

SISTEM SUMBER MANUSIA

User Guide Personnel Administration Manager Self Service (MSS)

VERSION: 1.0



PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Front-End User** to manage **Personnel Administration.** All 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 are 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

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**.



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Request Status

The table below shows the Request Status used in the SAP FIORI (front-end) system:

lcon	Name	Purpose				
POSTED	Posted	The approved information is updated into the system overnight.				
SENT Sent The request is sent to HR Administrato Approval.						
WITHDRAWN	WITHDRAWN Withdrawn The request is withdrawn (cancelled) by employee.					
APPROVED	Approved	ved The request is approved (accepted) by HR Administrator.				
REJECTED	Rejected	The request is rejected (declined) by HR Administrator.				

- All employee have access to the Self-Service system. The access for employee is the Employee Self Service (ESS). The HR Admin have the Manager Self Service (MSS) access. MSS have the authorization to approve or reject request from the employee.
- Certain request for any changes or addition in the employee profile or 'My Profile' will require approval from the HR Administrator. (Please refer to <u>page 5</u>)
- Submitted request can be approved or rejected by HR Administrator with MSS access and withdrawn by the Employee themselves.
- Approved request information will only be updated into the system overnight.



Note: Once the Request has been submitted, information status will change overnight, and some information requires HR approval as stated below:

No	Employee Data	Require Approval by HR Administrator	Require Approval by Department Payroll Administrator	Require Supporting Documents
1	Personal Data	\checkmark		\checkmark
2	IC Number	\checkmark		\checkmark
3	Bank Details	×	\checkmark	\checkmark
4	Dependent Information	\checkmark		\checkmark
5	Education	\checkmark		✓
6	Home Address	\checkmark		×
7	Email	×		×
8	Phone Number	×		×

Sistem Sumber Manusia – Personnel Administration - MSS



	Front-end User
APPROVE REQUEST	HR Admin
www.ssm.gov.bn	1
SUMBER MATHING	ler or lessword leg Or leng Password Forget Password

- 1. Navigate to SSM at <u>www.ssm.gov.bn</u>
- 2. Enter the User ID (Personnel IC Number) and Password.
- 3. Click on the Log On button to navigate to SSM.

The **MSS Dashboard** page will be displayed.







4. Click on Personal Administration (HR Admin) tab.

Personal Administration (HR Admin) tiles will be displayed.

	🌜 Home 🕶						q	Ω	8
N	Vy Info My Payslip I	My Time Personnel Admin	istration (HR Admin) 5						
	Approve Personal ID	Approve Family Member	Approve Addresses	Approve Personal Data	Approve Education Details	View Attachment			
	≞≛ 1	a 1	í 1	2 8 0	昌 1	Ø			
	Mar -					Confidential			

Note: The number on each tile indicates the number of requests to be approved or rejected according to info-type.

5. Click on Approve Address tile.



Address Details page will be displayed.

List of Req. to Process			Address Details			
Search Q	DAYANG HAJAH IC Number : 01123149	FAUZIAH BINTI HA.	JI TAHA			
HAJI IAHA IC Num : 01123149 P000000611 Request Date: 11 May 2021	i Ø (
1	Information Details					
	New Value		Old Value			
	Address Type: Street and House Num: 2nd Address Line: Postal Code / City: District: Country: Distance in Km: Government housine:	Home Address No 7, Spg 32-37 Kg Anggerek Desa B83713 Bandar Seri Begawan Belait Brunei Darussalam 0.000 No	Address Type: Street and House Num: 2nd Address Line: Postal Code / City: City: District: Country: Distance in Km: Goverment housine:	Home Address Jalan Mawar 39 AB1225 Belait Belait Brunei Darussalam 23.000 Yes		
					6 Approve Reject	

Confirmation of Approval message will appear.

Confirmation of Approval
Are you sure you want to Approve these changes for DAYANG HAJAH FAUZIAH BINTLHAJI TAHA?
Approve Cancel

7. Click on Approve

prove button.



Address Details page will be displayed.



Sistem Sumber Manusia – Personnel Administration - MSS



	Front-end User
REJECT REQUEST	HR Admin
www.ssm.gov.bn	1
SUMBER MATTING	l le on le on le on le ret Password bret Password

- 1. Navigate to SSM at www.ssm.gov.bn
- 2. Enter the User ID (Personnel IC Number) and Password.
- 3. Click on the

button to navigate to SSM

1 Home • My Info My Pa My Profile Manage my profile 2= View My Payslip \$8 My Clock In/Out My Leave Requests Manage My Leave R... te My Clock In Ø. O, Approve Family Approve Educ Details ≣1 . 1 €1 2Ê0 = 1 16

The **Dashboard** page will appear.





4. Click on Personal Administration (HR Admin) tab.

Personal Administration (HR Admin) tiles will be displayed.



Note: The number on each tile indicates the number of requests to be approved or rejected according to info-type.

5. Click on Approve Personal ID tile.



Personal ID Details page will be displayed.

< 🥸	Personal ID Approval 🔻						Ω	
	List of Req. to Process			Personal ID Details				-15
	Search Q	DAYANG	FAUZIAH BINTI	HAJI TAHA				
	DAYANG HAJAH FAUZIAH BINTI HAJI TAHA	IC Number : 01 6						
	IC Num : 01123149 P000000612 Request Date: 11 May 2021	1						
		Information Details						
		New Value		Old Value				
		ID Type:	IC	ID Type:	IC			
- Ala		ID Number:	01123149	ID Number:	01123149			
R		Author: Date of Issue:	Administrator	Author:	Administrator			
		Valid to:	31 December 2031	Valid to:	31 December 10000			
Contraction of the		Place of Issue:	Brunei-Muara	Place of Issue:	Temburong			
		Country of Issue:	Brunei Darussalam	Country of Issue:	Brunei Darussalam			
		IC Colour:	Kuning	IC Colour:	Kuning			
1							N N	
1						Approve Reject		

6. Click on Attachments icon.

Attachments page will be displayed.

۷ 🧕	Personal ID Approval 🔻		q	Ω	8
	List of Req. to Process	Personal ID Details			- 45
	Search Q DAYANG HAJAH FAUZIAH BINTI HAJI TAHA	DAYANG HAJAH FAUZIAH BINTI HAJI TAHA IC Number : 01123149			
-	IC Num : 01123149 P000000612 Request Date: 11 May 2021	(i) 🙋 🗐			
		Tap to Download	7		
		Identity Card (IC) application/pdf 42 KB P000000612_001_110328.pdf	->		
			8		
1000		Approve	Reject		

- 7. Click on the attachment to view its content.
- 8. Click Reject button.



Reject confirmation message will be displayed.

() Reject		
Are you sure you want to reject these changes for DAYANG HAJAH FAUZIAH BINTI HAJI TAHA?		9
Add note (required)		
	NOTE	
	Reject	Cancel

9. Enter reasons for rejection in the textbox.

Note: The reason for rejection is mandatory to be filled in. User (HR Administrator) will not be able to click the reject button if the reason for rejection is not entered.

() Reject					
Are you sure you want to reject these changes for DAYANG HAJAH FAUZIAH BINTI HAJI TAHA?					
Hajah Fauziah did not upload the correct attachment (outdated/expired IC instead of the latest)					
L 10					
Reject Canc	:el				
10. Click Reject button.					

Personal ID Details page will be displayed.

۷ 😣	Personal ID Approval 🔻		a l	
	List of Req. to Process	Personal ID Details		
V	Search Q			
	No data			
		No matching items found. Check the filter settings		