## **PASSAGE ALLOWANCE: CHILDREN CONCESSION PASSAGE Role: Front End User (Employee)**



This module is an online application process of managing Passage Allowance: Children Concession Passage in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Employee to Submit / Draft / Delete Passage Allowance application:

In SAP FIORI (front-end system), click on <b>Passage</b> <b>Allowance Employee</b> tile	In <b>Passage Allowance</b> <b>Page</b> , click on <b>Add</b> buttor	
Wy Info     My Payslip     Passage Allowance Employee       Application     Submission       Passage Allowance     T	Add Copy Delete	
Select <b>Passage Type</b> and <b>Beimbursement</b>	Ensure that the <b>require</b> application details are fil	
Select Passage Type	and correct	
Please Select PassageType:	<ul> <li>II. Contact Details</li> <li>III. Employment Details</li> </ul>	
Please Select PassageType:	<ul> <li>II. Contact Details</li> <li>III. Employment Details</li> <li>IV. Leave Details</li> <li>V. Application Details</li> <li>VI. Application History</li> </ul>	

Click Add (+) icon to attach any supporting documents

Ca		Tick <b>Declaration</b>
		checkbox
D	Declar	ation
	•	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memb

Fill in the notes field provided









## **Edit Drafted Passage Allowance Application** In SAP FIORI (front-end In Passage Allowance Page, select application system), click on Passage Allowance Employee tile with **Drafted** status ۲ Home PA24 My Paysli DRAFTED Application Submission CHILDREN CONCESSION PASSAGE age All Submission Date: رت Ensure that the **required** application details are filled Click Edit button and correct I. Employee Details II. Contact Details Edit III. Employment Details > IV. Leave Details V. Application Details VI. Application History Click Submit button 令 Submit Draft Updated **N** Back









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

