



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**.

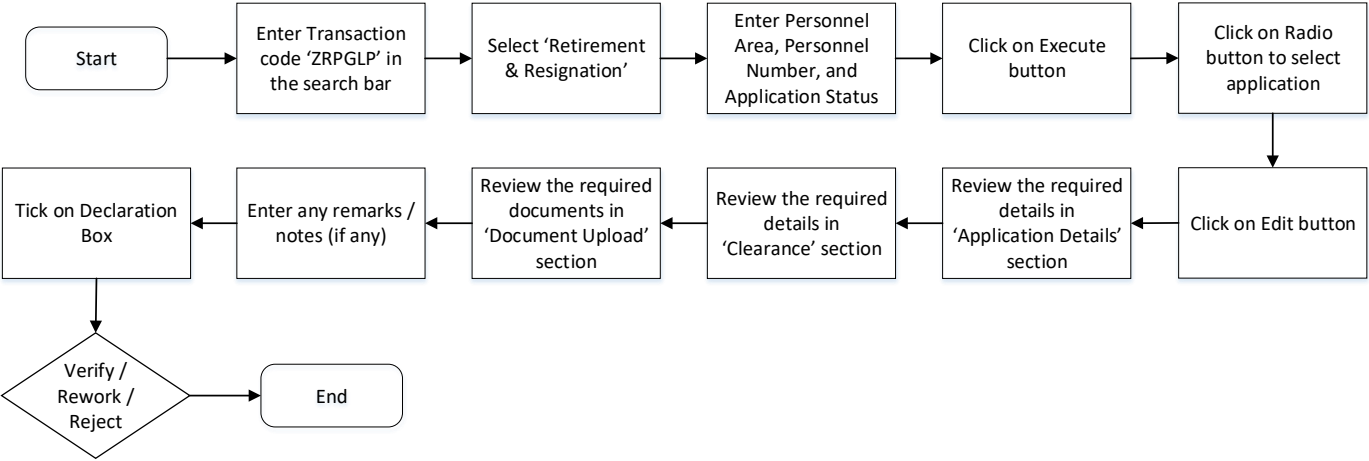
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Maintain Application for Retirement, Resignation, Pension and Gratuity: <ul style="list-style-type: none">• Verify/Approve Application• Reject Application• Rework Application to JPA Checker	5



