



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Verifier

JPA Tatatertib

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Clearance Verifier (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**.



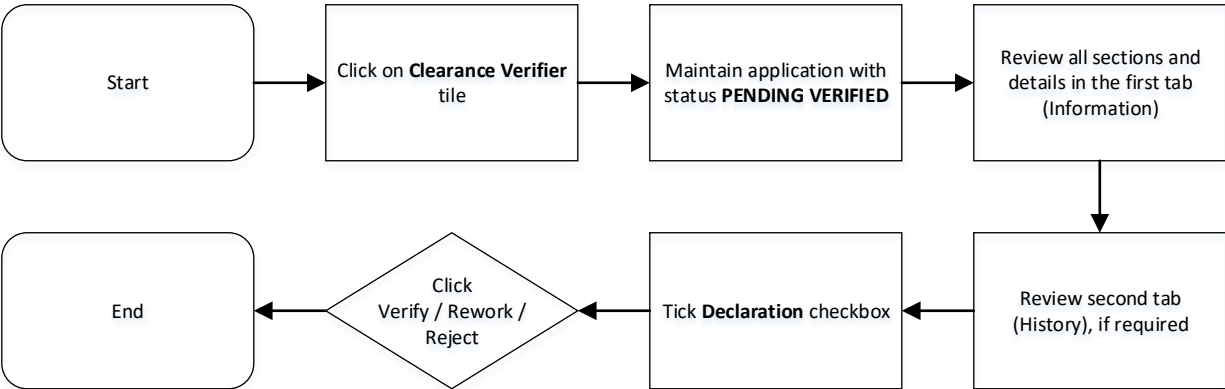
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Process Overview

Verify/Rework/Reject Clearance Request



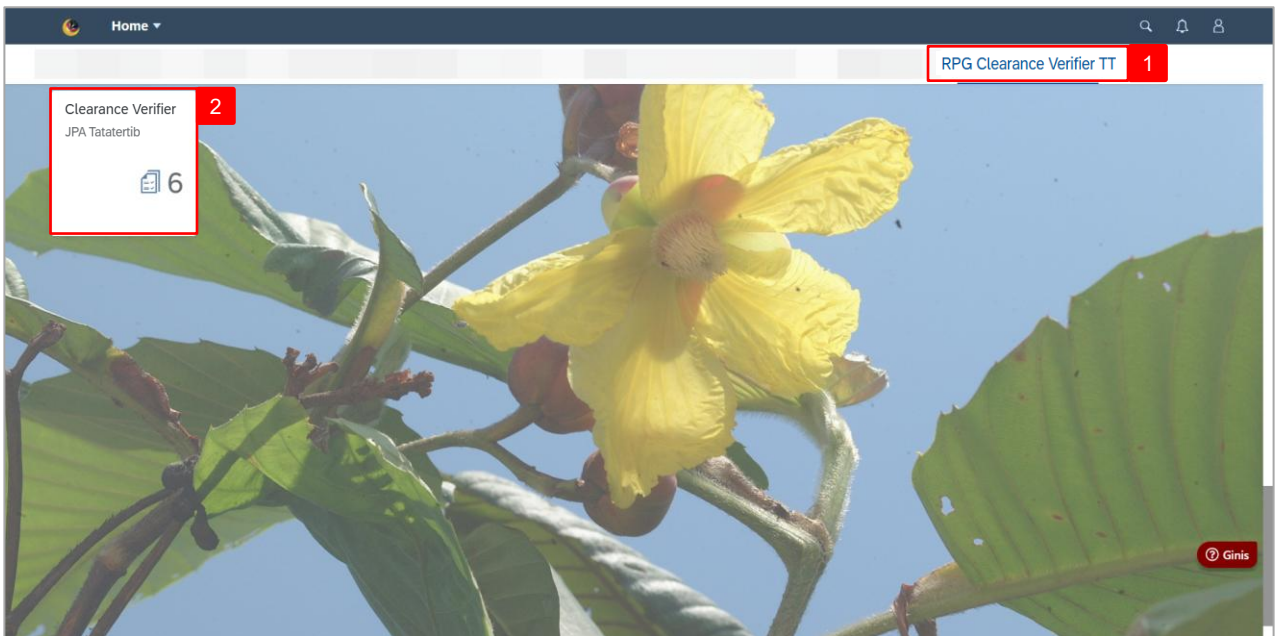
**VERIFY / REWORK / REJECT
CLEARANCE REQUEST**

