



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

JPA LDP

VERSION: 1.0

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
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
RR	Retirement & Resignation
PG	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**.



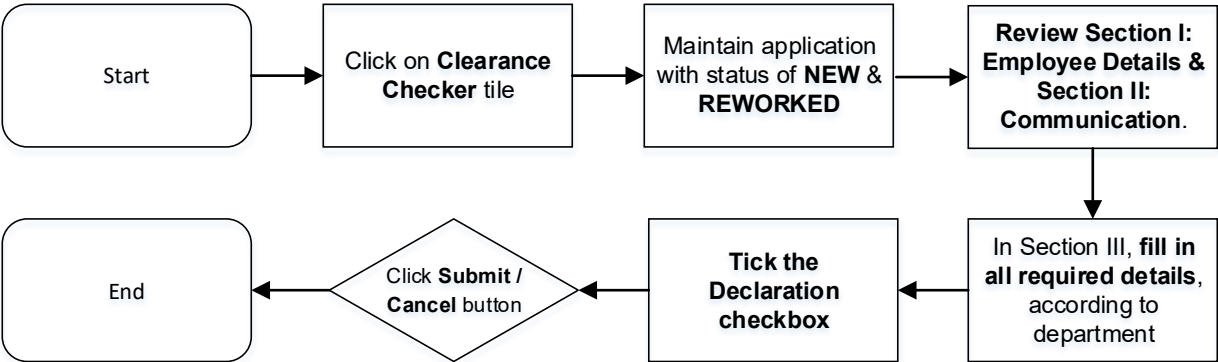
Table of Content

Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Maintain Clearance Request	4



Process Overview

Maintain Clearance Request

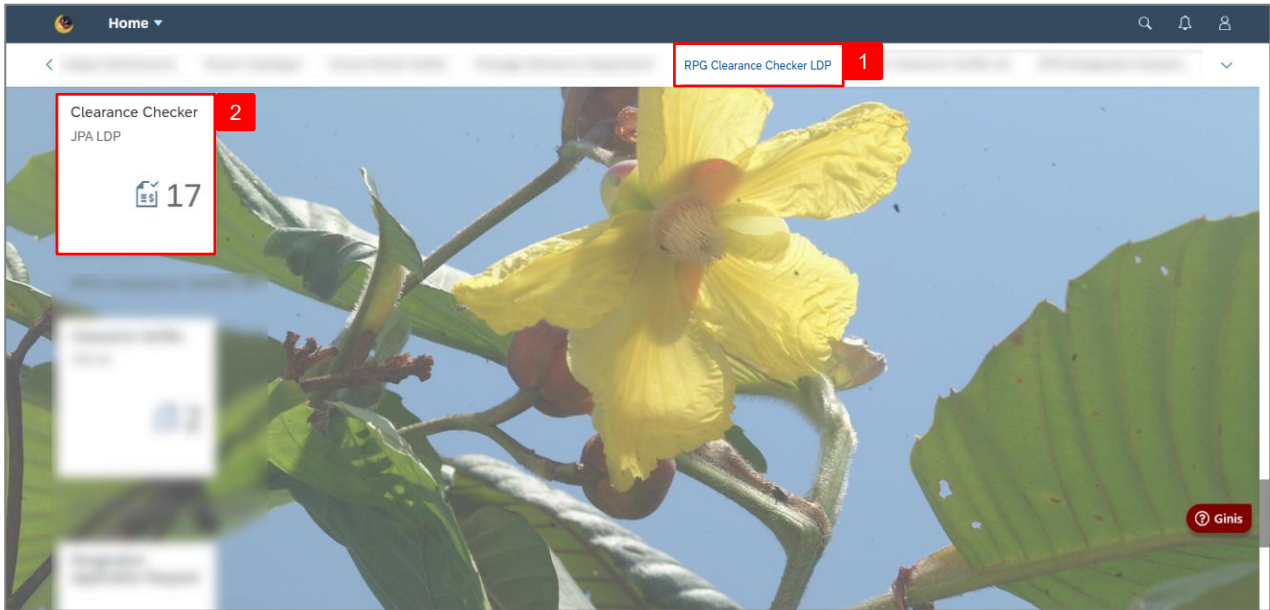




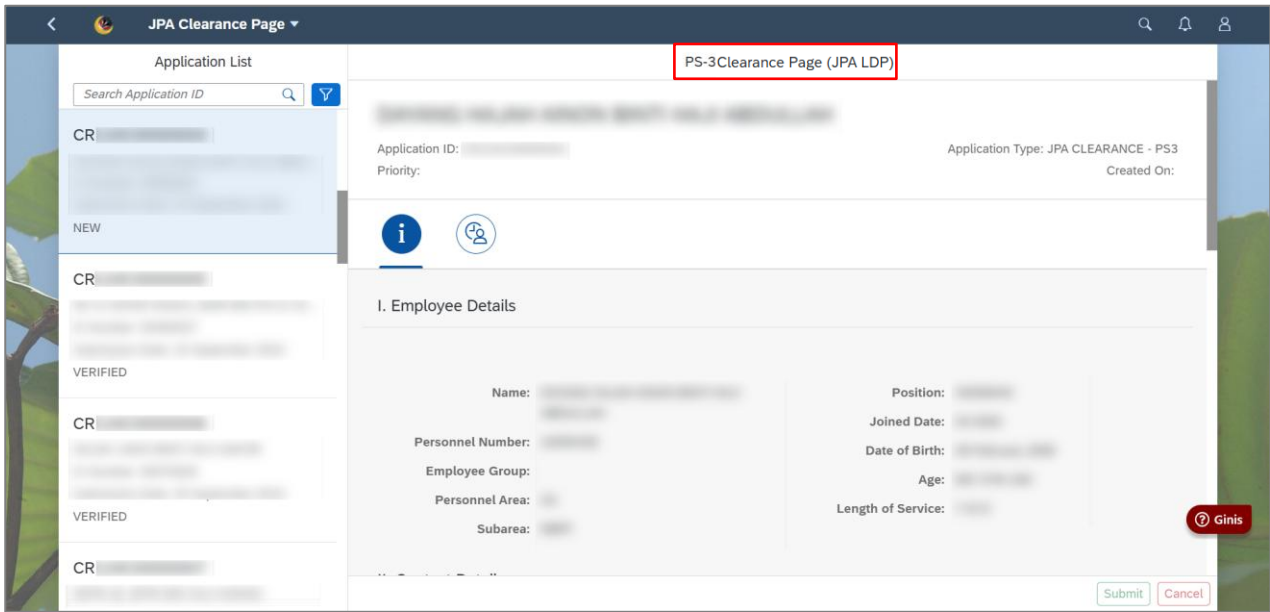
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

- 1. Click on **RPG Clearance Checker (LDP)** tab.
- 2. Click on **Clearance Checker** tile.

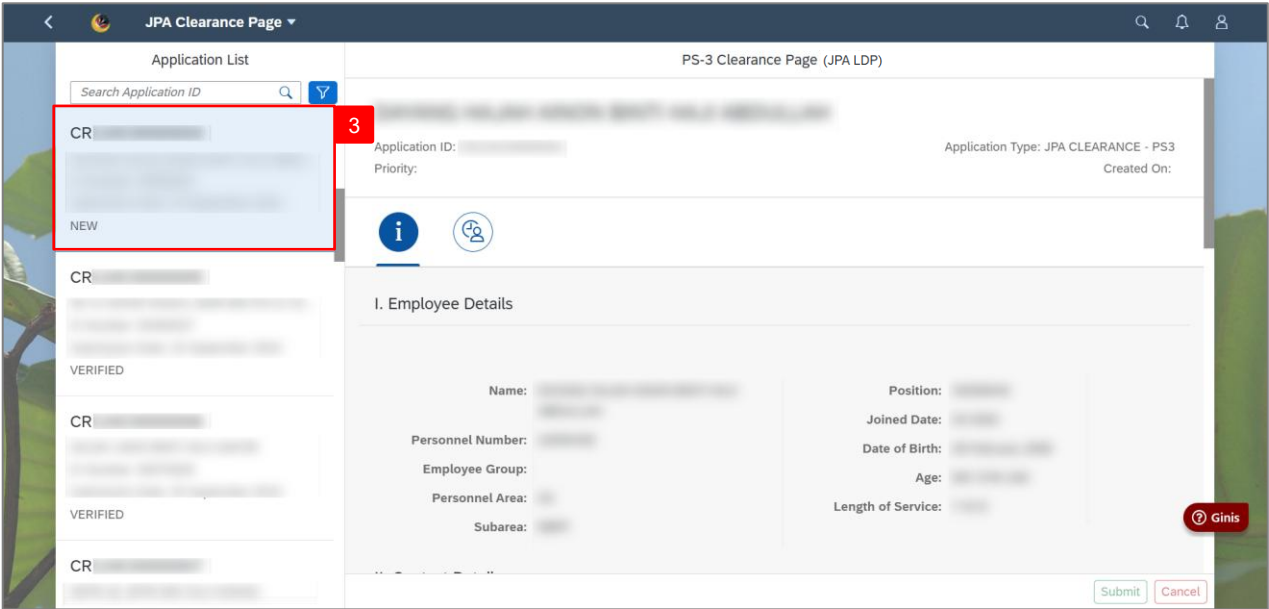


Note: PS-3 Clearance Page (JPA LDP) page will be displayed.

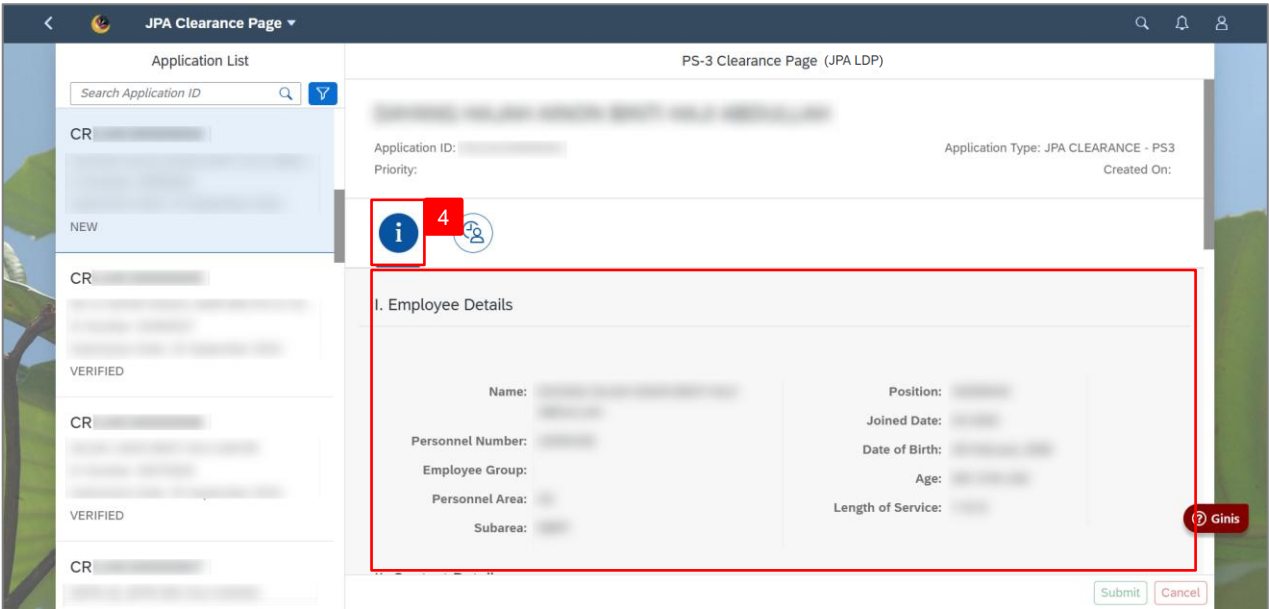




3. Clearance Checker may maintain application with status of **NEW & REWORKED**.

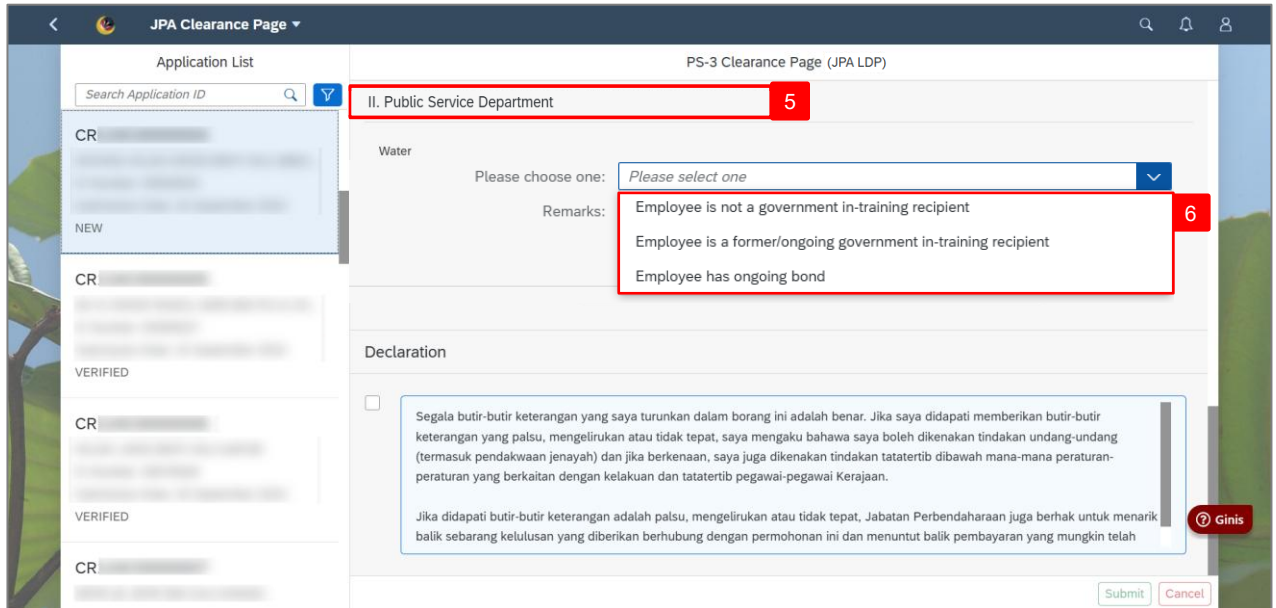


4. In the first tab, user may **review Section I: Employee Details**.



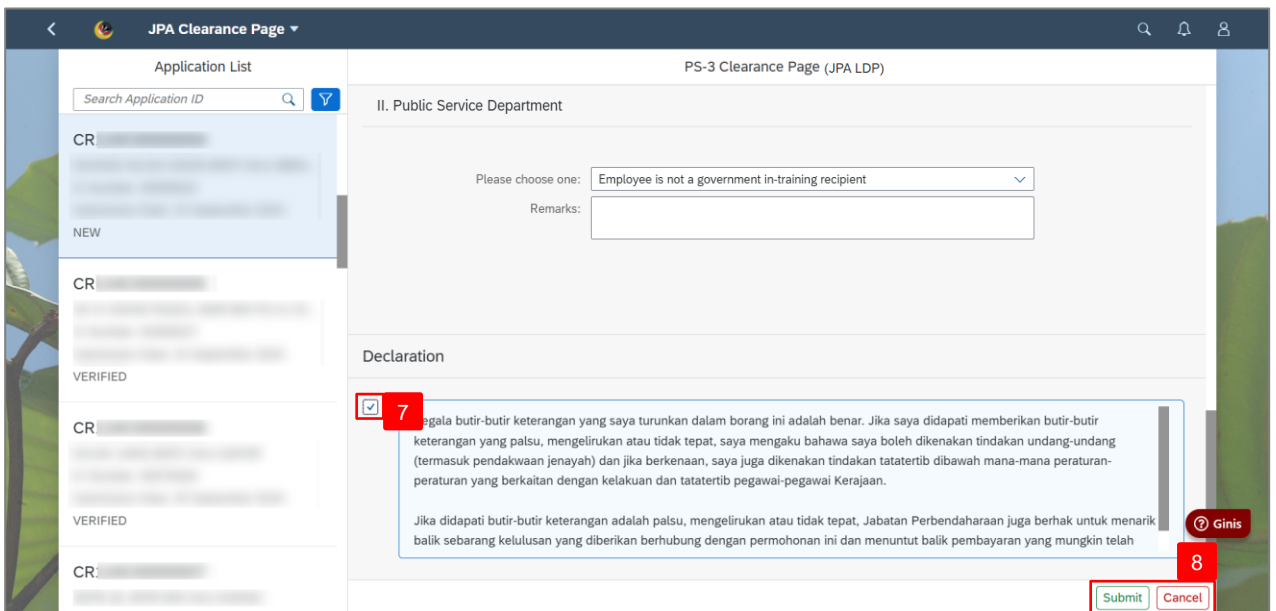
5. In Section **II: Public Service Department**

6. Clearance Checker are **required to select from the listed selection** according to the employee's scenario.



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**.



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