



सड़क परिवहन और राजमार्ग मंत्रालय
MINISTRY OF ROAD TRANSPORT & HIGHWAYS
भारत सरकार
(आईएसओ 9001:2008 प्रमाणित मंत्रालय) (An ISO 9001:2008 Certified Ministry)



User Manual

Leave, Travel, Claim & Reimbursement

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1. Preamble

NHAI

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Purpose of this Document

The purpose of this document is to guide end user how to perform the HR Employee Self Services functions.

1. User manual for Human Resources (HR) Department Leave Request & Approval Process for NHAI
2. User manual for Finance (FI) Department for Travel Request Creation and Approval Process for NHAI
3. User manual for Finance (FI) Department for Claim & Reimbursement Request and Approval Process for NHAI


























Intended Audience

This document is intended for the usage of the Human Resource Department (HR Department) of NHAI, DXC Technology, Highbar Consulting Team and employees of NHAI involved in the Project.

Current distribution of this document

1. Business Process Owner: Sh. Ajay Mishra - General Manager - NHAI
2. All the end users of SAP (All NHAI Users)

2. Icons on SAP User Interface

Name of Icon	Icons (Push Button and Text Box)
Add to Favorites	
Back	
Cancel	
Change Favorites	
Command Field	
Create New Session	
Customize Local layout	
Delete Favorites	
Enter	
Exit	
Find	
Find Again	
First Page	
Generates Shortcut	
Help	
Last Page	
More Favorites Down	
More Favorites Up	
Next Page	
Previous Page	
Print	
SAP Business Workplace	
SAP Menu	
Save	
User Menu	

3. Leave Management Process

User manual for creating leave request and approval process in SAP system

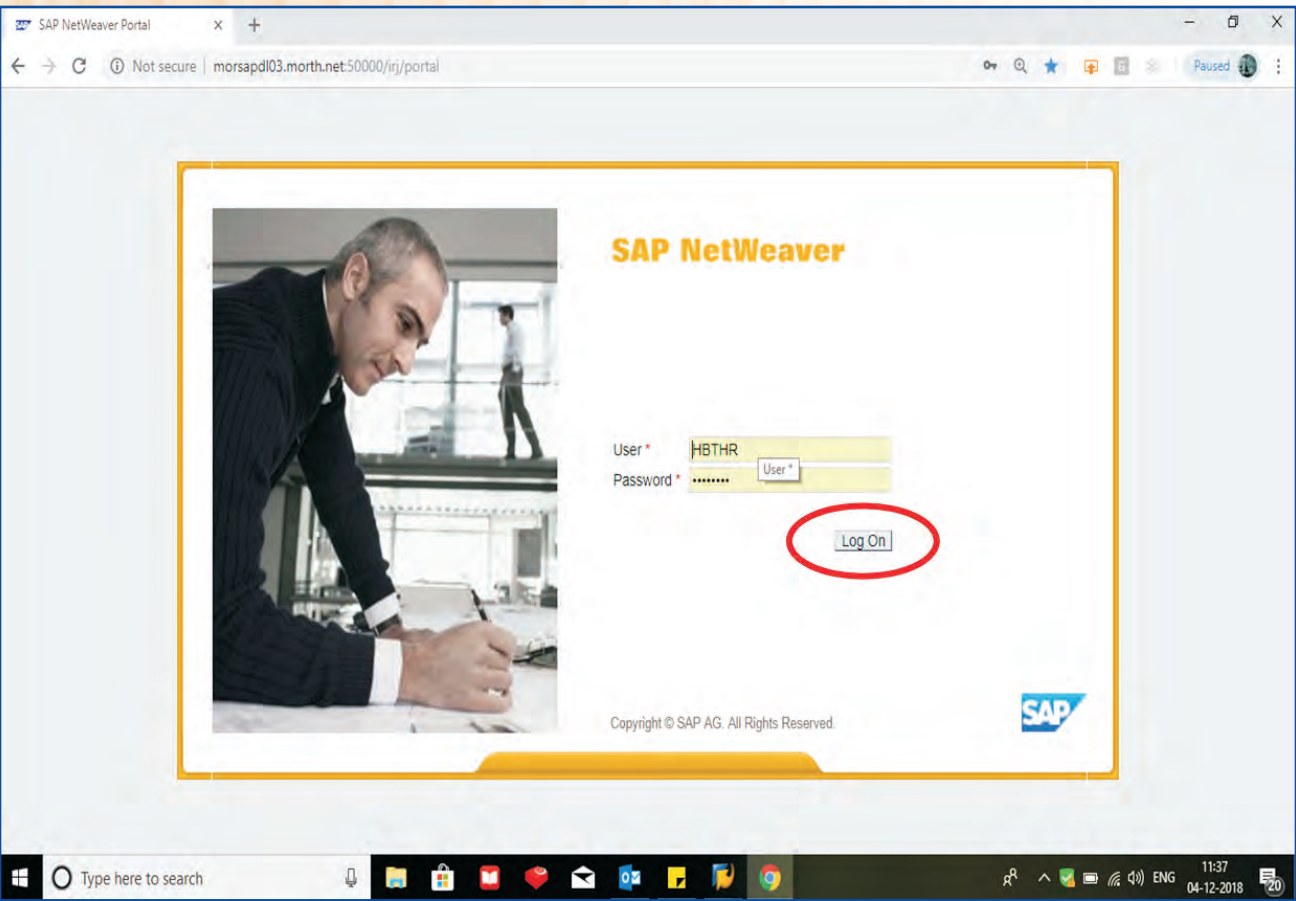
Login to SAP using following url with login details

<http://ess1.morth.gov.in/irj/portal>

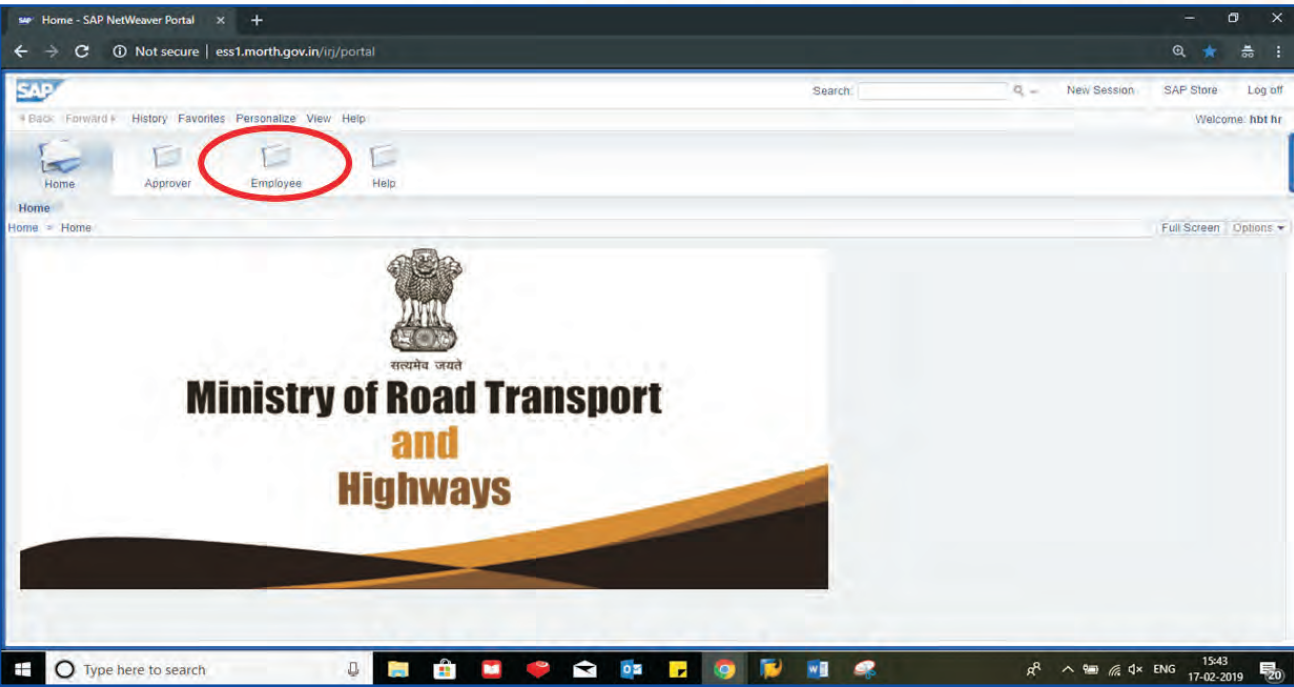
Once you open the above URL in the Browser, you will see the below screen.

Enter the user id & password (Each employee will have separate user id).

After entering user id & password, click on the **Log On** button to login to employee portal.



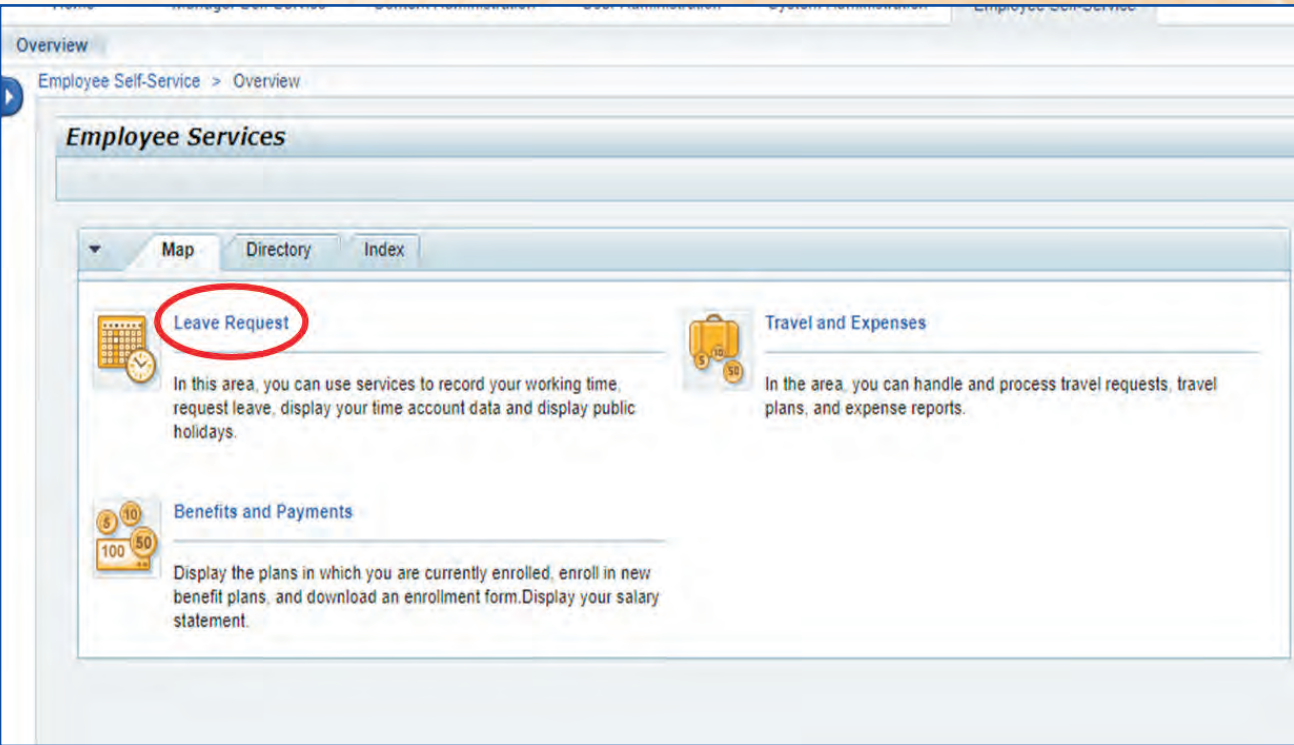
Below screen will open



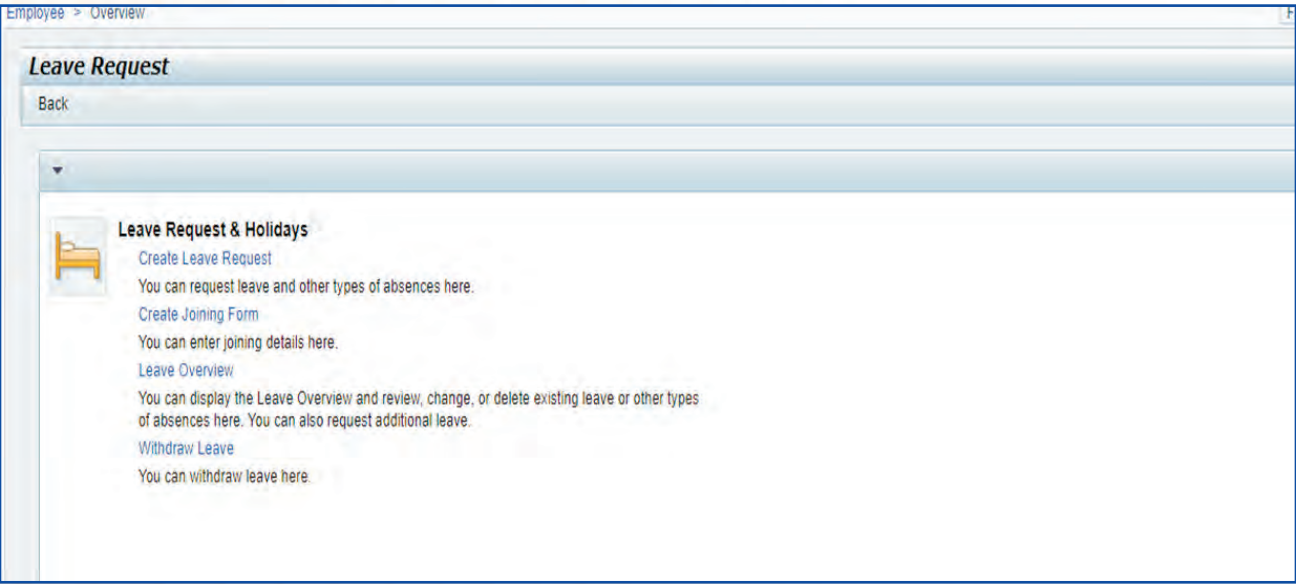
You would be able to see icon on your screen

- Home - Landing pag
- Approver - All approval page
- Employee - All employee truncation
- Help - To view user manual

Once you click the **Employee** icon, below screen will appear.



Once you click the **Leave Request**, below screen will appear

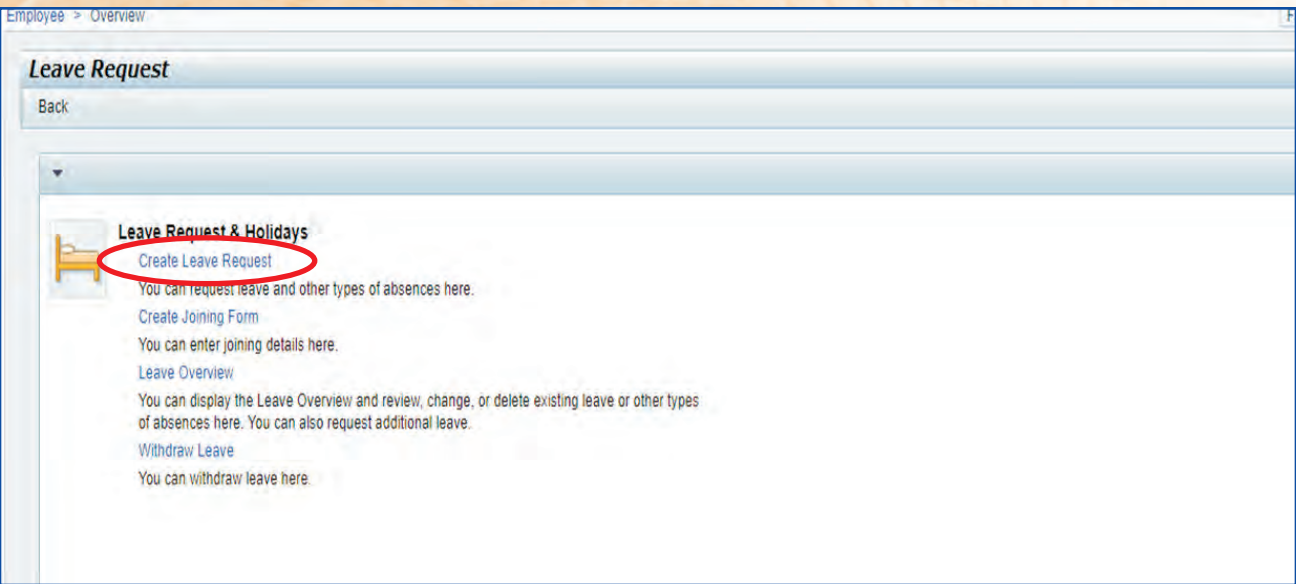


In the above screen following activities can be performed:

- Create Leave Request
- Create joining form
- Leave overview
- Withdraw Leave

Create Leave Request

Click on **Create Leave Request** to apply for leave



All required fields must be entered in below screen
Type of leave - Select the leave type
Start Date - Enter the leave start date
End Date - Enter the leave end date

Enter the detail in start time and end time when you are availing casual half day. In any other leave type apart from casual half day leave, don't fill the time in this field

Leave Request: New

Send Send and New Cancel

Type of Leave

* Type of Leave: **Earned Leave**

Description: Earned Leave

General Data

* Start Date: 18.02.2019

* End Date: 18.02.2019

Begin Time: 00:00

End Time: 00:00

Absence hours: 0.00

Sent to: Test1 Test1

Purpose:

Additional Data

HQ permission required:

Start date:

End date:

Place of visit:

Address during the leave:

Telephone/Mobile Number:

Sent to: You need to select the approver by clicking on below box

End Time: 00:00

Absence hours: 0.00

Sent to: Test1 Test1

Purpose:

After clicking on the above box, below screen will open

Send and New Cancel

Leave

* Type of Leave: **Earned Leave**

Description: Earned Leave

Data

* Start Date: 18.02.2019

* End Date: 18.02.2019

Begin Time: 00:00

End Time: 00:00

Search Criteria

Hide Search Criteria ?

Last name

Personnel Number

Designation

Search Clear Entries Reset to Default

Required:

date:

date:

f visit:

leave:

mber:

You can search your approver based on any of the parameters below

- Last name
- Personal number
- Designation

Then click on **Search**

The screenshot shows the SAP 'Leave Request: New' form. The 'Search: Sent to' dialog box is open, displaying search criteria. The 'Last name' field is set to 'Singh'. The 'Search' button is circled in red. The background form shows 'Type of Leave' as 'Earned Leave' and 'General Data' with 'Start Date' and 'End Date' both set to '18.02.2019'. The 'Sent to' field is populated with 'Test1 Test1'.

Enter the reason for the leave in the below purpose box

The screenshot shows the same SAP 'Leave Request: New' form, but the 'Search: Sent to' dialog box now displays a list of 58 results. The 'Search' button has been clicked. The results list shows columns for 'Empl./appl. name', 'Personnel No.', and 'Designation'. The first few results are: Abhay Singh (20000031, General Manager), Aditya Singh (20000279, Manager), Ajay Singh (20000236, Manager), Ajay Singh (10000216, Deputy Manager), and Ajit Singh (20000165, General Manager).

Double click on the Name, which you would like to select as an approver.

Additional Data to be filled, if HQ permission is required along with leave

Full Screen Opti

Additional Data

HQ permission required: Yes

Start date: 15.01.2019

End date: 15.01.2019

Place of visit: Noida

Address during the leave: Noida City

Telephone/Mobile Number: 9999999999

8.50

After filling all the required detail click on **Send** button

Overview

Employee > Overview

Leave Request: New







Send | Send and New | Cancel

Type of Leave

Type of Leave: Earned Leave

Description: Earned Leave

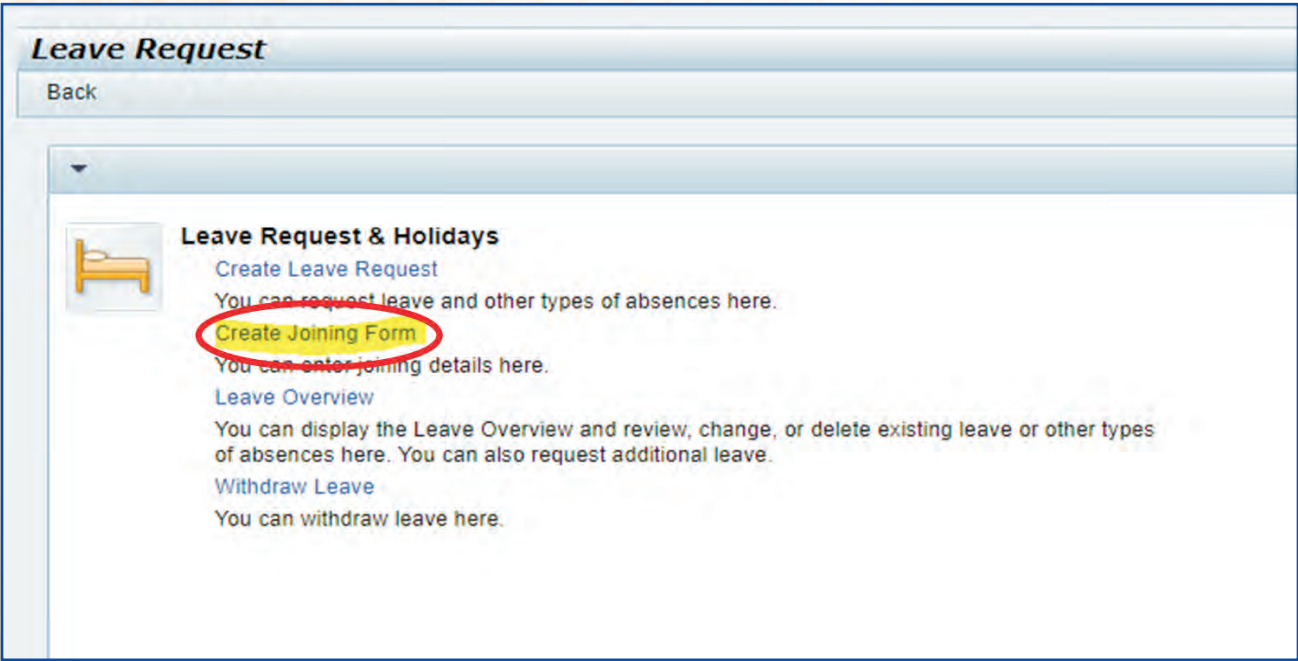
After clicking **Send** button, leave overview will be displayed as below

Actions	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status
 	Earned Leave	27.02.2019	00:00:00	27.02.2019	00:00:00	Test1 Test1	Sent
 	Earned Leave	18.02.2019	00:00:00	18.02.2019	00:00:00	Aditya Singh	Sent
 	Casual Leave Half Day	15.02.2019	00:45:00	15.02.2019	12:45:00	Test1 Test1	Sent

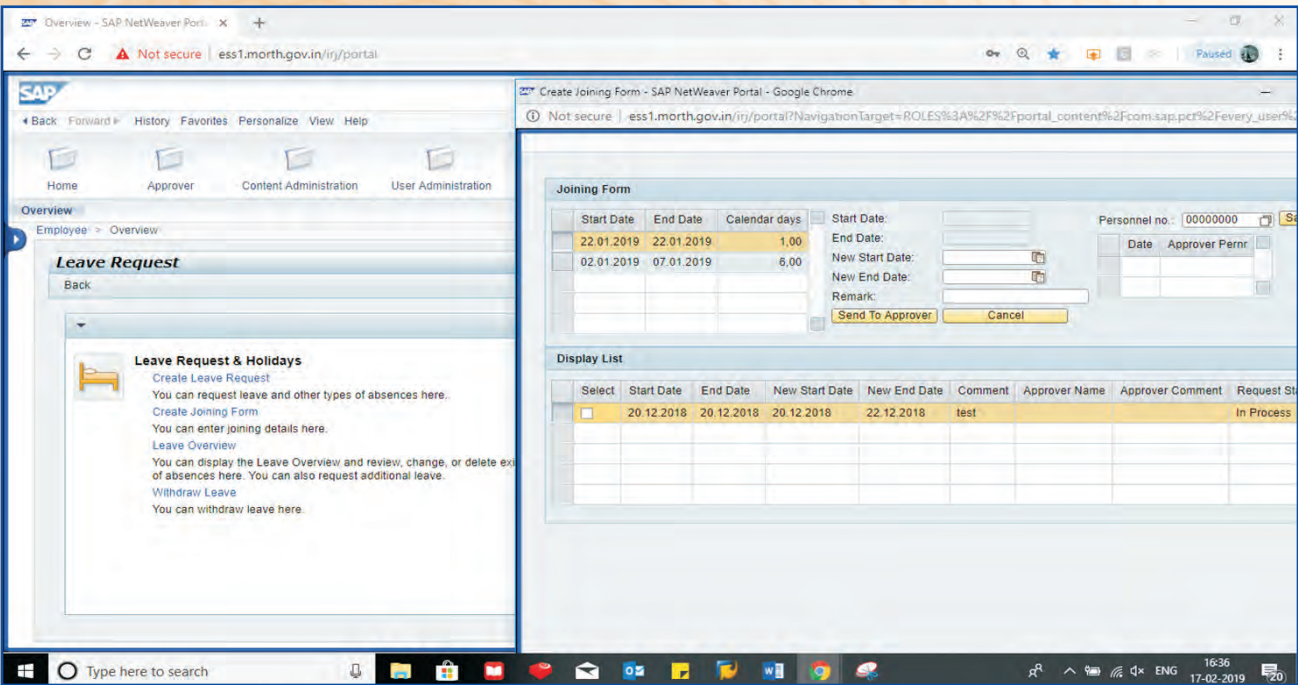
Create Joining Form

Once you come back from your leave you are required to give joining.

Joining form will be available in the leave request option



Click on Create Joining Form, below screen will appear



Click on the **date** for which you want to give joining

Joining Form

Start Date	End Date	Calendar days
22.01.2019	22.01.2019	1.00
02.01.2019	07.01.2019	6.00

Display List

Select	Start Date	End Date	New Start Date	New End Date	Comment	Approver Name	Approver Comment	Request Status
<input type="checkbox"/>	20.12.2018	20.12.2018	20.12.2018	22.12.2018	test			In Process

After clicking date, it will automatically come to your right-hand side as displayed above.

Start and End date will remain same, if there is no deviation in the leave approved and leave availed.

Joining Form

Start Date	End Date	Calendar days
22.01.2019	22.01.2019	1.00
02.01.2019	07.01.2019	6.00

Display List

Select	Start Date	End Date	New Start Date	New End Date	Comment	Approver Name	Approver Comment	Request Status
<input type="checkbox"/>	20.12.2018	20.12.2018	20.12.2018	22.12.2018	test			In Process

Search: Personnel no.

Search Criteria

Employee Code: [blank]
Employee Name: Singh
Designation: [blank]

Results List: 73 results found for Personnel no.

Employee Code	Employee Name	Designation
00000005	Anand Kumar Singh	Member(Tech.) I
00005002	Digamber Singh Singh	Electrician
10000009	R. P. Singh	Chief General Manager
10000012	Ajmer Singh	Chief General Manager
10000013	Rajeev Singh	Chief General Manager
10000017	Mahabir Singh	Chief General Manager
10000040	Amarendra Narayan Singh	General Manager
10000044	K V Singh	General Manager
10000045	Ram Ashraya Singh	General Manager
10000047	Shashi Dhar Singh	Dy. General Manager
10000050	Amrendra Singh Singh	Dy. General Manager

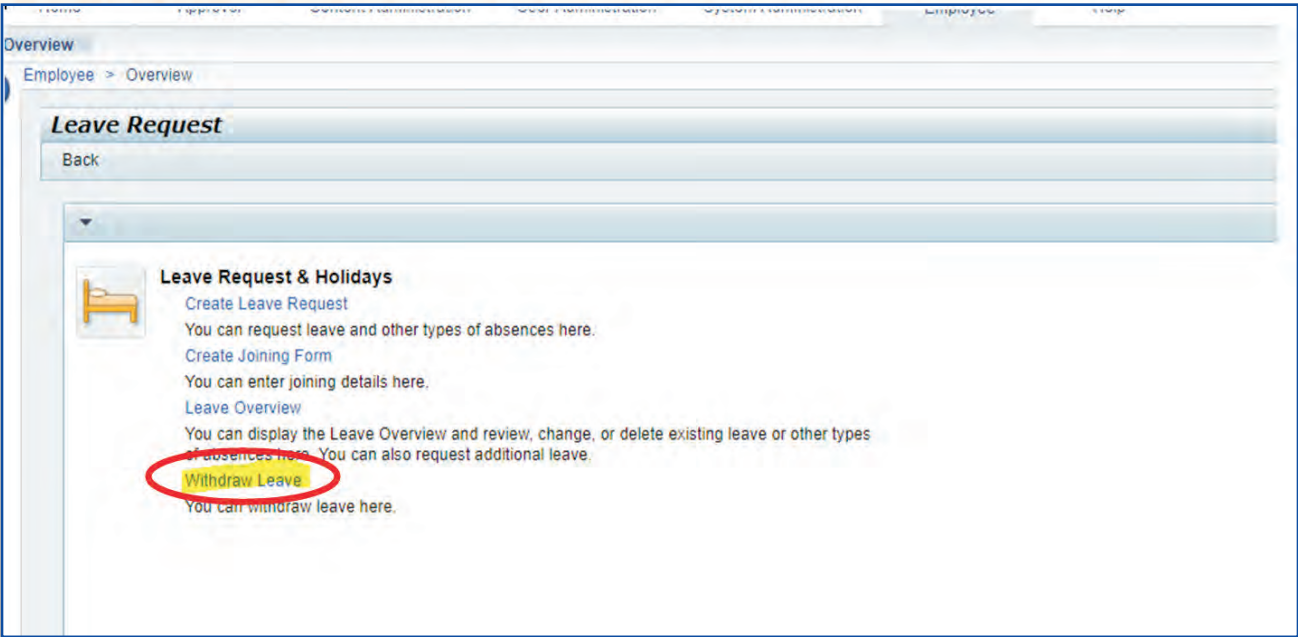
Double click on **approver name** to select the approver.

Save the selected approver & submit the form for approval.

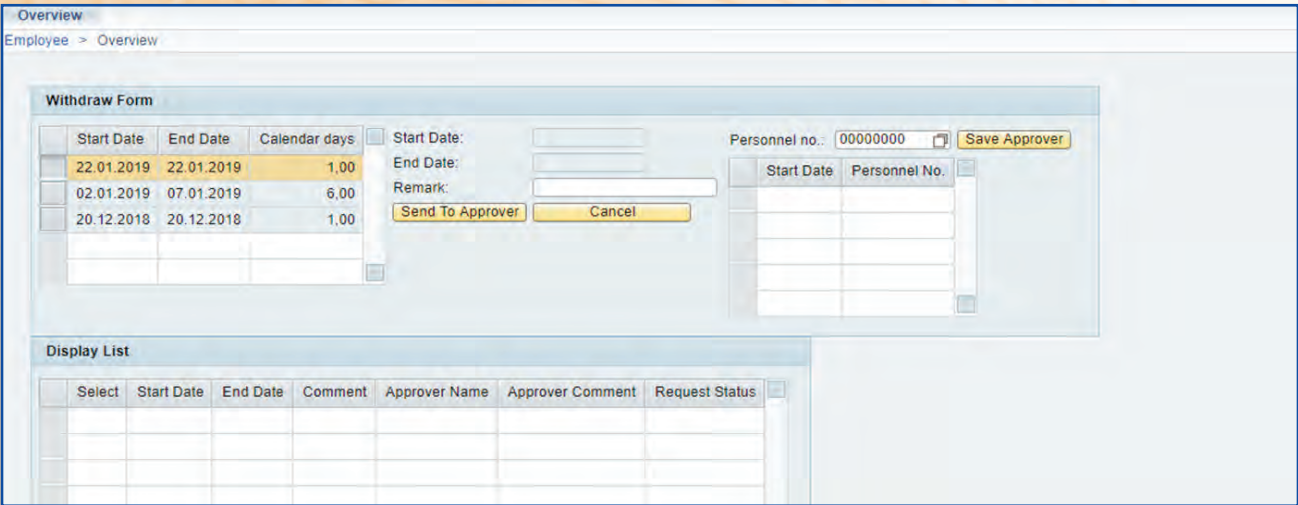
Withdraw Leave

You can also withdraw your approved leave with one level approval

Click on **Withdraw Leave** from the below screen



Click on the date for which you want to withdraw leave by giving joining as shown below



After clicking date, it will come automatically to your right-handside.

Enter the remarks and then select the approver

Overview

Employee > Overview

Withdraw Form

Start Date	End Date	Calendar days
22.01.2019	22.01.2019	1,00
02.01.2019	07.01.2019	6,00
20.12.2018	20.12.2018	1,00

Start Date:
End Date:
Remark:
Send To Approver

Display List

Select	Start Date	End Date	Comment	Approver Name	Approver Comment	Request Status
--------	------------	----------	---------	---------------	------------------	----------------

Withdraw Request

Search: Personnel no.

Search Criteria

Employee Code
Employee Name: singh
Designation

Search **Clear Entries** **Reset to Default**

Fill the data in either of the three parameter and then click on **Search**

Employee Name: singh
Designation

Search **Clear Entries** **Reset to Default**

Results List: 73 results found for Personnel no.

Employee Code	Employee Name	Designation
0000005	Anand Kumar Singh	Member(Tech.) I
0000502	Digamber Singh Singh	Electrician
1000009	R.P. Singh	Chief GeneralManager
1000012	Ajmer Singh	Chief GeneralManager
1000013	Rajeev Singh	Chief GeneralManager
1000017	Mahabir Singh	Chief GeneralManager
1000040	Amarendra Narayan Singh	General Manager
1000044	K V Singh	General Manager
1000045	Ram Ashraya Singh	General Manager
1000047	Shashi Dhar Singh	Dy. General Manager
1000050	Amrendra Singh Singh	Dy. General Manager

Double click on approver name then **Save the Approver** by clicking save approver button.

Overview

Employee > Overview

Withdraw Form

Start Date	End Date	Calendar days
22.01.2019	22.01.2019	1,00
02.01.2019	07.01.2019	6,00
20.12.2018	20.12.2018	1,00

Start Date: 02.01.2019
End Date: 07.01.2019
Remark:

Personnel no.: 10000013

Start Date	Personnel No.

Display List

Select	Start Date	End Date	Comment	Approver Name	Approver Comment	Request Status

Approval Process

If you are an approver and you have to approve leave of other employee then select the approver.

SAP

Search:

Back Forward History Favorites Personalize View Help


Home

Employee

Help

Home

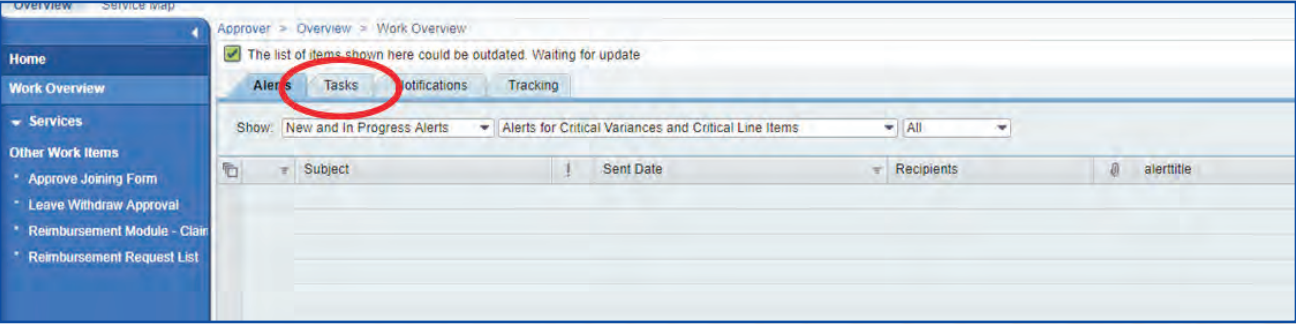
Home > Home



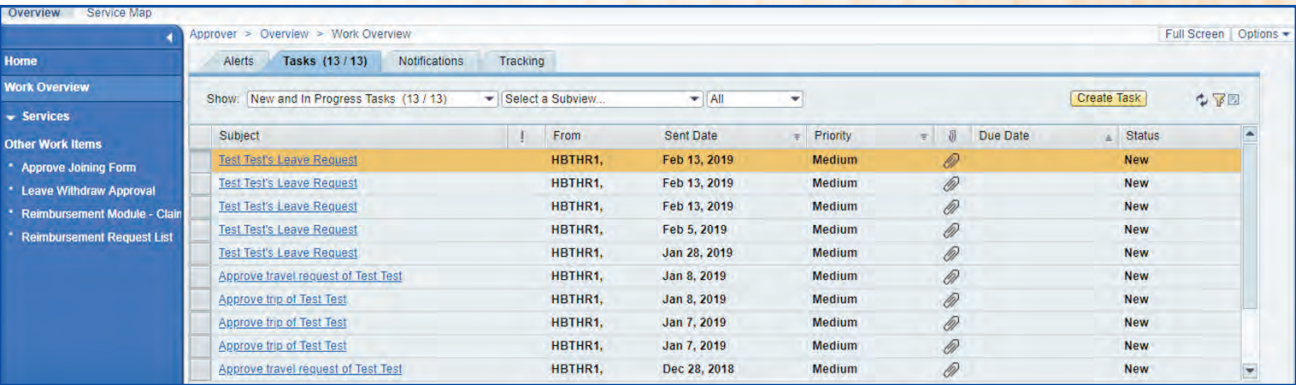
सत्यमेव जयते

**Ministry of Road Transport
and
Highways**

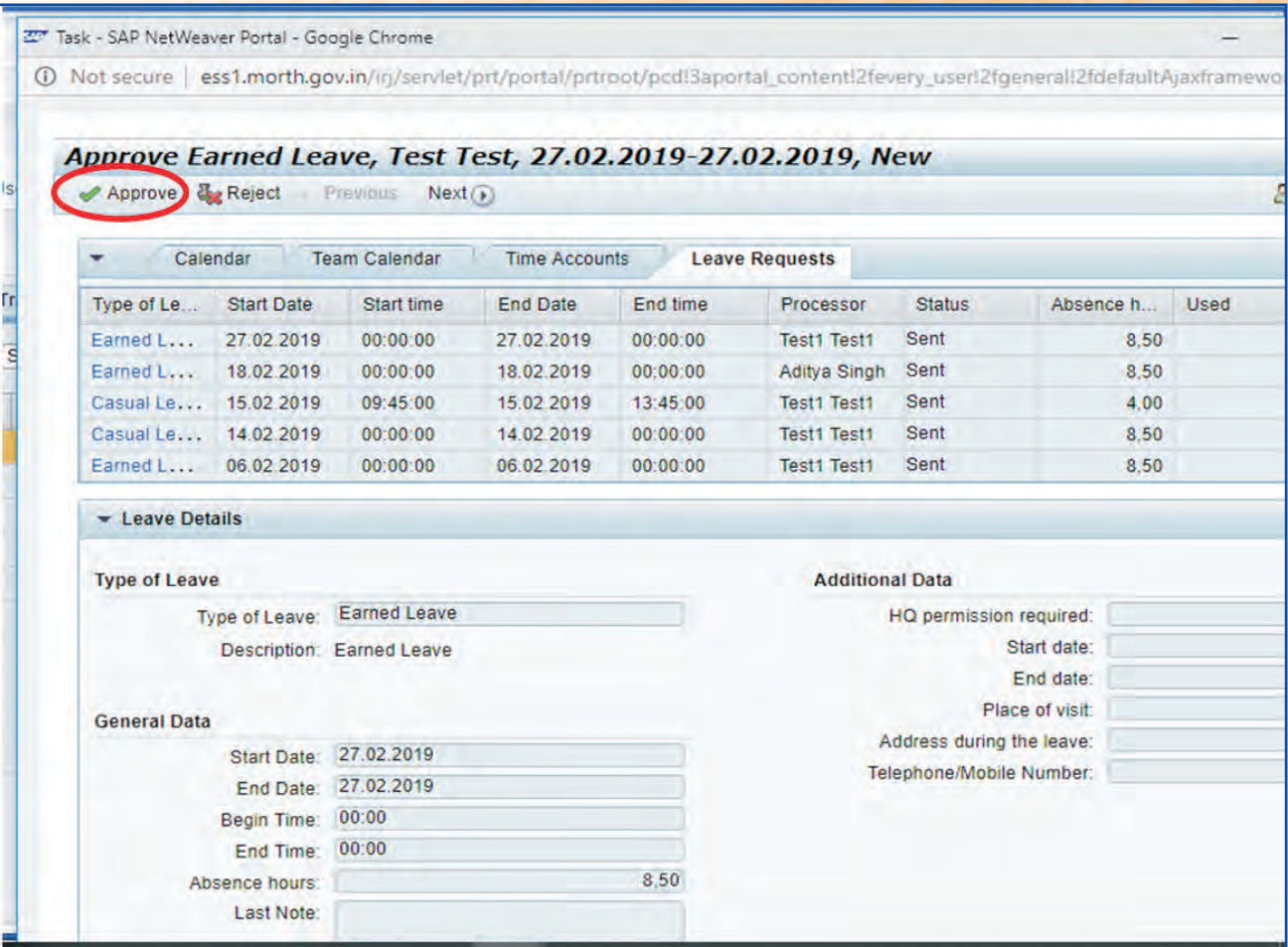
After clicking Approver icon, below screen will appear, Click on Tasks



