SISTEM SUMBER MANUSIA

User Guide

for Front End User (FIORI)

Application Certifier

Benefit Claim Based

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **Application Certifier (Front-End User)** to manage **Benefit Claim Based module**. In this user guide, it will show:

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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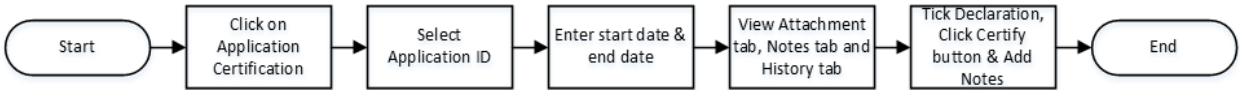
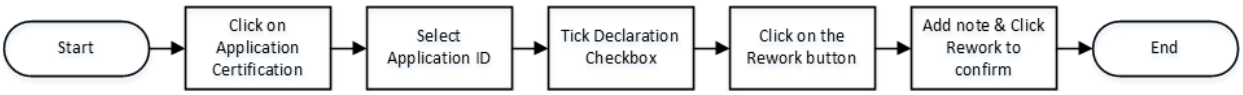
Process Overview

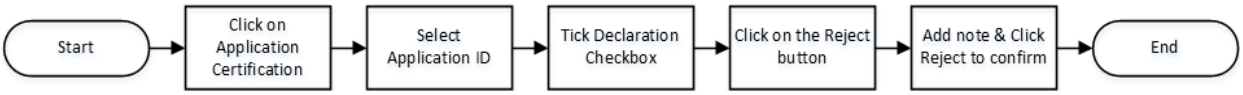
Certify Application Submission



Rework Application Submission



Reject Application Submission



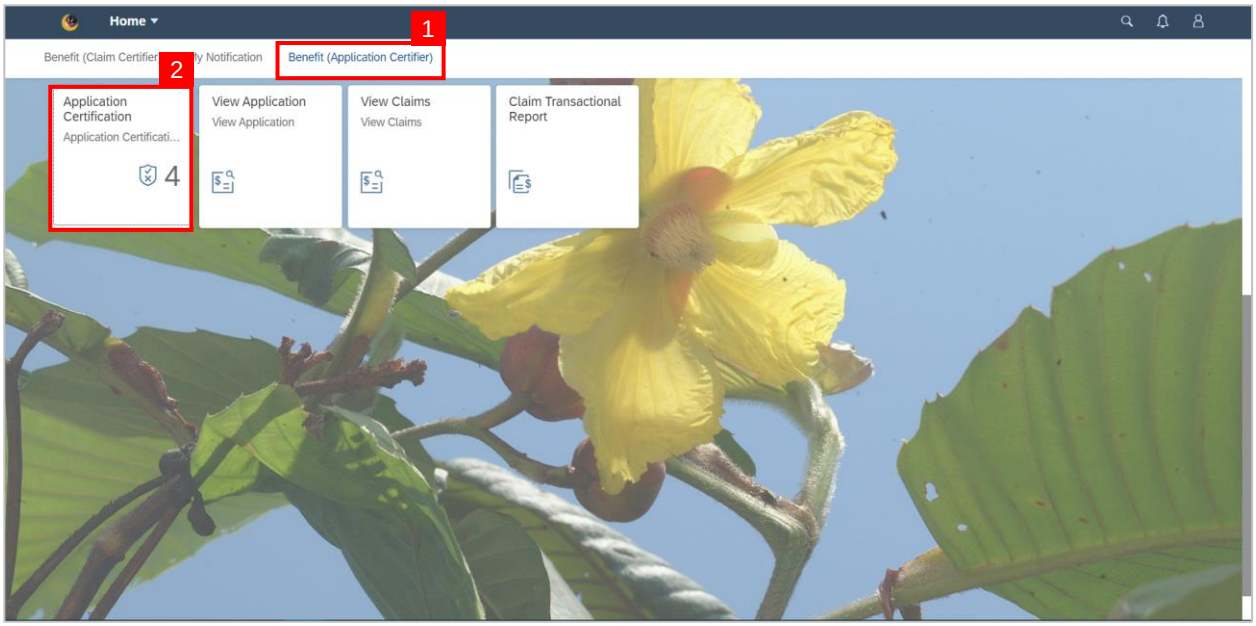
Application / Claim Status Description

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.**

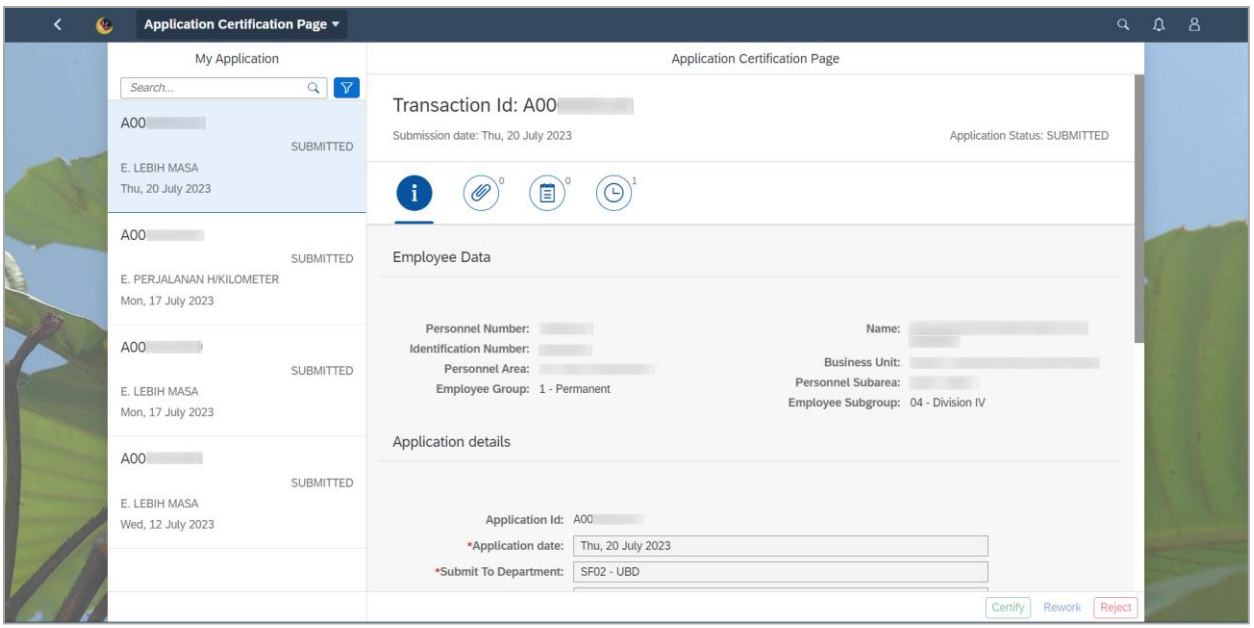
CERTIFY APPLICATION SUBMISSION	Front-End User
	Application Certifier

1. Click on **Benefit (Application Certifier)** tab.

2. Select on **Application Certification** tile.

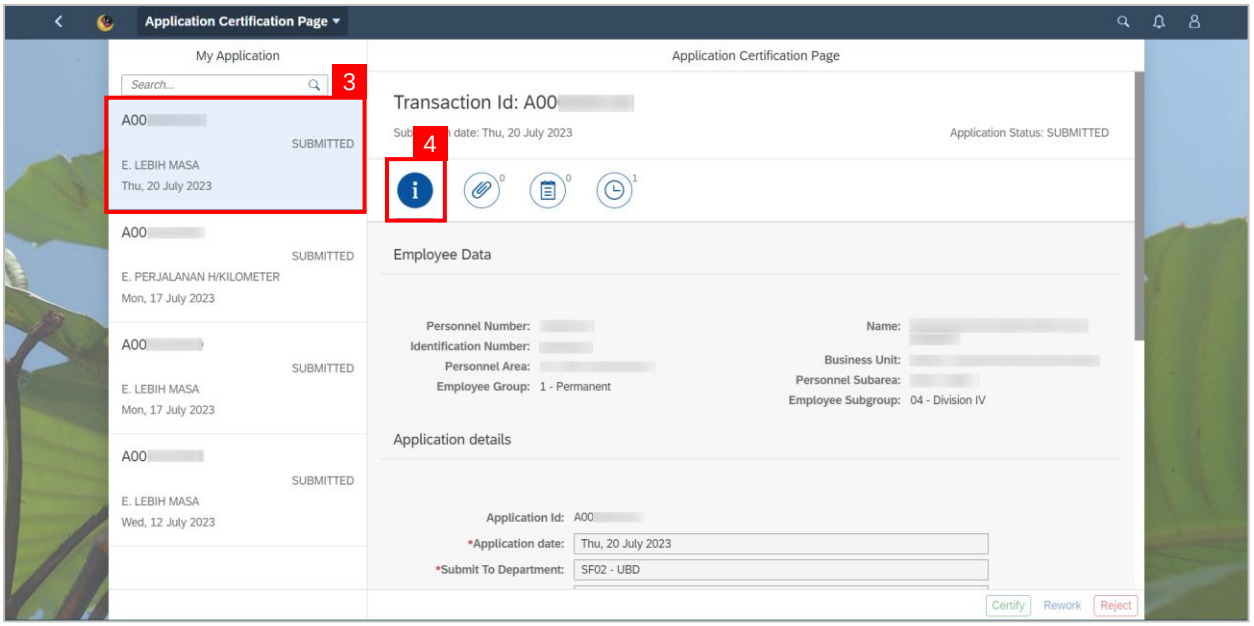


Note: Application Certification Page will be displayed.

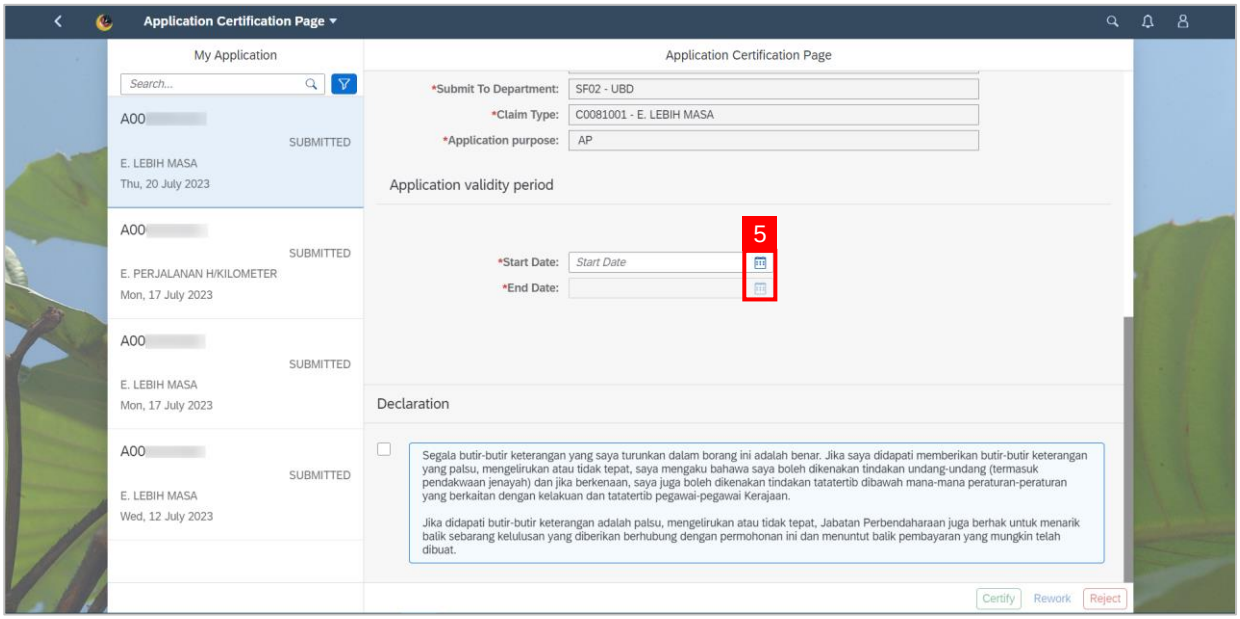


3. Select **Application ID** to be certified.

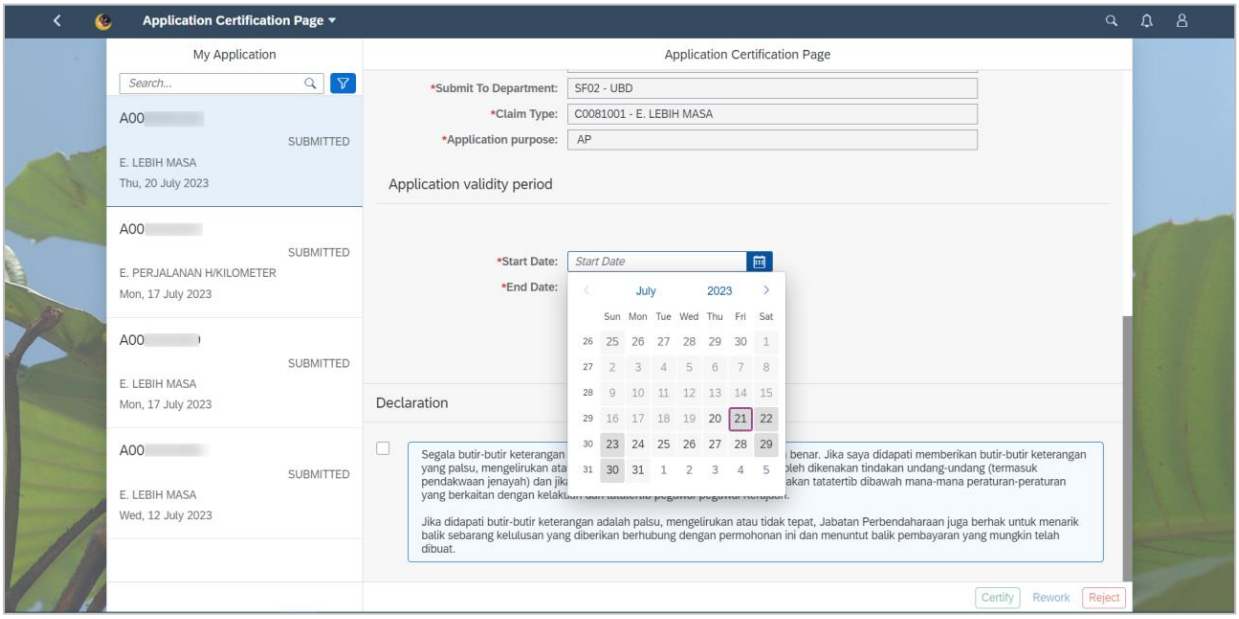
4. Click on **Information tab** to review the **Employee Data** and **Application Details**.



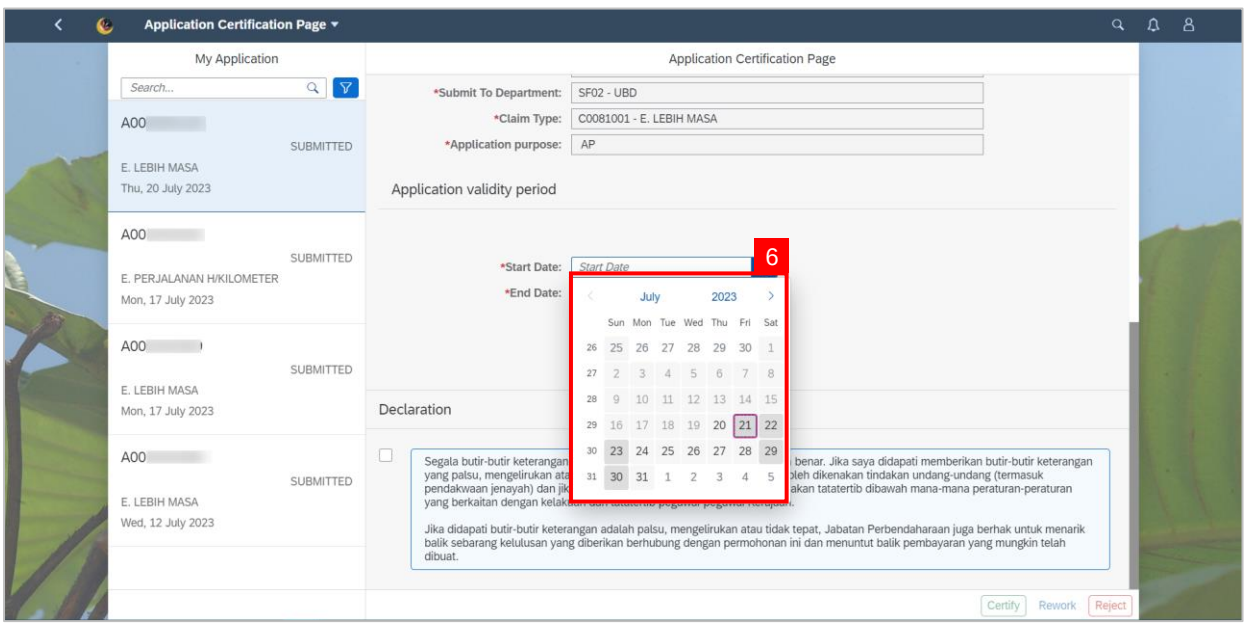
5. Navigate to **Application validity period**, click on the **Lookup** Icon**.**



Note: Calendar pop-up window will be displayed.



