



SISTEM SUMBER MANUSIA

User Guide for Front End User (FIORI) Claim Certifier

Benefit Claim Based

VERSION: 3.0

INTRODUCTION

This user guide acts as a reference for **Claim Certifier (Front-End User)** to manage **Benefit Claim Based module**. 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 the **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**.



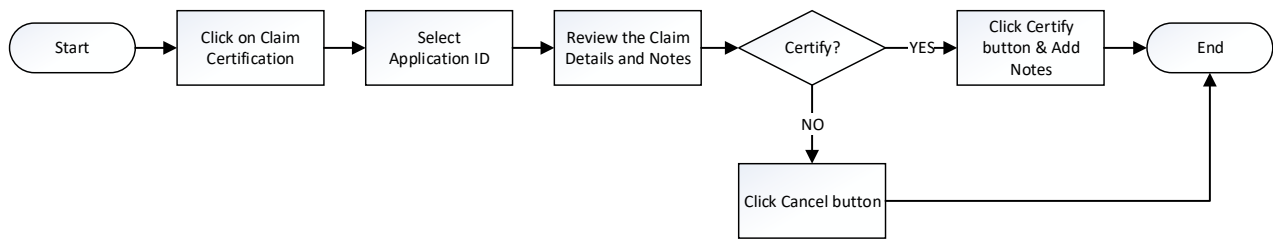
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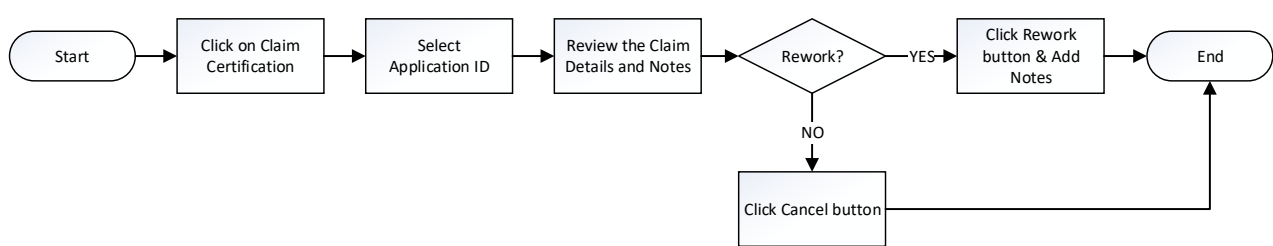


Process Overview

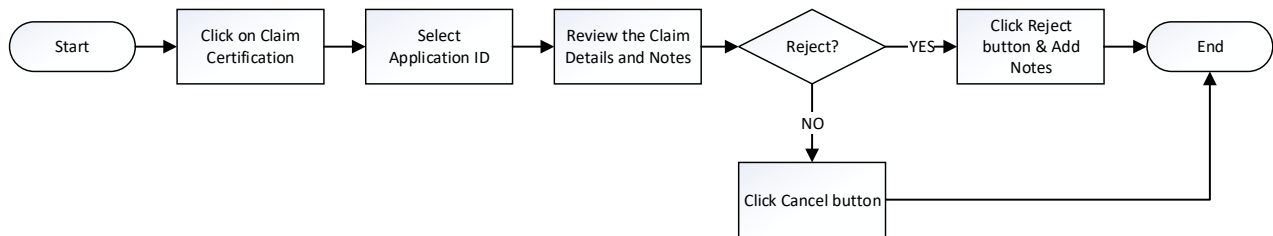
Certify Claim Submission for Certifier



Rework Claim Submission for Certifier



Reject Claim Submission for Certifier



Application / Claim Status Description

STATUS	DESCRIPTION
APPROVED	Application / Claim submission is approved by Approver .
CANCELED	Claim submission is canceled by Approver .
CERTIFIED	Application / Claim submission is certified by Certifier .
DRAFTED	Application / Claim is drafted by Employee .
INPROCESS	Approved claim submission has been submitted to TAFIS to be processed.
PROCESSED	Approved claim submission has been processed in TAFIS .
STOPPED	Application submission has been stopped by Application Approver .
SUBMITTED	Application / Claim has been successfully submitted – pending for Certifier's action .
VERIFIED	Claim submission has been verified by Claim Verifier .
REWORKED TO REQUESTER	Application / Claim submission has been reworked to Employee by Certifier / Verifier / Approver .

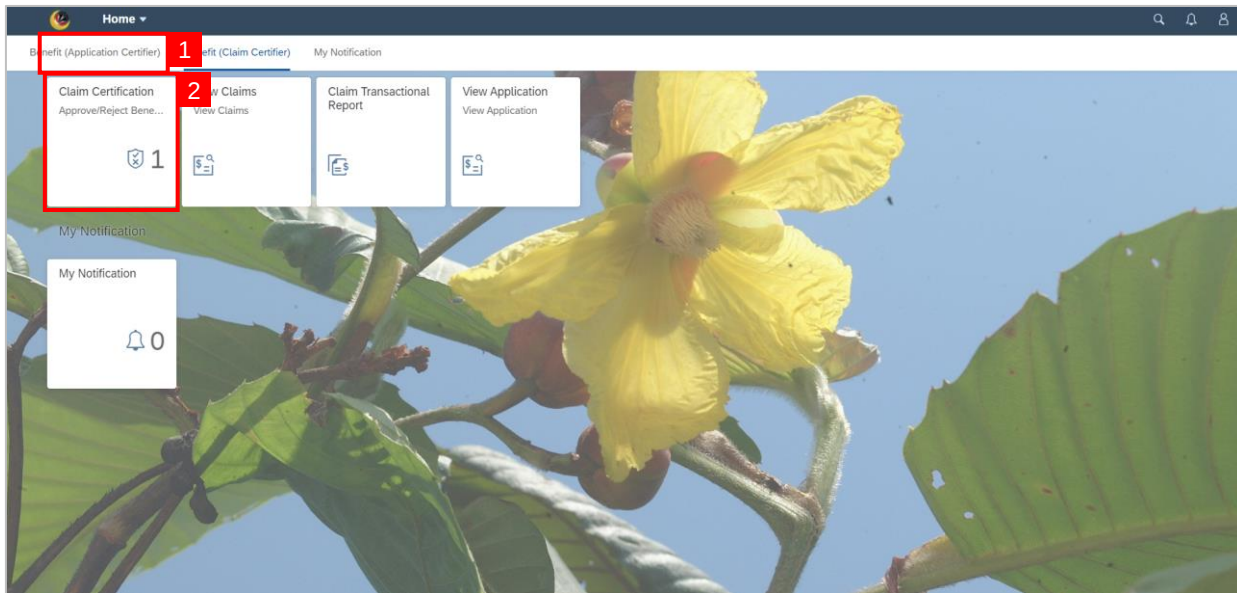


CERTIFY CLAIM SUBMISSION

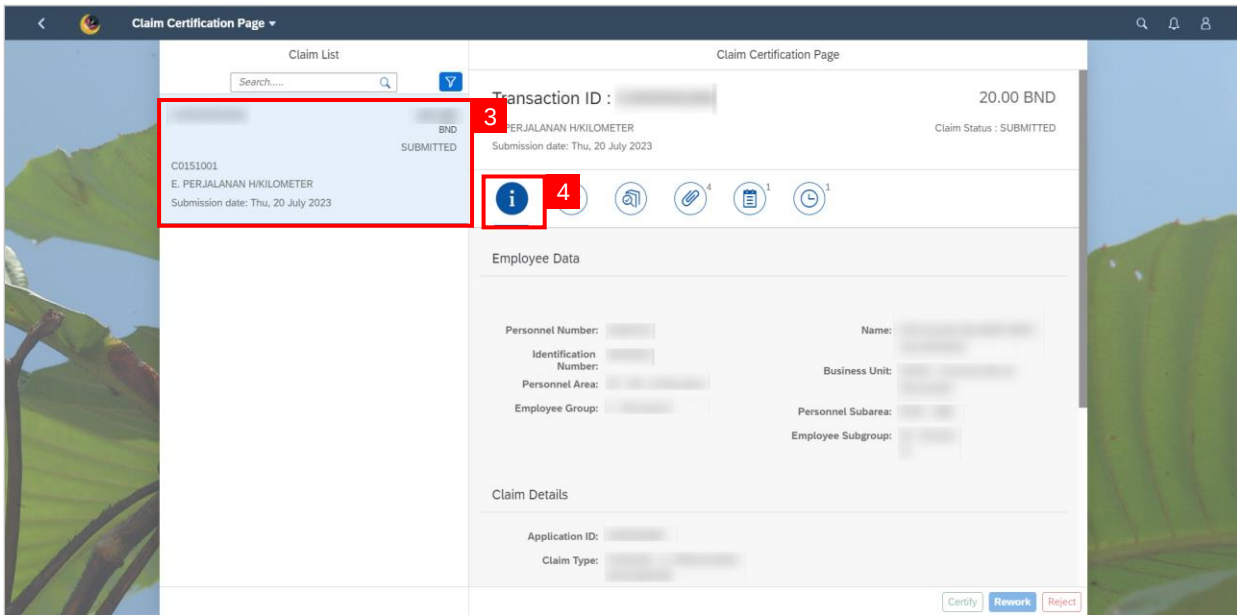
Front-End User

Claim Certifier

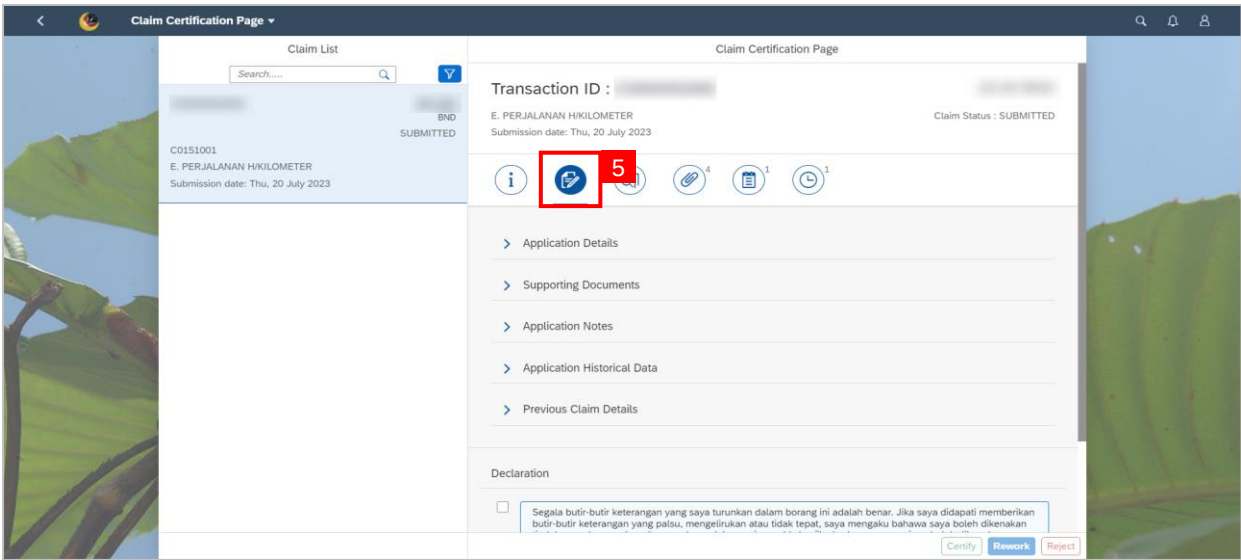
- 1. Navigate to and click on **Benefit (Claim Certifier)** tab.
- 2. Click on **Claim Certification** tile.



- 3. Select the **Claim Transaction ID** to be certified.
- 4. Click on **Information** tab to review the Employee Data and Claim Details.

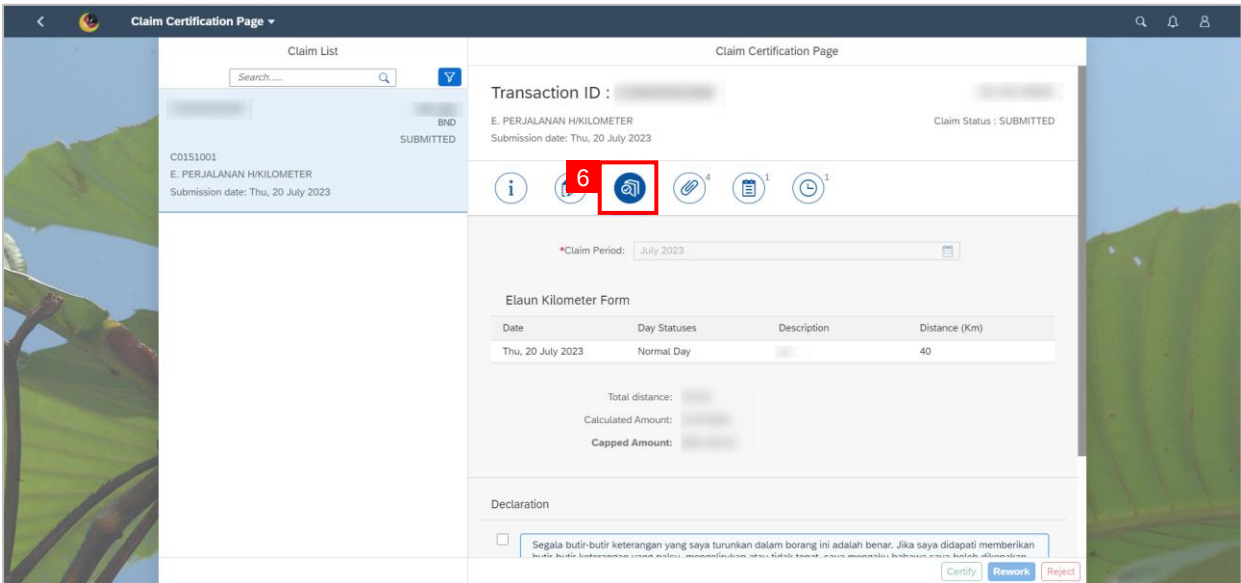


5. Click on **Application Details** tab to view employee's application data.



The screenshot shows the 'Claim Certification Page' with a sidebar on the left containing a 'Claim List' and a main content area on the right. The 'Claim List' shows a claim for 'E. PERJALANAN HIKILOMETER' with a submission date of 'Thu, 20 July 2023'. The main content area displays the 'Application Details' tab, which is highlighted with a red box and the number '5'. The 'Application Details' tab shows the 'Transaction ID', 'E. PERJALANAN HIKILOMETER', and 'Submission date: Thu, 20 July 2023'. Below this, there are icons for 'Application Details', 'Supporting Documents', 'Application Notes', 'Application Historical Data', and 'Previous Claim Details'. The 'Application Details' icon is highlighted with a red box and the number '5'. The 'Declaration' section at the bottom contains a checkbox and a text area for the user to provide a declaration.

