



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Verifier

Leave & Passage Allowance Unit

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**.



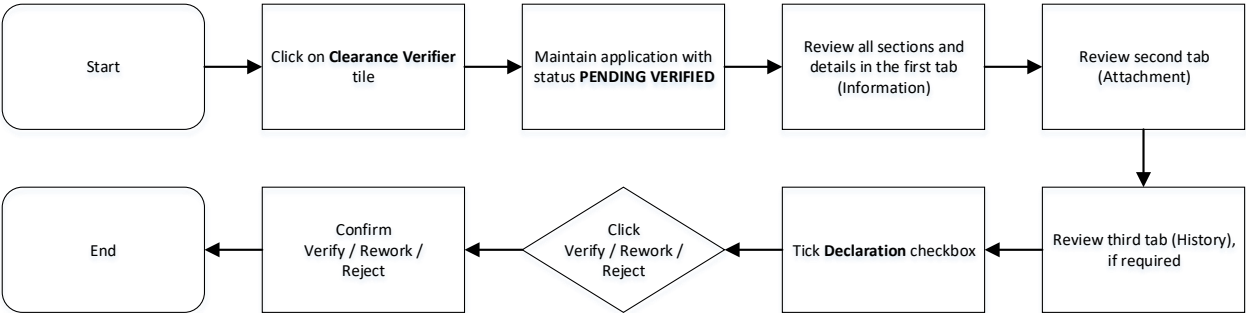
Table of Content

Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Verify/Rework/Reject Clearance Request	5



