SISTEM SUMBER MANUSIA

User Guide

for Front End User (FIORI)

Application Approver

Benefit Claim Based

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **Application Approver (Front-End User)** to manage **Benefit Claim Based module.** 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

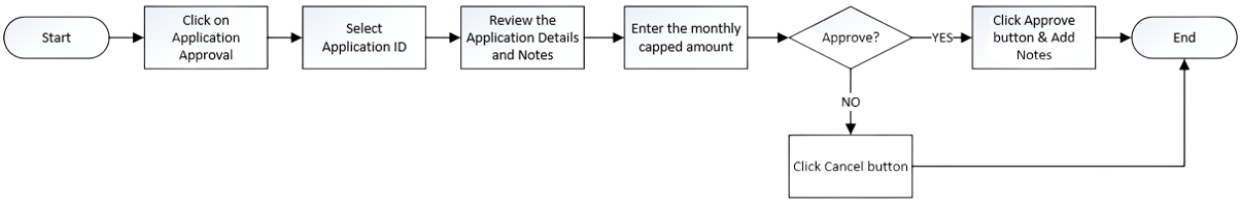
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

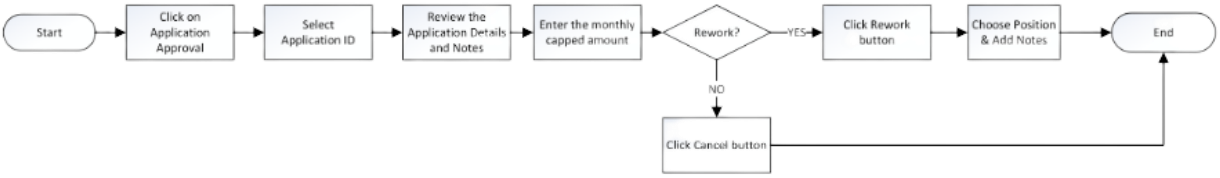
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
Application / Claim Status Description	5
Application Approver	
Approve Application Submission	6
Rework Application Submission	10
Reject Application Submission	13
Stop Application Submission	16

Process Overview

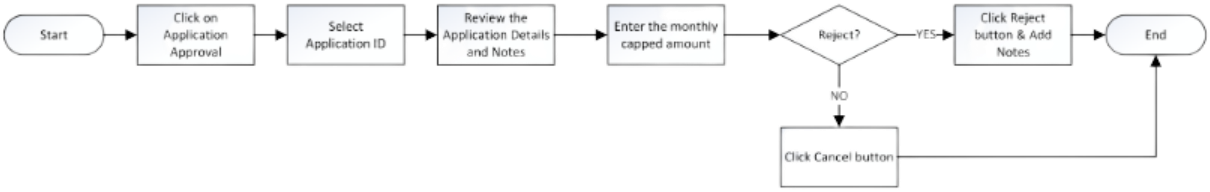
Approve Application Submission for Approver



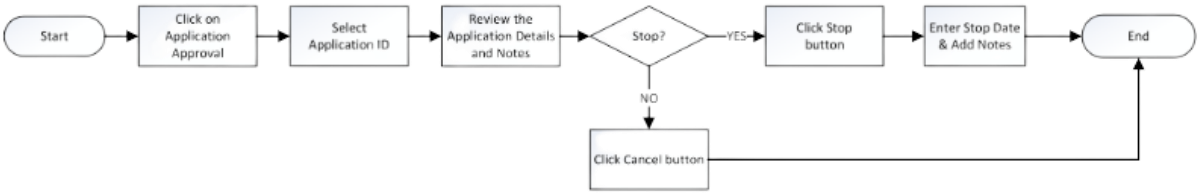
Rework Application Submission for Approver



Reject Application Submission for Approver



Stop Application Submission for Approver



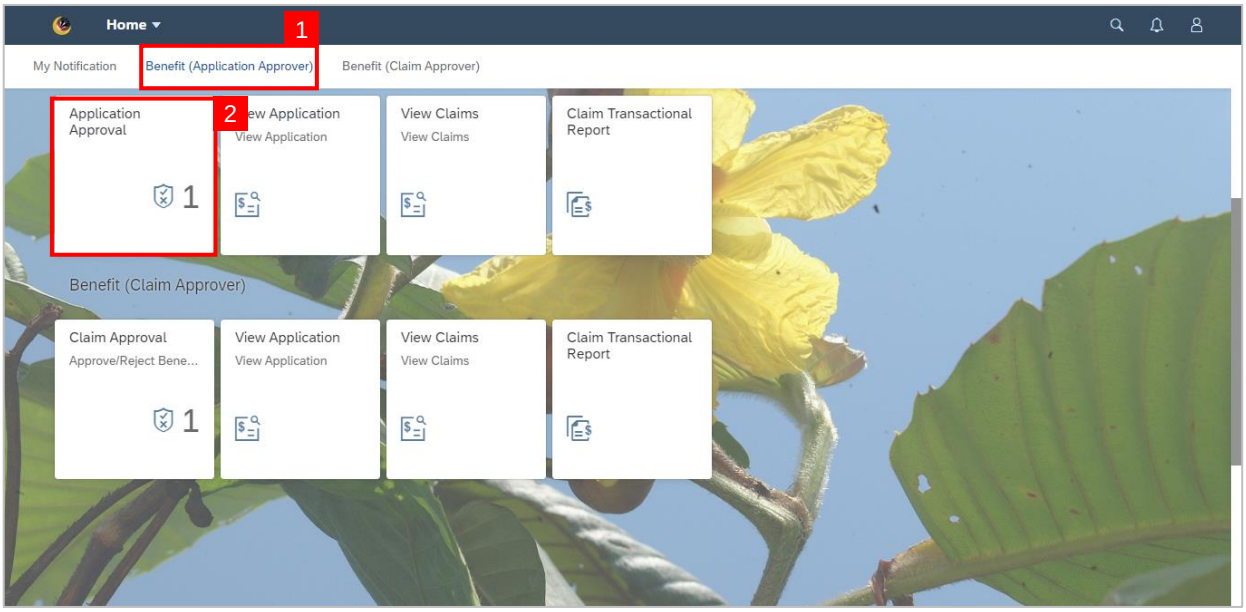
Application / Claim Status Description

STATUS	DESCRIPTION
APPROVED	Application / Claim submission is **approved by Approver**.
CANCELED	**Claim submission** is **canceled by Approver**.
CERTIFIED	Application / Claim submission is **certified by Certifier**.
DRAFTED	Application / Claim is **drafted by Employee**.
INPROCESS	Approved claim submission has been **submitted to TAFIS** to be processed.
PROCESSED	Approved claim submission has been **processed in TAFIS**.
STOPPED	**Application submission** has been **stopped by Application Approver.**
SUBMITTED	Application / Claim has been successfully submitted – **pending for Certifier's action**.
VERIFIED	**Claim submission** has been **verified by Claim Verifier**.
REWORKED TO REQUESTER	Application / Claim submission has been **reworked to Employee by Certifier / Verifier / Approver.**

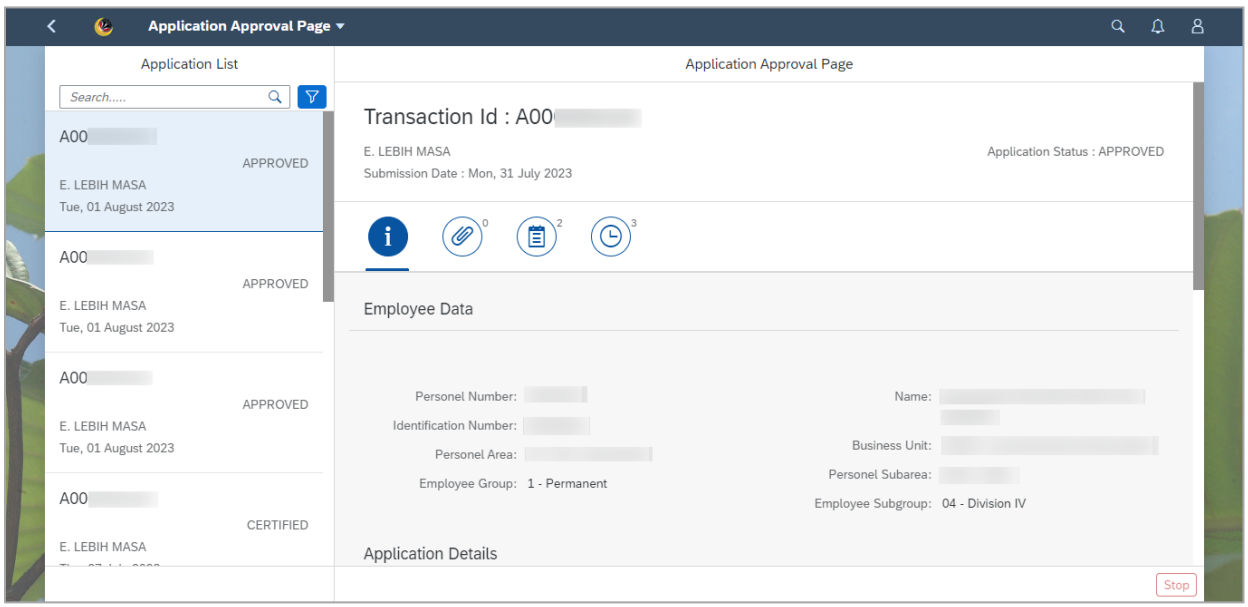
APPROVE APPLICATION SUBMISSION	Front-End User
	Application Approver

