# SISTEM SUMBER MANUSIA

## User Guide

## For Department Endorser

## Front End (SAP FIORI)

## Education Allowance

## Application Process

**VERSION: 1.0**

## 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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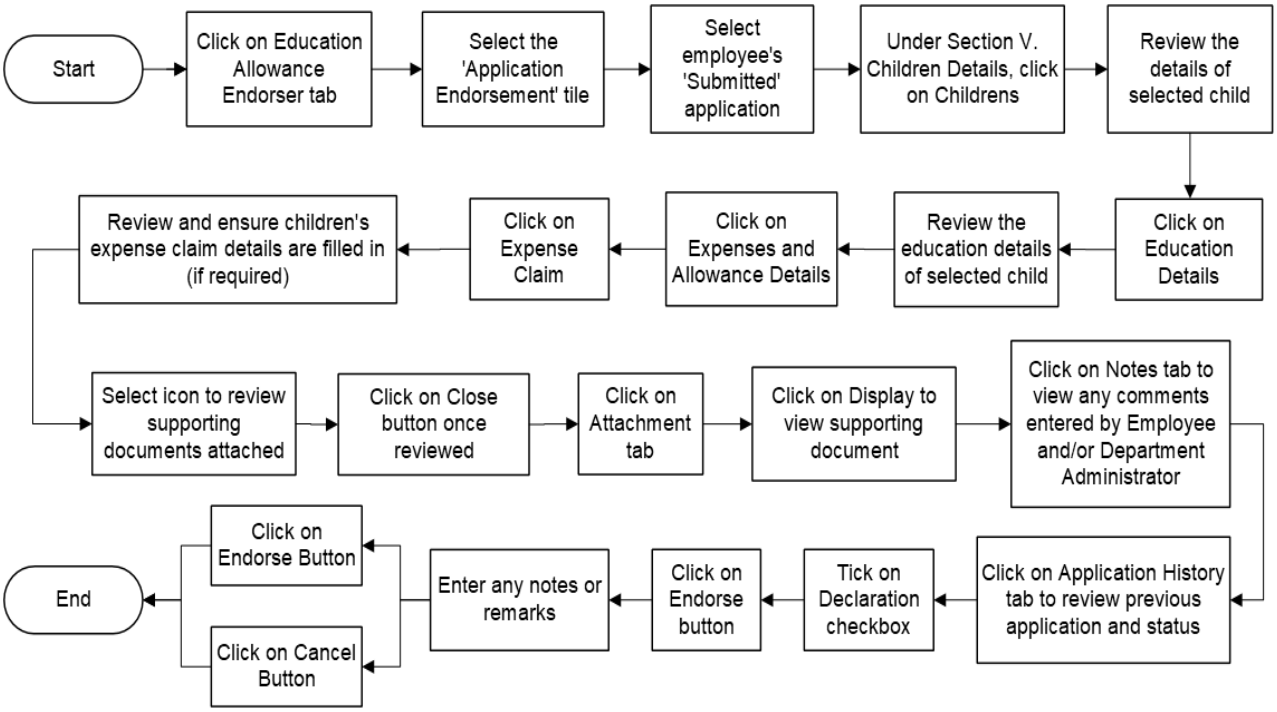
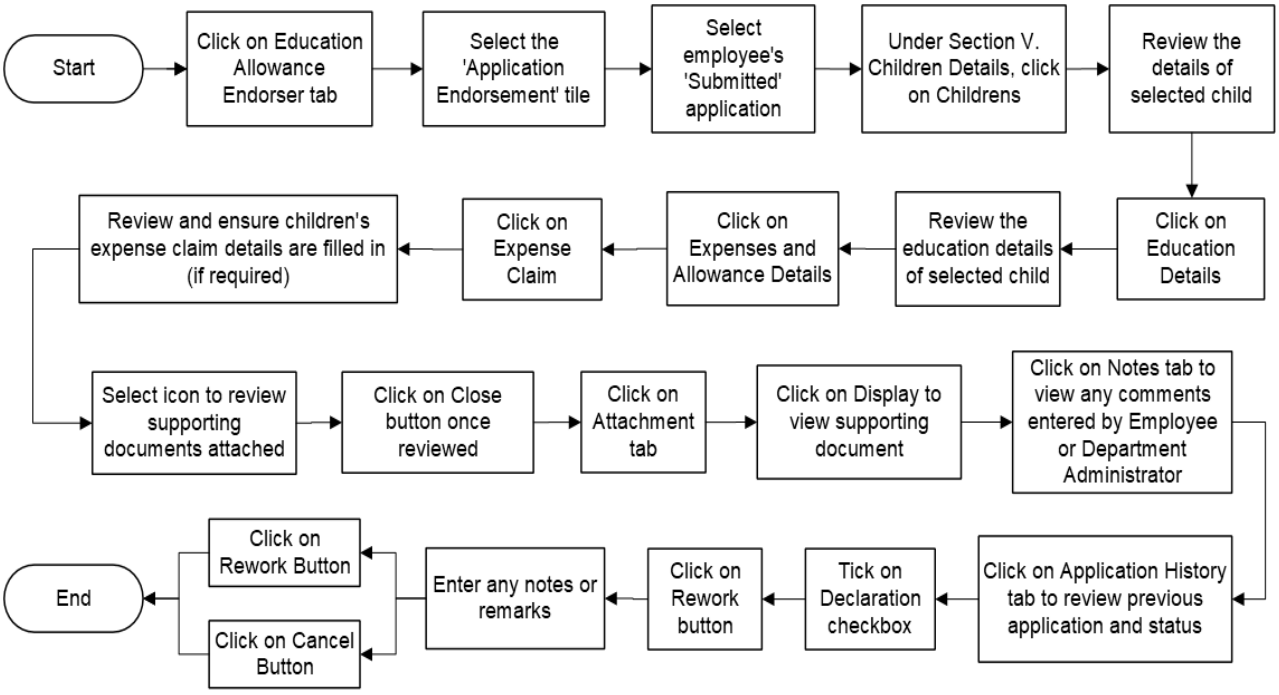
# Process Overview

