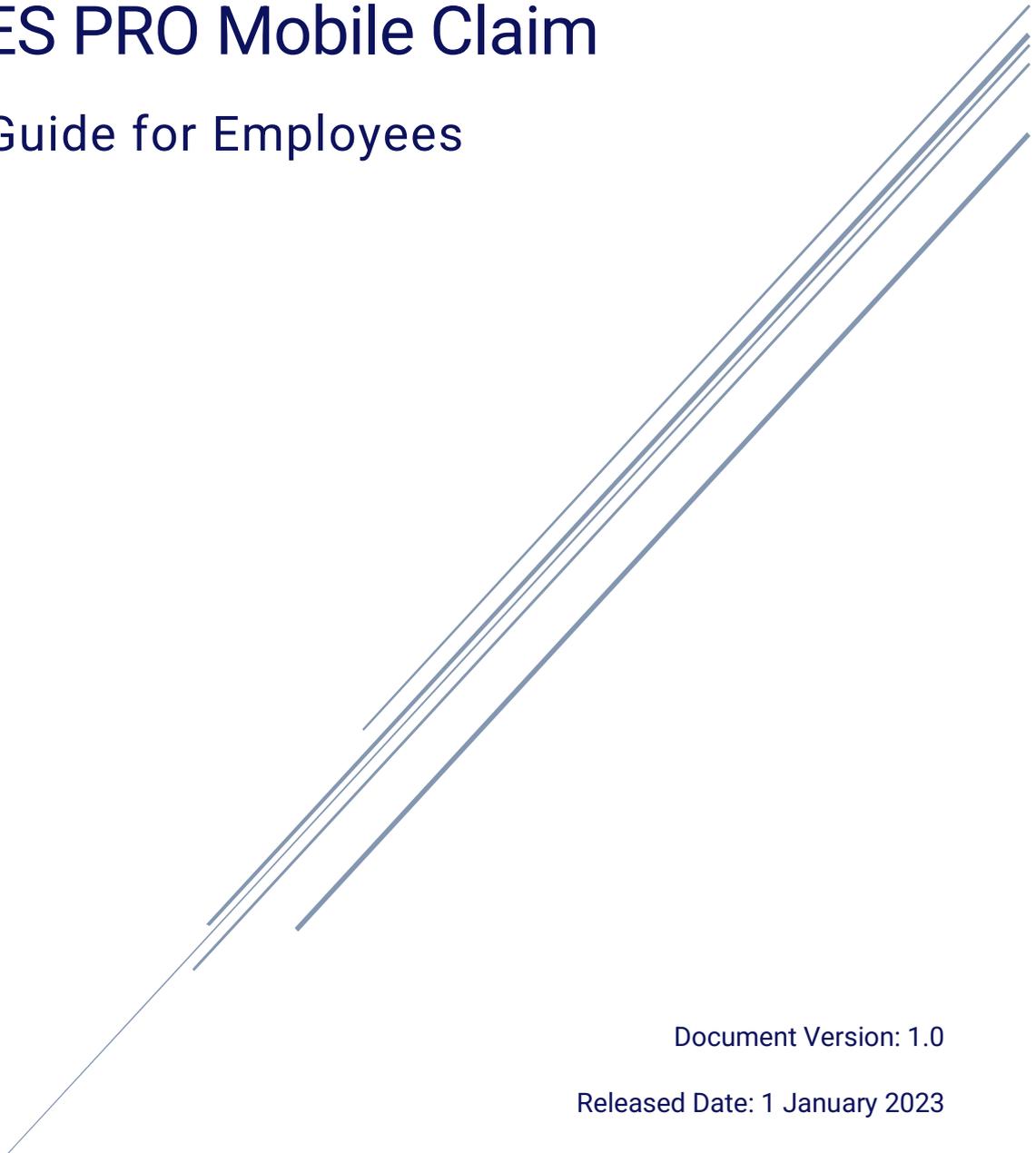




TIMES PRO Mobile Claim

User Guide for Employees



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RELATED GUIDES

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

TIMES PRO Mobile Introductory Guide.



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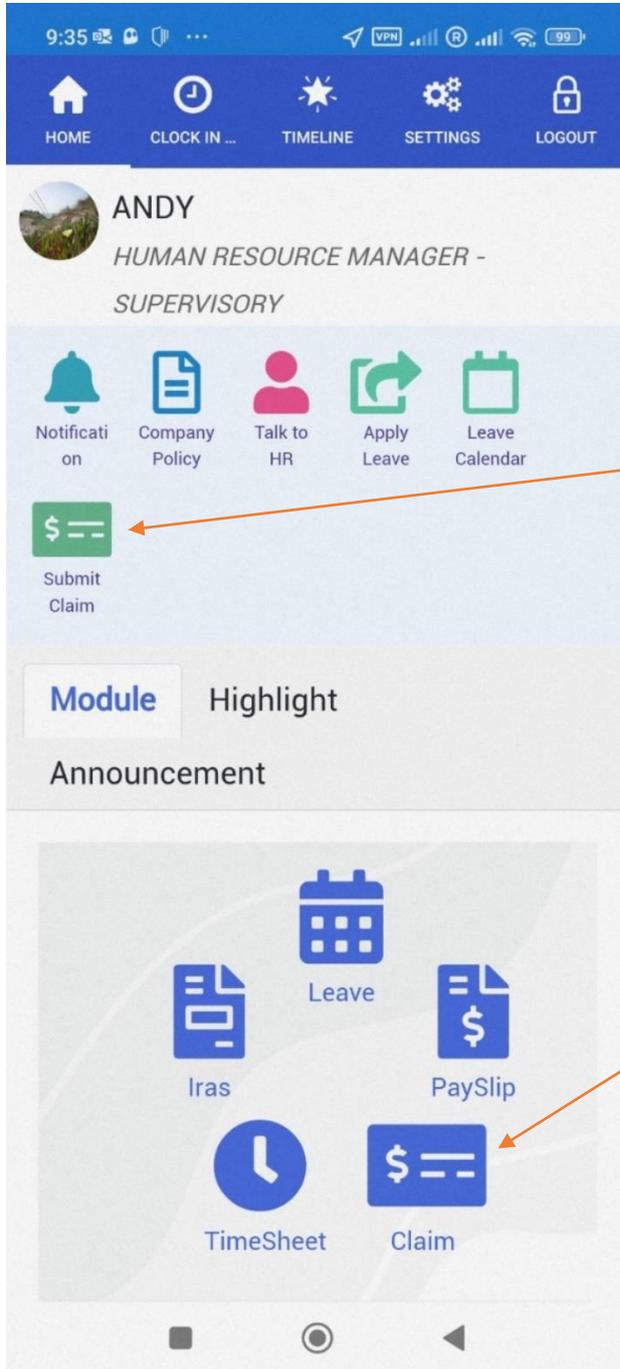
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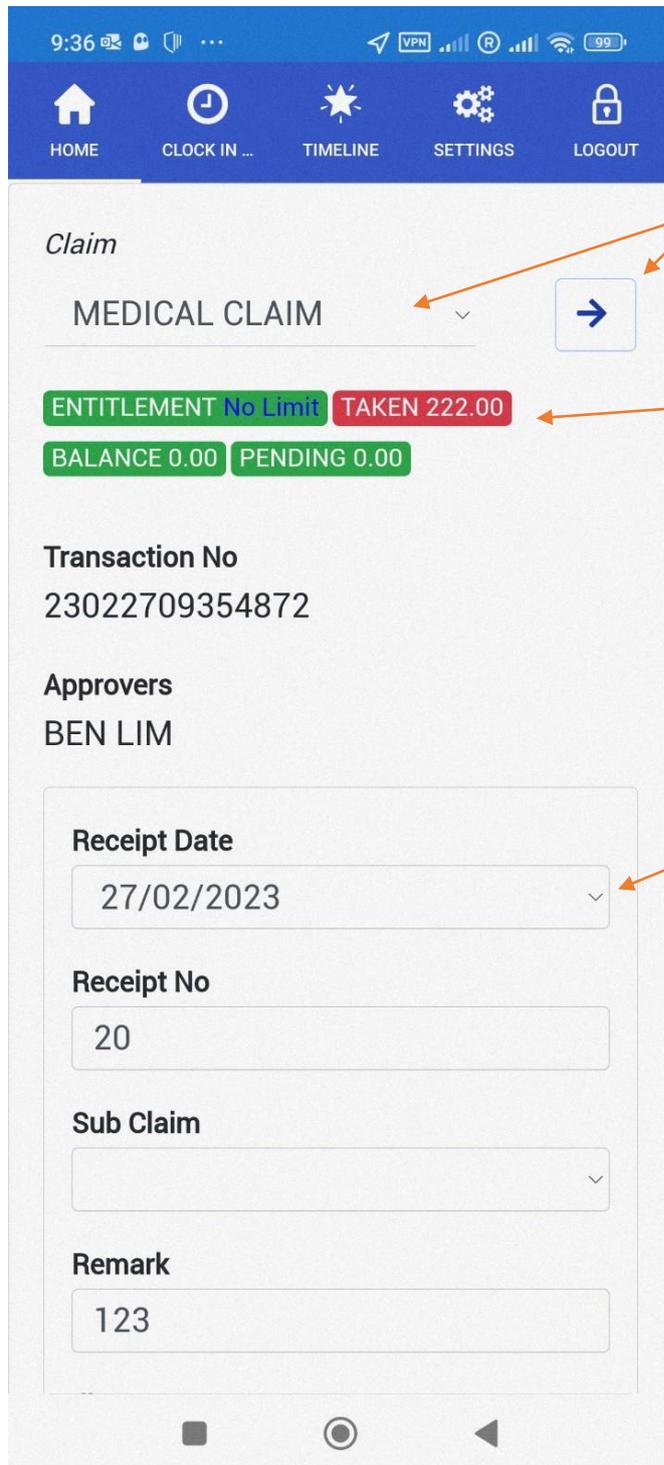
Apply / Submit Claim



To apply and submit claim, first you need to access the **Apply Claim** page. You can either tap on the **Submit Claim** button at the **Action Bar** or

Tap on the **Claim** button at the **Module** wheel menu.

Figure 1 TIMES PRO Mobile Home page sample



Choose the type of claim you want to submit and tap on the **Next** button.

You can view your claim entitlement, balance and taken here.

Fill in the details of your claim here onwards.

Figure 2 TIMES PRO Mobile Claim Apply Claim page sample

9:36 93% VPN 99%

HOME CLOCK IN ... TIMELINE SETTINGS LOGOUT

Receipt No
20

Sub Claim

Remark
123

Illness

Attachment
Choose File

GST Amount

Receipt Amount

Claimable Amount

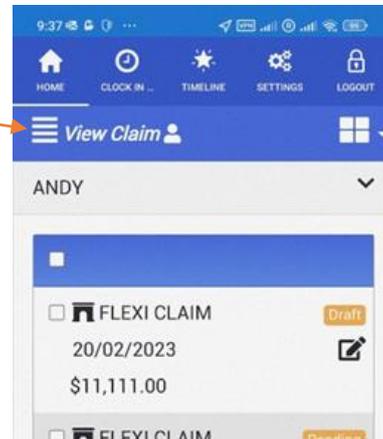
+ - [floppy disk] ← →

After filling in the details of the claim, you can do the following:

- Add another claim receipt.
- Remove the claim receipt.
- Save the claim submission as a draft copy. You can access the draft from **View Claim** page and continue where you left of.
- Return back to previous page.
- Submit the claim to the approver for review.

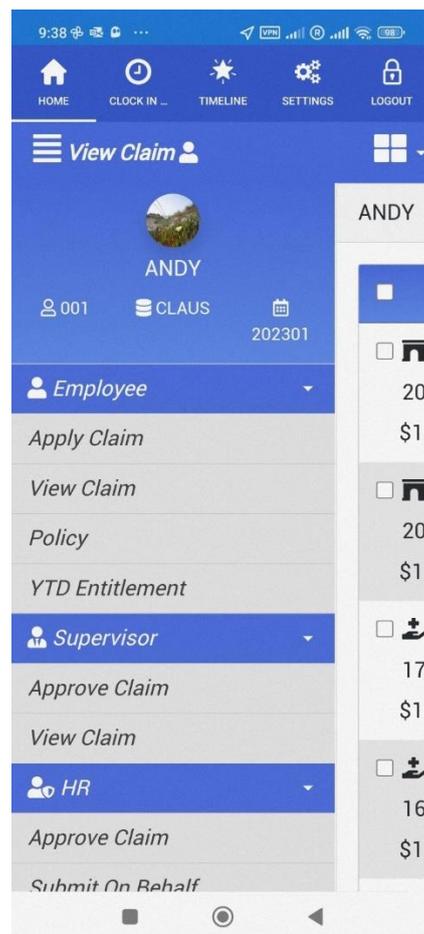
Access Claim Menu

At any of the claim page, tap on the **Left Sidebar** button to access the **TIMES PRO Mobile Claim Menu**.



For employee access, employee can

- Apply and submit claim at **Apply Claim** page.
- View own claim submission and draft at the **View Claim** page.
- View claim policy at **Policy** page.
- View year to date claim entitlement at **YTD Entitlement** page.

