Training Manual for End-Users for getting acquainted with the Spectacles Claim Features under Employee Self Services for Indian Oil

Spectacles Claims SAP Payroll-ESS

Training Manual

IndianOil

Version 1.0:29.04.2011

Spectacles Claim

Employees are entitled to claim reimbursement of expenses on Spectacles / Contact Lenses for self & family members on self-certification basis during the financial year. The employees can submit their reimbursement claim once any time in the financial year and the payment will be made through regular salary for that month.

Features of Spectacles Claim

Spectacles Claim ESS service has the following features -

✓ Applicant can submit the Spectacles claim.

How will applicant create a Spectacles Claim?

- Click on **Employee Self-Service** →Claims and Declarations→Claims and Declarations

- Click on **Create**

Click here

- Choose Reimbursement Type as **Spectacles Reimbursement** from the list of dropdown values – Children Education Allowance, Children Hostel Allowance, LFA, VPF, Spectacles Reimbursement
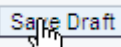

The Spectacles claim screen appears which shows the application date, Employee Details and Requested Amount for the applicant as shown below.

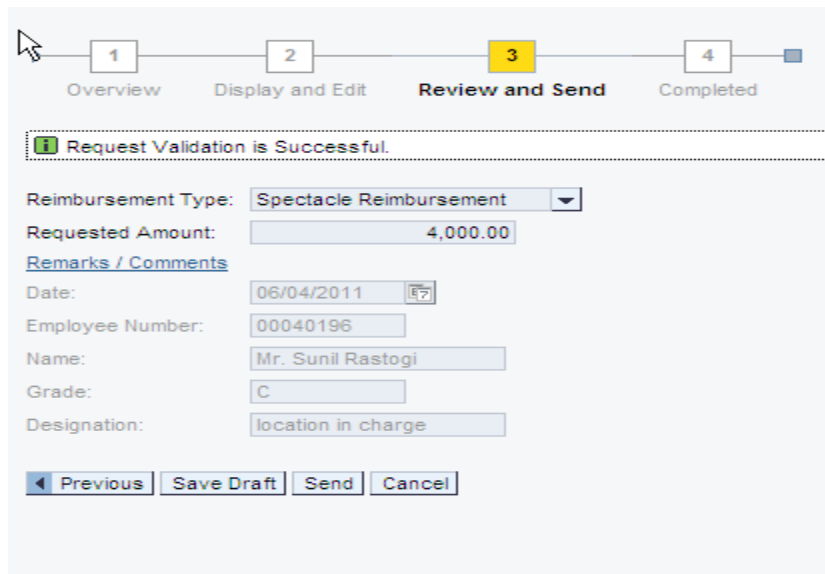Applicant can enter the amount in the **Requested Amount** field in the screen.

In the Review mode, either save the Spectacles claims form as draft or send it to the Finance for processing.

Click on button [Save Draft] to save the form as draft and modify it later.

Alternatively, click on **Send** Button to send the Spectacles Claim for processing to HR/Finance

```
1 ─────── 2 ─────── 3 ─────── 4 ─── ■
Overview   Display and Edit   Review and Send   Completed
```

ℹ Request Validation is Successful.

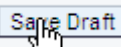| Reimbursement Type: | Spectacle Reimbursement ▼ |
| Requested Amount: | 4,000.00 |

Remarks / Comments
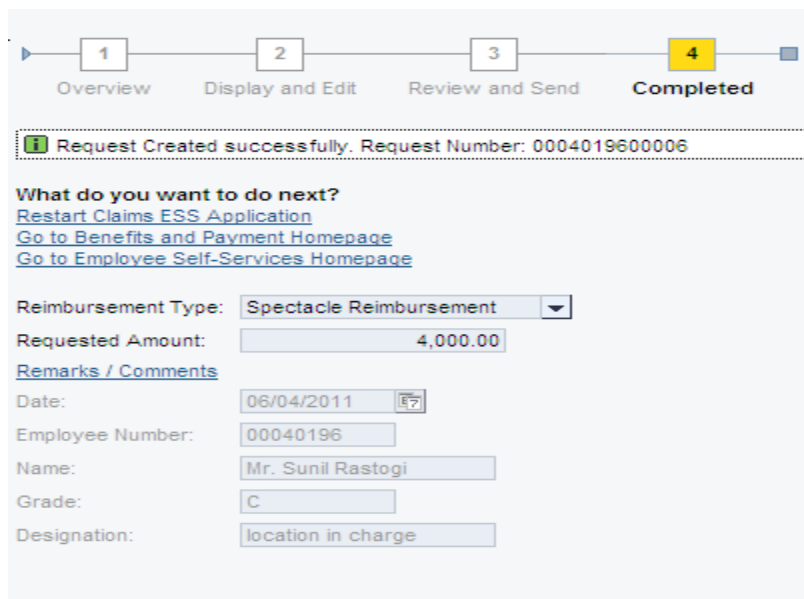
Date:	06/04/2011
Employee Number:	00040196
Name:	Mr. Sunil Rastogi
Grade:	C
Designation:	location in charge

