

SISTEM SUMBER MANUSIA

User Guide Time Management Employee Self Service (ESS) Leave Request/Application

VERSION: 2.1

SSM_UG_TM_ESS_Leave Request Application_v2.1



INTRODUCTION

This user guide acts as an **additional** reference for **Employees** (**Front-End User**) to manage **Time Management – Leave Requests Application.** The primary user guide is available for reference on SSM website. 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 **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

Create Leave Request





FIORI LOG ON

Employee ESS

Navigate to SSM FIORI (Front-End portal) at www.ssm.gov.bn

- 1. Fill in the User and Password.
- 2. Click on the Log On button.

Outcome: SSM homepage will be displayed.

6 Home -	My Time Barcon	nol Administration (HD Admin)	My Notification	ς Д Β
My Profile Manage my profile	wy mile Person		ny nounceau.	
2=				
My Payslip				
View My Payslip				
Confidential				
My Clock In/Out Create My Clock In/	My Leave Requests Manage My Leave R			
»P	Ž.			

Note:

• Employee Users will only be able to see My Info, My Payslip and My Time Tab.



CREATE MANDATORY AND	Employee
ANNUAL LEAVE REQUEST	ESS

IMPORTANT NOTE: When applying for Mandatory Leave and Annual Leave at the

same time, employee must apply both leaves separately.

- 1. Click on My Time tab to display My Clock In/Out and My Leave Request tiles.
- 2. Click on My Leave Request tile.



Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.

🖌 🙆 My Lean	ve Request v						с Д В
	✓ Entitlement						
	Items (2)				Show I	From 28.07.2022	
	Leave Type	Validity	Available	Planned	Used	Entitlement	
	Cuti Tahunan	05.03.2021 - 04.03.2027	5.23 Days	0 Days	13 Days	18.23 Days	
	Cuti Tahunan	05.04.2021 - 04.04.2027	12.1 Days	0 Days	0 Days	12.1 Days	
	✓ Request Overvie	ew					
	🖬 Calendar 📗 Item	as (2)			Show I	From 01.01.2022	
	Leave Type	Validity	Status	Approver	Quota Used	k	
	Others	26.07.2022	POSTED			>	
	Others	25.07.2022	POSTED			>	
						3	
						Create Request	



Outcome: Create Request page will be displayed.

4. Select *Cuti Mandatori* (Mandatory Leave) from the Leave Type dropdown list.

Leave Type:	Cuti Mandatori	\sim	
	Cuti Tahunan	1000	
Description:	Cuti Mandatori	1010	
	Cuti Sakit Swasta	1020	
General Data	Cuti Sakit Kerajaan	1030	
	Cuti Batuk Kering	1050	
	Cuti Menemani Pesakit	1060	
*Start/End Date:	Cuti Beranak 105	1100	
New Note:	Cuti Beranak 56	1110	
	Cuti Haji	1120	
	CSDS	1130	
	Cuti Tanpa Gaji < 30	1150	
Allowed attachment file types are .PDF, .JF	CTG Haji < 30	1160	
Attachments	CTG Men. Pesakit < 30	1170	+
	CTG Kursus < 30	1180	
	Cuti Tanpa Gaji > 30	1190	
	Cuti Pengasingan Diri	1210	
	Cuti Menerima Rawatan	1250	
	Kebenaran Keluar Negeri	1280	
	Perintah Kurantin	1290	
			Save Canc

6. Select **Requested Date** by clicking on the 🛄 button.

< 🤒	Create Request -	q	¢	8
	Leave Type Selection			
	Leave Type: Cuti Mandatori V			
	Description: Cuti Mandatori			
	General Data 5			
	More than 1 day One day			
	*Start/End Date: 15.08.2022 - 28.08.2022 - 26.08.2022 - 2			
	New Note: Sun Mon Tue Wed Thu Fri Sat			
	32 7 8 9 10 11 12 13			
	3 14 15 16 17 18 19 20 I Allowed attachment file types are .PDF, .JPC 34 21 22 23 24 25 26 27			
	Attachments 35 28 29 30 31 1 2 3 +			
		l		
	No files found.			
	Drop files to upload, or use the "+" button. Save Can	ncel		



- 7. The total number of days consumed will be shown.
- 8. It is mandatory for Employees to fill in the New Note.

 New Note must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Mandatori selama 14 hari mulai hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022 dan memohon untuk menyambung Cuti Tahunan (di permohonan yang berikut) selama 2 hari mulai hari Isnin, 29/08/2022 sehingga Selasa, 30/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- 9. Employee will be able to attach up to 4 files under **Attachment** by clicking \pm button.
- 10. Click Save button to submit request.

