

The page features a decorative design with three overlapping blue circles of varying sizes, each with a gradient from light to dark blue. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the central text. A horizontal line is positioned below the 'iHR' text, separating the title from the subtitle.

May 1  
2009

**iHR**

**MOH HOLDINGS**

**EMPLOYEE SELF SERVICE  
GUIDE FOR HOUSE &  
MEDICAL OFFICERS**

## **Introduction**

This documentation discusses the capabilities of iHR Benefit (BCM) and Leave (LVM) Manager Employee Self Services.

### **Claim Centre**

- Claim Application
- Claim Enquiry
- Balance Report

### **Leave Centre**

- Leave Application
- Leave Enquiry
- Transaction Report
- Balance Report

### **Time Centre**

- Work Related Claim(s) Application
- Work Related Claim(s) Enquiry
- Work Related Claim(s) Enquiry Report

## Contents

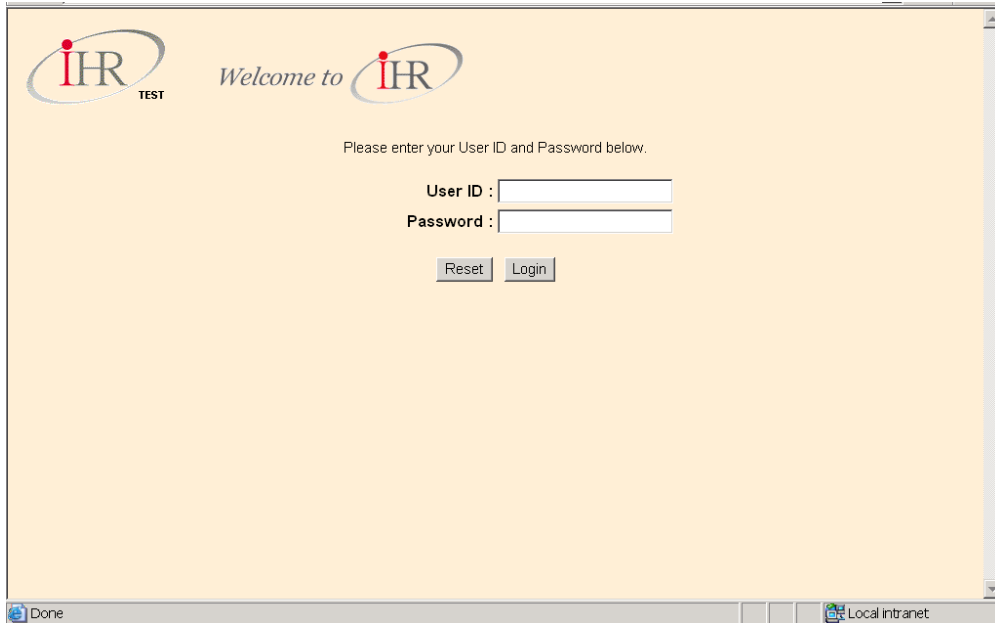
<b>Access .....</b>	<b>4</b>
<b>Change Password .....</b>	<b>6</b>
<b>Home .....</b>	<b>7</b>
<b>Claim Centre .....</b>	<b>8</b>
<b>Claim Application .....</b>	<b>9</b>
<b>Claim Enquiry .....</b>	<b>15</b>
<b>Claim Balance Report .....</b>	<b>17</b>
<b>Leave Centre.....</b>	<b>19</b>
<b>Leave Application .....</b>	<b>21</b>
<b>Leave Enquiry .....</b>	<b>24</b>
<b>Leave Transaction Report.....</b>	<b>26</b>
<b>Leave Balance Report.....</b>	<b>27</b>
<b>Leave Withdrawal.....</b>	<b>28</b>
<b>Work Related Claims Centre.....</b>	<b>30</b>
<b>Work Related Claim(s) Application.....</b>	<b>31</b>
<b>Work Related Claim Enquiry.....</b>	<b>35</b>
<b>Work Related Claim Enquiry Report.....</b>	<b>37</b>
<b>Approval (<i>For Approving Officers</i>).....</b>	<b>39</b>
<b>Task List .....</b>	<b>39</b>
<b>iPayslip .....</b>	<b>40</b>
<b>Log Out .....</b>	<b>41</b>
<b>Helpdesk.....</b>	<b>41</b>
<b>Frequently Asked Questions.....</b>	<b>42</b>
<b>Annex A: Mailbox Locations .....</b>	<b>48</b>

# iHR Leave & Benefit – Employee Self Service

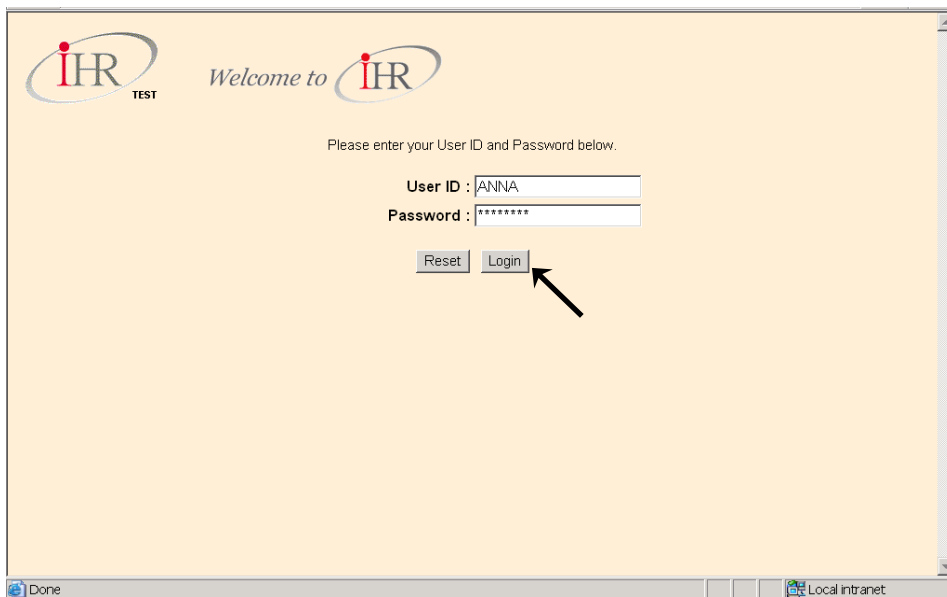
## Access

### At Workplace

1. Go to url: <http://ihr.nhg.local>



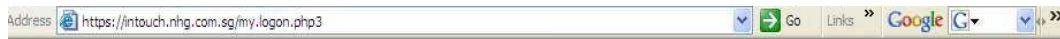
2. Enter your User ID and Password
3. Click Login button



Note: For new users, your login User ID and Password assigned will be sent to you.

## At Non-Workplace

1. Go to url: <https://intouch.nhg.com.sg>



## Unauthorised access is strictly prohibited

AD Username:  
  
AD Password:

Please login using your NHG AD userid and password to access.

### Minimum system requirements:

#### Microsoft Windows

- Windows® 2000
- Windows® XP

*If you are running Windows XP Service Pack 2, you must install a hotfix (Windows XP SP2 Update KB884020) in order to resolve an issue (CR39338). You can find the update at <http://support.microsoft.com/?id=884020>*

### The supported browsers are:

- Microsoft® Internet Explorer, version 5.0, 5.5, or 6.0

*For Window XP Service Pack 2 system, the Pop-Up blocker feature is enabled by default in IE browser and has to be disabled or it will prevent some application e.g. CPRS to launch. Other pop-up blockers found in Google and Yahoo toolbar and ZoneAlarm firewall also has the same effect and required to be turned off. Please refer to the FAQ link after logon for details.*

- Netscape® Navigator, version 4.7X

*Some applications may not work well with Netscape Navigator*

2. Enter your User ID and Password
3. Click Login button

A screenshot of the NHG HRIS login page. The page has a yellow background. At the top, there is a logo for "IHR" and the text "Welcome to IHR". Below this, it says "Please enter your User ID and Password below." There are two input fields: "User ID :" and "Password :". Below the fields are two buttons: "Reset" and "Login". At the bottom, there is contact information for the "NHG HRIS Support Team", including an email address "HRIS\_support@nhg.com.sg" and a website "http://www.nhg.com.sg". There is also a footer with the text "Best Viewed with Internet Explorer 5.5 and above" and "Copyright © 2003 Mellon Financial Corporation. All Rights Reserved."

## Change Password

On your first log in, you will be asked to change your password:

4. Key in existing password -> hit Tab key
5. Key in new password -> hit Tab key
6. Key in new password again -> hit Tab key
7. Click Save button


**Change Password**

\* Existing Password:

\* New Password:

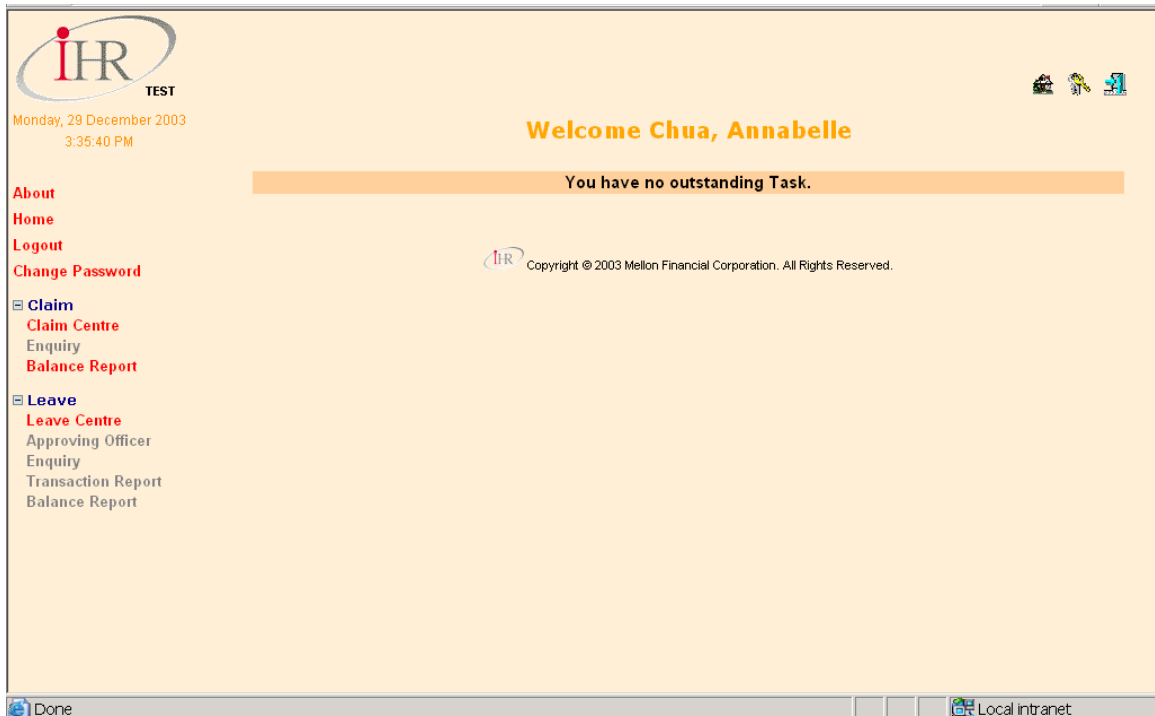
\* Confirm New Password:

Note: Colored fields and \* denote mandatory fields.

