



SISTEM SUMBER MANUSIA

User Guide

For Employee

Leave Allowance

(Application Submission)

VERSION: 2.0



INTRODUCTION

This user guide acts as a reference for **Employee (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**.

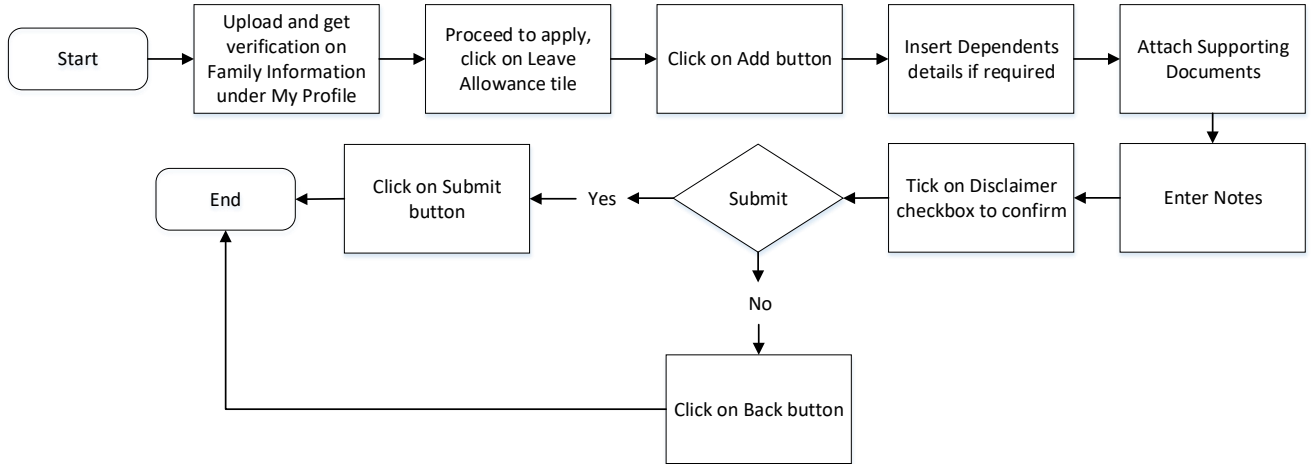


Table of Content

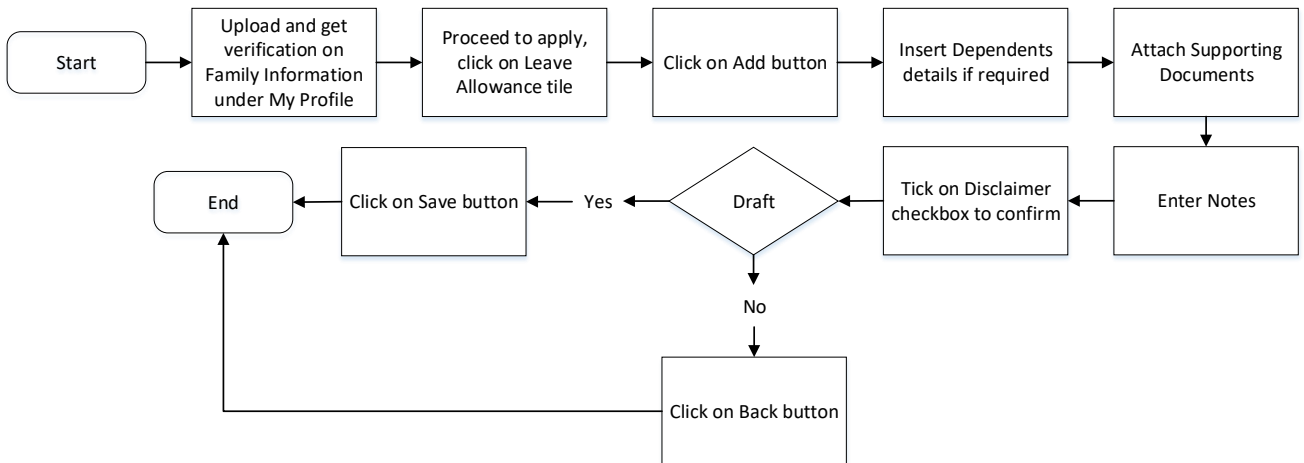
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Submit Leave Allowance Application	6
Draft Leave Allowance Application	14
Delete Draft Leave Allowance Application	22

Process Overview

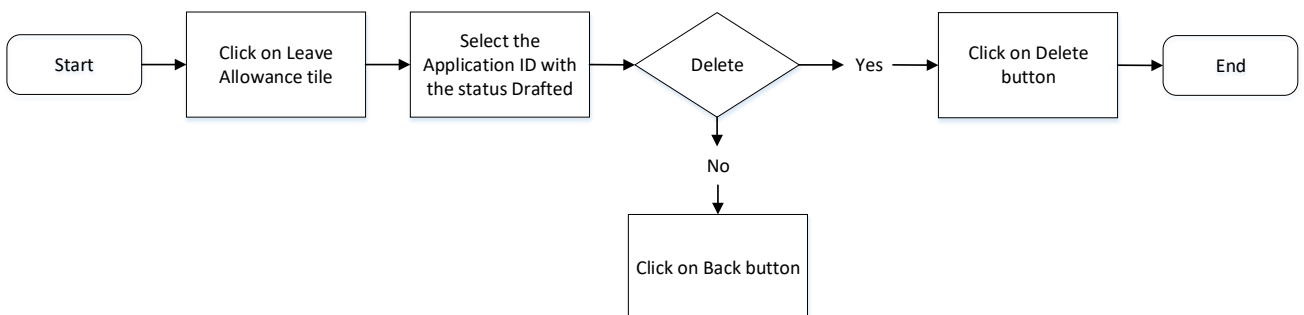
Submit Leave Allowance Application



Draft Leave Allowance Application

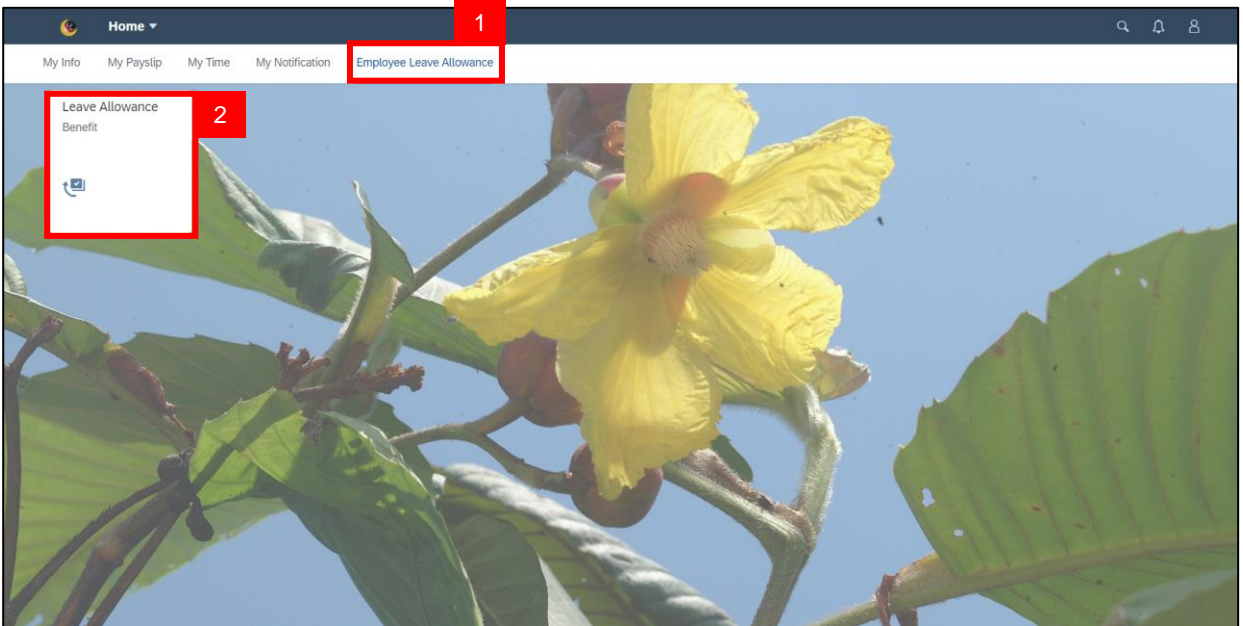


Delete Draft Leave Allowance Application



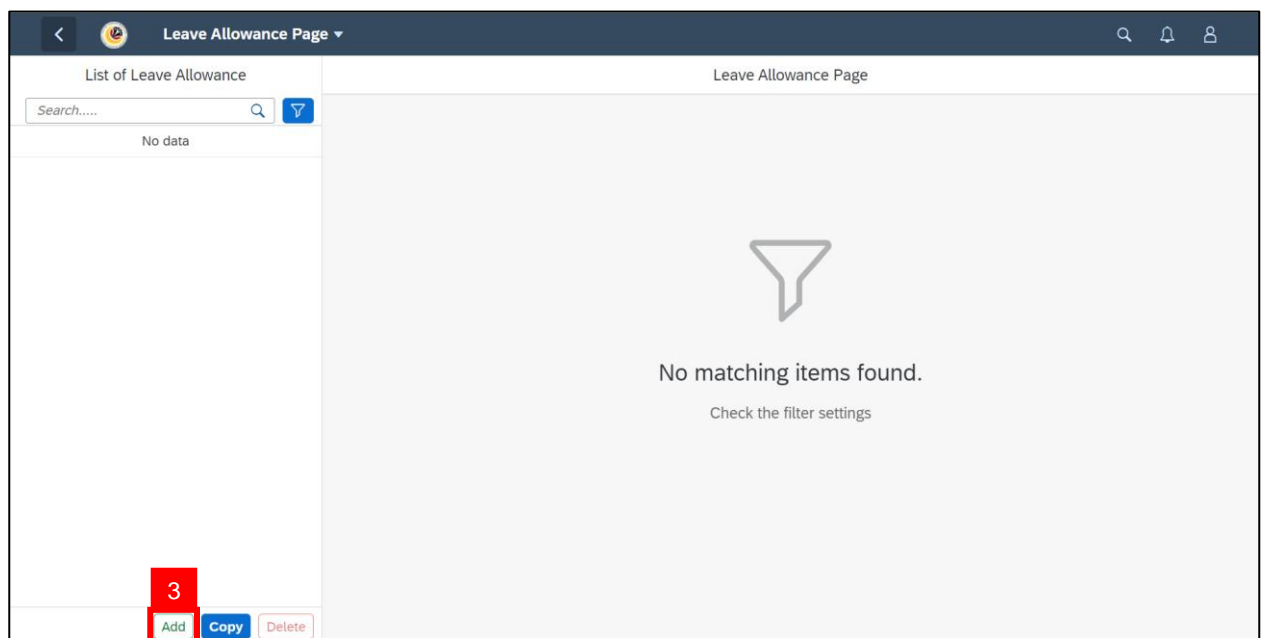
SUBMIT LEAVE ALLOWANCE APPLICATION	Frontend User
	Employee