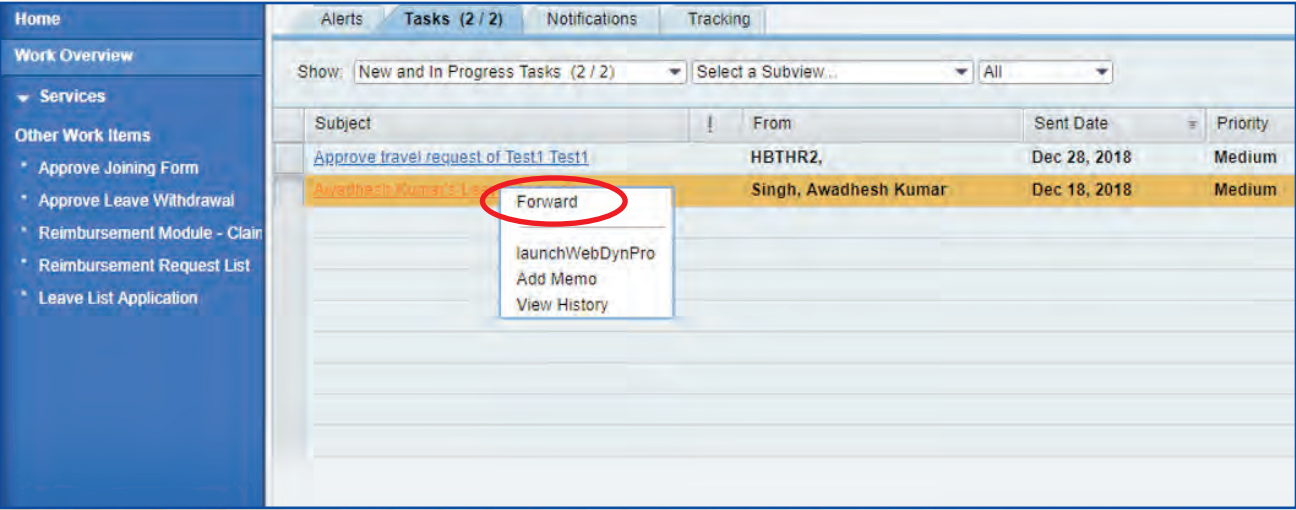
Click on the highlighted Leave Request



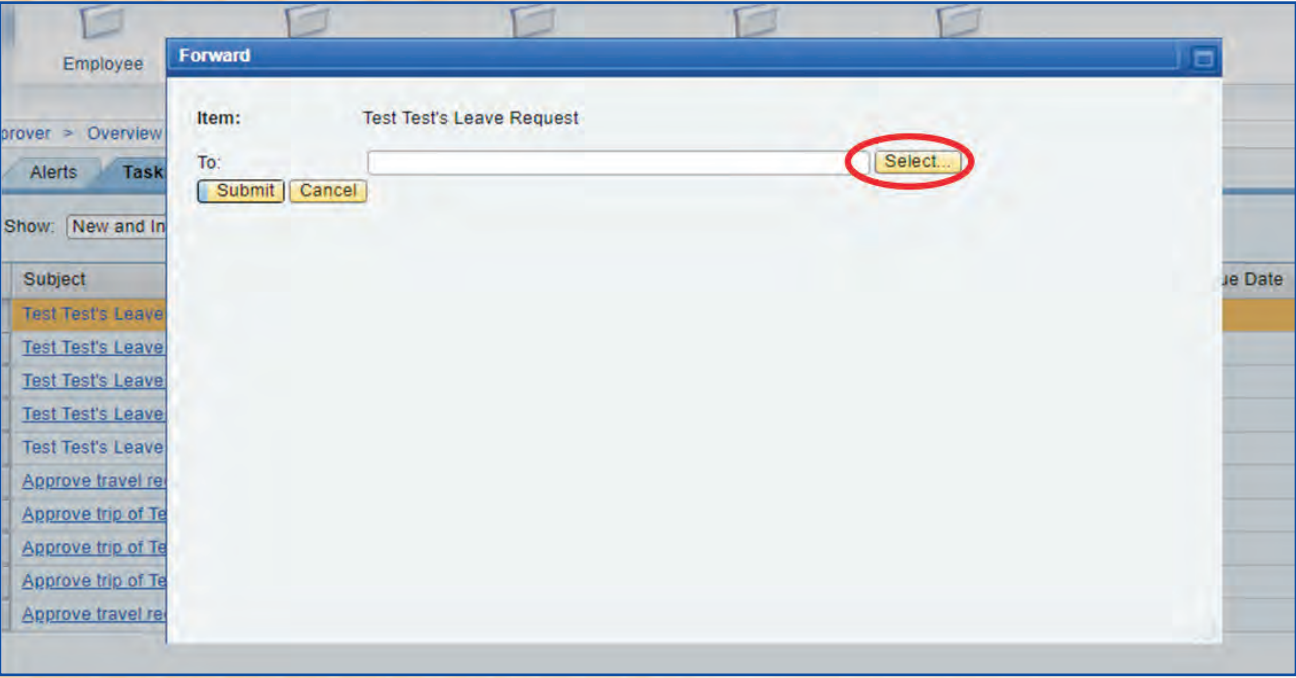
Leave request can be approve/rejected using screen below,



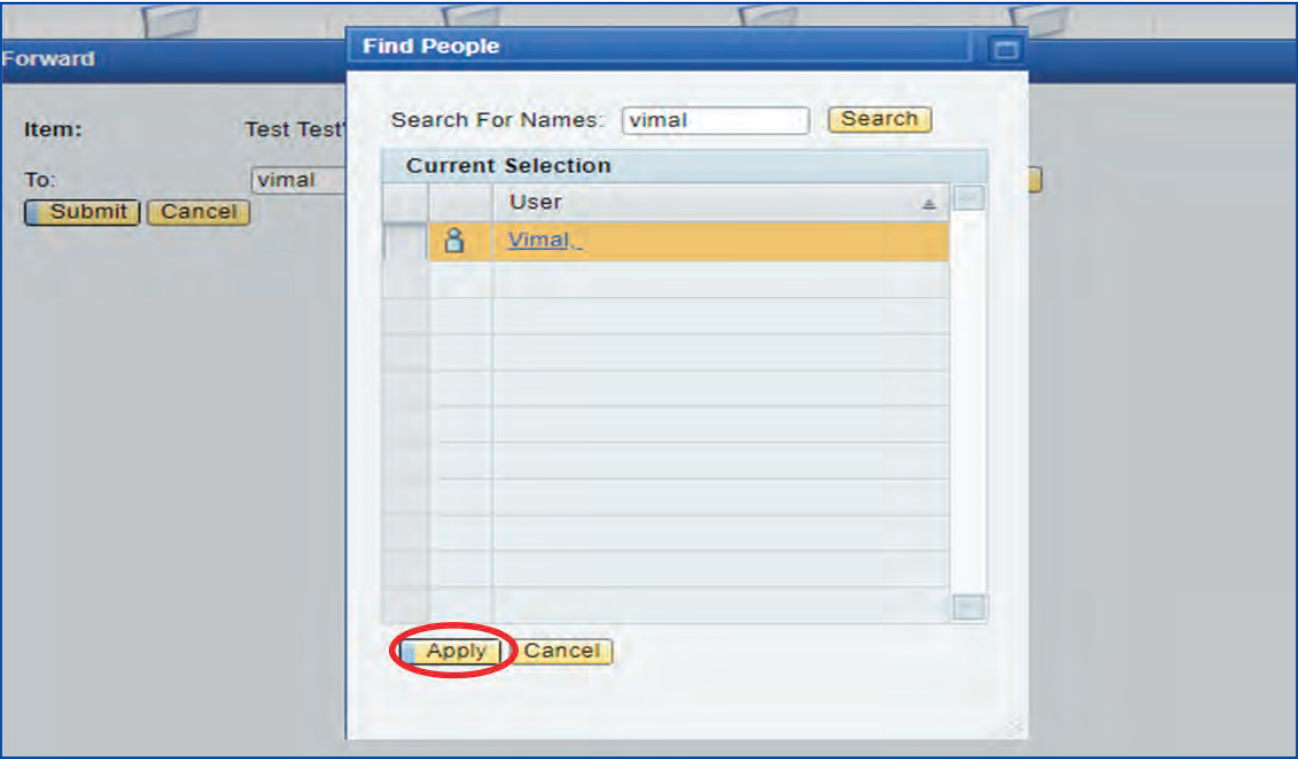
If you require to forward the leave request to someone for approval, then right click the selected row and click forward as shown in below screen.



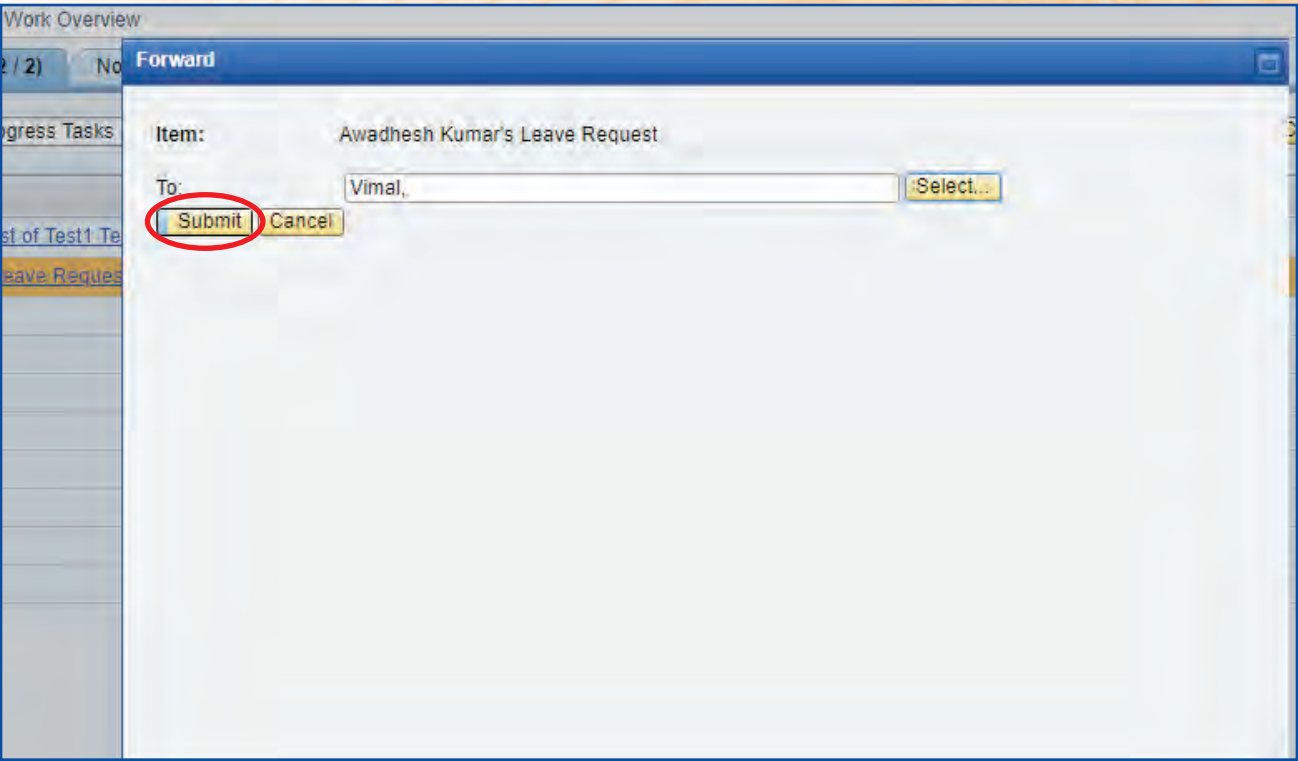
After clicking forward button following screen will come, enter the name of person whom you want to forward it



Click **Apply**



Click on **Submit**. Same request will be visible in approver icon to the person whom you have forwarded the request for his/her approval.



Approve Joining form

Click on **Approve Joining Form**, in approver page, choose the required row to approve and double click on it.

Subject	From	Sent Date	Priority	Due Date	Status
Test Test's Leave Request	HBTHR1,	Feb 13, 2019	Medium		New
Test Test's Leave Request	HBTHR1,	Feb 13, 2019	Medium		New
Test Test's Leave Request	HBTHR1,	Feb 13, 2019	Medium		New
Test Test's Leave Request	HBTHR1,	Feb 5, 2019	Medium		New
Test Test's Leave Request	HBTHR1,	Jan 28, 2019	Medium		New
Approve travel request of Test Test	HBTHR1,	Jan 8, 2019	Medium		New
Approve trip of Test Test	HBTHR1,	Jan 8, 2019	Medium		New
Approve trip of Test Test	HBTHR1,	Jan 7, 2019	Medium		New
Approve trip of Test Test	HBTHR1,	Jan 7, 2019	Medium		New
Approve travel request of Test Test	HBTHR1,	Dec 28, 2018	Medium		New

Check on approve box for whom you want to approve the joining form.

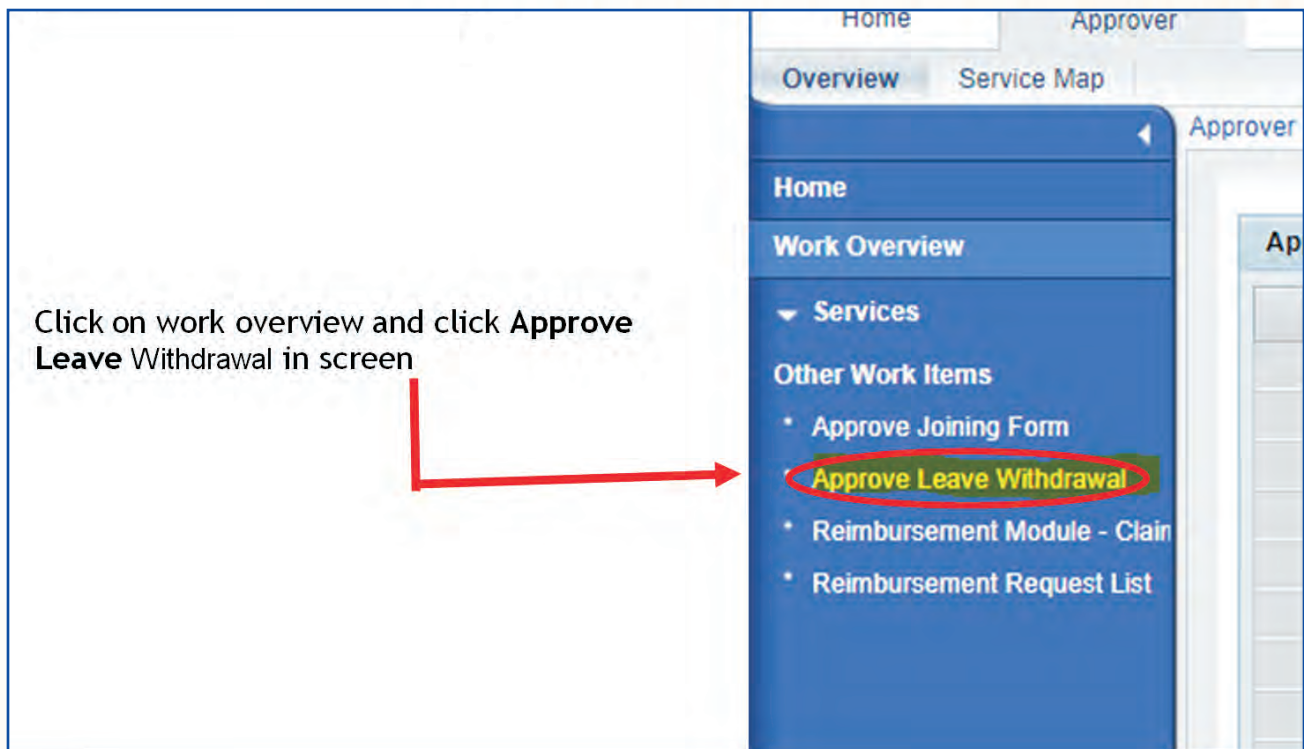
Approve	Reject	Remarks	Employee	Employee Name	Created Date	Old Start Date	Old End Date	New Start Date	New End Date	Employee Remarks
<input type="checkbox"/>	<input type="checkbox"/>		00000134	Manish Singh	17.01.2019	20.12.2018	21.12.2018	20.12.2018	22.12.2018	
<input type="checkbox"/>	<input type="checkbox"/>		00000134	Manish Singh	17.01.2019	18.01.2019	18.01.2019	19.01.2019	20.01.2019	

Then submit the decision.

Approve	Reject	Remarks	Employee	Employee Name	Created Date	Old Start Date	Old End Date	New Start Date	New End Date	Employee Remarks
<input type="checkbox"/>	<input type="checkbox"/>		00000134	Manish Singh	17.01.2019	20.12.2018	21.12.2018	20.12.2018	22.12.2018	
<input type="checkbox"/>	<input type="checkbox"/>		00000134	Manish Singh	17.01.2019	18.01.2019	18.01.2019	19.01.2019	20.01.2019	

Select All Approve Select All Reject Deselect All **Submit Decision**

Approved Leave Withdrawal



Check on Approver box to approve the leave withdrawal form. Then submit the decision.

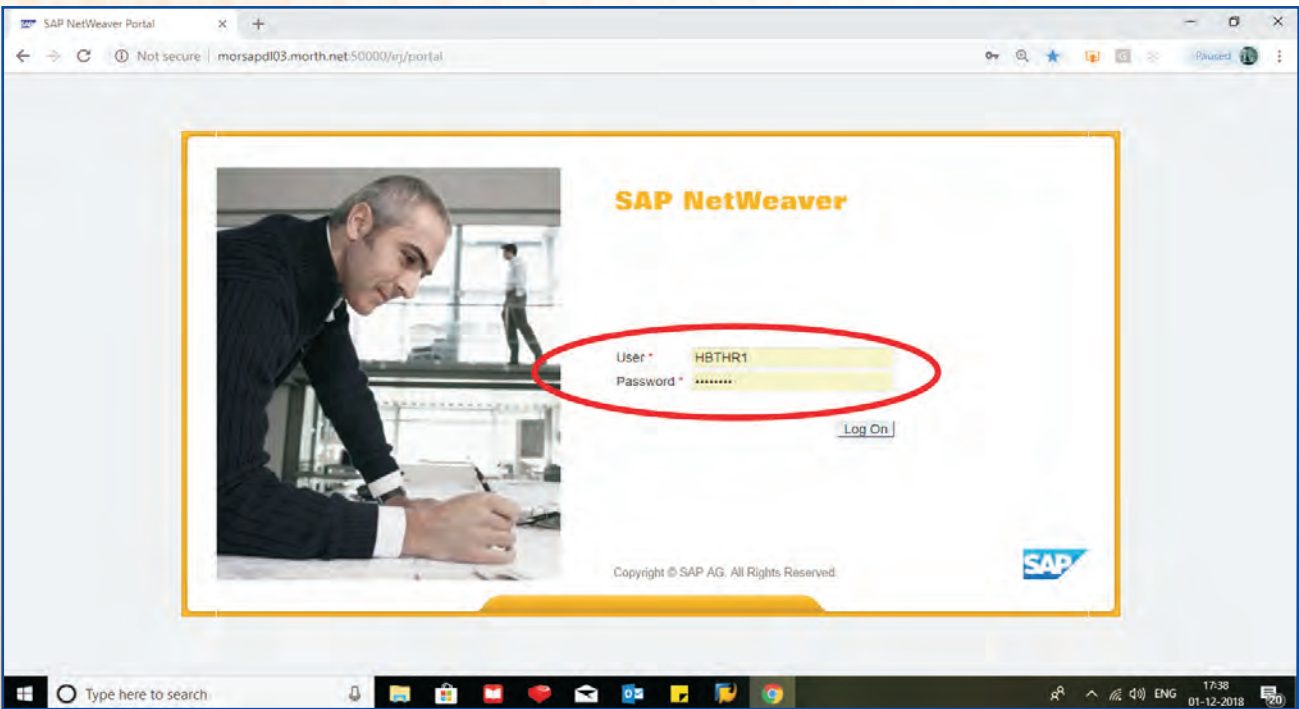
[illegible]

Based on your approval, employee leave data will be updated accordingly.

