

LEAVE ALLOWANCE

Role: Head of Department

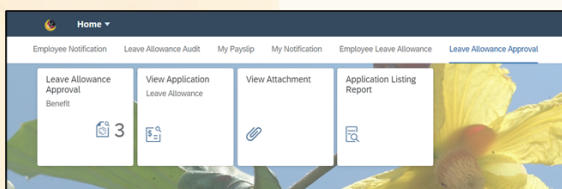


This module allow employees to be reminded of their next eligibility, submit the Leave Allowance (LA) applications online and view the status of the applications via SSM Employee Self-Service (ESS).

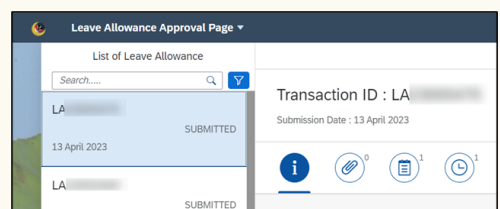
Below are the **quick guide** for **Head of Department to Endorse / Rework / Reject / Cancel Leave Allowance application**:

Endorse Leave Allowance Application

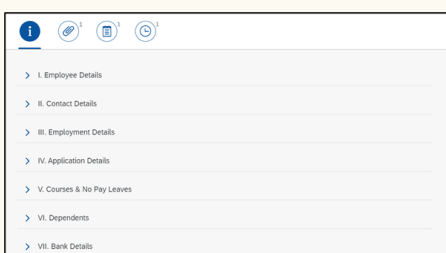
1 In SAPGUI (front-end system), click on **Leave Allowance Approval** tile



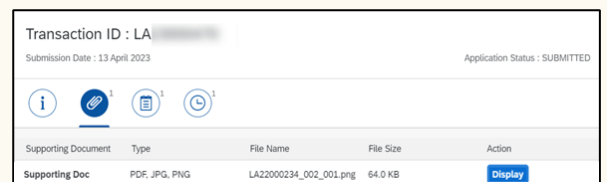
2 In **Leave Allowance** page, select application with **Submitted** status



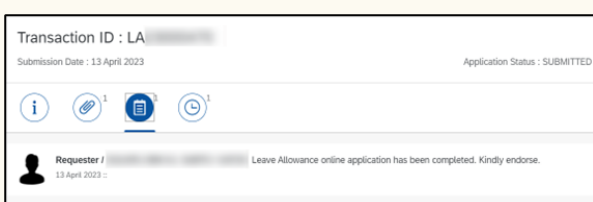
3 Verify the **Application Details**



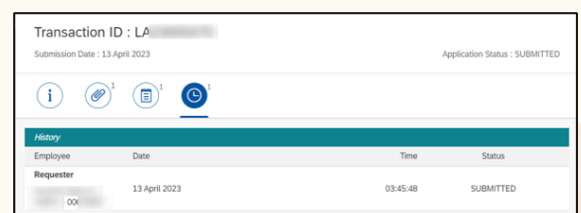
4 Verify the **Supporting Documents**



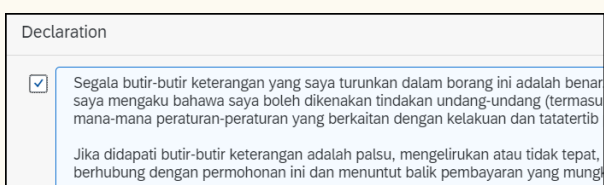
5 Verify the **Application Notes**



6 Verify the **Application Historical Data**



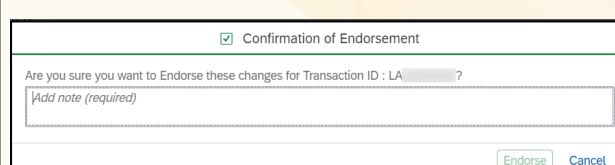
7 Tick **Declaration** checkbox



8 Click **Endorse** button



9 Fill in the **note**



Click **Endorse** button to endorse application

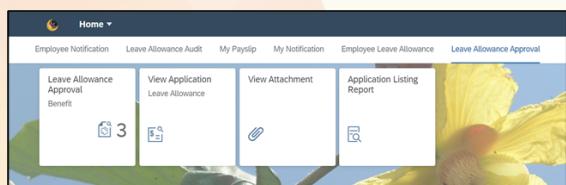
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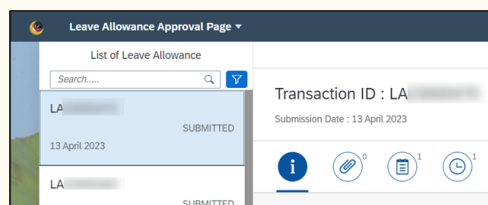