1. Click on **Employee Leave Allowance** tab.
2. Select the **'Leave Allowance'** tile.

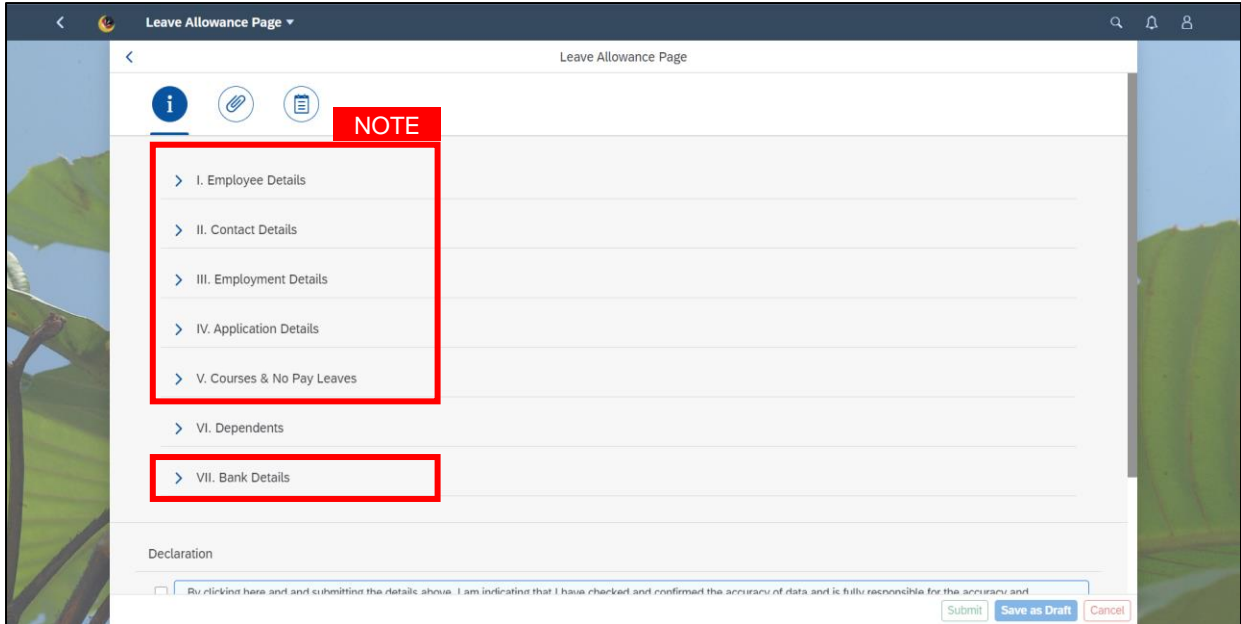


Note: Please ensure that all mandatory documents are uploaded on **Family Information** under **My Profile**, before applying for Leave Allowance.

3. Click on **'Add'** button.



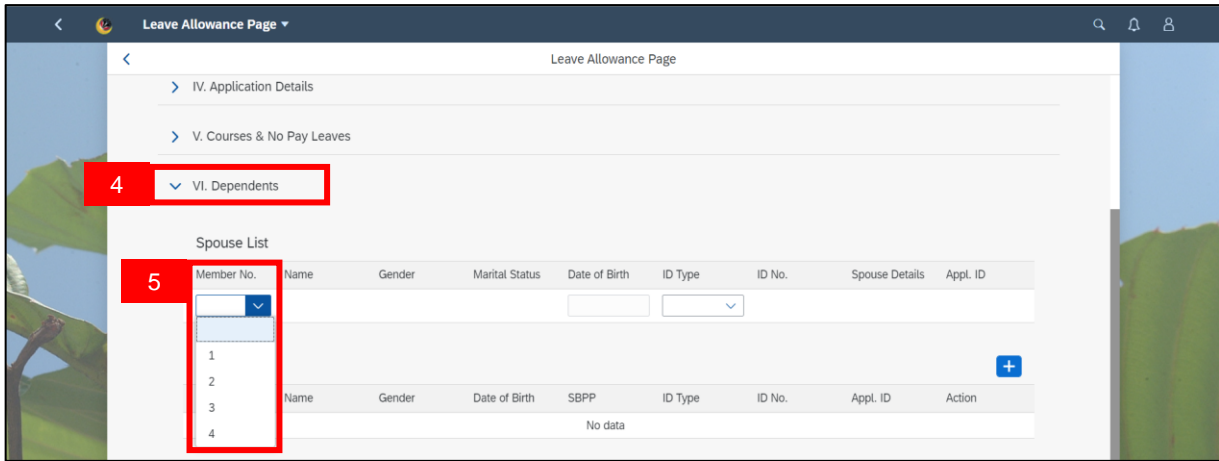
Note: Under **Application Details**, all data that is available in employee personnel details from sections **I to V and VII** has been auto-prefilled based on the information filled in the ESS Portal / Back End.



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.
VII. Bank Details	Section VII will be prepopulated with employee's bank details.

4. Go to Section **VI. Dependents** and **enter** details if **required**.

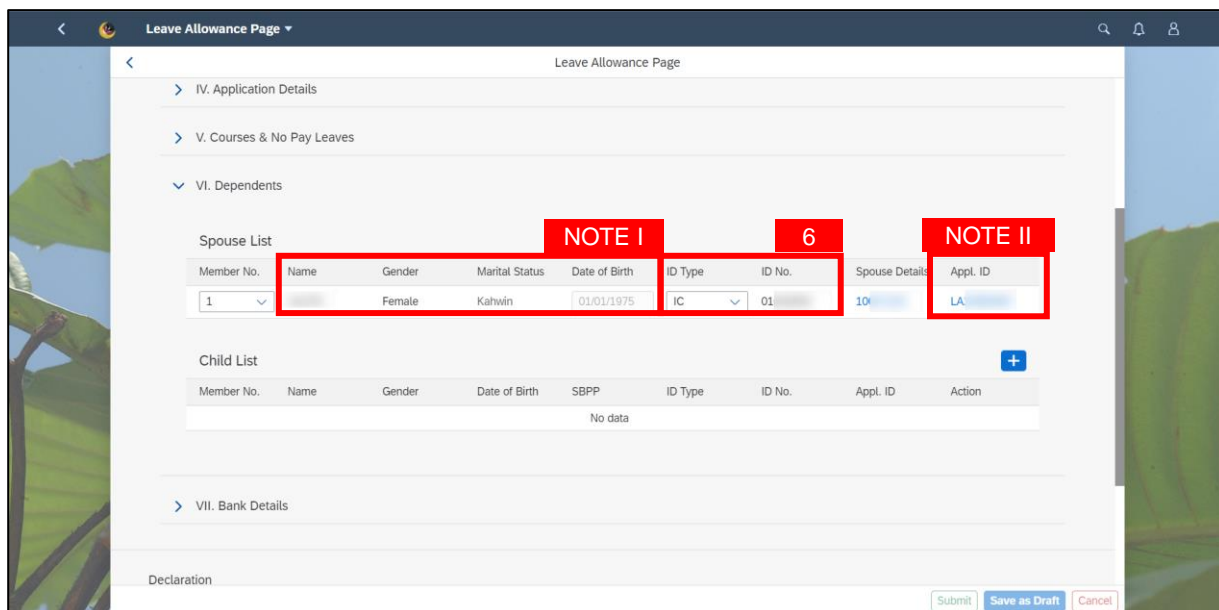
5. Under **Spouse List**, click the dropdown list under '**Member No.**' and **choose** the member if required.



Note I: Spouse details will be auto-filled if spouse is a government employee.

Note II: Appl. ID will be auto-filled if spouse previously submitted a Leave Allowance Application.

6. Click on the dropdown list under **ID Type** and select **IC / Passport**. ID No. will be auto-filled based on the chosen ID Type.



Reminder: Employee **unable to submit online application** in SSM due to **Spouse has an active Leave Allowance Application**. Therefore, remove the Spouse's details to proceed.

7. Under **Child List**, click on **Add** button to add **child details** if required.

8. Click the dropdown list under '**Member No.**' and **choose** the member.

The screenshot shows the 'Leave Allowance Page' with the 'VI. Dependents' section expanded. Under 'Child List', there is a table with columns: Member No., Name, Gender, Date of Birth, SBPP, ID Type, ID No., Appl. ID, and Action. A red box labeled '8' highlights the 'Member No.' dropdown menu, which is open to show a list of numbers from 1 to 9. Another red box labeled '7' highlights the blue '+' button to the right of the table, used for adding new child details. Below the table, there is a declaration checkbox and a 'Submit' button.

9. Click on the dropdown list under **ID Type** and select **IC / Passport / Birth Certificate**. ID No. will be auto-filled based on the chosen ID Type.

The screenshot shows the 'Leave Allowance Page' with the 'VI. Dependents' section expanded. Under 'Child List', there is a table with columns: Member No., Name, Gender, Date of Birth, SBPP, ID Type, ID No., Appl. ID, and Action. A red box labeled 'NOTE III' highlights the 'Name' field, which contains a blurred name. Another red box labeled '9' highlights the 'ID Type' dropdown menu, which is set to 'IC'. A third red box labeled 'NOTE IV' highlights the 'Appl. ID' field, which contains 'LA'. The 'ID No.' field contains '01'. Below the table, there is a declaration checkbox and a 'Submit' button.

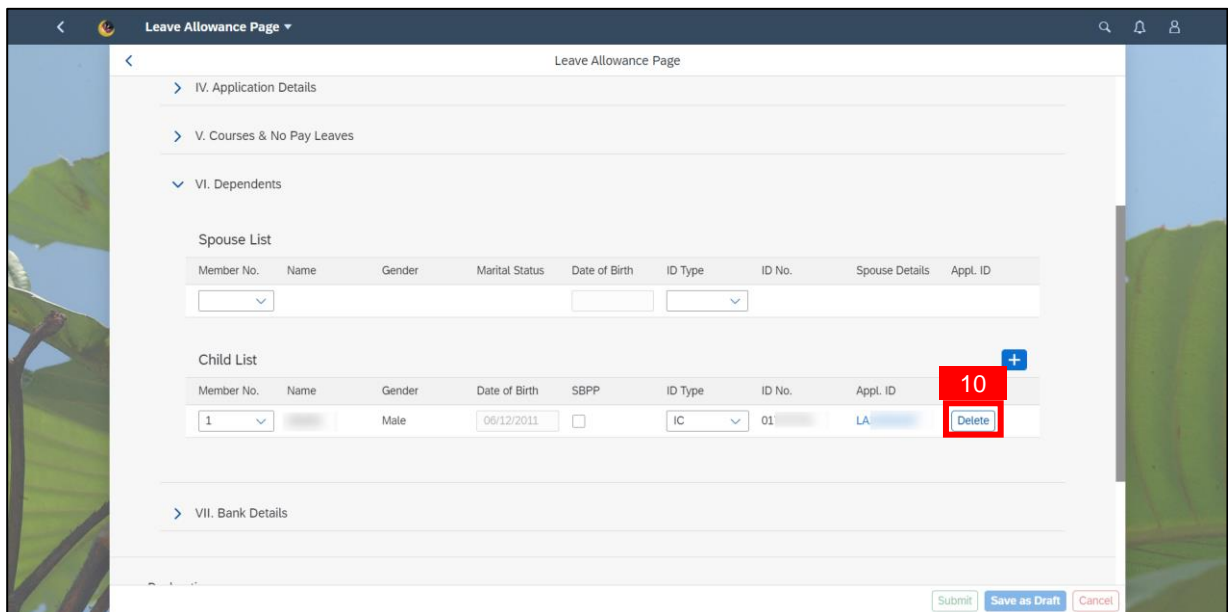
Note III: Child details will be auto-filled.

