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
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Back End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service
RRPG	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

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Start → Click on Resignation Application Request tile → Click Add button → Ensure all Employee Details are correct → For Application Type, click scroll down button and choose a type of application → For Reason for Resignation, click scroll down button and choose a reason

End ← Click Submit for confirmation ← Click Submit ← Tick Disclaimer checkbox ← Fill in Job Notes/ Other Reasons & Remarks field, if any ← Fill in Resignation Date
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SUBMIT APPLICATION	Front End User
	Employee

1. Click on **RPG Resignation Request** tab.

2. Click on **Resignation Application Request** tile.
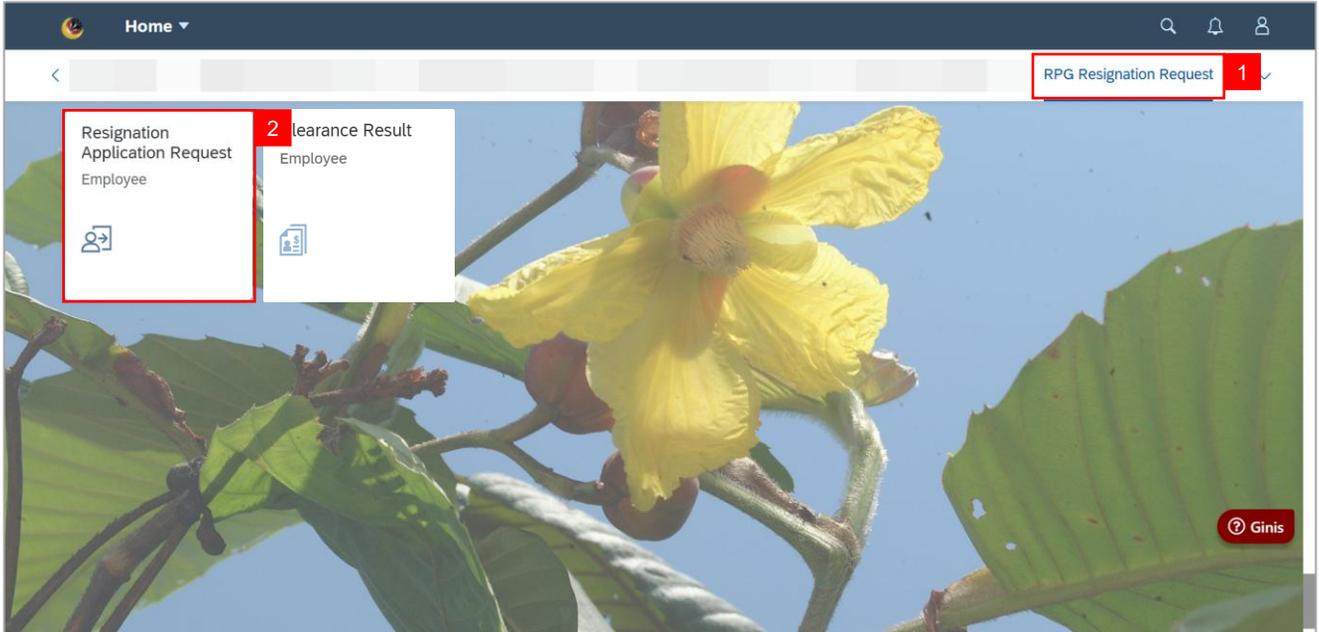
Note: The **Employee Resignation Application** page will be displayed.

3. To submit resignation application, click **Add** button.
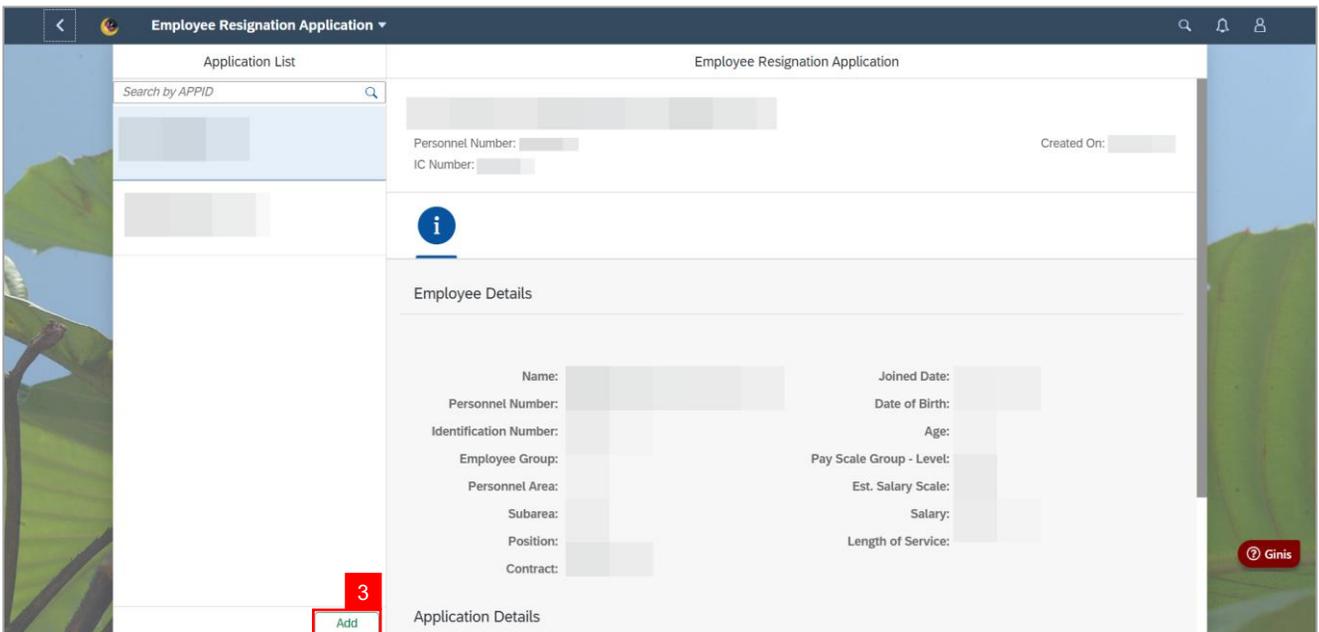
Note: The **Add Application Request** page will be displayed.

4. Ensure all Employee Details are correct.

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

employee.

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

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

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

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

9. Tick **Disclaimer** checkbox

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

Note: Confirmation pop-up will be displayed.

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

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

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

VIEW CLEARANCE RESULT	Front End User
	Employee

1. Click on **RPG Resignation Request** tab.

2. Click on **Resignation Application Request** tile.
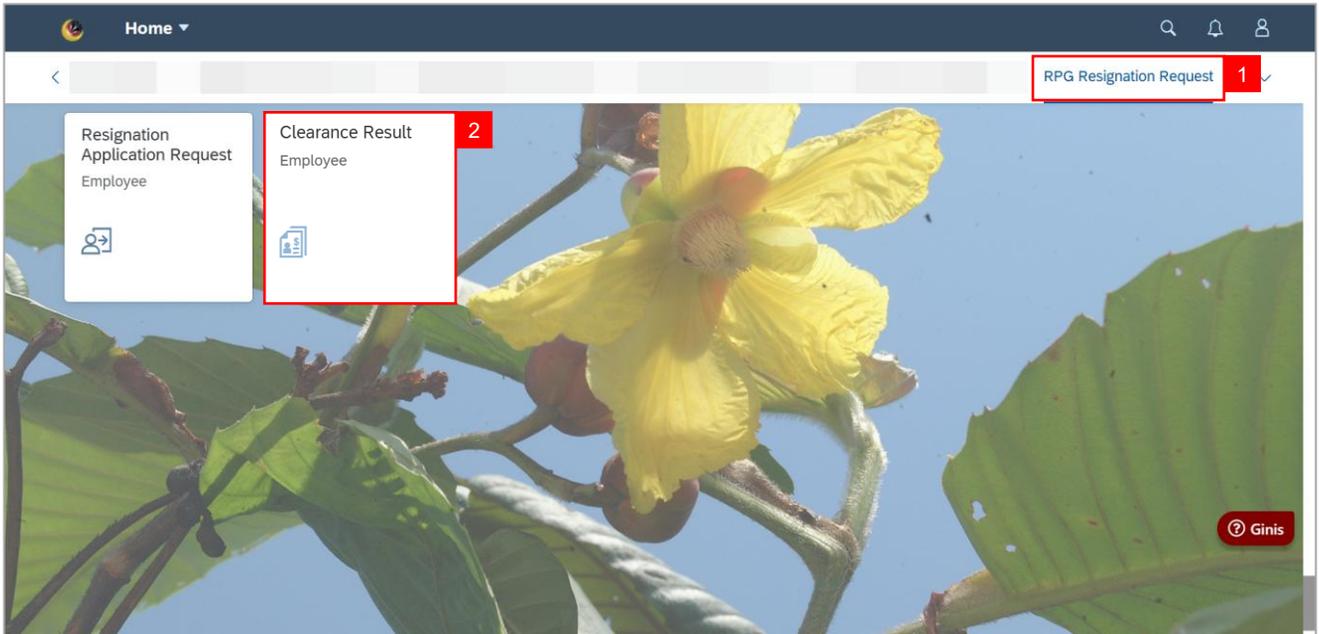
Note: The **Clearance Report** page will be displayed.
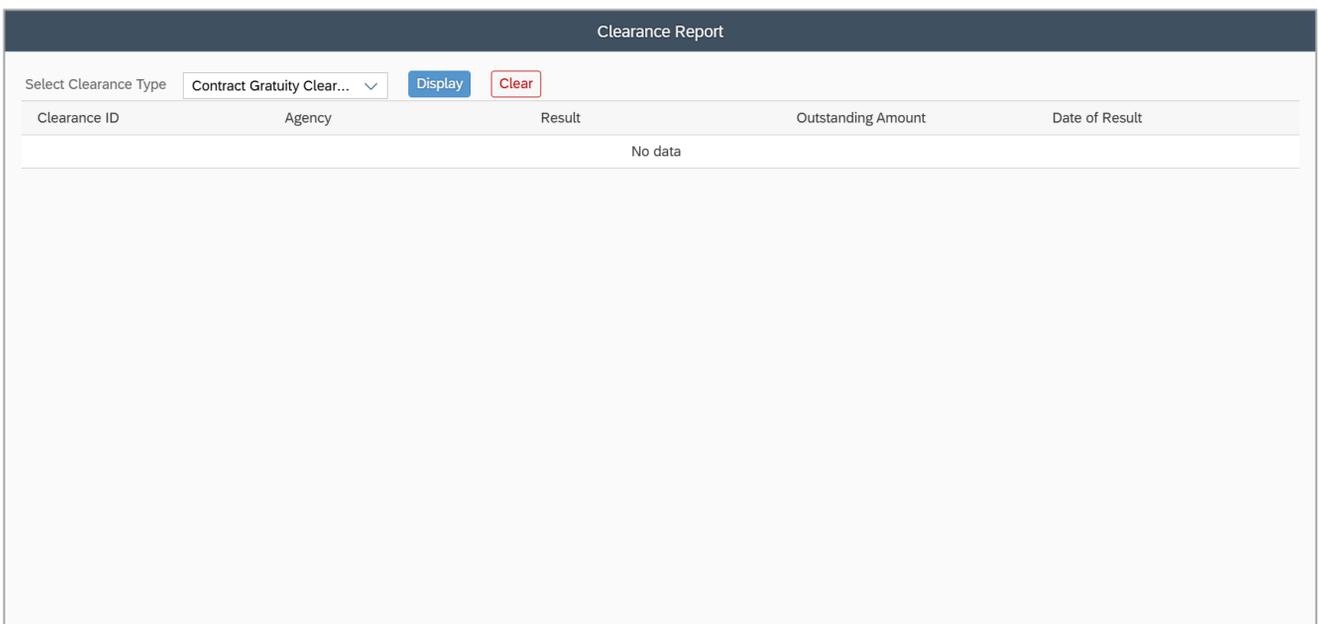
3. Click on **the scroll down button** .

Select Clearance Type	Contract Gratuity Clear... ∨	3 isplay	Clear		
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	Contract Gratuity Clearar ∨	5 Display	Clear		
Clearance ID	Retirement and Resignation Clearance	Result	Outstanding Amount	Date of Result
	Pension and Gratuity Clearance 4	No data		
	Contract Gratuity Clearance			

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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				
Select Clearance Type	Retirement and Resign... ⌄ Display Clear	**Note**		
Clearance ID	Agency	Result	Outstanding Amount	Date of Result
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