



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Clearance Agencies**

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

#### **Clearance Process**

#### **Clearance Verifier**

#### **Payroll & FCA 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                               |
|----------------|---------------------------------------|
| <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**.



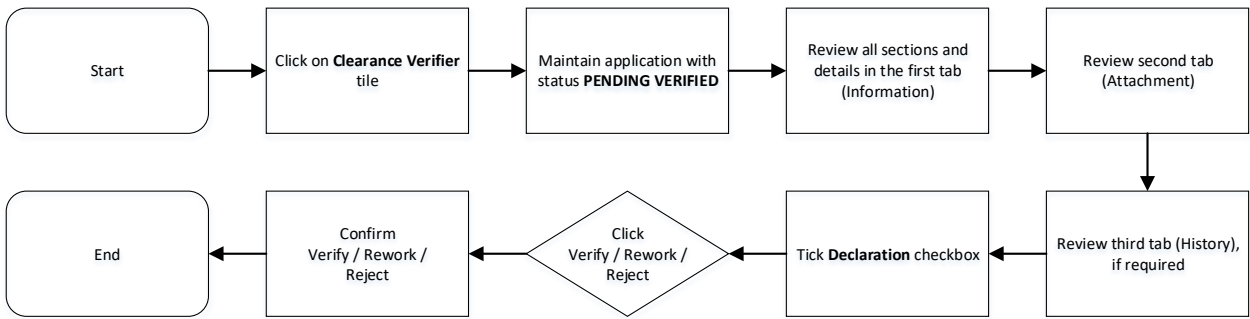
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Process Overview