Note IV: Appl. ID will be auto-filled if the child has previously been included in other Active Leave Allowance Application.

Reminder:

- i. Employee **can only submit online application** in SSM up to **four (4) children** only.
- ii. Employee **unable to submit online application** in SSM due to
 - The **child has previously been included in other Leave Allowance Application.**
 - The **child's age is more than 18 years old and married.**

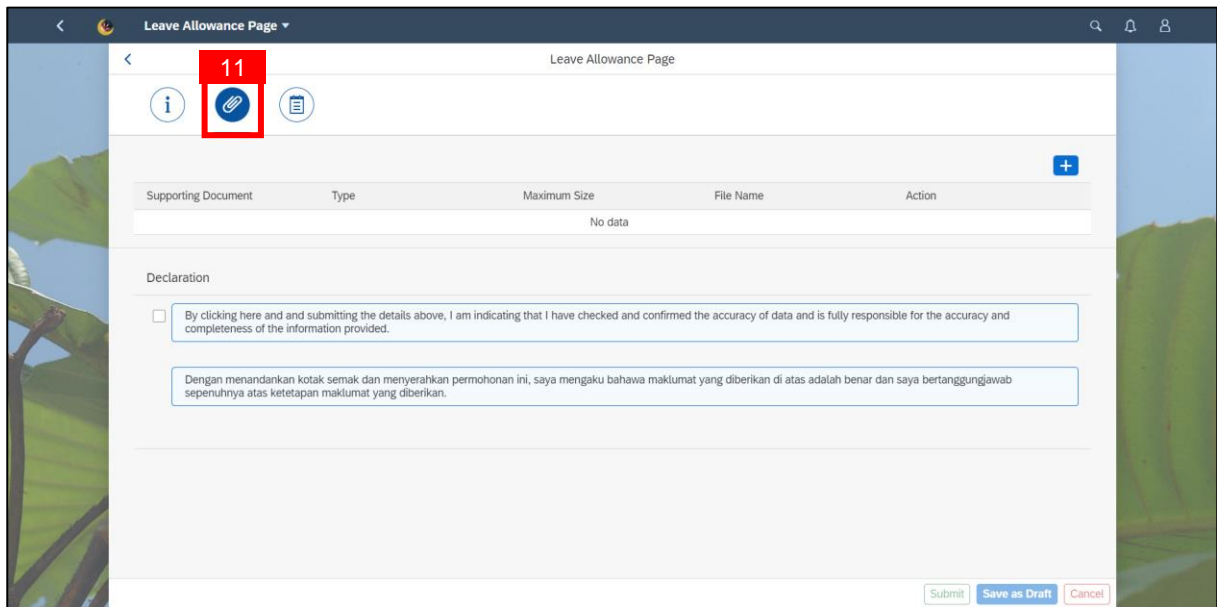
10. Click '**Delete**' button to remove the child's details to proceed.



The screenshot shows the 'Leave Allowance Page' interface. Under the 'VI. Dependents' section, there is a 'Spouse List' and a 'Child List' table. The 'Child List' table has the following columns: Member No., Name, Gender, Date of Birth, SBPP, ID Type, ID No., Appl. ID, and a 'Delete' button. A red box highlights the 'Delete' button for the first child entry. A red box with the number '10' is also present over the 'Delete' button.

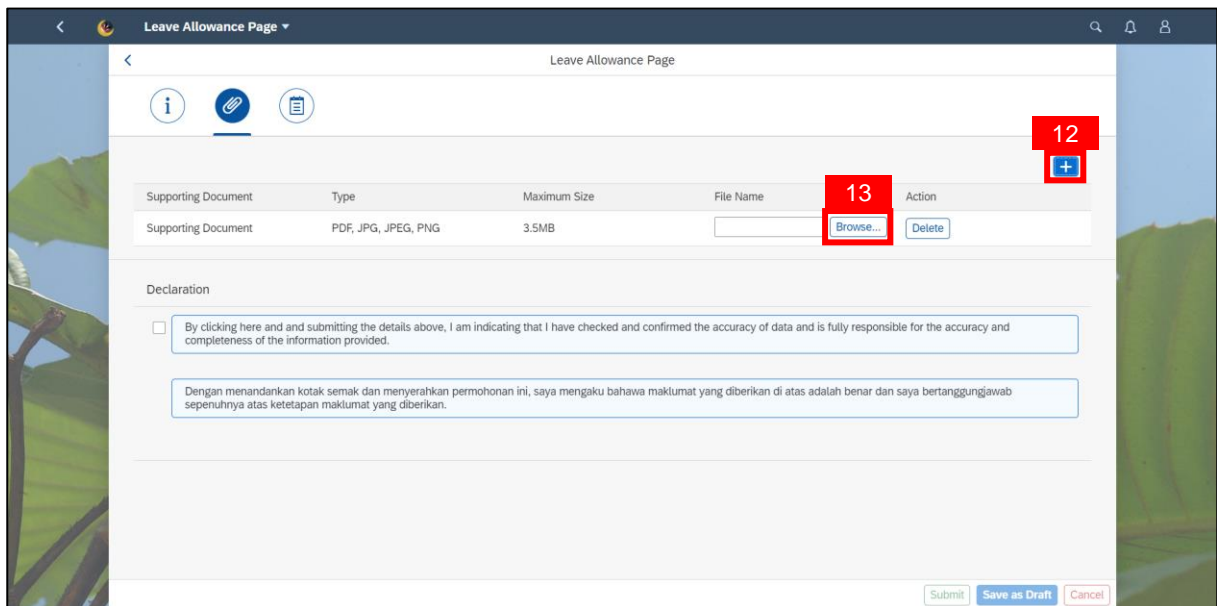
Member No.	Name	Gender	Date of Birth	SBPP	ID Type	ID No.	Appl. ID	Delete
1		Male	06/12/2011	<input type="checkbox"/>	IC	01	LA	Delete

11. Click on '**Attach Supporting Documents**' icon.



12. Click on the '**Add**' icon to attach any supporting documents if required.

13. Click on the '**Browse**' button to search the files or documents.

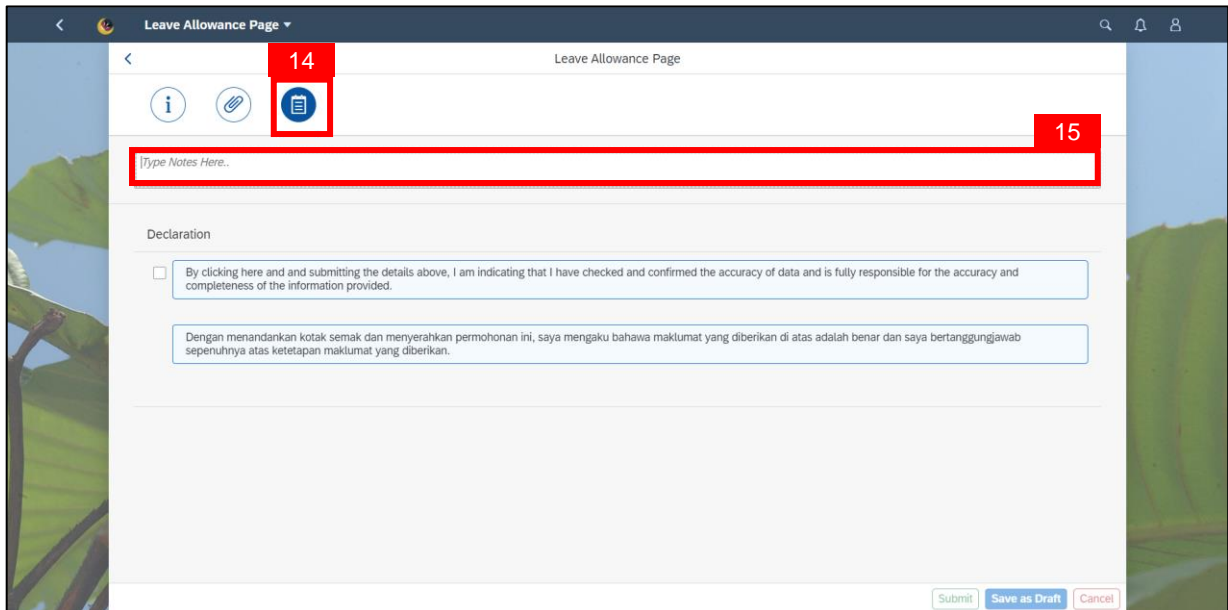


Reminder:

- i. Employee **can attach more than one document**.
- ii. The document type can be only form as **PDF, JPG, JPEG and PNG format only**.
- iii. The maximum size of each document must be **not more than 3.5MB**

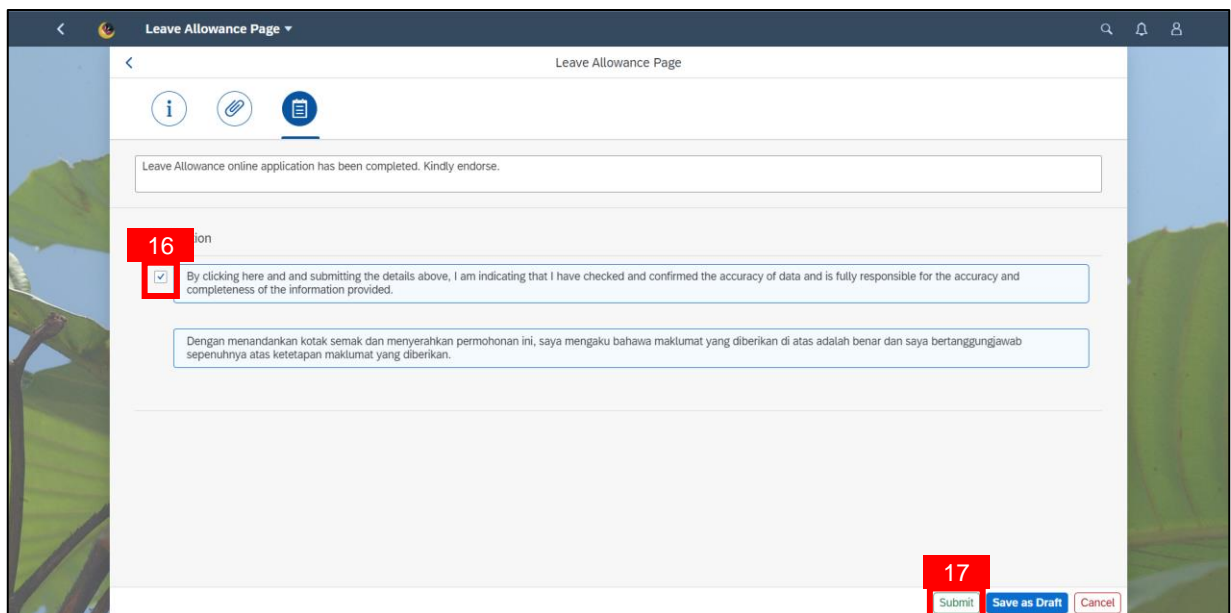
14. Click on **'Application Historical Data'** icon.

15. Enter **'Notes'** in the space provided.



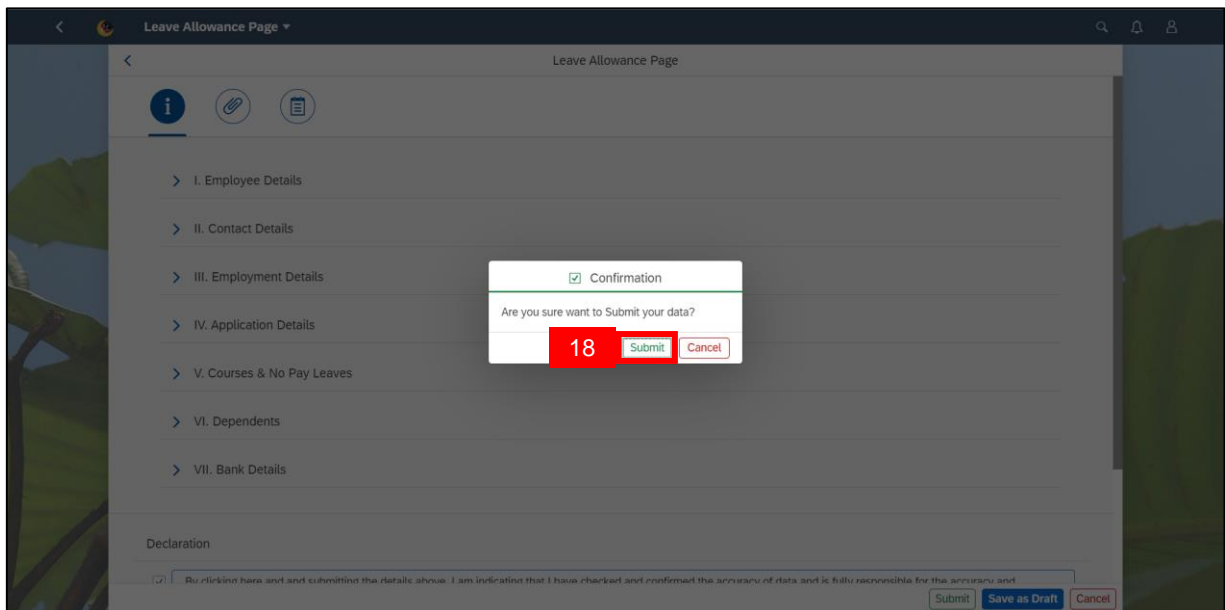
16. Tick on **'Disclaimer'** checkbox once confirm.

17. Click on **'Submit'** button.



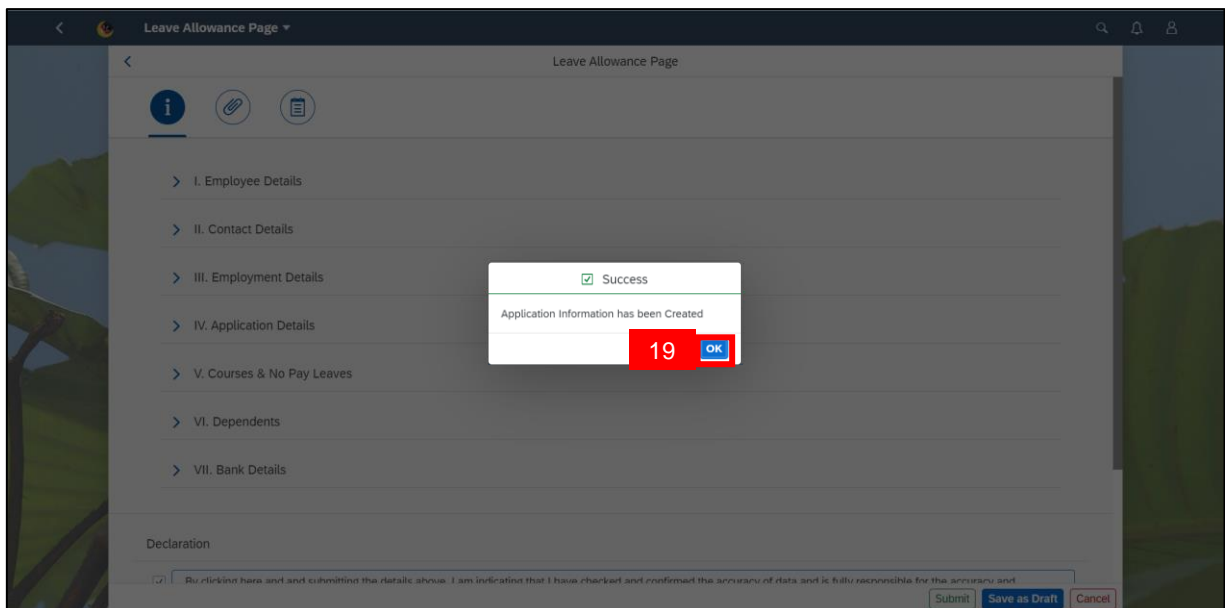
Note: Confirmation message will be pop out and displayed.

18. Click on the **'Submit'** button.



Note: Success message will be displayed.

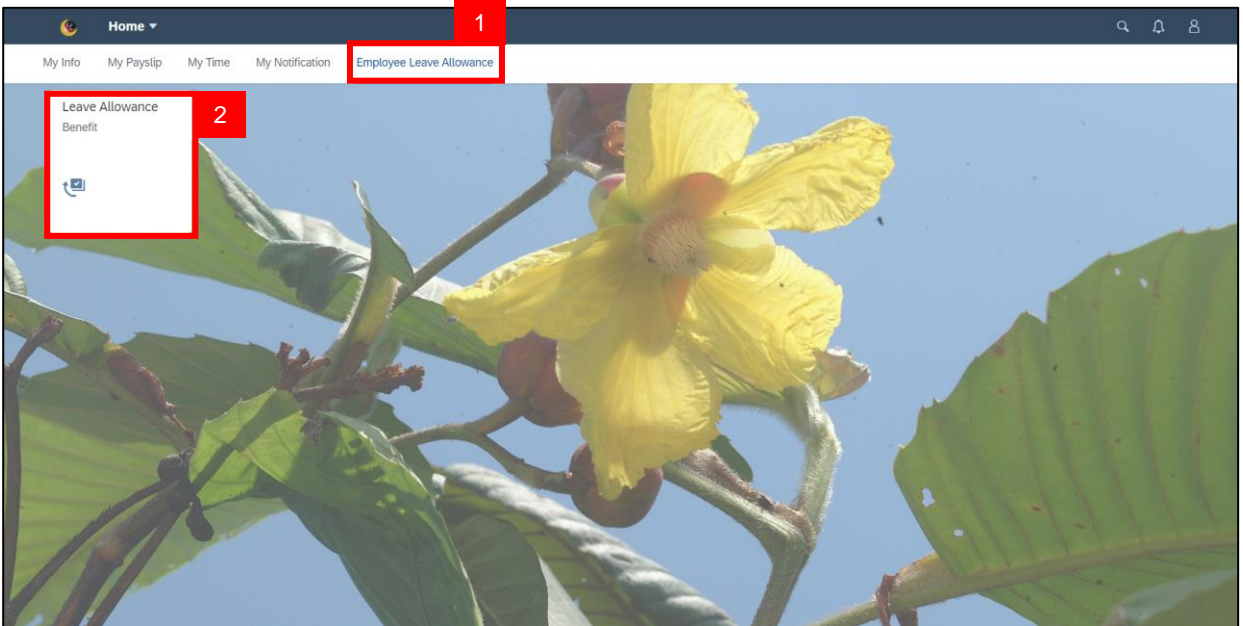
19. Click on **'OK'** button.



Outcome: The **application** has successfully been **created** and **listed** under **'List of Leave Allowance'**.

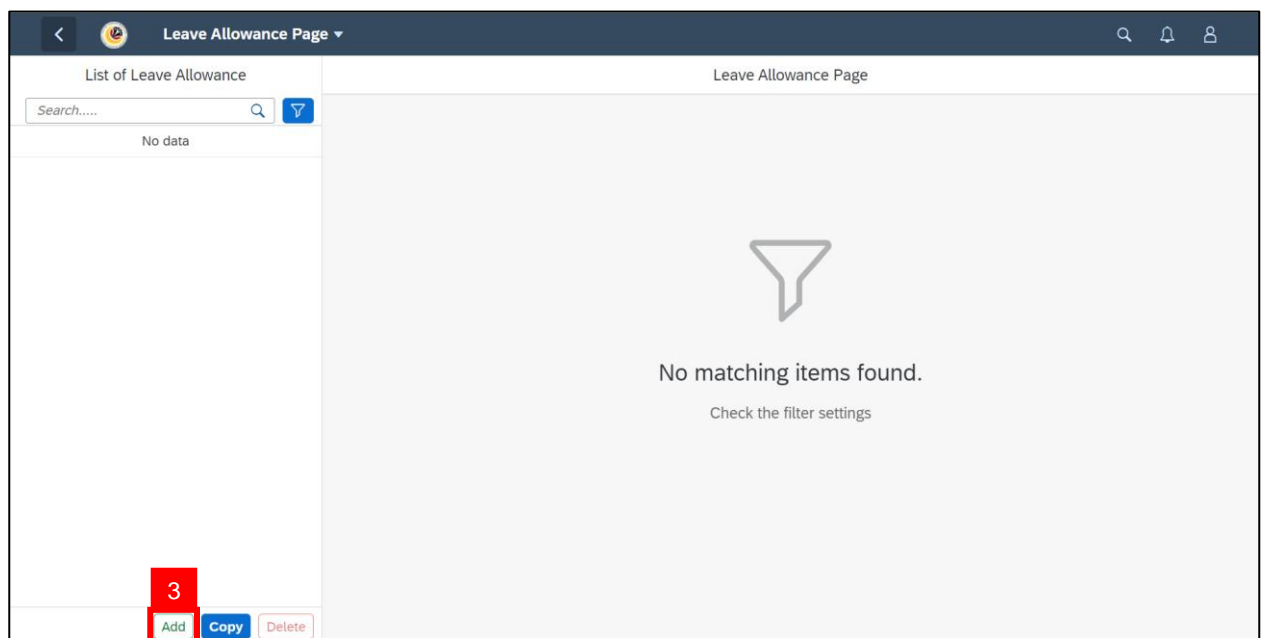
DRAFT LEAVE ALLOWANCE APPLICATION	Frontend User
	Employee