## Endorse Education Allowance Application

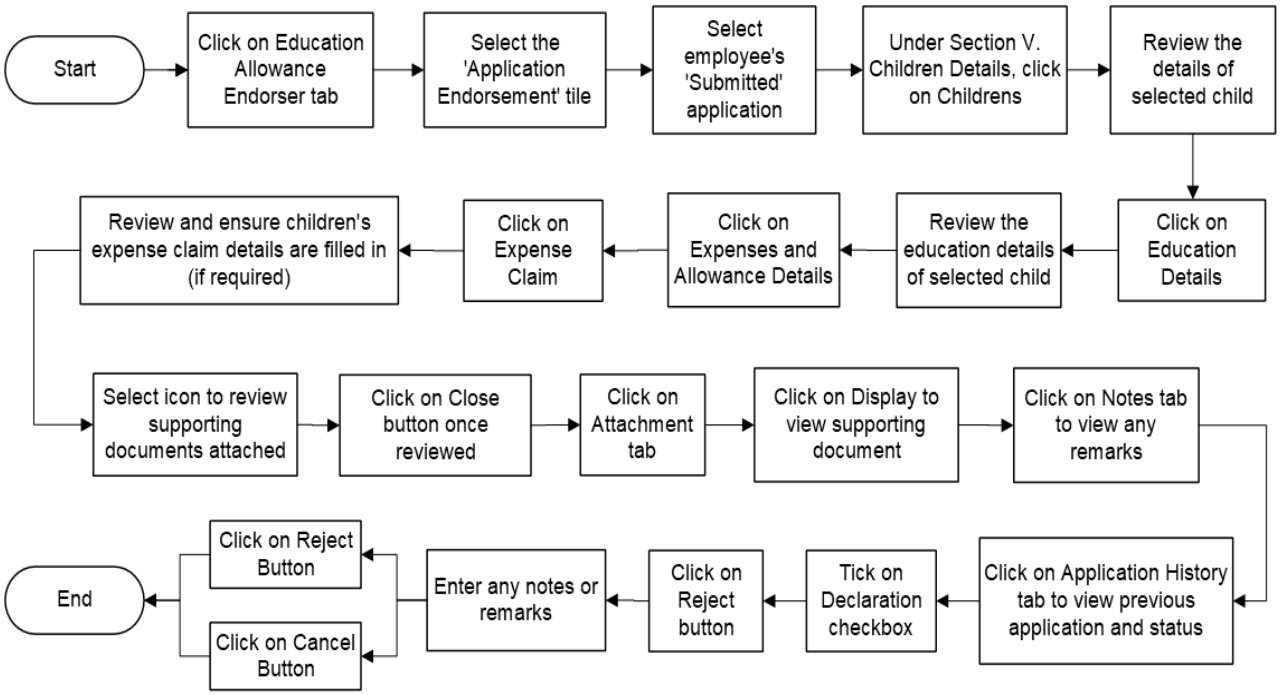



## Rework Education Allowance Application

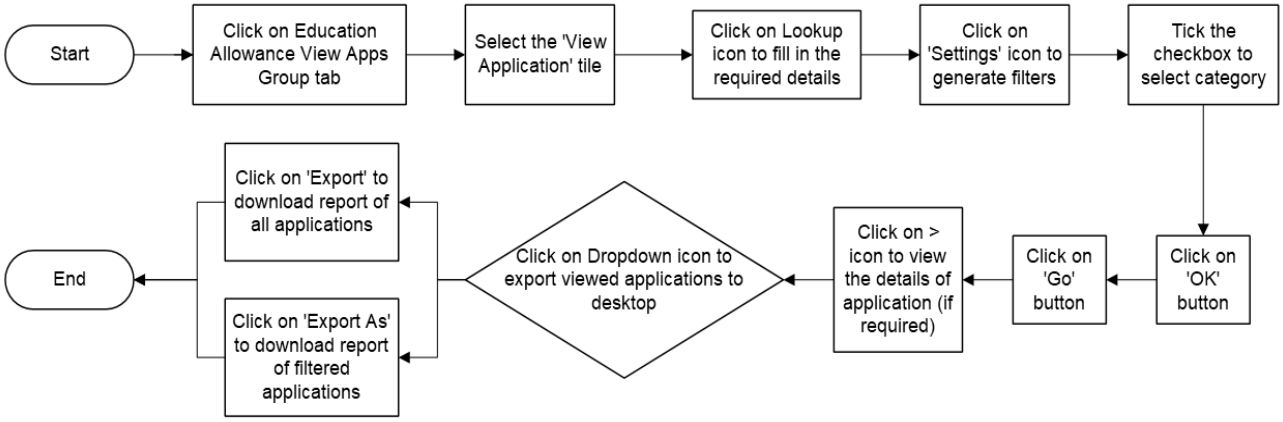


# Process Overview

## Reject Education Allowance Application




## Generate Education Allowance View Apps Group Report



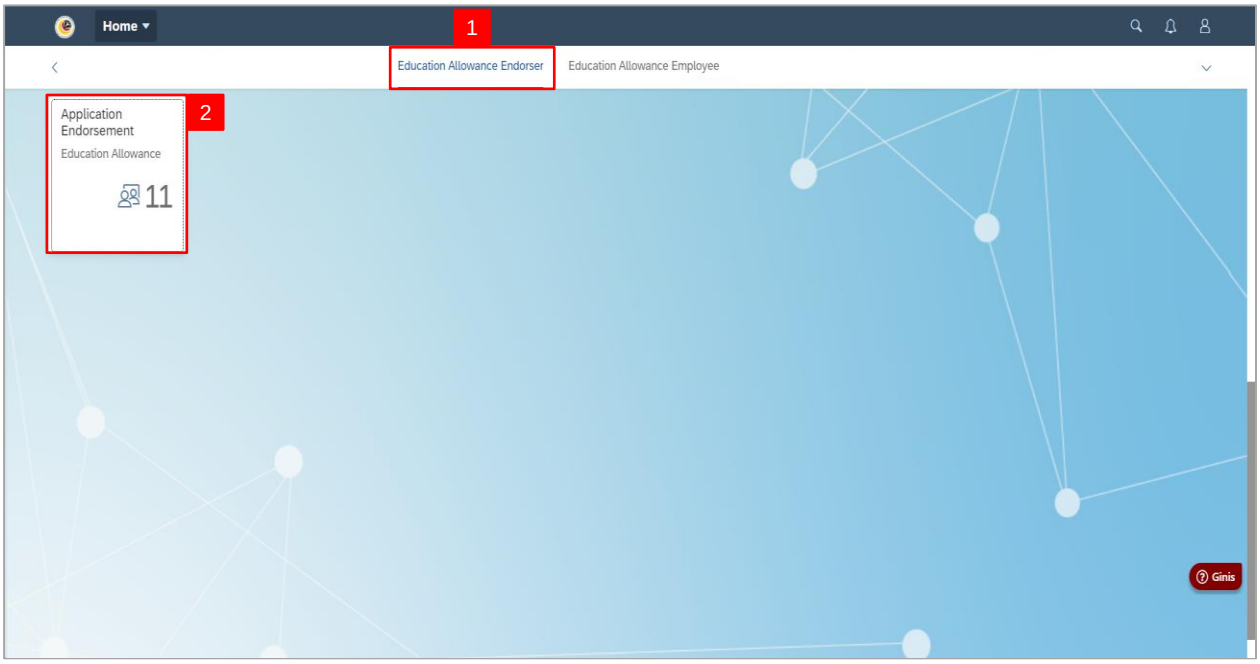
| MAINTAIN APPLICATION | Front End User |
|---|---|
| | Department Endorser |

