



SISTEM SUMBER MANUSIA

User Guide

For Department Endorser

Front End (SAP FIORI)

Education Allowance

Application Process

INTRODUCTION

This user guide acts as a reference for **Department Endorser (Front End User)** to manage **Education Allowance**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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
EA	Education Allowance

FURTHER ASSISTANCE

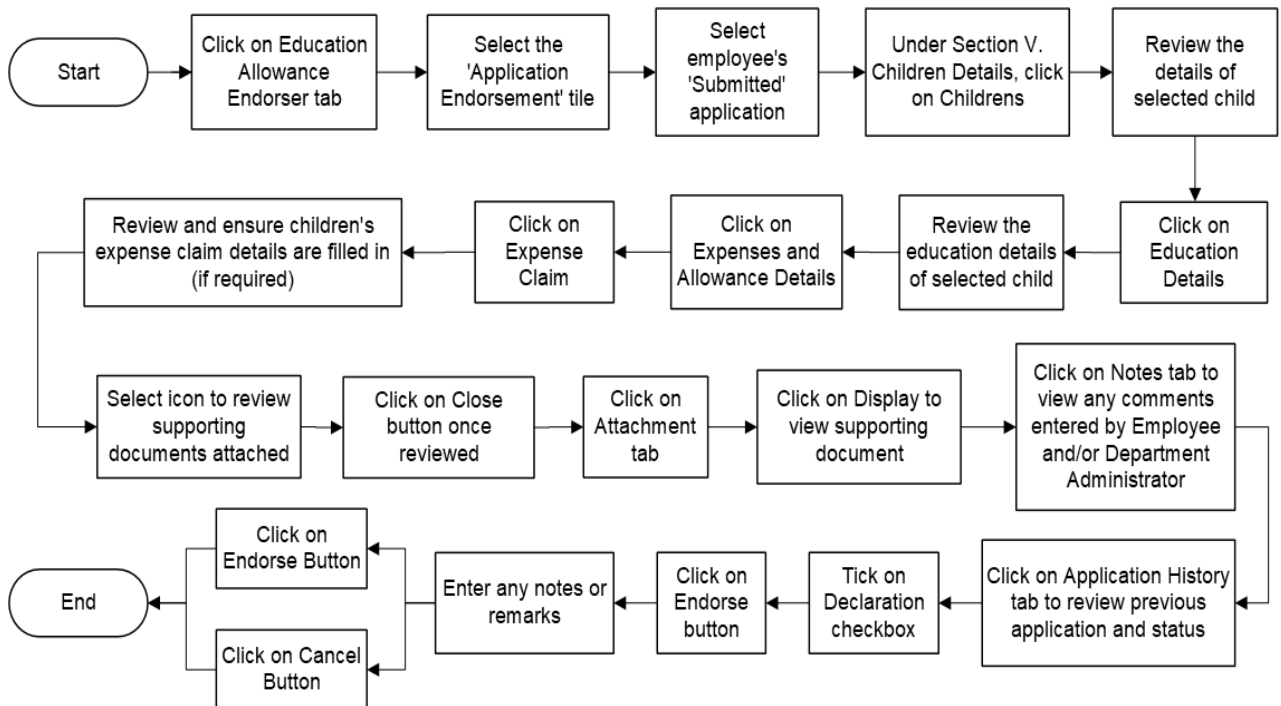
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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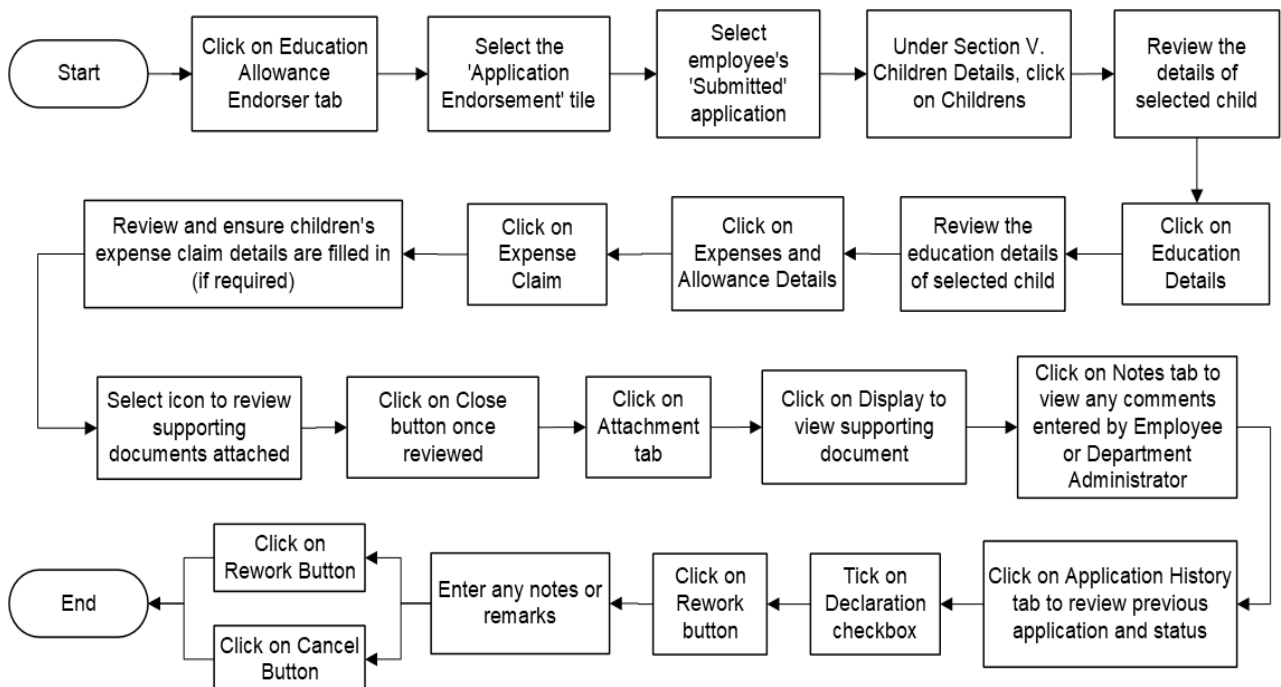
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Process Overview

