



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Checker

Unit Gaji & Elaun

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**.



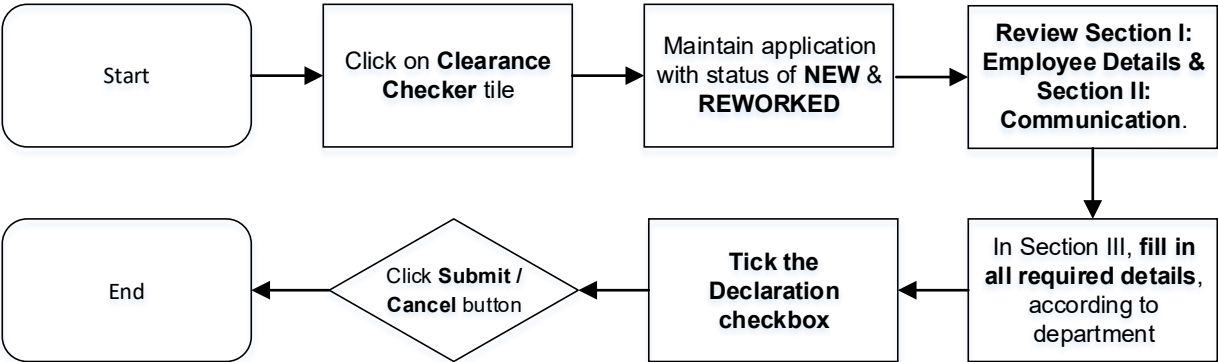
Table of Content

