

EDUCATION ALLOWANCE

Role: Front End User (Treasury EA Administrator)

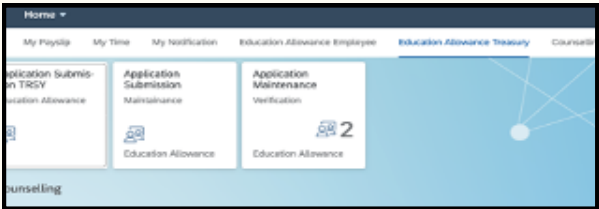


This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for EA Treasury Administrator to Create / Edit / Delete Education Allowance application:

Create Education Allowance Application

1 In SAP FIORI (front-end system), click on **Education Allowance Treasury** tile



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



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

Select Employee

IC Number:

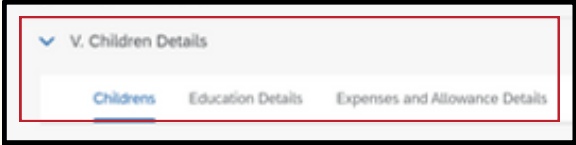
Date of Birth:

Confirm Cancel

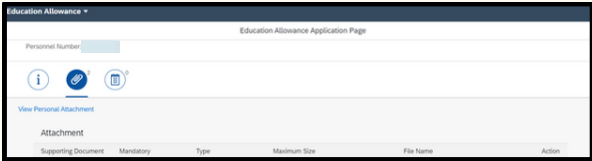
4 Ensure that the **required application details** are correct



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

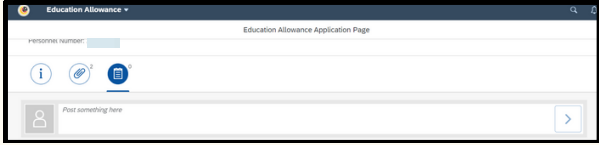


6 Select **Attach** icon



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

7 Select **Application Historical Data** icon



Fill in the notes field provided

8 Tick **Declaration** checkbox

Declaration

☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan) dibawah mana-mana peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan yang mungkin telah dibuat.

9 Click **Submit** button



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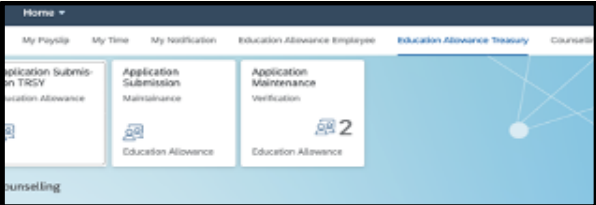
Role: Front End User (Treasury EA Administrator)



Edit Drafted Education Allowance Application

1

In SAP FIORI (front-end system), click on **Education Allowance Treasury** tile



2

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



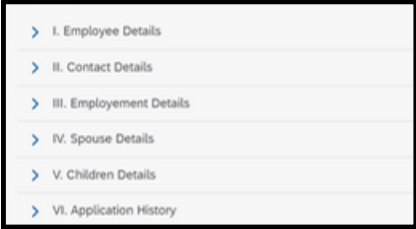
3

Click **Edit** button



4

Edit the **required application details**



5

Click **Submit** button



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Role: Front End User (Treasury EA Administrator)



Delete Drafted Education Allowance Application

1

In SAP FIORI (front-end system), click on **Education Allowance Treasury** tile

2

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

3

Click **Delete** button

4

The **Delete** message will be displayed

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Role: Front End User (Treasury EA Administrator)



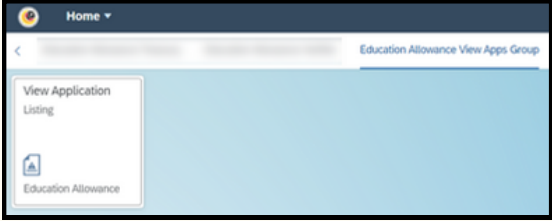
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Below are the quick guide for Treasury EA Administrator to View Education Allowance application:

View Education Allowance Application

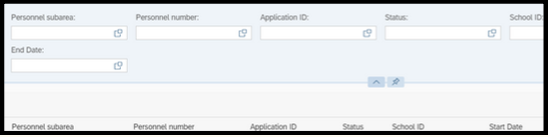
1

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



2

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



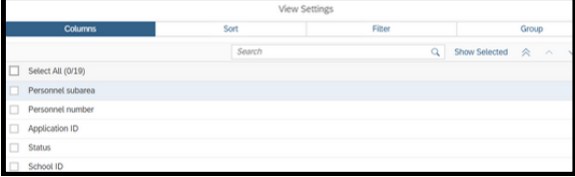
3

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



4

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



Select **category** to filter applications

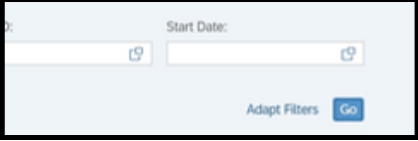
5

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





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 Treasury EA Administrator to generate Reconciliation Report on Education Allowance application:

Reconciliation Report on Education Allowance Application

- 1

In SAP FIORI (front-end system), click on **EA Reconciliation Report** tile
- 2

Click on **Adapt Filters**
- 3

Tick on selected checkbox and click on **More Filters**
- 4

Requestor may tick on the **checkbox** to select **more filters**
- 5

Click on **Settings** icon
- 6

Tick the checkbox to **select / deselect** details
- 7

Click on **OK** button
- 8

To **download**, click **Export**

To **download and rename**, click **Export As**

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

EDUCATION ALLOWANCE

Role: Front End User (Treasury EA Administrator: Maintenance)



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 Treasury EA Administrator to Maintain Education Allowance (Maintenance):

Maintain Education Allowance Application Details

- 1

In SAP FIORI (front-end system), click on **Application Submission** tile.
- 2

Select the **Application ID** that needs to be maintained.
- 3

Fill in the information required.
- 4

Tick **Acknowledgement** checkbox.
- 5

Click **Display** to view attachments.
- 6

Click **Add** button if required.
- 7

Click on any **Notes** entered.
- 8

Tick **Declaration** checkbox.
- 9

Click **Submit** button to submit the application.
- 10

Enter **note** in space provided.

Click **Approve** button.

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