



SISTEM SUMBER MANUSIA

User Guide

For Department Endorser

Front End (SAP FIORI)

Housing Loan

Application Process

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**.

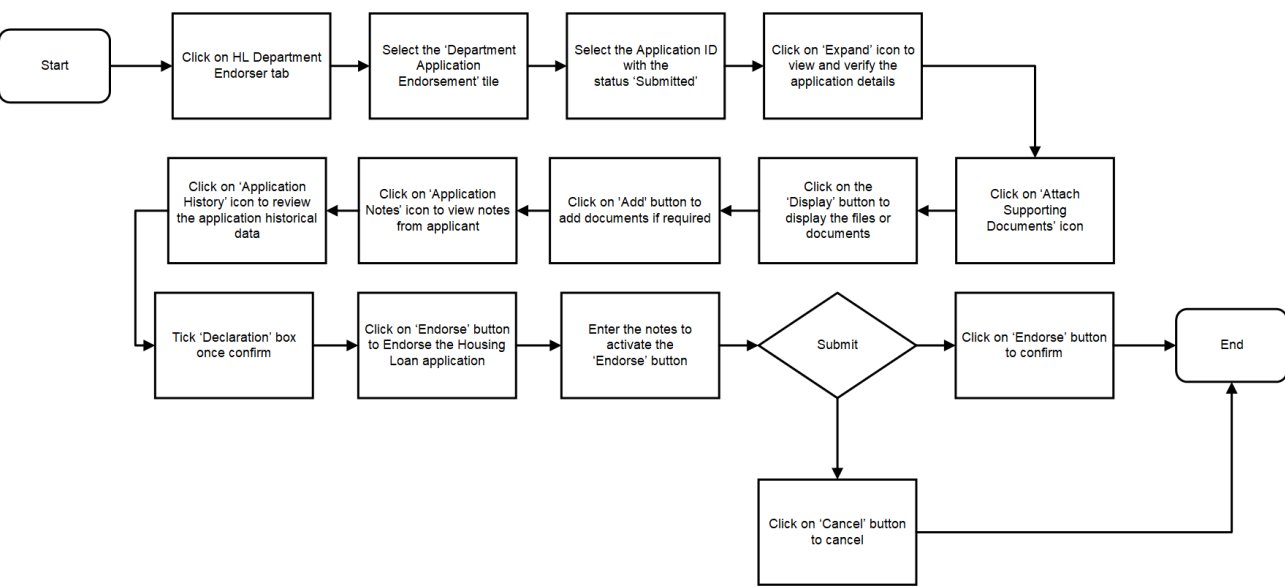


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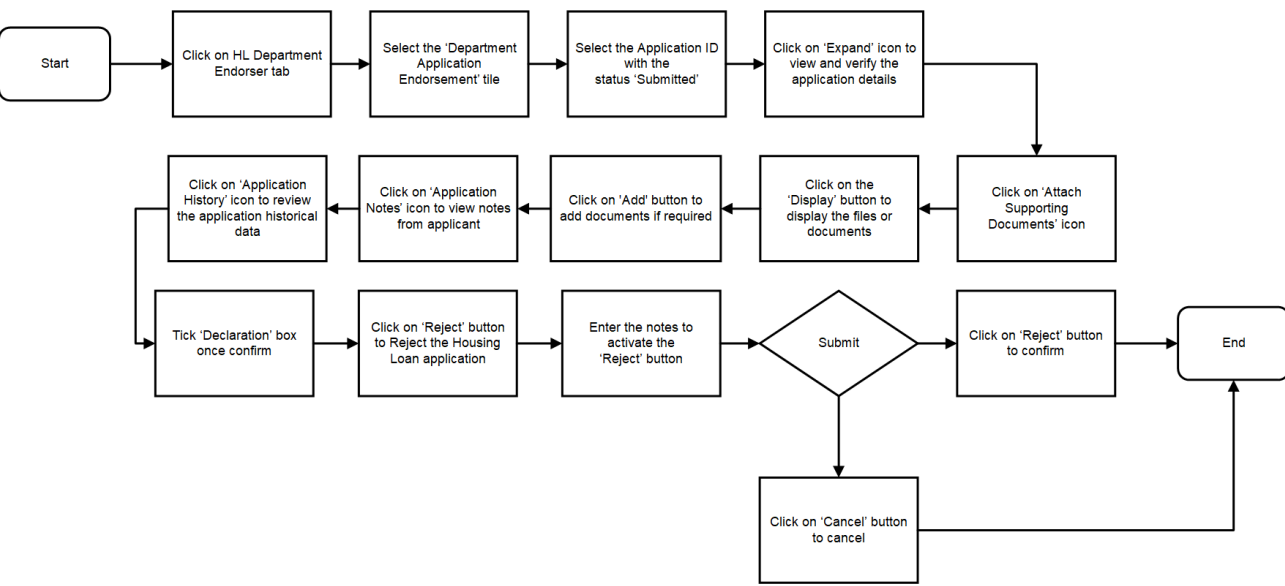
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Process Overview

Endorse Housing Loan Application



Reject Housing Loan Application

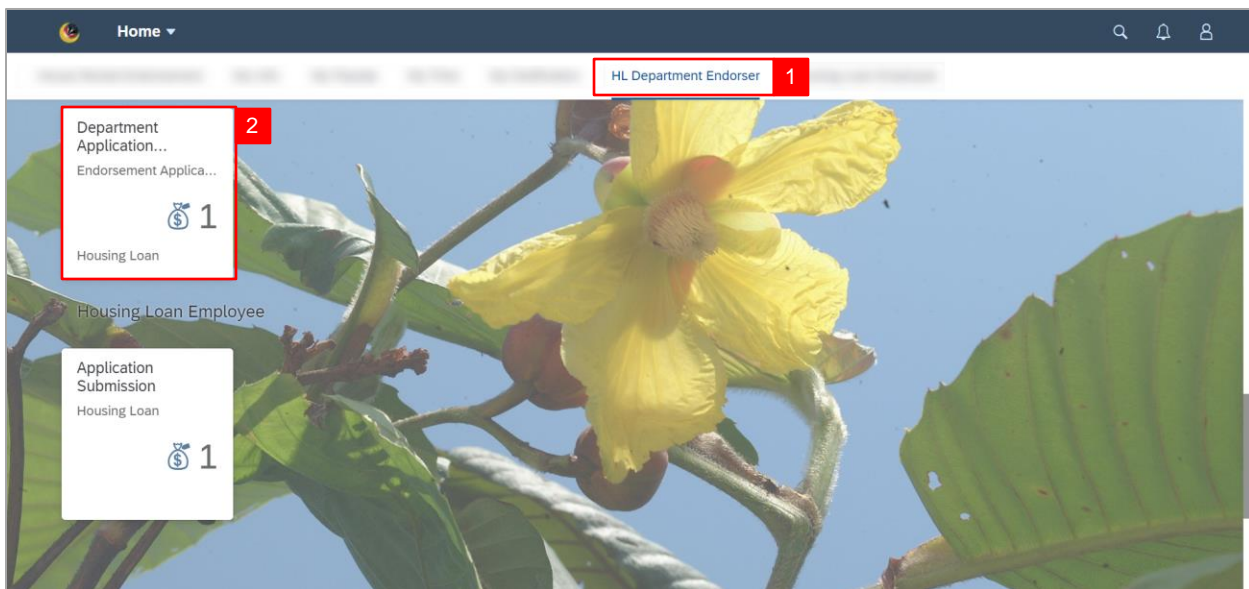




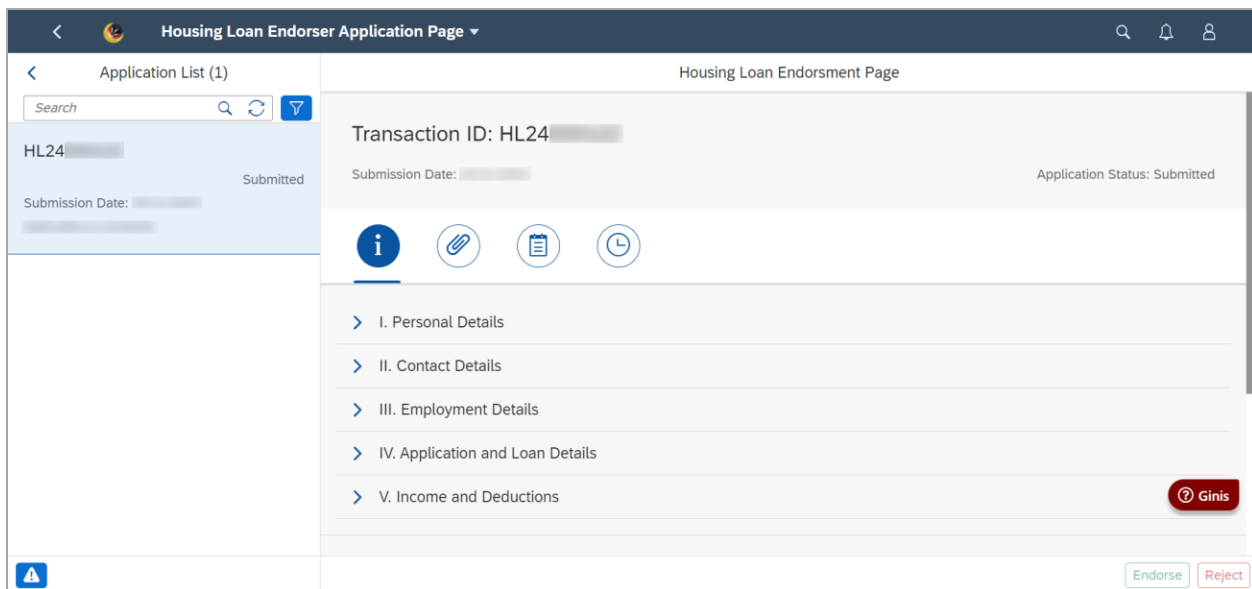
MAINTAIN APPLICATION	Front End User
	Department Endorser

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.

The screenshot shows the 'Housing Loan Endorser Application Page'. On the left, the 'Application List (1)' sidebar shows a search bar and a list of applications. The first application, 'HL24', is highlighted with a red box and labeled '3'. The main area, 'Housing Loan Endorsment Page', displays the details for the selected application. A red box labeled 'NOTE' highlights the 'Transaction ID: HL24' and the 'Submitted' status. Below this, there are icons for information, attachments, and a clock. A list of sections (I. Personal Details, II. Contact Details, III. Employment Details, IV. Application and Loan Details, V. Income and Deductions) is shown with expandable arrows. A red box labeled '4' highlights the 'Expand' icon (a blue circle with a white 'i') next to the first section, 'I. Personal Details'. At the bottom right, there are 'Endorse' and 'Reject' buttons.

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

This screenshot is identical to the one above, showing the 'Housing Loan Endorser Application Page'. It highlights the 'Expand' icon (a blue circle with a white 'i') next to the first section, 'I. Personal Details', with a red box labeled '4'. The rest of the interface, including the application list, transaction details, and section list, remains the same.

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

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

7

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

< Housing Loan Endorser Application Page >
🔍 📧 👤

< Application List (1)

Search

HL24

 Submission Date:

8

Housing Loan Endorsment Page

▼ V. Income and Deductions

Monthly Income				
Descriptions	Income Amount	StartDate	EndDate	Remarks
E. AKADEMIK				
E. RUMAH KE PEJABAT				
E. SARA HIDUP				
GAJI OPEN VOTE				

Monthly Deduction				
Descriptions	Repayment Amount	StartDate	EndDate	Remarks
P. TBNG DANA PEMB MASJID				
A.P.NJ RUMAH- SENDIRI				
SEWA RUMAH				

Endorse
Reject

9. Review and ensure the **Monthly Income** and **Monthly Deduction** are correct.

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Housing Loan Endorser Application Page

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Application List (1)

HL24

Submission Date:

Submitted

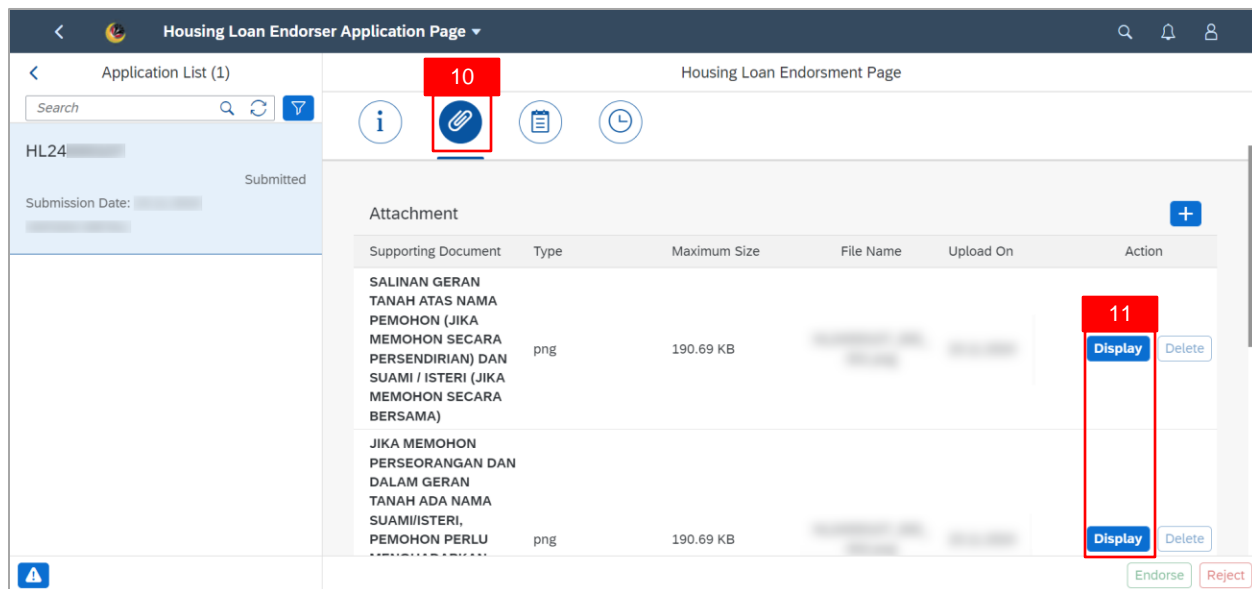
Monthly Income				
Descriptions	Income Amount	StartDate	EndDate	Remarks
E. AKADEMIK				
E. RUMAH KE PEJABAT				
E. SARA HIDUP				
GAJI OPEN VOTE				

Monthly Deduction				
Descriptions	Repayment Amount	StartDate	EndDate	Remarks
P. TBNG DANA PEMB MASJID				
A.P.PNJ RUMAH-SENDIRI				
SEWA RUMAH				

Ginis

10. Click on **Attachment** tab.

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



Housing Loan Endorser Application Page

Application List (1)

HL24 [redacted] Submitted

Submission Date: [redacted]

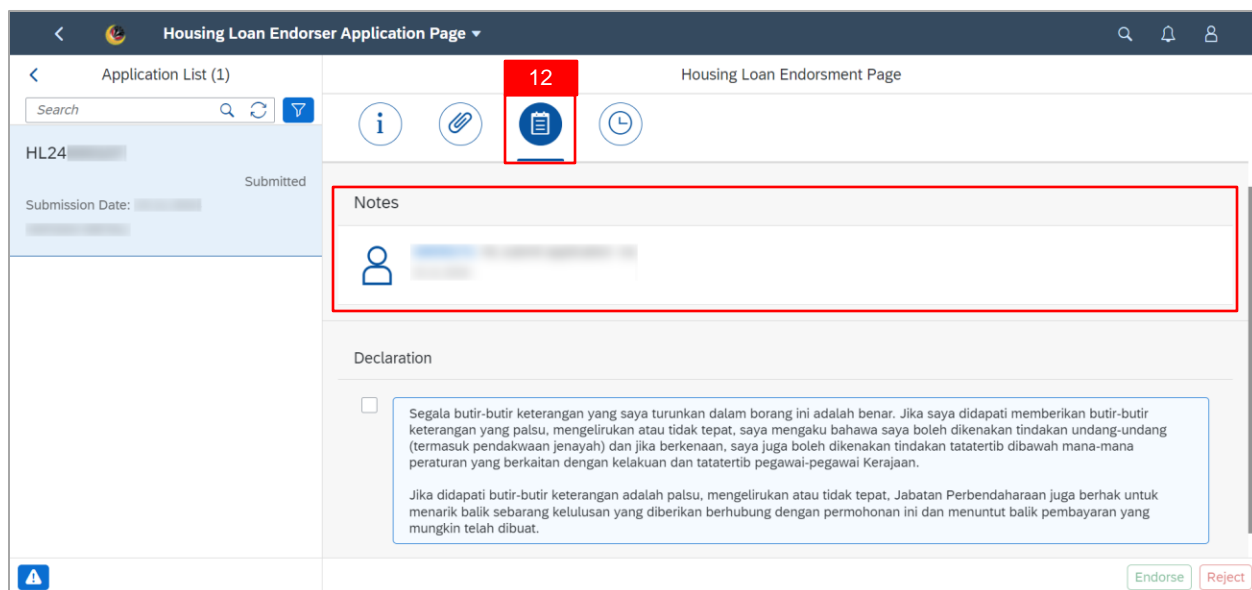
Housing Loan Endorsment Page

Attachment

Supporting Document	Type	Maximum Size	File Name	Upload On	Action
SALINAN GERAN TANAH ATAS NAMA PEMOHON (JIKA MEMOHON SECARA PERSENDIRIAN) DAN SUAMI / ISTERI (JIKA MEMOHON SECARA BERSAMA)	png	190.69 KB	[redacted]	[redacted]	<div>11</div> <div>Display</div> <div>Delete</div>
JIKA MEMOHON PERSEORANGAN DAN DALAM GERAN TANAH ADA NAMA SUAMI/ISTERI, PEMOHON PERLU	png	190.69 KB	[redacted]	[redacted]	<div>Display</div> <div>Delete</div>

Endorse Reject

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



Housing Loan Endorser Application Page

Application List (1)

HL24 [redacted] Submitted

Submission Date: [redacted]

Housing Loan Endorsment Page

Notes

[redacted]

Declaration

☐ 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 menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

Endorse Reject

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

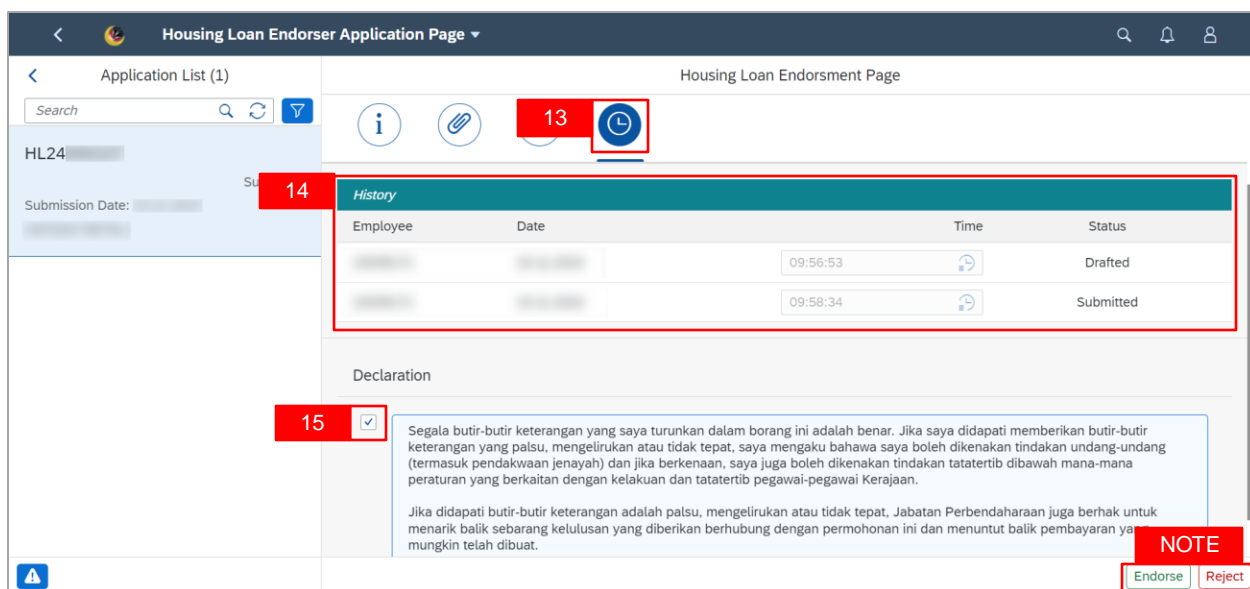
14. Review the application historical data (if required).

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.



The screenshot shows the 'Housing Loan Endorser Application Page' with the 'Application List (1)' tab selected. The 'Application History' tab is highlighted with a red box and labeled '13'. Below it, a table of application history is shown, with the first two rows highlighted by a red box and labeled '14'.

Employee	Date	Time	Status
[Redacted]	[Redacted]	09:56:53	Drafted
[Redacted]	[Redacted]	09:58:34	Submitted

Below the table, the 'Declaration' section is shown with a checkbox labeled '15' and a text area containing a declaration statement. The 'Endorse' and 'Reject' buttons are visible at the bottom right, with a 'NOTE' label above them.

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