◀ Previous | Save Draft | Send | Cancel

Click on button [Save Draft] to save the form as draft and modify it later.

```
1 ─────── 2 ─────── 3 ─────── 4 ─── ■
Overview   Display and Edit   Review and Send   Completed
```

ℹ Request Created successfully. Request Number: 0004019600006

What do you want to do next?
Restart Claims ESS Application
Go to Benefits and Payment Homepage
Go to Employee Self-Services Homepage

| Reimbursement Type: | Spectacle Reimbursement ▼ |
| Requested Amount: | 4,000.00 |

Remarks / Comments

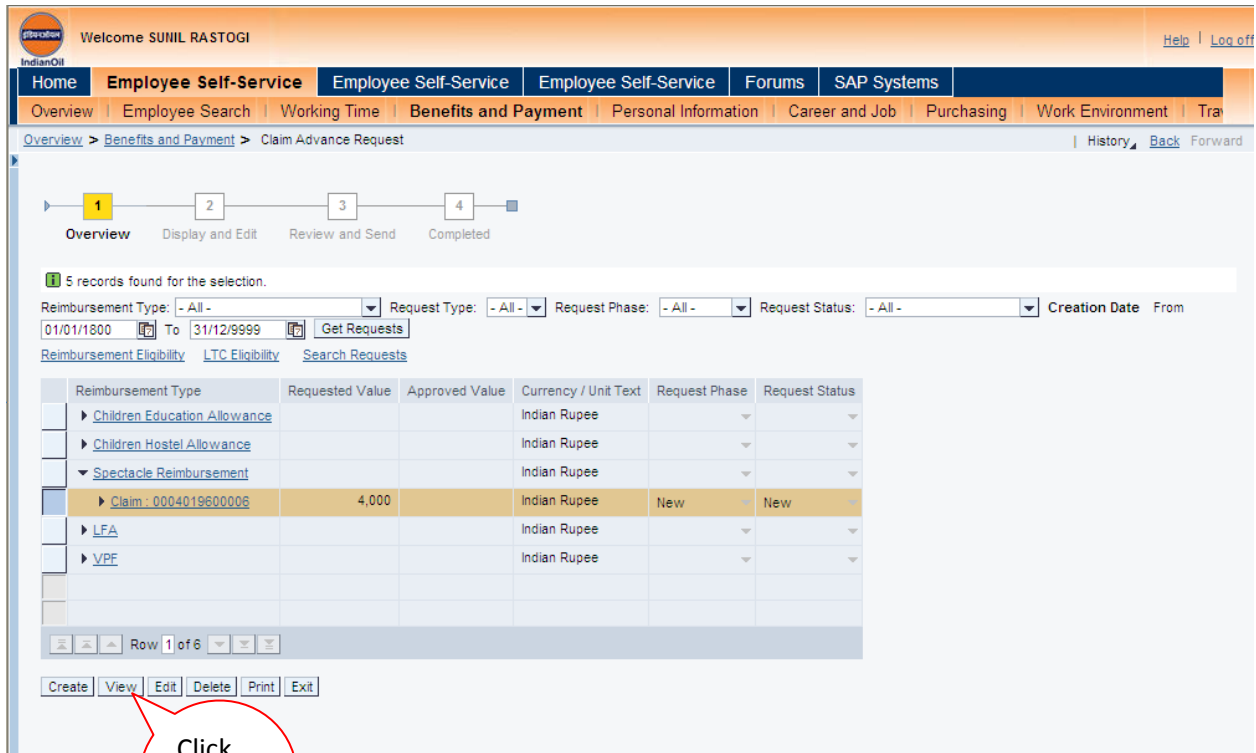| Date: | 06/04/2011 |
Employee Number:	00040196
Name:	Mr. Sunil Rastogi
Grade:	C
Designation:	location in charge

Draft is saved with a request number

How to display the Draft Spectacles Claim?

Go to the overview screen where claims are categorized by Reimbursement Type.

Select once on the line item to highlight it and the click on button View to display the saved Spectacles claim.

How to submit the Spectacles Claim?

Click on S**end** to submit the spectacle claim.

Click here to submit the claim