SISTEM SUMBER MANUSIA

User Guide

for Treasury PA Verifier

Front End (SAP FIORI)

Passage Allowance

(Application)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Treasury Passage Allowance Verifier (Front End User)** to manage **Passage Allowance.** All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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:

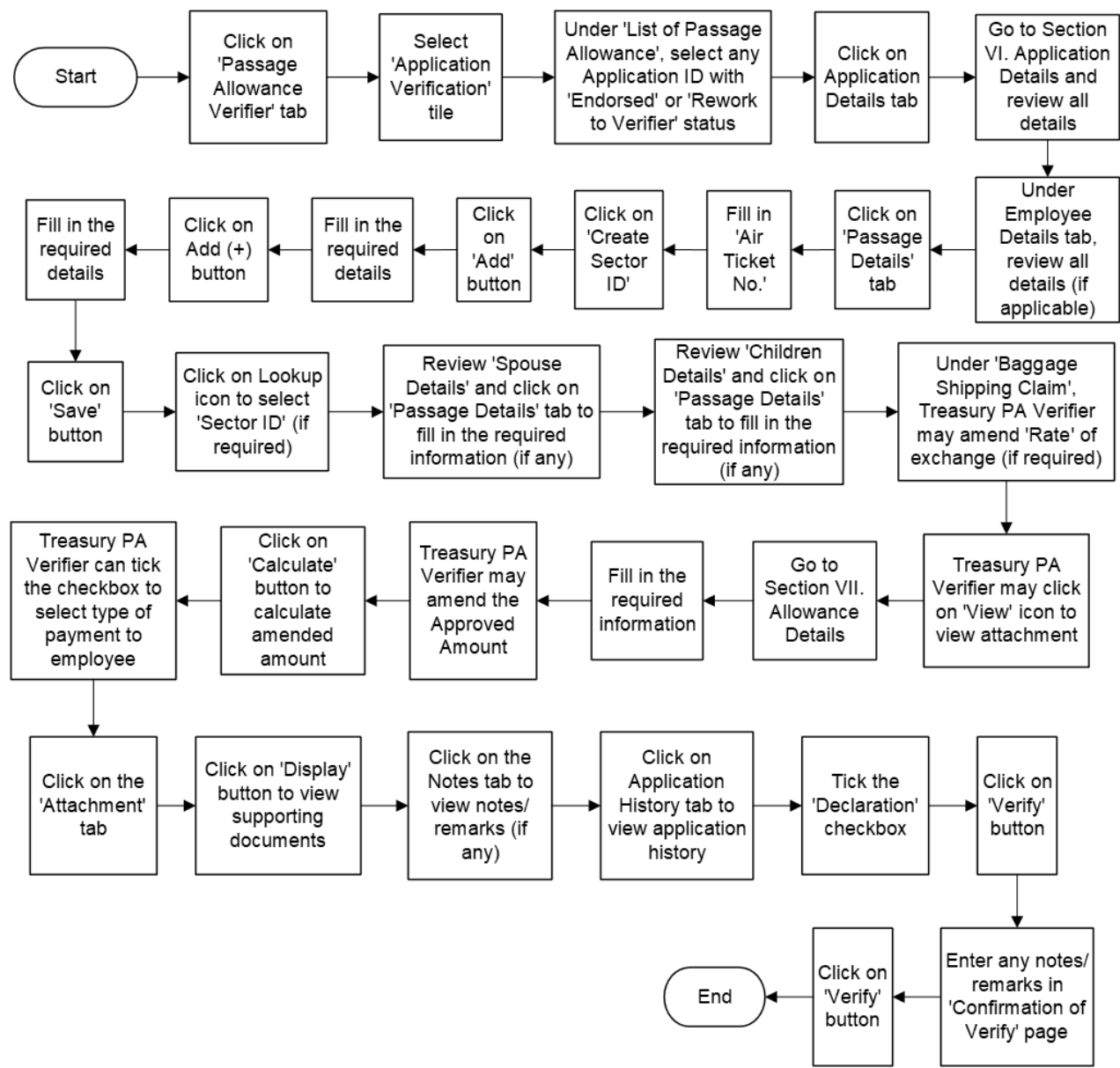| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
PA	Passage Allowance

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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Process Overview

Verify Passage Allowance Application

Start → Click on 'Passage Allowance Verifier' tab → Select 'Application Verification' tile → Under 'List of Passage Allowance', select any Application ID with 'Endorsed' or 'Rework to Verifier' status → Click on Application Details tab → Go to Section VI. Application Details and review all details

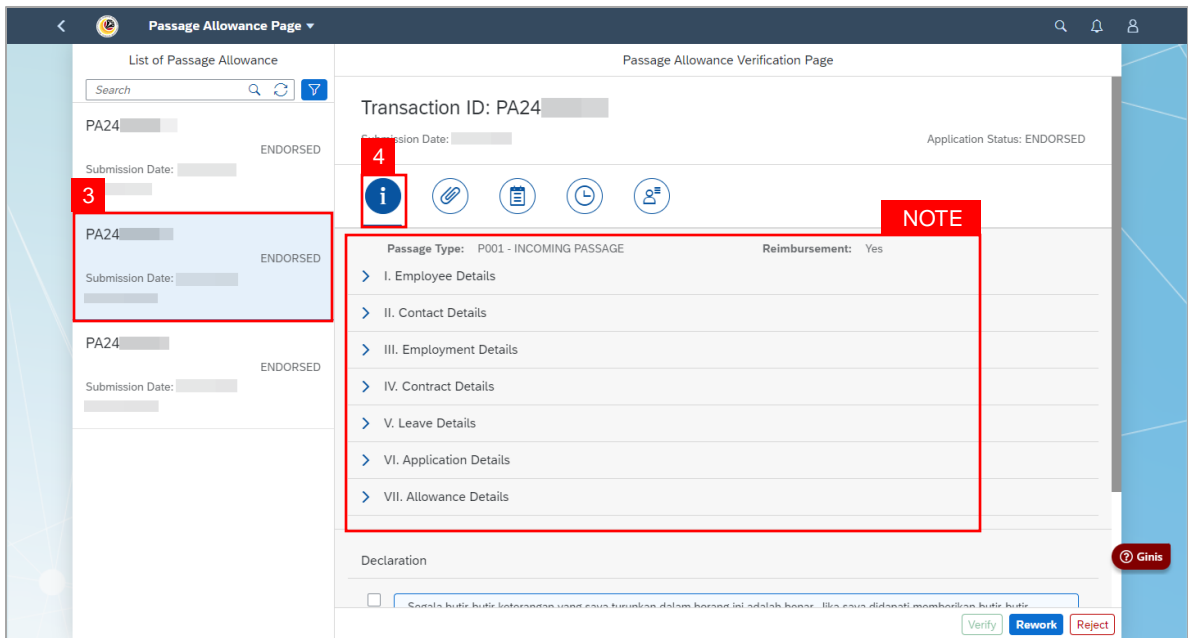→ Under Employee Details tab, review all details (if applicable) → Click on 'Passage Details' tab → Fill in 'Air Ticket No.' → Click on 'Create Sector ID' → Click on 'Add' button → Fill in the required details → Click on Add (+) button → Fill in the required details

→ Click on 'Save' button → Click on Lookup icon to select 'Sector ID' (if required) → Review 'Spouse Details' and click on 'Passage Details' tab to fill in the required information (if any) → Review 'Children Details' and click on 'Passage Details' tab to fill in the required information (if any) → Under 'Baggage Shipping Claim', Treasury PA Verifier may amend 'Rate' of exchange (if required)

→ Treasury PA Verifier may click on 'View' icon to view attachment → Go to Section VII. Allowance Details → Fill in the required information → Treasury PA Verifier may amend the Approved Amount → Click on 'Calculate' button to calculate amended amount → Treasury PA Verifier can tick the checkbox to select type of payment to employee

→ Click on the 'Attachment' tab → Click on 'Display' button to view supporting documents → Click on the Notes tab to view notes/remarks (if any) → Click on Application History tab to view application history → Tick the 'Declaration' checkbox → Click on 'Verify' button

→ Enter any notes/remarks in 'Confirmation of Verify' page → Click on 'Verify' button → End

Process Overview

Rework Passage Allowance Application

```
Start → Click on 'Passage Allowance Verifier' tab → Select 'Application Verification' tile → Under 'List of Passage Allowance', select any Application ID with 'Endorsed' or 'Rework to Verifier' status → Click on Application Details tab → Go to Section VI. Application Details and review all details

↓

Under Employee Details tab, review all details → Click on 'Passage Details' tab → Fill in 'Air Ticket No.' → Click on 'Create Sector ID' → Click on 'Add' button → Fill in the required details → Click on Add (+) button → Fill in the required details

↓

Click on 'Save' button → Click on Lookup icon to select 'Sector ID' (if required) → Review 'Spouse Details' and click on 'Passage Details' tab to fill in the required information (if any) → Review 'Children Details' and click on 'Passage Details' tab to fill in the required information (if any) → Under 'Baggage Shipping Claim', Treasury PA Verifier may amend 'Rate' of exchange (if required)

↓

Treasury PA Verifier can tick the checkbox to select type of payment to employee ← Click on 'Calculate' button to calculate amended amount ← Treasury PA Verifier may amend the Approved Amount ← Fill in the required information ← Go to Section VII. Allowance Details ← Treasury PA Verifier may click on 'View' icon to view attachment

↓

Click on the 'Attachment' tab → Click on 'Display' button to view supporting documents → Click on the Notes tab to view notes/remarks (if any) → Click on Application History tab to view application history → Tick the 'Declaration' checkbox → Click on 'Rework' button

↓

Enter any notes/remarks in 'Confirmation of Rework' page → Click on 'Rework' button → End
```

Process Overview

Reject Passage Allowance Application

```
Start → Click on 'Passage Allowance Verifier' tab → Select 'Application Verification' tile → Under 'List of Passage Allowance', select any Application ID with 'Endorsed' or 'Rework to Verifier' status → Click on Application Details tab → Go to Section VI. Application Details and review all details
```

```
Fill in the required details ← Click on Add (+) button ← Fill in the required details ← Click on 'Add' button ← Click on 'Create Sector ID' ← Fill in 'Air Ticket No.' ← Click on 'Passage Details' tab ← Under Employee Details tab, review all details
```

```
Click on 'Save' button → Click on Lookup icon to select 'Sector ID' (if required) → Review 'Spouse Details' and click on 'Passage Details' tab to fill in the required information (if any) → Review 'Children Details' and click on 'Passage Details' tab to fill in the required information (if any) → Under 'Baggage Shipping Claim', Treasury PA Verifier may amend 'Rate' of exchange (if required)
```

```
Treasury PA Verifier can tick the checkbox to select type of payment to employee ← Click on 'Calculate' button to calculate amended amount ← Treasury PA Verifier may amend the Approved Amount ← Fill in the required information ← Go to Section VII. Allowance Details ← Treasury PA Verifier may click on 'View' icon to view attachment
```

```
Click on the 'Attachment' tab → Click on 'Display' button to view supporting documents → Click on the Notes tab to view notes/remarks (if any) → Click on Application History tab to view application history → Tick the 'Declaration' checkbox → Click on 'Reject' button
```

```
End ← Click on 'Reject' button ← Enter any notes/remarks in 'Confirmation of Reject' page
```

Dispatch Warrant Passage Allowance Application

```
Start → Click on 'Passage Allowance Verifier' tab → Select 'Application Verification' tile → Under 'List of Passage Allowance', select any Application ID with 'Approved' or 'In Progress' status → Click on Dispatch tab → Click on Generate button → Click on View button to view warrant → Click on Dispatch button to submit warrant to employee → End
```

Process Overview

Generate Passage Allowance Application Listing

```
Start → Click on Passage Allowance tab → Select Passage Allowance Application List tile → Click on Filters button → Click on Lookup icon and/or Dropdown icon to fill in the details
                                                                                                                                              ↓
End ← Click on Go button ← Tick on checkbox to apply selected filters
```

Generate Passage Allowance Payment Listing

```
Start → Click on Passage Allowance tab → Select Passage Allowance Payment List tile → Click on Filters button → Click on Lookup icon to fill in the details
                                                                                                                                          ↓
End ← Click on Go button ← Tick on checkbox to apply selected filters
```

VERIFY PASSAGE ALLOWANCE APPLICATION	Front End User
	Treasury PA Verifier

1. Click on **Passage Allowance Verifier** tab**.**

2. Select **Application Verification** tile.

Note: Please ensure that employee details and all mandatory documents are updated on **Family Information** under Employee's **My Profile**, before applying for Passage Allowance.
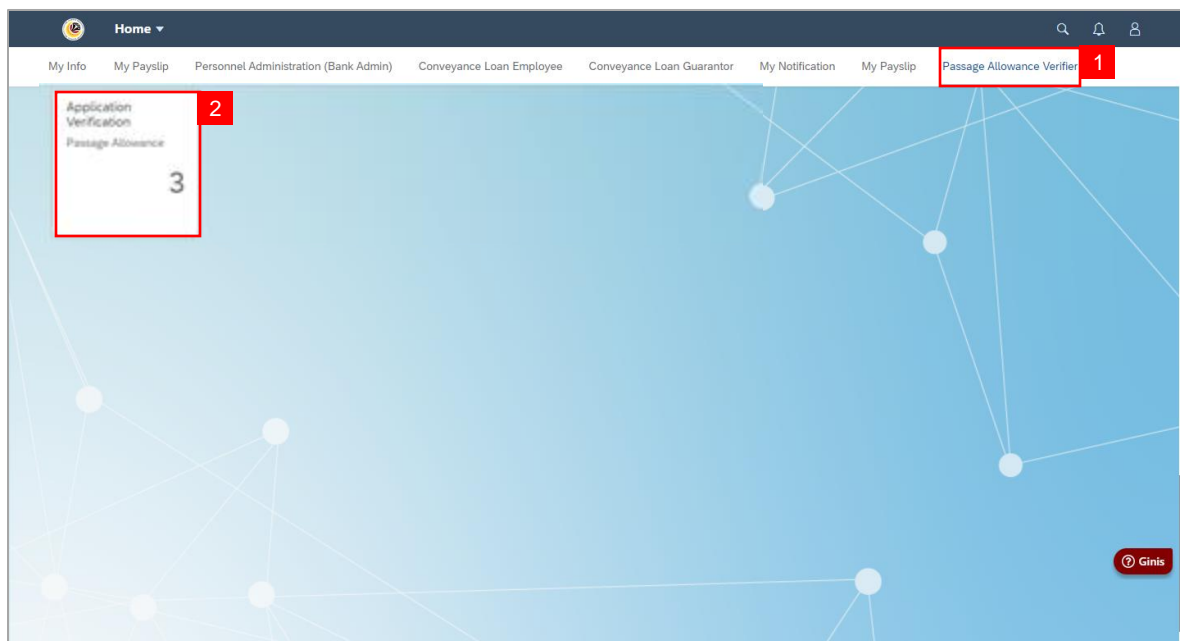
Note: The **Passage Allowance Verification Page** will be displayed.
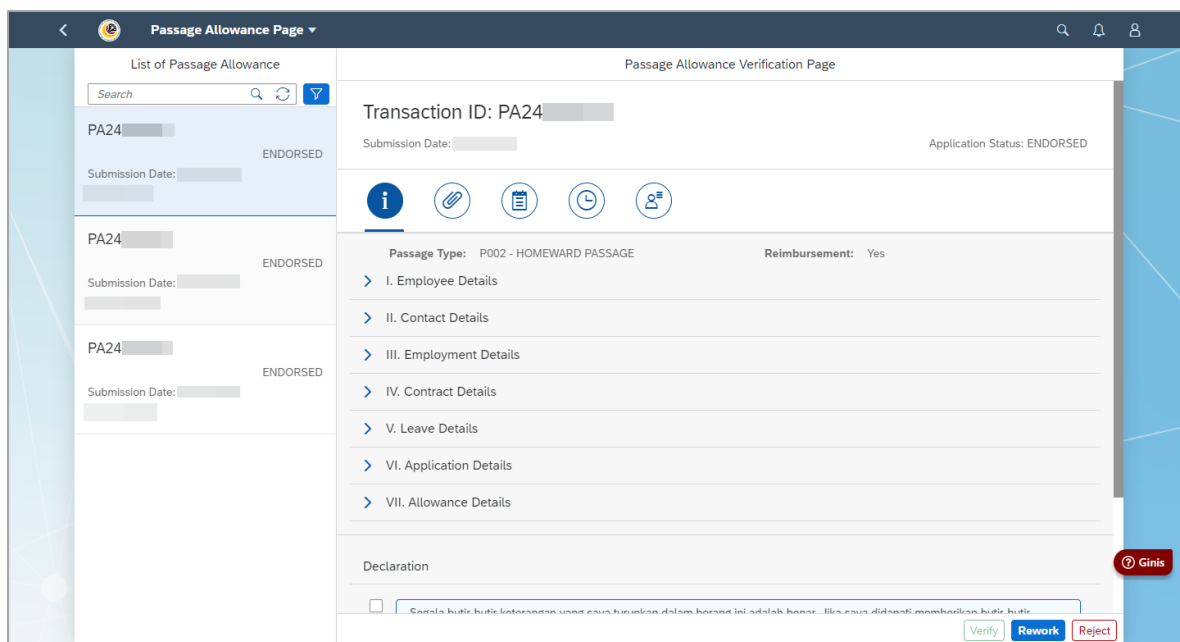
3. Under **List of Passage Allowance**, select any Application ID with **'ENDORSED'** or

'**REWORK TO VERIFIER'** status.
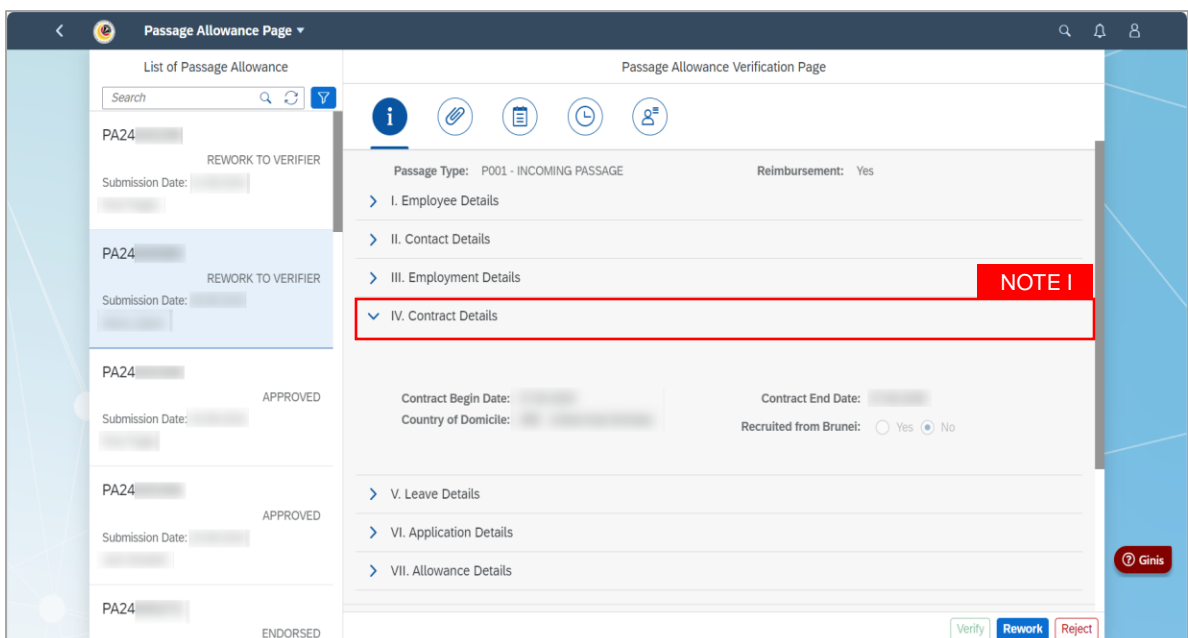
4. Click on **Application Details** tab.

Note: All information from **Section I** to **VII** have been auto-populated based on the information

entered in **ESS Portal (Front End)** and/or in **SAPGUI (Back End)**.

Note: Treasury PA Verifier may review details in **Section IV. Contract Details** for all passage

types except **Child Concession Passage** Applications.

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Note I: '**Country of Domicile**' and '**Recruited from Brunei**' is **not applicable** for **Child**

Concession Passage and **1ST/2ND/3RD YEAR ALLOWANCE** applications.

Note II: Review details in **Section V. Leave Details** for **Mid-Term Passage** applications **only**.

5. Go to **Section VI. Application Details** and review all details.

Note: Treasury PA Verifier may review pre-populated **Travel Entitlement** and **Travel Request**.

Note I: If requestor is applying only for **dependent(s)**, **Employee Details** will be excluded in

Application Information.

Note: Employee Details and **Spouse Details** are applicable for all passage types except for

Children Concession Passage and **1ST/2ND/3RD YEAR ALLOWANCE** applications.

6. Under **Employee Details** tab, review all details.

7. Click on **Passage Details** tab.

8. Fill in '**Air Ticket No.**'.

9. Click on **Create Sector ID**.
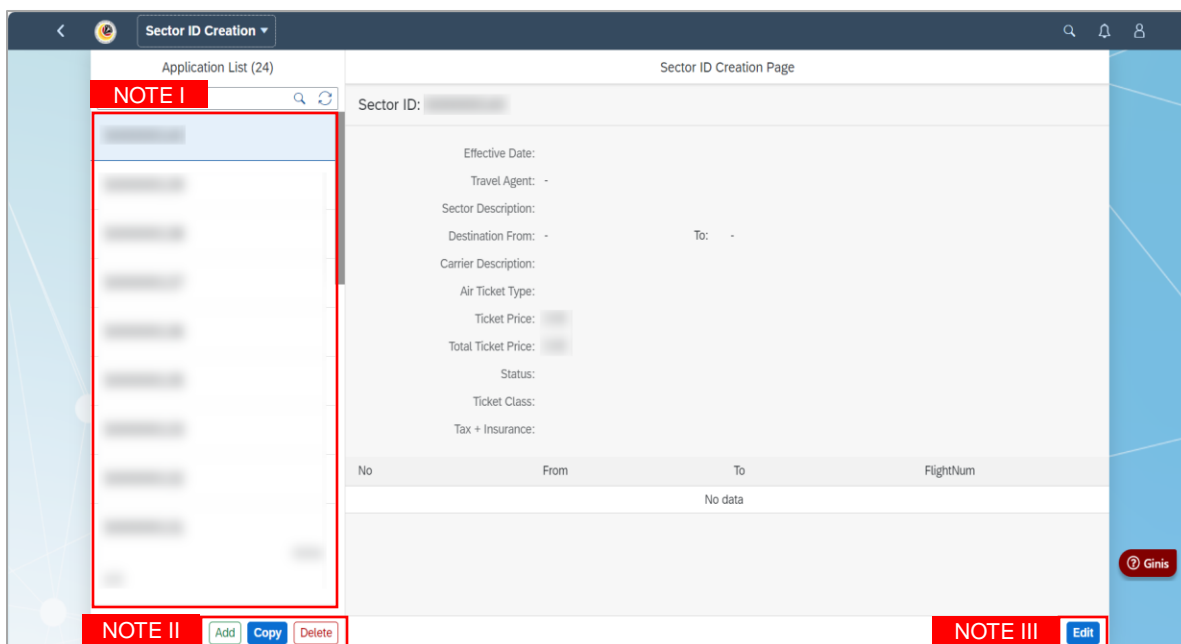
Note: The **Section ID Creation Page** will be displayed.

Note I: Treasury PA Verifier may select **existing Sector ID**.

Note II: Depending on the scenario, **Treasury PA Verifier** may also click on the following buttons:

i.   **Add** button to create new Sector ID.

ii.   **Copy** button to copy existing Sector ID.

iii. **Delete** button to delete existing Sector ID.

Note III: To edit **existing Sector ID**, click on **Edit** button.

10. Click on **Add** button.

11. Fill in the required details.

12. Click on **Add (+)** button.

13. Fill in the required details.
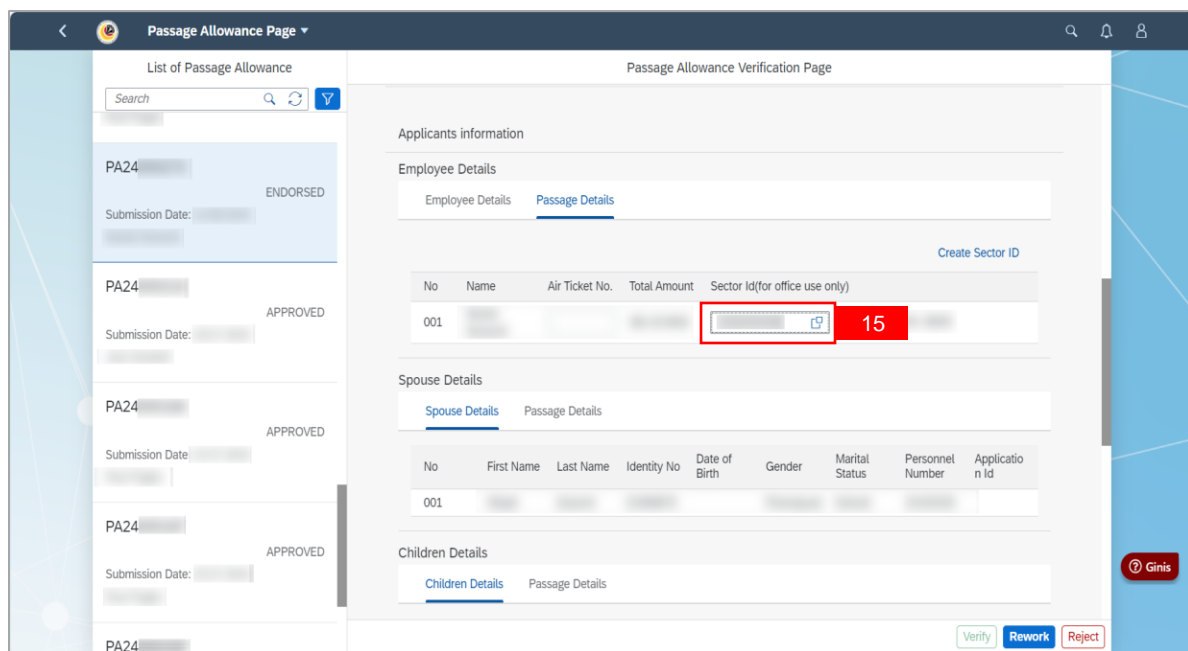
Note: Click on **Cancel** button to cancel creation of **new Sector ID** (if required).

14. Click on **Save** button.

15. Click on **Lookup** icon to select **Sector ID (if required).**

Note: Section ID selection page will be displayed.
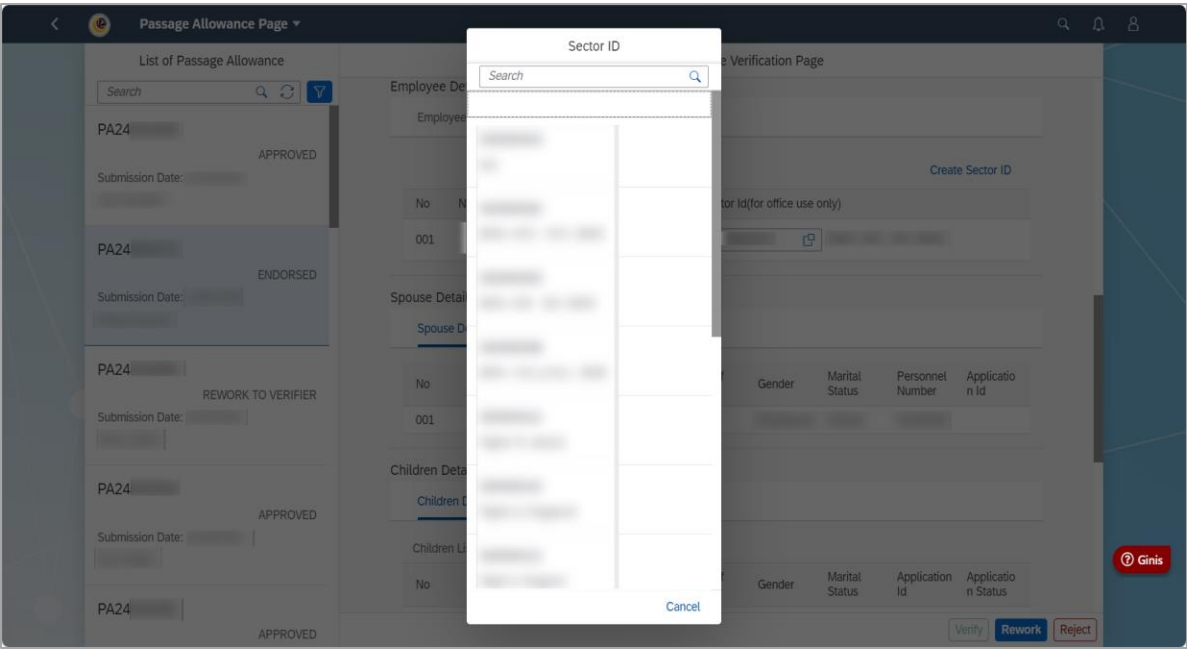
16. For **Spouse Details** and **Children Details** section, repeat step 6 to 15 (if any).
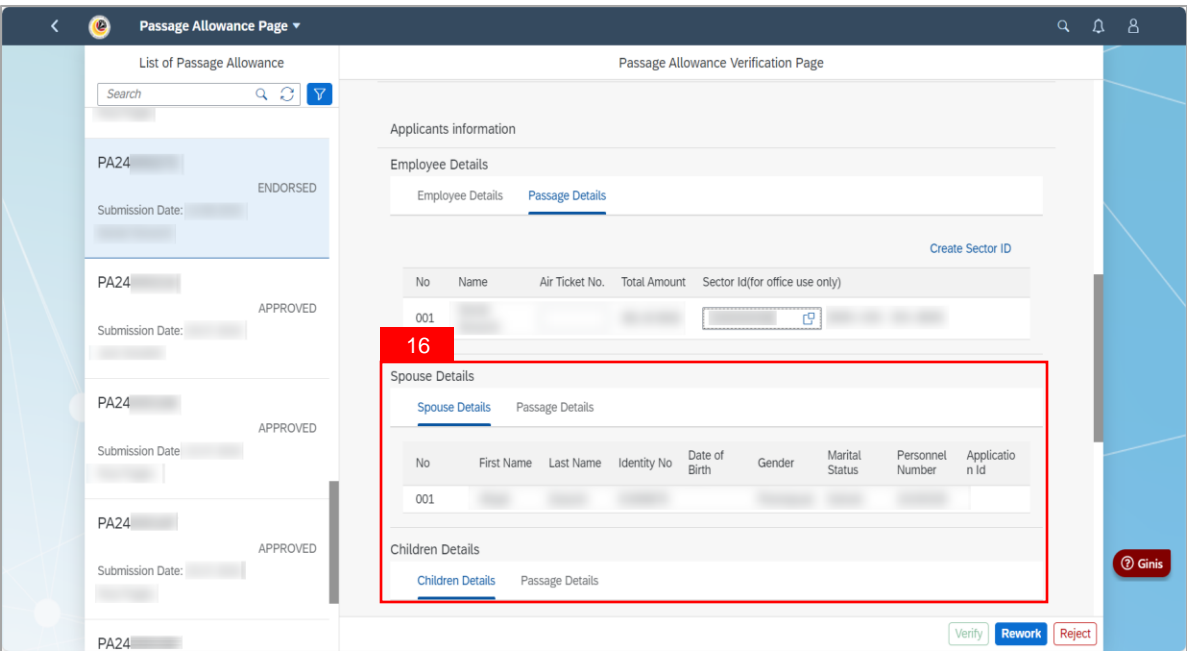
17. Under **Baggage Shipping Claim**, **Treasury PA Verifier** may amend **Rate** of exchange (if required).

Note:

i.   Details under **Baggage Shipping Claim** are **auto-populated** based on information filled in by **Employee** or **Department Administrator** in **EES Portal (Front End)**.

ii. The **Baggage Shipping Claim** section will not be displayed for **Children Concession Passage**, **Mid-term Passage** and **1ST/2ND/3RD YEAR ALLOWANCE** applications.

18. **Treasury PA Verifier** may click on **View icon** to view attachment.

19. Go to **Section VII. Allowance Details**.

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20. Enter the details for **Voyage Category**, **Travel Agent** and **Bank Account**.

21. **Treasury PA Verifier** may amend the **Approved Amount**.

Note: The **Calculated Amount** is **auto-populated** according to information filled in **Section VI.**

Application Details.

