AlphaDash HR Module Timeline

No	Module	Description	Review Date	Correction	Dateline	(v) Tick	Initial by Foo	Initial By HR	Verified By COO
3.0	Claim	This functionality is for Staff key-in the details and information in this form.	21/1/2021	Format can: 1.Print 2. Download as PDF	25/1/2022				
3.a	A. Medical Claim	Limit RM100/Month		Please put red notification if over the limit	25/1/2022				
	Date of Medical Fees	*	21/1/2021		25/1/2022				
	Document Attachment Upload *Receipt	*Document in PDF	21/1/2021	Please put red words as description Can download the receipt	25/1/2022				
	Amount		21/1/2021	Attach with payroll (Payslip)	25/1/2022				
3.b	B. Entertainment Claim	Limit for every staff/Annual		Please put red notification if over the limit	25/1/2022				
	Date of Receipt		21/1/2021		25/1/2022				
	Document Attachment Upload *Receipt	*Document in PDF	21/1/2021	Please put red words as description Can download the receipt	25/1/2022				
	Purpose	*Selected Meeting With Client/ Attend Event / Other : Explaination	21/1/2021		25/1/2022				
	Type of Receipt	*Selected Lunch/Parking/Tol/Other :Explaination	21/1/2021		25/1/2022				
	Amount		21/1/2021	Attach with payroll (Payslip)	25/11/2022				
	This Claim can generate as Monthly Claim Form save in PDF , CSV & PRINT and Entertaiment Claim sync with attendance record								
4.0	Leave	Annual Leave 14 Days Medical Leave 14 Days Maternity Leave 30 Days	21/1/2021	Format can: 1.Print 2. Download as PDF	25/1/2022				
	Leave Selected	Annual Leave/Medical Leave/Emergency Leave/Unpaid Leave/Maternity Leave	21/1/2021		25/1/2022				
	Date	Selected Date	21/1/2021		25/1/2022				
	Approval	Superior (Approval / Decline / Suspended)	21/1/2021	* Send to email to get approval and rejected Dateline testing is 25 for functionality from Alphadash to email	25/1/2022				