<	۲	Create Request 🔻	/		Q	Û	8
		Leave Type Selection					
			Leave Type:	Cuti Mandatori ~			
			Description:	14 Days available Cuti Mandatori			
		General Data					
				More than 1 day One day			
			*Start/End Date:	15.08.2022 - 28.08.2022 14 Days will be consumed			
			New Note:	Memohon Cuti Mandatori selama 14 hari mulai hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022 dan. Memohon untuk menyambung Cuti Tahunan (di permohonan yang berikut) selama 2 hari mulai hari Isnin, 29/09/2022 sehingga Selasa, 30/08/2022.			
		Allowed attachment file ty	pes are .PDF, .JPG	and .PNG			
		Attachments		+	9		
		PDF, JPG or PNG	Format Only.pd	f Pending 0% & S			
				10 Sine Care	el		

Note: The status of the attachment will be 'Pending', once Employee has clicked on the

Save button, any attachment(s) will be successfully uploaded.



Outcome: My Leave Request page will be displayed.

< 🤒	My Leave Request 🔻						Q	¢	8
	✓ Entitlement								
	Items (3)				Show	From 08.08.2022]		
	Leave Type	Validity	Available	Planned	Used	Entitlement			
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days			
	Cuti Tahunan	16.01.2021 - 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days			
	Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days			
	✓ Request Overvier	N							
	🔁 Calendar 📃 Items	(1)			Show	From 01.01.2022			
	Leave Type	Validity	Status 1	1 Approver 12	2 Quota Use	d			
	Cuti Mandatori	15.08.2022 - 28.08.2022	SENT		14 Day	rs ⊗⇒			
			Request sent	successfully					
						Create Re-	quest		

11. The **status** of the leave request will be shown as

SENT

12. The name of the approver will be shown under the approver column.

Note:

- The employee's leave entitlement will be shown under Entitlement.
- Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.
- Employees can extend their leave by applying for Annual Leave after Mandatory Leave.

In this scenario, Employees can proceed to apply for Annual Leave.



Note: Without exiting to SSM homepage, proceed to apply for the second leave

application/request.

13. Click on **Create Request** button.

 Entitlement 							
Items (3)				Show	From 08.08.2022		
Leave Type	Validity	Available	Planned	Used	Entitlement		
Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
Cuti Tahunan	16.01.2021 - 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days		
Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
🔁 Calendar 📗 Items	s (1)	Status	Approver	Show	From 01.01.2022		
Calendar 📃 Items	s (1)	Status	Approver	Show	From 01.01.2022		
Leave Type	Validity	Status	, approved	Quota Us	id		
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 De	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 De	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		0000 09 14 Dr	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 b	ys 🛞	>	

Outcome: Create Request page will be displayed.

14. Select *Cuti Tahunan* (Annual Leave) from the Leave Type dropdown list.

< 🧐	Create Request 🔻				٩	£	8
	Leave Type Selection						
	Leave Type:	Cuti Tahunan			- 1		
		Cuti Tahunan	1000 14		- 1		
	Description:	Cuti Mandatori	1010	-	- 1		
		Cuti Sakit Swasta	1020		- 1		
	General Data	Cuti Sakit Kerajaan	1030		- 1		
		Cuti Batuk Kering	1050				
		Cuti Menemani Pesakit	1060		- 1		
	*Start/End Date:	Cuti Beranak 105	1100		- 1		
		Cuti Beranak 56	1110		- 1		
	New Note:	Cuti Haji	1120		- 1		
		CSDS	1130		- 1		
		Cuti Tanpa Gaji < 30	1150		- 1		
		CTG Haji < 30	1160				
	Allowed attachment file types are .PDF, .JPC	CTG Men. Pesakit < 30	1170				
	Attachments	CTG Kursus < 30	1180	+	- 1		
		Cuti Tanpa Gaji > 30	1190				
		Cuti Pengasingan Diri	1210				
		Cuti Menerima Rawatan	1250				
		Kebenaran Keluar Negeri	1280		11		
		Perintah Kurantin	1290				
		Drop filos to upload	or use the "+" hutten	_	_		
		Drop files to upload, o		Save Ca	incel		



- 15. Select either one:
- More than 1 day
 One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

16. Select **Requested Date** by clicking on the *index* button.

< 🤒	Create Request 🔻		с, Д В
	Leave Type Selection		
	Leave Type:	Cuti Tahunan 🗸	
	E Description: C	5.52 Days available 2uti Tahunan	
	General Data	45	
	Г	 More than 1 day ○ One day 	
	*Start/End Date:	29.08.2022 - 30.08.2022	
	New Note:	< August 2022 > Sun Mon Tue Wed Thu Fri Sat	
		³¹ 31 1 2 3 4 5 6 ³² 7 8 9 10 11 12 13	
	Allowed attachment file types are .PDF, .JPC	33 14 15 16 17 18 19 20 34 21 22 23 24 25 26 27	
	Attachments	35 28 29 30 31 1 2 3 +	
		No files found.	
		Drop files to upload, or use the "+" button. Save Ca	ncel

- 17. The total number of days consumed will be shown.
- 18. It is **mandatory** for Employees to fill in the **New Note**.

<	۲	Create Request •	۹	۵	8
		Leave Type Selection			
		Leave Type: Cutl Tahunan ~			
		Description: Cuti Tahunan			
		General Data			
		More than 1 day O One day *Start/End Date: 29.08.2022 - 30.08.2022 2 Days will be consumed New Note: Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin, 2909/97022 sehinaga a slava 3008/022 dimana permohonan Cuti Mandatori selama 14 hari telah disohonkan sebelumnya. laitu mulai dari hari Isnin, 15/08/2022 sehinaga Ahad, 28/08/2022.			
		Allowed attachment file types are .PDF, .JPG and .PNG Attachment			
		PDF, JPG or PNG Format Only.pdf	× ⊗		
		Sav	Cancel		



• New Note must be filled in with relevant information regarding the leave request. For example:

Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin, 29/08/2022 sehingga Selasa, 30/08/2022 dimana permemohonan Cuti Mandatori selama 14 hari telah dipohonkan sebelumnya, iaitu mulai dari hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022.

- The format of the New Note is subject to the respective Department's requirement(s).
- 19. Employee will be able to attach up to 4 files under **Attachment** by clicking \pm button.
- 20. Click Save button to submit request.

Note: The status of the attachment will be 'Pending', once Employee has clicked on the

Save button, any attachment(s) will be successfully uploaded.

<	۲	Create Request 🕶		٩	Û	8
		Leave Type Selection				
		Leave Type:	Cuti Tahunan 🗸			
		Description:	5.52 Days available Cuti Tahunan			
		General Data				
			More than 1 day One day			
		*Start/End Date:	29.08.2022 - 30.08.2022			
		New Note:	Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin, 29/09/2022 sehingga Selasa, 30/09/2022 dimana permohonan Cuti Mandatori selama 14 hari telah dipohonkan sebelumnya, laitu mulai dari hari Isnin, 15/09/2022 sehingga Ahad, 28/09/2022.			
		i Allowed attachment file types are .PDF, .JPC	and .PNG			_
		Attachments		+	19	
		PDF, JPG or PNG Format Only.pd	Pending 0% P	8		
	١.		2	0		
			Save	Cancel		





Outcome: My Leave Request page will be displayed.

- 21. The status of the leave request will be shown as
- 22. The name of the approver will be shown under the approver column.

۲	My Leave Request 🔻						٩	£
	✓ Entitlement							
	Items (3)				Show	From 08.08.2022		
	Leave Type	Validity	Available	Planned	Used	Entitlement		
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
	Cuti Tahunan	16.01.2021 - 15.01.2027	3.52 Days	2 Days	6.22 Days	11.74 Days		
	Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
	☐ Calendar	2) Validity	Status	Approver	Show Quota Usi	From 01.01.2022		
	Image: Calendar Image: Items (2 Leave Type	Validity	Status 21	Approver 2	2 Quota Usi	From 01.01.2022		
	Cuti Tahunan	29.08.2022 - 30.08.2022	SENT		2 Da	ys 🛞	>	
	Cuti Mandatori	15.08.2022 - 28.08.2022	SENT		14 Da	ys 🛞	>	
							_	
			Request sent succ	essfully				
						Cross	to Descent	

SENT

Note:

- The employee's leave entitlement will be shown under Entitlement.
- Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.



CREATE KEBENARAN	Employee
KELUAR NEGERI (EXIT COUNTRY) REQUEST	ESS

IMPORTANT NOTE: Kebenaran Keluar Negeri (Exit Country) leave request should only

be used during **Public Holidays** (i.e. Fridays and Sundays).

- 1. Click on My Time tab to display My Clock In/Out and My Leave Request tiles.
- 2. Click on My Leave Request tile.

۲	Home 🔻	1					
My Info	My Payslip	My Time	Personne	el Administ	ration (HR Admiı	n) My Not	ification
My Clo Create I	ock In/Out My Clock In/	My Leave Re Manage My Le	equests eave R	2			
»		<u>ب</u>					

Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.

K 🧐 My Lear	ve Request 🔻						с ф В
	✓ Entitlement						
	Items (2)				Show I	From 28.07.2022	
	Leave Type	Validity	Available	Planned	Used	Entitlement	
	Cuti Tahunan	05.03.2021 - 04.03.2027	5.23 Days	0 Days	13 Days	18.23 Days	
	Cuti Tahunan	05.04.2021 - 04.04.2027	12.1 Days	0 Days	0 Days	12.1 Days	
	✓ Request Overvi	ew					
	🕅 Calendar 📃 Iten	ns (2)			Show I	From 01.01.2022	
	Leave Type	Validity	Status	Approver	Quota Used	d	
	Others	26.07.2022	POSTED			>	
	Others	25.07.2022	POSTED			>	
						_	
						3	
						Create Request	



Outcome: Create Request page will be displayed.

4. Select Kebenaran Keluar Negeri from the Leave Type dropdown list.

orcate nequest :					-4	4	
Leave Type Selection			4				
	Leave Type:	Kebenaran Keluar Negeri	~				
		Cuti Tahunan	1000				
	Description:	Cuti Mandatori	1010				
		Cuti Sakit Swasta	1020				
General Data		Cuti Sakit Kerajaan	1030				
		Cuti Batuk Kering	1050				
		Cuti Menemani Pesakit	1060				
	*Start/End Date:	Cuti Beranak 105	1100				
	New Note:	Cuti Beranak 56	1110				
		Cuti Haji	1120				
		CSDS	1130				
		Cuti Tanpa Gaji < 30	1150				
i Allowed attachment file	types are .PDF, .JP	CTG Haji < 30	1160				
Attachments		CTG Men. Pesakit < 30	1170	+			
		CTG Kursus < 30	1180				
		Cuti Tanpa Gaji > 30	1190				
		Cuti Pengasingan Diri	1210				
		Cuti Menerima Rawatan	1250				
		Kebenaran Keluar Negeri	1280				
		Perintah Kurantin	1290				
_					-		
					ancel		

5. Select either one: O More than 1 day • One day

Note: If the leave planned is only for a day, select 'One day'.

6. Select **Requested Date** by clicking on the 🛅 button.

< (9	Create Request -		٩	<u></u> Д В
		Leave Type Selection			
		Leave Type: Description:	Kebenaran Keluar Negeri 🗸 🗸 Kebenaran Keluar Negeri		
		General Data	5		
		*Date:	More than 1 day One day		
		New Note:	Memohon Kebenaran Keluar Negeri pada hari Jumaat, 12/08/2022 ke (Nama <u>Negeri). Kebenaran awal</u> juga telah diberikan melalui aplikasi <u>Whatsapp</u> / SMS pada hari Khamis, 11/08/2022		
		i Allowed attachment file types are .PDF, .JPG	3 and .PNG		
		Attachments		+	
		PDF, JPG or PNG Format Only.pc	f Pending 0% 🔗	8	
			Sav	ve Cancel	



- 'No Quota Relevance' is shown because *Kebenaran Keluar Negeri* is <u>not deducted</u> from any leave entitlement(s).
- 8. It is mandatory for Employees to fill in the New Note.

 New Note must be filled in with relevant information regarding the leave request. For example:

Memohon Kebenaran Keluar Negeri pada hari Jumaat, 12/08/2022 ke (Nama Negeri). Kebenaran awal juga telah diberikan melalui aplikasi Whatsapp / SMS pada hari Khamis, 11/08/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- 9. Employee will be able to attach up to 4 files under **Attachment** by clicking \pm button.
- 10. Click Save button to submit request.

<	۲	Create Request 🔻			q	¢	8
		Leave Type Selection					
			Leave Type: Description:	Kebenaran Keluar Negeri ~ ~ No Quota Relevance 7 Kebenaran Keluar Negeri			
		General Data					
			*Date:	More than 1 day One day			
			New Note:	Memohon Kebenaran Keluar Negeri pada hari Jumaat. 12/08/2022 ke (Nama Negeri). Kebenaran awal juga telah diberikan melalui aplikasi Whatsapp / SMS pada hari Khamis, 11/08/2022			
		i Allowed attachment file type	es are .PDF, .JPC	and .PNG			
		Attachments		+	9		
		PDF, JPG or PNG F	format Only.pd	Pending 0% 🖗 🛞			
				10			
				Can Save Can	cel		

Note: The status of the attachment will be 'Pending', once Employee has clicked on the

Save button, any attachment(s) will be successfully uploaded.



Outcome: My Leave Request page will be displayed.

<	۲	My Leave Request 🔻						a	. Ω	8
		✓ Entitlement								
		Items (3)				Show Fro	08.08.2022			
		Leave Type	Validity	Available	Planned	Used	Entitlement			
		Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days			
		Cuti Tahunan	16.01.2021 - 15.01.2027	3.52 Days	2 Days	6.22 Days	11.74 Days			
		Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days			
		✓ Request Overview								
		🔞 Calendar 📄 Items (3)				Show Fro	om 01.01.2022			
		Leave Type	Validity	Status	Approver	Quota Used				
		Cuti Tahunan	29.08.2022 - 30.08.2022	SENT		2 Days	\otimes	>		
		Cuti Mandatori	15.08.2022 - 28.08.2022	SENT 10	1000	14 Days	\otimes	>		
		Kebenaran Keluar Negeri	12.08.2022	SENT			\otimes	>		
				Request sent s	uccessfully					
							Crea	te Request		

SENT

10. The status of the leave request will be shown as

11. The name of the approver will be shown under the approver column.

Note:

- The employee's leave entitlement will be shown under Entitlement.
- · Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.



CREATE ANNUAL LEAVE	Employee
AND EXIT COUNTRY REQUEST	ESS

IMPORTANT NOTE: Employee will only need to apply for **Annual Leave**.

- 1. Click on My Time tab to display My Clock In/Out and My Leave Request tiles.
- 2. Click on My Leave Request tile.



Outcome: My Leave Request page will be displayed.

3. Click on **Create Request** button.

8	My Leave Request 🔻						م	¢
	✓ Entitlement							
	Items (3)				Sho	w From 08.08.2022		
	Leave Type	Validity	Available	Planned	Used	Entitlement		
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
	Cuti Tahunan	16.01.2021 - 15.01.2027	3.52 Days	2 Days	6.22 Days	11.74 Days		
	Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
V	 Request Overview 							
	 Request Overview 							
	 Request Overview Calendar III Items (3) Leave Type 	Validity	Status	Approver	Sho Quota U	w From 01.01.2022	E	
	 Request Overview Calendar Elements (3) Leave Type Cuti Tahunan 	Validity 29.08.2022 - 30.08.2022	Status SENT	Approver	Sha Quota U 2 t	w From 01.01.2022 Ised		
	 Request Overview Calendar lettems (3) Leave Type Cuti Tahunan Cuti Mandatori 	Validity 29.08.2022 - 30.08.2022 15.08.2022 - 28.08.2022	Status SENT SENT	Approver	Sho Quota U 2 t	w From 01.01.2022 sed Days & & Days & &)))	
	 Request Overview Calendar letteres (3) Leave Type Cuti Tahunan Cuti Mandatori Kebenaran Keluar Negeri 	Validity 29.08.2022 – 30.08.2022 15.08.2022 – 28.08.2022 12.08.2022	Status SENT SENT SENT	Approver	Sho Quota U 2 t 14 t	w From 01.01.2022 Ised	> > >	
	 Request Overview Calendar Type Cuti Tahunan Cuti Mandatori Kebenaran Keluar Negeri 	Validity 29.08.2022 – 30.08.2022 15.08.2022 – 28.08.2022 12.08.2022	Status SENT SENT SENT Request sent	Approver	Sho Quota U 2 (14 (w From 01.01.2022 Ised Days & & Xays & &	· · · · · · · · · · · · · · · · · · ·	



Outcome: Create Request page will be displayed.

4. Select Annual Leave from the Leave Type dropdown list.

Leave Type Selection				
			4	
	Leave Type:	Cuti Tahunan	~	
		Cuti Tahunan	1000	
	Description:	Cuti Sakit Swasta	1020	
		Cuti Sakit Kerajaan	1030	
General Data		Cuti Batuk Kering	1050	
		Cuti Menemani Pesakit	1060	
		Cuti Beranak 105	1100	
	Start/End Date:	Cuti Beranak 56	1110	
	New Note:	Cuti Haji	1120	
		CSDS	1130	
		Cuti Lebih Masa	1140	
		Cuti Tanpa Gaji < 30	1150	
i Allowed attachment file typ	oes are .PDF, .JPG	CTG Haji < 30	1160	
Attachments		CTG Men. Pesakit < 30	1170	+
		CTG Kursus < 30	1180	-
		Cuti Tanpa Gaji > 30	1190	
		Cuti Pengasingan Diri	1210	
		Cuti Menerima Rawatan	1250	
		Kebenaran Keluar Negeri	1280	
		Perintah Kurantin	1290	
				Cancel

5. Select either one:

More than 1 day
One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

6. Select Requested Date by clicking on the button.

<	۲	Create Request 🔻		Q	Ω	8
		Leave Type Selection				
		Leave Type:	Cuti Tahunan V			
		Description:	Cuti Tahunan			
		General Data	5			
			More than 1 day One day			
		*Start/End Date:	25.10.2022 27.10.2022 3 Days will be consumed 0			
		New Note:	Memohon Cuti Tahunan selama 3 hari mulai hari Selasa. 25/10/2022 sehingga Khamis, 27/10/2022 dan memohon Kebenaran Keluar Negeri pada hari Selasa. 25/10/2022 sehingga Jumaat, 28/10/2022			
		I Allowed attachment file types are .PDF, .JPG	a and .PNG			
		Attachments]		
		PDF, JPG or PNG Format Only.pc	f Pending 0% 🖗 ⊗			
			Save Ca	ncel		



- 7. The total number of days consumed will be shown.
- 8. It is **mandatory** for Employees to fill in the **New Note.**

 New Note must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Tahunan selama 3 hari mulai hari Selasa, 25/10/2022 sehingga Khamis, 27/10/2022 dan memohon Kebenaran Keluar Negeri pada hari Selasa, 25/10/2022 sehingga Jumaat, 28/10/2022.

- The format of the **New Note** is subject to the respective Department's requirement(s).
- 9. Employee will be able to attach up to 4 files under **Attachment** by clicking \pm button.
- 10. Click Save button to submit request.

<	۲	Create Request 🕶		Q	Û	8			
		Leave Type Selection							
		Leave Type	: Cuti Tahunan 🗸						
		Description	3.52 Days available						
		General Data							
			More than 1 day One day						
	1	*Start/End Date	25.10.2022 - 27.10.2022 7						
		New Non	Memohon Cuti Tahunan selama 3 hari melai hari Selasa, 2510/2022 sehingga Khamis, 2710/2022 dan memohon Kebanaran Keluar Negeri pada hari Selasa, 2510/2022 sehingga Jumaat, 28/10/2022						
		Allowed attachment file types are .PDF, .JPG and .PNG							
		Attachments							
		PDF, JPG or PNG Format Only.	Pending 0% & ®						
			NOTE 10						
			Save Ca	incel					

Note: The status of the attachment will be 'Pending', once Employee has clicked on the Save button, any attachment(s) will be successfully uploaded.



outcome. My Leave Request page will be displayed.

<	۲	My Leave Request 🔻						Q	Д.	8
		✓ Entitlement								
		Items (3)				Show Fr	om 08.08.2022			
		Leave Type	Validity	Available	Planned	Used	Entitlement			
		Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days			
		Cuti Tahunan	16.01.2021 - 15.01.2027	0.52 Days	5 Days	6.22 Days	11.74 Days			
		Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days			
		 ✓ Request Overview ☑ Calendar I III Items (4) 		11	12	Show Fr	om 01.01.2022			
		Leave Type	Validity	Status	Approver	Quota Used				
		Cuti Tahunan	25.10.2022 - 27.10.2022	SENT		3 Days	\otimes	>		
		Cuti Tahunan	29.08.2022 - 30.08.2022	SENT		2 Days	\otimes	>		
		Cuti Mandatori	15.08.2022 - 28.08.2022	SENT		14 Days	\otimes	>		
		Kebenaran Keluar Negeri	12.08.2022	Request sent :	successfully		\otimes	>		
							Cri	eate Request		

- 11. The **status** of the leave request will be shown as
 - SENT
- 12. The name of the approver will be shown under the approver column.

- The employee's leave entitlement will be shown under Entitlement.
- Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.

Important Note:

- Employee will not be able to apply/request another entry for Kebenaran Keluar
 Negeri on the same date as the Annual Leave.
- SSM will only accept **one** type of leave per day.
- The same steps applies when applying for Mandatory Leave and Kebenaran Keluar
 Negeri at the same time.





IMPORTANT NOTE: Employee will only need to apply for Mandatory Leave and Annual

Leave.

- 1. Click on My Time tab to display My Clock In/Out and My Leave Request tiles.
- 2. Click on My Leave Request tile.

	۲	Home 👻	1	
/	My Info	My Payslip	My Time	Personnel Administration (HR Admin) My Notification
	My Cloo Create M	ck In/Out Iy Clock In/	My Leave Re Manage My Le	Requests 2 / Leave R
	»		ý.	

Outcome: My Leave Request page will be displayed.

3. Click on Create Request button.

۲	My Leave Request 🔻						Q	¢	8
	✓ Entitlement								
	Items (3)				Show	From 08.08.2022	Ē		
	Leave Type	Validity	Available	Planned	Used	Entitlement			
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days			
	Cuti Tahunan	16.01.2021 - 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days			
	Cuti Mandatori	16.12.2021 - 15.12.2022	14 Days	0 Days	0 Days	14 Days			
	Leave Type	Validity	Status	Approver	Quota Us	ed			
	Louve type	valuey	No da	ta	quota osi				
							2		
						_	3		
						Cre	ate Request		



Outcome: Create Request page will be displayed.

4. Select *Cuti Mandatori* (Mandatory Leave) from the Leave Type dropdown list.

Leave Type	: Cuti Mandatori	~	
	Cuti Tahunan	1000	
Description	Cuti Mandatori	1010	
	Cuti Sakit Swasta	1020	
General Data	Cuti Sakit Kerajaan	1030	
	Cuti Batuk Kering	1050	
	Cuti Menemani Pesakit	1060	
*Start/End Date	Cuti Beranak 105	1100	
New Note	Cuti Beranak 56	1110	
	Cuti Haji	1120	
	CSDS	1130	
	Cuti Tanpa Gaji < 30	1150	
Allowed attachment file types are .PDF, .	CTG Haji < 30	1160	
Attachments	CTG Men. Pesakit < 30	1170	+
	CTG Kursus < 30	1180	
	Cuti Tanpa Gaji > 30	1190	
	Cuti Pengasingan Diri	1210	
	Cuti Menerima Rawatan	1250	
	Kebenaran Keluar Negeri	1280	
	Perintah Kurantin	1290	
			Comp. 0
			Save Cance

6. Select **Requested Date** by clicking on the 🛄 button.

<	۲	Create Request 🔻		Q	<u>д</u> 8	8
		Leave Type Selection				
		Leave Type:	Cuti Mandatori ~ /			
		Description: 0	Cuti Mandatori			
		General Data	5			
			More than 1 day One day			
		*Start/End Date:	15.08.2022 - 28.08.2022			
		New Note:	Sun Mon Tue Wed Thu Fri Sat			
			31 31 1 2 3 4 5 6 32 7 8 9 10 11 12 13			
			33 14 15 16 17 18 19 20			
		Allowed attachment file types are .PDF, .JPC Attachments	34 21 22 23 24 25 26 27 35 28 29 30 31 1 2 3			
		Audenmento	-			
			No files found			
			Drop files to upload, or use the "+" button.	ncel		
				ک		



- 7. The total number of days consumed will be shown.
- 8. It is mandatory for Employees to fill in the New Note.

• New Note must be filled in with relevant information regarding the leave request. For example:

Memohon Cuti Mandatori selama 14 hari mulai hari Isnin, 15/08/2022 sehingga Ahad, 28/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/08/2022 (selepas waktu bekerja) sehingga Ahad 28/08/2022.

- The format of the New Note is subject to the respective Department's requirement(s).
- 9. Employee will be able to attach up to 4 files under **Attachment** by clicking **+** button.
- 10. Click Save button to submit request.

<	۲	Create Request 🔻			Q	¢	8
		Leave Type Selection					
			Leave Type:	Cuti Mandatori V			
			Description:	La Uajo avanaute Cuti Mandatori			
		General Data					
				More than 1 day One day			
			*Start/End Date:	15.08.2022 - 28.08.2022 7			
			New Note:	Memohon Cuti Mandatori selama 14 hari mulai hari Isnin. 15/08/2022 sehingga Ahad, 28/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/08/2022 (selepas waktu bekerja) sehingga Ahad 28/08/2022			
		i Allowed attachment file	types are .PDF, .JPC	and .PNG			
		Attachments		+	9		
		PDF, JPG or PN	IG Format Only.pd	Pending 0% & S			
				Save	e		

Note: The status of the attachment will be 'Pending', once Employee has clicked on the

Save button, any attachment(s) will be successfully uploaded.



Outcome: My Leave Request page will be displayed.

< 🙆	My Leave Request 🔻						Q	<u></u> Д В
	✓ Entitlement							
	Items (3)				Show	From 08.08.2022		
	Leave Type	Validity	Available	Planned	Used	Entitlement		
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
	Cuti Tahunan	16.01.2021 - 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days		
	Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
	 Request Overvie Calendar 	W s (1)			Show	From 01.01.2022		
	Leave Type	Validity	Status	Approver 1	Quota Use	d		
	Cuti Mandatori	15.08.2022 - 28.08.2022	SENT		14 Day	∕s ⊗ >		
							-	
			Request sent s	uccessfully				
						Create Ro	equest	

SENT

11. The status of the leave request will be shown as

12. The name of the approver will be shown under the approver column.

Note:

- The employee's leave entitlement will be shown under Entitlement.
- Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.
- Employees **can extend** their leave by applying for Annual Leave after Mandatory Leave.

In this scenario, Employees can proceed to apply for Annual Leave.



Note: Without exiting to SSM homepage, proceed to apply for the second leave

application/request.

13. Click on **Create Request** button.

 Entitlement 							
Items (3)				Show	From 08.08.2022		
Leave Type	Validity	Available	Planned	Used	Entitlement		
Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
Cuti Tahunan	16.01.2021 - 15.01.2027	5.52 Days	0 Days	6.22 Days	11.74 Days		
Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
🔁 Calendar 📗 Items	s (1)	Status	Approver	Show	From 01.01.2022		
Calendar 📃 Items	s (1)	Status	Approver	Show	From 01.01.2022		
Leave Type	Validity	Status	, approved	Quota Us	id		
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 De	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 De	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		0000 09 14 Dr	ys 🛞	>	
Leave Type Cuti Mandatori	Validity 15.08.2022 – 28.08.2022	SENT		14 b	ys 🛞	>	

Outcome: Create Request page will be displayed.

14. Select *Cuti Tahunan* (Annual Leave) from the Leave Type dropdown list.

< 🧐	Create Request 🔻				Q,	¢	8
	Leave Type Selection						
	Leave Type:	Cuti Tahunan	× .		- 1		
		Cuti Tahunan	1000 14		- 1		
	Description:	Cuti Mandatori	1010		- 1		
		Cuti Sakit Swasta	1020		- 1		
	General Data	Cuti Sakit Kerajaan	1030		- 1		
		Cuti Batuk Kering	1050				
		Cuti Menemani Pesakit	1060		- 1		
	*Start/End Date:	Cuti Beranak 105	1100		- 1		
		Cuti Beranak 56	1110		- 1		
	New Note:	Cuti Haji	1120		- 1		
		CSDS	1130		- 1		
		Cuti Tanpa Gaji < 30	1150		- 1		
		CTG Haji < 30	1160				
	Allowed attachment file types are .PDF, .JPC	CTG Men. Pesakit < 30	1170				
	Attachments	CTG Kursus < 30	1180	+	- 1		
		Cuti Tanpa Gaji > 30	1190				
		Cuti Pengasingan Diri	1210				
		Cuti Menerima Rawatan	1250				
		Kebenaran Keluar Negeri	1280		10		
		Perintah Kurantin	1290				
		Drop filos to upload	ar uso tho "4" hutton	_	_		
		Drop files to upload, o	or use the of Dutton."	Save Ca	incel		



- 15. Select either one:
- More than 1 day One day or less

Note: If the leave planned is only for a day, select 'One day or less'.

16. Select **Requested Date** by clicking on the *index* button.

< 🤒	Create Request -		9, 4 B
	Leave Type Selection		
	Leave Type: C	uti Tahunan V	
	5. Description: Cu	52 Days available ti Tahunan	
	General Data		
		15) More than 1 day ○ One day 16	
	*Start/End Date: 2	9.08.2022 - 30.08.2022	
	New Note:	< August 2022 > Sun Mon Tue Wed Thu Fri Sat	
		31 31 1 2 3 4 5 6 32 7 8 9 10 11 12 13	
	Allowed attachment file types are .PDF, .JPC	33 14 15 16 17 18 19 20 34 01 22 23 24 25 26 27	1
	Attachments	5 26 29 30 31 1 2 3	
		NO TILES TOUND.	
		Drop files to upload, or use the "+" button. Save Ca	ncel

- 17. The total number of days consumed will be shown.
- 18. It is **mandatory** for Employees to fill in the **New Note**.

<	۲	Create Request -	a ,	Û	8
		Leave Type Selection			
		Leave Type: Cuti Tahunan ~			
		Description: Cuti Tahunan			
		General Data			
		More than 1 day One day Start/End Date: 29.08.2022 - 30.08.2022 2 Days will be consumed Z Days will be consumed New Note: Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai bari Isnin 20/08/2022 gehingas Selasa. 30/08/2022 (selepas waktu bekerka) sehingga Selasa. 30/08/2022 Construction			
		I Allowed attachment file types are .PDF, .JPG and .PNG			
		Attachments +			
		PDF, JPG or PNG Format Only.pdf Pending 0% 🖗 🛞			
		Save Cance	ન		



• New Note must be filled in with relevant information regarding the leave request. For example:

Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin 29/08/2022 sehingga Selasa, 30/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sabtu, 13/08/2022 (selepas waktu bekerka) sehingga Selasa, 30/08/2022.

- The format of the New Note is subject to the respective Department's requirement(s).
- 19. Employee will be able to attach up to 4 files under **Attachment** by clicking \pm button.
- 20. Click Save button to submit request.

Note: The status of the attachment will be 'Pending', once Employee has clicked on the

Save button, any attachment(s) will be successfully uploaded.

<	۲	Create Request 🔻		Q	¢	8
		Leave Type Selection				
		Leave Type:	Cuti Tahunan 🗸			
		Description:	5.52 Days available Cuti Tahunan			
		General Data				
			More than 1 day One day			
		*Start/End Date:	29.08.2022 - 30.08.2022			
		New Note:	Memohon untuk menyambung Cuti Tahunan selama 2 hari mulai hari Isnin 29/08/2022 sehingga Selasa. 30/08/2022 dan memohon Kebenaran Keluar Negeri pada hari Sahtu, 13/08/2022 (selepas waktu bekerka) sehingga Selasa. 30/08/2022			
		i Allowed attachment file types are .PDF, .JPG	and .PNG			_
		Attachments		+	19	
		PDF, JPG or PNG Format Only.pd	Pending	0% ₽⊗		
				= 20 Save Cancel		
				Save		





Outcome: My Leave Request page will be displayed.

- 21. The status of the leave request will be shown as
- 22. The name of the approver will be shown under the approver column.

, v	my ceave nequest -						~	- 44
	✓ Entitlement							
	Items (3)				Show	/ From 08.08.2022		
	Leave Type	Validity	Available	Planned	Used	Entitlement		
	Cuti Tahunan	16.12.2020 - 15.12.2026	0 Days	0 Days	22.78 Days	22.78 Days		
	Cuti Tahunan	16.01.2021 - 15.01.2027	3.52 Days	2 Days	6.22 Days	11.74 Days		
	Cuti Mandatori	16.12.2021 - 15.12.2022	0 Days	14 Days	0 Days	14 Days		
	Calendar	w ; (2)			Show	v From 01.01.2022	•••	
	Leave Type	Validity	Status 21	Approver 2	Quota Us	ed		
	Cuti Tahunan	29.08.2022 - 30.08.2022	SENT		2 Da	iys 🛞	>	
	Cuti Mandatori	15.08.2022 - 28.08.2022	SENT		14 Da	iys 🛞	>	
			Request sent suc	ccessfully				

SENT

Note:

- The employee's leave entitlement will be shown under Entitlement.
- Available is the remaining leave available for the employee as of the date checked.
- The dates selected for each application **must not** clash.