



TIMES Claim

Quick Start Guide for Supervisor

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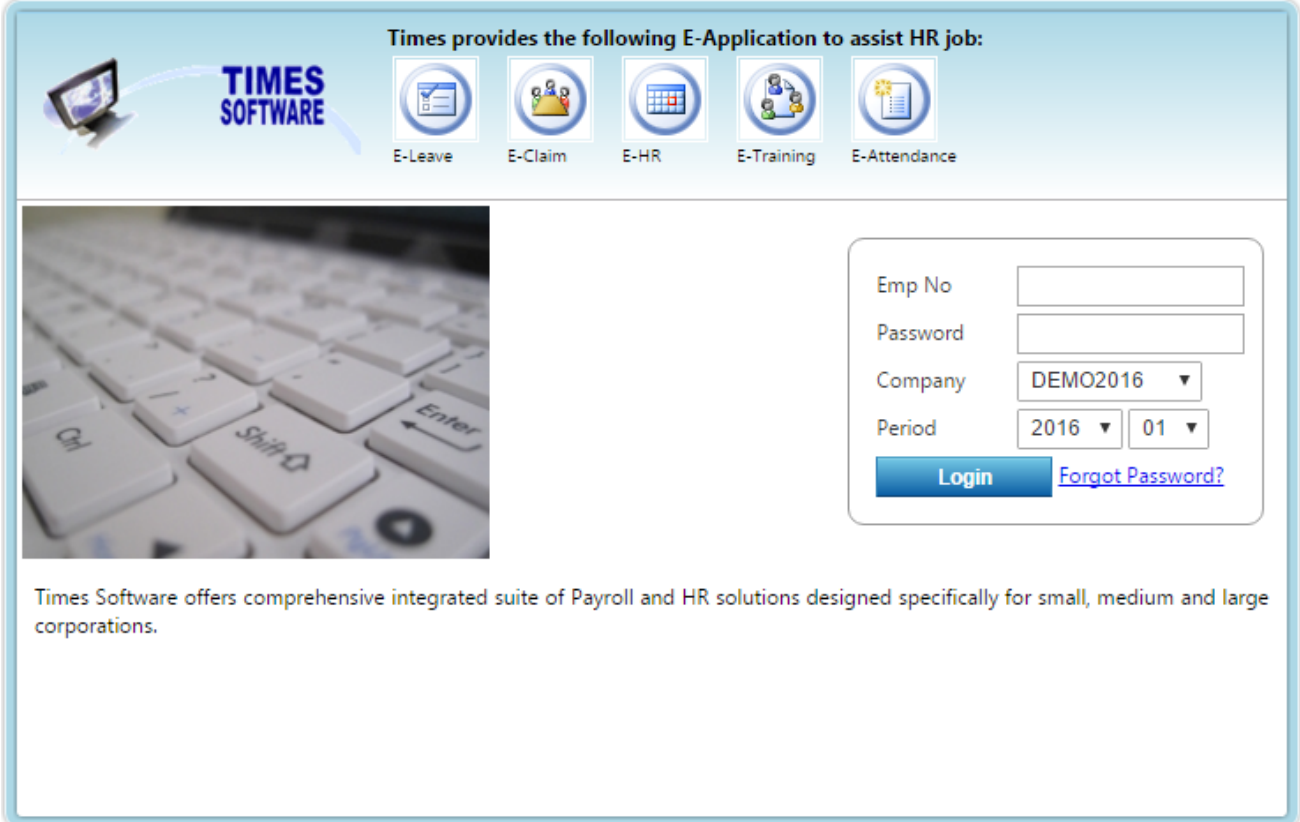
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Chapter 1. First time logging into the TIMES Claim System

Open your internet browser and enter the URL address to access the TIMES Solution portal login web page, example: <http://www.myportal.com/esolution/Signin.aspx>

An example of the login page is shown below.



Times provides the following E-Application to assist HR job:

E-Leave E-Claim E-HR E-Training E-Attendance

Emp No

Password

Company

Period

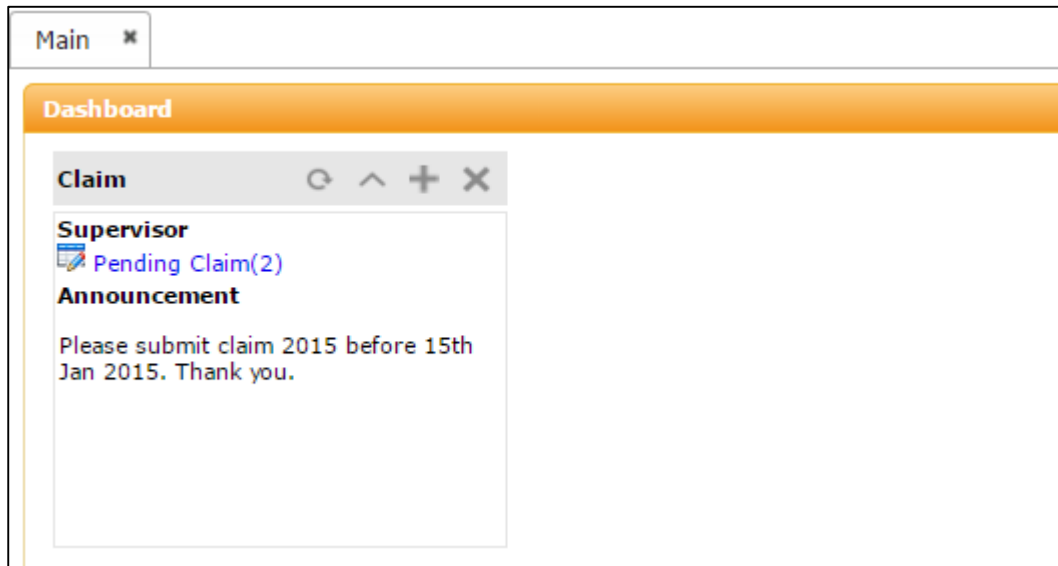
[Login](#) [Forgot Password?](#)

Times Software offers comprehensive integrated suite of Payroll and HR solutions designed specifically for small, medium and large corporations.

1. Click on the “Company” drop-down list to see a list of available companies and choose the one that you want to access to.
2. Key in your login id at “Emp No”.
3. Key in your password at “Password”.
4. Click the [Login](#) button to login into the system.

Chapter 2. Dashboard

After logging into the system, you will be presented with your dashboard.



The dashboard shows you a list of items that require your attention.

You can click on any of the items to access it.

Chapter 3. Approve, Reject and Edit Claim

You can make changes, approve and reject employees' submitted Claim Forms at the **Approve Claim** web page.




Click on the **Approve Claim** option in the Supervisor menu to access the Approve Claim web page.


The screenshot shows the 'Approve Claim' web page. At the top, there is a breadcrumb trail: 'Claim > Supervisor > Approve Claim'. Below this, there are three drop-down menus for filtering: 'Department' (set to '- ALL -'), 'Employee' (set to '- ALL -'), and 'Claim Code' (set to '- ALL -'). To the right of these menus is a 'Trans No' input field and a 'Query' button. Below the filters is a table with the following columns: 'Detail', 'Creation Date', 'Transaction No', 'Claim Code', 'Employee No', 'Employee Name', 'Total Amount', 'Claimable Amount', and 'Print'. The table contains two rows of data. At the bottom of the page, there is a pagination bar with 'Show Page 1 of 1 Pages', 'First Prev Next Last' navigation links, a 'Display 20 Records Per Page' dropdown, and 'Edit', 'Approve', and 'Reject' buttons.


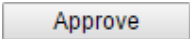
Detail	Creation Date	Transaction No	Claim Code	Employee No	Employee Name	Total Amount	Claimable Amount	Print
	17/03/2016	16031711561799	MEDICAL CLAIM	003	CINDY LIM	20.00	20.00	
	17/03/2016	16031711543768	MEDICAL CLAIM	002	BENJAMIN WONG	50.00	50.00	


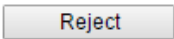
You can use the “Department”, “Employee” and “Claim Code” drop-down lists to filter the list of submitted Claim Forms. If you have selected multiple values you can view them by clicking on this button.

You can look for a specific Claim Form by entering the transaction number of the Claim Form at the “Trans No” and clicking on the button.

To see the details of the Claim Form click on the  button.

To print the Claim Form click on the  button.


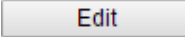
To approve a Claim Form, click on the Claim Form's  checkbox to tick it in order to select it and click the  button.

To reject a Claim Form, click on the Claim Form's  checkbox to tick it in order to select it and click the  button.

3.1 Editing a Claim Form



You can edit an employee's Claim Form only if you are authorised to do so.


To edit a Claim Form, click on the Claim Form's  checkbox to tick it in order to select it and click the  button.





Claim >> Supervisor >> Submit Claim


1 Select Claim 2 **Insert Claim** 3 Submit Claim

Entitlement	YTD Used	Balance
700.00	0.00	700.00

Trans No: 16031711561799
Employee: CINDY LIM
Claim Code: MEDICAL CLAIM

Receipt Date*	Sub Claim*	Receipt No*	Clinic / Hospital	Purpose / Description*	Receipt Amount*	Claimable Amount
 17/03/2016	HEALTH SCREEN	HE001	GHI MEDICARE CLINIC & SURGERY	General health screening	20.00	20.00
Total					20.00	20.00

 Edit Entry  Delete Entry  Save Changes  Cancel Changes



You will then see the entire Claim Form. Click on the  button to edit the records in the Claim Form.


Claim >> Supervisor >> Submit Claim


1 Select Claim 2 **Insert Claim** 3 Submit Claim

Entitlement	YTD Used	Balance
700.00	0.00	700.00


Trans No: 16031711561799
Employee: CINDY LIM
Claim Code: MEDICAL CLAIM

Receipt Date*	Sub Claim*	Receipt No*	Clinic / Hospital	Purpose / Description*	Receipt Amount
  17/03/2016	HEALTH SCREEN	HE021	GHI MEDICARE CLINIC & SURGERY	General health screening	20.
Total					20

Reason of Amendment 



Make the necessary changes and click  button to save the record or  button to cancel.

Before saving the changes, the system will ask you to enter the "Reason for Amendment". Enter the reason and click  button.

Chapter 4. View Approved Claim

You can view employees' approved and rejected Claim Forms at the **View Approved Claim** web page.



Click on the **View Approved Claim** option in the Supervisor menu to access the View Approved Claim web page.

Claim >> Supervisor >> View Approved Claim

Department: - ALL - ⓘ
 Employee: - ALL - ⓘ
 Claim Code: - ALL - ⓘ Period: 2016 Status: - ALL - ⓘ Trans No: Query


Detail	Creation Date	Transaction No	Claim Code	Employee No	Employee Name	Total Amount	Claimable Amount	Print
	16/03/2016	16031618080341	MEDICAL CLAIM	002	BENJAMIN WONG	70.00	70.00	
	10/03/2016	16031016302173	MEDICAL CLAIM	002	BENJAMIN WONG	1.00	1.00	

Show Page: 1 of 1 Pages First Prev Next Last Display: 20 Records Per Page
 Approved Rejected

You have the filters (such as “Department”) to filter the list of Claim Forms in the web page. If you have selected multiple values you can view them by clicking on this ⓘ button.

You can look for a specific Claim Form by entering the transaction number of the Claim Form at the “Trans No” and clicking on the button.

To see the details of the Claim Form click on the  button.


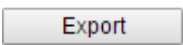
To print the Claim Form click on the  button.

Chapter 5. Report

You can generate reports in **Report** web page.



Click on the **Report** option in the Supervisor menu to access the Report web page.

1. Choose "Report Type".
2. Choose your criteria (such as "Department"). If you have made multiple selections you can view them by clicking the  button.
3. Choose "Report Format".
4. Click  button to generate the report.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

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