1. Click on **Education Allowance Endorser** tab**.**

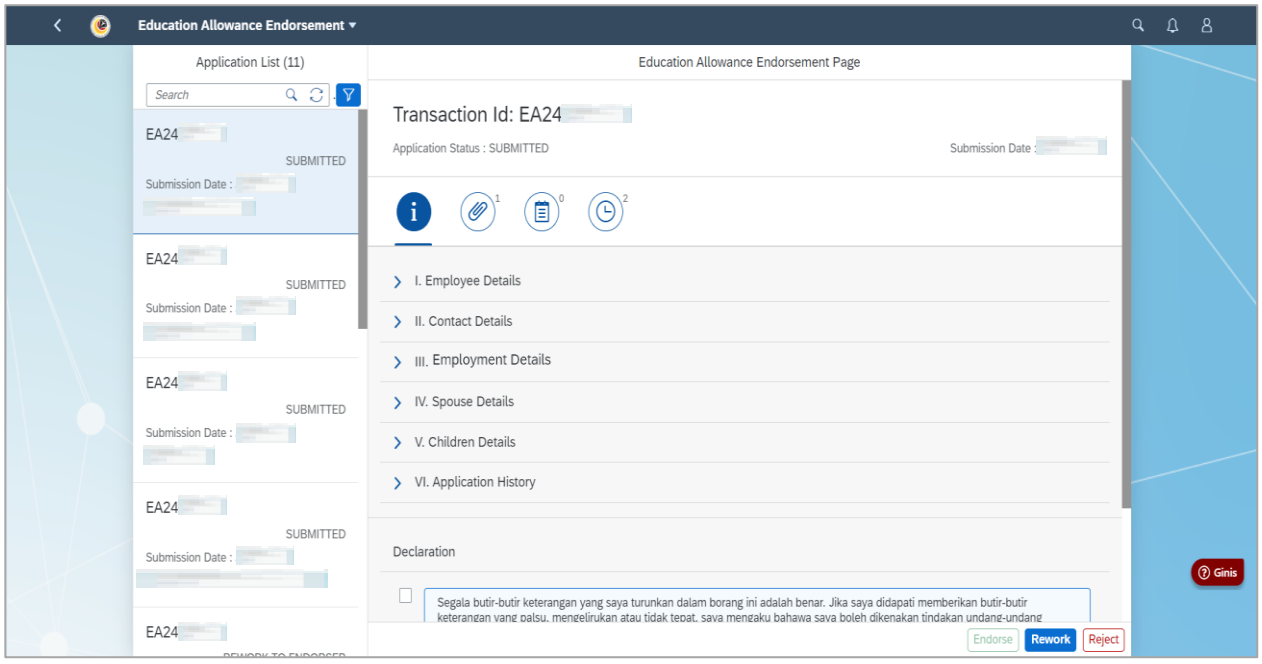
2. Select **Application Endorsement** tile.

**Note**: Please ensure that employee's details and all mandatory documents are uploaded on

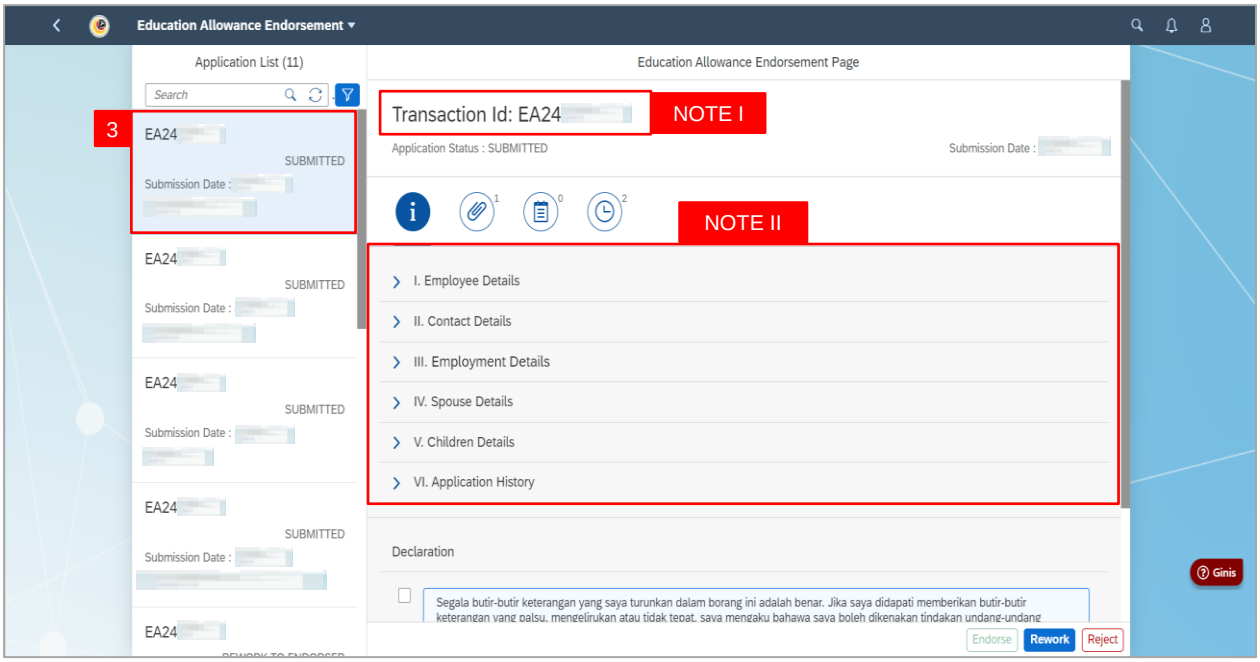
**Family Information** under **My Profile**, before applying for Education Allowance.




