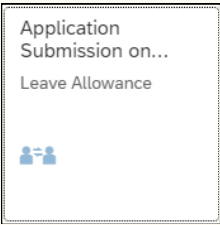# LEAVE ALLOWANCE:
Role: Front End User (LA Admin)

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).
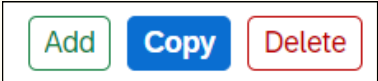
Below are the quick guide for **LA Admin** to **Submit / Draft / Delete Drafted Leave Allowance application**:

Submit LA application on behalf of employee

1 In SAPGUI (front-end system), click on **Application Submission on Behalf tile.**

> Application Submission on...
> Leave Allowance

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

> Add   Copy   Delete

3 Fill in the correct details required.

> Behalf Page
> Application Identification Type:
> Application Identification No:
> Dateof Birth:
> dd-MM-yyyy
> Confirm   Cancel

4 Add the required application details.

> I. Employee Details
> II. Contact Details
> III. Employment Details
> IV. Application Details
> V. Courses & No Pay Leaves
> VI. Dependents
> VII. Bank Details

5 LA Admin **can upload additional** supporting documents & once done, **tick checkbox.**

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

> Type Notes Here..

7 Tick **Declaration** checkbox.

> Declaration
> Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (te mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tata
> Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak b berhubung dengan permohonan ini dan menuntut balik pembayaran yang

8 Click **Submit** button.

> Submit   Save as Draft   Cancel

9 Click **Submit** button for confirmation.

> ☑ Confirmation
> Are you sure you want to submit your data?
> Submit   Cancel

10 Click **OK** button.

> ☑ Success
> Application Information has been created
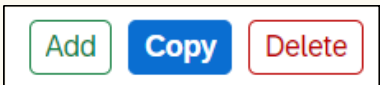> OK

Draft Leave Allowance Application

1 In SAPGUI (front-end system), click on **Application Submission on Behalf tile.**

Application Submission on...
Leave Allowance

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

Add Copy Delete

3 Fill in the correct details required.

Behalf Page

Application Identification Type:

Application Identification No:

Dateof Birth:
dd-MM-yyyy

Confirm Cancel

4 Add the required application details.

- I. Employee Details
- II. Contact Details
- III. Employment Details
- IV. Application Details
- V. Courses & No Pay Leaves
- VI. Dependents
- VII. Bank Details

5 LA Admin **can upload additional** supporting documents & once done, **tick checkbox**.

View Personnel Attachment

Supporting Document | Type | Maximum Size | File Name | Action

No data.

By selecting this, you are indicating that you have uploaded/updated required documents at your SSM Profile prior to submitting your application. Below are the checklist of documents to consider updating before application.

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

ⓘ 📎 📋

Type Notes Here..

7 Tick **Declaration** checkbox.

Declaration

☑ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (ter mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tata

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak t berhubung dengan permohonan ini dan menuntut balik pembayaran yang d

8 Click **Save as Draft** button.

Submit **Save as Draft** Cancel

9 Click **Submit** button for confirmation.

☑ Confirmation

Are you sure you want to submit your data?
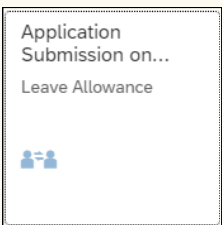
Submit Cancel

10 Click **OK** button.

☑ Success

Application Information has been created

OK

Delete Drafted Leave Allowance Application

1 In SAPGUI (front-end system), click on Application Submission on Behalf **tile.**

Application Submission on...
Leave Allowance

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

Leave Allowance Page ▾
List of Leave Allowance
Search....

LA████████   0   Transac
                  BND   Submission
                  DRAFTED
                  ⓘ

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