



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Clearance Agencies**

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

#### **Clearance Process**

#### **Clearance Checker**

### **Department of Electrical Services (DES)**

VERSION: 0.1

## 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**.



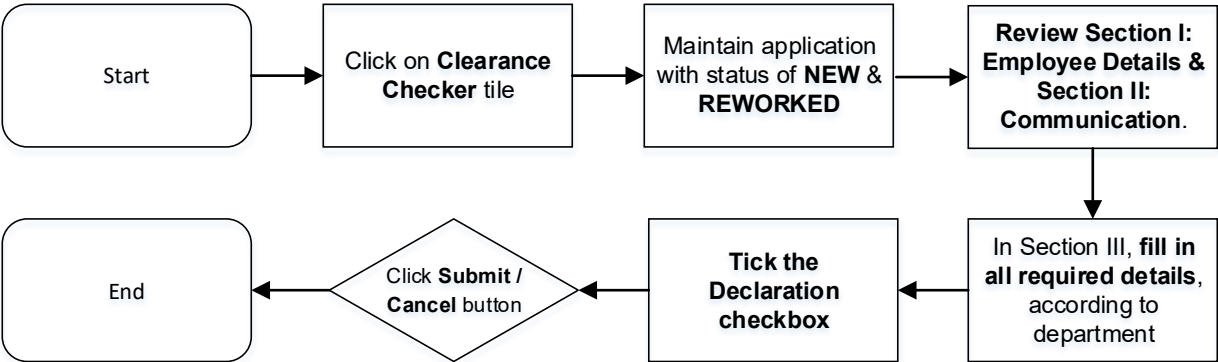
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Process Overview

Maintain Clearance Request

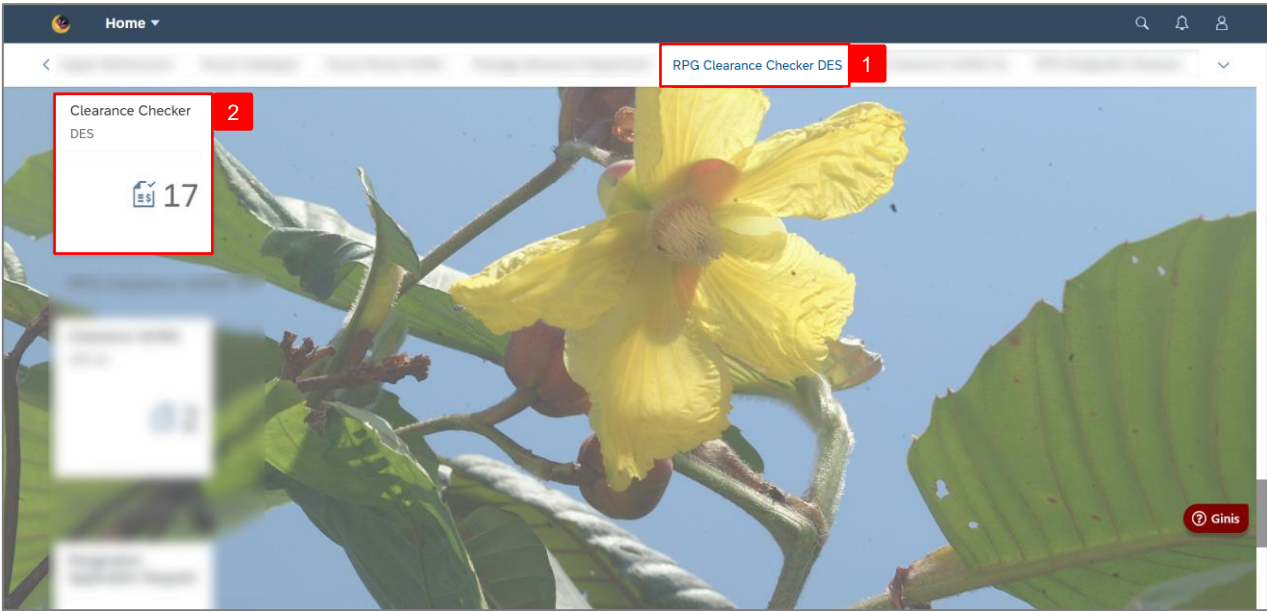




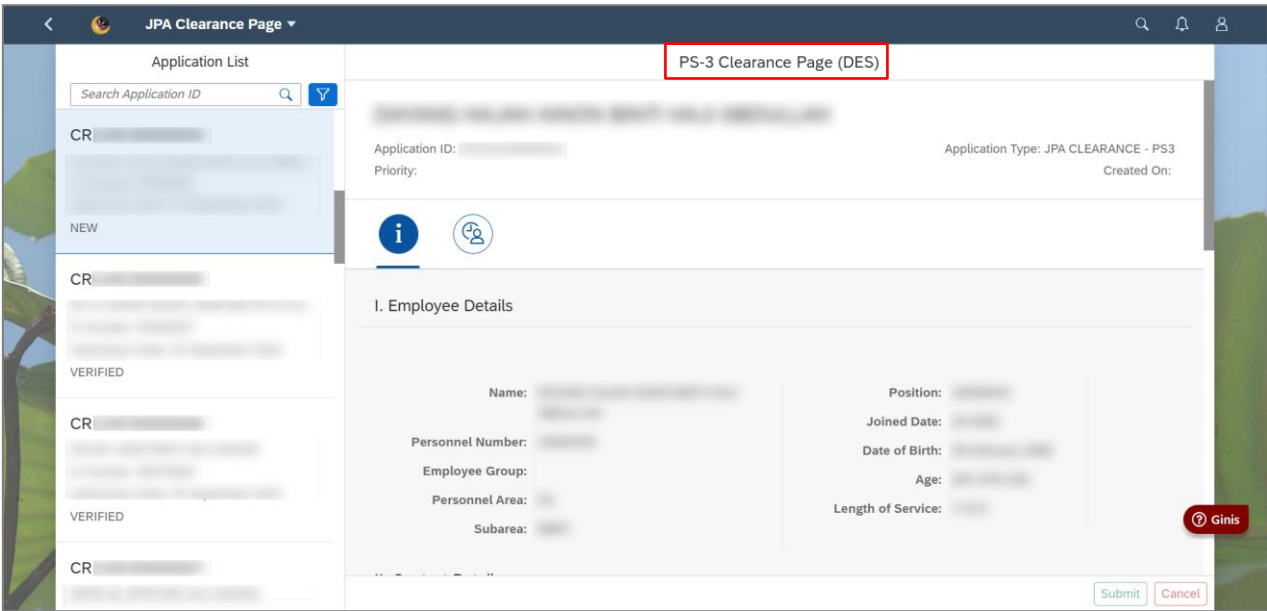
|                               |                   |
|-------------------------------|-------------------|
| MAINTAIN<br>CLEARANCE REQUEST | Front End User    |
|                               | Clearance Checker |

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

- 1. Click on **RPG Clearance Checker DES**
- 2. Click on **Clearance Checker** tile.

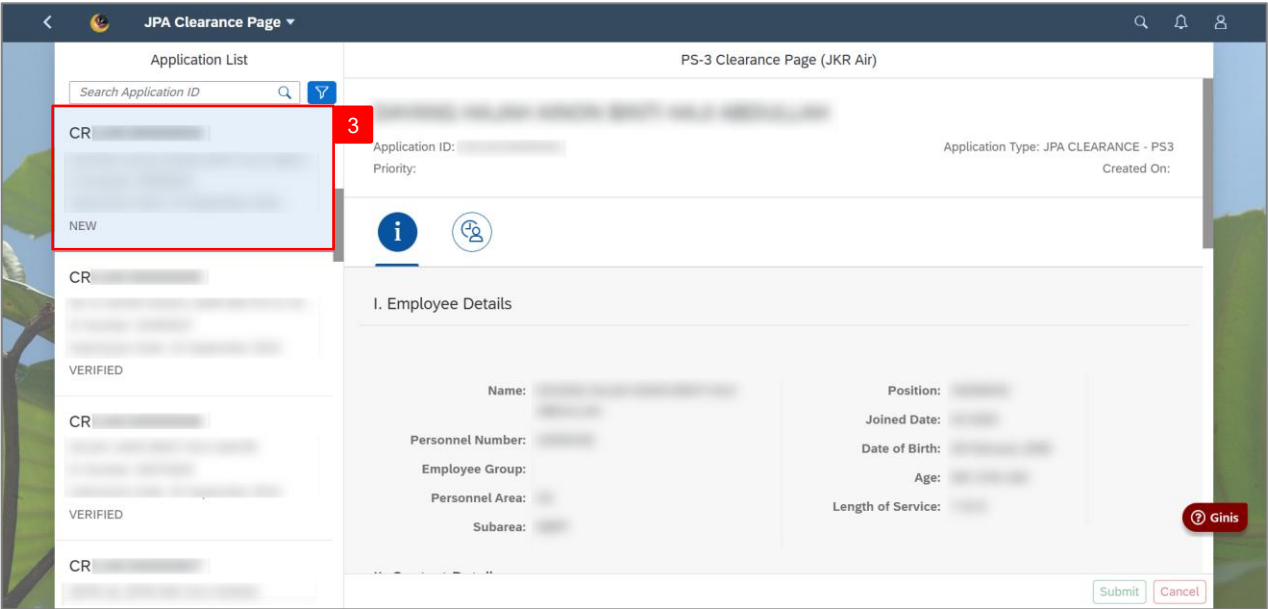


**Note:** PS-3 Clearance (DES) page will be displayed.

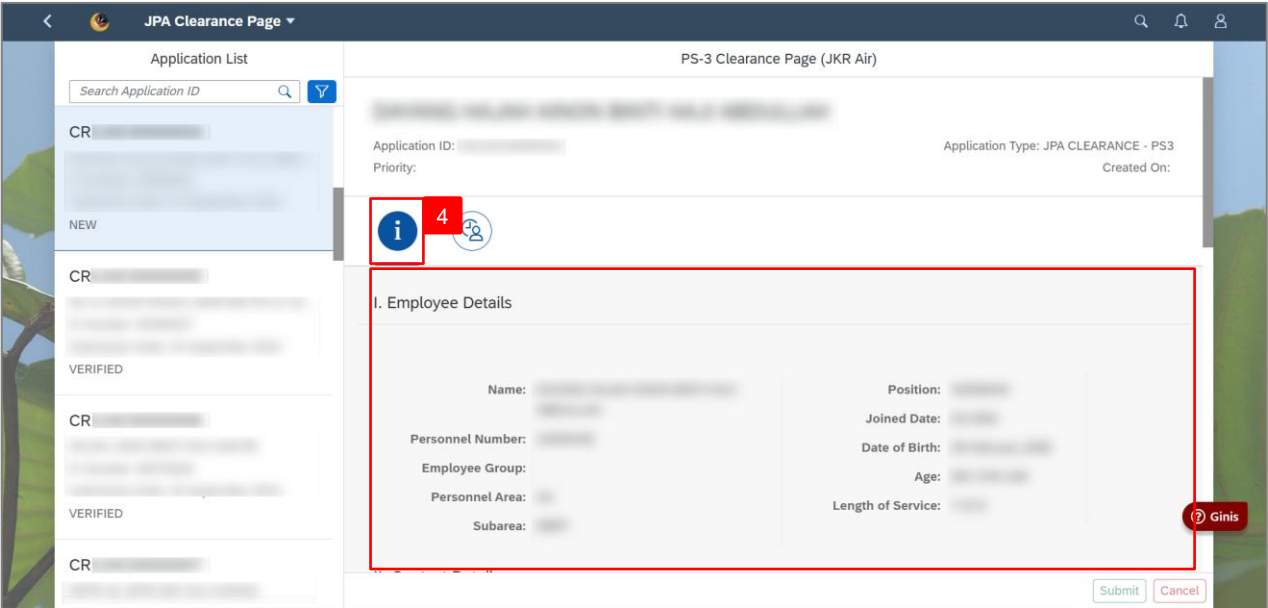




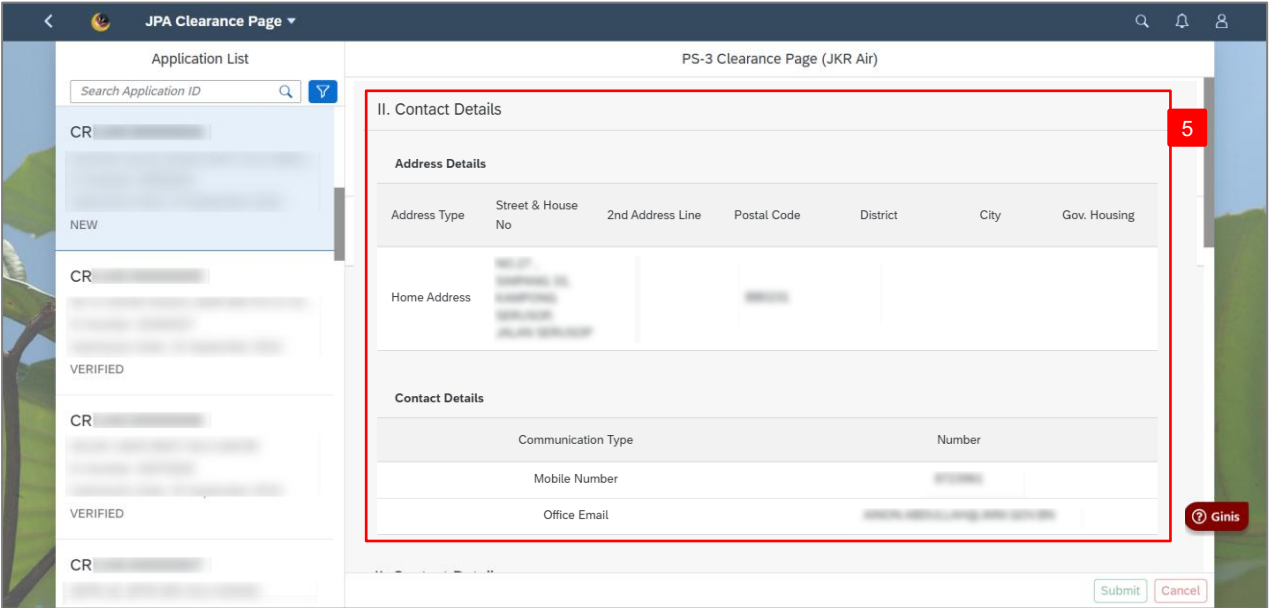
3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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



5. Under Contact Details, enter the applicant’s address and contact information, ensuring accuracy, as the Clearance Admin can use these details to reach the applicant when neededd.



**II. Contact Details**

**Address Details**

| Address Type | Street & House No | 2nd Address Line | Postal Code | District | City | Gov. Housing |
|--------------|-------------------|------------------|-------------|----------|------|--------------|
| Home Address |                   |                  |             |          |      |              |

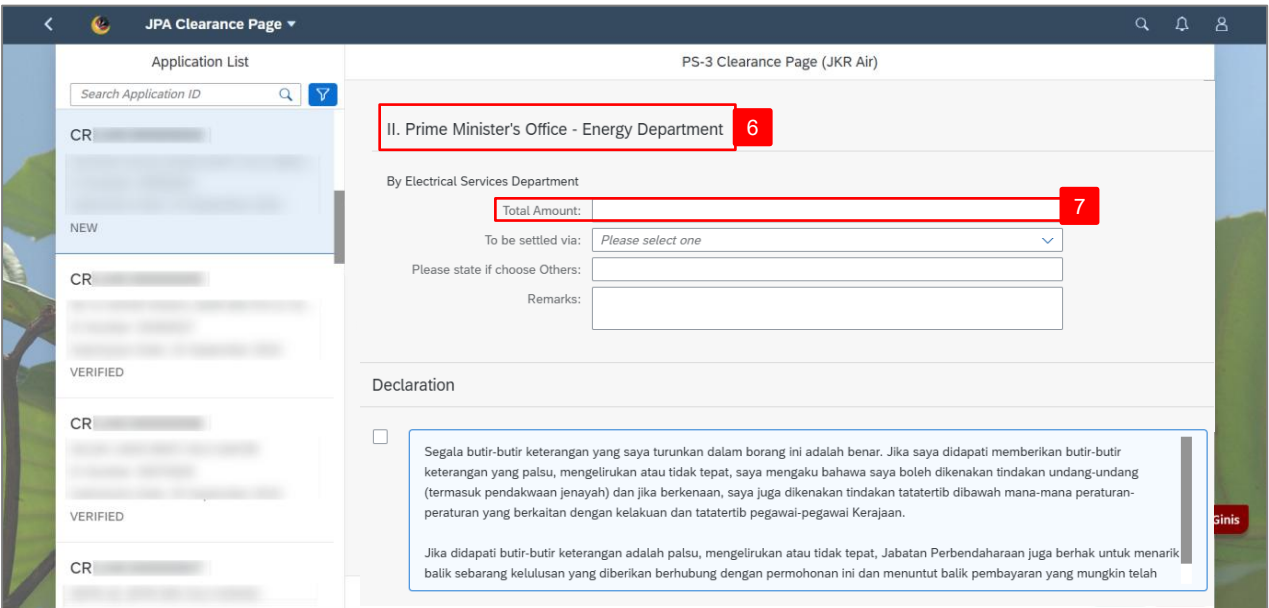
**Contact Details**

| Communication Type | Number |
|--------------------|--------|
| Mobile Number      |        |
| Office Email       |        |

Submit Cancel

6. **Section III: Prime Minister’s Office – Energy Department**, Clearance Checker are required to fill in all required details in this section.

7. Enter the **Total Amount**.



**II. Prime Minister's Office - Energy Department**

By Electrical Services Department

Total Amount:

To be settled via:

Please state if choose Others:

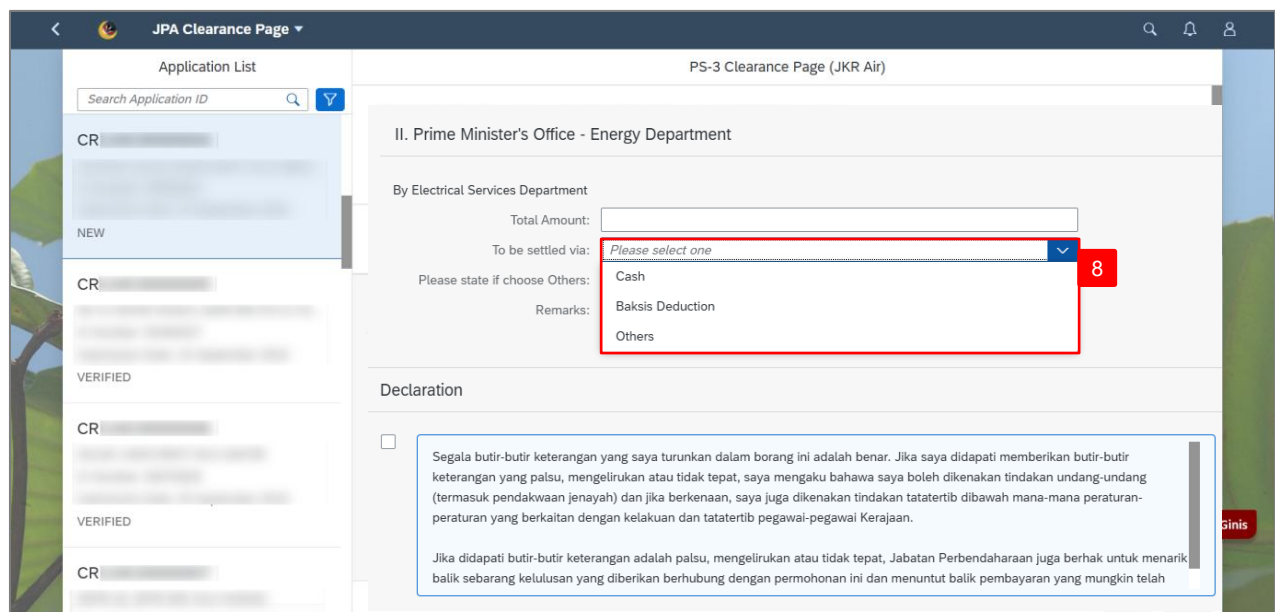
Remarks:

**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

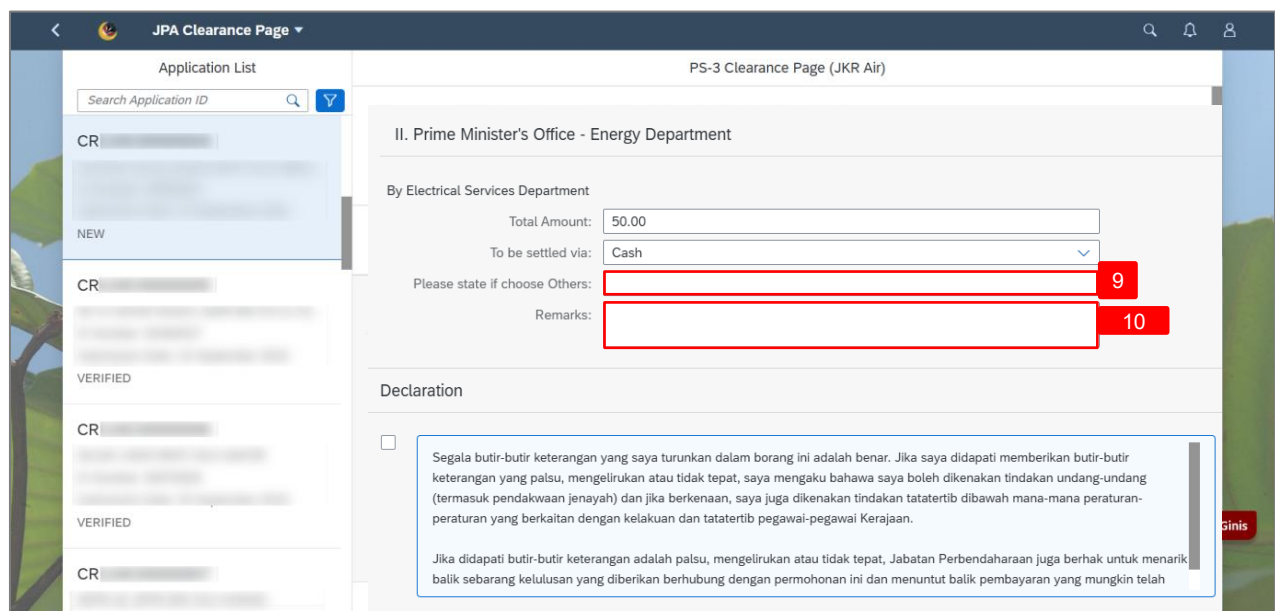
8. Select the **method** for settling the amount.



The screenshot shows the 'PS-3 Clearance Page (JKR Air)' interface. On the left is an 'Application List' with search and filter options. The main area is titled 'II. Prime Minister's Office - Energy Department'. Under 'By Electrical Services Department', there is a 'Total Amount' field and a 'To be settled via' dropdown menu. The dropdown menu is open, showing options: 'Cash', 'Baksis Deduction', and 'Others'. A red box highlights the dropdown menu, and a red number 8 is next to it. Below this is a 'Declaration' section with a checkbox and a text area for a declaration.

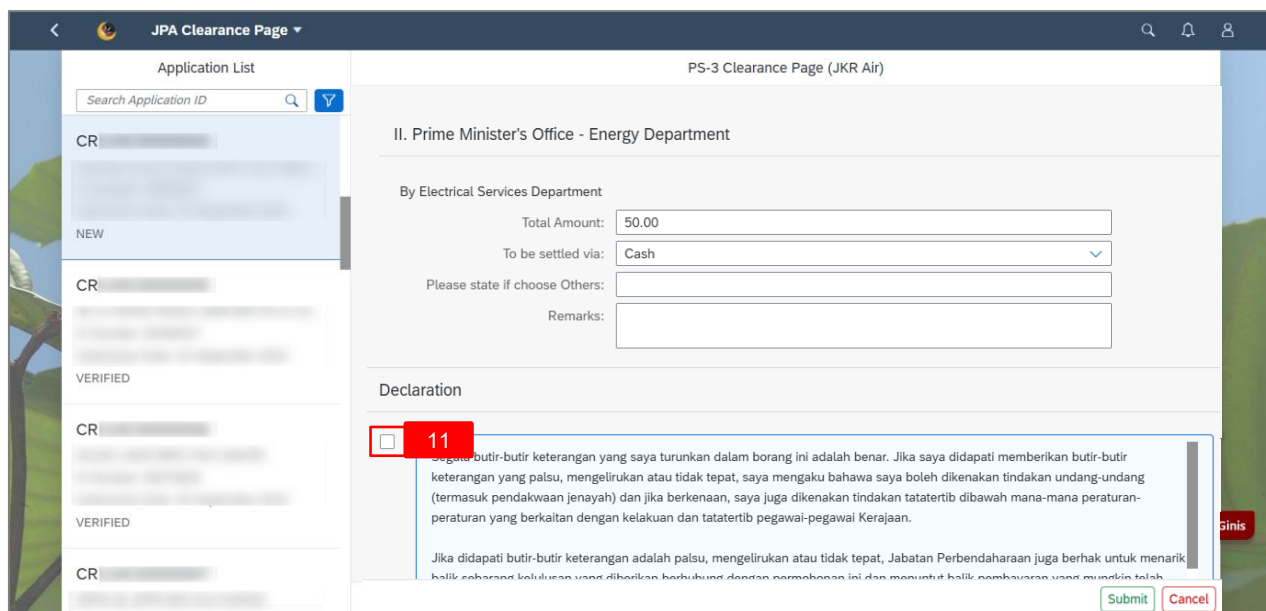
9. Please state if Clearance Checker choose Others.

10. Enter **Remarks**, if required.



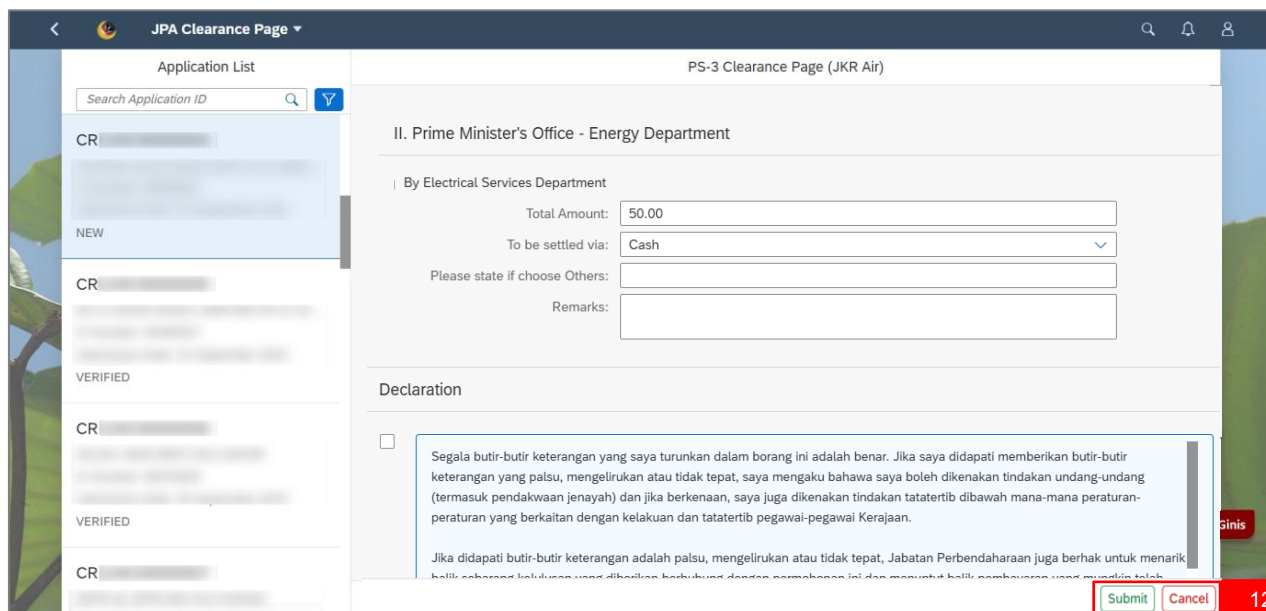
The screenshot shows the 'PS-3 Clearance Page (JKR Air)' interface. On the left is an 'Application List' with search and filter options. The main area is titled 'II. Prime Minister's Office - Energy Department'. Under 'By Electrical Services Department', there is a 'Total Amount' field with the value '50.00' and a 'To be settled via' dropdown menu with 'Cash' selected. A red box highlights the 'Remarks' field, and a red number 10 is next to it. Below this is a 'Declaration' section with a checkbox and a text area for a declaration.

11. Once completed, Clearance Checker may tick the **Declaration checkbox**.



The screenshot shows the 'JPA Clearance Page' with a sidebar 'Application List' and a main form titled 'PS-3 Clearance Page (JKR Air)'. The form is for 'II. Prime Minister's Office - Energy Department' and is 'By Electrical Services Department'. It includes fields for 'Total Amount: 50.00', 'To be settled via: Cash', 'Please state if choose Others:', and 'Remarks:'. Below these is the 'Declaration' section with a checkbox labeled '11' which is being ticked. The declaration text states: '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 berdasarkan dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah'.

12. Clearance Checker may click **Submit** to **escalate the application to Clearance Verifier** or click **Cancel** to **cancel maintaining the application**.



This screenshot is identical to the previous one, showing the 'JPA Clearance Page' with the 'Declaration' checkbox ticked. The 'Submit' and 'Cancel' buttons are visible at the bottom right of the form. A red box highlights the 'Submit' button, and a red box with the number '12' is in the bottom right corner.

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