



# **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**.



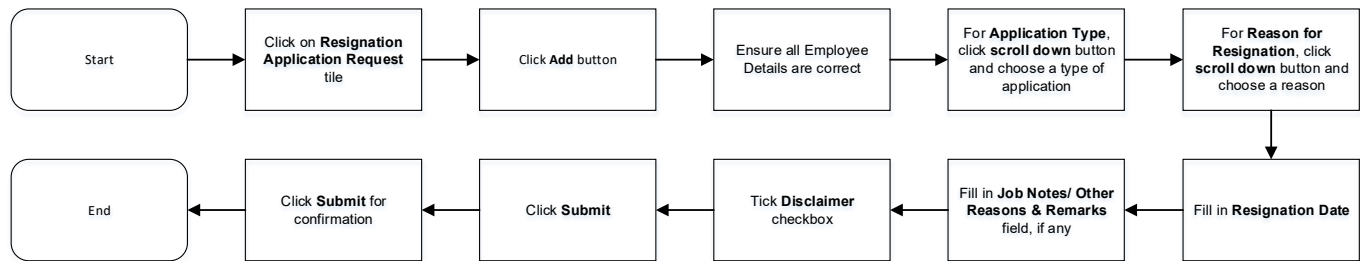
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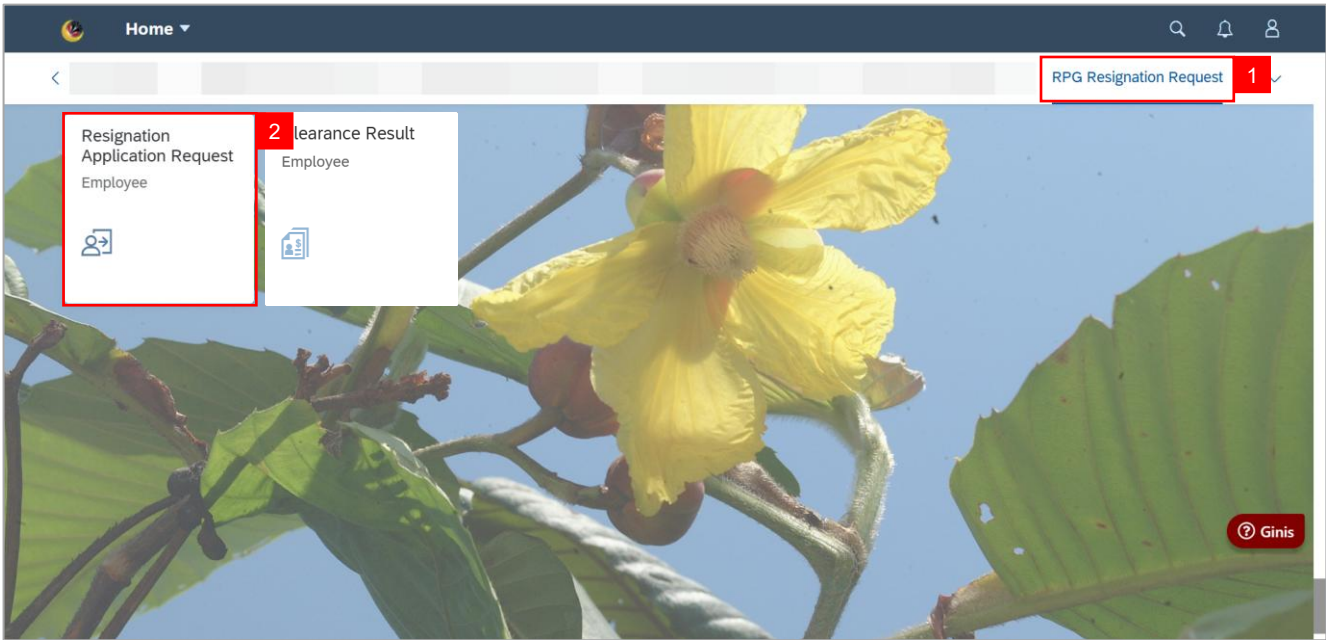
Process Overview

Submit Application



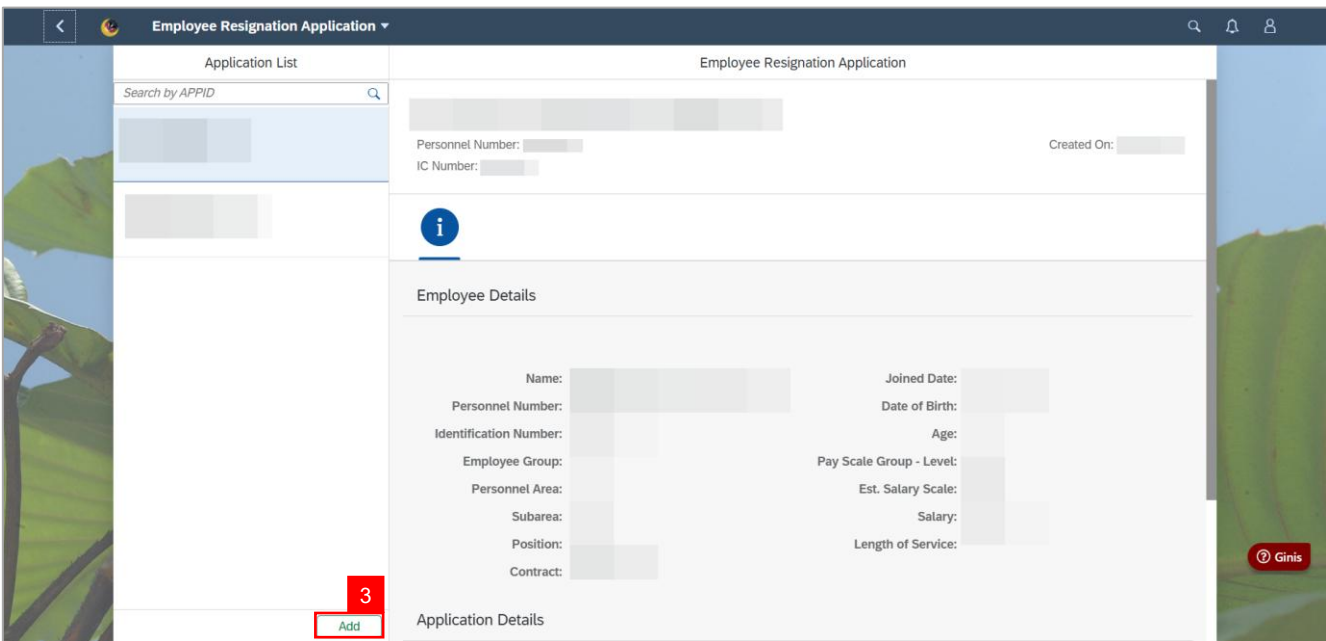
SUBMIT APPLICATION	Front End User
	Employee

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.

A screenshot of the 'Employee Resignation Application' page. The page has a dark blue header with 'Employee Resignation Application' and search, notification, and user icons. On the left, there's a sidebar with 'Application List' and a search bar. The main content area is divided into sections: 'Employee Resignation Application' with fields for Personnel Number, IC Number, and Created On; 'Employee Details' with fields for Name, Personnel Number, Identification Number, Employee Group, Personnel Area, Subarea, Position, Contract, Joined Date, Date of Birth, Age, Pay Scale Group - Level, Est. Salary Scale, Salary, and Length of Service; and 'Application Details'. At the bottom left, there's a red box with the number '3' and an 'Add' button. A 'Ginis' button is in the bottom right corner.

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

4. Ensure all Employee Details are correct.

Employee Resignation Application

Add Application Request

Personnel Number:

IC Number:

Created On:

i

Employee Details

Name:

Personnel Number:

Identification Number:

Employee Group:

Personnel Area:

Subarea:

Position:

Contract:

Joined Date:

Date of Birth:

Age:

Pay Scale Group - Level:

Est. Salary Scale:

Salary:

Length of Service:

Submit

Cancel

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

Employee Resignation Application

Add Application Request

Subarea:

Position:

Contract:

Salary:

Length of Service:

Application Details

\*Application Type:

Reason for Resignation:

Resignation Date:

Job Notes/ Other Reasons:

Remarks:

Disclaimer

☐

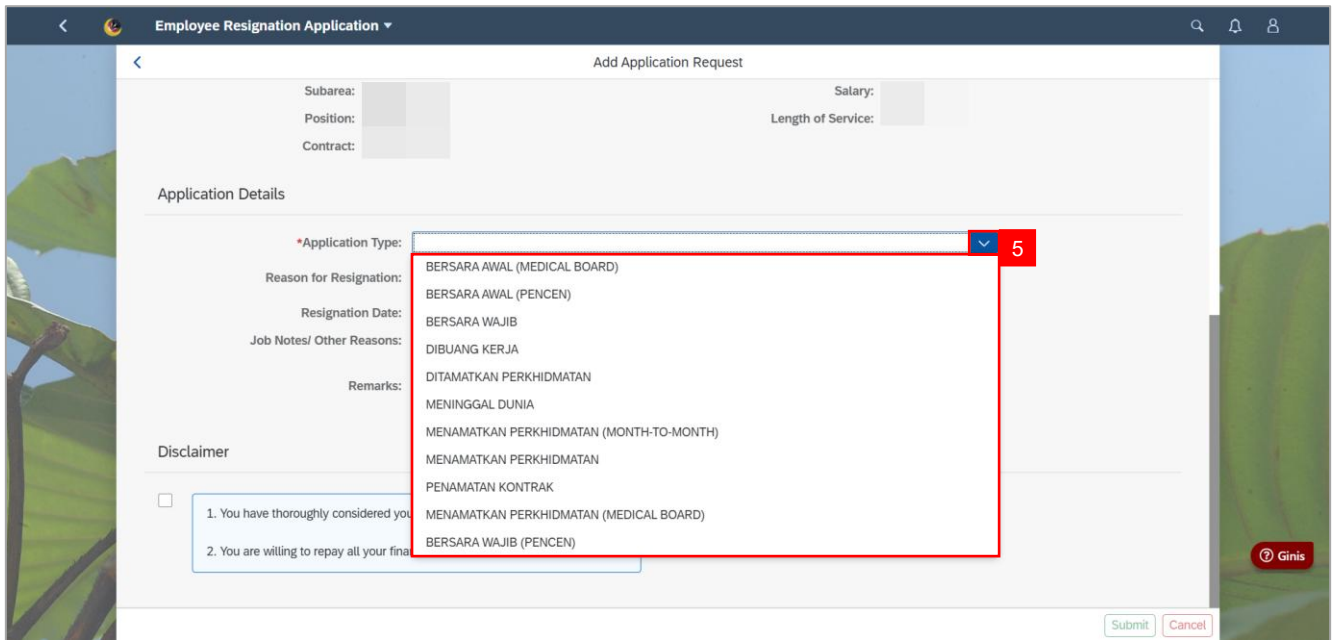
1. You have thoroughly considered your resignation/retirement decision.

2. You are willing to repay all your financial commitments with the Government.

Submit

Cancel

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



The screenshot shows the 'Employee Resignation Application' form. The 'Application Type' dropdown menu is open, displaying a list of reasons for resignation. A red box highlights the dropdown menu, and a red '5' is next to it. The list includes: 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).

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

Application Details

\*Application Type:  5

Reason for Resignation:

Resignation Date:

Job Notes/ Other Reasons:

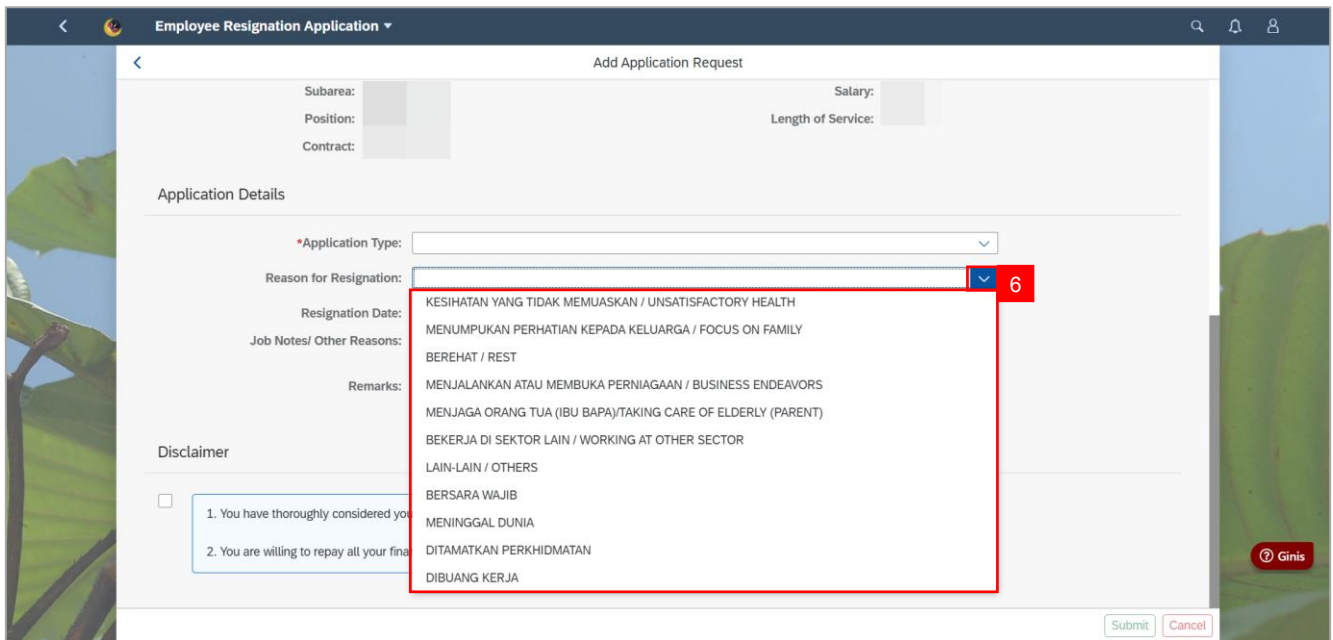
Remarks:

Disclaimer

☐ 1. You have thoroughly considered you  
2. You are willing to repay all your fina

Submit Cancel

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



The screenshot shows the 'Employee Resignation Application' form. The 'Reason for Resignation' dropdown menu is open, displaying a list of reasons for resignation. A red box highlights the dropdown menu, and a red '6' is next to it. The list includes: KESIHATAN YANG TIDAK MEMUASKAN / UNSATISFACTORY HEALTH, MENUMPUKAN 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.

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

Application Details

\*Application Type:

Reason for Resignation:  6

Resignation Date:

Job Notes/ Other Reasons:

Remarks:

Disclaimer

☐ 1. You have thoroughly considered you  
2. You are willing to repay all your fina

Submit Cancel

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

Employee Resignation Application

Add Application Request

Subarea:

Position:

Contract:


Salary:

Length of Service:

Application Details

\*Application Type:

Reason for Resignation:

Resignation Date:  

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.

Submit

Cancel

7

7

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

Employee Resignation Application

Add Application Request

Subarea:

Position:

Contract:


Salary:

Length of Service:

Application Details

\*Application Type:

Reason for Resignation:

Resignation Date:  

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.

Submit

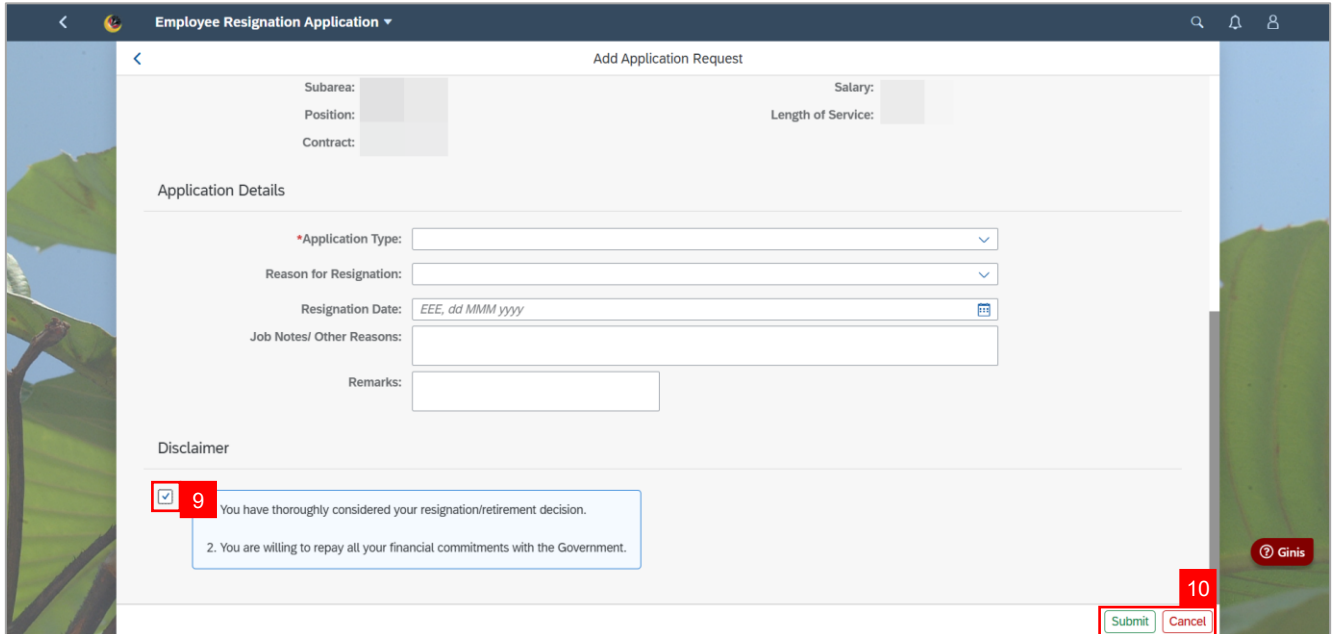
Cancel

8



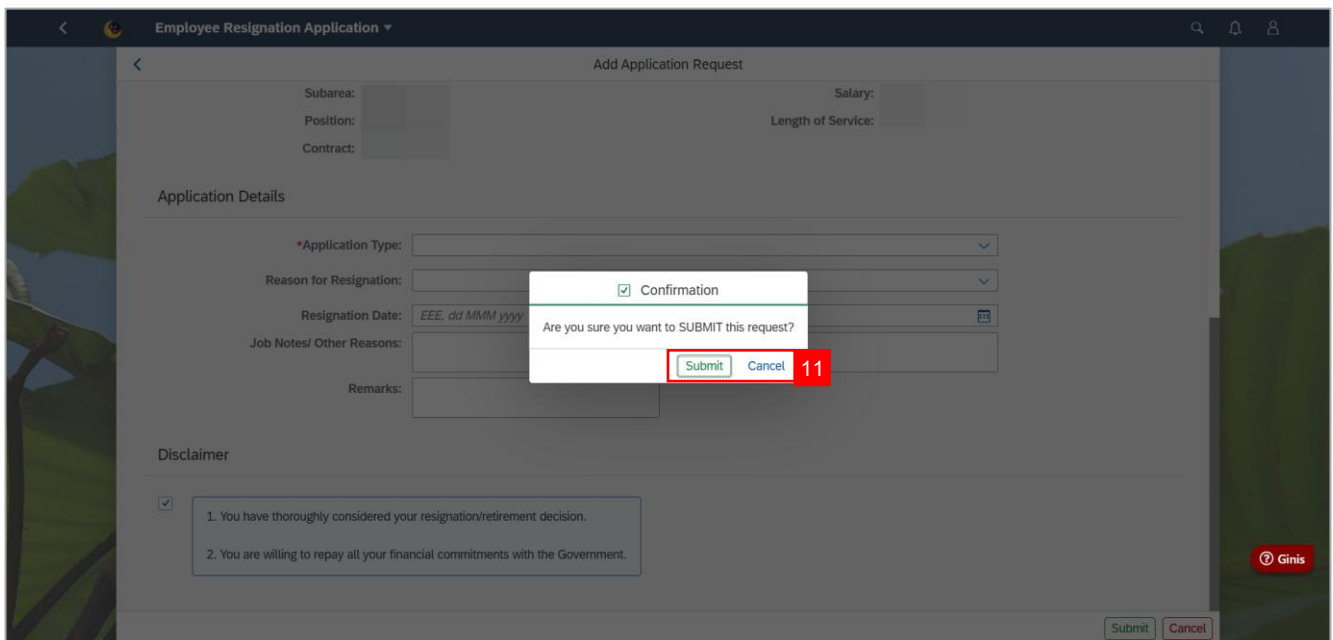
9. Tick **Disclaimer** checkbox

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.

Employee Resignation Application

Add Application Request

Subarea: Kem. Kesihatan

Position: KERANI

Contract: Non Contract

Salary: 1585.00

Length of Service:

Application Details

\*Application Type:

Reason for Resignation:

Resignation Date: EEE, dd MMM yyyy

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.

Submit

Cancel

Success

Application has been submitted for next action

OK

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

Employee Resignation Application

Application List

Search by APPID

RR

Employee Request

Employee Resignation Application

Personnel Number:

IC Number:

Created On:

Employee Details

Name:

Personnel Number:

Identification Number:

Employee Group:

Personnel Area:

Subarea:

Position:

Contract:

Joined Date:

Date of Birth:

Age:

Pay Scale Group - Level:

Est. Salary Scale:

Salary:

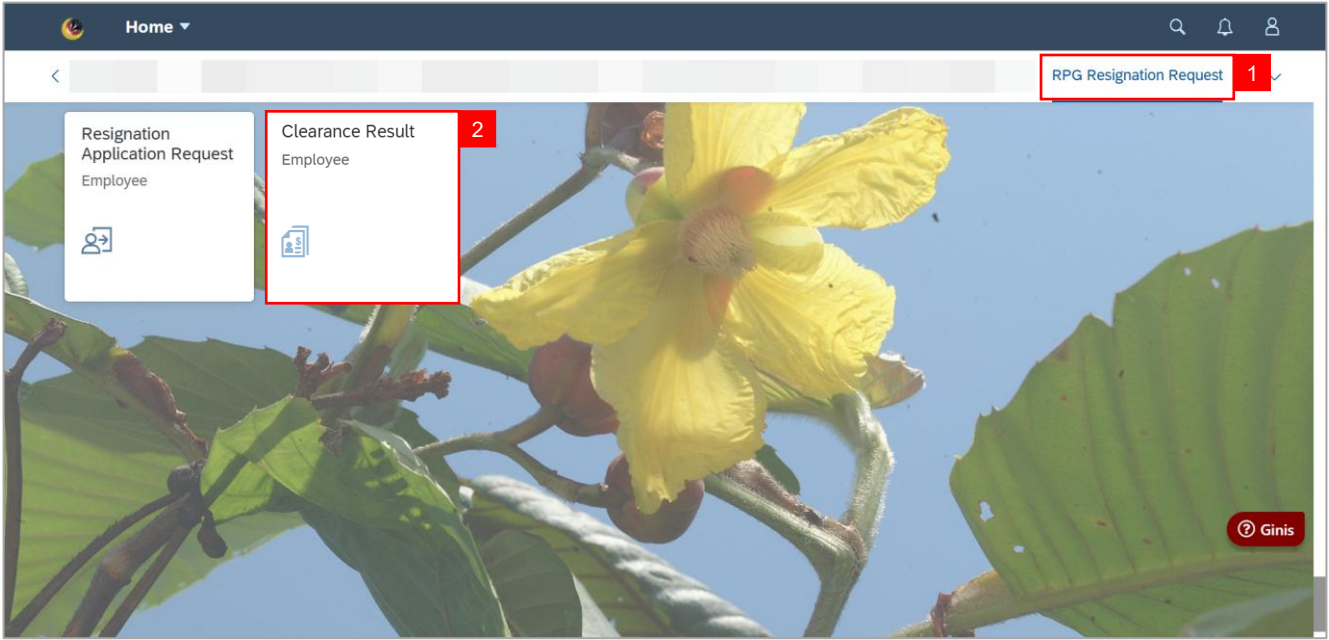
Length of Service:

Application Details



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.

Clearance Report

Select Clearance Type Contract Gratuity Clear... Display Clear

Clearance ID	Agency	Result	Outstanding Amount	Date of Result
No data				

3. Click on the scroll down button .

Clearance Report

Select Clearance Type    Contract Gratuity Clear...    3    Display    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	No data		
	Contract Gratuity Clearance			

**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