



*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 Form	Update personal or contact details	Change of address, phone, bank details	Submit to HR
Leave Application Form	Apply for leave	Annual, sick, unpaid leave	Supervisor → HR
Medical Claim Form	Claim medical or health-related expenses	After medical visit	Supervisor → Finance
Expense Claim Form	Reimbursement of work-related expenses	Transport, meals, programme costs	Supervisor → Finance
Timesheet / Attendance Form	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 Form	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.