



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Department Endorser**

**Front End (SAP FIORI)**

**Conveyance Loan**

**Application Process**



## INTRODUCTION

This user guide acts as a reference for **Department Endorser (Front End User)** to manage **Conveyance Loan**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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                                 |
|----------------|---|
| <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                    |
| <b>CL</b>      | Conveyance Loan                         |

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



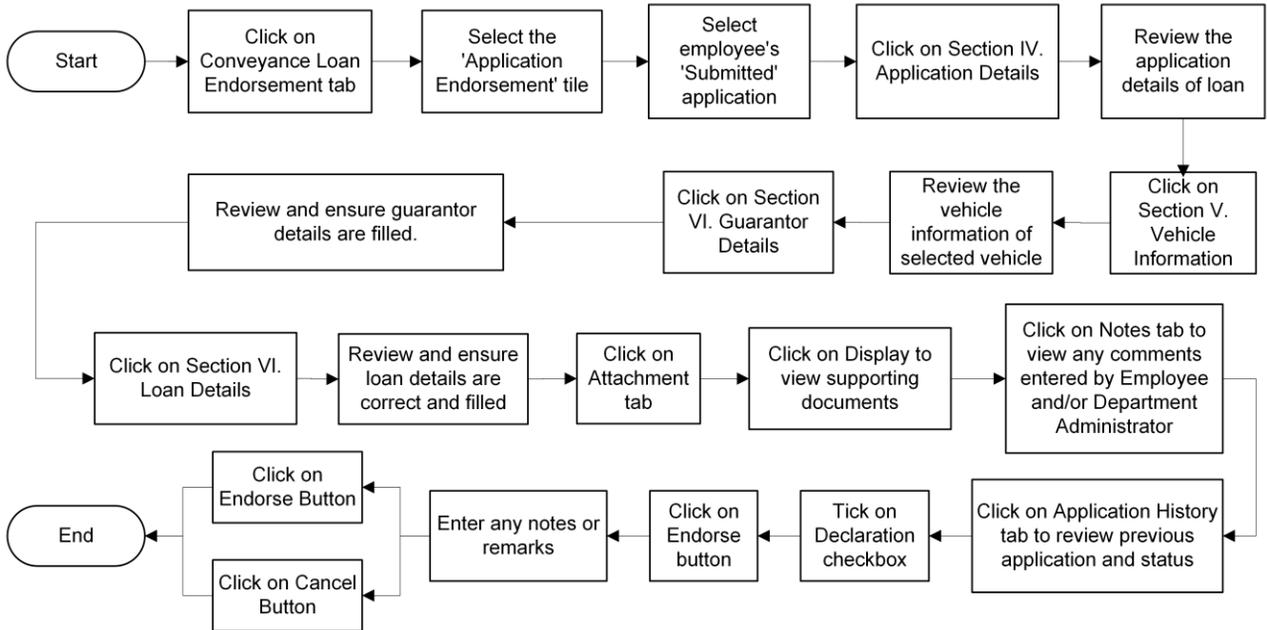
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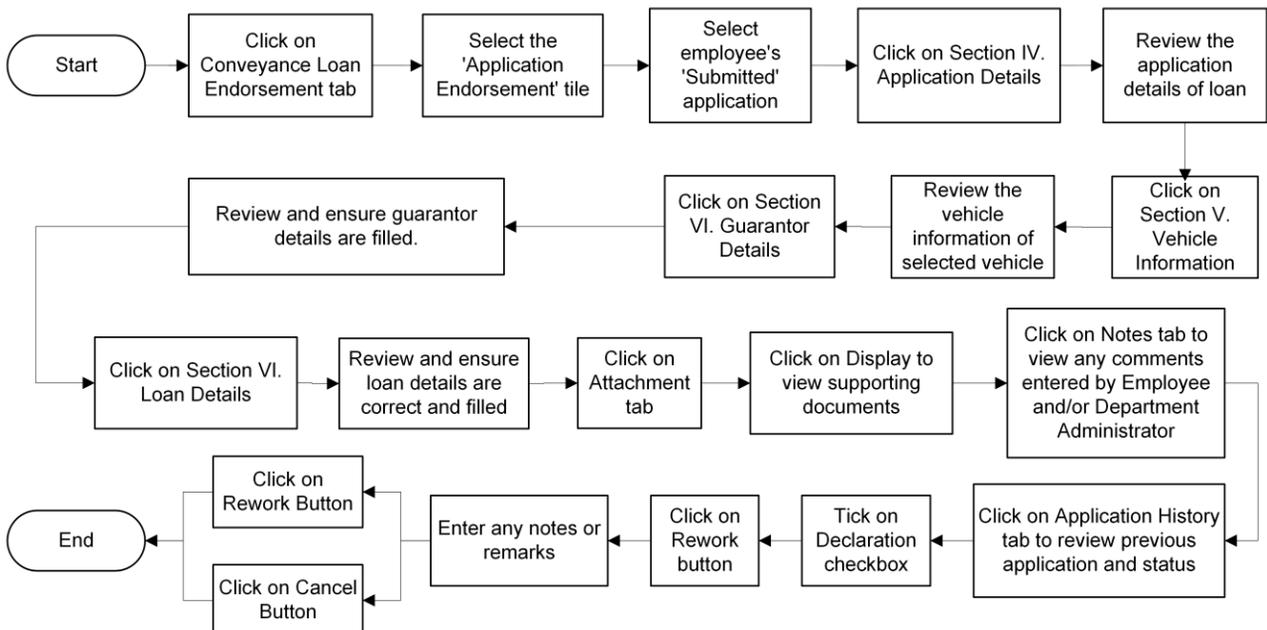


## Process Overview

### Endorse Conveyance Loan Application

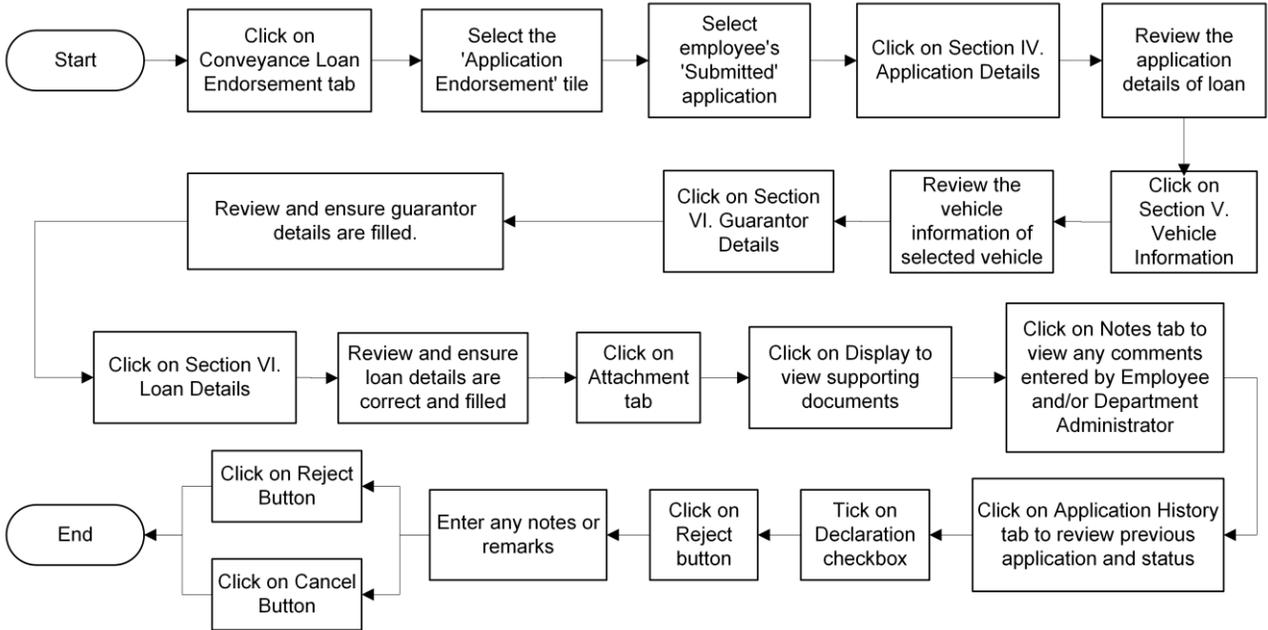


### Rework Conveyance Loan Application



## Process Overview

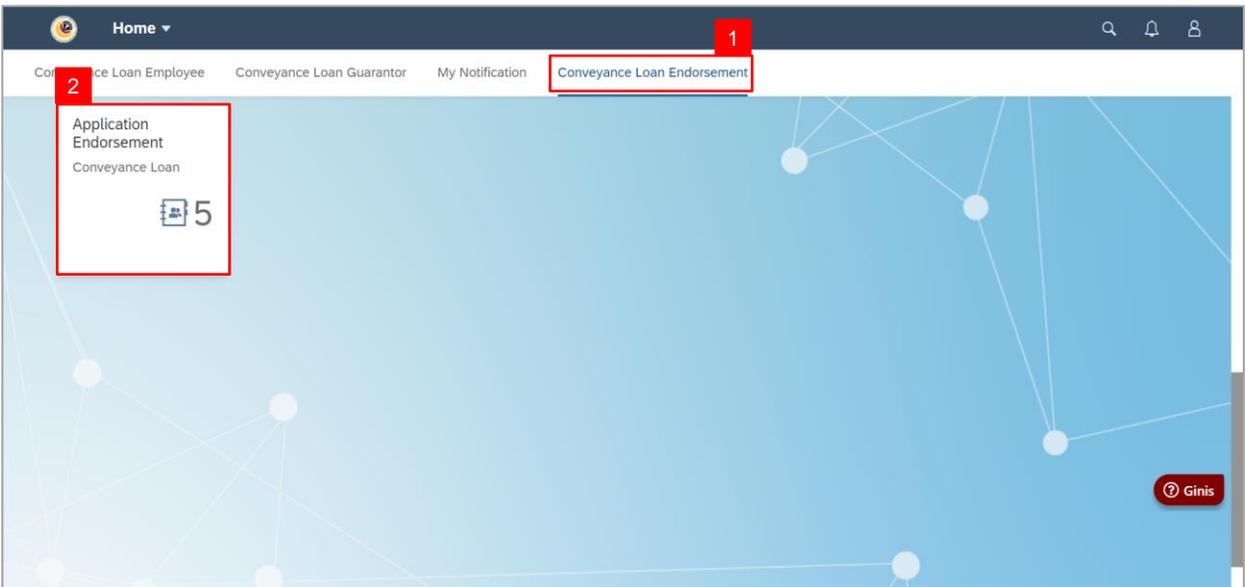
### Reject Conveyance Loan Application



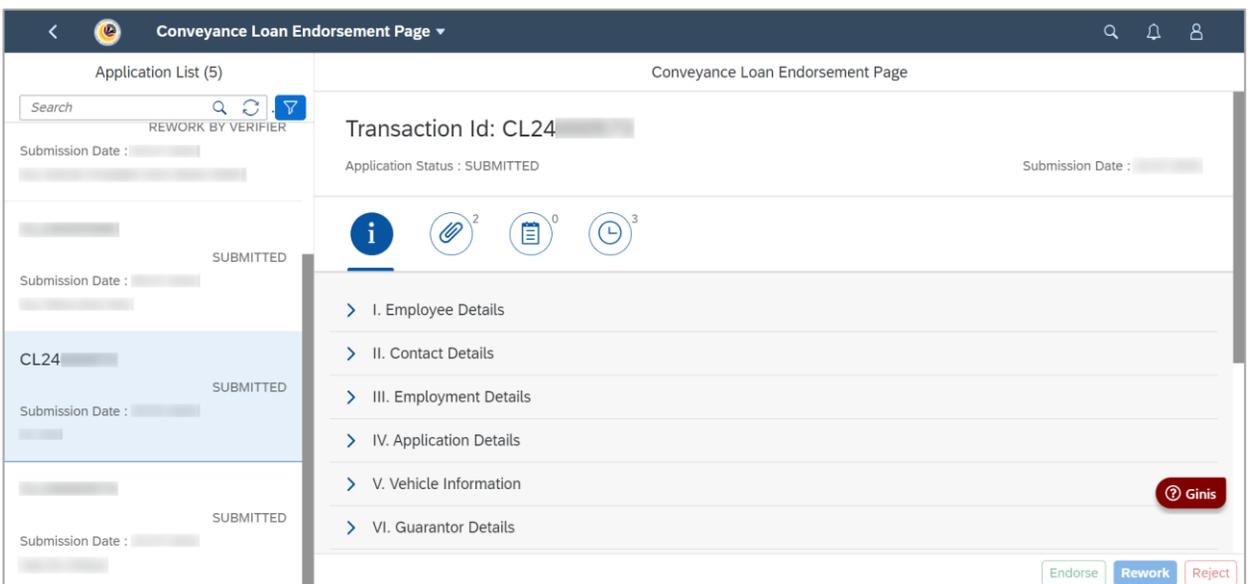
|                             |                       |
|-----------------------------|-----------------------|
