

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



Version 1.0:29.04.2011

Corporate Information Systems

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**

[illegible]

Click
here

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

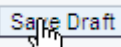
The screenshot shows a four-step process flow: 1. Overview, 2. Display and Edit, 3. Review and Send, and 4. Completed. Step 2 is highlighted in yellow. Below the flow, the 'Reimbursement Type' dropdown menu is shown with a red circle around it. A red callout bubble points to the dropdown arrow with the text 'Click Here'. At the bottom are buttons for 'Previous', 'Review', and 'Cancel'.

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

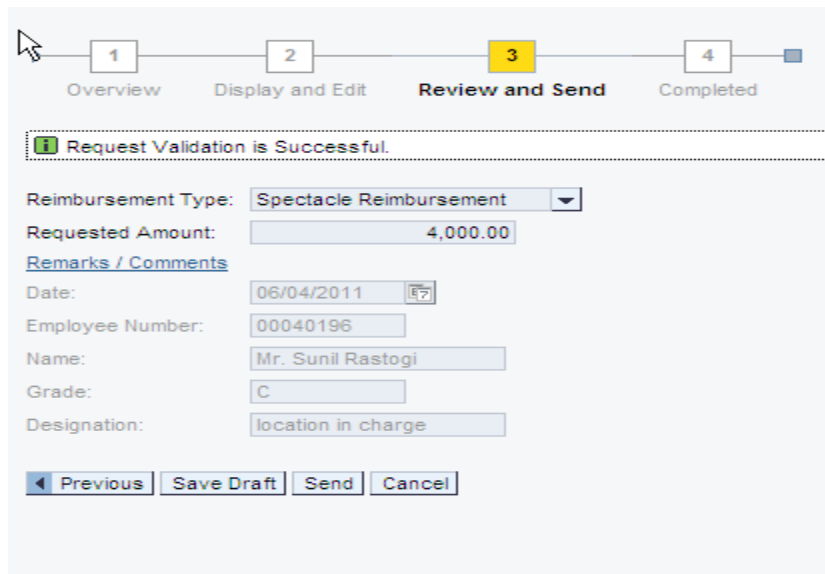
The screenshot displays the SAP ESS interface for a 'Claim Advance Request'. The breadcrumb trail is 'News > Overview > Benefits and Payment > Claim Advance Request'. The process flow at the top shows steps 1 (Overview), 2 (Display and Edit), 3 (Review and Send), and 4 (Completed), with step 2 being the active screen. The form contains the following fields: 'Reimbursement Type' (set to 'Spectacle Reimbursement'), 'Remarks / Comments' (with a link), 'Date' (17/05/2011), 'Employee Number' (00057712), 'Name' (Mr. K.Vjay), 'Grade' (G), 'Designation' (Deputy General Manager), and 'Amount' (0.00). Navigation buttons 'Previous', 'Review', and 'Cancel' are at the bottom.

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  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 Overview 2 Display and Edit 3 **Review and Send** 4 Completed

Request Validation is Successful.

Reimbursement Type: Spectacle Reimbursement

Requested Amount: 4,000.00

[Remarks / Comments](#)

Date: 06/04/2011

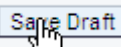
Employee Number: 00040196

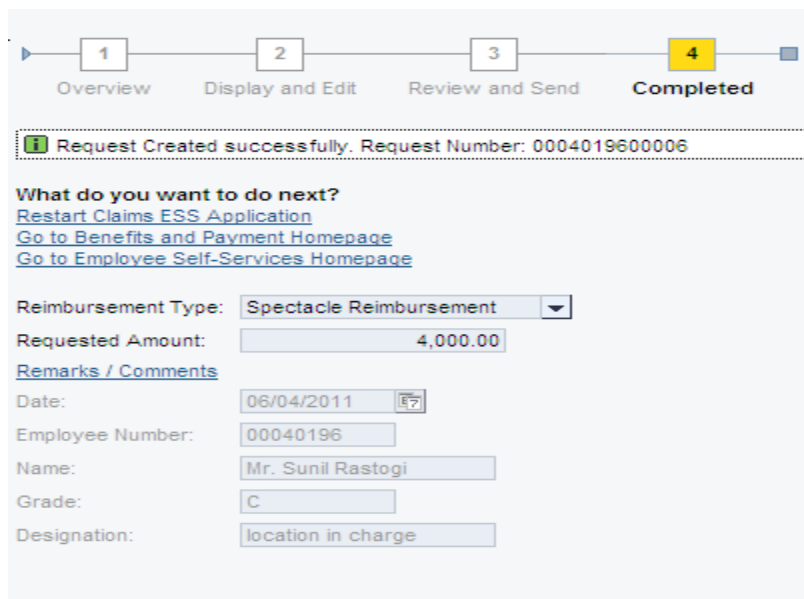
Name: Mr. Sunil Rastogi

Grade: C

Designation: location in charge

Previous Save Draft Send Cancel

Click on button  to save the form as draft and modify it later.



