



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

Ministry of Education (MOE)

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**.



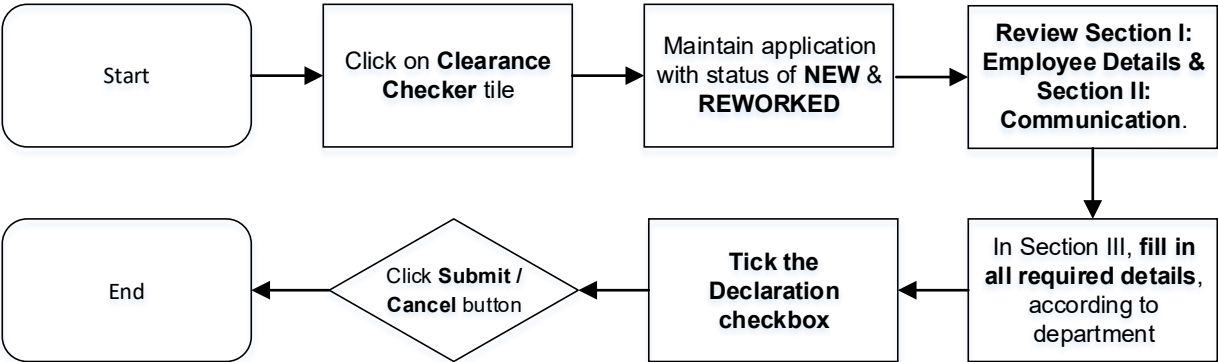
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Process Overview

