



SISTEM SUMBER MANUSIA

User Guide

Time Management

Employee Self Service (ESS)

Leave Request/Application

VERSION: 2.1



INTRODUCTION

This user guide acts as an **additional** reference for **Employees (Front-End User)** to manage **Time Management – Leave Requests Application**. The primary user guide is available for reference on SSM website. All Company and 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 **SSM Help Desk**.

GLOSSARY

The following acronyms will be used frequently:

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

FURTHER ASSISTANCE

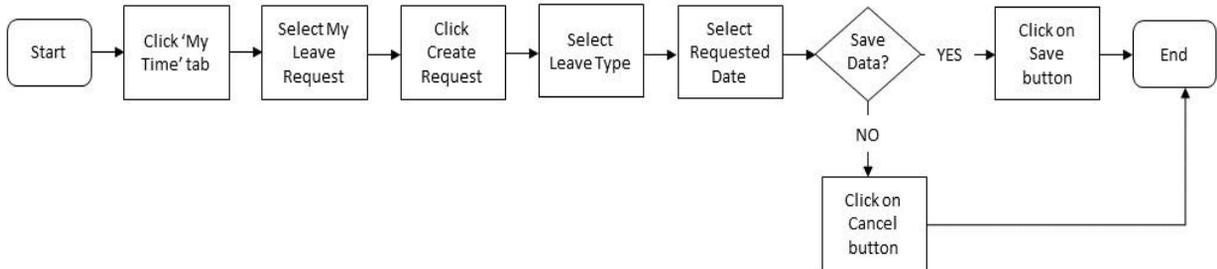
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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Process Overview

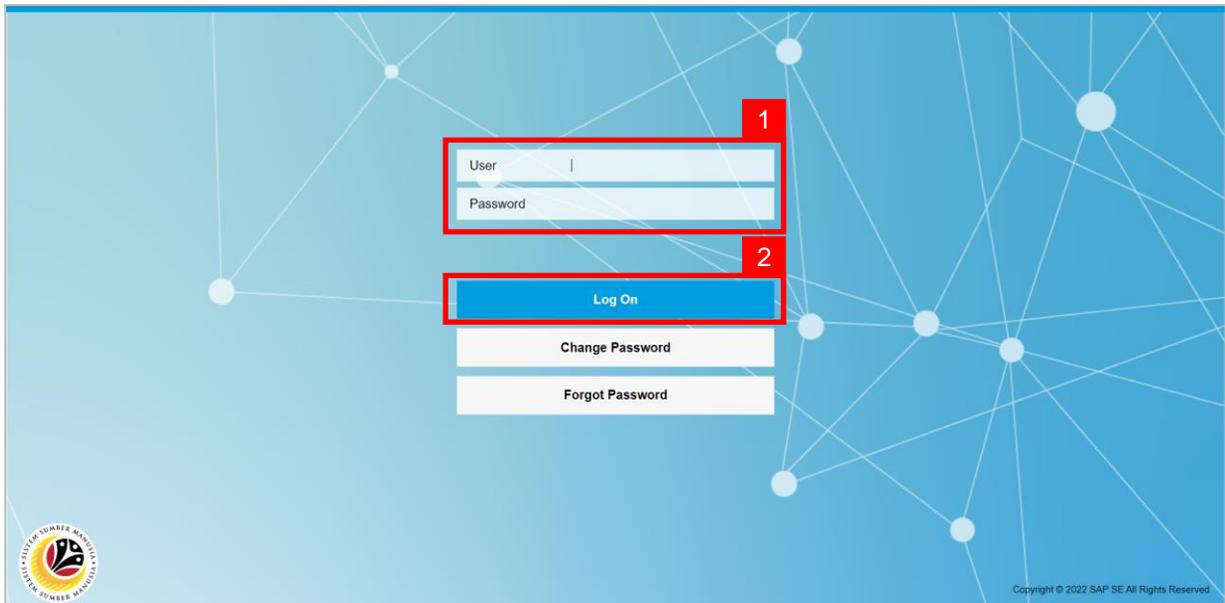
Create Leave Request



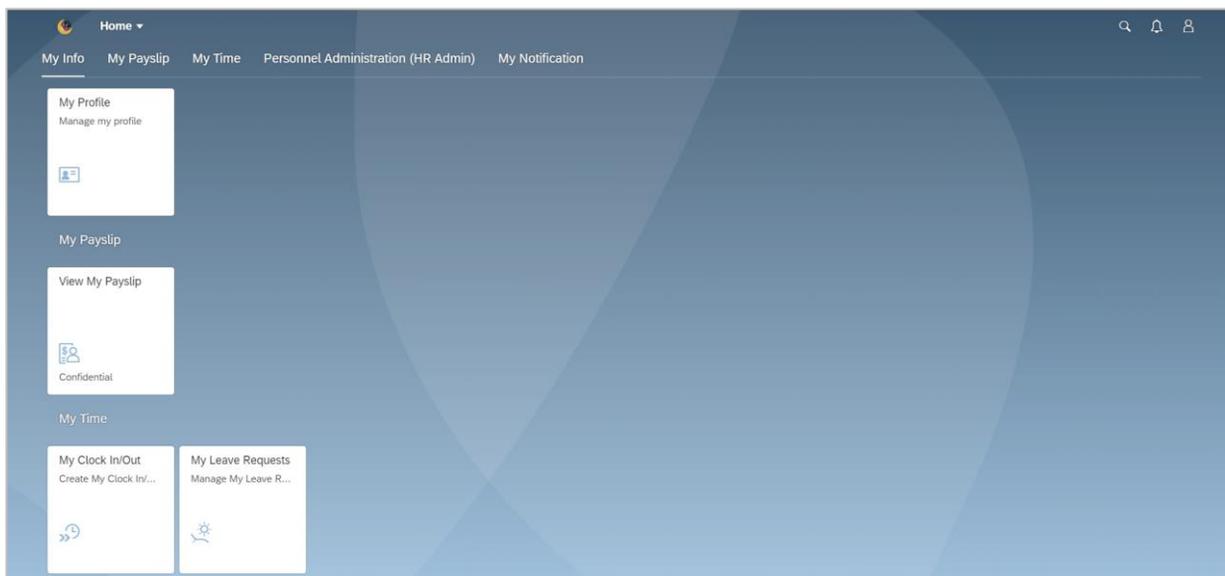
FIORI LOG ON	Employee
	ESS

Navigate to SSM FIORI (Front-End portal) at www.ssm.gov.bn

1. Fill in the **User** and **Password**.
2. Click on the  button.



Outcome: SSM homepage will be displayed.



Note:

- Employee Users will only be able to see **My Info, My Payslip** and **My Time Tab**.

CREATE MANDATORY AND ANNUAL LEAVE REQUEST

Employee
ESS

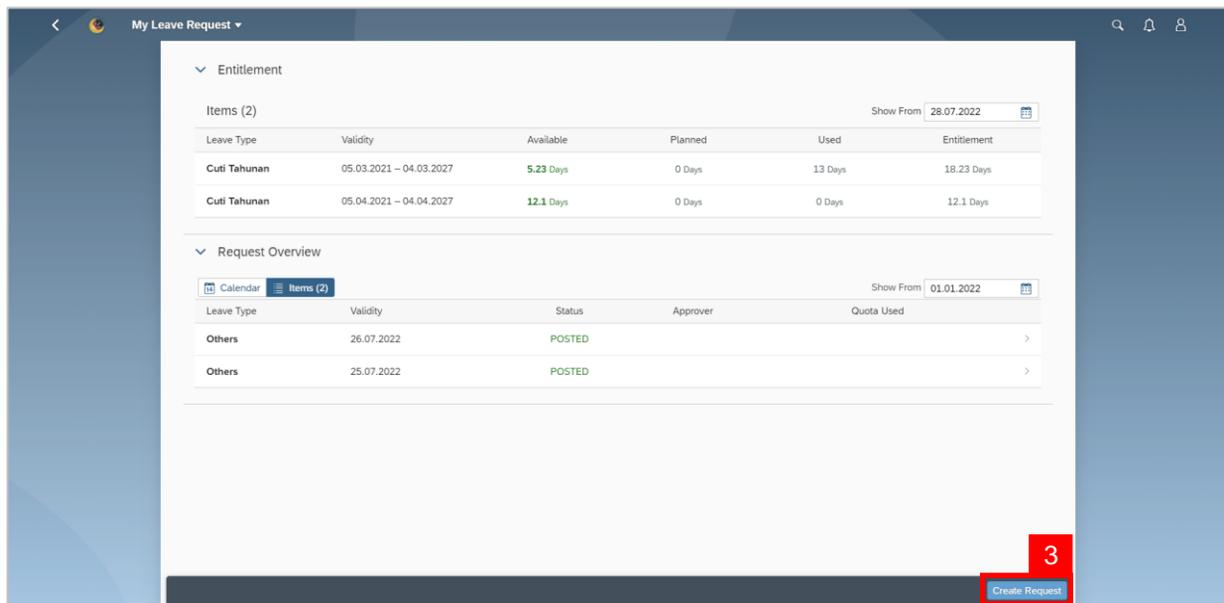
IMPORTANT NOTE: When applying for **Mandatory Leave** and **Annual Leave** at the same time, employee must apply **both leaves separately**.

1. Click on **My Time** tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.



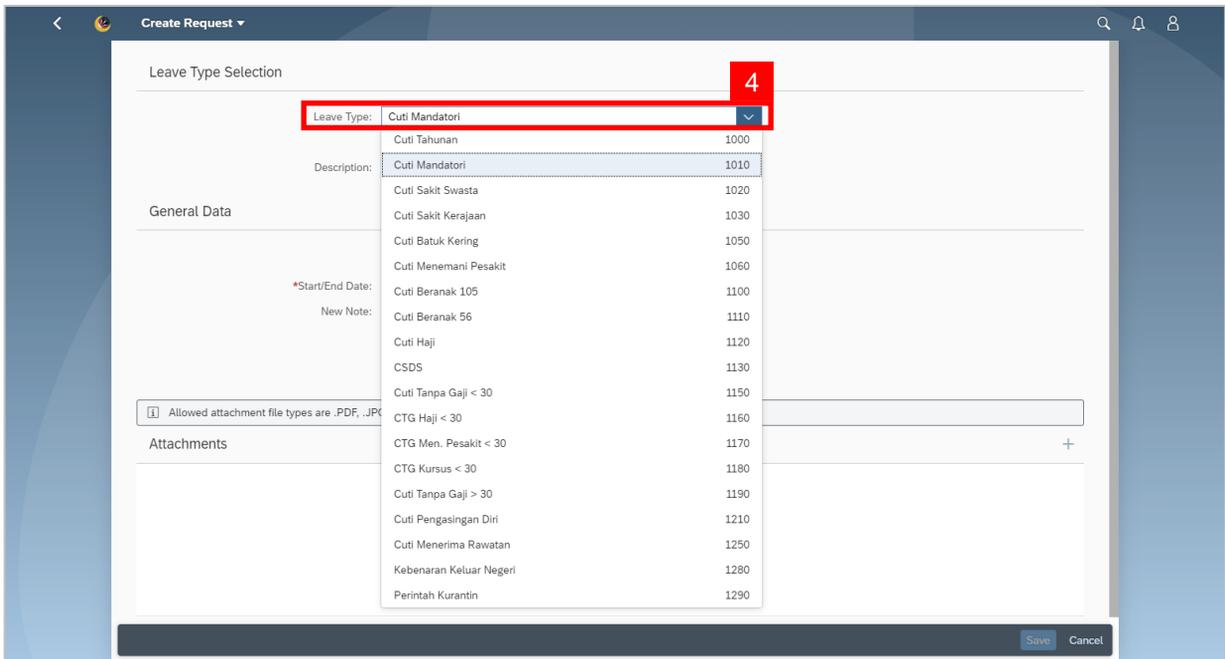
Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.



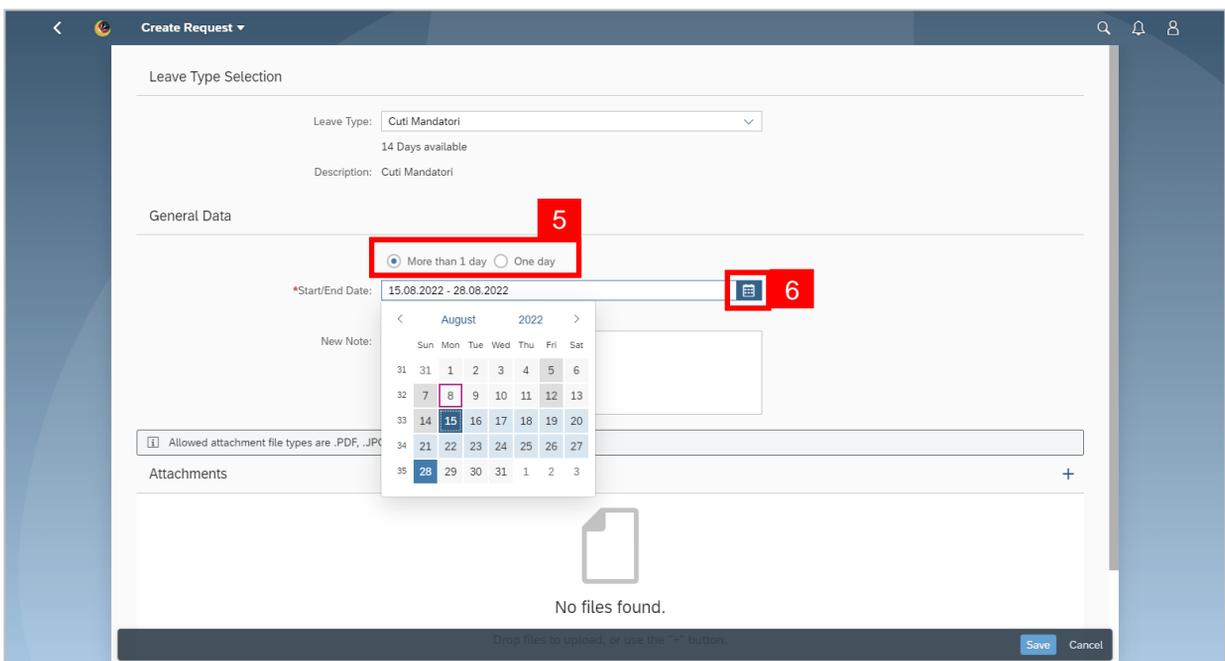
Outcome: Create Request page will be displayed.

4. Select **Cuti Mandatori** (Mandatory Leave) from the **Leave Type** dropdown list.



5. Select: More than 1 day One day or less

6. Select **Requested Date** by clicking on the  button.



- The total number of days consumed will be shown.
- It is **mandatory** for Employees to fill in the **New Note**.

Note:

- New Note** must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Mandatori selama 14 hari mulai hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022 dan memohon untuk menyambung Cuti Tahunan (di permohonan yang berikut) selama 2 hari mulai hari Isnin, 29/08/2022 sehingga Selasa, 30/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- Employee will be able to attach up to 4 files under **Attachment** by clicking button.
 - Click button to submit request.

Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.

Outcome: My Leave Request page will be displayed.

Entitlement

Leave Type	Validity	Available	Planned	Used	Entitlement
Cuti Tahunan	16.12.2020 – 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days
Cuti Tahunan	16.01.2021 – 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days
Cuti Mandatori	16.12.2021 – 15.12.2022	0 Days	14 Days	0 Days	14 Days

Request Overview

Leave Type	Validity	Status	Approver	Quota Used
Cuti Mandatori	15.08.2022 – 28.08.2022	SENT	[Redacted]	14 Days

Request sent successfully

11. The **status** of the leave request will be shown as

SENT

12. The name of the approver will be shown under the approver column.

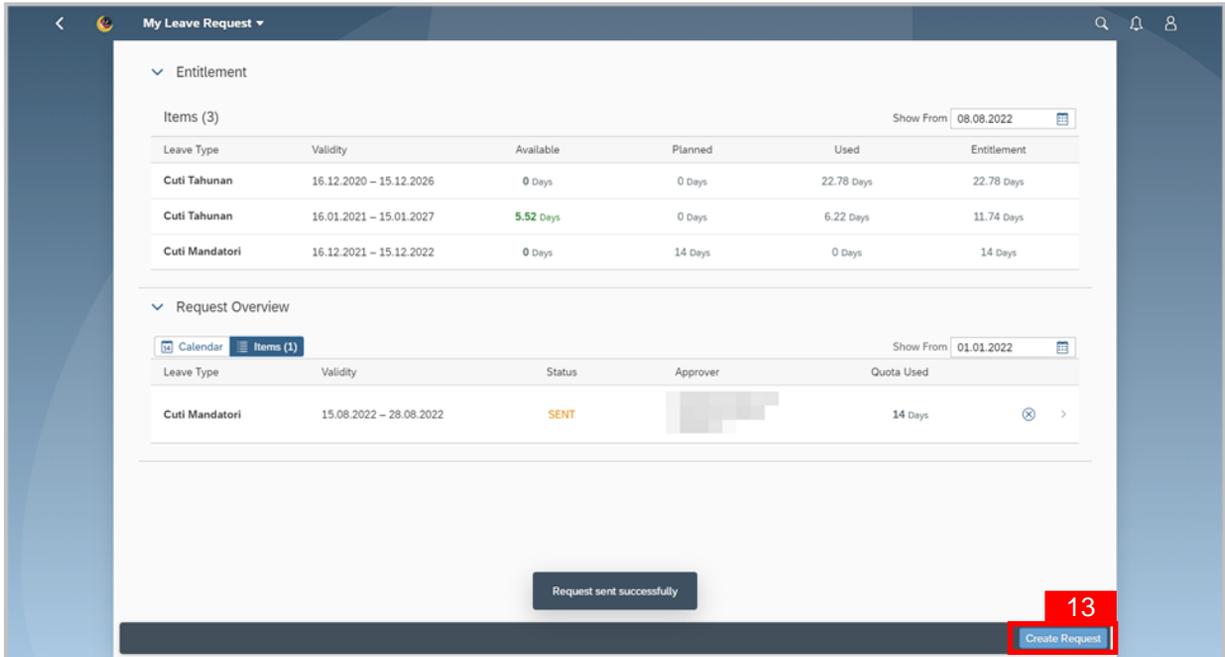
Note:

- The employee’s leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.
- Employees **can extend** their leave by applying for Annual Leave after Mandatory Leave.

In this scenario, Employees can proceed to apply for **Annual Leave**.

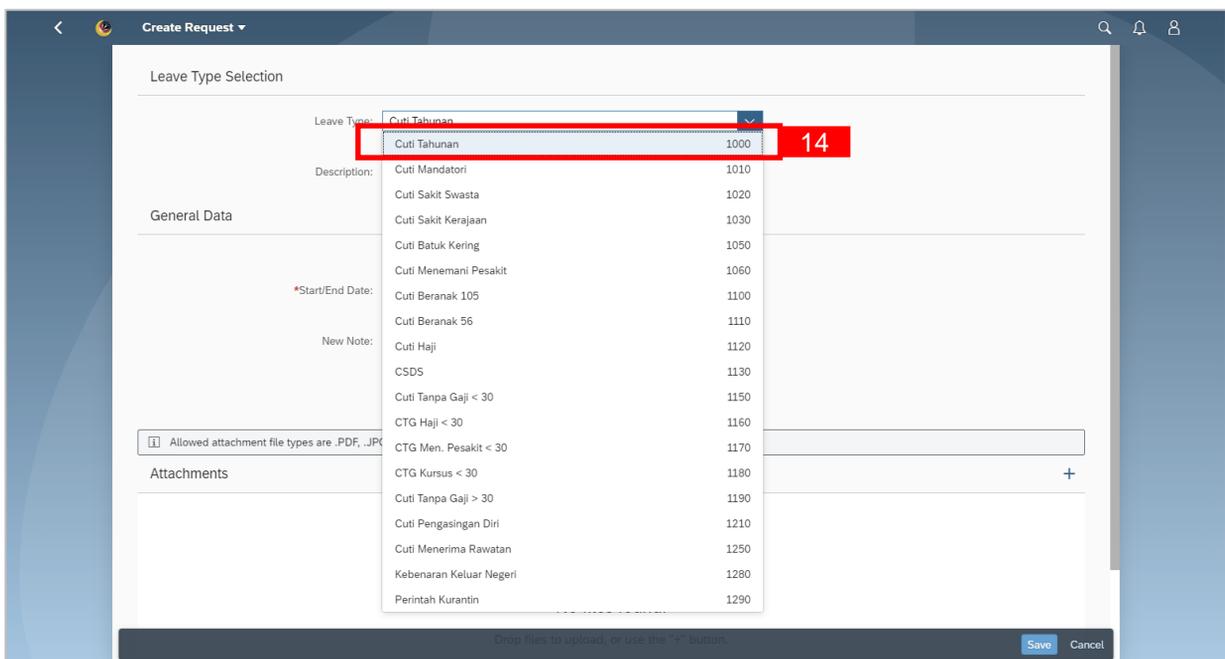
Note: Without exiting to SSM homepage, proceed to apply for the second leave application/request.

13. Click on **Create Request** button.



Outcome: Create Request page will be displayed.

14. Select **Cuti Tahunan** (Annual Leave) from the **Leave Type** dropdown list.



15. Select either one: More than 1 day One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

16. Select **Requested Date** by clicking on the  button.

Leave Type Selection

Leave Type:

5.52 Days available

Description: Cuti Tahunan

General Data

More than 1 day One day

*Start/End Date: 29.08.2022 - 30.08.2022

New Note:

Allowed attachment file types are .PDF, .JPG

Attachments

No files found.

Save Cancel

17. The total number of days consumed will be shown.

18. It is **mandatory** for Employees to fill in the **New Note**.

Leave Type Selection

Leave Type:

5.52 Days available

Description: Cuti Tahunan

General Data

More than 1 day One day

*Start/End Date: 29.08.2022 - 30.08.2022

2 Days will be consumed

New Note: Memohon untuk menwambung Cuti Tahunan selama 2 hari mulai hari Isnin, 29/09/2022 sehingga Selasa, 30/08/2022 dimana permohonan Cuti Mandatori selama 14 hari telah dipohonkan sebelumnya, iaitu mulai dari hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022.

Allowed attachment file types are .PDF, .JPG and .PNG

Attachments

PDF, JPG or PNG Format Only.pdf

Pending 0%

Save Cancel

Note:

- **New Note** must be filled in with relevant information regarding the leave request. For example:

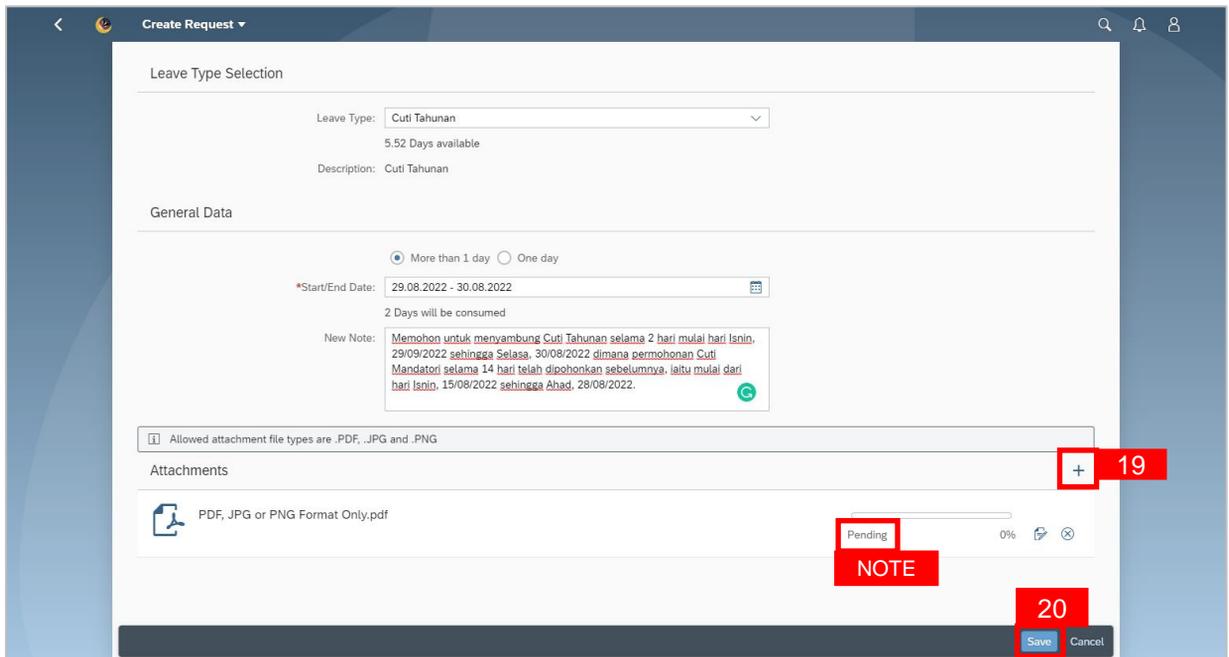
Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin, 29/08/2022 sehingga Selasa, 30/08/2022 dimana permohonan Cuti Mandatori selama 14 hari telah dipohonkan sebelumnya, iaitu mulai dari hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).

19. Employee will be able to attach up to 4 files under **Attachment** by clicking  button.

20. Click  button to submit request.

Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.



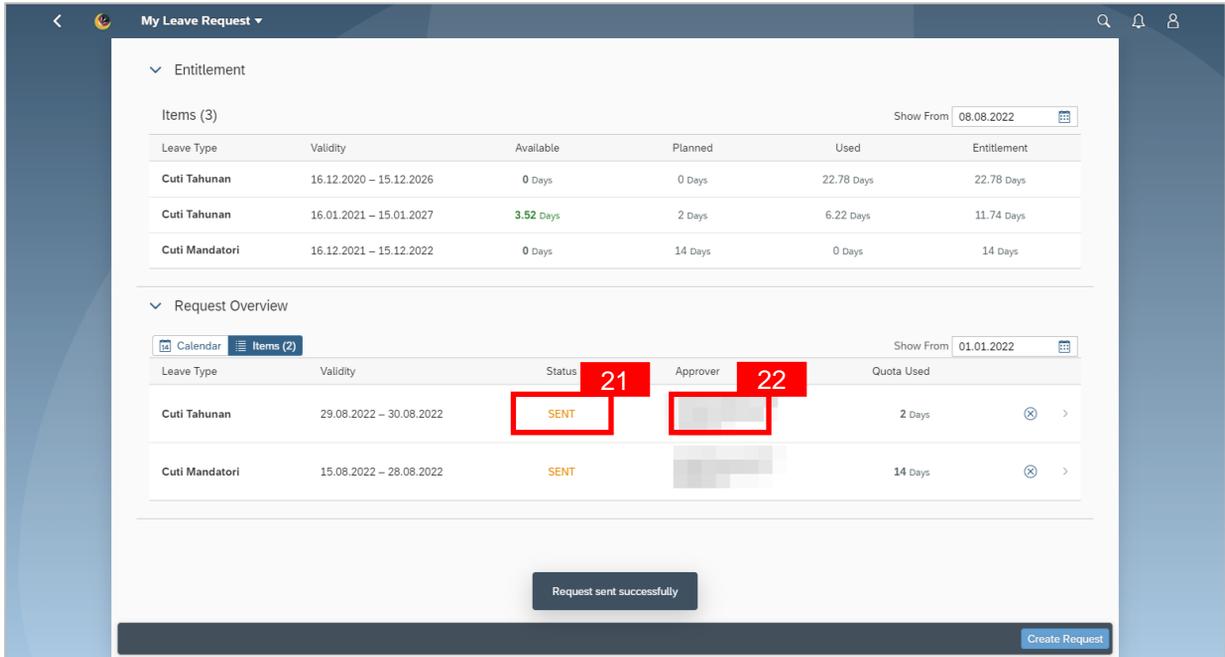
The screenshot shows the 'Create Request' form in the ESS system. The form is titled 'Leave Type Selection' and includes the following fields and sections:

- Leave Type Selection:** Leave Type: Cuti Tahunan (5.52 Days available), Description: Cuti Tahunan.
- General Data:** More than 1 day (selected), One day (unselected); *Start/End Date: 29.08.2022 - 30.08.2022; 2 Days will be consumed.
- New Note:** Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin, 29/09/2022 sehingga Selasa, 30/08/2022 dimana permohonan Cuti Mandatori selama 14 hari telah dipohonkan sebelumnya, iaitu mulai dari hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022.
- Attachments:** Allowed attachment file types are .PDF, .JPG and .PNG. A '+ 19' button is present. A 'Pending' status indicator is shown.
- Buttons:** 'Save' (labeled '20') and 'Cancel' buttons are at the bottom right.

Outcome: My Leave Request page will be displayed.

21. The **status** of the leave request will be shown as SENT

22. The name of the approver will be shown under the approver column.



Entitlement

Leave Type	Validity	Available	Planned	Used	Entitlement
Cuti Tahunan	16.12.2020 – 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days
Cuti Tahunan	16.01.2021 – 15.01.2027	3.52 Days	2 Days	6.22 Days	11.74 Days
Cuti Mandatori	16.12.2021 – 15.12.2022	0 Days	14 Days	0 Days	14 Days

Request Overview

Leave Type	Validity	Status	Approver	Quota Used
Cuti Tahunan	29.08.2022 – 30.08.2022	SENT	[Redacted]	2 Days
Cuti Mandatori	15.08.2022 – 28.08.2022	SENT	[Redacted]	14 Days

Request sent successfully

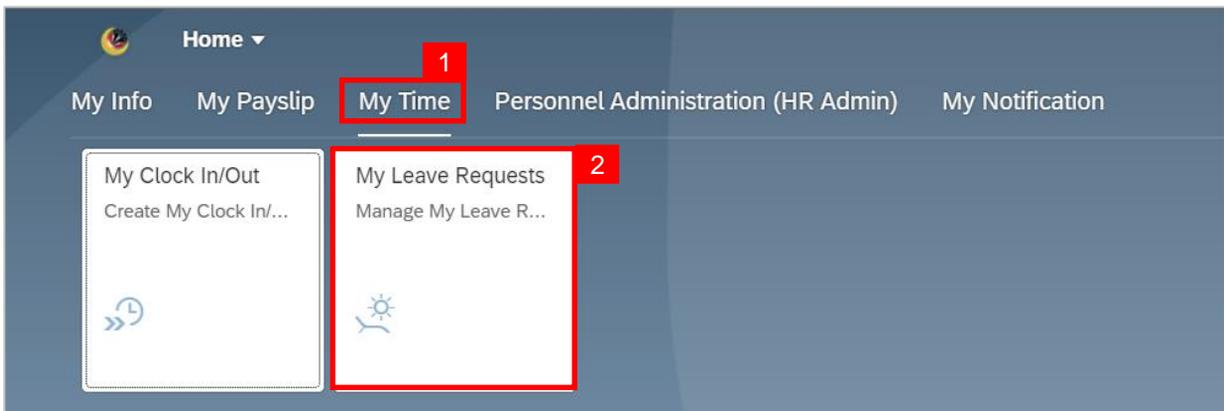
Note:

- The employee's leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.

CREATE <i>KEBENARAN KELUAR NEGERI</i> (EXIT COUNTRY) REQUEST	Employee
	ESS

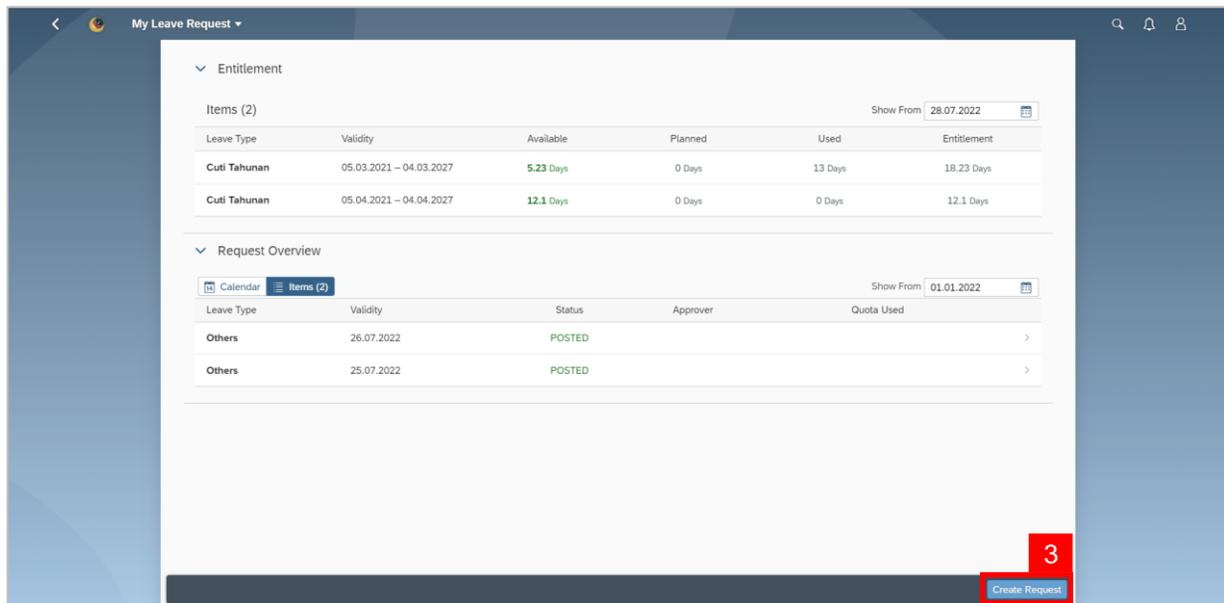
IMPORTANT NOTE: *Kebenaran Keluar Negeri* (Exit Country) leave request should only be used during **Public Holidays** (i.e. Fridays and Sundays).

1. Click on **My Time** tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.



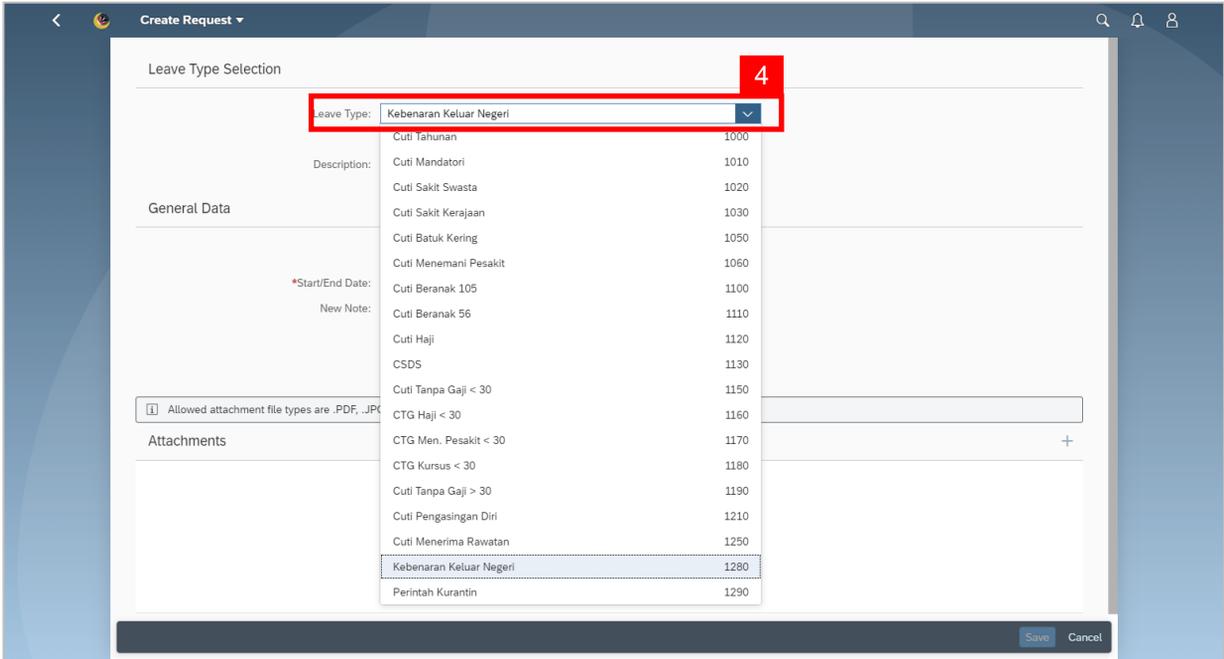
Outcome: **My Leave Request** page will be displayed.

3. Click on **Create Request** button.



Outcome: Create Request page will be displayed.

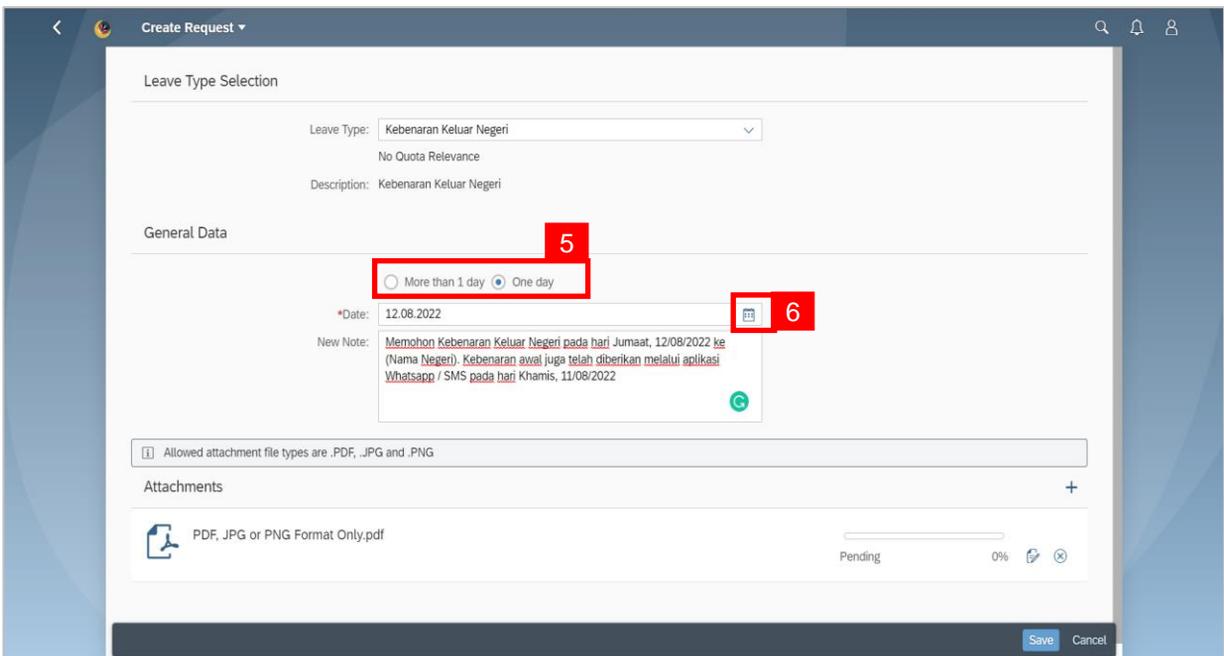
4. Select **Kebenaran Keluar Negeri** from the **Leave Type** dropdown list.



5. Select either one: More than 1 day One day

Note: If the leave planned is only for a day, select 'One day'.

6. Select **Requested Date** by clicking on the  button.



7. 'No Quota Relevance' is shown because ***Kebenaran Keluar Negeri*** is **not deducted** from any leave entitlement(s).

8. It is **mandatory** for Employees to fill in the **New Note**.

Note:

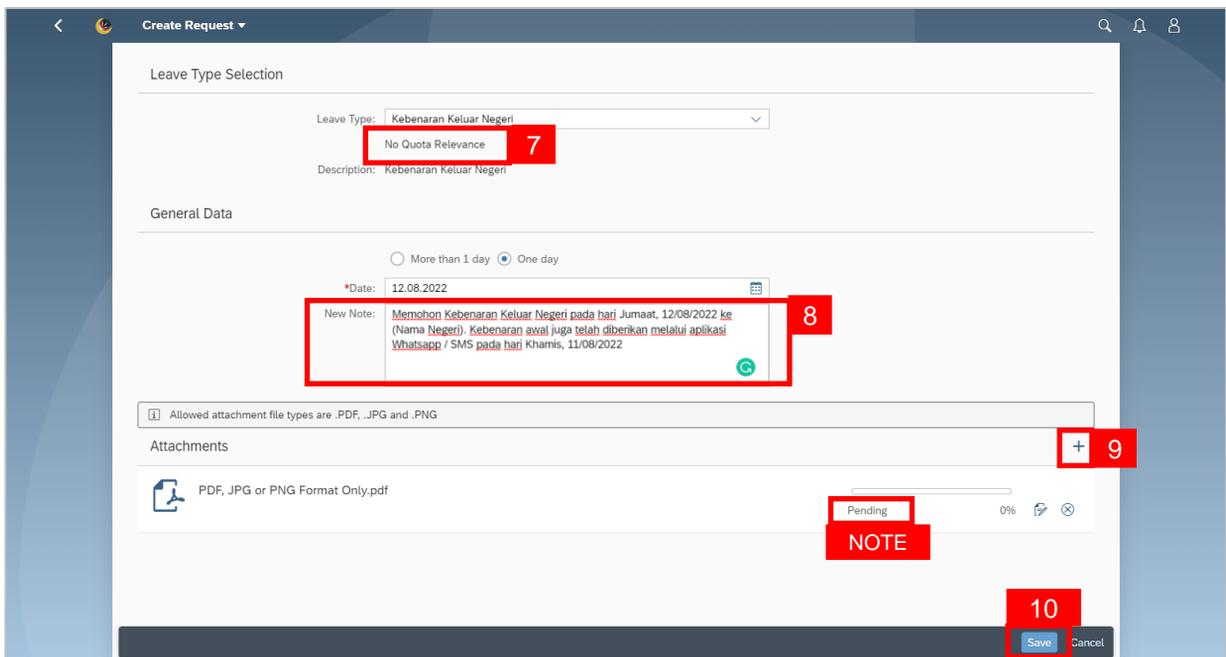
- **New Note** must be filled in with relevant information regarding the leave request. For example:

Memohon Kebenaran Keluar Negeri pada hari Jumaat, 12/08/2022 ke (Nama Negeri). Kebenaran awal juga telah diberikan melalui aplikasi Whatsapp / SMS pada hari Khamis, 11/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).

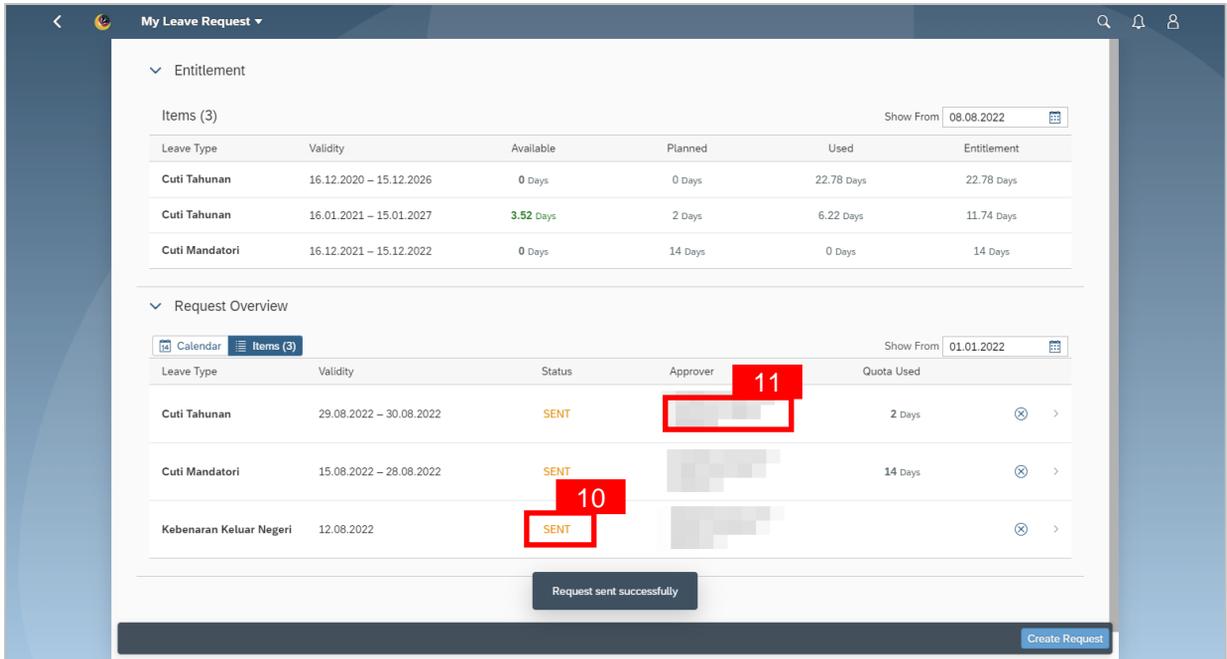
9. Employee will be able to attach up to 4 files under **Attachment** by clicking  button.

10. Click  button to submit request.



Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.

Outcome: My Leave Request page will be displayed.



10. The **status** of the leave request will be shown as SENT

11. The name of the approver will be shown under the approver column.

Note:

- The employee's leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.

CREATE ANNUAL LEAVE AND EXIT COUNTRY REQUEST	Employee
	ESS

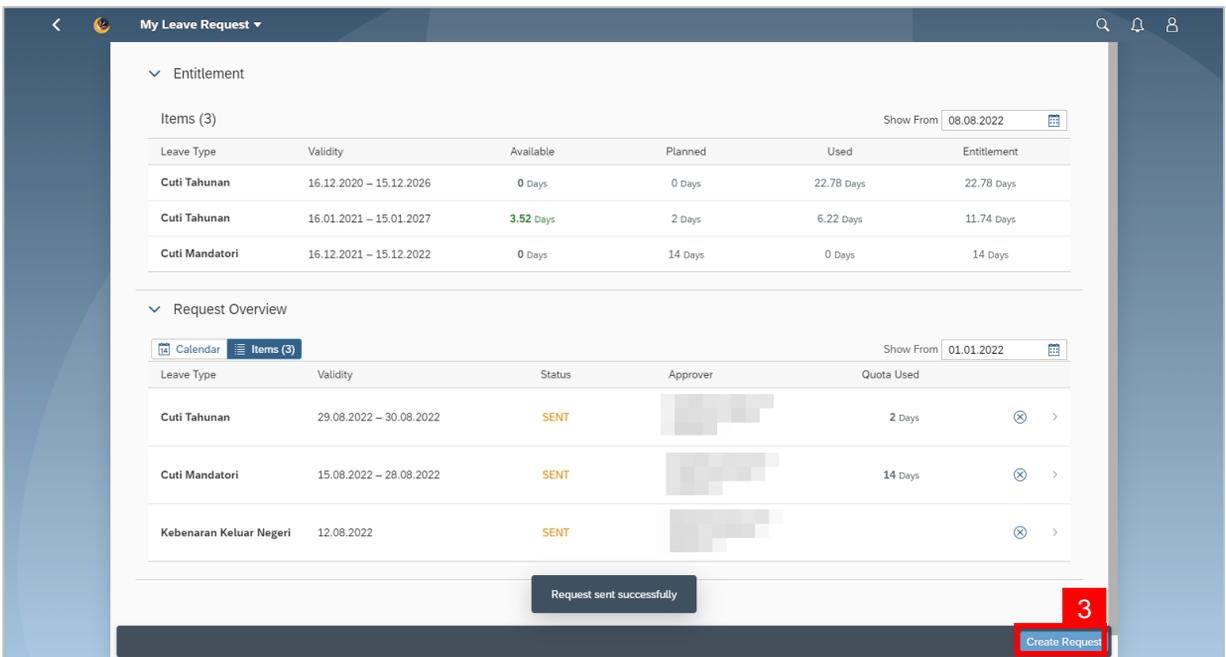
IMPORTANT NOTE: Employee will only need to apply for **Annual Leave**.

1. Click on **My Time** tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.



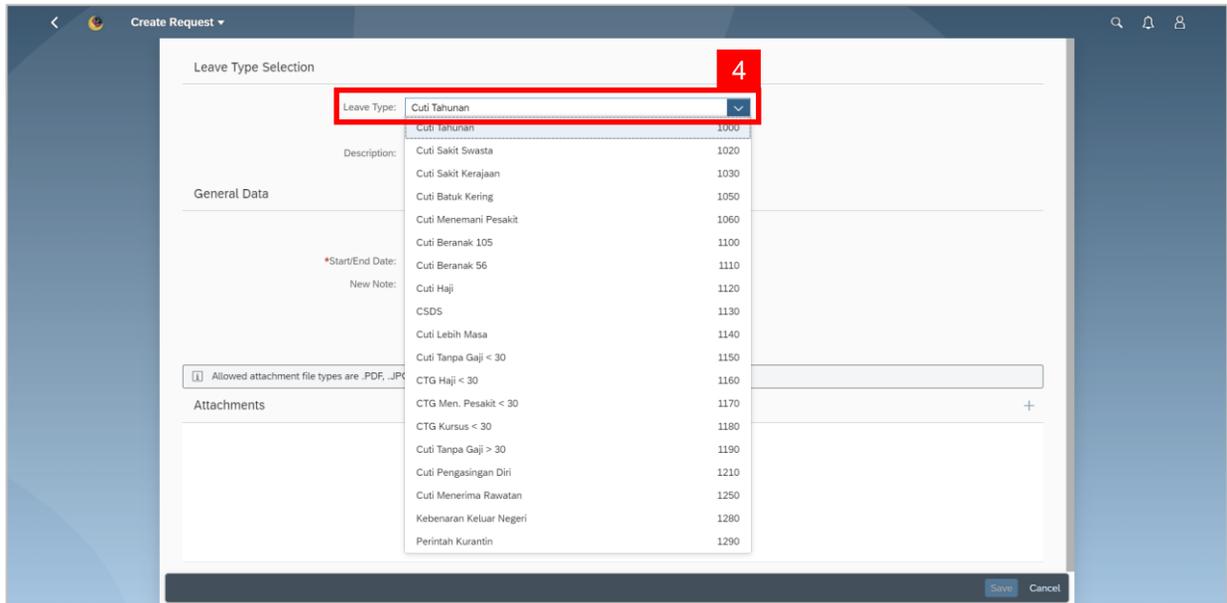
Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.



Outcome: Create Request page will be displayed.

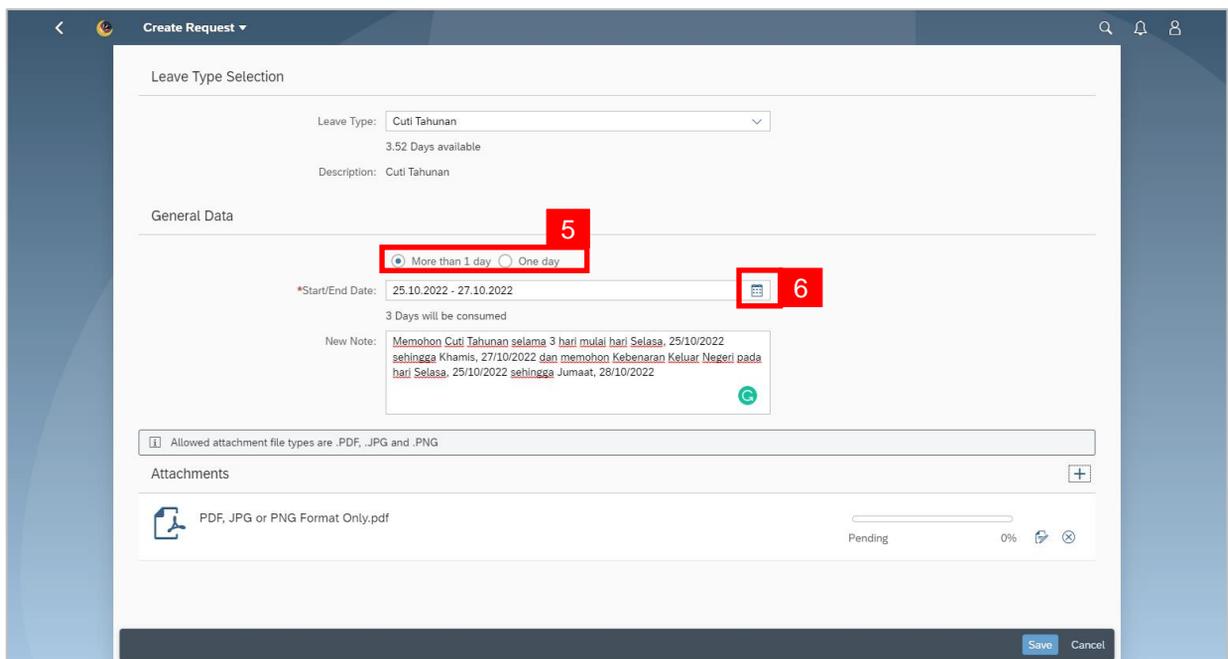
4. Select **Annual Leave** from the **Leave Type** dropdown list.



5. Select either one: More than 1 day One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

6. Select **Requested Date** by clicking on the  button.



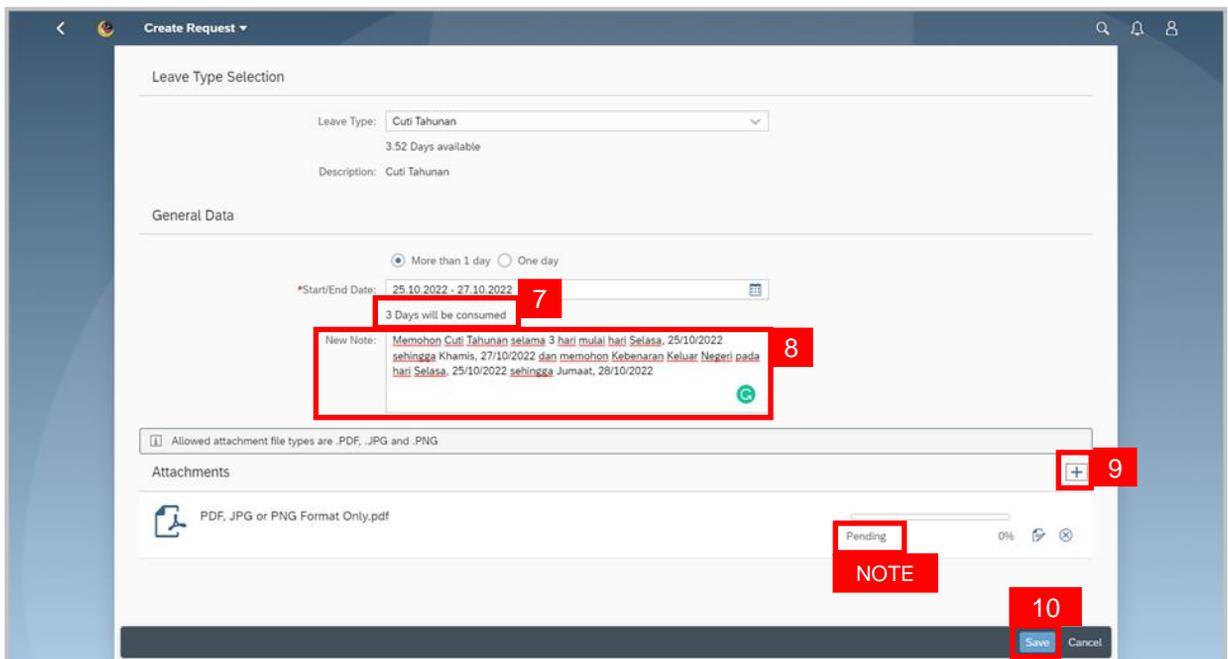
- The total number of days consumed will be shown.
- It is **mandatory** for Employees to fill in the **New Note**.

Note:

- New Note** must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Tahunan selama 3 hari mulai hari Selasa, 25/10/2022 sehingga Khamis, 27/10/2022 dan memohon Kebenaran Keluar Negeri pada hari Selasa, 25/10/2022 sehingga Jumaat, 28/10/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- Employee will be able to attach up to 4 files under **Attachment** by clicking  button.
 - Click  button to submit request.



Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.

Outcome: My Leave Request page will be displayed.

Entitlement

Leave Type	Validity	Available	Planned	Used	Entitlement
Cuti Tahunan	16.12.2020 – 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days
Cuti Tahunan	16.01.2021 – 15.01.2027	0.52 Days	5 Days	6.22 Days	11.74 Days
Cuti Mandatori	16.12.2021 – 15.12.2022	0 Days	14 Days	0 Days	14 Days

Request Overview

Leave Type	Validity	Status	Approver	Quota Used
Cuti Tahunan	25.10.2022 – 27.10.2022	SENT	[Redacted]	3 Days
Cuti Tahunan	29.08.2022 – 30.08.2022	SENT	[Redacted]	2 Days
Cuti Mandatori	15.08.2022 – 28.08.2022	SENT	[Redacted]	14 Days
Kebenaran Keluar Negeri	12.08.2022	[Redacted]	[Redacted]	[Redacted]

Request sent successfully

11. The **status** of the leave request will be shown as

SENT

12. The name of the approver will be shown under the approver column.

Note:

- The employee's leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.

Important Note:

- Employee will **not be able to apply/request** another entry for **Kebenaran Keluar Negeri** on the **same date** as the **Annual Leave**.
- SSM will only accept **one** type of leave per day.
- The same steps applies when applying for **Mandatory Leave** and **Kebenaran Keluar Negeri** at the same time.

**CREATE MANDATORY LEAVE,
ANNUAL LEAVE AND KEBENARAN
KELUAR NEGERI REQUEST**

Employee

ESS

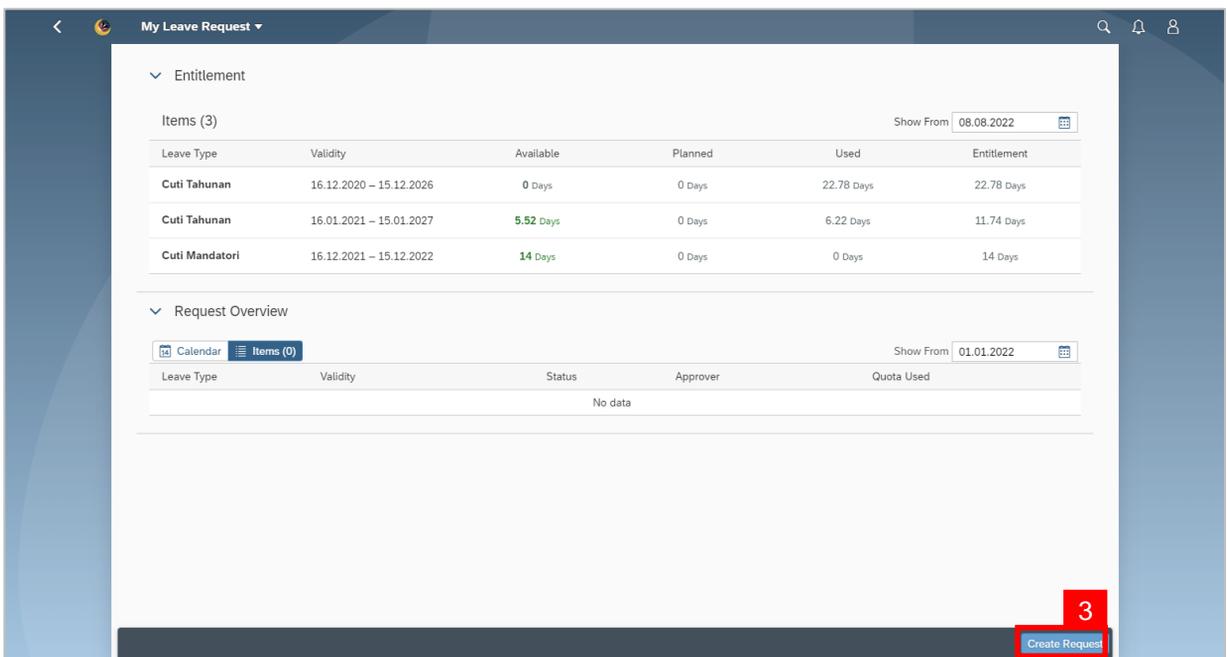
IMPORTANT NOTE: Employee will only need to apply for **Mandatory Leave** and **Annual Leave**.

1. Click on **My Time** tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.



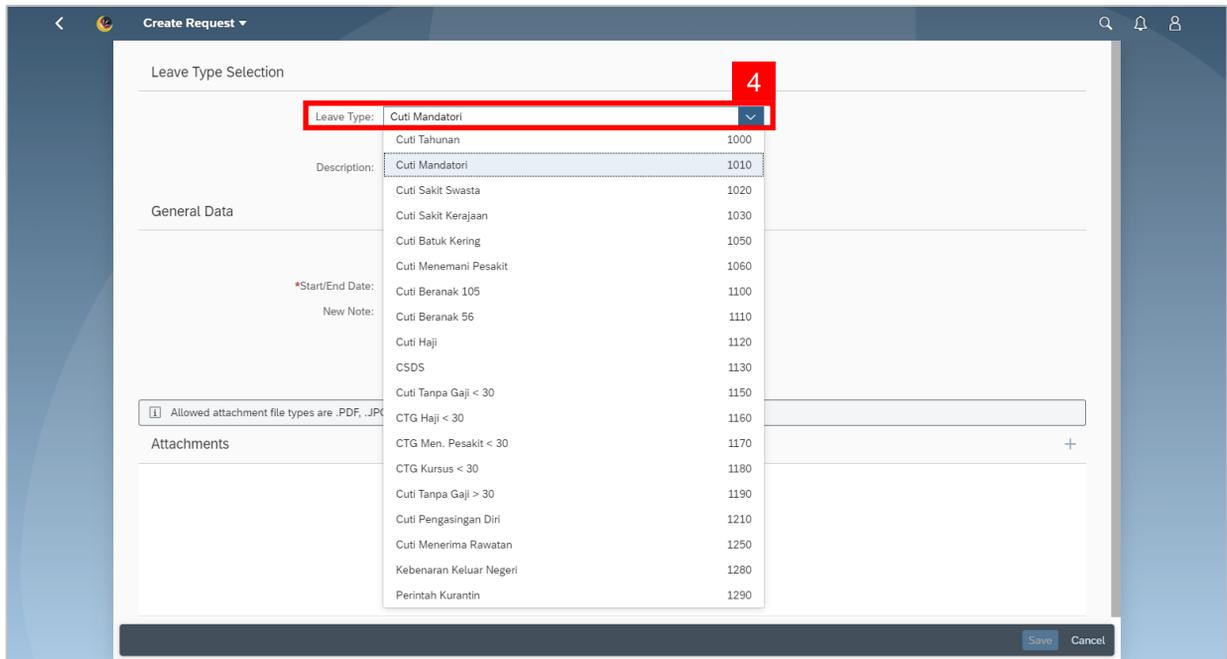
Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.



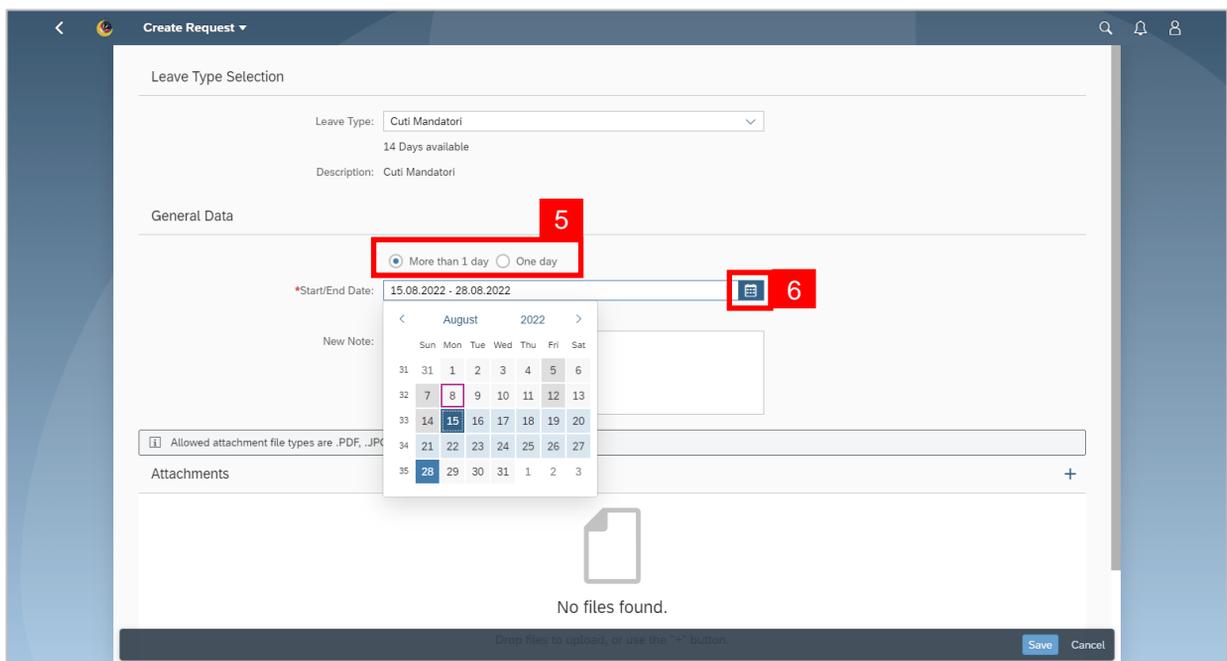
Outcome: Create Request page will be displayed.

4. Select **Cuti Mandatori** (Mandatory Leave) from the **Leave Type** dropdown list.



5. Select: More than 1 day One day or less

6. Select **Requested Date** by clicking on the  button.



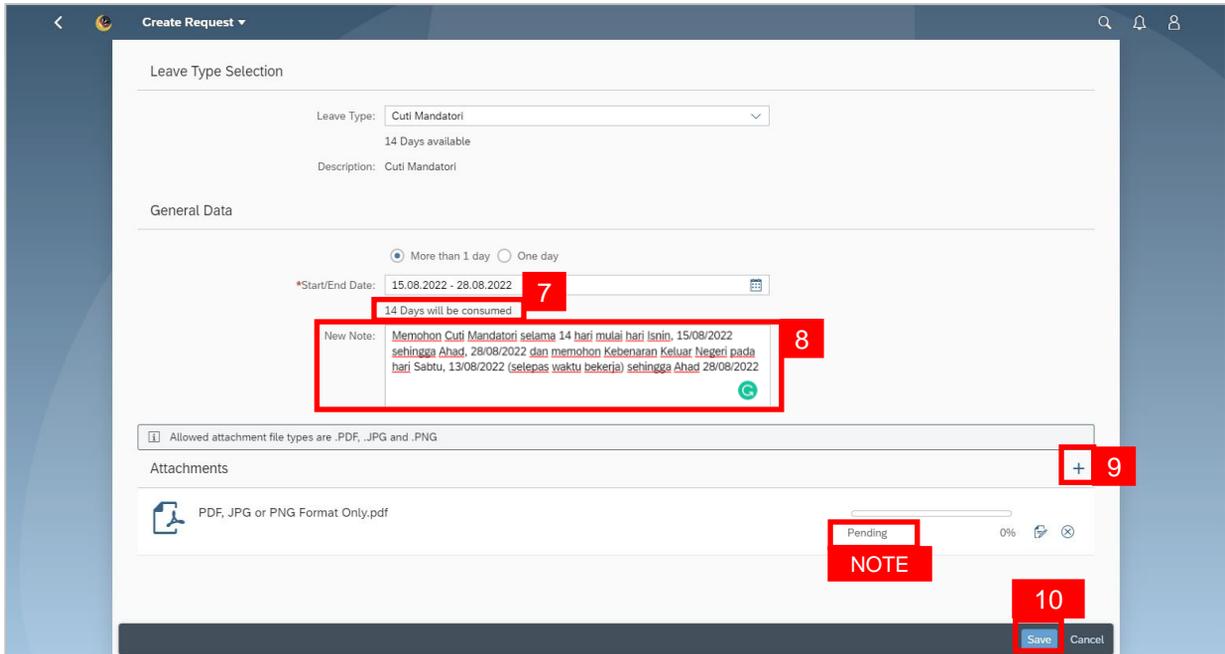
- The total number of days consumed will be shown.
- It is **mandatory** for Employees to fill in the **New Note**.

Note:

- New Note** must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Mandatori selama 14 hari mulai hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/08/2022 (selepas waktu bekerja) sehingga Ahad 28/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- Employee will be able to attach up to 4 files under **Attachment** by clicking  button.
 - Click  button to submit request.



Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.

Outcome: My Leave Request page will be displayed.

The screenshot displays the 'My Leave Request' interface. It is divided into two main sections: 'Entitlement' and 'Request Overview'.

Entitlement Section:

Leave Type	Validity	Available	Planned	Used	Entitlement
Cuti Tahunan	16.12.2020 – 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days
Cuti Tahunan	16.01.2021 – 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days
Cuti Mandatori	16.12.2021 – 15.12.2022	0 Days	14 Days	0 Days	14 Days

Request Overview Section:

Leave Type	Validity	Status	Approver	Quota Used
Cuti Mandatori	15.08.2022 – 28.08.2022	SENT	[Redacted]	14 Days

A 'Request sent successfully' message is shown at the bottom of the page.

11. The **status** of the leave request will be shown as SENT

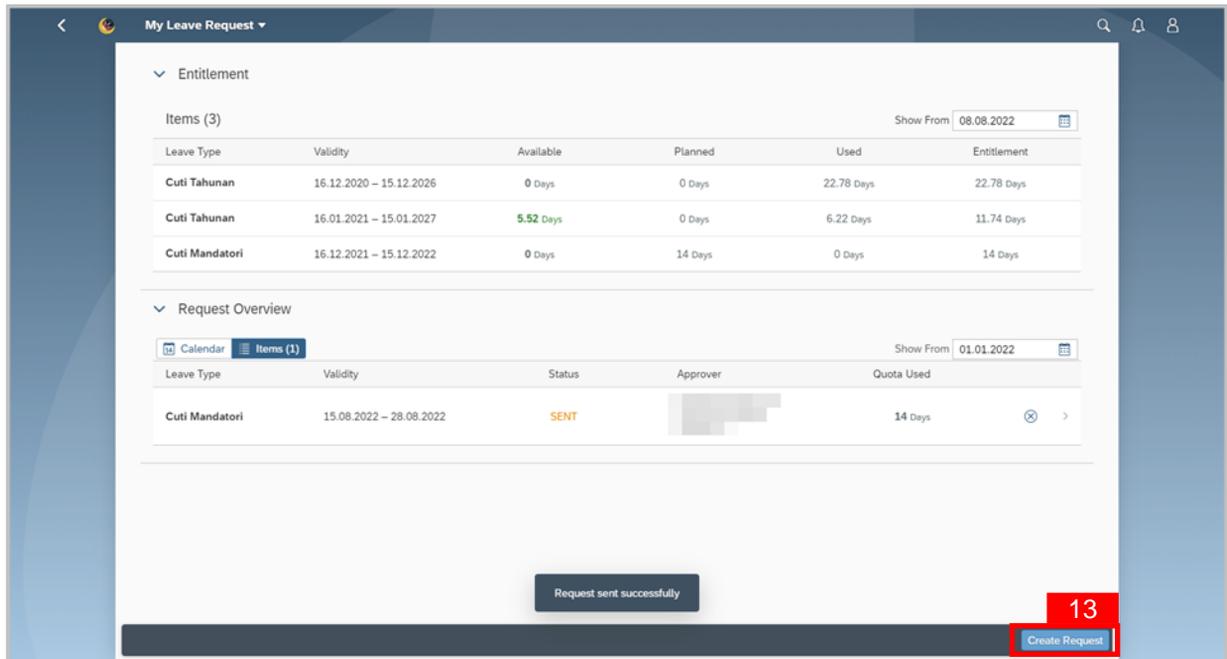
12. The name of the approver will be shown under the approver column.

Note:

- The employee’s leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.
- Employees **can extend** their leave by applying for Annual Leave after Mandatory Leave.
In this scenario, Employees can proceed to apply for **Annual Leave**.

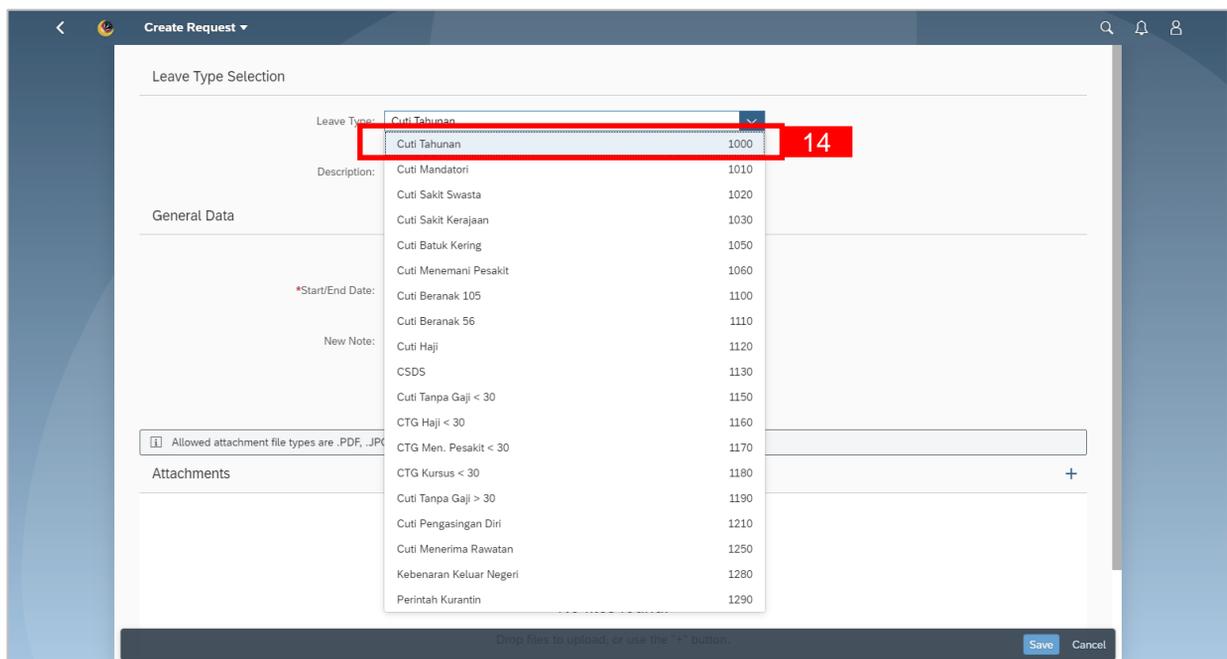
Note: Without exiting to SSM homepage, proceed to apply for the second leave application/request.

13. Click on **Create Request** button.



Outcome: Create Request page will be displayed.

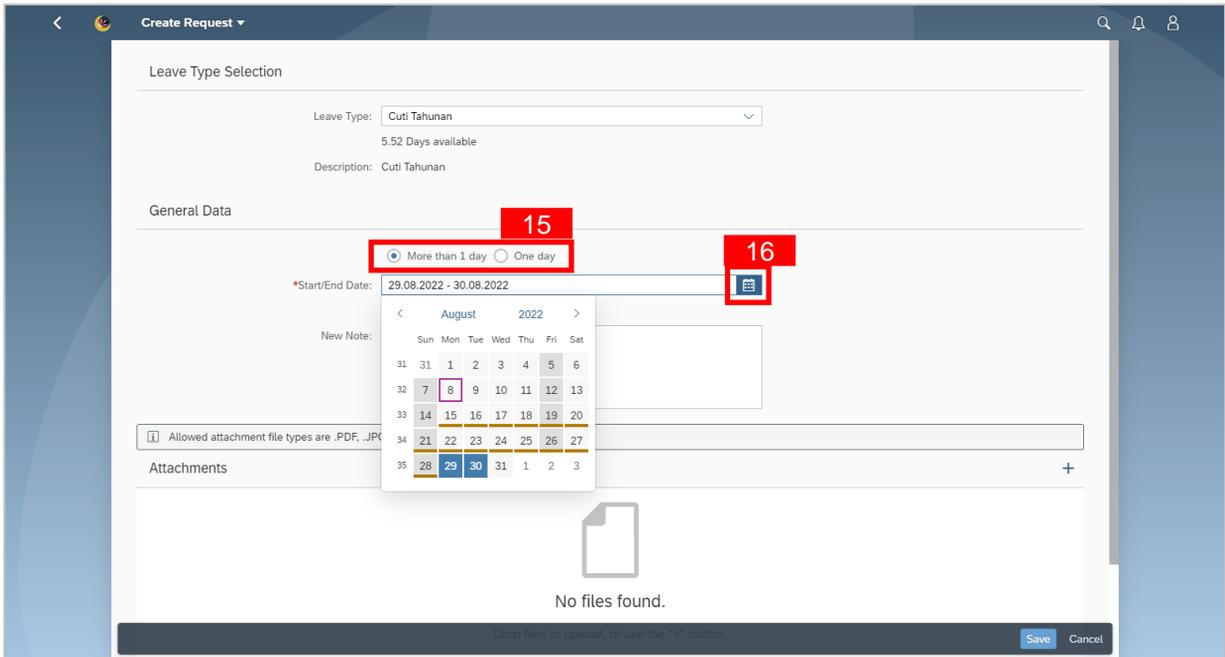
14. Select **Cuti Tahunan** (Annual Leave) from the **Leave Type** dropdown list.



15. Select either one: More than 1 day One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

16. Select **Requested Date** by clicking on the  button.



Leave Type Selection

Leave Type:

5.52 Days available

Description: Cuti Tahunan

General Data

More than 1 day One day

*Start/End Date: 29.08.2022 - 30.08.2022

New Note:

Allowed attachment file types are .PDF, .JPG

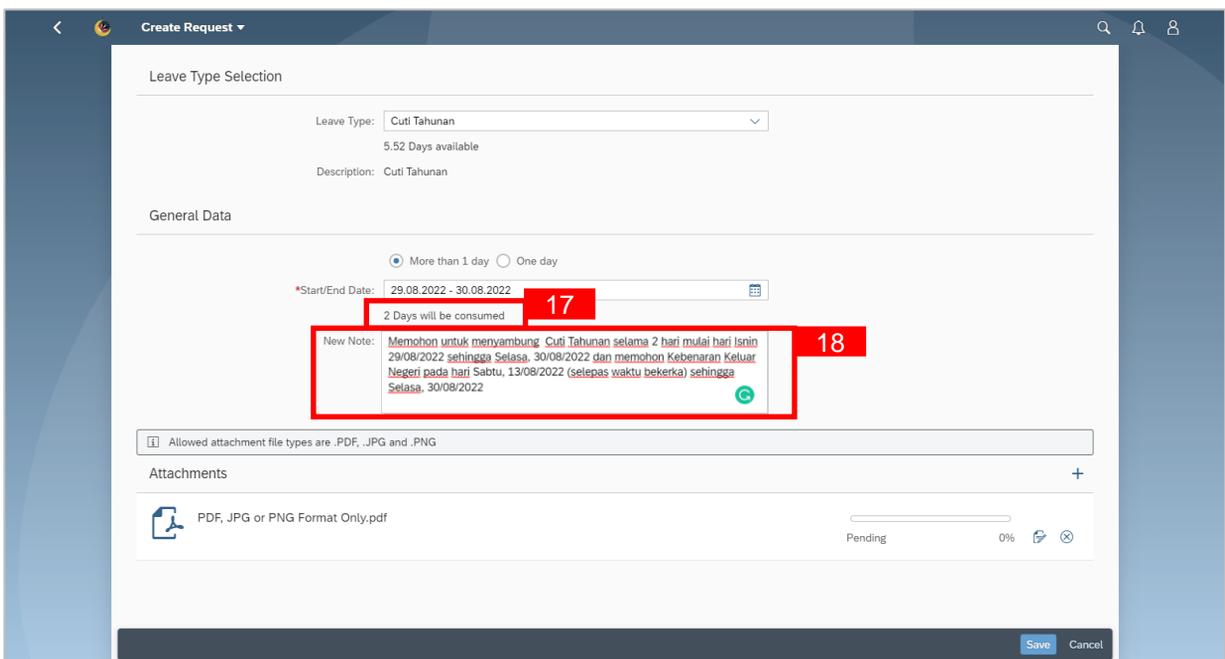
Attachments

No files found.

Save Cancel

17. The total number of days consumed will be shown.

18. It is **mandatory** for Employees to fill in the **New Note**.



Leave Type Selection

Leave Type:

5.52 Days available

Description: Cuti Tahunan

General Data

More than 1 day One day

*Start/End Date: 29.08.2022 - 30.08.2022

2 Days will be consumed

New Note: Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin 29/08/2022 sehingga Selasa, 30/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/09/2022 (selepas waktu bekerja) sehingga Selasa, 30/09/2022

Allowed attachment file types are .PDF, .JPG and .PNG

Attachments

PDF, JPG or PNG Format Only.pdf

Pending 0%

Save Cancel

Note:

- **New Note** must be filled in with relevant information regarding the leave request. For example:

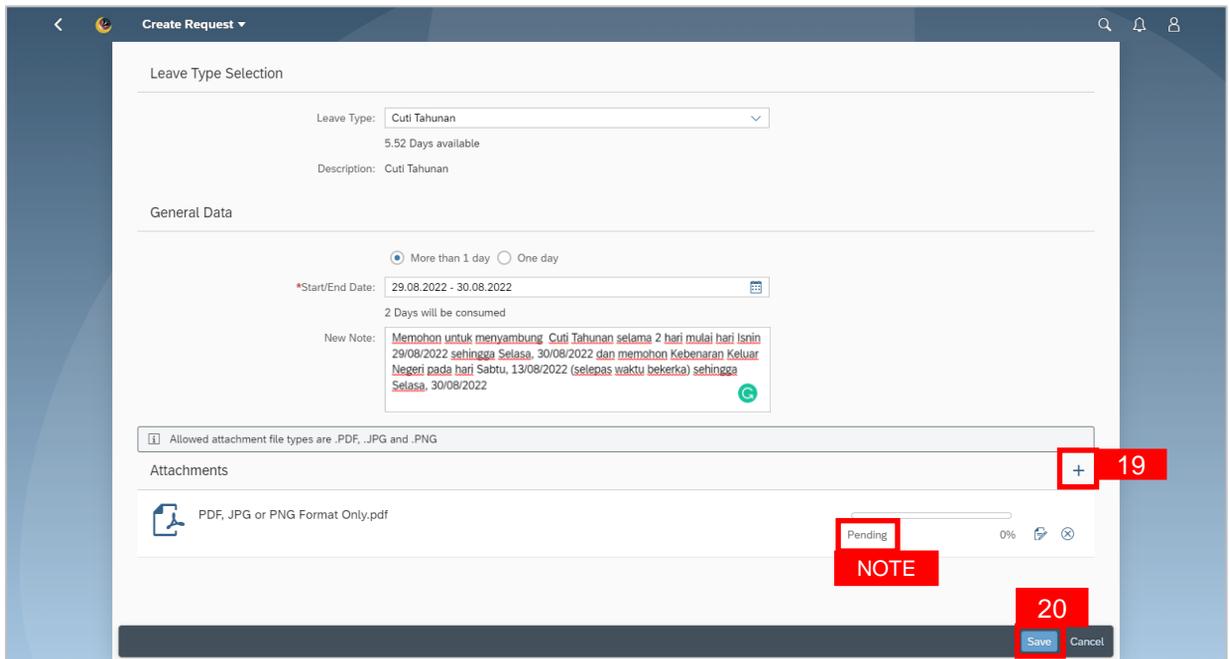
Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin 29/08/2022 sehingga Selasa, 30/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/08/2022 (selepas waktu bekerja) sehingga Selasa, 30/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).

19. Employee will be able to attach up to 4 files under **Attachment** by clicking  button.

20. Click  button to submit request.

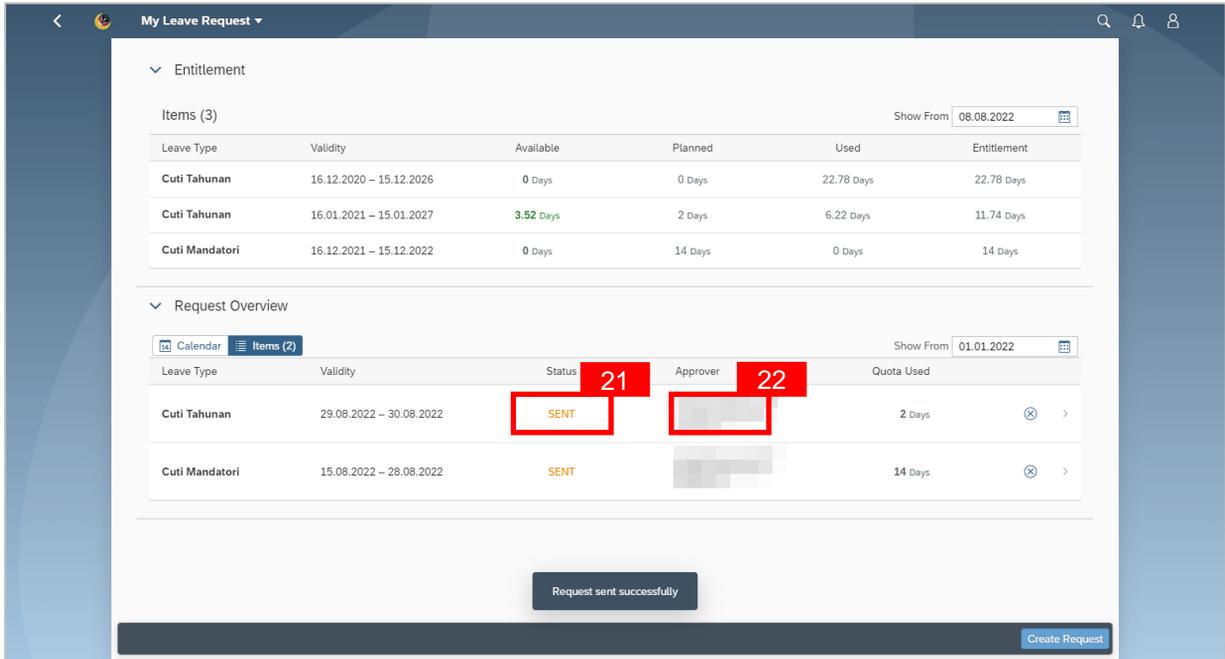
Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.



Outcome: My Leave Request page will be displayed.

21. The **status** of the leave request will be shown as SENT

22. The name of the approver will be shown under the approver column.



Note:

- The employee’s leave entitlement will be shown under **Entitlement**.
- **Available** is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.