1 Overview 2 Display and Edit 3 Review and Send 4 **Completed**

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

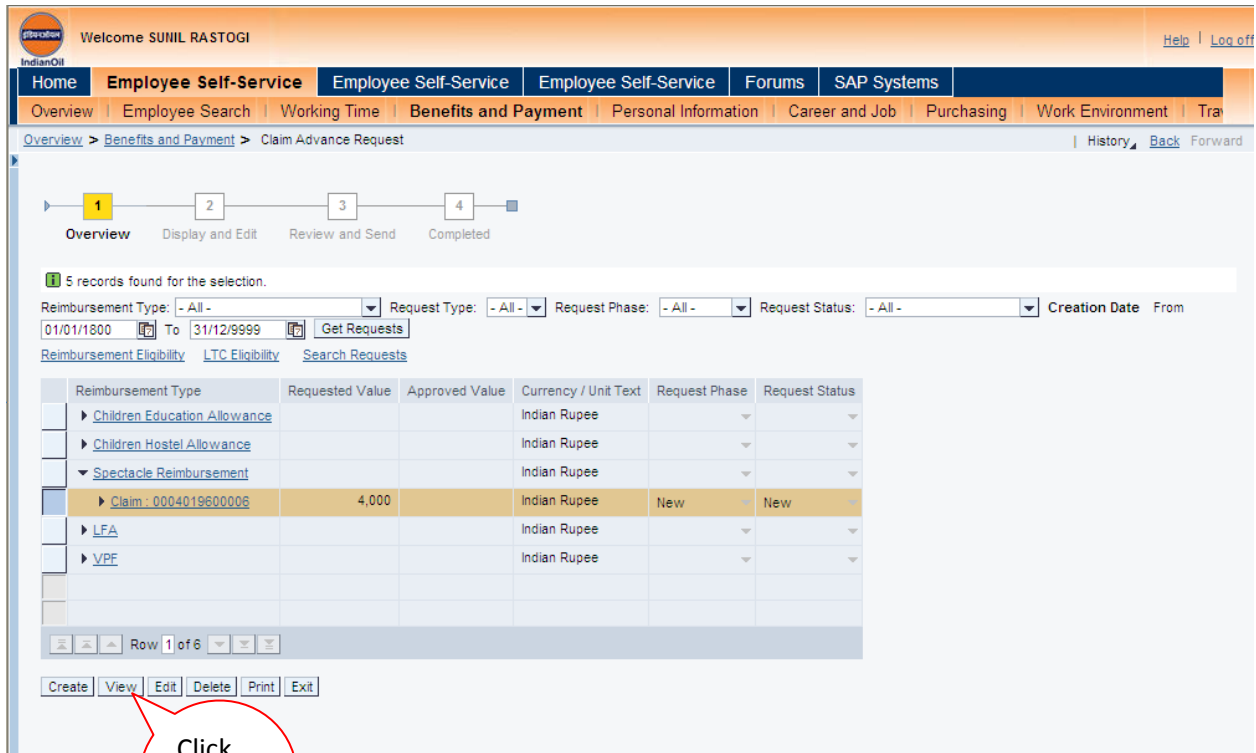
Designation: location in charge

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  to display the saved Spectacles claim.



Welcome SUNIL RASTOGI

Home Employee Self-Service Employee Self-Service Employee Self-Service Forums SAP Systems

Overview Employee Search Working Time Benefits and Payment Personal Information Career and Job Purchasing Work Environment Tra

Overview > Benefits and Payment > Claim Advance Request

History Back Forward

1 Overview 2 Display and Edit 3 Review and Send 4 Completed

5 records found for the selection.

Reimbursement Type: - All - Request Type: - All - Request Phase: - All - Request Status: - All - Creation Date From

01/01/1800 To 31/12/9999 Get Requests

Reimbursement Eligibility LTC Eligibility Search Requests

Reimbursement Type	Requested Value	Approved Value	Currency / Unit Text	Request Phase	Request Status
Children Education Allowance			Indian Rupee		
Children Hostel Allowance			Indian Rupee		
Spectacle Reimbursement			Indian Rupee		
Claim : 0004019600006	4,000		Indian Rupee	New	New
LFA			Indian Rupee		
VPF			Indian Rupee		

Row 1 of 6

Create View Edit Delete Print Exit

Click Here

How to submit the Spectacles Claim?

Click on **Send** to submit the spectacle claim.

Welcome esstest01 COIS

Home | Employee Self-Service | Employee Self-Service | Employee Self-Service | F

Overview | My Info | Claims and Declarations | Medical | Leave, Holidays & Time Data for P

News > Overview > Benefits and Payment > Claim Advance Request

1 Overview 2 Display and Edit 3 Review and Send 4 Completed

Request Validation is Successful.

Reimbursement Type: Spectacle Reimbursement

Remarks / Comments

Date: 17/05/2011

Employee Number: 00057712

Name: Mr. K Vijay

Grade: G

Designation: Deputy General Manager

Amount: 4,000.00

Previous Save Draft Send Cancel

Click here to submit the claim