



SISTEM SUMBER MANUSIA

User Guide

Organizational Management for Back End User (SAP GUI)

Maintain Organizational Structure

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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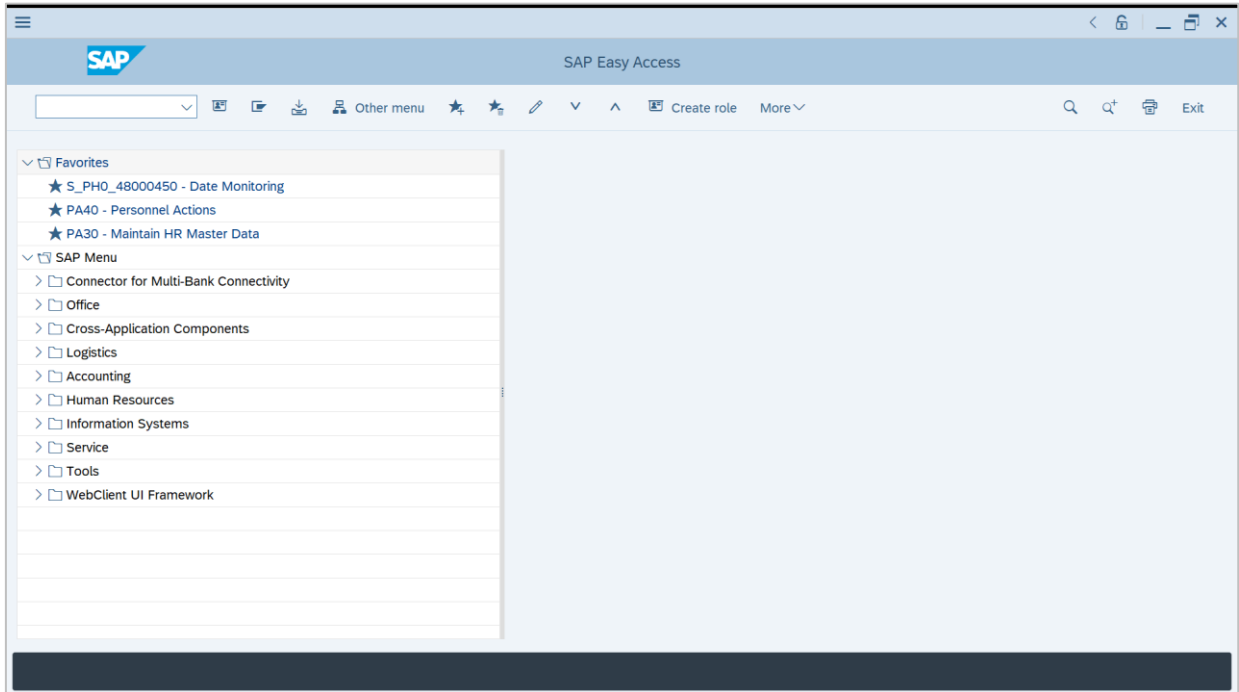
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Create New
Organization Unit

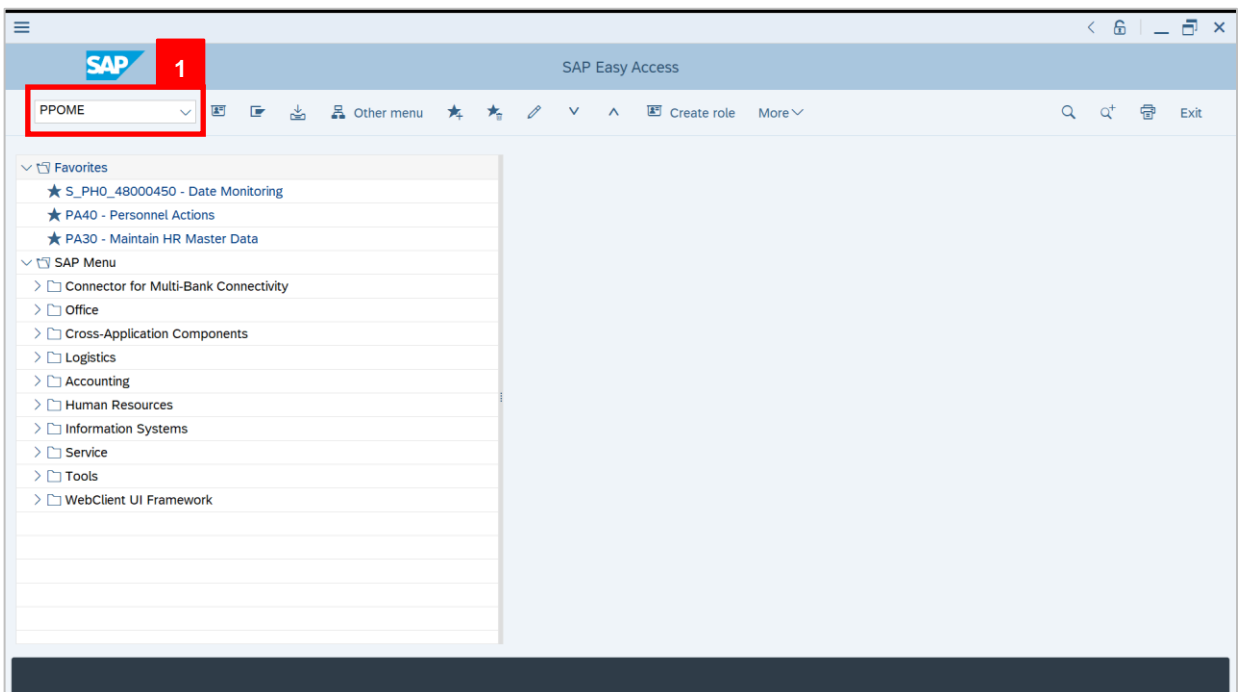
Backend User

OM Administrator

The **SAP Easy Access** page will appear



1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input checked="" type="checkbox"/> Ministry A	SA	O 10002326		Chief
<input type="checkbox"/> Department A	SA001	O 10002329	Is line supervisor of	Acting Position
<input type="checkbox"/> Department A II	SA002	O 10002351	Is line supervisor of	

Details for Organizational unit Ministry A

Basic data Structure Info

Organizational unit: SA Ministry A

Valid On: 28.04.2021

Staff Periods exist

Holder: Icon Holder Percentage Assigned as of Assigned until

Description: Subtyp: General description

Ministry A

Save Continue Cancel

2. Tick selected department.

3. Click on icon to create a new organizational unit.

Organization and Staffing Change

Choose Relationship

Organizational unit	Relationship	POSITION
<input checked="" type="checkbox"/> Is line supervisor of	Organizational unit	
<input type="checkbox"/> Incorporates		POSITION