Endorse Education Allowance Application

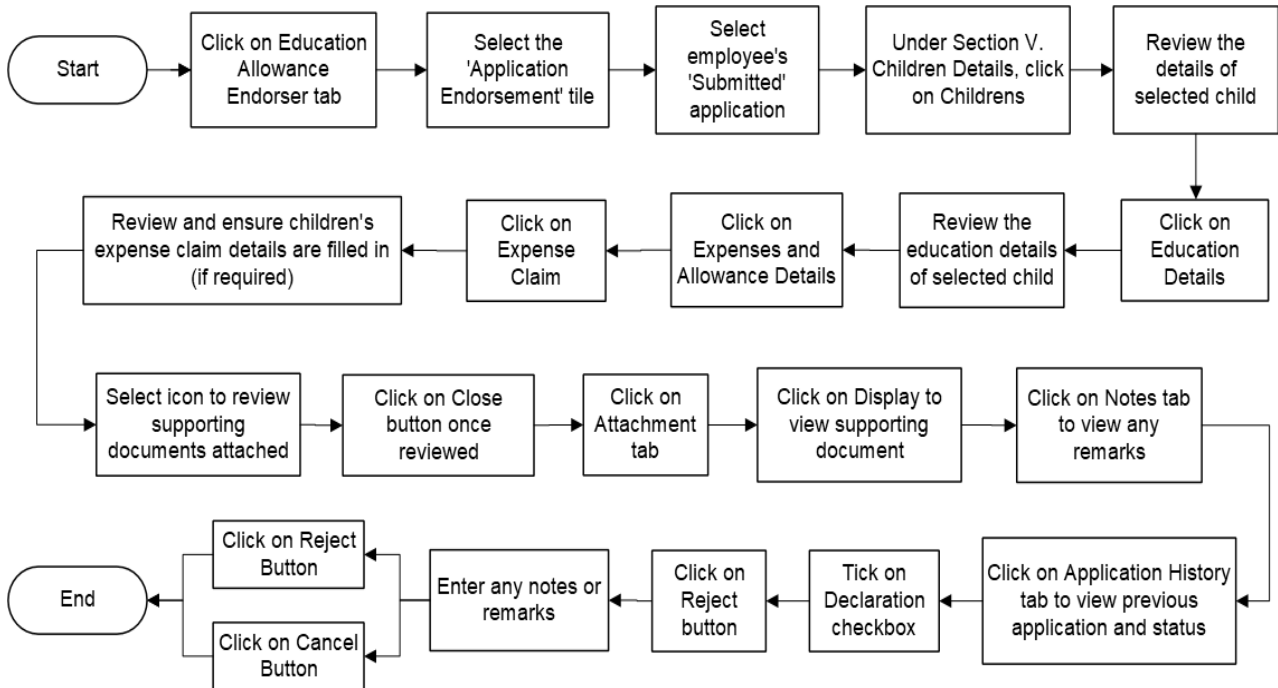


Rework Education Allowance Application

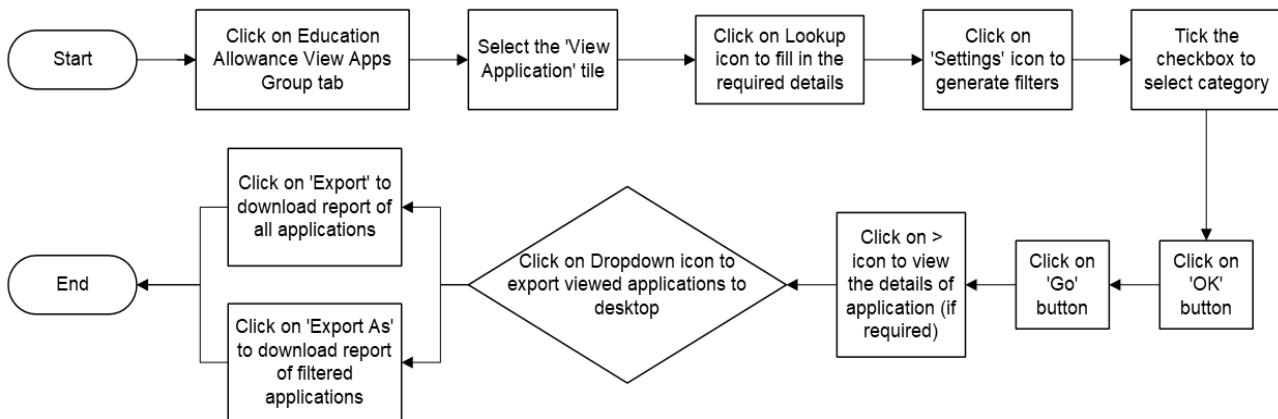


