

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**.

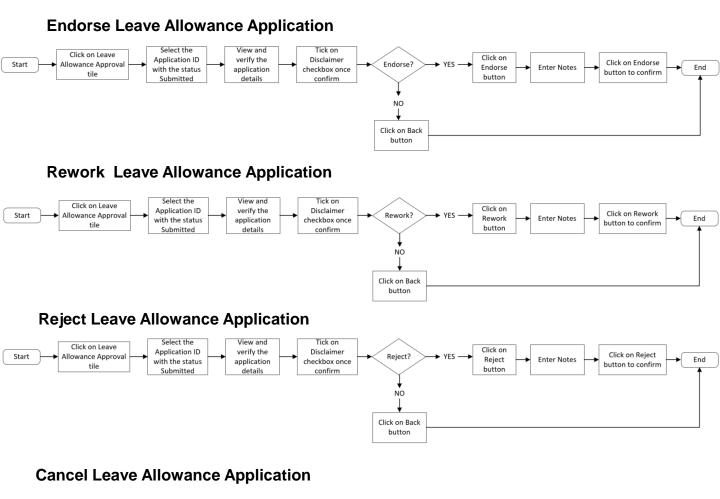


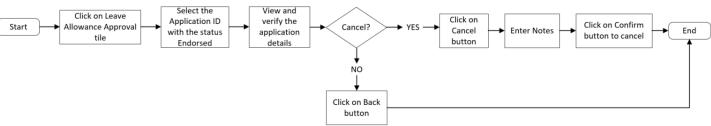
Table of Content

Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	<u>4</u>
Endorse Leave Allowance Application	<u>6</u>
Rework Leave Allowance Application	<u>10</u>
Reject Leave Allowance Application	<u>14</u>
Cancel Leave Allowance Application	<u>18</u>
View Applications	<u>20</u>
View Attachments	<u>22</u>
View Application Listing Report	<u>24</u>



Process Overview





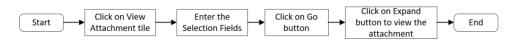
SUMBER 447 HISIN - 10

Process Overview

View Applications



View Attachments



View Application Listing Report

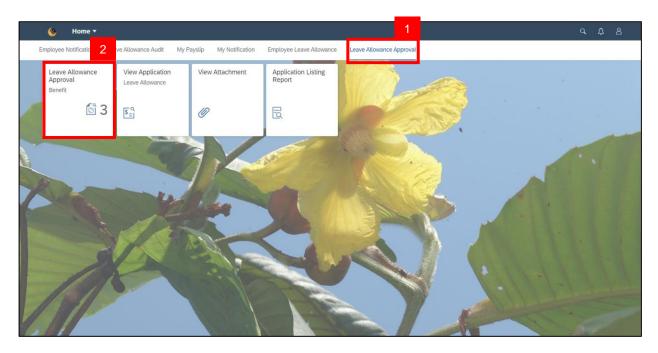




ENDORSE LEAVE ALLOWANCE APPLICATION

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'.

< 🥴	Leave Allowance	Approval Page 🔻		q	ΰ	ප
	List of Leave A	llowance	Leave Allowance Approval Page			
	Search	SUBMITTED	Transaction ID : LA Submission Date : 13 April 2023 Application Status : SUBMITTED	2		
	13 April 2023 LA 11 April 2023	SUBMITTED	 I. Employee Details 		1	
	LA 11 April 2023	SUBMITTED	II. Contact Details III. Employment Details			
	LA 30 September 2022	ENDORSED	> IV. Application Details			
	LA 30 September 2022	ENDORSED	V. Courses & No Pay Leaves VI. Dependents			
	LA		VII. Bank Details Endorse Rework R	eject		



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

details.

& ۷	Leave Allowance A	Approval Page 🔻			Ω	8
	List of Leave Al	llowance	Leave Allowance Approval Page			
	Search	Q 7	Transaction ID : LA			
	LA	SUBMITTED	Su 4 Date : 13 April 2023 Application Status : SUBMITTER			
10	13 April 2023					
	LA	SUBMITTED				
	11 April 2023		> I. Employee Details			
- 15	LA	SUBMITTED	> II. Contact Details			
	11 April 2023		> III. Employment Details			
	LA	ENDORSED	> IV. Application Details			
	30 September 2022		V. Courses & No Pay Leaves	1		
	LA	510.00050				1
	30 September 2022	ENDORSED	> VI. Dependents			-
10	LA		> VII. Bank Details			
			Endorse Rework R	eject		

- 5. Click on 'Supporting Documents' icon.
- 6. Click on '**Display'** button to view supporting documents.

۷ 🔇	Leave Allowance A	Approval Page 🔻	٩	Ω	8
	List of Leave A	llowance	Leave Allowance Approval Page		
	Search LA: 13 April 2023	Q 🔽	Transaction ID : LA Submission Date 5 II 2023 Application Status : SUBMITTED		
	LA 11 April 2023	SUBMITTED	i i i i i Supporting Document Type File Name File Size Ac		
	LA 11 April 2023	SUBMITTED	Supporting Doc PDF, JPG, PNG LA22000234_002_001.png 64.0 KB Display Disclaimer		
	LA 30 September 2022	ENDORSED	By clicking here and 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 completeness of the information provided.		
	LA 30 September 2022	ENDORSED		N N	
	LA		Endorse Rework Reject		



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

List of Leave	Allowance	Leave Allowance Approval Page	
Search	9	Transaction ID : LA	
LA	SUBMITTED	Submission Date : 13 April 20	Application Status : SUBMITTED
13 April 2023			
LA	SUBMITTED		
11 April 2023	SSCATTLD.	Requester / Leave Allowance online application has been com 13 April 2023 ::	pleted. Kindly endorse.
LA:			
11 April 2023	SUBMITTED	Disclaimer	
LA	ENDORSED	By clicking here and and submitting the details above, I am indicating that I have checked and confirm fully responsible for the accuracy and completeness of the information provided.	ed the accuracy of data and is
30 September 2022		Dengan menandankan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklu adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.	mat yang diberikan di atas
LA:			
30 September 2022	ENDORSED		
LA			

- 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.

< 🍳	Leave Allowance	Approval Page 🔻				م	۵	8
	List of Leave A	llowance		Leave	Allowance Approval Page			
	Search	۹ 7	Transaction ID	D:LA				
-	13 April 2023	SUBMITTED	Submission Date : 13 A			Application Status : SUBMITTED		
	LA	SUBMITTED						
	11 April 2023		History Employee	Date	Time	Status		
	LA	SUBMITTED	Requester	13 April 2023	03:45:48	SUBMITTED		
	11 April 2023							
	30 September 2022	ENDORSED	9 imer By clicking here fully responsible	and and submitting the details above e for the accuracy and completeness of	, I am indicating that I have checked and conf of the information provided.	rmed the accuracy of data and is		
	LA 30 September 2022	ENDORSED	Dengan menan adalah benar da	dankan kotak semak dan menyerahka an saya bertanggungjawab sepenuhny	n permohonan ini, saya mengaku bahawa ma a atas ketetapan maklumat yang diberikan.	dumat yang diberikan di atas		
1	LA					10	VII	
						Endorse Rework Reject		



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.

< 🔕 Leave Allowance A				
	List of Leave All	owance	Leave Allowance Approval Page	
	LA 13 April 2023	SUBMITTED		
	LA		> I. Employee Defails	
	13 April 2023		II. Contact Details III. Employment Details	
	30 September 2022	ENDORSED	Confirmation of Endorsement	
-	LA 30 September 2022		vers are and with Endorse these charges for Transaction ID-LA 2 dd note (exquence)	
	LA	ENDORSED	12 Cancel	
	30 September 2022			
1	16 September 2022		Disclammer Disclosing here and and submitting the details above, I am indicating that I have checked and confirmed the accuracy of data and is Tuly reported for the accuracy and completeness of the information provided.	
	LA 16 September 2022	ENDORSED	Dengan menandankan kotak semak dan menyerahkan pernohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggangganab seperuhnya atas ketetapan maklumat yang diberikan.	
	LA		Enderse Revent Reject	

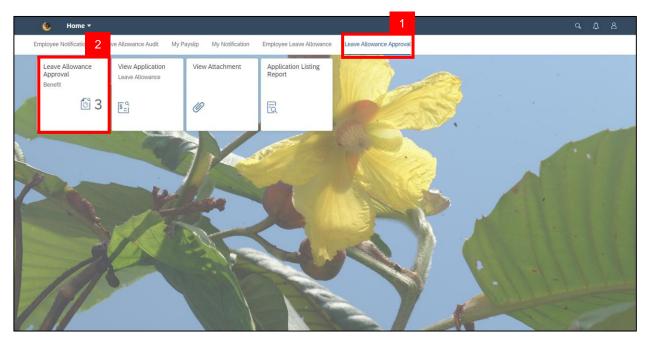
Outcome: System will show pop-up successful notification and **Application status** has changed to **Endorsed**.



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'.

< 🧕	Leave Allowance A	Approval Page 🔻			Ω	
	List of Leave Al	lowance 3	Leave Allowance Approval Page			
	Search	SUBMITTED	Transaction ID : LA Submission Date : 13 April 2023 Application Status : SUBMITTED	(
	13 April 2023 LA 11 April 2023	SUBMITTED				
	LA 11 April 2023	SUBMITTED	 I. Employee Details II. Contact Details 			
	LA 30 September 2022	ENDORSED	 III. Employment Details IV. Application Details 			
	LA 30 September 2022	ENDORSED	V. Courses & No Pay Leaves VI. Dependents			
	LA		VII. Bank Details Endorse Rework Reg	eject	1 A	



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

details.

< 🥸	Leave Allowance	Approval Page 🔻		Ω	8
	List of Leave A	llowance	Leave Allowance Approval Page		
	Search	9	Transaction ID : LA		
	LA	SUBMITTED	Su 2 Date : 13 April 2023 Application Status : SUBMITTED		
	13 April 2023				
	LA	SUBMITTED			
	11 April 2023		> I. Employee Details		
- 10	LA	SUBMITTED	> II. Contact Details		
	11 April 2023	!	> III. Employment Details		
	LA	ENDORSED	> IV. Application Details		
	30 September 2022		> V. Courses & No Pay Leaves		
	LA				
	30 September 2022	ENDORSED	> VI. Dependents		
	LA		> VII. Bank Details		
			Endorse Rework Reject	1	

- 5. Click on 'Supporting Documents' icon.
- 6. Click on 'Display' button to view supporting documents.

۷ 🔇	Leave Allowance A	Approval Page 🔻							Q	Û	8
	List of Leave Al	lowance				Leave Allowance A	oproval Page				
	Search	C 7	Transact Submission D		: LA il 2023			Application Status : SUBMITTE	D		
	LA 11 April 2023	SUBMITTED	Supporting Do	@1	Type) ¹ File Name	File Size	Ac <mark>6</mark>			
	LA 11 April 2023	SUBMITTED	Supporting D Disclaimer	DC	PDF, JPG, PNG	LA22000234_002_	001.png 64.0 KB	Display			
	LA 30 September 2022	ENDORSED	fully r	esponsible In menanda	for the accuracy and c	completeness of the information	n provided. ini, saya mengaku bahawa m	firmed the accuracy of data and is additional addi			
	LA 30 September 2022	ENDORSED	overe	i sonat doi	, ou you we call tagain gam	un oberenită gras rerefațe	n mananina yang diberikan.				
	LA							Endorse Rework Re	ject		



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

List of Leave	Allowance	Leave Allowance Approval Page	
Search	Q 7	T	
LA	SUBMITTED	Transaction ID:LA Submission Date : 13 April 20	Application Status : SUBMITTED
13 April 2023			
11 April 2023	SUBMITTED	Requester / Leave Allowance online application 13 April 2023 ::	n has been completed. Kindly endorse.
LA:			
11 April 2023	SUBMITTED	Disclaimer	
LA	ENDORSED	By clicking here and and submitting the details above, I am indicating that I have chec fully responsible for the accuracy and completeness of the information provided.	cked and confirmed the accuracy of data and is
30 September 2022		Dengan menandankan kotak semak dan menyerahkan permohonan ini, saya mengaki adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang	u bahawa maklumat yang diberikan di atas g diberikan.
LA	ENDORSED		
30 September 2022			
LA			

- 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.

< 🧕	Leave Allowance Ap	oprovalPage 🔻					Q,	۵	
	List of Leave Allo	owance		Leave	Allowance Approval Page				
	Search	Q 🔽	Transaction ID			Application Status : SUBMITTEI	D		
	13 April 2023	SUBMITTED							
	11 April 2023		History Employee	Date	Time	Status			
1	LA 11 April 2023	SUBMITTED	Requester	13 April 2023	03:45:48	SUBMITTED			
	LA 30 September 2022	ENDORSED	9 imer Sy clicking here fully responsible	and and submitting the details above, e for the accuracy and completeness o	I am indicating that I have checked and cont f the information provided.	irmed the accuracy of data and is]		
1	LA 30 September 2022	ENDORSED	Dengan menan adalah benar da	dankan kotak semak dan menyerahka an saya bertanggungjawab sepenuhny	n permohonan ini, saya mengaku bahawa ma a atas ketetapan maklumat yang diberikan.]		
	LA					Endorse Rework Rej	ect		



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.

< 🧯	Leave Allowance A	pproval Page 🔻	٩	Д <u>8</u>
	List of Leave Alle	owance	Leave Allowance Approval Page	
	Search	Q Y	Transaction ID : LA Submission Date : 11 April 2023 Application Status : SUBMITTED	
100				
	LA	SUBMITTED		
			▲ Confirmation of Rework Status	
100	LA		ou sure you want to Reverk these changes for Transaction ID : LA	
10	11 April 2023		12 Rework Cancel	
	LA	ENDORSED	Disclaimer Cancel	
	30 September 2022		By clicking here and 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 completeness of the information provided.	
	LA		Dengan menandankan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggungjawab seperuhnya atas keterapan maklumat yang diberikan.	
11	30 September 2022		evener verrer ven søye verrenggangamen ørpennenga enes veredøørt frækturiet yeng utverkørt.	مظعفيه
1/10	LA			
Carl I.			Endorse Rework Reject	

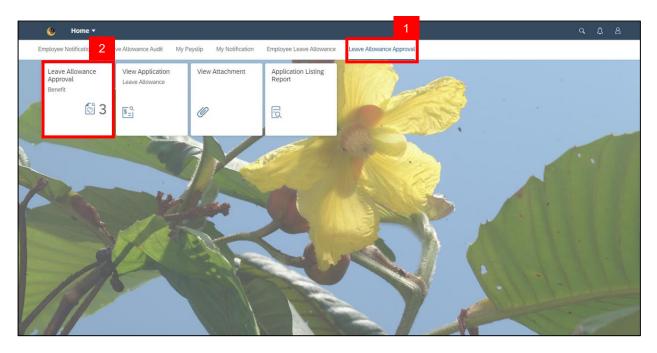
Outcome: System will show pop-up successful notification and **Application status** has changed to **Reworked.**



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'.

< 🥴	Leave Allowance	Approval Page 🔻		Q	Ω	8
	List of Leave A	Allowance 3	Leave Allowance Approval Page			
	Search	SUBMITTED	Submission Date : 13 April 2023 Application Status : SUBMITTED			
	LA 11 April 2023	SUBMITTED	 i i i i i i i i i i i i i i i i i i i		6	
P	LA 11 April 2023	SUBMITTED	II. Contact Details III. Employment Details			
	LA 30 September 2022	ENDORSED	> IV. Application Details	ļ		
	LA 30 September 2022	ENDORSED	 V. Courses & No Pay Leaves VI. Dependents 			
	LA		> VII. Bank Details	eject		



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

details.

& ۷	Leave Allowance A	Approval Page 🔻			Ω	ප
	List of Leave Al	lowance	Leave Allowance Approval Page			
	Search	Q 7	Transaction ID : LA			
	LA	SUBMITTED	St 4 Date : 13 April 2023 Application Status : SUBMITTED			
	13 April 2023					
	LA	SUBMITTED				-
	11 April 2023		> I. Employee Details			
	LA	SUBMITTED	> II. Contact Details			
	11 April 2023		> III. Employment Details			
	LA	ENDORSED	> IV. Application Details			
	30 September 2022		> V. Courses & No Pay Leaves			
	LA	ENDORSED	> VI. Dependents			1
-11-	30 September 2022			5		
	LA		VII. Bank Details			
Tolk.			Endorse Rework R	eject		

- 5. Click on 'Supporting Documents' icon.
- 6. Click on 'Display' button to view supporting documents.

< 🍳	Leave Allowance /	Approval Page 🔻	٩	۵	
	List of Leave A	llowance	Leave Allowance Approval Page		
	Search	C 🔽	Transaction ID : LA Submission Date 5 12023 Application Status : SUBMITTED		
	13 April 2023	SUBMITTED	i i i Supporting Document Type File Name File Size Ac		
	11 April 2023	SUBMITTED	Supporting Doc PDF, JPG, PNG LA22000234_002_001.png 64.0 KB Display Disclaimer Dis	1	
	11 April 2023	ENDORSED	By clicking here and 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 completeness of the information provided. Dengan menandankan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas		
	LA 30 September 2022	ENDORSED	adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.	1	
	LA		Endorse Rework Reject		



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

List of Leave	e Allowance	Leave Allowance Approval Page	
Search	9	Transaction ID : LA	
LA	SUBMITTED	Submission Date : 13 April 20	Application Status : SUBMITTED
13 April 2023			
11 April 2023	SUBMITTED	Requester / Leave Allowance online application	on has been completed. Kindly endorse.
LA:			
11 April 2023	SUBMITTED	Disclaimer	
LA	ENDORSED	By clicking here and and submitting the details above, I am indicating that I have che fully responsible for the accuracy and completeness of the information provided.	ecked and confirmed the accuracy of data and is
30 September 2022		Dengan menandankan kotak semak dan menyerahkan permohonan ini, saya mengal adalah benar dan saya bertanggunglawab sepenuhnya atas ketetapan maklumat yan	ku bahawa maklumat yang diberikan di atas ng diberikan.
LA	ENDORSED		
30 September 2022			
LA			

- 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.

< 🥴	Leave Allowance A	pproval Page 🔻						Q	Ω	8
	List of Leave All	owance		Leav	e Allowance Approval Page					
	Search	Q 7	Transaction ID			Application 5	Status : SUBMITTE	D		
	13 April 2023	SUBMITTED	$(i) ()^1$							
	LA 11 April 2023	SUBMITTED	History					-		-
	LA		Employee Requester	Date			tatus			
1	11 April 2023	SUBMITTED	00	13 April 2023	03:4	5:48 SUB	MITTED			
	LA	ENDORSED	9 imer					7		
	30 September 2022		By clicking here fully responsible	and and submitting the details above of or the accuracy and completeness	ve, I am indicating that I have checked and s of the information provided.	confirmed the accuracy	of data and is			
	30 September 2022	ENDORSED	Dengan menan adalah benar da	dankan kotak semak dan menyerah an saya bertanggungjawab sepenuhi	an permohonan ini, saya mengaku bahawa nya atas ketetapan maklumat yang diberika	a maklumat yang diberil m.	kan di atas		_	
	LA							0		
The last						Endorse	e Rework Re	ject	-	



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.

< 🥸	Leave Allowance A	pproval Page 🔻		Q	Q 8
	List of Leave Allo	owance	Leave Allowance Approval Page		
		Q 7	> II. Contact Details		
	LA		> III. Employment Details		
			> IV. Application Details		
	LA	ENDORSED	> V. Courses & No Pay Leaves		
	13 April 2023		Confirmation of Reject		
	LA		ou sure you want to Reject these changes for Transaction ID : LA 7 application is rejected due to not meeting the requirements		
	11 April 2023				
	LA:				
	30 September 2022		By clicking here and 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 completeness of the information provided.		
	LA				
	30 September 2022		Dengan menandarikan kotak semak dan menyerahkan permohonan ini, saya mengaku bahawa maklumat yang diberikan di atas adalah benar dan saya bertanggungjawab sepenuhnya atas ketetapan maklumat yang diberikan.		
11	LA				
			Endorse Rework R	eject	

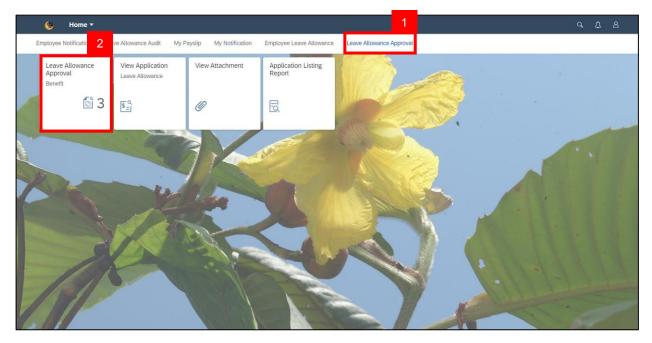
Outcome: System will show pop-up successful notification and **Application status** has changed to **Rejected**.



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.

	Leave Allowance	Approval Page -	Leave Allowance Appr	aval Paga	<u>д</u> 8
	Search			uval Page	
	LA	ENDORSED	Transaction ID : LA Submission Date : 13 April 2023	Application Status : ENDORSED	
	13 April 2023	SUBMITTED			_
R	11 April 2023	ENDORSED	 I. Employee Details II. Contact Details 		
	30 September 2022	ENDORSED	 III. Employment Details IV. Application Details 		
	30 September 2022	ENDORSED	V. Courses & No Pay Leaves VI. Dependents		
	30 September 2022		> VII. Bank Details		



4. Click on 'Cancel' button.

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

page.

<	Leave Allowance	Approval Page 🔻		q	Ω	
1.1	List of Leave A	llowance	Leave Allowance Approval Page			
	Search	۹ 🔽	Transaction ID : LA			
	LA	ENDORSED	Submission Date : 13 April 2023 Application Status : ENDORSEL	D		
	13 April 2023	ENDORSED	(i) $(i)^{\circ}$ $(i)^{2}$ $(i)^{2}$			
	LA			_		
	11 April 2023	SUBMITTED	> I. Employee Details			
- 15	LA	ENDORSED	> II. Contact Details			
	30 September 2022	ENDORGED	> III. Employment Details			
	LA	ENDORSED	> IV. Application Details			
	30 September 2022		V. Courses & No Pay Leaves			
	LA	ENDORSED	> VI. Dependents			
110	30 September 2022		> VII. Bank Details	4		
	LA		c	ancel		

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.

< 🧕					
	List of Leave Allo	owance	Leave Allowance Approval Page		
		9	Transaction ID : LA		
-		ENDORSED		Application Status : ENDORSED	
LA Submission Date : 13 April 2023 Application Status : ENDORSED 13 April 2023 LA SUBMITE 14 April 2023 LA SUBMITE 14 April 2023 LA ENDORSED Are you sure you want to Cancel these changes for Transaction ID : LA ? The application is canceled due to not meeting the requirements] LA ENDORSED Are you sure you want to Cancel these changes for Transaction ID : LA ? The application is canceled due to not meeting the requirements] LA ENDORSED Are you sure you want to Cancel these changes for Transaction ID : LA ? The application is canceled due to not meeting the requirements] LA ENDORSED A Submitter Are you sure you want to Cancel these changes for Transaction ID : LA ? The application betails					
	11 April 2023		5		
	LA	The a			
	30 September 2022		6 Confirm Cancel		
The second	LA	ENDORSED	> IV. Application Details		
			> V. Courses & No Pay Leaves		
	LA	ENDORSED	> VI. Dependents		
11	30 September 2022		> VII. Bank Details		
1411				Cancel	

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

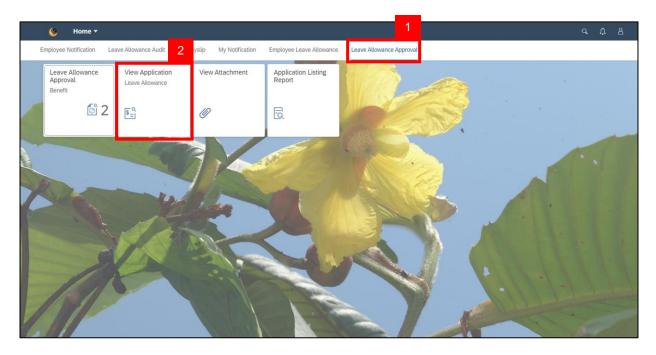


VIEW APPLICATIONS

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.

& 🌜	Leave Allowance Page 🔻		¢	
	<	Leave Allowance Page		
	Selection Fields	NOTE		
	Application ID:			
	Personnel ID:			
1	IC Number:			
	Personnel Sub Area:			
	3	Filter Restore		

Outcome: Filtered Leave Allowance application will be displayed.



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

< 🧕	Leave Allowance Page 🔻	t.						q	Û	8
	<		Leave	e Allowance Page						
	Selection Fields									
	Application ID: Personnel ID: IC Number: Personnel Sub Area:	10 01	Restore						-	
13	Change History							4		
	Application ID Personnel		Name	Department	Submission Date	Status	Status Date			
	LA: 10	01		S.	11 April 2023	SUBMITTED	11 April 2023	>		

Outcome: Selected Leave Allowance application will be displayed.

<	۲	Leave Allowance Page 🔹	q	Û	8
	<	View Application			
		Claim ID: SUBMITTED			
		> I. Employee Details		C	
- 15		> II. Contact Details			
		> III. Employment Details			
		> IV. Application Details			
		> V. Courses & No Pay Leaves			
	-	> VI. Dependents			
1		> VII. Bank Details			
	1				

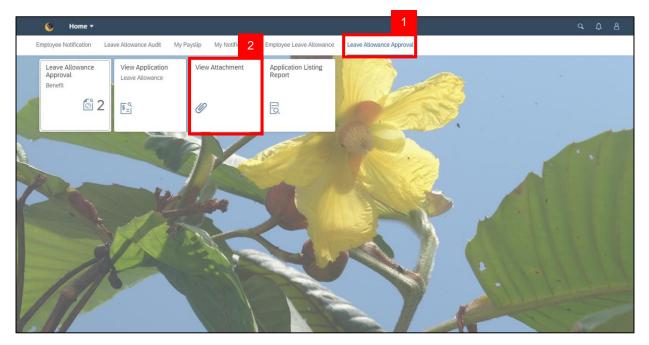


VIEW ATTACHMENTS

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)

۷ 😢	View Attachment 🔻								¢,	8
			View Att	achment			3			
			NOTE			Hide Filter Bar Cle	ar Go			
	Employee:	Info Type:	Sub Type:							
	Employee									
								-		
										-
	Ministry:		Position:		Employee Subgroup:					
	Department:		Employee Group:							
10										
	Infotype	Doc Type		Upload Date	Doc ID					
2			No c	lata						

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



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

View Attachment										
Employee: Info AWANG [2] Per	Type: Sub Type: sonal data	C		Hide Filter Bar Cl	ear Go					
AWANG										
Ministry: Department:	Position: Employee Group: Pe	ermanent	Employee Subgroup: Division II							
infotype	Doc Type	Upload Date	Doc ID							
Personal data	Identity Card (IC)	24 May 2021	PO							
Personal data	Marriage Certificate / Divorce	24 May 2021	PO		4					
Personal data	Identity Card (IC)	05 April 2023	PO		>					

