

SISTEM SUMBER MANUSIA

User Guide

Payroll for Front End User (SAP GUI)

View Pay Slip

VERSION: 1.0

SSM_UG_PY_Front End (SAP GUI)_ESS_View Payslip_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	
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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SSM_UG_PY_Front End (SAP GUI)_Payroll Control Centre_v1.0

Sistem Sumber Manusia - Payroll

View Payelin	Frontend User	
View Payslip		
		• - *
	User Password Log On Change Password Forgot Password	3

- 1. Go to Sistem Sumber Manusia (SSM) website www.SSM.gov.bn.
- 2. Input the User and Password.

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My F	Payslip							
	View	/ My Payslip	3					200
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	Confi	idential		3	S.D. Sales			

3. Click on View My Payslip.

Outcome: Payroll Control Centre Homepage will be displayed.



SSM_UG_PY_Front End (SAP GUI)_ESS_View Payslip_1.0

Sistem Sumber Manusia - Payroll

My Payslips 🔻

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	۲ 4	My Payslips	
	Select year to display list of your payslip		
	List of Payslips		
In	Tap to view Details		
	Payroll Period on Date	Payroll Period on Mo 5 ar	
	01.01.2021-31.01.2021	January 2021	>

- 4. Select year to display pay slip.
- 5. Select month.

< 🧐 My Pay	slips 🔻				م گ		
<	My P	Payslip Details					
KERAJAAN KEBAWAH DULI YANG MAHA MULIA DAN YANG DI-PERTUAN							
Nombor Kakitangan: Cara Pembayaran: Bank Transfer Nombor Kad Pengenalan: Bank: BBD Kementerian: Nombor Akaun: 010101020 Jabatan: Lokasi: Nama:							
Tarikh Pembayaran Pertama : 15 / 01 / 2021 Bayaran Pertama Compan							
Butiran	Jumlah	Butiran	Jumlah	Baki Pinjaman	Jumlah Pinjaman		
GAJI	BND 2,000.00			No data			
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					↓ Download		

Outcome: Pay slip will be displayed.

Note:

Click on $\left[\ \underline{\downarrow} \ Download \ \right]$ to download pay slip.