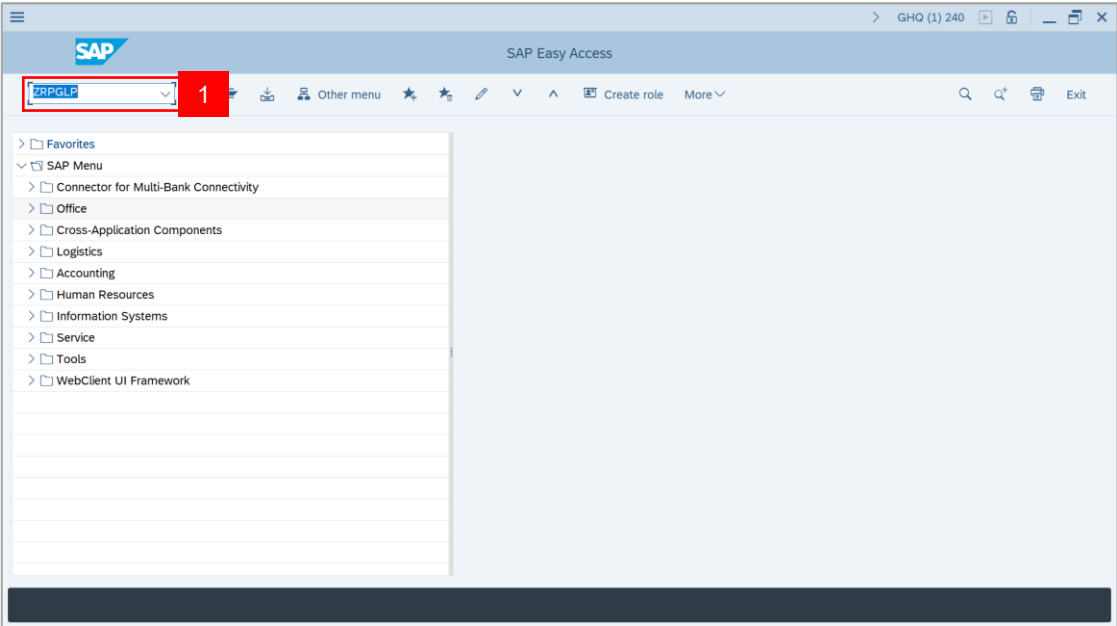
Process Overview

Maintain Application for Retirement, Resignation, Pension and Gratuity



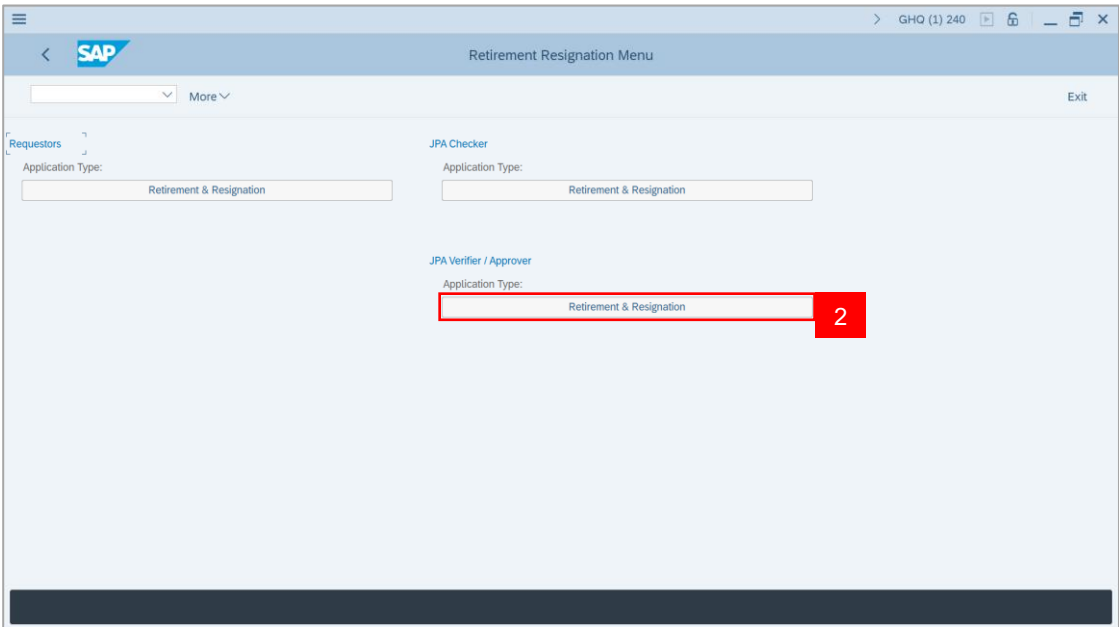
MAINTAIN APPLICATION	Back End User
	JPA Verifier / Approver

1. Navigate to the search bar and enter **T-code: ZRPGLP**.

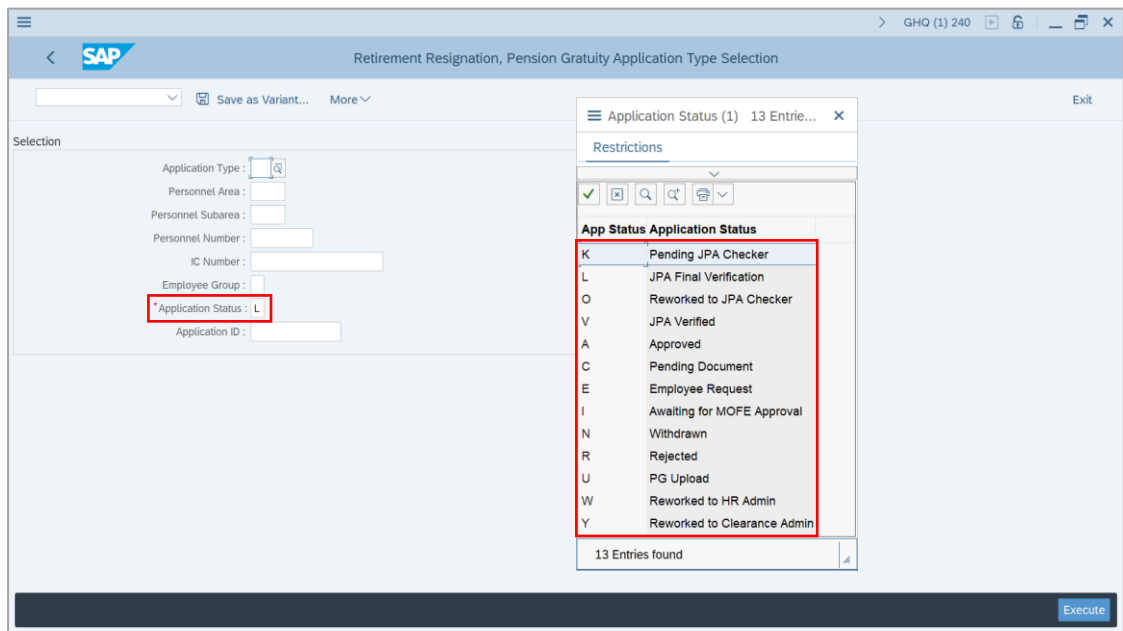


Note: The **Retirement Resignation Menu Page** will be displayed.

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

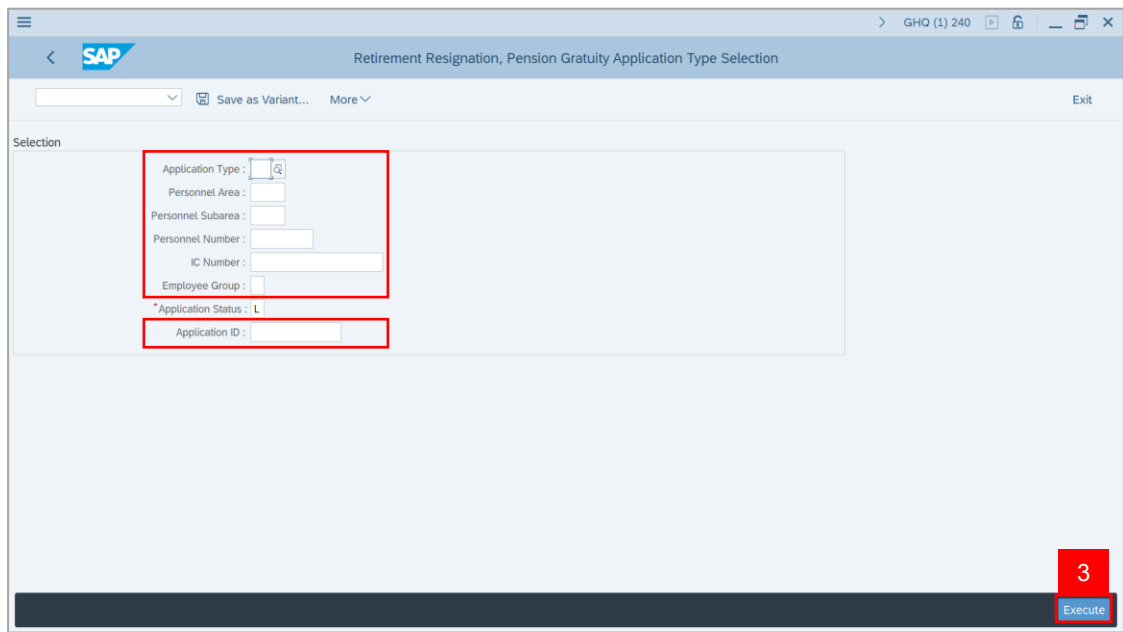


Note: Application Status will be letter 'L' by default which indicate applications to be viewed are application with 'JPA Final Verification' application status. As JPA Verifier/Approver, user may replace the letter according to which application status to be viewed as per list below:-



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.

SAP

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Application List - Verifier

GHQ (1) 240

Exit

Application ID	Application Status	Application Type	Personnel No.	IC No.	Name	Subarea
4	JPA Final Verification	Penamatan Kontrak				ZA03
	JPA Final Verification	Penamatan Kontrak				SF03
	JPA Final Verification	Penamatan Kontrak				SF02
	JPA Final Verification	Penamatan Kontrak				SM02
	JPA Final Verification	Penamatan Kontrak				SC27
	JPA Final Verification	Penamatan Kontrak				SB03
	JPA Final Verification	Penamatan Kontrak				ZA03
	JPA Final Verification	Bersara Wajib (Pencen)				SA01
	JPA Final Verification	Bersara Wajib (Pencen)				SA01
	JPA Final Verification	Bersara Wajib (Pencen)				SA01
	JPA Final Verification	Bersara Awal (Pencen)				SA01
	JPA Final Verification	Bersara Awal (Pencen)				SA01
	JPA Final Verification	Bersara Awal (Pencen)				SA01

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.

SAP

Application List - Verifier

Verifier 2 Reject Rework to Admin More

Exit

IC No :

Name :

NOTE I

Unpaid Leaves Grievances Communication Address Awards

Download Service Record 6

Employee Group : Subgroup :

Personnel Area : Subarea :

Position :

Pay Scale Group : Contract :

Date of Birth : Est. Salary Scale :

Joined Date : Age :

Length of Service : Salary (\$) :

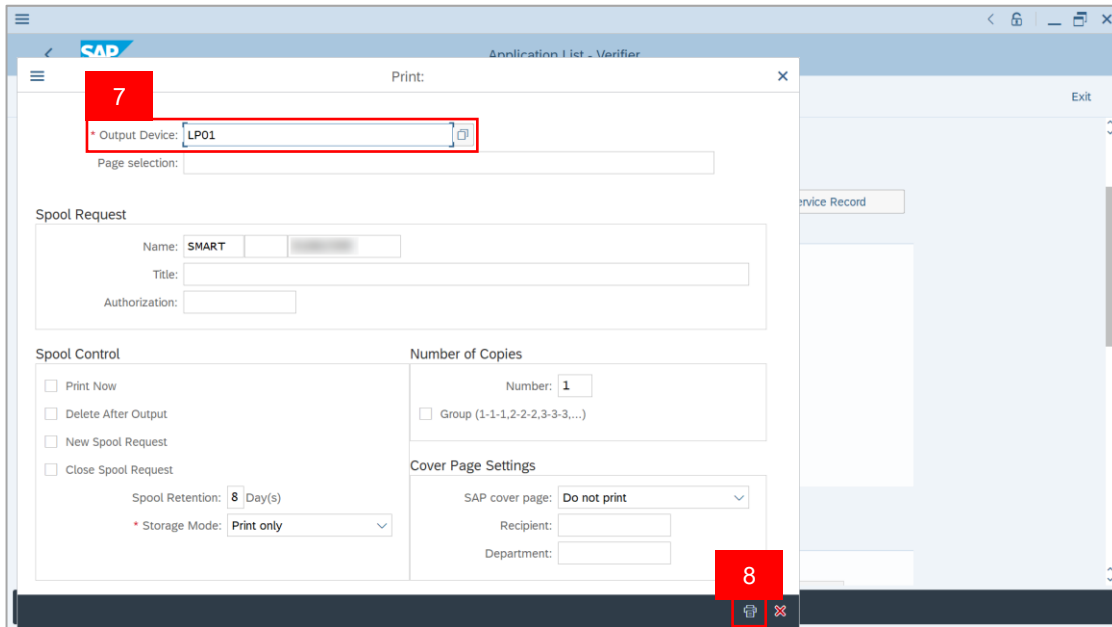
Application Details

Clearance Document Upload Application History

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

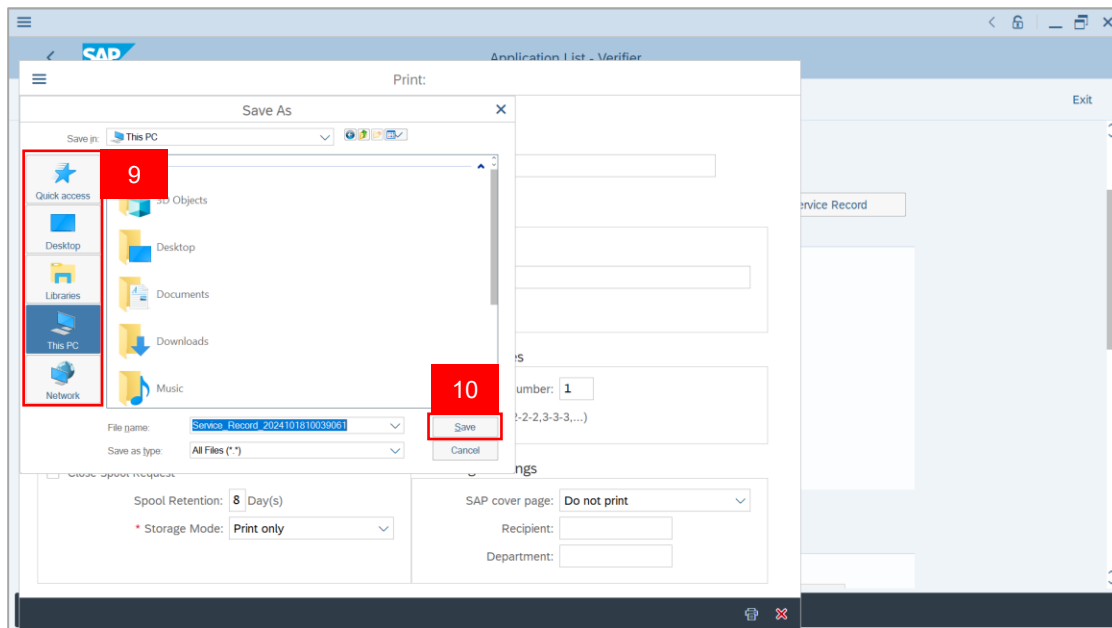
7. Under **Output Device**, type 'LP01'.

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**.

Application List - Verifier

Verifier 2 Reject Rework to Admin More

Exit

Name :

Employee Details

Download Service Record

Basic Info Unpaid Leaves Grievances Communication Address Awards

Employee Group : Subgroup :
Personnel Area : Subarea :
Position :
Pay Scale Group : Contract :
Date of Birth : Est. Salary Scale :
Joined Date : Age :
Length of Service : Salary (\$):

Application Details Clearance Document Upload Application History

NOTE

Download 39 KB Service_Record_2024101810039061.PDF

11. Scroll down and click on **Application Details** and review the information details.

Application List - Verifier

Verifier 2 Reject Rework to Admin More

Exit

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Application Details Clearance Document Upload Application History

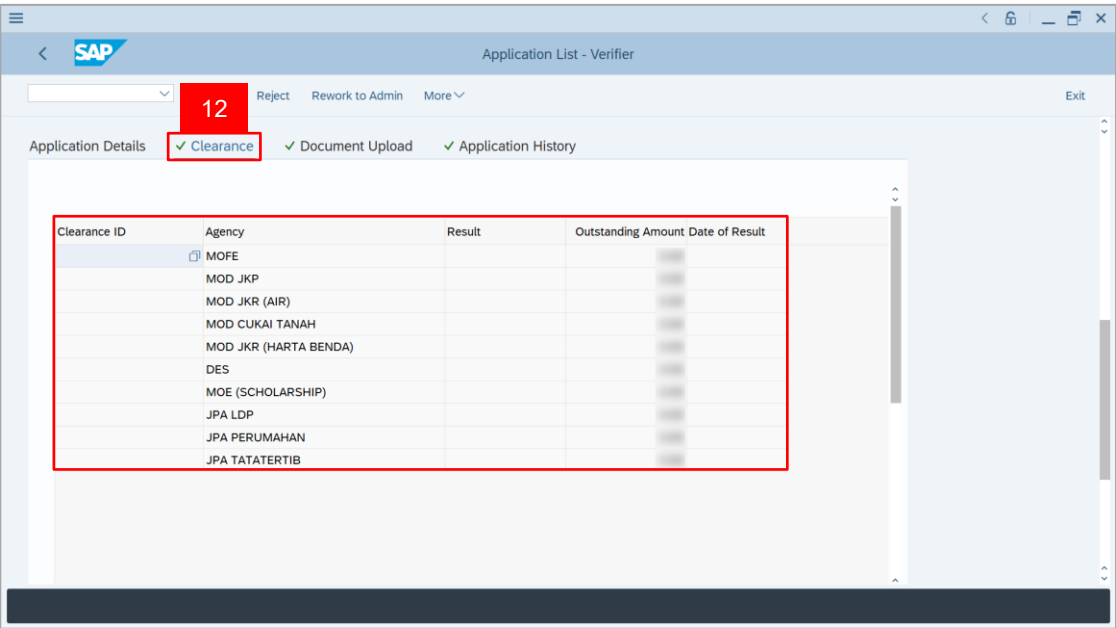
Reasons for Action : Eligible for Pension :
Retirement Date : Eligible for Gratuity :

Other Reason :
Clearance
Skim Perumahan Negara (\$) :
Skim Tanah Kurnia Rakyat Jati (\$) :
Overpaid salary and allowance :
Advance Allowance :
Financial commitment to be settled via :
If others, please state :

SSM_UG_SAPGUI_RRPG Application_JPA Verifier / Approver_v1.0

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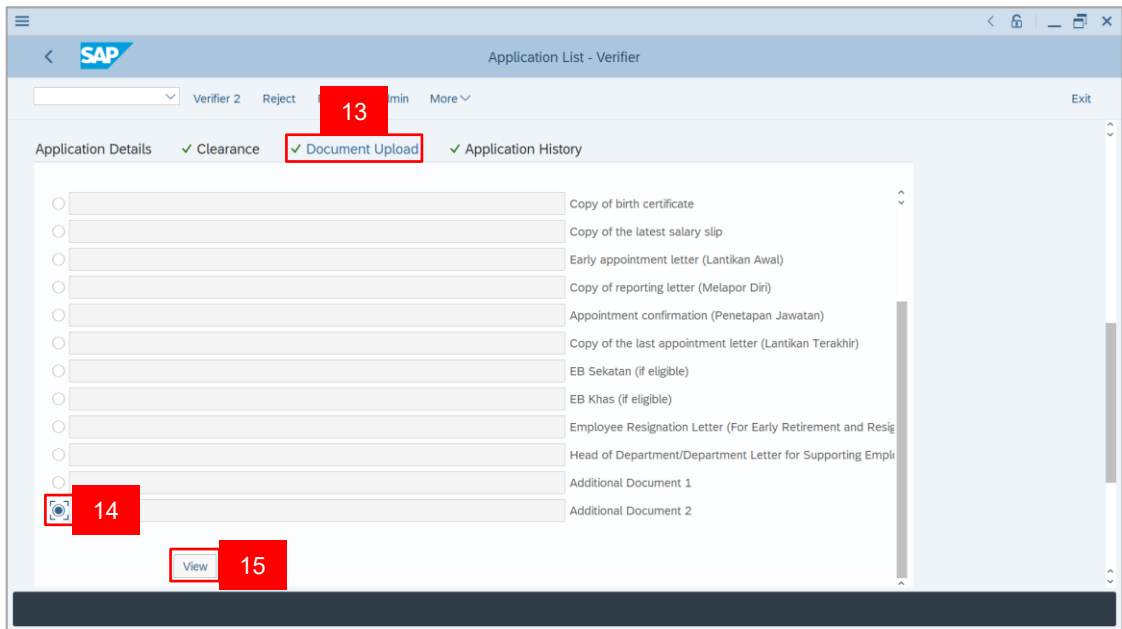
12. Once reviewed, click on **Clearance** and **review** the information details.



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).

SAP

Application List - Verifier

Verifier 2

Reject

Rework to Admin

More

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Exit

Application Details

✓ Clearance

✓ Document Upload

✓ Application History

Date	Time	User ID	Version	Application Status	Remarks
10.09.2024	16:54:00		1	Pending JPA 1 Verifi	<div>20</div>
10.09.2024	16:54:27		2	Pending JPA 2 Verifi	

21. Scroll down to enter any notes or remarks (if required).
22. Tick on **Declaration** checkbox.

SAP

Application List - Verifier

JPA Verified

Reject

Rework to JPA Verifier 1

More

Exit

Clearance

Skim Perumahan Negara (\$) :

Skim Tanah Kumia Rakyat Jati (\$) :

Overpaid salary and allowance:

Advance Allowance :

Finanial commitment to be settled via:

If others, please state :

Remarks :

21

To be sent to:

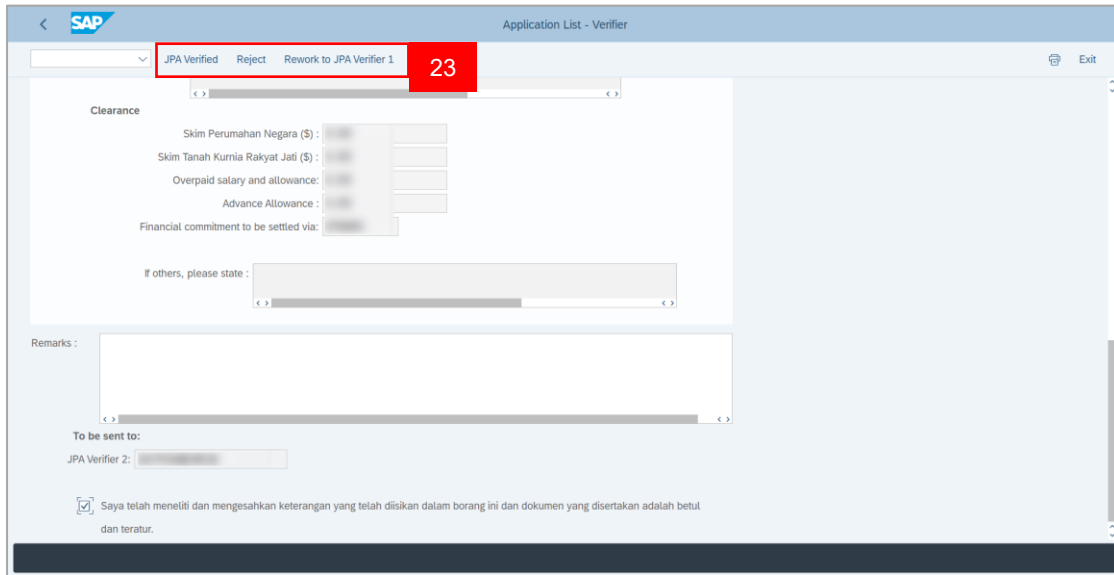
ifier 2:

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☒ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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

- JPA Verified** button to verify applications.
- Reject** button to reject applications.
- Rework to JPA Checker** button to rework applications.



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