

Document No.

FM-DV-DDE-INI-1907-01679

Project	SunFish HR Product 6.0	Date	09 Agustus 2019
Revision No.	0	Revision Date	20 Agustus 2019
Reference No.	(from support site system)	Assignee	Shendy Pramudita
	(Horri support site system)	Assignee	Permana

#### **Brief Description**

On Duty link to claim request (check item onduty) allowance to be tax

#### **Process Flow**

- 1. We can access Type Of Claim at menu Setting | Reimbursement Setting | Type Of Claim
- 2. We can access On Duty Allowance Item at menu Setting | Time & Attendance Setting | On Duty Setting | On Duty Allowance Item
- 3. We can access On Duty Request at menu Time & Attendance | On Duty | On Duty Request
- 4. We can access On Duty Declaration at menu Time & Attendance | On Duty | On Duty Declaration
- 5. We can access Claim Form at menu Reimbursement | Claim Form

### **Detail Description**

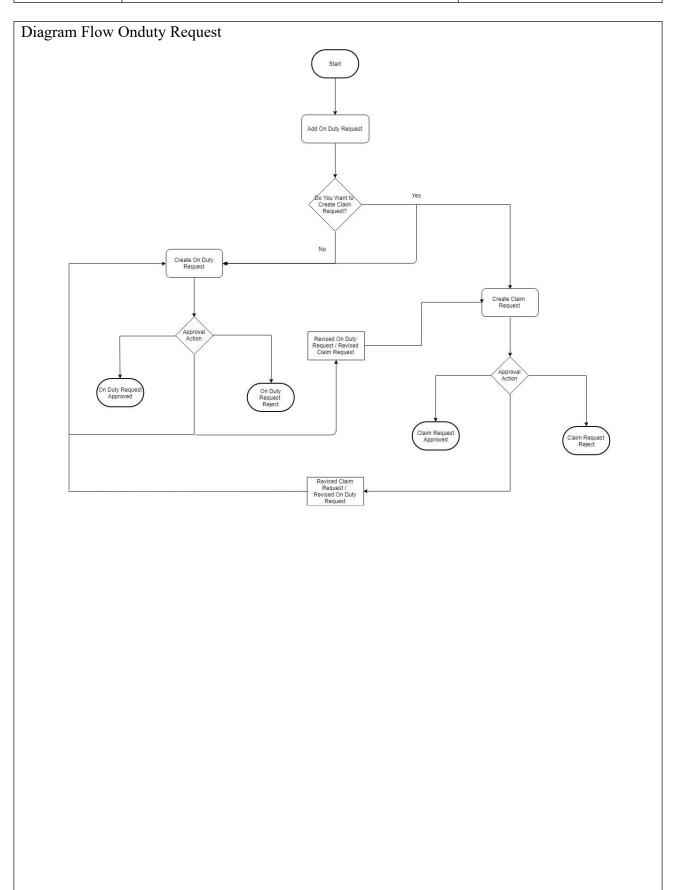
On Duty Request

- 1. Request No
- 2. On Duty Purpose Type
- 3. Request For
- 4. Remark
- 5. File Attachment
- 6. Total Destination
- 7. Save To Claim Request

