



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**.

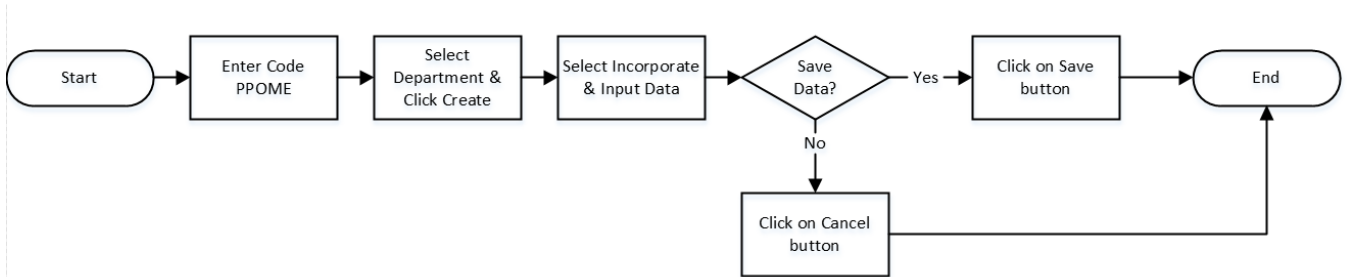


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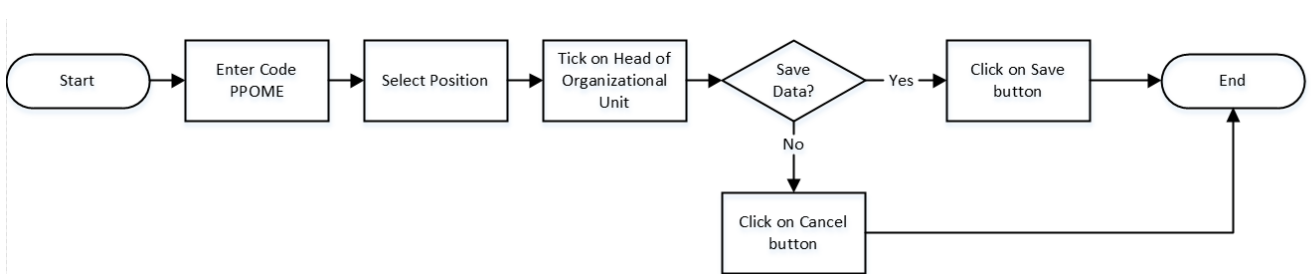
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Process Overview

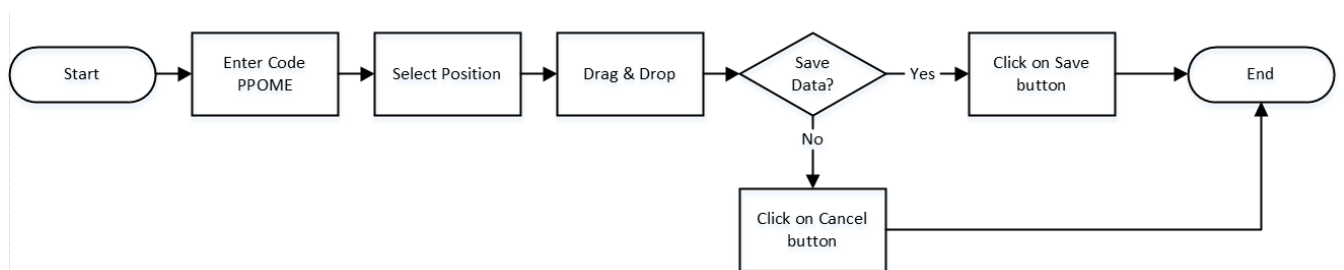
Add Position to New Organization Unit



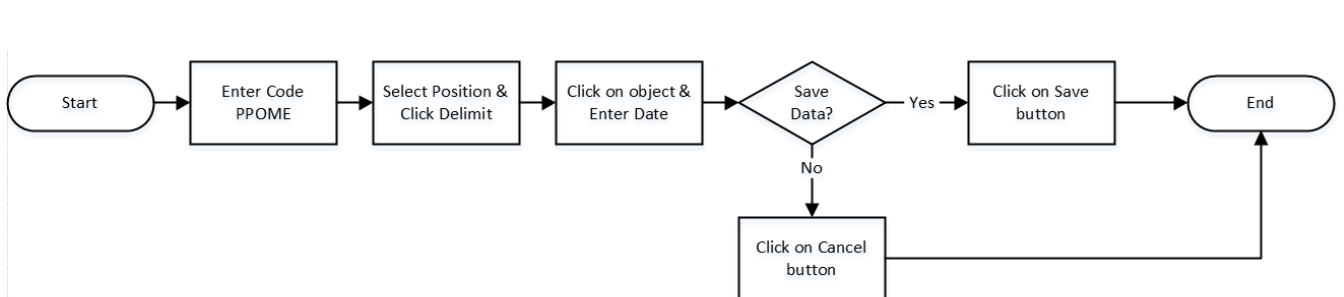
Assign Head of Organizational Unit



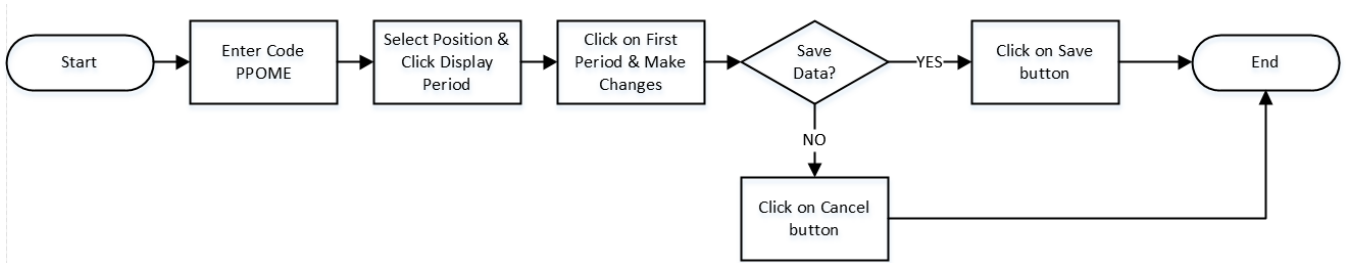
Transfer Position to Another Organization/Department



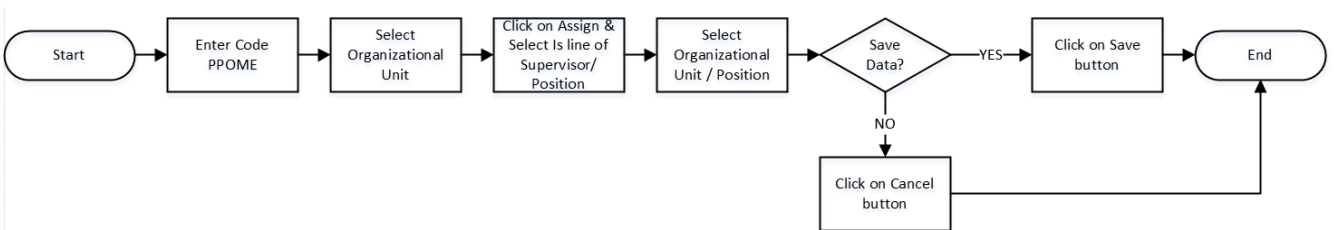
Delimit Position



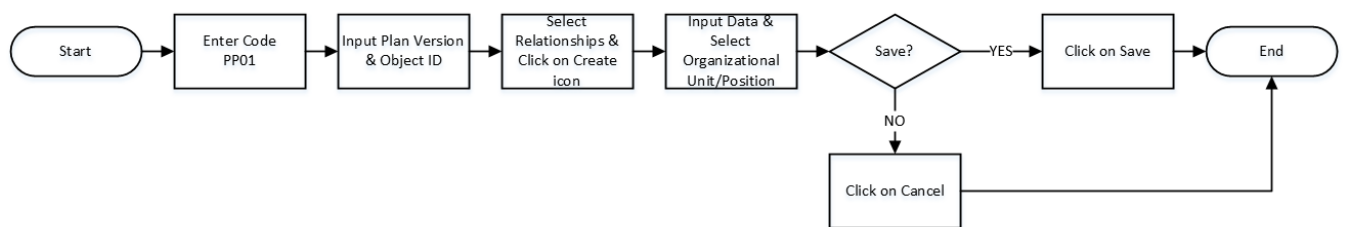
Change Position Name



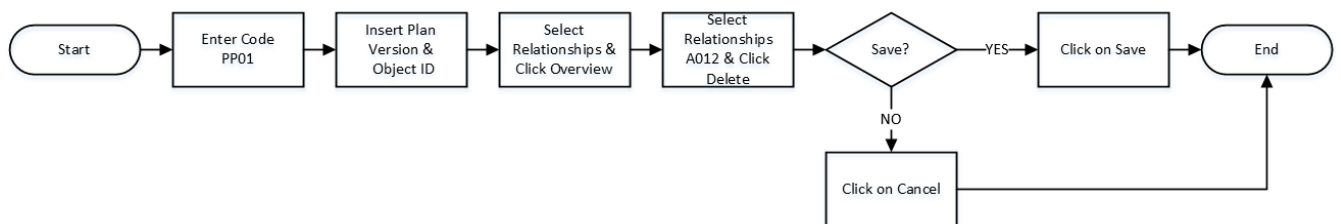
Assign Organizational Unit / Position to Another Organizational Unit via PPOME



Assign Organizational Unit / Position to Another Organizational Unit via PP01

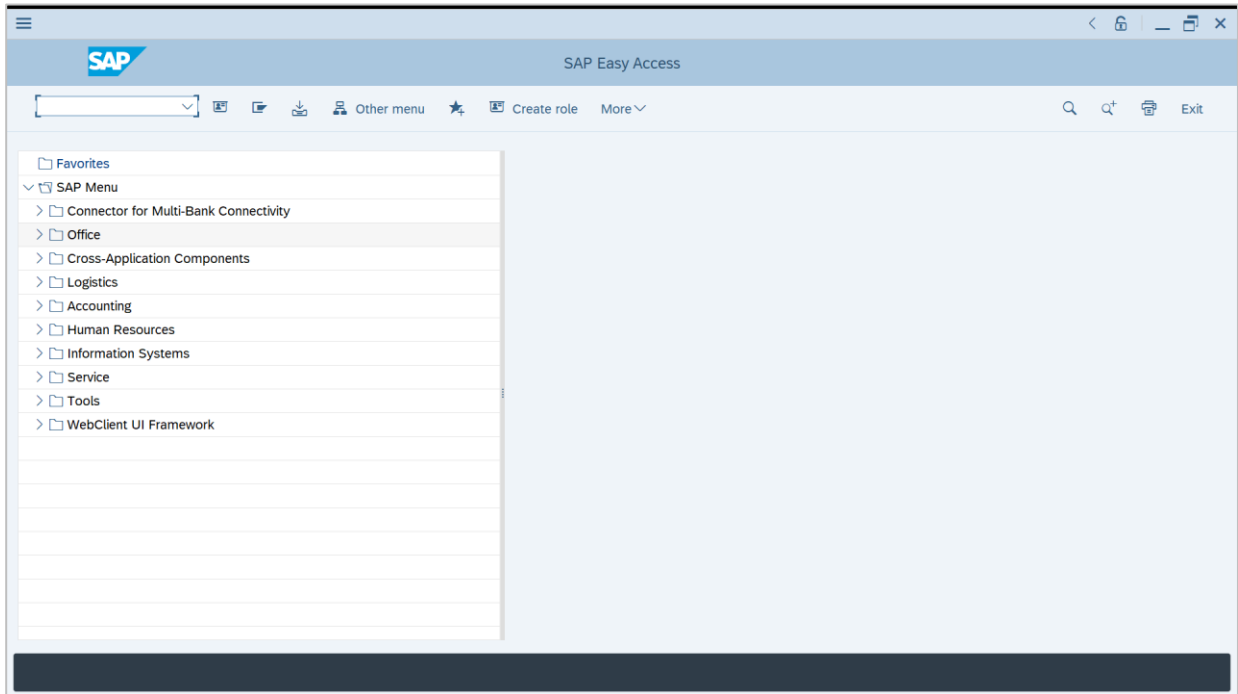


Solving Head of Organizational Unit Issue

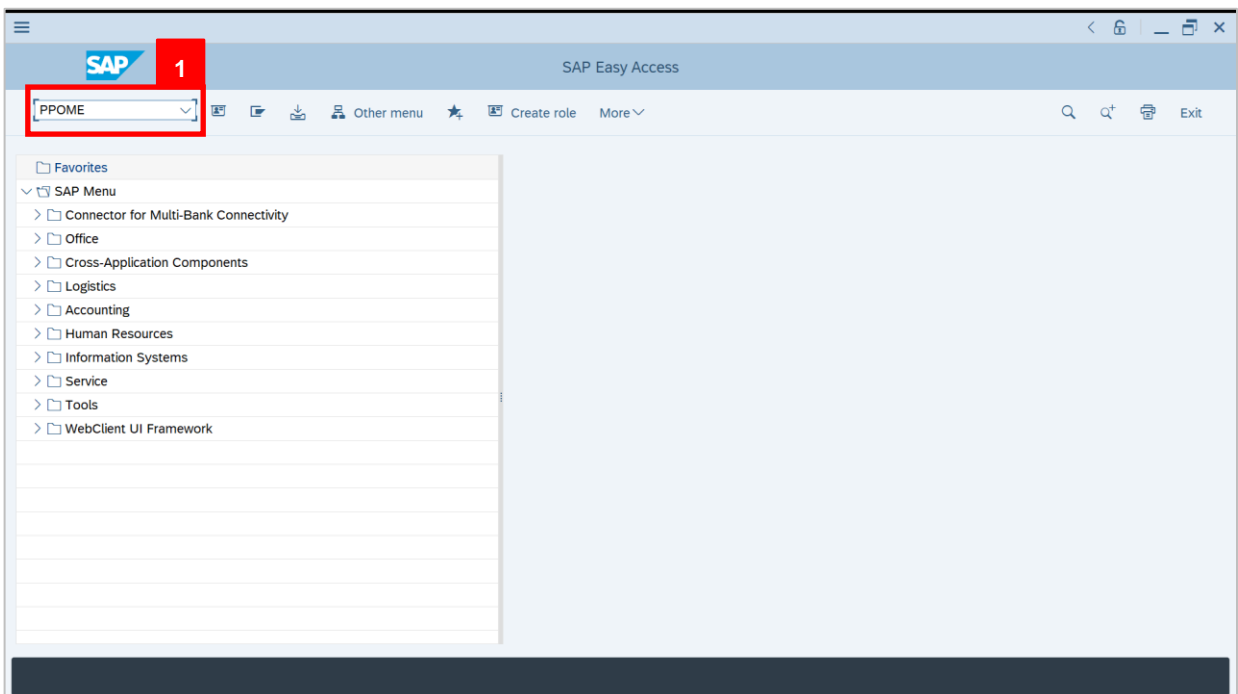


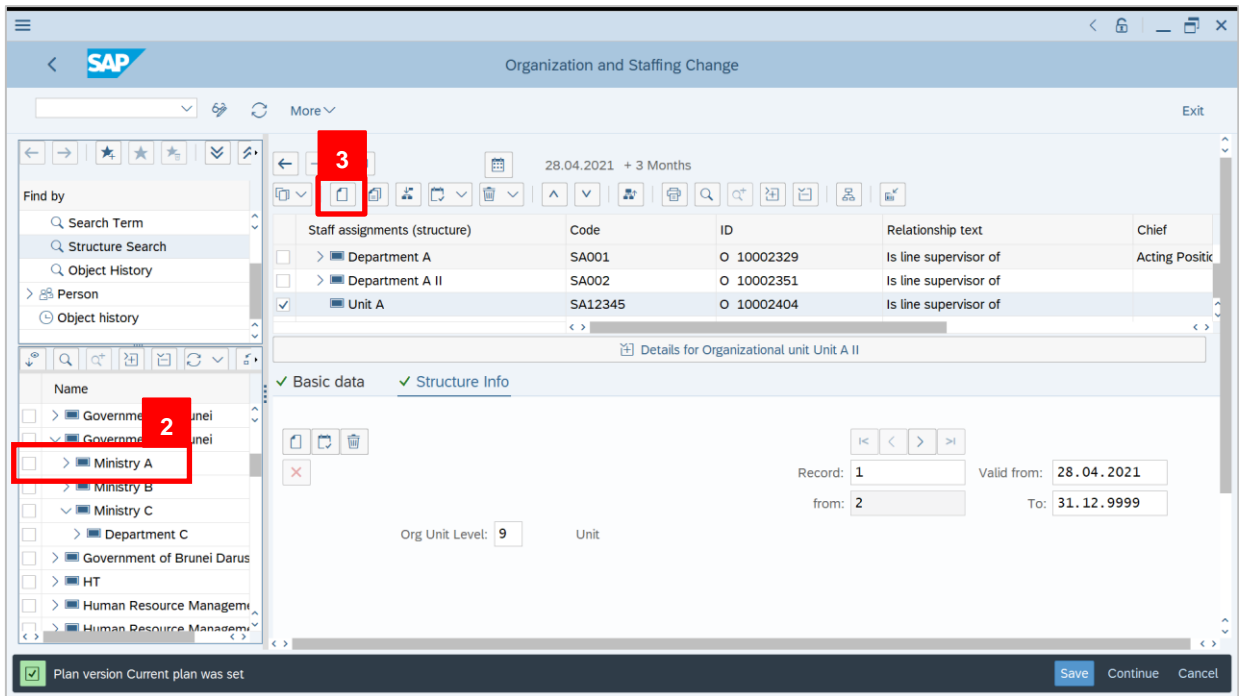
Add Positions	Backend User
	OM Administrator

The **SAP Easy Access** page will appear



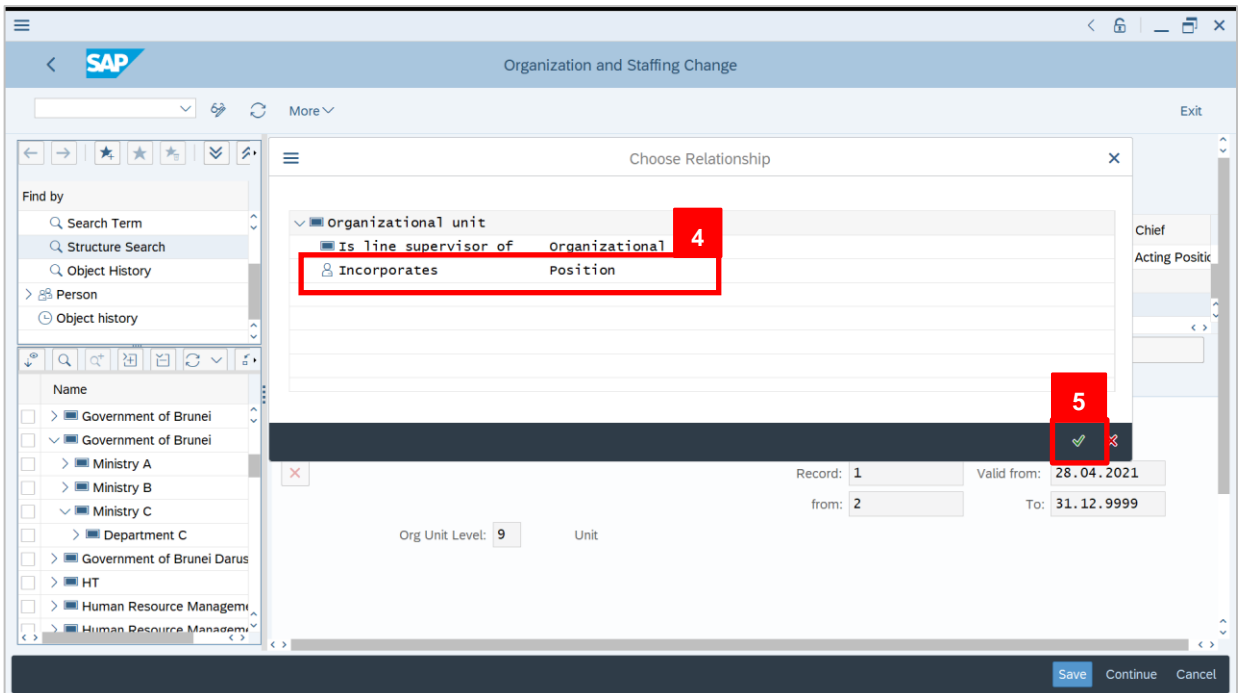
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.






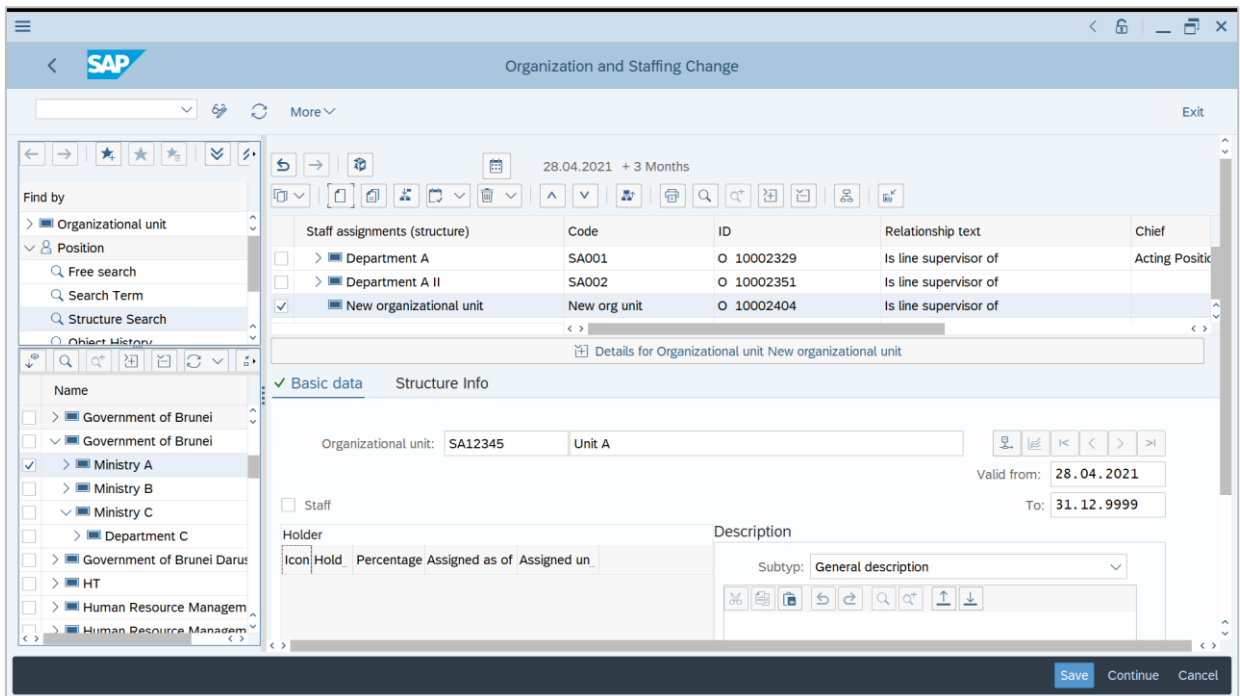
2. Tick selected department.

3. Click on  icon to add positions to the new organizational unit.

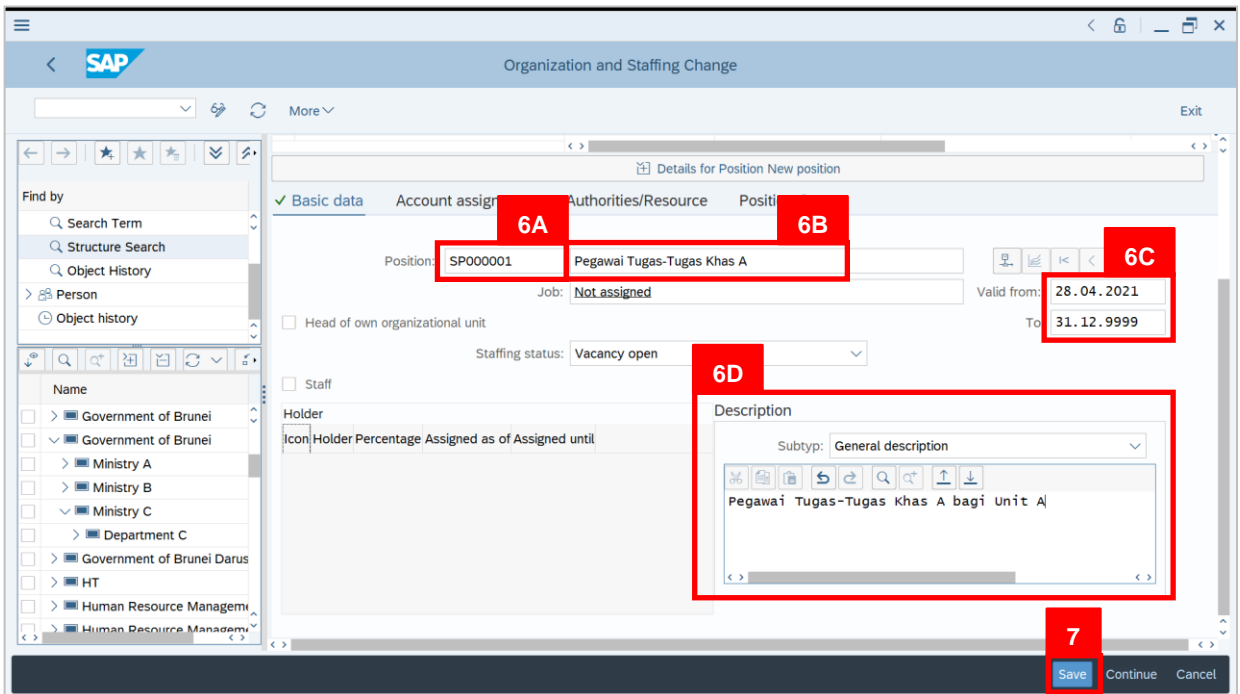


4. Select  Incorporates Position

5. Click on  icon



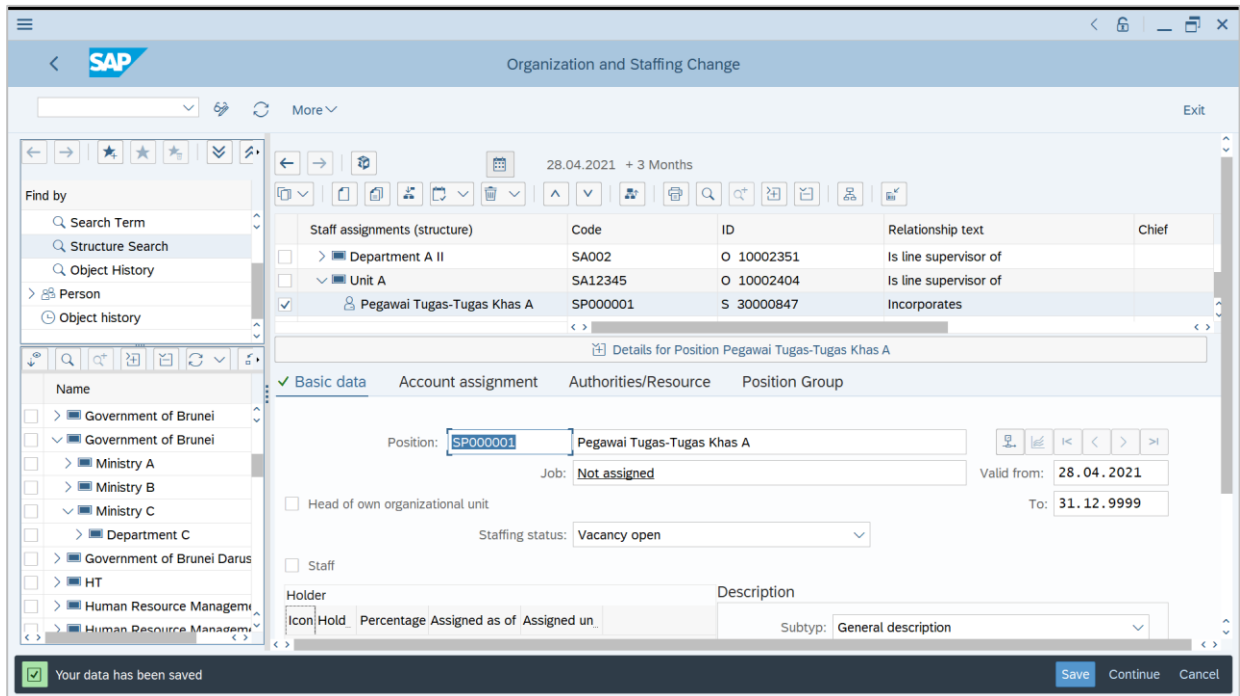
Outcome: The new position will appear under the unit.



