



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

MOFE

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**.



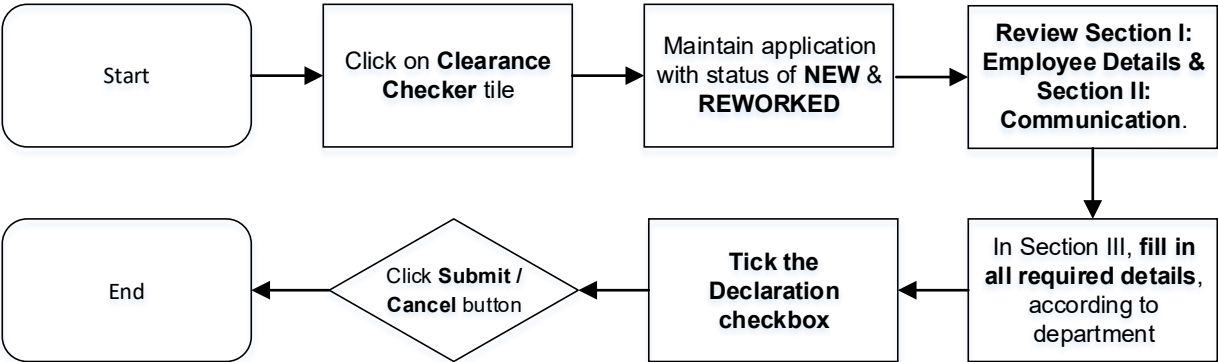
Table of Content

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



Process Overview

Maintain Clearance Request

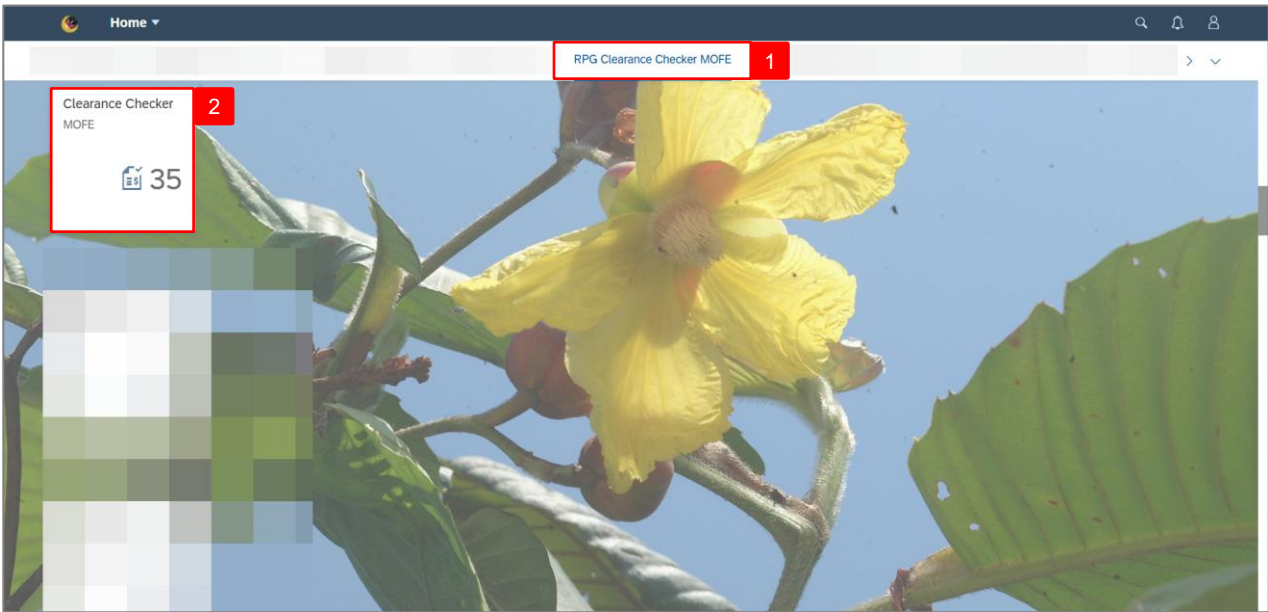




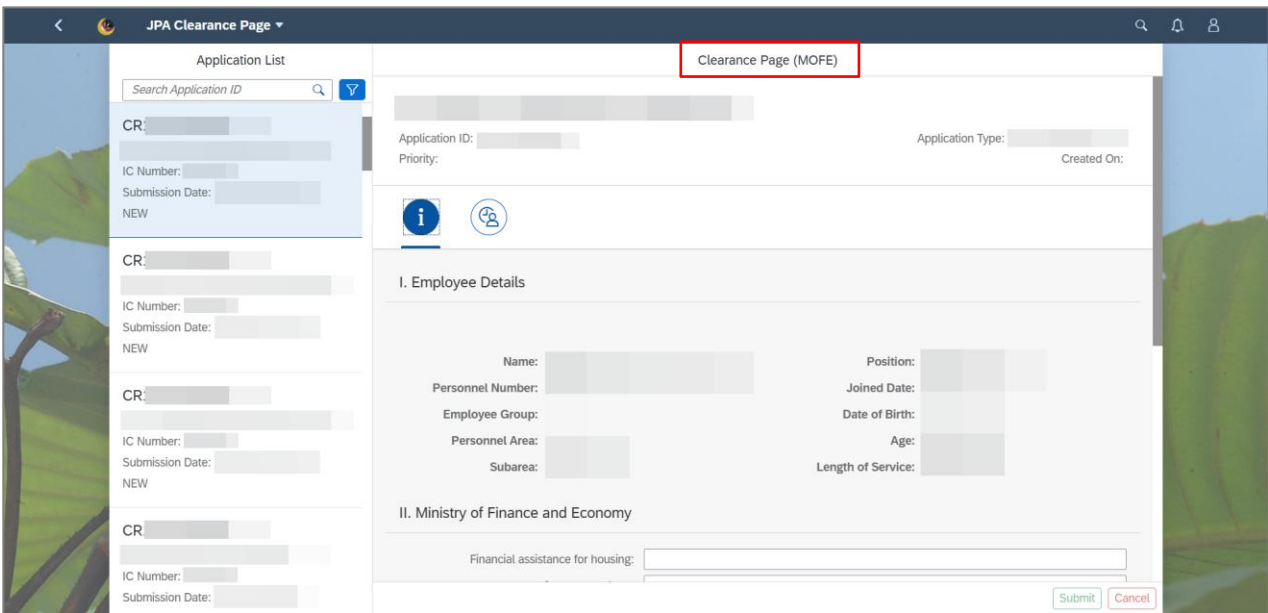
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

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



Note: Clearance Page (MOFE) page will be displayed.





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

The screenshot shows the 'JPA Clearance Page' interface. On the left, there is an 'Application List' sidebar with a search bar and a list of applications. The first application is highlighted with a red box and a red number 3. The main area shows the 'Clearance Page (MOFE)' with fields for Application ID, Priority, Application Type, and Created On. Below these are two tabs: 'I. Employee Details' and 'II. Ministry of Finance and Economy'. The 'I. Employee Details' tab is active, showing fields for Name, Position, Personnel Number, Joined Date, Employee Group, Date of Birth, Personnel Area, Age, Subarea, and Length of Service. The 'II. Ministry of Finance and Economy' tab shows a field for 'Financial assistance for housing'.

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

This screenshot is similar to the previous one, but with a red box highlighting the 'I. Employee Details' section of the form. A red number 4 is placed next to the information icon (i) in the top left corner of the form area. The sidebar and other form elements remain the same.



5. Scroll down to find Section II: Ministry of Finance and Economy and user are **required to fill in all required details in this section**. Clearance Checker to find out employee’s amount of debt in this section.

Application List

Search Application ID

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

Clearance Page (MOFE)