| <b>MAINTAIN APPLICATION</b> | <b>Front End User</b> |
|                             | Department Endorser   |

1. Click on **Conveyance Loan Endorsement** tab.
2. Select **Application Endorsement** tile.

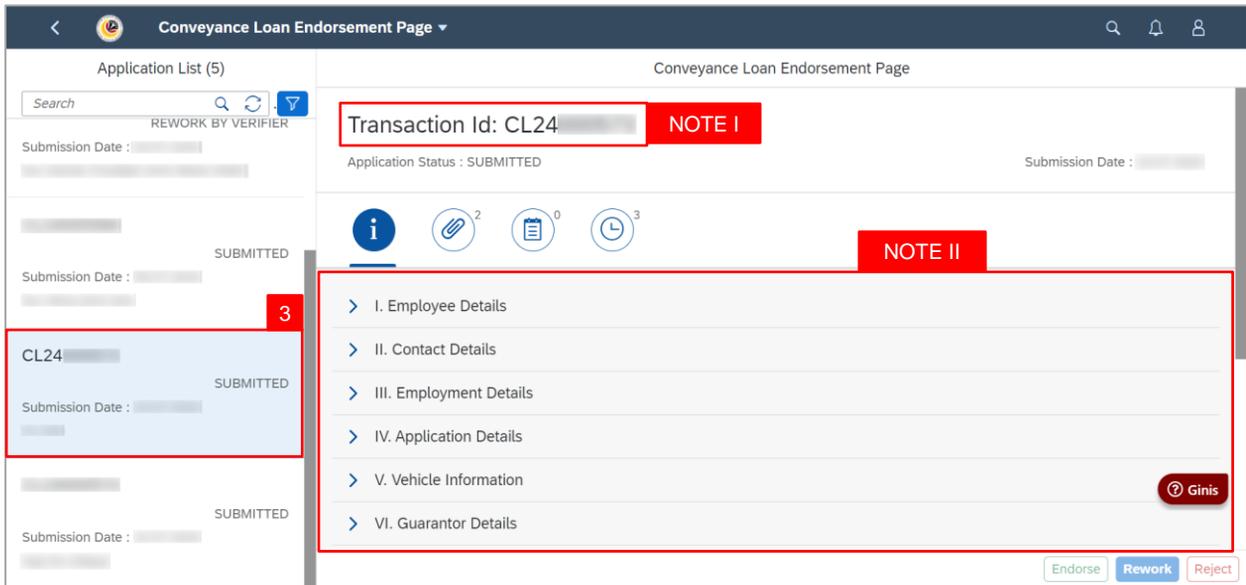
**Note:** Please ensure that employee's details and all mandatory documents are uploaded on **Family Information** under **My Profile**, before applying for Conveyance Loan.



**Note:** The **Conveyance Loan Endorsement Page** will be displayed.



3. Select application with 'Submitted' status.



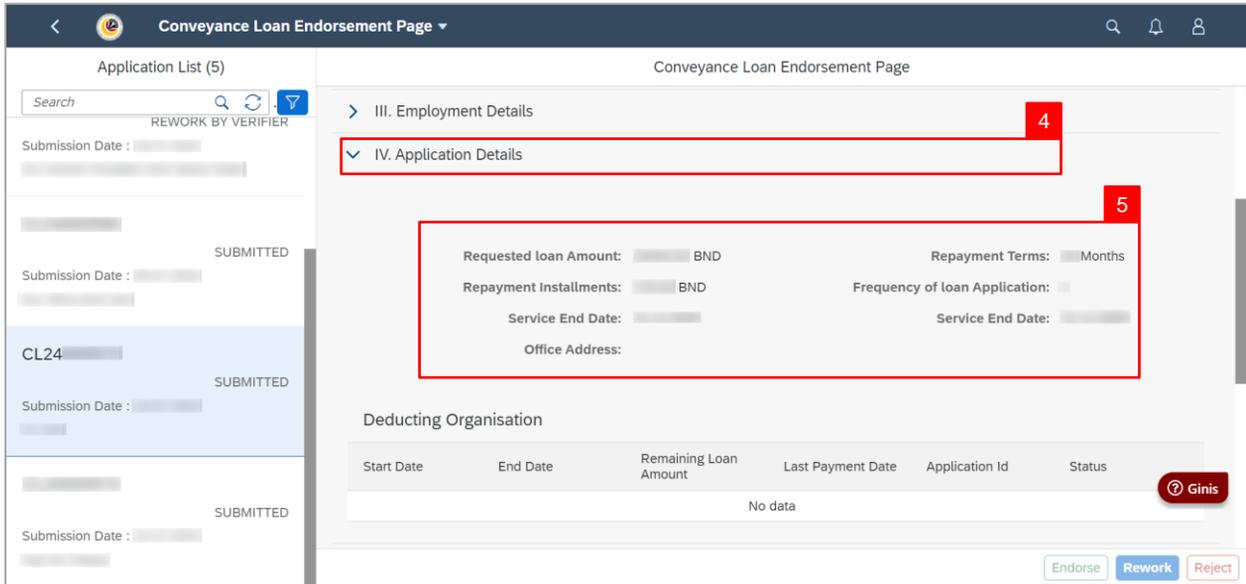
**Note I:** Conveyance Loan Endorsement Page will be displayed. Department Endorser may take note on the Application ID for reference purposes.

**Note II:** Under Application Details tab, all information from Section I to III have been auto-populated based on the information filled in the ESS Portal / Back End. Section IV to VI will be filled in by the Employee.

| Section                        | Description  |
|--------------------------------|--|
| <b>I. Employee Details</b>     | Section I will be prepopulated with employee's details.                          |
| <b>II. Contact Details</b>     | Section II will be prepopulated with employee's address and contact information. |
| <b>III. Employment Details</b> | Section III will be prepopulated with employee's employment details.             |

4. Click on **Section IV. Application Details**.

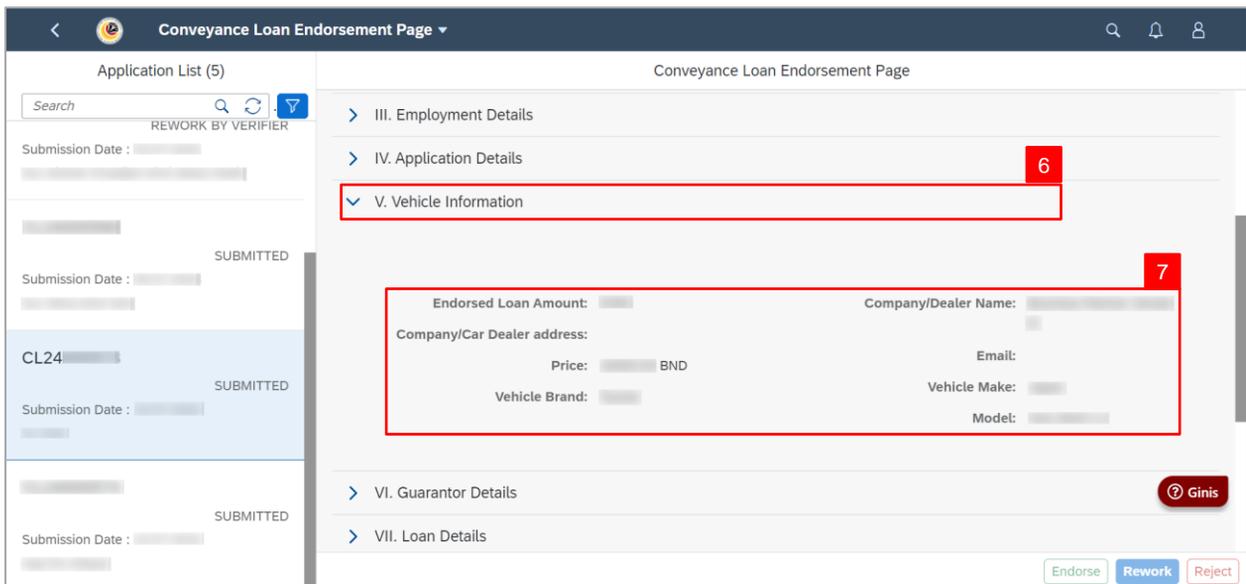
5. Review the application details of loan.



The screenshot shows the 'Conveyance Loan Endorsement Page' with a sidebar on the left containing an 'Application List (5)'. The main content area is titled 'Conveyance Loan Endorsement Page' and has a navigation menu with 'III. Employment Details' and 'IV. Application Details'. 'IV. Application Details' is selected and highlighted with a red box and a red '4'. Below it, a form for application details is shown, with a red box and a red '5' highlighting the fields: 'Requested loan Amount: [input] BND', 'Repayment Terms: [input] Months', 'Repayment Installments: [input] BND', 'Frequency of loan Application: [input]', 'Service End Date: [input]', and 'Office Address: [input]'. Below the form is a table for 'Deducting Organisation' with columns: 'Start Date', 'End Date', 'Remaining Loan Amount', 'Last Payment Date', 'Application Id', and 'Status'. The table contains 'No data'. At the bottom right, there is a 'Ginis' button and 'Endorse', 'Rework', and 'Reject' buttons.

6. Click on **Section V. Vehicle Information**.

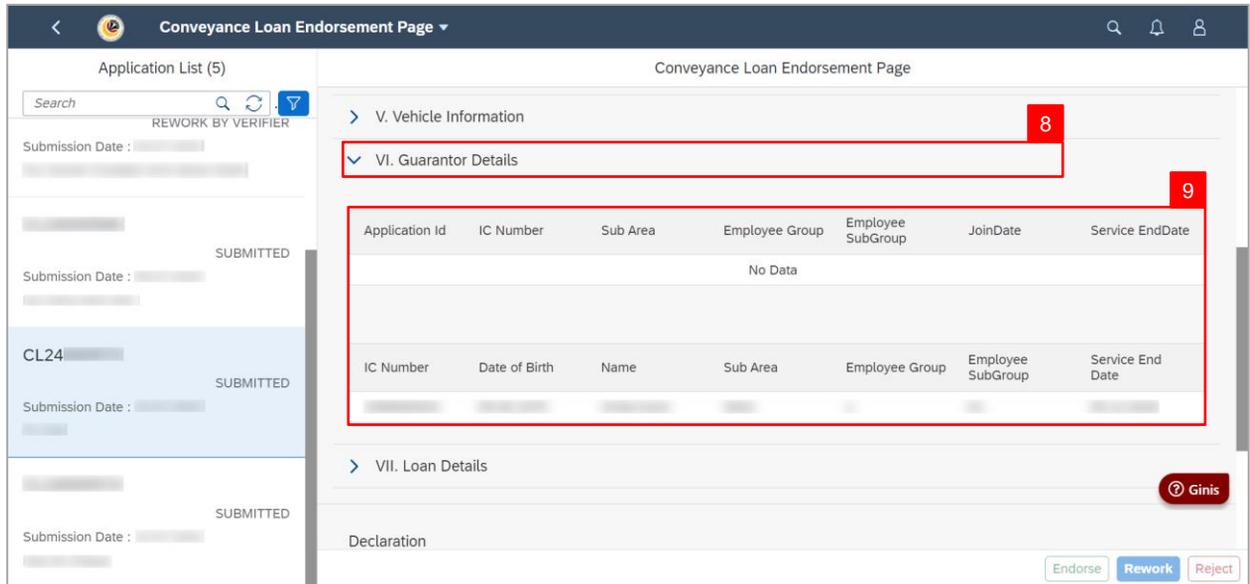
7. Review the vehicle information of selected vehicle.



The screenshot shows the 'Conveyance Loan Endorsement Page' with the same sidebar and navigation menu. 'V. Vehicle Information' is selected and highlighted with a red box and a red '6'. Below it, a form for vehicle information is shown, with a red box and a red '7' highlighting the fields: 'Endorsed Loan Amount: [input]', 'Company/Dealer Name: [input]', 'Company/Car Dealer address: [input]', 'Price: [input] BND', 'Email: [input]', 'Vehicle Brand: [input]', 'Vehicle Make: [input]', and 'Model: [input]'. Below the form is a 'Ginis' button and 'Endorse', 'Rework', and 'Reject' buttons.

8. Click on **Section VI. Guarantor Details**.

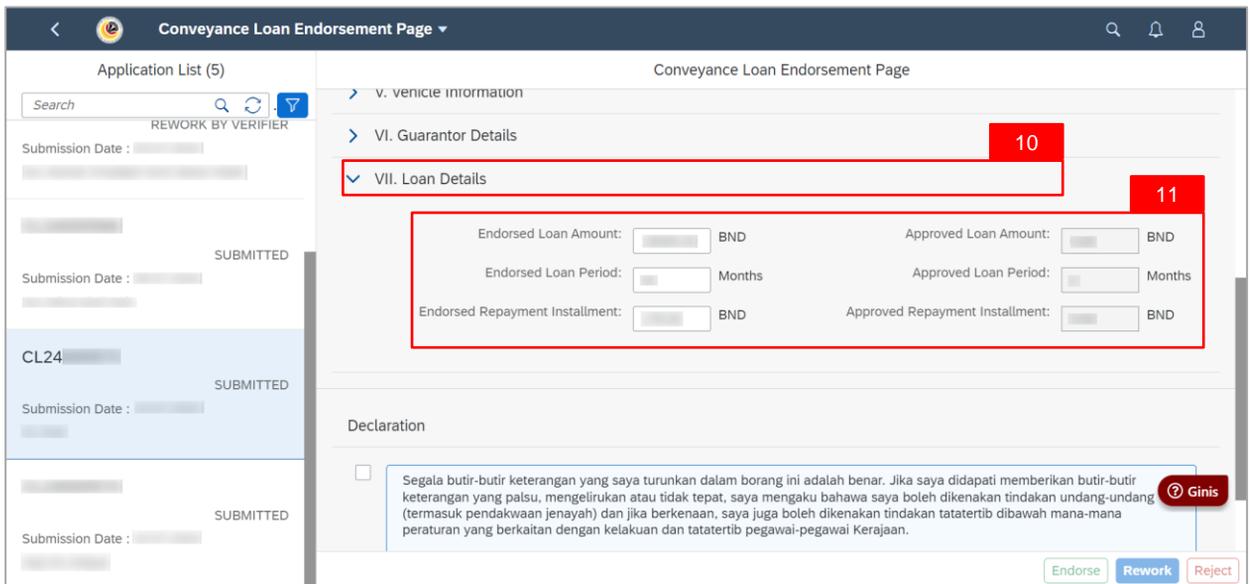
9. Review and ensure guarantor details are **filled**.



The screenshot shows the 'Conveyance Loan Endorsement Page' with a sidebar on the left containing an 'Application List (5)'. The main content area has a breadcrumb trail: '> V. Vehicle Information' (with a red '8' callout) and '> VI. Guarantor Details' (with a red '9' callout). Under 'VI. Guarantor Details', there are two tables. The first table has columns: Application Id, IC Number, Sub Area, Employee Group, Employee SubGroup, JoinDate, and Service EndDate. The second table has columns: IC Number, Date of Birth, Name, Sub Area, Employee Group, Employee SubGroup, and Service EndDate. Both tables currently show 'No Data'. At the bottom right, there are buttons for 'Endorse', 'Rework', and 'Reject', and a 'Ginis' help icon.

