Creating claims in ESS [Employee Self Service]

S. No	Step	Observation
1	Log into system by entering your USER ID i.e. last 8 digits of HRMS Number (Discard first digit i.e. 1 or 2) and PASSWORD	SAP NetWeaver SAP NetWeaver Description SAP NetWeaver ID & Password ID & Password SRM Quick Links Wender Cuest Login New Bidder? Apply for Access Authorizatio
2	Click on Tab "Employee Self Service"	Claim Advance Request Say Statement Claim Advance Request Say Statement
3	Click on link "Reimbursement Modules - Claims / Advances" under "Tab Benefits & Payment"	Overview Implayee Set5.Service applications provide you with easy access to information and services the formation and services that the offering. Implayee Set5.Service applications provide you with easy access to information about colleagues and their position in the compare that the provide service of the time. Implayee Set5.Service applications provide you with easy access to information about colleagues and their position in the compare that the provide service of the time. Implayee Set5.Service applications provide you with easy access to information about colleagues and their position in the compare that the provide service of the moley with the service of the moley with the time of the moley with the service of the time of the time. Implayee Set5.Service Sectof for employees by name and find basic information about colleagues and their position in the compare that the provide of the employees of the time of time of the time of time of time of the time of the time of time of time of time of ti
4	Click on Tab "Create" on left side bottom of screen	Create Create View Edt Delete Print Ext
5	Select "Reimbursement Type" from the drop down menu in window [Broadband Bill, Briefcase, Driving Charges, Electricity, Entertainment, Fuel, GSM Mobile Bill, Mobile Handset, Newspaper, Fixed Telephone Bill and Towel]	Image: Contract of the second seco

For ERP help in BSNL CO; Contact: Mr. Sunil Gupta [(09412223889 & 9868523889) WS-5107 BSB] Mr. Anup Bhar [(09412223266) WS-5097 BSB], Mr. Rakesh Meena [(9868214865) WS-5112 BSB] or Register complaint at **corp.bsnl.in/cit**

S. No	Step	Observation					
6	Select Request Type "Claim"	ervice Employee Password Admin ch Working Time Benefits and Payment Personal Inform Claim Advance Request inulation Advance Reimbursement Type: Newspaper Reinbursement Request Type: Claim Previous Review Cancel					
7	 As screen appears 1. Fill all the data. 2. Acknowledge & Accept "Terms and Conditions" by Clicking on "Check Box" 3. Press Tab "Review" 	Claim Advance Request Image: Deprese for the more in Case Image: Deprese for the more in Case <td< th=""></td<>					
8	See for the message on top of the screen. If any error, take remedial action as per error.	Dataset stargation Starg statusent Statusent Statusent Statusent Statusent Statusent Statusent <t< th=""></t<>					
9	If no error message Click Tab "Submit"	A claim number is generated and claim is forwarded.					

Please remember:

- 1. ESS is most compatible in INTERNET EXPLORER only.
- Sometimes claims are not submitted properly. Please open nodes of the claim in the initial screen for the claims & reimbursement [As Step 4 above] and see for Person Responsible. In case USER NOT FOUND is displayed, it means that the claim is not submitted properly. Please re-submit the claim.

laim Advance Request											
2	3	4									
Overview Display and Edit	Review and Ser	nd Completed									
Reinbursement Type: -All- Request Type: -All- Request Phase: -All- Refuest Phase: -All-											
mbursement Eligibility LTC Eligit	bility Search Requ	Jests									
		_									
Reimbursement Type	Requested Value	Approved Value		Request Phase	Request Status	Person Fesponsible					
 Newspaper Reimbursement 			Indian Rupee	-	-						
Claim: 9821851000003	300	300	Indian Rupee	In-Process *	To Be Processed	MAHE IDER PRATA	P SINGH (98203997)				
					To Be Approved 🔍	MANY NOTE OF ATA					
Claim: 9821851000004	300		Indian Rupee	In-Process ····	To be Approved	MAPPINDER PRATA	P SINGH (98203997)				
Claim : 9821851000004 Towel Claim Reimbursement			Indian Rupee	in-Process +	To be Approved *	MARTINDER PRATA	P SINGH (98203997)				
		125		In-Process * In-Process *	To Be Processed V	MAHENDER PRATA					
▼ Towel Claim Reimbursement		125	Indian Rupee	*	*						

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