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)

For CTC Claim-

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

4. New window will appear.

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 '.

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

For Non-CTC Claim-

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

4. New window will appear.

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

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