

# SISTEM SUMBER MANUSIA

# User Guide For Treasury LA Approver Front End (SAP FIORI)

## Leave Allowance (Application Submission)

VERSION: 1.0



#### INTRODUCTION

This user guide acts as a reference for **Treasury Leave Allowance Approver (Front End User)** to manage **Leave Allowance.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk.** 

#### GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
LA	Leave Allowance

#### FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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### SUMBER 47 PLISTON

#### Process Overview

#### Approve Leave Allowance Application



#### **Rework Leave Allowance Application**





#### **Process Overview**

#### **Reject Leave Allowance Application**



#### Sistem Sumber Manusia - Leave Allowance



#### MAINTAIN LEAVE ALLOWANCE APPLICATION

Frontend User

Treasury LA Verifier

- 1. Click on Leave Allowance Approver tab.
- 2. Select the 'Application Approval' tile.



Note: Leave Allowance Approval Page will be displayed.

- 3. Under Application list, select the Application ID with 'Verified' Status.
- 4. Click on Applications Details tab.

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			> III. Employment Details	
			> IV. Application Details	
			> V. Courses & No Pay Leaves	
			> VI. Dependents	(?) Ginis
			> VII. Bank Details	
			Approve Rework Reje	ct

#### Sistem Sumber Manusia - Leave Allowance



Note: Under Application Details, all data that is available in employee personnel details

from sections  $\ensuremath{\textbf{I}}$  to  $\ensuremath{\textbf{VII}}$  have been auto-populated based on the information entered by

#### Employee / LA Administrator / Treasury Administrator filled in the ESS Portal (Front

#### End) and/or Back End.

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	1	II. Contact Details			
		> III. Employment Details			
		> IV. Application Details			
		> V. Courses & No Pay Leaves			
		> VI. Dependents			
		> VII. Bank Details			
		> VIII. Allowance Assessment			
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Section	Description
I. Employee Details	Section I will be prepopulated with employee's details.
II. Contact Details	Section II will be prepopulated with employee's address and contact. information.
III. Employment Details	Section III will be prepopulated with employee's job information.
IV. Application Details	Section IV will be prepopulated with employee's details - current eligibility date is the date when employee is allowed to apply for Leave Allowance.
V. Courses & No Pay Leaves	Section V will be prepopulated with any LDP, Unpaid Leave and Grievances details.
VI. Dependents	Section VI will be prepopulated with Spouse and Child details.
VII. Bank Details	Section VII will be prepopulated with employee's bank details.

5. Review and ensure all prepopulated details are **accurate** accordingly.



- 6. Click on Section VIII. Allowance Assessment.
- 7. Review Approved LA Allowance Category and Approved LA Entitlement amount.

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- 8. Click on 'Attach Supporting Documents' icon.
- 9. Ensure requestor has confirmed all necessary documents have been uploaded.
- 10. Click on 'Notes' icon.

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11. Review the notes/remarks (if any).

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12. Click on 'Application Historical Data' icon.

Note: Treasury LA Approver may view application history of Employee.

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13. Tick the **Declaration** Checkbox.

Note: Depending on the scenario, Treasury LA Approver may also click on the following

buttons:

- i. Approve button to approve applications.
- ii. Rework button to rework applications.
- iii. Reject button to reject applications.

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Outcome: The application has successfully been approved / reworked / rejected.