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Done Local intranet

# Home



The menu on the left shows the services you are able to access.

**About :** Shows the version of the iHR software

**Home or  :** Returns to the task list screen

**Logout or  :** Logs out of iHR system

**Change Password or  :** Changes existing password

**Claim :** Submits claims for Outpatient, Specialist Outpatient, Dental, Maternity (if applicable) and Transport.

**Leave :** Submits your leave application for Annual leave, Sick leave, Compassionate leave, etc.

## Claim Centre

The Claim Centre page displays your Benefit Entitlement and Balances.

To access the Claim Centre page, select from the menu permissions Claim | Claim Centre. In this page, you may click on the following icons :



- To apply and submit claims for the different types of Benefits you are entitled to



- To view the balance details of your Benefit Entitlement

**Claim Centre**

Employee: Chua, Annabelle / HQ88889

Entitlement(s):		Type	Balance
		Dental Claim	100.00
		Hepatitis B Immunization Claim	-
		Outpatient Claim (NHG)	350.00
		Pap Smear Claim	15.00
		Specialist Outpatient Claim (Dependent -NHG)	550.00
		Specialist Outpatient Claim (NHG)	550.00
		Transport (Mileage) Claim	-
		Transport (Others) Claim	-

▶ Previous/Inactive Entitlement(s):

Unsubmitted Claim(s):			
Type	ID	Total Claimed	Total Reimbursed
No record(s) found.			

Legend: Apply View balance details Edit Form Delete Form Submit Form

<sup>A</sup> Note: The Benefit Type will not be visible after this date.

The Entitlement(s) section shows the Claim Types and its Balances you are entitled to.

The Previous/Inactive Entitlement(s) section displays the previous year entitlements (if any). The Last Claimable Date column shows the final date for which the entitlement is extended to.

You may enter and save your claim application(s) before submitting it. Saved applications will be displayed under the Unsubmitted Claim(s) section.

## Claim Application

A Claim Application Form will be displayed once a Benefit Type is selected for claim submission. Claim forms will be displayed according to the Benefit Type selected.

When you submit a claim for **Medical or Dental Benefits**, you will be required to provide information such as *Claimant Name, Receipt Date & Number, Receipt Type, Clinic Name & Type, Consultation Type and Charge Type & Claim Amount*.

### Screen 1

1. Enter all the required information, and click the Next button.  
(\* Denotes mandatory fields)

**Dental Claim Form**

Employee: [Chua, Annabelle / HQ88889](#) Allocated Package: [View details...](#)

**Claimant Details**

Claimant: Yourself \* Claimant Name:

**Receipt Details**

\* Receipt Date (dd-mm-yyyy):  \* Receipt No.:

\* Receipt Type:  \* Clinic Name:

\* Clinic Type:  \* Consultation Type:

**Currency Details**

\* Incurred Currency:

**Account Details**

Default Cost Centre:  Cost Centre:

**Other Details**

Supporting Documents:

Remarks:   
(Maximum 255 characters)

**Receipt Amount**

Delete	No.	*Charge Type	*Claim Amt.
<input type="checkbox"/>	1	Consultation	50.00
<input type="checkbox"/>	2	Medication Charges	20.00

**3rd Party Payment (e.g. Insurance)**

Delete	No.	Payer	Paid Amt.
<input type="checkbox"/>	1		

Note: Colored fields and \* denote mandatory fields.

The drop-down selection list for fields such as Receipt Type, Clinic Type, Consultation Type and Charge Type are pre-defined in Setup.

## Claim Application/ Submission

### Screen 2

2. Check all the information is correct
3. Print out this page, attach with supporting documents (receipts etc) & submit to HR department (Please refer to Annex A for mailbox locations).
4. Click “Submit” button to submit claim or click “Edit” button to amend or correct any information.



Monday, 29 December 2003  
5:47:27 PM

### Dental Claim for Confirmation



**About**

**Home**

**Logout**

**Change Password**

**Claim**

Claim Centre

Enquiry

Balance Report

**Leave**

Leave Centre

Approving Officer

Enquiry

Transaction Report

Balance Report

**Employee:** [Chua, Annabelle / HQ88889](#)    **Allocated Package:** [View details...](#)

**Claim ID:** HQ200312000149    **Entry Date:** 29-12-2003

**Claimant Details**

**Claimant:** Yourself    **Claimant Name:** Chua, Annabelle

**Receipt Details**

**Receipt Date (dd-mm-yyyy):** 27-10-2003    **Receipt No.:** 23235

**Receipt Type:** Receipt    **Clinic Name:** Smiles Dental Clinic

**Clinic Type:** General Practice (GP)    **Consultation Type:** General Practice

**Currency Details**

**Incurred Currency:** SGD    **Reimbursed Currency:** SGD

**Finance Forex Rate:** 1.0

**Account Details**

**Default Cost Centre:**     **Cost Centre:** Nil

**Other Details**

**Supporting Documents:**

**Remarks:** Nil

**Receipt Amount**

Claim Type	Charge Type	Claim Amt.	Reimb. Amt.
Dental Claim	Consultation	50.00	50.00
Dental Claim	Medication Charges	20.00	20.00
<b>Total Claim Amt.:</b>		70.00	
<b>Total Reimb. Amt.:</b>			70.00

**3rd Party Payment (e.g. Insurance)**

Payer	Paid Amt.

**Reimbursement Payment Details**

Payee	Payment Mode	Payee Account No.	Amount
Chua, Annabelle	Payroll Reimbursable		70.00

**Payment Distribution Details**

Payer	Amount
Company	70.00
Employee	0.00

**Transaction Remarks:** None

Cancel Edit Save Submit

## Claim Application/ Submission

You can also cancel the Claim Application by clicking on “Cancel” button or save the Claim Application by clicking on “Save” button. The claim application will be saved to the Unsubmitted Claim(s) box in the Claim Centre page for submission at a later date.

### Screen 3

5. Update/select your Approving officer from the drop down list shown. Click “Submit” button.

[BOTTOM OF PAGE]

**Select Officer**

MOHH HOMO Approval AO List

Claim ID	Employee	Claim Type	Total Claimed	Total Reimbursed	Submit To
NN200904000071	Christopher	Transport (Others) Claim	10.80	10.80	-Select- -Select- Christopher NNTEST7- R03 - Test Dept

[TOP OF PAGE]

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### Screen 4

6. The system confirms that the Approving Officer has been updated successfully. Click “OK” button.

[BOTTOM OF PAGE]

**Select Officer**

Result

ID	Employee	Type	Result
NN200904000071	Christopher	Transport (Others) Claim	SEND

[TOP OF PAGE]

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Once the Claim Application is submitted, your supervisor or a designated person will be notified with an email to approve or reject your claim application. Different claim types may be routed to different person(s) and/ or more than one person for approval.

# Claim Application/ Submission

When you are submitting *Local Transportation Claims*, you will be required to provide details pertaining to the *Transport Mode, Receipt Date, Destination From and To, Purpose of Travel, Transport Claim Amount, etc.*

## Screen 1

1. Enter all the required information, and click the Next button.

**IHR TEST**  
Monday, 29 December 2003  
6:35:26 PM

### Transport (Others) Claim Form

Employee: [Chua, Annabelle / HQ88889](#) Allocated Package: [View details...](#)

**Claimant Details**  
Claimant: Yourself \* Claimant Name: Chua, Annabelle

**Payment Details**  
\* Receipt Type: Receipt

**Currency Details**  
\* Incurred Currency: SGD

**Account Details (Please enter to set the values at 'Receipt Details' panel)**  
Default Cost Centre:  Cost Centre:   
Project Code:  Customer ID:

**Other Details**  
Supporting Documents:   
Remarks:   
(Maximum 255 characters)

**Receipt Details**

▼ By Other Vehicle Type

Delete	No.	*Receipt Date (dd-mm-yyyy)	Receipt No.	*Vehicle Type	*Vehicle No.	*Destination From	*Destination To	*Time From (hh:mm)	*Time To (hh:mm)	*Purpose of Travel	*KM Travelled	Parking Amt.	ERPO Amt.	Cost Centre
add row														

▼ By Taxi

Delete	No.	*Receipt Date (dd-mm-yyyy)	Receipt No.	*Destination From	*Destination To	*Time From (hh:mm)	*Time To (hh:mm)	*Purpose of Travel	Transport Claim Amt.	Other Claim	Other Claim Amt.	Default Cost Centre	Cost Centre	Pro Co
	1	01-10-2003	48593	Office at GMTI	NUH	01:30	02:00	Meeting	4.50			<input checked="" type="checkbox"/>		
add row														

▼ By MRT

Delete	No.	*Receipt Date (dd-mm-yyyy)	Receipt No.	*Destination From	*Destination To	*Time From (hh:mm)	*Time To (hh:mm)	*Purpose of Travel	Transport Claim Amt.	Other Claim	Other Claim Amt.	Default Cost Centre	Cost Centre	Pro Co
add row														

▼ By Bus

Delete	No.	*Receipt Date (dd-mm-yyyy)	Receipt No.	*Destination From	*Destination To	*Time From (hh:mm)	*Time To (hh:mm)	*Purpose of Travel	Transport Claim Amt.	Other Claim	Other Claim Amt.	Default Cost Centre	Cost Centre	Pro Co
add row														

Cancel Reset **Next**

Note: Colored fields and \* denote mandatory fields.

## Claim Application/ Submission

### Screen 2

2. Check all the information are correct
3. Print out this page, attach with supporting documents (receipts etc) & submit to HR department (Please refer to Annex A for mailbox locations).
4. Click “Submit” button to submit claim or click “Edit” button to amend or correct any information.



