

E-STAFF SYSTEM – CLAIMS (WELFARE) MODULE

Version: 1.0.11.0

Updated on 28-Sep-2020

Contents

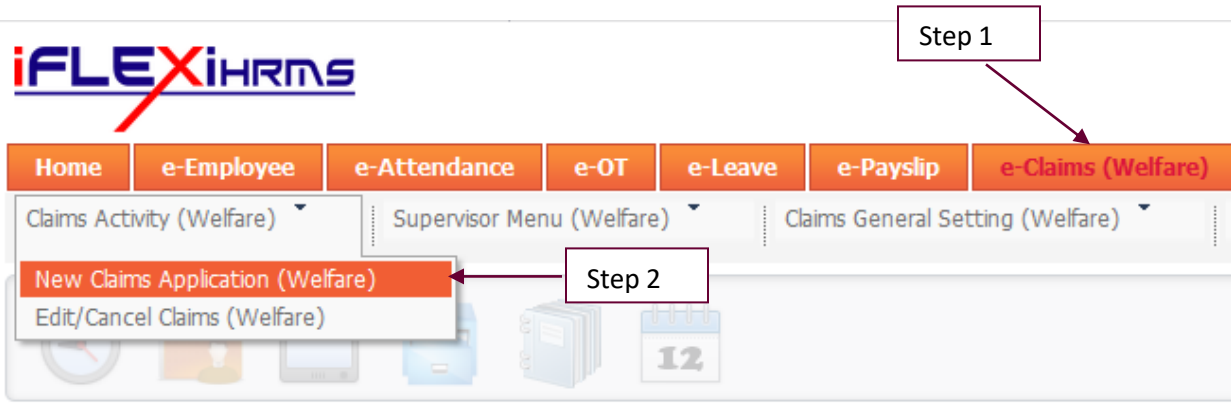
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Apply Claims



✓ this box if you got attachment need to upload.

Step 3: Fill in the form.

Claims Application (Welfare)

Benefit Code MEDICAL
BFwd 0.00
Entitlement 200.00
Usage 0.00
Adjust 0.00 **A**
Excess 0.00
Credit 0.00
Balance 200.00
YOS 10.00
Update On 28/2/2018 12:00:00 AM
Expired Date 31/12/2018 12:00:00 AM
Pending Amount (Waiting Approve) 0

eClaims Application Form Upload Attachment

Got Attachment?

Employee No: * A00002;A WA A WAHID B ISHAK

Welfare Code * MEDICAL;MED

Doc Date

Posting Date * 4/4/2018

Amount * 500

Remark

Cut Off From	Cut Off To	Max Claim Per Tran	Max Count Per Month	Max Claim Per Month	Entitlement	Prorate Entitlement	Taken	Adjustment	Combine Entitlement	Combine Prorate
01/01/2018	31/12/2018	200.00	B 200	200.00	200.00	200.00	0.00	0.00	0.00	0.00

- A** This area will show summary of your yearly benefit according to your benefit selection. For example if you choose “MEDICAL” benefit, here will show your “MEDICAL” entitlement for whole year, your current yearly “MEDICAL” balance, your current yearly “MEDICAL” amount usage, expired date of your “MEDICAL” benefit...etc.
- B** This area will show your current “Cut Off From” and “Cut Off To” according to your “Posting Date” selection. For example, if you choose you want to claim your medical amount for April, then this area will show your current MEDICAL claims summary. For example, your maximum claims amount for this month is how much, your maximum claim per transaction is how much, how many times you already claim for this month...etc.

- C This area is Claim Form which you're required to fill in. The * which highlighted in red font color is a compulsory fields.

Page 1 of 0 (0 items) < >

Cut Off From	Cut Off To	Max Claim Per Tran	Max Count Per Month	Max Claim Per Month	Entitlement
No data to display					

Page 1 of 0 (0 items) < >

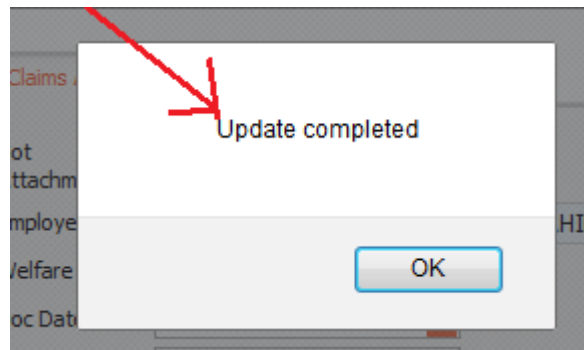
Attach File

Note: The total size of files to upload is limited by 5MB.
You can upload JPG, GIF, PNG, DOC, DOCX or PDF file.

Step 4: Select you attachment.

Step 5: Click on "Update" button.

You will see below message when you update successfully.



