

EDUCATION ALLOWANCE

Role: Front End User (Employee)

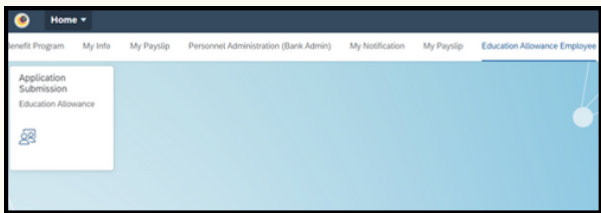


This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Employee to Submit / Draft / Delete Education Allowance application:

Submit Education Allowance Application

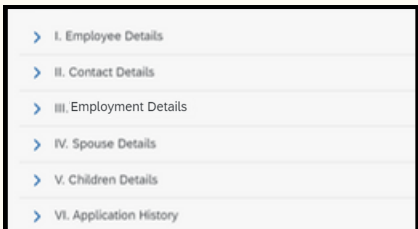
1 In SAPGUI (front-end system), click on **Education Allowance Employee** tile



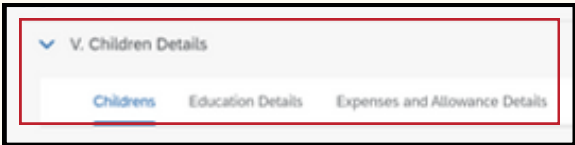
2 In **Education Allowance Page**, click on **Add** button



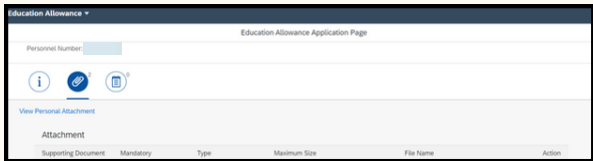
3 Ensure that the **required application details** are correct



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

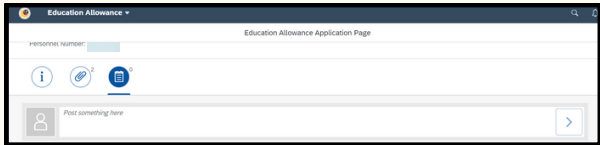


5 Select **Attach** icon



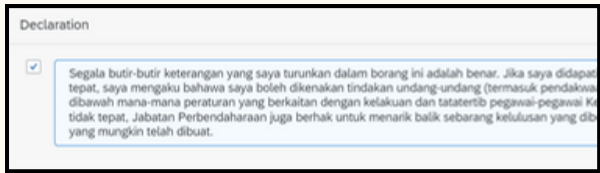
Click **Add (+)** icon to attach any supporting documents

6 Select **Application Historical Data** icon



Fill in the notes field provided

7 Tick **Declaration** checkbox



8 Click **Submit** button

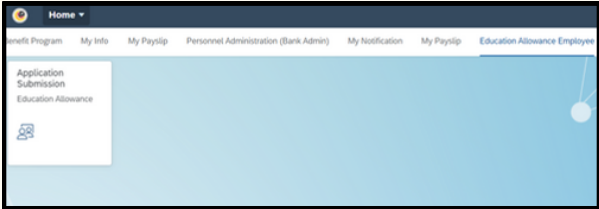




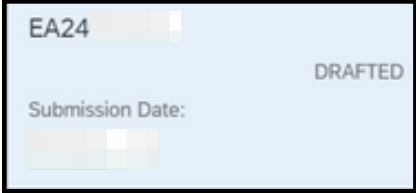
Edit Drafted Education Allowance Application

- 1

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



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Delete Drafted Education Allowance Application

1

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

2

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

3

Click **Delete** button

4

The **Delete** message will be displayed

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