



SISTEM SUMBER MANUSIA

User Guide

for VIP Drivers

via Employee Self Service (ESS)

Benefit Claim Based:

Overtime Allowance

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **VIP Drivers (Front-End User)** to manage **Benefit Claim Based module (Overtime Allowance)**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

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

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

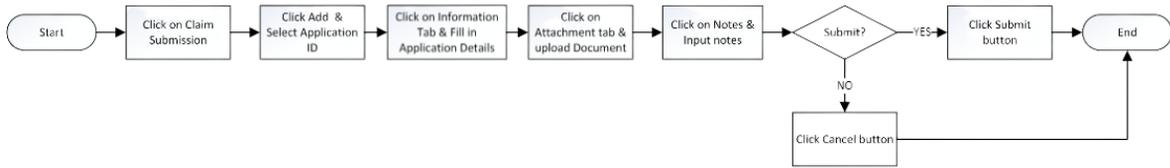


Table of Contents

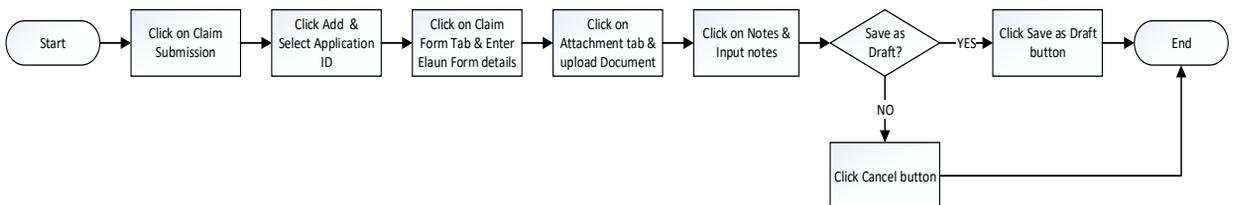
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Application / Claim Status Description	5
CLAIM SUBMISSION – OVERTIME ALLOWANCE (ELAUN LEBIH MASA)	
Submit Claim Submission	6
Save Claim Submission as Draft	19
Copy Claim Submission	30
Delete Claim Submission	33

Process Overview

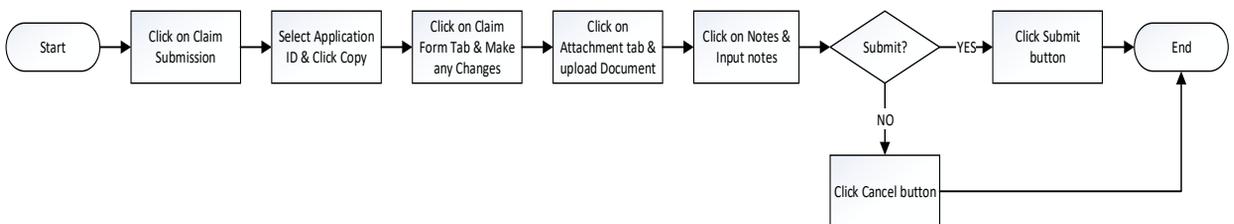
Submit Employee Claim Submission



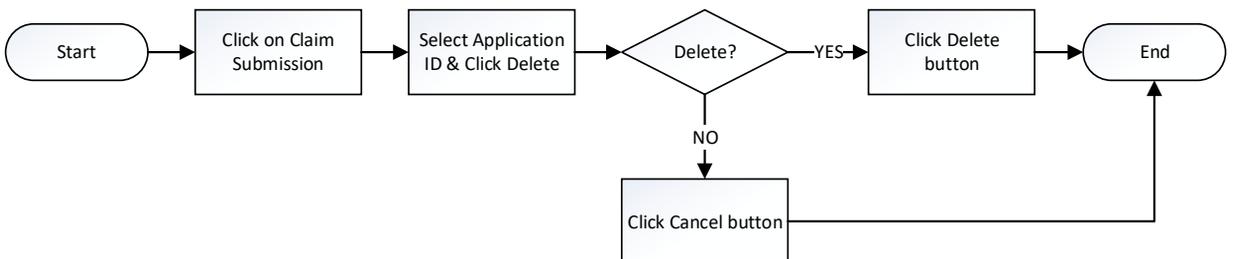
Save Employee Claim Submission as Draft



Copy Employee Claim Submission



Delete Employee Claim Submission





Application / Claim Status Description

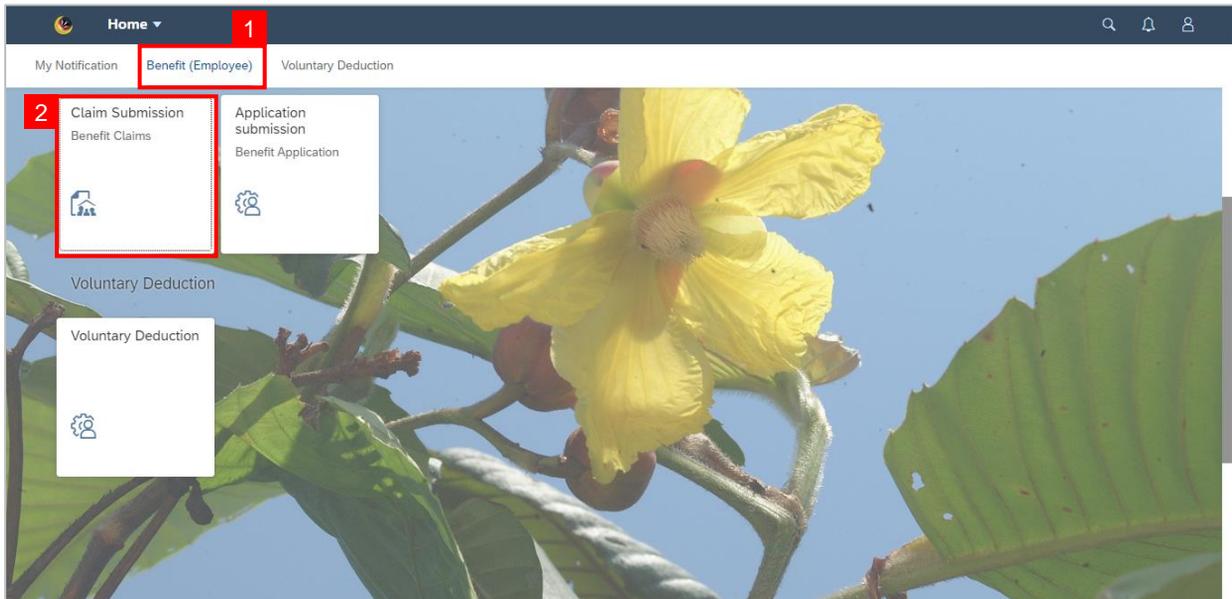
STATUS	DESCRIPTION
APPROVED	Application / Claim submission is approved by Approver .
CANCELED	Claim submission is canceled by Approver .
CERTIFIED	Application / Claim submission is certified by Certifier .
DRAFTED	Application / Claim is drafted by Employee .
INPROCESS	Approved claim submission has been submitted to TAFIS to be processed.
PROCESSED	Approved claim submission has been processed in TAFIS .
STOPPED	Application submission has been stopped by Application Approver .
SUBMITTED	Application / Claim has been successfully submitted – pending for Certifier's action .
VERIFIED	Claim submission has been verified by Claim Verifier .
REWORKED TO REQUESTER	Application / Claim submission has been reworked to Employee by Certifier / Verifier / Approver .

CREATE CLAIM SUBMISSION – OVERTIME ALLOWANCE

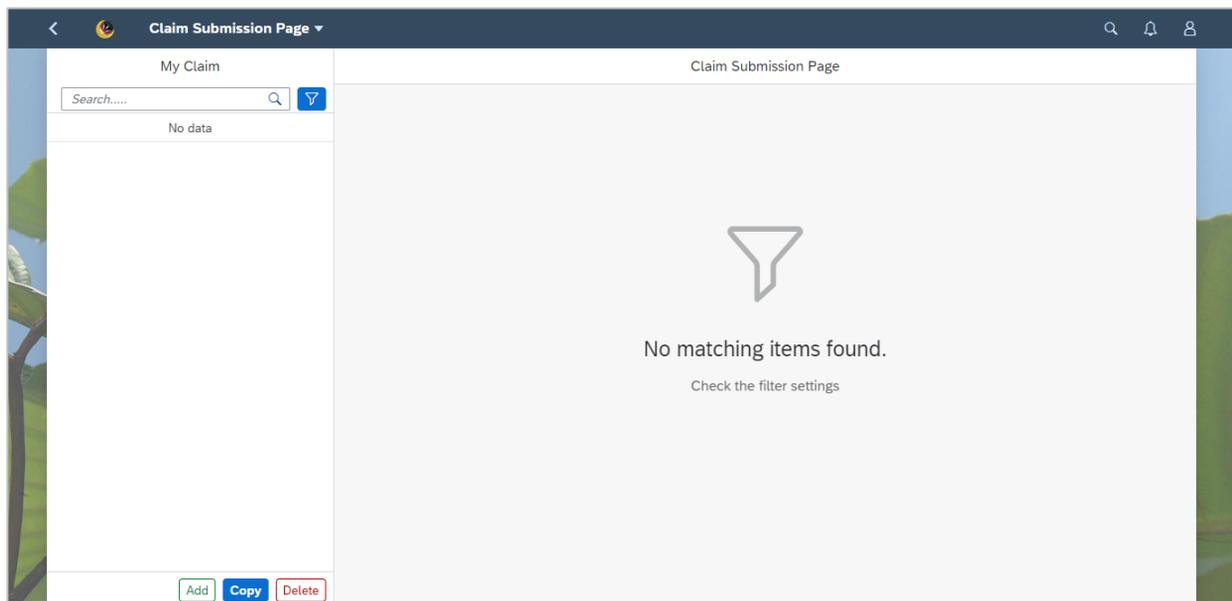
Front-End User

VIP Driver (Employee Self Service)

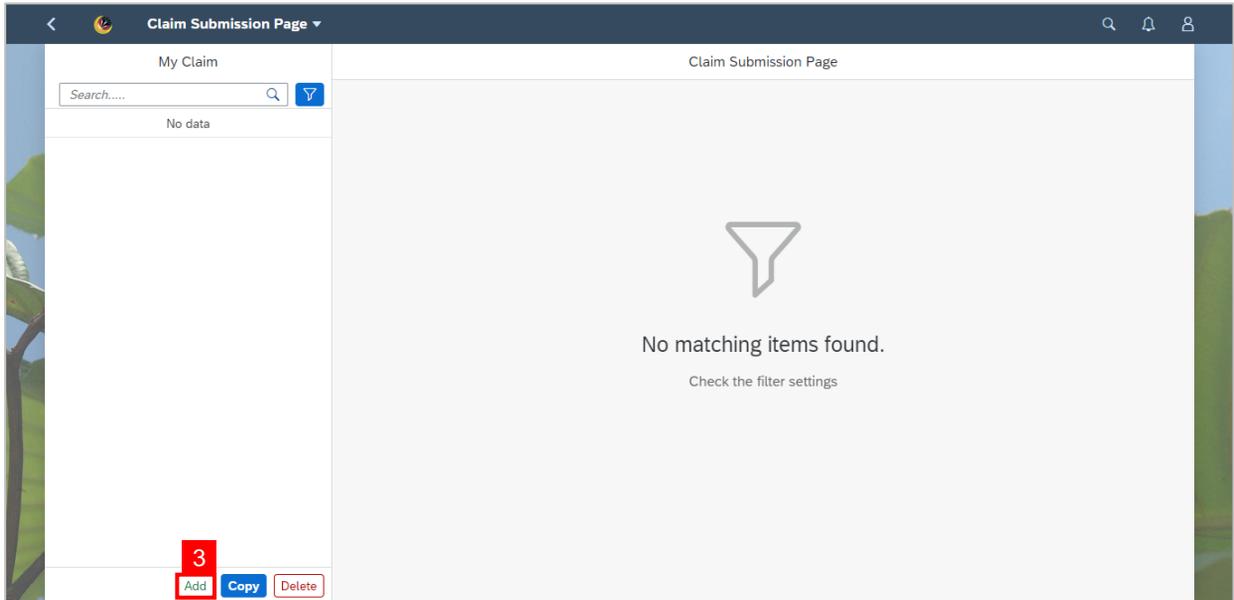
1. Click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



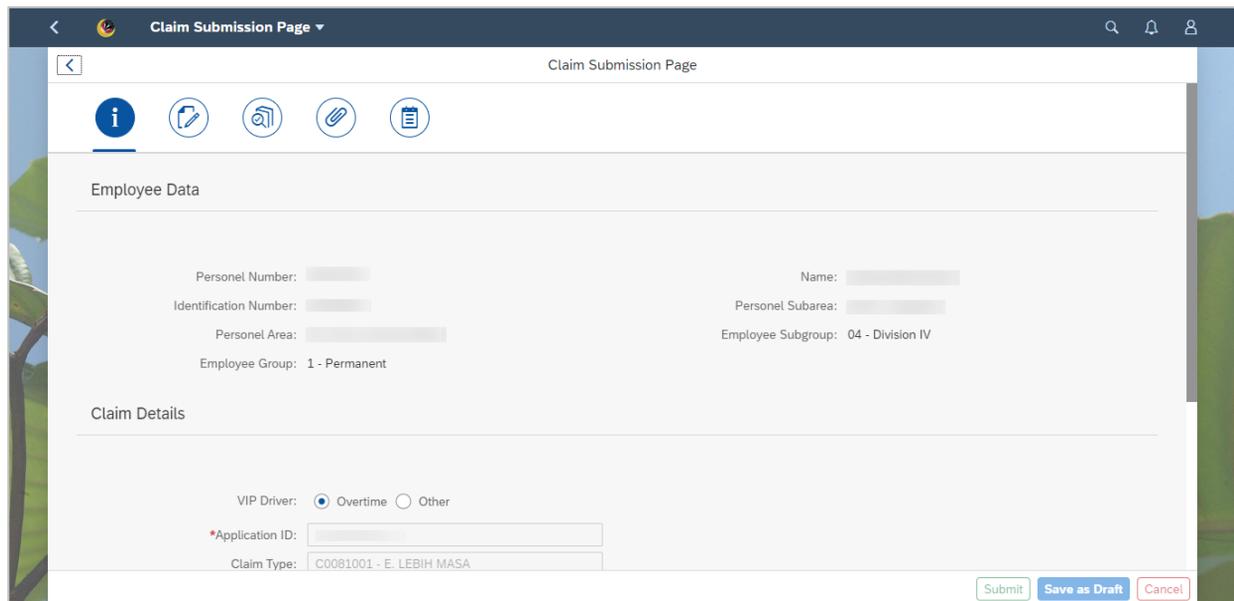
Note: The Claim Submission Page will be displayed.



3. Click the **Add** button to add new claim submission.



Note: Employee Claim Submission Page will be displayed.



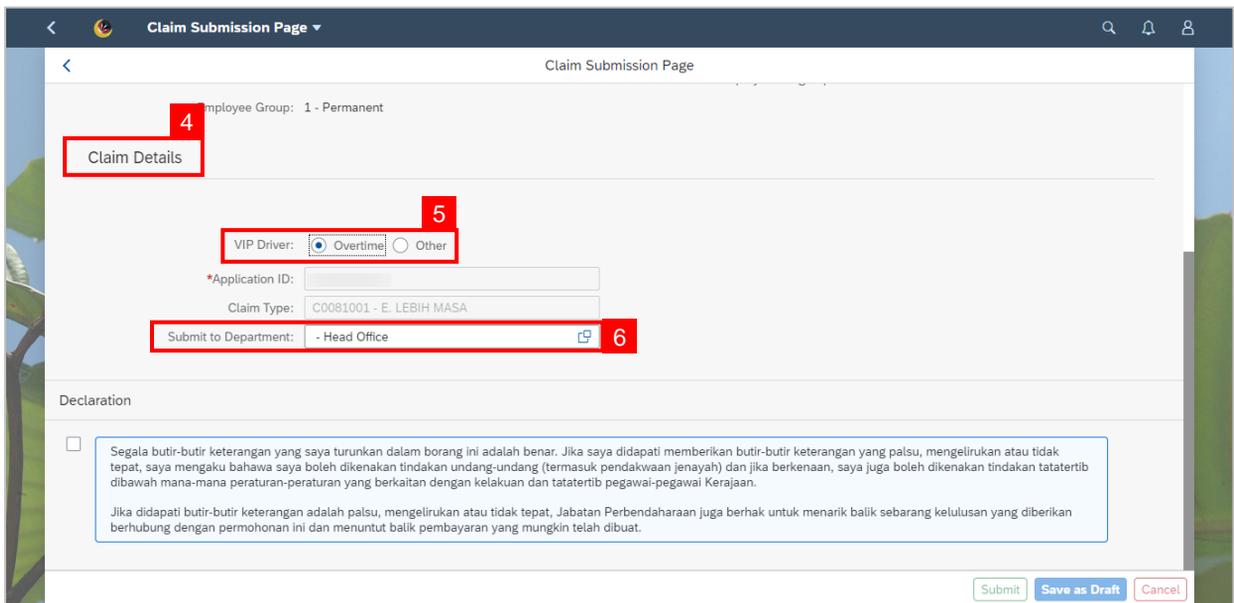
4. Under **Information tab**, navigate to **Claim Details**.

5. Select **Overtime** for VIP Driver field.

Note: Please refer to ESS User Guide for other type of allowance.

6. For **Submit to Department** field, select the correct department to submit the claim.

Note: The first claim (up to BND500) is to be submitted to *Jabatan Perdana Menteri*. The remaining balance is to be submitted to the department where the VIP Driver is assigned to.