1. Click on **Employee Leave Allowance** tab.
2. Select the **'Leave Allowance'** tile.

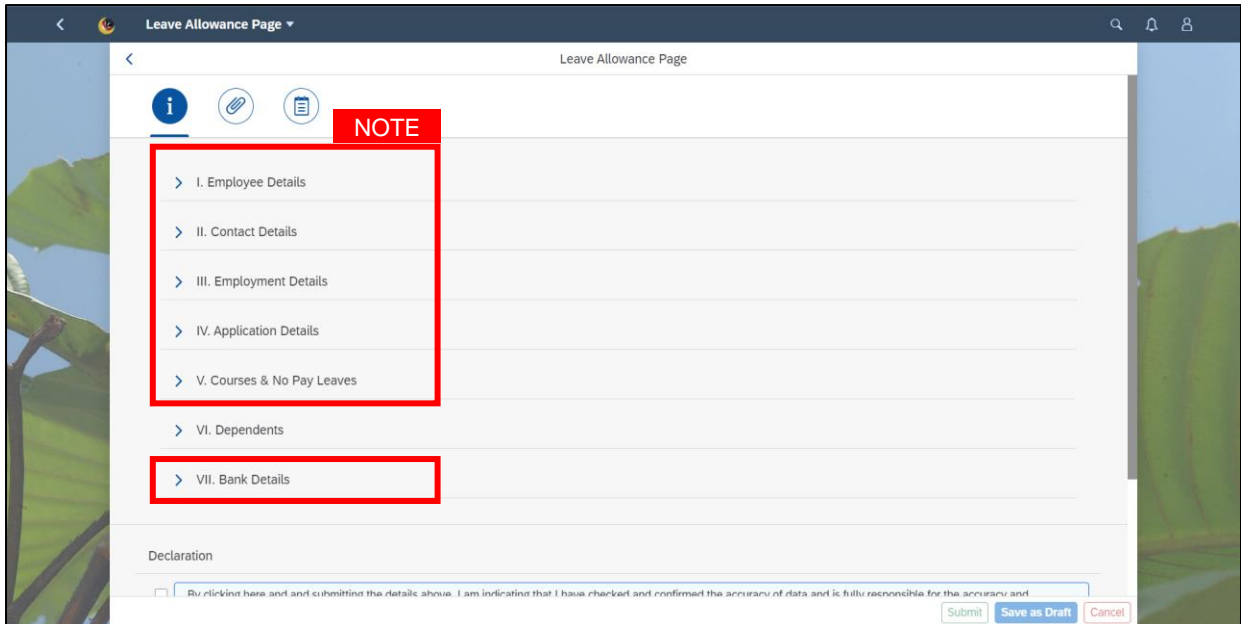


Note: Please ensure that all mandatory documents are uploaded on **Family Information** under **My Profile**, before applying for Leave Allowance.

3. Click on **'Add'** button.



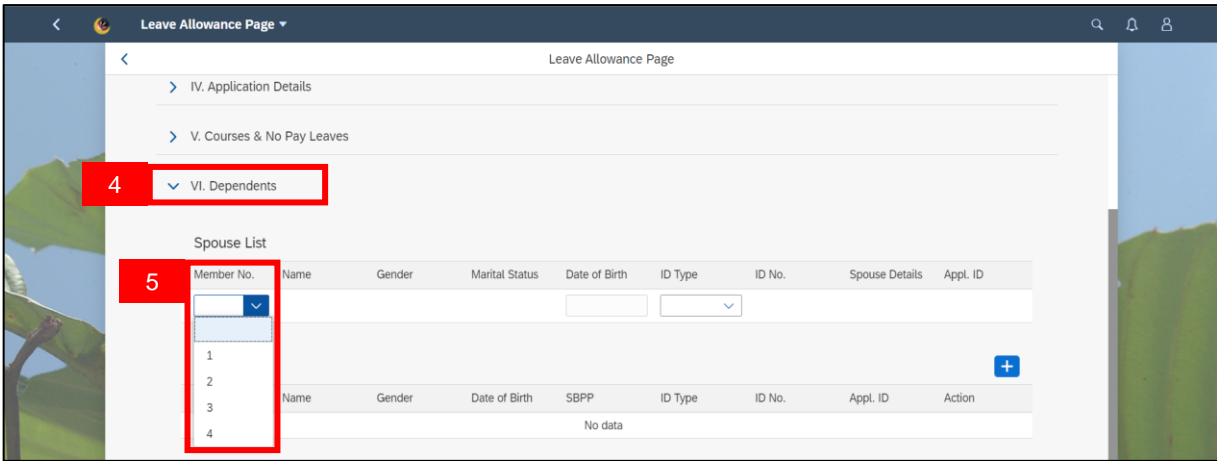
Note: Under **Application Details**, all data that is available in employee personnel details from sections **I to V and VII** has been auto-prefilled based on the information filled in the ESS Portal / Back End.



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4. Go to Section **VI. Dependents** and **enter** details if **required**.

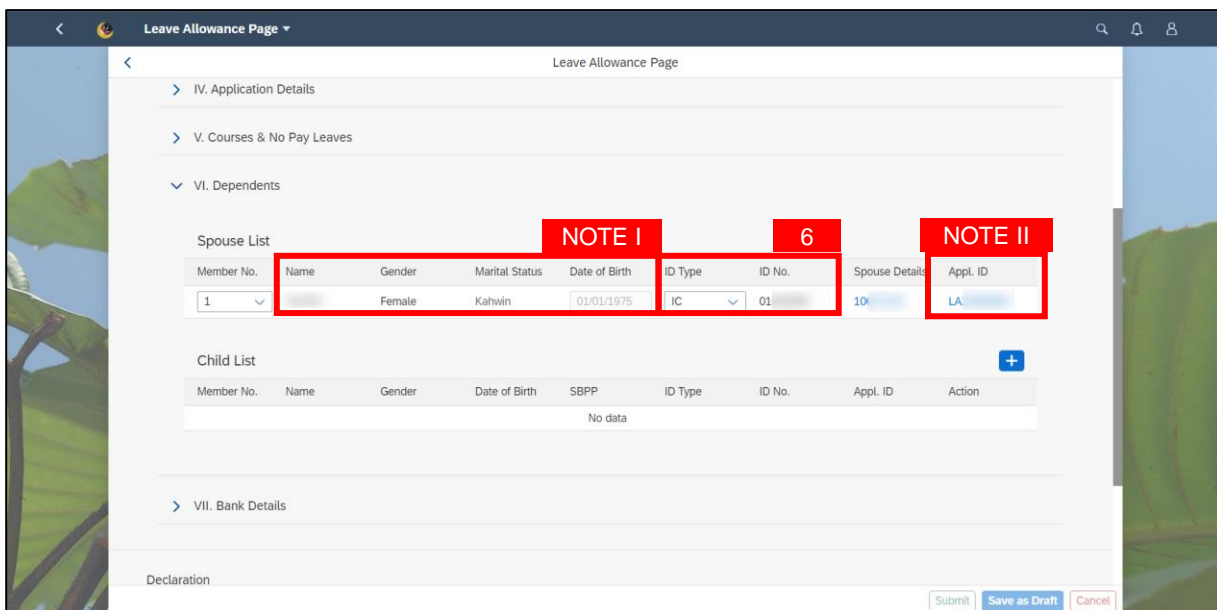
5. Under **Spouse List**, click the dropdown list under '**Member No.**' and **choose** the member if required.



Note I: Spouse details will be auto-filled if spouse is a government employee.

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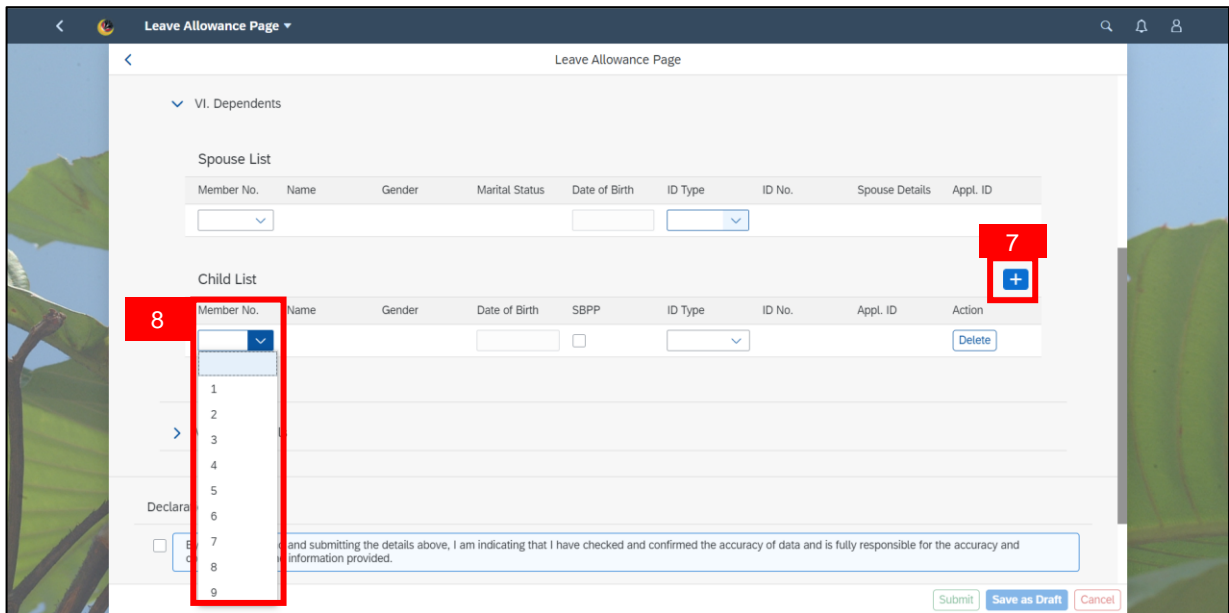
6. Click on the dropdown list under **ID Type** and select **IC / Passport**. ID No. will be auto-filled based on the chosen ID Type.



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7. Under **Child List**, click on **Add** button to add **child details** if required.

