

# EDUCATION ALLOWANCE

Role: Front End User (Department Administrator)

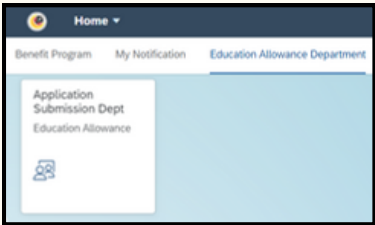


This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Department Administrator to Create / Draft / Delete Education Allowance application:

## Create Education Allowance Application

**1** In SAPGUI (front-end system), click on **Education Allowance Department** tile



**2** In **Education Allowance Page**, click on **Add** button

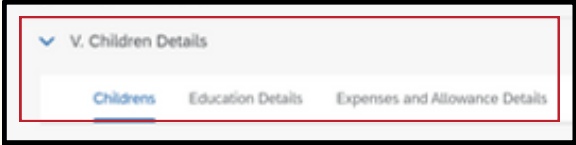


**3** Fill in employee’s **IC Number** and **Date of Birth**

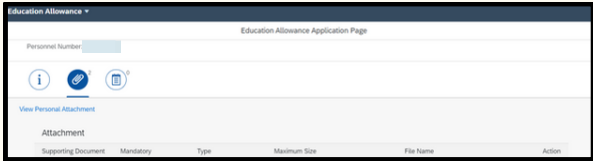
**4** Ensure that the **required application details** are correct



**5** Under **Section V. Children Details**, fill in all the **required details**

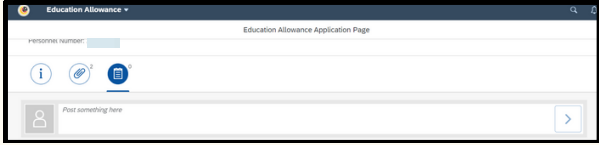


**6** Select **Attach** icon



Click **Add (+)** icon to attach any supporting documents

**7** Select **Application Historical Data** icon



**Fill** in the notes field provided

**8** Tick **Declaration** checkbox

**9** Click **Submit** button

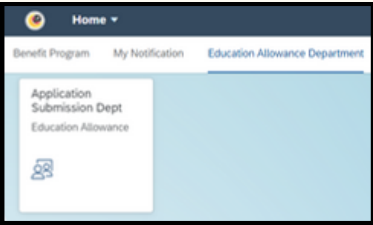




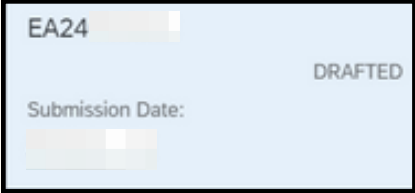
## Edit Drafted Education Allowance Application

- 1

In SAPGUI (front-end system), click on **Education Allowance Department** tile


- 2

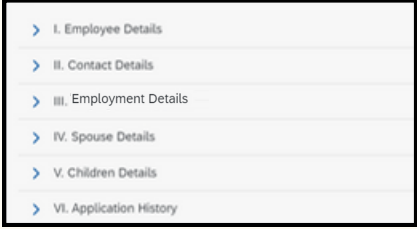
In **Education Allowance Page**, select application with **Drafted** status


- 3

Click **Edit** button


- 4

Ensure that the **required application details** are correct


- 5

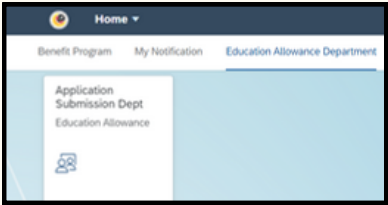
Click **Submit** button





## Delete Draft Education Allowance Application

1 In SAPGUI (front-end system), click on **Education Allowance Department** tile



2 In **Education Allowance Page**, select application with **Drafted** status



3 Click **Delete** button



4 The **Delete** message will be displayed

Record deleted successfully

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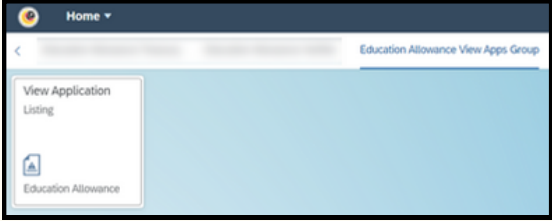
This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Department Administrator to View Education Allowance application:

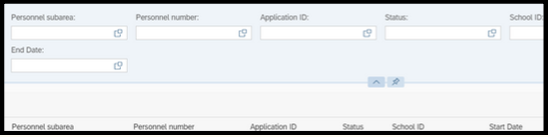
## View Education Allowance Application

- 1

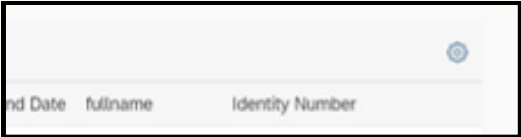
In SAPGUI (front-end system), click on **Education Allowance View Apps Group** tile


- 2

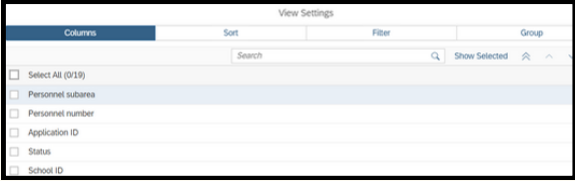
Click on **Lookup** icon to fill in the required information


- 3

In **View Application Page**, click on **Settings** icon


- 4

Click on **Columns / Sort / Filter / Group** tab

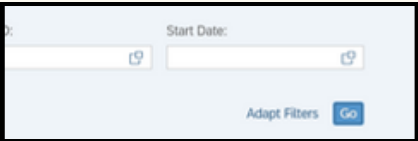


Select **category** to filter applications
- 5

Click on **Ok** button


- 6

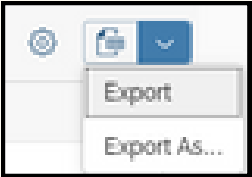
Click on **Go** button


- 7

Click on **Arrow (>)** icon to view application details


- 8

Click on **Dropdown** button to **Export** generated applications



Please refer to the **User Guide** for a step-by-step guide. **Education Allowance User Guide** is available on **SSM Info Website**: [www.jpa.gov.bn/SSM](http://www.jpa.gov.bn/SSM)