

SISTEM SUMBER MANUSIA

User Guide Time Management Manager Self Service (MSS)

VERSION: 1.0

SSM_UG_TM_Front End (FIORI)_Manager Self Service (MSS)_v1.0



INTRODUCTION

This user guide acts as a reference for **Managers** (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 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		

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**.



Table of Content

Topics	Page
Introduction	1
Glossary	1
Further Assistance	1
FIORI Log On	<u>3</u>
Normal Leave Request: Reject	<u>4</u>
Normal Leave Request: Approve	Z
Special Leave Request: Reject	<u>11</u>
Special Leave Request: Approve	<u>15</u>
Special Leave Request: Approve (2 nd Approver: JPA)	<u>19</u>



FIORI LOG ON Manager MSS

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:

• MSS: Employee will only be able to see My Time Tab and My Time Manager Tab





1. To check on notification received on employee's leave request pending for approval,



- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.
- Pending leave requests could be filtered by Date, Time and Priority





3. Click on Approve Leave Request tile.



Note:

• The number of leave requests pending for approval will appear on tile as highlighted in the





- 4. Click on the pending leave request to be reviewed.
- 5. Notes left by employee can be viewed from the information tab.
- 6. Attachments left by employee can be viewed from the attachment tab.
- 7. Click Reject button.







1. To check on notification received on employee's leave request pending for approval,



- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.
- Pending leave requests could be filtered by Date, Time and Priority





3. Click on Approve Leave Request tile.



Note:

• The number of leave requests pending for approval will appear on tile as highlighted in the





- 4. Click on the pending leave request to be reviewed.
- 5. Notes left by employee can be viewed from the information tab.
- 6. Attachments left by employee can be viewed from the attachment tab.
- 7. Click Approve button.





< Sequest +			Q. (🖉 B
	All Tasks (1) 👔	Leave Request Dynamic Lavel Approval	
	NORIDAH BINTI HAJI 4	NORDAR BIRT HAS IBRARIE	DWS
		<u> </u>	
		Notes:	
		Submit Decision	
		You have selected "Approve". 8 and set	
		Decision Note:	
States and the second		Statement for approval	
		Submit Canad	
A PARTY			
-8/1			
Sector Contractor			
	7 7 回	Appa	Retect

- 8. An optional note (if any) can be added under **Decision Note**.
- 9. Click Submit to confirm rejection of leave request.

Note:

• System will synchronize the approved leave request from the front-end to back-end within the next 24 hours and then leave request status will show as POSTED.





1. To check on notification received on employee's leave request pending for approval,



- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.
- Pending leave requests could be filtered by Date, Time and Priority





3. Click on Approve Leave Request tile.



Note:

• The number of leave requests pending for approval will appear on tile as highlighted in the



< 💩 Approve Leave Request +	4		۹ 🖑 ۸
	All Tasks (1) 22	Leave Request Dynamic Level Approval	31
	31 Davis	Created on May 6, 2021, 3.01 PM 01, 30.2021 - 91, 10.2021	ans .
	21 18 201 - 31 10 2021	2 - 31.0 2021 Corr Antesis Manage Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is ant agrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days sites is a tagrowed issue register Leave register is signed with: 30 days site is a tagrowed issue register Leave register 50 days site is a tagrowed issue register Leave	5
	12 T (0	(Accross)	Registion of the second se

- 4. Click on the pending leave request to be reviewed.
- 5. Notes left by employee can be viewed from the information tab.
- 6. Attachments left by employee can be viewed from the attachment tab.
- 7. Click Reject button.





< 🌜 Approve Leave Request +			۹ ۵ ۵
	All Tasks (1)	Leave Request Dynamic Level Approval	
	31		
		1 🧭	
1 - 12		Attachments (I/I) +	
		A	
		Subrit Decision Tas here interest Tager: Sacrass 9 Sacras Cancer	
	1. T. H.		

- 8. A mandatory decision note must be filled to reject the employer's request.
- 9. Click Submit to confirm rejection of leave request.

- Mandatory decision note can be filled with any information to be rejected, condition to be approved, etc.
- For employee: Notification on rejected leave request will be received. Rejected leave request must be deleted first before new leave request can be created on the same date.





1. To check on notification received on employee's leave request pending for approval,



- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.
- Pending leave requests could be filtered by Date, Time and Priority





3. Click on Approve Leave Request tile.



Note:

• The number of leave requests pending for approval will appear on tile as highlighted in the





- 4. Click on the pending leave request to be reviewed.
- 5. Notes left by employee can be viewed from the information tab.
- 6. Attachments left by employee can be viewed from the attachment tab.
- 7. Click Approve button.





C o Approve Leave Request +				a 🧔 8
	All Tasks (1) 12 Second Q, C) NORIDAH BINTI HAJI 4 IBRAHIM 04/3 MIGRAPHI - 18/02 2021 MIGRAPHI - 18/02 2021	Leave Request Dynamic Level Approval NORIDAH BINTI HAJI IBRAHIM soccosses comenci en May 6, 2022, Like Pel 18.00.2023 - 35.05.2025	4 Ders	
	-1-7 M	event we have a series of the series of t		

- 8. An optional note (if any) can be added under **Decision Note**.
- 9. Click Submit to confirm rejection of leave request.

Note:

 Once Leave Request has been approved by 1st approver, employee will not be able to withdraw the leave request until after the 2nd approver makes their decision.



<complex-block>



11. Click on Approve Leave Request tile.





- 12. Click on pending leave request to be reviewed.
- 13. Notes left by employees can be viewed from the information tab.



- 14. Attachments left by employee can be viewed from the attachment tab.
- 15. Click Approve button.



< 🌜 Approve Leave Request +			
	All Tasks (5) 💠 📰	Leave Request Dynamic Level Approval	
		4	
	4 Dens		
		Created on May 6, 2021, 2:02 PM	
	5 overs	(i) 🖉	
		Attachments (1/1) +	
	1	A	
		Submit Decision	
		You have selected "Approve".	
S AT		Oecision Note: Statement for approval	
No. And No.	01 05 2021 - 03 06 2021		
	5	1 / Submit Cancel	
	08.05.2021 - 12.06.2021		
C // N			
Sector March			
	1_ 7_ bit	Approve. Reject	

- 16. An optional note (if any) can be added under **Decision Note.**
- 17. Click **Submit** to confirm rejection of leave request.

Note:

• System will synchronize the approved leave request from the front-end to back-end within the next 24 hours and then the leave request status will show as **POSTED**.