Front End User

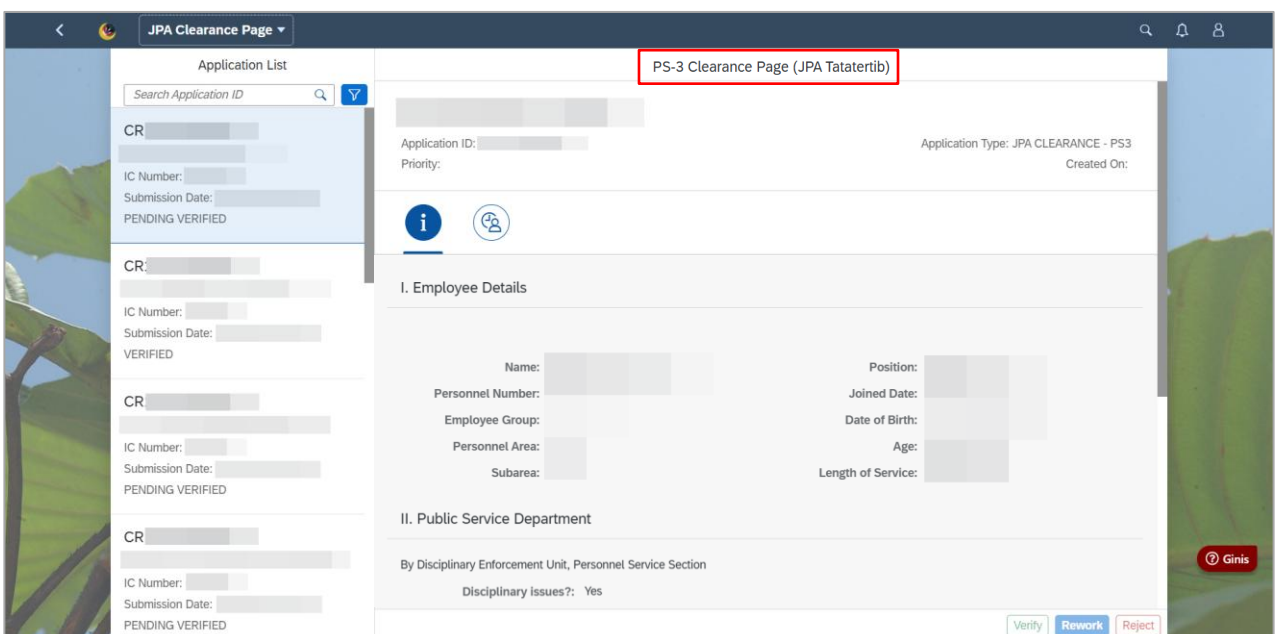
Clearance Verifier

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

1. Click on **RPG Clearance Verifier JPA TT**.
2. Click on **Clearance Verifier JPA Tatatertib** tile.



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





3. Select an application with status of **PENDING VERIFIED**.

JPA Clearance Page

Application List

Search Application ID

CR [redacted] 3
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

CR [redacted] 3
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

CR [redacted] 3
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

PS-3 Clearance Page (JPA Tatatertib)

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

I. Employee Details

Name: [redacted] Position: [redacted]
Personnel Number: [redacted] Joined Date: [redacted]
Employee Group: [redacted] Date of Birth: [redacted]
Personnel Area: [redacted] Age: [redacted]
Subarea: [redacted] Length of Service: [redacted]

II. Public Service Department

By Disciplinary Enforcement Unit, Personnel Service Section
Disciplinary issues?: Yes

Verify Rework Reject

4. In the first tab, user may **review all details in Section I: Employee Details & scroll-down** for **Section II: Public Service Department**, filled in previously by Clearance Checker.

JPA Clearance Page

Application List

Search Application ID

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

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

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

PS-3 Clearance Page (JPA Tatatertib)

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

I. Employee Details

Name: [redacted] Position: [redacted]
Personnel Number: [redacted] Joined Date: [redacted]
Employee Group: [redacted] Date of Birth: [redacted]
Personnel Area: [redacted] Age: [redacted]
Subarea: [redacted] Length of Service: [redacted]

II. Public Service Department

By Disciplinary Enforcement Unit, Personnel Service Section
Disciplinary issues?: Yes

Verify Rework Reject



5. In the second tab, user may review the details of changes in status.

Application List

Search Application ID

Y

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

PS-3 Clearance Page (JPA Tatatertib)

Application ID:

Priority:

Application Type: JPA CLEARANCE - PS3

Created On:

i

5

History

Date	Time	Status
13 November 2024	14:41:13	PENDING VERIFIED

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

Verify

Rework

Reject

6. Tick **Declaration** checkbox.

7. Depending on different scenarios, user may select:

- **Verify** – verify application to complete clearance process.
- **Rework** – rework application back to Clearance Checker.
- **Reject** – reject application and complete clearance process.

Application List

Search Application ID

Y

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

PS-3 Clearance Page (JPA Tatatertib)

Application ID:

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Application Type: JPA CLEARANCE - PS3

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History

Date	Time	Status
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Declaration

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Verify

Rework

Reject

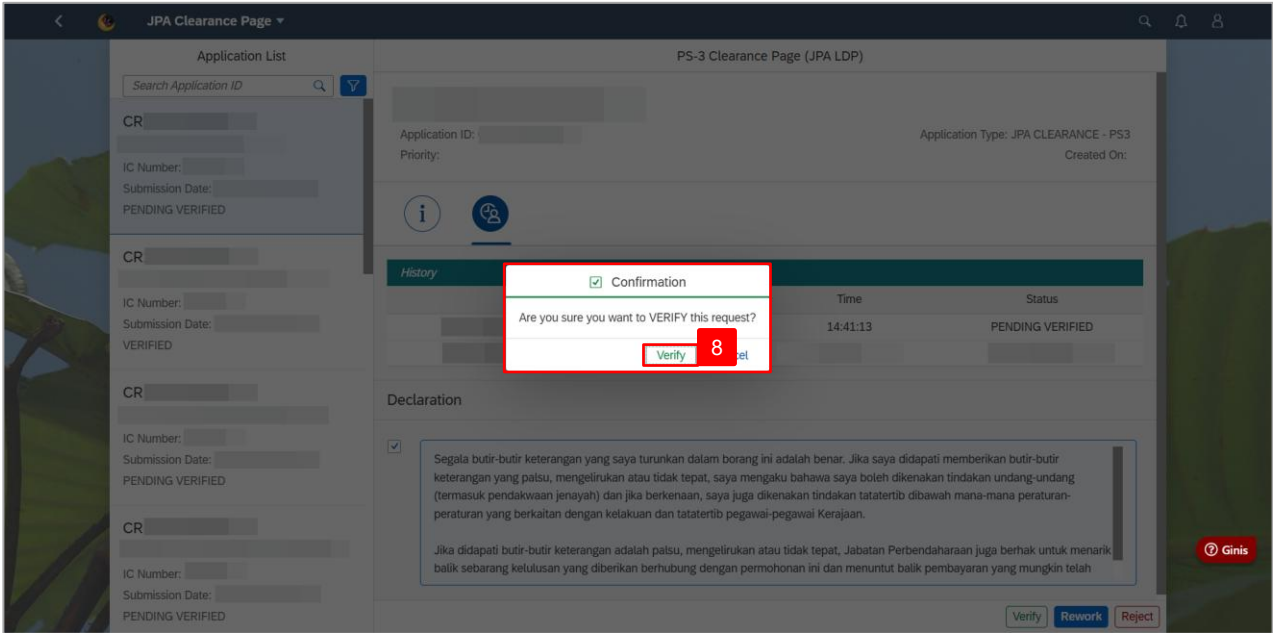
SSM_UG_SAPGUI_Clearance Process_Clearance Verifier_v1.0

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Note: Confirmation pop-up will be displayed.

8. Click **Verify / Rework / Reject**, depending on the different scenarios.



Outcome: Application has successfully been **Verified / Reworked / Rejected**.