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



3. Select application with '**Submitted**' status.



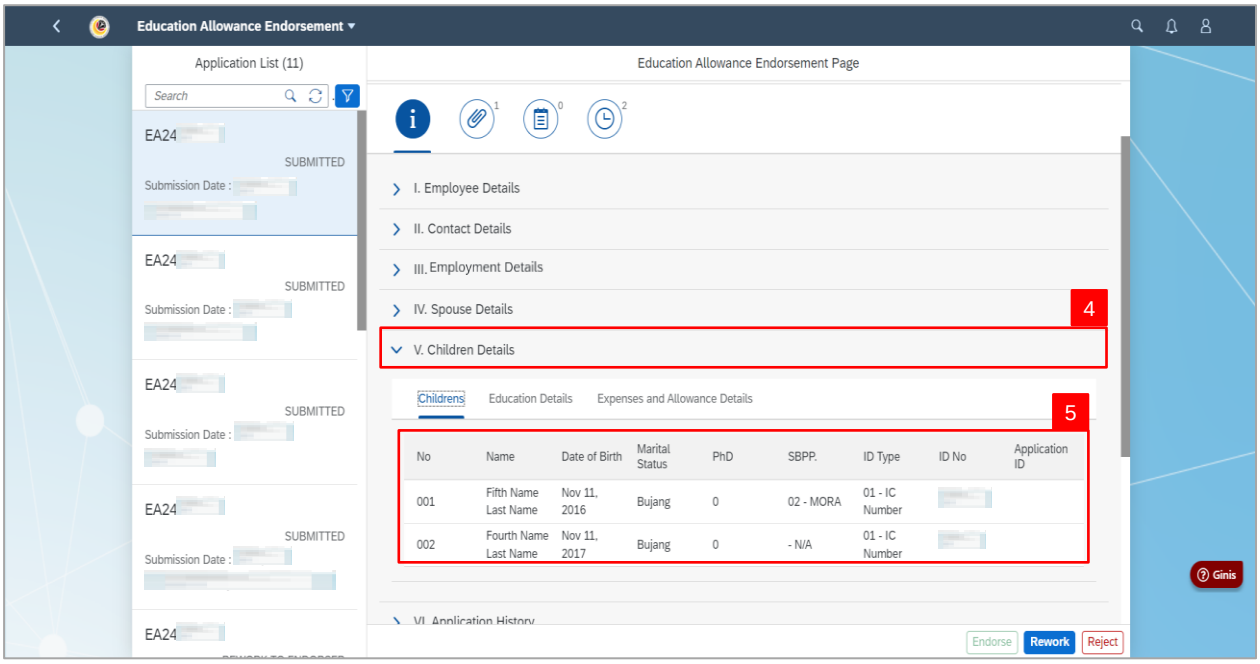

**Note I: Education Allowance Endorsement Page** will be displayed. **Department Endorser** may take note on the Application ID for reference purposes.

**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. |

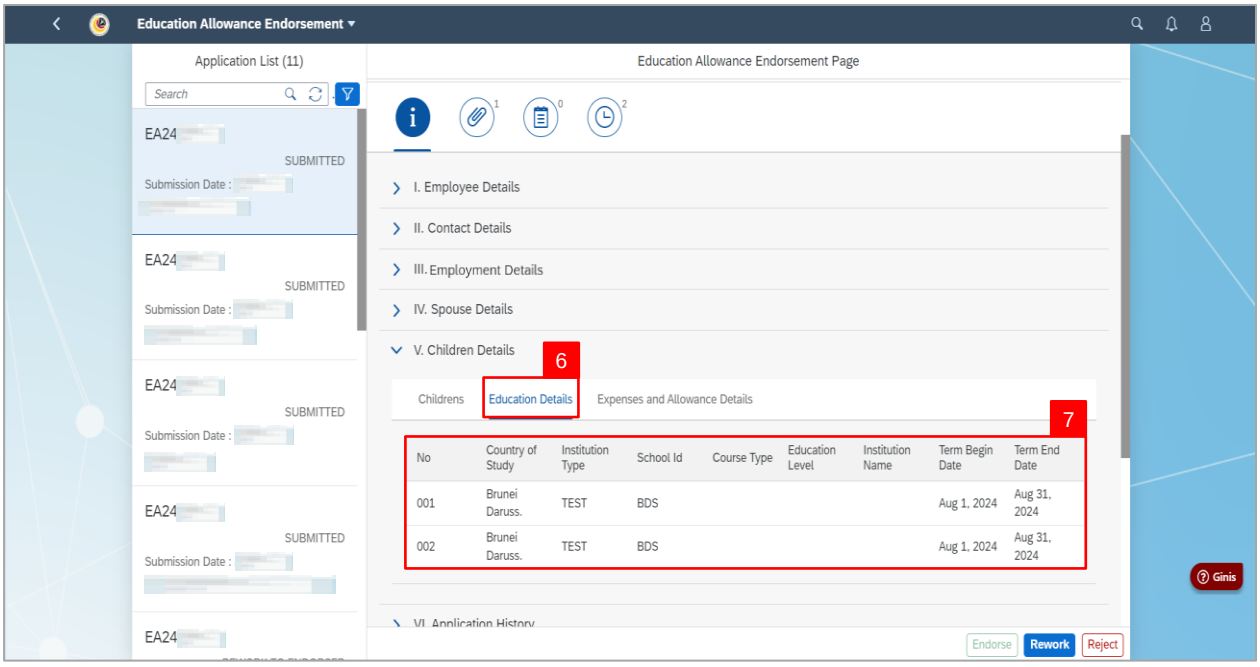
4. Under **Section V. Children Details**, click on **Childrens**.

