

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 **Treasury LA Admin** to **Submit / Draft** / **Delete Drafted Leave Allowance application**:

## Submit LA application on behalf of employee



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w Personnel Attachment					+
Supporting Document	Туре	Maximum Size	File Name	Action	_
		No data			
<ul> <li>By selecting this, you an submitting your application</li> </ul>	re indicating that you have upi tion. Below are the checklist of	saded/updated required documents at your 5 I documents to consider updating before app	ICATION STATES STA		

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		Tick <b>Declaration</b> checkbox.
lika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak	Declá	aration 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 lika didanati hutir-butir keterangan adalah palsu, mengelirukan atau tidak l

	Click <b>Submit</b> button for confirmation.
	Confirmation
,	Are you sure you want to submit your data?
	Submit Cancel

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Type Notes	Here		

8	Click <b>Submit</b> button.	
Subr	mit Save as Draft Cancel	

0	Click <b>OK</b> button.
	✓ Success
	Application Information has been created
	ок



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



## **Draft Leave Allowance Application**



Jika didapati butir-butir keterangan	adalah palsu,	mengelirukan	atau	tidak
berhubung dengan permohonan in	i dan menuntu	t balik pembay	aran	yang

9	Click <b>Submit</b> button for confirmation.	
	Confirmation	
	Are you sure you want to submit your data?	
	Submit Cancel	

Success Application Information has been created	10	Click <b>OK</b> button.
Application Information has been created		✓ Success
		Application Information has been created
UK		ОК

## **Delete Drafted Leave Allowance Application**

1	In SAPGUI (front-end ystem), click on <b>Application</b> Submission on Behalf tile.
	Application Submission on
	Leave Allowance
	414



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3	Click on Delete button.
	Add Copy Delete

4	Click <b>Delete</b> button for confirmation.
-	() Confirmation
Are yo	u sure you want to Delete these changes for LA
	Delete Cancel
<u></u>	

5	Click <b>OK</b> 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

