



# **SISTEM SUMBER MANUSIA**

**User Guide**

**For Employee**

**Front End (SAP FIORI)**

**Housing Loan**

**Application Process**

VERSION: 1.0

## INTRODUCTION

This user guide acts as a reference for **Employee (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

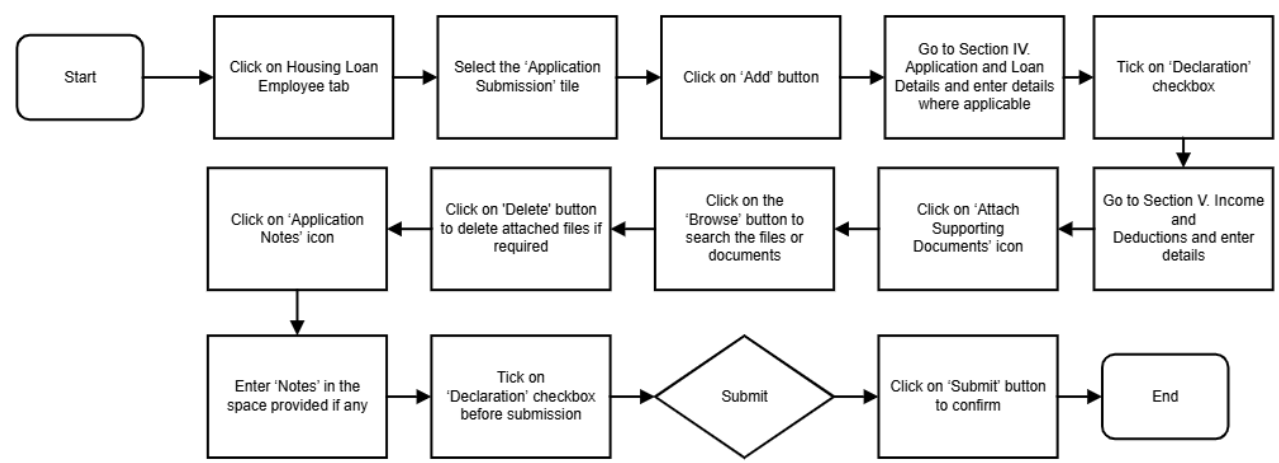
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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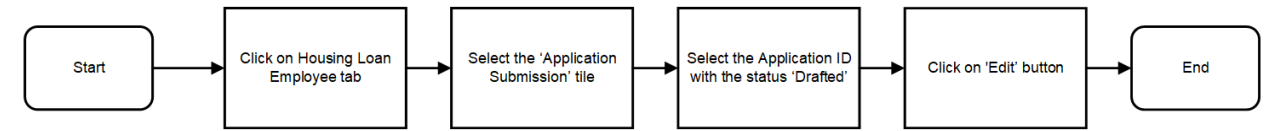
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## Process Overview

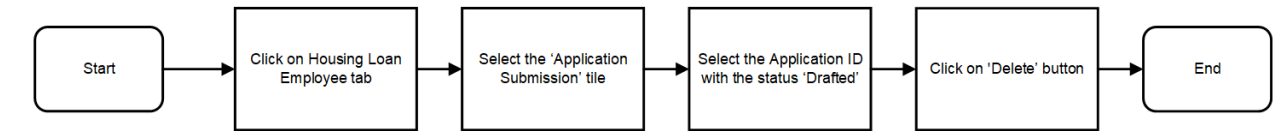
### Submit Housing Loan Application



### Edit Drafted Housing Loan Application



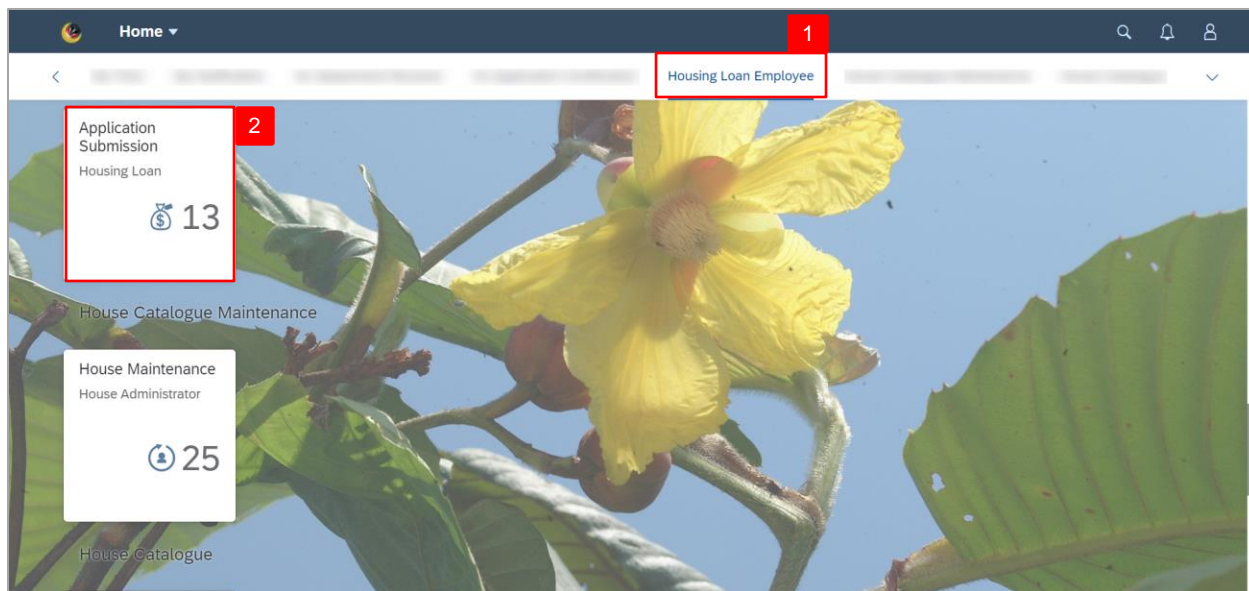
### Delete Drafted Housing Loan Application



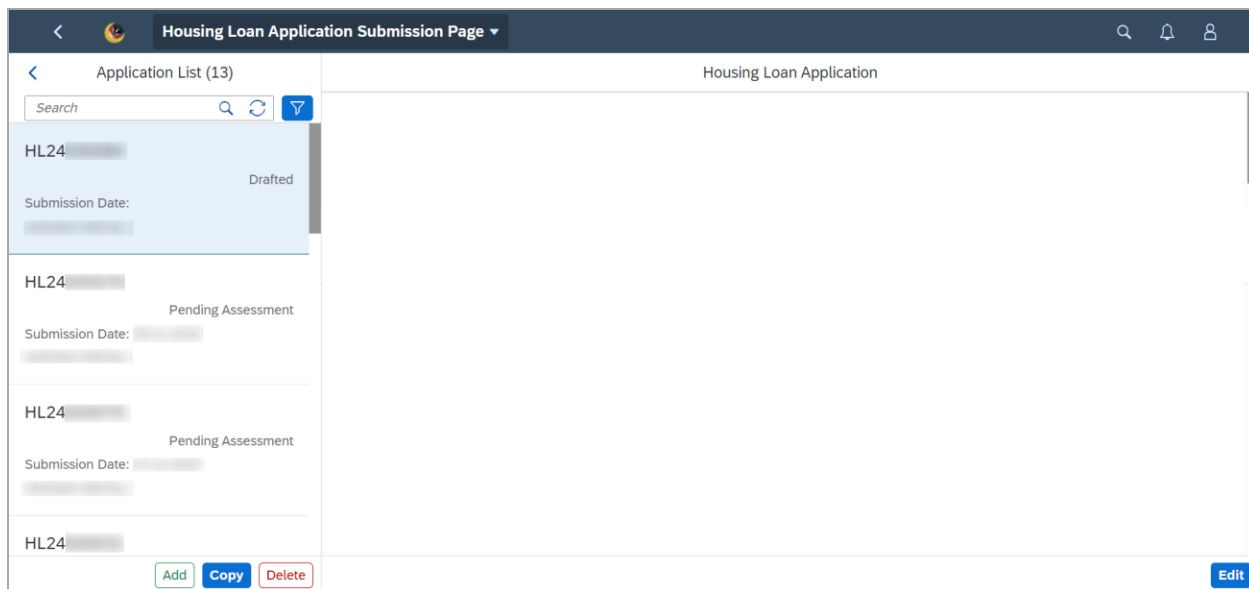
SUBMIT HOUSING LOAN APPLICATION	Front End User
	Employee

1. Click on **Housing Loan Employee** tab.
2. Select **Application Submission** tile.

**Note:** Please ensure that employee details and all mandatory documents are updated on Employee's **My Profile**, before applying for Housing Loan.

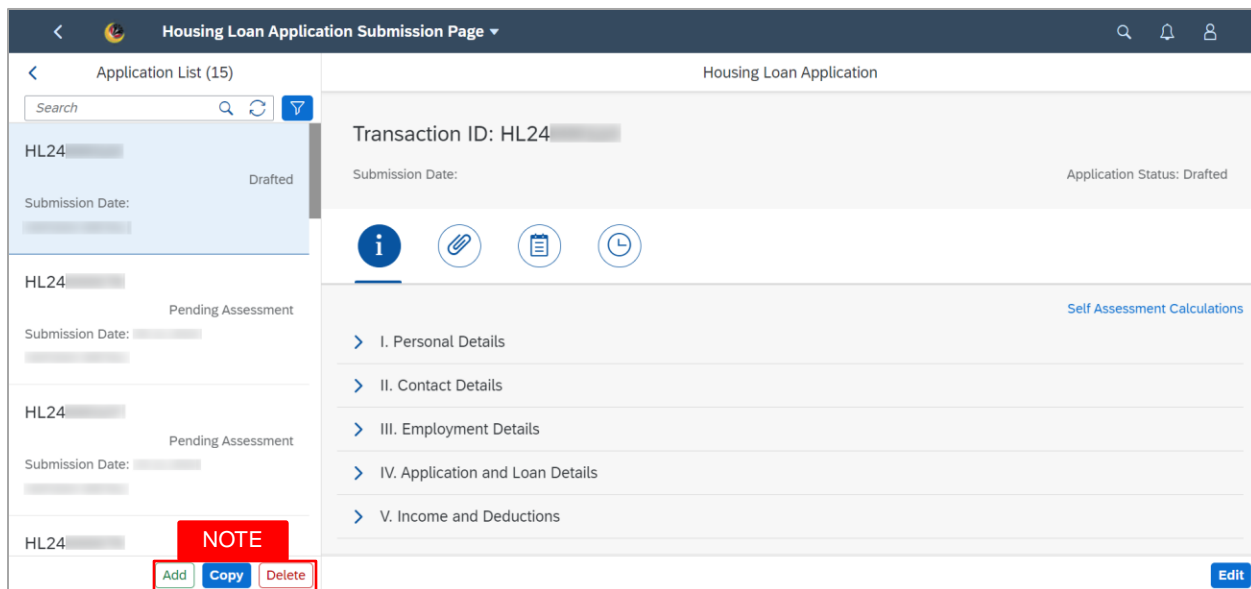


**Note:** The **Housing Loan Application** page will be displayed.



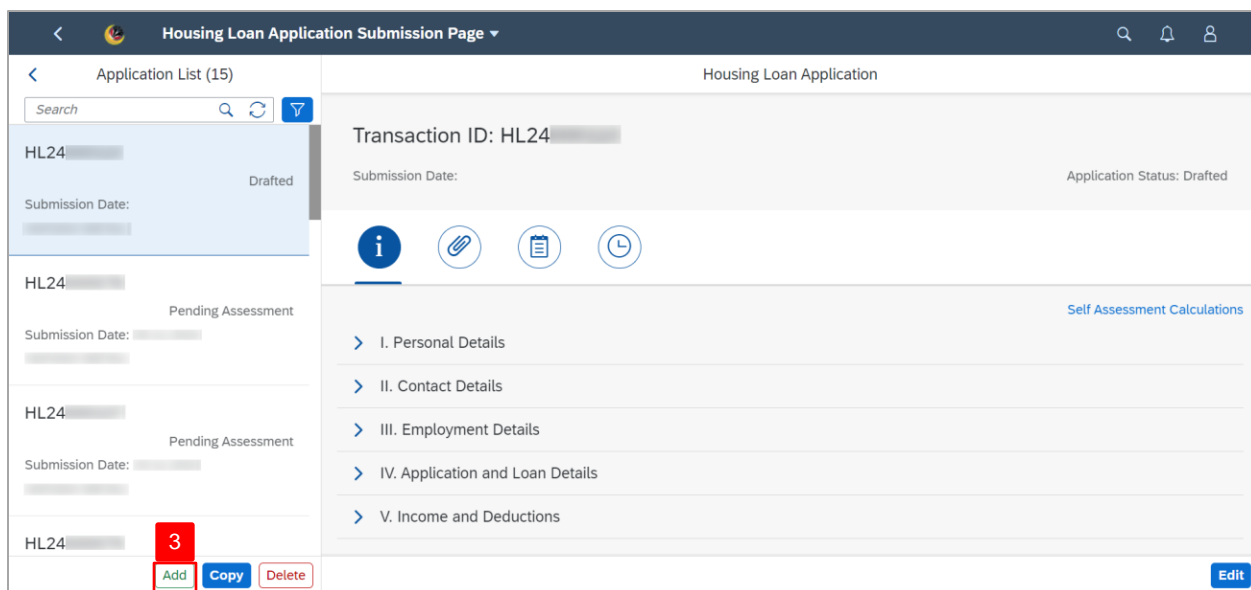
**Note:** Depending on the scenario, **Employee** may also click on the following buttons:

- i. **Add** button to create new applications.
- ii. **Copy** button to copy previous applications.
- iii. **Delete** button to delete drafted applications.



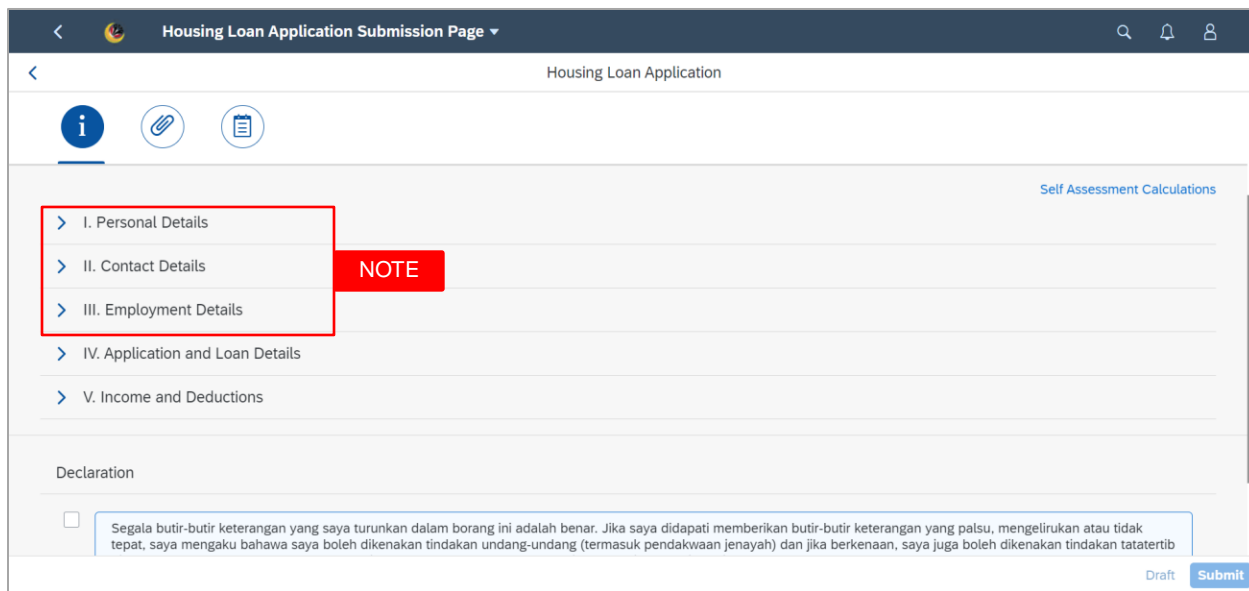
The screenshot displays the 'Housing Loan Application Submission Page'. On the left, the 'Application List (15)' shows four entries with transaction IDs 'HL24' and statuses 'Drafted' and 'Pending Assessment'. The 'Drafted' application is highlighted. Below the list, a red box labeled 'NOTE' contains three buttons: 'Add', 'Copy', and 'Delete'. The main panel shows the details for the 'Drafted' application, including the Transaction ID 'HL24', Submission Date, and Application Status 'Drafted'. It features a 'Self Assessment Calculations' link and a list of sections: I. Personal Details, II. Contact Details, III. Employment Details, IV. Application and Loan Details, and V. Income and Deductions. An 'Edit' button is located at the bottom right.

3. Click on **Add** button.



This screenshot is identical to the previous one, but with a red box containing the number '3' highlighting the 'Add' button in the 'NOTE' section at the bottom left of the application list.

**Note:** The **Housing Loan Application** page will be displayed.



**Housing Loan Application Submission Page**

Housing Loan Application

**NOTE**

Self Assessment Calculations

- > I. Personal Details
- > II. Contact Details
- > III. Employment Details
- > IV. Application and Loan Details
- > V. Income and Deductions

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

Draft Submit

**Note:** Under **Application Details** tab, all information from **Section I to III** have been auto-populated based on the information filled in the ESS Portal / Back End. **Section IV to V** will be filled in by the **Employee**.

Section	Description
<b>I. Personal Details</b>	Section I will be prepopulated with employee's details.
<b>II. Contact Details</b>	Section II will be prepopulated with employee's address and contact information.
<b>III. Employment Details</b>	Section III will be prepopulated with employee's employment details.

5. Under **Application Details**, fill in the required information.

4

IV. Application and Loan Details

5

Application Type:

Loan Type:

Employment Category:

Loan Category:

RPN Housing:

Repayment Duration:

Yes

No

55

60

Loan Details

Date of Previous Application(if ever)	Est. Value of Building	Est. Value of Land & Building	Amount for Loan Applied	Proposed Repayment Amount	Retirement Date	Remaining Service	No of Installment
MMM d, y	0.00	0.00	0.00	0.00	Mar 27, 2039	14	0

Declaration

PENGESAHAN/PENGAKUAN POTONGAN BULANAN PERKHIDMATAN UNTUK BAYARAN BALIK SKIM PINJAMAN KEWANGAN PERUMAHAN  
Saya bersetuju supaya potongan bulanan bagi permohonan Skim Pinjaman Kewangan Perumahan adalah melalui perkiraan tempoh bayaran balik. Saya juga

- Under **Loan Details**, fill in the required information.
- Tick on **Declaration** checkbox.

**Housing Loan Application Submission Page**

### Housing Loan Application

IV. Application and Loan Details

Application Type: NEW LOAN  
Employment Category: GOVERNMENT SERVANT  
RPN Housing: ☐ Yes ☒ No

Loan Type: INDIVIDUAL LOAN  
Loan Category: BUILD CONSTRUCTION  
Repayment Duration: ☒ 55 ☐ 60

Date of Previous Application(if ever)	Est. Value of Building	Est. Value of Land & Building	Amount for Loan Applied	Proposed Repayment Amount	Retirement Date	Remaining Service	No of Installment
MMM d, y	0.00	0.00	0.00	0.00	Mar 27, 2039	14	0

Declaration

PENGESAHAN/PENGAKUAN POTONGAN BULANAN PERKHIDMATAN UNTUK BAYARAN BALIK SKIM PINJAMAN KEWANGAN PERUMAHAN  
 Saya bersetuju supaya potongan bulanan bagi permohonan Skim Pinjaman Kewangan Perumahan adalah melalui perkiraan tempoh bayaran balik. Saya juga

Draft Updated Submit





- 8. Under **Property Details**, fill in the required information.
- 9. Under **Spouse Details**, fill in the information (if applicable).

Housing Loan Application Submission Page

Housing Loan Application

Declaration

☒ PENGESAHAN/PENGAKUAN POTONGAN BULANAN PERKHIDMATAN UNTUK BAYARAN BALIK SKIM PINJAMAN KEWANGAN PERUMAHAN  
Saya bersetuju supaya potongan bulanan bagi permohonan Skim Pinjaman Kewangan Perumahan adalah melalui perkiraan tempoh bayaran balik. Saya juga bersetuju jika saya ingin bersara sebelum mencapai umur 60 tahun saya akan menyelesaikan baki pinjaman Skim Pinjaman Kewangan Perumahan yang ada terlebih dahulu.

8

Property Details

LOT Number

EDR Number

Kampung/Mukim

District

9

Spouse Details

Full Name

ID Type

ID Number

Employment Category

Remarks

V. Income and Deductions

Draft Updated

Submit

- 10. Click on **Section V. Income and Deductions**.
- 11. Fill in the **Monthly Income** and **Monthly Deduction** based on the applicant's data.

Housing Loan Application Submission Page

Housing Loan Application

10

V. Income and Deductions

11

Monthly Income

Descriptions	Income Amount	Start Date	End Date	Remarks
E. AKADEMIK	300.00	01.08.2021	27.03.2039	
E. RUMAH KE PEJABAT	43.00	01.08.2021	27.03.2039	
E. SARA HIDUP	80.00	01.08.2021	27.03.2039	
GAJI OPEN VOTE	6110.00	01.03.2022	31.12.9999	

Monthly Deduction

Descriptions	Amount	Start Date	End Date	Remarks
P. TBNG DANA PEMB MA...	2.00	01.08.2021	27.03.2039	
A.PPNJ RUMAH-SENDIRI	829.00	01.08.2021	31.12.9999	
SEWA RUMAH	140.00	15.10.2024	14.09.2027	

Draft Updated

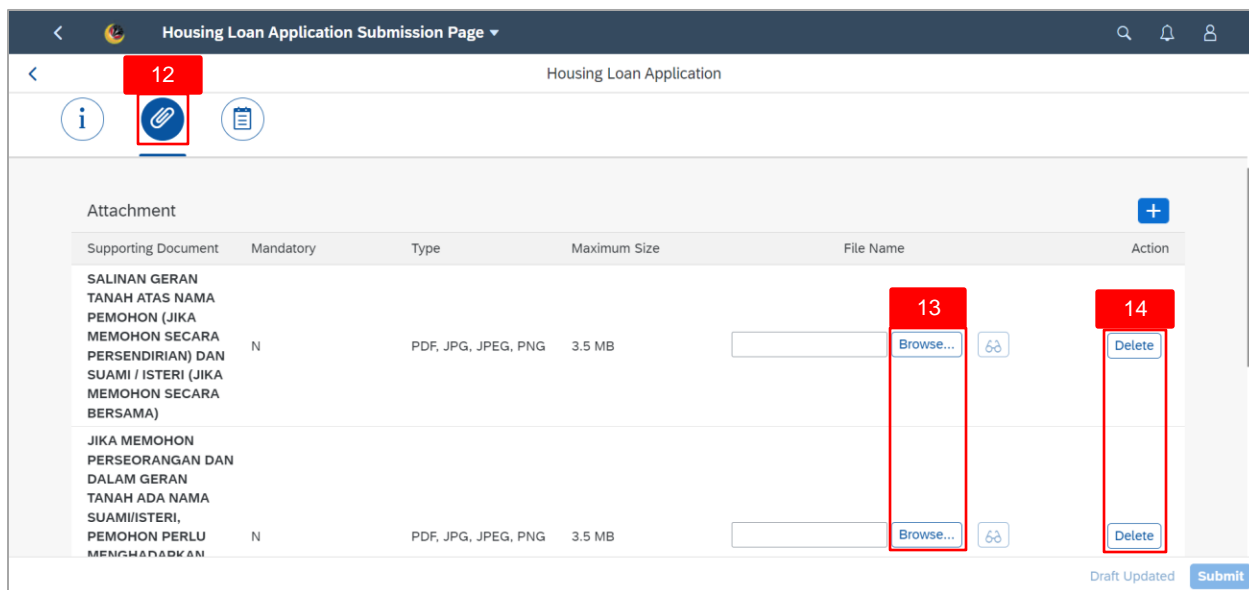
Submit

**Note:** The **Housing Loan Application** page will be displayed.

12. Click on **Attachment** tab.

13. Click on **Browse** button to upload any relevant supporting documents.



14. Click on **Delete** button to delete attached files (if required).



Housing Loan Application Submission Page

Housing Loan Application

Attachment

Supporting Document	Mandatory	Type	Maximum Size	File Name	Action
SALINAN GERAN TANAH ATAS NAMA PEMOHON (JIKA MEMOHON SECARA PERSENDIRIAN) DAN SUAMI / ISTERI (JIKA MEMOHON SECARA BERSAMA)	N	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> <a href="#">Browse...</a> 	<a href="#">Delete</a>
JIKA MEMOHON PERSEORANGAN DAN DALAM GERAN TANAH ADA NAMA SUAMI/ISTERI, PEMOHON PERLU MENGHADAPKAN	N	PDF, JPG, JPEG, PNG	3.5 MB	<input type="text"/> <a href="#">Browse...</a> 	<a href="#">Delete</a>

Draft Updated [Submit](#)

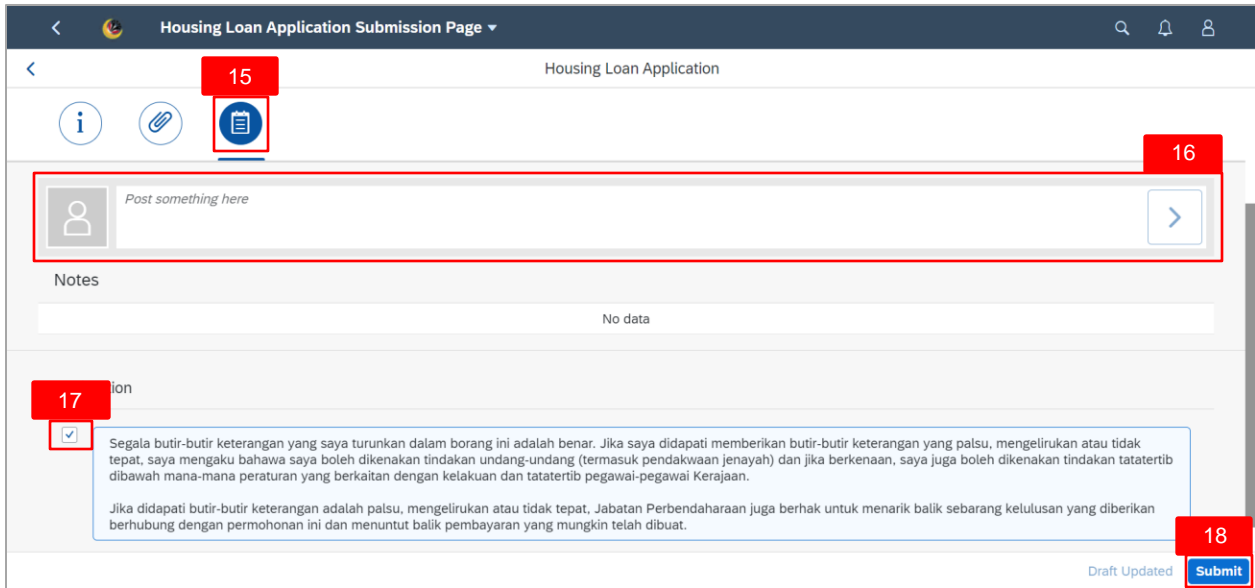
15. Click on **Notes** tab.

16. Enter remarks or notes in the space provided, if any.

17. Tick on **Declaration** checkbox.

18. Click on **Submit** button.

**Note:** Any unsaved application will automatically be stored in the system as **draft**.



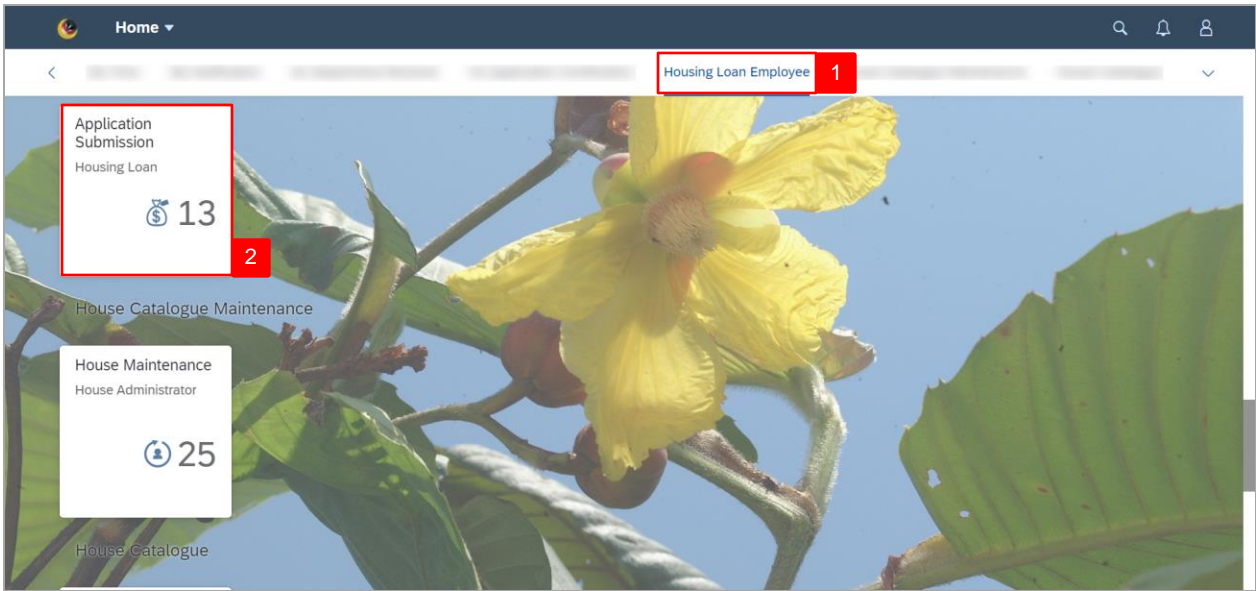
The screenshot displays the 'Housing Loan Application Submission Page'. At the top, there is a navigation bar with a back arrow, a user profile icon, and a search icon. Below the navigation bar, the page title 'Housing Loan Application' is visible. The main content area is divided into sections. The first section is the 'Notes' tab, which is highlighted with a red box labeled '15'. Below the 'Notes' tab, there is a text input field with a placeholder 'Post something here' and a red box labeled '16' next to it. Below the text input field, there is a 'Notes' section with a 'No data' message. The second section is the 'Declaration' section, which is highlighted with a red box labeled '17'. It contains a checkbox and a text area with the following text: '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.' At the bottom right, there is a 'Submit' button highlighted with a red box labeled '18'.

**Outcome:** The **application** has successfully been submitted to **Department Endorser**.

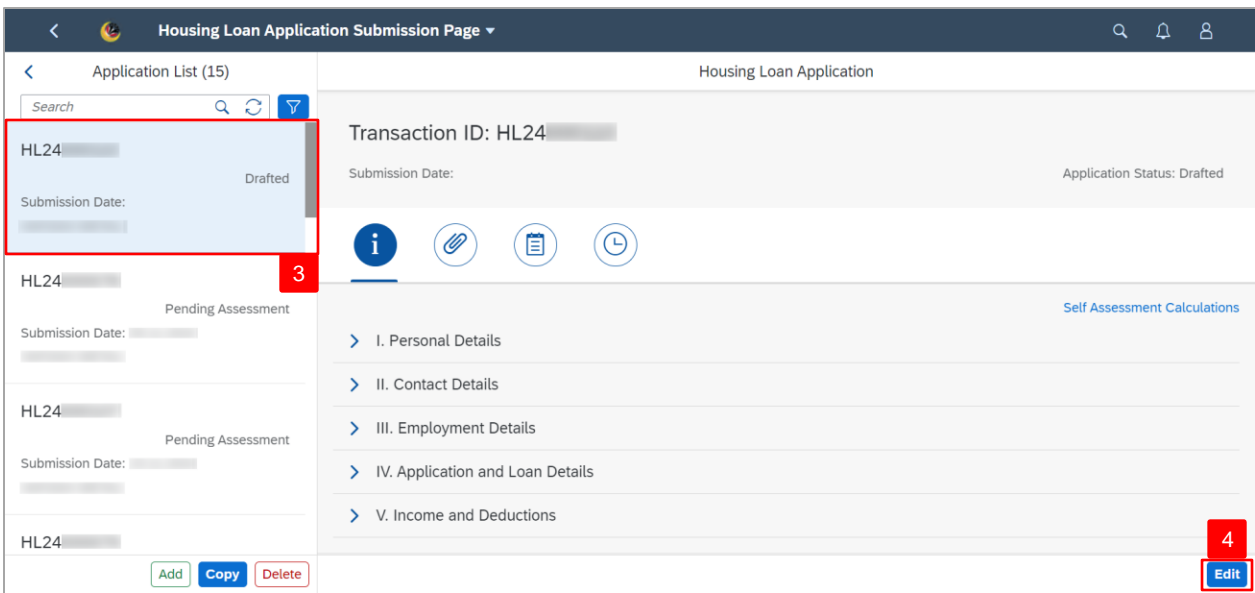


EDIT DRAFTED HOUSING LOAN APPLICATION	Front End User
	Employee

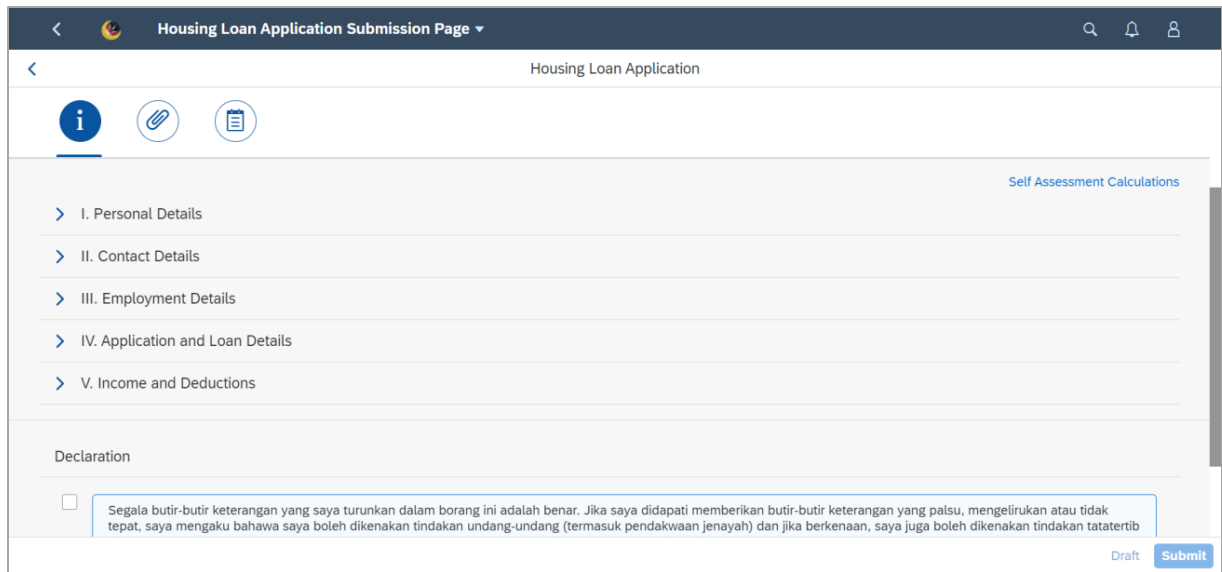
- 1. Click on **Housing Loan Employee** tab.
- 2. Select the **Application Submission** tile.



- 3. Select Application ID with **'Drafted'** status.
- 4. Click on **Edit** button.



**Note:** The **Housing Loan Application** page will be displayed.

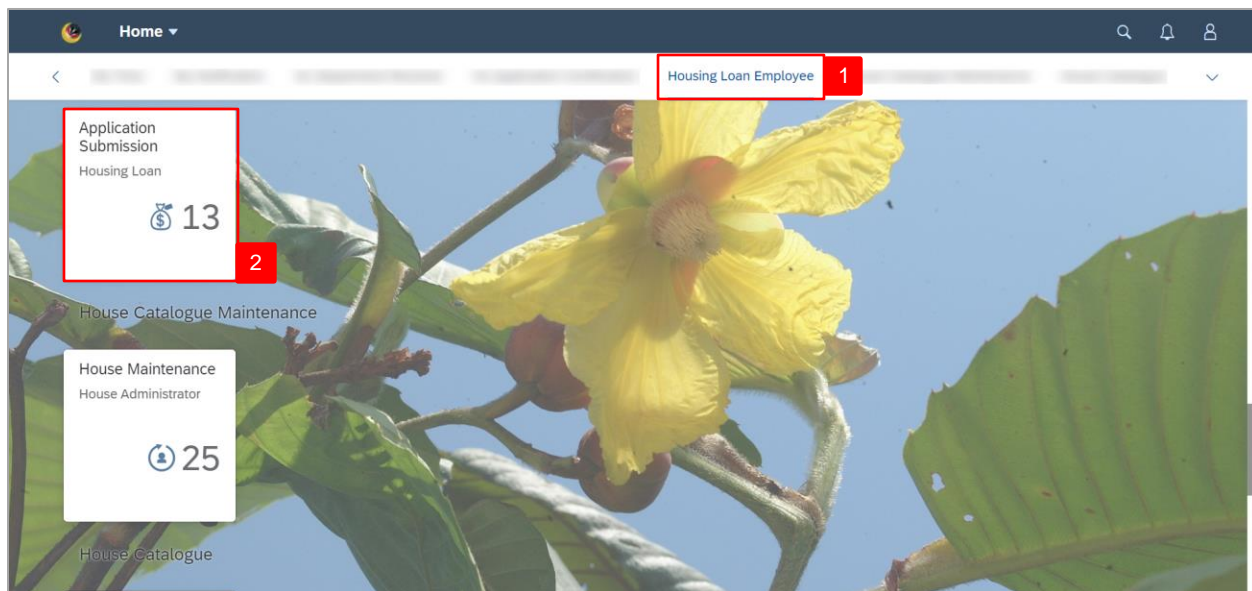


The screenshot shows the 'Housing Loan Application Submission Page'. The page has a dark blue header with a back arrow, a logo, the title 'Housing Loan Application Submission Page', and search, notification, and user icons. Below the header is a light blue bar with a back arrow and the title 'Housing Loan Application'. Underneath are three circular icons: an information icon (i), a link icon, and a document icon. The main content area is a light gray box with a 'Self Assessment Calculations' link in the top right. It contains a list of sections: 'I. Personal Details', 'II. Contact Details', 'III. Employment Details', 'IV. Application and Loan Details', and 'V. Income and Deductions'. Below this list is a 'Declaration' section with a checkbox and a text box containing the following text: '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'. At the bottom right of the form are 'Draft' and 'Submit' buttons.

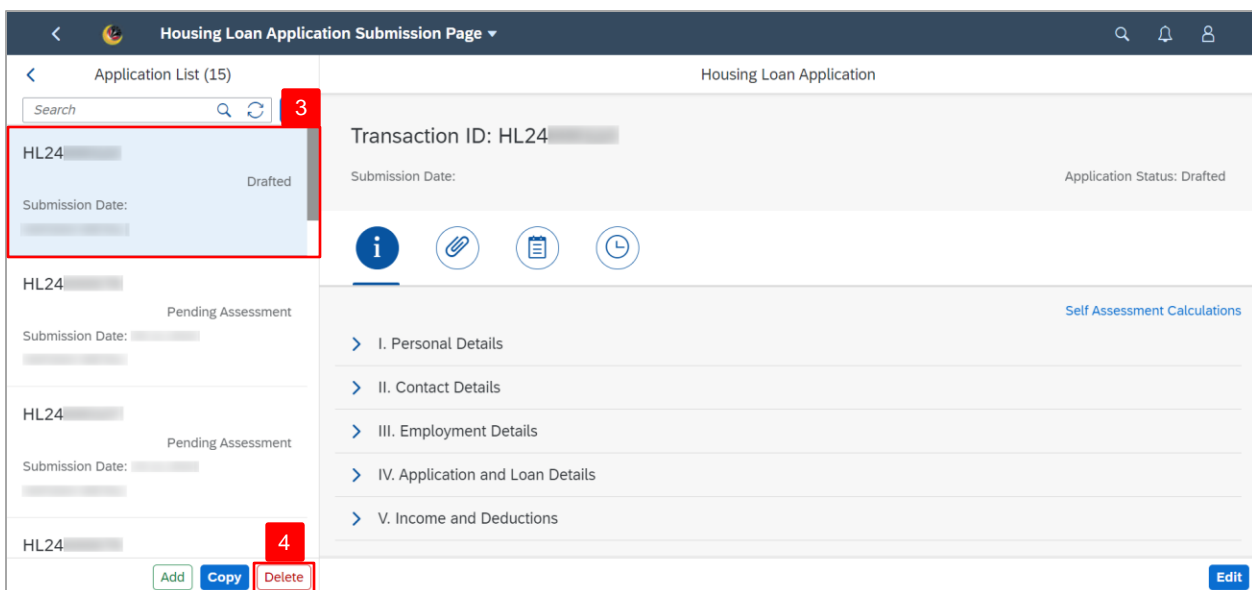
**Outcome:** The **drafted application** can now be edited and submitted to **Department Endorser**.

<b>DELETE DRAFTED HOUSING LOAN APPLICATION</b>	<b>Front End User</b> Employee
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1. Click on **Housing Loan Employee** tab.
2. Select the **Application Submission** tile.



3. Select Application ID with '**Drafted**' status.
4. Click on **Delete** button.



**Outcome:** The **drafted application** has been deleted and will no longer be listed under the **Application List**.