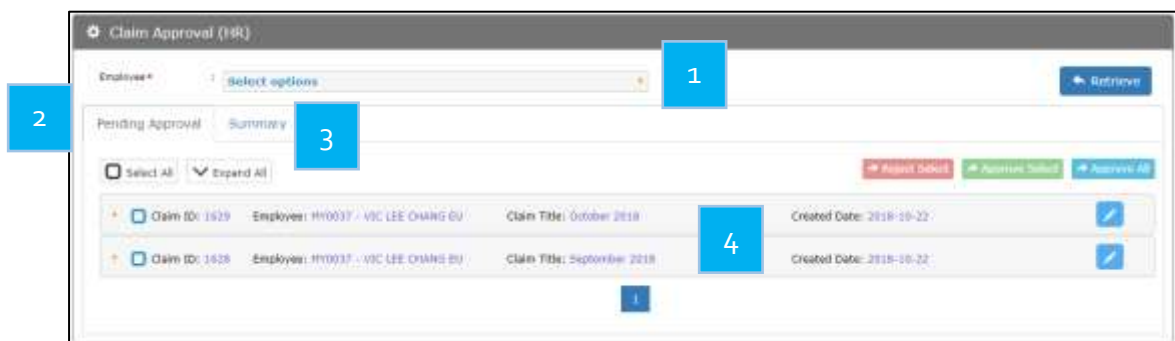


Figure 1.3

1 Employee selections

3 History Tab

2 Pending Approval Tab

4 Pending item list

## 2 APPROVAL

### 2.1 Approve or Reject Claim

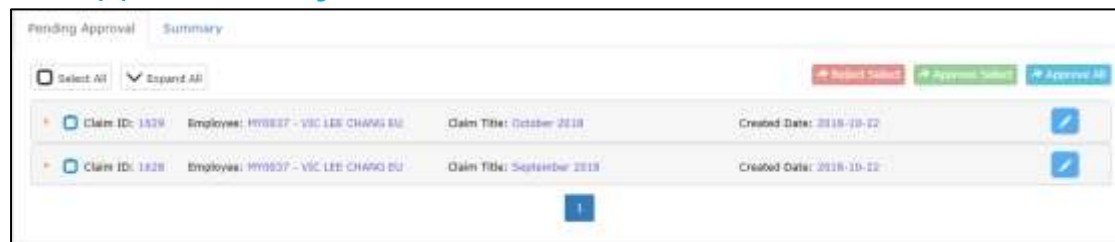


Figure 2.1

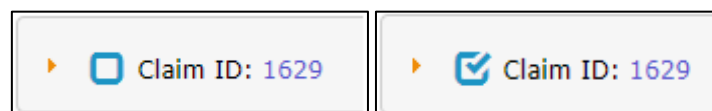


Figure 2.2

Figure 2.3

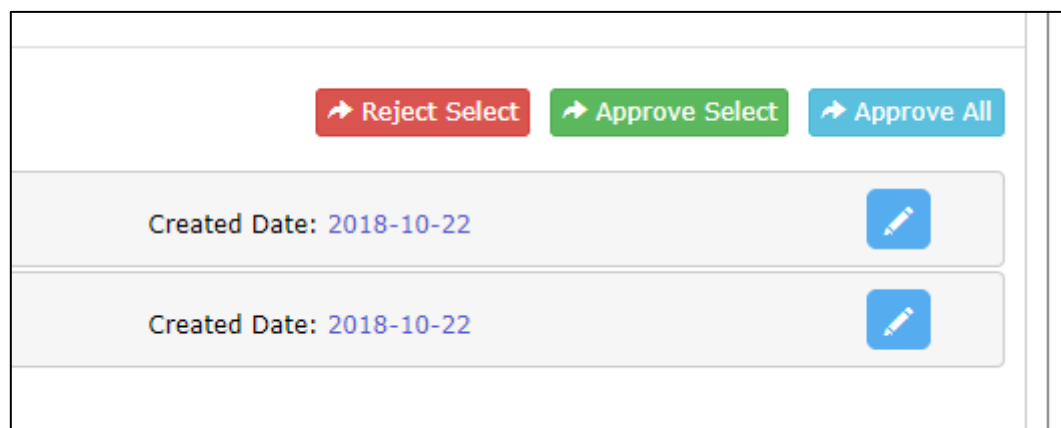


Figure 2.4

Follow the steps to approve a claim:

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.2 it will become as shown in Figure 2.3
2. Click **Approve Select** as shown in Figure 2.4 to approve the ticked claim(s)
3. (Optional) HR can expand the item to tick only certain items within the claim group to approve