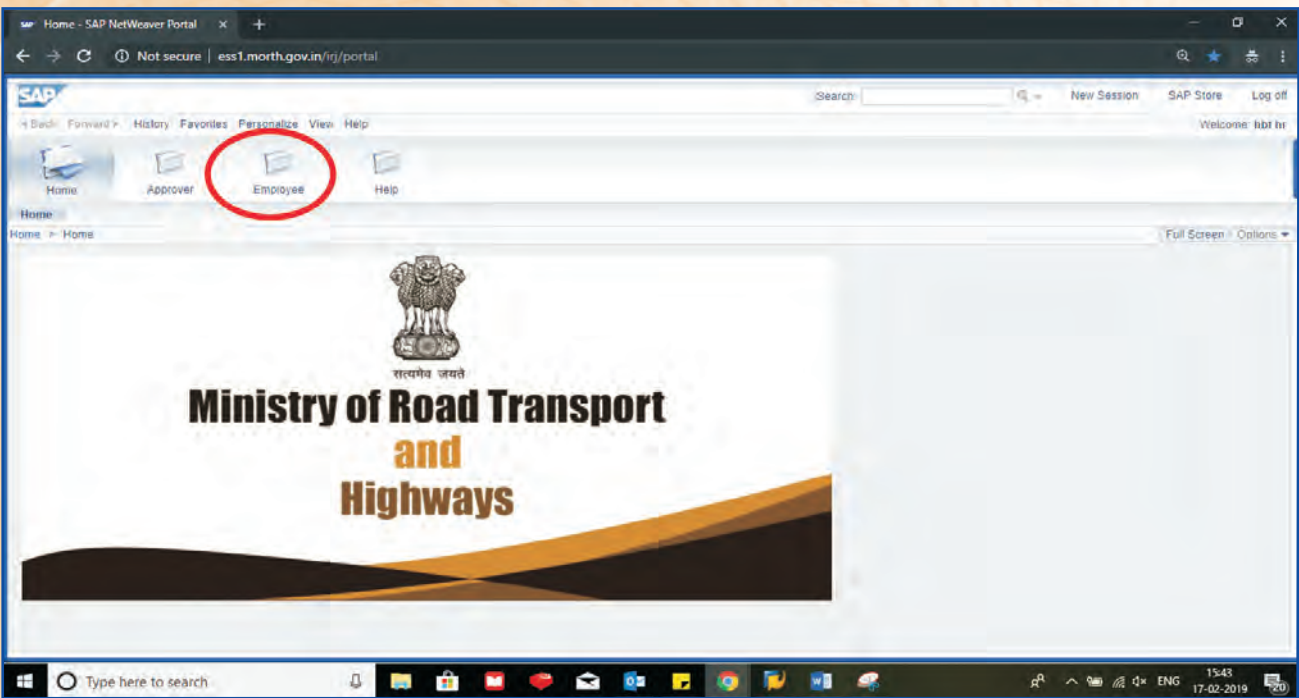
4. Travel Request Process

Login to SAP using following url with login details

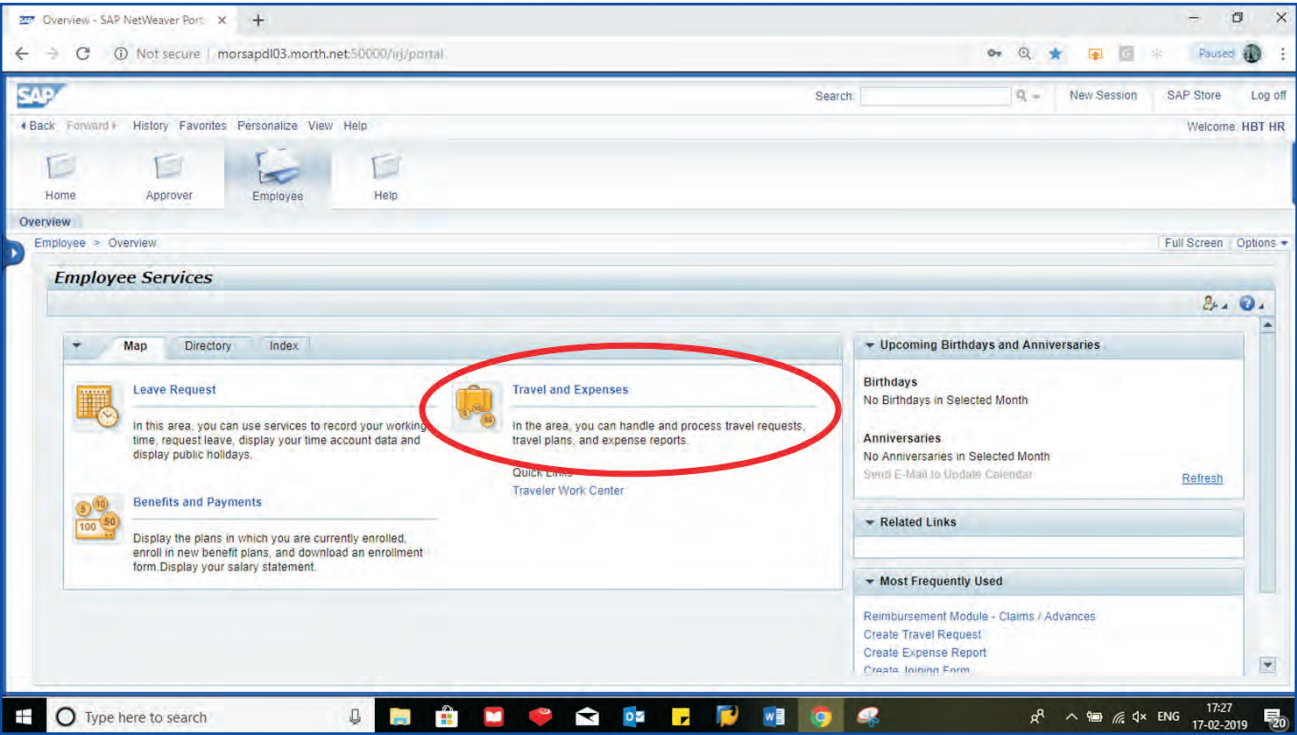
<http://ess1.morth.gov.in/irj/portal>



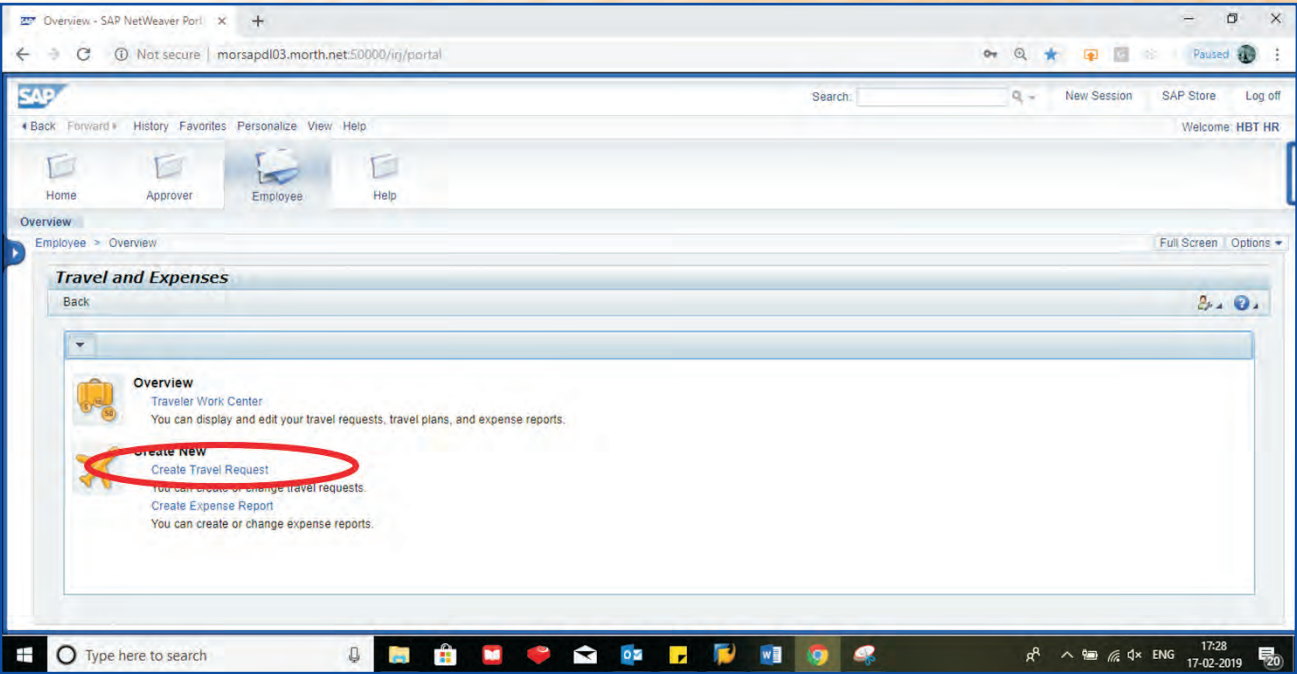
Click on Employee icon.



Click on Travel and Expenses



Click on Create Travel Request



Following options are available in travel request

- Domestic travel
- International travel
- Leave travel concession
- Leave fare concession
- Transfer travel

Fill the form with required details

- Start date of your journey
- End date of your journey
- Traveling to & from
- In activity
 - Domestic travel
 - International travel
 - Leave travel concession
 - Transfer travel
 - Leave fare concession
- Enter the reason for travel

Employee Manish Singh (00000134)

Previous Step

Review

Save Draft

Calendar of Trips

Attachments (0)

General Data

Start Date: 01/03/2018 00:00

End Date: 02/03/2018 00:00

Departure from First Workplace

Arrival at First Workplace

Destination

Country / Region: India

Destination: Udaipur

Additional Destinations: No destinations entered

Enter Additional Destinations

Additional Information

Activity (Planning): Domestic Travel

Reason: Official purpose

Estimated Costs: 0.00 INR

Comment:

Advances: 0.00 Indian Rupee

Enter Estimated Costs

Enter Advances

Means of Transport to be Approved

Enter Estimated Cost & Enter Advances (if required), from the displayed approval list click on Approver Code which is an employee number of the approver.

Estimated Costs: 0.00 INR Enter Estimated Costs

Comment:

Advances: 0.00 Indian Rupee Enter Advances

Means of Transport to be Approved

Air Economy: ☐

Air Business Class: ☐

Luxury Bus: ☐

A/C Bus: ☐

General Bus: ☐

Car - Private: ☐

Car - Taxi: ☐

Train 1st Class: ☐

Train 2nd Class: ☐

Train A/C Chair car: ☐

Train A/C 3 tier: ☐

Train Sleeper: ☐

Train General Class: ☐

Eligibility

Eligibility of Transport

AIR BUSINESS CLASS

AIR ECONOMY

CAR - PRIVATE

CAR - TAXI

Assign / Display Approver

Approver Code: 00000000 Save Approver

Start Date

Emp Code

Approver Name

15.12.2018

00000121

Shyam Kumar

Select the employee number to whom you would like to send the travel request for an approval. And save the entry.

Estimated Costs: 0.00 INR Enter Estimated Costs

Comment:

Advances: 0.00 Indian Rupee

Means of Transport to be Approved

Air Economy: ☐

Air Business Class: ☐

Luxury Bus: ☐

A/C Bus: ☐

General Bus: ☐

Car - Private: ☐

Car - Taxi: ☐

Train 1st Class: ☐

Train 2nd Class: ☐

Train A/C Chair car: ☐

Train A/C 3 tier: ☐

Train Sleeper: ☐

Train General Class: ☐

Eligibility

Eligibility of Transport

AIR BUSINESS CLASS

AIR ECONOMY

CAR - PRIVATE

Assign / Display Approver

Approver Code: 00000000 Save Approver

Start Date

Emp Code

Approver Name

15.12.2018

00000121

Shyam Kumar

Search: Approver Code

Results List: 132 results

Personnel no.

00000001

00000002

00000003

00000004

00000005

00000006

00000007

00000008

00000009

00000010

00000011

Fill the amount, currency and click on Accept.

Create Travel Request

General Data | **Advances** | General Data | Review and Send | Completed

Employee Kundan Singh (00000122) Start Date 11.12.2018 End Date 12.12.2018

Previous Step | **Accept** | Save Draft

Advances

New Entry Check Copy Delete

Amount	Currency	Exchange Rate	Amount	Accounting in	Cash	Payment Date
0.00	Indian Rupee		0.00	Indian Rupee	<input type="checkbox"/>	06.12.2018

There are two radio buttons in the screen below,

- Save Draft
- Save and send for approval

If you select save draft, then document will not go for an approval.

Once you complete filling all the required data, click Save and Send for Approval.

Create Travel Request

General Data | **Review and Send** | Completed

Employee Kundan Singh (00000122) Start Date 11.12.2018 End Date 12.12.2018

Previous Step | **Save and Send for Approval**

Final Action

☐ Save Draft I only want to save my travel request and send it later

☒ **Save and Send for Approval** I want to save my travel request and send it now for further processing

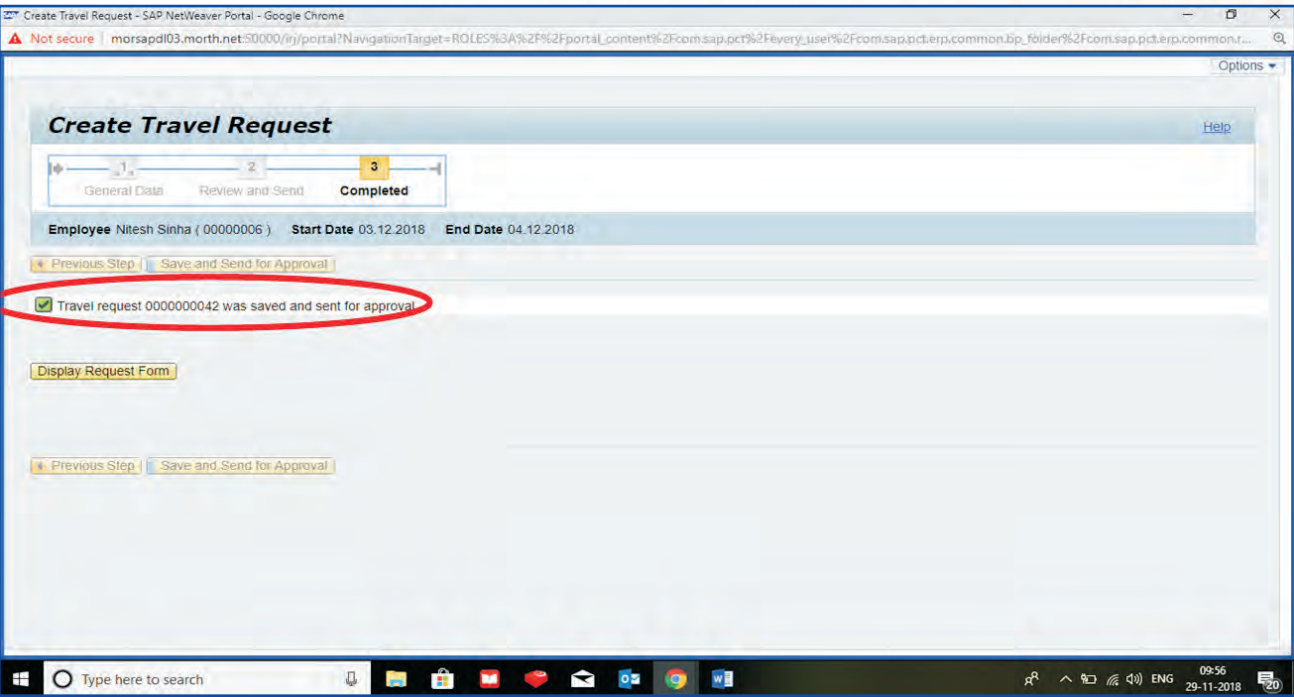
I confirm that I have entered all data to the best of my knowledge

Summary

Total Advances - 200,00 INR

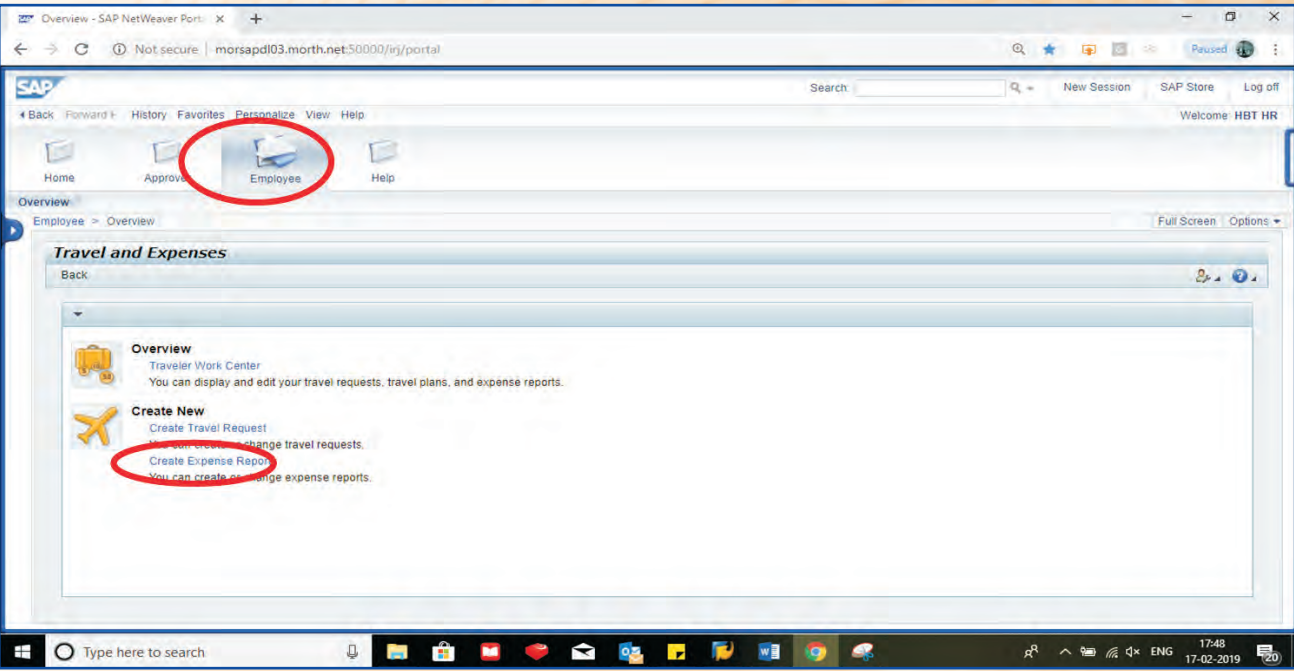
Amount Paid Out **200,00- INR**

The same will be visible in approver id for an approval.

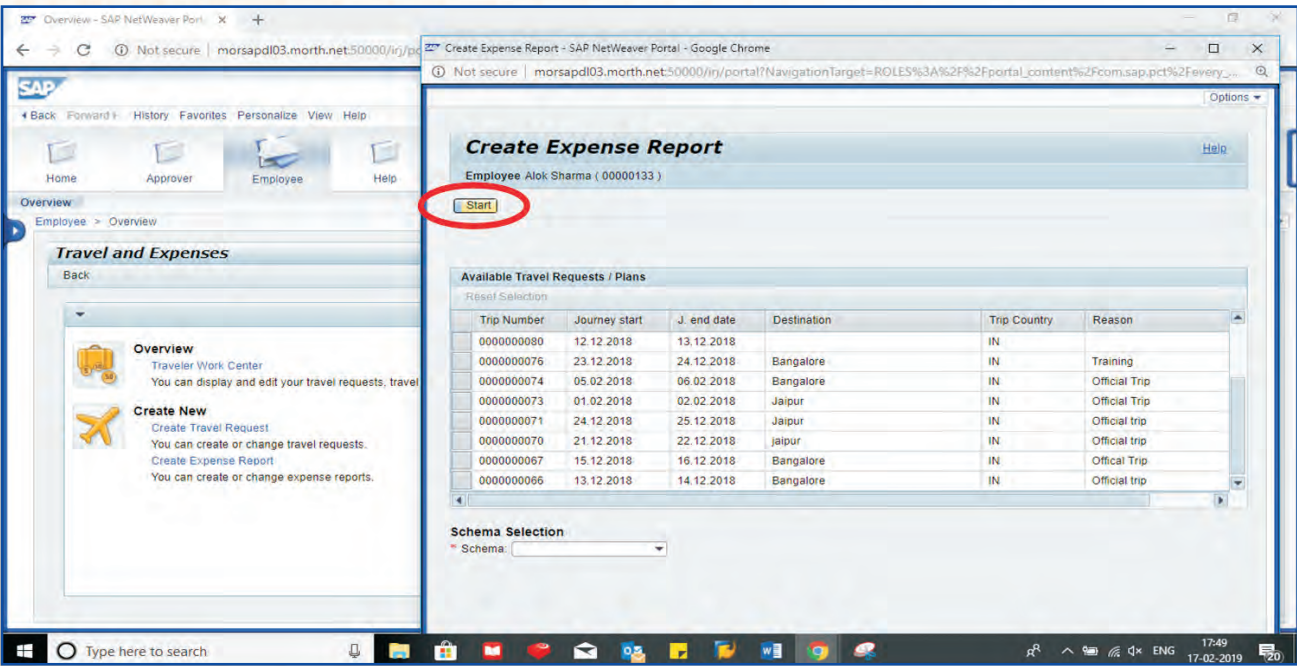


Create Expense Report

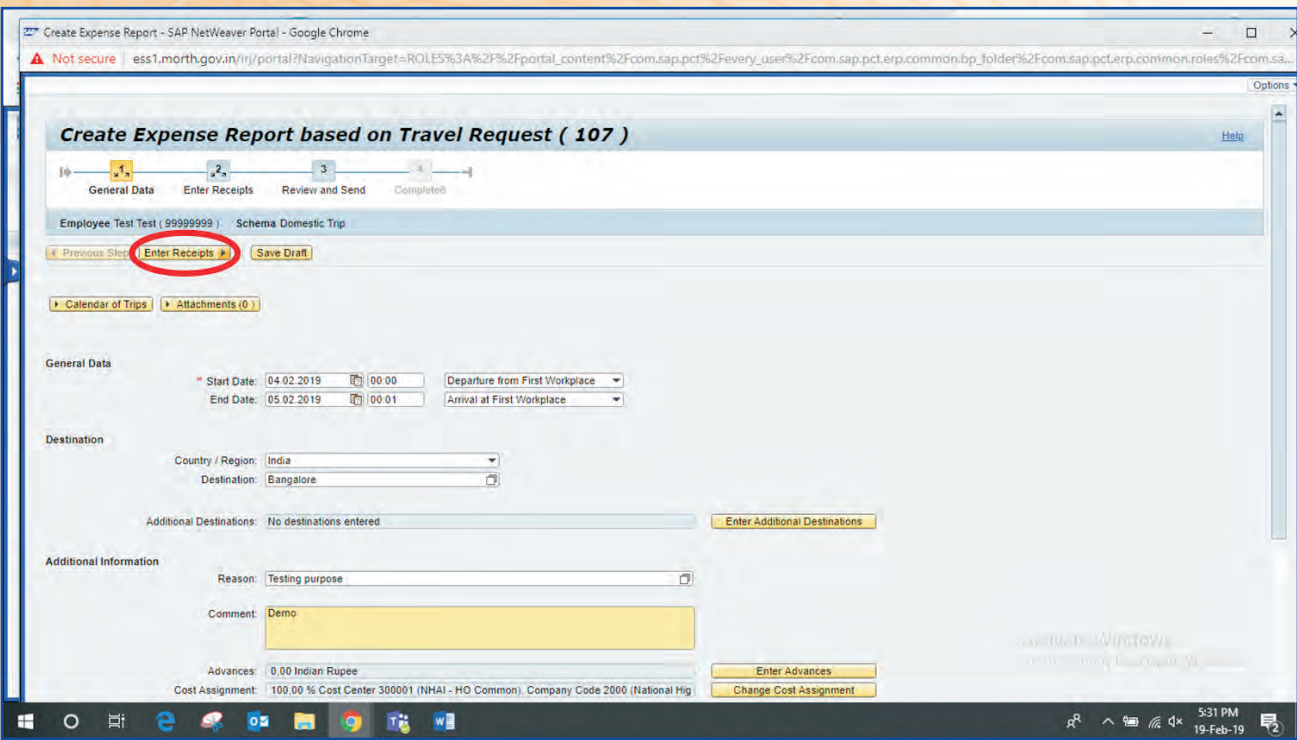
Select Employee icon and go to travel and expense tab



