

## How to apply for 'Claims'

You can follow the below steps to apply for 'Claims' on Zing HR :

1. Log in to your Zing HR account.
2. Select the Claim type from the left-hand bottom side on Dashboard (CTC or Non CTC)


The screenshot shows the Zing HR dashboard. At the top left, there is a calendar view for the month of March, with dates 28, 29, 30, 31, 1, 2, 3. To the right of the calendar is a 'Team Attendance' summary for '12:NaN am to 12:NaN am' showing: Punch In: 0, Not Punch In: 35, On Leave: 0, Total: 35. Below the calendar are buttons for 'Regularize', 'Outdoor / WHH', 'WOLF Swap', and 'Extra Time'. The main dashboard area is divided into several sections: 'Employee Connect' with a search bar and navigation options; 'Send Your Best Wishes' and 'Welcome New Employees' sections; a 'Punch Details' section with 'PUNCH IN' and 'PUNCH OUT' buttons; and a 'My Claims' section. The 'My Claims' section has tabs for 'Current Year' and 'Last Year'. It contains two main options: '+ CTC claims' and '+ Non CTC claims'. Red arrows point to both options, with the text 'Select Claim type from here' positioned between them. Below the 'My Claims' section is a table with columns for 'Requisition Title', 'No. Of Openings', and 'Action'.

### For CTC Claim-

This is a close-up view of the 'My Claims' section from the dashboard. It features a header with a folder icon, the text 'My Claims', and two tabs: 'Current Year' (which is active) and 'Last Year'. Below the header are two main claim type options: '+ CTC claims' and '+ Non CTC claims'. A large red arrow points from the text 'Select Claim type from here' to the '+ CTC claims' option.

3. Click on the CTC claim will get the CTC claim Types and click on 'Apply Now'.

**CTC claims**

- Credit Card**  
Eligibility : 50,000 , Claimed Amount : 0 , Balance Amount : 50,000  **Apply Now**
- Daily claim type QA**  
Claimed Amount : 1,68,474 **Apply Now**
- ADVANCE CLAIM**  
Eligibility : 10 , Claimed Amount : 0 , Balance Amount : 10 **Apply Now**
- Test\_DJ**  
Eligibility : 2,000 , Claimed Amount : 0 , Balance Amount : 2,000 **Apply Now**

4. New window will appear.

**Credit Card**

**\*\*Claim Applied is Taxable**

Claim Sub Type:  [View Eligibility](#)

Claim sub type	Date	Particulars	Bill Amt.	Claim Amt.
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Eligibility Balance:  Advance Amount:

Alcohol Bill:  Currency:

I hereby declare that what is stated under Reimbursement submission is true & correct to the best of my information and belief. I also undertake that I will be solely responsible, if any liability arising due to wrong/inaccurate supporting provided by me.

Total Bill Amt.:  Total Claim Amt.:

**Add Voucher** **Save As Draft** **Apply Now**

Approval Process for this claim

5. Enter the compulsory field and click 'Add Voucher' button.

6. If there is any approval matrix defined then it will reflect below the 'Approval Process for this claims'.

**Credit Card**

**\*\*Claim Applied is Taxable**

Claim Sub Type: Sub Credit Card View Eligibility

Eligibility Balance: 999999999999 Advance Amount:

Alcohol Bill:  Currency:

I hereby declare that what is stated under Reimbursement submission is true & correct to the best of my information and belief. I also undertake that I will be solely responsible, if any liability arising due to wrong /inaccurate supporting provided by me.

Total Bill Amt.: 0.00 Total Claim Amt.: 0.00

[Add Voucher](#) [Save As Draft](#) [Apply Now](#)

Approval Process for this claim [Click on Add Voucher](#)

7. Click 'Apply Now' button and you are done!

**Credit Card**

**\*\*Claim Applied is Taxable**

Claim Sub Type: Sub Credit Card View Eligibility

Eligibility Balance: 999999999999 Advance Amount:

Alcohol Bill:  Currency:

I hereby declare that what is stated under Reimbursement submission is true & correct to the best of my information and belief. I also undertake that I will be solely responsible, if any liability arising due to wrong /inaccurate supporting provided by me.

Total Bill Amt.: 0.00 Total Claim Amt.: 0.00


[Add Voucher](#) [Save As Draft](#) [Apply Now](#)

Approval Process for this claim [Click on Add Voucher](#)

**For Non-CTC Claim-**

My Claims Current Year Last Year

+ CTC claims


+ Non CTC claims  [Click here for Non-CTC claim](#)

- Click on the Non-CTC claim will get the Non-CTC claim Types and click on 'Apply Now'.

My Claims Current Year Last Year

+ CTC claims

- Non CTC claims

<b>Sailes</b> Eligibility : 11,000 , Claimed Amount : 0 , Balance Amount : 11,000	<a href="#">Apply Now</a>
<b>Car Fuel Expense yearly</b> Claimed Unit (s) : 0 Unit (s)	 <a href="#">Apply Now</a>
<b>Random</b> Eligibility : 11,000 , Claimed Amount : 29 , Balance Amount : 10,971	<a href="#">Apply Now</a>

- New window will appear.

Car Fuel Expense yearly

**\*\*Claim Applied is Taxable**

Claim Sub Type: Car Fuel Expense View Eligibility

Bill Date: 09/10/2018 Bill No:

Car Fuel (Ltr.): Accommodation Type: Select

Company: Cnergys Infotech India Pvt Ltd. Division: Select

Sub Location: Select Bill Amt.:

Claim Amt.: Excess Amt.:

I hereby declare that what is stated under Reimbursement submission is true & correct to the best of my information and belief. I also undertake that I will be solely responsible, if any liability arising due to wrong /inaccurate supporting provided by me.

Total Bill Amt.: 0.00 Total Claim Amt.: 0.00

Total Applied Units: 0.00

[Add Voucher](#) [Save As Draft](#) [Apply Now](#)

Approval Process for this claim

## 5. Enter the compulsory field and click on 'Add Voucher'.

Car Fuel Expense yearly

**\*\*Claim Applied is Taxable**

Claim Sub Type: Car Fuel Expense View Eligibility

Car Fuel (Ltr.): Accommodation Type: Select

Company: Cnergys Infotech India Pvt Ltd. Division: Select

Sub Location: Select Bill Amt.:

Claim Amt.: Excess Amt.:

Remarks

I hereby declare that what is stated under Reimbursement submission is true & correct to the best of my information and belief. I also undertake that I will be solely responsible, if any liability arising due to wrong /inaccurate supporting provided by me.

Total Bill Amt.: 0.00 Total Claim Amt.: 0.00

Total Applied Units: 0.00

[Add Voucher](#) [Save As Draft](#) [Apply Now](#)

Approval Process for this claim

[Click on Apply Now for sending to approval](#)

## 6. Click 'Apply Now' button and you are done!