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



Process Overview

Maintain Clearance Request

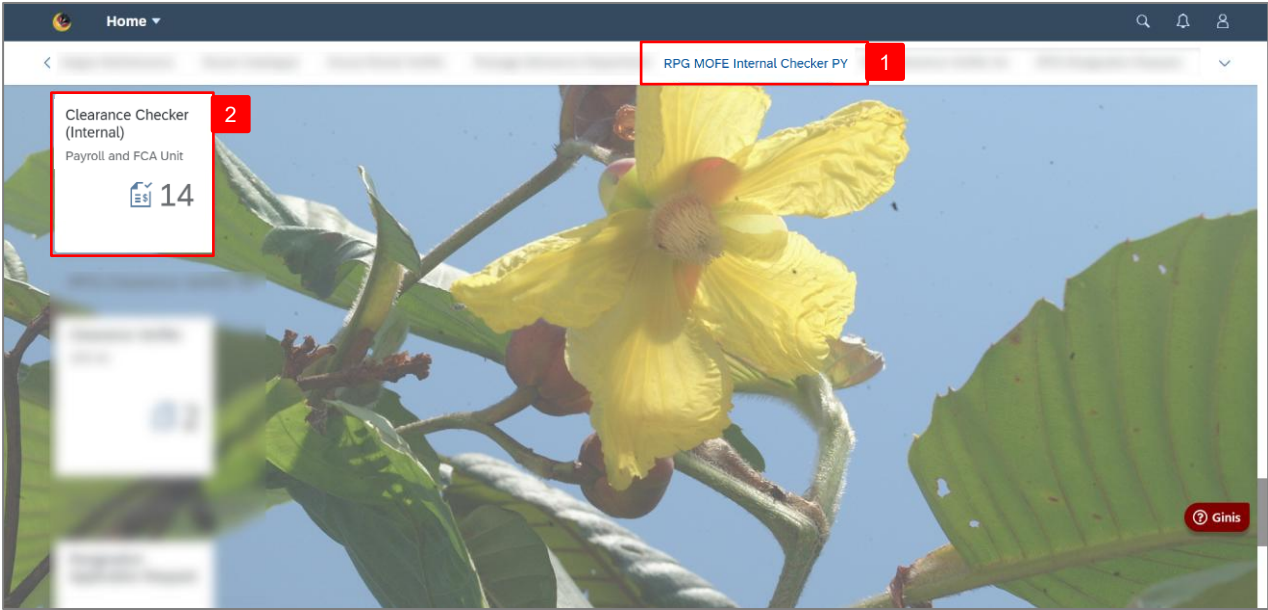




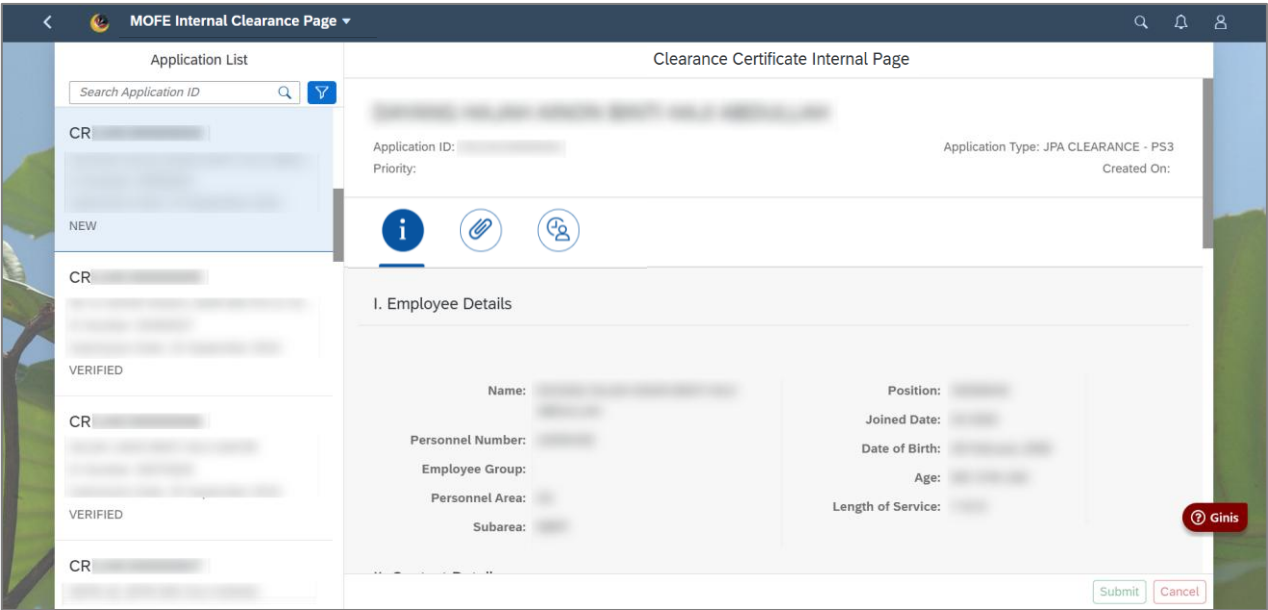
MAINTAIN CLEARANCE REQUEST	Front End User
	Clearance Checker

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

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

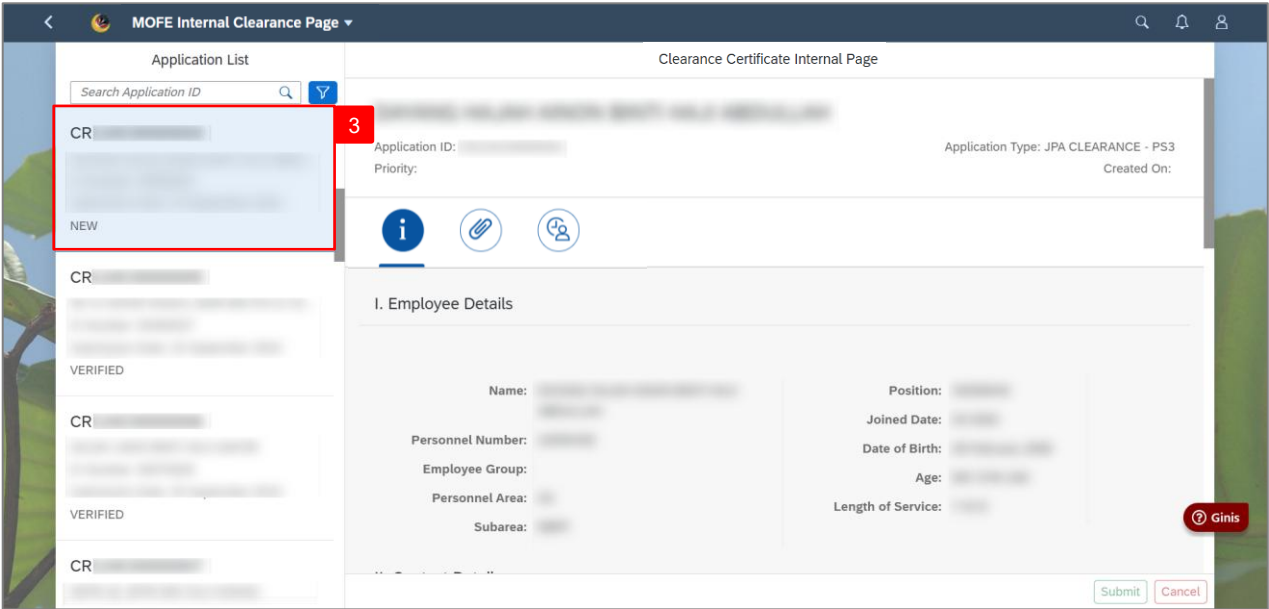


Note: Clearance Certificate Internal Page page will be displayed.

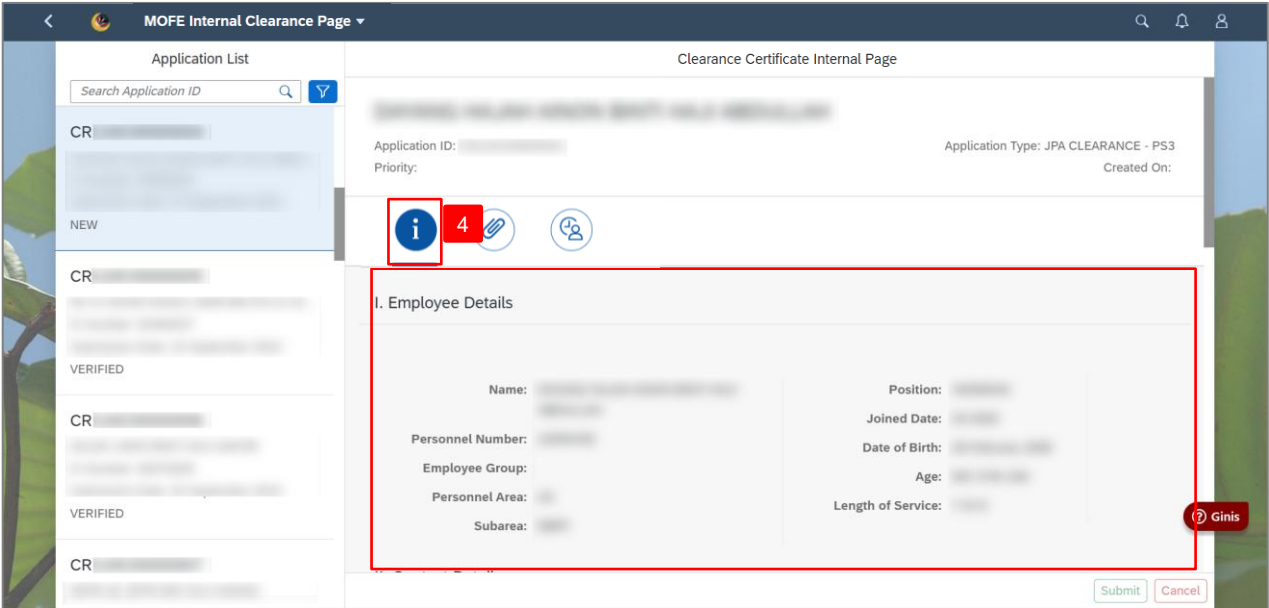




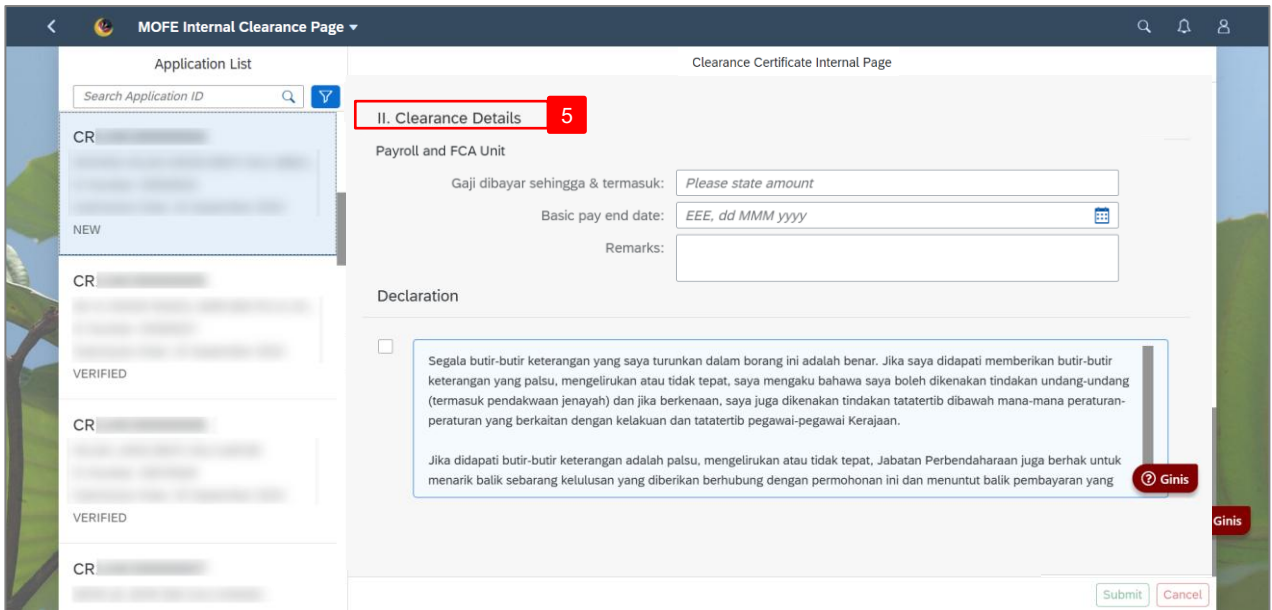
3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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

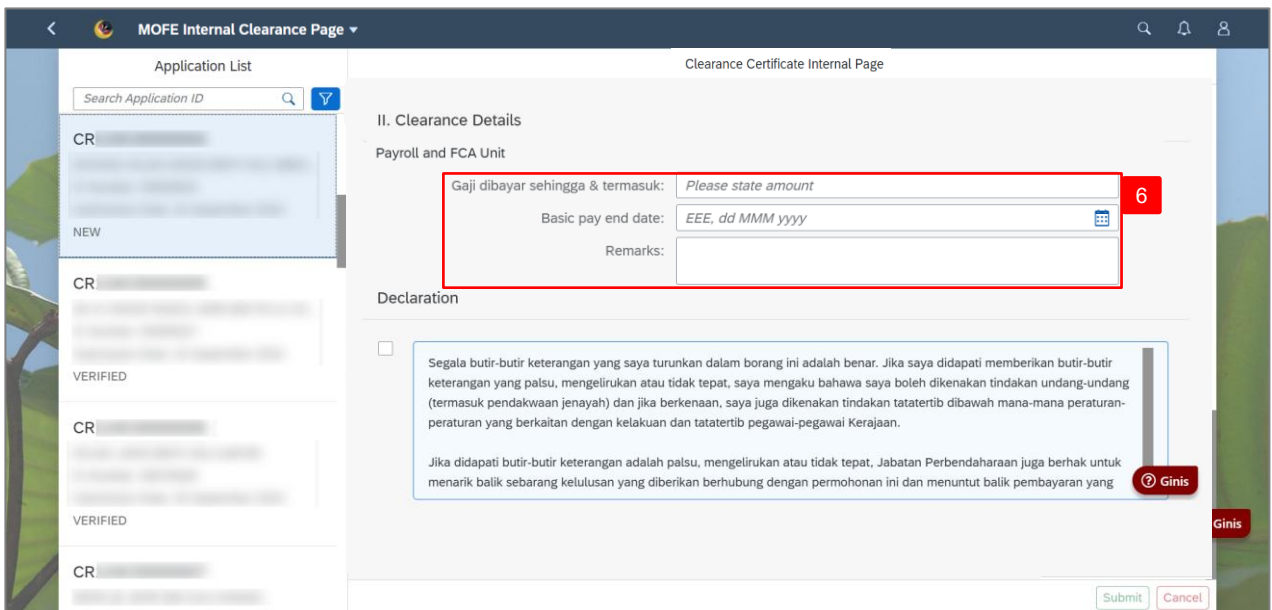


5. In **Section II: Clearance Details**, Clearance Checker are required to fill in all required details in this section.



The screenshot shows the 'MOFE Internal Clearance Page' with a sidebar 'Application List' and a main 'Clearance Certificate Internal Page'. The 'Clearance Details' section is highlighted with a red box and a red '5'. It includes fields for 'Payroll and FCA Unit', 'Gaji dibayar sehingga & termasuk' (Please state amount), 'Basic pay end date' (EEE, dd MMM yyyy), and 'Remarks'. Below these is a 'Declaration' section with a checkbox and a text area containing a disclaimer. A 'Ginis' button is visible in the bottom right corner.

6. Enter the **Salary Amount**, **Basic Pay End Date** and **Remarks** (if required).



The screenshot shows the same 'MOFE Internal Clearance Page' as before, but with the input fields for 'Gaji dibayar sehingga & termasuk', 'Basic pay end date', and 'Remarks' highlighted with a red box and a red '6'. The 'Declaration' section and the 'Ginis' button are also visible.

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

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MOFE Internal Clearance Page

Application List

Search Application ID

NEW

CR

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJI ZAMRI

Application ID: CR25A0000000000000
Priority:

Application Type: MOFE INTERNAL
Created On: 09 January 2025

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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		

Submit

Cancel

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

MOFE Internal Clearance Page

Application List

Search Application ID

NEW

CR

VERIFIED

CR

VERIFIED

CR

VERIFIED

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A000000000
Priority:

Application Type: MOFE INTERNAL
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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...

Document Display

Clearance Agency	Uploaded Date/Time	File Name
REVENUE UNIT	08 February 2025	Screenshot 2025-02-07 142828.png

NOTE

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Ginis

Submit

Cancel

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

MOFE Internal Clearance Page

Application List

Search Application ID

NEW

CR

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A0000000000000
Priority:

Application Type: MOFE INTERNAL
Created On: 09 January 2025

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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...

Document Display

Clearance Agency	Uploaded Date/Time	File Name
No data		

Submit

Cancel

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

[illegible]



10. 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.

MOFE Internal Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJI ZAMRI

Application ID: 00000000000000000000

Priority:

Application Type: MOFE INTERNAL

Created On: 09 January 2025

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sap-icon://history

	Date	Time	Status
0000000000	06 February 2025	16:44:15	PENDING VERIFIED
0000000000	06 February 2025	16:57:57	REWORKED

Declaration ☒

10

...atir 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

11

Submit

Cancel

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