



MINISTRY OF HUMAN RESOURCES



HRD CORP CLAIM HELPER FOR TRAINING PROVIDER

CLAIM SUBMISSION(SCHEMES)

HRD CORP CLAIMABLE COURSES – FORMELY KNOWN AS
SKIM BANTUAN LATIHAN (SBL-KHAS)

Purpose : To submit the claim of approved grant applications





Claims need to be submitted by training providers after the approval of grants and training completion.



Effective 1st August 2019, training claims must be submitted within six (6) months after training completion. **(Refer Employer's Circular 3/2019)**



- Claims for HRD Corp Claimable Courses must be submitted by Training Providers before the employers' submission of claims.
- Training Providers must ensure that the trainee attendance is accurate, as employers cannot amend it once approved.

(1) Login to Training Provider's eTRiS account

(2) Click **Applications**



(3) Click Claim

(4) Select Submit Claim With Grants - TP



(5) Click **Claim** at the Action Column

(Only approved grant with completed trainings/events will be displayed)

Search Criteria

Grant ID

Course Title

Scheme

Training Date To

Approved Date To

Approved Amount (RM) To

Approved Grant

9 records found, displaying 1 to 5 records. [First/Prev] 1, 2 [Next / Last]

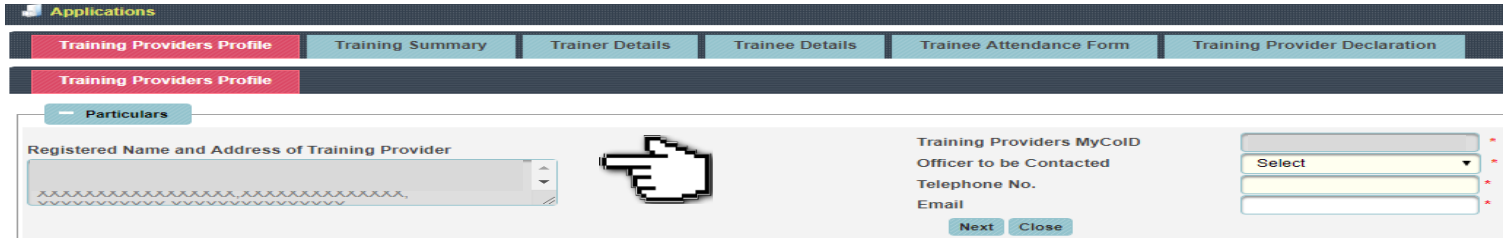
Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL-Khas20143578	Course Title	30/04/2014	1,370.00	01/05/2014	01/05/2014	<input type="button" value="Claim"/>
72641MSBL20140784	MS OFFICE TRAINING FOR OFFICE ADMINISTRATOR	30/04/2014	1,200.00	29/04/2014	29/04/2014	<input type="button" value="Claim"/>
72641MSLB20144797	"KEEPERS OF THE FLAME" - SELF AUTHORISED LEADERSHIP PROGRAMME	20/02/2014	7,700.00	21/02/2014	21/02/2014	<input type="button" value="Claim"/>
72641MSLB20145110	s	13/02/2014	2,500.00	04/02/2014	04/02/2014	<input type="button" value="Claim"/>
72641MSLB20149268	ADMINISTRATIVE SKILLS FOR ADMINISTRATORS, SECRETARIES AND COORDINATORS	10/02/2014	3,644.50	11/02/2014	11/02/2014	<input type="button" value="Claim"/>

Unsubmitted Claim

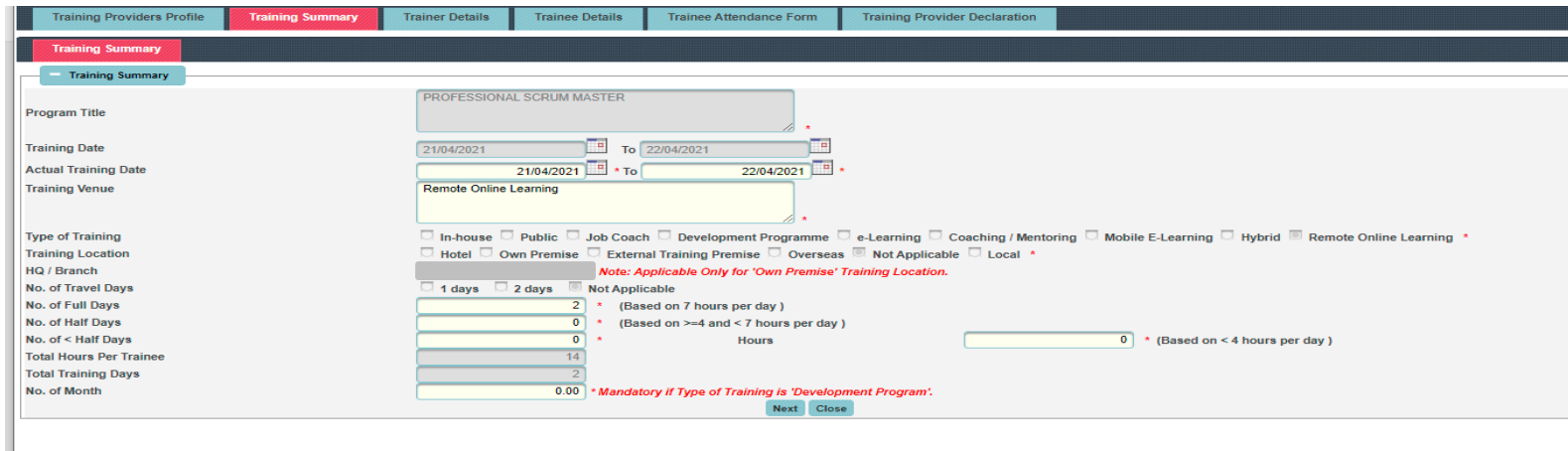
One record found. 1

Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
EVT\MFWEVT\2014\449	HR Clinic	22/01/2014	-	24/01/2013	24/01/2013	<input type="button" value="Claim"/>

(6) Provide the contact details of the **Officer to be Contacted** or select **Others** if the name is not in the record system and then click **Next**



(7) Verify the information (pre-populated from Grant application) then click **Next**



(8) Fill in Trainer Information (updated by Training Provider) then click **Next**

Training Providers Profile | Training Summary | **Trainer Details** | Trainee Details | Trainee Attendance Form | Training Provider Declaration

Trainer Details

External Trainer

Name * Citizenship Select *
 IC/Passport No. * Distance to Training Location Select *

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	XXXXXXXXXXXX	XXXXXXXXXXXX	Malaysian	Less 70 km	View / Edit / Delete

(9) Key in Trainee Attendance (updated by Training Provider) then click **Next**

Applications

Training Providers Profile | Training Summary | Trainer Details | **Trainee Details** | Trainee Attendance Form | Training Provider Declaration

Trainee Details

Trainees Information By Group

Training Schedule Start Date 12/03/2019 * End Date 12/03/2019 *

Claim	Batch No.	Start Date	End Date	Add / Edit Trainee Details	Actions
<input checked="" type="checkbox"/>	1	12/03/2019	12/03/2019	Add / Edit Trainee Details	View / Edit

Note: Please key in all Batch details and SAVE before keying in the Trainee Details.

Trainees Summary

Batch No.	Male	Female	Less 70 km	More or equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	5	9	14	0	0	14	0	0	0	0

One record found.

(10) Update trainee attendance (75%) by clicking **Edit** and select **Yes** and click **Update**, after updating, click Save then click **Save**

<input type="radio"/>	NA		00000000000	External User Type
<input type="radio"/>	NA		00000000000	Internal User Type

[Download Trainee List](#)

Load trainee details from XLSX or XLS file

File Description

Attach File [Browse...](#)

Upload

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

Name

IC No.

Gender

Race

Academic Qualification

Trainee Designation

HQ/Branch

Distance to Training Location

Attendance (75%)

Free of Charge (FOC) ?

Add

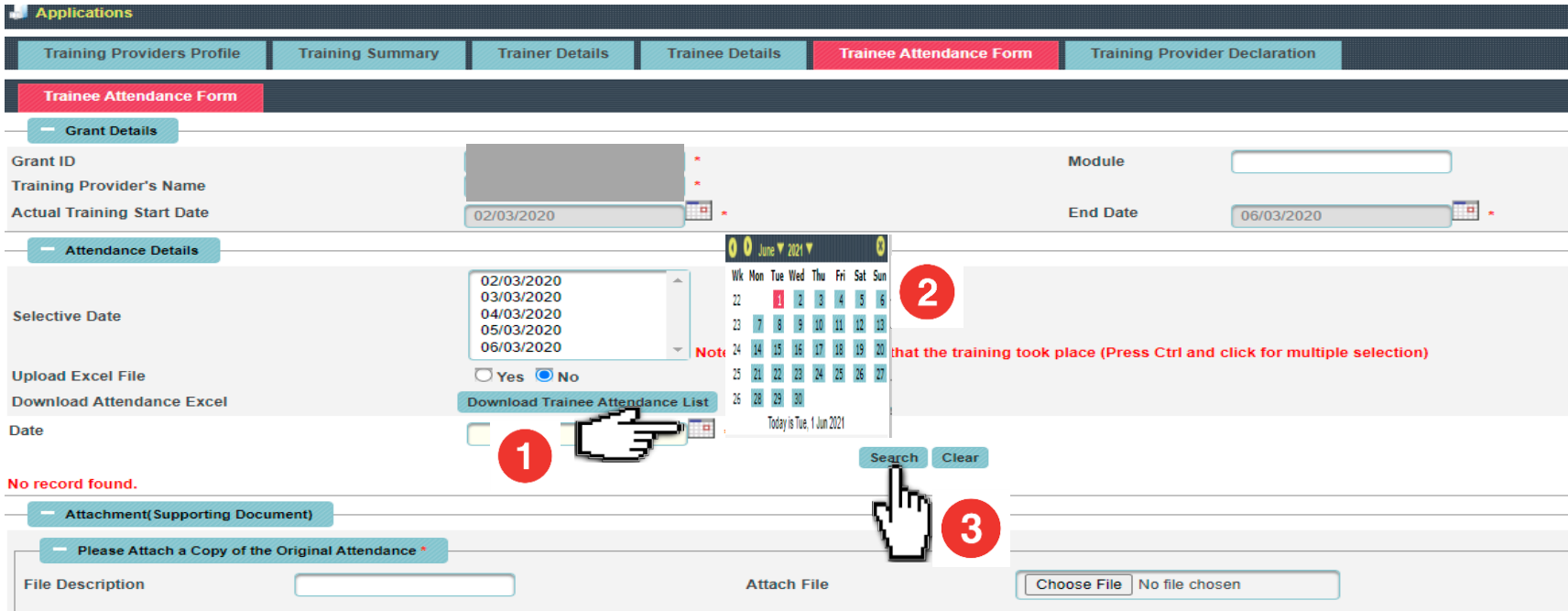
Reset

Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Attendance (75%)	FOC	Actions
NA	00000000000	Male	NA	NA	NA		Less 70 km	No	No	View / Edit / Delete
NA	00000000000	Male	NA	NA	NA	XXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	00000000000	Male	NA	NA	NA	XXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	00000000000	Male	NA	NA	NA		Less 70 km	No	No	View / Edit / Delete
NA	00000000000	Male	NA	NA	NA	XXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	00000000000	Male	NA	NA	NA		Less 70 km	No	No	View / Edit / Delete

(11) There is two (2) options to upload the daily attendance data:

Option 1

- By selecting the training date in calendar and click Search



The screenshot shows the 'Trainee Attendance Form' interface. At the top, there are navigation tabs: 'Applications', 'Training Providers Profile', 'Training Summary', 'Trainer Details', 'Trainee Details', 'Trainee Attendance Form' (highlighted), and 'Training Provider Declaration'. Below these are sub-tabs: 'Grant Details' and 'Attendance Details'. The 'Grant Details' section includes fields for 'Grant ID', 'Training Provider's Name', 'Actual Training Start Date' (02/03/2020), 'Module', and 'End Date' (06/03/2020). The 'Attendance Details' section has a 'Selective Date' dropdown menu with a calendar icon, 'Upload Excel File' (Yes/No), 'Download Attendance Excel', and 'Download Trainee Attendance List' buttons. A calendar pop-up is shown with a hand cursor pointing to a date, annotated with a red circle '1'. A red circle '2' points to a note: 'Note: that the training took place (Press Ctrl and click for multiple selection)'. Below the calendar are 'Search' and 'Clear' buttons, with a hand cursor pointing to the 'Search' button, annotated with a red circle '3'. At the bottom, there is an 'Attachment(Supporting Document)' section with a 'Please Attach a Copy of the Original Attendance' note, a 'File Description' field, an 'Attach File' button, and a 'Choose File' button with 'No file chosen' text.

- then, please ensure that only trainee attended was update to “present”, and “absent” for those not attended, then **Save The Attendance Data**, please make sure the listing was upload for everyday training and please attach the attendance T3 form and click **Next**

Selective Date

Upload Excel File

Download Attendance Excel

Date

02/03/2020
 03/03/2020
 04/03/2020
 05/03/2020
 06/03/2020

Yes No

[Download Trainee Attendance List](#)

Date

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

[Search](#) [Clear](#)

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent

[Save Attendance Data](#)

[Attachment\(Supporting Document\)](#)

[Please Attach a Copy of the Original Attendance](#)

File Description

Attach File No file chosen

[Add Attachment](#)

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

No record found

[Next](#) [Close](#)

Option 2

- By selecting the training date in **Selective Date** (press Ctrl button at keyboard if you want to highlight all training dates)
- Click **Download Trainee Attendance List**

Applications

Training Providers Profile | Training Summary | Trainer Details | Trainee Details | **Trainee Attendance Form** | Training Provider Declaration

Trainee Attendance Form

Grant Details

Grant ID [Redacted] * Module []
Training Provider's Name [Redacted] * End Date [06/03/2020] *

Actual Training Start Date [02/03/2020] * End Date [06/03/2020] *

Attendance Details

Selective Date [02/03/2020, 03/03/2020, 04/03/2020, 05/03/2020, 06/03/2020] * **Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)**

Upload Excel File Yes No

Download Attendance Excel **2**

Date [] *

No record found.

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance *

File Description [] Attach File No file chosen

- System will generate the trainee attendance list in excel format_(please open and save the excel in the desktop)


Attendance Details

Selective Date: 02/03/2020, 03/03/2020, 04/03/2020, 05/03/2020, 06/03/2020
 Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Upload Excel File: Yes No
 Download Attendance Excel:

Date:

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabillah Ibrahim	870600035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabillah Ibrahim	870600035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabillah Ibrahim	870600035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabillah Ibrahim	870600035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabillah Ibrahim	870600035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent


TraineerAttendance...xls  **3**

- Tick **Upload Excel File** to Yes, browse the excel file save in desktop and click **Add Attachment**

Attendance Details


Selective Date: 02/03/2020, 03/03/2020, 04/03/2020, 05/03/2020, 06/03/2020
 Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)


Upload Excel File: Yes No
 Download Attendance Excel:

