SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Verifier

MOFE

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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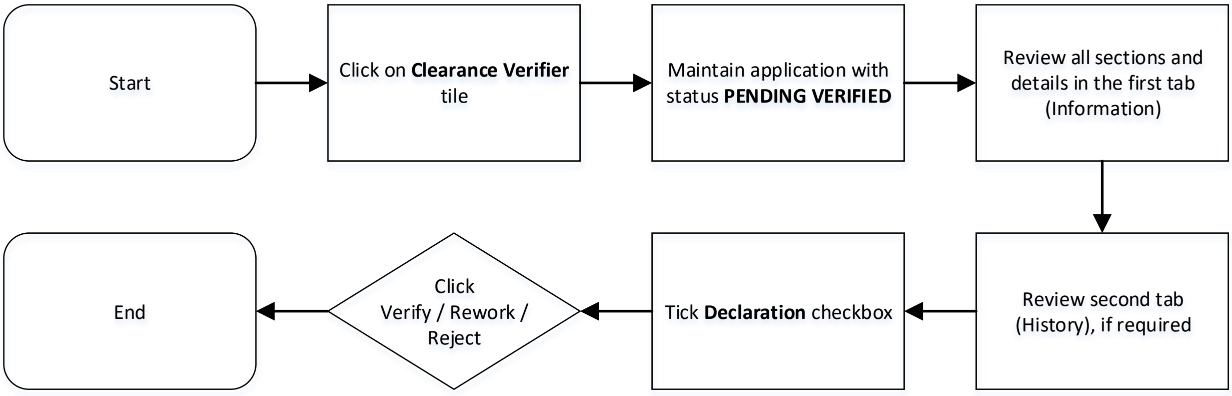
Process Overview

Verify/Rework/Reject Clearance Request

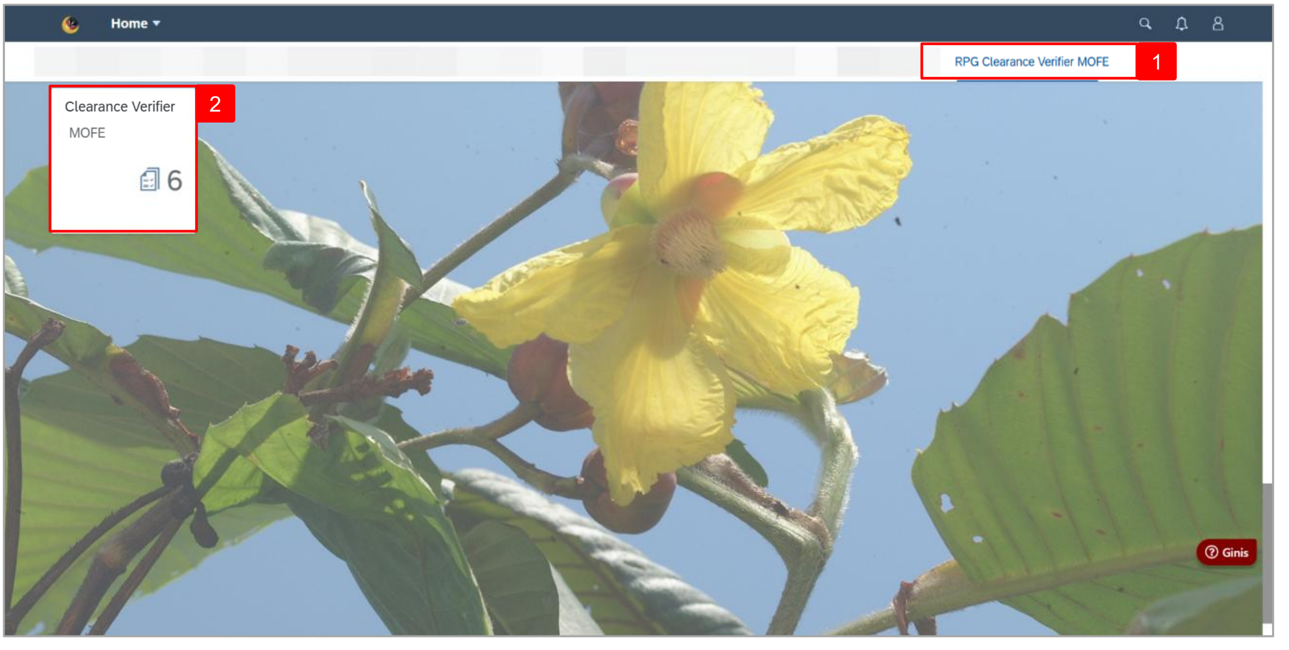


VERIFY / REWORK / REJECT CLEARANCE REQUEST	Front End User
	Clearance Verifier

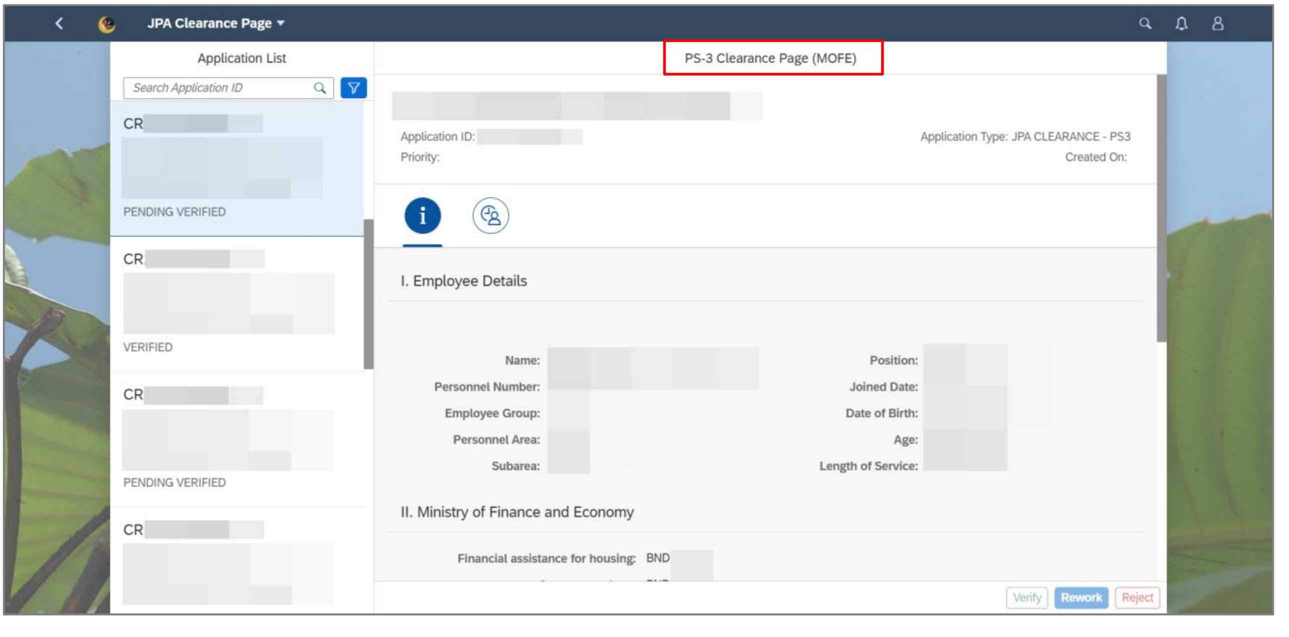
Log into SAP FIORI (Front End) and proceed with the following steps.

1. Click on **RPG Clearance Verifier MOFE.**

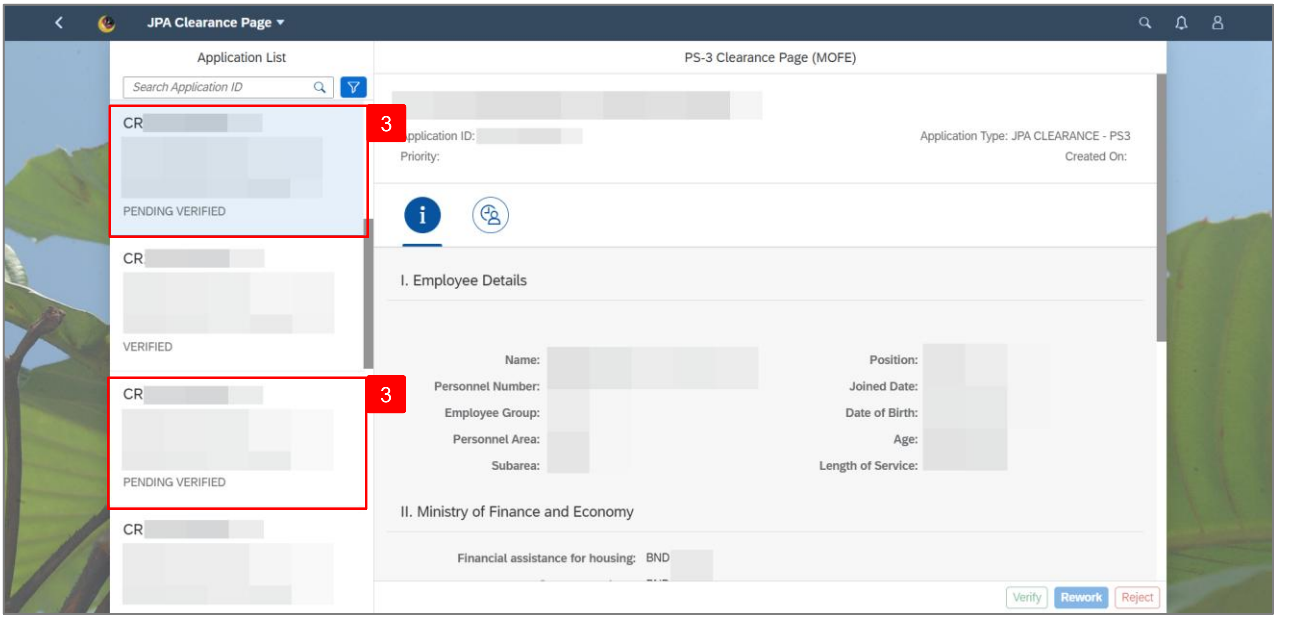
2. Click on **Clearance Verifier MOFE** tile.



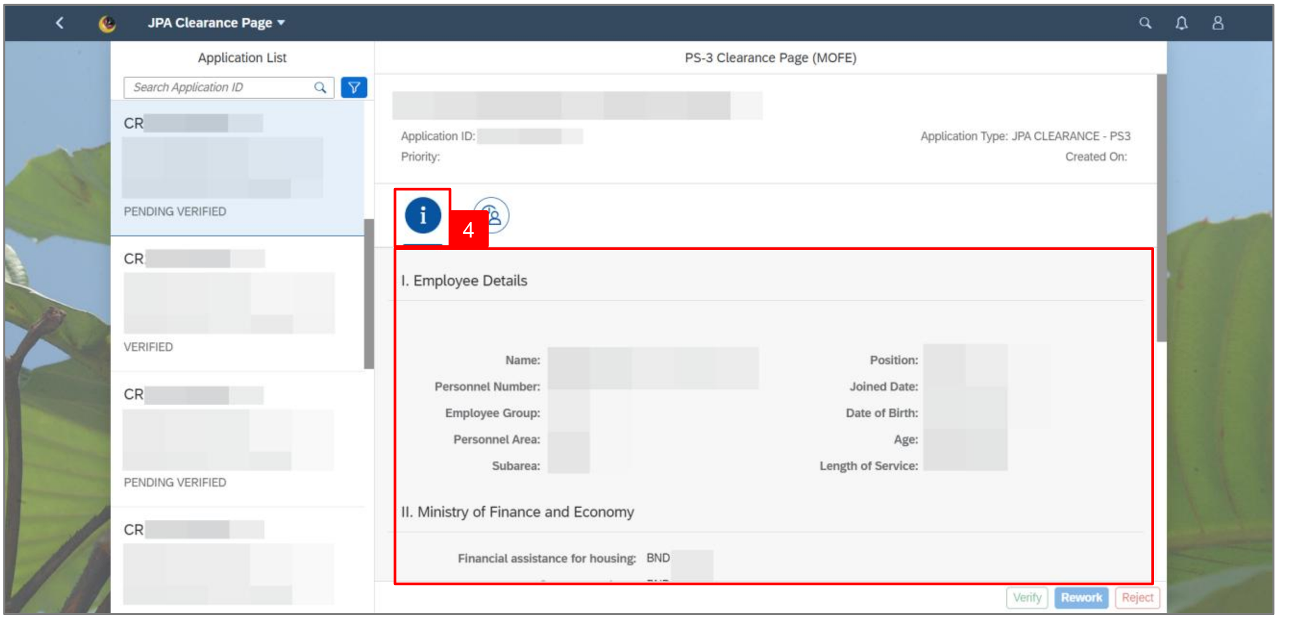
Note: PS-3 Clearance Page (MOFE) will be displayed.



