

# BENEFITS CLAIM BASED: CLAIM SUBMISSION FOR *ELAUN LEBIH MASA* (OVERTIME ALLOWANCE)

Role: **VIP Driver (ESS)**

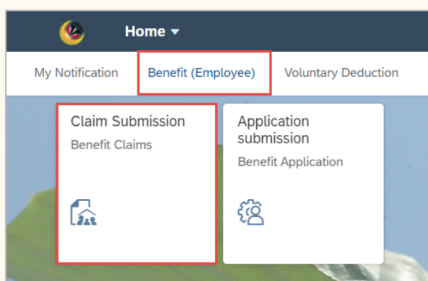


This module processes payments of employee's (benefits) claims, subject to Finance Department and STO's approval. Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

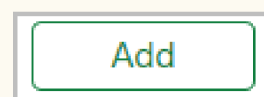
Below are the **quick guide** for **Benefit Claim Based** module:

## Submit Claim Submission

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



**2** Click **Add** button.



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

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

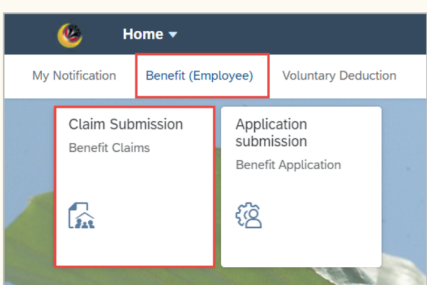
Supporting Document	Type	Maximum Size	File Name	Action
Surat Kebenaran/Arahan Bertugas	JPG,PDF,PNG	3.5MB		Browse... Delete
*Borang Tambutan Lebih Masa	JPG,PDF,PNG	3.5MB		Browse... Delete
Additional Attachment 1	JPG,PDF,PNG	3.5MB		Browse... Delete
Additional Attachment 2	JPG,PDF,PNG	3.5MB		Browse... Delete

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

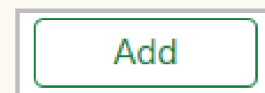
**6** Tick on **Declaration** checkbox and click on **Submit** button.

## Save Claim Submission as Draft

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



**2** Click **Add** button.



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

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

Supporting Document	Type	Maximum Size	File Name	Action
Surat Kebenaran/Arahan Bertugas	JPG,PDF,PNG	3.5MB		Browse... Delete
*Borang Tambutan Lebih Masa	JPG,PDF,PNG	3.5MB		Browse... Delete
Additional Attachment 1	JPG,PDF,PNG	3.5MB		Browse... Delete
Additional Attachment 2	JPG,PDF,PNG	3.5MB		Browse... Delete

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

**6** Tick on **Declaration** checkbox and click on **Save as Draft** button.

# BENEFITS CLAIM BASED: CLAIM SUBMISSION - OVERTIME ALLOWANCE

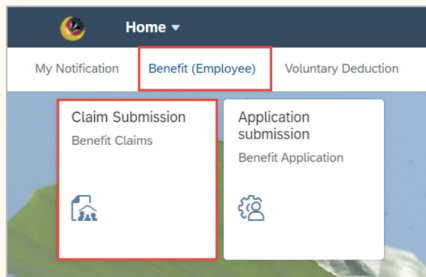
Role: VIP Drivers (ESS)



## Copy Claim Submission

1

Click on **Claim Submission** tile.



2

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



3

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

4

Click on **Attachment** tab and upload **mandatory document**.

Supporting Document	Type	Maximum Size	File Name	Action
Surat Kebenaran/Perlesenan Berhijrah	JPG,PDF,PNG	3.5MB		<a href="#">Browse...</a> <a href="#">Delete</a>
*Berang Tuntutan Lebih Masa	JPG,PDF,PNG	3.5MB		<a href="#">Browse...</a> <a href="#">Delete</a>
Additional Attachment 1	JPG,PDF,PNG	3.5MB		<a href="#">Browse...</a> <a href="#">Delete</a>
Additional Attachment 2	JPG,PDF,PNG	3.5MB		<a href="#">Browse...</a> <a href="#">Delete</a>

5

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

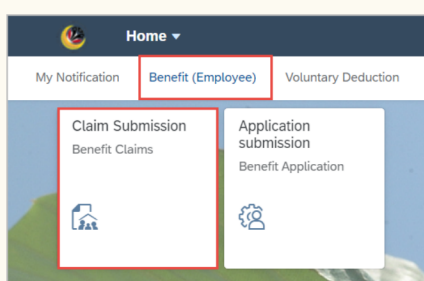
6

Tick **Declaration** checkbox and click on **Submit** button.

## Delete Claim Submission

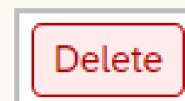
1

Click on **Claim Submission** tile.



2

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



3

Click on **Delete** button.

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

4

Click on **OK** button.

### **NOTE:**

VIP Drivers overtime allowance does not require an application submission. For other type of allowance, users may refer to **Employee Self Service (ESS) Application Submission** guide materials on steps to submit application.

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