6. Choose the **Start Date** and **the End Date** of **Application validity period.**

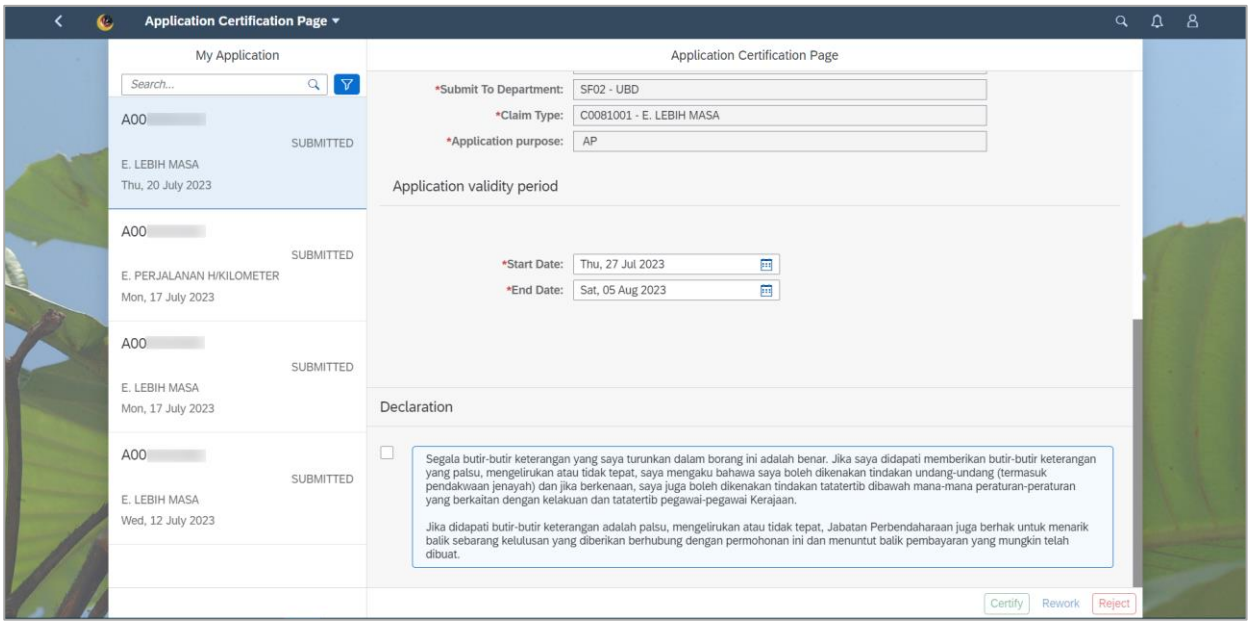


Note:

i. For **Overtime allowance,** the validity period given is **1 (one) month only.**

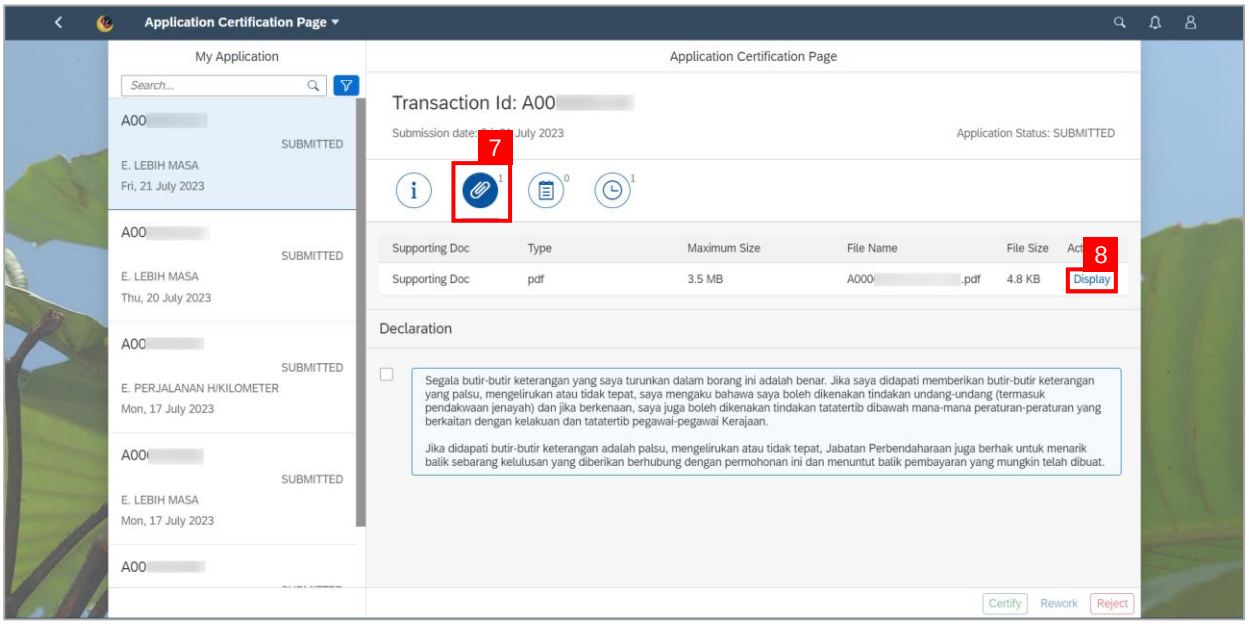
ii. For **Mileage allowance,** the validity period given is up to **1 (one) year only.**

Note: The Start Date and End Date has been selected.

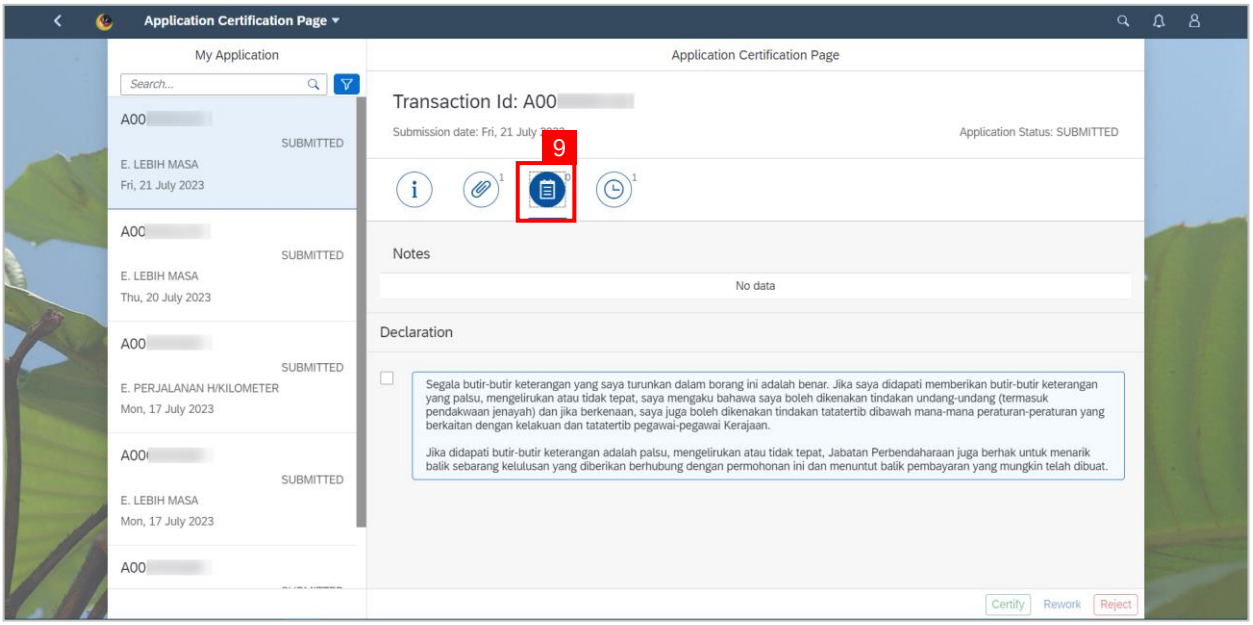


7. Click on the **Attachment tab** to view the Supporting Document attached.

8. To open document, click on the **Display** button.



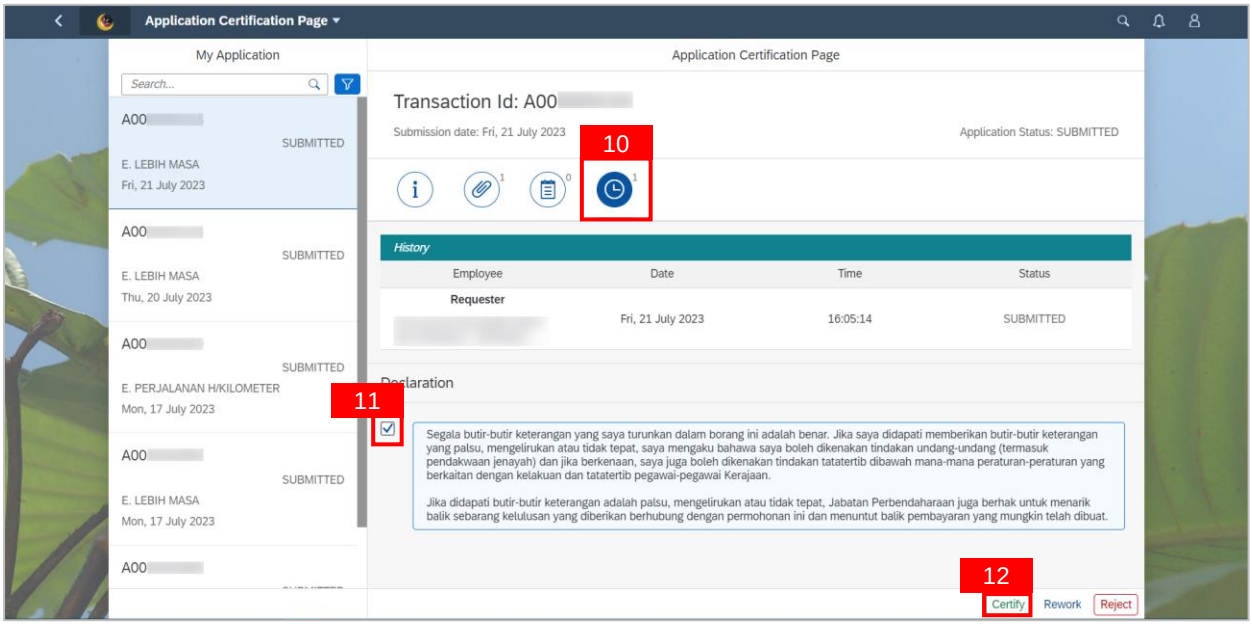
9. Click on **Note tab** to view the notes.



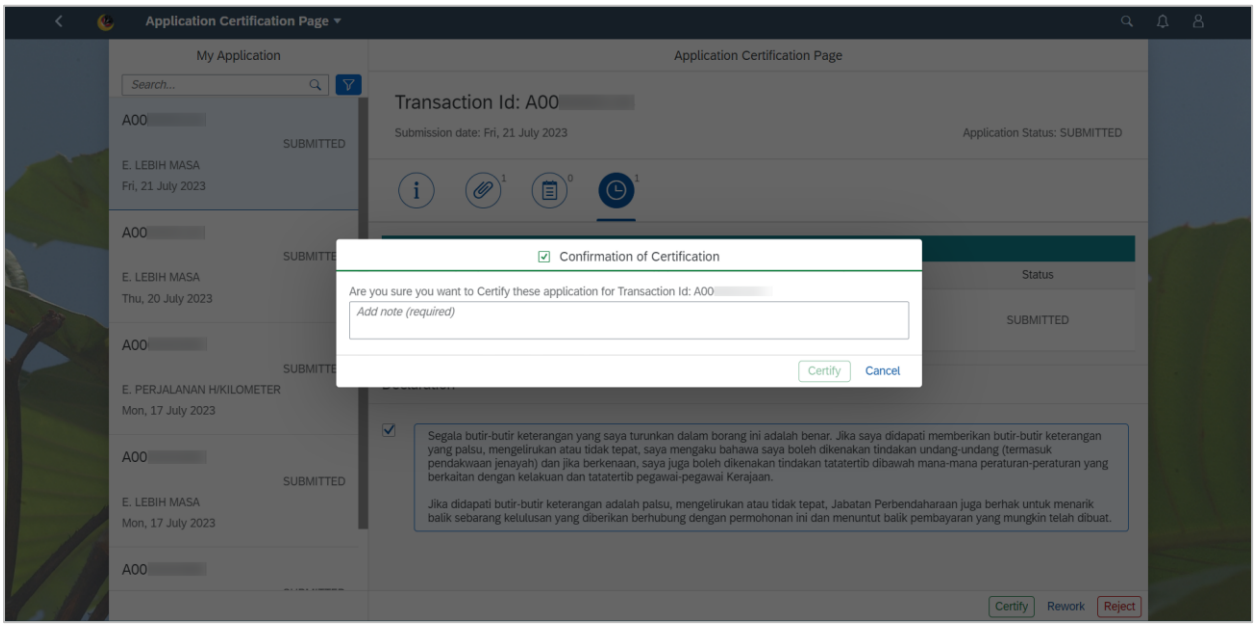
10. Click on **History tab** to view the claim history.

11. Tick the **Declaration** checkbox.

12. Click on the **Certify** button to certify the application.

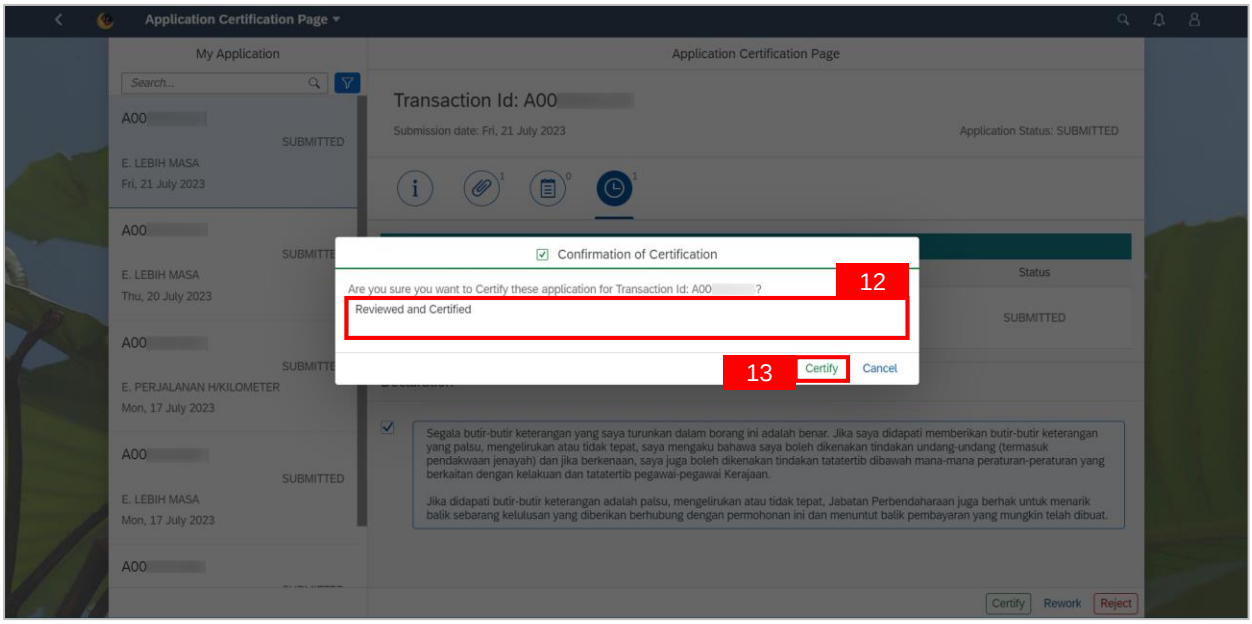


Note: Confirmation of Certification pop-up window will be displayed.

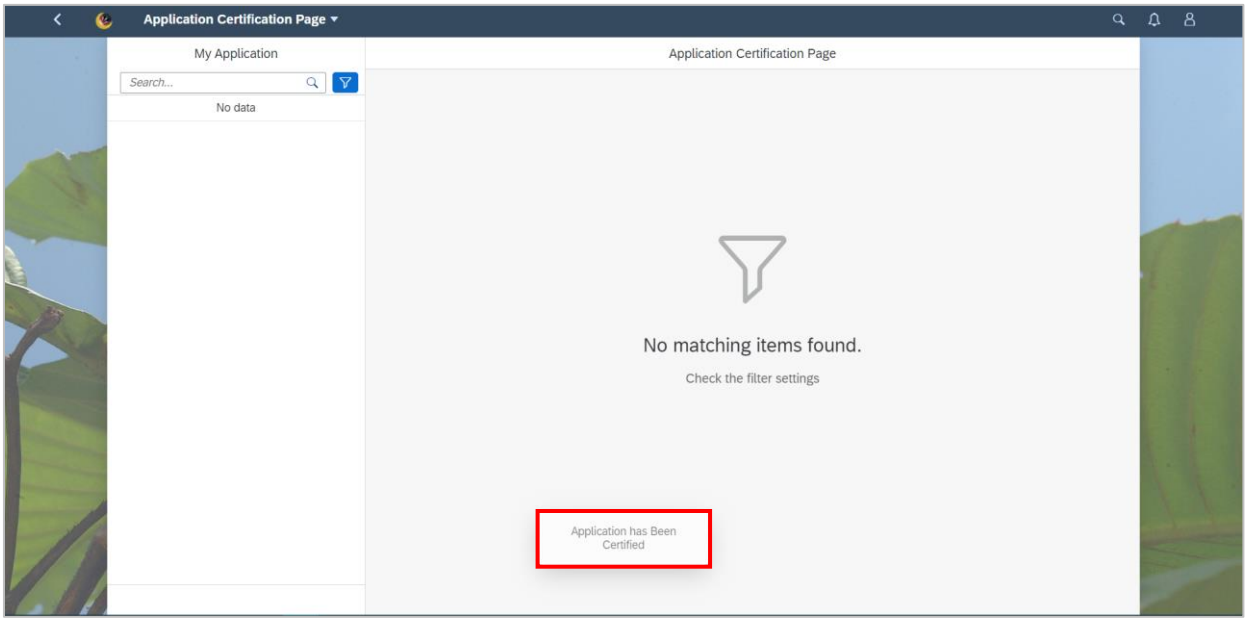


12. Input **Note** accordingly.

13. Click on the **Certify** button.



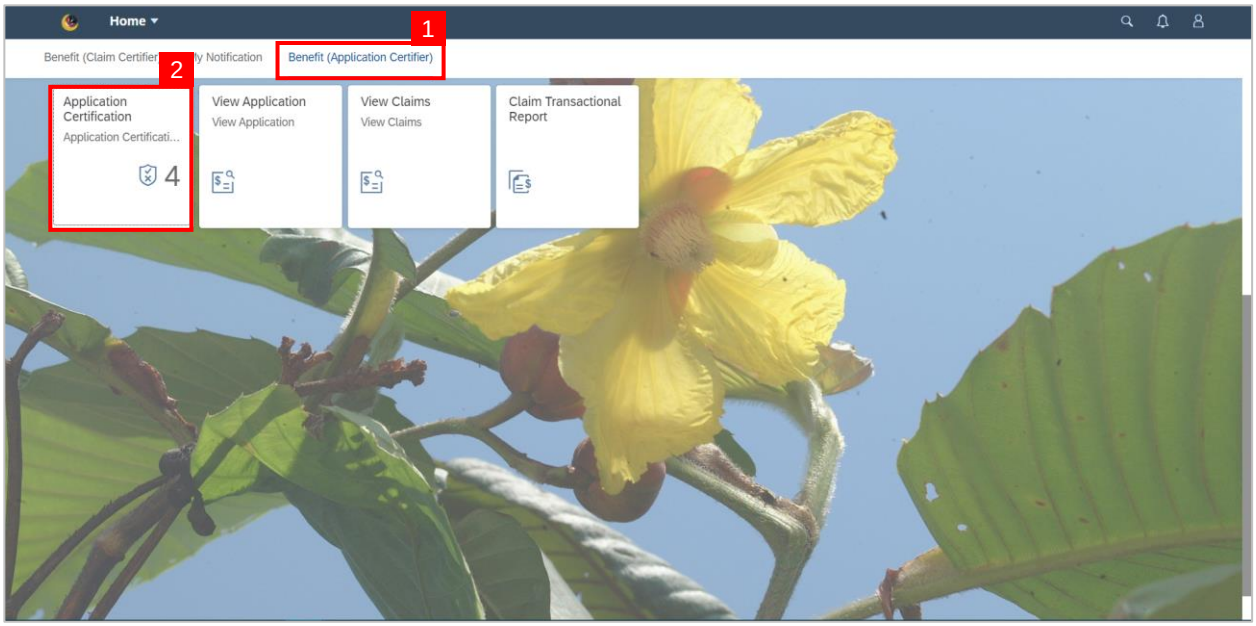
Outcome: The Application has been successfully certified.



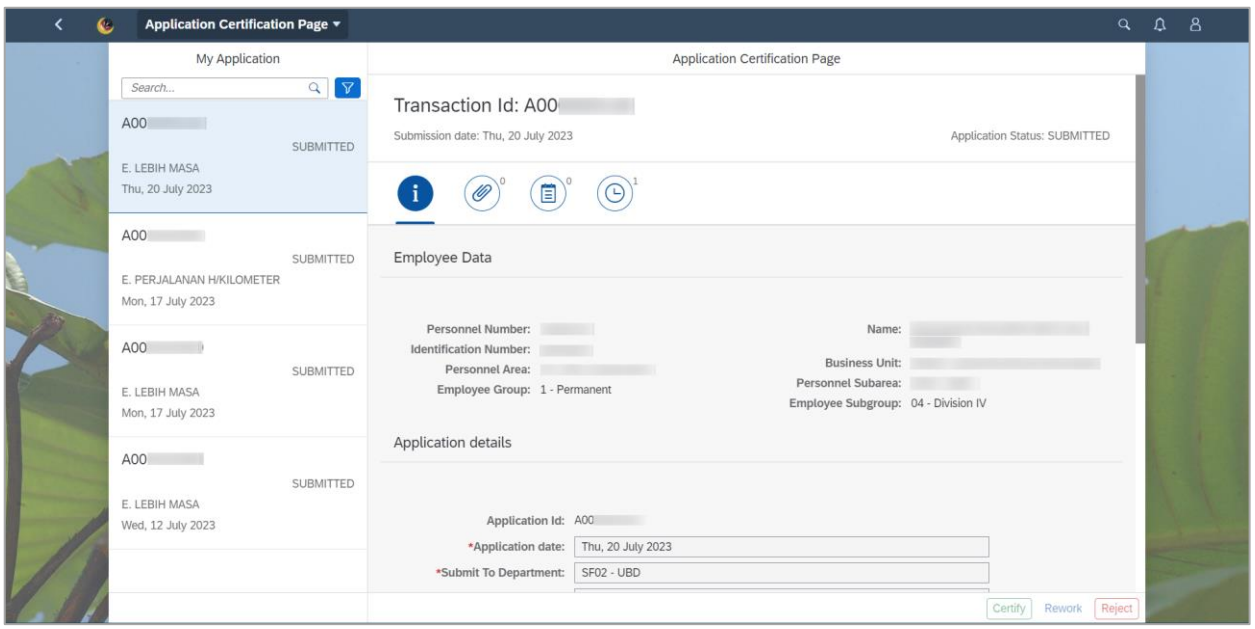
REWORK APPLICATION SUBMISSION	Front-End User
	Application Certifier

1. Click on **Benefit (Certifier)**.

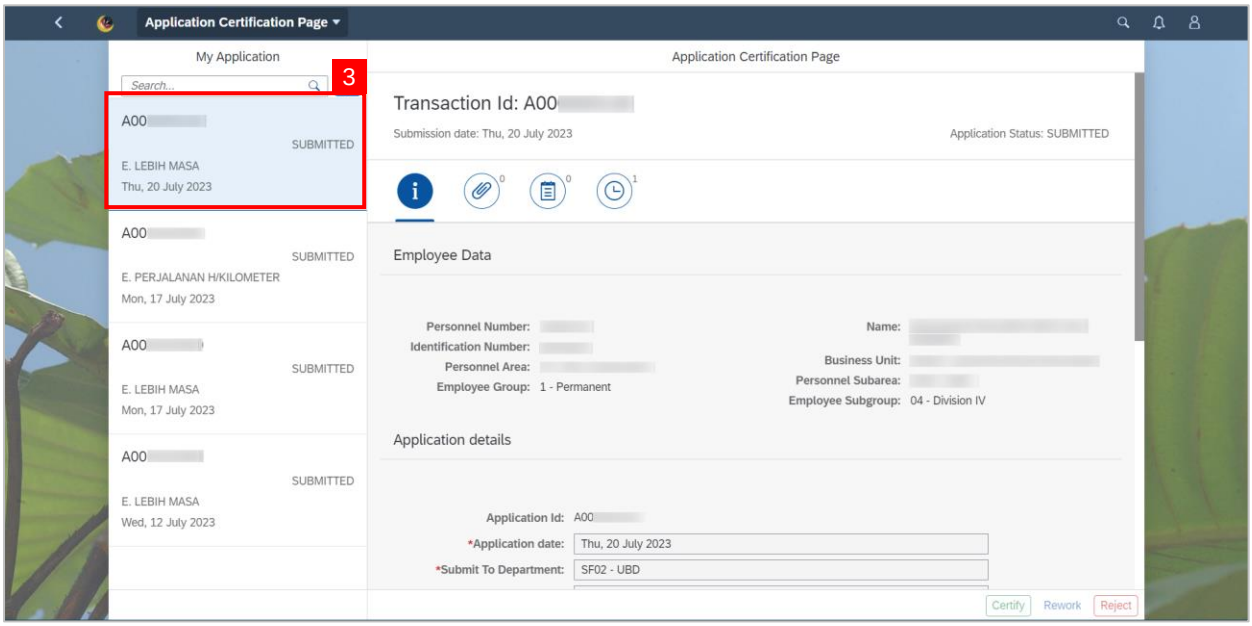
2. Select on **Application Certification.**



Note: Application Certification Page will be displayed.