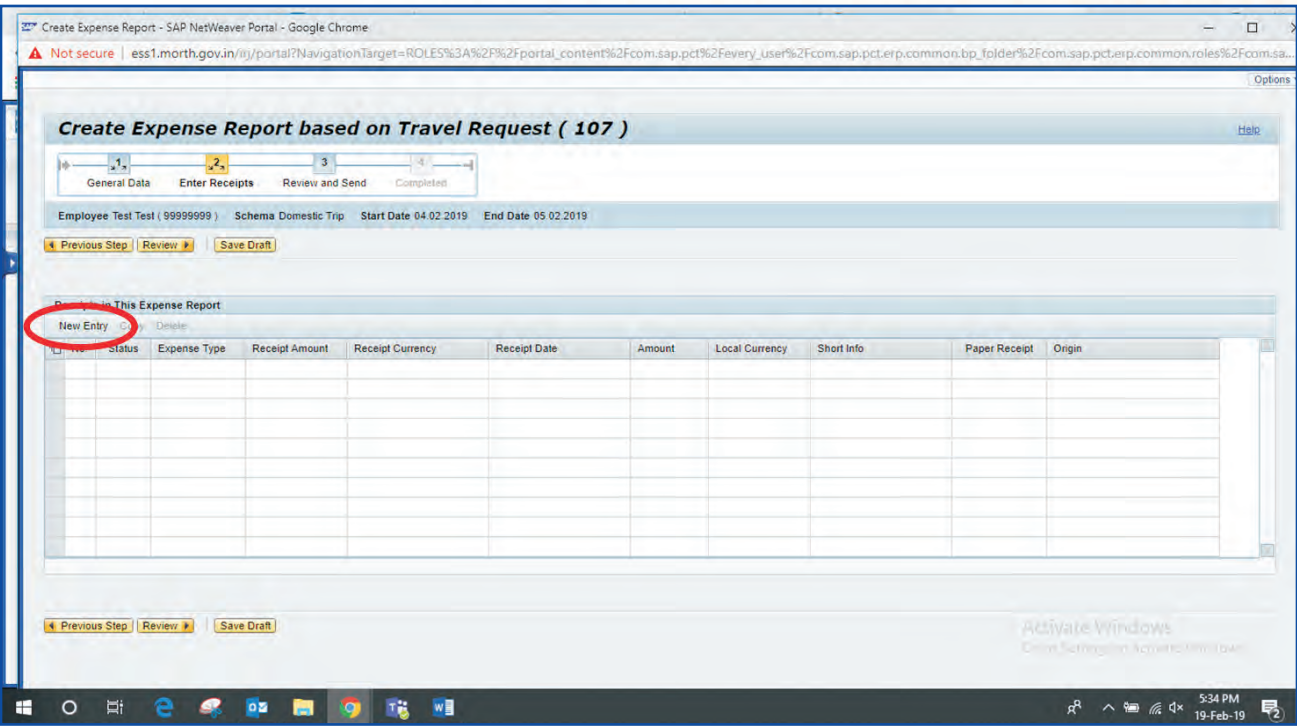
Approved travel request can be seen in screen below. Select the row/ request for which you would like to file an expense, select the Domestic/foreign schema which is visible in screen below and then click on **Start**.



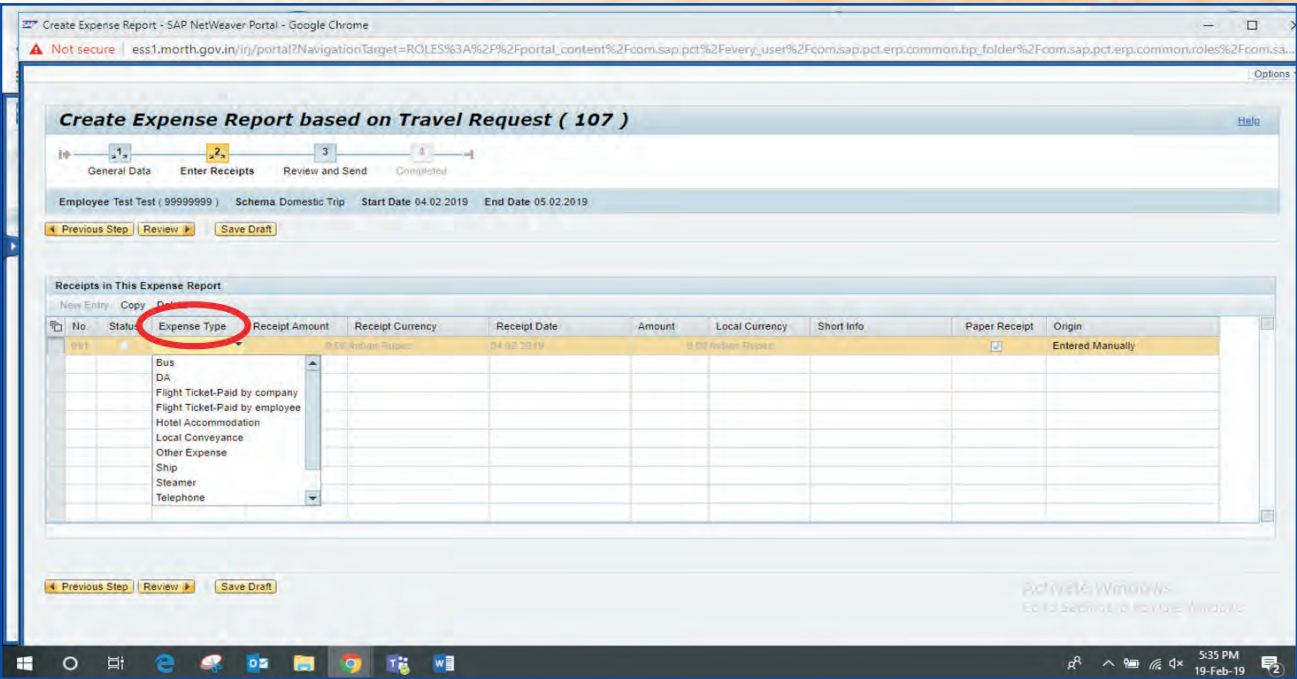
Verify the detail and then click on **Enter Receipt** as per the screen below. It will take you another screen where you can find option to file your expense under various head



Click on **New Entry** as per the above screen.



After clicking the **New Entry**, you would be able to see all the types of expense which you would have incurred during your travel



Select the **Expense Type** and enter the detail as per the below screen. After entering all the expense which you need to book against that trip, then click on **review** button as per the screen below.

Create Expense Report - SAP NetWeaver Portal - Google Chrome

Not secure | morsapd103.morth.net:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.t...

Create Expense Report

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Nitesh Sinha (00000006) Schema Domestic Trip Start Date 03.12.2018 End Date 04.12.2018

Previous Step **Review** Save Draft

Available Credit Card Receipts (0) Scanned Receipts (0)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Page
001		Bus	2000	Indian Rupee	03.12.2018		0.00 Indian Rupee		

No. of Lunches: No. of Dinners:

Description: Document No.: Location: Country / Region: India Business Purpose:

After clicking **Review** button below screen will appear to save the request as draft or send for approval

Create Expense Report - SAP NetWeaver Portal - Google Chrome

Not secure | morsapd103.morth.net:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.t...

Create Expense Report

1 General Data 2 Enter Receipts 3 Review and Send 4 Completed

Employee Nitesh Sinha (00000006) Schema Domestic Trip Start Date 03.12.2018 End Date 04.12.2018

Previous Step Save Draft

⚠ Trip data for the period from 03.12.2018 00:00 to 04.12.2018 00:00 already exists - Display Help

Final Action

☒ Save Draft I only want to save my expense report and send it later

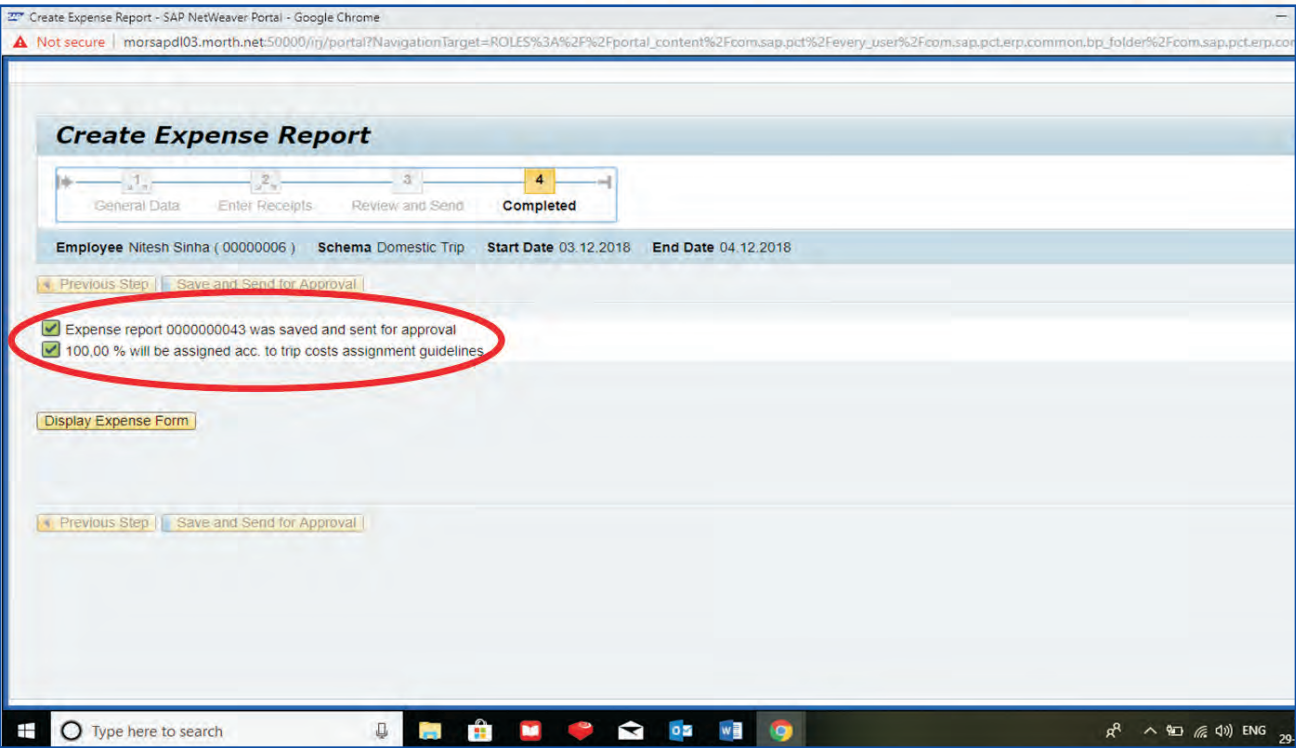
☐ Save and Send for Approval I want to save my expense report and send it now for further processing

I confirm that all expenses were incurred by and on behalf of the company

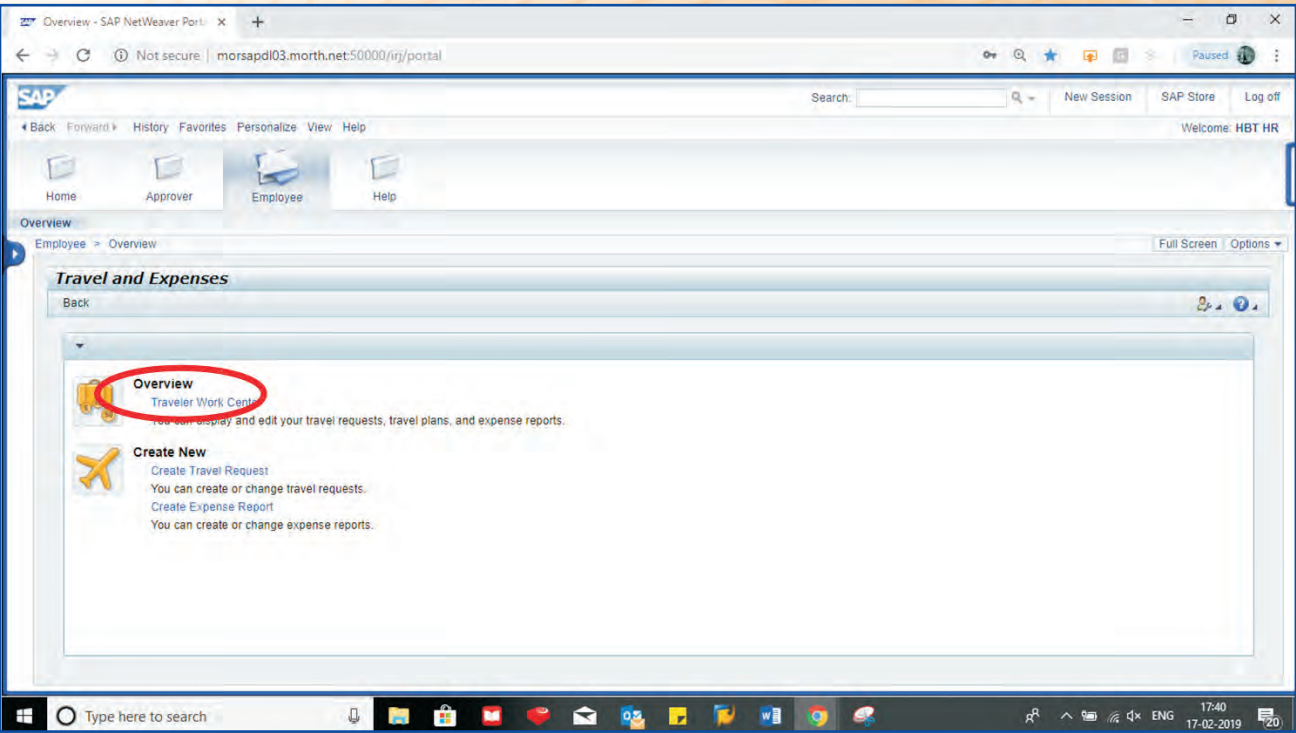
Summary

Total Individual Receipts	2,000.00 INR
Total Travel Expenses	2,000.00 INR
Amount Reimbursed	2,000.00 INR
Amount Paid Out	2,000.00 INR

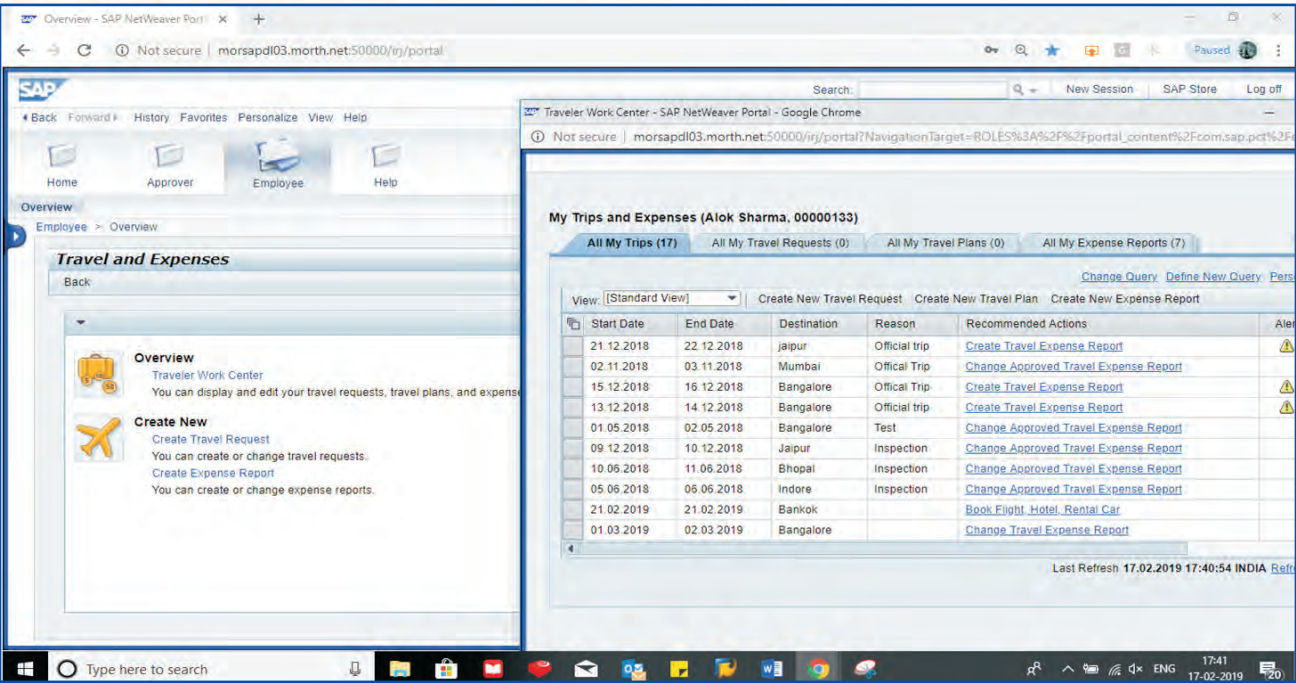
Click on save and send for approval, system will send the request for approval and it will also generate the reference number for your tracking as shown in below screen.



