

# SISTEM SUMBER MANUSIA

**User Guide** 

# Organizational Management for Back End User (SAP GUI)

**Maintain Positions** 

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**.









Add Positions
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OM Administrator

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- 2. Tick selected department.
- 3. Click on 1 icon to add positions to the new organizational unit.

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Outcome: The new position will appear under the unit.

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Outcome: Data for the position will be updated.



Assign Head of<br/>Organizational UnitBackend UserOM Administrator

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- 2. Tick selected department.
- 3. Under V Basic data tab, tick V icon to make Head of own organizational unit.
- 4. Click Save

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Outcome: Selected position will be updated as Head of organizational unit.

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 Backend User

 OM Administrator

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2. Tick on selected positions to be transferred.

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3. Drag and Drop the Position to the New Organization Unit





4. Under ✓ Basic data

tab, enter any changes/additional information about the position.

5. Click Save

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Outcome: Selected position is assigned to the new organizational unit.



 Delimit Position
 Backend User

 OM Administrator
 OM Administrator

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- 2. Tick selected department.
- 3. Click on 🖂 icon
- 4. Select Object



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5. Fill in the delimit date.

*Note:* Delimit date should be the last day the Position is functioning.

6. Click on 🗹	icon
7. Click Save	

Outcome: The position is delimited.

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