



# **SISTEM SUMBER MANUSIA**

**User Guide**

**for Employee**

**Front End (SAP Fiori)**

**Retirement, Resignation, Pension &  
Gratuity**

**(Application Process)**

VERSION: 1.0



## INTRODUCTION

This user guide acts as a reference for **Employee (Front End user)** to manage **Retirement, Resignation, Pension and Gratuity**. 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>	Back End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service
<b>RRPG</b>	Retirement, Resignation, Pension and 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**.



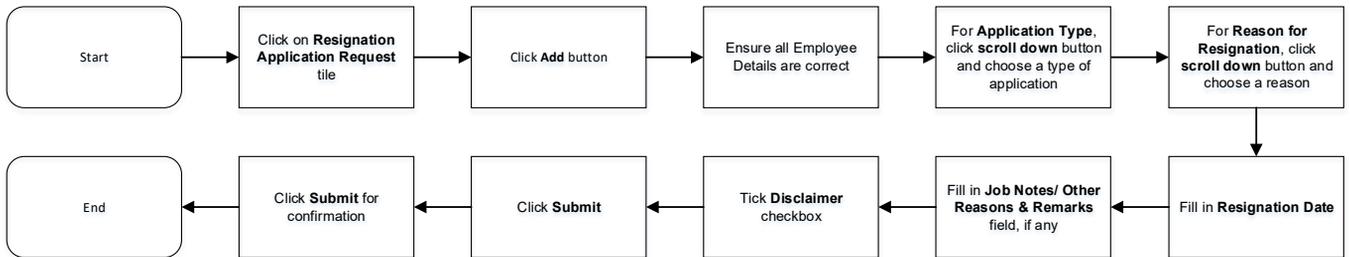
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## Process Overview

### Submit Application

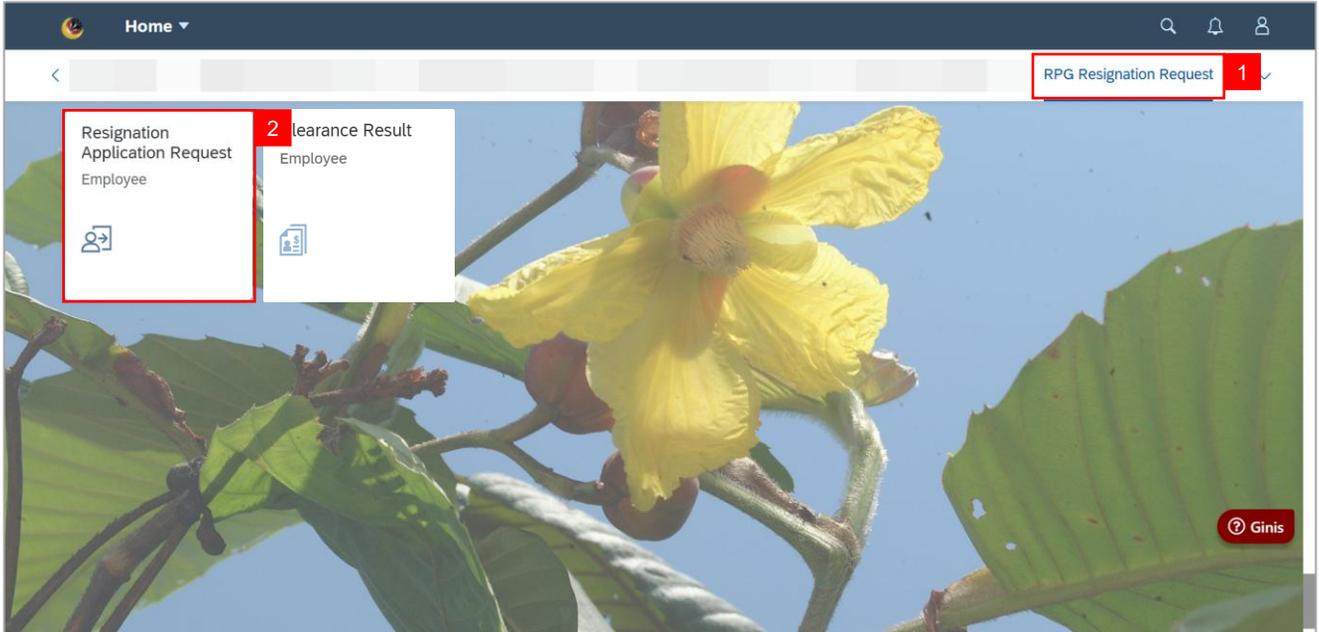


**SUBMIT APPLICATION**

**Front End User**

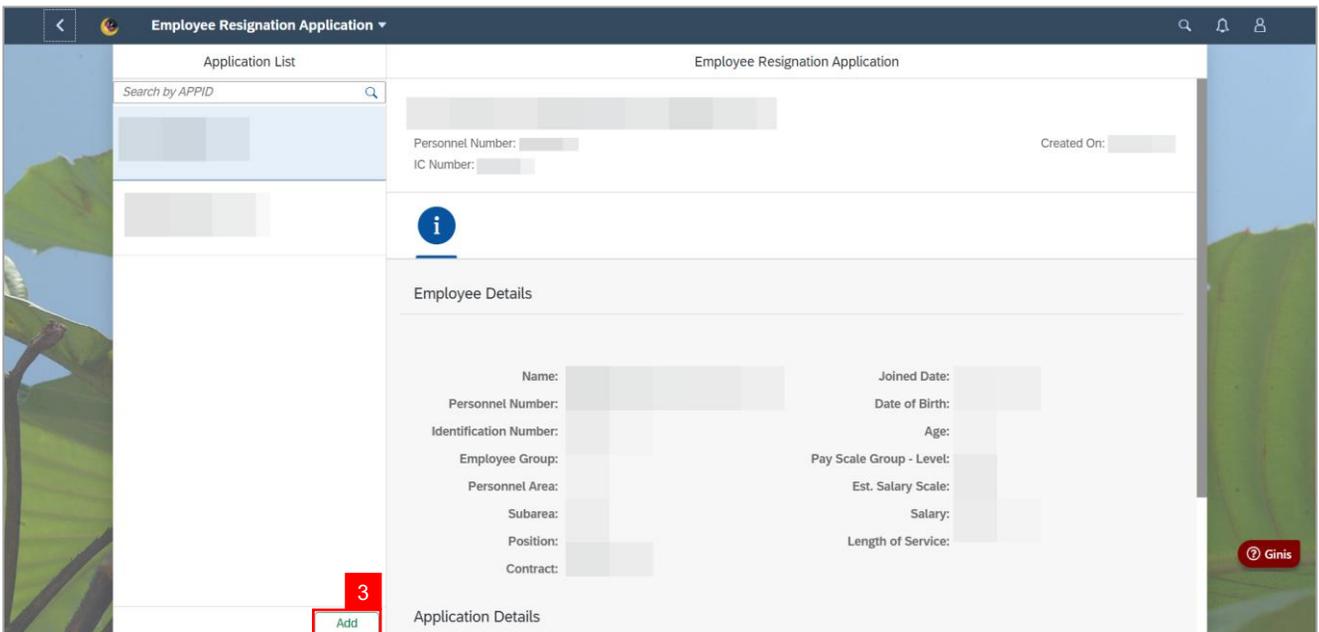
Employee

1. Click on **RPG Resignation Request** tab.
2. Click on **Resignation Application Request** tile.



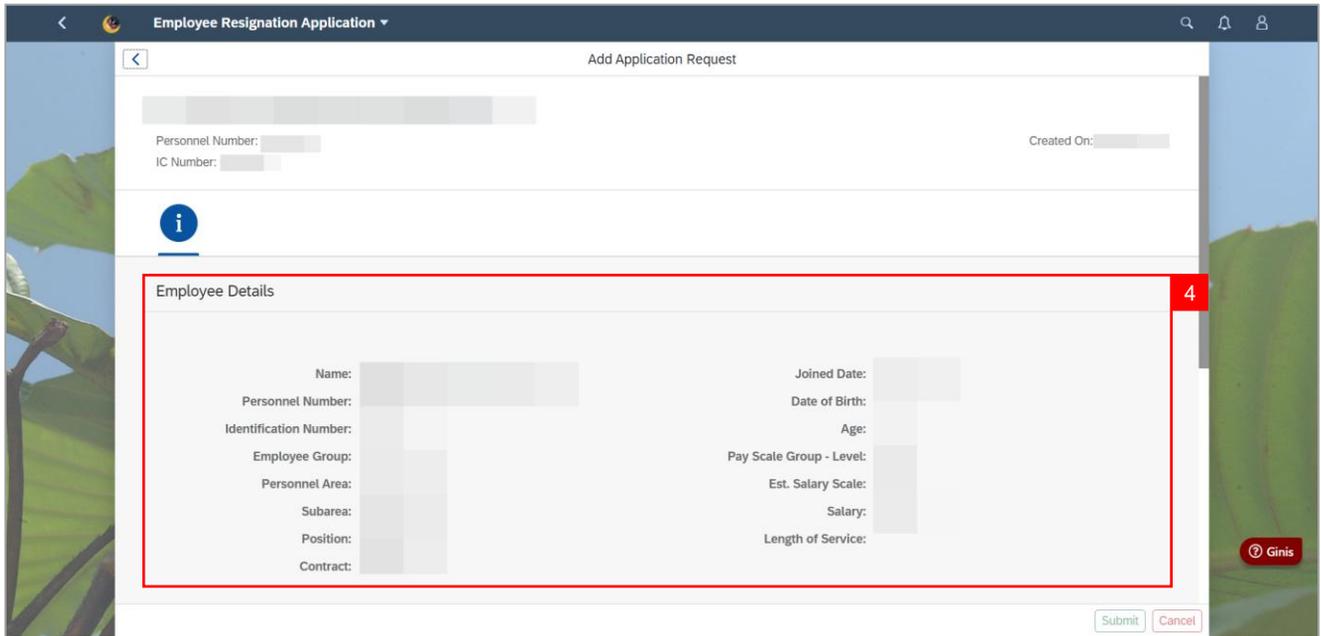
**Note:** The **Employee Resignation Application** page will be displayed.

3. To submit resignation application, click **Add** button.



**Note:** The **Add Application Request** page will be displayed.

4. Ensure all Employee Details are correct.



Employee Resignation Application

Add Application Request

Personnel Number: [redacted] Created On: [redacted]  
IC Number: [redacted]

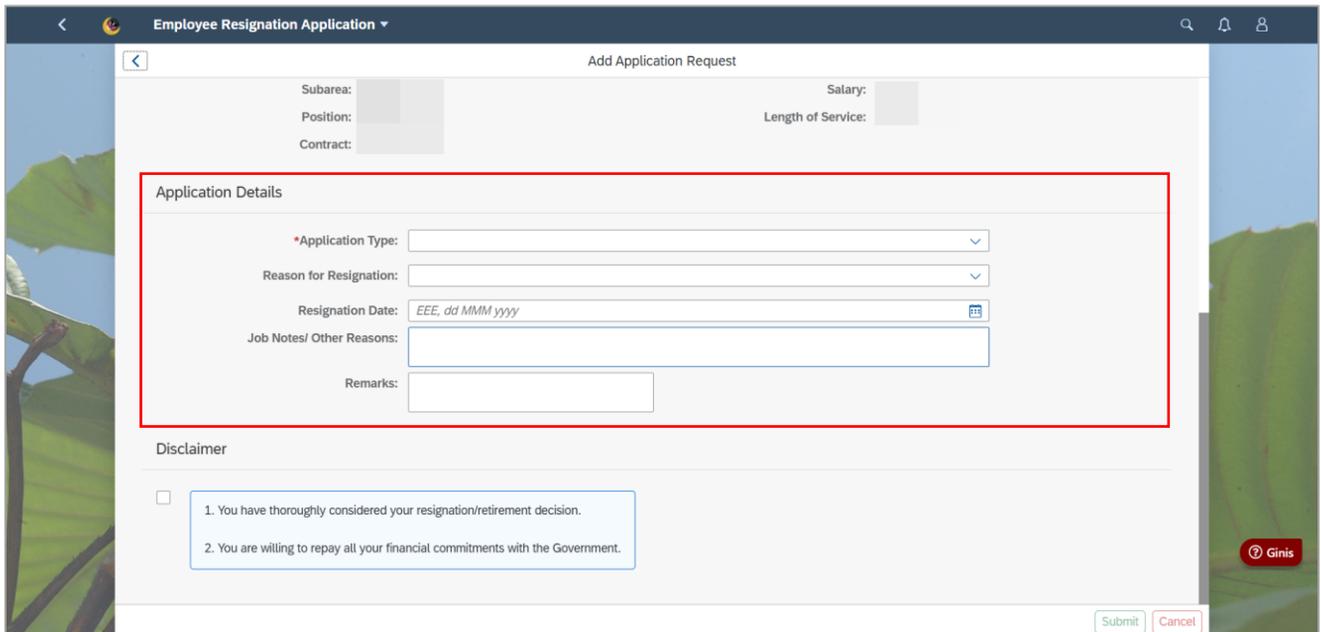
**Employee Details**

Name:	[redacted]	Joined Date:	[redacted]
Personnel Number:	[redacted]	Date of Birth:	[redacted]
Identification Number:	[redacted]	Age:	[redacted]
Employee Group:	[redacted]	Pay Scale Group - Level:	[redacted]
Personnel Area:	[redacted]	Est. Salary Scale:	[redacted]
Subarea:	[redacted]	Salary:	[redacted]
Position:	[redacted]	Length of Service:	[redacted]
Contract:	[redacted]		

Submit Cancel

Ginis

**Note:** Scroll down and employee may find **Application Details** that required to be filled in by employee.



Employee Resignation Application

Add Application Request

Subarea: [redacted] Salary: [redacted]  
Position: [redacted] Length of Service: [redacted]  
Contract: [redacted]

**Application Details**

\*Application Type: [dropdown]  
Reason for Resignation: [dropdown]  
Resignation Date: *EEE, dd MMM yyyy* [calendar icon]  
Job Notes/ Other Reasons: [text area]  
Remarks: [text area]

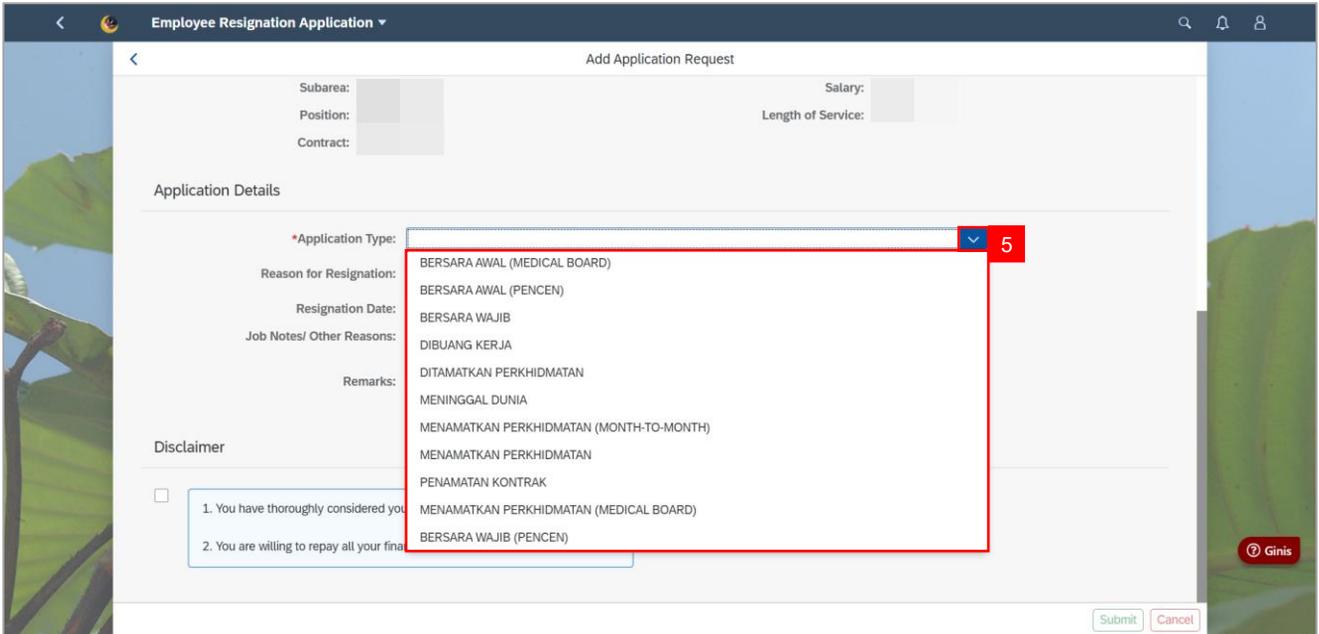
Disclaimer

1. You have thoroughly considered your resignation/retirement decision.  
 2. You are willing to repay all your financial commitments with the Government.

Submit Cancel

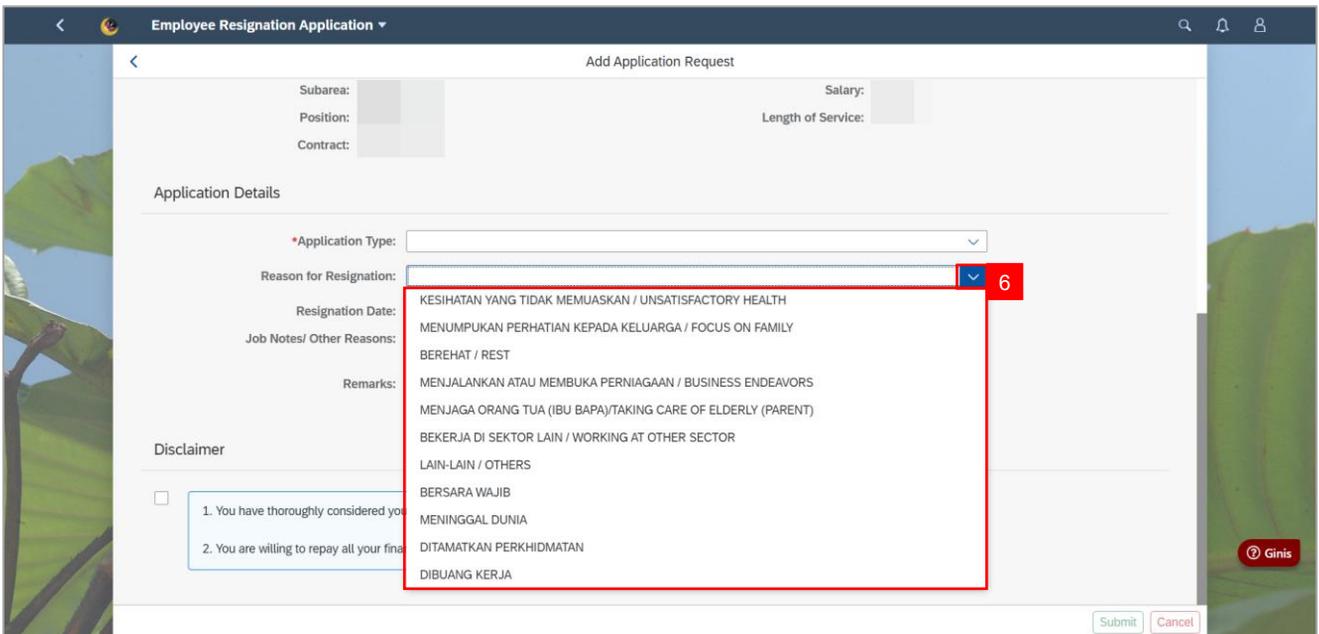
Ginis

5. For **Application Type**, click **scroll down** button and choose a type of application.



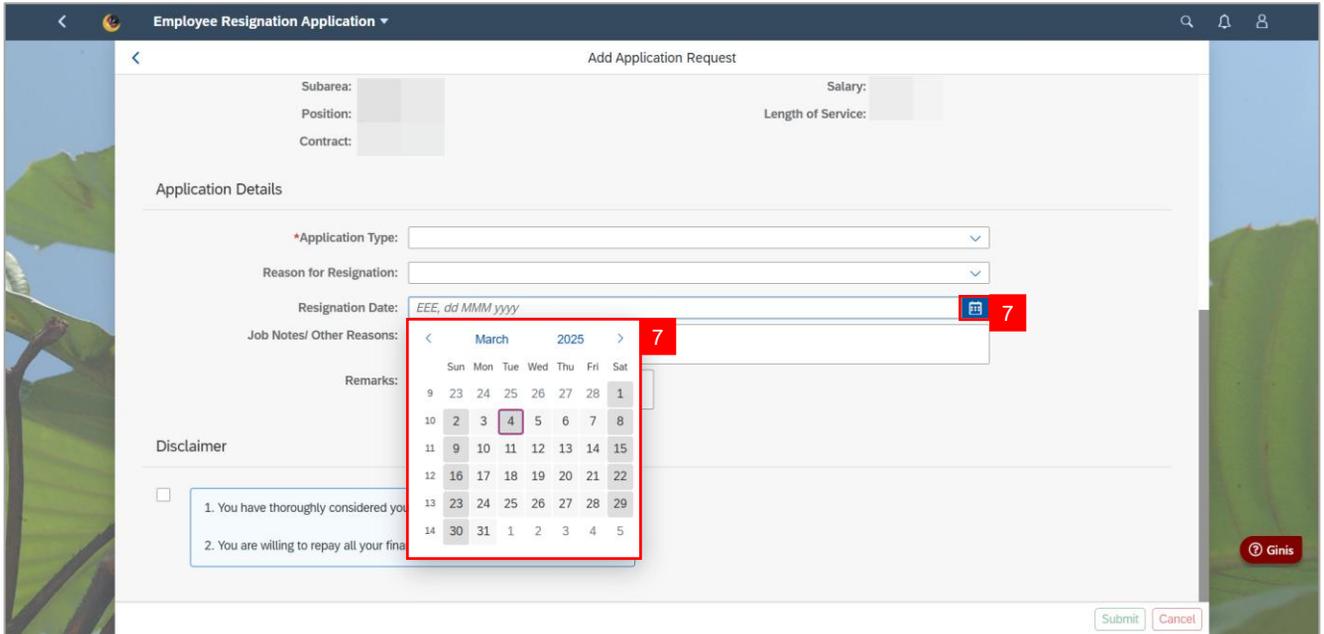
The screenshot shows the 'Add Application Request' form. The 'Application Type' dropdown menu is open, displaying a list of options: BERSARA AWAL (MEDICAL BOARD), BERSARA AWAL (PENCEN), BERSARA WAJIB, DIBUANG KERJA, DITAMATKAN PERKHIDMATAN, MENINGGAL DUNIA, MENAMATKAN PERKHIDMATAN (MONTH-TO-MONTH), MENAMATKAN PERKHIDMATAN, PENAMATAN KONTRAK, MENAMATKAN PERKHIDMATAN (MEDICAL BOARD), and BERSARA WAJIB (PENCEN). A red box highlights the dropdown menu, and a red '5' is placed next to the scroll down arrow.

6. For **Reason for Resignation**, click **scroll down** button and choose a reason.



The screenshot shows the 'Add Application Request' form. The 'Reason for Resignation' dropdown menu is open, displaying a list of options: KESIHATAN YANG TIDAK MEMUASKAN / UNSATISFACTORY HEALTH, MENCUMPUKAN PERHATIAN KEPADA KELUARGA / FOCUS ON FAMILY, BEREHAT / REST, MENJALANKAN ATAU MEMBUKA PERNIAGAAN / BUSINESS ENDEAVORS, MENJAGA ORANG TUA (IBU BAPA)/TAKING CARE OF ELDERLY (PARENT), BEKERJA DI SEKTOR LAIN / WORKING AT OTHER SECTOR, LAIN-LAIN / OTHERS, BERSARA WAJIB, MENINGGAL DUNIA, DITAMATKAN PERKHIDMATAN, and DIBUANG KERJA. A red box highlights the dropdown menu, and a red '6' is placed next to the scroll down arrow.

7. Fill in **Resignation Date** by clicking calendar button and choose resignation date.



The screenshot shows the 'Employee Resignation Application' form. The 'Resignation Date' field is highlighted with a red box and a red '7'. A calendar pop-up is visible, showing the month of March 2025. The date '4' is highlighted in the calendar, and a red '7' is placed next to the calendar, indicating the selected date.

Subarea:  Salary:   
Position:  Length of Service:   
Contract:

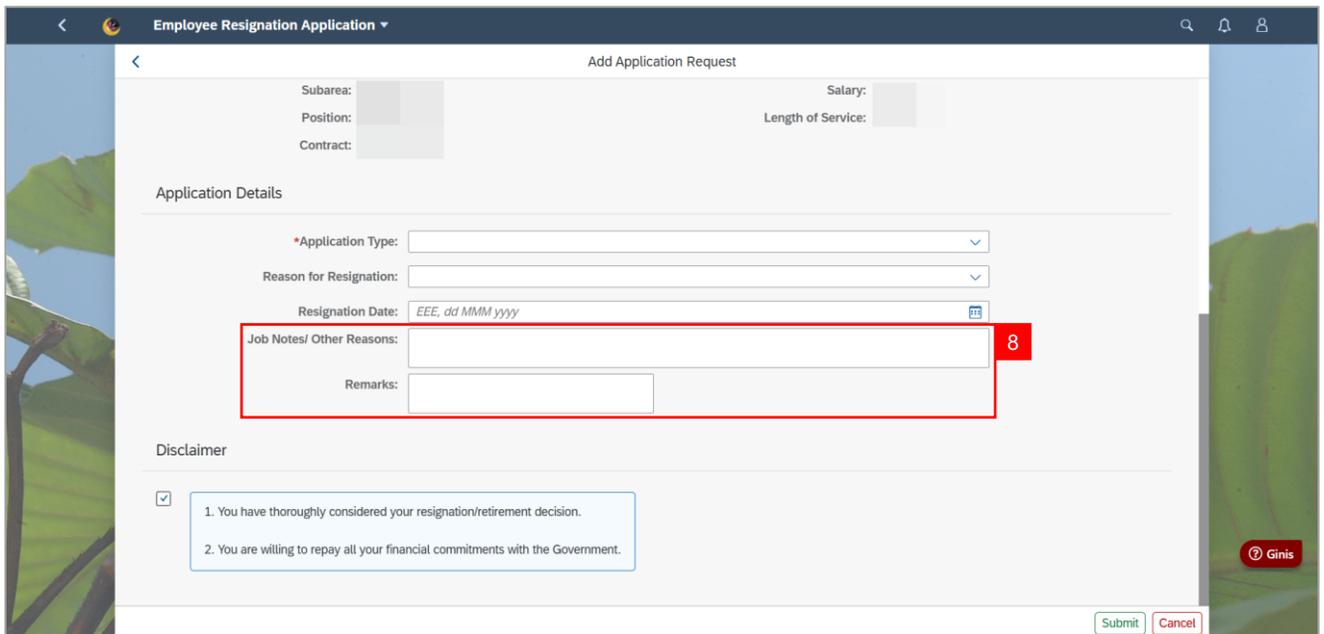
Application Details

\*Application Type:   
Reason for Resignation:   
Resignation Date:   **7**  
Job Notes/ Other Reasons:   
Remarks:

Disclaimer

1. You have thoroughly considered your resignation/retirement decision.  
 2. You are willing to repay all your financial commitments with the Government.

8. Fill in **Job Notes/ Other Reasons & Remarks** field, if any.



The screenshot shows the 'Employee Resignation Application' form. The 'Job Notes/ Other Reasons' and 'Remarks' fields are highlighted with a red box and a red '8'. The 'Resignation Date' field is now filled with 'EEE, dd MMM yyyy'.

Subarea:  Salary:   
Position:  Length of Service:   
Contract:

Application Details

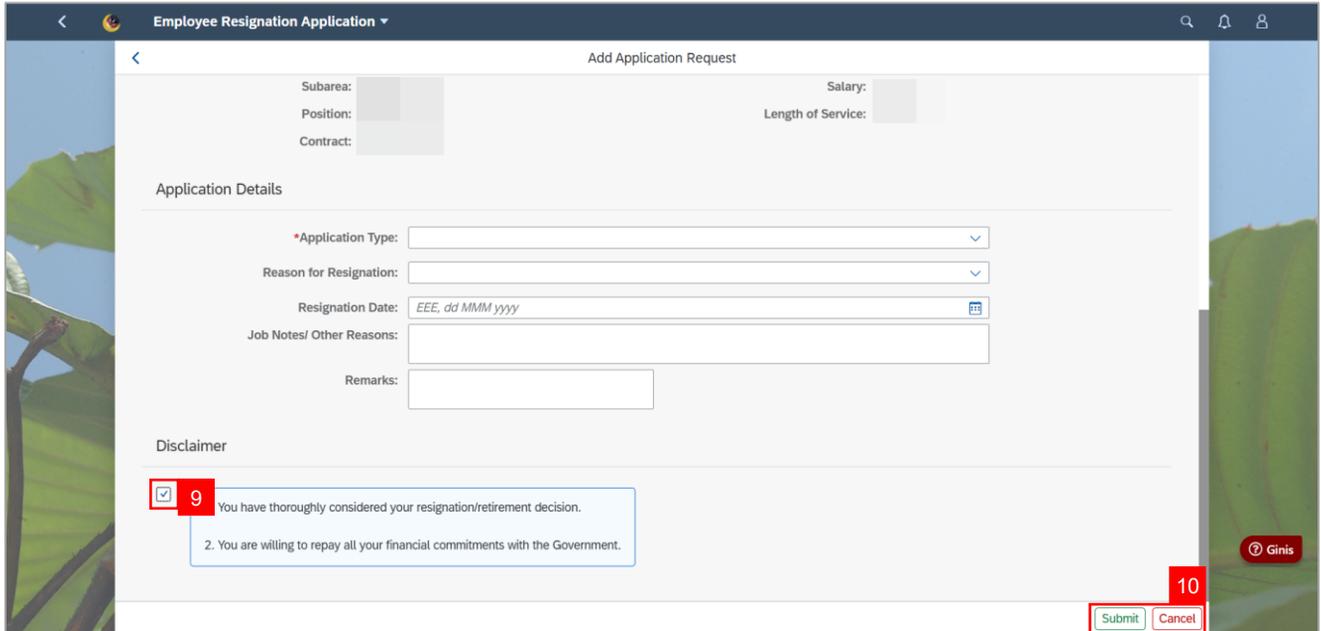
\*Application Type:   
Reason for Resignation:   
Resignation Date:    
**Job Notes/ Other Reasons:**  **8**  
**Remarks:**

Disclaimer

1. You have thoroughly considered your resignation/retirement decision.  
 2. You are willing to repay all your financial commitments with the Government.

9. Tick **Disclaimer** checkbox

10. Click **Submit** to submit the application to Dept HR Admin or click **Cancel** to withdraw the application.



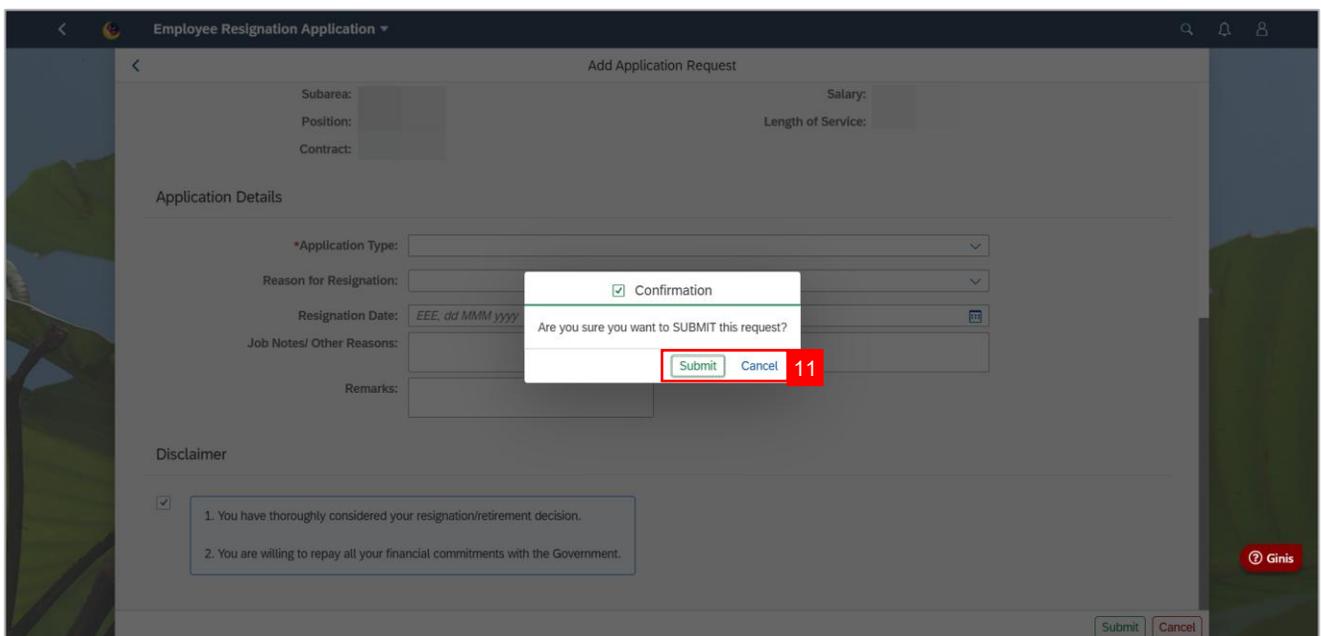
The screenshot shows the 'Employee Resignation Application' form. The 'Disclaimer' section is highlighted with a red box and a red '9' in the corner. It contains two items:

- 9. You have thoroughly considered your resignation/retirement decision.
- 2. You are willing to repay all your financial commitments with the Government.

At the bottom right of the form, there are 'Submit' and 'Cancel' buttons, with a red '10' in the corner next to them.

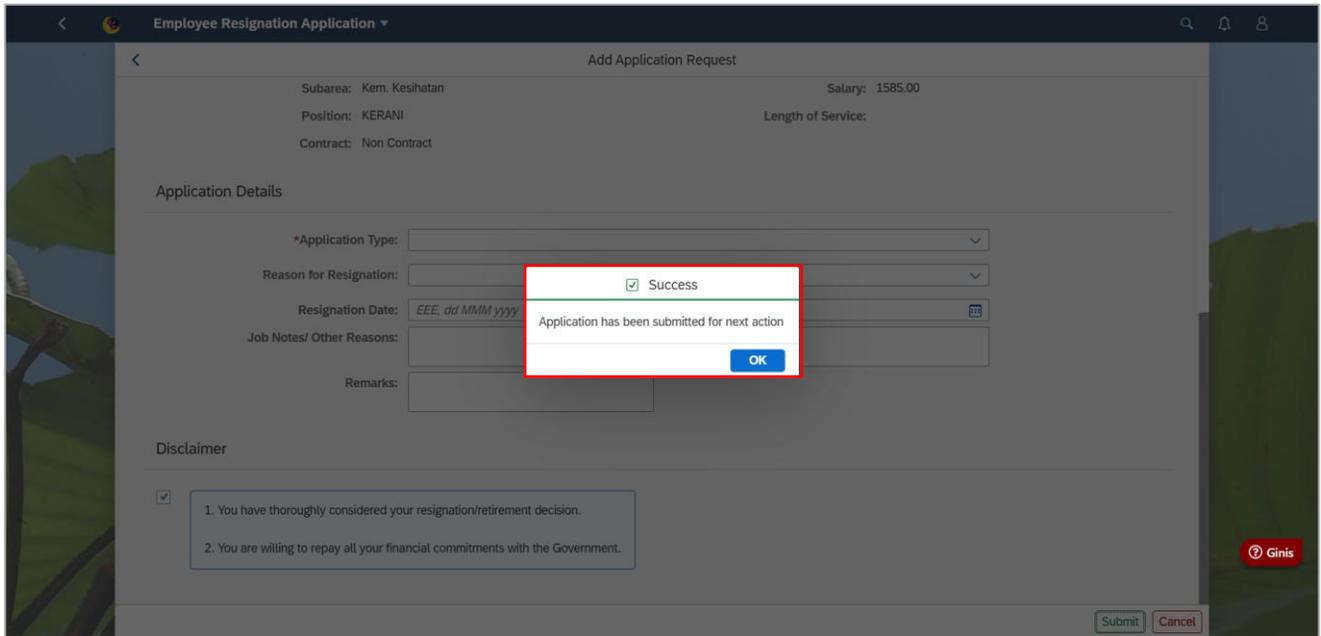
**Note:** Confirmation pop-up will be displayed.

11. Click **Submit** to proceed with the application or click **Cancel** to withdraw the application.



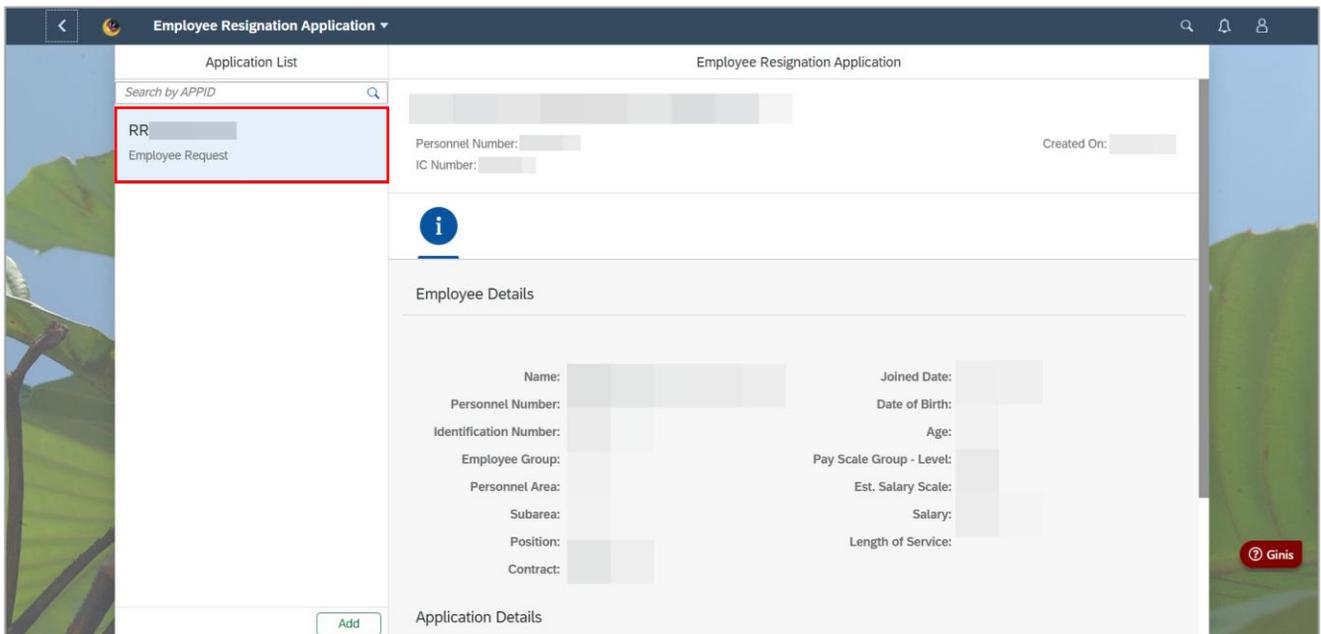
The screenshot shows the same 'Employee Resignation Application' form, but with a confirmation pop-up displayed in the center. The pop-up has a checked 'Confirmation' checkbox and the text 'Are you sure you want to SUBMIT this request?'. Below the text are 'Submit' and 'Cancel' buttons, with a red '11' in the corner next to them. The background form is dimmed.

**Note:** Success pop-up will be displayed. It indicates that your application has been submitted to Department HR Administrator for next action.



The screenshot shows the 'Add Application Request' form. The form includes fields for Subarea (Kem. Kesehatan), Position (KERANI), Contract (Non Contract), Salary (1585.00), and Length of Service. The Application Details section contains fields for Application Type, Reason for Resignation, Resignation Date (EEE, dd MMM yyyy), Job Notes/ Other Reasons, and Remarks. A success pop-up is displayed over the form, indicating that the application has been submitted for the next action. The pop-up contains the text 'Success' and 'Application has been submitted for next action' with an 'OK' button. Below the form, there is a Disclaimer section with two checkboxes and two lines of text: '1. You have thoroughly considered your resignation/retirement decision.' and '2. You are willing to repay all your financial commitments with the Government.' The bottom right corner of the form has 'Submit' and 'Cancel' buttons.

**Outcome:** The resignation application has successfully been added into the list.



The screenshot shows the 'Employee Resignation Application' system. The 'Application List' section on the left has a search bar labeled 'Search by APPID' and a list of applications. One application is highlighted in red, showing 'RR' and 'Employee Request'. The 'Employee Details' section on the right shows the details of the selected application, including Personnel Number, IC Number, Created On, Name, Joined Date, Date of Birth, Age, Employee Group, Pay Scale Group - Level, Est. Salary Scale, Salary, Length of Service, Subarea, Position, and Contract. The bottom right corner of the system has a 'Ginis' button.

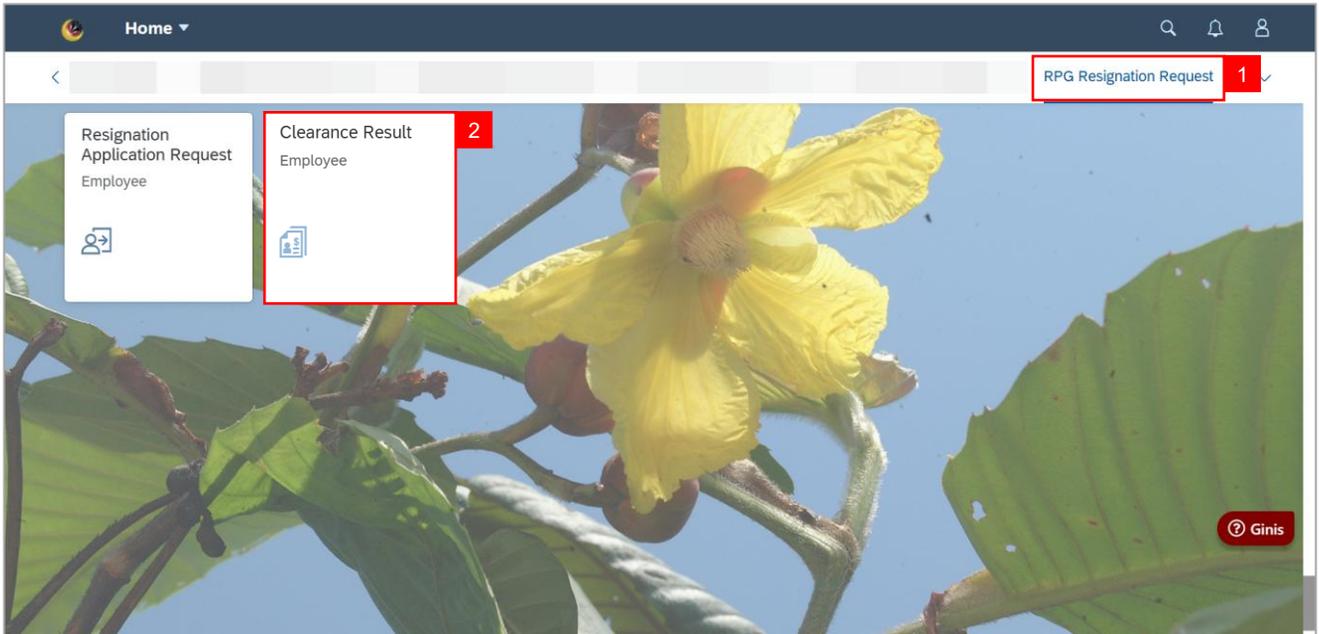


**VIEW CLEARANCE  
RESULT**

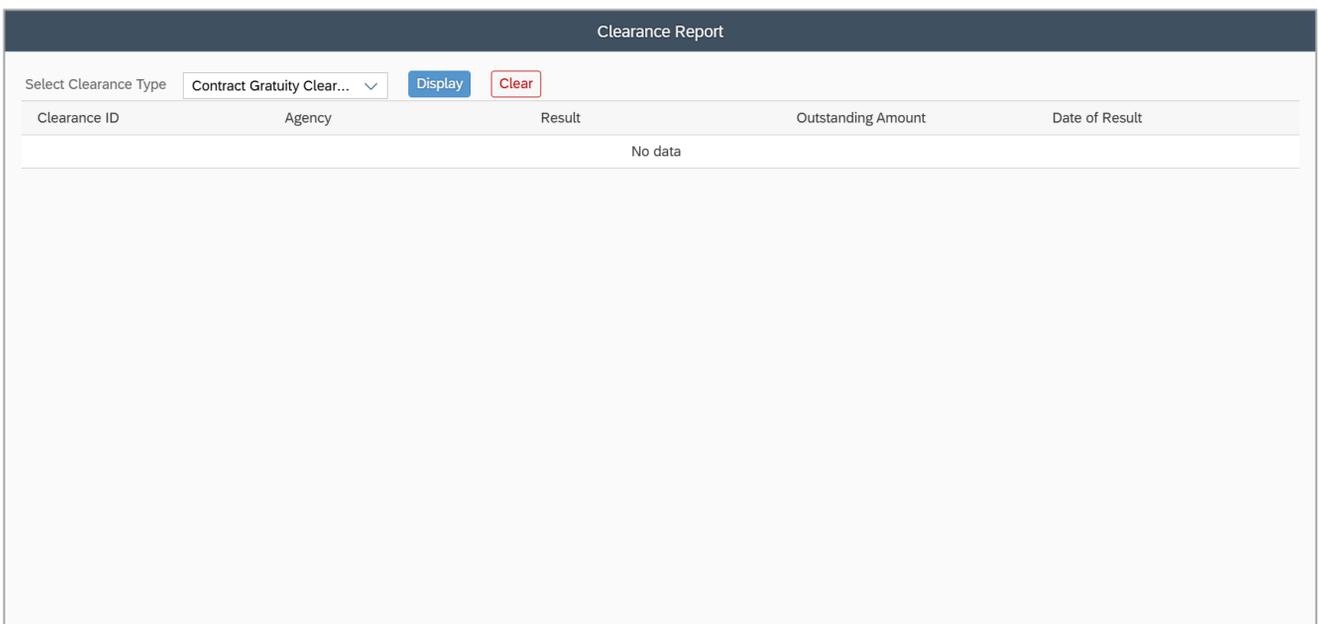
**Front End User**

Employee

1. Click on **RPG Resignation Request** tab.
2. Click on **Resignation Application Request** tile.



**Note:** The **Clearance Report** page will be displayed.





3. Click on the **scroll down button** .

Clearance Report

Select Clearance Type  3

Clearance ID	Agency	Result	Outstanding Amount	Date of Result
No data				

4. Select **Retirement and Resignation Clearance**.

5. Click on **Display button**.

Clearance Report

Select Clearance Type  5

Clearance ID	Agency	Result	Outstanding Amount	Date of Result
No data				

4



**Outcome:** Clearance Result successfully been generated.

**Note:** Result indicate **status of clearance**.

- i) **NEW** indicates that Department HR Admin has submitted the clearance request to Clearance Checkers of Clearance Agencies.
- ii) **PENDING VERIFIED** indicates that Clearance Checkers has done their task in filling in the Outstanding Amount that is yet to be verified by their Clearance Verifier.
- iii) **VERIFIED** indicates that the amount has been verified by Clearance Verifier. Thus, the clearance process is complete.

Clearance Report					
Clearance ID	Agency	Result	Outstanding Amount	Date of Result	Note
CR125A00000028	MOFE	NEW	0.00	Wed, 08 January 2025	
CR125B00000028	MOD JKP	NEW	0.00	Wed, 08 January 2025	
CR125C00000028	MOD JKR (AIR)	NEW	0.00	Wed, 08 January 2025	
CR125D00000028	MOD CUKAI TANAH	NEW	0.00	Wed, 08 January 2025	
CR125E00000028	MOD JKR (HARTA BENDA)	NEW	0.00	Wed, 08 January 2025	
CR125F00000028	DES	NEW	0.00	Wed, 08 January 2025	
CR125G00000028	MOE (SCHOLARSHIP)	NEW	0.00	Wed, 08 January 2025	
CR125H00000028	JPA LDP	NEW	0.00	Wed, 08 January 2025	
CR125I00000028	JPA PERUMAHAN	NEW	0.00	Wed, 08 January 2025	
CR125J00000028	JPA TATATERTIB	NEW	0.00	Wed, 08 January 2025	