#### **User Interface Design**

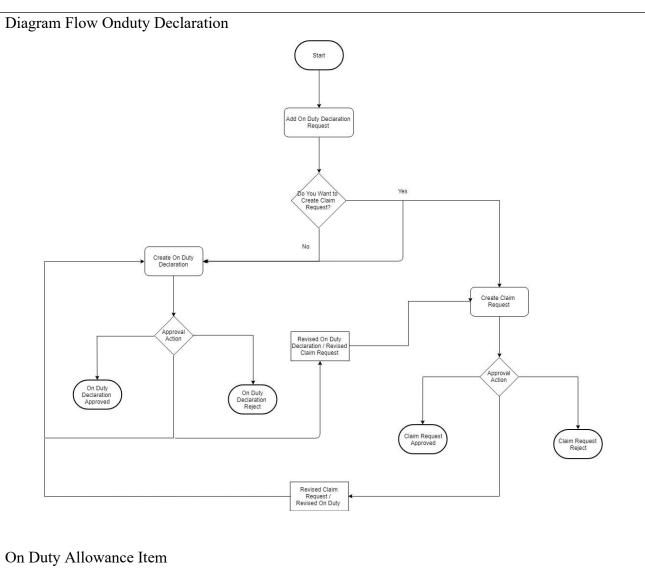


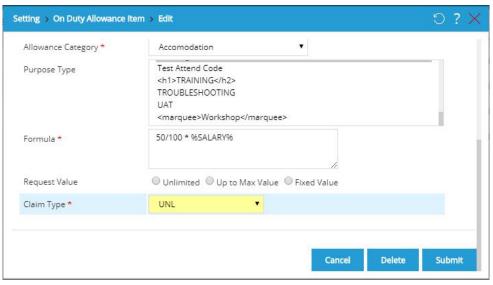
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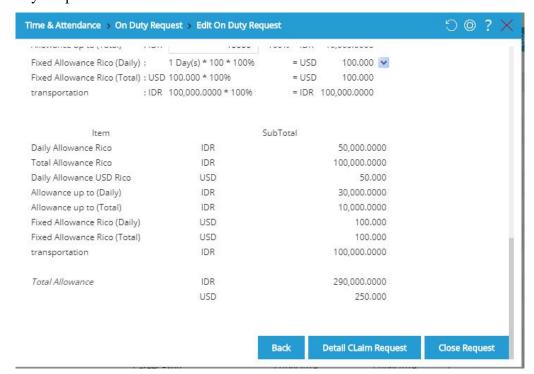


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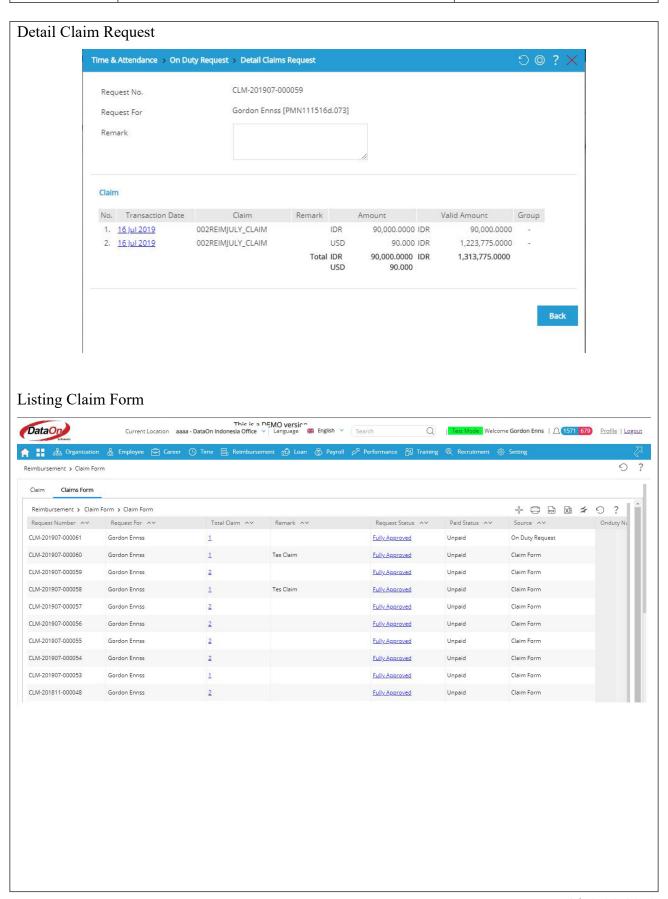
### On Duty Request Time & Attendance > On Duty Request > Add On Duty Request Remark Max File: 100 KByte File Attachment Choose File No file chosen doc,docx,jpg,png,xls,pdf File Extension 1 ▼ Total Destination Destination 1 Destination \* ? 12 to 20/08/2019 On Duty Date 20/08/2019 Get Detail Back Draft **Preview Approver** Send to Approver Send to Approver & Claim Request

### Edit On Duty Request



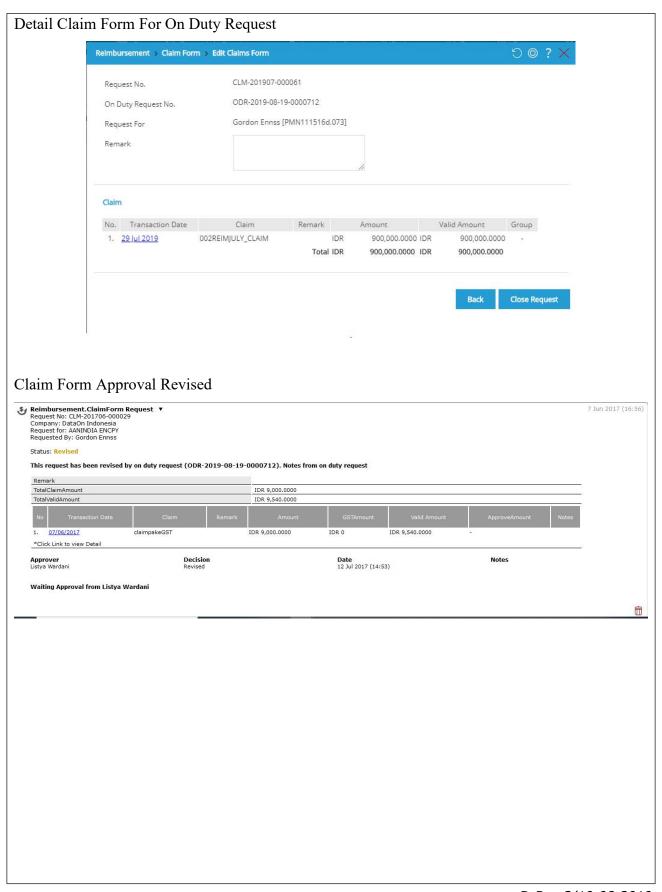


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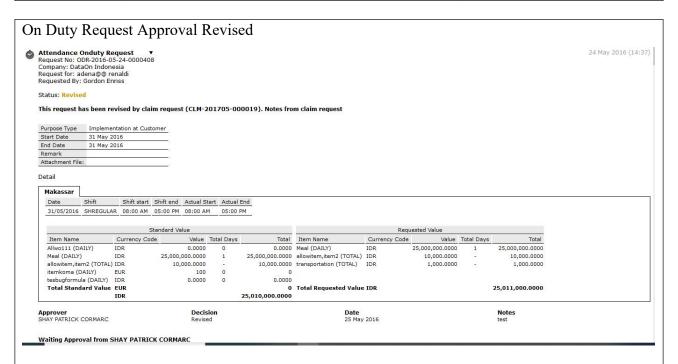
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#### For Example:

Request No: ODR-2019-08-19-0000712
On Duty Purpose Type: Annual Meeting

3. Request For: [PMN111516d.073] Gordon Ennss

4. Remark: Meeting DI Bandung

5. File Attachment

6. Total Destination: 1

7. Save To Claim Request: Yes

#### **Description:**

- The addition of 1 parameter "Type Claim" in "Onduty Allowence Item" is used to choose "Type Claim" which is related to the On Duty Request/Declaration in Allowence Item.
- If Onduty Request "Save To Claim Request" is selected "Yes", then when the onduty is saved it will make 1 onduty request & 1 request claim where the onduty request that enters on the claim request is an onduty allowence item that is already related with type claim.
- If Onduty Request "Save To Claim Request" is selected "No", then when the onduty is saved it will make 1 onduty request and not saved to claim request.



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- If the onduty request is revised, the Claim Request status changes to a revision, and if there is a change in the onduty			
request, the claim request will also change according to the detail "On Duty Request Allowence Item".			
- If the "Onduty Declaration" request "Save To Claim Request" is selected "Yes", then what will be saved to the			
"Claim Request" is the difference from the "Onduty Request Allowence Item" which has become a request with the			
"On Duty Declaration" that will be requested.			



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- add tabel TTADONDUTYCLAIMREQUEST, field onduty\_requestno,claim\_requestno,type\_request
- add tabel TTARONDUTYITEMCLAIMTYPE, field expensecode, item code, company id

#### Example:

### Table TTADONDUTYCLAIMREQUEST

- onduty\_requestno = "ODR-2019-08-19-0000712"
- claim\_requestno = "CLM-201908-000061"
- type\_request = "ODTR/DCLR"

#### Table TTARONDUTYITEMCLAIMTYPE

- expensecode = "TRANSPORT"
- item\_code= "HTL"
- $company_id=1$

Prepared by: Shendy Pramudita Permana	Approved by:		
Date: 20-Agustus-2019	Date:		
Software Developer	Development Manager		



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