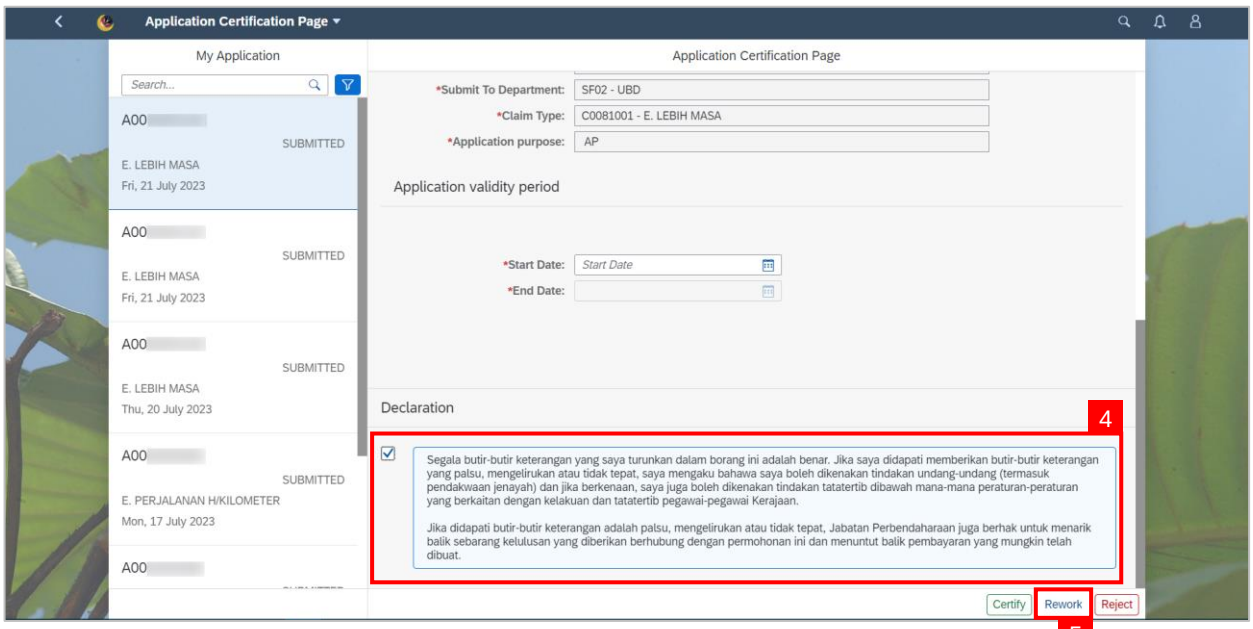


3. Select **Application ID** to be reworked.

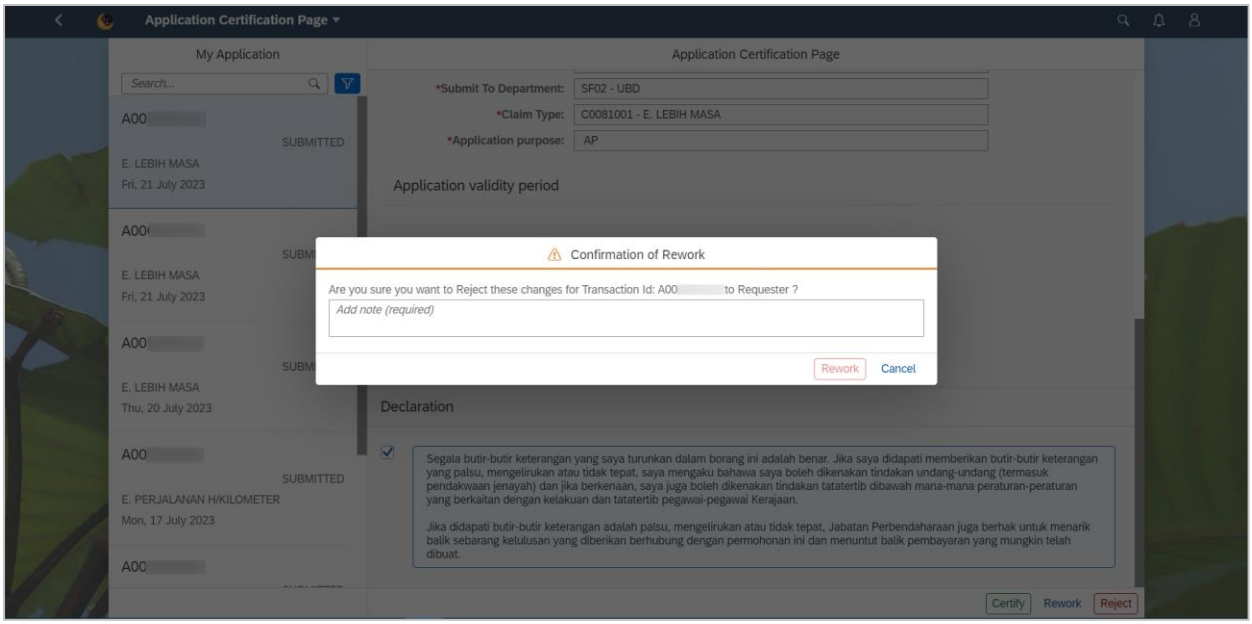


4. Navigate to **Declaration** section and tick the checkbox.

5. Click on **Rework** button.

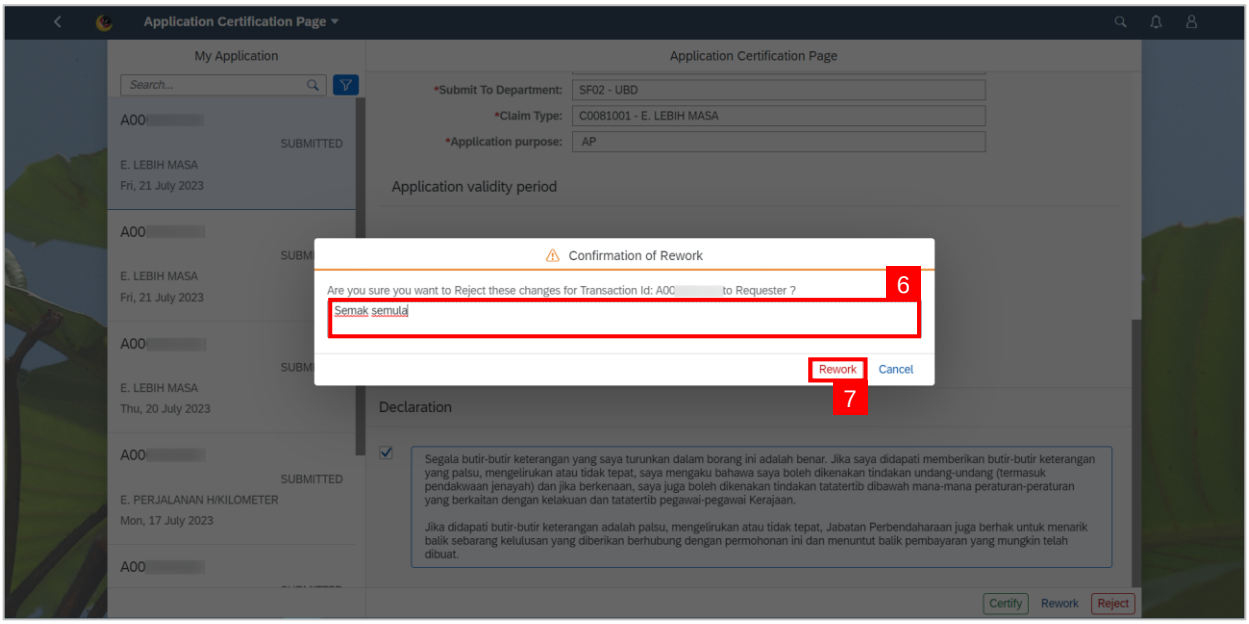


Note: Confirmation of Rework pop-up window will be displayed.

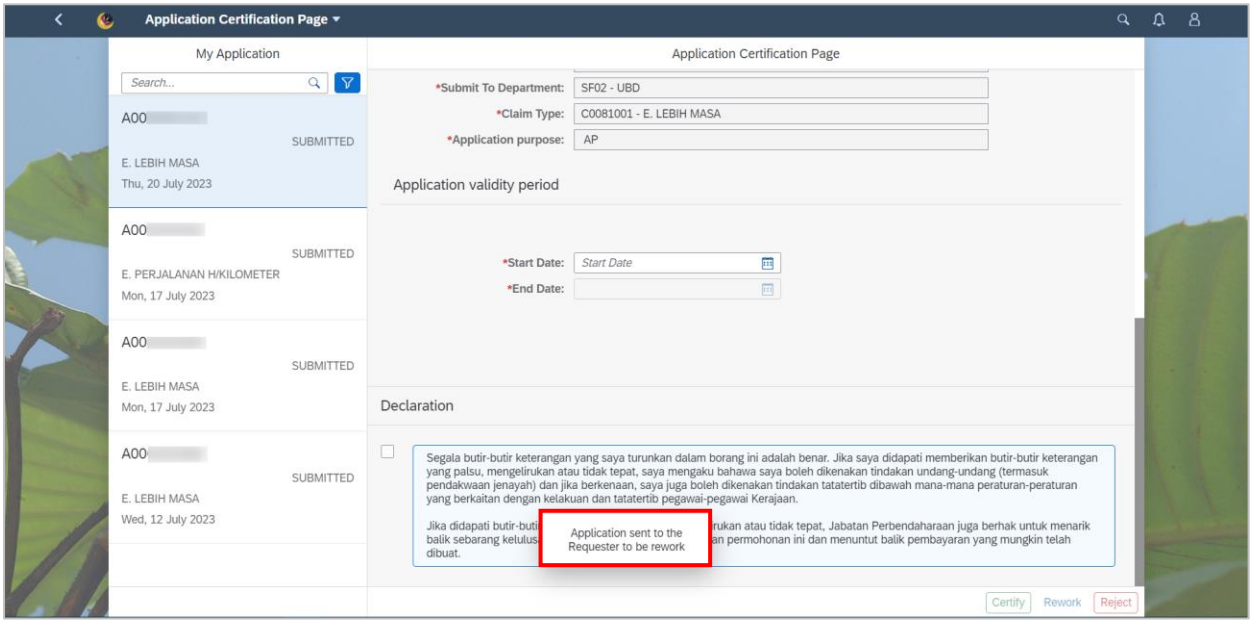


6. Input **Note** accordingly.

7. Click on **Rework** button.



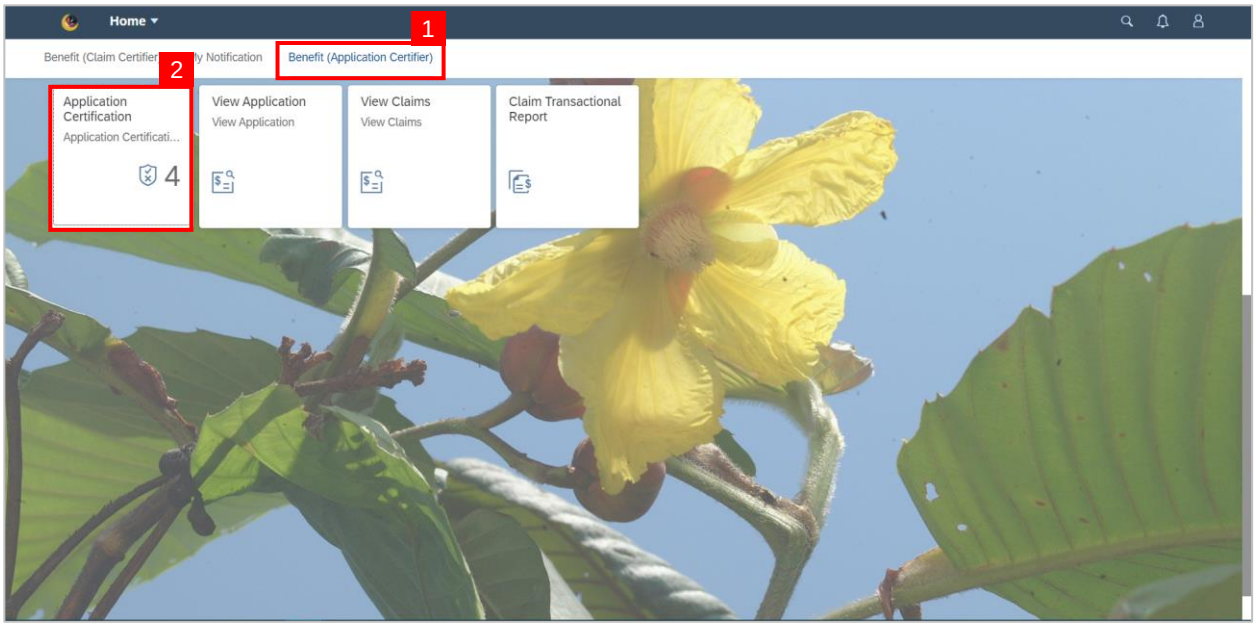
Outcome: Application has been successfully reverted to be reworked.



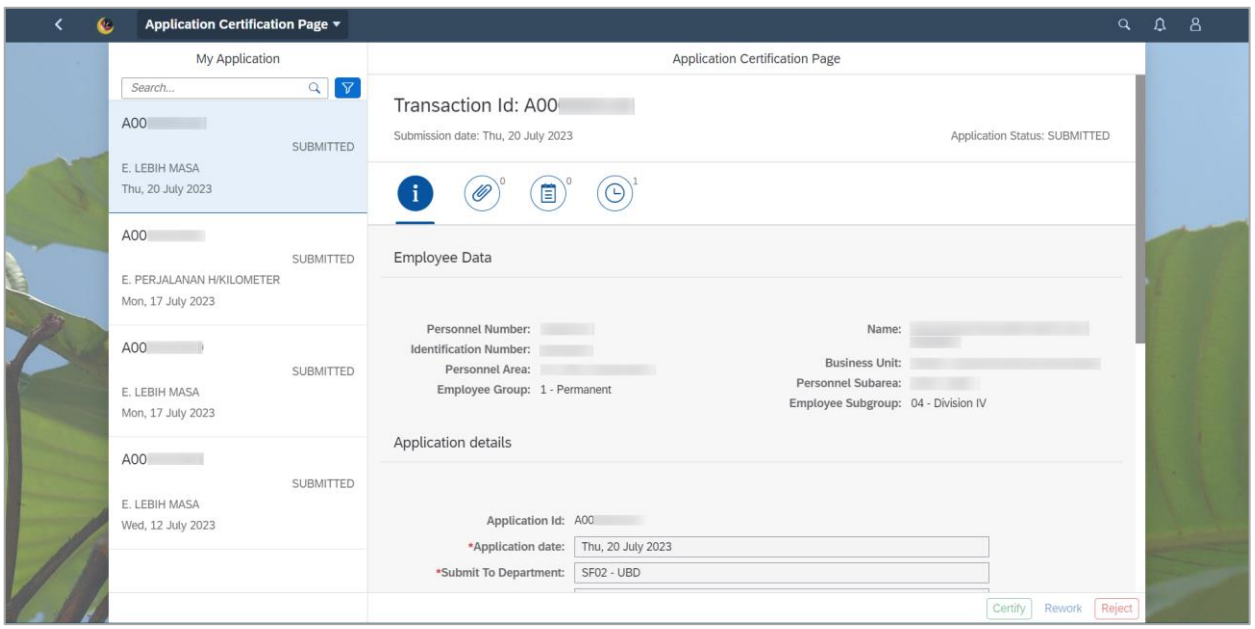
REJECT APPLICATION SUBMISSION	Front-End User
	Application Certifier

1. Click on **Benefit (Certifier)**.

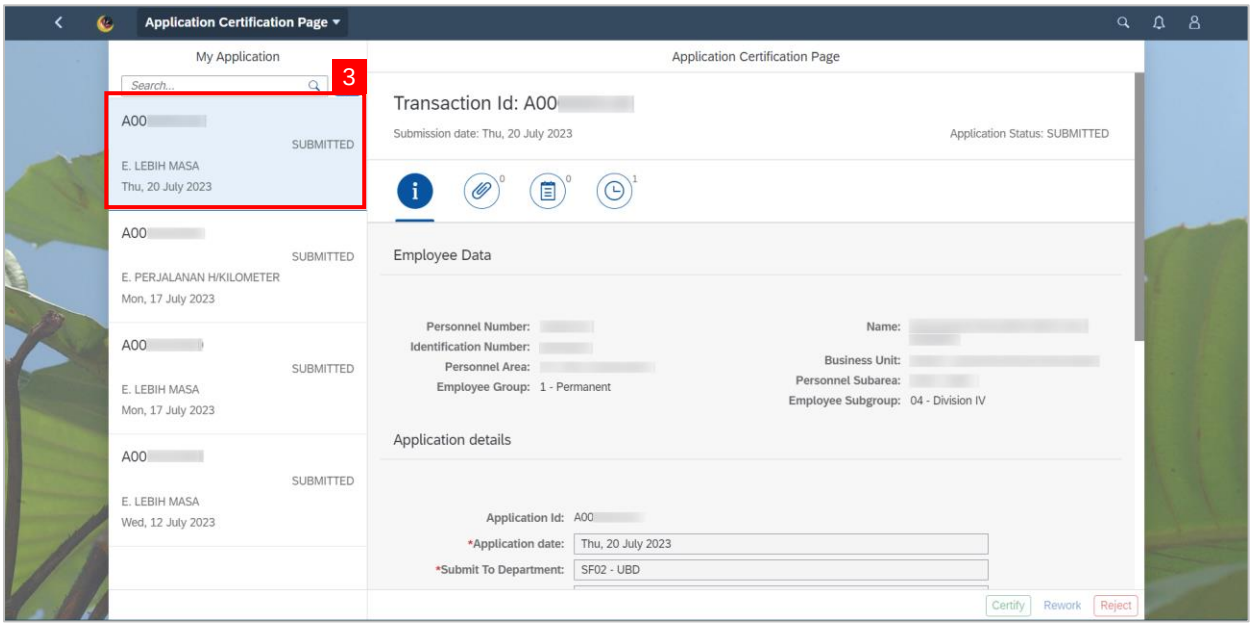
2. Select on **Application Certification.**



Note: Application Certification Page will be displayed.

