



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Clearance Agencies**

#### **Front End (FIORI)**

#### **Clearance Process**

#### **Clearance Checker**

#### **Unit Kutipan Hasil**

## 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                               |
|----------------|---------------------------------------|
| <b>SSM</b>     | Sistem Sumber Manusia                 |
| <b>SAP GUI</b> | SAP Graphical User Interface/Back End |
| <b>FIORI</b>   | Front End/Web Portal                  |
| <b>ESS</b>     | Employee Self Service                 |
| <b>MSS</b>     | Manager Self Service                  |
| <b>RR</b>      | Retirement & Resignation              |
| <b>PG</b>      | 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**.



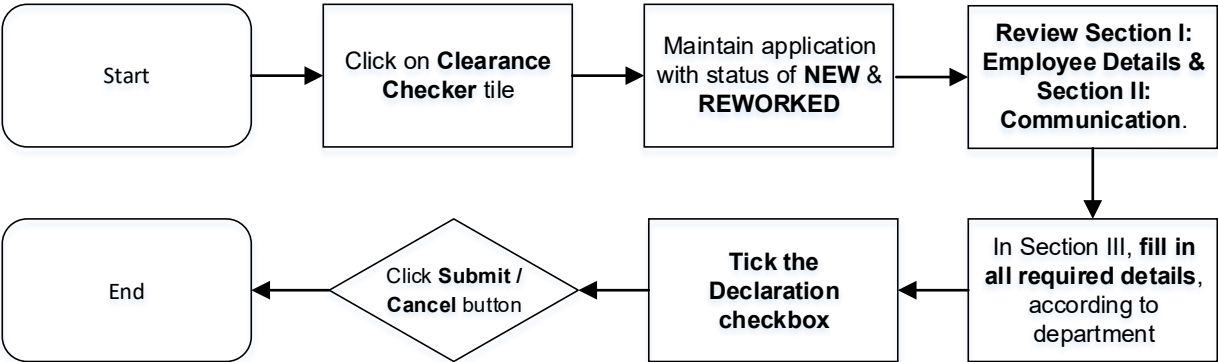
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Process Overview