TEST

Monday, 29  
December 2003  
7:06:19 PM

### Transport (Others) Claim for Confirmation



About

Home

Logout

Change Password

Claim

Claim Centre

Enquiry

Balance Report

Leave

Leave Centre

Approving Officer

Enquiry

Transaction Report

Balance Report

<b>Employee:</b>	<a href="#">Chua, Annabelle / HQ88889</a>	<b>Allocated Package:</b>	<a href="#">View details...</a>														
<b>Claim ID:</b>	HQ200312000154	<b>Entry Date:</b>	29-12-2003														
<b>Claimant Details</b>																	
<b>Claimant:</b>	Yourself	<b>Claimant Name:</b>	Chua, Annabelle														
<b>Payment Details</b>																	
<b>Receipt Type:</b>	Receipt																
<b>Currency Details</b>																	
<b>Incurred Currency:</b>	SGD	<b>Reimbursed Currency:</b>	SGD														
<b>Finance Forex Rate:</b>	1.0																
<b>Other Details</b>																	
<b>Supporting Documents:</b>	<input checked="" type="checkbox"/>																
<b>Remarks:</b>	Nil																
<b>Receipt Details</b>																	
▼ By Taxi																	
Claim Type	Receipt Date (dd-mm-yyyy)	Receipt No.	Destination From	Destination To	Time From (hh:mm)	Time To (hh:mm)	Purpose of Travel	Transport Paid Amt.	Transport Reimb. Amt.	Other Claim	Other Claim Amt.	Claim Amt.	Reimb. Amt.	Default Cost Centre	Cost Centre	Project Code	Customer ID
Transport (Others) Claim	01-10-2003	48593	Office at GMTI	NUH	01:30	02:00	Meeting	4.50	4.50	-	0.00	4.50	4.50	<input checked="" type="checkbox"/>	-	-	-
<b>Sub Total Reimb. Amt.:</b>					4.50												
<b>Total Reimb. Amt.:</b>					4.50												
<b>Reimbursement Payment Details</b>																	
Payee			Payment Mode			Payee Account No.			Amount								
Chua, Annabelle			Payroll Reimbursable						4.50								
<b>Payment Distribution Details</b>																	
Payer			Amount														
Company			4.50														
Employee			0.00														
<b>Transaction Remarks:</b>					None												

Cancel Edit Save Submit

You can also cancel the Claim Application by clicking on “Cancel” button or save the Claim Application by clicking on “Save” button. The claim application will be saved to the Unsubmitted Claim(s) box in the Claim Centre page for submission at a later date.

## Claim Application/ Submission

### Screen 3

5. Update/select your Approving officer from the drop down list shown. Click “Submit” button.


[BOTTOM OF PAGE]

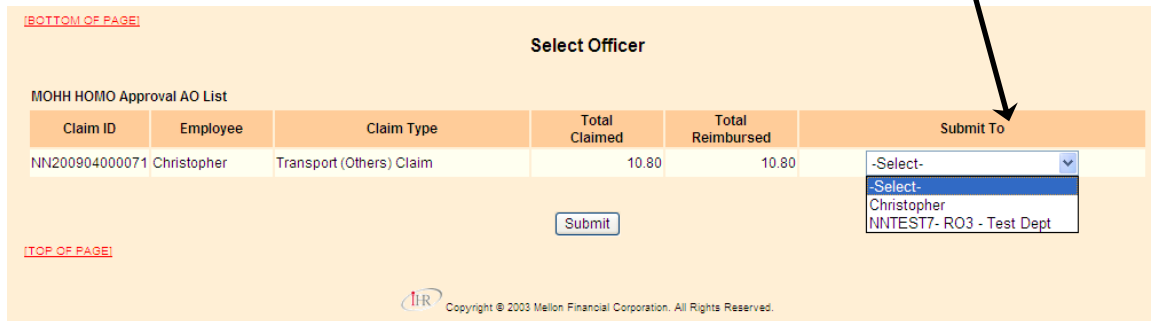
**Select Officer**

MOHH HOMO Approval AO List

Claim ID	Employee	Claim Type	Total Claimed	Total Reimbursed	Submit To
NN200904000071	Christopher	Transport (Others) Claim	10.80	10.80	-Select- -Select- Christopher NNTEST7- R03 - Test Dept

[TOP OF PAGE]

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### Screen 4

6. The system confirms that the Approving Officer has been updated successfully. Click “OK” button.

[BOTTOM OF PAGE]

**Select Officer**

Result

ID	Employee	Type	Result
NN200904000071	Christopher	Transport (Others) Claim	SEND

[TOP OF PAGE]

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Once the Claim Application is submitted, your supervisor or a designated person will be notified with an email to approve or reject your claim application. Different claim types may be routed to different person(s) and/ or more than one person for approval.

## Claim Enquiry

The Claim Enquiry page enables you to check the status of your Benefit Applications by various views such as by *Month*, *Claim ID*, *Status* or *Claim Type*.

**IHR** TEST

Saturday, 3 January 2004  
11:05:10 AM

**Claim Enquiry Selection**

Employee: Chua, Annabelle / HQ88888

Please enter the specific period:  
Receipt Date from (dd-mm-yyyy) 1-1-2003 to (dd-mm-yyyy) 31-12-2003

Please select one/more selection criteria(s):

- Select All
- Claim ID:
- Status:
- Claim Type:

Option(s):  
Display Approval Info:

Reset Next

Check 'Display Approval Info' for more details on the approving process.

Once you click on the 'Next' button, the status of your Claim Application(s), whether 'Approved', 'Rejected', 'Pending for Approval with which Manager' or 'Cancel - Withdrawn' will be displayed:

# Claim Enquiry

**Claim Enquiry**

Employee: Chua, Annabelle / HQ88889  
 Receipt Date from 1-1-2003 to 31-12-2003

Claim ID	Claim Type	Total Claimed	Total Reimbursed	Status	Payment Date	Remarks
HQ200312000150	Dental Claim	10.00	10.00	Cancelled	-	-
HQ200312000152	Pap Smear Claim	15.00	15.00	Approved	-	-
HQ200312000153	Dental Claim	10.00	10.00	Pending for Approval with Brian Tay	-	-
HQ200312000149	Dental Claim	70.00	70.00	Cancelled	-	-
HQ200312000154	Transport (Others) Claim	4.50	4.50	Cancelled	-	-
HQ200312000147	Dental Claim	50.00	50.00	Cancelled	-	-
HQ200312000151	Dental Claim	70.00	70.00	Approved	-	-
HQ200401000010	Transport (Others) Claim	4.50	4.50	Pending for Approval with Tay Elin	-	-

Legend: Withdraw Re-Submit

Enquiry Selection

You can cancel or withdraw your Claim Application at any point in time in the Benefit Enquiry page. That is, you are able to withdraw your Claim Application when it is Pending for Approval and even after it has been Approved.

Your application to withdraw your claim application will be routed to your supervisor or HR department for approval or verification.

To withdraw or cancel a claim, click on the icon found above the Claim ID number to withdraw that specific claim application.

After your claim application has been cancelled, you will still be able to Re-Submit your Claim Application by clicking on the icon above that claim ID number.

## Claim Balance Report

Employee Benefit Claim Balance Report shows your Benefit Entitlement.

The Amount Claimed, the Amount Pending for Approval, the Projected and Actual Balance Amount are also displayed.

Select the *Year* and click on “Go” button:

**IHR TEST**  
Monday, 5 January 2004  
10:12:08 AM

**Employee Claim Balance Report**

Employee: Chua, Annabelle / HQ88889 Selected Year: Nil

Please select a Year:

Note: Please refer to the help for header explanation.

Claim Type	Start Date	Unit Type	C/F	Ent	Adj	Claimed	Pending	Proj Bal	Act Bal
No record(s) found.									

**Legend:**  
Ent - Entitlement   Adj - HR Adjusted   Proj Bal - Projected Balance   Act Bal - Actual Balance   Enc - Encashed


**Remarks:**  
Act Bal = C/F + Ent + Adj - Claimed  
Proj Bal = C/F + Ent + Adj - Claimed - Pending

# Claim Balance Report



Monday, 5 January 2004  
10:14:56 AM

## Employee Claim Balance Report



**Employee:** Chua, Annabelle / HQ88888

**Selected Year:** 2003

**Please select a Year:**

**Note:** Please refer to the legend below for header explanation.

**Selected Year:** 2003

**Claim Type**   **Start Date**   **End Date**   **Unit Type**   **C/F**   **Ent**   **Adj**   **Claimed**   **Pending**   **Proj Bal**   **Act Bal**

Dental Claim	01-01-2003	31-12-2003	Amount	0.0	100.0	0.0	70.0	10.0	20.0	30.0
Hepatitis B Immunization Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Inpatient Claim (Dependent-NHG,NUH)	01-01-2003	31-12-2003	Amount	0.0	10000.0	0.0	0.0	0.0	10000.0	10000.0
Inpatient Claim (Detail Record)	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Inpatient Claim (NHG,NUH)	01-01-2003	31-12-2003	Amount	0.0	10000.0	0.0	0.0	0.0	10000.0	10000.0
Inpatient Ward Claim	01-01-2003	31-12-2003	Day	0.0	60.0	0.0	0.0	0.0	60.0	60.0
Inpatient Ward Claim (Dependent)	01-01-2003	31-12-2003	Day	0.0	60.0	0.0	0.0	0.0	60.0	60.0
Medical Examination Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Outpatient Claim (NHG)	01-01-2003	31-12-2003	Amount	0.0	350.0	0.0	0.0	0.0	350.0	350.0
Pap Smear Claim	01-01-2003	31-12-2003	Amount	0.0	15.0	0.0	15.0	0.0	0.0	0.0
Specialist Outpatient Claim (Dependent - NHG)	01-01-2003	31-12-2003	Amount	0.0	550.0	0.0	0.0	0.0	550.0	550.0
Specialist Outpatient Claim (NHG)	01-01-2003	31-12-2003	Amount	0.0	550.0	0.0	0.0	0.0	550.0	550.0
Transport (Mileage) Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Transport (Others) Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	4.5	-	-
Warm Clothing Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Workmen Compensation Claim	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-
Workmen Compensation Claim (Detail Record)	01-01-2003	31-12-2003	Amount	0.0	-	0.0	0.0	0.0	-	-

**Legend:**  
 Ent - Entitlement   Adj - HR Adjusted   Proj Bal - Projected Balance   Act Bal - Actual Balance   Enc - Encashed

**Remarks:**  
 Act Bal = C/F + Ent + Adj - Claimed  
 Proj Bal = C/F + Ent + Adj - Claimed - Pending

You will be able to print this report by clicking on the “Print” button.

# Leave Centre

The Leave Centre page displays your Leave Entitlement and Balances.


To access the Leave Centre page, select from the menu permissions Leave | Leave Centre. In this page, you may click on the following icons :



- To apply for leave for the different types of Leaves you are entitled to



- To view the balance details of your Leave Entitlement





Monday, 5 January 2004  
1:27:56 PM

## Leave Centre

**Employee:** Chua, Annabelle / HQ88889

**Entitled Leave(s):**

Leave Type	Balance	Unit Type
Annual Leave	21.0	Day
Compassionate-Critical Illness Leave	-	Day
Compassionate-Death Leave	-	Day
Conference Leave	0.0	Day
Exam Leave	7.0	Day
Hospitalisation Leave	46.0	Day
Marriage Leave	3.0	Day
Maternity Leave	112.0	Day
Maternity Leave (Third Child)	56.0	Day
Paternity Leave	9.0	Day
Reservist Leave	-	Day
Sick Leave	14.0	Day
Union Leave	-	Day
Unrecorded Leave	14.0	Day

**Previous/Inactive Entitlement(s):**

**Compensation Leave(s):**

Leave Type	Expiry Date	Balance	Unit Type
No record(s) found.			

**Unsubmitted Leave(s):**

Leave Type	Appn ID	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Total	Unit Type
No record(s) found.					

**Legend:**

Apply  
 View balance details  
 Edit Form  
 Delete Form  
 Submit Form

**\* Note:** The Leave Type will not be visible after this date.


## **Leave Centre**

The “Entitled Leave(s)” section shows the Leave Types and its Balances you are entitled to.

