SISTEM SUMBER MANUSIA

User Guide

Time Management

Manager Self Service (MSS)

VERSION: 1.0

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**.
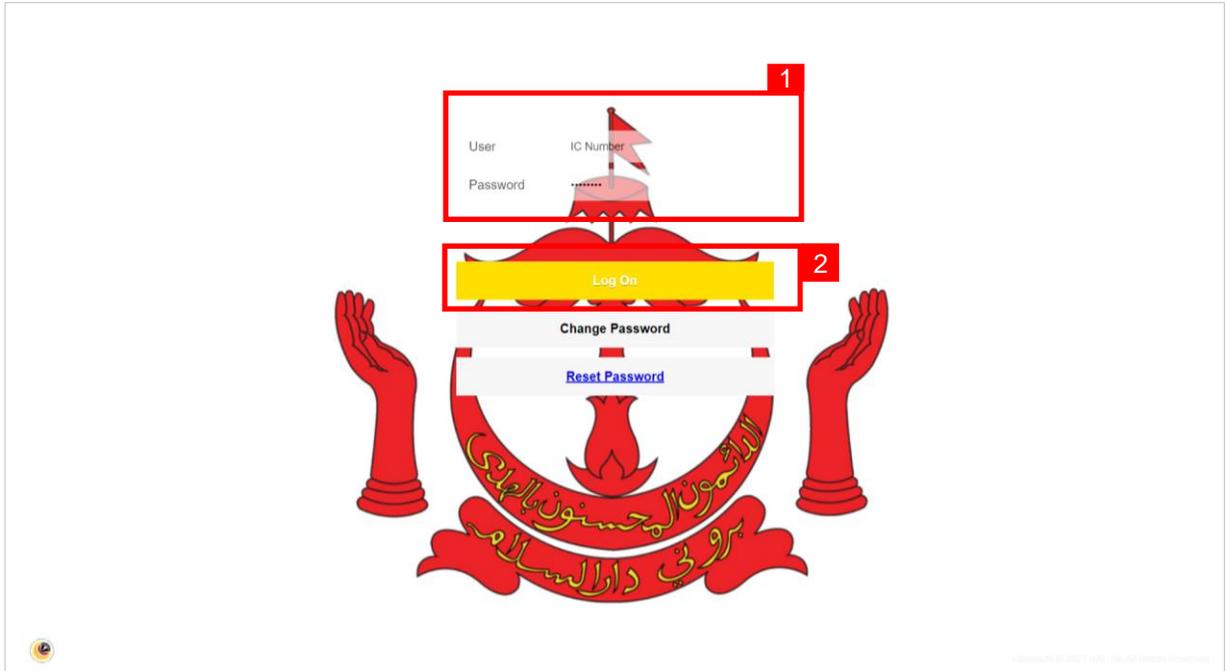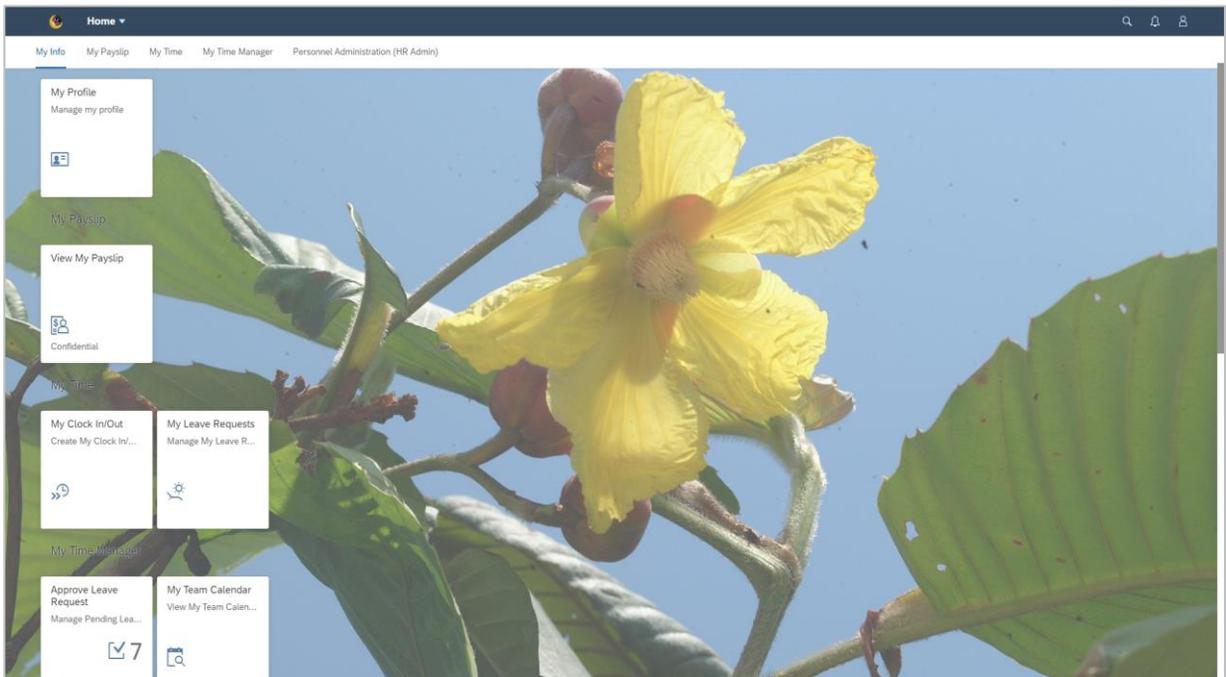
Table of Content

FIORI LOG ON	**Manager**
	MSS

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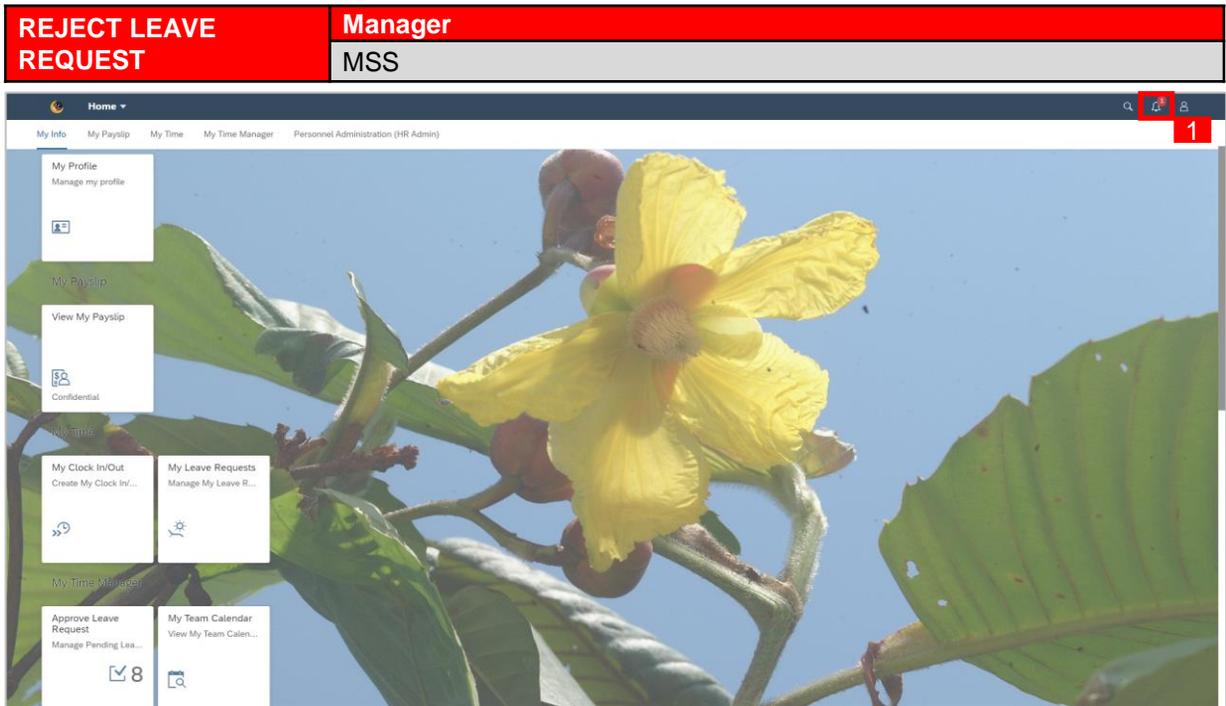

1. Fill in the **User** and **Password.**

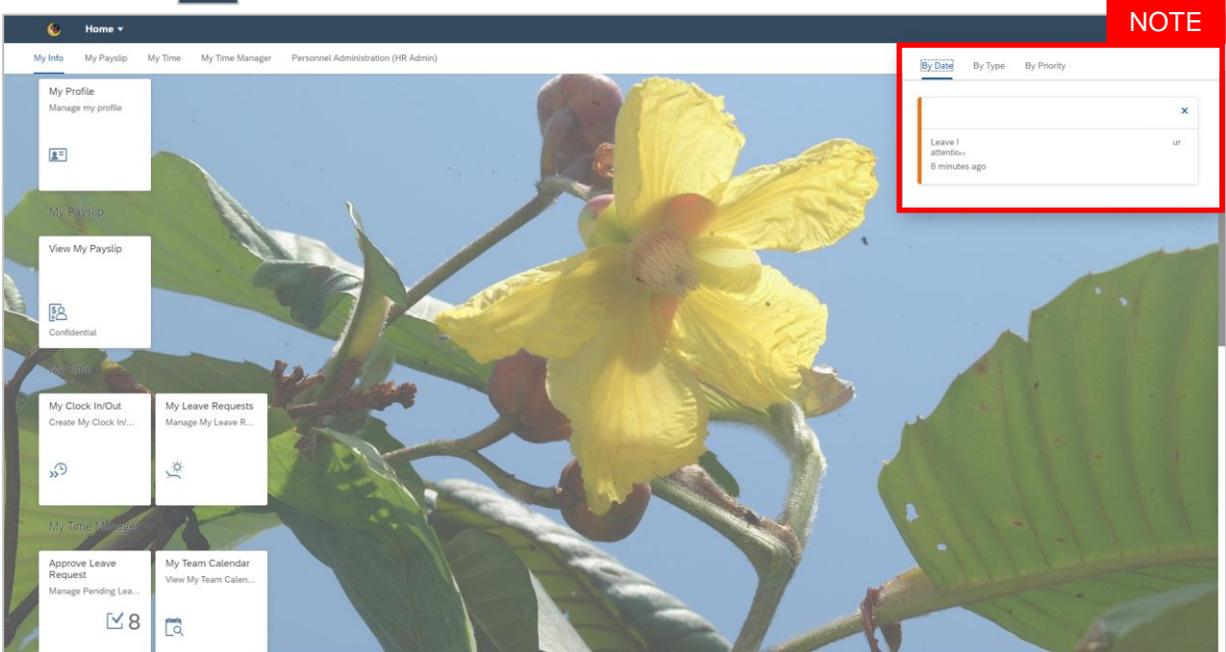2. Click on the Log On button.

