



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

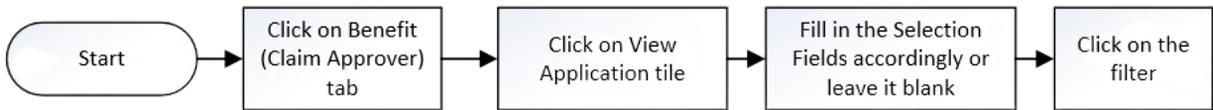
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

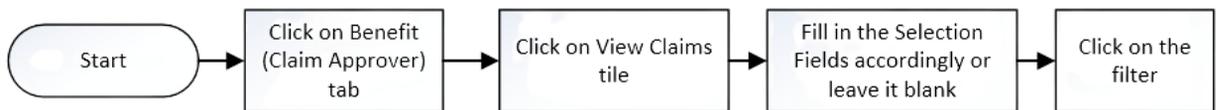
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	3
View Application	4
View Claim	6
Generate Claim Transactional Report	8

Process Overview

View Application



View Claim



Claim Transactional Report

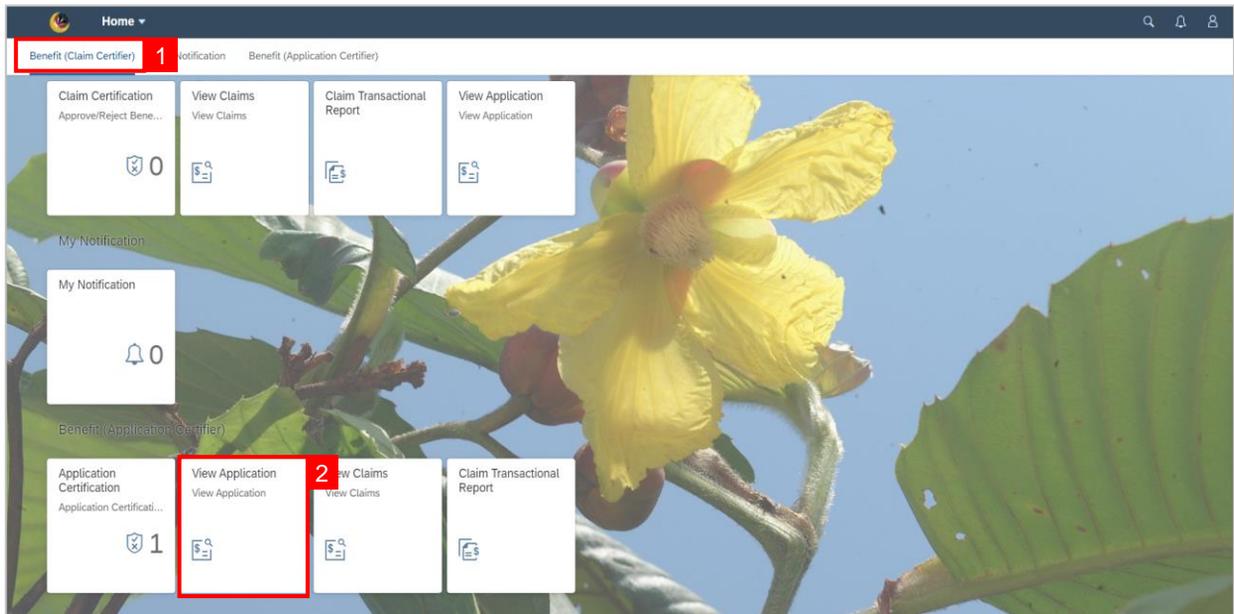


VIEW APPLICATION

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.



