



SISTEM SUMBER MANUSIA

User Guide

Organizational Management for Back End User (SAP GUI)

SAP Log On

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Organizational Management Department Users** (back-end user) to manage **Organizational Management**. 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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Log into SAP and Password Reset

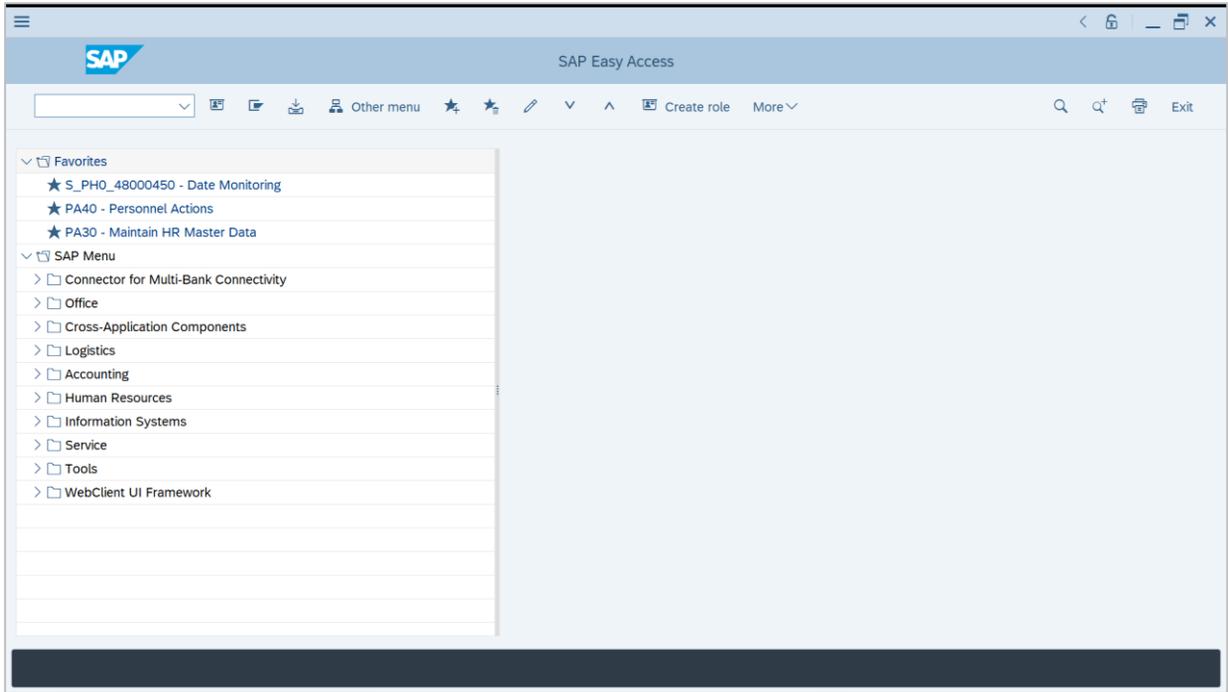
Backend User

1. Enter Employee's **IC Number** in **User** box
2. Enter the provided **Password** and click **Enter** on the keyboard

Note: For first time log in, the system will automatically ask to change password