Maintain Clearance Request

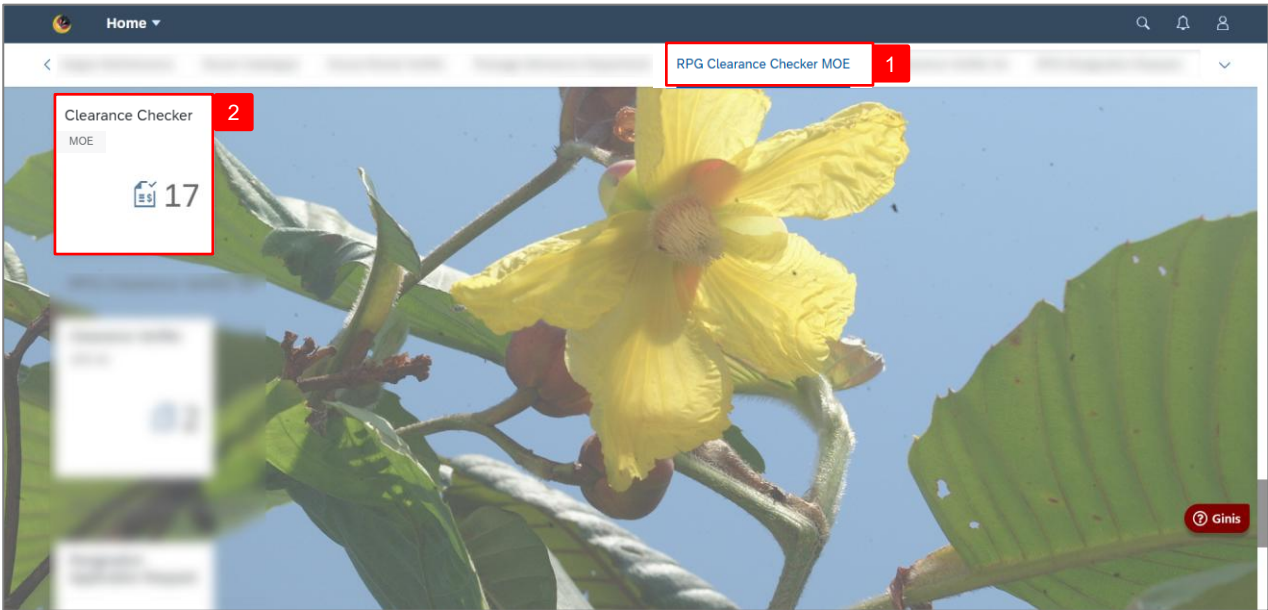




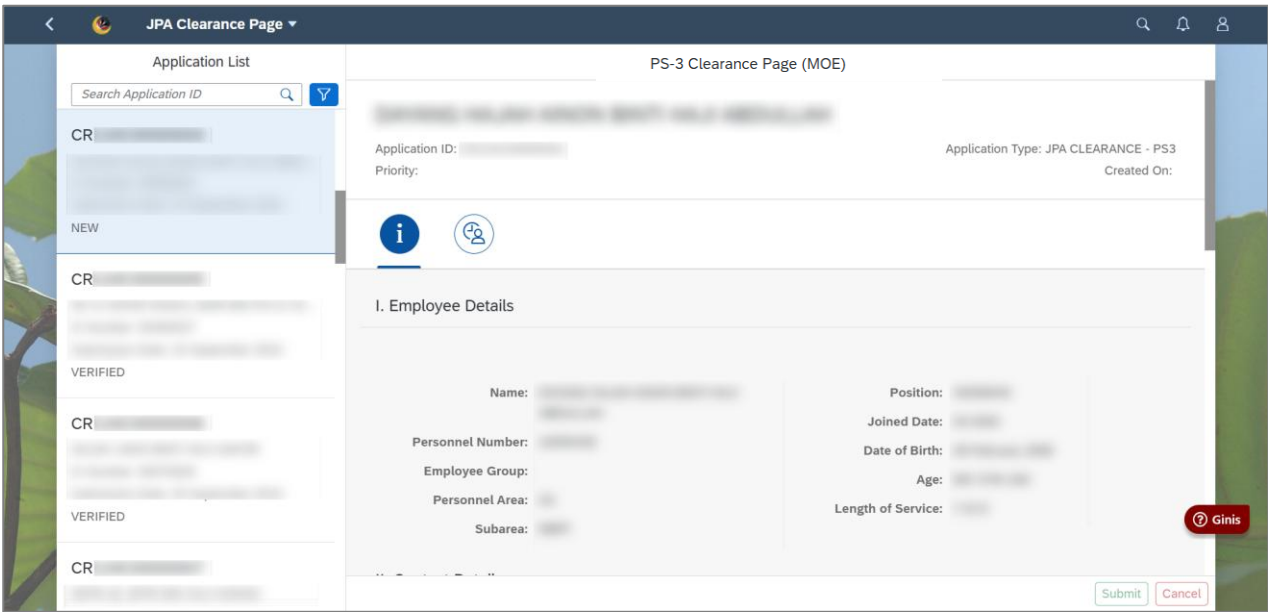
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

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

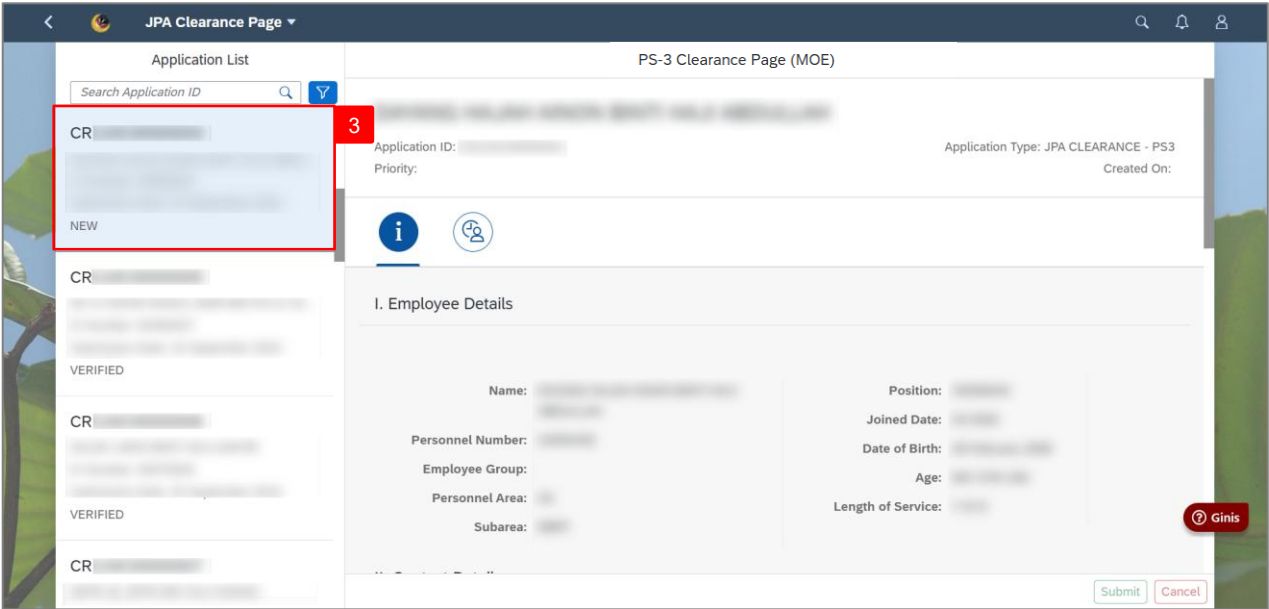


Note: External Clearance Certificate page will be displayed.

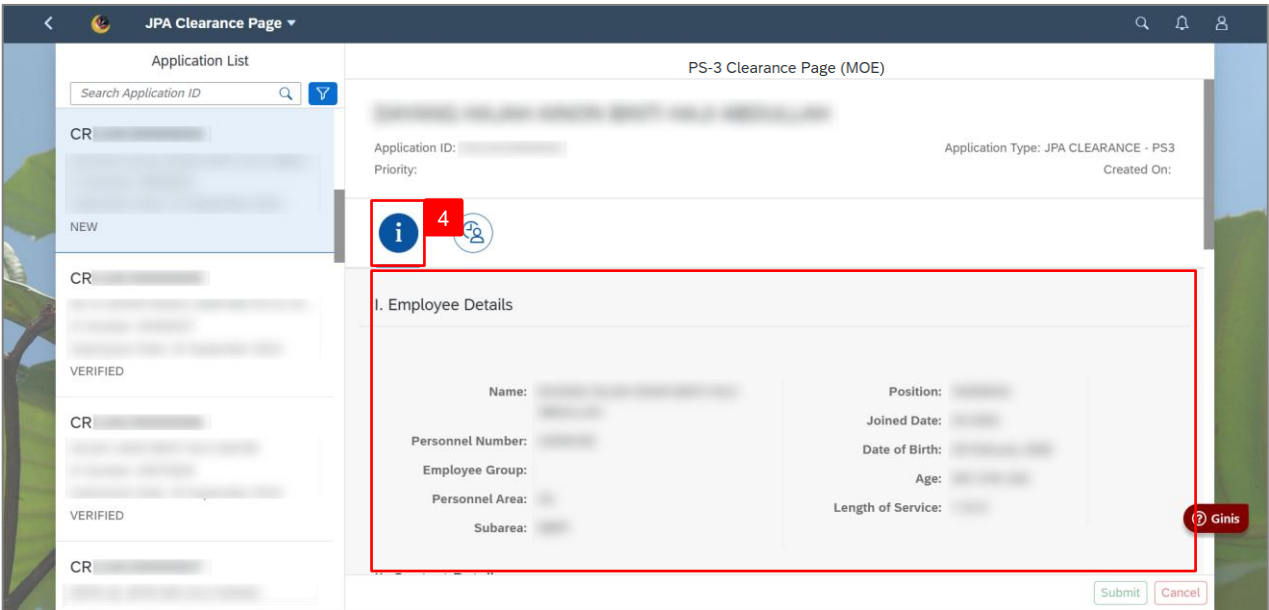




3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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





- 5. In **Section II: Ministry of Education**
- 6. Clearance Checker are **required to select based on the employee’s scenario**.

JPA Clearance Page

PS-3 Clearance Page (MOE)

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

VERIFIED

II. Ministry of Education 5

Employee type: Please select one 6

Remarks: Employee is not a government scholarship recipient
Employee is a former/ongoing government scholarship recipient
Employee has ongoing bond

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

Submit Cancel

Ginis

- 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**.

JPA Clearance Page

PS-3 Clearance Page (MOE)

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

VERIFIED

II. Ministry of Education

Employee type: Employee is not a government scholarship recipient

Remarks:

Declaration

☒ 7

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 8

Ginis

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