Process Overview

Verify/Rework/Reject Clearance Request

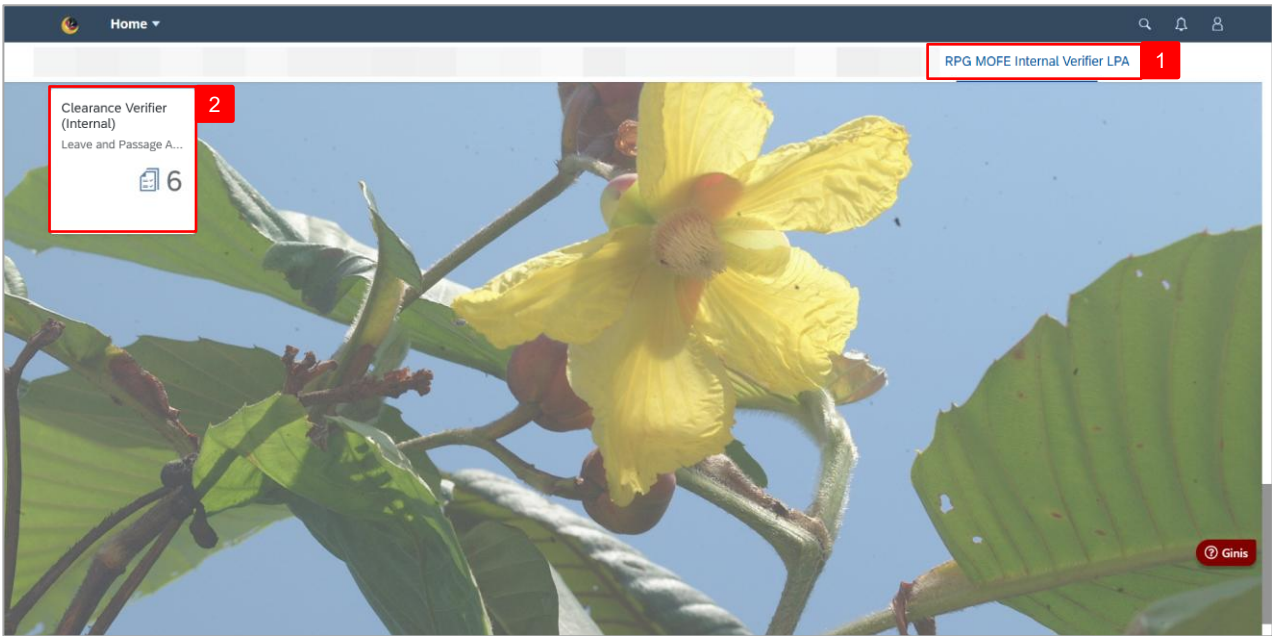




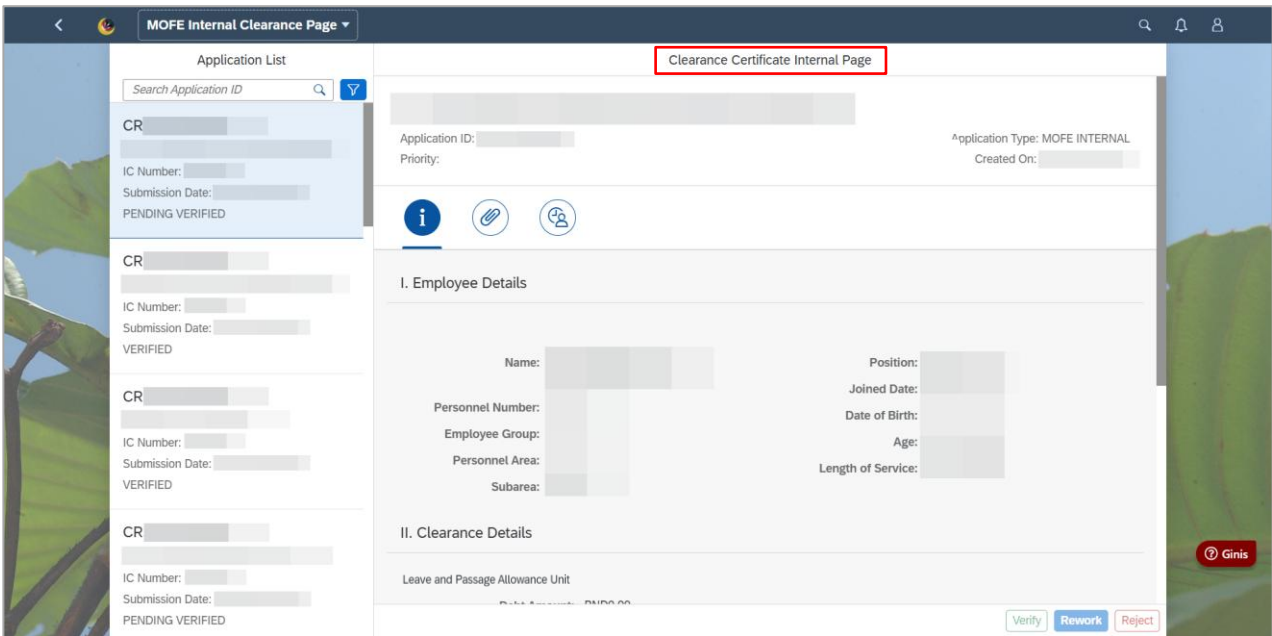
VERIFY / REWORK / REJECT CLEARANCE REQUEST	Front End User
	Clearance Verifier

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

- 1. Click on **RPG Clearance Verifier FRC**.
- 2. Click on **Clearance Verifier (Internal) Financial Regulations...** tile.



Note: Clearance Certificate Internal Page will be displayed.





