



# TIMES PRO Claim

User Guide for Supervisors

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## RELATED GUIDES

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

**TIMES PRO Introductory Guide.**



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## Approve Claim

To approve or reject employees' submitted Claim Forms without any restrictions at the **Approve Claim** menu.

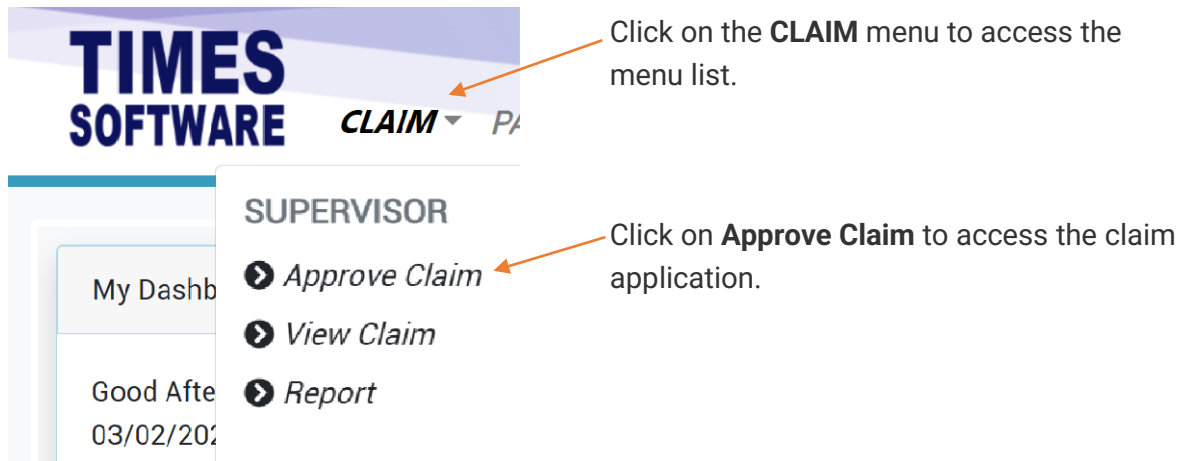







Figure 1 TIMES PRO Claim Supervisor menu

1

2

3

Figure 2 TIMES PRO Claim Approval Page

1	Choose the <b>"Department"</b> , <b>"Employee"</b> , <b>"Claim Code"</b> , <b>"Period"</b> , <b>"Status"</b> and <b>"Level"</b> drop-down lists to filter the list of submitted Claim Forms.
2	You can look for a specific Claim Form by entering the transaction number of the Claim Form at the <b>"Transaction No"</b> and clicking on the  button.
3	Tick on the  <b>Standin</b> checkbox in order to <b>View Claim</b> which is designated to you as a Standin role. If you untick on the  <b>Standin</b> checkbox, you are only able to <b>View Claim</b> which is designated to you as a Supervisor role.
4	To <b>approve</b> a Claim Form, tick on the Claim Form's  checkbox and select the  button.

To **reject** a Claim Form, tick on the Claim Form's ☐ checkbox and select the **✕ Reject** button.

## 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.

The screenshot shows the 'View Claim' page in the TIMES PRO software. The page has a sidebar with a 'CLAIM' menu item and a 'SUPERVISOR' section with options: 'Approve Claim', 'View Claim', and 'Report'. The main area contains a search bar with filters for Employee, Claim, Period, and Status. Below the search bar is a table of claim applications. Numbered callouts point to specific elements: 1 points to the 'CLAIM' menu, 2 points to the 'View Claim' option, 3 points to the 'Query' button, 4 points to the information icon in the table, and 5 points to the receipt icon in the table.

	Status	Transaction Date	Transaction No	Claim Code	Employee No	Employee Name	Approvers	Total Amount	Claimable Amount	Receipt
<input type="checkbox"/>	Approved	17/02/2023	23021718055080	MEDICAL	001	ANDY LOW	BEN LIM	111.00	111.00	

Figure 3 TIMES PRO Claim View Claim web page sample

1	You can make use of the <b>Data Filters</b> 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 you're your review.</p> <p>The approval status of the claim application is indicated at the <b>Status</b> column. The list of status is as follows:</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td><b>Approved</b></td><td>Claim application has been approved by final approver.</td></tr> <tr> <td><b>Rejected</b></td><td>Claim application has been rejected by approver.</td></tr> </table>	Status	Description	<b>Approved</b>	Claim application has been approved by final approver.	<b>Rejected</b>	Claim application has been rejected by approver.
Status	Description						
<b>Approved</b>	Claim application has been approved by final approver.						
<b>Rejected</b>	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 <b>Query</b> button.						
4	You can click on the <b>i Info</b> button to access the <b>Claim Details</b> pop-up window to view the breakdown information of daily claims in a single claim application form.						
5	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 'CLAIM' menu in the top navigation bar, which is highlighted with a blue arrow pointing to it. Below the menu, the 'SUPERVISOR' section is visible, containing links for 'Approve Claim', 'View Claim', and 'Report'. The 'Report' link is highlighted with a blue arrow. The main content area displays the 'Report' form with various filters and a 'Print' button. The form includes dropdowns for 'Report' (Departmental Claim in Summary), 'Format' (Excel), 'Department' (- All -), 'Employee' (All), 'Claim' (All), 'Sub Claim' (All), 'Type' (Creation Date), 'Date Range' (01/02/2023 to 28/02/2023), 'Period' (01 to E), 'Terminate Filter' (Resignation Date), and 'Status'. The 'Print' button is located at the bottom left of the form.


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

2. Click on **Report** to access the claim application.

3. Click on the **Report** dropdown menu to select a report type.

4. Click on the **Print** button to generate the report.

Figure 4 TIMES PRO Claim Report web page

1	Choose the type of <b>Report</b> that you want to generate and the <b>Format</b> 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 <b>Terminate Filter</b> feature. The list of Terminate Filter is as follows:</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td><b>Resignation Date</b></td><td>Indicating the resigned employee's last day of employment.</td></tr> <tr> <td><b>Last Payment Date</b></td><td>Date when employee get their last payment.</td></tr> </table>	Status	Description	<b>Resignation Date</b>	Indicating the resigned employee's last day of employment.	<b>Last Payment Date</b>	Date when employee get their last payment.
Status	Description						
<b>Resignation Date</b>	Indicating the resigned employee's last day of employment.						
<b>Last Payment Date</b>	Date when employee get their last payment.						
4	Click on the <b>Print</b> button to generate the report.						

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