



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Payroll for Front End User (SAP GUI)**

#### **View Pay Slip**

**VERSION: 1.0**

## INTRODUCTION

This user guide acts as a reference for **Payroll Department Users** (front-end user) to manage **Payroll**. 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
<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

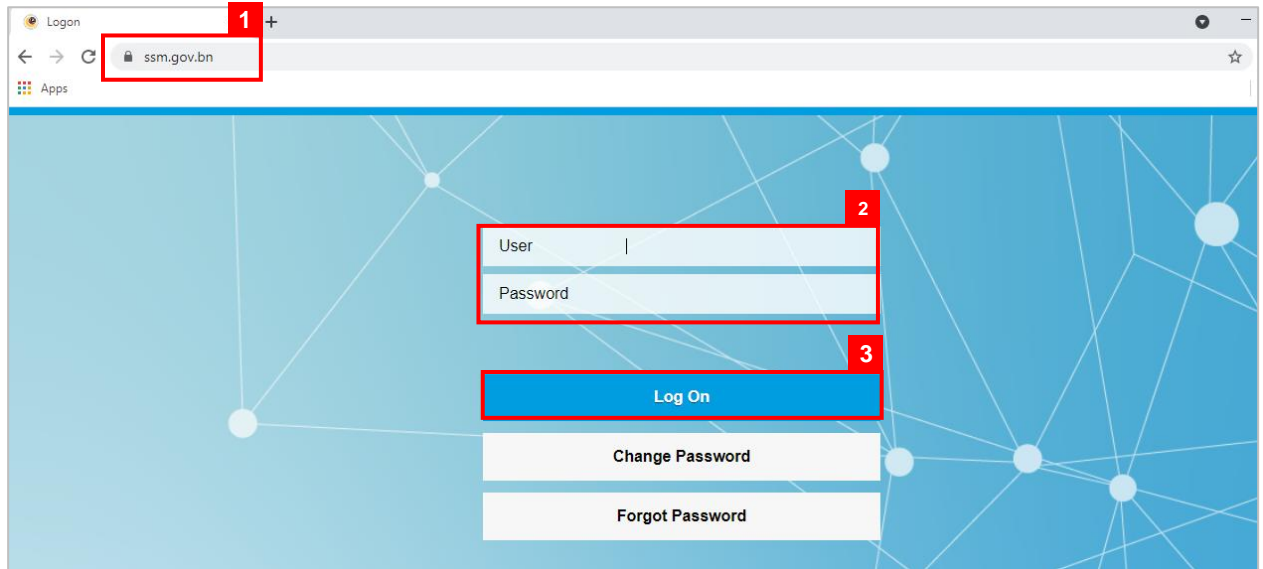
## FURTHER ASSISTANCE

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**.

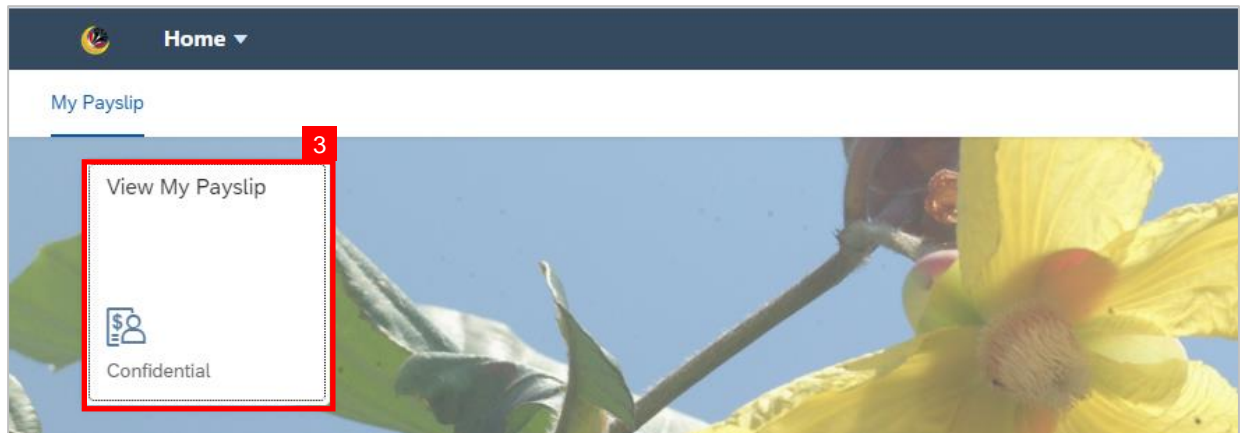


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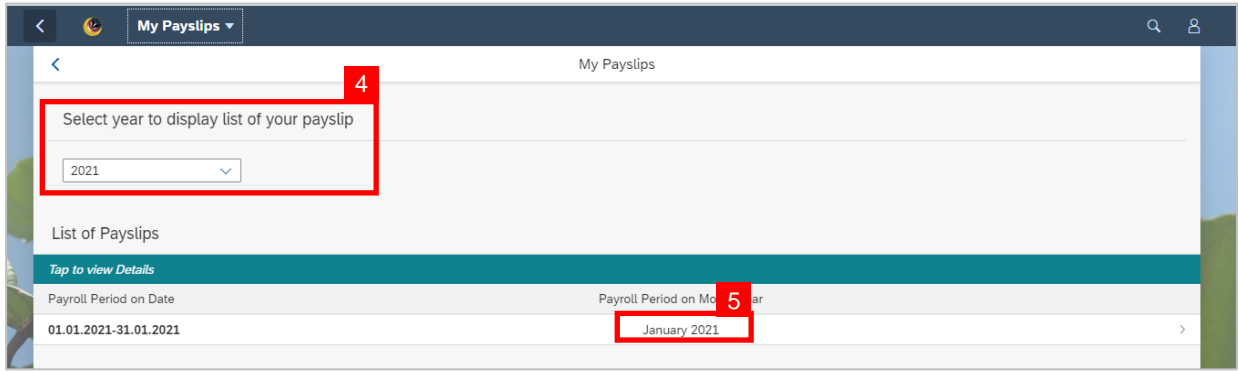


1. Go to Sistem Sumber Manusia (SSM) website [www.SSM.gov.bn](http://www.SSM.gov.bn).
2. Input the **User** and **Password**.



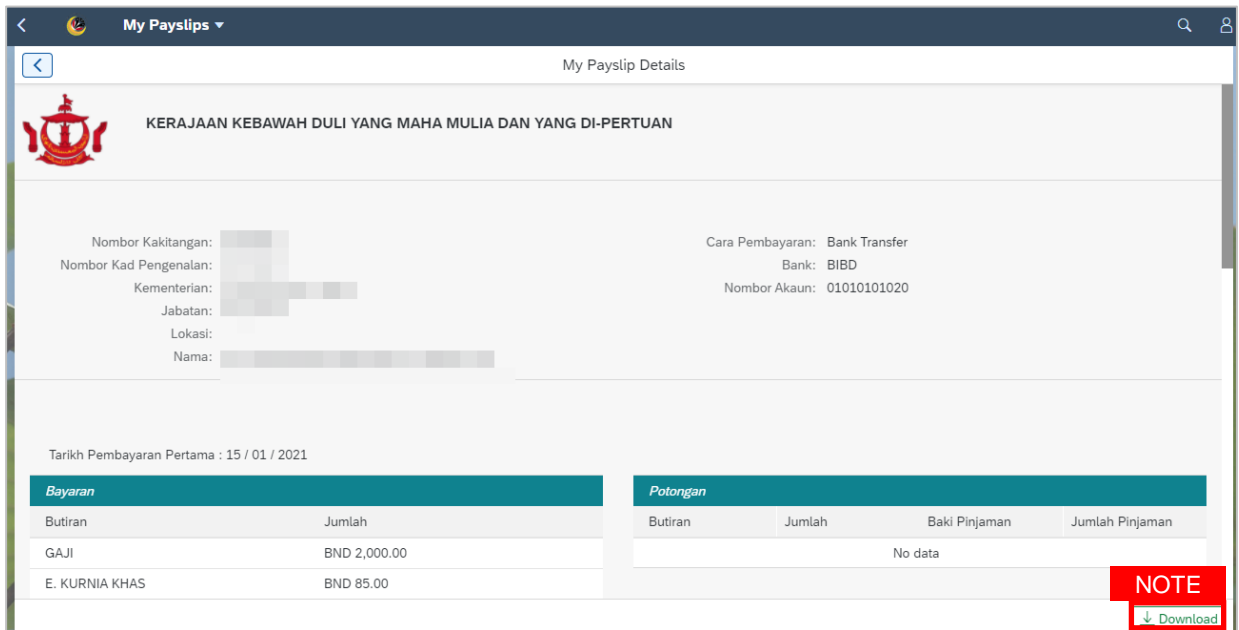
3. Click on View My Payslip.

Outcome: Payroll Control Centre Homepage will be displayed.



4. Select year to display pay slip.

5. Select month.



Outcome: Pay slip will be displayed.

**Note:**

Click on  to download pay slip.