The Previous/Inactive Entitlement(s) section displays the previous year entitlements (if any). The Last Applicable Date column shows the final date for which the leave entitlement is extended to.

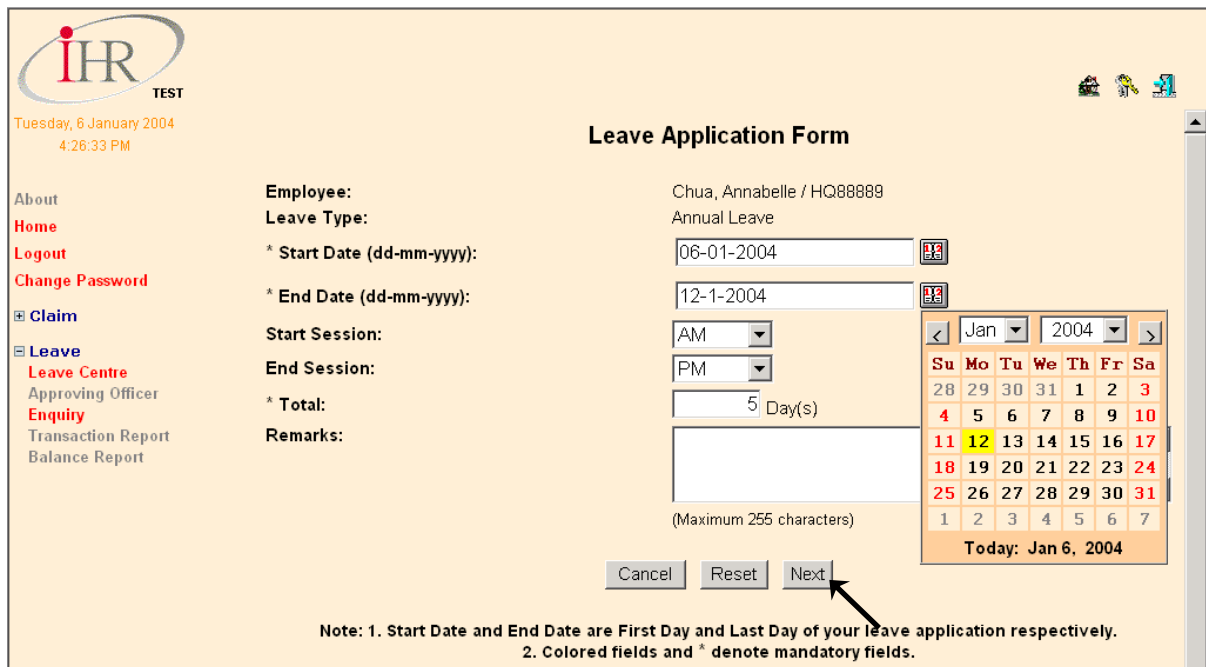
You may complete and save your leave application(s) before submitting it. Saved applications will be displayed under the “Unsubmitted Leave(s)” section.

# Leave Application

From the Leave Centre, click on the  icon next to the Leave Type you are applying.

## Screen 1

1. The Leave Application Form displayed is as follows:



**IHR TEST**  
Tuesday, 6 January 2004  
4:26:33 PM

**Leave Application Form**

Employee: Chua, Annabelle / HQ88889  
Leave Type: Annual Leave

\* Start Date (dd-mm-yyyy): 06-01-2004  
\* End Date (dd-mm-yyyy): 12-1-2004

Start Session: AM  
End Session: PM

\* Total: 5 Day(s)

Remarks:


(Maximum 255 characters)

Calendar: Jan 2004  
Today: Jan 6, 2004

Buttons: Cancel, Reset, Next

Note: 1. Start Date and End Date are First Day and Last Day of your Leave application respectively.  
2. Colored fields and \* denote mandatory fields.

In the above example, Annual Leave is applied. The Start Date will be defaulted to Today's date in the format of 'dd-mm-yyyy'.

2. Enter the Start Date and End Date for your leave application. To have a calendar view of the dates and months, you may click on the drop-down calendar .
3. Select the Start Session and End Session.
4. Enter the Total number of days of leave you are applying for.

**Note: Please enter the exact number of leave days applied, excluding public holidays and rest days, as the system does not pick non-working days and does not calculate the number of days from the Start Date and End Date.**

5. Click on "Next" button

# Leave Application

## Screen 2

6. A confirmation page with details of your leave application will be displayed.

**IHR TEST**  
Tuesday, 6 January 2004  
4:27:17 PM

### Leave Application Confirmation

**Application Details**

**Employee:** Chua, Annabelle / HQ88888  
**Leave Type:** Annual Leave  
**Start Date (dd-mm-yyyy):** 06-01-2004      **Start Session:** AM  
**End Date (dd-mm-yyyy):** 12-01-2004      **End Session:** PM  
**Total:** 5.0 Day(s)  
**Entry Date:** 06-01-2004  
**Remarks:** Nil  
**Reminder:** **TESTING of submission**

**Transaction Details**

Leave Type	Start Date	End Date	Total	Unit Type
Annual Leave	06-01-2004 AM	12-01-2004 PM	5.0	Day

**Transaction Remarks:** Nil

Cancel Edit Save Submit

The Start Date of the leave application, the Leave Type applied, the Entry Date of the Application, etc. will be displayed on the Confirmation page.

In the above example, Annabelle has applied for leave from 06-01-2004 to 12-01-2004 which is 7 days. However, 10-01-2004 and 11-01-2004 is Saturday and Sunday respectively which are non-workdays for Annabelle. As the system calendar is “disabled”, the system will not detect the non-workdays. As such, Annabelle has to enter the correct number of leave days applied which is actually 5 days.

7. Check that the information is correct.
8. Print out to attach with supporting documents (if applicable) and submit to HR department (Please refer to Annex A for mailbox locations).
9. Click “Submit” button to submit leave application or click “Edit” button to amend any information.

You can also cancel the Leave Application by clicking on “Cancel” button or save the Leave Application by clicking on “Save” button. The leave application will be saved under the Unsubmitted Leave (s) section in the Leave Centre page for submission at a later date.

Once the Leave Application is submitted, your supervisor or a designated person will be notified with an email to approve or reject your leave application. Different leave types may be routed to different person(s) and/ or more than one person for approval. Generally, leave applications are routed to your supervisor (s) for approval and designated HR for verification.

# Leave Application

## Screen 3

10. Update/select your Approving officer from the drop down list shown. Click “Submit” button.


[BOTTOM OF PAGE]

**Select Officer**

MOHH HOMO Approval

Appn ID	Employee	Leave Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Unit No.	Unit Type	Submit To
NN0904000022	NNTEST7- RO3 - Test Dept	Annual Leave	05-05-2009	05-05-2009	0.5	Day	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">CALVIN CHAN KOK LEONG</div><div style="padding: 2px;">-Select-</div><div style="background-color: #0056b3; color: white; padding: 2px;">CALVIN CHAN KOK LEONG</div><div style="padding: 2px;">MAGESHWARI D/O RAMANATHAN CHETTIAR</div></div>

[TOP OF PAGE]



## Screen 4

11. The system confirms that the Approving Officer has been updated successfully. Click “OK” button.

[BOTTOM OF PAGE]

**Select Officer**

Result

ID	Employee	Type	Action	Remarks
NN0904000022	NNTEST7- RO3 - Test Dept	Annual Leave	Send	

[TOP OF PAGE]

## Leave Enquiry

The Leave Enquiry page enables you to check the status of your Leave Applications by any selected period by various views such as by the *Application ID*, *Status*, *Leave Type* or *Range of End Dates* of the Leave Applications.

1. From the menu permissions, select Leave | Enquiry.

**IHR TEST**  
Tuesday, 6 January 2004  
5:09:56 PM

**Leave Enquiry Selection**

Employee: Chua, Annabelle / HQ888889

Please enter the specific period:  
Start Date from (dd-mm-yyyy) 1-1-2004 to (dd-mm-yyyy) 31-12-2004

Please select one/more selection criteria(s):

Select All

Appn ID:

Status:

Leave Type:

End Date (dd-mm-yyyy) ranges from  to

Option(s):  
Display Approval Info:

Reset Next


2. Enter the Start and End Dates for the specific period for your enquiry. To have a calendar view of the dates and months, you may click on the drop-down calendar.
3. Select one or more criteria by checking on the box next to it. However, if “Select All” is checked, you need not check on any other criteria.
4. Check ‘Display Approval Info’ for more details on the approving process.
5. Once you click on the ‘Next’ button, the details and status of your Leave Application(s), whether ‘Approved’, ‘Rejected’, ‘Pending for Approval with which Manager’ or ‘Cancelled’ will be displayed:


# Leave Enquiry

**IHR TEST**  
Tuesday, 6 January 2004  
5:18:02 PM

**Leave Enquiry**

**Employee:** Chua, Annabelle / HQ88889  
**Start Date from** 1-1-2004 **to** 31-12-2004

Appn ID	Leave Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Total	Unit Type	Status
HQ0401000001	Annual Leave	07-01-2004 AM	09-01-2004 PM	3.0 Day		Cancelled
 HQ0401000002	Annual Leave	06-01-2004 AM	12-01-2004 PM	5.0 Day		Pending for Approval with Brian Tay


**Legend:**  
 **Withdraw**

**Enquiry Selection**

**Navigation Menu:**  
About  
Home  
Logout  
Change Password  
Claim  
Leave  
Leave Centre  
Approving Officer  
Enquiry  
Transaction Report  
Balance Report

You can cancel or withdraw your Leave Application at any point in time in the Leave Enquiry page. That is, you are able to withdraw your Leave Application when it is Pending for Approval and even after it has been Approved.

Your application to withdraw your leave application will be routed to your supervisor or HR department for approval or verification.

To withdraw or cancel a leave application, click on the  icon found beside the Leave ID number to withdraw that specific leave application.

# Leave Transaction Report

The Employee Leave Transaction Report shows your leave transactions for the year.

1. From the menu permissions, select Leave | Transaction Report.

The screenshot shows the IHR TEST interface. The page title is "Employee Leave Transaction Report". The employee name is "Chua, Annabelle / HQ88889" and the selected year is "Nil". The filters are set to "Please select a Leave Year: 2004" and "Unit Type: Day". The "Go" button is highlighted with an arrow. Below the filters is a table with the following columns: Leave Type, Status, Start Date (dd-mm-yyyy), End Date (dd-mm-yyyy), No. Taken, Unit Type, and Remarks. The table contains one row with the text "No record(s) found." Below the table is a copyright notice: "Copyright © 2003 Mellon Financial Corporation. All Rights Reserved."

