

EDUCATION ALLOWANCE

Role: Front End User (Treasury EA Verifier)

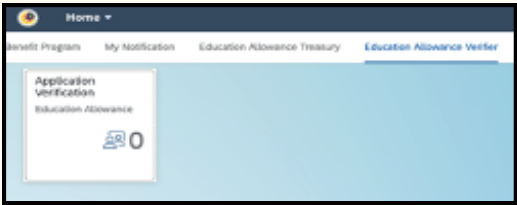


This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

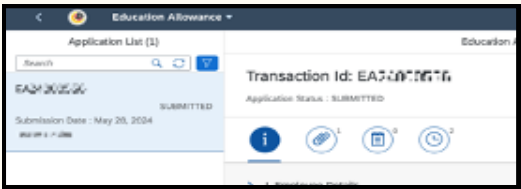
Below are the quick guide for EA Treasury Verifier to Verify / Rework / Reject Education Allowance application:

Verify Education Allowance Application

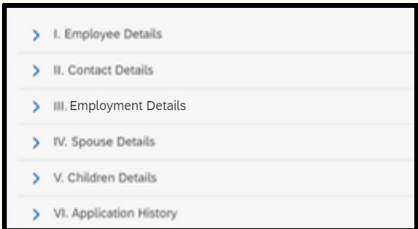
1 In SAP FIORI (front-end system), click on **Education Allowance Verifier** tile



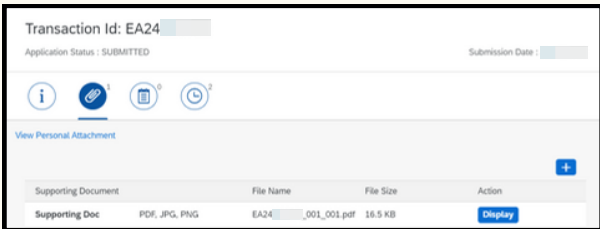
2 In **Education Allowance Application Page**, select application with **Submitted** status



3 Review the **Application Details**



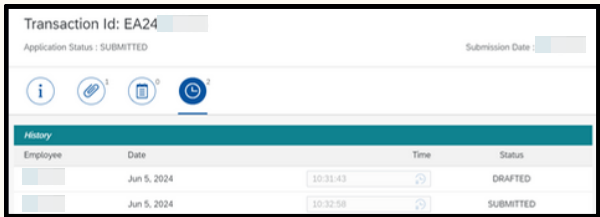
4 Review the **Supporting Documents**



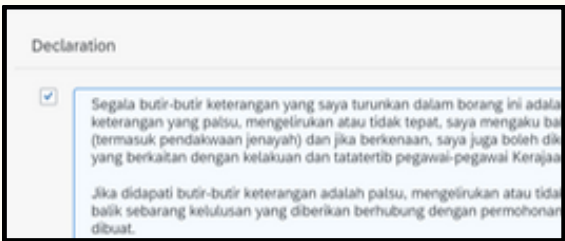
5 Review the **Application Notes**



6 Review the **Application Historical Data**



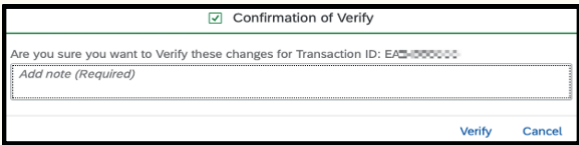
7 Tick **Declaration** checkbox



8 Click **Verify** button



9 Fill in the **note**



Click **Verify** button to verify application

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Rework Education Allowance Application

1

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

2

In **Education Allowance Application Page**, select application with **Submitted** status

3

Review the **Application Details**

4

Review the **Supporting Documents**

5

Review the **Application Notes**

6

Review the **Application Historical Data**

7

Tick **Declaration** checkbox

8

Click **Rework** button

9

Fill in the **note**

Click **Rework** button to rework application

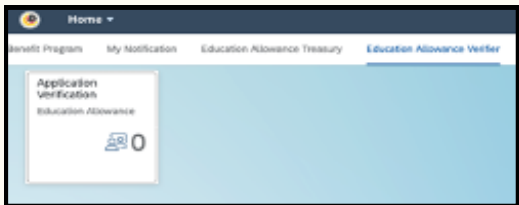
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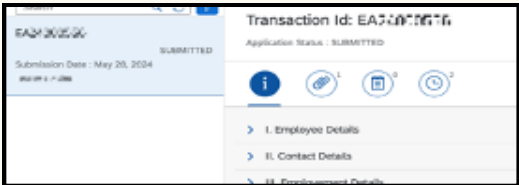


Reject Education Allowance Application

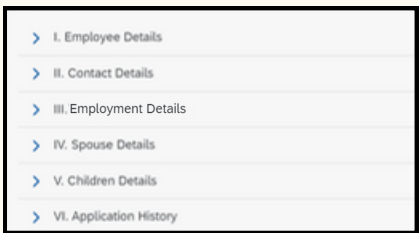
1 In SAP FIORI (front-end system), click on **Education Allowance Verifier** tile