In case if you want to change any data from request raised, Click on Travel Work Center as per the below screen

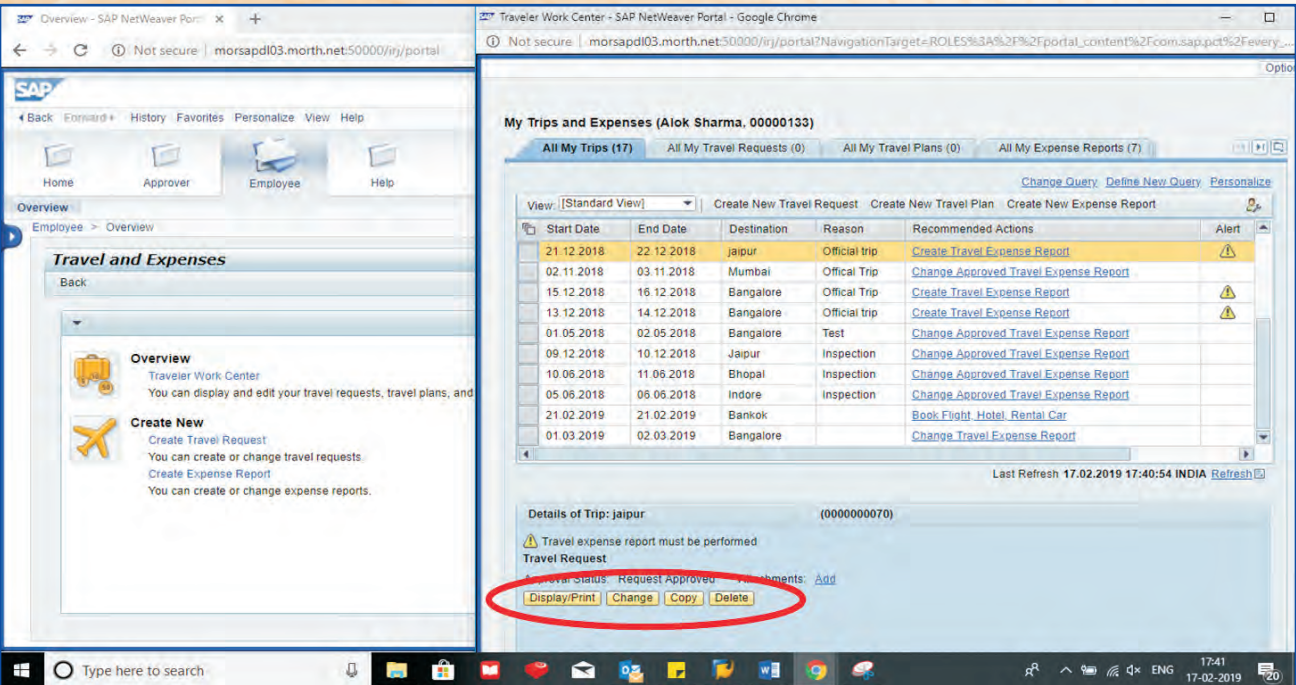


Once you click on **Travel Work Center**, you can see all your request

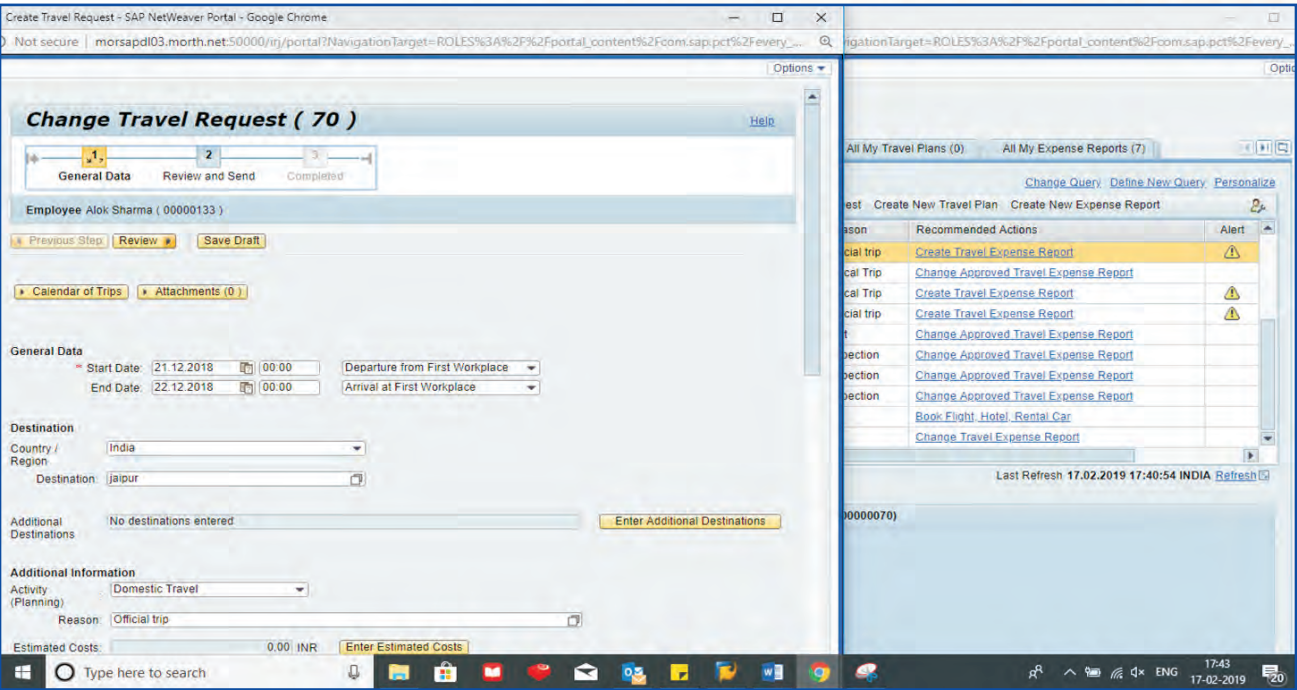


Select the record for which you want to change, you can perform following tasks

- Display/print
- Change
- Copy
- Delete

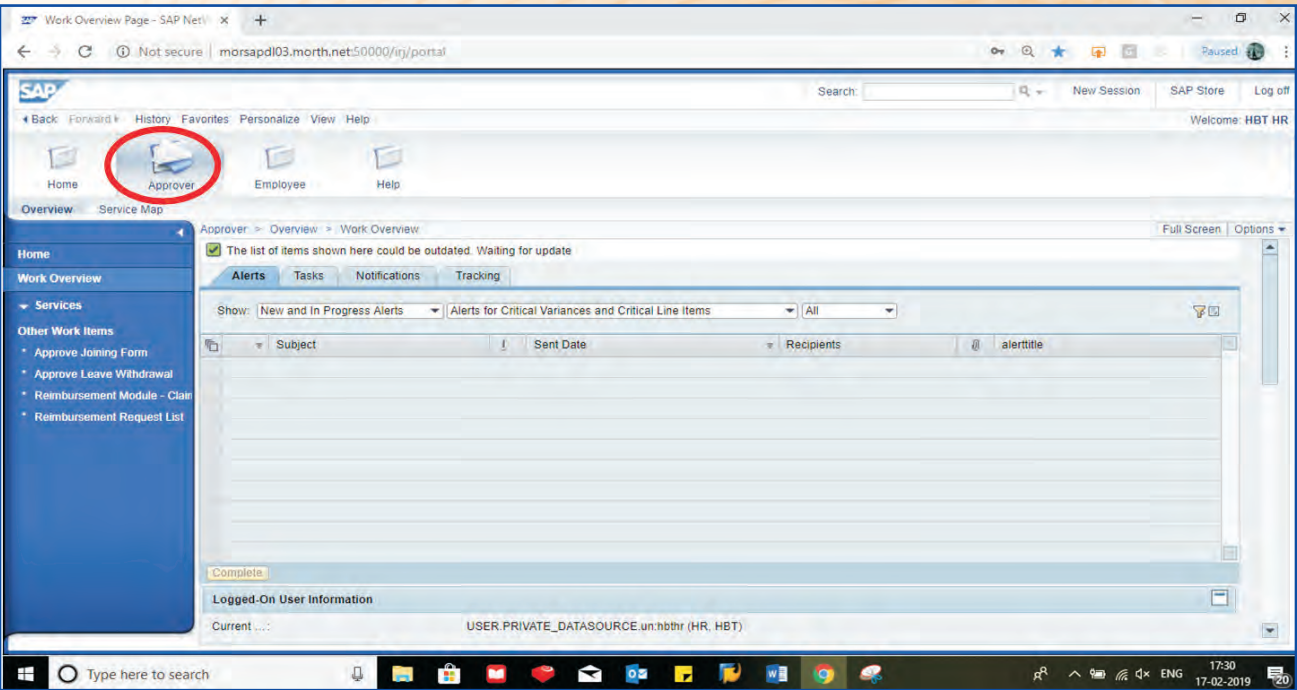


Clicking on **Change** button will allow required modifications.

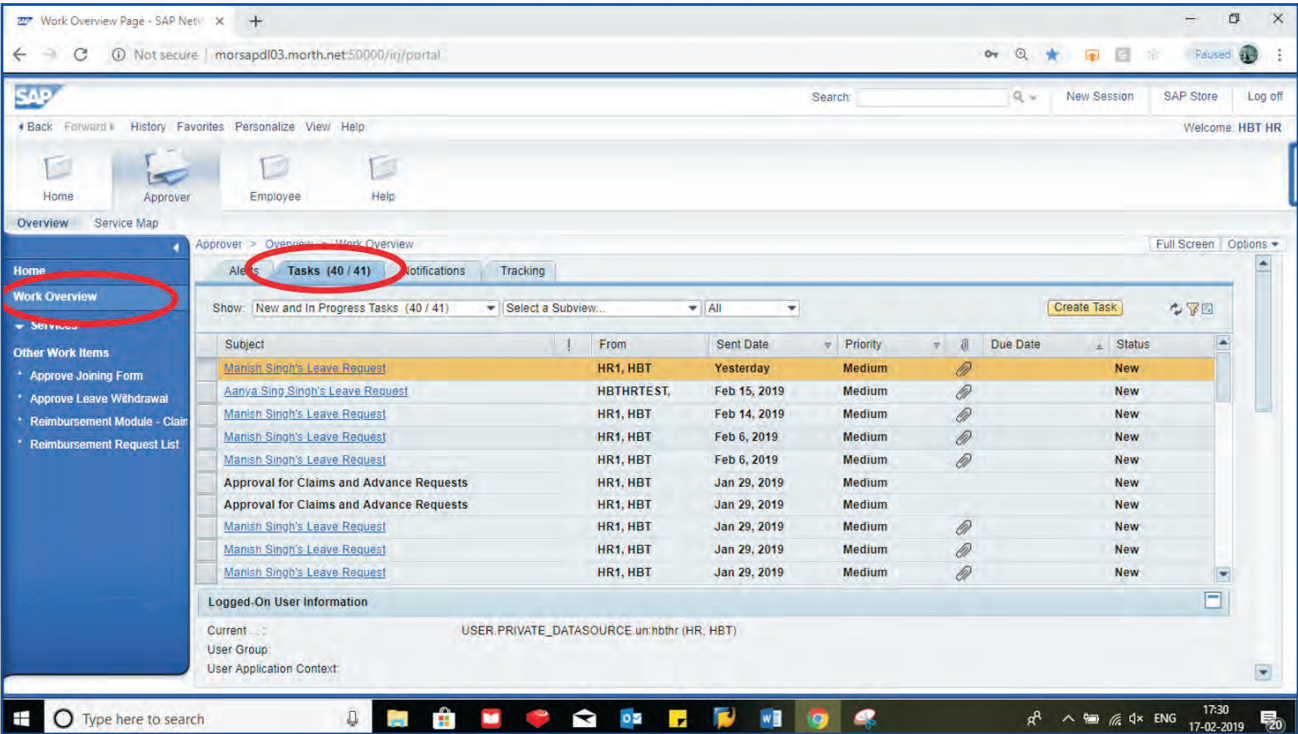


Travel Request Approval Process

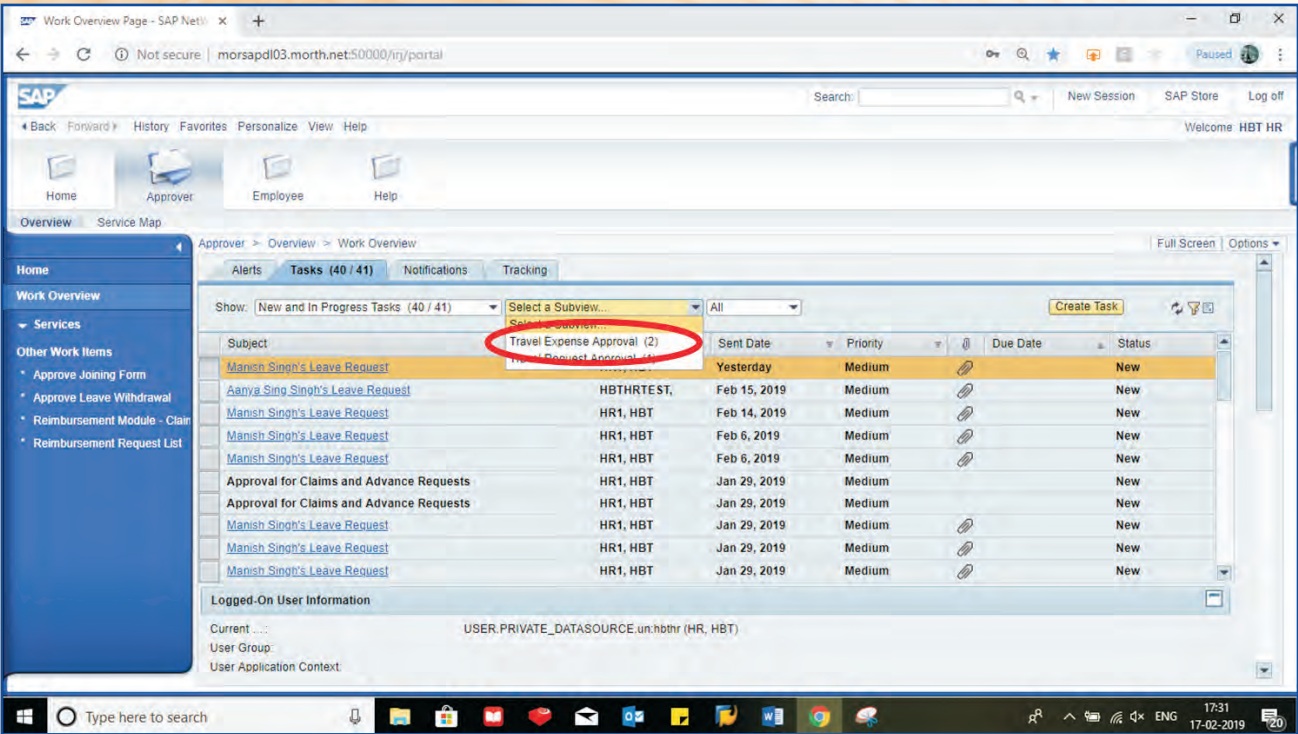
Login SAP with Approval privilege, click Approver icon



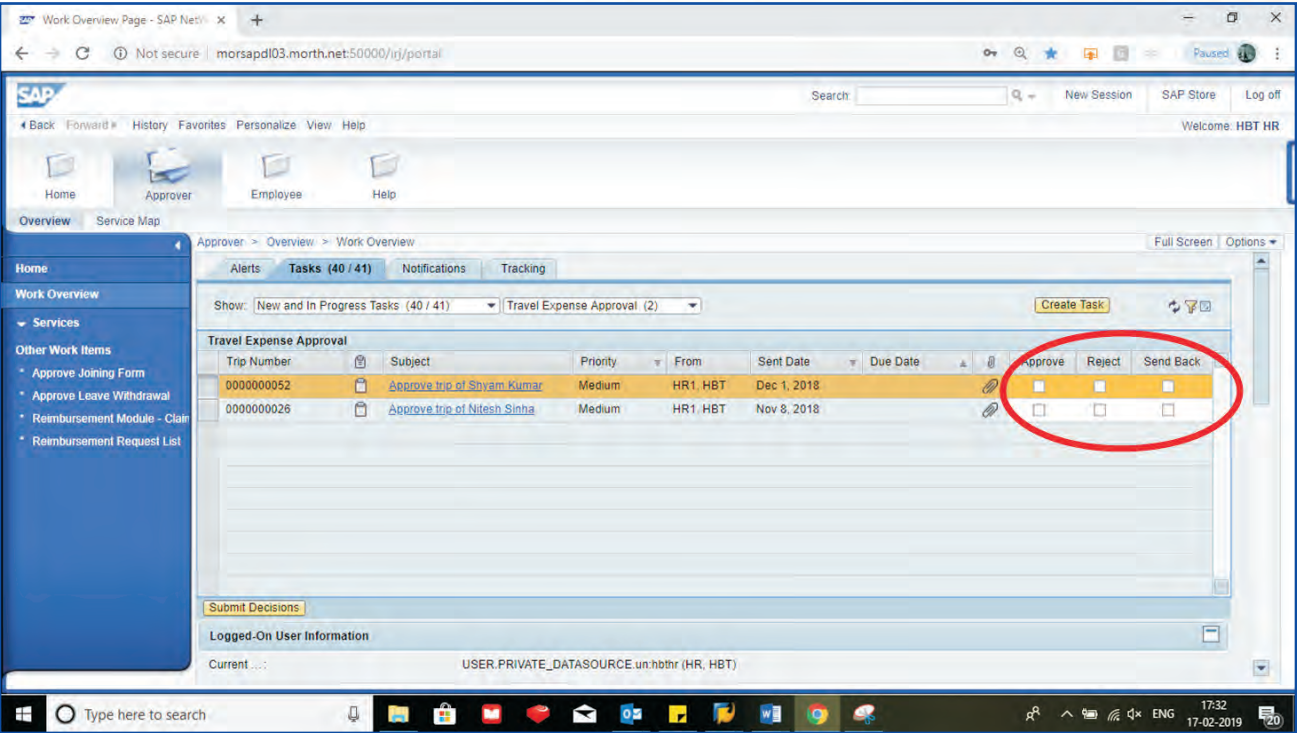
Click on Work Overview and Task



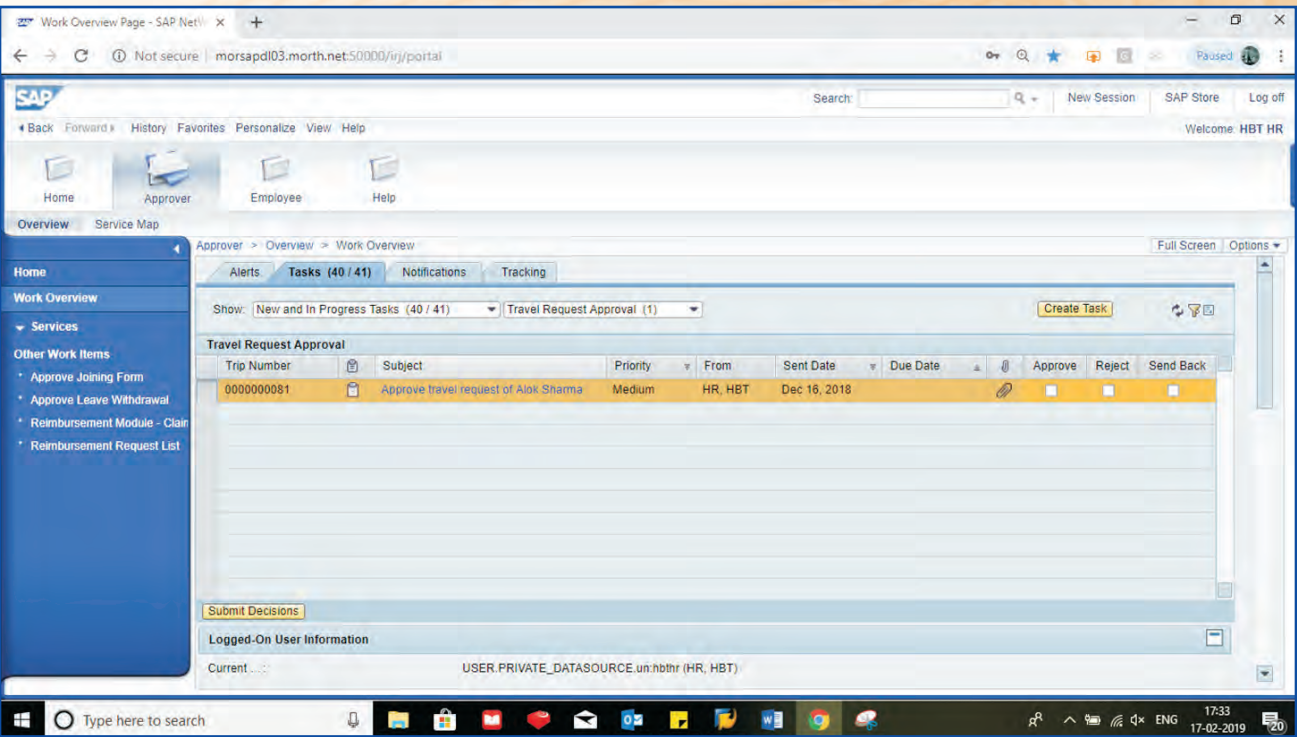
From the drop down you can select, kind of request you like to approve, select Travel Expense Approval from drop down as given in screen below



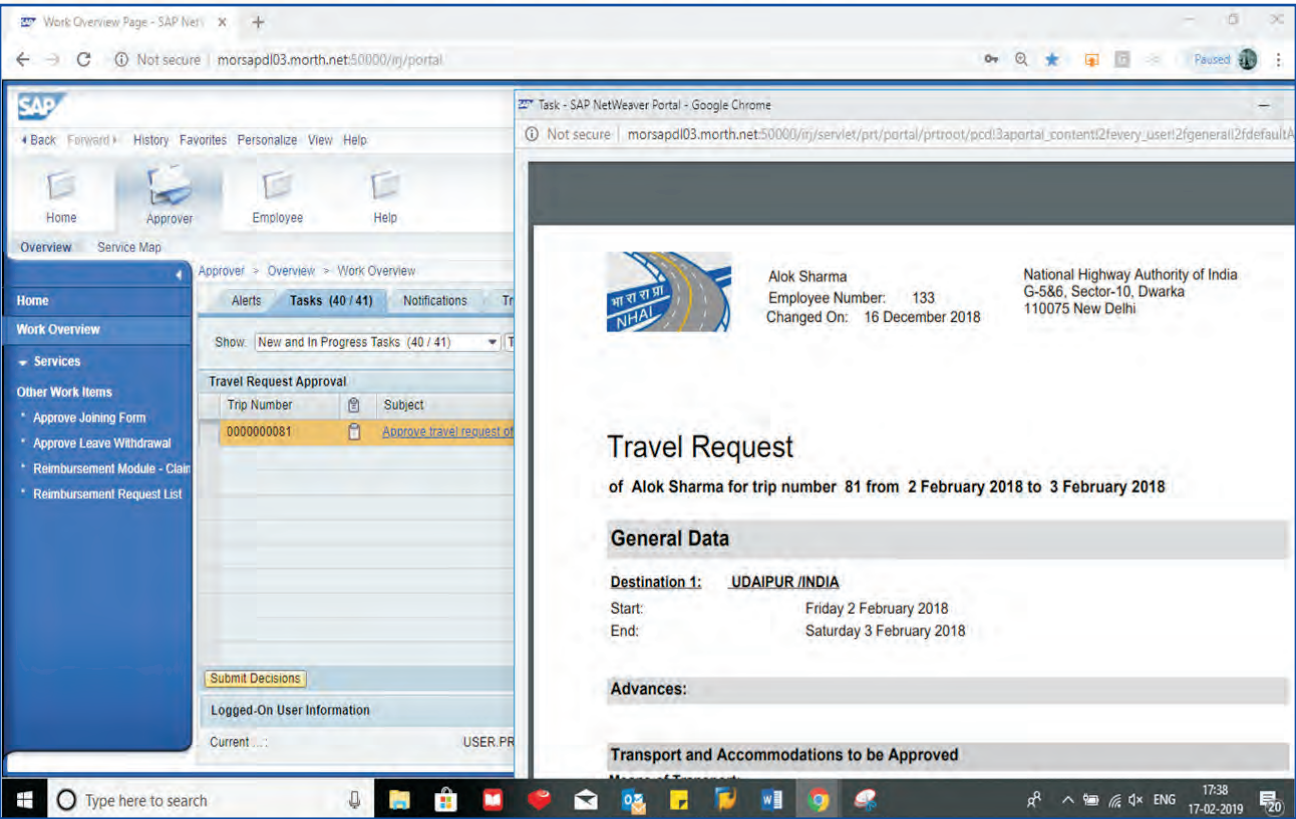
Check the right box to approve or reject or send back.