10. Click on **VI. Loan Details**.

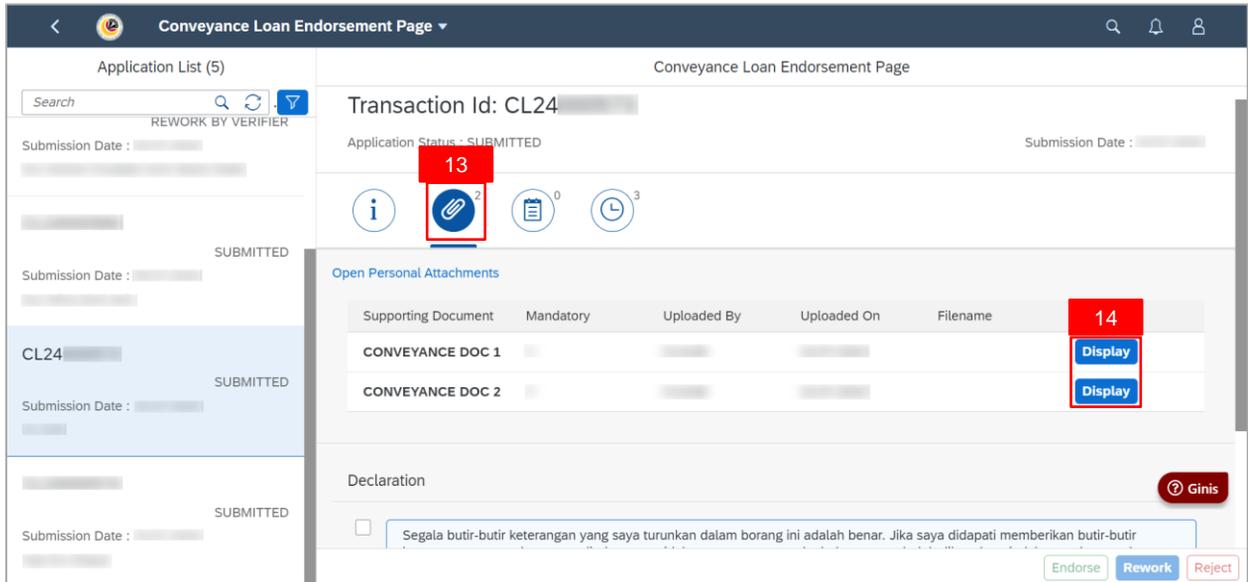
11. Review and ensure loan details are correct and **filled**.



The screenshot shows the 'Conveyance Loan Endorsement Page' with a breadcrumb trail: '> V. Vehicle Information', '> VI. Guarantor Details' (with a red '10' callout), and '> VII. Loan Details' (with a red '11' callout). Under 'VII. Loan Details', there are six input fields arranged in two columns. The left column contains: 'Endorsed Loan Amount: [input] BND', 'Endorsed Loan Period: [input] Months', and 'Endorsed Repayment Installment: [input] BND'. The right column contains: 'Approved Loan Amount: [input] BND', 'Approved Loan Period: [input] Months', and 'Approved Repayment Installment: [input] BND'. Below these fields is a 'Declaration' section with a checkbox and a text area containing the following text: '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 yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.' At the bottom right, there are buttons for 'Endorse', 'Rework', and 'Reject', and a 'Ginis' help icon.

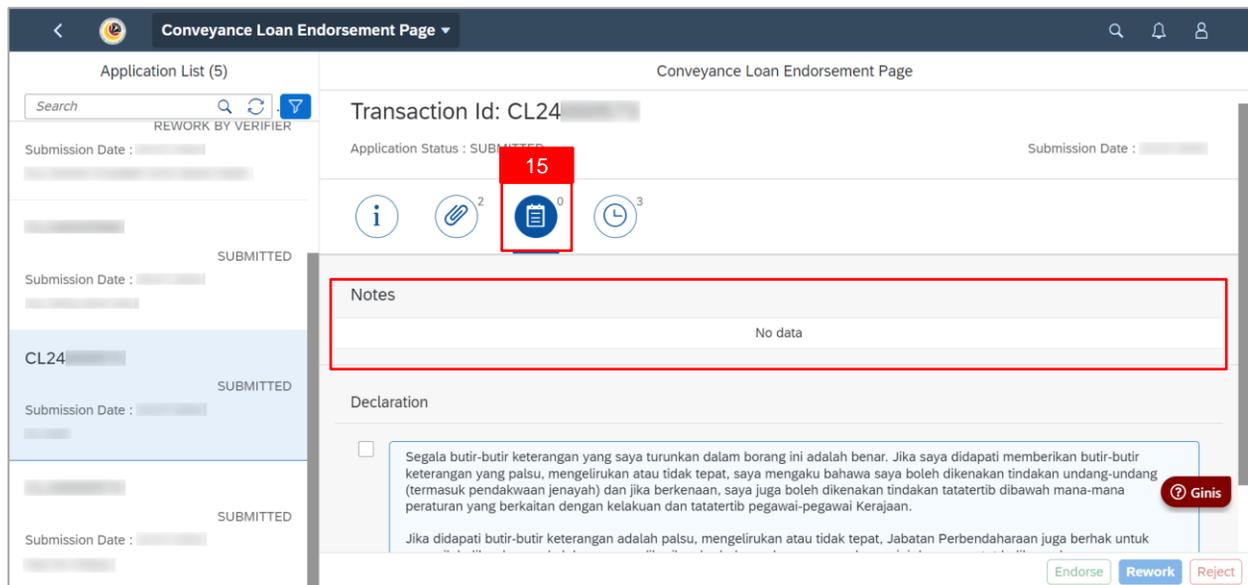
13. Click on **Attachment** tab.

