



SISTEM SUMBER MANUSIA

**User Guide
for Employees
via Employee Self Service (ESS)**

Benefit Claim Based

VERSION: 2.0



INTRODUCTION

This user guide acts as a reference for **Employee (Front End User)** to manage **Benefit Claim Based module**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

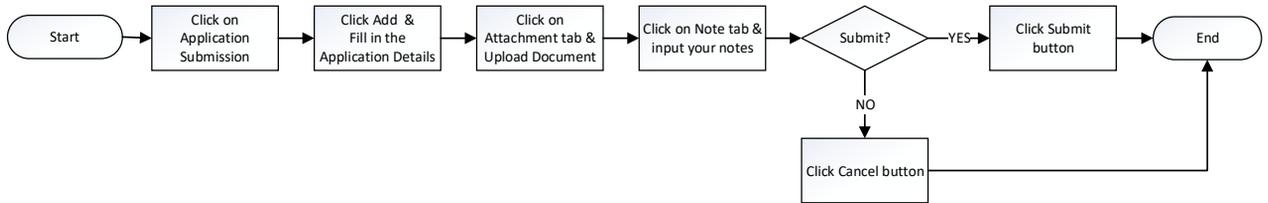


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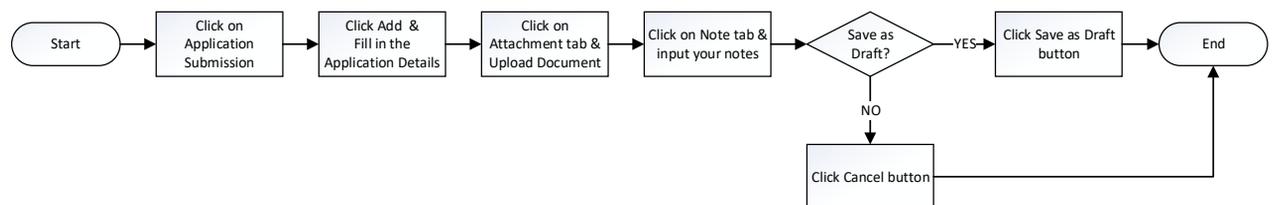
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Process Overview

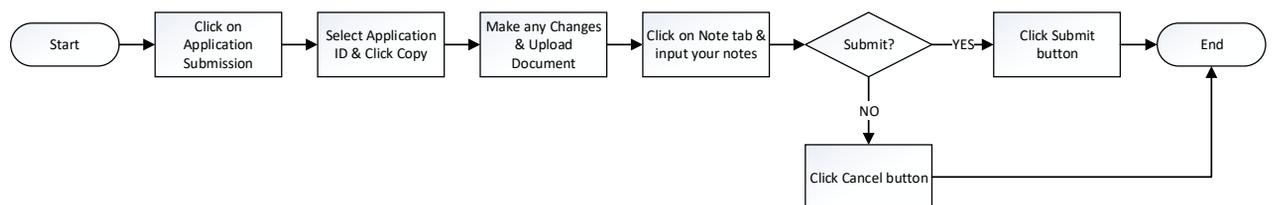
Submit Application Submission



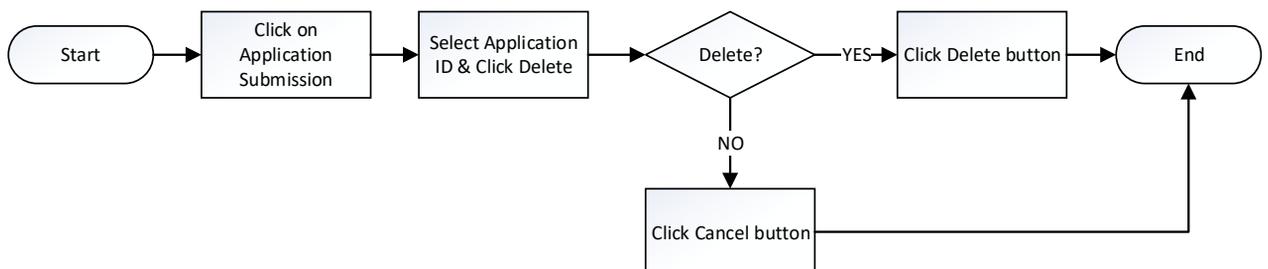
Save Application Submission as Draft



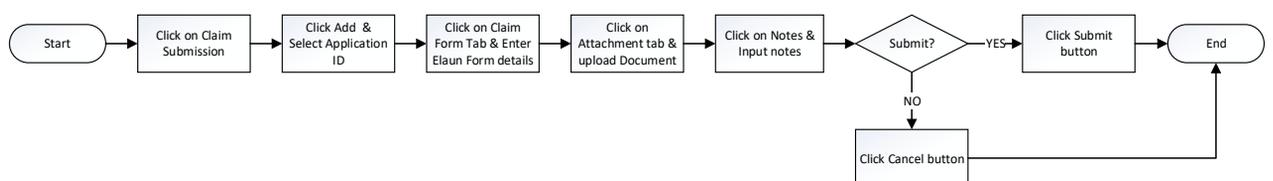
Copy Application Submission



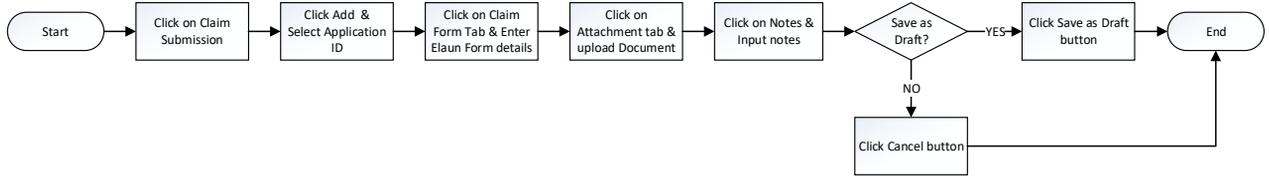
Delete Application Submission



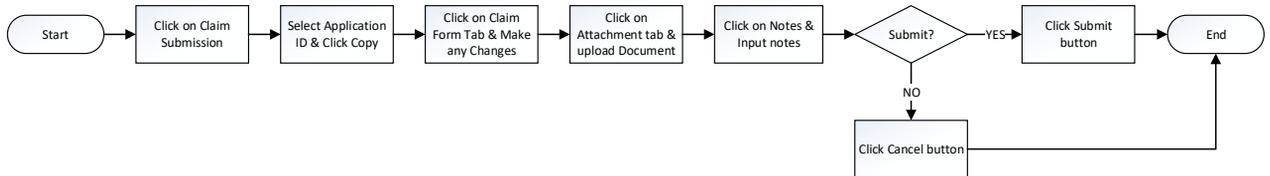
Submit Claim Submission



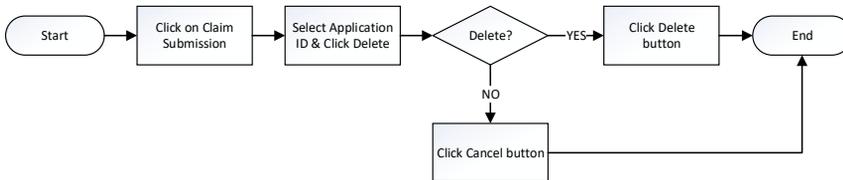
Save Claim Submission as Draft



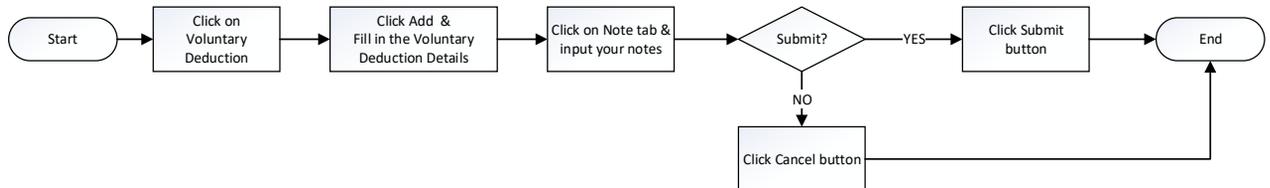
Copy Claim Submission



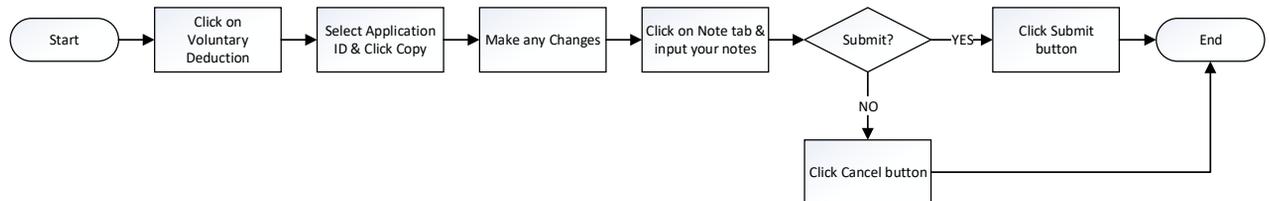
Delete Claim Submission



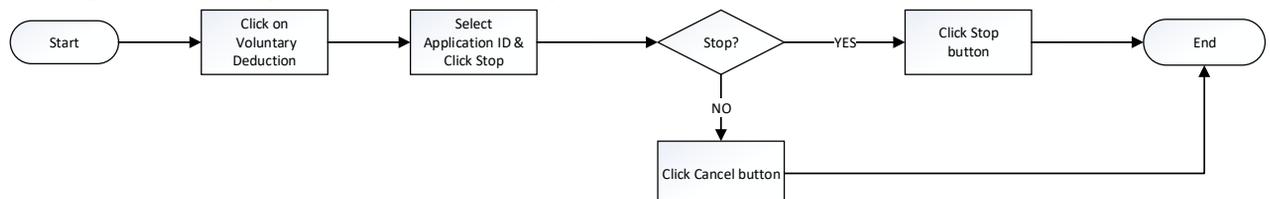
Create New Voluntary Deduction Request



Copy Voluntary Deduction Request



Stop Voluntary Deduction Request



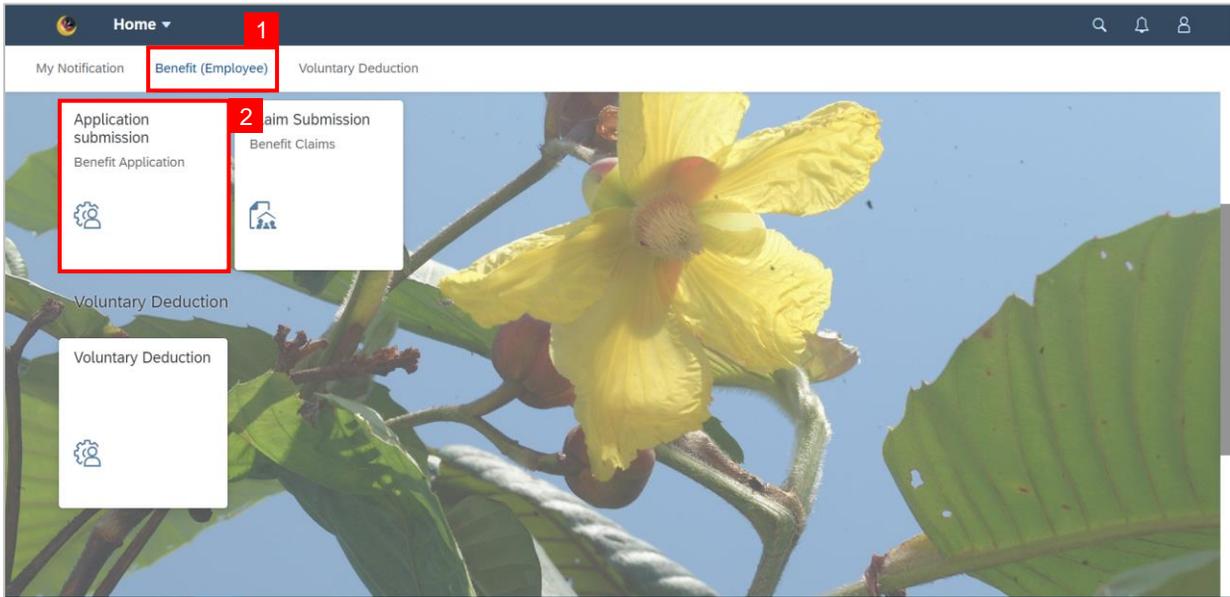


Application / Claim Status Description

STATUS	DESCRIPTION
APPROVED	Application / Claim submission is approved by Approver .
CANCELED	Claim submission is canceled by Approver .
CERTIFIED	Application / Claim submission is certified by Certifier .
DRAFTED	Application / Claim is drafted by Employee .
INPROCESS	Approved claim submission has been submitted to TAFIS to be processed.
PROCESSED	Approved claim submission has been processed in TAFIS .
STOPPED	Application submission has been stopped by Application Approver .
SUBMITTED	Application / Claim has been successfully submitted – pending for Certifier's action .
VERIFIED	Claim submission has been verified by Claim Verifier .
REWORKED TO REQUESTER	Application / Claim submission has been reworked to Employee by Certifier / Verifier / Approver .

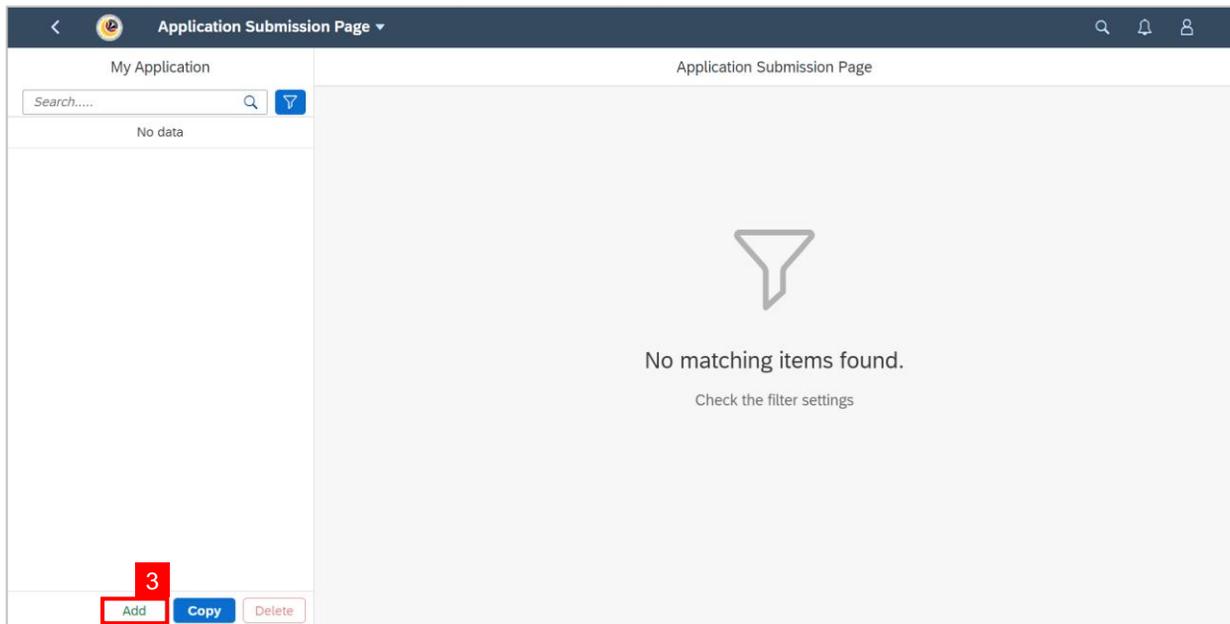
SUBMIT APPLICATION SUBMISSION	Front-End User
	Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Application Submission** tile.



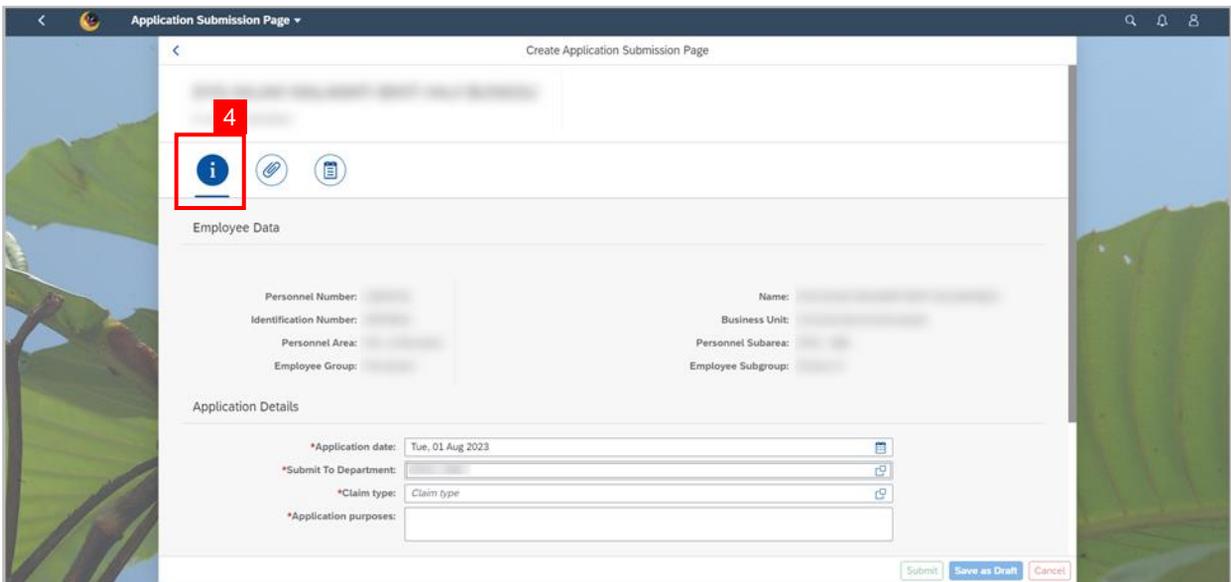
3. Click on **Add** button to create new application

Note: Application Submission Page will be displayed. .



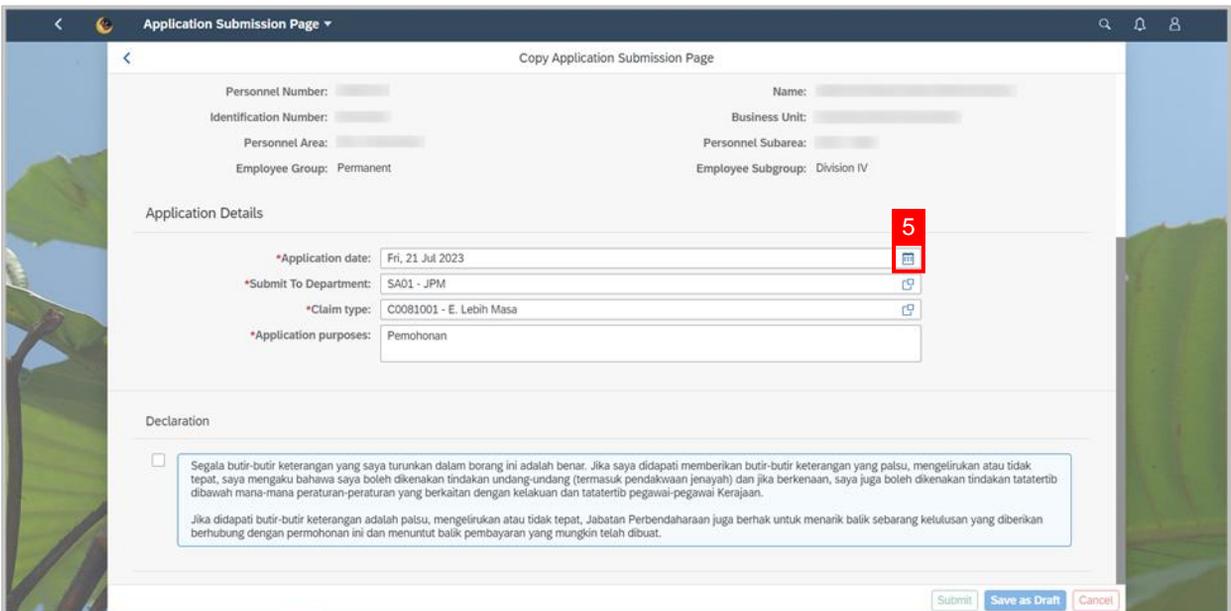
Note: Create Application Submission Page will be displayed.

4. Click on **Information** tab to view the **Employee Data**.

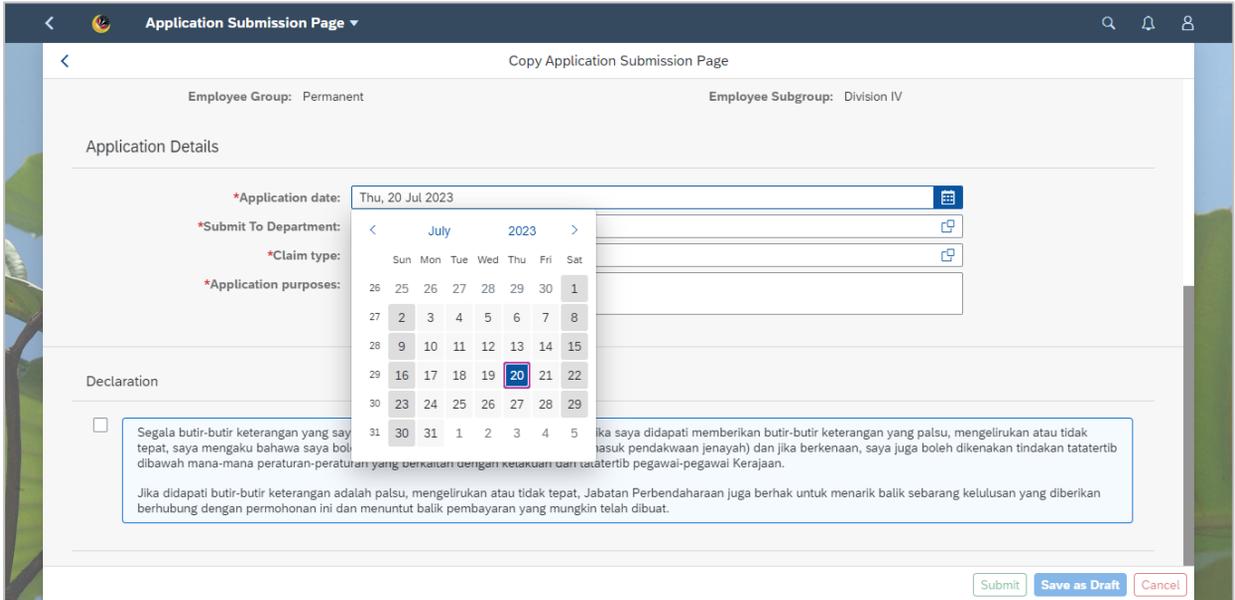


Navigate down to **Application Details** and proceed with the following steps:

5. Click on **Calendar** icon to select the **Application Date**.



Note: Calendar drop-down window will be displayed.



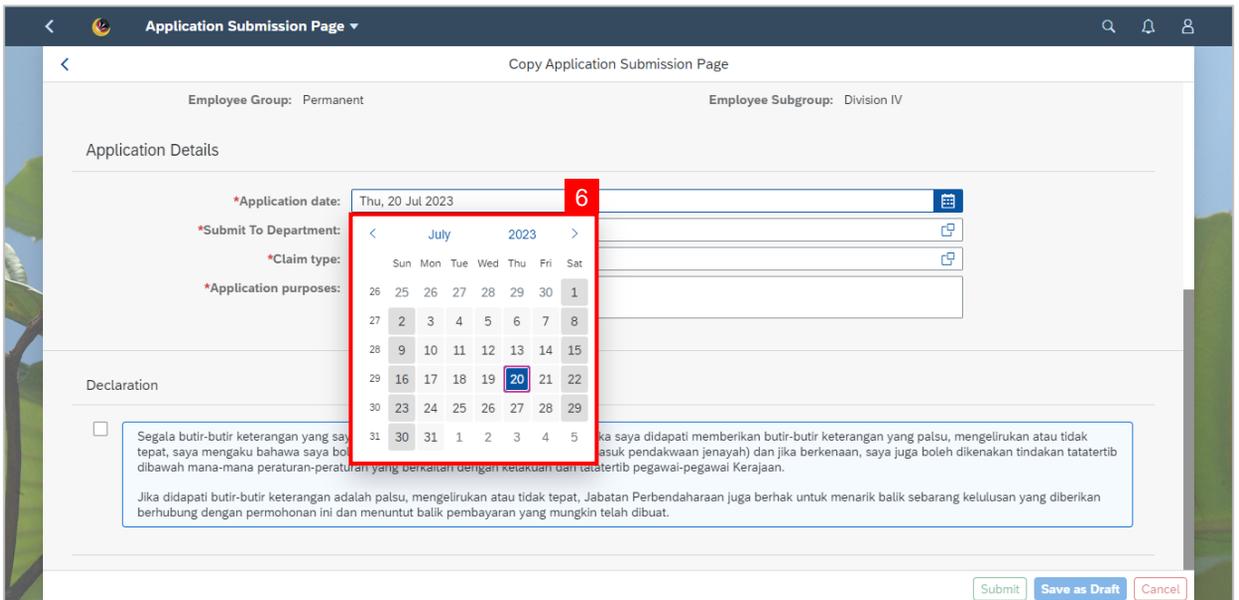
The screenshot shows the 'Application Submission Page' for a permanent employee in Division IV. The 'Application date' field is set to 'Thu, 20 Jul 2023'. A calendar drop-down window is open, displaying the month of July 2023. The date '20' is highlighted in blue. The calendar grid shows the following dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	25	26	27	28	29	30
27	2	3	4	5	6	7
28	9	10	11	12	13	14
29	16	17	18	19	20	21
30	23	24	25	26	27	28
31	30	31	1	2	3	4

The application details include fields for 'Submit To Department', 'Claim type', and 'Application purposes'. A declaration section contains a checkbox and text: 'Segala butir-butir keterangan yang saya nyatakan adalah benar dan tepat, saya mengaku bahawa saya telah mematuhi semua peraturan-peraturan yang berkaitan dengan ketiadaan dan tatatertib pegawai-pegawai Kerajaan. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak jujur (masuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.'

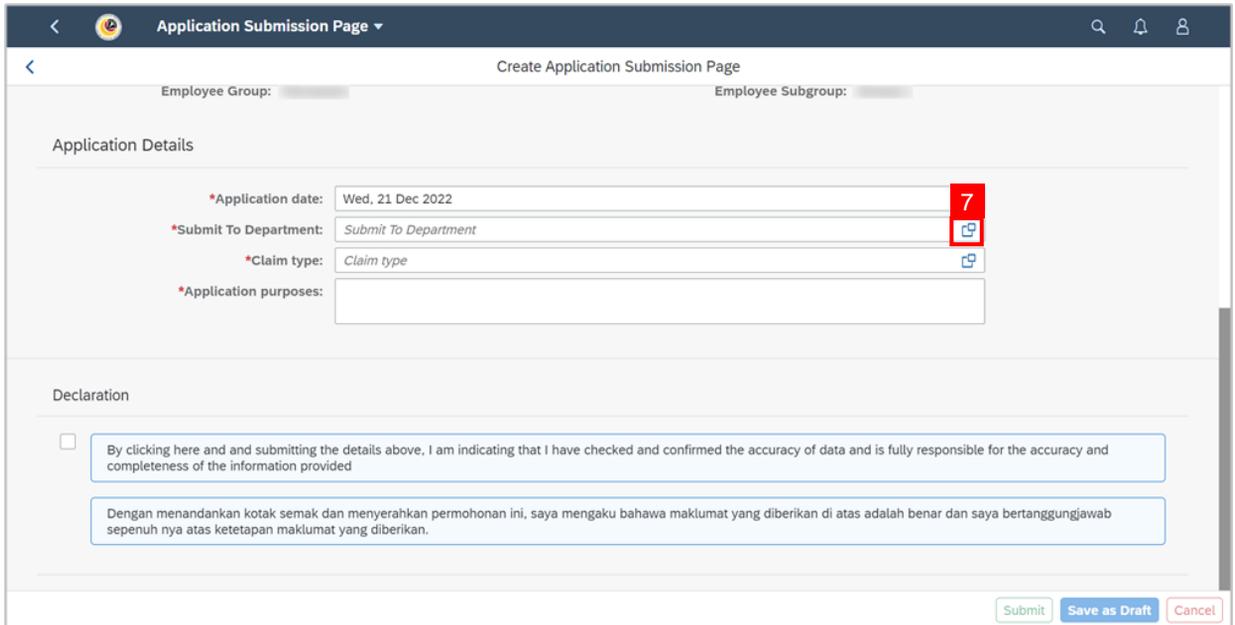
Buttons at the bottom right: Submit, Save as Draft, Cancel.

6. Select the Application Date.



This screenshot is identical to the one above, but with a red rectangular box highlighting the calendar drop-down window. A red number '6' is placed above the calendar, indicating the step to select the application date. The date '20' is still highlighted in blue within the calendar.

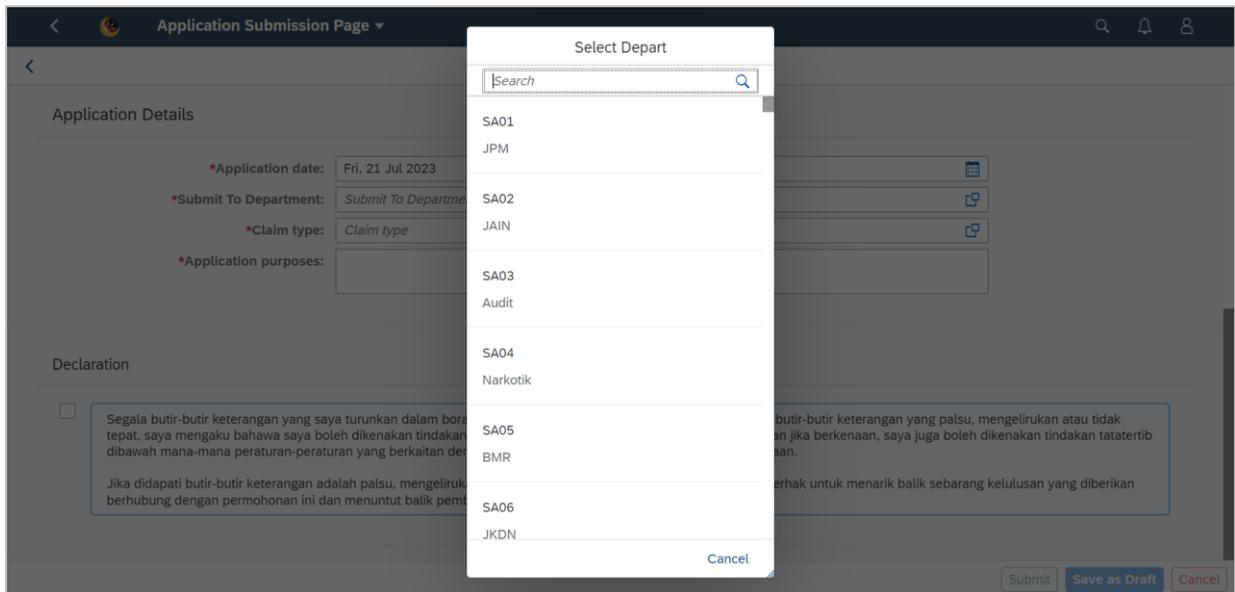
7. Click on the **Lookup** icon to select which department to submit the application to.



The screenshot shows the 'Application Submission Page' with the following details:

- Employee Group: [] Employee Subgroup: []
- Application Details:
 - *Application date: Wed, 21 Dec 2022
 - *Submit To Department: Submit To Department (with a red box and the number 7 highlighting the lookup icon)
 - *Claim type: Claim type (with a lookup icon)
 - *Application purposes: []
- Declaration:
 - By clicking here and submitting the details above, I am indicating that I have checked and confirmed the accuracy of data and is fully responsible for the accuracy and completeness of the information provided
 - Dengan menandakan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.
- Buttons: Submit, Save as Draft, Cancel

Note: Select Department pop-up window will be displayed.



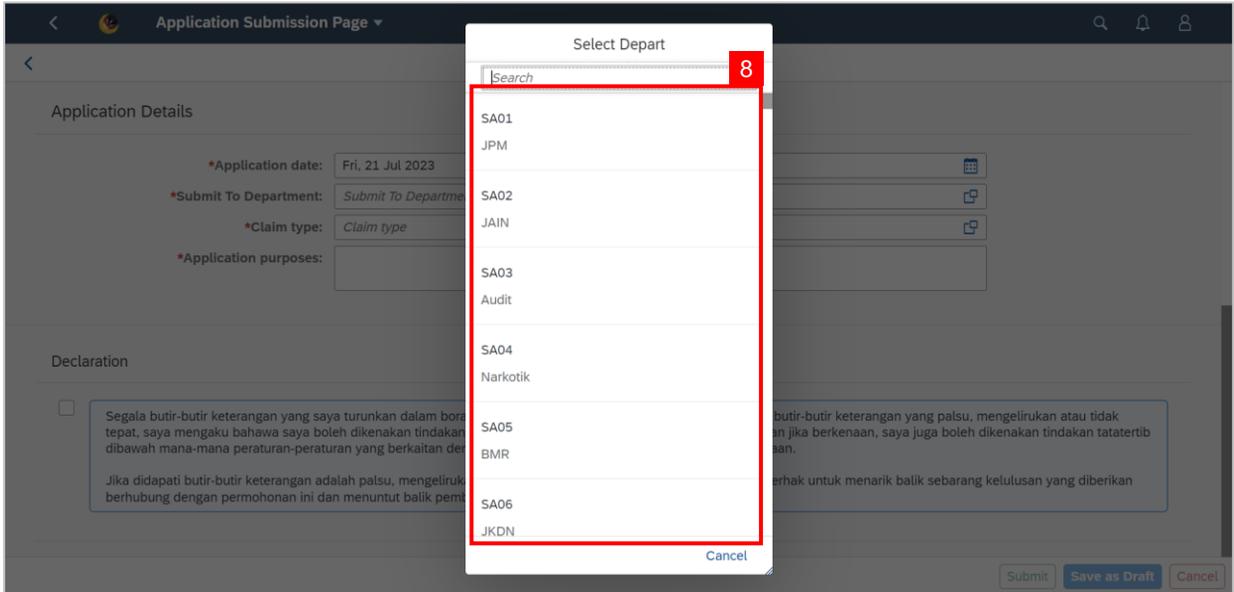
The screenshot shows the 'Application Submission Page' with a 'Select Depart' pop-up window. The pop-up window contains a search bar and a list of departments:

- SA01
- JPM
- SA02
- JAIN
- SA03
- Audit
- SA04
- Narkotik
- SA05
- BMR
- SA06
- JKDN

The background form shows the following details:

- Employee Group: [] Employee Subgroup: []
- Application Details:
 - *Application date: Fri, 21 Jul 2023
 - *Submit To Department: Submit To Department
 - *Claim type: Claim type
 - *Application purposes: []
- Declaration:
 - Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan disiplin dibawah mana-mana peraturan-peraturan yang berkaitan dengan perkhidmatan ini.
 - Segala butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan tatatertib yang berkaitan dengan perkhidmatan ini.
 - Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan tatatertib yang berkaitan dengan perkhidmatan ini.
- Buttons: Submit, Save as Draft, Cancel

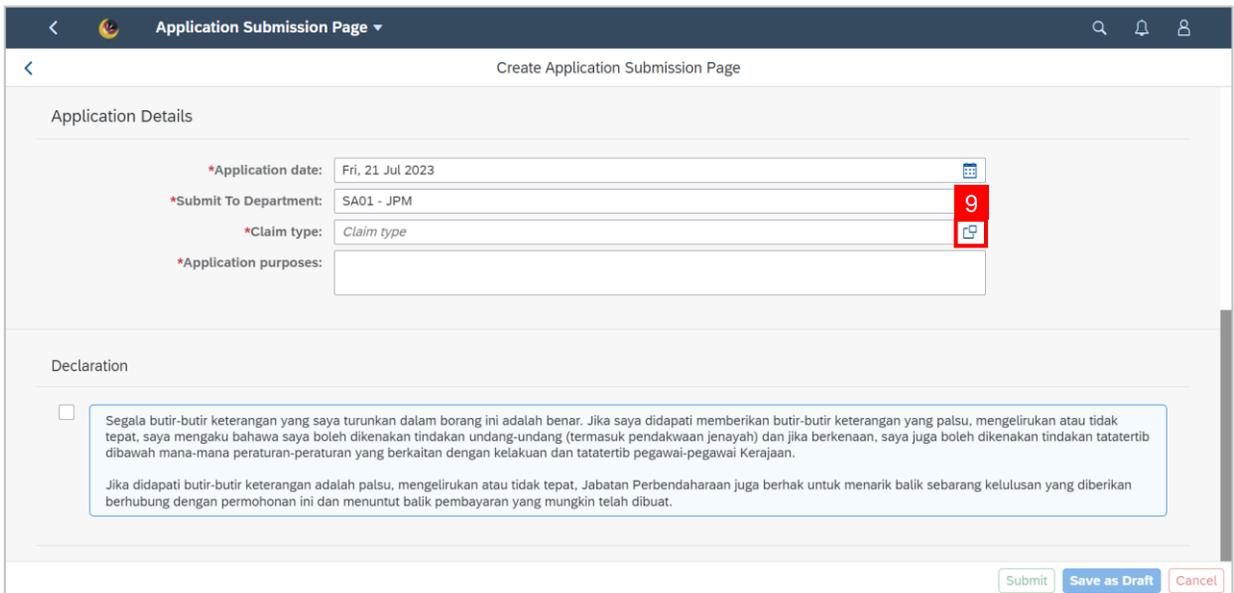
8. Select the correct department to **Submit To**.



The screenshot shows the 'Application Submission Page' with a 'Select Depart' modal open. The modal has a search bar and a list of departments. A red box highlights the list, and a red '8' is in the top right corner of the modal.

Department
SA01
JPM
SA02
JAIN
SA03
Audit
SA04
Narkotik
SA05
BMR
SA06
JKDN

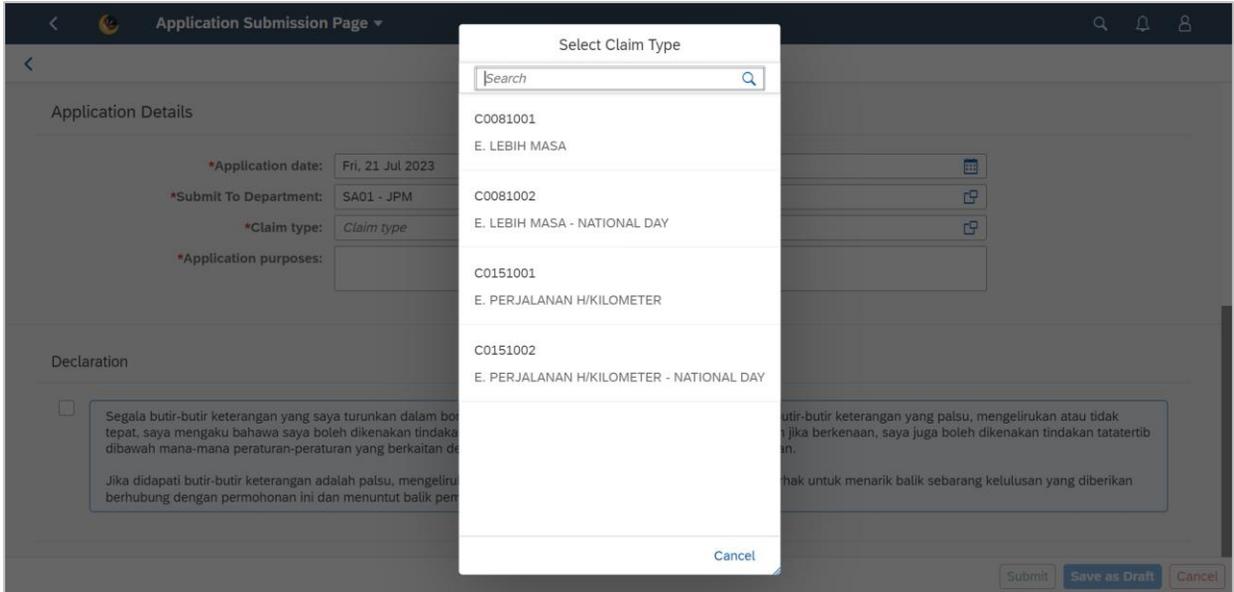
9. Click the **Lookup** icon to select **Claim type**.



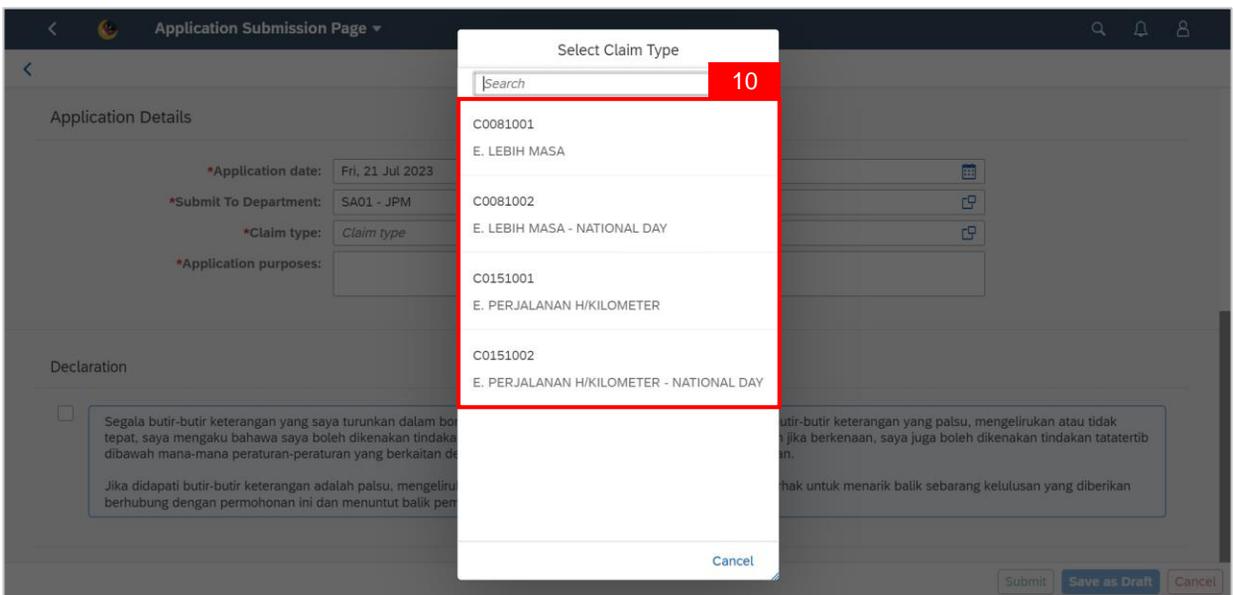
The screenshot shows the 'Application Submission Page' with the 'Claim type' field highlighted. A red '9' is in the top right corner of the field, and a red box highlights the lookup icon.

Field	Value
*Application date:	Fri, 21 Jul 2023
*Submit To Department:	SA01 - JPM
*Claim type:	Claim type
*Application purposes:	

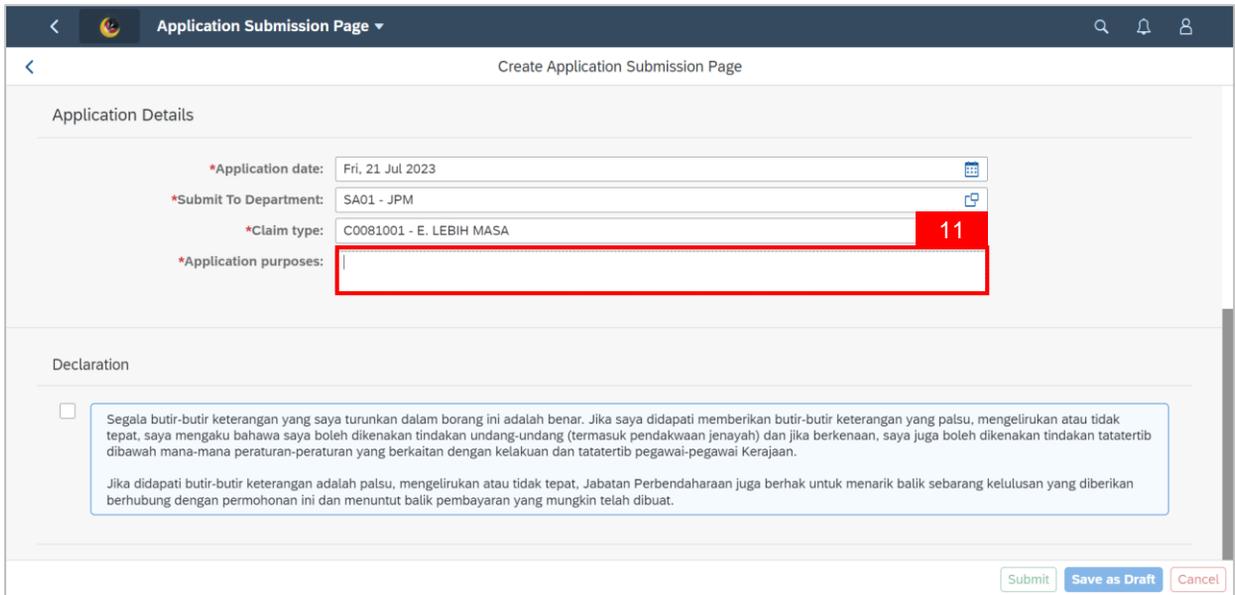
Note: Select Claim Type pop-up window will be displayed.



10. Select the correct Claim Type.



11. Fill in the **Application purposes** of the application.



Application Submission Page

Create Application Submission Page

Application Details

*Application date: Fri, 21 Jul 2023

*Submit To Department: SA01 - JPM

*Claim type: C0081001 - E. LEBIH MASA

*Application purposes:

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

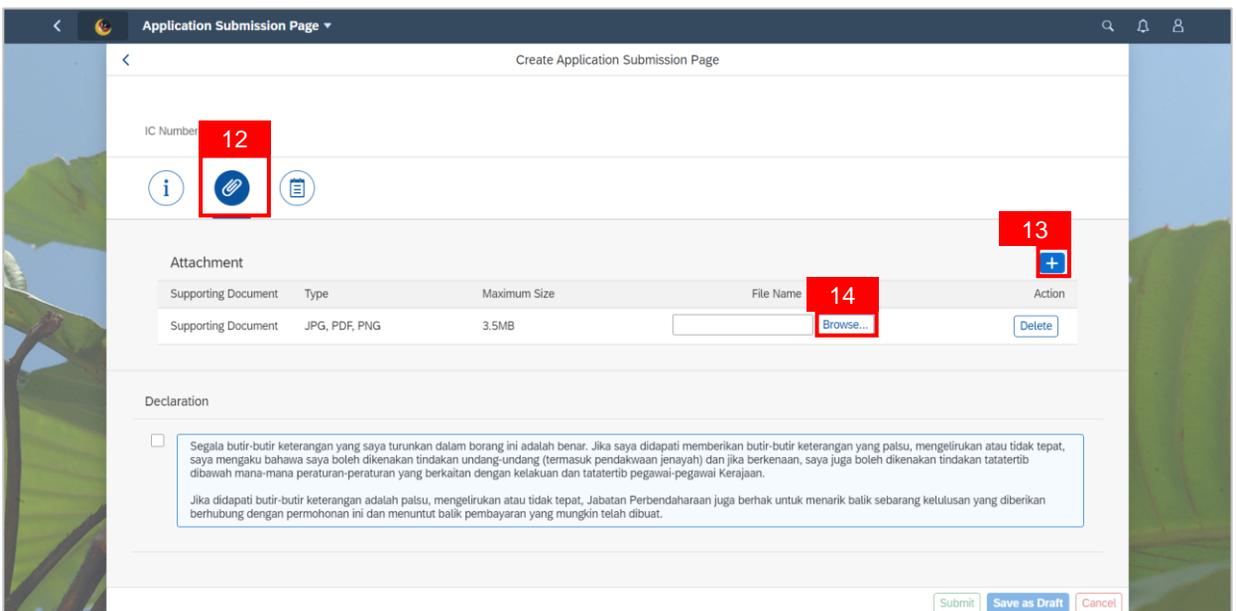
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

12. Click on **Attachment** tab to upload any supporting document(s).

13. Click on the **add** icon button to add **attachment**.

14. Click on **Browse** button.



Application Submission Page

Create Application Submission Page

IC Number

Attachment

Supporting Document	Type	Maximum Size	File Name	Action
Supporting Document	JPG, PDF, PNG	3.5MB		Browse... Delete

Declaration

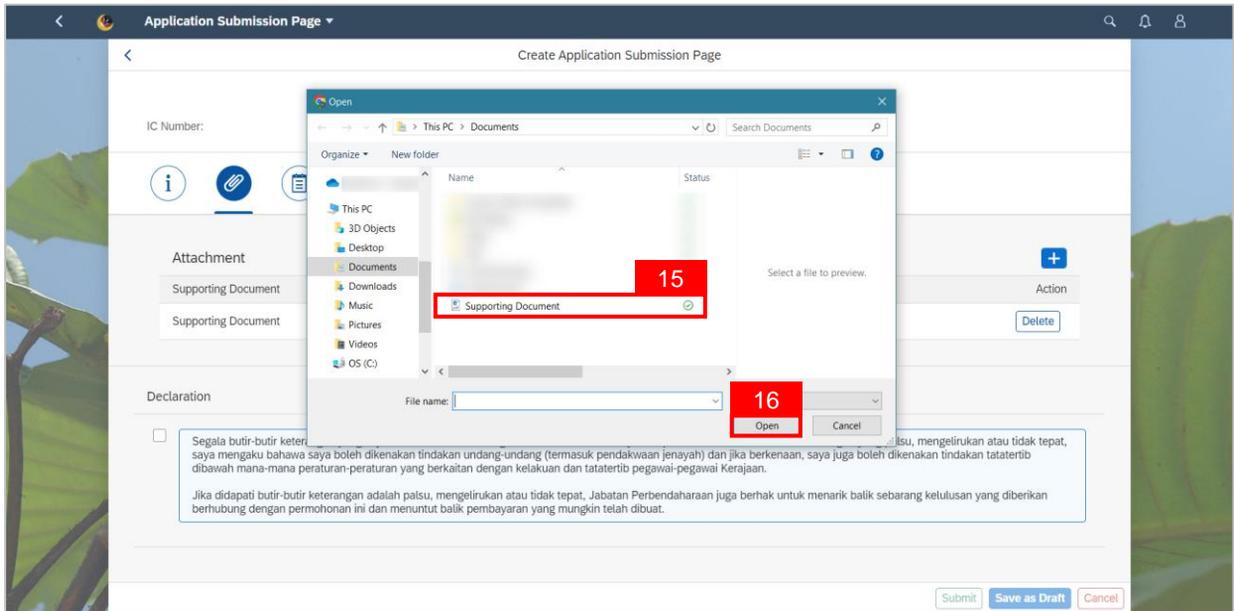
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

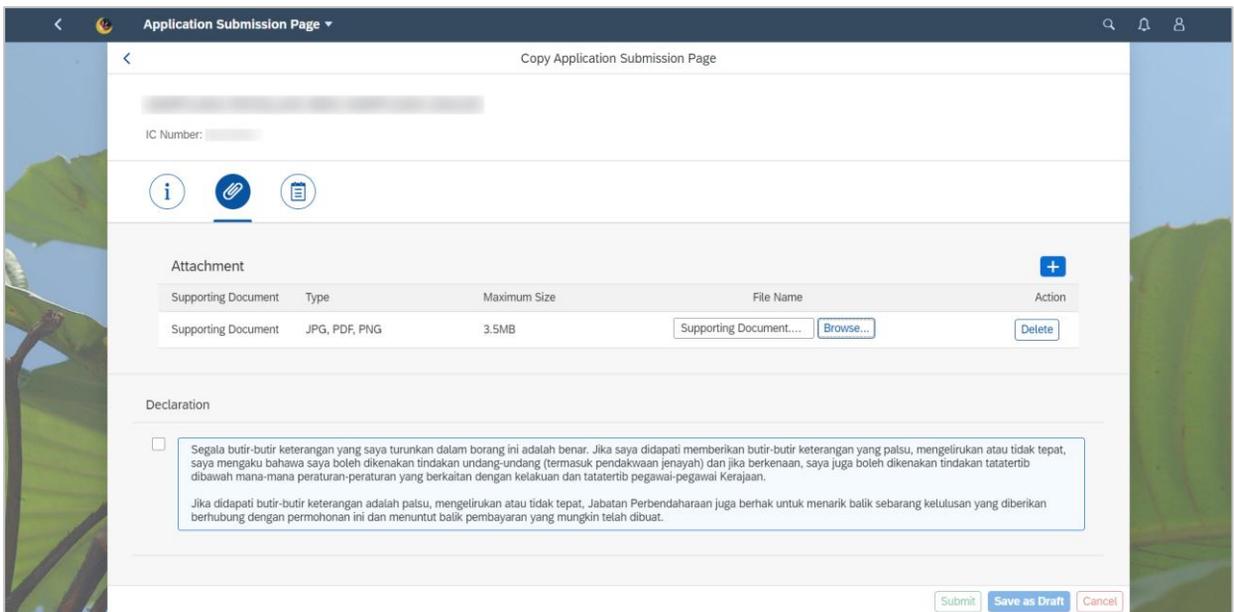
Submit Save as Draft Cancel

15. Select the **Document** to be uploaded.

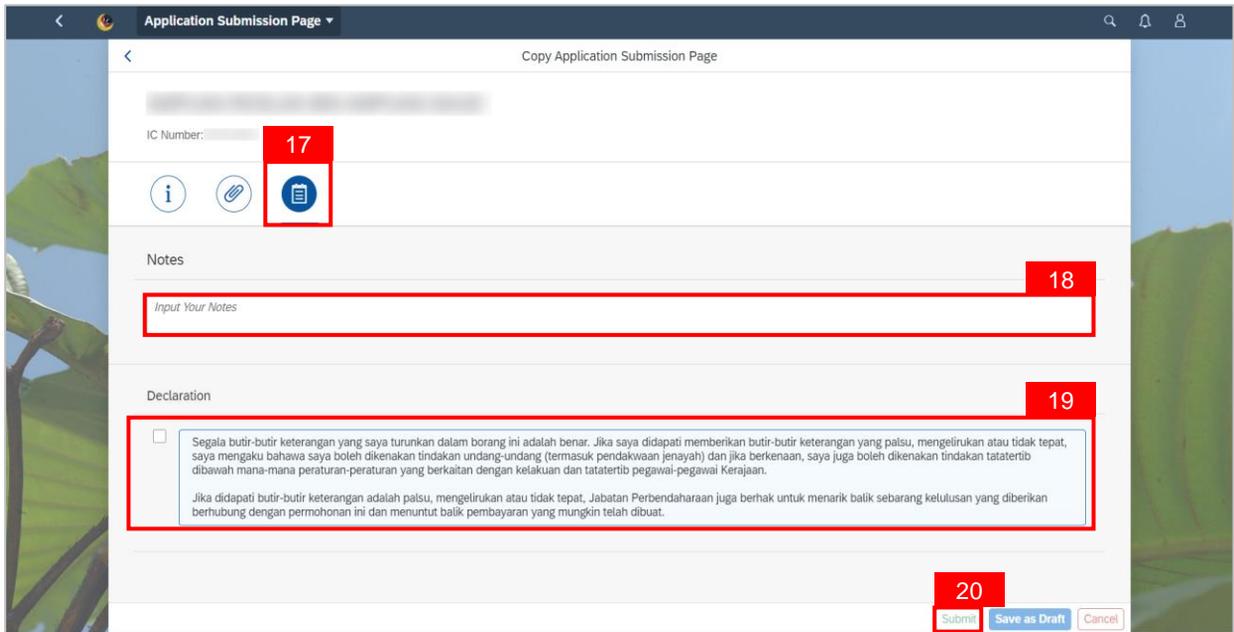
16. Click on **Open** button.



Note: The document has been successfully uploaded.



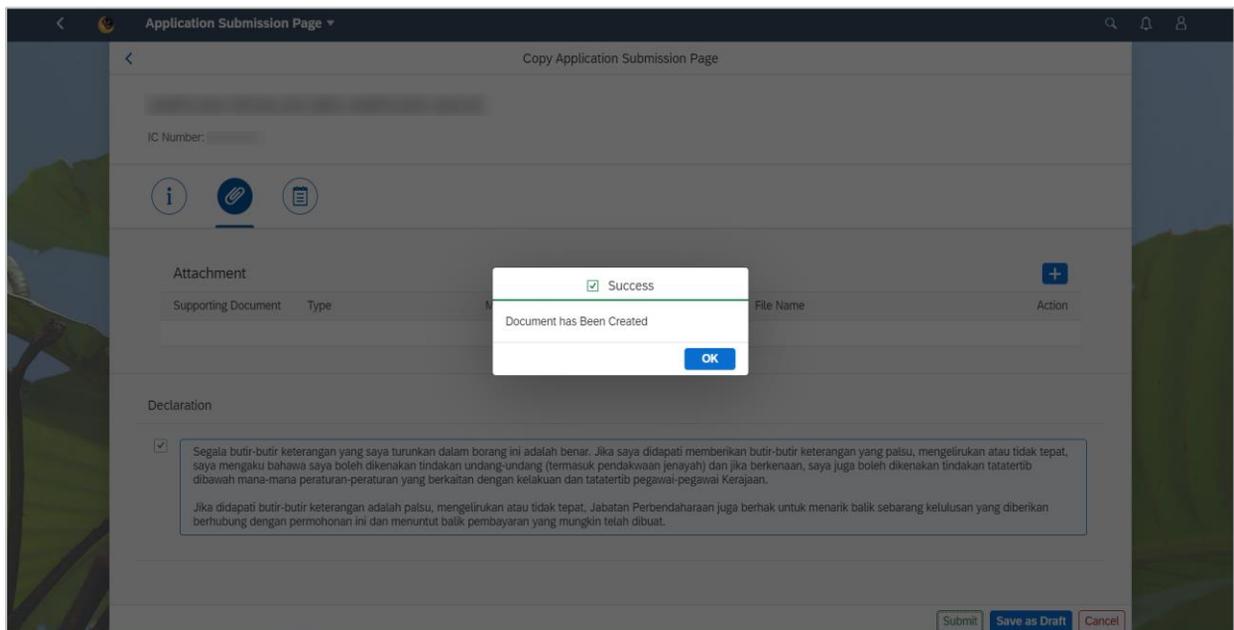
17. Click on **Notes** tab.
18. Input **Notes** accordingly.
19. Tick on the **Declaration** checkbox.
20. Navigate to and click on the **Submit** button.



The screenshot shows the 'Application Submission Page' with the following elements:

- IC Number:** A text input field with a red box labeled '17' over it.
- Notes:** A section with a red box labeled '18' over the 'Input Your Notes' text area.
- Declaration:** A section with a red box labeled '19' over the declaration text and a checkbox.
- Buttons:** At the bottom right, there are three buttons: 'Submit' (with a red box labeled '20'), 'Save as Draft', and 'Cancel'.

Note: A Success pop-up window will be displayed.

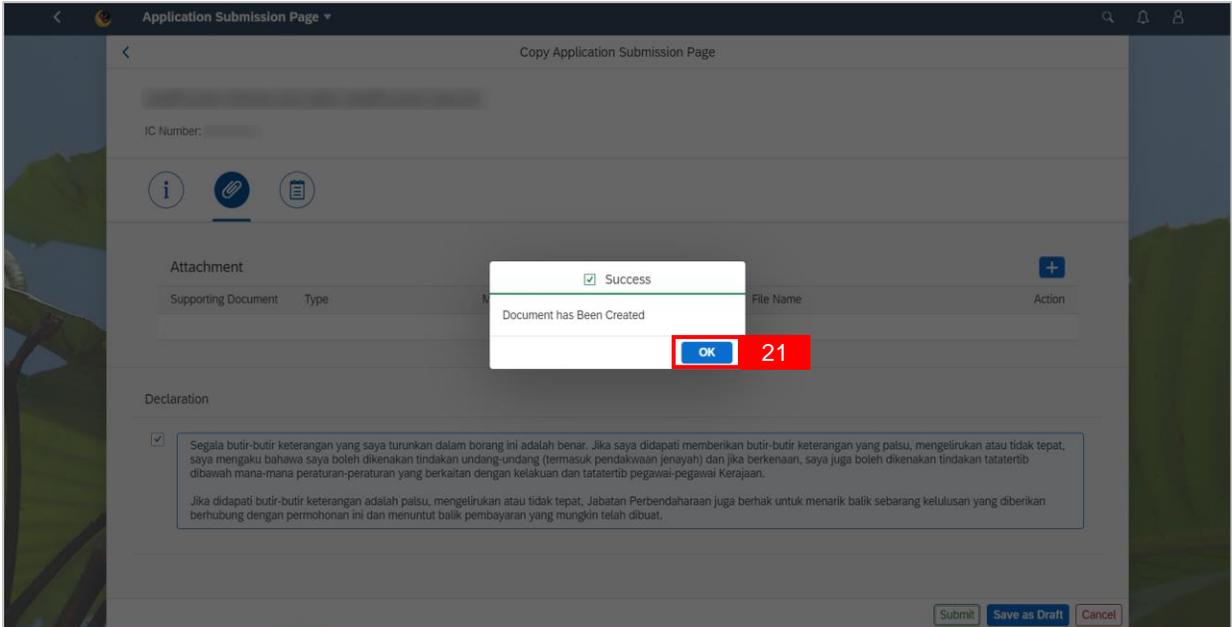


The screenshot shows the 'Application Submission Page' with a 'Success' pop-up window displayed in the center. The pop-up window contains the following text:

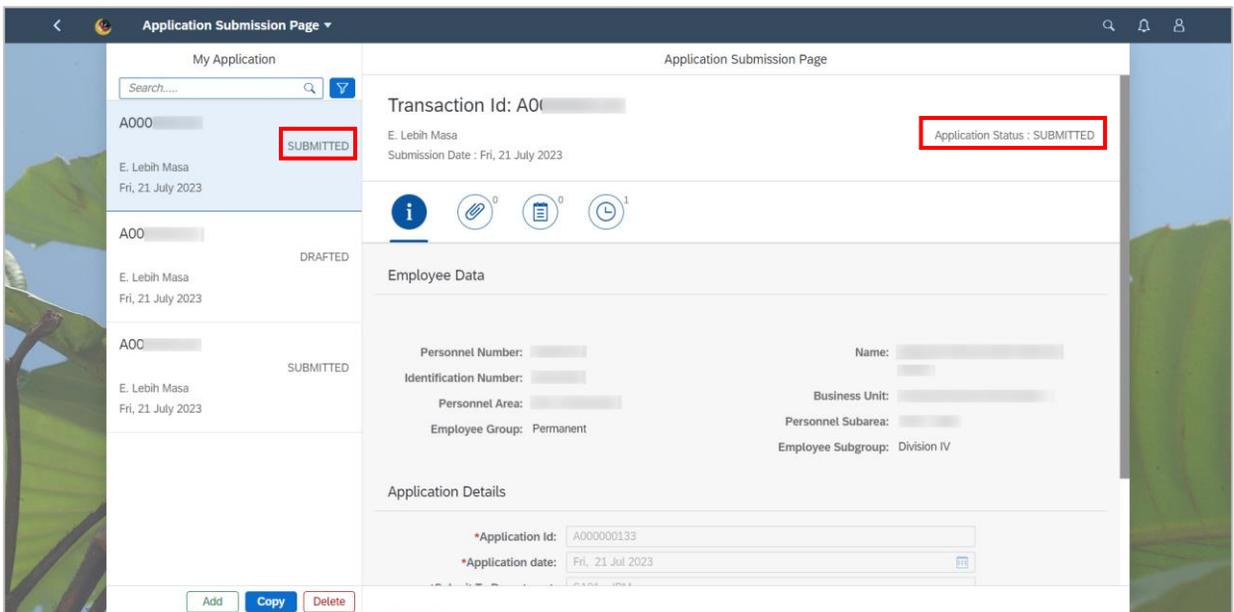
Success
Document has Been Created
OK

The background page is dimmed, showing the 'Attachment' table and the 'Declaration' section with the checkbox checked.

21. Click on the **OK** button.



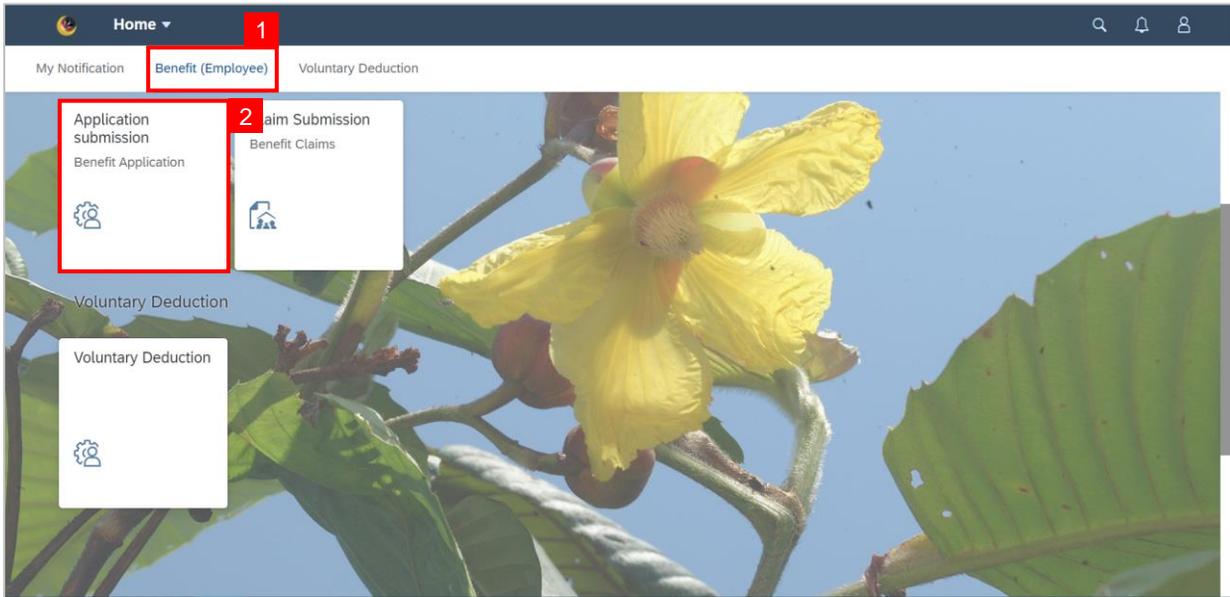
Outcome: Application has been successfully submitted.



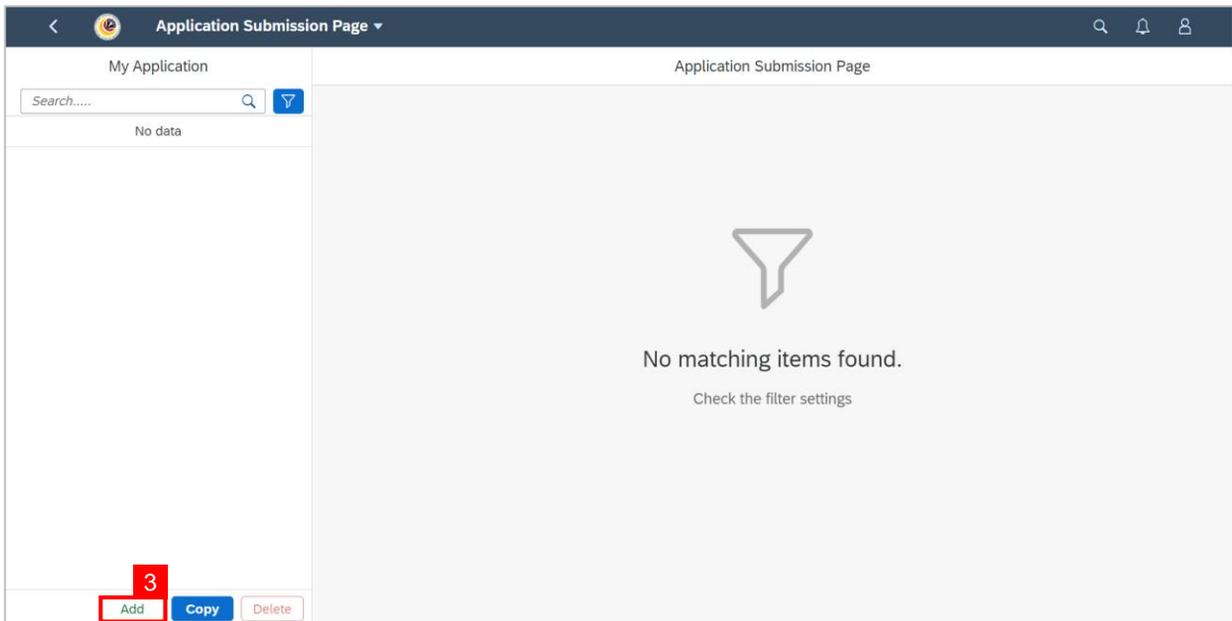
Note: Refer to Application / Claim Status Description table for more details regarding the displayed status.

SAVE APPLICATION SUBMISSION AS DRAFT	Front-End User
	Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Application submission** tile.

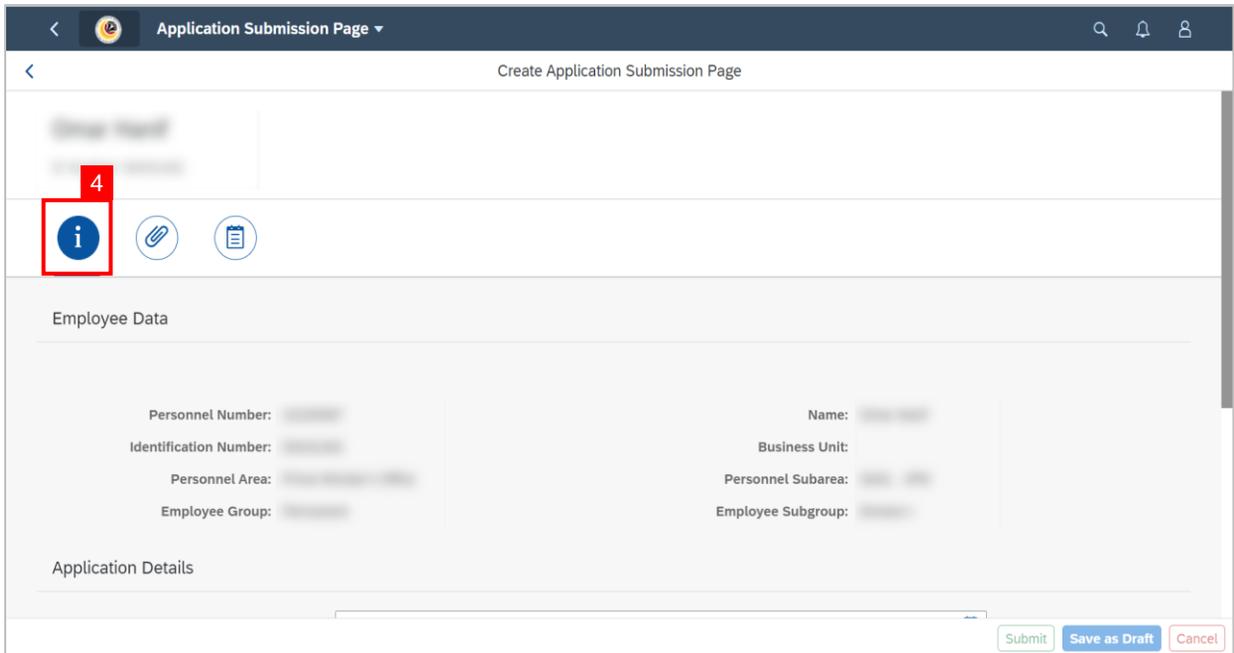


3. Click on **Add** button to create a new application.



Note: Create Application Submission Page will be displayed.

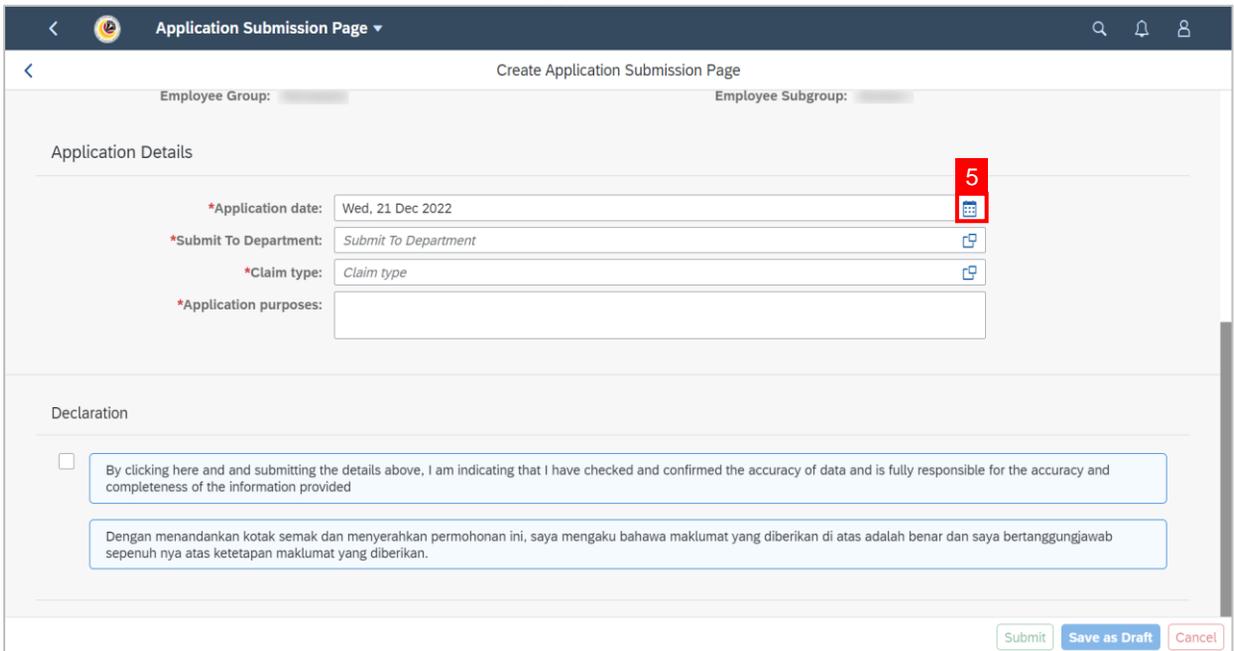
4. Click on **Information** tab to view the **Employee Data**.



The screenshot shows the 'Create Application Submission Page' interface. At the top, there is a navigation bar with a back arrow, a refresh icon, and the page title 'Application Submission Page'. Below this is a sub-header 'Create Application Submission Page'. The main content area is divided into sections. The 'Employee Data' section is highlighted, and a red box with the number '4' points to an information icon (i) in the top left corner of this section. Below the information icon are two other icons: a link icon and a document icon. The 'Employee Data' section contains several input fields for: Personnel Number, Identification Number, Personnel Area, Employee Group, Name, Business Unit, Personnel Subarea, and Employee Subgroup. Below this is the 'Application Details' section, which is currently empty. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

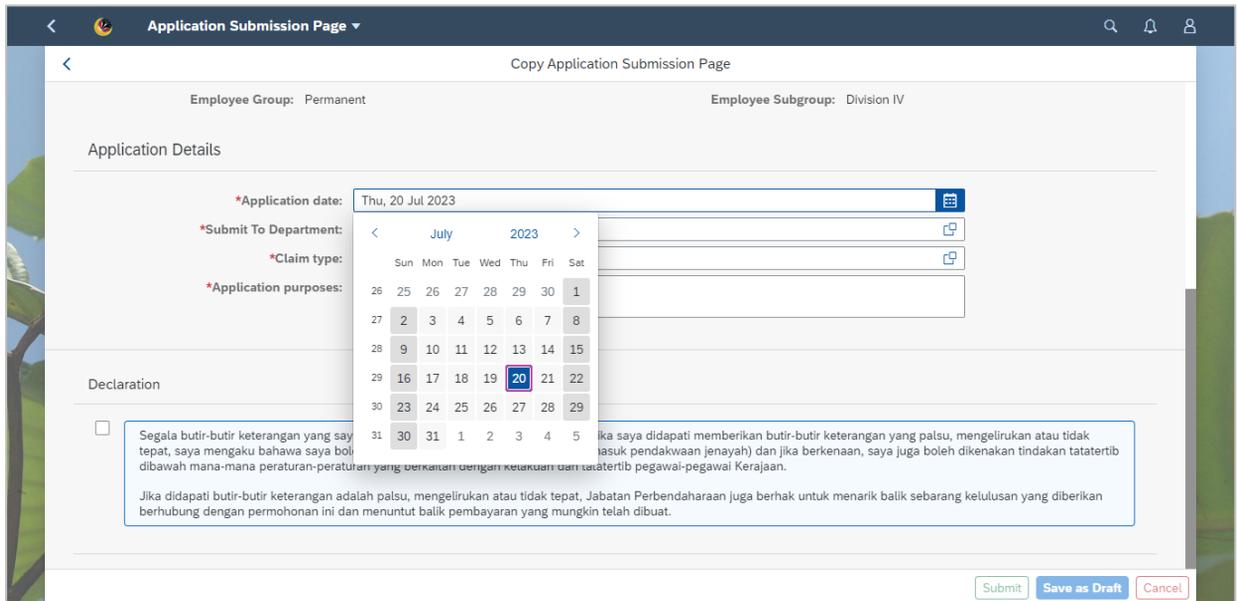
Navigate down to **Application Details** and proceed with the following steps:

5. Click on **Calendar** icon to select the **Application Date**.



The screenshot shows the 'Create Application Submission Page' interface, now scrolled down to the 'Application Details' section. The 'Employee Group' and 'Employee Subgroup' fields are visible at the top. The 'Application Details' section contains several input fields: '*Application date:' with the value 'Wed, 21 Dec 2022' and a calendar icon highlighted by a red box with the number '5'; '*Submit To Department:' with the value 'Submit To Department' and a copy icon; '*Claim type:' with the value 'Claim type' and a copy icon; and '*Application purposes:' with an empty text area. Below this is the 'Declaration' section, which contains a checkbox and a text box with the following text: 'By clicking here and submitting the details above, I am indicating that I have checked and confirmed the accuracy of data and is fully responsible for the accuracy and completeness of the information provided'. Below this is another text box with the text: 'Dengan menandakan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.' At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

Note: Calendar drop-down window will be displayed.

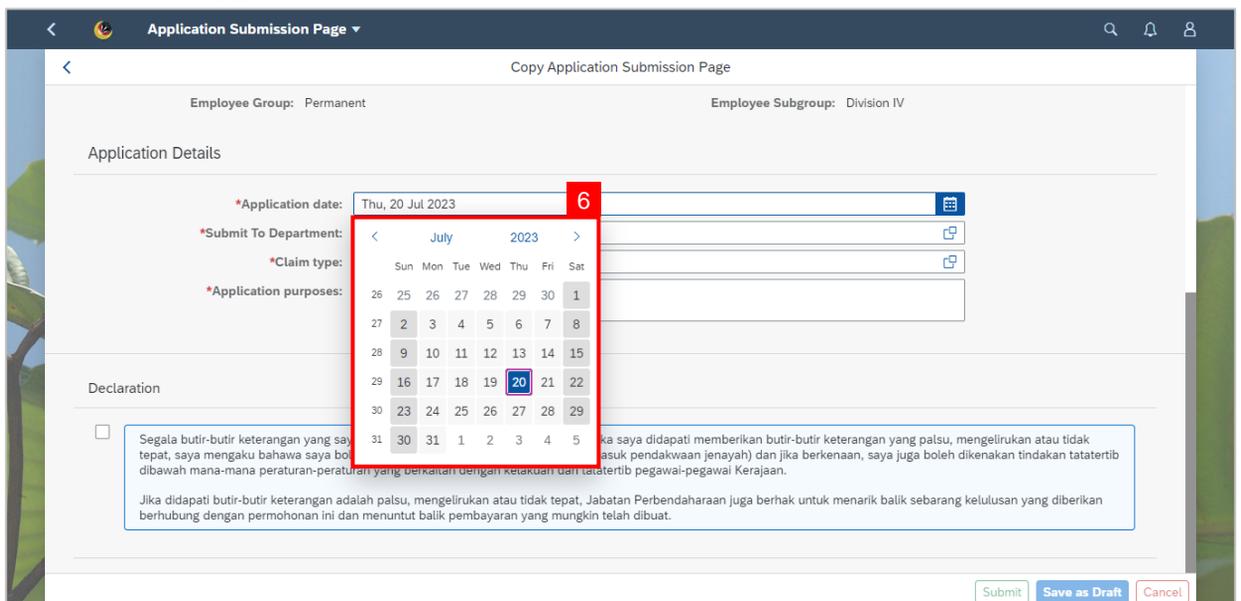


The screenshot shows the 'Application Submission Page' with the following details:

- Employee Group: Permanent
- Employee Subgroup: Division IV
- Application Details:
 - *Application date: Thu, 20 Jul 2023
 - *Submit To Department: [Empty]
 - *Claim type: [Empty]
 - *Application purposes: [Empty]
- Declaration:
 - Segala butir-butir keterangan yang saya nyatakan adalah benar dan tepat, saya mengaku bahawa saya bertiada di bawah mana-mana peraturan-peraturan yang dikenakan dengan ketakuatan dan tatatertib pegawai-pegawai Kerajaan.
 - Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak jujur (masuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

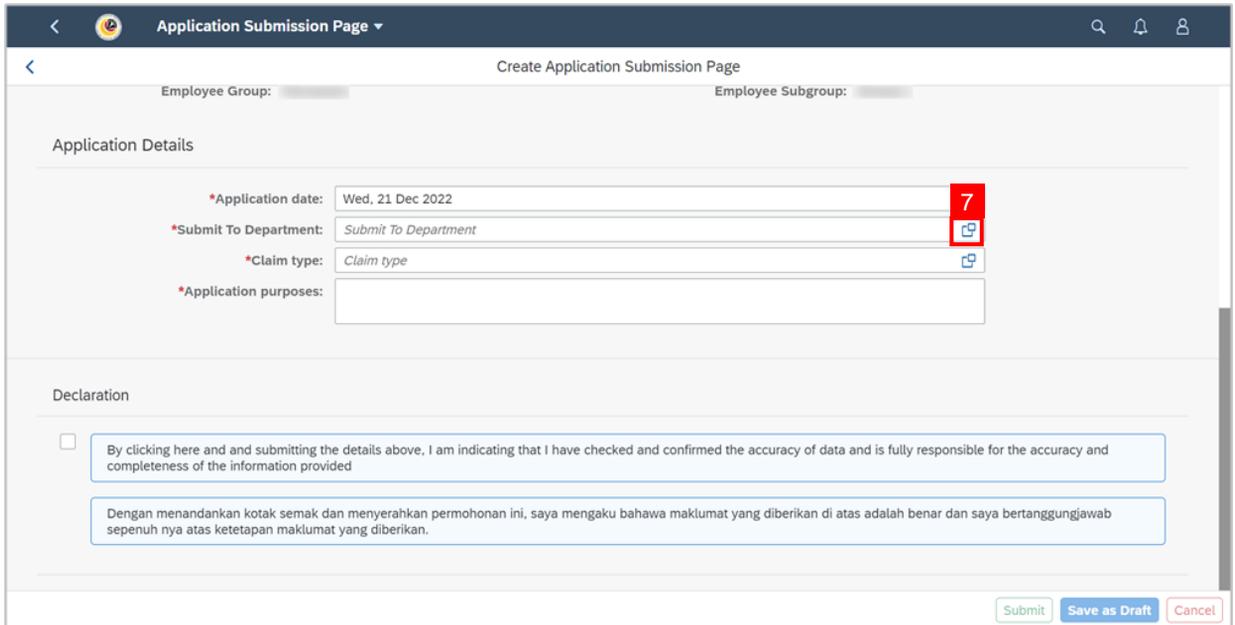
Buttons at the bottom: Submit, Save as Draft, Cancel.

6. Select the Application Date.



This screenshot is identical to the one above, but with a red box highlighting the calendar drop-down window. The date '20' is selected in the calendar, and a red box with the number '6' is placed above the calendar.

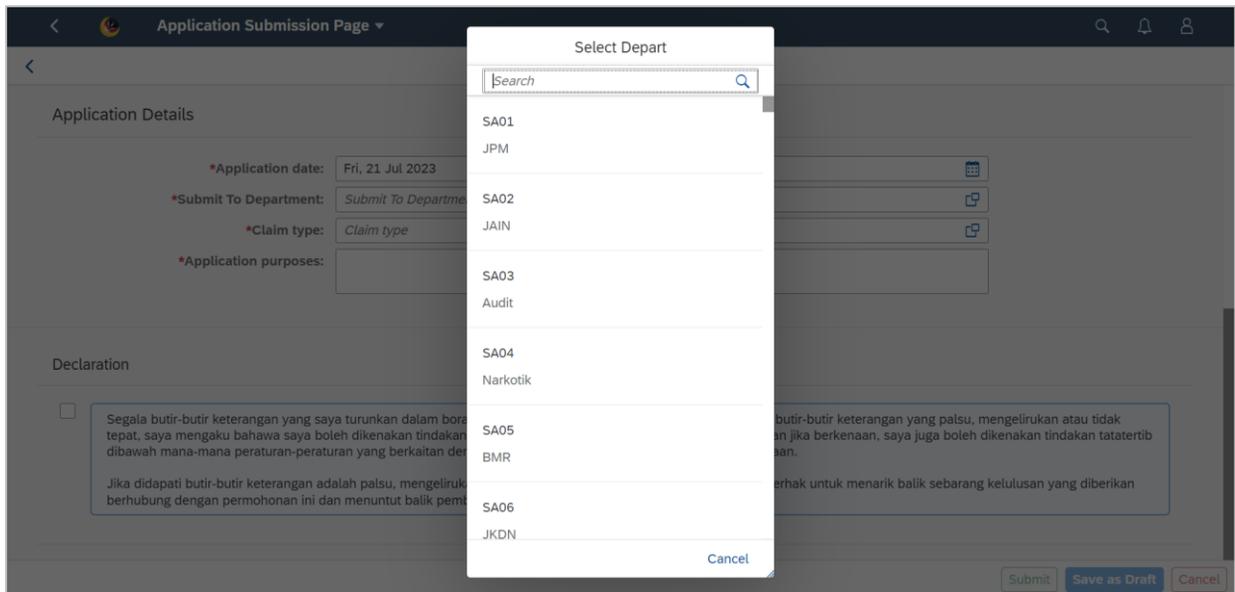
7. Click on the **Lookup** icon to select which department to submit the application to.



The screenshot shows the 'Application Submission Page' with the following details:

- Employee Group: [] Employee Subgroup: []
- Application Details:
 - *Application date: Wed, 21 Dec 2022
 - *Submit To Department: Submit To Department (with a red box containing '7' and a lookup icon)
 - *Claim type: Claim type (with a lookup icon)
 - *Application purposes: []
- Declaration:
 - By clicking here and submitting the details above, I am indicating that I have checked and confirmed the accuracy of data and is fully responsible for the accuracy and completeness of the information provided.
 - Dengan menandakan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.
- Buttons: Submit, Save as Draft, Cancel

Note: Select Department pop-up window will be displayed.



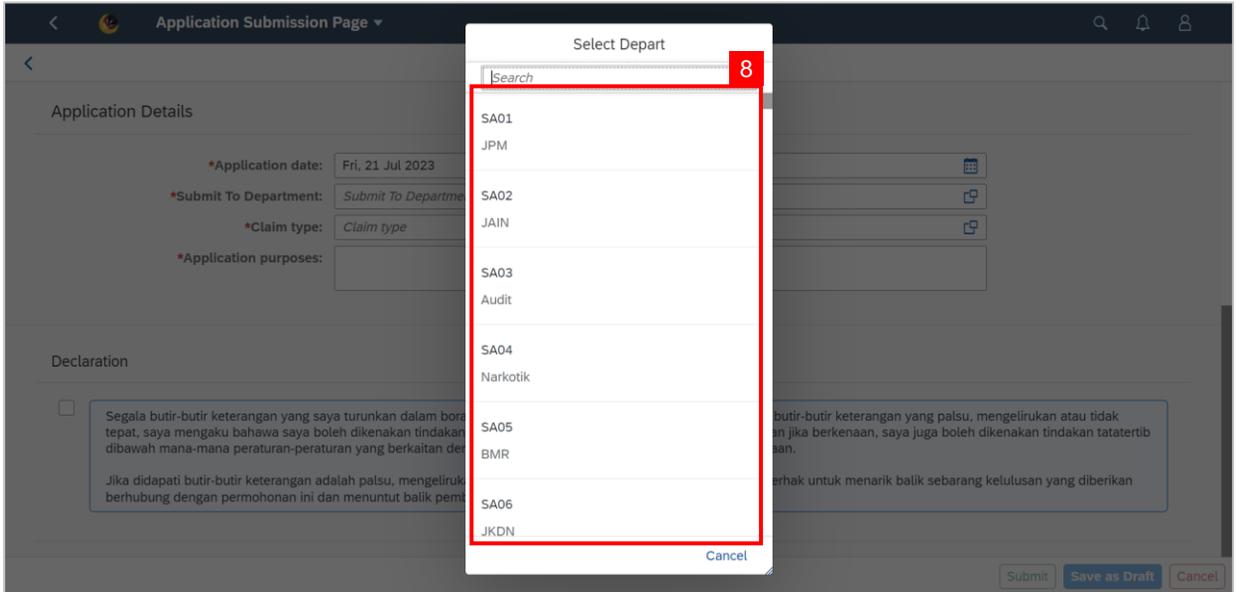
The screenshot shows the 'Application Submission Page' with a 'Select Depart' pop-up window. The pop-up window has a search bar and lists the following departments:

- SA01
- JPM
- SA02
- JAIN
- SA03
- Audit
- SA04
- Narkotik
- SA05
- BMR
- SA06
- JKDN

The background shows the 'Application Details' section with the following details:

- Employee Group: [] Employee Subgroup: []
- Application Details:
 - *Application date: Fri, 21 Jul 2023
 - *Submit To Department: Submit To Department
 - *Claim type: Claim type
 - *Application purposes: []
- Declaration:
 - Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan disiplin dan dikenakan denda atau hukuman yang ditetapkan di bawah mana-mana peraturan-peraturan yang berkaitan dengan perkhidmatan ini.
 - Segala butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan disiplin dan dikenakan denda atau hukuman yang ditetapkan di bawah mana-mana peraturan-peraturan yang berkaitan dengan perkhidmatan ini.
- Buttons: Submit, Save as Draft, Cancel

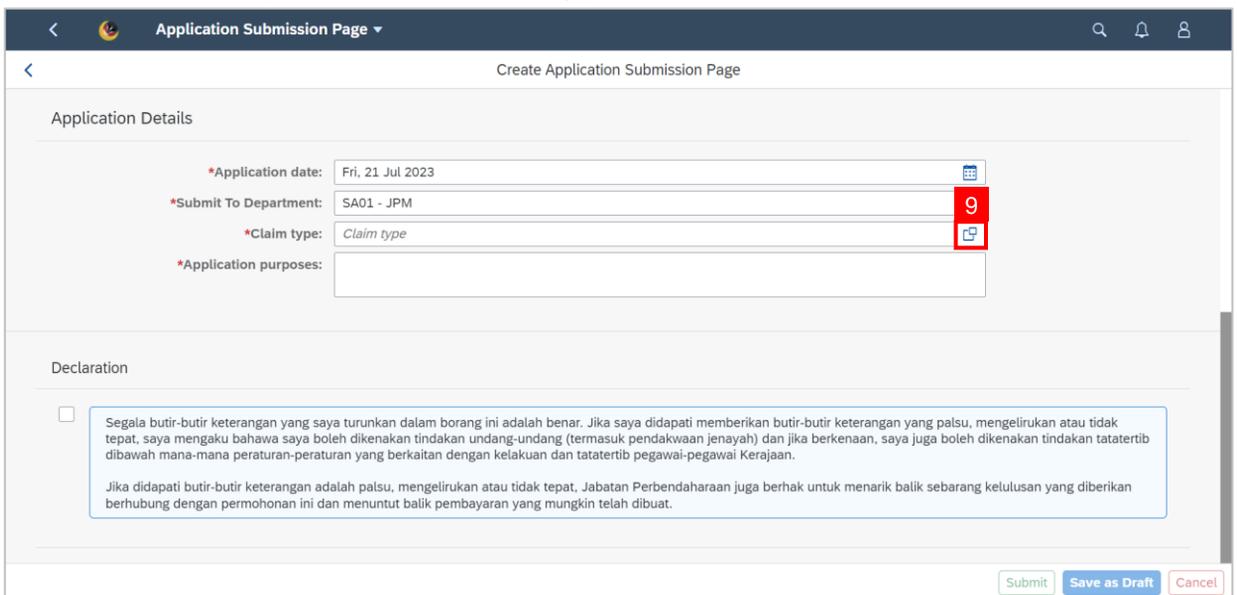
8. Select the correct department to **Submit To**.



The screenshot shows the 'Application Submission Page' with a 'Select Depart' modal dialog open. The modal has a search bar and a list of departments. A red box highlights the list, and a red '8' is in the top right corner of the modal.

Department
SA01
JPM
SA02
JAIN
SA03
Audit
SA04
Narkotik
SA05
BMR
SA06
JKDN

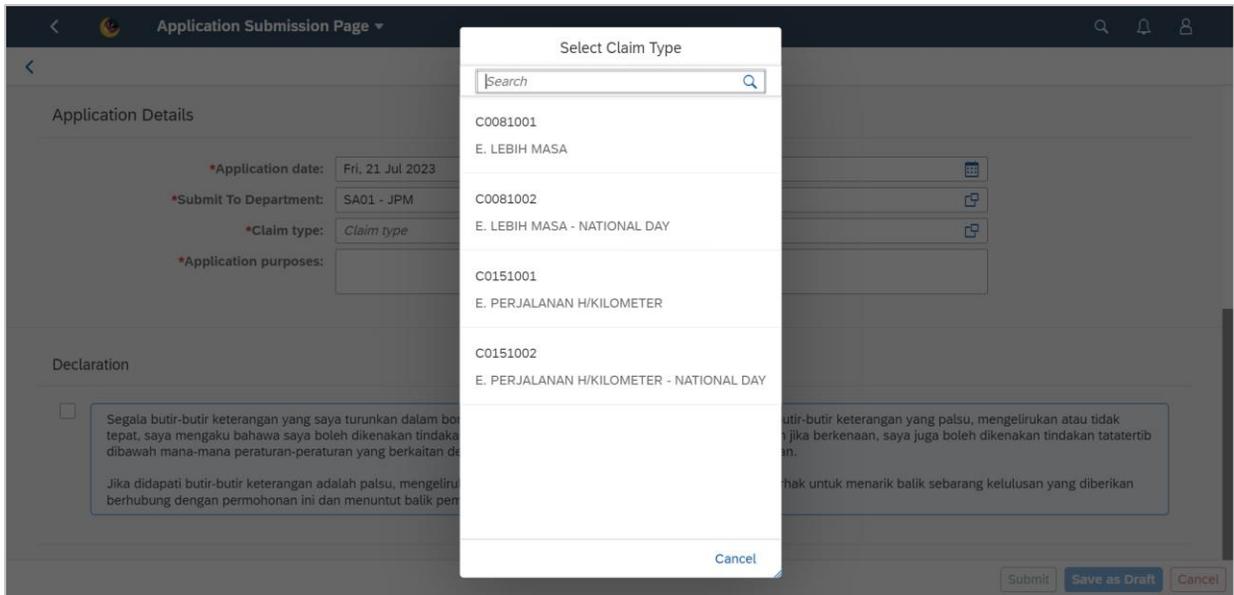
9. Click the **Lookup** icon to select **Claim type**.



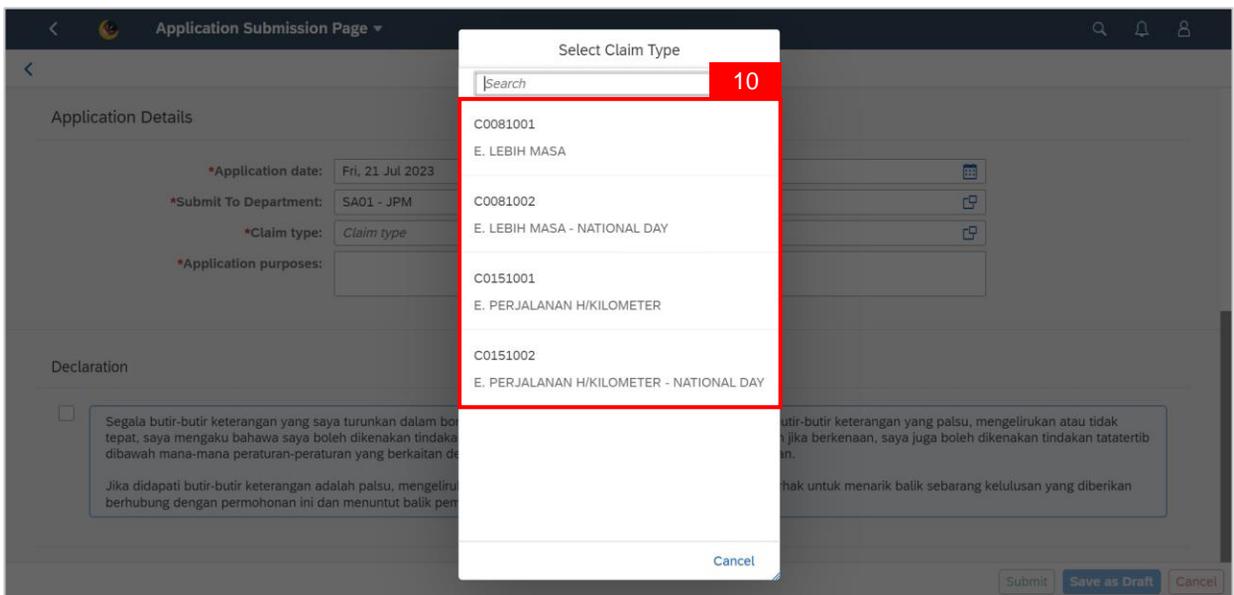
The screenshot shows the 'Create Application Submission Page' form. The 'Claim type' field has a red box around it with a red '9' and a lookup icon.

Field	Value
*Application date:	Fri, 21 Jul 2023
*Submit To Department:	SA01 - JPM
*Claim type:	Claim type
*Application purposes:	

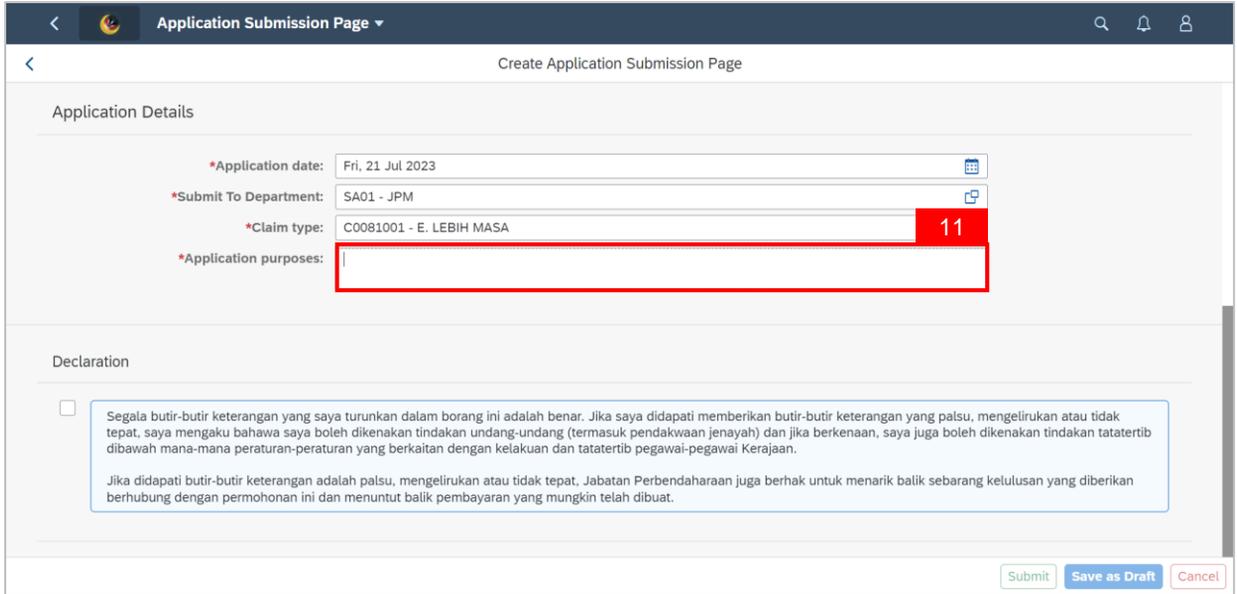
Note: Select Claim Type pop-up window will be displayed.



10. Select the correct **Claim Type**.



11. Fill in the **Application purposes** of the application.



Application Submission Page

Create Application Submission Page

Application Details

*Application date: Fri, 21 Jul 2023

*Submit To Department: SA01 - JPM

*Claim type: C0081001 - E. LEBIH MASA

*Application purposes:

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

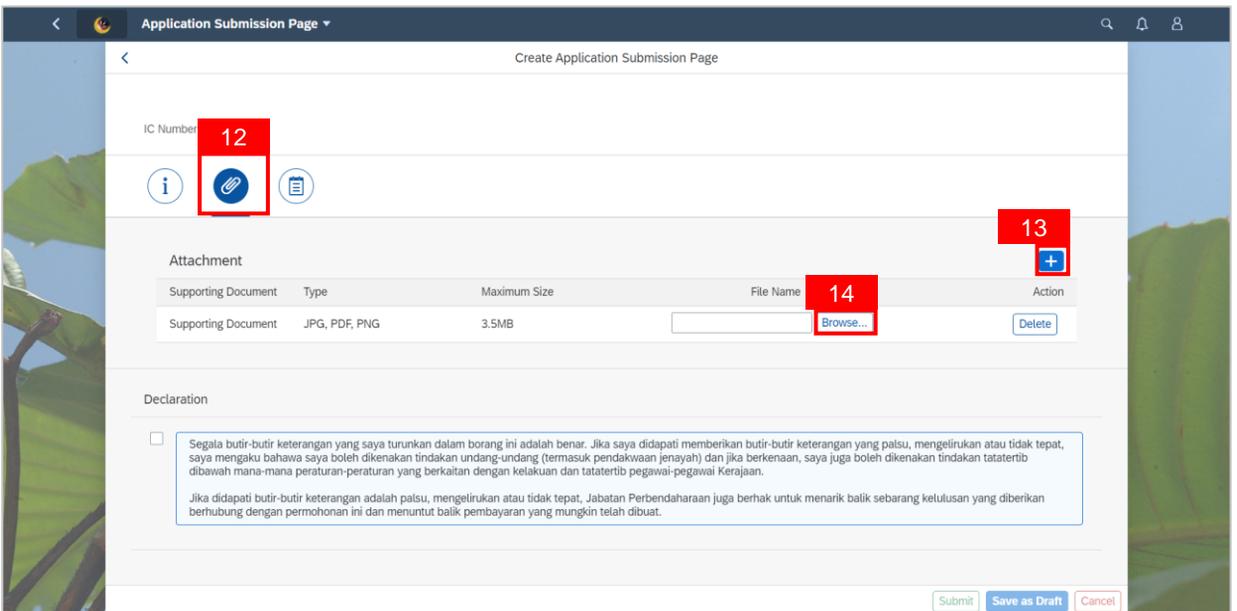
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

12. Click on **Attachment** tab to upload any supporting document(s).

13. Click on the **add** icon button to add **attachment**.

14. Click on **Browse** button.



Application Submission Page

Create Application Submission Page

IC Number

Attachment

Supporting Document	Type	Maximum Size	File Name	Action
Supporting Document	JPG, PDF, PNG	3.5MB		Browse... Delete

Declaration

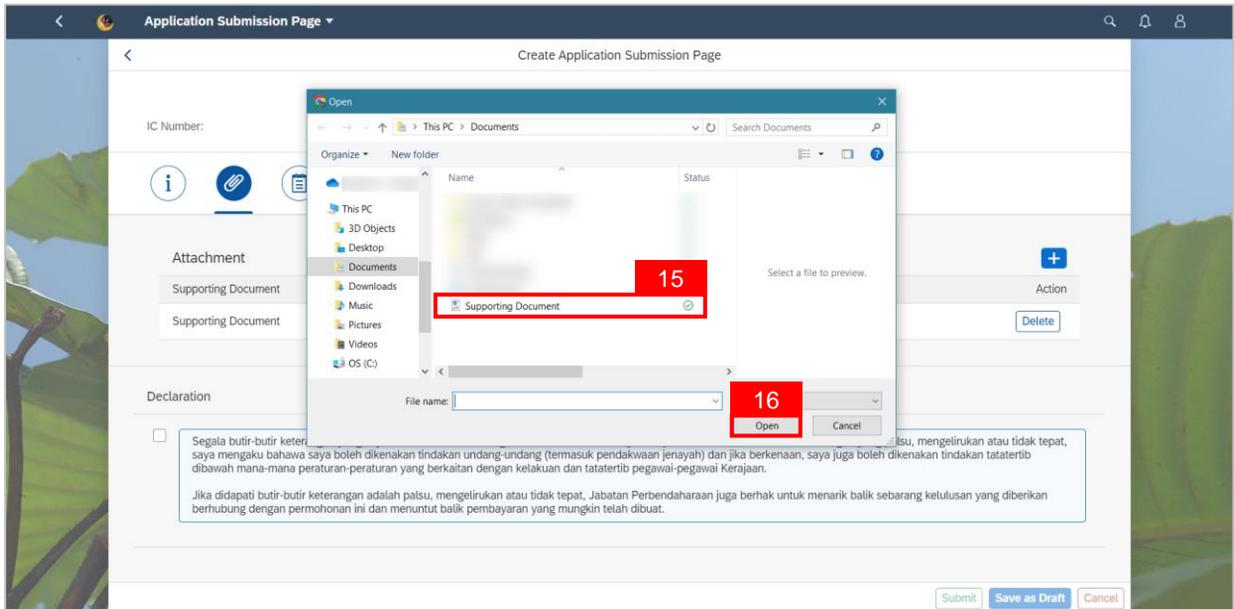
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

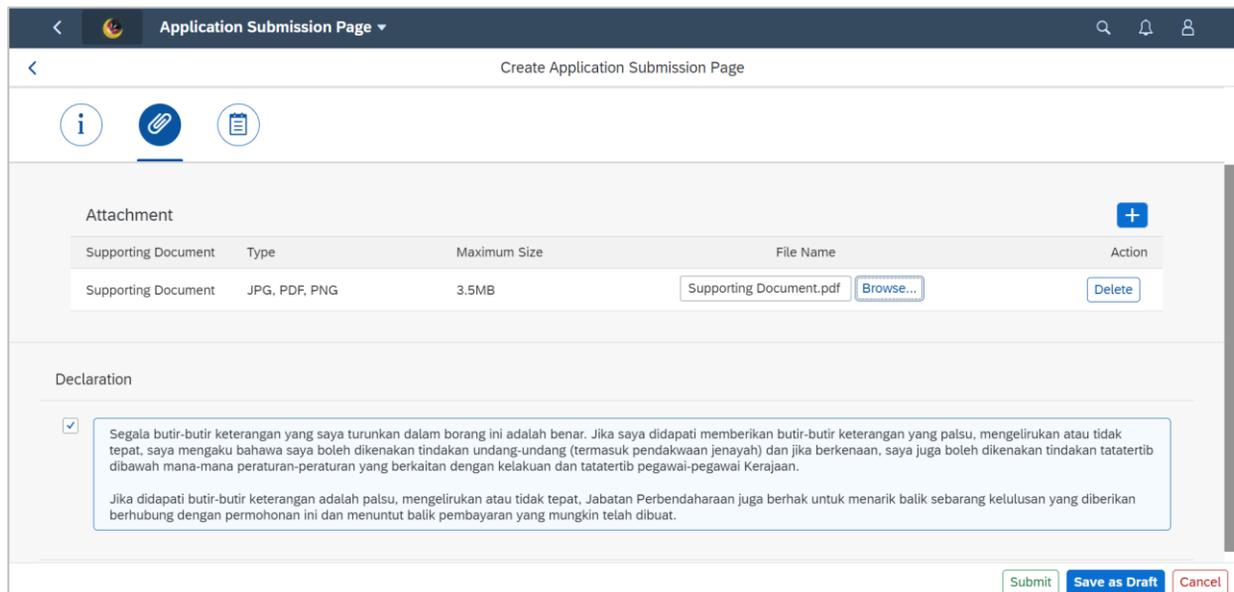
15. Select the **Document** to be uploaded.

16. Click on **Open** button.

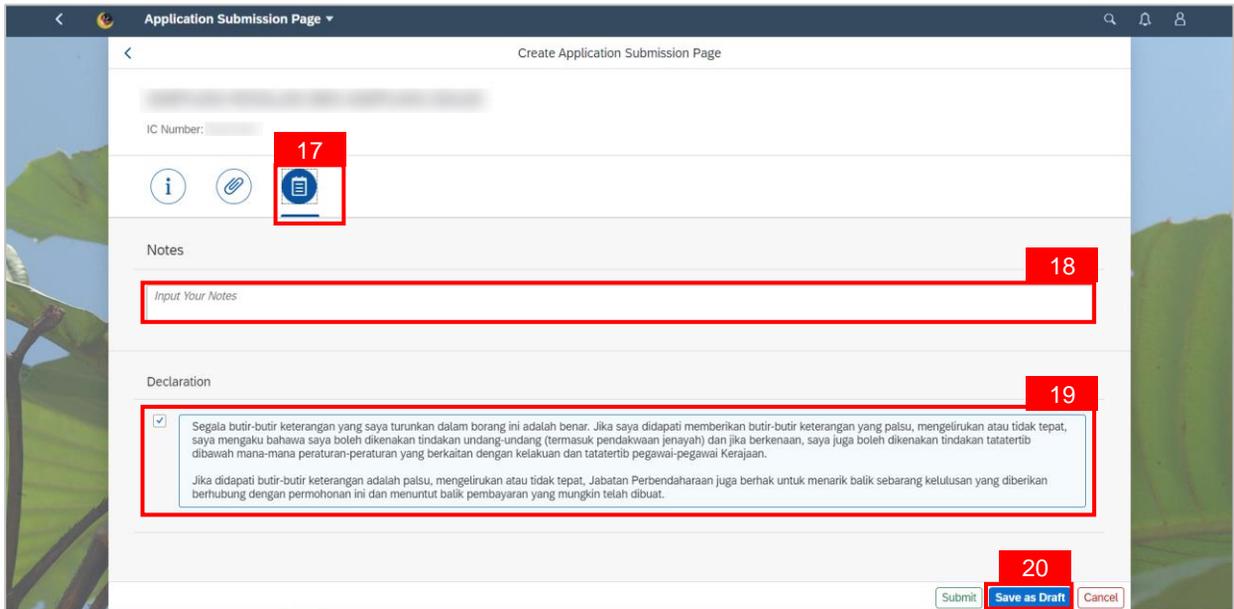


Note: When saving the application as draft, the uploaded documents will not be saved.

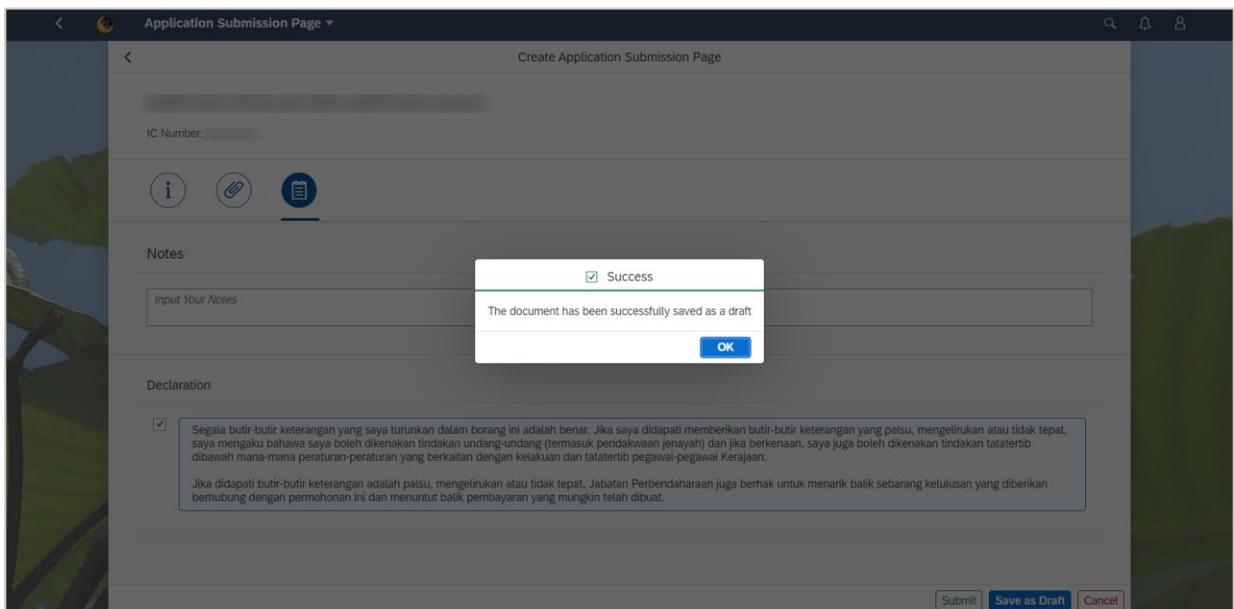
Employees are required to upload documents only before submitting the application.



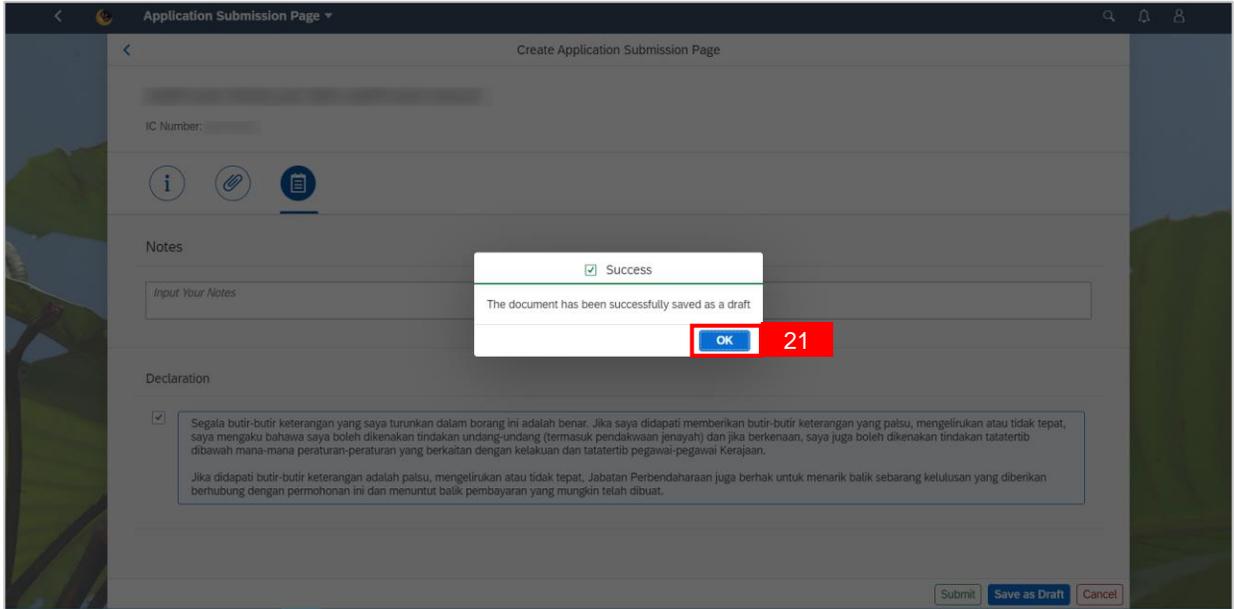
17. Click on **Notes** tab.
18. Input **Notes** accordingly.
19. Tick on the **Declaration** checkbox.
20. Click on **Save as Draft** button.



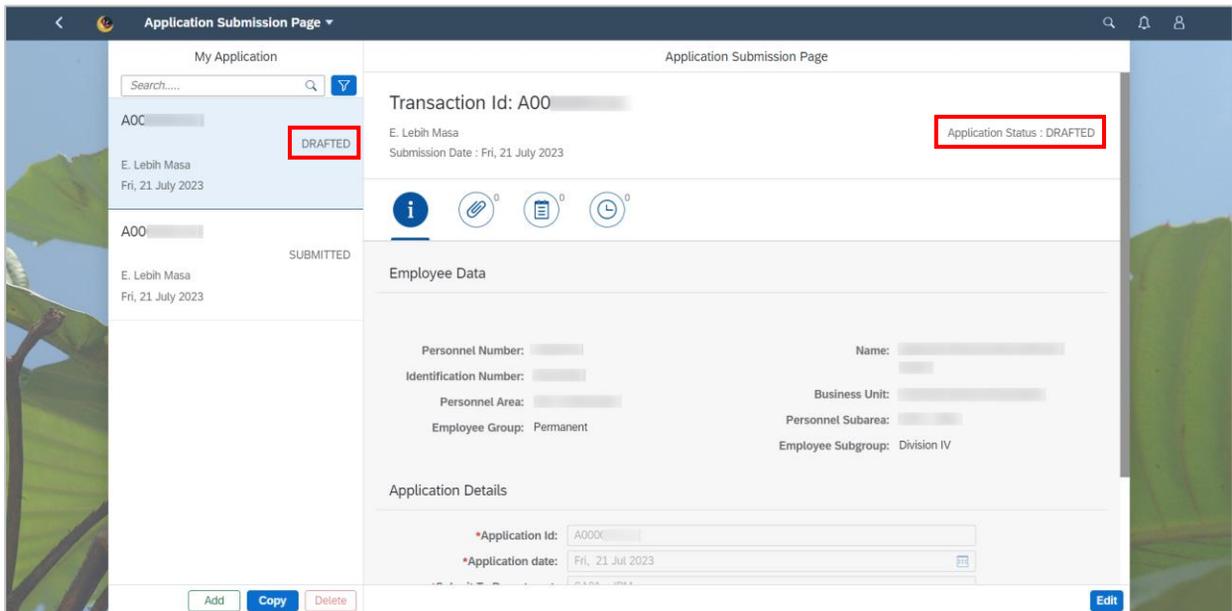
Note: A Success pop-up window will be displayed.



21. Click on the **OK** button.

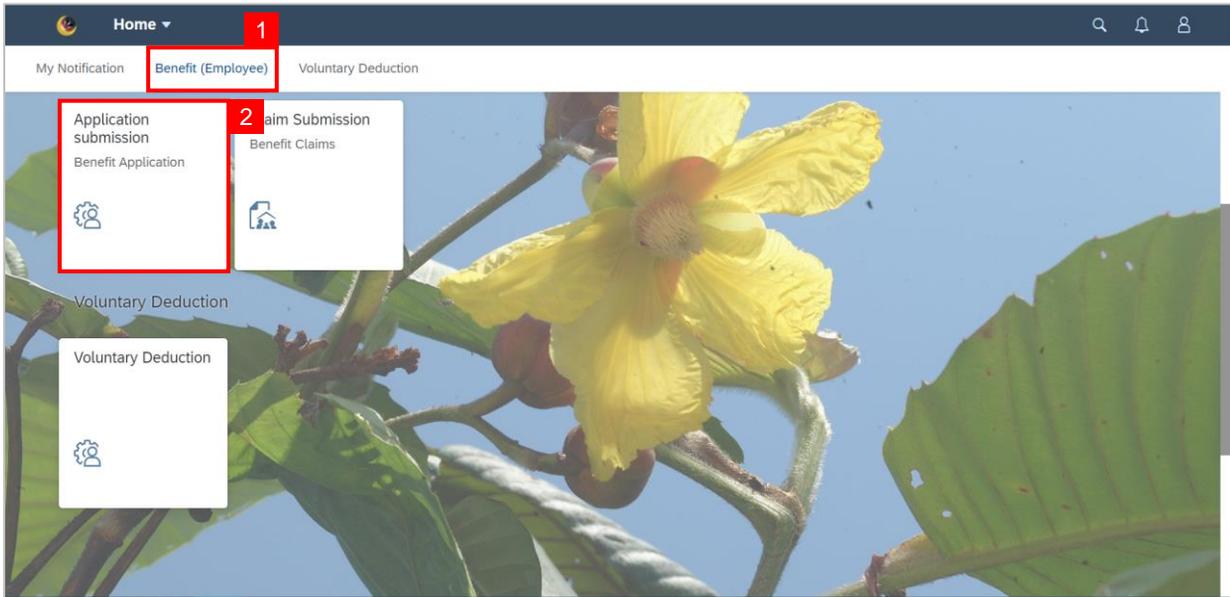


Outcome: Document has been successfully saved as draft.

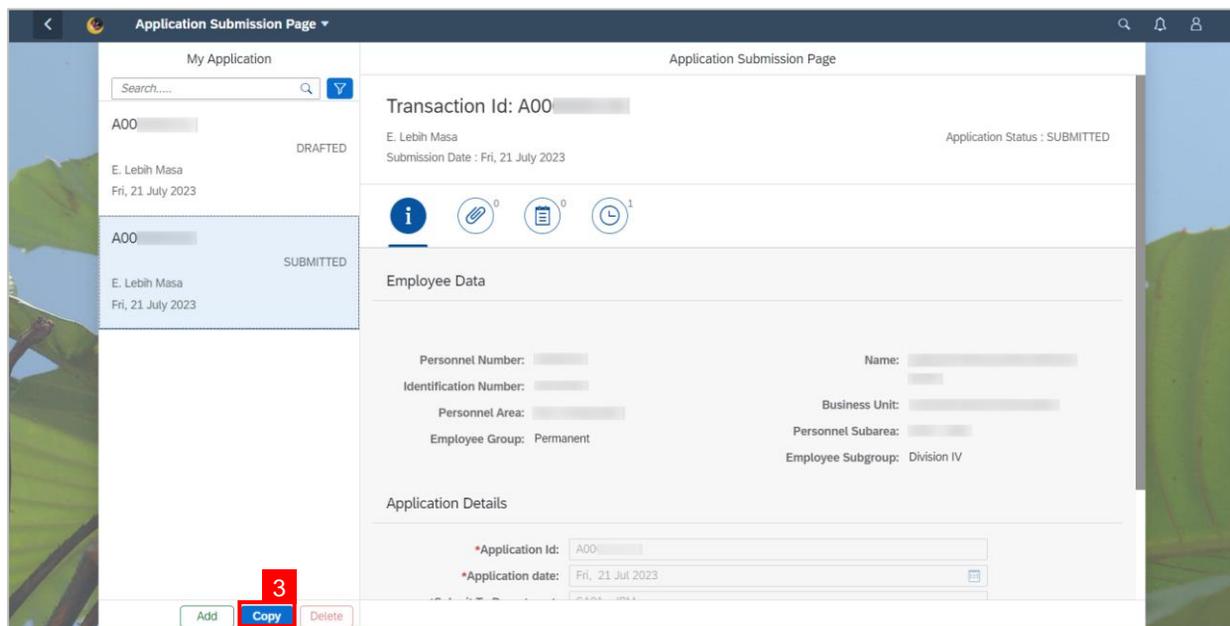


COPY APPLICATION SUBMISSION	Front-End User
	Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Application Submission** tile.

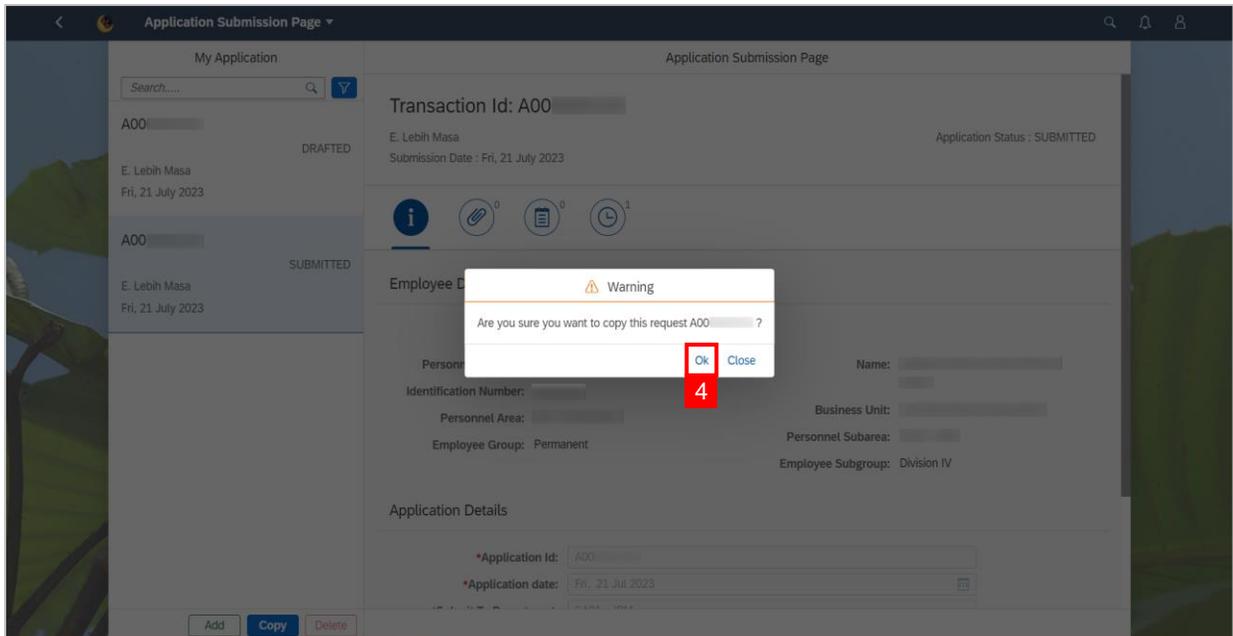


3. Navigate to the selected application and click on the **Copy** button to copy the selected application.



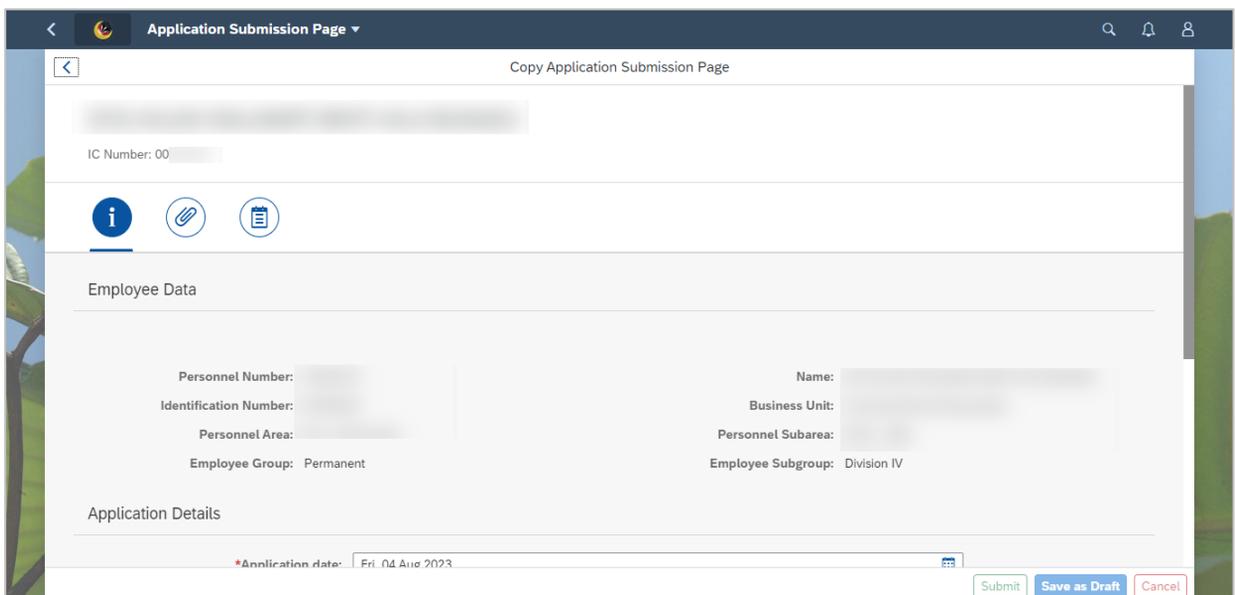
Note: A warning pop-up window will be displayed.

4. Click on **OK** button.



Outcome: The selected application has been successfully copied.

Note: Employee are required to make adjustment on the copied submission accordingly before submitting a new application.

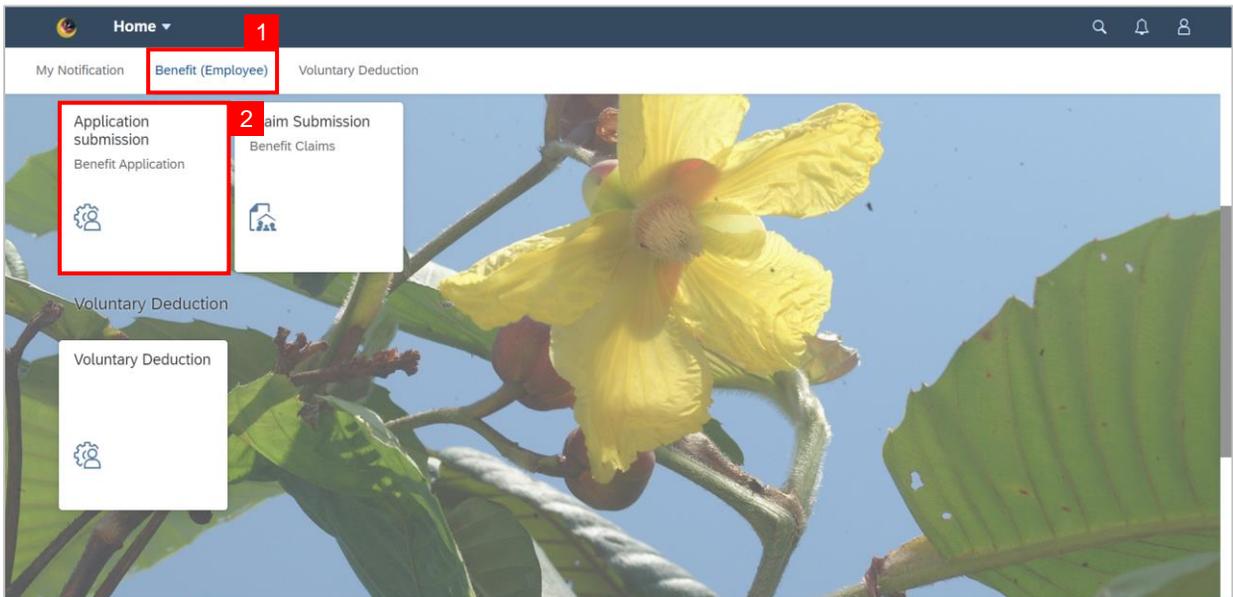


DELETE APPLICATION SUBMISSION

Front-End User

Employee Self Service (ESS)

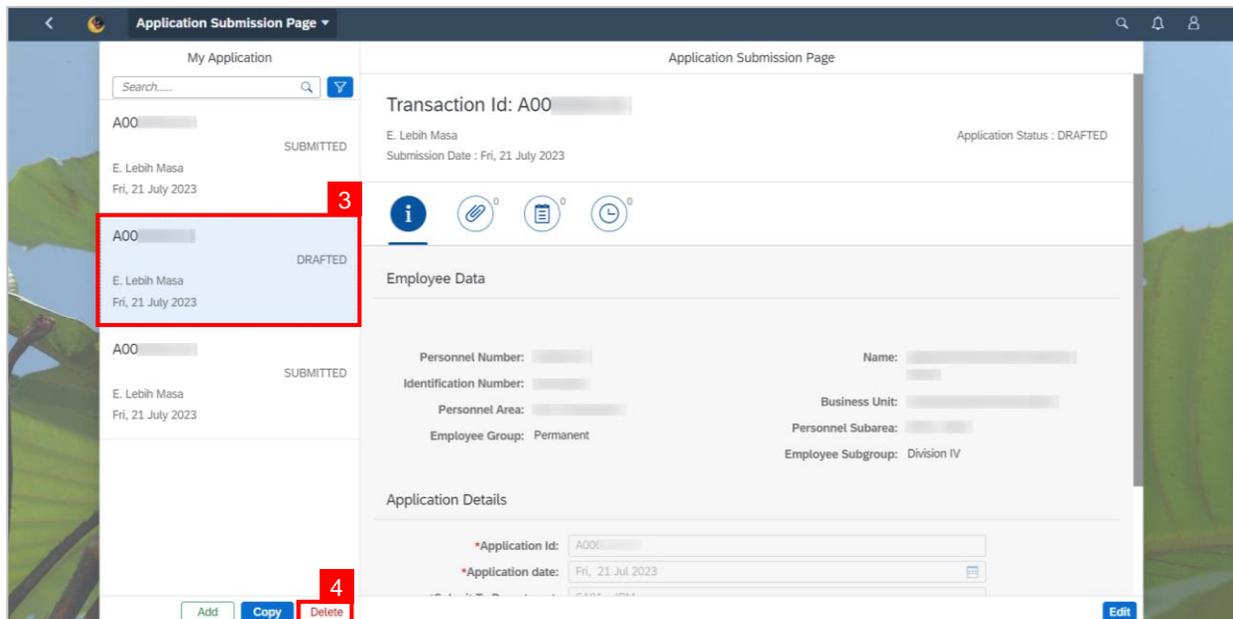
1. Click on **Benefit (Employee)** tab.
2. Select on **Application submission** tile.



3. Select the application that the employee wishes to delete.

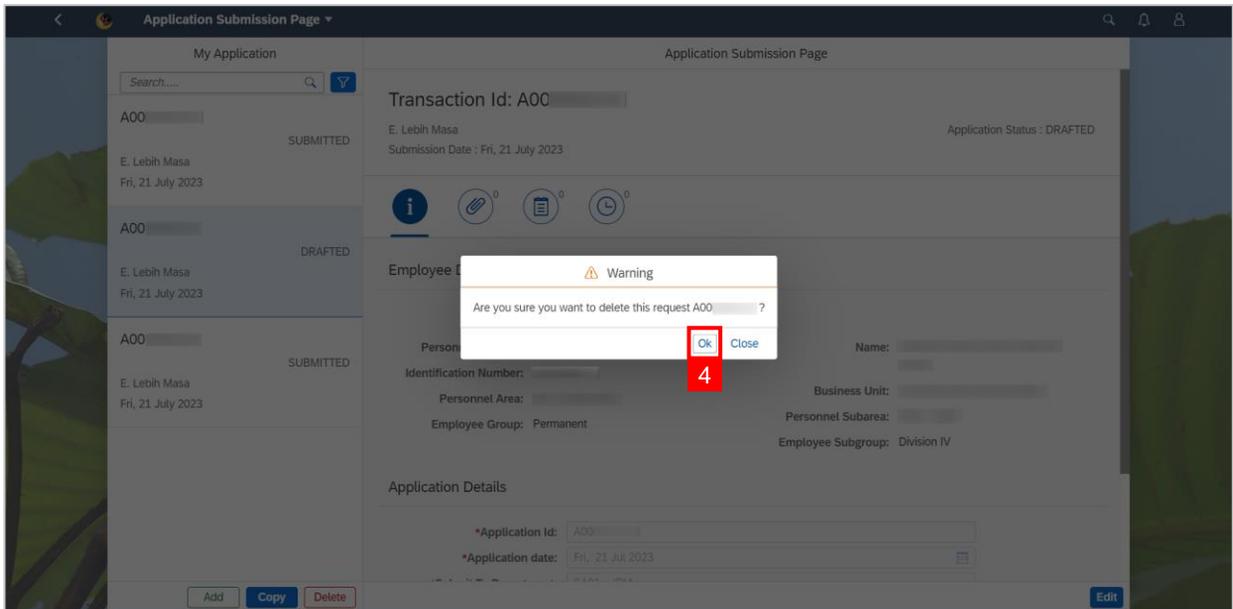
Note: Only **Drafted** application can be deleted.

4. Click on the **Delete** button.



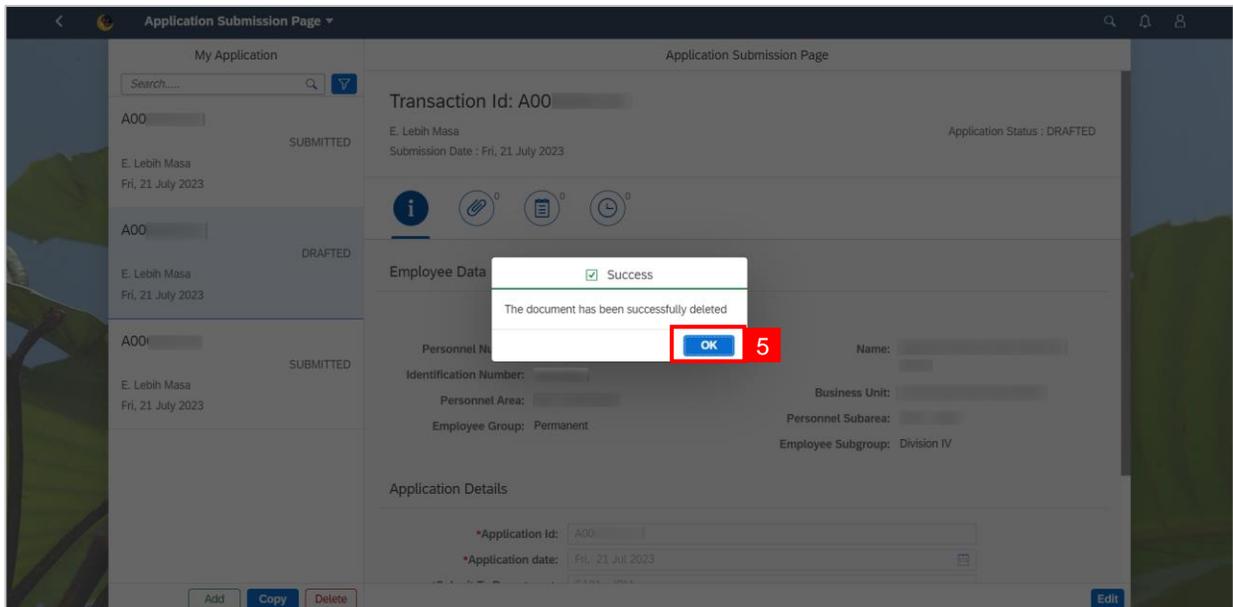
Note: A Warning pop-up window will be displayed.

4. Click on **OK** button.



Note: A Success pop-up window will be displayed.

5. Click on **OK** button.



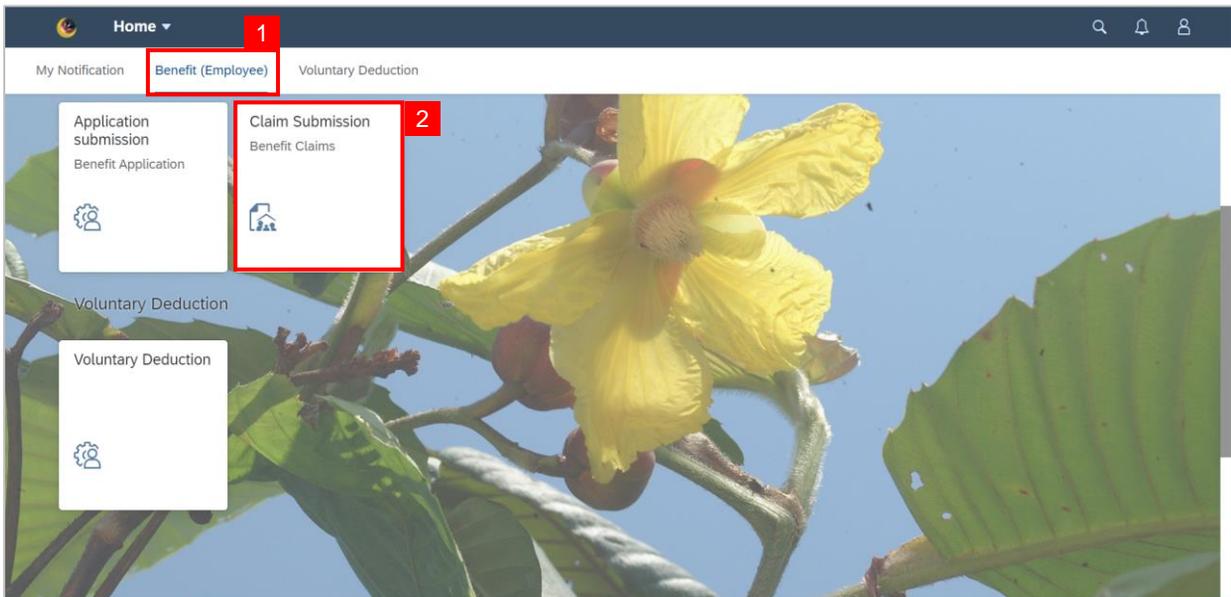
Outcome: Application Submission has been successfully deleted.

SUBMIT CLAIM SUBMISSION – OVERTIME ALLOWANCE

Front-End User

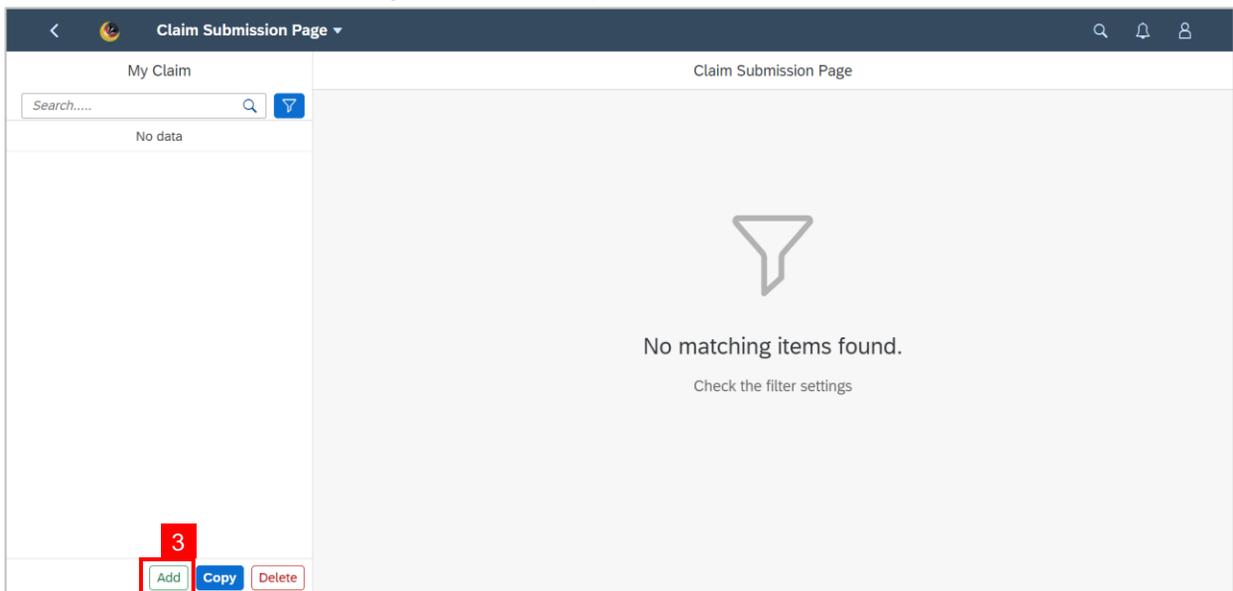
Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



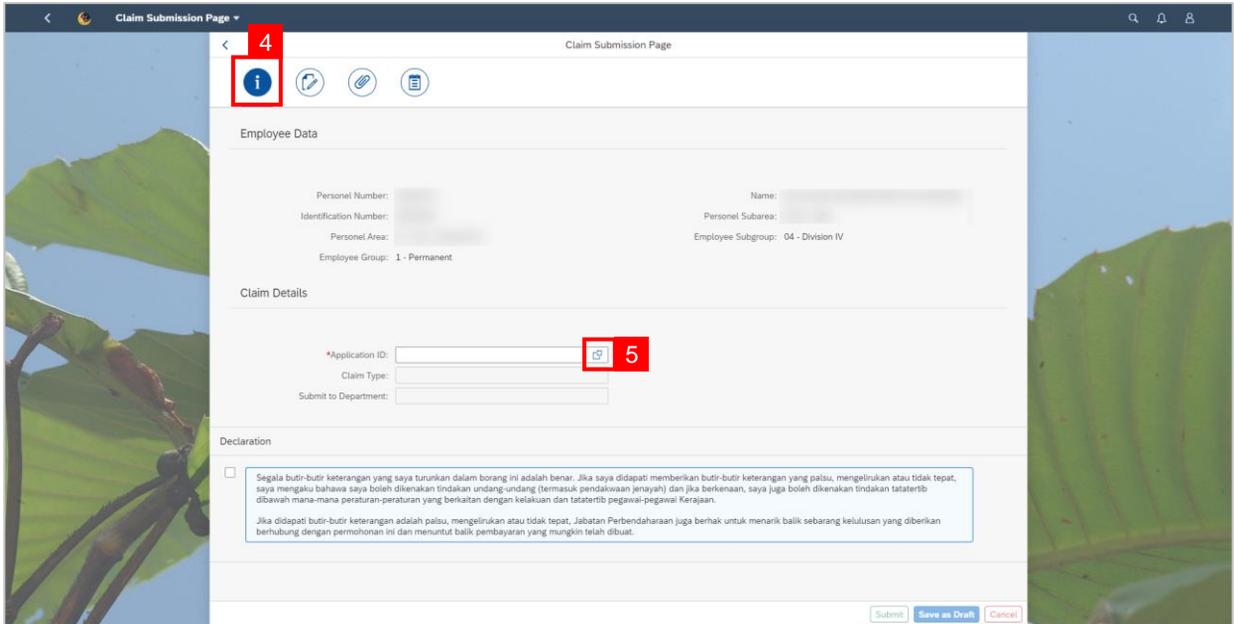
3. Click on **Add** button to create a new claim.

Note: Claim Submission Page will be displayed. .



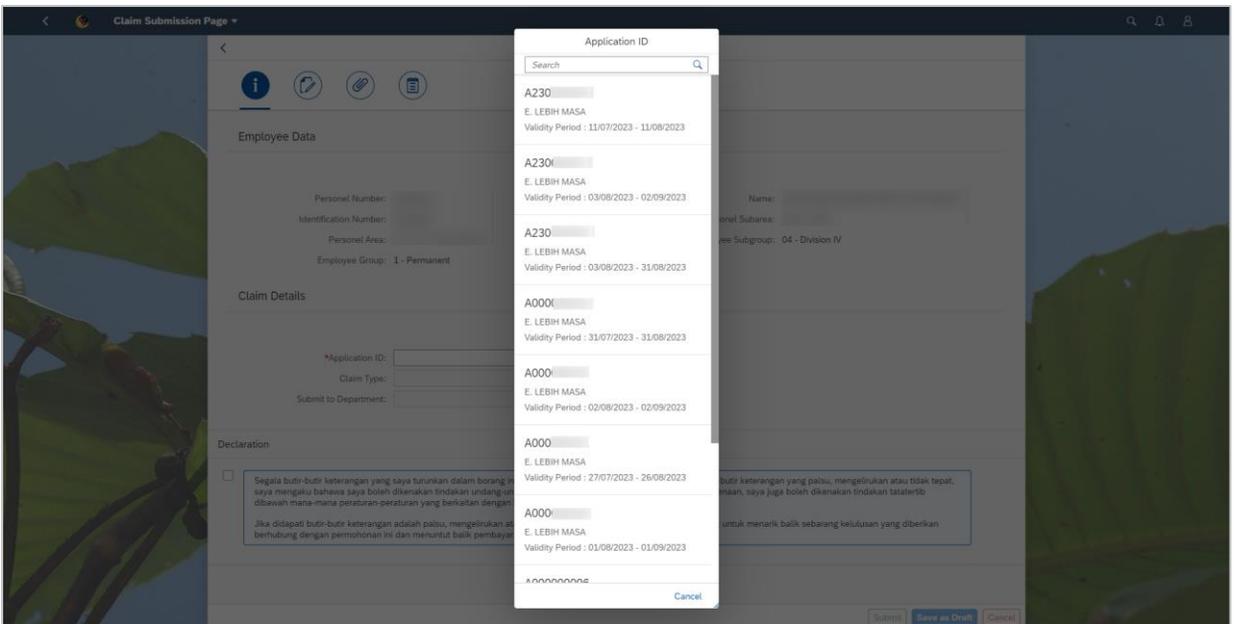
4. Click on **Information** tab to review the **Employee Data** and **Claim Details**.

5. Navigate to **Claim Details** and click on the **Lookup** icon to select the Application ID.



The screenshot shows the 'Claim Submission Page' interface. At the top, there is a navigation bar with a back arrow, a search icon, a notification bell, and a user profile icon. Below the navigation bar, there is a toolbar with four icons: an information icon (highlighted with a red box and the number 4), a pencil icon, a link icon, and a document icon. The main content area is divided into three sections: 'Employee Data', 'Claim Details', and 'Declaration'. The 'Employee Data' section contains fields for 'Personel Number', 'Identification Number', 'Personel Area', 'Employee Group', 'Name', 'Personel Subarea', and 'Employee Subgroup'. The 'Claim Details' section contains fields for '*Application ID', 'Claim Type', and 'Submit to Department'. The '*Application ID' field has a red box and the number 5 next to a lookup icon. The 'Declaration' section contains a checkbox and a text area with a disclaimer. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

Note: A list of approved Application ID will be displayed.



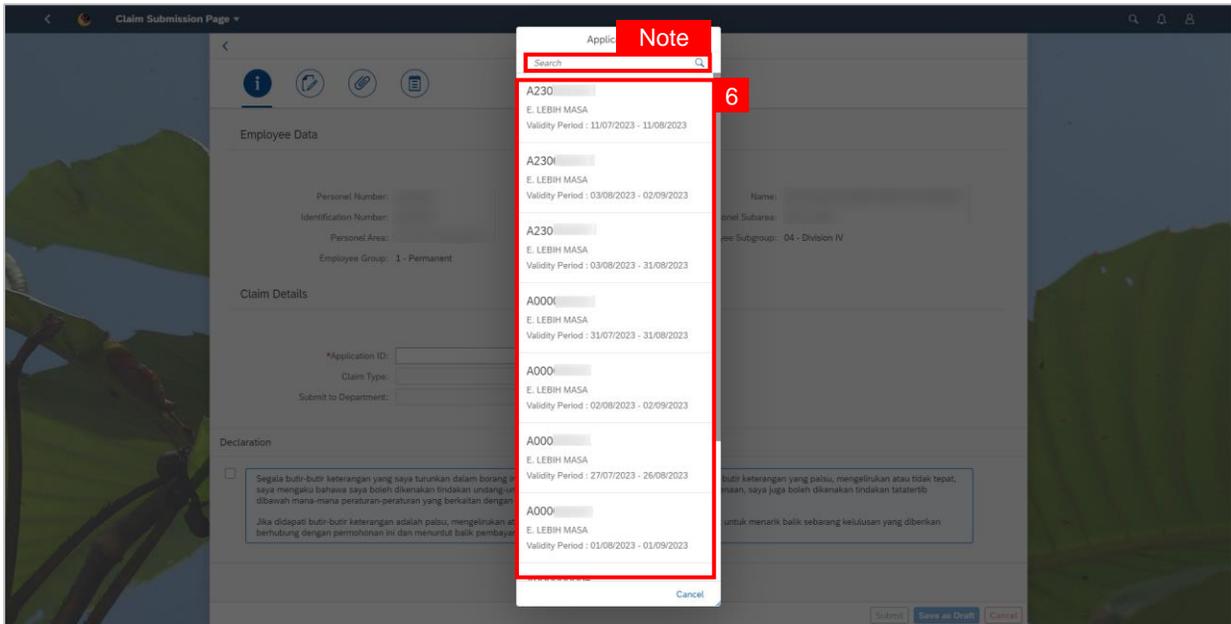
The screenshot shows the 'Claim Submission Page' interface with an 'Application ID' dropdown menu open. The dropdown menu is titled 'Application ID' and has a search bar. It contains a list of approved Application IDs, each with its corresponding 'E. LEBIH MASA' status and 'Validity Period'. The list is as follows:

Application ID	E. LEBIH MASA	Validity Period
A230	E. LEBIH MASA	11/07/2023 - 11/08/2023
A230	E. LEBIH MASA	03/08/2023 - 02/09/2023
A230	E. LEBIH MASA	03/08/2023 - 31/08/2023
A000	E. LEBIH MASA	31/07/2023 - 31/08/2023
A000	E. LEBIH MASA	02/08/2023 - 02/09/2023
A000	E. LEBIH MASA	27/07/2023 - 26/08/2023
A000	E. LEBIH MASA	01/08/2023 - 01/09/2023
A0000000		

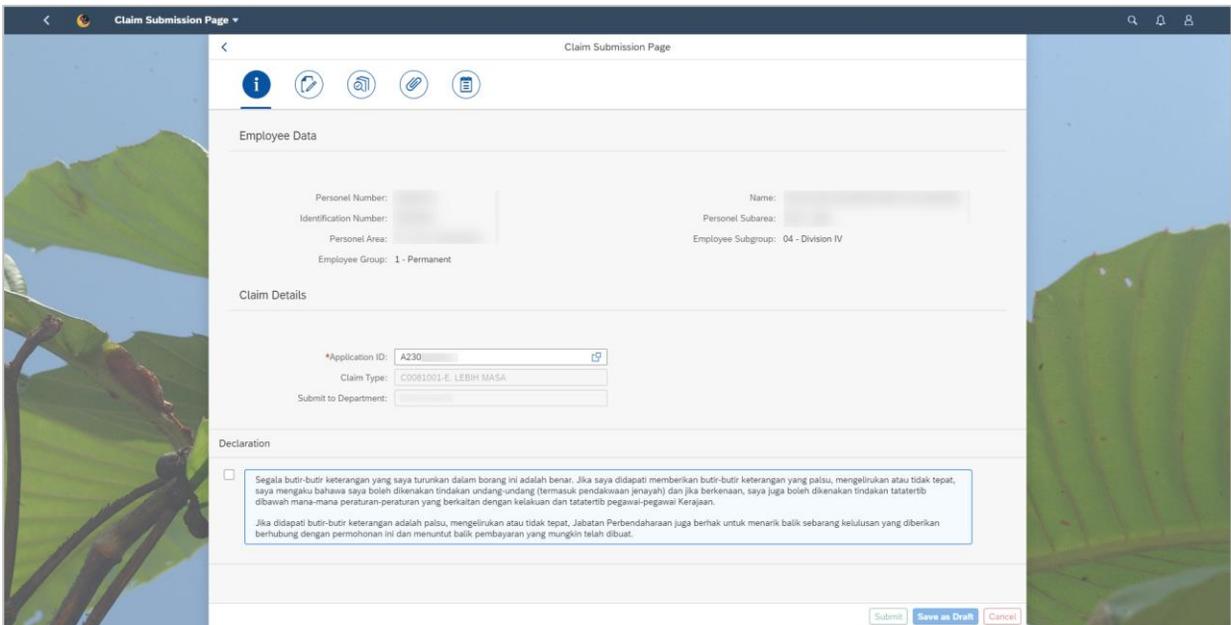
The dropdown menu also has a 'Cancel' button at the bottom right. The background of the page is dimmed, showing the same 'Employee Data' and 'Claim Details' sections as in the previous screenshot.

6. Choose the correct **Application ID** with the claim type - **E. LEBIH MASA**.

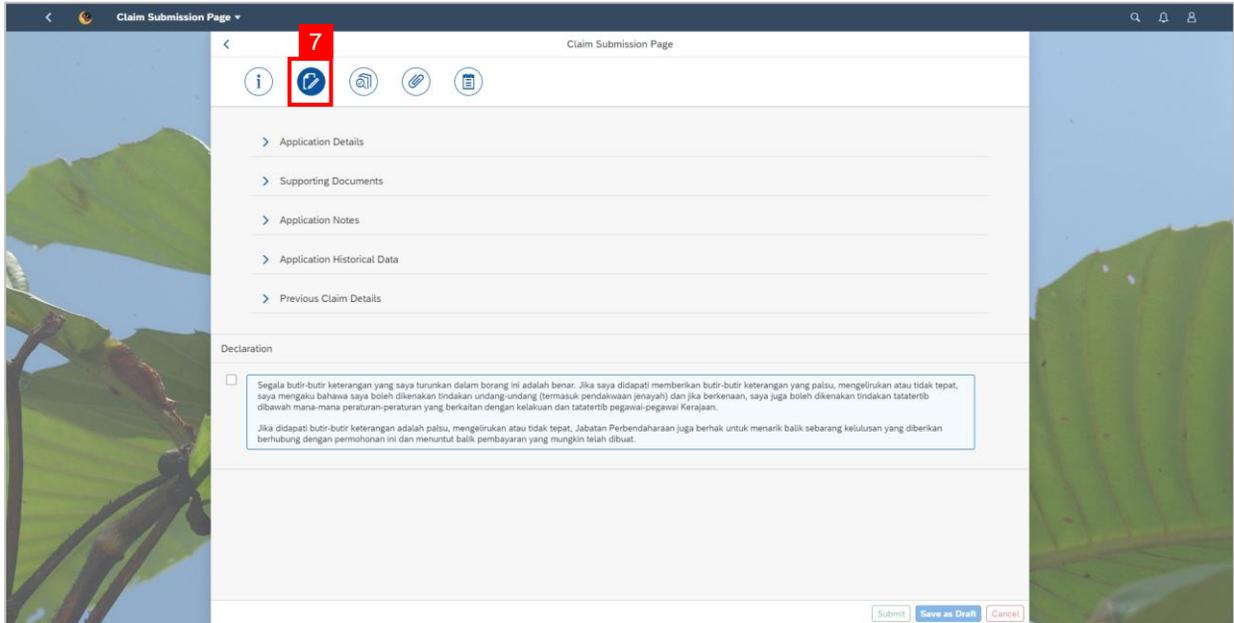
Note: User may search for specific **Application ID** in the search bar.



Note: Application ID has been successfully selected.



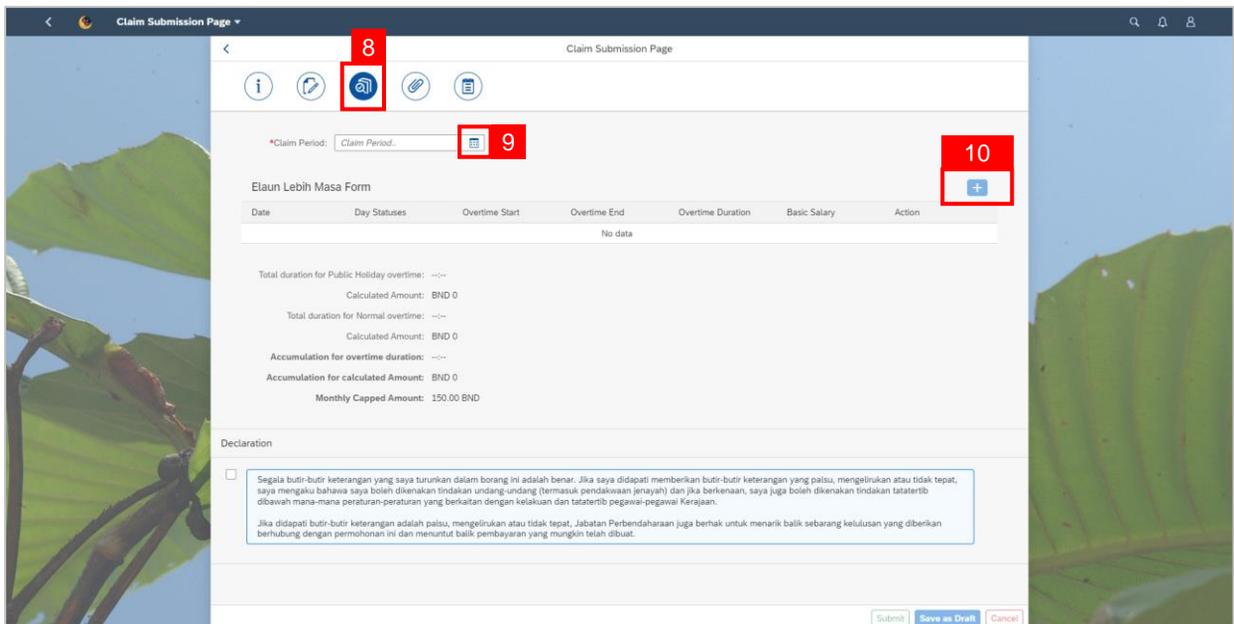
7. Click on **Application Details** tab to view employee's application data



8. Click on **Claim Form** tab to view the claim details.

9. Select the correct **Claim Period**.

10. Click on the **add** icon to add a claim.

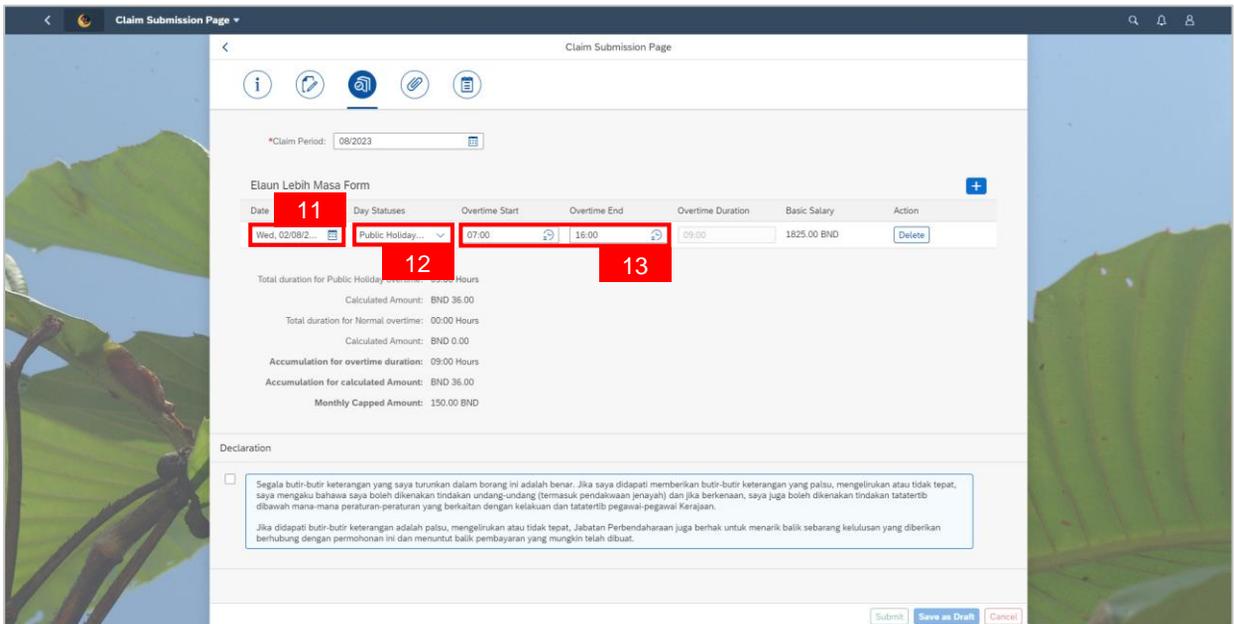


11. Select the **Date** – when the overtime was taken.

12. Select the **Day Status**.

Note: Day Status available are (1) Normal Working Days (1.5x) and (2) Public Holiday (1.0x).

13. Fill in **Overtime Start** and **Overtime End** time (in a 24-hours format).



Claim Submission Page

*Claim Period: 08/2023

Elaun Lebih Masa Form

Date	Day Statuses	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Wed, 02/08/2023	Public Holiday...	07:00	16:00	09:00	1825.00 BND	Delete

Total duration for Public Holiday overtime: 09:00 Hours
Calculated Amount: BND 36.00

Total duration for Normal overtime: 00:00 Hours
Calculated Amount: BND 0.00

Accumulation for overtime duration: 09:00 Hours
Accumulation for calculated Amount: BND 36.00

Monthly Capped Amount: 150.00 BND

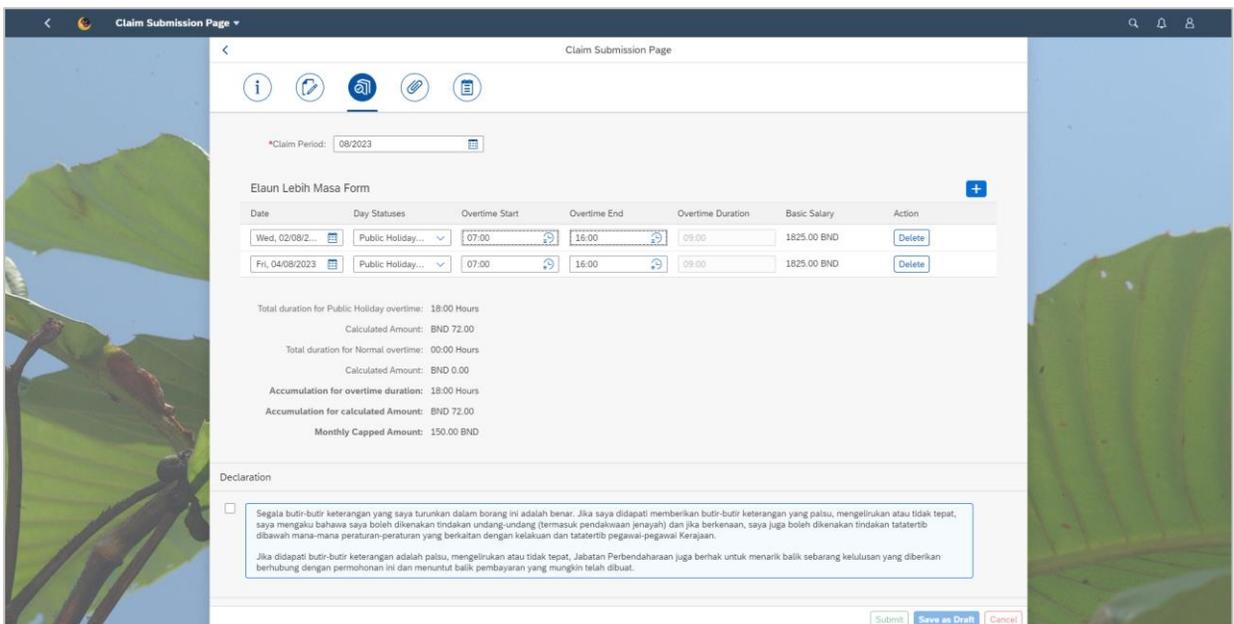
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tata tertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tata tertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

Note: Employee can add more than one row of claim, provided that the Accumulation for Calculated Amount does not exceed the set Monthly Capped Amount.



Claim Submission Page

*Claim Period: 08/2023

Elaun Lebih Masa Form

Date	Day Statuses	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Wed, 02/08/2023	Public Holiday...	07:00	16:00	09:00	1825.00 BND	Delete
Fri, 04/08/2023	Public Holiday...	07:00	16:00	09:00	1825.00 BND	Delete

Total duration for Public Holiday overtime: 18:00 Hours
Calculated Amount: BND 72.00

Total duration for Normal overtime: 00:00 Hours
Calculated Amount: BND 0.00

Accumulation for overtime duration: 18:00 Hours
Accumulation for calculated Amount: BND 72.00

Monthly Capped Amount: 150.00 BND

Declaration

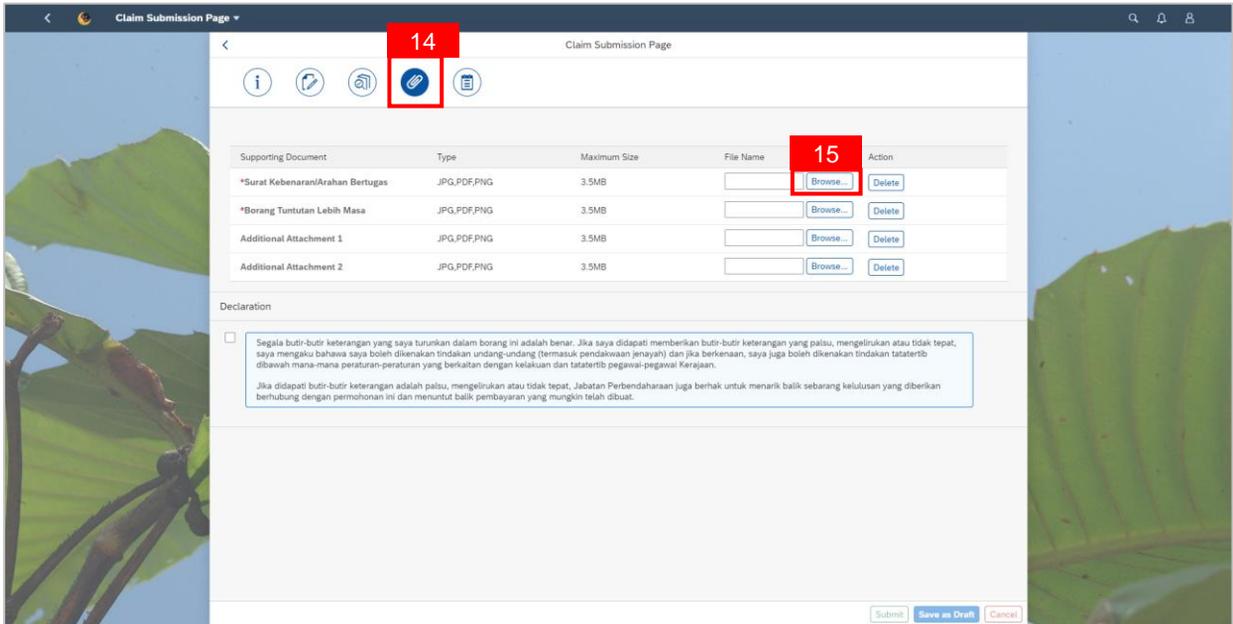
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tata tertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tata tertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

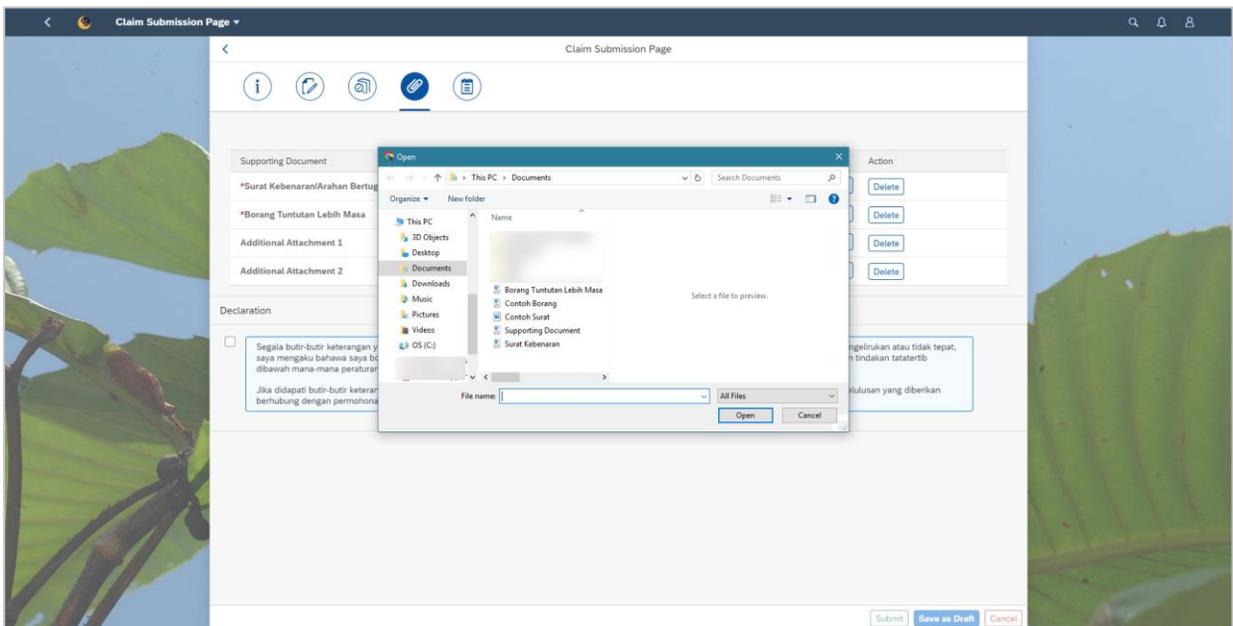
Submit Save as Draft Cancel

14. Click on **Attachment** tab to upload the mandatory supporting document(s).

15. Click on **Browse** button.

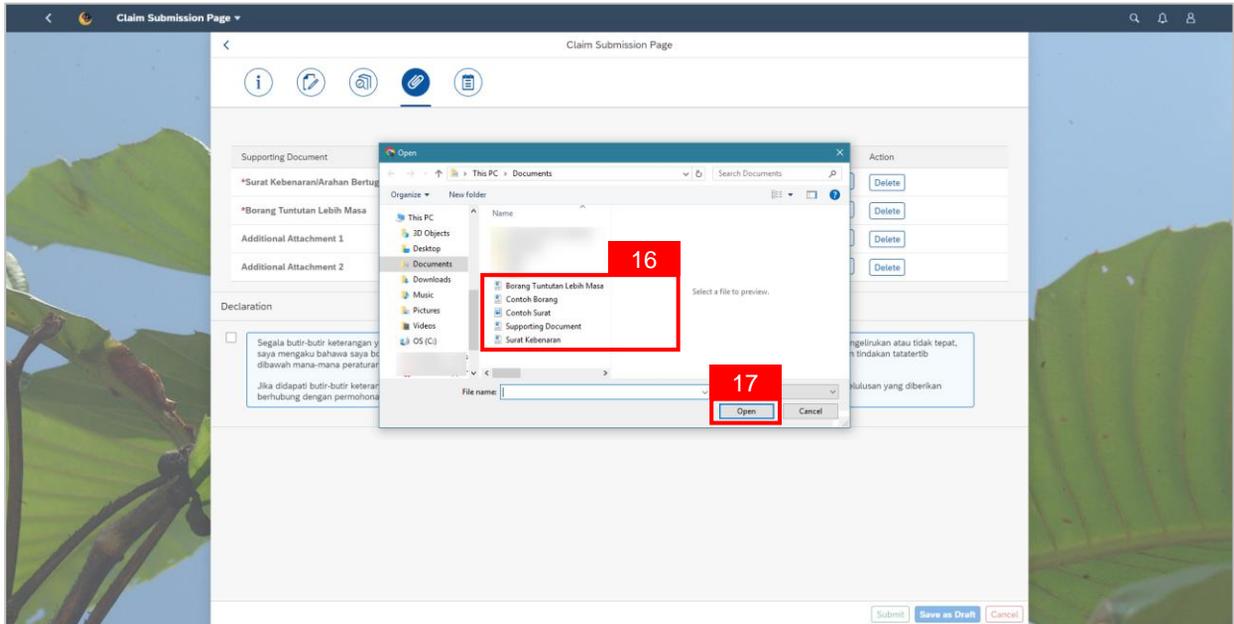


Note: Open window pop-up will be displayed.

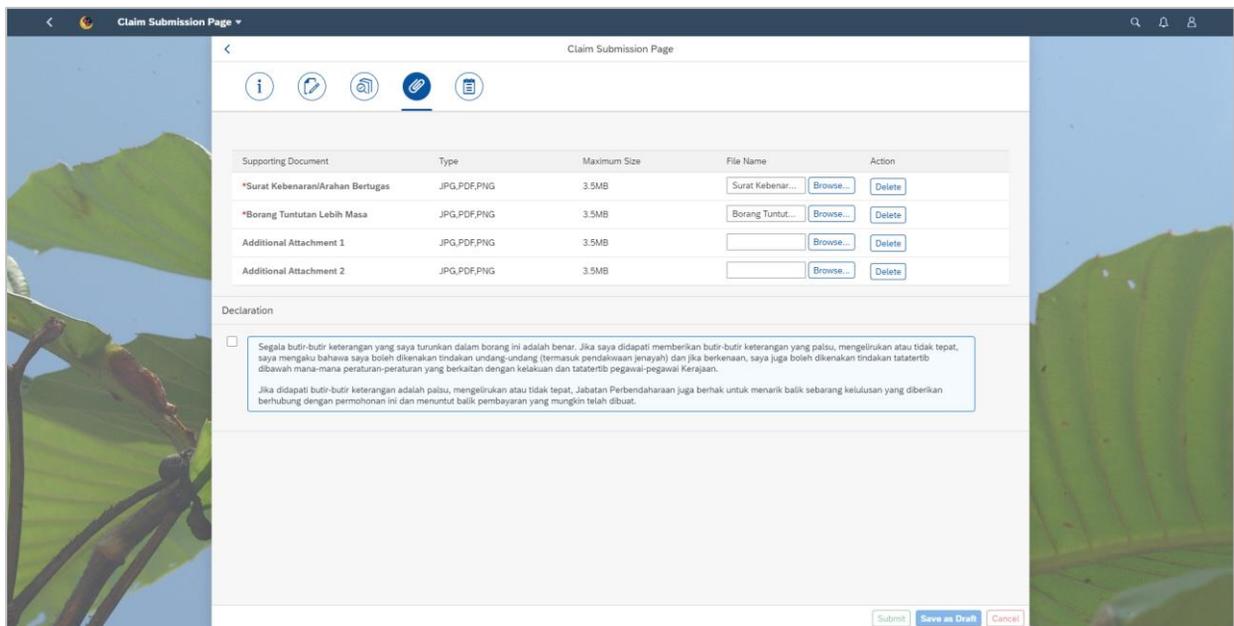


16. Select the **Document** to be uploaded.

17. Click on the **Open** button.



Note: The document has been successfully uploaded.



Note: The two mandatory documents for **Overtime allowance** are;

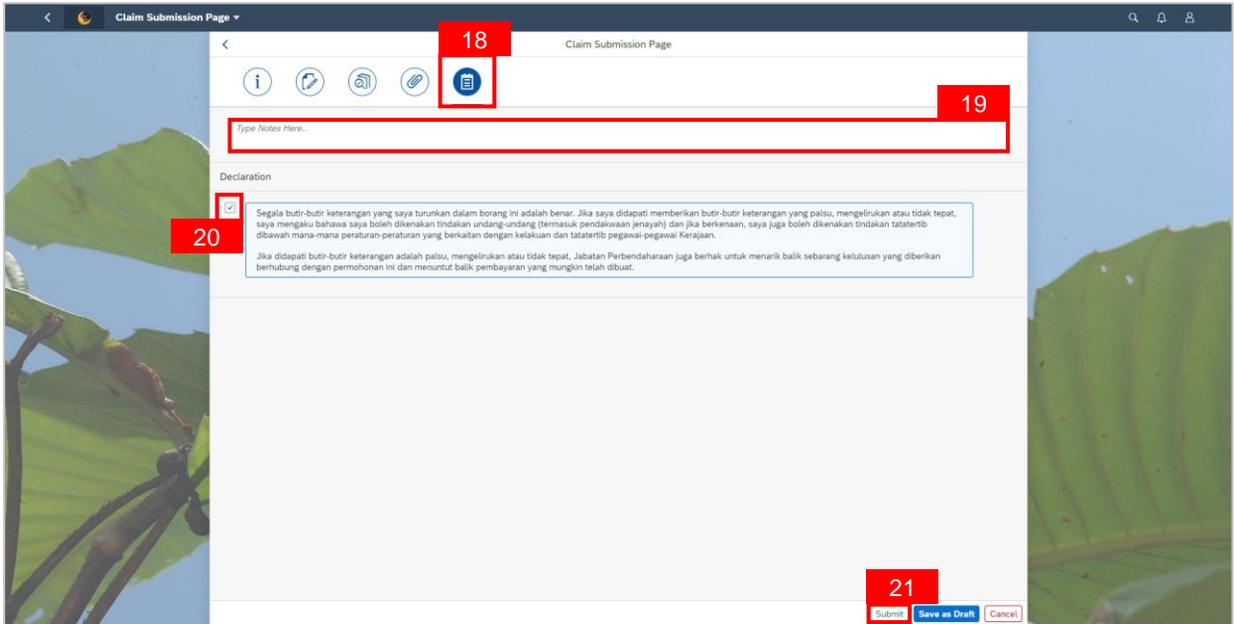
1. *Surat Kebenaran / Arahan Bertugas*
2. *Borang Tuntutan Lebih Masa*

18. Click on **Notes** tab.

19. Input **Notes** accordingly.

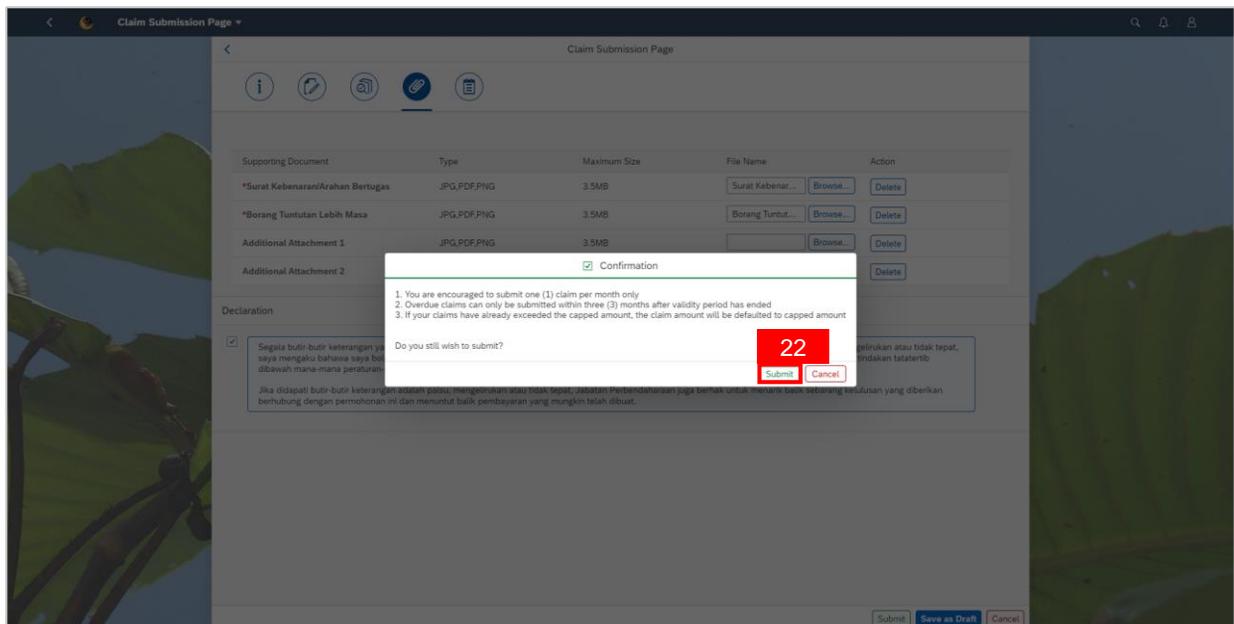
20. Tick on the **Declaration** checkbox.

21. Navigate to and click on the **Submit** button.



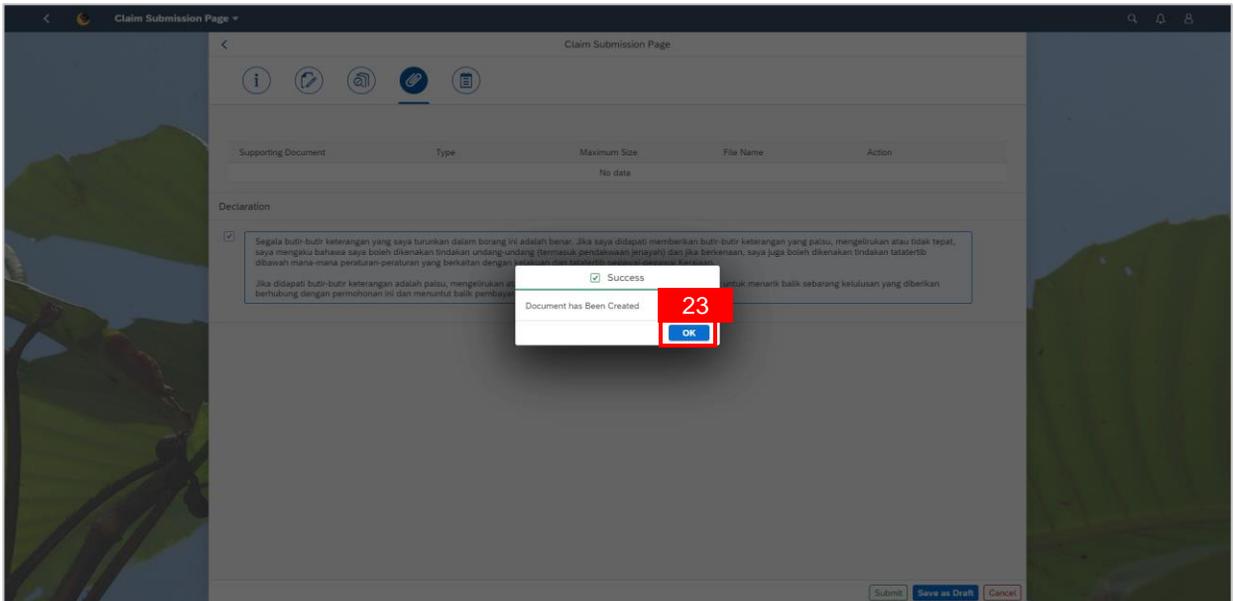
Note: A Confirmation pop-up window will be displayed.

22. Click **Submit** button to confirm submission.

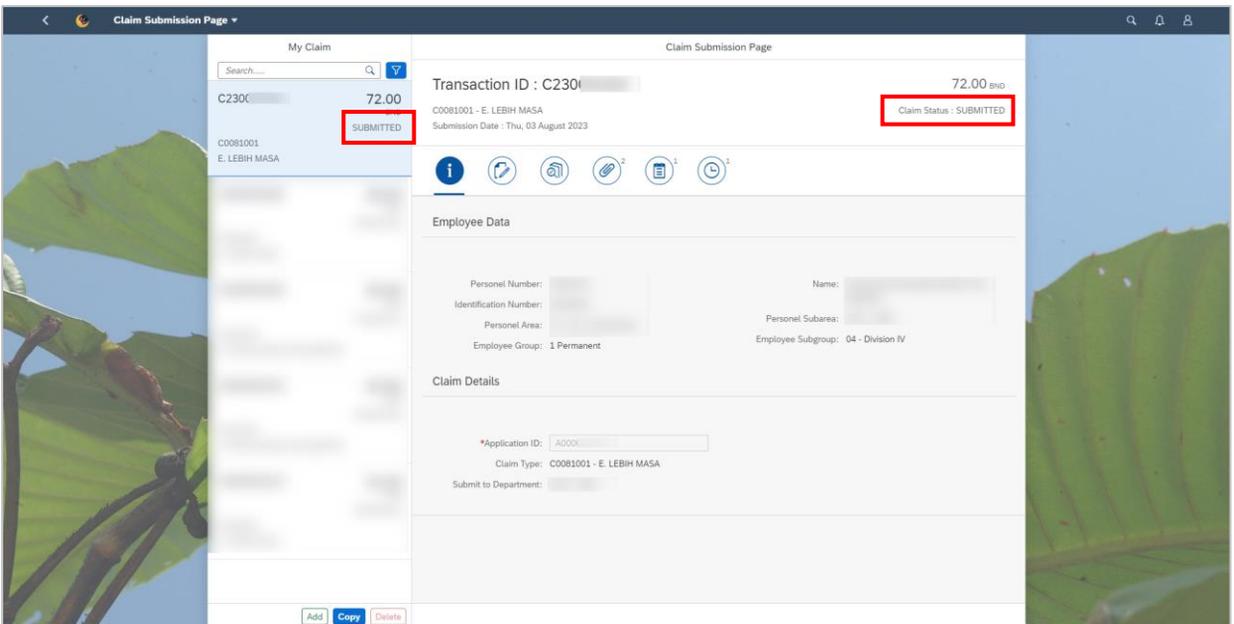


Note: A Success pop-up window will be displayed.

23. Click on **OK** button.



Outcome: Claim Submission has been successfully submitted to Claim Certifier.

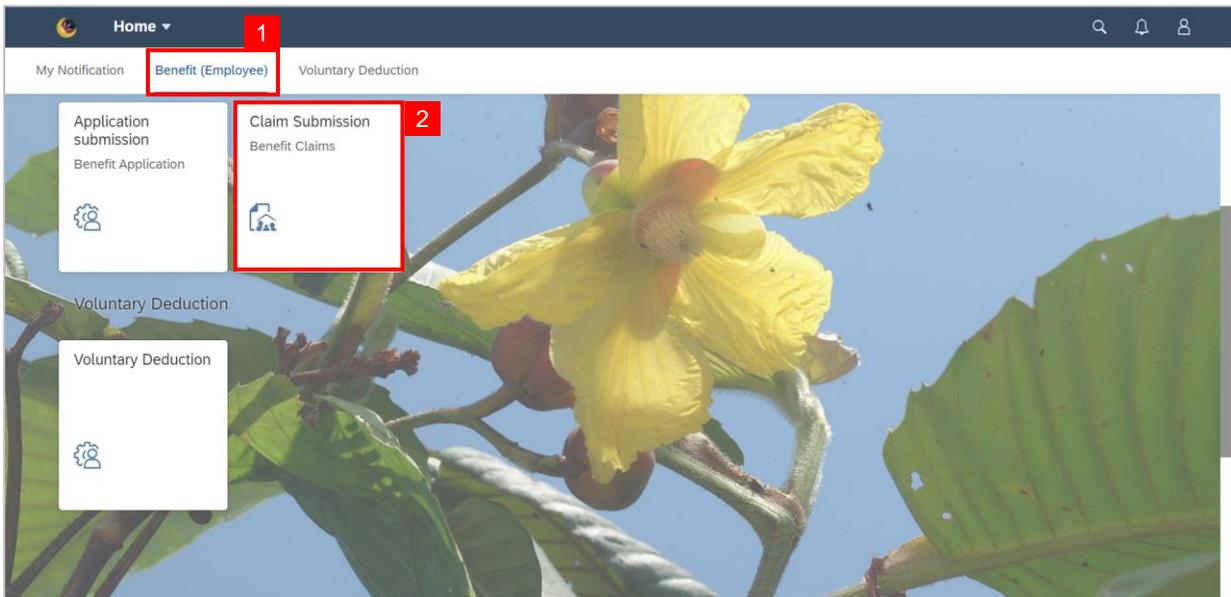


SUBMIT CLAIM SUBMISSION – MILEAGE ALLOWANCE

Front-End User

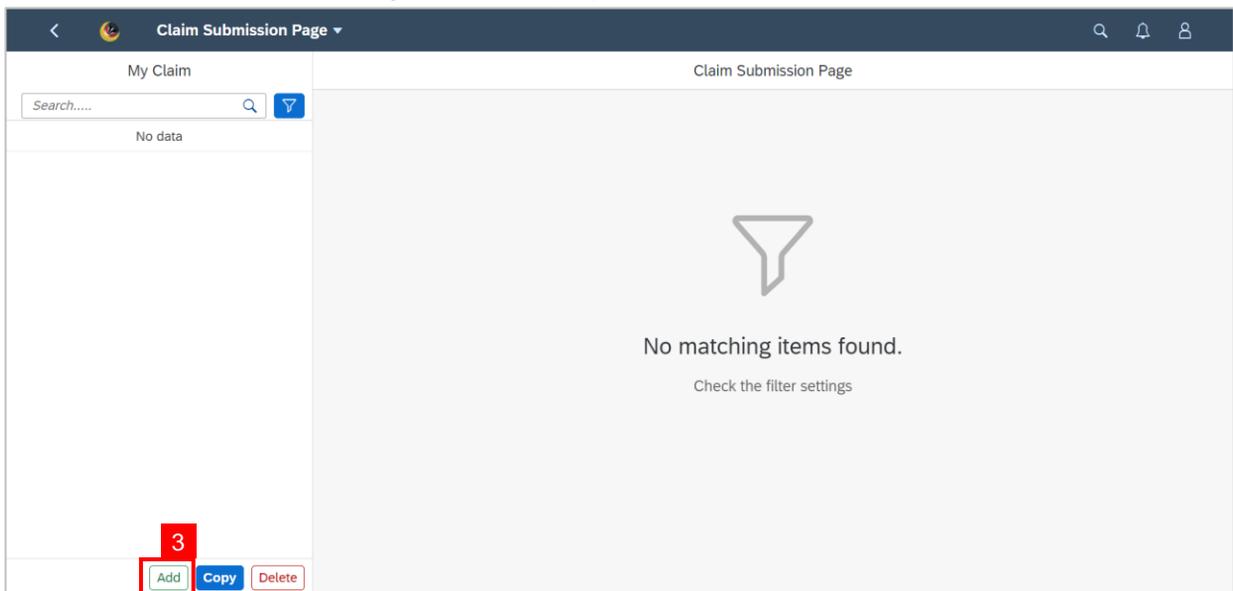
Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



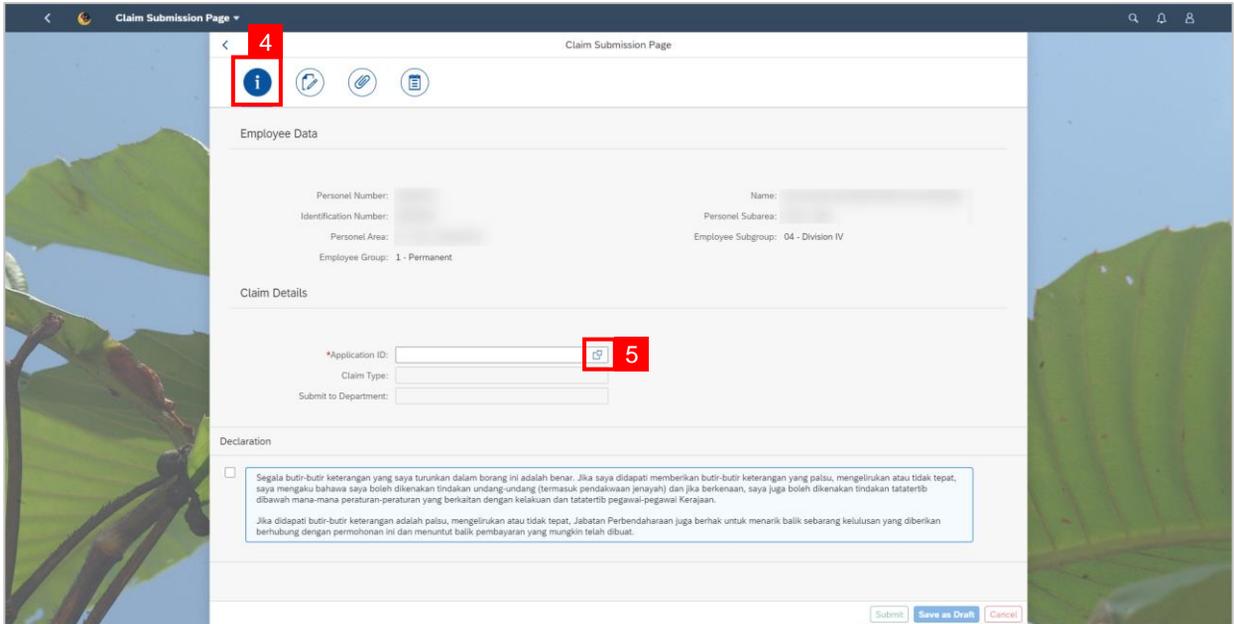
3. Click on **Add** button to create a new claim.

Note: Claim Submission Page will be displayed. .



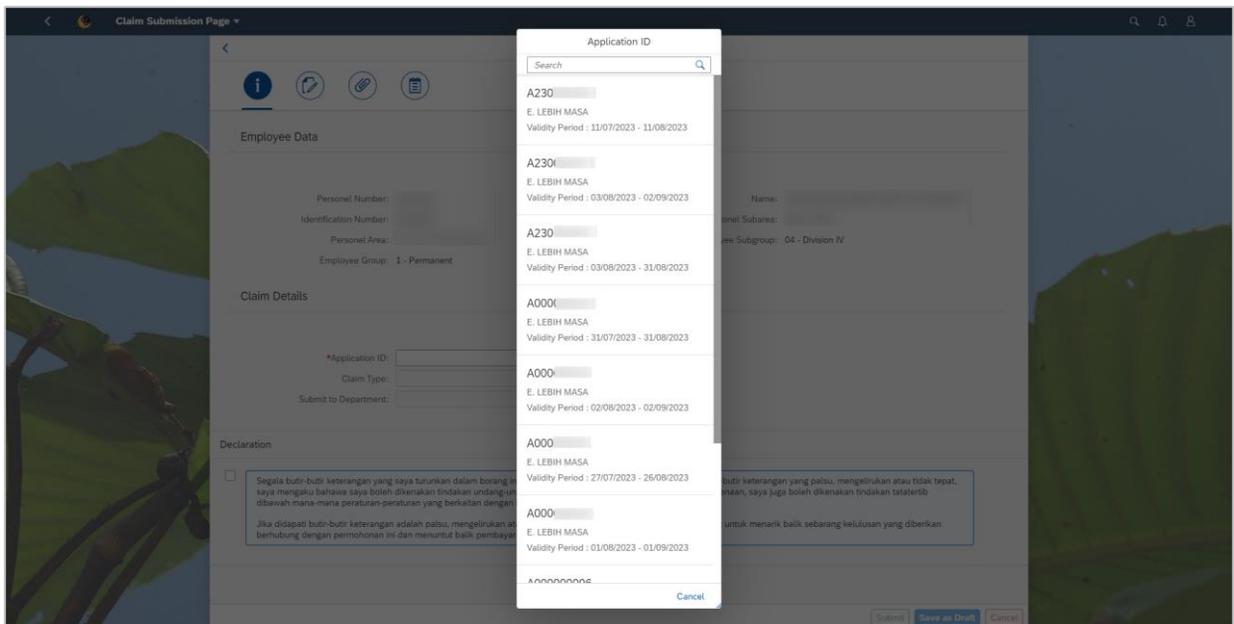
4. Click on **Information** tab to review the **Employee Data** and **Claim Details**.

5. Navigate to **Claim Details** and click on the **Lookup** icon to select the Application ID.



The screenshot shows the 'Claim Submission Page' with the 'Information' tab selected. The page is divided into three main sections: 'Employee Data', 'Claim Details', and 'Declaration'. The 'Employee Data' section contains fields for Personnel Number, Identification Number, Personnel Area, Employee Group (1 - Permanent), Name, Personnel Subarea, and Employee Subgroup (04 - Division IV). The 'Claim Details' section has fields for *Application ID, Claim Type, and Submit to Department. A red box labeled '4' highlights the 'Information' icon in the top navigation bar, and another red box labeled '5' highlights the 'Lookup' icon next to the *Application ID field. The 'Declaration' section contains a checkbox and a text area with a disclaimer.

Note: A list of approved Application ID will be displayed.



The screenshot shows the 'Claim Submission Page' with an 'Application ID' lookup modal open. The modal displays a search bar and a list of approved Application IDs. The list includes:

Application ID	Employee Name	Validity Period
A230	E. LEBIH MASA	11/07/2023 - 11/08/2023
A230	E. LEBIH MASA	03/08/2023 - 02/09/2023
A230	E. LEBIH MASA	03/08/2023 - 31/08/2023
A000	E. LEBIH MASA	31/07/2023 - 31/08/2023
A000	E. LEBIH MASA	02/08/2023 - 02/09/2023
A000	E. LEBIH MASA	27/07/2023 - 26/08/2023
A000	E. LEBIH MASA	01/08/2023 - 01/09/2023

The modal also includes a 'Cancel' button at the bottom right.

6. Choose the correct **Application ID** with the claim type – **E. PERJALANAN H/KILOMETER**.

Note: Users may search for specific **Application ID** in the search bar.

The screenshot shows the 'Claim Submission Page' with a search modal open. The modal is titled 'Application ID' and has a search bar. A red box highlights the search bar and the search results. A red number '6' is placed next to the search bar. The search results list several application IDs with their corresponding claim types and validity periods. The selected application ID is 'A000' with the claim type 'E. PERJALANAN H/KILOMETER' and a validity period of '01/07/2023 - 01/08/2023'. The background form shows the following details:

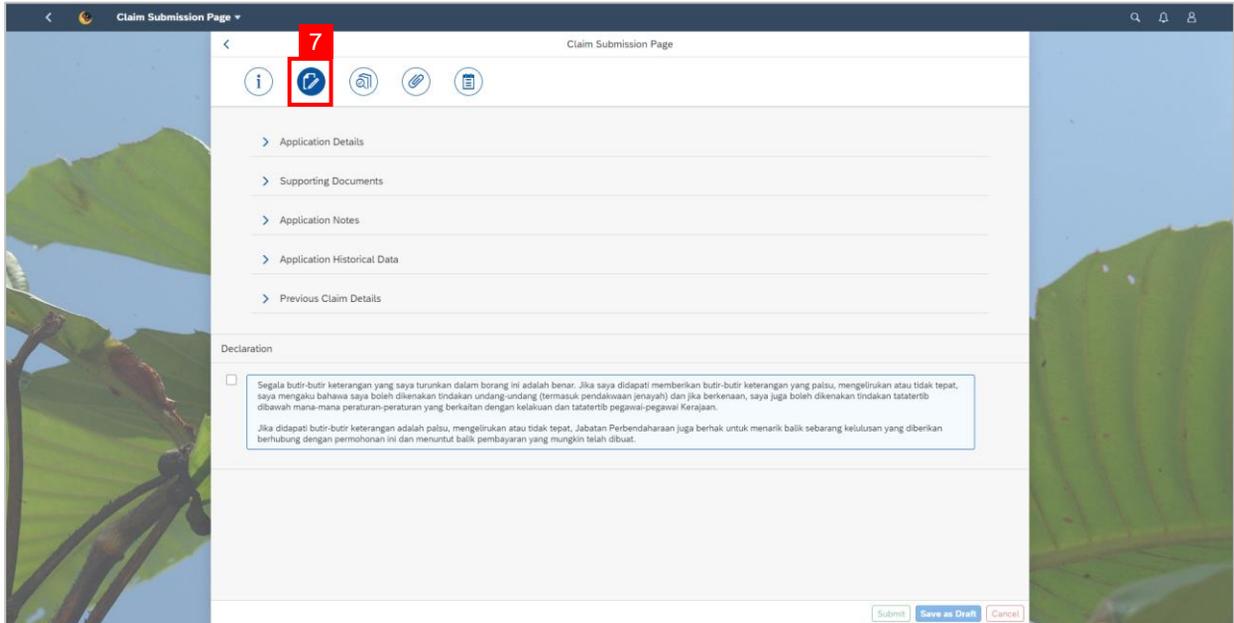
- Personel Number: [Redacted]
- Identification Number: [Redacted]
- Personel Area: [Redacted]
- Employee Group: 1 - Permanent
- Claim Details:
 - *Application ID: A00
 - Claim Type: C0151001-E. PERJALANAN H/KILOMETER
 - Submit to Department: [Redacted]
- Declaration:
 - Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar-benar tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang jika terbukti dibawah mana-mana peraturan-peraturan yang berkaitan dengan...
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak berkeseluruhan, saya juga boleh dikenakan tindakan tatatertib...

Note: Application ID has been successfully selected.

The screenshot shows the 'Claim Submission Page' with the selected application ID. The form details are as follows:

- Employee Data:
 - Personel Number: [Redacted]
 - Identification Number: [Redacted]
 - Personel Area: [Redacted]
 - Employee Group: 1 - Permanent
 - Name: [Redacted]
 - Personel Subarea: [Redacted]
 - Employee Subgroup: 04 - Division IV
- Claim Details:
 - *Application ID: A000
 - Claim Type: C0151001-E. PERJALANAN H/KILOMETER
 - Submit to Department: SF02 - UBD

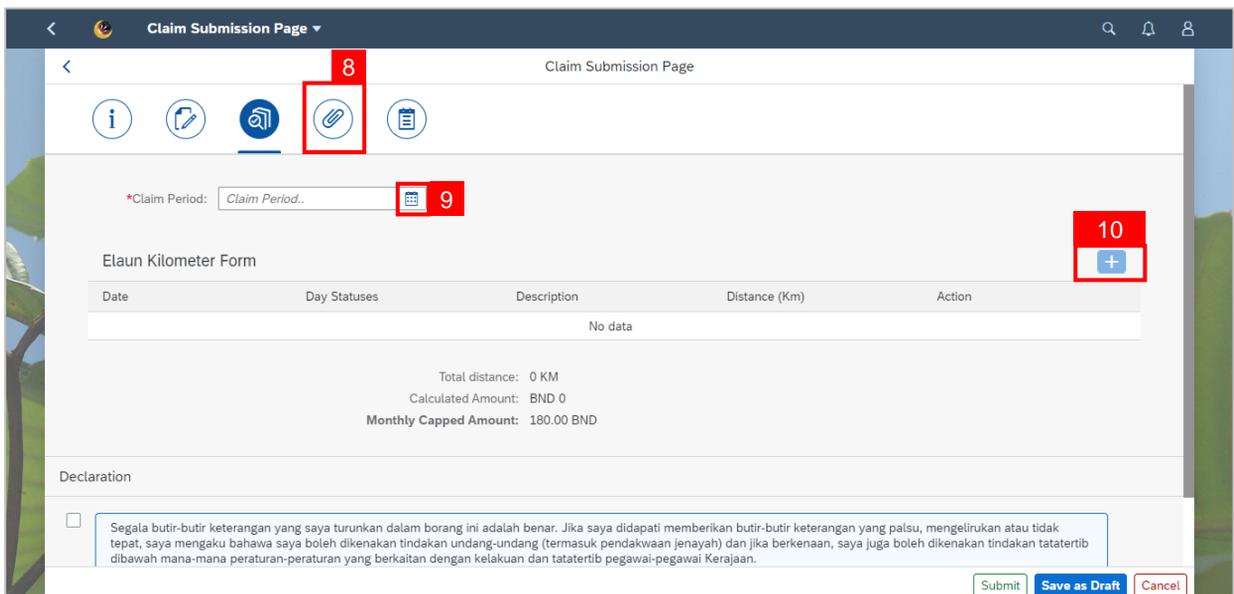
7. Click on **Application Details** tab to view employee's application data



8. Click on **Claim Form** tab to view the claim details.

9. Select the correct **Claim Period**.

10. Click on the **add** icon to add a claim.



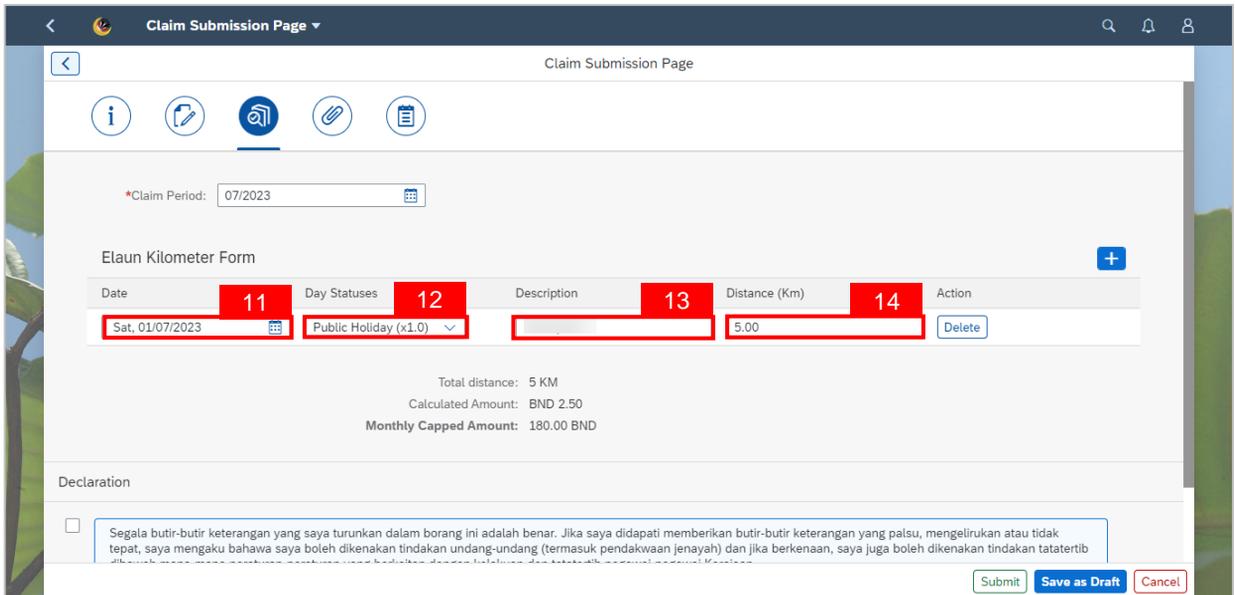
11. Select the **Date**.

12. Select the **Day Status**.

Note: Day Status available are (1) Normal Working Days (1.5x) and (2) Public Holiday (1.0x).

13. Fill in **Description**.

14. Fill in **Distance (Km)**.



Claim Submission Page

*Claim Period: 07/2023

Elaun Kilometer Form

Date	Day Statuses	Description	Distance (Km)	Action
Sat, 01/07/2023	Public Holiday (x1.0)		5.00	Delete

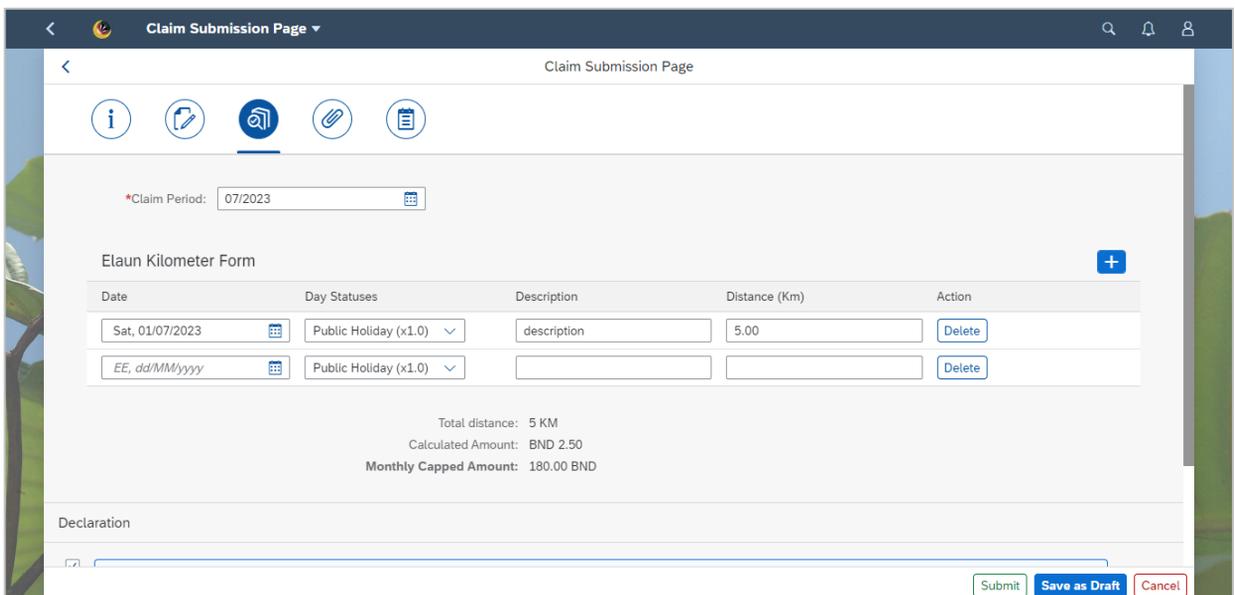
Total distance: 5 KM
 Calculated Amount: BND 2.50
 Monthly Capped Amount: 180.00 BND

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib oleh pihak berkuasa berkaitan dengan hal tersebut.

Submit Save as Draft Cancel

Note: Employee can add more than one row of claim, provided that the Calculated Amount does not exceed the set Monthly Capped Amount.



Claim Submission Page

*Claim Period: 07/2023

Elaun Kilometer Form

Date	Day Statuses	Description	Distance (Km)	Action
Sat, 01/07/2023	Public Holiday (x1.0)	description	5.00	Delete
EE, dd/MM/yyyy	Public Holiday (x1.0)			Delete

Total distance: 5 KM
 Calculated Amount: BND 2.50
 Monthly Capped Amount: 180.00 BND

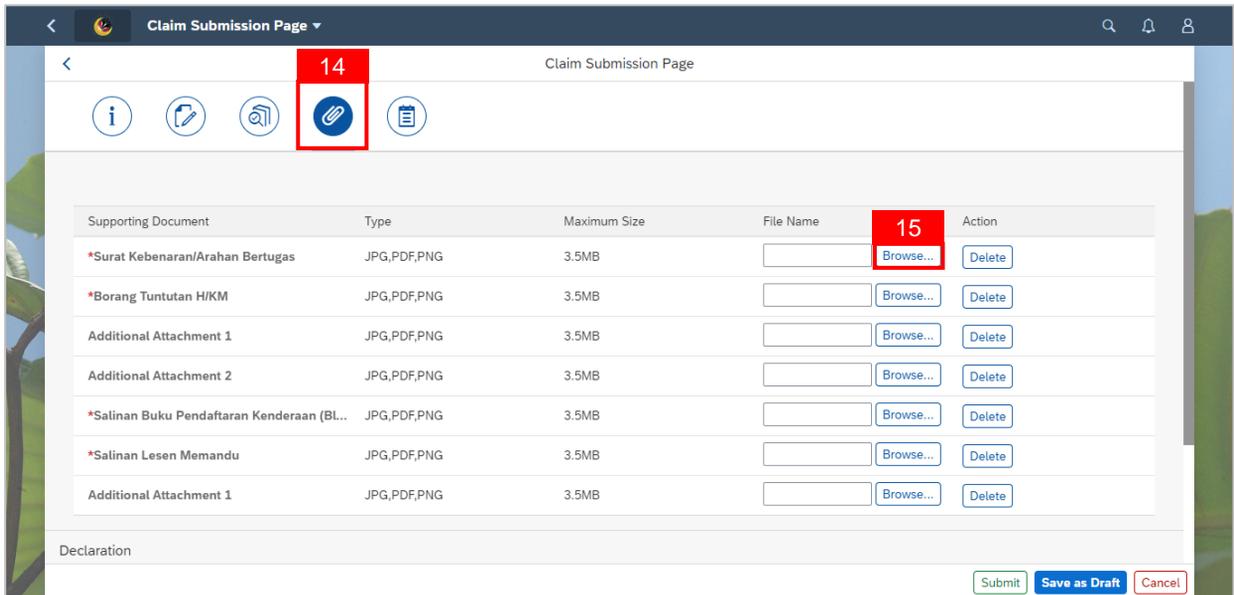
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib oleh pihak berkuasa berkaitan dengan hal tersebut.

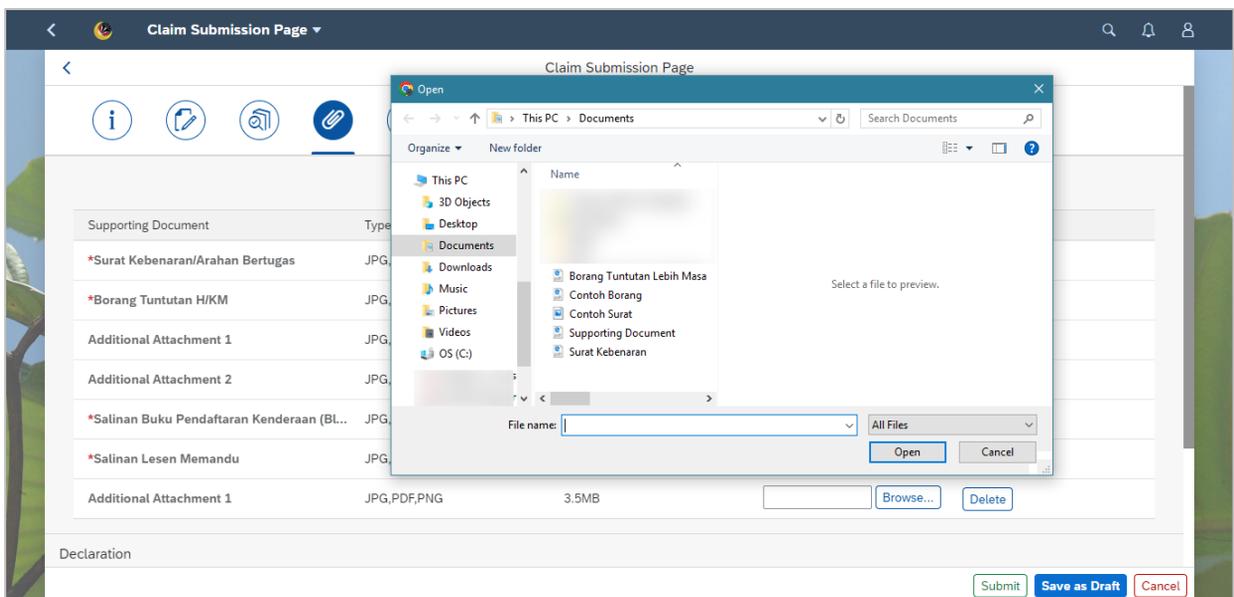
Submit Save as Draft Cancel

14. Click on **Attachment** tab to upload any supporting document(s).

15. Click on **Browse** button.

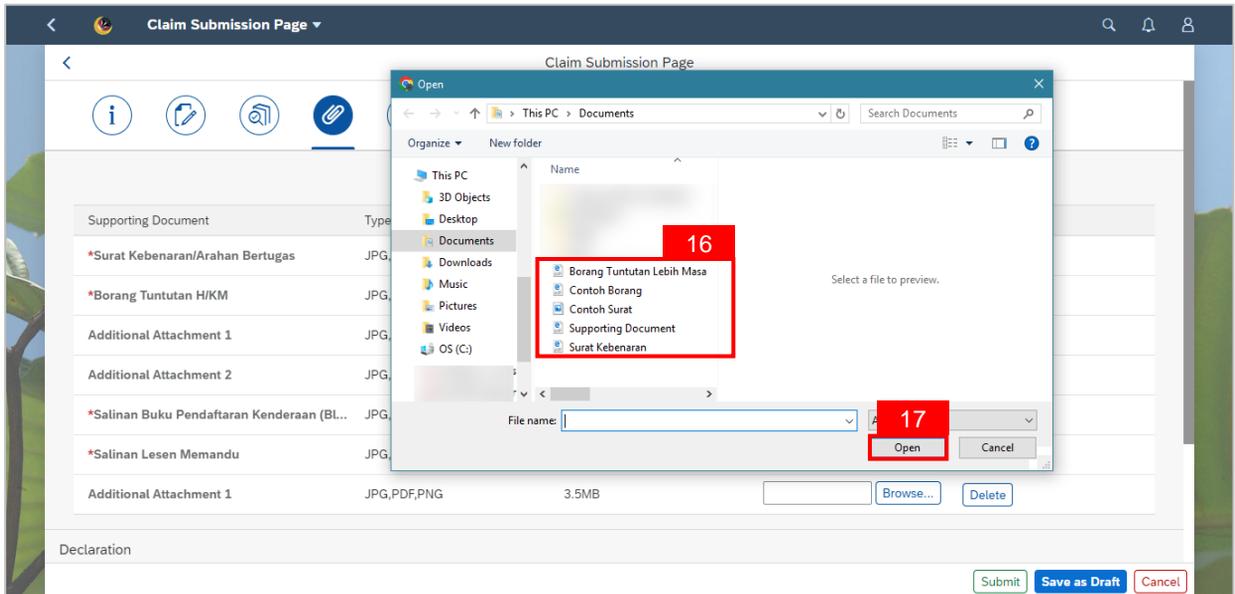


Note: Open window pop-up will be displayed.

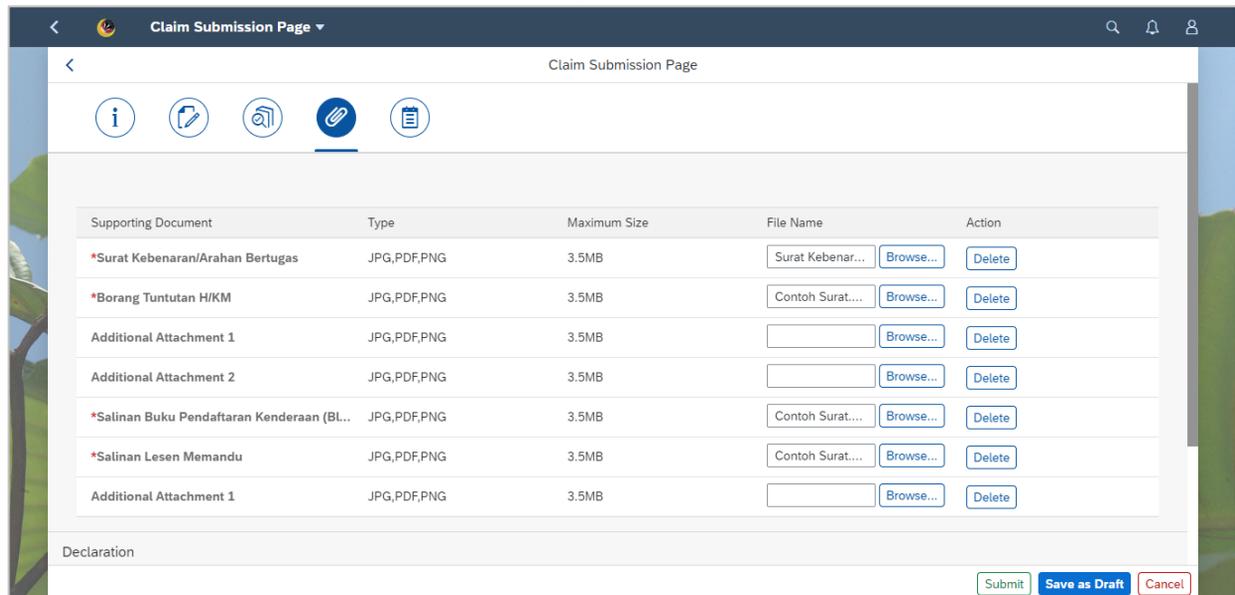


16. Select the **Document** to be uploaded.

17. Click on the **Open** button.



Note: The document has been successfully uploaded.



Note: The four mandatory documents for **Mileage allowance** are;

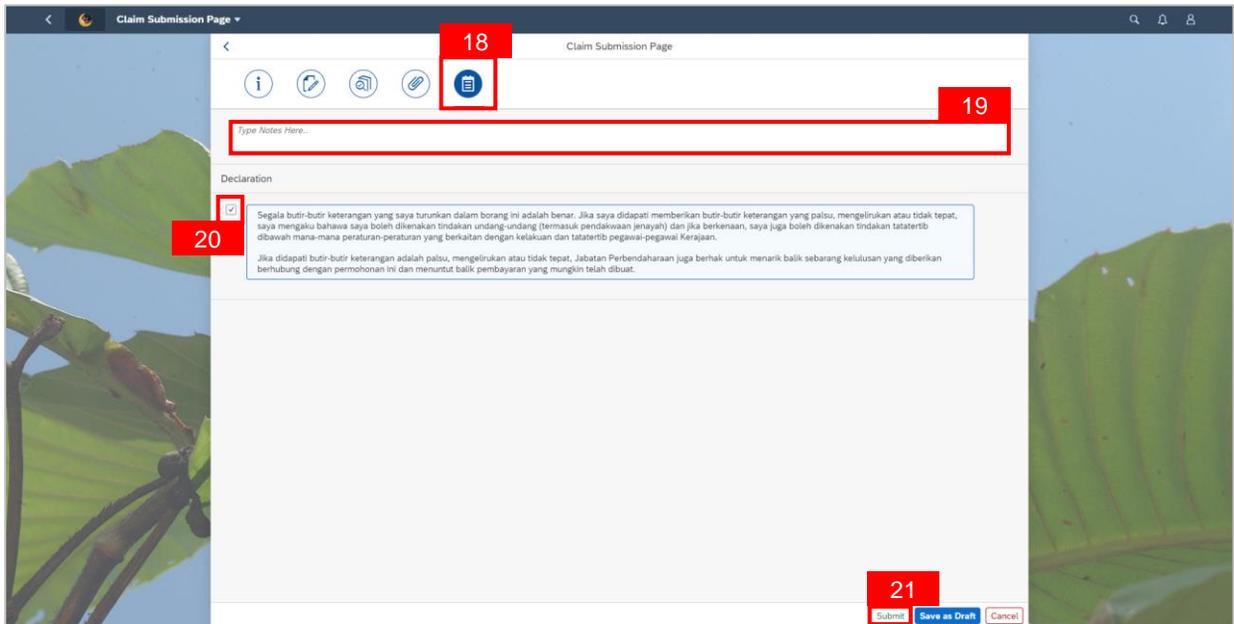
1. *Surat Kebenaran / Arahan Bertugas*
2. *Borang Tuntutan H/KM*
3. *Salinan Buku Pendaftaran Kendraan (Bluecard)*
4. *Salinan Lesen Memandu*

18. Click on **Notes** tab.

19. Input **Notes** accordingly.

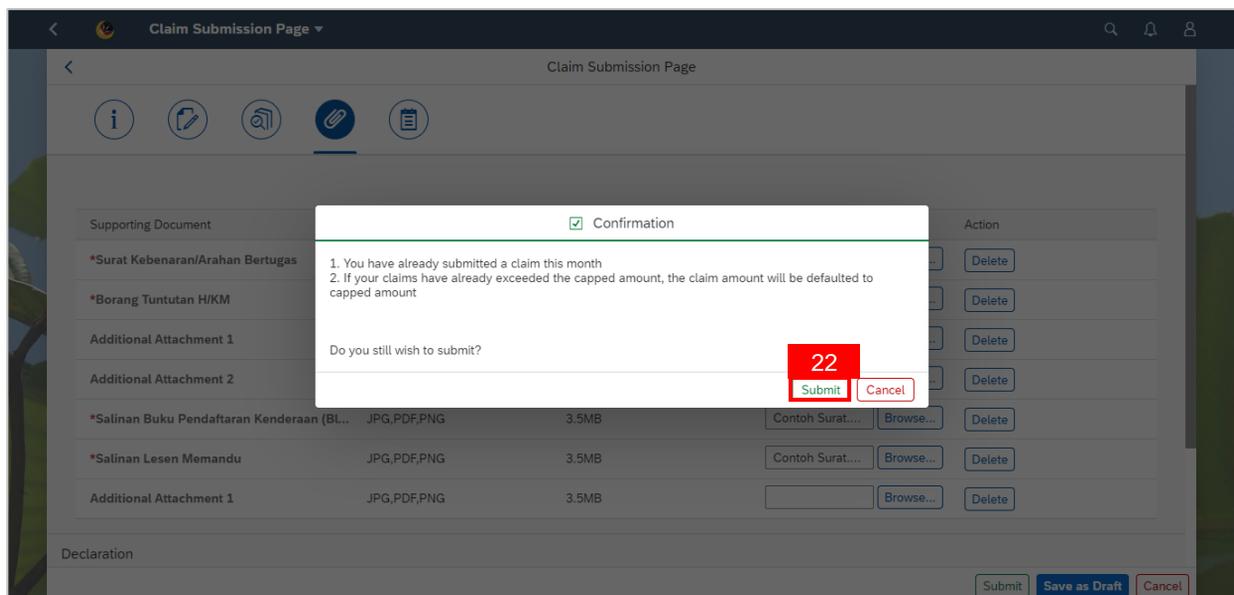
20. Tick on the **Declaration** checkbox.

21. Navigate to and click on the **Submit** button.



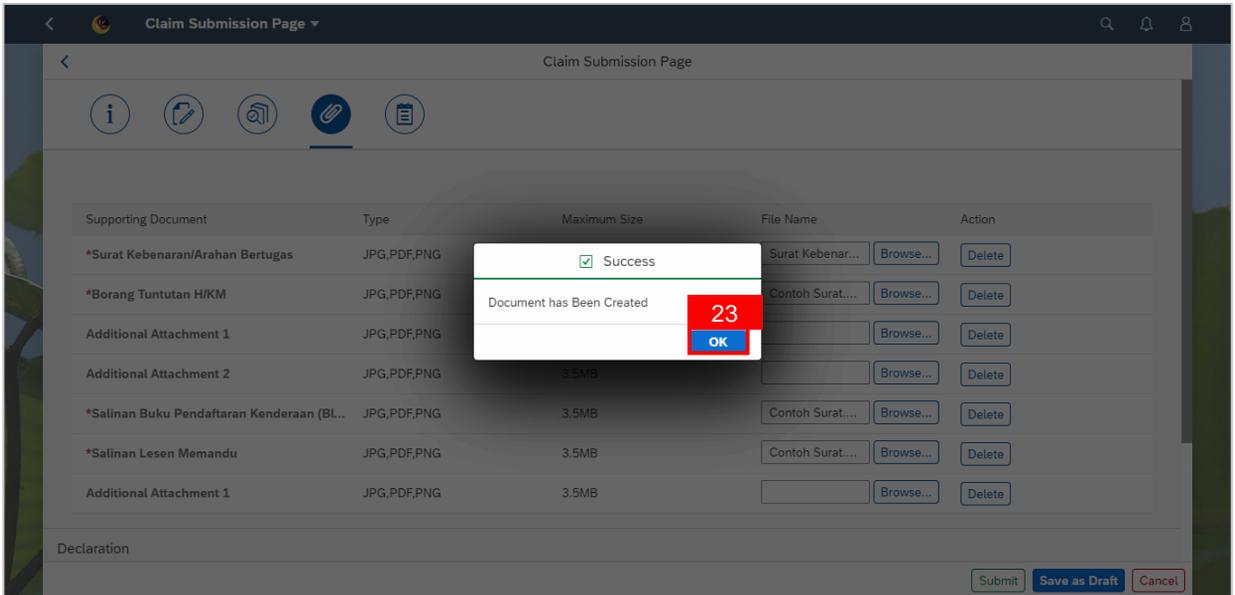
Note: A Confirmation pop-up window will be displayed.

22. Click on **Submit** button.

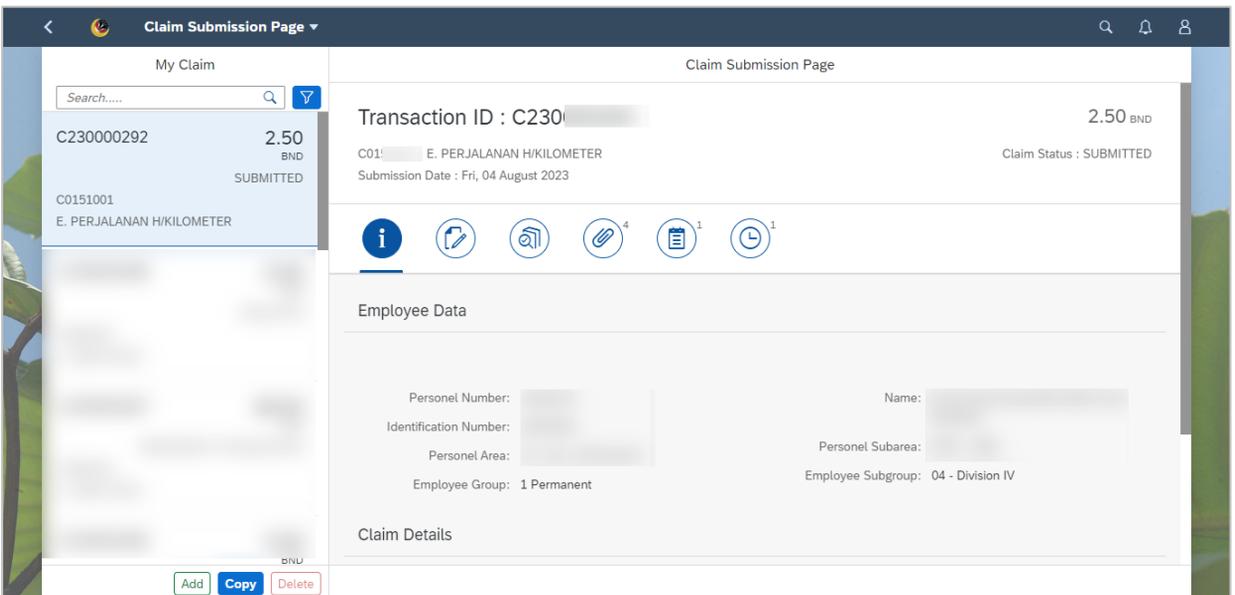


Note: A Success pop-up window will be displayed to indicate successful submission.

23. Click on **OK** button.

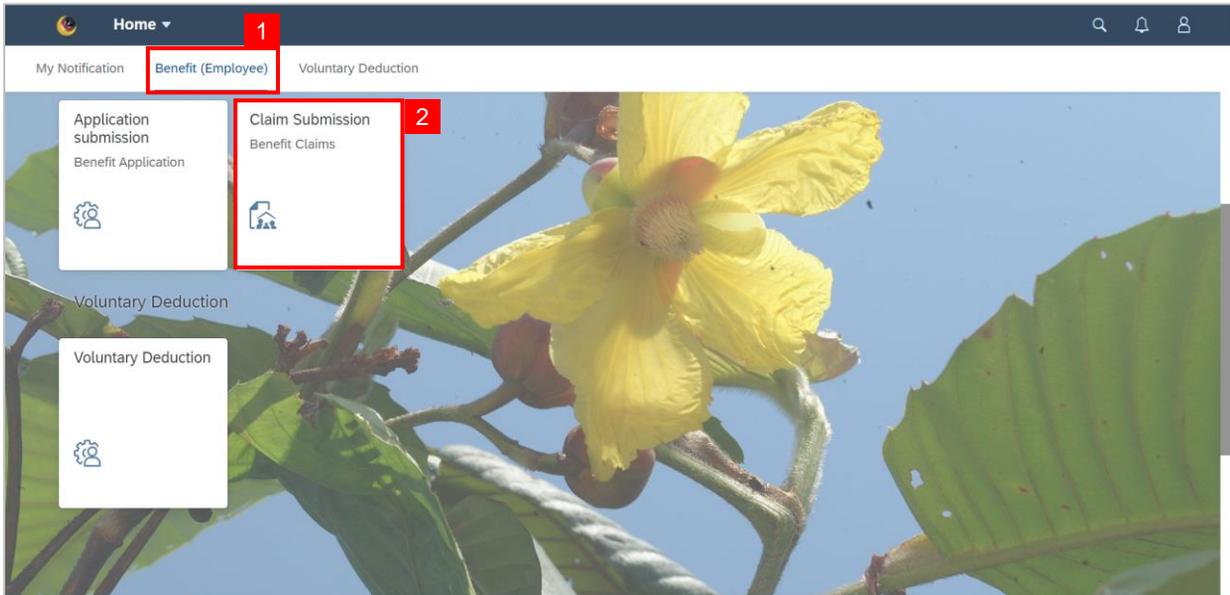


Outcome: Claim Submission has been successfully submitted to Claim Certifier.



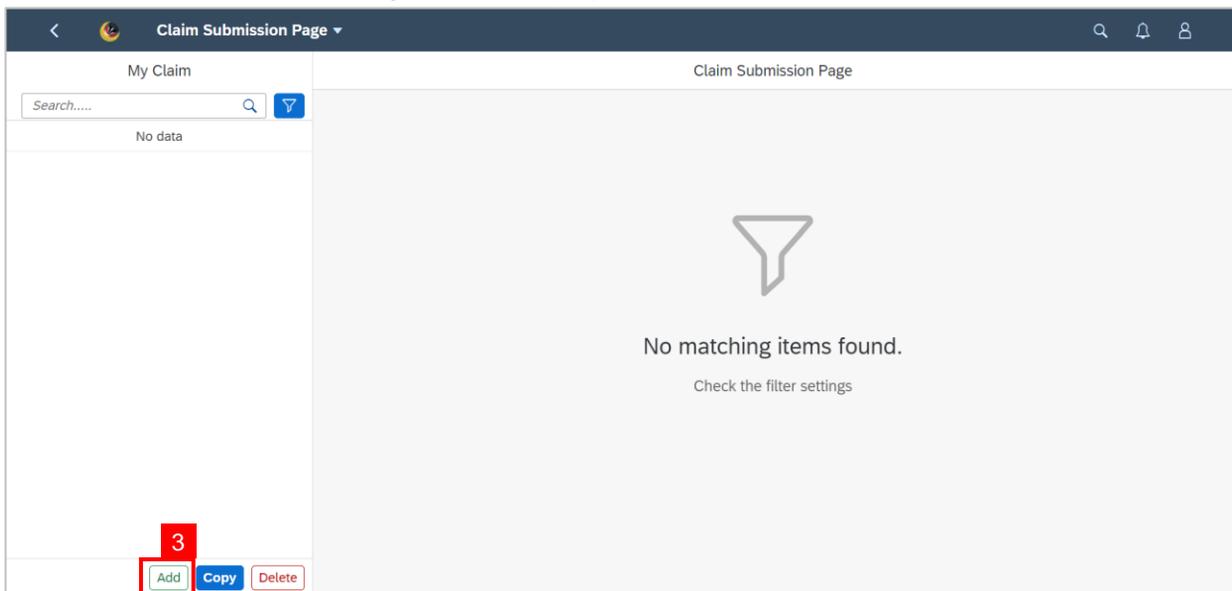
SAVE CLAIM AS DRAFT	Front-End User
	Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



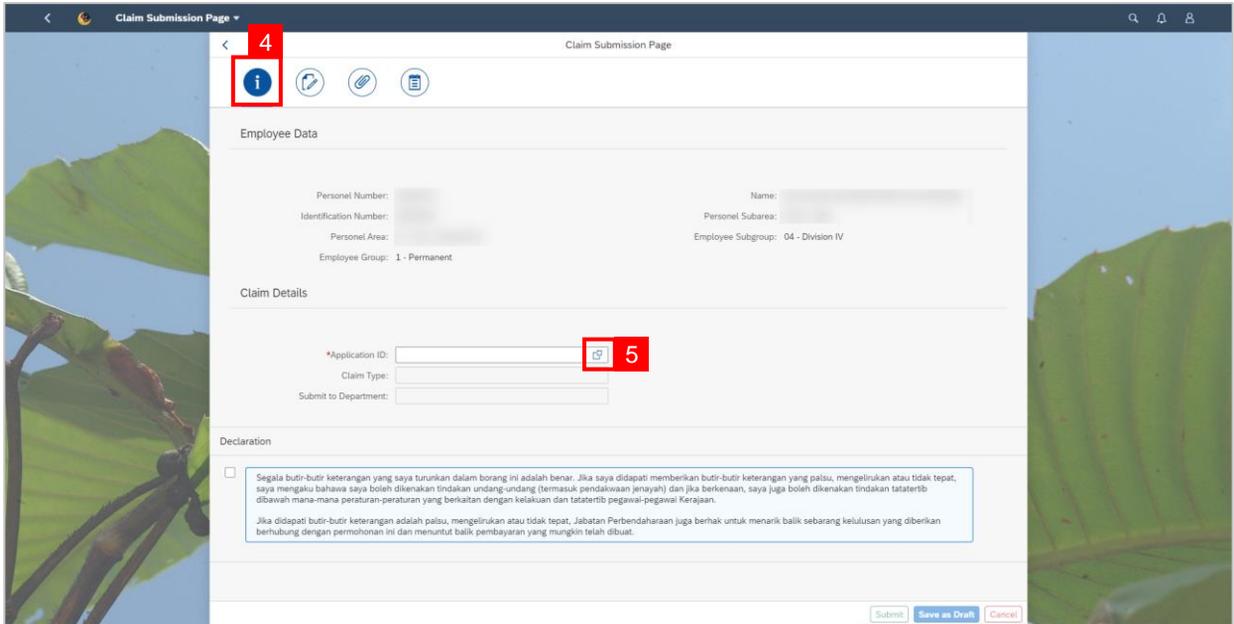
3. Click on **Add** button to create a new claim.

Note: Claim Submission Page will be displayed. .



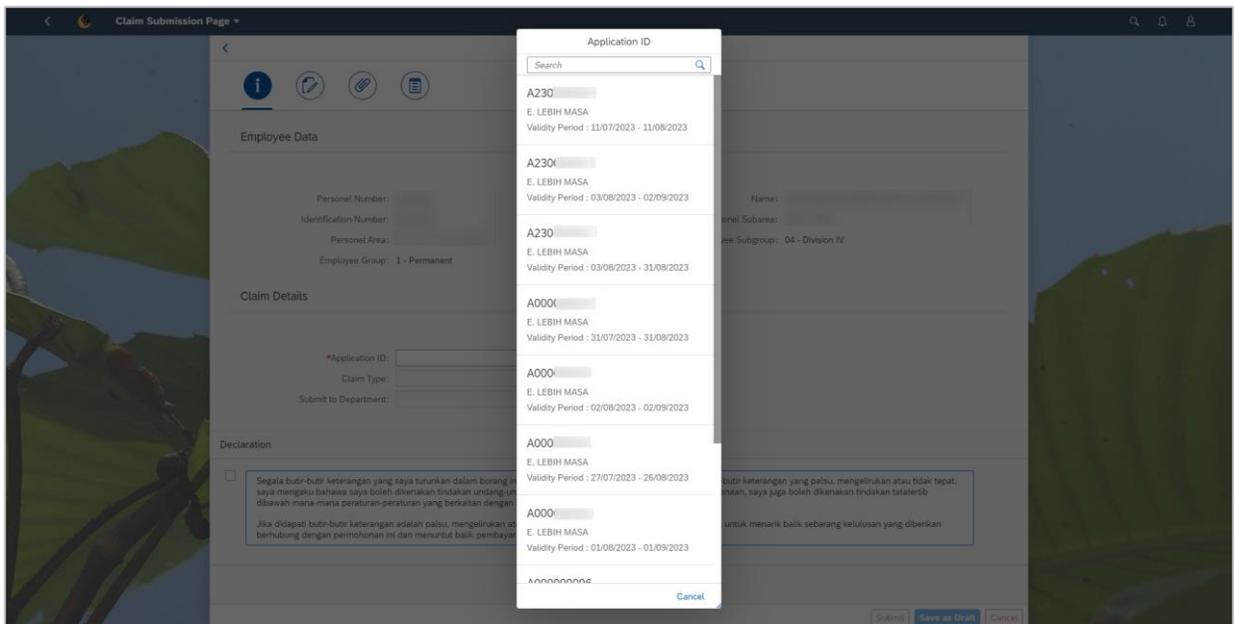
4. Click on **Information** tab to review the **Employee Data** and **Claim Details**.

5. Navigate to **Claim Details** and click on the **Lookup** icon to select the Application ID.



The screenshot shows the 'Claim Submission Page' with the 'Information' tab selected. The page is divided into three main sections: 'Employee Data', 'Claim Details', and 'Declaration'. The 'Employee Data' section contains fields for Personnel Number, Identification Number, Personnel Area, Employee Group (1 - Permanent), Name, Personnel Subarea, and Employee Subgroup (04 - Division IV). The 'Claim Details' section has fields for *Application ID, Claim Type, and Submit to Department. A red box labeled '4' highlights the Information icon in the top navigation bar, and another red box labeled '5' highlights the Lookup icon next to the Application ID field. The 'Declaration' section contains a checkbox and a text area with a disclaimer.

Note: A list of approved Application ID will be displayed.



The screenshot shows the 'Claim Submission Page' with the 'Application ID' dropdown menu open. The dropdown menu displays a list of approved Application IDs, each with its corresponding validity period. The list includes:

Application ID	Validity Period
A230	11/07/2023 - 11/08/2023
A230	03/08/2023 - 02/09/2023
A230	03/08/2023 - 31/08/2023
A000	31/07/2023 - 31/08/2023
A000	02/08/2023 - 02/09/2023
A000	27/07/2023 - 26/08/2023
A000	01/08/2023 - 01/09/2023

The dropdown menu also includes a search bar at the top and a 'Cancel' button at the bottom.

6. Choose the correct **Application ID**.

Note: User may search for specific **Application ID** in the search bar.

The screenshot shows the 'Claim Submission Page' with a search modal open. The modal is titled 'Application ID' and has a search bar with a magnifying glass icon. Below the search bar, there is a list of search results. A red box highlights the search bar and the first two results. A red number '6' is placed next to the first result. The search results are as follows:

Application ID	Claim Type	Validity Period
A000	E. LEBIH MASA	27/07/2023 - 26/08/2023
A000	E. LEBIH MASA	01/08/2023 - 04/08/2023
A000C	E. PERJALANAN H/KILOMETER	01/07/2023 - 01/08/2023
A00C	E. LEBIH MASA	01/07/2023 - 01/08/2023
A000	E. PERJALANAN H/KILOMETER	19/07/2023 - 31/08/2023

The background form shows the following details:

- Personel Number: [Redacted]
- Identification Number: [Redacted]
- Personel Area: [Redacted]
- Employee Group: 1 - Permanent
- Name: [Redacted]
- Personel Subarea: [Redacted]
- Employee Subgroup: 04 - Division IV
- *Application ID: A00
- Claim Type: C0151001-E. PERJALANAN H/KILOMETER
- Submit to Department: [Redacted]

At the bottom, there are buttons for 'Submit', 'Save as Draft', and 'Cancel'. A 'Declaration' section is also visible with a checkbox and a text area.

Note: Application ID has been successfully selected.

The screenshot shows the 'Claim Submission Page' after the Application ID has been successfully selected. The 'Application ID' field now contains 'A000'. The form details are as follows:

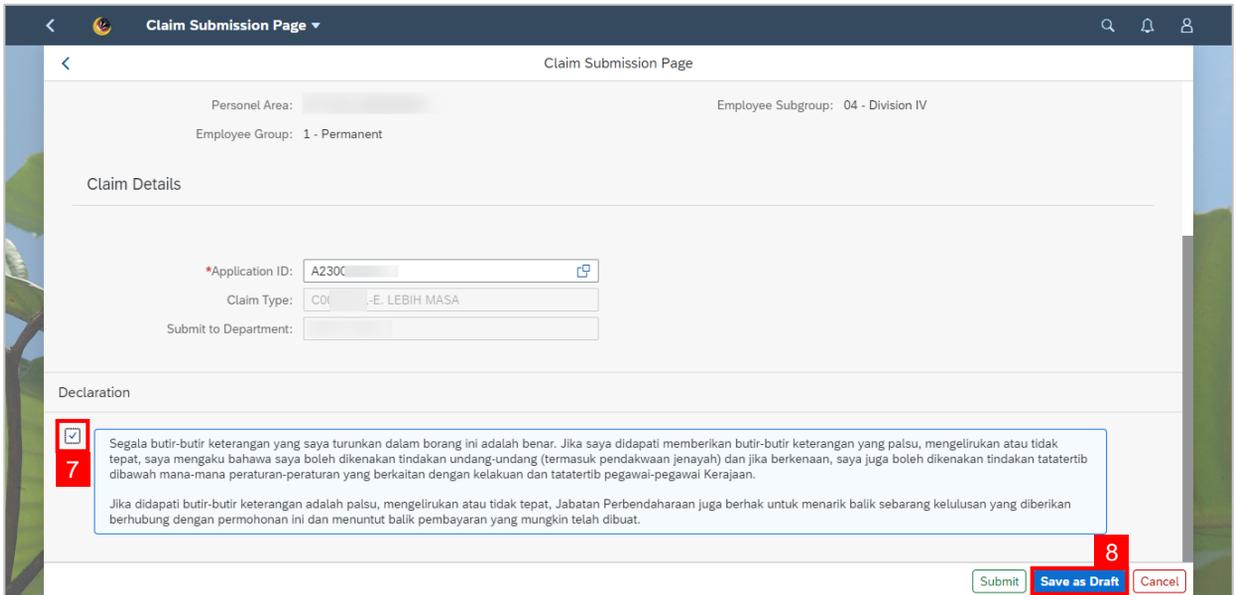
Field	Value
Personel Number	[Redacted]
Identification Number	[Redacted]
Personel Area	[Redacted]
Employee Group	1 - Permanent
Name	[Redacted]
Personel Subarea	[Redacted]
Employee Subgroup	04 - Division IV
*Application ID	A000
Claim Type	C0151001-E. PERJALANAN H/KILOMETER
Submit to Department	SF02 - UBD

At the bottom, there are buttons for 'Submit', 'Save as Draft', and 'Cancel'.

Once all details are filled in accordingly, proceed with the following steps :

7. Tick on the **Declaration** checkbox.

8. Click on **Save as Draft** button.



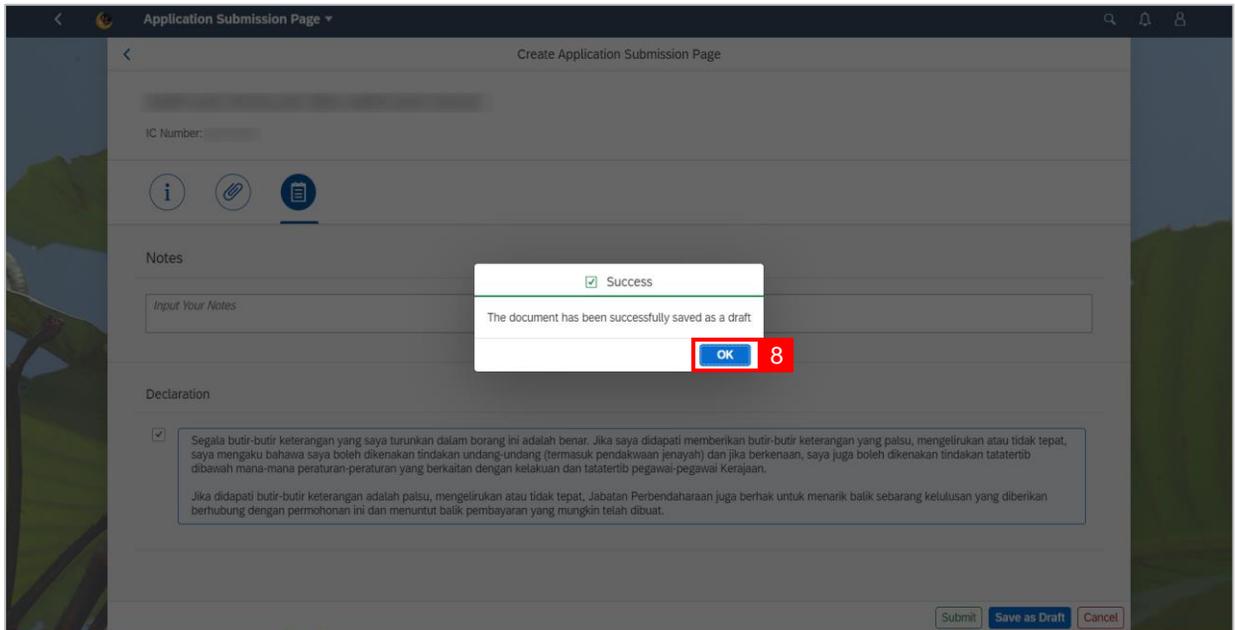
The screenshot shows the 'Claim Submission Page' interface. At the top, it displays 'Personel Area' and 'Employee Subgroup: 04 - Division IV'. Below this, 'Employee Group: 1 - Permanent' is shown. The 'Claim Details' section includes fields for 'Application ID' (A2300), 'Claim Type' (COK...-E. LEBIH MASA), and 'Submit to Department'. The 'Declaration' section features a checkbox that is checked, with a red box and the number '7' next to it. Below the checkbox is a text box containing a declaration statement in Indonesian. At the bottom right, there are three buttons: 'Submit', 'Save as Draft' (highlighted with a red box and the number '8'), and 'Cancel'.

Note: When saving the application as draft, the uploaded documents will not be saved.

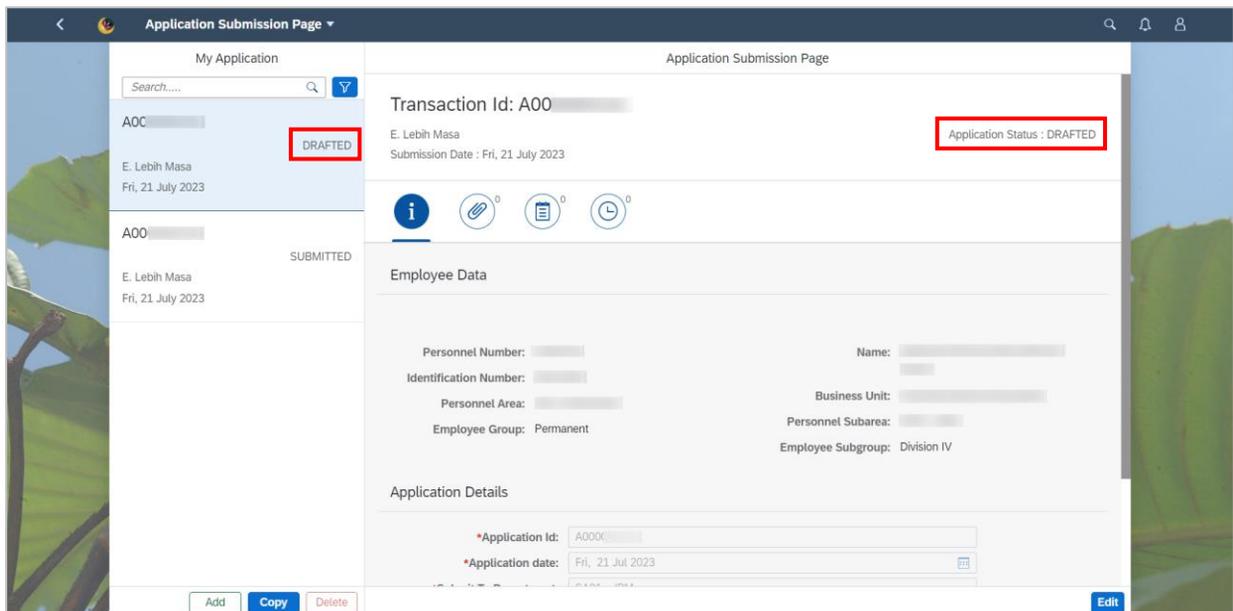
Employees are required to upload documents only before submitting the application.

Note: A Success pop-up window will be displayed

8. Click on the **OK** button.



Outcome: Document has been successfully saved as draft.

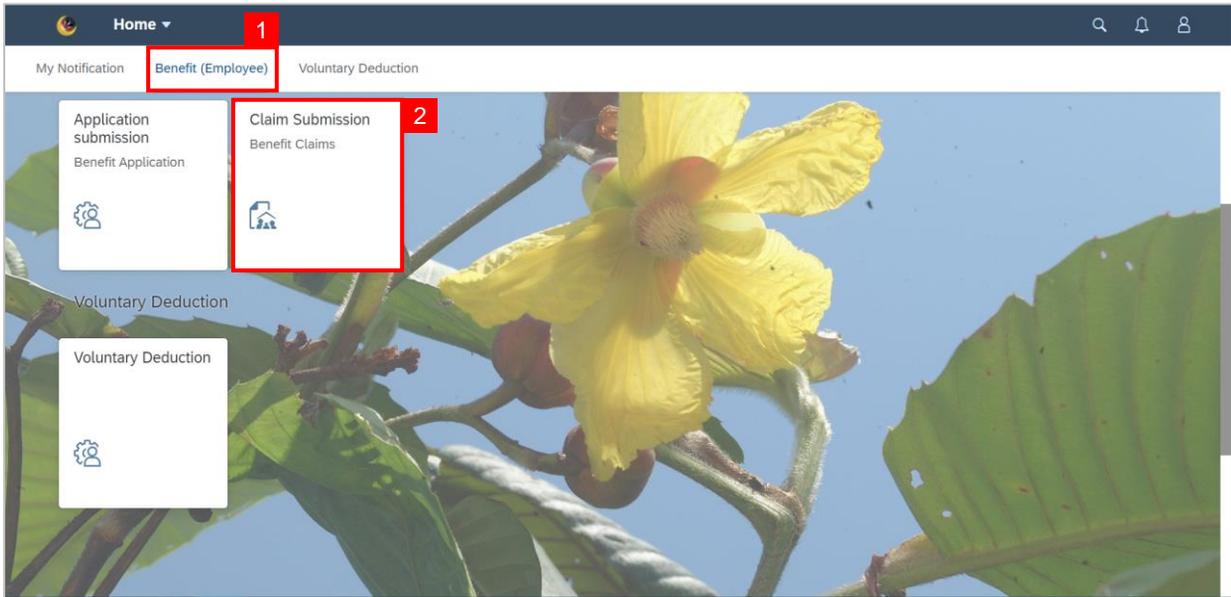


COPY CLAIM SUBMISSION

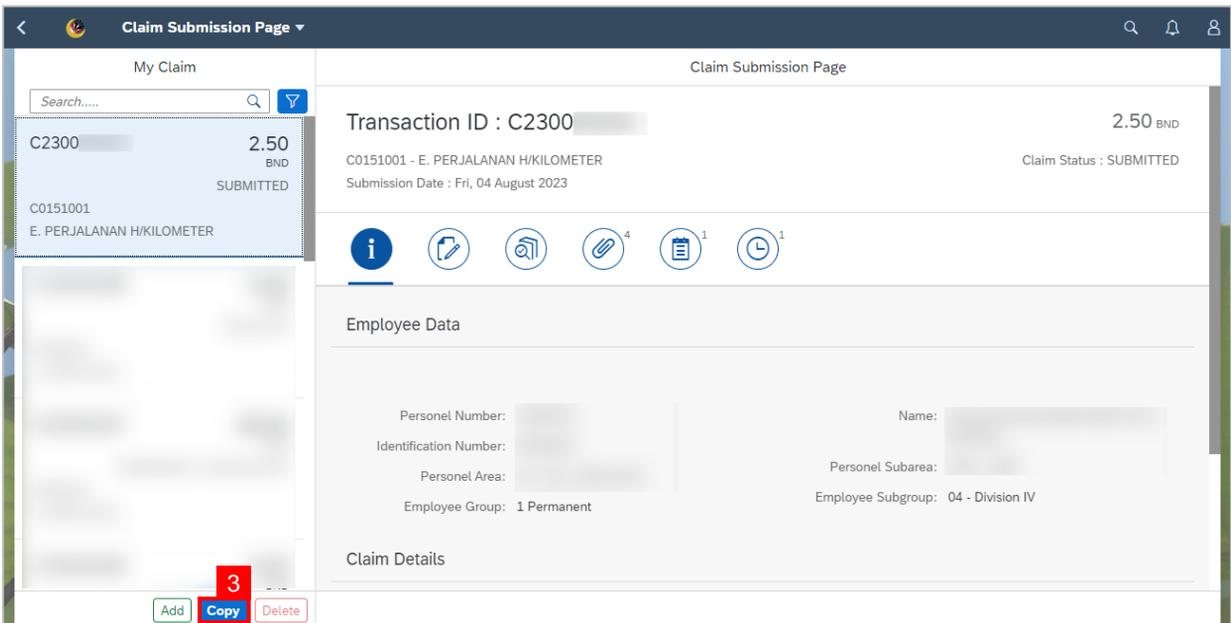
Front-End User

Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Employee)** tab.
2. Click on **Application Submission** tile.

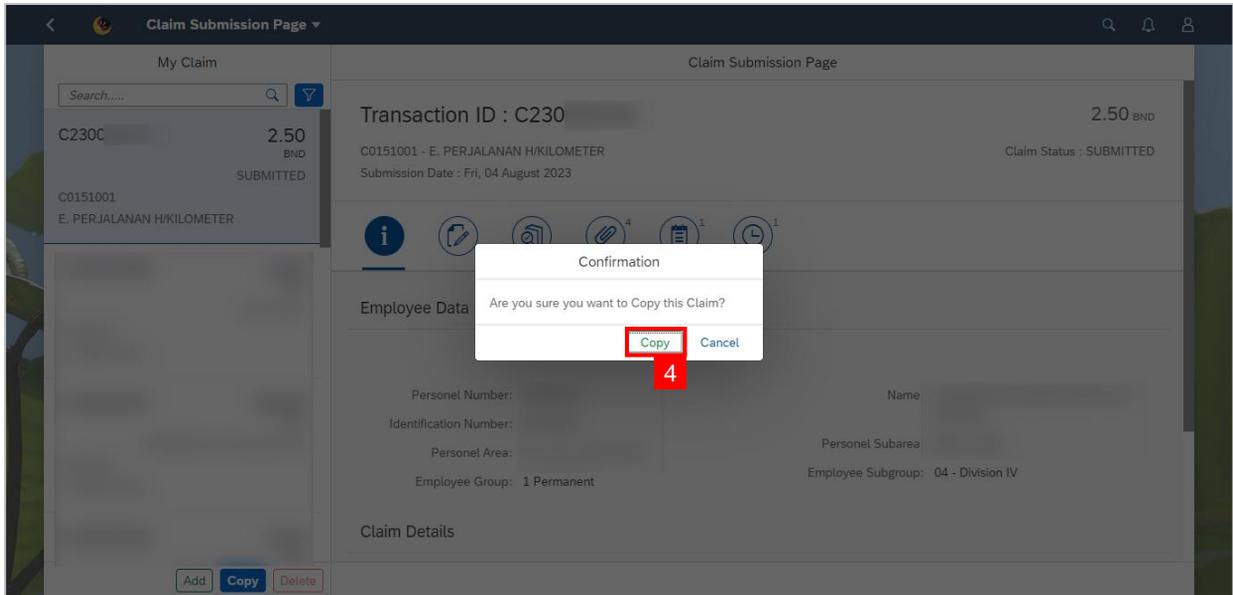


3. Navigate to the selected application and click on the **Copy** button.



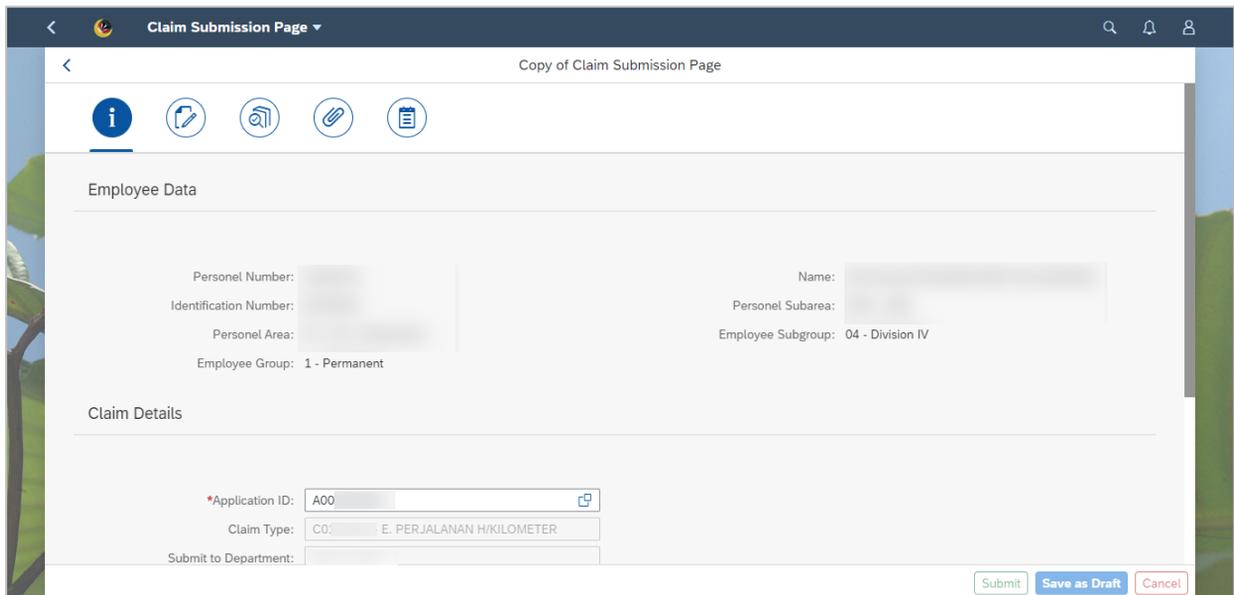
Note: A Confirmation pop-up will be displayed.

4. Click on **Copy** button.



Outcome: The selected Claim Submission has been successfully copied.

Note: Employee are required to make adjustment on the copied submission accordingly before submitting a new claim.

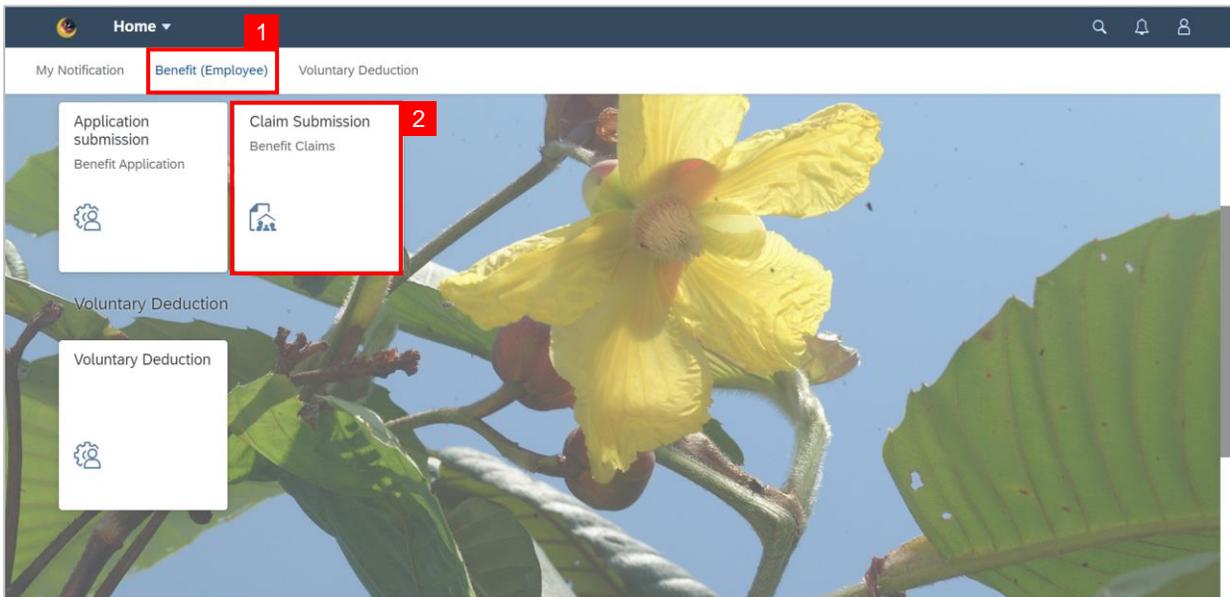


DELETE CLAIM SUBMISSION

Front-End User

Employee Self Service (ESS)

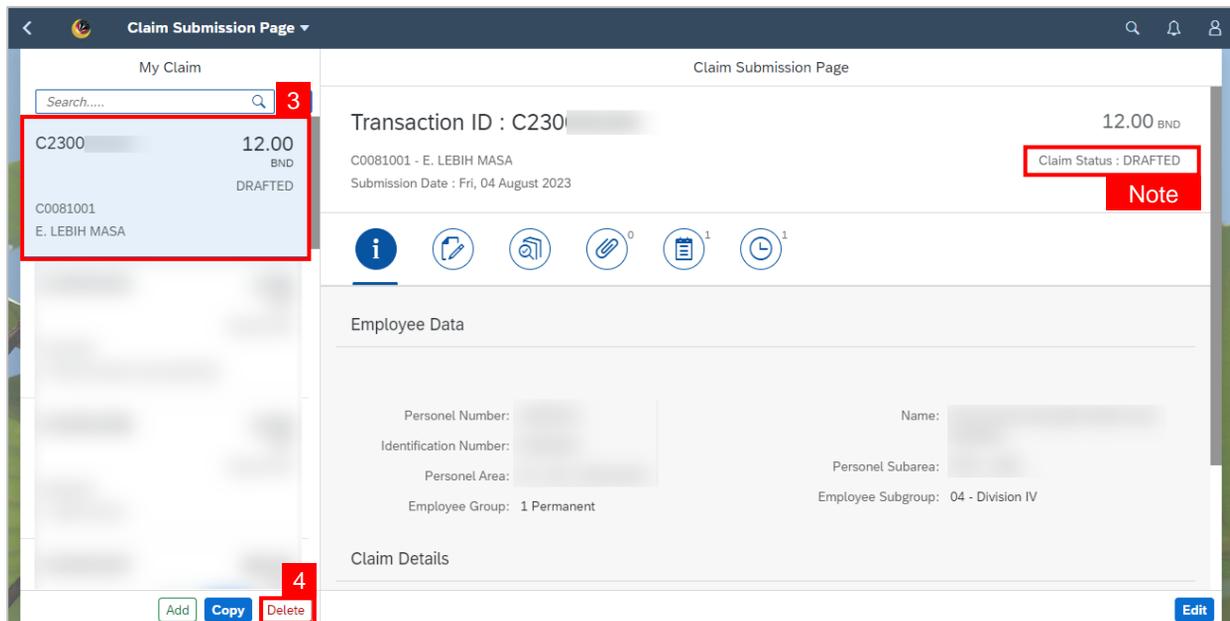
1. Click on **Benefit (Employee)** tab.
2. Select on **Claim Submission** tile.



3. Select the claim submission that the employee wishes to delete.

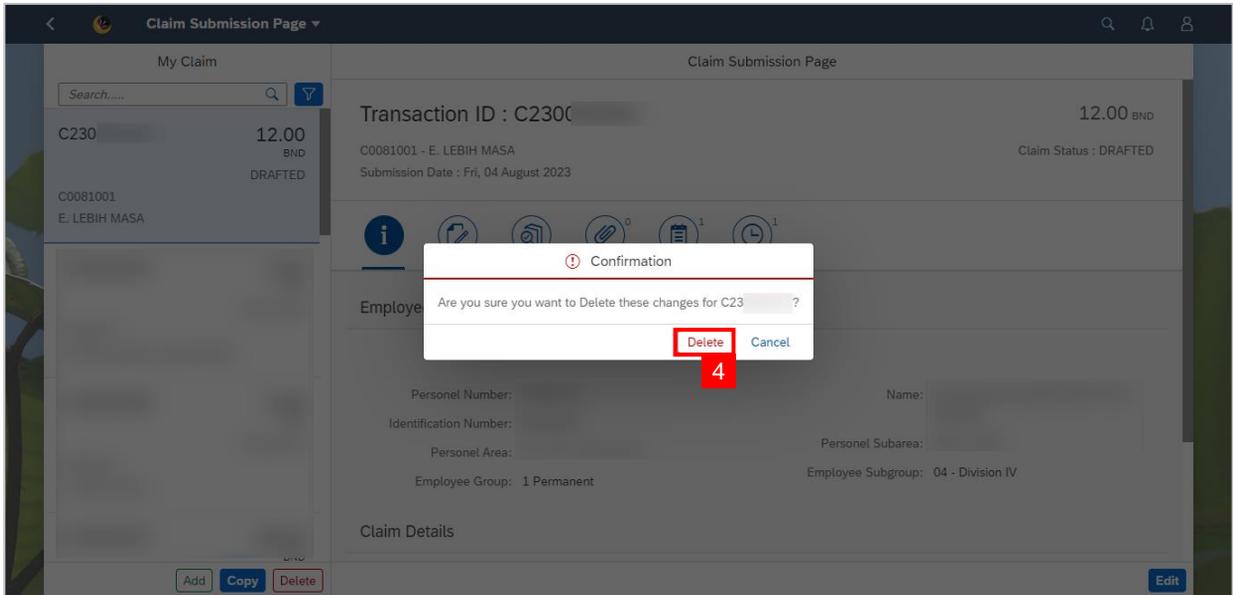
Note: Only **Drafted** submission can be deleted.

4. Click on the **Delete** button.



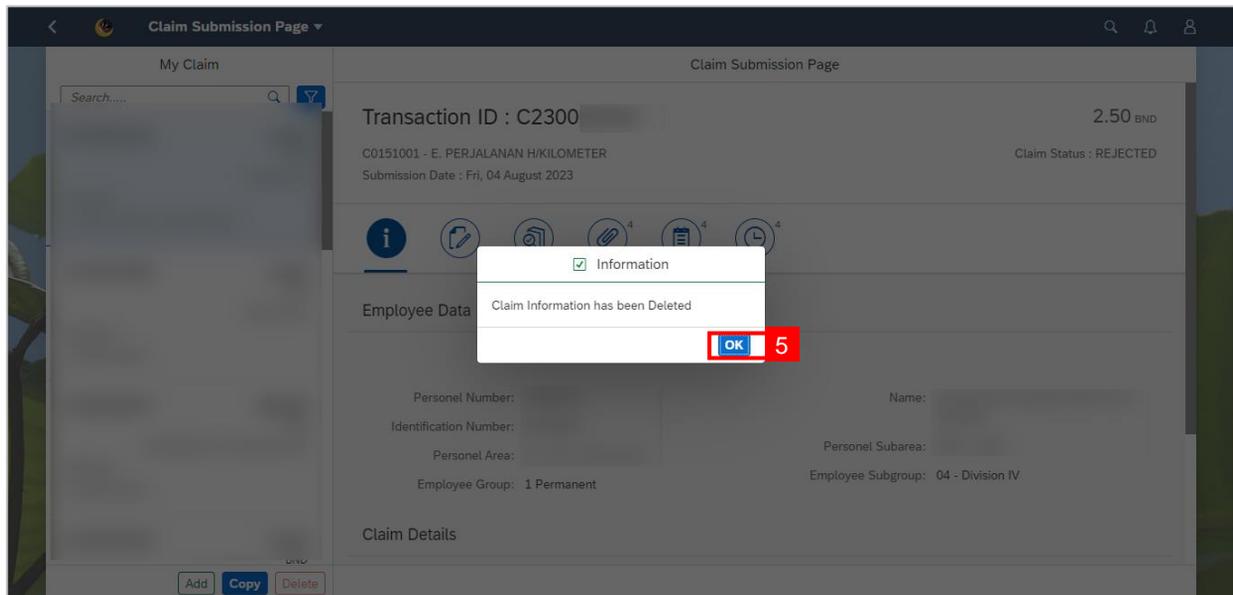
Note: Confirmation pop-up will be displayed.

4. Click on **Delete** button.



Note: An Information pop-up window will be displayed.

5. Click **OK** button.



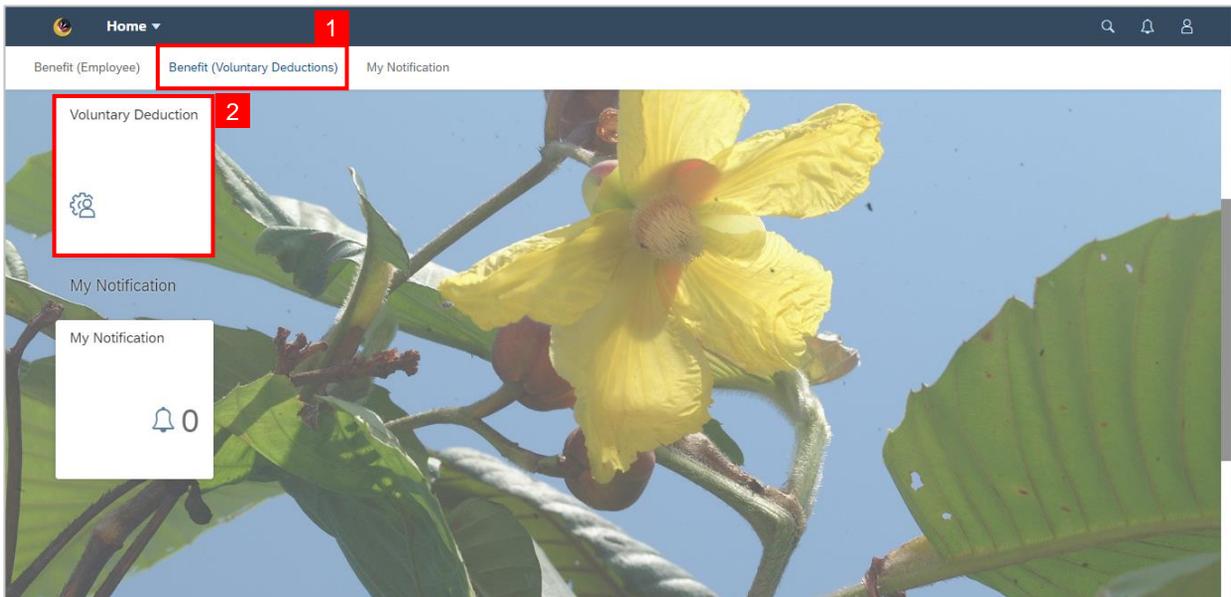
Outcome: Drafted claim has been successfully deleted.

CREATE VOLUNTARY DEDUCTION REQUEST

Front-End User

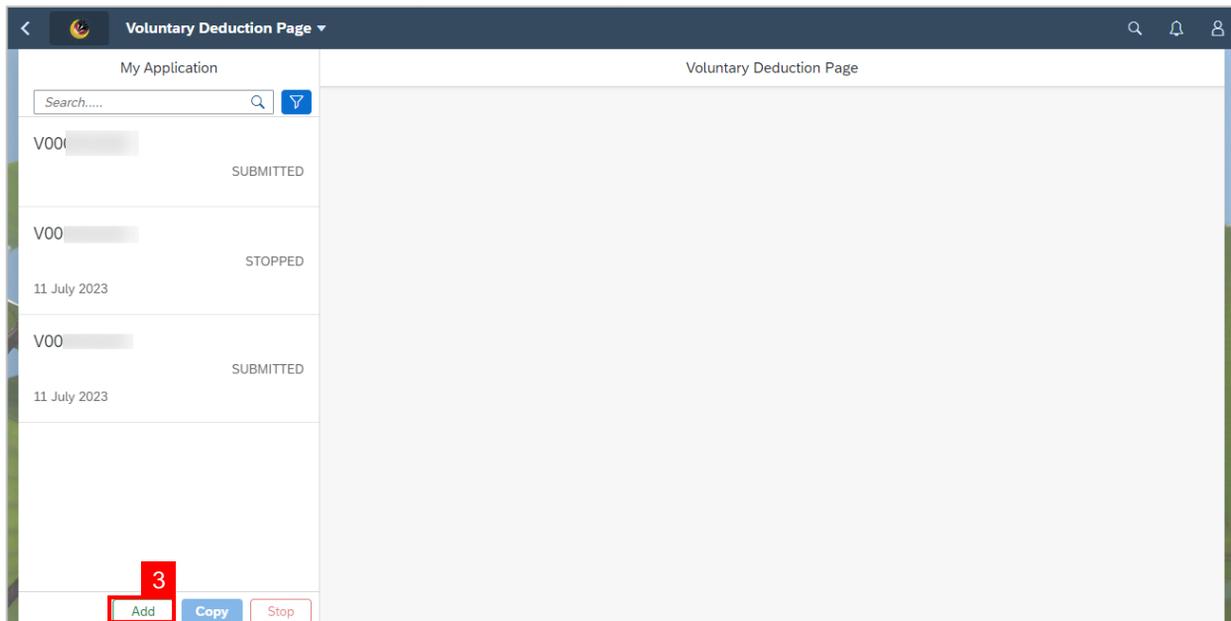
Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Voluntary Deduction)** tab.
2. Click on **Voluntary Deduction** tile.



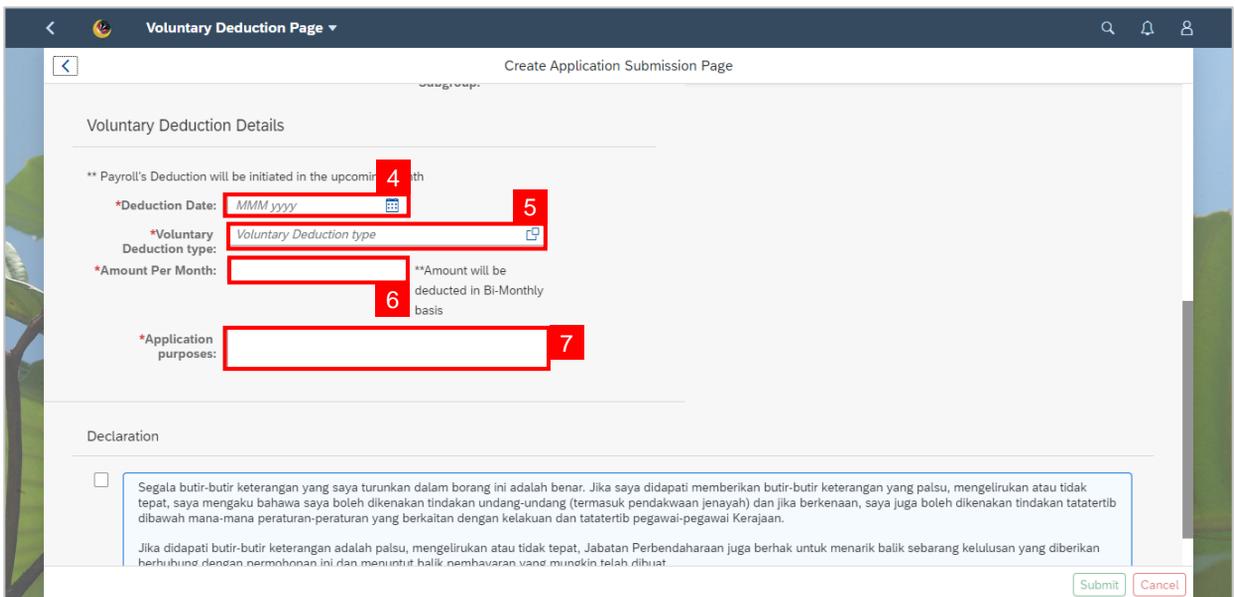
3. Click on **Add** button to create new request

Note: Voluntary Deduction Page will be displayed. .



Navigate to Voluntary Deduction Details and proceed with the following steps:

4. Select desired **Deduction Date**.
5. Select **Voluntary Deduction type**.
6. Fill in **Amount Per Month**.
7. Fill in the **Application purpose**.



Voluntary Deduction Page

Create Application Submission Page

Voluntary Deduction Details

** Payroll's Deduction will be initiated in the upcoming 4th month

*Deduction Date: MMM/yyyy 5

*Voluntary Deduction type: Voluntary Deduction type 5

*Amount Per Month: 6 **Amount will be deducted in Bi-Monthly basis

*Application purposes: 7

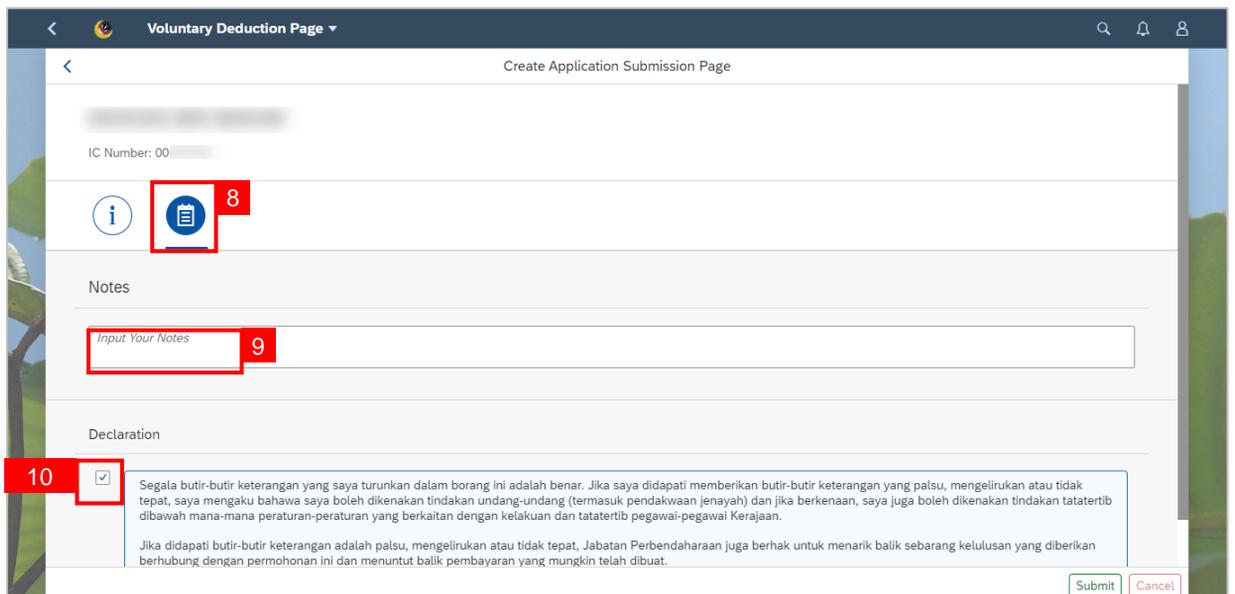
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Cancel

8. Click on **Notes** tab to view the notes.
9. Input **Notes** accordingly.
10. Tick on the **Declaration** checkbox.



Voluntary Deduction Page

Create Application Submission Page

IC Number: 00

Notes

Input Your Notes 9

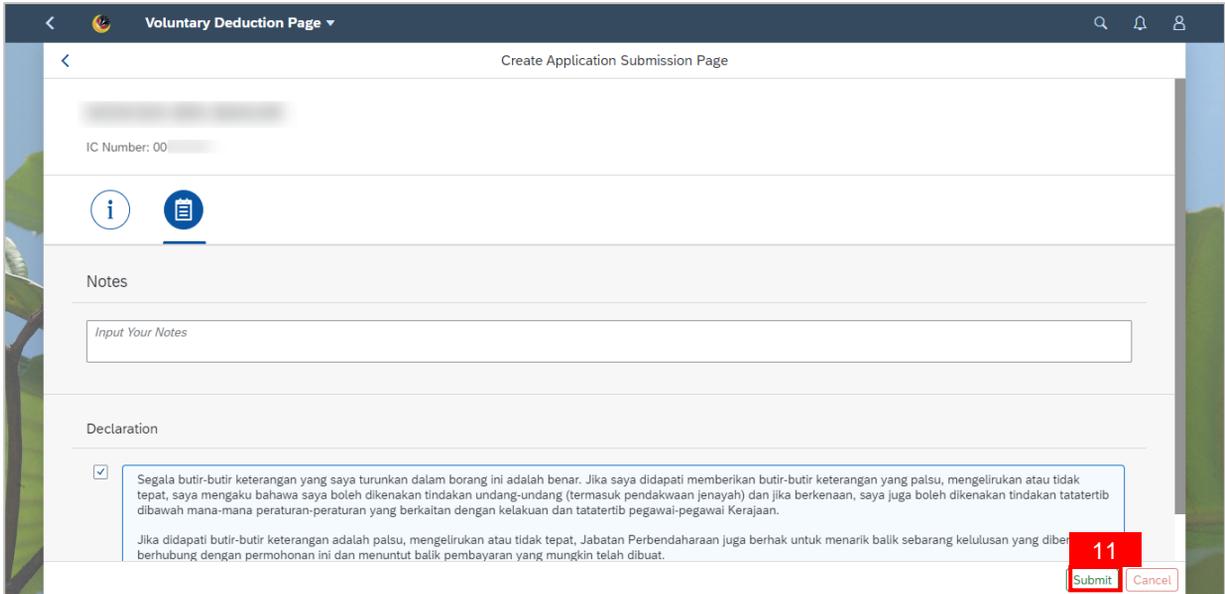
Declaration

10 Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

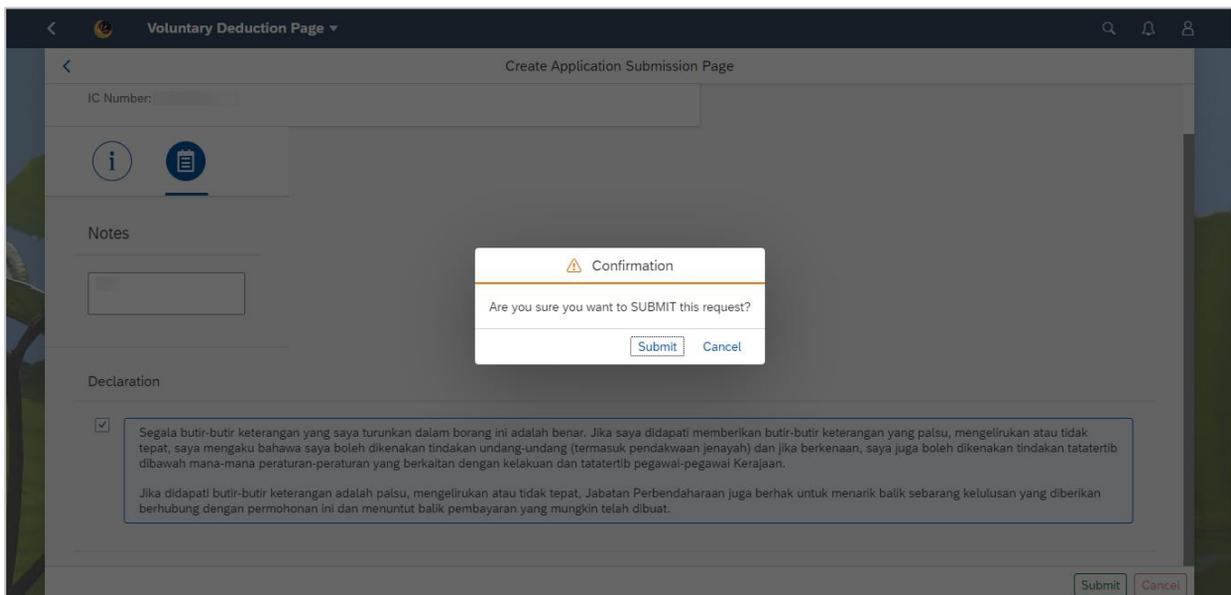
Submit Cancel

11. Click on the **Submit** button.



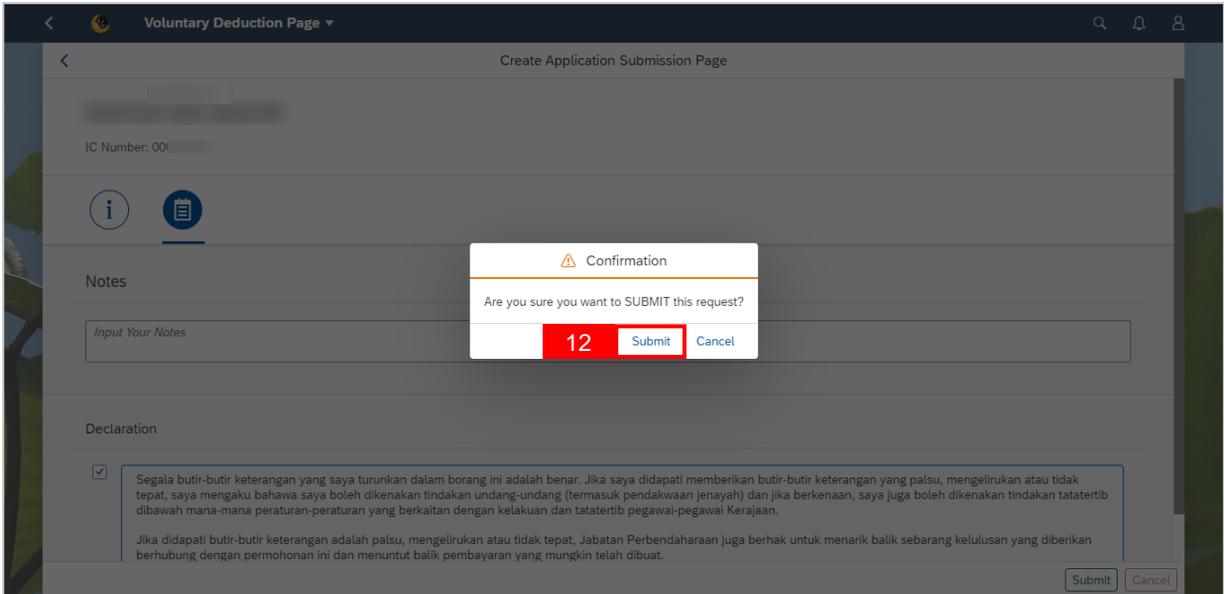
The screenshot shows the 'Create Application Submission Page' in a mobile application. The page includes an 'IC Number' field, a 'Notes' section with a text input field, and a 'Declaration' section with a checked checkbox. The declaration text states: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.' At the bottom right, there are 'Submit' and 'Cancel' buttons. A red box with the number '11' is overlaid on the 'Submit' button.

Note: A Confirmation pop-up window will be displayed..



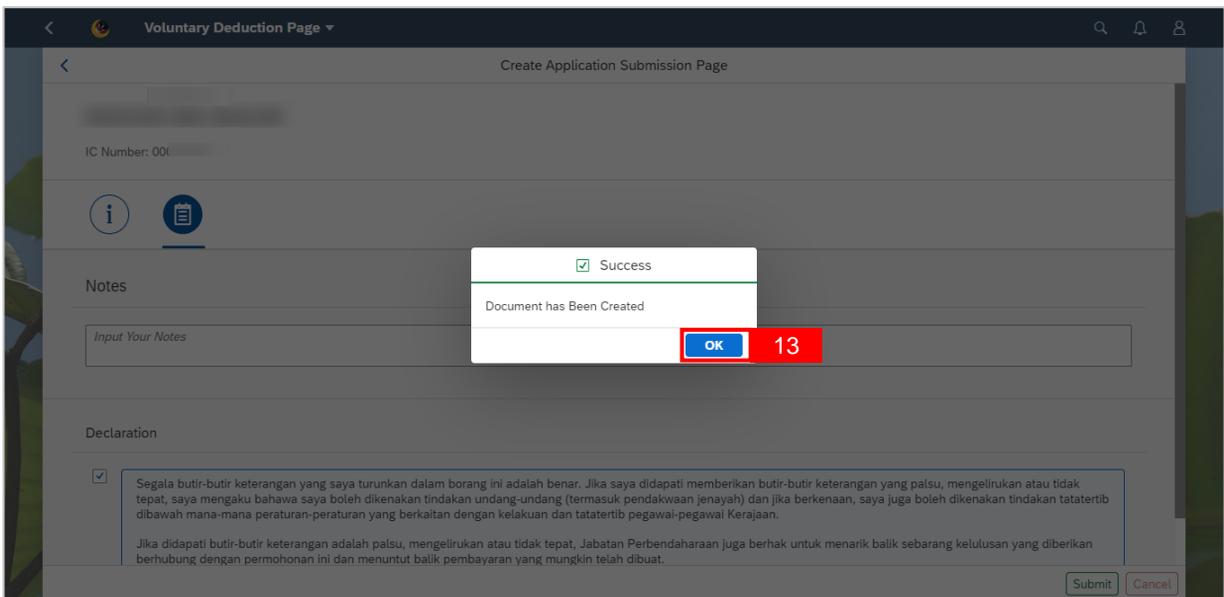
The screenshot shows the same 'Create Application Submission Page' as above, but with a 'Confirmation' pop-up window displayed in the center. The pop-up window has a yellow header with a warning icon and the text 'Confirmation'. Below the header, it asks 'Are you sure you want to SUBMIT this request?' and has 'Submit' and 'Cancel' buttons. The background of the page is dimmed.

12. Click on the **Submit** button to submit.

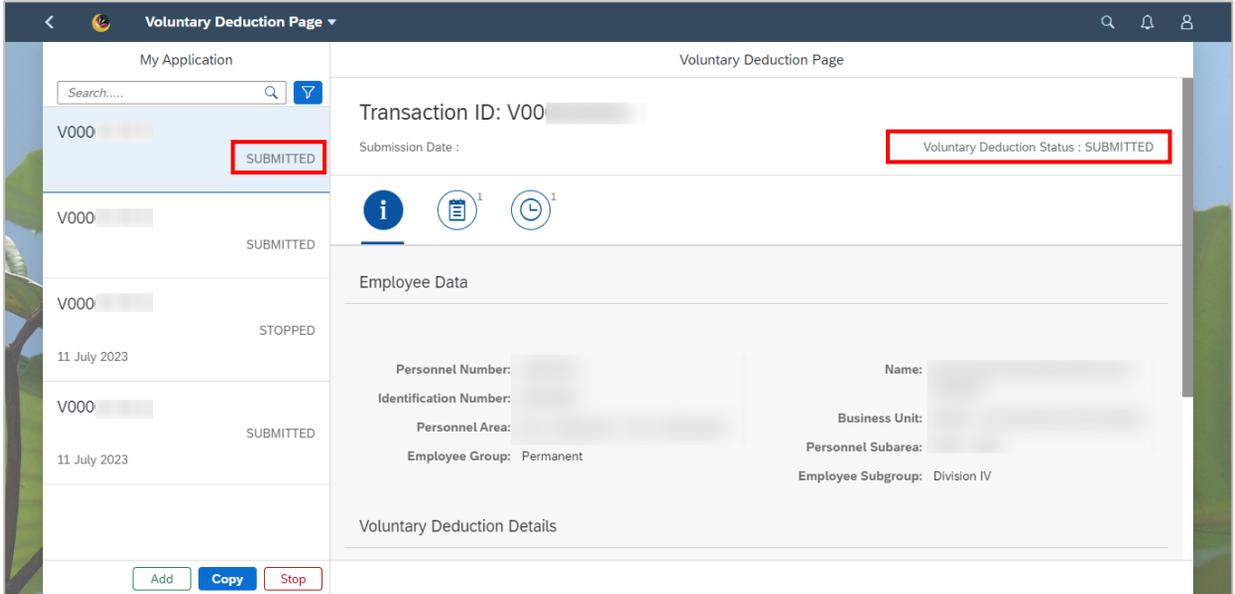


Note: A Success pop-up window will be displayed.

13. Click on the **OK** button.



Outcome: The Voluntary Deduction Request has been successfully submitted.



Outcome: Voluntary Deduction Request has been successfully copied.

Note:

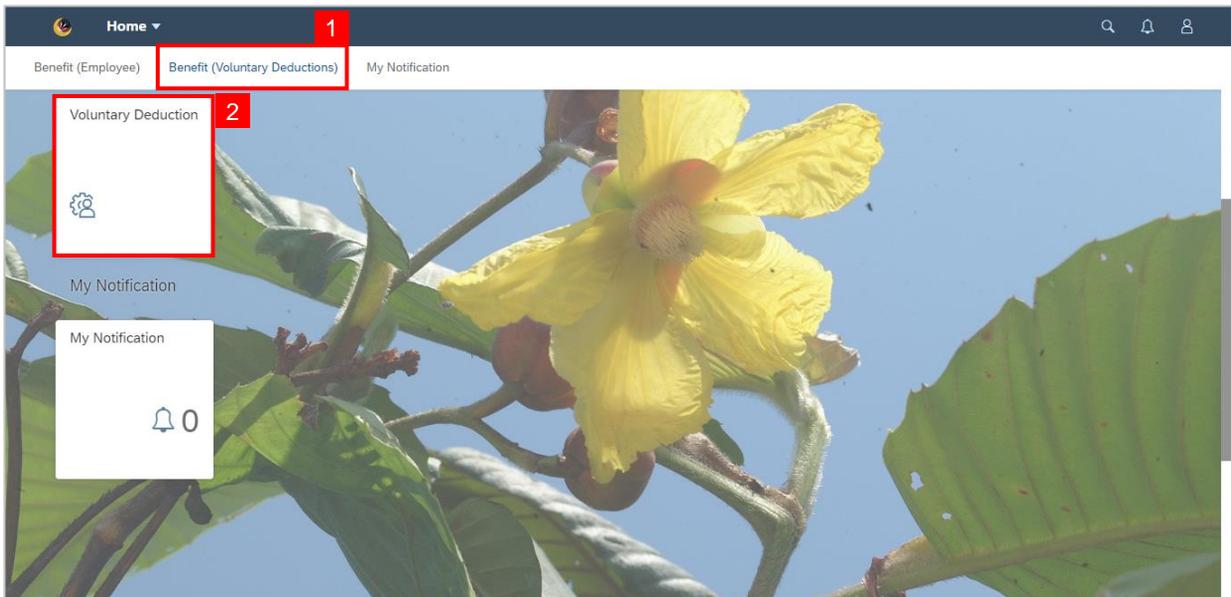
- I. When submitting a new request, employees are not allowed to create two request of the same voluntary deduction type.
- II. If an employee wishes to add the amount to an existing voluntary deduction, the employee must first stop the existing voluntary deduction and create a new request.
- III. When submitting / stopping voluntary deductions via SSM ESS, the amount will be deducted / stopped in the following month.

COPY VOLUNTARY DEDUCTION

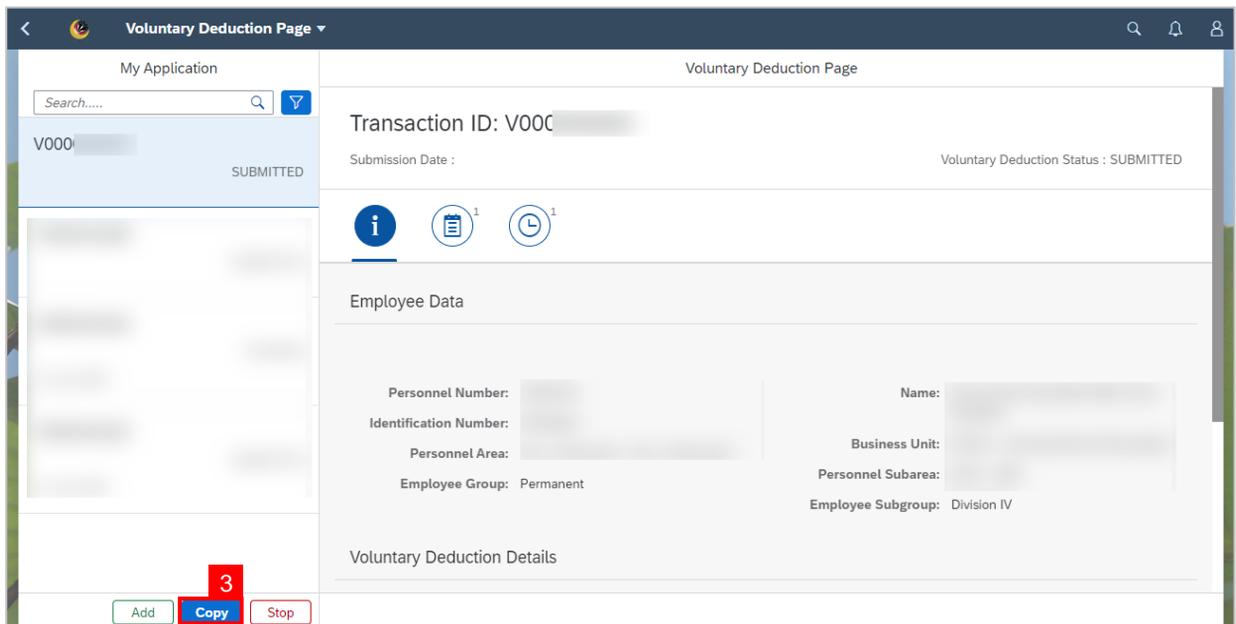
Front-End User

Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Voluntary Deductions)** tab.
2. Click on **Voluntary Deduction** tile.

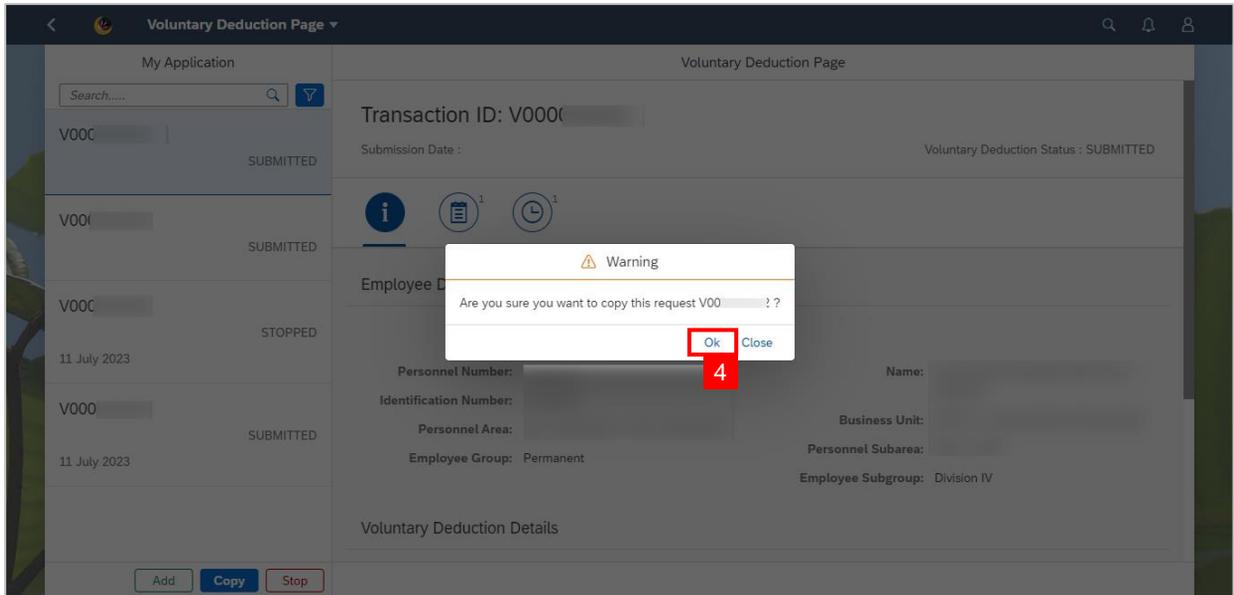


3. Navigate to the selected ID and click on **Copy** button.



Note: A Warning pop-up window will be displayed.

4. Click on **OK** button.



Outcome: A Voluntary Deduction Request has been successfully copied.

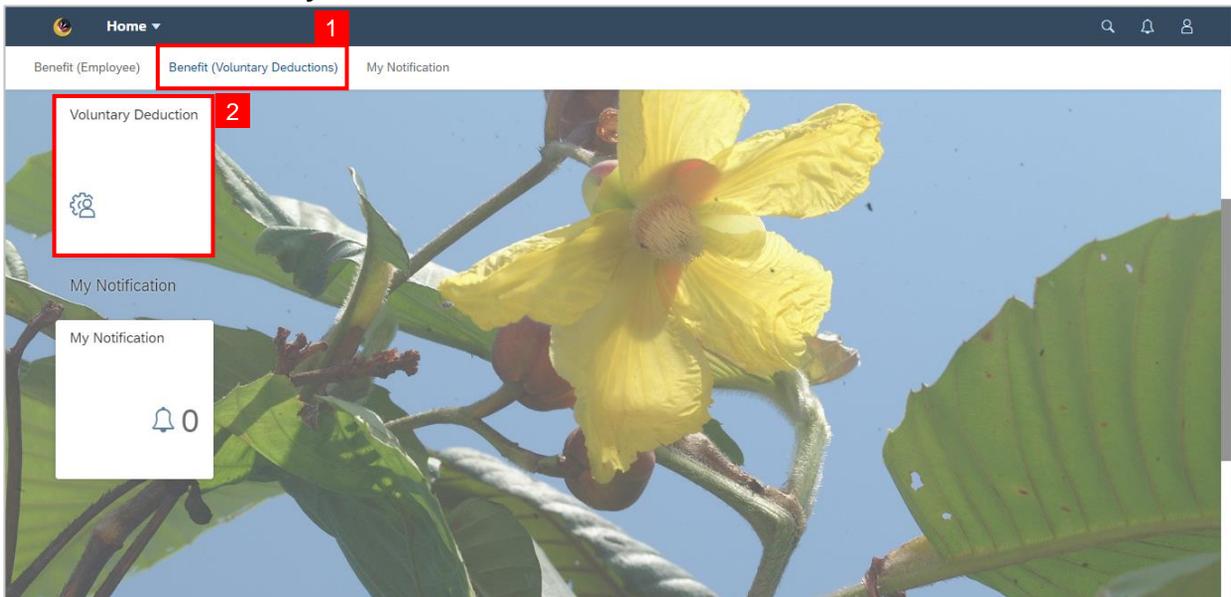
Note: Employees are required to make adjustment on the copied request accordingly before submitting a new request.

STOP VOLUNTARY DEDUCTION

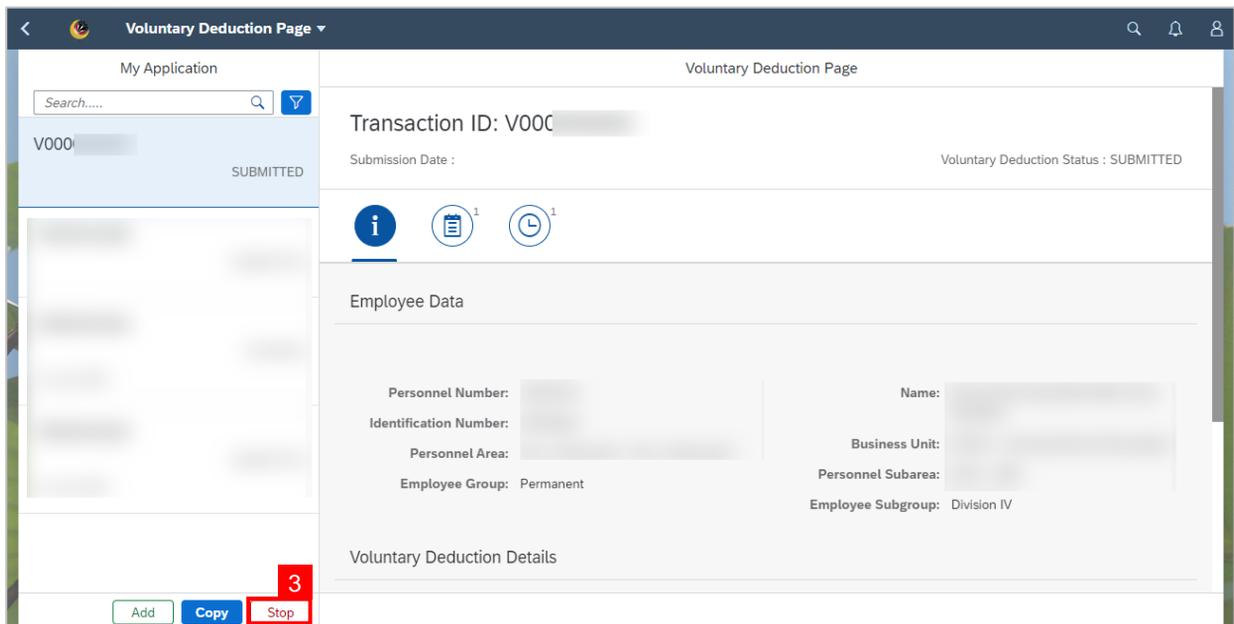
Front-End User

Employee Self Service (ESS)

1. Navigate to and click on **Benefit (Voluntary Deductions)** tab.
2. Click on **Voluntary Deduction** tile.

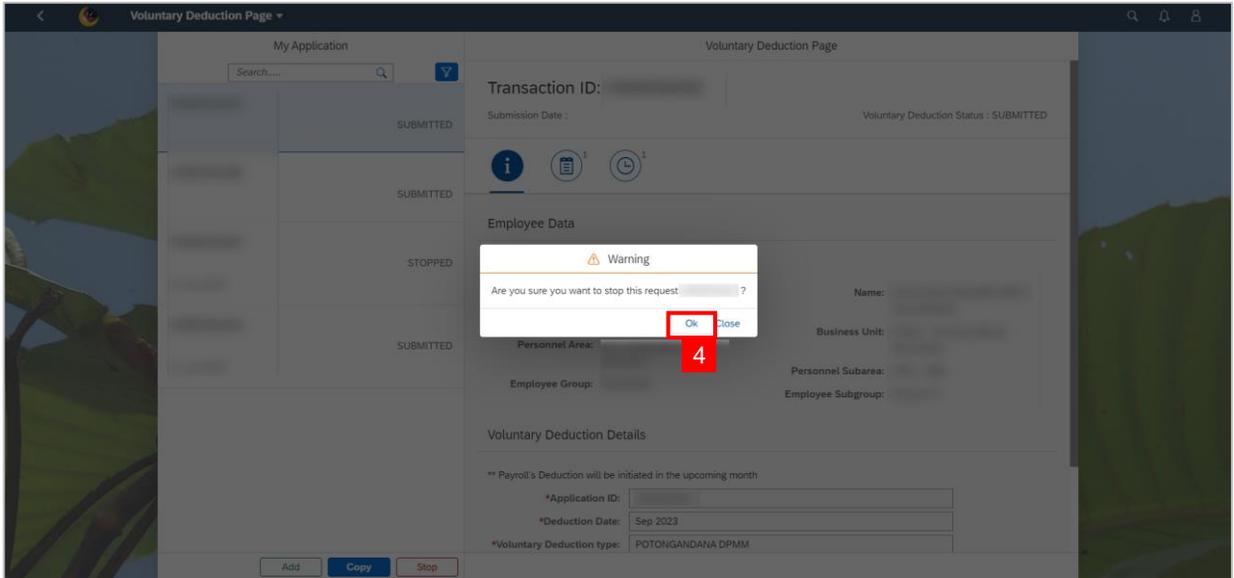


3. Navigate to the selected ID and click on **Stop** button.



Note: A Warning pop-up window will be displayed.

4. Click on **OK** button.



Outcome: Voluntary Deduction Request has been successfully stopped.

