FBP Employee Claims

In this page, admin/processor can apply for FBP Claims on behalf of employees, if employees are unable to apply for claims from their ESS login

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **Employee Claims**

- Search and select employee in **Employee Code/Name field**, to apply for claims.
- On selecting employee records, user can see the Annual Limit, Monthly Limit and Total Claims already applied.
- Select **FBP Component** from drop down field, in which claims are to be applied.
- Enter notes/remarks/reasons in **Note** field.
- Enter bill particulars i.e., description, bill no., bill date, bill amount.
- Click on **Submit** button to apply for claims