



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Clearance Agencies**

#### **Front End (FIORI)**

#### **Clearance Process**

#### **Clearance Checker**

#### **Jabatan Kerja Raya (Air)**

## INTRODUCTION

This user guide acts as a reference for **Clearance Checker (Front End User)** to manage **Clearance Process**. 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>   | Front End/Web Portal                  |
| <b>ESS</b>     | Employee Self Service                 |
| <b>MSS</b>     | Manager Self Service                  |
| <b>RR</b>      | Retirement & Resignation              |
| <b>PG</b>      | Pension & 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**.



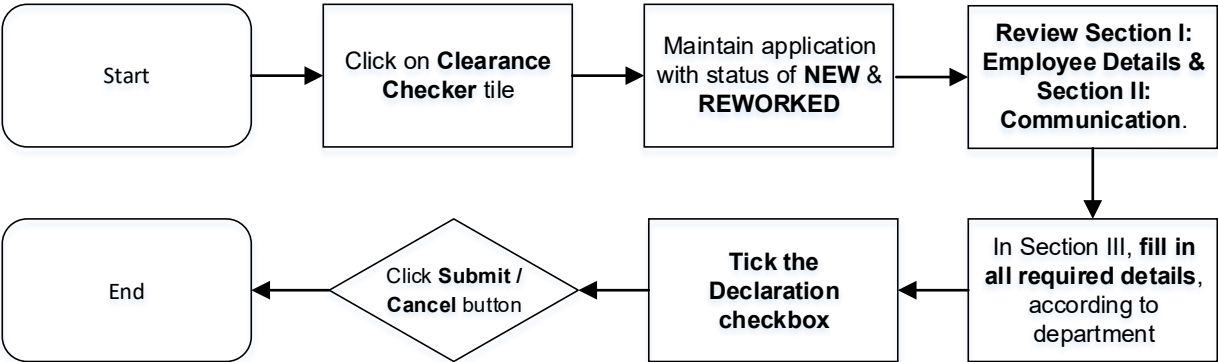
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Process Overview

Maintain Clearance Request

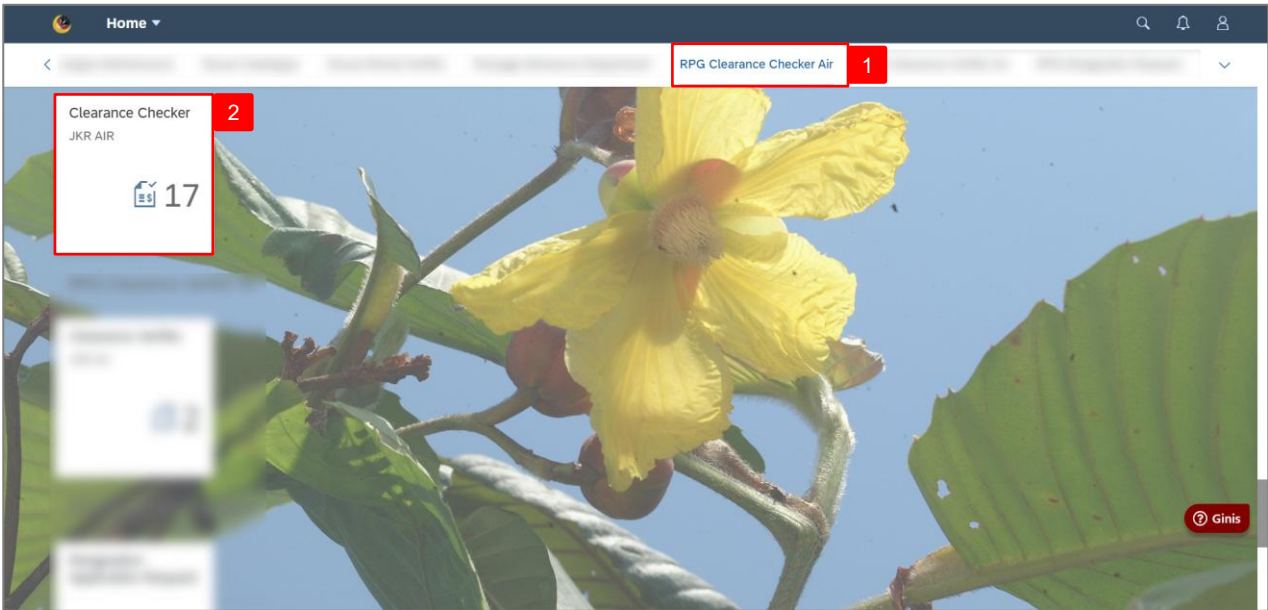




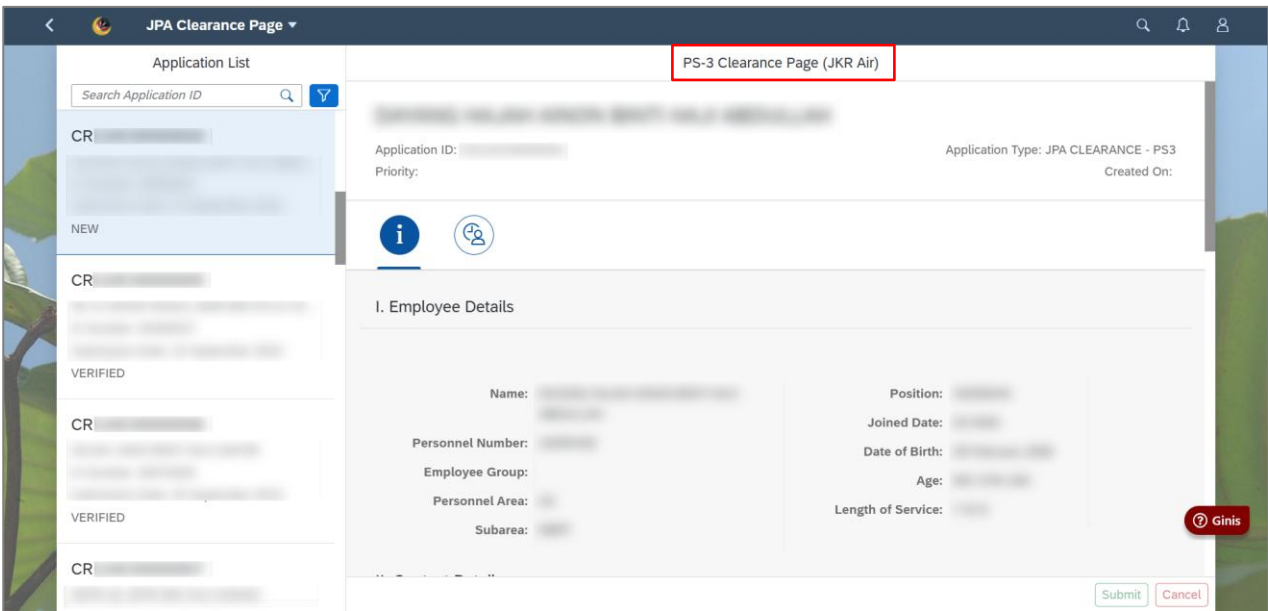
|                               |                   |
|-------------------------------|-------------------|
| MAINTAIN<br>CLEARANCE REQUEST | Front End User    |
|                               | Clearance Checker |

Log into SAP FIORI (Front End) and proceed with the following steps.

- 1. Click on **RPG Clearance Checker Checker Air** tab.
- 2. Click on **Clearance Checker** tile.

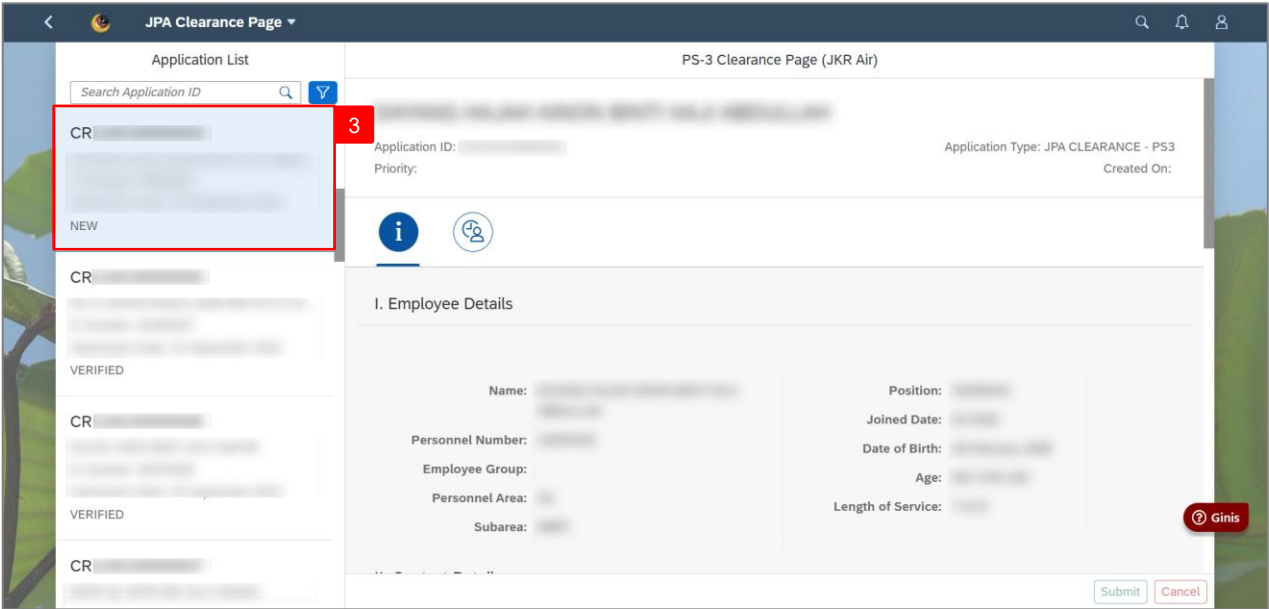


**Note:** PS-3 Clearance (JKR Air) page will be displayed.

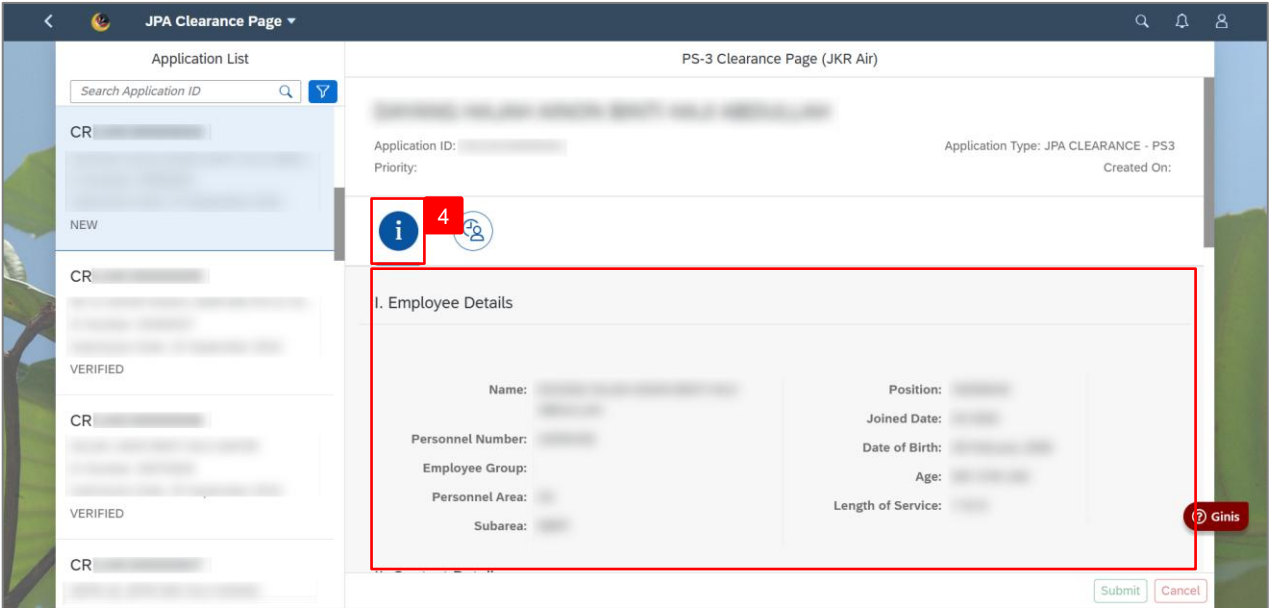




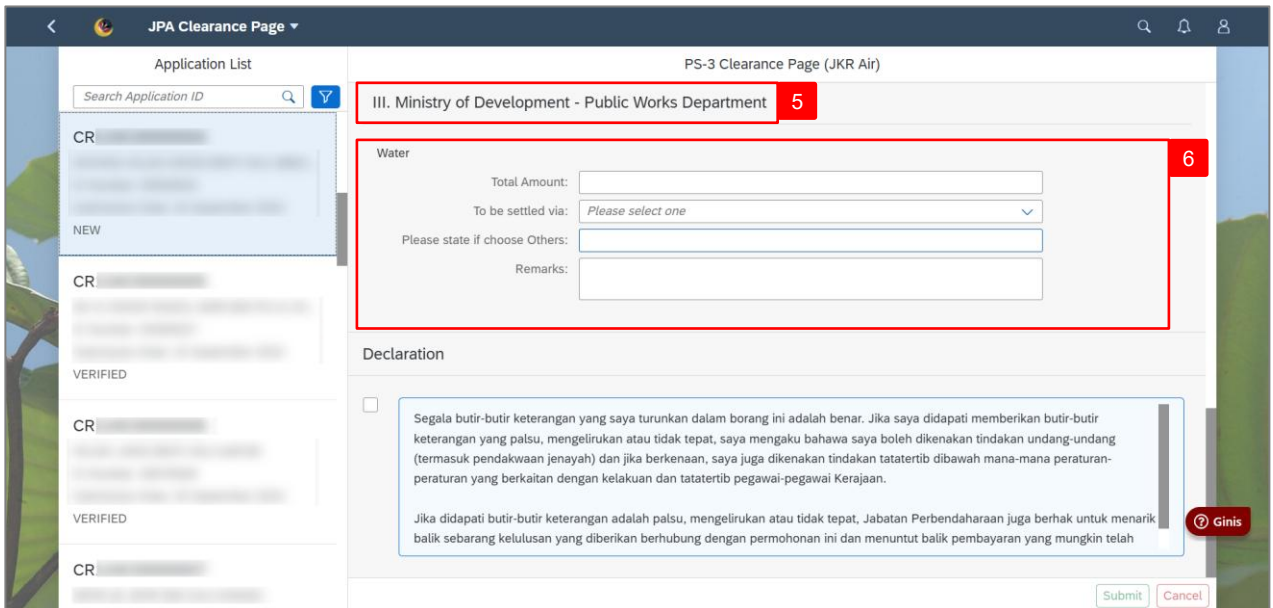
3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



4. In the first tab, user may **review Section I: Employee Details & scroll-down for Section II: Contact Details**.



5. In Section III: Respective Ministry – Respective Department.
6. Clearance Checker are **required to fill in all required details in this section.**



Application List

PS-3 Clearance Page (JKR Air)

III. Ministry of Development - Public Works Department

Water

Total Amount:

To be settled via:

Please state if choose Others:

Remarks:

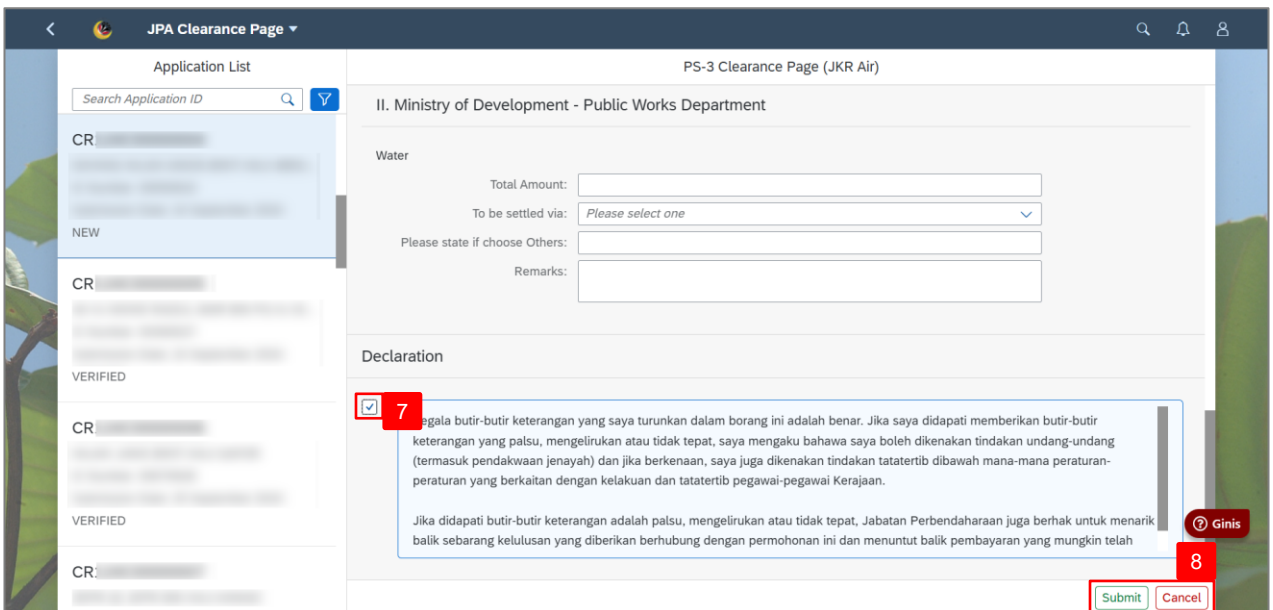
Declaration

☐ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah

Submit Cancel

7. Once completed, Clearance Checker may **tick the Declaration checkbox.**
8. Clearance Checker may click **Submit** to **escalate the application to Clearance Verifier** or click **Cancel** to **cancel maintaining the application.**



Application List

PS-3 Clearance Page (JKR Air)

II. Ministry of Development - Public Works Department

Water

Total Amount:

To be settled via:

Please state if choose Others:

Remarks:

Declaration

☒ Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

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Submit Cancel

**Outcome:** Once Submitted, Application escalated to **Clearance Verifier** & status changed to **PENDING VERIFIED.**