

# HRDF Grant Helper

*Query Grant*



Purpose: To response to query and resubmit queried grant application





**One (1) month** is given to employer to resubmit the queried grant application provided with the required information/documents (*refer Query Remarks*).



Failed to resubmit queried grant application within the period time given will lead to expired grant.

- (1) Login to Employer's *eTRiS* account
- (2) Click **Inbox**



### (3) Click Inbox on the left side under Work List

HRDF - Google Chrome  
 https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\_US  
 Close Last Login 17 Aug, 2016 10:54 am Welcome Friday 11:59 am





**Workflow**


Work List Record Room

**Work List**

- All Pending Tasks
- Inbox**
- Outbox

+ Search

Sr.No.	Subject	Document Number	Description	Received From	Received Date	Status
1	Notification (FYI)	<a href="#">C36926SBL_16_188122</a>	File Approved	MOHAMAD SHAHRIL BIN MAZLAN	11/07/2016 10:44	-
2 	Notification (FYI)	<a href="#">36926U_16_0040</a>	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	26/06/2016 17:46	-
3 	Notification (FYI)	<a href="#">C36926SBL_16_180283</a>	File Approved	ZAINI BINTI SAMAN	24/06/2016 12:07	-
4 	Notification (FYI)	<a href="#">C36926SBL_16_180283</a>	Query has been raised for Online Claim Submission-SBL . Please refer the inbox for amendment and... <a href="#">More</a>	ZAINI BINTI SAMAN	15/06/2016 09:44	-
5 	Notification (FYI)	<a href="#">36926U_16_0038</a>	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD	31/05/2016 08:15	-

Workflow | Your Session will expire within 119 minute(s) and 56 second(s) | Hotfix\_V2.55.4.1 | 

(4) Click **Outstanding Action** under Inbox  
*(click small arrow before Inbox folder if Outstanding Action not appear)*

(5) Click **File Number**

The screenshot shows a web browser window with the URL [https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\\_US](https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US). The page title is "Workflow". The interface includes a sidebar with a "Work List" section containing "All Pending Tasks", "Inbox", "Outstanding Action", "Notifications", "Approvals", and "Outbox". The "Outstanding Action" item is highlighted. The main content area features a search bar and a table with the following data:

Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
1	Grant Application(SBL-KHAS Scheme)	<a href="#">36926U_15_0015</a>	YGL CONVERGENCE MALAYSIA SDN BHD-POSITIVE SELF DEVELOPMENT COURSE (MANDARIN)-Requested Amount(RM... <a href="#">More</a> )	AZHARUDDIN BIN BERAHIM	22/05/2015 17:33	Pending

Below the table, it states "1 Records found, displaying 1 to 1 Records." and includes a legend with categories: Files Already Seen, Group Job, and Query replied/Returned.

# (6) Open Grant Application and amend accordingly based on the Query Remarks

The screenshot shows a web browser window with the URL: [https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\\_ShowWorkFlow\\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0](https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF_ShowWorkFlow_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0)

The interface includes a navigation bar with tabs: Summary, Drafts, **Basic Info**, and Query Details. Below this is a sub-navigation bar with tabs: < Employer's Profile, Training Provider's Profile, Programme Details, Details of Training, Level of Certification, Summary of Trainees, Estimated Cost for Training Scheme, and Acknowledg >

The main content area is titled "Levy Information" and contains the following data:

Company Name	[Redacted]	<a href="#">Levy Balance</a>	RM 19,089.09
<a href="#">Total Grant Approved</a>	RM 19,185.60	<a href="#">Grant Balance</a>	RM 20,737.87
Grant Officer's Name	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	Grant Officer's Email	msazuan@hrdf.com.my
<a href="#">Non-Technical Grant Balance</a>	RM 8,375.15	<a href="#">Total Amount Applied</a>	RM 0.00
Scheme Name	SBL-Khas		

Below the Levy Information section are "Save" and "Next" buttons. The "Employer's Profile" section contains the following information:

MyCoID	36926U(HQ)	Immediate Officer	Theresa Chou *
Company Name	YGL CONVERGENCE MALAYSIA SDN BHD	Email	theresachou@yglworld.com *

At the bottom left of the Employer's Profile section, there are "Save" and "Next" buttons, with a hand cursor icon pointing to the "Next" button.

(7) After done attached any documents, ensure to click **Save** and then **Resubmit**

HRDF - Google Chrome  
https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\_ShowWorkFlow\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Actions Close

\* I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad.  \* I declare that all expenses incurred during this training will be borne by our company.

\* I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

\* I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name: Theresa  
Designation: NA  
Email: @yglworld.com  
IC No.: 7307210  
Date: 22/05/2015

**Supporting Documents**

\*Preferred file type/format is pdf file.  
Supporting Documents Checklist:  
• Course Fee Quotation (CF)  
• Course Content (CC) / Time table  
• Trainer's CV (CV)  
• Consumable Materials  
• Hotel Quotation

**Attachment**

File Description: [ ] Attach File: [Choose File] No file chosen

Add Attachment

Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed

Description	File Name	Actions
ent	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Back Save Resubmit



Once successfully resubmitted grant application,



Grant Officer will review and re-evaluate your grant application within **two (2) working days**.