22. Click on **Calculate** button to calculate amended amount.

23. **Treasury PA Verifier** can **tick** the checkbox to **select** type of payment to employee.

Note: Payment Summary will change according to information filled in.
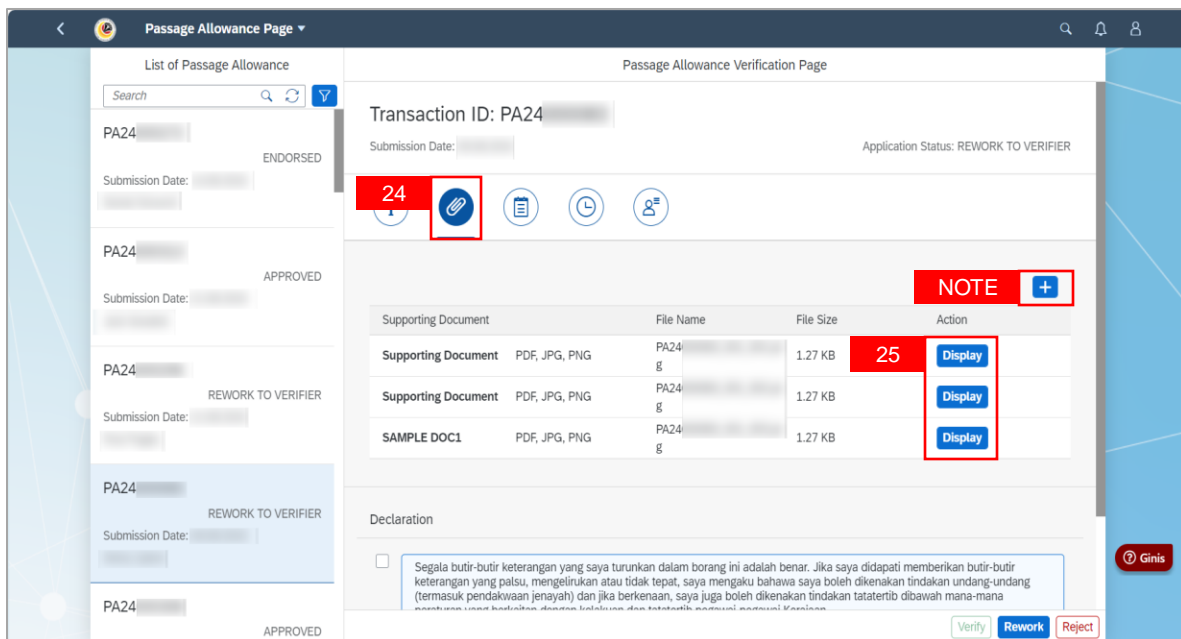
24. Click on the **Attachment** tab.

25. Click on **Display** button to view supporting documents.

Note: Treasury PA Verifier may add additional documents by clicking on **Add (+)** button (if required).

i.   The attachments can only be uploaded in **PDF, JPG, JPEG and PNG formats**.

ii.   Each document size **must not exceed 3.5MB**.

26. Click on the **Notes** tab.

Note: Treasury PA Verifier may view requestor's notes/remarks entered (if any).
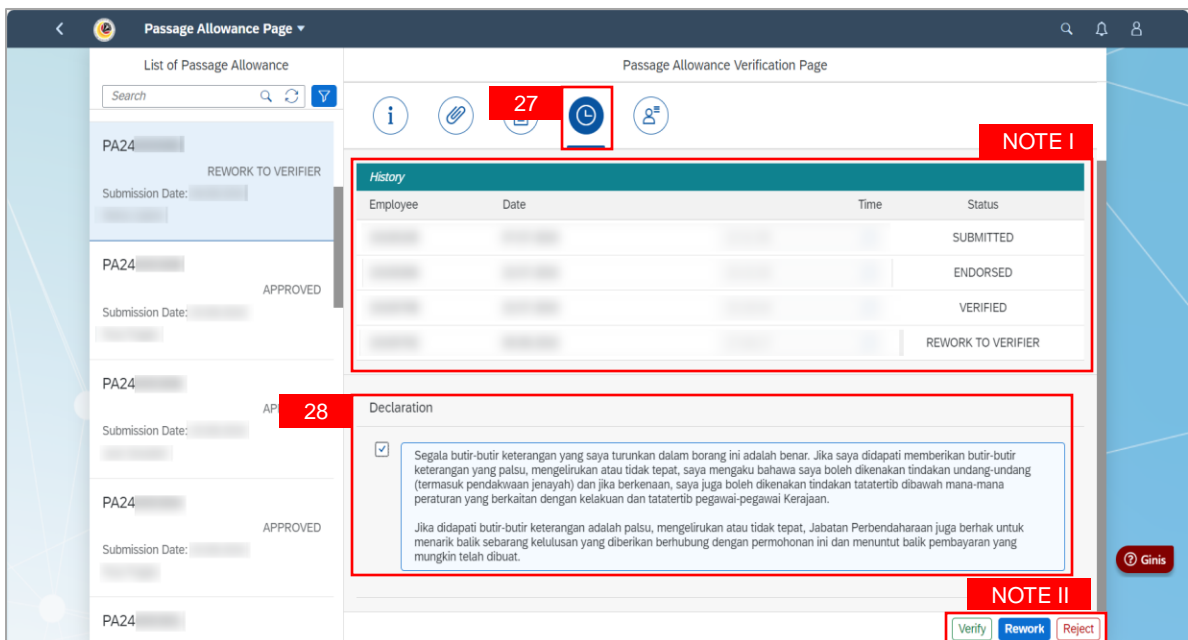
27. Click on **Application History** tab.

Note I: Treasury PA Verifier may view application history of requestor.

28. **Tick** the **Declaration** checkbox.

Note II: Depending on the scenario, **Treasury PA Verifier** may also click on the following

buttons:

i.   **Verify** button to verify applications.

ii. **Rework** button to rework applications.

iii. **Reject** button to reject applications.

Outcome: The **application** has successfully been verified / reworked / rejected.

DISPATCH WARRANT PASSAGE ALLOWANCE APPLICATION	Front End User
	Treasury PA Verifier

1. Click on **Passage Allowance Verifier** tab**.**

2. Select the **Application Verification** tile.
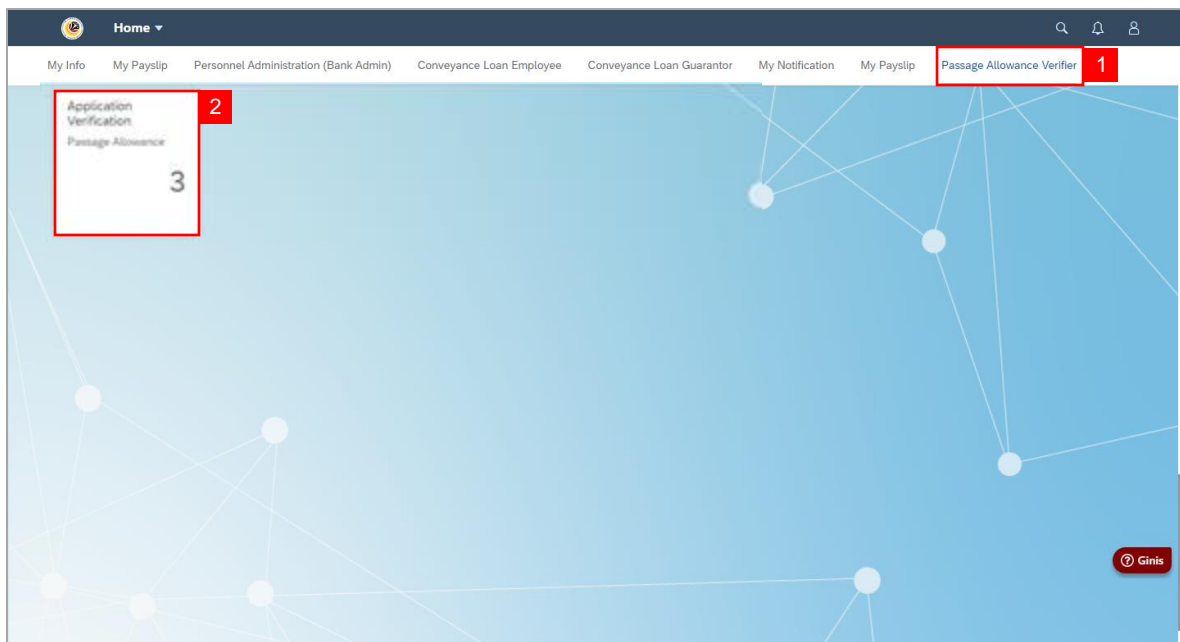
Note: The **Passage Allowance Verification Page** will be displayed.

