

# SISTEM SUMBER MANUSIA

**User Guide** 

## For Conveyance Loan Administrator

**Conveyance Loan** 

(Maintenance)

VERSION: 1.0



#### INTRODUCTION

This user guide acts as a reference for **Conveyance Loan Administrator** to manage **Conveyance Loan.** 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
CL	Conveyance Loan

#### **FURTHER ASSISTANCE**

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



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#### **Process Overview**

#### Update Conveyance Loan Application





#### Sistem Sumber Manusia - Conveyance Loan



 UPDATE CONVEYANCE
 Frontend User

 LOAN APPLICATION
 Conveyance Loan Administrator

- 1. Click on **Conveyance Loan Maintenance Submission** tab.
- 2. Select the 'Conveyance Loan Maintenance' tile.

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My Payslip	Conveyance Loan Employee	Conveyance Loan Guarantor	My Notification	Conveyance Loan Maintenance Submission	n Conveyance Loan CL Admin		
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3. Under the Application List, select the Application ID with the status 'Approved'.

Note: Under 'Application Details' icon, all data that is available in Section I to IV and VII

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	CL	CLEARED	> VII. Loan Details		1
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have been auto-populated based on the information filled in the ESS Portal / Back End.



- 4. Click on 'V. Vehicle Information'.
- 5. Click on maintain version.

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$\langle \cdot \rangle$	CL		Company/Car Dealer address:		Email:				
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6. Fill in the required information.

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- 7. Click on VI. Guarantor Details.
- 8. Click on Add button to add new guarantor details (if required).

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- 9. Click on 'Attach Supporting Documents' icon.
- 10. Click on **Browse** button to add documents (if required).

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11. Click on **Notes** tab to view any remarks or notes.

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12. Click on **Application History** tab to view application history details.

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#### 13. Click on 'Repayment' tab.

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			Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang ketulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.		(?) Ginis
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- 14. Click on 'Add' icon to add additional repayment details, if any.
- 15. Fill in the required information.

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16. Click on 'Adjust Repayment' tab.

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- 17. Click on 'Add' icon to update repayment adjustment details.
- 18. Fill in the required information.

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19. Tick on 'Disclaimer' checkbox once confirm.

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	CL Submission Date :	CLEARED	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, meneelirukan atau tidak tepat. Jabatan Perbendaharaan juga berhak untuk		
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#### 20. Click on '**Update'** button.

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#### Outcome: The application has successfully been submitted and listed under the

Application List with the status 'U\_Submitted'.