



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration**

### **Employee Self Service (ESS)**

VERSION: 1.0

## PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Front-End User** to manage **Personnel Administration**. All Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

## GLOSSARY

The following acronyms are used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.








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## Request Status

The table below shows the **Request Status** used in the SAP FIORI (front-end) system:

Icon	Name	Purpose
	Posted	The approved information is updated into the system overnight.
	Sent	The request is sent to HR Administrator for Approval.
	Withdrawn	The request is withdrawn (cancelled) by employee.
	Approved	The request is approved (accepted) by HR Administrator.
	Rejected	The request is rejected (declined) by HR Administrator.

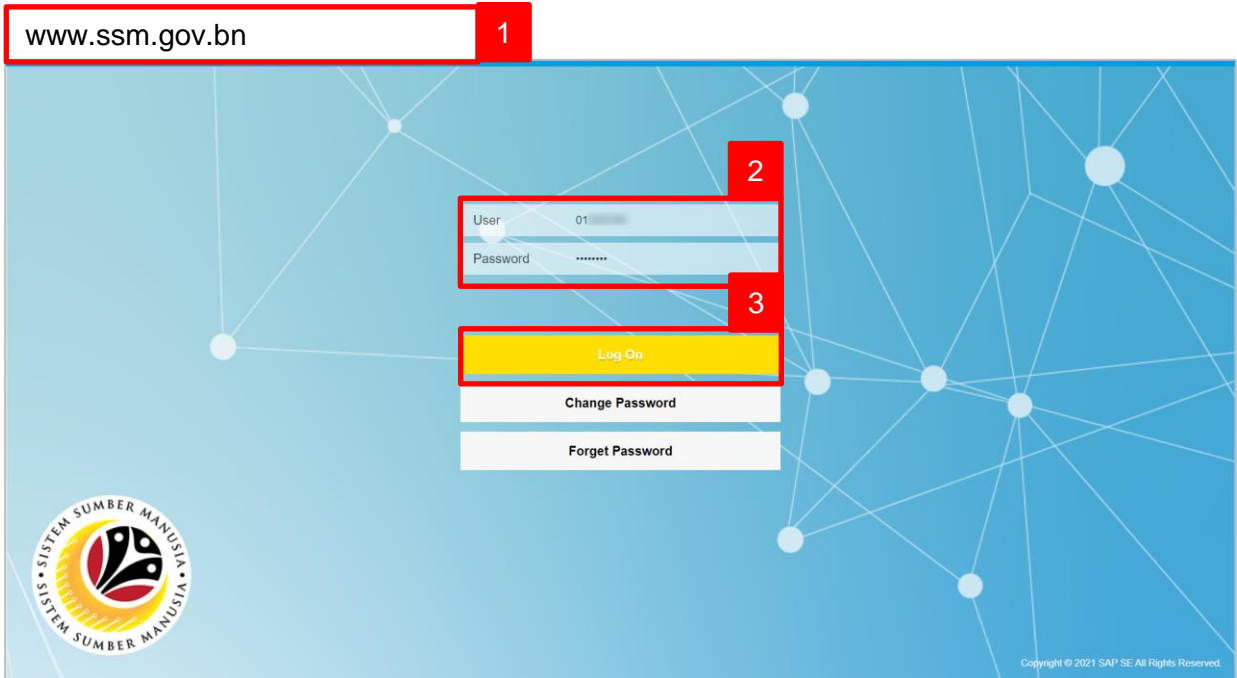
- All employee have access to the Self-Service system. The access for employee is the Employee Self Service (ESS). The HR Admin have the Manager Self Service (MSS) access. MSS have the authorization to approve or reject request from the employee.
- Certain request for any changes or addition in the employee profile or 'My Profile' will require approval from the HR Administrator. (Please refer to [page 5](#))
- Submitted request can be approved or rejected by HR Administrator with MSS access and withdrawn by the Employee themselves.
- Approved request information will only be updated into the system overnight.




**Note:** Once the Request has been submitted, information status will change overnight, and some information requires HR approval as stated below:

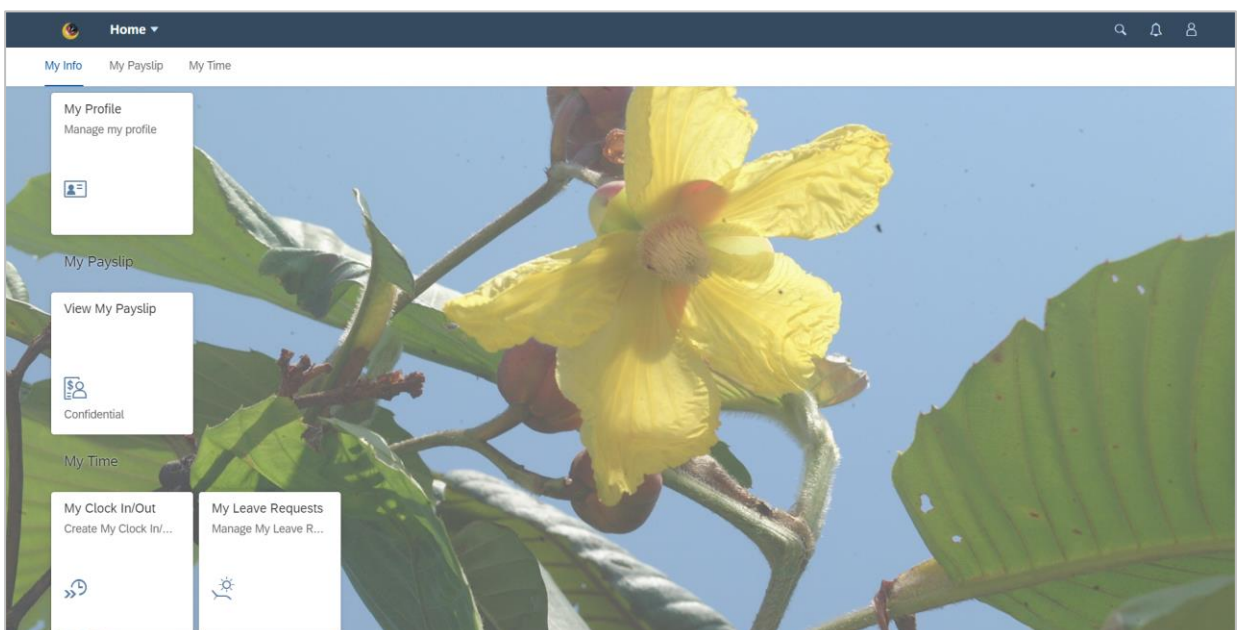
No	Employee Data	Require Approval by HR Administrator	Require Approval by Department Payroll Administrator	Require Supporting Documents
1	Personal Data	✓		✓
2	IC Number	✓		✓
3	Bank Details	x	✓	✓
4	Dependent Information	✓		✓
5	Education	✓		✓
6	Home Address	✓		x
7	Email	x		x
8	Phone Number	x		x

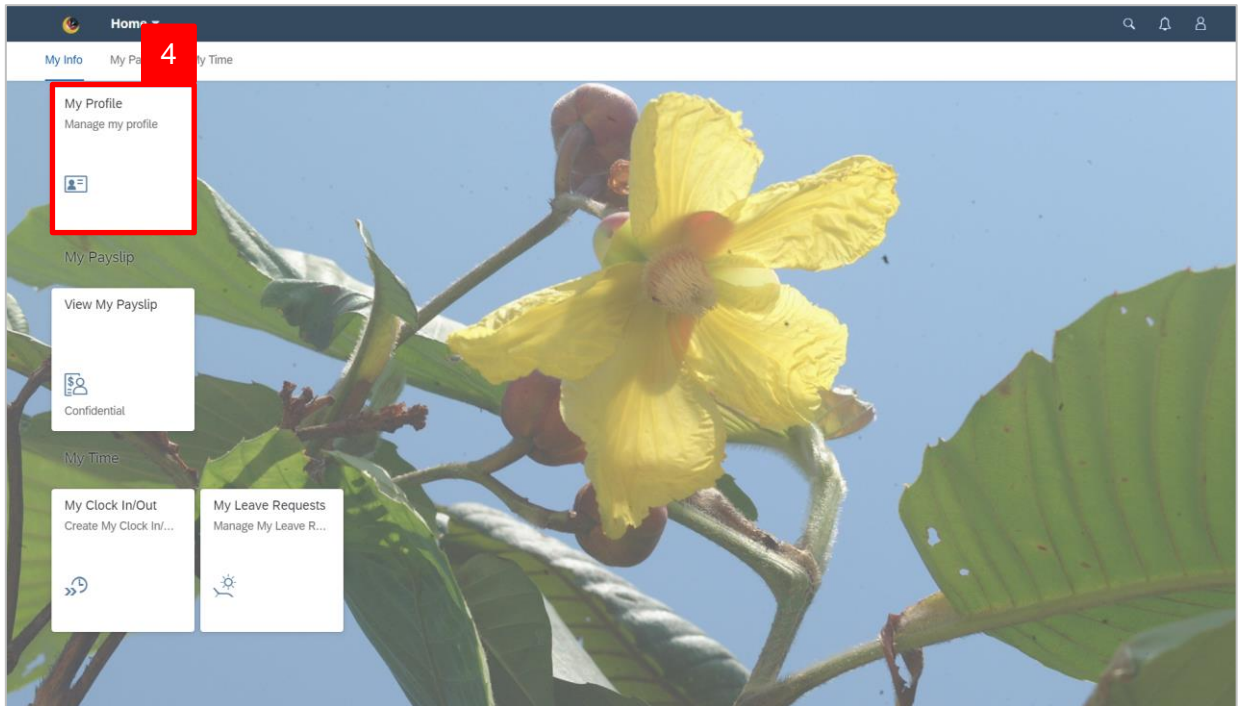
<b>CHANGE REQUEST</b>	<b>Front-end User</b>
	Employee



1. Navigate to SSM at [www.ssm.gov.bn](http://www.ssm.gov.bn)
2. Enter the User ID (Personnel IC Number) and Password.
3. Click on the  button to navigate to SSM.

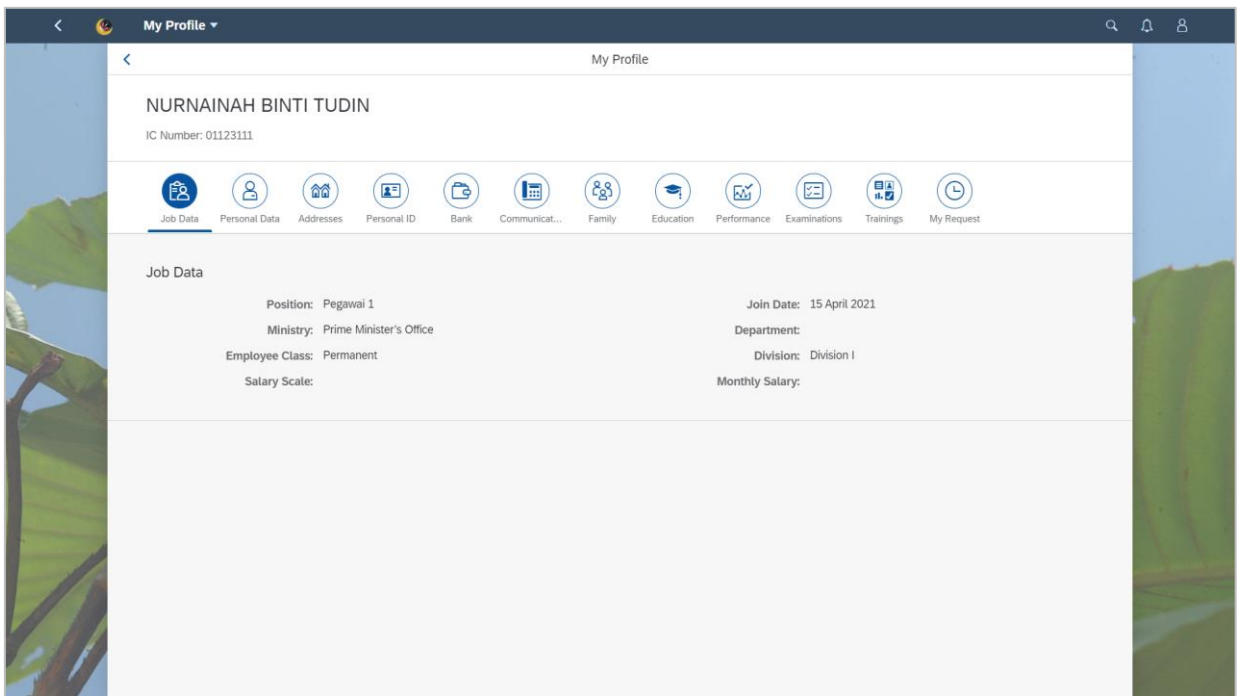
The **Dashboard** page will be displayed.





4. Click on **My Profile** tile.

The **My Profile** page will be displayed.



NOTE

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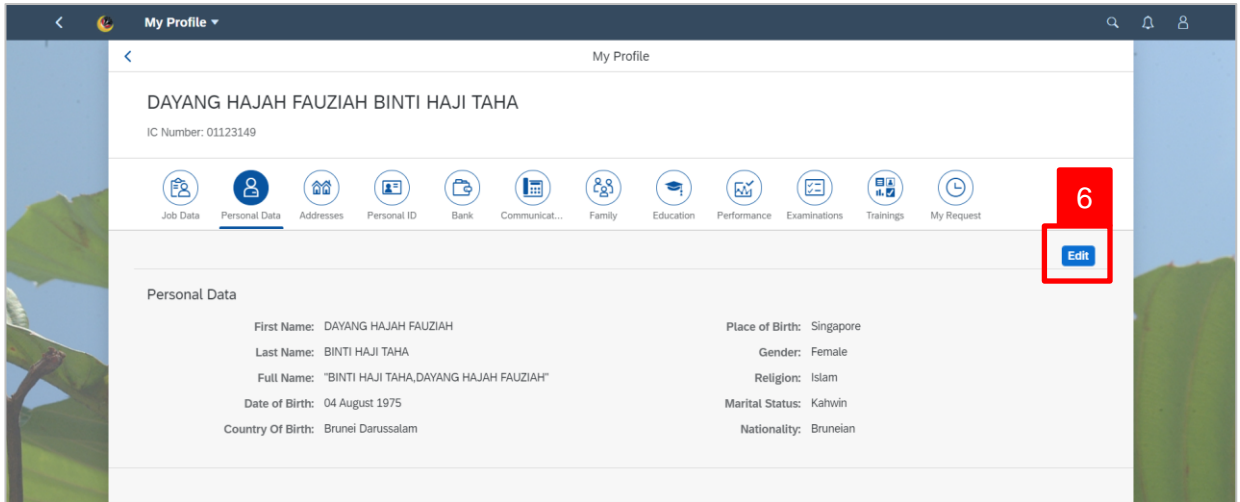
NOTE



**Note:** Job Data, Performance, Examinations and Trainings can only be viewed, the information in these info-type cannot be add or edit by the employee.

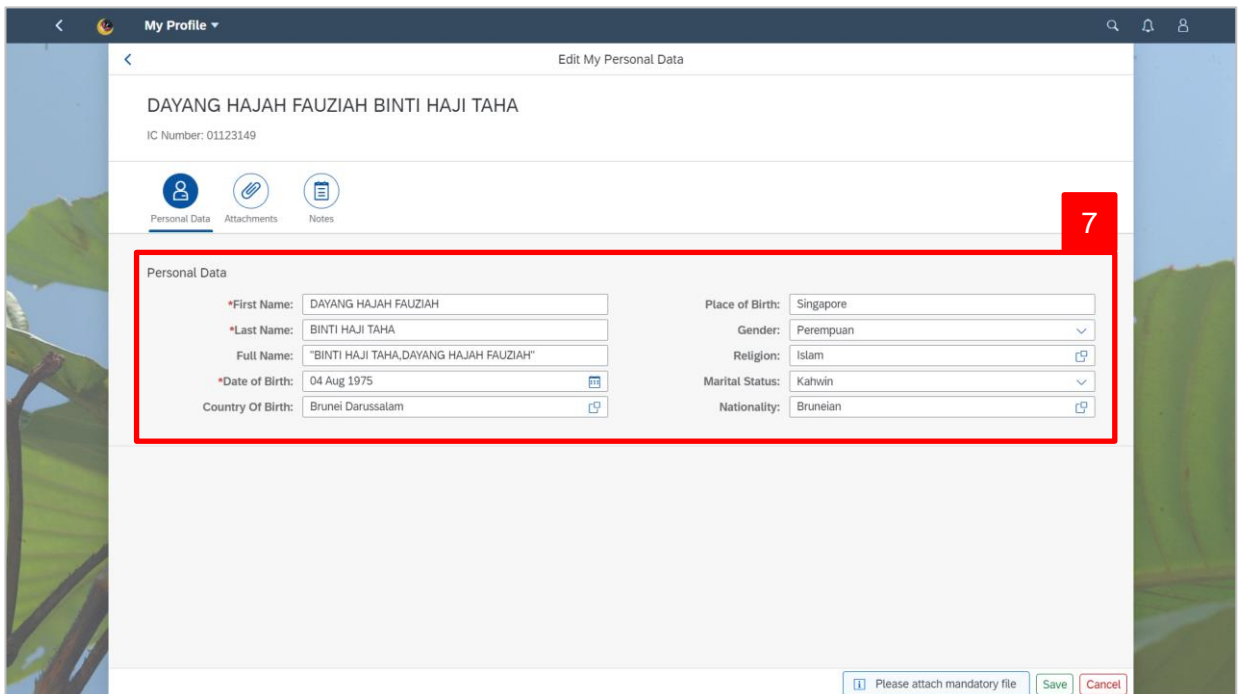
5. Click on **Personal Data** tab.

The **Personal Data** will be displayed.



6. Click on **Edit** button.

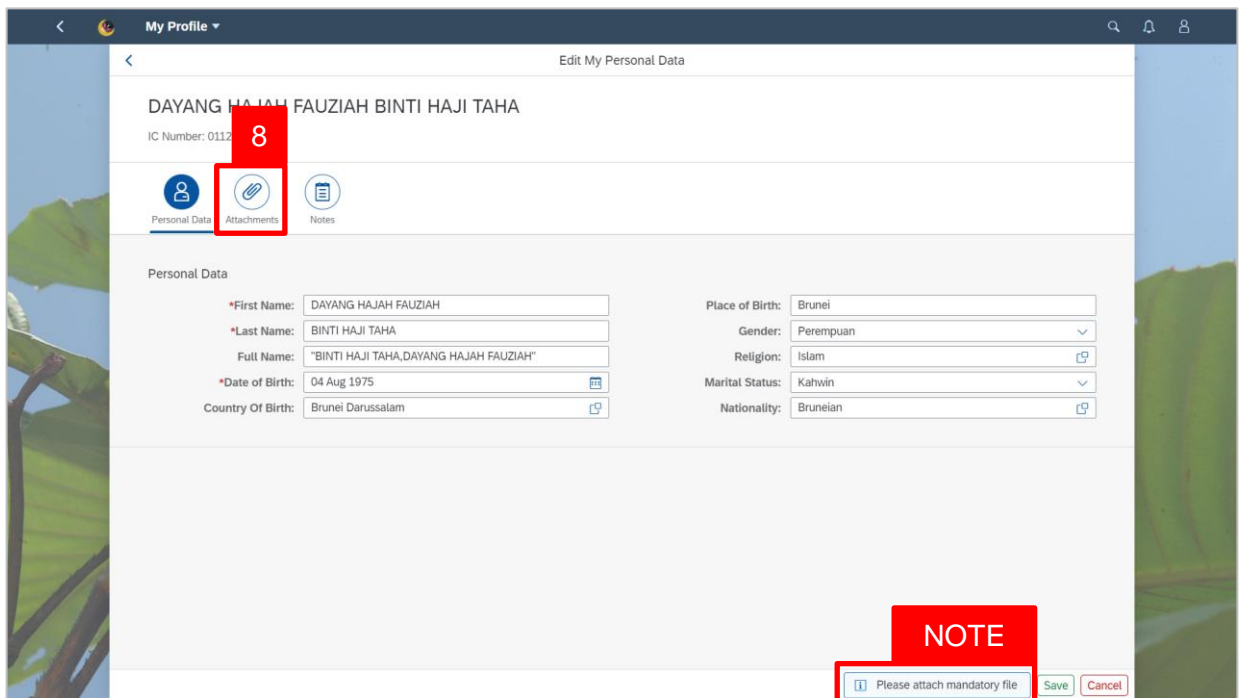
The **Edit Personal Data** page will be displayed.





7. Under **Personal Data**, fill in the required fields such as the table below:

Field	Example
First Name	DAYANG HAJAH FAUZIAH
Last Name	BINTI HAJI TAHA
Full Name (“First Name, Last Name”)	“DAYANG HAJAH FAUZIAH BINTI HAJI TAHA”
Date of Birth	04 Aug 1975
Country of Birth	Brunei Darussalam
Place of Birth	Brunei
Gender	Perempuan
Religion	Islam
Marital Status	Kahwin
Nationality	Bruneian



DAYANG HAJAH FAUZIAH BINTI HAJI TAHA  
IC Number: 0112

Personal Data Attachments Notes

Personal Data

\*First Name: DAYANG HAJAH FAUZIAH  
\*Last Name: BINTI HAJI TAHA  
Full Name: "BINTI HAJI TAHA, DAYANG HAJAH FAUZIAH"  
\*Date of Birth: 04 Aug 1975  
Country Of Birth: Brunei Darussalam

Place of Birth: Brunei  
Gender: Perempuan  
Religion: Islam  
Marital Status: Kahwin  
Nationality: Bruneian

**NOTE**  
Please attach mandatory file Save Cancel

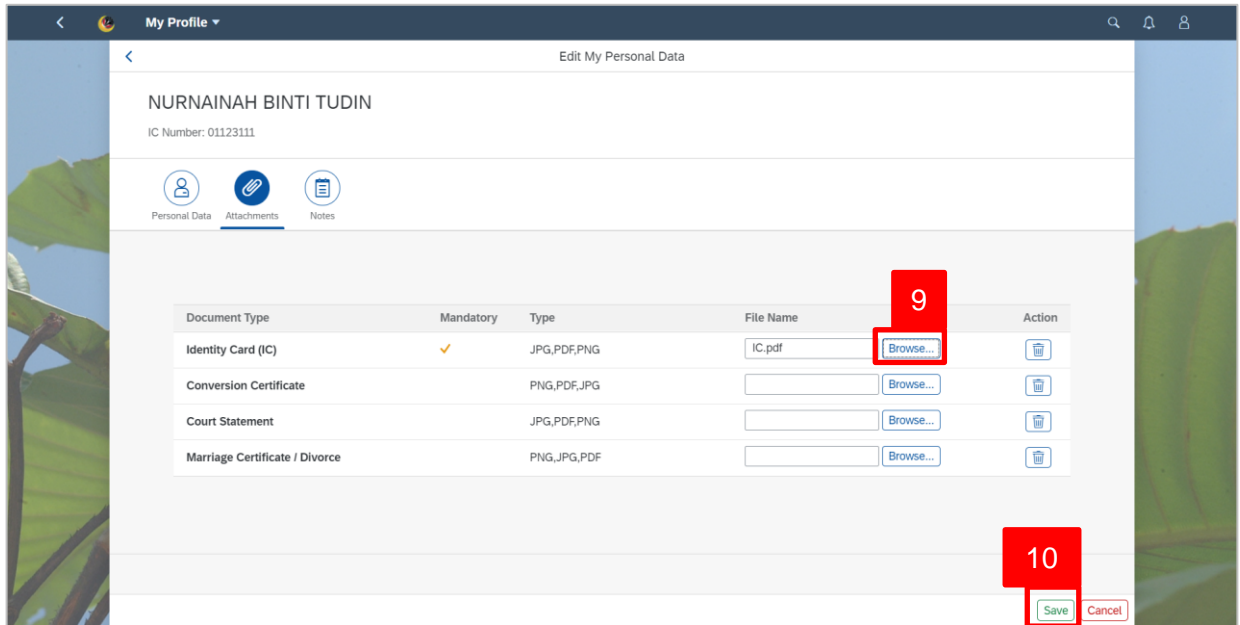
**Note:** The information cannot be saved if is still displayed.

Please attach mandatory file

message

8. Click on **Attachments** tab.

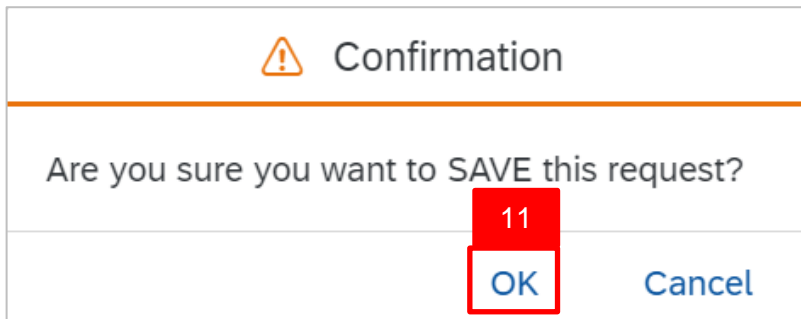
The **Attachment** page will be displayed.



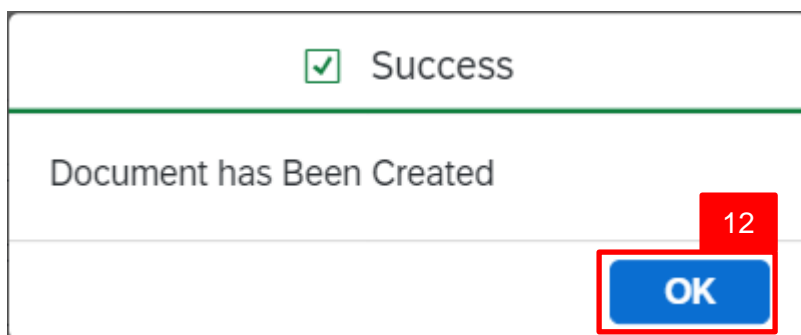
9. Click  button and select the relevant document file.

**Note:** Ensure that the document is in **JPG, PDF and PNG** format not more than **3.5MB** for each file.

10. Click  button.

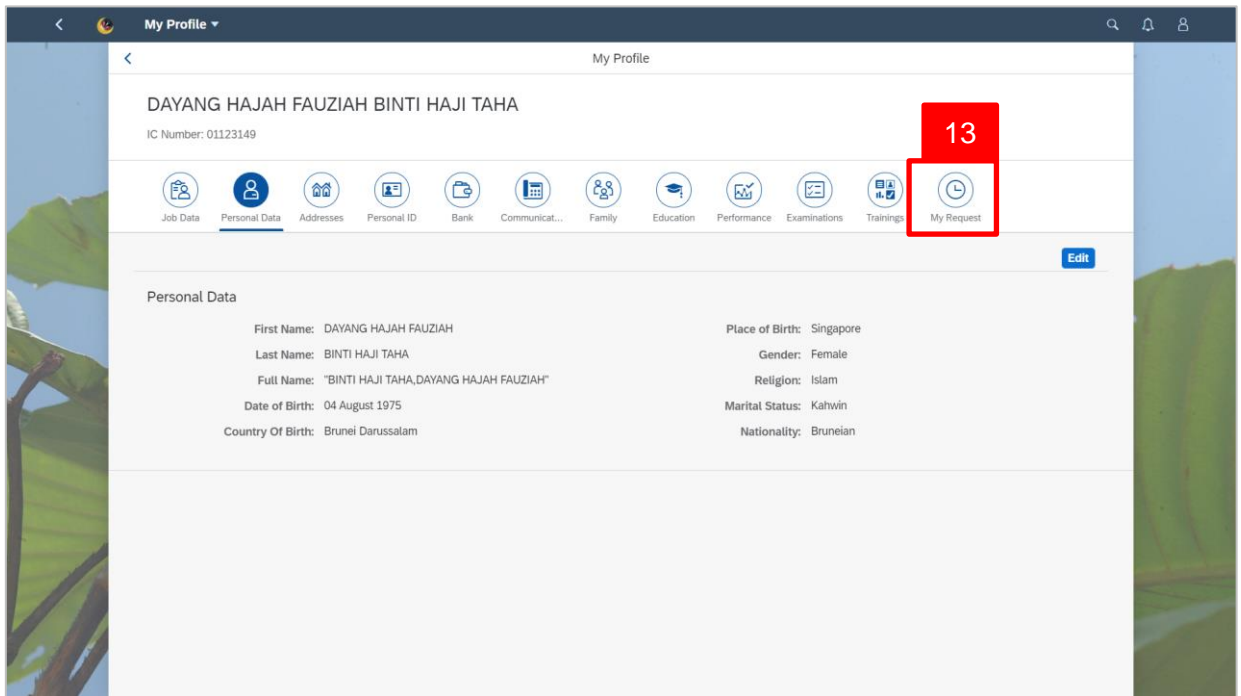


11. Click **OK** button.



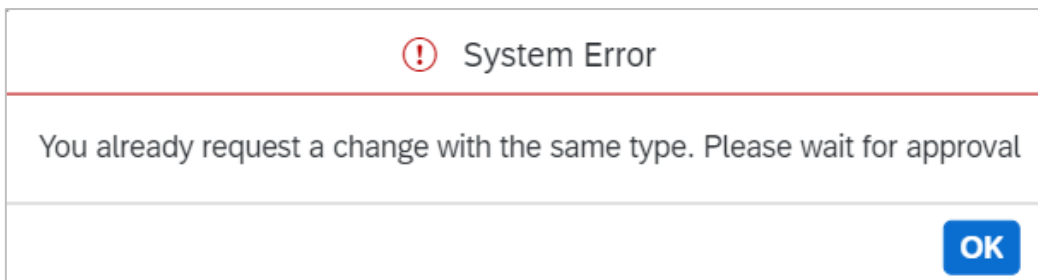
12. Click **OK** button.

The **My Profile** page will be displayed.



**Note:**

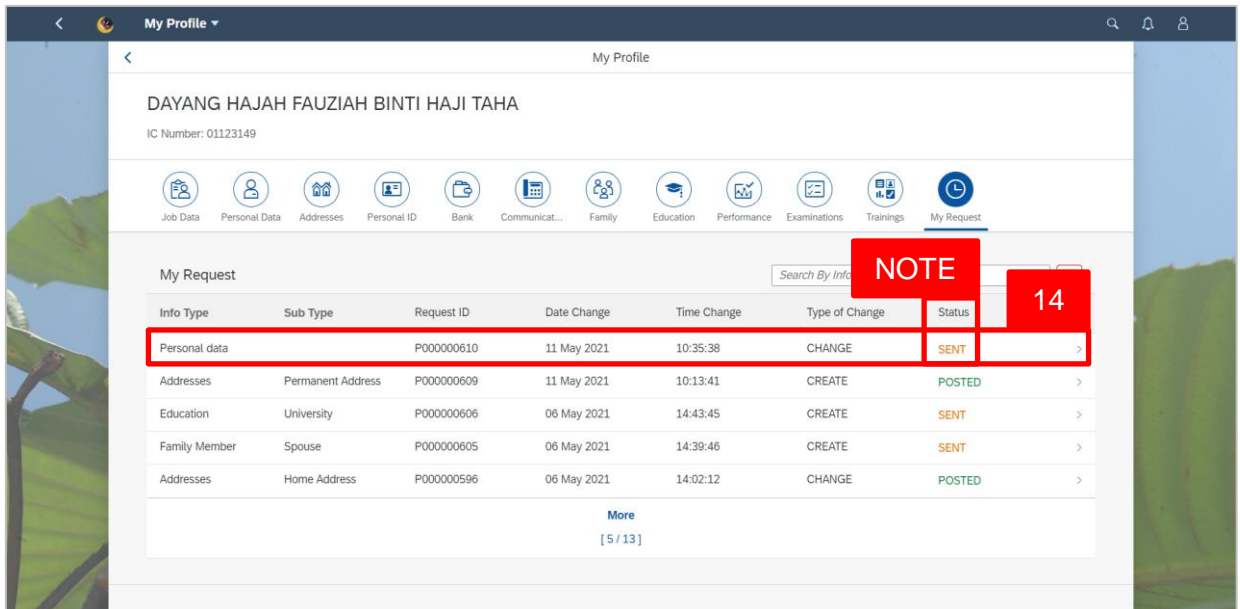
- Any change of information will not be updated immediately as certain info-type required HR Admin approval (refer to [page 4](#)).
- **Second attempt** to change the same type of information when it is **not yet approved** or **rejected** will prompt the following message will be displayed:



**Note:** New request can only be made once the status has changed to **Approved** or **Rejected** or the submitted request is **Withdrawn**.

13. Click on **My Request** tab to view request status.

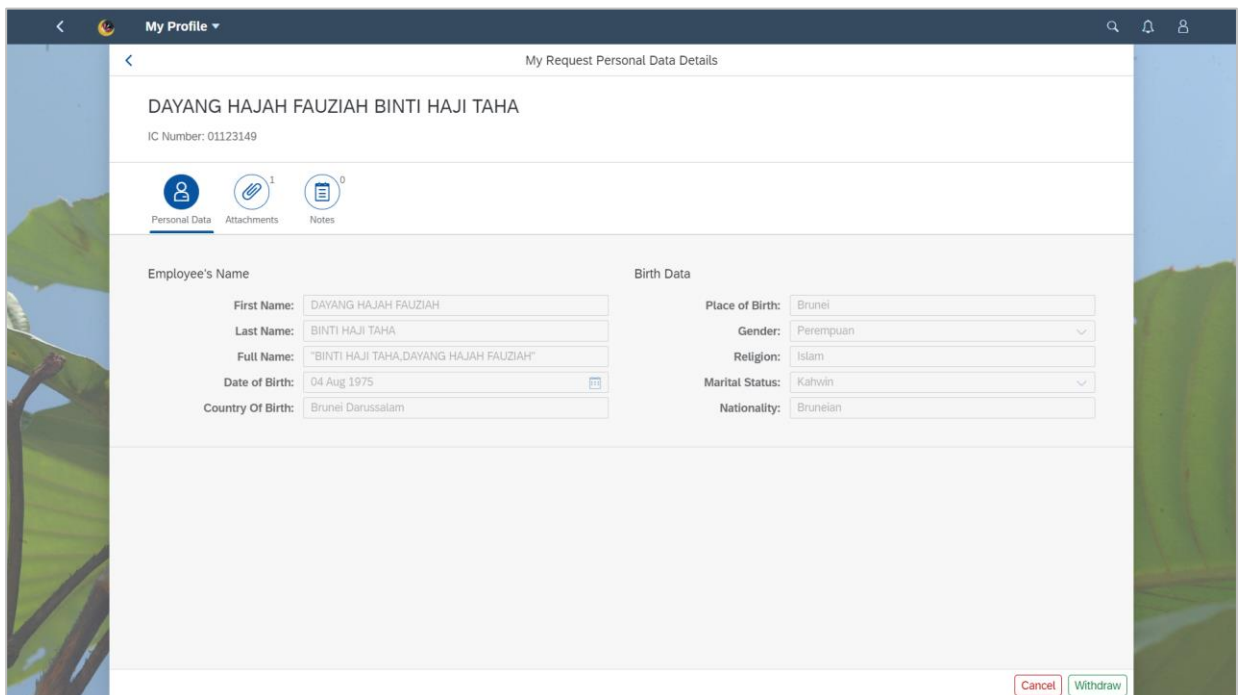
The **My Request** will be displayed.



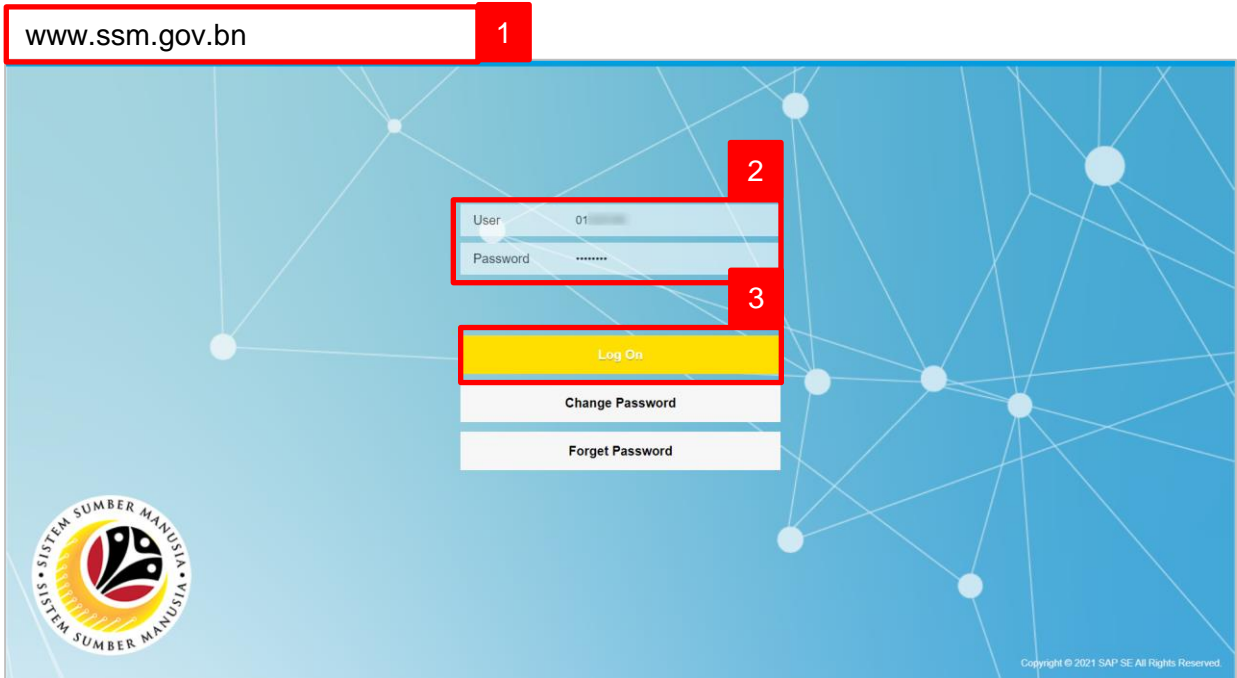
**Note:** SENT request status is waiting for manager approval or rejection.


14. Click on the Personal Data info-type to view the request.

The **My Request Personal Data Details** will be displayed.

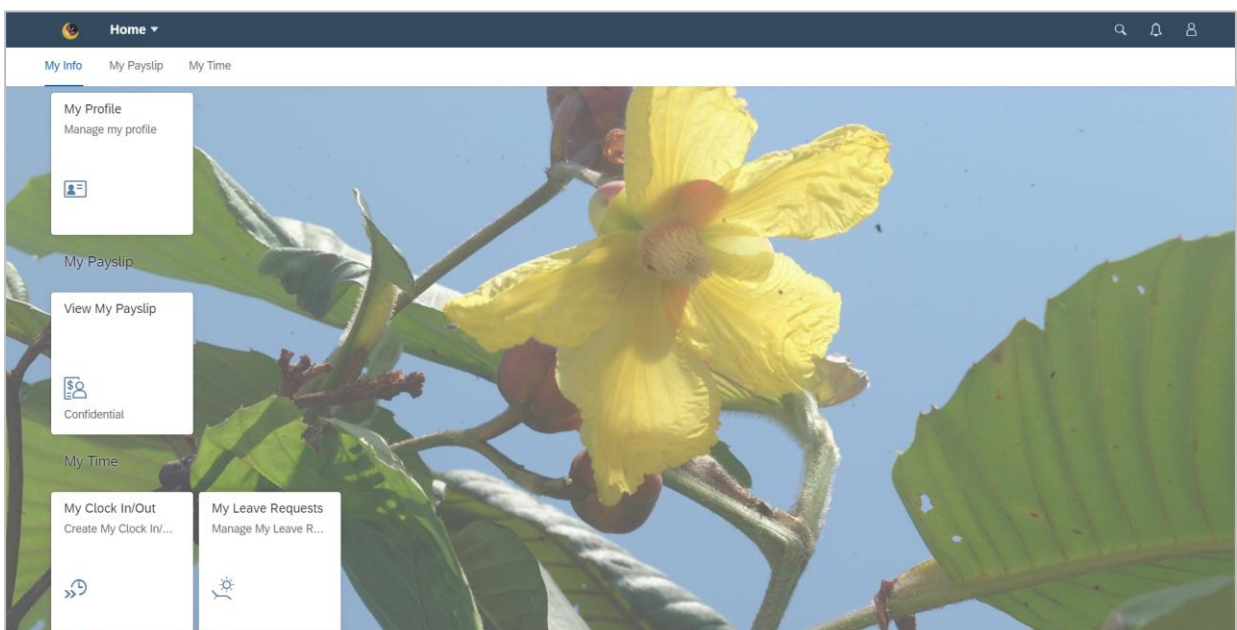


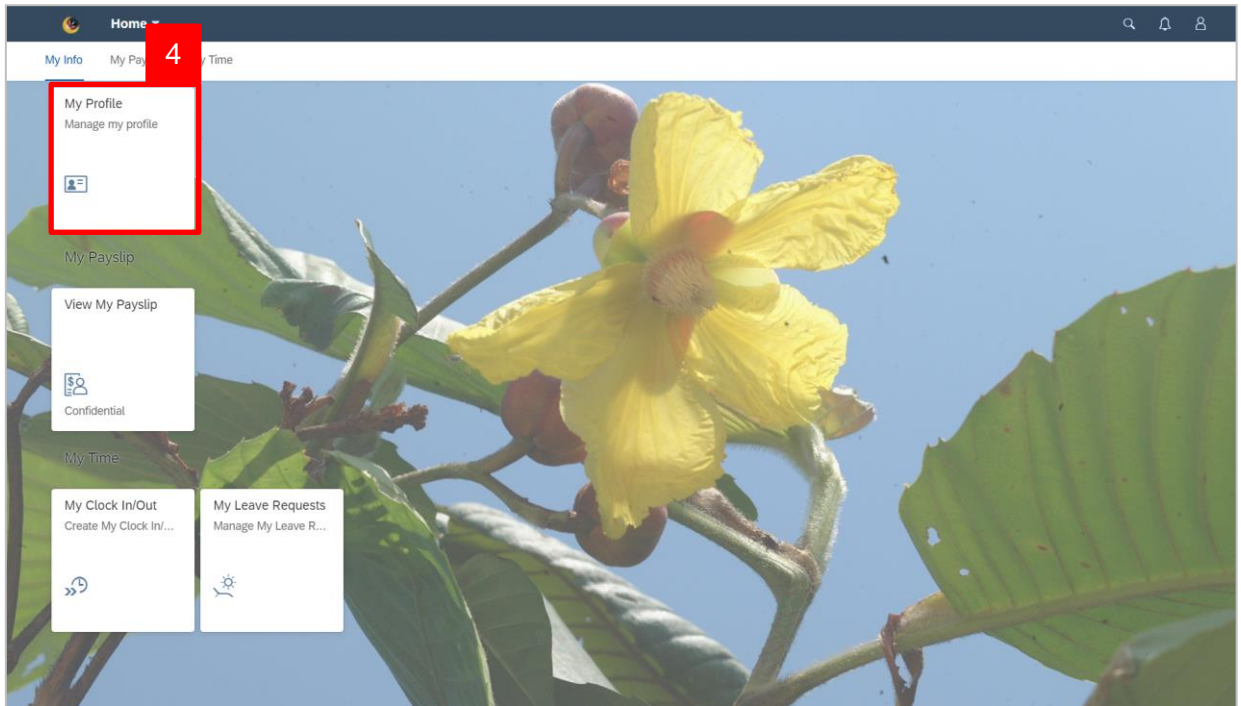
<b>CREATE REQUEST</b>	<b>Front-end User</b>
	Employee



1. Navigate to SSM at [www.ssm.gov.bn](http://www.ssm.gov.bn)
2. Enter the User ID (Personnel IC Number) and Password.
3. Click on the  button to navigate to SSM.

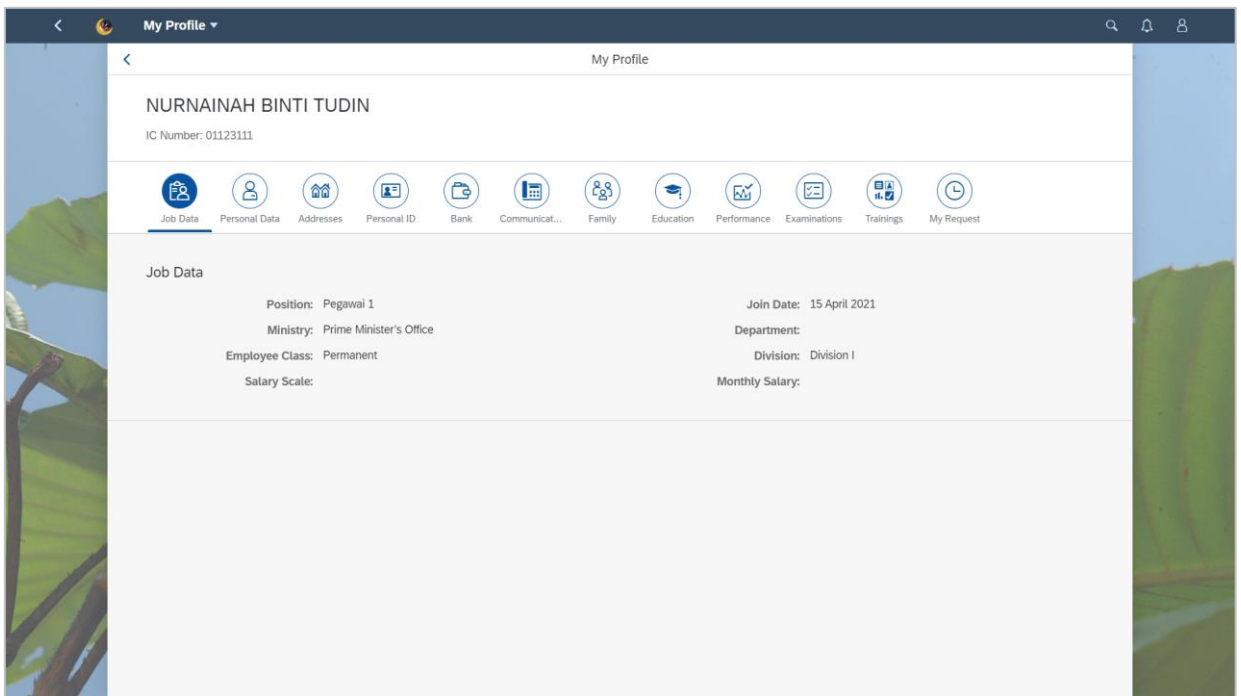
The **Dashboard** page will be displayed.





4. Click on **My Profile** tile.

The **My Profile** page will be displayed.

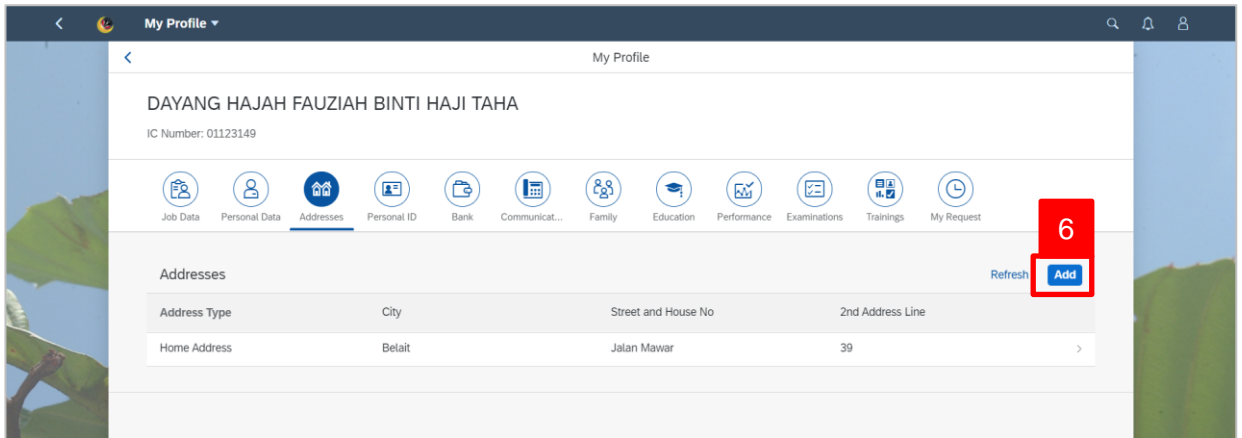




**Note:** Job Data, Performance, Examinations and Trainings can only be viewed, the information in these info-type cannot be add or edit by the employee.

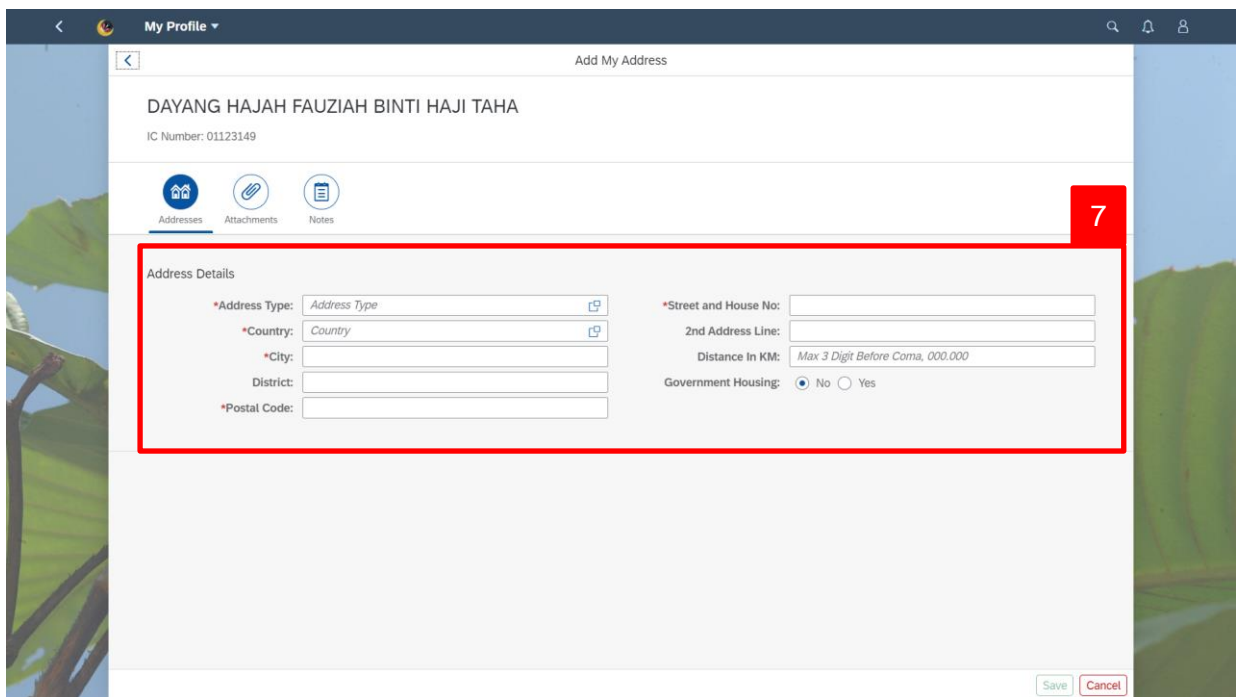
5. Click on **Addresses** tab.

The **Addresses** will be displayed.



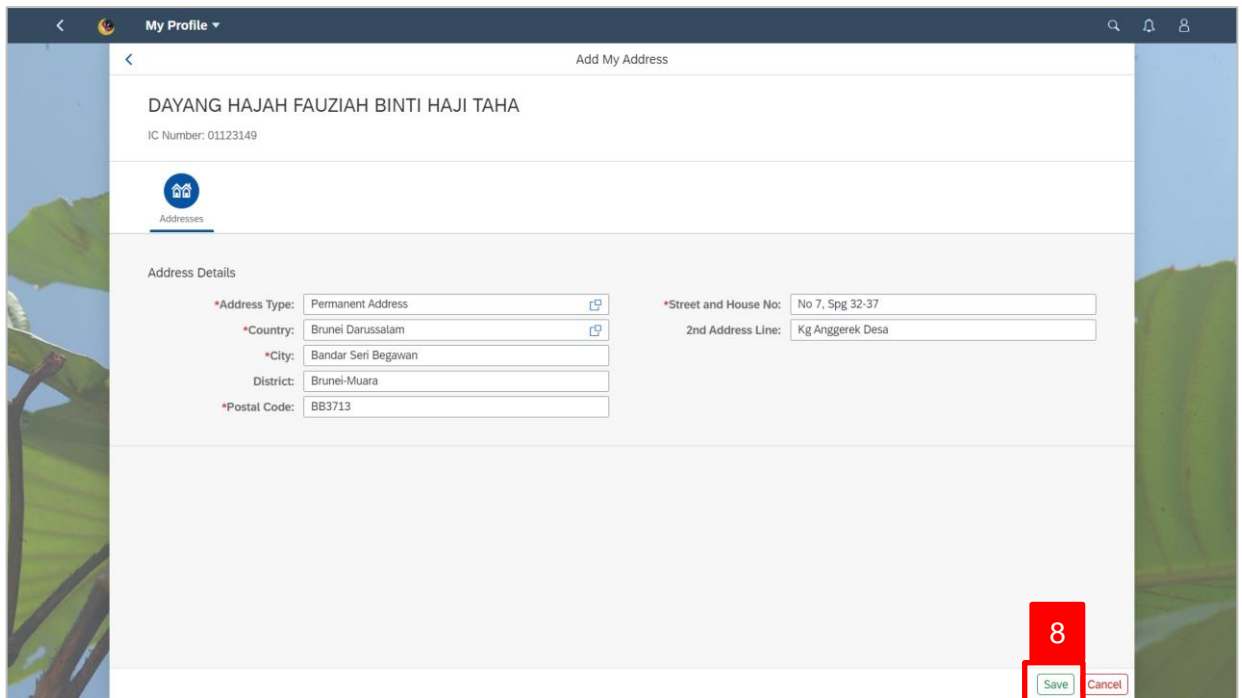
6. Click on **Add** button.

The **Add My Address** page will be displayed.

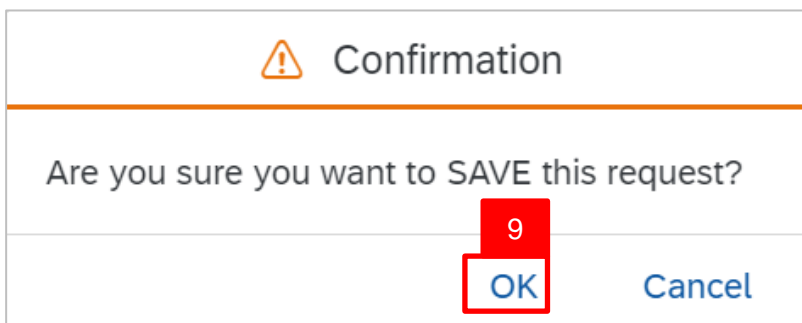


7. Under **Address Details**, fill in the required fields such as the table below:

Field	Example
Address Type	Permanent Address
Country	Brunei Darussalam
City	Bandar Seri Begawan
District	Brunei-Muara
Postal Code	BB3713
Street and House No	No 7, Spg 32-37
2 <sup>nd</sup> Address Line	Kg Anggerek Desa

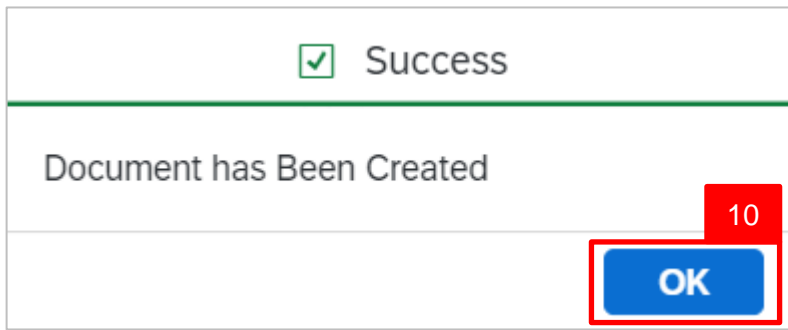


8. Click **Save** button.



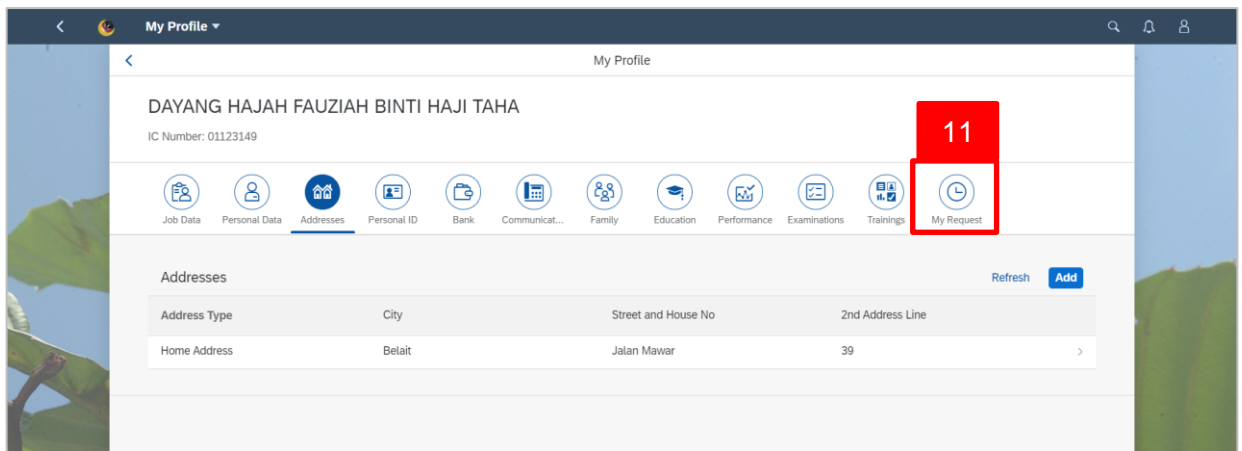
9. Click **OK** button.





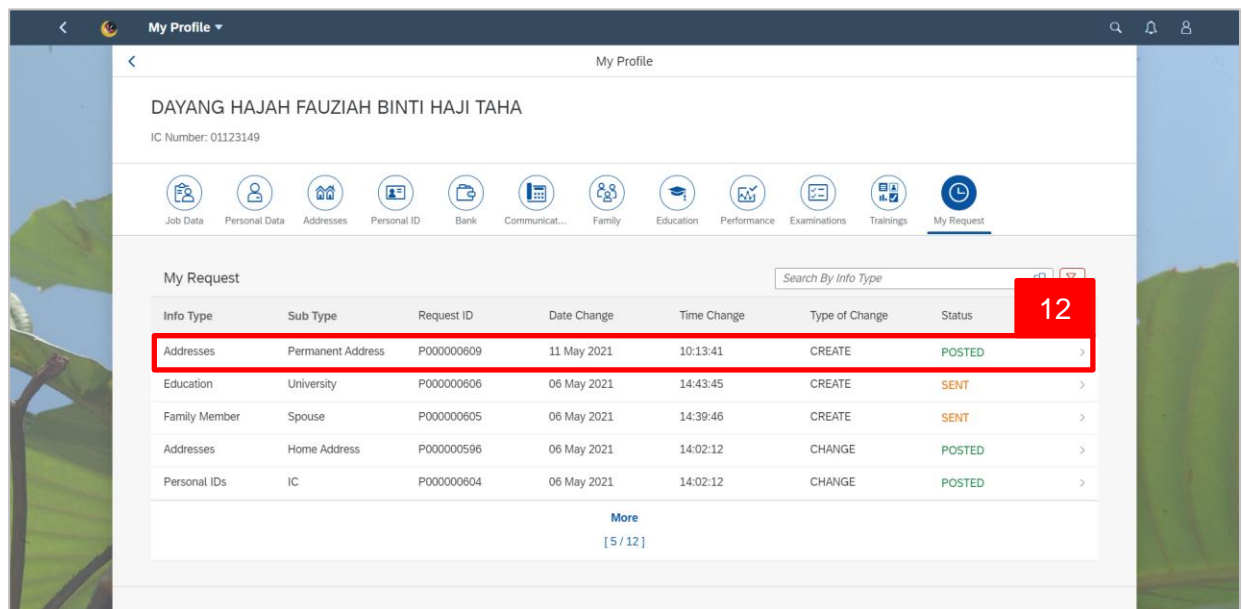
10. Click **OK** button.

The **My Profile - Address** page will be displayed.



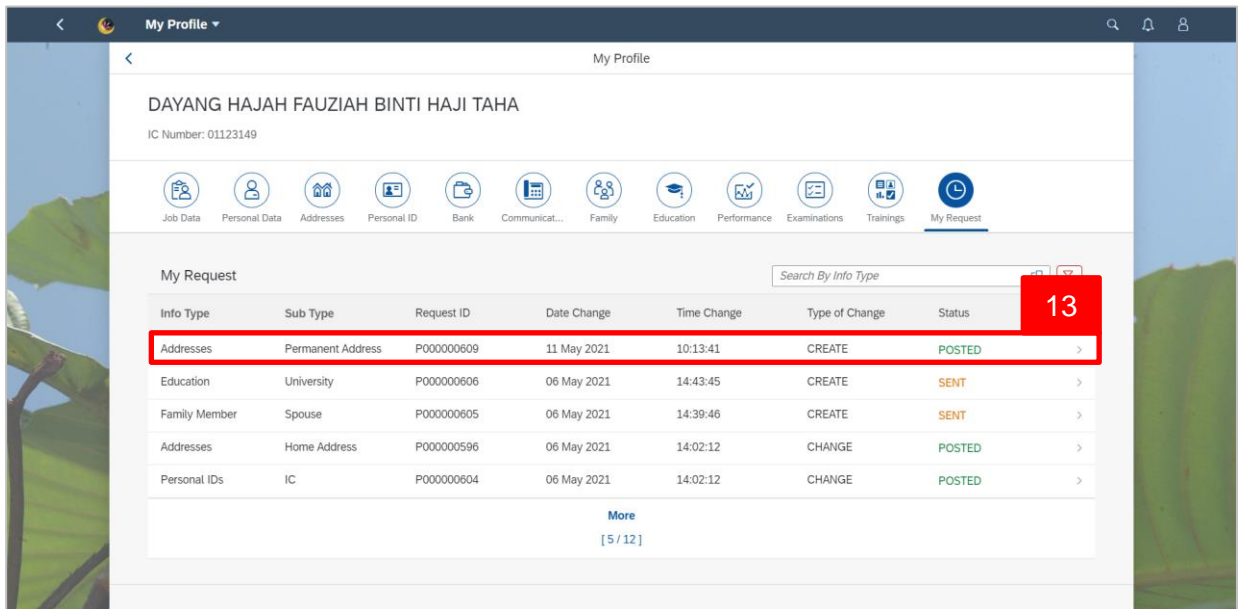
11. Click on **My Request** tab to view request status.

The **My Request** will be displayed.



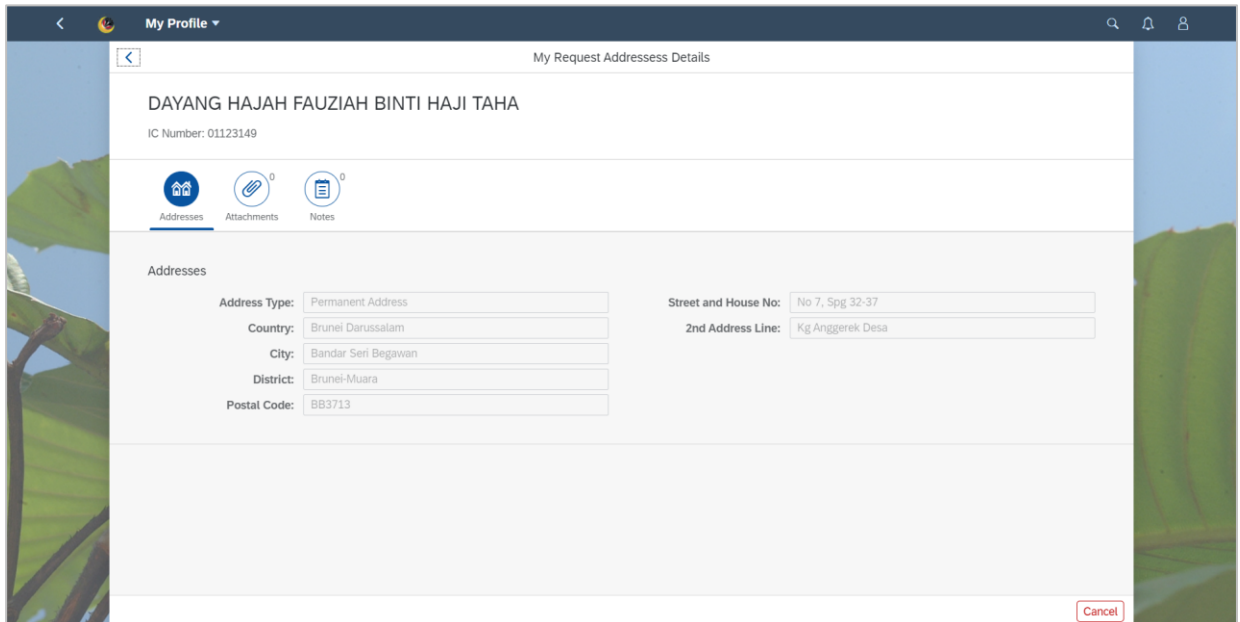
12. Click on the **Addresses** info-type to view the request.

The **My Request** will be displayed.

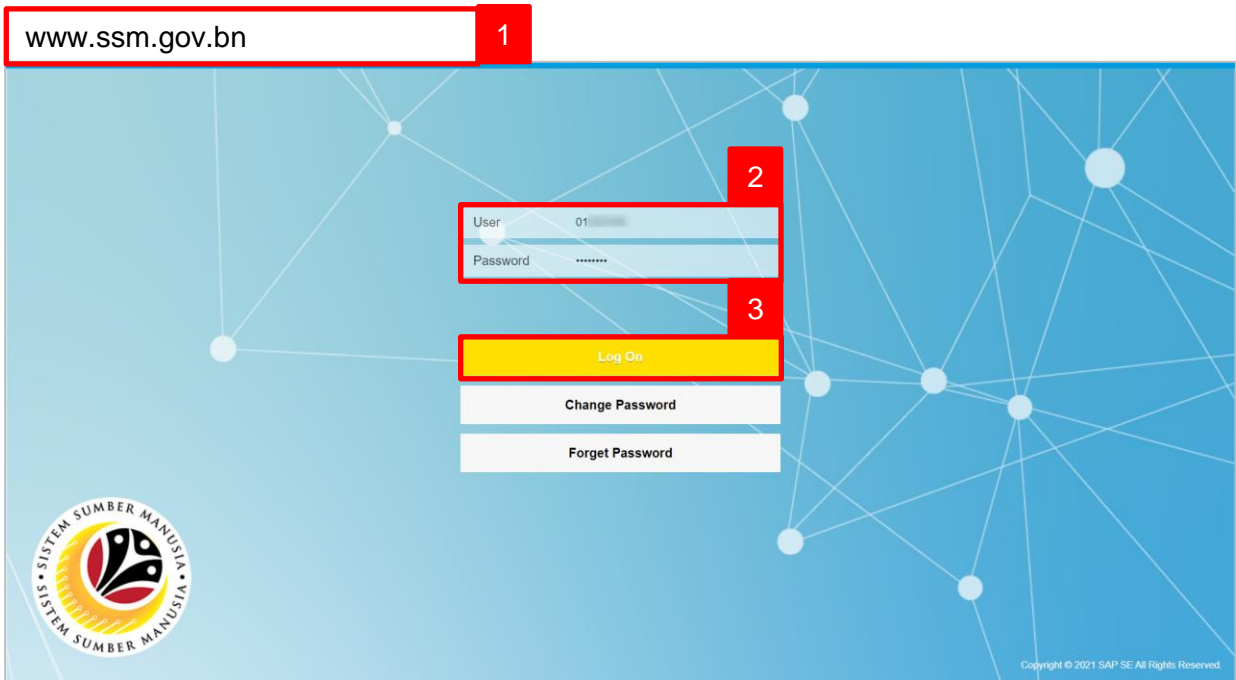



13. Click on the Addresses info-type to view the request.

The **My Request Addresses Details** will be displayed.

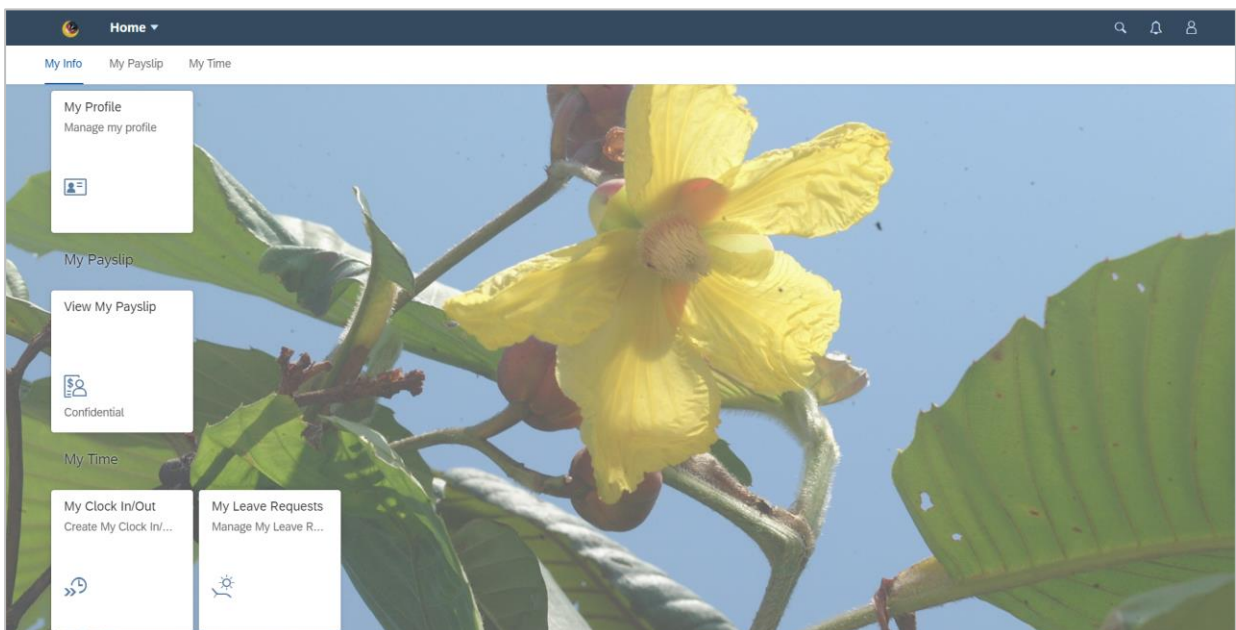


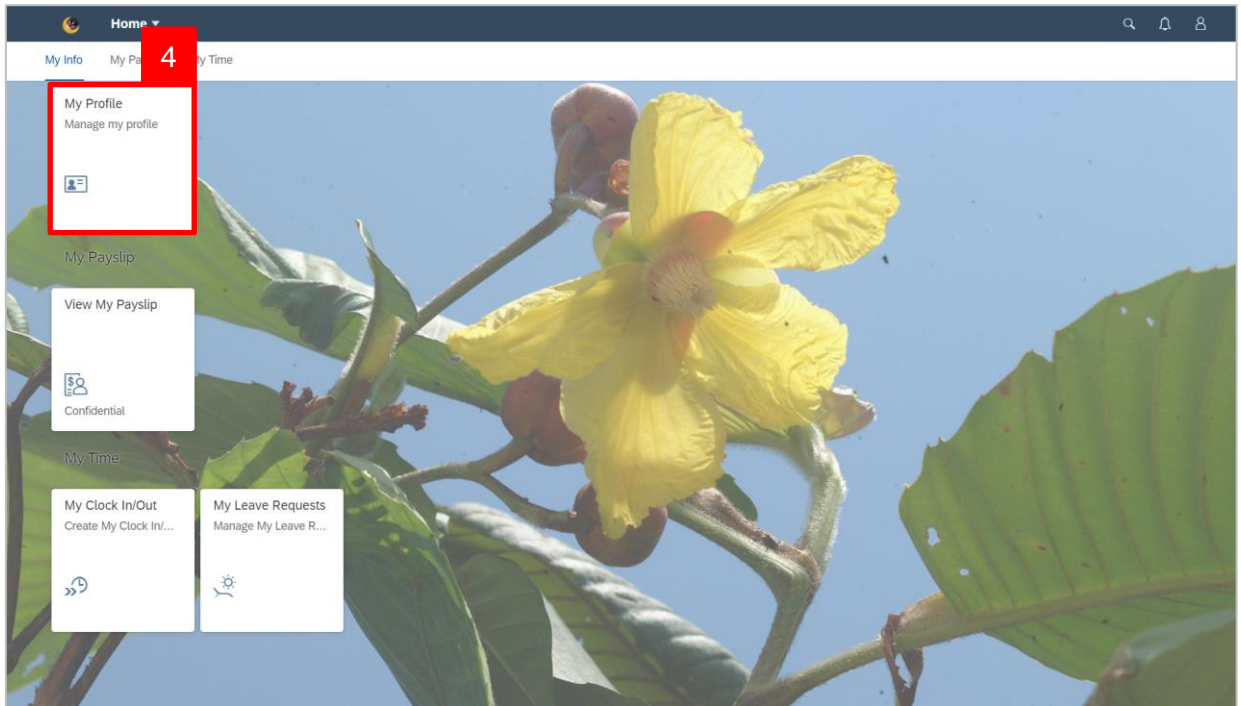
<b>WITHDRAW REQUEST</b>	<b>Front-end User</b>
	Employee



1. Navigate to SSM at [www.ssm.gov.bn](http://www.ssm.gov.bn)
2. Enter the User ID (Personnel IC Number) and Password.
3. Click on the  button to navigate to SSM.

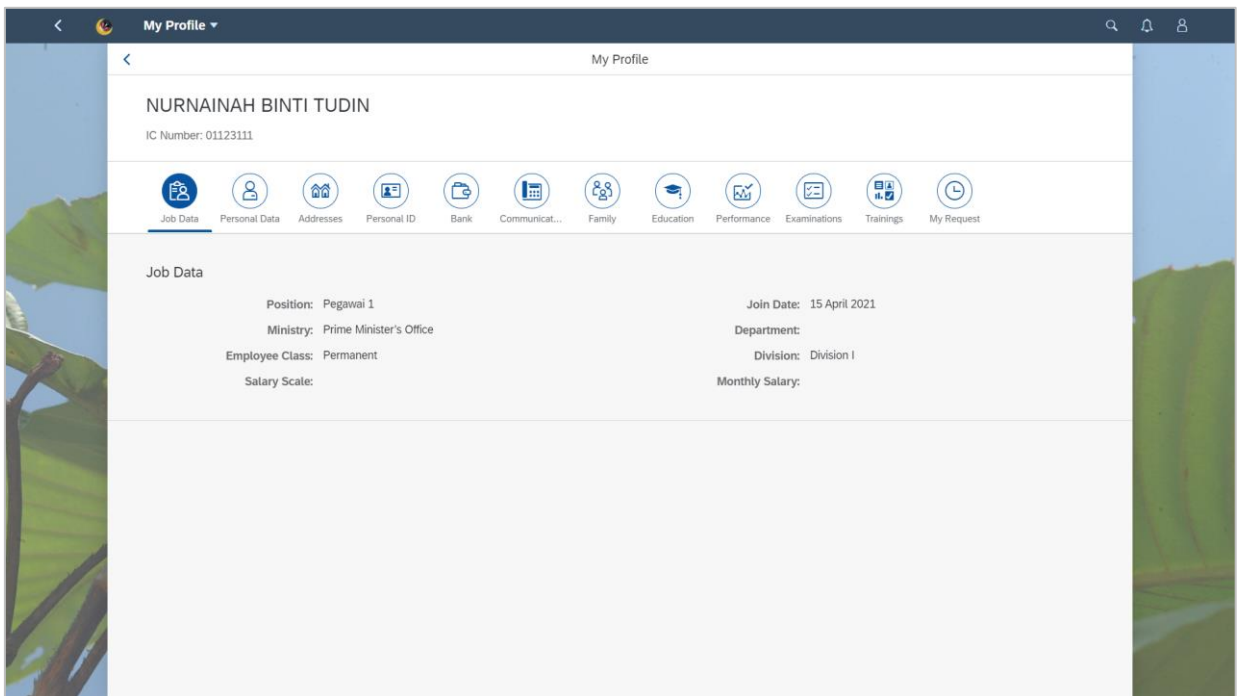
The **Dashboard** page will be displayed.





4. Click on **My Profile** tile.

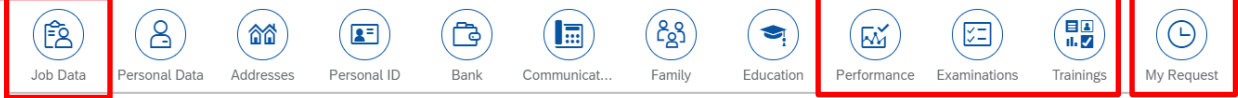
The **My Profile** page will be displayed.



**NOTE**

**NOTE**

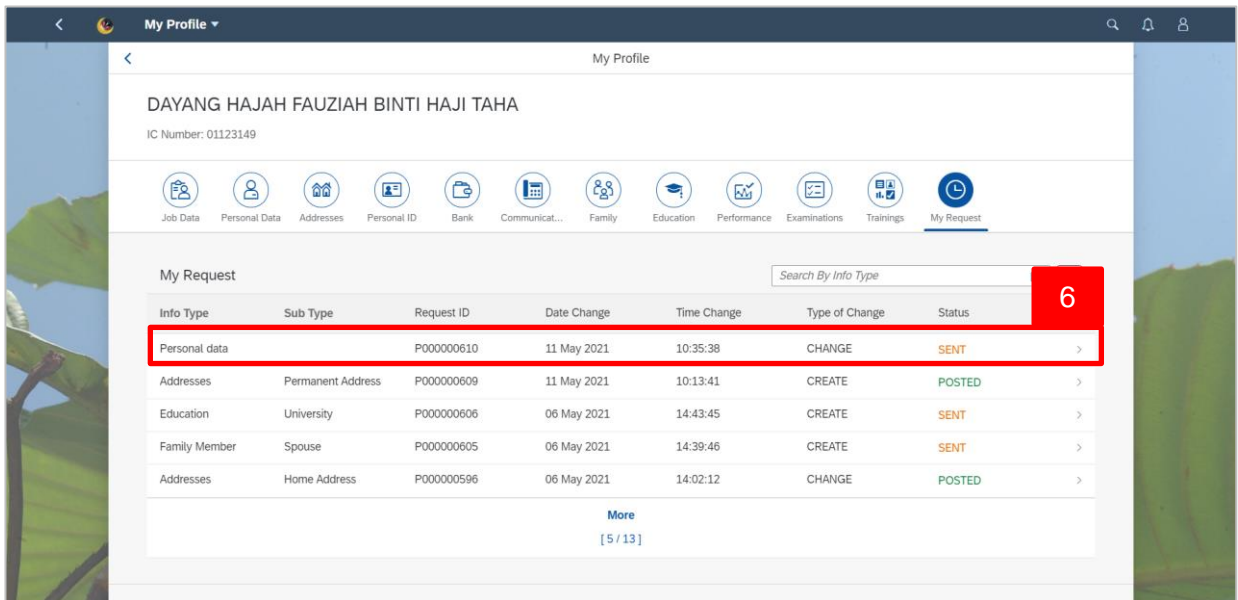
**5**



**Note:** Job Data, Performance, Examinations and Trainings can only be viewed, the information in these info-type cannot be add or edit by the employee.

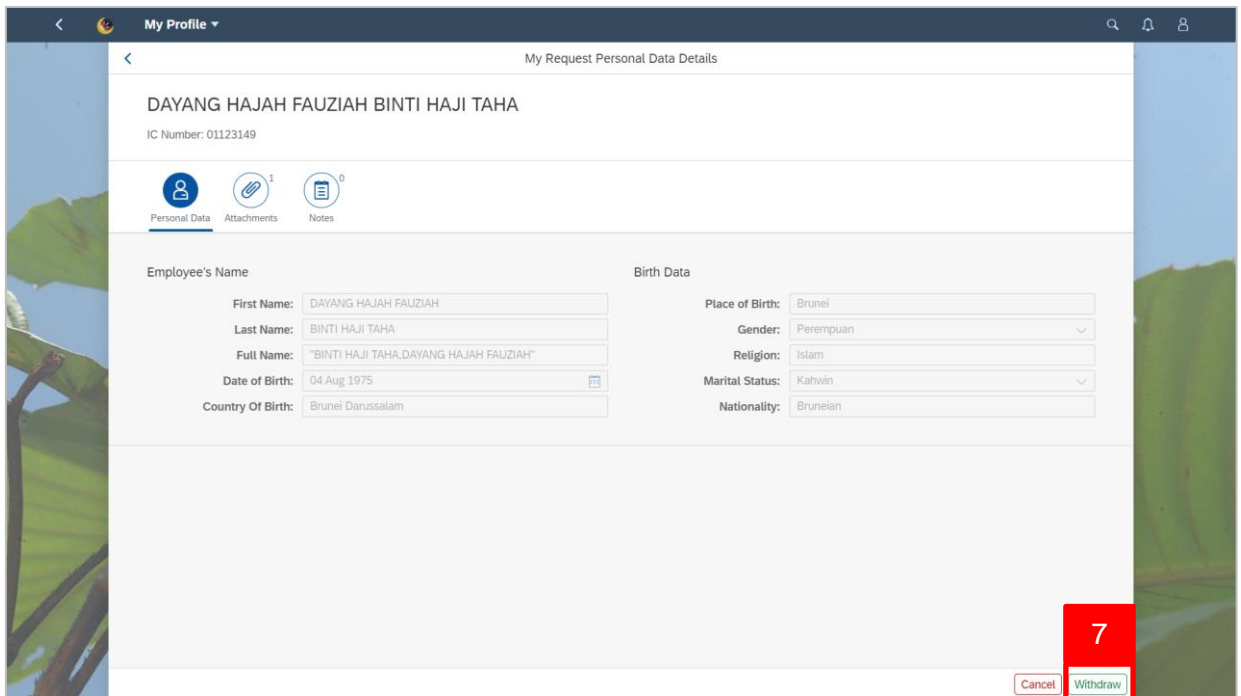
5. Click on **My Request** tab to view request status.

The **My Request** will be displayed.

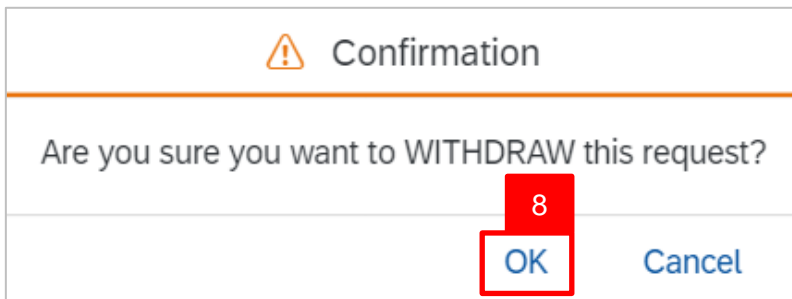


6. Click on the **Personal Data** info-type to view the request.

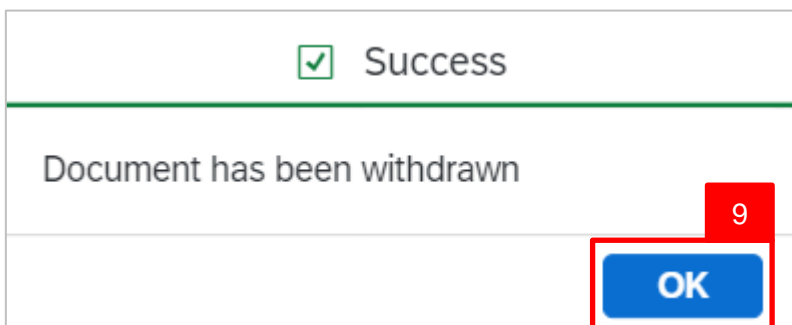
The My Request Personal Data Details will be displayed..



7. Click **Withdraw** button.

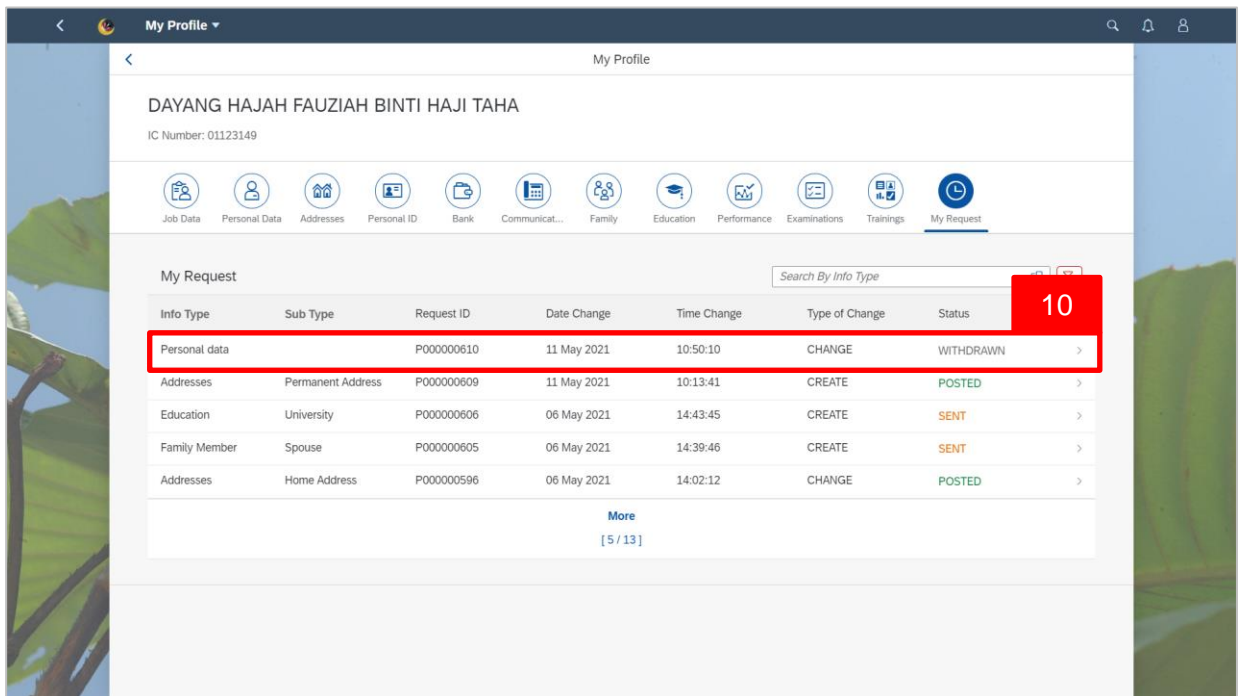


8. Click **OK** button.



9. Click **OK** button.

The **My Request** will be displayed.



My Profile

DAYANG HAJAH FAUZIAH BINTI HAJI TAHA  
IC Number: 01123149

Job Data Personal Data Addresses Personal ID Bank Communicat... Family Education Performance Examinations Trainings My Request

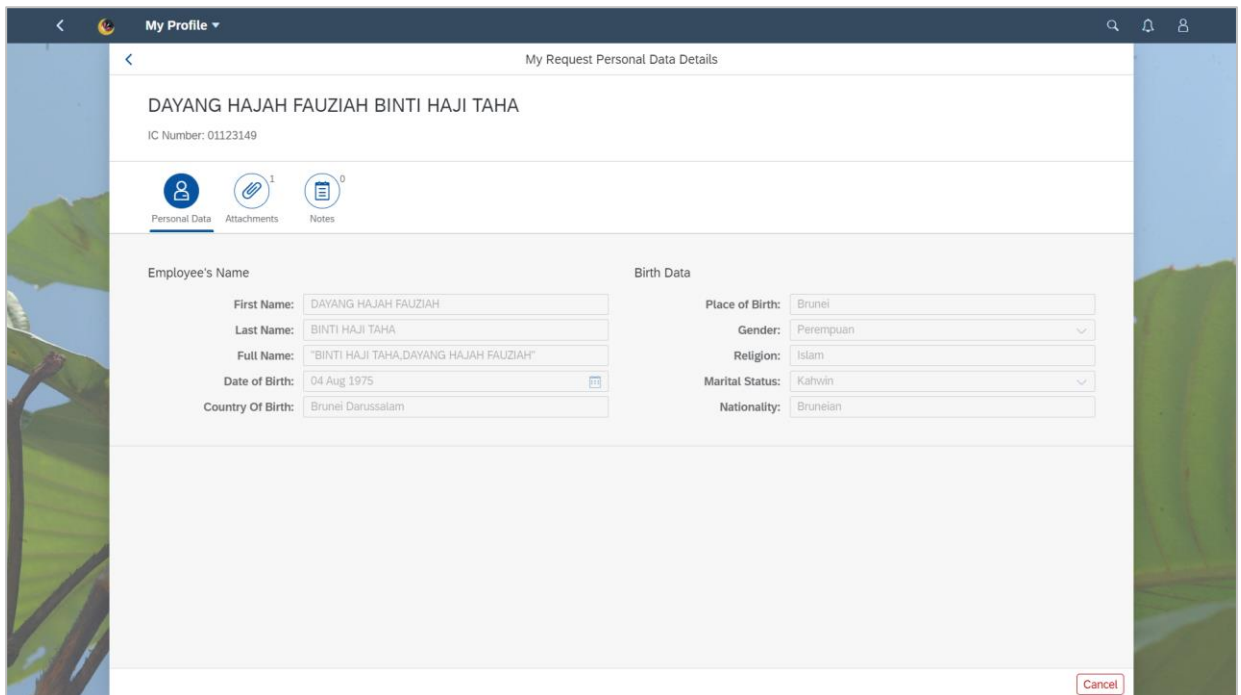
My Request Search By Info Type

Info Type	Sub Type	Request ID	Date Change	Time Change	Type of Change	Status
Personal data		P00000610	11 May 2021	10:50:10	CHANGE	WITHDRAWN
Addresses	Permanent Address	P00000609	11 May 2021	10:13:41	CREATE	POSTED
Education	University	P00000606	06 May 2021	14:43:45	CREATE	SENT
Family Member	Spouse	P00000605	06 May 2021	14:39:46	CREATE	SENT
Addresses	Home Address	P00000596	06 May 2021	14:02:12	CHANGE	POSTED

More  
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10. Click on the **Addresses** info-type to view the **Withdrawn** request.

The **My Request Addresses Details** will be displayed.



My Profile

DAYANG HAJAH FAUZIAH BINTI HAJI TAHA  
IC Number: 01123149

Personal Data Attachments Notes

Employee's Name Birth Data

First Name: DAYANG HAJAH FAUZIAH  
Last Name: BINTI HAJI TAHA  
Full Name: "BINTI HAJI TAHA, DAYANG HAJAH FAUZIAH"  
Date of Birth: 04 Aug 1975  
Country Of Birth: Brunei Darussalam

Place of Birth: Brunei  
Gender: Perempuan  
Religion: Islam  
Marital Status: Kahwin  
Nationality: Bruneian

Cancel