

SISTEM SUMBER MANUSIA

User Guide

Organizational Management for Back End User (SAP GUI)

Maintain Positions

VERSION: 2.0



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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Process Overview

Add Position to New Organization Unit



Assign Head of Organizational Unit



Transfer Position to Another Organization/Department



Delimit Position





Change Position Name



Assign Organizational Unit / Position to Another Organizational Unit via PPOME



Assign Organizational Unit / Position to Another Organizational Unit via PP01



Solving Head of Organizational Unit Issue





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Add Positions	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: Data for the position will be updated.



Assign Head of	Backend User
Organizational Unit	OM Administrator

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



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Transfer Position	OM Administrator

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



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4. Under 🗸 Basic data

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

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



	Backend User
Delimit Position	OM Administrator

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





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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Change Position	Backend User
Name	OM Administrator

Note: This is a guide on changing position name from PPOME and how to make the new updated name reflect to PA30.

The SAP Easy Access page will appear

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

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- 2. Click on the **Position** PEGAWAI TUGAS-TUGAS KHAS TI
- 3. As the *Details for the Position xx* is displayed, click on the **Display Period** button.

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4. Click on the **First Period** kutton.



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5. Edit the **Date** in the **To** 31.12.9999

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6. Edit the **Position** of the title name.



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- 7. Click Save button only AFTER both **position name** and the **date** is changed.
- 8. Click Exit button.



Note: The following steps is to show that the changes in the position naming is reflected in the system.

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9. Navigate to **Display HR Master Data** page by entering transaction code, **PA20** in the Search Bar and press **Enter** button on the keyboard.

The **Display HR Master Data (PA20)** page will be displayed.

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- 10. Enter the employee Personnel Number.
- 11. Under Basic personal data section, click on on and select Organizational assignment
- 12. Click on 🖾 icon.

The Overview Organizational Assignment page will be displayed.

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- 13. Select the Organizational Assignment with the recent date.
- 14. Click on 🔍 button.

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New position title is displayed.



Assign Org Unit /	Backend User
Position to Another	OM Administrator
Org Unit via PPOME	

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

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Ministry of Energy	> Department C	ZZ3	O 10001885	Is line supervisor of	HAJ			
Ministry of Defense (Training)	> Department D	ZZ4	O 10001886	Is line supervisor of	DAY			
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2. Click respective Organizational Unit destination.

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4. Under Choose Relationship, select





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6. Select Organizational Unit / Position.

7. Click 🗹 icon.

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8. Click Save button.

Outcome : The position has been transferred to the new organizational unit.



Assign Org Unit /	Backend User
Position to Another Org Unit via PP01	OM Administrator

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1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.

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- 2. Under **Plan version**, click on 🔽 icon.
- 3. Select Current Plan.

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5. Select Organizational unit.



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	* Plan version: Current plan * Object type: Organizational ur 6 Object ID: Object abbr.: Active Planned Submitted Approve	ved Rejected
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	Relationships	 Penod
	Description	* From: 19.08.2021 to: 31.12.9999
	O Department/Staff	O Today O Current week
	Acct. Assignment Features	O All O Current month
	Work Schedule	From curr.date Last week

6. Under **objective ID**, click

≡					> GHQ (1) 230 🖹 🔓 🔔 🗖 🗙
<	SAP	Maintain d	object		
	E Choose Or	rganizational unit		×	Exit
	Name > ■ Ministry of Development > ■ Ministry of Education > ■ Ministry of Education > ■ Ministry of Culture,Youth and Sports > ■ Ministry of Celture,Youth and Sports > ■ Ministry of Defense (Training) ~ ■ Department A ■ Unit Latihan Khas II ■ Unit Latihan Khas III ■ Department B ■ Department D	ID 0 10000009 0 10000010 0 10000011 0 10000012 0 10001767 0 10001876 0 10001876 0 10001877 0 10003017 0 10003035 0 10001878 0 10001885 0 10001885	Code SK SF SN SL SQ SBTRN1 ZZ Z2 SL01A SL01A SL01A ZZ2 SL01A ZZ2 ZZ3 ZZ3	V 01.0	8.2021 to: 31.12.9999
	Department E Department F Department G	0 10001887 0 10001888 0 10001889	ZZ5 ZZ6 777	01.0	Current week
	Department H Department I	0 10001890 0 10001891	ZZ8 ZZ9	01.0	C Last week

