

PASSAGE ALLOWANCE :
1ST/2ND/3RD YEAR ALLOWANCE (TEMD)
Role: Front End User (Employee)

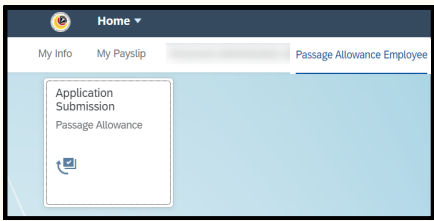


This module is an online application process of managing Passage Allowance: 1ST/2ND/3RD Year Allowance in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

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

Submit Passage Allowance Application

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



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



3 Select **Passage Type** and **Reimbursement**

Select Passage Type

Please Select PassageType:

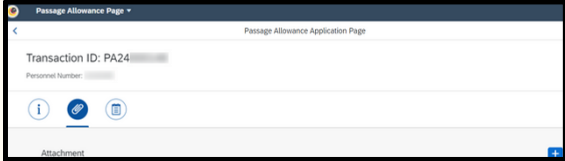
Reimbursement: ☒ Yes ☐ No

Create Cancel

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

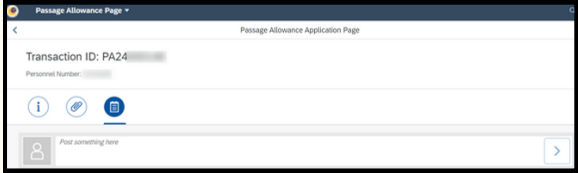
> I. Employee Details
> II. Contact Details
> III. Employment Details
> IV. Contract Details
> V. Leave Details
> VI. Application Details
> VII. Application History

5 Select **Attach** icon



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

6 Select **Notes** icon



Fill in the notes field provided

7 Tick **Declaration** checkbox

Declaration

☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati member tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dibawah mana-mana peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan akan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

8 Click **Submit** button



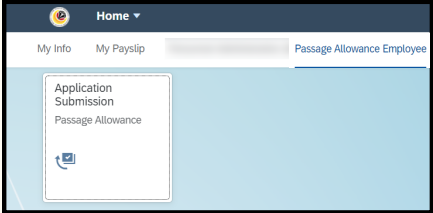
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Edit Drafted Passage Allowance Application

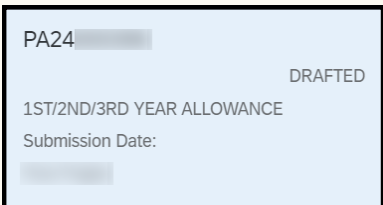
1

In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



2

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



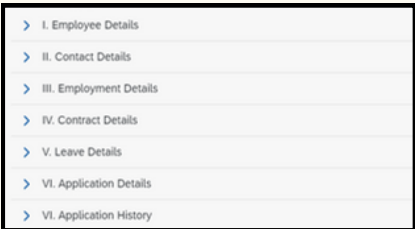
3

Click **Edit** button



4

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



5

Click **Submit** button



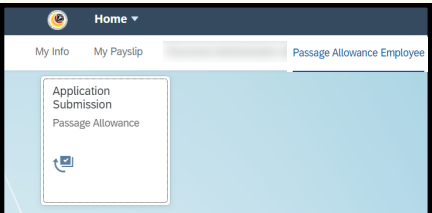
PASSAGE ALLOWANCE :
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Delete Drafted Passage Allowance Application

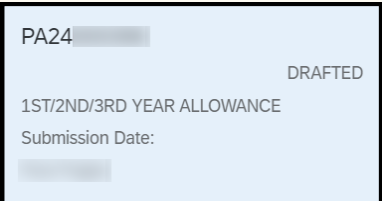
1

In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



2

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



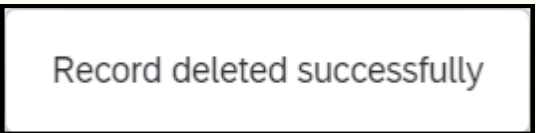
3

Click **Delete** button



4

The **Delete** message will be displayed



Please refer to the **User Guide** for a step-by-step guide. **Passage Allowance User Guide** is available on **SSM Info Website**:
www.jpa.gov.bn/SSM