SISTEM SUMBER MANUSIA

User Guide

for Head of Department

Leave Allowance

(Application Endorsement)

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **Head of Department (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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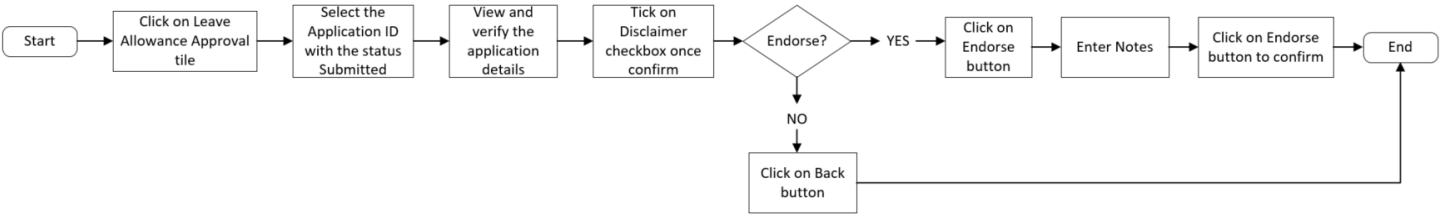
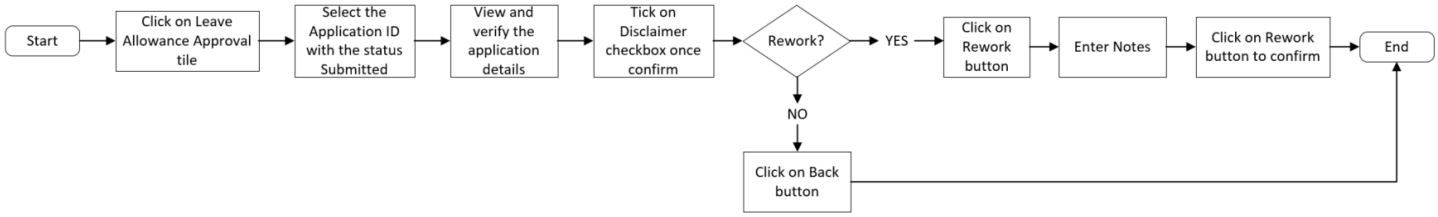
Process Overview

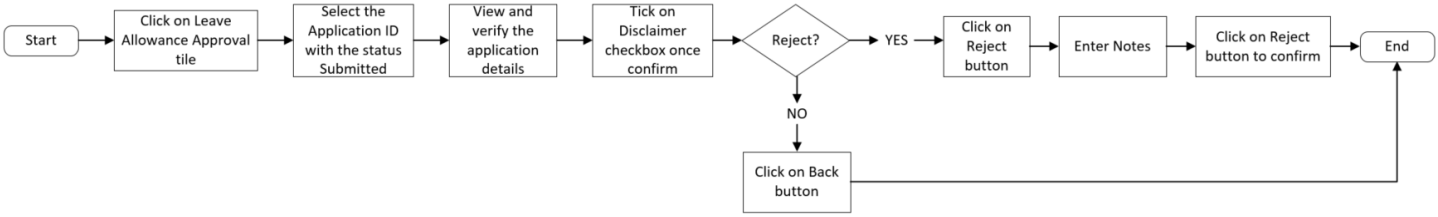
Endorse Leave Allowance Application



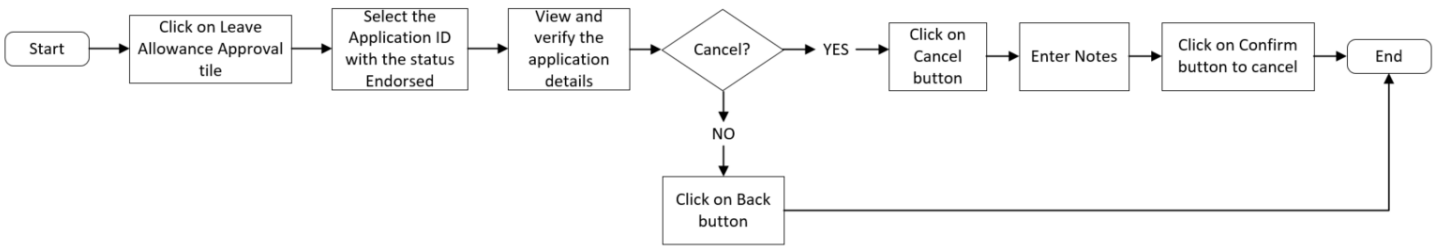
Rework Leave Allowance Application



Reject Leave Allowance Application

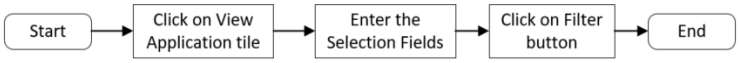


Cancel Leave Allowance Application

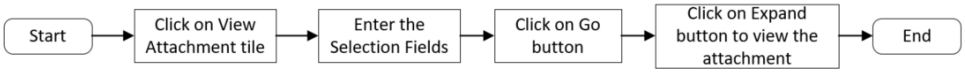


Process Overview

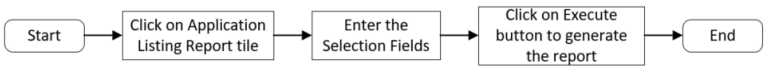
View Applications



View Attachments



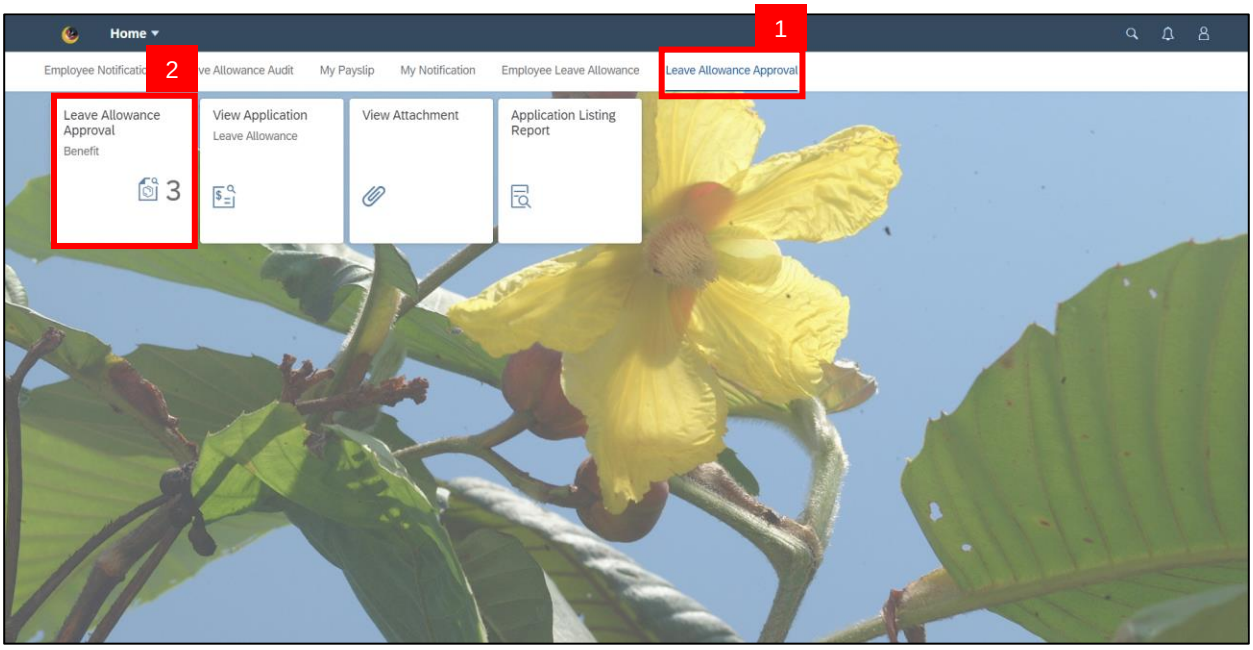
View Application Listing Report



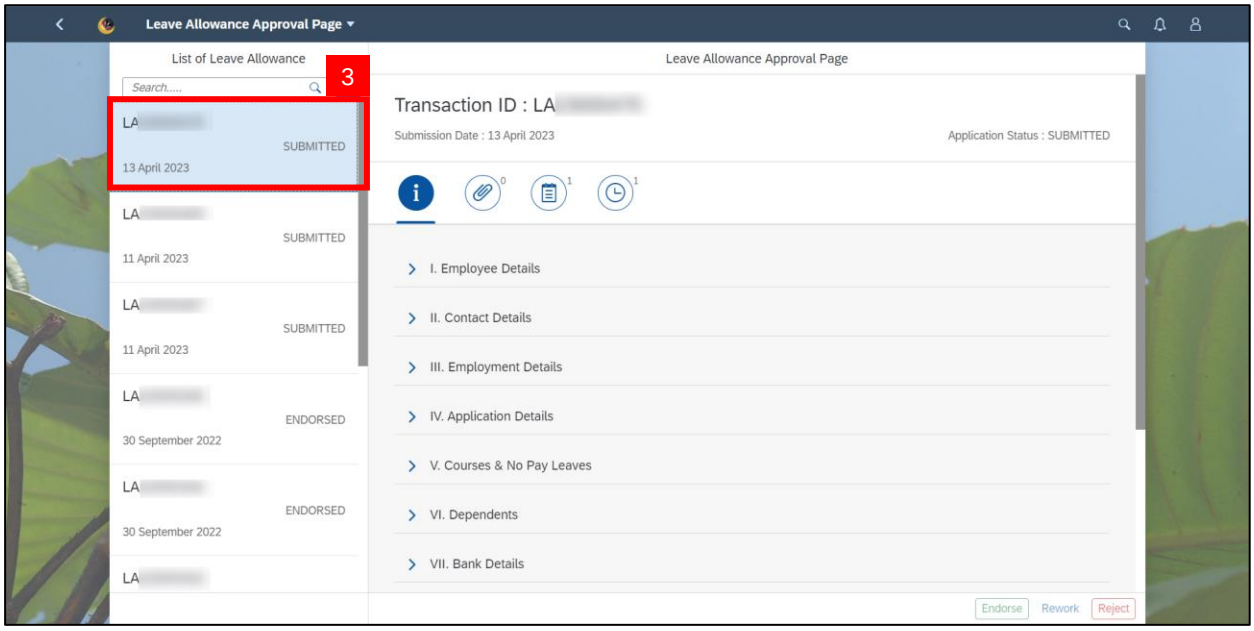
ENDORSE LEAVE ALLOWANCE APPLICATION	Front End User
	Head of Department

1. Click on **Employee Leave Allowance.**

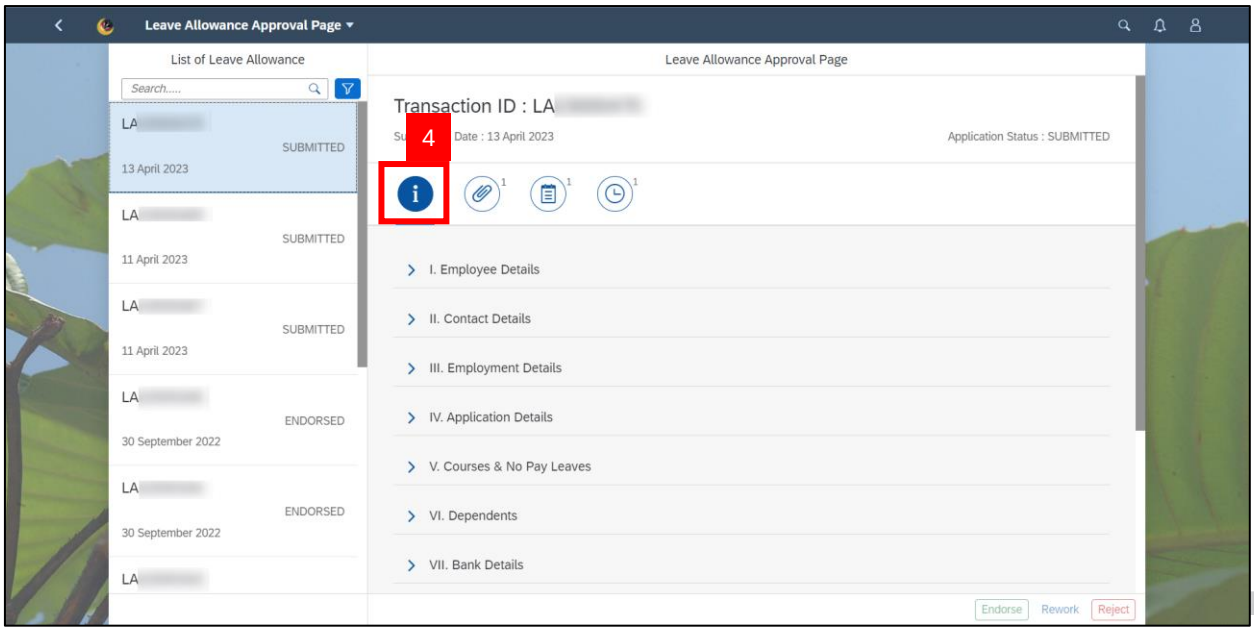
2. Select the **'Leave Allowance Approval'** tile.