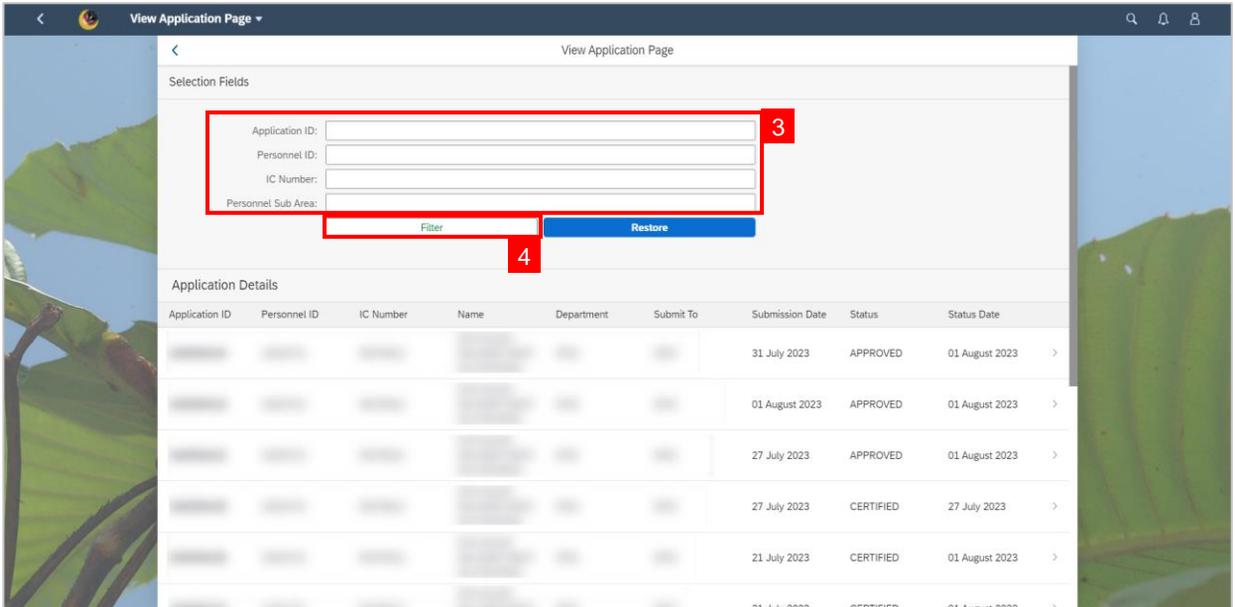
3. Fill in the **Selection Fields** accordingly.

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.



Selection Fields

Application ID:

Personnel ID:

IC Number:

Personnel Sub Area:

Filter: Restore

Application Details

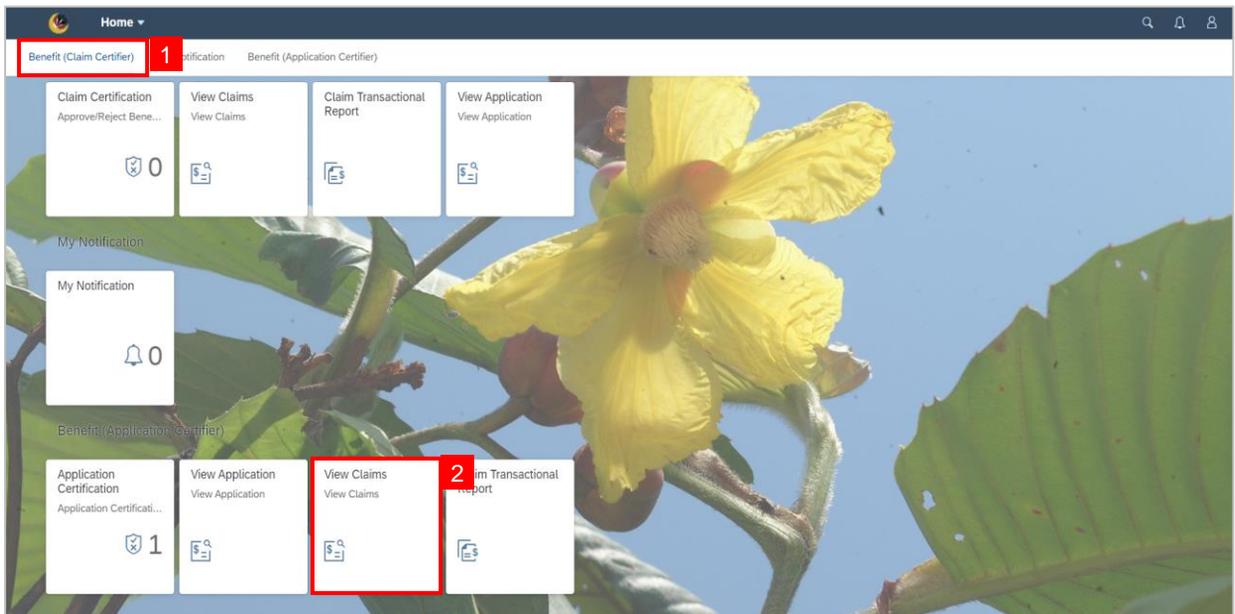
Application ID	Personnel ID	IC Number	Name	Department	Submit To	Submission Date	Status	Status Date	
...	31 July 2023	APPROVED	01 August 2023	>
...	01 August 2023	APPROVED	01 August 2023	>
...	27 July 2023	APPROVED	01 August 2023	>
...	27 July 2023	CERTIFIED	27 July 2023	>
...	21 July 2023	CERTIFIED	01 August 2023	>
...	21 July 2023	CERTIFIED	01 August 2023	>

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.



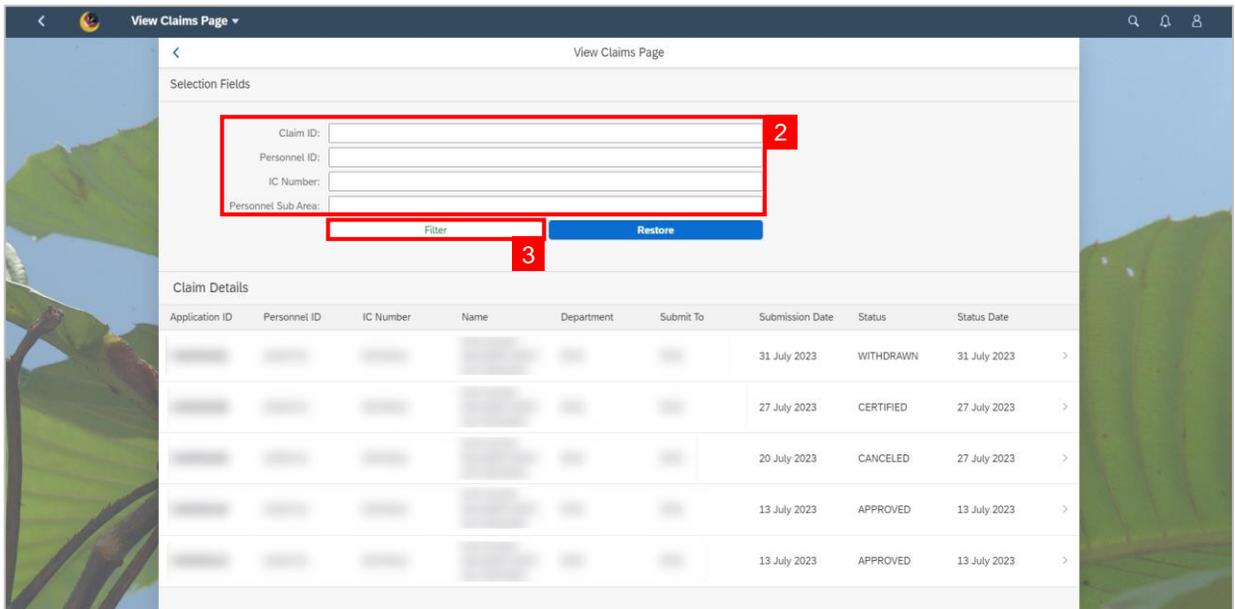
2. Fill in the **Selection Fields**.

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.



Selection Fields

Claim ID:

Personnel ID:

IC Number:

Personnel Sub Area:

Claim Details

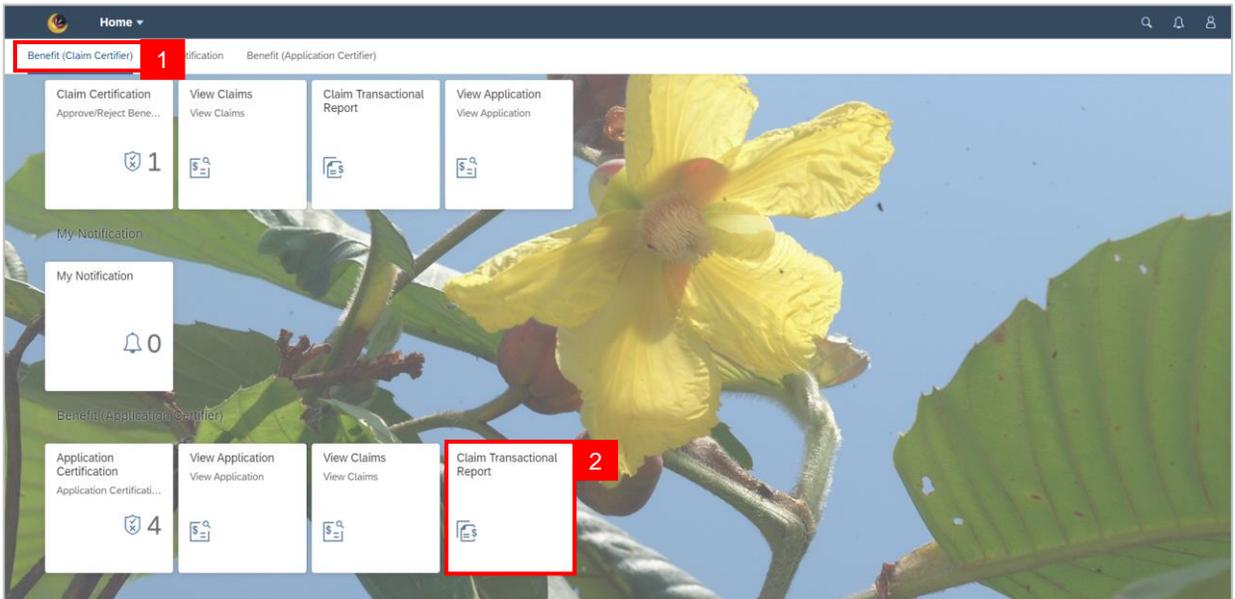
Application ID	Personnel ID	IC Number	Name	Department	Submit To	Submission Date	Status	Status Date	
						31 July 2023	WITHDRAWN	31 July 2023	>
						27 July 2023	CERTIFIED	27 July 2023	>
						20 July 2023	CANCELED	27 July 2023	>
						13 July 2023	APPROVED	13 July 2023	>
						13 July 2023	APPROVED	13 July 2023	>

GENERATE TRANSACTIONAL CLAIM REPORT

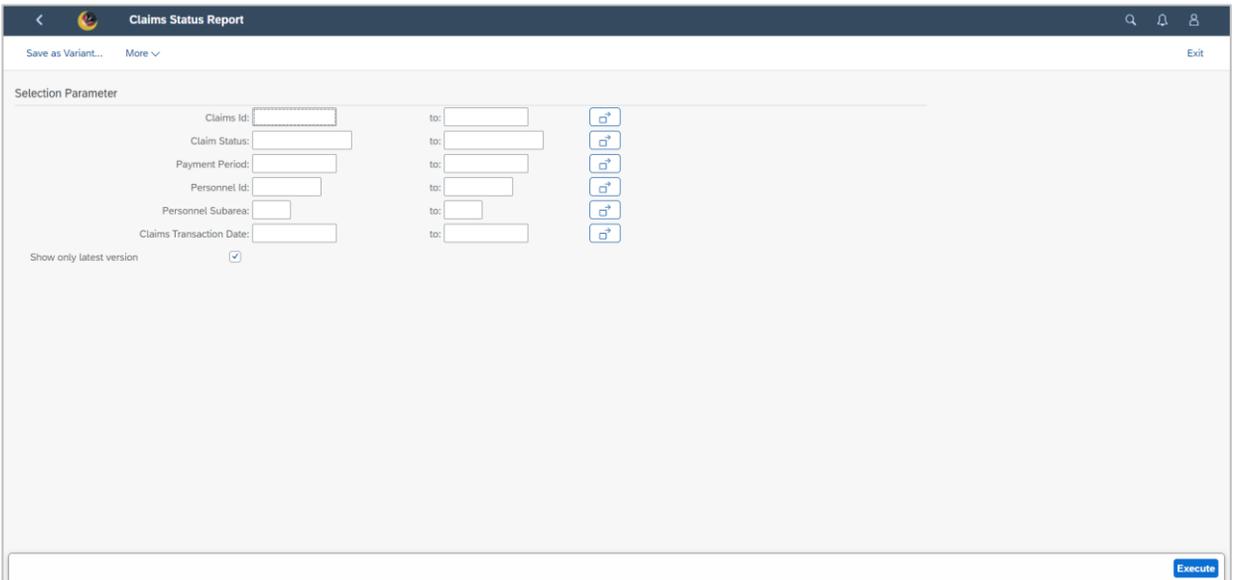
Employee Self Service (Front-End User)

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.