Maintain Clearance Request

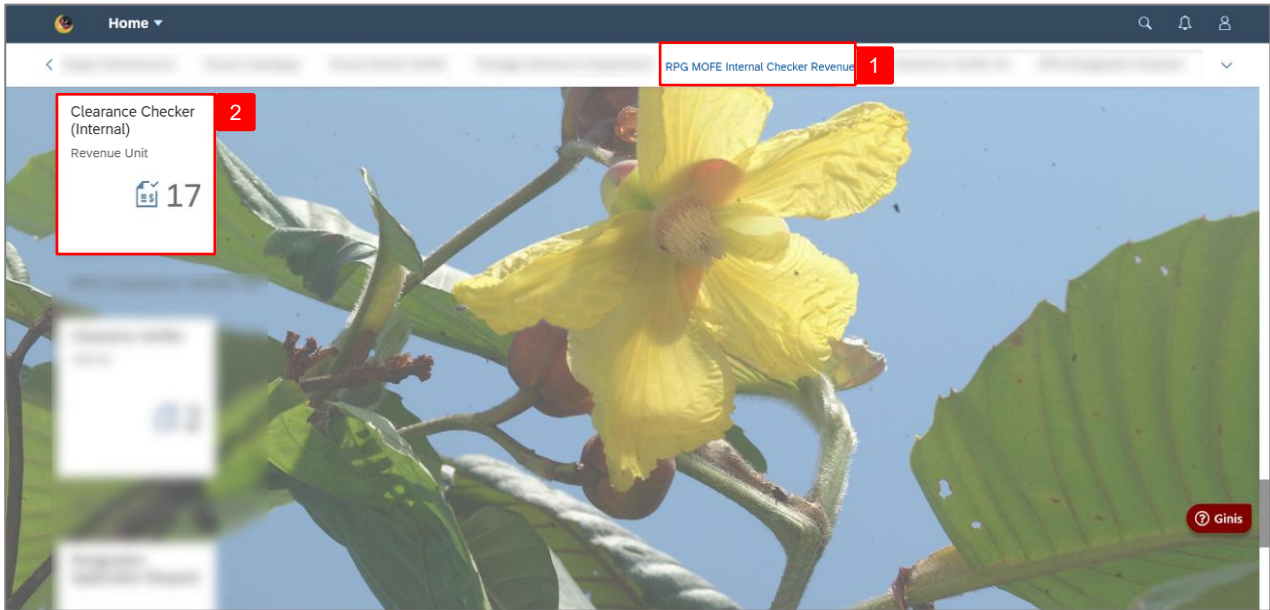




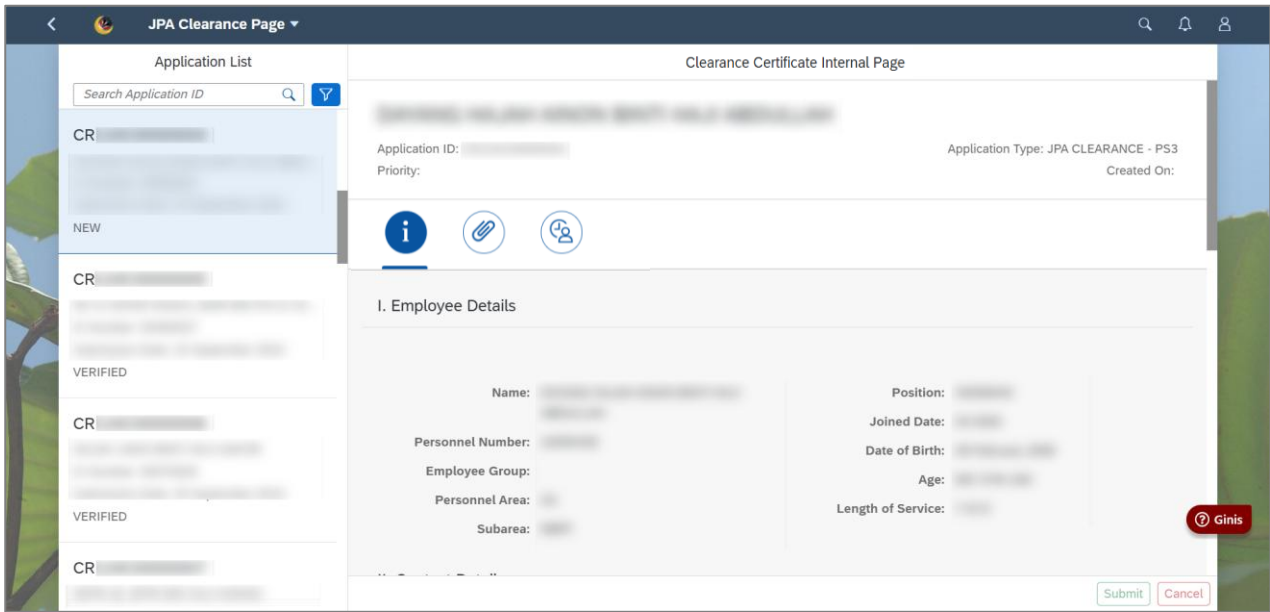
|                               |                   |
|-------------------------------|-------------------|
| MAINTAIN<br>CLEARANCE REQUEST | Front End User    |
|                               | Clearance Checker |