3. Under **Application List**, select Application ID with '**APPROVED**' or '**IN PROGRESS**' status.

4. Click on **Dispatch** tab.
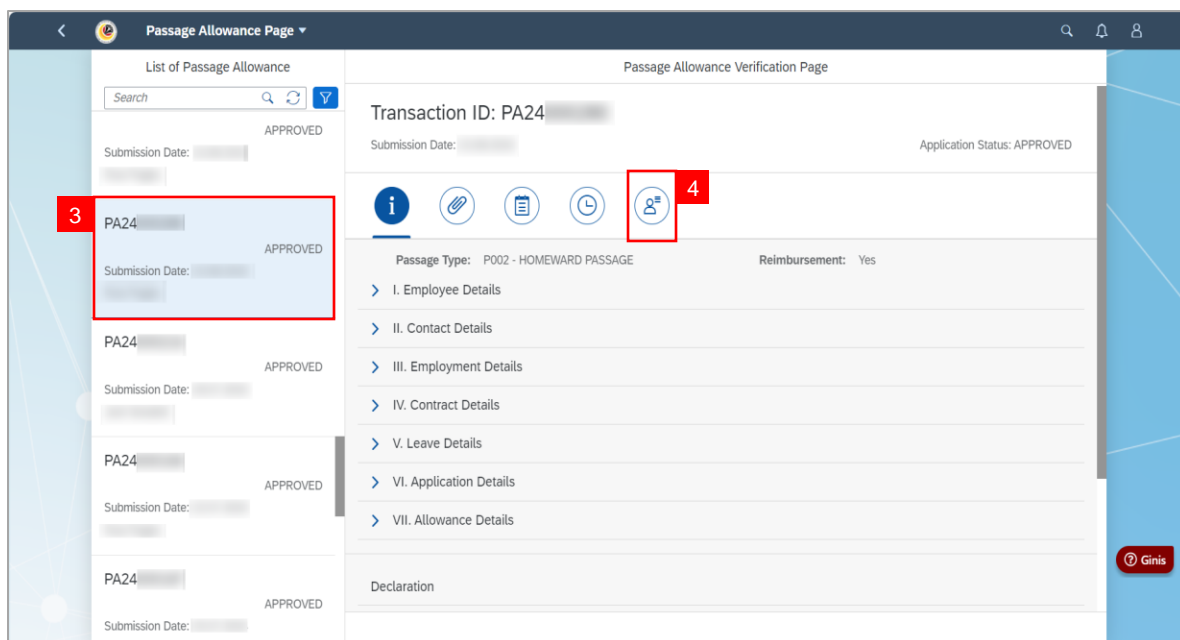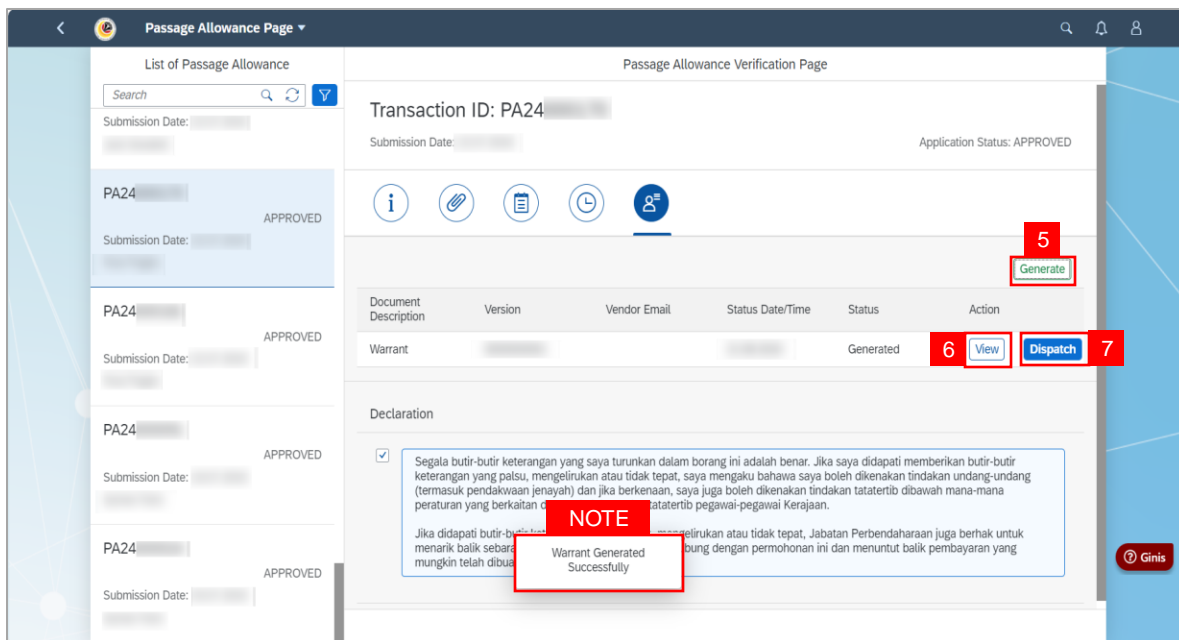
5. Click on **Generate** button.

Note: Warrant Success message will be displayed.

6. Click on **View** button to view warrant.

7. Click on **Dispatch** button to submit warrant to employee.

Outcome: Warrant has **successfully been dispatched** to employee.

GENERATE PASSAGE ALLOWANCE APPLICATION LISTING	Front End User
	Treasury PA Verifier

1. Click on **Passage Allowance PA Unit** tab**.**

2. Select the **Passage Allowance View Application Listing** tile.
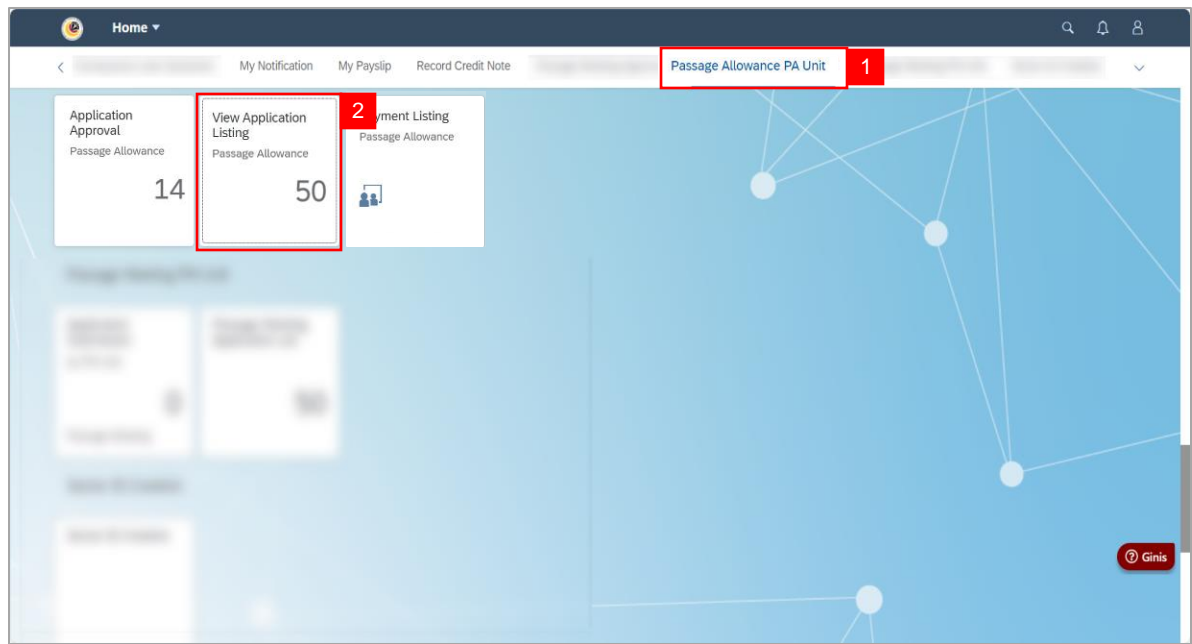
Note: The **Passage Allowance Application Listing** page will be displayed.

