



SISTEM SUMBER MANUSIA

User Guide

For Clearance Agencies

Front End (FIORI)

Clearance Process

Clearance Verifier

Sub Ledger 2 Unit

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Clearance Verifier (Front End User)** to manage **Clearance Process**. All company and individual names used in this user guide have been created for the purpose of guiding users on the use of the system.

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
RR	Retirement & Resignation
PG	Pension & Gratuity

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 2382227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



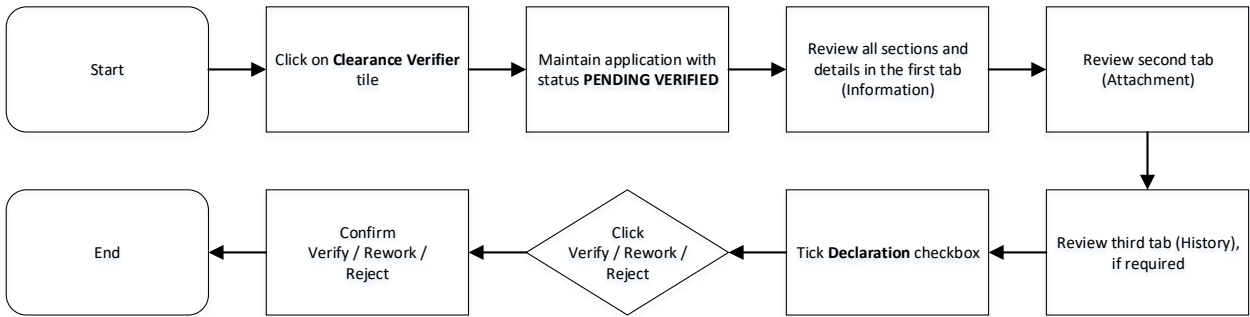
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Process Overview