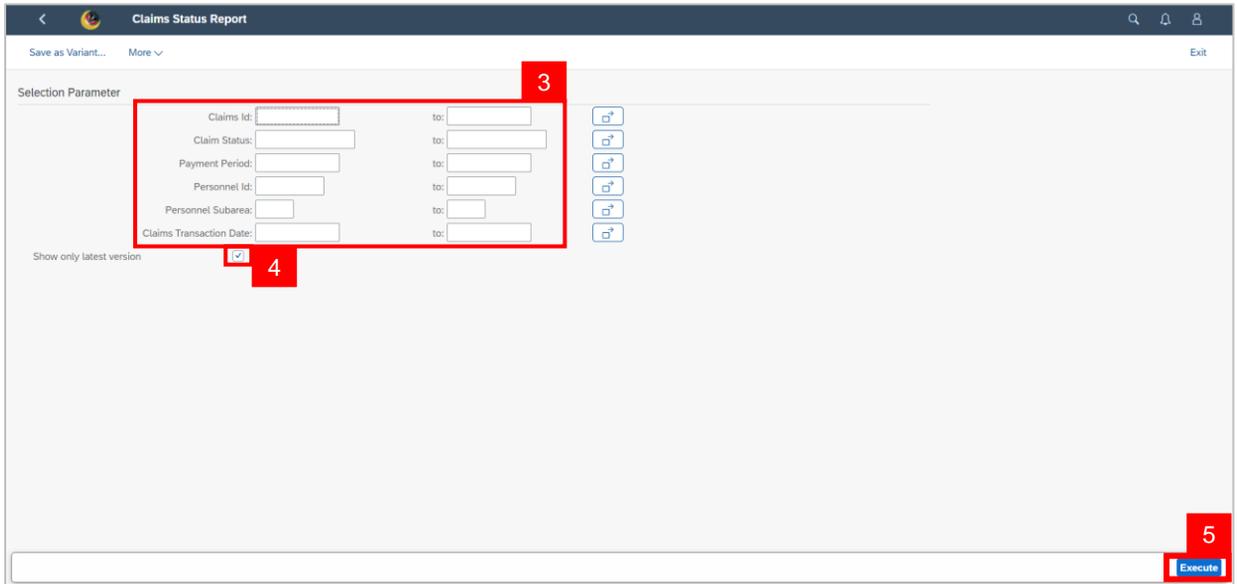


3. Claim Approver may fill in the *Selection Parameter* to view specific claims or leave it blank to view all claim statuses within the approver's personnel subarea.

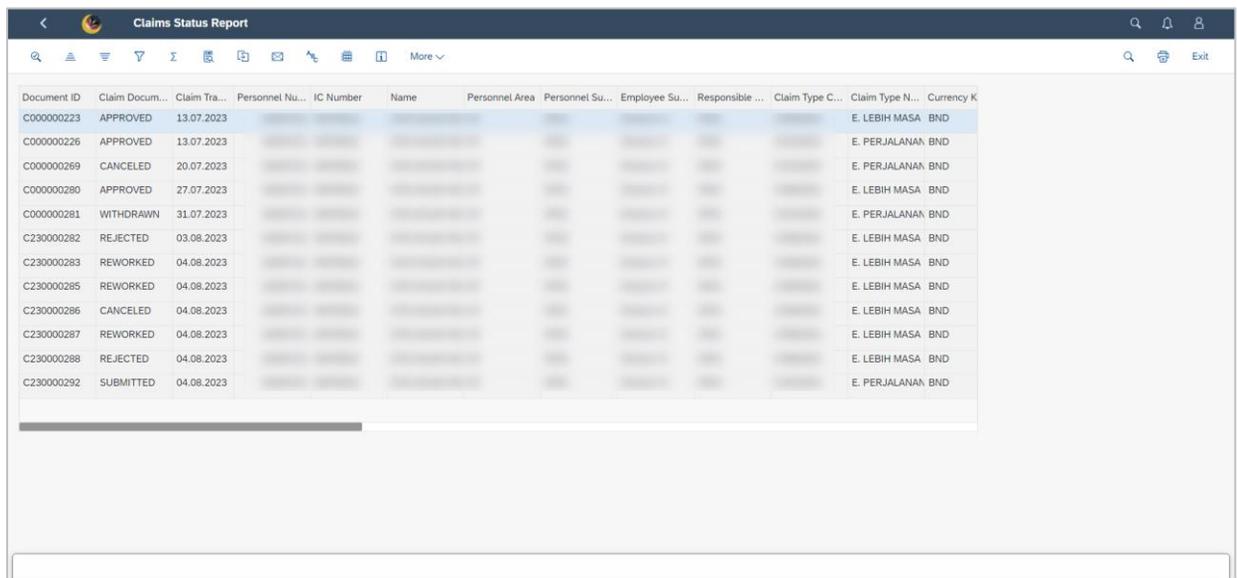
4. Click on the **Show only latest version** to display only the latest version of submitted claims.

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

5. Click on **Execute** button.



Outcome: Employee's claim details will be displayed.

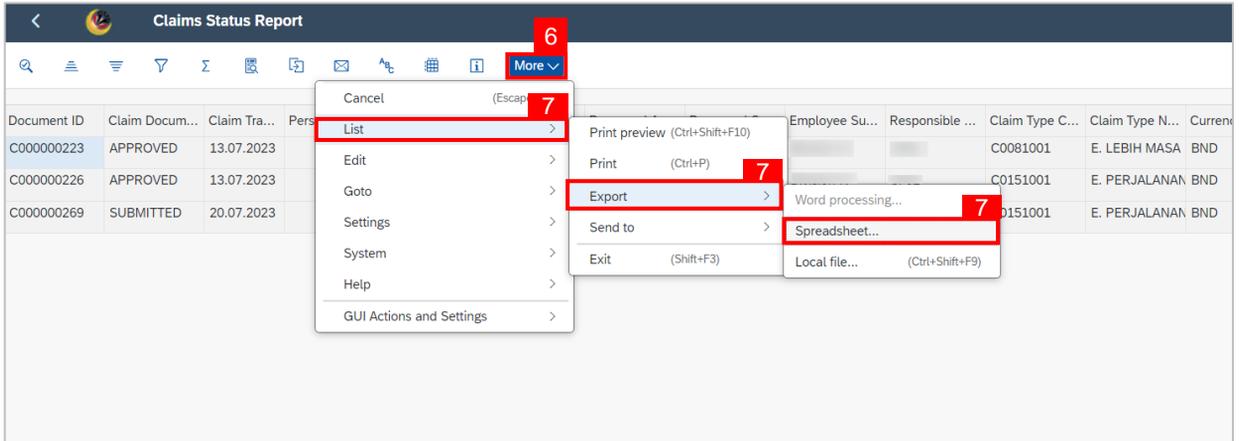


Document ID	Claim Docum...	Claim Tra...	Personnel Nu...	IC Number	Name	Personnel Area	Personnel Su...	Employee Su...	Responsible ...	Claim Type C...	Claim Type N...	Currency K
C00000223	APPROVED	13.07.2023									E. LEBIH MASA	BND
C00000226	APPROVED	13.07.2023									E. PERJALANAN	BND
C00000269	CANCELED	20.07.2023									E. PERJALANAN	BND
C00000280	APPROVED	27.07.2023									E. LEBIH MASA	BND
C00000281	WITHDRAWN	31.07.2023									E. PERJALANAN	BND
C230000282	REJECTED	03.08.2023									E. LEBIH MASA	BND
C230000283	REWORKED	04.08.2023									E. LEBIH MASA	BND
C230000285	REWORKED	04.08.2023									E. LEBIH MASA	BND
C230000286	CANCELED	04.08.2023									E. LEBIH MASA	BND
C230000287	REWORKED	04.08.2023									E. LEBIH MASA	BND
C230000288	REJECTED	04.08.2023									E. LEBIH MASA	BND
C230000292	SUBMITTED	04.08.2023									E. PERJALANAN	BND

To print the report, continue to the next steps:

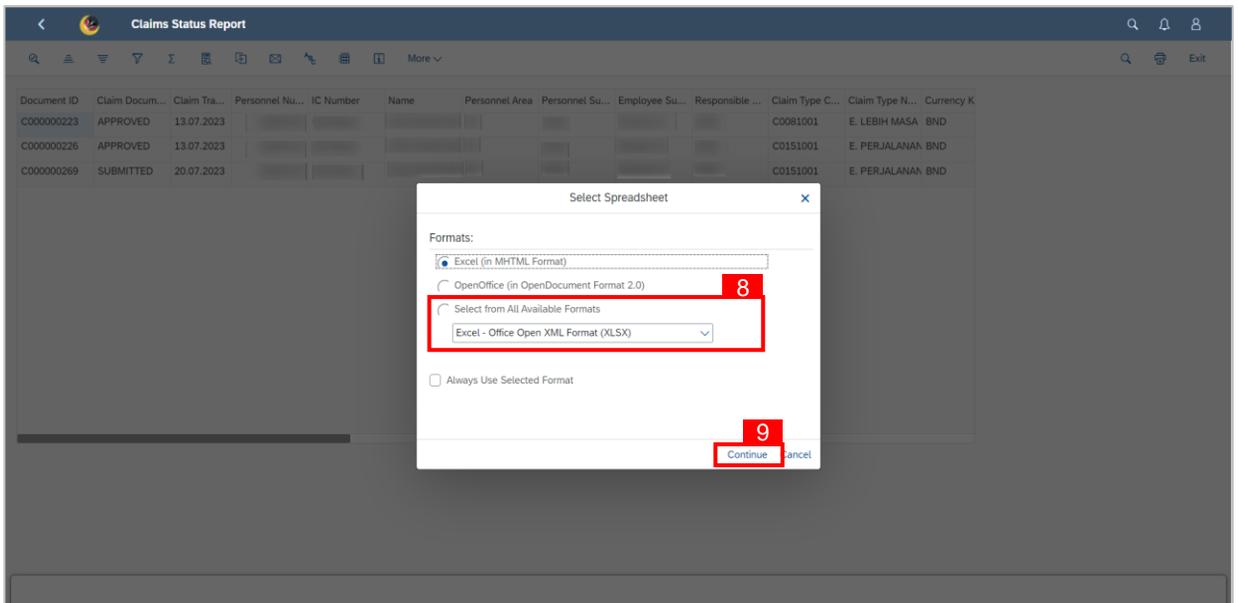
6. To download as Excel file, click on **More** button.

7. Click on **List > Export > Spreadsheet**.



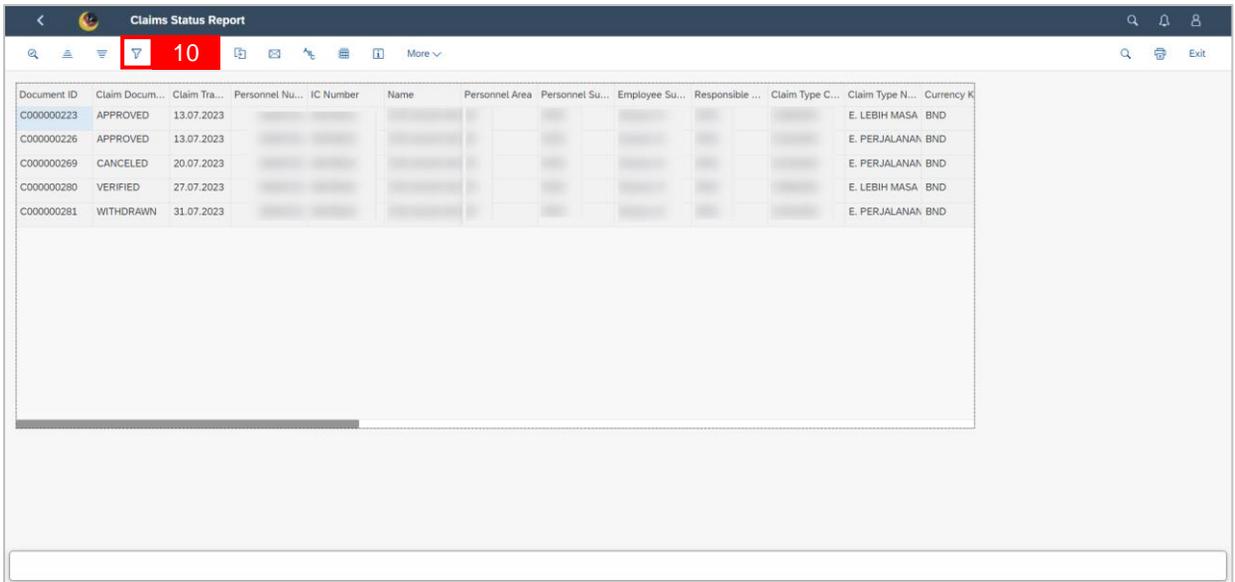
8. Click on **Select from All Available Formats: Excel – Office Open XML Format (XLSX)**.

