

To Approve an Allowance Claim:

You should go to the [PSSC website](#) and select either “View Online Payslips”, “Submit/ Approve Expenses” or “Submit/ Approve overtime/allowances” button and select your Department from the list provided after you make your selection. This will bring you to the correct Core Portal Homepage.

Login to Core Portal (username = email address used upon registration and password and sign in)

Select Dashboard and Manager Dashboard (top right hand corner of main screen)

Select Other Products and Misc Claims Approval



The Approvals screen will display completed details of Miscellaneous Claims.

Approver can approve (green tick) or reject (red tick) the individual Claims.

Approval - Miscellaneous Claim Item

Employee	Items	Description	Comment	Start	End	Status	Value	Action
Test Claimant	Fixed Rate Allowance	Point 1		Mon 03rd Feb 2014	Mon 03rd Feb 2014	Submitted	15.00	 
Test Claimant	Fixed Rate Allowance	Point 1	Test	Tue 04th Feb 2014	Thu 06th Feb 2014	Submitted	15.00	 