Claim Submission Page

Employee Group: 1 - Permanent

Claim Details

VIP Driver: Overtime Other

*Application ID: [Text Field]

Claim Type: C0081001 - E. LEBIH MASA

Submit to Department: - Head Office

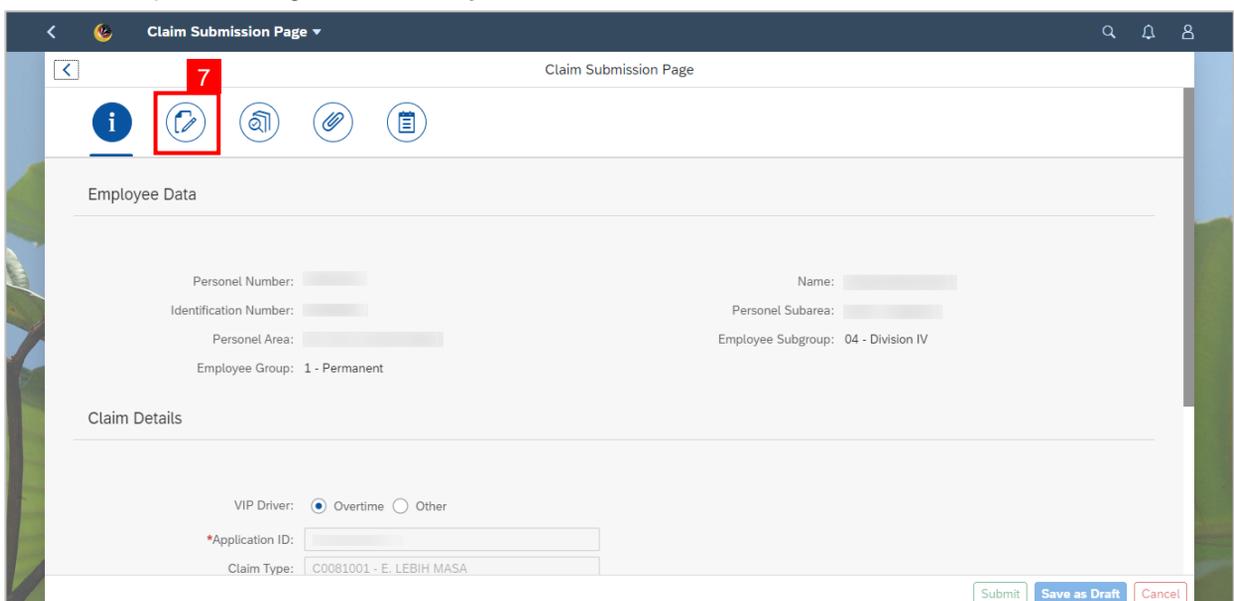
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

7. Scroll up and navigate to **History tab**.



Claim Submission Page

Employee Data

Personel Number: [Text Field] Name: [Text Field]

Identification Number: [Text Field] Personnel Subarea: [Text Field]

Personel Area: [Text Field] Employee Subgroup: 04 - Division IV

Employee Group: 1 - Permanent

Claim Details

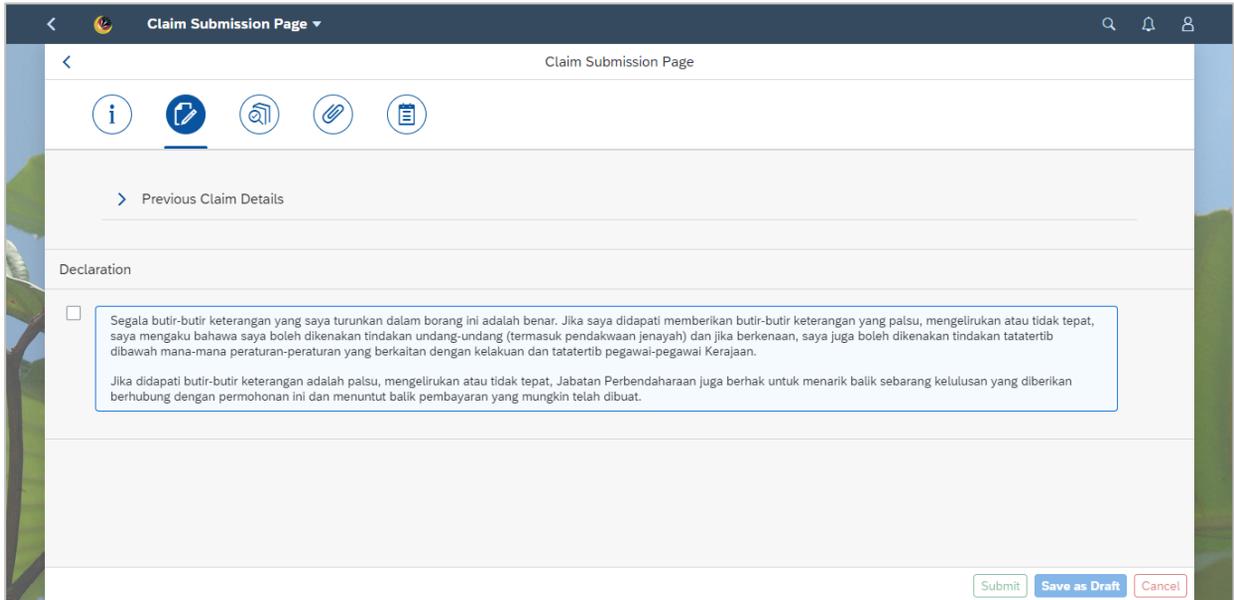
VIP Driver: Overtime Other

*Application ID: [Text Field]

Claim Type: C0081001 - E. LEBIH MASA

Submit Save as Draft Cancel

Note: History tab page will be displayed.



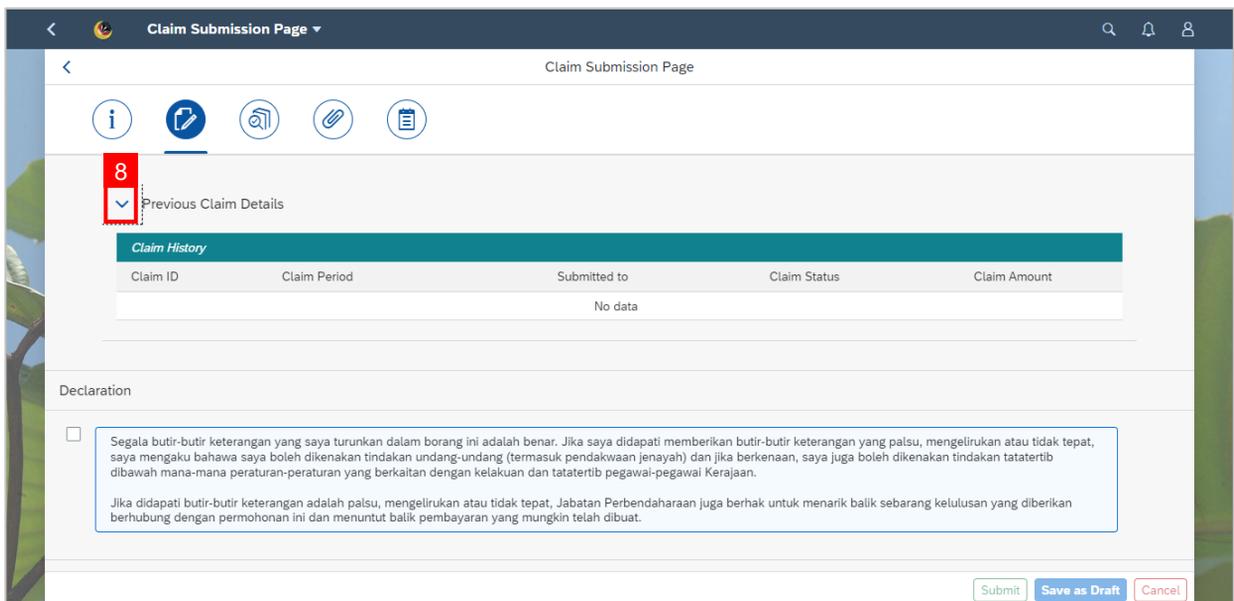
The screenshot shows the 'Claim Submission Page' with a navigation bar at the top. Below the navigation bar, there are five icons: an information icon, a pencil icon, a magnifying glass icon, a paperclip icon, and a document icon. A link labeled 'Previous Claim Details' is visible. The main section is titled 'Declaration' and contains a checkbox and a text box with the following text:

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

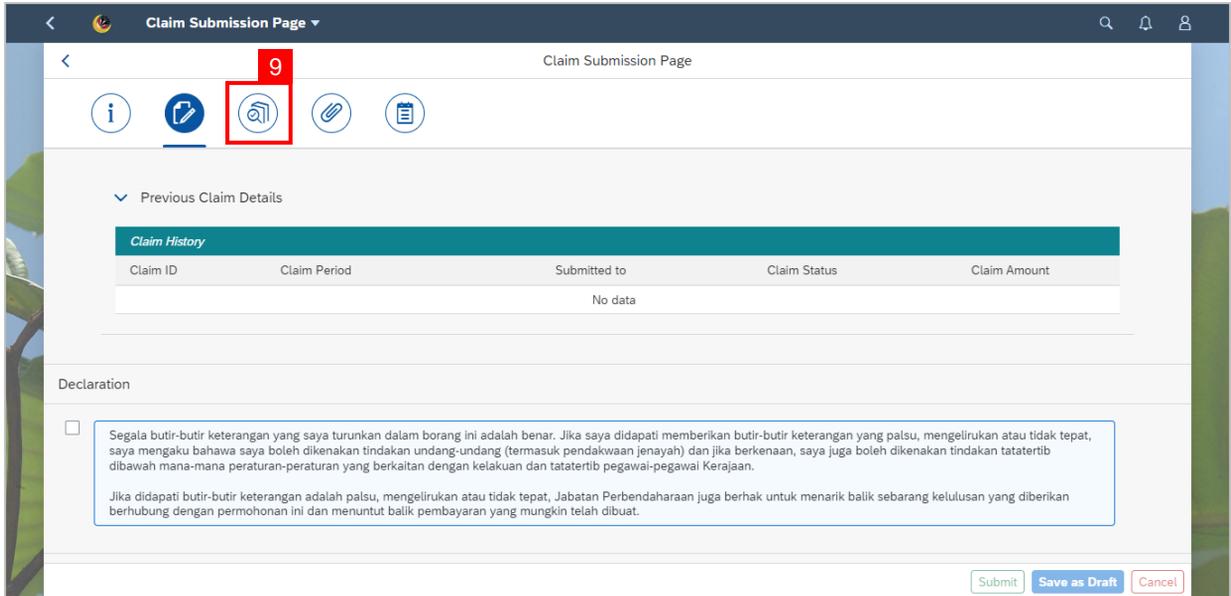
8. Click on the drop-down arrow to show **Previous Claim Details**.



The screenshot shows the 'Claim Submission Page' with the 'Previous Claim Details' section expanded. A red box with the number '8' highlights the drop-down arrow next to the 'Previous Claim Details' link. Below this, a table titled 'Claim History' is displayed. The table has the following columns: Claim ID, Claim Period, Submitted to, Claim Status, and Claim Amount. The table content is 'No data'. Below the table, the 'Declaration' section is visible, containing a checkbox and the same text as in the previous screenshot. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

Claim ID	Claim Period	Submitted to	Claim Status	Claim Amount
No data				

9. Navigate up and click on **Claim Form** tab.



The screenshot shows the 'Claim Submission Page' with a navigation bar at the top. The 'Claim Form' tab is highlighted with a red box and the number '9'. Below the navigation bar, there is a 'Previous Claim Details' section with a 'Claim History' table. The table has columns for Claim ID, Claim Period, Submitted to, Claim Status, and Claim Amount, and it shows 'No data'. Below the table is a 'Declaration' section with a checkbox and a text area containing a declaration statement. At the bottom right, there are buttons for 'Submit', 'Save as Draft', and 'Cancel'.

Claim ID	Claim Period	Submitted to	Claim Status	Claim Amount
No data				

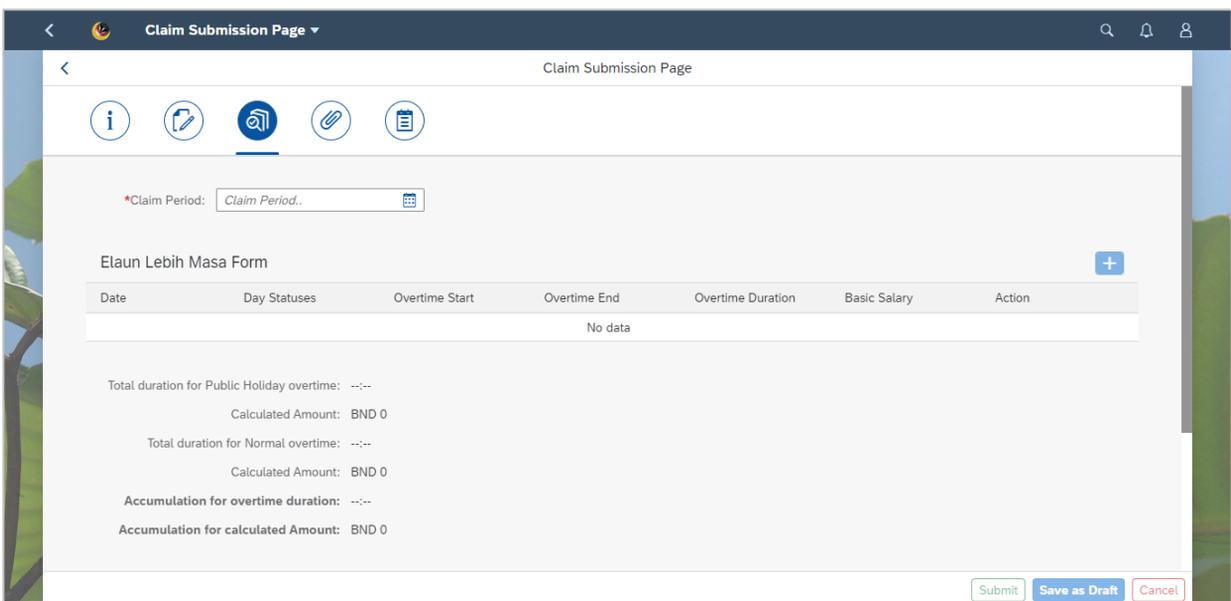
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

Note: Claim Form tab page will be displayed.



The screenshot shows the 'Claim Submission Page' with the 'Claim Form' tab selected. Below the navigation bar, there is a 'Claim Period' field with a calendar icon. Below that is the 'Elau Lebih Masa Form' section with a table. The table has columns for Date, Day Statuses, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action, and it shows 'No data'. Below the table, there are several summary rows for overtime calculations. At the bottom right, there are buttons for 'Submit', 'Save as Draft', and 'Cancel'.

*Claim Period:

Elau Lebih Masa Form

Date	Day Statuses	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
No data						

Total duration for Public Holiday overtime: ---
Calculated Amount: BND 0

Total duration for Normal overtime: ---
Calculated Amount: BND 0

Accumulation for overtime duration: ---
Accumulation for calculated Amount: BND 0

Submit Save as Draft Cancel

10. Select the correct Claim Period.

The screenshot shows the 'Claim Submission Page' with a dark blue header. Below the header, there are five circular icons: an information icon, a document icon, a calendar icon, a paperclip icon, and a list icon. The 'Claim Period' field is highlighted with a red box and contains the value '10'. Below this, there is a section titled 'Elaun Lebih Masa Form' with a blue '+' icon. A table with the following columns is shown: Date, Day Statuses, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. The table is currently empty, with 'No data' displayed below it. At the bottom, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'. Summary statistics are listed below the table: Total duration for Public Holiday overtime: ---, Calculated Amount: BND 0; Total duration for Normal overtime: ---, Calculated Amount: BND 0; Accumulation for overtime duration: ---; Accumulation for calculated Amount: BND 0.

11. Click on the **add icon** to add a claim.

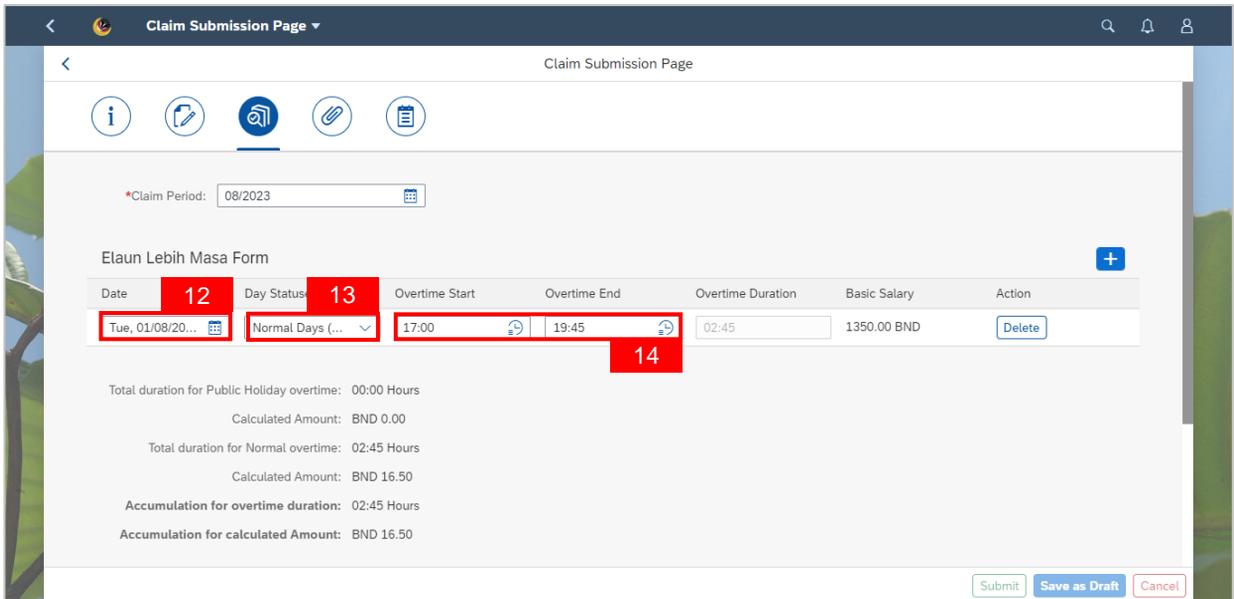
The screenshot shows the 'Claim Submission Page' with the 'Claim Period' field set to '08/2023'. The 'Elaun Lebih Masa Form' section now contains a table with one row. The table has the following columns: Date, Day Statuses, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. The row contains: 'EE, dd/MM/y...', 'Public Holiday...', 'HH:mm', 'HH:mm', '00:00', and a 'Delete' button. A red box with the number '11' highlights the blue '+' icon in the top right corner of the form area. At the bottom, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'. Summary statistics are listed below the table: Total duration for Public Holiday overtime: ---, Calculated Amount: BND 0; Total duration for Normal overtime: ---, Calculated Amount: BND 0; Accumulation for overtime duration: ---; Accumulation for calculated Amount: BND 0.

12. Select the **Date** – when the overtime was taken.

13. Select the **Day Status**.

Note: Day Status available are (1) Normal Working Days (1.5x) and (2) Public Holiday (1.0x).

14. Fill in **Overtime Start** and **Overtime End** time (in a 24-hours format).

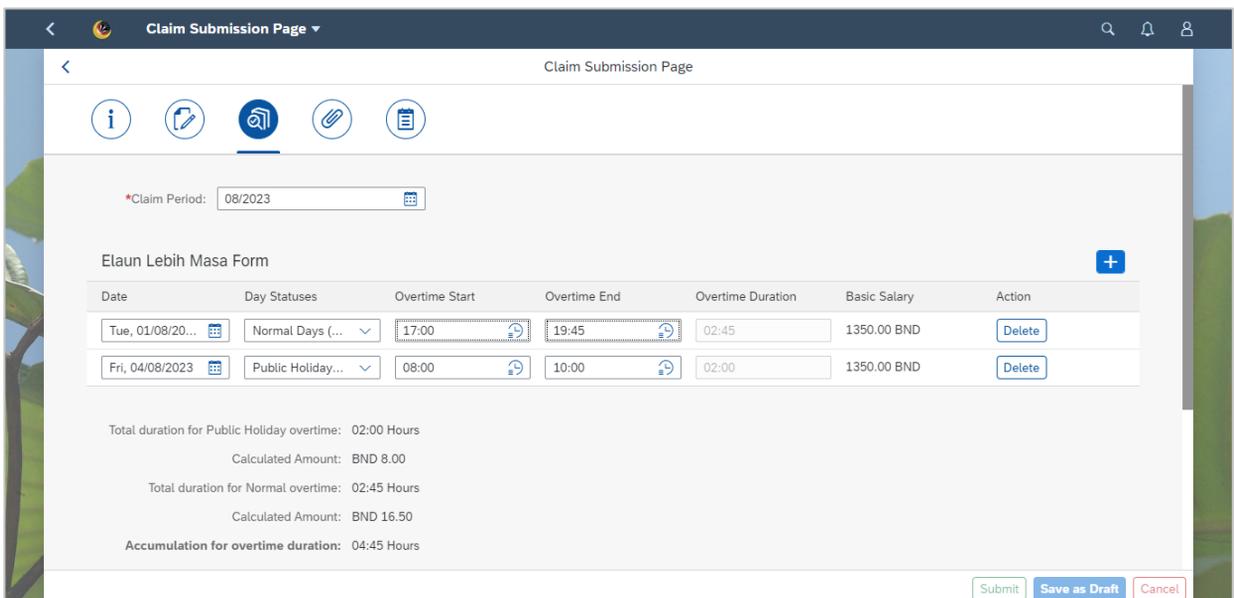


The screenshot shows the 'Claim Submission Page' with a table for 'Elaun Lebih Masa Form'. The table has columns for Date, Day Status, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. A single row is visible with the following data: Date: Tue, 01/08/2023; Day Status: Normal Days (...); Overtime Start: 17:00; Overtime End: 19:45; Overtime Duration: 02:45; Basic Salary: 1350.00 BND; Action: Delete. Red boxes highlight the Date, Day Status, Overtime Start, Overtime End, and Overtime Duration fields. A red box with the number '14' is placed over the Overtime End field.

Date	Day Status	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Tue, 01/08/2023	Normal Days (...)	17:00	19:45	02:45	1350.00 BND	Delete

Total duration for Public Holiday overtime: 00:00 Hours
Calculated Amount: BND 0.00
Total duration for Normal overtime: 02:45 Hours
Calculated Amount: BND 16.50
Accumulation for overtime duration: 02:45 Hours
Accumulation for calculated Amount: BND 16.50

Note: Employee can add more than one row of claim, provided that the Accumulation for Calculated Amount does not exceed the set Monthly Capped Amount.

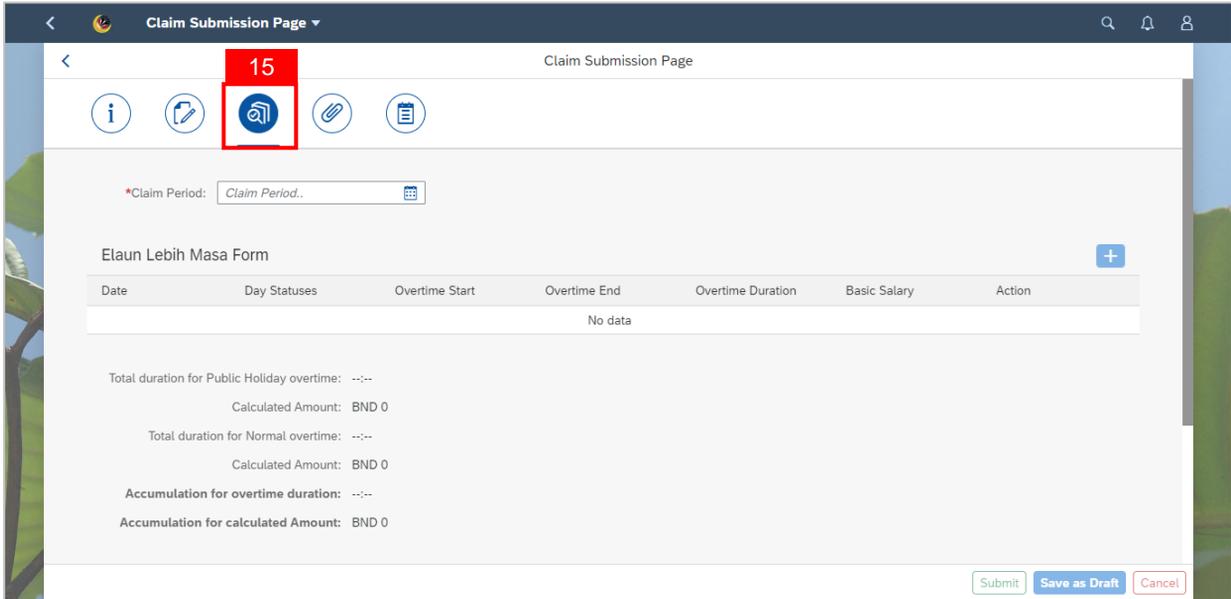


The screenshot shows the 'Claim Submission Page' with a table for 'Elaun Lebih Masa Form'. The table has columns for Date, Day Status, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. Two rows are visible: the first row is the same as in the previous screenshot, and the second row has the following data: Date: Fri, 04/08/2023; Day Status: Public Holiday...; Overtime Start: 08:00; Overtime End: 10:00; Overtime Duration: 02:00; Basic Salary: 1350.00 BND; Action: Delete.

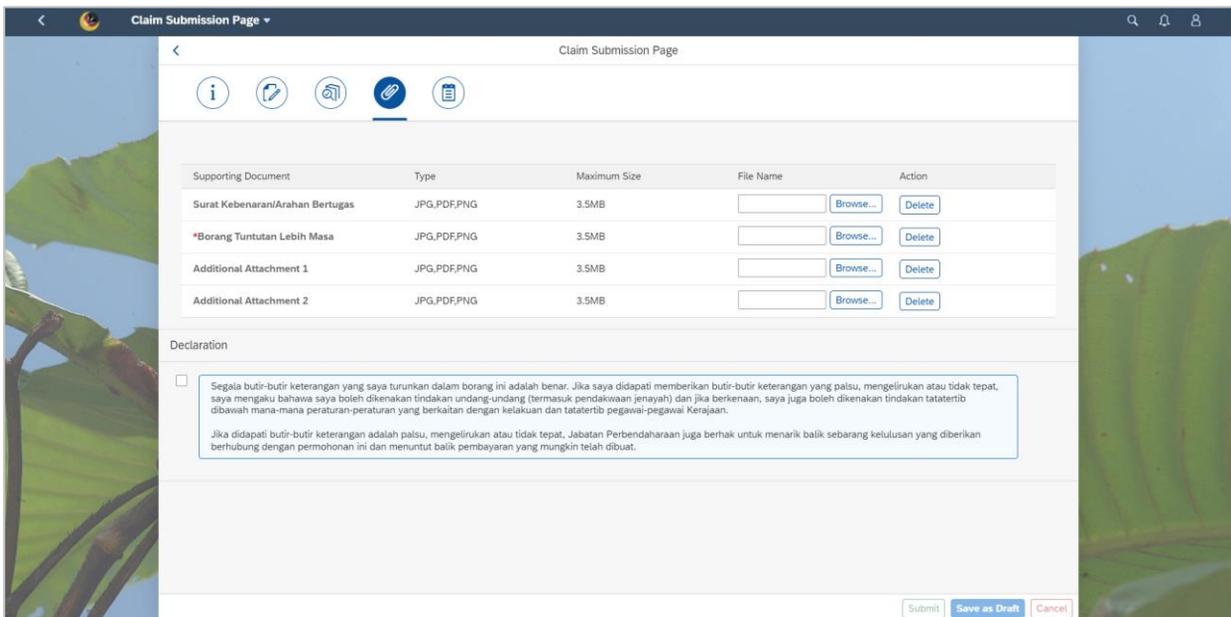
Date	Day Status	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Tue, 01/08/2023	Normal Days (...)	17:00	19:45	02:45	1350.00 BND	Delete
Fri, 04/08/2023	Public Holiday...	08:00	10:00	02:00	1350.00 BND	Delete

Total duration for Public Holiday overtime: 02:00 Hours
Calculated Amount: BND 8.00
Total duration for Normal overtime: 02:45 Hours
Calculated Amount: BND 16.50
Accumulation for overtime duration: 04:45 Hours

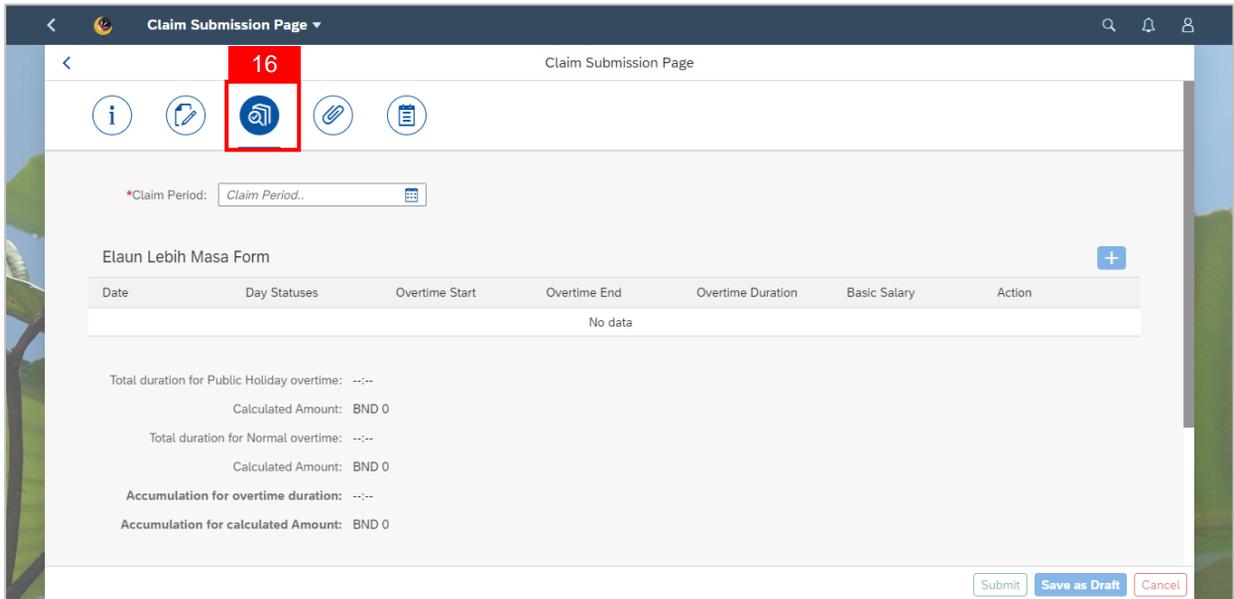
15. Click on **Attachment** tab to upload the mandatory supporting document(s).



Note: Supporting Document page will be displayed.

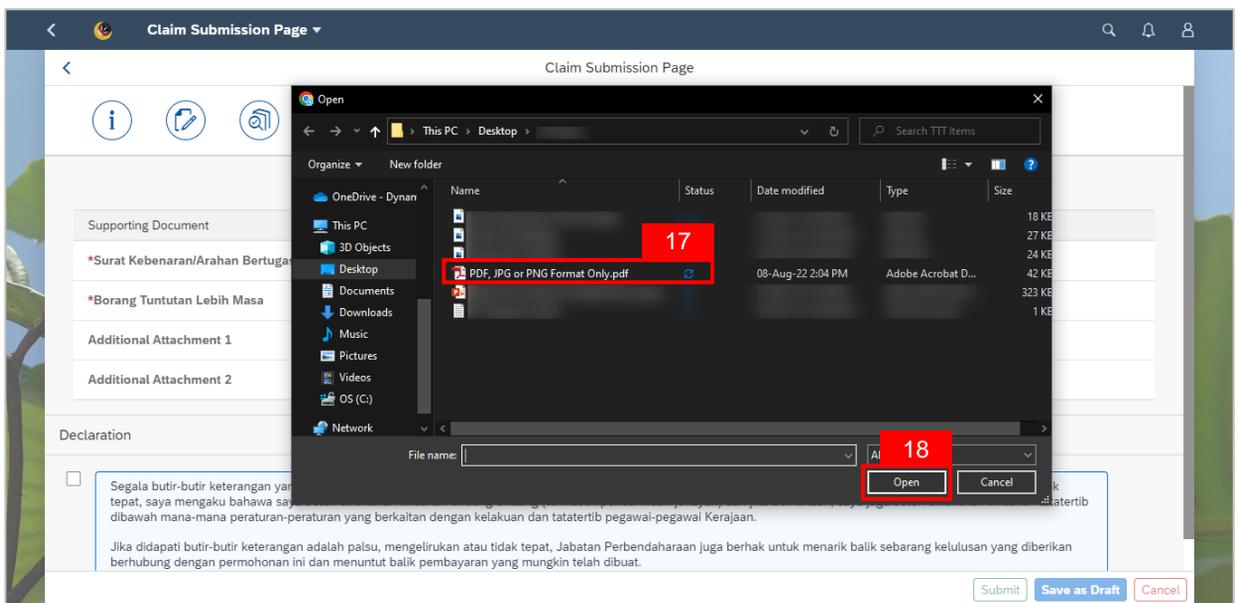


16. Click on **Browse** button.



17. Select the document to be uploaded.

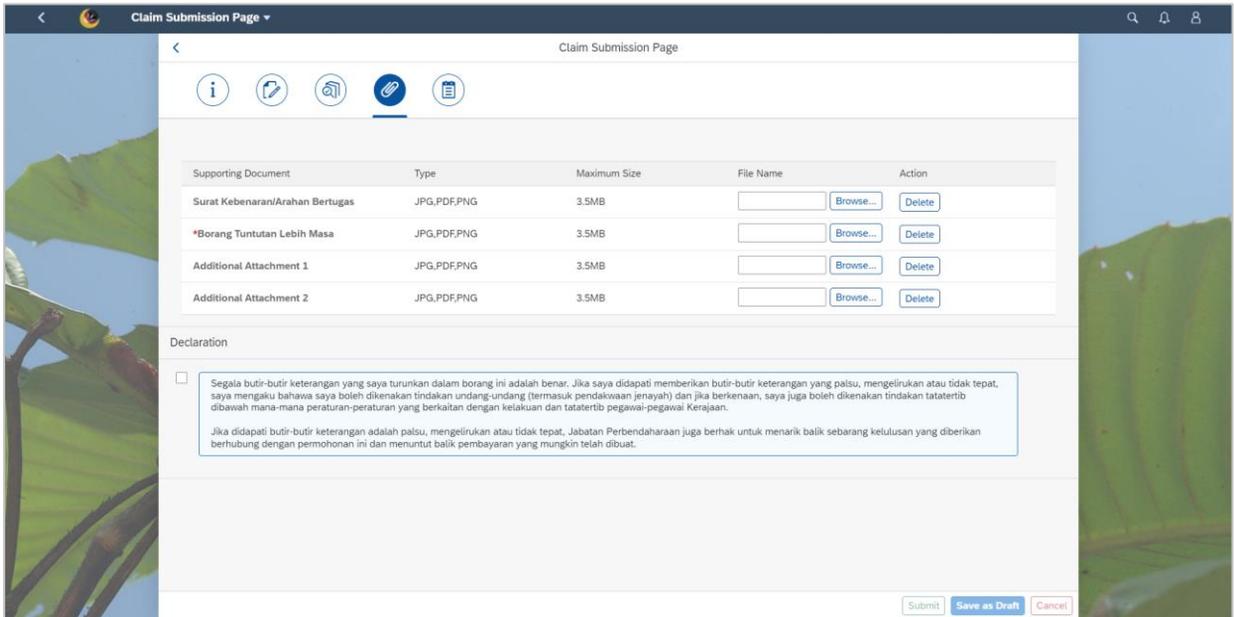
18. Click on **Open** button.



Note: The document(s) has been successfully uploaded.

The mandatory document for **Overtime allowance** is;

1. Borang Tuntutan Lebih Masa



Supporting Document	Type	Maximum Size	File Name	Action
Surat Kebenaran/Arahan Bertugas	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete
*Borang Tuntutan Lebih Masa	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete
Additional Attachment 1	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete
Additional Attachment 2	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete

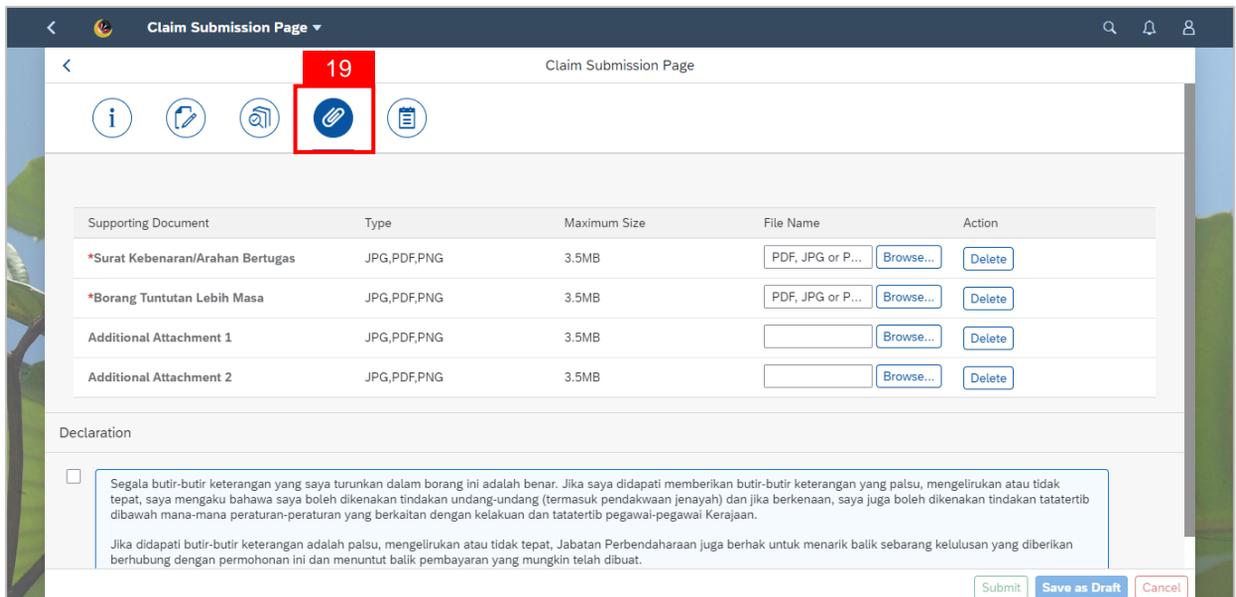
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

19. Click on **Notes** tab.



Supporting Document	Type	Maximum Size	File Name	Action
*Surat Kebenaran/Arahan Bertugas	JPG,PDF,PNG	3.5MB	PDF, JPG or P... Browse...	Delete
*Borang Tuntutan Lebih Masa	JPG,PDF,PNG	3.5MB	PDF, JPG or P... Browse...	Delete
Additional Attachment 1	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete
Additional Attachment 2	JPG,PDF,PNG	3.5MB	<input type="text"/> Browse...	Delete

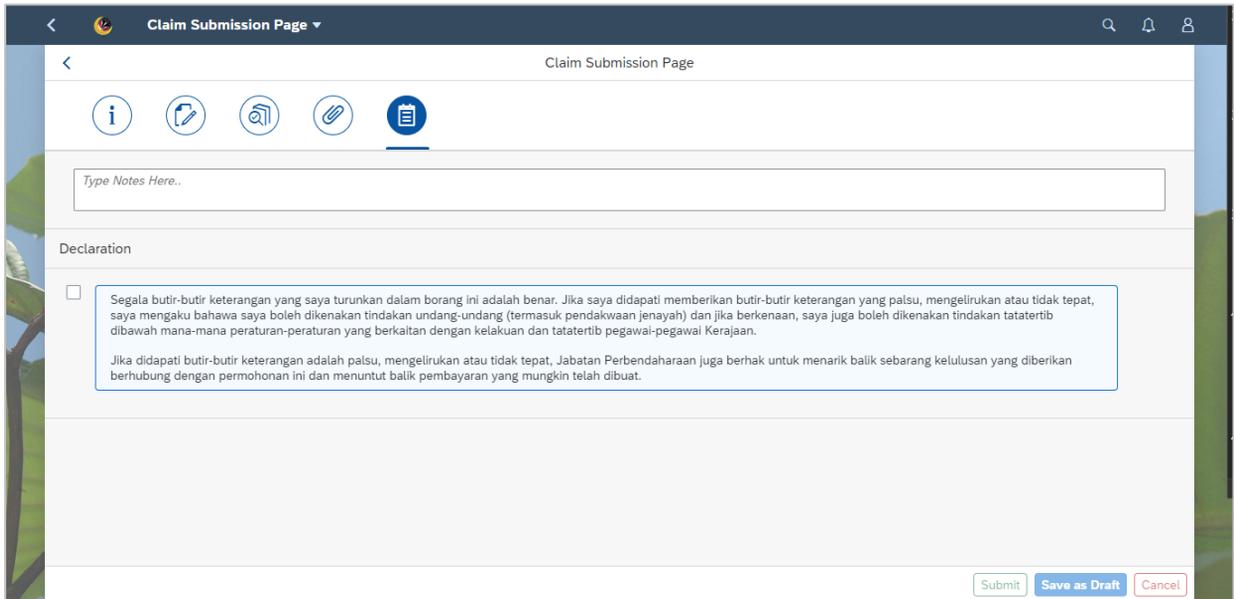
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

Note: The Note page will be displayed.

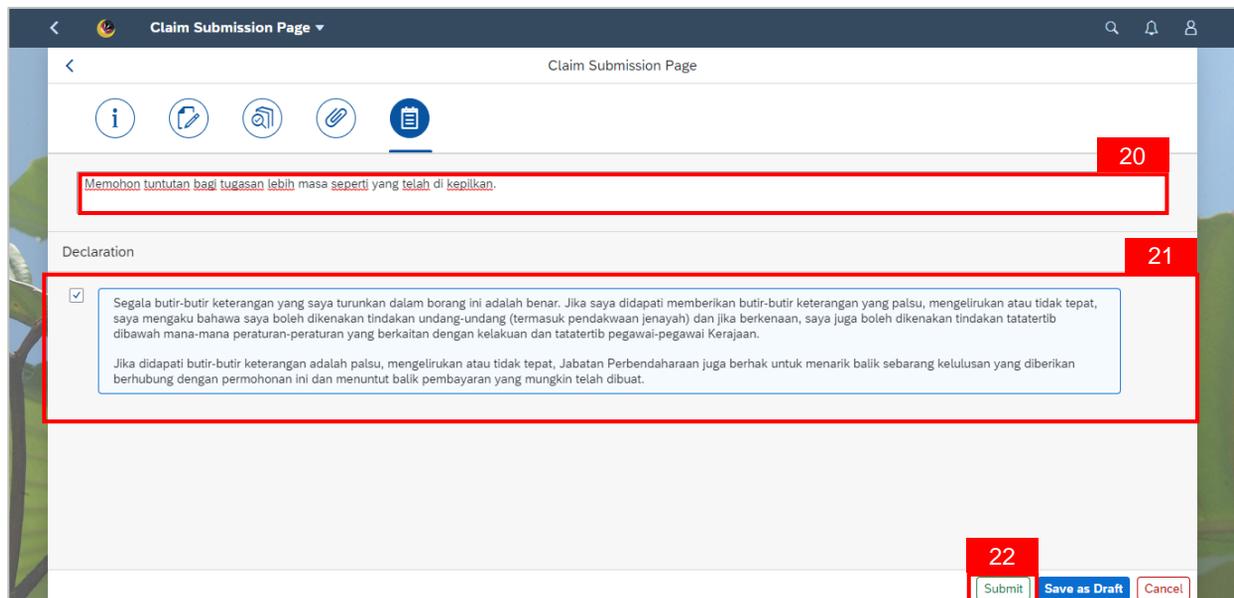


The screenshot shows the 'Claim Submission Page' interface. At the top, there is a navigation bar with a back arrow, a user profile icon, and a search icon. Below the navigation bar, there is a header area with the title 'Claim Submission Page' and a set of icons: information, edit, view, link, and a document icon. A text input field for notes is present, with the placeholder text 'Type Notes Here..'. Below the notes field is a 'Declaration' section with a checkbox. The text next to the checkbox reads: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.' At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

20. Input **Notes** accordingly.

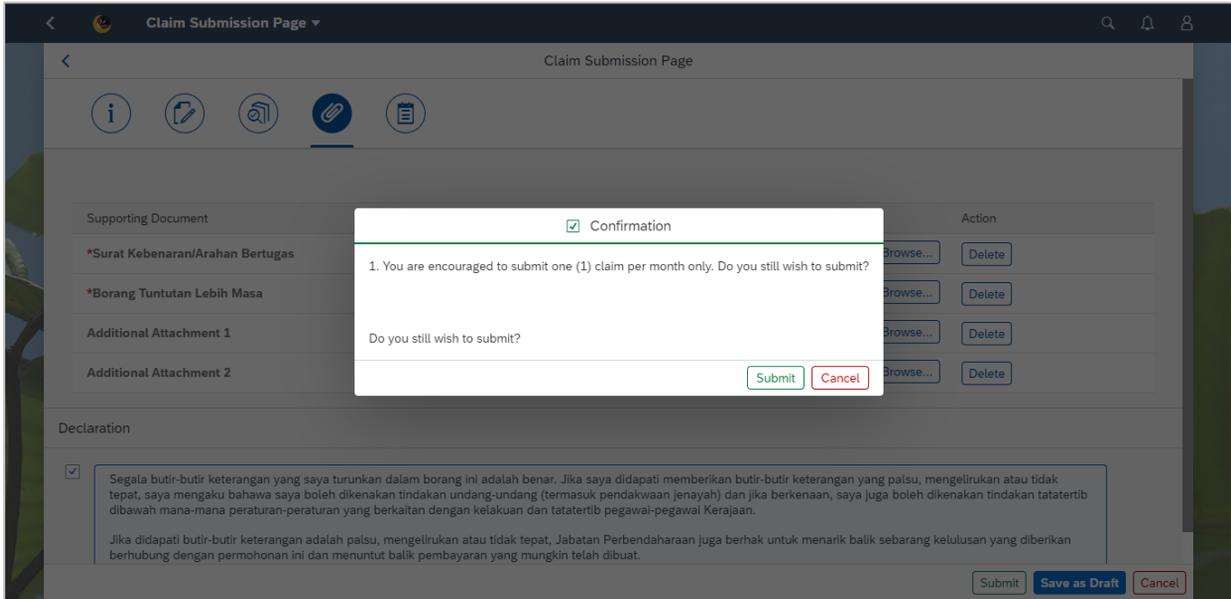
21. Tick on the **Declaration** checkbox.

22. Navigate to and click on the **Submit** button.

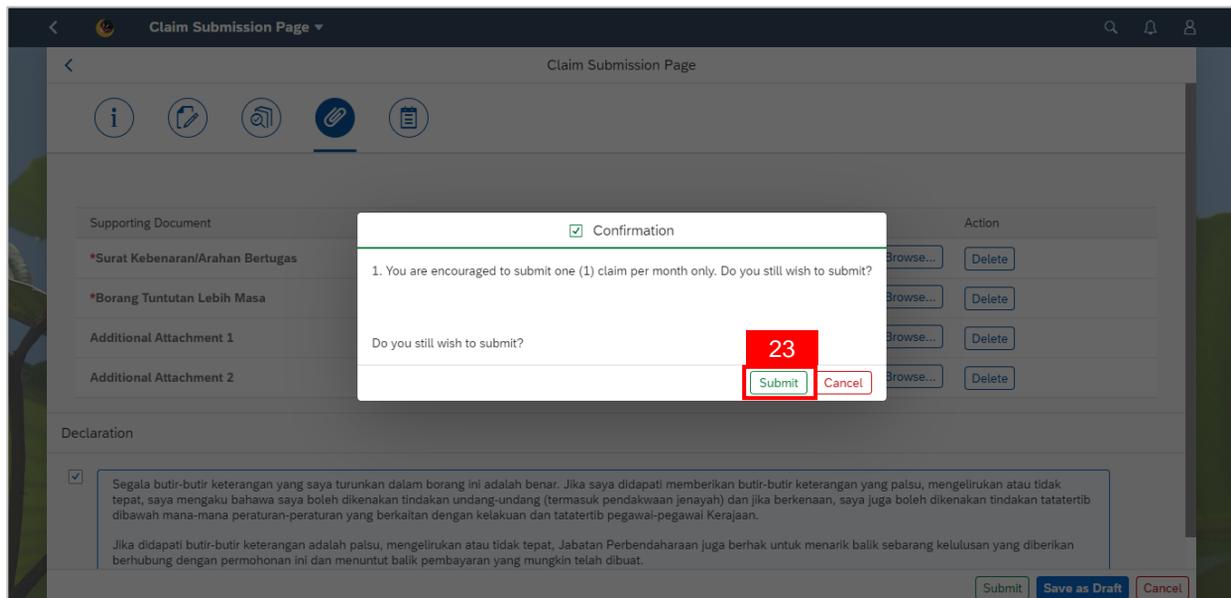


This screenshot is identical to the previous one but includes red annotations. A red box labeled '20' highlights the notes input field, which contains the text 'Memohon tuntutan bagi tugas lebih masa seperti yang telah di kepilkan.'. A red box labeled '21' highlights the 'Declaration' section, where the checkbox is now checked. A red box labeled '22' highlights the 'Submit' button at the bottom right.

Note: A Confirmation pop-up window will be displayed.

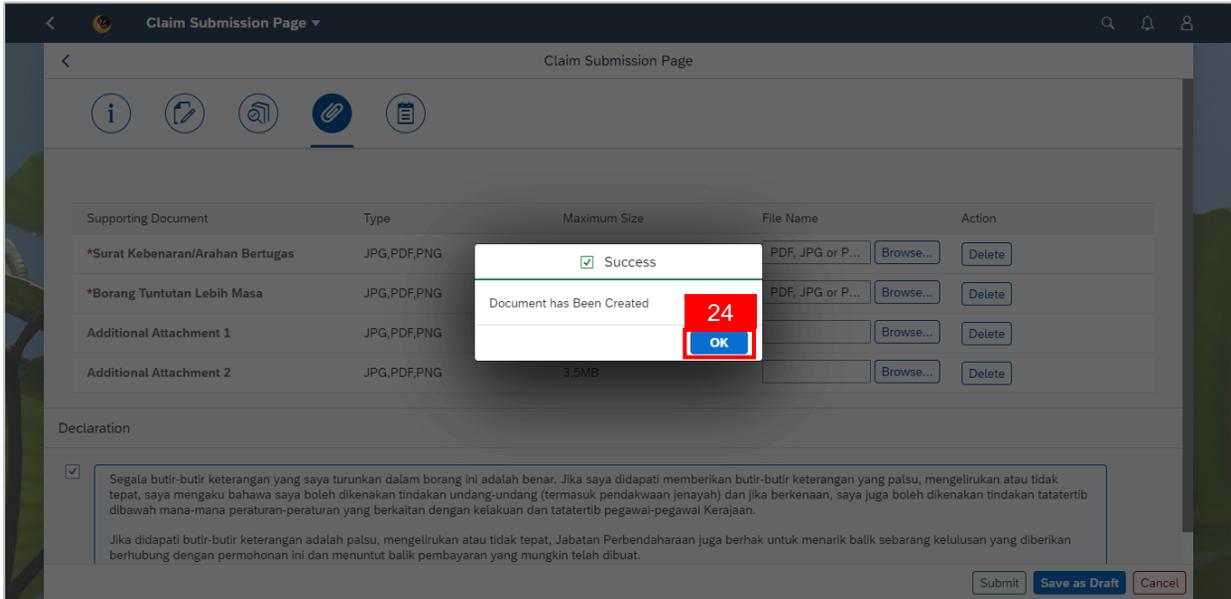


23. Click on **Submit** button.

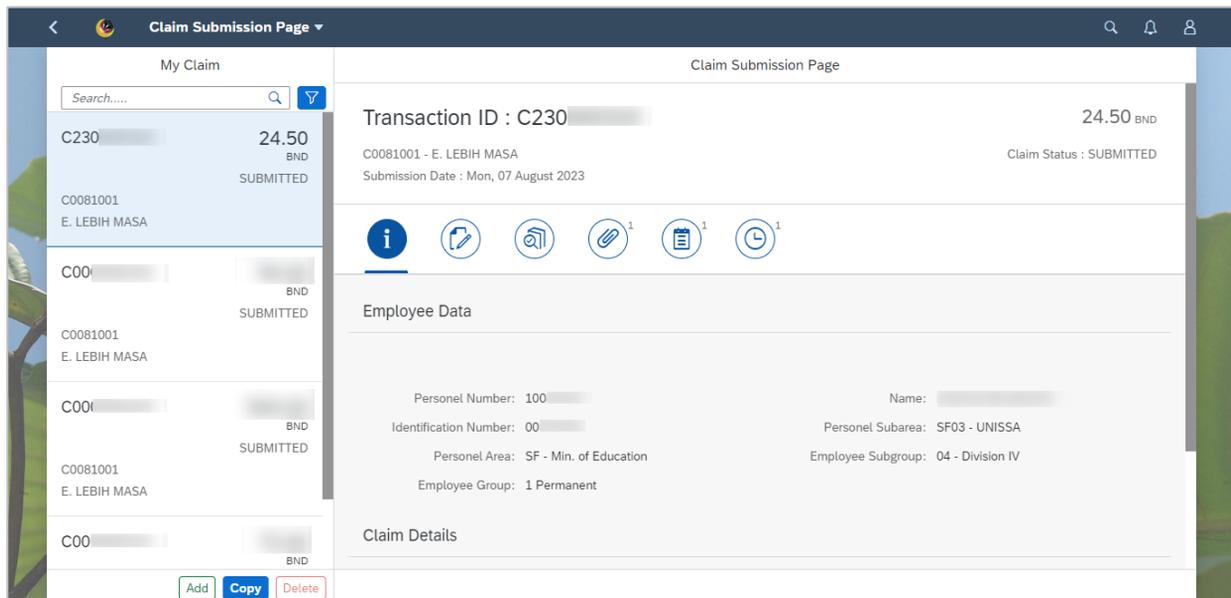


Note: A Success pop-up window will be displayed.

24. Click **OK** button.



Outcome: Claim Submission has been successfully submitted.

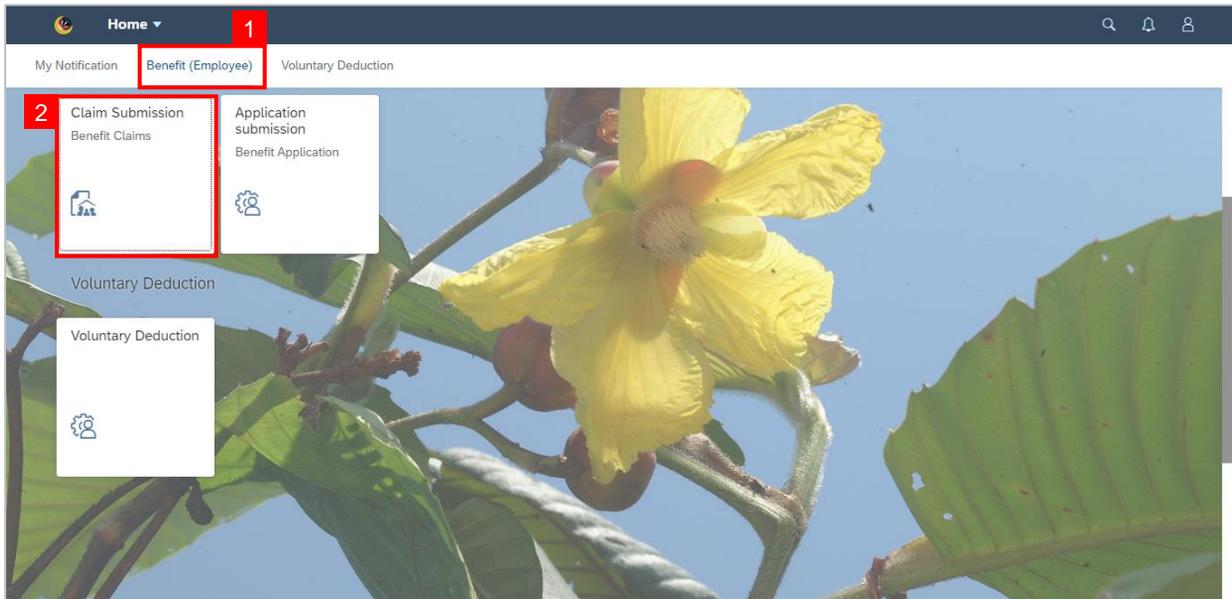


SAVE CLAIM AS DRAFT

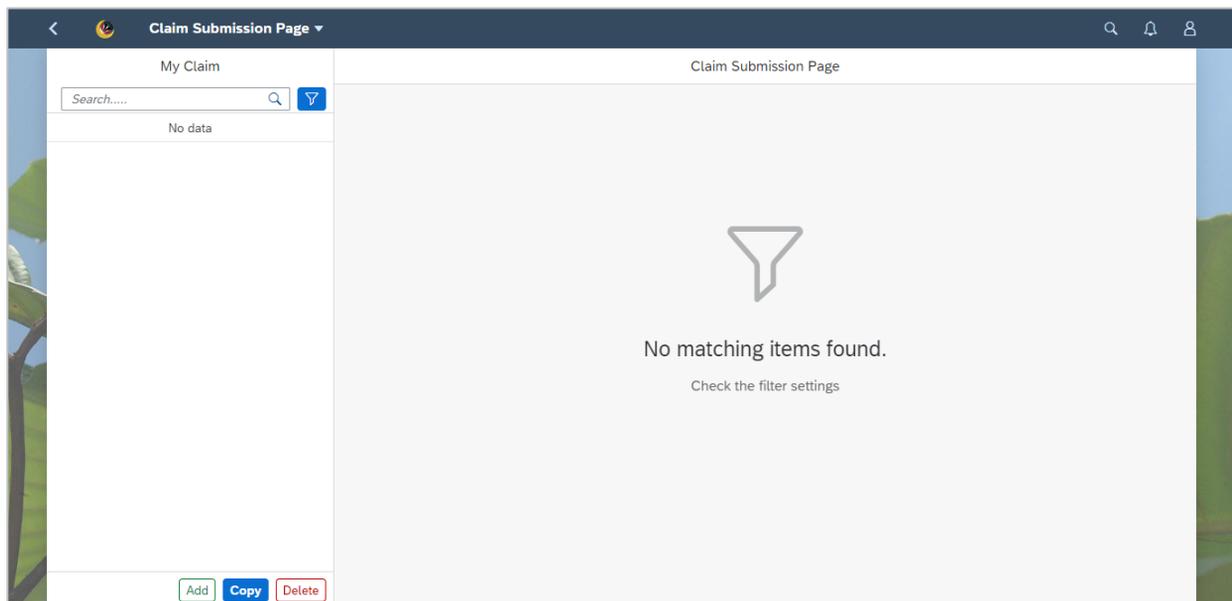
Front-End User

VIP Driver (Employee Self Service)

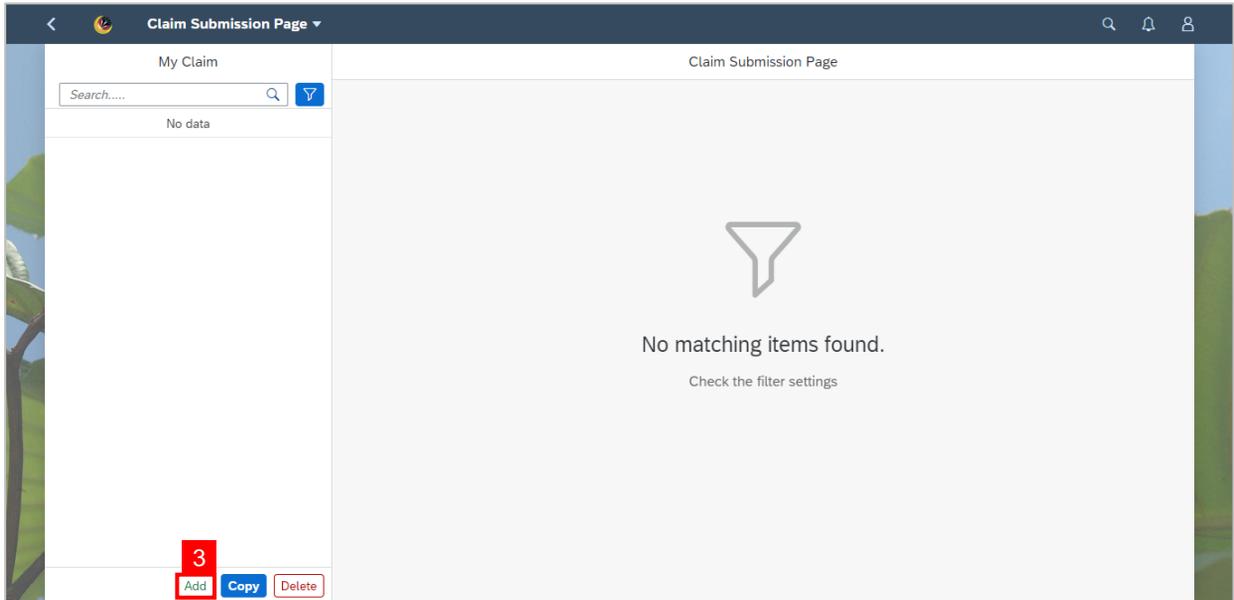
1. Click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



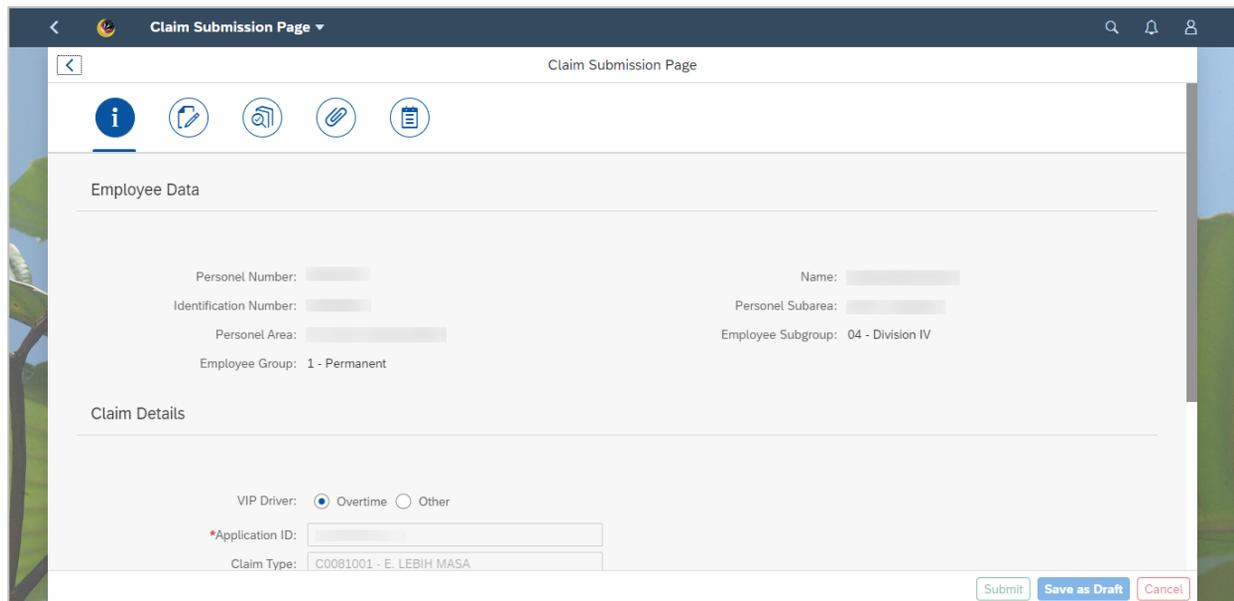
Note: The Claim Submission Page will be displayed.