8. Click the dropdown list under '**Member No.**' and **choose** the member.



Leave Allowance Page

VI. Dependents

Spouse List

Member No.	Name	Gender	Marital Status	Date of Birth	ID Type	ID No.	Spouse Details	Appl. ID
<input type="text"/>				<input type="text"/>	<input type="text"/>			

Child List

Member No.	Name	Gender	Date of Birth	SBPP	ID Type	ID No.	Appl. ID	Action
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>	<input type="text"/>			<input type="button" value="Delete"/>

8

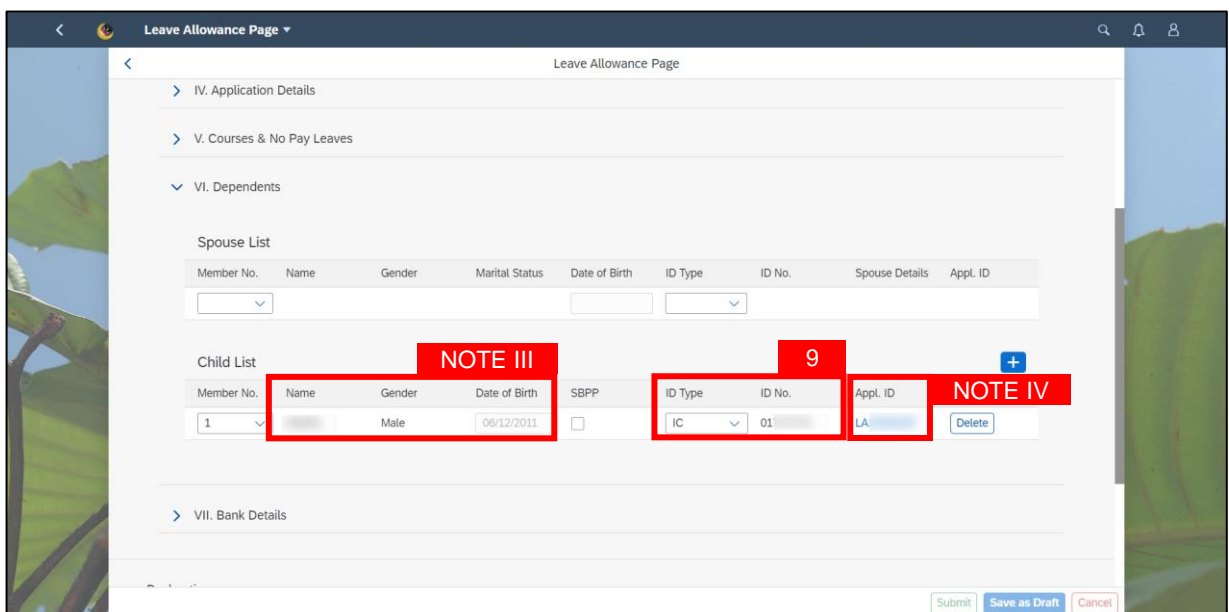
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and submitting the details above, I am indicating that I have checked and confirmed the accuracy of data and is fully responsible for the accuracy and information provided.

9. Click on the dropdown list under **ID Type** and select **IC / Passport / Birth Certificate**. ID No. will be auto-filled based on the chosen ID Type.



Leave Allowance Page

IV. Application Details

V. Courses & No Pay Leaves

VI. Dependents

Spouse List

Member No.	Name	Gender	Marital Status	Date of Birth	ID Type	ID No.	Spouse Details	Appl. ID
<input type="text"/>				<input type="text"/>	<input type="text"/>			

Child List

Member No.	Name	Gender	Date of Birth	SBPP	ID Type	ID No.	Appl. ID	Action
1		Male	06/12/2011	<input type="checkbox"/>	IC	01	LA	<input type="button" value="Delete"/>

NOTE III

9

NOTE IV

+

Submit Save as Draft Cancel

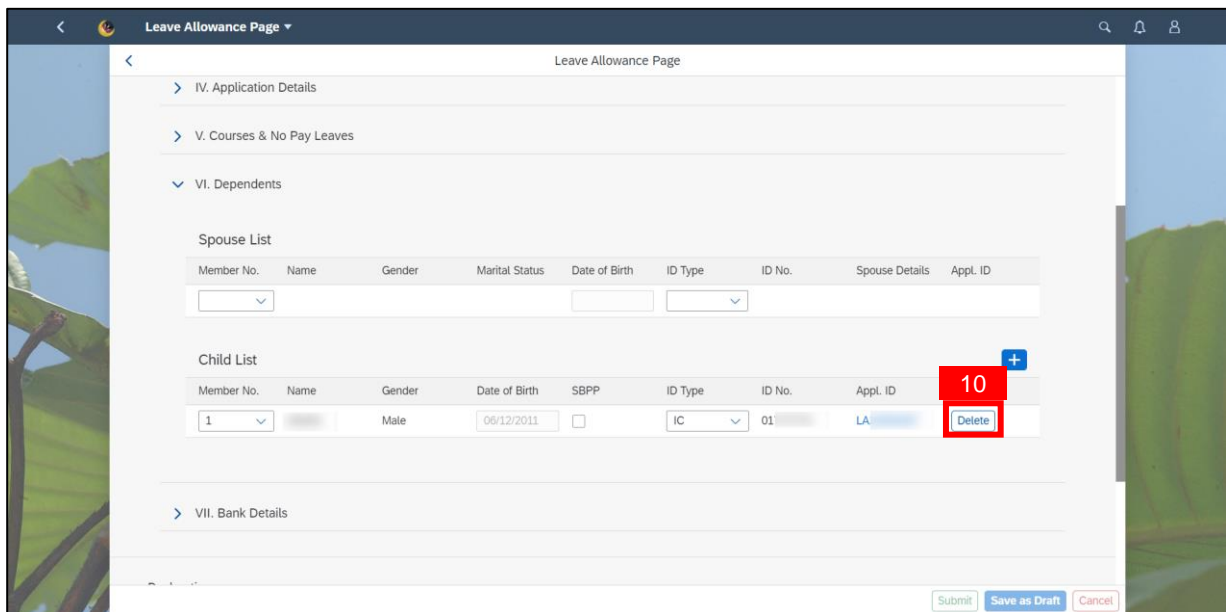
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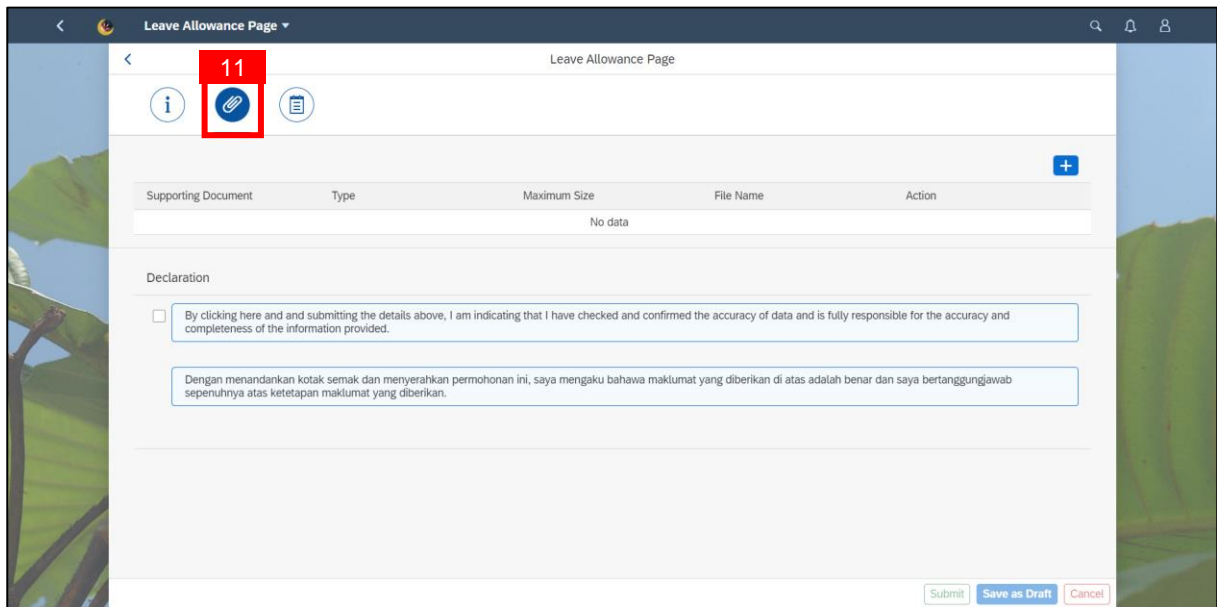
10. Click '**Delete**' button to remove the child's details to proceed.



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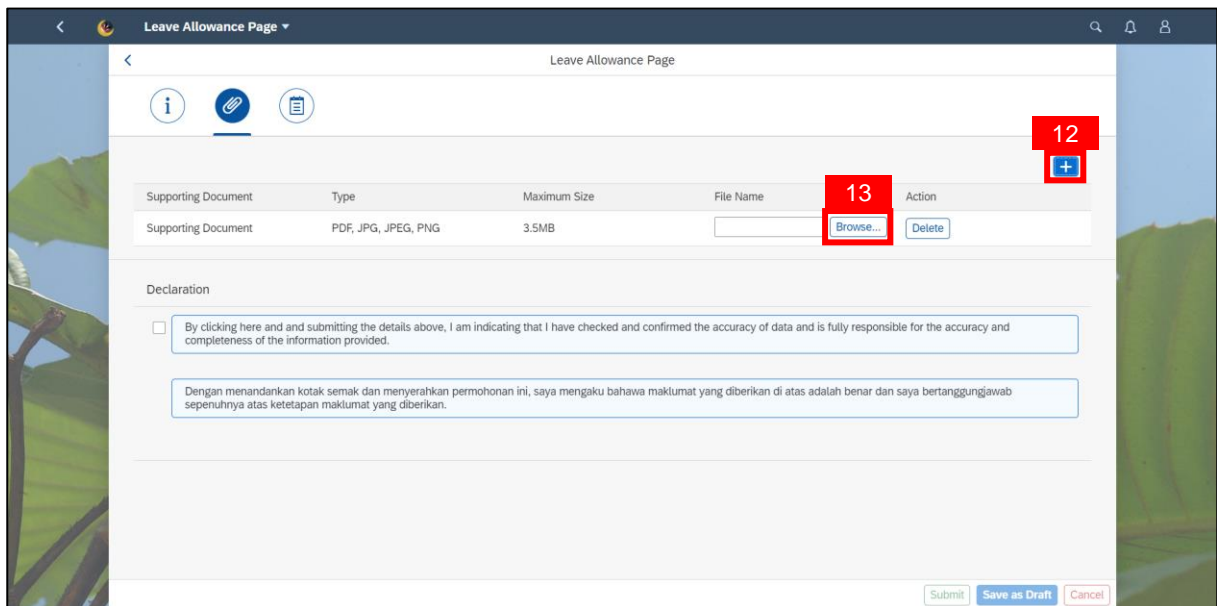
Member No.	Name	Gender	Date of Birth	SBPP	ID Type	ID No.	Appl. ID	Delete
1		Male	06/12/2011	<input type="checkbox"/>	IC	01	LA	Delete

11. Click on '**Attach Supporting Documents**' icon.



12. Click on the '**Add**' icon to attach any supporting documents if required.

13. Click on the '**Browse**' button to search the files or documents.

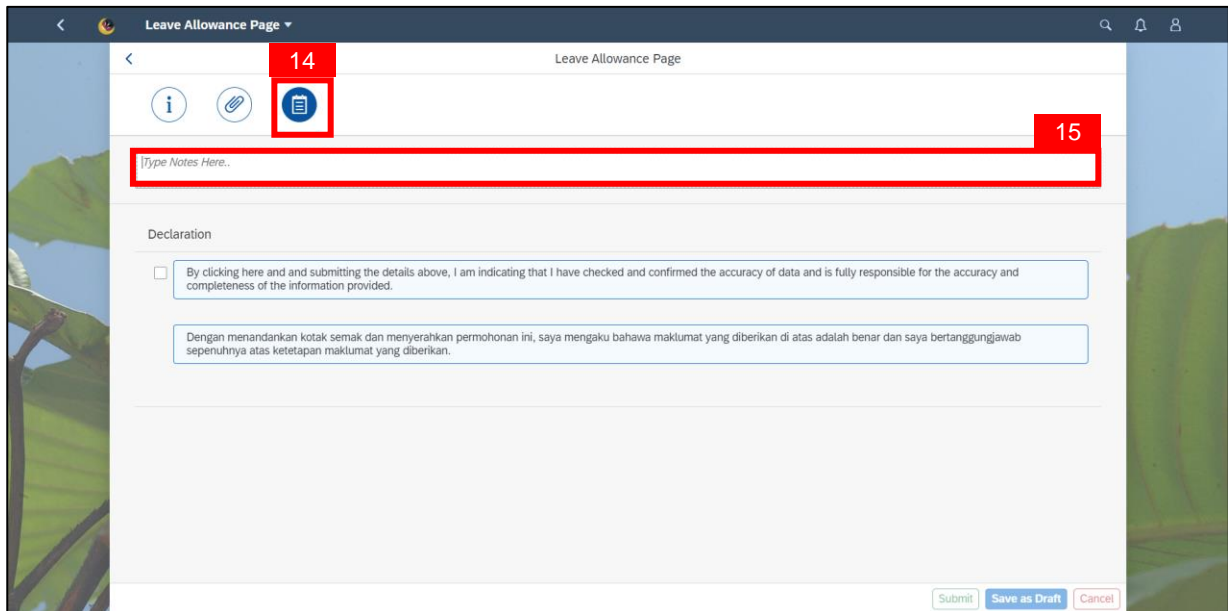


Reminder:

- i. Employee **can attach more than one document**.
- ii. The document type can be only form as **PDF, JPG, JPEG and PNG format only**.
- iii. The maximum size of each document must be **not more than 3.5MB**

14. Click on '**Application Historical Data**' icon.

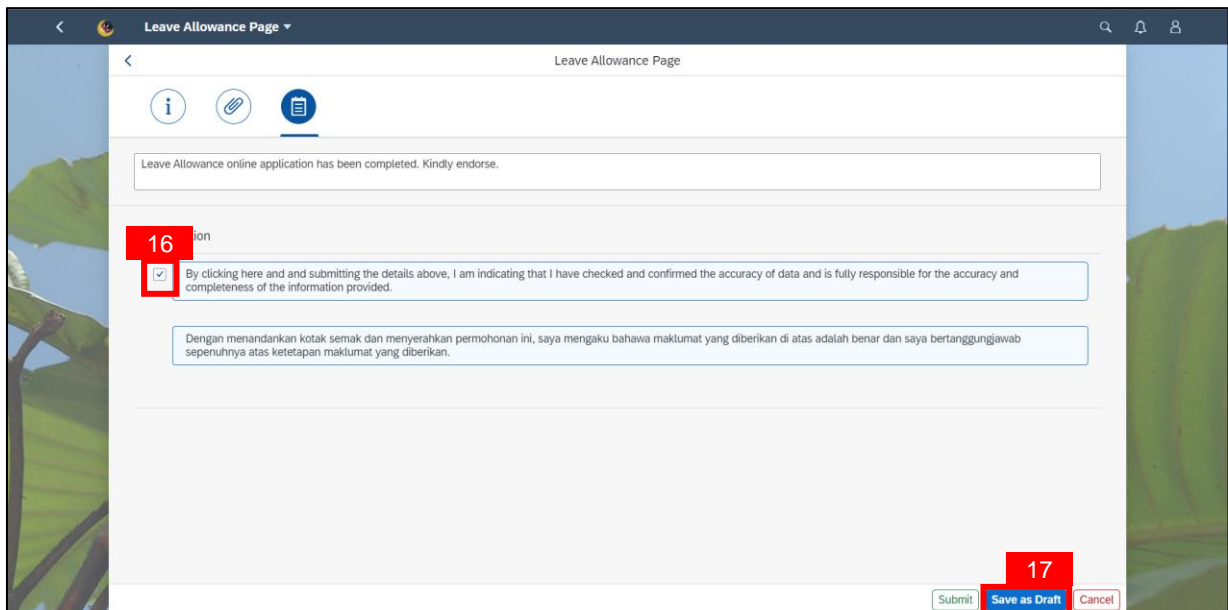
15. Enter '**Notes**' in the space provided.



The screenshot shows the 'Leave Allowance Page' interface. At the top, there are three icons: an information icon, a link icon, and a document icon. The document icon is highlighted with a red box and labeled '14'. Below the icons is a text input field for notes, labeled '15', with the placeholder text '[Type Notes Here...]. Below the notes field is a 'Declaration' section with a checkbox and two text boxes. The checkbox is currently unchecked. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

16. Tick on '**Disclaimer**' checkbox once confirm.

17. Click on '**Save as Draft**' button

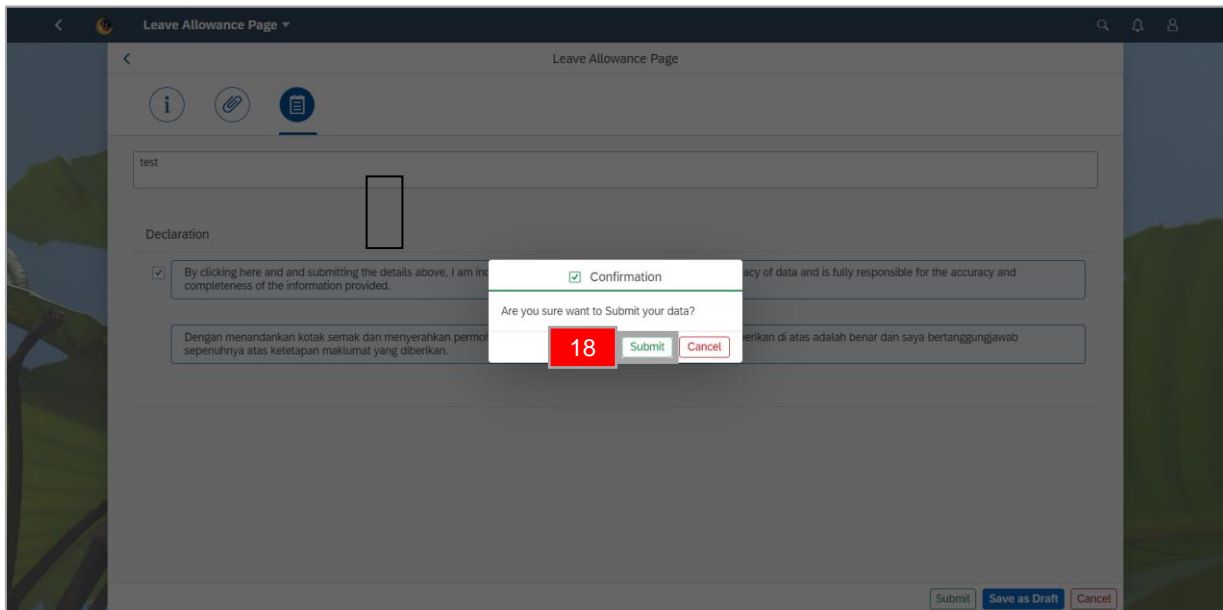


The screenshot shows the 'Leave Allowance Page' interface after the 'Disclaimer' checkbox has been checked. The checkbox is now checked, and it is highlighted with a red box and labeled '16'. The 'Save as Draft' button at the bottom right is highlighted with a red box and labeled '17'. The text input field for notes is now empty and contains the text 'Leave Allowance online application has been completed. Kindly endorse.'

Note: Employee may stop anywhere to **Save as Draft** and continue in editing application another time.

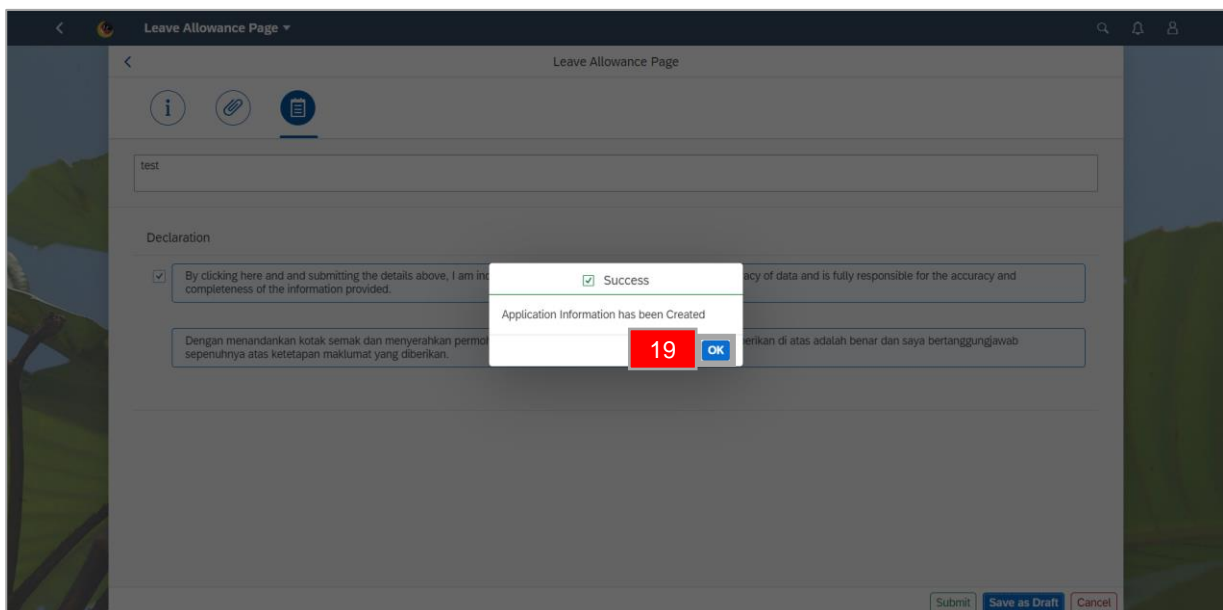
Note: Confirmation message will be pop out and displayed.

