



SISTEM SUMBER MANUSIA

User Guide

For JPA Checker

Back End (SAP GUI)

**Retirement, Resignation, Pension &
Gratuity**

(Application Process)

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **JPA Checker (Back End User)** to manage **Retirement, Resignation, Pension and Gratuity**. 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
RRPG	Retirement, Resignation, Pension and Gratuity

FURTHER ASSISTANCE

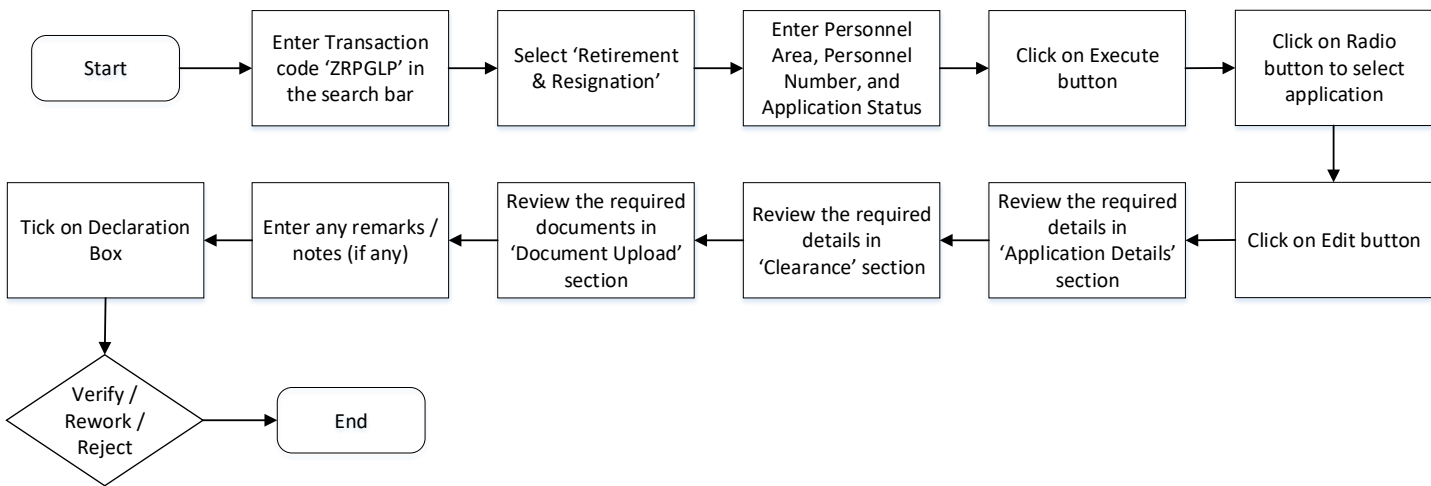
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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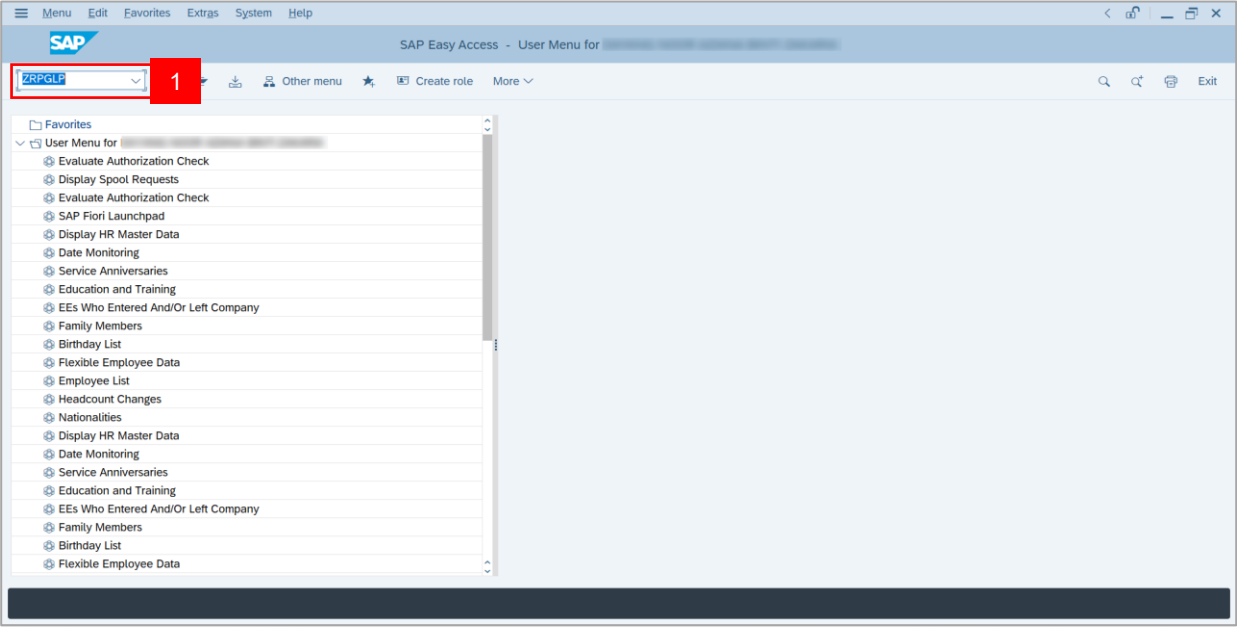
Process Overview

