SISTEM SUMBER MANUSIA

User Guide

For JPA Verifier / Approver

Back End (SAP GUI)

Retirement, Resignation, Pension & Gratuity

(Application Process)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **JPA Verifier / Approver (Back End User)** to manage **Retirement, Resignation, Pension and Gratuity.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

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	Front 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 **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.
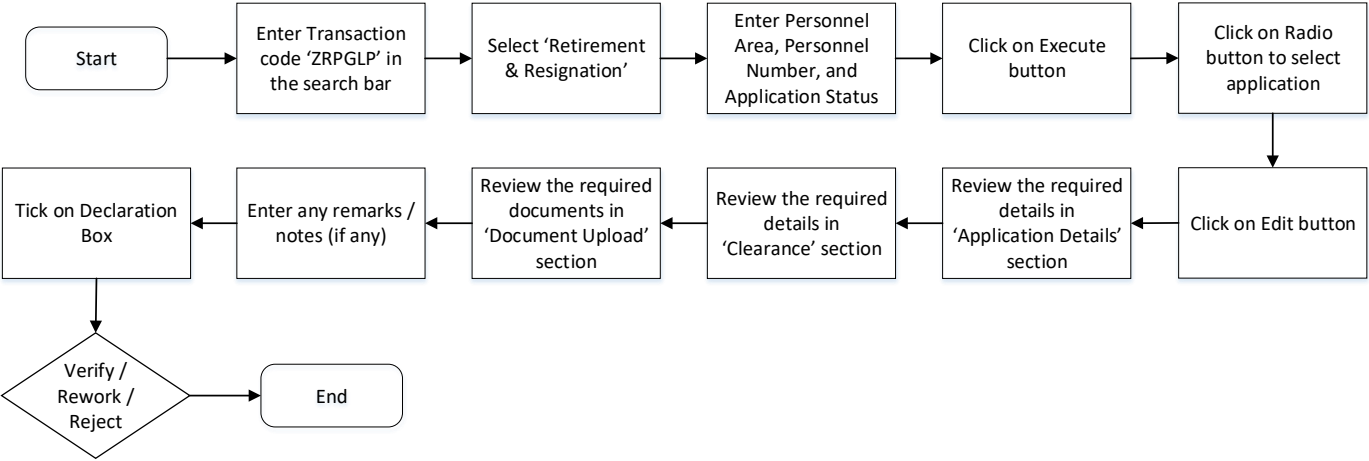
Table of Content

Process Overview

Maintain Application for Retirement, Resignation, Pension and Gratuity

```
Start → Enter Transaction code 'ZRPGLP' in the search bar → Select 'Retirement & Resignation' → Enter Personnel Area, Personnel Number, and Application Status → Click on Execute button → Click on Radio button to select application

        ↓ (continued)

Tick on Declaration Box ← Enter any remarks / notes (if any) ← Review the required documents in 'Document Upload' section ← Review the required details in 'Clearance' section ← Review the required details in 'Application Details' section ← Click on Edit button

        ↓

Verify / Rework / Reject → End
```

Sistem Sumber Manusia - Retirement, Resignation, Pension and Gratuity

MAINTAIN APPLICATION	Back End User
	JPA Verifier / Approver

1. Navigate to the search bar and enter **T-code: ZRPGLP**.
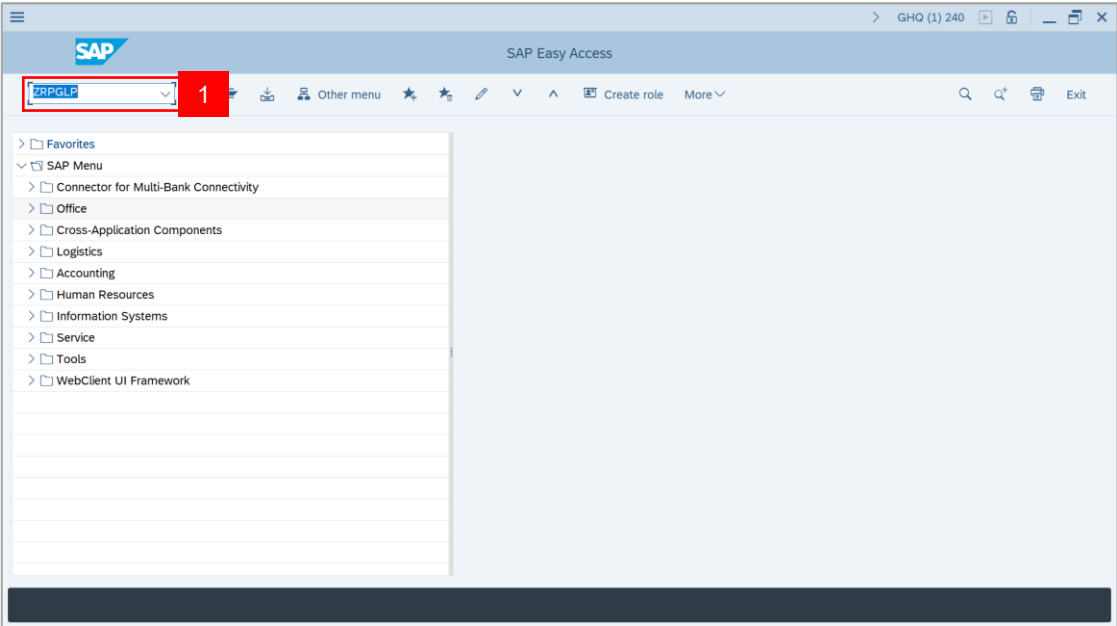
Note: The **Retirement Resignation Menu Page** will be displayed.

2. Under JPA Verifier / Approver's **Application Type**, click on **Retirement & Resignation**

   button.
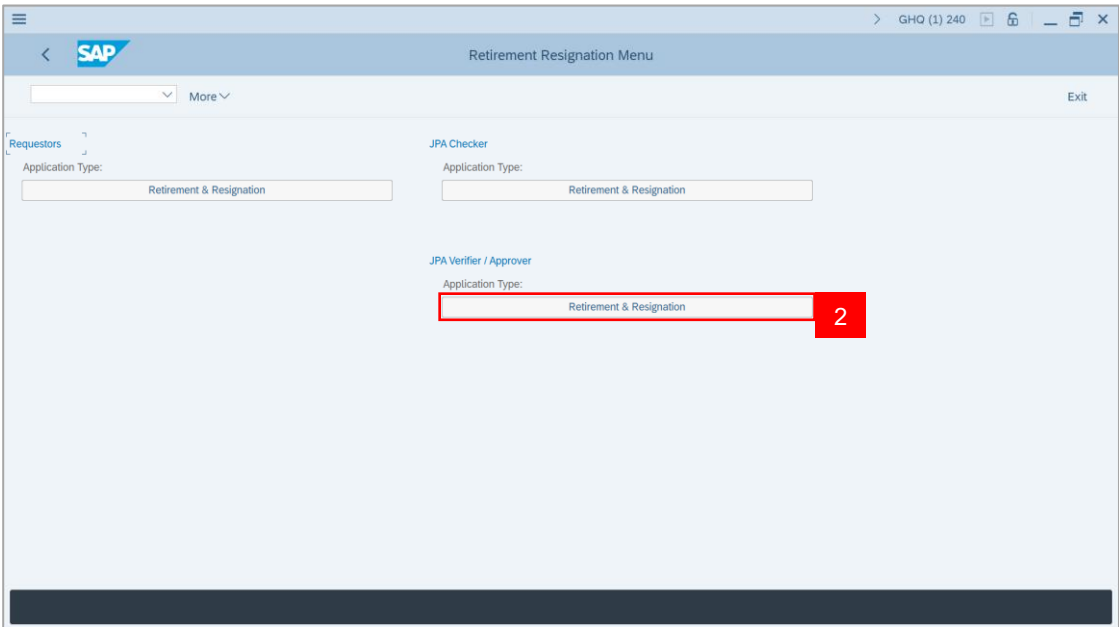
Note: Application Status will be letter '**L**' by default which indicate applications to be viewed are application with '**JPA Final Verification**' application status. As JPA Verifier/Approver, user may replace the letter according to which application status to be viewed as per list below:-
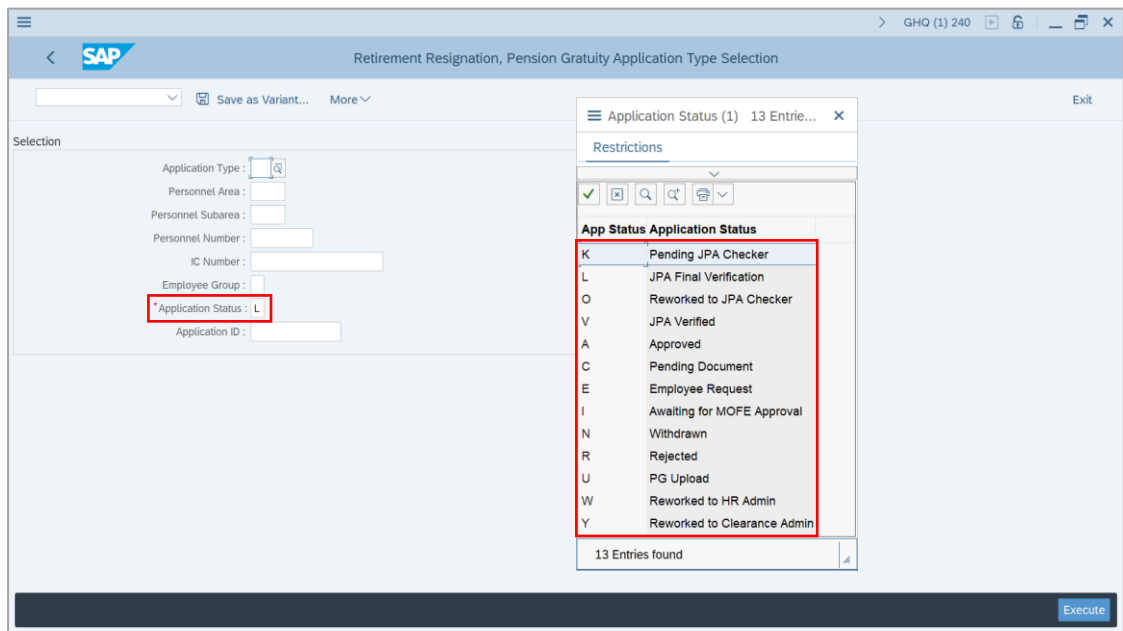
Note: Other than Application Status, JPA Checker may fill in other selection in order to filter application to be shown in the next page.

3. Click **Execute** button.
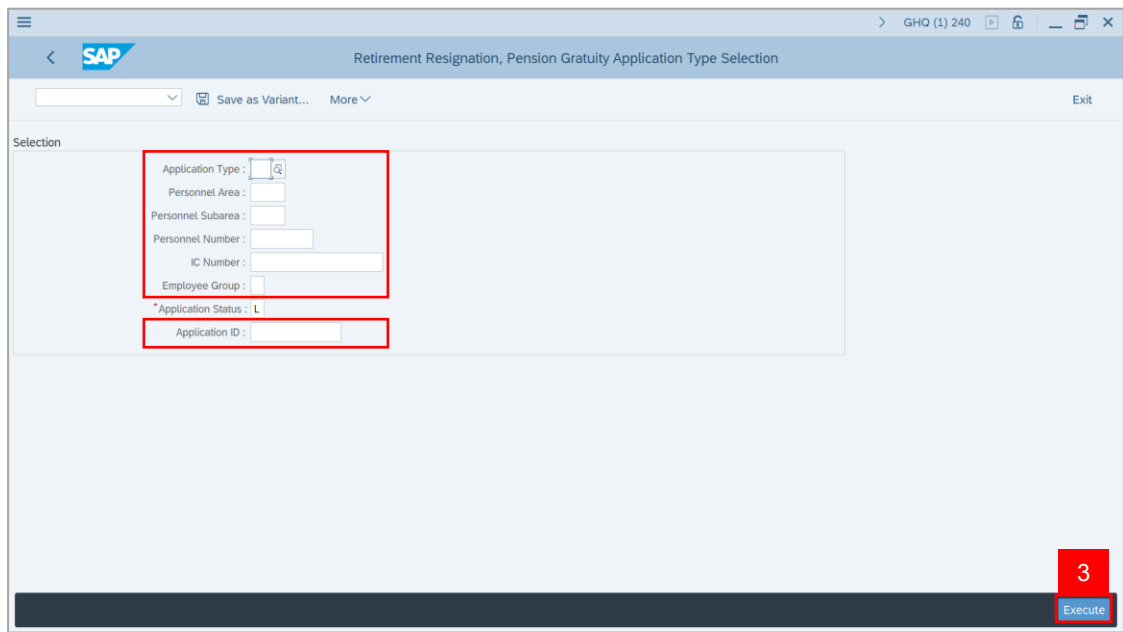
Note: The **Application List – Verifier Page** will be displayed.

4. Click on the **Radio** button to **select application** that needs to be reviewed.

5. Click on **Edit** icon.

Note: The **Application List – Verifier Page** will be displayed.

Note I: Please ensure to review the information details.

6. Click on **Download Service Record** button.

Note: The **Print message** will be displayed.

7. Under **Output Device**, type '**LP01**'.

8. Click on the **Printer** icon to save and download application.
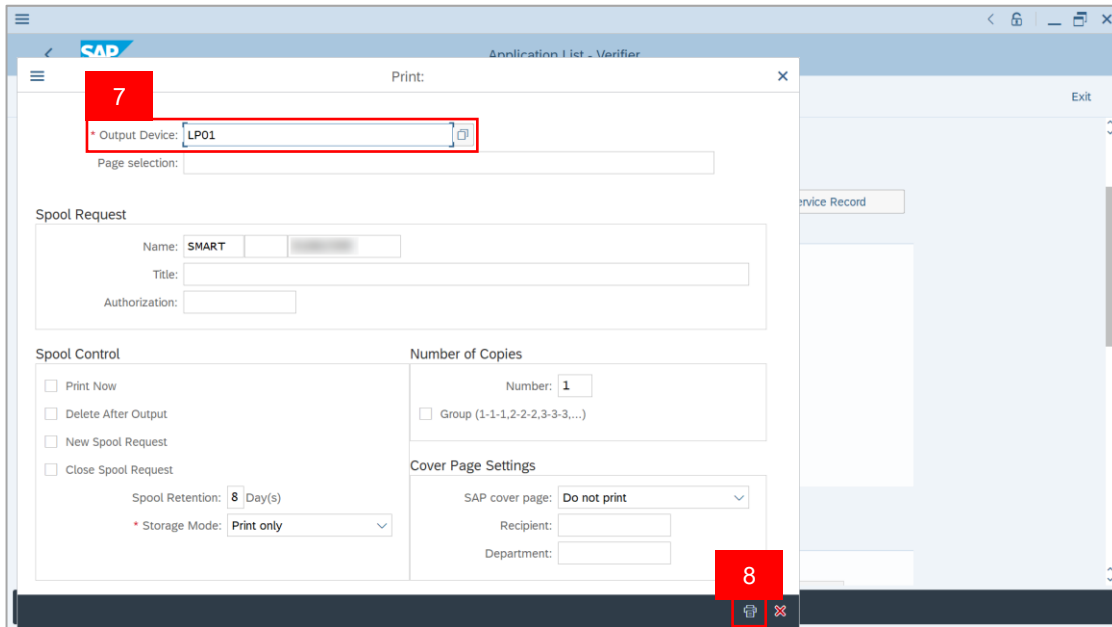
9. Select folder to store saved application.

10. Click on **Save** button.
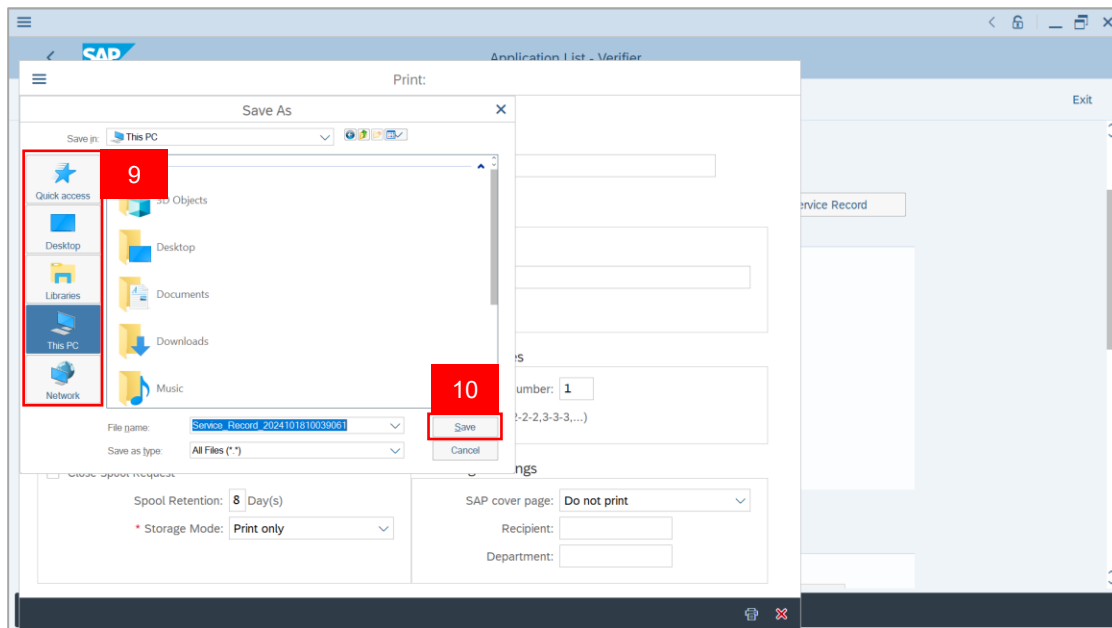
Note: The **Service Record** has been successfully **saved and downloaded**.

11. Scroll down and click on **Application Details** and **review** the information details.
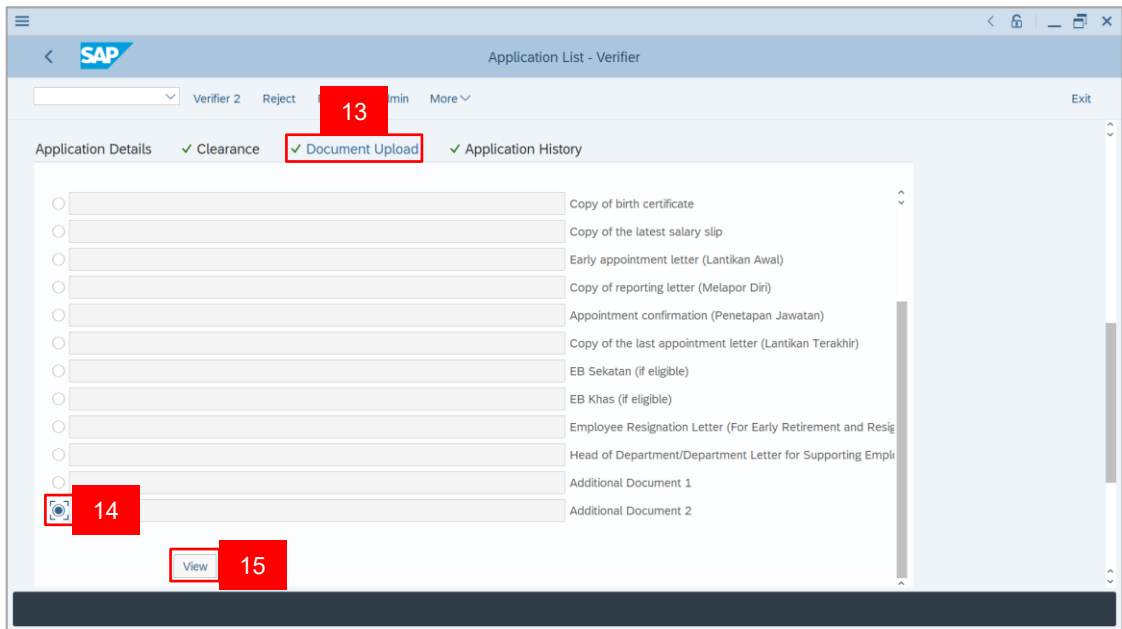
12. Once reviewed, click on **Clearance** and **review** the information details.
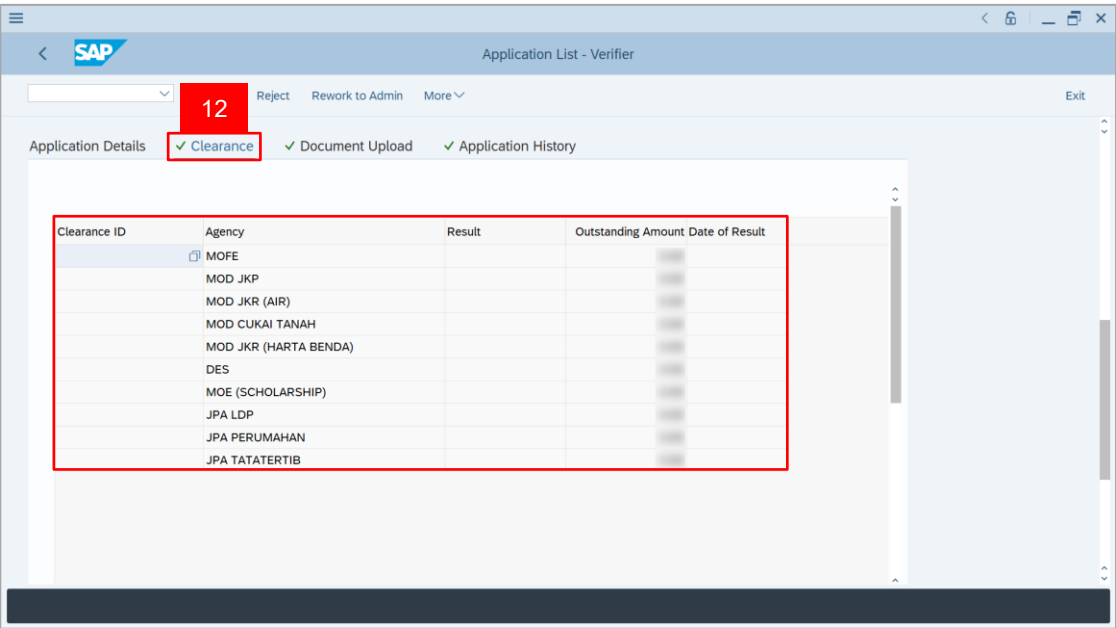
13. Click on **Document Upload**.

14. Select the application that needs to be reviewed and click on the **Radio** button.

15. Click on the **View** button to download file.

16. Click on the **Application History** and review the information details.

17. Click on **Remarks** icon to view remarks from **Requestor** (if any).

21. Scroll down to enter any notes or remarks (if required).

22. Tick on **Declaration** checkbox.
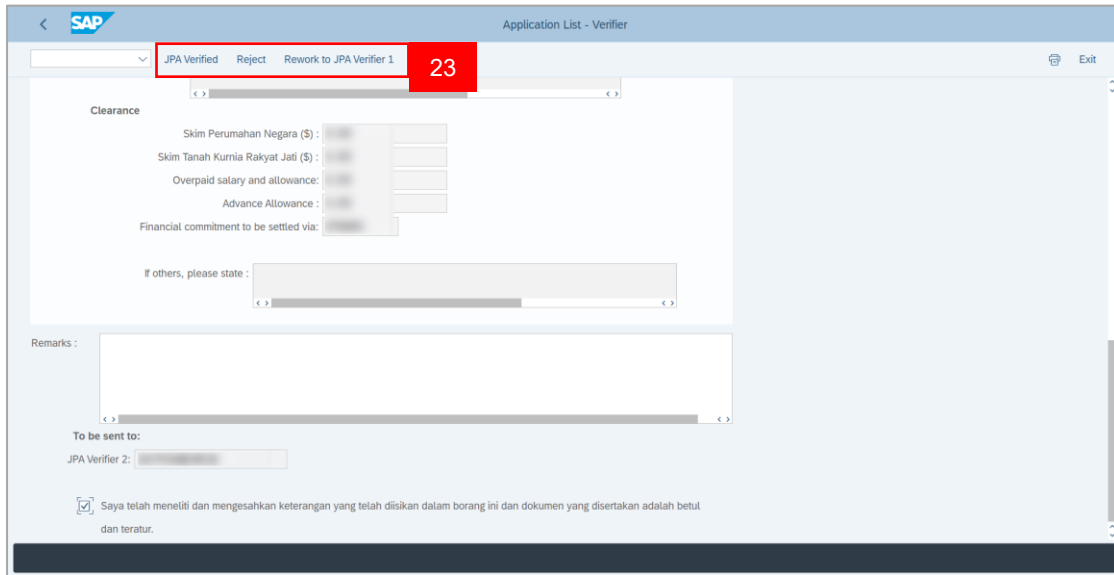
23. Depending on the scenario, **JPA Verifier / Approver** may also click on the following buttons:

i. **JPA Verified** button to verify applications.

ii. **Reject** button to reject applications.

iii. **Rework to JPA Checker** button to rework applications.

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