3. The home page will be displayed.

Note:

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

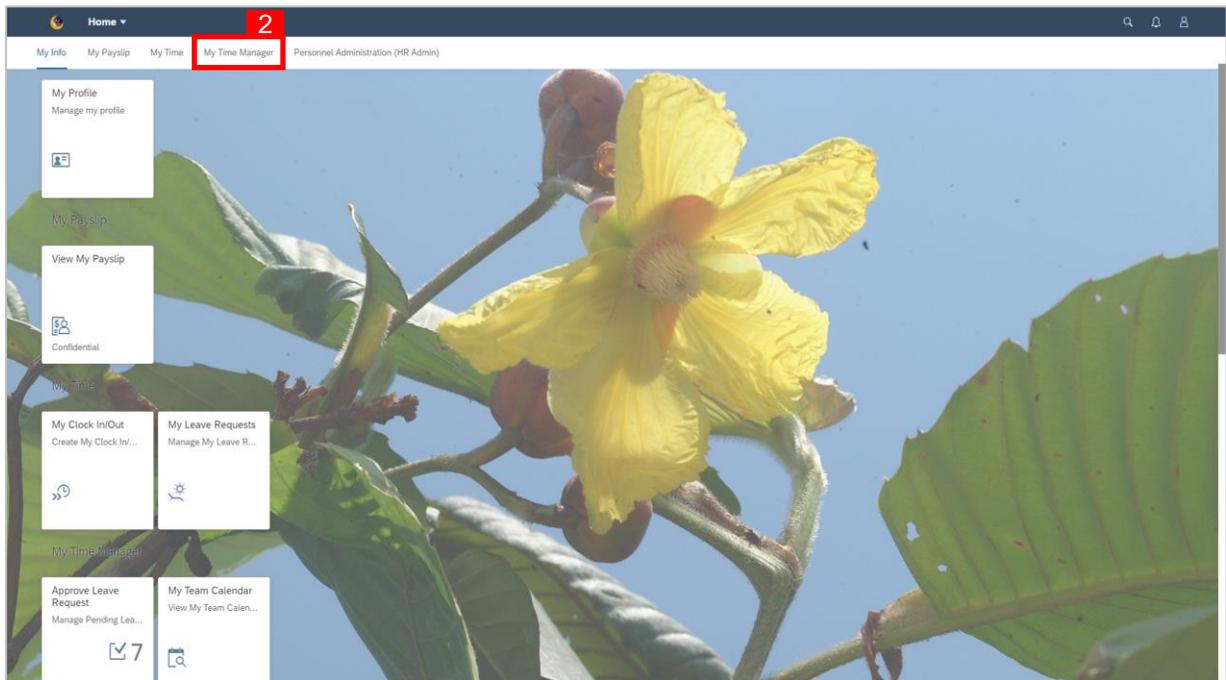| REJECT LEAVE REQUEST	Manager
	MSS

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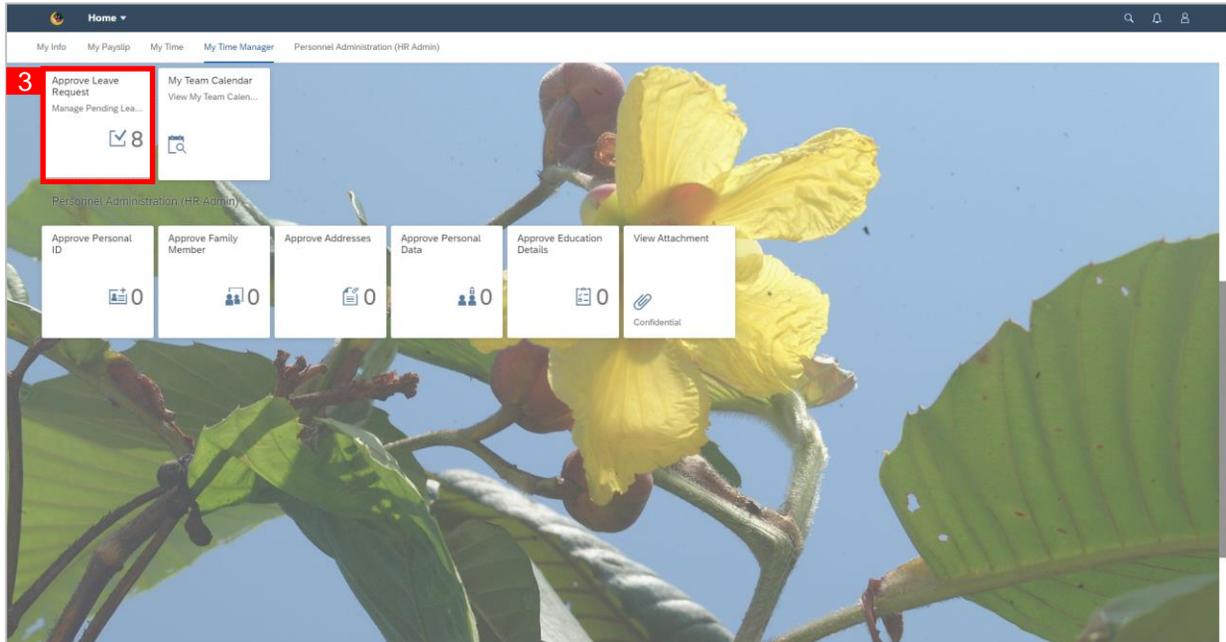

Note:

- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.

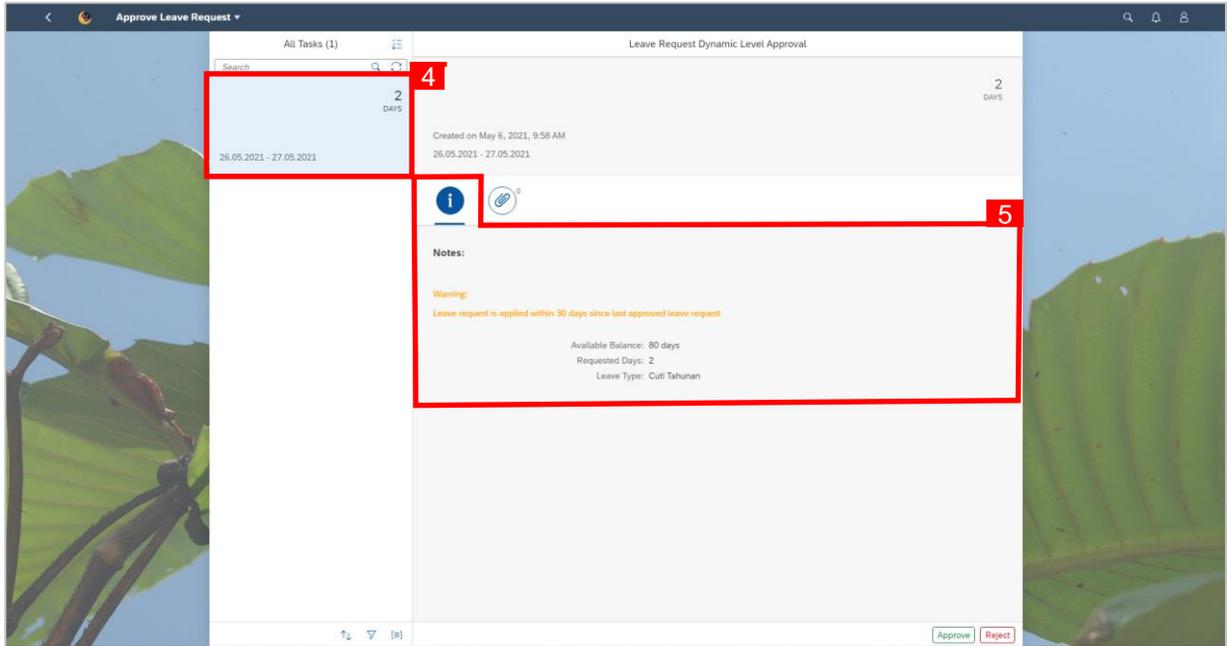- Pending leave requests could be filtered by **Date**, **Time** and **Priority**

2. Click on My Time Manager tab.

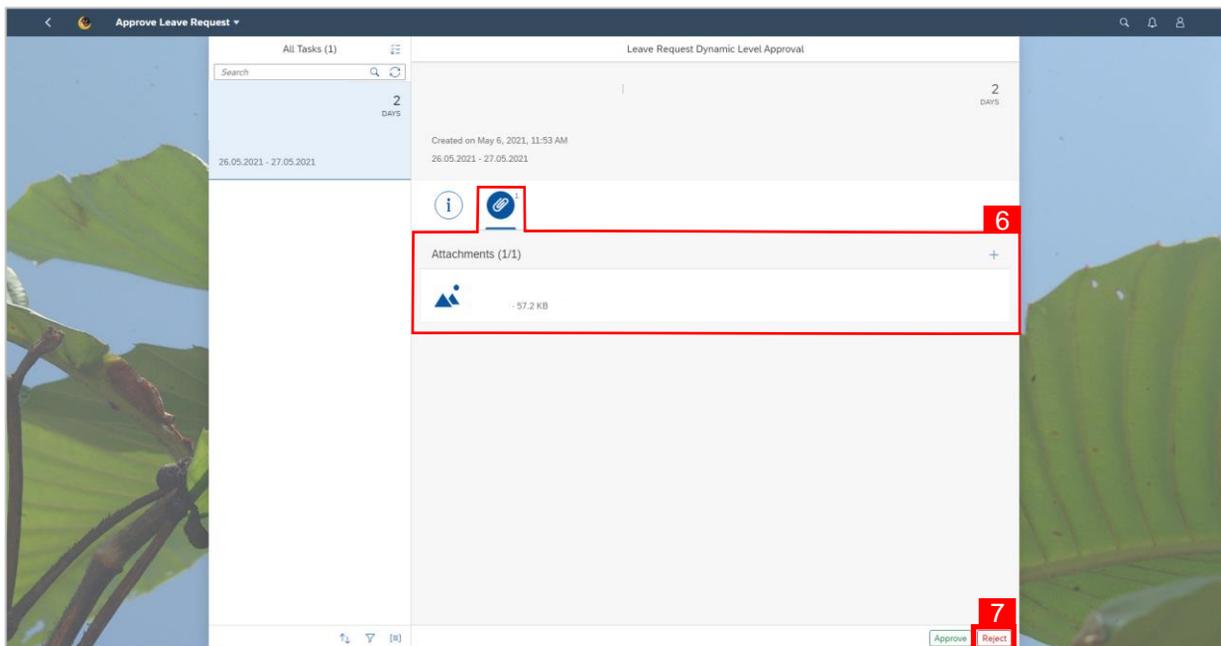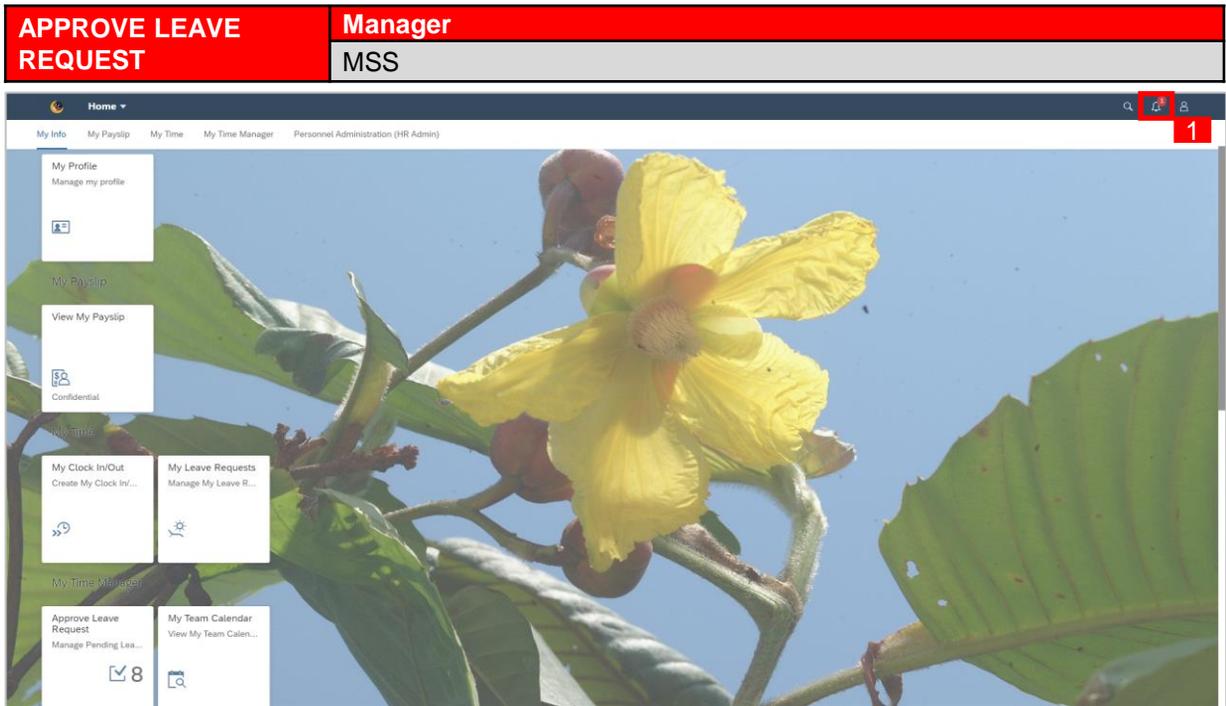3. Click on **Approve Leave Request** tile.

Note:

- The number of leave requests pending for approval will appear on tile as highlighted in the
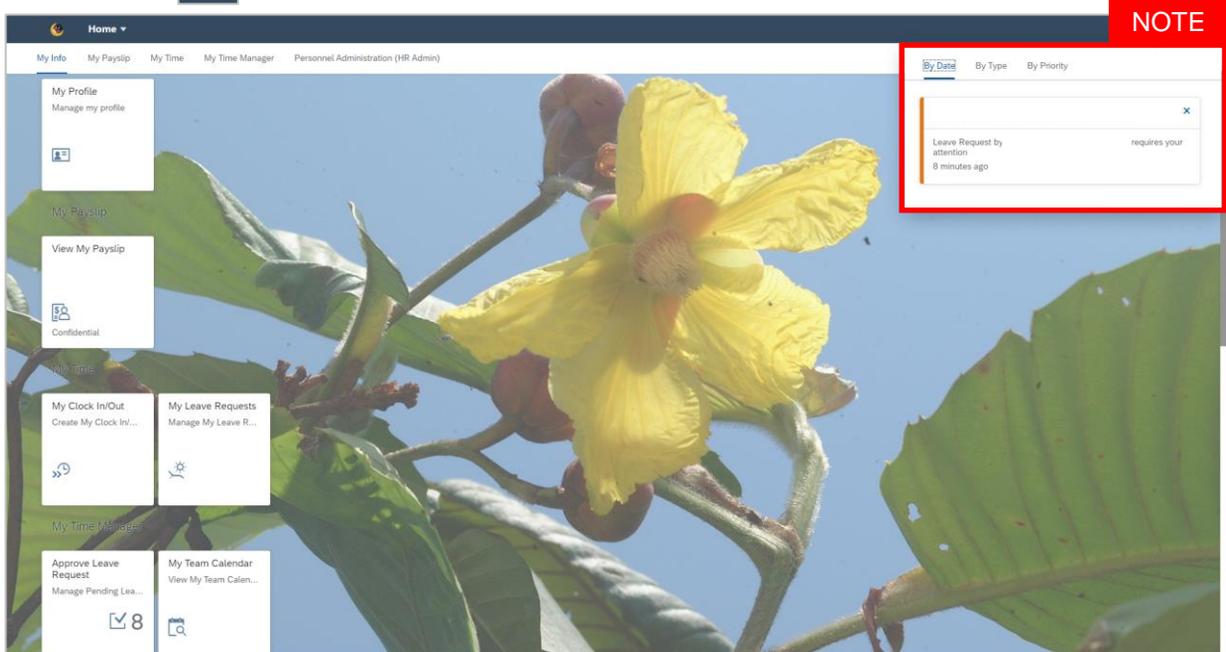
   red box.

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.

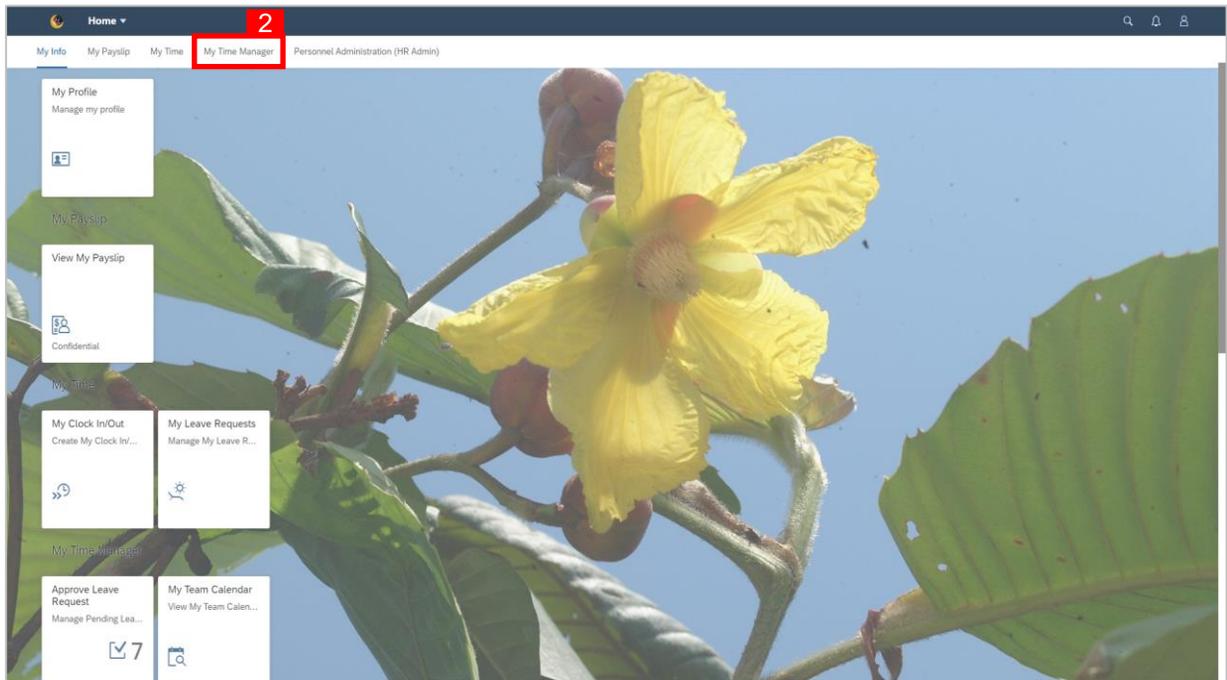| APPROVE LEAVE REQUEST	Manager
	MSS

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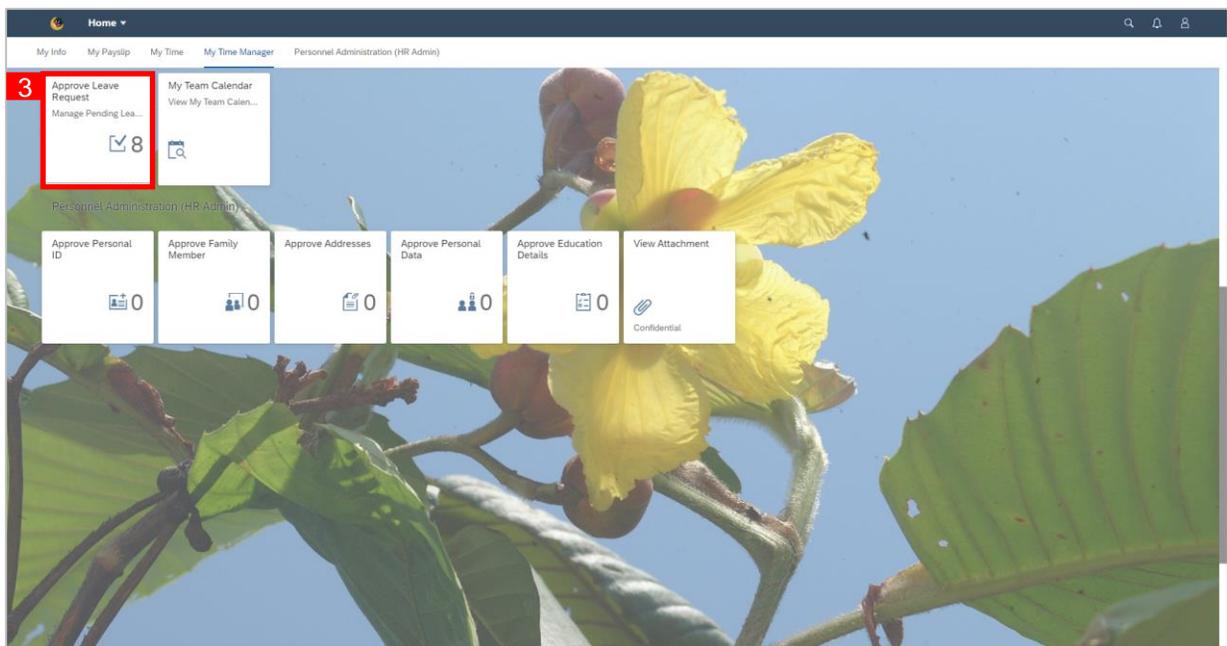

Note:

- Notification panel dropdown will appear once clicked to display employee's leave request pending for approval.

