BENEFITS CLAIM BASED: CLAIM SUBMISSION
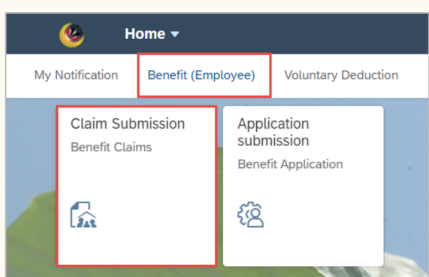
Role: Employee Self Service (ESS)

This module processes payments of employee's (benefits) claims, subject to Finance Department and STO's approval. Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

Below are the **quick guide** for **Benefit Claim Based** module:
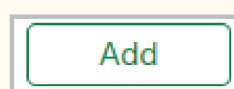
Submit Claim Submission
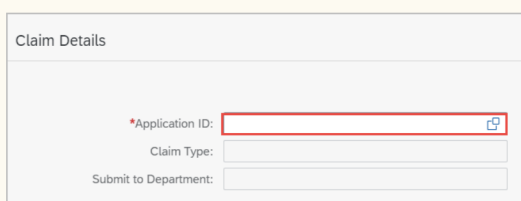
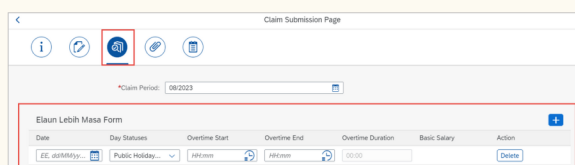**1** Click on **Claim Submission** tile.

2 Click **Add** button.

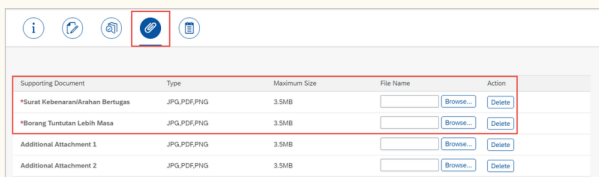**3** Navigate to **Information tab** and fill in **Claim Details** section.

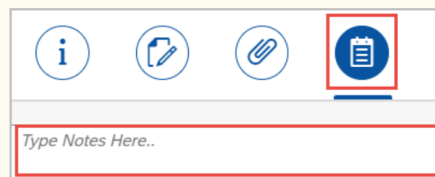**4** Navigate to **Claim Form** tab and enter *Elaun* Form Details accordingly.

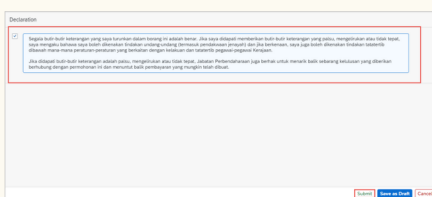**5** Click on **Attachment tab** and upload **mandatory documents**.

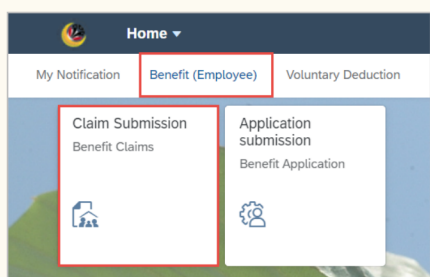**6** Navigate to **Notes** tab and leave notes accordingly.

7 Tick **Declaration** checkbox and click on **Submit** button.
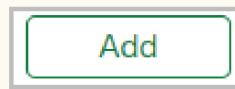
Save Claim Submission as Draft

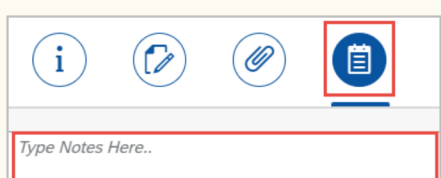**1** Click on **Claim Submission** tile.
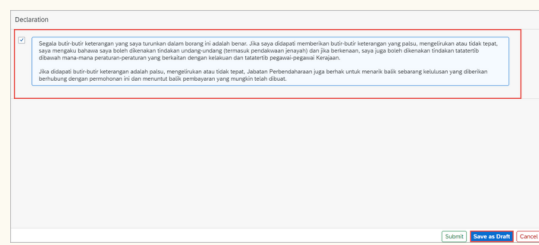
2 Click **Add** button.

