



HRD CORP CLAIM HELPER FOR EMPLOYERS CLAIM WITHDRAWAL

Purpose : To withdraw the claim





The objective of withdrawal is to allow employers to modify approved grants.



Withdrawals must be submitted and approved before modify grant application.

(1) Login to Employer's eTRiS account

(2) Click **Applications**



HRDF - Google Chrome

https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US

Close Last Login 17 Aug, 2016 10:54 am Friday 12:05 pm

Applications

https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US#icon_dock_Applications

Workflow Your Session will expire within 117 minute(s) and 58 second(s) Hotfix_V2.55.4.1 Powered by DigiGov

(3) Click Claim

(4) Select Search/Withdraw Claims

Logout

Last Login 28 Oct, 2017 12:53 pm

Applications

Applications

- ▶ Event Management
- ▶ Claim
 - ▶ Submit Claims with Grants
 - ▶ Submit Other Claims
 - ▶ Search/Withdraw Claims
 - ▶ Reports
- ▶ Payment Gateway
- ▶ Levy
 - ▶ Special Trust Fund
 - ▶ Apprenticeship
 - ▶ Legal Management
- ▶ Grant
- ▶ Profile Management



(5) Click Enquiry at the Action Column

Applications > Claim > Search/Withdraw Claims

Claim Enquiries

Employer Name: XXXXXXXXXXXX Levy Balance (RM): 20,058,140.00

Search Criteria

Submission Date: To

Claim Category:

Scheme:

Claim ID:

Status:

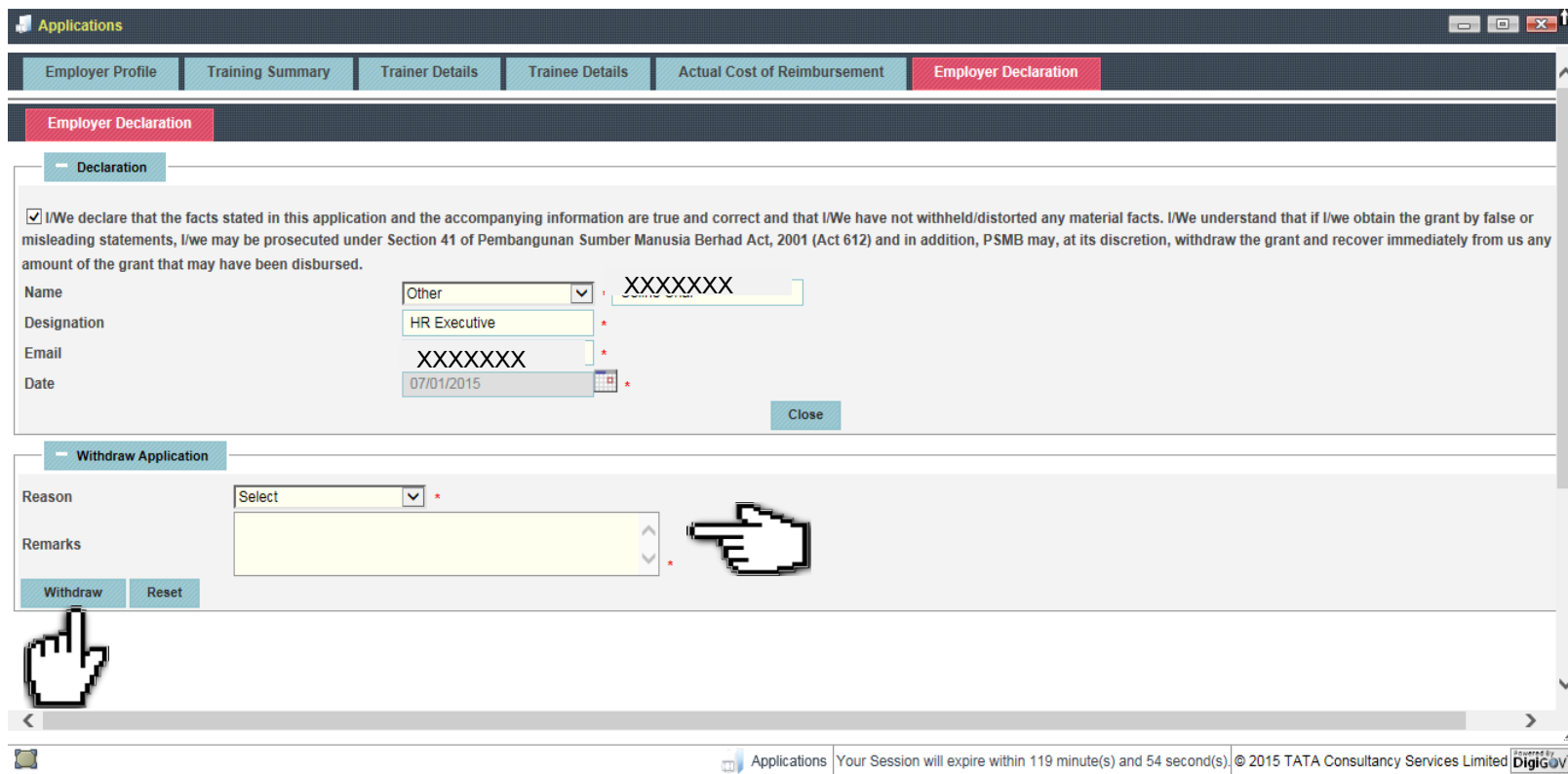
Claim Type:

Claim Enquiries

17 records found, displaying 6 to 10 records. [First / Prev] 1 2 3 4 [Next / Last]

Claim ID	Grant ID	Claim Category	Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Updated Date	Status	Claim Type	Action
XXXXXXXXXX	XXXXXXXXXX	Event	--	350.00	18/08/2014	27/08/2014	Submitted		<input type="button" value="Enquiry"/>
XXXXXXXXXX	XXXXXXXXXX	Event	50.00	--	17/08/2014		Saved		<input type="button" value="Enquiry"/>
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	1,000.00	1,000.00	15/08/2014	18/08/2014	Sent For Approval	Online	
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	100.00	100.00	15/08/2014	15/08/2014	Submitted	Online	<input type="button" value="Enquiry"/>
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	8,000.00	--	14/08/2014	14/08/2014	Saved	Online	<input type="button" value="Enquiry"/>

(6) Click **Next** to **Employer Declaration**, fill in the reason and remarks of withdrawal then click **Withdraw** to submit the claim withdrawal



The screenshot displays the 'Applications' web interface. At the top, a navigation bar includes tabs for 'Employer Profile', 'Training Summary', 'Trainer Details', 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. The 'Employer Declaration' tab is active. Below this, a 'Declaration' section contains a checkbox with the text: 'I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.' Below the checkbox are input fields for 'Name' (with a dropdown set to 'Other' and a text box containing 'XXXXXXXX'), 'Designation' (with a dropdown set to 'HR Executive'), 'Email' (with a text box containing 'XXXXXXXX'), and 'Date' (with a date picker set to '07/01/2015'). A 'Close' button is located to the right of these fields. Below the 'Declaration' section is the 'Withdraw Application' section. It features a 'Reason' dropdown menu (set to 'Select'), a 'Remarks' text area, and two buttons: 'Withdraw' and 'Reset'. A hand cursor is positioned over the 'Withdraw' button. At the bottom of the page, a status bar shows 'Applications', a session expiration timer ('Your Session will expire within 119 minute(s) and 54 second(s)'), copyright information ('© 2015 TATA Consultancy Services Limited'), and the 'DigiGov' logo.



Claims have been successfully submitted for withdrawal approval after clicking the Withdrawal button.



The claim withdrawal will be reviewed and checked within **five (5) working days**.



Employers can proceed with grant modification after the approval of claim withdrawal.



THANK YOU