1. Navigate to and click on **Benefit (Application Approver)**.

2. Click on **Application Approval** tile**.**

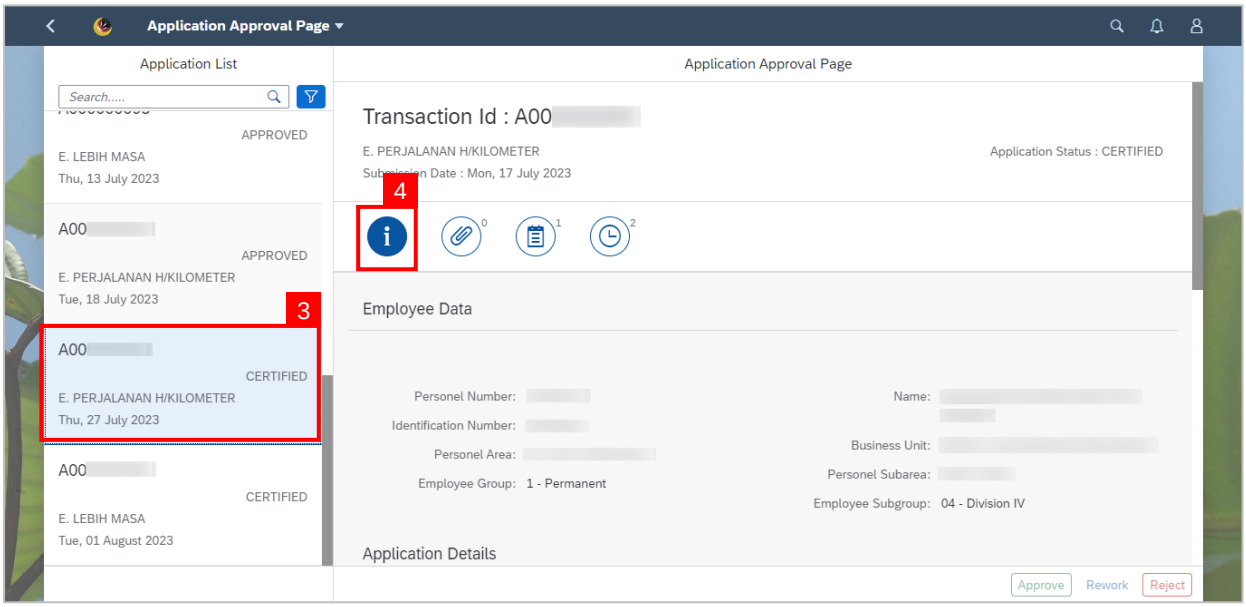


Note: Application Approval Page will be displayed.

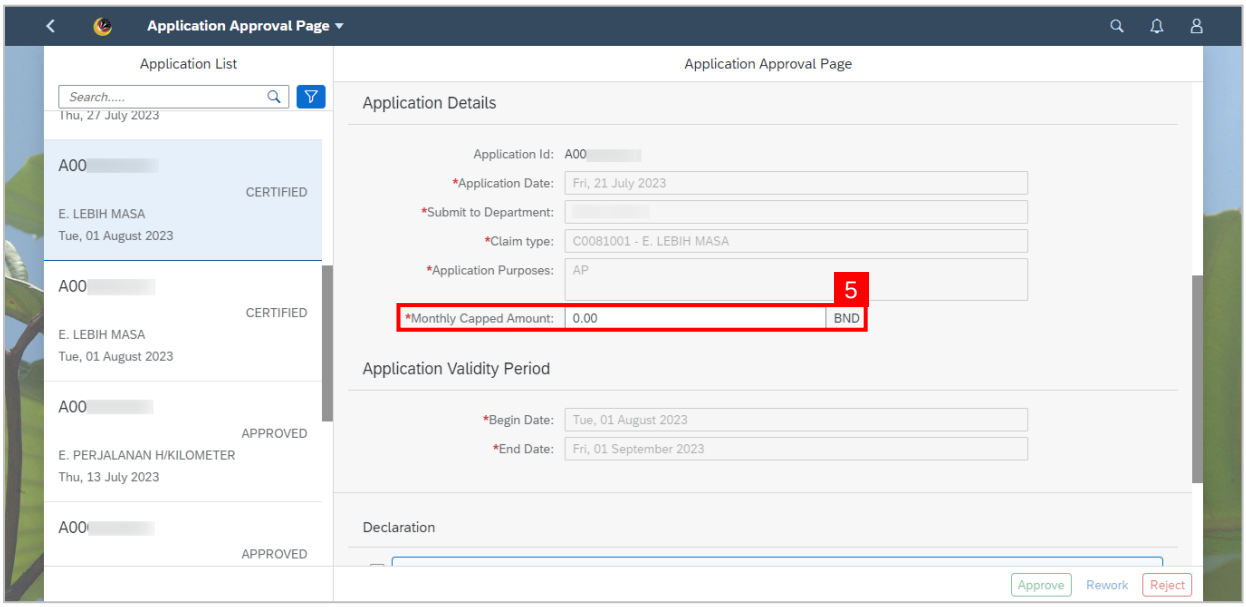


3. Select **Application ID** to be approved.

4. Click on **Information tab** to review the **Employee Data** and **Application Details.**

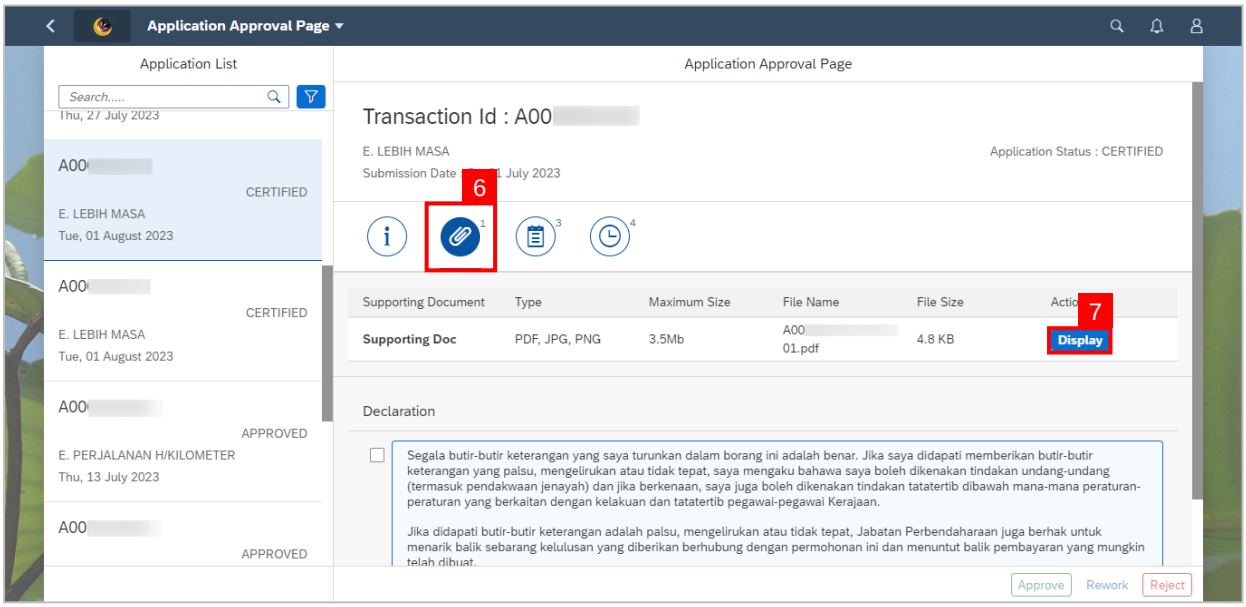


5. Navigate to **Application Details,** fill in **Monthly Capped Amount** accordingly.



6. Navigate to **Attachment tab** to view attached documents.

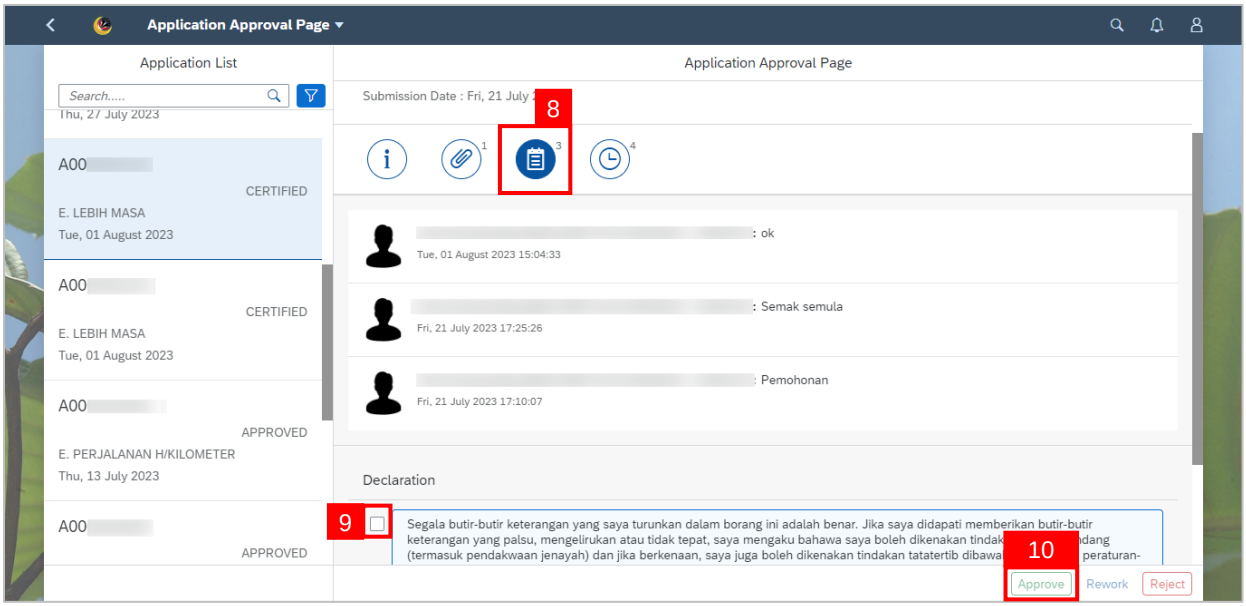
7. Click on **Display** to view the document.



8. Navigate to **Notes tab** to view notes.

9. Tick on the **Declaration** checkbox.

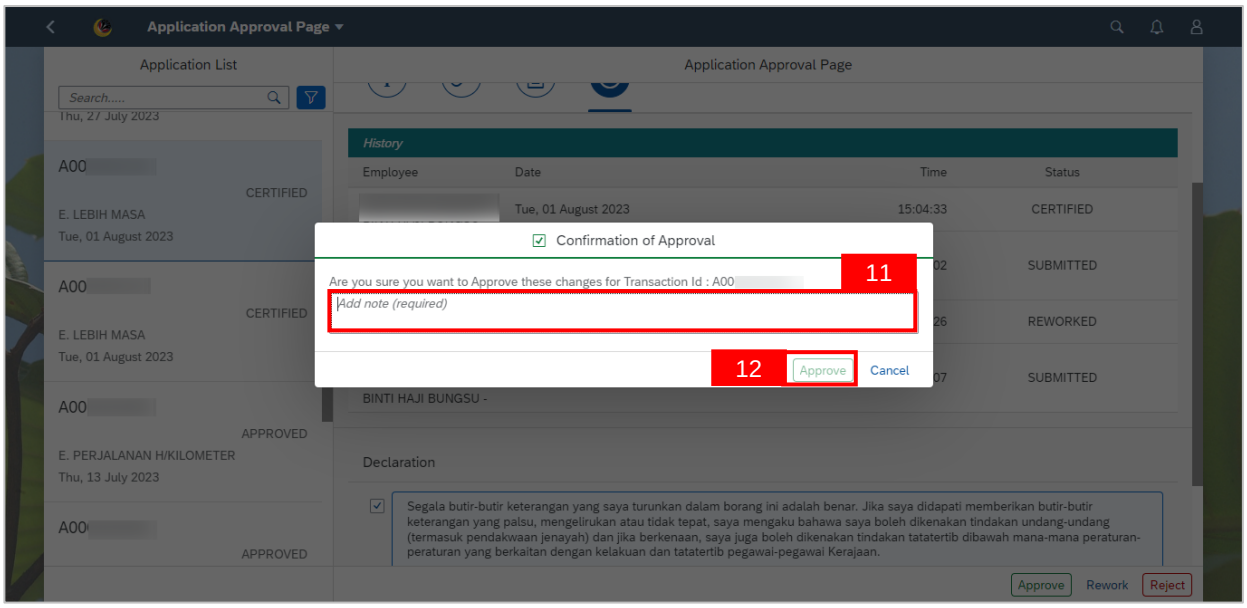
10. Click on the **Approve** button.



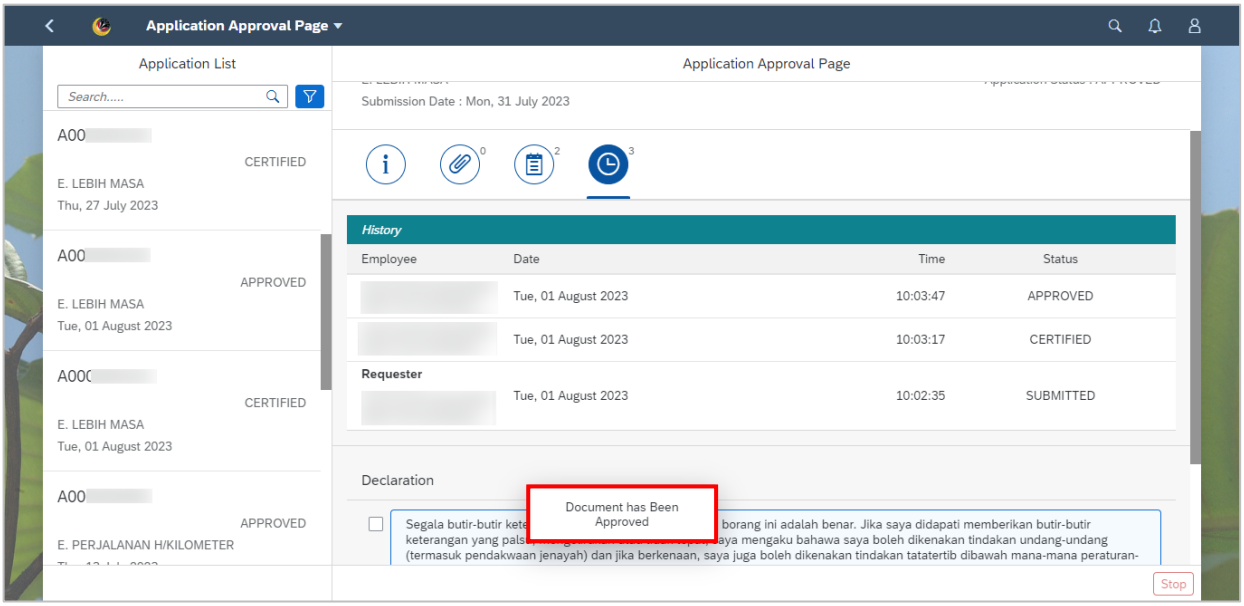
Note: A Confirmation of Approval pop-up window will be displayed.

11. Add **Note** accordingly.

12. Click on the **Approve** button.



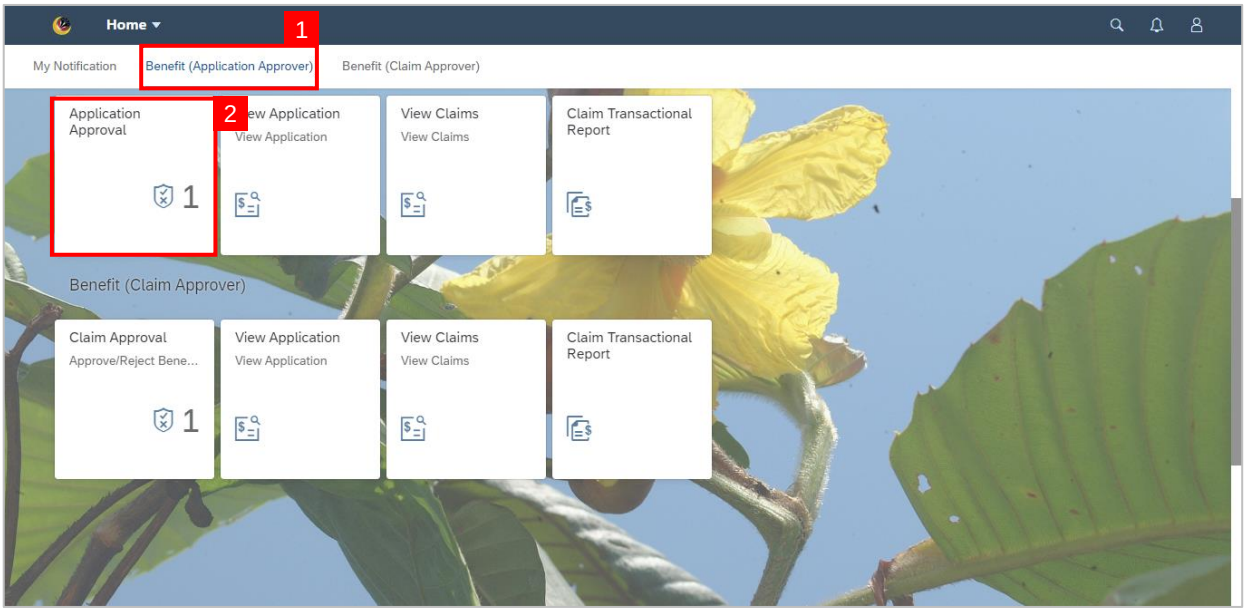
Outcome: The Application has been successfully Approved.