2. Select the Year and the Unit Type and click on “Go” button.

The screenshot shows the IHR TEST interface. The page title is "Employee Leave Transaction Report". The employee name is "Chua, Annabelle / HQ88889" and the selected year is "2004". The filters are set to "Please select a Leave Year: -Select-" and "Unit Type: -Select-". The "Go" button is highlighted with an arrow. Below the filters is a table with the following columns: Leave Type, Status, Start Date (dd-mm-yyyy), End Date (dd-mm-yyyy), No. Taken, Unit Type, and Remarks. The table contains two rows of data:

Leave Type	Status	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	No. Taken	Unit Type	Remarks
Annual Leave	Pending	06-01-2004 AM	12-01-2004 PM	5.0	Day	
Annual Leave	Cancelled	07-01-2004 AM	09-01-2004 PM	3.0	Day	

Below the table are the following totals:

Sub Total: 5.0 Day(s)  
Grand Total: 5.0 Day(s)

The "Print" button is highlighted with an arrow.

You will be able to print this report by clicking on the “Print” button.

# Leave Balance Report

Employee Leave Balance Report shows your leave entitlement and balances for a selected year.

1. From the menu permissions, select Leave | Balance Report.

The screenshot shows the 'Employee Leave Balance Report' interface. The 'Please select a Year:' dropdown is set to '2004', and the 'Go' button is highlighted with a black arrow. The table below the legend is empty, displaying 'No record(s) found.'.

Leave Type	Start Date	End Date	Unit Type	C/F	Ent	Adj	Expired	Taken	Pending	Enc	Proj Bal	Act Bal
No record(s) found.												

2. Select the Year and click “Go” button:

The screenshot shows the 'Employee Leave Balance Report' interface with the year set to '2004'. The 'Please select a Year:' dropdown is set to '-Select-' and the 'Go' button is highlighted. The table below the legend displays a list of leave records for 2004.

Leave Type	Start Date	End Date	Unit Type	C/F	Ent	Adj	Expired	Taken	Pending	Enc	Proj Bal	Act Bal
Annual Leave	01-01-2004	31-12-2004	Day	0.0	21.0	0.0	0.0	0.0	5.0	0.0	16.0	21.0
Compassionate-Critical Illness Leave	01-01-2004	31-12-2004	Day	0.0	-	0.0	0.0	0.0	0.0	0.0	-	-
Compassionate-Death Leave	01-01-2004	31-12-2004	Day	0.0	-	0.0	0.0	0.0	0.0	0.0	-	-
Conference Leave	01-01-2004	31-12-2004	Day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Exam Leave	01-01-2004	31-12-2004	Day	0.0	7.0	0.0	0.0	0.0	0.0	0.0	7.0	7.0
Extended Sick Leave (HR Only)	01-01-2004	31-12-2004	Day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Further Extended Sick Leave (HR Only)	01-01-2004	31-12-2004	Day	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Hospitalisation Leave	01-01-2004	31-12-2004	Day	0.0	46.0	0.0	0.0	0.0	0.0	0.0	46.0	46.0
Sick Leave	01-01-2004	31-12-2004	Day	0.0	14.0	0.0	0.0	0.0	0.0	0.0	14.0	14.0

You will be able to print this report by clicking on the “Print” button.

# Leave Withdrawal

**IHR**

Wednesday, 19 September 2007  
4:11:40 PM

**Welcome Applicant**

**Outstanding Task(s)**  
You have no outstanding Task.

**Suspended Task(s)**  
Note: ... all under this Suspended Tasks. For example, an approval ... on will become a suspended task. Enter this section to ...

**Look under Header – Leave**  
-- Click the link

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**IHR**

Wednesday, 19 September 2007  
5:08:57 PM

**Leave Enquiry Selection**

Employee: Applicant / NNTEST

Please enter the specific period:  
Start Date from (dd-mm-yyyy) 1-1-2007 to (dd-mm-yyyy) 30-9-2007

Please select one/more selection criteria(s):

- Select All
- Appn ID:
- Status:
- Leave Type:
- End Date (dd-mm-yyyy) ranges from  to

Option(s):  
Display Approval Info:

Reset Next

**Leave Enquiry Selection Screen appears.**

- Select the date range of which the Leave application was made. When in doubt, choose a wider range.
- Select any of the boxes to further refine search. When in doubt, tick the box <Select All>
- Click <Next>




Wednesday, 19 September  
2007  
5:25:02 PM

### Leave Enquiry

Employee: Applicant / NNTST  
Start Date from 1-9-2007 to 2-9-2007

- About
- Home
- Logout
- Change Password
- iPayslip
- Claim
- Leave
  - Leave Centre
  - Enquiry
  - Transaction Report
  - Balance Report
- Time

Appn ID	Leave Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Total	Unit Type	Status
<a href="#">NN0709000007</a>	Workmen Compensation-Hospitalisation Leave (HR Only)	02-09-2007 AM	02-09-2007 PM	1.00		
 <a href="#">NN0709000042</a>	Sick Leave	02-09-2007 AM	02-09-2007 PM	1.00		
<a href="#">NN0709000006</a>	Workmen Compensation-Hospitalisation Leave (HR Only)	01-09-2007 AM	01-09-2007 PM	1.00		

Enquiry Selection

Legend:  
 Withdraw

Leave summary for period selected appears.

Click the <Withdraw> icon to withdraw the specific leave application.

## Work Related Claims Centre

You can claim for night duty allowances, meal allowances etc in this centre. To access the Work Related Claims Centre page, select from the menu permissions Time | Work Related Claims. In this page, you may click on the following icons :



- To apply and submit work related claims you are entitled to



- To edit forms that has been saved



- To delete forms that has been saved



- To submit forms that has been saved

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Work Related Claims Centre' page. The browser address bar shows 'http://10.54.142.36:8080/uat/iHRGate'. The page header includes the IHR logo, the date 'Tuesday, 26 September 2006', and the time '11:37:26 AM'. The main content area displays the following information:

- Employee:** NameNTEST2, / NTEST2
- Entitled Work related Claim(s):** A table with columns 'Type' and 'Balance'. One row is visible: 'Work Related Claims' with a balance of '-'. A red circle highlights the 'Apply' icon next to this row.
- Unsubmitted Work related Claim(s):** A table with columns 'Type', 'Appn ID', 'Start Date (dd-mm-yyyy)', and 'End Date (dd-mm-yyyy)'. Two rows are visible:



Type	Appn ID	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)
Work Related Claims	00000090	17-07-2006	20-07-2006
Work Related Claims	00000089	24-07-2006	28-07-2006
- Legend:** Icons for Apply, Edit Form, Delete Form, and Submit Form.

The left sidebar contains navigation links: About, Home, Logout, Change Password, IPayslip, Task List, Claim, Leave, Time, Work Related Claims (highlighted with a red circle), Enquiry, and Process. The footer includes the IHR logo and copyright notice: 'Copyright © 2003 Mellon Financial Corporation. All Rights Reserved.'

You may enter and save your work related claim application(s) before submitting it. Saved applications will be displayed under the Unsubmitted Work Related Claim(s) section.

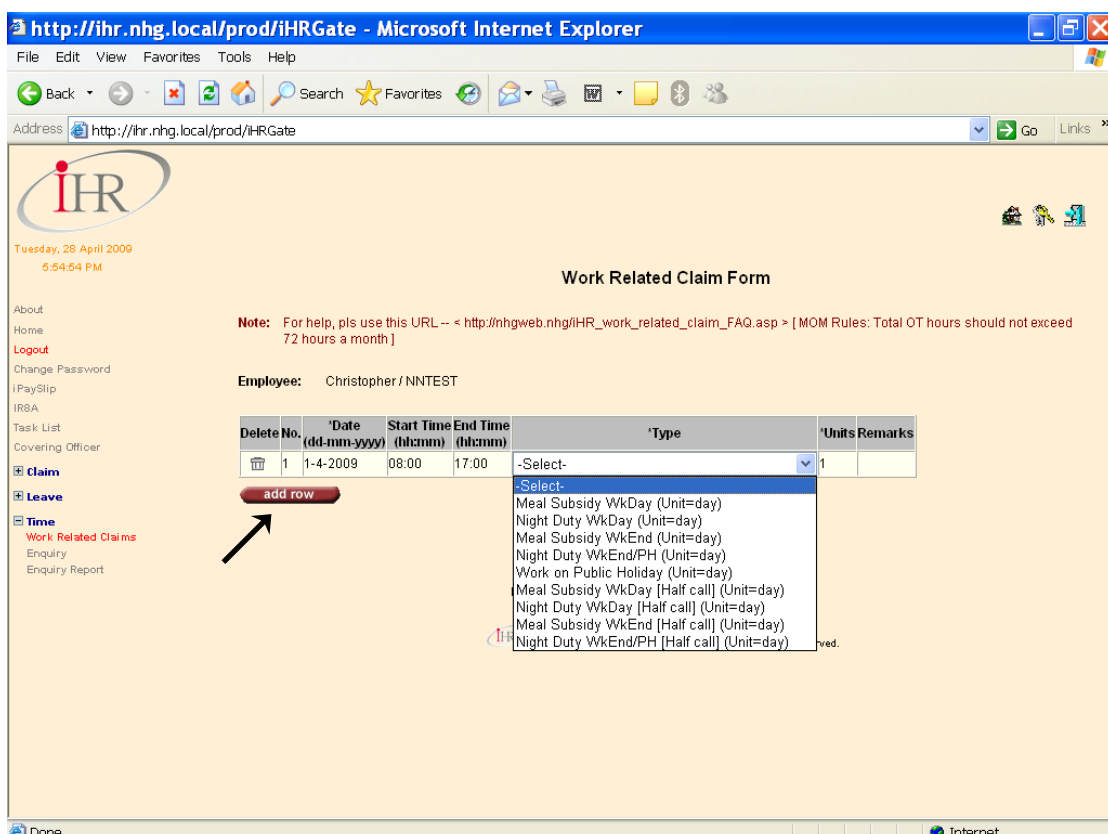
# Work Related Claim(s) Application

## Screen 1

1. Click the apply button  to apply for work related claims.
2. Enter the date in dd-mm-yyyy format. To have a calendar view of the dates and months, you may click on the drop-down calendar .
3. Start Time and End Time is to be entered in 24 hours format (hh:mm).  
E.g. Start Time 15:00 and End Time 19:00

It is strongly recommended that you enter the Start Time and End Time although it is not mandatory.

4. Select the allowance type from the drop down list.
5. Enter remarks, if any, in the Remark column. E.g. “Worked on Public Holiday”
6. Click add row to key in more work related claims.
7. After all the required information has been entered, click on the Next button.



