

BENEFITS CLAIM BASED: APPLICATION SUBMISSION

Role: Employee Self Service (ESS)



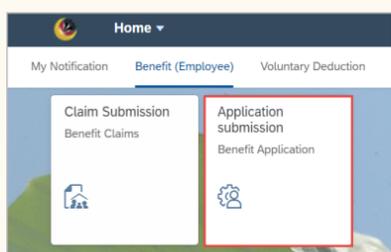
This module processes payments of employee's (benefits) claims, subject to Finance Department and STO's approval. Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

Below are the **quick guide** for **Benefit Claim Based** module:

Submit Application Submission

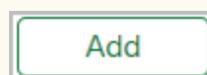
1

Click on **Application Submission** tile.



2

Click **Add** button.



Fill in **Application Details** section.



3

Navigate to **Attachment** tab and **upload relevant documents**.



4

Navigate to **Notes** tab and leave notes accordingly.



5

Tick **Declaration** checkbox and click on **Submit** button.



Save Application Submission as Draft

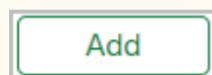
1

Click on **Application Submission** tile.

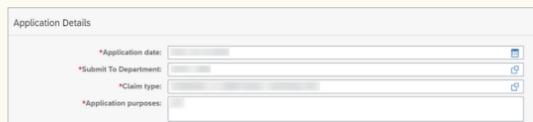


2

Click **Add** button.



Fill in **Application Details** section.



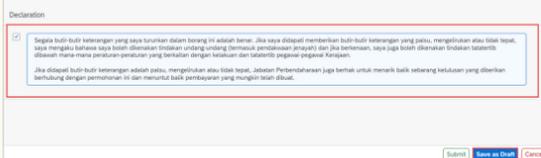
3

Navigate to **Notes** tab and leave notes accordingly.



4

Tick **Declaration** checkbox and click on **Save as Draft** button.



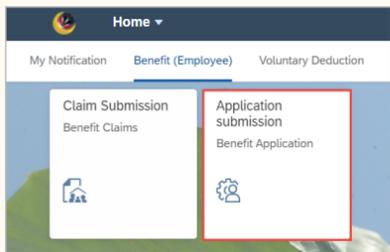
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Copy Application Submission

1 Click on **Application Submission** tile.



2 Select **Application Transaction ID** and click on **Copy** button.



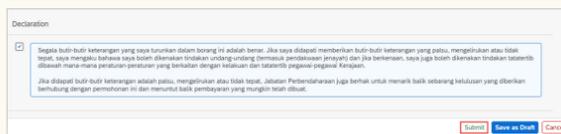
3 Make changes accordingly.



4 Navigate to **Attachment** tab and **upload relevant documents**.

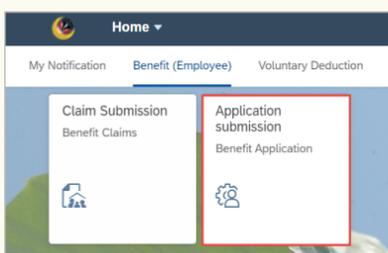


5 Tick **Declaration** checkbox and click on **Submit** button.

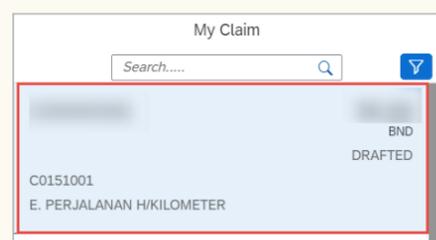


Delete Application Submission

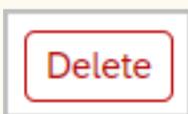
1 Click on **Application Submission** tile.



2 Select the correct **Application Transaction ID**.

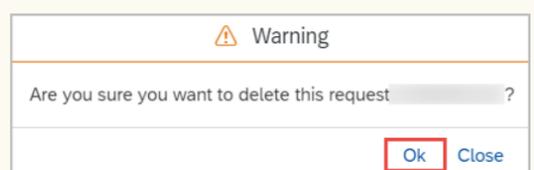


3 Click on **Delete** button.

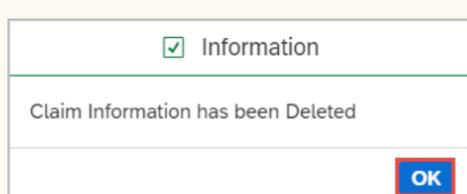


Note: Only **drafted** application can be deleted.

4 Click **OK** button.



5 Click **OK** button.



Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based ESS User Guide** is available on **SSM Info Website**:

www.jpa.gov.bn/SSM