

# SISTEM SUMBER MANUSIA

## User Guide for Front End User (FIORI)

**Benefit Claim Based** 

## Reports

VERSION: 1.0



### INTRODUCTION

This user guide acts as a reference for **Certifier**, **Verifier** and **Approver** (Front End User) to:

- 1. View Application,
- 2. View Claim,
- 3. Generate Claim Transactional Report.

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**.



| Topics                              | Page     |
|-------------------------------------|----------|
| Introduction                        | 2        |
| Glossary                            | 2        |
| Further Assistance                  | 2        |
| Process Overview                    | <u>3</u> |
| View Application                    | <u>4</u> |
| View Claim                          | <u>6</u> |
| Generate Claim Transactional Report | <u>8</u> |

## **Process Overview**



## **Claim Transactional Report**





## Sistem Sumber Manusia



#### VIEW APPLICATION

Employee Self Service (Front-End User) Claim Approver (ESS)

- 1. Navigate to and click on **Benefit (Claim Approver)** tab.
- 2. Click on View Application tile.



3. Fill in the Selection Fields accordingly.

#### Note:

Claim Approver may fill in the Selection Fields accordingly to view specific claims or leave it

blank to view all claims within the approver's personnel subarea.

4. Click on Filter.



#### Outcome: Employee Application Submission data will be displayed under Application

Details.



## Sistem Sumber Manusia



#### VIEW CLAIM

Employee Self Service (Front-End User) Claim Approver (ESS)

- 1. Navigate to and click on Benefit (Claim Approver) tab.
- 2. Click on View Claims tile.



#### 2. Fill in the Selection Fields.

#### Note:

Claim Approver may fill in the Selection Fields to view specific claims or leave it blank to

view all claims within the Approver's personnel subarea.

3. Click on Filter button.



#### Outcome: Employee Claim Submission data will be displayed under Claim Details.

| < 🧐 View | v Claims Page 🔻  |  |           |      |             |           |                 |           |              |      | ٩ | Û | 8 |
|----------|------------------|--|-----------|------|-------------|-----------|-----------------|-----------|--------------|------|---|---|---|
|          | <                |  |           |      | View Claims | Page      |                 |           |              |      |   |   |   |
|          | Selection Fields | 5  |           |      |             |           |                 |           |              |      |   |   |   |
|          | Pers             | Claim ID:<br>Personnel ID:<br>IC Number:<br>connel Sub Area: | Fit       | ter  | 2           | Restore   | 2               |           |              |      |   |   |   |
|          | Claim Details    |  |           |      | 5           |           |                 |           |              |      |   |   |   |
| 13       | Application ID   | Personnel ID   | IC Number | Name | Department  | Submit To | Submission Date | Status    | Status Date  |      |   |   |   |
|          |                  |  |           |      |             |           | 31 July 2023    | WITHDRAWN | 31 July 2023 | ->-  |   |   |   |
|          |                  |  |           |      |             |           | 27 July 2023    | CERTIFIED | 27 July 2023 | >    |   |   |   |
|          |                  |  |           |      |             |           | 20 July 2023    | CANCELED  | 27 July 2023 | 2    |   |   |   |
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| 1511     |                  |  |           |      |             |           | 13 July 2023    | APPROVED  | 13 July 2023 | >    |   |   |   |

## Sistem Sumber Manusia



GENERATE TRANSACTIONAL CLAIM REPORT Employee Self Service (Front-End User)

Claim Approver (ESS)

- 1. Navigate to and click on **Benefit (Claim Approver)** tab.
- 2. Click on Claim Transactional Report tile.



Note: Claim Transactional Report page will be displayed in another tab.

| < 🧐 Claims Status Report  | Q | Д. | 8       |
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| Save as Variant More V  |   |    | Exit    |
| Selection Parameter   |   |    |         |
| Claims ldz     to:     o"       Claims Status:     to:     o"       Payment Period:     to:     o"       Personnel ldz     to:     o" |   |    |         |
| Personnel Subarea: to: """"""""""""""""""""""""""""""""""   |   |    |         |
|   |   |    |         |
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|   |   |    |         |
|   |   |    |         |
|   |   |    |         |
|   |   |    | Execute |



3. Claim Approver may fill in the Selection Parameter to view specific claims or leave it blank

to view all claim statuses within the approver's personnel subarea.

4. Click on the Show only latest version to display only the latest version of submitted

claims.

Note: Claim Certifier may leave it unticked to display all versions of the submitted claims.

#### 5. Click on **Execute** button.

| < 🧐 Claims Status Report     |   |         |
|------------------------------|---|---------|
| Save as Variant More 🗸       |   | Exit    |
| Selection Parameter 3        |   |         |
| Claims ld:                   |   |         |
| Claim Status: to:            |   |         |
| Payment Period: to: to:      |   |         |
| Personnel Id: to:            |   |         |
| Personnel Subarea: to:       |   |         |
| Claims Transaction Date: to: |   |         |
| Show only latest version     |   |         |
|                              |   |         |
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|                              |   | Execute |

#### Outcome: Employee's claim details will be displayed.

| Q       A       V       V       V       E       E       E       Mare       Personnel Area       Personnel Su.       Employee Su.       Responsible       Claim Type       Claim Type       Currents         C00000222       APPROVED       13.07.2023       Personnel Aux       F <td< th=""><th>&lt; (</th><th>🧐 Cli</th><th>ims St</th><th>atus Rep</th><th>ort</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>             | < (       | 🧐 Cli      | ims St | atus Rep | ort         |        |        |     |        |                |              |             |             |                |               |            |
|---|-----------|------------|--------|----------|-------------|--------|--------|-----|--------|----------------|--------------|-------------|-------------|----------------|---------------|------------|
| Claim Document ID         Claim Type         Name         Personnel Area         Personnel Su         Employee Su         Responsible         Claim Type.         Currency Area           000000202         APPROVED         13.07.022         ELEBIH MASA         BND           000000202         APPROVED         13.07.022         ELEBIH MASA         BND           000000202         APROVED         13.07.022         ELEBIH MASA         BND           000000202         APROVED         20.07.022         ELEBIH MASA         BND           000000202         APROVED         10.7.022         ELEBIH MASA         BND           000000202         APROVED         10.7.022         ELEBIH MASA         BND           00000023         REVERTED         03.08.023         ELEBIH MASA         BND           23000026         REVORKED         04.08.023         ELEBIH MASA         BND           23000027         REVORKED         04.08.023         ELEBIH MASA | @ ≞       | <b>₹</b> 7 | Σ      | 10       | 6 🛛         | ^₽     | ۲      | ۵.  | More 🗸 |                |              |             |             |                |               |            |
| 00000223         APROVED         13.07.2023         E. LEBIH MASA         BND           00000226         APROVED         13.07.2023         E. PERJALANA), BND           00000280         CAVCELED         20.07.2023         E. PERJALANA), BND           00000280         APROVED         27.07.2023         E. LEBIH MASA         BND           00000281         WTHDRAWN         31.07.2023         E. LEBIH MASA         BND           00000282         REJECTED         03.08.2023         E. LEBIH MASA         BND           00000283         REWORKED         04.08.2023         E. LEBIH MASA         BND           00000285         REWORKED         04.08.2023         E. LEBIH MASA         BND  | cument ID | Claim Doc  | im Cl  | aim Tra  | Personnel N | u IC I | Number | Nar | ne     | Personnel Area | Personnel Su | Employee Su | Responsible | . Claim Type C | Claim Type N  | Currency K |
| 0000226         APPROVED         13.07.2023         E. PERJALANA BND           0000269         CANCELED         20.07.2023         E. PERJALANA BND           0000280         APPROVED         27.07.2023         E. LEBIH MASA BND           0000280         APPROVED         27.07.2023         E. LEBIH MASA BND           0000280         APPROVED         03.08.2023         E. LEBIH MASA BND           0000280         REJECTED         03.08.2023         E. LEBIH MASA BND           0000280         REVORKED         04.08.2023         E. LEBIH MASA BND   | 0000223   | APPROVE    | ) 13   | .07.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | A BND      |
| 0000269         CANCELED         20 07 2023         E. PERJALANA BND           0000260         APPROVED         27 07 2023         E. LEBIH MASA BND           0000281         WITHDRAWN         31 07 2023         E. LEBIH MASA BND           0000282         REJCTED         03 08 2023         E. LEBIH MASA BND           0000283         REVORKED         04 08 2023         E. LEBIH MASA BND           0000284         REVORKED         04 08 2023         E. LEBIH MASA BND           0000285         REVORKED         04 08 2023         E. LEBIH MASA BND           0000286         REVORKED         04 08 2023         E. LEBIH MASA BND           0000287         REVORKED         04 08 2023         E. LEBIH MASA BND           0000287         REVORKED         04 08 2023         E. LEBIH MASA BND  | 0000226   | APPROVE    | 13     | .07.2023 |             |        |        |     |        |                |              |             |             |                | E. PERJALANA  | N BND      |
| x0000202         APPROVED         27.07.2023         E. LEBIH MASA BND           x0000281         WTHDRAWN         31.07.2023         E. PERJALANA BND           x0000282         REJECTED         03.08.2023         E. LEBIH MASA BND           x0000283         REVORKED         04.08.2023         E. LEBIH MASA BND           x0000286         REVORKED         04.08.2023         E. LEBIH MASA BND           x0000287         REVORKED         04.08.2023         E. LEBIH MASA BND           x0000287         REVORKED         04.08.2023         E. LEBIH MASA BND           x0000287         REVORKED         04.08.2023         E. LEBIH MASA BND  | 00000269  | CANCELED   | 20     | .07.2023 |             |        |        |     |        |                |              |             |             |                | E. PERJALANA  | N BND      |
| 00000281         WITHDRAWN         31.07.2023         E. PERJALANAN BND           00000282         REJECTED         03.08.2023         E. LEBIH MASA BND           00000283         REWORKED         04.08.2023         E. LEBIH MASA BND           00000285         REWORKED         04.08.2023         E. LEBIH MASA BND           00000286         CANCELD         04.08.2023         E. LEBIH MASA BND           00000287         CANCELD         04.08.2023         E. LEBIH MASA BND  | 00000280  | APPROVE    | 27     | .07.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 33000282         REJECTED         03.08.2023         E. LEBIH MASA         BND           33000283         REWORKED         04.08.2023         E. LEBIH MASA         BND           33000285         REWORKED         04.08.2023         E. LEBIH MASA         BND           33000285         CANCELD         04.08.2023         E. LEBIH MASA         BND           33000285         CANCELD         04.08.2023         E. LEBIH MASA         BND           23000285         CANCELD         04.08.2023         E. LEBIH MASA         BND  | 00000281  | WITHDRAW   | VN 31  | .07.2023 |             |        |        |     |        |                |              |             |             |                | E. PERJALANA  | N BND      |
| 230000283         REWORKED         04.08.2023         E. LEBIH MASA         BND           230000285         REWORKED         04.08.2023         E. LEBIH MASA         BND           230000285         CANCELD         04.08.2023         E. LEBIH MASA         BND           230000285         CANCELD         04.08.2023         E. LEBIH MASA         BND   | 230000282 | REJECTED   | 03     | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 220000285         REWORKED         04.08.2023         E. LEBIH MASA         BND           220000285         CANCELED         04.08.2023         E. LEBIH MASA         BND           220000285         CANCELED         04.08.2023         E. LEBIH MASA         BND   | 230000283 | REWORKE    | D 04   | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 230000286 CANCELED 04.08.2023 E.LEBIH MASA BND  | 230000285 | REWORKE    | D 04   | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | A BND      |
| 20000307 PENDOVED 04.09.2023 E LEBIH MASA BND   | 230000286 | CANCELED   | 04     | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 23000207 REWORRED 04.00.2023  | 230000287 | REWORKE    | D 04   | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 230000288 REJECTED 04.08.2023 E. LEBIH MASA BND   | 230000288 | REJECTED   | 04     | .08.2023 |             |        |        |     |        |                |              |             |             |                | E. LEBIH MASA | BND        |
| 230000292 SURMITED 04.08.2023 E PER JALANA RND  | 230000292 | SUBMITTE   | D 04   | 08 2023  |             |        |        |     |        |                |              |             |             |                |               | N RND      |



To print the report, continue to the next steps:

- 6. To download as Excel file, click on **More** button.
- 7. Click on List > Export > Spreadsheet.

| < (         | Claim:            | s Status Re | port |         |             |         | 6      |            |            |      |                |                 |              |               |        |
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| C00000223   | APPROVED          | 13.07.2023  |      | Edit    |             |         | >      | Print prev | (Ctrl+P)   | -10) |                |                 | C0081001     | E. LEBIH MASA | BND    |
| C00000226   | APPROVED          | 13.07.2023  |      | Goto    |             |         | >      | Export     | (0000)     | >    | Word processir |                 | C0151001     | E. PERJALANAN | BND    |
| C00000269   | SUBMITTED         | 20.07.2023  |      | Setting | s           |         | >      | Send to    |            | >    | Spreadsheet    | 15              | 0151001      | E. PERJALANAN | BND    |
|             |                   |             |      | System  | 1           |         | >      | Exit       | (Shift+F3) |      | Local file     | (Ctrl+Shift+F9) |              |               |        |
|             |                   |             |      | Help    |             |         | >      |            |            |      | 4              |                 |              |               |        |
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|             |                   |             |      |         |             |         |        |            |            |      |                |                 |              |               |        |

- 8. Click on Select from All Available Formats: Excel Office Open XML Format (XLSX).
- 9. Click on **Continue** button.

| < 🧐 Claims Status Report ସ୍ମାନ  |      |
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| Document ID Claim Docum. Claim Tra., Personel Nu., IC Number Name Personel Area Personel Su., Employee Su., Responsible , Claim Type C., Claim Type N., Currency K<br>C00000228 APPROVED 13.07.2023<br>C00000029 SUBNITTED 20.07.2023<br>C00000029 SUBNITTED 20.07.2023<br>C00000029 SUBNITTED 20.07.2023<br>C015100 E PERJALANAN BND<br>C00000029 SUBNITTED 20.07.2023<br>C015100 E PERJALANAN BND<br>Select Spreadsheet X<br>Formats:<br>Excel (n M4TNA, Format)<br>C OperDiffice (in OpenDocument Format 2.0)<br>Select from All Available Formats<br>Excel - Office Open XML Format (0.15%)<br>Awwys Use Selected Format<br>Continue careel |      |

Outcome: System successfully downloaded Claim Transactional Report in Excel format.



10. Click on **Set Filter** icon to use the filter features.

| < (         | 🧐 Claim      | s Status Rep | port         |             |        |                |              |             |             |              |               |            |   | q | Ω | 8    |
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| Document ID | Claim Docum. | . Claim Tra  | Personnel Nu | . IC Number | Name   | Personnel Area | Personnel Su | Employee Su | Responsible | Claim Type C | Claim Type N  | Currency K | 1 |   |   |      |
| C00000223   | APPROVED     | 13.07.2023   |              |             |        |                |              |             |             |              | E. LEBIH MASA | A BND      |   |   |   |      |
| C000000226  | APPROVED     | 13.07.2023   |              |             |        |                |              |             |             |              | E. PERJALANA  | N BND      |   |   |   |      |
| C000000269  | CANCELED     | 20.07.2023   |              |             |        |                |              |             |             |              | E. PERJALANA  | N BND      |   |   |   |      |
| C000000280  | VERIFIED     | 27.07.2023   |              |             |        |                |              |             |             |              | E. LEBIH MAS/ | A BND      |   |   |   |      |
| C00000281   | WITHDRAWN    | 31.07.2023   |              |             |        |                |              |             |             |              | E. PERJALANA  | N BND      |   |   |   |      |
|             |              |              |              |             |        |                |              |             |             |              |               |            |   |   |   |      |
|             |              |              |              |             |        |                |              |             |             |              |               |            |   |   |   |      |

Note: Filter window will be displayed.

- 11. To filter, choose any of the Column Name from the Column Set.
- 12. Click on Define Values button.

| < 🧐 Claims Status Report   |   |          |
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| Q = 7 7 8 9 0  | <sup>1</sup> te   | Q 🖶 Exit |
| Document ID         Claim Docum.         Claim Tra         Personnel Nu           C00000223         APPROVED         13.07.2023         Image: Comparison of the comparison of t | Filter ×     Lat Step: Define the Filter Criteria     Filter criteria     Column Set     Column Name     Document ID   Claim Transaction Da   Personnel Arme   Deroment Statu   Lam Transaction Da   Personnel Arme   Personnel Subarea   Employee Subgroup     Step 2: |          |
|  | Adopt Cancel  |          |
|  |   |          |



Note: Determine Values for Filter Criteria window will be displayed.

13. Click on the Lookup icon to select the correct Column Name (for instance, Document

#### ID as shown below).

14. Click on the **Tick** button.

| < (        | 🧐 Clai            | ms Status Re | port   |     |              |        |                |                 |       |        |   |    |     | q | Û | 8    |
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|            |                   |              | 12 646 |     |              |        | Filter         |                 |       | ×      |   |    |     |   |   |      |
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| C000000226 | APPROVED          | Select       |        |     |              |        |                | 13              |       |        |   |    |     |   |   |      |
| C00000269  | CANCELED          | Select.      |        |     | Document ID: | 1<br>A | to:            |                 |       |        |   |    | _   |   |   |      |
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| C00000281  | WITHDRAW          |              |        |     |              |        |                |                 |       |        |   |    | _   |   |   |      |
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|            |                   |              |        |     |              |        |                |                 | Adopt | Cancel |   |    |     |   |   |      |
|            |                   |              |        |     |              |        |                |                 |       |        |   |    |     |   |   |      |

Outcome: Only the selected column names will be displayed based on the applied filter.