**Work Related Claim Form**

**Note:** For help, pls use this URL -- < http://nhgweb.nhg/iHR\_work\_related\_claim\_FAQ.asp > [ MOM Rules: Total OT hours should not exceed 72 hours a month ]

**Employee:** Christopher / NNTEST

Delete No.	Date (dd-mm-yyyy)	Start Time (hh:mm)	End Time (hh:mm)	Type	Units Remarks
1	1-4-2009	08:00	17:00	-Select-	1

**add row**


**Type** dropdown list:

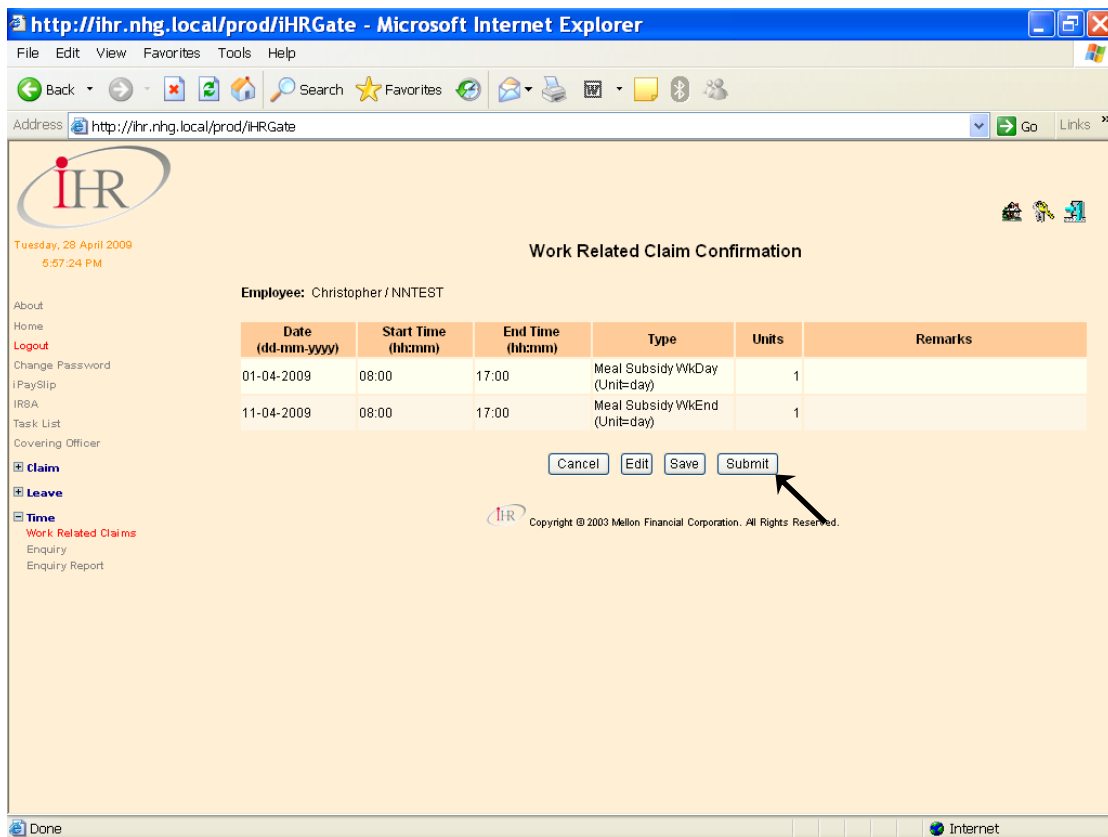
- Select-
- Meal Subsidy WkDay (Unit=day)
- Night Duty WkDay (Unit=day)
- Meal Subsidy WkEnd (Unit=day)
- Night Duty WkEnd/PH (Unit=day)
- Work on Public Holiday (Unit=day)
- Meal Subsidy WkDay [Half call] (Unit=day)
- Night Duty WkDay [Half call] (Unit=day)
- Meal Subsidy WkEnd [Half call] (Unit=day)
- Night Duty WkEnd/PH [Half call] (Unit=day)

- Note:**
- The drop-down selection list for field Type is pre-defined in Setup.
  - \* Denotes mandatory fields
  - The units for all field Type has been defaulted to “1”.

## Screen 2

1. Check all the information is correct
2. Click “Submit” button to submit claim or click “Edit” button to amend or correct any information.

Clicking the “Edit” button will return you to the previous screen. To amend or correct any information, click on the field you wish to amend. To delete a particular row, click the  button. (Refer to previous screen)



http://ihr.nhg.local/prod/iHRGate - Microsoft Internet Explorer

Address: http://ihr.nhg.local/prod/iHRGate

**Work Related Claim Confirmation**

Employee: Christopher / NNTEST

Date (dd-mm-yyyy)	Start Time (hh:mm)	End Time (hh:mm)	Type	Units	Remarks
01-04-2009	08:00	17:00	Meal Subsidy WkDay (Unit=day)	1	
11-04-2009	08:00	17:00	Meal Subsidy WkEnd (Unit=day)	1	

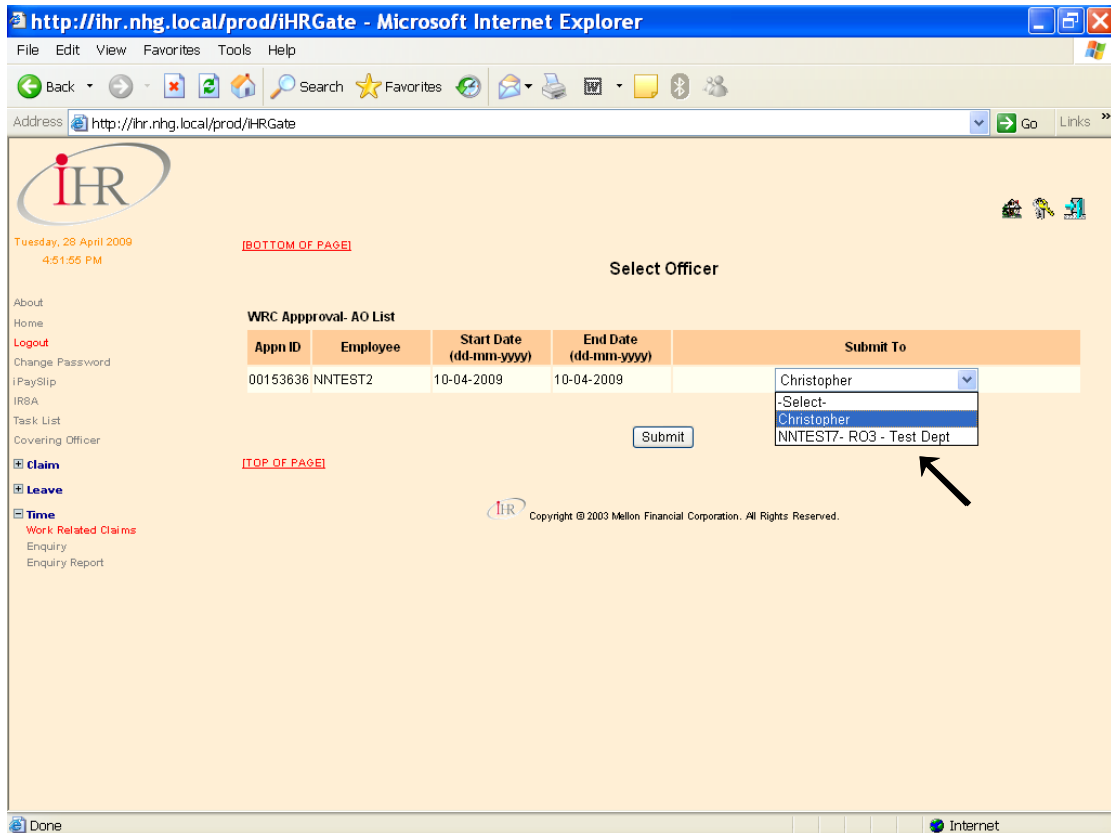
Buttons: Cancel Edit Save Submit

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3. You can also save the Work Related Claim Application by clicking on “Save” button. The Work Related Claim application will be saved to the Unsubmitted Claim(s) box in the Work Related Claim Centre page for submission at a later date.
4. You may also cancel the Work Related Claim Application by clicking on “Cancel” button. Please note that upon clicking the cancel button, all entries will be deleted.

### Screen 3

1. You will need to select your supervisor's name if the name of your supervisor is not the same as displayed in the "Submit To" column. Please note that the system will use your last selected supervisor's name as the displayed name the next time you submit a Work Related Claim.



2. Once the Work Related Claim Application is submitted successfully, your supervisor will be notified with an email to approve or reject your Work Related Claim application.

## Screen 4

1. The system confirms that the work related claim has been submitted successfully. Do take note of the ID for reference. Click “OK” button to return to Work Related Claim Centre.

http://ihr.nhg.local/prod/iHRGate - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Windows

Address http://ihr.nhg.local/prod/iHRGate Go Links

**IHR**

Tuesday, 28 April 2009 5:10:47 PM

[BOTTOM OF PAGE]

### Select Officer

ID	Employee	Type	Result
00153636	NNTEST2		SEND

[TOP OF PAGE]

OK

**Claim**

**Leave**

**Time**

Work Related Claims  
Enquiry  
Enquiry Report

**IHR** Copyright © 2003 Mellon Financial Corporation. All Rights Reserved.

Done Internet

## Work Related Claim Enquiry

The Work Related Claim Enquiry page enables you to check the status of your work related claim(s) application.

http://10.54.142.36:8080/uat/iHRGate - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://10.54.142.36:8080/uat/iHRGate

Tuesday, 26 September 2006 1:33:18 PM

**Work Related Claims Enquiry Selection**

Employee: NameNNTTEST2, / NNTTEST2

Please enter the specific period:

Start Date from (dd-mm-yyyy) 1-9-2006 to (dd-mm-yyyy) 26-9-2006

Please select one/more selection criteria(s):

Select All

Appn ID:

Status:


Option(s):

Display Approval Info:

Reset Next

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Enquiry Enquiry Report

1. Enter the date range for the Work Related Claim period that you like to enquire. The format is dd-mm-yyyy. To have a calendar view of the dates and months, you may click on the drop-down calendar .
2. - Tick “Select all” if you want to view all Work Related Claims for this period.  
- Tick “Appn ID” and enter the specific application ID to retrieve a particular Work Related Claim application.  
- Tick “Status” and select the status of Work Related Claims. This will retrieve all Work Related Claims having the selected status for the specified period.  
\* Please tick only one box
3. Check ‘Display Approval Info’ for more details on the approving process.
4. Click “Next” to retrieve the information for the criteria that you have specified.

# Work Related Claim Enquiry

Employee: NameNTEST2, / NTEST2  
 Start Date: 1-9-2006  
 End Date: 26-9-2006

Appn ID	Appn Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Status	Posted Date (dd-mm-yyyy)	Approver Remarks
00000109	Work Related Claim	16-09-2006	19-09-2006	Pending for Approval with NameHQ01190,	-	-
Approval Info						
00000110	Work Related Claim	16-09-2006	23-09-2006	Rejected	-	NAMEHQ01190 on 26-09-2006 : OT hours for 16 Sep should be 3 only
Approval Info						
00000108	Work Related Claim	23-09-2006	26-09-2006	Approved	-	-
Approval Info						

Legends:  
 Withdraw Re-Submit \* Different Posted Dates

You can cancel or withdraw your Work Related Claim(s) Application at any point in time in the Work Related Claim Enquiry page as long as the claim is **not posted**. That is, you are able to withdraw your Work Related Claim(s) Application when it is Pending for Approval and even after it has been approved, as long as the Posted Date column is blank.

Your application to withdraw your **approved** claim application will be routed to your supervisor for approval or verification. Withdrawal of pending claims will not require approval of supervisor.

To withdraw or cancel a claim, click on the icon found beside the Claim ID number to withdraw that specific claim application.

