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## 1. How to apply for Leave

This user guide explains how to apply for leaves, to know your eligibility and different rules and regulation related to each leave type please refer to HR Leave Policy.

HR Leave Policy is available under “Policy-Procedures” option on OneHR portal.

To apply for leave, please follow the following steps.

### 1.1. Go to “Leaves” menu



1.2. On landing page employee will be able to view his/her Leave Card. Leave Card gives overview about opening balance, earned leaves during this year, availed leaves during year etc. Leave Type and number of leaves shown here will be as per your entitlement and it will defer from employee to employee based on employment type, gender etc.

### Leaves

The below reflected leave balance is subject to changes, post closure of 2020 leave reconciliation

Leave Type	Opening	Earned	Availed	Pending	Future Leaves	Balance
Privilege Leave	90	2.5	7	0	0	85.5
Sick Leave	36.5	10	0	0	0	46.5
Leave Without Pay	NA	0	0	0	0	NA
Time Off	NA	0.5	0	0	0	0.5

Apply Leave

My Leave Report

My Leaves

Team Calendar

Interpretation/meaning of each column shown on leave card

Opening → Opening leave balance at start of the year

Earned → Leaves earned during this year

## OneHR User Guide - Leave & Claims

- Availed → Already availed / utilised leaves during this year
- Pending → Leaves which are under approval
- Future Leaves → Approved future dated leaves
- Balance → Balance leaves for this year

### 1.3. Select “Apply Leave” from menu

#### Leaves

The below reflected leave balance is subject to changes, post closure of 2020 leave reconciliation

Leave Type	Opening	Earned	Availed	Pending	Future Leaves	Balance
Privilege Leave	90	2.5	7	0	0	85.5
Sick Leave	36.5	10	0	0	0	46.5
Leave Without Pay	NA	0	0	0	0	NA
Time Off	NA	0.5	0	0	0	0.5

Apply Leave

My Leave Report

My Leaves

Team Calendar

Approver:

Inbox:(0)

Leave Report - Team

### 1.4. Fill required details on the leave application page

1 - Select appropriate leave type

Leave Type

Privilege Leave

2 - Enter Leave from and Leave to date

From Date

01/02/2021

To Date

08/02/2021

3 - Select half day option, if required

For

☒ FULL DAY ☐ FIRST HALF ☐ SECOND HALF

For

☐ FULL DAY ☒ FIRST HALF

4 - Leave days will be auto calculated

Leave Days

7.5

5 - Enter remarks

Remarks

Visit to home town - Personal

6 - Upload supporting document if required i.e. in case of prolonged sick leave

Upload File

Choose File No file chosen

Calendar

February 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Legends

■ Holidays

■ Approved Leaves

■ Pending Leaves

7 - Click “Submit” to submit application for approval

Submit

Back

Approver Name

Status

Approved on

Approver Remarks

Mr. Ashok Wani

## 1.5. User can view already applied leaves with it's approval status from “My Leaves” menu

### Leaves

The below reflected leave balance is subject to changes, post closure of 2020 leave reconciliation

Leave Type	Opening	Earned	Availed	Pending	Future Leaves	Balance
Privilege Leave	90	2.5	7	0	0	85.5
Sick Leave	36.5	10	0	0	0	46.5
Leave Without Pay	NA	0	0	0	0	NA
Time Off	NA	0.5	0	0	0	0.5

Apply Leave

My Leave Report

My Leaves

Team Calendar

### My Leaves

Applied on	Leave Type	For Date	Status	Days	View
16/12/2020	PL	24/12/2020 - 07/01/2021	Approved	15	
25/11/2020	SL	24/11/2020 - 24/11/2020	Approved	1	
09/11/2020	TO	09/11/2020 - 09/11/2020	Approved	0.5	
03/10/2020	SL	28/09/2020 - 28/09/2020	Approved	1	
03/10/2020	PL	09/09/2020 - 09/09/2020	Approved	0.5	

Leave Menu

## 2. How to claim “Mobile” bill

### 2.1. Go to “Claims” menu



### 2.2. Select “Mobile” from Claims menu



### 2.3. Select “Claim Mobile Bill” from Mobile Claims menu

#### Mobile Claims



## 2.4. Enter required information in Claim Mobile Bill Page and “Submit”

## Claim Mobile Bill

1 - Enter Bill Month

Bill Month

2 - Enter Bill Amount

Bill Amount

3 - Enter Reason or short description

Reason:

4 - Select and upload PDF / scanned bill copy

Upload Bill

Choose File No file chosen

Approver

Approver Name	Status	Approved on	Approver Remarks
Mr. Mangesh Dattatray Wadaje			
Account			

Submit Back

5 - “Submit” Once all details are added

## 2.5. Previously raised “Mobile Claims” with approval status can be viewed/edited under “My Mobile Claims” from Mobile claims menu

## Mobile Claims

Claim Mobile Bill

Report - Self

Approver:

Inbox : (0)

Claims Menu

My Mobile Claims

1 - Select My Mobile Claims

## My Mobile Claims

2 - Select View/Edit

Claim Date	Bill Month	Bill Amount	Status	View
05/11/2020	Sep/2020	293.00	Approved	
05/11/2020	Oct/2020	385.00	Approved	

Mobile Claim Home



## OneHR User Guide - Leave & Claims

### Claim Mobile Bill

3 - View / Edit existing claim

Mobile Claim Home

Bill Month

Sep/2020

Bill Amount

293.00

Reason:

Telephone HO Reimbershment - Pass asho0611

Approved Amount

293.00

Upload Bill

Choose File No file chosen

00003851\_Sep\_2020\_Mobile\_Bill.pdf

Approver

Approver Name	Status	Approved on	Approver Remarks
Mr. Mangesh Dattatray Wadaje	Approved	06/11/2020	
Account	Approved	10/11/2020	Verified by Shashank

Back

Print Payment Voucher

### 3. How to claim “Fuel” bill

#### 3.1. Go to “Claims” menu



#### 3.2. Select “Fuel” from Claims menu



#### 3.3. Select “Claim Fuel Bill” from Fuel Claims menu





### 3.4. Enter fuel bill information - **Multiple bills can be added in one claim**

#### Fuel Bill

**1 - Enter Bill Date**

**Add Fuel Bills:**

Bill Date  
03/12/2020

Quantity (Ltrs.)  
20

**2 - Enter Fuel Quantity**

**Save**

**4 - Rate will be auto calculated**

Rate  
90

Amount  
1800

**3 - Enter Amount press "Tab"**

Date	Quantity	Amount	Rate	Edit	Delete
01/12/2020	30.00	2799.00	93.30		

**5 - On save this bill will be saved and you can enter next bill**

### 3.5. Enter Outstation Details if any - **Multiple bills can be added in one claim**

#### Add Outstation Details

**1 - Date of travel**

Date  
07/12/2020

Kilometers Travelled  
240

Car Operating Allowance  
500

**4 - Enter Car Operating Allowance if any**

**Save**

**2 - Enter Place travelled**

Place  
Pune

**3 - Enter Kilometers travelled**

Parking/Toll Charges  
320

**5 - Enter Parking / Toll Charges**

Date	Place	Kilometers	Fuel Consumed	Other Charges	Edit	Delete
01/12/2020	nasik	160.00	20.00	840.00		

**6 - On save this bill will be saved and you can enter next bill**

### 3.6. Add other charges ( if any ) - **Multiple bills can not be added, club and add**

Airport Parking (If Any)

Toll Pass / Charges (entitlement / month)

Toll Pass / Charges (Balance: 1500.00)

2 - Toll Pass/Charges ( as per entitlement )

Fuel & Other Expenses	Amount (INR)	Fuel Quantity Summary	Quantity (Litrs)
Parking / Washing Allowance:	650	Yearly Eligibility:	1680.00
Fuel Charges:	2799.00	Quantity Billed for the Month:	30.00
Outstation Expenses:	840.00	Outstation Quantity for the Month:	-20.00
Toll Pass:	0.00	Actual Quantity (except Outstation):	10.00
Airport Parking:	0.00	Quantity Claimed till date:	163.90
Amount Claimed for the Month:	4289.00	Balance Eligibility:	1516.10

Upload File

 No file chosen

3 - Washing Allowance will be added by default in first claim of the month ( as per entitlement )

