SISTEM SUMBER MANUSIA

User Guide

For Department Endorser

Front End (SAP FIORI)

Housing Loan

Application Process

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Department Endorser (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
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
HL	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**.
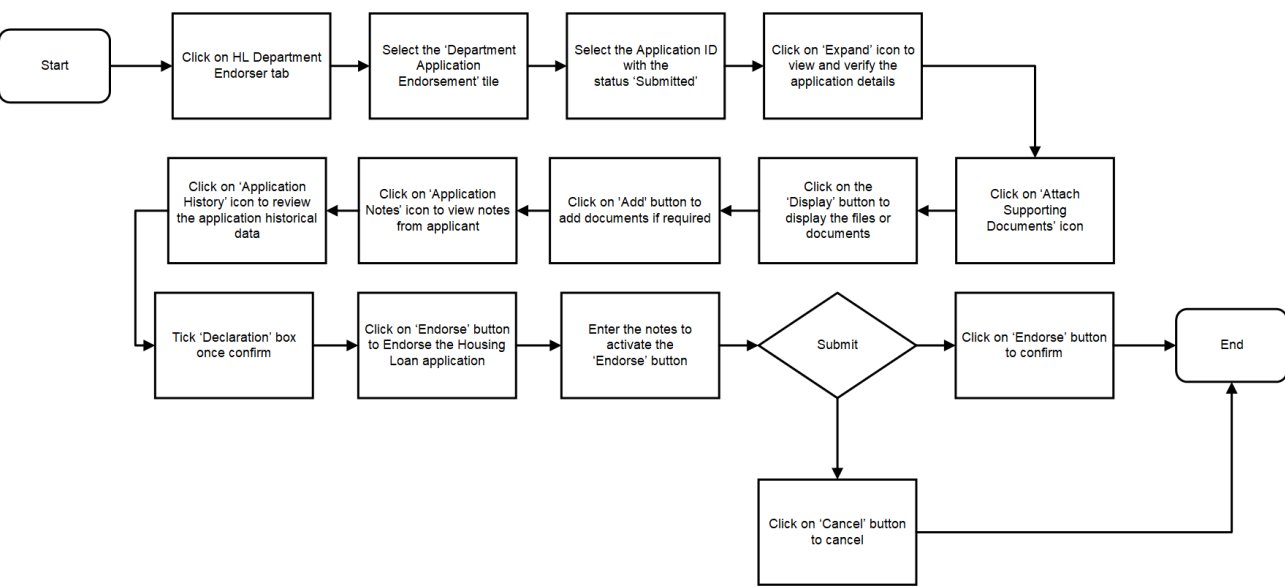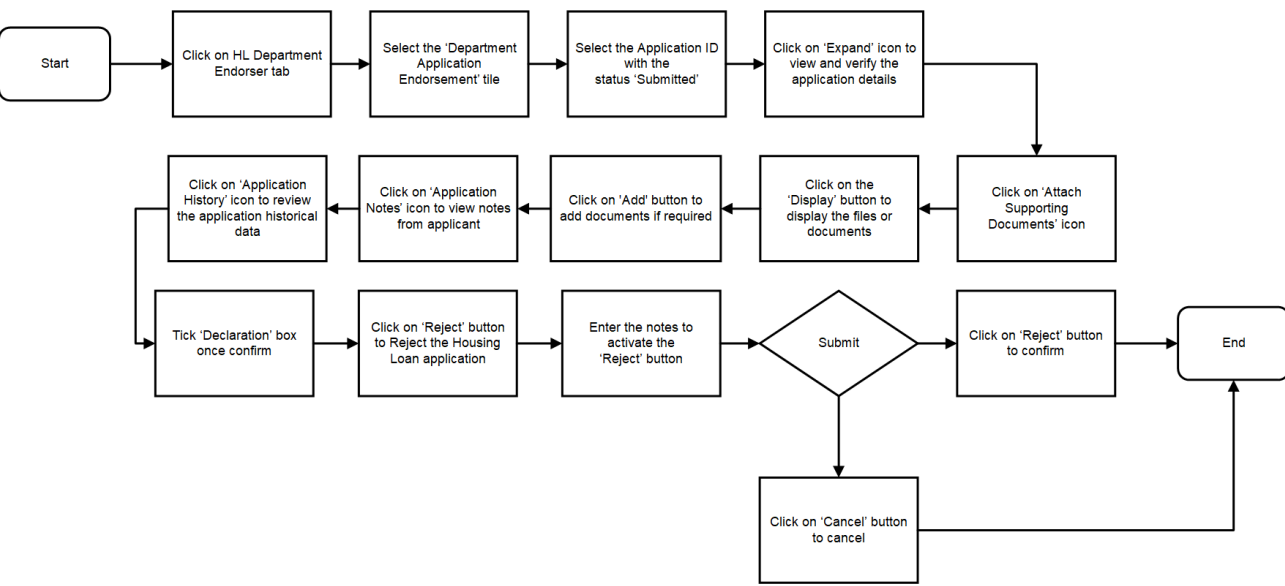
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Process Overview

Endorse Housing Loan Application

```
Start → Click on HL Department Endorser tab → Select the 'Department Application Endorsement' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and verify the application details

Click on 'Application History' icon to review the application historical data ← Click on 'Application Notes' icon to view notes from applicant ← Click on 'Add' button to add documents if required ← Click on the 'Display' button to display the files or documents ← Click on 'Attach Supporting Documents' icon

Tick 'Declaration' box once confirm → Click on 'Endorse' button to Endorse the Housing Loan application → Enter the notes to activate the 'Endorse' button → Submit → Click on 'Endorse' button to confirm → End

Submit → Click on 'Cancel' button to cancel → End
```

Reject Housing Loan Application

```
Start → Click on HL Department Endorser tab → Select the 'Department Application Endorsement' tile → Select the Application ID with the status 'Submitted' → Click on 'Expand' icon to view and verify the application details

Click on 'Application History' icon to review the application historical data ← Click on 'Application Notes' icon to view notes from applicant ← Click on 'Add' button to add documents if required ← Click on the 'Display' button to display the files or documents ← Click on 'Attach Supporting Documents' icon

Tick 'Declaration' box once confirm → Click on 'Reject' button to Reject the Housing Loan application → Enter the notes to activate the 'Reject' button → Submit → Click on 'Reject' button to confirm → End

Submit → Click on 'Cancel' button to cancel → End
```

Sistem Sumber Manusia - Housing Loan

MAINTAIN APPLICATION	Front End User
	Department Endorser

1. Click on **HL Department Endorser** tab**.**

2. Select **Department Application Endorsement** tile.

Note: Please ensure that employee's details and all mandatory documents are uploaded on

My Profile, before applying for Housing Loan.
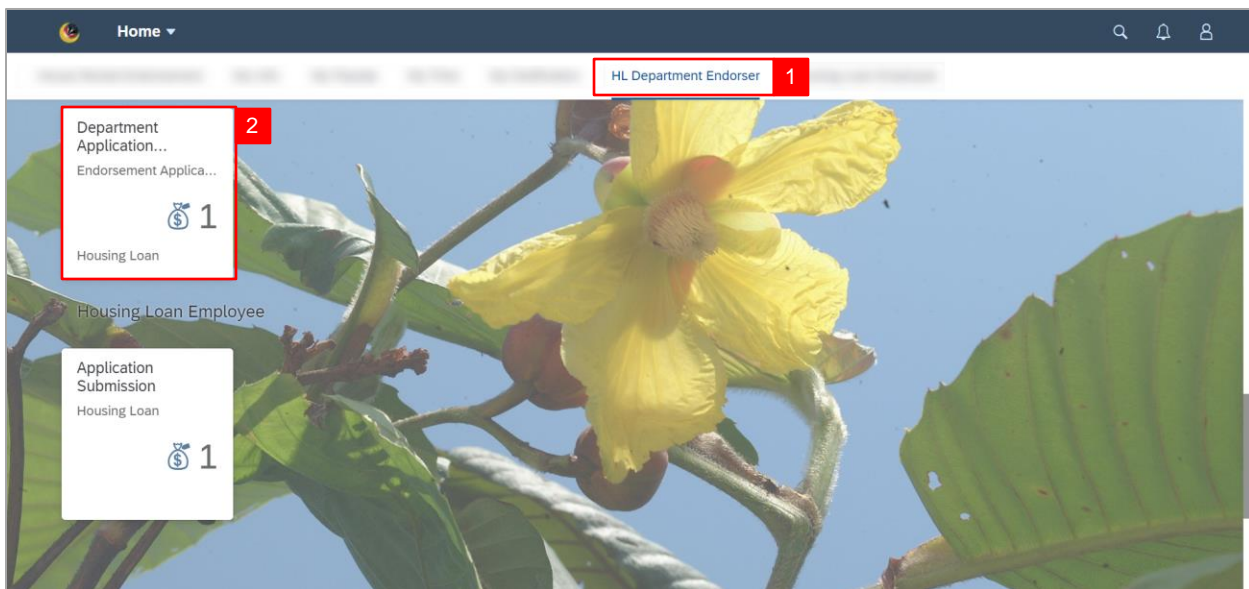
Note: The **Housing Loan Endorsement Page** will be displayed.
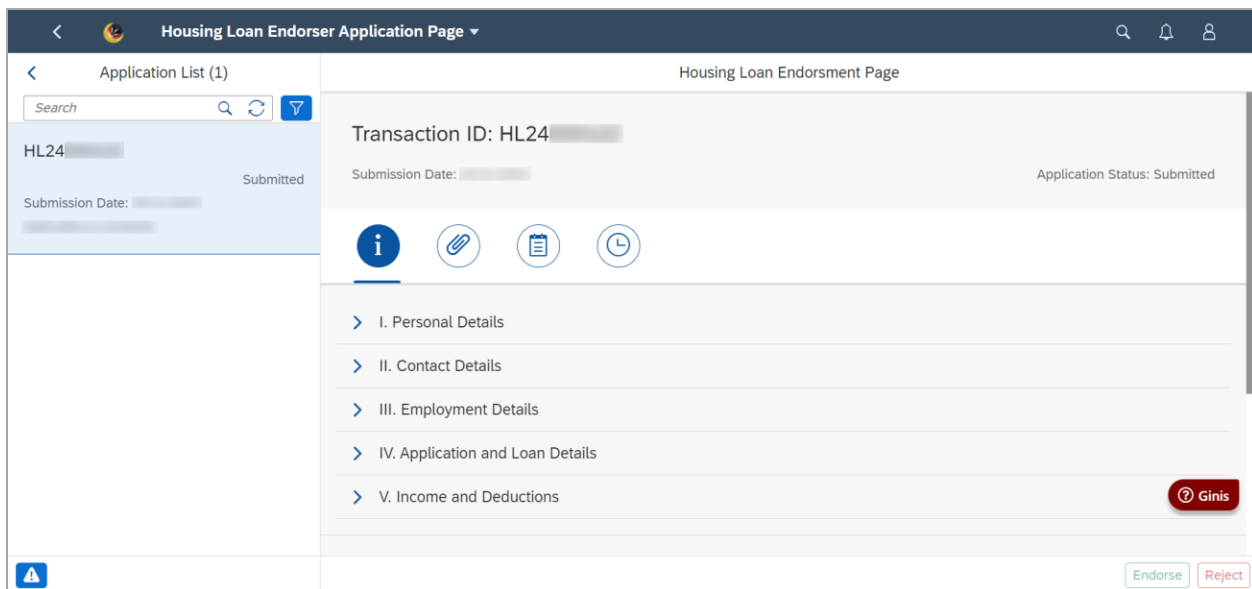
3. Select application with '**Submitted'** status.

Note: Department Endorser may take note on the Application ID for reference purposes.

4. Under '**Application Details'** icon, click on **'Expand'** icon to view and verify the application

details from **Section I** to **Section V**.

5. Click on **IV. Application and Loan Details**.

6. Review and ensure the **application** and **Loan Details** are correct.

7. Review the **Property Details** and **Spouse Details** (if applicable).

8. Click on **V. Income and Deductions**.

9. Review and ensure the **Monthly Income** and **Monthly Deduction** are correct.
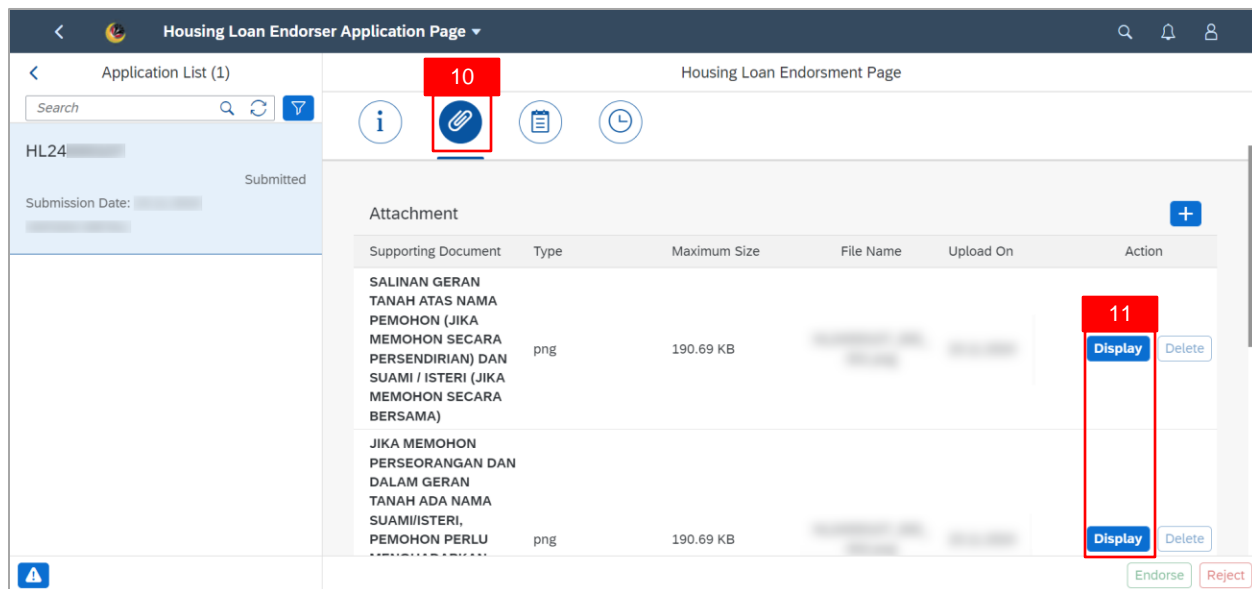
10. Click on **Attachment** tab.

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

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

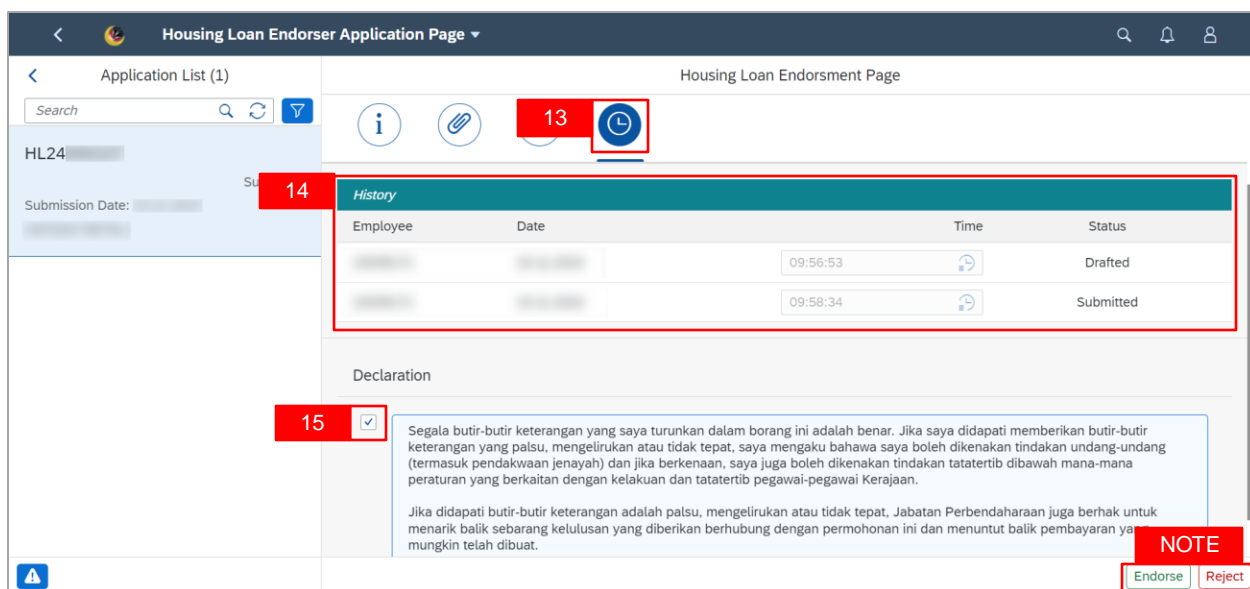13. Click on **Application History** tab.

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

15. 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. **Reject** button to reject applications.

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