



TIMES PRO Claim

User Guide for Entry Officers

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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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Submit On Behalf

To submit claim on behalf of employees, first access the claim application form via **Submit on Behalf** menu.

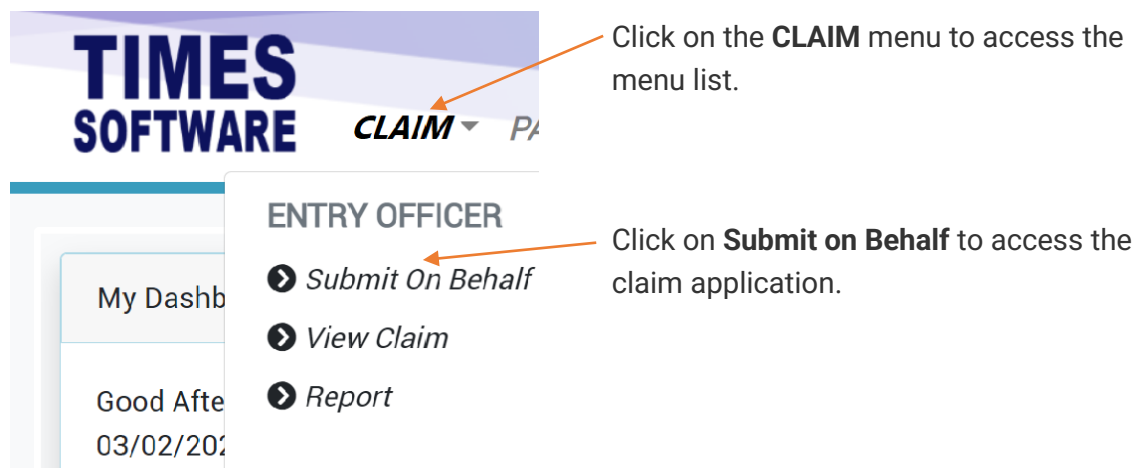


Figure 1 TIMES PRO Claim Entry Officer menu

Figure 2 TIMES PRO Claim Application Form


| | |
|---|---|
| 1 | Choose the Department and Employee to select an employee. |
| 2 | Choose the type of Claim that you want to submit. |
| 3 | Click on  Select button to proceed. |

Figure 3 Medical claim sample page¹

| | |
|---|--|
| 4 | This section shows the employee's claim balances depending on the Employee that you had selected and the type of claim that you have selected in Claim Type . |
| 5 | Choose the Sub Claim for the specific type of claim you want to submit on behalf of employees and fill in the details in the remaining fields. |
| 6 | Some claims may require you to upload your receipt into the claim form. Click on the Attachment field to select your receipt. |
| 7 | 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. |
| 8 | <p>Click the Add button to add another row if you have more receipts to submit on behalf 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 or click on Cancel button to make further changes to the Claim Form.</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

View Claim page shows the claim applications that have submitted to approver for review and the approval status of these applications.

You can also edit the **Pending** claim applications to make changes to them, as well as to **Withdraw** the pending claim and **Cancel** the approved claim.

The screenshot shows the 'View Claim' page in the TIMES PRO system. The page has a header with the TIMES SOFTWARE logo and a navigation menu. The 'CLAIM' menu is highlighted, and the 'View Claim' option is selected. The page displays a table of claim applications with columns for Status, Transaction Date, Transaction No, Claim Code, Employee No, Employee Name, Approvers, Total Amount, Claimable Amount, and Receipt. The table contains four rows of data, all with a status of 'Pending' or 'Draft'. The page also includes filters for Employee, Claim, Period, and Status, and buttons for Query, Apply, and Withdraw.

1. Click on the **CLAIM** menu to access the menu list.

2. Click on **View Claim** to access the claim application.

3. Click on the **CLAIM** dropdown menu to filter the claim applications.

4. Click on the **Apply** button to apply the filters.

5. Click on the **Query** button to search for claim applications.




6. Click on the **Withdraw** button to withdraw the claim application.

| | Status | Transaction Date | Transaction No | Claim Code | Employee No | Employee Name | Approvers | Total Amount | Claimable Amount | Receipt |
|--------------------------|---------|------------------|----------------|------------|-------------|---------------|-----------|--------------|------------------|---------|
| <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 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 applications' information that have submitted to the approver(s) for review.</p> <p>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> <tr> <td>Pending</td><td>Claim application has been submitted and awaiting to get approval from the first approver.</td></tr> <tr> <td>Approved</td><td>Claim application has been approved by final approver.</td></tr> <tr> <td>Rejected</td><td>Claim application has been rejected by approver.</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. | 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. |
|-----------------|---|--------|-------------|--------------|---|----------------|--|-----------------|--|-----------------|--|
| 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>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> | | | | | | | | | | |
| 5 | <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> | | | | | | | | | | |
| 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 screenshot shows the TIMES SOFTWARE interface. At the top, the 'CLAIM' menu is highlighted with a callout 1 pointing to it, with the text 'Click on the **CLAIM** menu to access the menu list.' Below the menu, the 'ENTRY OFFICER' section is visible, with a callout 2 pointing to the 'Report' option, with the text 'Click on **Report** to access the claim application.' The main report generation form contains several fields: 'Report' (set to 'Departmental Claim in Summary'), 'Format' (set to 'Excel'), 'Department' (set to '- All -'), 'Employee' (set to 'All'), 'Claim' (set to 'All'), 'Sub Claim' (set to 'All'), 'Type' (set to 'Creation Date'), 'Date Range' (with start and end dates), 'Period' (set to '01'), 'Terminate Filter' (set to 'Resignation Date'), and 'Status' (set to an empty dropdown). A callout 3 points to the 'Resignation Date' dropdown, and a callout 4 points to the 'Print' button at the bottom left.

Figure 5 TIMES PRO Claim Report web page

| 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  button. | | | | | | |
| 3 | <p>You can filter the claim application report using the Terminate Filter feature. The list of Terminate Filter is as follows:</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td>Resignation Date</td><td>Indicating the resigned employee's last day of employment.</td></tr> <tr> <td>Last Payment Date</td><td>Date when employee get their last payment.</td></tr> </table> | Status | Description | Resignation Date | Indicating the resigned employee's last day of employment. | Last Payment Date | Date when employee get their last payment. |
| Status | Description | | | | | | |
| Resignation Date | Indicating the resigned employee's last day of employment. | | | | | | |
| Last Payment Date | Date when employee get their last payment. | | | | | | |
| 4 | Click on the  Print button to generate the report. | | | | | | |

End of Document