5. Review the details of selected child.



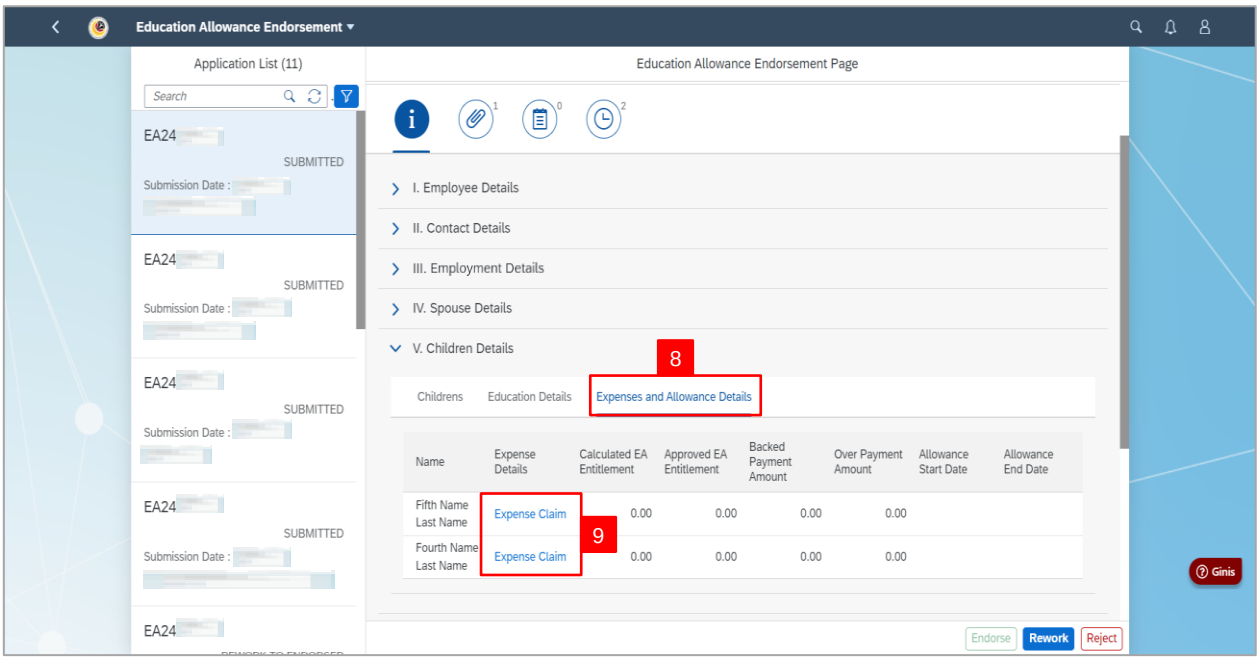

6. Click on **Education Details**.

7. Review the education details of selected child.



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

9. Click on **Expense Claim**.

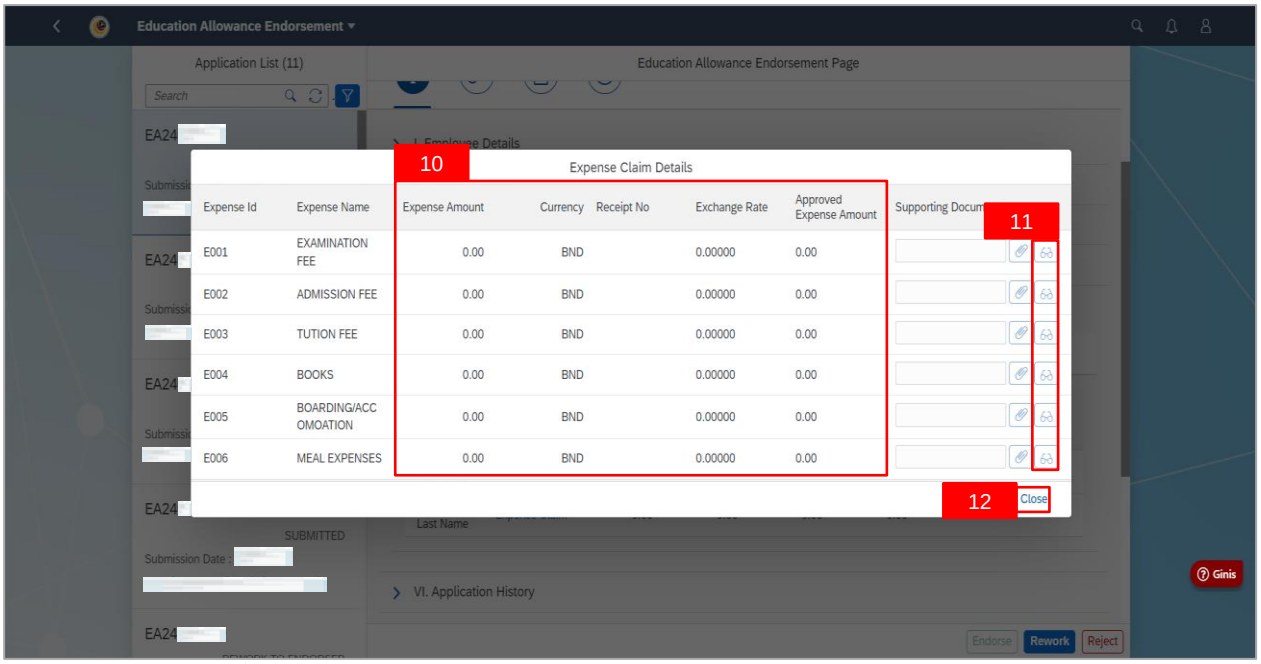



**Note: Expense Claim Details** will be displayed.

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

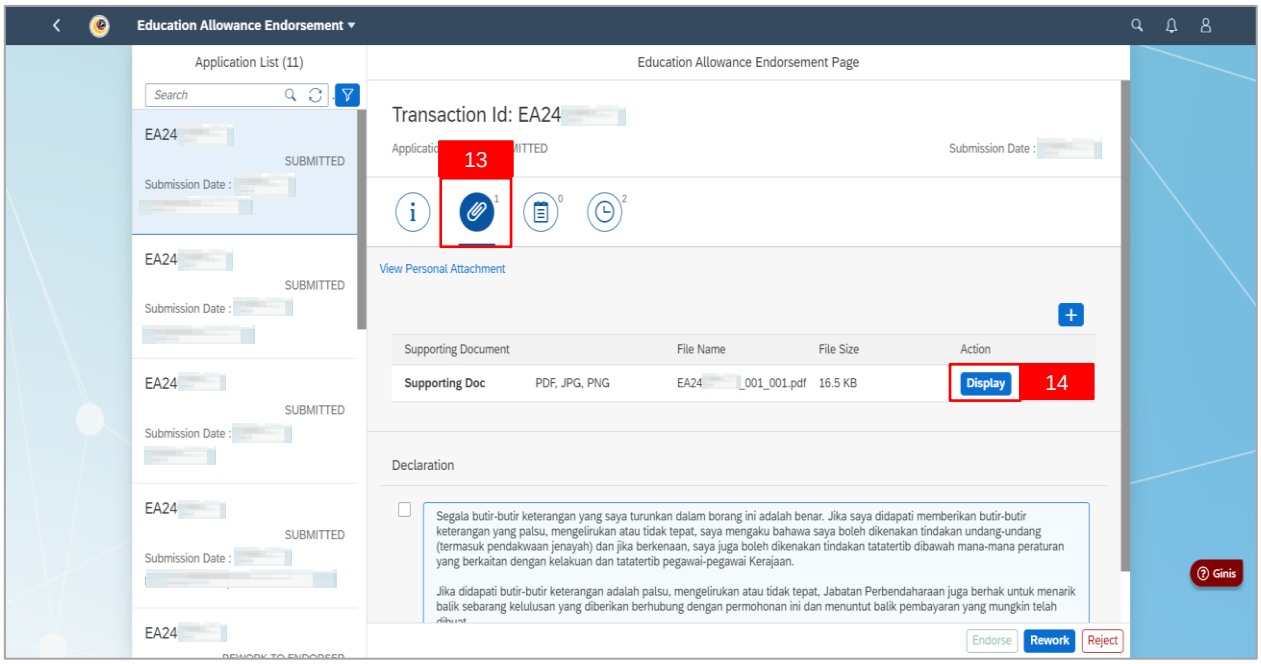
11. Select icon to review **supporting documents** attached.

