

ICT2.0@HRDF

HRDF System: User Guide for Claims

User Manual – Version 1.0



Mesiniaga

Table of Contents

SECTION 1	REQUEST FOR CLAIMS (SBL-KHAS).....	2
1.1	TRAINING PROVIDER REQUEST FOR SBL-KHAS CLAIM	2
SECTION 2	REQUEST FOR CLAIMS (APPRENTICESHIP).....	5
2.1	TRAINING PROVIDER REQUEST FOR APPRENTICESHIP CLAIM	5
SECTION 3	REQUEST FOR CLAIMS (EVENT)	7
3.1	TRAINING PROVIDER REQUEST FOR EVENT CLAIM	7

CLAIMS

Section 1 Request for Claims (SBL-Khas)

1.1 Training Provider Request for SBL-Khas Claim

Prerequisite

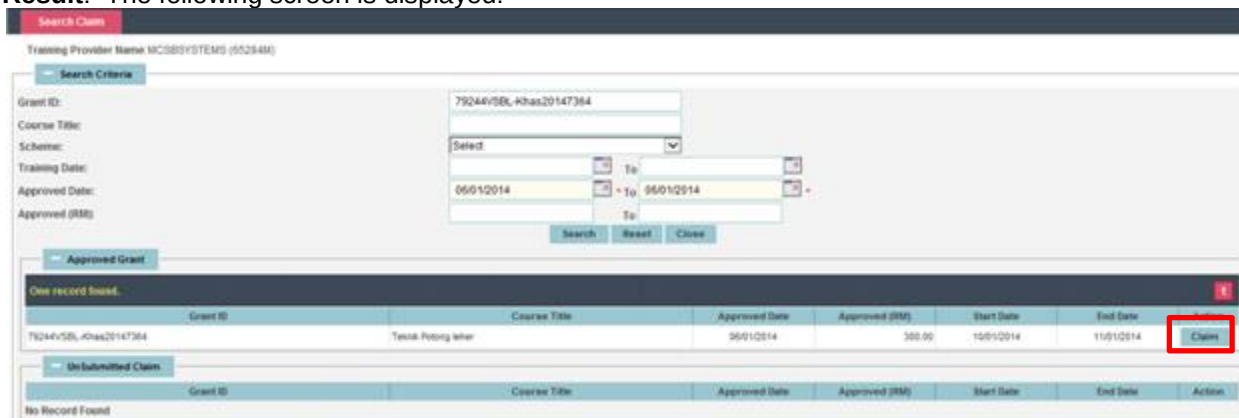
- Grant application is already approved.
- Training provider need to submit claim first before the employer
- Claims can only be submitted after the training has ended. Otherwise, the claims record is not appear in the 'Approved Grant' table.

Follow the steps below to request for SBL Khas claims:

Step 1: Login as Training Provider to submit claim.

Step 2: Select from menu 'Application' > 'Claim' > 'Submit Claim with Grant'.

Result: The following screen is displayed:



Search Claims

Training Provider Name MCSB SYSTEMS (55294M)

Search Criteria

Grant ID: 79244/SBL-Khas20147364

Course Title: Selected

Training Date: To: 06/01/2014 To: 06/01/2014

Approved Date: To: 06/01/2014 To: 06/01/2014

Approved (RM):

Search Reset Close

Approved Grant

One record found.

Grant ID	Course Title	Approved Date	Approved (RM)	Start Date	End Date	Action
79244/SBL-Khas20147364	Teknik Potong lebar	06/01/2014	300.00	10/01/2014	11/01/2014	Claim

Unsubmitted Claim

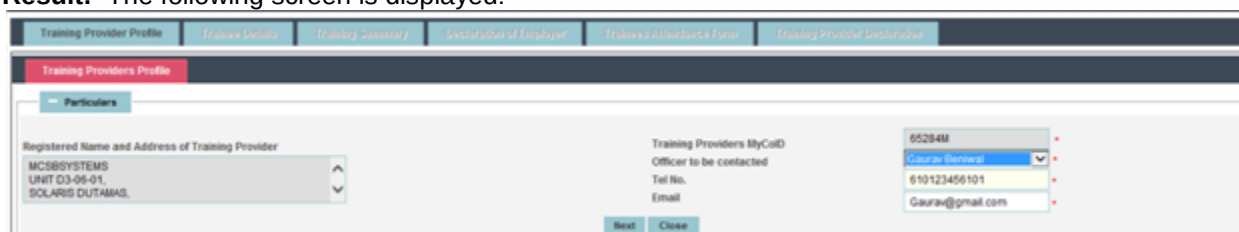
No Record Found

Step 3: Search for the Grant ID for the SBL-KHAS, if required.

Result: The record is displayed as shown on the above screen.

Step 4: Click 'Claim' button.

Result: The following screen is displayed:



Training Provider Profile Training Details Training Summary Declaration of Employer Trainees Attendance Form Training Provider Declaration

Training Providers Profile

Particulars

Registered Name and Address of Training Provider

MCSB SYSTEMS
UNIT D3-06-01,
SOLARIS DUTAMAS.

Training Providers MyCoID

55294M

Officer to be contacted

Gaurav Dhirawat

Tel No.

610123456101

Email

Gaurav@gmail.com

Next Close

Step 5: Select the officer to be contacted then click 'Next button'.

Result: The following screen is displayed.



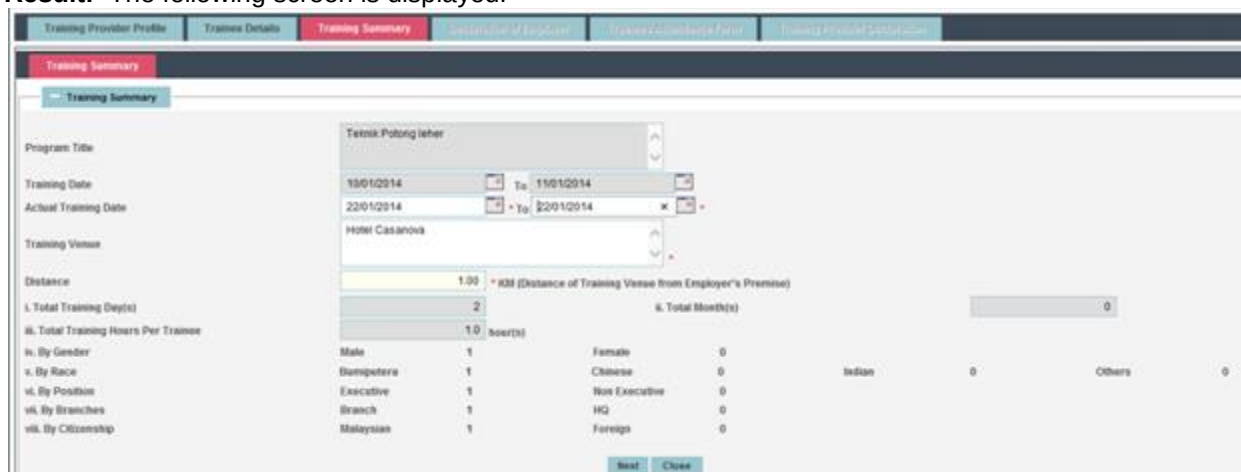
Name	IC/Passport No	Gender	Race	Job Title	Branches	Citizenship	Attendance (75%)	FOC	Actions
Ahmad Daul	73070222221	Male	Bumiputera	Executive	Branch	Malaysian	Yes	No	View / Edit / Delete

Step 6: Fill-in the trainee details then click 'Add'.

Result: The trainee details are added to the table.

Step 7: Click 'Next'.

Result: The following screen is displayed:



Program Title: Teknik Polong leher

Training Date: 19/01/2014 To: 19/01/2014

Actual Training Date: 22/01/2014 To: 22/01/2014

Training Venue: Hotel Casanova

Distance: 1.00 KM (Distance of Training Venue from Employer's Premise)

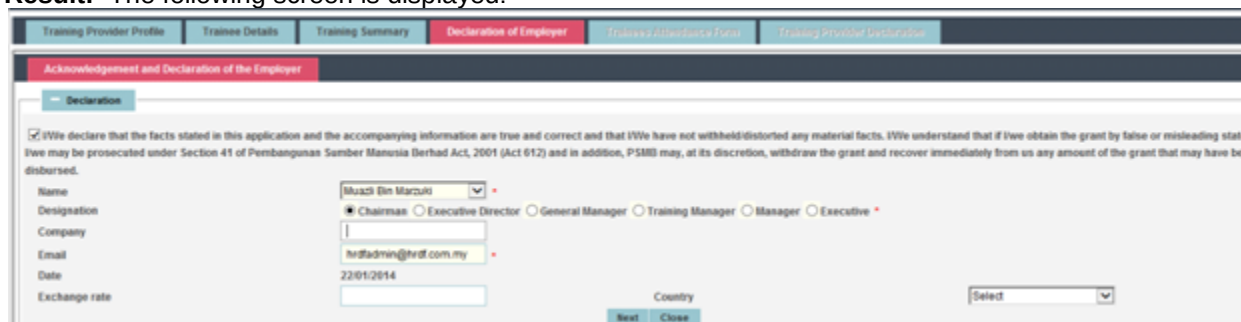
I. Total Training Day(s): 2 & Total Month(s): 0

II. Total Training Hours Per Trainee: 1.0 hour(s)

III. By Gender		IV. By Race		V. By Position		VI. By Branches		VII. By Citizenship	
Male	1	Bumiputera	1	Executive	1	Branch	1	Malaysian	1
Female	0	Chinese	0	Non Executive	0	HQ	0	Foreign	0

Step 8: Fill-in the training summary details, then click 'Next'.

Result: The following screen is displayed:



☒ I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statement I/we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name: Muazz Bin Marzuki

Designation: ☒ Chairman ☐ Executive Director ☐ General Manager ☐ Training Manager ☐ Manager ☐ Executive

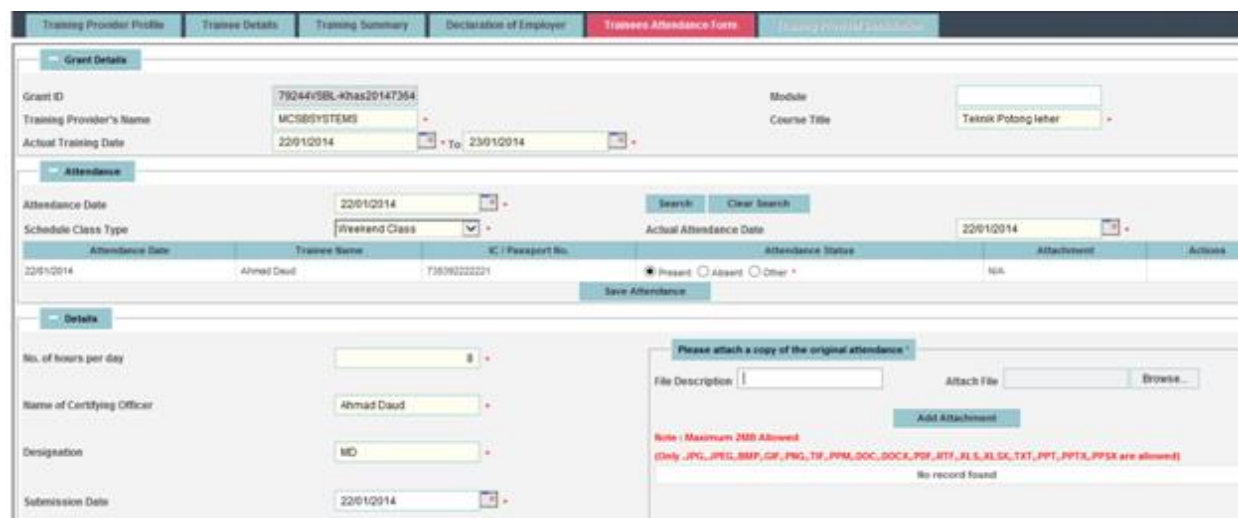
Company: [Empty]

Email: hrdfadmin@hrdf.com.my

Date: 22/01/2014

Exchange rate: [Empty]

Country: [Select]



Step 9: Fill-in the trainee attendance then click 'Save Attendance'.

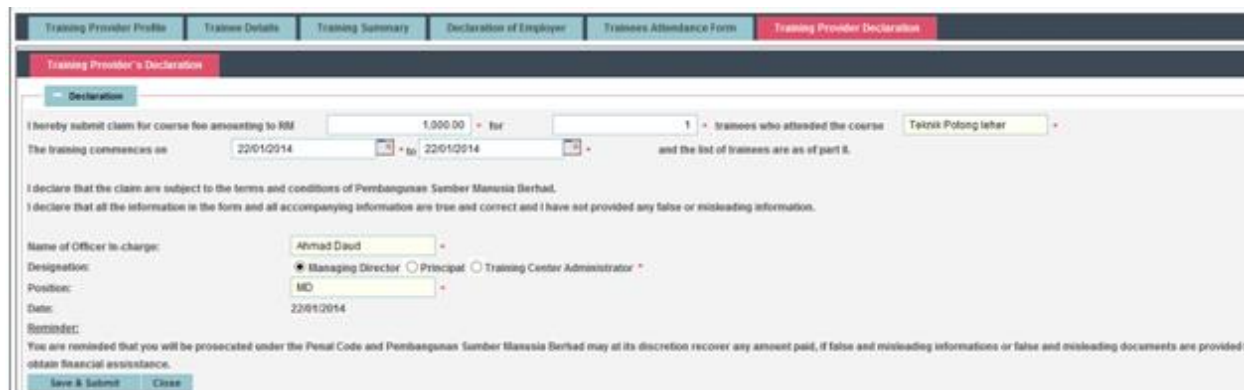
Note: The trainee details are populated base on 'Trainee Details' tab.

Step 10: Attach file by do the followings:

- Key-in the 'File Description'
- Click 'Browse' button to select file to attach then click 'Add Attachment'.

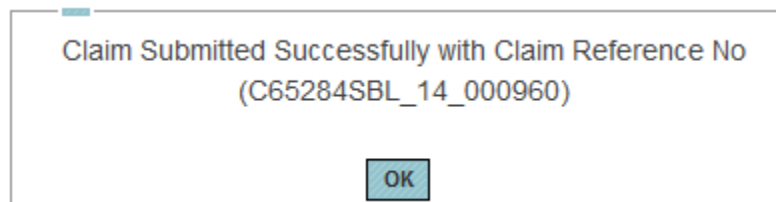
Step 11: Click 'Next'.

Result: The following screen is displayed:



Step 12: Fill in the declaration section then click 'Save & Submit'.

Result: The following screen is displayed:



Step 13: Click 'OK'.

Note: Once the claim is successfully submitted, then only the employer can request for their claim. Employer submission

Section 2 Request for Claims (Apprenticeship)

2.1 *Training Provider Request for APPRENTICESHIP Claim*

Prerequisite

- Grant application is already approved.
- Claims can only be submitted after the training has ended. Otherwise, the claims record is not appear in the 'Approved Grant' table.

Step 1: Login as Training Provider to submit claim.

Step 2: Select from menu 'Application' > 'Claim' > 'Submit Claim with Grant'.

Result: The following screen is displayed:

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

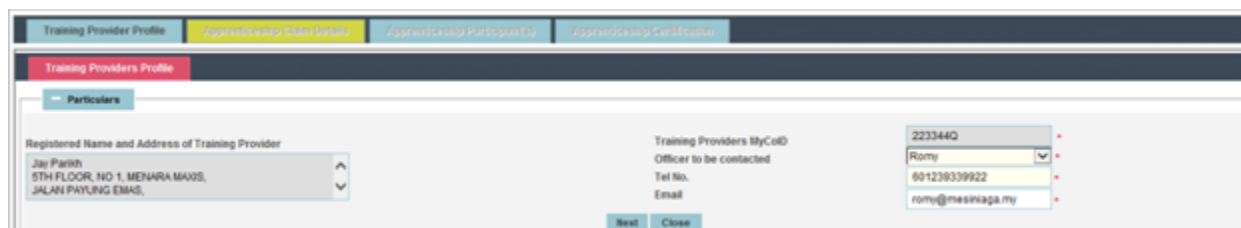
Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.



Grant ID	Course Title	Approved Date	Approved (RIB)	Start Date	End Date
W1611/1620014	MECHATRONICS	21/01/2014		21/01/2014	29/02/2014

Step 3: Click 'Claim' button.

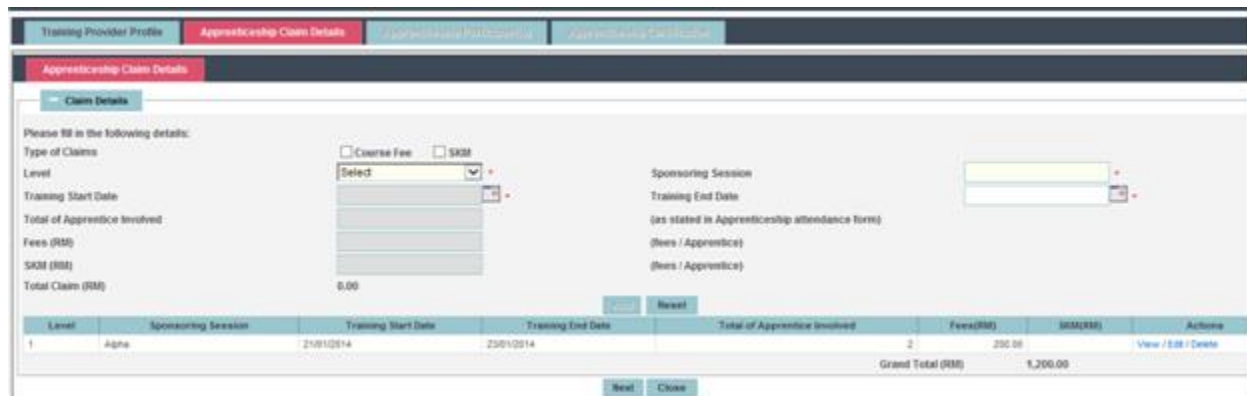
Result: The following screen is displayed:



Registered Name and Address of Training Provider	Training Providers MyCoID	Officer to be contacted	Tel No.	Email
Jay Parikh 5TH FLOOR, NO 1, MENARA MAXIS, JALAN PAYUNG EMAS,	223344Q	Romy	601239339922	romy@mesiniaga.my

Step 4: Select the Training Provider's particulars then click 'Next' button.

Result: The following screen is displayed:



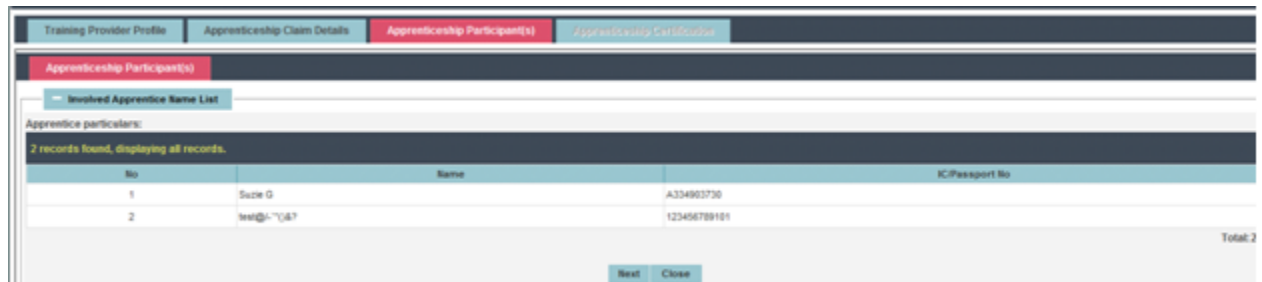
Level	Sponsoring Session	Training Start Date	Training End Date	Total of Apprentice Involved	Fees(RM)	SKM(RM)	Action
1	Alpha	21/01/2014	23/01/2014	2	230.00		View / Edit / Delete
Grand Total (RM)					1,200.00		

Step 5: Enter the claims details by first select the type of claims, then click 'Add'.

Result: The claims details are added to the table.

Step 6: Click 'Next' button.

Result: The following screen is displayed:

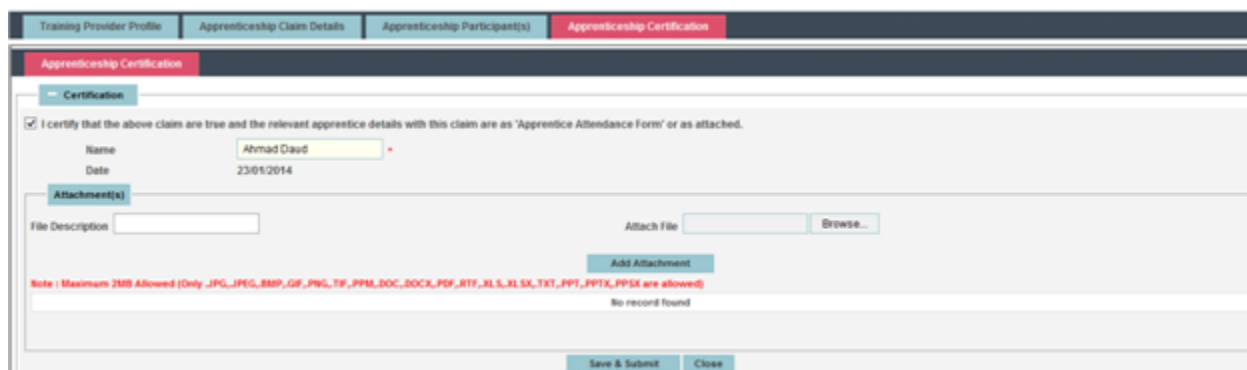


No	Name	IC/Passport No
1	Suzie G	A334903730
2	test@-~\j&7	123456789101

Total: 2

Step 7: Click 'Next' button.

Result: The following screen is displayed:



I certify that the above claim are true and the relevant apprentice details with this claim are as "Apprentice Attendance Form" or as attached.

Name: Ahmad Daud
Date: 23/01/2014

Attachment(s):
File Description: Attach File: [Browse...](#)
[Add Attachment](#)
Note: Maximum 2MB Allowed (Only .JPG, .PNG, .BMP, .GIF, .PWS, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)
No record found

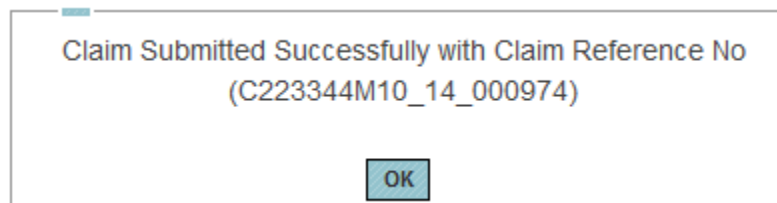
[Save & Submit](#) [Close](#)

Step 8: Enter the certification section for the apprentice and add attachment by fill in the file description then click 'Browse' to locate the file then click 'Add Attachment'.

Result: The attachment is added and will be displayed on the above screen.

Step 9: Click 'Save & Submit' button.

Result: The following message is displayed:



Section 3 Request for Claims (EVENT)

3.1 Training Provider Request for EVENT Claim

Prerequisite

- Grant application is already approved.
- Claims can only be submitted after the event has ended. Otherwise, the claims record is not appear in the 'Approved Grant' table.

Step 1: Login as Training Provider to submit claim.

Step 2: Select from menu 'Application' > 'Claim' > 'Submit Claim with Grant'.

Result: The following screen is displayed:

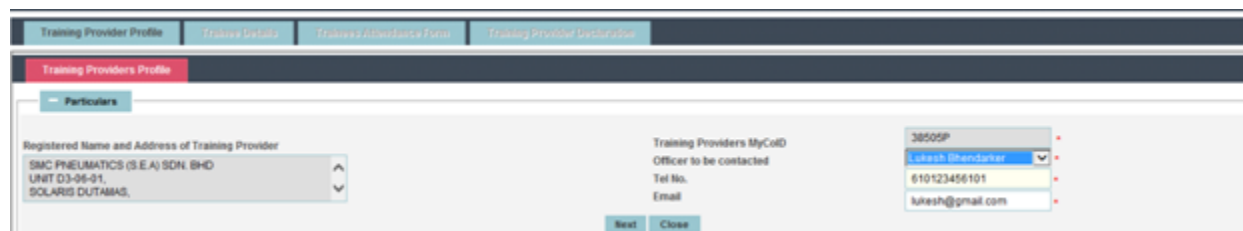
Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.



Step 3: Click 'Claim' button.

Result: The following screen is displayed:



The screenshot shows the 'Training Provider's Profile' screen. The 'Particulars' tab is selected. The 'Registered Name and Address of Training Provider' field contains 'SMC PNEUMATICS (S.E.A) SDN. BHD UNIT D3-06-01, SOLARIS DUTAMAS'. The 'Training Providers MyCoID' field contains '38505P'. The 'Officer to be contacted' field contains 'Lukesh Bhendarker'. The 'Tel No.' field contains '610123456101'. The 'Email' field contains 'lukesh@gmail.com'. There are 'Next' and 'Close' buttons at the bottom.

Step 4: Select the Training Provider's particulars then click 'Next' button.

Result: The following screen is displayed:



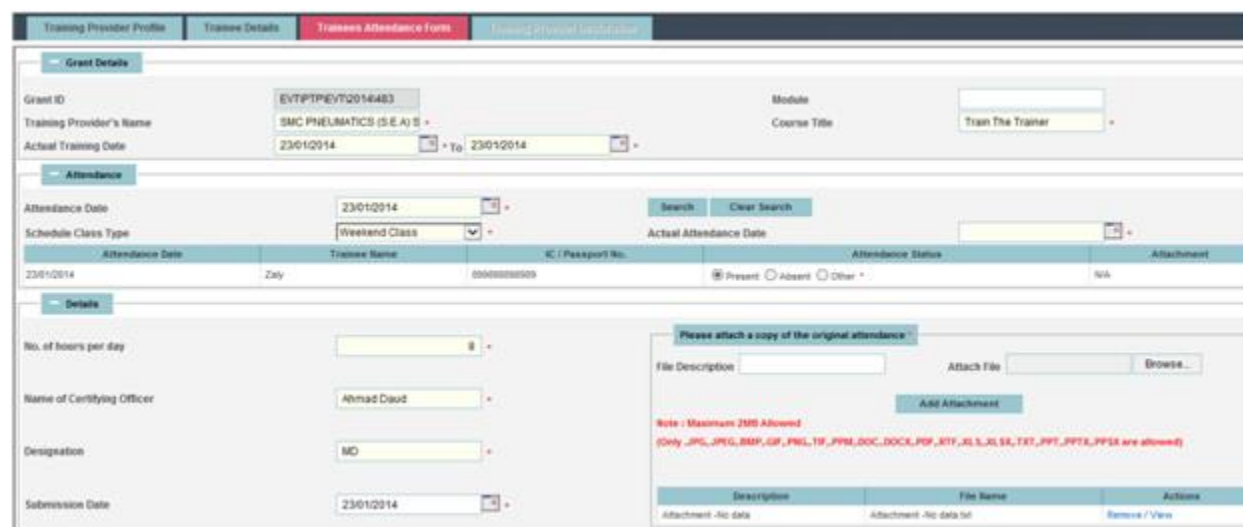
The screenshot shows the 'Trainee Details' screen. The 'Details of Trainee' tab is selected. A table displays trainee information:

Name	IC/Passport No	Gender	Race	Job Title	Branches	Citizenship	Attendance (75%)	POC
Zaly	89909090909	Male	Bumiputera	-	-	Malaysian	-	-

There are 'Next' and 'Close' buttons at the bottom.

Step 5: Click 'Next' button.

Result: The following screen is displayed:



The screenshot shows the 'Trainee Attendance Form' screen. The 'Grant Details' tab is selected. The 'Grant ID' field contains 'EVTPTPEVT2014483'. The 'Training Provider's Name' field contains 'SMC PNEUMATICS (S.E.A) S'. The 'Actual Training Date' field contains '23/01/2014'. The 'Module' field contains 'Train The Trainer'. The 'Course Title' field contains 'Train The Trainer'. The 'Attendance' tab is selected. The 'Attendance Date' field contains '23/01/2014'. The 'Schedule Class Type' field contains 'Weekend Class'. The 'Actual Attendance Date' field contains '23/01/2014'. The 'Attendance Status' field contains 'Present'. The 'Attachment' field contains 'N/A'. The 'Details' tab is selected. The 'No. of hours per day' field contains '8'. The 'Name of Certifying Officer' field contains 'Ahmad Daud'. The 'Designation' field contains 'MO'. The 'Submission Date' field contains '23/01/2014'. There is a section for attaching a copy of the original attendance with a 'File Description' field, an 'Attach File' button, and a 'Browse...' button. There is also an 'Add Attachment' button. A note states: 'Note: Maximum 2MB Allowed (Only .JPG, .PNG, .BMP, .GIF, .PNG, .DOC, .DOCX, .PDF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)'. There is a table with columns 'Description', 'File Name', and 'Actions'.

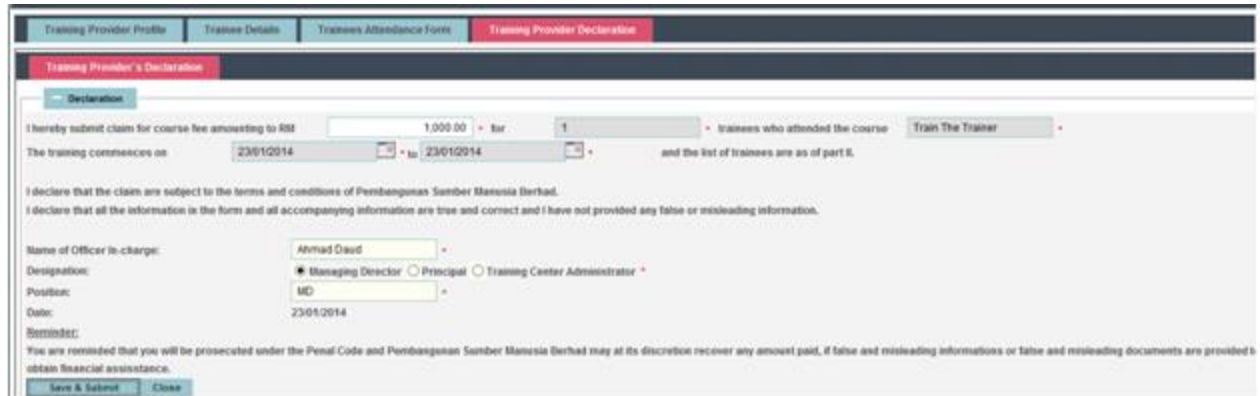
Step 6: Key-in the attendance form for the trainee.

Step 7: Attach the softcopy attendance by key-in the file description then click 'Browse' to locate the file.

Step 8: Click 'Add Attachment' to attach the file

Step 9: Click 'Next'.

Result: The following screen is displayed:

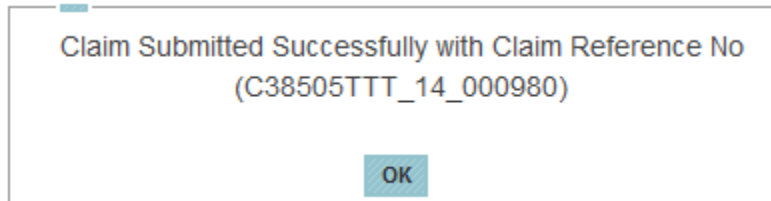


The screenshot shows the 'Training Provider Declaration' form. At the top, there are tabs: 'Training Provider Profile', 'Trainee Details', 'Trainees Attendance Form', and 'Training Provider Declaration' (which is active). Below the tabs, the form is titled 'Training Provider's Declaration'. It contains several fields and sections:

- Declaration:** A section with a dropdown menu.
- Course Fee:** A field for 'I hereby submit claim for course fee amounting to RM' with a value of '1,000.00' and a unit of 'RM'. There is also a field for 'trainers who attended the course' with a value of '1' and a button 'Train The Trainer'.
- Training Dates:** A field for 'The training commences on' with a date of '23/01/2014' and a field for 'to' with a date of '23/01/2014'. Below this is a note: 'and the list of trainees are as of part B'.
- Declaration Text:** A text area containing the following text: 'I declare that the claim are subject to the terms and conditions of Pembangunan Sumber Manusia Berhad. I declare that all the information in the form and all accompanying information are true and correct and I have not provided any false or misleading information.'
- Officer Information:** Fields for 'Name of Officer in-charge' (Ahmad Oaid), 'Designation' (Managing Director, Principal, Training Center Administrator), 'Position' (MD), and 'Date' (23/01/2014).
- Reminder:** A text area containing the following text: 'You are reminded that you will be prosecuted under the Penal Code and Pembangunan Sumber Manusia Berhad may at its discretion recover any amount paid, if false and misleading informations or false and misleading documents are provided to obtain financial assistance.'
- Buttons:** 'Save & Submit' and 'Close'.

Step10: Click 'Save & Submit'

Result: The following message is displayed:



The screenshot shows a message box with the following text: 'Claim Submitted Successfully with Claim Reference No (C38505TTT_14_000980)'. Below the text is an 'OK' button.