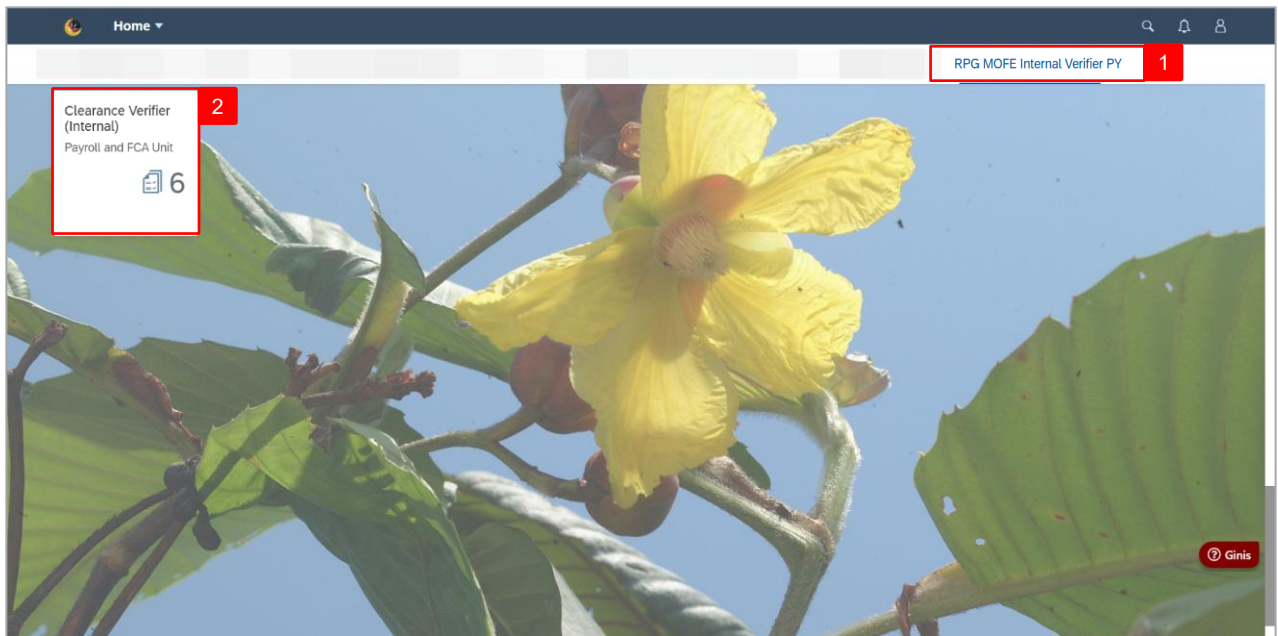
Verify/Rework/Reject Clearance Request



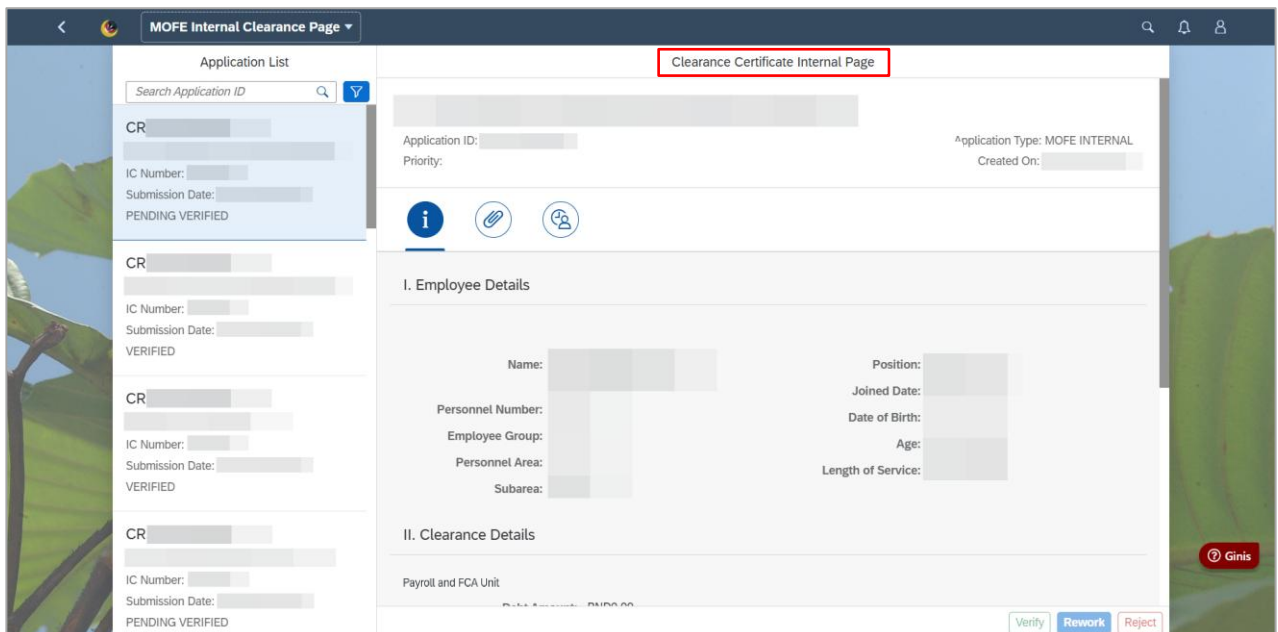
|                                                       |                                             |
|-------------------------------------------------------|---------------------------------------------|
| <b>VERIFY / REWORK / REJECT<br/>CLEARANCE REQUEST</b> | <b>Front End User</b><br>Clearance Verifier |
|-------------------------------------------------------|---------------------------------------------|

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

1. Click on **RPG Clearance Verifier PY**.
2. Click on **Clearance Verifier (Internal) Payroll and FCA Unit** tile.



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





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

MOFE Internal Clearance Page

Application List

Search Application ID

CR [redacted]  
IC Number: [redacted]  
Submission Date: [redacted]  
PENDING VERIFIED

3

Clearance Certificate Internal Page

Application ID: [redacted]  
Priority: [redacted]  
Application Type: MOFE INTERNAL  
Created On: [redacted]

I. Employee Details

Name: [redacted] Position: [redacted]  
Personnel Number: [redacted] Joined Date: [redacted]  
Employee Group: [redacted] Date of Birth: [redacted]  
Personnel Area: [redacted] Age: [redacted]  
Subarea: [redacted] Length of Service: [redacted]

II. Clearance Details

Payroll and FCA Unit

Verify Rework Reject

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.

MOFE Internal Clearance Page

Application List

Search Application ID

CR [redacted]  
IC Number: [redacted]  
Submission Date: [redacted]  
PENDING VERIFIED

4

Clearance Certificate Internal Page

Application ID: [redacted]  
Priority: [redacted]  
Application Type: MOFE INTERNAL  
Created On: [redacted]

I. Employee Details

Name: [redacted] Position: [redacted]  
Personnel Number: [redacted] Joined Date: [redacted]  
Employee Group: [redacted] Date of Birth: [redacted]  
Personnel Area: [redacted] Age: [redacted]  
Subarea: [redacted] Length of Service: [redacted]

II. Clearance Details

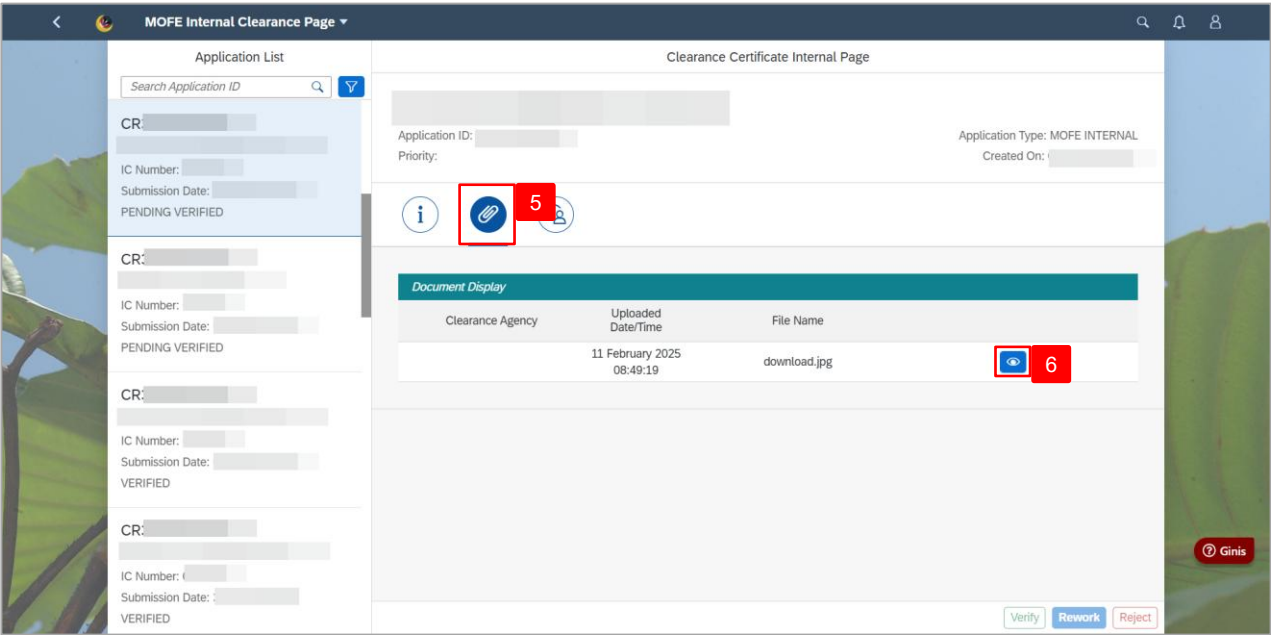
Payroll and FCA Unit

Verify Rework Reject

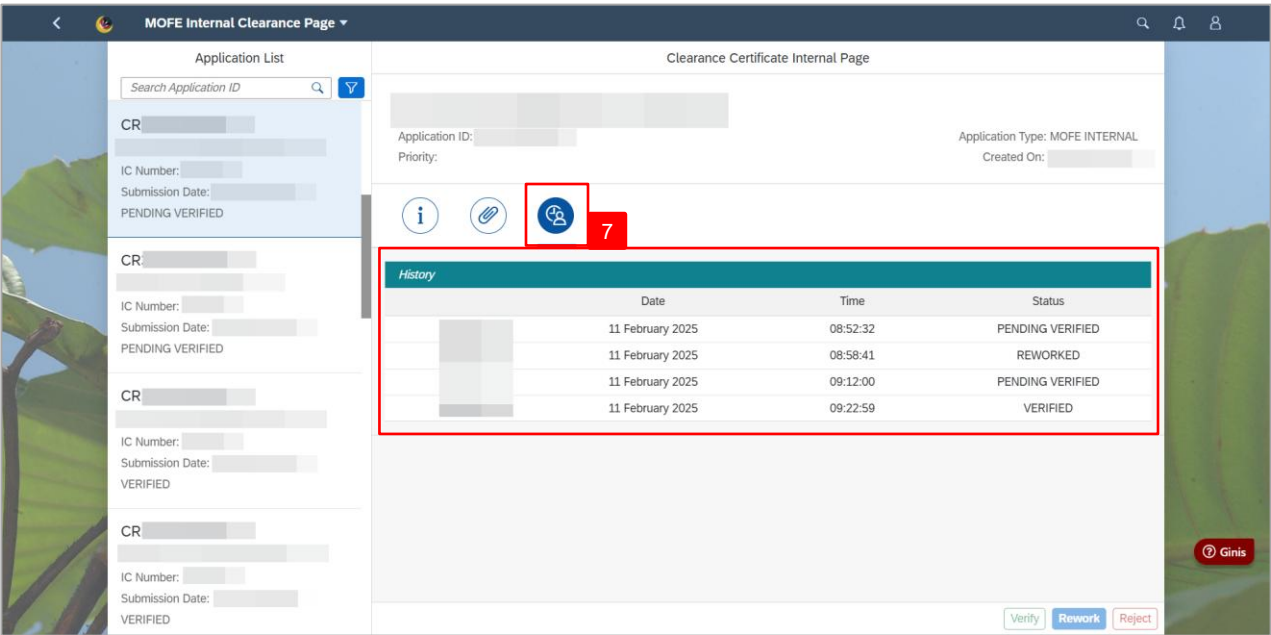


5. In the second tab, user may **review documents attached by Clearance Checker**.

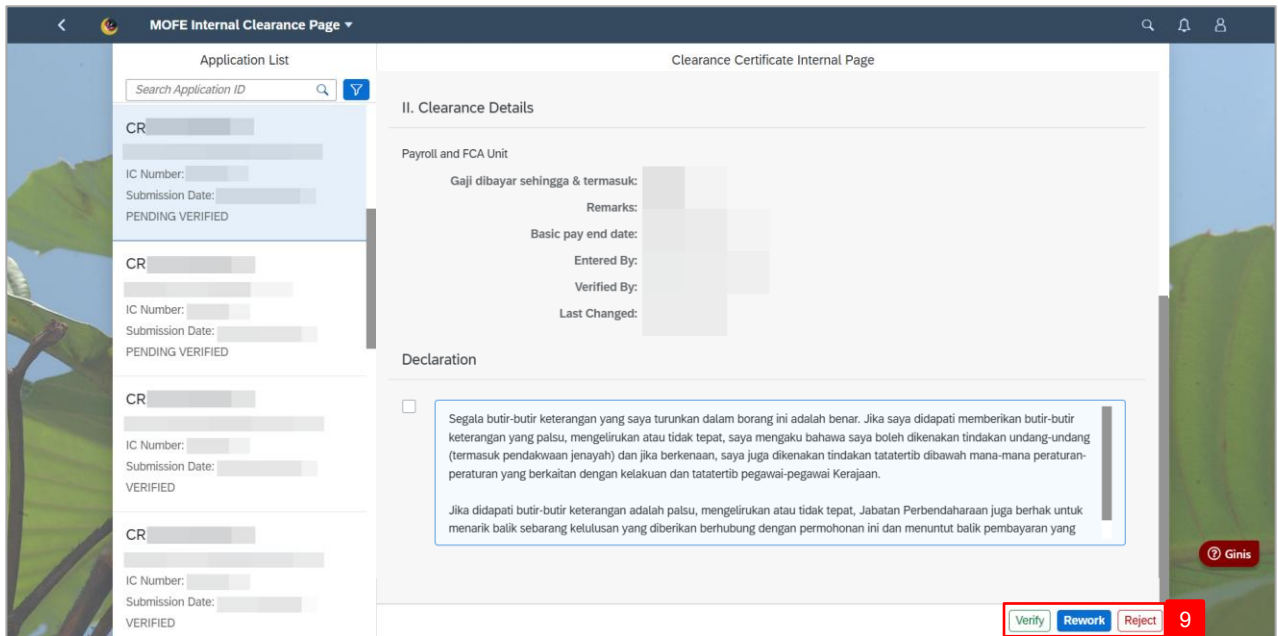
6. To view documents attached, click  .



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



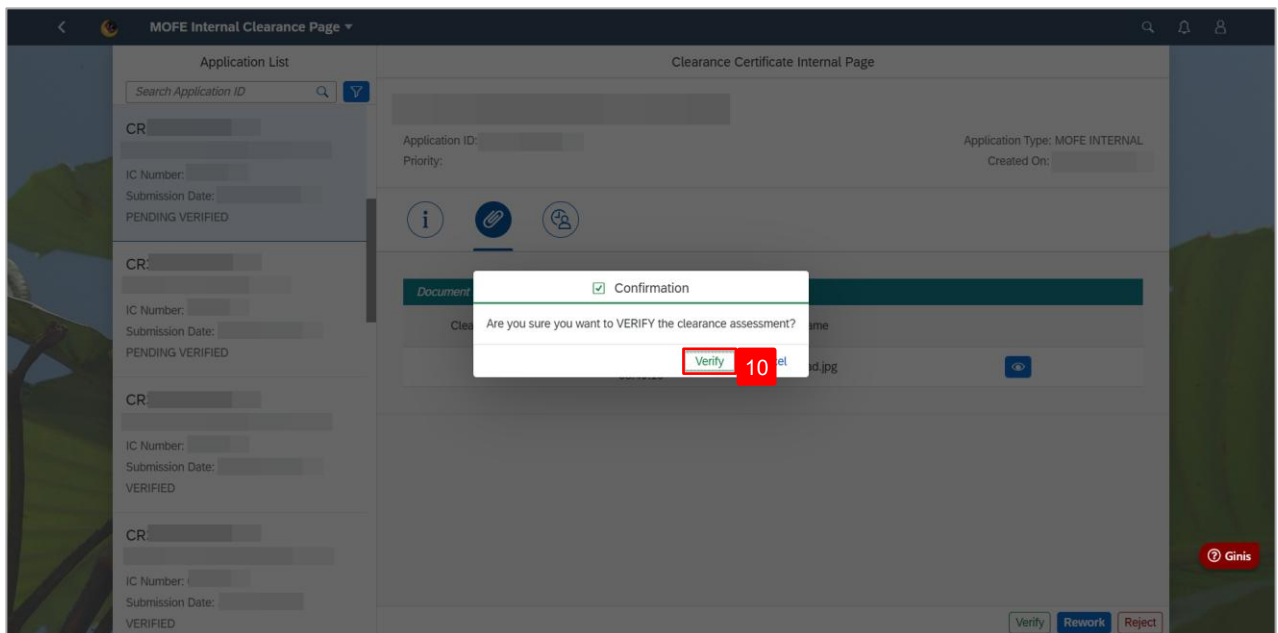
8. Tick **Declaration** checkbox at the bottom of page in the first tab.
9. Depending on different scenarios, user may select:
  - **Verify** – verify application to complete clearance process.
  - **Rework** – rework application back to Clearance Checker.
  - **Reject** – reject application and complete clearance process.



The screenshot displays the MOFE Internal Clearance Page. On the left, the 'Application List' shows four entries with details like IC Number, Submission Date, and status (PENDING VERIFIED or VERIFIED). The main area, 'Clearance Certificate Internal Page', contains 'II. Clearance Details' with sections for 'Payroll and FCA Unit' (including Gaji, Remarks, Basic pay end date, Entered By, Verified By, and Last Changed) and a 'Declaration' section. The Declaration section has a checkbox and a text box with a warning message. At the bottom right, there are buttons for 'Verify', 'Rework', and 'Reject', along with a red '9' icon.

**Note:** Confirmation pop-up will be displayed.

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



This screenshot shows the same MOFE Internal Clearance Page as before, but with a 'Confirmation' pop-up dialog box in the center. The dialog box has a title bar with a checkmark and the text 'Confirmation'. It asks the user, 'Are you sure you want to VERIFY the clearance assessment?'. Below the text are two buttons: 'Verify' (highlighted with a red box) and 'Cancel'. A red '10' icon is visible next to the 'Verify' button. The background application details are 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

Payroll and FCA Unit

Debt Amount: