



# **SISTEM SUMBER MANUSIA**

## **User Guide for Treasury EA Verifier**

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

VERSION: 1.0

## INTRODUCTION

This user guide acts as a reference for **Treasury EA Verifier (Front End User)** to manage **Education Allowance**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

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**.

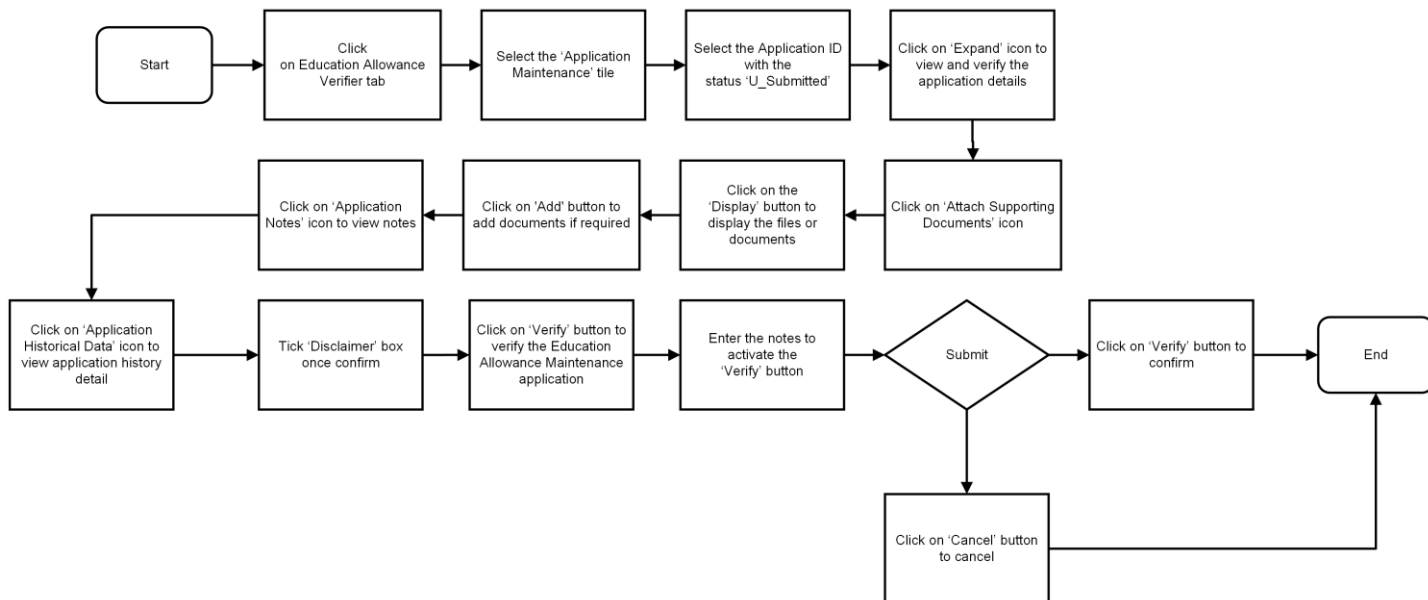


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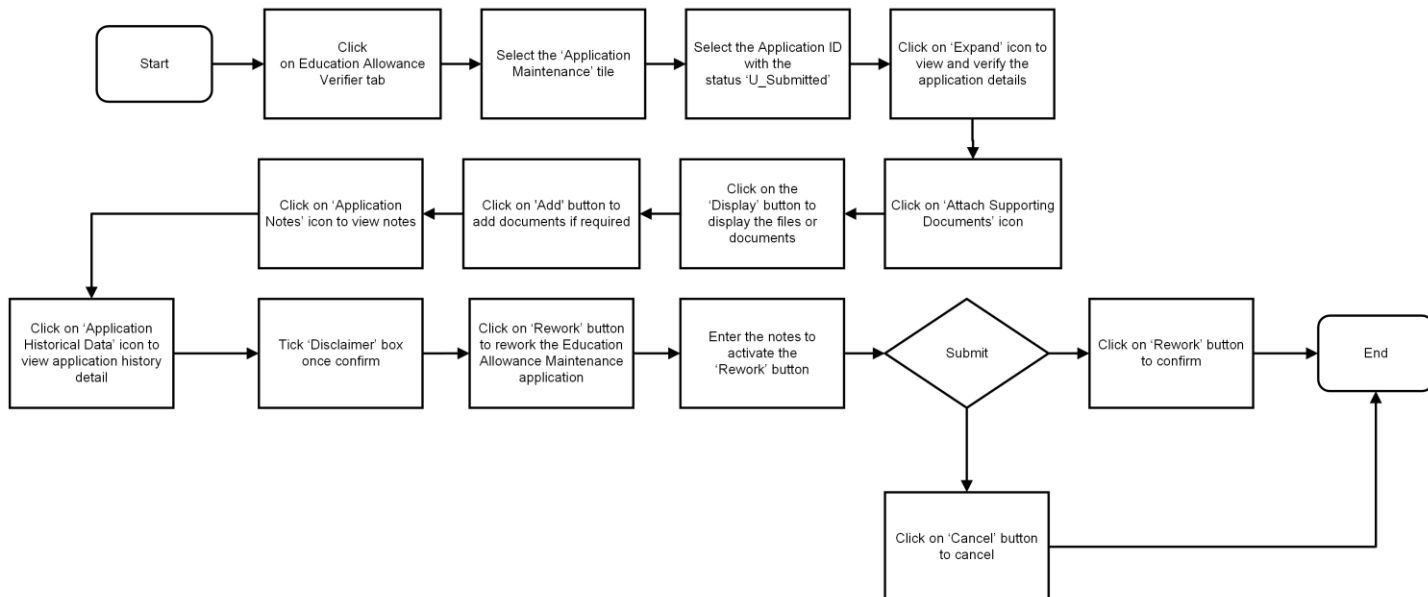
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## Process Overview

### Verify Education Allowance Maintenance



### Rework Education Allowance Maintenance







4. Under **Application Details** icon, click on **Expand** icon to view and verify the application details.

**Note:** Education Allowance Maintenance Verifier can only verify the application details.

Education Allowance Maintenance Verification

Application List (1)

Search

EA24000596

U\_SUBMITTED

Submission Date : May 29, 2024

Transaction Id: EA24000596

Application Status : U\_SUBMITTED

Submission Date : May 29, 2024

4

i

4

4

9

NOTE

I. Employee Details

II. Contact Details

III. Employment Details

IV. Spouse Details

V. Children Details

VI. Application History

VII. Payment Details

Ginis

Declaration

Verify Rework

5. Click on **Supporting Documents** icon.
6. Click on **Display** button to view supporting documents.
7. Click on **Add** button to upload attachments (if required).

Education Allowance Maintenance Verification

Application List (1)

Search

EA24000596

U\_SUBMITTED

Submission Date : May 29, 2024

5

i

4

4

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View Personal Attachment

7

+

Supporting Document	File Name	File Size	6
Supporting Doc	PDF, JPG, PNG	EA24000596_001_001.jpg	25.1 KB
Supporting Doc	PDF, JPG, PNG	EA24000596_001_002.jpg	25.1 KB
Supporting Doc	PDF, JPG, PNG	EA24000596_001_003.jpg	25.1 KB
Supporting Doc	PDF, JPG, PNG	EA24000596_001_004.jpg	25.1 KB

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

Ginis

Verify Rework



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

Education Allowance Maintenance Verification

Application List (1)

Search

EA:XXXXXXXXXX

U\_SUBMITTED

Submission Date : May 29, 2024

Education Allowance Maintenance Verification Page

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Notes

Notes

XXXXXX: endorse

May 29, 2024

XXXXXX: verified

May 29, 2024

XXXXXX: rework

May 29, 2024

XXXXXX: verify

May 29, 2024

Declaration

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Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir

Verify

Rework

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

Education Allowance Maintenance Verification

Application List (1)

Search

EA:XXXXXXXXXX

U\_SUBMITTED

Submission Date : May 29, 2024

Education Allowance Maintenance Verification Page

Transaction Id: EA24XXXXXX

Application Status : U\_SUBMITTED

Submission Date : May 29, 2024

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History

History

Employee	Date	Time	Status
XXXXXX	Jun 3, 2024	08:46:20	U_SUBMITTED
XXXXXX	Jun 3, 2024	08:46:20	U_SUBMITTED
XXXXXX	Jun 3, 2024	08:46:20	U_SUBMITTED
XXXXXX	May 29, 2024	14:08:05	DRAFTED
XXXXXX	May 29, 2024	14:12:07	SUBMITTED
XXXXXX	May 29, 2024	14:19:57	ENDORSED
XXXXXX	May 29, 2024	14:26:50	VERIFIED
XXXXXX	May 29, 2024	14:26:50	VERIFIED

Verify

Rework

SSM\_UG\_Front End (FIORI)\_Education Allowance (Maintenance)\_EA Verifier v1.0

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10. Tick on **Declaration** checkbox.

**Note:** Depending on the scenario, **EA Verifier** may also click on the following buttons:

- i. **Verify** button to verify the application.
- ii. **Rework** button to rework the application back to **EA Administrator**.

Education Allowance Maintenance Verification

Application List (1)

Search

EA U\_SUBMITTED

Submission Date : May 29, 2024

Education Allowance Maintenance Verification Page

	Jun 3, 2024	08:46:20		U_SUBMITTED
	Jun 3, 2024	08:46:20		U_SUBMITTED
	May 29, 2024	14:08:05		DRAFTED
	May 29, 2024	14:12:07		SUBMITTED
	May 29, 2024	14:19:57		ENDORSED
	May 29, 2024	14:26:50		VERIFIED
	May 29, 2024	14:26:50		VERIFIED
	May 29, 2024	14:26:16		REWORK TO VERIFIER

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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.

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Verify Rework

**Outcome:** The **application maintenance** has successfully been **verified**.