After your claim application has been cancelled, you will still be able to Re-Submit your Work Related Claim(s) Application by clicking on the icon beside that claim ID number.

## Work Related Claim Enquiry Report

http://10.54.142.36:8080/uat/iHRGate - Microsoft Internet Explorer

Monday, 25 September 2008  
6:23:17 PM

**Work Related Claim Enquiry Report Selection**

Please enter the specific period:  
Date range from (dd-mm-yyyy) 1-9-2006 to (dd-mm-yyyy) 30-9-2006

Please select one/more selection unit(s):


- Biz Unit: National Healthcare Group Head-Quarters
- Organisation: -Select-
- Division: -Select-
- Department: -Select-
- Section: -Select-
- Cost Centre Code: -Select-
- Employee ID: .....

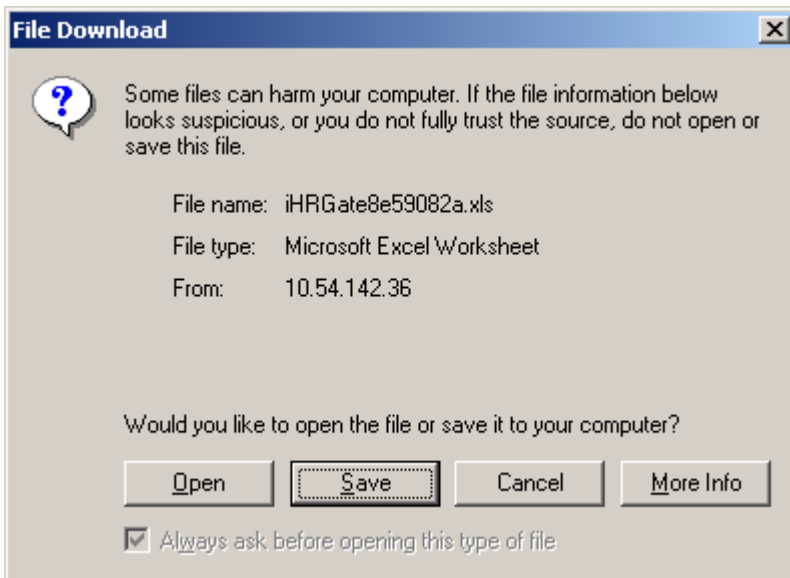
Please select one/more selection criteria(s):

- Select All
- Appn ID: .....
- Status: -Select-
- Allowance Type: -Select-

Reset Next

The Work Related Claim Enquiry Report page enables you to download a copy of the Work Related Claim(s) that has been submitted.

1. Enter the date range for the Work Related Claim period that you like to enquire. The format is dd-mm-yyyy. To have a calendar view of the dates and months, you may click on the drop-down calendar .
2. Select either Biz Unit, Organisation, Division, Department, Section, Cost Center Code, Employee ID, depending on the type of report required.
3. - Tick “Select all” if you want to view all Work Related Claims for this period.  
- Tick “Appn ID” and enter the specific application ID to retrieve a particular Work Related Claim application.  
- Tick “Status” and select the status of Work Related Claims. This will retrieve all Work Related Claims having the selected status for the specified period.  
- Tick “Allowance Type” if you only want to view a particular allowance type.  
\* Please tick only one box
4. Click “Next” to retrieve the information for the criteria that you have specified.



5. A window (above) will pop out prompting you to open or save the excel file.

Emp ID	Emp Name	Appn ID	Claim Date	Allowance Type	Units	Status	Posted Date	Organisation	Division	Department	Section	Cost Centre	Claimant Ref
HQ0187	NAMEHQ0187	00000393	01-09-2006	Night Shift VxDay (Unit-dag)	1	Pending for Approval		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000102	01-09-2006	Overtime @ 1.5 hours	3	Rejected		OPHQ	Finance	Finance	SS Payroll	Q3050016	adjustment c
HQ0187	NAMEHQ0187	00000102	04-09-2006	Rest Day @ 1 day pag (work less than 4hrs) (Unit-dag)	1	Rejected		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000102	05-09-2006	Meal Subsidy 2nd Shift (Unit-dag)	1	Rejected		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000102	09-09-2006	On Call Duty Allowance VxEnd (Unit-dag)	1	Rejected		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	01-09-2006	Meal Subsidy 2nd Shift (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	01-09-2006	On Call Allowance VxDay (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	03-09-2006	Rest Day @ 1 day pag (work less than 4hrs) (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	04-09-2006	Night Shift VxDay (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	09-09-2006	Night Shift VxEnd (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	10-09-2006	Rest Day @ 2 days pag (work 4hrs or more) (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	11-09-2006	Overtime @ 1.5 hours	20.25	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000103	12-09-2006	Work on Public Holiday (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000104	12-09-2006	Overtime @ 1.0 hour - Part Timer	2	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000104	13-09-2006	On Call Duty Allowance VxEnd (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000104	15-09-2006	Meal Subsidy 3rd Shift (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000107	11-09-2006	Meal Subsidy 3rd Shift (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000107	15-09-2006	Overtime @ 1.0 hour - Part Timer	2	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	
HQ0187	NAMEHQ0187	00000107	17-09-2006	On Call Duty Allowance VxEnd (Unit-dag)	1	Approved		OPHQ	Finance	Finance	SS Payroll	Q3050016	

6. A sample of the excel file is as shown above.

## Approval (*For Approving Officers*)

The approval of Claim or Leave Application in iHR are performed in the Task List page. Only staff assigned with Approval roles eg. Supervisors, HR Officers, etc have access to this page.

### Task List

1. You will be notified by email that there are employees' leave or claim applications pending for your approval.
2. Click on the link to iHR in the email. Upon login to iHR, the Task List page is displayed. Details of employees' claim or leave applications will be displayed.

The screenshot shows the iHR 'Task List' page. On the left is a navigation menu with links: About, Home, Logout, Change Password, Task List (highlighted with a mouse cursor), Covering Officer, Leave, Process, and Setup. The main content area is titled 'Task List' and contains three tables of pending applications. The first table, 'HQ-HR Verification (BEN)-W', has columns: Claim ID, Employee, Claim Type, Total Claimed, Total Reimbursed, and Action. The second table, 'HQ-AO Approval (AL)', has columns: Appn ID, Employee, Leave Type, Start Date, End Date, Unit No., Unit Type, and Action. The third table, 'HQ-AO Withdrawal (AL)', has the same columns as the second. A dropdown menu is open over the first row of the first table, showing options: -Select-, Reject, and Verify. A 'Submit' button is located at the bottom of the page. The page also includes a 'TEST' label, a date/time stamp (Saturday, 31 January 2004 11:31:42 AM), and 'BOTTOM OF PAGE' and 'TOP OF PAGE' markers.

Claim ID	Employee	Claim Type	Total Claimed	Total Reimbursed	Action
<a href="#">HQ200401000102</a>	Chua, Annabelle	Dental Claim	48.00	48.00	-Select- -Select- Reject Verify

Appn ID	Employee	Leave Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Unit No.	Unit Type	Action
<a href="#">HQ0401000084</a>	Cathy Shaw	Annual Leave	06-12-2003 AM	06-12-2003 PM	1.0	Day	Approve

Appn ID	Employee	Leave Type	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Unit No.	Unit Type	Action
<a href="#">HQ0401000092</a>	Cathy Shaw	Annual Leave	28-12-2003 AM	28-12-2003 PM	1.0	Day	Reject

3. Under Action column, you can choose to approve, verify or reject the applications. To see more details of the claim or leave application, click on the Claim ID number.
4. Click the Submit button to confirm your action.


# iPayslip

**Payslip - Pay Period Selection**

\* Year: 2005  
\* Month: June  
\* Payroll Code:    
Description:

Reset Next

Note: Colored fields and \* denote mandatory fields.

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Select Year and Month  
Click <...> to retrieve your Payroll Code

g.local/prod/iHRGate

http://ihr.nhg.local/prod/iHRGate?destination=getPayrollCode&Year=200...

**Payroll Code**

Payroll Code	Payroll Description
00000191	Jun 2005 End Month from 01-06-2005 Wed to 30-06-2005 Thu

tion

ry fields.  
ights Reserved.

Check that the Payroll Description is correct.  
Move your mouse over the Payroll code and click

## Log Out

To logout of iHR, click on Logout on the menu permission.



**You have been  
successfully logged out!**

## Helpdesk

HRIS Support Email : [hris\\_support@nhg.com.sg](mailto:hris_support@nhg.com.sg)

Contact : 1800-483-4357

## Frequently Asked Questions

### I-LEAVE


**Q: How do I know whether my leave application has been approved?**

A: After your leave application has been approved (or rejected), the system will send you an email to inform you. If you do not have an email account, you can retrieve and check the status of your leave application(s) under Leave Enquiry.

**Q: I have saved but not submitted my leave application. Where can I retrieve it?**

A: Saved leave applications can be found at the Unsubmitted Section of your Leave Centre.

**Q: How do I cancel my leave application?**

A: Under Leave Enquiry, retrieve your leave application(s). Then click on the withdraw icon  next to your leave application to cancel or withdraw your leave application.

**Q: If my RO has already approved my leave application, can I still cancel my leave application?**

A: Yes, you can. The system will notify your RO that you wish to cancel or withdraw your leave application and then your RO can choose to approve or reject your leave cancellation.

**Q: I can still see the leave record under Leave Enquiry after my RO has approved my leave cancellation. Does that mean the leave application is still deducted from my leave balance?**

A: If your RO has approved your leave cancellation, the leave day(s) will be added back to your leave balance even though the leave record will still be shown under your leave transactions. The status of the leave record will be shown as 'Cancelled'.

**Q: Can I edit my leave application if I wish to change the leave period?**

A: If your leave application is saved and not submitted, you can still edit it. If the leave application has been submitted for approval, you have to withdraw the earlier leave application and resubmit another leave application with the new leave period.

**Q: If I withdraw my earlier leave application in order to change the leave period, can I resubmit another leave application with the new leave period immediately?**

A: If you have sufficient leave balance and the date(s) of the new leave application does not overlap with that of the withdrawn leave application, then you can submit your new leave application immediately.

But if the date(s) of the new leave application overlaps with the withdrawn leave application, your RO has to approve your leave withdrawal before you can submit your new leave application.

**Q: If I apply for leave and it is pending for my RO's approval, is the leave deducted from my leave balance?**

A: Once your leave application is submitted to your RO, the leave will be reflected as 'Pending' and deducted from your leave balance. If your leave is subsequently withdrawn or rejected, the leave will be added back to your leave balance.

**Q: I see many leave types at my Leave Centre. Does it mean I am entitled to apply for all the leave types shown at my Leave Centre?**

A: Due to the design of the system, every employee will see the full suite of leave entitlement under the common leave package. But system and site HR will do validation checks to ensure that you can only apply for leave which you are eligible for, for e.g. only male employees can apply for paternity leave and only female employees can apply for maternity leave.