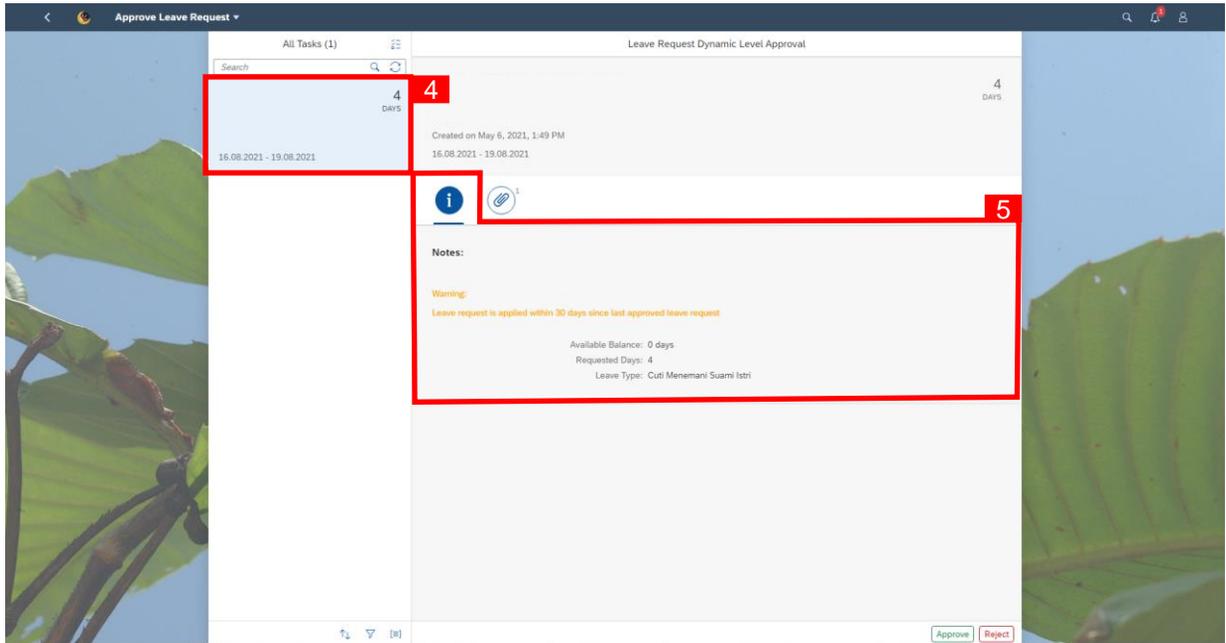- Pending leave requests could be filtered by **Date**, **Time** and **Priority**

2. Click on [My Time Manager] tab.
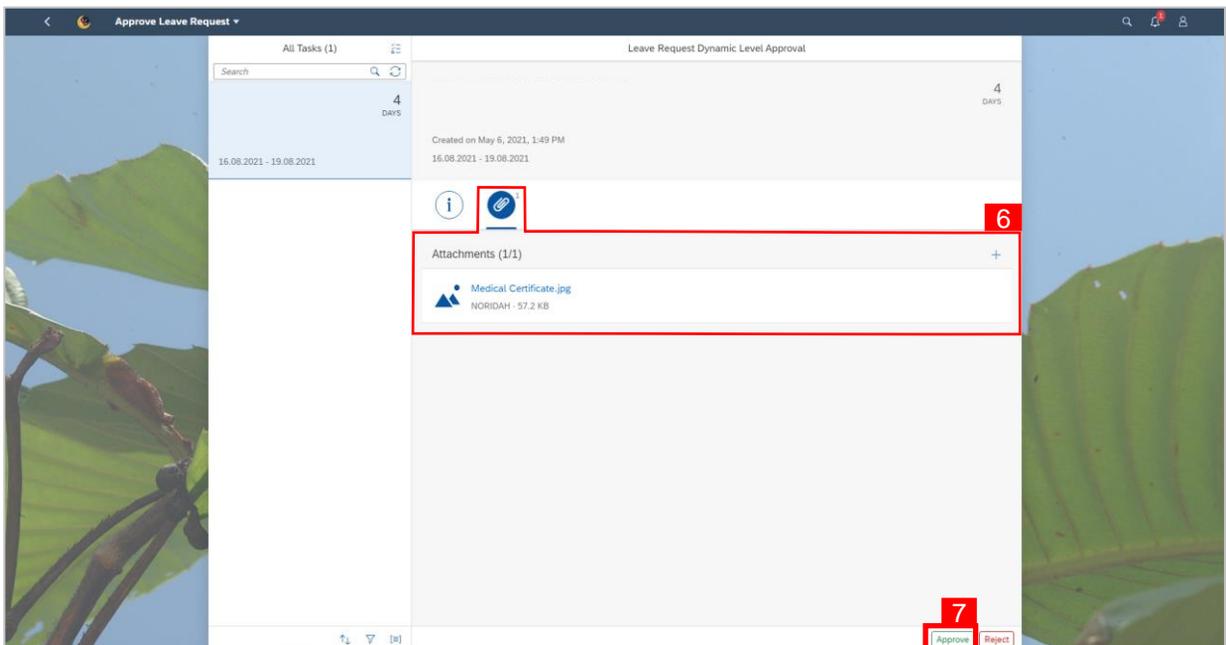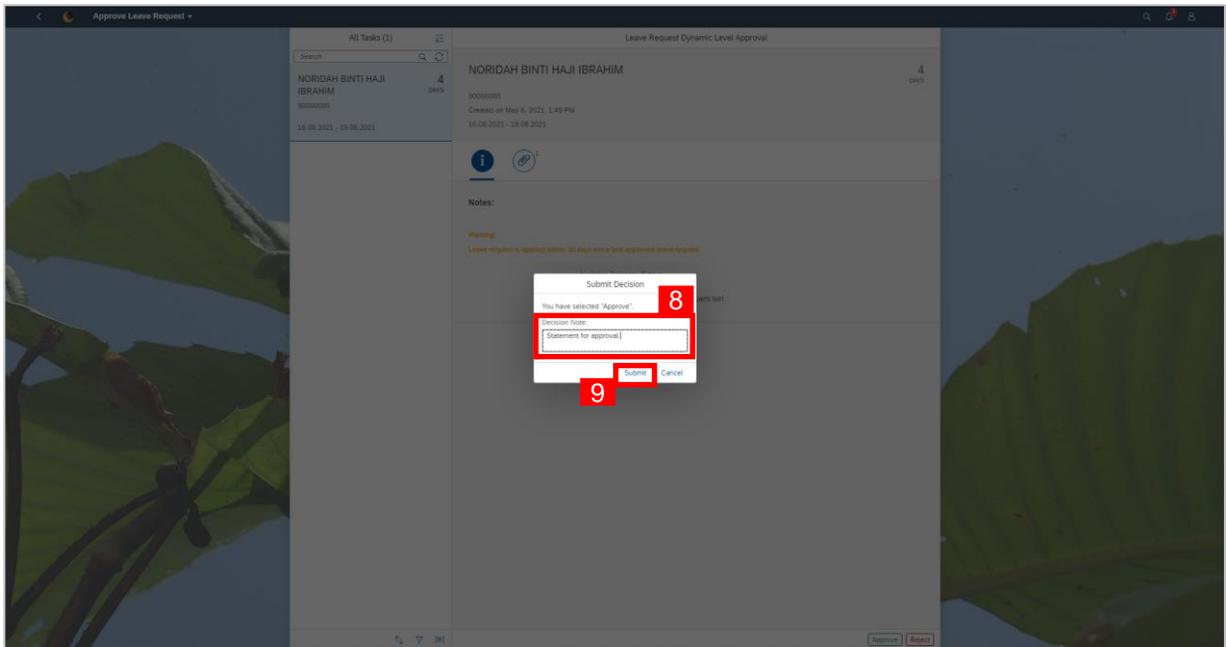
3. Click on **Approve Leave Request** tile.

Note:

- The number of leave requests pending for approval will appear on tile as highlighted in the red box.

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.
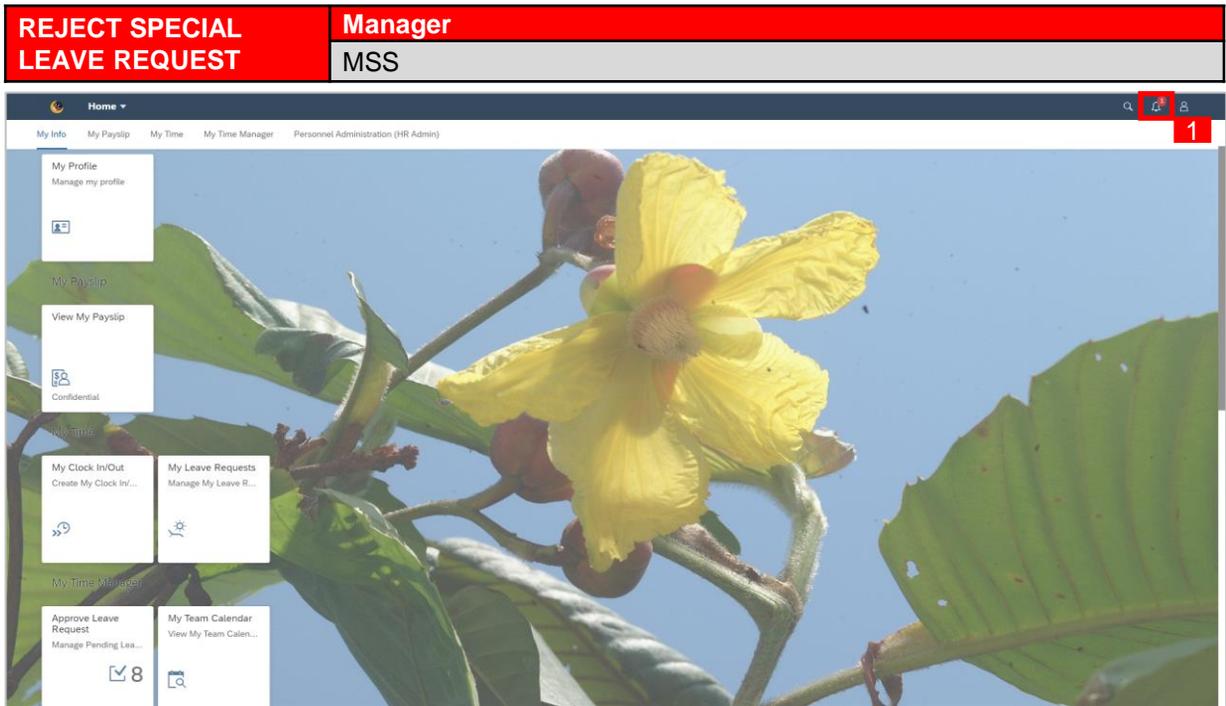
7. Click Approve button.

8. An optional note (if any) can be added under **Decision Note**.

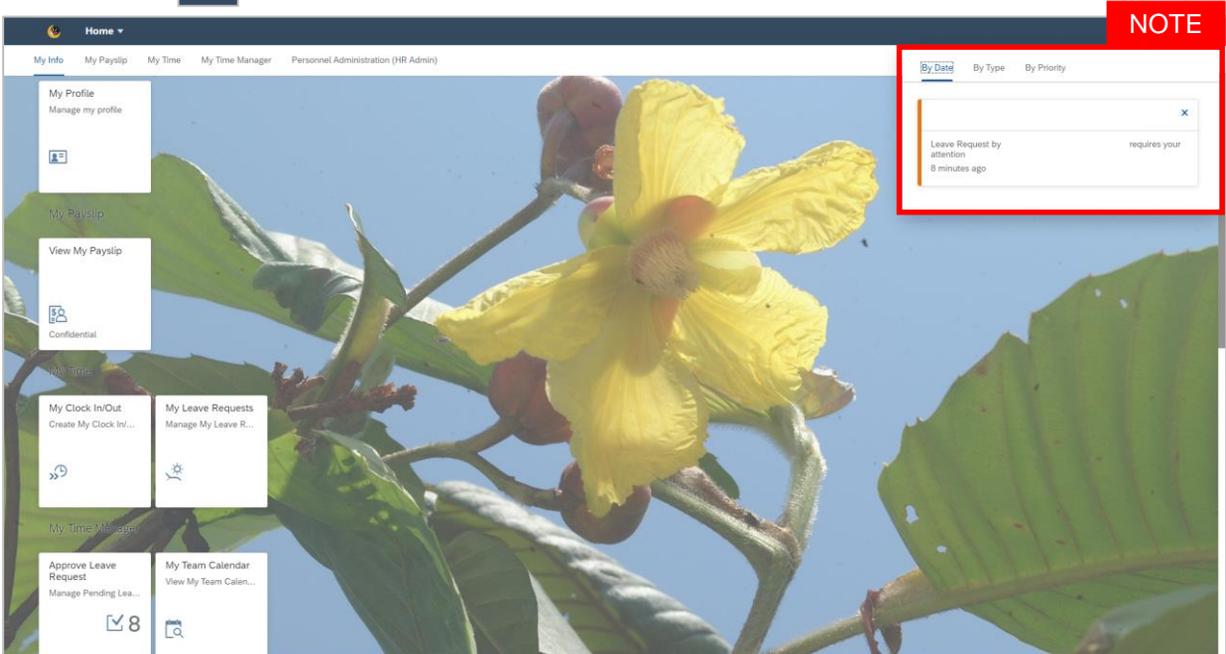9. Click | Submit | to confirm rejection of leave request.

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.
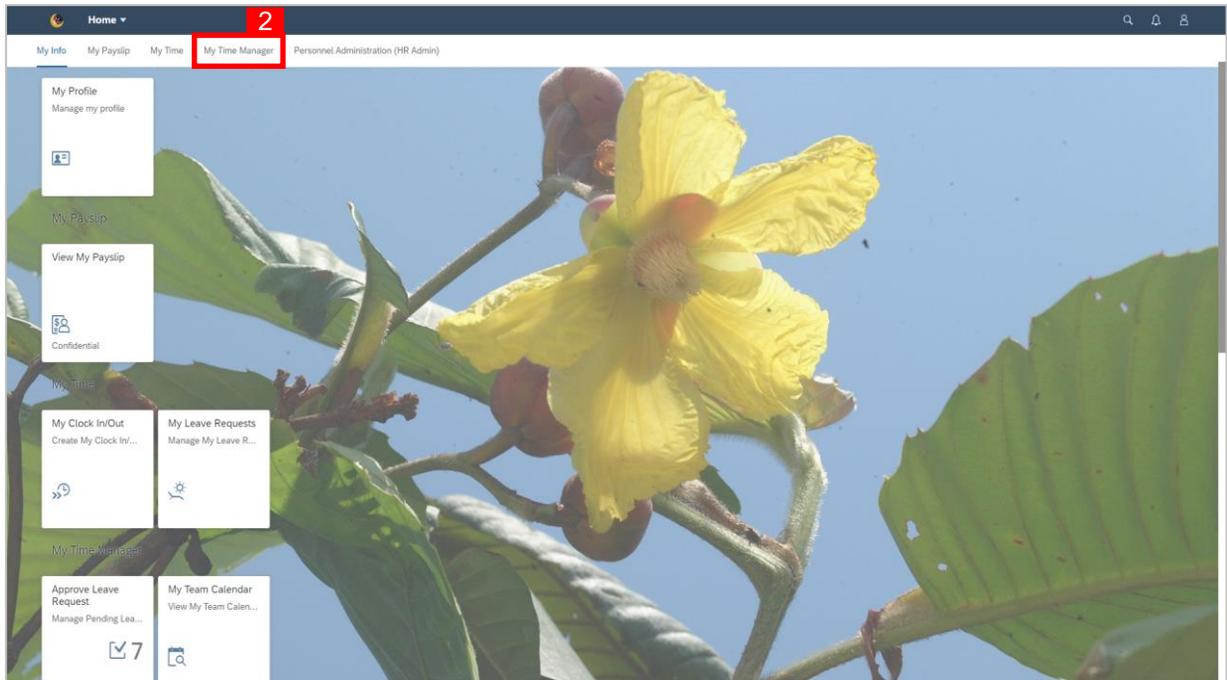
REJECT SPECIAL LEAVE REQUEST	Manager
	MSS

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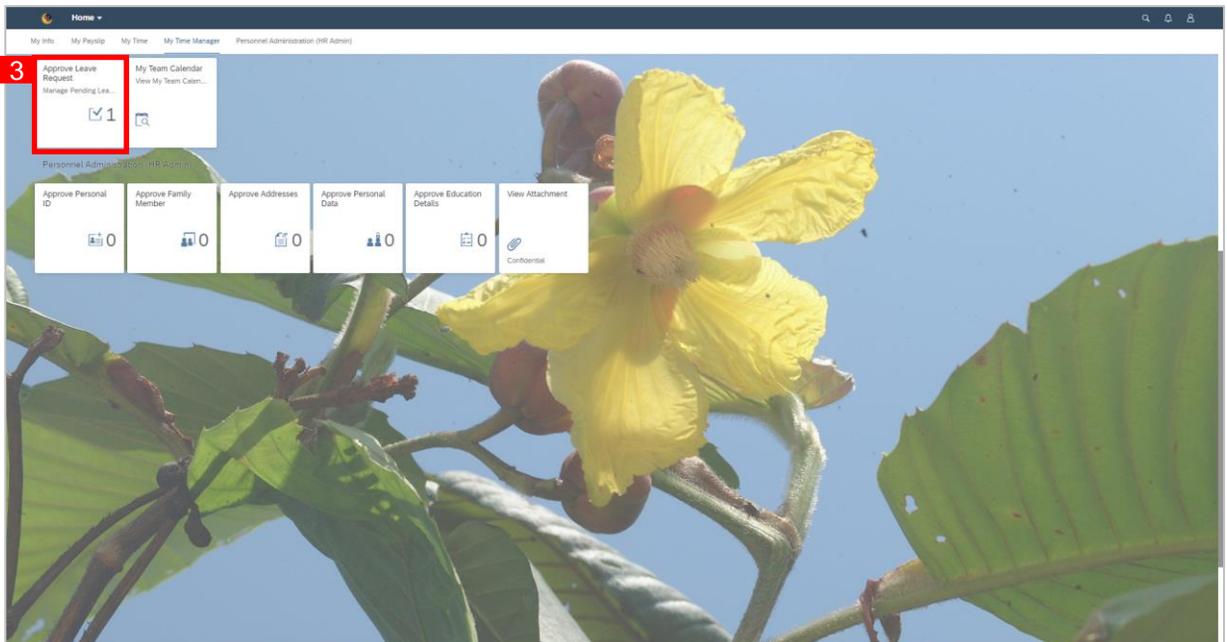
   click on

Note:

- 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**
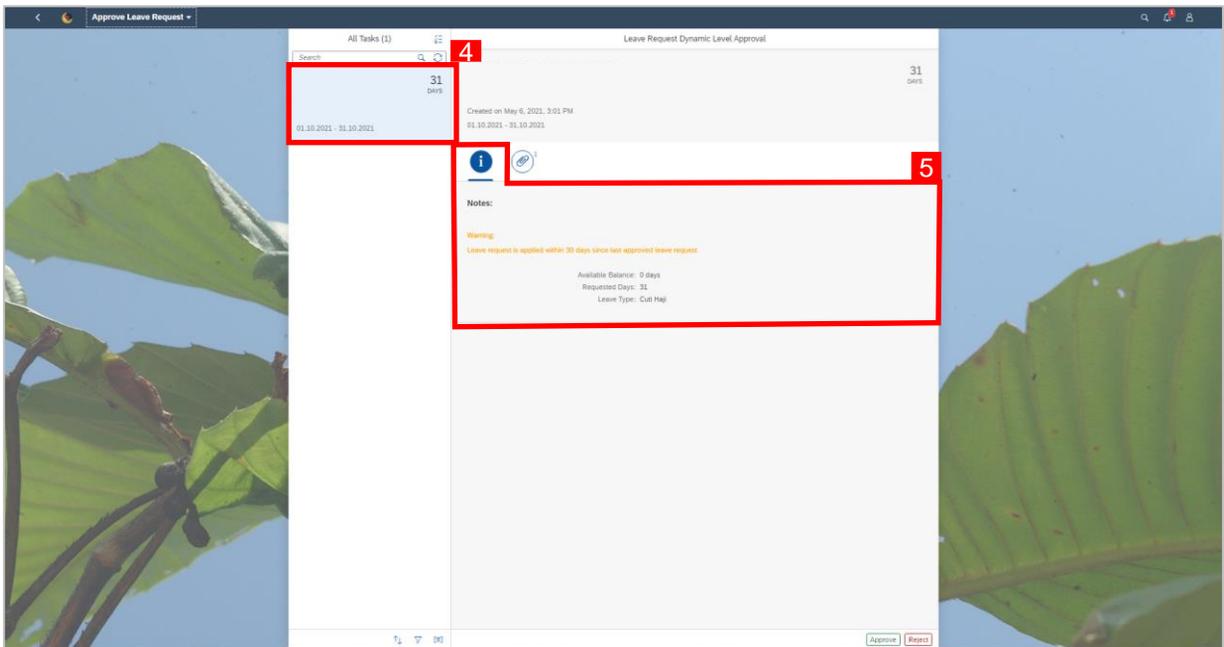
2. Click on My Time Manager tab.

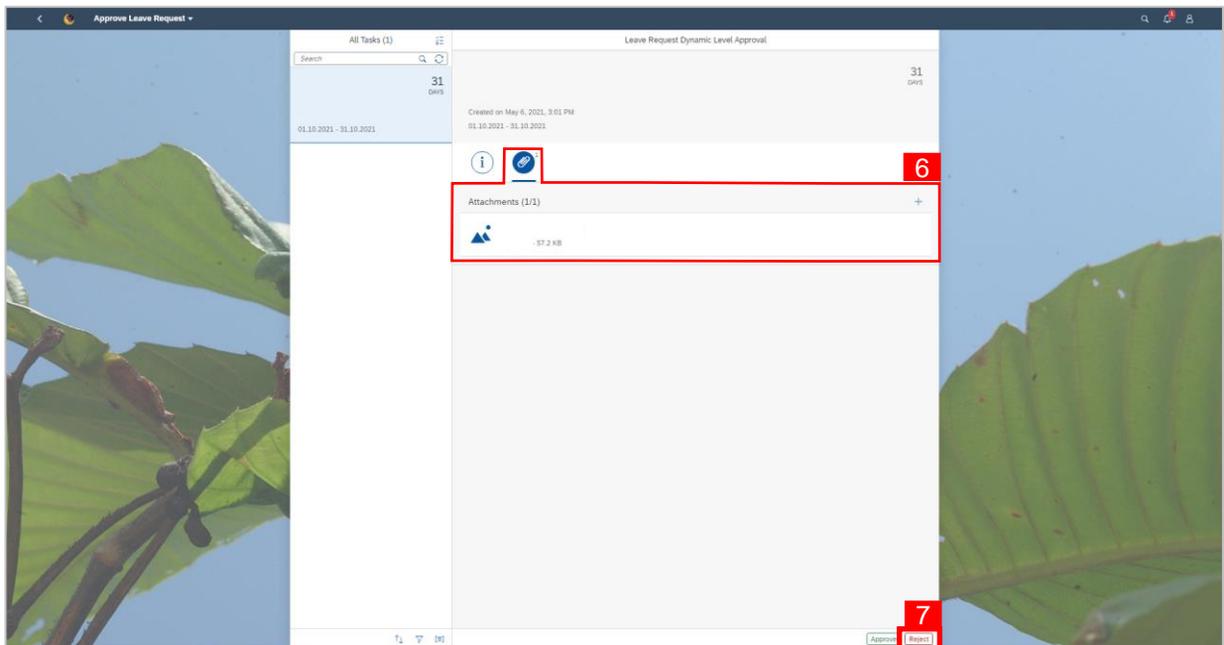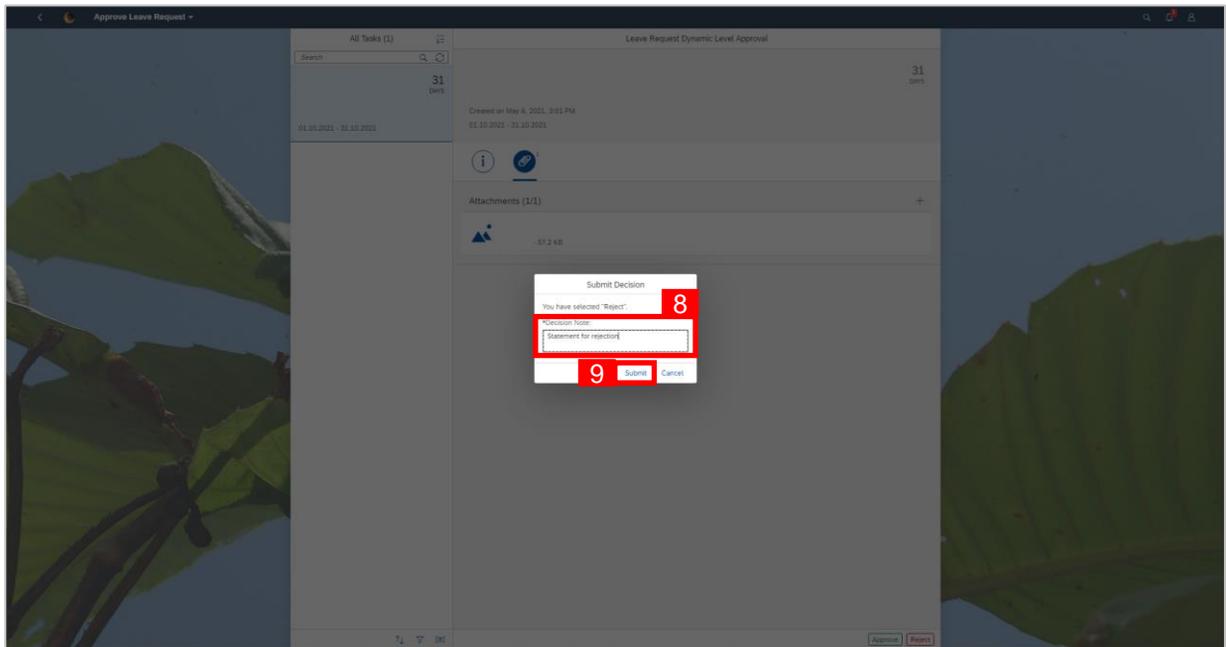3. Click on **Approve Leave Request** tile.

