

(Department Administrator)



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

1

2

Add Copy Delete

3

Select Passage Type

Please Select PassageType:

Reimbursement:

☒ Yes ☐ No

IC Number:

Date of Birth:

MM/dd/yy

Create Cancel

4

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

5

Passage Allowance Department Submission

Transaction ID: PA24

Personal Number:

Attachment

6

Passage Allowance Department Submission

Transaction ID: PA24

Personnel Number:

Information icon, Edit icon, Document icon

Post something here

7

Declaration

☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberi keterangan palsu, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dibawah mana-mana peraturan yang berkaitan dengan kesalahan dan tata tertib pegawai-pegawai Kerajaan.

☐ Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan akan menghubungi dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

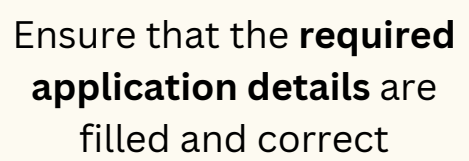
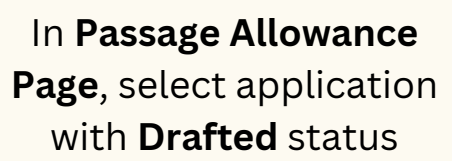
8

Draft Updated  **Submit**  **Back**

(Department Administrator)



In SAP FI/RI (front-end system), click on **Passage Allowance Department** tile




(Department Administrator)



Delete Drafted Passage Allowance Application

The screenshot shows the HR Admin interface. The top navigation bar includes a 'Home' dropdown menu and a breadcrumb trail: '< (R Admin)' > My Notification > My Payslip > Passage Allowance Department. A dropdown menu is open under 'Application Submission By Department', displaying 'Passage Allowance' as a selectable option, accompanied by a document icon.

PA24  DRAFTED

Submission Date:

Add Copy Delete

Record deleted successfully

www.jpa.gov.bn/SSM