

LEAVE ALLOWANCE

Role: Leave Allowance Unit /
Head of Department

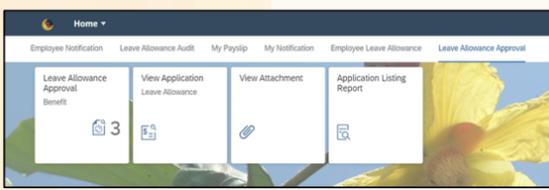


This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

Below are the **quick guide** for **Leave Allowance Unit / Head of Department** to **View Leave Allowance application, View Attachment** and **View Application Listing Audit Report**:

View Leave Allowance Application

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



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

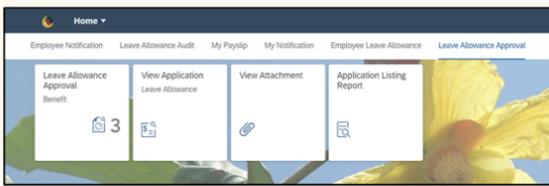
Click **Filter** button

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	>
24 May 2021	PO	>
05 April 2023	PO	>

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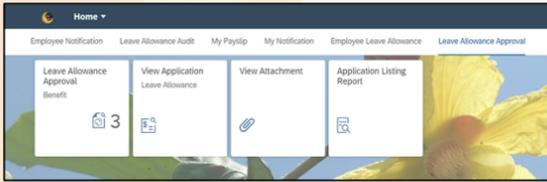
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View Application Listing Audit Report

1

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

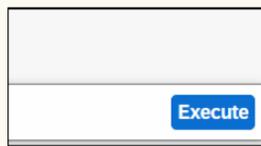


2

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