User Guide

Claim

HR
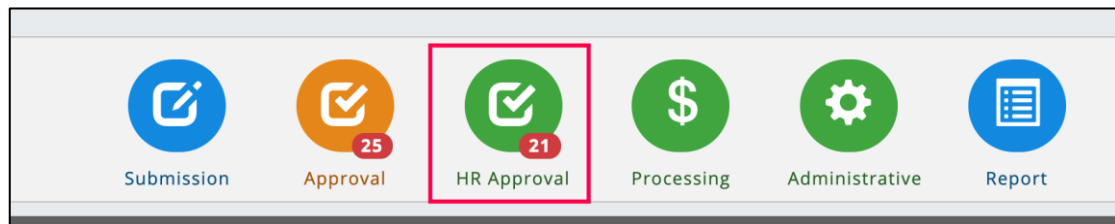
CONTENTS

1 APPROVAL SCREEN

Figure 1.1

To perform a claim approval, please follow the steps below or follow as what has shown in Figure 1.1
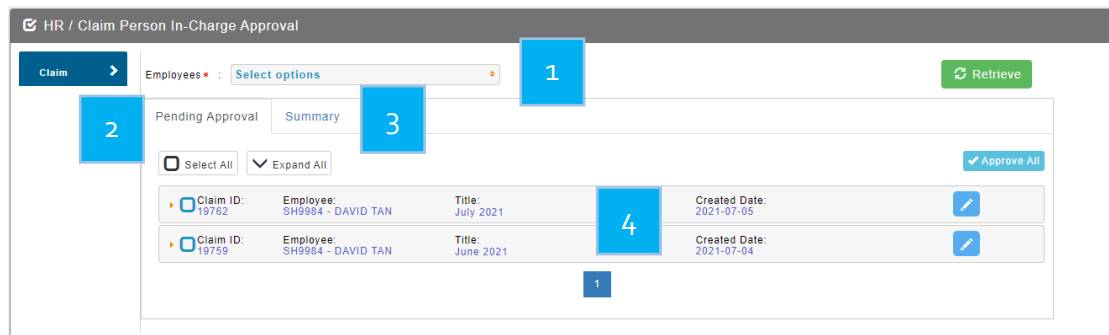
Claim -> HR Approval

Figure 1.2

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 Selected** 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 Selected** 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.

2.2 Incomplete Claim

Figure 2.5

Figure 2.6   Figure 2.7

Figure 2.8

Follow the steps to incomplete a claim:

1. Select whichever item to approve by ticking the ☐ which shown in Figure 2.6 it will become as shown in Figure 2.7
2. Click ✏ Incomplete Selected as shown in Figure 2.8 to incomplete the ticked claim(s)
3. (Optional) HR can expand the item to tick only certain items within the claim group to incomplete claim

3.1 Claim Summary

Claim item(s) can be view in the summary tab.

Figure 3.1

Figure 3.2