



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Departments/Treasury PG Unit**

**Back End (SAPGUI)**

## **Clearance Process**

**Dept HR Admin/Treasury PG Admin**

## INTRODUCTION

This user guide acts as a reference for **Dept HR Admin and Treasury PG Admin (Back End User)** to manage **Clearance Process**. 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>RR</b>	Retirement & Resignation
<b>PG</b>	Pension & Gratuity

## 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**.

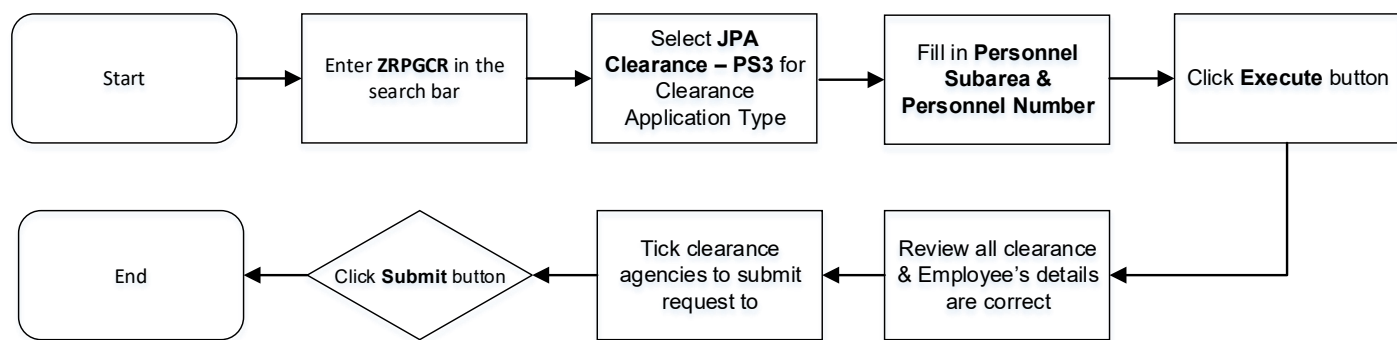
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Process Overview

Submit Clearance Request



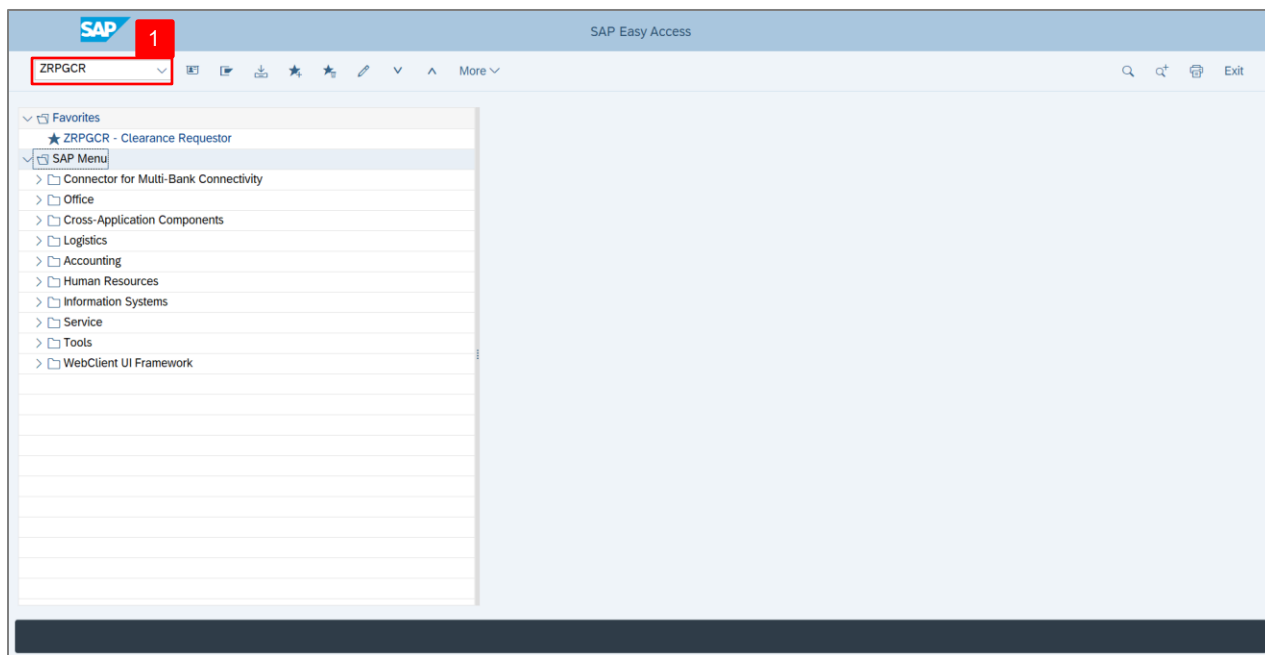
## SUBMIT CLEARANCE REQUEST

Back End User

Dept HR Admin / Treasury PG Unit

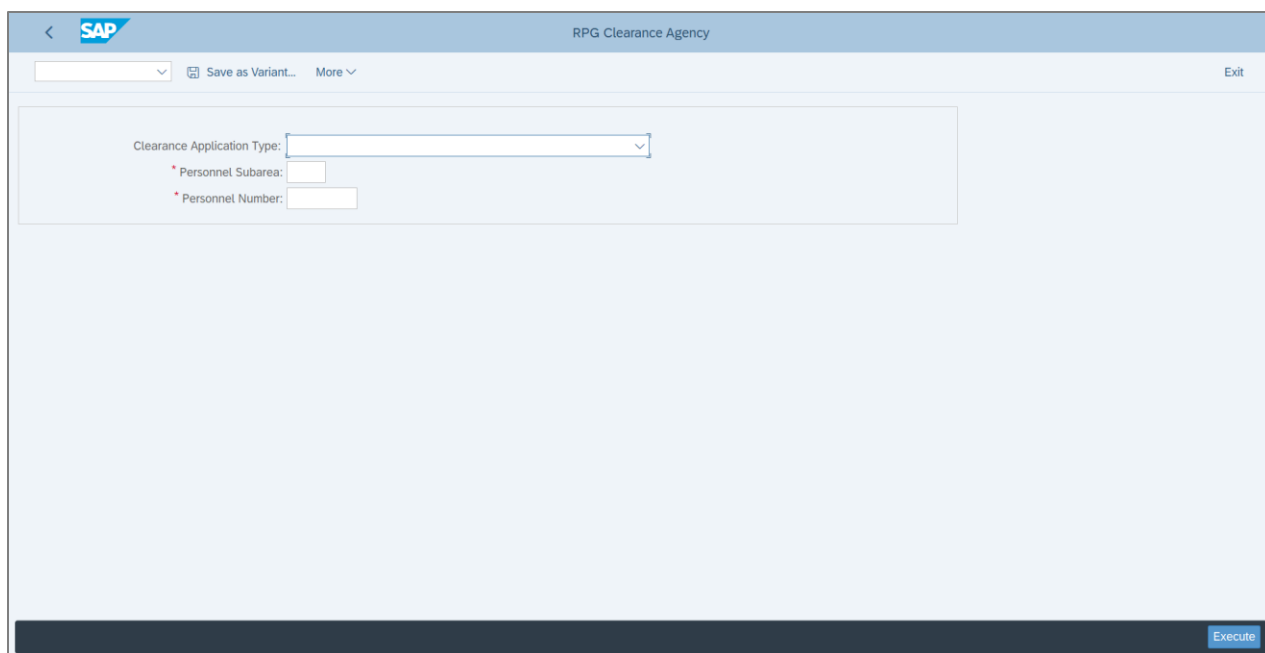
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZRPGCR** in the search bar.



The screenshot shows the SAP Easy Access search results for the transaction code ZRPGCR. The search bar at the top left contains the text "ZRPGCR". Below the search bar, a list of results is displayed. The first result is "ZRPGCR - Clearance Requestor", which is highlighted. To the left of this list is a sidebar with a tree view showing the SAP Menu structure, including options like Connector for Multi-Bank Connectivity, Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, Service, Tools, and WebClient UI Framework.