Valid On: 28.04.2021

Staff Periods exist

Holder: Icon Holder Percentage Assigned as of Assigned until

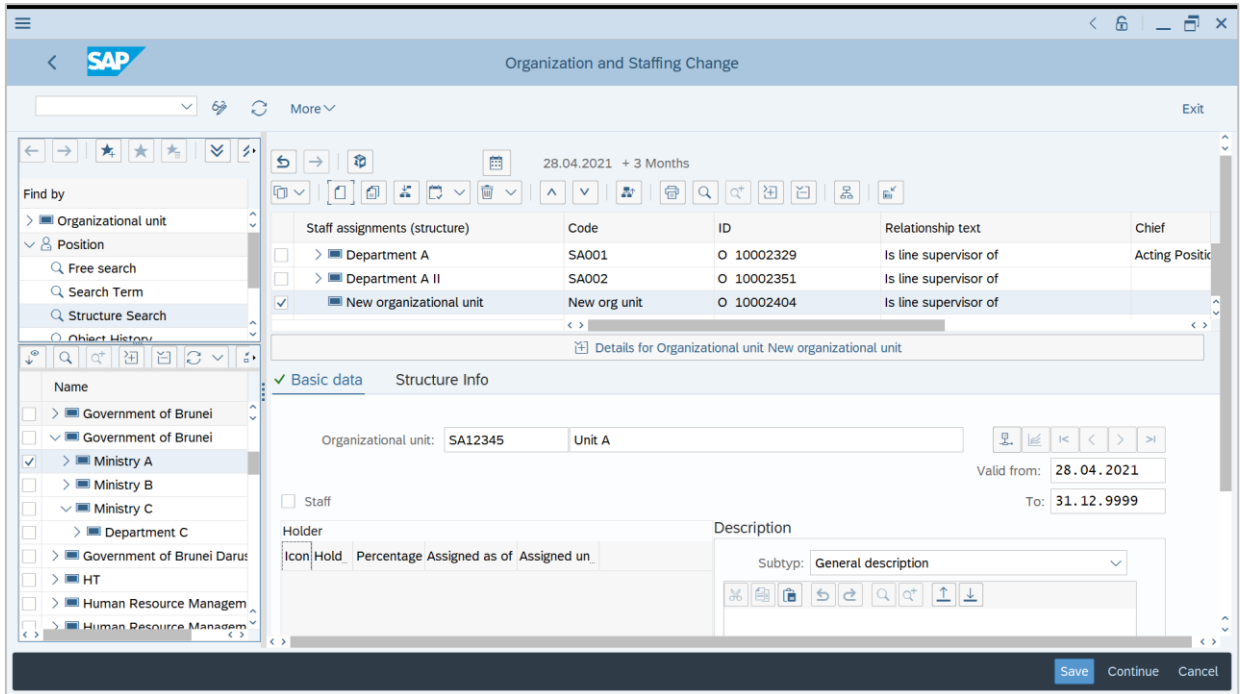
Description: Subtyp: General description

Ministry A

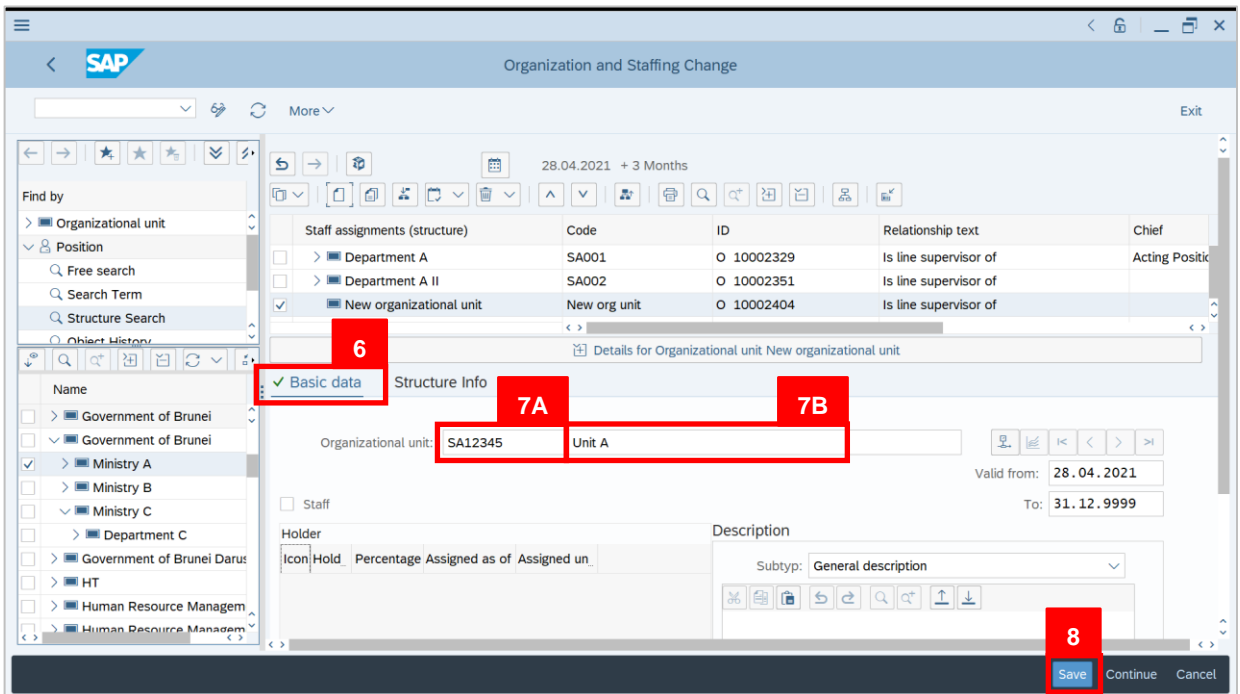
Save Continue Cancel

4. Select Is line supervisor of Organizational unit

5. Click on icon



Outcome: The new organizational unit will appear under the main department.



6. Click on **Basic data**

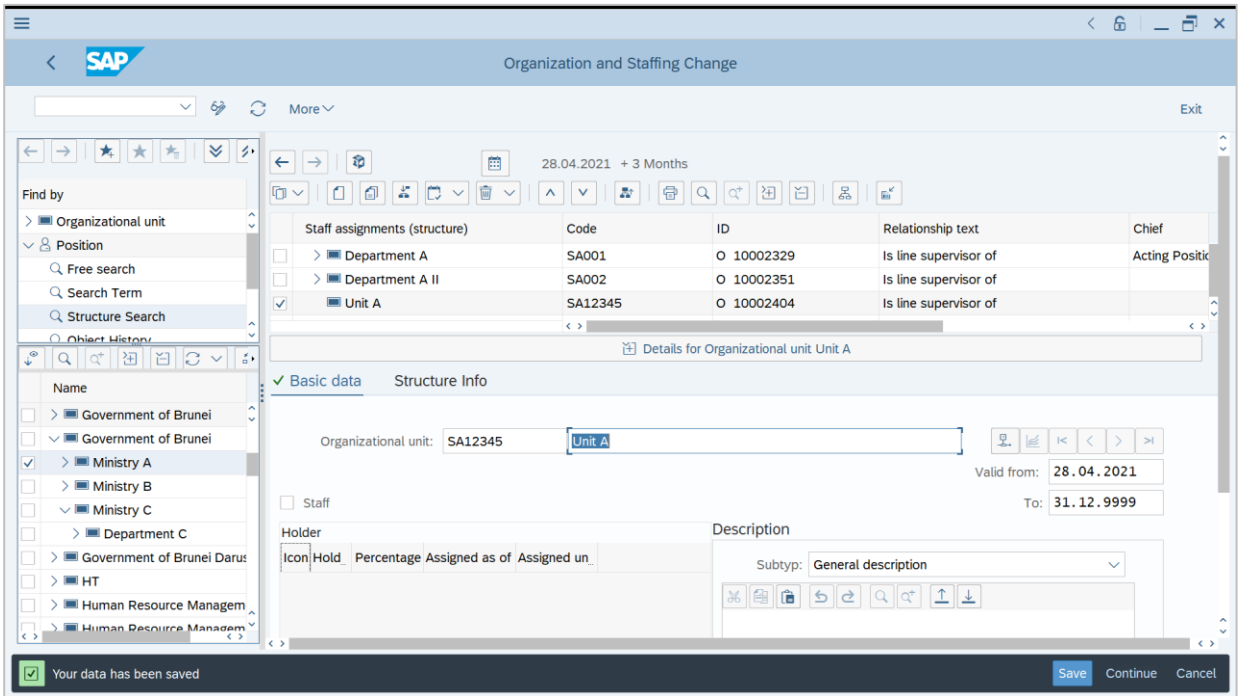
7. Fill in the following details under **Basic data** tab:

7A	Code	SA12345
7B	New Organizational Unit Name	Unit A

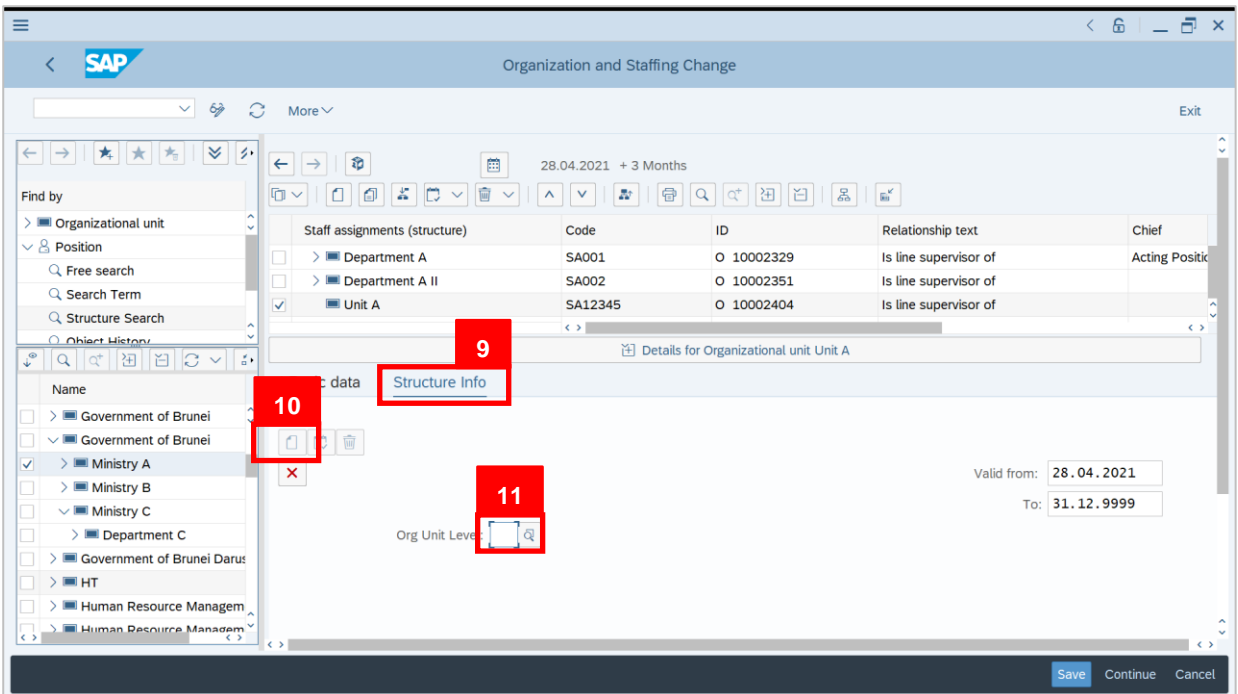
Note:

- The first 2 letters represent the ministry
- Numbers represent the sequence (For example, 1 digit represents sequence number of Deputy Minister, 3 digits represent sequence number of departments)

8. Click Save




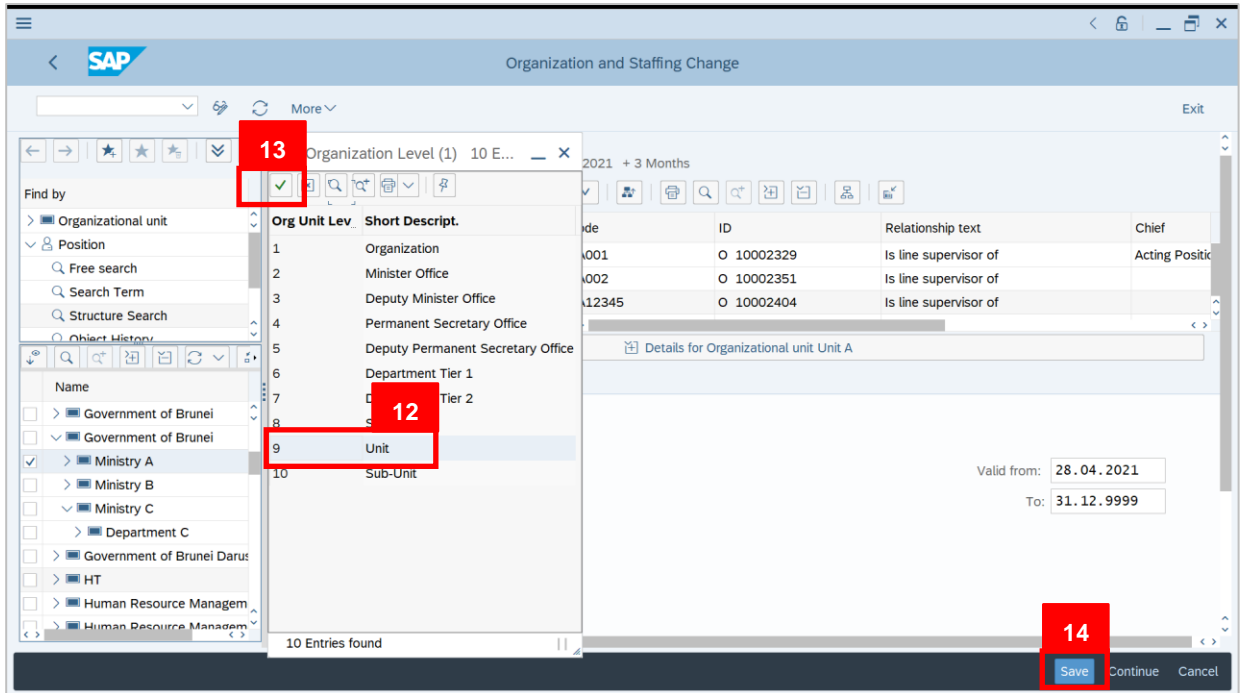
Outcome: Organizational Unit Name will be updated




9. Click on **Structure Info**

10. Click on  to create structure information

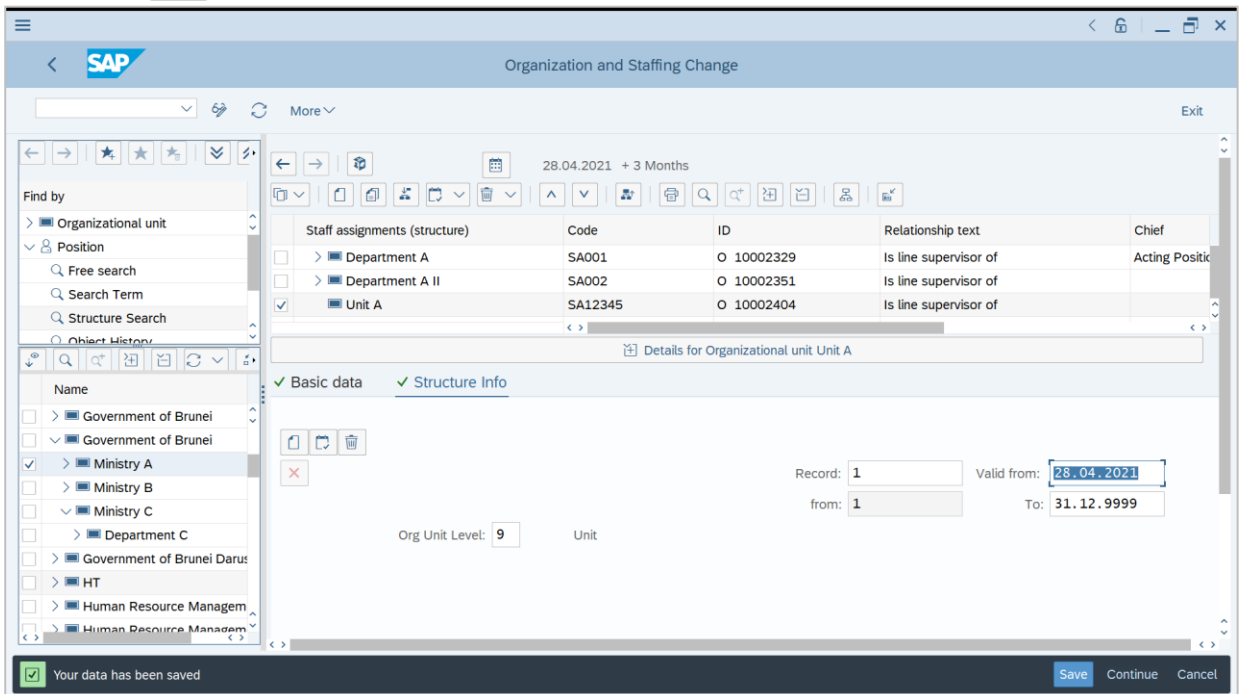
11. Click on  icon



12. Select **9, Unit**

13. Click on  icon

14. Click **Save**



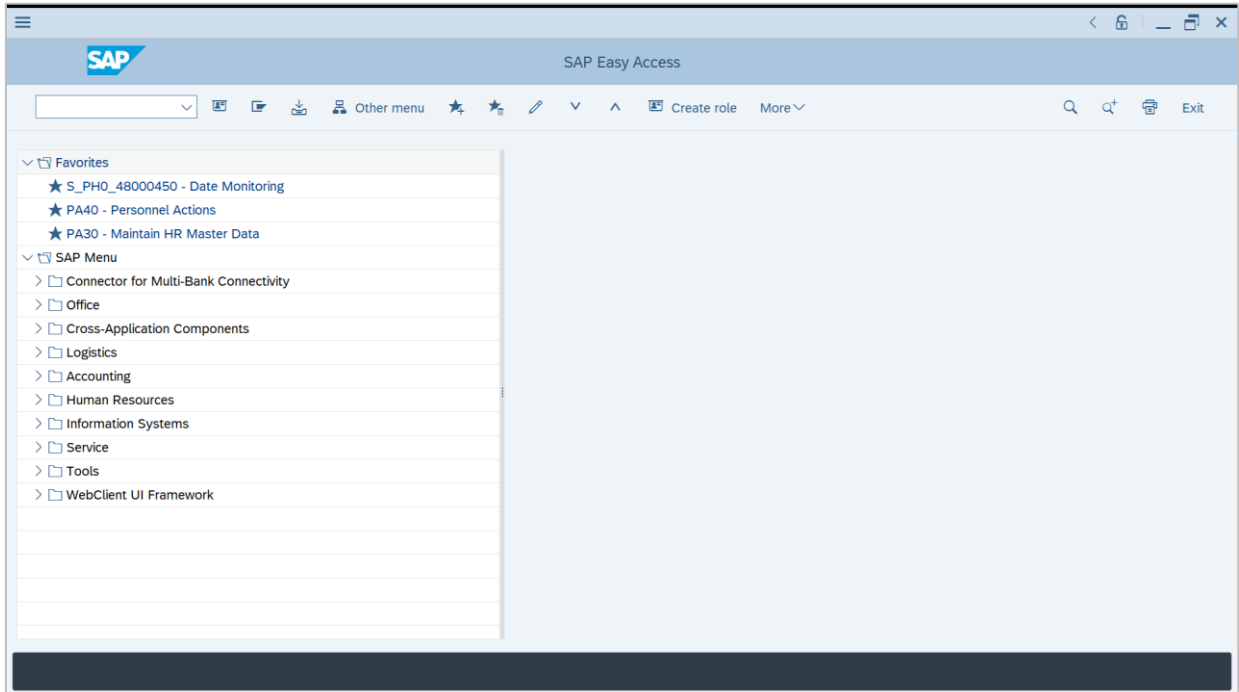
Outcome: New Organizational Unit has been created with its data.

**Copy an
Organization Unit**

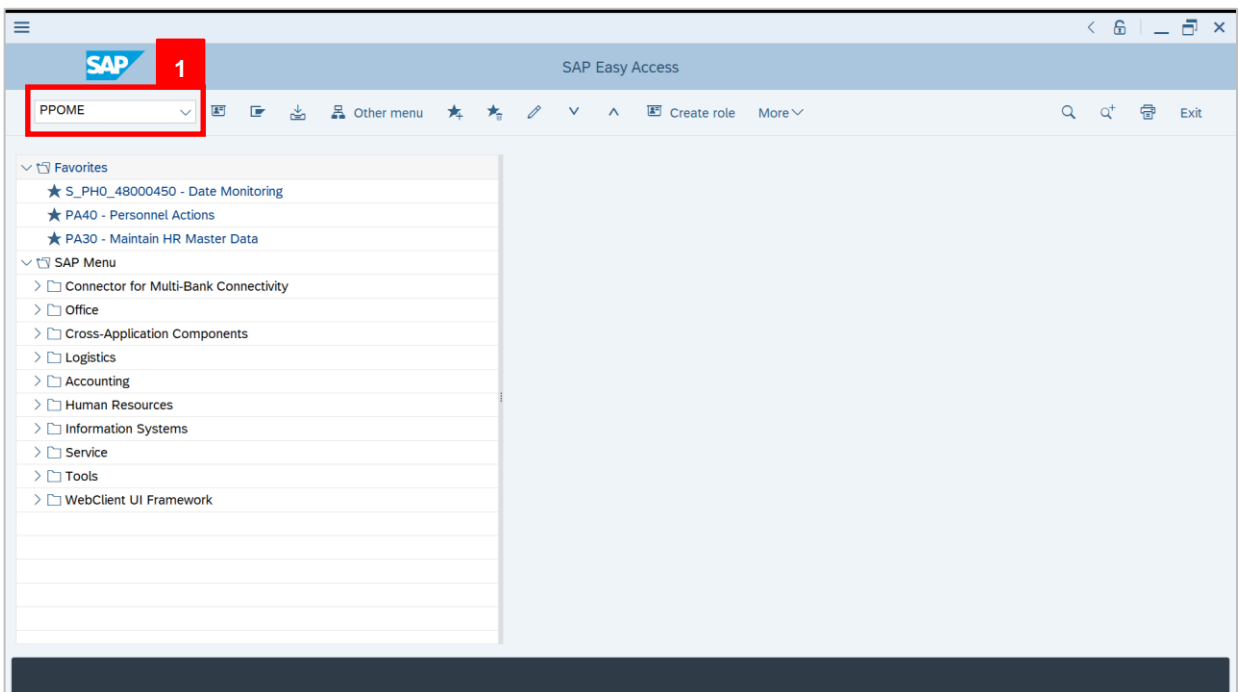
Backend User

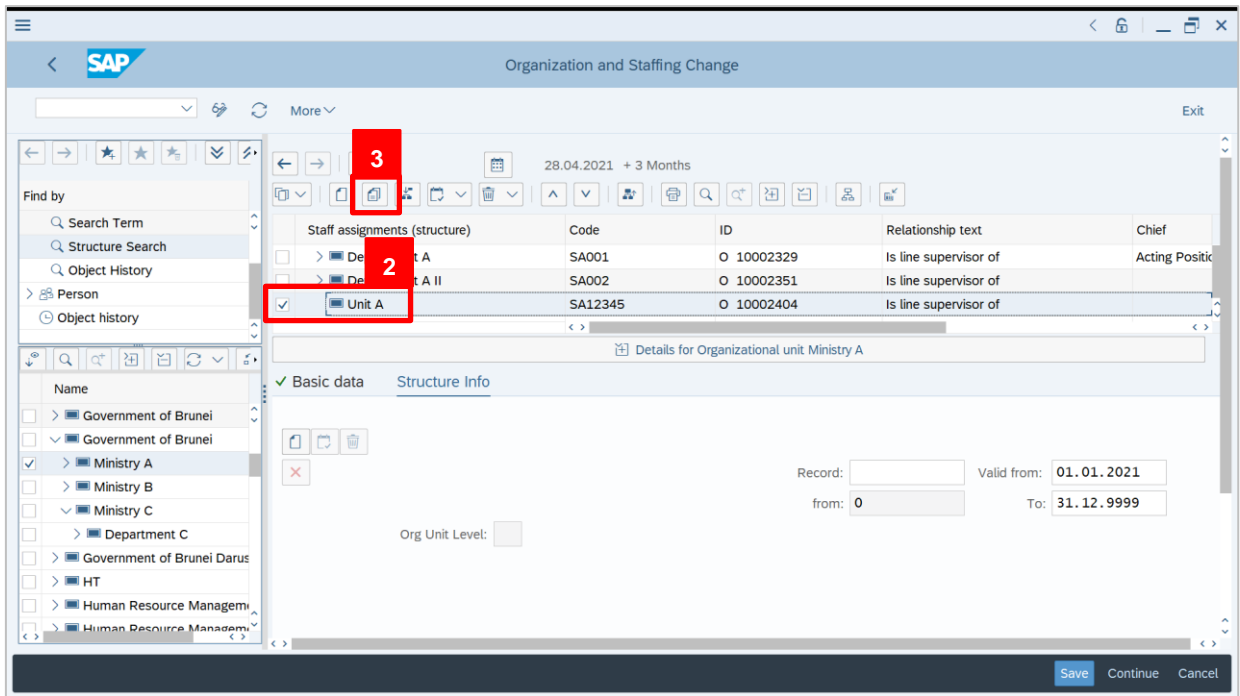
OM Administrator

The **SAP Easy Access** page will appear




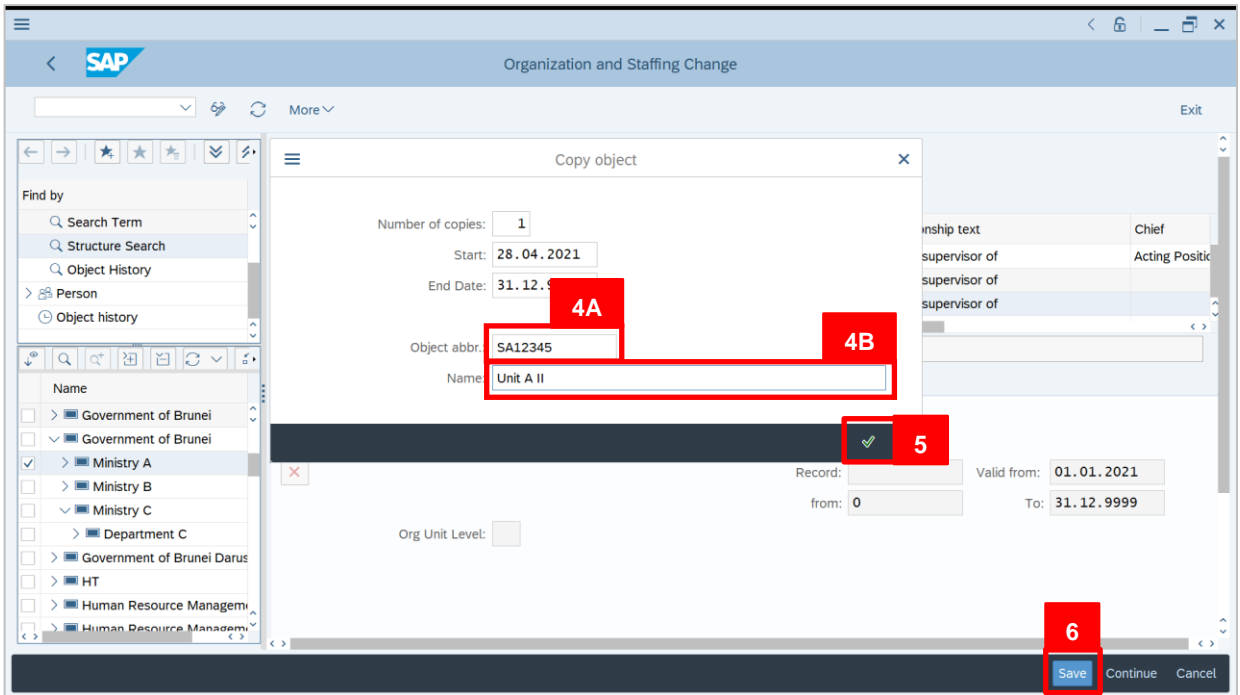
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.





2. Tick selected department.

3. Click on  icon to copy an existing organizational unit.



4. Fill in the following data:

4A	Code	SA12345
4B	New Organization Unit Name	Unit A II

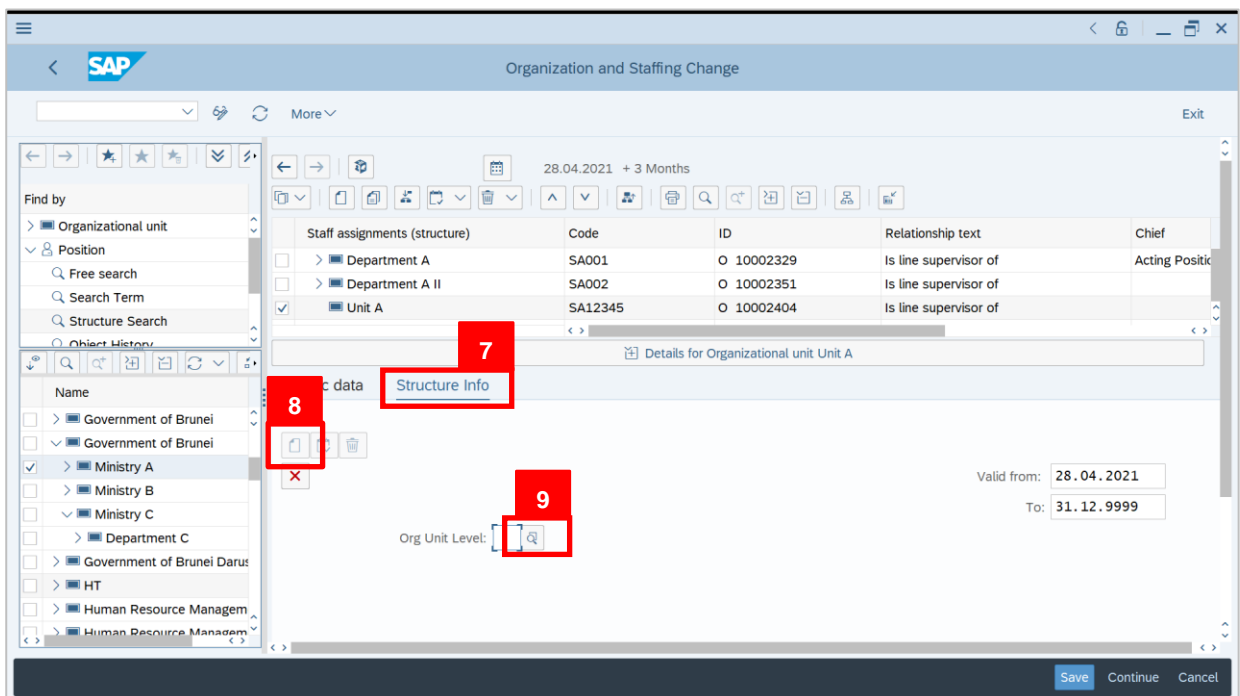
Note:

- The first 2 letters represent the ministry
- Numbers represent the sequence (For example, 1 digit represents sequence number of Deputy Minister, 3 digits represent sequence number of departments)

5. Click on  icon


6. Click 

Outcome: New Organizational Unit is created.



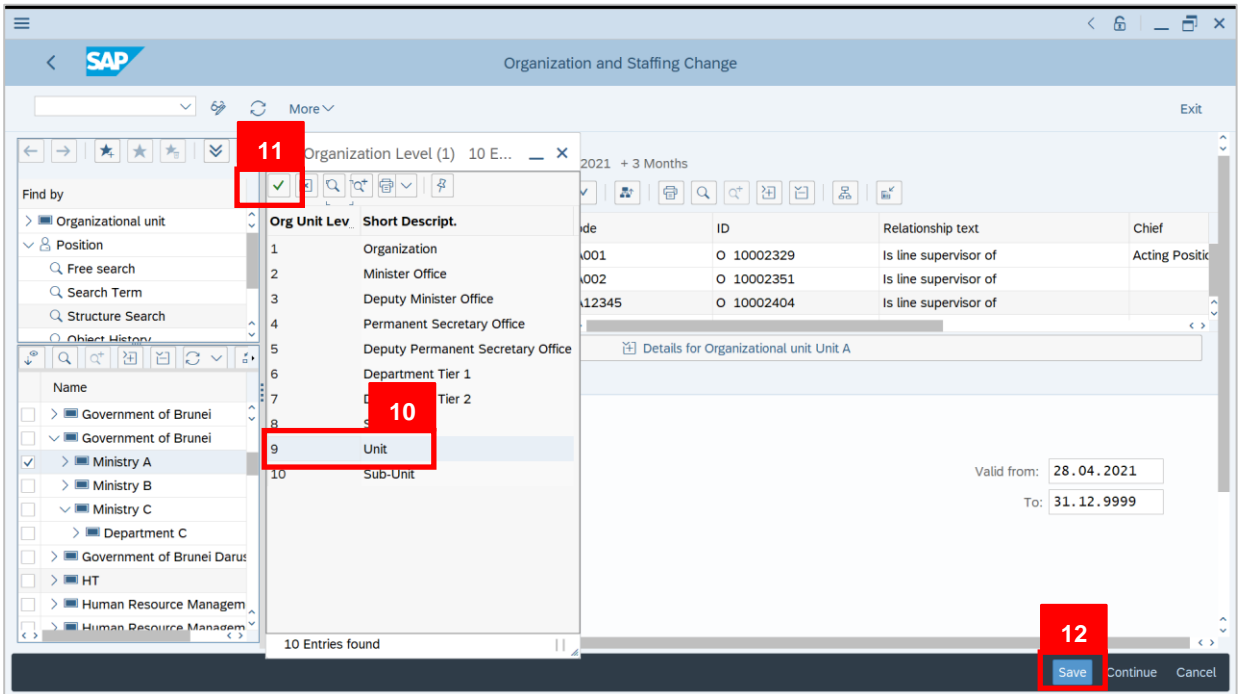
The screenshot shows the SAP GUI for 'Organization and Staffing Change'. The main area displays a table of staff assignments (structure) with columns for Code, ID, Relationship text, and Chief. The table lists Department A, Department A II, and Unit A. Below the table, there is a 'Details for Organizational unit Unit A' section. The sidebar on the left shows a tree view of organizational units, including 'Ministry A', 'Ministry B', and 'Ministry C'. The 'Org Unit Level' field is visible at the bottom of the main area. The date is set to 28.04.2021 + 3 Months. The bottom of the screen has 'Save', 'Continue', and 'Cancel' buttons.

Staff assignments (structure)	Code	ID	Relationship text	Chief
> Department A	SA001	O 10002329	Is line supervisor of	Acting Positic
> Department A II	SA002	O 10002351	Is line supervisor of	
Unit A	SA12345	O 10002404	Is line supervisor of	


7. Click on 

8. Click on  to create structure information

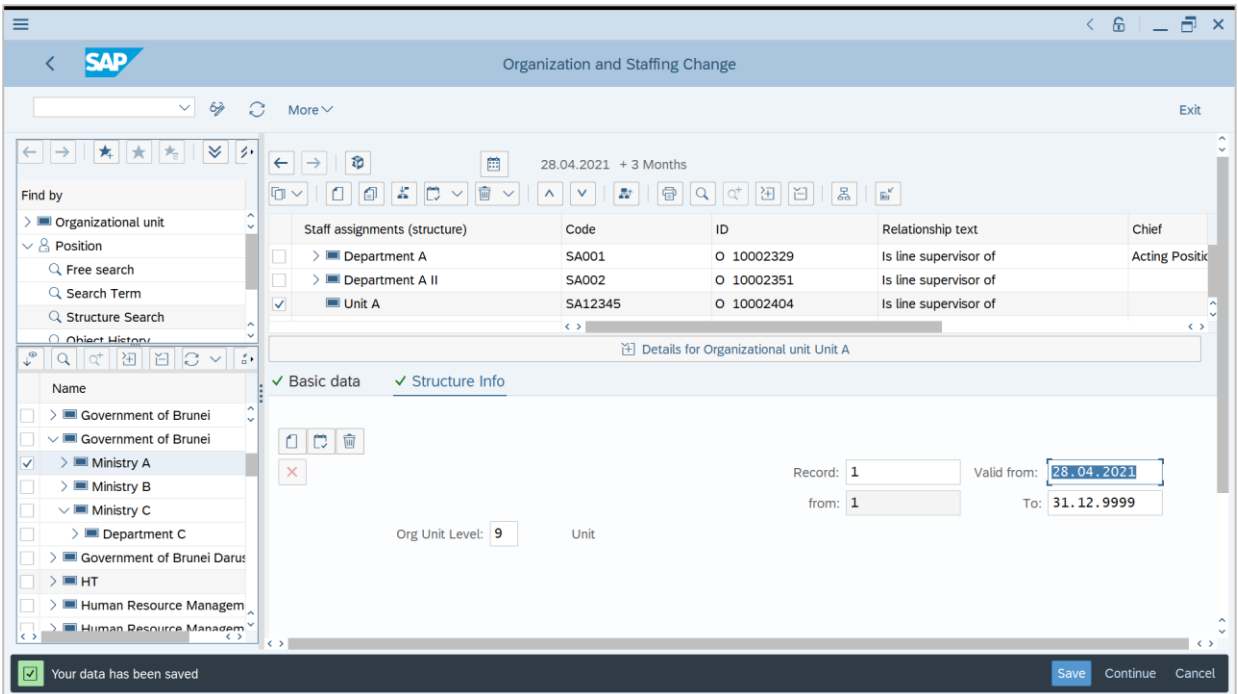
9. Click on  icon



10. Select **9, Unit**

11. Click on  icon

12. Click 



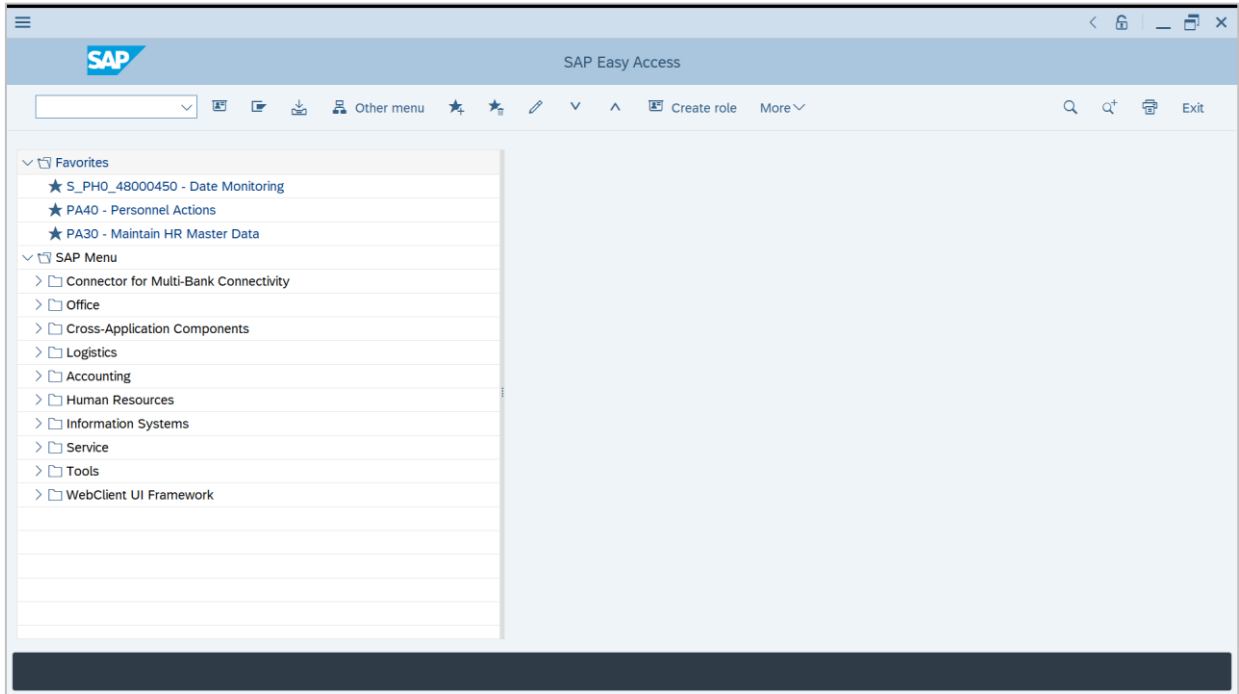
Outcome: New Organizational Unit has been created with its data.

**Delimit Organization
Unit**

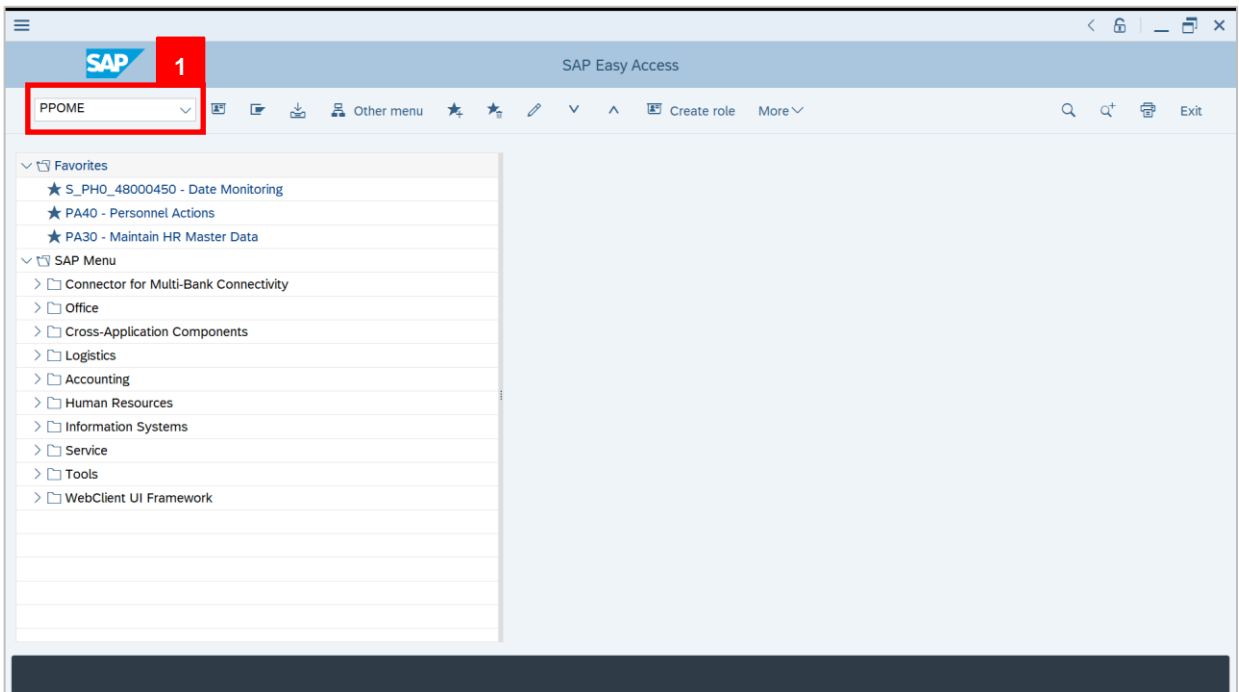
Backend User

OM Administrator

The **SAP Easy Access** page will appear



1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



Organization and Staffing Change

03.05.2021 + 3 Months

Staff assignments (structure)	Object	Code	ID	Relationship text	Chief
<input type="checkbox"/> Department A II	Assignment	SA001	O 10002329	Is line supervisor of	Acting Position
<input type="checkbox"/> Department A II	Assignment	SA002	O 10002351	Is line supervisor of	
<input checked="" type="checkbox"/> Unit A	Assignment	SA12345	O 10002404	Is line supervisor of	

Details for Organizational unit Ministry A

Organizational unit: SA Ministry A

Valid On: 03.05.2021

Staff: Staff

Periods exist:

Holder: Description:

Subtyp: General description

Pegawai Tugas-Tugas Khas bagi Unit A II

Save Continue Cancel

2. Tick selected department.

3. Click on  icon

4. Select

Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input type="checkbox"/> Department A II	SA002	O 10002351	Is line supervisor of	
<input type="checkbox"/> Unit A	SA12345	O 10002404	Is line supervisor of	
<input checked="" type="checkbox"/> Unit A II	SA12345	O 10002405	Is line supervisor of	

Delimit Relationship

Delimit date: 28.04.2021

Valid from: 28.04.2021


To: 31.12.9999

Org Unit Level:

Save Continue Cancel

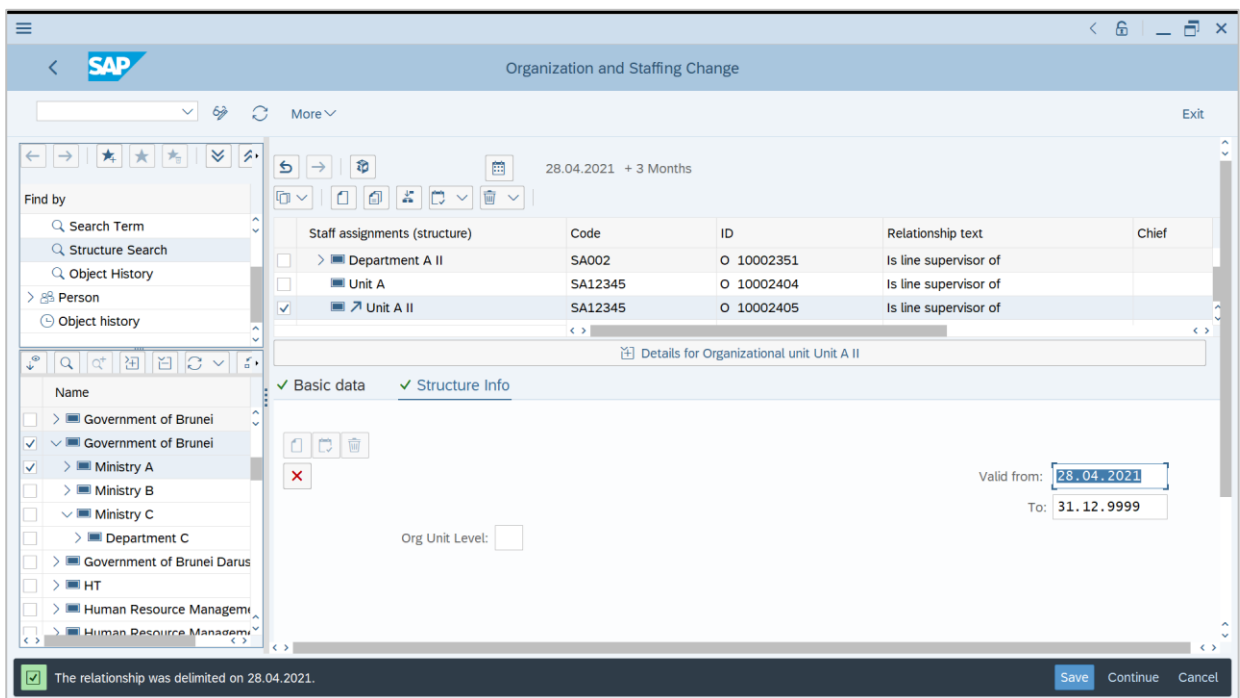
5. Fill in the delimit date.

Note: Delimit date should be the last day the Department/Unit functions.

6. Click on  icon

7. Click 

Outcome: Organizational Unit date will be updated.



Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input type="checkbox"/> Department A II	SA002	O 10002351	Is line supervisor of	
<input type="checkbox"/> Unit A	SA12345	O 10002404	Is line supervisor of	
<input checked="" type="checkbox"/> Unit A II	SA12345	O 10002405	Is line supervisor of	

Details for Organizational unit Unit A II

Basic data Structure Info

Valid from: 28.04.2021
To: 31.12.9999

Org Unit Level:

The relationship was delimited on 28.04.2021. Save Continue Cancel