18. Click on the **'Submit'** button.



Note: Success message will be displayed.

19. Click on the **OK** button.



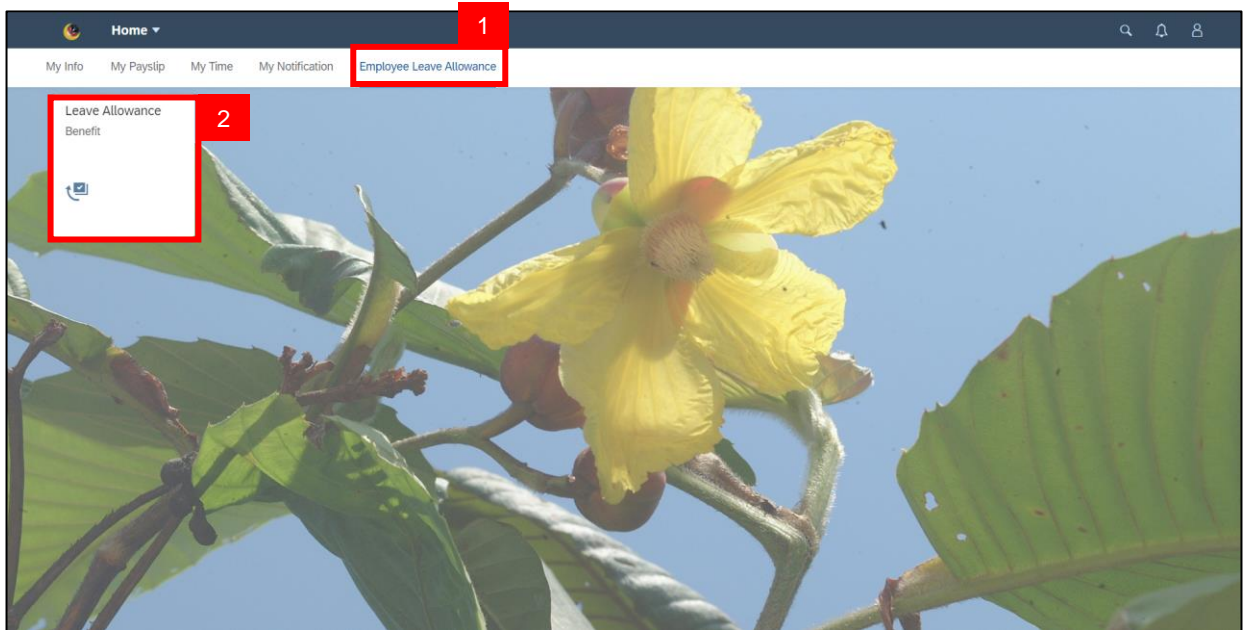
Outcome: The drafted application has been created and listed under 'List of Leave Allowance'.

DELETE DRAFT LEAVE ALLOWANCE APPLICATION

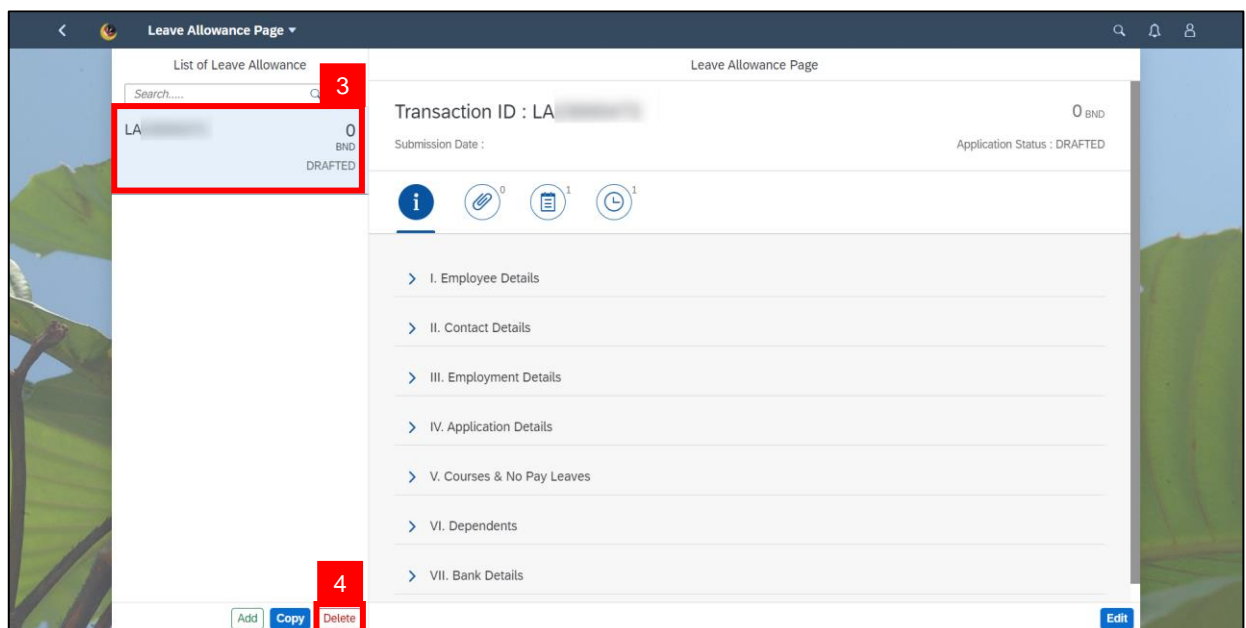
Frontend User

Employee

1. Click on **Employee Leave Allowance** tab.
2. Select the **'Leave Allowance'** tile.

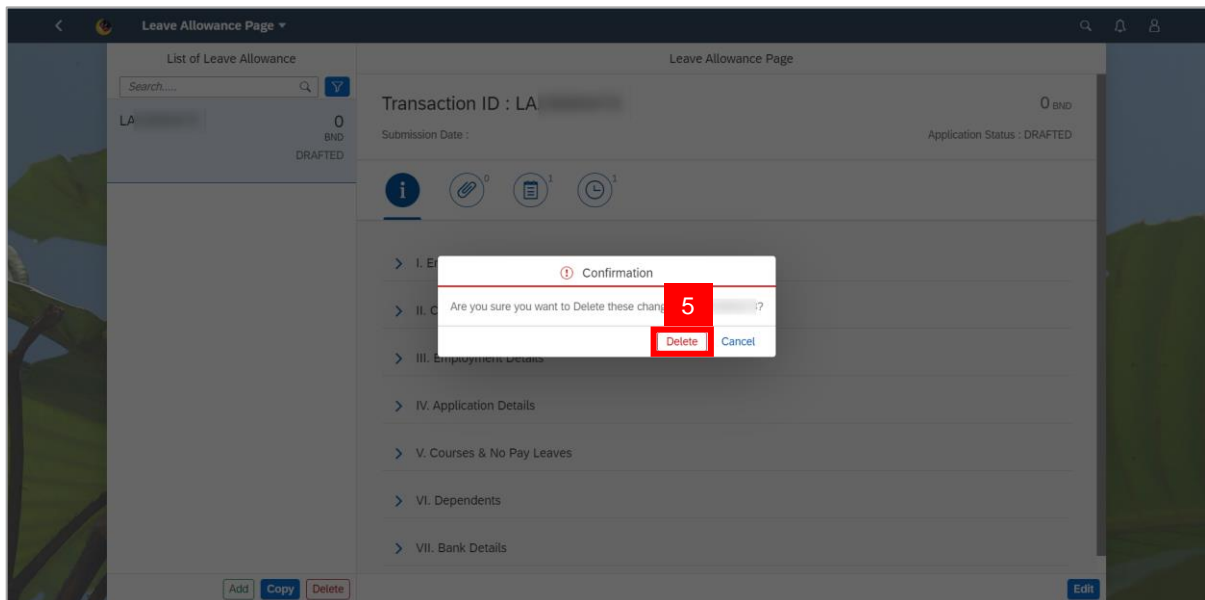


3. Select the Application ID with the status **'Drafted'**.
4. Click on **'Delete'** button.



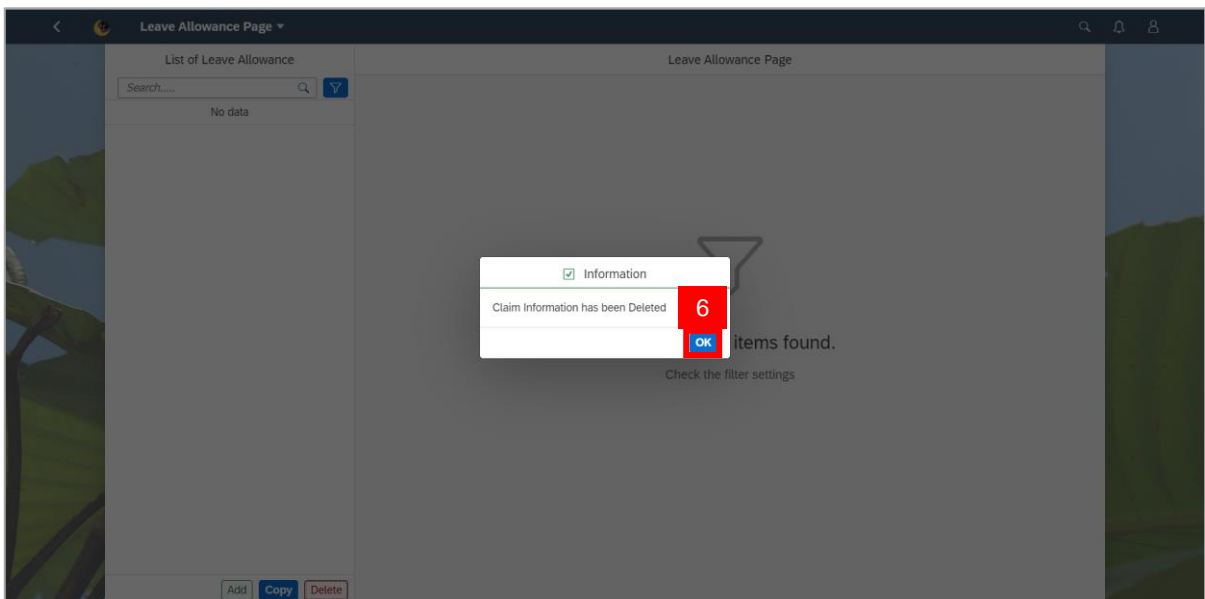
Note: Confirmation message will be displayed.

5. Click on **'Delete'** button.



Note: Information message will be displayed.

6. Click on **'OK'** button.



Outcome: The **drafted application** has been **removed** and will **no longer be listed** under **'List of Leave Allowance'**.