7. Select respective Organizational Unit.



8. Under Active tab, select Relationships.

9. Click on 🚺 icon.

≡				> GHQ (1) 230 🕨 🔓	_ 🗗 ×
	Create	Relationships			
🖂 🖌 🖓 Allowed rela	tionships More~				Exit
$\leftarrow \rightarrow \bigstar \bigstar \bigstar \bigotimes \bigotimes$	Organizational unit:	SL01A U	Unit Latihan Khas		0
	Planning Status:	Active			
	* Valid from:	19.08.2021	* to: 31.12.9999	6ට Change Information	
					_
	Relationships				_
	Relationship ty	/pe/relationship:			
	Related Object	r	1	<u></u>	
	Туре о	f related object:		~	
	ID o	f related object: Mana	agement Cockpit	~	
		Abbreviation: Object	ct of Pers.Dplmt.Pla		
		Name: Organ	inizational Goal		
		Organ	inizational unit		
		Priority: Perso	on 11	b	
		Weighting: Positi	tion		0
		Proce	ess	Sav	e Cancel

Outcome : Create Relationships page will be shown.

- 10. Under **Type of related object**, click on 🔽 icon.
- 11a. Select **Organizational Unit** if the target object is organizational unit.
- 11b. Select **Position** if the target object is position.



=	> GHQ (1) 230 膨 🔓 🔤	- 8 :
■ Relationship (1) 56 Entries found	× Create Relationships	
estrictions		
		Exit
Rel. Relationship not a second s	Organizational unit: SLO1A Unit Latihan Khas	
A 002 Reports (line) to 138	Planning Status: Active	
B 002 Is line supervisor of	* Valid from: 19.08.2021 * to: 31.12.9999 68 Change Information	
A 003 Belongs to		
B 003 Incorporates	12	
B 007 Is described by		
A 011 Cost center assignment		
B 012 Is managed by		
A 013 Staffing requirement		
B 034 Participated in e. type	Type of related object: \checkmark	
B 036 Organizes	ID of related object:	
BIOED Accessor	Abbreviation:	
AJUDU ASSESSES		
	Name:	
Al061 Equals	·	
56 Entries found	Priority:	
	Weighting: %	
	C	Cancol
	Save	Cancel

- 12. Under relationship type, click on \Box icon.
- 13a. If you choose organizational unit, select B|002 Is line supervisor of.
- 13b. If you choose position, select B|003 Incorporates.
- 14. Click 🗸 button.

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<u>⊪</u> ≺ <mark>SAP</mark>	Create Relationships	
✓ i	ionships More ~	Exit
	Organizational unit: SL01A Unit Latihan Khas Planning Status: Active * Valid from: 19.08.2021 * to: 31.12.9999	ර්ථ Change Information
	Relationships Relationship type/relationship: B 003 Related Object	
	Type of related object: Position ID of related object: Abbreviation: Name:	 ✓ 15 ☑
	Priority:%	Save Cancel
15. Click 🗇 icon.		

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0



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	Choose Position		×	
			^	Exit
Name	Л	Code	V	0
	0.10000010	code	01.0	
> Ministry of Education	0 10000010	SF	01.0	
Ministry Transport Infocommunications	0 10000011	SN	01.0	
Ministry of Culture, Youth and Sports	0 10000012	SL	01.0	6ට Change Information
> Ministry of Energy	0 10000013	SQ	01.0	
> Ministry of Defense (Training)	O 10001767	SBTRN1	01.0	
✓ ■ Ministry A	O 10001876	ZZ	01.0	
✓ ■ Department A	16 ^{0 10001877}	ZZ1	01.0	
> 🖀 Pengarah	S 90000077	SA000077	01.0	
> 🔒 Timbalan Pengarah	S 90000191	SA000191	01.0	
> 🔳 Unit Latihan Khas	O 10002995	SL01A	19.0	
> 🔳 Unit Latihan Khas II	O 10003017	SL01A	19.0	\sim
> 🔳 Unit Latihan Khas III	O 10003035	SL01A	19.0	
> Department B	O 10001878	ZZ2	01.0	
> Department C	O 10001885	ZZ3	01.0	
> Department D	O 10001886	ZZ4	01.0	
> Department E	O 10001887	ZZ5	01.0	
> Department F	O 10001888	ZZ6	01.0	
> Department G		ZZ7	01.0	
> Department H	17	ZZ8	01.0	\$
	▲ 汨 兄	A B C ≝	🎝 몶 Q X	Save Cancel