14. Click on **Display** to view supporting documents.



The screenshot shows the 'Conveyance Loan Endorsement Page' interface. On the left, there is an 'Application List (5)' with a search bar and a 'REWORK BY VERIFIER' button. The main area displays 'Transaction Id: CL24' and 'Application Status: SUBMITTED'. A red box labeled '13' highlights the 'Attachment' icon (a paperclip) among other icons (info, calendar, clock). Below this, the 'Open Personal Attachments' section contains a table with columns: Supporting Document, Mandatory, Uploaded By, Uploaded On, and Filename. Two rows are visible: 'CONVEYANCE DOC 1' and 'CONVEYANCE DOC 2'. A red box labeled '14' highlights the 'Display' buttons for both documents. At the bottom, there is a 'Declaration' section with a checkbox and a text area containing the text: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir...'. A 'Ginis' button is also present.

15. Click on **Notes** tab to view any comments entered by employee.



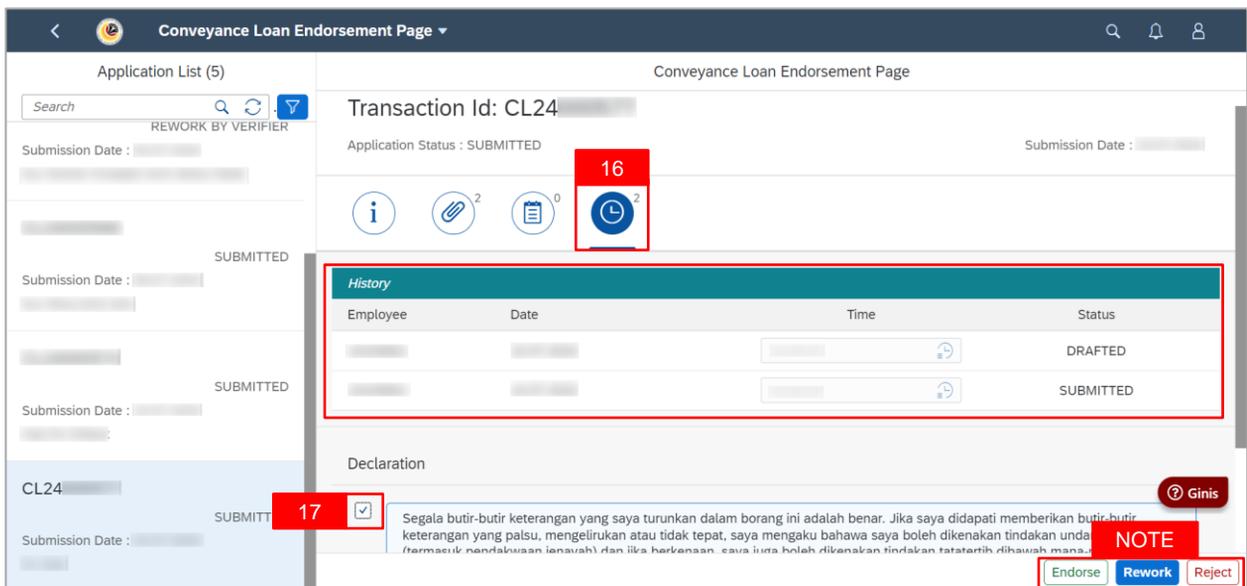
The screenshot shows the 'Conveyance Loan Endorsement Page' interface. The 'Notes' tab is selected, highlighted by a red box labeled '15'. The 'Notes' section displays 'No data'. The 'Declaration' section is visible below, with a checkbox and a text area containing the text: 'Segala butir-butir keterangan 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 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...'. A 'Ginis' button is also present.

16. Click on **Application History** tab to view previous application and status.

17. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **Department Endorser** may also click on the following buttons:

- i. **Endorse** button to endorse applications.
- ii. **Rework** button to rework applications.
- iii. **Reject** button to reject applications.



The screenshot displays the 'Conveyance Loan Endorsement Page' interface. On the left, there is an 'Application List (5)' with a search bar and a 'REWORK BY VERIFIER' button. The main area shows details for a specific application with Transaction Id: CL24 and Application Status: SUBMITTED. A red box labeled '16' highlights a clock icon in the top navigation bar. Below this, a 'History' table is visible, containing columns for Employee, Date, Time, and Status. The table lists two entries: one with status 'DRAFTED' and another with status 'SUBMITTED'. A red box labeled '17' highlights a checkbox in the 'Declaration' section, which is currently checked. Below the declaration text, there is a 'NOTE' box and three buttons: 'Endorse', 'Rework', and 'Reject'.

| Employee | Date | Time | Status    |
|----------|------|------|-----------|
|          |      |      | DRAFTED   |
|          |      |      | SUBMITTED |

**Outcome:** The **application** has successfully been endorsed / reworked / rejected.