3. Under the List of Leave Allowance, select the Application ID with the status **'Submitted'**.

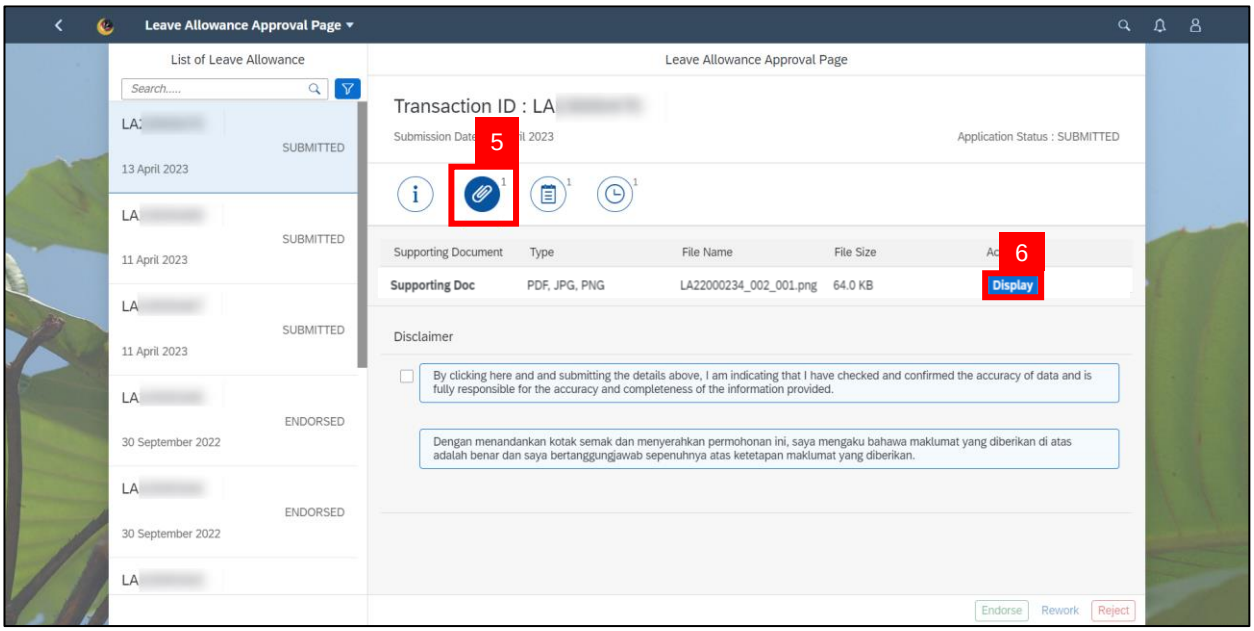


4. Under '**Application Details'** icon, click on **'Expand'** icon to view and verify the application details.

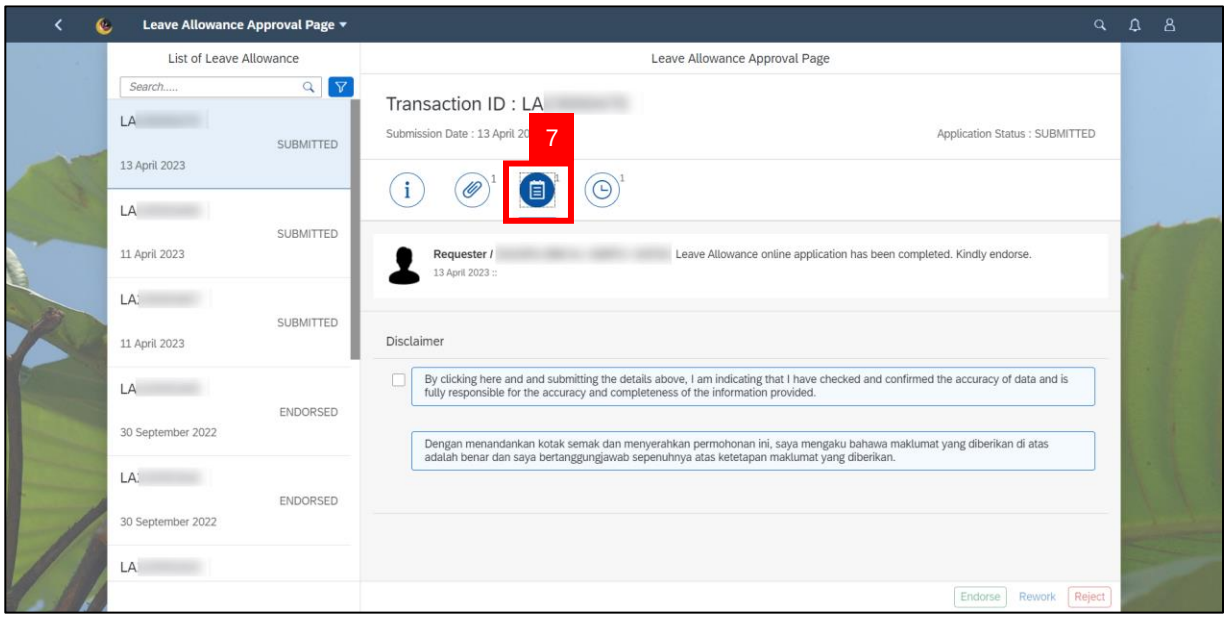


5. Click on **'Supporting Documents'** icon.

6. Click on '**Display'** button to view supporting documents.



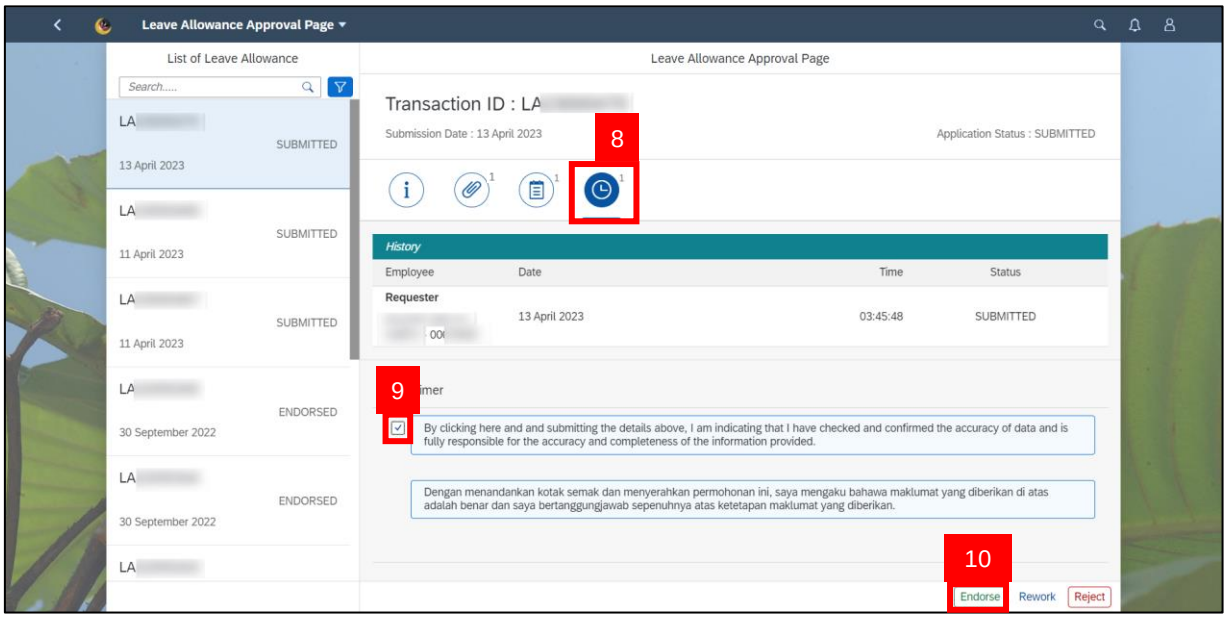
7. Click on '**Application Notes'** icon to view notes from applicant.



8. Click on '**Application Historical Data'** icon to view application history detail.

9. Tick '**Disclaimer'** box once confirm.

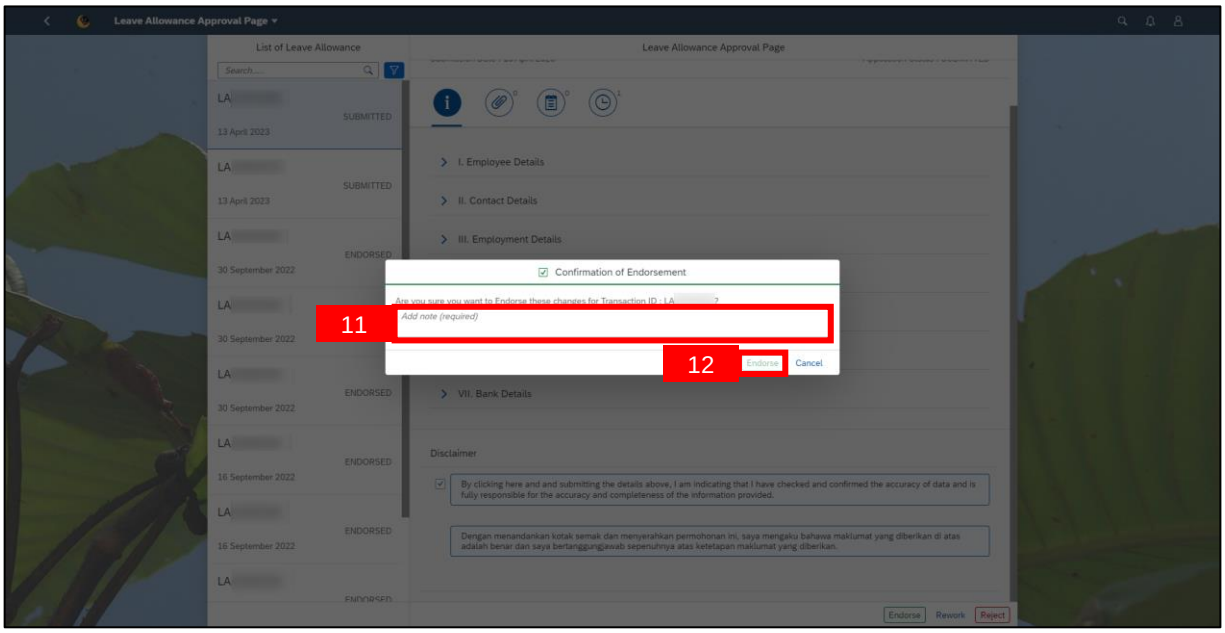
10. Click on '**Endorse'** button to endorse the Leave Allowance application.



Note: Confirmation of Endorsement message will be displayed.

11. **Enter the notes** to activate the '**Endorse'** button.