Rework Leave Allowance Application

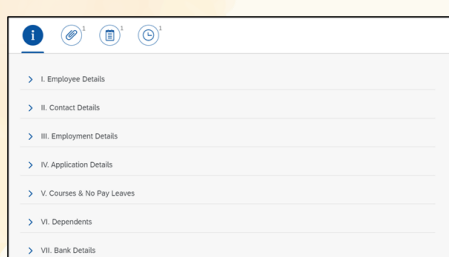
1 In SAPGUI (front-end system), click on **Leave Allowance Approval** tile



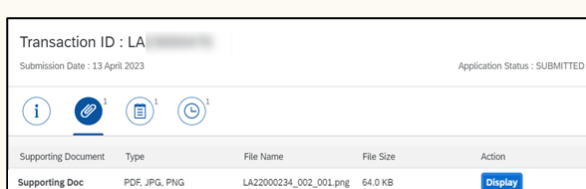
2 In **Leave Allowance** page, select application with **Submitted** status



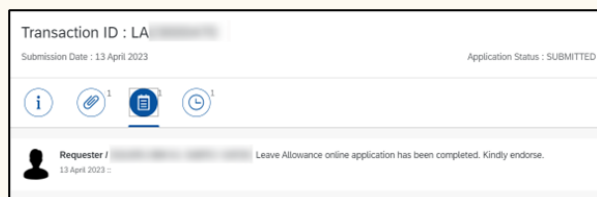
3 Verify the **Application Details**



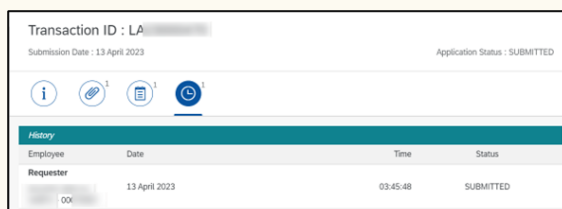
4 Verify the **Supporting Documents**



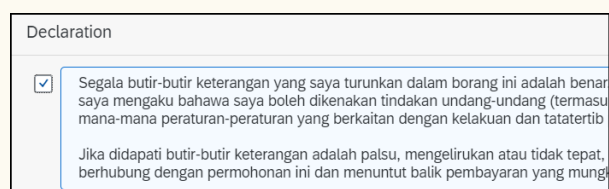
5 Verify the **Application Notes**



6 Verify the **Application Historical Data**



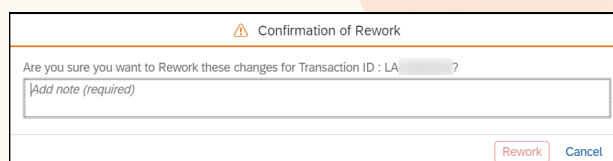
7 Tick **Declaration** checkbox



8 Click **Rework** button



9 Fill in the **note**



Click **Rework** button to rework application

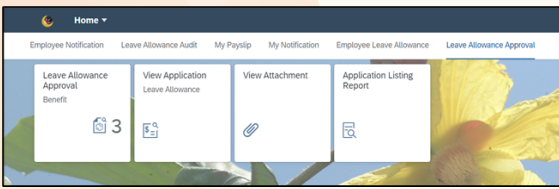
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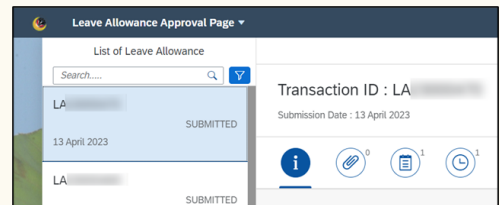