3. Click the **Add** button to add new claim submission.



Note: Employee Claim Submission Page will be displayed.



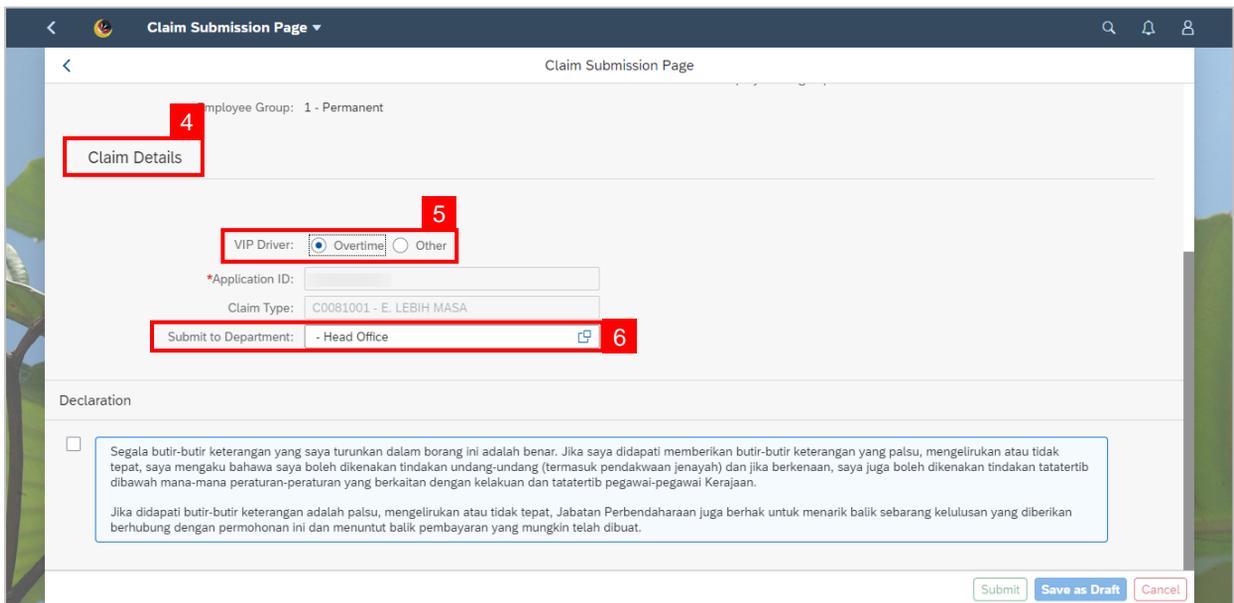
4. Under **Information tab**, navigate to **Claim Details**.

5. Select **Overtime** for VIP Driver field.

Note: Please refer to ESS User Guide for other type of allowance.

6. For **Submit to Department** field, select the correct department to submit the claim.

Note: The first claim (up to BND500) is to be submitted to *Jabatan Perdana Menteri*. The remaining balance is to be submitted to the department where the VIP Driver is assigned to.



Claim Submission Page

Employee Group: 1 - Permanent

Claim Details

VIP Driver: Overtime Other

*Application ID: [Text Field]

Claim Type: C0081001 - E. LEBIH MASA

Submit to Department: - Head Office

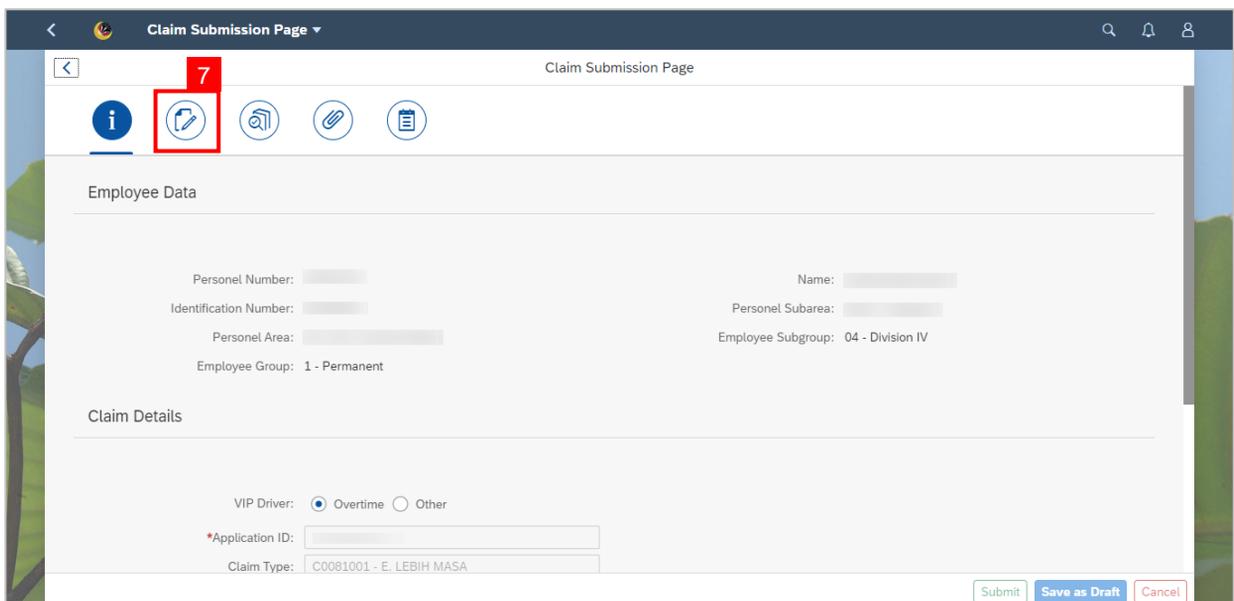
Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Submit Save as Draft Cancel

7. Scroll up and navigate to **History tab**.



Claim Submission Page

History

Employee Data

Personel Number: [Text Field] Name: [Text Field]

Identification Number: [Text Field] Personnel Subarea: [Text Field]

Personel Area: [Text Field] Employee Subgroup: 04 - Division IV

Employee Group: 1 - Permanent

Claim Details

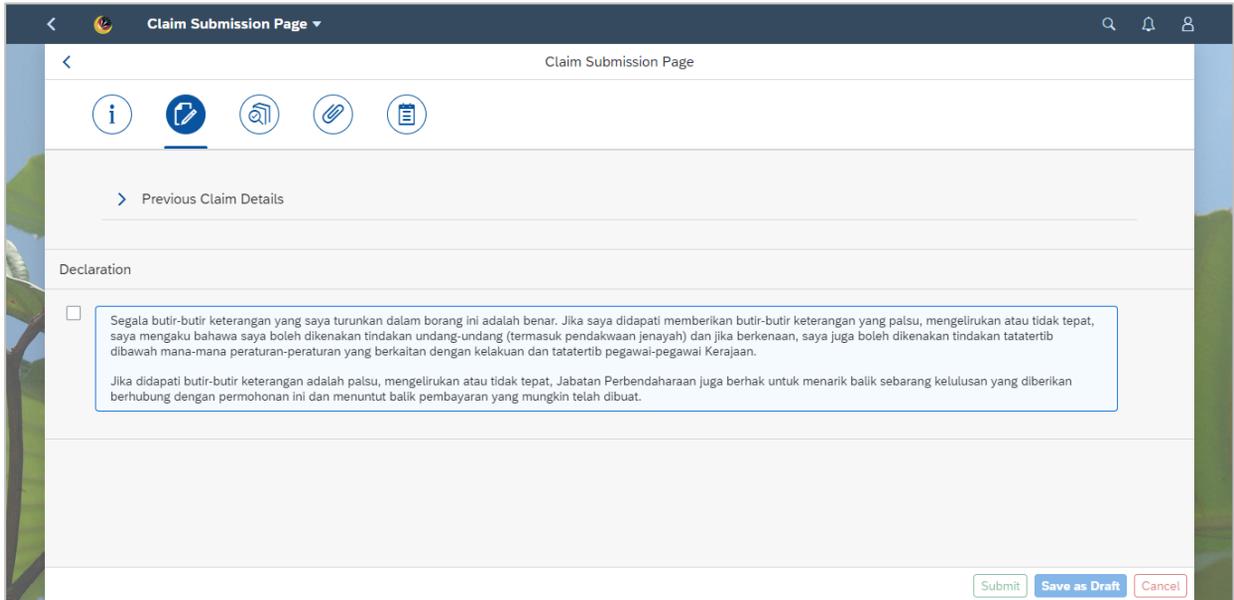
VIP Driver: Overtime Other

*Application ID: [Text Field]

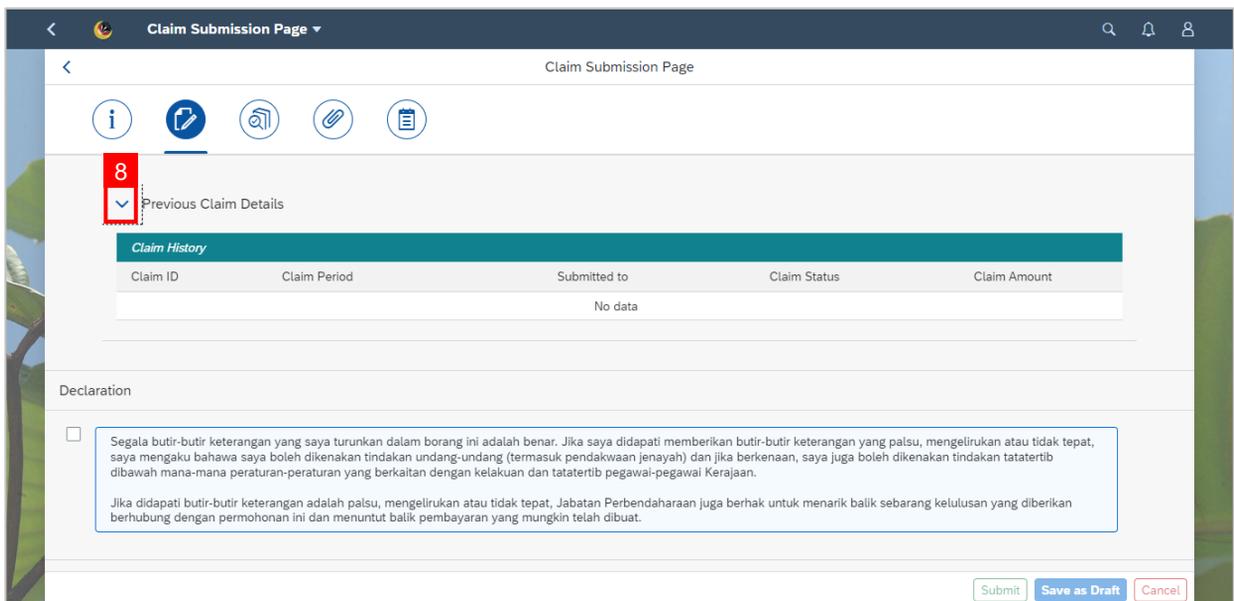
Claim Type: C0081001 - E. LEBIH MASA

Submit Save as Draft Cancel

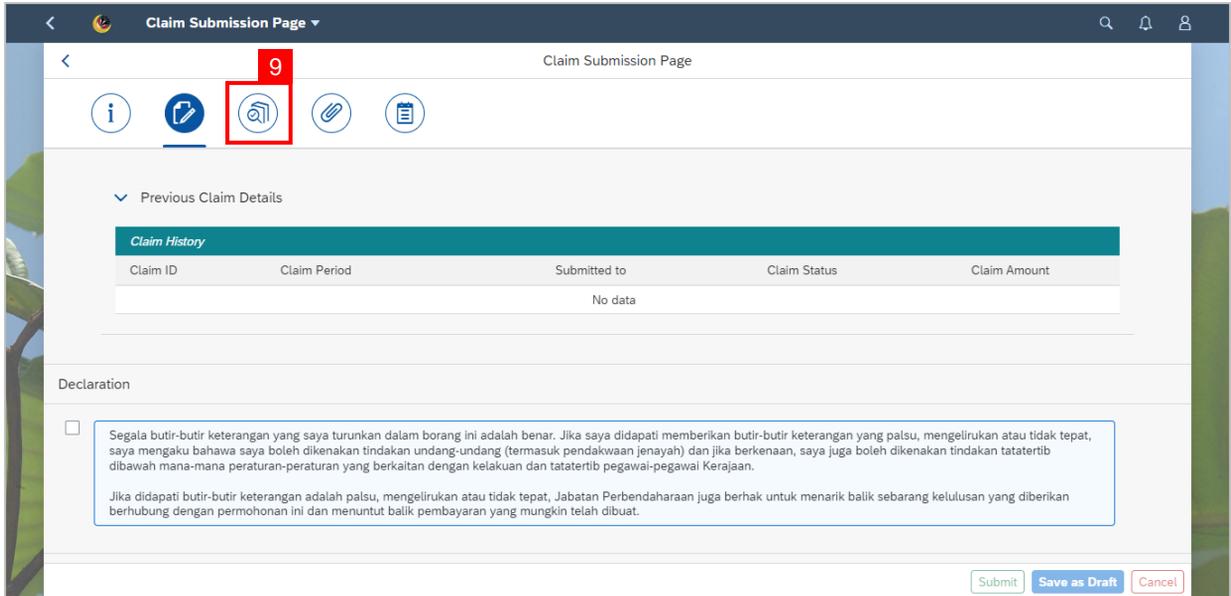
Note: History tab page will be displayed.



8. Click on the drop-down arrow to show **Previous Claim Details**.



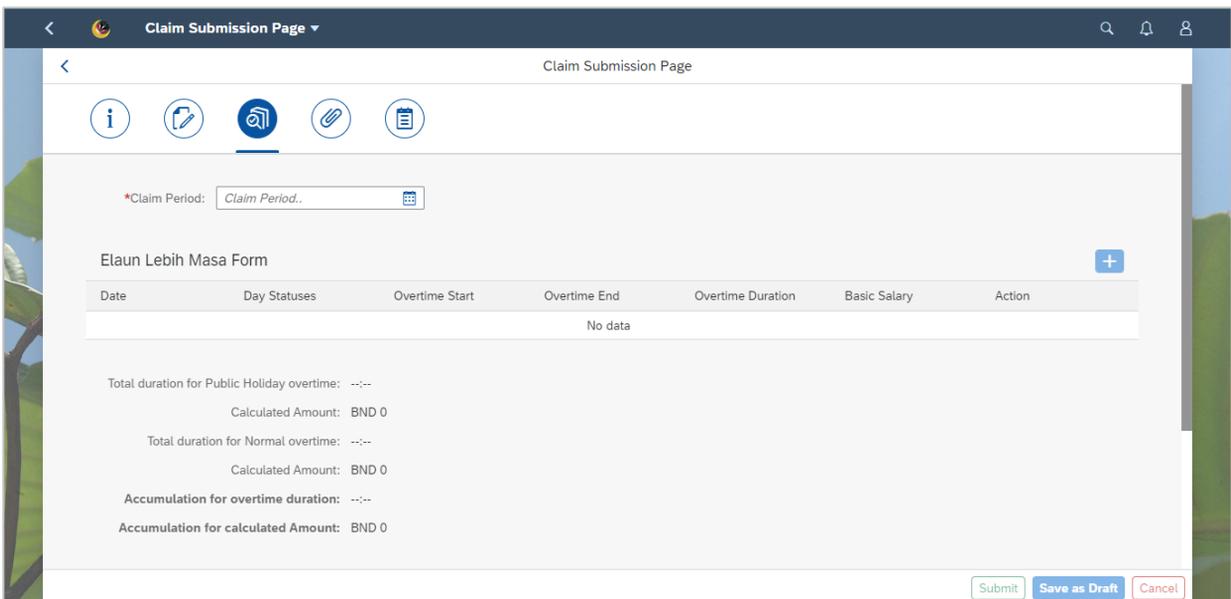
9. Navigate up and click on **Claim Form** tab.



The screenshot shows the 'Claim Submission Page' with a navigation bar at the top. The 'Claim Form' tab is highlighted with a red box and the number '9'. Below the navigation bar, there is a section for 'Previous Claim Details' with a 'Claim History' table. The table has columns for 'Claim ID', 'Claim Period', 'Submitted to', 'Claim Status', and 'Claim Amount', and it shows 'No data'. Below the table is a 'Declaration' section with a checkbox and a text area containing a disclaimer. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

Claim ID	Claim Period	Submitted to	Claim Status	Claim Amount
No data				

Note: Claim Form tab page will be displayed.



The screenshot shows the 'Claim Submission Page' with the 'Claim Form' tab selected. The form contains a '*Claim Period' field with a calendar icon. Below this is the 'Elaun Lebih Masa Form' section, which includes a table with columns for 'Date', 'Day Statuses', 'Overtime Start', 'Overtime End', 'Overtime Duration', 'Basic Salary', and 'Action'. The table shows 'No data'. Below the table, there are several summary rows for 'Total duration for Public Holiday overtime', 'Total duration for Normal overtime', 'Accumulation for overtime duration', and 'Accumulation for calculated Amount', all showing 'BND 0'. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

Date	Day Statuses	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
No data						

10. Select the correct Claim Period.

The screenshot shows the 'Claim Submission Page' with a dark blue header. Below the header, there are five circular icons: an information icon, a document icon, a calendar icon, a paperclip icon, and a list icon. The 'Claim Period' field is highlighted with a red box and contains the value '10'. Below this, there is a section titled 'Elaun Lebih Masa Form' with a blue '+' icon. A table with the following columns is shown: Date, Day Statuses, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. The table is currently empty, with 'No data' displayed below it. Below the table, there are several summary fields: 'Total duration for Public Holiday overtime: ---', 'Calculated Amount: BND 0', 'Total duration for Normal overtime: ---', 'Calculated Amount: BND 0', 'Accumulation for overtime duration: ---', and 'Accumulation for calculated Amount: BND 0'. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

11. Click on the **add icon** to add a claim.

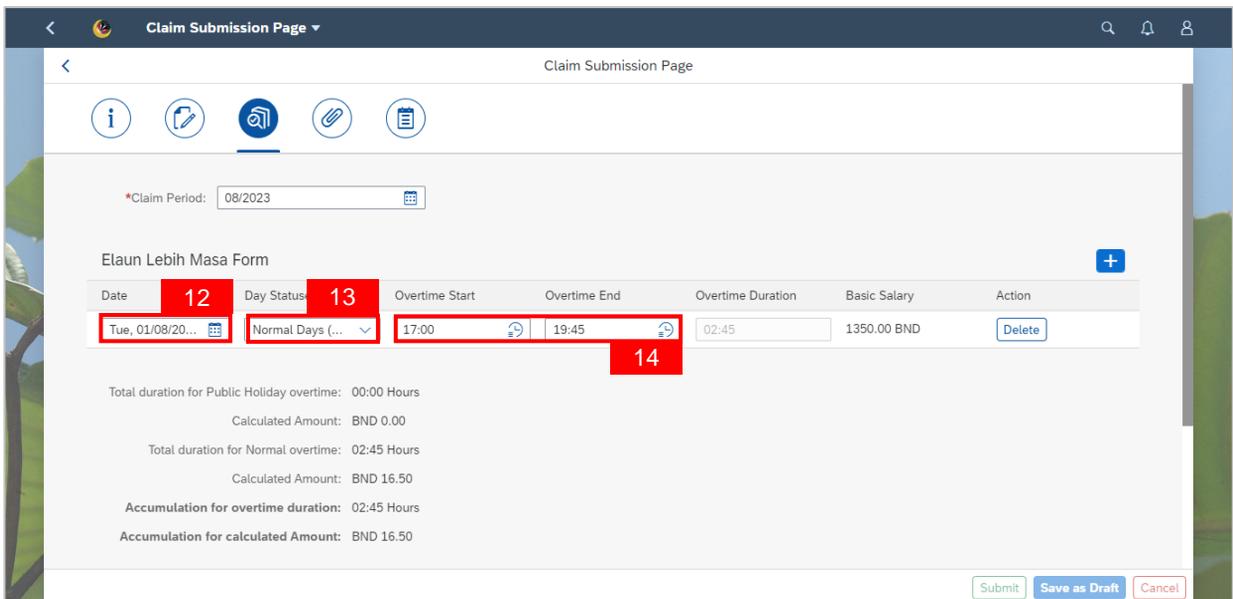
The screenshot shows the 'Claim Submission Page' with a dark blue header. Below the header, there are five circular icons: an information icon, a document icon, a calendar icon, a paperclip icon, and a list icon. The 'Claim Period' field is set to '08/2023'. Below this, there is a section titled 'Elaun Lebih Masa Form' with a blue '+' icon highlighted by a red box with the number '11'. A table with the following columns is shown: Date, Day Statuses, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. The table contains one row with the following values: 'EE, dd/MM/y...', 'Public Holiday...', 'HH:mm', 'HH:mm', '00:00', and 'Delete'. Below the table, there are several summary fields: 'Total duration for Public Holiday overtime: ---', 'Calculated Amount: BND 0', 'Total duration for Normal overtime: ---', 'Calculated Amount: BND 0', 'Accumulation for overtime duration: ---', and 'Accumulation for calculated Amount: BND 0'. At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

12. Select the **Date** – when the overtime was taken.

13. Select the **Day Status**.

Note: Day Status available are (1) Normal Working Days (1.5x) and (2) Public Holiday (1.0x).

14. Fill in **Overtime Start** and **Overtime End** time (in a 24-hours format).



The screenshot shows the 'Claim Submission Page' with a table for 'Elaun Lebih Masa Form'. The table has columns for Date, Day Status, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. A single row is visible with the following data: Date: Tue, 01/08/2023; Day Status: Normal Days (...); Overtime Start: 17:00; Overtime End: 19:45; Overtime Duration: 02:45; Basic Salary: 1350.00 BND; Action: Delete. Red boxes highlight the Date, Day Status, Overtime Start, Overtime End, and Overtime Duration fields. A red box with the number '14' is placed over the Overtime End field.

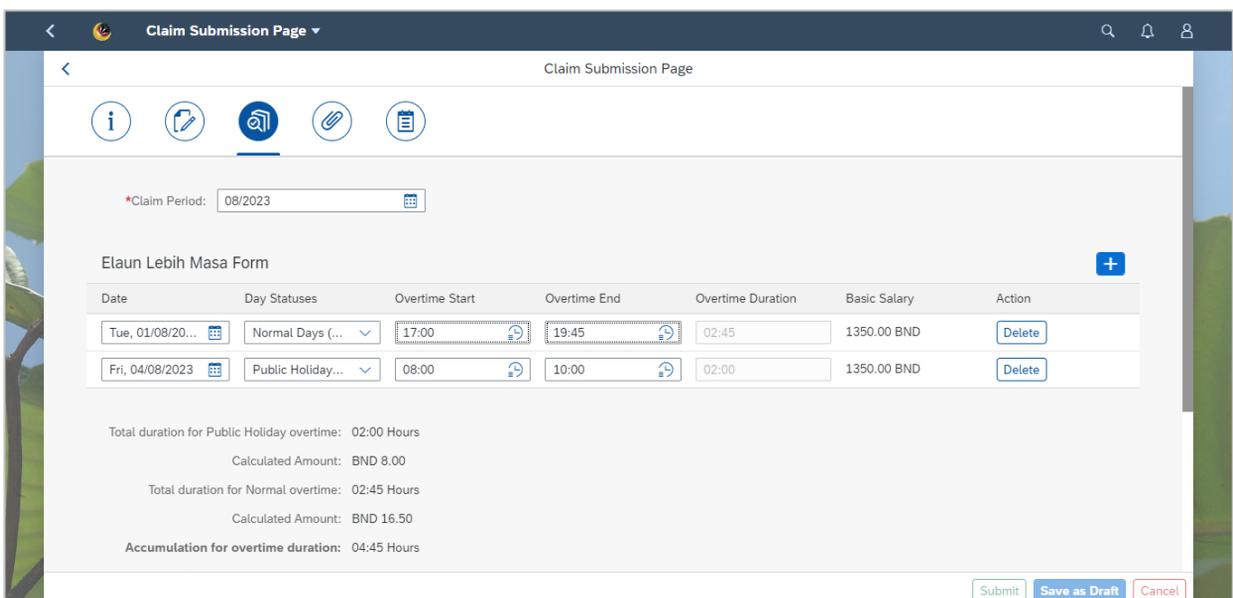
Date	Day Status	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Tue, 01/08/2023	Normal Days (...)	17:00	19:45	02:45	1350.00 BND	Delete

Total duration for Public Holiday overtime: 00:00 Hours
Calculated Amount: BND 0.00

Total duration for Normal overtime: 02:45 Hours
Calculated Amount: BND 16.50

Accumulation for overtime duration: 02:45 Hours
Accumulation for calculated Amount: BND 16.50

Note: Employee can add more than one row of claim, provided that the Accumulation for Calculated Amount does not exceed the set Monthly Capped Amount.



The screenshot shows the 'Claim Submission Page' with a table for 'Elaun Lebih Masa Form'. The table has columns for Date, Day Status, Overtime Start, Overtime End, Overtime Duration, Basic Salary, and Action. Two rows are visible: the first row is the same as in the previous screenshot, and the second row has the following data: Date: Fri, 04/08/2023; Day Status: Public Holiday...; Overtime Start: 08:00; Overtime End: 10:00; Overtime Duration: 02:00; Basic Salary: 1350.00 BND; Action: Delete.

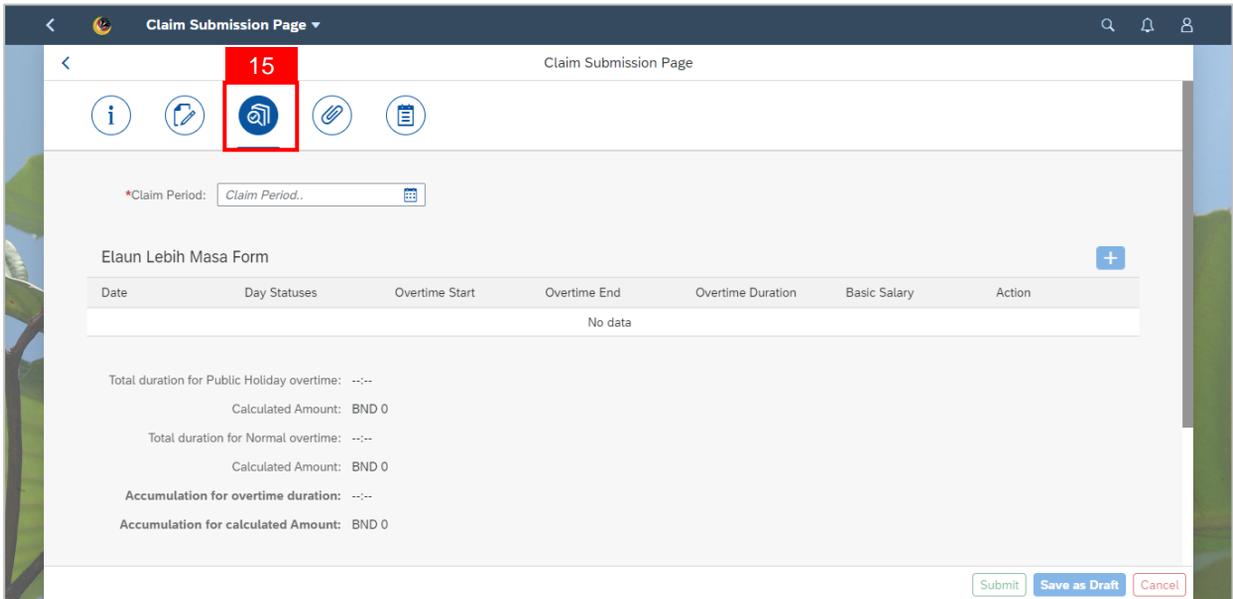
Date	Day Status	Overtime Start	Overtime End	Overtime Duration	Basic Salary	Action
Tue, 01/08/2023	Normal Days (...)	17:00	19:45	02:45	1350.00 BND	Delete
Fri, 04/08/2023	Public Holiday...	08:00	10:00	02:00	1350.00 BND	Delete

Total duration for Public Holiday overtime: 02:00 Hours
Calculated Amount: BND 8.00

Total duration for Normal overtime: 02:45 Hours
Calculated Amount: BND 16.50

Accumulation for overtime duration: 04:45 Hours

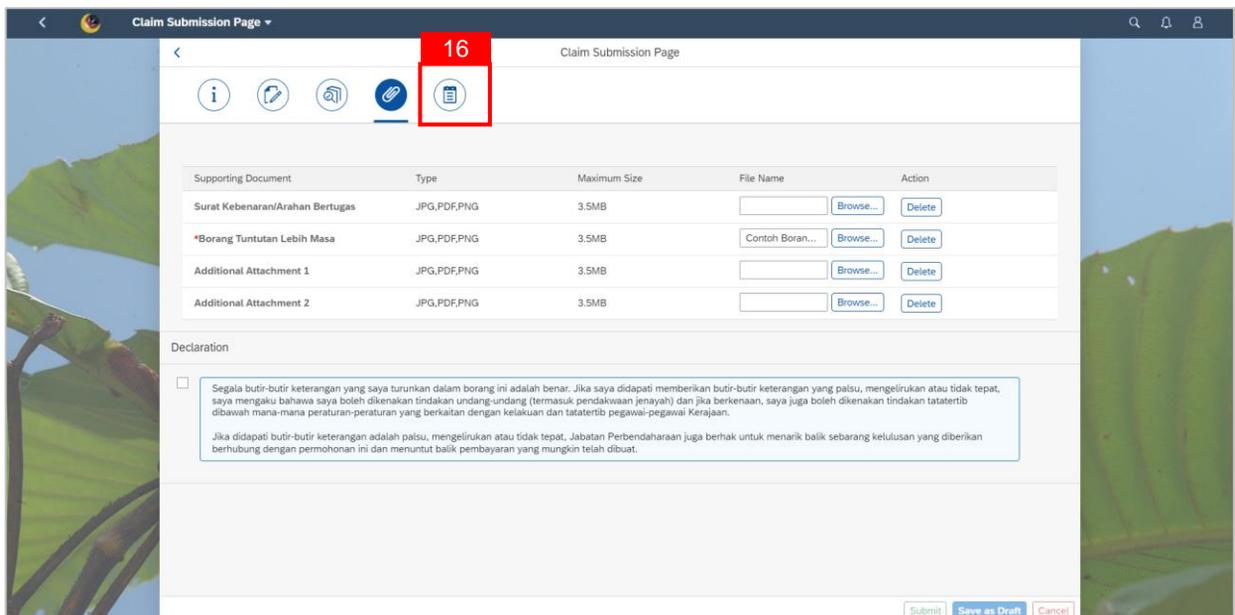
15. Click on **Attachment** tab to upload the mandatory supporting document(s).



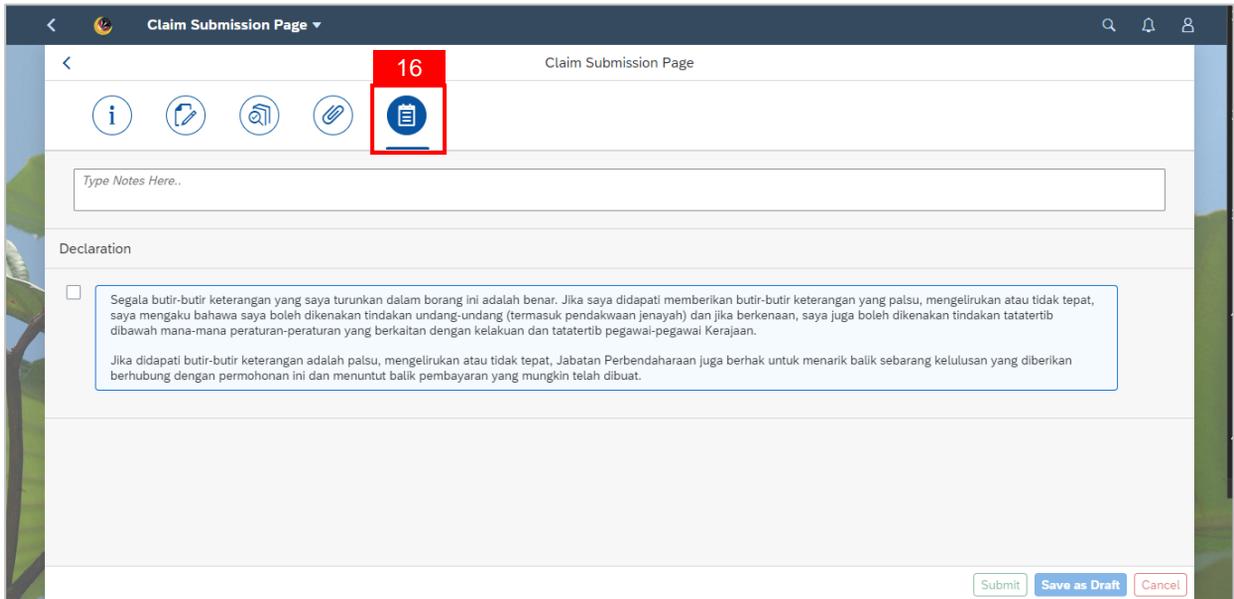
Note: When saving the application as draft, the uploaded documents will not be saved.

Employees are required to upload documents only before submitting the application.

16. Click on **Notes** tab.



Note: The Note page will be displayed.

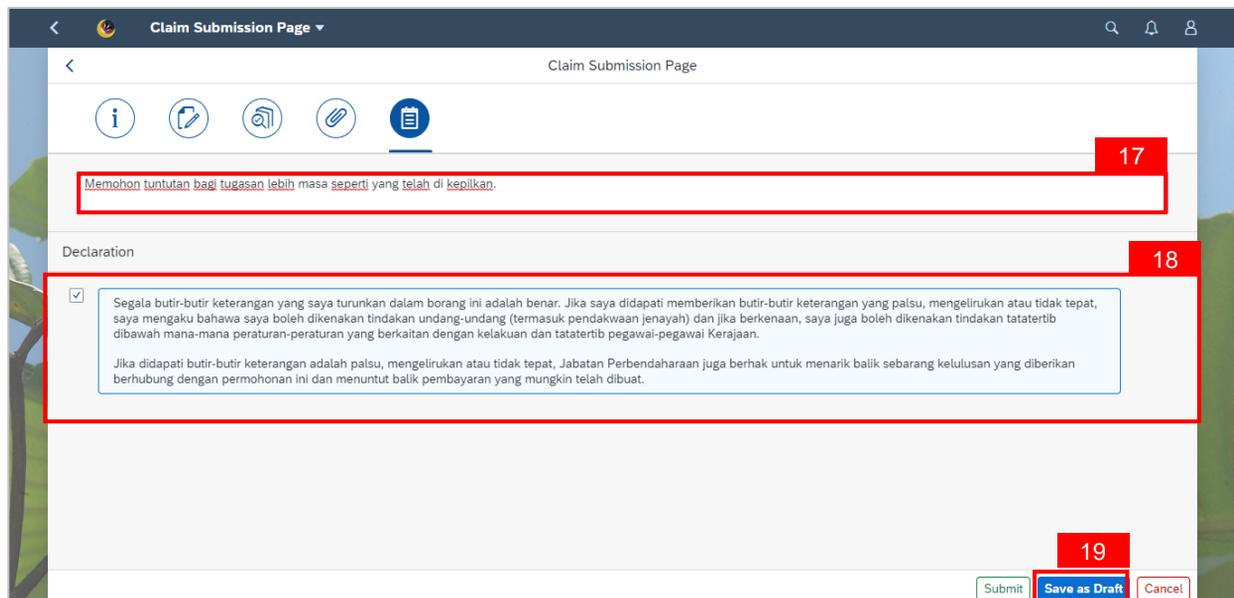


The screenshot shows the 'Claim Submission Page' interface. At the top, there is a navigation bar with a back arrow, a profile icon, and a search icon. Below the navigation bar, there is a toolbar with five icons: an information icon, a document icon, a calendar icon, a document with checkmark icon, and a document with pencil icon. The 'document with checkmark' icon is highlighted with a red box labeled '16'. Below the toolbar, there is a text input field with the placeholder text 'Type Notes Here..'. Underneath the input field, there is a 'Declaration' section with a checkbox and a text area containing the following text: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.' At the bottom right, there are three buttons: 'Submit', 'Save as Draft', and 'Cancel'.

17. Input **Notes** accordingly.

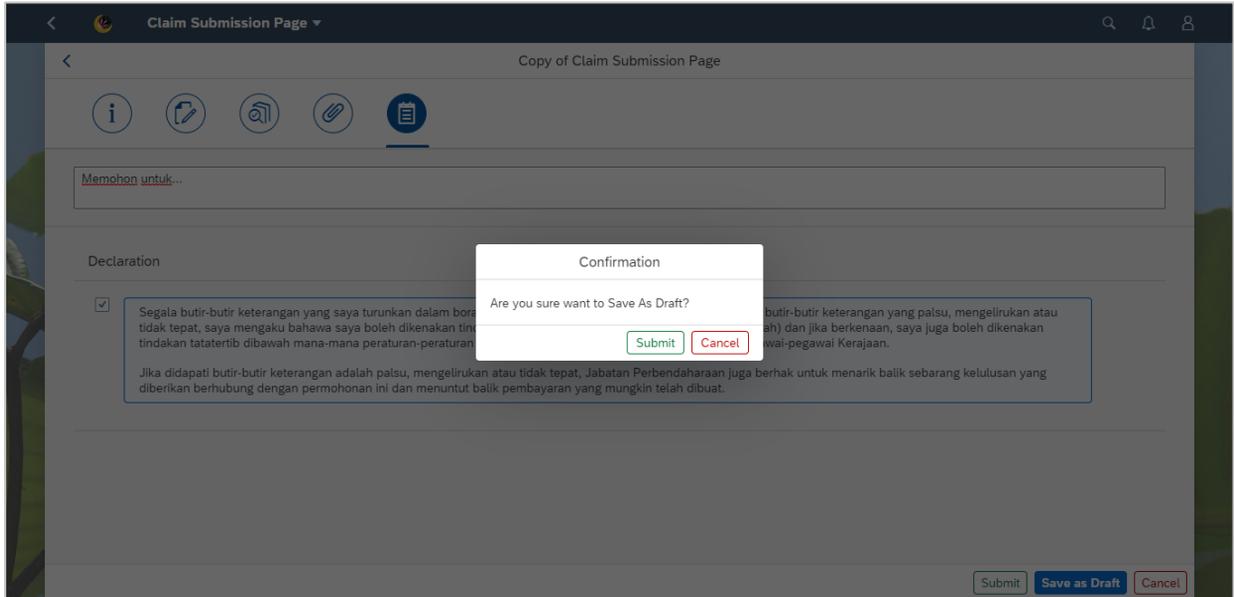
18. Tick on the **Declaration** checkbox.