II. Ministry of Finance and Economy

Financial assistance for housing: [text box]
Conveyance loan: [text box]
Advance personal loan/miscellaneous: [text box]
Revenue collection performance: [text box]
Housing rental: [text box]
To be settled via: [dropdown menu]
Please state if choose Others: [text box]
Remarks: [text box]

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

6. Scroll back up and click second tab.

7. In this tab, clearance checker may review history of application, if any.

Application List

Search Application ID

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
NEW

Clearance Page (MOFE)

Application ID: [redacted]
Priority: [redacted]
Application Type: JPA CLEARANCE - PS3
Created On: [redacted]

History

Date	Time	Status
06 February 2025	09:18:23	PENDING VERIFIED
06 February 2025	09:22:06	REWORKED

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. Click **Declaration** checkbox.
- 9. Click **Submit** to proceed submitting the application to Endorser or click **Cancel** to withdraw the application.

The screenshot shows the 'JPA Clearance Page (MOFE)' interface. On the left is an 'Application List' with search and filter options. The main area displays application details for 'Application ID: [redacted]' and 'Application Type: JPA CLEARANCE - PS3'. Below this is a 'History' table with columns for Date, Time, and Status. The 'Declaration' section contains a checkbox labeled '8' and a text area for the declaration. A red box highlights the 'Submit' and 'Cancel' buttons at the bottom right of the declaration section.

Date	Time	Status
06 February 2025	09:18:23	PENDING VERIFIED
06 February 2025	09:22:06	REWORKED

- 10. Click **Submit** to proceed or click **Cancel** to withdraw.

The screenshot shows a 'Confirmation' dialog box with the text 'Are you sure you want to Submit this request?'. The 'Submit' button is highlighted with a red box, and the 'Cancel' button is also visible.

Outcome: Clearance request has successfully been submitted to Clearance Verifier.