



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Treasury HL Verifier**

**Front End (SAP FIORI)**

**Housing Loan**

**Application Process**

## INTRODUCTION

This user guide acts as a reference for **Treasury HL Verifier (Front End User)** to manage **Housing 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>HL</b>	Housing 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**.



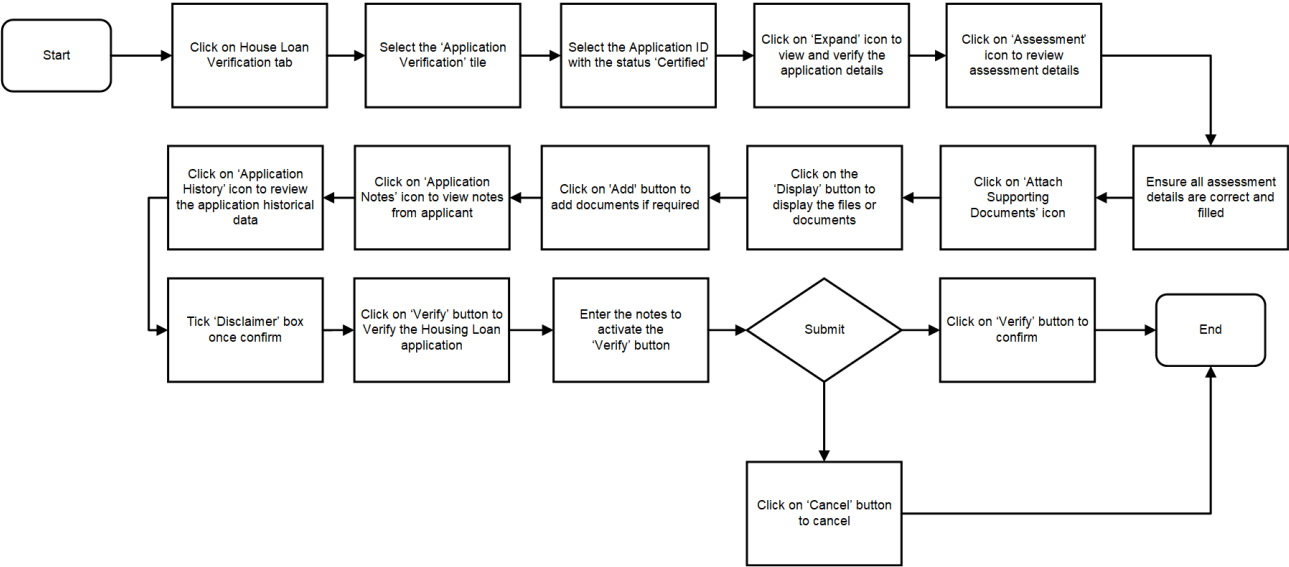
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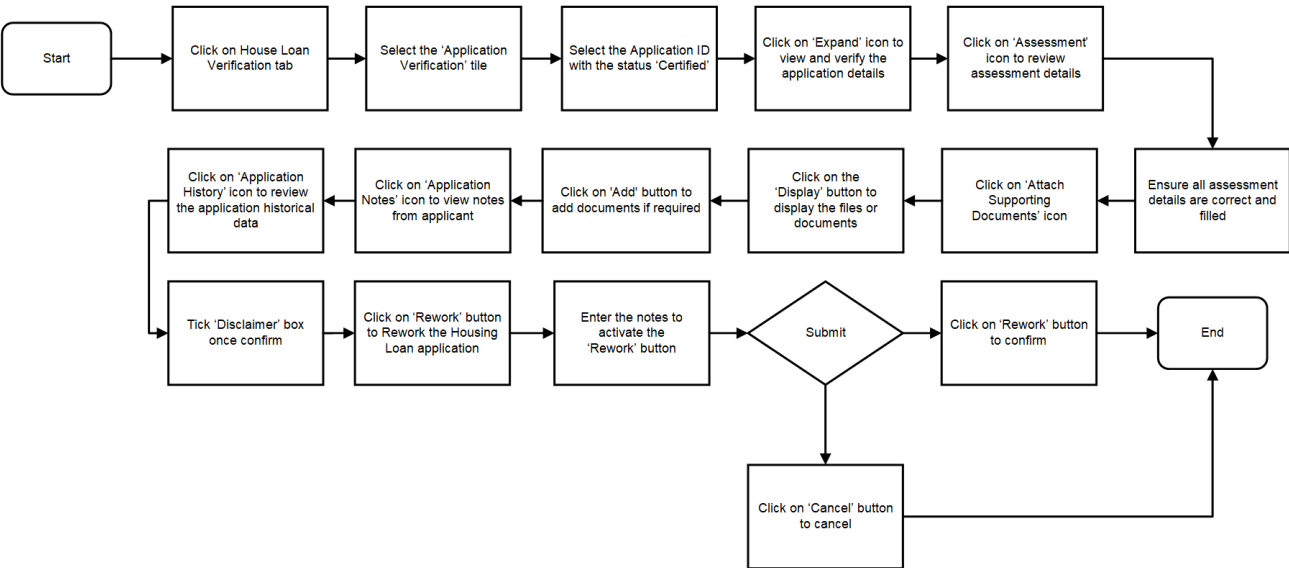


## Process Overview

### Verify Housing Loan Application

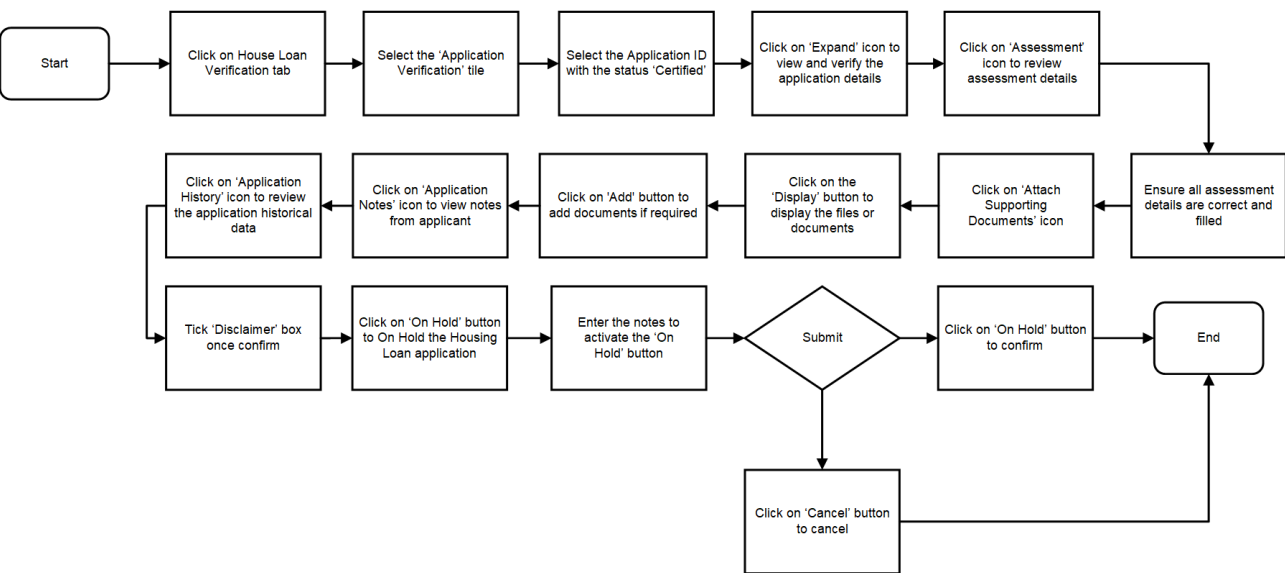


### Rework Housing Loan Application

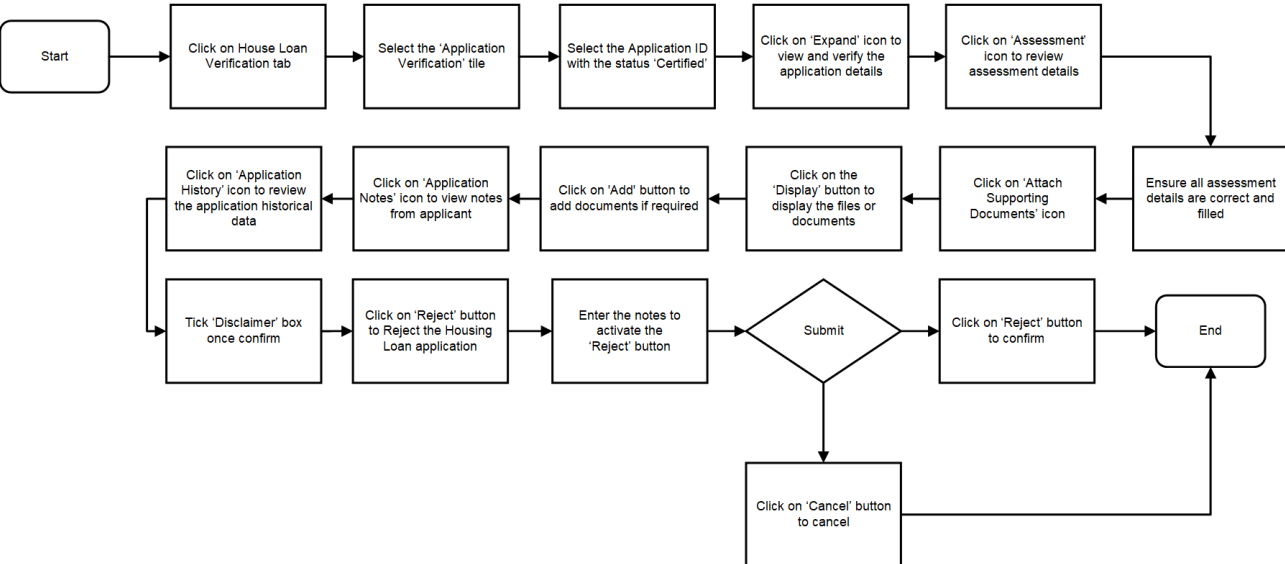


## Process Overview

### On Hold Housing Loan Application



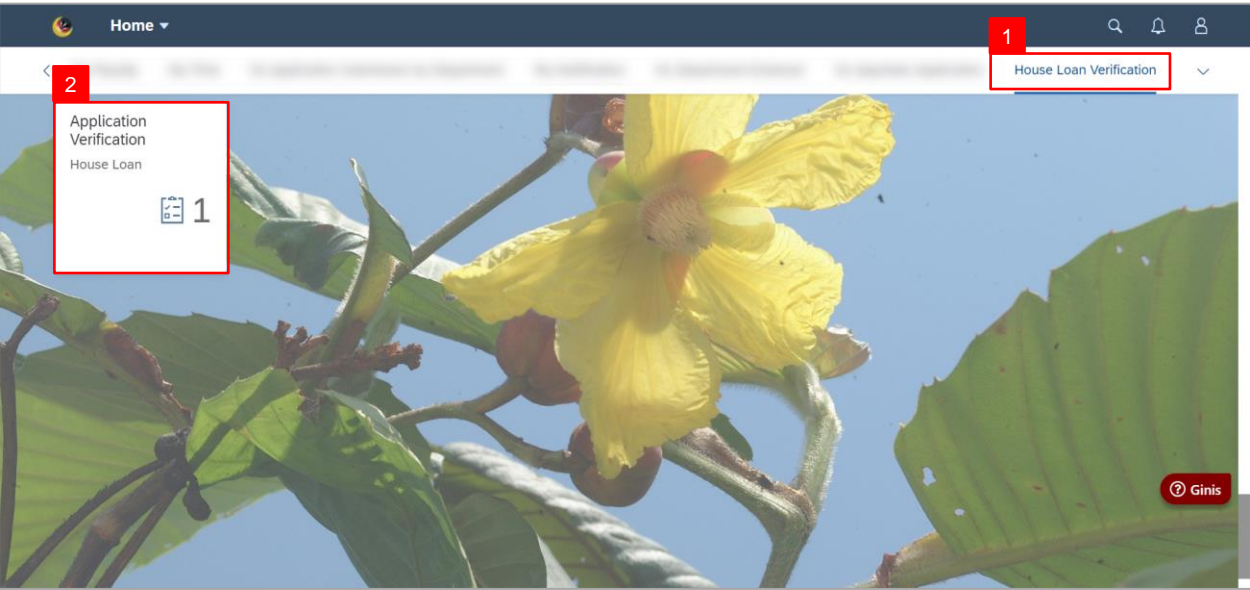
### Reject Housing Loan Application



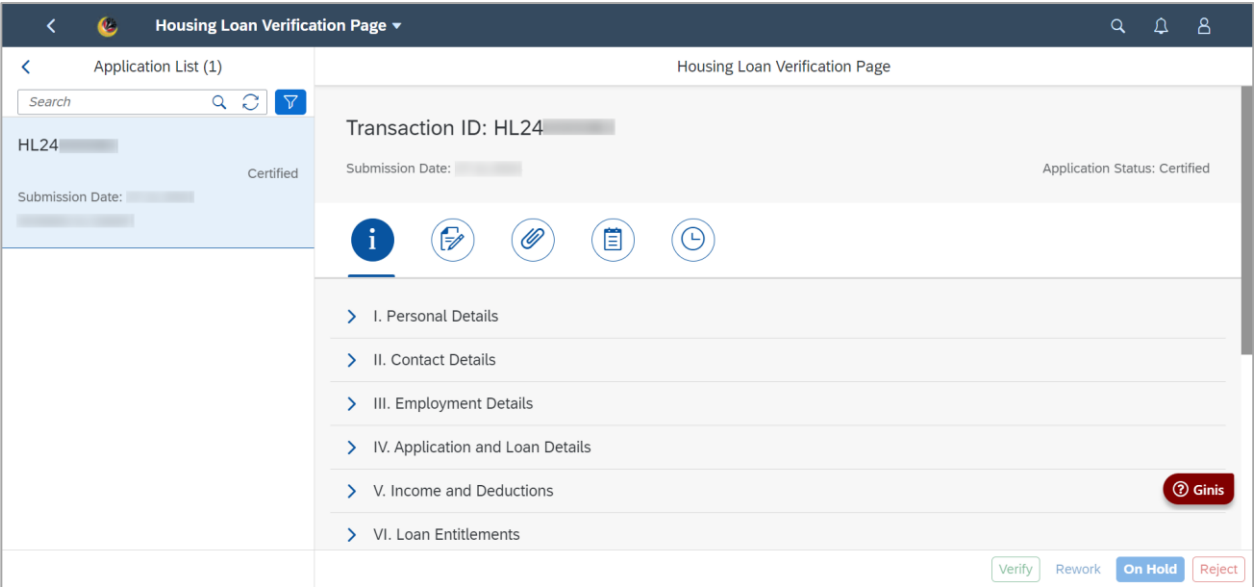


MAINTAIN APPLICATION	Front End User
	HL Verifier

- 1. Click on **House Loan Verification** tab.
- 2. Select **Application Verification** tile.



**Note:** The **Housing Loan Verification Page** will be displayed.





3. Select application with ‘**Certified**’ status.

**Note:** HL Verifier may take note on the Application ID for reference purposes.

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search

HL24

Submission Date:

Certified

NOTE

Transaction ID: HL24

Submission Date:

Application Status: Certified

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> I. Personal Details

> II. Contact Details

> III. Employment Details

> IV. Application and Loan Details

> V. Income and Deductions

> VI. Loan Entitlements

Verify

Rework

On Hold

Reject

4. Under ‘**Application Details**’ icon, click on ‘**Expand**’ icon to view and verify the application details from **Section I** to **Section VII**.

Application List (3)

Search

HL24

Submission Date:

Certified

HL24

Submission Date:

Rework by HL Approver

HL24

Submission Date:

Rework by HL Approver

i

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> I. Personal Details

> II. Contact Details

> III. Employment Details

> IV. Application and Loan Details

> V. Income and Deductions

> VI. Loan Entitlements

> VII. Previous Application History

Declaration

GINIS

Verify

Rework

On Hold

Reject

6. Review and ensure the assessment details entered by all **Department Appraisers** are correct and filled.

**Note:** All **Department Appraisers** will have to **fill** in their details within the respective sections.

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

9. Click on **Notes** tab to view notes from applicant.

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11. Review the application historical data (if required).



- i. **Verify** button to verify applications.
- ii. **Rework** button to rework applications.
- iii. **On Hold** button to put applications on hold.
- iv. **Reject** button to reject applications.



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