[User Guide]

[e-Mobile Claim]

SUPERVISOR

[VERSION 2.0.1.0]

Contents

Login

12:15

Company Code: Please click here to enter your company code. Our support team will send you company code.

User **MUST** enter their company code when first time login to the ESS.

iFLEXi e-STAFF

FLEXI TEAM SYSTEM SDN BHD 2

User ID: Your employee number.

Password: which is same as e-Leave system password

Click on "**LOGIN**" button.

User ID
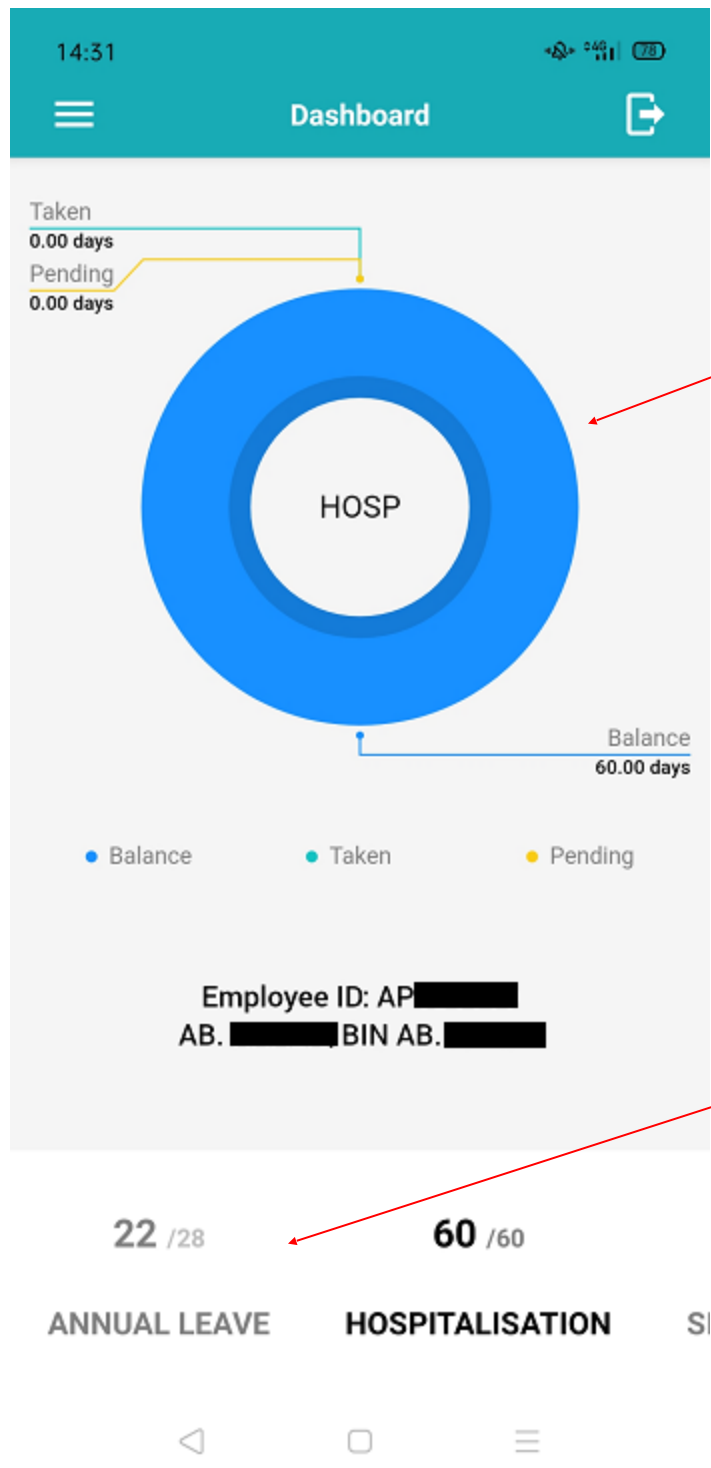
Password

Forget Password ?

LOGIN IN

Version : 1.0.2
Flexi Team Sdn Bhd

Dashboard

When login successfully, employee will redirect to "Dashboard":

Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

Click on "ANNUAL LEAVE" if you want to see annual leave taken, pending and balance.
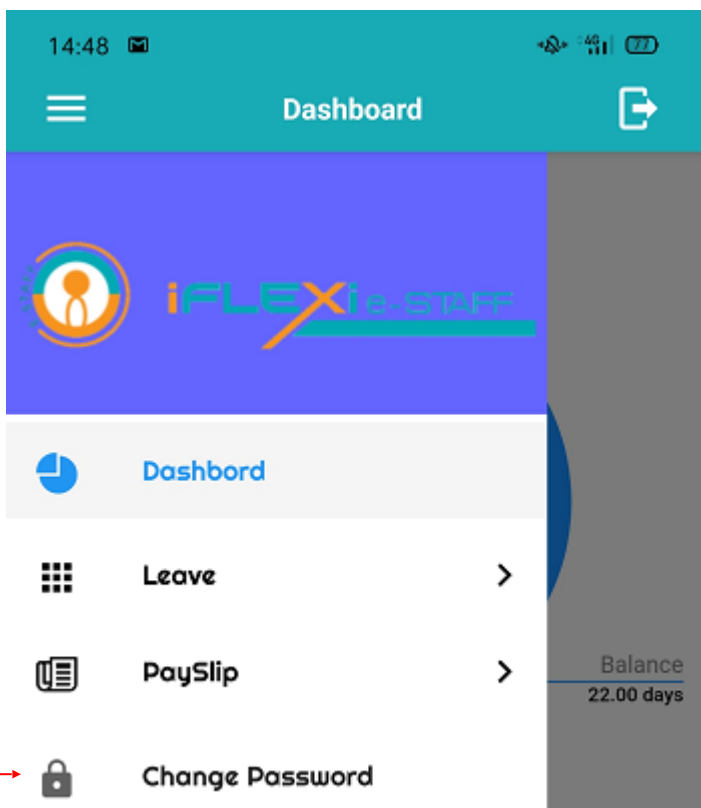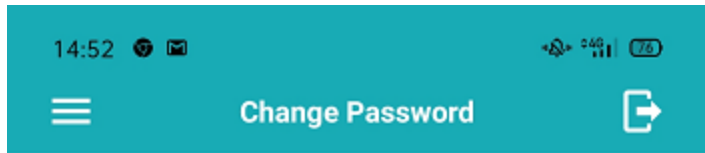
Change Your Own Password

If user change password through their mobile phone, this new password will reflected in ESS system too.

Step 1. Click this menu.
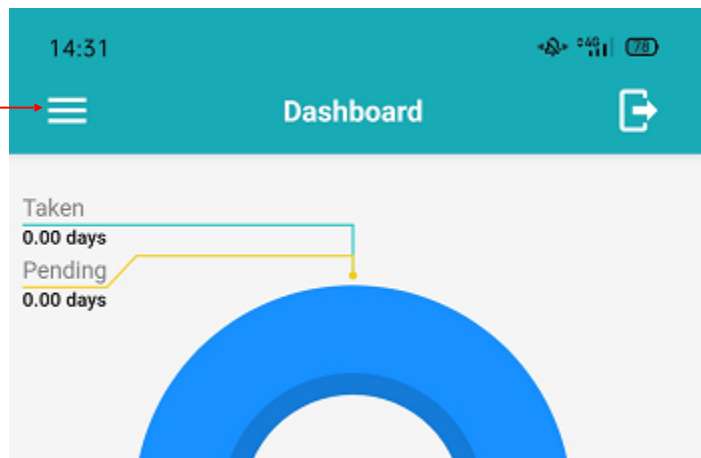
Step 2. Click "Change Password"

14:52

Change Password

Current Password

New Password

Confirm New Password

Step 3: Enter your current password and new password.

Step 4: Click on "Update" button.

Update

How to Apply Claim on Behalf of Subordinate?

1. Click this menu

14:31   Dashboard

Taken
0.00 days
Pending
0.00 days

2. Click this menu

5:13   Claim Status

iFLEXi MOBILE APP

Dashboard

Leave   >

Claim   >

PaySlip   >

Change Password

Supervisor Settings

5:14

Claim Status

iFLEXi MOBILE APP

← Back to menu

Claim Status

Claim Application

3. Click this menu → Claim Application on Behalf

Claim Status on Behalf
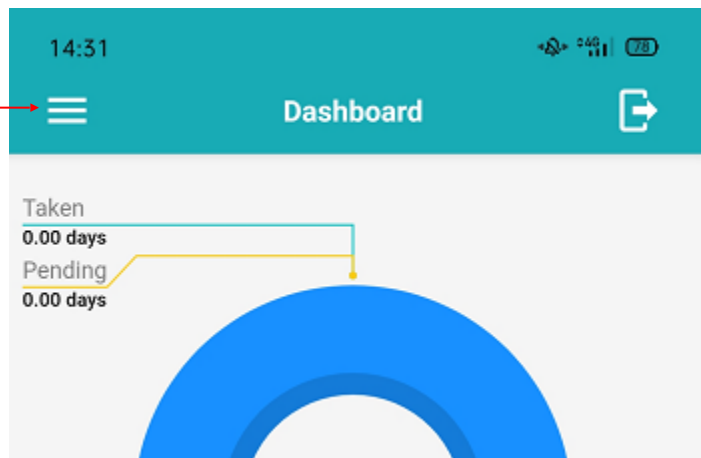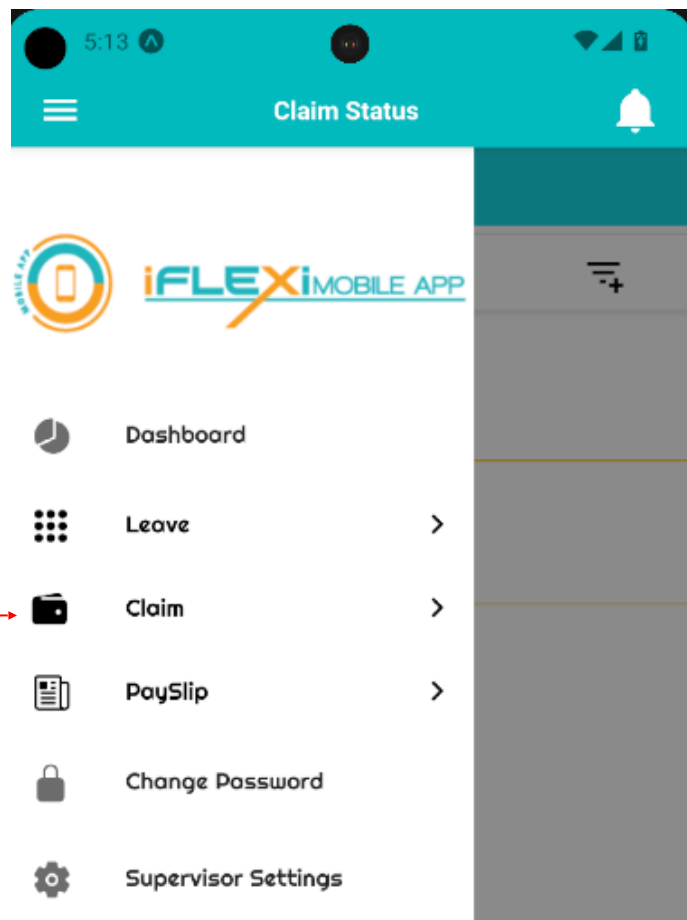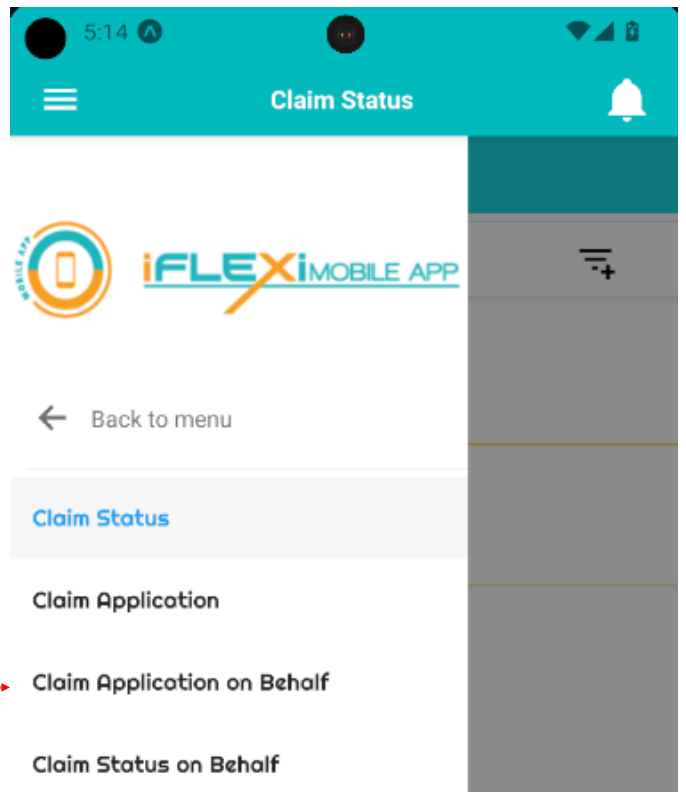
Step 1: Select subordinate's name here.

Claim Application on Behalf

5:26

– Select Your Subordinate –

Attach File

Click on "Attach File" if you need upload your supporting documents.

Select an Option

Doc Date

Posting Date: 2024/05/24

Step 2: Enter all your claim information here.

Amount

Remark

Step 3: Click on "Submit" button.

Submit
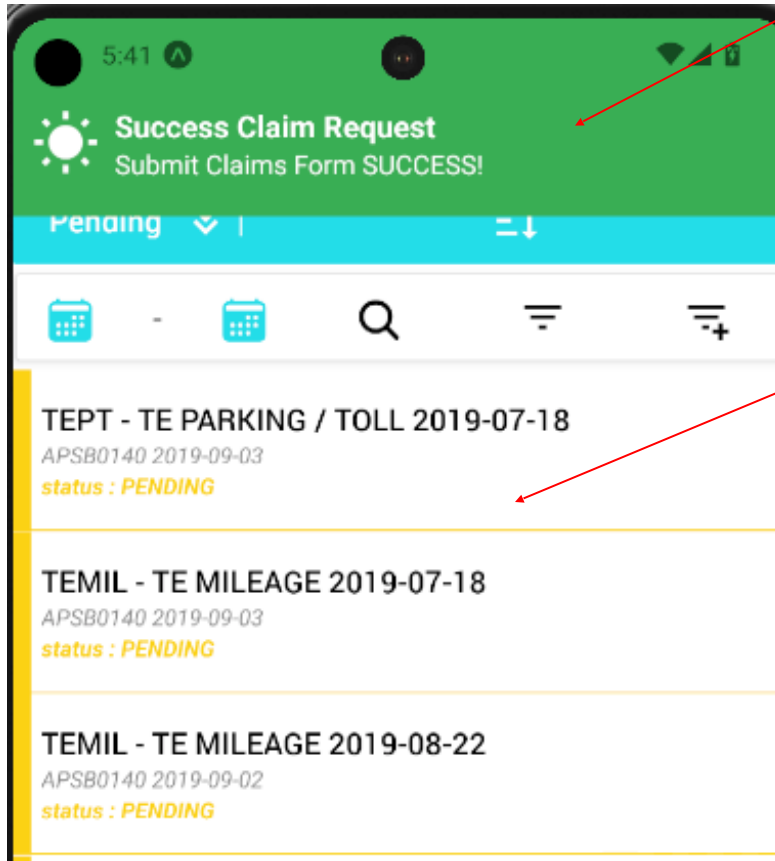
You will this message when apply claim successfully.

Your claim will appear on this screen and will be in "PENDING" status which show in yellow color.

How to Cancel Claim?

Step 1

Claim Status

Claim Application
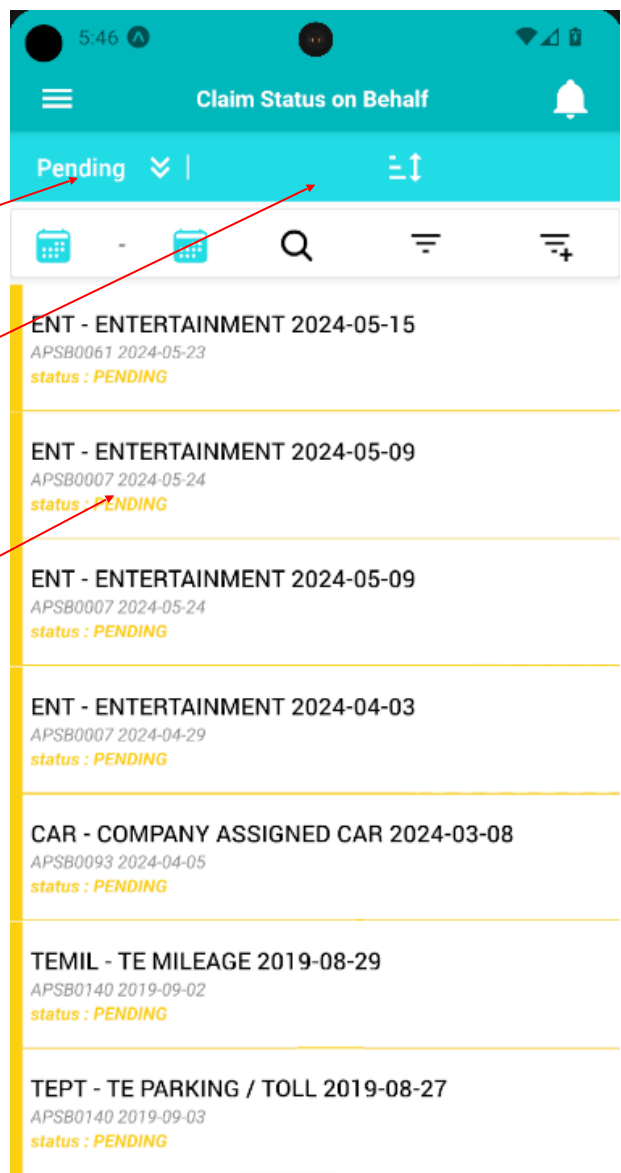
Claim Application on Behalf

Claim Status on Behalf
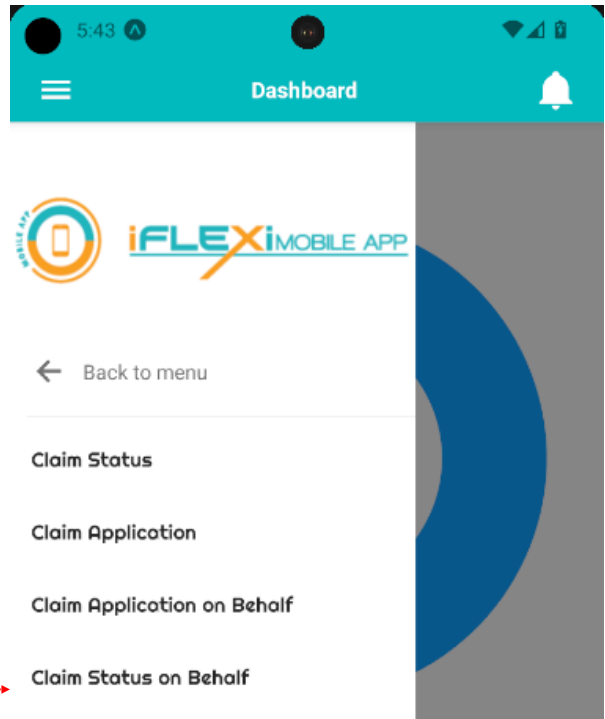
You can filter claim record according to claim status, just click on this icon.

Click here to sort your data.

Step 2: Click on claim record which you want to cancel.
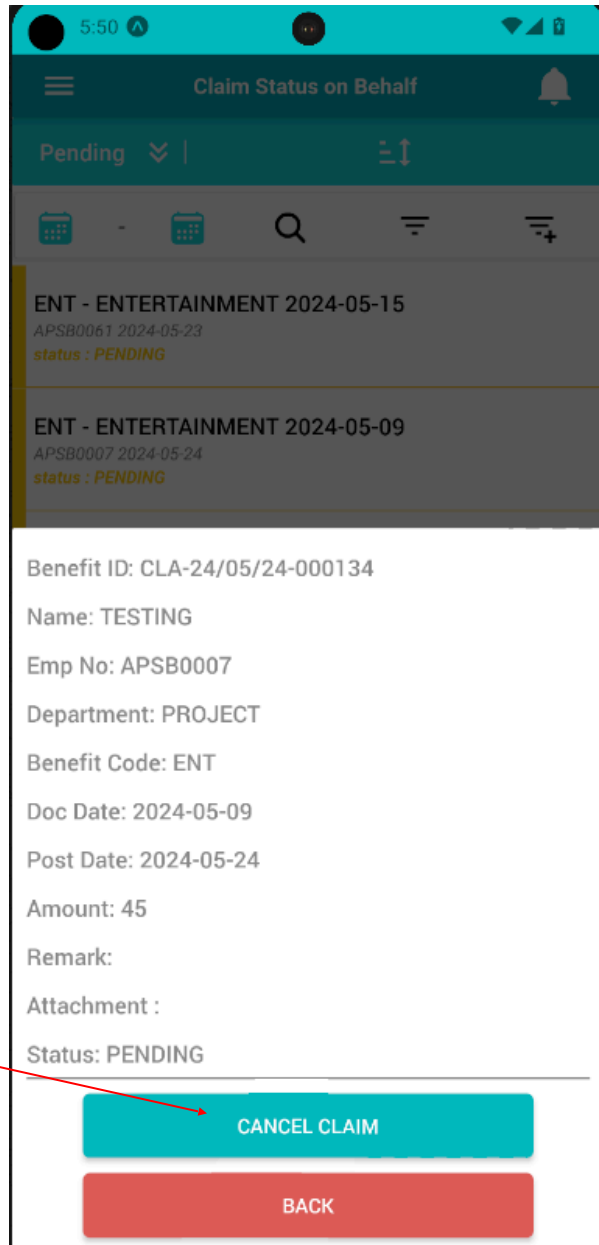
Step 3: Click on "CANCEL CLAIM" button.

Screen content:

5:50

Claim Status on Behalf

Pending

ENT - ENTERTAINMENT 2024-05-15
APSB0061 2024-05-23
status : PENDING

ENT - ENTERTAINMENT 2024-05-09
APSB0007 2024-05-24
status : PENDING

Benefit ID: CLA-24/05/24-000134

Name: TESTING

Emp No: APSB0007

Department: PROJECT

Benefit Code: ENT

Doc Date: 2024-05-09

Post Date: 2024-05-24

Amount: 45

Remark:

Attachment :

Status: PENDING

CANCEL CLAIM

BACK

Step 4: Click "CONFIRM" if you confirm to cancel this claim..

ENT - ENTERTAINMENT 2024-05-15
APSB0061 2024-05-23
status : PENDING

ENT - ENTERTAINMENT 2024-05-09
APSB0007 2024-05-24
status : PENDING

Confirmation

Are you sure you want to cancel this claim?

NO   YES

Doc Date: 2024-05-09

Post Date: 2024-05-24

Amount: 45

Remark:

Attachment :

Status: PENDING

CANCEL CLAIM

BACK

System will prompt this message if you cancel claim successfully.

Cancel Success. (Benefit ID: CLA-24/05/24-000134, EmpNo.: APSB0007, Doc Date: 09/05/2024).

Pending ⌄ |

ENT - ENTERTAINMENT 2024-05-15
APSB0061 2024-05-23
status : PENDING

ENT - ENTERTAINMENT 2024-05-09
APSB0007 2024-05-24
status : PENDING

ENT - ENTERTAINMENT 2024-04-03
APSB0007 2024-04-29
status : PENDING

CAR - COMPANY ASSIGNED CAR 2024-03-08
APSB0093 2024-04-05
status : PENDING

TEMIL - TE MILEAGE 2019-08-29
APSB0140 2019-09-02
status : PENDING

TEPT - TE PARKING / TOLL 2019-08-27
APSB0140 2019-09-03
status : PENDING

TEMIL - TE MILEAGE 2019-08-27
APSB0140 2019-09-02
status : PENDING

TEMIL - TE MILEAGE 2019-08-26
APSB0140 2019-09-02
status : PENDING

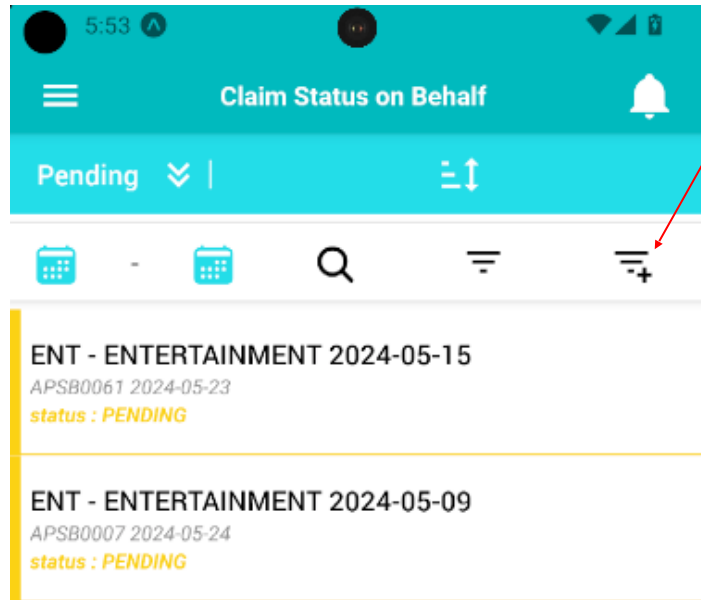## Check Subordinate's Claim Status
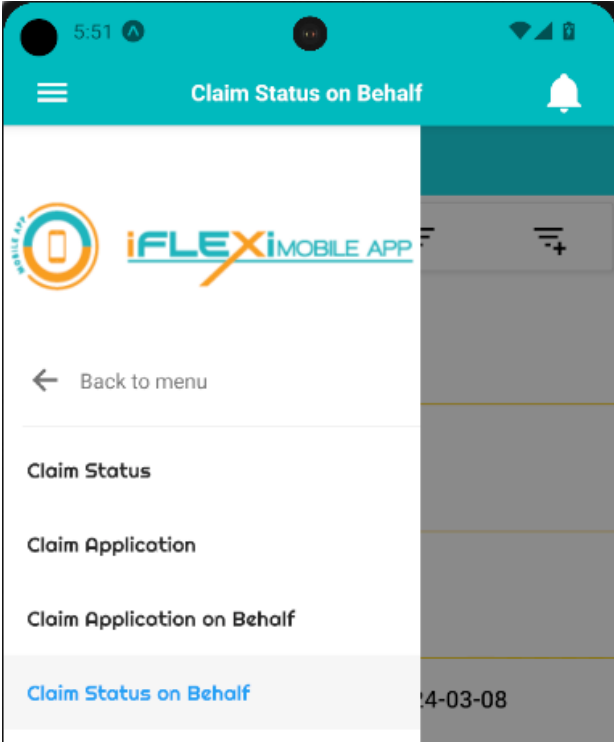
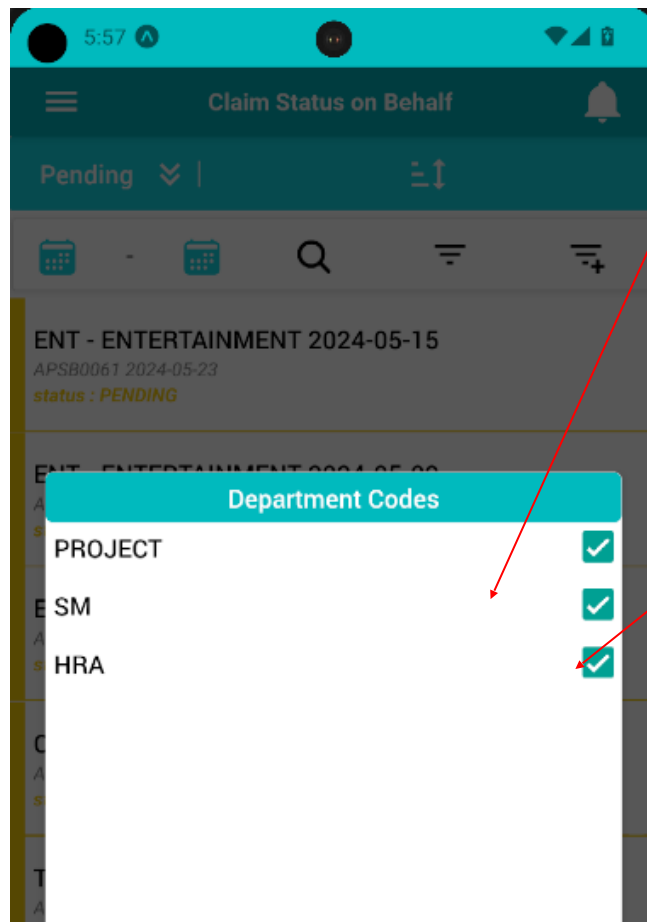
Step 1

Search by Department

Supervisor can search their subordinates' claim record status by select their department, refer to below screen shot:

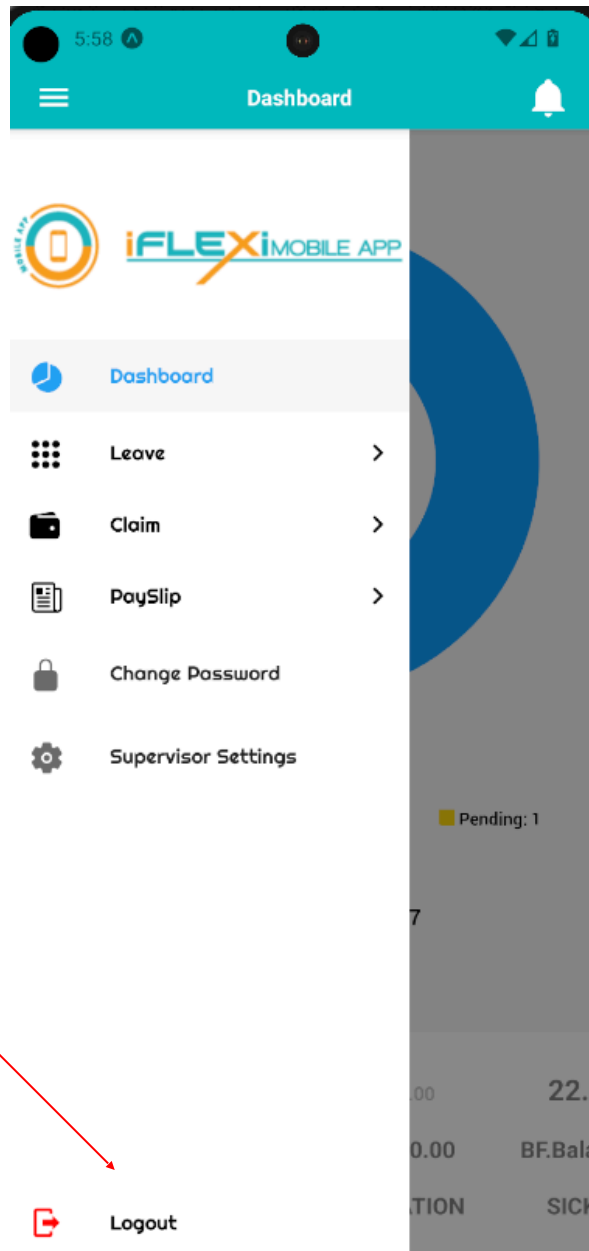**Go to Menu -> "Claim" -> "Claim Status on Behalf"**

Step 1: Click on this icon.

Step 2: Department listing will appear here.

Step 3: ✔ box which department you looking for.

Logout

5:58

Dashboard

iFLEXi MOBILE APP

Dashboard

Leave >

Claim >

PaySlip >

Change Password

Supervisor Settings

Pending: 1

Click this icon to logout from mobile apps.

22.0

0.00   BF.Bala

TION   SICK

Logout