Verify/Rework/Reject Clearance Request

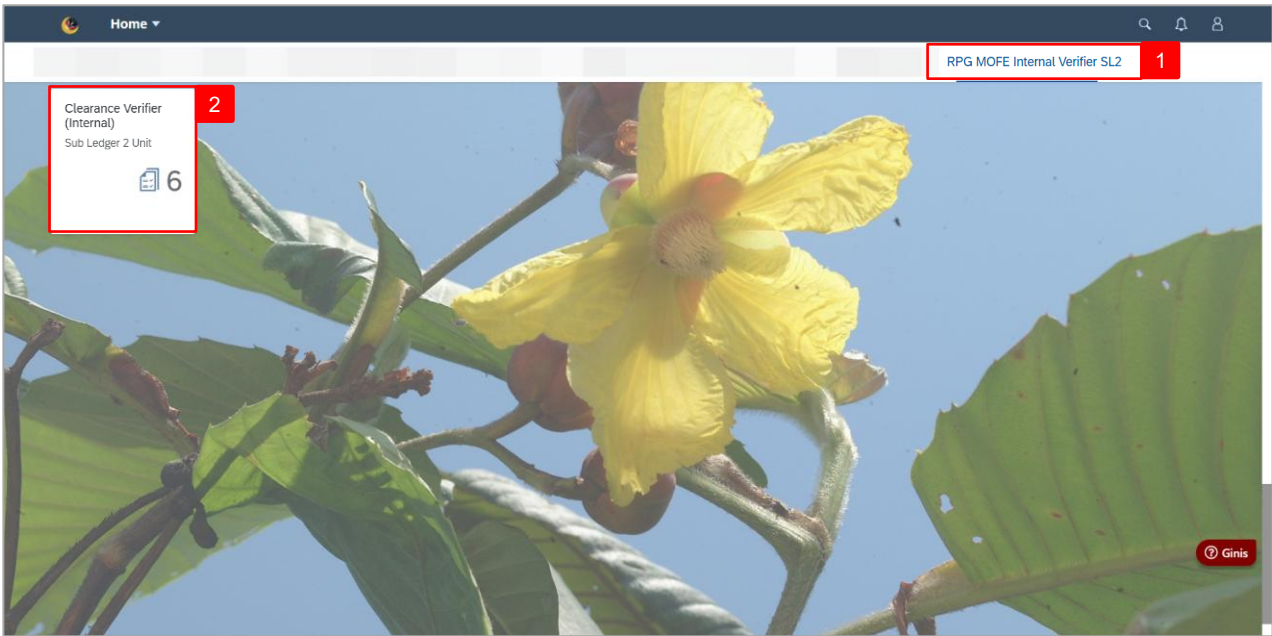




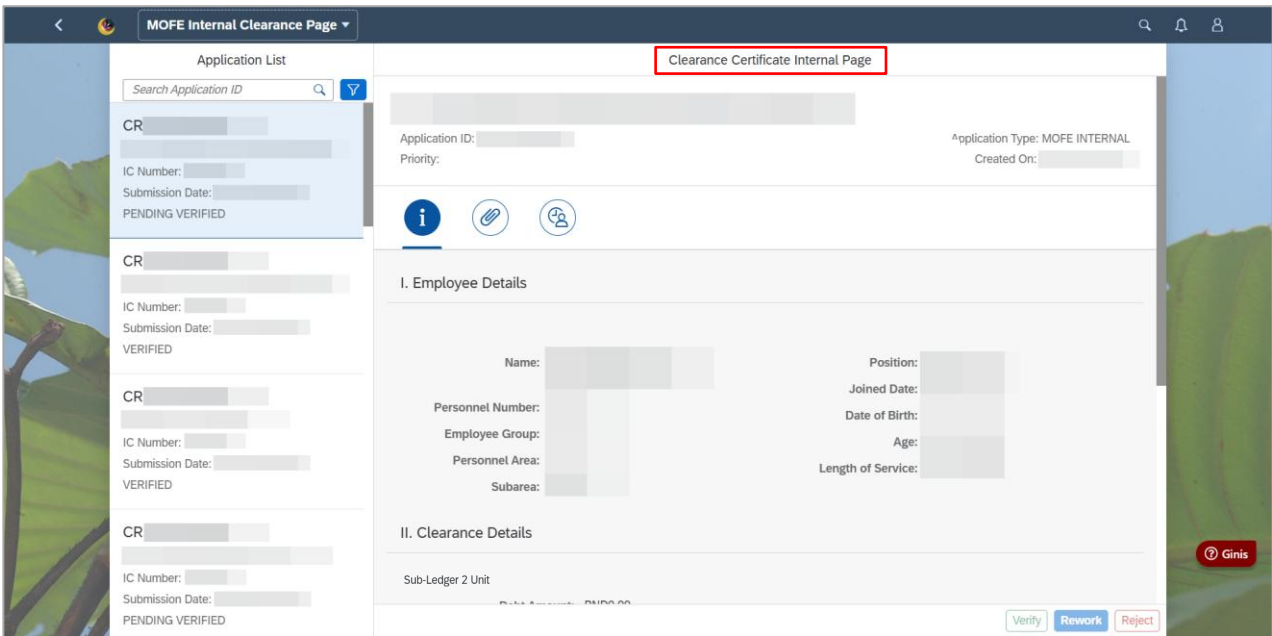
VERIFY / REWORK / REJECT CLEARANCE REQUEST	Front End User
	Clearance Verifier

Log into SAP FIORI (Front End) and proceed with the following steps.

- 1. Click on **RPG Clearance Verifier SL2**.
- 2. Click on **Clearance Verifier (Internal) Sub Ledger 2 Unit** tile.



Note: Clearance Certificate Internal Page will be displayed.





3. Select an application with status of **PENDING VERIFIED**.

MOFE Internal Clearance Page

Application List

Search Application ID

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

3

Clearance Certificate Internal Page

Application ID: [redacted]
Priority: [redacted]
Application Type: MOFE INTERNAL
Created On: [redacted]

I. Employee Details

Name: [redacted] Position: [redacted]
Personnel Number: [redacted] Joined Date: [redacted]
Employee Group: [redacted] Date of Birth: [redacted]
Personnel Area: [redacted] Age: [redacted]
Subarea: [redacted] Length of Service: [redacted]

II. Clearance Details

Sub-Ledger 2 Unit

Verify Rework Reject

4. In the first tab, user may **review all details in Section I: Employee Details and Section II: Clearance Details**, filled in previously by Clearance Checker.

MOFE Internal Clearance Page

Application List

Search Application ID

CR [redacted]
IC Number: [redacted]
Submission Date: [redacted]
PENDING VERIFIED

4

Clearance Certificate Internal Page

Application ID: [redacted]
Priority: [redacted]
Application Type: MOFE INTERNAL
Created On: [redacted]

I. Employee Details

Name: [redacted] Position: [redacted]
Personnel Number: [redacted] Joined Date: [redacted]
Employee Group: [redacted] Date of Birth: [redacted]
Personnel Area: [redacted] Age: [redacted]
Subarea: [redacted] Length of Service: [redacted]

II. Clearance Details

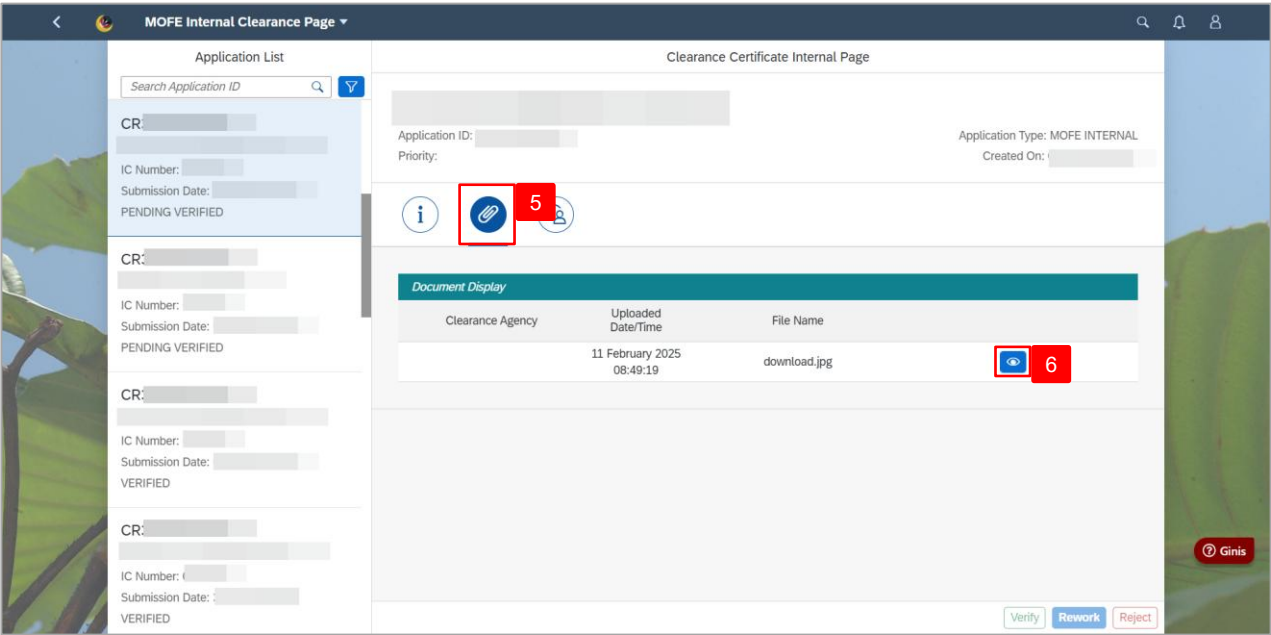
Sub-Ledger 2 Unit

Verify Rework Reject

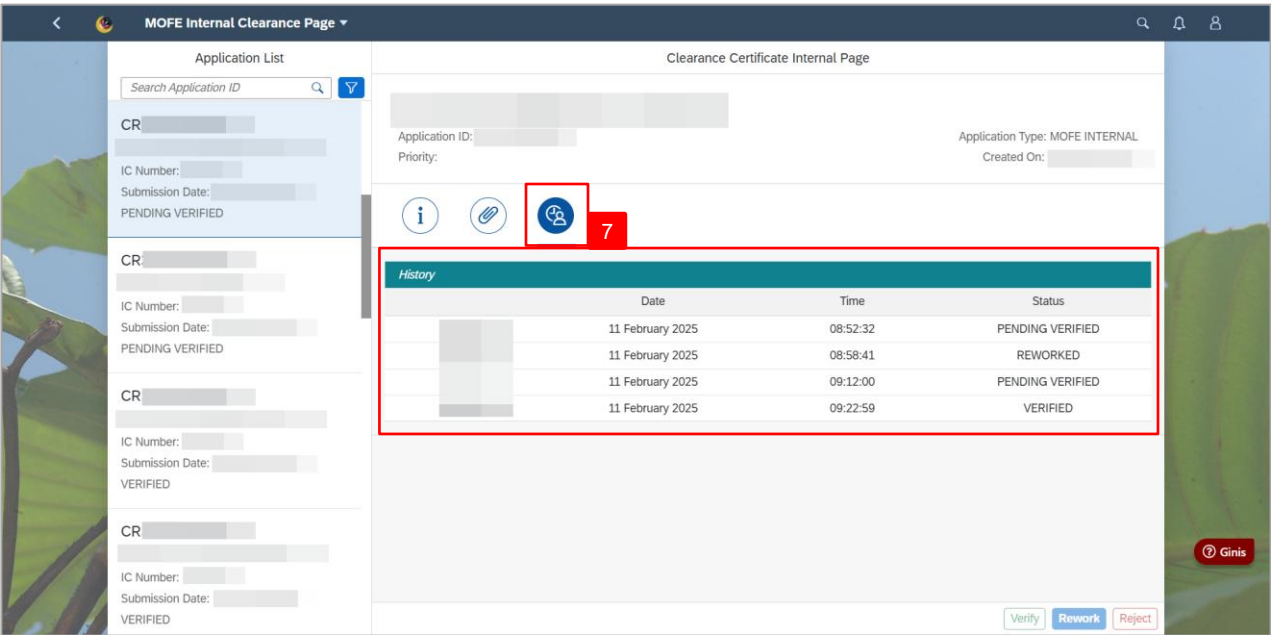


5. In the second tab, user may **review documents attached by Clearance Checker**.

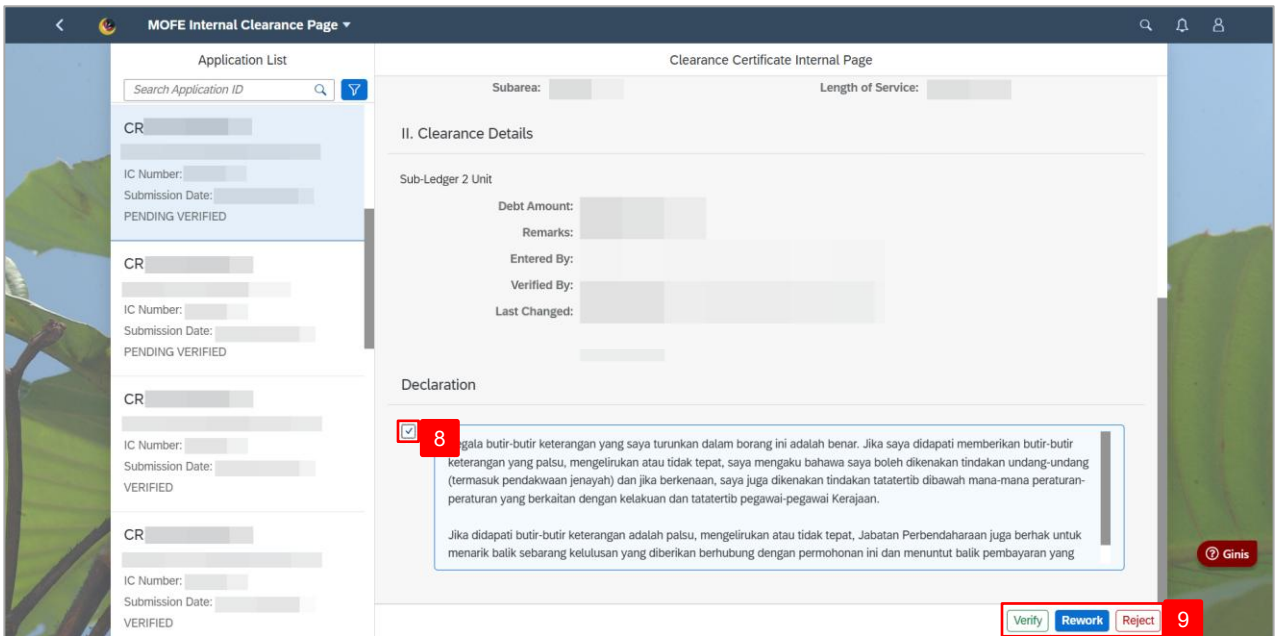
6. To view documents attached, click  .



