



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**for Treasury PA Verifier**

**Front End (SAP FIORI)**

**Passage Allowance**

**(Application)**

## INTRODUCTION

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

## FURTHER ASSISTANCE

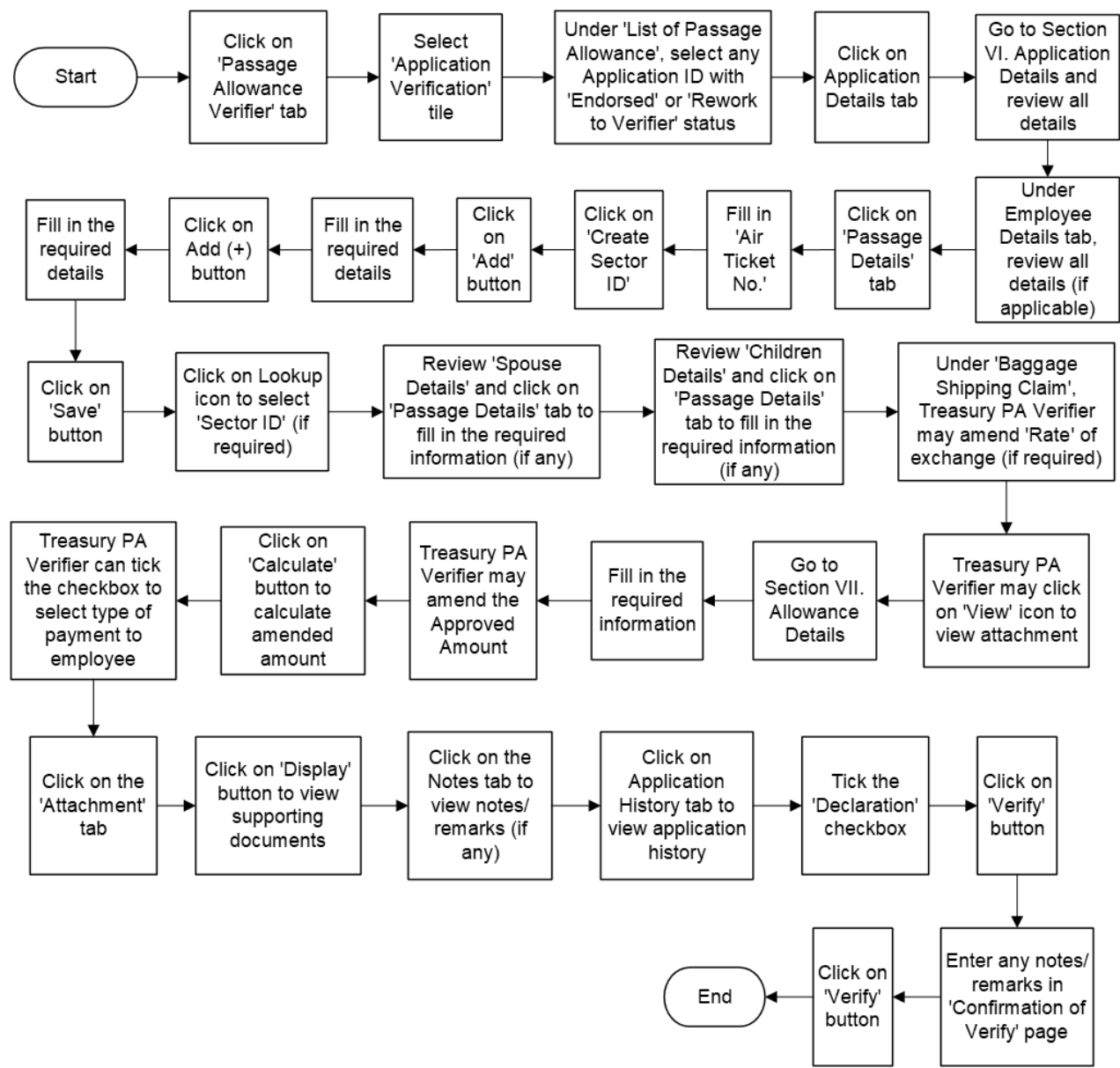
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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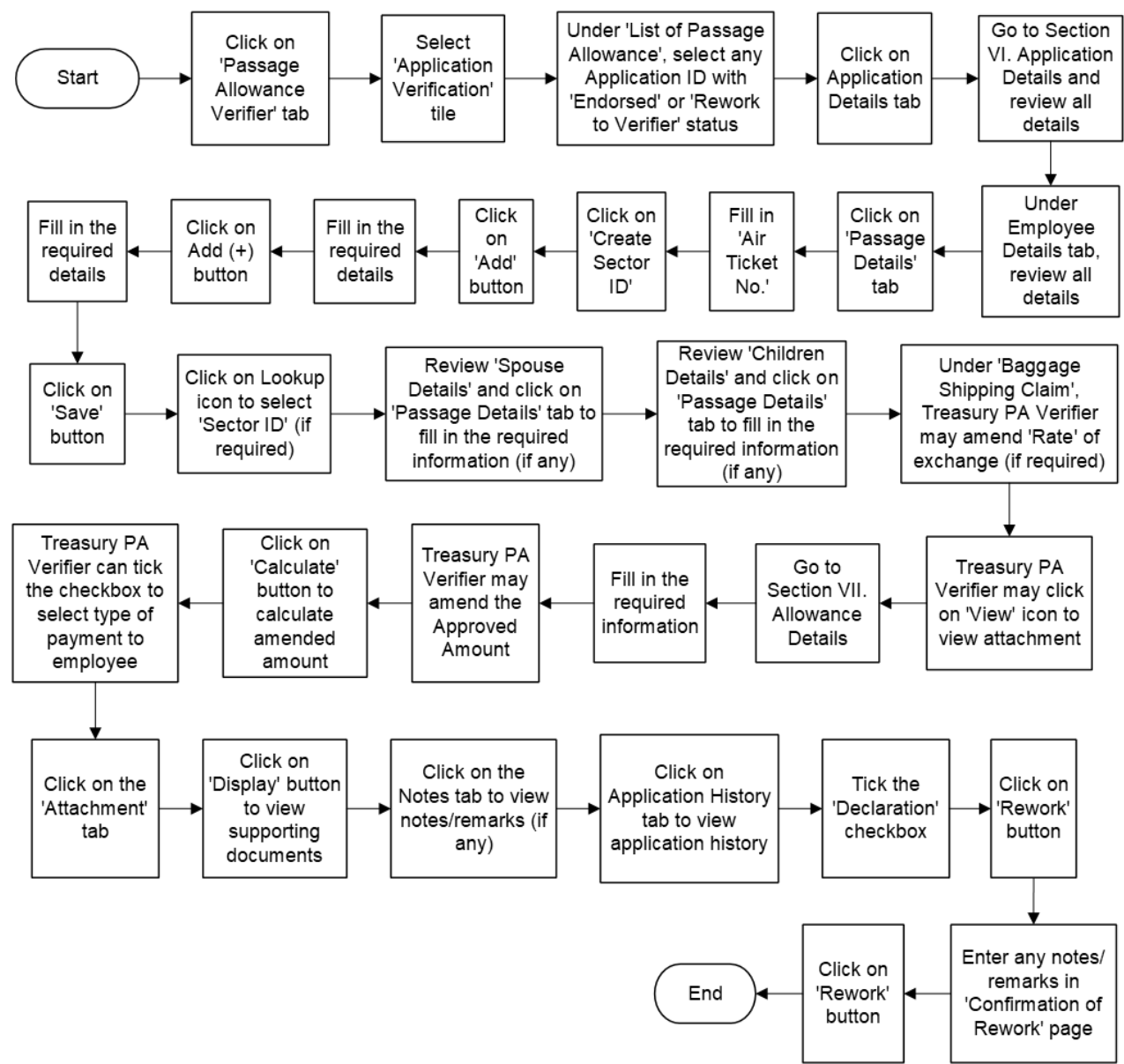
## Process Overview

### Verify Passage Allowance Application



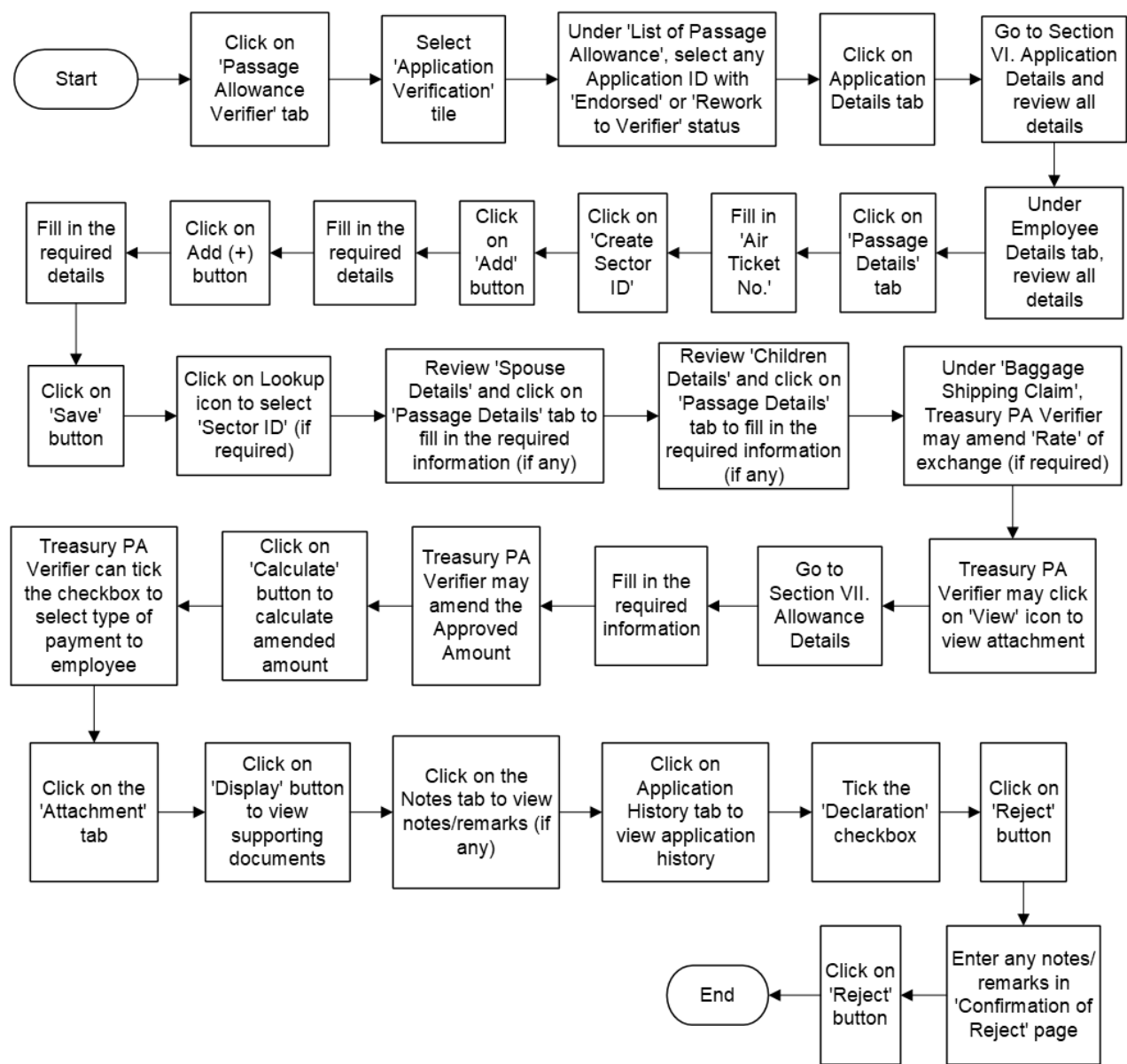
## Process Overview

### Rework Passage Allowance Application

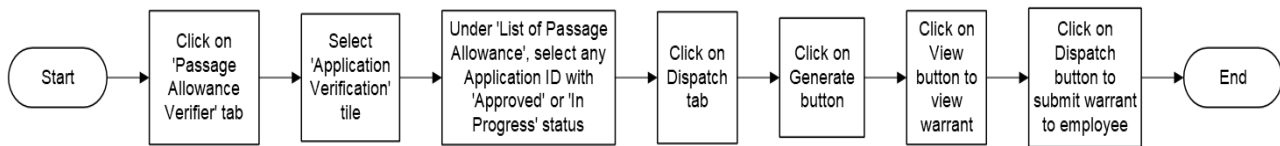


## Process Overview

### Reject Passage Allowance Application



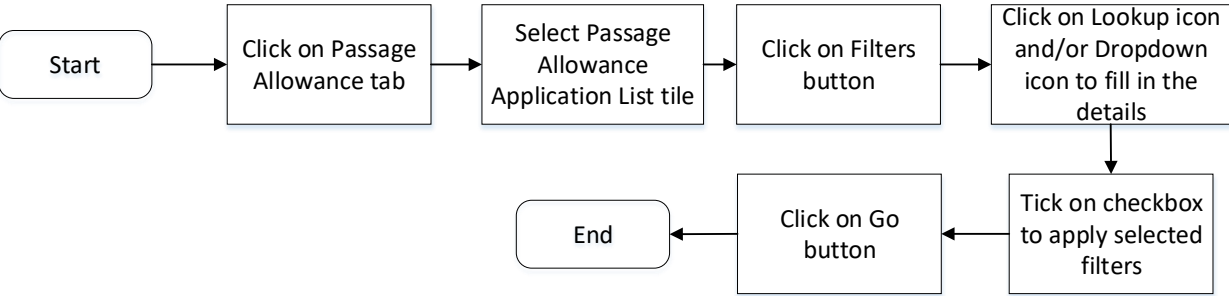
### Dispatch Warrant Passage Allowance Application



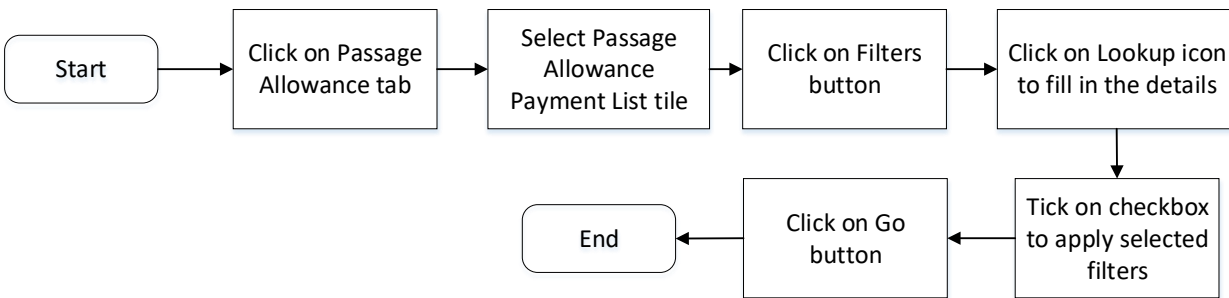


Process Overview

Generate Passage Allowance Application Listing



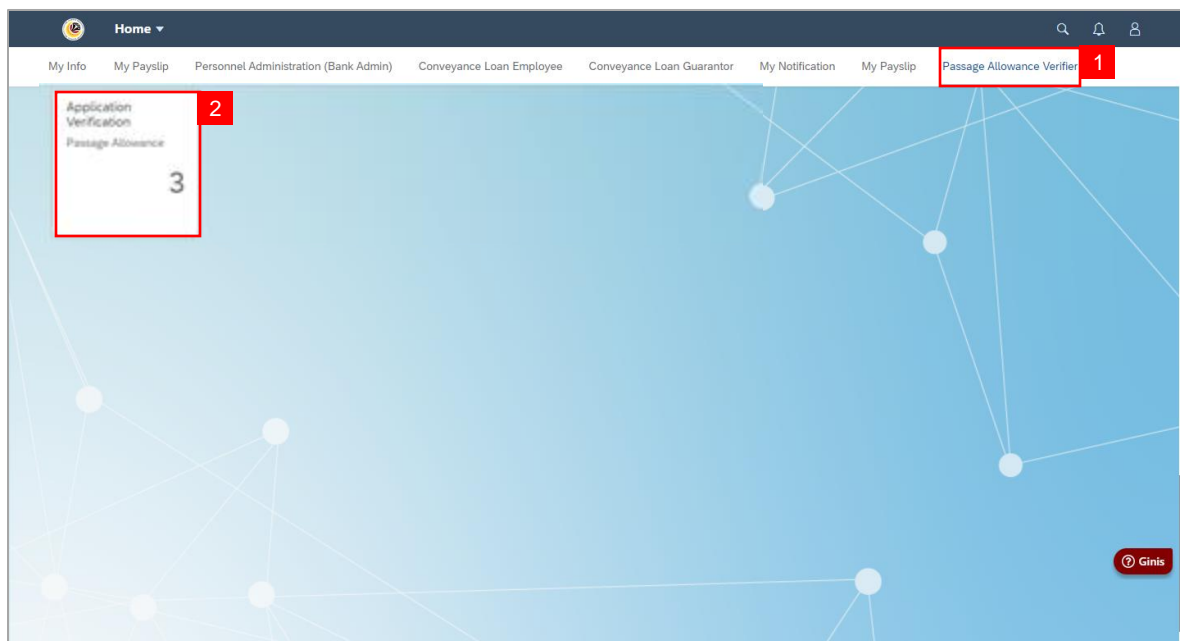
Generate Passage Allowance Payment Listing



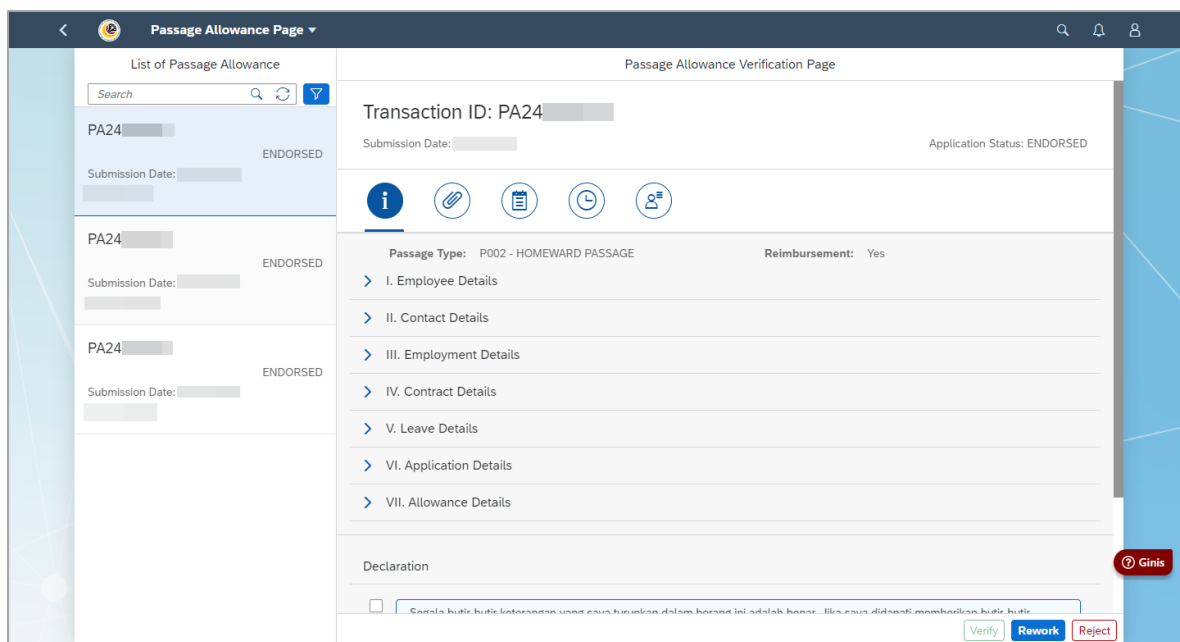
<b>VERIFY PASSAGE ALLOWANCE APPLICATION</b>	<b>Front End User</b> Treasury PA Verifier
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1. Click on **Passage Allowance Verifier** tab.
2. Select **Application Verification** tile.

**Note:** Please ensure that employee details and all mandatory documents are updated on **Family Information** under Employee's **My Profile**, before applying for Passage Allowance.



**Note:** The **Passage Allowance Verification Page** will be displayed.

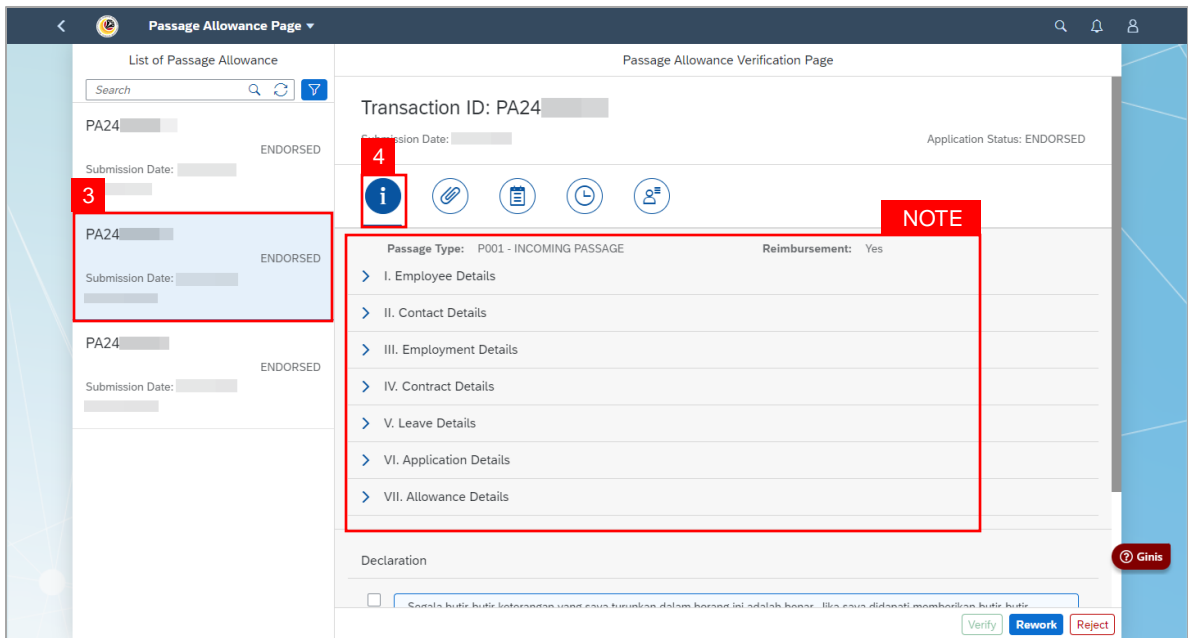




3. Under **List of Passage Allowance**, select any Application ID with **'ENDORSED'** or **'REWORK TO VERIFIER'** status.