Follow the steps to reject a claim

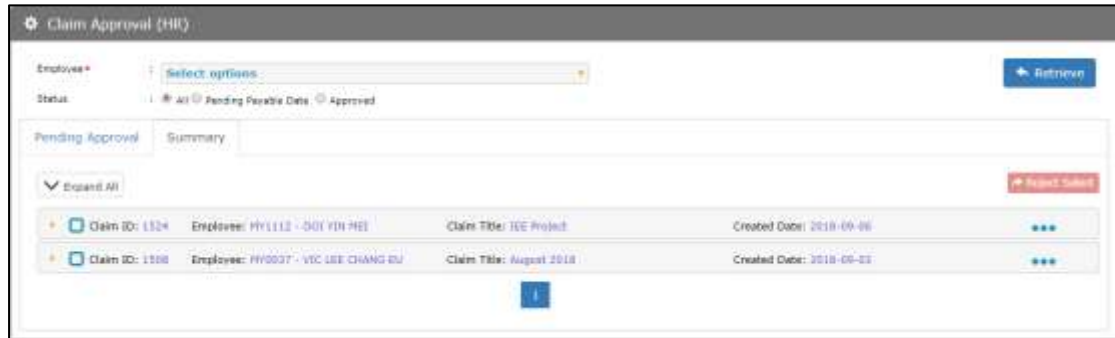
1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.2 it will become as shown in Figure 2.3
2. Click **Reject Select** as shown in Figure 2.4 to approve the ticked claim(s)
3. (Optional) HR can expand the item to tick only certain items within the claim group to reject

Alternatively, HR can click **Approve All** as shown in Figure 2.4 to approve all items straight away.

### 3 SUMMARY

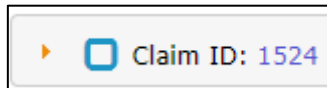
#### 3.1 Approve or Reject Claim

Claim item(s) that is/are in the summary tab still be able to reject (to be provided the claim(s) has yet to be processed)



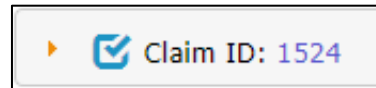
The screenshot shows the 'Claim Approval (HR)' interface. At the top, there's a 'Retrieve' button. Below it, a 'Status' filter is set to 'All'. The 'Summary' tab is active, showing a list of claims. The table has columns for Claim ID, Employee, Claim Title, and Created Date. Two claims are listed: Claim ID: 1524 (Employee: MY1112 - SOI YIN MEI, Claim Title: IEE Project, Created Date: 2018-09-06) and Claim ID: 1508 (Employee: MY0037 - YIC LEE CHANG EU, Claim Title: August 2018, Created Date: 2018-09-03). A 'Reject Select' button is visible on the right side of the table.

Figure 3.1



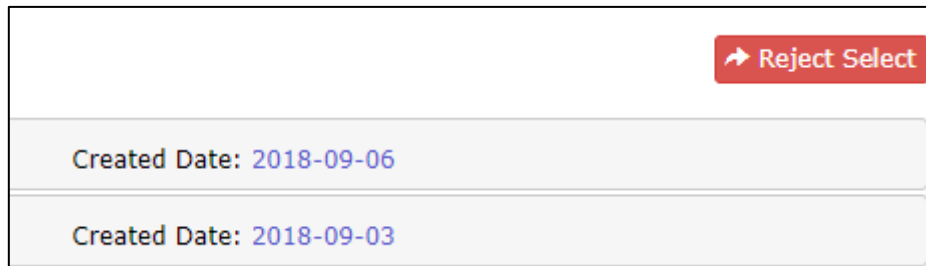
A close-up of a claim item showing a blue square checkbox that is not checked, followed by the text 'Claim ID: 1524'.

Figure 3.2



A close-up of a claim item showing a blue square checkbox that is checked, followed by the text 'Claim ID: 1524'.

Figure 3.3



A close-up of the 'Reject Select' button (a red button with a right-pointing arrow) and two rows of claim details. The first row shows 'Created Date: 2018-09-06' and the second row shows 'Created Date: 2018-09-03'.

Figure 3.4

Follow the steps to reject a claim

1. Select whichever item to approve by ticking the ☐ which shown in Figure 3.2 it will become as shown in Figure 3.3
2. Click  as shown in Figure 3.4 to approve the ticked claim(s)
3. (Optional) HR can expand the item to tick only certain items within the claim group to reject