19. Navigate to and click on the **Save as Draft** button.

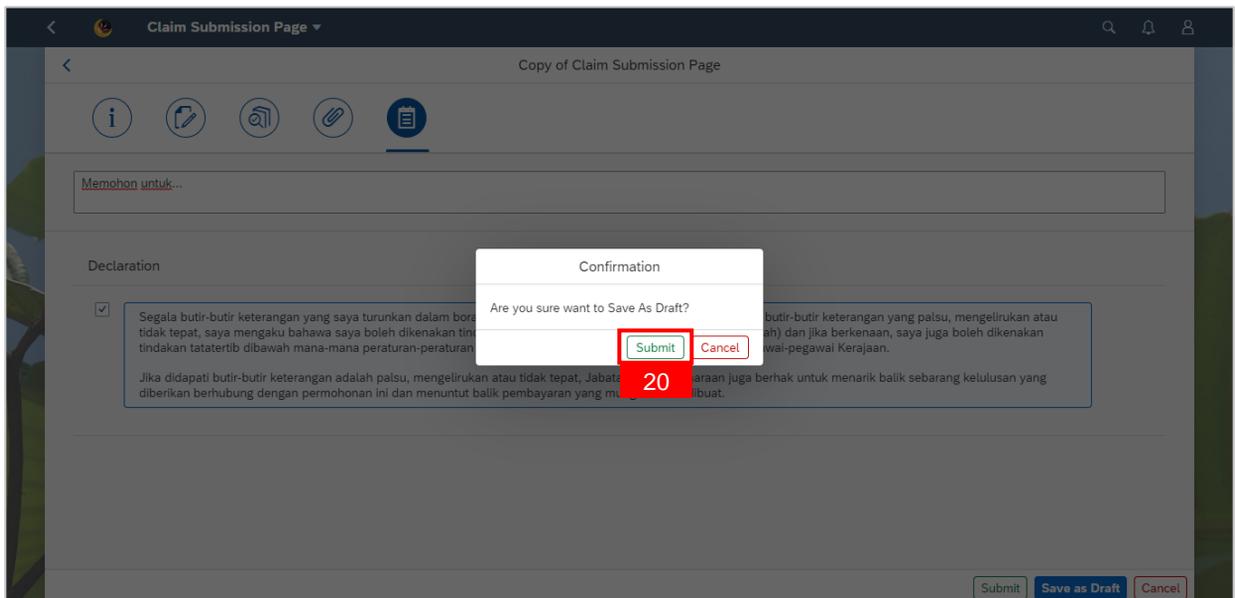


The screenshot shows the 'Claim Submission Page' interface after several steps. The 'Notes' input field is highlighted with a red box labeled '17' and contains the text 'Memohon tuntutan bagi tugas lebih masa seperti yang telah di kepilkan.'. The 'Declaration' checkbox is checked and highlighted with a red box labeled '18'. The 'Save as Draft' button at the bottom right is highlighted with a red box labeled '19'. The rest of the interface, including the navigation bar, toolbar, and other buttons, remains the same as in the previous screenshot.

Note: A Confirmation pop-up window will be displayed.

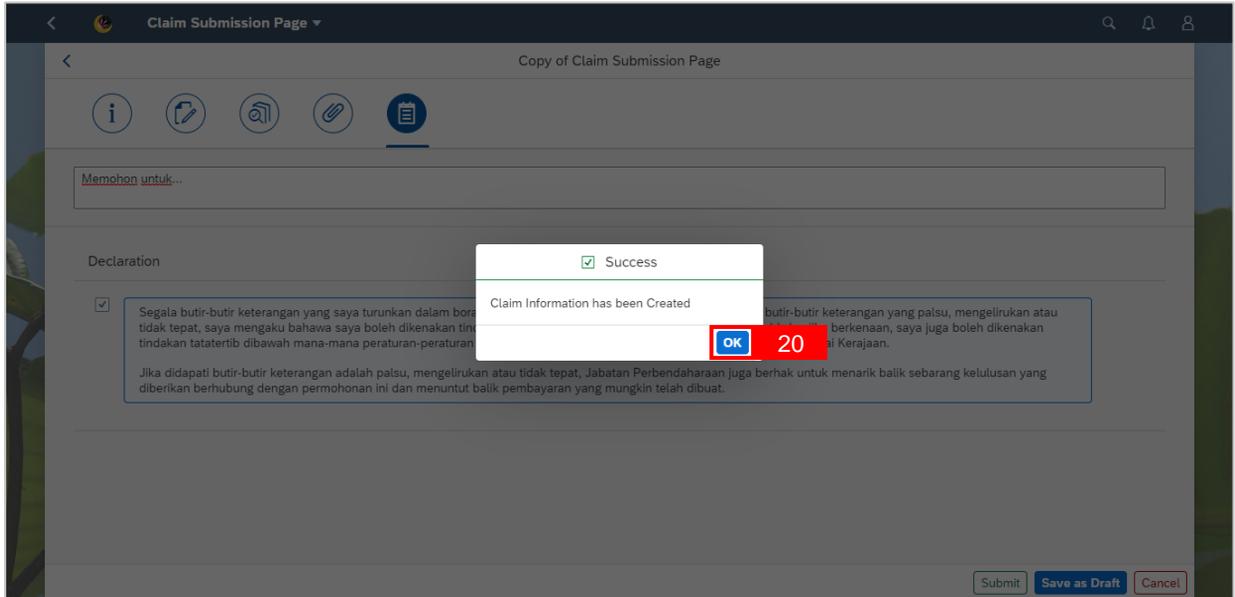


20. Click on **Submit** button.

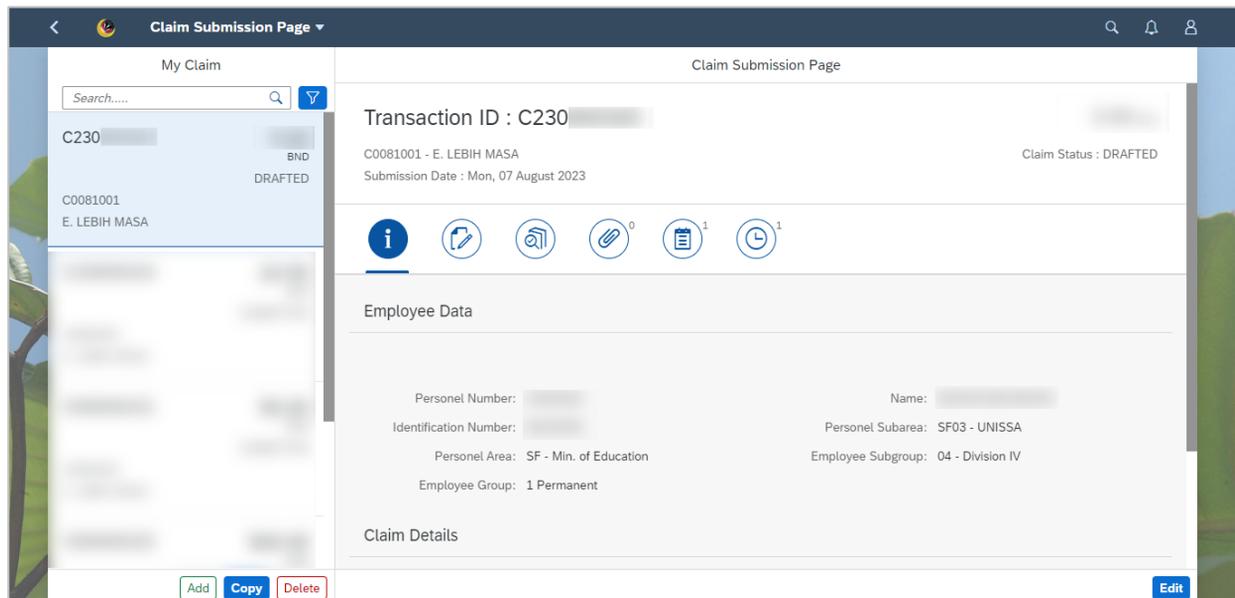


Note: A Success pop-up window will be displayed.

24. Click **OK** button.



Outcome: Claim has been successfully saved as draft.

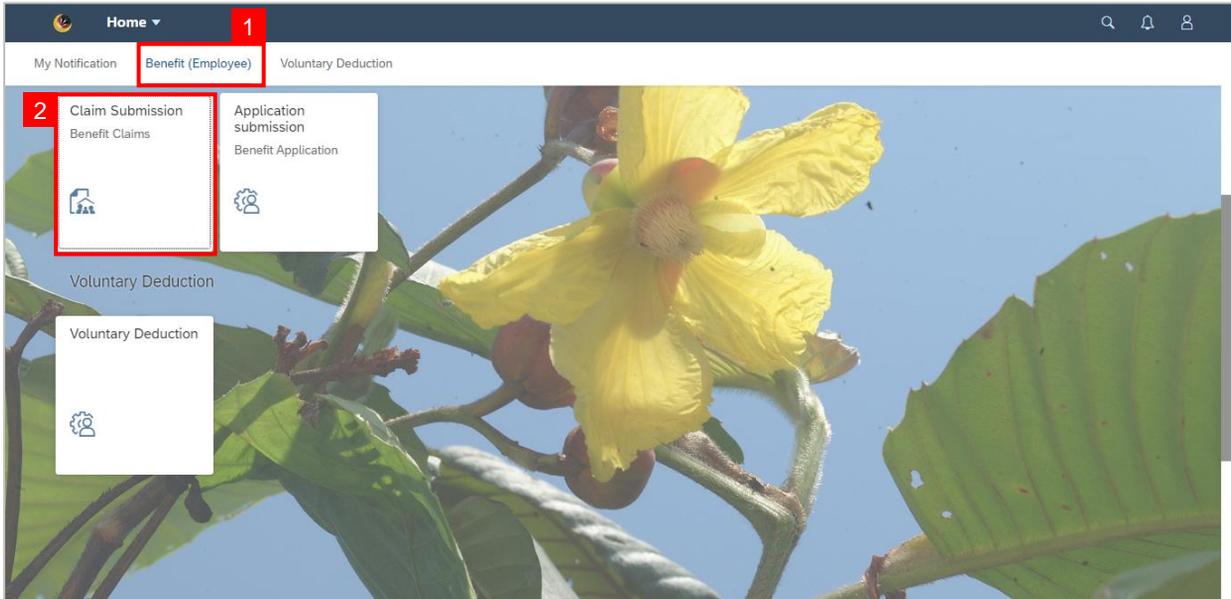


COPY CLAIM SUBMISSION

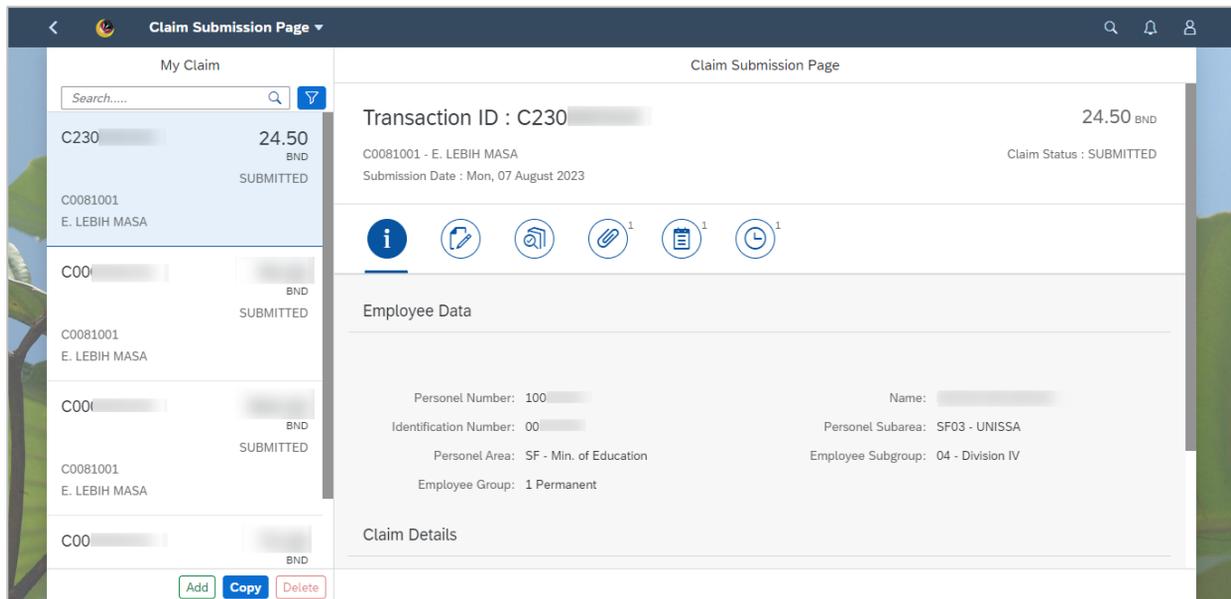
Front-End User

VIP Driver (Employee Self Service)

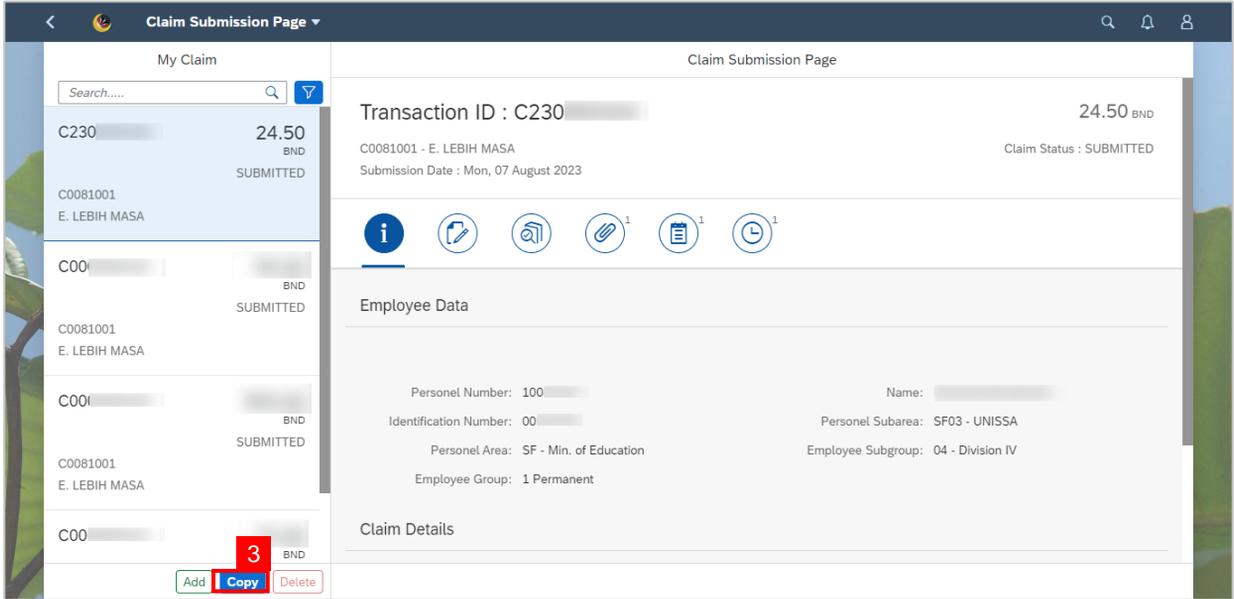
1. Click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.



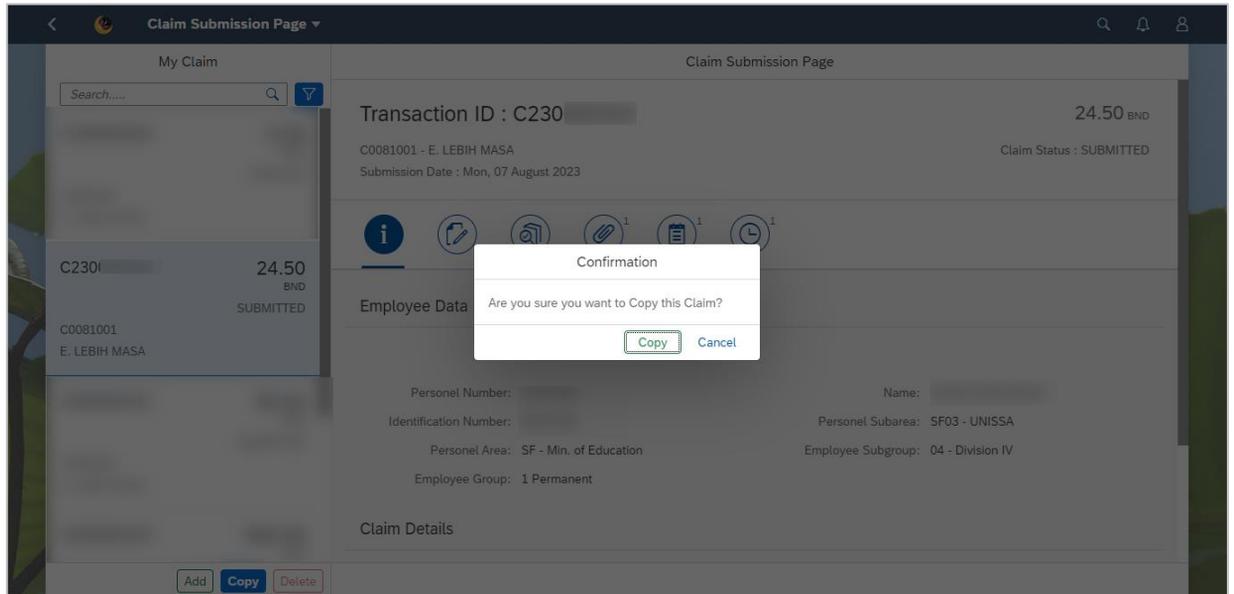
Note: The Claim Submission Page will be displayed.



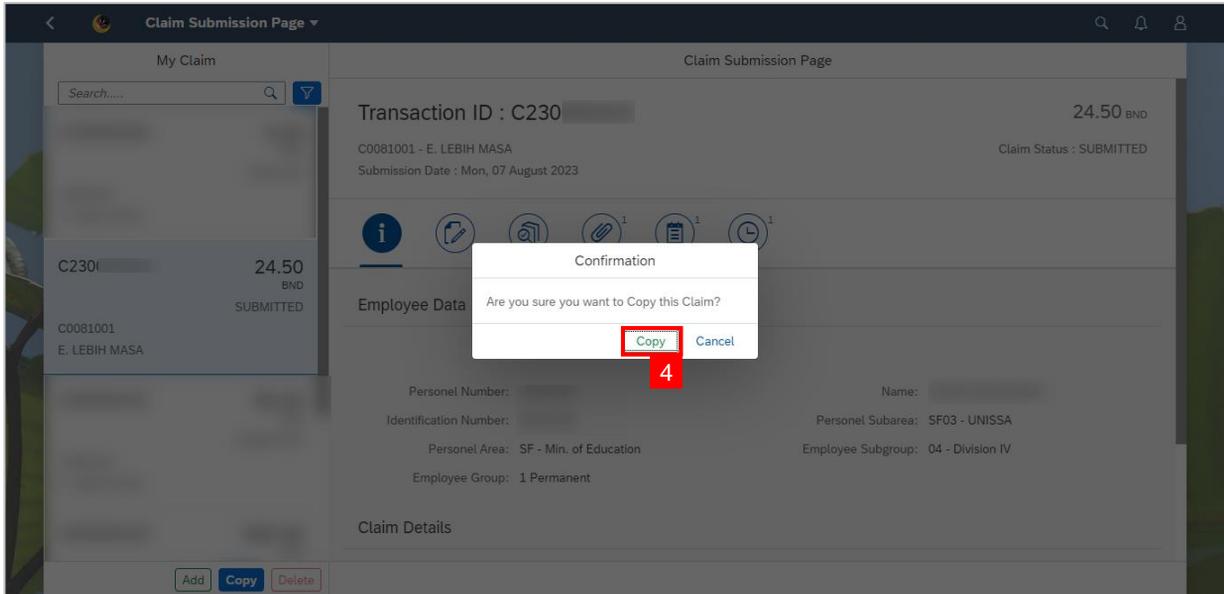
3. Navigate to the selected application and click on the **Copy** button.



