



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

Main Ledger Unit (MLU)

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**.



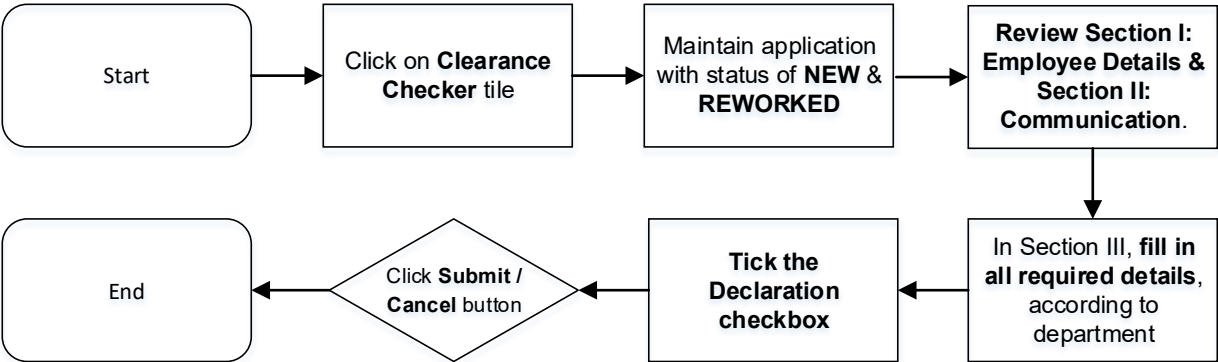
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Process Overview