Note:

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

red box.

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.
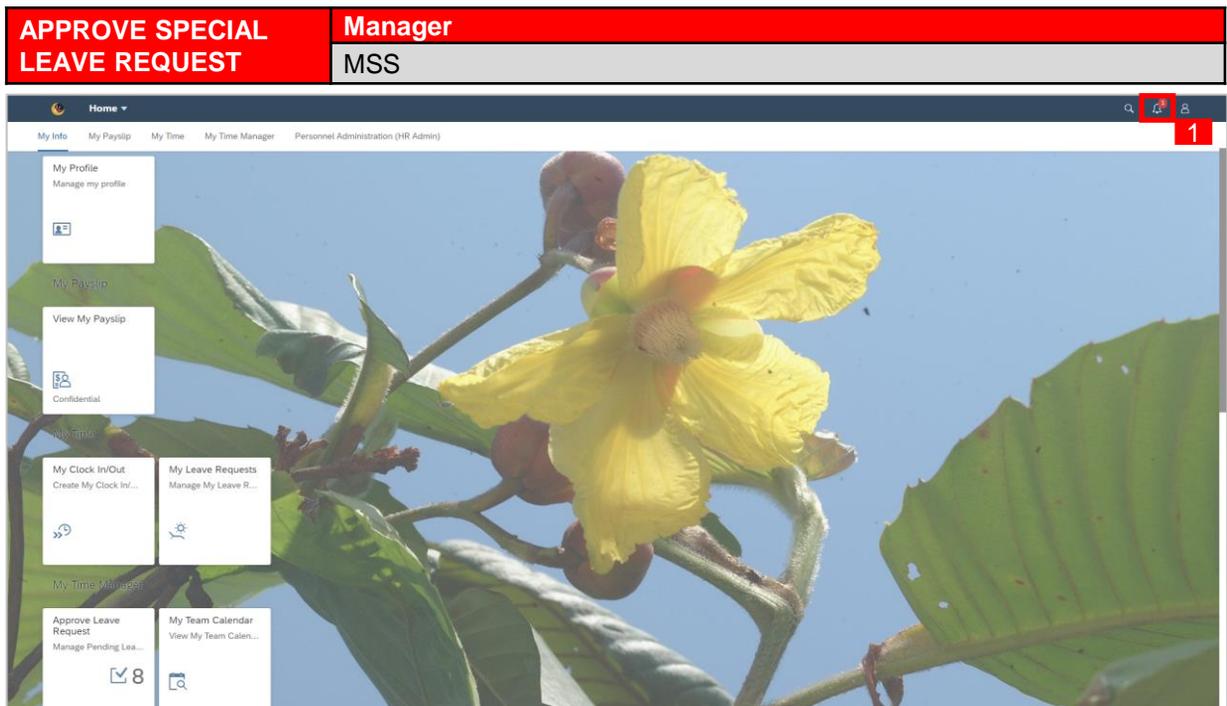
8. A mandatory decision note must be filled to reject the employer's request.

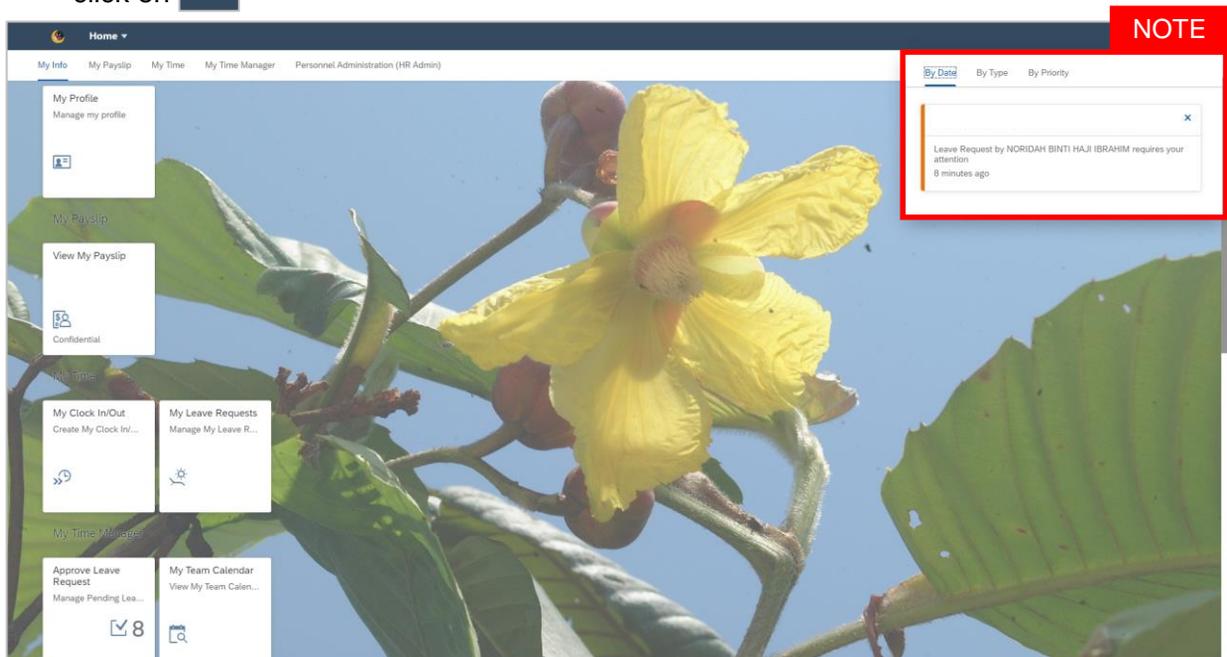9. Click $\boxed{\text{Submit}}$ to confirm rejection of leave request.

Note:

- 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.
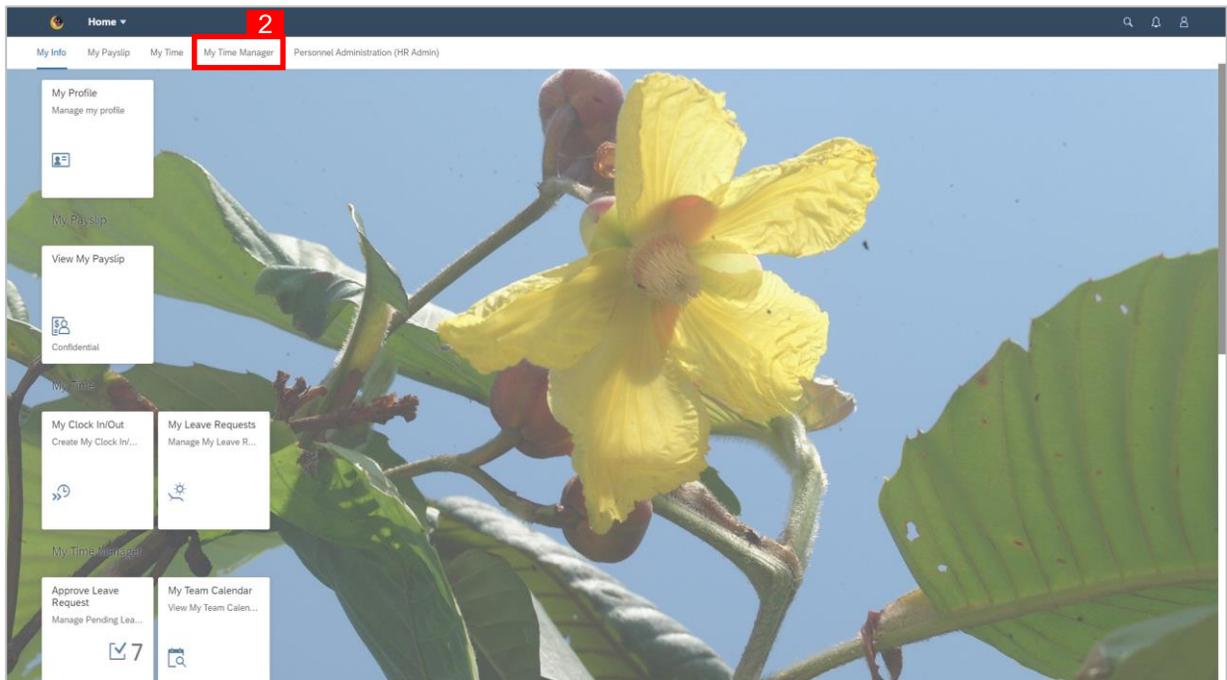
APPROVE SPECIAL LEAVE REQUEST	Manager
	MSS