Note: A Confirmation pop-up window will be displayed.

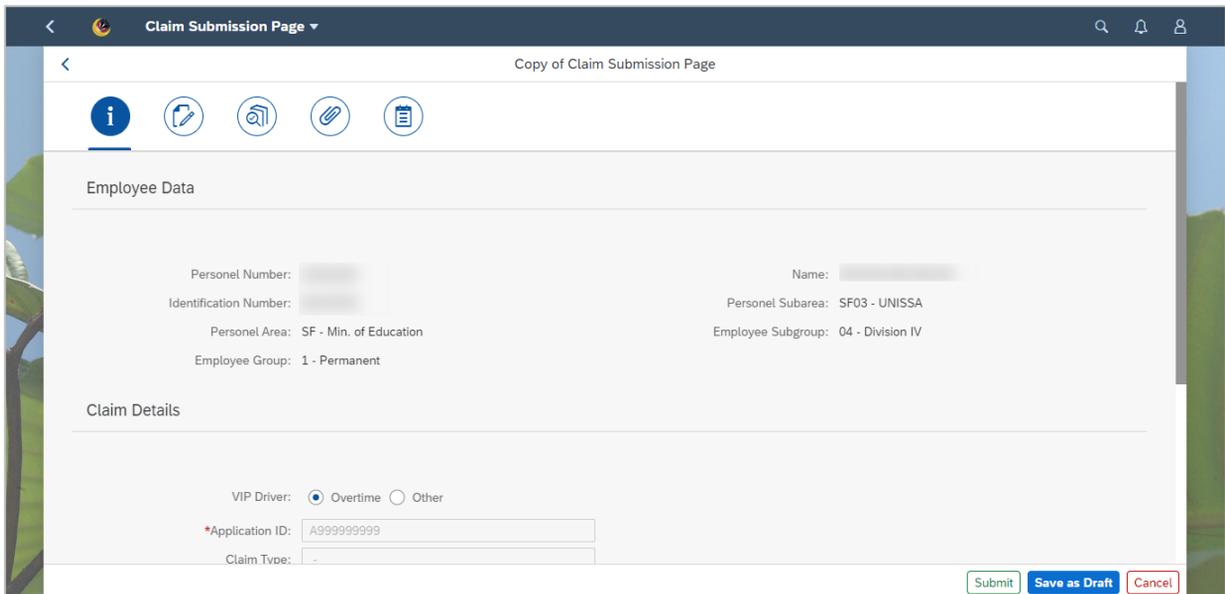


4. Click on **Copy** button.



Outcome: The selected Claim Submission has been successfully copied.

Note: Employee are required to make adjustment on the copied submission accordingly before submitting a new claim.

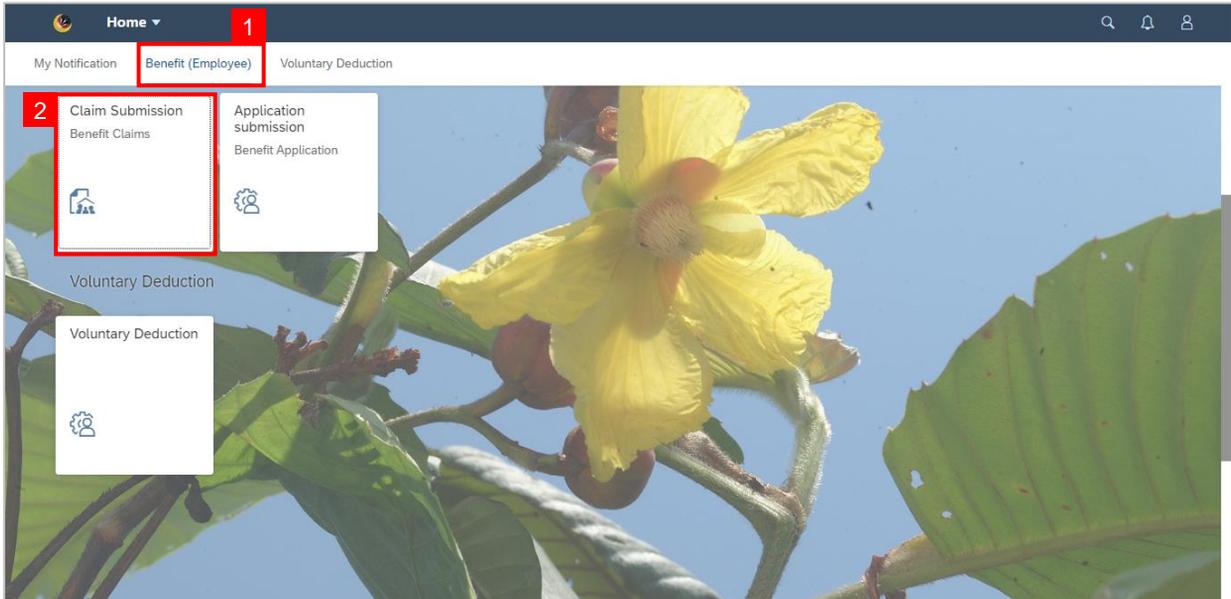


DELETE CLAIM SUBMISSION

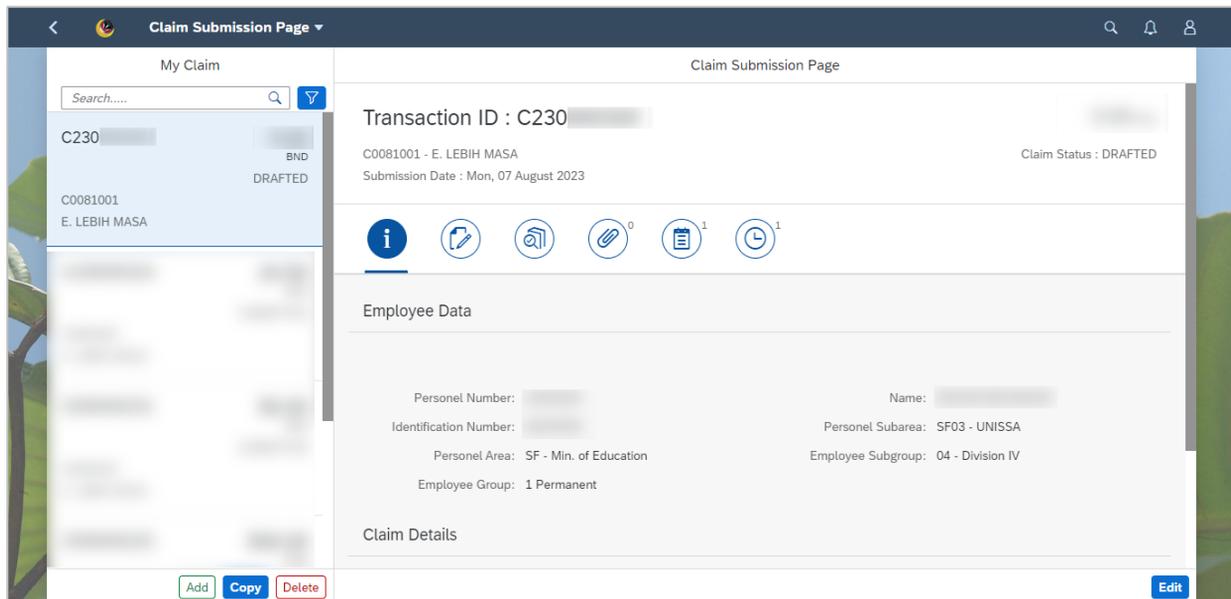
Front-End User

VIP Driver (Employee Self Service)

1. Click on **Benefit (Employee)** tab.
2. Click on **Claim Submission** tile.

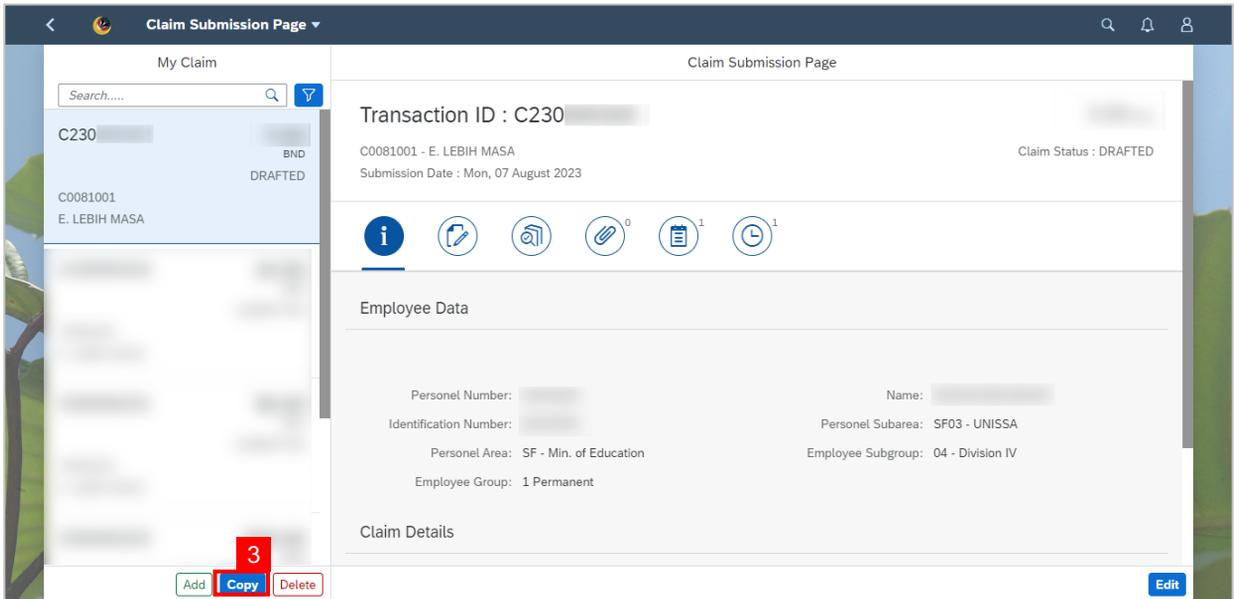


Note: The Claim Submission Page will be displayed.

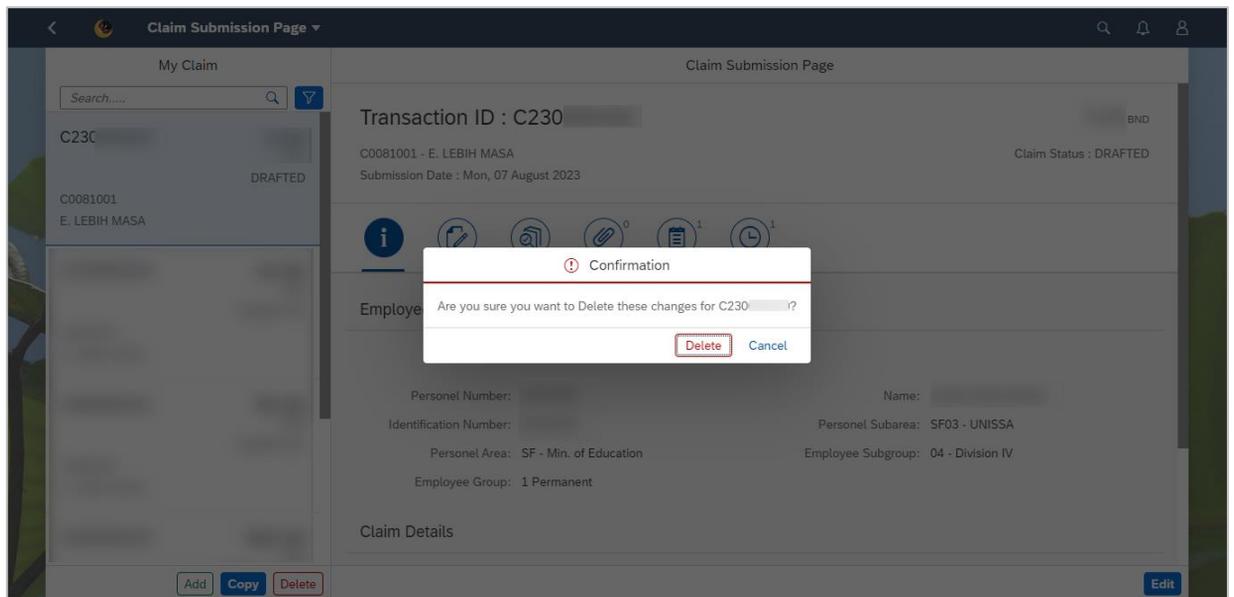


3. Navigate to the selected application and click on the **Delete** button.

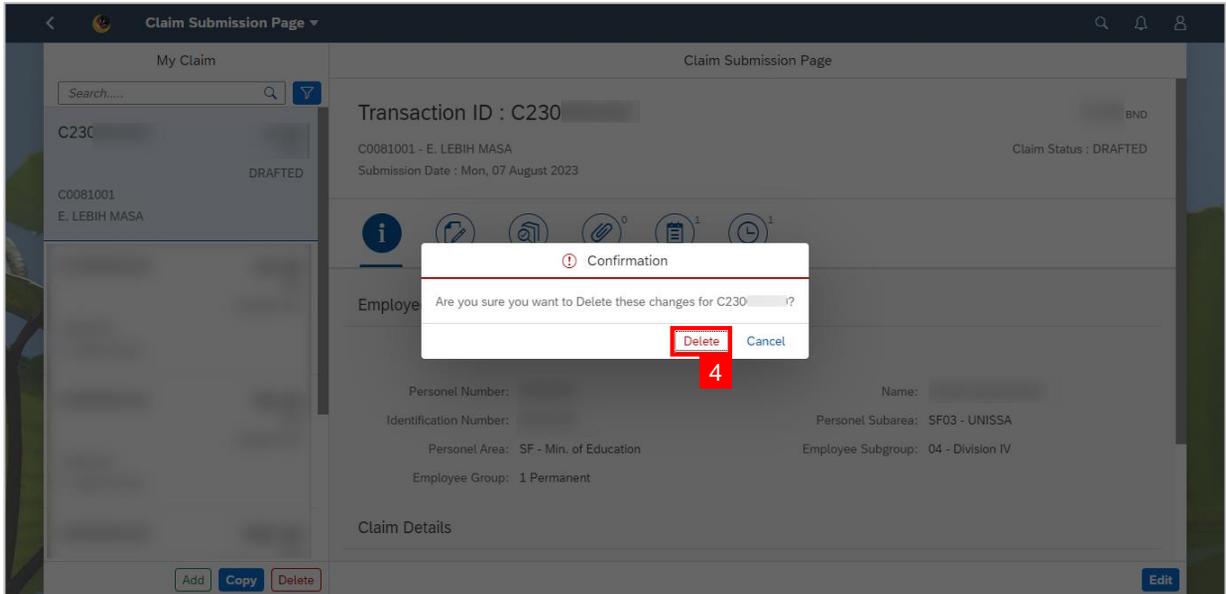
Note: Only **Drafted** claim can be deleted.



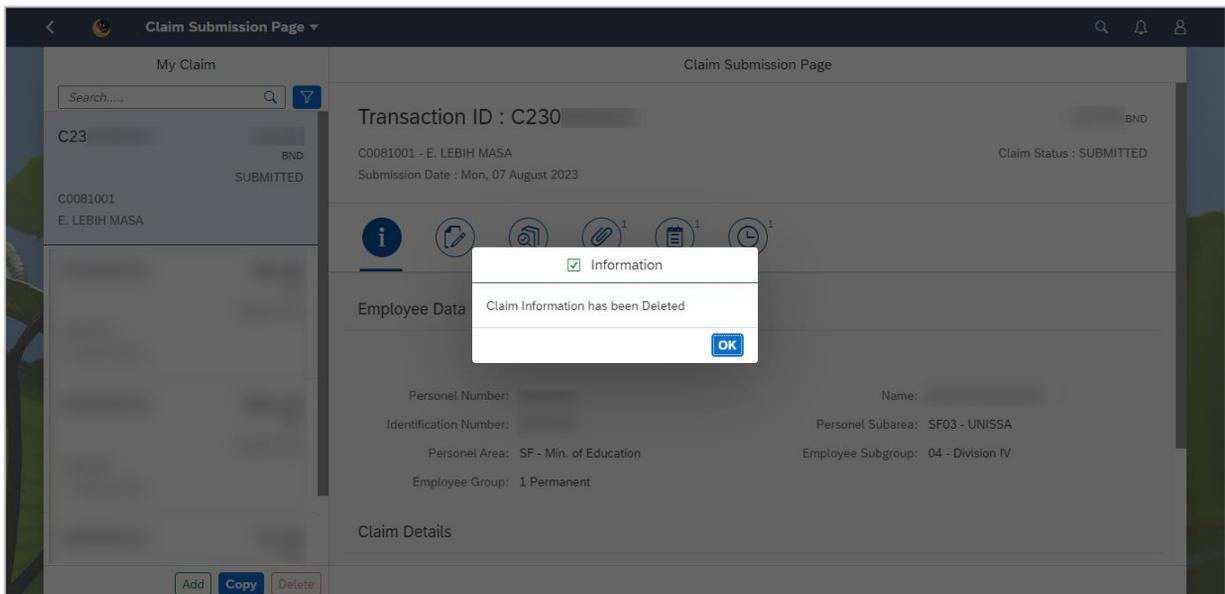
Note: A Confirmation pop-up window will be displayed.



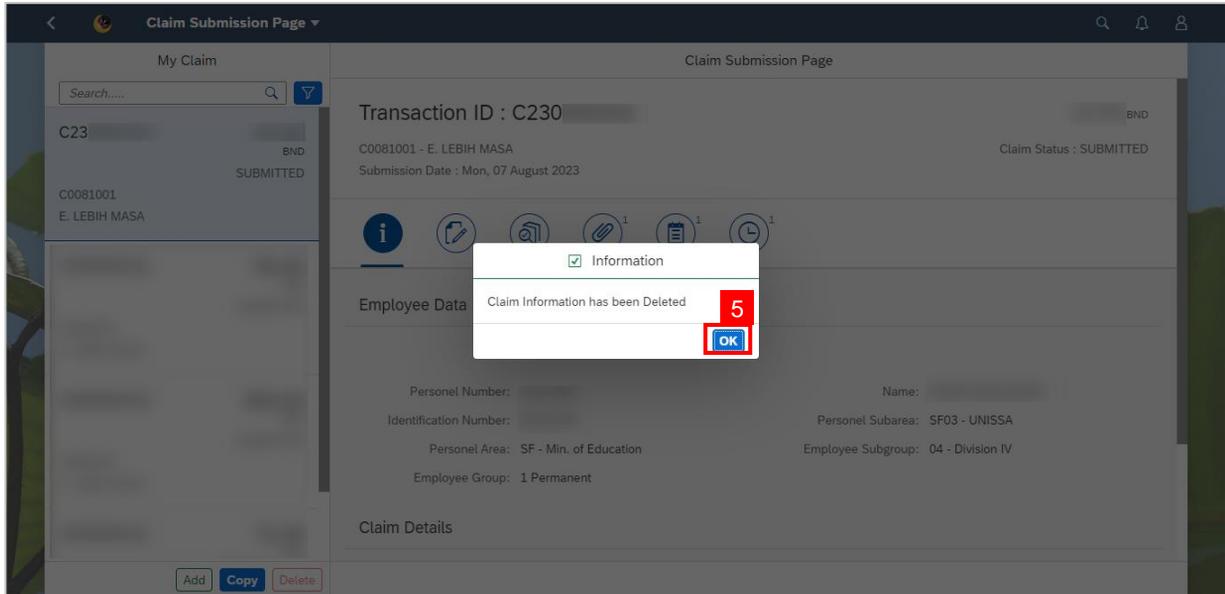
4. Click on **Delete** button.



Note: Information pop-up window will be displayed.



5. Click **OK** button.



Outcome: Drafted claim has been successfully deleted.