Maintain Clearance Request

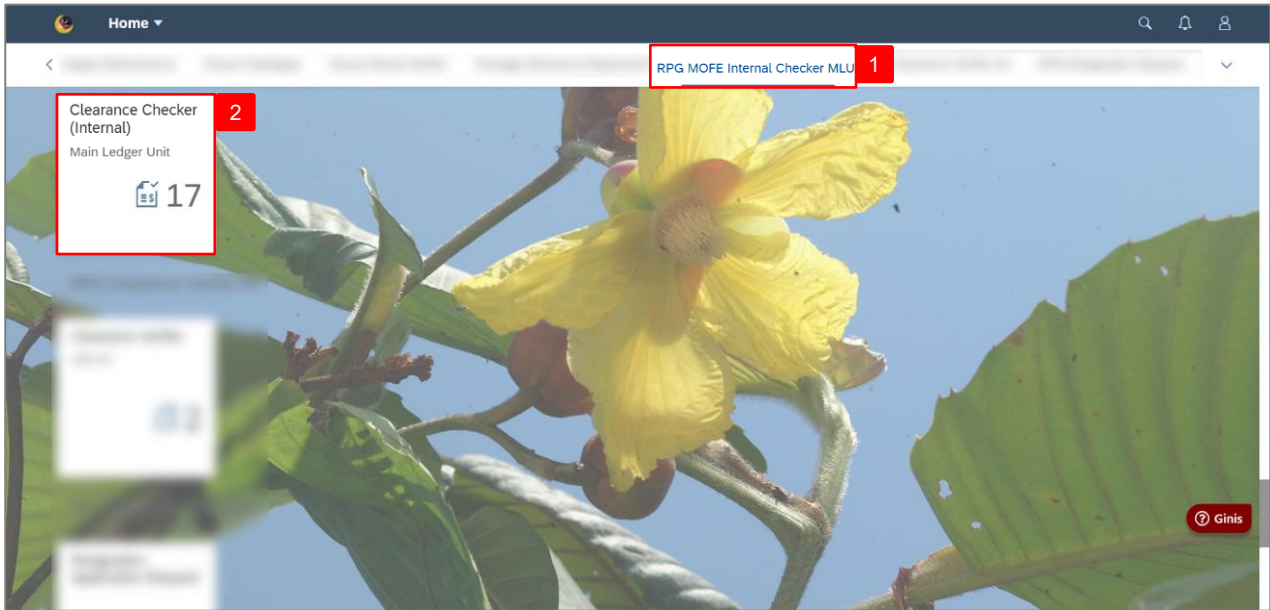




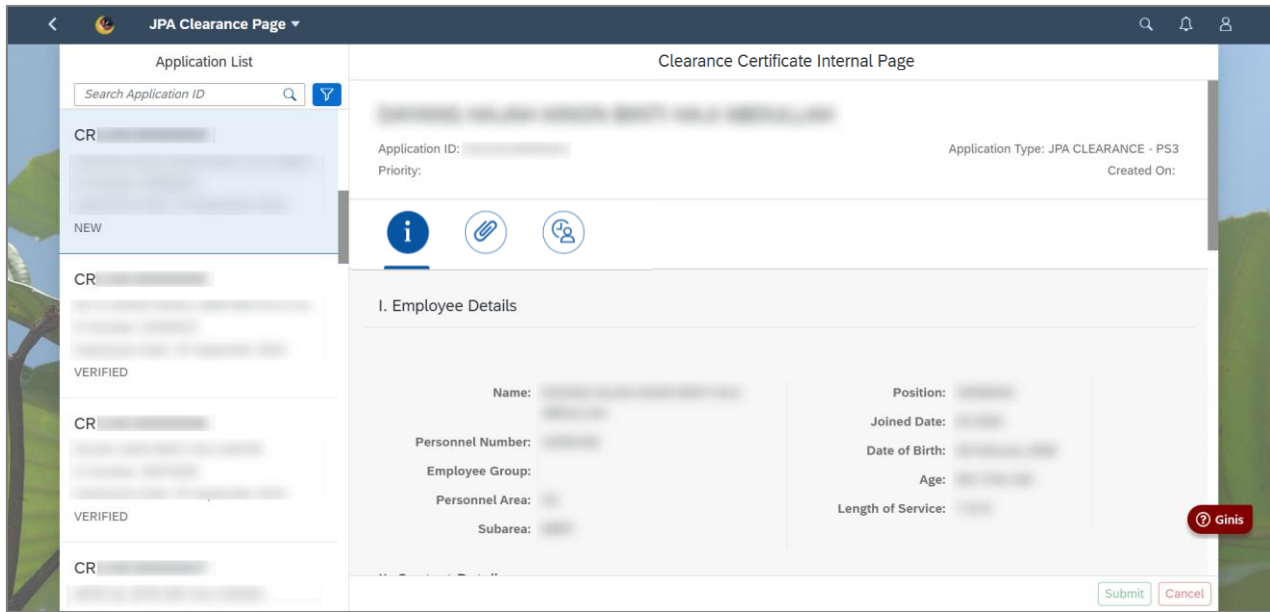
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

