

LEAVE ALLOWANCE

Role: Front End User (Employee)

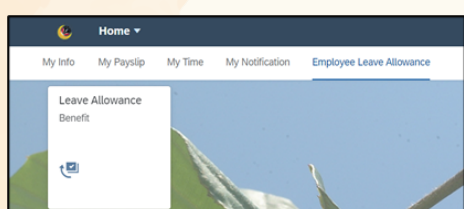


This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

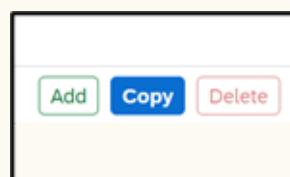
Below are the **quick guide** for **Employee** to **Submit / Draft / Delete Draft** Leave Allowance application:

Submit Leave Allowance Application

1 In SAPGUI (front-end system), click on **Employee Leave Allowance** tile

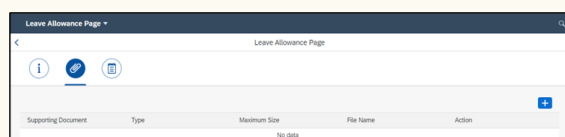


2 In **Leave Allowance** page, click on **Add** button



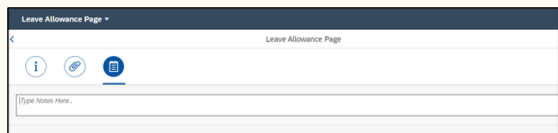
3 Add the **required application details**

4 Select **Attach** icon



Click **Add (+)** icon to attach any supporting documents

5 Select **Application Historical Data** icon



Fill in the notes field provided

6 Tick **Declaration** checkbox

7 Click **Submit** button



8 Click **Submit** button for confirmation

9 Click **OK** button

LEAVE ALLOWANCE

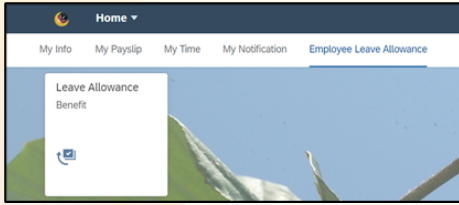
Role: Front End User (Employee)



Draft Leave Allowance Application

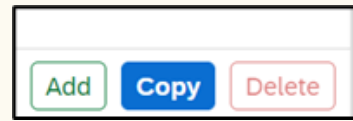
1

In SAPGUI (front-end system), click on **Employee Leave Allowance** tile



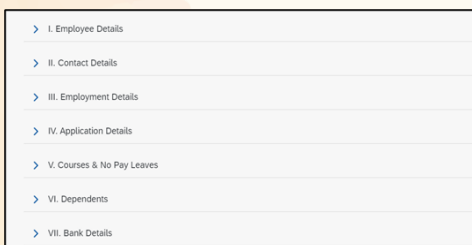
2

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



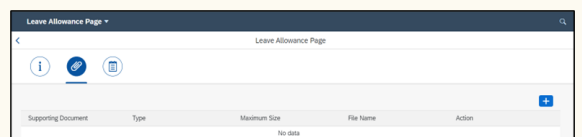
3

Add the **required application details**



4

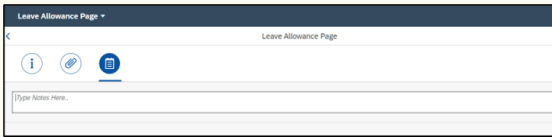
Select **Attach** icon



Click **Add (+)** icon to attach any supporting documents

5

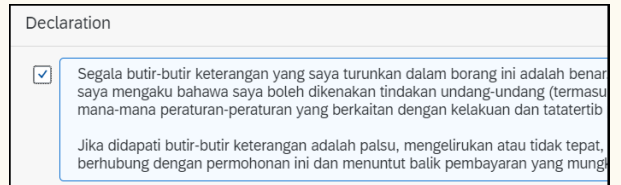
Select **Application Notes** icon



Fill in the field provided

6

Tick **Declaration** checkbox



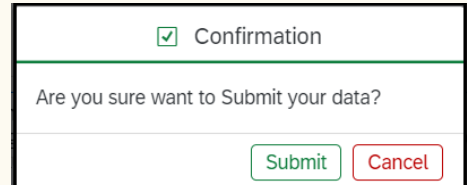
7

Click **Save as Draft** button



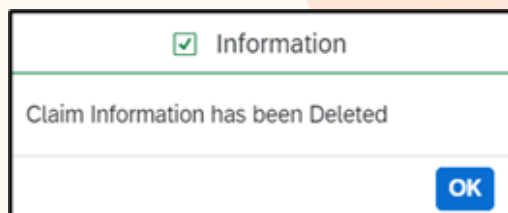
8

Click **Submit** button for confirmation



9

Click **OK** button



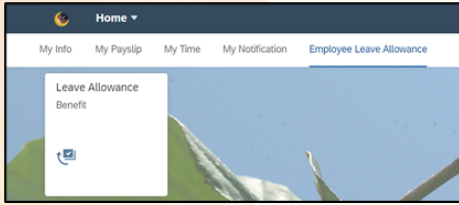
LEAVE ALLOWANCE

Role: Front End User (Employee)

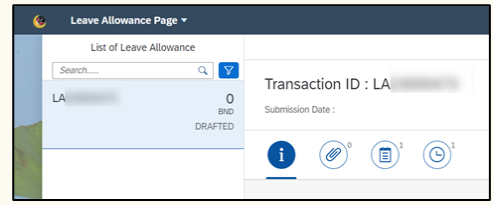


Delete Draft Leave Allowance Application

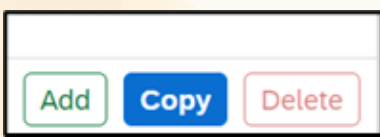
1 In SAPGUI (front-end system), click on **Employee Leave Allowance** tile



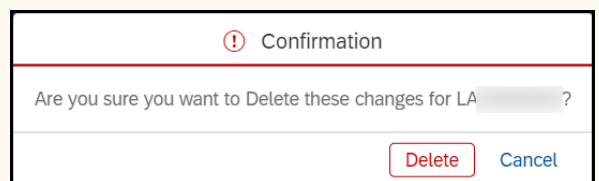
2 In **Leave Allowance** page, select application with **Drafted** status



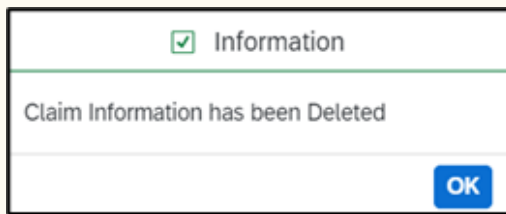
3 Click **Delete** button



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