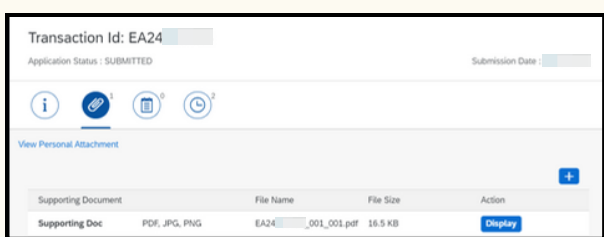
2 In **Education Allowance Application Page**, select application with **Submitted** status



3 Review the **Application Details**



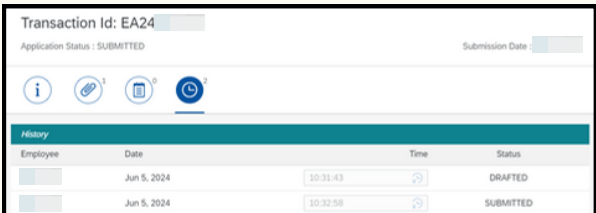
4 Review the **Supporting Documents**



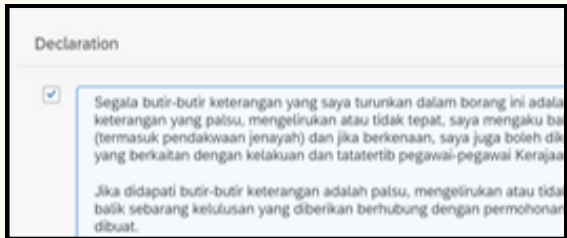
5 Review the **Application Notes**



6 Review the **Application Historical Data**



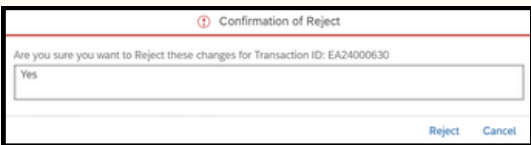
7 Tick **Declaration** checkbox



8 Click **Reject** button



9 Fill in the **note**



Click **Reject** button to reject application

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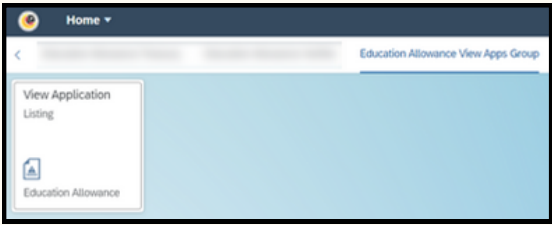


This module is an online application process of managing Education Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

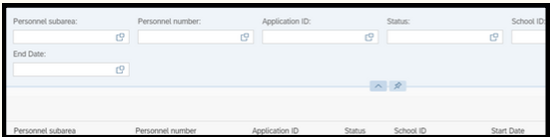
Below are the quick guide for Treasury EA Verifier to View Education Allowance application:

View Education Allowance Application

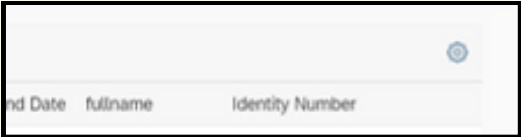
1 In SAP FIORI (front-end system), click on **Education Allowance View Apps Group** tile



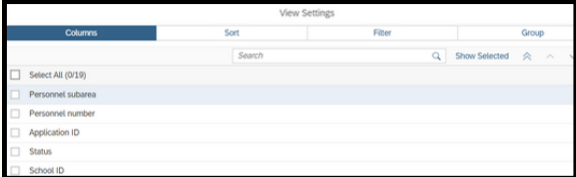
2 Click on **Lookup** icon to fill in the required information



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



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

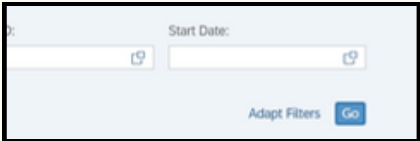


Select **category** to filter applications

5 Click on **Ok** button



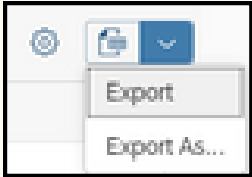
6 Click on **Go** button



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



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



EDUCATION ALLOWANCE

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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 Treasury EA Verifier 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 Verifier: 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 Verifier to Verify / Rework Education Allowance (Maintenance):

Verify Education Allowance (Maintenance)

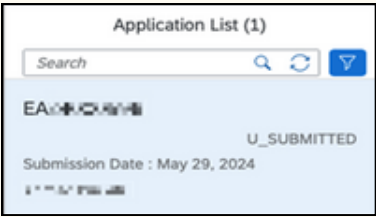
1

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



2

Select the **Application ID** with ‘**U_Submitted**’ status.