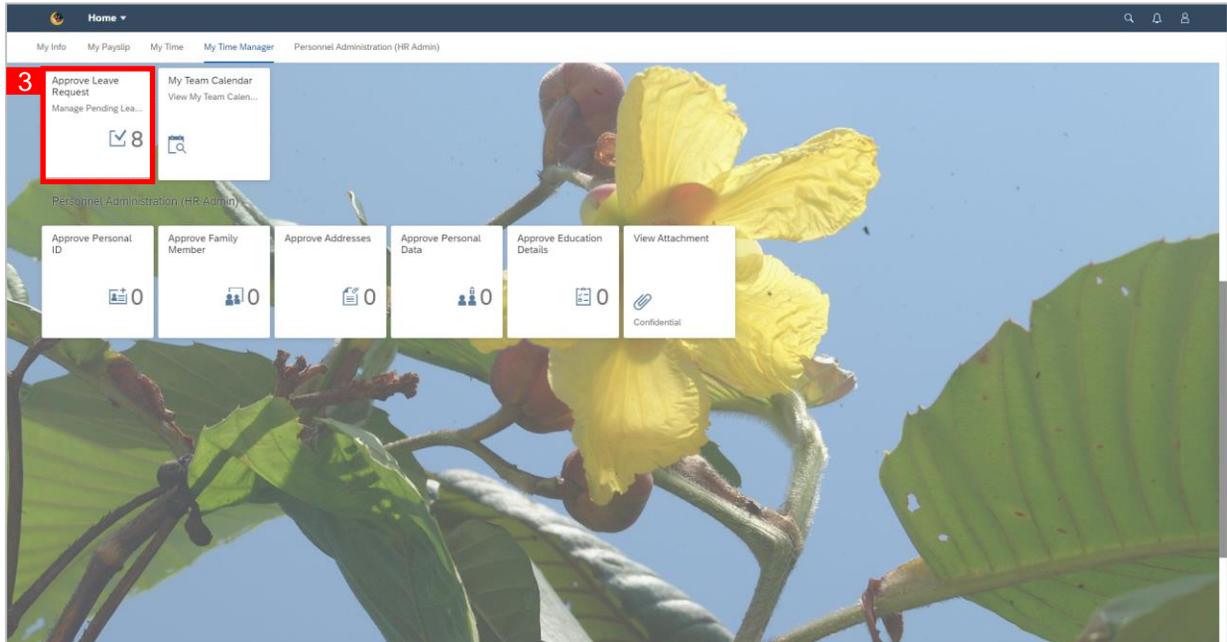1. To check on notification received on employee's leave request pending for approval, click on

Note:

- 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**
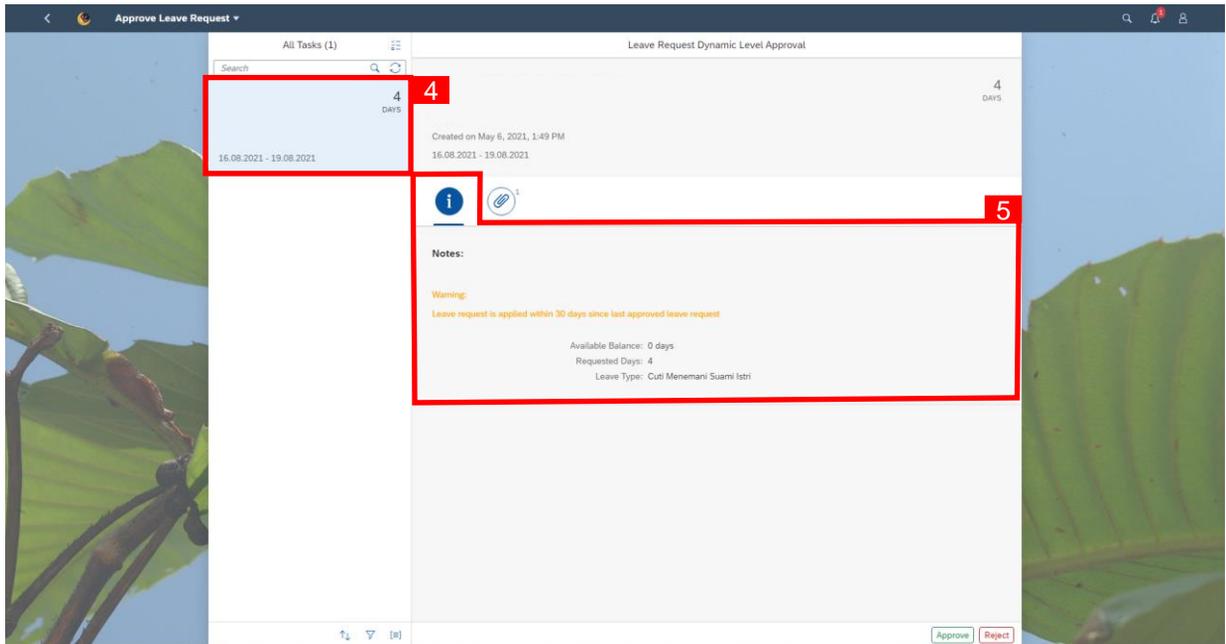
2. Click on [My Time Manager] tab.
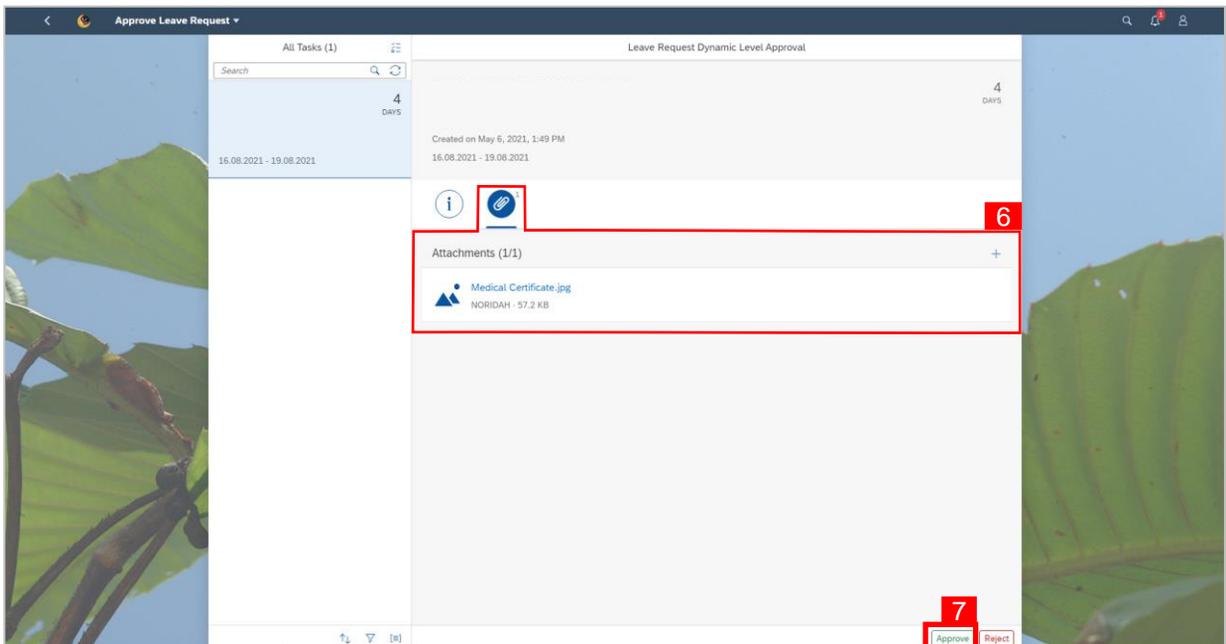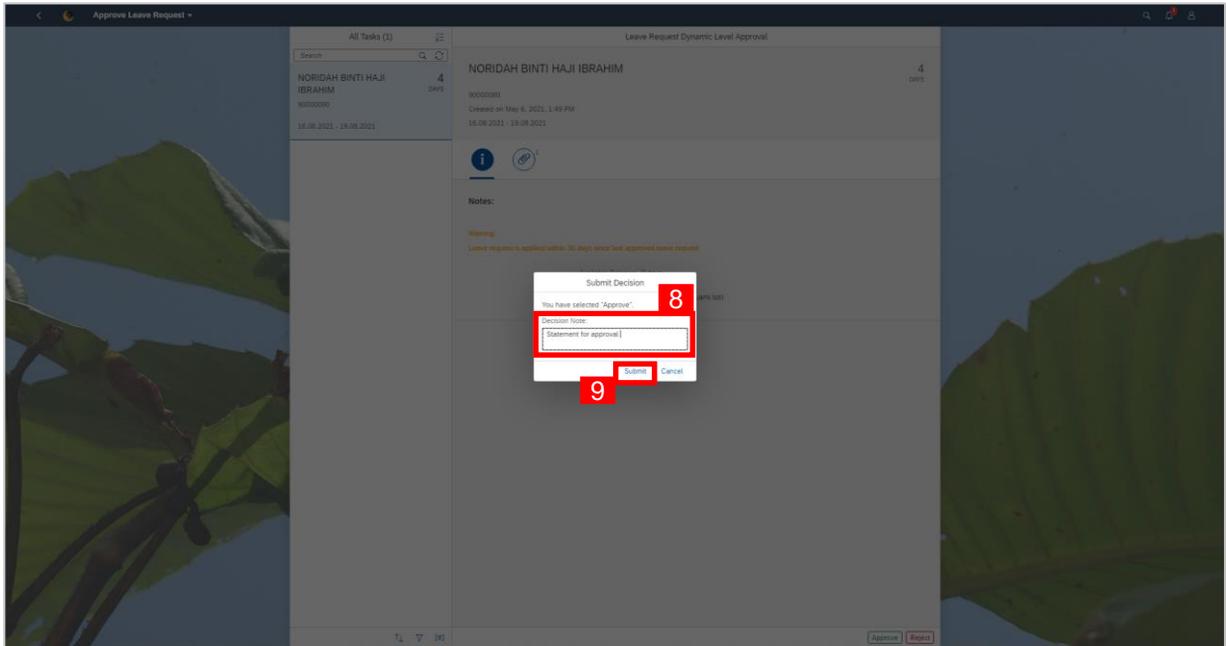
3. Click on **Approve Leave Request** tile.

Note:

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

  red box.

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.