Maintain Application for Retirement, Resignation, Pension and Gratuity



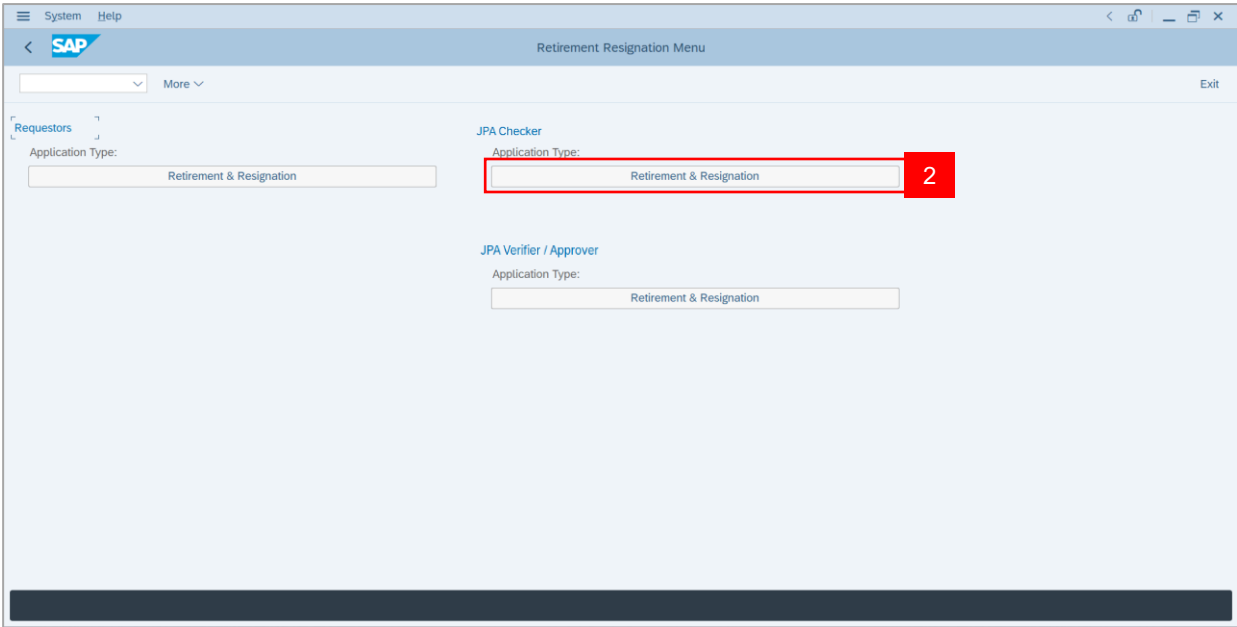
MAINTAIN APPLICATION	Back End User
	JPA Checker

1. Navigate to the search bar and enter **T-code: ZRPGLP**.



Note: The **Retirement Resignation Menu Page** will be displayed.

2. Under JPA Checker's **Application Type**, click on **Retirement & Resignation** button.



Note: Application Status will be letter ‘K’ by default which indicate applications to be viewed are application with ‘**Pending JPA Checker**’ application status. As JPA Checker, user may replace the letter according to which application status to be viewed as per list below:-

Program Edit Goto System Help

Retirement Resignation, Pension Gratuity Application Type Selection

Save as Variant... More

Exit

Selection

Application Type :

Personnel Area :

Personnel Subarea :

Personnel Number :

IC Number :

Employee Group :

*Application Status : **K**

Application ID :

Application Status (1) 13 Entries

Restrictions

App Status Application Status

K	Pending JPA Checker
L	JPA Final Verification
O	Reworked to JPA Checker
V	JPA Verified
A	Approved
C	Pending Document
E	Employee Request
I	Awaiting for MOFE Approval
N	Withdrawn
R	Rejected
U	PG Upload
W	Reworked to HR Admin
Y	Reworked to Clearance Admin

13 Entries found

Execute

Note: Other than Application Status, JPA Checker may fill in other selection in order to filter application to be shown in the next page.

3. Click **Execute** button.

Program Edit Goto System Help

Retirement Resignation, Pension Gratuity Application Type Selection

Save as Variant... More

Exit

Selection

Application Type :

Personnel Area :

Personnel Subarea :

Personnel Number :

IC Number :

Employee Group :

*Application Status : K

Application ID :

