



The Aviary, 60 Glenwood Rd, Lynnwood Glen, 0081 VAT: 4830292951 www.reypath.co.za info@reypath.co.za 012 881 6980

## **Claim Components**

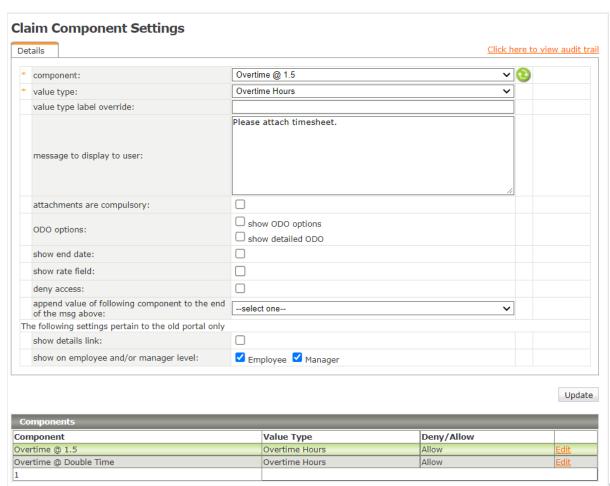
How to setup a Claim Component

## **Navigation Path**

To access the Claim Component Screen:

- Go to Config
- **Payroll Config**
- **Select Claim Component Settings**

Type in the component information





Field	Explanation
Component:	Select the component to be configured as a Claim
	Component.
Value type:	Select the input type the employee must use to submit the
	Claim.
Value type label override:	This option allows you to override the default label
	description.
Message to display to user:	This message will reflect when the employee submits a
	Claim.
Attachments are compulsory:	Selecting this option will make attachments compulsory
	when submitting the Claim.
ODO Options:	These options allow you to capture detailed information
	relating the Claim.
Show ODO Options:	This option is commonly used if travel claims are recorded
	per month.
Show end date:	This will allow the employee to record start and end dates
	relating to the Claim.
Show rate field:	This rate will be used to calculate the claim amount.
Deny access:	A notification will pop up that the claim can no longer be
	processed
Append value of following	Add a value of a component to the end of the message to
component at end of the msg	display to the employee submitting a claim.
above:	
Show details link:	Select this option and the Claim's details on the Employee
	Claims Screen, will reflect the default.
Shown on employee and/or	This indicator defines whether the component can be
manager level:	claimed by employees and/or managers.

## Note:

## **Cut-off Date on Company Payslip Pay Dates**

When using workflow paths for claims, the user must specify the cut-off date per pay run on the Company Payslip Pay Dates Screen. Should the employee submit a claim after the cut-off date, the claim will progress through the workflow path and automatically commit to the next run when it opens.

Should you not specify a cut-off date, the employees will be able to submit a claim up to the pay date specified on the Company Payslip Pay Dates Screen.

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