PASSAGE ALLOWANCE : INCOMING, HOMEWARD, HOMEWARD & INCOMING AND MID-TERM PASSAGE (CONTRACT)
Role: Front End User (Department Administrator)

This module is an online application process of managing Passage Allowance: Incoming, Homeward, Homeward & Incoming and Mid-Term Passage in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Department Administrator to Create / Draft / Delete Passage Allowance application:

Create Passage Allowance Application

1 In SAP FIORI (front-end system), click on **Passage Allowance Department** tile

2 In **Passage Allowance Page**, click on **Add** button

3 Fill in the **required information**

4 Ensure that the **required application details** are filled and correct

5 Select **Attach** icon

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

6 Select **Notes** icon

Fill in the notes field provided
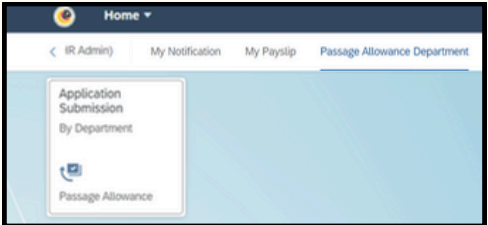
7 Tick **Declaration** checkbox

8 Click **Submit** button

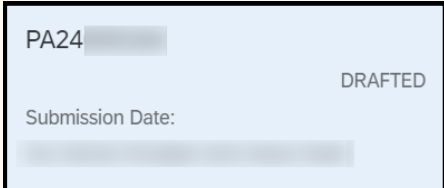## Edit Drafted Passage Allowance Application

1 In SAP FIORI (front-end system), click on **Passage Allowance Department** tile

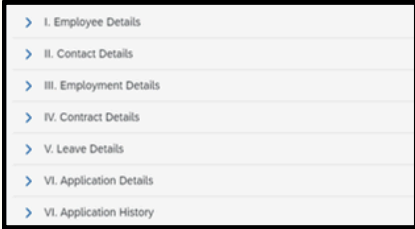**2** In **Passage Allowance Page**, select application with **Drafted** status

PA24
DRAFTED
Submission Date:

3 Click **Edit** button

Edit

4 Ensure that the **required application details** are filled and correct

> I. Employee Details
> II. Contact Details
> III. Employment Details
> IV. Contract Details
> V. Leave Details
> VI. Application Details
> VI. Application History

5 Click **Submit** button

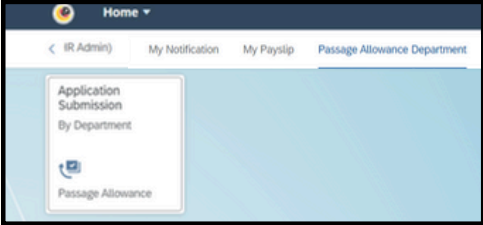Draft Updated   ⟳ Submit   ⊘ Back
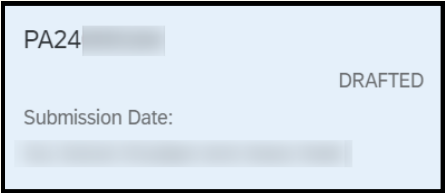
Delete Drafted Passage Allowance Application

1 In SAP FIORI (front-end system), click on **Passage Allowance Department** tile

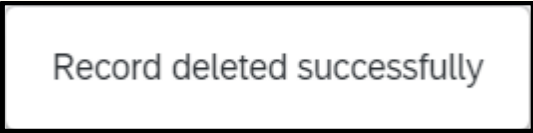**2** In **Passage Allowance Page**, select application with **Drafted** status

3 Click **Delete** button

4 The **Delete** message will be displayed

Record deleted successfully

Please refer to the **User Guide** for a step-by-step guide. **Passage Allowance User Guide** is available on **SSM Info Website**:
www.jpa.gov.bn/SSM