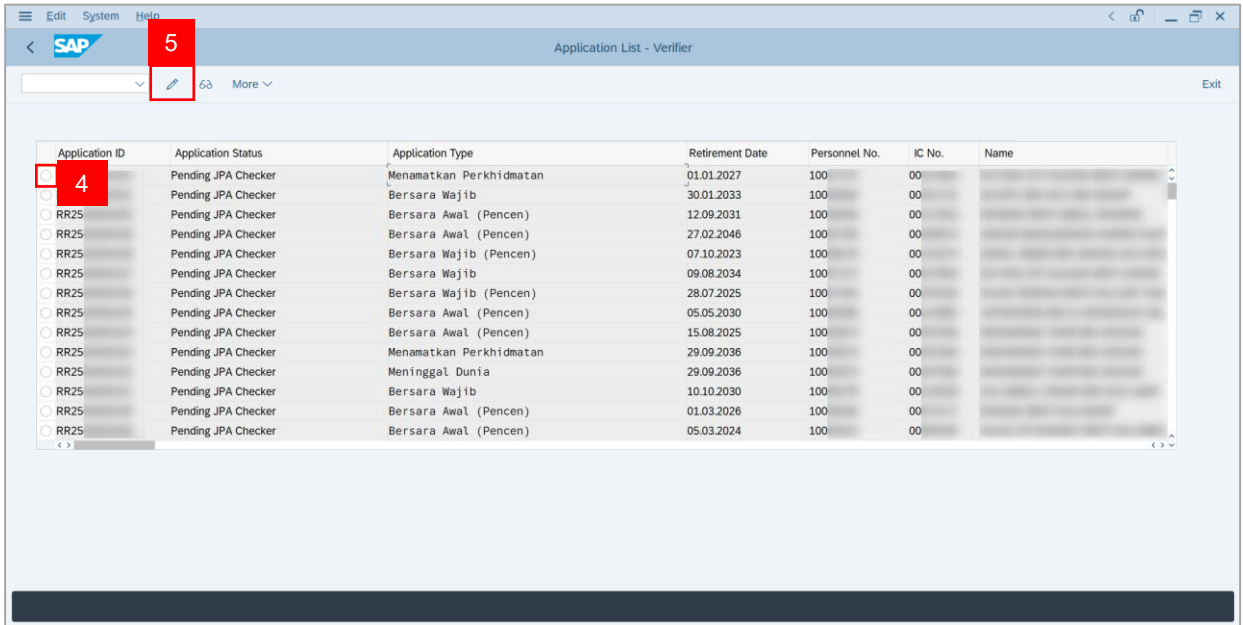
3

Execute

Note: The **Application List – Verifier Page** will be displayed.

4. Click on the **Radio** button to **select application** that required to be reviewed.

5. Click on **Edit** icon.

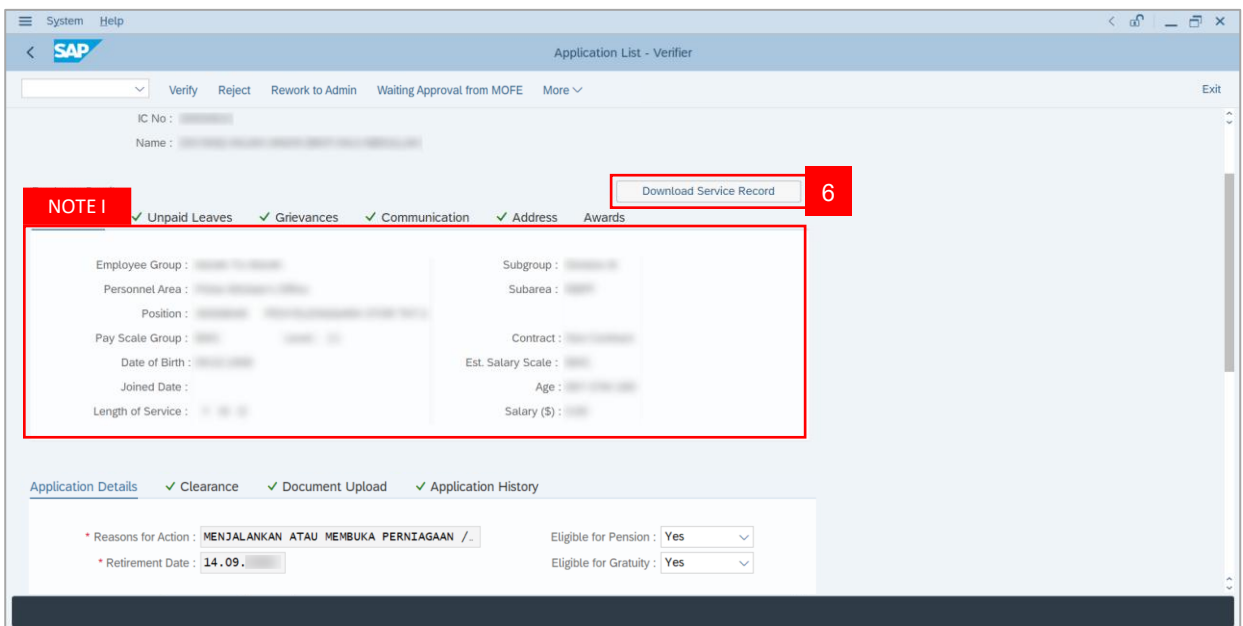


Application ID	Application Status	Application Type	Retirement Date	Personnel No.	IC No.	Name
☒	Pending JPA Checker	Menamatkan Perkhidmatan	01.01.2027	100	00	
☐	Pending JPA Checker	Bersara Wajib	30.01.2033	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	12.09.2031	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	27.02.2046	100	00	
☐ RR25	Pending JPA Checker	Bersara Wajib (Pencen)	07.10.2023	100	00	
☐ RR25	Pending JPA Checker	Bersara Wajib	09.08.2034	100	00	
☐ RR25	Pending JPA Checker	Bersara Wajib (Pencen)	28.07.2025	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	05.05.2030	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	15.08.2025	100	00	
☐ RR25	Pending JPA Checker	Menamatkan Perkhidmatan	29.09.2036	100	00	
☐ RR25	Pending JPA Checker	Meninggal Dunia	29.09.2036	100	00	
☐ RR25	Pending JPA Checker	Bersara Wajib	10.10.2030	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	01.03.2026	100	00	
☐ RR25	Pending JPA Checker	Bersara Awal (Pencen)	05.03.2024	100	00	

Note: The **Application List – Verifier Page** will be displayed.

Note I: Please ensure to review the information details.

