User Guide
Cash Advance
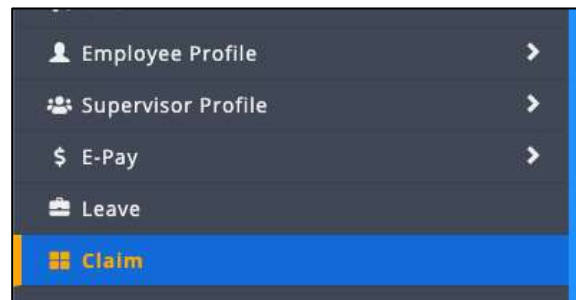### HR Approval

CONTENTS

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
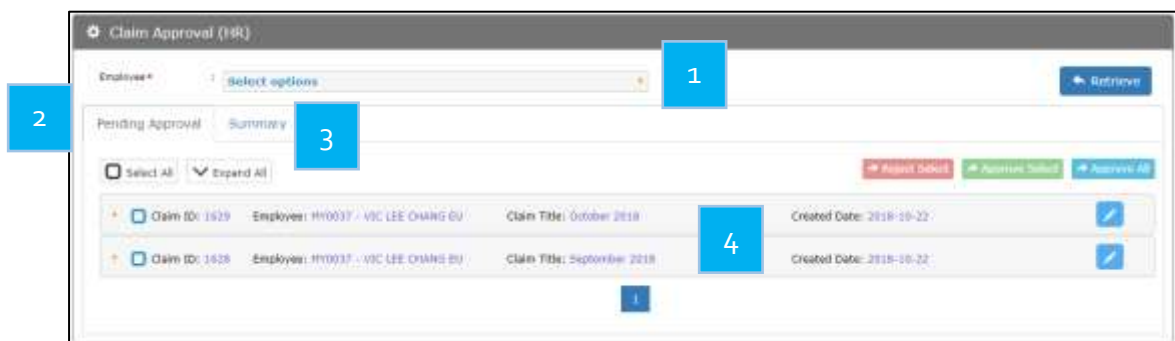

Figure 1.3

1	Employee selections	3	History Tab
2	Pending Approval Tab	4	Pending item list

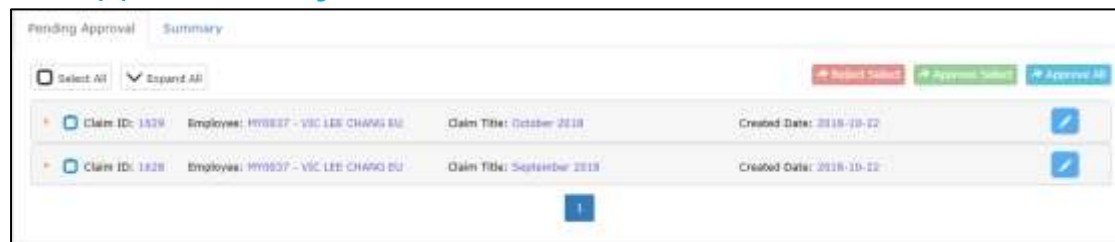## 2.1 Approve or Reject Claim

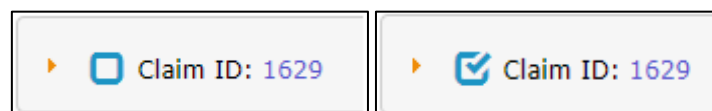Figure 2.1

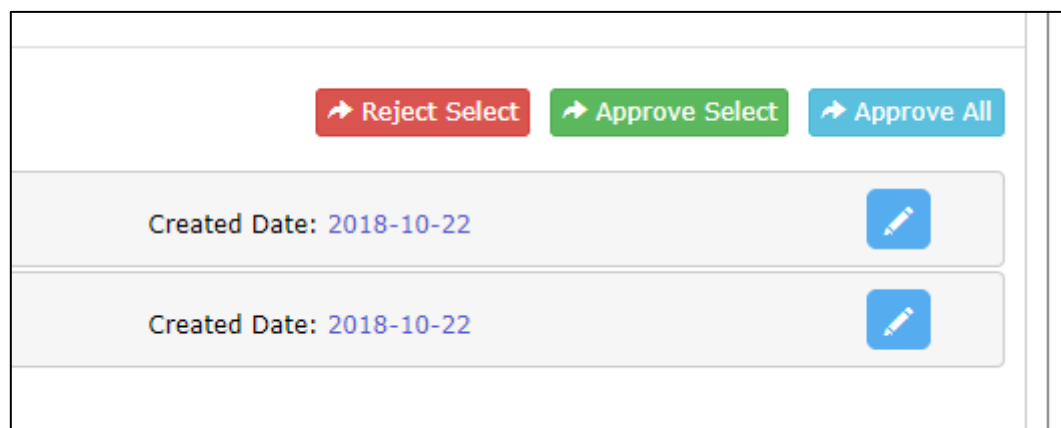Figure 2.2   Figure 2.3

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
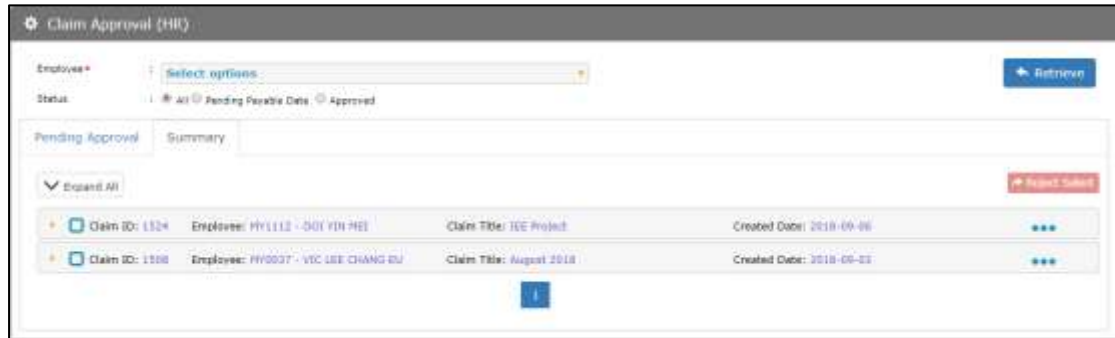
Follow the steps to reject a claim

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.
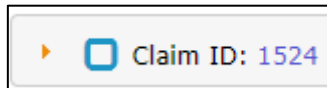
3.1 Approve or Reject Claim

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**)
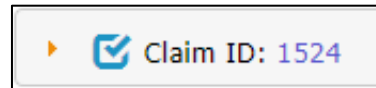

Figure 3.1

Figure 3.2   Figure 3.3

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 [Reject Select] 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