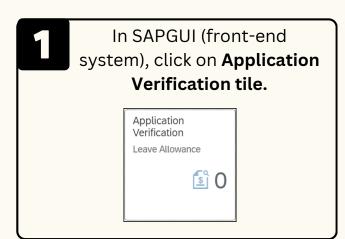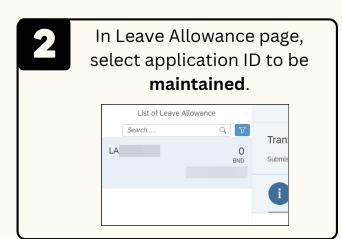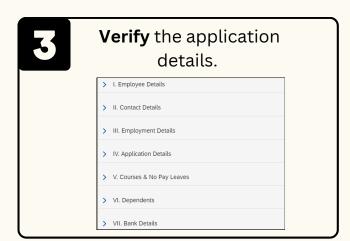# LEAVE ALLOWANCE:
Role: Front End User (LA Verifier)

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).

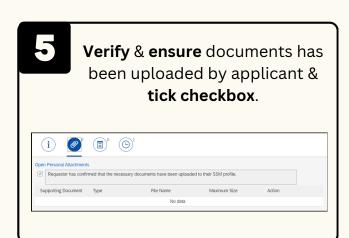Below are the quick guide for **LA Verifier** to **Verify / Rework / Reject Leave Allowance application**:

Verify / Rework / Reject LA Application

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

> Application Verification
> Leave Allowance
> 0

2 In Leave Allowance page, select application ID to be **maintained.**

> List of Leave Allowance
> Search......
> LA____ 0 BND
> Tran
> Submi
> i

3 **Verify** the application details.

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

4 Go to section **VIII. Allowance.** Amend Approved LA Category & Entitlement column if required.

> VIII. Allowance Assessment
> Calculated   Approved
> *Leave Allowance Category
> *Leave Allowance Entitlement   BND

5 **Verify** & **ensure** documents has been uploaded by applicant & **tick checkbox.**

> Open Personal Attachments
> Requestor has confirmed that the necessary documents have been uploaded to their SSM profile.
> Supporting Document   Type   File Name   Maximum Size   Action
> No data

6 Select and review **Application Notes & Historical Data** icon , if any.

> 0   1

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 t berhubung dengan permohonan ini dan menuntut balik pembayaran yang

8 Depending on scenario:-
i) Click **Verify** to verify application.
ii) Click **Rework** to send application back to Endorser.
iii) Click **Reject** to reject application.

> Verify   Rework   Reject

9 Fill in remarks & click **Verify/ Rework / Reject** button for confirmation.

> Confirmation of Endorsement
> Are you sure you want to Endorse these changes for Transaction ID : LA____?
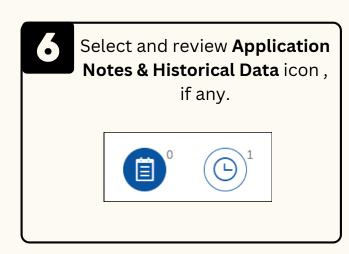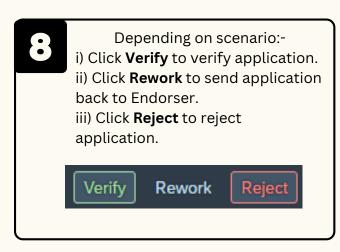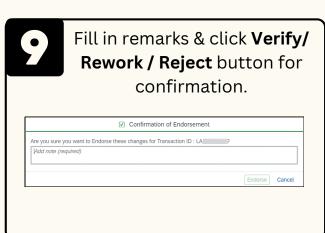> Add note (required)
> Endorse   Cancel

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