



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration

Manager Self Service (MSS)

VERSION: 1.0



PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Front-End User** to manage **Personnel Administration**. All 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 are 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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Request Status

The table below shows the **Request Status** used in the SAP FIORI (front-end) system:

Icon	Name	Purpose
	Posted	The approved information is updated into the system overnight.
	Sent	The request is sent to HR Administrator for Approval.
	Withdrawn	The request is withdrawn (cancelled) by employee.
	Approved	The request is approved (accepted) by HR Administrator.
	Rejected	The request is rejected (declined) by HR Administrator.

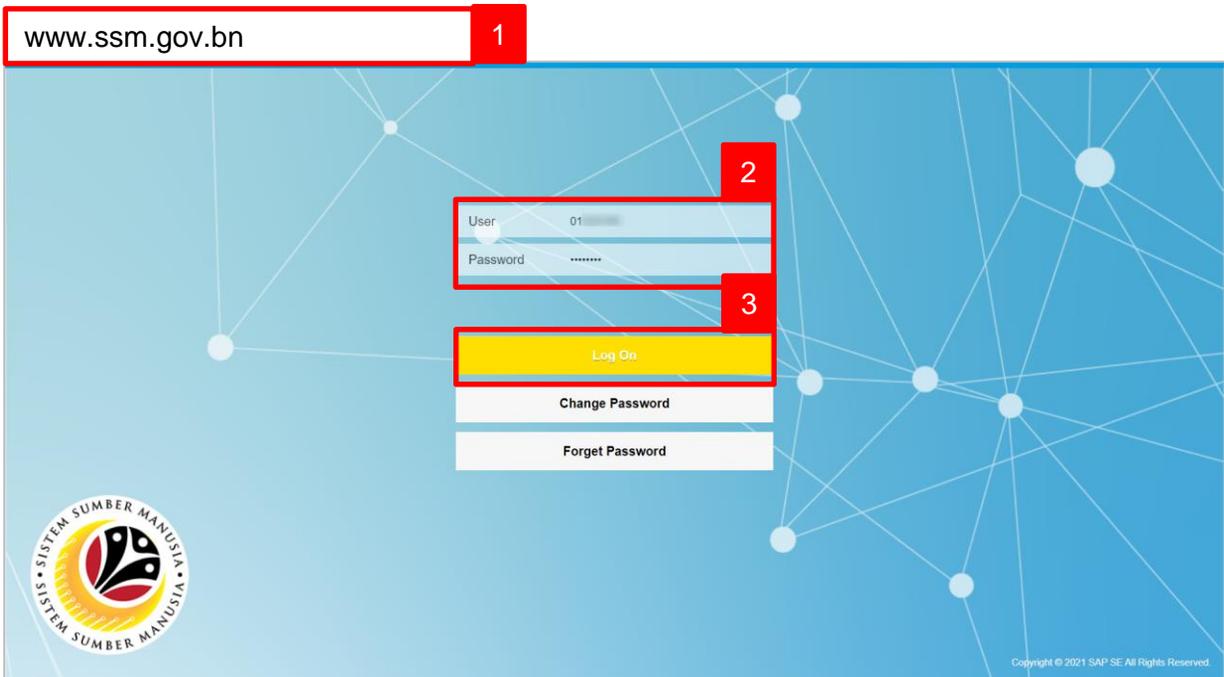
- All employee have access to the Self-Service system. The access for employee is the Employee Self Service (ESS). The HR Admin have the Manager Self Service (MSS) access. MSS have the authorization to approve or reject request from the employee.
- Certain request for any changes or addition in the employee profile or 'My Profile' will require approval from the HR Administrator. (Please refer to [page 5](#))
- Submitted request can be approved or rejected by HR Administrator with MSS access and withdrawn by the Employee themselves.
- Approved request information will only be updated into the system overnight.



Note: Once the Request has been submitted, information status will change overnight, and some information requires HR approval as stated below:

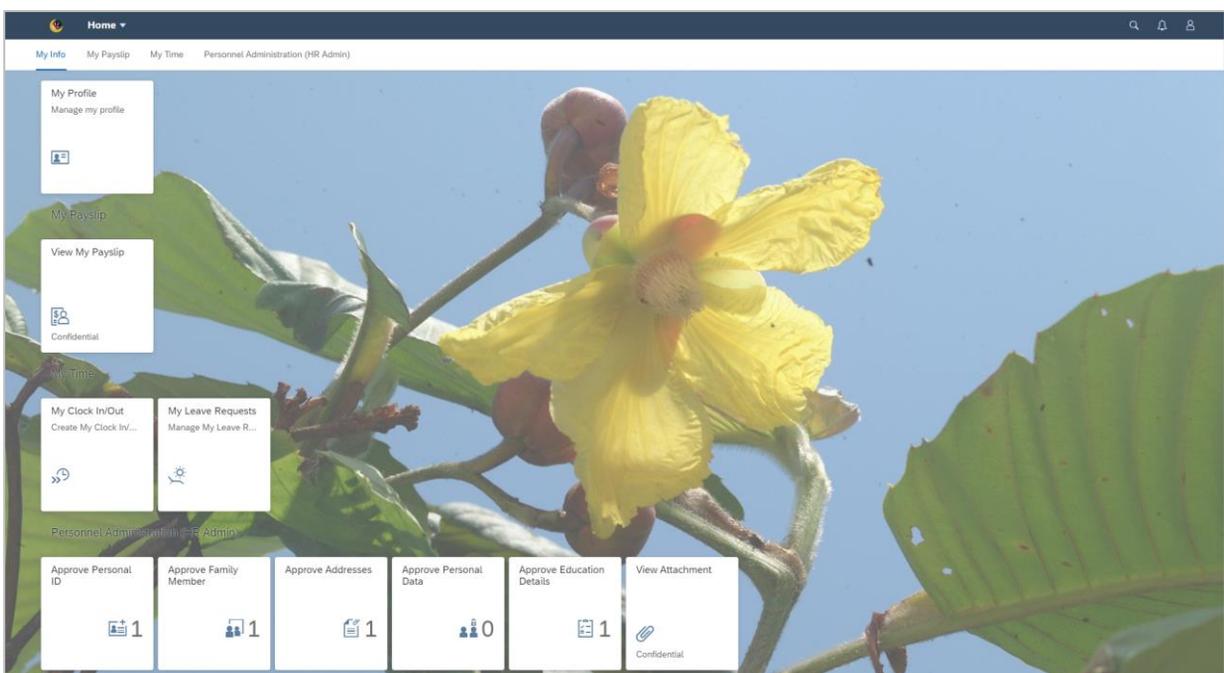
No	Employee Data	Require Approval by HR Administrator	Require Approval by Department Payroll Administrator	Require Supporting Documents
1	Personal Data	✓		✓
2	IC Number	✓		✓
3	Bank Details	x	✓	✓
4	Dependent Information	✓		✓
5	Education	✓		✓
6	Home Address	✓		x
7	Email	x		x
8	Phone Number	x		x

APPROVE REQUEST	Front-end User
	HR Admin

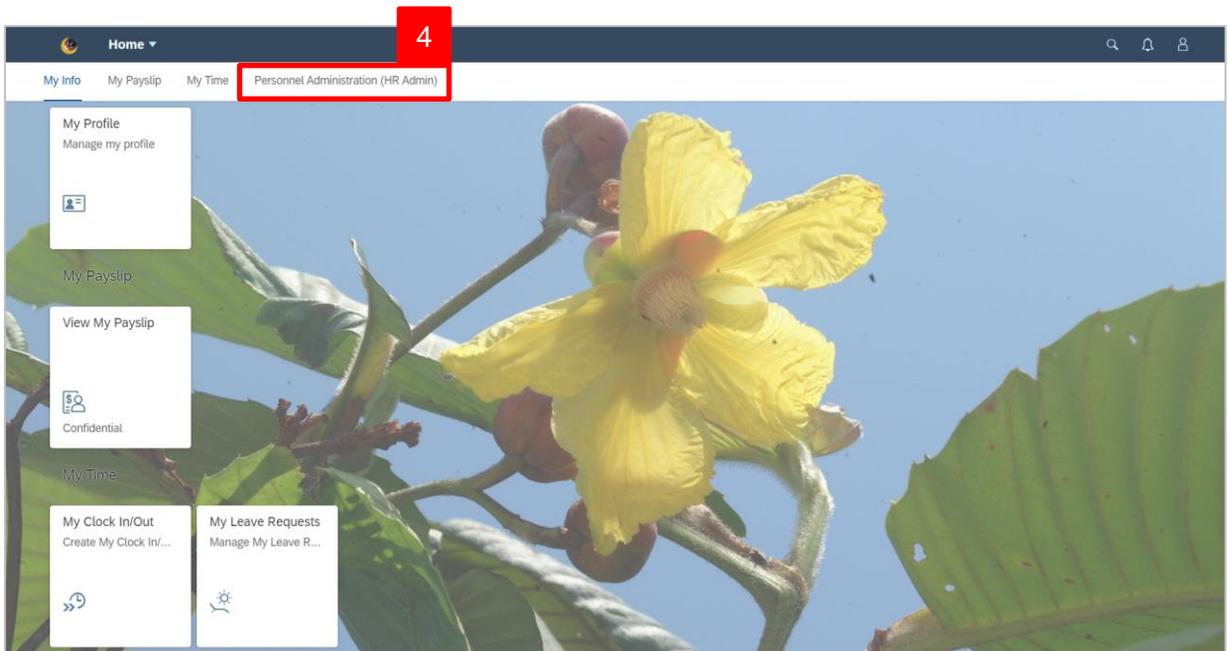


1. Navigate to SSM at www.ssm.gov.bn
2. Enter the User ID (Personnel IC Number) and Password.
3. Click on the  button to navigate to SSM.

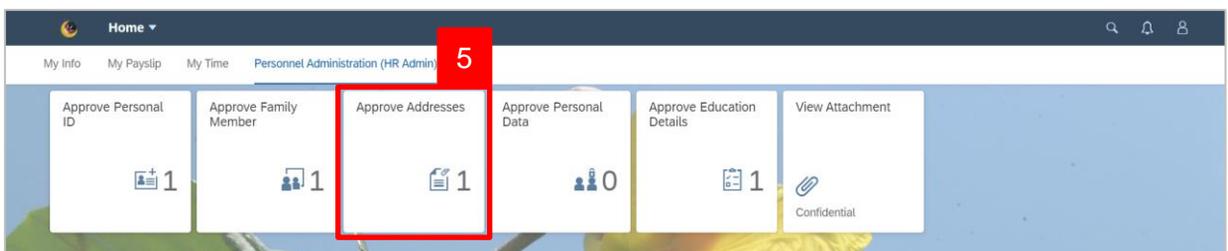
The **MSS Dashboard** page will be displayed.



4. Click on **Personal Administration (HR Admin)** tab.



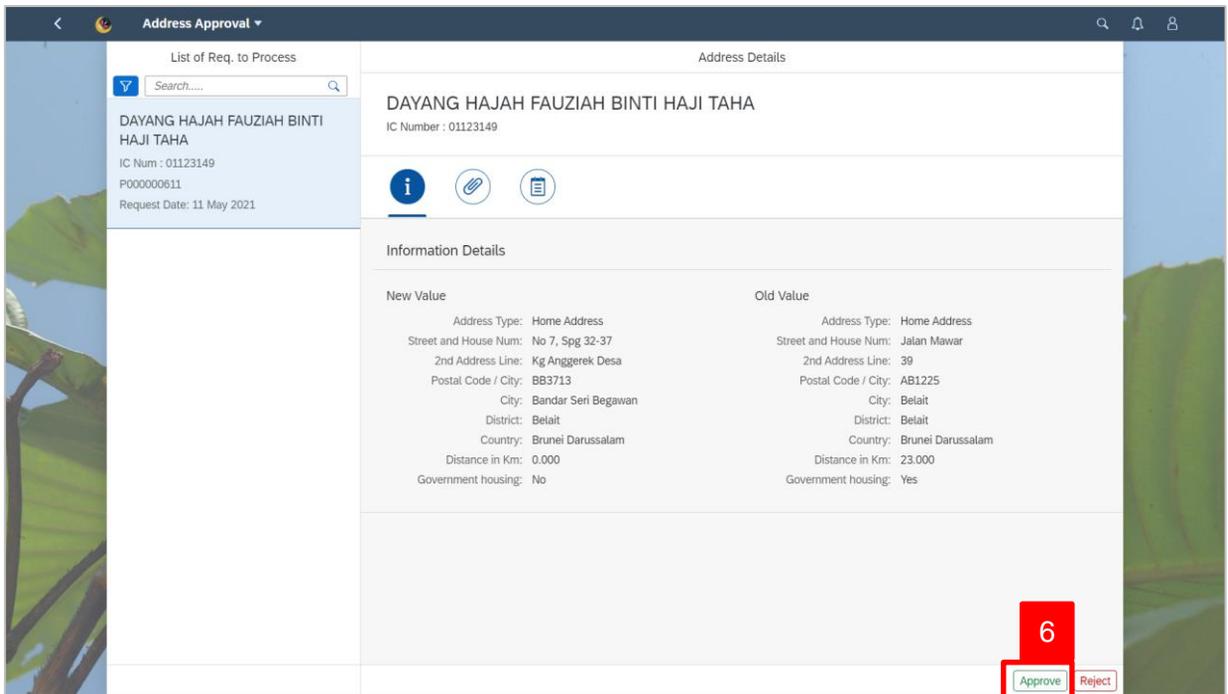
Personal Administration (HR Admin) tiles will be displayed.



Note: The number on each tile indicates the number of requests to be approved or rejected according to info-type.

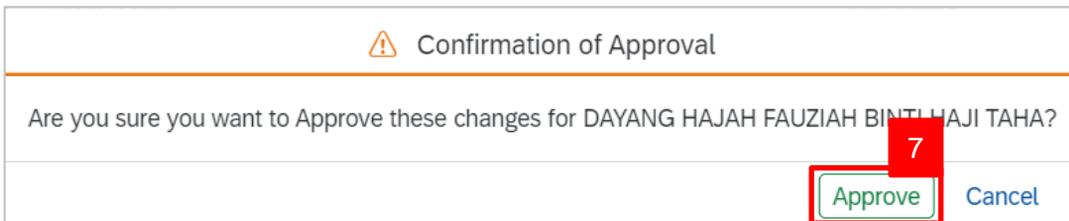
5. Click on **Approve Address** tile.

Address Details page will be displayed.



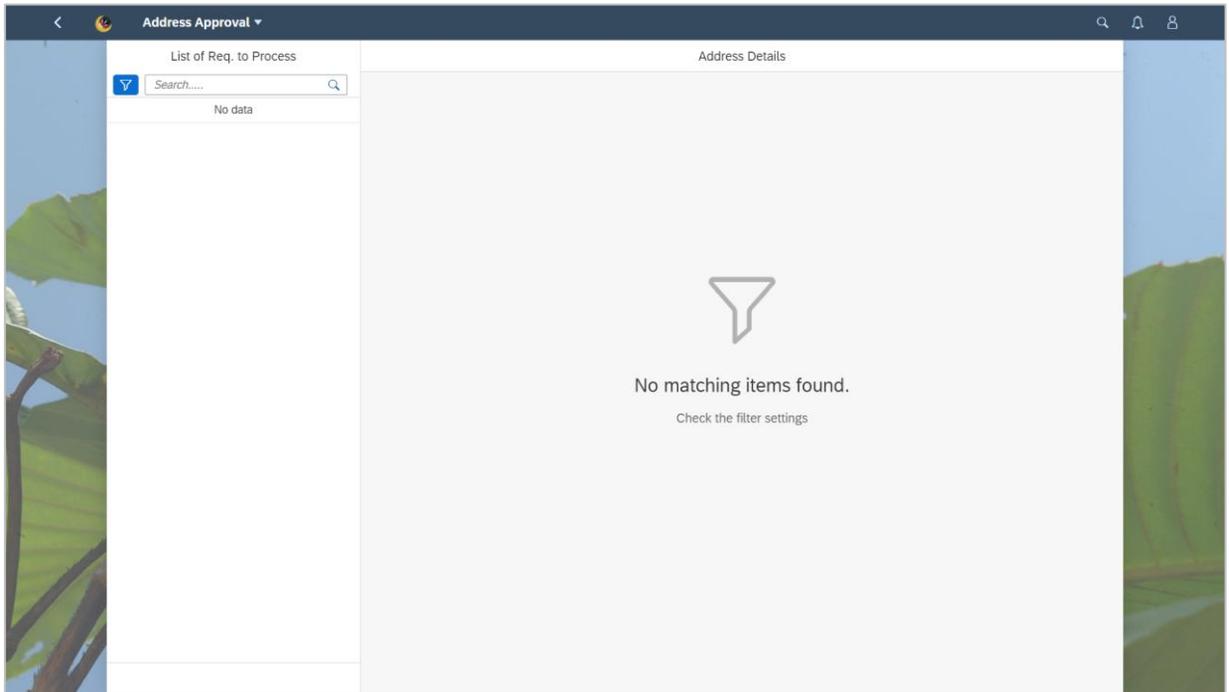
6. Click on **Approve** button.

Confirmation of Approval message will appear.

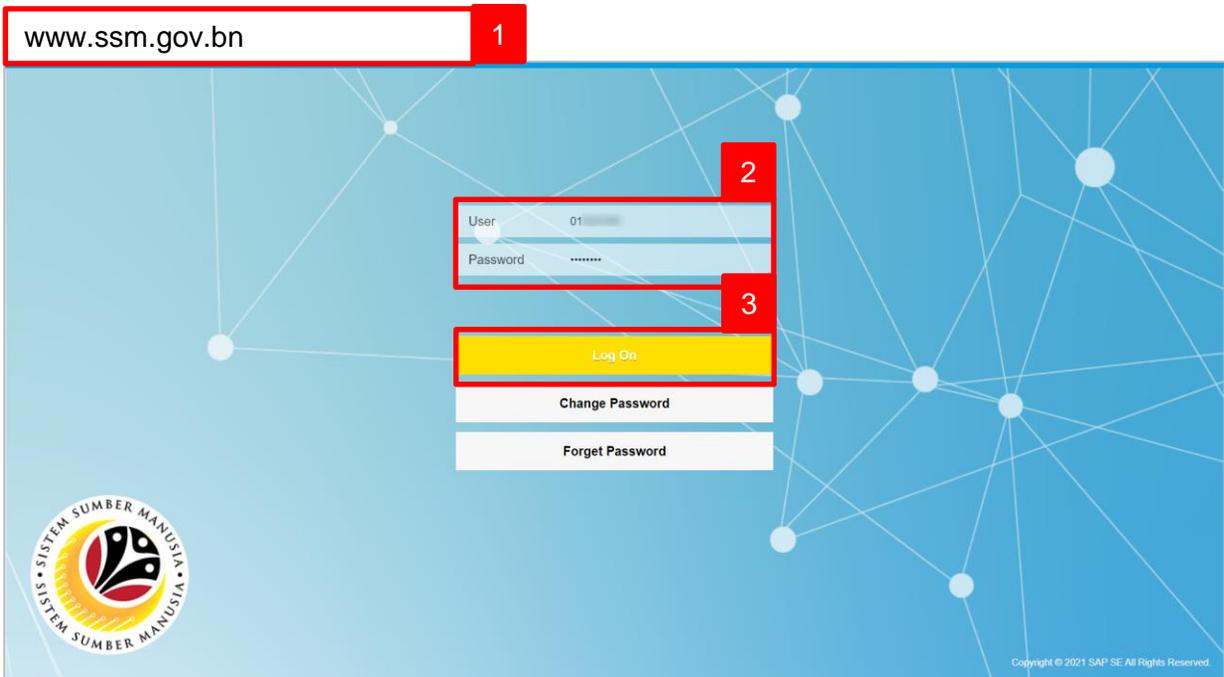


7. Click on **Approve** button.

Address Details page will be displayed.

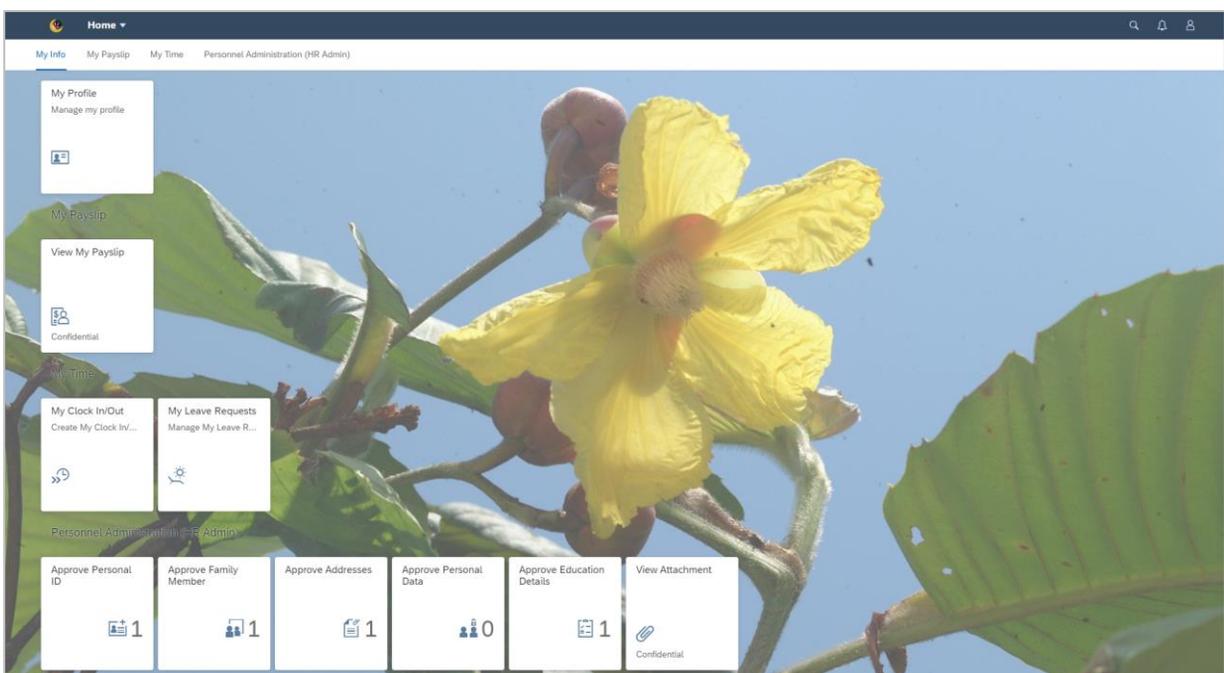


REJECT REQUEST	Front-end User
	HR Admin

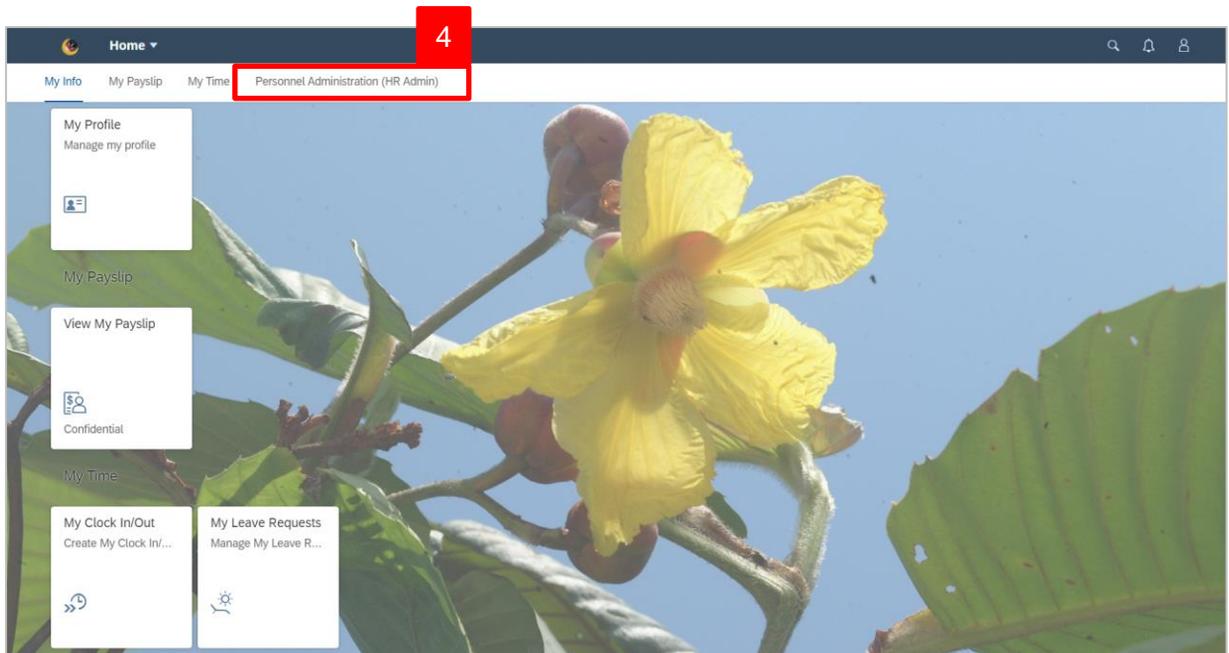


1. Navigate to SSM at www.ssm.gov.bn
2. Enter the User ID (Personnel IC Number) and Password.
3. Click on the  button to navigate to SSM

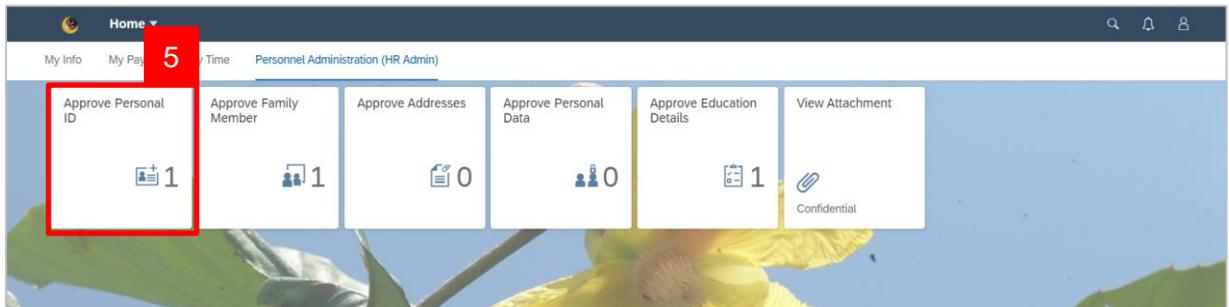
The **Dashboard** page will appear.



4. Click on **Personal Administration (HR Admin)** tab.



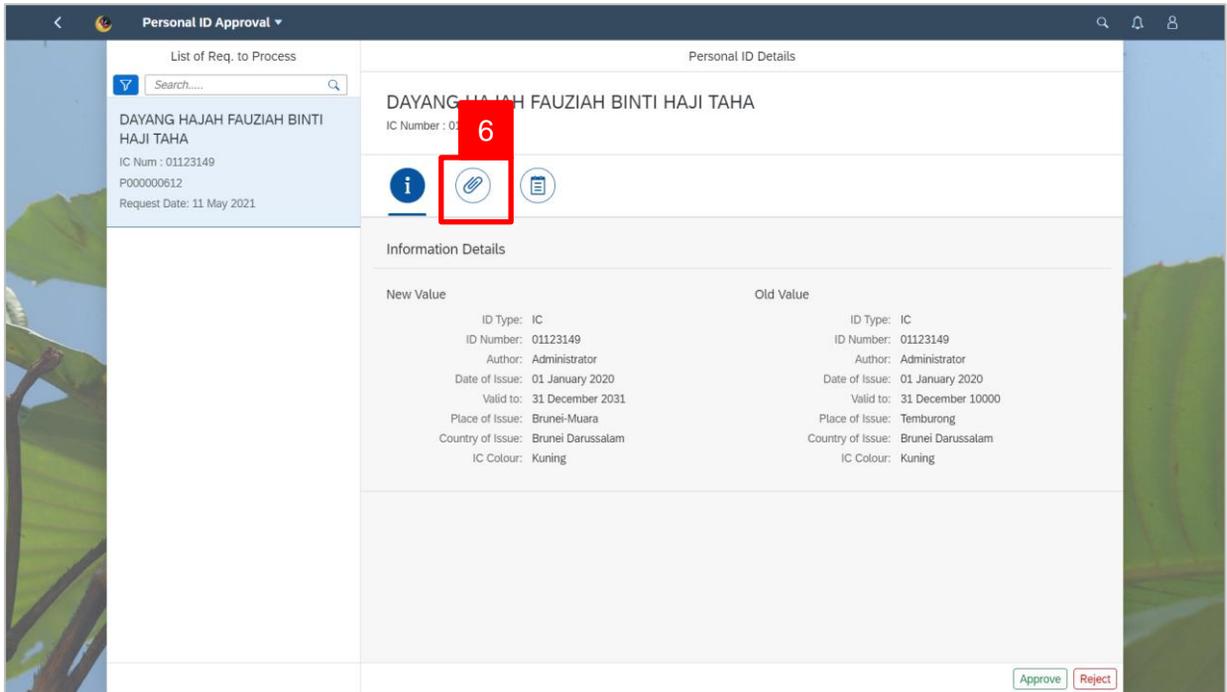
Personal Administration (HR Admin) tiles will be displayed.



Note: The number on each tile indicates the number of requests to be approved or rejected according to info-type.

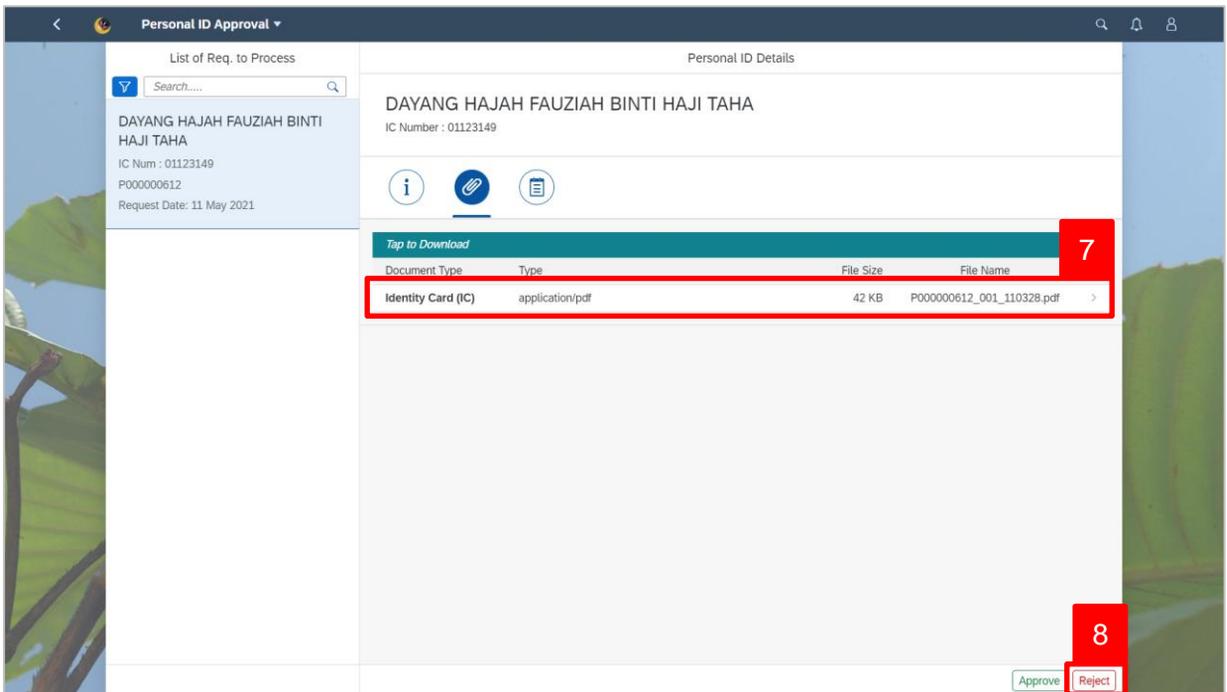
5. Click on **Approve Personal ID** tile.

Personal ID Details page will be displayed.



6. Click on **Attachments** icon.

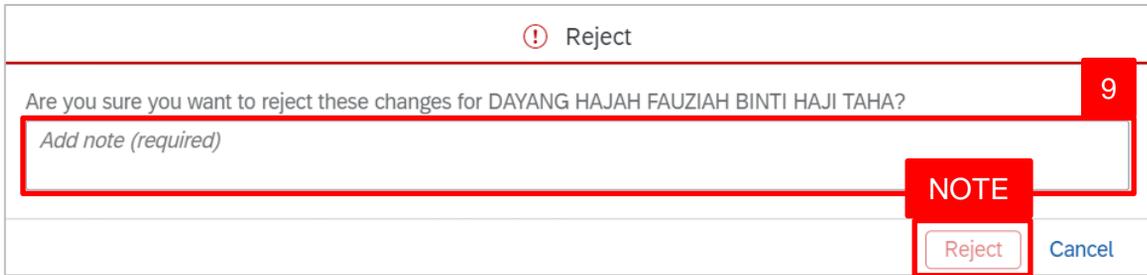
Attachments page will be displayed.



7. Click on the attachment to view its content.

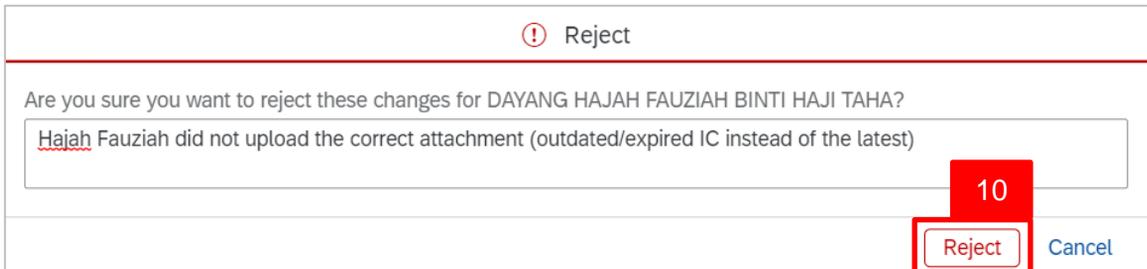
8. Click **Reject** button.

Reject confirmation message will be displayed.



9. Enter reasons for rejection in the text box.

Note: The reason for rejection is mandatory to be filled in. User (HR Administrator) will not be able to click the reject button if the reason for rejection is not entered.



10. Click **Reject** button.

Personal ID Details page will be displayed.