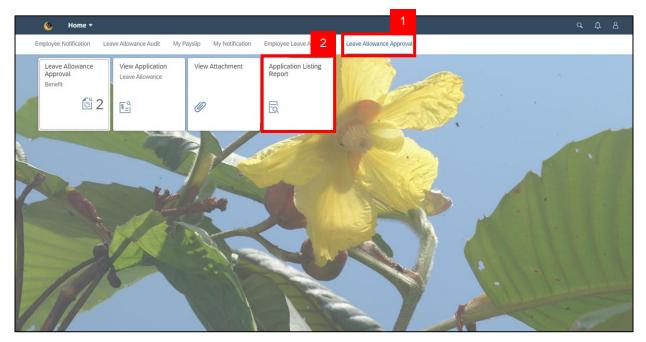
Outcome: Employee's attachment details will be displayed.



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.

< 😃 Audit Report for LA Application Listing	٩	۵	8
Save as Variant More 🗸			Exit
Input Selection NOTE			
* Application Date From: 10.04.2022 to: 10.04.2023			
Status: Application ID: Personnel ID:			
IC Number:			
			3
			Execute

Outcome: Leave Allowance Application report listing will be displayed.



4. Click on 'More' button.

ersonnel Subarea	SSM Application ID	Submission	Employee ID Name	IC No.	Spouse	Child	Entitlement Date	Status	1
	LA	27.03.2023	10	00	1			ENDORSED	
	LA	17.03.2023	10	00	1			ENDORSED	
	LA	30.09.2022	10	00	1			SUBMITTED	
	LA	30.09.2022	10	00	1	1		APPROVED	
	LA	30.09.2022	10	00	1			APPROVED	
	LA	30.09.2022	10	00	1			APPROVED	
	LA	16.09.2022	10	01	1			APPROVED	
	LA	16.09.2022	10	00	1			APPROVED	
	LA	30.09.2022	10	00	1			CANCELED	
	LA	16.09.2022	10	01	1			CANCELED	
	LA	16.09.2022	10	00	1			APPROVED	
	LA	30.09.2022	10	00	1			CANCELED	
	LA	16.09.2022	10	00	1	4		SUBMITTED	
	LA	16.09.2022	10	00	1			REJECTED	
	LA	16.09.2022	10	00	1	1	30.09.2022	SUBMITTED	
	LA	19.09.2022	10	00	1			APPROVED	
	LA	16.09.2022	10	00	1	1		REJECTED	

- 5. Select 'List'.
- 6. Select 'Export'.
- 7. Click 'Spreadsheet' to export the Leave Allowance Application report.

< 🤒	Audit Report	t for LA Applicatio	n Listing									9 A B	
@ ≞ ₹	7 🖪	§ 🛛 🗰	1									Q 🖶 E	Exit
	. (Cancel	(Es										
Personnel Subarea	SSM Applicati	List		>	Print preview (Ctrl+Shift			IC No.	Spouse	Child	Entitlement Date	Status	S
S	LA	115272/4641				6		00	1			ENDORSED	2
S	LA	Edit		2	Print (Ctrl+P)			_	1			ENDORSED	1
5	LA	Goto		>	Export	>	Word processin		1			SUBMITTED	
	LA	Settings		>	Send to		Spreadsheet		1	1		APPROVED	
5	LA	System		2 -					1			APPROVED	
	LA			í Ľ	Exit (Shift+F3)	_	Local file	(Ctrl+Shift+F9)	1			APPROVED	
	LA	Help		>				01(1			APPROVED	
	LA	GUI Actions and S	ettings	>				00	1			APPROVED	
	LA	30.09.2022	10	-				00-	1			CANCELED	30
	LA	16.09.2022	10					01(1			CANCELED	
	LA	16.09.2022	10					00	1			APPROVED	
	LA	30.09.2022	10					00-	1			CANCELED	
	1.0	16.00.2022	10					001	1	4		CURANTTED	1

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