How to Forward a Denied Claim (ECC Emulator)

EXACT STEPS SHOWN IN THE EMULATOR

CREDENTIALS SHOWN ARE EXAMPLES ONLY

Step 1: Log In to Emulator

Log in to the emulator. Enter your credentials. Press ENTER to continue.

Step 2: Select Option 15

From the main menu:
Type 15
Press ENTER.

Step 3: Select Option 1

From Report Activity:
Type 1 (Timekeeping Main Menu).
Press ENTER.

Step 4: Select Option 3 and Enter Passcode

Select option 3 (Decline Employee Pick List).
Enter your verification/passcode.
Press ENTER.

Step 5: Select Claim and Local Chairman

Choose the claim to forward.
Enter Local Chairman number.
If unknown, press F1 to search by last name.