

LEAVE ALLOWANCE:

Role: Front End User (Employee)

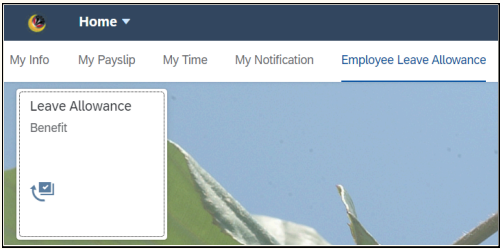


This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

Below are the quick guide for Employee to **Submit / Draft / Delete Drafted Leave Allowance application**:

Submit Leave Allowance Application

1 In SAPGUI (front-end system), click on **Employee Leave Allowance tile**.



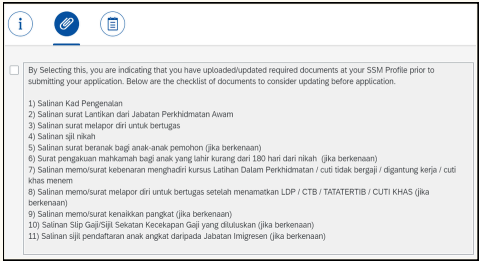
2 In Leave Allowance page, click on **Add** button.



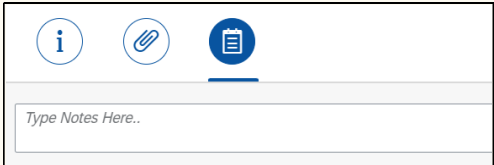
3 Add the required application details.



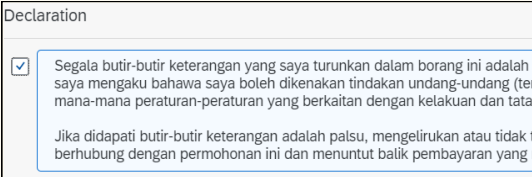
4 Ensure Mandatory Documents has been **uploaded** via My Profile & **tick** checkbox.



5 Select Application Notes icon & fill in notes, if required.



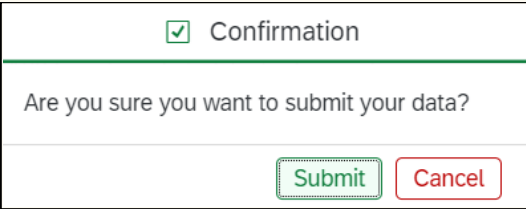
6 Tick **Declaration** checkbox.



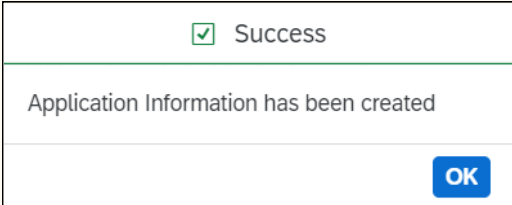
7 Click **Submit** button.



8 Click **Submit** button for confirmation.



9 Click **OK** button.

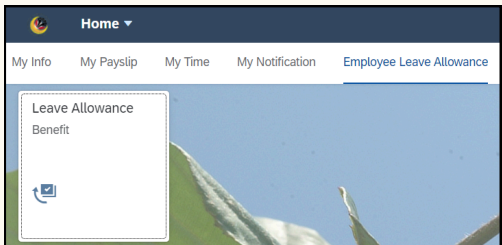


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Draft Leave Allowance Application

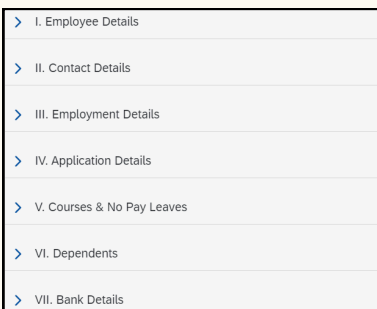
1 In SAPGUI (front-end system), click on **Employee Leave Allowance** tile.



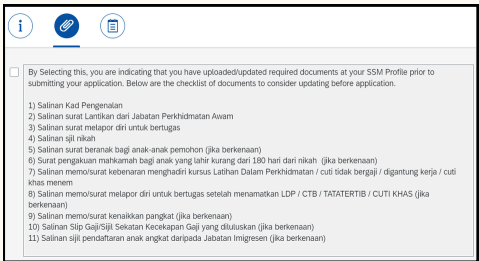
2 In Leave Allowance page, click on **Add** button.



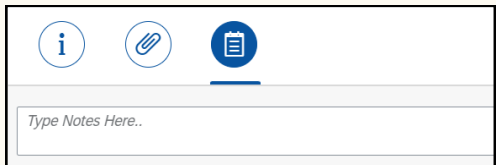
3 Add the required application details.



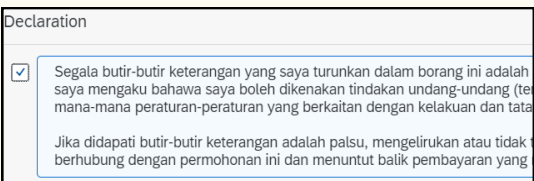
4 Ensure Mandatory Documents has been **uploaded** via My Profile & **tick** checkbox.



5 Select Application Notes icon & fill in notes, if required.



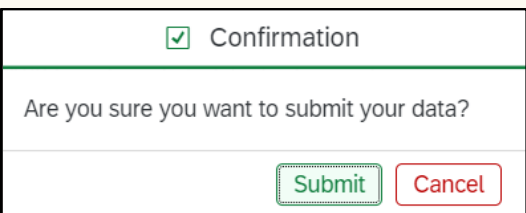
6 Tick **Declaration** checkbox.



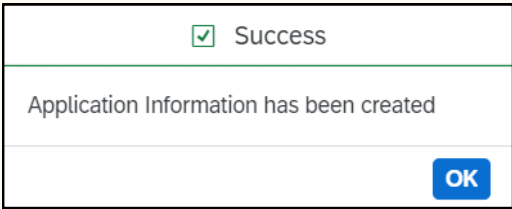
7 Click **Save as Draft** button.



8 Click **Submit** button for confirmation.

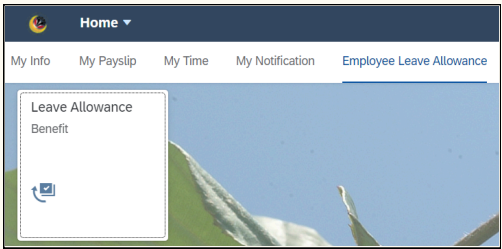


9 Click **OK** button.

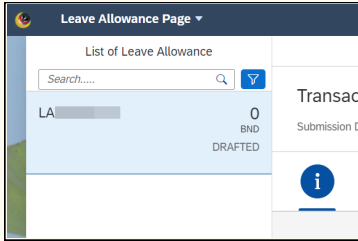


Delete Drafted Leave Allowance Application

1 In SAPGUI (front-end system), click on **Employee Leave Allowance** tile.



2 In Leave Allowance page, select leave allowance application you wish to delete.



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3

Click on Delete button.

Add

Copy

Delete

4

Click **Delete** button for confirmation.

Confirmation

Are you sure you want to Delete these changes for LA ?

Delete

Cancel

5

Click **OK** button.

Information

Claim Information has been Deleted

OK

Please refer to the **User Guide** for a step-by-step guide. **Leave Allowance User Guide** is available on **SSM Info Website**: www.jpa.gov.bn/SSM