### 3.7. Upload Supporting PDF / Scanned Bills - **Multiple files can selected and uploaded**

Upload File

No file chosen

1 - Select and upload supporting bills / documents, multiple files can be selected

Claim Files	Files
00003851_16122020_1_FuelClaim1.pdf	<a href="#">View</a>
00003851_16122020_2_FuelClaim2.pdf	<a href="#">View</a>
00003851_16122020_3_FuelClaim3.pdf	<a href="#">View</a>

### 3.8. Submit Claim for approval

Approver

Approver Name	Status	Approved on	Approver Remarks
COS			
Account			

1 - Submit claim for approval

### 3.9. Previously raised “Fuel Claims” with approval status can be viewed/edited under “My Fuel Claims” from Fuel Claims menu

#### Fuel Claims

Claim Fuel Bill

Report - Self

**Approver:**

Inbox Fuel Claims :(0)

My Fuel Claims

Claims Menu

1 - Select My Fuel Claims

#### My Fuel Claims

2 - Select View/Edit

Claim Date	Bill Month	Fuel Bill No	Fuel Qty (litrs)	Bill Amount	Status	View
16/12/2020	Dec/2020	FU/12-2020/000019	10.00	4289.00	Pending	
09/12/2020	Apr/2020	FU/12-2020/000017	0.00	200.00	Pending	
08/12/2020	Apr/2020	FU/12-2020/000011	0.00	50.00	Correction	

3 - View / Edit existing claim

#### Add Fuel Bills:

**Bill Date**

**Quantity (Ltrs.)**

**Rate**

**Amount**

**Save**

Date	Quantity	Amount	Rate	Edit	Delete
01/12/2020	30.00	2799.00	93.30		

#### Add Outstation Details

**Date**

**Kilometers Travelled**

**Car Operating Allowance**

**Place**

**Parking/Toll Charges**

## 4. How to claim “Other Vouchers”

### 4.1. Go to “Claims” menu



### 4.2. Select “OTHER” from Claims menu



### 4.3. Select “Claim Payment Voucher”

#### Payment Voucher



### 4.4. Enter Header Information

Alternate Contact no. (if any)

Project Name \*

1 - Alternate Contact Number (Optional)

Department Name \*

2 - Enter Project Name,

- If you enter Project Name Other Than “Head Office” field Department Name will be disabled

3 - Enter Department Name,

- If you want to enter Department Name chose “Head Office” as Project Name in step-2

**bills**

**1 - Select Expense Type**

**Add Bills:**  
Expenses \*  
Books & Periodicals

**2 - Enter Bill Date**  
Bill Date \*  
01/11/2020

**4 - Enter Bill Amount**  
Amount \*  
250.00

**6 - On save this bill will be saved and you can enter next bill**

**3 - Enter Bill Number**  
Bill / Receipt no. \*  
1

**5 - Enter Bill particulars (Optional)**  
Particulars  
Newspaper Bill

**6 - Select and upload supporting files (Multiple files can be uploaded)**

Upload Bill  
Choose Files No file chosen

Payment Vouchers Files	Files
00630044_1_01112020_1_payment_Voucher.pdf	View
00630044_1_01112020_2_payment_Voucher.pdf	View

Save

Bill Date	Voucher Type	Bill/Receipt No	Bill Amount	Particulars	Edit	Delete
01/11/2020	Books & Periodicals	1	250.00	Newspaper Bill		

## 4.6. Submit the claim for approval - Once all bills are added

**1 - Submit bill for approval**

**Approver**

Approver Name	Status	Approved on	Approver Remarks
Mr. Ashok Wani			
Account			

Submit

Back

### 4.7. Previously raised claims with approval status can be viewed/edited under “My Payment Vouchers” from “OTHER” claims menu

#### Payment Voucher

Claim Payment Voucher

Report - Self

**Approver:**  

Inbox : (1)

My Payment Vouchers

1 - Select My Payment Vouchers

Claims Menu

#### My Payment Vouchers

#### 2 - Select View/Edit

Payment Voucher Home				
Claim Date	Bill Month	Bill Amount	Status	View
03/12/2020	Nov/2020	201.00	Pending	
03/12/2020	Dec/2020	2000.00	Approved	
02/12/2020	Dec/2020	15.00	Pending	

#### 3 - View / Edit existing claim

#### Payment Voucher - PV/12-2020/000026

Please note - All hardcopies of claims have to be submitted to accounts department @ head office for auditing. While sending the claim to head office, please print this voucher and attach the bill hardcopies.

Alternate Contact no. (if any)

Project Name \*

Department Name \*

**Add Bills:**

Expenses \*

Bill Date \*

Bill / Receipt no. \*

Amount \*

Particulars

Upload Bill

 No file chosen

Payment Voucher Home

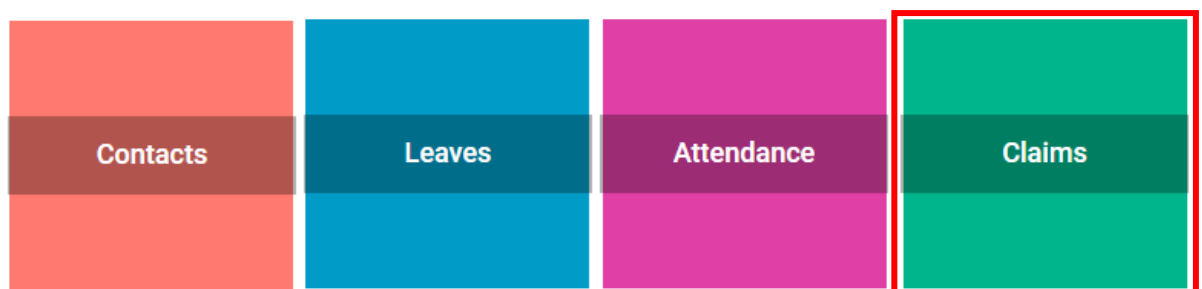
## 5. How to claim “Per Diem”

Per diem can be claimed by project managers only, for other employees this option is not be available. Project manager needs to prepare per diem claim sheet for all eligible employees of his project and submit the same for processing using following steps.

### 5.1. Prepare per diem claim sheet for eligible employees of the project

SUMMARY STATEMENT OF DAILY ALLOWANCE & TELEPHONE ALLOWANCE:							01-Nov-20	30-Nov-20	
Sr No	Name	Emp Code	Module	Total Days	Rate	Amount	Telephone	Total	Remark
1	Ajith	63xxxx	Project Manager	22	xxx	xx,xxx	xxx	xx,xxx	
2	Mhipal Yadav	63xxxx	HCM	24	xxx	xx,xxx	xxx	xx,xxx	
4	MC Garg	63xxxx	FICO	30	xxx	xx,xxx	xxx	xx,xxx	
5	Nagaraju T	63xxxx	HCM	0	xxx	xx,xxx	0	xx,xxx	
6	Soham Mukherji	63xxxx	PS	28	xxx	xx,xxx	xxx	xx,xxx	
7	Pavan Kumar	63xxxx	PS	9	xxx	xx,xxx	xxx	xx,xxx	
10	Ramashetty U	63xxxx	MM	22	xxx	xx,xxx	xxx	xx,xxx	
11	K Sudhakar	63xxxx	FICO	30	xxx	xx,xxx	xxx	xx,xxx	
12	Asif Sardar	63xxxx	MM	7	xxx	xx,xxx	xxx	xx,xxx	
	Total			172		xx,xxx		xx,xxx	
Prepared by			Verified by			Approved by			
Summary Attendance Per Diem Tel Exp +									

### 5.2. Go to “Claims” menu



### 5.3. Select “OTHER” from Claims menu



### 5.4. Select “Claim payment Voucher”

#### Payment Voucher



### 5.5. Enter Header Information

Alternate Contact no. (if any)

Project Name \*

Department Name \*

1 - Enter Alternate Contact no. ( Project manager ) if available.

2 - Enter Project Name,

- Enter name of project for which Per Diem claim is being raised.



## 5.6. Enter Per Diem Claim Details

Project Name \*  
MoRTH-Delhi

Department Name \*  
[Empty]

**Add Bills:**  
Expenses \*

1 - Select Per-Diem As Expense Type  
Per-diem

2 - Enter Bill Date  
Bill Date \*  
18/01/2021

3 - Enter Manual Bill Number - use format PROJECT\_NAME/ MONTH /CLAIMNO or user can select Bill No as per his choice  
Bill / Receipt no. \*  
MORTH/0121/1

Amount \*  
70896

Particulars  
Per Diem for 01-15 Jan 2021

4 - Enter Total Amount  
Upload Bill  
Choose Files MoRTH - P... Nov 20.xlsx

5 - Enter Per Diem Claim Description

6 - Select and upload Per Diem claim sheet and any other supporting documents if any ( Multiple files can be attached )

7 - On save this claim will be saved  
Save

Total Amount Claimed:  
0

## 5.7. Submit the claim for approval

Approver

Approver Name	Status	Approved on	Approver Remarks
Mr. Ashok Wani			
Account			

1 - Submit claim for approval

Submit Back

### 5.8. Previously raised “Per Diem Claims” with approval status can be viewed/edited under “My Payment Vouchers” from “Others” claims menu

#### Payment Voucher

Claim Payment Voucher

Report - Self

**Approver:**  

Inbox : (1)

My Payment Vouchers

1 - Select My Payment Vouchers

Claims Menu

#### My Payment Vouchers

#### 2 - Select View/Edit

Claim Date	Bill Month	Bill Amount	Status	View
03/12/2020	Nov/2020	201.00	Pending	
03/12/2020	Dec/2020	2000.00	Approved	
02/12/2020	Dec/2020	15.00	Pending	

#### Payment Voucher - PV/12-2020/000026

Please note - All hardcopies of claims have to be submitted to accounts department @ head office for auditing. While sending the claim to head office, please print this voucher and attach the bill hardcopies.

**Alternate Contact no. (if any)**

**Project Name \***

**Add Bills:**  
**Expenses \***

**Bill Date \***

**Amount \***

**Upload Bill**  
 No file chosen

**Department Name \***

**Bill / Receipt no. \***

**Particulars**

Payment Voucher Home

## 6. How to claim “Travel Expense Bill”

### 6.1. Go to “Claims” menu



### 6.2. Select “TRAVEL” from Claims menu



### 6.3. Select “Submit Travel Expenses” from Travel Claims menu



### 6.4. Fill Required header information

**Travel Expense Voucher**

**1 - Select Travel Type “Domestic” Or “International”**

Travel Type \*  
Domestic

**2 - Enter Travel Dates From and To**

From \* 01/01/2021 To \* 03/01/2021

**3 - Enter Reason For Travel**

Reason for Travel \*  
Customer Requirement Study |

**4 - Enter Advances Taken If any**

Advances Taken:  
5000

**5 - Enter Project Name,**

- If you enter Project Name Other Than “Head Office” field Department Name will be disabled

Project Name \*  
Head Office

**6 - Enter Department Name,**

- If you want to enter Department Name chose “Head Office” as Project Name in step-5

Department Name \*  
Technology & Innovation

**Travel Home**

6.5. To add Travel Details click “+” sign on Travel Details Menu - **Multiple Travel details can be added**



6.6. Add Travel details

1 - Select Mode of Travel from drop down

2 - Enter Departure Date, Place & Time

3 - Enter Arrival Date, Place & Time

4 - Enter Travel Fare, Food Allowance and Remarks

5 - Tick checkbox “Booked By Company” if ticket booked by company

Mode of Travel \*

Air Economy Class

Departure Date \*

01/01/2021

Place \*

Mumbai

Time (24 Hrs - HH:MM) \*

18:36

Arrival Date \*

01/01/2021

Place \*

Delhi

Time (24 Hrs - HH:MM) \*

20:00

Travel Fare: \*

4000

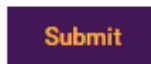
Food Allowance \*

0.00

Remark:

Booked By Company: ☐

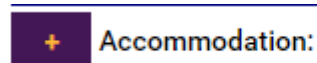
6.7. Click “Submit” to add Travel details



6.8. Click “+” sign on Travel Details menu to add another Travel Details

+ Travel Details						
Mode	Dep Date	Dep Place	Arr Date	Arr Place	Edit	Delete
Air Economy Class	01/01/2021	Mumbai	01/01/2021	Delhi		

6.9. To add Accommodation Details, click “+” sign on Accommodation Menu - **Multiple Accommodation details can be added**



## 6.10. Add Accommodation details

1 - Select Accommodation Type

2 - Select Accommodation Location

3 - Enter Accommodation Dates and stay duration

4 - Select Paid By "Company" or "Employee" from drop down

5 - Enter Amount

6 - Enter Remarks

Accommodation:

Accommodation Type

☒ HOTEL

☐ GUEST HOUSE (FOOD)

☐ GUEST HOUSE (WITHOUT FOOD)

Location \*

Delhi

From \*

01/01/2021

To \*

01/01/2021

Actual Stay Duration (in days) \*

1

Boarding and Lodging Charges:

Paid By \*

Company

Amount (INR): \*

2000

Remarks: \*

Hotel Booked By Company

Submit

Back

## 6.11. Click "Submit" to add Accommodation details

Submit

## 6.12. Click "+" sign on Accommodation menu to add another Accommodation Details

+ Accommodation:					
From Date	To Date	Accommodation Type	Location	Details	Delete
01/01/2021	01/01/2021	Hotel	Delhi		

## 6.13. To add Local Travel Details click "+" sign on Local Travel Details Menu - Multiple Local Travel details can be added

+ Local Travel:

## 6.14. Add Local Travel details

1 - Enter Local Travel details, date from, date to, location

Local Travel:

From \* 01/01/2021 To \* 01/01/2021 Location \* Hotel to Client Office

Mode of Travel \* Metered Taxi AC Amount (INR) : \* 1000 Remarks: \* Ola

Booked By Company: ☐

Submit back

2 - Enter Mode of Travel, amount and remarks

3 - Tick "Booked By Company" checkbox, if local travel booked by company

## 6.15. Click "Submit" to add Local Travel

Submit

## 6.16. Click "+" sign on Local Travel menu to add another Local Travel

+ Local Travel:					
From Date	To Date	Mode of Travel	Location	Details	Delete
01/01/2021	01/01/2021	Metered Taxi AC	Hotel to Client Office		

6.17. To add Other Expenses click "+" sign on Other Expenses Menu - **Multiple Other Expenses details can be added**

+ Other Expenses

## 6.18. Add Other Expenses details

1 - Enter Other Expenses details, date, details & amount

Other Expenses

Date \* 01/01/2021 Details \* Luggage (Transportation) charges Amount (INR) \* 100

Remarks \* Porter Charges

2 - Enter Remarks

### 6.19. Click “Submit” to add Other Expenses



### 6.20. Click “+” sign on Other Expenses menu to add another Other Expenses

+ Other Expenses							
Date	Place	Details	Description	Paid by Company	Paid by Employee	Total Amount Claimed	Details
01/01/2021 - 01/01/2021	Delhi	Accommodation	Hotel	2000.00	0.00	2000.00	

### 6.21. Enter Comments, if any

Total Amount Claimed	Advance Taken	Net Payable to Employee
10400.00	5000	3400.00
Net Payable to Company	Comments	
00.00	<input type="text"/>	
Upload File		
<input type="button" value="Choose Files"/> No file chosen		

### 6.22. Upload supporting files, i.e. ticket copy, boarding pass copy, hotel invoice copy etc. You can collect all documents in single folder, zip and upload single file or you can upload multiple files.

Total Amount Claimed	Advance Taken	Net Payable to Employee
10400.00	5000	3400.00
Net Payable to Company	Comments	
00.00	<input type="text"/>	
Upload File		
<input type="button" value="Choose Files"/> No file chosen		

### 6.23. Submit the claim for approval

Approver
Mr. Ashok Wani - - - Mr. Mangesh Dattatray Wadaje - - -
<input type="button" value="Submit"/> <input type="button" value="Back"/>

## 6.24. Already claimed Travel Expense bill with status can be viewed from “My Travel Expenses” from Travel menu

### Travel

Submit Travel Expenses

My Travel Expenses

Approver:

Inbox Travel Expenses:(0)

### My Travel Expenses

						Travel Home
Voucher No	Request Date	Type	Period	Status	No of Days	Details
TE/12-2020/000003	25/12/2020	Domestic	21/12/2020 - 24/12/2020	Approved	4	View
TE/01-2021/000005	08/01/2021	Domestic	01/01/2021 - 07/01/2021	Pending	7	View