



TIMES PRO Claim

User Guide for Employees

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RELATED GUIDES

Before proceeding this user guide, please read the following guides first.

TIMES PRO Introductory Guide.



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Apply Claim

To submit your claim visit the **Apply Claim** page.

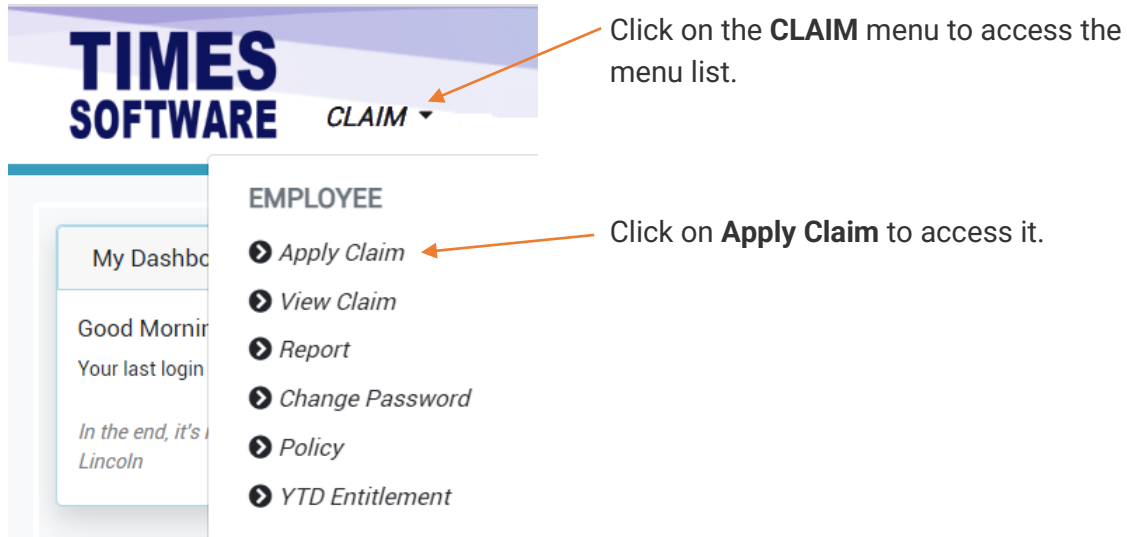


Figure 1 TIMES PRO Claim Employee menu

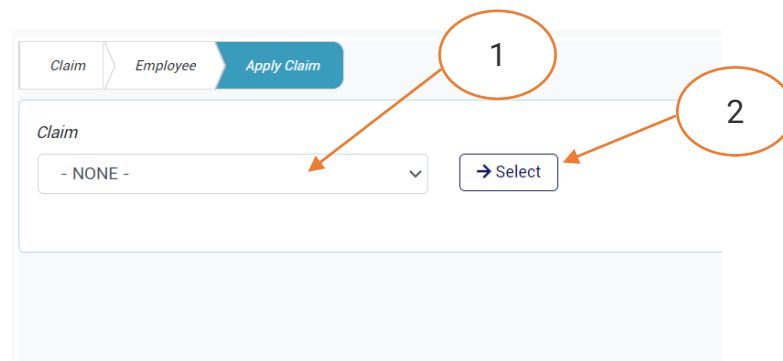


Figure 2 TIMES PRO Claim Apply Claim page

| | |
|---|--|
| 1 | Choose the type of Claim that you want to submit. |
| 2 | Click on the Select button. |

Figure 3 Medical claim sample page¹

| | |
|---|---|
| 3 | After choosing the type of claim, you can view your claim entitlement and balances for the selected claim type. |
| 4 | Choose the Sub Claim for the specific type of claim you want to submit and fill in the details in the remaining fields. |
| 5 | Some claims may require you to upload your receipt into the claim form. Click on the Attachment field to select your receipt. |
| 6 | Some fields such as GST/VAT/Tax Amount typically have pre-defined formula setup which can auto-calculate the amount. You do not need to enter any figures in these fields. |
| 7 | <p>Click the Add button to add another row if you have more receipts to submit for this claim.</p> <p>Click the Remove button to clear all the rows.</p> <p>Click the Save button to save the transactions as a Draft copy. You can access the draft copy at any time at View Claim page to continue your transactions.</p> <p>Click on the Submit button to submit your claim to your approver for review.</p> |

¹ Your actual claim form may differ from the sample screenshot. Each claim type can have different form design depending on your company's claim requirements and policies.

View Claim

To view your claim visit the **Apply Claim** page.

The screenshot shows the 'View Claim' page for an employee named ANGELA. The page includes a sidebar with a 'CLAIM' menu, a top navigation bar with 'Claim', 'Employee', and 'View Claim' tabs, and a main content area with filters and a table of claim transactions.




Numbered callouts point to the following elements:

- 1: The 'View Claim' option in the CLAIM menu.
- 2: The 'Status' dropdown filter.
- 3: The 'Period' dropdown filter.
- 4: The 'Transaction No' search input field.
- 5: The 'Apply' button.
- 6: The 'Receipt' column in the claim transactions table.

| | Status | Transaction Date | Transaction No | Claim Code | Employee No | Employee Name | Approver | Total Amount | Claimable Amount | Receipt |
|--------------------------|----------|------------------|----------------|------------|-------------|---------------|----------|--------------|------------------|---------|
| <input type="checkbox"/> | Pending | 16/02/2023 | 23021615025539 | MEDICAL | 101 | ANGELA GOH | ANDY LOW | | 111.00 | |
| <input type="checkbox"/> | Approved | 14/02/2023 | 23021415294309 | FLEXI | 101 | ANGELA GOH | ANDY LOW | 20.00 | 20.00 | |
| <input type="checkbox"/> | Pending | 01/02/2023 | 23020115453274 | FLEXI | 101 | ANGELA GOH | ANDY LOW | | 150.00 | |
| <input type="checkbox"/> | Pending | 01/02/2023 | 23020115433320 | FLEXI | 101 | ANGELA GOH | ANDY LOW | | 100.00 | |
| <input type="checkbox"/> | Draft | 01/02/2023 | 23020115314878 | FLEXI | 101 | ANGELA GOH | | 600.00 | 600.00 | |
| <input type="checkbox"/> | Draft | 01/02/2023 | 23020115170286 | MEDICAL | 101 | ANGELA GOH | | 900.00 | 900.00 | |

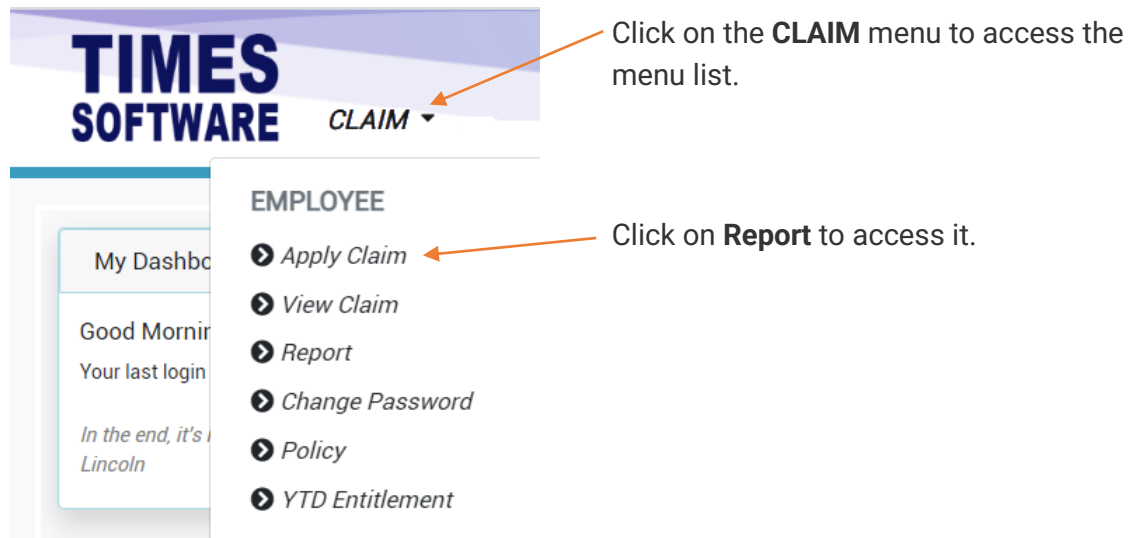
Figure 4 TIMES PRO Claim Employees' View Claim web page sample

| 1 | You can make use of the Data Filters to see specific claim applications. Simply select them and the claim information is filtered for you based on your selections. | | | | |
|--------|---|--------|-------------|-------|---|
| 2 | <p>You can see all the claim information that have submitted to the approver(s). The approval status of the claim application is indicated at the Status column. The list of status is as follows:</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td>Draft</td><td>Claim application has been saved as draft copy and awaiting to make further changes before submitting the Claim Form.</td></tr> </table> | Status | Description | Draft | Claim application has been saved as draft copy and awaiting to make further changes before submitting the Claim Form. |
| Status | Description | | | | |
| Draft | Claim application has been saved as draft copy and awaiting to make further changes before submitting the Claim Form. | | | | |

| | | |
|---|---|--|
| | Pending | Claim application has been submitted and awaiting to get approval from the first approver. |
| | Approved | Claim application has been approved by final approver. |
| | Rejected | Claim application has been rejected by approver. |
| 3 | You can look for a specific Claim Form by entering the transaction number of the Claim Form at the "Transaction No" and clicking on the Query button. | |
| 4 | <p>You can click on the  Info button to access the Claim Details pop-up window to view the breakdown information of daily claims that you had applied in a single claim application form.</p> <p>Additionally, you can Withdraw Pending claim applications in the Claim Details pop-up window.</p> | |
| 5 | <p>If the claim application status is at Draft, you can make changes to the claim application.</p> <p>Click on the  Edit button to access the claim application form to edit it.</p> | |
| 6 | You can print the Claim Form by clicking on the  button. | |

Report


To generate and print claim reports, first access the **Claim Report** web page.



The image shows the 'Report' web page. At the top, there are tabs for 'Claim', 'Employee', and 'Report'. Below the tabs, there are two dropdown menus: 'Report' (set to 'Departmental Claim in Summary') and 'Format' (set to 'Excel'). Below these are three more dropdown menus: 'Employee' (set to 'All'), 'Claim' (set to 'All'), and 'Sub Claim' (set to 'All'). Below these are two more dropdown menus: 'Type' (set to 'Creation Date') and 'Status' (set to 'All'). Below these are two date range inputs: 'Date Range' (set to '01/02/2023' to '28/02/2023') and 'Period' (set to '01' to 'E'). Below these is a 'Print' button. Three numbered circles are overlaid on the image: circle 1 points to the 'Report' and 'Format' dropdowns, circle 2 points to the 'Employee', 'Claim', and 'Sub Claim' dropdowns, and circle 3 points to the 'Print' button.

Figure 5 TIMES PRO Claim Employees' Report web page sample

1 Choose the type of **Report** that you want to generate and the **Format** of the report.

| | |
|---|--|
| 2 | Choose your criteria (such as "Department"). If you have made multiple selections, you can view them by clicking the i button. |
| 3 | Click on the  Print button to generate the report. |

Policy

You can view your organisation's claim policies at the **Policy** web page.

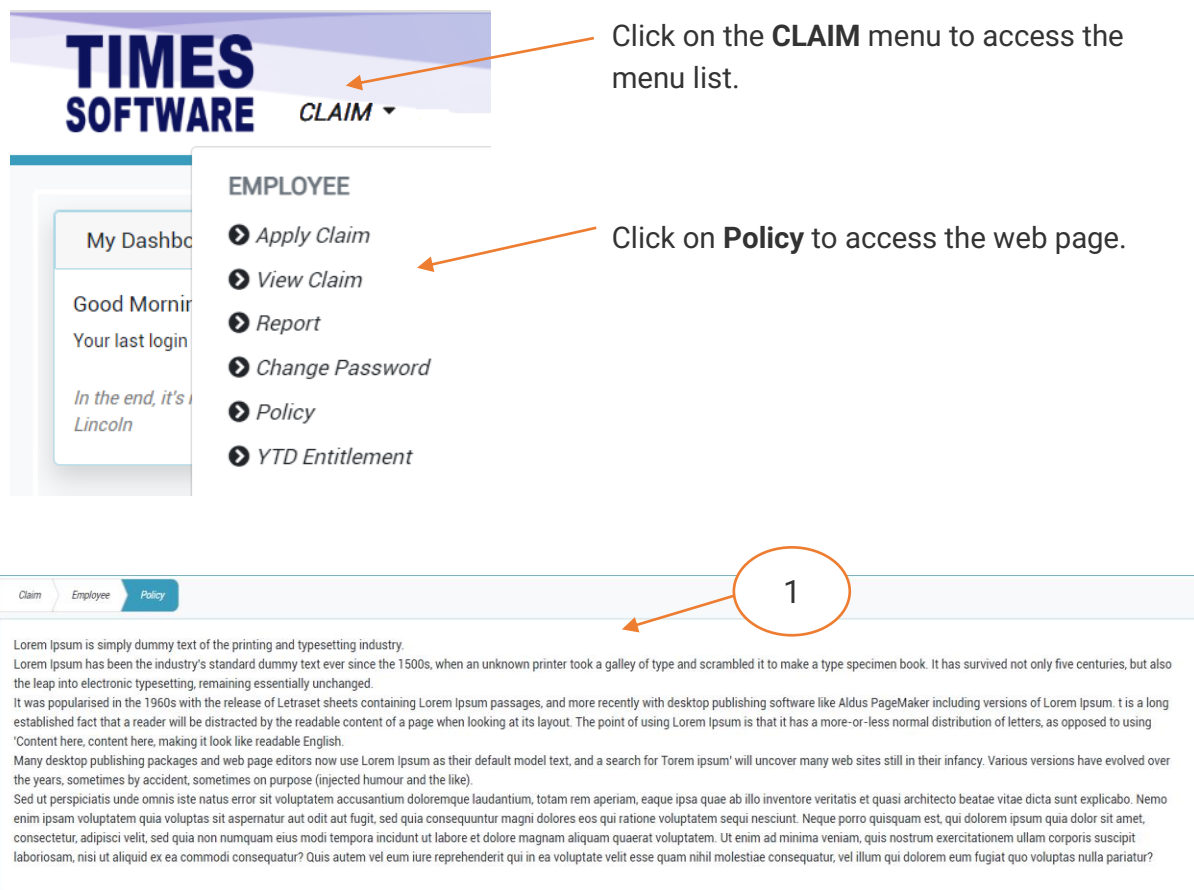
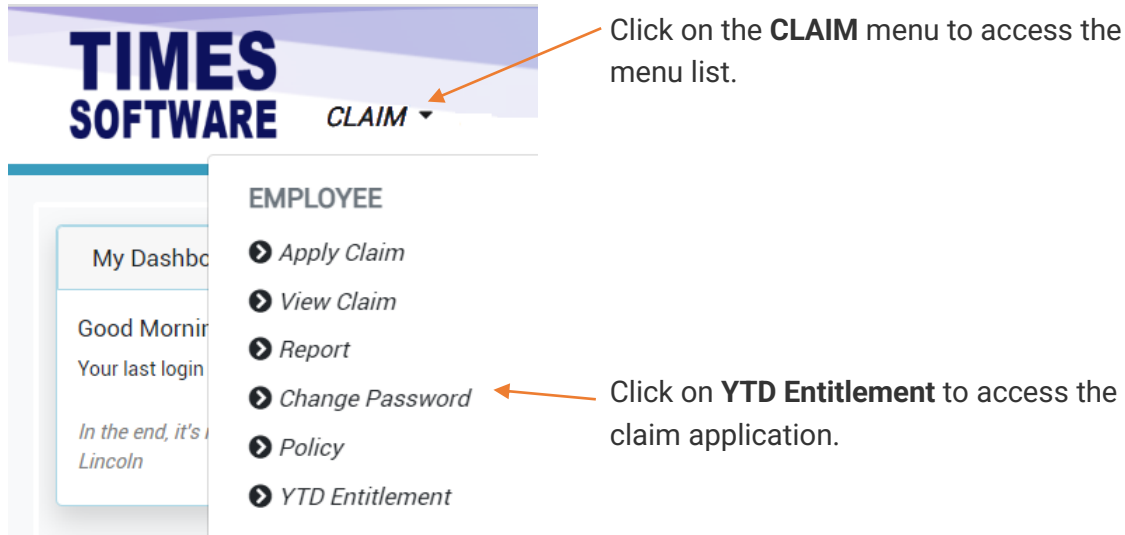


Figure 6 TIMES PRO Policy web page sample

| | |
|---|---|
| 1 | Click on the Policy menu to view your organisation's claim policies. |
|---|---|

YTD Entitlement

At the **YTD Entitlement** web page you can view your claim entitlement amount and balances.



| Claim Employee YTD Entitlement | | | | | |
|--------------------------------|---------|---------------|-------------|-------|---------|
| Employee | | | | | |
| ANGELA GOH | | | | | |
| | Code | Description | Entitlement | Taken | Balance |
| 1 | FLEXI | FLEXI CLAIM | 2,000.00 | 20.00 | 1980.00 |
| | MEDICAL | MEDICAL CLAIM | 1,000.00 | 0.00 | 1000.00 |
| | MOBILE | MOBILE CLAIM | 999.00 | 0.00 | 999.00 |

Figure 7 TIMES PRO Claim Report web page

1 Click on the **i Info** button to check for each sub claim's entitlement and balance.

End of Document