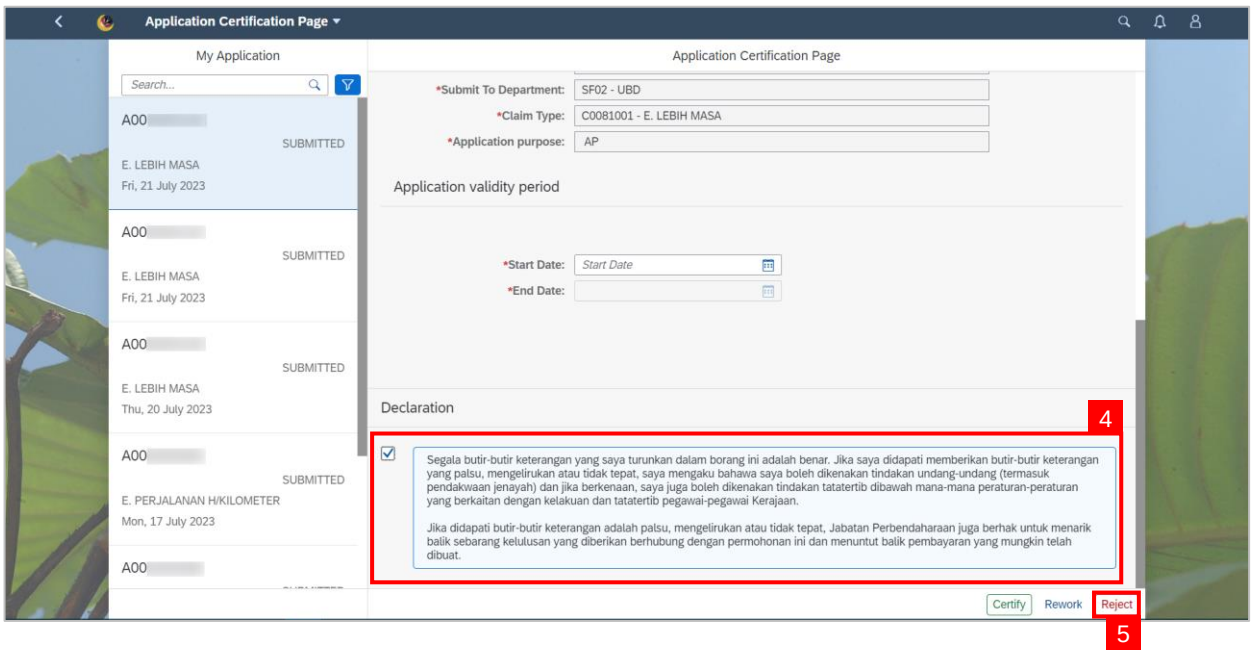


3. Select **Application ID** to be rejected.

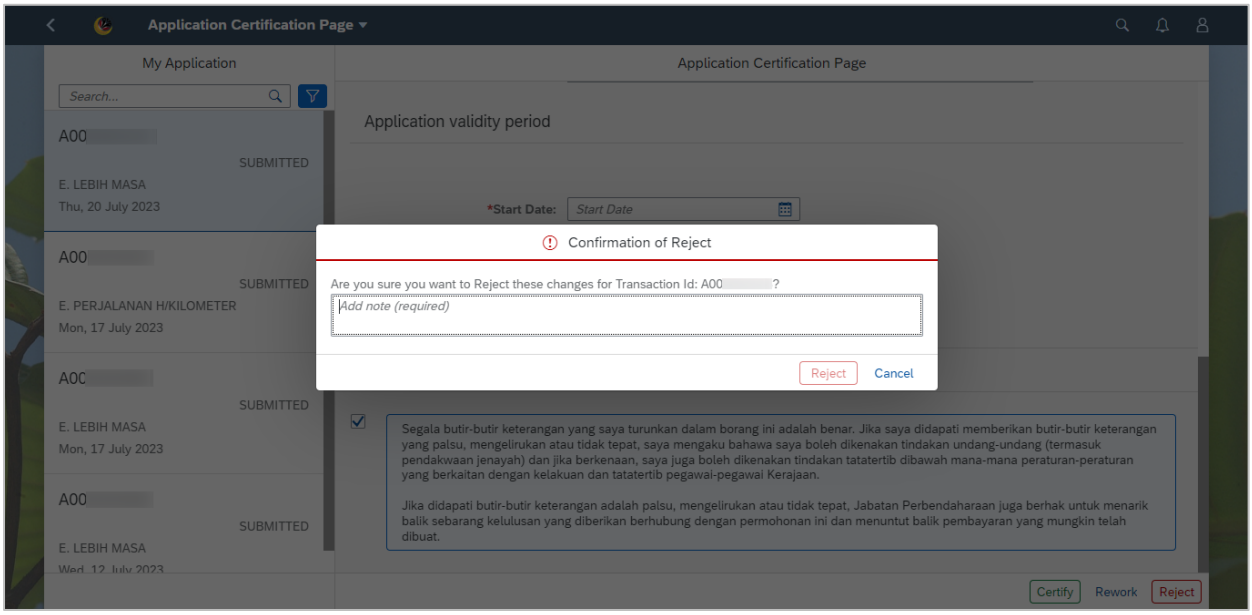


4. Navigate to **Declaration** section and tick the checkbox.

5. Click on **Reject** button.

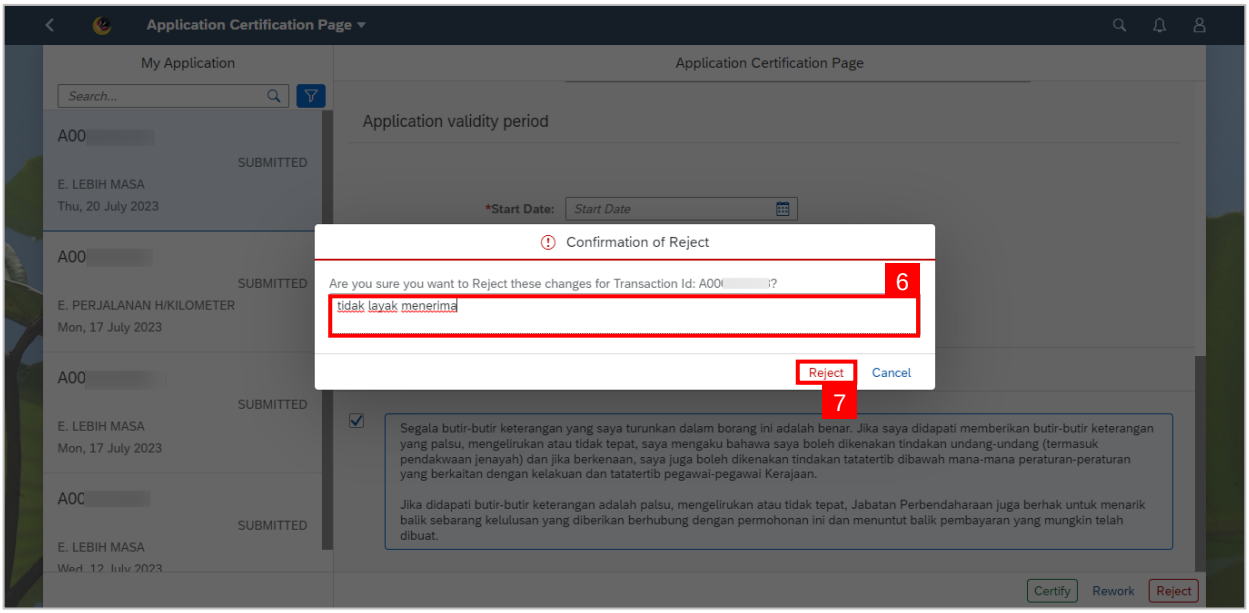
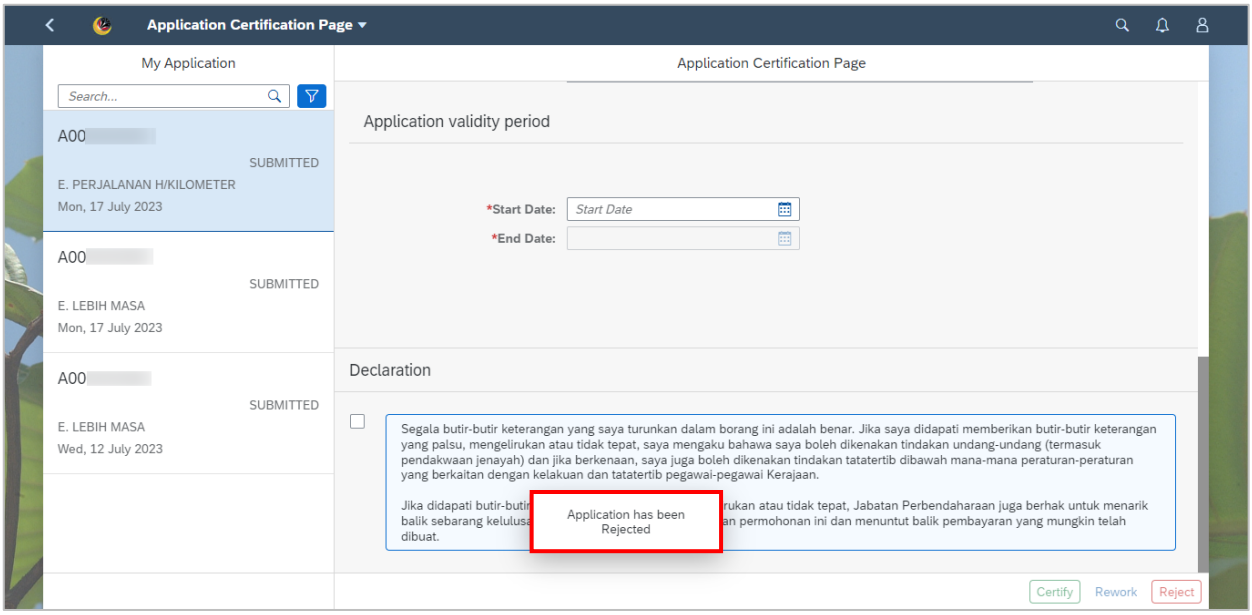


Note: Confirmation of Reject pop-up window will be displayed.



6. Input **Note** accordingly.

7. Click on **Reject** button.



Outcome: Application has been successfully rejected.