Click on Submit Decision.



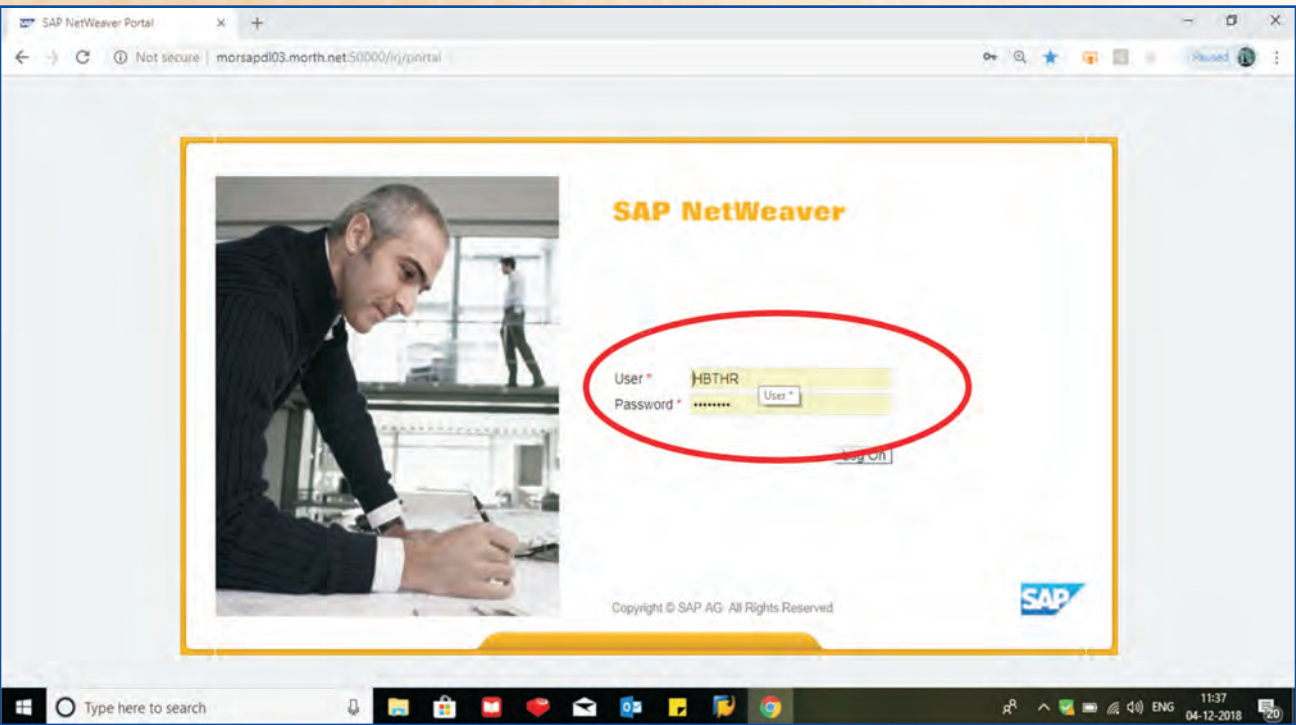
In case you want to see the request, click on request, a pdf document will open.



5. Claim Reimbursement Process

Login to SAP using following url with login details

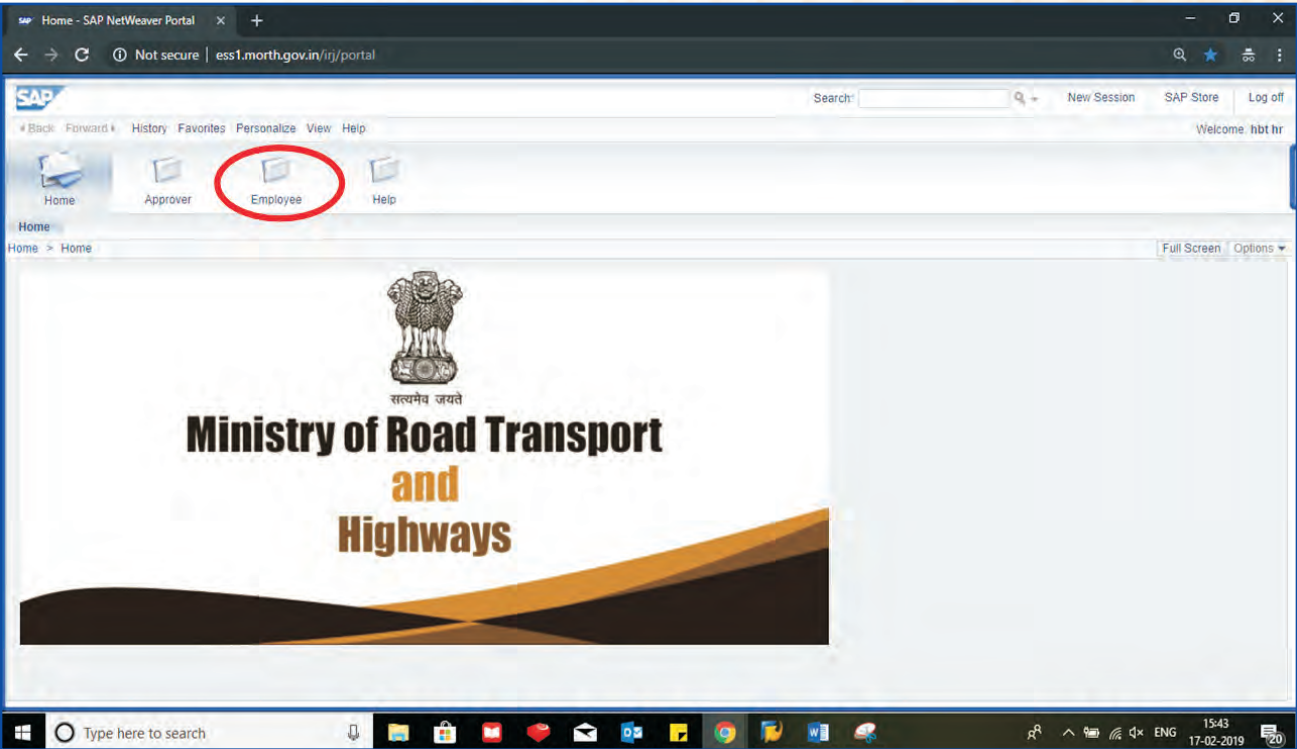
<http://ess1.morth.gov.in/irj/portal>



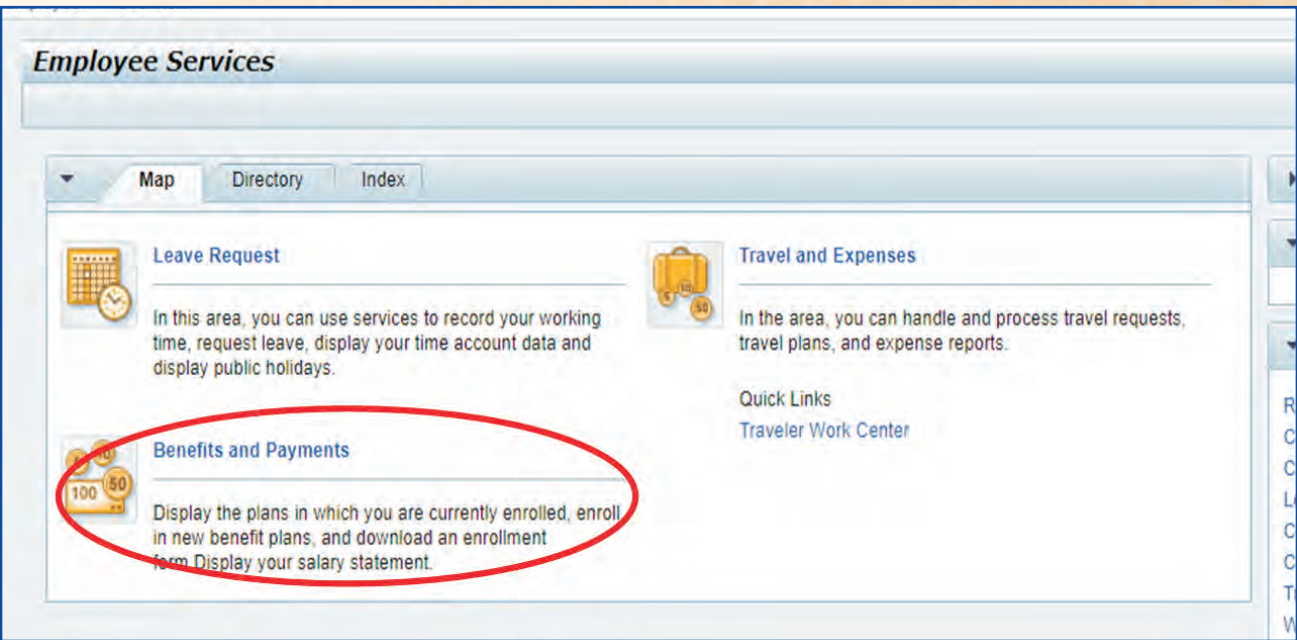
You would be able to see different icons on your screen

- Home - Landing page
- Approver - All approval page
- Employee - All employee truncation
- Help - To view user manual

Click on **Employee** icon

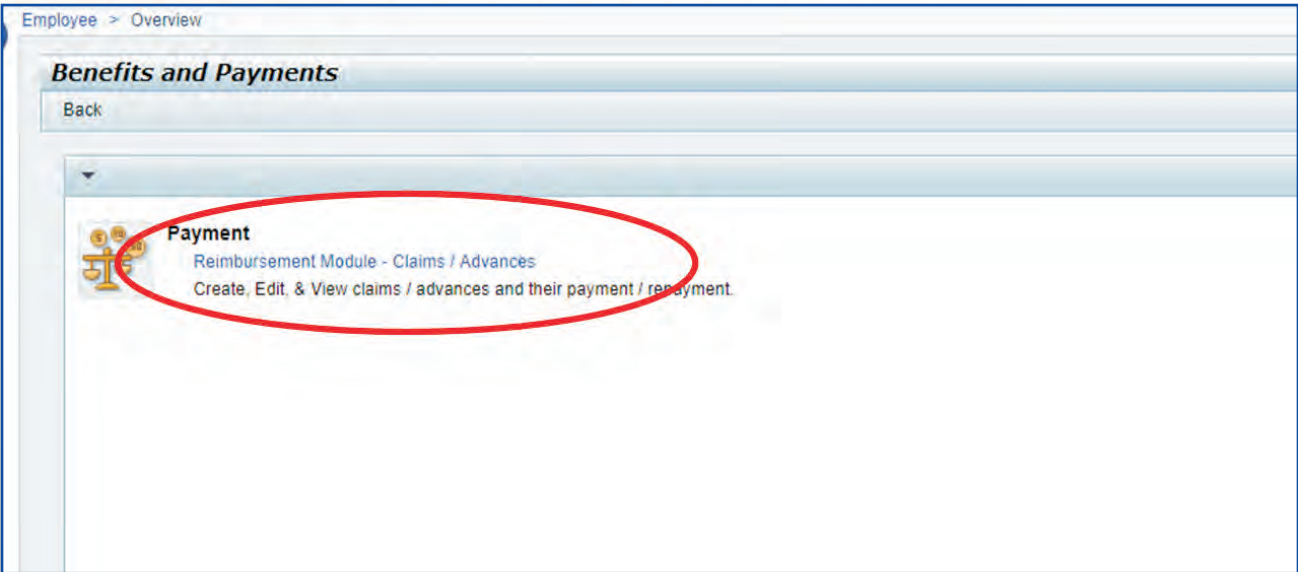


All the claims are under **Benefits and Payments**



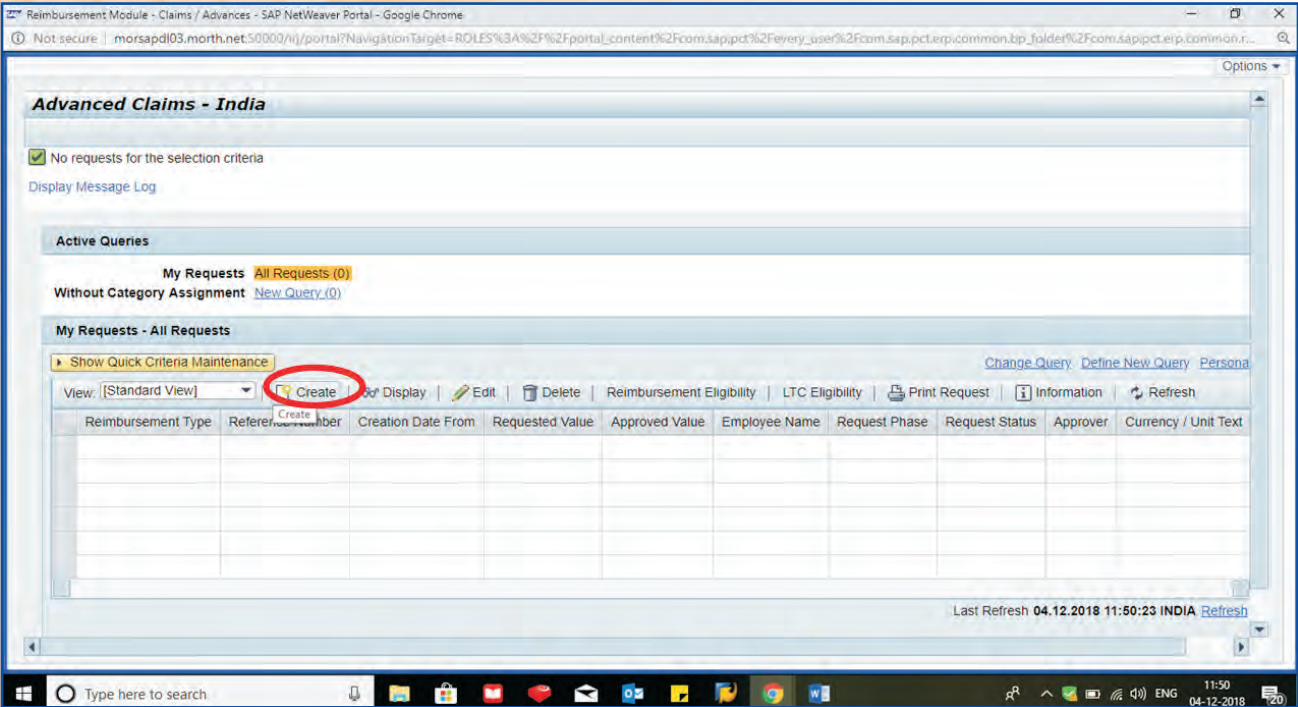
Click on **Benefits and Payments**. After clicking following screen will appear.

Click on **Reimbursement Module - Claims/Advances**



All the requests will appear in the screen below

For new claim creation click **Create**

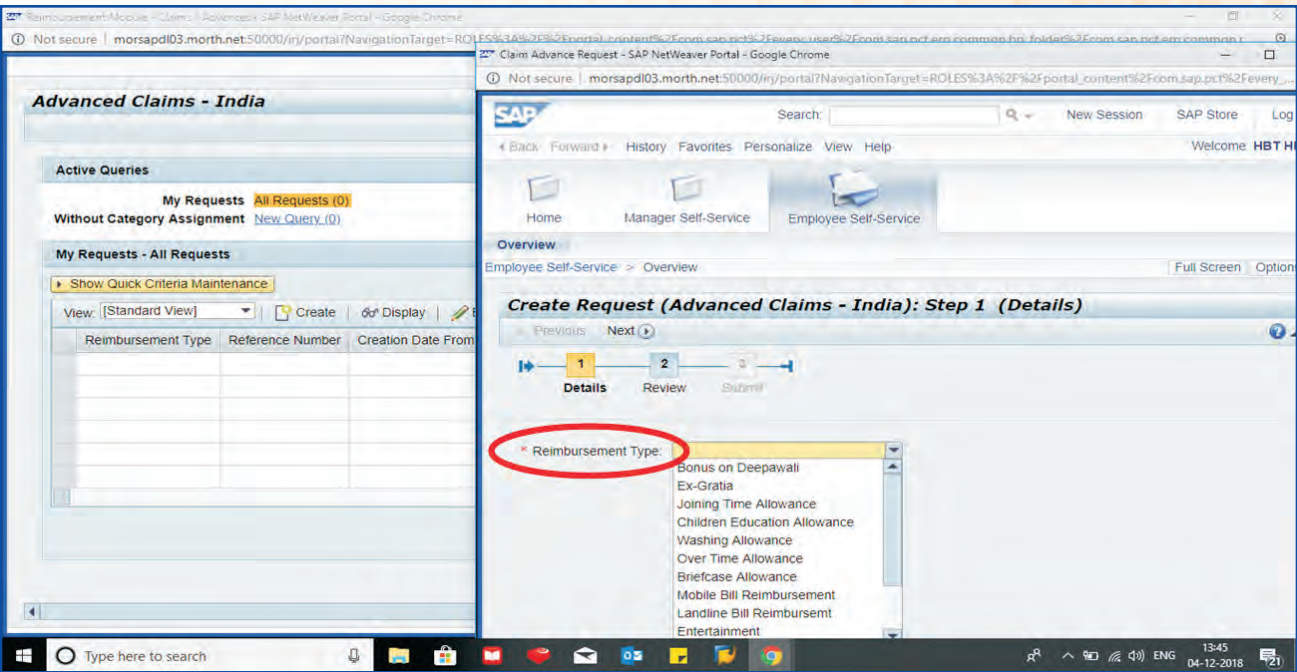


Following reimbursement type sare available in the system which can be seen in the Reimbursement Type drop down

- Hindi Allowance
- Bonus on Deepawali
- Ex-Gratia
- Joining Time Allowance
- Children Education Allowance
- Washing Allowance
- Over Time Allowance

- Briefcase Allowance
- Telephone Reimbursement
- Entertainment
- Laptop Reimbursement
- Medical Bill Reimbursement
- Mobile Handset
- News Paper Reimbursement

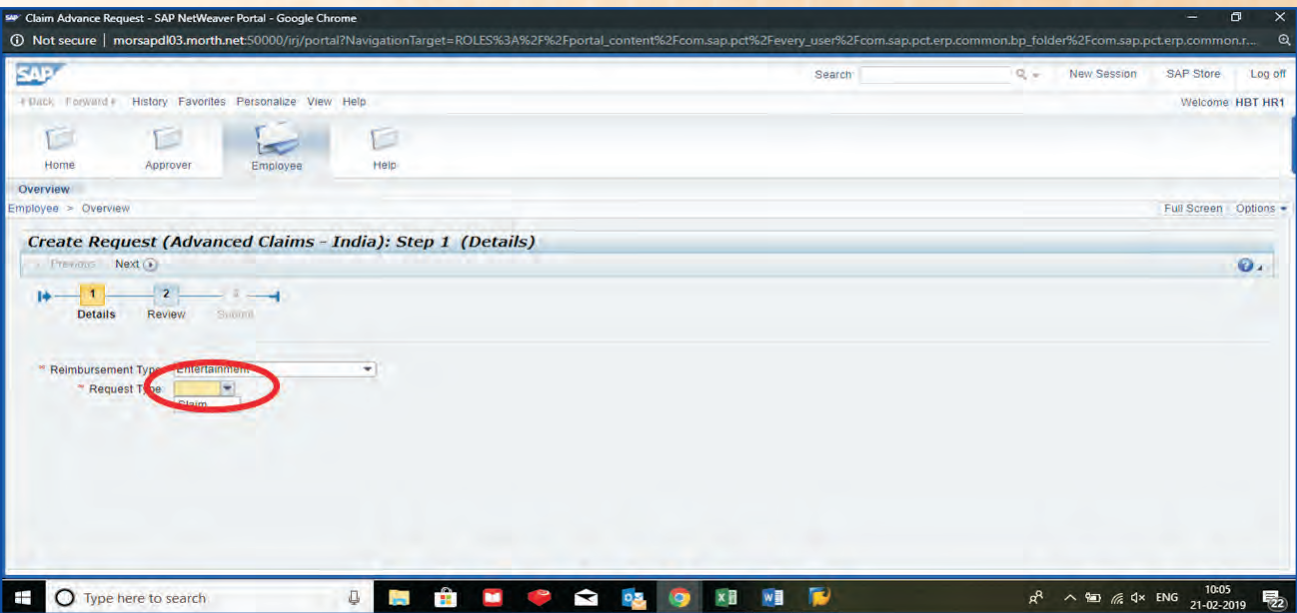
Select the type of Reimbursement/Claim



Select Request type from dropdown

- Claim
- Advance

Advance are applicable for only few types of reimbursement (as per NHAI guideline)



Advance option will only come in dropdown if that reimbursement type has advance option applicable.

Fill the required detail as it appears in the screen.

The screenshot shows the SAP NetWeaver Portal interface for creating a request. The browser address bar indicates the URL is http://ess1.morth.gov.in/np/portal?NavigationTarget=ROLES%3A%2Fportal_content%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.... The page title is "Claim Advance Request - SAP NetWeaver Portal - Google Chrome". The user is logged in as "HBTHR1". The navigation bar includes links for Home, Approver, Content Administration, User Administration, System Administration, Employee, and Help. The main content area is titled "Create Request (Advanced Claims - India): Step 1 (Details)". It features a progress bar with three steps: 1. Details, 2. Review, and 3. Submit. The form fields include: Reimbursement Type (Telephone Bill), Request Type (Claim), Requested Amount (0.00), Off-Cycle Requested (checkbox), Tax Exemption Requested (checkbox), Name, Designation, Basic Pay, Level (As per 7th Pay), Old Employee ID, ERP employee id, Claiming for the month From, Claiming for the month To, Already claimed for the month From, Already claimed for the month To, and Approver Remark.

After filling the required detail click on **declaration** box

The screenshot shows the same SAP NetWeaver Portal interface, but with the form fields for Level (As per 7th Pay), Old Employee ID, ERP employee id, and Approver Remark. A red circle highlights the "I Acknowledge & Accept Terms and Conditions" checkbox, which is the declaration box. The progress bar shows the user is currently on the "Details" step.

Click on **Review** button once you are done with all the required detail

Employee > Overview

Full Screen Options

Create Request (Advanced Claims - India): Step 1 (Details)

Previous Next

1 Details 2 Review 3 Submit

* Reimbursement Type: Entertainment

* Request Type: Claim

Requested Amount: 2000

Off-Cycle Requested: ☐

Tax Exemption Requested: ☐

Name: Manish Singh

Designation: Manager (T)

Basic Pay: 12300

Level (As per 7th Pay): 7

Old Employee ID: EMD9999

ERP employee id: 99999999

Claiming for the month From: 01.01.2019

Claiming for the month To: 31.01.2019

Already claimed for the month From: 01.12.2018

Already claimed for the month To: 31.12.2018

Approver Remark:

After clicking **Review** button following screen will appear with a message “Request validation is successful”.

Claim Advance Request - SAP NetWeaver Portal - Google Chrome

Not secure | ess1.morth.gov.in/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct%2Fcommon.bp_folder%2Fcom.sap.pct%2Fcommon.roles%2Fcom...

SAP

Search: New Session SAP Store Log off

Home Approver Content Administration User Administration System Administration Employee Help

Overview

Employee > Overview

Full Screen Options

Create Request (Advanced Claims - India): Step 2 (Review)

Previous Next Draft

Request validation is successful

1 Details 2 Review 3 Submit

Reimbursement Type: Telephone Bill

Request Type: Claim

Requested Amount: 1,000.00

Off-Cycle Requested: ☐

Tax Exemption Requested: ☐

Name: Abhay Kumar

Designation: Consultant

Basic Pay: 70000

Level (As per 7th Pay): 12

Old Employee ID: EMP999

ERP employee id: 10000001

Claiming for the month From: 01.12.2018

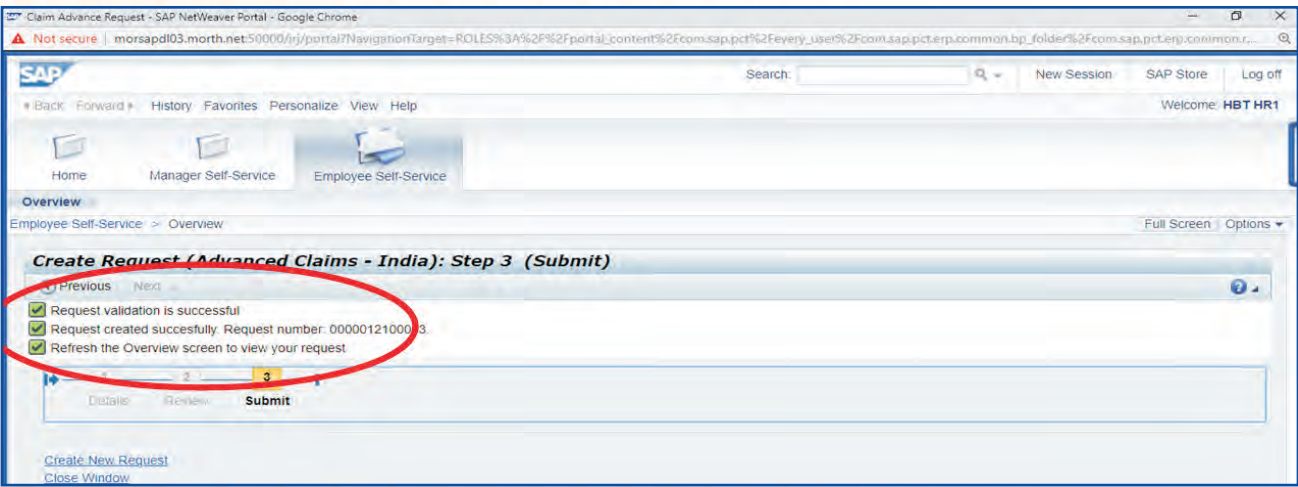
Claiming for the month To: 31.12.2018

Already claimed for the month From: 01.11.2018

Already claimed for the month To: 30.11.2018

Approver Remark:

Then click **Submit** button. Below screen will appear request with submission message and request number.

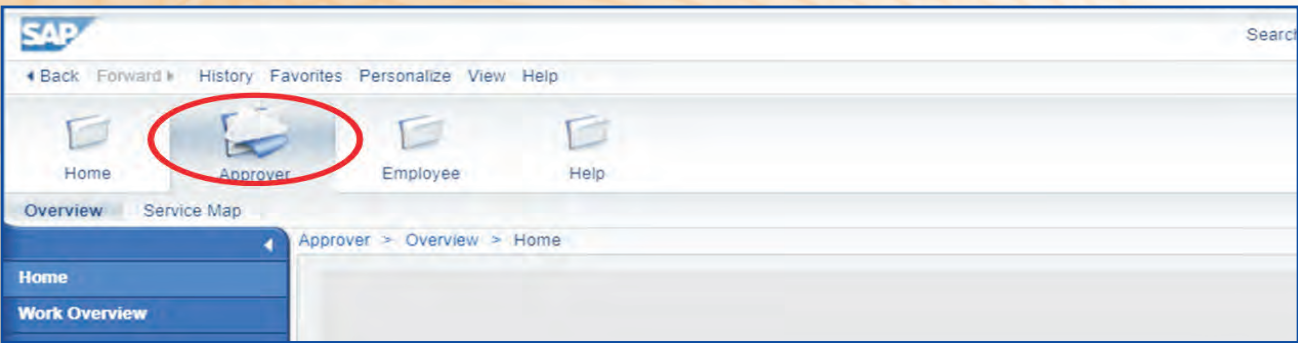


You don't have to select any approver anywhere in this form. All the approval will work as per defined approval process.

Approval Process

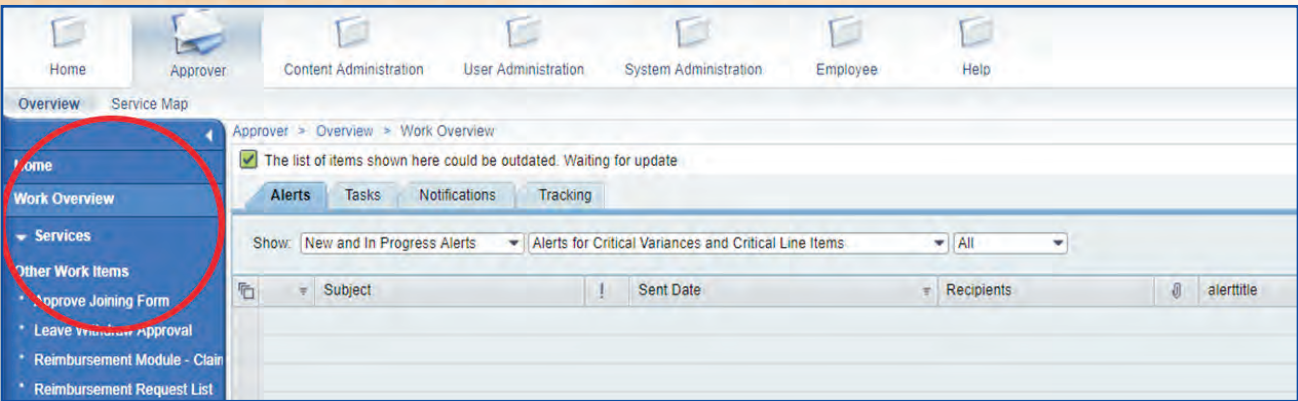
To approve the request received from an employee

Click on **Approver** button available on top of your portal page

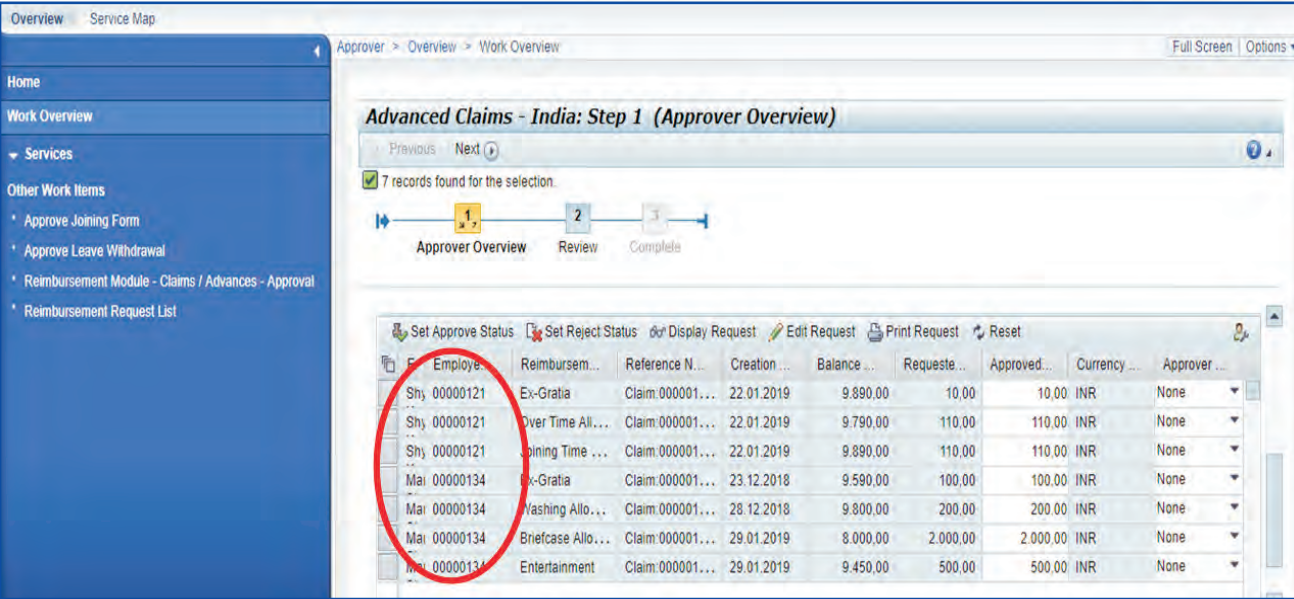


Click on **Work Overview** it expands to services with below options

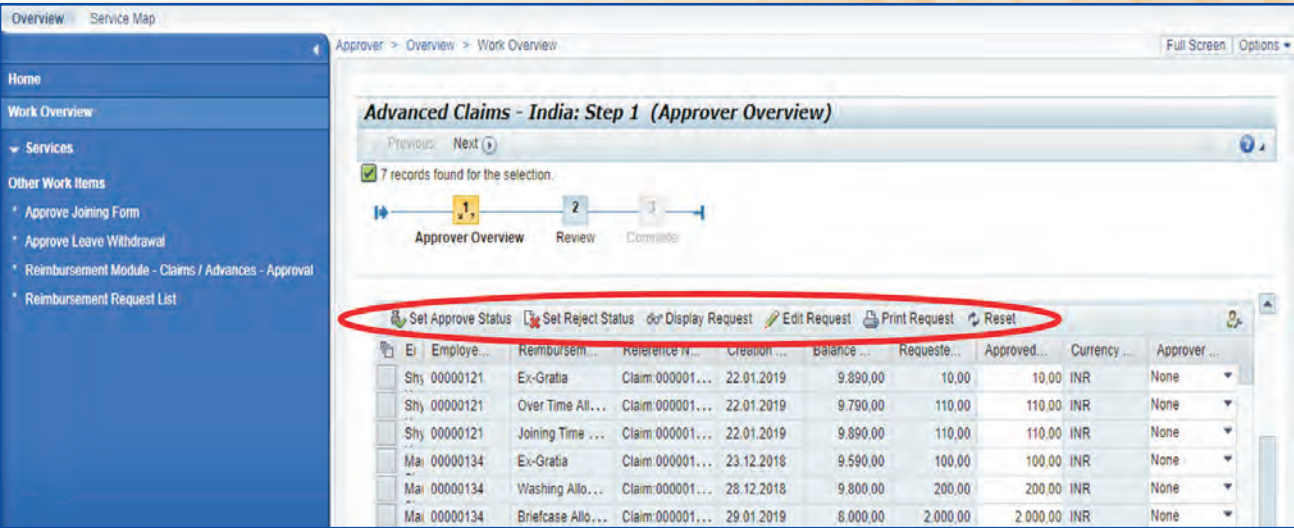
- Approve joining form
- Leave withdrawal form
- Reimbursement module - claim/advance approval
- Reimbursement request list



Click on **Reimbursement Module - Claims/Advances Approval**. Below screen will open with Employee Number which is Approver Id.

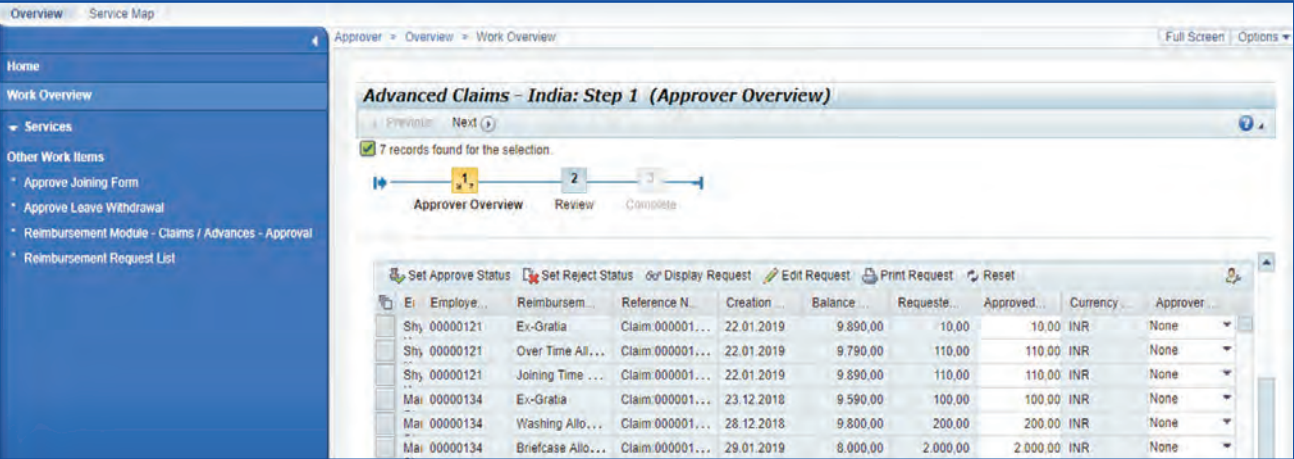


Select the row for which you would like to process in request list as shown in screen below.

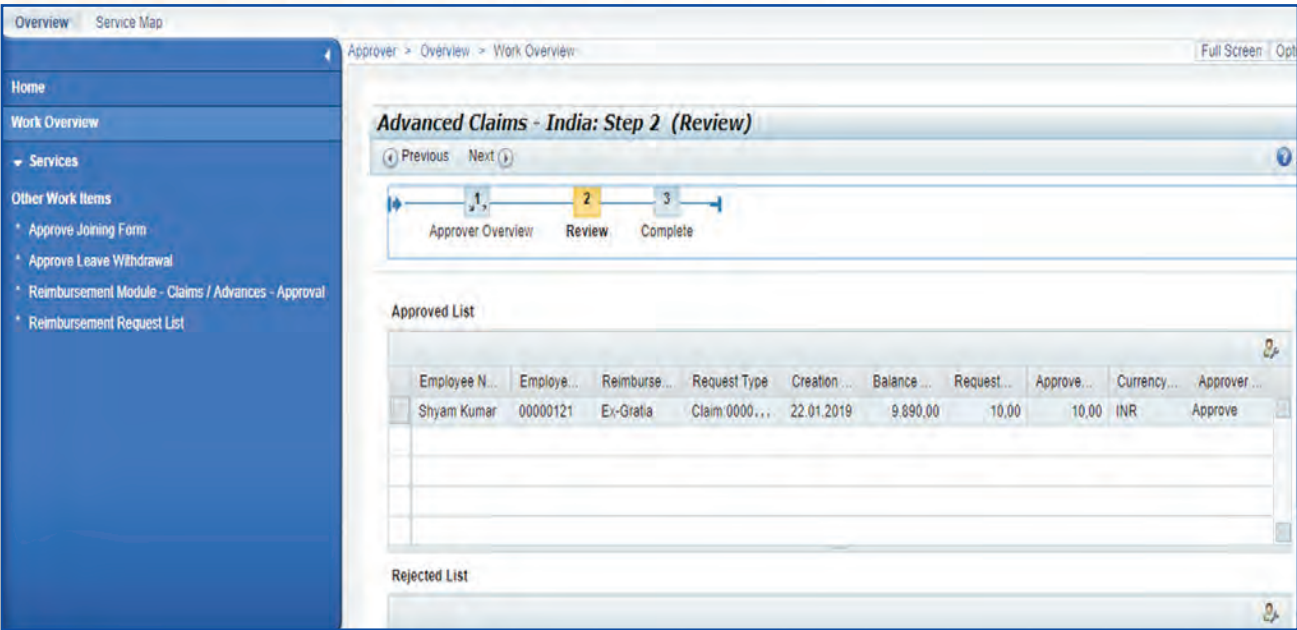


There are couple of status button as shown in below screen for your decision

Select the appropriate status then click on **Set Approve Status/ Set Reject Status** as shown in above screen and click on review



Once you click on review, system will ask you reconfirm your decision. If there is no change required, then click on **Complete** button as shown in screen below.



System will give you confirmation message as shown in screen below.



10. Helpdesk & Contact Details

In Case of any queries and concerns feel free to contact to our Helpdesk Team at:

Email: erphelpdesk@nhai.org

Helpline: 011 - 25093924

Escalation Matrix:

Level 1:	Malay Govil	malay.govil@dxs.com	9212519448
Level 2:	BB Choubey	Bbc.edisha@gmail.com	9999199922

Contact Us:

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Project Director World Bank TA

Akhilesh Kumar Srivastava
Chief General Manager (IT)
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Tanmoy Prasad
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