

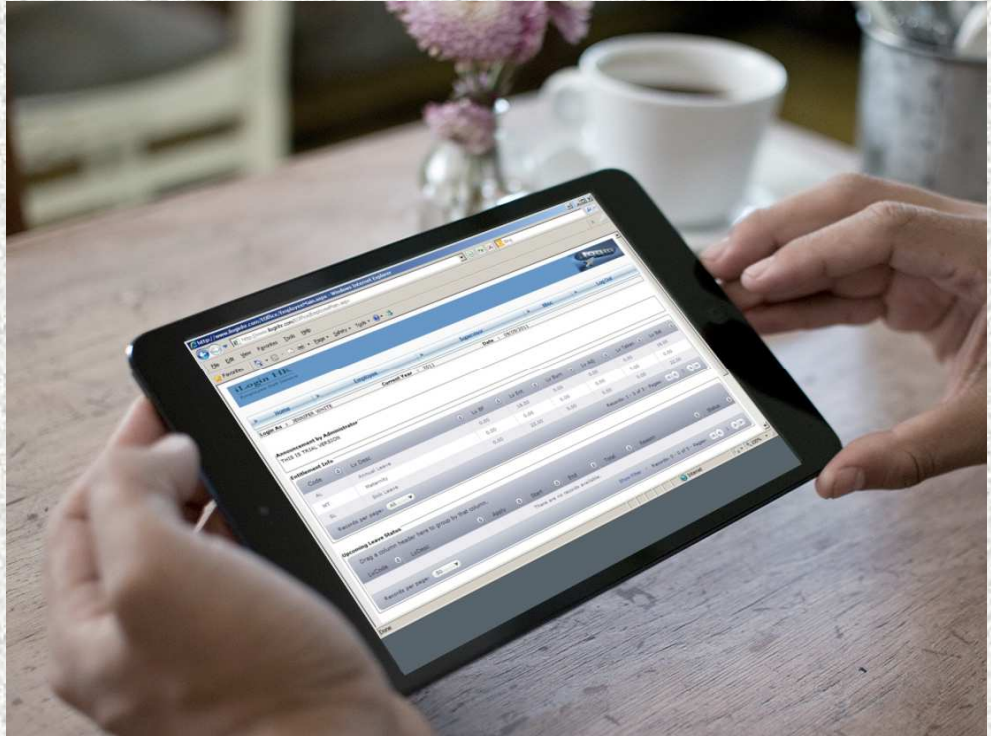


# HR2000 e-Claim

The Employee Self Service solution for Monthly Claim Submissions

**HR 2000 SDN BHD**

**e-Claim** is the Self Service solution enabling employees to enter their own mileage and expense claims from their workplace PC or home computer.



*Introducing E-CLAIM a new plug-in-play of HR2000 E-OFFICE module !*

*Call us at 03-56329094 (8 lines) or visit [www.hr2000.com.my](http://www.hr2000.com.my) to learn more about our range of payroll and human resource software solutions.*

## What is HR2000 e-Claim?

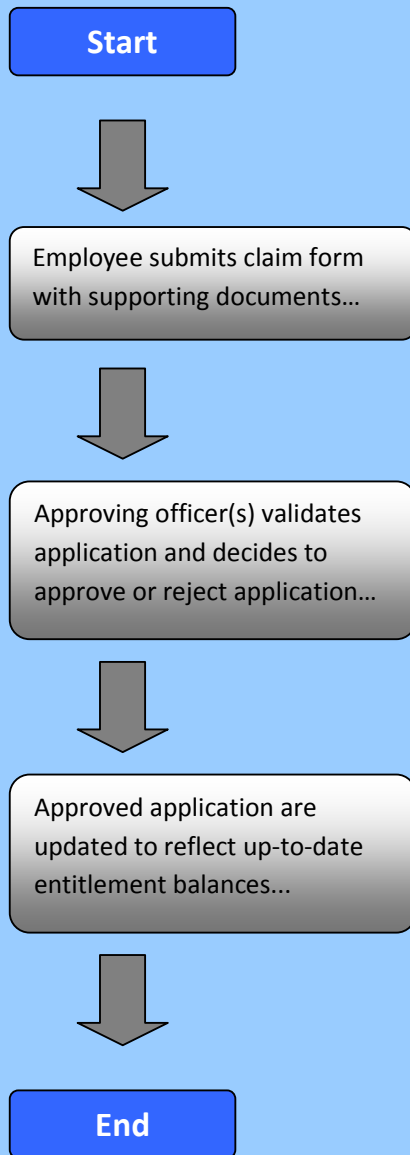
e-Claim is the Self Service solution enabling employees to enter their own mileage and expense claims from their workplace PC or home computer.

Amongst the prime objectives of the e-Claim is ease of input and allow employees to follow the progress of their claims through the e-Claim Workflow process.

By enabling claimants to submit their travel and subsistence claims throughout the period, e-Claim speeds up the flow of claims processing thereby avoiding the traditional month end bottlenecks. This will assist the timely payment of employees' claims whilst retaining the necessary controls within e-Claim to safeguard the integrity of the data and accuracy of payments.

## HOW IT WORKS !

*\* E-mail notifications are sent to notify relevant parties upon claim application, approval, rejection and cancellation process.*



## HR2000 e-Claim Features :

### MODULES

- Allows user-friendly employee claims submission
- Allows employees to check claims status and balances
- Allows HR Administrator to assess employees' current & history claim details
- Easy pre-defined common claim types
- Apply claim in advance and save as "draft"
- Submit claims with scanned receipts
- Unlimited Employees Creation & Access
- Claims management reports

### CONTROL

- Limit claim amount by per claim, per month or per year basis
- Supported claim type are Travelling, Medical & Dental, Entertainment, etc
- Auto-calculate claims entitlement

### MANAGEMENT REPORTS

- Claim Entitlement Report
- Claim Approve Report
- Claim Reject Report
- Claim Pending Report
- Claim Cancellation Report

### SECURITY & NOTIFICATION

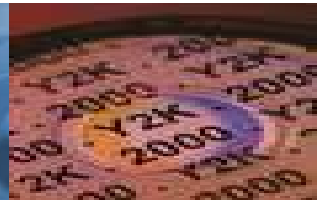
- User identification & password protected login
- Support multi-tier claims approval via email
- Notifies relevant departments upon approval or rejection
- Web-based application using MS SQL secured database

### INTEGRATION

- Export claim records for external software applications integration use



# Management Reports



Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Claim Entitlement for Travelling

Period : 2018 / 03

Report Date : 12/03/2018 (Mon) 03:53 PM

Employee	Claim Item Desc	Entitlement	Usage	Balance
001 - JENNIFER WHITE	Millage Claim	99999.99	89.60	99910.39
	Toll	99999.99	25.00	99974.99
	Parking	99999.99	50.00	99949.99
	Teksi/Grab car	99999.99	10.00	99989.99
	Accomadation	0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
002 - HARITH OSMAN B. MUSTAFA	Millage Claim	99999.99	53.20	99946.79
	Toll	99999.99	0.00	99999.99
	Parking	99999.99	0.00	99999.99
	Teksi/Grab car	99999.99	0.00	99999.99
	Accomadation	0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
003 - TAN CHENG MEI	Millage Claim	99999.99	70.00	99929.99
	Toll	99999.99	0.00	99999.99

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Claim Entitlement for Medical

Period : 2018 / 03

Report Date : 12/03/2018 (Mon) 03:54 PM

Employee	Claim Item Desc	Entitlement	Usage	Balance	
001 - JENNIFER WHITE	Medical Claim for Itself	500.00	50.00	450.00	
	Medical Claim for Family	500.00	10.00	490.00	
	Dental	500.00	10.00	490.00	
	Optical	500.00	10.00	490.00	
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
002 - HARITH OSMAN B. MUSTAFA	Medical Claim for Itself	500.00	0.00	500.00	
	Medical Claim for Family	500.00	0.00	500.00	
	Dental	500.00	0.00	500.00	
	Optical	500.00	0.00	500.00	
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
003 - TAN CHENG MEI	Medical Claim for Itself	500.00	80.00	420.00	
	Medical Claim for Family	500.00	0.00	500.00	

Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Claim Entitlement for Entertainment

Period : 2018 / 03

Report Date : 12/03/2018 (Mon) 03:55 PM

Employee	Claim Item Desc	Entitlement	Usage	Balance
001 - JENNIFER WHITE	Food	9999999.99	100.00	9999899.99
	Business trips	9999999.99	200.00	9999799.99
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
002 - HARITH OSMAN B. MUSTAFA	Food	9999999.99	0.00	9999999.99
	Business trips	9999999.99	0.00	9999999.99
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
003 - TAN CHENG MEI	Food	9999999.99	0.00	9999999.99
	Business trips	9999999.99	0.00	9999999.99









Company : DEMONSTRATION COMPANY (DEMO\_RAZMAH)

Report Title : Claim Detail Listing for Travelling

Period : 2018 / 03

Report Date : 12/03/2018 (Mon) 04:33 PM

Employee	Date Claim	KM01	Millage Claim	Toll	Parking	Teksi/Grab car	Accomadation
	Remark	Status					
001 - JENNIFER WHITE	23/01/2018	56.00	56.00	25.00	50.00	10.00	0.00
	SUBANG JAYA	Approved	0.00	0.00	0.00	0.00	0.00
	16/01/2018	60.00	42.00	0.00	0.00	0.00	0.00
	Client visit at Pendamaran Project	Rejected	0.00	0.00	0.00	0.00	0.00
	01/03/2018	85.00	59.50	0.00	0.00	0.00	0.00
	MAJU MAKMUR SDN BHD	Pending	0.00	0.00	0.00	0.00	0.00
	20/02/2018	48.00	33.60	0.00	0.00	0.00	0.00
	Visit site at Pendamaran Project	Approved	0.00	0.00	0.00	0.00	0.00
002 - HARITH OSMAN B. MUSTAFA	02/01/2018	50.00	35.00	0.00	0.00	0.00	0.00
	DAYA MATERIALS BERHAD	Approved	0.00	0.00	0.00	0.00	0.00
	06/02/2018	26.00	18.20	0.00	0.00	0.00	0.00
	HR2000 SDN BHD	Approved	0.00	0.00	0.00	0.00	0.00
003 - TAN CHENG MEI	13/02/2018	100.00	70.00	0.00	0.00	0.00	0.00
	UBER MANAGEMENT SDN BHD	Approved	0.00	0.00	0.00	0.00	0.00
004 - PHANG LEE BENG (TONY)	15/01/2018	80.00	56.00	0.00	0.00	0.00	0.00
	UAE MALAYSIA SDN BHD	Approved	0.00	0.00	0.00	0.00	0.00
005 - ARUMUGAM A/L GUNASEKARAN	14/03/2018	100.00	70.00	0.00	0.00	0.00	0.00
	SRI MUDA SDN BHD	Approved	0.00	0.00	0.00	0.00	0.00
	16/01/2018	80.00	56.00	0.00	0.00	0.00	0.00
	Wasilah Trading Sdn Bhd	Approved	0.00	0.00	0.00	0.00	0.00
006 - FRAOIS PIETTE	21/03/2018	85.00	59.50	20.00	10.00	0.00	0.00