



HRDCORP CLAIM HELPER REPLY QUERY CLAIM

Purpose : To reply query of claims





Claims' query need to be replied to HRDCORP officers after necessary actions have been taken such as attaching the completed documents.



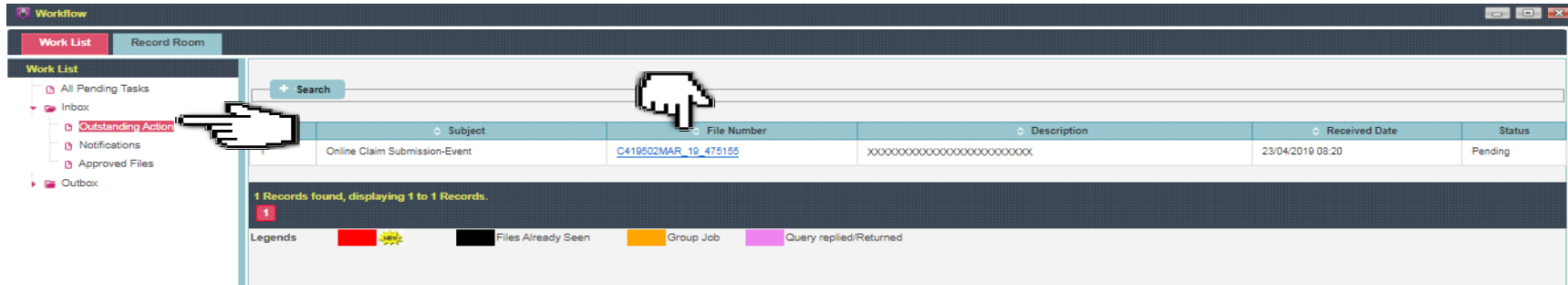
All query on claims must be replied before claim submission dateline (**6 months from training end date**)

(1) Login to Employer's eTRIS account

(2) Click **Inbox**



(3) Click Outstanding Action then click File Number



Workflow

Work List | Record Room

Work List

- All Pending Tasks
- Inbox
 - Outstanding Action
 - Notifications
 - Approved Files
- Outbox

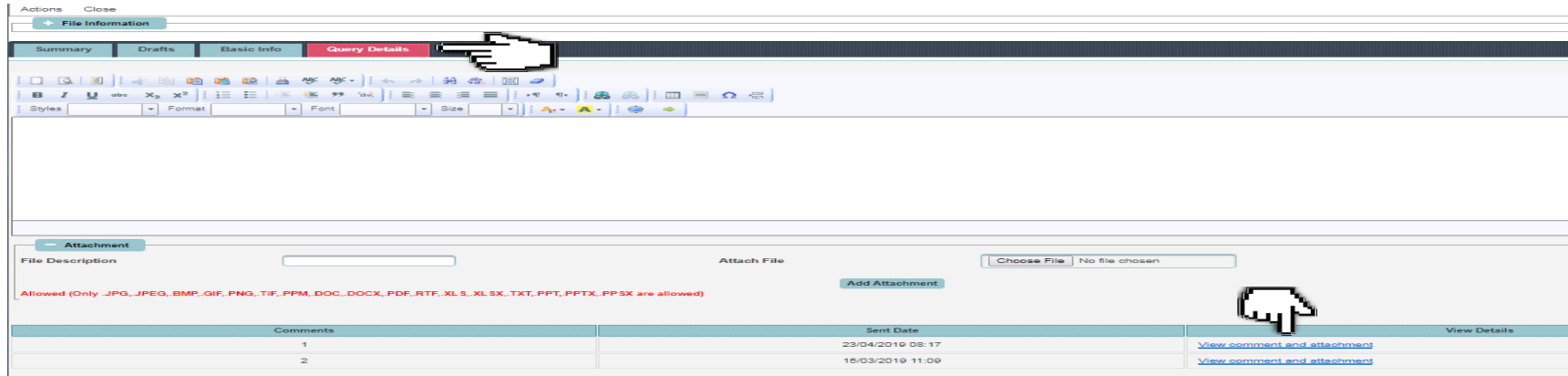
+ Search

Subject	File Number	Description	Received Date	Status
Online Claim Submission-Event	C419502MAR_19_475155	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	23/04/2019 08:20	Pending

