

LEAVE ALLOWANCE:
Role: Front End User (LA Endorser)



This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

Below are the quick guide for **LA Endorser** to **Endorse / Rework / Reject Leave Allowance application**:

Endorse / Rework / Reject LA Application

1

In SAPGUI (front-end system), click on **Leave Allowance Endorser** tile.

2

In Leave Allowance page, select application ID to be **maintained**.

3

Verify the application details.

4

Verify & ensure documents has been uploaded by applicant & **tick checkbox**.

5

Select and review **Application Notes & Historical Data** icon , if any.

6

Tick **Declaration** checkbox.

7

Depending on scenario:-
i) Click **Endorse** to endorse application.
ii) Click **Rework** to send application back to applicant.
iii) Click **Reject** to reject application.

8

Fill in remarks & click **Endorse / Rework / Reject** button for confirmation.

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