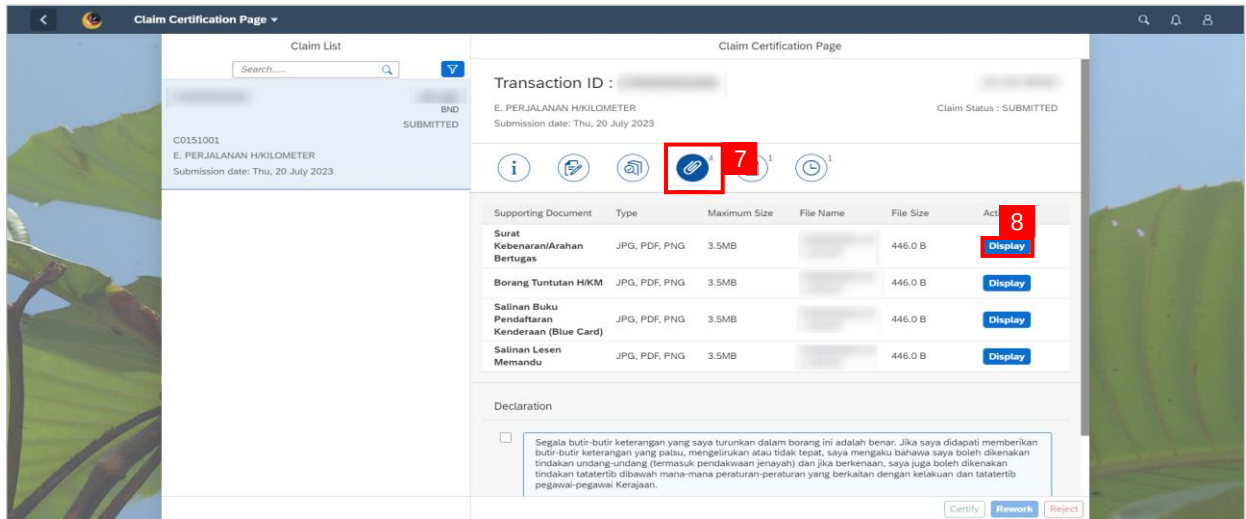
6. Click on **Claim Form** tab to view the Claim Details.



The screenshot shows the 'Claim Certification Page' with the 'Claim Form' tab selected, highlighted with a red box and the number '6'. The 'Claim Form' tab displays the 'Transaction ID', 'E. PERJALANAN HIKILOMETER', and 'Submission date: Thu, 20 July 2023'. Below this, there is a 'Claim Period' dropdown menu set to 'July 2023'. The 'Elau Kilometer Form' section contains a table with columns 'Date', 'Day Statuses', 'Description', and 'Distance (Km)'. The table has one row with the date 'Thu, 20 July 2023', 'Normal Day', and a distance of '40'. Below the table, there are fields for 'Total distance:', 'Calculated Amount:', and 'Capped Amount:'. The 'Declaration' section at the bottom contains a checkbox and a text area for the user to provide a declaration.

7. Click on **Attachment** tab to view the attached supporting document(s).

8. Click on **Display** to open the document.



The screenshot shows the 'Claim Certification Page' with a 'Claim List' on the left and a 'Claim Certification Page' on the right. The 'Claim List' shows a claim for 'E. PERJALANAN HIKLOMETER' with a submission date of 'Thu, 20 July 2023'. The 'Claim Certification Page' shows the 'Transaction ID' and 'Claim Status: SUBMITTED'. Below this, there is a table of 'Supporting Document' with columns: 'Supporting Document', 'Type', 'Maximum Size', 'File Name', 'File Size', and 'Action'. The table lists four documents: 'Surat Kebenaran/Arahan Bertugas', 'Borang Tuntutan HKM', 'Salinan Buku Pendaftaran Kenderaan (Blue Card)', and 'Salinan Lesen Memandu'. Each document has a 'Display' button. A red box highlights the 'Attachment' icon in the top navigation bar, and another red box highlights the 'Display' button for the first document. A third red box highlights the 'Certify' button at the bottom right.

Supporting Document	Type	Maximum Size	File Name	File Size	Action
Surat Kebenaran/Arahan Bertugas	JPG, PDF, PNG	3.5MB		446.0 B	Display
Borang Tuntutan HKM	JPG, PDF, PNG	3.5MB		446.0 B	Display
Salinan Buku Pendaftaran Kenderaan (Blue Card)	JPG, PDF, PNG	3.5MB		446.0 B	Display
Salinan Lesen Memandu	JPG, PDF, PNG	3.5MB		446.0 B	Display

Declaration

☐ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

[Certify](#) [Rework](#) [Reject](#)

Note:

a) There are 4 mandatory documents for **Mileage allowance**. They are:

- Surat Kebenaran / Surat Arahan Bertugas.
- Borang Tuntutan H/KM.
- Salinan Buku Pendaftaran Kenderaan (Blue Card).
- Salinan Lesen Memandu.

b) There are 2 mandatory documents for **Overtime allowance**. They are:

- Surat Kebenaran / Surat Arahan Bertugas.
- Borang Tuntutan Lebih Masa.

c) Mandatory documents are also applicable to **VIP drivers except** for *Surat Kebenaran / Arahan Bertugas* for **Overtime Allowance**.



9. Click on **Notes** tab to view notes.

Claim Certification Page

Claim List

Search.....

CO151001
E. PERJALANAN HIKILOMETER
Submission date: Thu, 20 July 2023

BND
SUBMITTED

Transaction ID : [REDACTED]

E. PERJALANAN HIKILOMETER
Submission date: Thu, 20 July 2023

Claim Status : SUBMITTED

Notes

Thu, 20 July 2023 14:40:40

Declaration

☐ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Certify Rework Reject

10. Click on **History** tab to view the claim history.

11. Tick on the **Declaration** checkbox.

12. Navigate to and click on **Certify** button.

Claim Certification Page

Claim List

Search.....

CO151001
E. PERJALANAN HIKILOMETER
Submission date: Thu, 20 July 2023

BND
SUBMITTED

Transaction ID : [REDACTED]

E. PERJALANAN HIKILOMETER
Submission date: Thu, 20 July 2023

Claim Status : SUBMITTED

History

Employee	Date	Time	Status
Requester	Thu, 20 July 2023	14:40:40	SUBMITTED

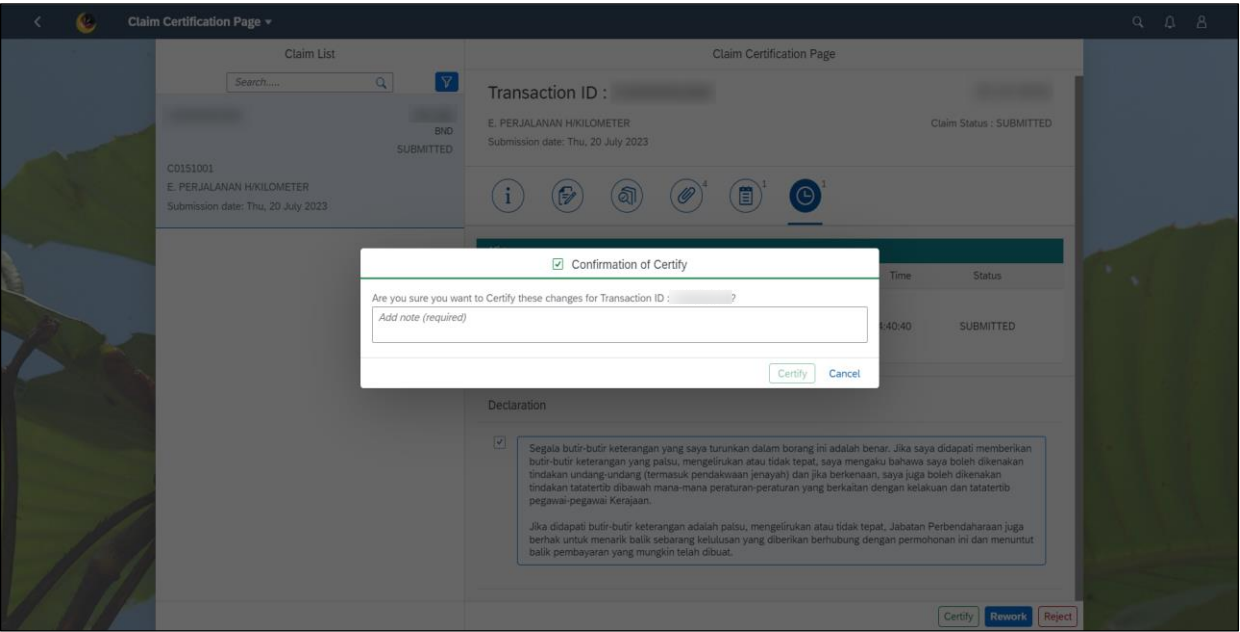
Declaration

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

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

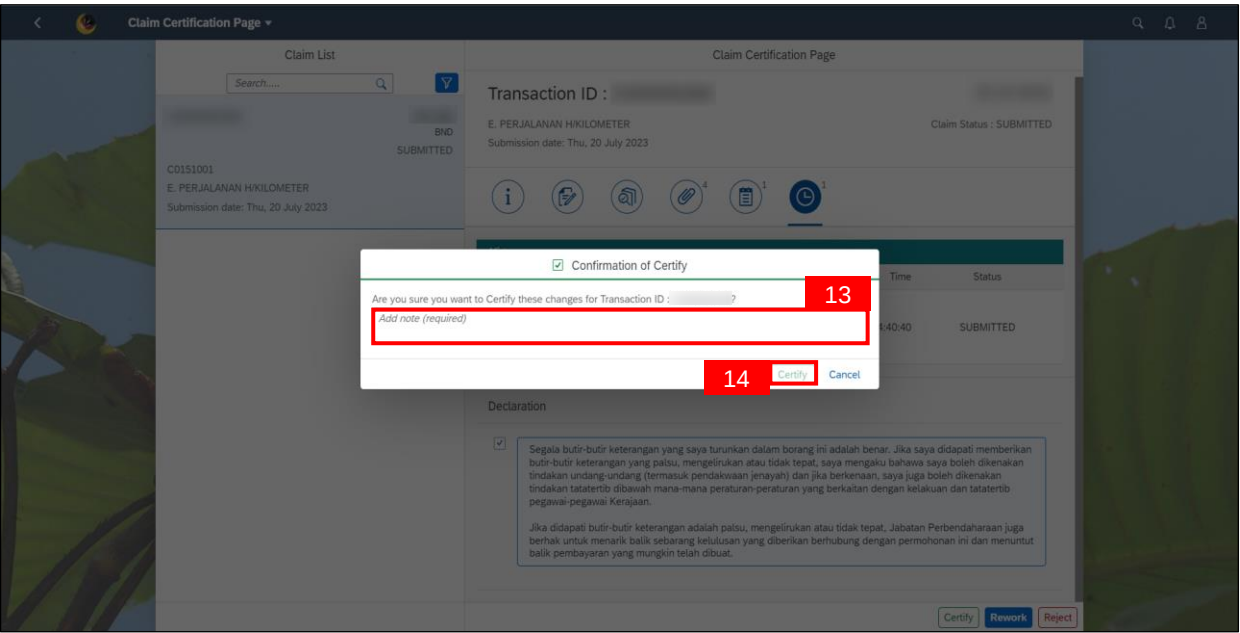
Certify Rework Reject

Note: A confirmation of Certify pop-up window will be displayed.



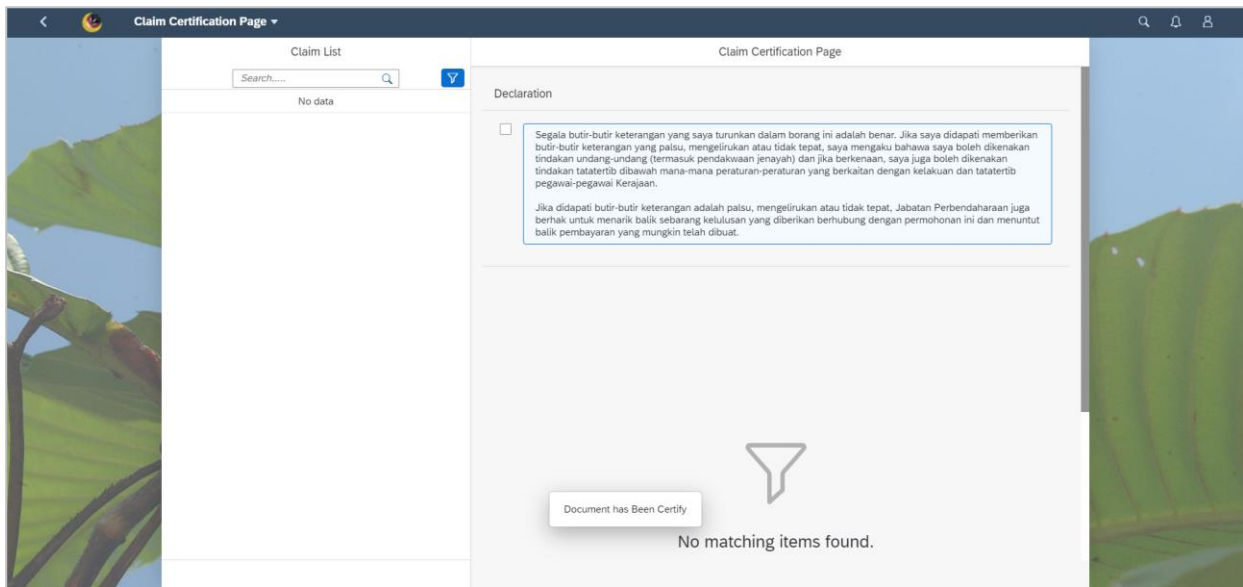
13. Input **mandatory notes**.

14. Click on **Certify** button to confirm.





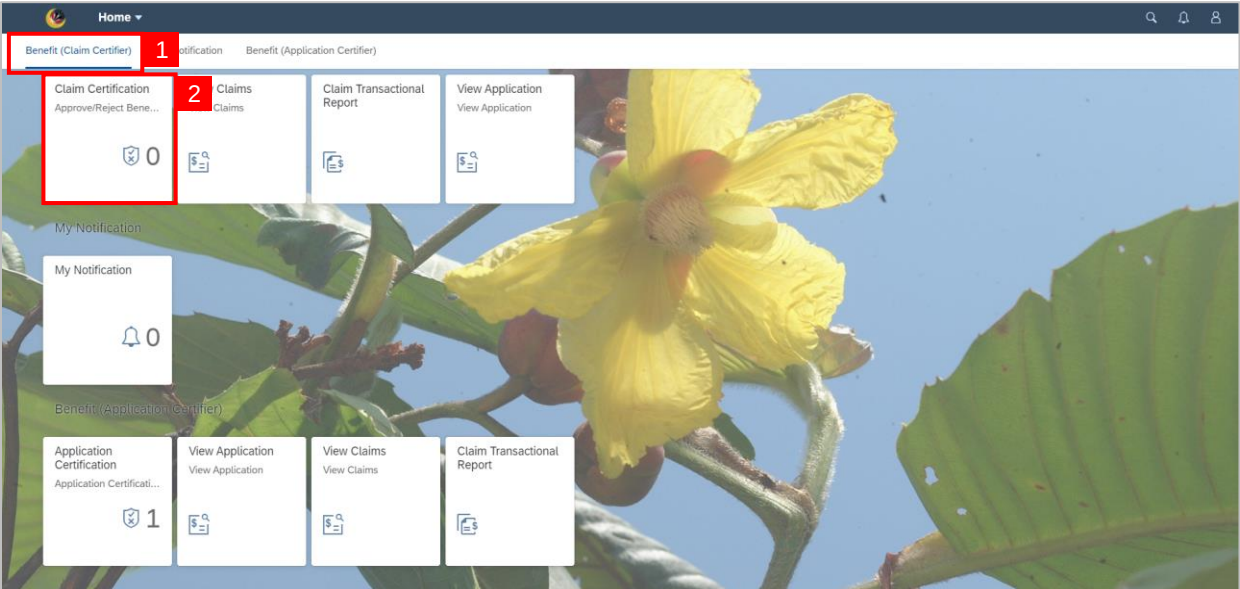
Outcome: The Application submission has been successfully certified.



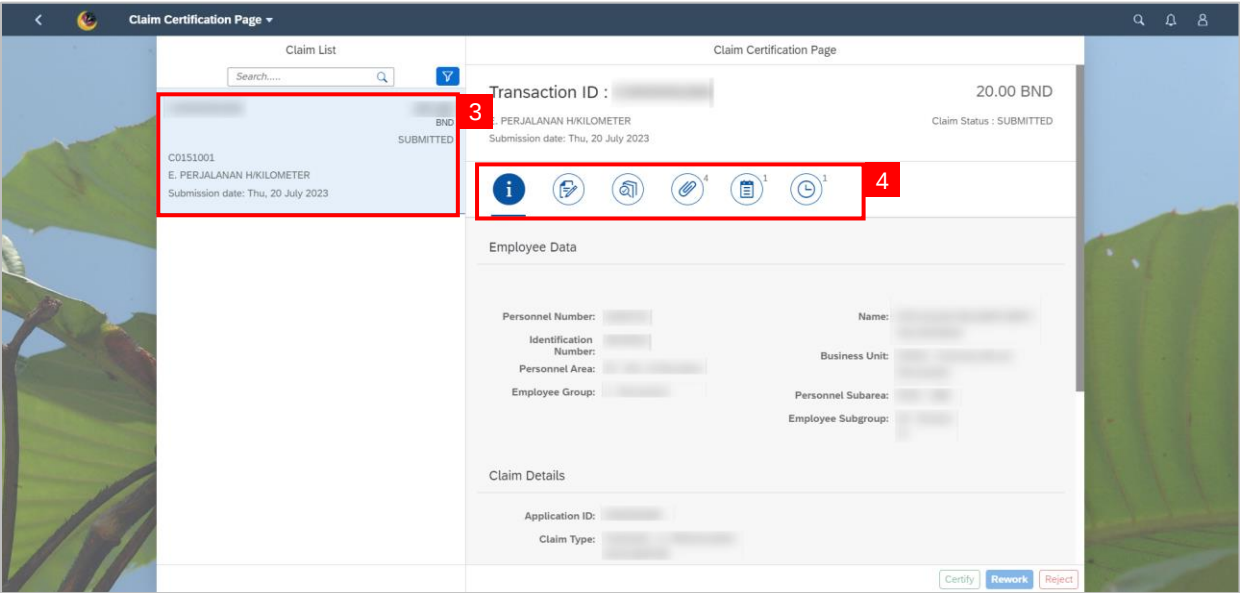


REWORK CLAIM SUBMISSION	Front-End User
	Claim Certifier

1. Navigate to and click on **Benefit (Claim Certifier)** tab.
2. Select on **Claim Certification** tile.

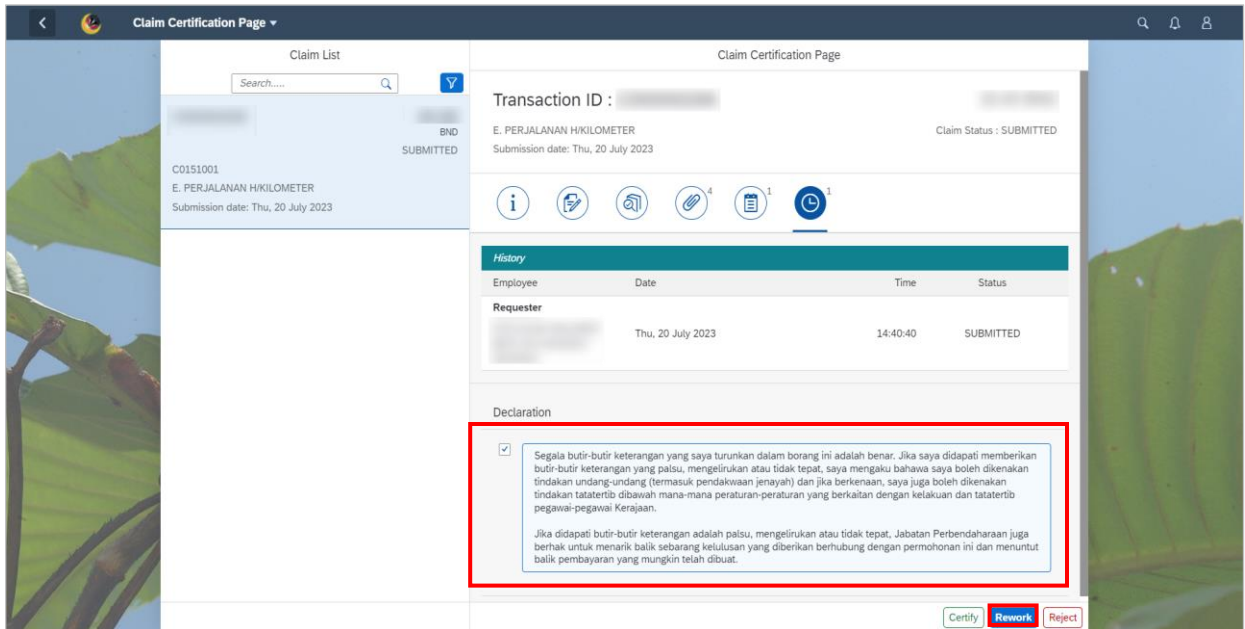


3. Select the **Claim Transaction ID** to be reworked.
4. Review all **Employee** and **Claim Details**.



5. Tick on the **Declaration** checkbox.

6. Navigate to and click on **Rework** button.



The screenshot shows the 'Claim Certification Page' for a transaction ID. The page includes a 'Claim List' on the left, a 'Transaction ID' section, and a 'History' table. The 'Declaration' section is highlighted with a red box, showing a checked checkbox and a text area for the declaration. The 'Rework' button is highlighted in red at the bottom right.

Claim List

Search.....

Transaction ID : [REDACTED]

E. PERJALANAN HIKILOMETER

Submission date: Thu, 20 July 2023

Claim Status : SUBMITTED

History

Employee	Date	Time	Status
Requester	Thu, 20 July 2023	14:40:40	SUBMITTED

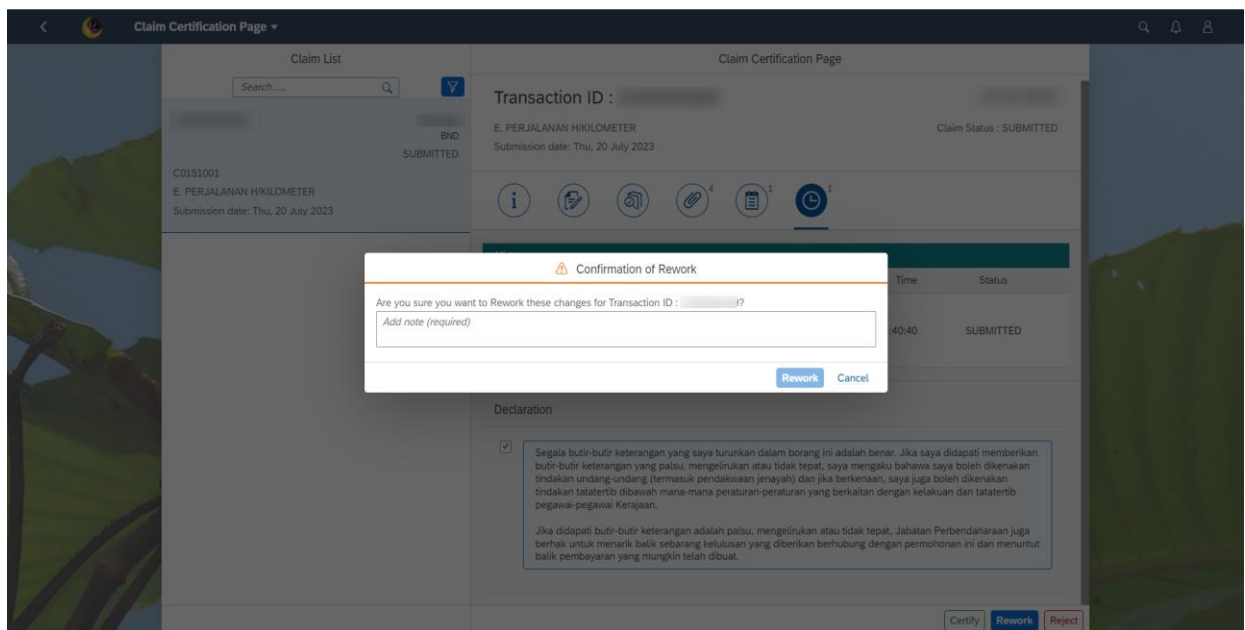
Declaration

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

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Certify **Rework** Reject

Note: A confirmation of Rework pop-up window will be displayed.



The screenshot shows the 'Claim Certification Page' with a 'Confirmation of Rework' pop-up window displayed. The pop-up window asks for confirmation to Rework the changes for the transaction ID and includes a text area for a note. The 'Rework' button is highlighted in blue.

Claim List

Search.....

Transaction ID : [REDACTED]

E. PERJALANAN HIKILOMETER

Submission date: Thu, 20 July 2023

Claim Status : SUBMITTED

History

Employee	Date	Time	Status
Requester	Thu, 20 July 2023	14:40:40	SUBMITTED

Declaration

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

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Certify **Rework** Reject

Confirmation of Rework

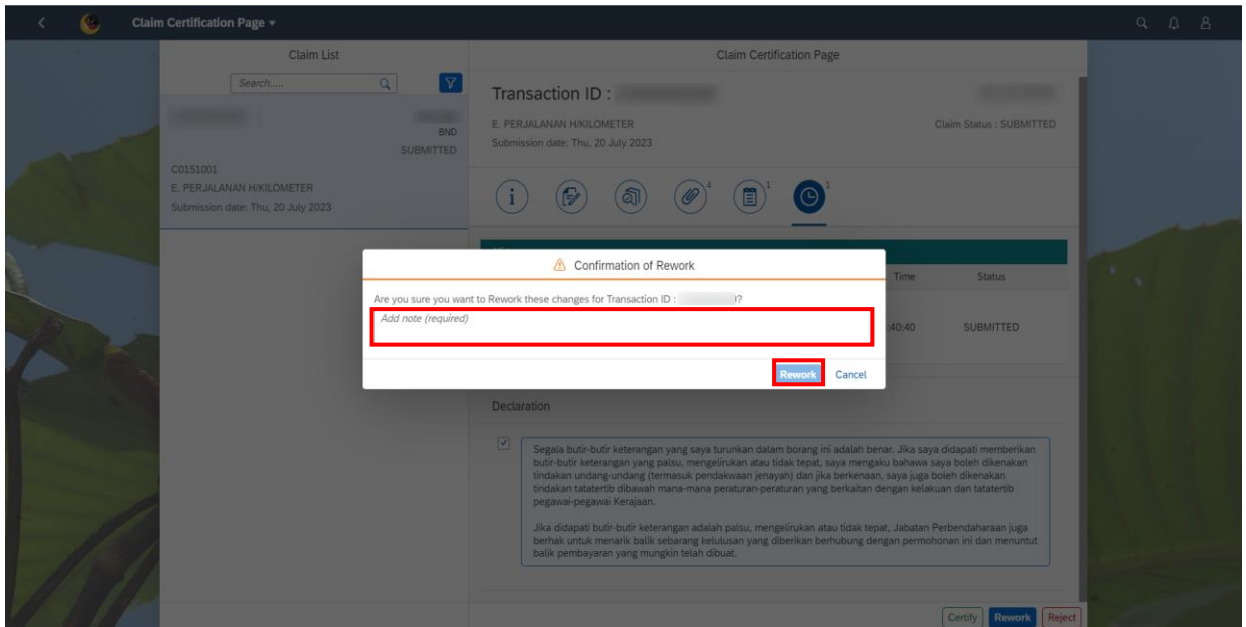
Are you sure you want to Rework these changes for Transaction ID : [REDACTED]?

Add note (required)

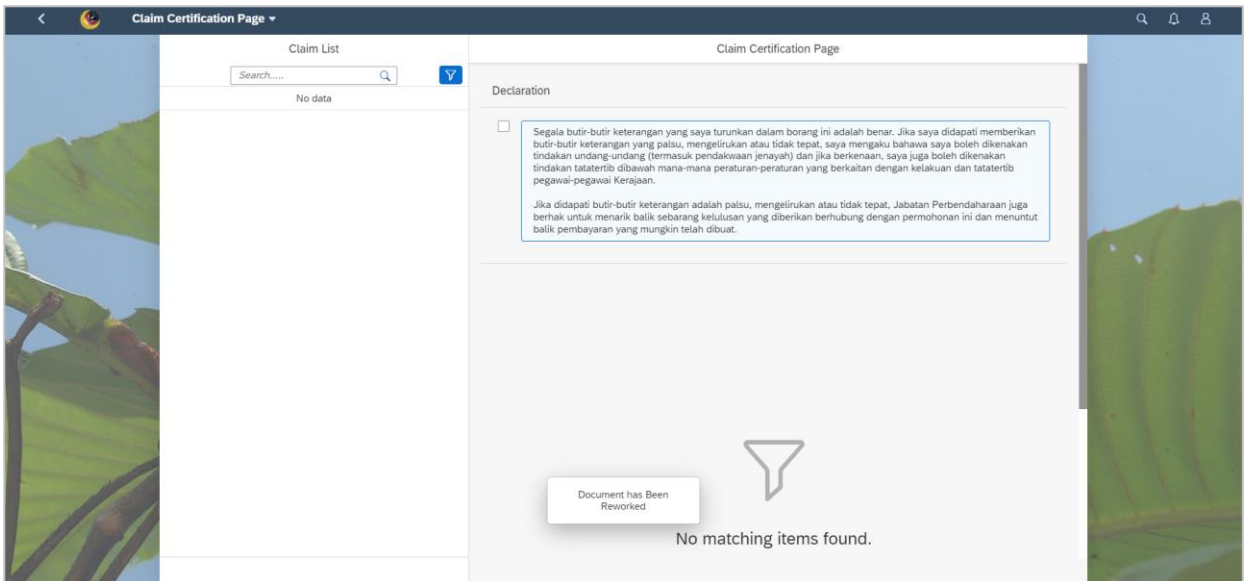
Rework Cancel

7. Input **notes** on which part needs to be reworked on.

8. Click on **Rework** button to confirm.



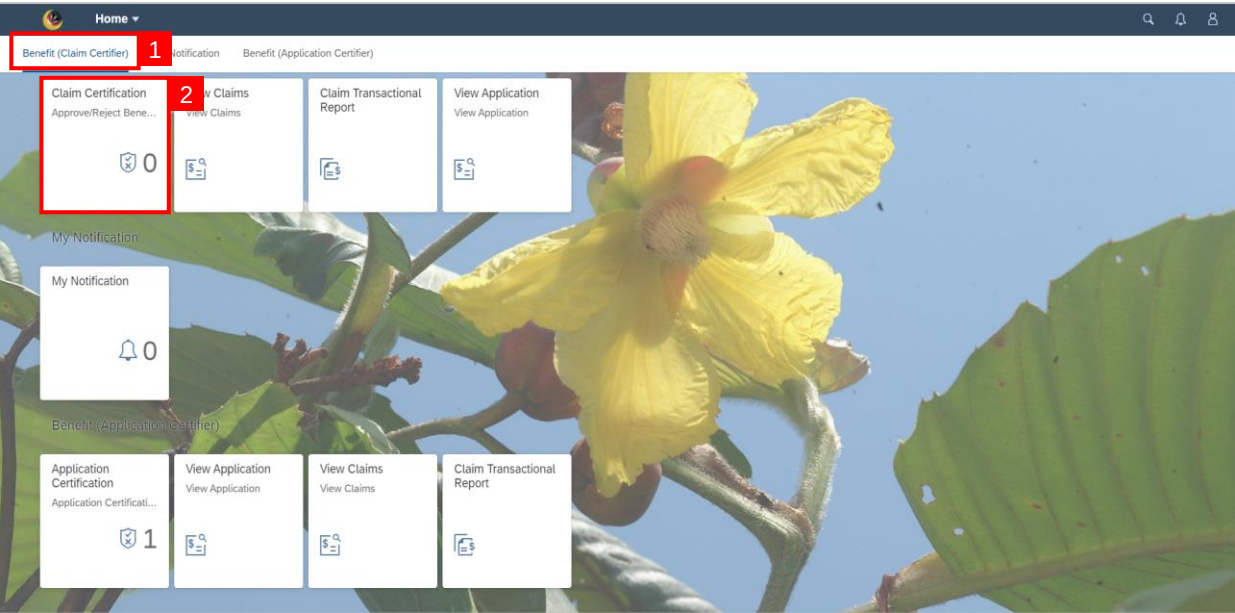
Outcome: Claim Submission has been successfully reworked.



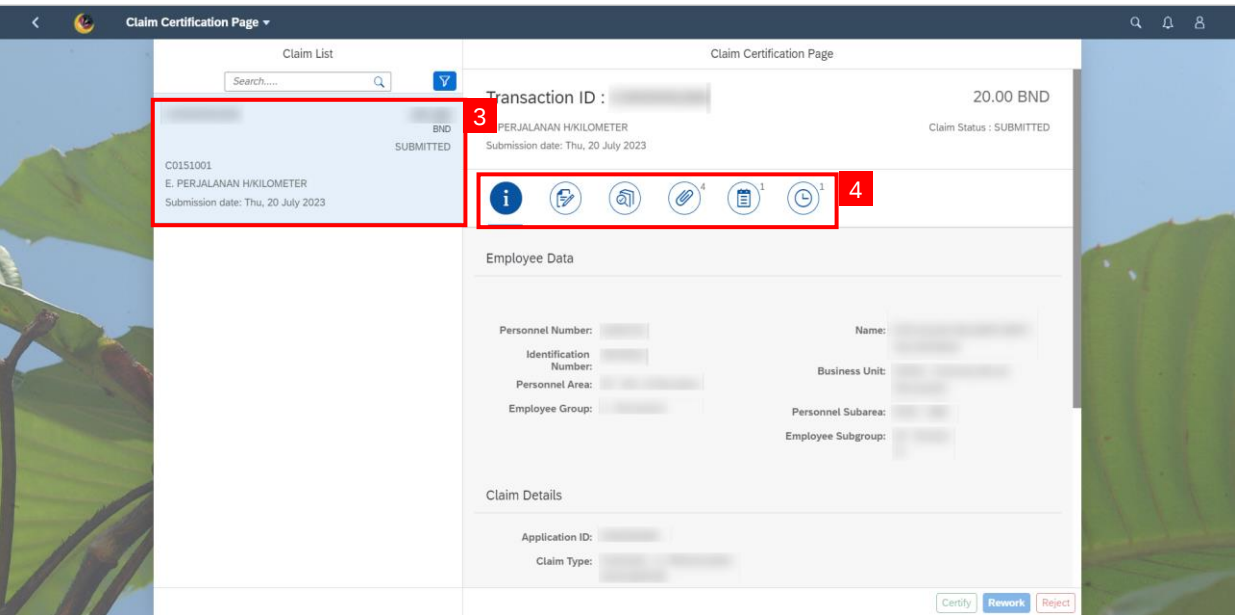


REJECT CLAIM SUBMISSION	Front-End User
	Claim Certifier

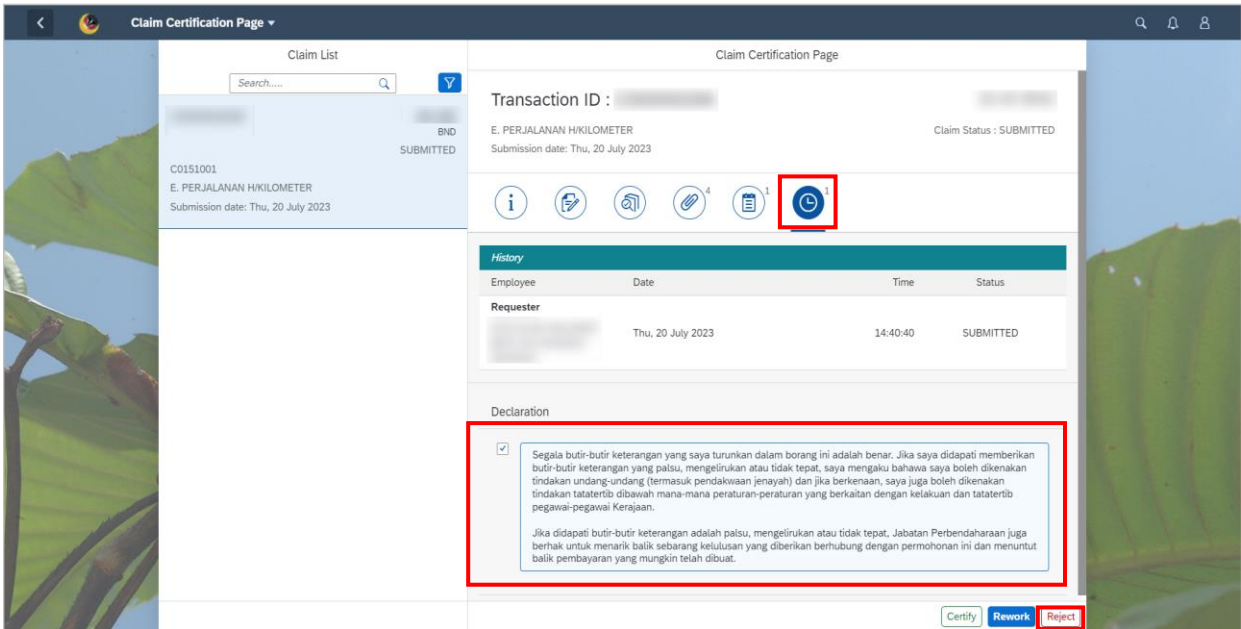
1. Navigate to and click on **Benefit (Claim Certifier)** tab.
2. Select on **Claim Certification** tile.



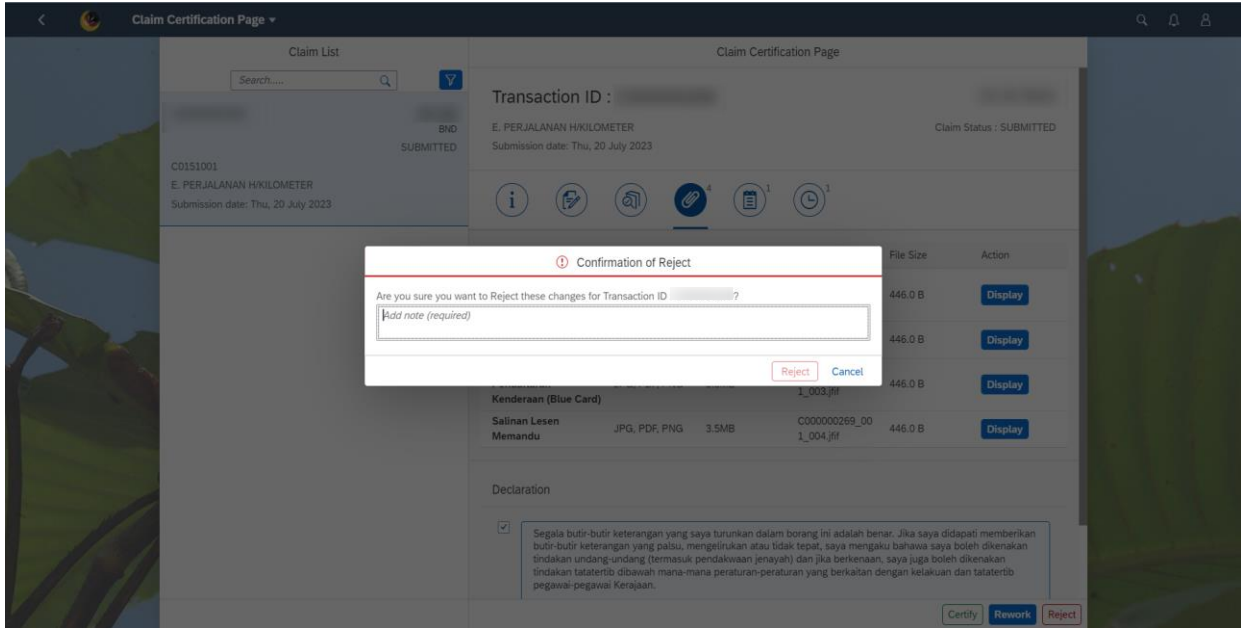
3. Select the **Claim Transaction ID** to be rejected.
4. Review all **Employee and Claim Details**.



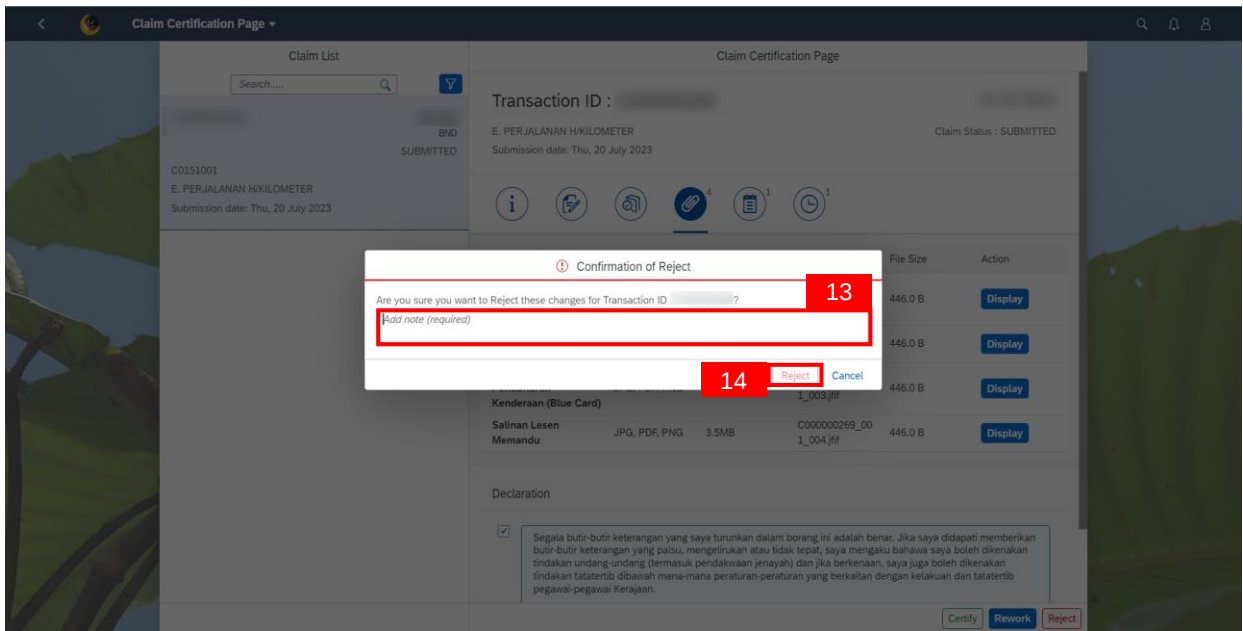
- 5. Tick on the **Declaration** checkbox.
- 6. Click on **Reject** button.



Note: A confirmation of Reject pop-up window will be displayed.



- 7. Input **Notes** accordingly.
- 8. Click on **Reject** button to confirm.



Outcome: Claim submission has been successfully rejected.