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

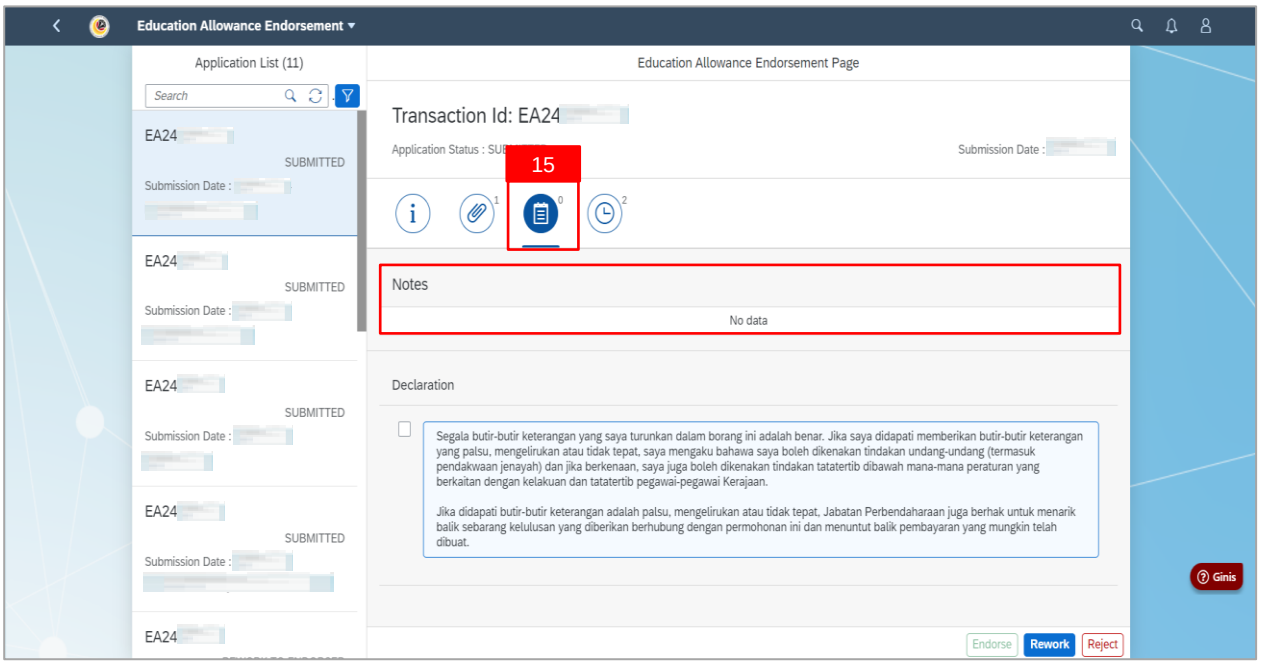


13. Click on **Attachment** tab.

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




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



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

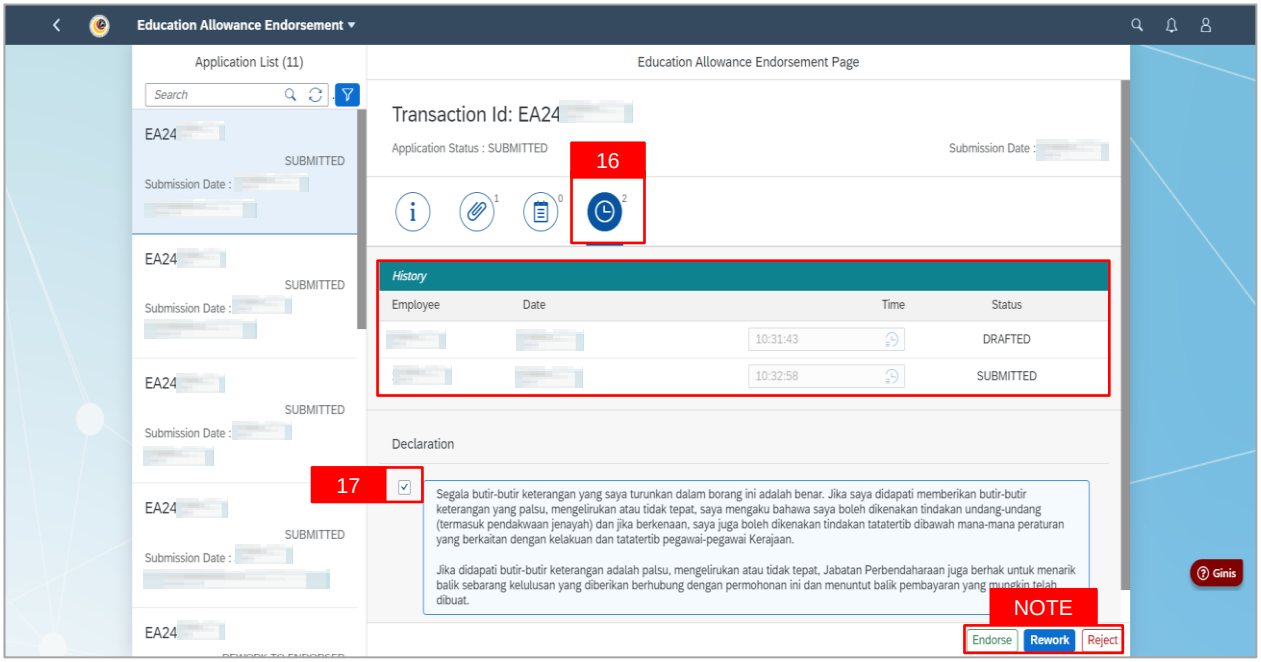
17. Tick on **Declaration** checkbox.

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.

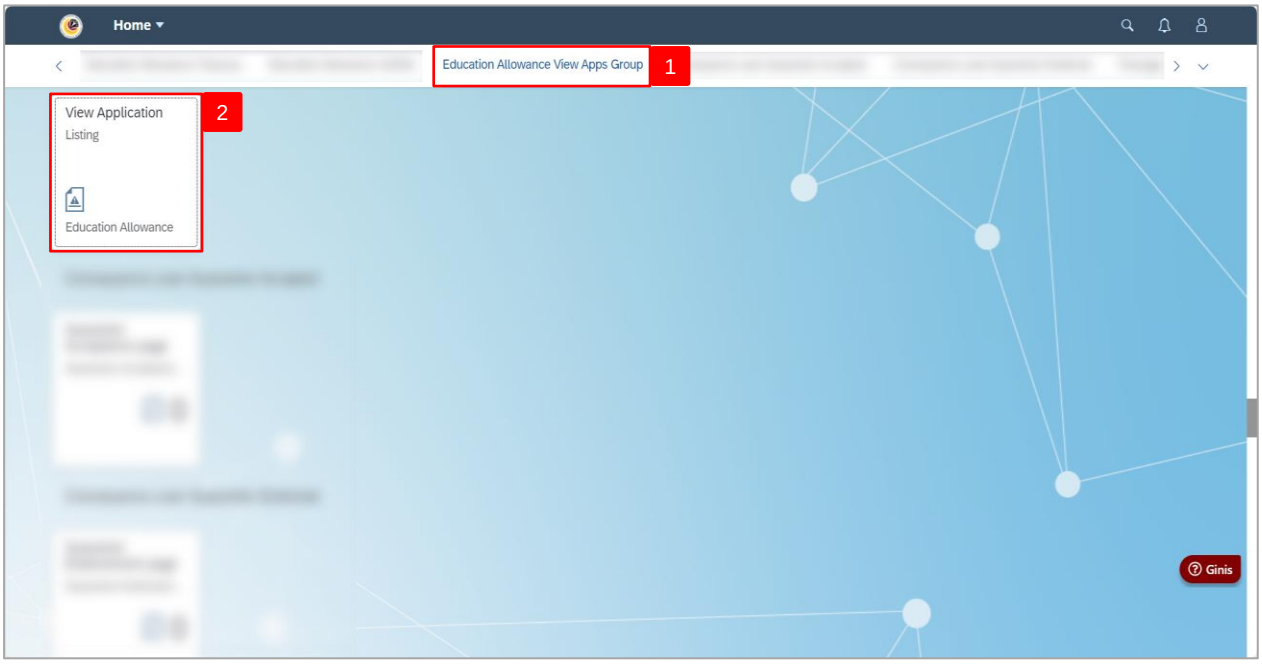



**Outcome**: The **application** has successfully been endorsed / reworked / rejected.

| GENERATE EDUCATION ALLOWANCE GROUP REPORT | Front End User |
|---|---|
| | Department Endorser |

1. Click on **Education Allowance View Apps Group** tab**.**

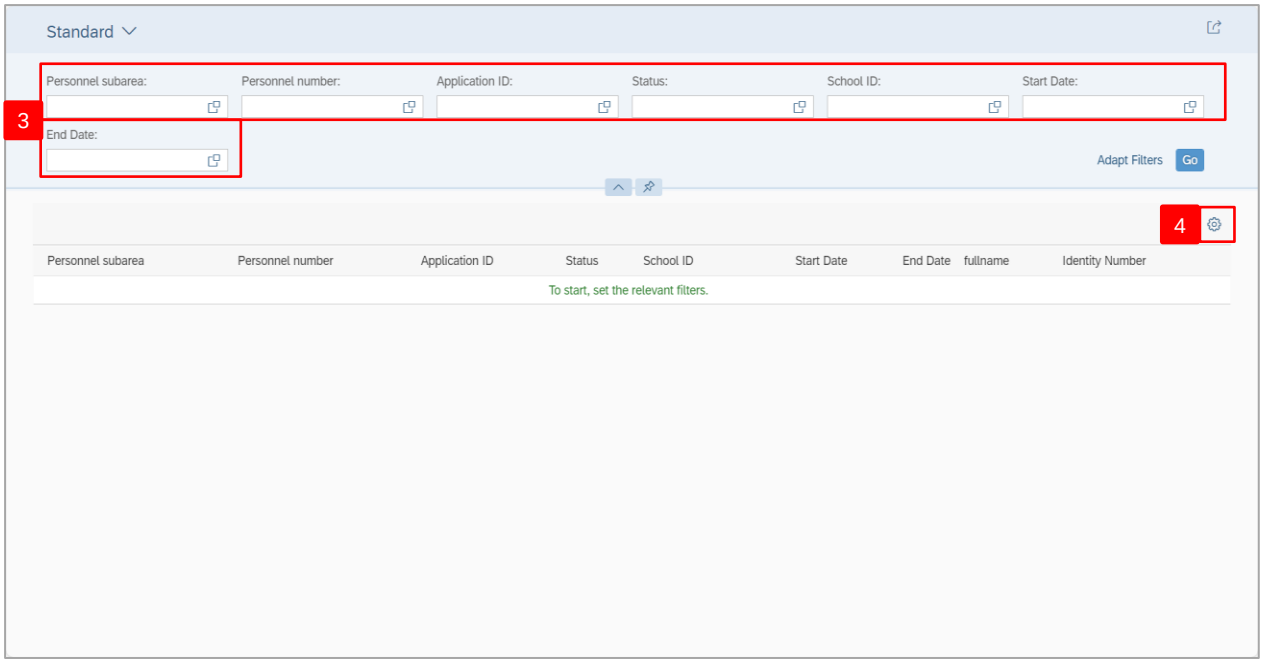
2. Select **View Application** tile.




**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.



**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.

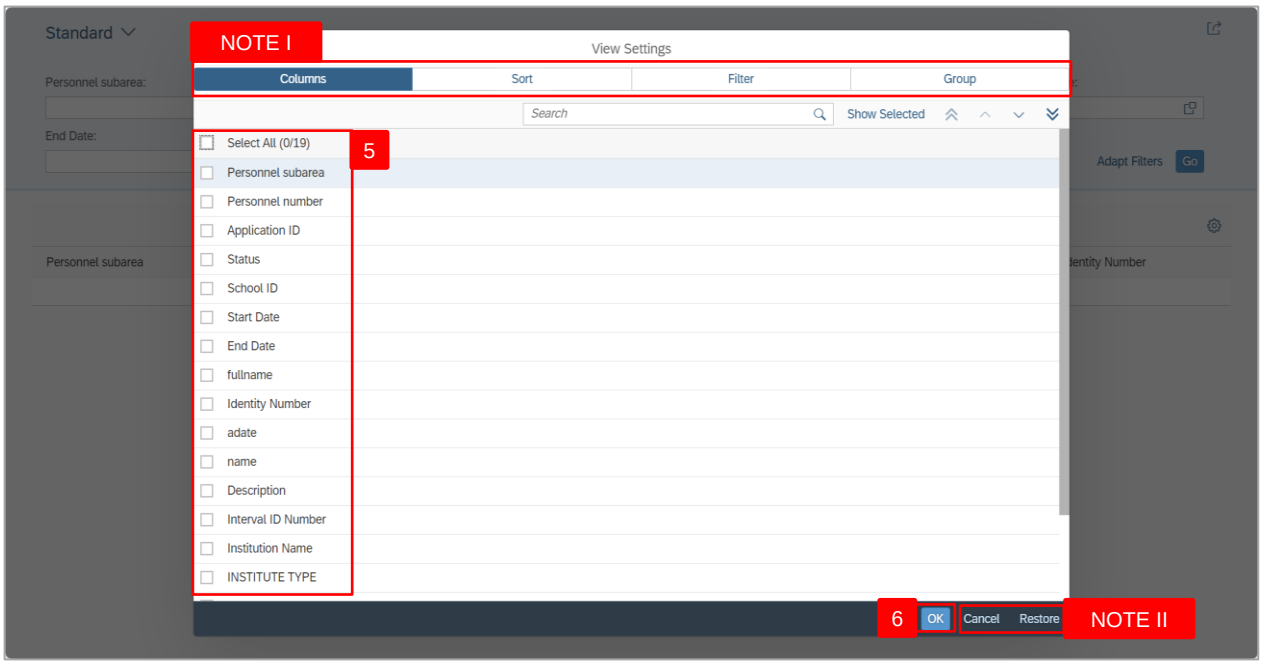
5. **Tick** the checkbox to select category.

6. Click on **OK** button.

**Note II:**

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

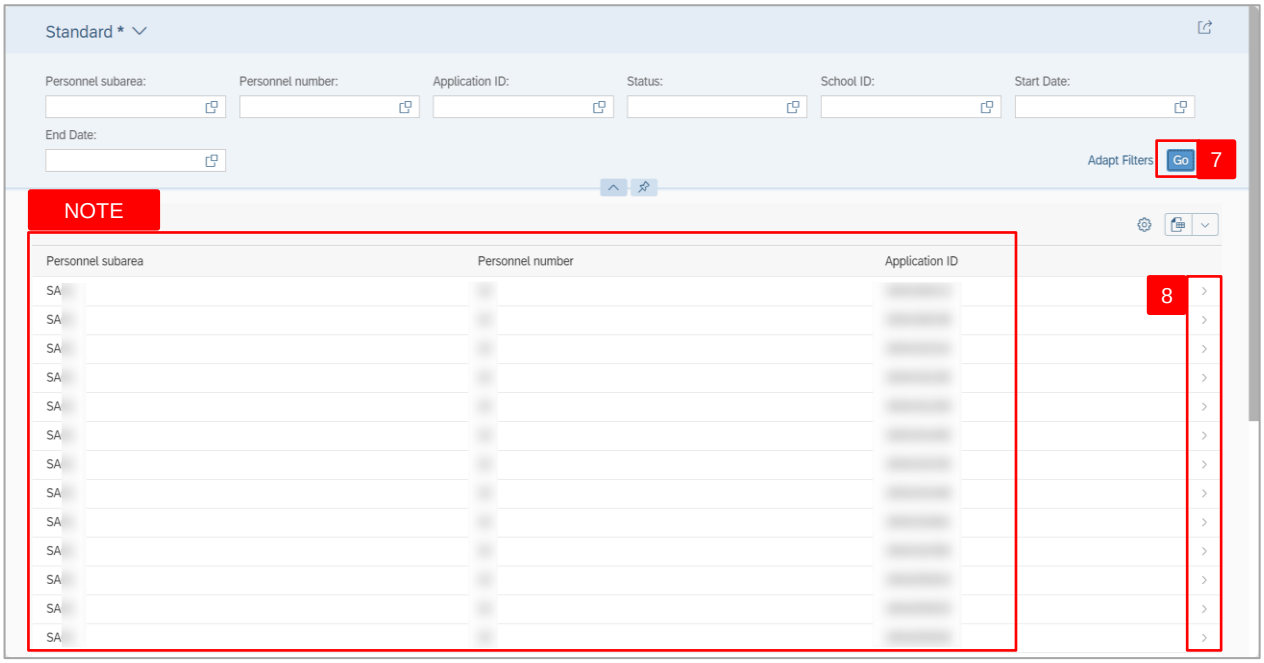
**ii.** **Requestor** may click on **Restore** button to reset selection.



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).

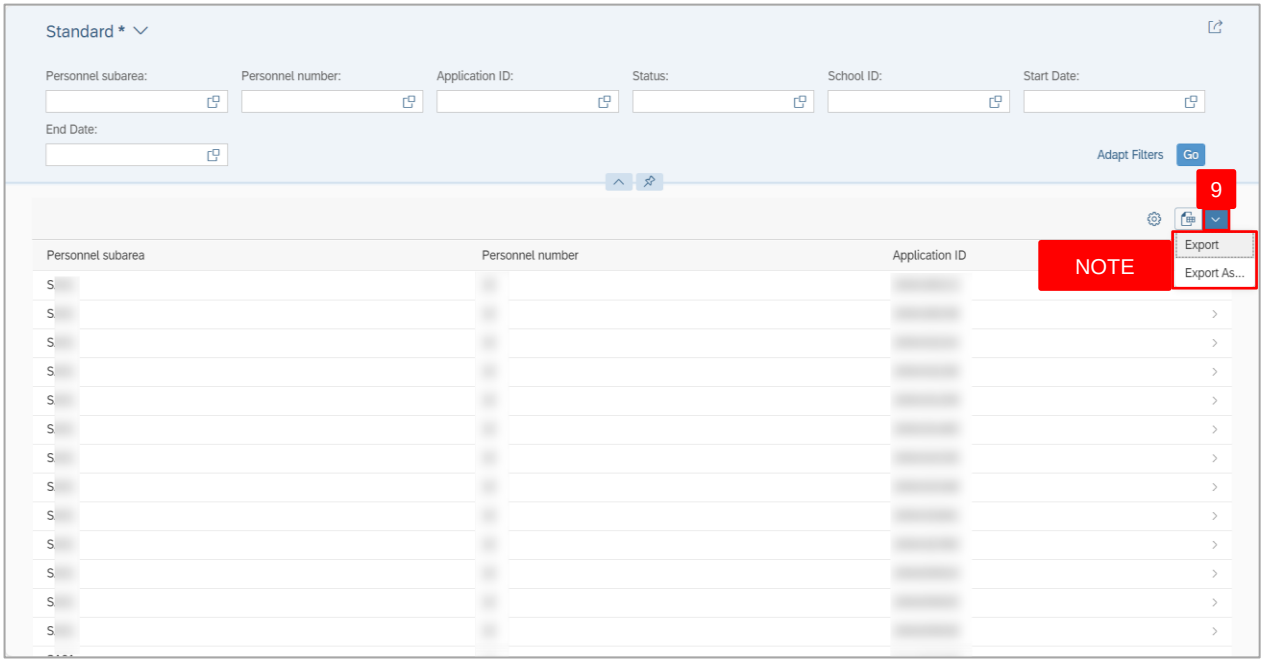



9. Click on **Dropdown** icon to export and download report.

**Note:**

i. To download report of **all** applications, click on '**Export**'.

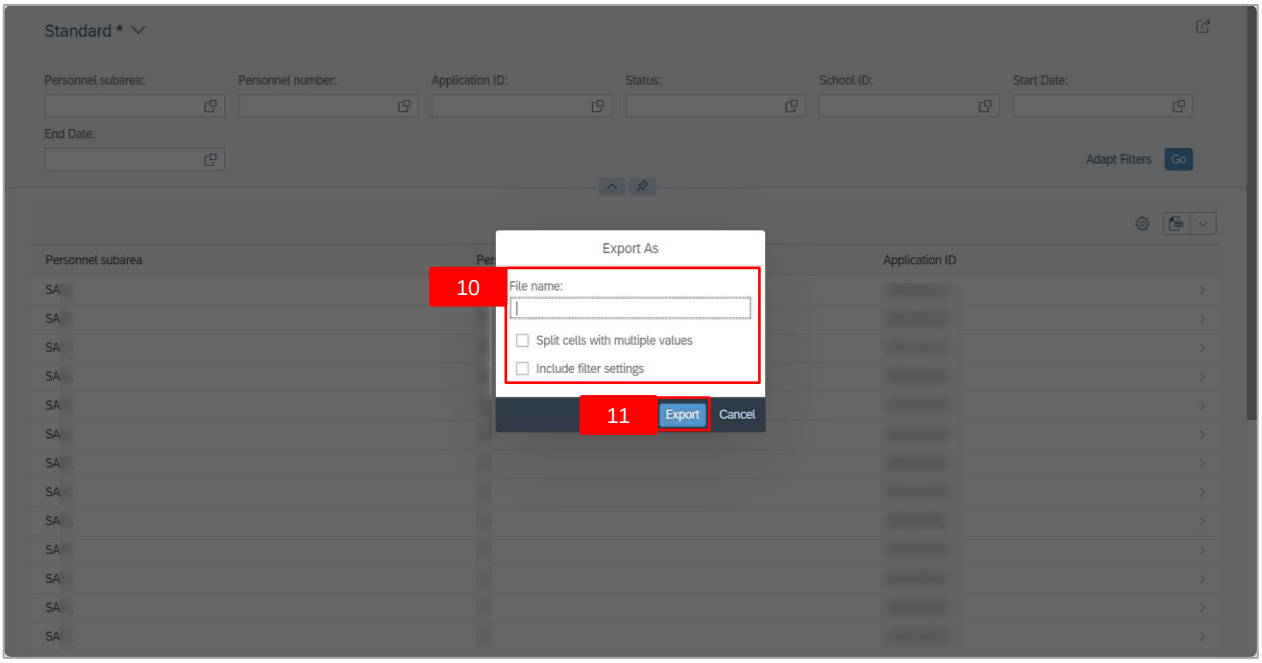
ii. To download report of **filtered** applications, click on '**Export As**'.



**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.