



## \*SCAPE HR Forms Guide

**Common HR Forms in One Place**

### Purpose of This Guide

This guide provides a consolidated overview of commonly used HR forms at \*SCAPE. It helps employees and interns quickly identify which form to use, when to use it, and who to approach for approval or submission.

### Common HR Forms

Form Name	Purpose	When to Use	Approval / Submission
Employee Personal Details	Update personal or contact details	Change of address, phone, bank details	Manager → HR
Leave Application Form	Apply for leave	Annual, sick, unpaid leave	Supervisor → HR
Medical Claim Form	Claim medical or health-related expenses	External medical visit	Supervisor → Finance
Expense Claim Form	Reimbursement of work-related expenses	Travel, meals, programming	Supervisor → Finance
Timesheet / Attendance	Record working hours or shifts	Hourly, part-time, or project work	Supervisor
IT Access Request Form	Request system or device access	New hire or role change	Manager → IT
Training & Development	Request training or courses	Skills upgrading	Manager → HR
Exit / Clearance Form	Return of assets and clearance	Resignation or contract end	HR & IT

### Accessing HR Forms

- 1 HR forms are available via internal platforms or upon request from HR.
- 2 Employees should use the latest version of each form.
- 3 Completed forms must be submitted within the required timeline.

### Employee Responsibility

Employees are responsible for ensuring that all information submitted in HR forms is accurate and complete. Incomplete or inaccurate forms may result in delays or rejection.