7. In the third tab, user may **review the details of changes in status**.



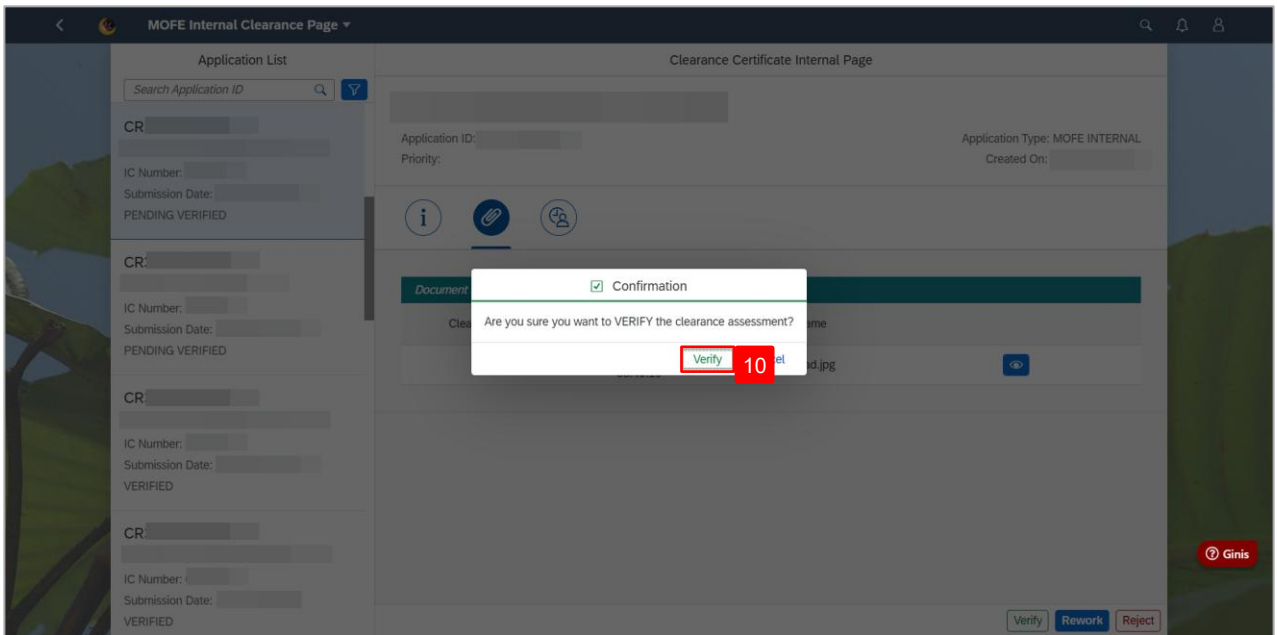
8. Tick **Declaration** checkbox at the bottom of page in the first tab.
9. Depending on different scenarios, user may select:
 - **Verify** – verify application to complete clearance process.
 - **Rework** – rework application back to Clearance Checker.
 - **Reject** – reject application and complete clearance process.



The screenshot shows the 'MOFE Internal Clearance Page'. On the left is an 'Application List' with search and filter options. The main area is titled 'Clearance Certificate Internal Page' and contains 'Subarea' and 'Length of Service' dropdowns. Below these is the 'II. Clearance Details' section, which includes 'Sub-Ledger 2 Unit', 'Debt Amount', 'Remarks', 'Entered By', 'Verified By', and 'Last Changed'. The 'Declaration' section at the bottom has a checkbox (labeled 8) and a text area with the following text: 'Saya menga butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang'.

Note: Confirmation pop-up will be displayed.

10. Click **Verify / Rework / Reject**, depending on the different scenarios.



The screenshot shows the same 'MOFE Internal Clearance Page' as before, but with a confirmation pop-up dialog box displayed in the center. The dialog box has a title bar 'Confirmation' and a message: 'Are you sure you want to VERIFY the clearance assessment?'. At the bottom of the dialog box are two buttons: 'Verify' (labeled 10) and 'Cancel'. The background page is dimmed, showing the 'Application List' and 'Clearance Certificate Internal Page' details.



Outcome: Application has successfully been **Verified / Reworked / Rejected**.

MOFE Internal Clearance Page

Application List

Search Application ID

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

CR

IC Number:

Submission Date:

PENDING VERIFIED

Clearance Certificate Internal Page

Application ID:

Priority:

Application Type: MOFE INTERNAL

Created On:

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I. Employee Details

Name:

Personnel Number:

Employee Group:

Personnel Area:

Subarea:

Position:

Joined Date:

Date of Birth:

Age:

Length of Service:

II. Clearance Details

Sub-Ledger 2 Unit

Debt Amount: