



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

JPA Tatatertib

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**.



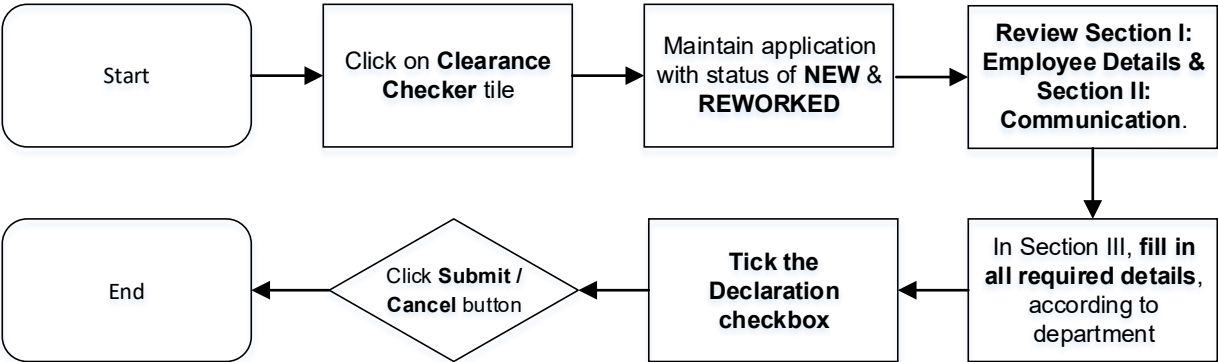
Table of Content

Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Maintain Clearance Request	5



Process Overview

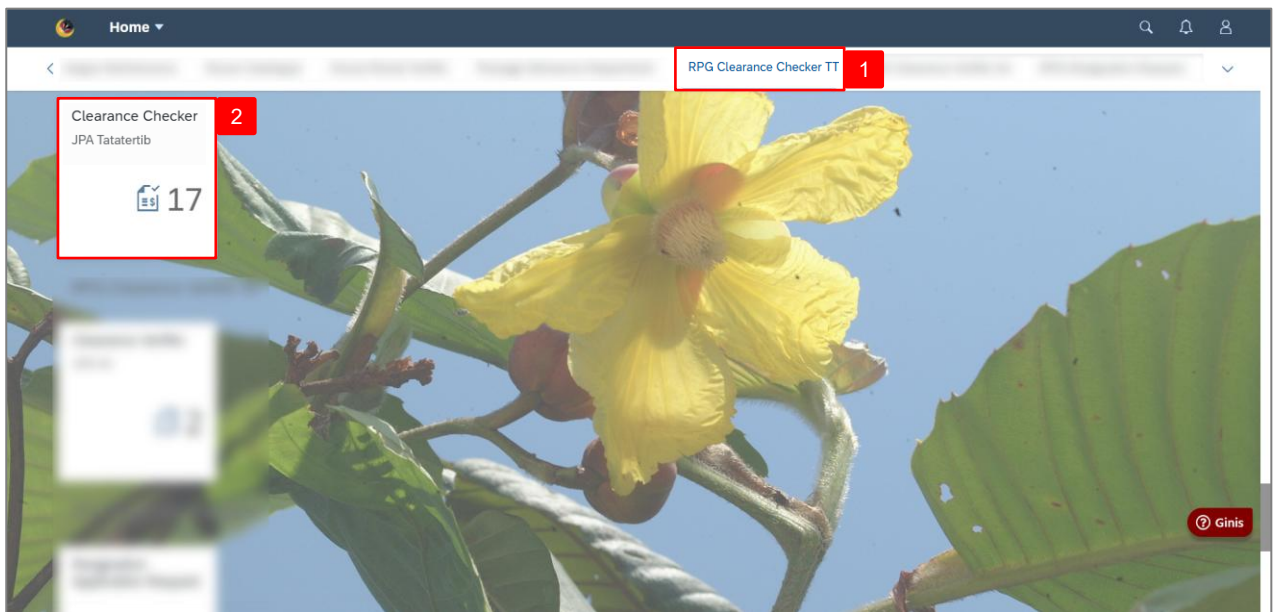
Maintain Clearance Request



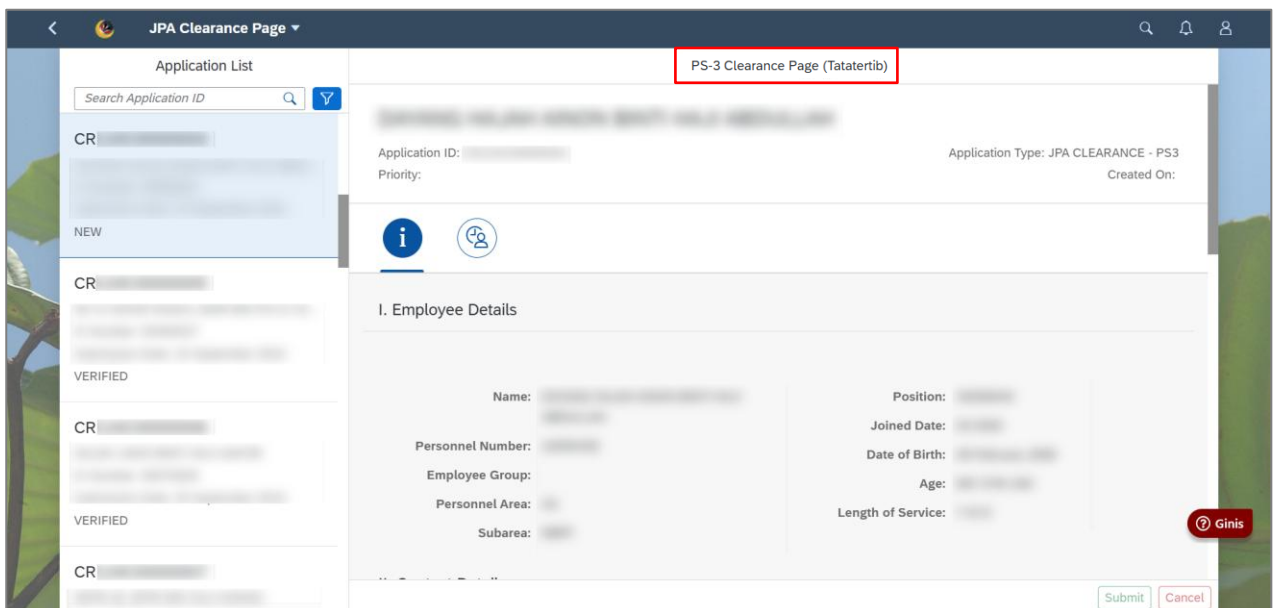
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

1. Click on **RPG Clearance Checker TT**
2. Click on **Clearance Checker** tile.

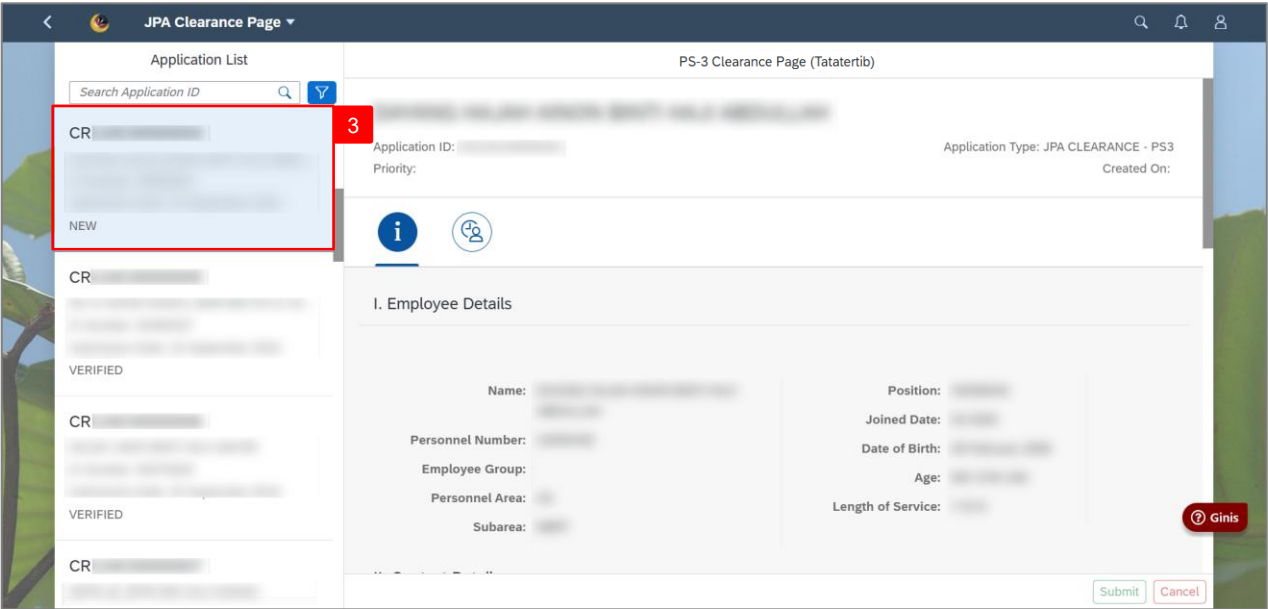


Note: PS-3 Clearance (Tatatertib) page will be displayed.

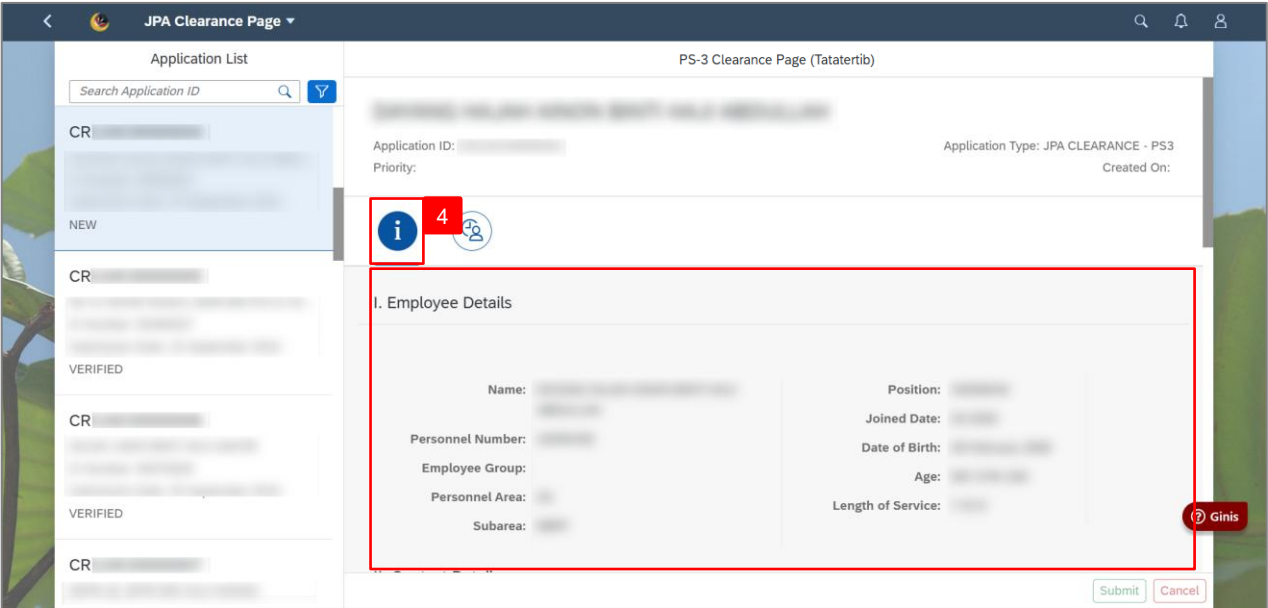




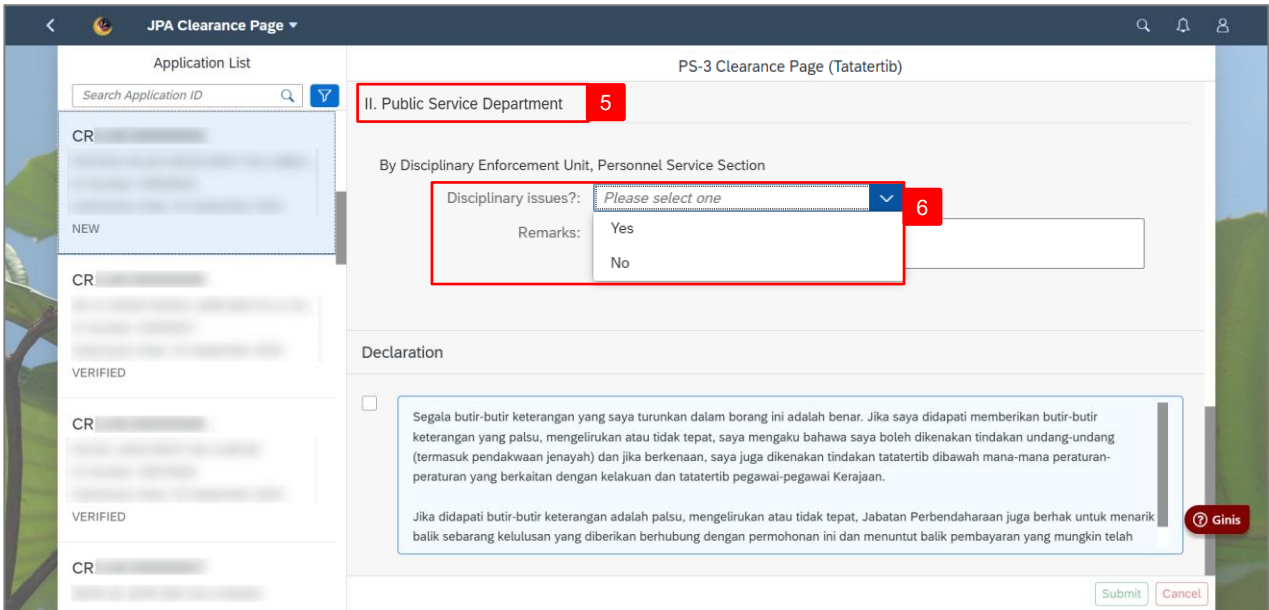
3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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



5. In Section III: Public Works Department, Clearance Checker are **required to fill in all required details in this section.**
6. Select **Yes** or **No** to indicate if the personnel has any disciplinary issues.



Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

PS-3 Clearance Page (Tatatertib)

II. Public Service Department 5

By Disciplinary Enforcement Unit, Personnel Service Section

Disciplinary issues?: Please select one 6

Remarks: Yes No

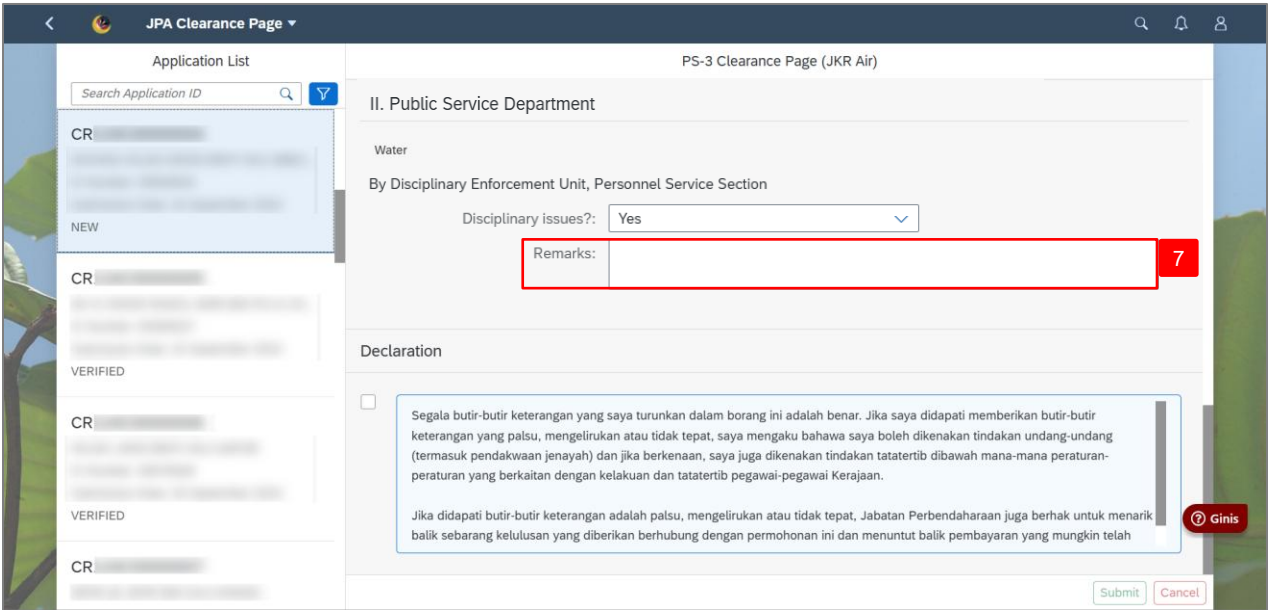
Declaration

☐ 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. Enter **remarks** if needed to provide additional information or clarification.



Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

PS-3 Clearance Page (JKR Air)

II. Public Service Department

Water

By Disciplinary Enforcement Unit, Personnel Service Section

Disciplinary issues?: Yes

Remarks: 7

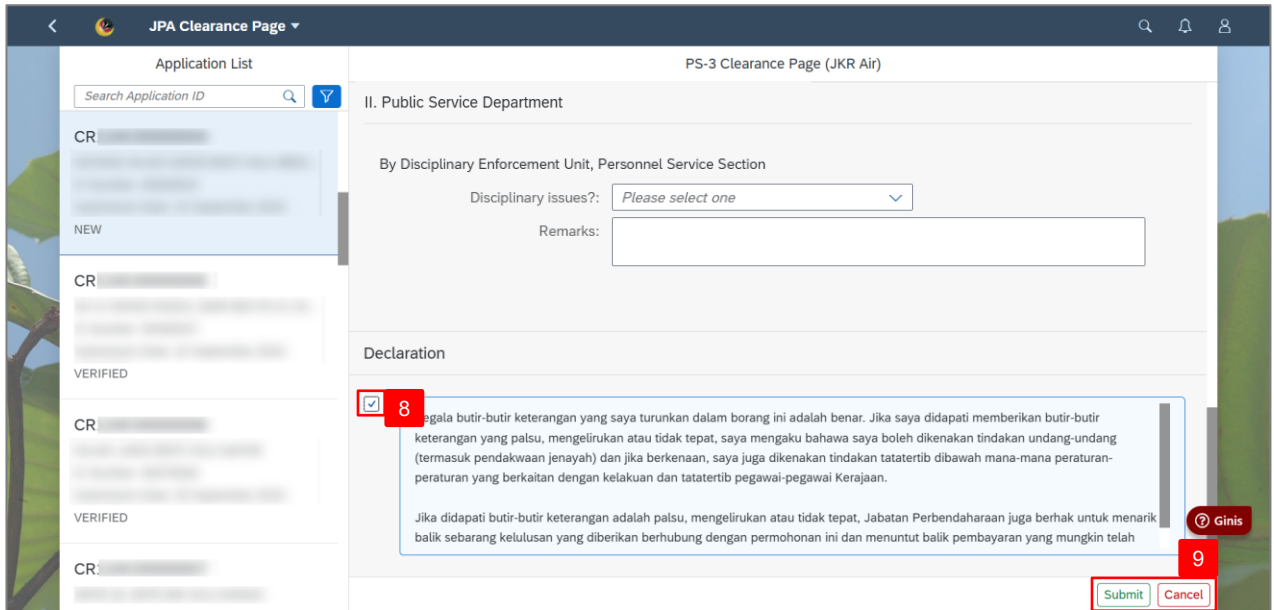
Declaration

☐ 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

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



The screenshot shows the 'JPA Clearance Page (JKR Air)' interface. On the left is an 'Application List' with a search bar and a list of applications, some marked 'NEW' and others 'VERIFIED'. The main area is titled 'PS-3 Clearance Page (JKR Air)' and contains a form for 'II. Public Service Department'. The form includes a section for 'By Disciplinary Enforcement Unit, Personnel Service Section' with a dropdown for 'Disciplinary issues?' and a text area for 'Remarks'. Below this is a 'Declaration' section with a checkbox that is checked. A red box with the number 8 is next to the checkbox. The declaration text states: 'Jika didapati 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'. At the bottom right, there are 'Submit' and 'Cancel' buttons. A red box with the number 9 is next to the Submit button. A red box with the text 'Ginis' is next to the Submit button.

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