ADVANCE REQUEST

INTRODUCTION:

This module of HR enables the user to create and manage employee advance policies. Employees can request for advance which are then reviewed and approved. During the payroll process the payroll module will take any outstanding loan or advance payments and consider those when calculating the individual's payout for the month.

1. Advance Request form

2. Approve Advance Request

3. Approve payment Request

4. View Advance Request

5. Advance Approval Repayment

PREREQUISITES:
- Create account in RNC (http://relgo.com/)
- Verify and create identity cast.
- Subscribe in ROC (http://www.relgo.com/roc/) with generated identity cast.

PROCESS FLOW:
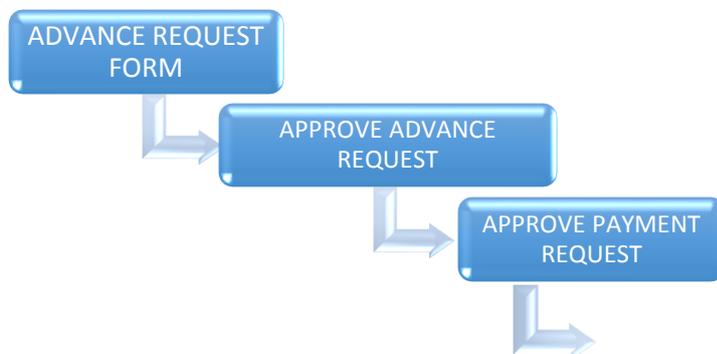
1. ADVANCE REQUEST FORM:

In this employee can request for the advance salary.

Go to→ Hr→Hr Management→ Payroll Management→"**Advance Request Form**".

By clicking on "**Advance Request Form**" it will directed to new page,

This page contains the following details

"Advance no, Name of the Employee, Advance Type, Description, Required Date, Amount, Advance Settlement Date".

→By clicking on Add, A request sends to "**User Account**" from "**Employee Account**"

2. APPROVE ADVANCE REQUEST (RELGO ACCOUNTS)

In this accounts manager can login to the user account to approve the Advance Request