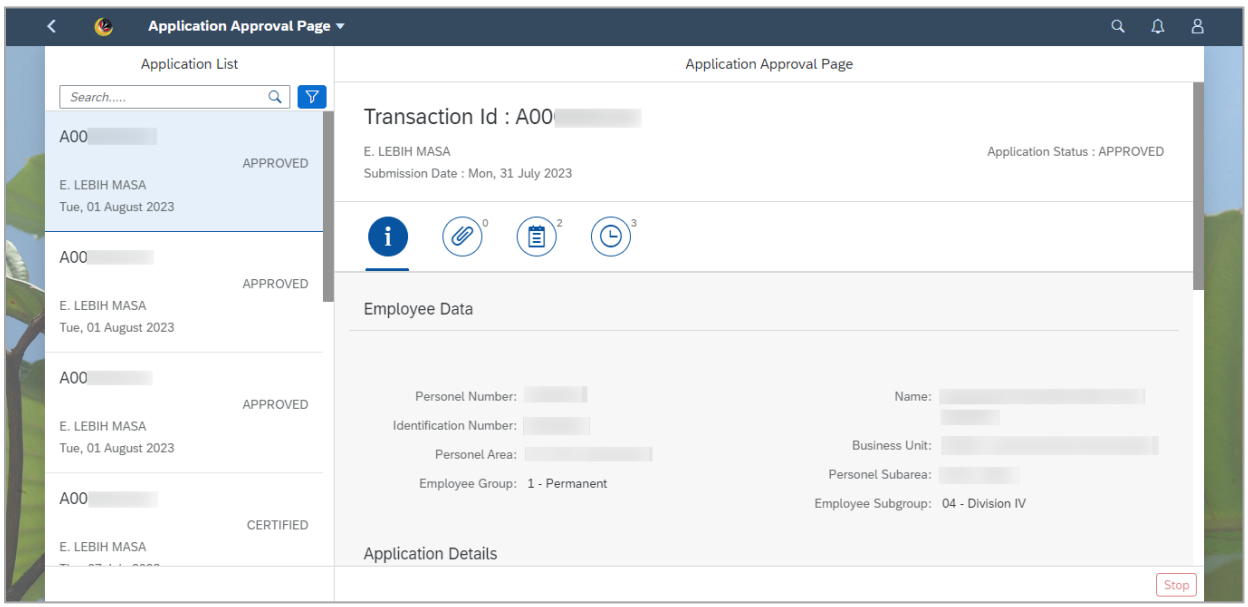
REWORK APPLICATION SUBMISSION	Front-End User
	Application Approver

1. Navigate to and click on **Benefit (Application Approver)** tab.

2. Click on **Application Approval** tile**.**



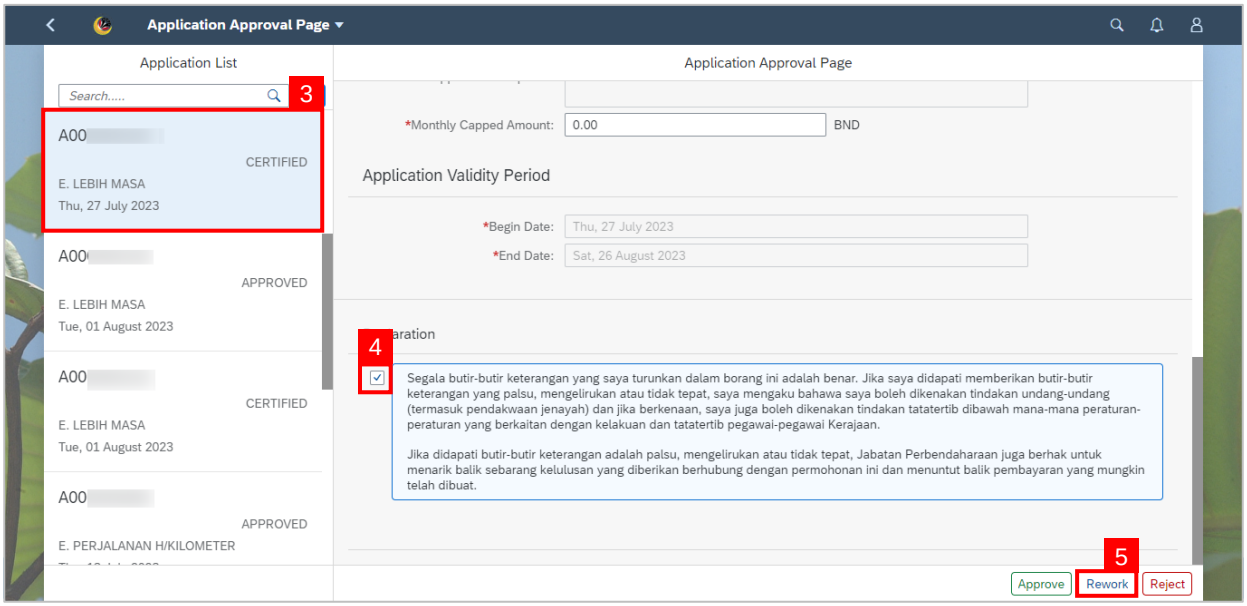
Note: Application Approval Page will be displayed.



3. Select **Application ID** to be reworked.

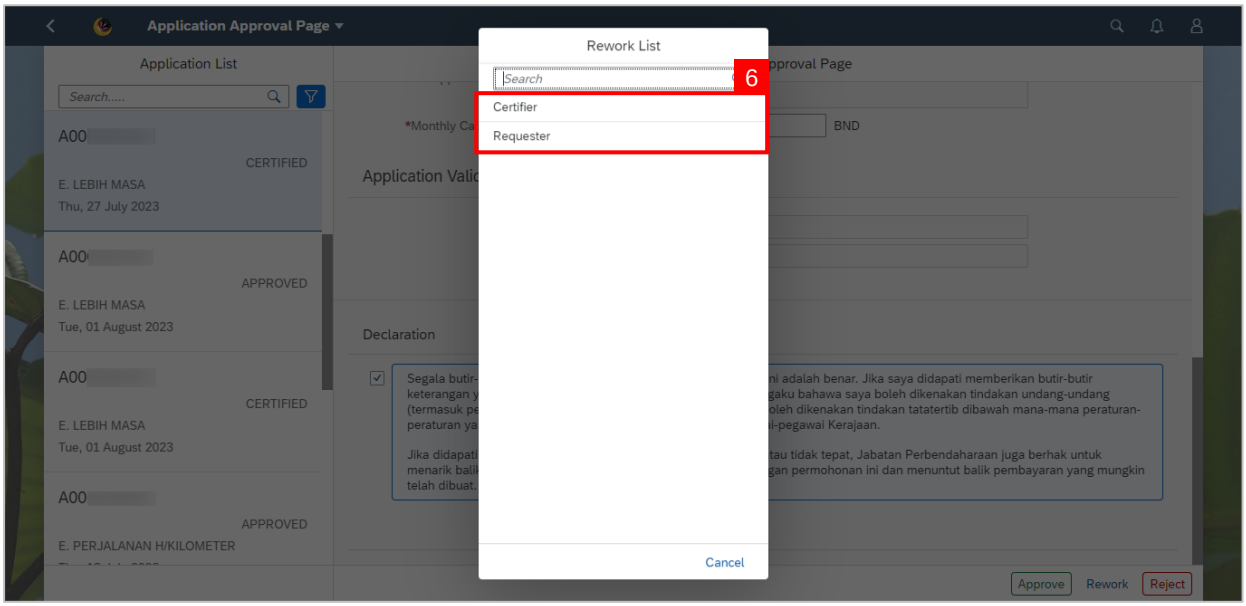
4. Tick on the **Declaration** checkbox.

5. Click on the **Rework** button.



Note: A Rework List pop-up window will be displayed.

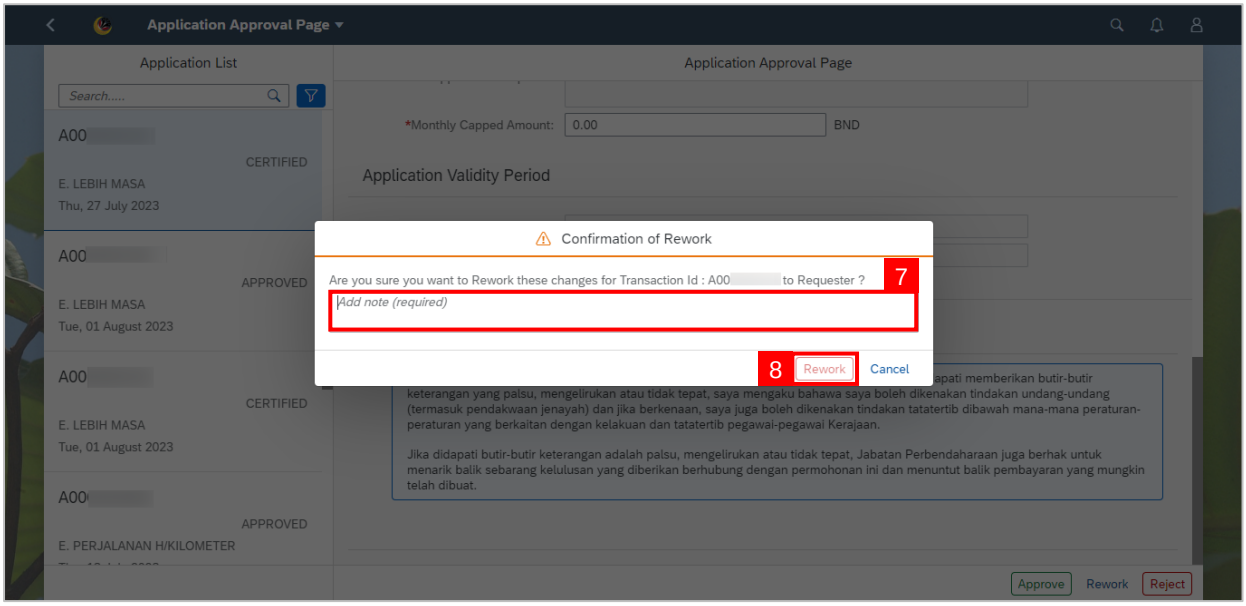
6. Select the **relevant user role (certifier or requester)** to rework the application to.



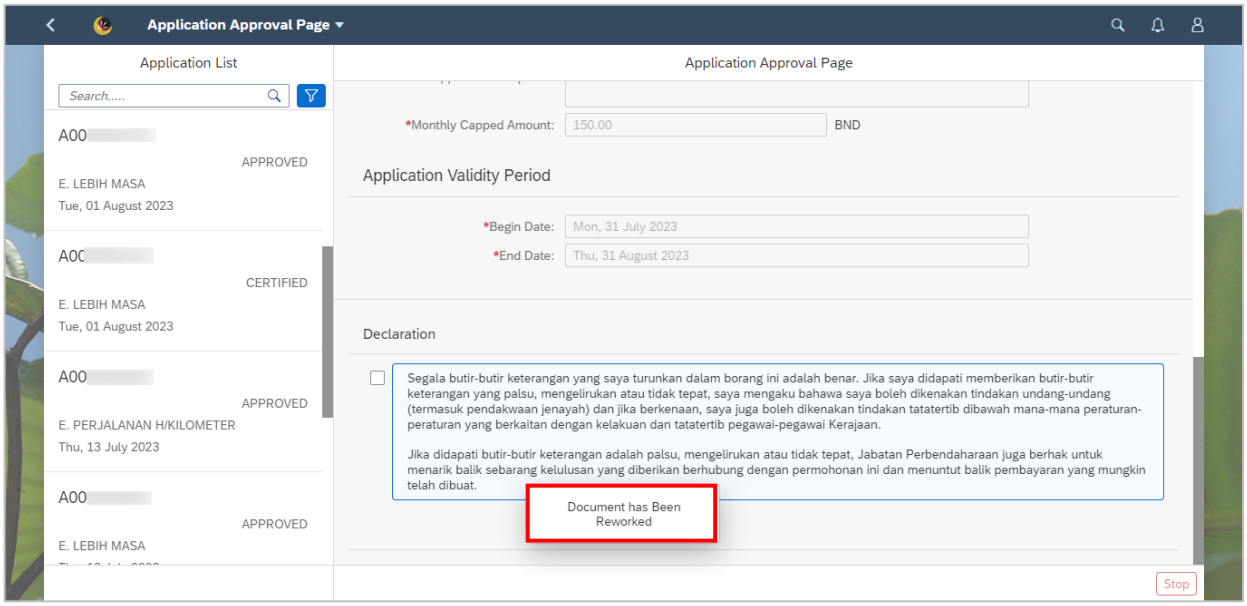
Note: A Confirmation of Rework pop-up window will be displayed.

7. Add **Note** accordingly.

8. Click on the **Rework** button



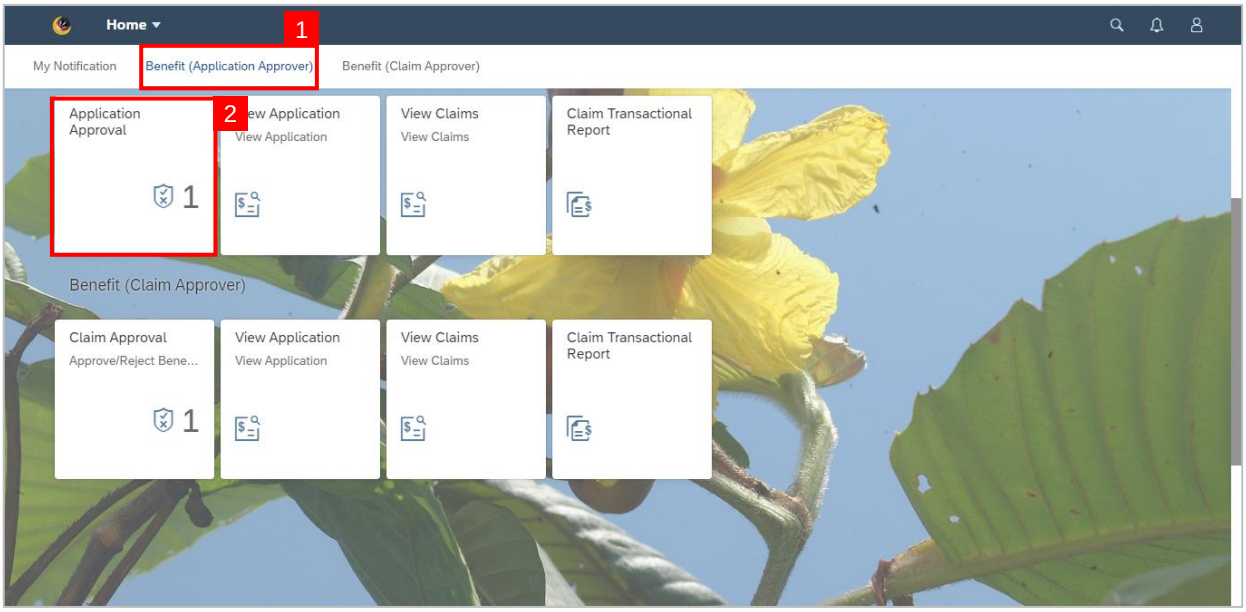
Outcome: The Application has been successfully Reworked.



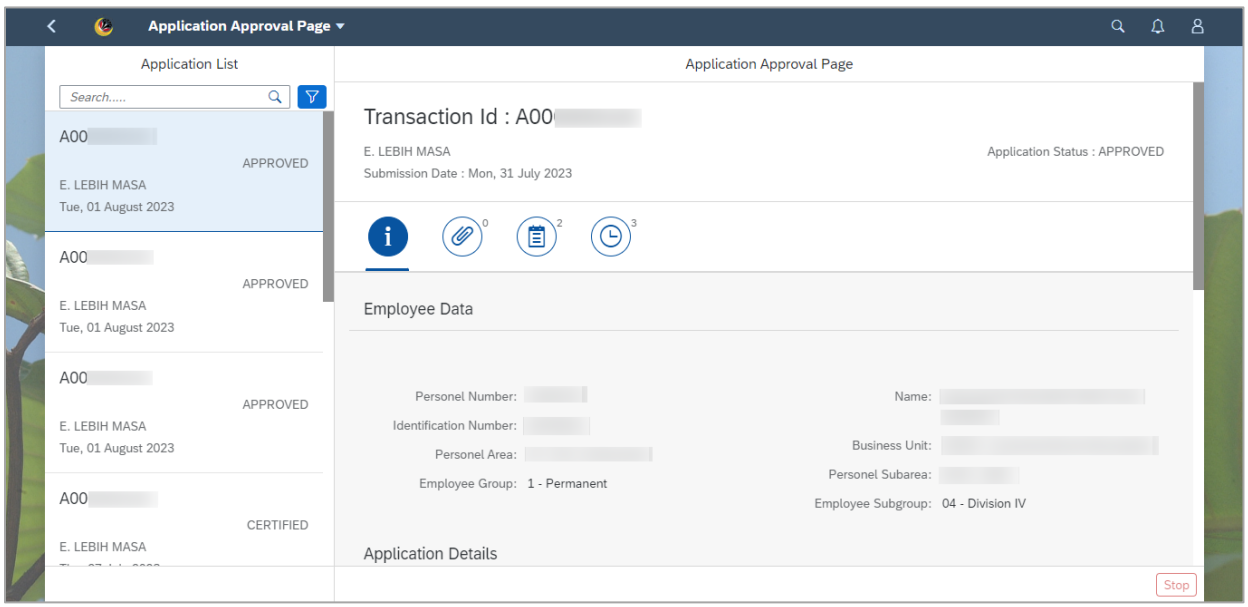
REJECT APPLICATION SUBMISSION	Front-End User
	Application Approver

1. Navigate to and click on **Benefit (Application Approver)**.

2. Click on **Application Approval** tile**.**



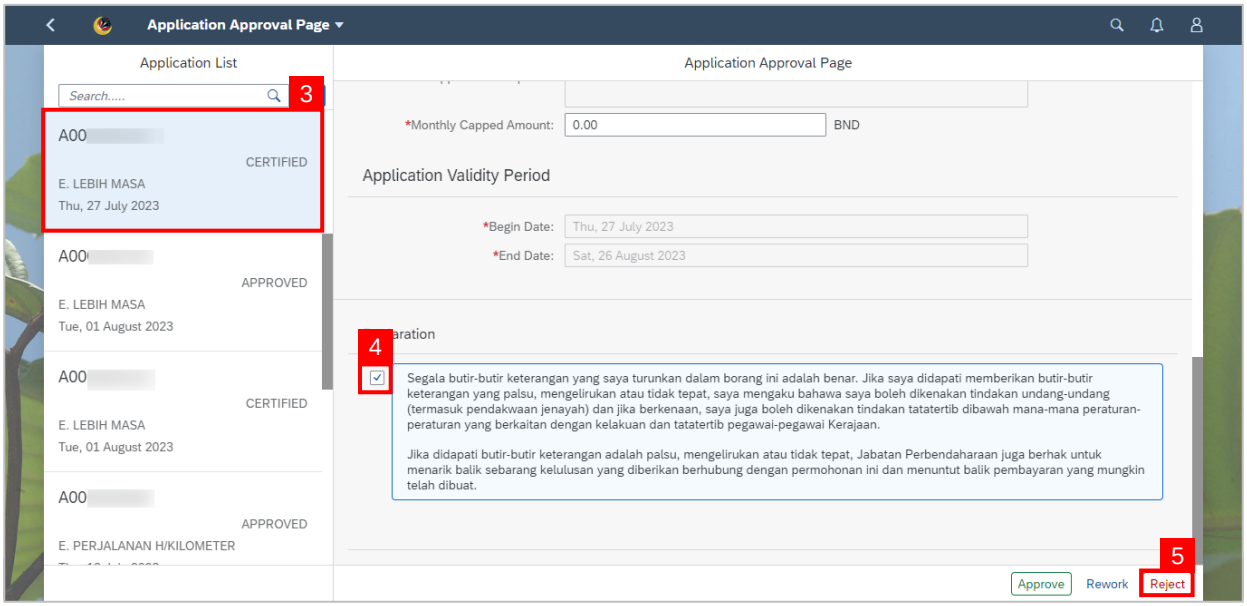
Note: Application Approval Page will be displayed.