Reject Leave Allowance Application

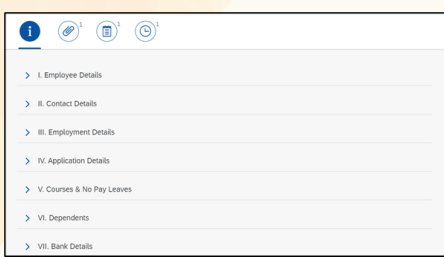
1 In SAPGUI (front-end system), click on **Leave Allowance Approval** tile



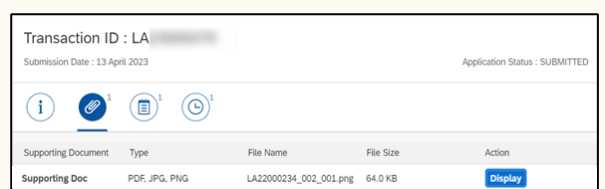
2 In **Leave Allowance** page, select application with **Submitted** status



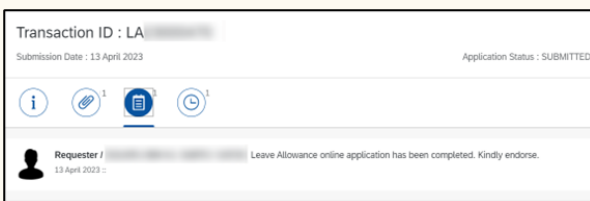
3 Verify the **Application Details**



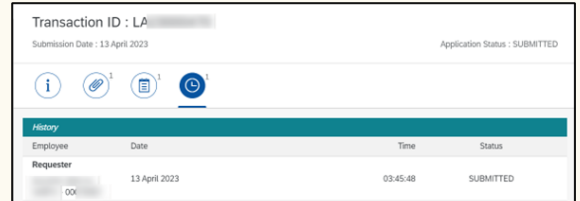
4 Verify the **Supporting Documents**



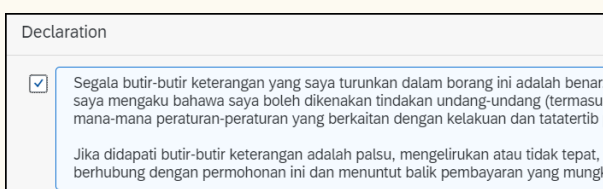
5 Verify the **Application Notes**



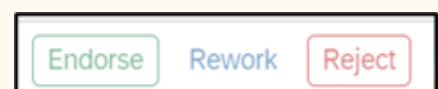
6 Verify the **Application Historical Data**



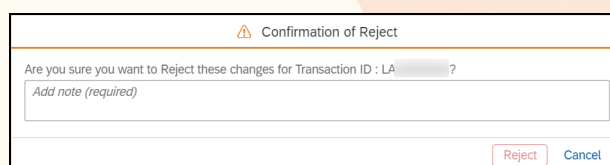
7 Tick **Declaration** checkbox



8 Click **Reject** button



9 Fill in the **note**



Click **Reject** button to reject application

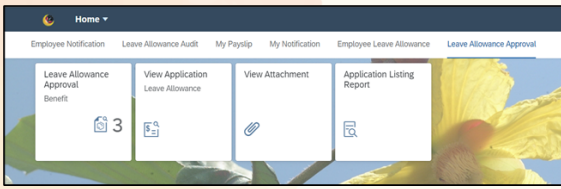
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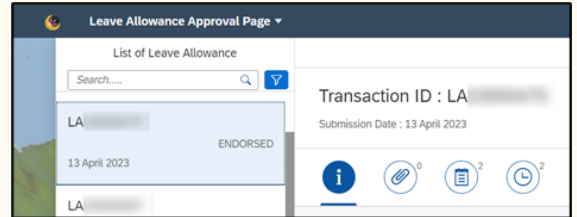


Cancel Leave Allowance Application

1 In SAPGUI (front-end system), click on **Leave Allowance Approval** tile



2 In **Leave Allowance** page, select application with **Endorsed** status



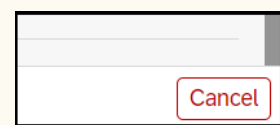
3 Tick **Declaration** checkbox

Declaration

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, berhubung dengan permohonan ini dan menuntut balik pembayaran yang mung

4 Click **Cancel** button



5 Fill in the **note**

Confirmation of Cancel

Are you sure you want to Cancel these changes for Transaction ID : LA : ?

Add note (required)

Confirm Cancel

Click **Confirm** button to cancel application

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