**Note:** The RPG Clearance Agency page will be displayed.

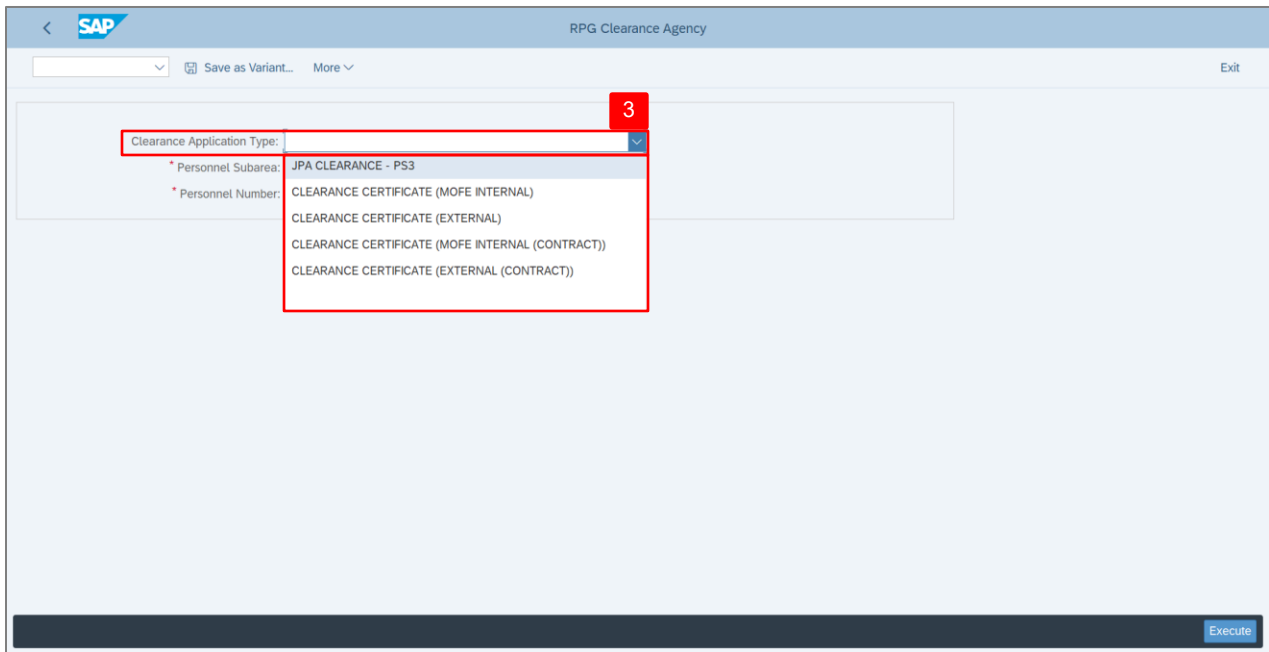


The screenshot shows the RPG Clearance Agency page in SAP. The page has a header bar with the SAP logo and the text "RPG Clearance Agency". Below the header, there is a search bar and a "Save as Variant..." button. The main area of the page contains a form with the following fields:

- Clearance Application Type: [Dropdown menu]
- \* Personnel Subarea: [Text input field]
- \* Personnel Number: [Text input field]

At the bottom right of the page, there is an "Execute" button.

3. Click on **scroll-down and select** a Clearance Application Type.

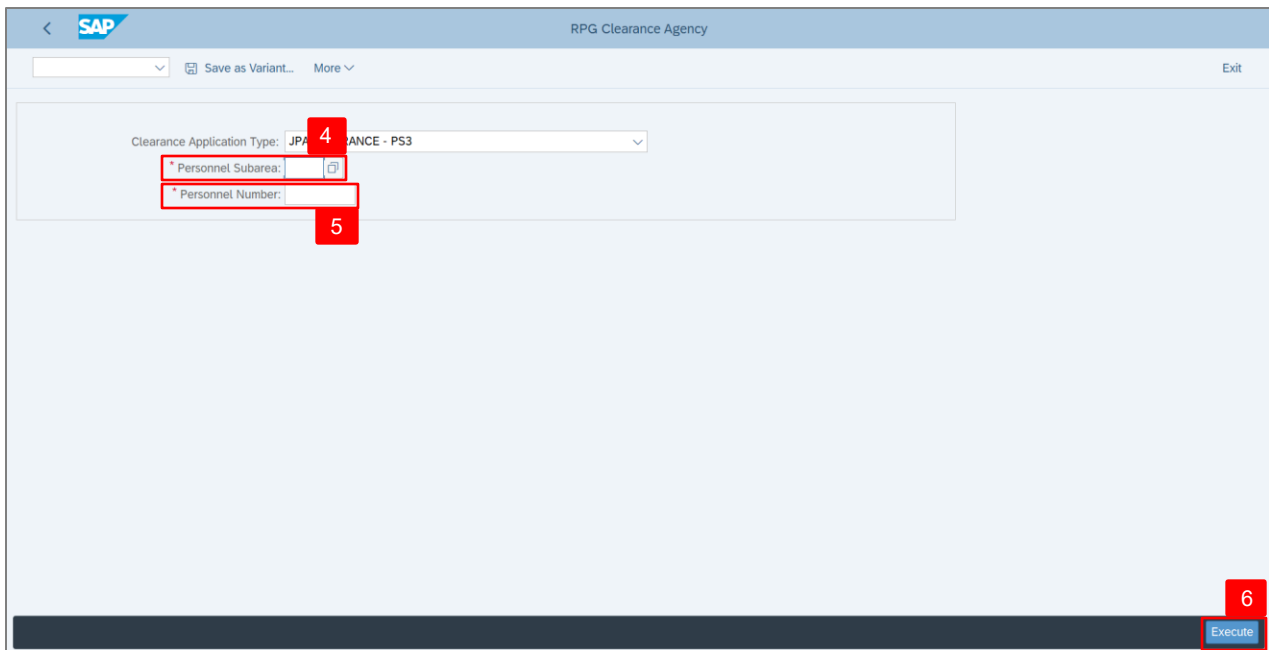


The screenshot shows the SAP RPG Clearance Agency form. The 'Clearance Application Type' dropdown is open, displaying a list of options: JPA CLEARANCE - PS3, CLEARANCE CERTIFICATE (MOFE INTERNAL), CLEARANCE CERTIFICATE (EXTERNAL), CLEARANCE CERTIFICATE (MOFE INTERNAL (CONTRACT)), and CLEARANCE CERTIFICATE (EXTERNAL (CONTRACT)). A red box highlights the dropdown and its list, with a red '3' indicating the step.

4. Fill in **Personnel Subarea** using look-up button.

5. Fill in **Personnel Number**.

6. Click **Execute** button.



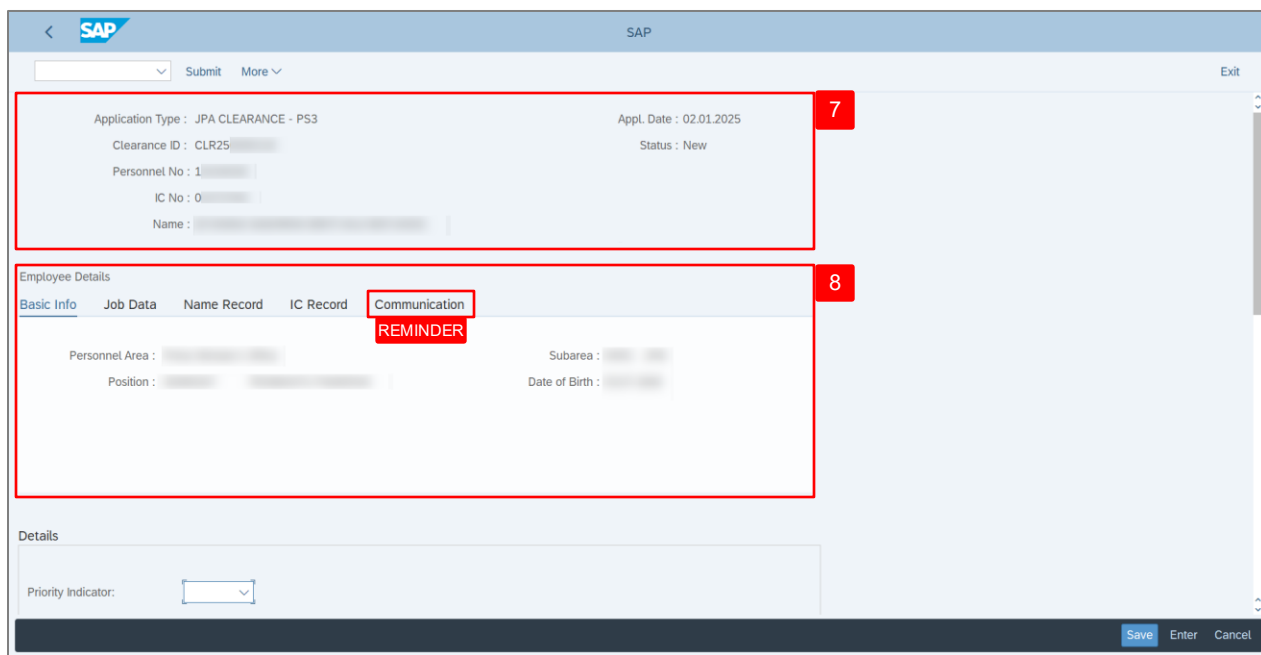
The screenshot shows the SAP RPG Clearance Agency form. The 'Clearance Application Type' dropdown is selected as 'JPA CLEARANCE - PS3'. The 'Personnel Subarea' and 'Personnel Number' fields are highlighted with red boxes and numbers 4 and 5 respectively. The 'Execute' button is highlighted with a red box and number 6.

**Note:** **SAP** page will be displayed.

7. Ensure Clearance Request details is correct.

8. Ensure Employee's Details is correct.

**Reminder:** In employee's Communication, it is mandatory to include employee's phone number in order to submit clearance request.



SAP

Application Type : JPA CLEARANCE - PS3 Appl. Date : 02.01.2025  
Clearance ID : CLR25 Status : New  
Personnel No : 1  
IC No : 0  
Name :

Employee Details

Basic Info Job Data Name Record IC Record **Communication**

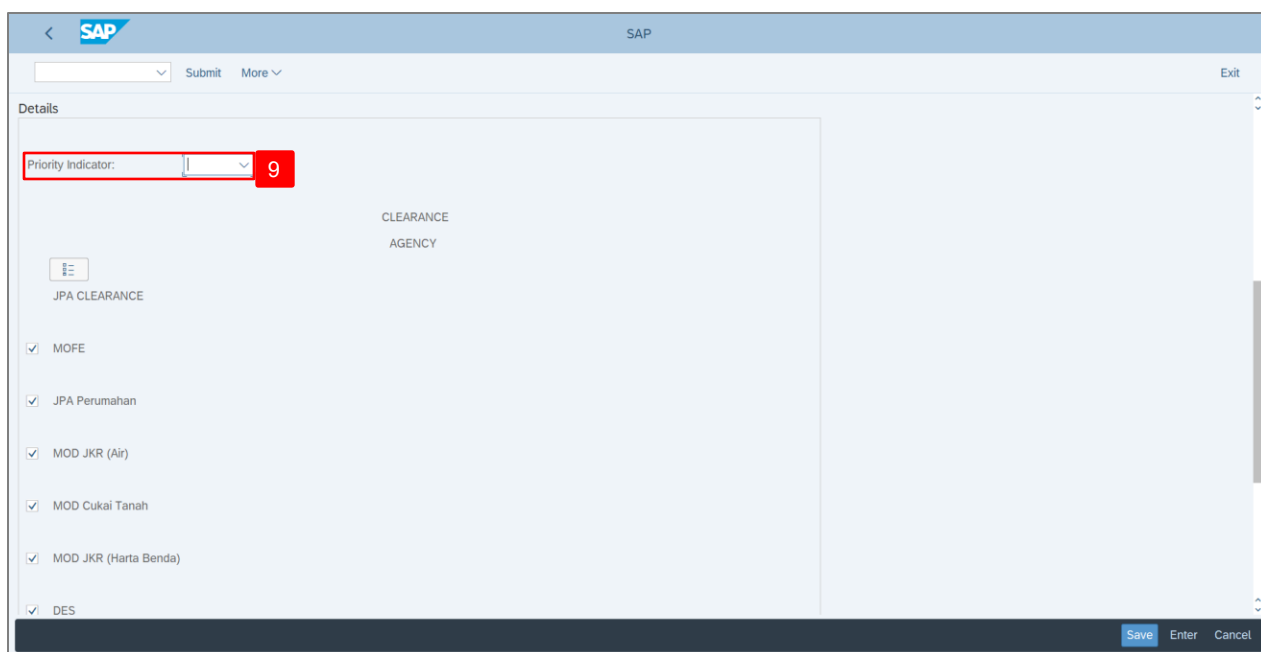
Personnel Area : Subarea :  
Position : Date of Birth :

Details

Priority Indicator:

Save Enter Cancel

9. Scroll down in Details section, user may select **Priority Indicator**.



SAP

Details

Priority Indicator:

CLEARANCE  
AGENCY

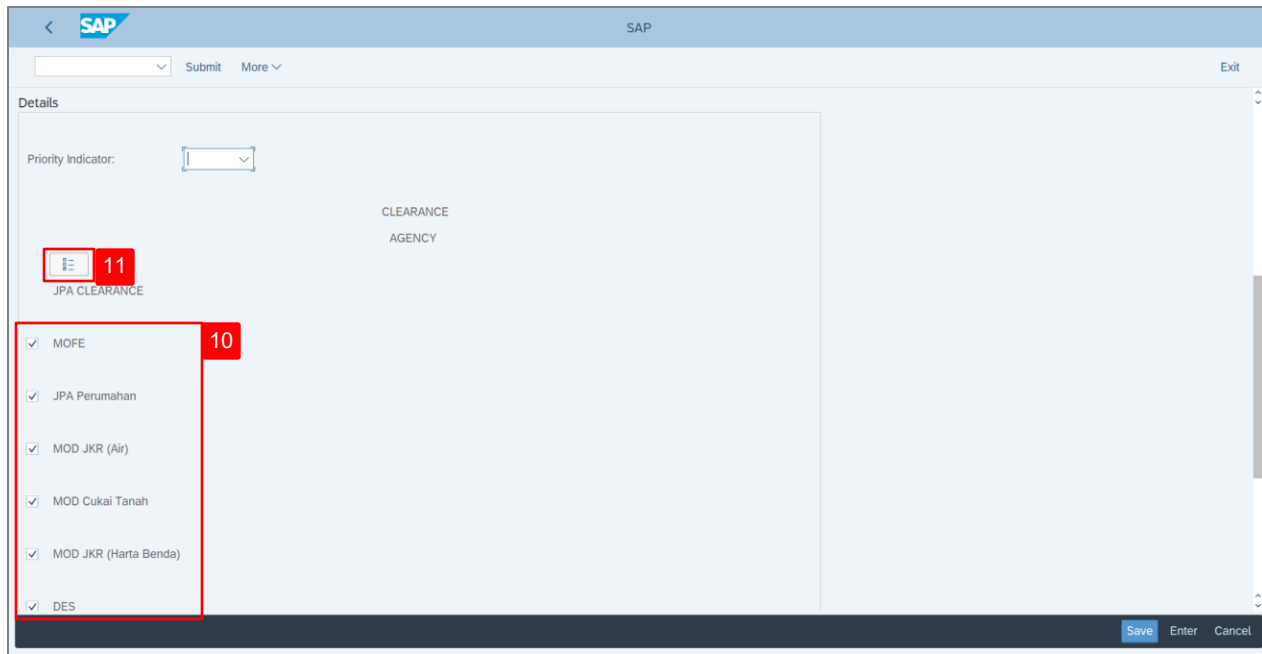
JPA CLEARANCE

☒ MOFE  
☒ JPA Perumahan  
☒ MOD JKR (Air)  
☒ MOD Cukai Tanah  
☒ MOD JKR (Harta Benda)  
☒ DES

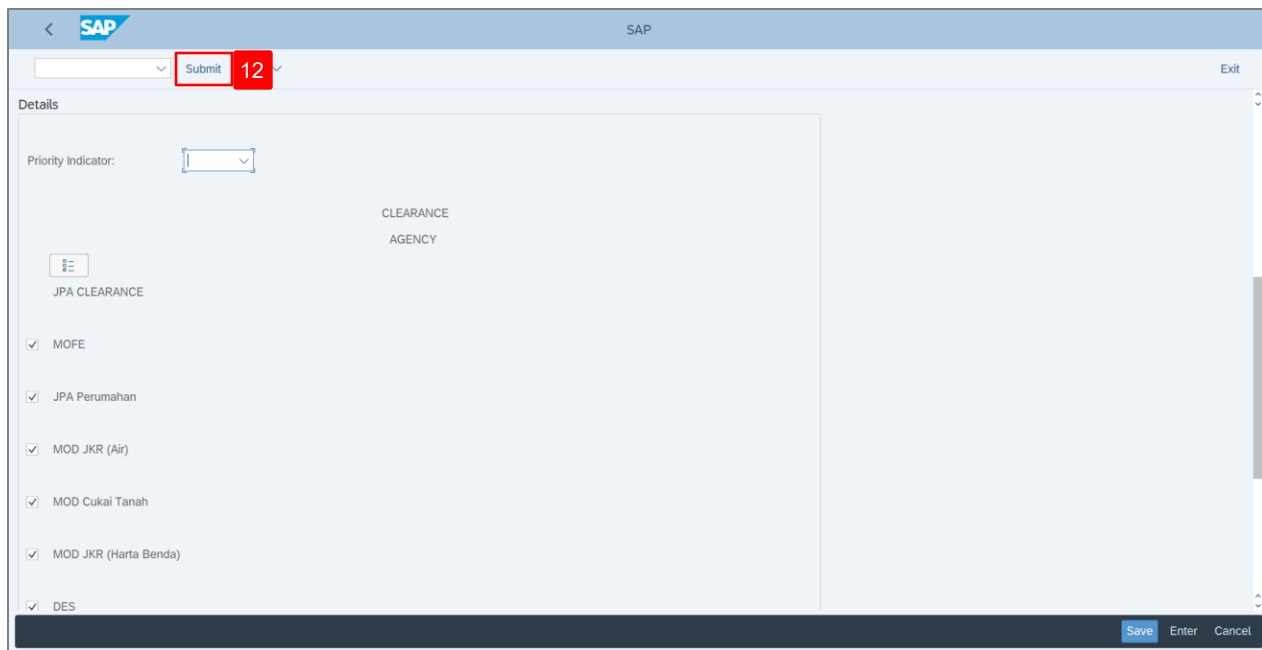
Save Enter Cancel

10. **By default**, all clearance agencies will be checked to be submitted to.

11. If Dept HR Admin only requires to submit clearance request to certain agencies, user may click '**Deselect all**' button and check only the specific agencies accordingly.



12. Click **Submit** to escalate the request to clearance checker for all/certain clearance agencies selected.







**Outcome:** Clearance Request has successfully been submitted.

SAP

SAP

Submit More

Exit

Details

Priority Indicator:

JPA CLEARANCE

MOFE

JPA Perumahan

MOD JKR (Air)

MOD Cukai Tanah

MOD JKR (Harta Benda)

OUTCOME

Information

Successfully Submit

Save Enter Cancel