8.   An optional note (if any) can be added under **Decision Note**.

9.   Click | Submit | to confirm rejection of leave request.
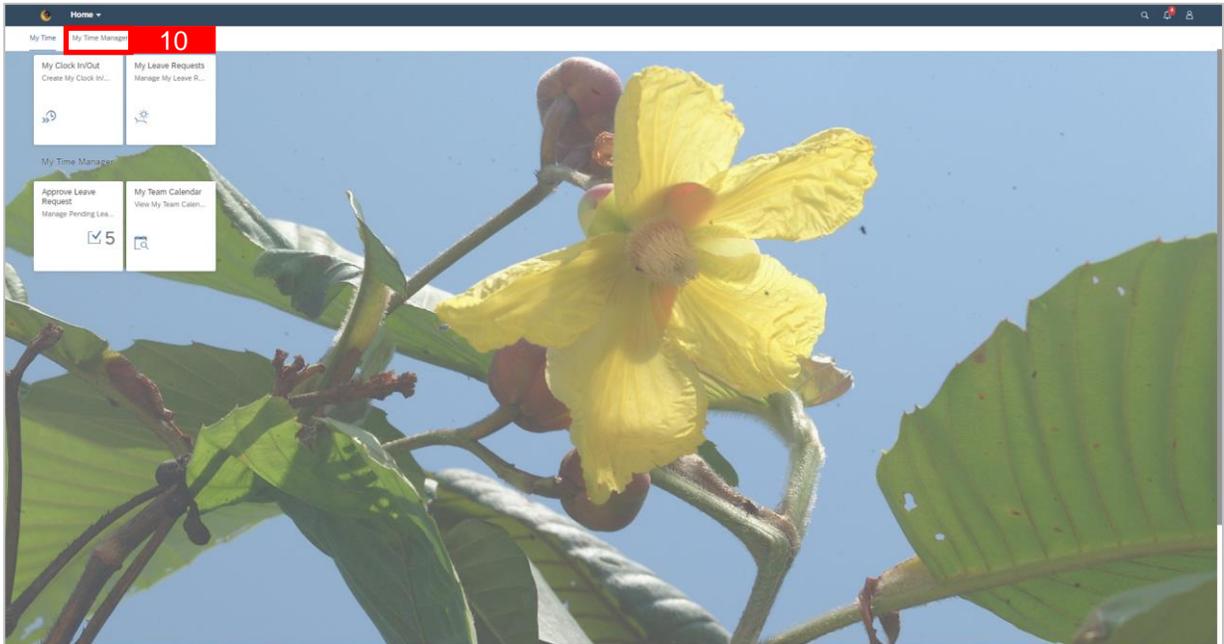
Note:

• 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.
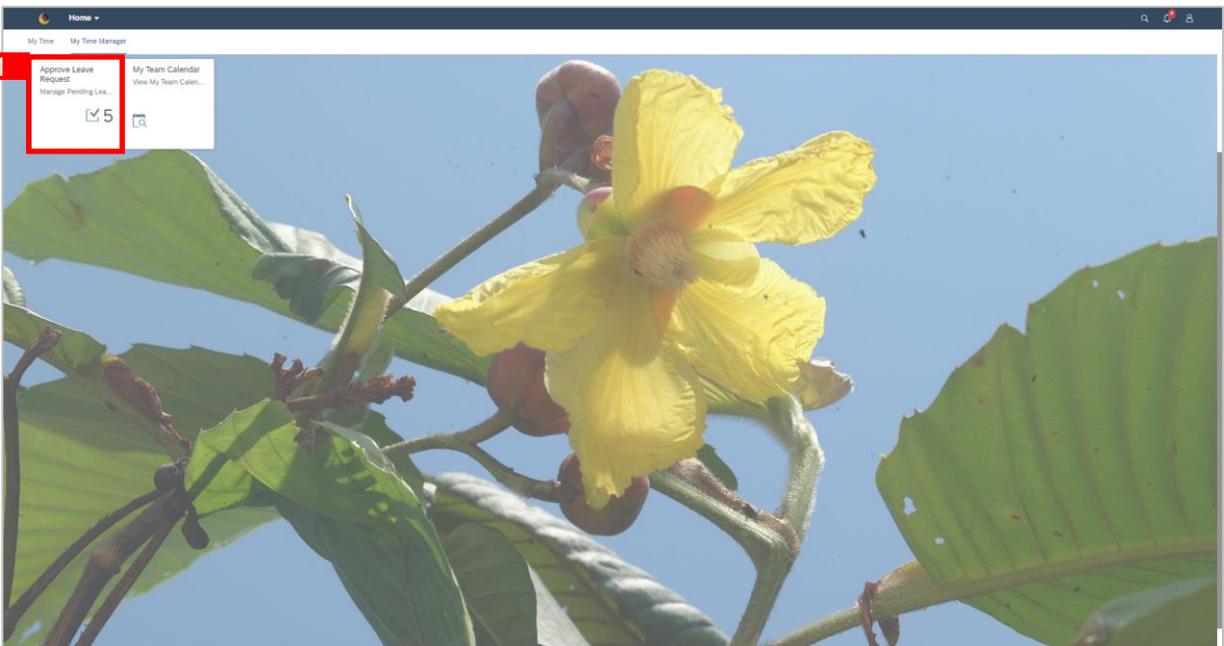
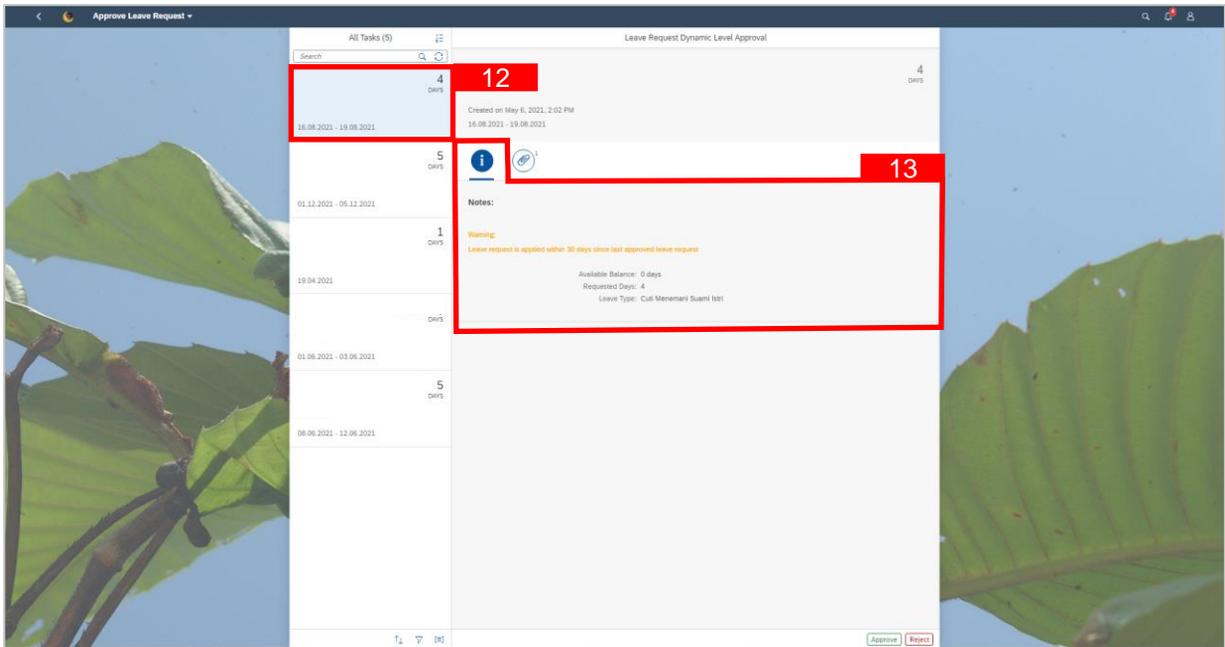| APPROVE SPECIAL LEAVE REQUEST	2nd Approver (JPA)
	MSS

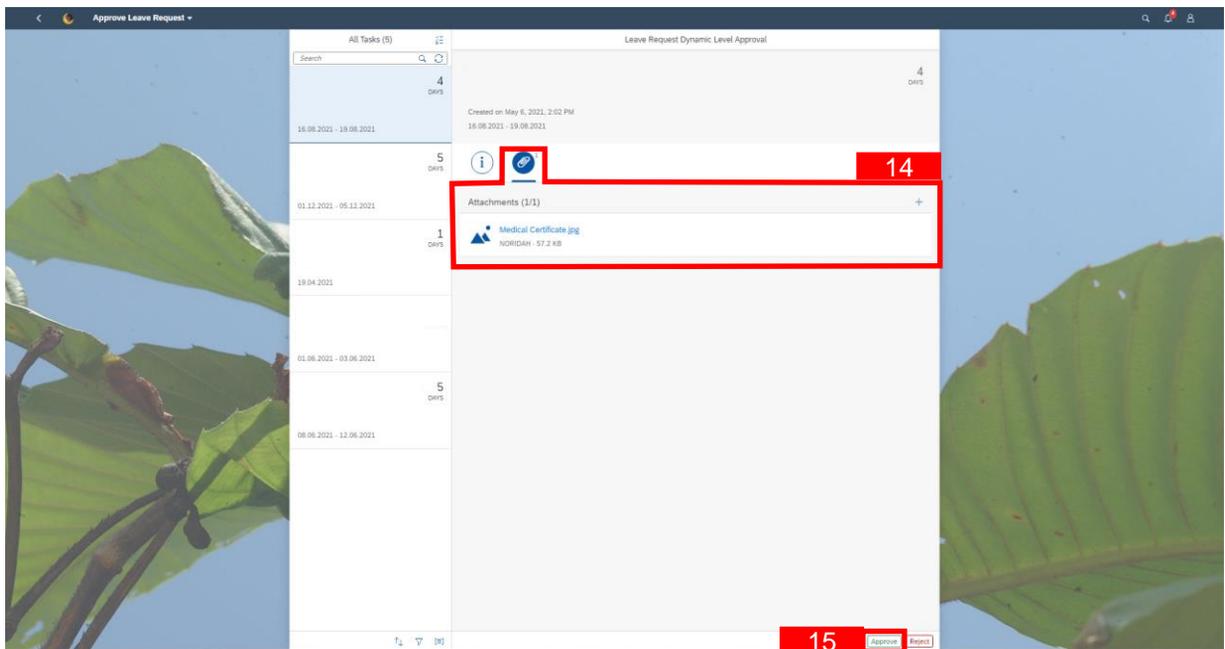10. On 2nd Approver, click on | My Time Manager | tab.

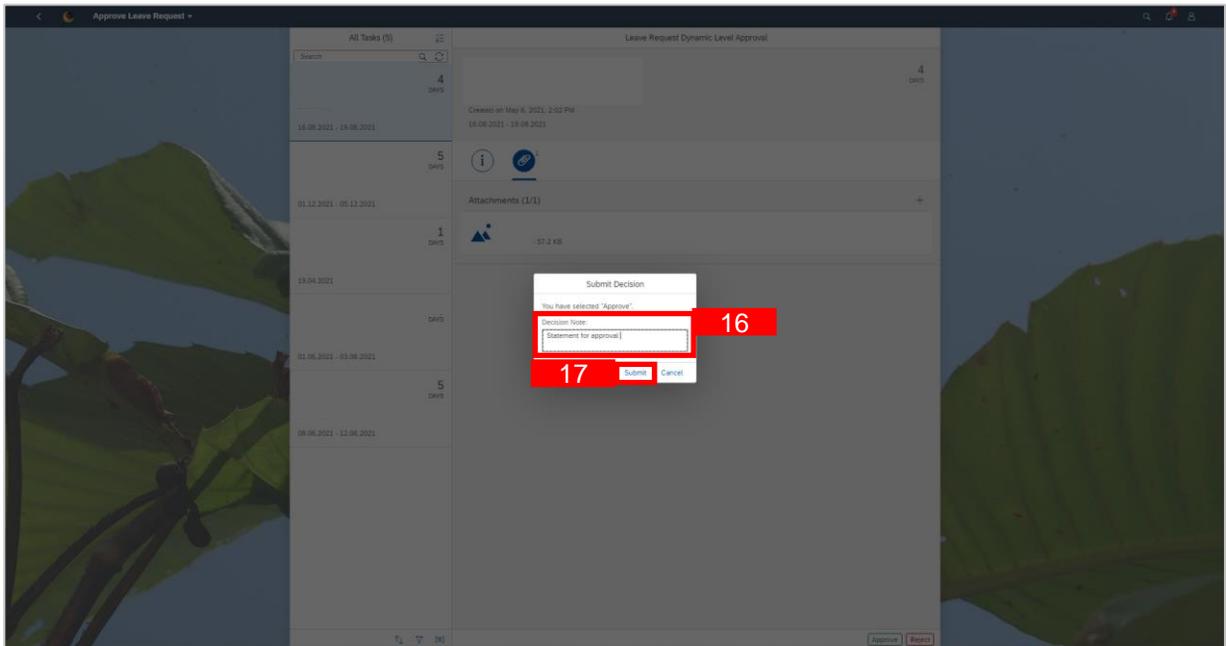11. Click on **Approve Leave Request** tile.

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.

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**.