

SISTEM SUMBER MANUSIA

User Guide

For Conveyance Loan Verifier

Conveyance Loan

(Maintenance)

VERSION: 2.0



INTRODUCTION

This user guide acts as a reference for **Conveyance Loan Verifier (Front End User)** 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**.



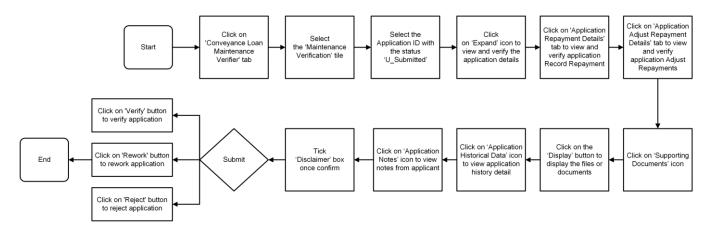
Table of Content

Topics	Page
Introduction	2
Glossary	<u>2</u>
Further Assistance	<u>2</u>
Process Overview	<u>4</u>
Verify Updated Application for Conveyance Loan:	
Verify Conveyance Loan Application	<u>5</u>
Rework Conveyance Loan Application	2
Reject Conveyance Loan Application	



Process Overview

Maintain Application for Conveyance Loan



Sistem Sumber Manusia - Conveyance Loan



VERIFY UPDATED APPLICATION

Front End User Conveyance Loan Verifier

- 1. Click on Conveyance Loan Maintenance Verifier tab.
- 2. Select the 'Maintenance Verification' tile.

🙆 Home 🕶			1	ч ф В
My Payslip Conveyance Loan Emp	oyee Conveyance Loan Guarantor	My Notification	Conveyance Loan Maintenance Verifier	Conveyance Loan Verifier
2 Maintenance Verification Conveyance Loan 2 1 Conveyance Loan Verifier Application Verification				
Conveyance Loan				() Ginis

- 3. Under the Application List, select the Application ID with the status 'U_SUBMITTED'.
- 4. Under 'Application Details' icon, click on 'Expand' icon to view and verify the application

details.

<	e Conveyance loan Page ▼	٩	¢β
	Application List (1)	Conveyance Loan Maintenance Verification Page	
	Search C 3	Transaction Id: CL Application Status : U_SUBMITTED Submission Date :	
		i i	
		III. Employment Details VI. Application Details V. Vehicle Information	
		> VI. Guarantor Details > VII. Loan Details	
		Delclaration	() Ginis



5. Click on Application Repayment Details tab to view and verify application Record

Repayment.

<	🔘 Conveyance loan Page 🔻		¢	8
	Application List (1)	Conveyance Loan Maintenance Verification Page	1	
	Search Q (C).	Application Id: CL Application S Submission Date : Submission Date :		
	Submission Date :			
		Record Repayment Payment Deducting IC Number Name Deduction Remaining Receipt No Remarks Date Organization IC Number Name Amount Loan Balance Receipt No Remarks		
		Delclaration		
		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	I	
		Jine ducipadi ubui vouri veeleningen abaan pasu, inengemukan stadu ubak tepat, Jabatan Petrehaalinadan jugo berinak untuk mungkin telah dibuat. Verify Rework Reje	ect	⑦ Ginis

6. Click on Application Adjust Repayment Details tab to view and verify application Adjust

Repayments.

<	🙆 Conveyance loan Page 🔻									٩	<u></u>
	Application List (1)			Con	veyance Loar	Maintenance	Verification P	age			
	Search Q C.	Transactio							Submission Dat	te :	
	Submission Date :	i			ౕ						
		Adjust Repay	ments								
		Effective Date	Current Loan Balance	Repayment Installments	Installment Period	Deducting Organization	Recovered From	Name	Status	Remarks	
		101101-0000		1001					APPROVED	Adjust Repayment	
		Delclaration									() Ginis
- 0-		Segala keterang	outir-butir ketera gan yang palsu,	angan yang saya mengelirukan at	turunkan dalam au tidak tepat, s	i borang ini adala aya mengaku ba	ah benar. Jika s Ihawa saya boli	aya didapati n eh dikenakan	nemberikan butir-b tindakan undang-u Verify	ndang Rework Reje	a



- 7. Click on 'Supporting Documents' icon.
- 8. Click on 'Display' button to view supporting documents.

<	🙆 Conveyance lo	oan Page 🔻						r û	
	Application	List (1)	Conveyance Loan Maintenance Verification Page						
	Search	Q (C). U_SUBMITTED	Transaction Id: CL Application Status : U_SUBMITTE	² 7		Subr	nission Date :		
	Submission Date :	-	(i) 🕑 🕑	Image: Image: I)				
			View Personal Attachments Supporting Document	Filename	Uploaded By	Uploaded On	8		
$\left - \right\rangle$			CL DOC5	CL24000671_001_001.jpg			6ð Display		
$\langle \rangle$			CLDOC3	CL24000671_003_001.jpg			_{ରେ} Display		
		keterangan yang palsu, n (termasuk pendakwaan je peraturan yang berkaitan Jika didapati butir-butir k	igan yang saya turunkan dalam borang nengelirukan atau tidak tepat, saya men nengahi dan jika berkenaan, saya juga dengan kelakuan dan tatatertib pegaw eterangan adalah palsu, mengelirukan elulusan yang diberikan berhubung der	ngaku bahawa saya bol boleh dikenakan tindak rai-pegawai Kerajaan. atau tidak tepat, Jabata	leh dikenakan tindakar an tatatertib dibawah r an Perbendaharaan jug	n undang-undang mana-mana ga berhak untuk nbayaran yang	Reject	@ Ginis	

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

Application List (1) Conveyance Loan Maintenance Verification Page							
Search Q 3	Transaction	Id: CL					
U_SUBMITTED	Application Status :	U_SUBMITTED			Submission Date :		
Submission Date :	(i) 😰		9				
	History	Date		Time	Status		
	Employee	Date	08:47:32	- Ime	DRAFTED		
			08:48:56	=> 3	SUBMITTED		
			08:50:14		REWORK BY ENDORSER		
			08:54:11	3	SUBMITTED		
			10:32:49		ENDORSED		
			10:33:18	9	VERIFIED		
			10:33:38	 ₽	APPROVED		
			14:58:46	3	U_SUBMITTED		?

10. Click on 'Application Notes' icon to view notes from applicant.



<	🙆 Conveyance loan Page 🔻		q	Û	8
	Application List (1)	Conveyance Loan Maintenance Verification Page			
	Search Q C.	(i) (₽) (₽) (𝔅) (𝔅) (𝔅) (𝔅)			
	CL U_SUBMITTED Submission Date :	Notes Image: State			⑦ Ginis
-0-		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 Keraiaan.	Reject		
		Venity Rework	Rejec	<u></u> ۲	

11. Tick on **Declaration** checkbox.

Note: Depending on the scenario, **Conveyance Loan Verifier** may also click on the following buttons:

- i. Verify button to verify applications.
- ii. Rework button to rework applications.
- iii. Reject button to reject applications.

<	e Conveyance loan Page ▼		q	Û	8
	Application List (1)	Conveyance Loan Maintenance Verification Page			
	Search Q 2	23.07.2024			
	U_SUBMITTED Submission Date :	23.07.2024			
		23.07.2024		I	
		23.07.2024		I	
		11 ^{tion}		l	
		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 berkalan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.		ľ	
		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.			() Ginis
		NOTE		4	
		Verify Rework	Reje	ct	

Outcome: The application has successfully been verified / reworked / rejected.