3. Select **Application ID** to be rejected.

4. Tick on the **Declaration** checkbox.

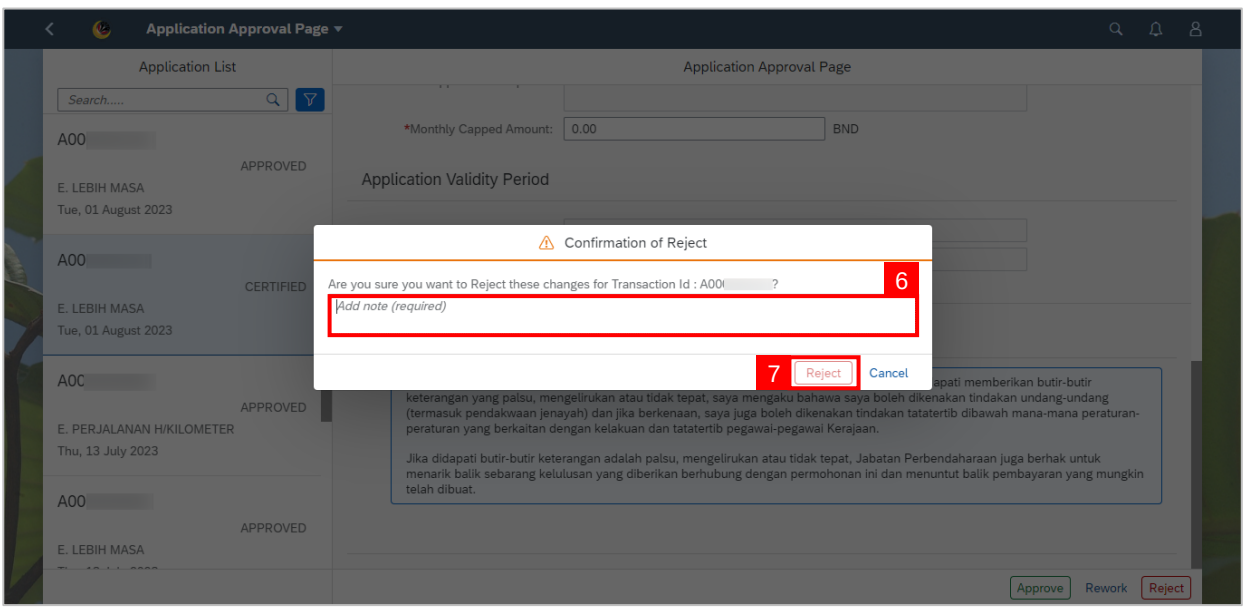
5. Click on the **Reject** button.



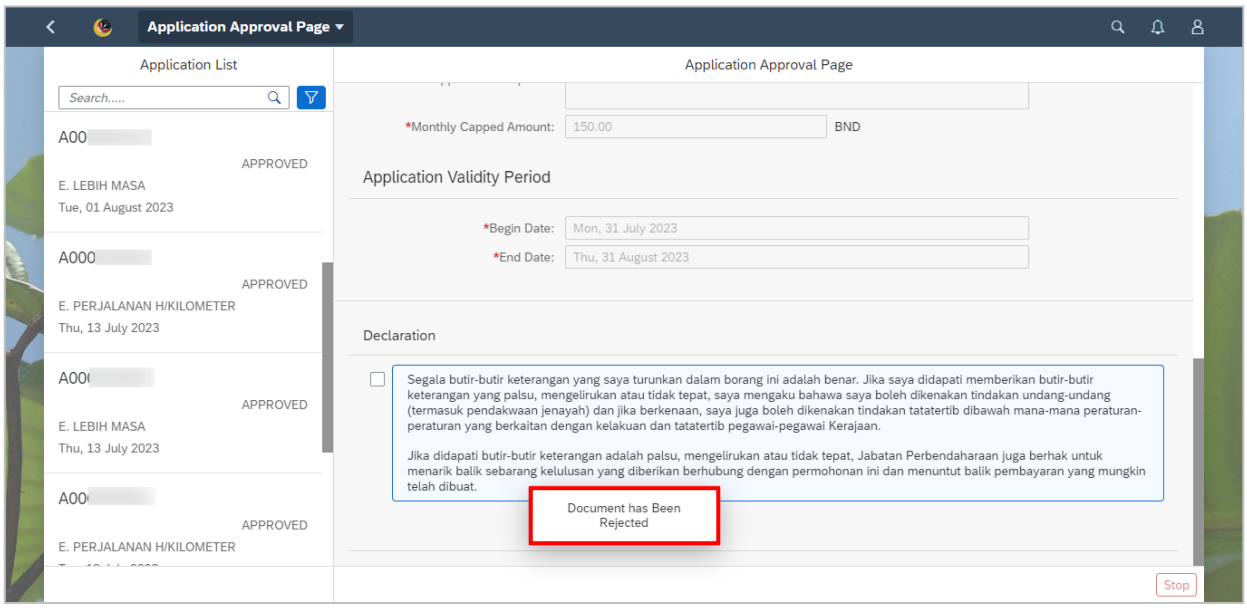
Note: A Confirmation of Reject pop-up window will be displayed.

6. Add **Note** accordingly.

7.Click on the **Reject** button.



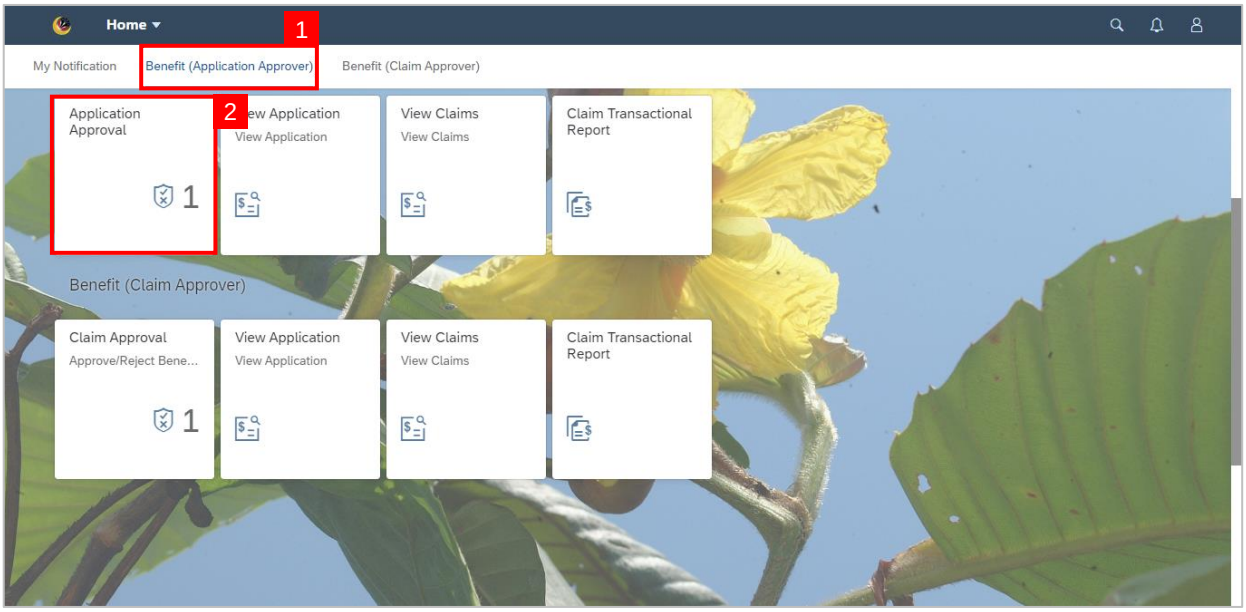
Outcome: The Application has been successfully Rejected.



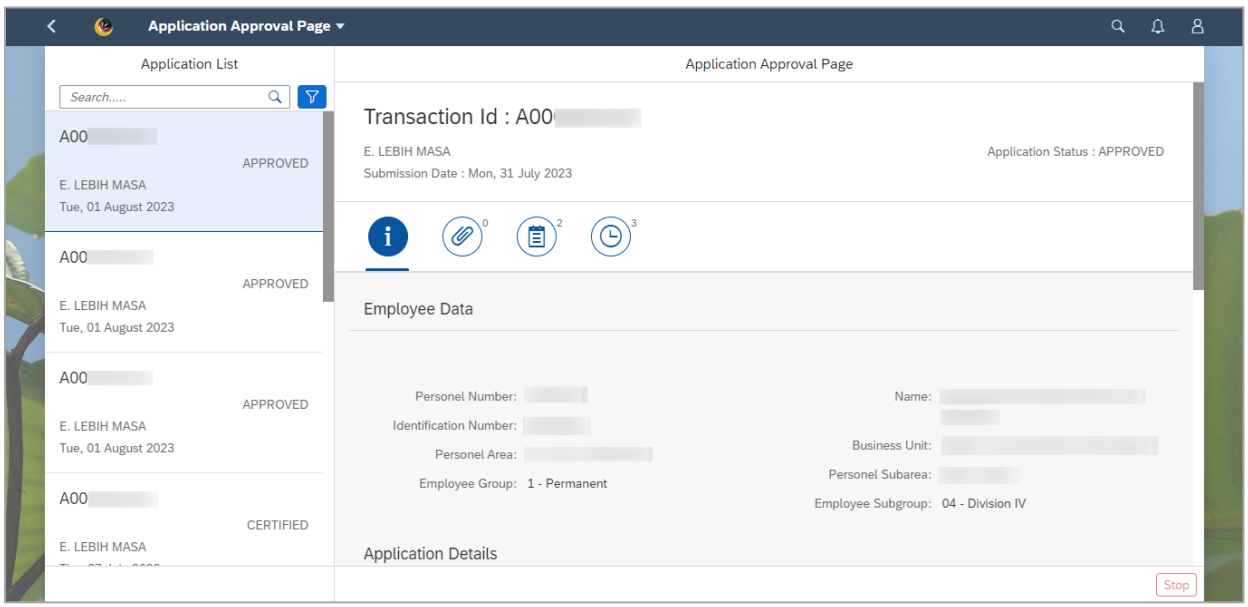
STOP APPLICATION SUBMISSION	Front-End User
	Application Approver

1. Navigate to and click on **Benefit (Application Approver)** tab.

2. Click on **Application Approval** tile**.**



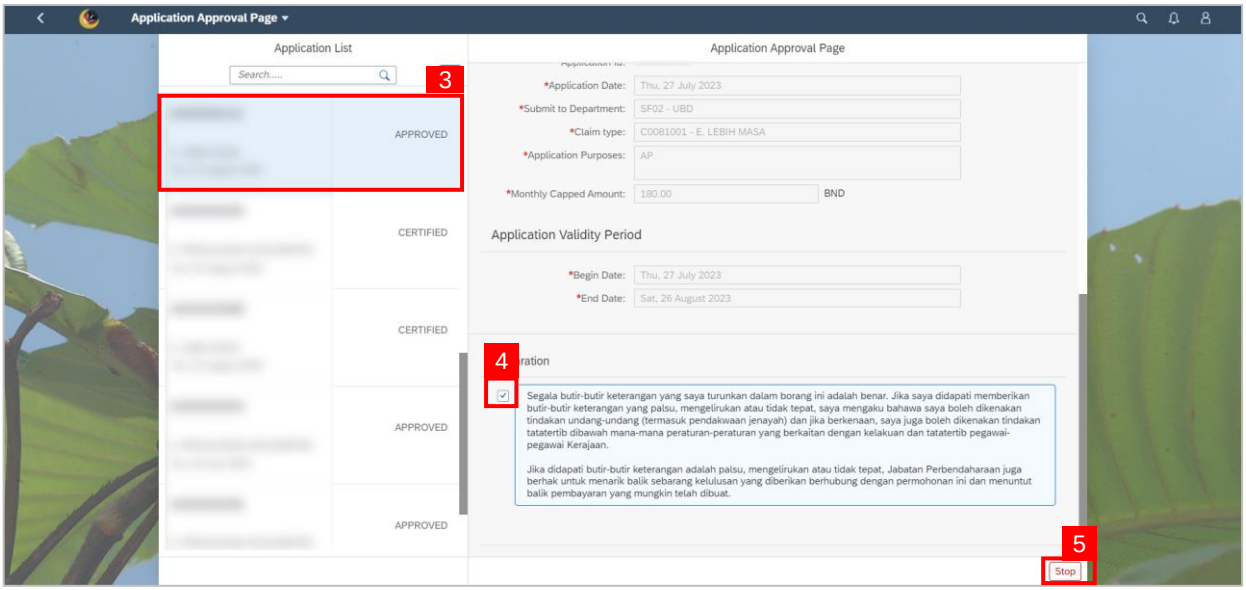
Note: Application Approval Page will be displayed.



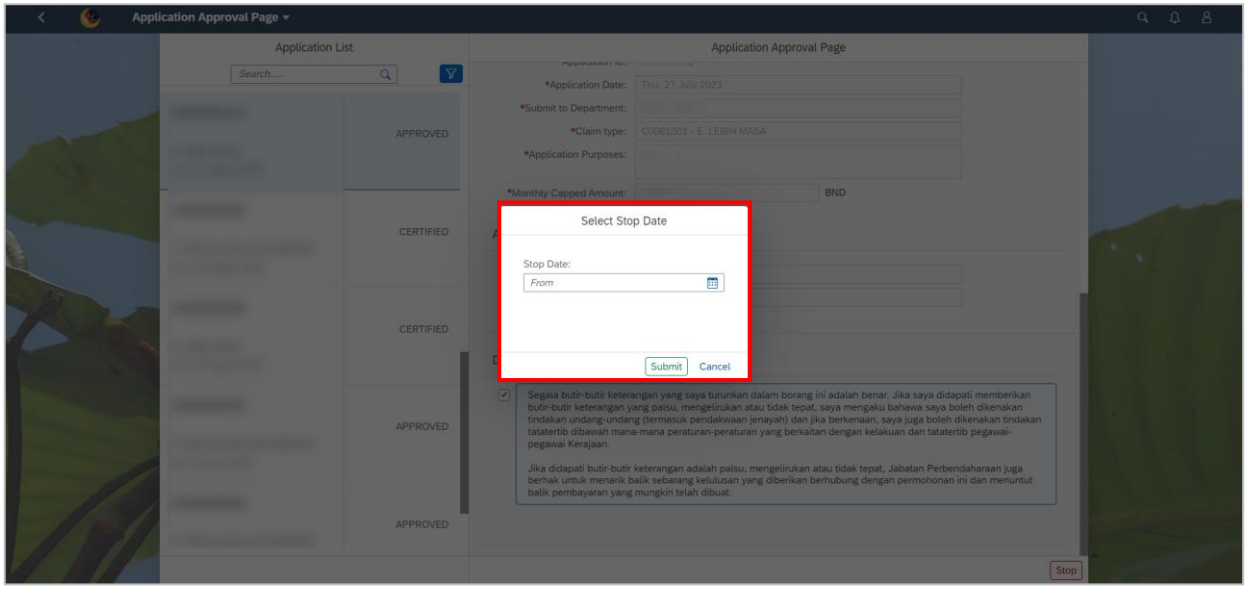
3. Select **Application ID** to be stopped.

4. Tick on the **Declaration** checkbox.

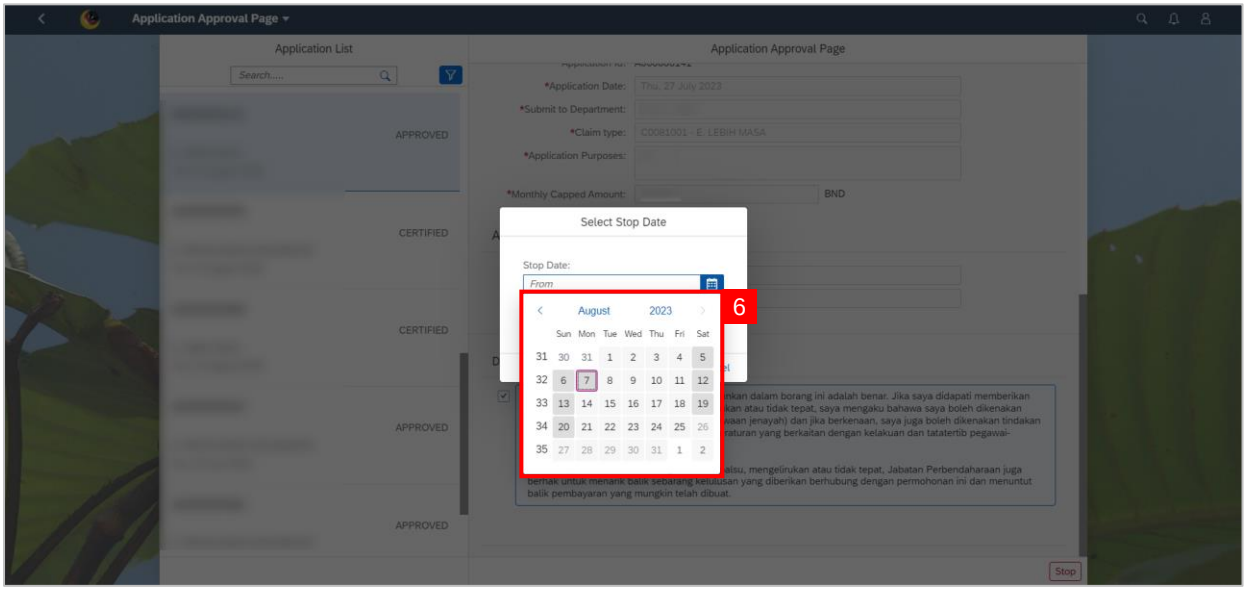
5. Click on the **Stop** button.