4 

Upload Attendance Template

File Description:

Attach File: TraineerAtte...etails (1).xls  **5**

 **6**

Allowed (Only .XLSX, .XLS are allowed)

- System will upload trainee information based on the excel file, please ensure that only trainee attended was update to “present”, and “absent” for those not attended, then **Save The Attendance Data**, please make sure the listing was upload for everyday training and please attach the attendance T3 form and click **Next**

Selective Date: (Dropdown menu: 02/03/2020, 03/03/2020, 04/03/2020, 05/03/2020, 06/03/2020)

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Upload Excel File: Yes No

Download Attendance Excel:

Date:

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent

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)

No record found

(12) Fill in the training provider declaration form and attach the documents as per required then click **Save & Submit** to submit application

Applications

Training Provider's Declaration

Declaration

I hereby submit claim for course fee amounting to RM for trainees who attended the course

The training commences on to and the list of trainees are as of part II.

I declare that the claim are subject to the terms and conditions of Pembangunan Sumber Manusia Berhad.
 I declare that all the information in the form and all accompanying information are true and correct and I have not provided any false or misleading information.

Name of Officer In-charge

Designation

Position

Date

Reminder:
 You are reminded that you will be prosecuted under the Penal Code and Pembangunan Sumber Manusia Berhad may at its discretion recover any amount paid, if false and misleading informations or false and misleading documents provided to obtain financial assistance.

Note: Supporting Document is mandatory like Invoice and Employer Declaration form(P SMB/SBL-KHAS/JD/14)

Supporting Document *

File Description	Attach File
<input type="text"/>	<input type="button" value="Choose 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)

No record found



SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

COST CLAIMED	SUPPORTING DOCUMENTS
Course Fees (YPL / YUR)	JD/14 Form
	Invoice (Attention to HRD CORP)
Trainee Attendance	T3 Form
Trainee Attendance (Remote Online Learning)	System Generated Attendance Report (declare by both Training Provider and Employer with signature, name, designation, company stamp & date)

***refer to next slide on above documents requirement**

- ❖ **HRD Corp may request for any other relevant documents for verification/ confirmation purposes.**

IMPORTANT DOCUMENT REQUIREMENT

JD/14 FORM

- JD/14 Form only can be approved by **MANAGER** level and above
- JD/14 Form only can be approved after training completion.
- JD/14 Form **MUST** be filled in by Training Provider completely as per requirement and submit to employer for declaration

-
- T3 form must be filled in by Training Provider and ensure that trainees sign the form on daily basis
 - For remote online training, all trainee information need to fill up but physical signature is not necessary
 - T3 Form must be declared by the Training Provider and fulfill the form requirement

T3 FORM

INVOICE

- Invoice must address to Pembangunan Sumber Manusia Berhad @ Human Resource Development Corporation
- Invoice description must stated (Employer name, training program title, training date)
- Training Provider must indicate SST number in the invoice

ATTENDANCE REPORT

- System generated attendance report must generate from the online training platform system
- System generated attendance report must show each trainee's training date, time log-in and time log-out or total duration of training
- System generated attendance report must be sign by both training provider and employer with person name, designation, company stamp and date
- If training provider unable to generate attendance report (due to some circumstances allowed), training provider need to provide confirmation letter from employer and copy of Certificate of each trainee

DIGITAL SIGNATURE & DIGITAL COMPANY STAMP

- Digital signature and digital company stamp is allow **ONLY** during MCO due to some employer practiced working from home (WFH)
- Training provider is required to get confirmation letter/ official email from employer confirming the digital signature and the company stamp and explaining the reason for not able to give physical declaration.
- The confirmation letter / official email need to upload and attach during claim submission



Claims have been successfully submitted after clicking the Save & Submit button.



The submission of claims will be reviewed and checked within **four (4) working days**.



Letter of approval will be sent to Training Providers via email after the claims have been approved.



MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU