EDUCATION ALLOWANCE Role: Front End User (Department



Endorser)

This module is an online application process of managing Education Allowance in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Department Endorser to Endorse / Rework / Reject Education Allowance application:

Endorse Education Allowance Application



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Notes			
		No data	

	Tick Declaration checkbox
Decla	ration
V	Segala butir-butir keterangan yang saya turunkan dalam borang ini adala keterangan yang palsu, mengelinukan atau tidak tepat, saya mengaku ba (termasuk pendakwaan jenayath) dan jika berkenaan, saya juga boleh di yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaa Jika didapati butir-butir keterangan adalah palsu, mengelinukan atau tida balik sebarang kelakuan yang diberikan berkubung dengan permehonan

History				
Employee	Date	Date		Status
	Jun 5, 2024	10:31:43		DRAFTED
	Jun 5. 2024			SUBMITTED



Fill in the note
Confirmation of Endorse
vant to Endorse these changes for Transaction ID: EA24
Endorse Cancel
lick Endorse button to
endorse application



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Rework Education Allowance Application

In SAPGUI (front-end system), click on Education Allowance Endorser tile	In Education Allowance Endorsement Page, select application with Submitted status
Application Endorsement Education Allowance	Application List (11) Search Q Q V EA24 SUBMITTED Submission Date : i i i i i i i i i i i i i i i i i i i
Review the Application Details	Review the Supporting Documents
> I. Employee Details > II. Contact Details > III. Employment Details > IV. Spouse Details > V. Children Details > VI. Application History	Transaction Id: EA24 Application Status : SUBMITTED Supporting Document Supporting Document File Name Supporting Document File Name Supporting Document File Name Supporting Document Supporting Document File Name Supporting Document Supporting Document File Name Supporting Document Supporting Document Supporting Document File Name Supporting Document Supporting Document File Name File Size Action Supporting Document File Name File Size Action Supporting Document File Name File Size Action Supporting Document File Name
Beview the Application Notes	Review the Application Historical Data
Transaction Id: EA24 Application Status : SUBMITED i Image: Submission Date : Image:	Image: Construction List: EA24 Application Status: SUBMITTED Submission Date : Image: Construction Construction Construction Image: Construction
Tick Declaration	Click Rework button
checkbox	Endorse Rework Reject





	Fill in the note
	Confirmation of Rework
re you sure you w	rant to Rework these changes for Transaction ID: EA24
	Rework Cance
Cli	ick Rework button to
	rework application









Reject Leave Allow	ance Application
In SAPGUI (front-end system), click on Education Allowance Endorser tile	<image/> <section-header><section-header></section-header></section-header>
Review the Application Details > I. Employee Details > II. Contact Details > III. Employment Details > V. Children Details > VI. Application History	Review the Supporting Supporting Documents Transaction Id: EA24 Application Status: SUBMITED Image: Deciment Status: SUBMITED
Review the Application Application Substitution Notes	Review the Application Id: EA2 Vertication Id: EA2 Vertication Id: EA2 Image: Control of Control o
Tick Declaration	Click Reject button



Declaration



	Fill in the note
	① Confirmation of Reject
Are you sur	e you want to Reject these changes for Transaction ID: EA24
	Balact Cancel





EDUCATION ALLOWANCE Role: Front End User (Department Endorser)



This module is an online application process of managing Education Allowance in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Department Endorser to View Education Allowance application:

View Education Allowance Application				
In SAPGUI (front-end system), click on Education Allowance View Apps Group tile	Click on Lookup icon to fill in the required information			
The View Application Page, click on Settings icon	Click on Columns / Sort / Filter / Group tab			
Click on Ok button	Click on Go button			



Please refer to the **User Guide** for a step-by-step guide. **Education Allowance User Guide** is available on **SSM Info**

Website: www.jpa.gov.bn/SSM

