

LEAVE ALLOWANCE

Role: Departments & Treasury

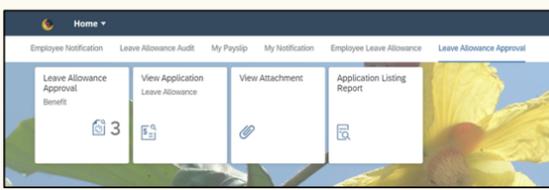


This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

Below are the **quick guide** for **Departments & Treasury Roles** to **View Leave Allowance application, View Attachment** and **View Application Listing Audit Report**:

View Application

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



2 In **Leave Allowance** page, enter the **required fields**

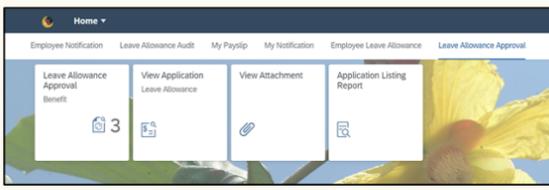
Click **Filter** button

3 Click **Next (>)** icon to view **Leave Application**

Submission Date	Status	Status Date
04 September 2023	SUBMITTED	04 September 2023

View Attachments

1 In SAPGUI (front-end system), click on **View Attachment** tile



2 Enter **Employee's Name / Personnel Number**

3 Click **Go** button

4 Click **Next (>)** icon to view **Attachments**

Upload Date	Doc ID
24 May 2021	PO [blurred] >
24 May 2021	PO [blurred] >
05 April 2023	PO [blurred] >

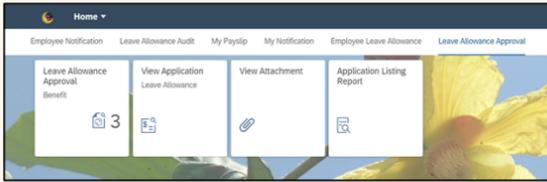
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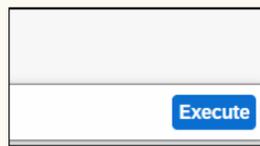
View Application Listing Audit Report

1 In SAPGUI (front-end system), click on **Application Listing Report** tile



2 Enter the **required fields**

3 Click **Execute** button



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