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

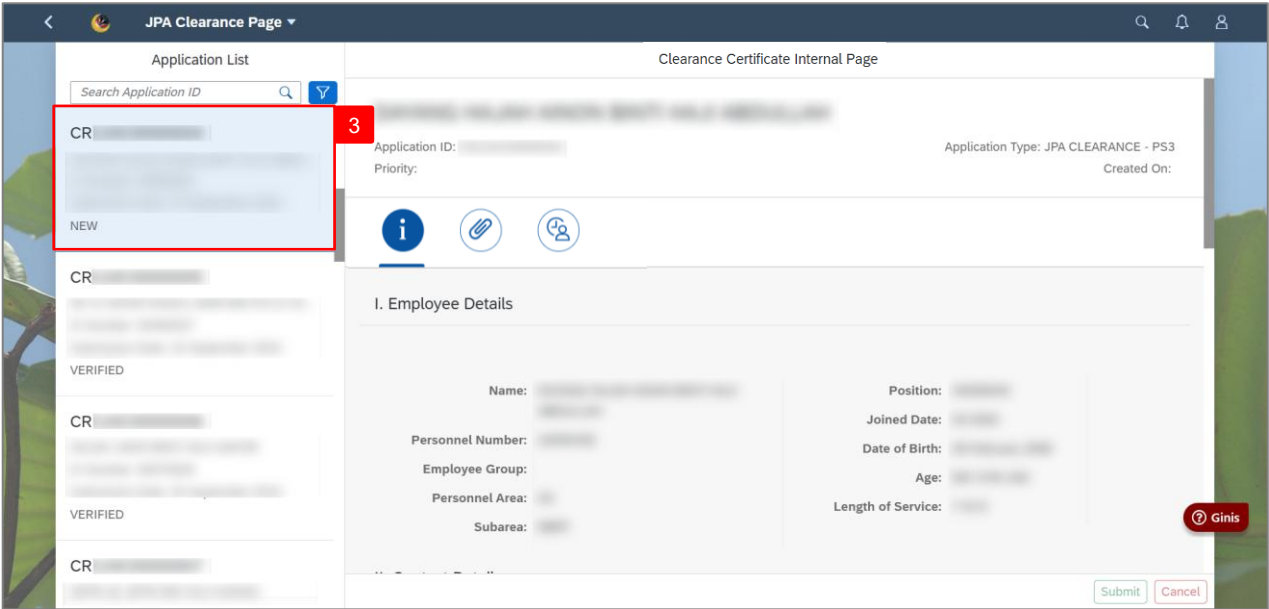


Note: Clearance Certificate Internal Page page will be displayed.