Go to→Hr→Hr Management→ Payroll Management→ "Employee Advance Repayment Plan"
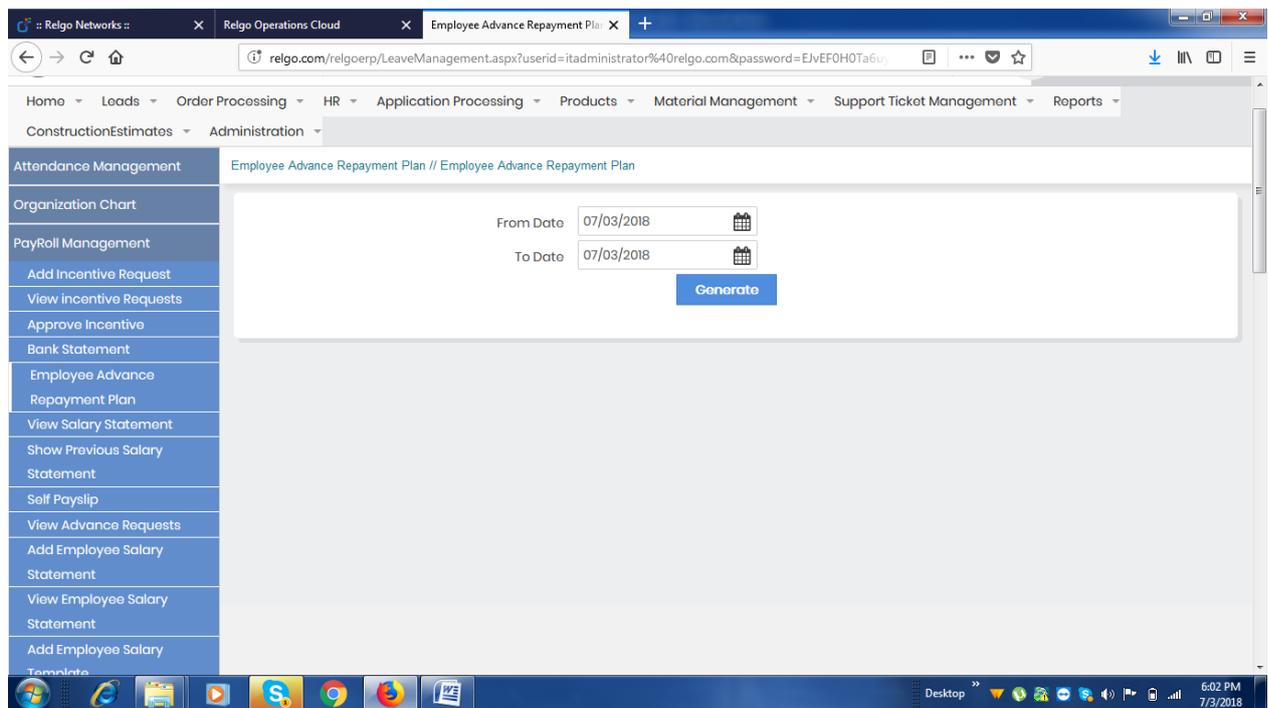
Set the duration period and click on show.
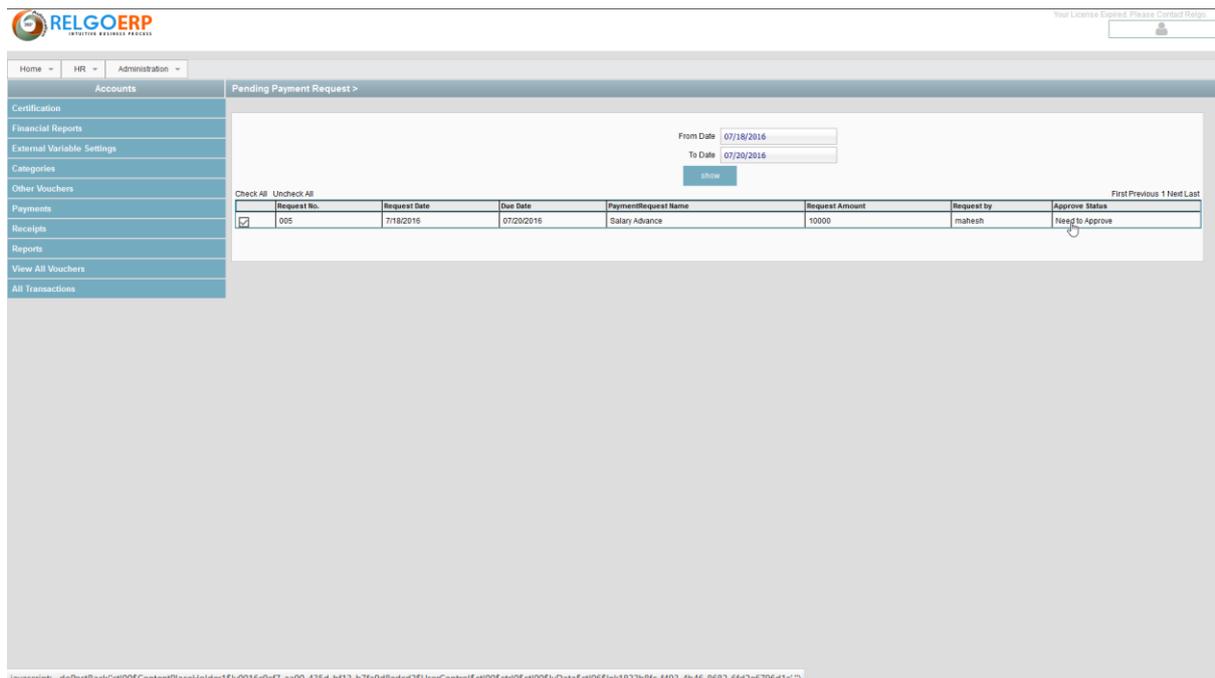
Here we can view the generated form of Pending Payments, and account manager clicks on "Need to Approve"
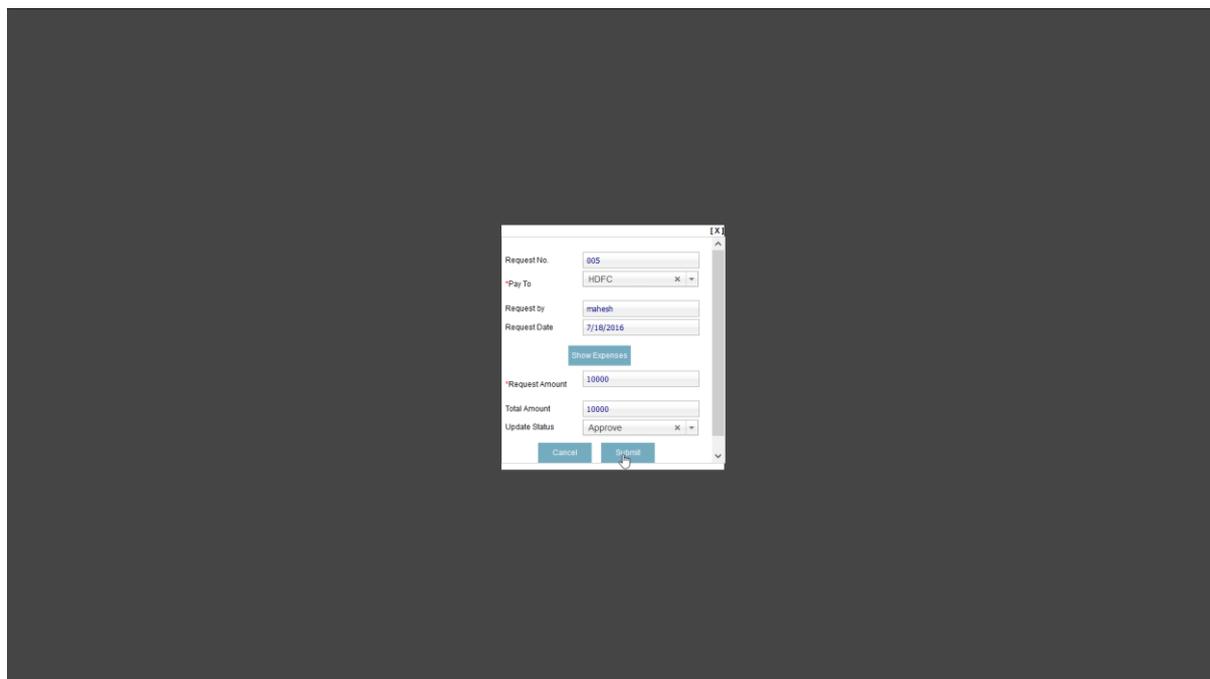
After click on "Need to Approve" a popup window will raised to cross check the details, and it will have an option for approval/Disapproval, click on submit.

3. APPROVED PAYMENT REQUEST:

Now Accounts Manager will check in for payments. To check the approved requests

Go to→User→Relgo Accounts→payments→"Approved Payments Request"

Click on "Pay"

After Clicking on pay, the above Payment voucher (two pop-up's will be raised) for the final payment. Here, account manager will validate the form to fill the required details.

Now **Goto→User→RELGO Accounts→payments→**"**Approved Payments Request**"

After Clicking on approved request, the above screen will be displayed, here u can see the total paid amount.

4. VIEW ADVANCE REQUEST:

In this employee can view his advance request form status by login to his account.

Go to→ HR→HR Management→Payroll Management→"**View Advance Request Form**"

In this form employee can view his request status.

5. ADVANCE APPROVAL REPAYMENT:

This Action will be done by HR,

Go to→ HR→HR Management→Payroll Management→"**Advance Approval Repayment**"
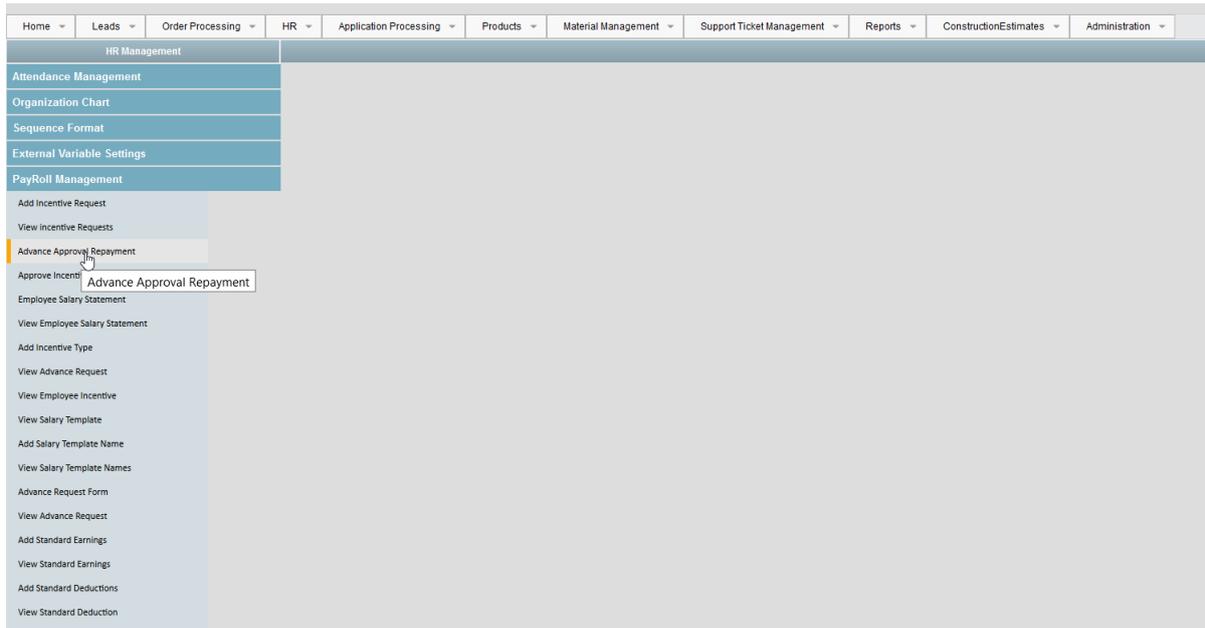
Click on Advance Approval Repayment.
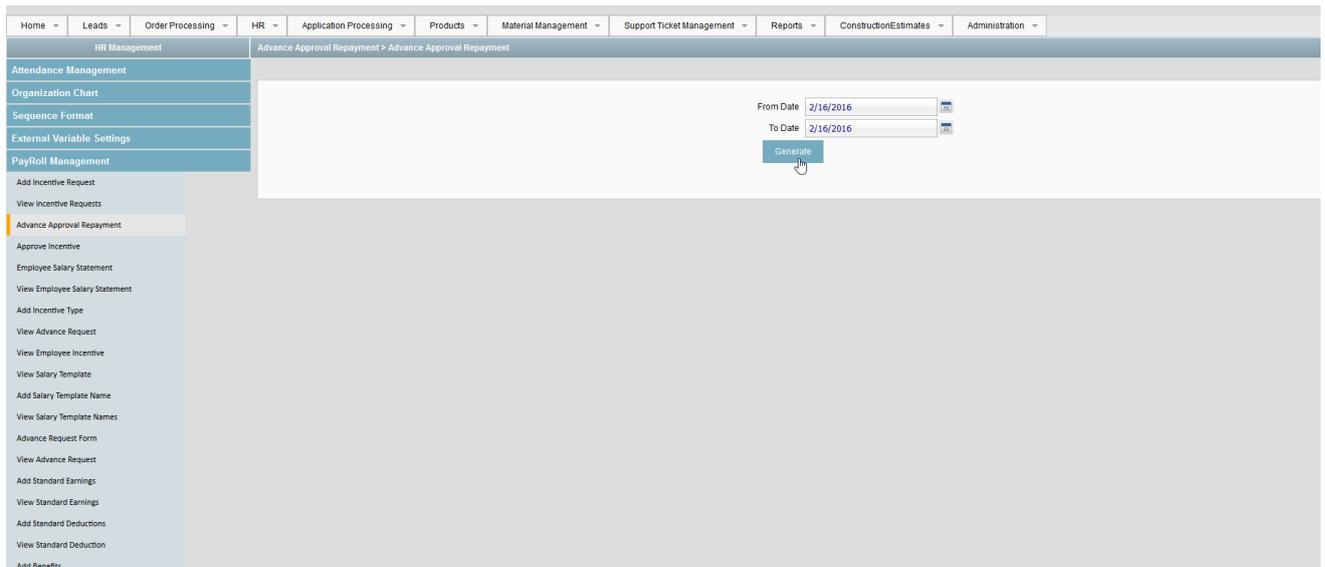
After clicking on Advance Approval Repayment, the above screen will be displayed. Now, Set the duration period here and click on generate.

Advance Approval Repayment >

	Name Of the Employee	Advance Name :	HdfUsrAddress	Paid Amount	Deducted Amount	Approved By	Action:
☐	mahesh	salary Advance	mahesh.jamula@relgo.com	15000	0	krishna chaithanya	Open

From Date 2/16/2016
To Date 2/16/2016
Generate

Check All   Uncheck All   First Previous 1 Next Last

After clicking on generate, the details will be generated as shown in above figure. Now, click on "Open" to view the "Advance Repayment Form".

Advance no:	AD00009
Name Of the Employee	mahesh
*Advance Name :	salary Advance
Amount:	15000
No. of Deduction	10
Amount/Month	1500
Start Date:	02/20/2016
Balance Amount	15000
Approved By	krishna chaithanya
Status	InProgress

Here, After clicking on open, the above form will be open, now give the no. of deduction, amount per month, balance amount and mention the status of repayment process. Click on Add.

After advance payment request, go to generate salary slip.