

# SISTEM SUMBER MANUSIA

# User Guide For Employee Front End (SAP FIORI)

### **Education Allowance**

## **Application Process**

VERSION: 1.0



#### INTRODUCTION

This user guide acts as a reference for **Employee (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**.



#### **Table of Content**

Topics	Page
Introduction	<u>2</u>
Glossary	2
Further Assistance	2
Process Overview	<u>4</u>
Submit Education Allowance Application	<u>5</u>
Edit Drafted Education Allowance Application	<u>13</u>
Delete Drafted Education Allowance Application	<u>15</u>



#### **Process Overview**

#### Go to Section 'V. Children Click on '+' icon Click on Click Click 'Add' Start Application "Edit" to fill in Details' and select to key in Button Submission Tile required details 'Childrens' column required details Go to 'Expenses and Fill in Expense Claim Click Go to 'Education Allowance Details' Click 'Save' button details and attach 'Save' Details' column and column and click once completed supporting documents Button fill in required details 'Expense Claim' Click 'Submit' End Go to 'Attach Tick the Click on Button Click "Browse" to 'Declaration' box Supporting 'Save' Documents' upload relevant before Button Icon files submission Click 'Cancel' Button

#### Submit Education Allowance Application

#### **Edit Drafted Education Allowance Application**



#### **Delete Drafted Education Allowance Application**



## 

# SUBMIT EDUCATION Front End User ALLOWANCE Employee

- 1. Click on Education Allowance Employee tab.
- 2. Select Application Submission tile.

Note: Please ensure that employee details and all mandatory documents are updated on

Family Information under Employee's My Profile, before applying for Education Allowance.



Note: The Education Allowance Application Page will be displayed.

< 🛞	Education Allowance 🔻		
	Application List	Education Allowance Application Page	
	Search Q C . 🗸		
	EA24		
	Submission Date:		$\mathbf{i}$
	EA24		
	Submission Date:		
	EA24 DRAFTED		
	Submission Date:		
	EA24 REWORK TO TREASUREY		
	Submission Date:		
	Add Copy Delete	Edit	

SSM\_UG\_Front End (FIORI)\_Education Allowance (Application)\_Employee v1.0



Note: Depending on the scenario, Employee may also click on the following buttons:

- i. Add button to create new applications.
- ii. Copy button to copy previous applications.
- iii. Delete button to delete drafted applications.

۰ 🕘	Education Allowance	•		٩		Û	Û
	Application	List	Education Allowance Application Page				
	Search	۷. 3. ۷					
	EA24	DOUFTED					
	Submission Date:	DRAFIED					
	EA24	DRAFTED					
	Submission Date:	DRAFILD					
	EA24	DRAFTED					
	Submission Date:						
	EA24	K TO TREASUREY		-			
	Submission Date:						
		NOTE					
	Add	Copy Delete	Edit				

#### 3. Click on Add button.

< 🤒	Education Allowance 🔻		
	Application List	Education Allowance Application Page	
	Search     Q     Q     Q       EA24     DRAFTED       Submission Date:		
	EA24 DRAFTED Submission Date:		-
	EA24 DRAFTED Submission Date:		
	EA24 REWORK TO TREASUREY Submission Date:		
	Add Copy Delete	Edk	



Note I: The Education Allowance Page will be displayed.

ا 😕 >	Education Allowance 🕶	с Д В
	Education Allowance Application Page	$\succ$
	> 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, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tataterib dibawah mana-mana peraturan yang berkalan dengan kelakuan dan tataterib 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.	
		(?) Ginis
	Saved as Draft 🖓 Submit 🚫 Cancel	

Note II: Under Application Details tab, all information from Section I to VI have been auto-

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 will need to select children.					
VI. Application History	Section VI will be prepopulated with employee's application history.					

populated based on the information filled in the ESS Portal / Back End.



- 4. Under Section V. Children Details, click on Childrens.
- 5. Click on **Add** button to add child (if required).

<	۷	Educatior	n Allowance 🔻											ιD	
						E	ducation Allo	wance Applicatio	n Page						
		EA	24												
		Perso	onnel Number:												
		ĺ													
		>	I. Employee De	tails											
		> 1	II. Contact Deta	ils											
		> 1	III. Employmer	nt Details											
		> 1	V. Spouse Deta	ails											
		4 ~ \	V. Children Det	ails											
			Childrens	Education Details	Expenses an	d Allowance Detai	ils								
												+ 5			
			No	Name	Date of Birth	Marital Status	PhD	SBPP.	ID Type	ID No	Application ID	Delete			(?) Ginis
								No data							
											Saved as Dr	aft 🖓 Submit 🚫 C	ancel		

Note: The Add Child page will be displayed. The Children Details entered in Employee's My

Profile will be auto-populated in the application page for Employee to select.

- 6. Fill in the required child details
- 7. Click on **Save** button.

< 🎯						с <u>р</u> 8
			Education Allowance Applicat	ion Page		
	> I. Employee D	etails	Add Child	6		
	> II. Contact Det	ails	Child:			
	> III. Employme	ent Details	[]	C .		
	✓ IV. Spouse De	tails	Marital Status:	~		
	No	Name	PhD:	Position	Personel No.	
	001					
	V. Children De	tails	SBPP.:	C		
	Childrens	Education Details Expenses and Alloy	Term Begin Date:	C		
			MMM d, y		+	
	No	Name Date of Birth Mar	Term End Date: MMM d, y	ID No	Application ID Delete	
	VI. Application	History	Sa Nousana Data Francisco d	ve Cancel	1) Pankun	() Ginis
					Saved as Draft 🛛 🖓 Submit	Cancel

SSM\_UG\_Front End (FIORI)\_Education Allowance (Application)\_Employee v1.0





8. Under Education Details, fill in the required information.

۷ 🤒	Education Allowance 🔻	d Û B
	Education Allowance Application Page	
	✓ V. Children Details	
	Childrens Education Details Expenses and Allowance Details 8	
	No Country of Study Institution Type School Id Course Type Education Level Institution Name Term Begin Date Term End Date	
	001 (C) (C) (C) (MMM d (B) (MMM (MMM (B) (MMM (B) (MMM	
	VI. Application History	
	Application ID Child Name Allowance Date From Allowance Date To Amount(BND) Status	
	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 dwawah mana-mana peraturan yang berkaitan dengan kelakuan dan tatatertib 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.	() Ginis
	Saved as Draft 🖗 Submit 🚫 Canc	el

- 9. Click on Expenses and Allowance Details.
- 10. Click on Expense Claim.

< 🥝	Education Allowance 🔻											
	Education Allowance Application Page											
	V. Children Details											
	Childrens Education Details Expenses and Allowance Details											
\	Name         Expense Details         Calculated EA Entitlement         Approved EA Entitlement         Backed Payment         Over Payment         Allowance Start         Allowance End											
$\langle \rangle$	Expense Claim 10 0.00 0.00 0.00 0.00											
	<ul> <li>VI. Application History</li> </ul>											
	Application ID Child Name Allowance Date From Allowance Date To Amount(BND) Status											
	ivo uara											
	Declaration											
	Segala buti-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 tudarg-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana pertaturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tatatertib dibawah mana-mana pertaturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendhaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.											
	Saved as Draft 🔗 Submit 🚫 Cance	a)										

**Note: Employee** will not be able to submit a new application when a child has already been selected in an active application. **Employee** is to select another child in order to proceed with submission.



Note: The Expense Claim Details page will be displayed.

V V	Euucatio	r Allowance V									4 4 0
	- ,	ni. Emptoyenner	ιι μεταπο		E	ducation A	Illowance Applie	cation Page			
	>	IV. Spouse Deta	ils								
	~				_	Exp	ense Claim Det	ails			
		Expense Id	Expense Name	Expense Amount		Currency	Receipt No	Exchange Rate	Approved Expense Amount	Supporting Documents	
		E001	EXAMINATION FEE	0.00	BND	C		0.00000	0.00	<b>@</b> 63	
		E002	ADMISSION FEE	0.00	BND	C		0.00000	0.00	<b>1</b> 63	
		E003	TUTION FEE	0.00	BND	C		0.00000	0.00	<b>1</b> 68	
	~	E004	BOOKS	0.00	BND	C		0.00000	0.00	63	
	A	E005	BOARDING/ACC OMOATION	0.00	BND	C		0.00000	0.00	<b>@</b> 63	
	E	E006	MEAL EXPENSES	0.00	BND	C		0.00000	0.00	6	
	E									Save Close	
	Dec										() Ginis
	Dec										

11. Fill in the required Expense Claim Details.

12. Click on the Attachment icon to upload any relevant supporting documents.

Note: Once uploaded, the success message will be displayed.

13. Click on **Save** button.

< @	Educatio	n Allowance 💌										(	2 D	8
					E	ducation A	llowance Applica	tion Page						
	>	III. Employement	Details											
	>	IV. Spouse Details	5											
	~			11		Exp	ense Claim Detai	ls		12				
$\lambda$		Expense Id	Expense Name	Expense Amount		Currency	Receipt No	Exchange Rate	Approved Expense Amount	Supporting Document	s			
(	-	E001	EXAMINATION FEE	100.00	BND	ß	1	0.00000	0.00	s-11600.jpg	60			
$ \rightarrow $		E002	ADMISSION FEE	100.00	BND	C	1	0.00000	0.00	s-l1600.jpg	<i>®</i> 63			
$\langle \cdot \rangle$		E003	TUTION FEE	0.00	BND	P		0.00000	0.00		68			
		E004	BOOKS	0.00	BND	C		0.00000	0.00		6			
		E005	BOARDING/ACC OMOATION	0.00	BND	C		0.00000	0.00		6			
	Dec	E006	MEAL EXPENSES	0.00	BND	C		0.00000	0.00		63			
										Save	Close			
		tepat, saya mer dibawah mana- tidak tepat, Jab yang mungkin t	ngaku bahawa saya b mana peraturan yang atan Perbendaharaar elah dibuat.	oleh dikenakan tindai 5 berkaitan dengan ke 1 juga berhak untuk m	kan unda lakuan di nenarik bi	ng-undar an tatatar alik D	NOTE ocument uploaded successfully	ian jenayah) dan jik eraiaan. Jika didap h berhubung i	ia berkenaan, saya jug ati butir-butir keterang dengan permohonan i	ta boleh dik 13 tan adalah p ni dan menuntut balik pe	tatatertib an atau mbayaran	l		() Ginis
										Draft Updated	کې Submit	Cancel		



Note: The Education Allowance Application Page will be displayed.

- 14. Click on Attachment tab.
- 15. Click on **Browse** button to upload any relevant supporting documents.
- 16. Click on **Delete** button to delete attached files (if required).

<	۲	Education Allowand	ce 🔻							Q,	Û	8
				Educati	on Allowance Applicatior	n Page					_	
	EA Personnel Number:											
	$(i) \bigcirc^2 \overset{14}{\overset{14}{\overset{12}}{\overset{12}}{\overset{12}}}}}}}}}}$											
	View Personal Attachment											
		Attachment										
		Supporting Document	Mandatory	Туре	Maximum Size	File 1	<sup>N</sup> 15		16			
		SAMPLE DOC1	Υ	PDF, JPG, JPEG, PNG	3.5 MB		Browse	63	Delete			
		SAMPLE DOC2	Ν	PDF, JPG, JPEG, PNG	3.5 MB		Browse	69	Delete			
	De	claration										(?) Ginis
					a na na na na			Saved as Draft	ি Submit	<b>∕</b> Ca	ancel	

#### Note:

- i. The attachments can only be uploaded in **PDF**, **JPG**, **JPEG** and **PNG** formats.
- ii. Each document size must not exceed 3.5MB.



- 17. Click on **Notes** tab.
- 18. Enter remarks or notes in the space provided, if any.
- 19. Tick on **Declaration** checkbox.
- 20. Click on **Submit** button.

Note: Any unsaved application will automatically be stored in the system as draft.

<	۲	Education Allowance 🔻	с <u>р</u> 8
		Education Allowance Application Page	
		EA Personnel Number:	
		Post something here	
		listnotes	
		No data	
		Declaration	
	1	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 ketakuan 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.	() Ginis
		20 Sturd at Data	
		Saved as Drait CA Submit (V Cancel	

Outcome: The application has successfully been submitted to Department Endorser.



EDIT DRAFTED	Front End User
EDUCATION ALLOWANCE APPLICATION	Employee

- 1. Click on Education Allowance Employee tab.
- 2. Select the Application Submission tile.



- 3. Select Application ID with 'Drafted' status.
- 4. Click on Edit button.

۷ 🥹	Education Allowance 🔻		d t 8
	Application List	Education Allowance Application Page	
3	Search Q C . Y EA24 Submission Date:	Transaction Id: EA24 Application Status: () $()$ $()$ $()$ $()$ $()$ $()$ $()$	
	EA24 DRAFTED Submission Date:	I. Employee Details         II. Contact Details	
	EA24 DRAFTED Submission Date:	III. Employment Details      IV. Spouse Details      V. Children Details	
	EA24 REWORK TO TREASUREY Submission Date:	VI. Application History	(?) Ginis
	Add Copy Delete	4 IEdit	Ciniis



Note: The Education Allowance Application Page will be displayed.

ی ۲	Education Allowance *	с Ф 8
	Education Allowance Application Page	
	EA Personnel Number:	
	> I. Employee Details	
	> II. Contact Details	
	> III. Employment Details	
	> IV. Spouse Details	
	V. Children Details	
	> VI. Application History	
	Declaration	(?) Ginis
$\langle \rangle$	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang patsu, mengelirukan atau tidak teoat. sava mendaku bahawa sava boleh dikenakan tindakan tatatertib	
	Saved as Draft 🖗 Submit	

Outcome: The drafted application can now be edited and submitted to Department Endorser.



DELETE DRAFT	Front End User
EDUCATION ALLOWANCE APPLICATION	Employee

- 1. Click on Education Allowance Employee tab.
- 2. Select the Application Submission tile.



- 3. Select Application ID with 'Drafted' status.
- 4. Click on **Delete** button.

۷ 🛞	Education Allo	wance 🔻		م ړ	18
	Appli	cation List	Education Allowance Application Page		
2	Search	۲. 3	Transaction Id: EA24		
	EA24	DRAFTED	Application Status :		
$\backslash$	Submission Date.				
	EA24				
	Submission Date:	DRAFIED	> I. Employee Details		
			> II. Contact Details		
	EA24	DRAFTED	> III.Employment Details	-	
	Submission Date:		> IV. Spouse Details		
			> V. Children Details		
	EA24		> VI. Application History	_	
	Submission Date:	REWORK TO TREASUREY			
					(?) Ginis
		4			
		Add Copy Delete	Edit		



Note: The Delete message will be displayed.

< 📀	Education Allowance *						
	Application List	Education Allowance Application Page					
	Search Q C V EA24 Submission Date:	Transaction Id:					
	EA24 DRAFTED Submission Date:	> I. Employee Details         > II. Contact Details					
	EA24 DRAFTED Submission Date:	<ul> <li>&gt; III. Employment Details</li> <li>&gt; IV. Spouse Details</li> <li>&gt; V. Children Details</li> </ul>					
	EA24 REWORK TO TREASUREY Submission Date:	VI. Application History NOTE Record deleted successfully	() Ginis				
	Add Copy Delete	Edit					

Outcome: The drafted application has been deleted and will no longer be listed under the

Application List.