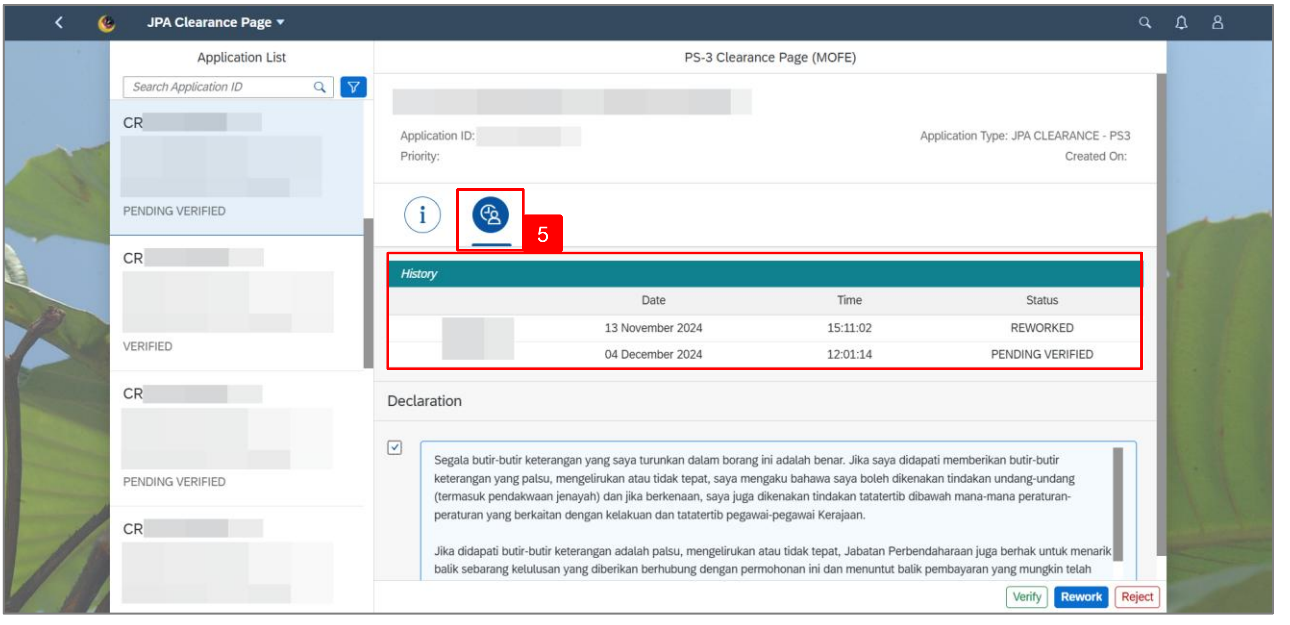
3. Select an application with status of **PENDING VERIFIED.**



4. In the first tab, user may **review all details in Section I: Employee Details and Section II: Ministry of Finance & Economy** filled in previously by Clearance Checker**.**