3. Enter new password

4. Click on



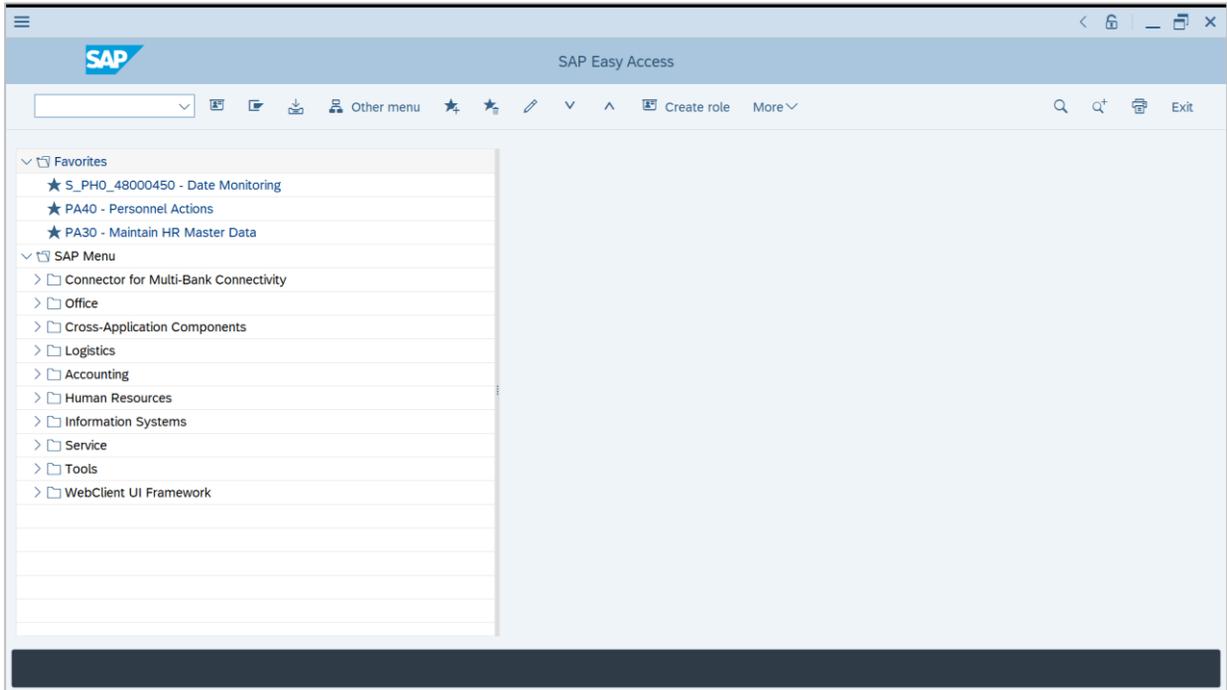
Outcome: The **SAP Easy Access** page will appear after logging on.

**Display SAP
Transaction Code**

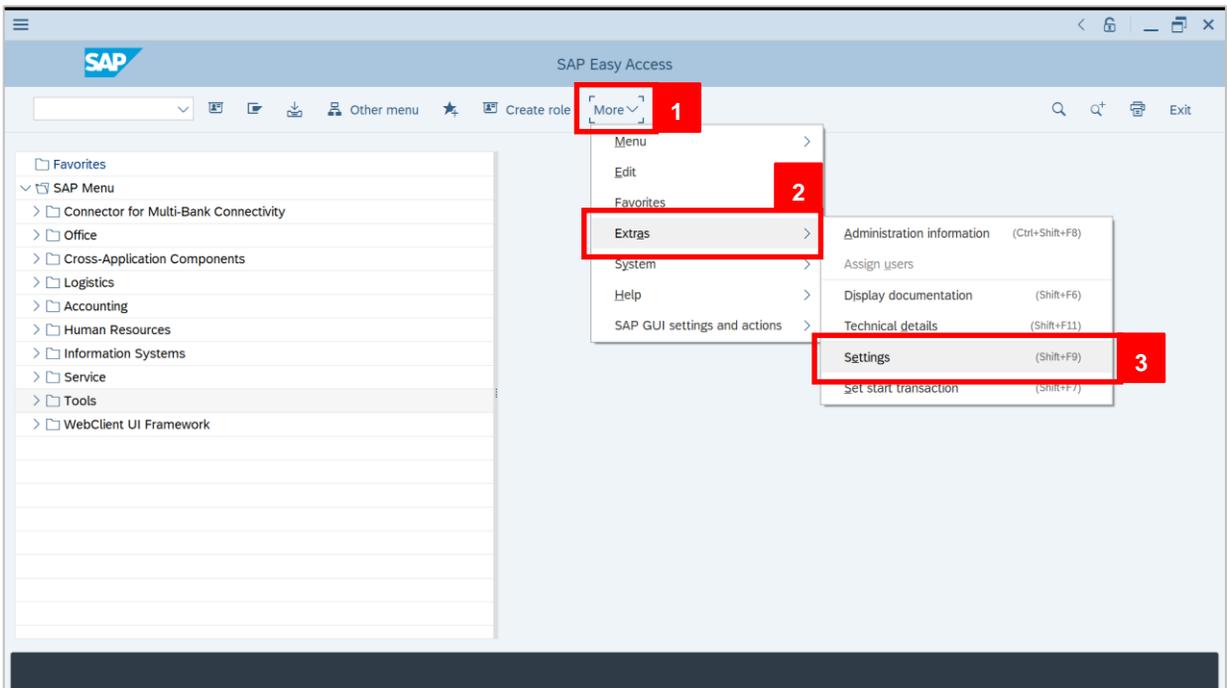
Backend User

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The **SAP Easy Access** page will appear



By default, SAP does not show transaction's code.

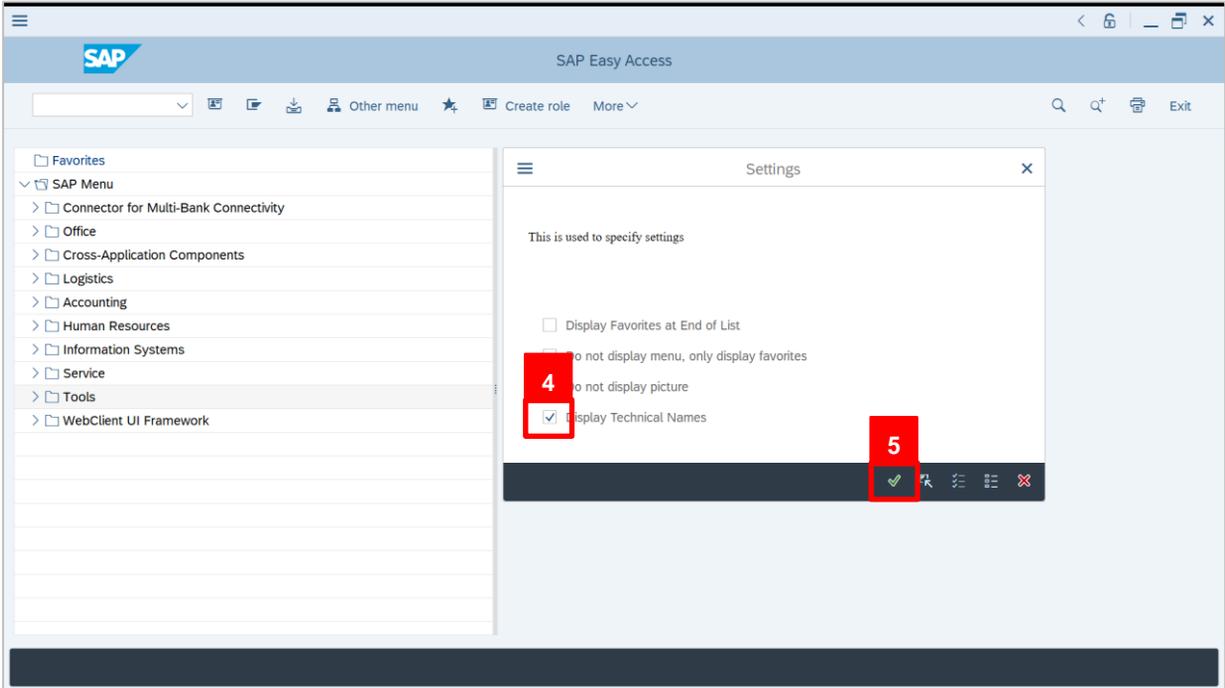


To enable Transaction code:

1. Click

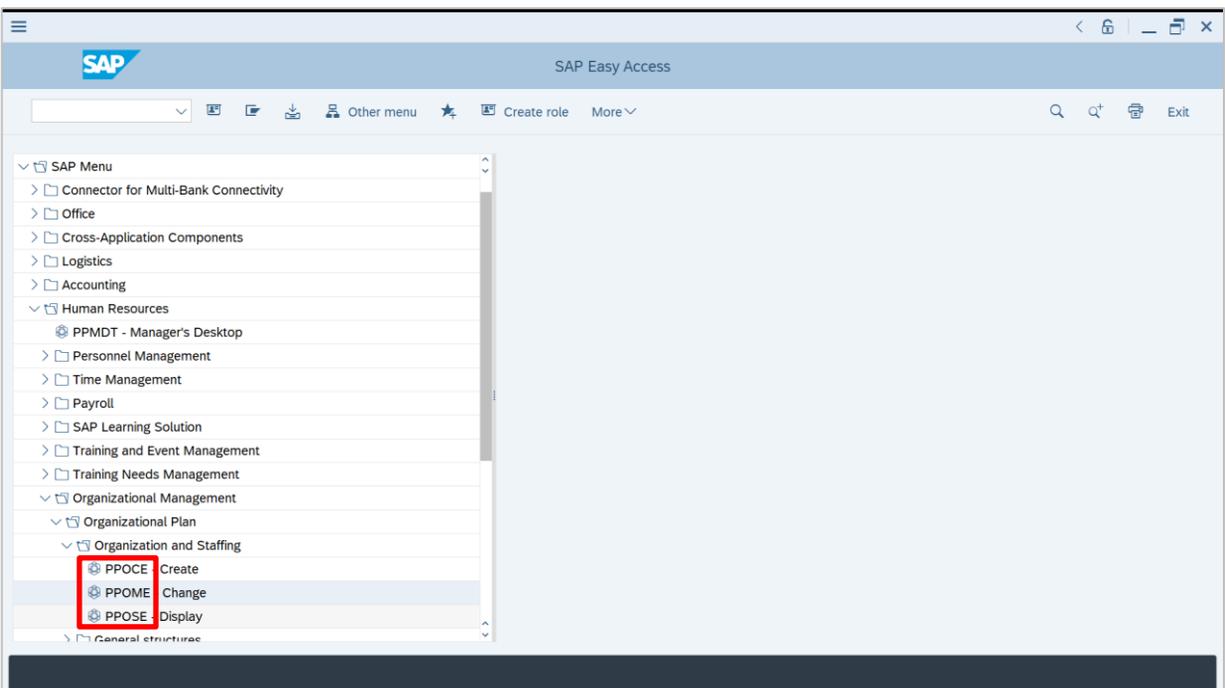
2. Click

3. Select



4. Tick icon to Display Technical Names.

5. Tick icon.

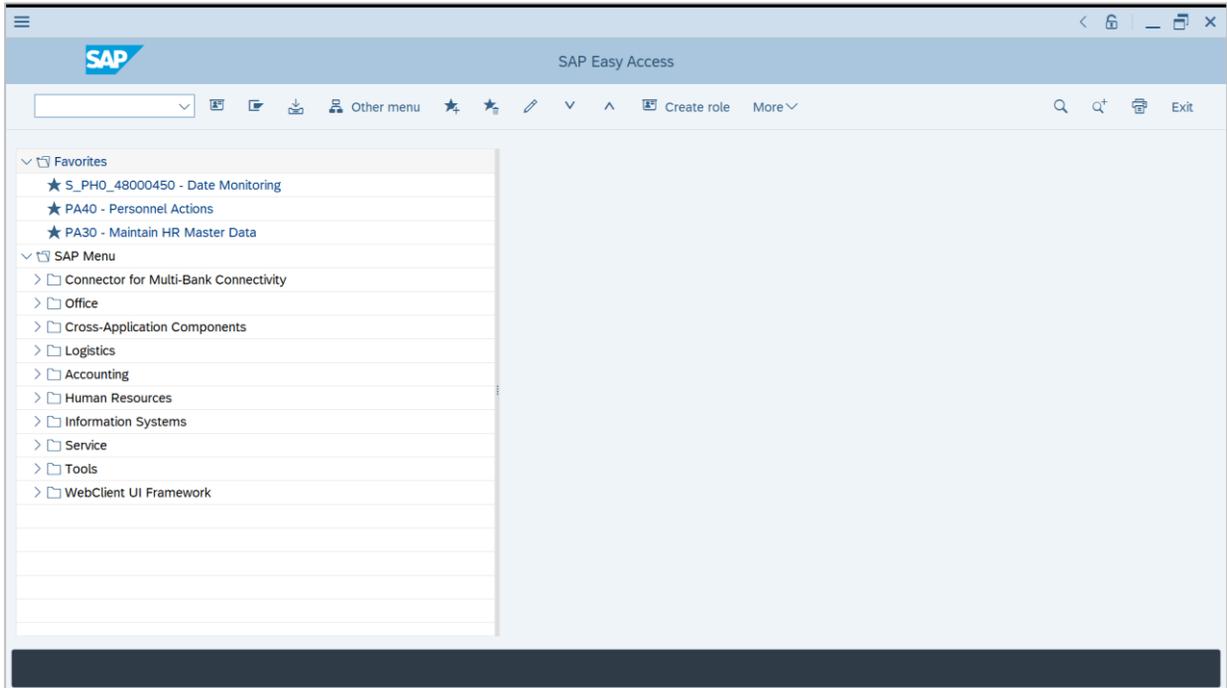


Outcome: Transaction codes are now enabled.

Organizing and Staffing Change Page

Backend User

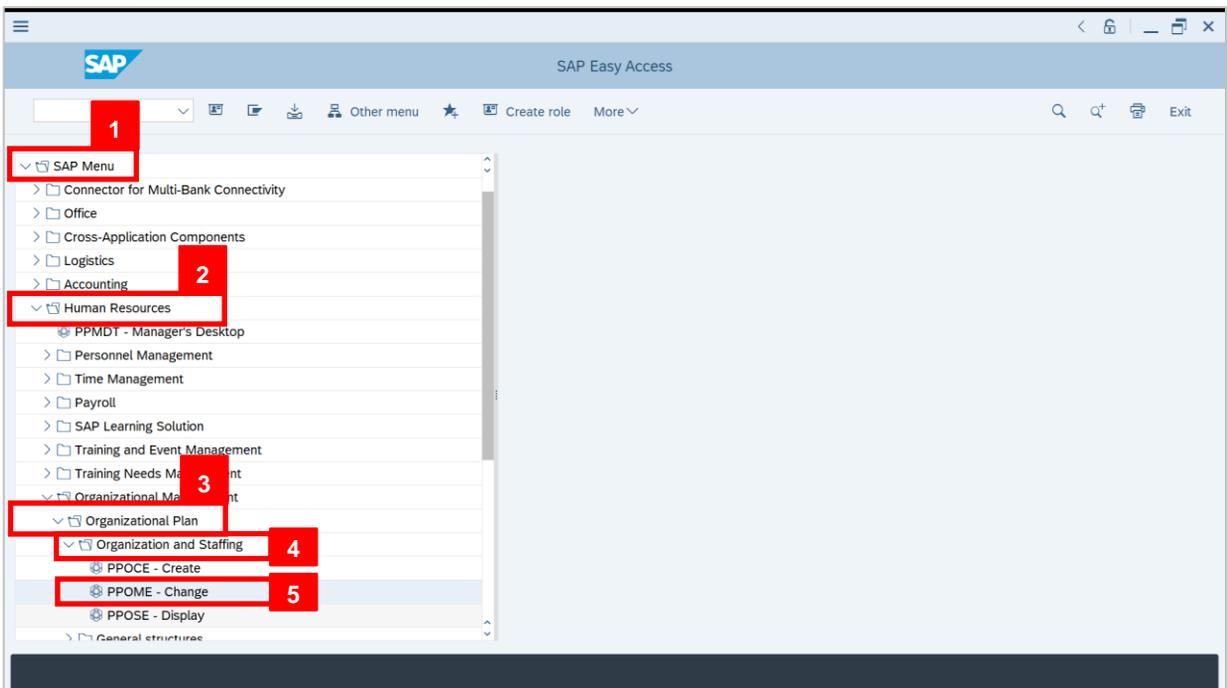
The SAP Easy Access page will appear



On the SAP page, go to:

1. Click

2. Click



3. Click Organizational Plan

4. Click Organization and Staffing

5. Under Organization and Staffing , click on PPOME - Change

The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The left navigation pane has 'Organizational unit' selected, highlighted with a red box and the number 6. A search dialog box titled 'Find Organizational unit' is open, with the 'Find' button at the bottom right highlighted by a red box and the number 7. The main content area displays 'Organizational Management' information.

Outcome: Organization and Staffing page will be displayed.

6. Click on Organizational unit

7. Click icon under **Find Organizational unit**.

The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The 'Find Organizational unit' dialog box is closed. The 'Hit list' on the left side of the screen shows a list of organizational units, with 'Prime Minister Office' highlighted by a red box and the number 8. The main content area displays 'Organizational Management' information.

Outcome: List of ministries will be displayed.

8. Click on respective ministry.

The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The left sidebar has a search filter set to 'Prime Minister Office', resulting in a list of ministries. The main area displays a table of staff assignments and details for the 'Prime Minister Office' organizational unit.

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input checked="" type="checkbox"/> Prime Minister Office	SA	O 10000001		A perso
<input type="checkbox"/> Pegawai Pentadbir Kanan	SA101	S 30000484	Incorporates	
<input type="checkbox"/> 3 personnel	3 personnel	S 30000607	Incorporates	

Details for Organizational unit Prime Minister Office

Basic data | Structure Info

Record: 1 Valid from: 01.01.2021
from: 1 To: 31.12.9999

Org Unit Level: 2 Minister Office

Outcome: New **Organization and Staffing Change** page will be displayed.