3. **Requestor** may click on **ON/OFF** switch to only **Show Latest Version** (if required).

4. Click on '**Filters**' button.
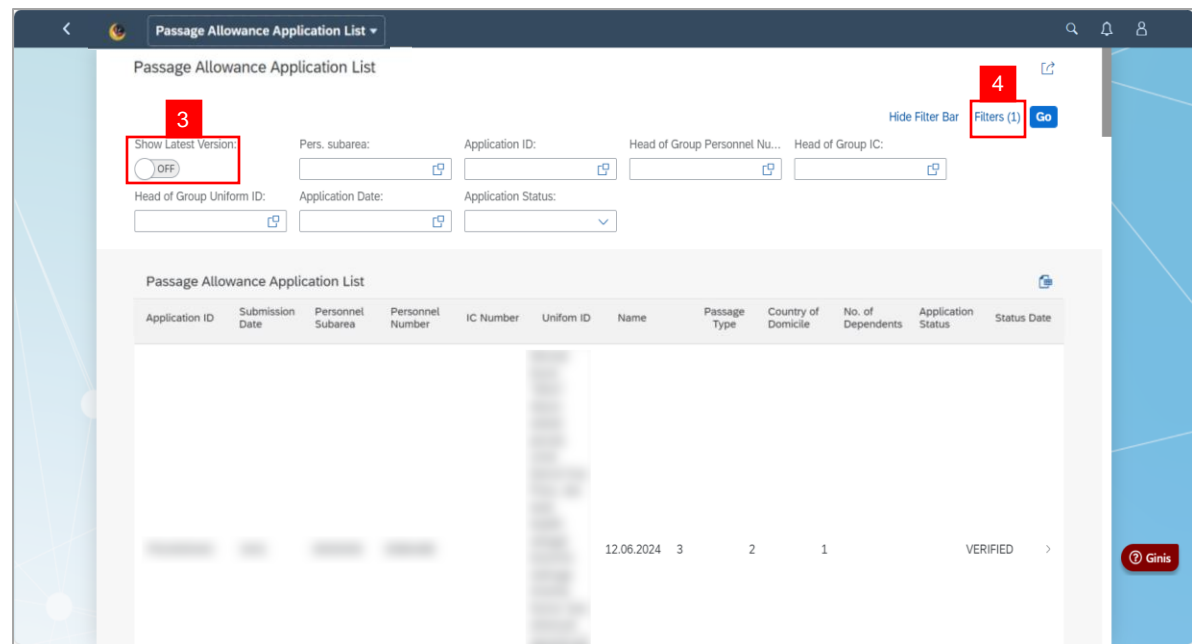
Note: The **Filters** page will be displayed.

5. Click on **Lookup** icon and/or **Dropdown** icon to fill in the details.

6. Tick on the **checkbox** to select which category to **apply filters** with.
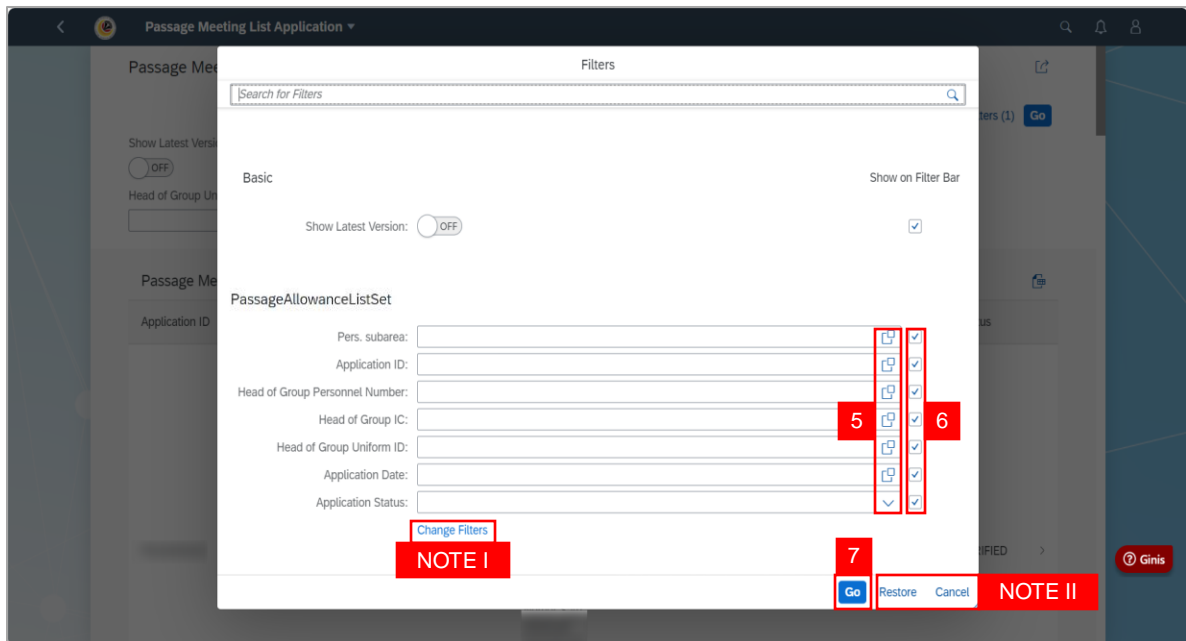
Note I: Click on '**Change Filters**' to amend **category options** that appears under **Filters** page

(if required).

7. Click on **Go** button.

Note II:

i.   **Requestor** may click on **Restore** button to reset selection.

ii.   **Requestor** may click on **Cancel** button to cancel filter.

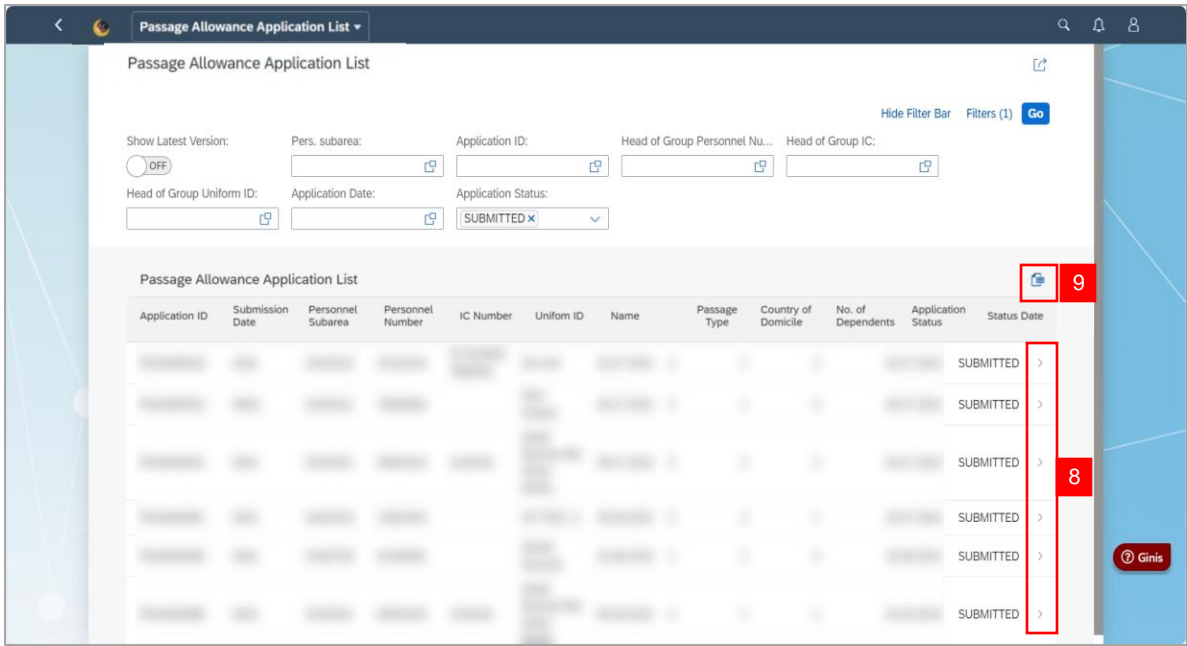**Note**: **Applications** with the selected categories will be displayed.

8. Click on **Arrow (>)** icon to view the details of the application (if required).

9. Click on **Sheets** icon to export and download report of **filtered** applications.

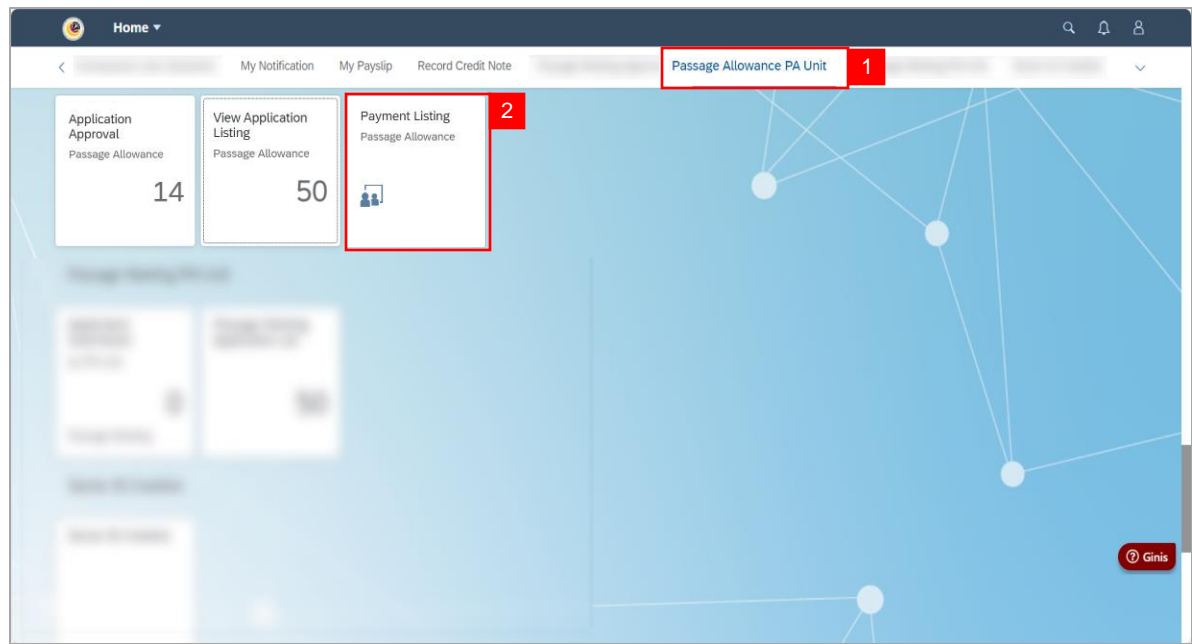**Note: Filtered** application report will **automatically** be downloaded.

Outcome: Passage Allowance Application Listing has successfully been downloaded in
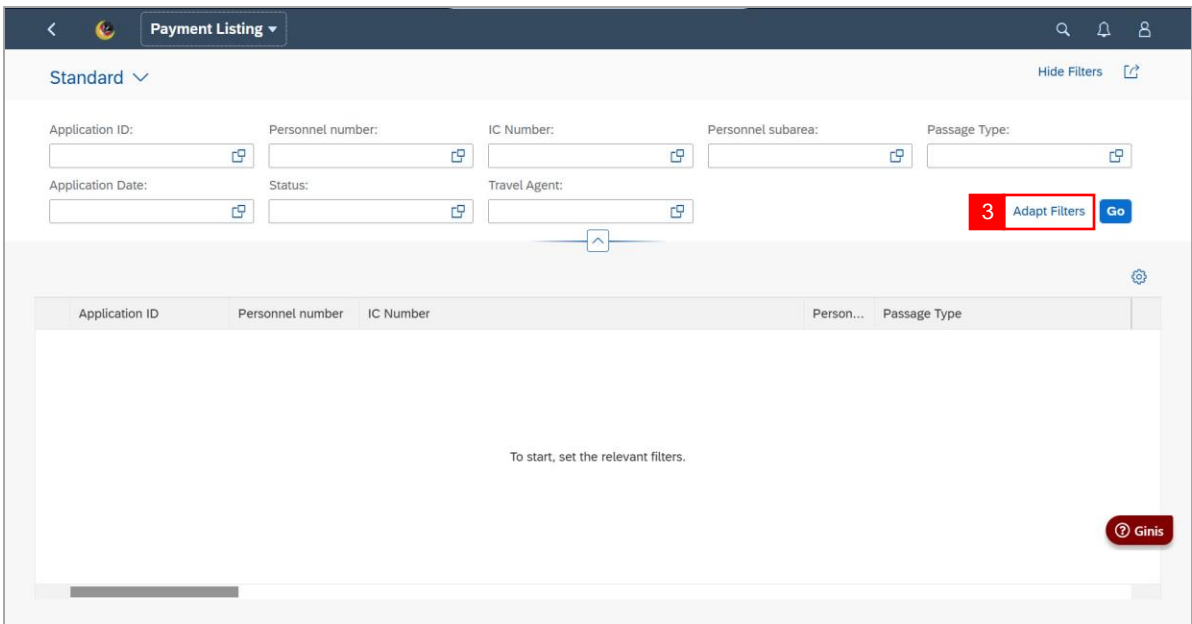
Excel format.

GENERATE PASSAGE ALLOWANCE PAYMENT LISTING	Front End User
	Treasury PA Verifier

1. Click on **Passage Allowance PA Unit** tab**.**

2. Select the **Passage Allowance Payment Listing** tile.

Note: The **Passage Allowance Payment Listing** page will be displayed.

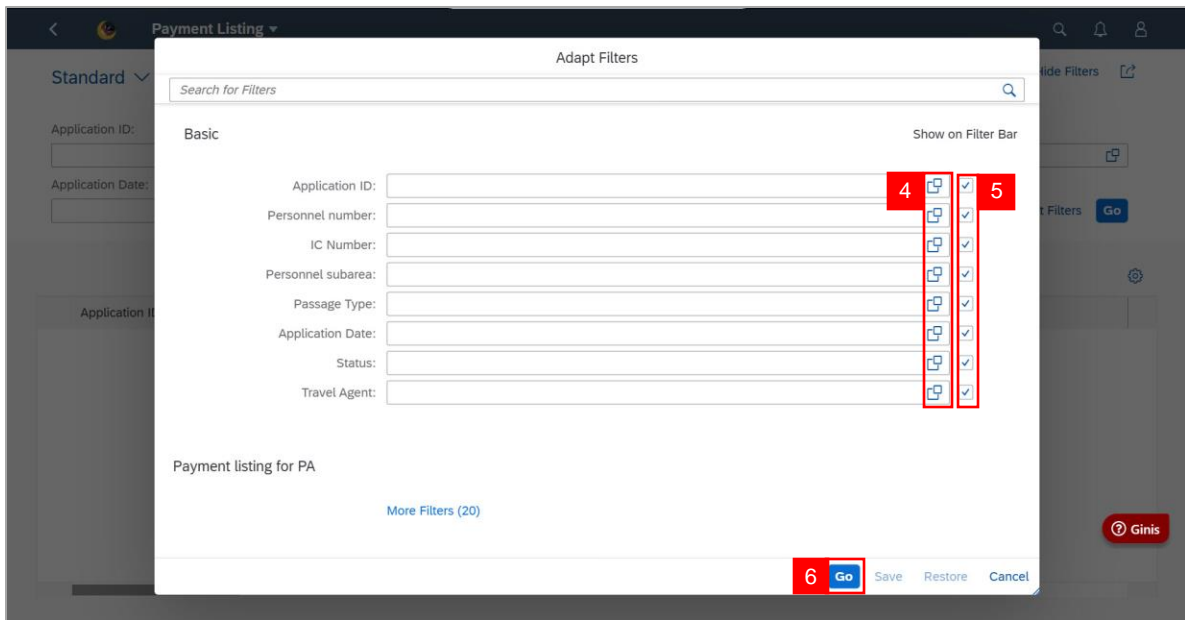3. **Requestor** may click on **the Adapt Filters** button to select categories.

Note: The **Adapt Filters** page will be displayed.

4. Click on **Lookup** icon to fill in the details according to each category.

5. Tick on the **checkbox** to select which category to **apply filters** with.

6. Click on **Go** button.

Note: **Applications** with the selected categories will be displayed.

7. Click on **Arrow (>)** icon to view the details of the application (if required).

8. Click on **Sheets** icon to export and download report of **filtered** applications.

Note: Filtered application report will **automatically** be downloaded.

Outcome: Passage Allowance Payment Listing has successfully been downloaded in **Excel**

format.