6. Click on **Download Service Record** button.



NOTE I

✓ Unpaid Leaves ✓ Grievances ✓ Communication ✓ Address Awards

Employee Group : Subgroup :
Personnel Area : Subarea :
Position : Contract :
Pay Scale Group : Date of Birth : Est. Salary Scale :
Joined Date : Age :
Length of Service : Salary (\$):

Download Service Record 6

Application Details ✓ Clearance ✓ Document Upload ✓ Application History

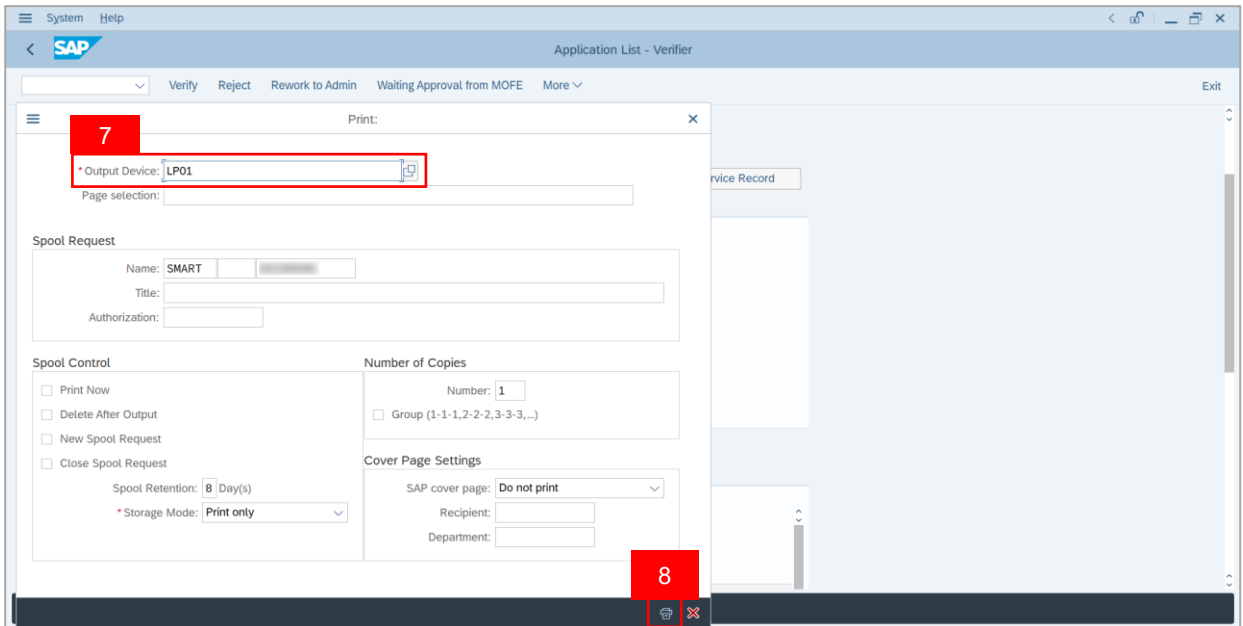
* Reasons for Action : MENJALANKAN ATAU MEMBUKA PERNIAGAAN /
* Retirement Date : 14.09.

Eligible for Pension : Yes
Eligible for Gratuity : Yes

Note: The **Print** message will be displayed.

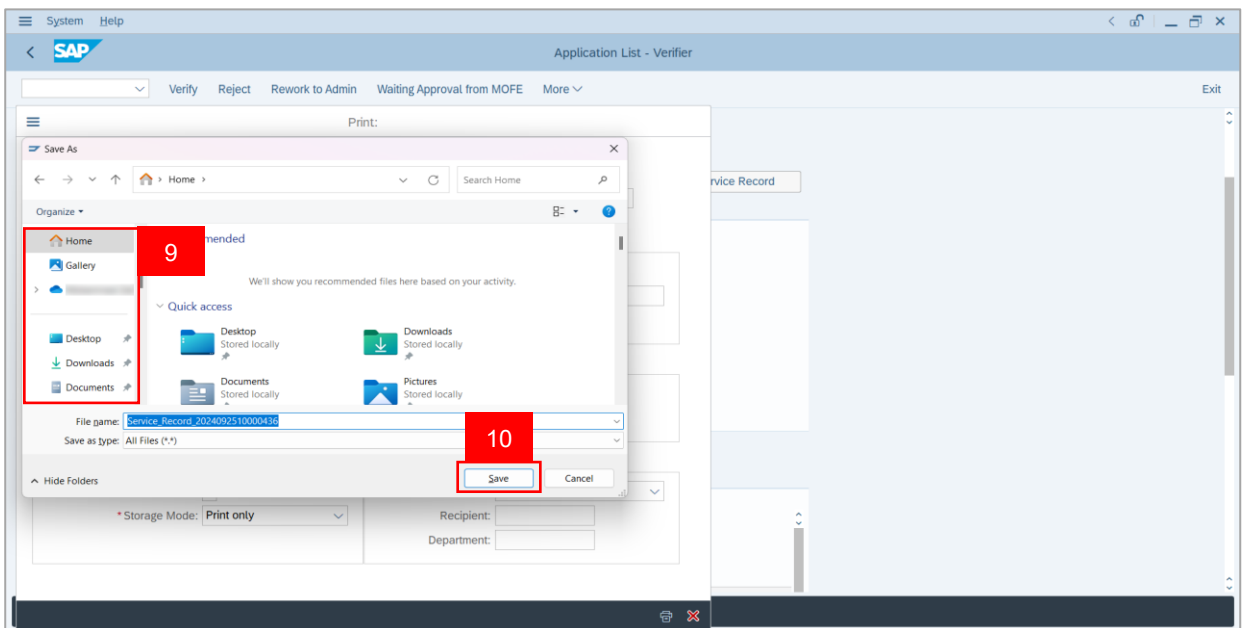
7. Under **Output Device**, type 'LP01'.

