



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**for Treasury EA Administrator**

## **Education Allowance (Maintenance Process)**

VERSION: 1.0



## INTRODUCTION

This user guide acts as a reference for **Treasury EA Administrator (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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service
<b>EA</b>	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**.



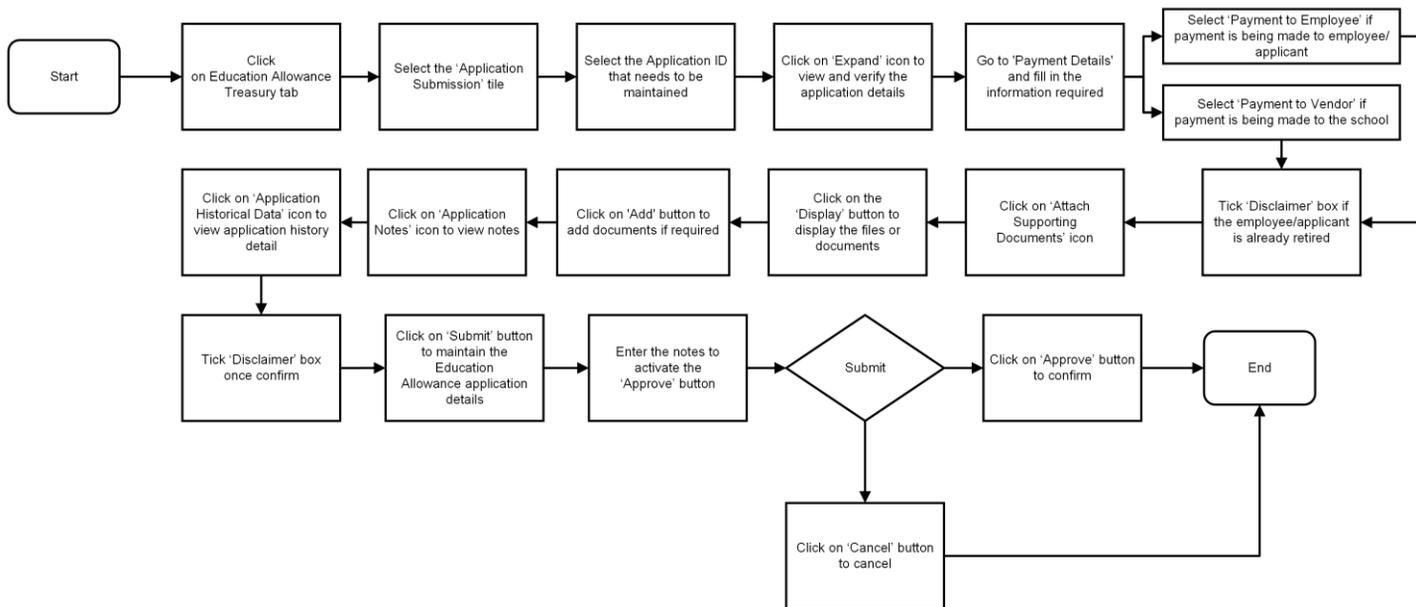
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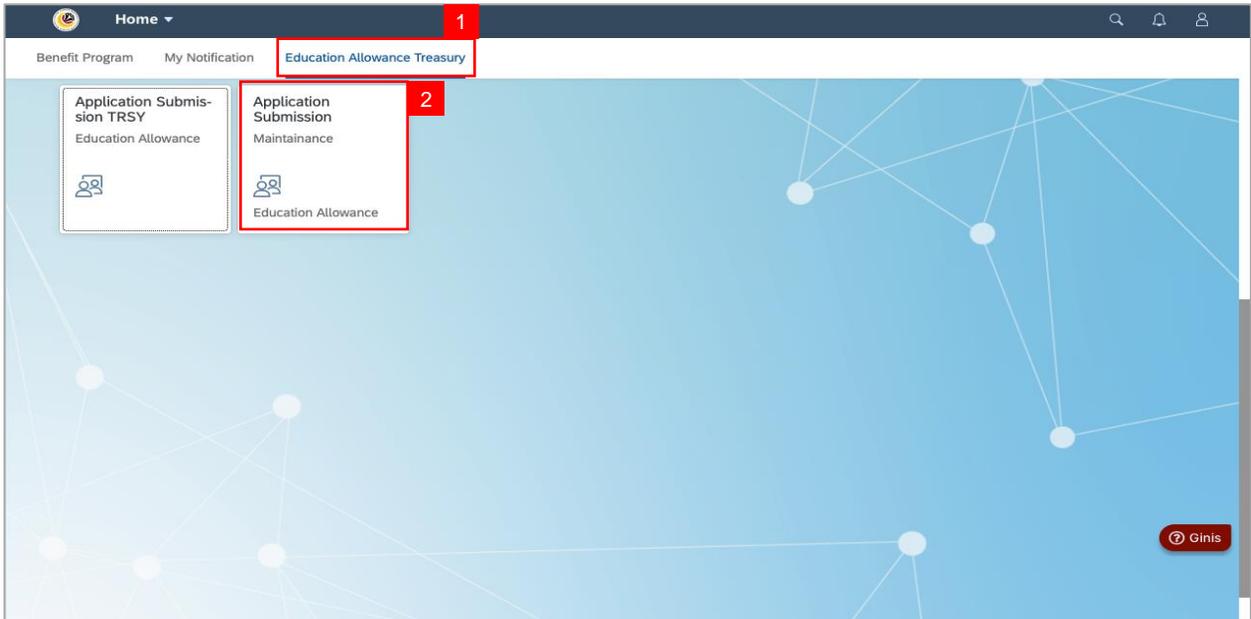
## Process Overview

### Maintain Education Allowance Application Details

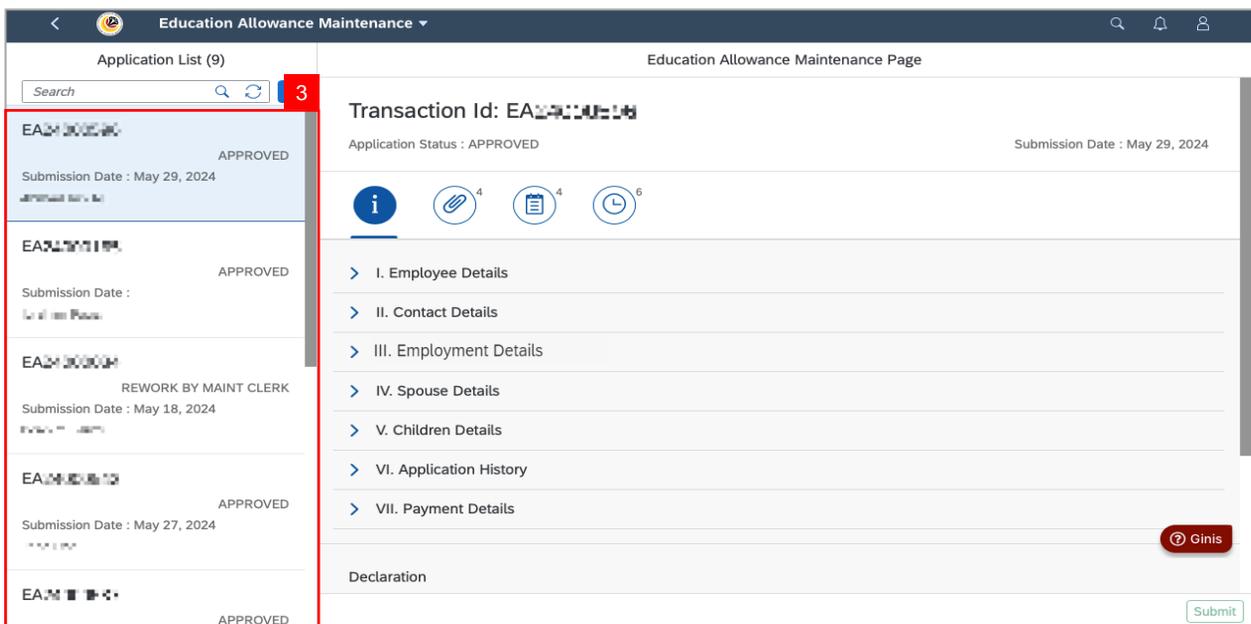


<b>MAINTAIN EDUCATION ALLOWANCE APPLICATION DETAILS</b>	<b>Front End User</b>
	Treasury EA Administrator

1. Click on **Education Allowance Treasury** tab.
2. Select **Application Submission** tile.



3. Under the **Application List**, select the Application ID that needs to be maintained.



4. Under **Application Details** tab, EA Administrator may verify the application details.

**Note:** Please ensure that all mandatory documents are uploaded on **Family Information**.

The screenshot shows the 'Education Allowance Maintenance' interface. On the left is the 'Application List (9)' with a search bar and a list of applications. The main area displays 'Transaction Id: EA24000626' and 'Application Status: APPROVED'. A red box highlights an information icon (i) with the number '4' next to it. Below this is a menu with seven items: I. Employee Details, II. Contact Details, III. Employment Details, IV. Spouse Details, V. Children Details, VI. Application History, and VII. Payment Details. A red 'NOTE' box is on the right, and a 'Ginis' button is at the bottom right. A 'Submit' button is at the bottom right of the main area.

5. Go to Section **VII. Payment Details**.

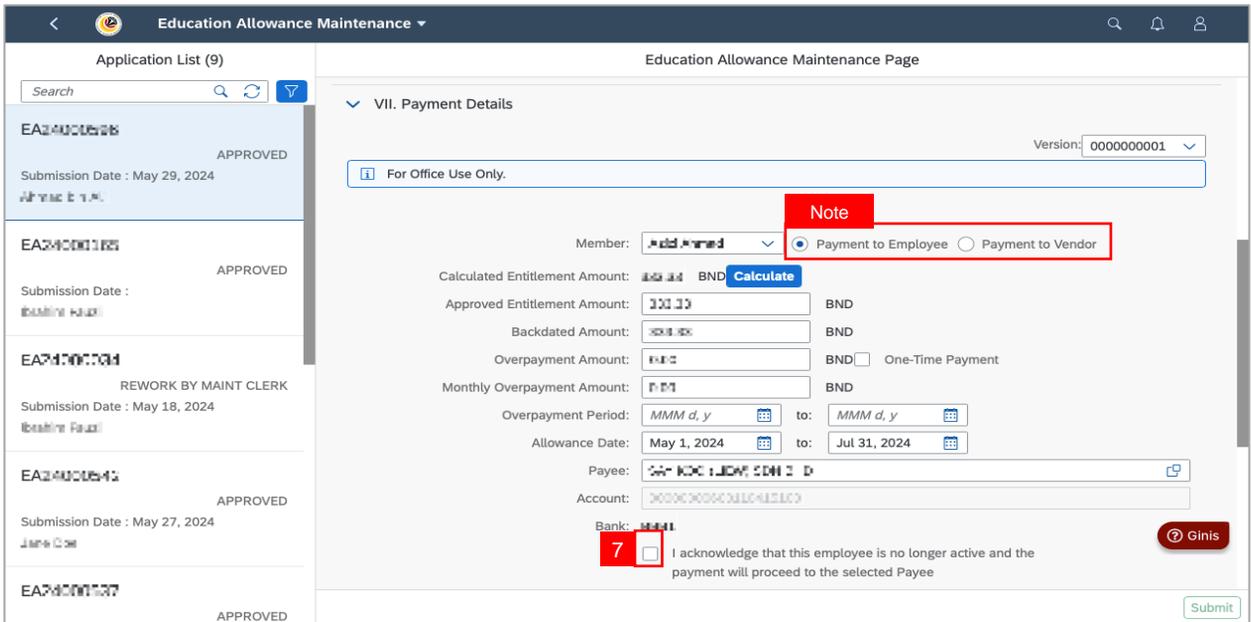
6. Please fill in the information required.

The screenshot shows the 'VII. Payment Details' section. A red box highlights the 'VII. Payment Details' menu item with the number '5'. Below it, there is a 'For Office Use Only' field. A red box highlights the main form area with the number '6'. The form includes: 'Member' dropdown, 'Payment to Employee' radio button, 'Payment to Vendor' radio button, 'Calculated Entitlement Amount' field with a 'Calculate' button, 'Approved Entitlement Amount' field, 'Backdated Amount' field, 'Overpayment Amount' field, 'Monthly Overpayment Amount' field, 'Overpayment Period' date range, 'Allowance Date' date range, 'Payee' dropdown, 'Account' dropdown, and 'Bank' dropdown. There is also a checkbox for 'I acknowledge that this employee is no longer active and the payment will proceed to the selected Payee'. A 'Ginis' button is at the bottom right, and a 'Submit' button is at the bottom right of the main area.

**Note:** Select 'Payment to Employee' if payment is being made to **employee / applicant**.

Select 'Payment to Vendor' if payment is being made to the **school / institution**.

7. Tick **Disclaimer** checkbox if the employee/applicant is already retired.



**Education Allowance Maintenance Page**

Version: 000000001

For Office Use Only.

Member: **Add Member**  Payment to Employee  Payment to Vendor

Calculated Entitlement Amount:  BND **Calculate**

Approved Entitlement Amount:  BND

Backdated Amount:  BND

Overpayment Amount:  BND  One-Time Payment

Monthly Overpayment Amount:  BND

Overpayment Period:  to:

Allowance Date:  to:

Payee:

Account:

Bank:

**7**  I acknowledge that this employee is no longer active and the payment will proceed to the selected Payee

**Note**

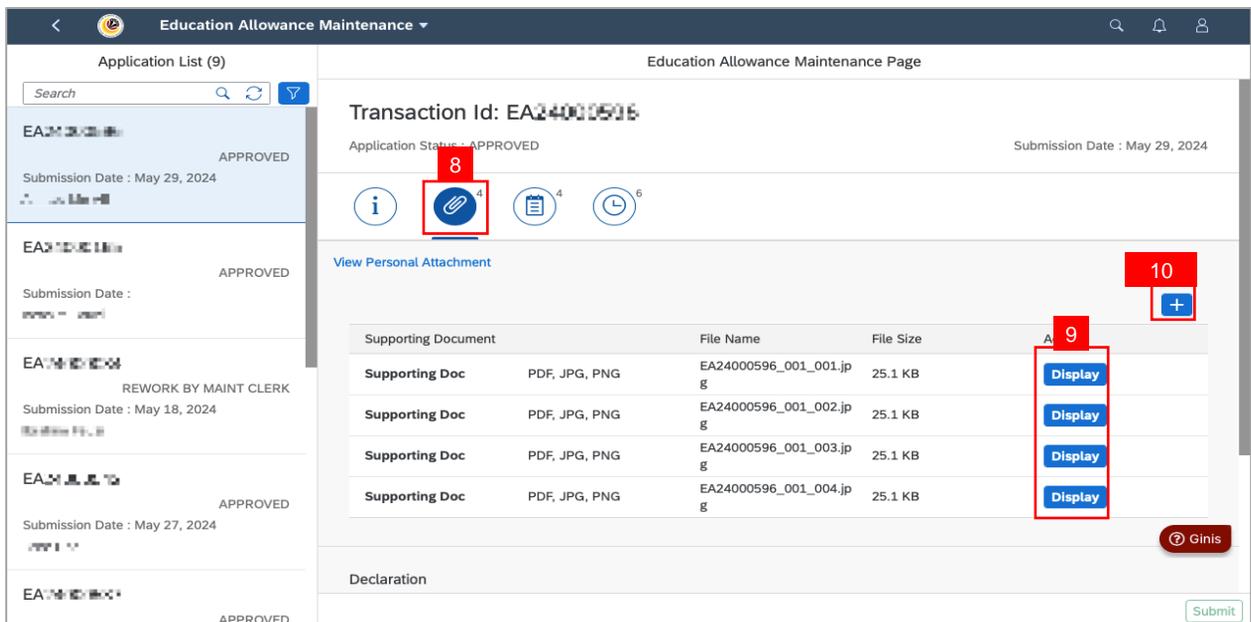
**Ginis**

**Submit**

8. Click on **Attachment** tab.

9. Click on **Display** button to view the attachments.

10. Click on **Add (+)** button to upload attachments (if required).



**Education Allowance Maintenance Page**

Transaction Id: EA24000596

Application Status: APPROVED Submission Date: May 29, 2024

**8**

**9**

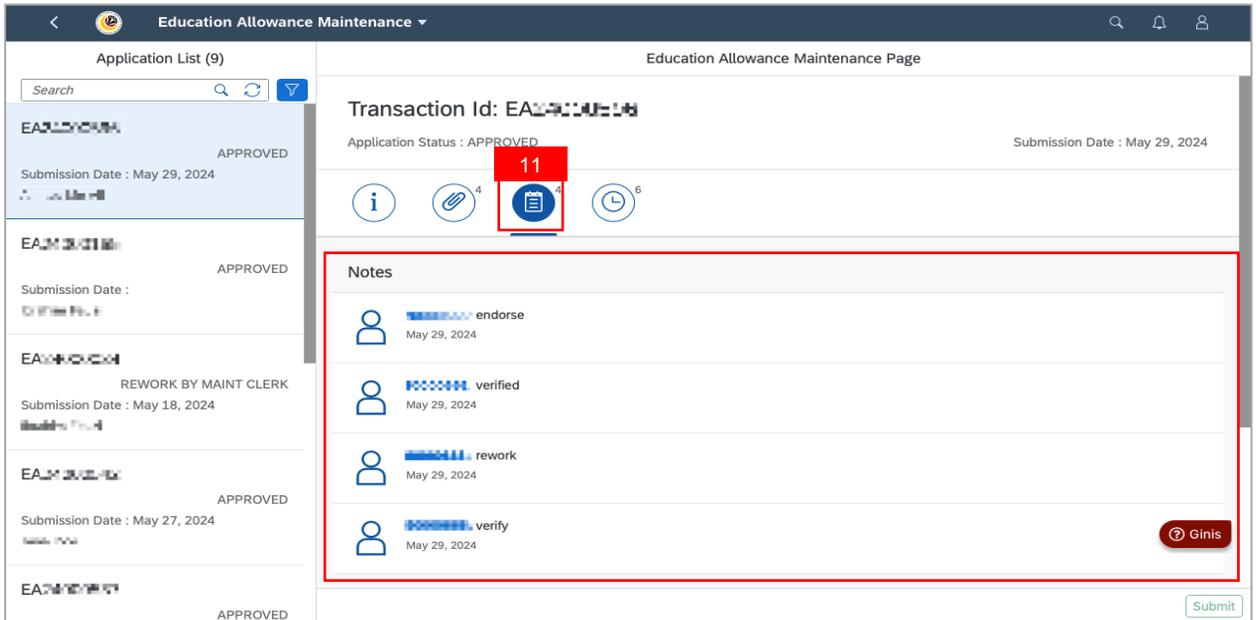
**10**

Supporting Document	File Name	File Size	A
Supporting Doc	PDF, JPG, PNG EA24000596_001_001.jp g	25.1 KB	<input type="button" value="Display"/>
Supporting Doc	PDF, JPG, PNG EA24000596_001_002.jp g	25.1 KB	<input type="button" value="Display"/>
Supporting Doc	PDF, JPG, PNG EA24000596_001_003.jp g	25.1 KB	<input type="button" value="Display"/>
Supporting Doc	PDF, JPG, PNG EA24000596_001_004.jp g	25.1 KB	<input type="button" value="Display"/>

**Ginis**

**Submit**

11. Click on **Notes** tab to view any remarks or notes entered by **Employee** and/or **Department**.



The screenshot shows the 'Education Allowance Maintenance Page' with the 'Notes' tab selected. The page displays a list of applications on the left and a detailed view of a selected application on the right. The application status is 'APPROVED' and the submission date is 'May 29, 2024'. The 'Notes' section contains four entries:

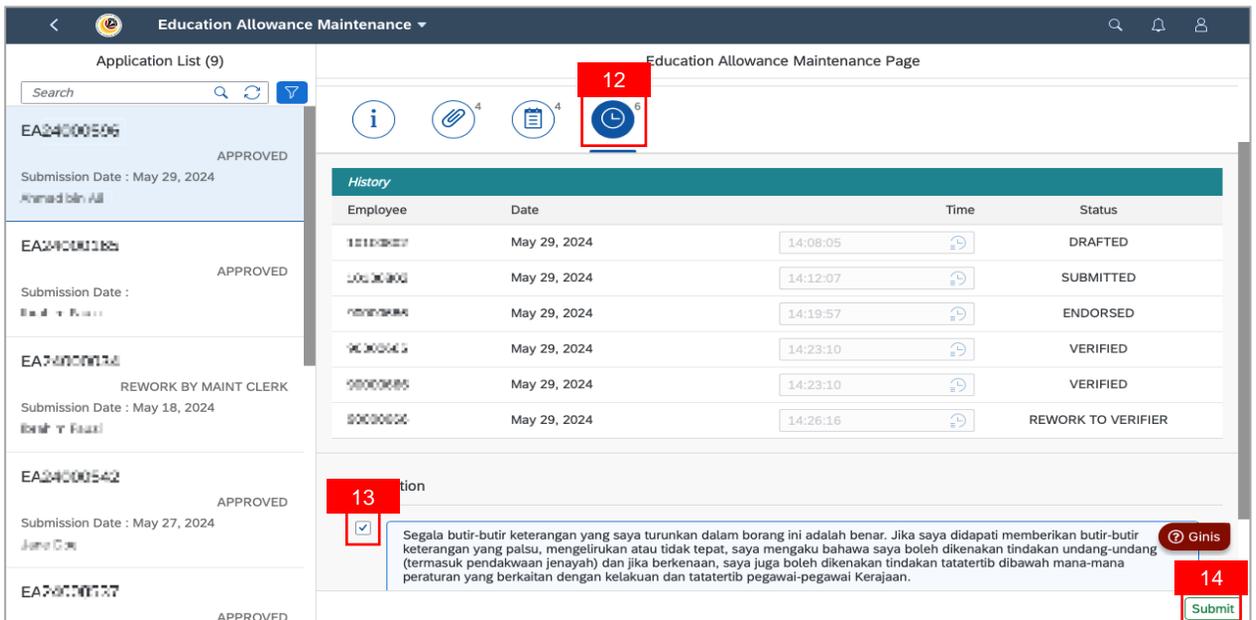
- Employee: [Redacted] endorse, May 29, 2024
- Employee: [Redacted] verified, May 29, 2024
- Employee: [Redacted] rework, May 29, 2024
- Employee: [Redacted] verify, May 29, 2024

A 'Ginis' button is visible in the bottom right corner of the notes section, and a 'Submit' button is at the bottom right of the page.

12. Click on **Application History** tab to view application history details.

13. Tick on **Declaration** checkbox.

14. Click on **Submit** button to submit the application.



The screenshot shows the 'Education Allowance Maintenance Page' with the 'Application History' tab selected. The page displays a list of applications on the left and a detailed view of a selected application on the right. The application status is 'APPROVED' and the submission date is 'May 29, 2024'. The 'Application History' section contains a table with the following data:

Employee	Date	Time	Status
[Redacted]	May 29, 2024	14:08:05	DRAFTED
[Redacted]	May 29, 2024	14:12:07	SUBMITTED
[Redacted]	May 29, 2024	14:19:57	ENDORSED
[Redacted]	May 29, 2024	14:23:10	VERIFIED
[Redacted]	May 29, 2024	14:23:10	VERIFIED
[Redacted]	May 29, 2024	14:26:16	REWORK TO VERIFIER

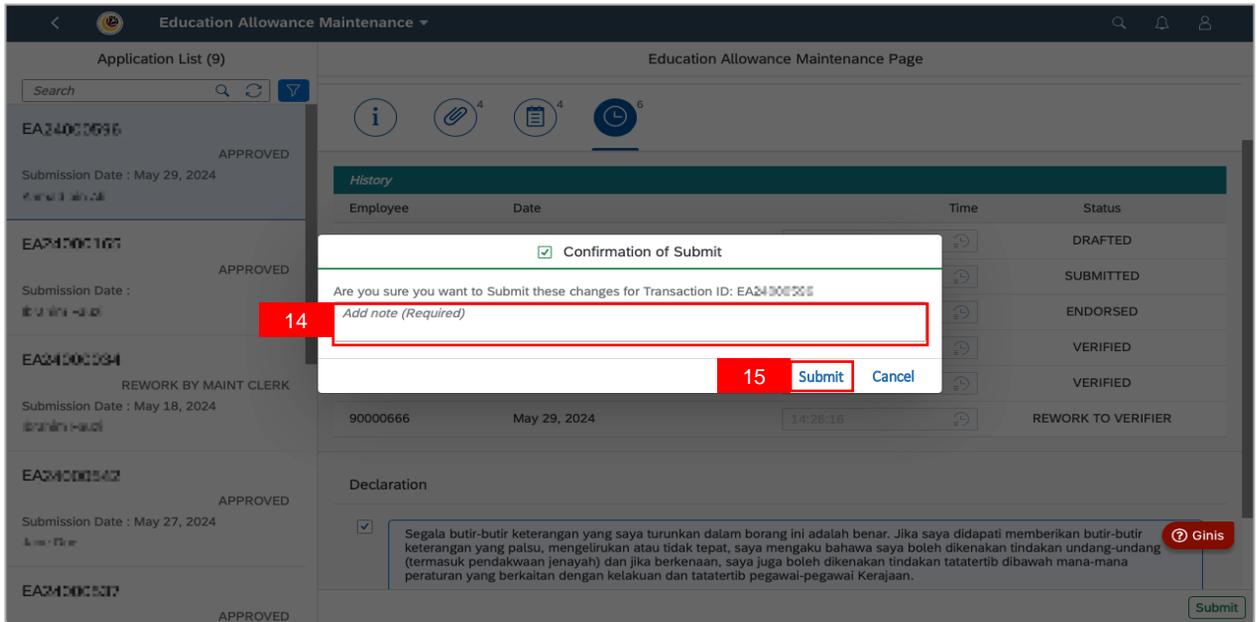
The 'Declaration' section is visible below the history table, with the checkbox checked. The text reads: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa 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 tata tertib pegawai-pegawai Kerajaan.'

A 'Ginis' button is visible in the bottom right corner of the declaration section, and a 'Submit' button is at the bottom right of the page.

**Note:** The **Confirmation message** will be displayed.

14. Enter remarks or notes in the space provide to activate the **Approve** button.

15. Click on **Approve** button to submit the application.



The screenshot displays the 'Education Allowance Maintenance Page' with a 'Confirmation of Submit' dialog box. The dialog box contains the text: 'Are you sure you want to Submit these changes for Transaction ID: EA24000666'. Below this text is a text input field labeled 'Add note (Required)' with a red box around it and the number '14' next to it. To the right of the input field are two buttons: 'Submit' (with a red box around it and the number '15' next to it) and 'Cancel'. The background shows a table with columns 'Employee', 'Date', 'Time', and 'Status'. The table contains several rows, including one with '90000666', 'May 29, 2024', '14:28:16', and 'REWORK TO VERIFIER'. There is also a 'Declaration' section with a checkbox and a text area containing a disclaimer in Indonesian. A 'Ginix' logo is visible in the bottom right corner of the dialog box, and a 'Submit' button is at the bottom right of the page.

**Outcome:** Application maintenance has successfully been submitted to EA Treasury Verifier.