# SISTEM SUMBER MANUSIA

## User Guide

## Time Management

## Employee Self Service (ESS)

**VERSION: 1.0**

## INTRODUCTION

This user guide acts as a reference for **Employees** (front-end user) to manage **Time Management.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

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 **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 |

## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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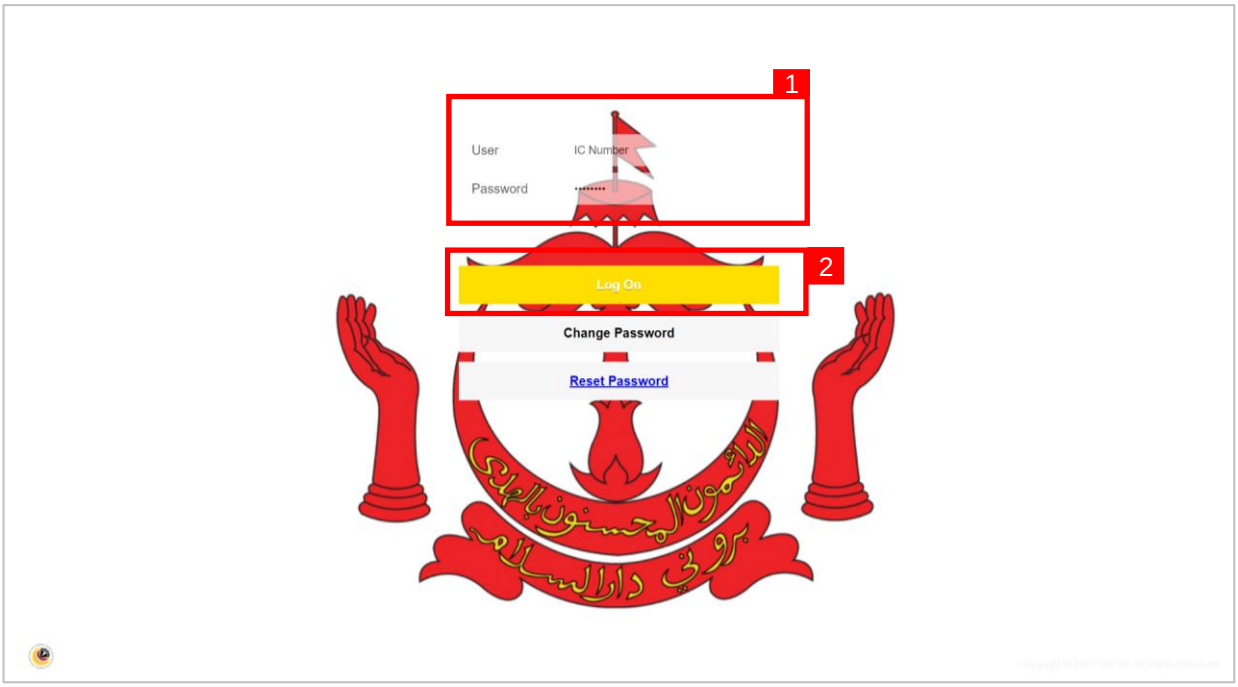
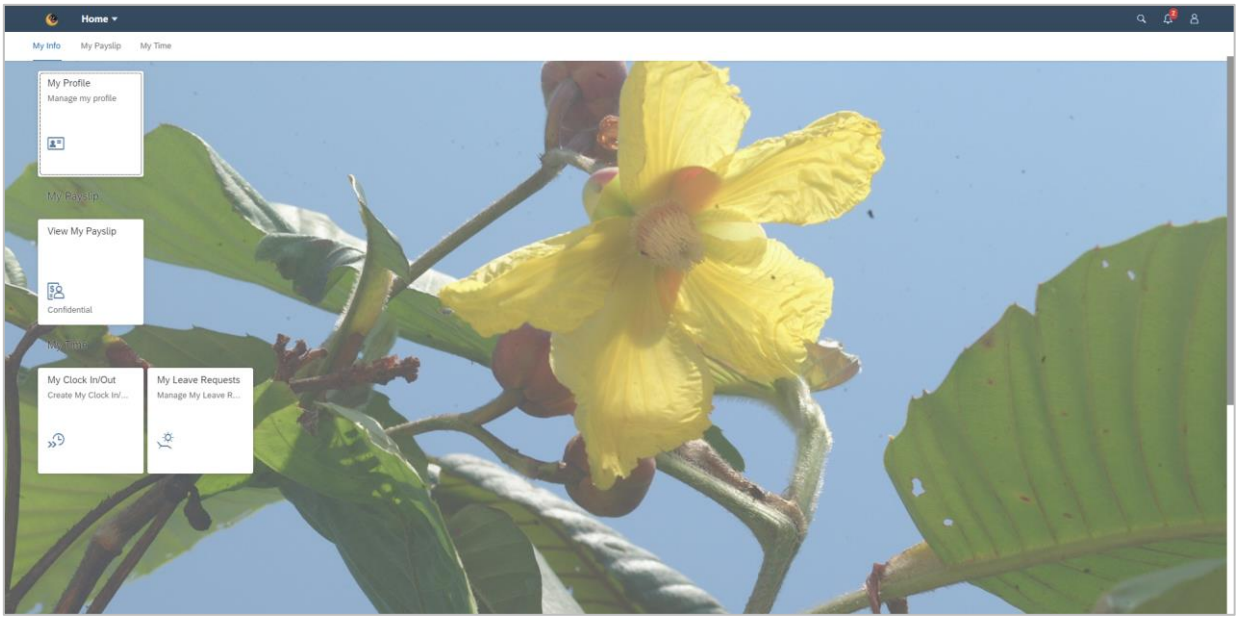
| FIORI LOG ON | Employee |
|---|---|
| | ESS |

Navigate to SSM FIORI (front end portal) at **ssm.gov.bn**



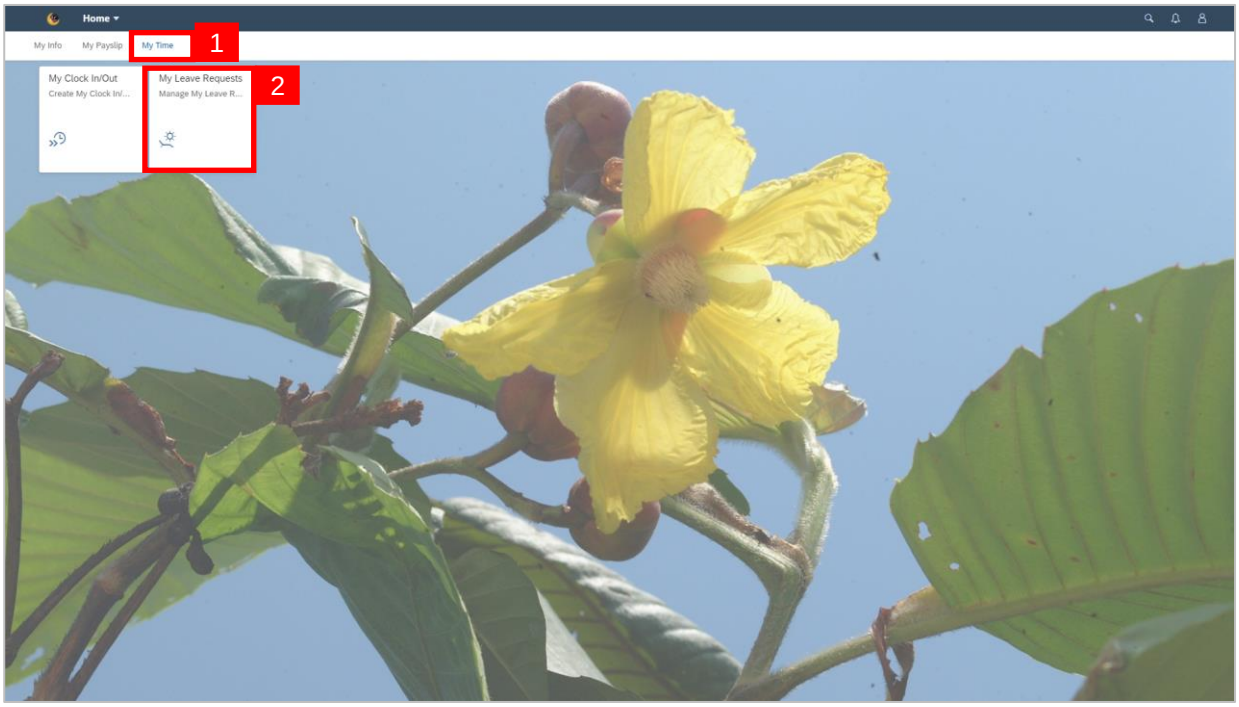

1. Fill in the **User** and **Password.**
2. Click on the Log On button.
3. The home page will be displayed.



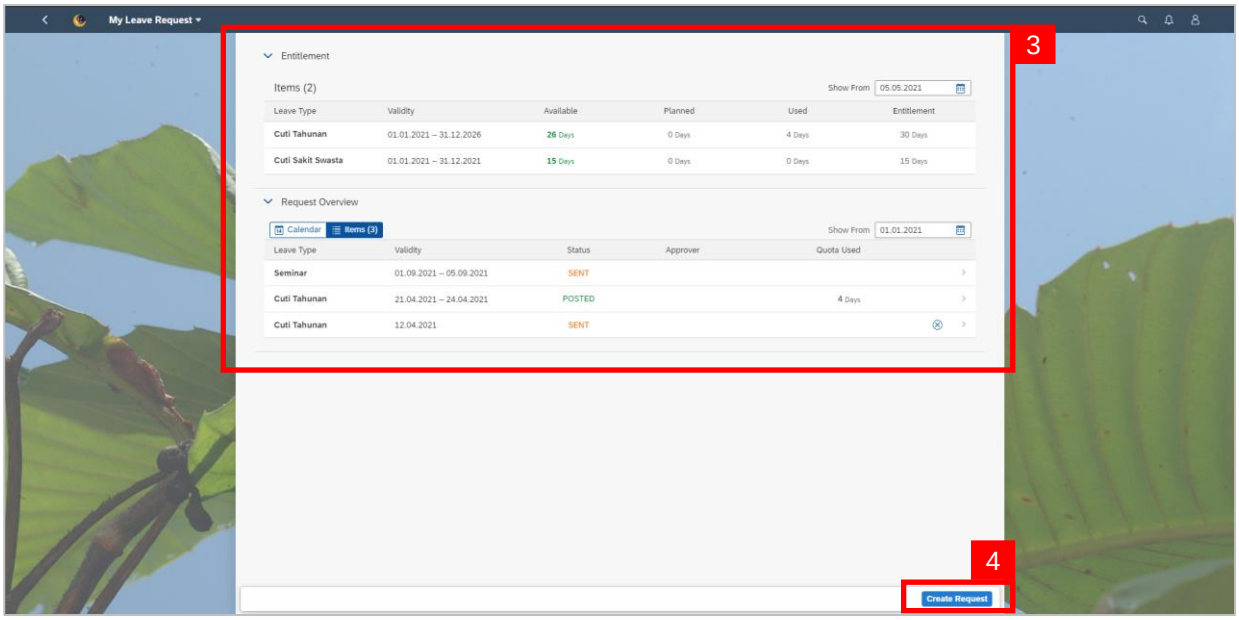

***Note:***

- ESS: Employee will only be able to see **My Time Tab.**

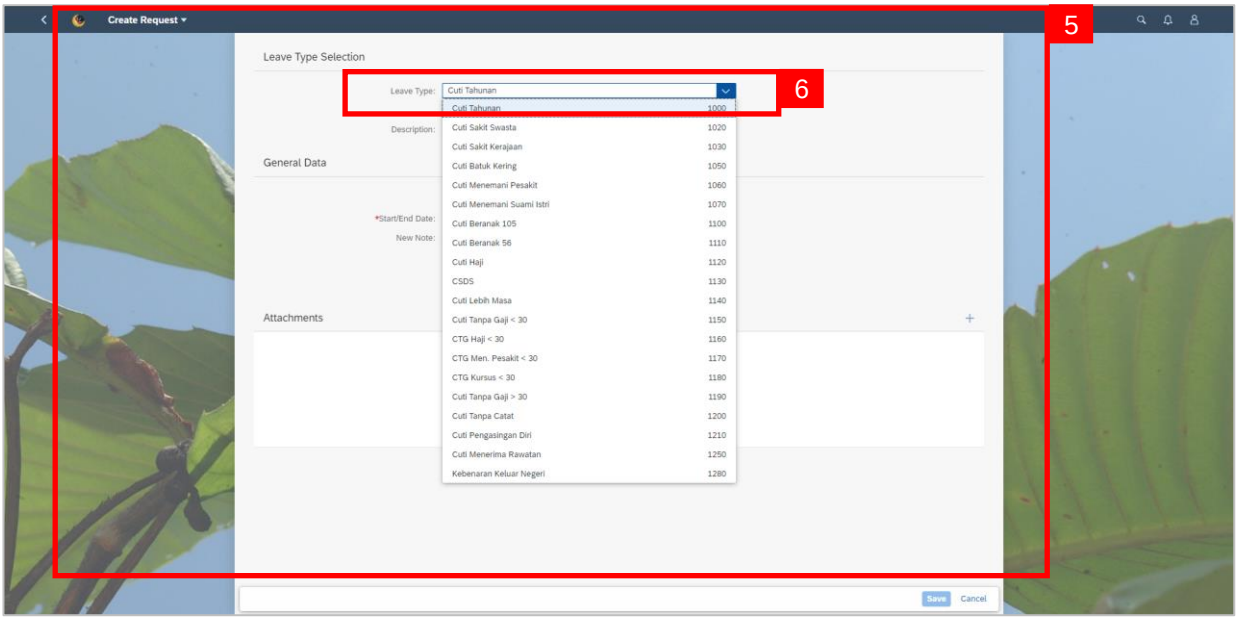
| CREATE LEAVE REQUEST | Employee |
|---|---|
| | ESS |




1. Click on My Time tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.

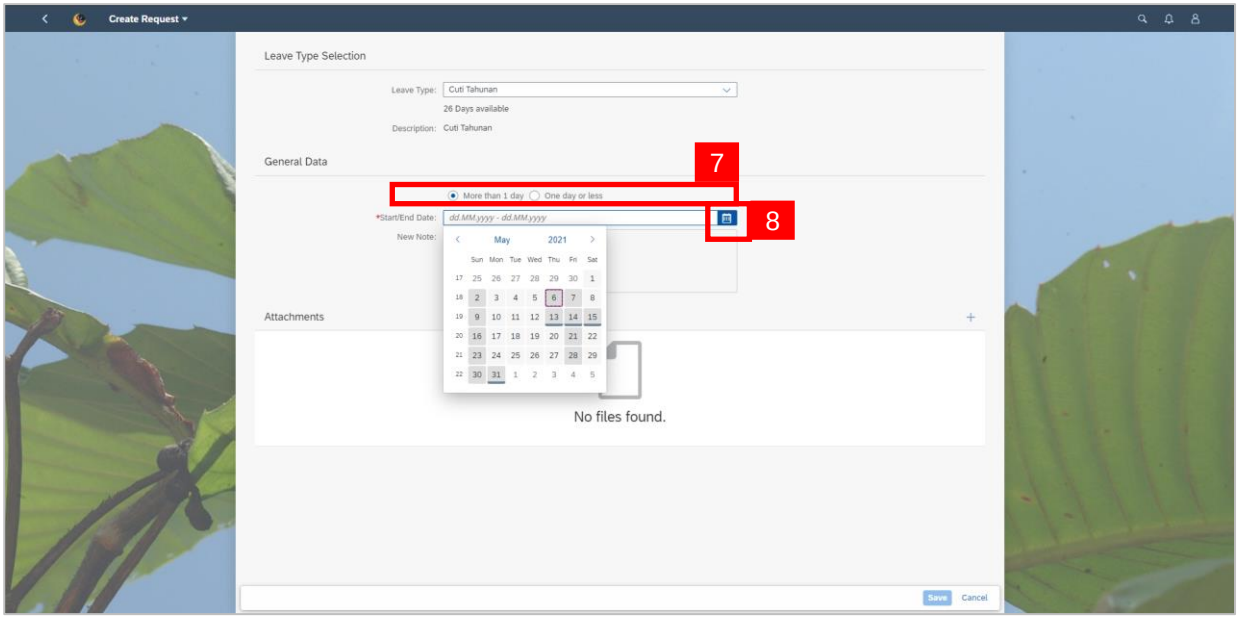



3. **My Leave Request** page will be displayed.
4. Click on **Create Request** button.




5. **Create Request** page will be displayed.

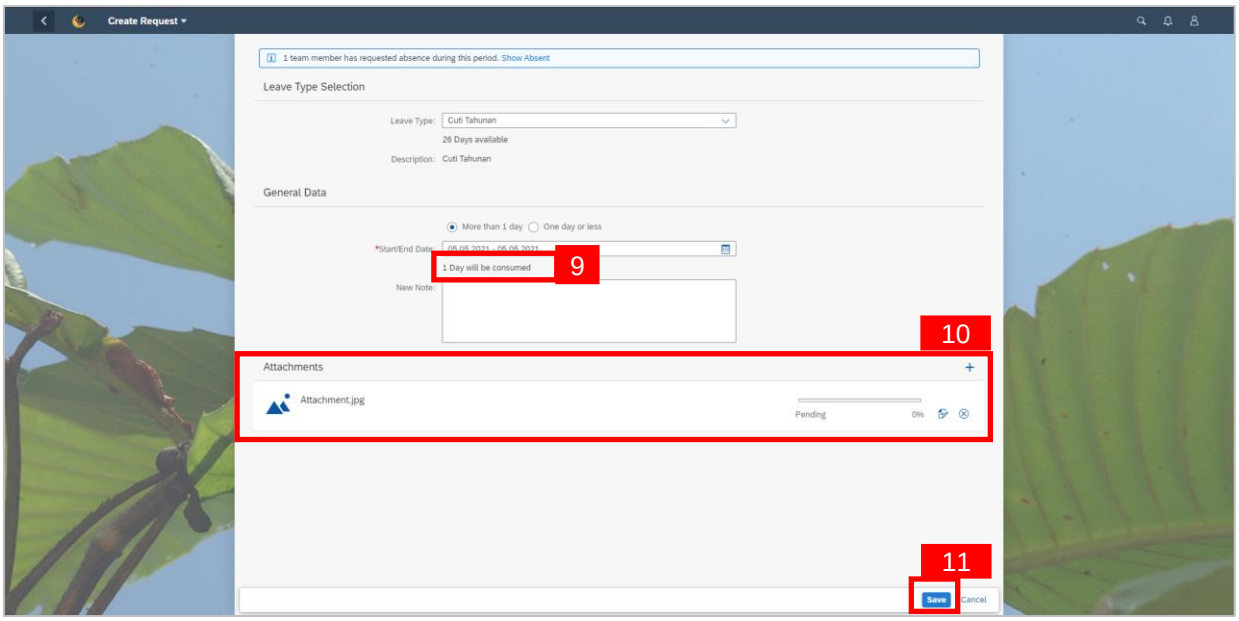
6. Select a **Leave Type** from the dropdown list.




7. Select either one: (●) More than 1 day ( ) One day or less

8. Select **Requested Date** by clicking on the [📅] button.

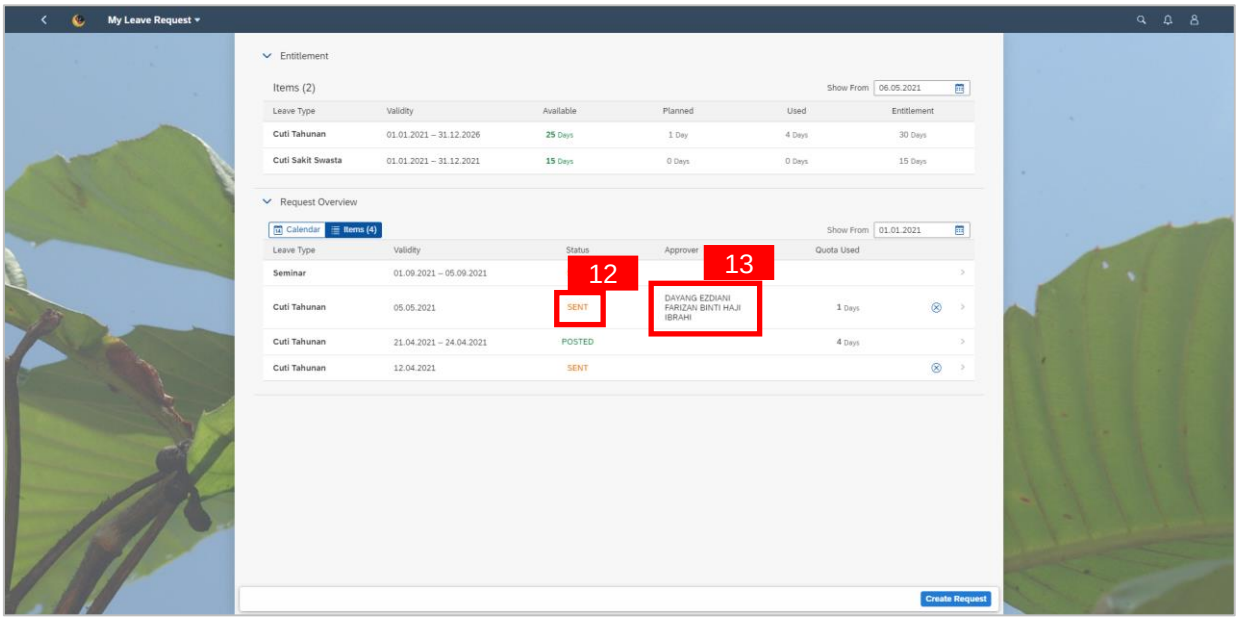
   After selecting the date, press enter button on the keyboard or double click on the date.




9. The number of days consumed will be shown.

10. Employee will be able to attach up to 4 files under **Attachment.**

11. Click **Save** button to submit request.



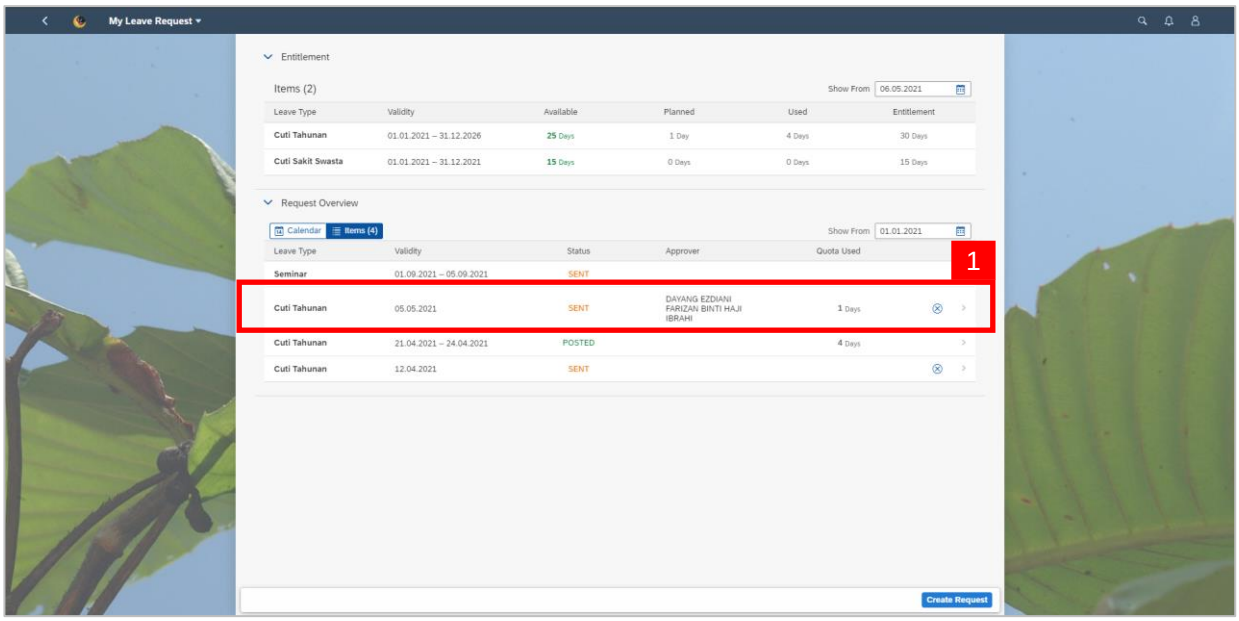

12. The status of the leave request will be shown as SENT

13. The name of the approver will be shown under the approver column.

***Note:***

- The employee's leave entitlement will be shown under **Entitlement.**

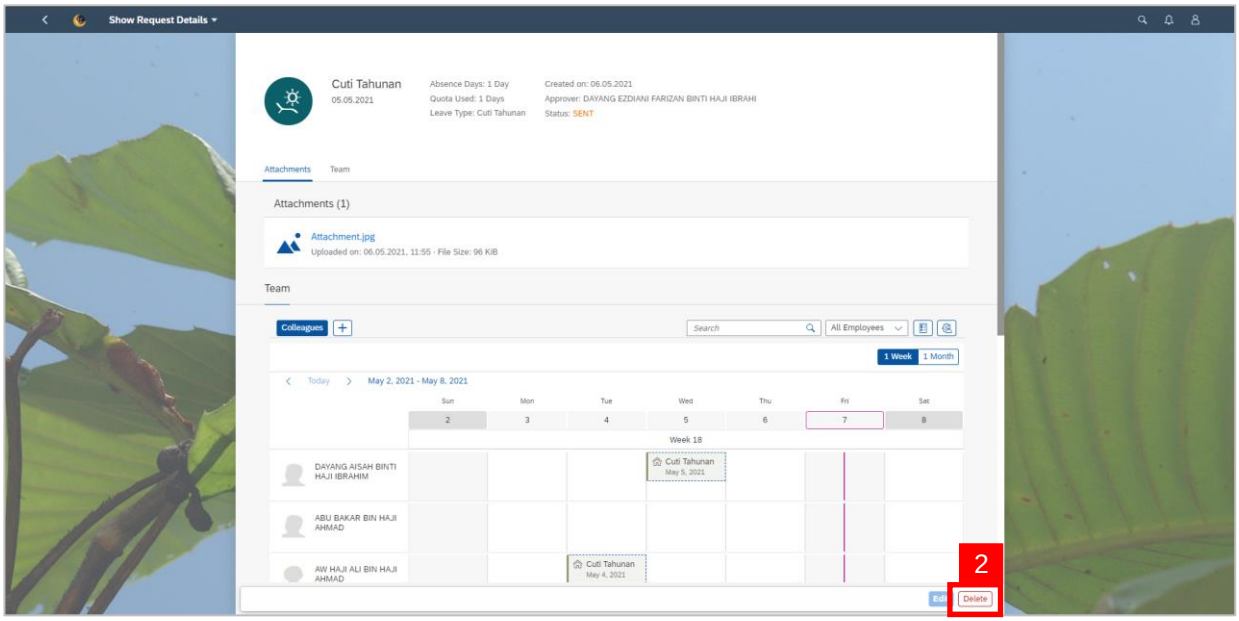
| WITHDRAW LEAVE REQUEST | Employee |
|---|---|
| | ESS |



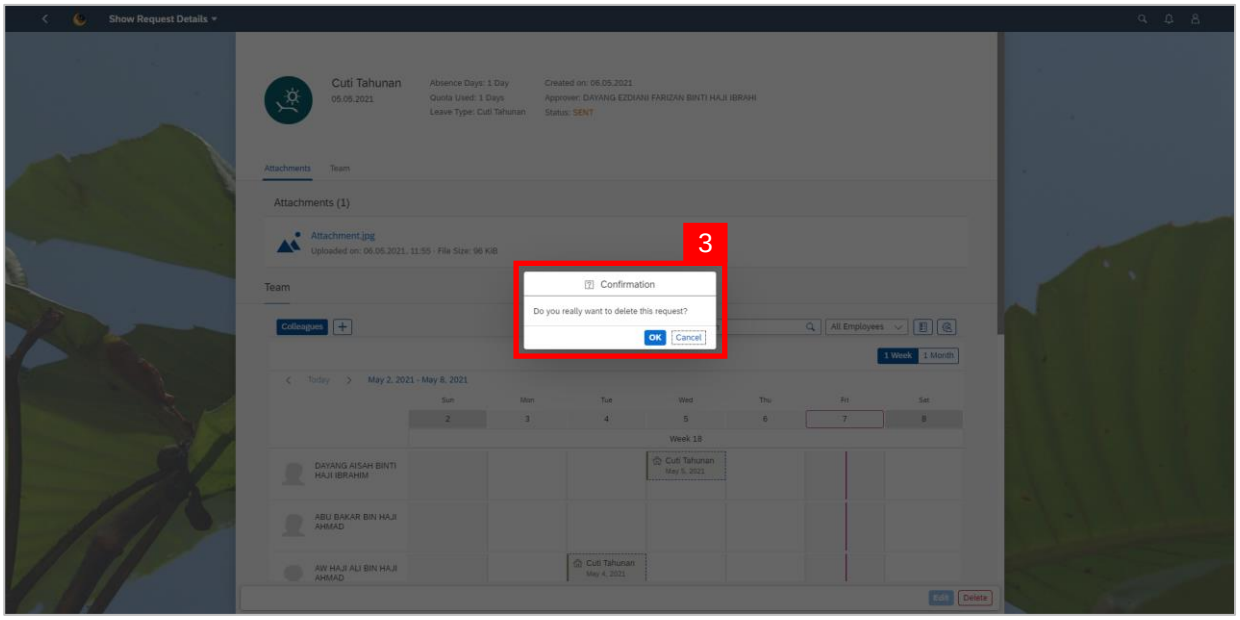

1. On **My Leave Request** page, select the leave request transaction to be withdrawn.

***Note:***

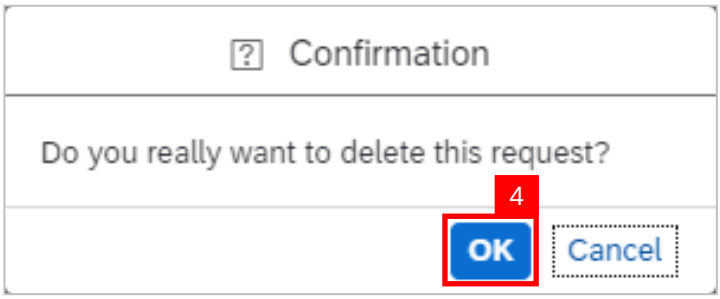
- Employee will not be able to change their leave request hence why the employee must withdraw their leave request and create a new request.
- Employee will only be able to immediately delete their leave request if their request status is SENT



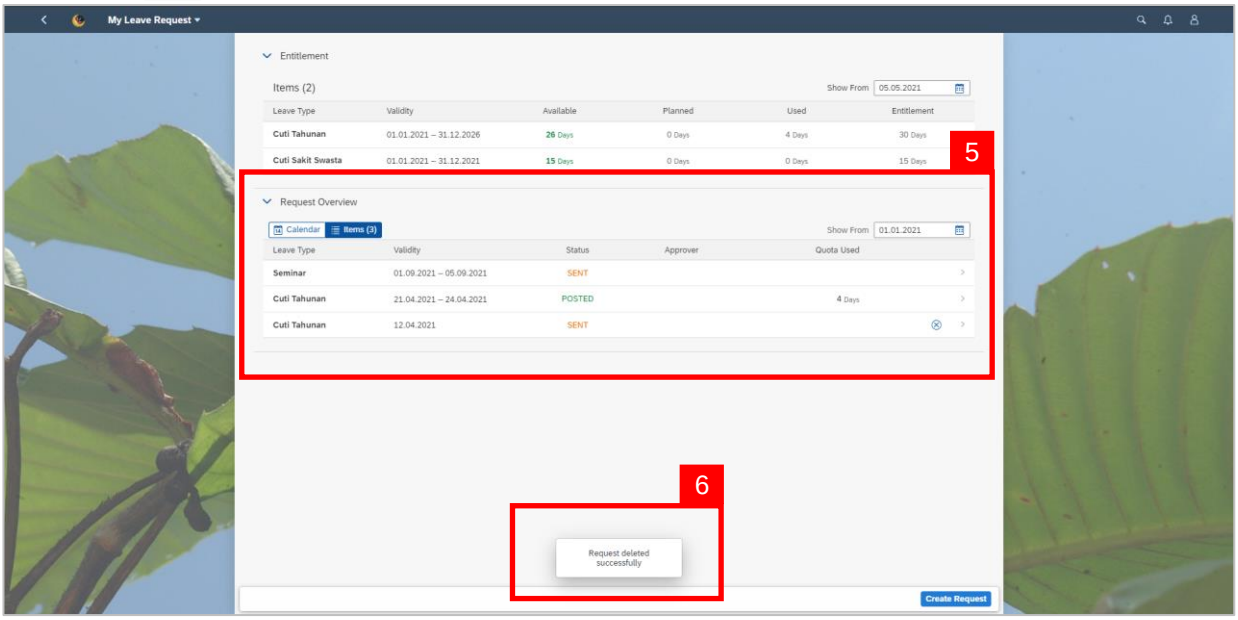

2. Click on the Delete button to withdraw the leave request.




3. A confirmation pop-up message will appear.




4. Click **OK** button to confirm deletion of request.



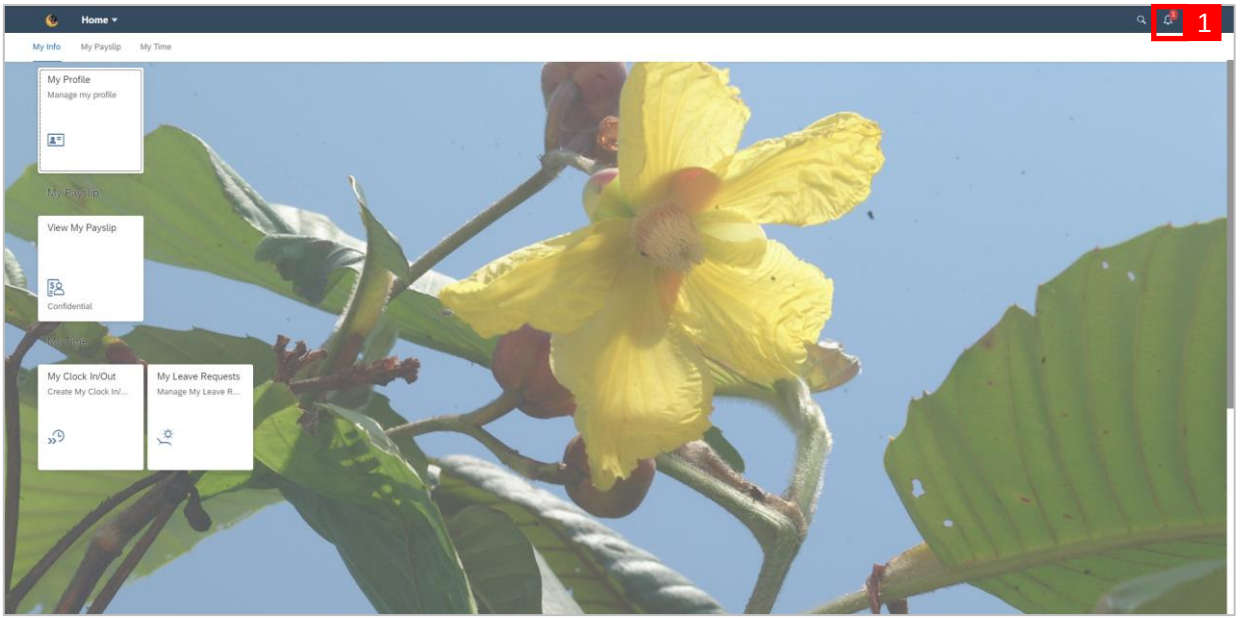

5. The withdrawn leave request will disappear from the **Request Overview**.

6. A pop-up message will appear to inform employee that the leave request has been deleted successfully.

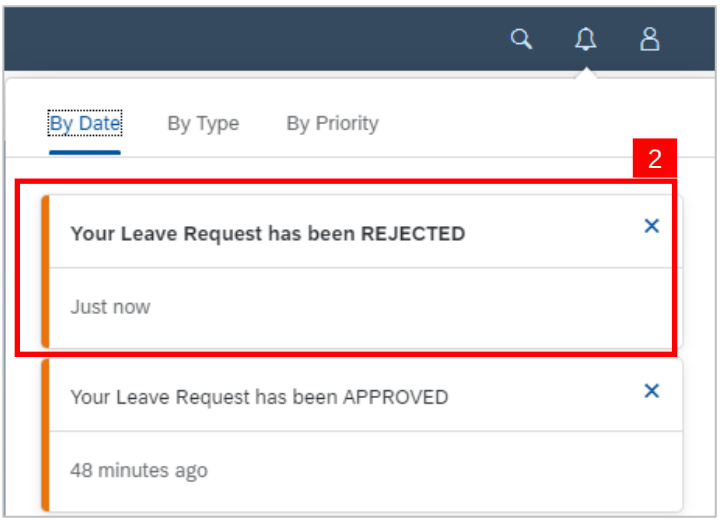
| REJECT LEAVE REQUEST | Employee |
|---|---|
| | ESS |

***Note:***

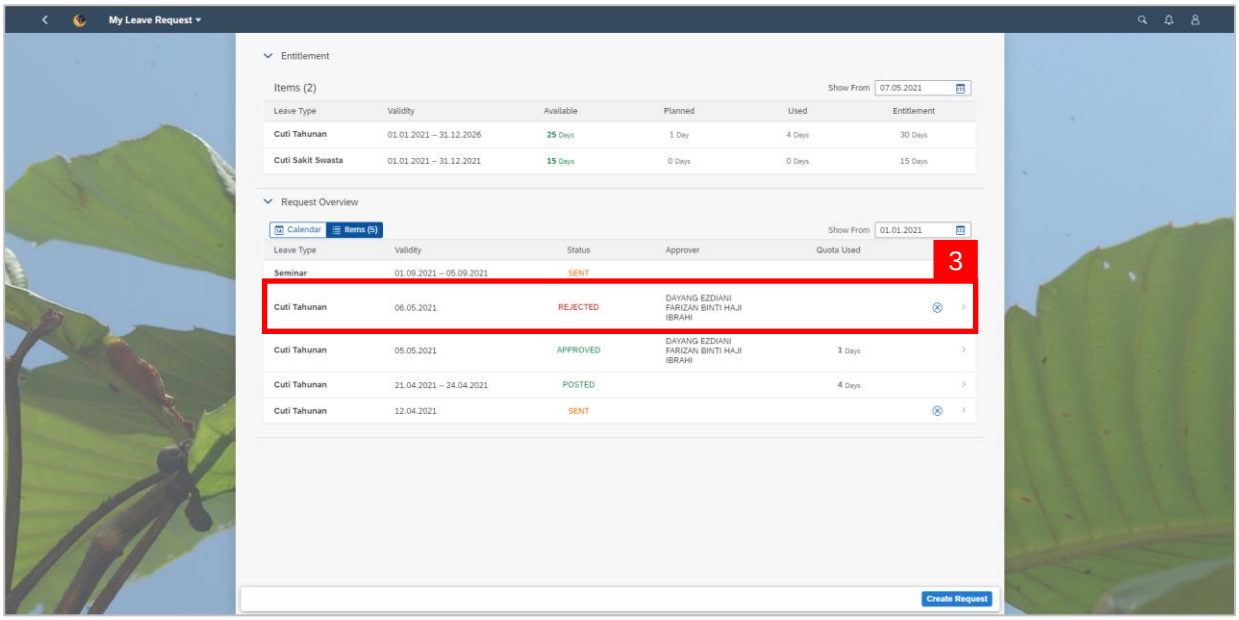
- Once the leave request is applied, it will be sent to the manager to be approved/rejected.
- Employee will receive notification once the manager has rejected the leave request.




1. Click on the button. A red circle will appear to show that there is a new notification.




2. A dropdown list will be shown to inform the employee of their leave request status.




3. On **My Leave Request** page, the leave request status will be shown as REJECTED

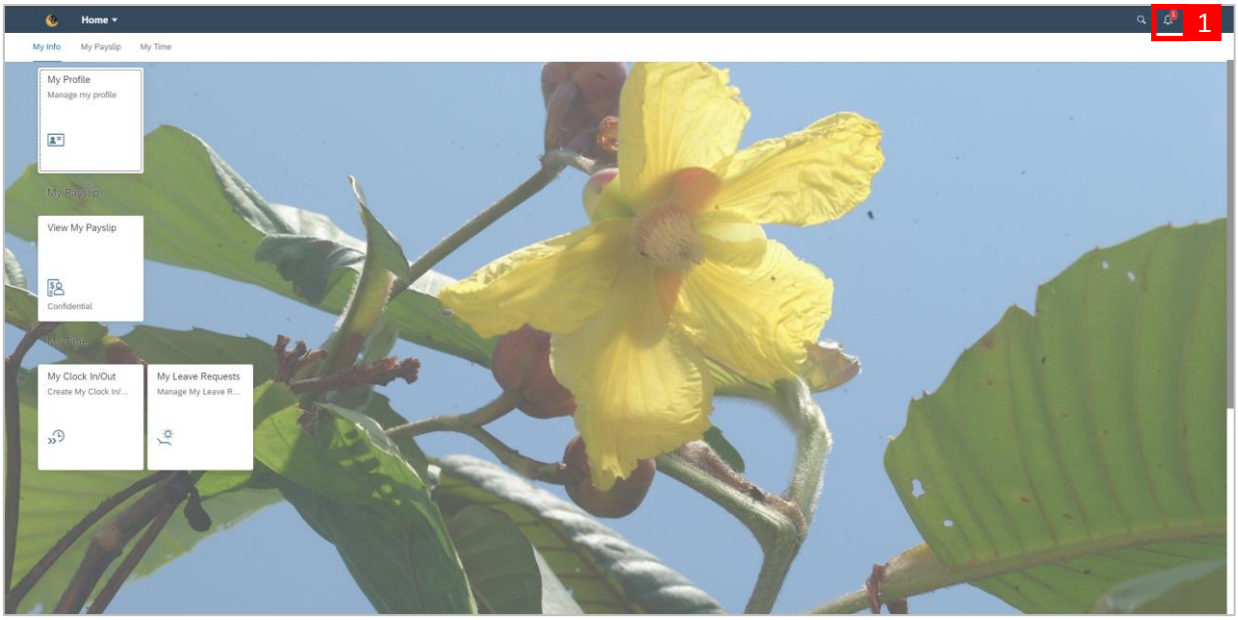
***Note:***

- An orange-coloured status is indicating that the item is pending for the next action.
- A green-colored status indicating that the leave request is approved.
- A red-colored status indicating that the leave request is rejected.

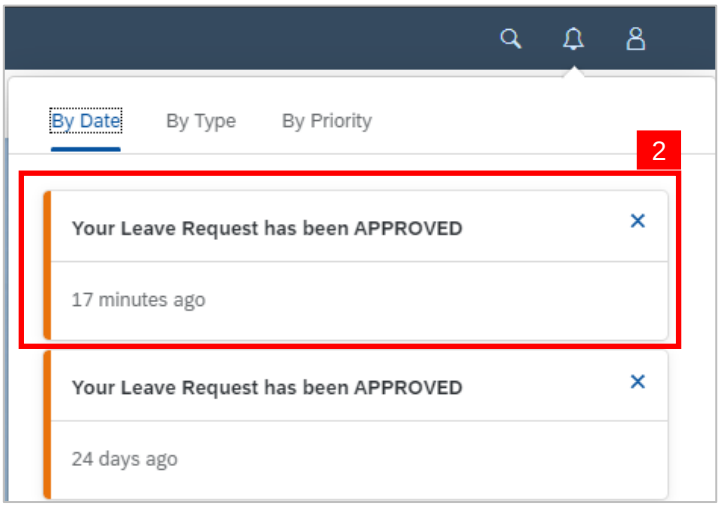
| APPROVE LEAVE REQUEST | Employee |
|---|---|
| | ESS |

***Note:***

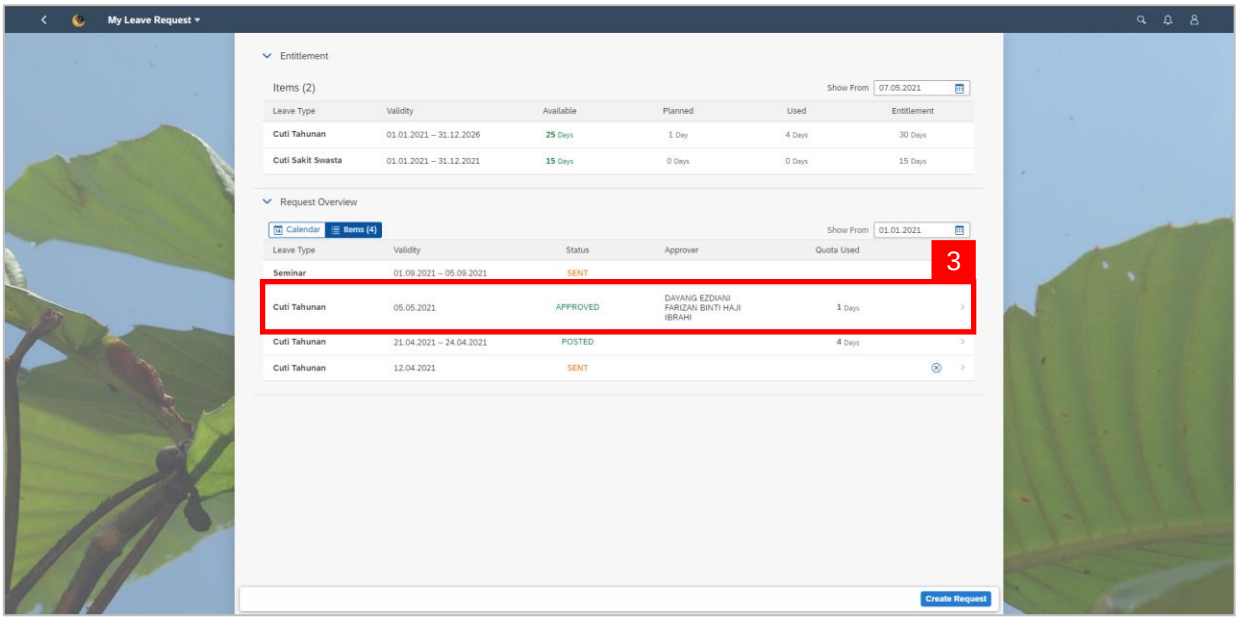
- Once the leave request is applied, it will be sent to the manager to be approved/rejected.
- Employee will receive notification once the manager has approved the leave request.




1. Click on the button. A red circle will appear to show that there is a new notification.




2. A dropdown list will be shown to inform the employee of their leave request status.

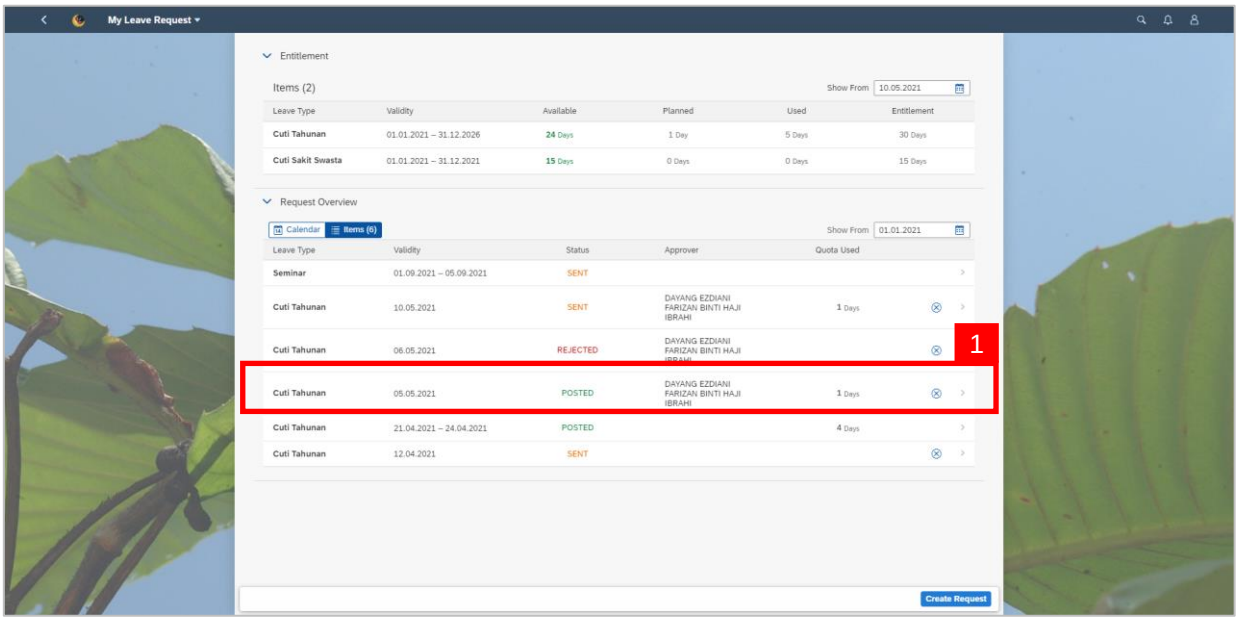



3. On **My Leave Request** page, the leave request status will be shown as APPROVED

***Note:***

- An orange-coloured status is indicating that the item is pending for the next action.
- A green-colored status indicating that the leave request is approved.
- A red-colored status indicating that the leave request is rejected.

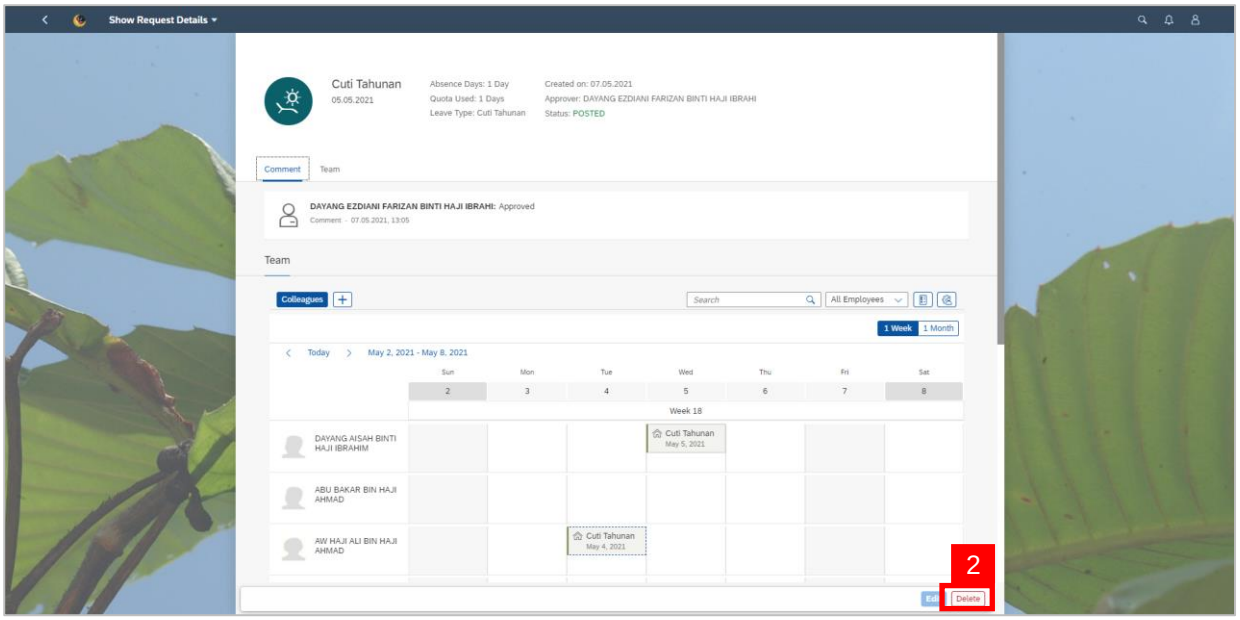
| CANCEL LEAVE REQUEST | Employee |
|---|---|
| | ESS |



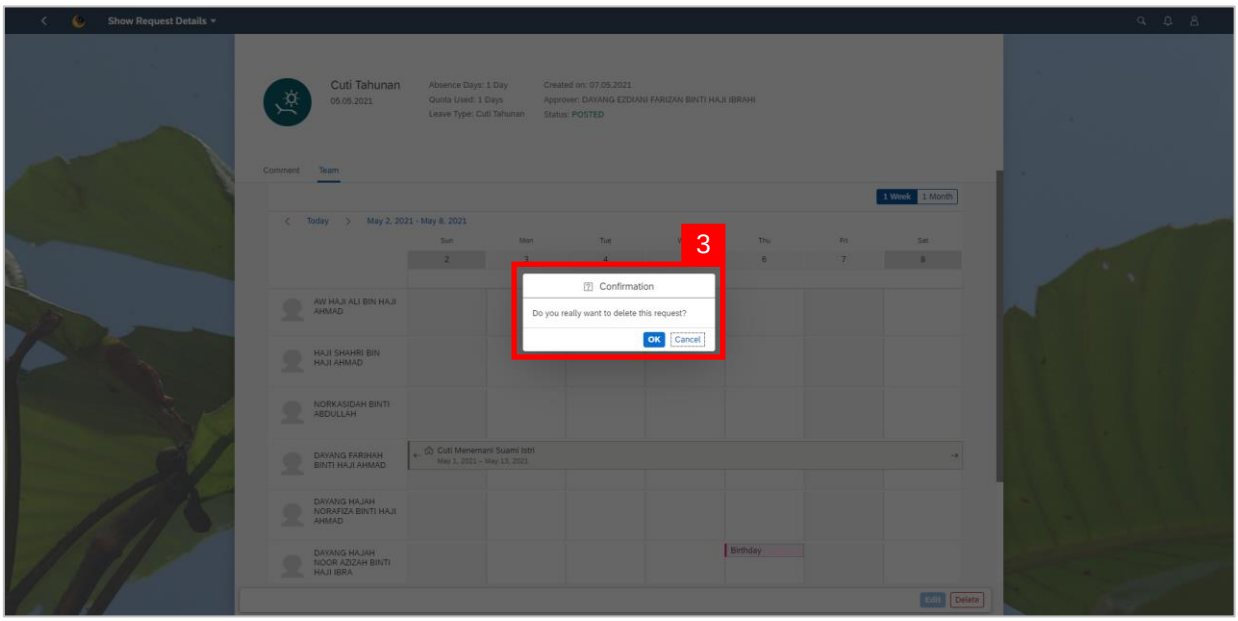

1. On **My Leave Request** page, select the leave request transaction to be canceled.

***Note:***

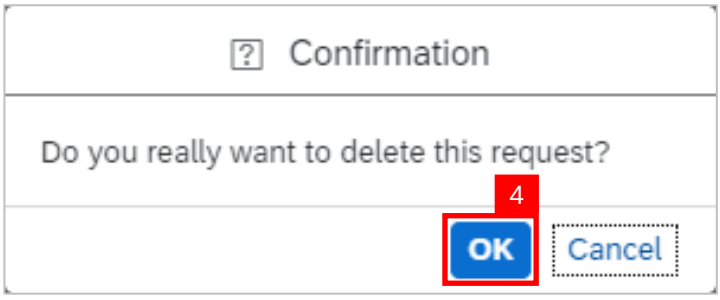
- Employee will not be able to change/edit their leave request hence why the employee must cancel their leave request and create a new request.
- Once the employee's leave request is approved, the status will turn to APPROVED
- The system runs the data every midnight and the leave request status will turn to POSTED
- The employee can still cancel their leave request after the status turned to POSTED
- However, the manager will have to approve the cancellation of the employee's leave request – shown as Canceled
- Approval of cancellation is when the status is indicated in green – shown as Canceled



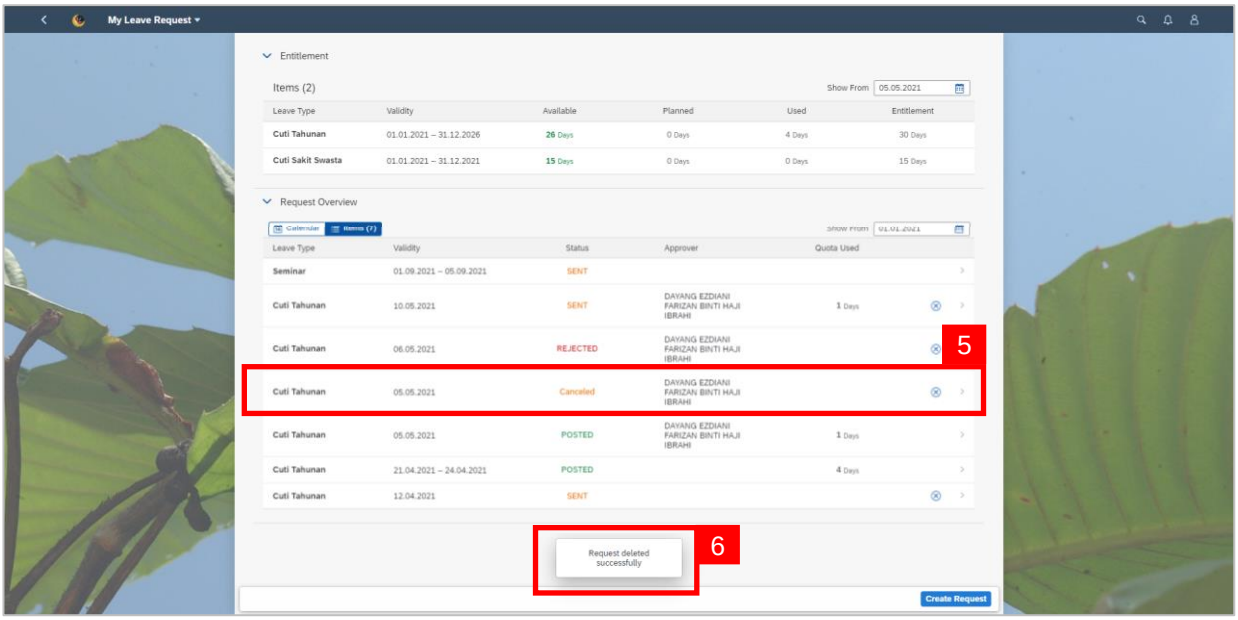

2. Click the Delete button to cancel the leave request.




3. A confirmation pop-up message will appear.

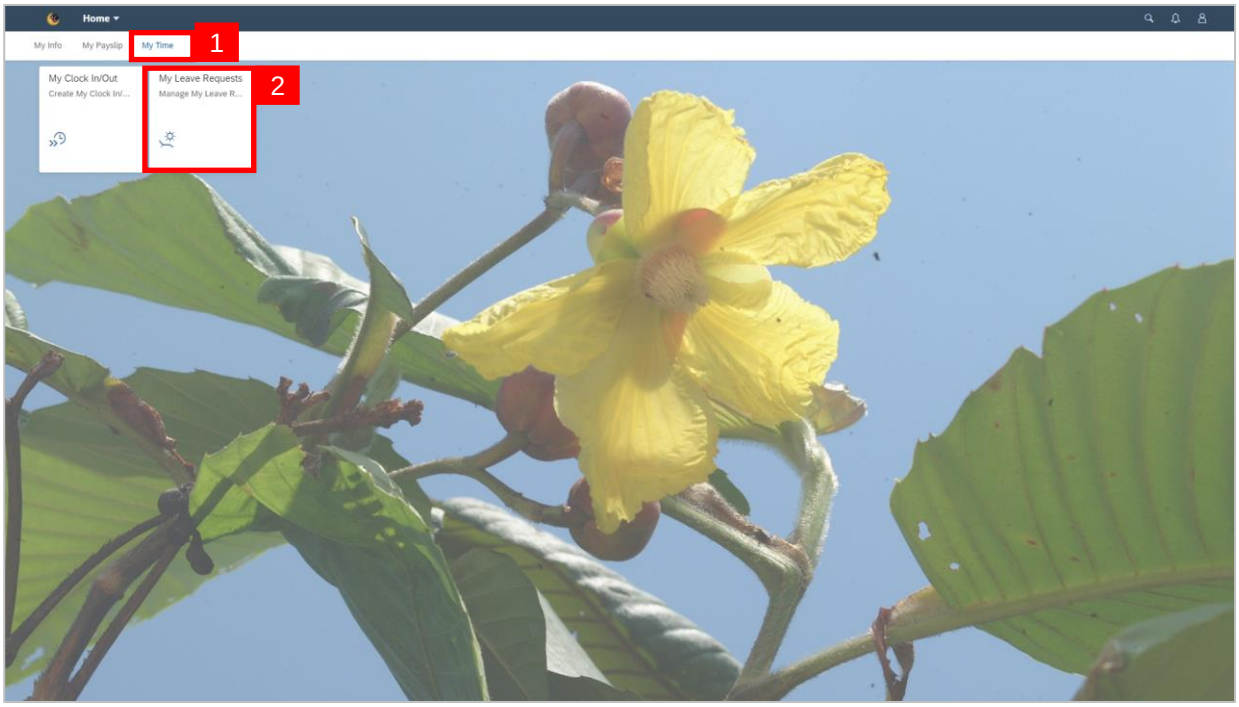



4. Click OK button to confirm deletion of request.

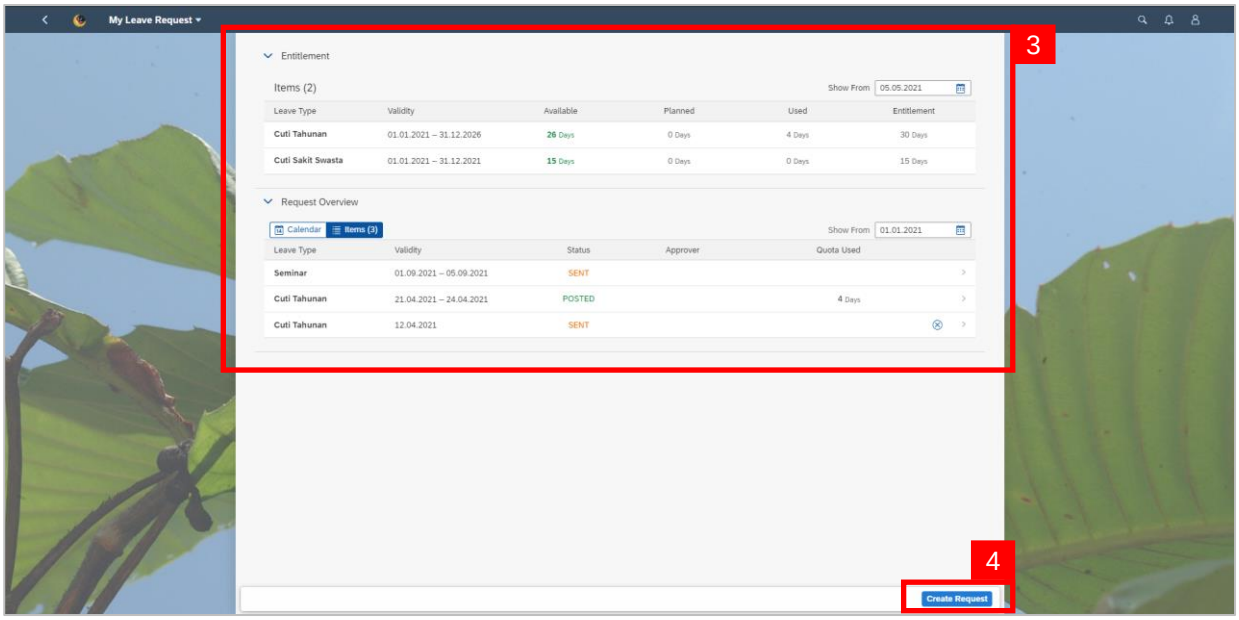



5. The canceled leave request will be shown as Canceled above the initial request under **Request Overview**.
6. A pop-up message will appear to inform employee that the leave request has been deleted successfully.

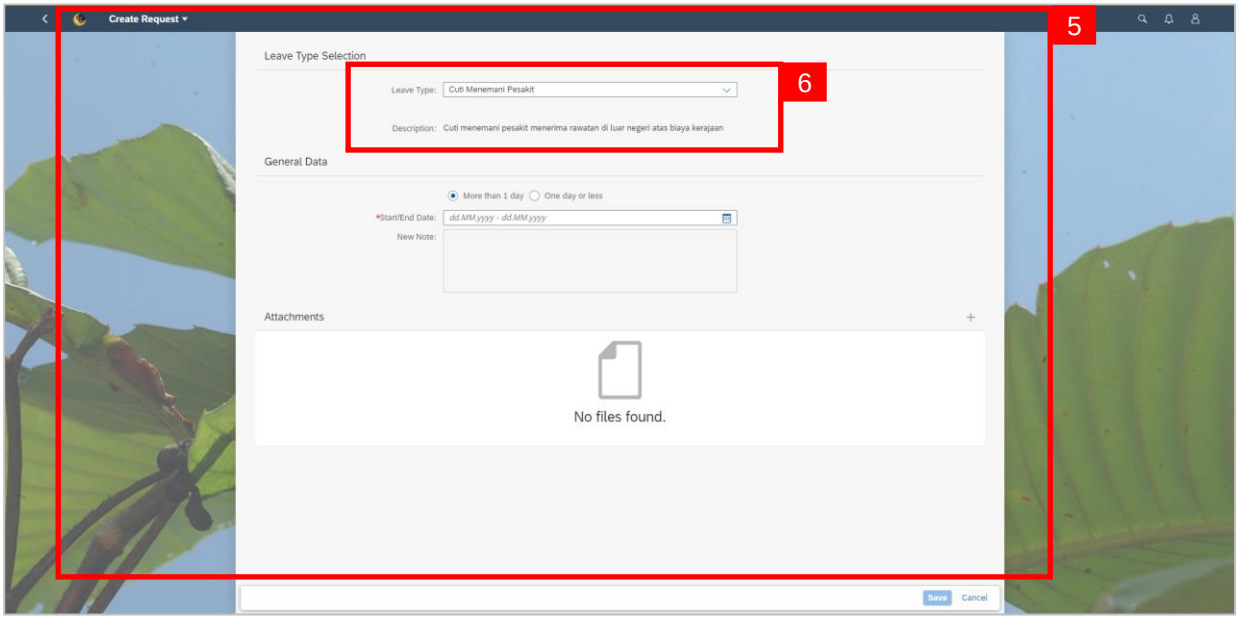
| CREATE SPECIAL LEAVE REQUEST | Employee |
|---|---|
| | ESS |




1. Click on My Time tab to display **My Clock In/Out** and **My Leave Request** tiles.
2. Click on **My Leave Request** tile.

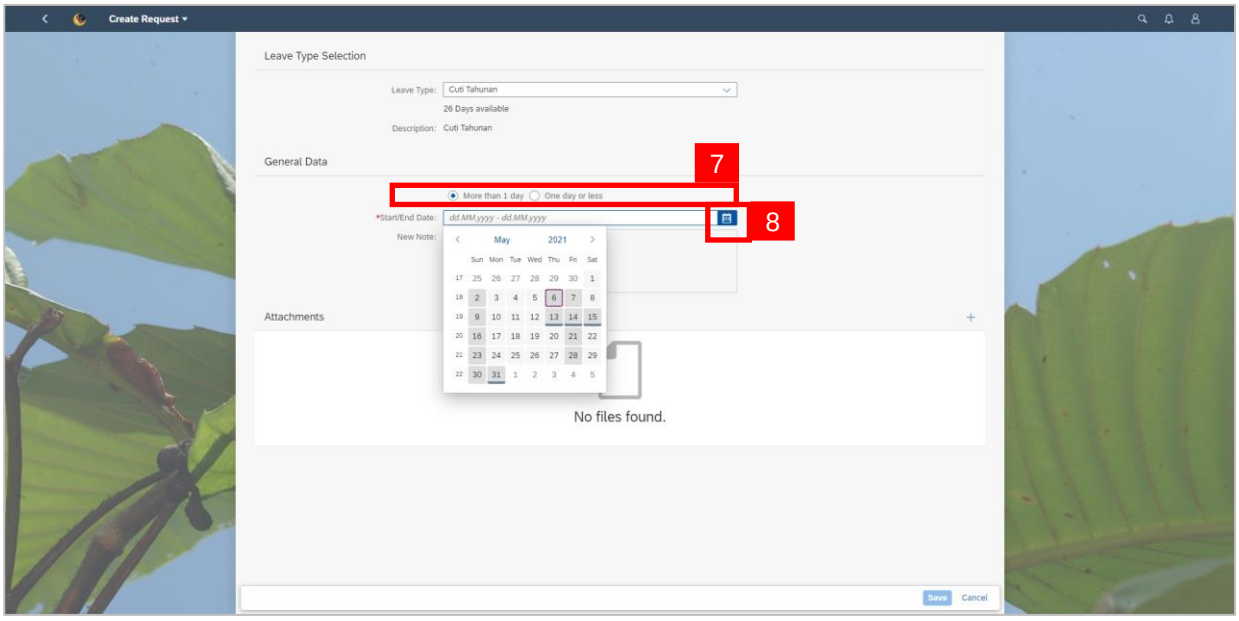


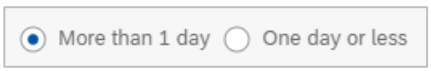

3. **My Leave Request** page will be displayed.
4. Click on **Create Request** button.




5. **Create Request** page will be displayed.

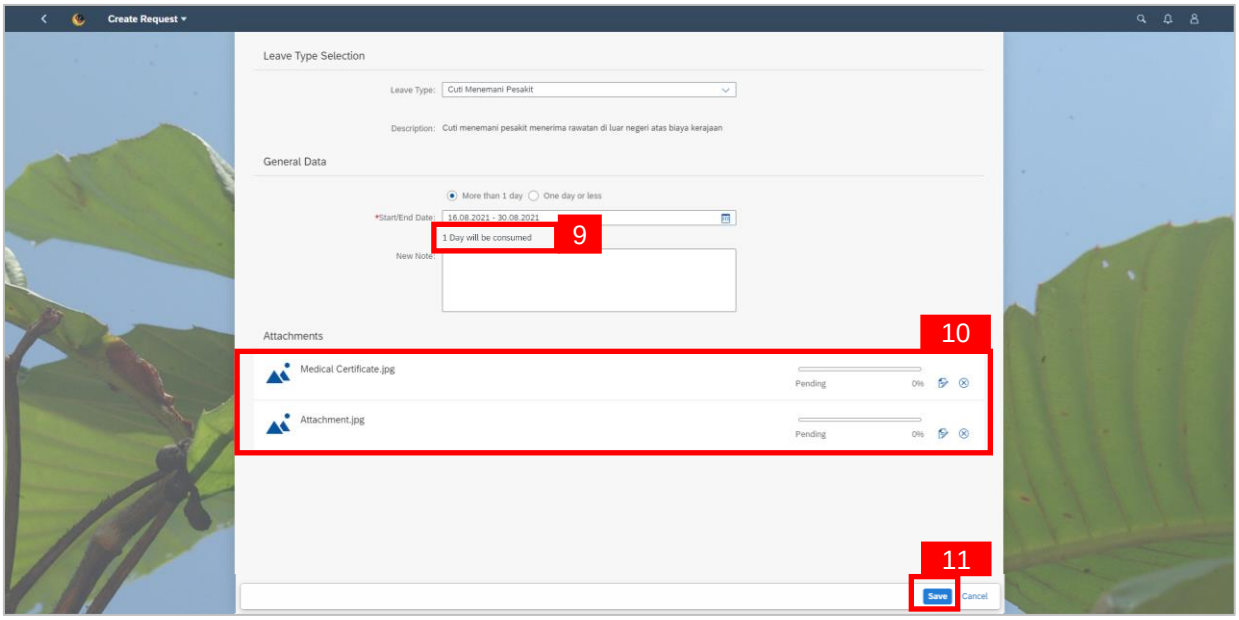
6. Select a **Special Leave Type** from the dropdown list and the description will be displayed next to **Description**.




7. Select either one: 


8. Select **Requested Date** by clicking on the button.

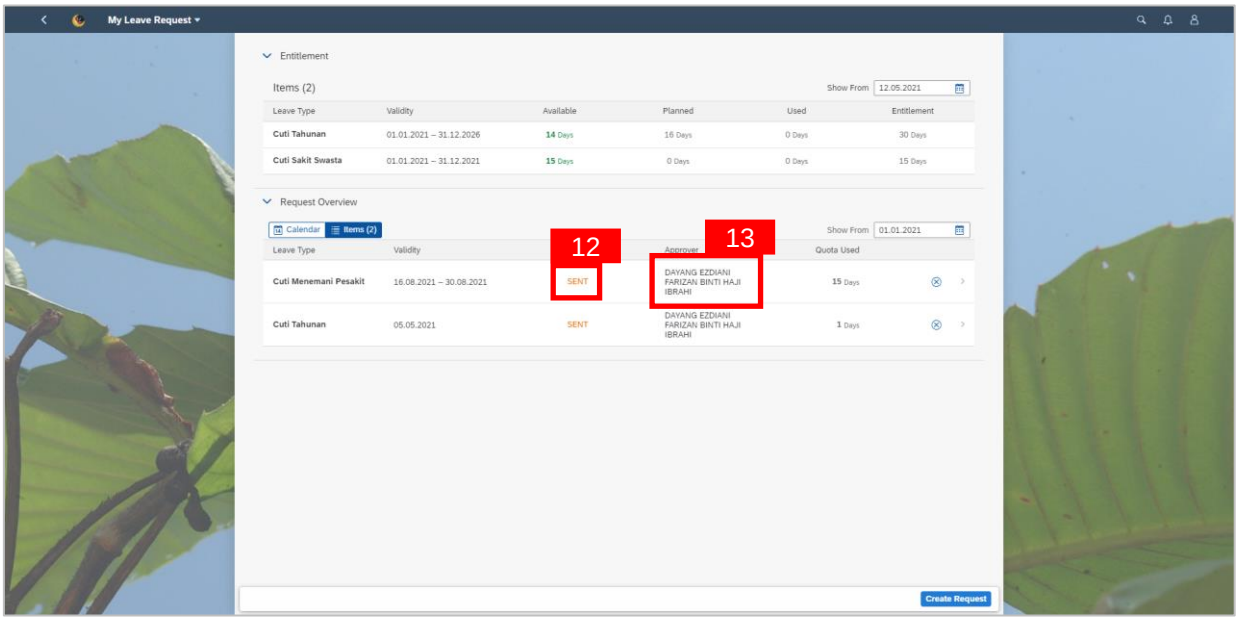
   After selecting the date, press enter button on the keyboard or double click on the date.




9. The number of days consumed will be shown.

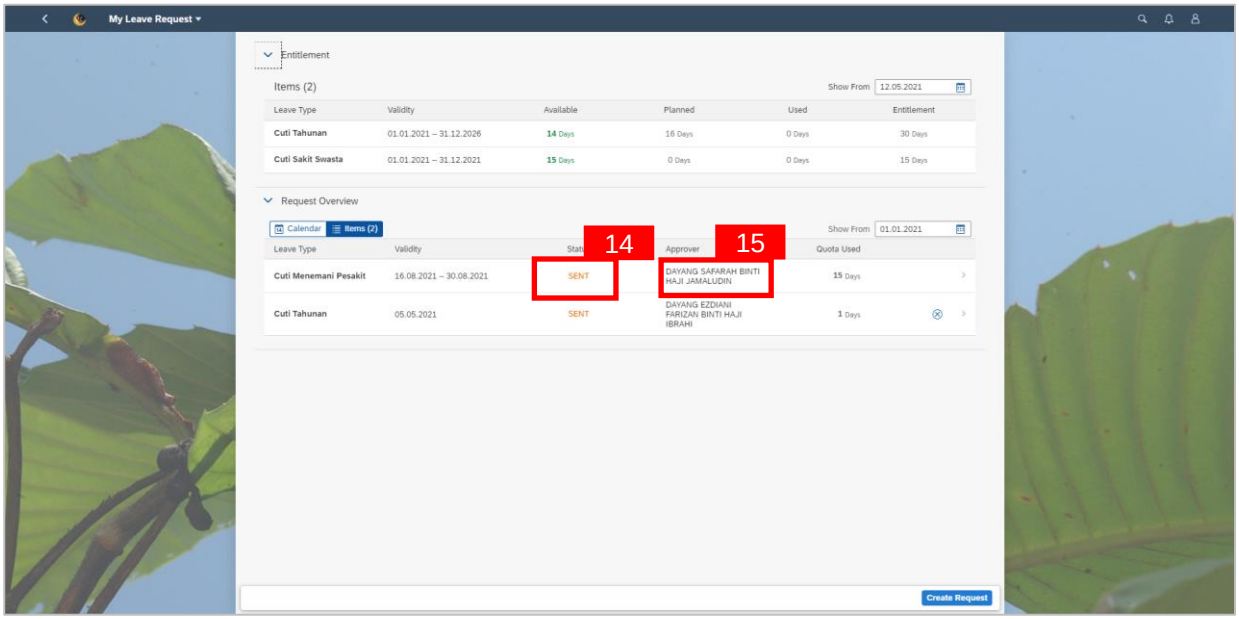
10. Employee will be able to attach up to 4 files under **Attachment.**

11. Click **Save** button to submit request.




12. The status of the leave request will be shown as SENT

13. The name of the approver will be shown under the approver column.



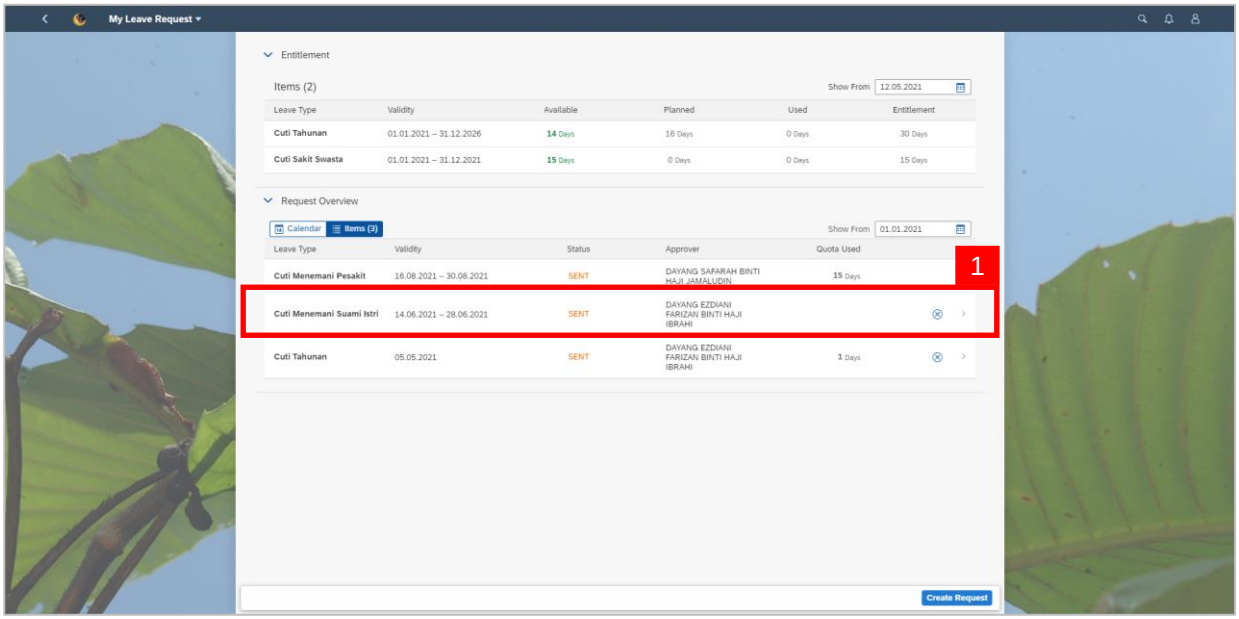

14. The status of the special leave request is shown as SENT after the first approval.

15. The name of the approver will also change to **JPA's (Approver)**. This indicates that their leave request has been sent for JPA's review.

***Note:***

- After approved by the first approver, the employee's **Special Leave Request** will be sent to **JPA (Approver)** to be approved/rejected.
- The status will only turn into APPROVED once both approver has approved the employee's **Special Leave Request.**

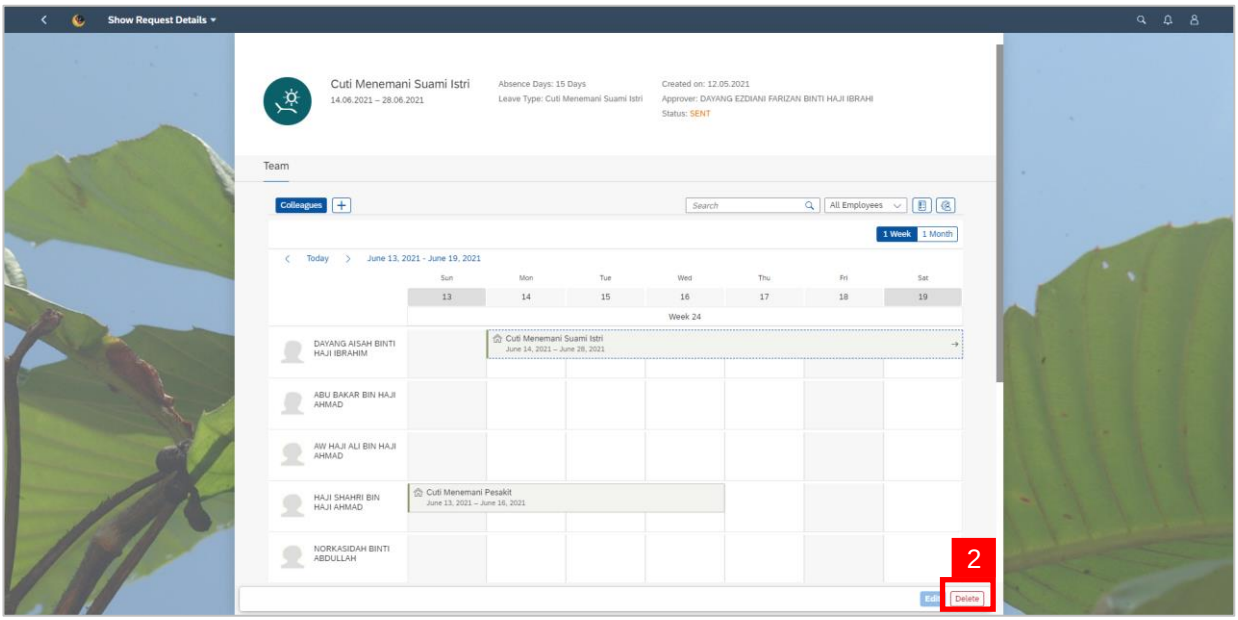
| WITHDRAW SPECIAL LEAVE REQUEST | Employee |
|---|---|
| | ESS |



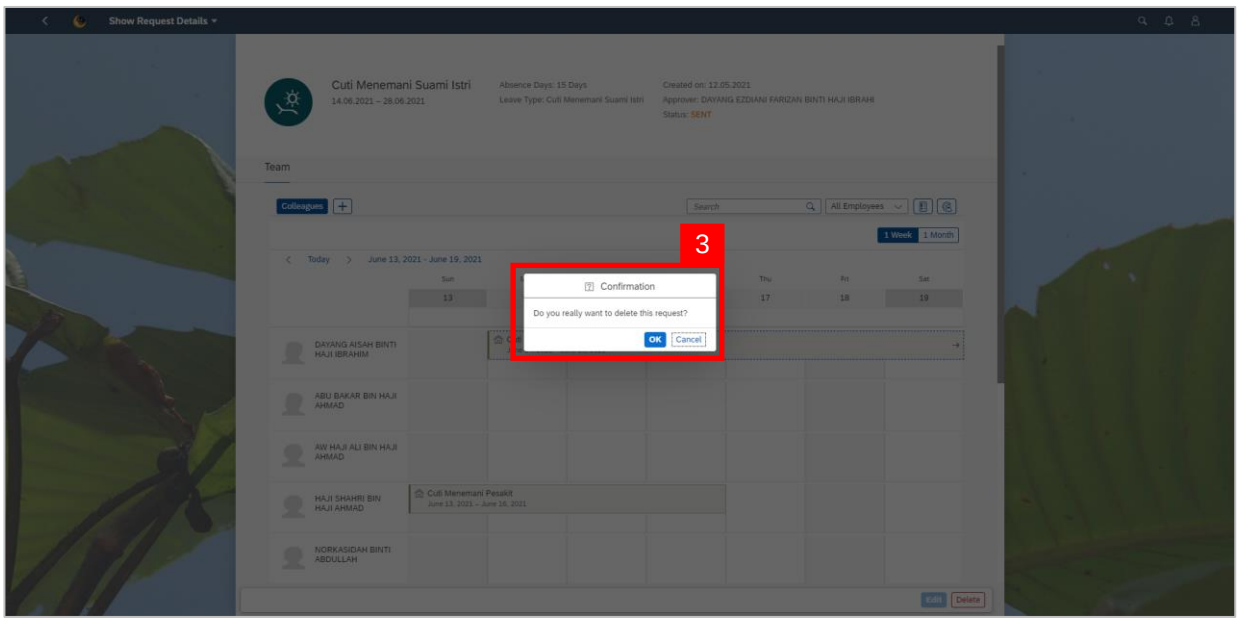

1. On **My Leave Request** page, select the special leave request transaction to be withdrawn.

***Note:***

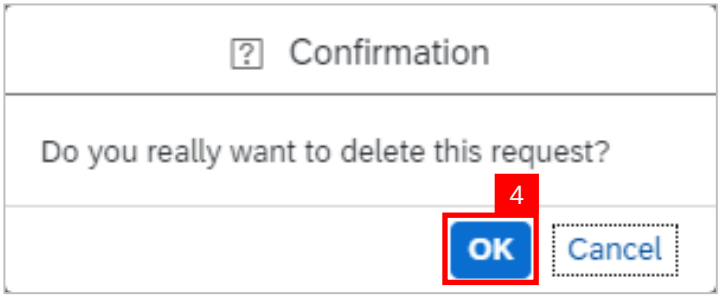
- Employee will not be able to change their leave request hence why the employee must withdraw their leave request and create a new request.
- Employee will only be able to immediately delete their leave request if their request status is SENT and with the first approver name.



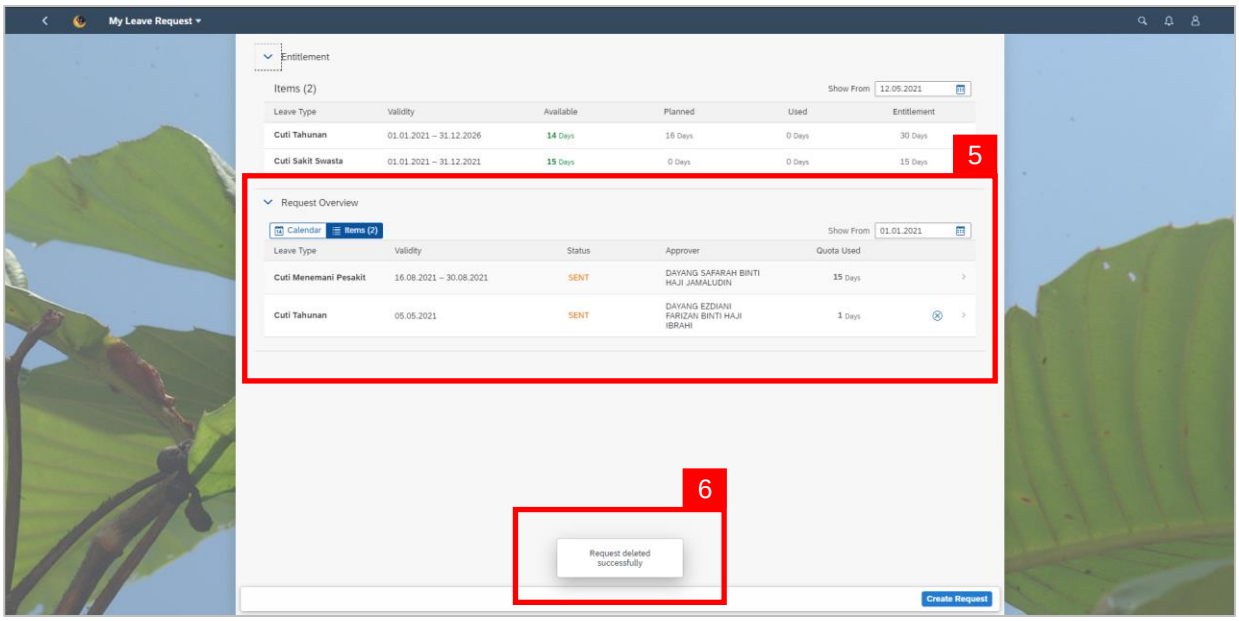

2. Click on the Delete button to withdraw the special leave request.




3. A confirmation pop-up message will appear.




4. Click OK button to confirm deletion of request.

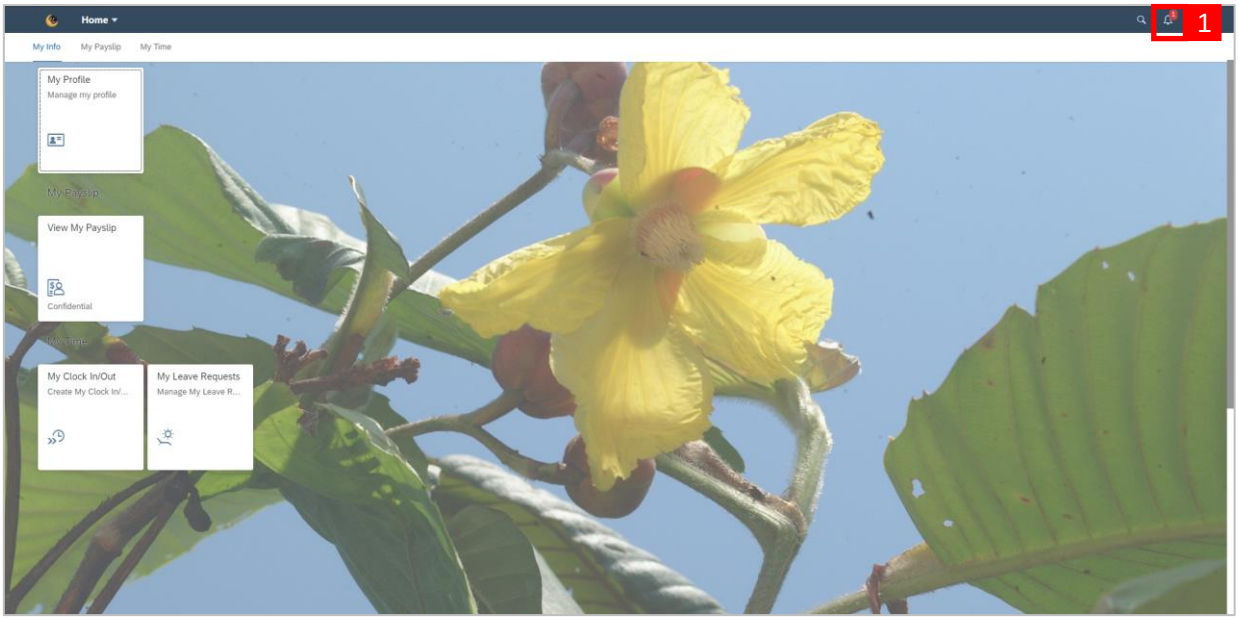



5. The withdrawn special leave request will disappear from the **Request Overview**.
6. A pop-up message will appear to inform employee that the special leave request has been deleted successfully.

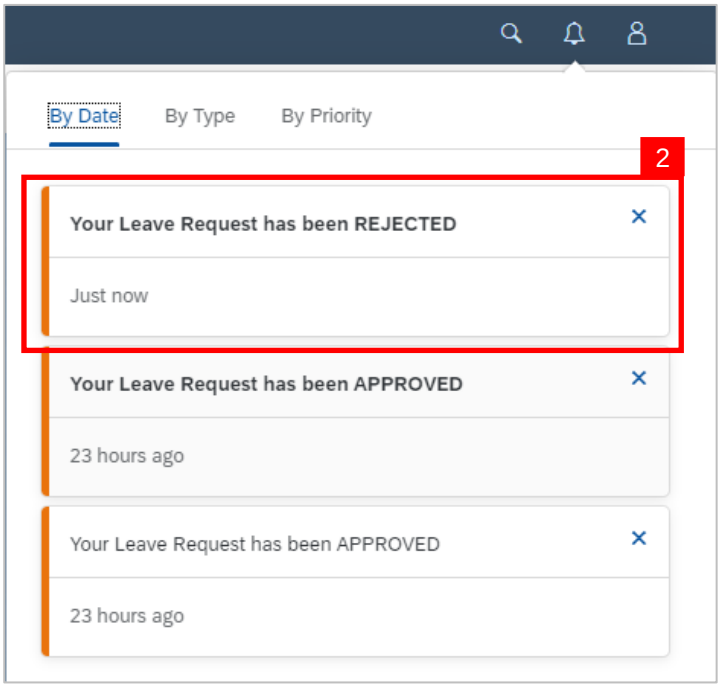
| REJECT SPECIAL LEAVE REQUEST | Employee |
|---|---|
| | ESS |

***Note:***

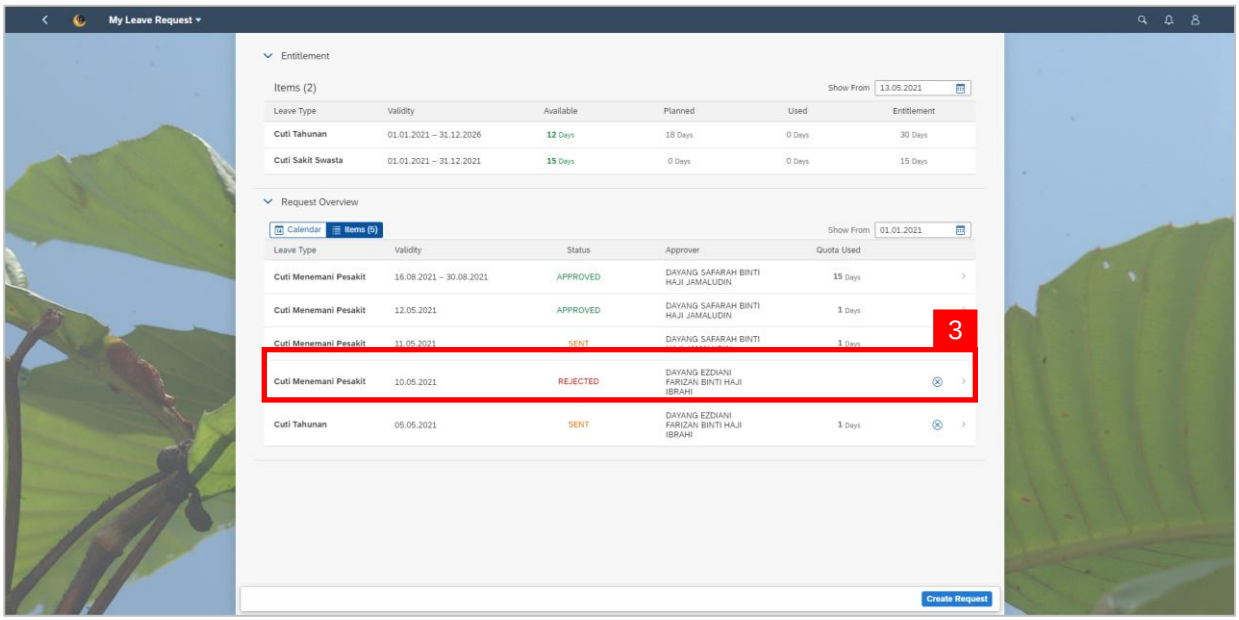
- Once the leave request is applied, it will be sent to the manager to be approved/rejected.
- Employee will receive notification once the manager has rejected the leave request.




1. Click on the button. A red circle will appear to show that there is a new notification.



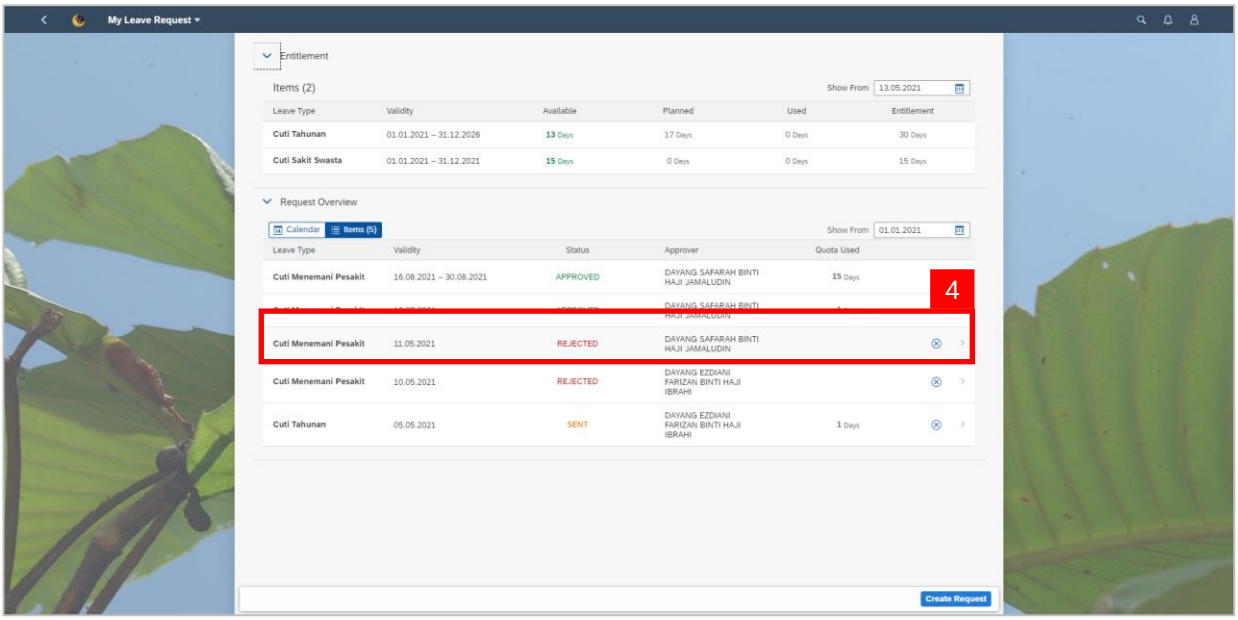

2. A dropdown list will be shown to inform the employee of their leave request status.




3. On **My Leave Request** page, the leave request status will be shown as REJECTED

***Note:***

- For **Special Leave Request**, if the **Manager (Approver)** rejected the leave request, it will not be forwarded to **JPA (Approver)**.

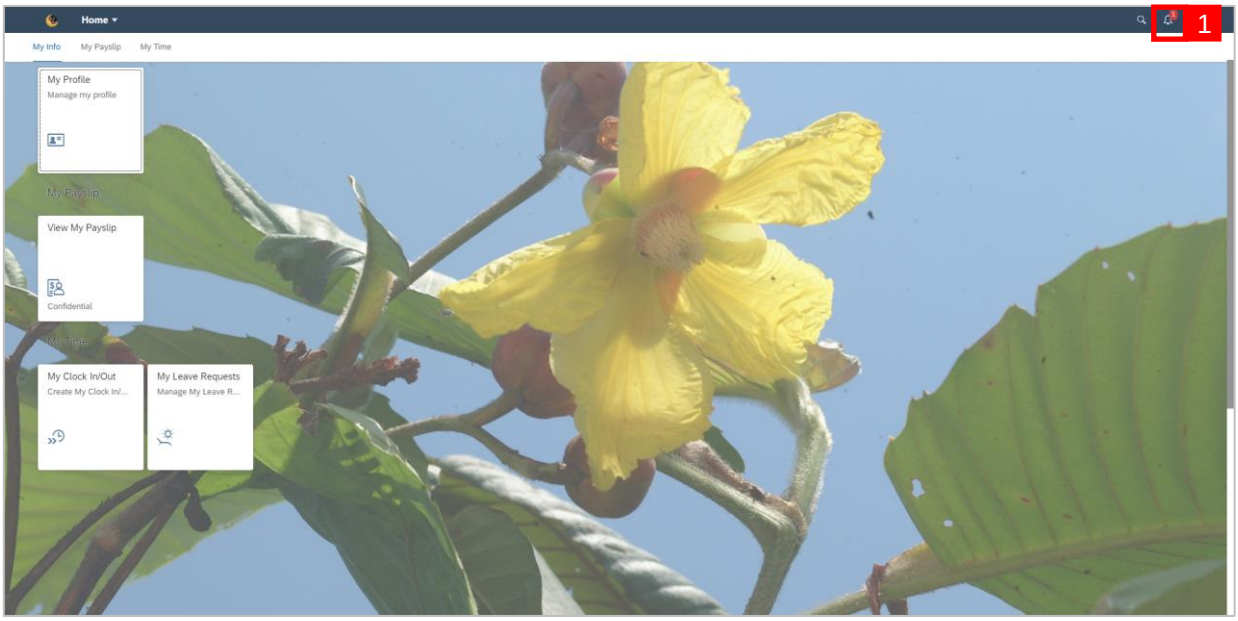



4. If the leave request is approved by the **Manager (Approver)** but rejected by the **JPA (Approver)** rejected the request, it will be shown as REJECTED

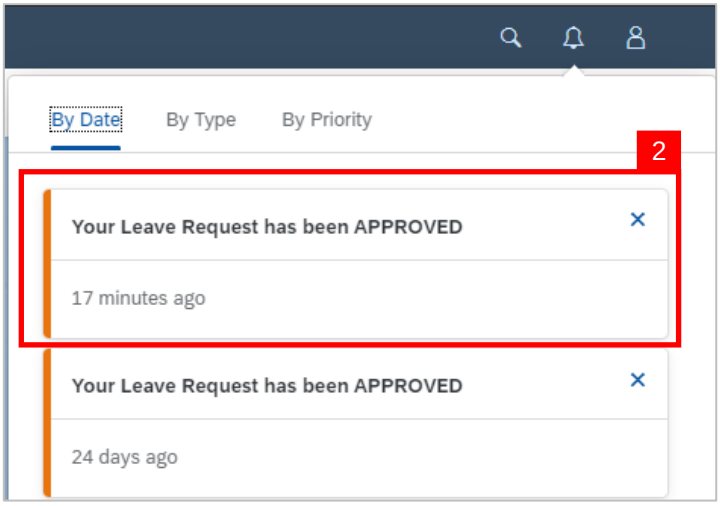
| APPROVE SPECIAL LEAVE REQUEST | Employee |
|---|---|
| | ESS |

***Note:***

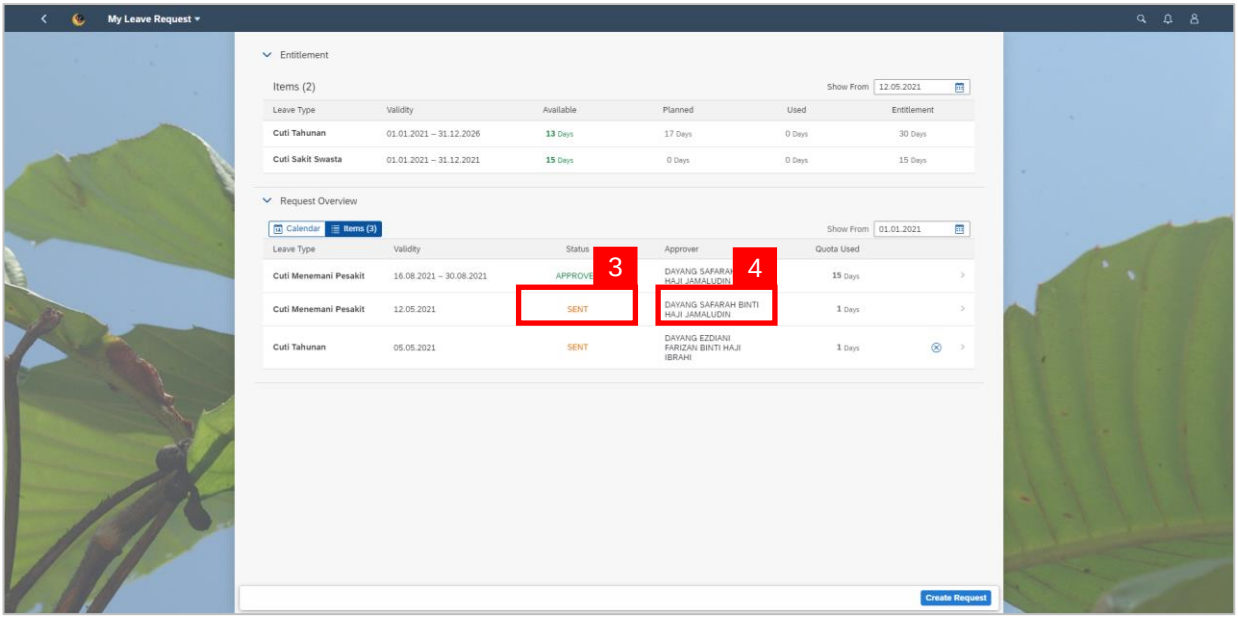
- Once the special leave request is applied, it will be sent to the manager to be approved/rejected.
- Employee will receive notification once the manager has approved the leave request.




1. Click on the button. A red circle will appear to show that there is a new notification.




2. A dropdown list will be shown to inform the employee of their leave request status.

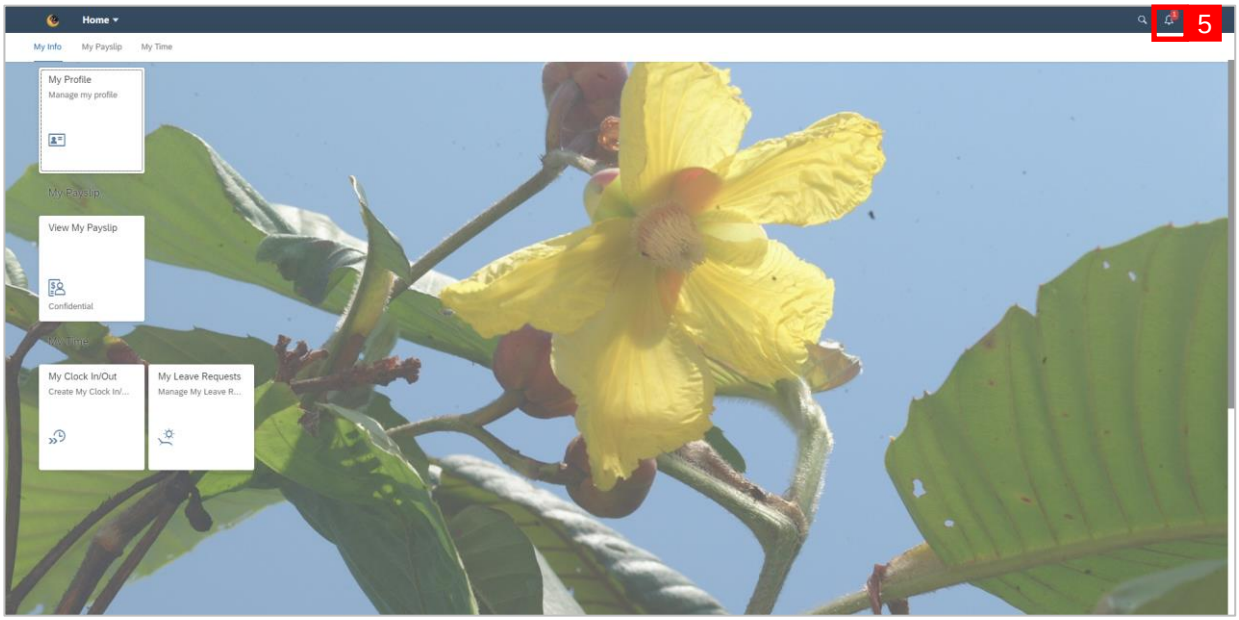



3. On **My Leave Request** page, the special leave request status will be shown as SENT

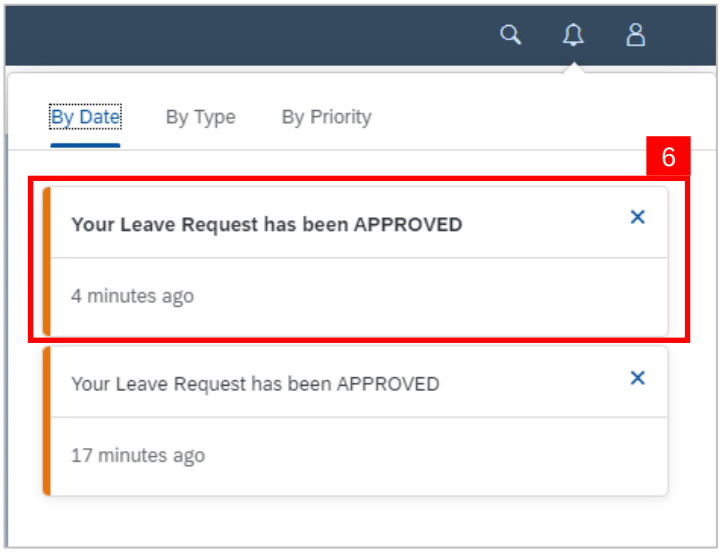
4. The name of the **Approver** will change to **JPA's (Approver)** – waiting for JPA's review.

***Note:***

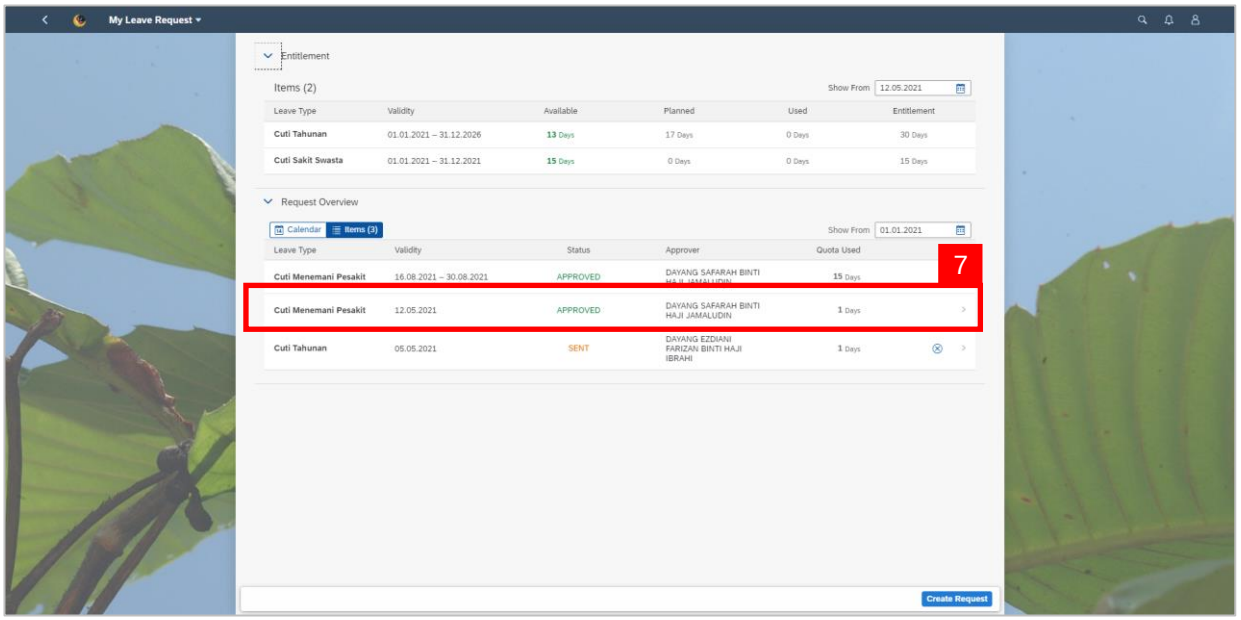
- Once the special leave request is approved by JPA's (Approver), the employee will receive a notification.




5. Click on the button. A red circle will appear to show that there is a new notification.




6. A dropdown list will be shown to inform the employee of their leave request status.

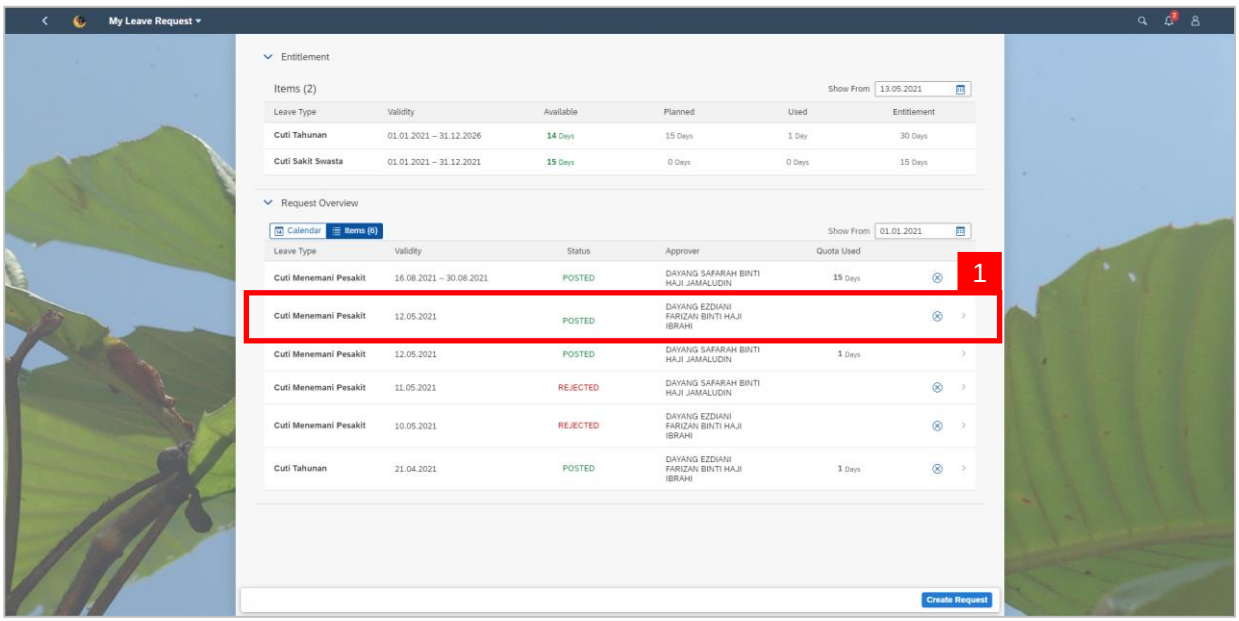



7. On **My Leave Request** page, the leave request status will be shown as APPROVED

***Note:***

- An orange-coloured status is indicating that the item is pending for the next action.
- A green-colored status indicating that the leave request is approved.
- A red-colored status indicating that the leave request is rejected.

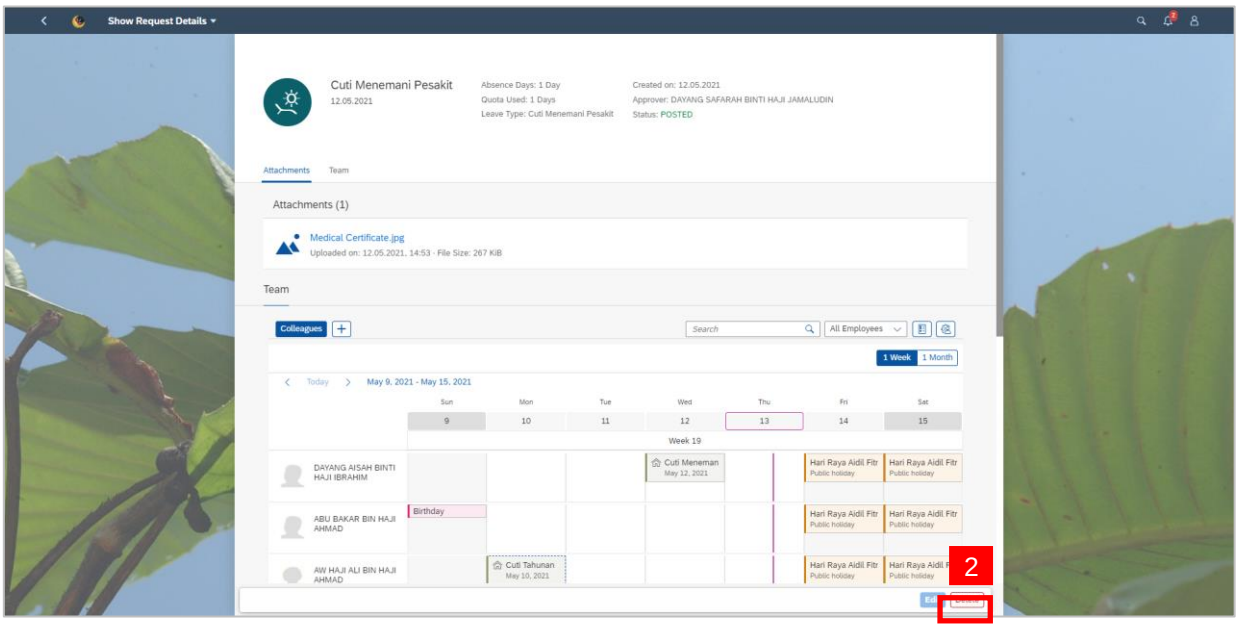
| CANCEL SPECIAL LEAVE REQUEST | Employee |
|---|---|
| | ESS |



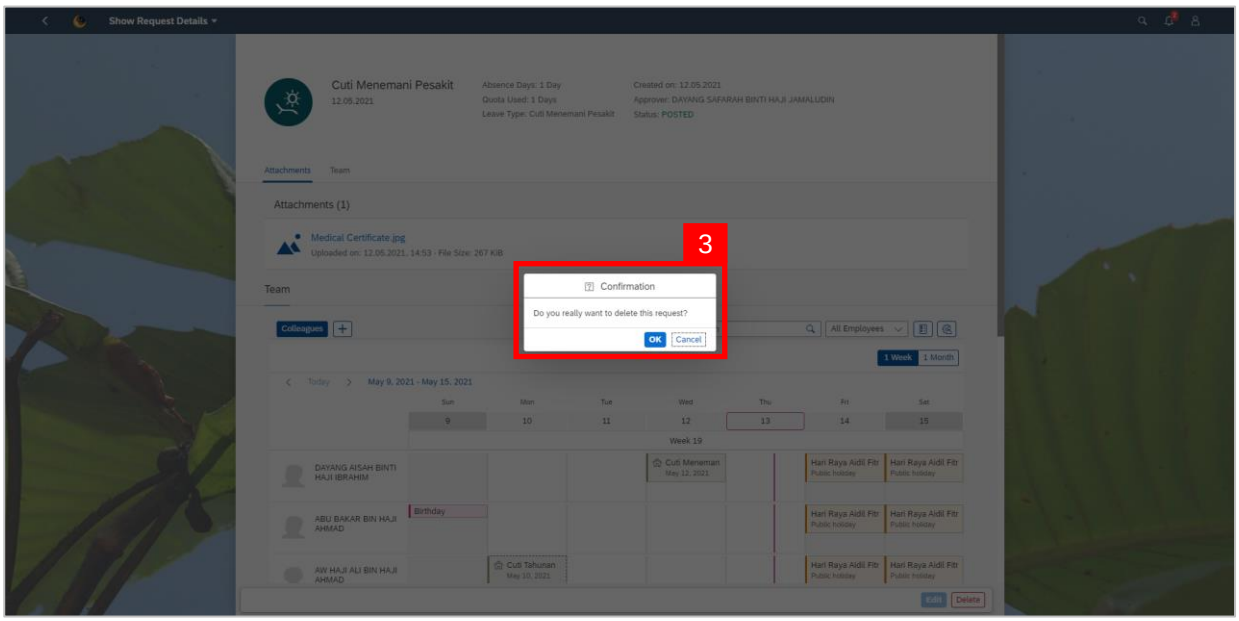

1. On **My Leave Request** page, select the leave request transaction to be canceled.

***Note:***

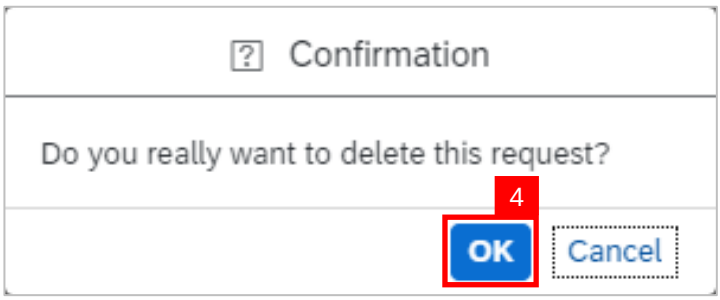
- Employee will not be able to change/edit their leave request hence why the employee must cancel their leave request and create a new request.
- Once the employee's leave request is approved, the status will turn to APPROVED
- The system runs the data every midnight and the leave request status will turn to POSTED
- The employee can still cancel their leave request after the status turned to POSTED
- However, the manager will have to approve the cancellation of the employee's leave request – shown as Canceled
- Approval of cancellation is when the status is indicated in green – shown as Canceled



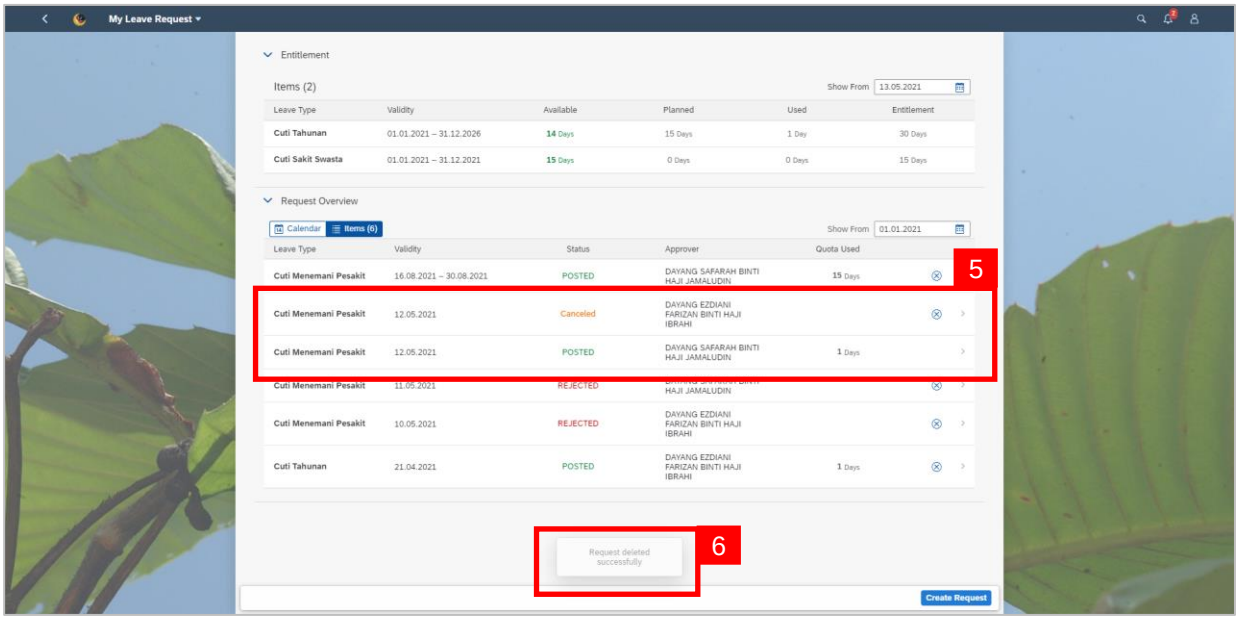

2. Click the Delete button to cancel the special leave request.



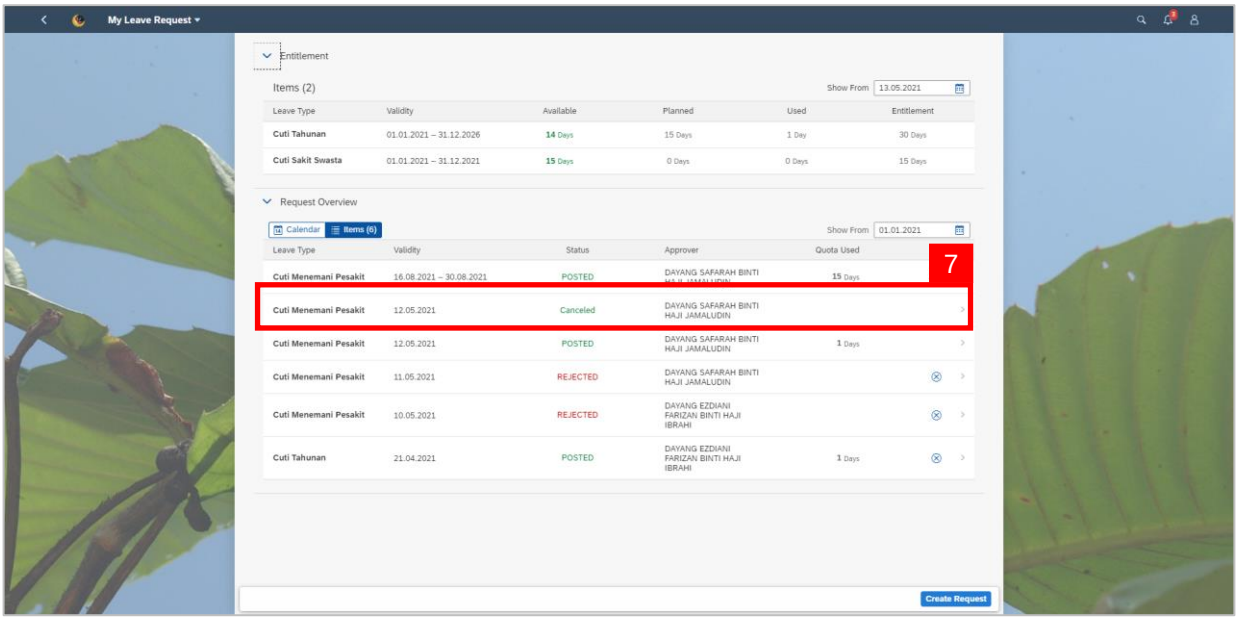

3. A confirmation pop-up message will appear.




4. Click OK button to confirm deletion of request.

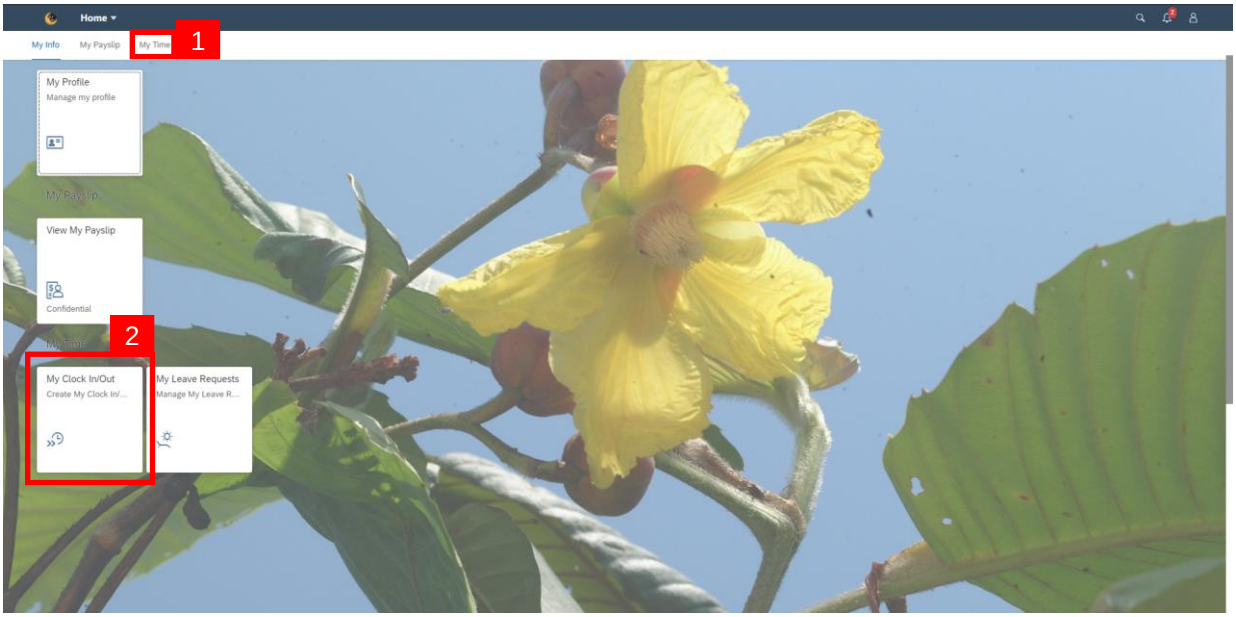



5. The canceled leave request will be shown as Canceled above the initial request under **Request Overview**.
6. A pop-up message will appear to inform employee that the leave request has been deleted successfully.



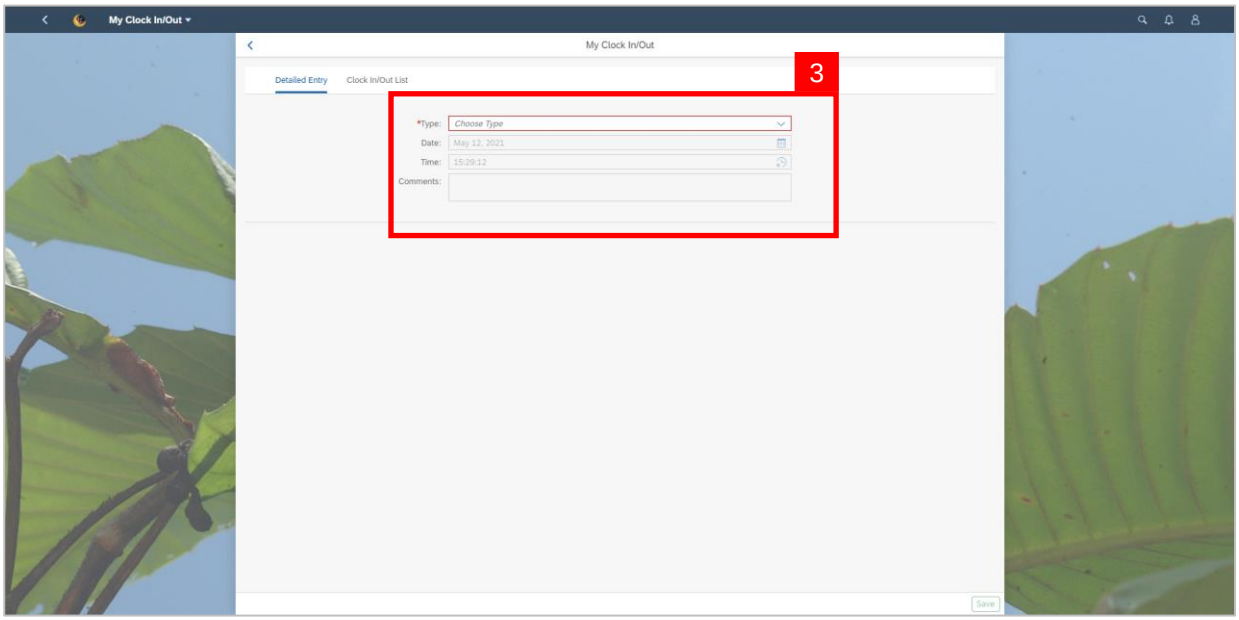

5. For **Special Leave Request**, both the **Manager (Approver)** and **JPA (Approver)** will have to approve the cancellation then the status will turn to Canceled

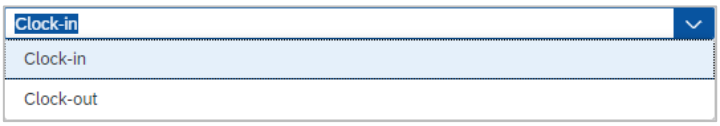
| CLOCK IN/OUT USING DESKTOP | Employee |
|---|---|
| | ESS |



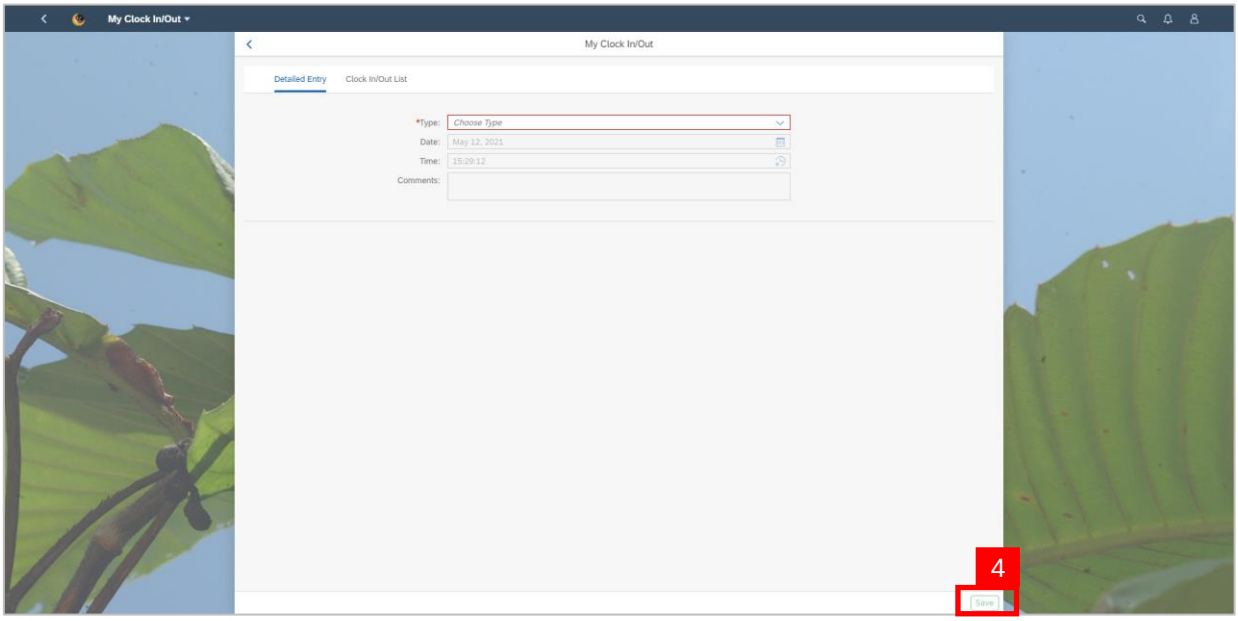

1. Click on My Time tab to display **My Clock In/Out** and **My Leave Request** tiles.

2. Click on **My Clock In/Out** tile.

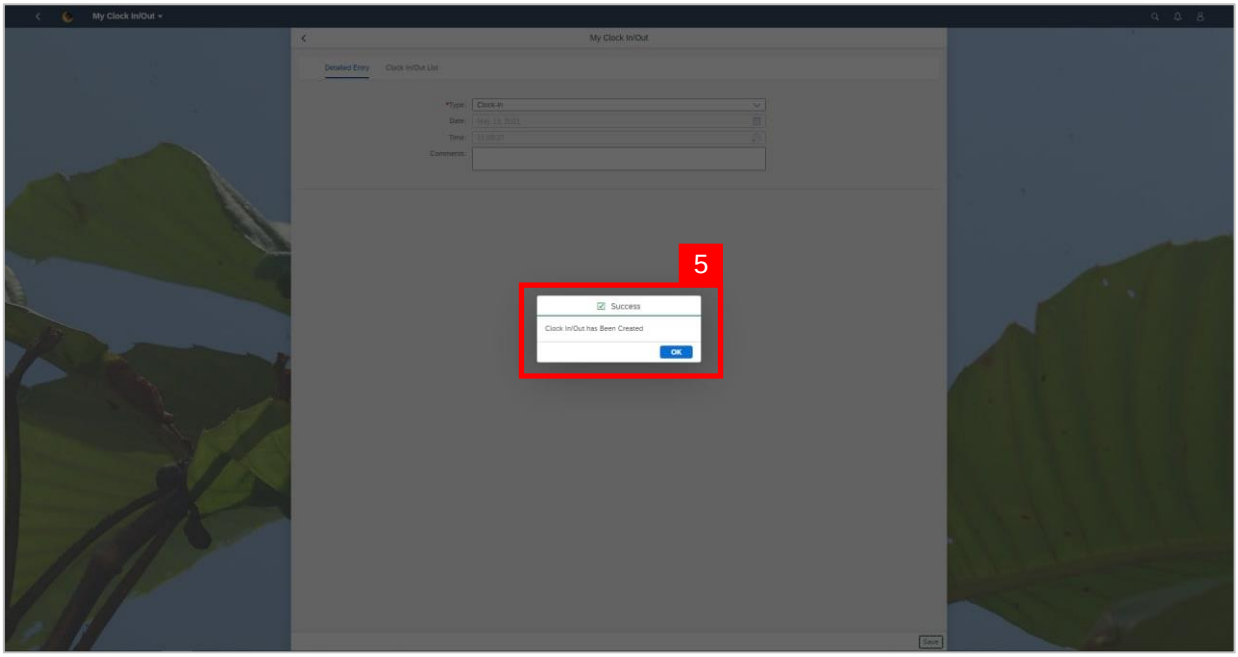


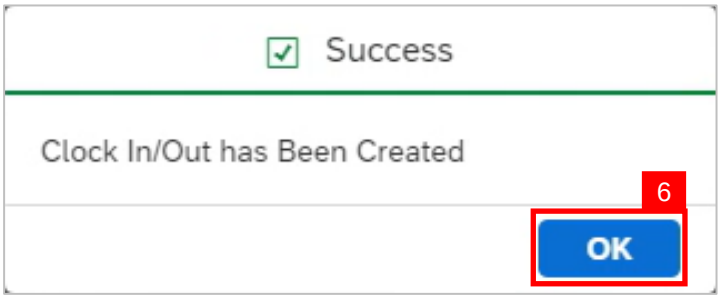

3. Under **Detailed Entry**, select the **Type.**



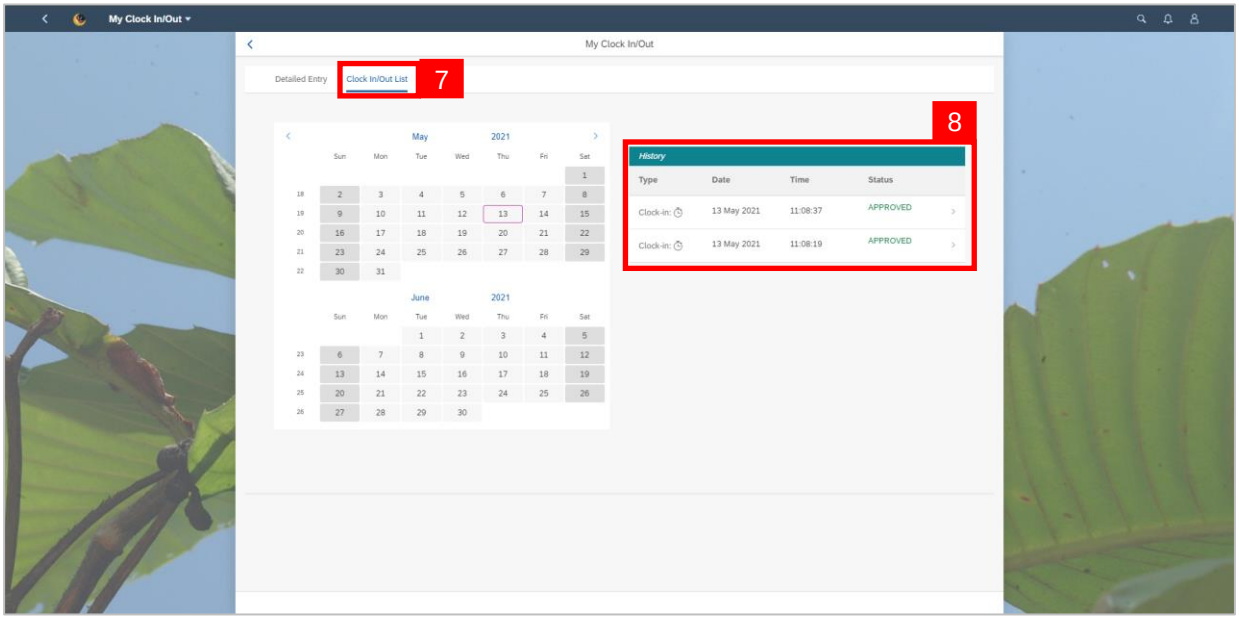

4. Click Save button to save the clock in/out entry.




5. A confirmation pop-up message will appear.




6. Click **OK** button to confirm.




7. Click the **Clock In/Out List** tab.

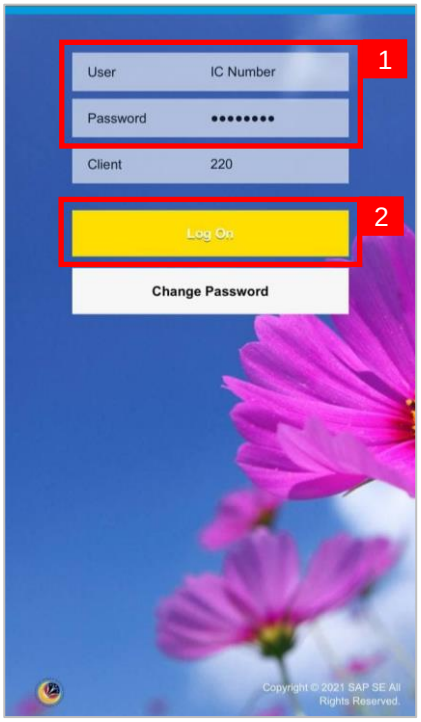
8. The employee will be able to see their clock in/out history.

***Note:***

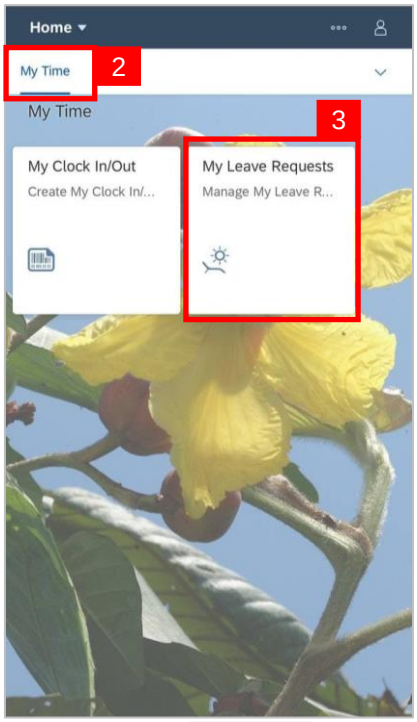
- There will be a second authentication where the employees will be prompted to log on again when clicking on the **My Clock In/Out** tile using desktop via One Government Network (OGN).

| CLOCK IN/OUT USING MOBILE DEVICE | Employee |
|---|---|
| | ESS |

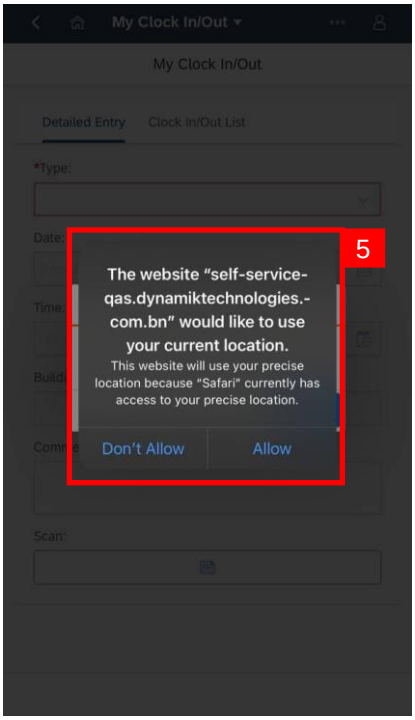
Navigate to SSM FIORI (front end portal) at **ssm.gov.bn**



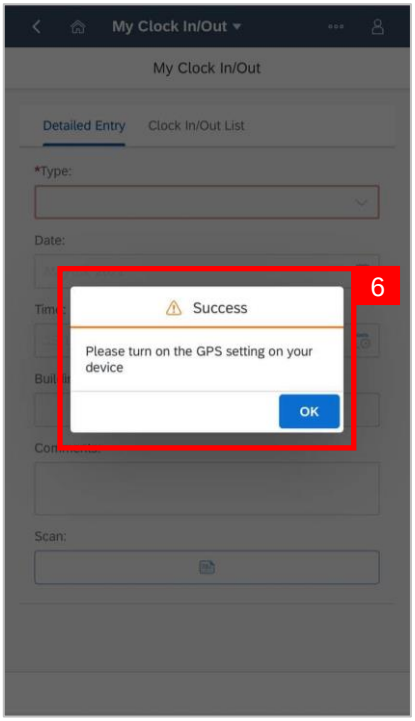

1. Fill in the **User** and **Password.**
2. Click on the Log On button.



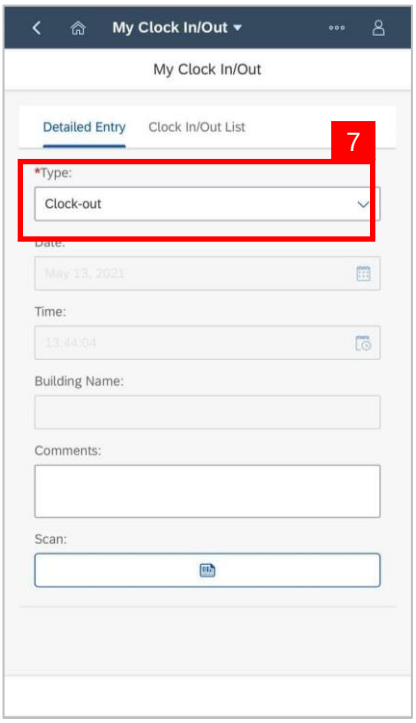

3. Click on My Time tab to display **My Clock In/Out** and **My Leave Request** tiles.
4. Click on **My Leave Request** tile.



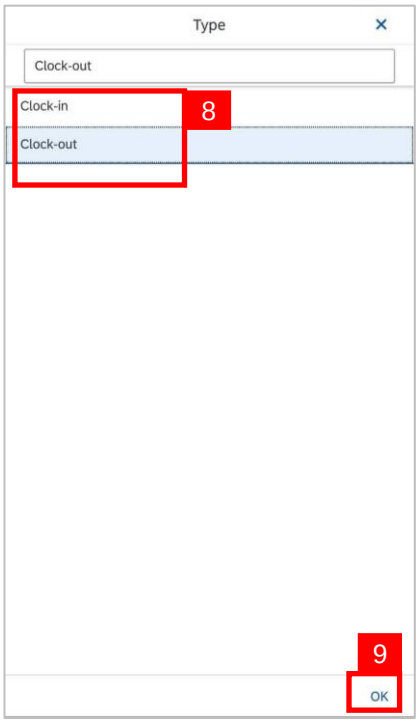

5. A pop-up message to use current location will appear – click **Allow**.




6. A pop-up message to confirm that the phone GPS setting is successfully switched on will appear – click **OK**.

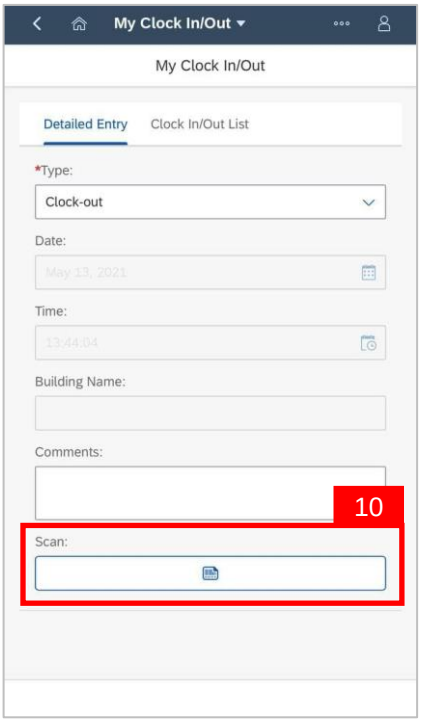



7. Select the **Type** under **Detailed Entry** tab.

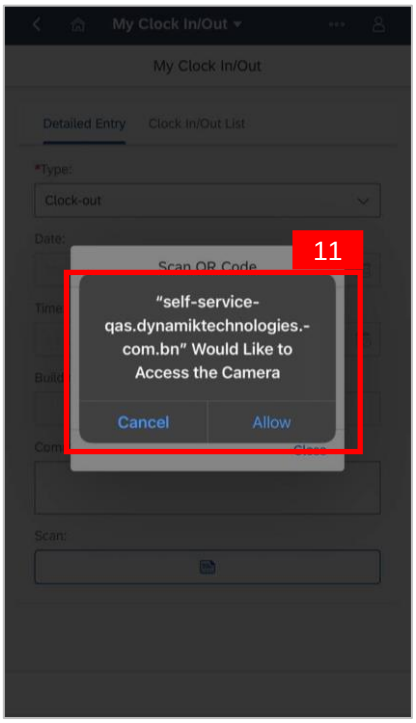



8. Select **Clock In** or **Clock Out** from the dropdown list.

9. Click **OK.**

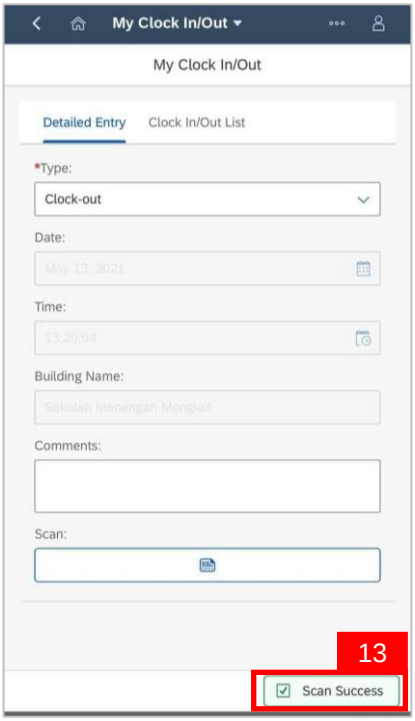



10. Click the **Scan QR Code** button.

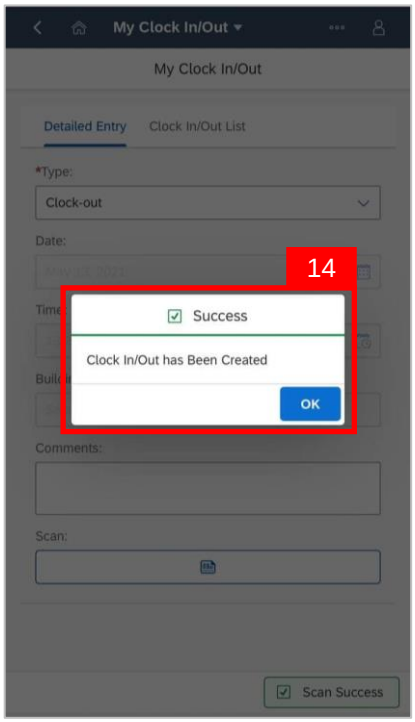



11. A pop-up message to access camera will appear – click **Allow.**

12. Scan QR Code.



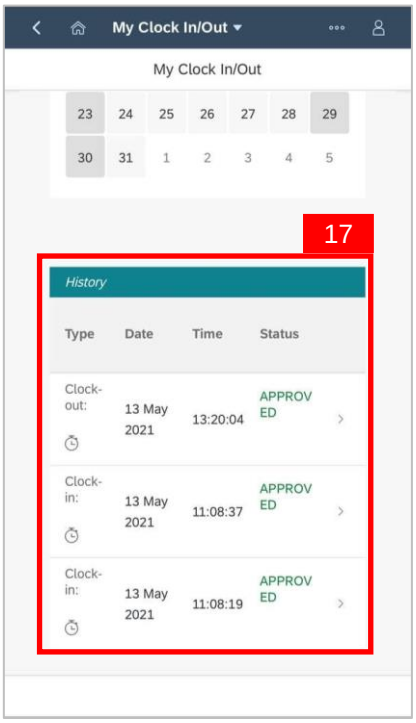

13. The **Scan Success** button indicates that the QR Code has been scanned successfully.




14. A pop-up message to show a successful Clock In/Out will appear – click **OK**.

15. To view the history of the employee's clock in/out, click on the **Clock In/Out List** tab.

16. Select the date of the clock in/out that the employee wishes to view.




17. To view the history of the employee's clock in/out on the chosen date, scroll down to **History**.