



CONTRACT MONTHLY CLAIM SYSTEM

PROBLEM STATEMENT

The Challenge: Inefficient Manual Processes


- Manual paper-based claim submissions
- Lengthy approval cycles (7-10 days average)
- Difficulty tracking claim status
- No centralized data management
- Time-consuming administrative work
- Lack of transparency for lecturers





Our Solution

The Challenge: Inefficient Manual Processes

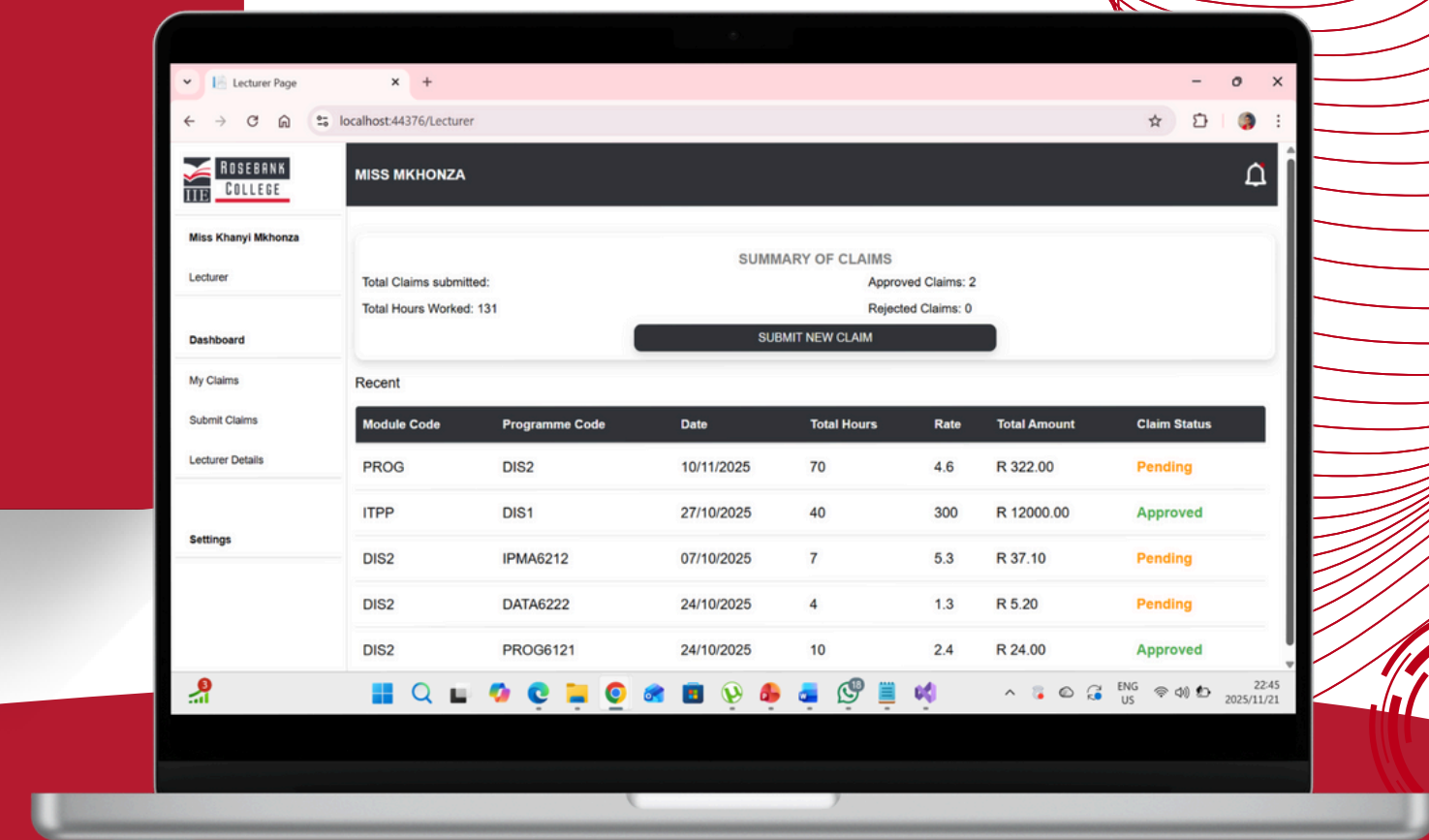
-  Web-based platform - Accessible anywhere
-  Real-time tracking - Instant status updates
-  Automated workflows - Reduced processing time
-  Centralized database - All data in one place
-  Role-based access - Secure and organized

User Roles & Access

Role	Access	Key Functions
Lecturer	Submit claims, View status	Claim submission, History tracking
Manager	Approve/Reject claims	Quality control, Budget management
HR Admin	Process claims, Analytics	Bulk operations, Reporting
System Admin	User management	System configuration

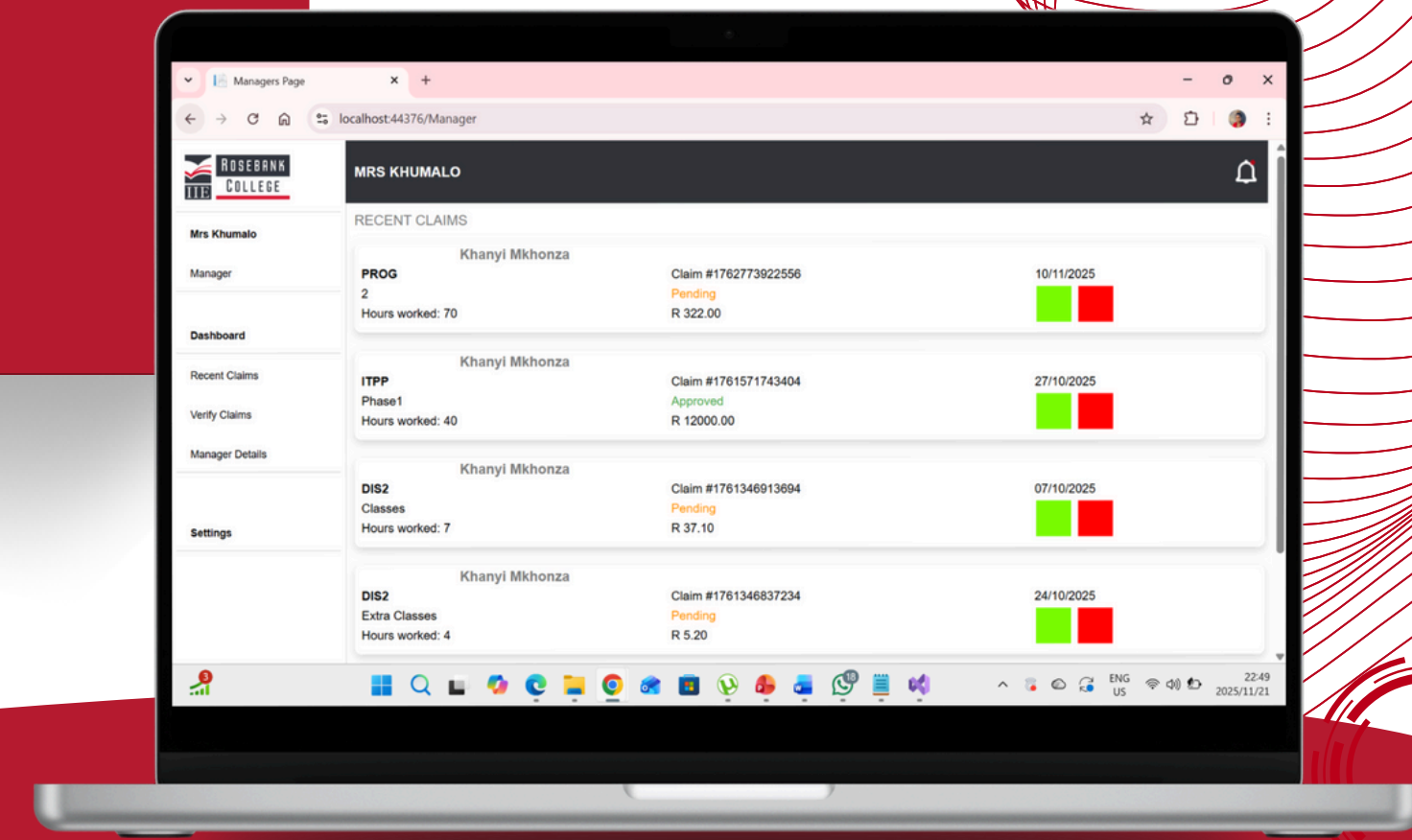
Lecturer Portal

- Simple Form Interface
- Module code, program details
- Hours worked, hourly rates
- Date selection, task description
- File Attachment - Supporting documents
- Real-time Calculation - Automatic total amount
- Claim History - Track all previous submissions



Management Dashboard

- Pending Claims Queue - Organized review list
- Quick Actions - One-click Approve/Reject
- Claim Details - Full submission information
- Status Tracking - Visual progress indicators



HR Automation Hub

- Auto-Processing Rules
- "Auto-approve claims under R10,000"
- "Process claims older than 3 days automatically"
- Bulk Operations
- Mass approval/rejection
- Lecturer performance
- Processing efficiency

