

# 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.

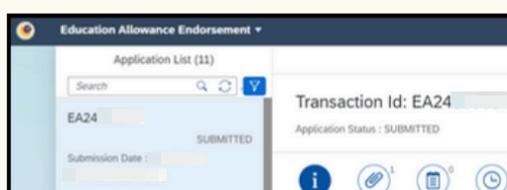
Below are the quick guide for Department Endorser to Endorse / Rework / Reject Education Allowance application:

### Endorse Education Allowance Application

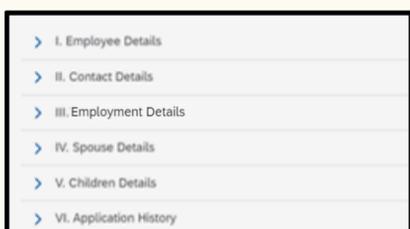
**1** In SAPGUI (front-end system), click on **Education Allowance Endorser** tile



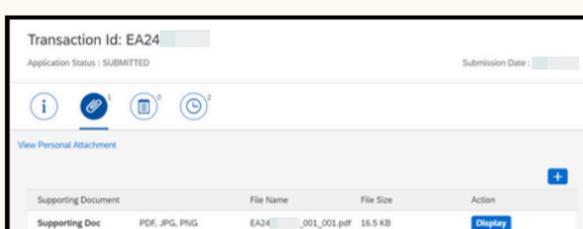
**2** In **Education Allowance Endorsement Page**, select application with **Submitted** status



**3** Review the **Application Details**



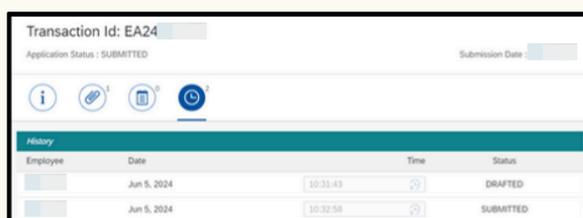
**4** Review the **Supporting Documents**



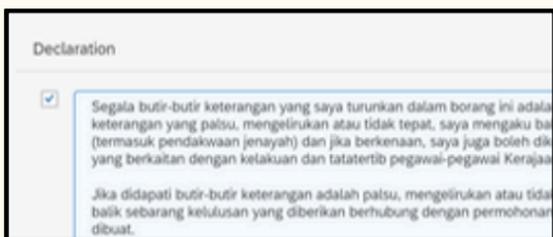
**5** Review the **Application Notes**



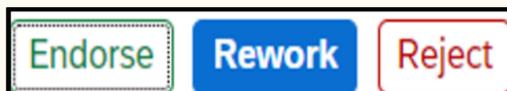
**6** Review the **Application Historical Data**



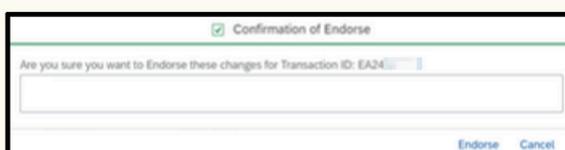
**7** Tick **Declaration** checkbox



**8** Click **Endorse** button



**9** Fill in the **note**



Click **Endorse** button to endorse application

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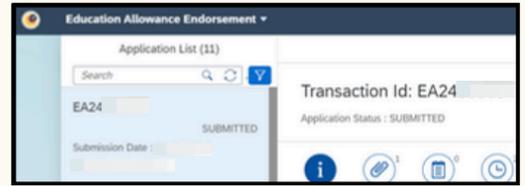


## Rework Education Allowance Application

**1** In SAPGUI (front-end system), click on **Education Allowance Endorser** tile



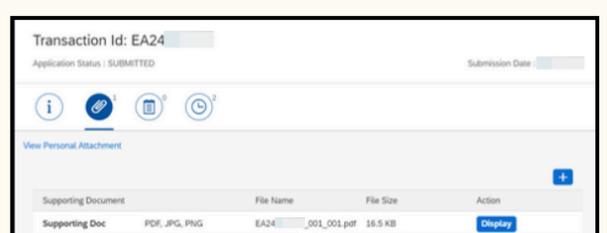
**2** In **Education Allowance Endorsement Page**, select application with **Submitted** status



**3** Review the **Application Details**



**4** Review the **Supporting Documents**



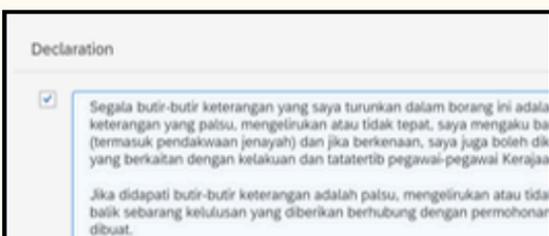
**5** Review the **Application Notes**



**6** Review the **Application Historical Data**



**7** Tick **Declaration** checkbox



**8** Click **Rework** button



**9** Fill in the **note**



Click **Rework** button to rework application

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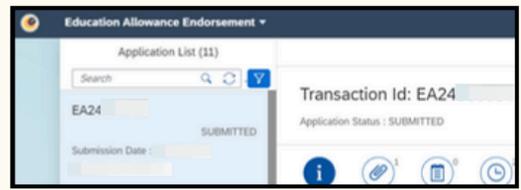


## Reject Leave Allowance Application

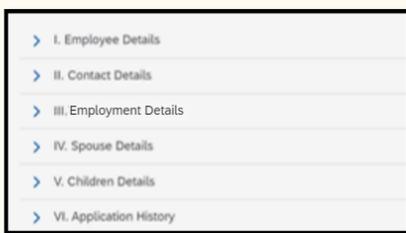
**1** In SAPGUI (front-end system), click on **Education Allowance Endorser** tile



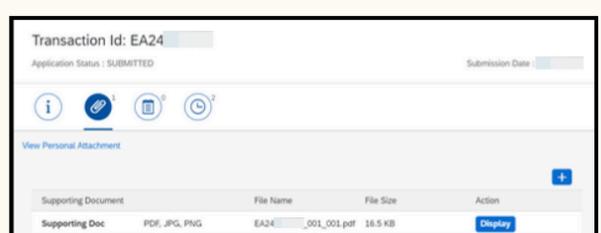
**2** In **Education Allowance Endorser Page**, select application with **Submitted** status



**3** Review the **Application Details**



**4** Review the **Supporting Documents**



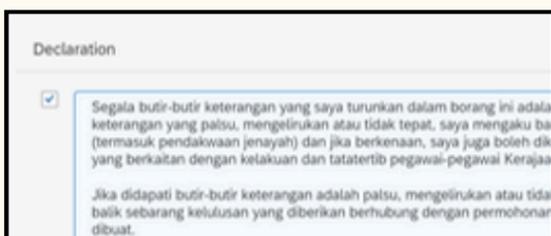
**5** Review the **Application Notes**



**6** Review the **Application Historical Data**



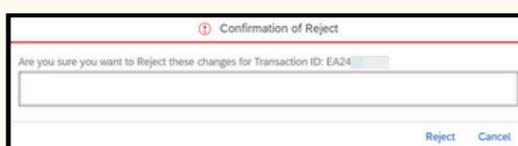
**7** Tick **Declaration** checkbox



**8** Click **Reject** button



**9** Fill in the **note**



Click **Reject** button to reject application

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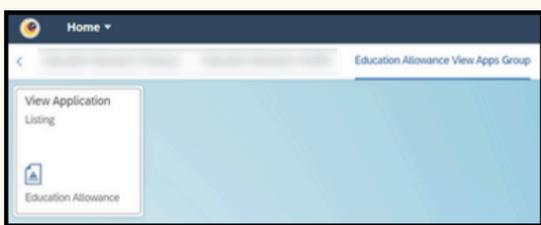


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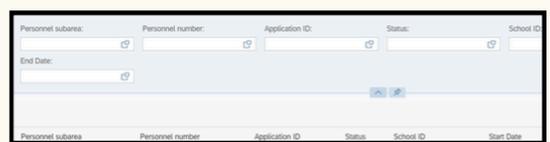
Below are the quick guide for Department Endorser to View Education Allowance application:

## View Education Allowance Application

**1** In SAPGUI (front-end system), click on **Education Allowance View Apps Group** tile



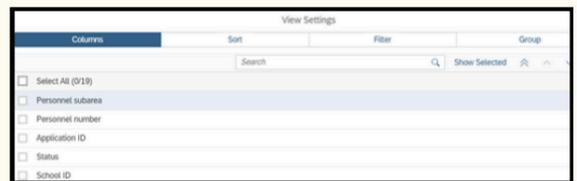
**2** Click on **Lookup** icon to fill in the required information



**3** In **View Application Page**, click on **Settings** icon

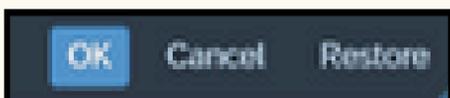


**4** Click on **Columns / Sort / Filter / Group** tab



Select **category** to filter applications

**5** Click on **Ok** button



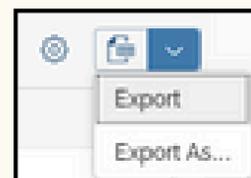
**6** Click on **Go** button



**7** Click on **Arrow (>)** icon to view application details



**8** Click on **Dropdown** button to **Export** generated applications



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](http://www.jpa.gov.bn/SSM)