Process Overview

Reject Education Allowance Application



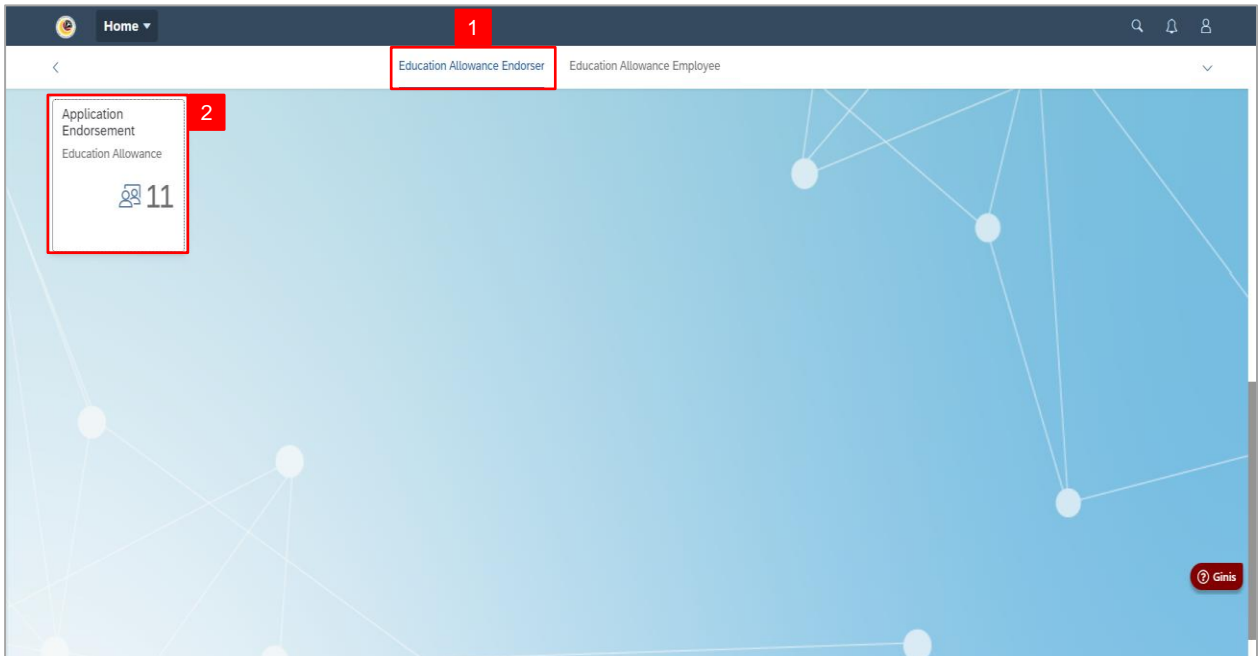
Generate Education Allowance View Apps Group Report



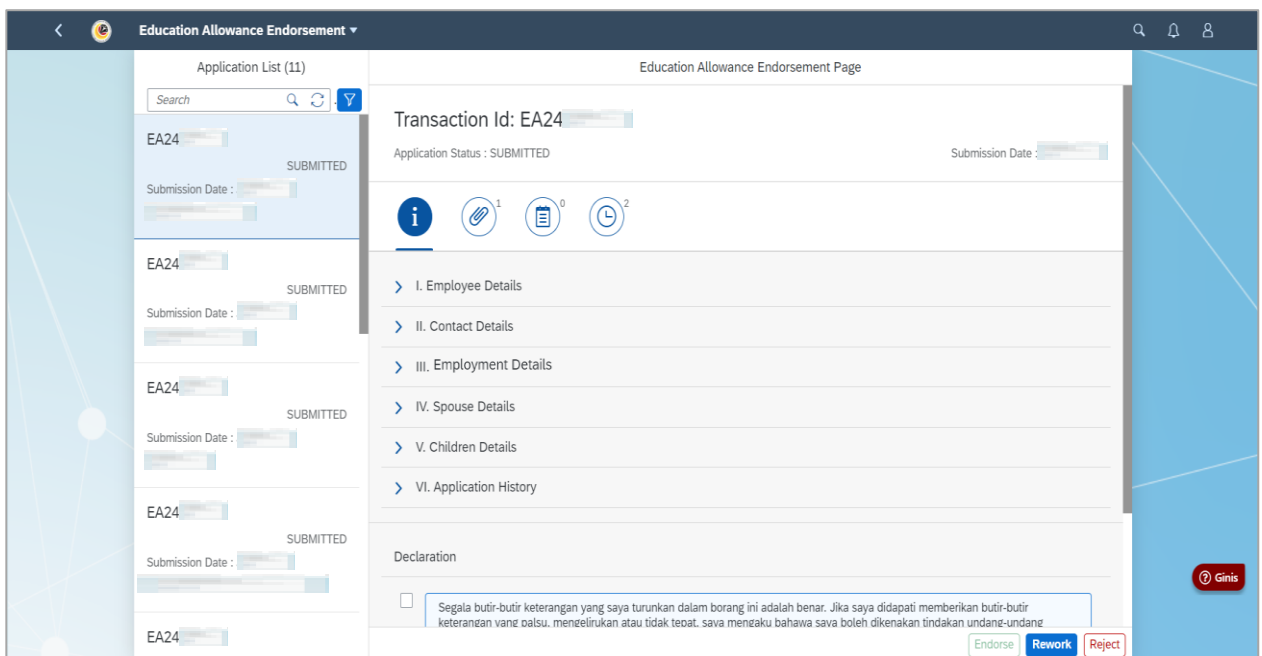
MAINTAIN APPLICATION	Front End User Department Endorser
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1. Click on **Education Allowance Endorser** tab.
2. Select **Application Endorsement** tile.

Note: Please ensure that employee's details and all mandatory documents are uploaded on **Family Information** under **My Profile**, before applying for Education Allowance.



Note: The **Education Allowance Endorsement Page** will be displayed.





3. Select application with ‘Submitted’ status.

3

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

Transaction Id: EA24

NOTE I

Application Status : SUBMITTED

Submission Date :

i

1

0

2

NOTE II

> I. Employee Details

> II. Contact Details

> III. Employment Details

> IV. Spouse Details

> V. Children Details

> VI. Application History

Declaration

☐

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, menzahirkan atau tidak tepat, saya menaku bahawa saya boleh dikenakan tindakan undang-undang.

Endorse

Rework

Reject

Note I: Education Allowance Endorsement Page will be displayed. Department Endorser may take note on the Application ID for reference purposes.

Note II: Under Application Details tab, all information from Section I to VI have been auto-populated based on the information filled in the ESS Portal / Back End.

Section	Description
I. Employee Details	Section I will be prepopulated with employee’s details.
II. Contact Details	Section II will be prepopulated with employee’s address and contact information.
III. Employment Details	Section III will be prepopulated with employee’s employment details.
IV. Spouse Details	Section IV will be prepopulated with spouse details.
V. Children Details	Section V will be prepopulated with children details, however, Employee / Administrator will need to select children.
VI. Application History	Section VI will be prepopulated with employee’s application history.



- 4. Under **Section V. Children Details**, click on **Childrens**.
- 5. Review the details of selected child.

Application List (11)

Search

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

Education Allowance Endorsement Page

> I. Employee Details

> II. Contact Details

> III. Employment Details

> IV. Spouse Details

> V. Children Details

Childrens

Education Details

Expenses and Allowance Details

> VI. Application History

No

Name

Date of Birth

Marital Status

PhD

SBPP

ID Type

ID No

Application ID

001

Fifth Name
Last Name

Nov 11,
2016

Bujang

0

02 - MORA

01 - IC
Number

002

Fourth Name
Last Name

Nov 11,
2017

Bujang

0

- N/A

01 - IC
Number

Endorse

Rework

Reject

- 6. Click on **Education Details**.
- 7. Review the education details of selected child.

Application List (11)

Search

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

EA24

SUBMITTED

Submission Date :

Education Allowance Endorsement Page

> I. Employee Details

> II. Contact Details

> III. Employment Details

> IV. Spouse Details

> V. Children Details

Childrens

Education Details

Expenses and Allowance Details

> VI. Application History

Endorse

Rework

Reject

SSM_UG_Front End (FIORI)_Education Allowance (Application)_Department Endorser v1.0

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8. Click on **Expenses and Allowance Details**.

9. Click on **Expense Claim**.

Note: Expense Claim Details will be displayed.

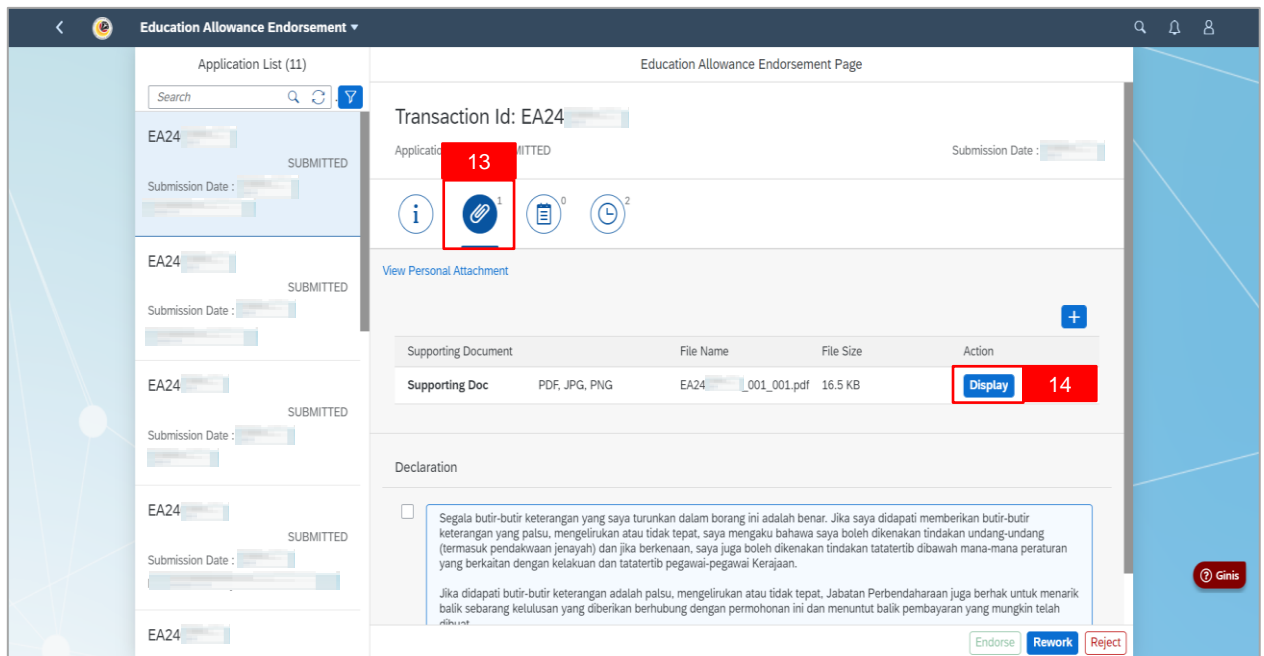
10. Review and ensure children’s expense claim details are **filled** (if required).

11. Select icon to review **supporting documents** attached.

12. Click on **Close** button once reviewed.

13. Click on **Attachment** tab.

14. Click on **Display** to view supporting document.



Education Allowance Endorsement Page

Transaction Id: EA24

Application Status: SUBMITTED

Submission Date:

View Personal Attachment

Supporting Document	File Name	File Size	Action
Supporting Doc	PDF, JPG, PNG	EA24_001_001.pdf	16.5 KB
			Display 14

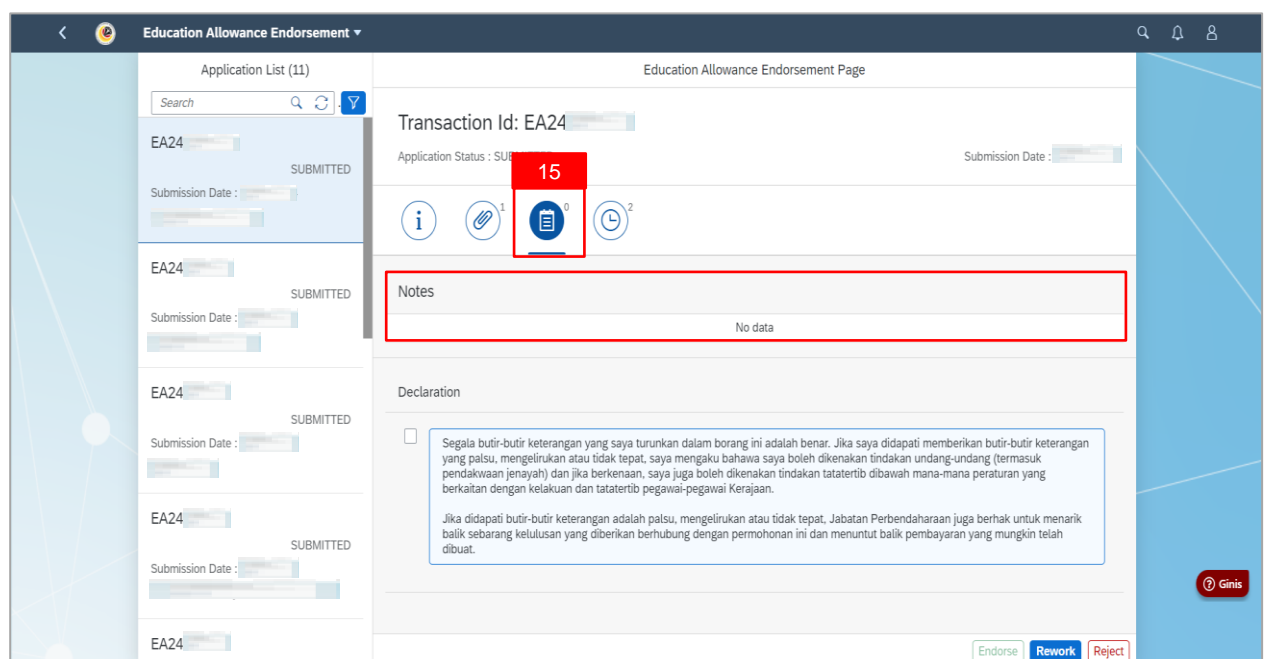
Declaration

☐ 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 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.

Endorse Rework Reject

15. Click on **Notes** tab to view any comments entered by **Employee** and/or **Department Administrator**.



Education Allowance Endorsement Page

Transaction Id: EA24

Application Status: SUBMITTED

Submission Date:

Notes

No data

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 yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

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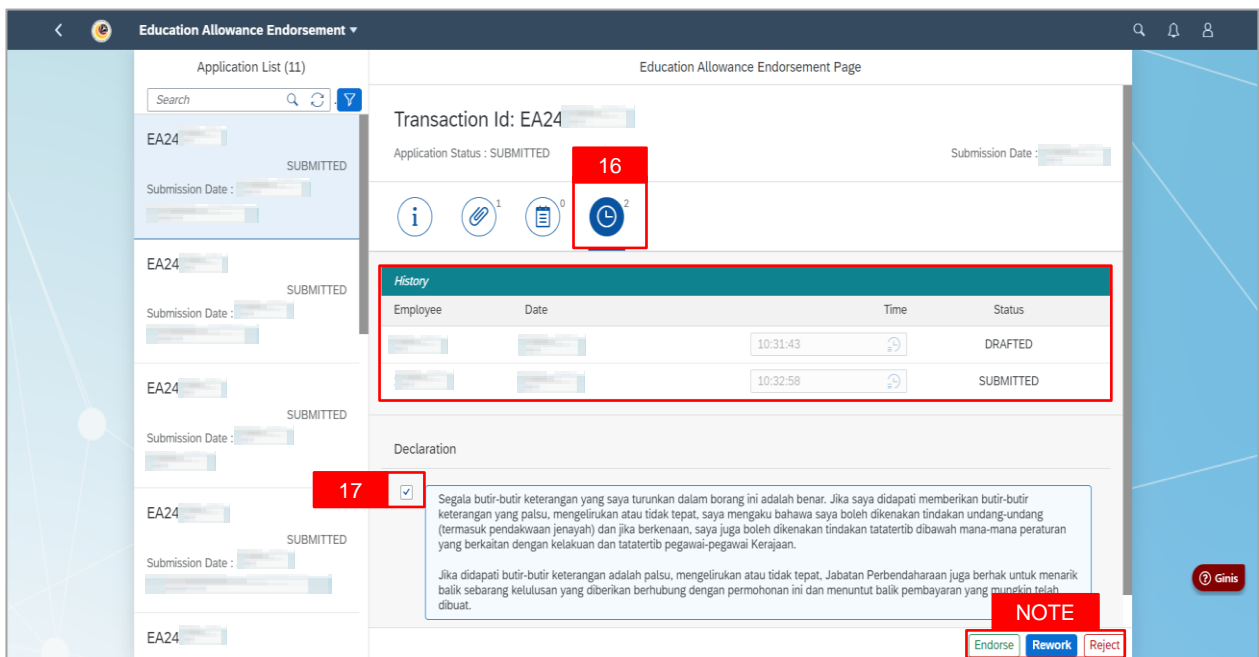
Endorse Rework Reject

16. Click on **Application History** tab to view previous application and status.

17. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **Department Endorser** may also click on the following buttons:

- i. **Endorse** button to endorse applications.
- ii. **Rework** button to rework applications.
- iii. **Reject** button to reject applications.



The screenshot shows the 'Education Allowance Endorsement Page'. On the left is the 'Application List (11)' with a search bar and a list of applications, each marked 'SUBMITTED'. The main area shows details for 'Transaction Id: EA24'. Below this, the 'Application Status' is 'SUBMITTED'. A red box labeled '16' highlights the 'History' tab, which contains a table with columns: Employee, Date, Time, and Status. The table has two rows: one with status 'DRAFTED' at 10:31:43 and another with status 'SUBMITTED' at 10:32:58. Below the table is the 'Declaration' section with a checkbox labeled '17' and a text area containing a declaration statement. At the bottom right, a red box labeled 'NOTE' highlights the 'Endorse', 'Rework', and 'Reject' buttons.

Employee	Date	Time	Status
		10:31:43	DRAFTED
		10:32:58	SUBMITTED

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 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.

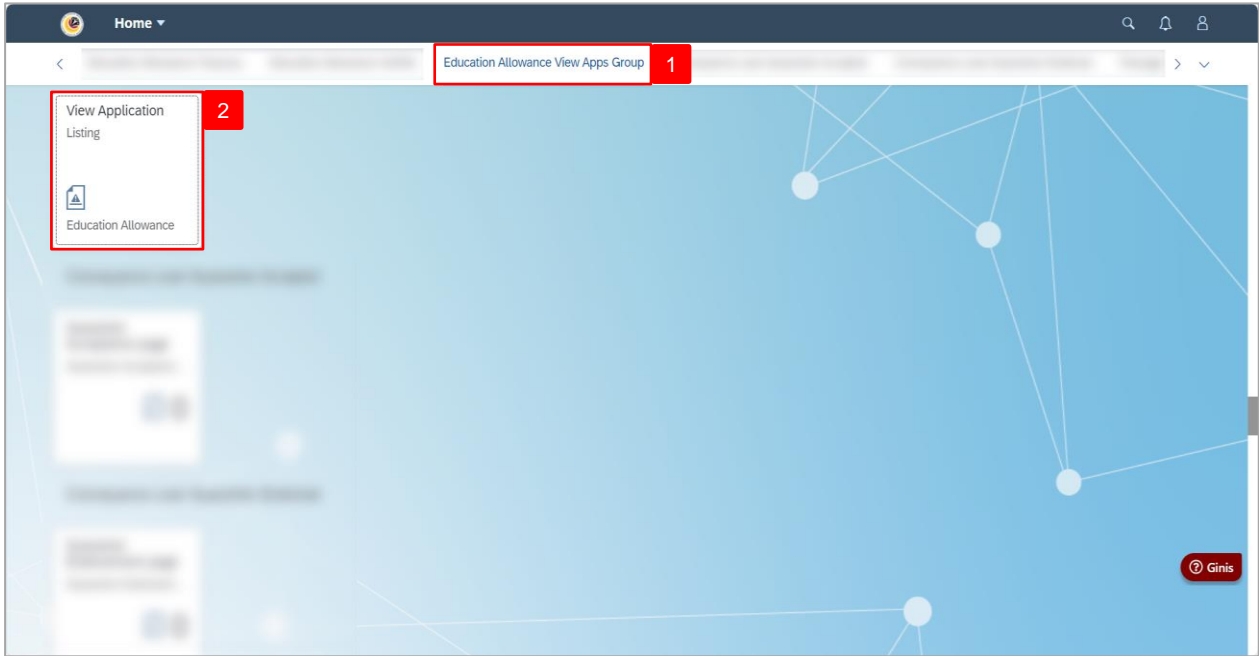
NOTE

Endorse Rework Reject

Outcome: The **application** has successfully been endorsed / reworked / rejected.

GENERATE EDUCATION ALLOWANCE GROUP REPORT	Front End User
	Department Endorser

1. Click on **Education Allowance View Apps Group** tab.
2. Select **View Application** tile.



Note: The **View Application Page** will be displayed.

3. Click on **Lookup** icon to fill in the required details.
4. Click on **Settings** icon to generate filters.

Standard

Personnel subarea:

Personnel number:

Application ID:

Status:

School ID:

Start Date:

End Date:

Adapt Filters Go

Personnel subarea	Personnel number	Application ID	Status	School ID	Start Date	End Date	fullname	Identity Number
To start, set the relevant filters.								

Note: The **View Settings** page will be displayed.

Note I: Under the **Columns**, **Sort**, **Filter** and **Group** tab, requestor may sort and select **specific** categories to be displayed.

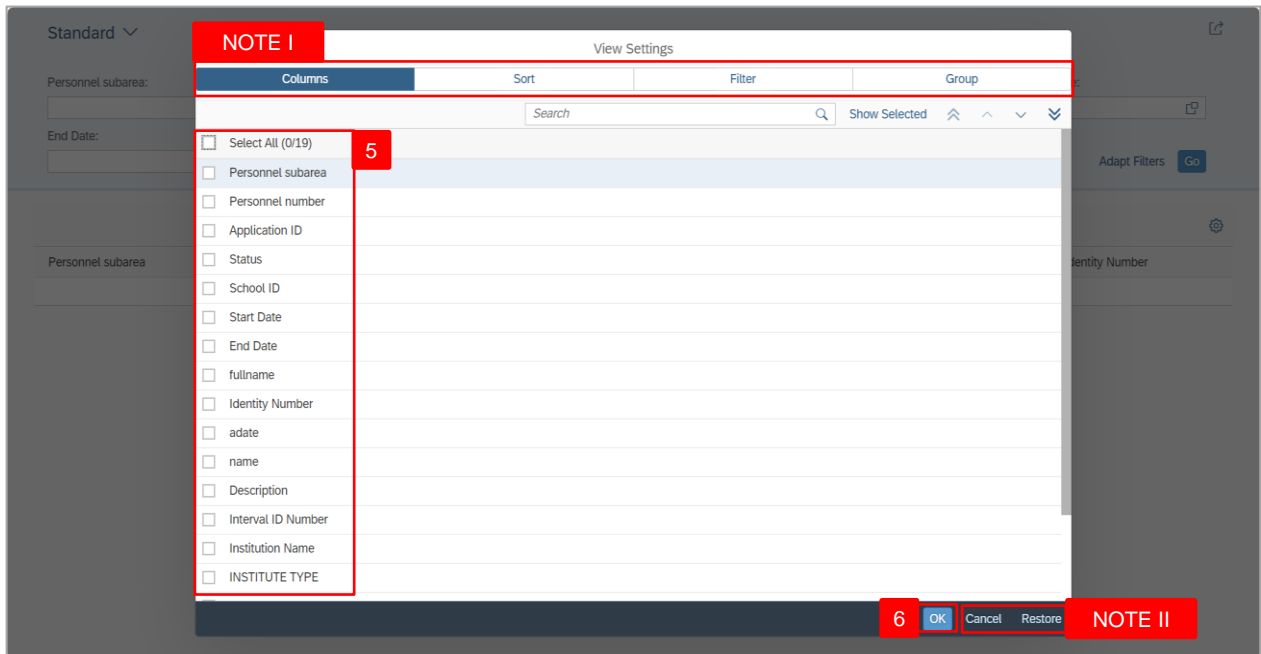
5. **Tick** the checkbox to select category.

6. Click on **OK** button.

Note II:

i. **Requestor** may click on **Cancel** button to cancel filter.

ii. **Requestor** may click on **Restore** button to reset selection.



NOTE I

View Settings

Columns Sort Filter Group

Select All (0/19) 5

Personnel subarea

Personnel number

Application ID

Status

School ID

Start Date

End Date

fullName

Identity Number

adate

name

Description

Interval ID Number

Institution Name

INSTITUTE TYPE

6 OK Cancel Restore

NOTE II



7. Click on **Go** button.

Note: **Applications** with the selected categories will be displayed.

8. Click on **>** icon to view the details of application (if required).

Standard *

Personnel subarea:

Personnel number:

Application ID:

Status:

School ID:

Start Date:

End Date:

Adapt Filters **Go** **7**

NOTE

Personnel subarea	Personnel number	Application ID
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		
SA		

8

9. Click on **Dropdown** icon to export and download report.

Note:

- i. To download report of **all** applications, click on **'Export'**.
- ii. To download report of **filtered** applications, click on **'Export As'**.

Standard *

Personnel subarea:

Personnel number:

Application ID:

Status:

School ID:

Start Date:

End Date:

Adapt Filters **Go** **9**

NOTE

Personnel subarea	Personnel number	Application ID
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		
S		

9

Export

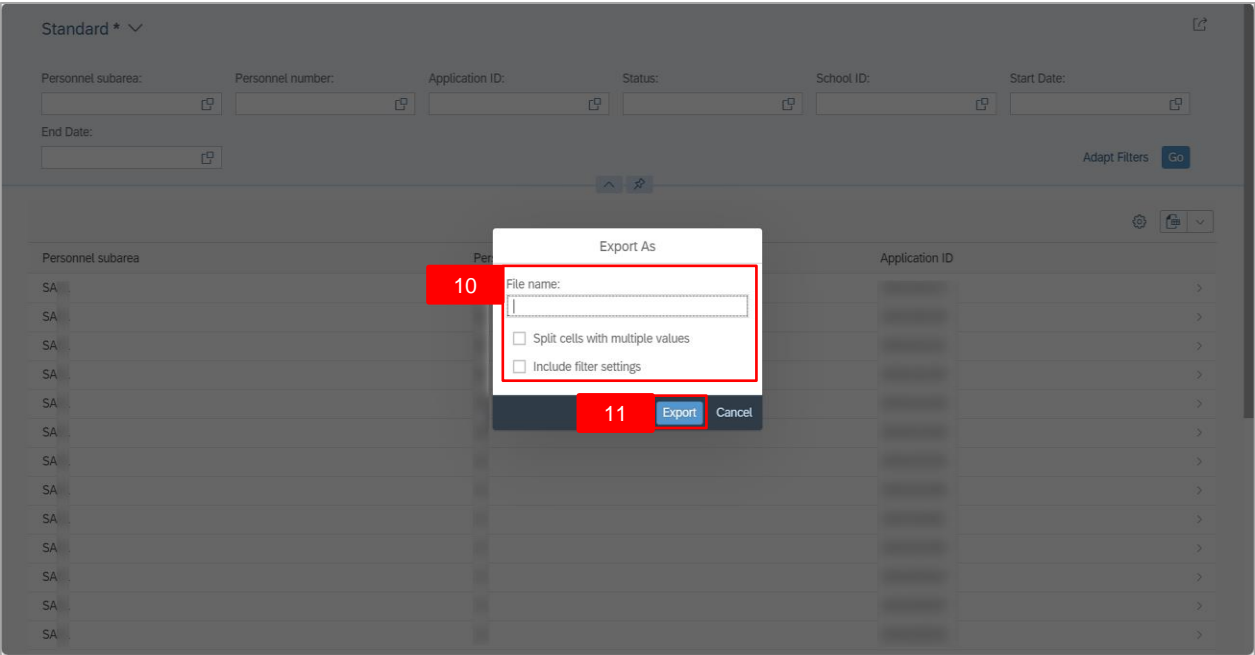
Export As...



Note: The **Export As** page will be displayed when '**Export As**' is selected.

10. Fill in the required details.

11. Click on **Export** button.



Outcome: Education Allowance Application has successfully been downloaded in Excel format.