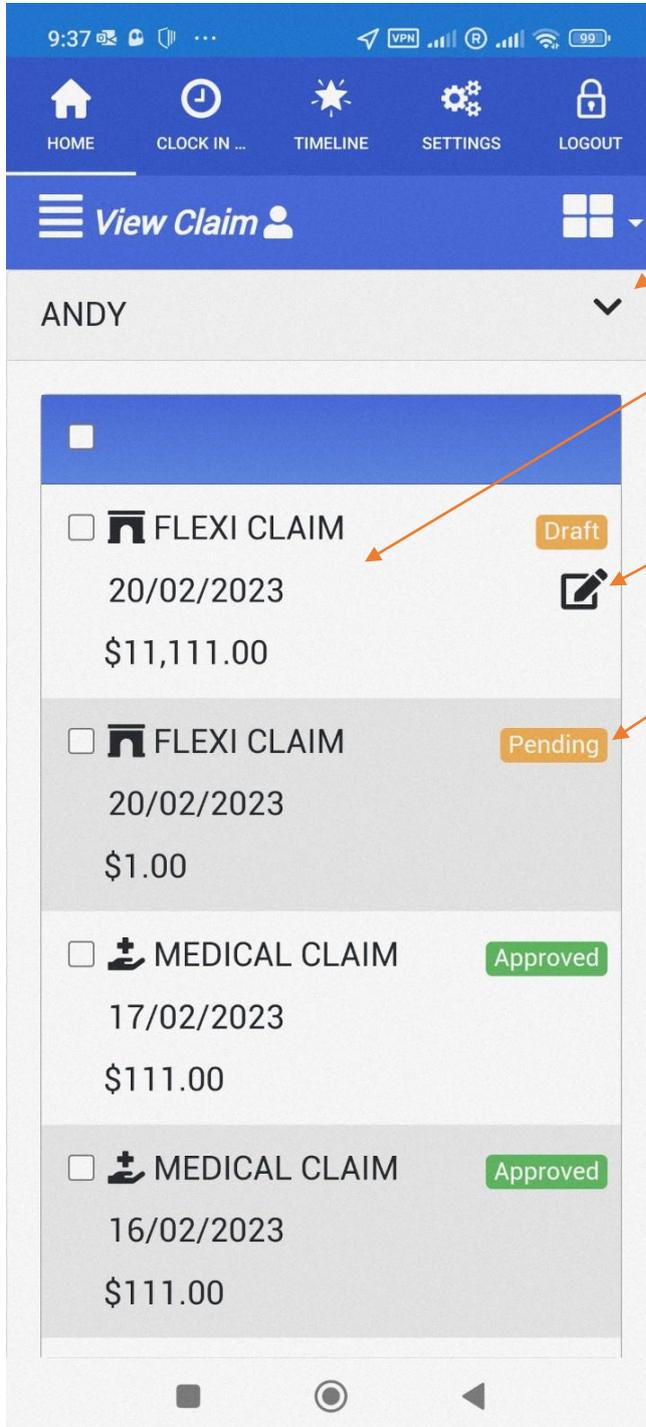


For supervisor access, supervisor can

- Approve staff claim at **Approve Claim** page.
- View staff claim at **View Claim** page.

Figure 3 TIMES PRO Mobile Claim Menu

View Claim



You can view your draft and submitted claim records at **View Claim** page.

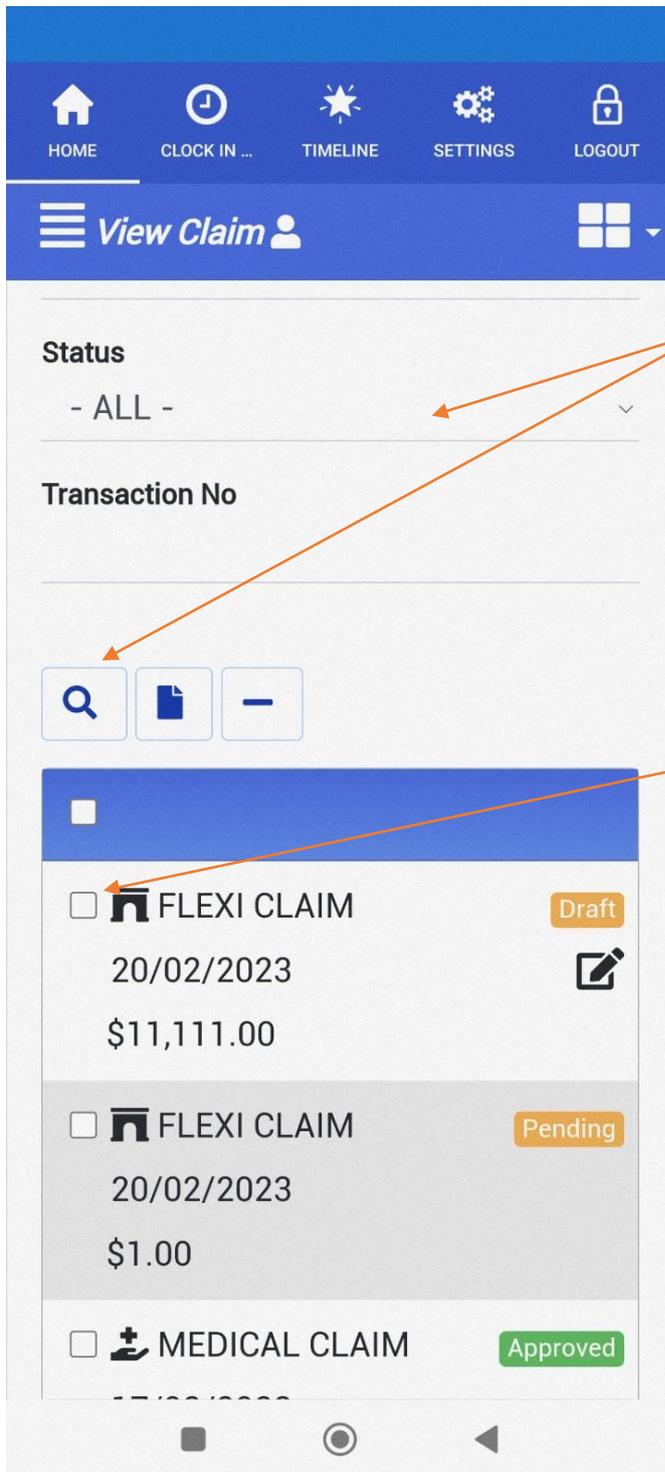
Tap on the **Expand** button to access the **Data Filters**.

Tap on the claim record to see the details.

If you have saved a draft claim record, you can tap on the **Edit** button to continue entering the record.

Each submitted claim record has a **Status**. The **Status** indicates whether the record is **Pending** for review by approver, **Rejected** by approver or **Approved** by approver.

Figure 4 TIMES PRO Mobile Claim View Claim page sample

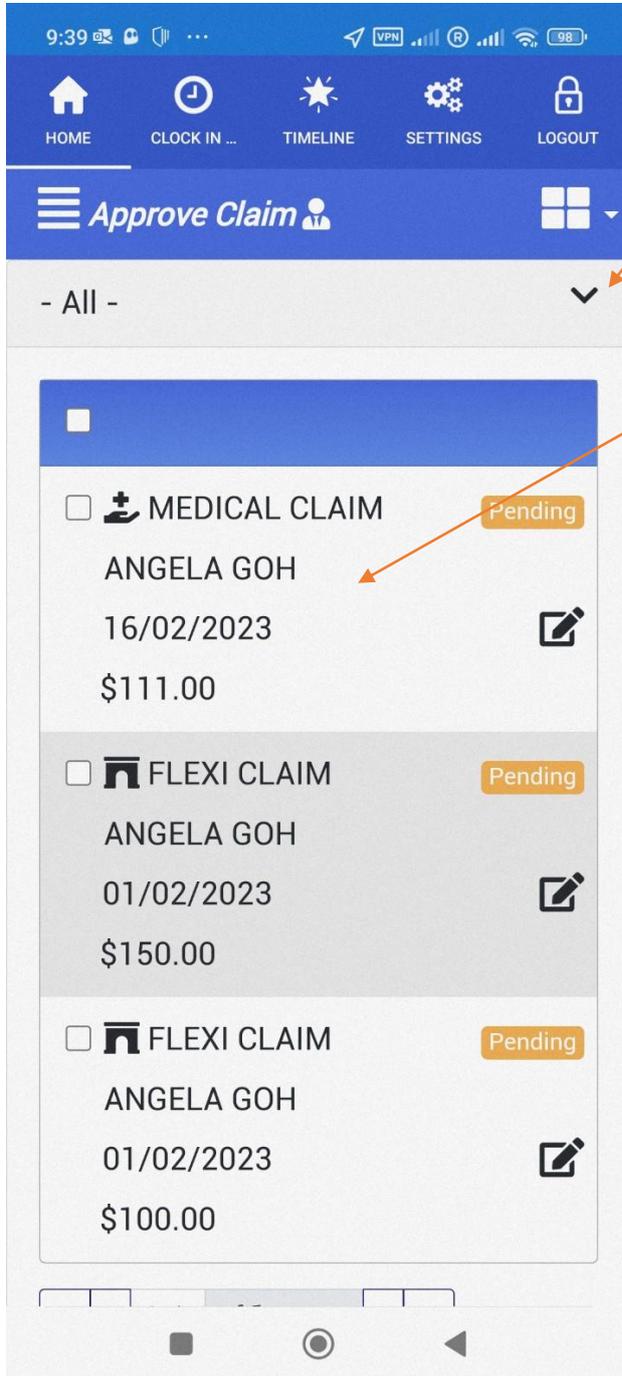


At the **Data Filters** section, you choose and enter your criteria to filter the claim record information on the page. Then, tap on the **Query** button.

To submit a new claim form, tap on the  **New** button.

To delete your draft claim, tick the checkbox to choose the record you want to delete and tap on the  **Delete** button.

For Supervisor Only – Approve Claim

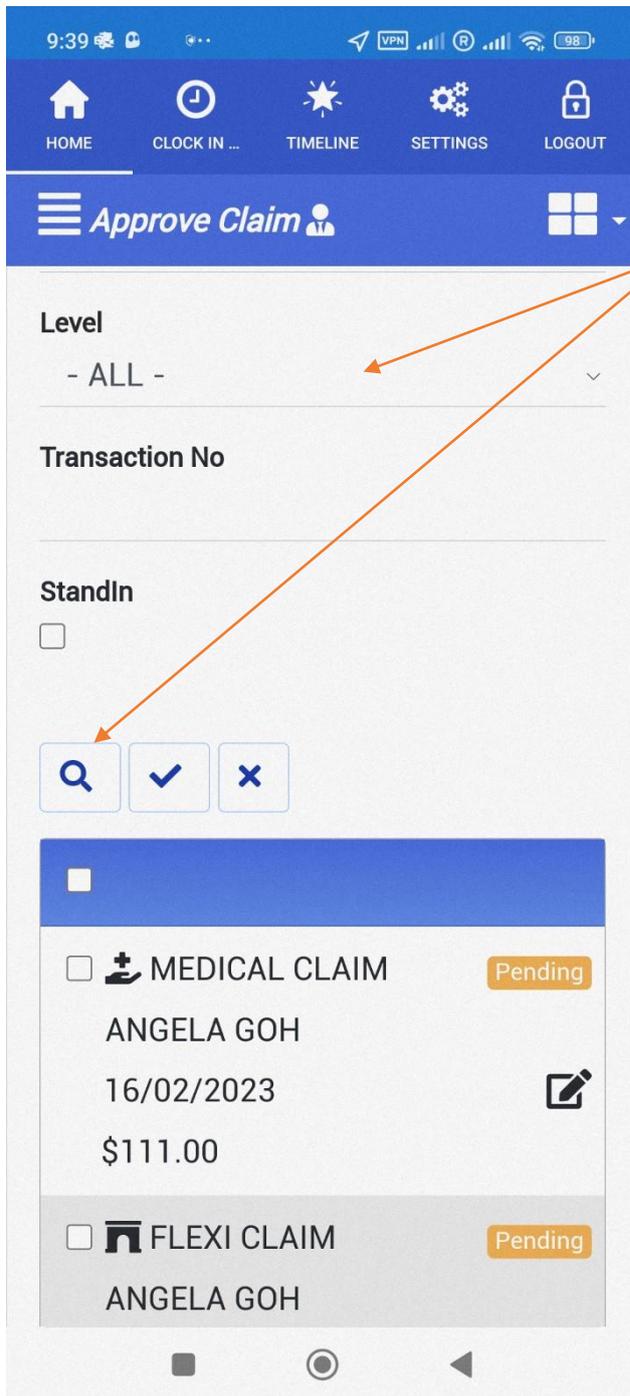


Supervisors can review, approve or reject claims submitted by their team members at the **Approve Claim** page.

Tap on the **Expand** button to access the **Data Filters**.

Tap on the claim record to see the details.

Figure 5 TIMES PRO Mobile Claim Approve Claim page sample



At the **Data Filters** section, you choose and enter your criteria to filter the claim record information on the page. Then, tap on the **Query** button.

To approve or reject a claim record, first tick the checkbox to choose the record. Then,

Tap on **Approve** button to approve the selected records.

Tap on **Reject** button and provide a reason for the rejection to reject the selected records.

End of Document