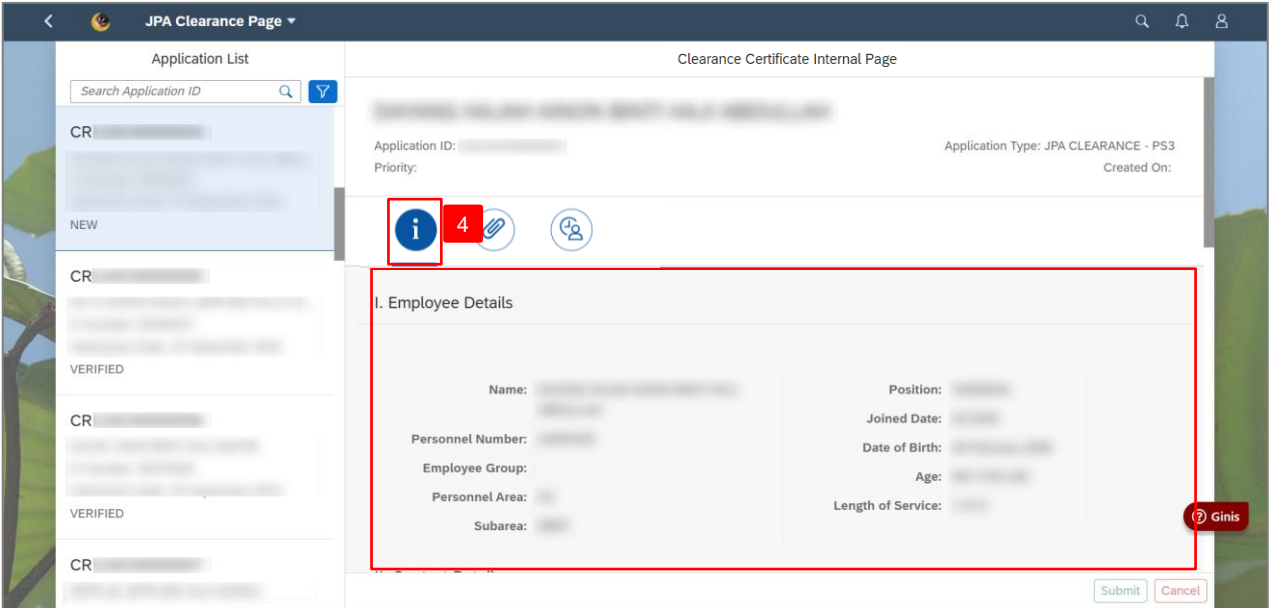




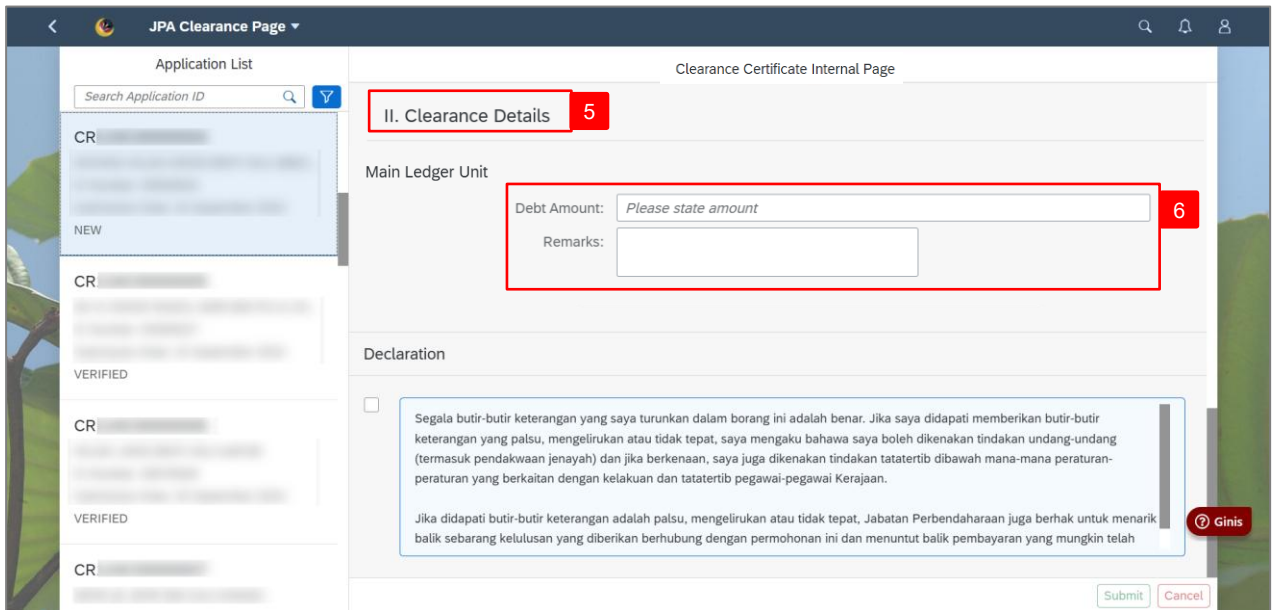
3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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

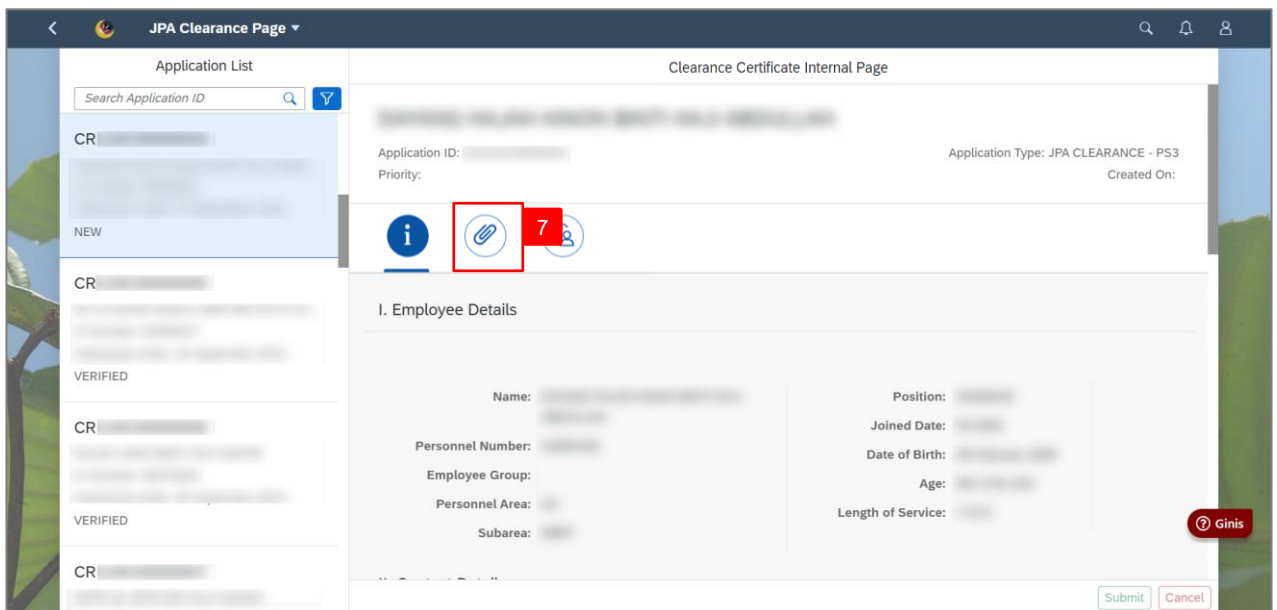


5. In **Section II: Clearance Details**, Clearance Checker are **required to fill in all required details in this section**.
6. Enter the **Debt Amount** and **Remarks** fields.



The screenshot shows the 'JPA Clearance Page' with the 'Clearance Certificate Internal Page' tab selected. The 'II. Clearance Details' section is highlighted with a red box and labeled with a red '5'. Below this, the 'Main Ledger Unit' section contains a 'Debt Amount' field (labeled with a red '6') and a 'Remarks' field. The 'Declaration' section contains a checkbox and a text area with a disclaimer. The 'Ginis' button is visible in the bottom right corner.

7. Click on **attachment Tab** review and upload required documents.



The screenshot shows the 'JPA Clearance Page' with the 'Clearance Certificate Internal Page' tab selected. The 'Attachment Tab' is highlighted with a red box and labeled with a red '7'. The 'Employee Details' section is visible below the attachment tab. The 'Ginis' button is visible in the bottom right corner.



- 5. In **Section II: Clearance Details**, Clearance Checker are **required to fill in all required details in this section.**
- 6. Enter the **Debt Amount** and **Remarks** fields.

JPA Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

Clearance Certificate Internal Page

II. Clearance Details

Revenue Unit

Debt Amount: Please state amount

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 tata tertib 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

- 7. Click on **attachment Tab** review and upload required documents.

JPA Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

Clearance Certificate Internal Page

Application ID:

Priority:

Application Type: JPA CLEARANCE - PS3

Created On:

I. Employee Details

Name:

Position:

Personnel Number:

Joined Date:

Employee Group:

Date of Birth:

Personnel Area:

Age:

Subarea:

Length of Service:

Submit

Cancel

8. Click on browse button to upload the required documents.

JPA Clearance Page

Application List

Search Application ID

CR

NEW

VERIFIED

CR

VERIFIED

CR

HASJAH RUBIAH BINTI HAJI ZAMRI

Application ID: CR25A000000000
Priority:

Application Type: MOFE INTERNAL
Created On: 09 January 2025

i

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👤

Note: File size should not exceed 3.5MB and only PDF, PNG, JPG or JPEG format can be uploaded.

Please upload your file here...

Browse...8

Document Display

Clearance Agency	Uploaded Date/Time	File Name
No data		

Ginis

SubmitCancel

Note: Uploaded documents will be appeared under the Document Display.

JPA Clearance Page

Application List

Search Application ID

CR [REDACTED]

NEW

CR [REDACTED]

VERIFIED

CR [REDACTED]

VERIFIED

CR [REDACTED]

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A000000000
Priority:

Application Type: MOFE INTERNAL
Created On: 09 January 2025

i

Note: File size should not exceed 3.5MB and only PDF, PNG, JPG or JPEG format can be uploaded.

Please upload your file here...
Browse...

Document Display

Clearance Agency	Uploaded Date/Time	File Name
REVENUE UNIT	08 February 2025	Screenshot 2025-02-07 14:2828.png

NOTE

Ginis

Submit

Cancel

9. Click on **Application History Tab** to view previous Application status.

[illegible]

Note: Previous Application Status will be appeared under **History Tab**.

JPA Clearance Page

Application List

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A0000018 Application Type: MOFE INTERNAL

Priority:

Created On: 09 January 2025

CR [REDACTED]

[REDACTED]

[REDACTED]

NEW

sap-icon://history			
	Date	Time	Status
[REDACTED]	06 February 2025	16:44:15	PENDING VERIFIED
[REDACTED]	06 February 2025	16:57:57	REWORKED

CR [REDACTED]

[REDACTED]

[REDACTED]

VERIFIED

CR [REDACTED]

[REDACTED]

[REDACTED]

VERIFIED

CR [REDACTED]

[REDACTED]

[REDACTED]

Ginis

Submit

Cancel

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

[illegible]

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