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

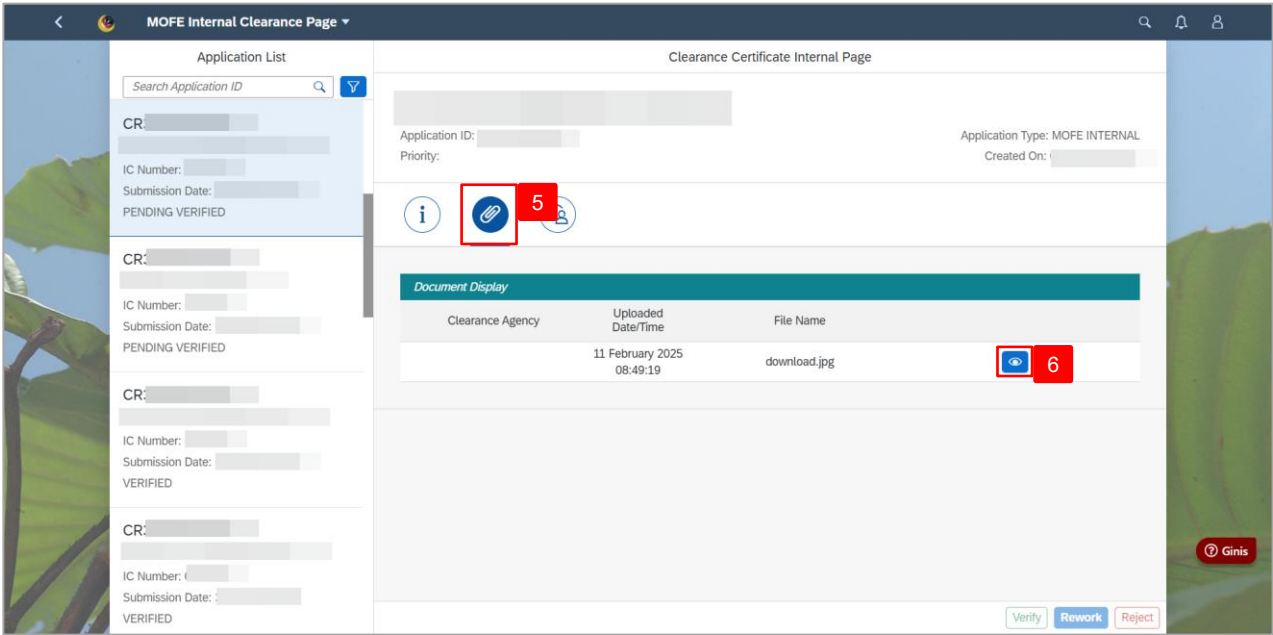
The screenshot shows the MOFE Internal Clearance Page. On the left, the 'Application List' table displays several applications. The first application is highlighted with a red box, showing its status as 'PENDING VERIFIED'. On the right, the 'Clearance Certificate Internal Page' for that application is shown. A red circle with the number 3 is placed next to the 'Application ID' field in the details view.

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

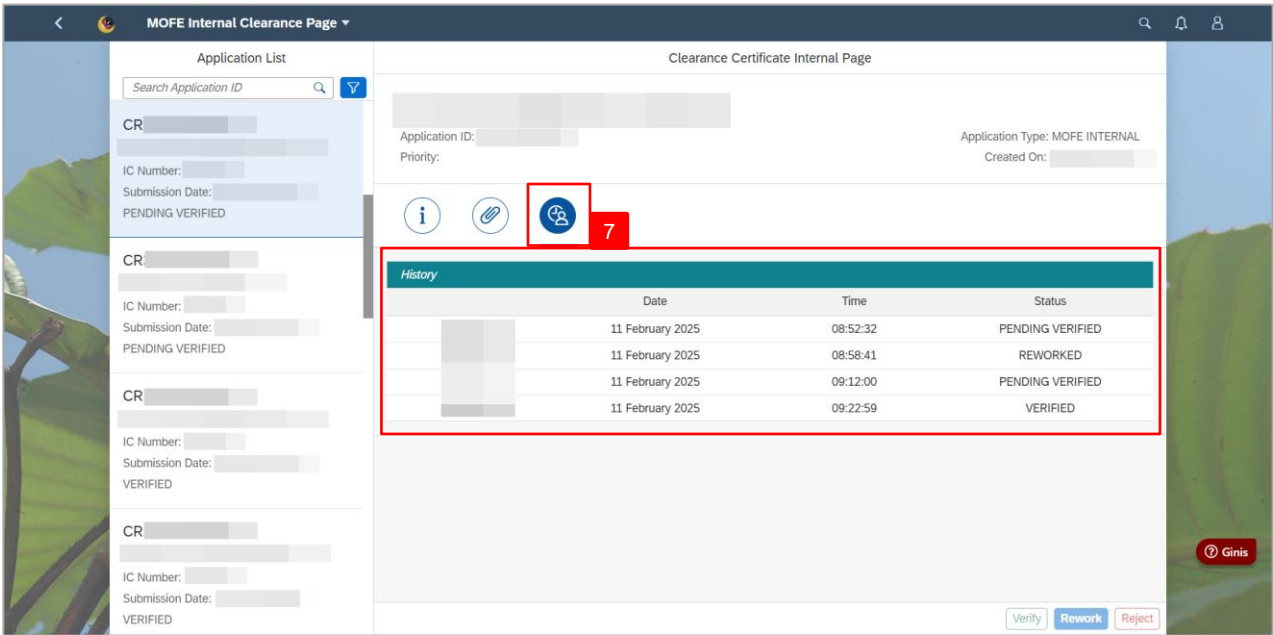
The screenshot shows the MOFE Internal Clearance Page. On the left, the 'Application List' table displays several applications. The first application is highlighted with a red box, showing its status as 'PENDING VERIFIED'. On the right, the 'Clearance Certificate Internal Page' for that application is shown. A red circle with the number 4 is placed next to the 'Application ID' field in the details view. The details view is divided into two sections: 'I. Employee Details' and 'II. Clearance Details'. Both sections are highlighted with a red box.



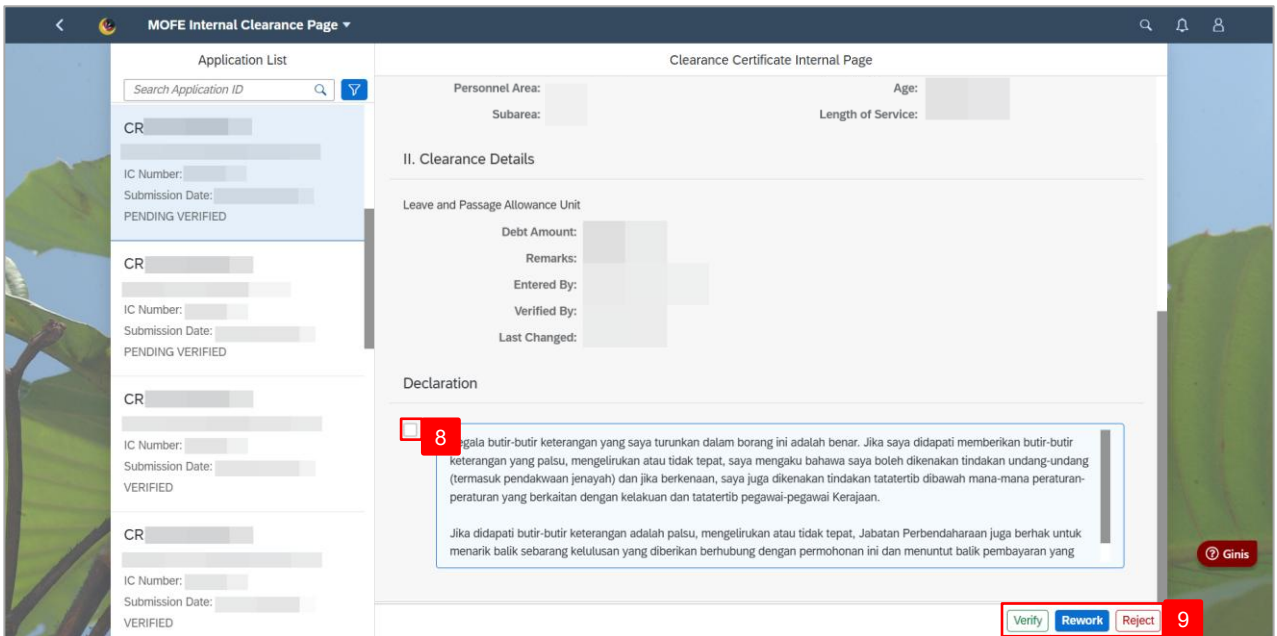
- 5. In the second tab, user may review documents attached by Clearance Checker.
- 6. To view documents attached, click  .



- 7. In the third tab, user may review the details of changes in status.



8. Tick **Declaration** checkbox at the bottom of page in the first tab.
9. 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.



The screenshot shows the 'MOFE Internal Clearance Page'. On the left is an 'Application List' with search and filter options. The main area is titled 'Clearance Certificate Internal Page' and contains fields for 'Personnel Area', 'Subarea', 'Age', and 'Length of Service'. Below these is the 'II. Clearance Details' section, which includes 'Leave and Passage Allowance Unit', 'Debt Amount', 'Remarks', 'Entered By', 'Verified By', and 'Last Changed'. The 'Declaration' section at the bottom has a red box highlighting a checkbox labeled '8' and a text area containing the following text:

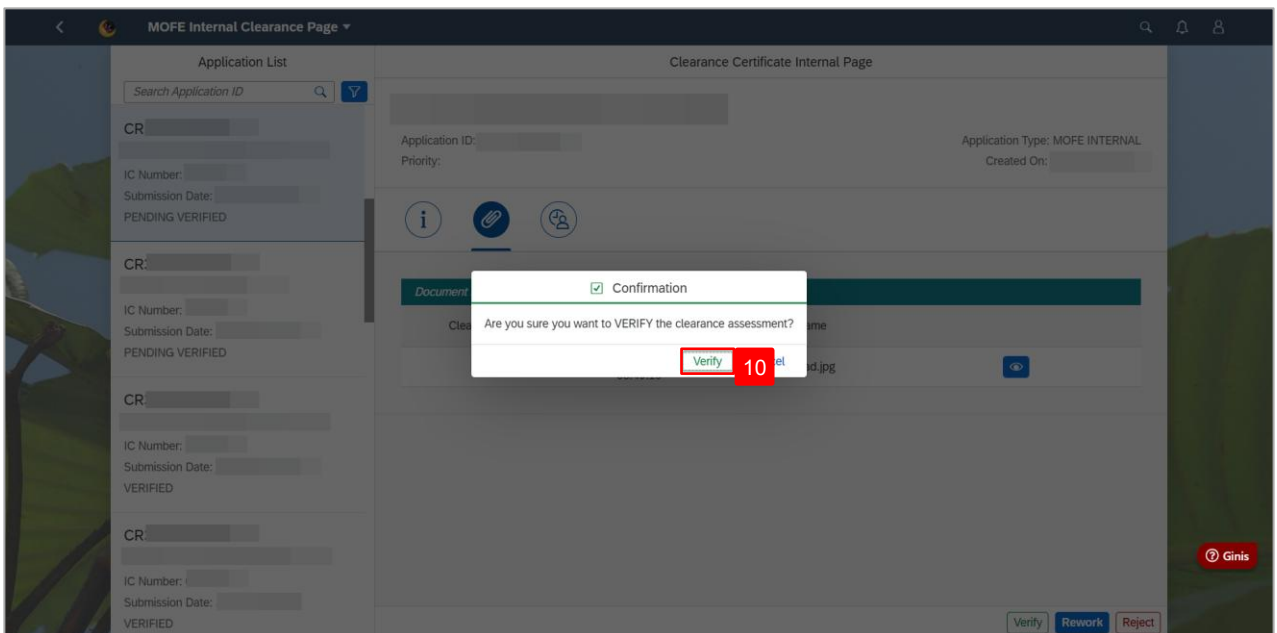
8. Saya menga-butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan 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

At the bottom right, there are three buttons: 'Verify', 'Rework', and 'Reject', with a red box highlighting the 'Verify' button and a red circle with the number '9' next to it.

Note: Confirmation pop-up will be displayed.

10. Click **Verify / Rework / Reject**, depending on the different scenarios.



The screenshot shows the same 'MOFE Internal Clearance Page' as before, but with a confirmation pop-up dialog box displayed in the center. The dialog box has a title bar 'Confirmation' and a checkbox that is checked. The text inside the dialog box asks: 'Are you sure you want to VERIFY the clearance assessment?'. Below the text are two buttons: 'Verify' and 'Cancel'. A red box highlights the 'Verify' button, and a red circle with the number '10' is next to it. The background of the page is dimmed.



Outcome: Application has successfully been **Verified / Reworked / Rejected**.

MOFE Internal Clearance Page

Application List

Search Application ID

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

Clearance Certificate Internal Page

Application ID:

Priority:

Application Type: MOFE INTERNAL

Created On:

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I. Employee Details

Name:

Personnel Number:

Employee Group:

Personnel Area:

Subarea:

Position:

Joined Date:

Date of Birth:

Age:

Length of Service:

II. Clearance Details

Financial Regulations Compliance Unit

Debt Amount: