

E-STAFF SYSTEM – CLAIMS (WELFARE) MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

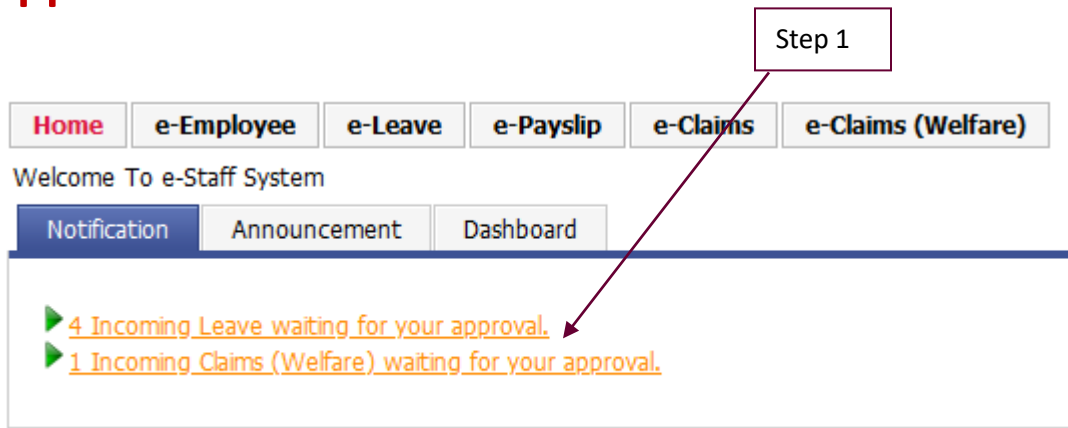
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Approve Claims



Step 1

Home e-Employee e-Leave e-Payslip e-Claims e-Claims (Welfare)

Welcome To e-Staff System

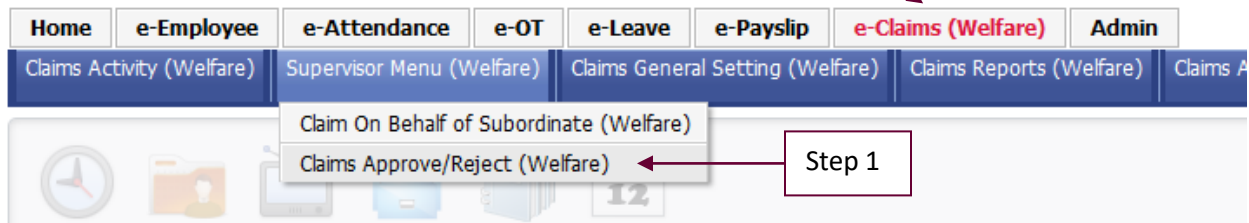
Notification Announcement Dashboard

4 Incoming Leave waiting for your approval.

1 Incoming Claims (Welfare) waiting for your approval.

- You can click above link to go approve page. Alternatively, click on “e-Claims (Welfare)” – “Supervisor Menu (Welfare)” – “Claims Approve/Reject (Welfare)”.

iFLEXiHRMS



Home e-Employee e-Attendance e-OT e-Leave e-Payslip e-Claims (Welfare) Admin

Claims Activity (Welfare) Supervisor Menu (Welfare) Claims General Setting (Welfare) Claims Reports (Welfare) Claims A

Claim On Behalf of Subordinate (Welfare)

Claims Approve/Reject (Welfare)

Step 1

Claims Approval (Welfare)

Approval:

Record Status:

From Date: To:

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Drag a column header here to group by that column

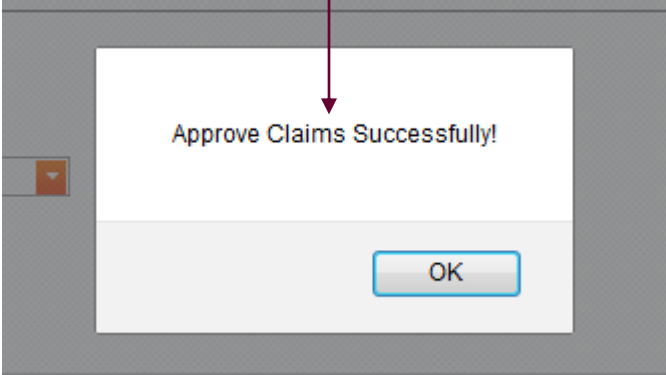
Action	Detail	Claims Bal.	EmpNo	Name	Posting Date	Doc Date	Welfare Code	Approver's Remark	Pending Claims	Current	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Detail"/>	<input type="text" value="Claims Balance"/>	KL0013	JWO	14-Sep-2020	12-Sep-2020	MEDICAL	<input type="text"/>	35.0	200.0

Page 1 of 1 (1 items) < [1] >

Step 2

Step 3

You will see below message if you approve successfully.



Reject Claims

Claims Approval (Welfare)

Approval:

Record Status:

From Date: To:

Step 1

Step 2: Enter your remark here. This field is mandatory field if approver reject claims.

Page 1 of 1 (1 items) < [1] >

Drag a column header here to group by that column

Action	Detail	Claims Bal.	EmpNo	Name	Posting Date	Doc Date	Welfare Code	Approver's Remark	Pending Claims	Current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	KL0013	[REDACTED]	14-Sep-2020	12-Sep-2020	MEDICAL	<input type="text"/>	35.0	200.0

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Step 3

Reject Failed! Approver MUST enter "Remarks" when reject claims.



Welcome AZUR

[Home](#) [e-Employee](#) [e-Attendance](#) [e-OT](#) [e-Leave](#) [e-Payslip](#) [e-Claims \(Welfare\)](#)

[Claims Activity \(Welfare\)](#) [Supervisor Menu \(Welfare\)](#) [Claims General Setting \(Welfare\)](#) [Claims Reports \(Welfare\)](#)

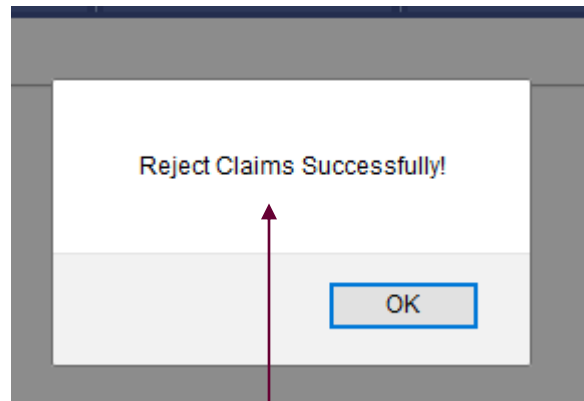
Claims Approval (Welfare)

- EmpNo: APSB0140, BenefitID: CLA-14/09/20-000019 - Failed. The Remarks must not be blank.

Approval:

Record Status:

From Date: To:



Reject Success!

Pending Claims Highlighted as Red?

Claims Approval (Welfare)

Approval: D0001
Record Status: PENDING
From Date: 03-Sep-2023 To: 06-Sep-2023
Refresh

Select all on the page Unselect all on the page

Page 1 of 1 (2 items) < 1 >

Drag a column header here to group by that column

Action	Detail	Claims Bal.	EmpNo	Name	Posting Date	Doc Date	Welfare Code	Approver's Remark	Pending Claims	Current Claims Balance	Created Date	Amount	Approve Amount
<input type="checkbox"/>	Detail	Claims Balance	S2037	LAU SIEW DEE	06-Sep-2023	19-Aug-2023	DENEMP		300.0	350.0	06-Sep-2023	300.00	300.00
<input type="checkbox"/>	Detail	Claims Balance	S2037	LAU SIEW DEE	06-Sep-2023	19-Aug-2023	DENFMY		100.0	100.0	06-Sep-2023	100.00	100.00

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Approve Reject

Record highlighted as red mean staff's upper pending claims amount already greater than staff current claims amount limit, just an alert message for approver before take approve action.