12. Click on '**Endorse'** button to endorse the application.

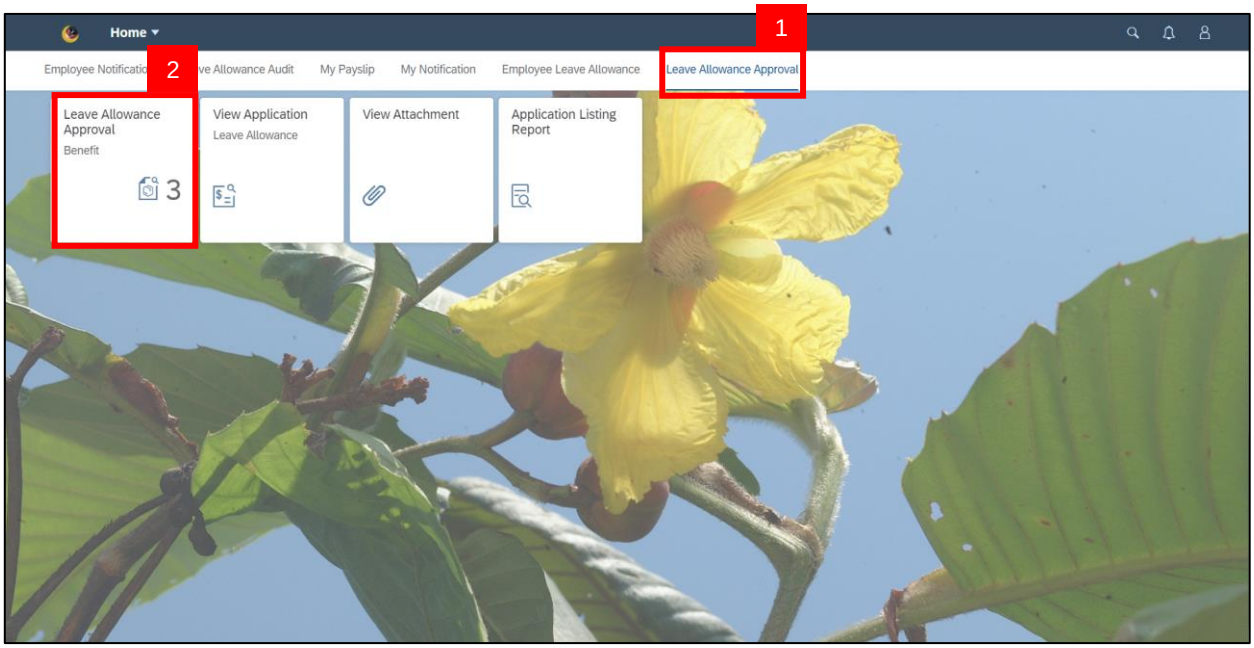


Outcome: System will show pop-up successful notification and **Application status** has changed to **Endorsed.**

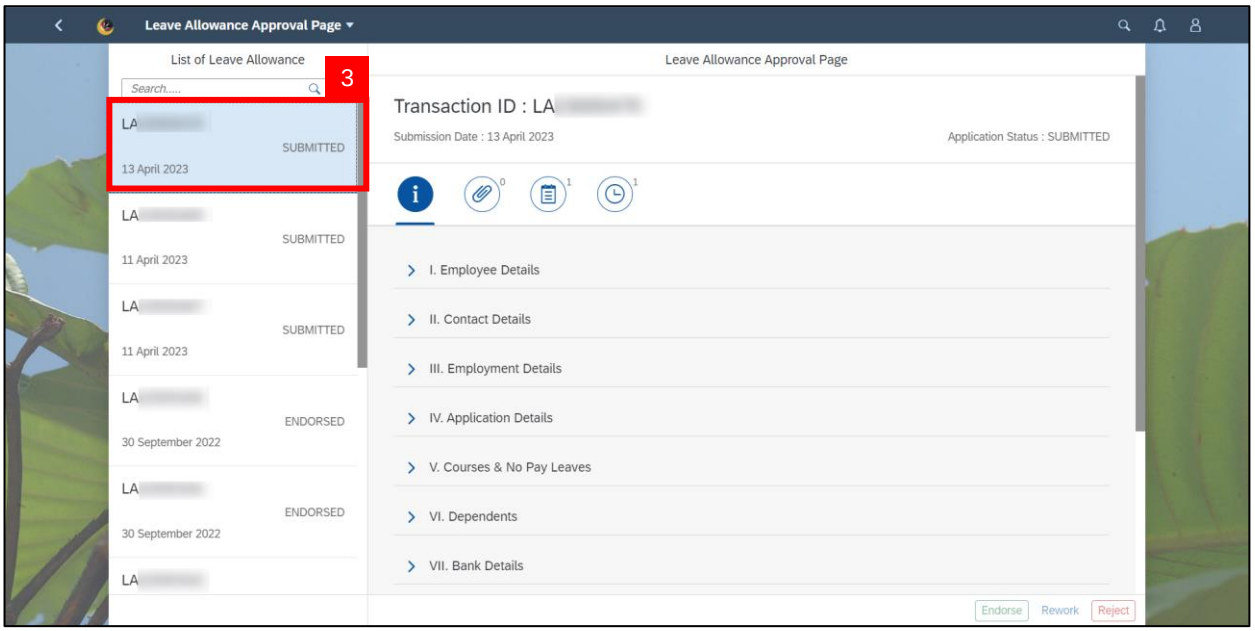
REWORK LEAVE ALLOWANCE APPLICATION	Front End User
	Head of Department

1. Click on **Employee Leave Allowance.**

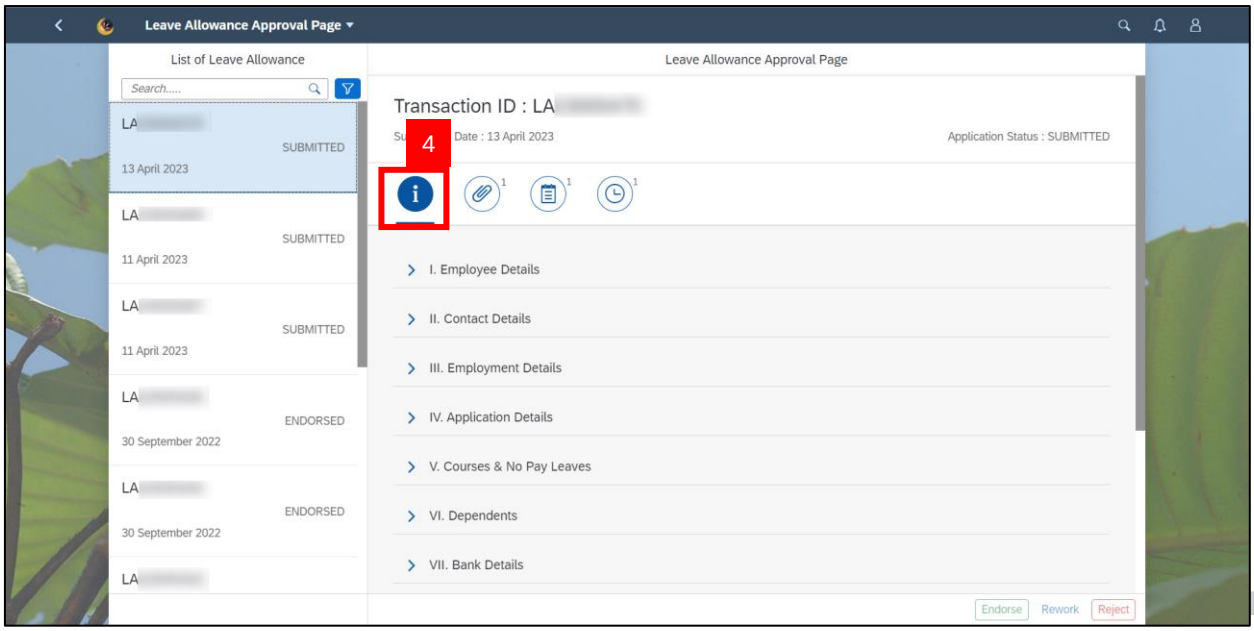
2. Select the **'Leave Allowance Approval'** tile.



3. Under the List of Leave Allowance, select the Application ID with the status **'Submitted'**.

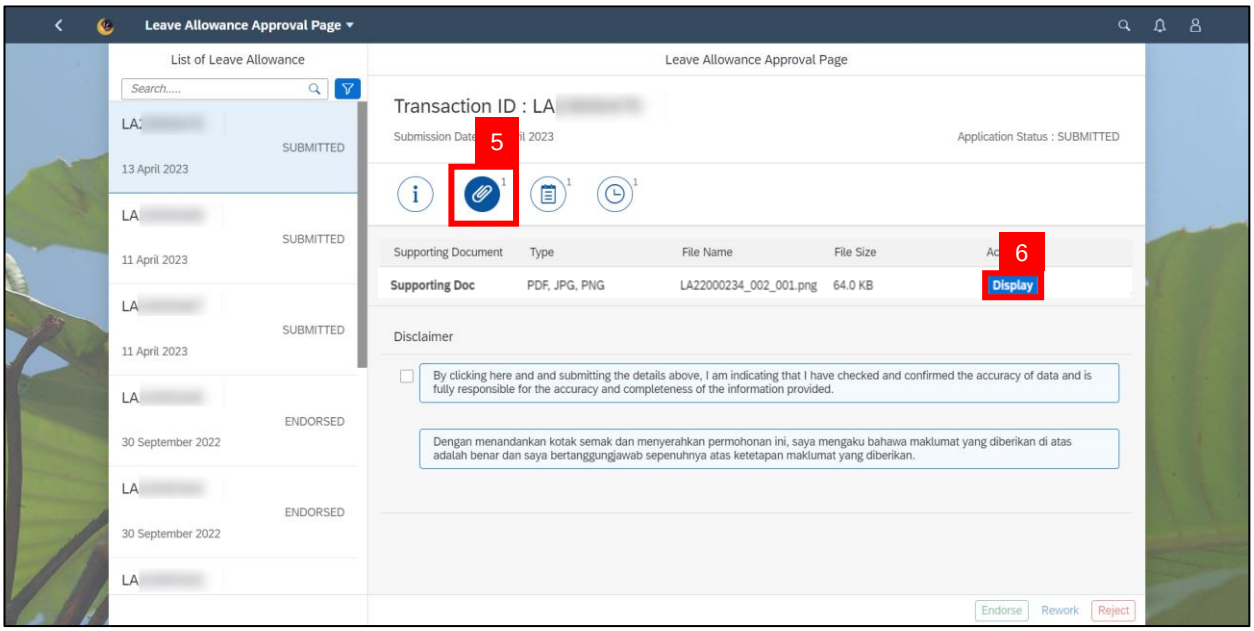


4. Under '**Application Details'** icon, click on **'Expand'** icon to view and verify the application details.

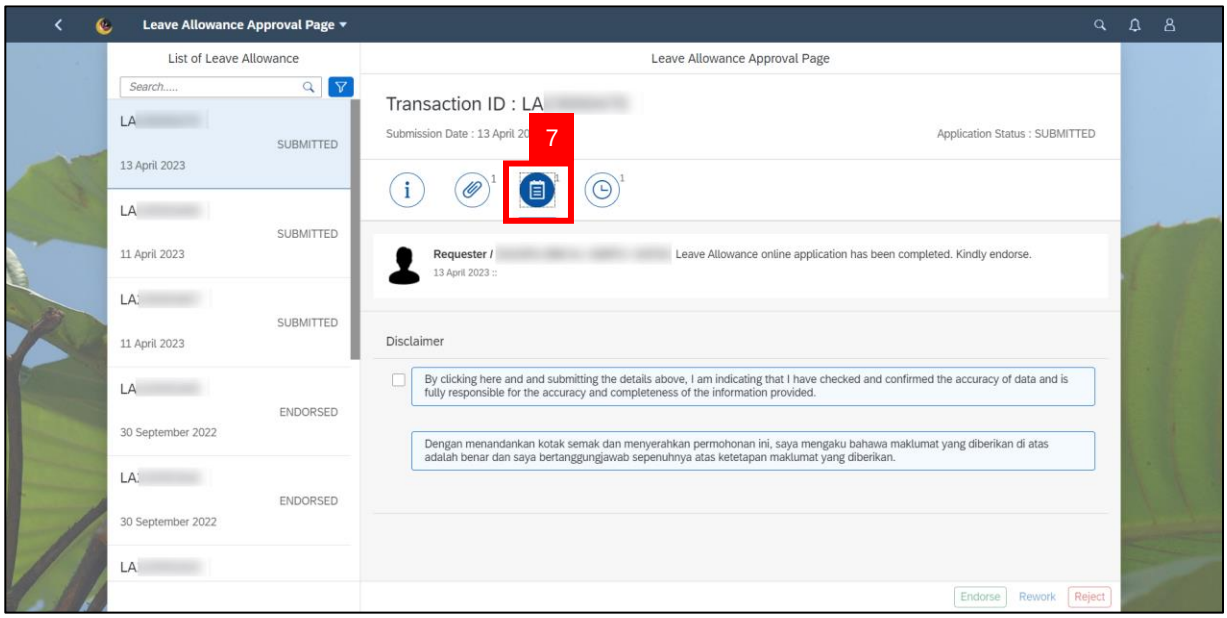


5. Click on **'Supporting Documents'** icon.

6. Click on '**Display'** button to view supporting documents.



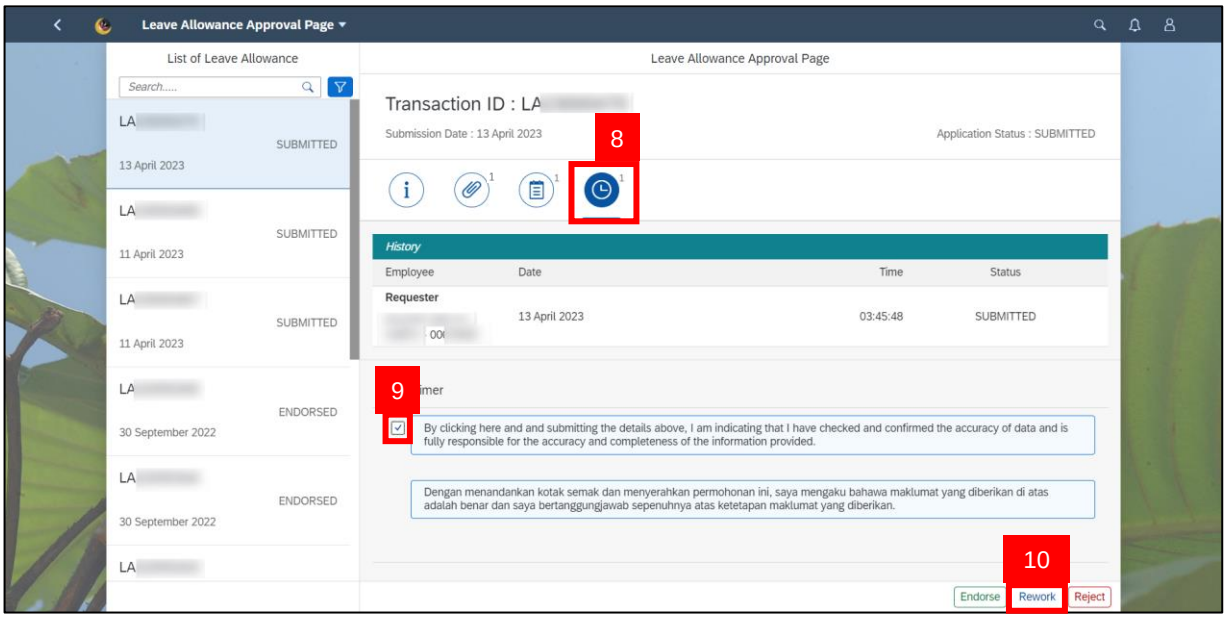
7. Click on '**Application Notes'** icon to view notes from applicant.



8. Click on '**Application Historical Data'** icon to view application history detail.

9. Tick '**Disclaimer'** checkbox once confirm.

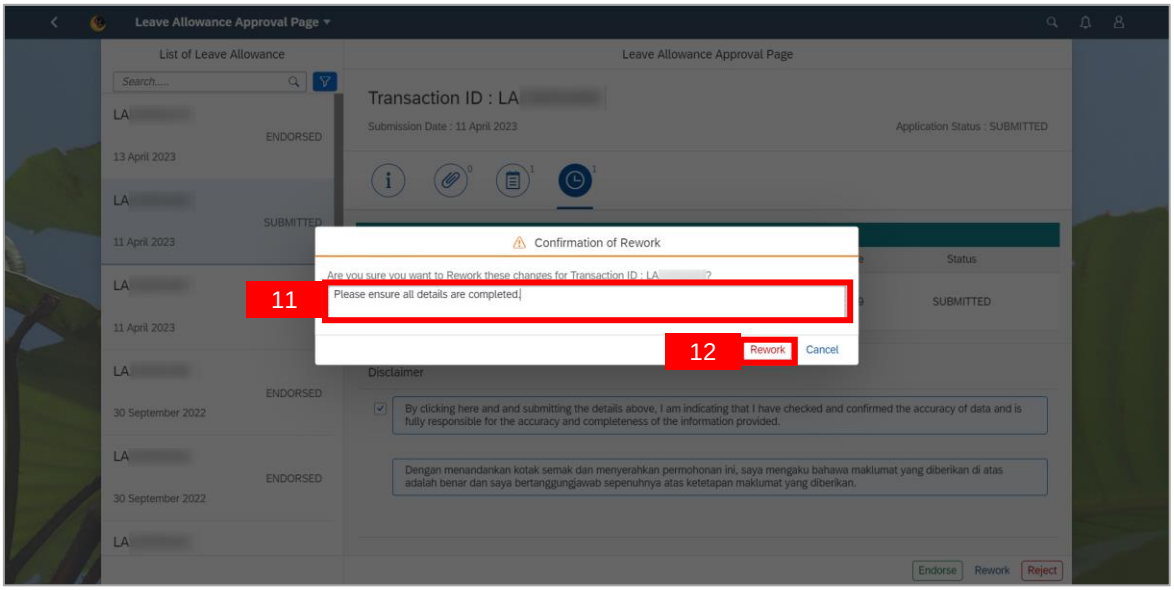
10. Click on '**Rework'** button to rework the Leave Allowance application.



Note: Confirmation of Rework message will be displayed.

11. **Enter the notes** to activate the '**Rework'** button.

12. Click on '**Rework'** button to rework the application.

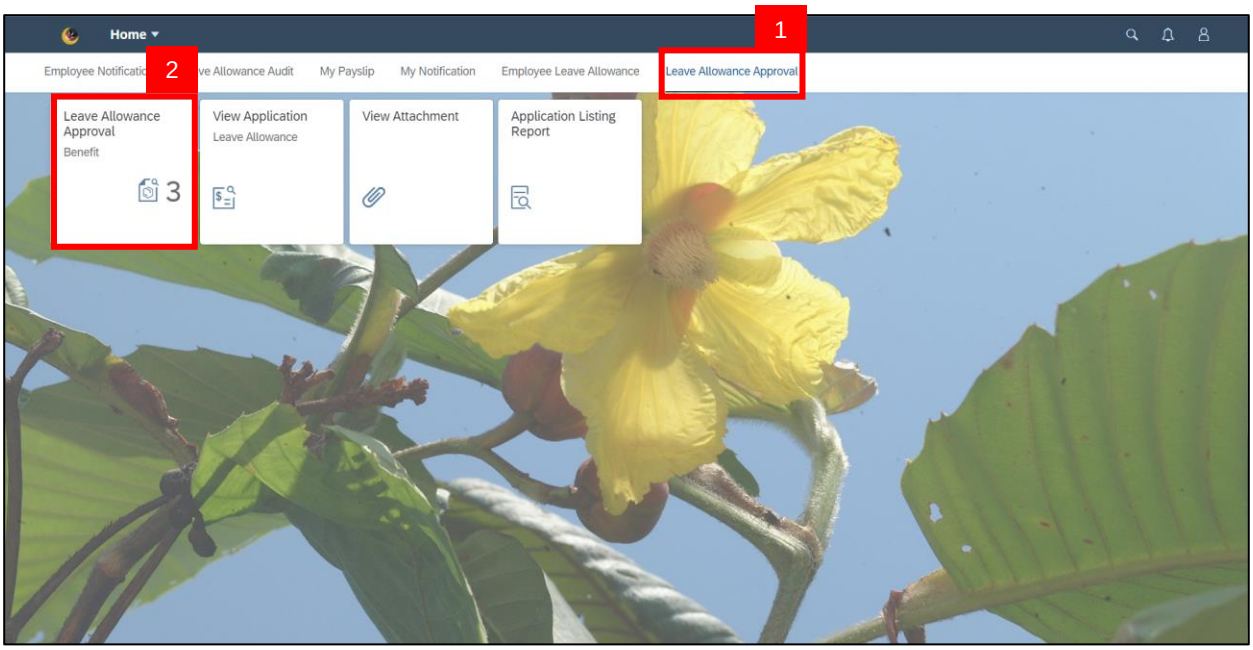


Outcome: System will show pop-up successful notification and **Application status** has changed to **Reworked.**

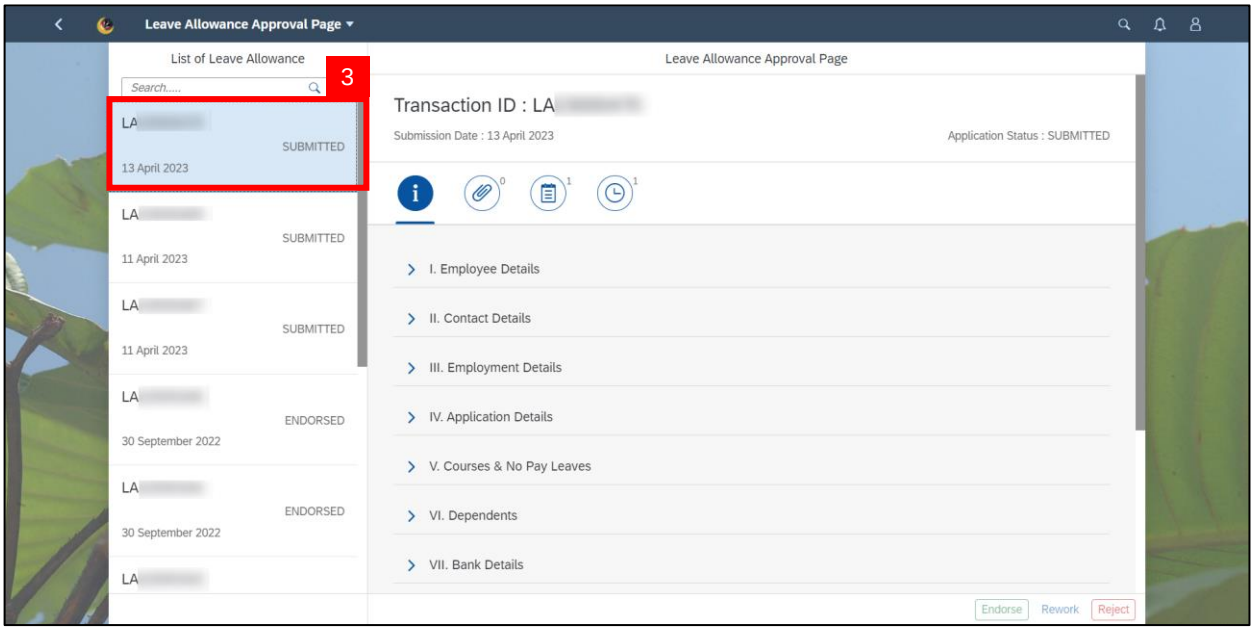
REJECT LEAVE ALLOWANCE APPLICATION	Front End User
	Head of Department

1. Click on **Employee Leave Allowance.**

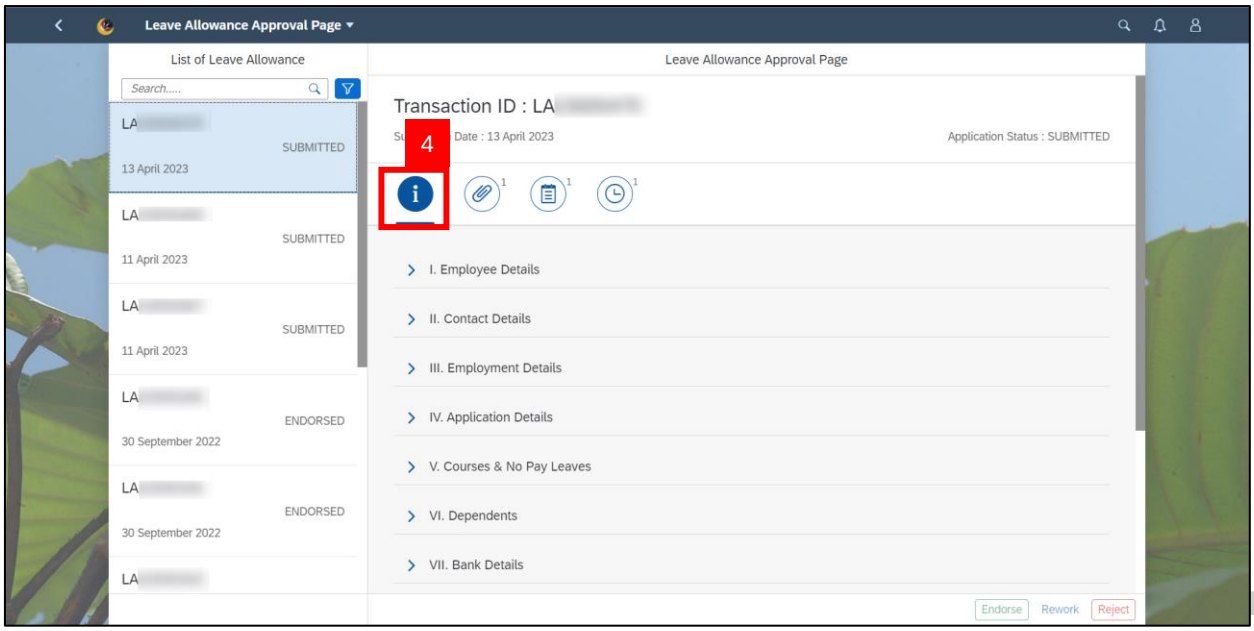
2. Select the **'Leave Allowance Approval'** tile.



3. Under the List of Leave Allowance, select the Application ID with the status **'Submitted'**.

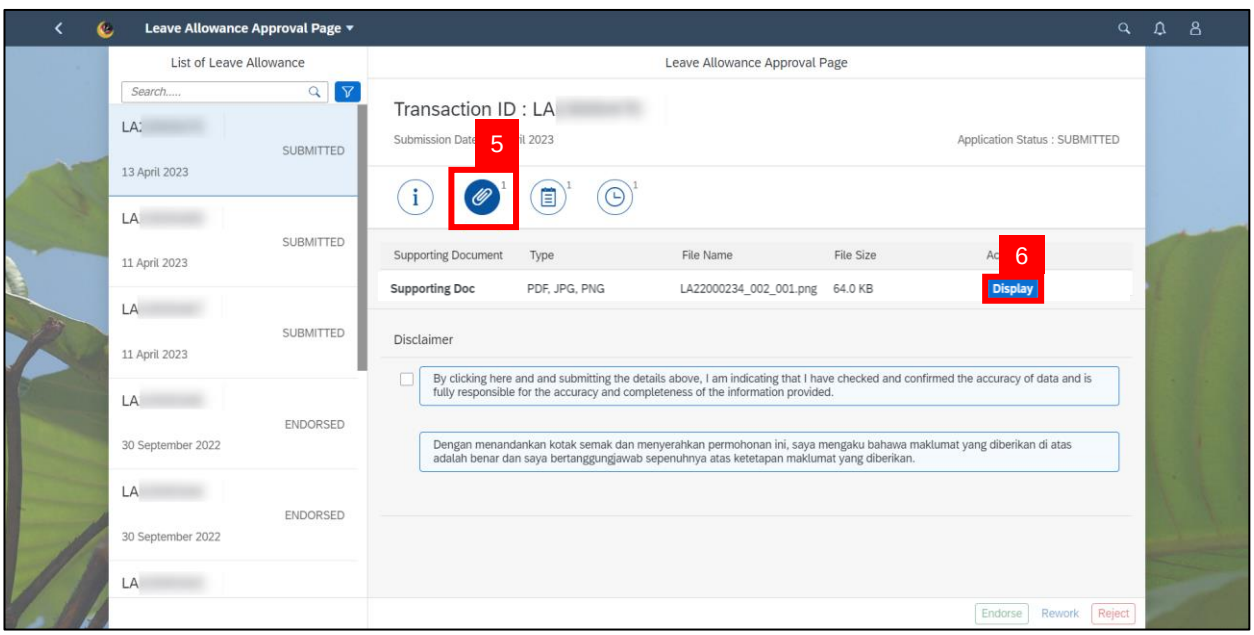


4. Under '**Application Details'** icon, click on **'Expand'** icon to view and verify the application details.

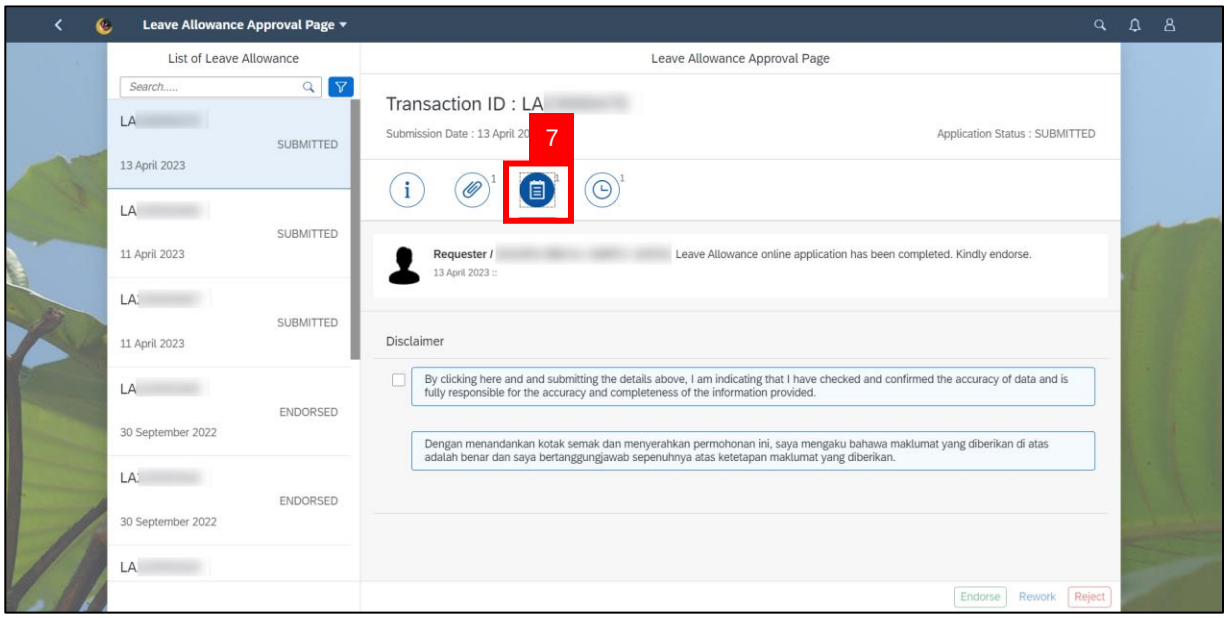


5. Click on **'Supporting Documents'** icon.

6. Click on '**Display'** button to view supporting documents.



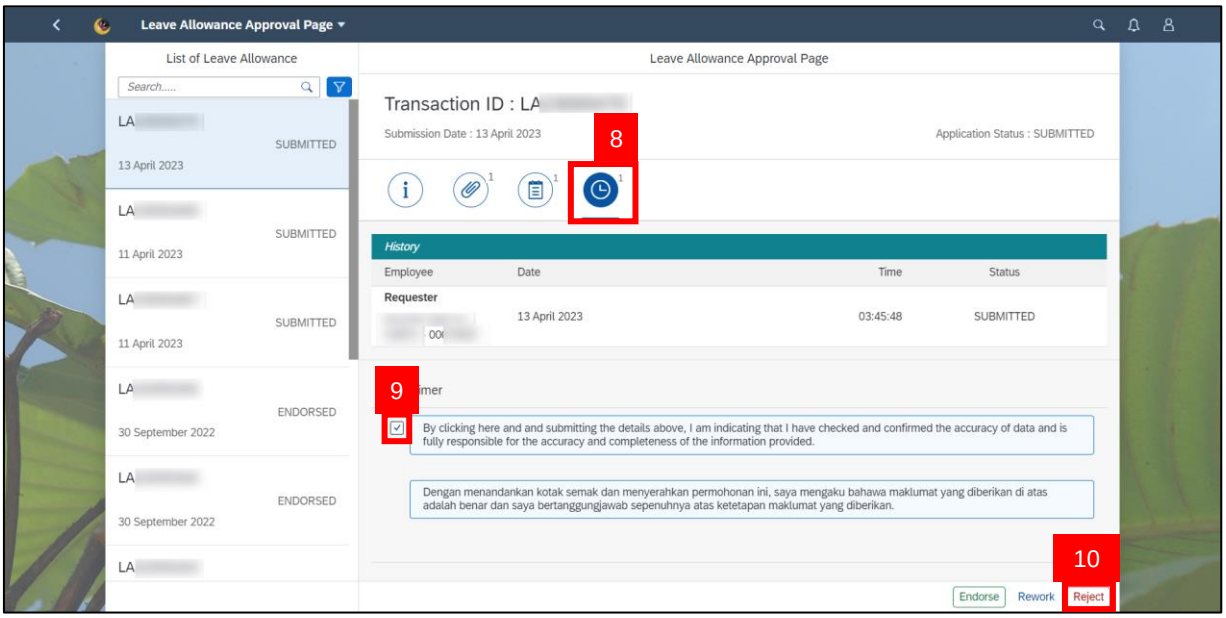
7. Click on '**Application Notes'** icon to view notes from applicant.



8. Click on '**Application Historical Data'** icon to view application history detail.

9. Tick '**Disclaimer'** checkbox once confirm.

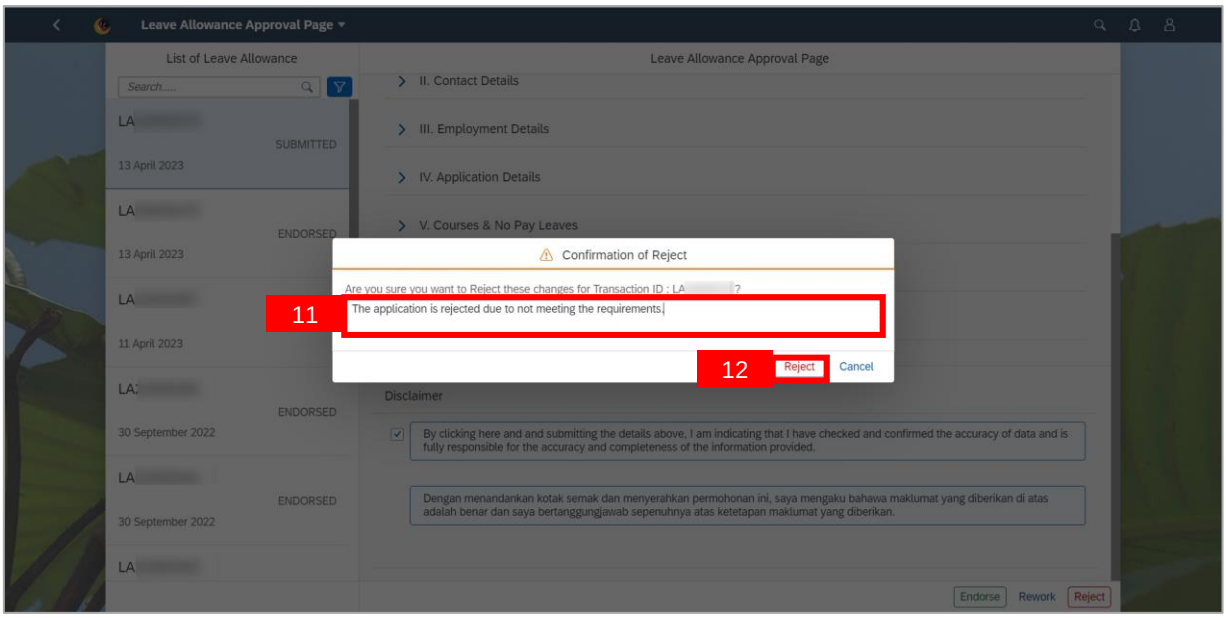
10. Click on '**Reject'** button to reject the Leave Allowance application.



Note: Confirmation of Reject message will be displayed.

11. **Enter the notes** to activate the '**Reject'** button.

12. Click on '**Reject'** button to reject the application.

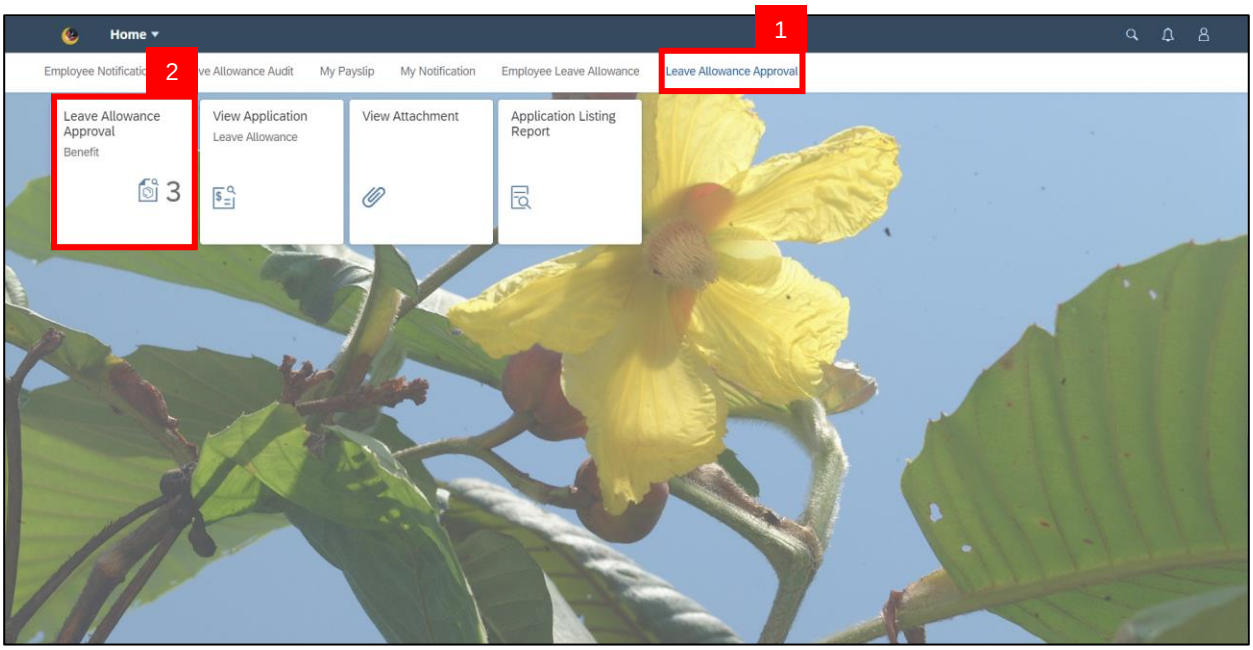


Outcome: System will show pop-up successful notification and **Application status** has changed to **Rejected.**

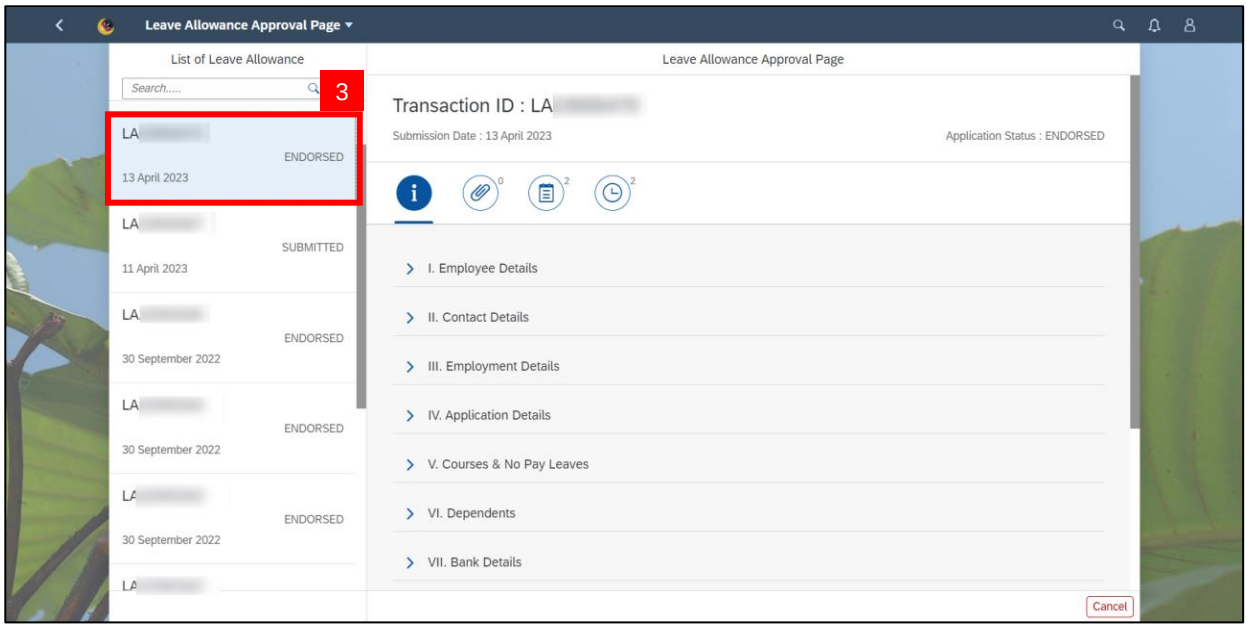
CANCEL LEAVE ALLOWANCE APPLICATION	Front End User
	Head of Department

1. Click on **Employee Leave Allowance.**

2. Select the **'Leave Allowance Approval'** tile.

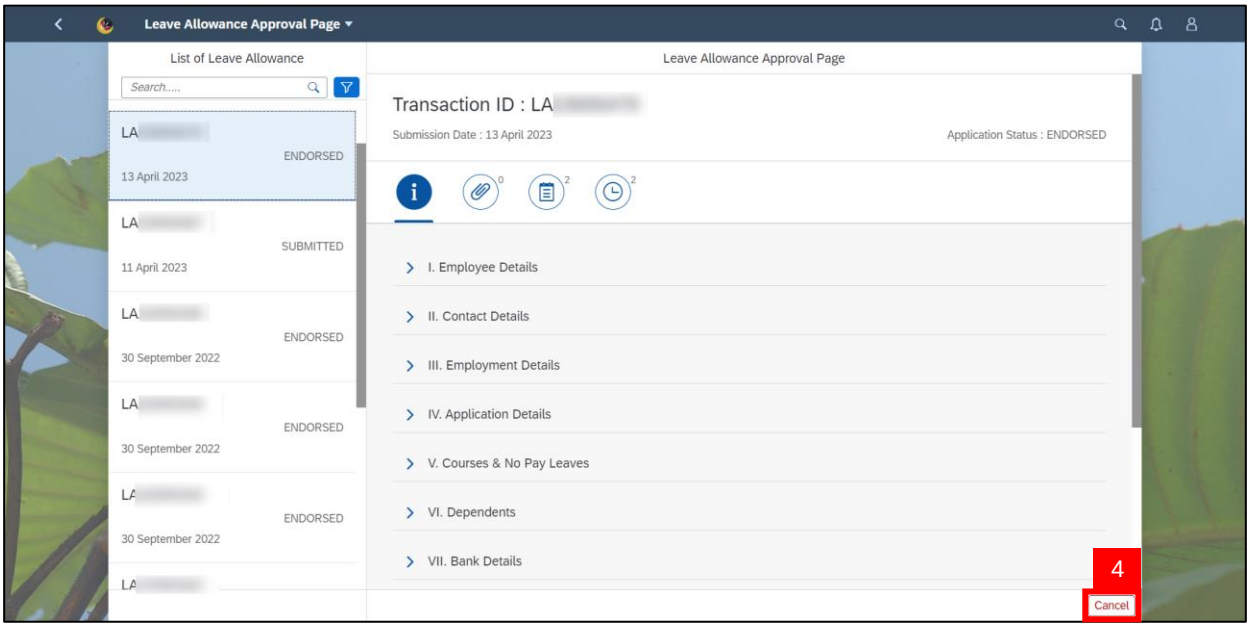


3. Under the List of Leave Allowance, select the Application ID with the status **'Endorsed'** that need to be cancel.



4. Click on **'Cancel'** button.

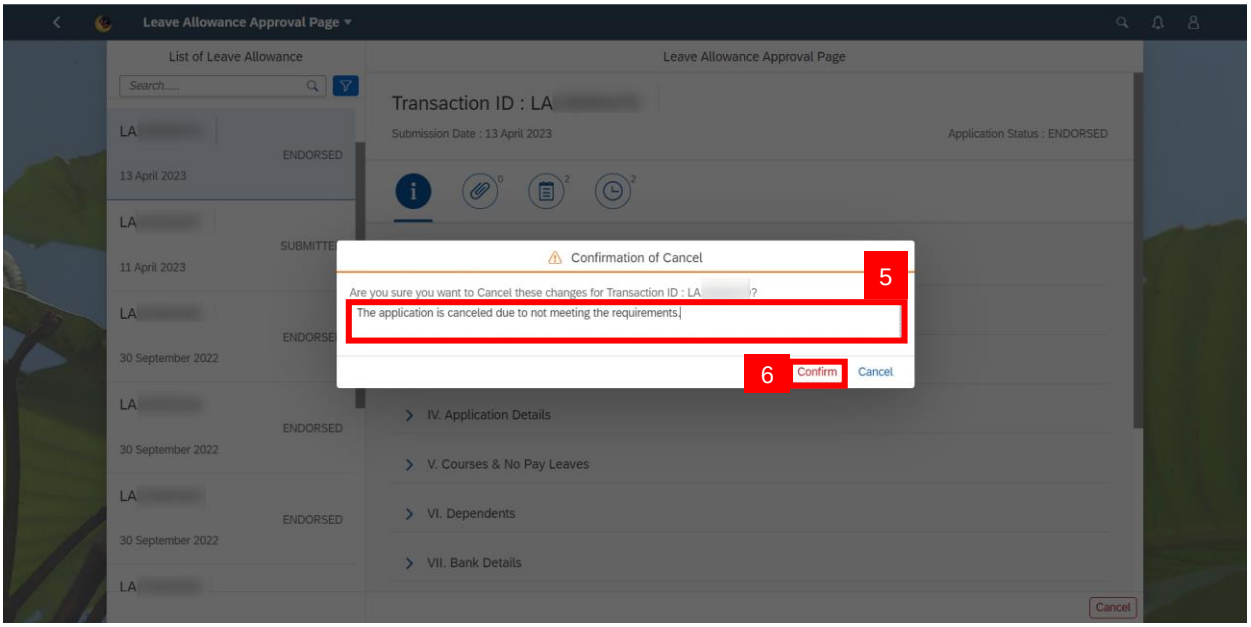
Note: '**Cancel**' button will only activate after ticking the **disclaimer box** at the bottom of the page.



Note: Confirmation of Cancel message will be displayed.

5. **Enter the notes** to activate the '**Confirm'** button.

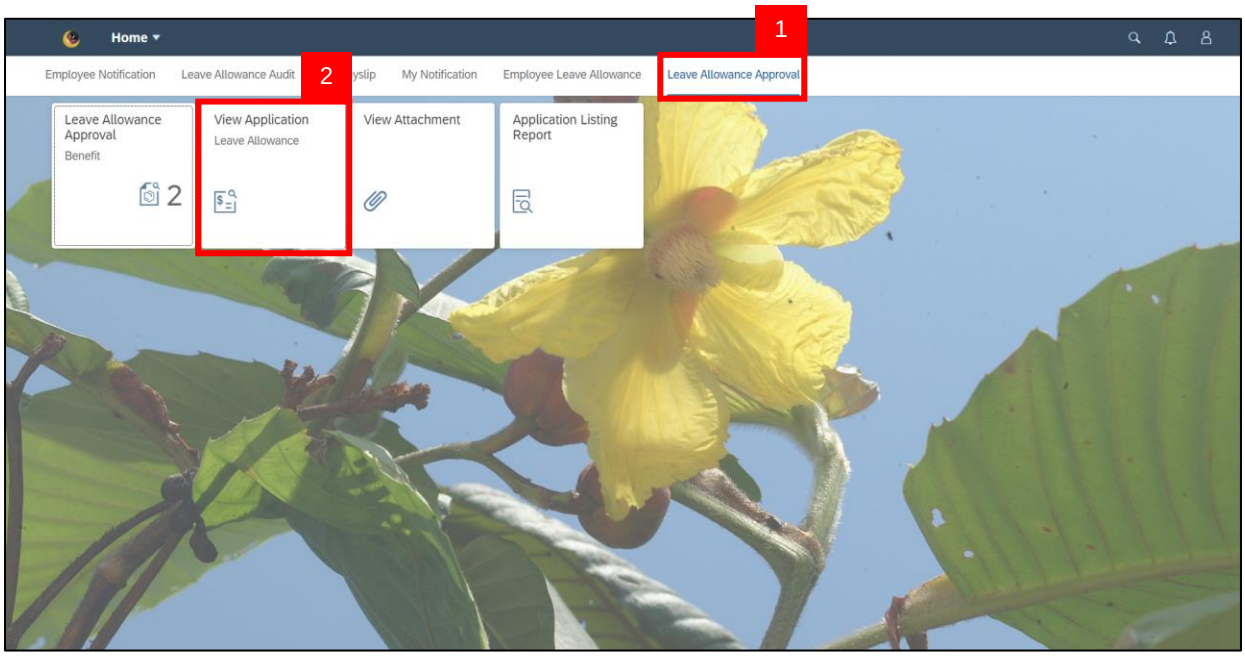
6. Click on '**Confirm'** button to cancel the application.



Outcome: The **Application status** will be changed to **'Cancelled'.**

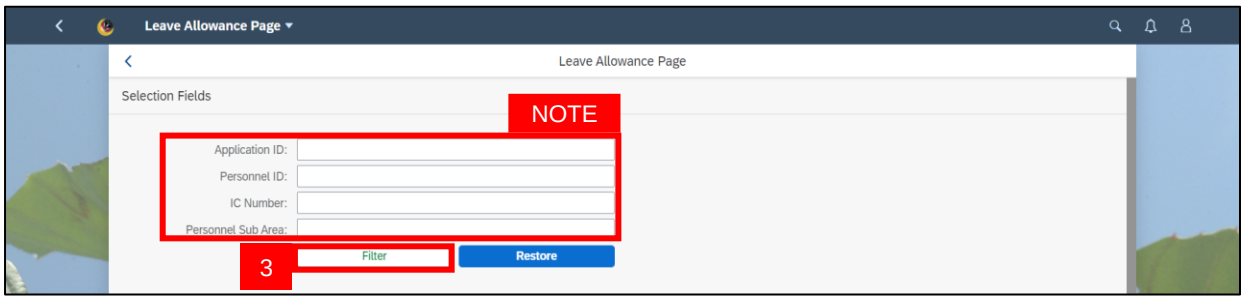
VIEW APPLICATIONS	Front End User
	Head of Department / Leave Allowance Unit

1. Click on **Leave Allowance Approval.**
2. Select the **'View Application'** tile.



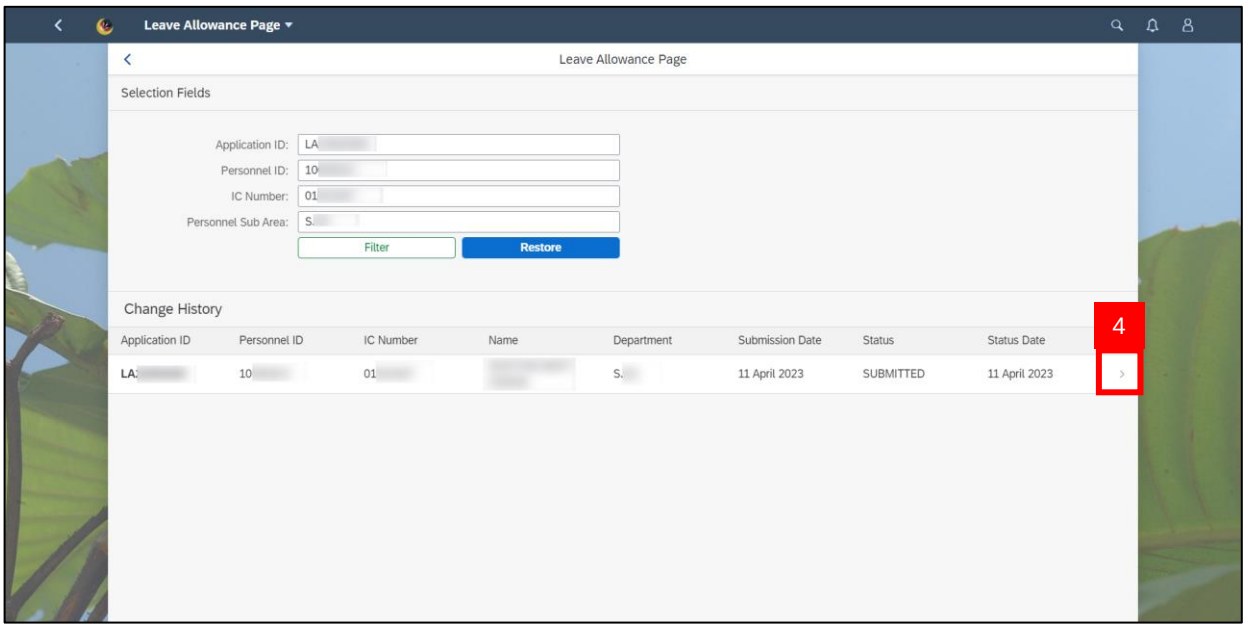
3. Click on **'Filter'** button**.**

Note: Head of Department / Leave Allowance Unit need to **enter the selections fields**.

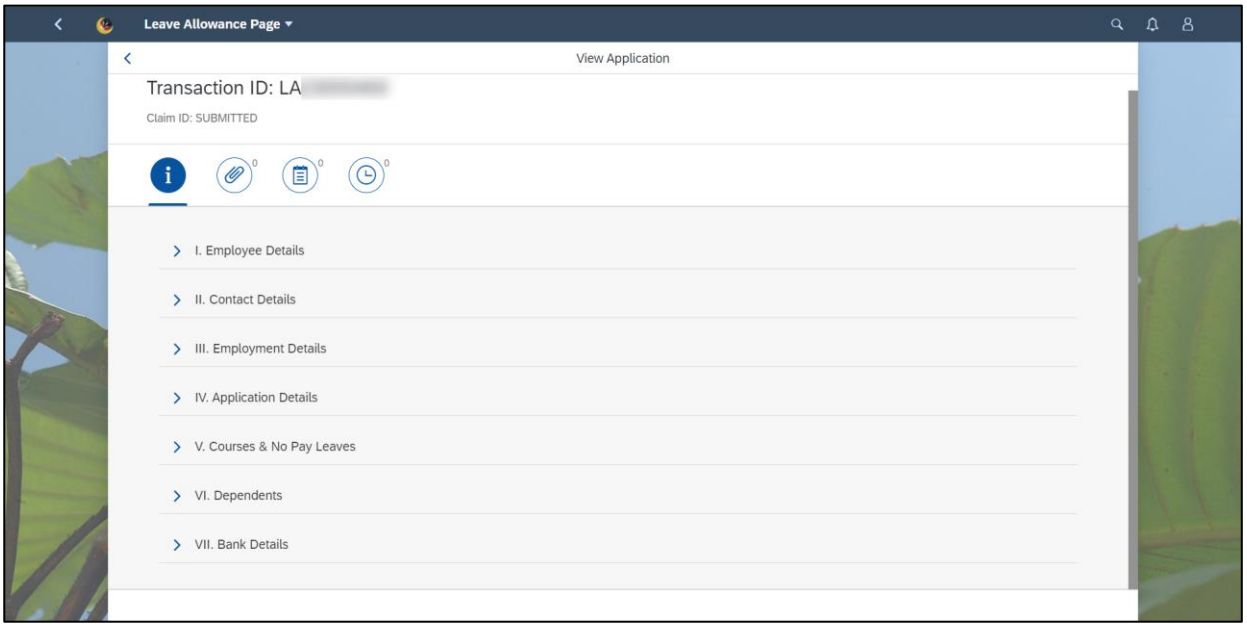


Outcome: Filtered Leave Allowance application will be displayed.

4. Click **'>' icon** to view the application directly**.**

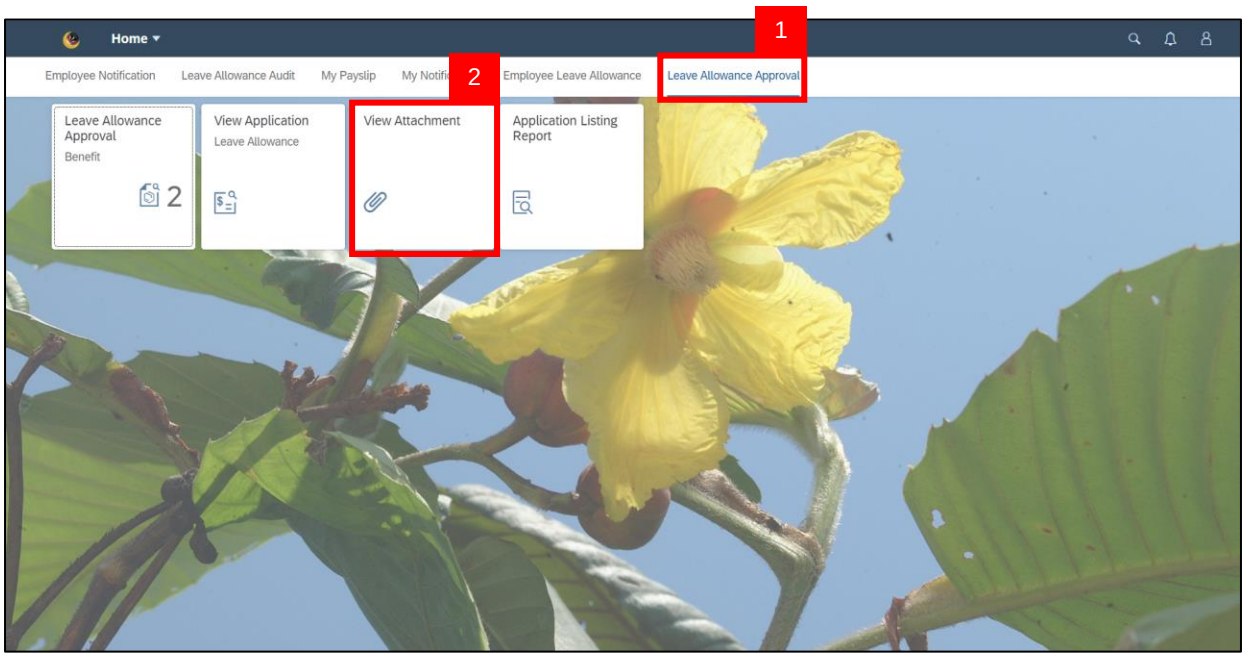


Outcome: Selected Leave Allowance application will be displayed.



VIEW ATTACHMENTS	Front End User
	Head of Department / Leave Allowance Unit

1. Click on **Leave Allowance Approval.**
2. Select the **'View Attachment'** tile.

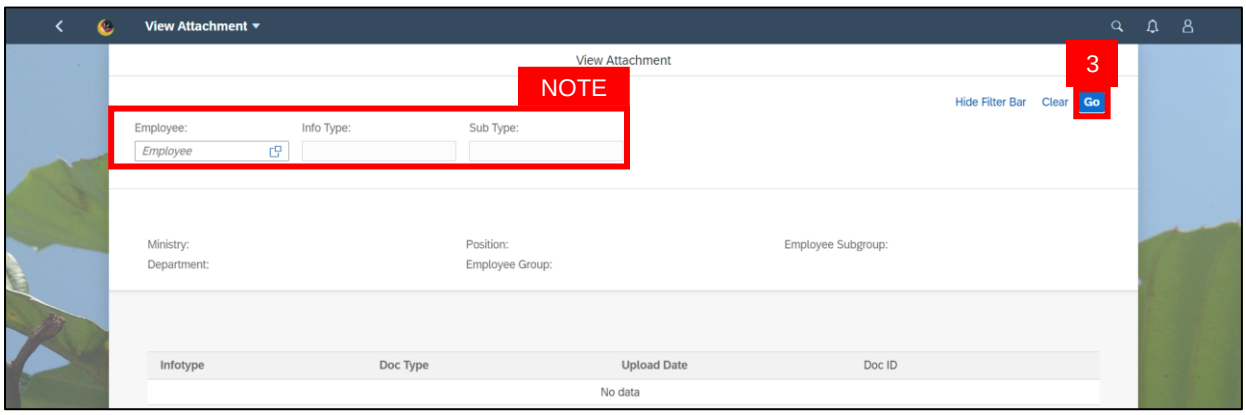


3. Click on **'Go'** button**.**

Note: Head of Department / Leave Allowance Unit need to **enter the selections fields**.

