

LEAVE ALLOWANCE:

Role: Front End User (Treasury 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 **Treasury 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.

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

3 Fill in the correct details required.

4 Add the required application details.

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

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

7 Tick **Declaration** checkbox.

8 Click **Submit** button.

9 Click **Submit** button for confirmation.

10 Click **OK** button.

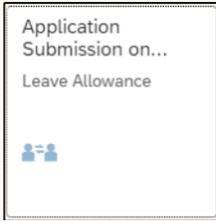
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Draft Leave Allowance Application

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

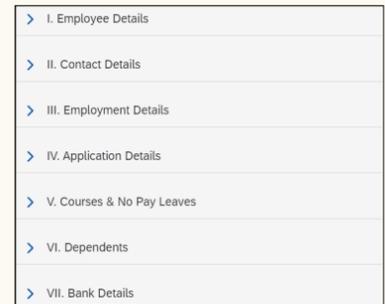


2 In Leave Allowance page, click on **Add** button.

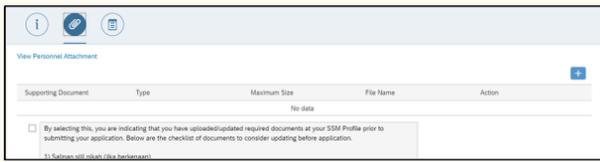


3 Fill in the correct details required.

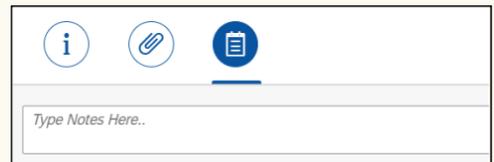
4 Add the required application details.



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



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



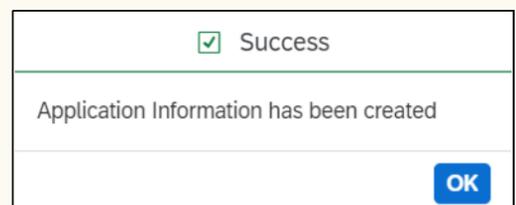
7 Tick **Declaration** checkbox.

8 Click **Save as Draft** button.



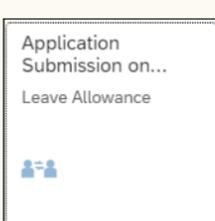
9 Click **Submit** button for confirmation.

10 Click **OK** button.

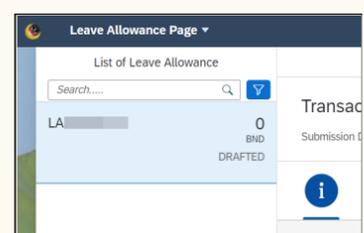


Delete Drafted Leave Allowance Application

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



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



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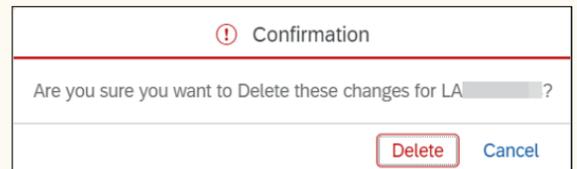
3

Click on Delete button.



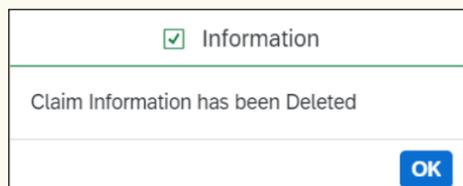
4

Click **Delete** button for confirmation.



5

Click **OK** 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**