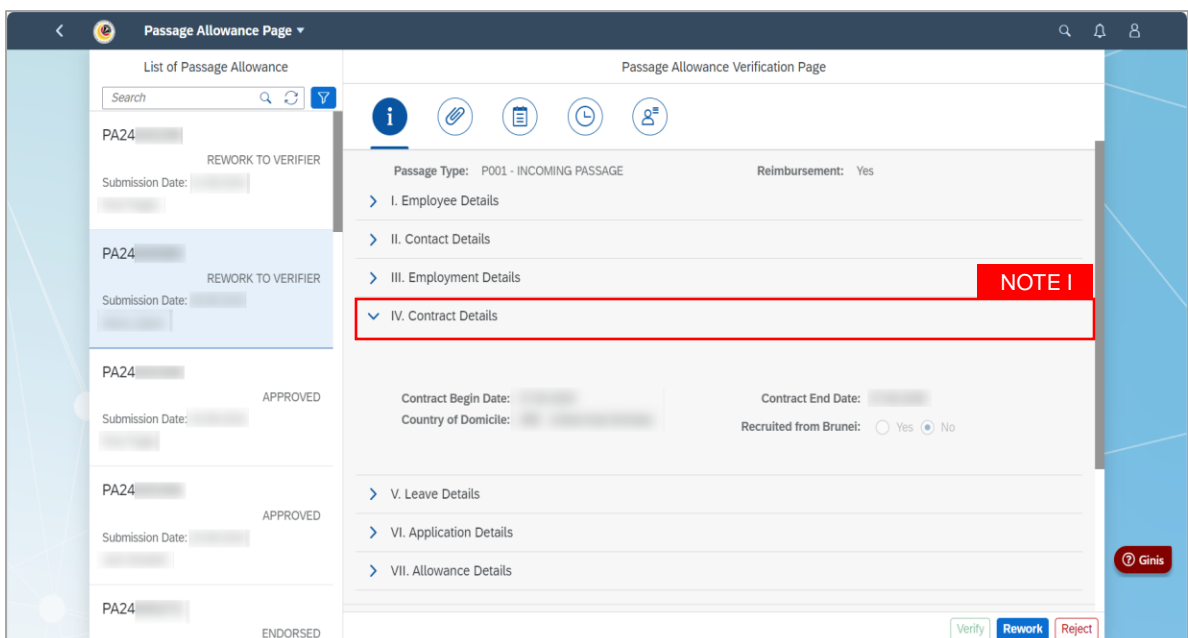
4. Click on **Application Details** tab.

**Note:** All information from **Section I to VII** have been auto-populated based on the information entered in **ESS Portal (Front End)** and/or in **SAPGUI (Back End)**.



The screenshot displays the 'Passage Allowance Page' with a sidebar 'List of Passage Allowance' and a main 'Passage Allowance Verification Page'. In the sidebar, three application entries are listed, all with status 'ENDORSED'. The first entry is selected, and its details are shown in the main panel. A red box labeled '3' highlights the selected entry in the sidebar. A red box labeled '4' highlights the 'Application Details' tab icon in the main panel's navigation bar. The main panel shows the 'Transaction ID: PA24' and 'Application Status: ENDORSED'. Below this, a 'NOTE' box contains a list of sections: I. Employee Details, II. Contact Details, III. Employment Details, IV. Contract Details, V. Leave Details, VI. Application Details, and VII. Allowance Details. The 'IV. Contract Details' section is highlighted with a red box. At the bottom, there is a 'Declaration' section with a checkbox and a 'Verify' button.

**Note:** Treasury PA Verifier may review details in **Section IV. Contract Details** for all passage types except **Child Concession Passage Applications**.



The screenshot displays the 'Passage Allowance Page' with a sidebar 'List of Passage Allowance' and a main 'Passage Allowance Verification Page'. In the sidebar, three application entries are listed: two with status 'REWORK TO VERIFIER' and one with status 'APPROVED'. The first 'REWORK TO VERIFIER' entry is selected, and its details are shown in the main panel. The main panel shows the 'Transaction ID: PA24' and 'Application Status: REWORK TO VERIFIER'. Below this, a 'NOTE I' box contains a list of sections: I. Employee Details, II. Contact Details, III. Employment Details, IV. Contract Details, V. Leave Details, VI. Application Details, and VII. Allowance Details. The 'IV. Contract Details' section is highlighted with a red box. The 'IV. Contract Details' section contains fields for 'Contract Begin Date', 'Contract End Date', 'Country of Domicile', and 'Recruited from Brunel' (Yes/No). At the bottom, there is a 'Declaration' section with a checkbox and a 'Verify' button.



**Note I:** ‘Country of Domicile’ and ‘Recruited from Brunei’ is not applicable for Child Concession Passage and 1ST/2ND/3RD YEAR ALLOWANCE applications.

**Note II:** Review details in **Section V. Leave Details** for **Mid-Term Passage** applications **only**.

5. Go to **Section VI. Application Details** and review all details.

**Note:** Treasury PA Verifier may review pre-populated **Travel Entitlement** and **Travel Request**.

**Note I:** If requestor is applying only for **dependent(s)**, **Employee Details** will be excluded in **Application Information**.



**Note:** **Employee Details** and **Spouse Details** are applicable for all passage types except for **Children Concession Passage** and **1ST/2ND/3RD YEAR ALLOWANCE** applications.

6. Under **Employee Details** tab, review all details.

The screenshot shows the 'Passage Allowance Verification Page' with the 'Employee Details' tab selected. The tab is highlighted with a red box and a red '6' label. The 'Spouse Details' and 'Children Details' tabs are also visible. A red 'NOTE' label is present on the right side of the page.

7. Click on **Passage Details** tab.

8. Fill in 'Air Ticket No.'.

9. Click on **Create Sector ID**.

The screenshot shows the 'Passage Allowance Verification Page' with the 'Passage Details' tab selected. The tab is highlighted with a red box and a red '7' label. The 'Air Ticket No.' field is highlighted with a red box and a red '8' label. The 'Create Sector ID' button is highlighted with a red box and a red '9' label.

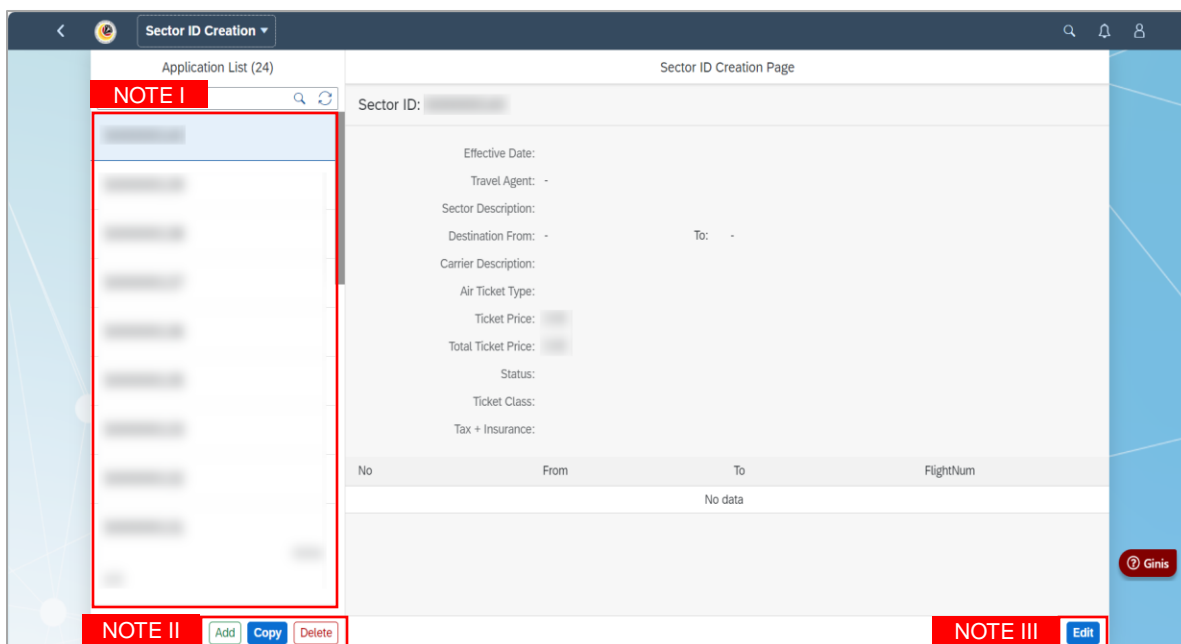
**Note:** The **Section ID Creation Page** will be displayed.

**Note I:** Treasury PA Verifier may select **existing Sector ID**.

**Note II:** Depending on the scenario, **Treasury PA Verifier** may also click on the following buttons:

- i. **Add** button to create new Sector ID.
- ii. **Copy** button to copy existing Sector ID.
- iii. **Delete** button to delete existing Sector ID.

**Note III:** To edit **existing Sector ID**, click on **Edit** button.



The screenshot shows the 'Sector ID Creation Page' interface. On the left, there is a sidebar with a search bar and a list of applications, with a red box highlighting the list and a red label 'NOTE I' above it. The main area contains a form for creating a new Sector ID, with fields for Effective Date, Travel Agent, Sector Description, Destination From, To, Carrier Description, Air Ticket Type, Ticket Price, Total Ticket Price, Status, Ticket Class, and Tax + Insurance. Below the form is a table with columns No, From, To, and FlightNum, and a row with 'No data'. At the bottom, there are three red labels: 'NOTE II' above 'Add', 'Copy', and 'Delete' buttons; and 'NOTE III' above an 'Edit' button. A 'Ginis' button is visible in the bottom right corner.

10. Click on **Add** button.

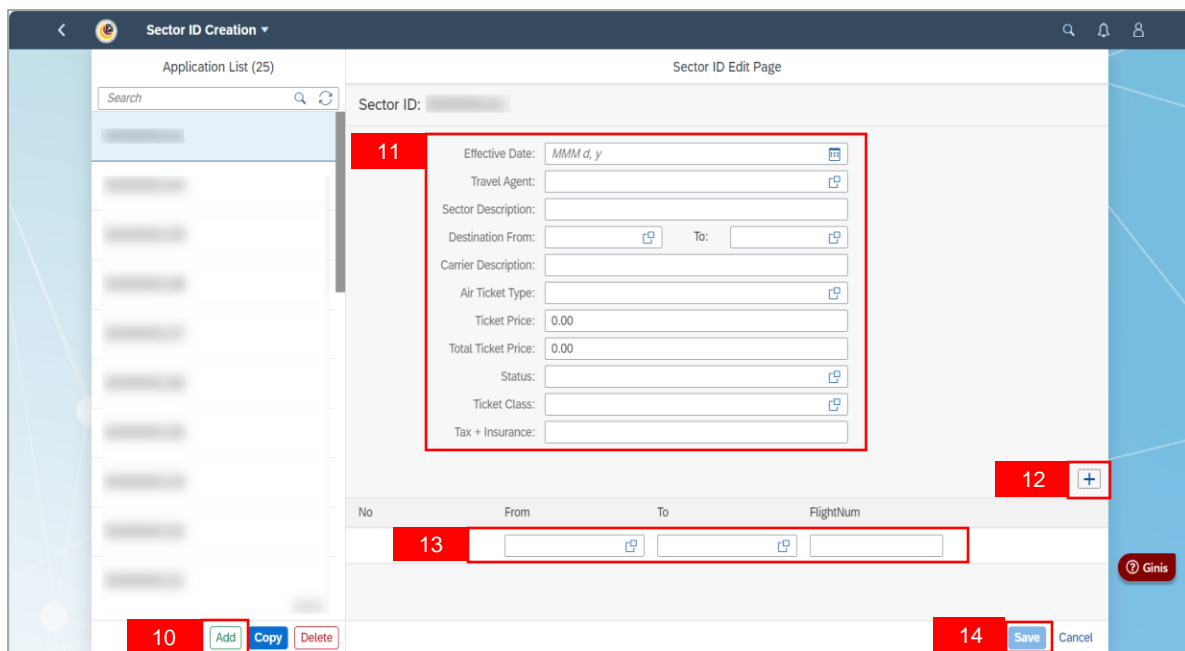
11. Fill in the required details.