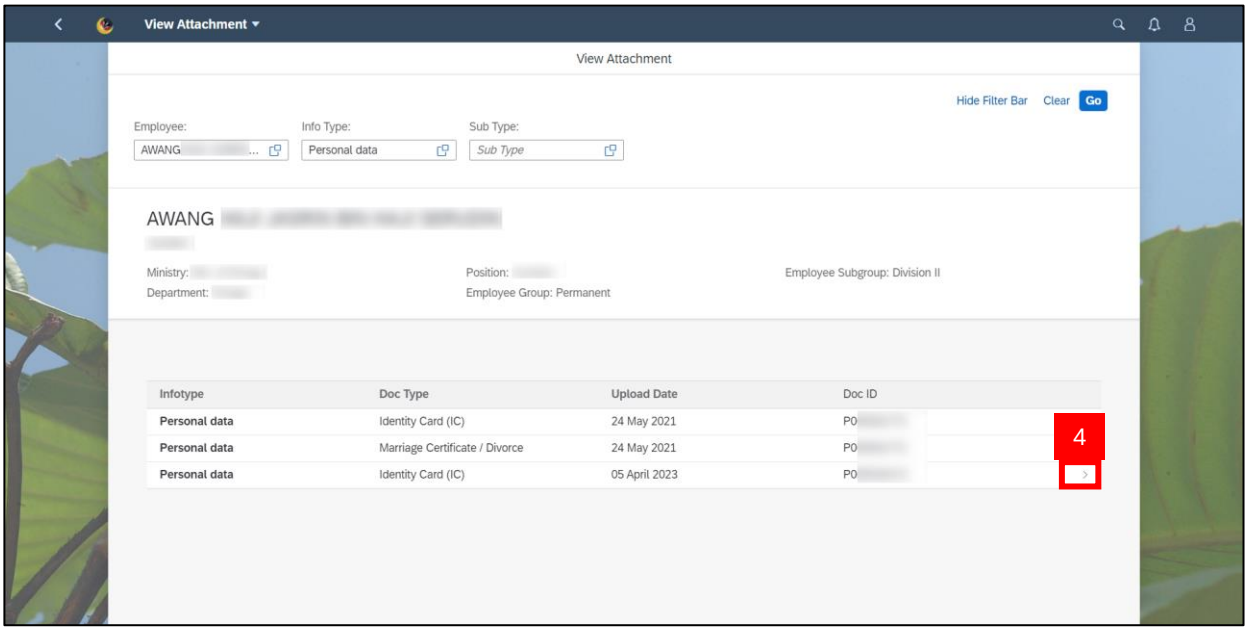
Employee: Enter **Employee's Name** / **Personnel Number**.

Info Type: Select **0002 (Personal Data)**



Outcome: List of Employee's attachment details will be displayed.

4. Click **'>' icon** to view the attachment**.**

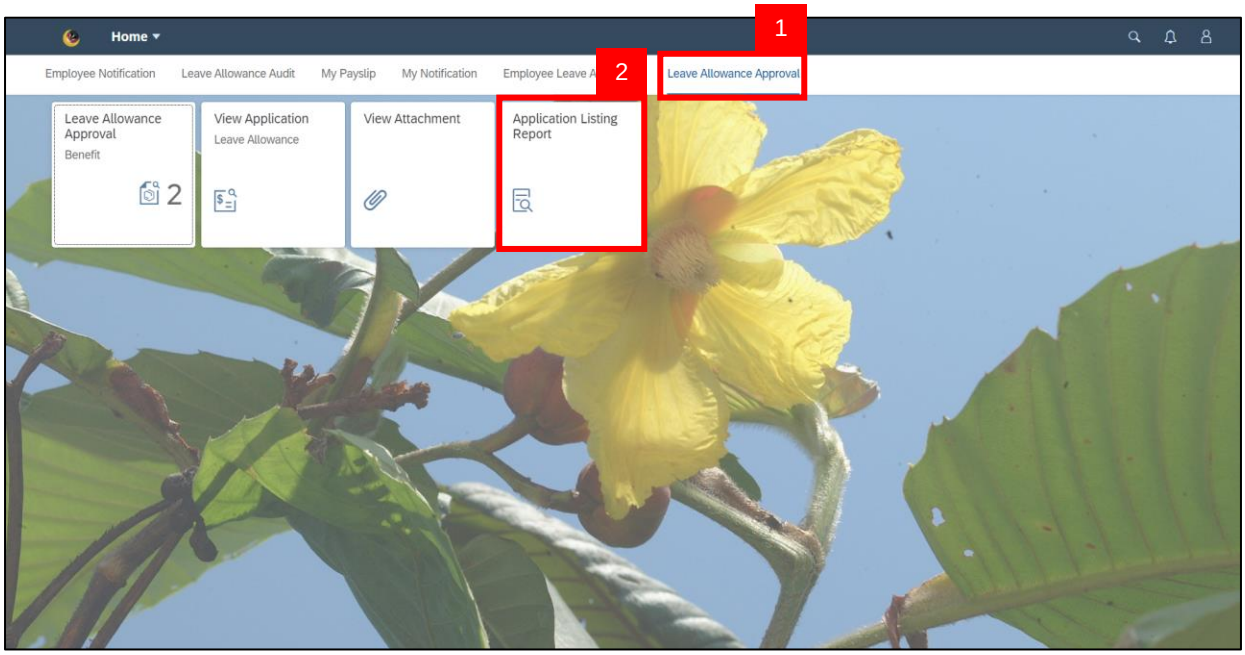


Outcome: Employee's attachment details will be displayed.

VIEW APPLICATION LISTING REPORT	Front End User
	Head of Department / Leave Allowance Unit

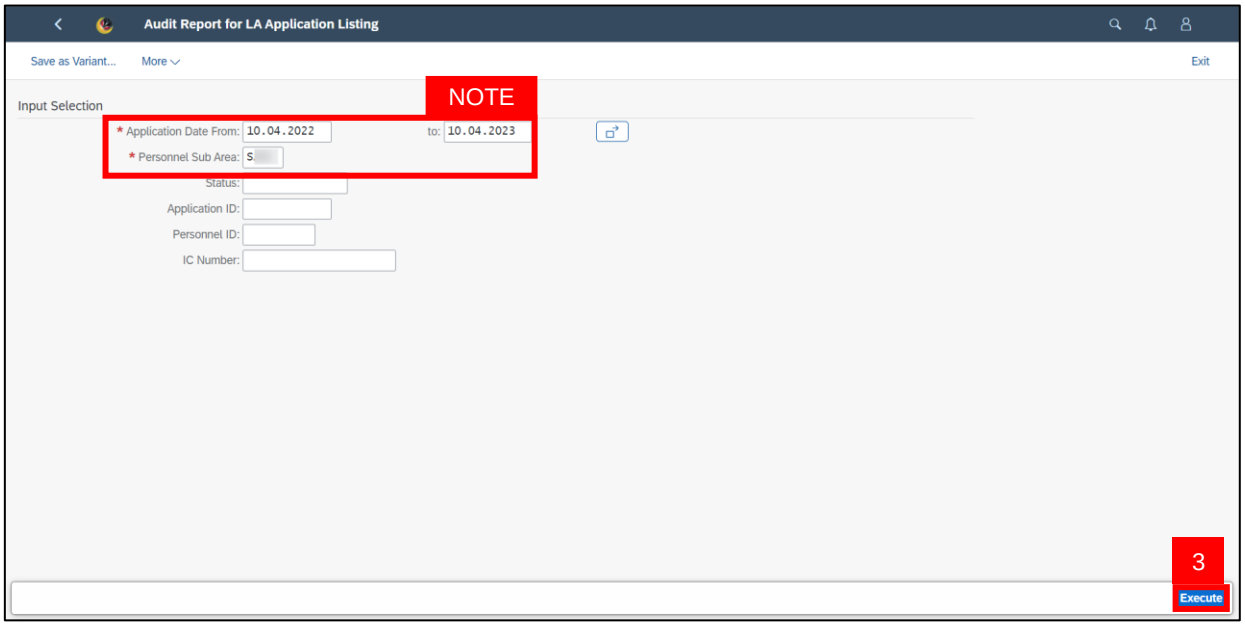
1. Click on **Leave Allowance Approval.**

2. Select the **'Application List Report'** tile.



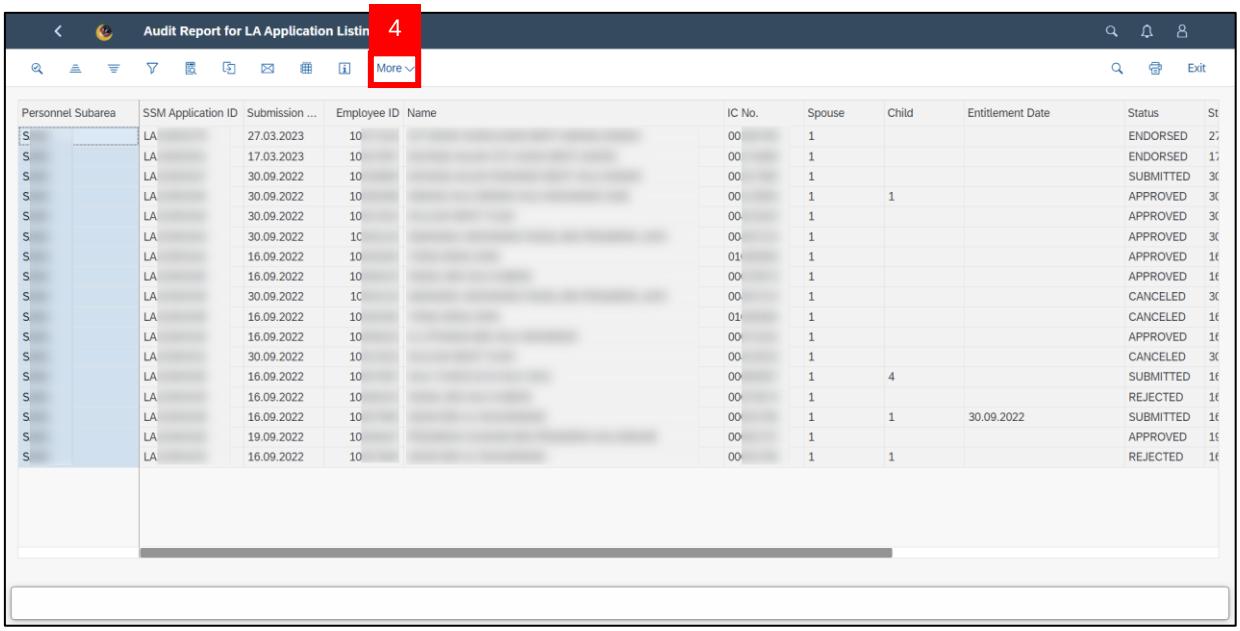
3. Click on **'Execute'** button to generate the report**.**

Note: Head of Department / Leave Allowance Unit need to **enter the selections fields**.



Outcome: Leave Allowance Application report listing will be displayed.

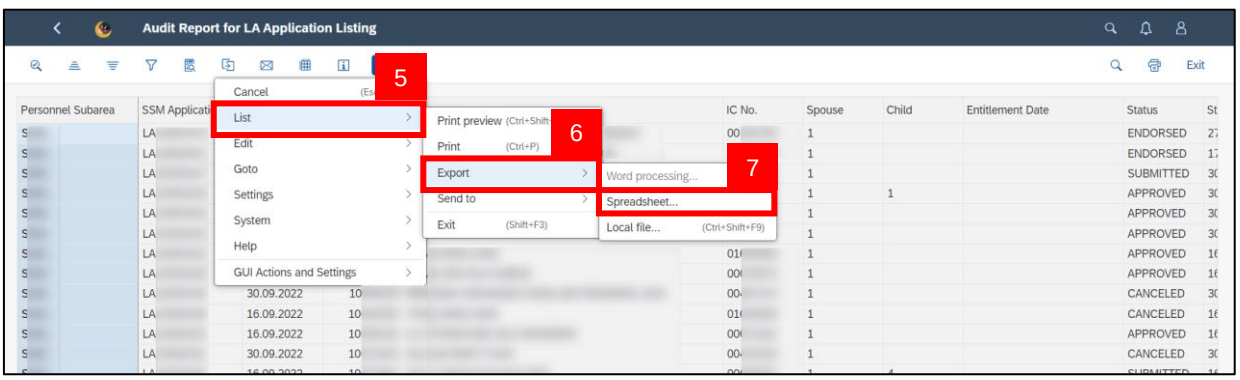
4. Click on **‘More’** button.



5. Select **‘List’.**

6. Select ‘**Export’**.

7. Click ‘**Spreadsheet’** to export the Leave Allowance Application report.



Outcome: Leave Allowance Application report will be **exported** to the desktop.