Where to check claims application status?

iFLEX HRMS

Welcome flexi , Use
[My Account](#) | [Change Pa](#)

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 Administration (Welfare)

New Claims Application (Welfare)
Edit/Cancel Claims (Welfare)

Employee No.:
Name:

Pending/Process/Resubmit Claims Record Approve/Reject/AdminCancel Claims Record

Page 1 of 1 (8 items)

#	#	Benefit ID	Benefit Code	Doc Date	Claims Amount	Approve Amount	Created Date	Status	Attachment	
<input type="checkbox"/>	Detail	<input type="checkbox"/>	CLA-03/09/19-000014	TEPT	27/8/2019	RM2.30	RM2.30	03-Sep-2019	PENDING	Toll 27.8.19_2019931036.JPG
<input type="checkbox"/>	Detail	<input type="checkbox"/>	CLA-03/09/19-000015	TEPT	18/7/2019	RM4.60	RM4.60	03-Sep-2019	PENDING	Toll 18.7.19_20199310426.JPG
<input type="checkbox"/>	Detail	<input type="checkbox"/>	CLA-03/09/19-000016	TEMIL	18/7/2019	RM23.04	RM23.04	03-Sep-2019	PENDING	Bosque-Ubc-Bosque_201993101523.JPG
<input type="checkbox"/>	Detail	<input type="checkbox"/>	CLA-02/09/19-000009	TEMIL	29/8/2019	RM12.06	RM12.06	02-Sep-2019	PENDING	UBC-OBS-UBC_20199217153.JPG
<input type="checkbox"/>	Detail	<input type="checkbox"/>	CLA-02/09/19-000010	TEMIL	27/8/2019	RM23.04	RM23.04	02-Sep-2019	PENDING	Bosque-Ubc-Bosque_201992171343.JPG

Where to Edit Claims?

iFLEX HRMS

Welcome flexi , User
My Account | Change Pa

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 Administration (Welfare)

New Claims Application (Welfare)
Edit/Cancel Claims (Welfare)

Employee No.: APB0140; SITI NUR FASIAH BINTI
Name: SITI NUR FASIAH BINTI JAMALUDIN

Pending/Process/Resubmit Claims Record Approve/Reject/AdminCancel Claims Record

Page 1 of 1 (8 items)

#	#	Benefit ID	Benefit Code	Doc Date	Claims Amount	Approve Amount	Created Date	Status	Attachment
Detail	<input type="checkbox"/>	CLA-03/09/19-000014	TEPT	27/8/2019	RM2.30	RM2.30	03-Sep-2019	PENDING	Toll 27.8.19_2019931036.JPG
Detail	<input type="checkbox"/>	CLA-03/09/19-000015	TEPT	18/7/2019	RM4.60	RM4.60	03-Sep-2019	PENDING	Toll 18.7.19_20199310426.JPG
Detail	<input type="checkbox"/>	CLA-03/09/19-000016	TEMIL	18/7/2019	RM23.04	RM23.04	03-Sep-2019	PENDING	Bosque-Ubc-Bosque_201993101523.JPG
Detail	<input type="checkbox"/>	CLA-02/09/19-000009	TEMIL	29/8/2019	RM12.06	RM12.06	02-Sep-2019	PENDING	UBC-OBS-UBC_20199217153.JPG
Detail	<input type="checkbox"/>	CLA-02/09/19-000010	TEMIL	27/8/2019	RM23.04	RM23.04	02-Sep-2019	PENDING	Bosque-Ubc-Bosque_201992171343.JPG

Claims Detail (Welfare)

Claim Particular

Attachment

Claims Condition

Benefit ID: **CLA-03/09/19-000014**

Claims Condition:

Welfare Table:

Employee No.:

Employee Name:

Created By:

Approve Amount:

Amount:

Welfare Code:

Doc Date:

Posting Date:

Remark:

 Update

 Cancel

 Close

Step 4: Click on "Update" button to save your changes.

Where to Cancel Claims?

The screenshot shows the 'e-Claims (Welfare)' section of a web application. The navigation menu includes Home, e-Employee, e-Attendance, e-OT, e-Leave, e-Payslip, e-Claims (Welfare), and Admin. The 'e-Claims (Welfare)' menu is expanded, showing options like 'New Claims Application (Welfare)' and 'Edit/Cancel Claims (Welfare)'. The 'Edit/Cancel Claims (Welfare)' option is highlighted. Below the menu, there are fields for 'Employee No.' (APSB0140; SITI NUR FASIAH BINTI) and 'Name' (SITI NUR FASIAH BINTI JAMALUDIN). There are two tabs: 'Pending/Process/Resubmit Claims Record' (active) and 'Approve/Reject/AdmCancel Claims Record'. A table displays one claim record with the following data:

#	#	Benefit ID	Benefit Code	Doc Date	Claims Amount	Approve Amount	Created Date	Status	Attachment	
+	Detail	<input type="checkbox"/>	CLA-03/09/19-000014	TEPT	27/8/2019	RM2.30	RM2.30	03-Sep-2019	PENDING	Toll 27.8.19_2019931036.JPG

At the bottom left, there is a red button with a white 'X' icon and the text 'Cancel Claims'. The four steps are indicated by red boxes and arrows: Step 1 points to the 'e-Claims (Welfare)' menu item; Step 2 points to the 'Edit/Cancel Claims (Welfare)' option; Step 3 points to the 'Pending/Process/Resubmit Claims Record' tab; and Step 4 points to the 'Cancel Claims' button.

Step 1

Step 2

Step 3

Step 4: Click "Cancel Claims" to cancel your claims.