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

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

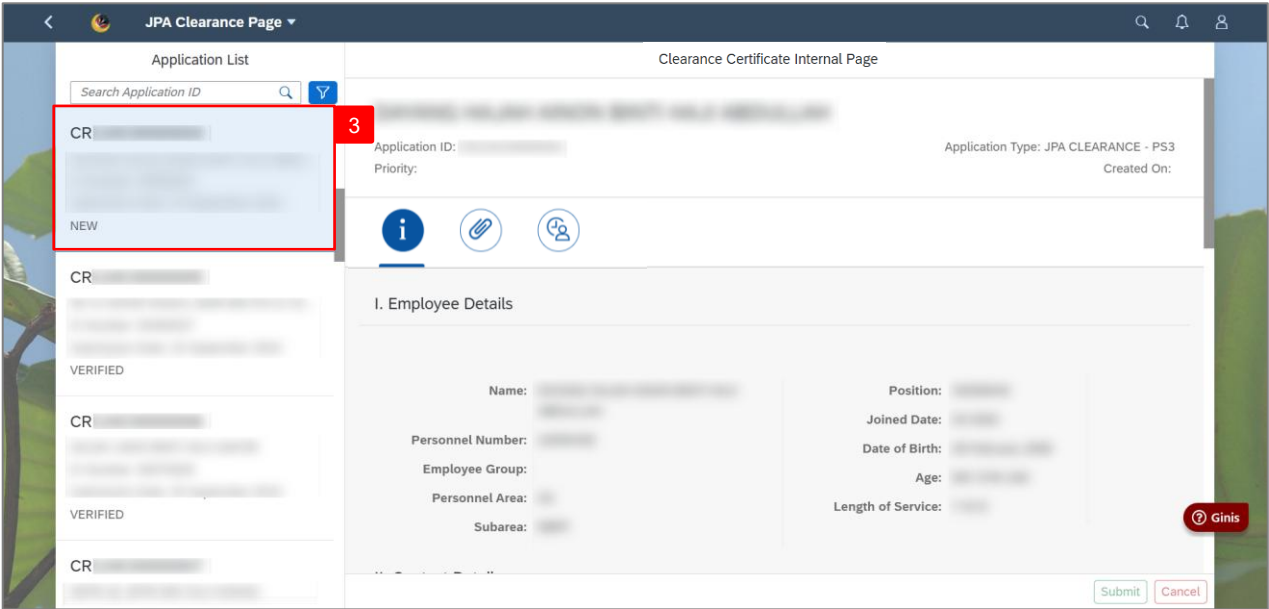


**Note:** Clearance Certificate Internal Page page will be displayed.

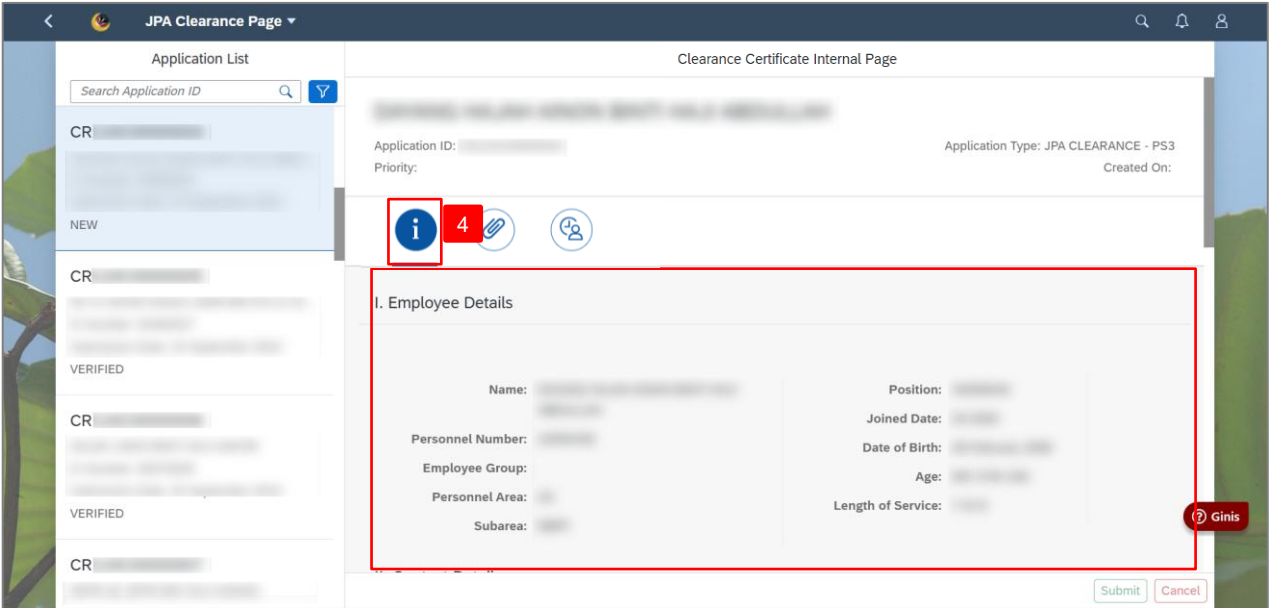




3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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.