- 16. Select respective organizational unit/position to be assign.
- 17. Click on < icon

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	Create Relationships	
🖂 📝 Allowed rela	tionships More 🗸	Exit
	Organizational unit: SL01A Unit Latihan Kh Planning Status: Active * Valid from: 19.08.2021 * to: 31.12	as 2.9999 රට Change Information
	Relationships Relationship type/relationship: B 003 Incorpo	orates
	Type of related object: Position ID of related object: 90000191 Abbreviation: SA000191 Name: Timbalan Pengarah	~
	Priority:	18 Save Cancel
18. Click Save button.		



_				
=			> GHQ (1) 230	
	Create Relationships			
	owed relationships $More \lor$			Exit
Organizational unit: SL014 Planning Status: Active * Valid from: 19.00 Relationships	Unit Latihan Khas 3.2021 * to: 31.12.9999 6ð Change Information			
Relationshit =	Relationships Create	×		
Typi ⑦	Overlapping records will be deleted Do you want to save? 19 Yes No X Cancel Priority:			
				Save Cancel

19. Select

to continue.

Yes

≡		> GHQ (1) 230 📄 🔓 📃 🗖 🗙
<u>⊪</u> ≺ sap	Maintain object	20
✓ 6≱ ① ℓ 63	🗐 🛱 🖬 🖉 More 🗸	Exit
	 Plan version: Current plan Object type: Organizational unit Object ID: 10002995 Unit Latihan Object abbr.: SL01A Active Planned Submitted Approved Infotype Name S Object ✓ Relationships ✓ 	Khas Rejected Image: Period Period Image: Period Image: Period
	Description Department/Staff	O Today O Current week
	Acct. Assignment Features	O All O Current month
Record created	Work Schedule	From curr.date

Outcome : Record have been created.

20. Click on Exit

button.



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SAP Easy Access	
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V 🗇 SAP Menu	
> Connector for Multi-Bank Connectivity	
> 🗅 Office	
> Cross-Application Components	
> C Logistics	
> C Accounting	
> 🗋 Human Resources	
> 🗅 Information Systems	
> 🗅 Service	
> 🗅 Tools	
> Description VI Framework	

19. In the search bar, type **PPOME** and press **Enter** button on the keyboard.

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< SAP	Organization a	nd Staffing Chan	ge		
✓ 6⁄∂ 📿 More	i 🗸				Exit
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Find by		∧ ∨ ⊉	륨 Q 작 권 凶 몰		
Q Structure Search	Staff assignments (structure)	Code		Relationship text	C
Q Object History		77	0 10001876	Retationship text	0
> & Position		771	0 10001877	Is line supervisor of	AW
> 🖧 Person 🗘	> Pengarah	SA000077	S 9000077	Incorporates	011
♀ Q、 q ⁺ 注 ご ご ~ 品 算・	✓ ■ Unit Latihan Khas	SL01A	O 10002995	Is line supervisor of	Pega
Name	Pegawai Latihan Khas Kanan	SL01A	S 30085233	Incorporates	
Unit Pekeria Khas 4	🗌 🔒 Kerani Latihan Khas	SL01A	S 30085262	Incorporates	
> Ministry Transport Infocommunication	🔽 🔰 👌 Timbalan Pengarah	SA000191	S 90000191	Incorporates	
Ministry of Culture, Youth and Sports	🗌 🔰 🔎 Unit Latihan Khas II	SL01A	O 10003017	Is line supervisor of	Pega
> Ministry of Energy	> 🔲 Unit Latihan Khas III	SL01A	O 10003035	Is line supervisor of	Pega
Ministry of Defense (Training)	> Department B	ZZ2	O 10001878	Is line supervisor of	ABU
V Ministry A	Department C	ZZ3	O 10001885	Is line supervisor of	HAJ
> Department A	> Department D	ZZ4	O 10001886	Is line supervisor of	DAY
Department B	> Department E	ZZ5	O 10001887	Is line supervisor of	DAY
Department C	Department F	776	0 10001888	Is line supervisor of	
Donartmont D V		2 Details	for Position Timbalan Pengarah	22	$\langle \rangle$
Vour data has been saved				Save	Continue Cancel
22. Click Save button).				

Outcome : The Position has been transferred to the new organizational unit.



Solving Head of	Backend User
Organizational Unit Issue	OM Administrator

The SAP Easy Access page will appear

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> 🗋 Office		
> 🗀 Cross-Application Components		
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> 🗀 Human Resources		
> 🗋 Information Systems		
> 🗋 Service		
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> 🗅 WebClient UI Framework		
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1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.

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<u>5497</u> 1	SAP Easy Access		
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< SAP	Organization and	d Staffing Change			2
V 69 C More	~				Exit
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Find by		V 🎥 🖶 C	(학 권 김 씨		
♀ Structure Search	Staff assignments (structure)	Code	ID	Relationship text	C
Q Object History	Ministry A	ZZ	O 10001876		Timt
> B Position	Department A	ZZ1	O 10001877	Is line supervisor of	AW
> B Person	📄 🔷 > 🖀 Pengarah	SA000077	S 90000077	Incorporates	
↓ ○ ○ ○ 田 田 ○ > 品 章 →	> A Timbalan Pengarah	SA000191	S 90000191	Incorporates	
Name	🗸 🦀 Timbalan Pengarah	SA000077	S 30085927	Incorporates	
🔲 Unit Pekerja Khas 4 🗘	🗌 🔰 🔎 Unit Latihan Khas	SL01A	O 10002995	Is line supervisor of	Pega
Ministry Transport Infocommunication	📄 📏 🔳 Unit Latihan Khas II	SL01A	O 10003017	Is line supervisor of	Pega
Ministry of Culture, Youth and Sports	🗌 📏 🔳 Unit Latihan Khas III	SL01A	O 10003035	Is line supervisor of	Pega
Ministry of Energy	Department B	ZZ2	O 10001878	Is line supervisor of	ABU
Ministry of Defense (Training)	Department C	ZZ3	O 10001885	Is line supervisor of	HAJ
🗌 🗸 🔳 Ministry A	> Department D	ZZ4	O 10001886	Is line supervisor of	DAY
Department A	> Department E	ZZ5	O 10001887	Is line supervisor of	DAY
Department B	> Department F	ZZ6	O 10001888	Is line supervisor of	DAY
Department C	Department G	777	0 10001889	Is line supervisor of	NOF
Department D V		2 Details for Organiza	tional unit Unit Latihan Khas		0
		_		_	
				Save	Continue Cancel

This issue comes from unsynchronized relationships between A003 position to organizational unit (Belongs to) and A012 position to organizational unit (Manages...).

2. Click on Exit button.	
=	> GHQ (1) 230 📄 🔓 📃 📑 🗙
SAP Easy Access	
PP01 🗸 🗷 🕞 🛓 🔒 Other menu 🛪 🏂 🖉 🗸 🔺 🗷 Create role	More∨ Q, Q ⁺
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> 🗀 Information Systems	
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> 🗀 Tools	
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3. Search on bar PP01 and press Enter button on the keyboard.



=		> GHQ (1) 230 🕞 🔓 📃 🗗 🗙
< SAP	Maintain object	
✓ 6≱ [] ℓ 6∂	☐ ☐ ☐ ☑ ➢ More∨	Exit
	* Plan version: Current plan * Object type: Alternative plan/tech. Object ID: Application Link Enabling Object abbr.: Current plan Test BP/PD-ORG Active Planned Submitted Approved	4 S Rejected
	Infotype Name S	Time period Period From: 19.08.2021 to: 31.12.9999 Today Current week All Current month From curr.date Last week

- 4. Under **Plan version**, click on 🔽 icon.
- 5. Select Current plan.

			> GHQ (1) 230 🖹 🔓 🗕 🗖
< SAP	Maintain object		
~ 6% 🗋 🖉 68	🗊 🖾 🎾 More 🗸		E>
→ * * * *			
		_	
	* Plan version: Current plan	6	
	* Object type: Unknown	~	
	Object ID: Operating concern	0	
	Object abbr.: Organizational Goal		
	Organizational unit		
	Active Planned Person	:ed	
	Personnel area	Time noticed	
	Infotype Name Personnel subarea	Time period	
	Planted start requirement	Period	1 21 12 0000
	Plant storage area	• From: 19.08.202	1 to: 31.12.9999
	Position		
	Process	From curr.date	 Last week
	Process (Scope)	0	27 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1

7. Select Position.



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< SAP	Maintain object				
✓ 6≱ 1 0 68	🗊 🛱 🖾 🎾 More 🗸				Exit
	* Plan version: Current plan * Object type: Organizational u Object ID: Object abbr.: Active Planned Submitted Approved	~ ~ Reject	ed		-
	Infotype Name	S @	Time period		
	Object Relationships	~	Period		
	Description	1.0	* From: 19.08.2021	to: 31.12.9999	
	Department/Staff		🔿 Today	 Current week 	
	Acct. Assignment Features			 Current month 	
	Work Schedule		O From curr.date	O Last week	0

8. Under **objective ID**, click

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,	CAD						
<u>````</u>	=	Choose Position		:	×		
						Evi	
\leftarrow	Name	ID	Code	V			0
	> Ministry Transport Infocommunications	O 10000011	SN	01.0 🗘			
	> Ministry of Culture, Youth and Sports	O 10000012	SL	01.0			
	> Ministry of Energy	O 10000013	SQ	01.0			
	> Ministry of Defense (Training)	O 10001767	SBTRN1	01.0			
	✓ 🔲 Ministry A	O 10001876	ZZ	01.0			
	V 🔳 Department A	O 10001877	ZZ1	01.0			- 11
	🗦 🖀 Pengarah	9 S 90000077	SA000077	01.0			- 11
	> 🤱 Timbalan Pengarah	S 90000191	SA000191	01.0			
	🖀 Timbalan Pengarah	S 30085927	SA000077	01.0			
	> 💻 Unit Latihan Khas	O 10002995	SL01A	19.0			
	> 💻 Unit Latihan Khas II	O 10003017	SL01A	19.0			
	> 💻 Unit Latihan Khas III	O 10003035	SL01A	19.0			- 11
	> 🔳 Department B	O 10001878	ZZ2	01.0			10
	> 🔳 Department C	O 10001885	ZZ3	01.0			
	> 🔳 Department D	O 10001886	ZZ4	01.0	.08.2021	to: 31.12.9999	
	> 🔳 Department E	O 10001887	ZZ5	01.0		 Current week 	
	> 💻 Department F	O 10001888	ZZ6	01.0		Current month	
	> 💻 Department G	0	ZZ7	01.0			
	> 🔳 Department H	lo <mark>10</mark>	ZZ8	01.0	, ate		0
		√ 冲 원		8 7 0 9	2		
					[∼]		

9. Select respective **Position.**

10. Click on 🗹 icon.



11. Under Active tab, select Relationships.

12. Under Time period, Select ALL.

13. Click on 🔳 icon.

=							>	GHQ (1) 230	Þ 🗄 🔔	ð ×
<u>⊪</u> ≺ SAP 1	5	List display w	/ith char	ge Relations	ships					
~ ~ / 1 🛱	🔟 🗓 More 🗸									Exit
	e Relationships	Position Planning Statu:	s: Active	077	Timbal	an Pengarah				
	Start	End F 31.12.9999	R Rela	Relat.text Belongs to	R	Rel'd object ID 10001877	Abbr. ZZ1	14		0
	• 01.01.2021	31.12.9999 4	A 012	Manages	0	10001876	ZZ	0.00		
	0									
	•	_						1	-6.0	<> ²
	1							Entry: 1	of: 2	

If this position as a chief of current organization unit, **relationship A012 (Manages...)** and **A003 (Belongs to)** should be with the **same ID** of Organizational Unit. If its different, delete **relationships A012**.

14. Select relationships A012.

icon.

15. Click on



≡	> GHQ (1) 230 🕨 🔓 .	_ 🗗 ×
<u>⊪</u> ≺ <mark>SAP</mark> 16	Delete Relationships	
✓ 🗧 🖬 More*		Exit
	Position: SA000077 Timbalan Pengarah Planning Status: Active Valid from: 01.01.2021 to: 31.12.9999 68 Change Information	-
	Relationships Relationship type/relationship: A 012 Manages Related Object	
	Type of related object: Organizational unit	
	ID of related object: 10001876	
	Abbreviation: ZZ	
	Name: Ministry A	
	Priority:	11
	Record: 💈 of: 2	0

16. Click on 🔟

icon again.

≡			>	GHQ (1) 230	Þ 1		×
	Delete Relationships						
	∃					Ex	cit
Position Planning Status Valid from Relationships	SA000077 Timbalan Pengarah Active Comparison 101.01.2021 to: 31.12.9999 62 Change Information						0
Relationshit	Relationships: Delete	×					
Type IE	Do you want to delete the record? 01.01.2021 - 31.12.9999 17 Yes No X Cancel						
	Priority: Record: 2 of: 2						0

17. Select

button to confirm.

Yes



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<u>⊪∽</u> < <mark>SAP</mark>	List display with change Relationships 18						18				
✓ Q / a C	🗑 🗓 More 🗸										Exit
		Position	: SA000	077	Timbal	an Pengarah					
	Relationships	Planning Statu	s: Active								
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	Start	End F	R Rela	Relat.text	R	Rel'd object ID	Abbr.	% Ra	te		۲
	0 19.08.2021	31.12.9999	A 003	Belongs to	0	10001877	ZZ1		0.00		0
	0										
											^
	$\langle \rangle$										<> ~
								Entry: 1		of: 1	
Record deleted											

Outcome: Record has been deleted.

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 ✓ < SAP 	Maintain object
✓ 6/ 1 / 63	a D m a ≫ More ~
	* Plan version: Current plan
	object type. Organizational unit
	Object ID: 10002995 Unit Latihan Khas Object abbr.: SL01A Active Planned Submitted Approved Rejected
	Object ID: 10002995 Unit Latihan Khas Object abbr.: SL01A Active Planned Submitted Approved Rejected Infotype Name S Image: Comparison of the period Time period
	Object ID: 10002995 Unit Latihan Khas Object abbr.: SL01A Active Planned Submitted Approved Rejected Infotype Name S Object Image: Comparison of the second secon
	Object ID: 10002995 Unit Latihan Khas Object abbr:: SL01A Active Planned Submitted Approved Rejected Infotype Name S Time period Object Object Period Relationships ID: 10002995 Unit Latihan Khas Discription ID: 10002995 Unit Latihan Khas Discription ID: 10002995 Unit Latihan Khas Object abbr:: SL01A Imme period Period From: 19.08.2021 to: 31.12.9999 Today Current week
	Object ID: 10002995 Unit Latihan Khas Object abbr: SL01A Active Planned Submitted Approved Rejected Infotype Name S Image: Solution of the second of th
	Object ID: 10002995 Unit Latihan Khas Object abbr: SL01A Active Planned Submitted Approved Rejected Infotype Name S Time period Object Image: Comparison of the state



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> 🗀 Connector for Multi-Bank Connectivity				
> 🗅 Office				
> Cross-Application Components				
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C Human Resources				
> 🗅 Information Systems				
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20. On the search bar, type **PPOME** and click **Enter** on your keyboard.

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< SAP	Crganization and Staffing Change						
✓ 6 More ✓							
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Find by		V 🗗 🖶 Q	. < 권 비 씨	[⊻]			
Q Structure Search	Staff assignments (structure)	Code	ID	Relationship text	C		
Q Object History	🗌 🗸 🔳 Ministry A	ZZ	O 10001876				
> B Position	Department A	ZZ1	O 10001877	Is line supervisor of	AW		
> B Person	> 🔒 Pengarah	SA000077	S 90000077	Incorporates			
♀ Q q ⁺ 注 注 C ∨ 品 教・	> 👌 Timbalan Pengarah	SA000191	S 90000191	Incorporates			
Name	🗸 🔒 Timbalan Pengarah	SA000077	S 30085927	Incorporates			
🔲 🔲 Unit Pekerja Khas 4	🗌 🔷 > 🔳 Unit Latihan Khas	SL01A	O 10002995	Is line supervisor of	Pega		
Ministry Transport Infocommunication	📄 🔿 🔲 Unit Latihan Khas II	SL01A	O 10003017	Is line supervisor of	Pega		
Ministry of Culture, Youth and Sports	Durit Latihan Khas III	SL01A	O 10003035	Is line supervisor of	Pega		
Ministry of Energy	> Department B	ZZ2	0 10001878	Is line supervisor of	ABU		
Ministry of Defense (Training)	Department C	ZZ3	O 10001885	Is line supervisor of	HAJ		
✓ ■ Ministry A	> Department D	ZZ4	O 10001886	Is line supervisor of	DAY		
> Department A	> Department E	ZZ5	0 10001887	Is line supervisor of	DAY		
Department B	> Department F	ZZ6	0 10001888	Is line supervisor of	DAY		
Department C	Department G	777	0 10001889	Is line supervisor of	NOF		
Department D Y		- Details for Organiza	tional unit Unit Latihan Khas	21	\sim		
✓ Plan version Current plan was set				Save Continue	Cancel		

Outcome : The blue icon of position has been removed successfully.

21. Click Save icon.



Delete holders of position if the position ID has two or more holders

OM Administrator

Backend User

The SAP Easy Access page will appear

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> 🗋 Office	
> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗅 Accounting	
> 🗋 Human Resources	
> 🗅 Information Systems	
> 🗋 Service	
> 🗋 Tools	
> 🗋 WebClient UI Framework	

1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.

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		* From: 19.08.2021 to: 31.12.9999
		O Today O Current week
		O All O Current month
		C From curr.date C Last week

- 2. Under **Plan version**, click on 🔽 icon.
- 3. Select Current Plan.

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4. Under object type , click	Process (Scope)	

5. Select **Position.**



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6. Under **objective ID**, click 🗇 icon.

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	🖁 Asst. Head of Bahagian A	S 30087011	WF00021A		
	> 🔒 Kerani Bahagian A	S 30087008	WF00021A		
	8 Kerani Sulit Bahagian A	S 30087010	WF00021A		
	> 🔳 Jabatan B	O 10001828	WF00022		
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7. Select and double click respective Position.



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- 6. Under Active, select Relationship.
- 7. Click on 🔝 icon.

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Outcome : The relationship types of the Position ID. The image shows 2 Personnel holding the same Position ID.

Notes:

Belongs to Relationship: Determines the position ID belongs to which Organizational Unit. **Holder Relationship:** Determines who is holding the Position ID. **Cost Center Relationship:** Determines the Cost Center of the Position ID.

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8. Select the first holder record to check the details.

9. Click on 🔍 i	con.	
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	Relationship typerelationship: A 008 Holder Related Object	
	Type of related object: Person ID of related object: 00001034 Abbreviation: I Name: Employee 1	
	Priority: Statling Percentage: 100.00 %	Record: 2 of: 4

Outcome : The details of the first holder.

10. Click on < icon.

Notes:

Repeat the Step 8 to Step 10 for second holder record to check the details.

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11. Select the record holder that not holding the Position ID.

12. Click on 📋	icon.				
Delete Relationships			> GHQ (1) 230	▶ d° _	Ξ×
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		Type of related object: Person			
		ID of related object: 00001031			
		Abbreviation: 2			
		Name: Employee 2			
	1	Priority: AB			
		Staffing Percentage: 100.00 %			
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Note : Double check the details under **Related Object** before the next step.

13. Click on 🔟 icon.



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Planning Status: Actor Valid from: 08.06.2022 to: 31.12.9999 66 Change Information tionships Relationship type#relationship: A 008 Holder ated Object Do or related object: Person Do of related object: 00001031 Abbreviation: 2 Name: Employee 2 Valid from: 08.06.2022 to: 31.12.9999 66 Change Information	Pusiture. Head of ballagar A
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14. Click on

Yes

to confirm delete the record.

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Outcome : The recorded second holder will not appear in the list and will be reflected in PPOME as shown on the next page.



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Q Free search	Staff assignments (structure)	Code	ID	Relationship text	Chief	Valid from	Valid to	Workflow					
C Search Term	V Ministry Workflow	WF0001	O 10001826			24.03.2021	Unlimited						
Q Structure Search	Jabatan A	WF00021	O 10001827	Is line supervisor of	Employee 1	24.03.2021	Unlimited						
Q Object History	V A Head of Bahagian A	WF00021A	S 30082126	Incorporates		24.03.2021	Unlimited						
> 🔒 Position	88 Employee 1	1	P 00001034	Holder		08.06.2022	Unlimited						
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C Object history	V S Kerani Bahagian A	WF00021A	S 30087008	Incorporates		24.03.2021	Unlimited						
	88 Employee 3	3	P 00001033	Holder		08.06.2022	Unlimited						
	88 Employee 4	4	P 00001035	Holder		08.06.2022	Unlimited						
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Note : As for the second holder, HR Administration need to assign the user in the correct position ID which the user hold to. Refer to Personnel Administration User Guides.