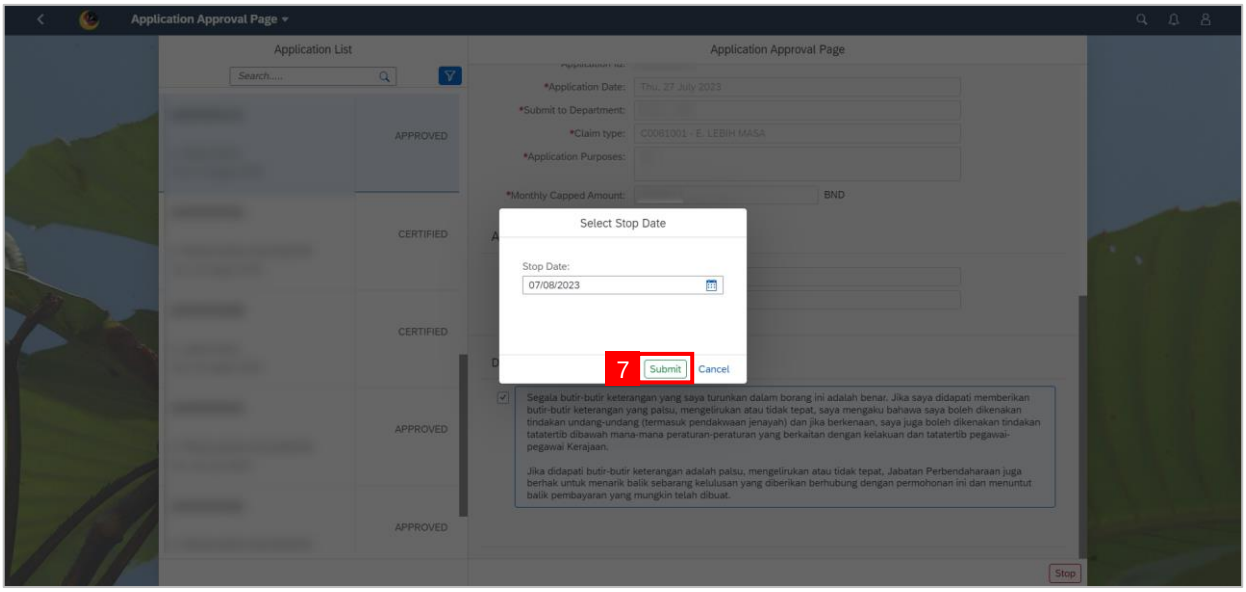
Note: A Select Stop Date pop-up window will be displayed.



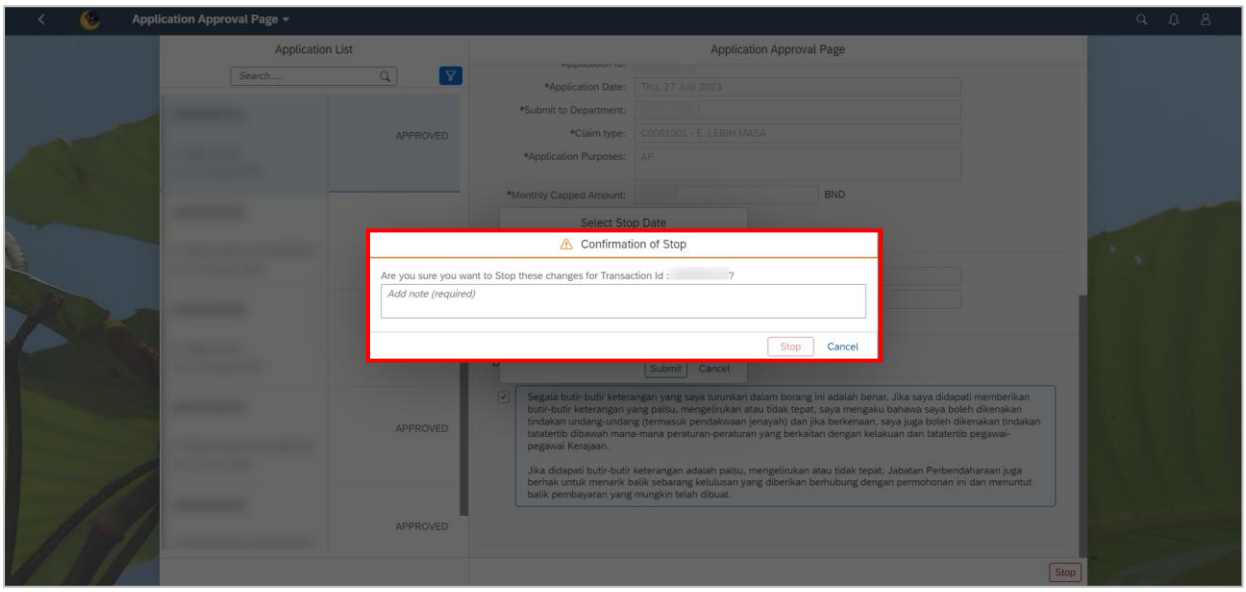
6. Select the **date** to stop the application.



7.Click on the **Submit** button.

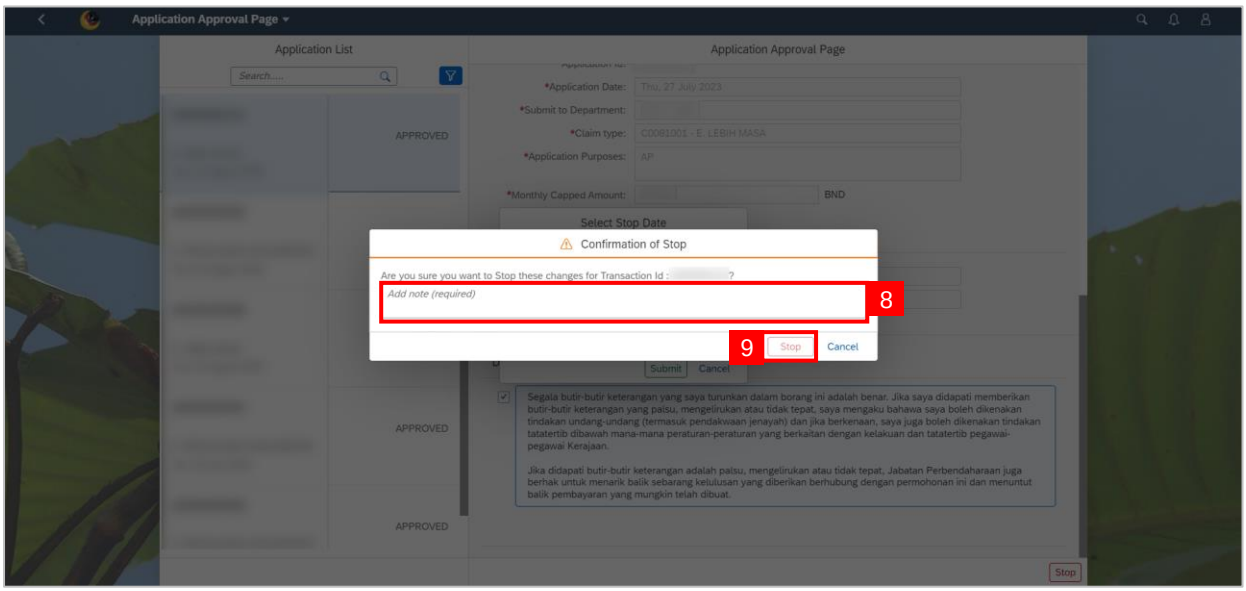
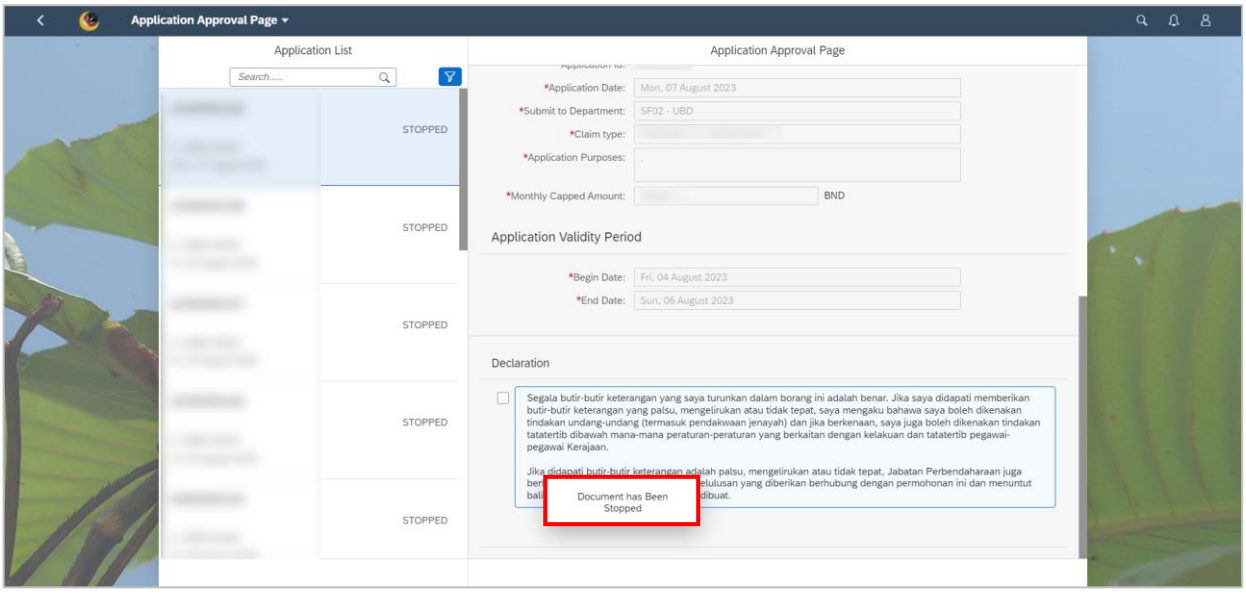


Note: A confirmation of Stop pop-up window will be displayed.



8. Input **notes.**

9. Click on **Stop** button.



Outcome: Application submission has been successfully stopped.