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:

**Attachment Tab**

I. Employee Details

Name:

Position:

Personnel Number:

Joined Date:

Employee Group:

Date of Birth:

Personnel Area:

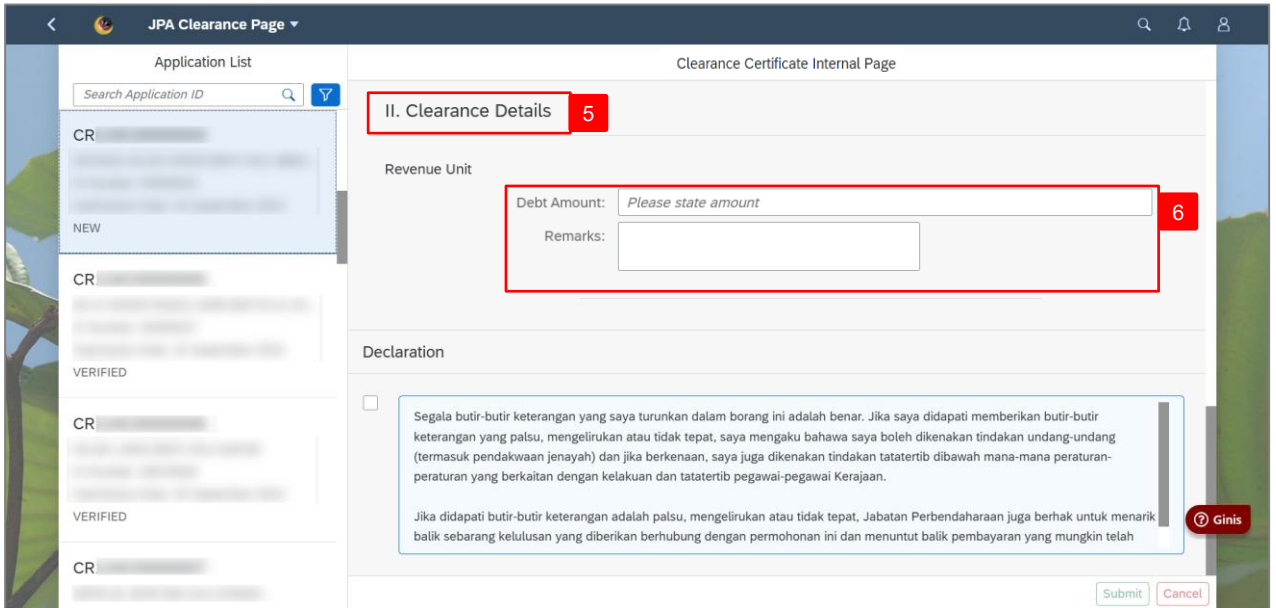
Age:

Subarea:

Length of Service:

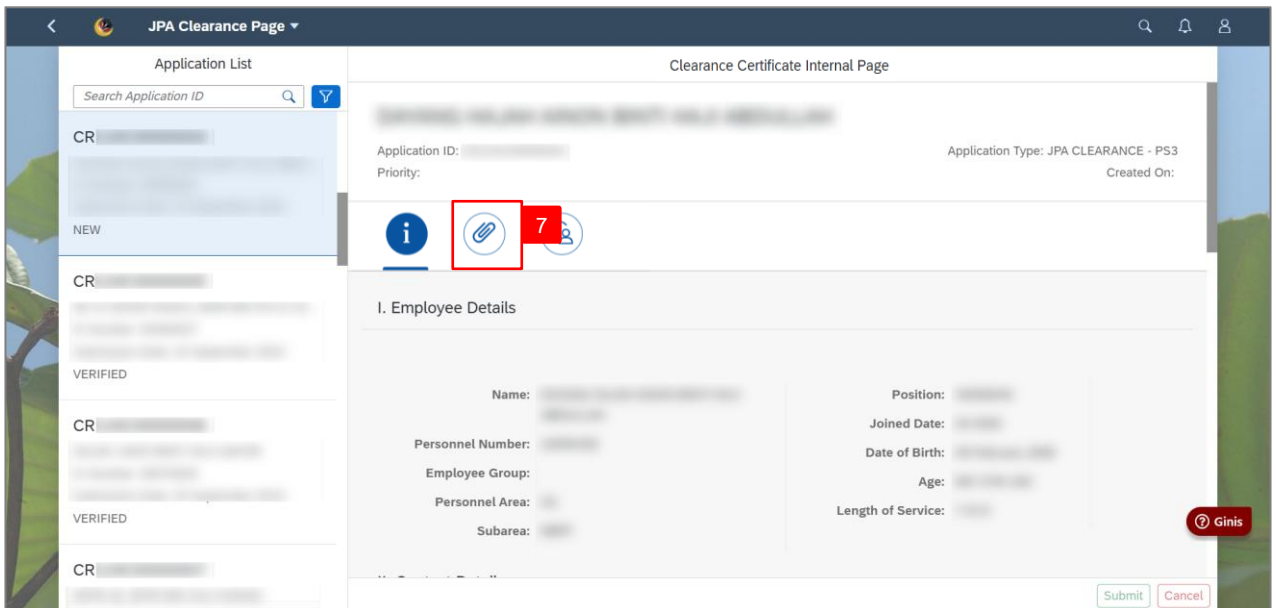
Submit Cancel

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 a sidebar 'Application List' and a main 'Clearance Certificate Internal Page'. The 'II. Clearance Details' section is highlighted with a red box and a red '5' label. Below it, the 'Revenue Unit' section contains a 'Debt Amount' field (with placeholder text 'Please state amount') and a 'Remarks' field, both highlighted with a red box and a red '6' label. A 'Declaration' section is also visible, containing a checkbox and a text area with a disclaimer. The bottom right corner features a 'Ginis' button and 'Submit'/'Cancel' buttons.

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



The screenshot shows the 'JPA Clearance Page' with a sidebar 'Application List' and a main 'Clearance Certificate Internal Page'. The 'Attachment Tab' is highlighted with a red box and a red '7' label. The page displays application details: 'Application ID: [redacted]', 'Priority: [redacted]', 'Application Type: JPA CLEARANCE - PS3', and 'Created On: [redacted]'. Below this, the 'I. Employee Details' section is visible, containing fields for 'Name', 'Position', 'Personnel Number', 'Joined Date', 'Employee Group', 'Date of Birth', 'Personnel Area', 'Age', 'Subarea', and 'Length of Service'. The bottom right corner features a 'Ginis' button and 'Submit'/'Cancel' buttons.

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

[illegible]

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

JPA Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A0000000000000  
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.

JPA Clearance Page

Application List

Search Application ID

CR [REDACTED]

NEW

CR [REDACTED]

VERIFIED

CR [REDACTED]

VERIFIED

CR [REDACTED]

HASJAH RUBIAH BINTI HAJI ZAMRI

Application ID: CR[REDACTED]  
Priority:

Application Type: MOFE INTERNAL  
Created On: 09 January 2025

[Info] [Link] [User] 9

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          |                    |           |

Ginis

SubmitCancel

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

JPA Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

VERIFIED

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CR25A0000018

Priority:

Application Type: MOFE INTERNAL

Created On: 09 January 2025

i

🔗

👤

sap-icon://history

|              | Date             | Time     | Status           |
|--------------|------------------|----------|------------------|
| CR25A000176  | 06 February 2025 | 16:44:15 | PENDING VERIFIED |
| CR25B0000008 | 06 February 2025 | 16:57:57 | REWORKED         |

Ginis

Submit

Cancel



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.

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

i

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👤

sap-icon://history

|                      | Date             | Time     | Status           |
|----------------------|------------------|----------|------------------|
| 00000000000000000000 | 06 February 2025 | 16:44:15 | PENDING VERIFIED |
| 00000000000000000000 | 06 February 2025 | 16:57:57 | REWORKED         |

Declaration ☒

10

Atas 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**.