



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Clearance Agencies**

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

#### **Clearance Process**

#### **Clearance Checker**

#### **SLU1-SBPP**

## 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**.



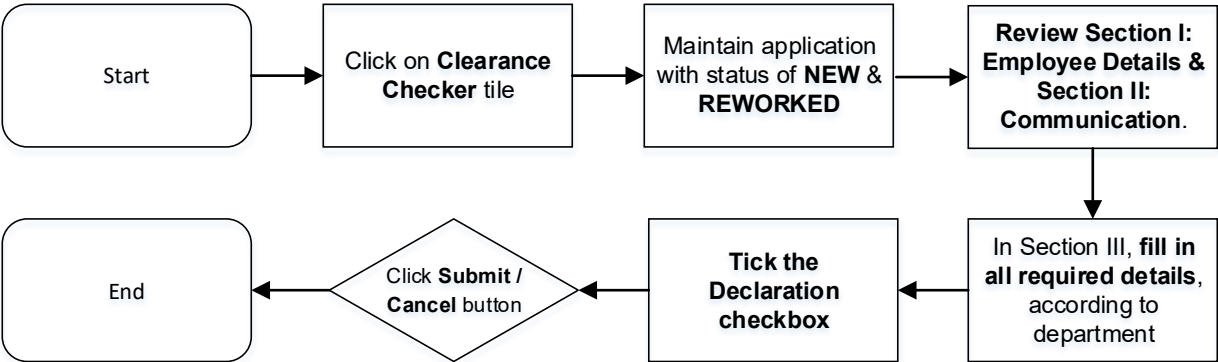
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Process Overview

Maintain Clearance Request

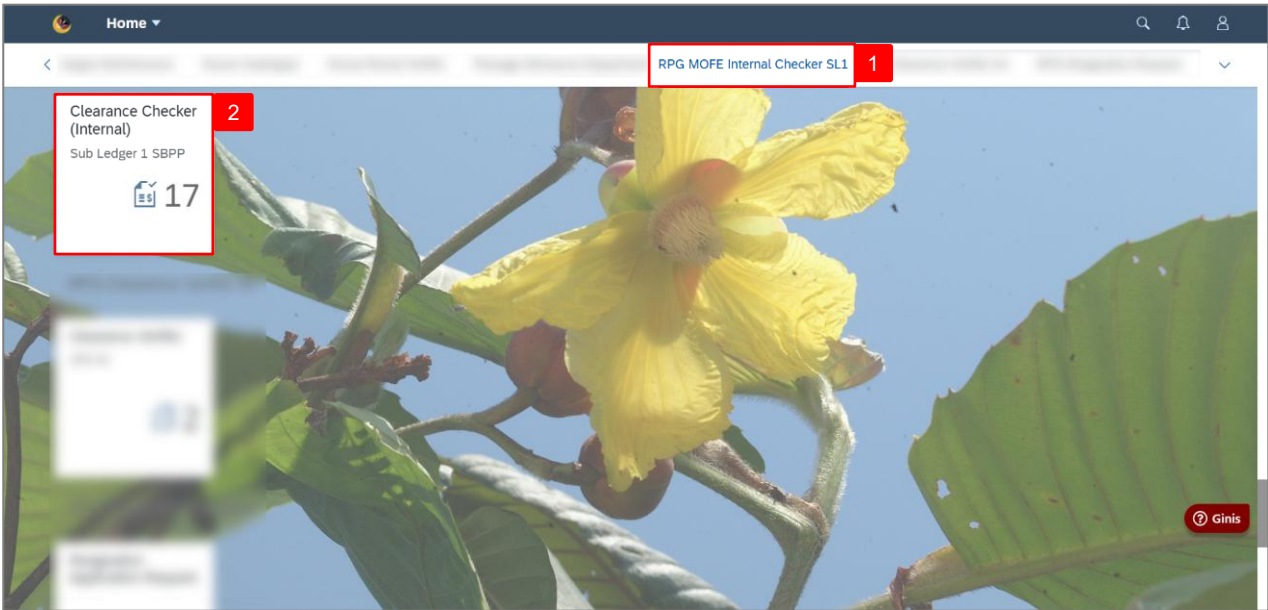




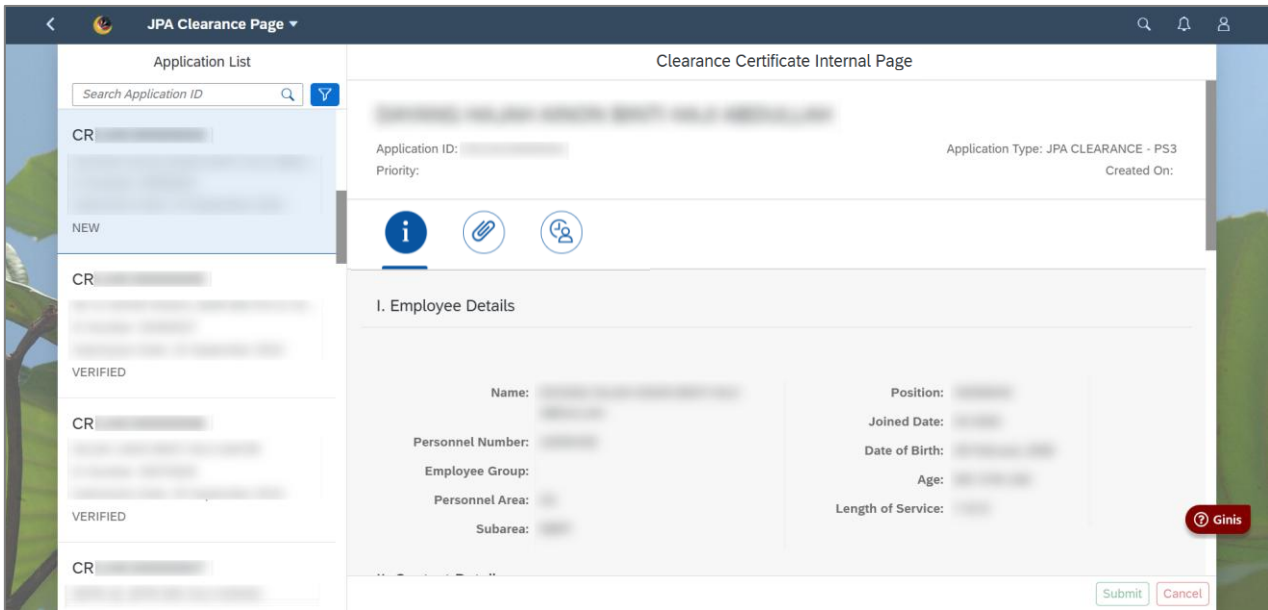
|                               |                   |
|-------------------------------|-------------------|
| MAINTAIN<br>CLEARANCE REQUEST | Front End User    |
|                               | Clearance Checker |

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

- 1. Click on **RPG MOFE Internal Checker SL1** tab.
- 2. Click on **Clearance Checker** tile.

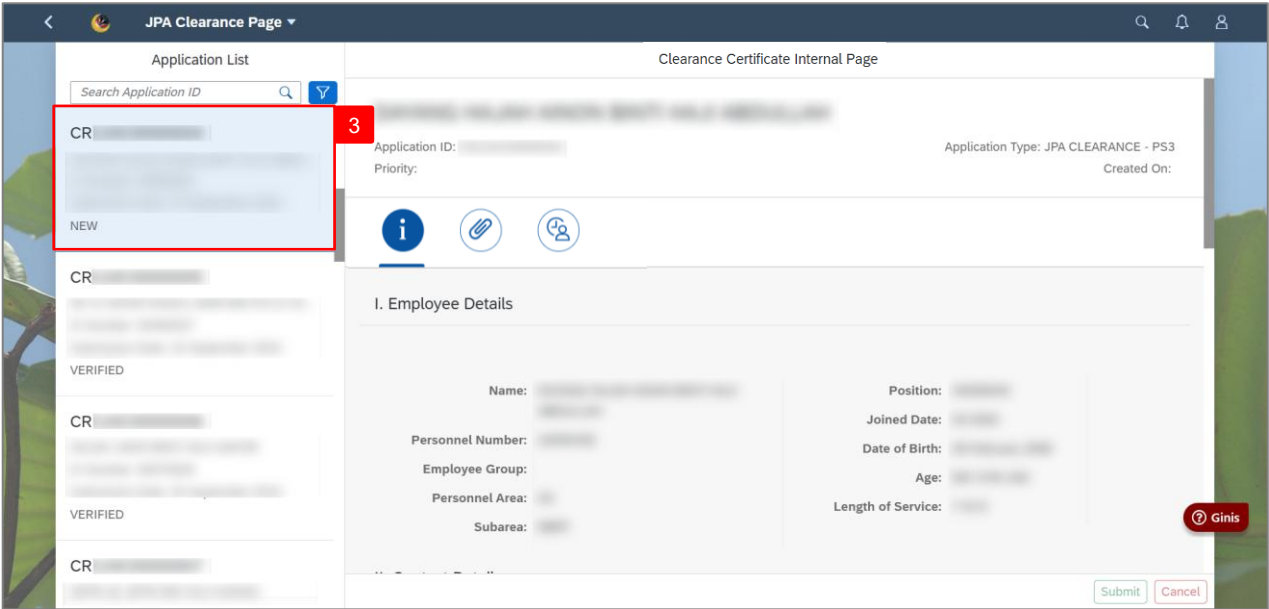


**Note:** Clearance Certificate Internal Page page will be displayed.

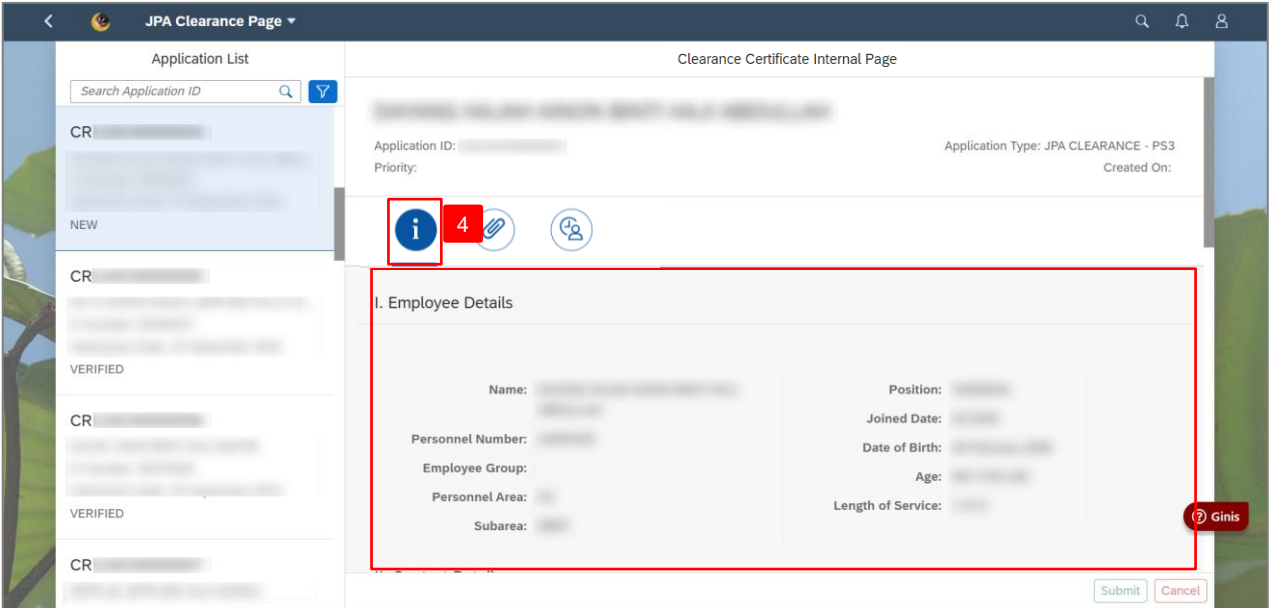




3. Clearance Checker may maintain application with status of **NEW & REWORKED**.



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



6. Enter the **Skim Bantuan Pinjaman Pendidikan's Debt amount** and **Remarks** fields.

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

SSM UG SAPGUI Clearance Process Clearance Checker v1.0

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

JPA Clearance Page

Application List

Search Application ID

NEW

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CRJZSA0000000000  
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.

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  
NEW  
VERIFIED  
CR  
VERIFIED  
CR

HAJAH RUBIAH BINTI HAJ ZAMRI

Application ID: CRZSASXXXXXX  
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          |                    |           |

Ginis

Submit Cancel

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

[illegible]

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

JPA Clearance Page

Application List

Search Application ID

CR

NEW

CR

VERIFIED

CR

VERIFIED

CR

HAJAH RUBIAH BINTI HAJI ZAMRI

Application ID: CR20240000000000000000  
Priority:

Application Type: MOFE INTERNAL  
Created On: 09 January 2025

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sap-icon://history

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

Declaration

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Saya beritahu bahawa maklumat yang saya berikan 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 Perbandarahan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang

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Submit

Cancel

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