12. Click on **Add (+)** button.

13. Fill in the required details.

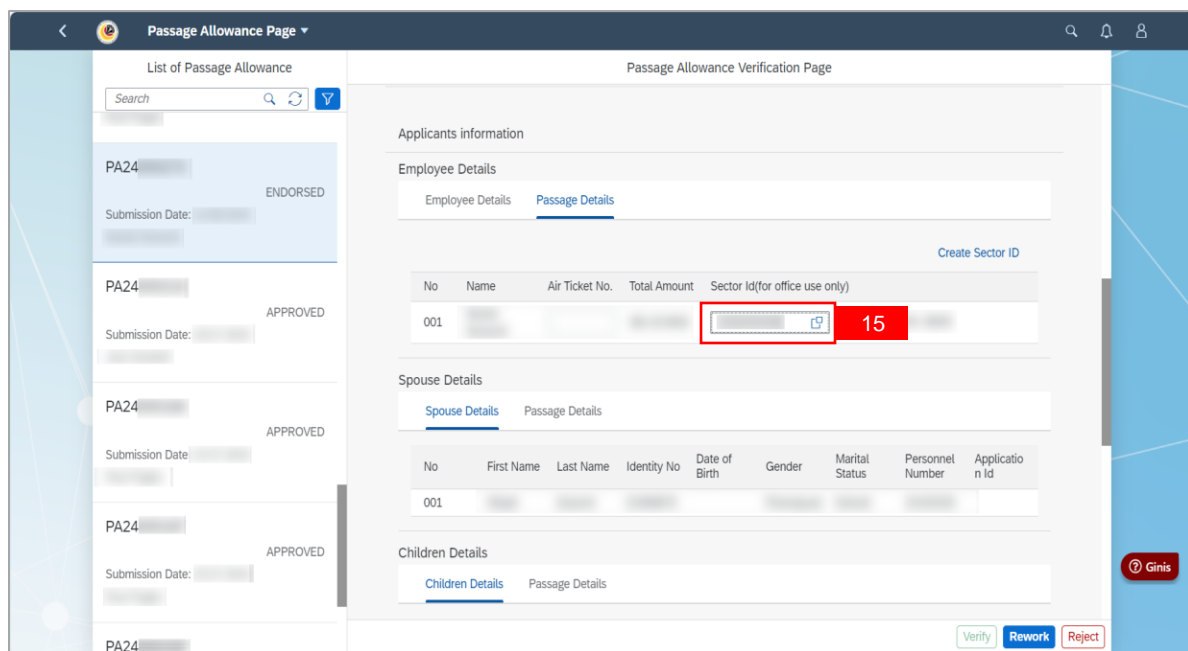
**Note:** Click on **Cancel** button to cancel creation of **new Sector ID** (if required).

14. Click on **Save** button.



The screenshot shows the 'Sector ID Creation' interface. On the left, there is a sidebar with 'Application List (25)' and a search bar. The main area is titled 'Sector ID Edit Page'. It contains a form for creating or editing a Sector ID. The form fields are: Effective Date (MMM d, y), Travel Agent, Sector Description, Destination From, Carrier Description, Air Ticket Type, Ticket Price (0.00), Total Ticket Price (0.00), Status, Ticket Class, and Tax + Insurance. A red box highlights the form fields, with a red '11' next to it. Below the form is a table with columns: No, From, To, and FlightNum. A red box highlights the table, with a red '13' next to it. At the bottom left, there is an 'Add' button (red '10'), 'Copy', and 'Delete' buttons. At the bottom right, there is a '+ Add' button (red '12'), a 'Save' button (red '14'), and a 'Cancel' button. A 'Ginis' button is also visible in the bottom right corner.

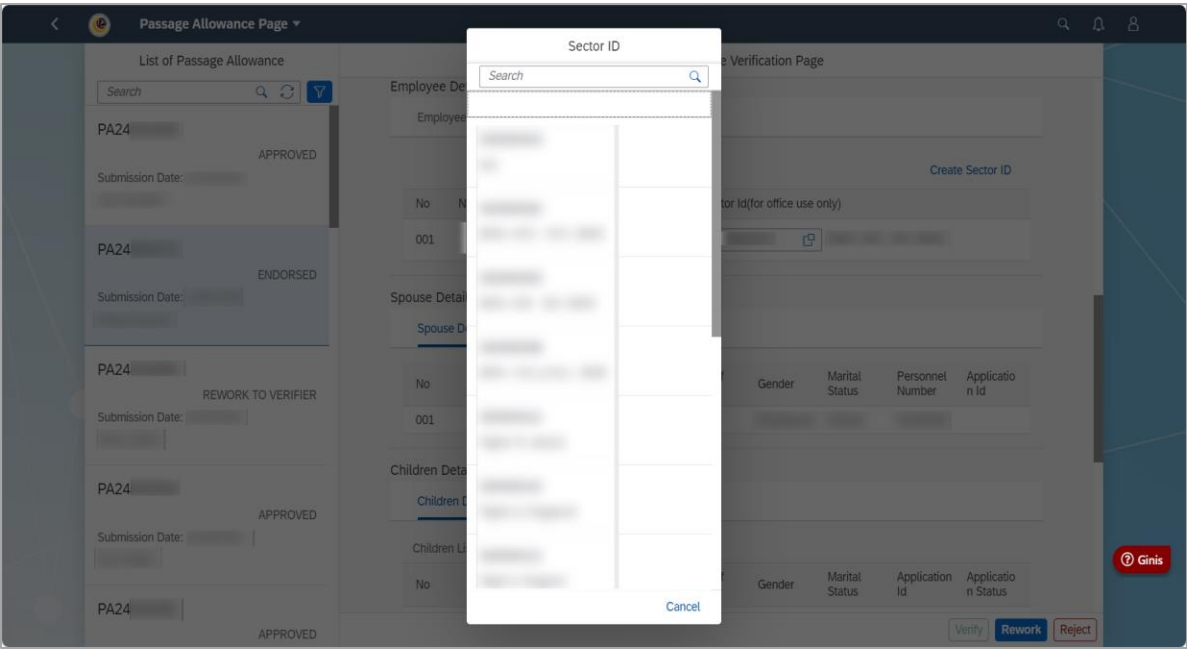
15. Click on **Lookup** icon to select **Sector ID** (if required).



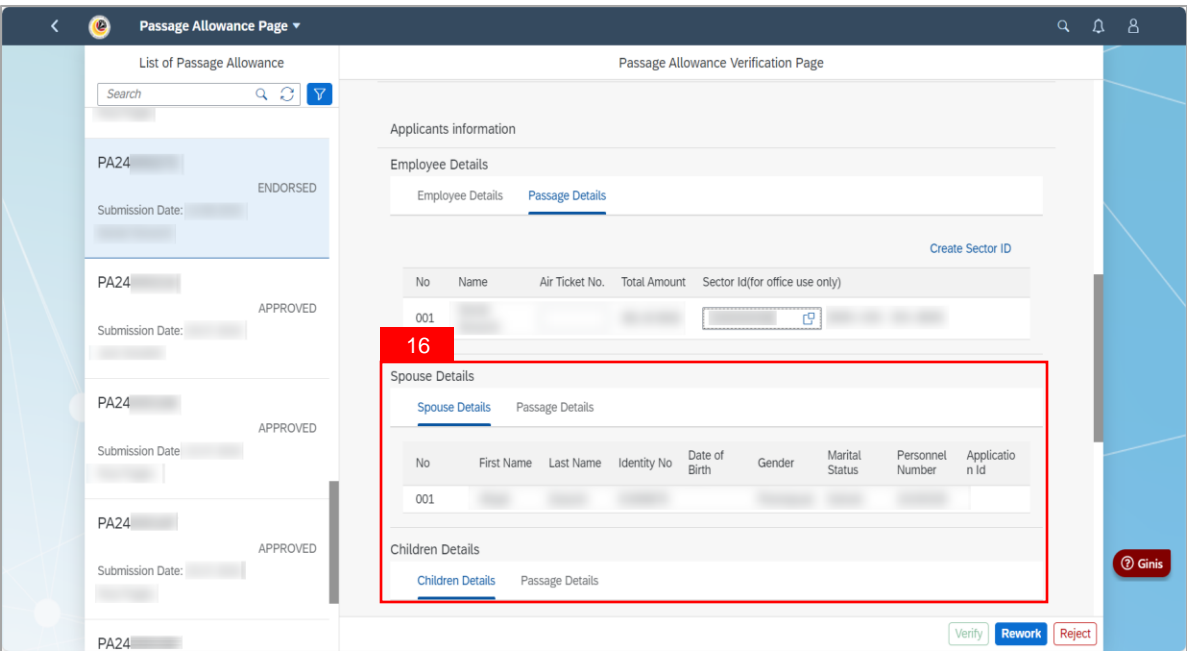
The screenshot shows the 'Passage Allowance Page'. On the left, there is a sidebar with 'List of Passage Allowance' and a search bar. The main area is titled 'Passage Allowance Verification Page'. It contains a form for verifying passage allowance. The form fields are: Applicants information, Employee Details, Spouse Details, and Children Details. A red box highlights the 'Sector Id' field in the 'Employee Details' section, with a red '15' next to it. The 'Sector Id' field is a dropdown menu. Below the form is a table with columns: No, Name, Air Ticket No., Total Amount, and Sector Id (for office use only). The table has one row with '001' in the 'No' column. At the bottom right, there are 'Verify', 'Rework', and 'Reject' buttons. A 'Ginis' button is also visible in the bottom right corner.



Note: Section ID selection page will be displayed.



16. For **Spouse Details** and **Children Details** section, repeat step 6 to 15 (if any).





17. Under **Baggage Shipping Claim**, Treasury PA Verifier may amend **Rate** of exchange (if required).

**Note:**

- i. Details under **Baggage Shipping Claim** are **auto-populated** based on information filled in by **Employee** or **Department Administrator** in **EES Portal (Front End)**.
- ii. The **Baggage Shipping Claim** section will not be displayed for **Children Concession Passage**, **Mid-term Passage** and **1ST/2ND/3RD YEAR ALLOWANCE** applications.