3 Navigate to **Notes** tab and leave notes accordingly.

4 Tick **Declaration** checkbox and click on **Save as Draft** button.
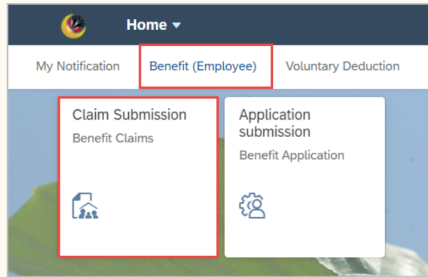
BENEFITS CLAIM BASED: CLAIM SUBMISSION

Role: Employee Self Service (ESS)

Copy Claim Submission
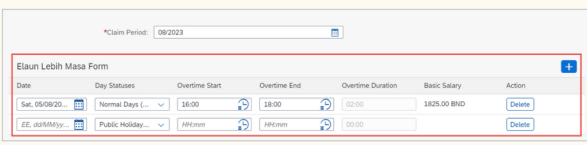
1 Click on **Claim Submission** tile.

2 Select the correct **Claim Transaction ID** and click on **Copy** button.
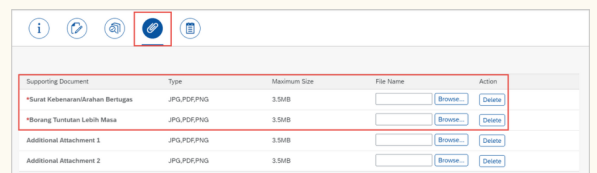
Copy

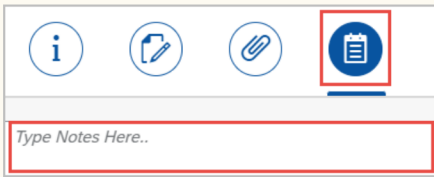**3** Navigate to **Claim Form** tab and make changes accordingly.

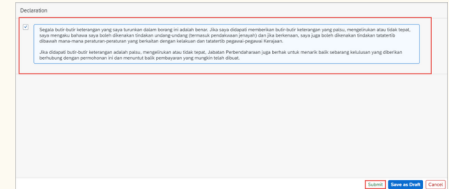**4** On **Attachment** tab, upload **mandatory documents**.

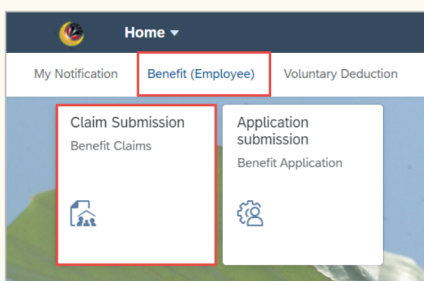**5** Navigate to **Notes** tab and leave notes accordingly.

6 Tick **Declaration** checkbox and click on **Submit** button.
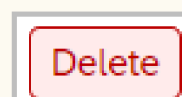
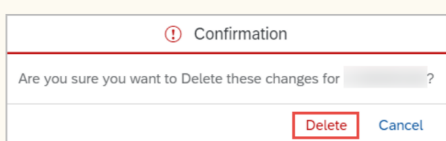## Delete Claim Submission

1 Click on **Claim Submission** tile.

2 Select the correct **Claim Transaction ID** and click **Delete** button.
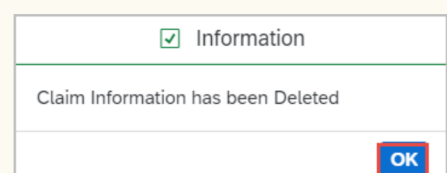
Delete

3 Click on **Delete** button.

Note: Only **drafted** claim can be deleted.

4 Click on **OK** button.

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