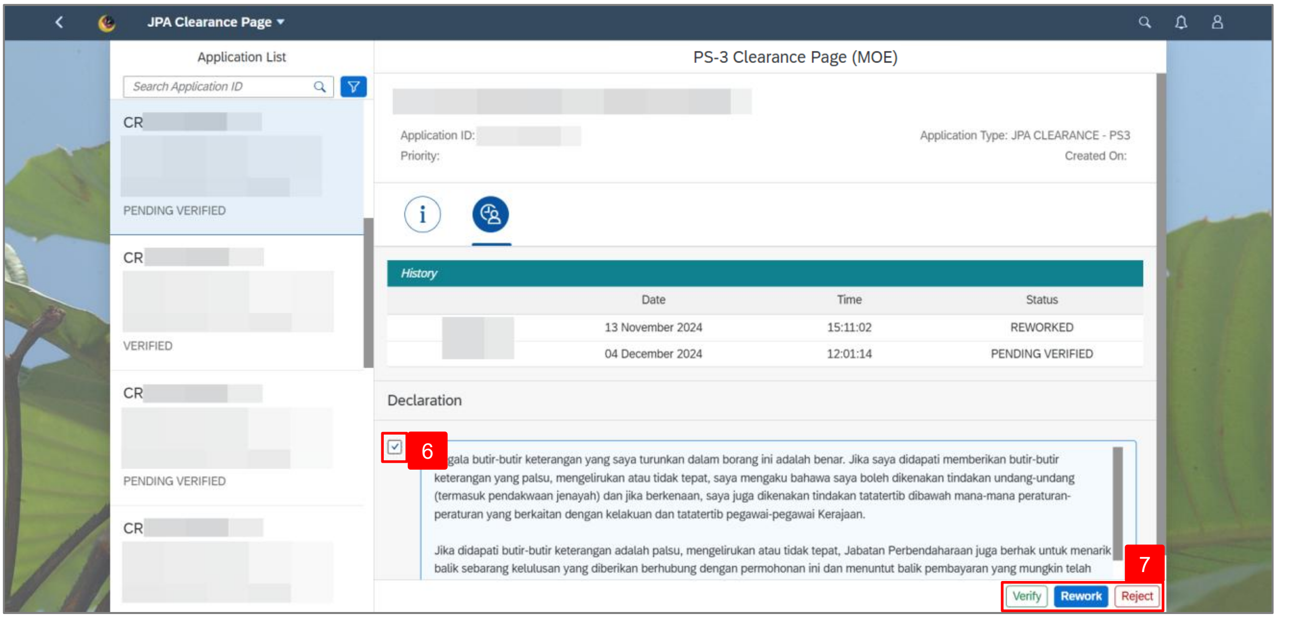
5. In the second tab, user may **review the details of changes in status**.



6. Tick **Declaration** checkbox**.**

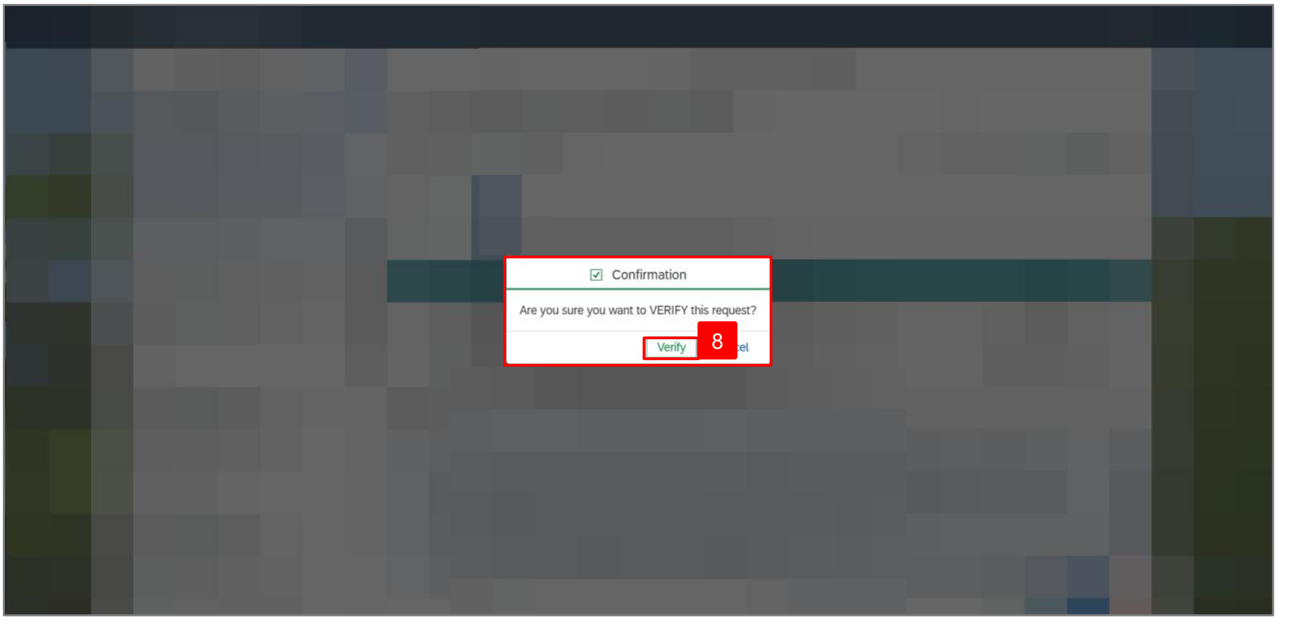
7. Depending on different scenarios, user may select:

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



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**.