18. Treasury PA Verifier may click on **View icon** to view attachment.

19. Go to **Section VII. Allowance Details**.

Passage Allowance Page

List of Passage Allowance

Search

PA24

REWORK TO VERIFIER

Submission Date:

PA24

REWORK TO

Submission Date:

PA24

APPROVED

Submission Date:

PA24

APPROVED

Submission Date:

PA24

ENDORSED

Passage Allowance Verification Page

Children List

No	First Name	Last Name	Identity No	Date of Birth	Gender	Marital Status	Application Id	Application Status
001								

NOTE

Baggage Shipping Claim

	Bill/Invoice/Coupon No.	Weight(Kg/Cubic Meters)	Rate	Amount	Currency	Attachment
EXCESS BAGGAGE (BY AIR)		KG		17		18
SHIPPING OF PERSONALEFFECTS (BY SEA)		KG				
UNACCOMPANIED BAGGAGE		KG				

19 > VII. Allowance Details

Verify Rework Reject



20. Enter the details for **Voyage Category**, **Travel Agent** and **Bank Account**.

21. **Treasury PA Verifier** may amend the **Approved Amount**.

**Note:** The **Calculated Amount** is **auto-populated** according to information filled in **Section VI**.

Application Details.

The screenshot shows the 'Passage Allowance Page' with a sidebar containing a list of allowances. The main area is the 'Passage Allowance Verification Page'. It includes a search bar, a 'For Office Use Only' section, and input fields for Voyage Category, Travel Agent, and Bank Account. Below these are sections for 'Calculated Amount' and 'Approved Amount', each with input fields for Passage, Excess Baggage, Shipping, Unaccompanied Baggage, and Voyage entitlements. A 'Calculate' button is present. At the bottom, there are checkboxes for 'Payment to employee (Passage)' and 'Payment to employee (Baggage)', and a 'Payment Summary' section showing amounts to be paid to the employee and agent. A 'Ginis' button is in the bottom right corner.

22. Click on **Calculate** button to calculate amended amount.

23. **Treasury PA Verifier** can **tick** the checkbox to **select** type of payment to employee.

**Note:** **Payment Summary** will change according to information filled in.

This screenshot shows the same page as the previous one, but with the 'Calculate' button highlighted (labeled 22). The 'Payment Summary' section is also highlighted (labeled 23), showing the updated amounts to be paid to the employee and agent. The 'Approved Amount' section remains highlighted.



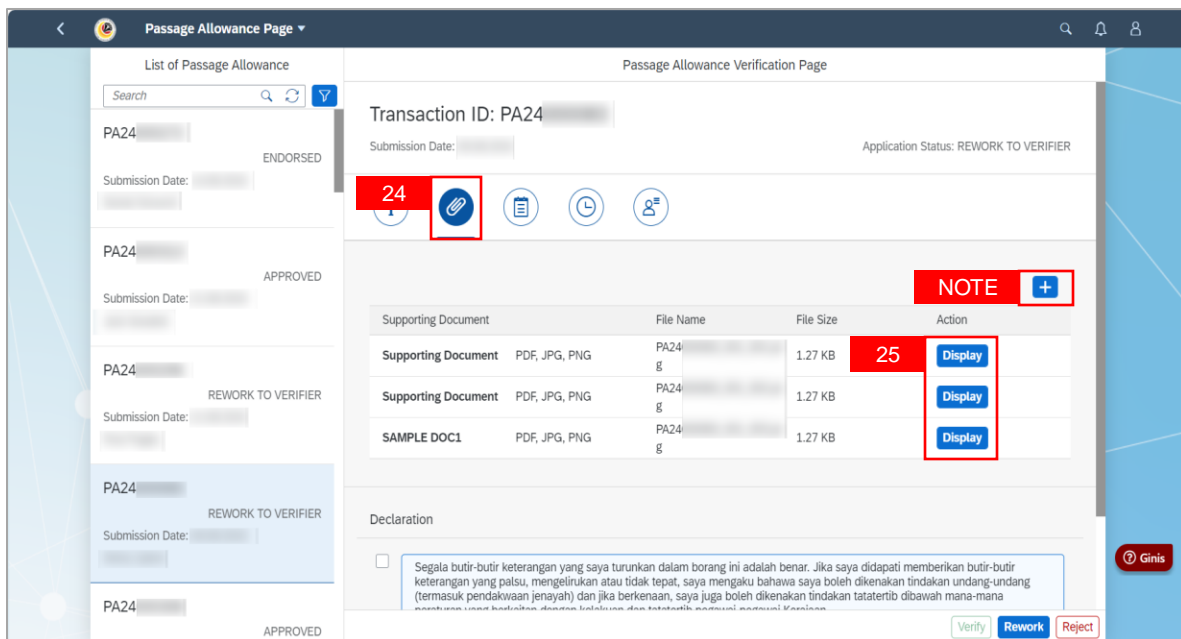
24. Click on the **Attachment** tab.

25. Click on **Display** button to view supporting documents.

**Note: Treasury PA Verifier** may add additional documents by clicking on **Add (+)** button (if required).

i. The attachments can only be uploaded in **PDF, JPG, JPEG and PNG** formats.

ii. Each document size **must not exceed 3.5MB**.



Passage Allowance Page

List of Passage Allowance

Transaction ID: PA24

Submission Date:

Application Status: REWORK TO VERIFIER

24

NOTE

Supporting Document	File Name	File Size	Action
Supporting Document	PA24g	1.27 KB	25 Display
Supporting Document	PA24g	1.27 KB	Display
SAMPLE DOC1	PA24g	1.27 KB	Display

Declaration

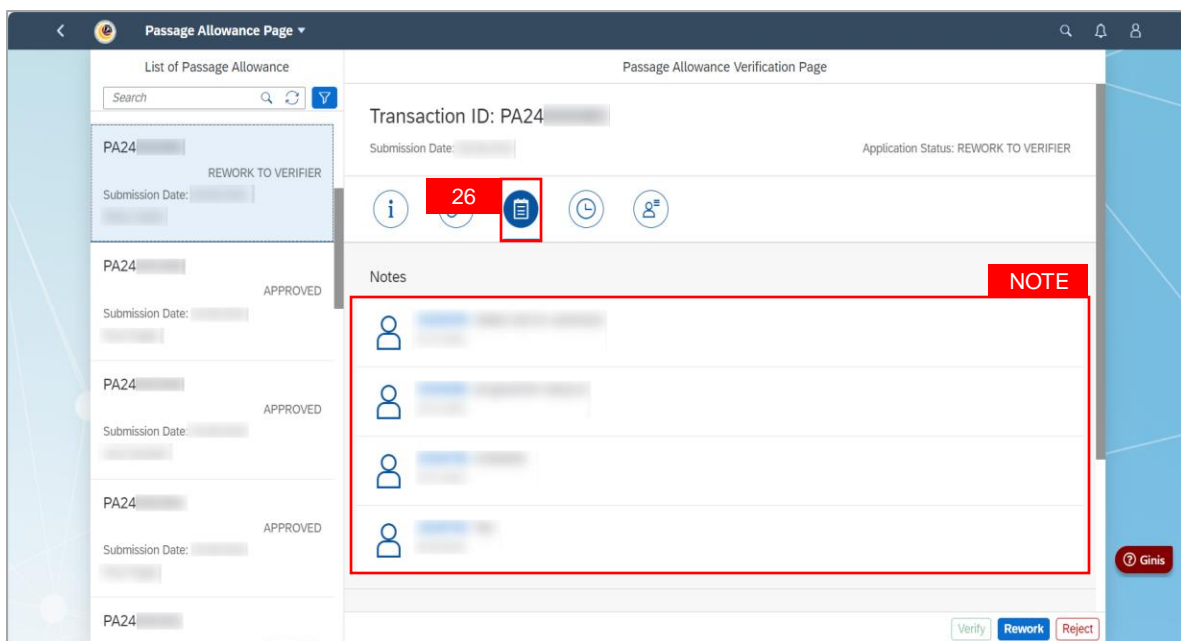
☐ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan yang berkaitan dengan kelulusan dan ketatertib personal sumber manusia.

Verify Rework Reject

Ginis

26. Click on the **Notes** tab.

**Note: Treasury PA Verifier** may view requestor's notes/remarks entered (if any).



Passage Allowance Page

List of Passage Allowance

Transaction ID: PA24

Submission Date:

Application Status: REWORK TO VERIFIER

26

NOTE

User	Date	Content

Verify Rework Reject

Ginis

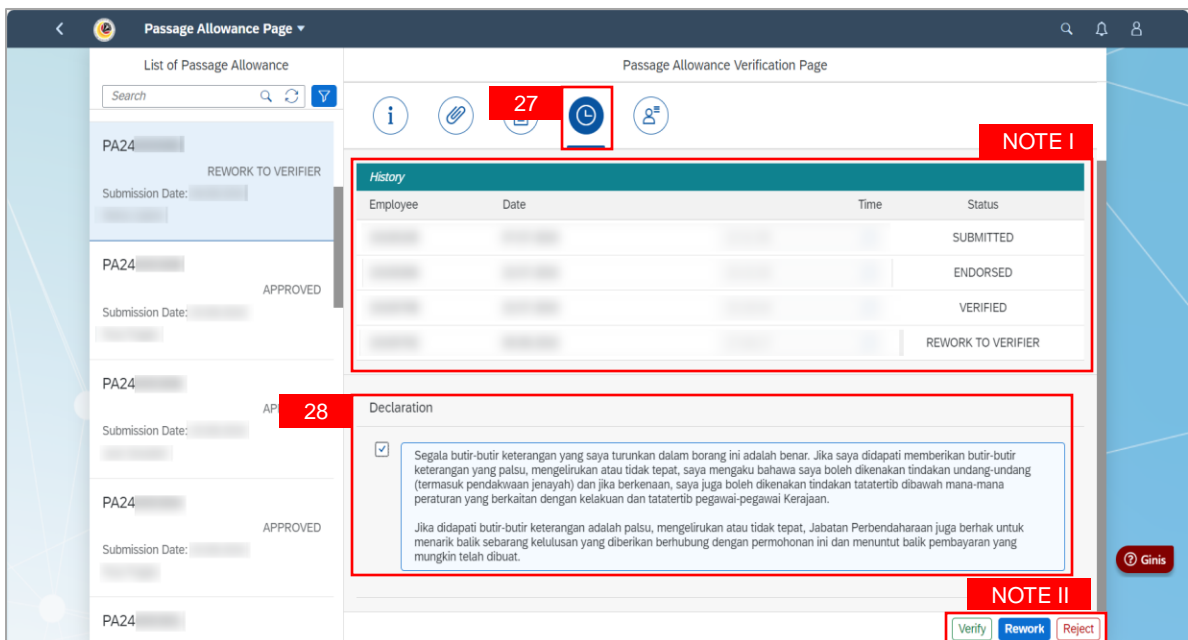
27. Click on **Application History** tab.

**Note I:** Treasury PA Verifier may view application history of requestor.

28. Tick the **Declaration** checkbox.

**Note II:** Depending on the scenario, **Treasury PA Verifier** may also click on the following buttons:

- i. **Verify** button to verify applications.
- ii. **Rework** button to rework applications.
- iii. **Reject** button to reject applications.



The screenshot displays the 'Passage Allowance Verification Page'. On the left, a sidebar titled 'List of Passage Allowance' shows a list of applications with status indicators like 'REWORK TO VERIFIER', 'APPROVED', and 'AP'. The main area is titled 'Passage Allowance Verification Page' and contains a 'History' table and a 'Declaration' section. The 'History' table has columns for Employee, Date, Time, and Status, with rows showing 'SUBMITTED', 'ENDORSED', 'VERIFIED', and 'REWORK TO VERIFIER'. The 'Declaration' section has a checkbox labeled '28' which is checked. Below the checkbox is a text box containing a declaration statement in Indonesian. At the bottom right, there are three buttons: 'Verify', 'Rework', and 'Reject', with 'Verify' highlighted. A red box labeled 'NOTE I' is positioned above the 'History' table, and another red box labeled 'NOTE II' is positioned above the 'Verify', 'Rework', and 'Reject' buttons.