8. Click on the **Printer** icon to save and download application.

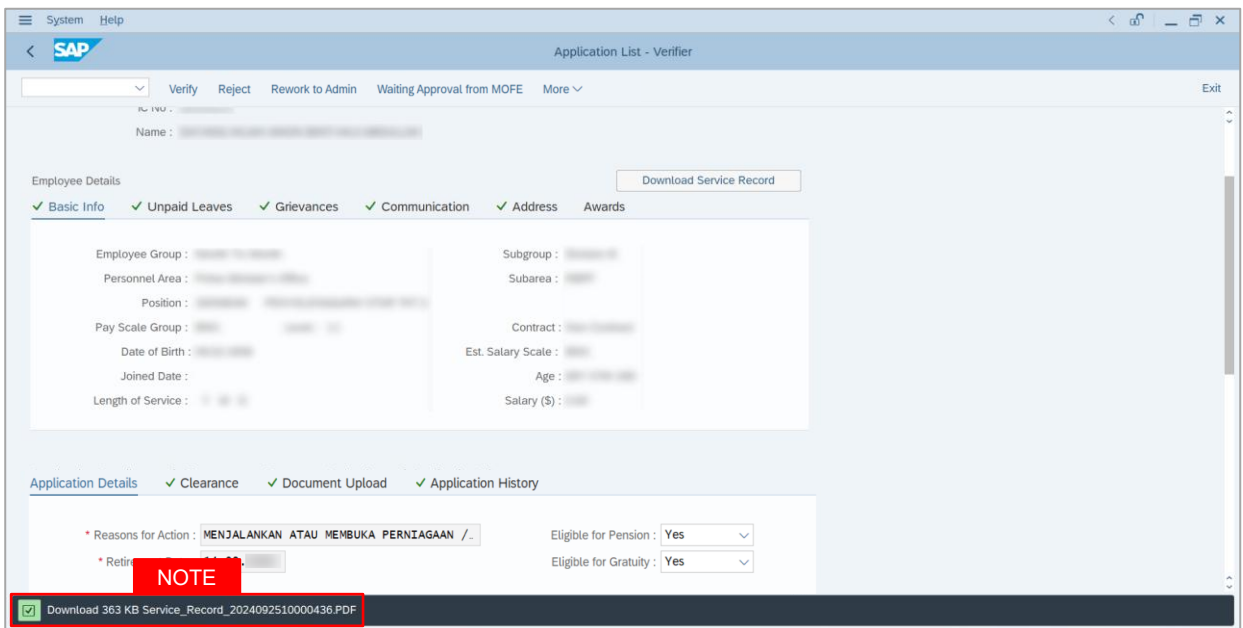


9. Select folder to store saved application.

10. Click on **Save** button.

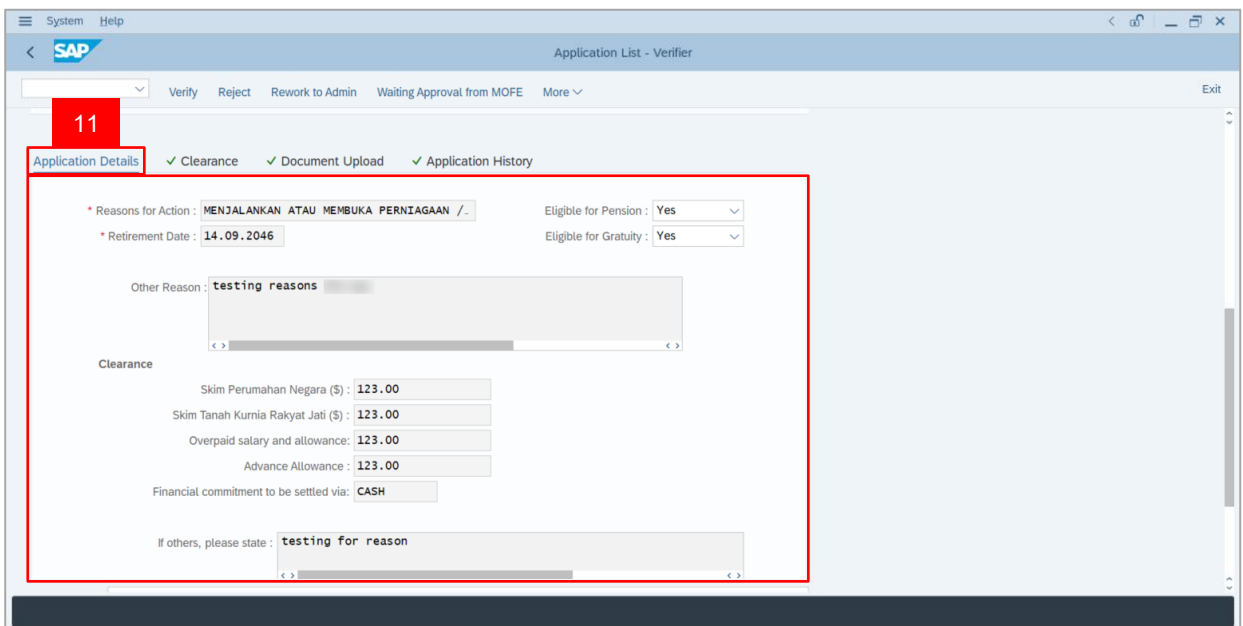


Note: The application has been successfully **saved and downloaded**.



The screenshot shows the SAP Application List - Verifier interface. The top navigation bar includes 'System' and 'Help'. Below it, there's a search bar and a dropdown menu with options: 'Verify', 'Reject', 'Rework to Admin', 'Waiting Approval from MOFE', and 'More'. The main content area is divided into two sections: 'Employee Details' and 'Application Details'. The 'Employee Details' section has tabs for 'Basic Info', 'Unpaid Leaves', 'Grievances', 'Communication', 'Address', and 'Awards'. The 'Application Details' section has tabs for 'Clearance', 'Document Upload', and 'Application History'. A red box highlights the 'NOTE' button in the 'Employee Details' section. Below it, a download link is visible: 'Download 363 KB Service_Record_2024092510000436 PDF'.

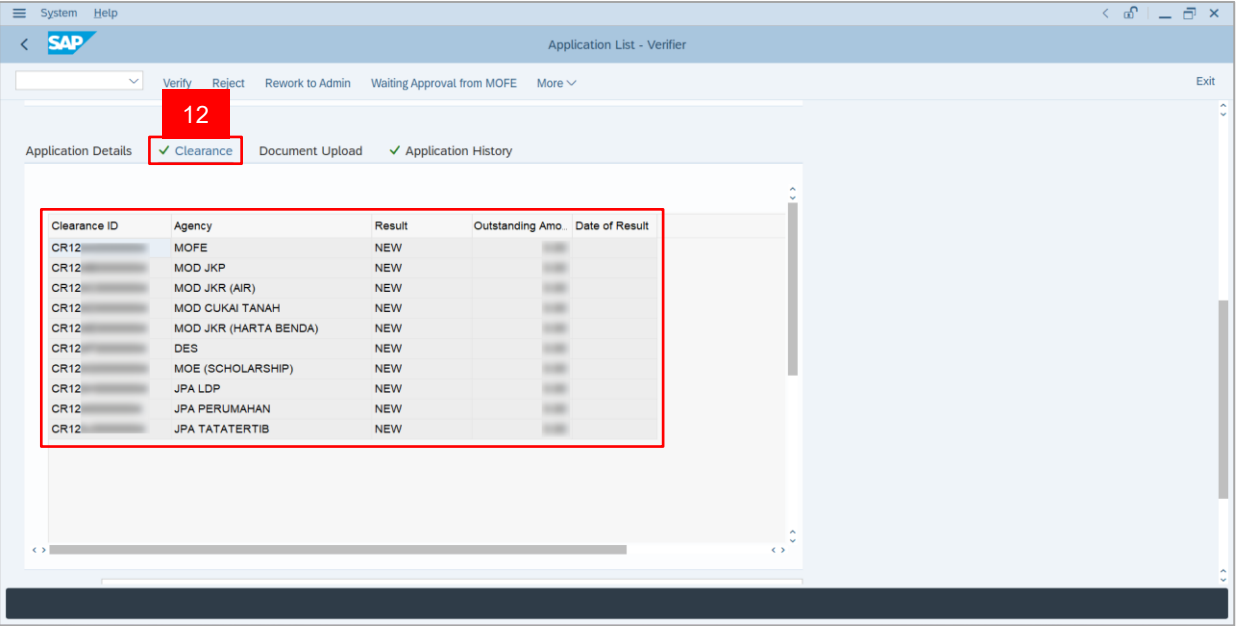
11. Scroll down and click on **Application Details** and **review** the information details.



The screenshot shows the SAP Application List - Verifier interface, specifically the 'Application Details' section. A red box highlights the 'Application Details' tab. The 'Application Details' section contains the following information:

- * Reasons for Action: MENJALANKAN ATAU MEMBUKA PERNIAGAAN /..
- * Retirement Date: 14.09.2046
- Eligible for Pension: Yes
- Eligible for Gratuity: Yes
- Other Reason: testing reasons
- Clearance:
 - Skim Perumahan Negara (\$): 123.00
 - Skim Tanah Kurnia Rakyat Jati (\$): 123.00
 - Overpaid salary and allowance: 123.00
 - Advance Allowance: 123.00
 - Financial commitment to be settled via: CASH
- If others, please state: testing for reason

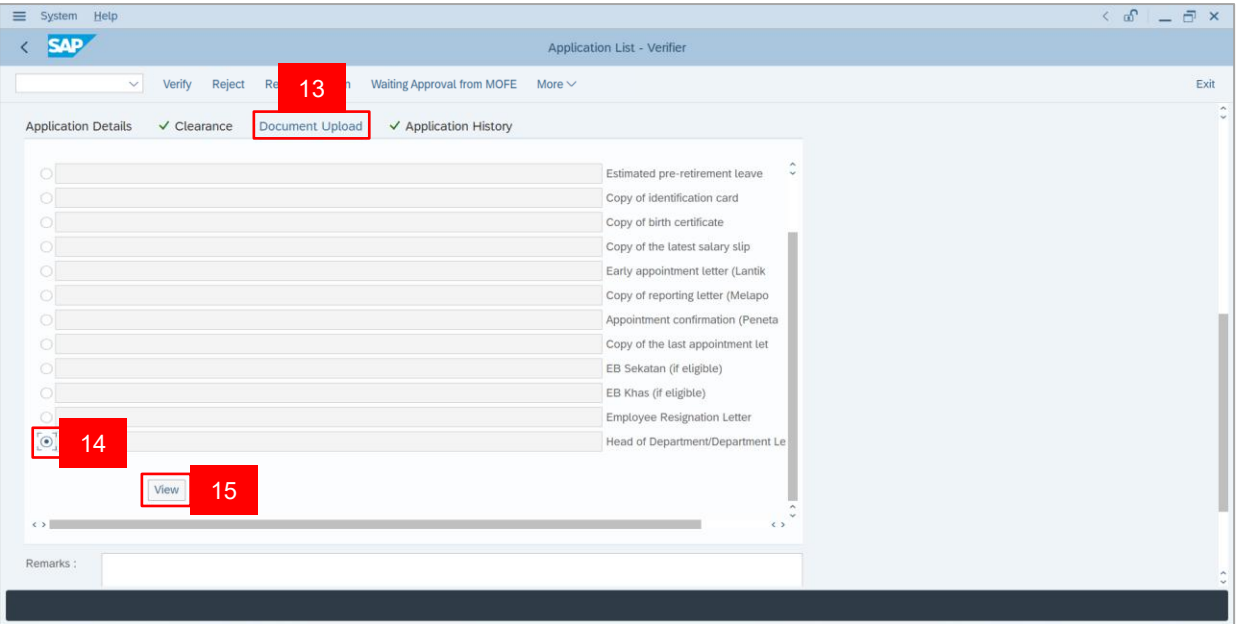
12. Once reviewed, click on **Clearance** and **review** the information details.



13. Click on **Document Upload**.

14. Select the application that needs to be reviewed and click on the **Radio** button.

15. Click on the **View** button to download file.



16. Click on the **Application History** and review the information details.
17. Click on **Remarks** icon to view remarks from **Requestor** (if any).

SystemHelp

Application List - Verifier

VerifyRejectRework to AdminWaiting Approval from MOFEMOREMore

Application DetailsClearanceDocument UploadApplication History

Date	Time	User ID	Version	Application Status	Remarks
24.09.2024	14:54:38		1	Pending JPA 1 Verif	

Remarks :

18. Scroll down to enter any notes or remarks (if required).
19. To submit application to specific JPA Verifier/Approver, click on **look-up button**.

SystemHelp

Application List - Verifier

VerifyRejectRework to AdminWaiting Approval from MOFEMOREMore

Clearance

Skim Perumahan Negara (\$) : 123.00

Skim Tanah Kurnia Rakyat Jati (\$) : 123.00

Overpaid salary and allowance: 123.00

Advance Allowance : 123.00

Financial commitment to be settled via: CASH

If others, please state : testing for reason

Remarks :

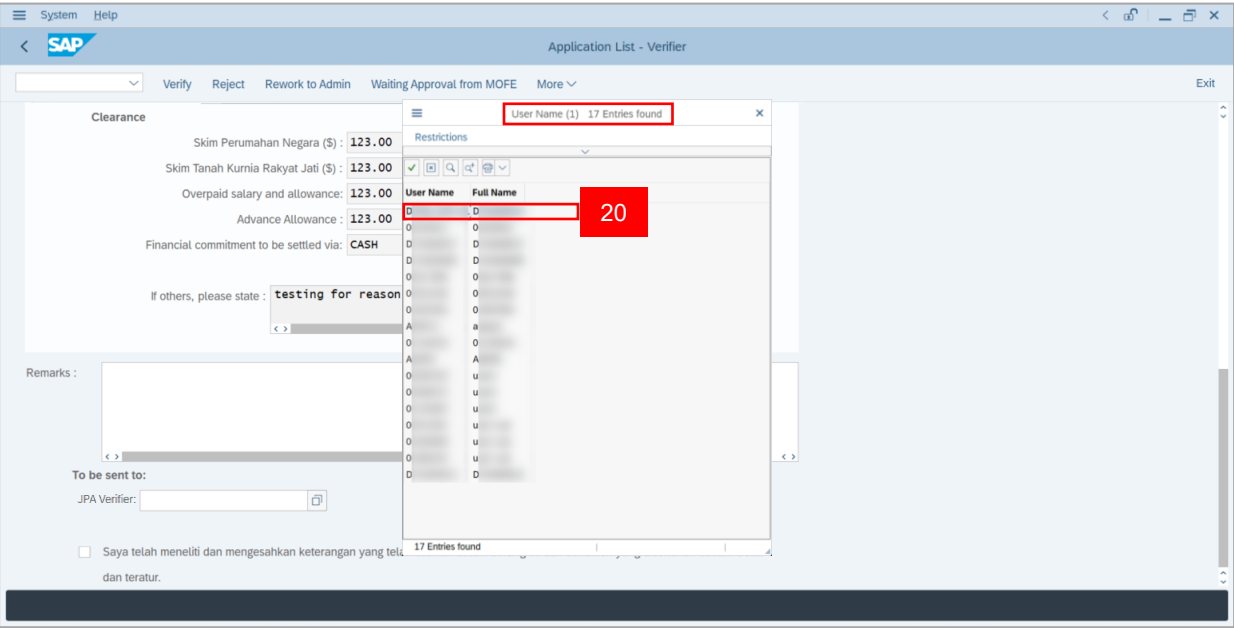
To be sent to:

JPA Verifier:

☐ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

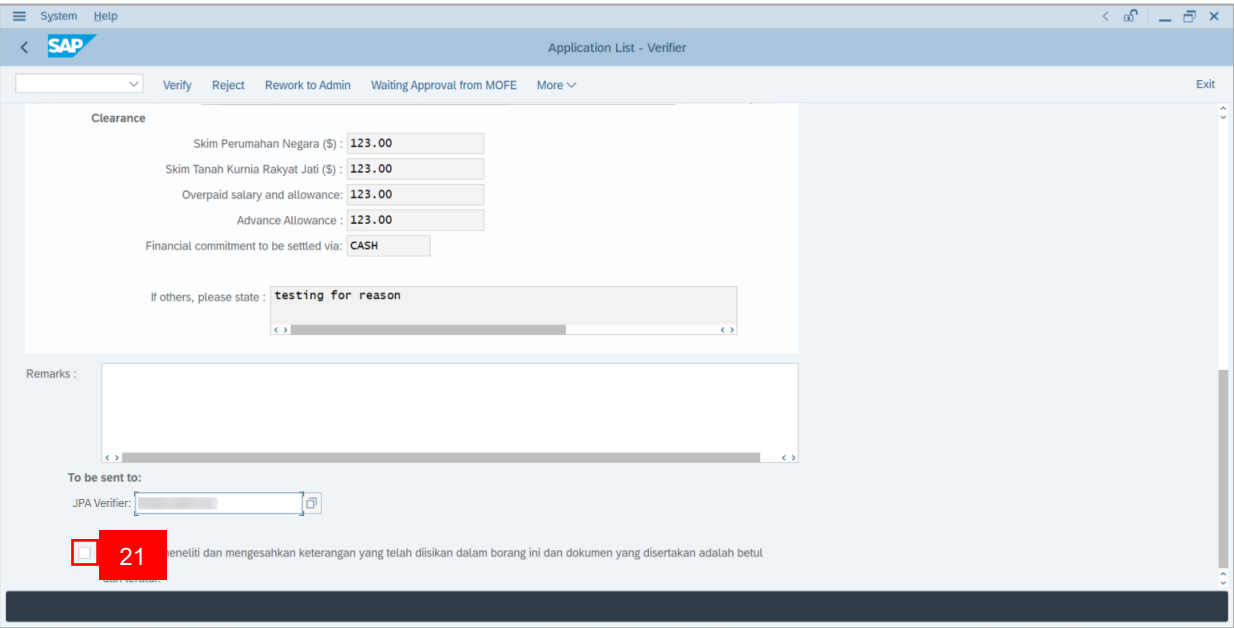
Note: **User Name** pop-up will be displayed

20. From the list, select which JPA Verifier to send the application to for next verification.



The screenshot shows the SAP 'Application List - Verifier' interface. On the left, there are input fields for 'Clearance' with values: Skim Perumahan Negara (\$): 123.00, Skim Tanah Kurnia Rakyat Jati (\$): 123.00, Overpaid salary and allowance: 123.00, Advance Allowance: 123.00, and Financial commitment to be settled via: CASH. Below these is a text field 'If others, please state:' containing 'testing for reason'. At the bottom left is a 'Remarks:' text area and a 'To be sent to:' section with a 'JPA Verifier:' dropdown. On the right, a pop-up window titled 'User Name (1) 17 Entries found' is open, displaying a table with columns 'User Name' and 'Full Name'. The first row is highlighted in red and contains the value 'D' in both columns. A red box with the number '20' is placed over this row. The table lists 17 entries in total.

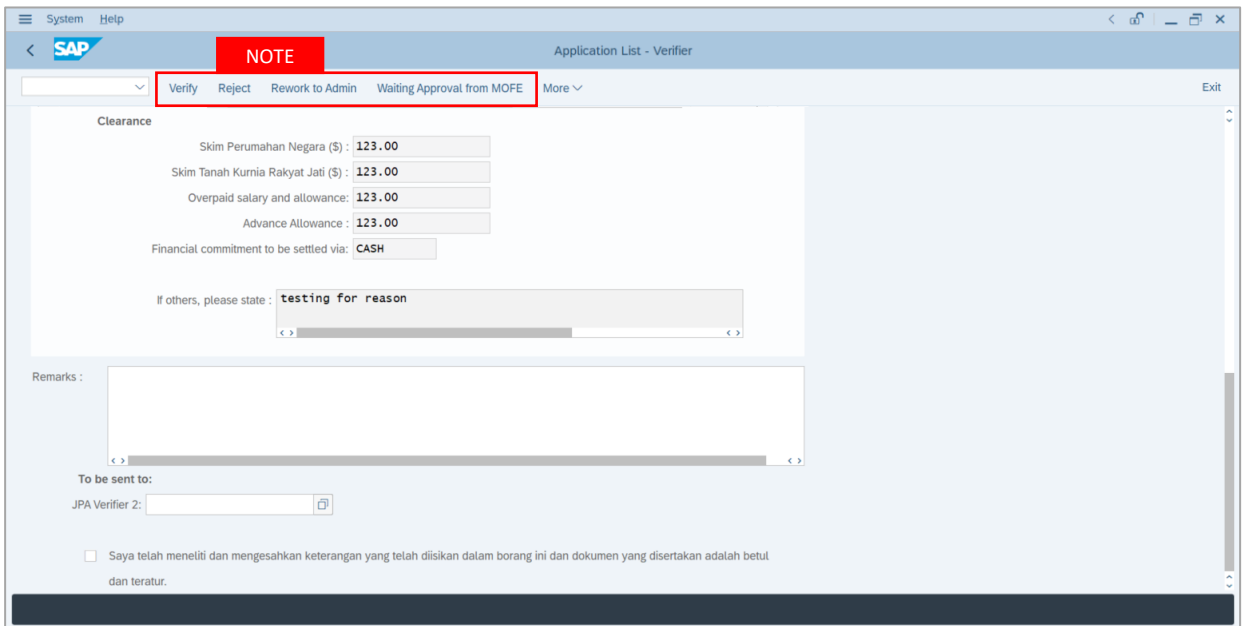
21. Click on **Declaration** checkbox.



This screenshot shows the same SAP 'Application List - Verifier' interface as the previous one, but the pop-up window is closed. The 'Declaration' checkbox, located at the bottom left of the form area, is now checked. A red box with the number '21' is placed over this checkbox. The rest of the form, including the 'Clearance' fields, 'Remarks' area, and 'To be sent to:' section, remains the same.

Note: Depending on the scenario, JPA Checker may click on the following buttons:

- i. **Verify** button to verify applications.
- ii. **Reject** button to reject applications.
- iii. **Rework to Admin** button to rework applications.
- iv. **Waiting Approval from MOFE** button to put the application on-hold. (button only available for Bersara Awal (Pencen))



Outcome: The application has successfully been verified / rejected / reworked / put on-hold.