9. Click on **Continue** button.



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

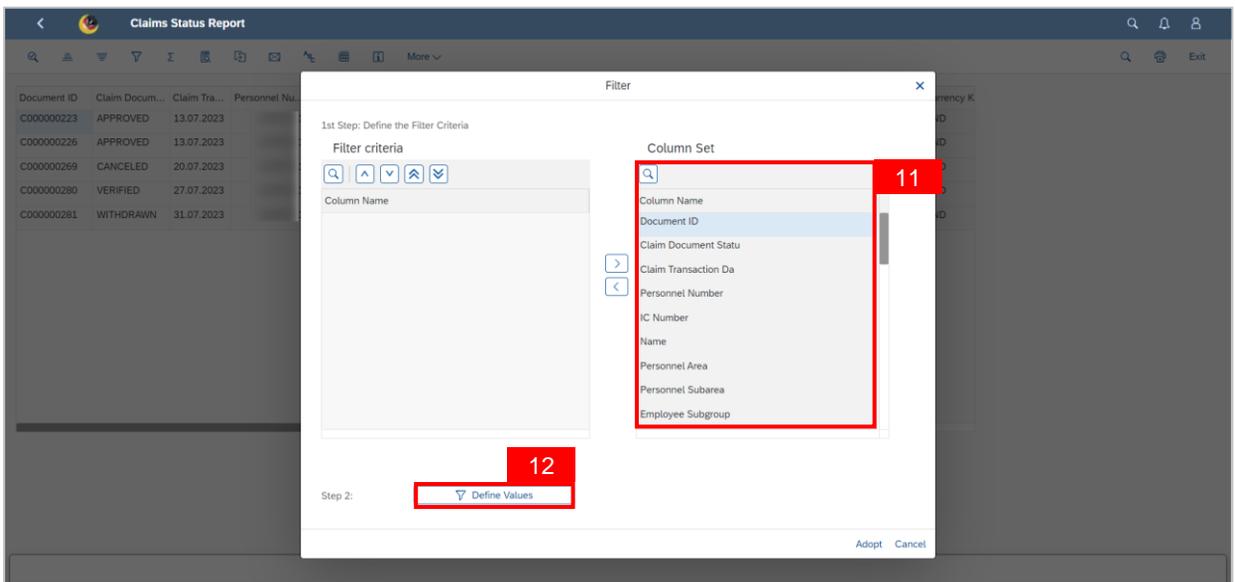
10. Click on **Set Filter** icon to use the filter features.



Note: Filter window will be displayed.

11. To filter, choose any of the **Column Name** from the **Column Set**.

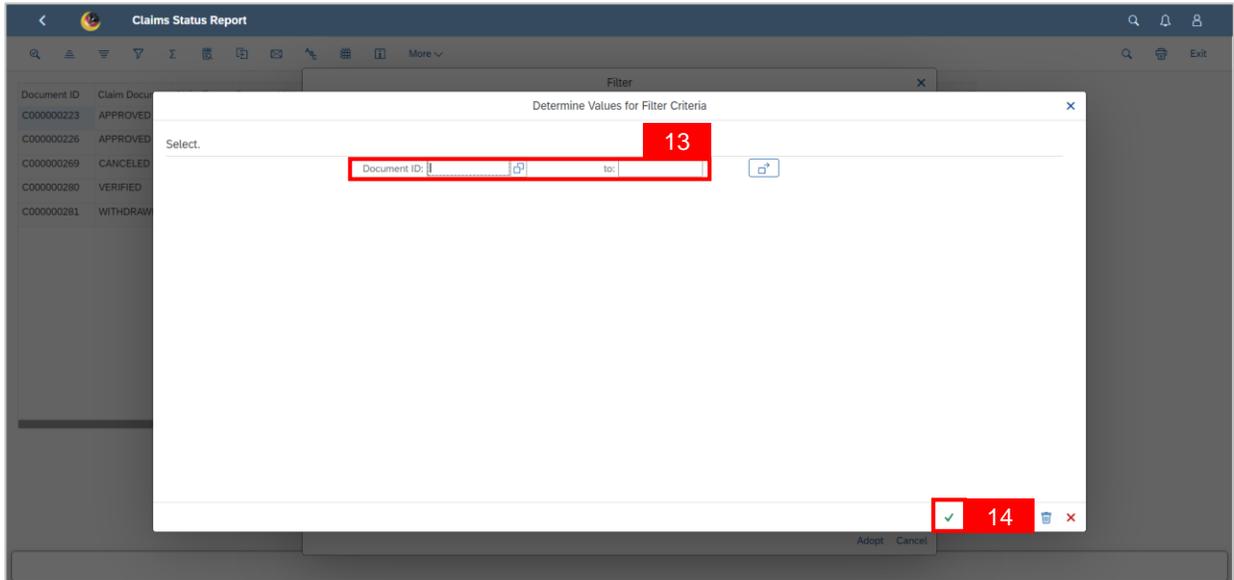
12. Click on **Define Values** button.



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.



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