1 Records found, displaying 1 to 1 Records.

Legends: ■ Urgent, ■ Files Already Seen, ■ Group Job, ■ Query replied/Returned

(4) Click on Query Details then click View comment and attachment to read on the queries sent by HRDCORP



Actions Close

+ File Information

Summary | Drafts | Basic Info | **Query Details**

Attachment

File Description:

Attach File: No file chosen

Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

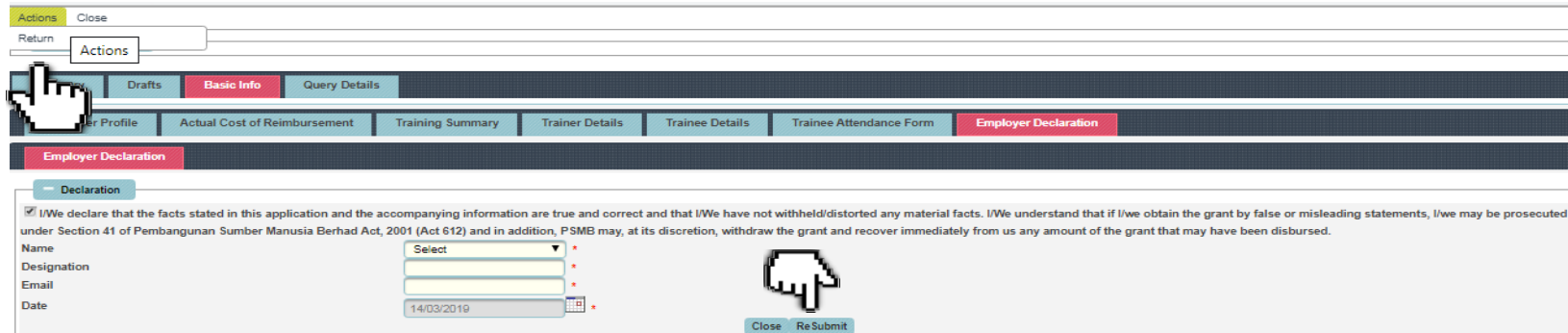
Comments	Sent Date	View Details
1	23/04/2019 08:17	View comment and attachment
2	15/03/2019 11:09	View comment and attachment

(5) Read on the queries and take the necessary action as requested by HRDCORP.

Close

Comment	Attachment						
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 20%;">Tarikh:</td> <td>18/12/2014</td> </tr> <tr> <td>Kod Majikan:</td> <td>[REDACTED]</td> </tr> <tr> <td>Tarikh Daftar:</td> <td>16/12/2014</td> </tr> </table> <p>PENGARAH URUSAN [REDACTED] 32, 1ST FLOOR [REDACTED] [REDACTED] R- [REDACTED]</p> <p>Tuan/Puan, KURI TUNTUTAN GERAN LATIHAN - (SBL)</p> <p>Dengan hormatnya tuntutan tuan adalah dirujuk bagi kursus bertajuk seperti berikut:-</p> <p>Tajuk kursus: SHOT FIRER PRACTICAL COURSE No. Geran [REDACTED] No. Tuntutan: [REDACTED] Tempoh: 03/12/2014 - 04/12/2014</p> <p>Tuntutan di atas tidak dapat diprocess di atas sebab-sebab berikut: STATUS KEHADIRAN PELATIH MENYATAKAN 'NO' DI BAHAGIAN 'TRAINEE DETAILS' SILA KEMASKINI DAN PASTIKAN KEHADIRAN PELATIH ADALAH 'YES' JIKA HADIR UNTUK TINDAKAN PROSES TUNTUTAN SELANJUTNYA</p> <p>Justeru tuan adalah dinasihatkan untuk mengambil tindakan berikut: </p> <p>2. Pastikan kuir di atas diambil tindakan sewajarnya dan sila kebalikan borang tuntutan bersama dokumen-dokumen yang diperlukan dalam tempoh sebulan daripada tarikh surat ini. Tuntutan ini boleh ditolak sekiranya tindakan tidak diambil dalam tempoh yang telah ditetapkan.</p>	Tarikh:	18/12/2014	Kod Majikan:	[REDACTED]	Tarikh Daftar:	16/12/2014	
Tarikh:	18/12/2014						
Kod Majikan:	[REDACTED]						
Tarikh Daftar:	16/12/2014						

(6) Then reply the queries by clicking **Action > Return** or **Resubmit Button** then click **OK** to submit the claim back to HRDCORP.



Actions Close

Return

Actions

Drafts Basic Info Query Details

Employer Profile Actual Cost of Reimbursement Training Summary Trainer Details Trainee Details Trainee Attendance Form **Employer Declaration**

Employer Declaration

Declaration

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.

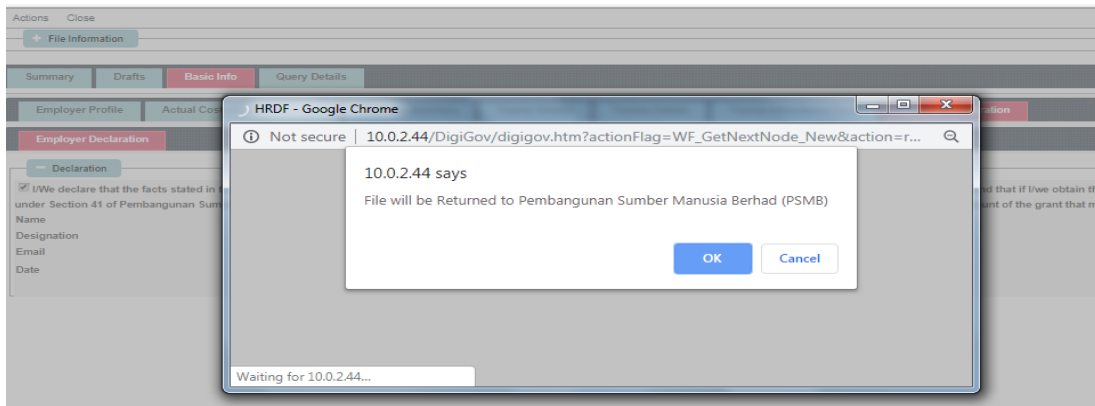
Name

Designation

Email

Date

Close ReSubmit



Actions Close

File Information

Summary Drafts Basic Info Query Details

Employer Profile Actual Cost of Reimbursement Training Summary Trainer Details Trainee Details Trainee Attendance Form **Employer Declaration**

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Name

Designation

Email

Date

HRDF - Google Chrome

Not secure | 10.0.244/DigiGov/digigov.htm?actionFlag=WF_GetNextNode_New&action=r...

10.0.244 says

File will be Returned to Pembangunan Sumber Manusia Berhad (PSMB)

OK Cancel

Waiting for 10.0.244...

SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

COST CLAIMED	SUPPORTING DOCUMENTS
Course Fees (YPL / YUR)	Official Receipt & Tax Invoice
Course Fees (YPL / YUR) – Remote Online Training	<ul style="list-style-type: none"> • Official Receipt & Tax Invoice • System Generated Attendance Report
Transportation Charges	Official Receipt & Tax Invoice
Flight Ticket	Official Receipt & Invoice / e-ticket
Hotel Rental Package / Rental of Training Place	Official Receipt & Tax Invoice (if requested)
SLB Course Fee	Cost Sharing Letter
Trainer / Trainee Daily Allowances	No Document Required
Trainer / Trainee Overseas Allowances	
Internal Trainer Allowances (EPD)	
Trainer / Trainee Meal Allowances	
Consumable Training Materials	

*HRDCORP may request for any other relevant documents for verification/confirmation purposes.



Claims have been successfully submitted after clicking the Resubmit button.



The submission of claims will be reviewed and checked within **five (5) working days**.



Letter of approval will be sent to employers via email once the claims have been approved.



THANK YOU