Employee	Date	Time	Status
			SUBMITTED
			ENDORSED
			VERIFIED
			REWORK TO VERIFIER

**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.

**NOTE I**

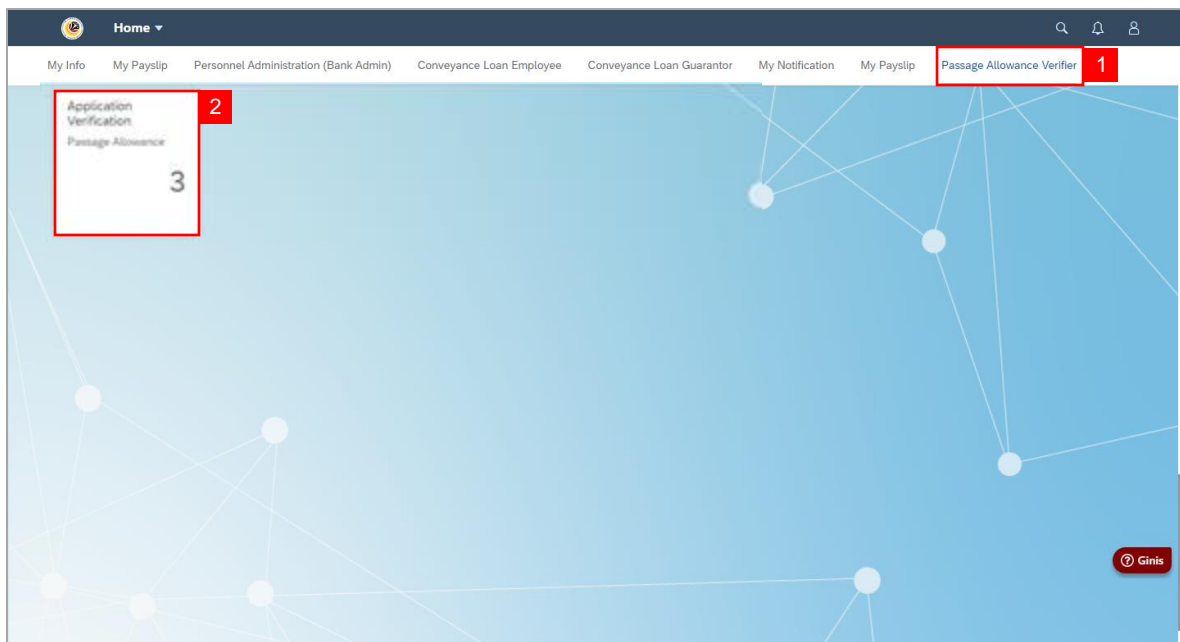
**NOTE II**

Verify Rework Reject

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

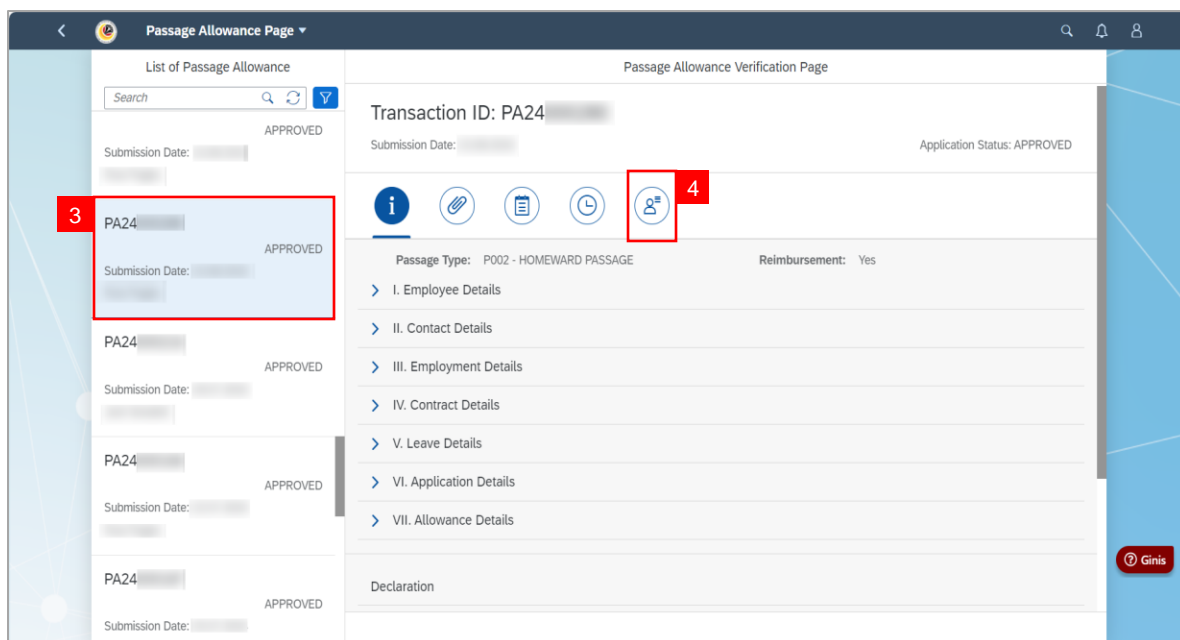
<b>DISPATCH WARRANT PASSAGE ALLOWANCE APPLICATION</b>	<b>Front End User</b> Treasury PA Verifier
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1. Click on **Passage Allowance Verifier** tab.
2. Select the **Application Verification** tile.



**Note:** The **Passage Allowance Verification Page** will be displayed.

3. Under **Application List**, select Application ID with '**APPROVED**' or '**IN PROGRESS**' status.
4. Click on **Dispatch** tab.

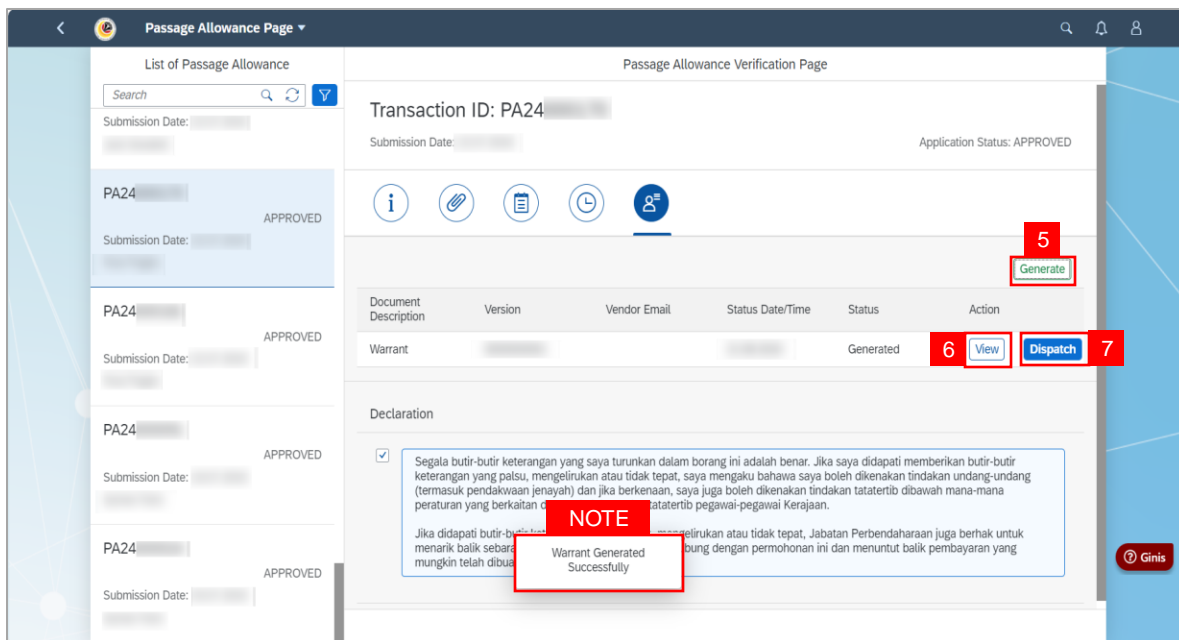


5. Click on **Generate** button.

**Note:** Warrant Success message will be displayed.

6. Click on **View** button to view warrant.

7. Click on **Dispatch** button to submit warrant to employee.



Passage Allowance Page

List of Passage Allowance

Transaction ID: PA24

Submission Date:

Application Status: APPROVED

**Generate**

Document Description	Version	Vendor Email	Status Date/Time	Status	Action
Warrant				Generated	<b>View</b> <b>Dispatch</b>

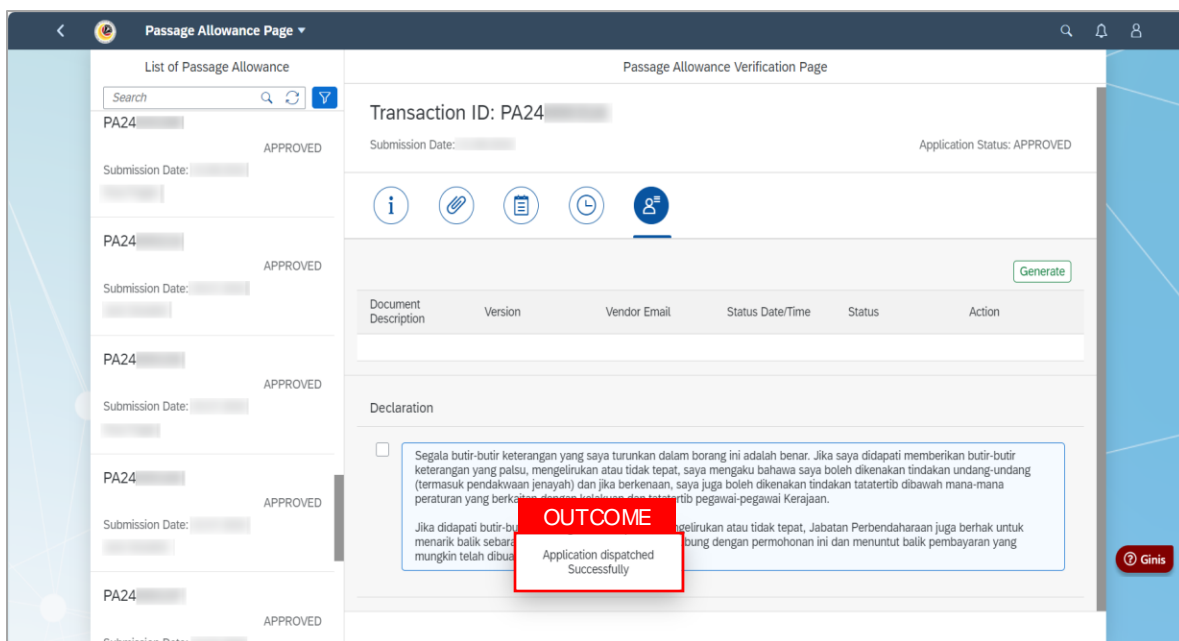
Declaration

☒ 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 tata tertib pegawai-pegawai Kerajaan.

**NOTE**

Warrant Generated Successfully

**Outcome:** Warrant has successfully been dispatched to employee.



Passage Allowance Page

List of Passage Allowance

Transaction ID: PA24

Submission Date:

Application Status: APPROVED

**Generate**

Document Description	Version	Vendor Email	Status Date/Time	Status	Action
Warrant				Generated	<b>View</b> <b>Dispatch</b>

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 tata tertib pegawai-pegawai Kerajaan.

**OUTCOME**

Application dispatched Successfully

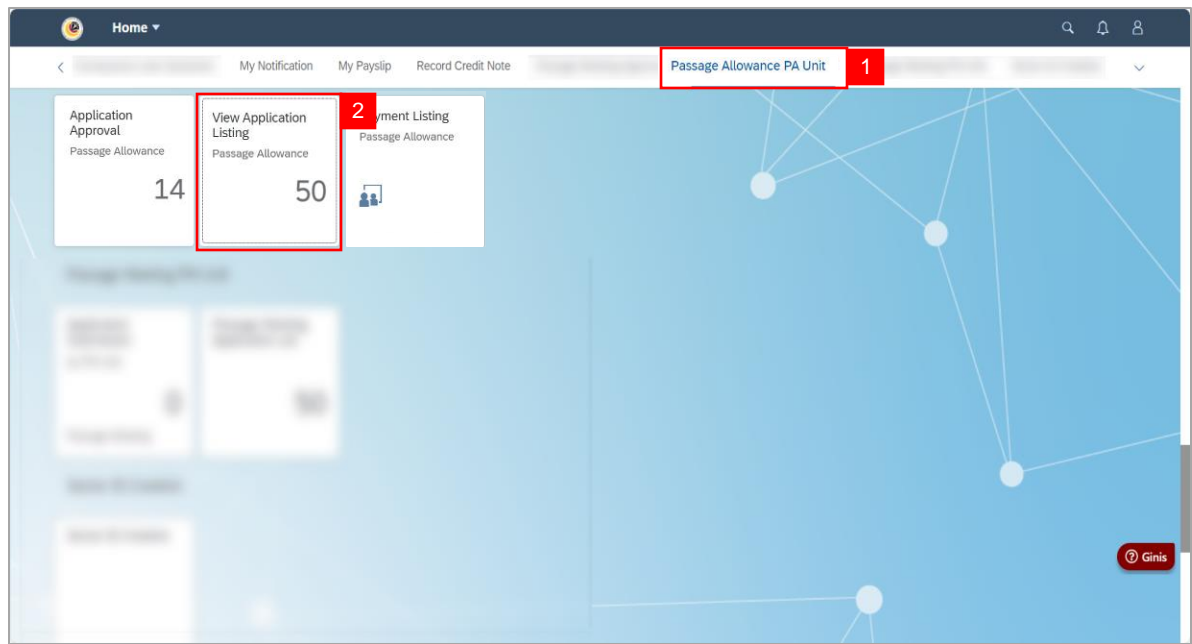


GENERATE PASSAGE ALLOWANCE APPLICATION LISTING

Front End User

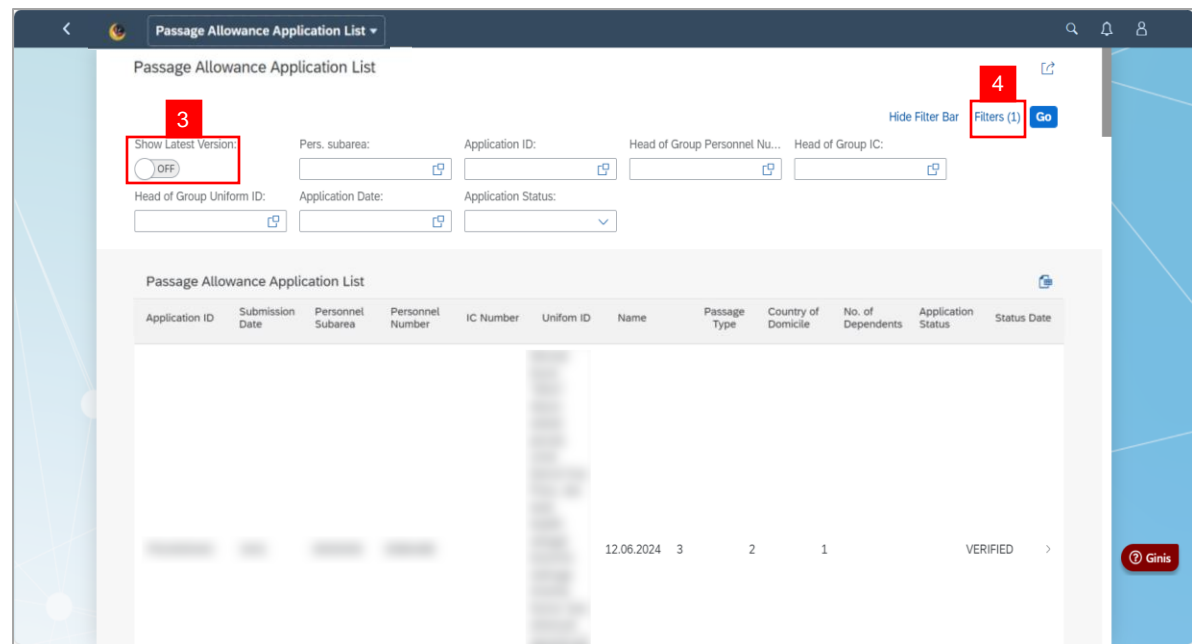
Treasury PA Verifier

- 1. Click on **Passage Allowance PA Unit** tab.
- 2. Select the **Passage Allowance View Application Listing** tile.



**Note:** The **Passage Allowance Application Listing** page will be displayed.

- 3. **Requestor** may click on **ON/OFF** switch to only **Show Latest Version** (if required).
- 4. Click on **'Filters'** button.



**Note:** The **Filters** page will be displayed.

5. Click on **Lookup** icon and/or **Dropdown** icon to fill in the details.

6. Tick on the **checkbox** to select which category to **apply filters** with.

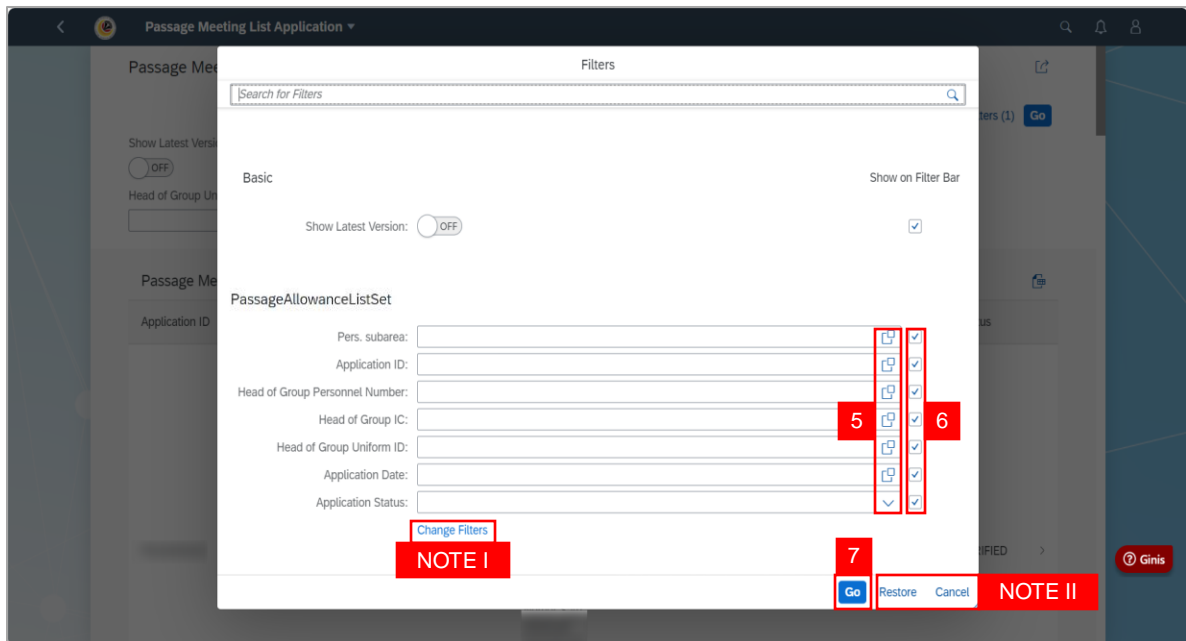
**Note I:** Click on '**Change Filters**' to amend **category options** that appears under **Filters** page (if required).

7. Click on **Go** button.

**Note II:**

i. **Requestor** may click on **Restore** button to reset selection.

ii. **Requestor** may click on **Cancel** button to cancel filter.



The screenshot shows the 'Filters' page of the 'Passage Meeting List Application'. The page has a search bar at the top labeled 'Search for Filters'. Below it, there are two sections: 'Basic' and 'Show on Filter Bar'. The 'Basic' section contains a 'Show Latest Version' toggle switch set to 'OFF'. The 'Show on Filter Bar' section contains a checkbox that is checked. Below these sections is a table titled 'PassageAllowanceListSet'. The table has six rows, each with a label and a corresponding input field. The labels are: 'Pers. subarea:', 'Application ID:', 'Head of Group Personnel Number:', 'Head of Group IC:', 'Head of Group Uniform ID:', and 'Application Date:'. The input fields are: 'Pers. subarea:', 'Application ID:', 'Head of Group Personnel Number:', 'Head of Group IC:', 'Head of Group Uniform ID:', and 'Application Date:'. To the right of each input field, there are two icons: a 'Lookup' icon (magnifying glass) and a 'Dropdown' icon (arrow). A red box labeled '5' is drawn around the 'Lookup' icons, and a red box labeled '6' is drawn around the 'Dropdown' icons. Below the table, there is a 'Change Filters' button. A red box labeled 'NOTE I' is drawn around this button. At the bottom of the page, there are three buttons: 'Go', 'Restore', and 'Cancel'. A red box labeled 'NOTE II' is drawn around the 'Go' button. A red box labeled '7' is drawn around the 'Restore' button. The 'Go' button is highlighted in blue.

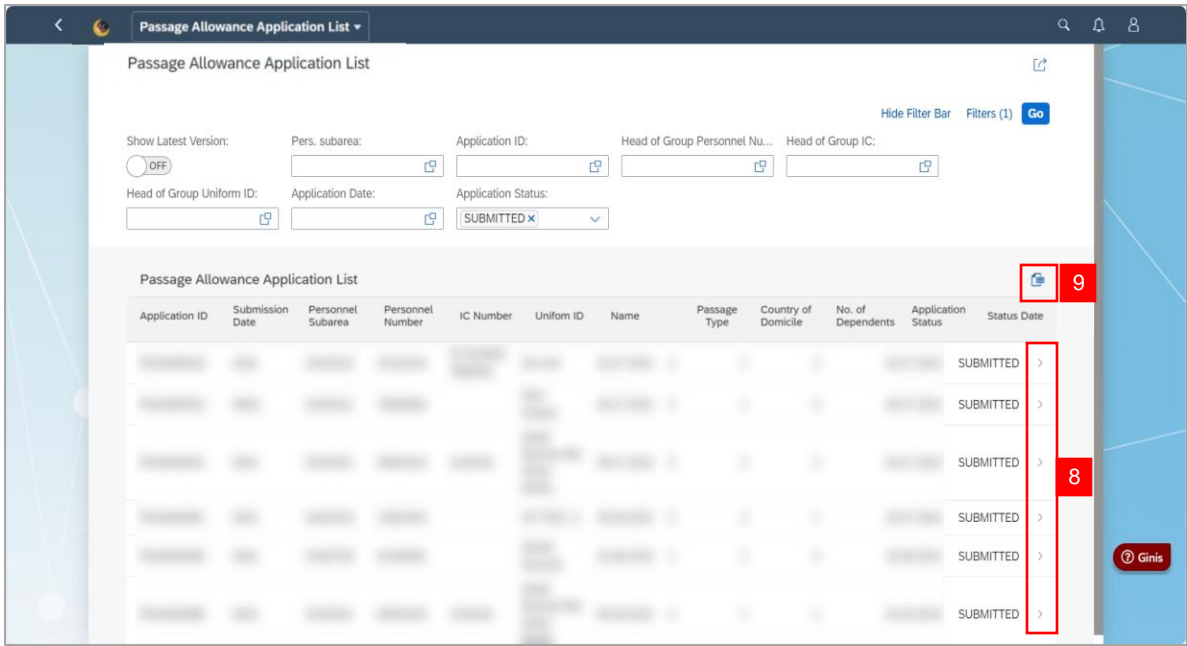


**Note: Applications** with the selected categories will be displayed.

8. Click on **Arrow (>)** icon to view the details of the application (if required).

9. Click on **Sheets** icon to export and download report of **filtered** applications.

**Note: Filtered** application report will **automatically** be downloaded.

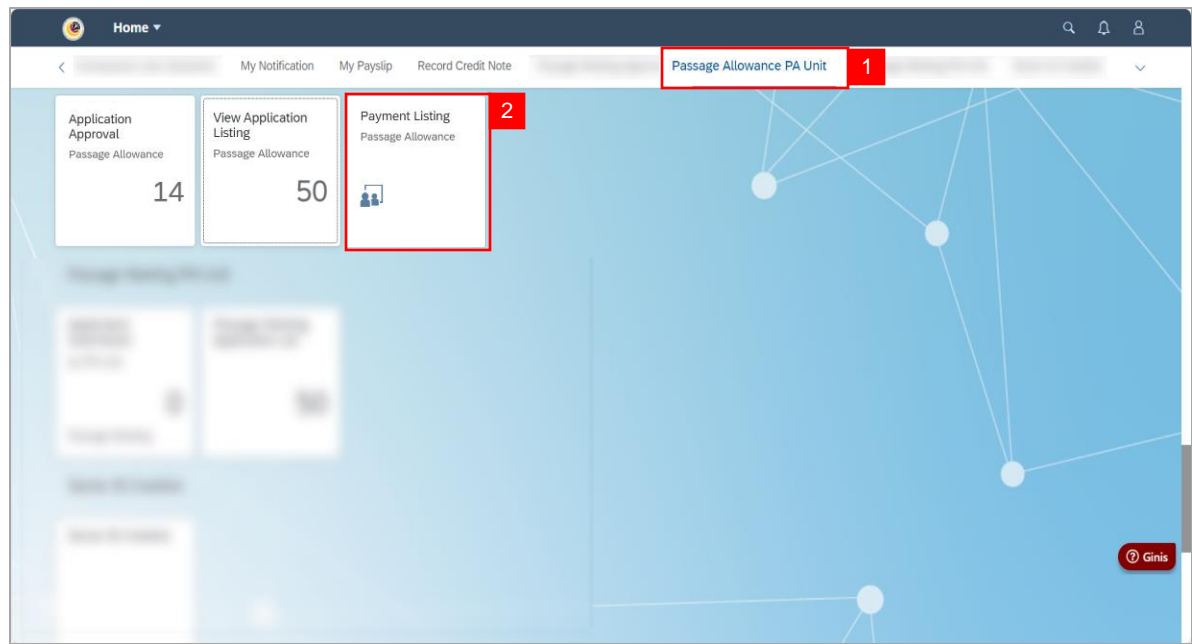


**Outcome: Passage Allowance Application Listing** has successfully been downloaded in **Excel** format.



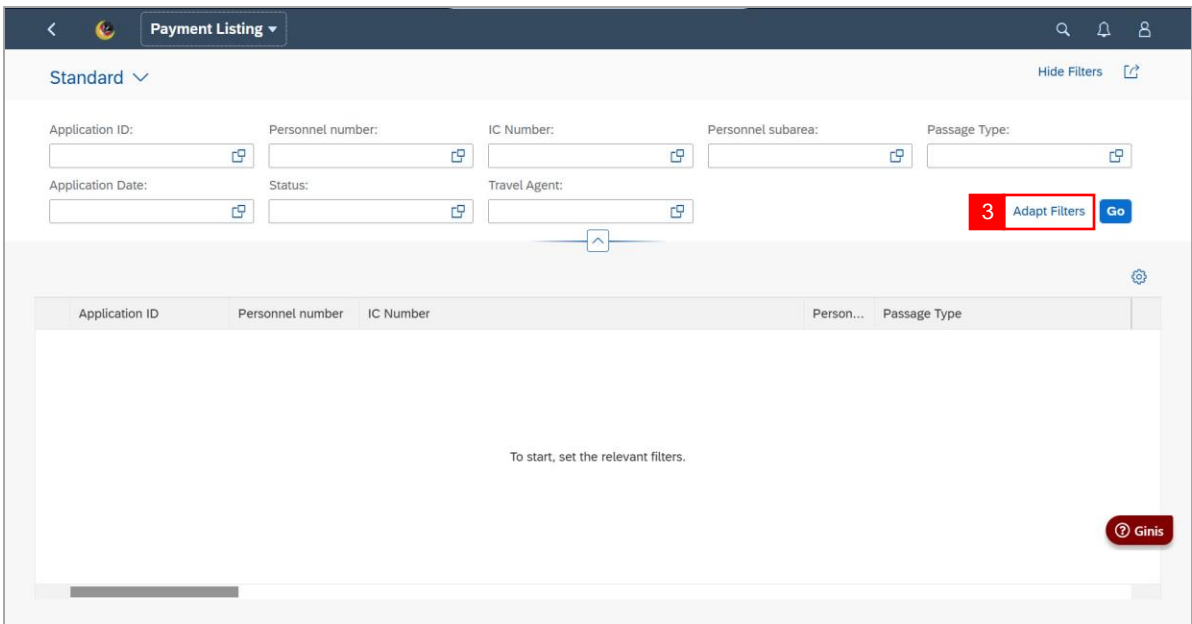
GENERATE PASSAGE ALLOWANCE PAYMENT LISTING	Front End User
	Treasury PA Verifier

- 1. Click on **Passage Allowance PA Unit** tab.
- 2. Select the **Passage Allowance Payment Listing** tile.



**Note:** The **Passage Allowance Payment Listing** page will be displayed.

- 3. **Requestor** may click on the **Adapt Filters** button to select categories.



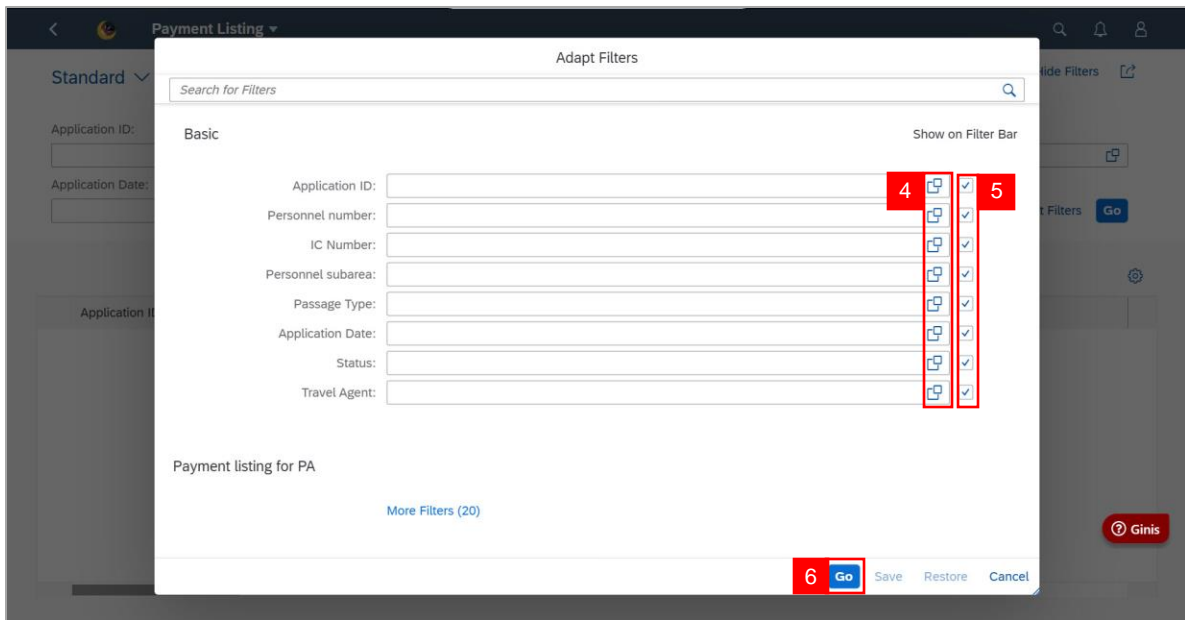


**Note:** The **Adapt Filters** page will be displayed.

4. Click on **Lookup** icon to fill in the details according to each category.

5. Tick on the **checkbox** to select which category to **apply filters** with.

6. Click on **Go** button.



Payment Listing

Adapt Filters

Search for Filters

Basic

Show on Filter Bar

Application ID:  4 ☐ 5

Personnel number:  ☐ ☒

IC Number:  ☐ ☒

Personnel subarea:  ☐ ☒

Passage Type:  ☐ ☒

Application Date:  ☐ ☒

Status:  ☐ ☒

Travel Agent:  ☐ ☒

Payment listing for PA

More Filters (20)

6 Go Save Restore Cancel

Ginis



**Note:** Applications with the selected categories will be displayed.

7. Click on **Arrow (>)** icon to view the details of the application (if required).

8. Click on **Sheets** icon to export and download report of **filtered** applications.

**Note:** Filtered application report will **automatically** be downloaded.

Payment Listing

Standard

Application ID:

Personnel number:

IC Number:

Personnel subarea:

Passage Type:

Application Date:

Status: 01

Travel Agent:

Adapt Filters (2) Go

Application ID	Personnel number	IC Number	Person...	Passage Type	Application Date	Status
PA24	1006	00	SA	1ST/2ND/3RD YEAR ALLOWANCE		01
PA24	1006	00	SA	1ST/2ND/3RD YEAR ALLOWANCE		01
PA24	1000	00	SA	INCOMING PASSAGE		01
PA24	1005	00	SA	INCOMING PASSAGE		01
PA24	1005	00	SA	INCOMING PASSAGE		01
PA24	1005	00	SA	1ST/2ND/3RD YEAR ALLOWANCE		01
PA24	1005	00	SA	HOMEWARD PASSAGE		01
PA24	1005	00	SA	INCOMING PASSAGE		01
PA24	1005	00	SA	1ST/2ND/3RD YEAR ALLOWANCE		01
PA24	1006	00	SA	CHILDREN CONCESSION PASSAGE		01
PA24	1005	00	SA	INCOMING PASSAGE		01

**Outcome:** Passage Allowance Payment Listing has successfully been downloaded in Excel format.