

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

Claim Component Settings

Details
[Click here to view audit trail](#)

| | | |
|--|--|--|
| component: | Overtime @ 1.5 | |
| value type: | Overtime Hours | |
| value type label override: | | |
| message to display to user: | Please attach timesheet. | |
| attachments are compulsory: | <input type="checkbox"/> | |
| ODO options: | <input type="checkbox"/> show ODO options <input type="checkbox"/> show detailed ODO | |
| show end date: | <input type="checkbox"/> | |
| show rate field: | <input type="checkbox"/> | |
| deny access: | <input type="checkbox"/> | |
| append value of following component to the end of the msg above: | --select one-- | |
| The following settings pertain to the old portal only | | |
| show details link: | <input type="checkbox"/> | |
| show on employee and/or manager level: | <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Manager | |

Update

| Component | Value Type | Deny/Allow | |
|------------------------|----------------|------------|----------------------|
| Overtime @ 1.5 | Overtime Hours | Allow | Edit |
| Overtime @ Double Time | Overtime Hours | Allow | Edit |
| 1 | | | |

| 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 component at end of the msg above: | Add a value of a component to the end of the message to display to the employee submitting a claim. |
| 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 manager level: | This indicator defines whether the component can be 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.