**Q: I do not see No Pay Leave or Prolonged Illness Leave at my Leave Centre. Does that mean I cannot apply for these leave types?**

A: As these types of leave are not common and you need to meet specific criteria in order to be eligible, they are not included in your Leave Centre and the current manual process is still applicable. If you are eligible for such leave types, please write to Clinical Manpower department for approval.

## I-CLAIM

**Q: How do I know whether my claim(s) has been approved?**

A: After your claim(s) has been approved (or rejected), the system will send you an email to inform you. If you do not have an email account, you can retrieve and check the status of your claim(s) under Claim Enquiry.


**Q: My claim has been rejected. Why?**

A: Under Claim Enquiry, retrieve the claim that has been rejected. The reason for the rejected claim can be found under the Remarks column.

**Q: I have saved but not submitted my claim. Where can I retrieve it?**

A: Saved claim(s) can be found at the Unsubmitted Section of your Claim Centre.

**Q: How do I cancel my claim submission?**

A: Under Claim Enquiry, retrieve your claim. Then click on the withdraw icon  next to your claim to cancel or withdraw your claim.

**Q: If my claim has already been approved, can I still cancel my claim?**

A: Yes, you can. The system will notify HR that you wish to cancel or withdraw your claim, and then HR will process your claim withdrawal.

**Q: Can I edit my claim if I made a mistake?**

A: If your claim is saved and not submitted, you can still edit it. If the claim has been submitted for approval, you have to withdraw the earlier claim. After your claim withdrawal has been approved, you can retrieve your claim under Claim Enquiry, make changes, and then resubmit the claim.

**Q: I can still see the claim record under Claim Enquiry after my claim withdrawal has been approved. Does that mean the claim is still deducted from my claim balance?**

A: If your claim withdrawal has been approved, the claim amount will be added back to your claim balance even though the claim record will still be shown under your claims. The status of the claim will be shown as 'Cancelled'.

**Q: I have a few medical receipts that were incurred during different visits to the doctor. Can I submit them together under one claim form?**

A: No, please use one claim form for each visit. However, if you are issued a few receipts (consultation, prescription, tests, etc) during one single visit, please combine the receipt amounts and submit the total amount under one claim form. Please do not provide the breakdown of the items in the claim form.

**Q: I do not see the names of my spouse and/or children under the list of claimant(s) under the Outpatient Claim or Specialist Outpatient Claim (Dependent).**

A: Please ensure that you have updated your site HR with the details of your family members.

**Q: The system rejects the date that I entered. Why?**

A: Please check that

- i) the date and receipt number are not duplicate entries of another claim,
- ii) the date entered is in the correct date format (eg. dd-mm-yyyy),
- iii) the separator sign is used e.g. the "-" sign, and not the "/" sign is used

**Q: If the amount to be claimed is greater than my remaining benefit balance, can I still submit the claim?**

A: If the amount to be claimed is greater than your remaining benefit balance or entitlement, you can still enter the full claim amount, but the system will only reimburse you up to the remaining balance.

**Q: I am not able to find the claim that I just submitted this month under Claim Enquiry. What do I do?**

A: Claim Enquiry is organised by Receipt Date, and not by Entry Date / Submission Date. Please check that the correct Receipt Date is used in your Claim Enquiry.

## I-WORK RELATED CLAIM

**Q: What is the usage of this Work Related Claim system?**

A: This system is to facilitate staff to submit work related claims by number of unit only, ie by number of Night Duty, Shift Allowance, Meal Allowance and Work on Public Holiday Allowance.

For MOHH doctors, the following types of allowance are available:

- Meal Subsidy WkDay (Unit=day)
- Meal Subsidy WkEnd (Unit=day)
- Night Duty WkDay (Unit=day)
- Night Duty WkEnd (Unit=day)
- ED Doctor-Shift Allowance (Unit=day)
- Work on Public Holiday (Unit=day)
- Meal Subsidy WkDay [Half call] (Unit=day)
- Night Duty WkEnd [Half call] (Unit=day)
- Meal Subsidy WkEnd [Half call] (Unit=day)
- Night Duty WkEnd/PH [Half call] (Unit=day)


**Q: How do I know whether my work related claim(s) application has been approved?**

A: After your work related claims application has been approved (or rejected), the system will send you an email to inform you. If you do not have an email account, you can retrieve and check the status of your work related claims application(s) under Enquiry.

**Q: I have saved but not submitted my work related claim(s) application. Where can I retrieve it?**

A: Saved work related claims application(s) could be found at the Unsubmitted Section of your Work Related Claims Center.

**Q: How do I cancel my work related claim(s) application?**

A: Under Enquiry, retrieve your work related claim(s) application. Then click on the withdraw icon  next to your work related claim(s) application to cancel or withdraw your work related claim(s) application.

**Q: If my RO has already approved my work related claim(s) application, can I still cancel my work related claim(s) application?**

A: Yes, you can. The system will notify your RO that you cancel or withdraw your work related claim(s) application. However, you cannot cancel your claim if payment has been processed by Payroll office.


**Q: Can I edit my work related claim(s) application if I wish to make changes?**

A: If your work related claim(s) application is saved and not submitted, you can still edit it. If the work related claim(s) application has been submitted for approval, you have to withdraw the earlier work related claim(s) application and resubmit another work related claim(s) application with the changes.

**Q: My work related claim(s) have been rejected. Why?**

A: Under Enquiry, retrieve the claim that has been rejected. The reason for the rejected claim can be found under the Approver Remarks column.

**Q: How do I resubmit work related claim(s) application that has been rejected?**

A: Under Enquiry, retrieve the claim that has been rejected. Then click on the resubmit icon  next to your work related claim(s) application. Refer to the RO's remarks, make the necessary changes and click submit to resubmit your work related claim(s) application.

**Q: The system rejects the date that I entered. Why?**

A: Please check that

- iv) The date entered is in the correct date format (dd-mm-yyyy),
- v) The separator sign is used i.e. the “-” sign, and not the “/” sign is used
- vi) There is no duplicate row with the same claim and same date
- vii) The claims does not exceed the time frame of 3 months

**Q: I am a foreign resigned staff serving notice. Should I submit my work related claims using iHR Work Related Claims System?**

A: No. Please submit your work related claims by hardcopy as iHR Work Related Claims System do not accept future work related claims and the information are needed for tax clearance.

**Q: When I print out my Work Related Claim, the printout cannot display all the columns?**

A: With iHR system, it is not necessary to print copy of your claim for submission or file because your RO can approve in iHR and you can refer to your claim in iHR. If there is really a need to print the Work Related Claim, set the page set-up to ‘Landscape’ and print ‘Selected frame only’ to print out all the columns of your Work Related Claim.

**Q: Can I submit future work related claim(s)?**

A: No. You can only submit work related claim(s) 3 months prior to present date to the present date. E.g. if the present date is 01-08-2006, you can only submit work related claims from 01-05-2006 to 01-08-2006.

## GENERAL

**Q: What should I do with the supporting documents?**

A: Please attach to iHR leave/claim application and submit to HR department through MOHH Mailbox. (Please refer to Annex A for mailbox locations).

**Q: I have forgotten my password. What do I do?**

A: Please call the ITD Helpdesk at 1800-483-4357.

**Q: What is the url address for the iHR Leave and Benefit system?**

A: The url address is <http://ihr.nhg.local> (access from workplace) or <https://intouch.nhg.com.sg> (access from non-workplace)

**Q: Where can I find the User's Guide for iHR Leave and Benefit system?**

A: <http://www.physician.mohh.com.sg/>

### **Helpdesk**

If you have further questions, please email to:

HRIS Support      [hri\\_support@nhg.com.sg](mailto:hri_support@nhg.com.sg)      iHR matters

## Annex A: Mailbox Locations

Note: Mailboxes are labeled “*From HO&MOs to MOHH*”

SN	Institution	Mail Box Address
1	Alexandra Hospital	Human Resource Department, Admin Block, Ground Level
2	Ang Mo Kio Polyclinic	Staff Room, Level 2
3	Bedok Polyclinic	#03-147
4	Bukit Batok Polyclinic	Medical Record Office, Level 1 (Currently under renovation)
5	Bukit Merah Polyclinic	Medical Record Office
6	Changi General Hospital	CSO, Level 3
7	Choa Chu Kang Polyclinic	Medical Record Office, Ground Floor
8	Clementi Polyclinic	Operations Executives' Office, #02-307
9	Geylang Polyclinic	Medical Record Office Department, Clinic Executive's room, Level 1
10	Health Promotion Board	Blk 4, Outside Singapore General Hospital Mail Room, Level 1
11	Health Sciences Authority	Blk 4, Outside Singapore General Hospital Mail Room, Level 1
12	Hougang Polyclinic	Staff Pantry, Level 3
13	Institute of Mental Health	MO Office, Level 1, Atrium
14	John Hopkins International Medical Centre	TTSH, Human Resource Department, Medical Centre Block, Level 6 (Lift Lobby D)
15	Jurong Polyclinic	Level 1, Medical Record Office
16	KK Women's & Children's Hospital	Children's Tower, Staff lift Lobby Level 1 & Women's Tower, Staff lift Lobby, Level 1
17	Marine Parade Polyclinic	Medical Record Office Room, #01-792
18	National Cancer Centre	Operations Department, Level 4
19	National Heart Centre	Lift Lobby, Mistri Wing, Level 4
20	National Neuroscience Institute	Executive Office (Life Lobby H), Level 3
21	National Skin Centre	Admin Office, 5th storey
22	National University Hospital	Medical Affairs/Human Resource Department, Kent Ridge Wing Level 5
23	Outram Polyclinic	Health Promotion Board Building, Staff lounge, Level 2
24	Pasir Ris Polyclinic	Staff lounge, Level 3, #01-11
25	Queenstown Polyclinic	Room 14, Level 2
26	Sengkang Polyclinic	Nurse manager Room 2.03, Level 2
27	Singapore Eye Research Institute	Reception Counter, Level 7
28	Singapore General Hospital	Blk 4, Outside Singapore General Hospital Mail Room, Level 1
29	Singapore National Eye Centre	Reception Counter, Level 7
30	St Luke's Hospital	Medical Services Division Office, Level 3
31	Tampines Polyclinic	Medical Record Office, Level 1

<b>SN</b>	<b>Institution</b>	<b>Mail Box Address</b>
32	Tan Tock Seng Hospital	Human Resource Department, Medical Centre Block, Level 6 (Lift Lobby D)
33	Toa Payoh Polyclinic	Room 24, Level 2
34	Woodlands Polyclinic	MRO Office, Level 1
35	Yishun Polyclinic	Staff Pantry (KaiZen), Level 2
36	Assisi Home & Hospice	Please mail directly to HR Department (MOH Holdings, 83 Clemenceau Avenue, #15-03 UE, Square, S239920). Alternatively, you may pass it to your Human Resource Department for mailing.
37	A* Star Research	
38	Ang Mo Kio Community Hospital	
39	Bright Vision Hospital	
40	Dover Park Hospice	
41	Hospice Care Association	
42	Ministry of Health	
43	Ministry of Manpower	
44	National Healthcare Group HQ	
43	SingHealth HQ	
44	St Andrews Community Hospital	