3

Verify **application details**.



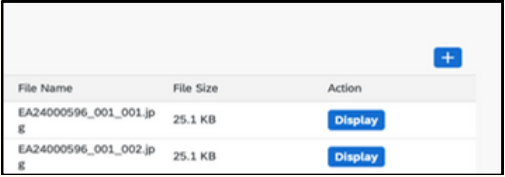
4

Click **Display** to view attachments.

Supporting Document	File Name	File Size	Action
Supporting Doc	PDF, JPG, PNG EA24000596_001_001.jpE	25.1 KB	Display
Supporting Doc	PDF, JPG, PNG EA24000596_001_002.jpE	25.1 KB	Display
Supporting Doc	PDF, JPG, PNG EA24000596_001_003.jpE	25.1 KB	Display
Supporting Doc	PDF, JPG, PNG EA24000596_001_004.jpE	25.1 KB	Display

5

Click **Add** button if required.



6

Click on any **Notes** entered.



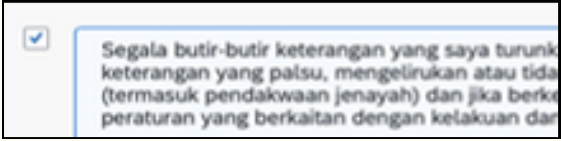
7

Click on any **Application History** to view any history details.

Employee	Date	Time	Status
Employee	Jun 3, 2024	08:46:20	U_SUBMITTED
Employee	Jun 3, 2024	08:46:20	U_SUBMITTED
Employee	Jun 3, 2024	08:46:20	U_SUBMITTED
Employee	May 29, 2024	14:08:05	DRAFTED
Employee	May 29, 2024	14:12:07	SUBMITTED
Employee	May 29, 2024	14:19:57	ENDORSED

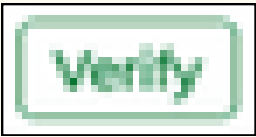
8

Tick **Declaration** checkbox.



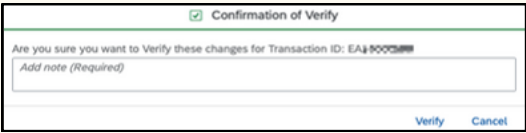
9

Click **Verify** button to verify the application.



10

Enter **note** in space provided.



Click **Verify** button.

EDUCATION ALLOWANCE

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

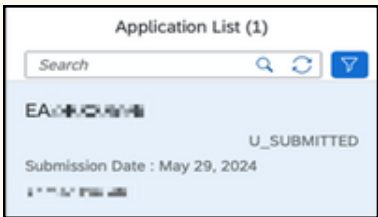


Rework Education Allowance (Maintenance)

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



2 Select the **Application ID** with ‘**U_Submitted**’ status.



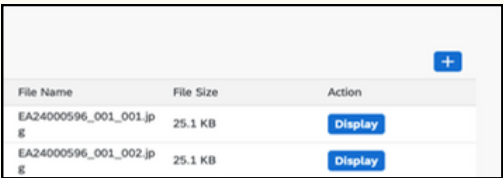
3 Review and verify **application details**.



4 Click **Display** to view attachments.

Supporting Document	File Name	File Size	Action
Supporting Doc	PDF, JPG, PNG	EA24000596_001_001.jpE	25.1 KB Display
Supporting Doc	PDF, JPG, PNG	EA24000596_001_002.jpE	25.1 KB Display
Supporting Doc	PDF, JPG, PNG	EA24000596_001_003.jpE	25.1 KB Display
Supporting Doc	PDF, JPG, PNG	EA24000596_001_004.jpE	25.1 KB Display

5 Click on **Add** button if required.



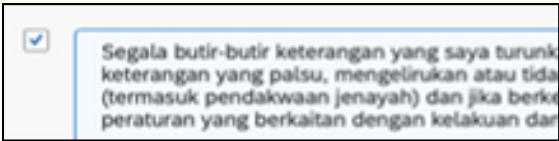
6 Click on any **Notes** entered.



7 Click on any **Application History** to view any history details.

Employee	Date	Time	Status
EA24000596	Jun 3, 2024	08:46:20	U_SUBMITTED
EA24000596	Jun 3, 2024	08:46:20	U_SUBMITTED
EA24000596	Jun 3, 2024	08:46:20	U_SUBMITTED
EA24000596	May 29, 2024	14:08:05	DRAFTED
EA24000596	May 29, 2024	14:12:07	SUBMITTED
EA24000596	May 29, 2024	14:13:17	ENDORSED

8 Tick **Declaration** checkbox.



9 Click **Rework** button to rework the application.



10 Enter **note** in space provided.



Click **Rework** 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