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

6A	CODE	SP000001
6B	Position Short Name	Pegawai Tugas-Tugas Khas A
6C	Valid From	28.04.2021 (*Today's date)
6D	Position Description	Pegawai Tugas-Tugas Khas A bagi Unit A

7. Click **Save**



Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
Department A II	SA002	O 10002351	Is line supervisor of	
Unit A	SA12345	O 10002404	Is line supervisor of	
<input checked="" type="checkbox"/> Pegawai Tugas-Tugas Khas A	SP000001	S 30000847	Incorporates	

Details for Position Pegawai Tugas-Tugas Khas A

Basic data Account assignment Authorities/Resource Position Group

Position: SP000001 Pegawai Tugas-Tugas Khas A

Job: Not assigned Valid from: 28.04.2021 To: 31.12.9999

Head of own organizational unit

Staffing status: Vacancy open

Staff

Holder Description

Icon	Hold	Percentage	Assigned as of	Assigned un	Description
					Subtyp: General description

Your data has been saved Save Continue Cancel

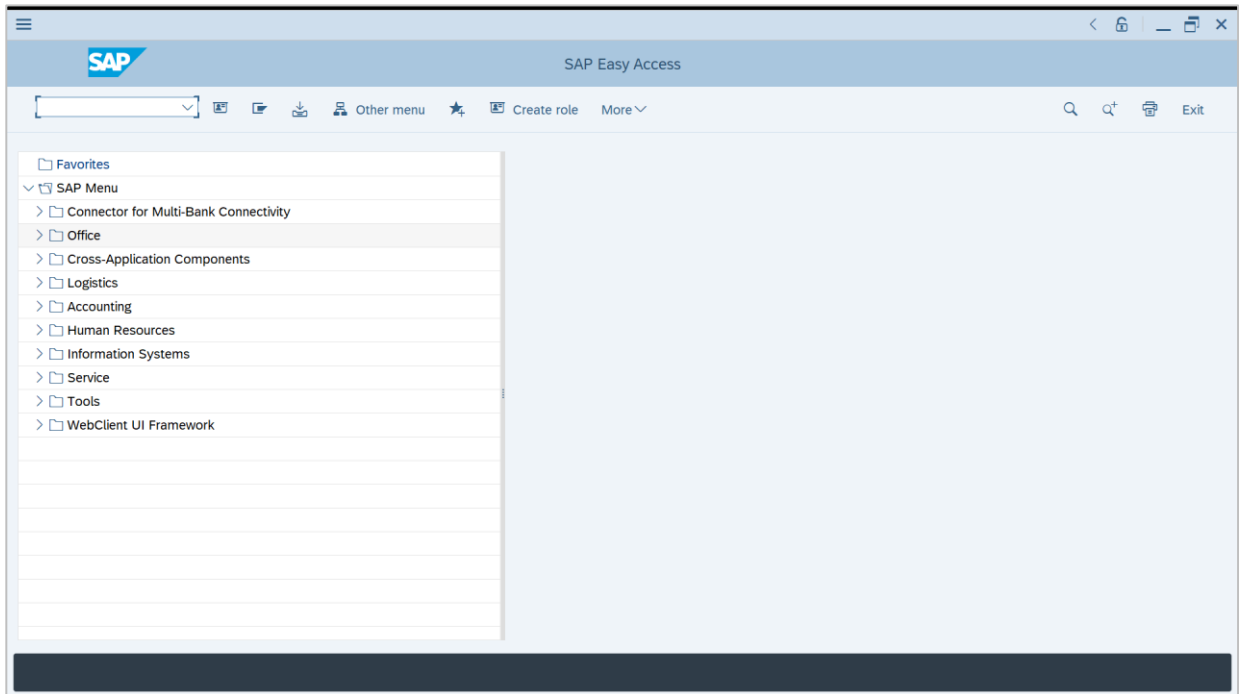
Outcome: Data for the position will be updated.

**Assign Head of
Organizational Unit**

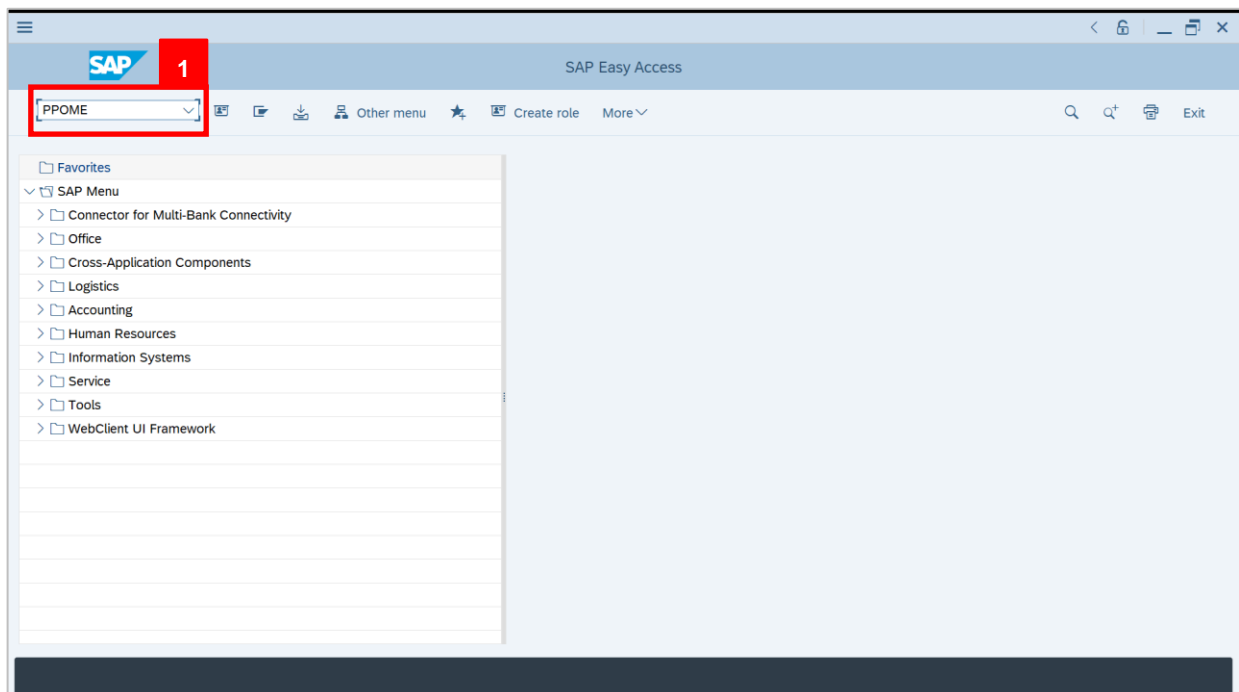
Backend User

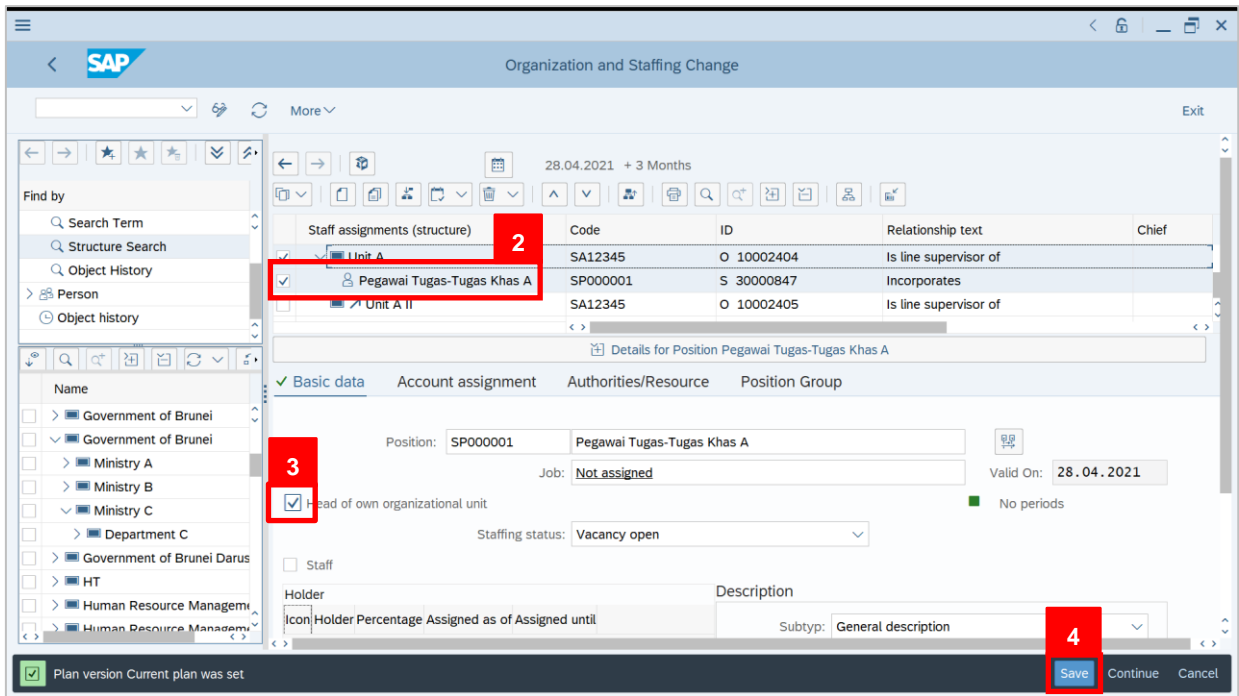
OM Administrator

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.

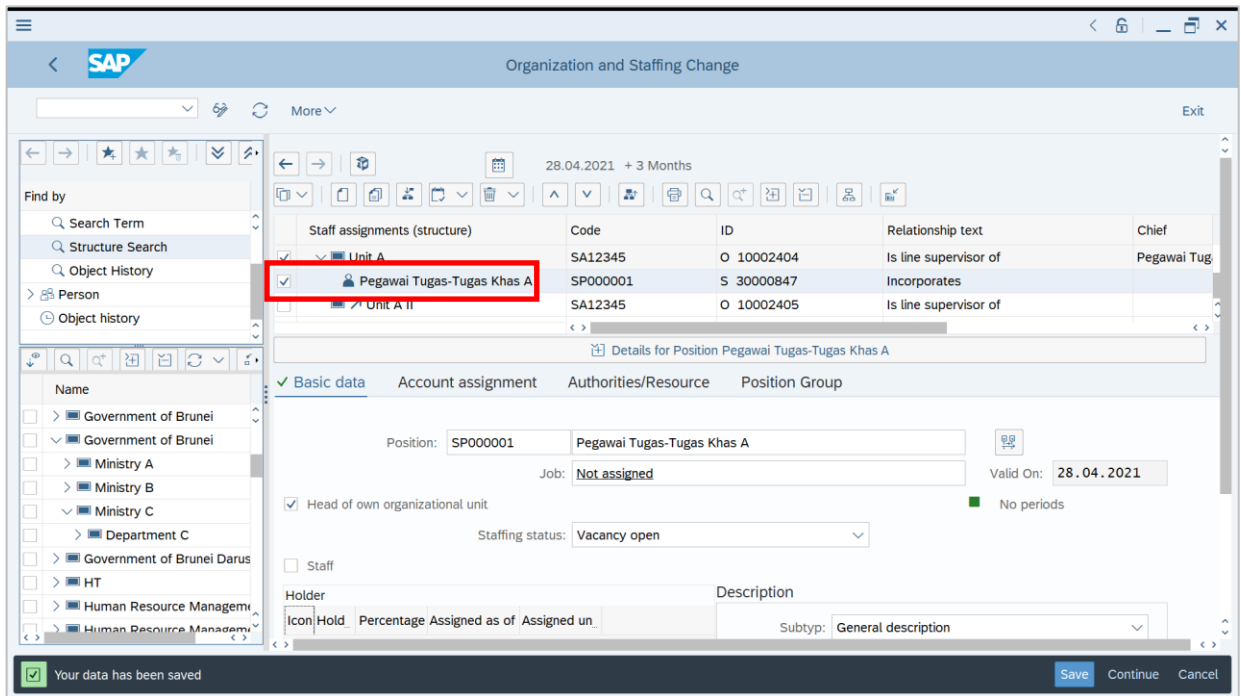




2. Tick selected department.

3. Under Basic data tab, tick icon to make Head of own organizational unit.

4. Click



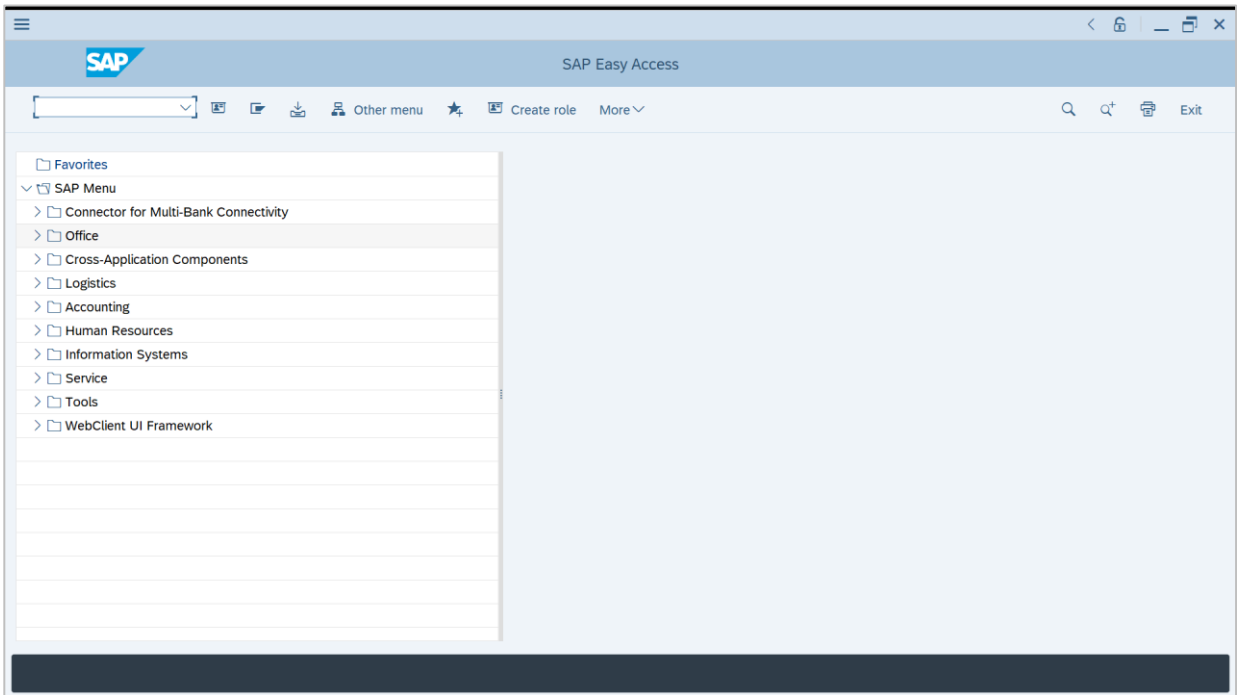
Outcome: Selected position will be updated as Head of organizational unit.

Transfer Position

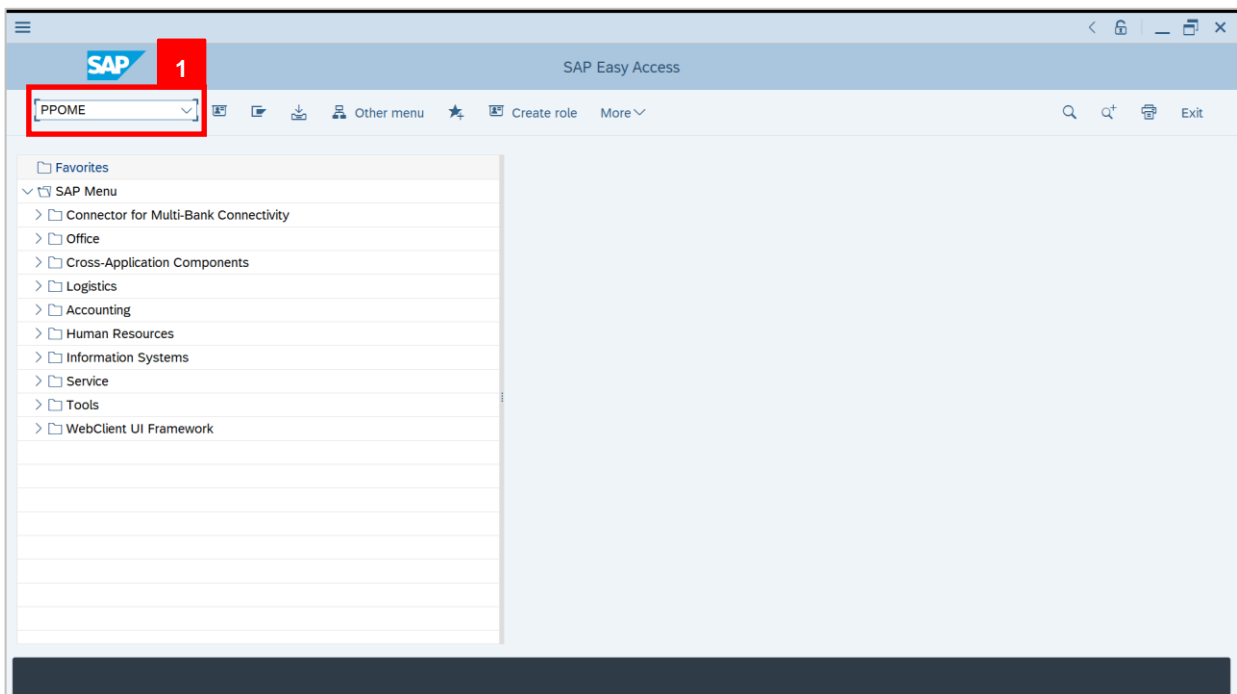
Backend User

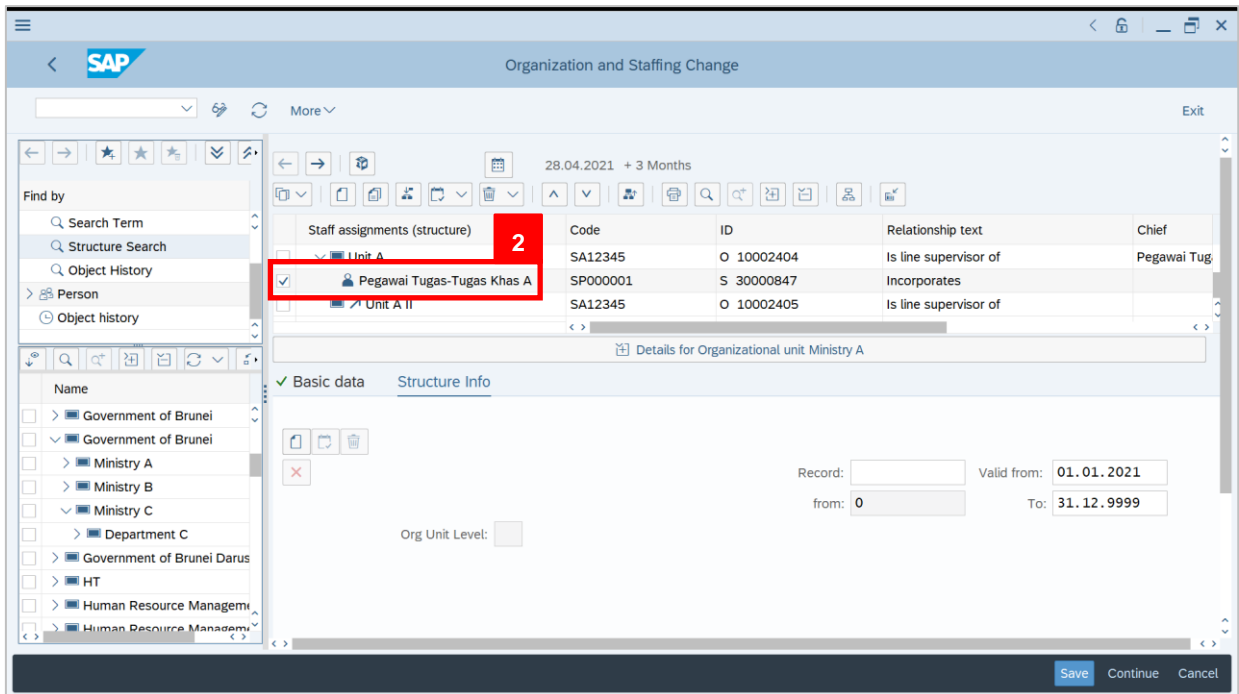
OM Administrator

The **SAP Easy Access** page will appear

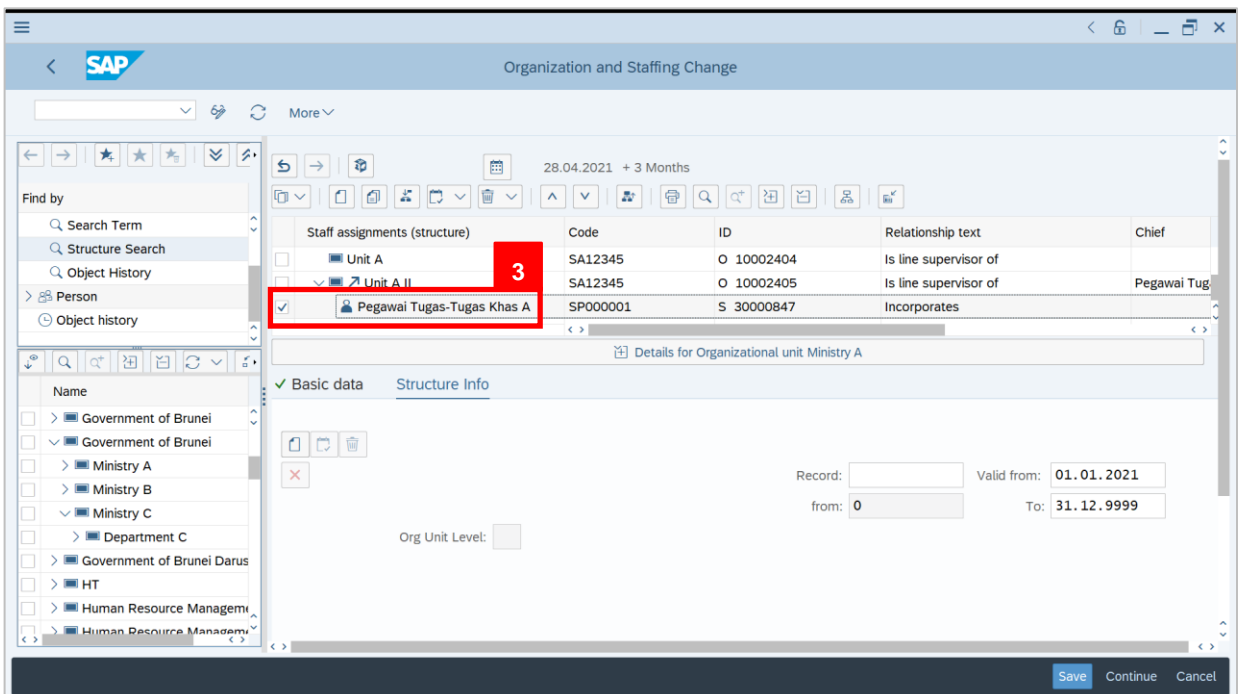


1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.

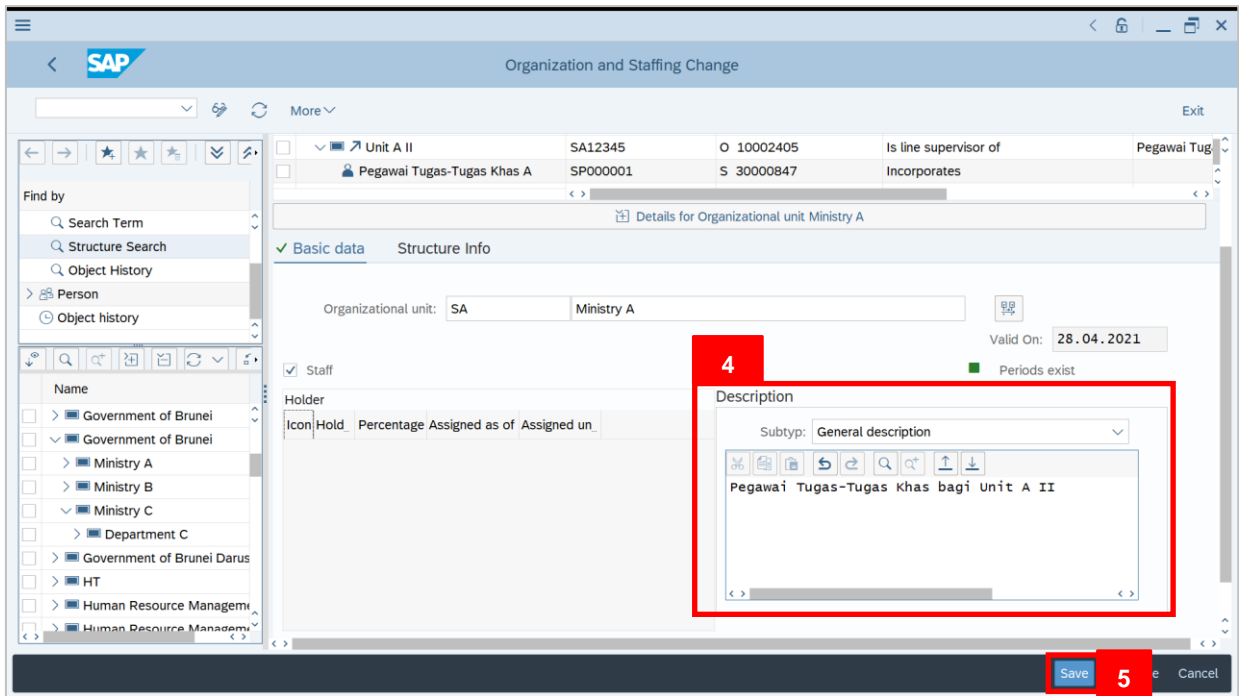




2. Tick on selected positions to be transferred.

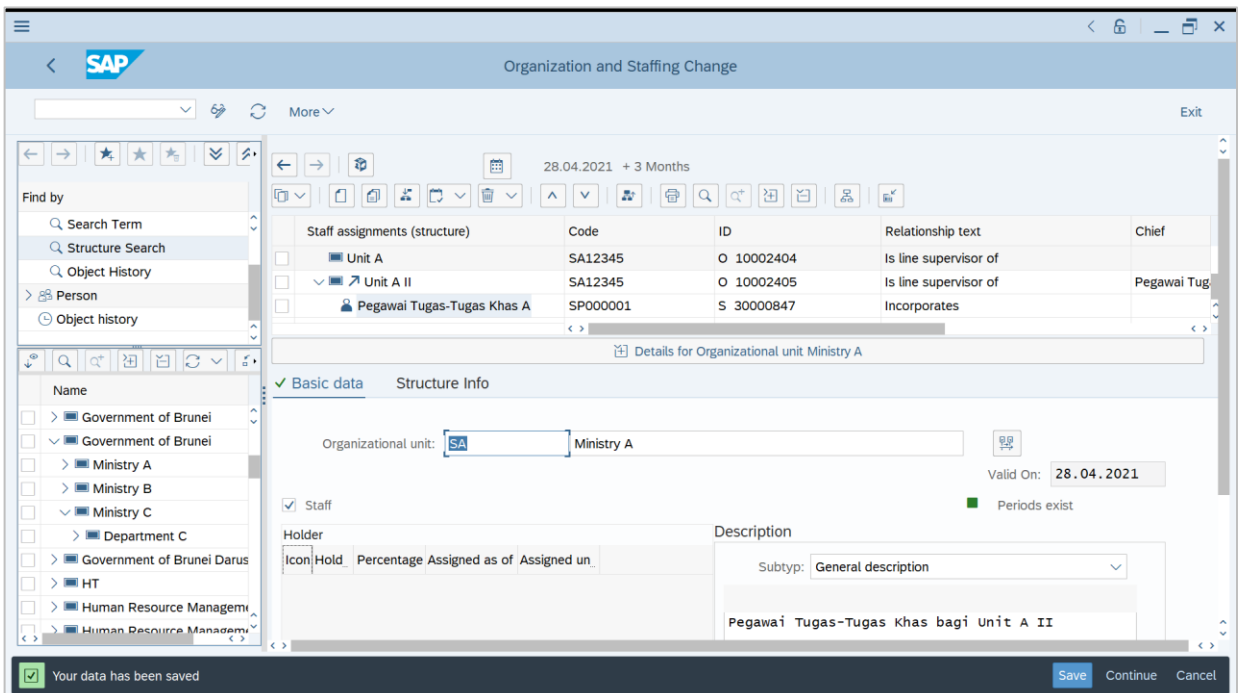


3. Drag and Drop the Position to the New Organization Unit



4. Under **Basic data** tab, enter any changes/additional information about the position.

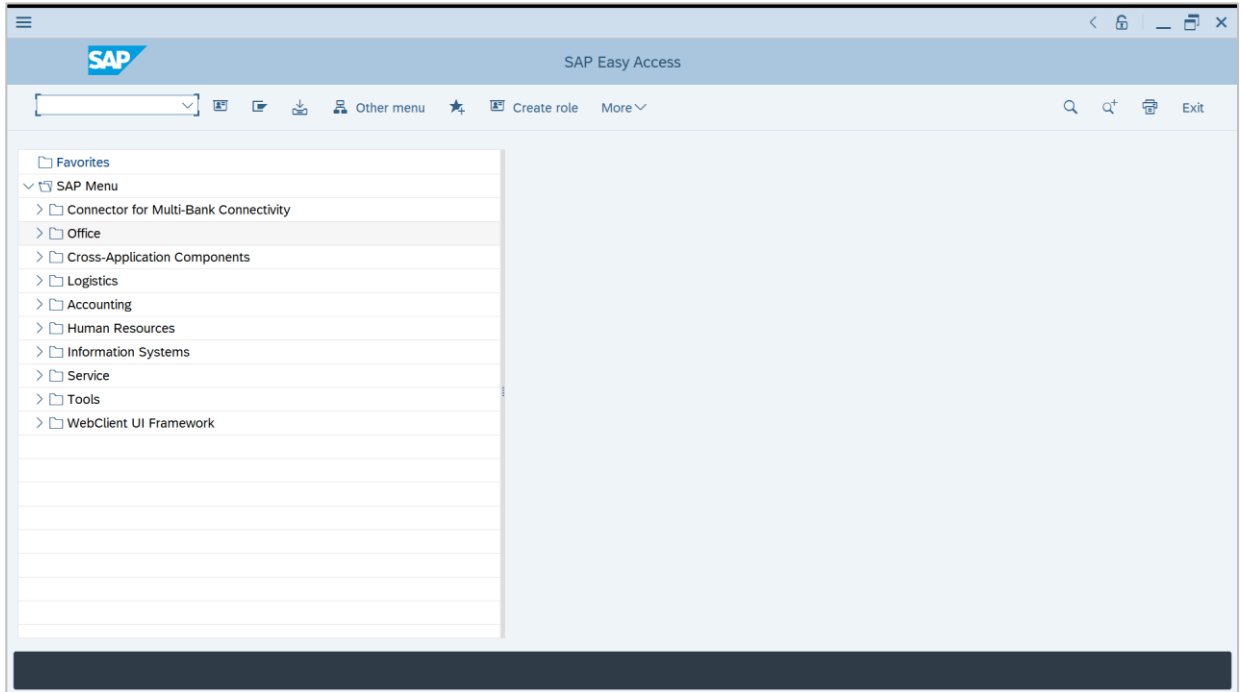
5. Click **Save**



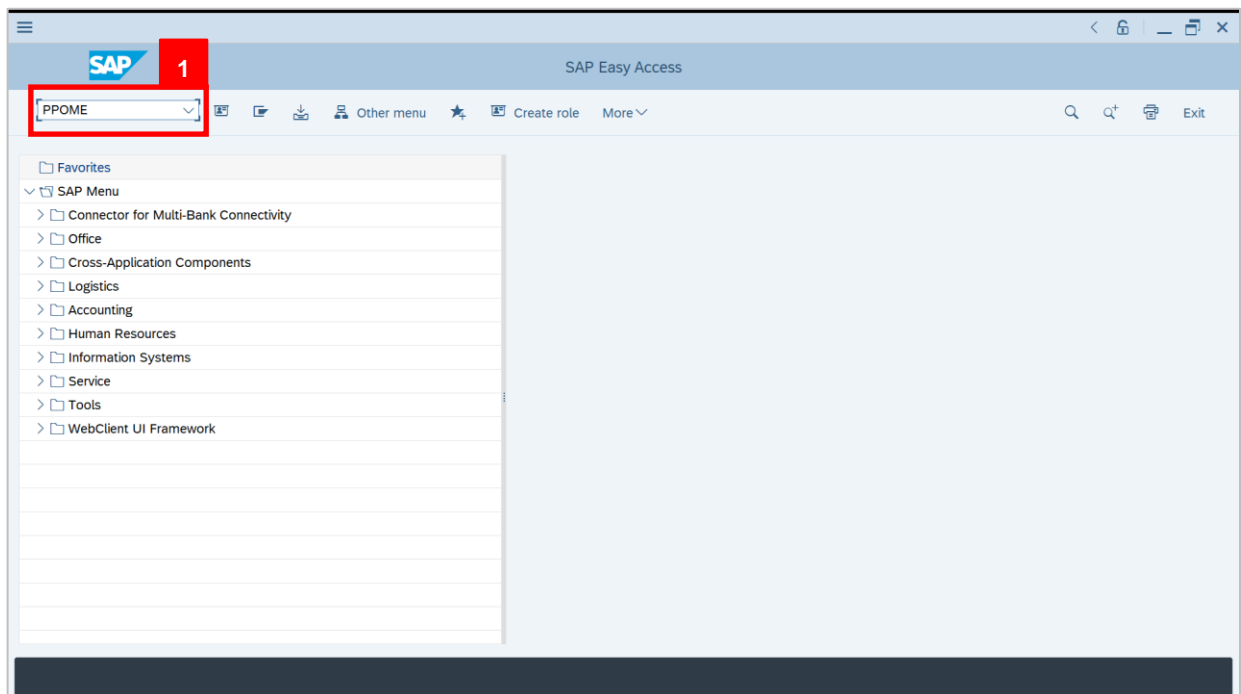
Outcome: Selected position is assigned to the new organizational unit.

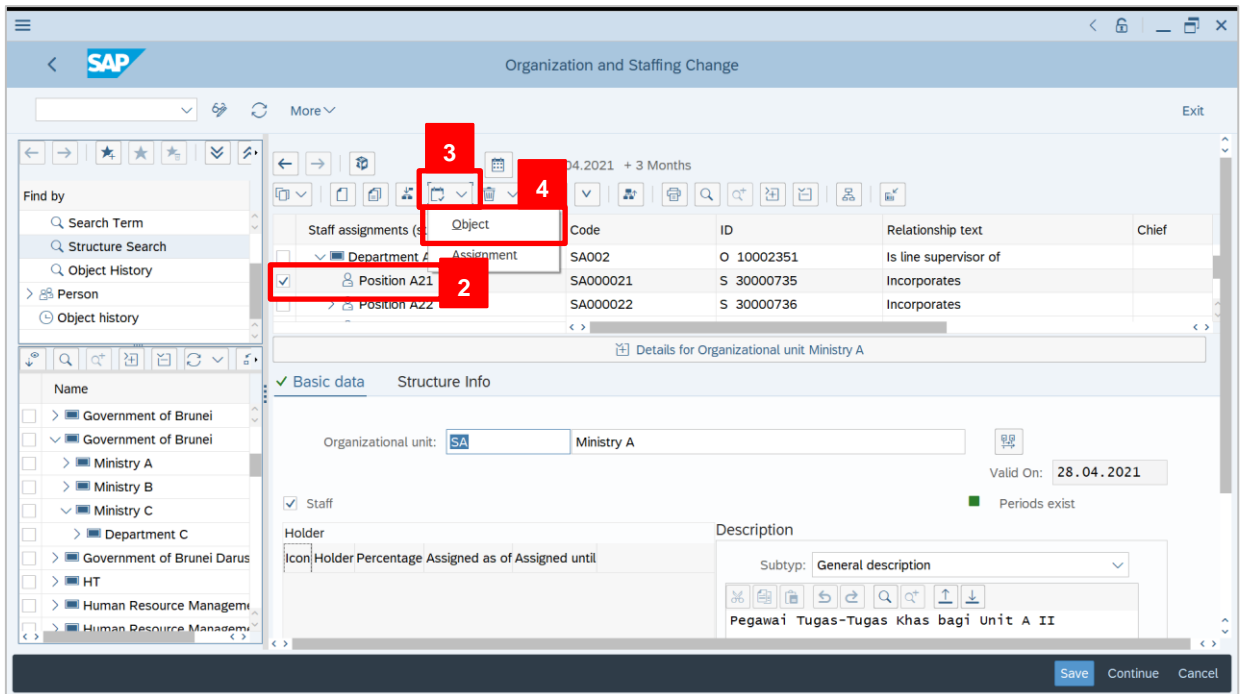
Delimit Position	Backend User
	OM Administrator

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.

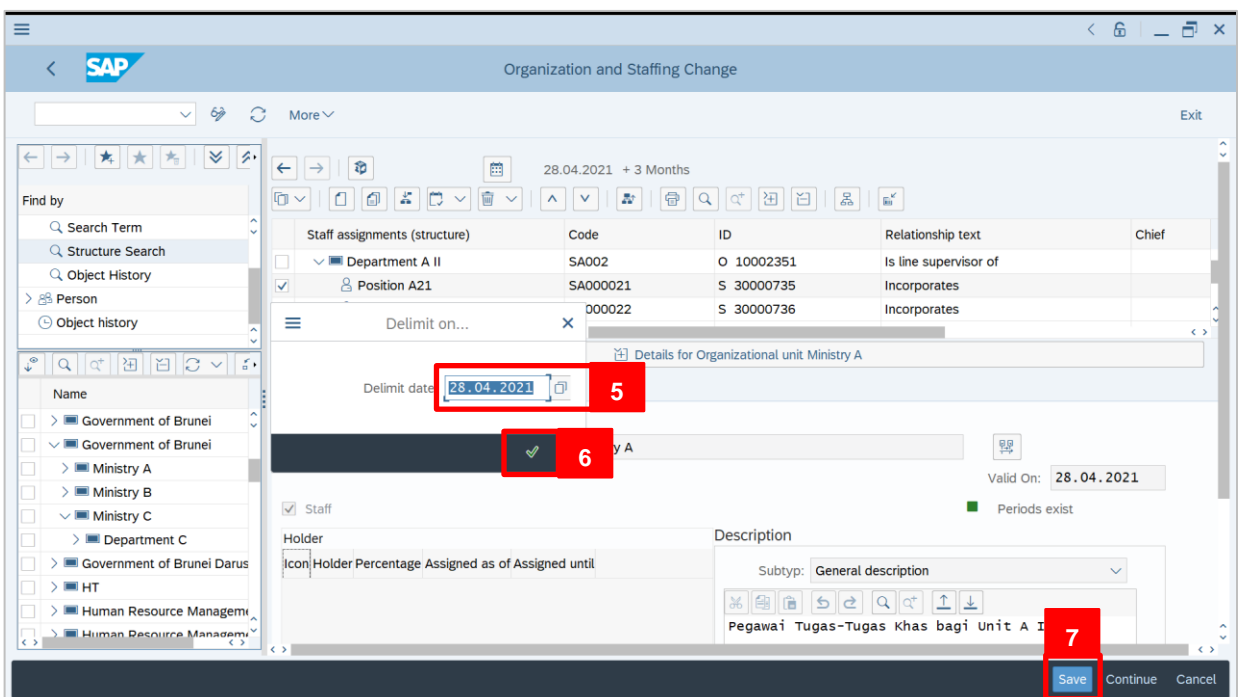




2. Tick selected department.

3. Click on  icon

4. Select



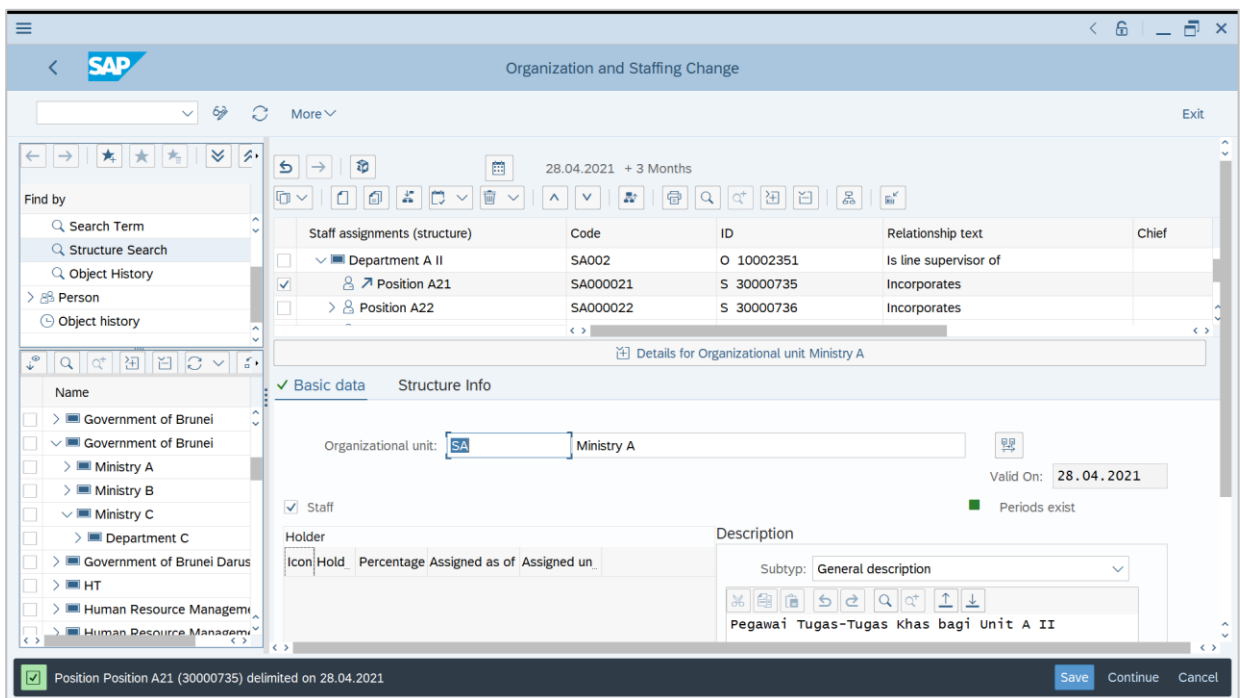
5. Fill in the delimit date.

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

6. Click on  icon

7. Click 

Outcome: The position is delimited.



The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The main area displays a table of staff assignments for 'Ministry A' with columns for Code, ID, and Relationship text. The 'Valid On' date is set to 28.04.2021. A status bar at the bottom indicates 'Position Position A21 (30000735) delimited on 28.04.2021'.

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input type="checkbox"/> Department A II	SA002	O 10002351	Is line supervisor of	
<input checked="" type="checkbox"/> Position A21	SA000021	S 30000735	Incorporates	
<input type="checkbox"/> Position A22	SA000022	S 30000736	Incorporates	

Organizational unit: SA Ministry A
Valid On: 28.04.2021
Staff: Periods exist:
Subtyp: General description
Pegawai Tugas-Tugas Khas bagi Unit A II

Position Position A21 (30000735) delimited on 28.04.2021

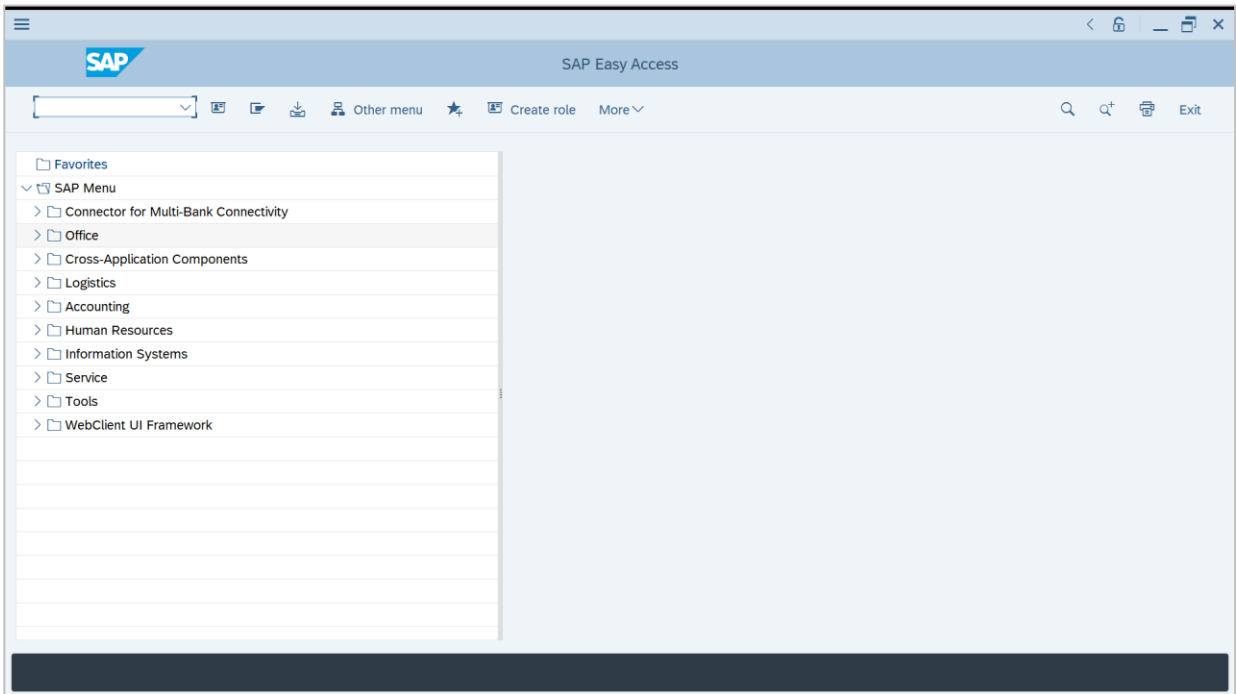
Change Position Name

Backend User

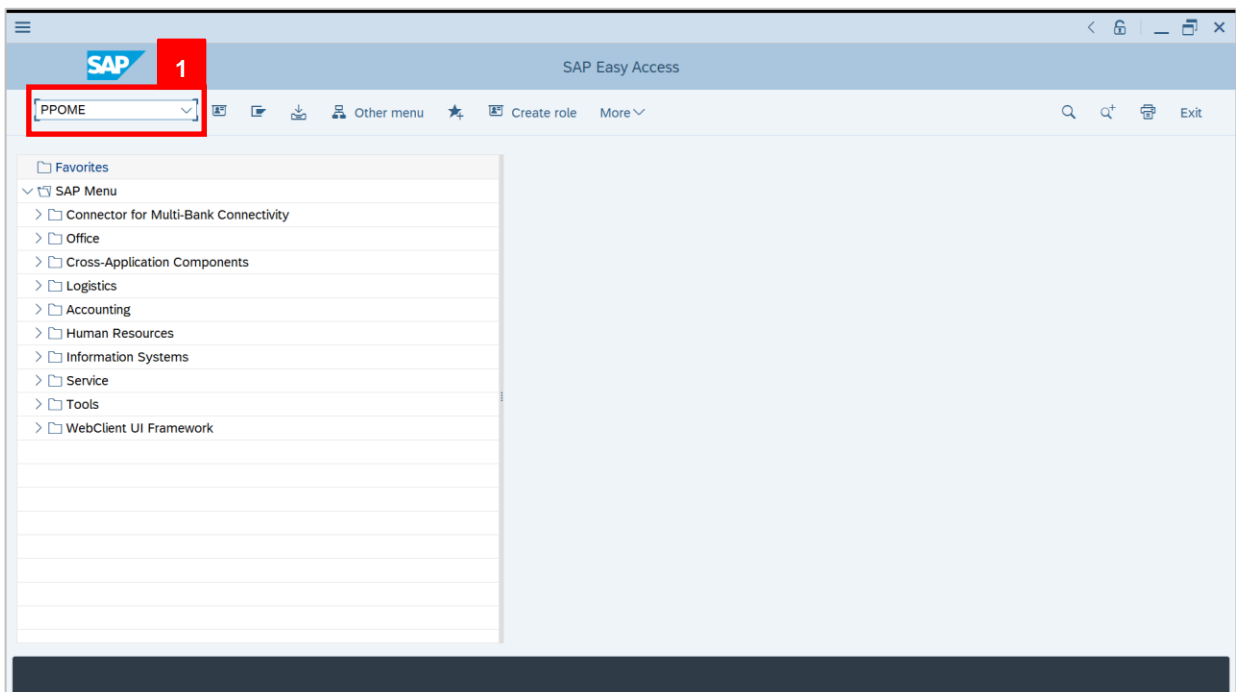
OM Administrator

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

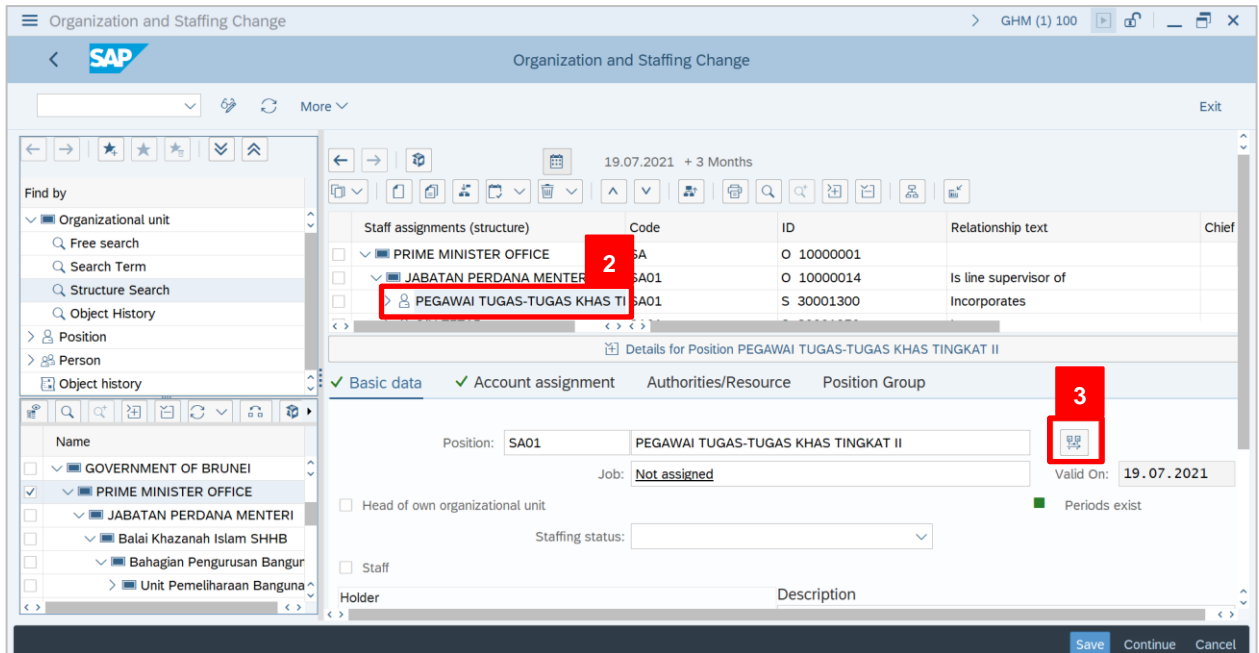
The SAP Easy Access page will appear



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

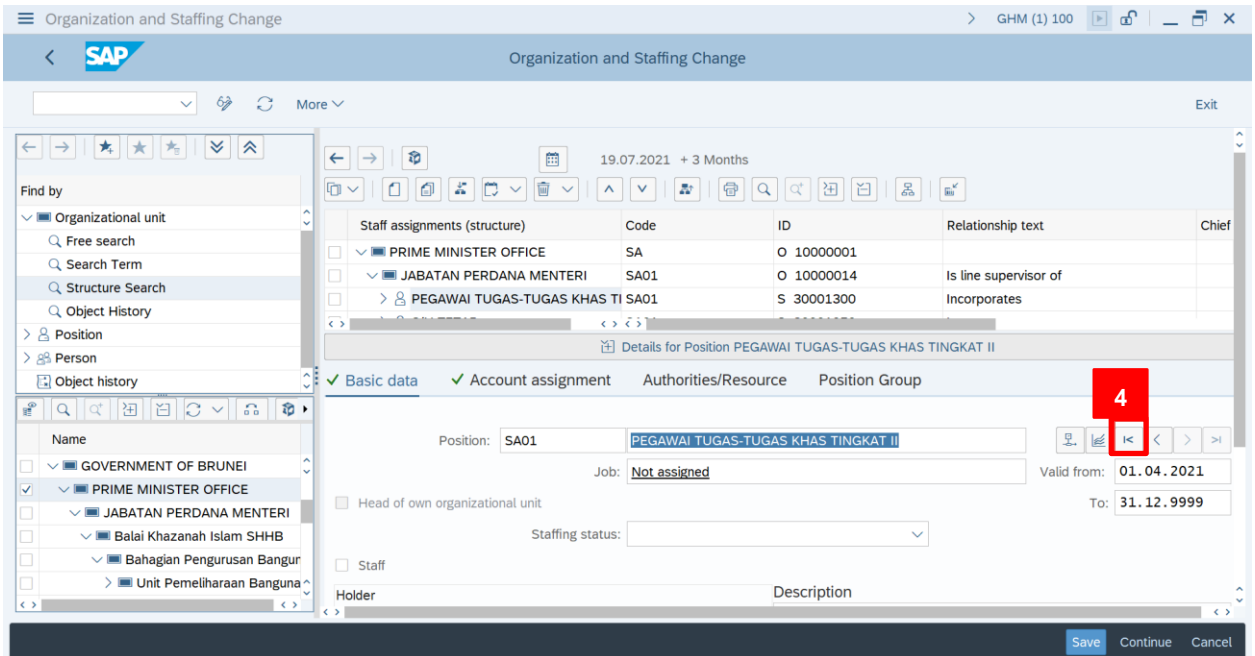


The SAP Easy Access page will appear

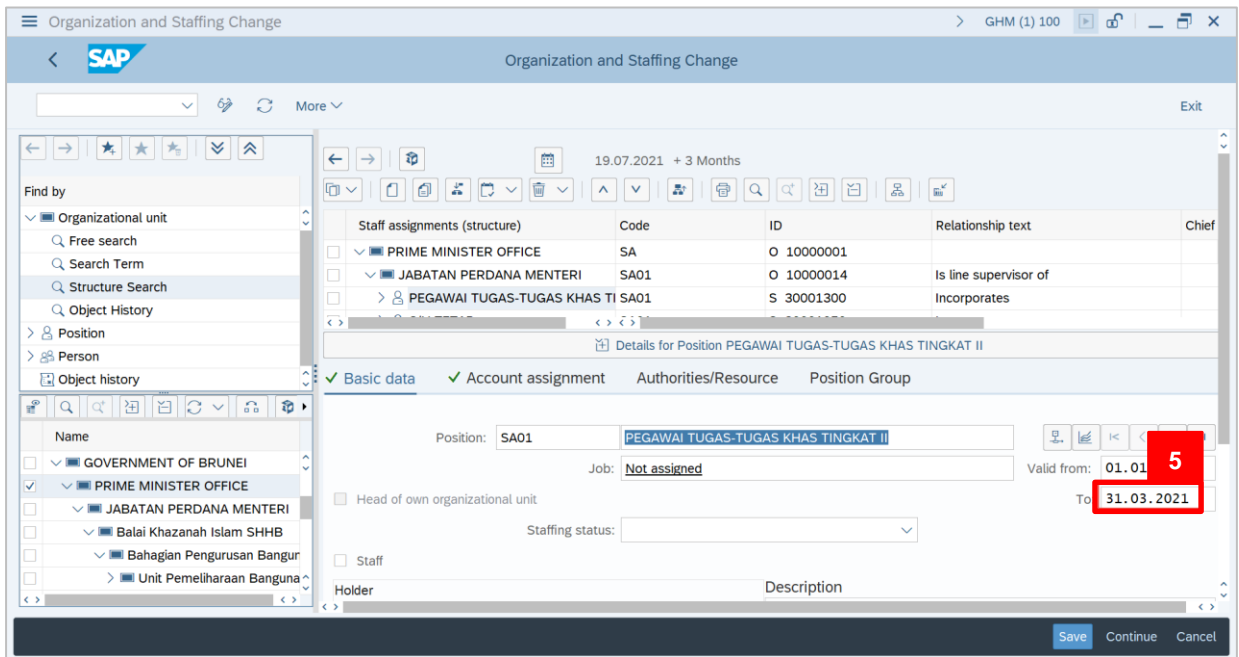


2. Click on the **Position**  PEGAWAI TUGAS-TUGAS KHAS TI

3. As the *Details for the Position xx* is displayed, click on the **Display Period**  button.



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



Organization and Staffing Change

19.07.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
PRIME MINISTER OFFICE	SA	O 10000001		
JABATAN PERDANA MENTERI	SA01	O 10000014	Is line supervisor of	
PEGAWAI TUGAS-TUGAS KHAS TI SA01	S 30001300		Incorporates	

Details for Position PEGAWAI TUGAS-TUGAS KHAS TINGKAT II

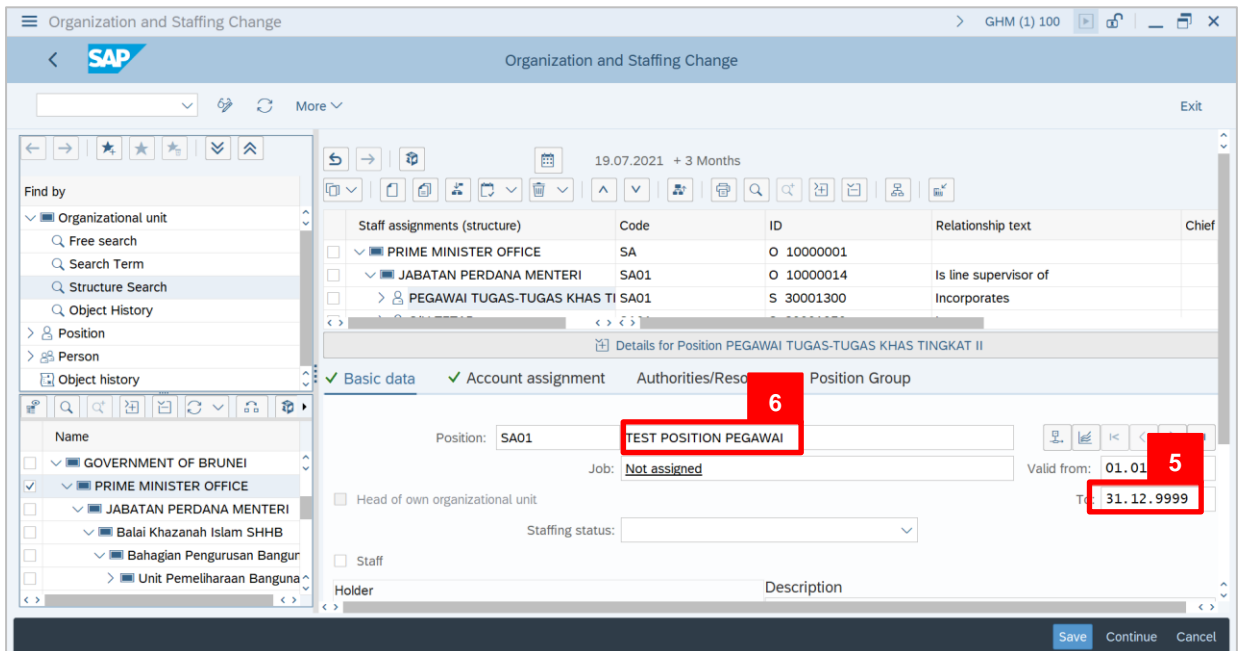
Basic data | Account assignment | Authorities/Resource | Position Group

Position: SA01 | PEGAWAI TUGAS-TUGAS KHAS TINGKAT II

Job: Not assigned | Valid from: 01.01 | To: 31.03.2021

Buttons: Save, Continue, Cancel

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



Organization and Staffing Change

19.07.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
PRIME MINISTER OFFICE	SA	O 10000001		
JABATAN PERDANA MENTERI	SA01	O 10000014	Is line supervisor of	
PEGAWAI TUGAS-TUGAS KHAS TI SA01	S 30001300		Incorporates	

Details for Position PEGAWAI TUGAS-TUGAS KHAS TINGKAT II

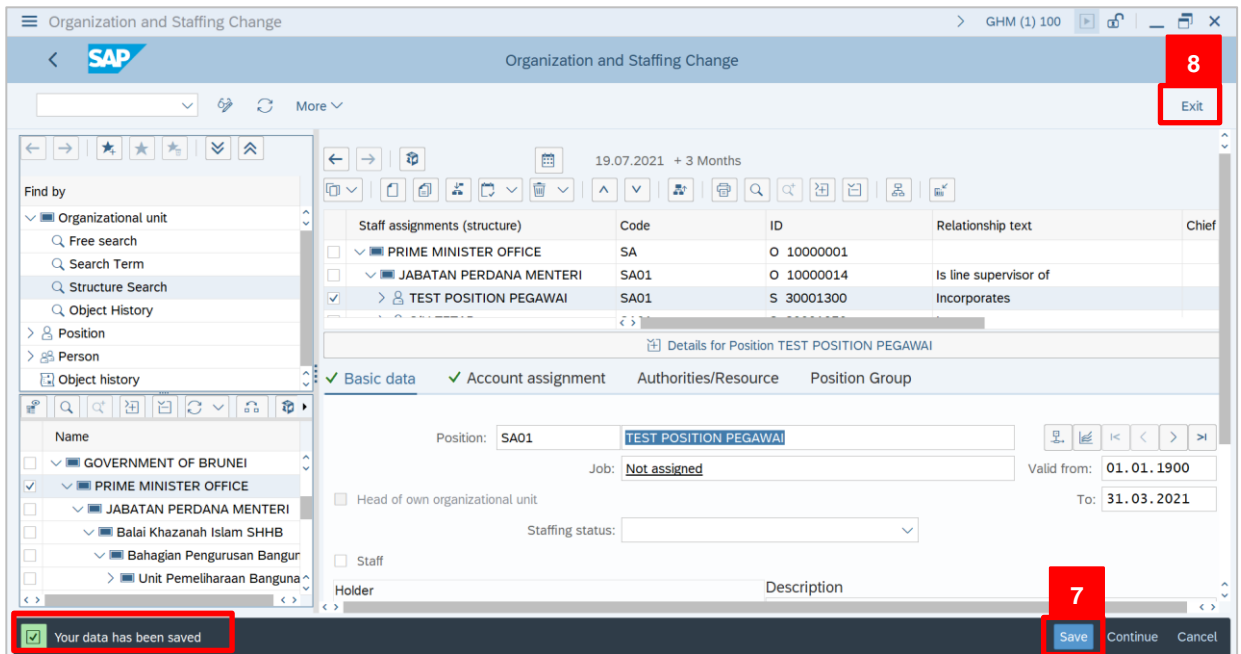
Basic data | Account assignment | Authorities/Resource | Position Group

Position: SA01 | TEST POSITION PEGAWAI

Job: Not assigned | Valid from: 01.01 | To: 31.12.9999

Buttons: Save, Continue, Cancel

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



Organization and Staffing Change

Organization and Staffing Change

19.07.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
PRIME MINISTER OFFICE	SA	O 10000001		
JABATAN PERDANA MENTERI	SA01	O 10000014	Is line supervisor of	
TEST POSITION PEGAWAI	SA01	S 30001300	Incorporates	

Details for Position TEST POSITION PEGAWAI

Basic data Account assignment Authorities/Resource Position Group

Position: SA01 TEST POSITION PEGAWAI

Job: Not assigned Valid from: 01.01.1900 To: 31.03.2021

Head of own organizational unit

Staffing status:

Staff

Holder Description

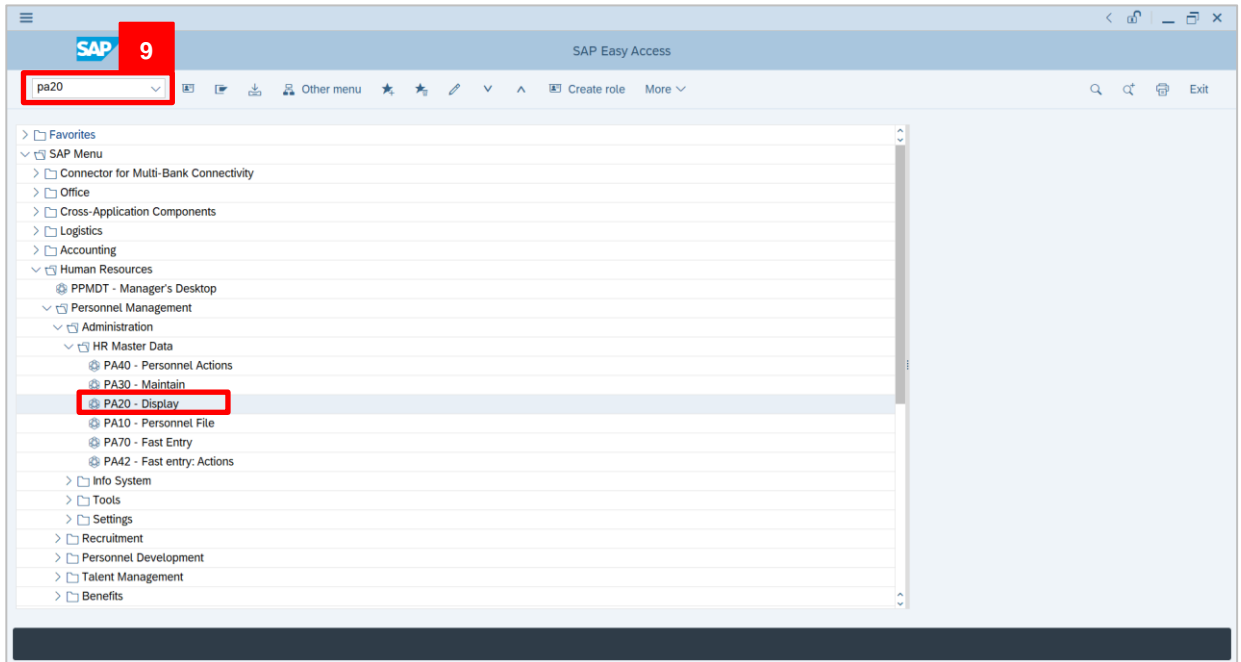
Your data has been saved

Save Continue Cancel

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

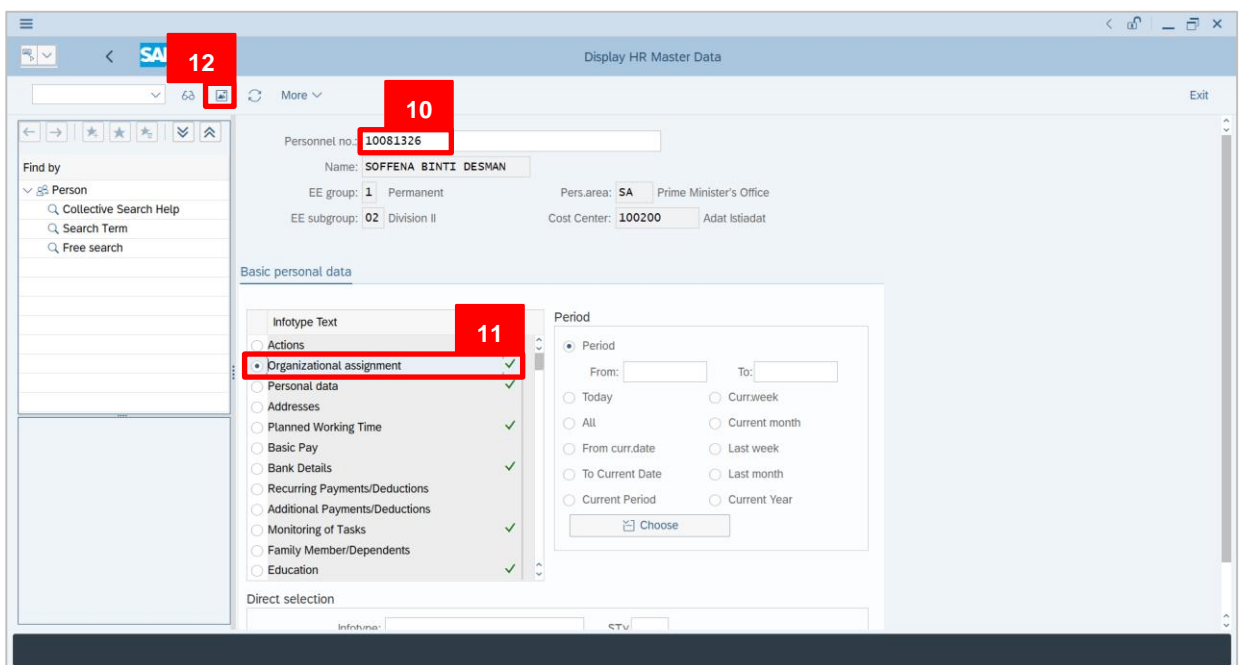
8. Click **Exit** button.

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




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.

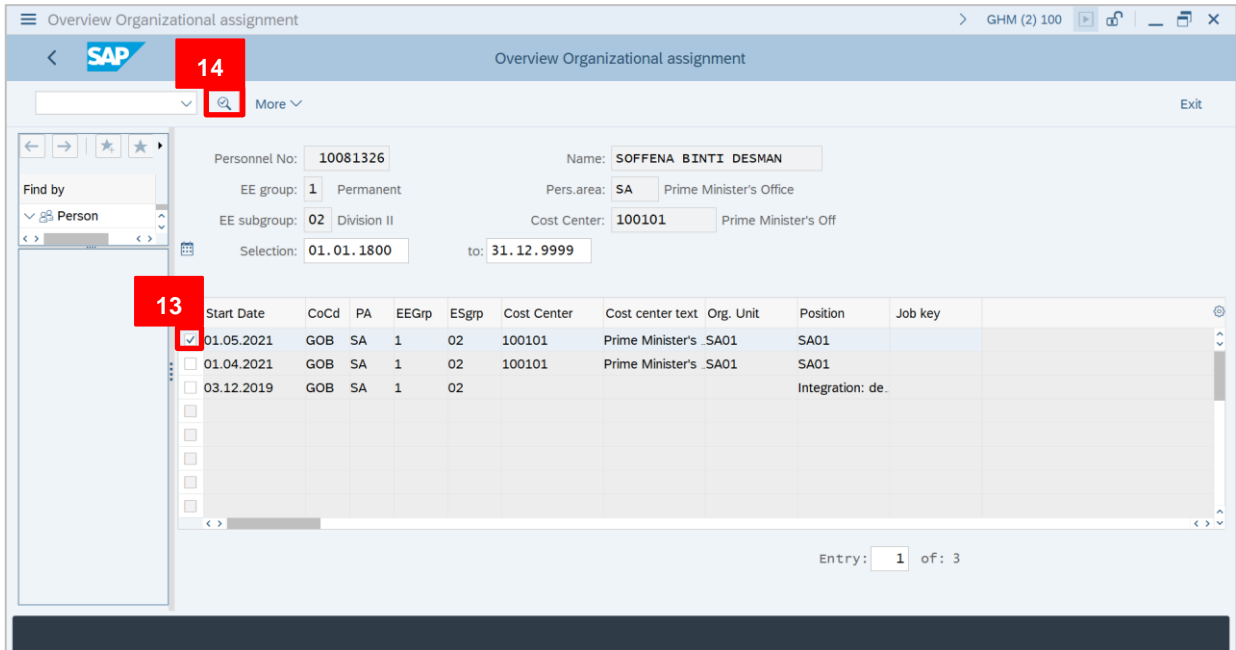


10. Enter the employee **Personnel Number**.

11. Under **Basic personal data section**, click on  and select **Organizational assignment**


12. Click on  icon.

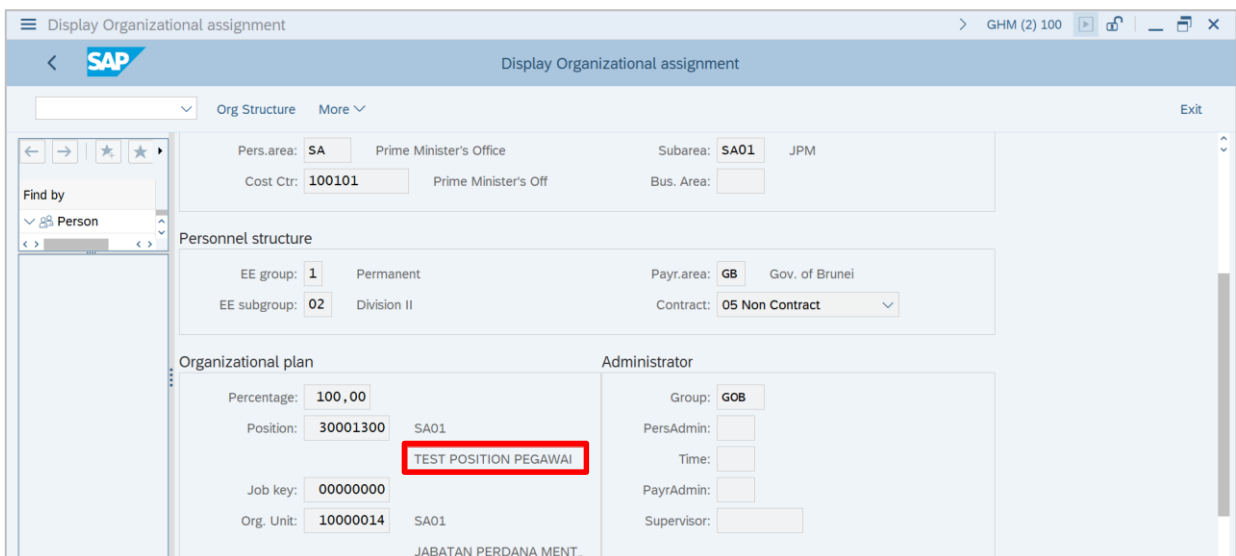
The **Overview Organizational Assignment** page will be displayed.



The screenshot shows the SAP 'Overview Organizational assignment' interface. At the top, the title bar reads 'Overview Organizational assignment' with a search icon and 'More' options. Below the title bar, there are input fields for 'Personnel No.' (10081326), 'Name' (SOFFENA BINTI DESMAN), 'EE group' (1 Permanent), 'Pers.area' (SA Prime Minister's Office), 'EE subgroup' (02 Division II), 'Cost Center' (100101 Prime Minister's Off), and 'Selection' (01.01.1800 to 31.12.9999). A red box labeled '14' highlights the search icon. Below these fields is a table with columns: Start Date, CoCd, PA, EEGrp, ESgrp, Cost Center, Cost center text, Org. Unit, Position, and Job key. A red box labeled '13' highlights the first row of the table, which has a checked checkbox in the 'Start Date' column. The first row data is: 01.05.2021, GOB, SA, 1, 02, 100101, Prime Minister's SA01, SA01. The second row is: 01.04.2021, GOB, SA, 1, 02, 100101, Prime Minister's SA01, SA01. The third row is: 03.12.2019, GOB, SA, 1, 02, Integration: de. At the bottom right, it says 'Entry: 1 of: 3'.

13. Select the Organizational Assignment with the recent date.

14. Click on  button.



The screenshot shows the SAP 'Display Organizational assignment' interface. The title bar reads 'Display Organizational assignment'. Below the title bar, there are input fields for 'Pers.area' (SA Prime Minister's Office), 'Subarea' (SA01 JPM), 'Cost Ctr.' (100101 Prime Minister's Off), and 'Bus. Area'. Below these fields is a section for 'Personnel structure' with 'EE group' (1 Permanent), 'Payr.area' (GB Gov. of Brunei), 'EE subgroup' (02 Division II), and 'Contract' (05 Non Contract). Below that is a section for 'Organizational plan' with 'Percentage' (100,00), 'Position' (30001300 SA01), 'Job key' (00000000), and 'Org. Unit' (10000014 SA01). A red box highlights the text 'TEST POSITION PEGAWAI' next to the position number. Below the 'Organizational plan' section is an 'Administrator' section with 'Group' (GOB), 'PersAdmin', 'Time', 'PayrAdmin', and 'Supervisor' fields. At the bottom, it says 'JABATAN PERDANA MENT.'.

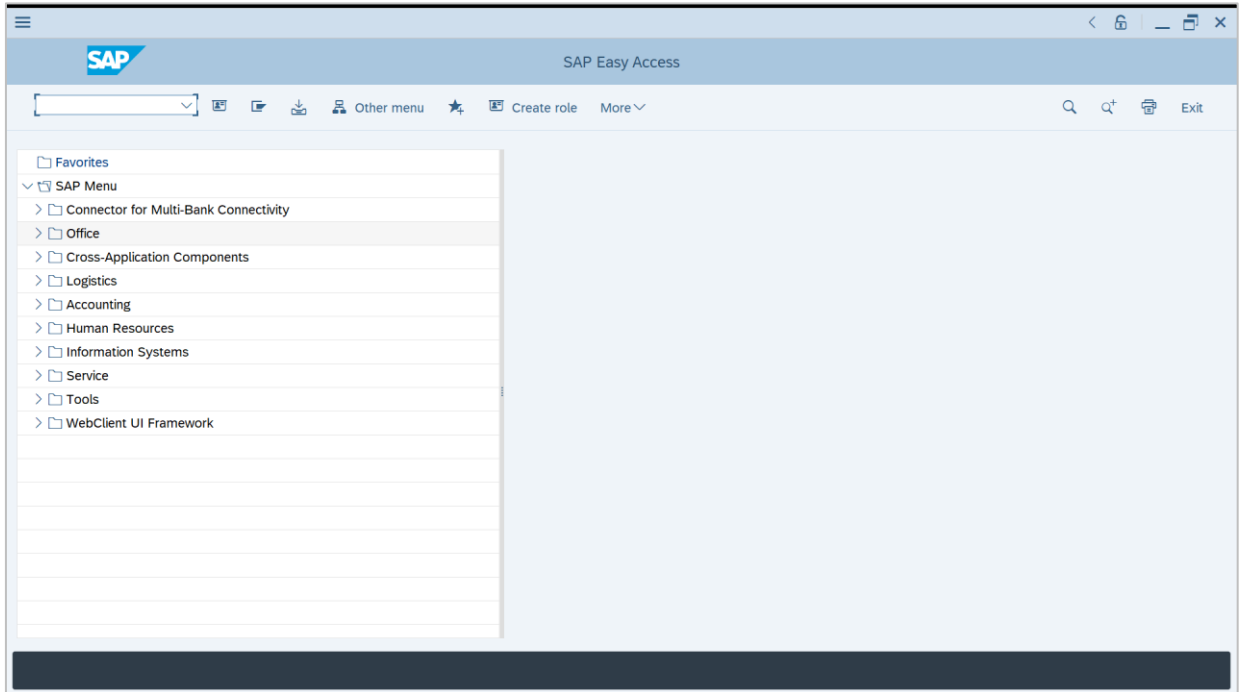
New position title is displayed.

**Assign Org Unit /
Position to Another
Org Unit via PPOME**

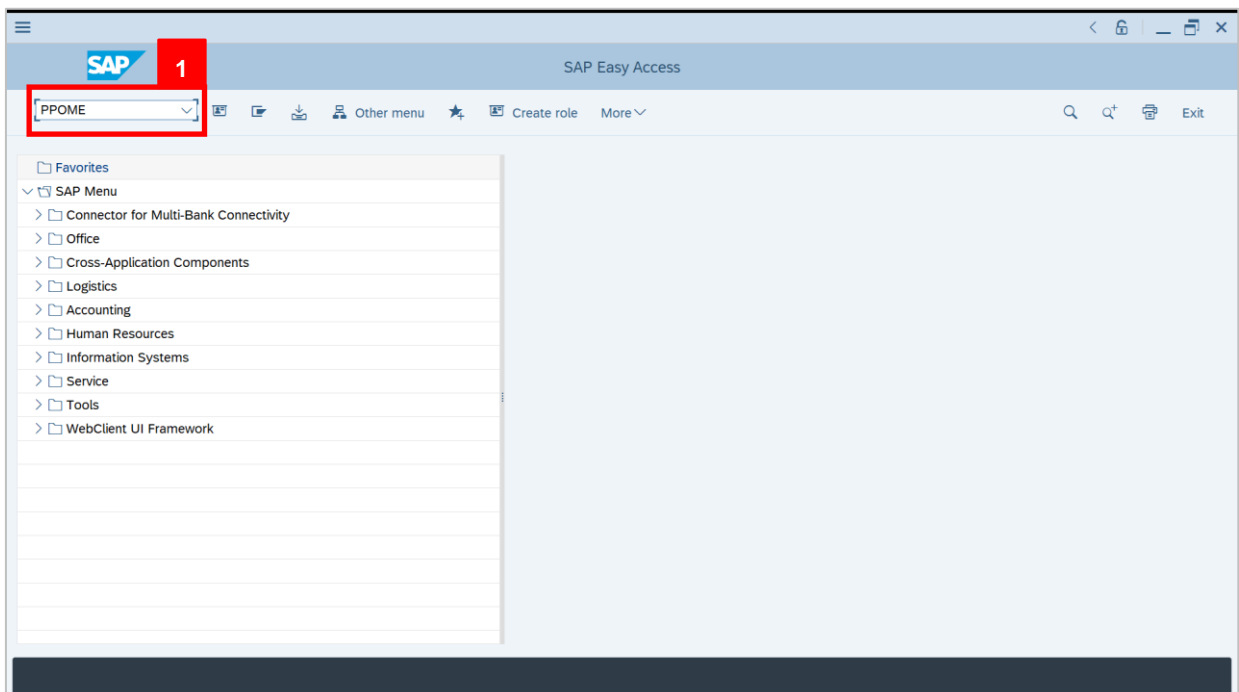
Backend User

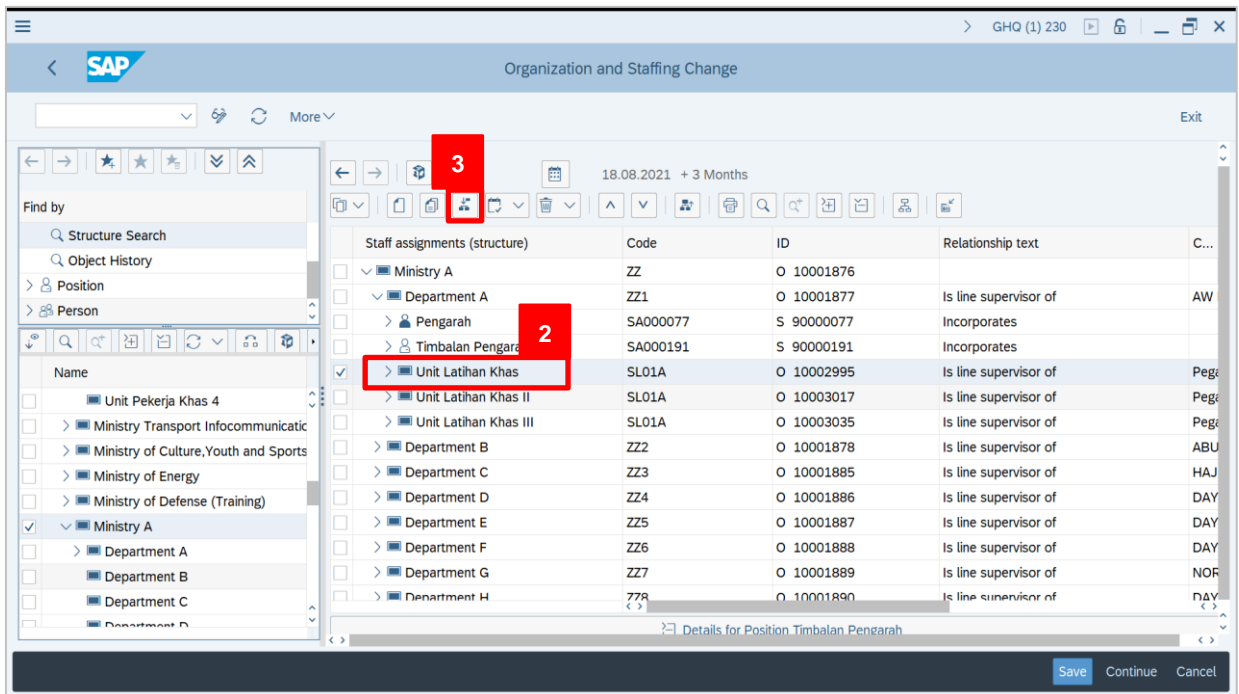
OM Administrator

The **SAP Easy Access** page will appear



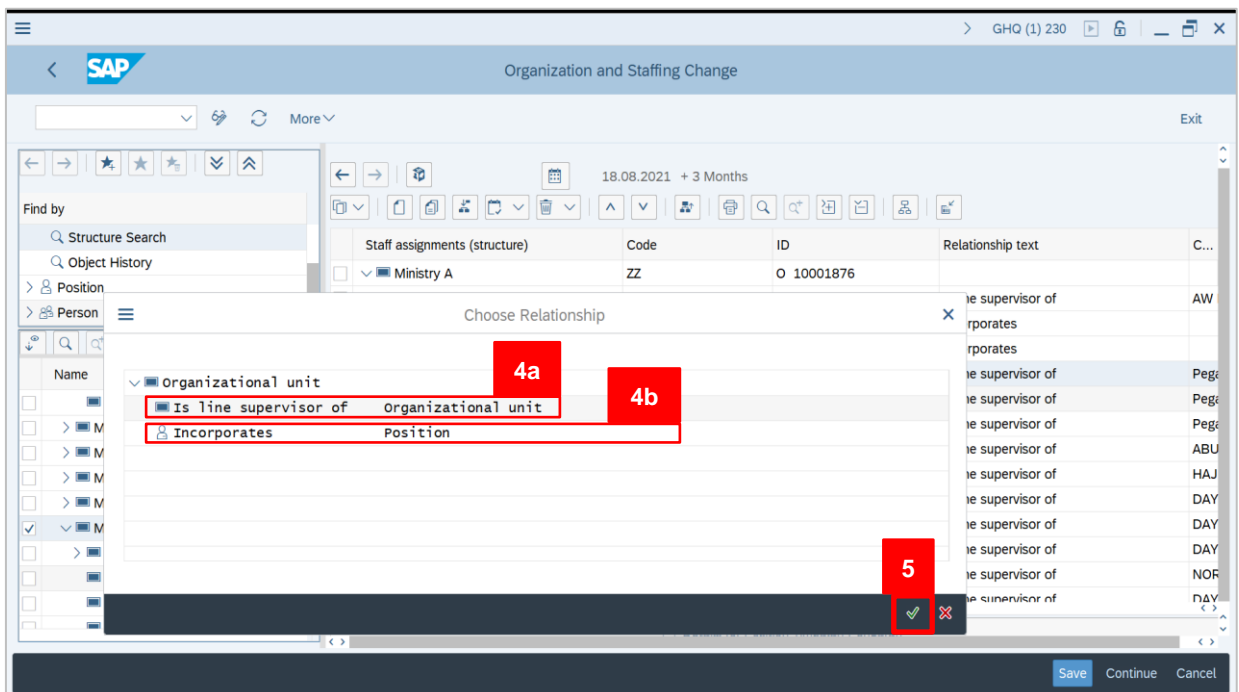
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.






2. Click respective **Organizational Unit** destination.

3. Click  icon.

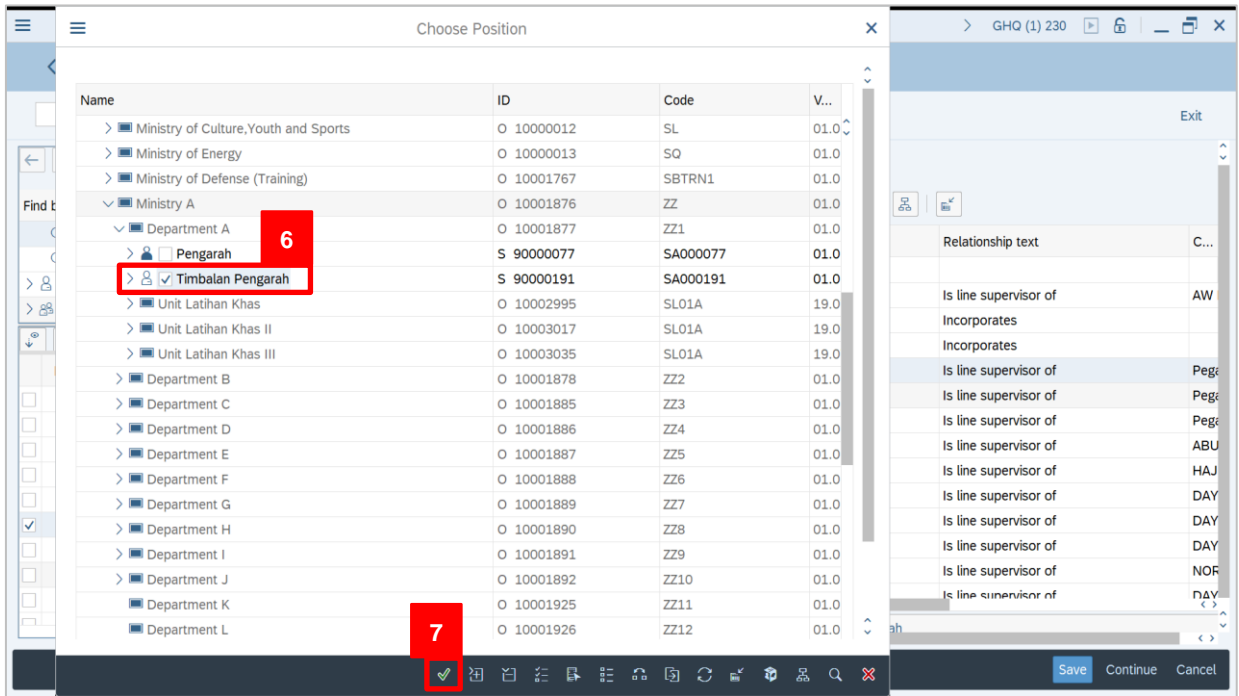


4. Under Choose Relationship, select

4a.  Is line supervisor of organizational unit **or**

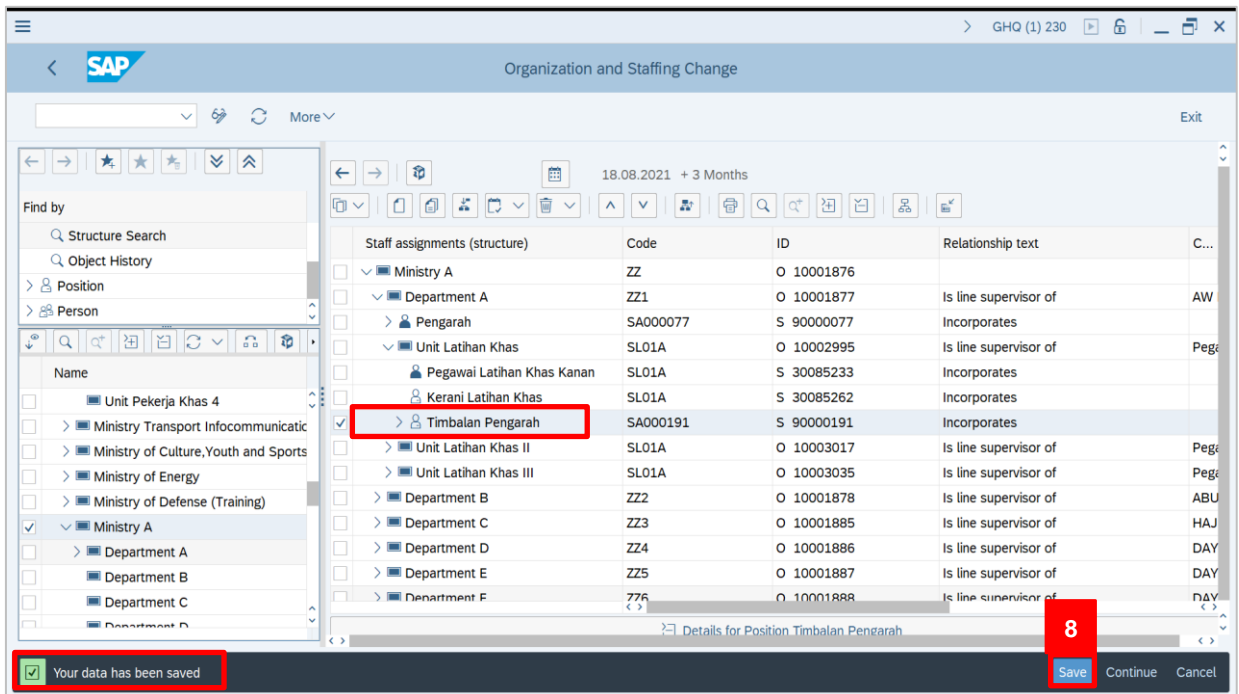
4b.  Incorporates Position


5. Click on  icon.



6. Select Organizational Unit / Position.

7. Click  icon.



8. Click  button.

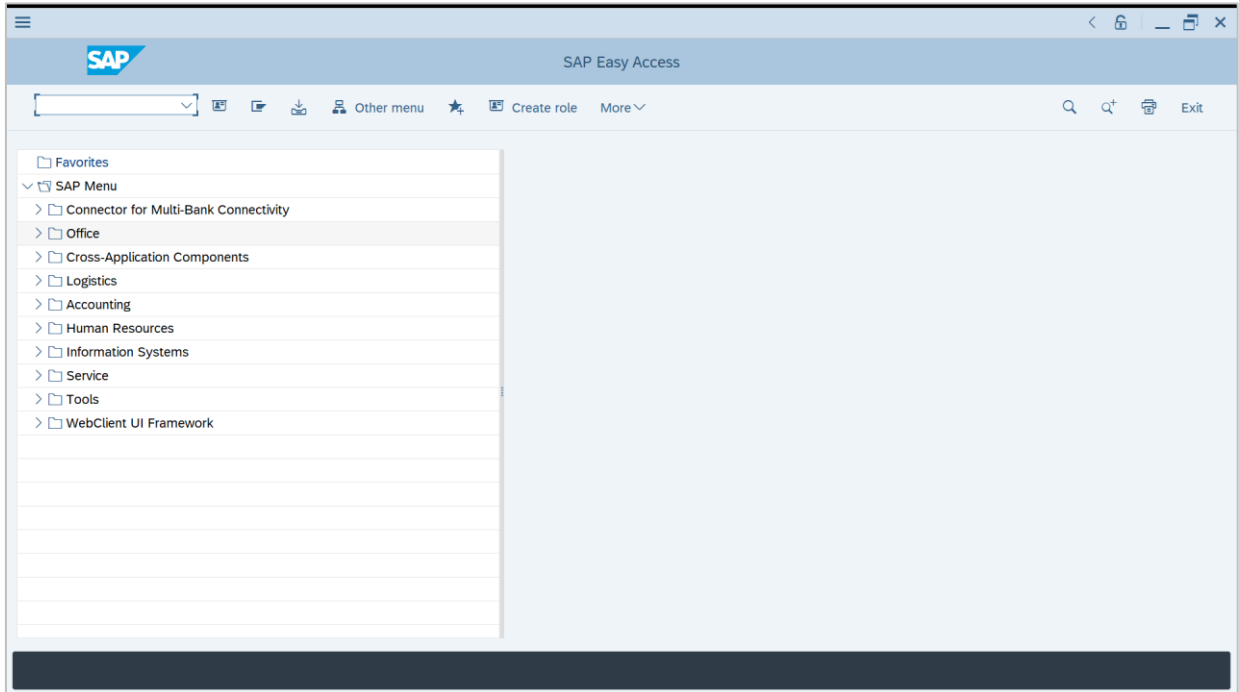
Outcome : The position has been transferred to the new organizational unit.

**Assign Org Unit /
Position to Another
Org Unit via PP01**

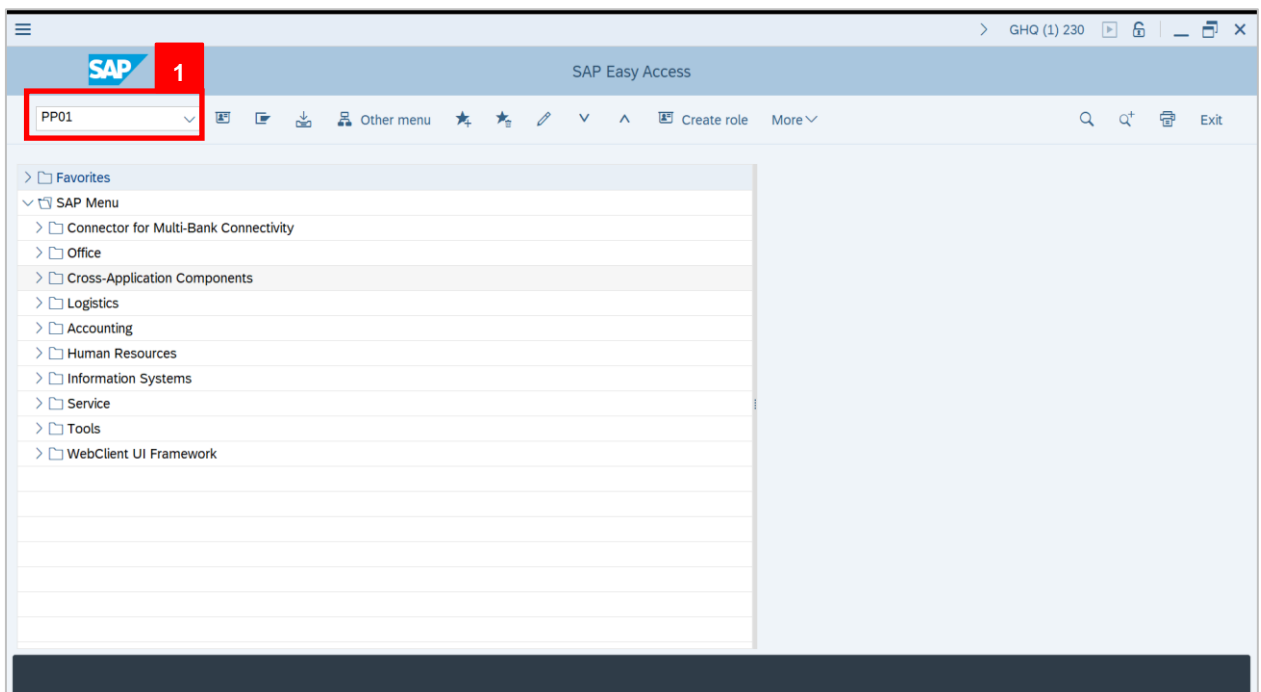
Backend User

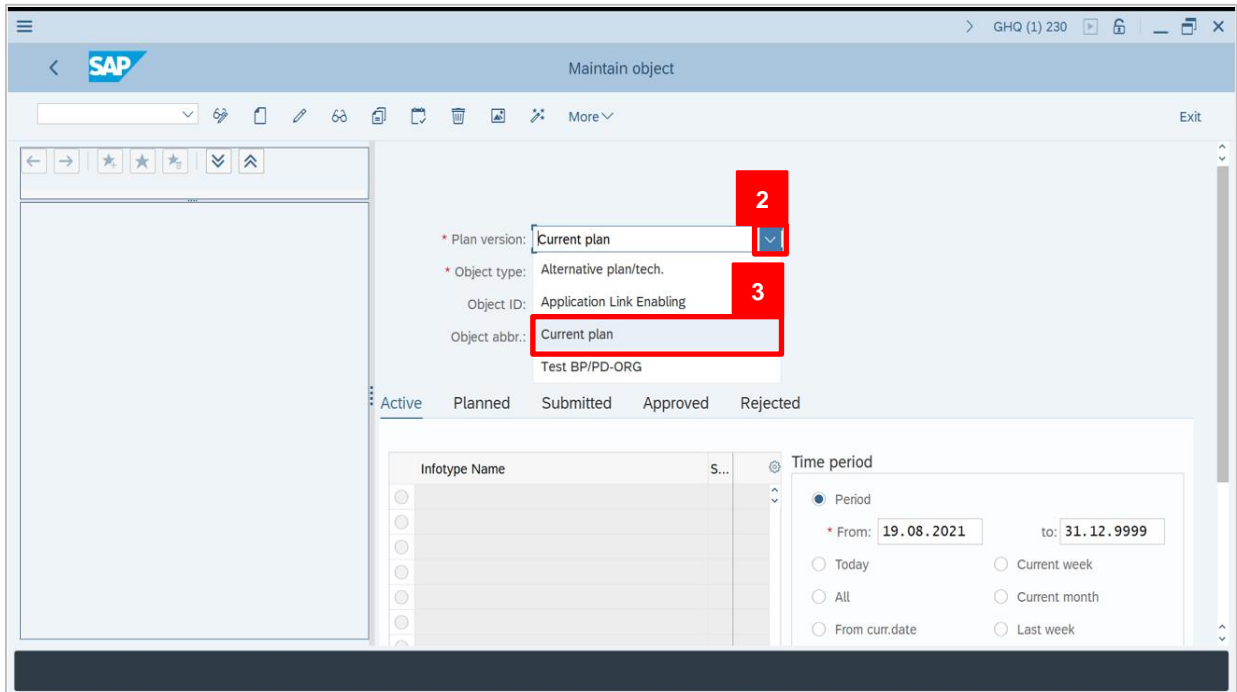
OM Administrator

The **SAP Easy Access** page will appear



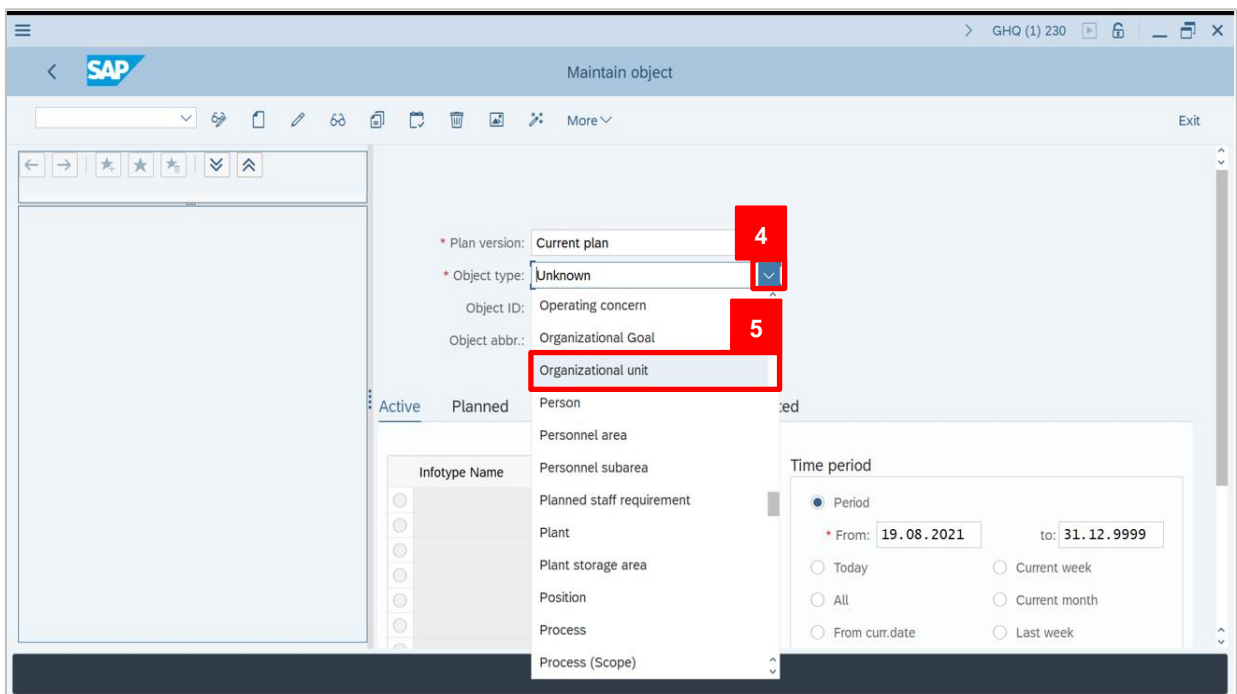
1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.





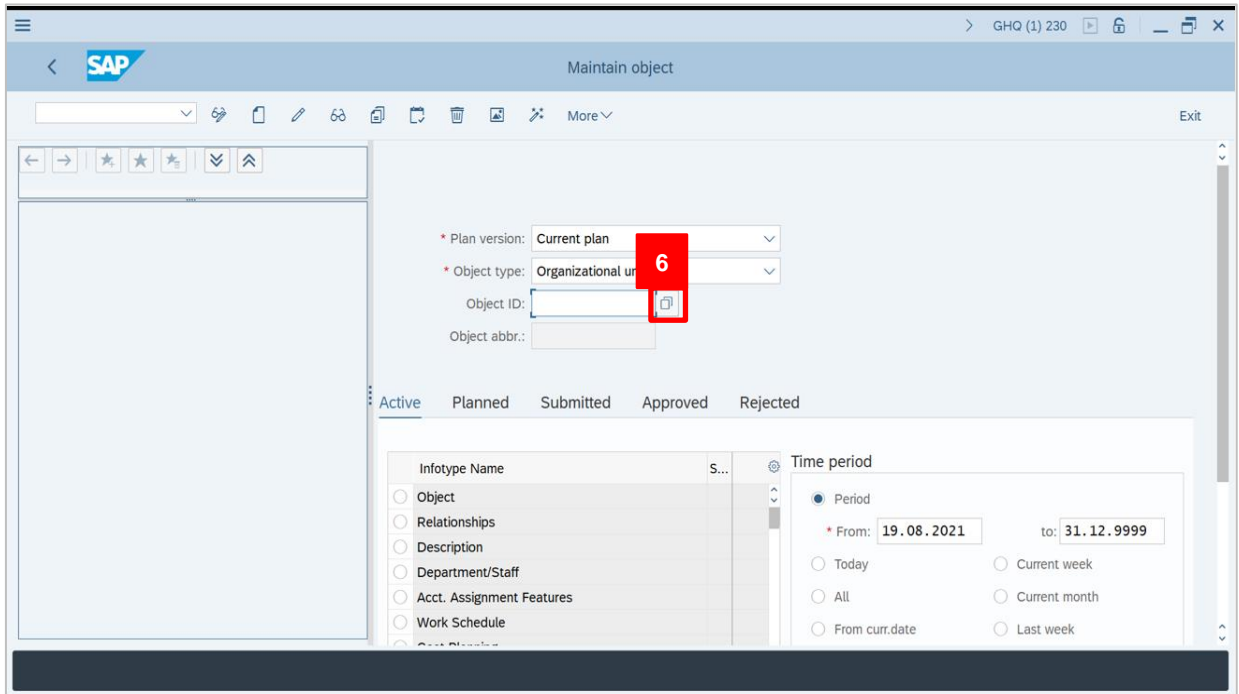
2. Under **Plan version**, click on  icon.

3. Select **Current Plan**.

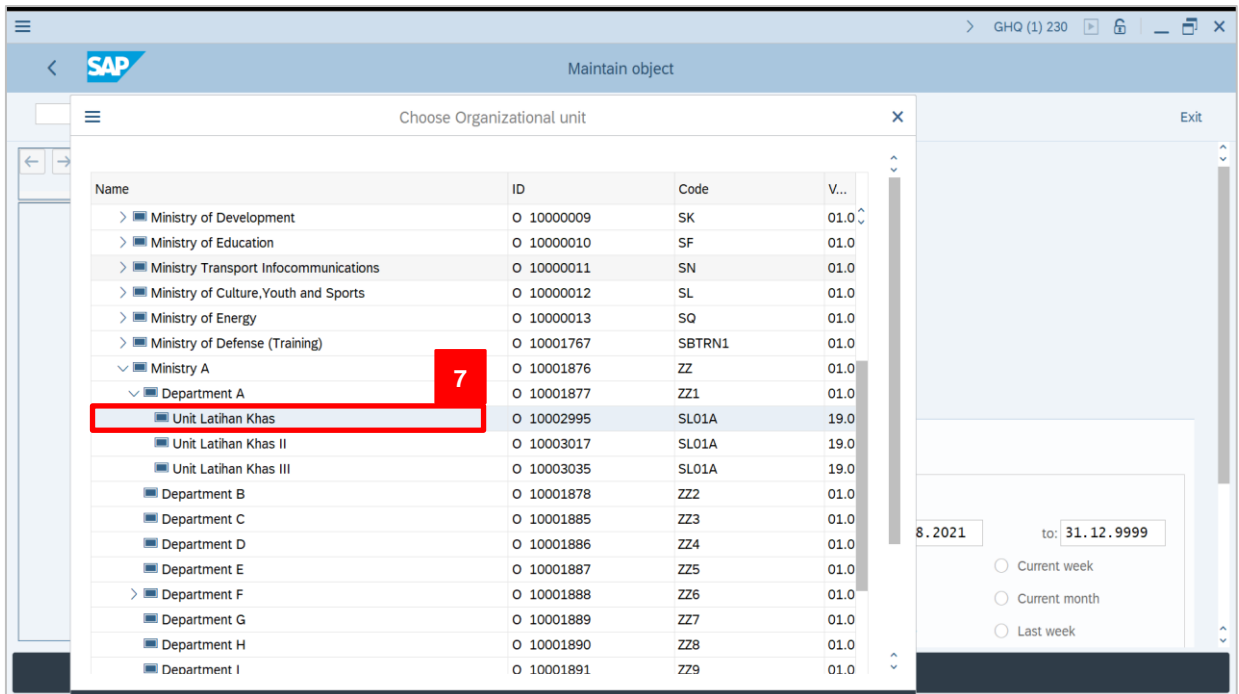


4. Under **object type**, click on  icon.

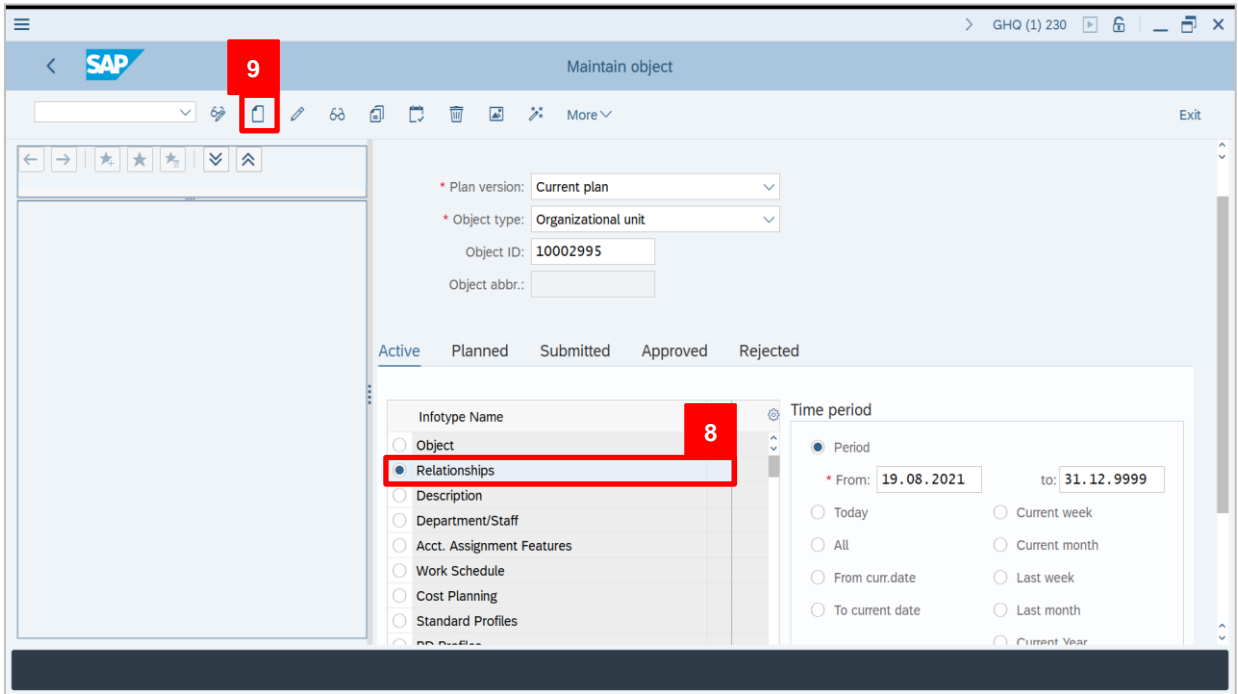
5. Select **Organizational unit**.



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

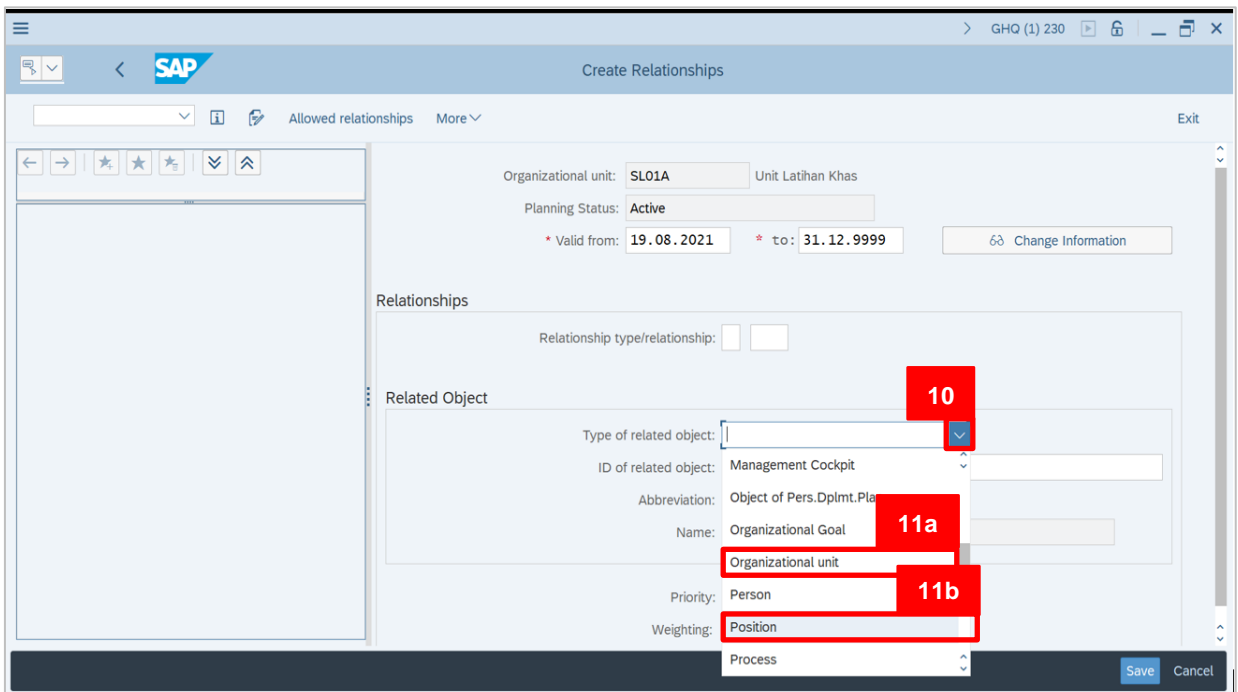


7. Select respective **Organizational Unit**.



8. Under **Active** tab, select **Relationships**.

9. Click on  icon.

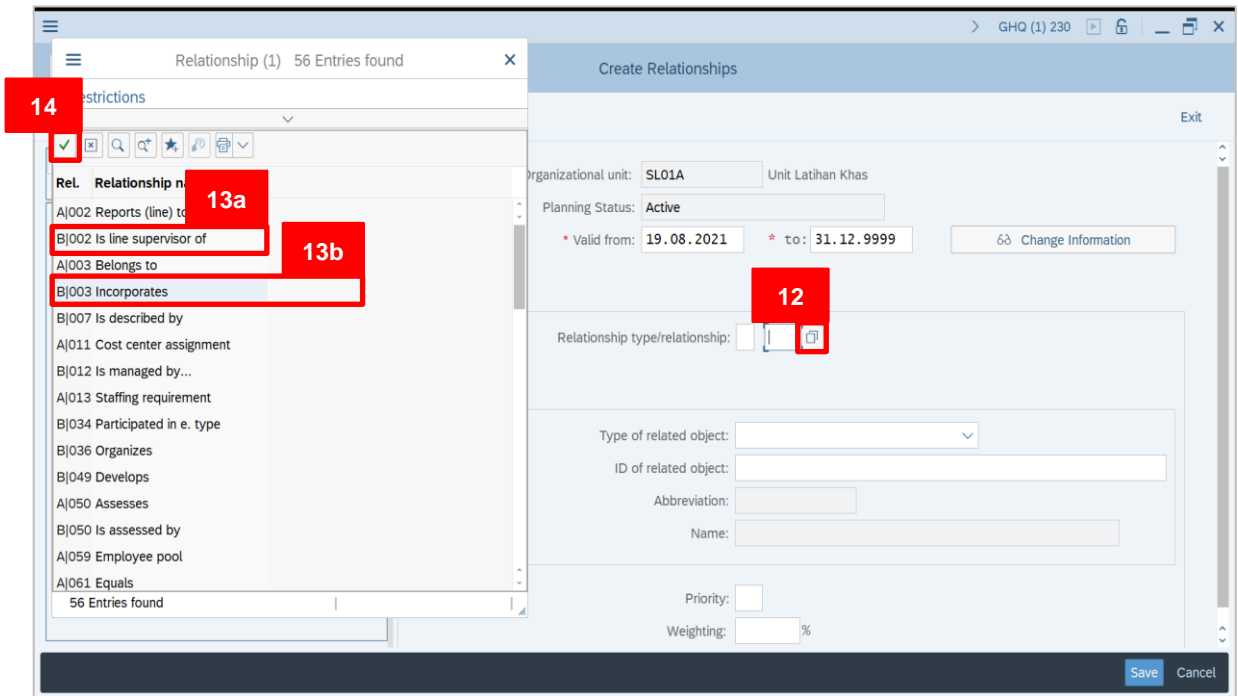



Outcome : Create Relationships page will be shown.

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.

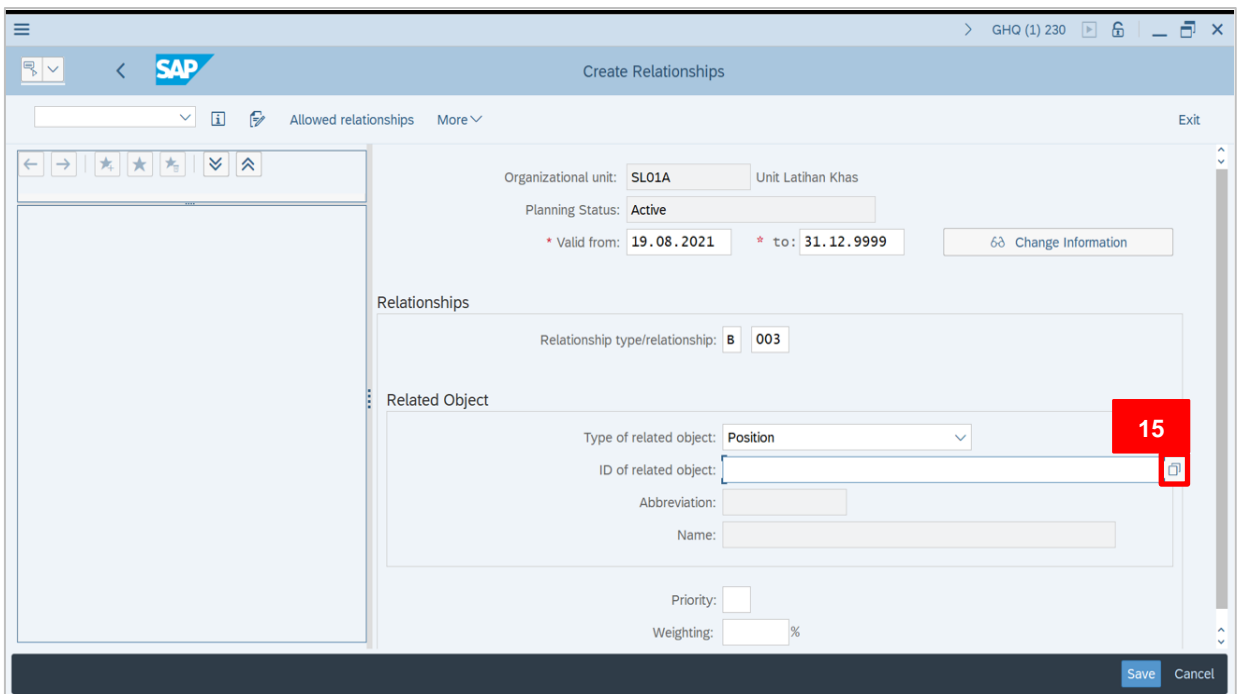


12. Under relationship type, click on  icon.

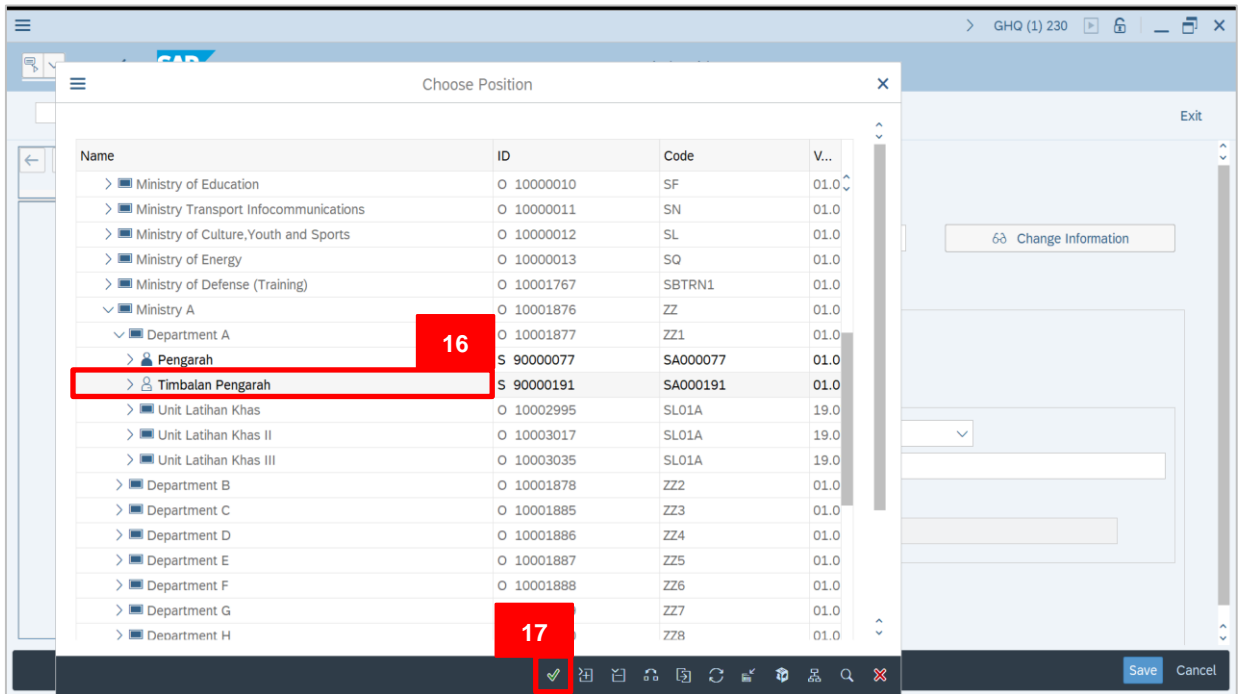
13a. If you choose **organizational unit**, select **B|002 Is line supervisor of**.

13b. If you choose **position**, select **B|003 Incorporates**.


14. Click  button.

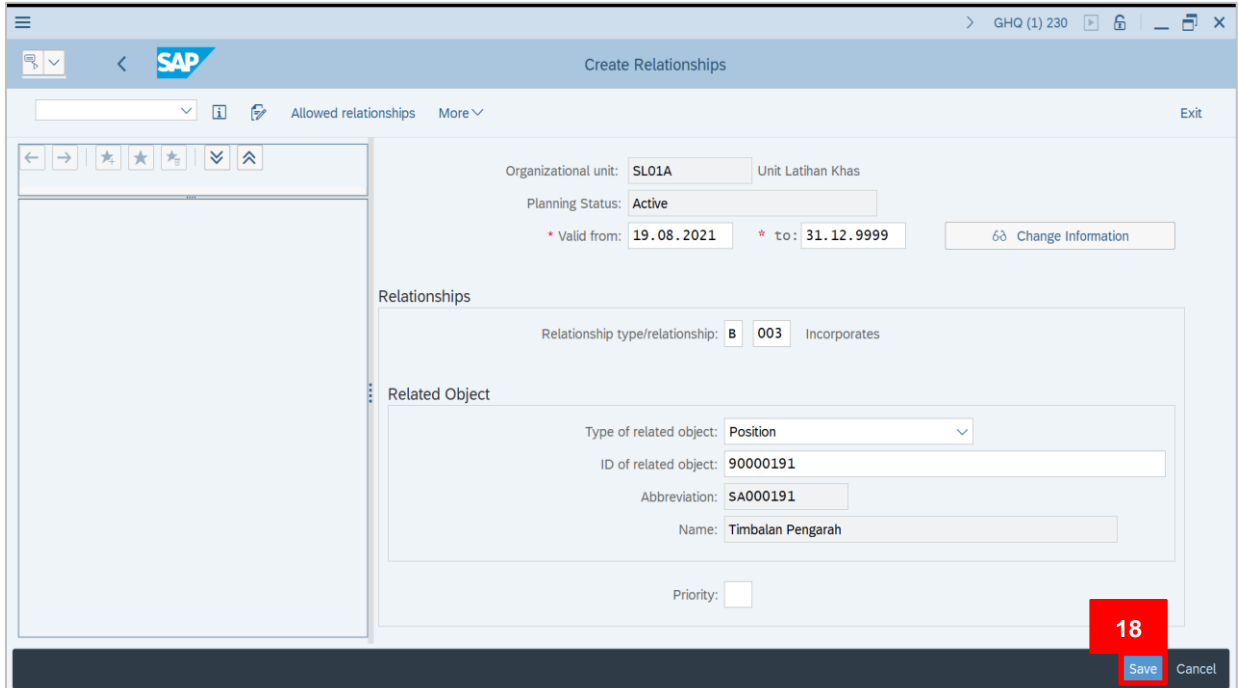



15. Click  icon.

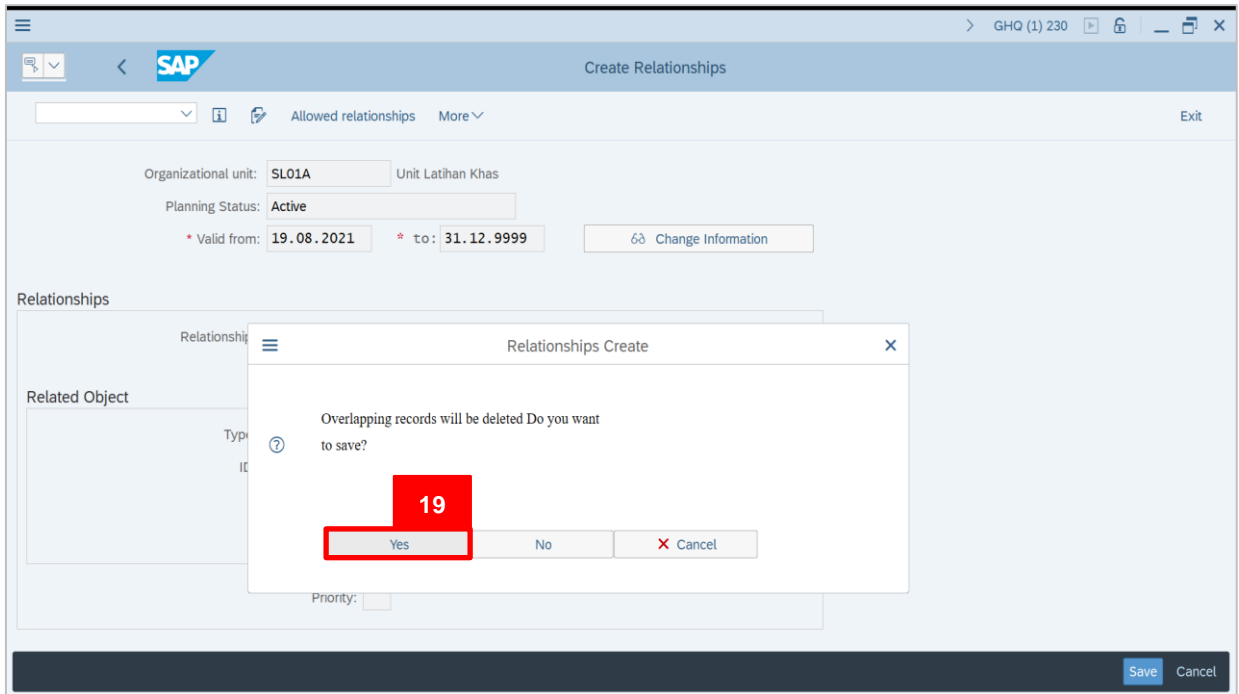


16. Select respective **organizational unit/position** to be assign.

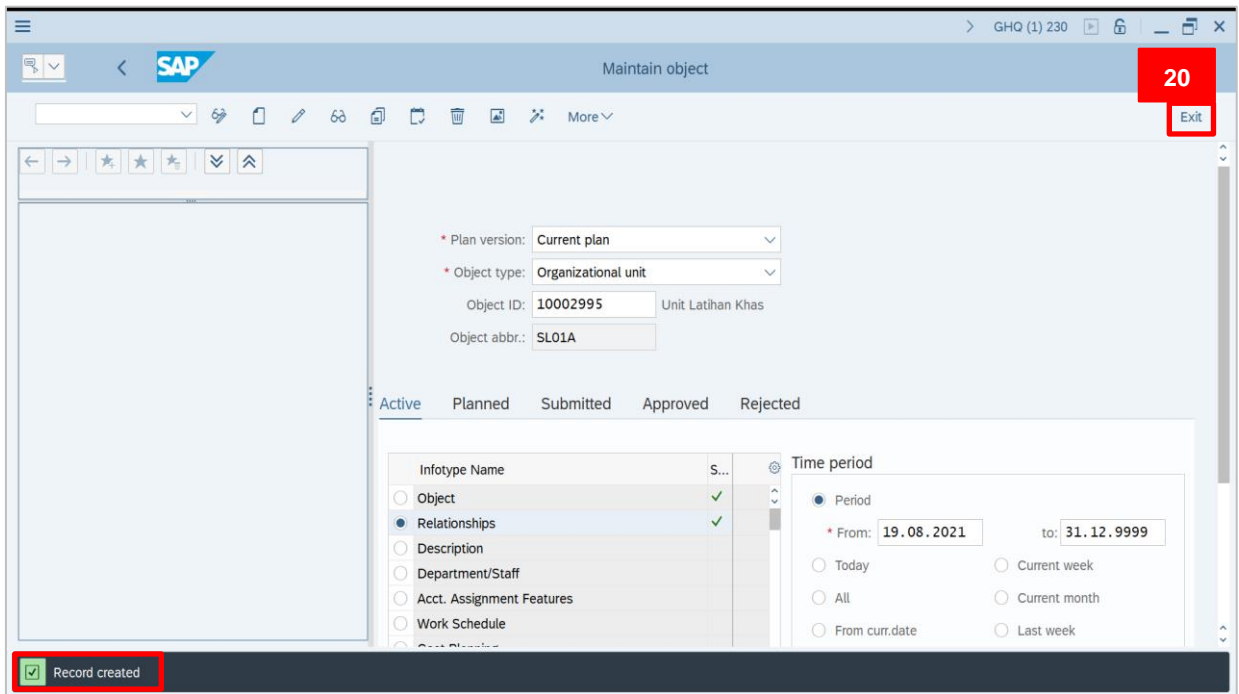
17. Click on  icon



18. Click  button.

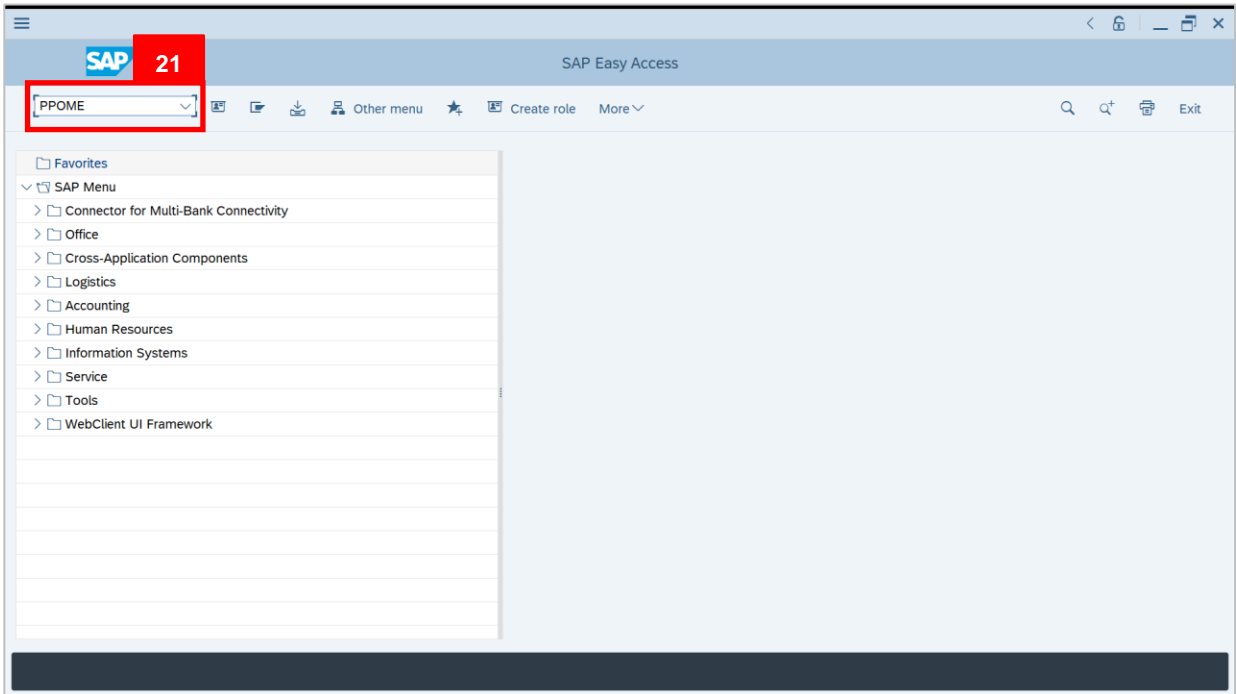


19. Select **Yes** to continue.

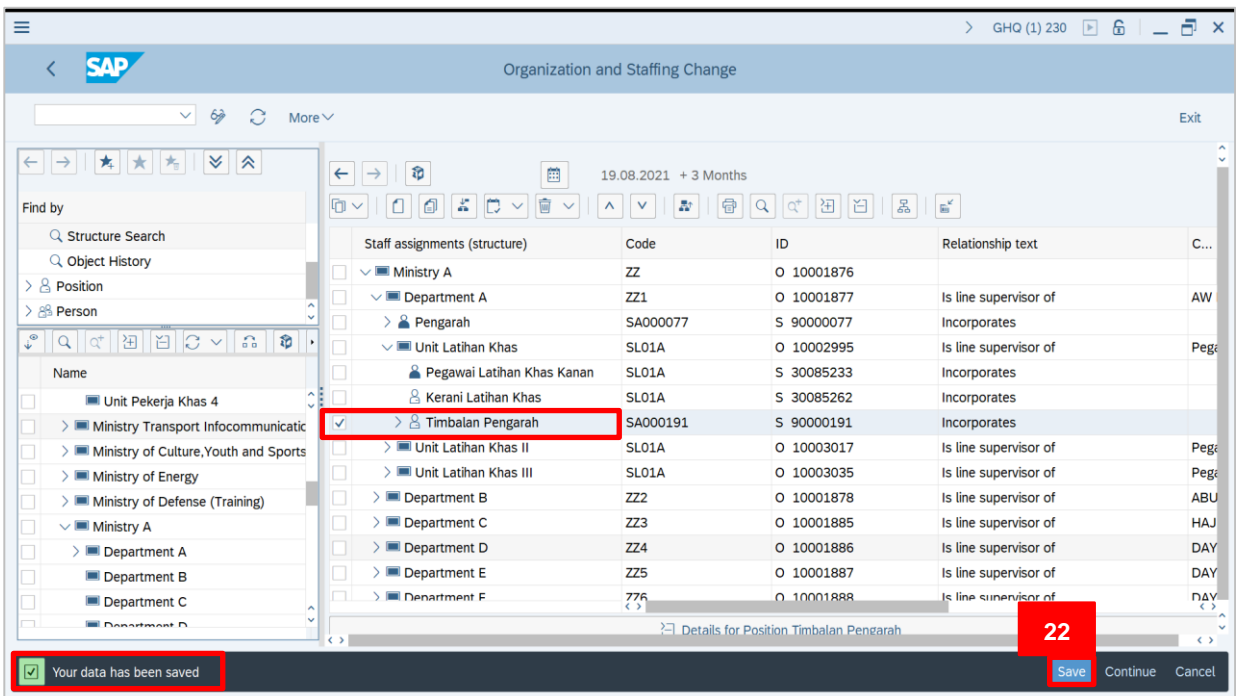


Outcome : Record have been created.

20. Click on **Exit** button.



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



22. Click **Save** button.

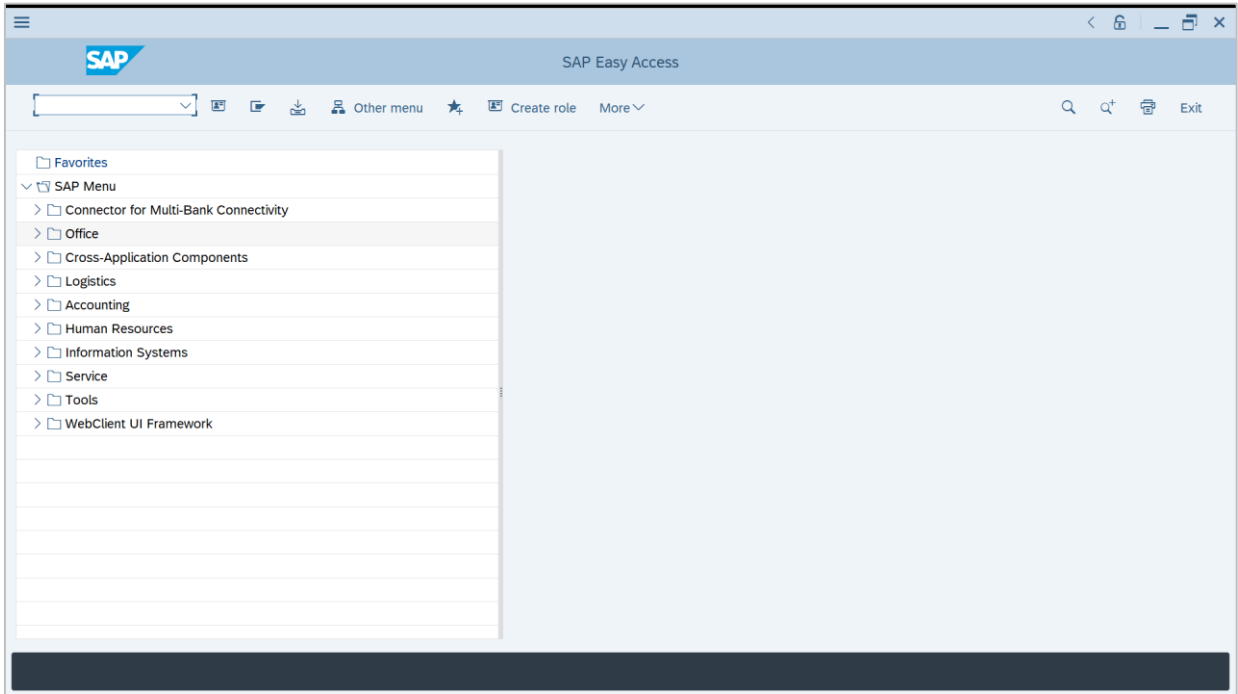
Outcome : The Position has been transferred to the new organizational unit.

**Solving Head of
Organizational Unit
Issue**

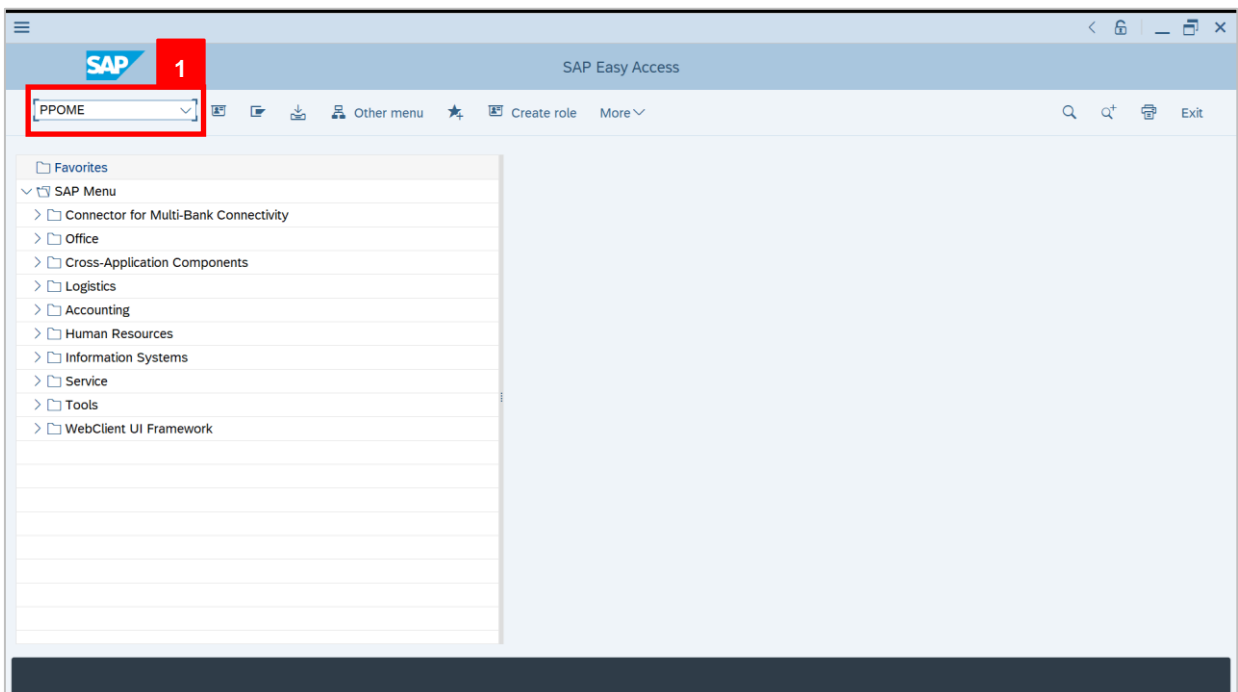
Backend User

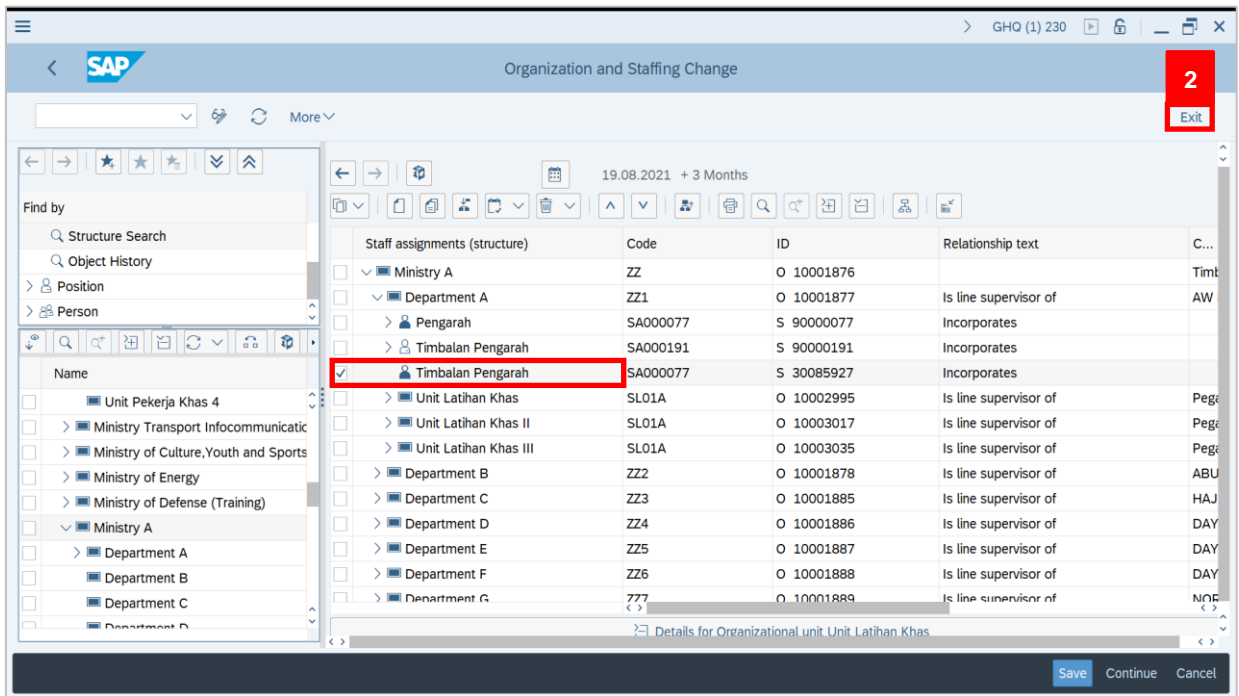
OM Administrator

The **SAP Easy Access** page will appear



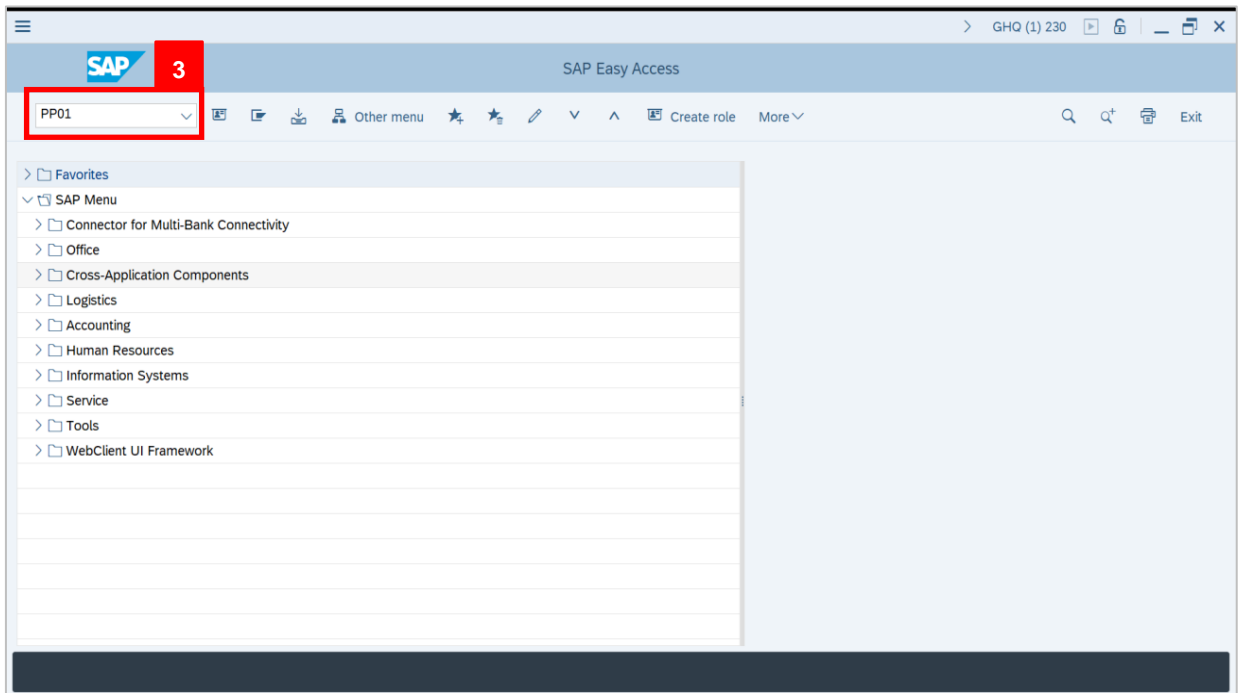
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



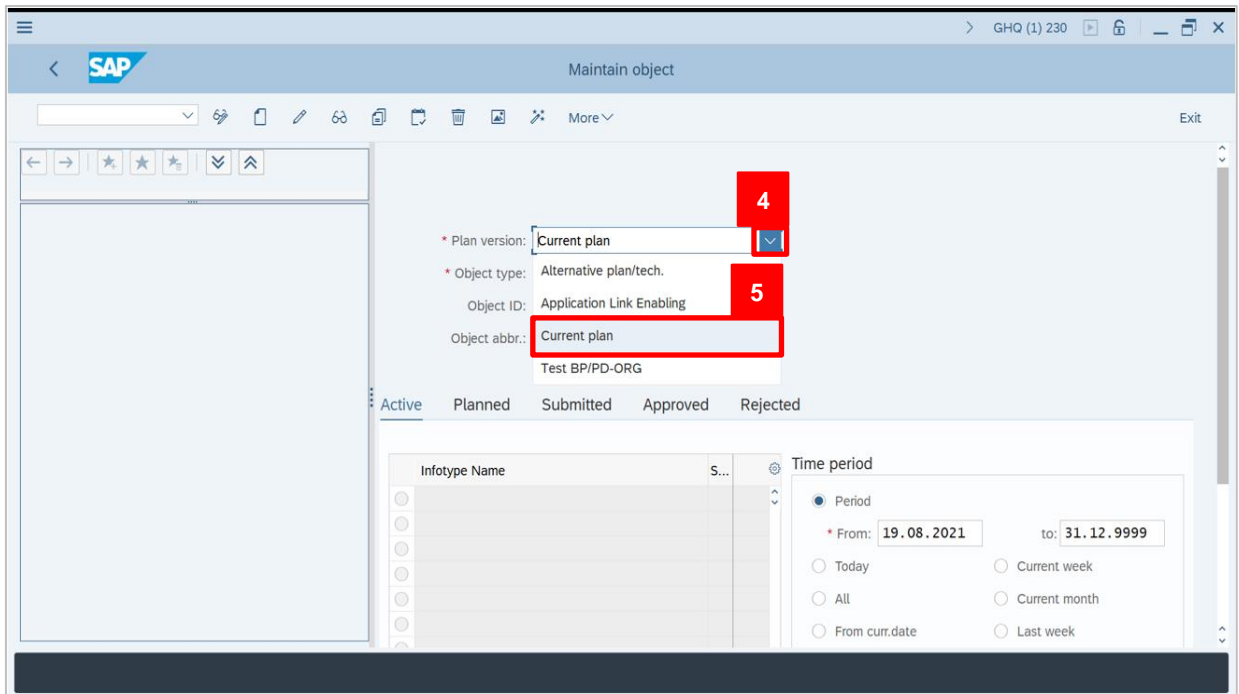


This issue comes from unsynchronized relationships between **A003 position to organizational unit (Belongs to)** and **A012 position to organizational unit (Manages...)**.

2. Click on button.

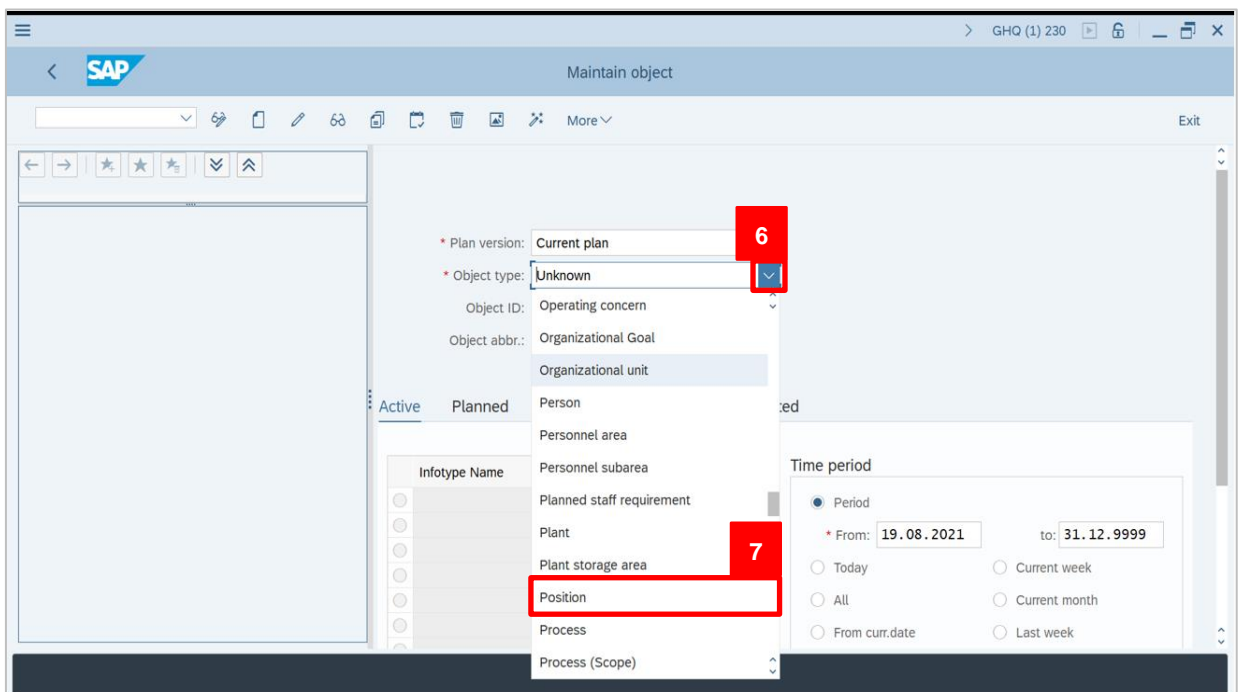



3. Search on bar **PP01** and press **Enter** button on the keyboard.



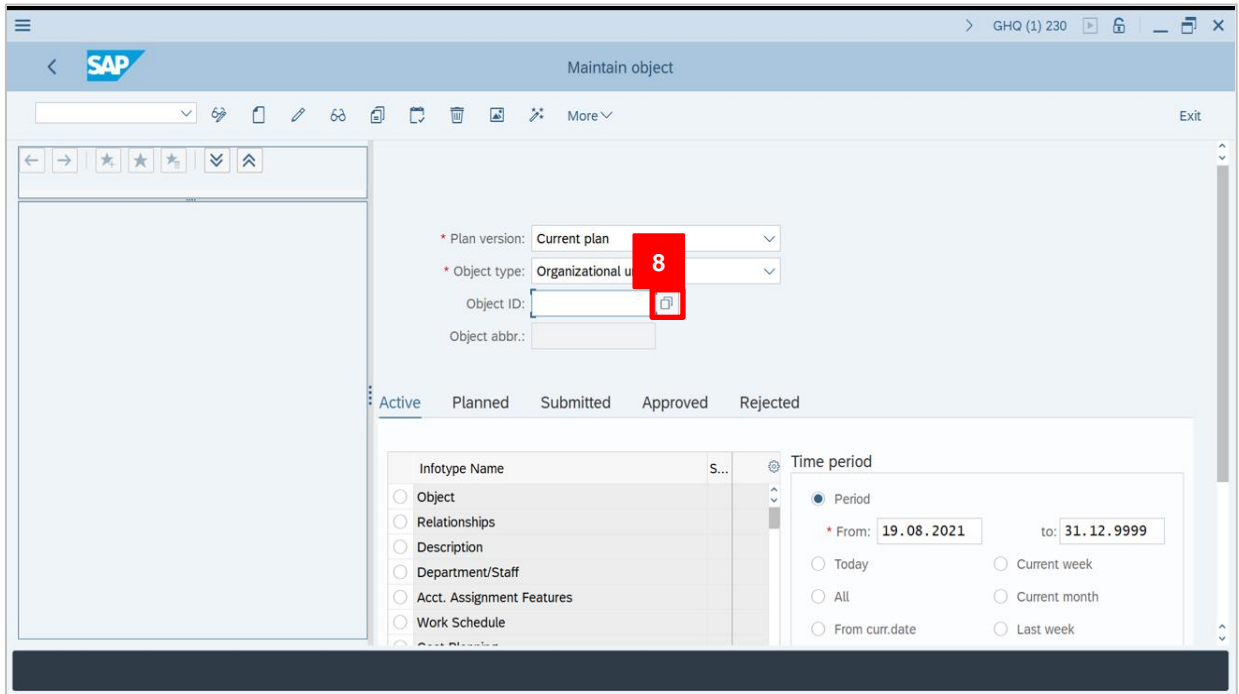
4. Under **Plan version**, click on  icon.

5. Select **Current plan**.

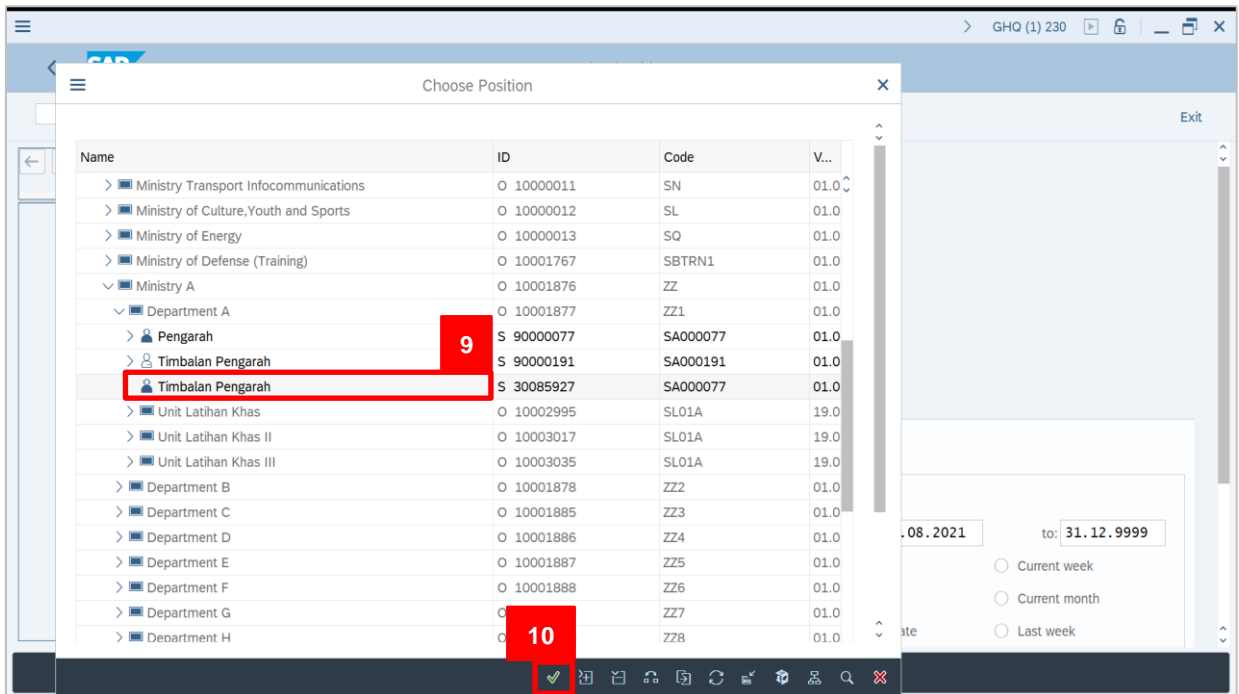


6. Object type, click  icon.


7. Select **Position**.

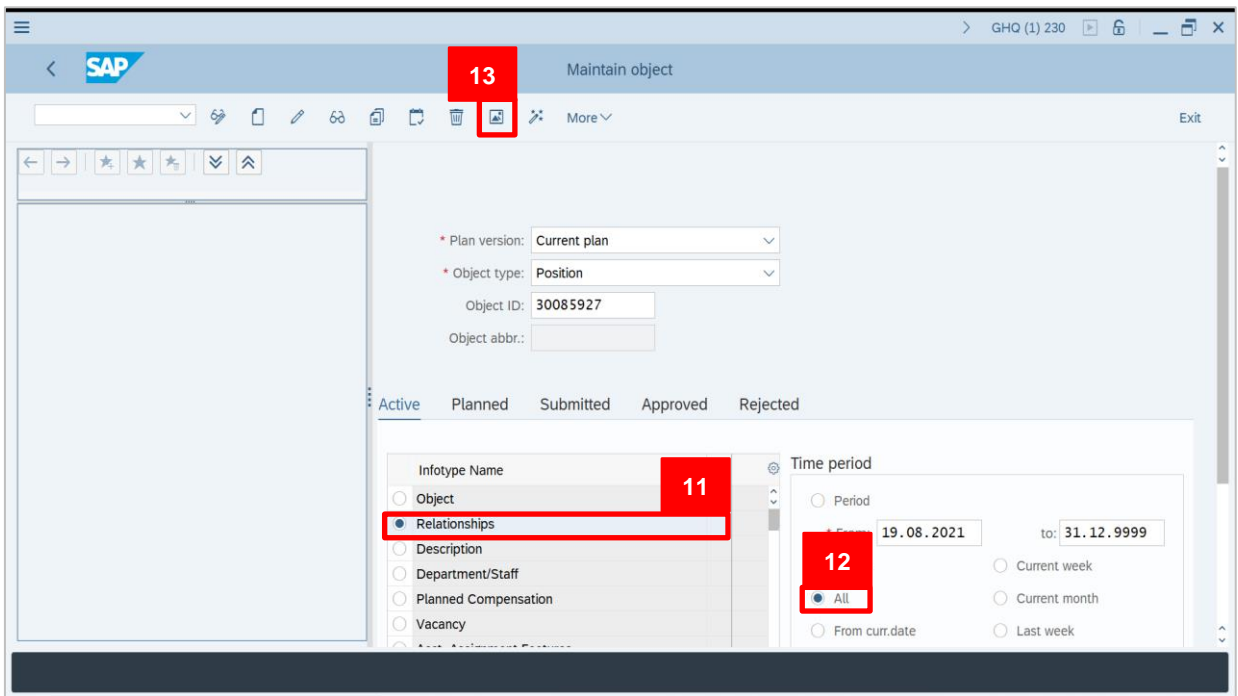


8. Under **objective ID**, click  icon.



9. Select respective **Position**.

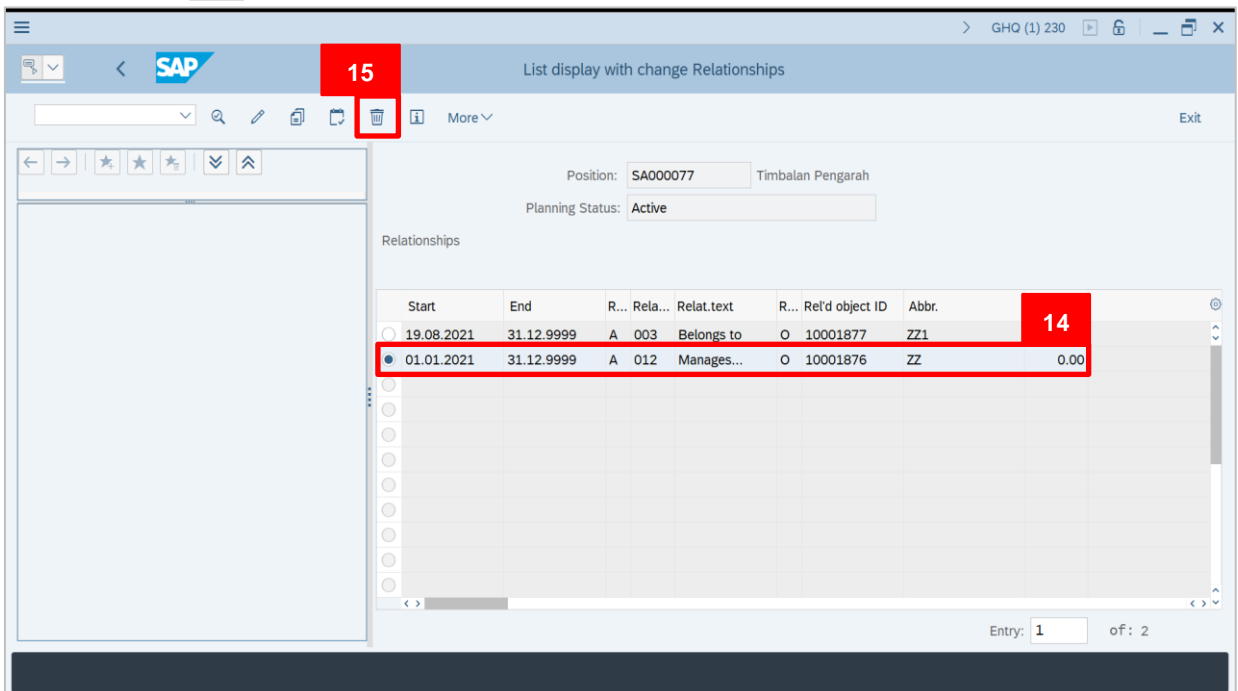
10. Click on  icon.



11. Under **Active** tab, select **Relationships**.

12. Under **Time period**, Select **ALL**.

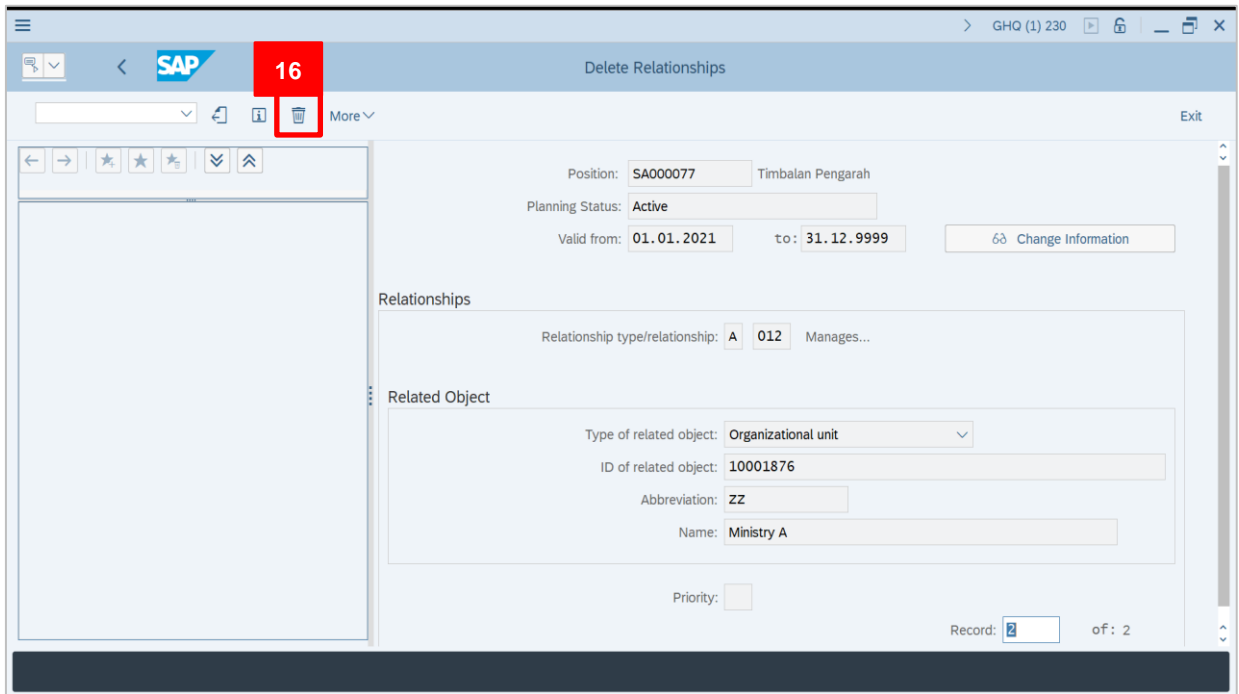
13. Click on  icon.



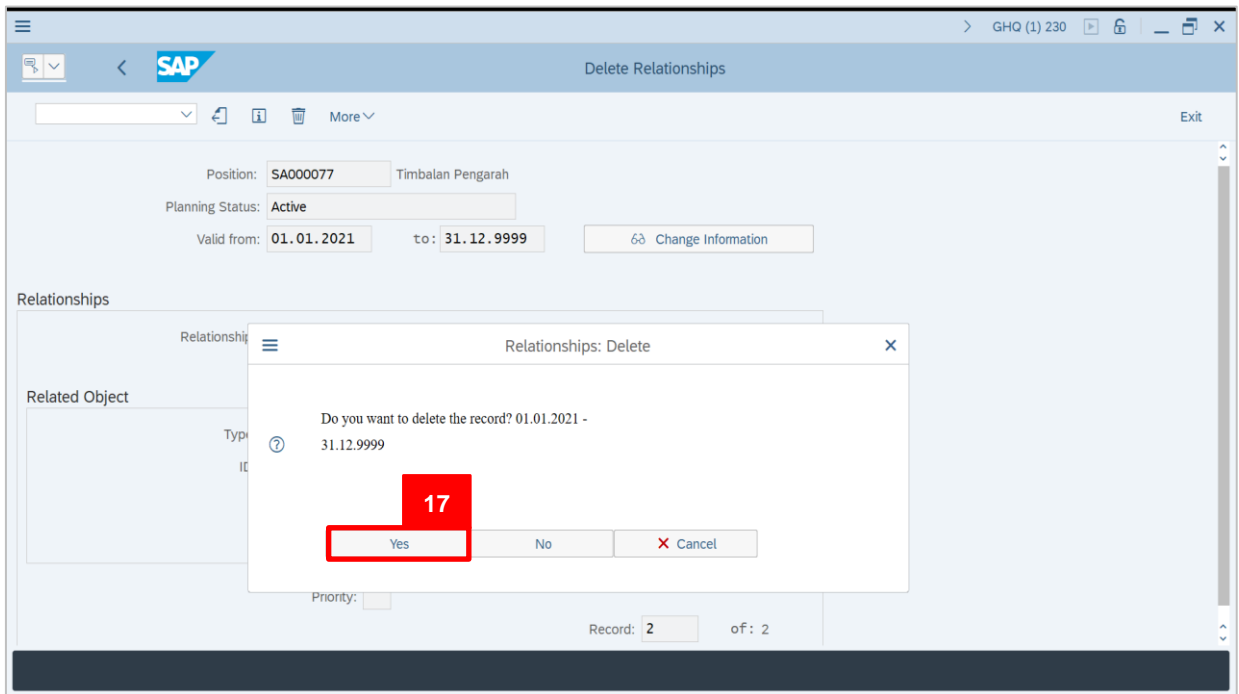
If this position as a chief of current organization unit, **relationship A012 (Manages...)** and **A003 (Belongs to)** should be with the **same ID** of Organizational Unit. If its different, delete **relationships A012**.


14. Select **relationships A012**.

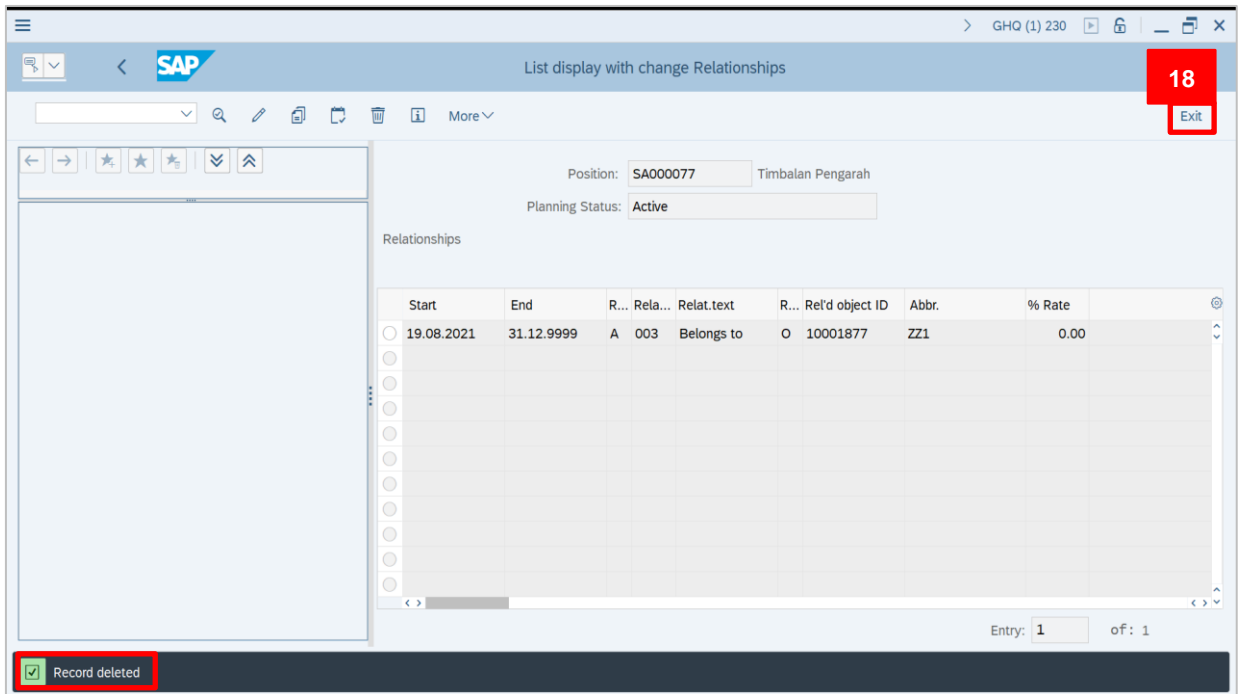
15. Click on  icon.




16. Click on  icon again.

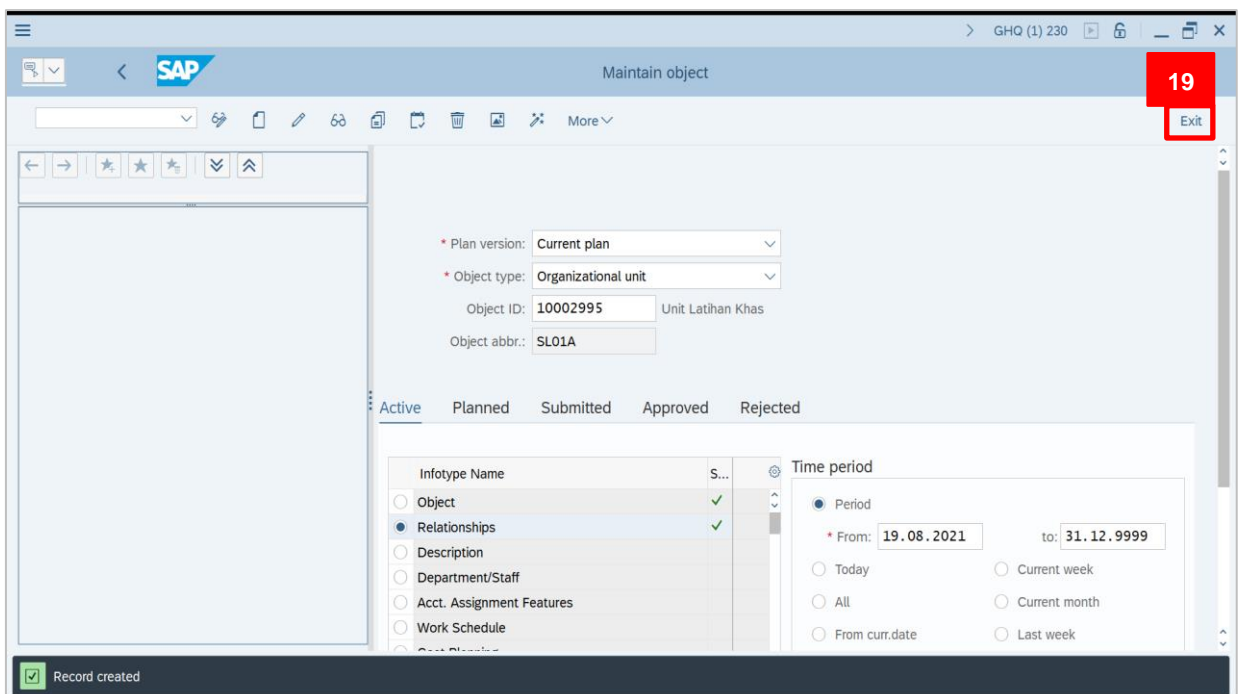


17. Select  button to confirm.

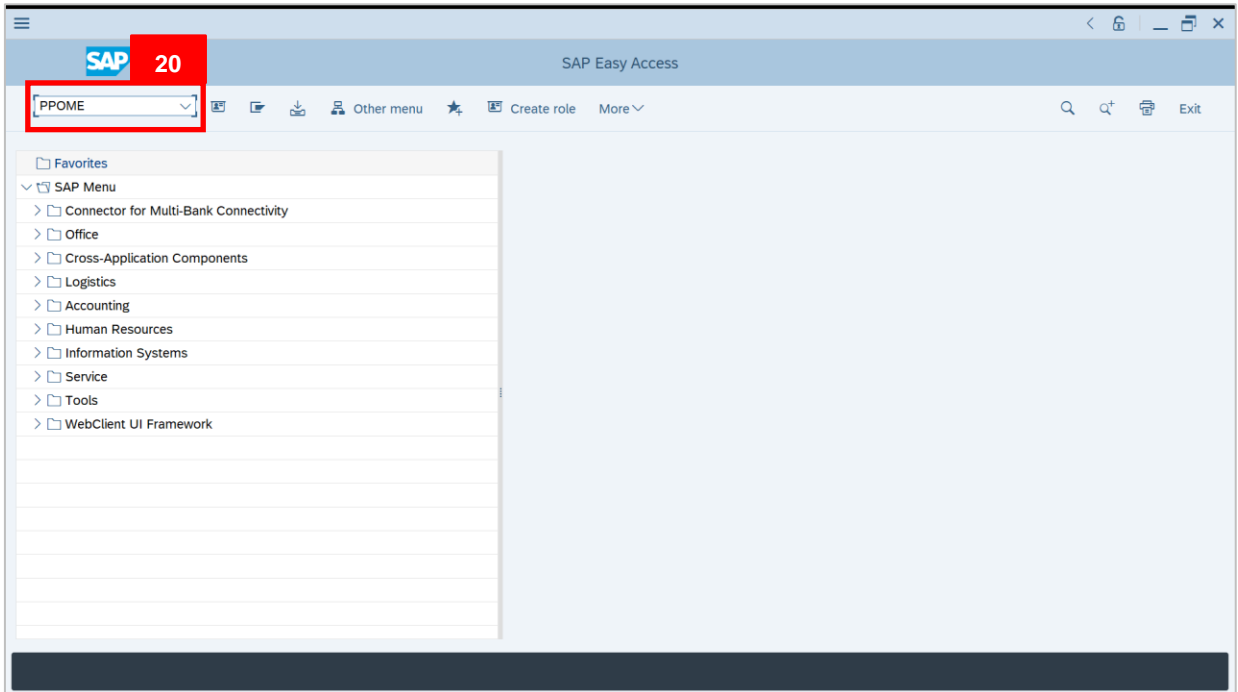


Outcome: Record has been deleted.

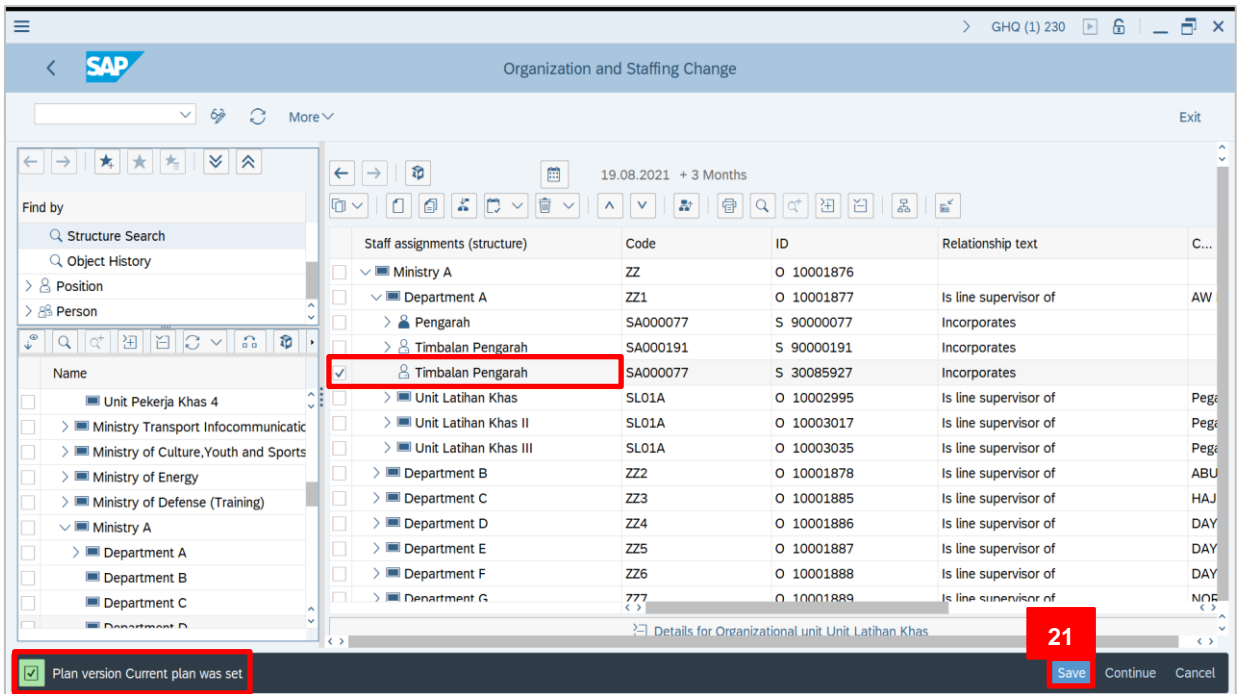
18. Click  icon.



19. Select  icon again.



20. On the search bar, type **PPOME** and click **Enter** on your keyboard.



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

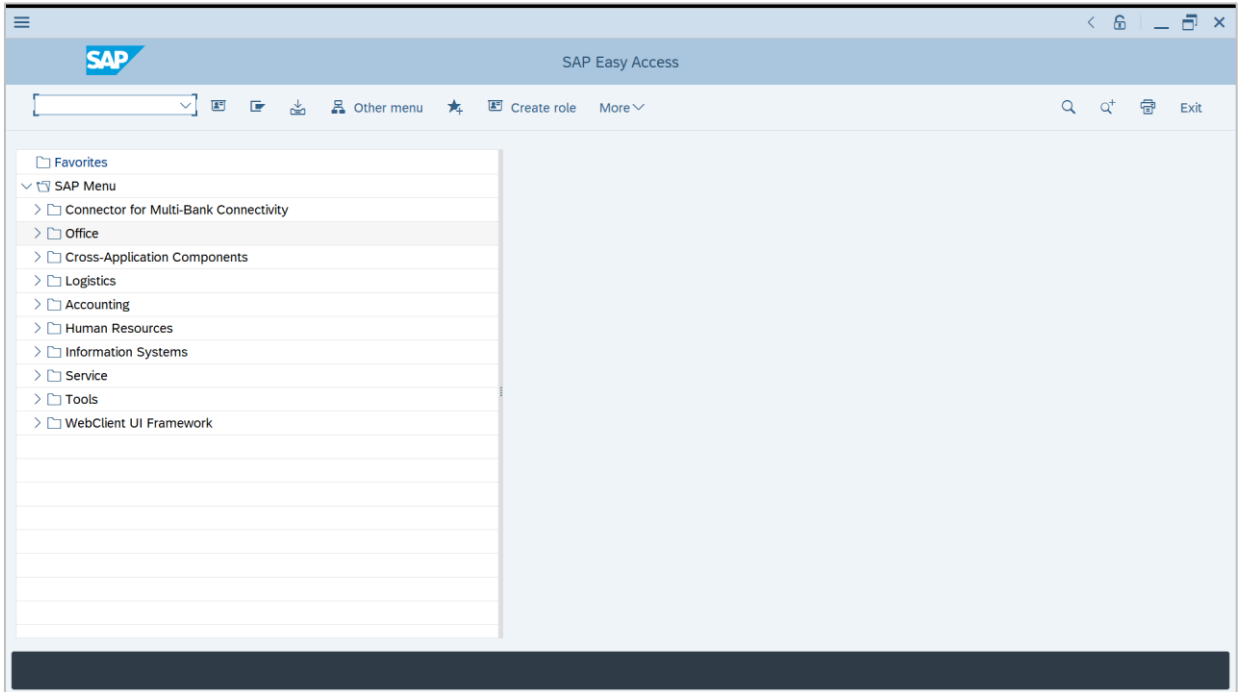
21. Click **Save** icon.

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

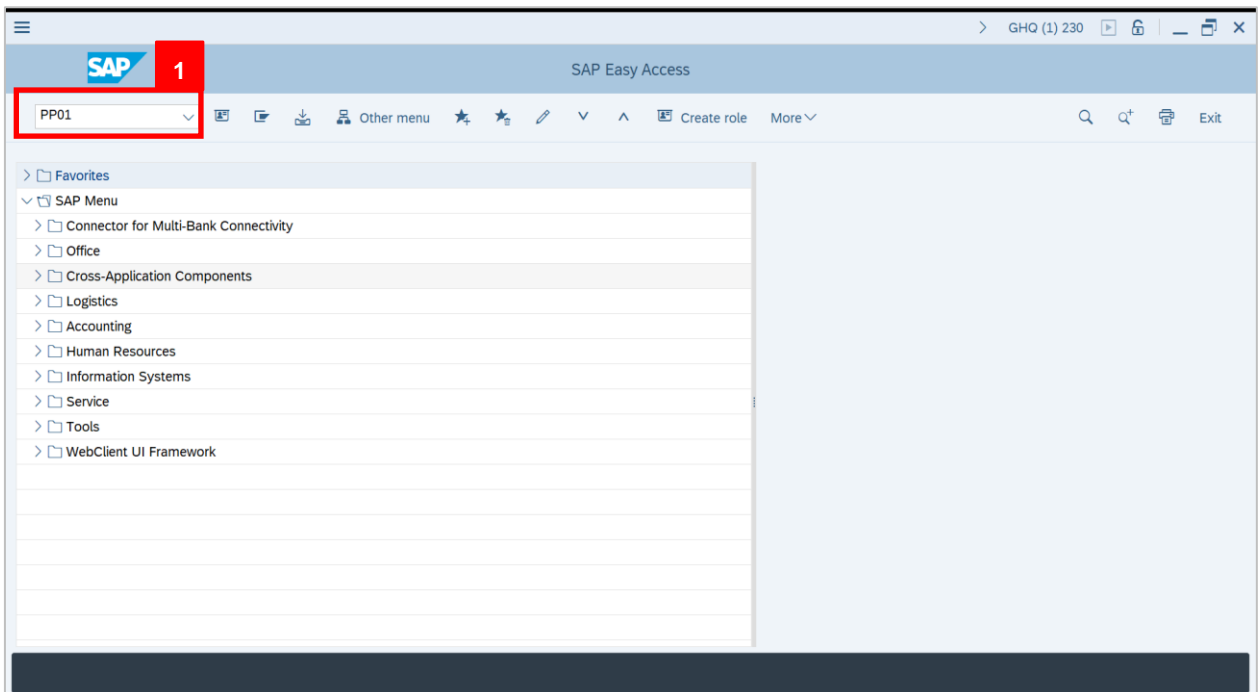
Backend User

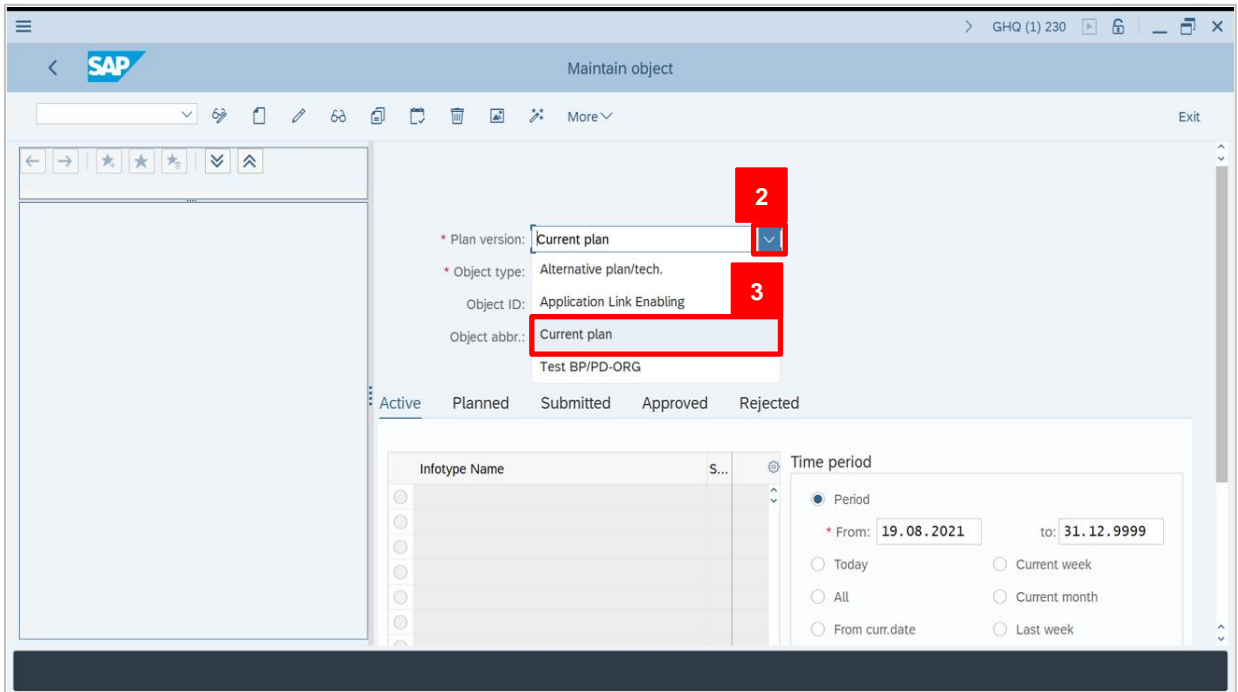
OM Administrator

The SAP Easy Access page will appear



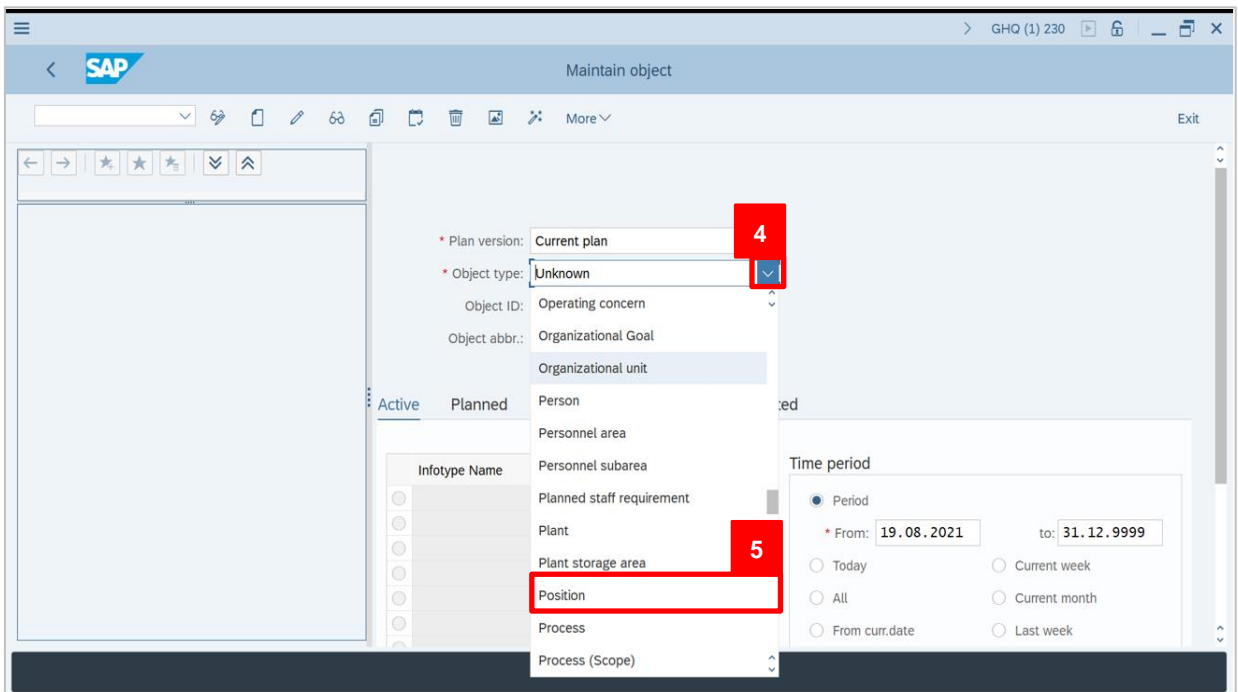
1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.





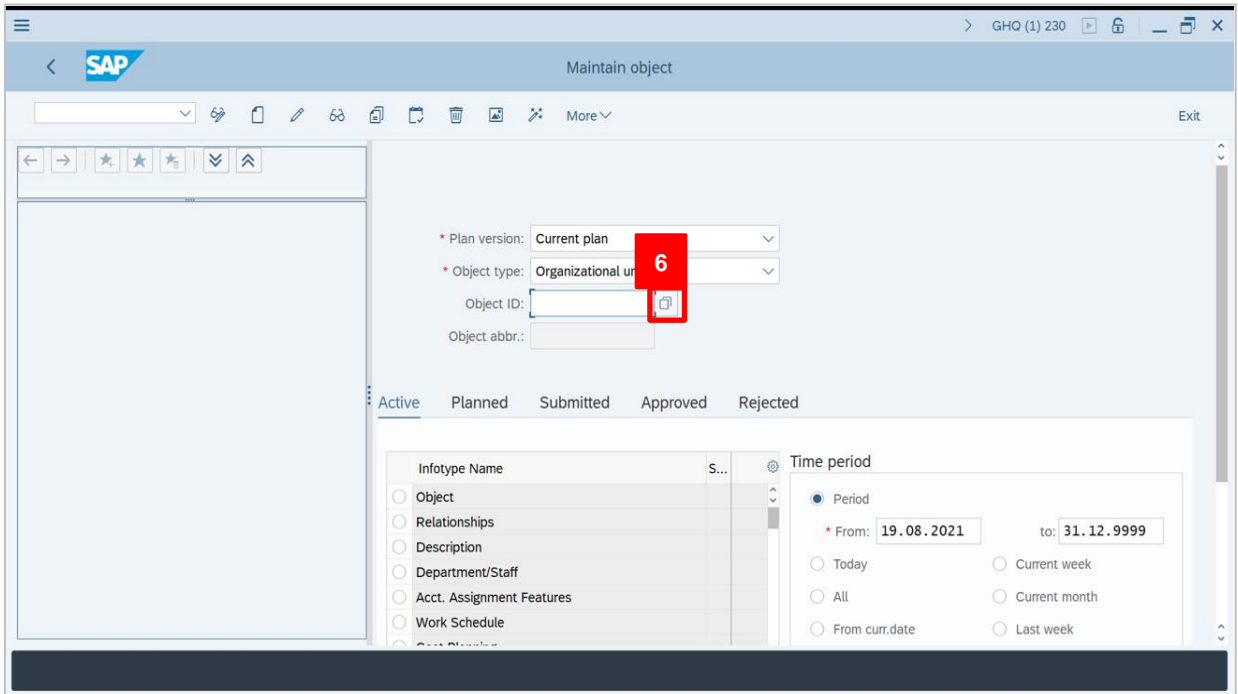
2. Under **Plan version**, click on  icon.

3. Select **Current Plan**.

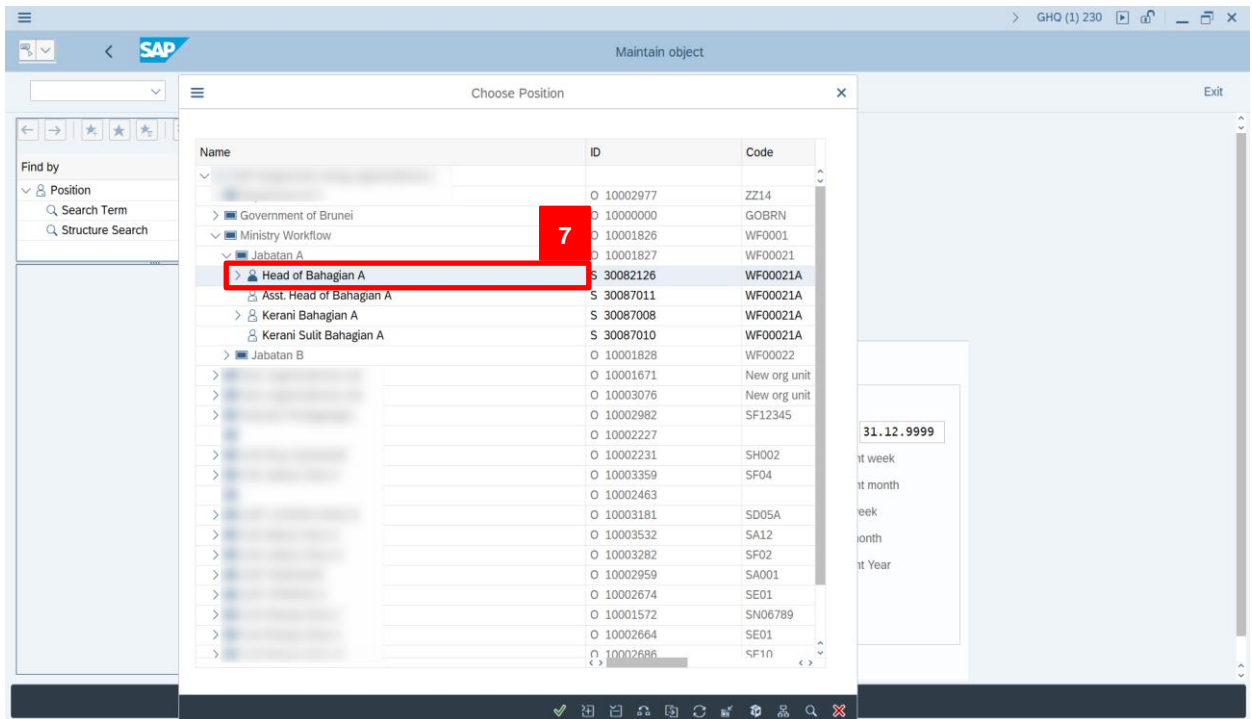


4. Under **object type**, click on  icon.

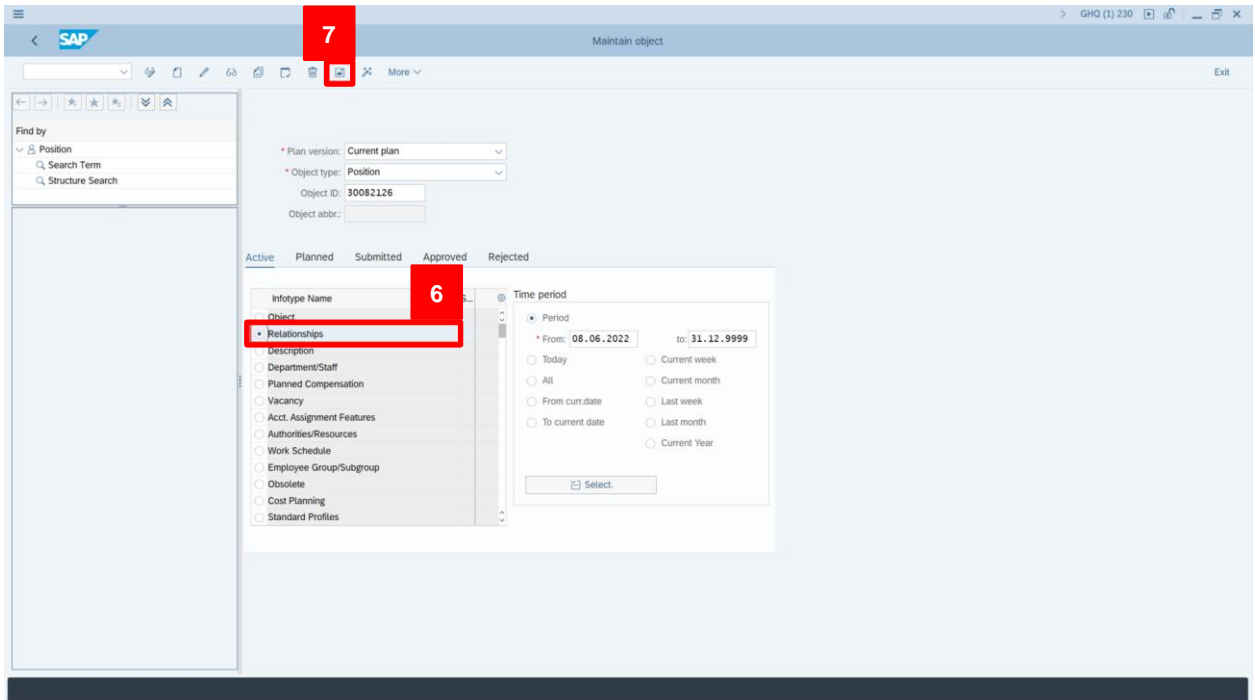
5. Select **Position**.



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

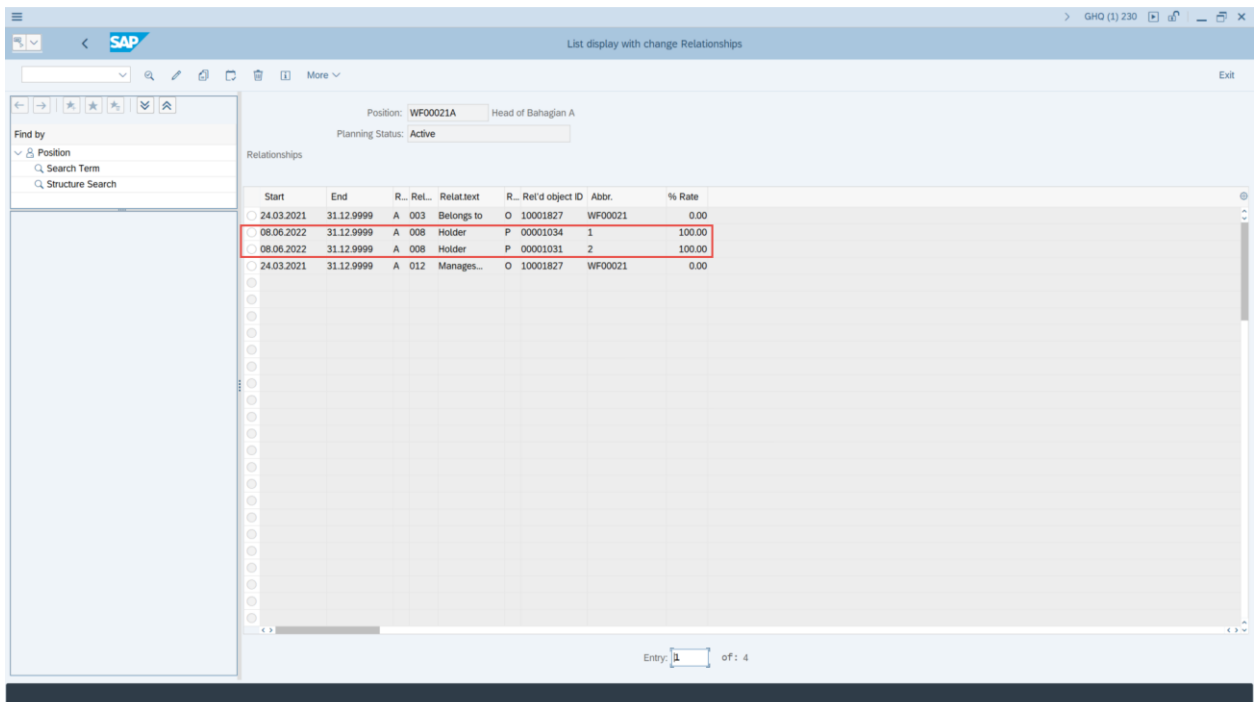


7. Select and double click respective **Position**.



6. Under Active, select **Relationship**.

7. Click on  icon.



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.

Position: WF00021A Head of Bahagian A
Planning Status: Active

Start	End	R... Rel...	Relat.text	R... Rel'd object ID	Abbr.
24.03.2021	31.12.9999	A 003	Belongs to	O 10001827	WF00021
08.06.2022	31.12.9999	A 008	Holder	P 00001034	1 100.00
08.06.2022	31.12.9999	A 008	Holder	P 00001034	2 100.00
24.03.2021	31.12.9999	A 012	Manages...	O 10001827	WF00021 0.00

Entry: 1 of: 4

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

9. Click on  icon.

Position: WF00021A Head of Bahagian A
Planning Status: Active
Valid from: 08.06.2022 to: 31.12.9999

Relationship type/relationship: A 008 Holder

Related Object

Type of related object: Person
ID of related object: 00001034
Abbreviation: 1
Name: Employee 1
Priority:
Staffing Percentage: 100.00 %

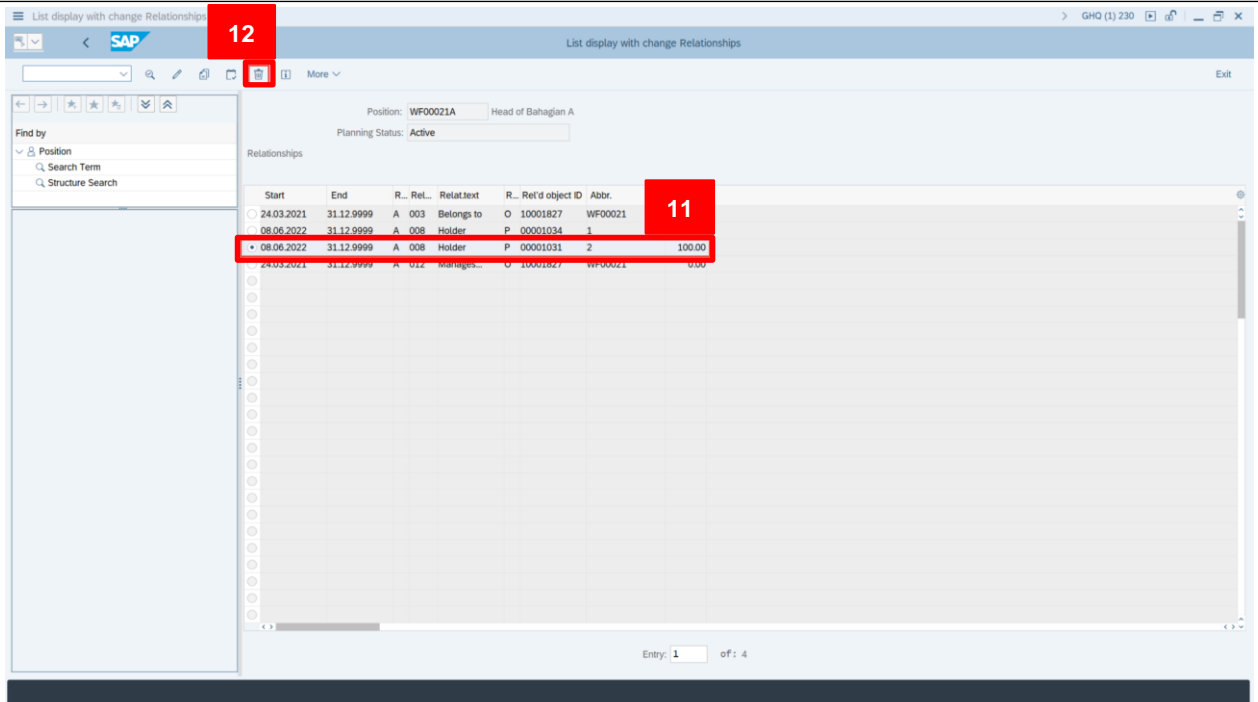
Record: 2 of: 4

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.




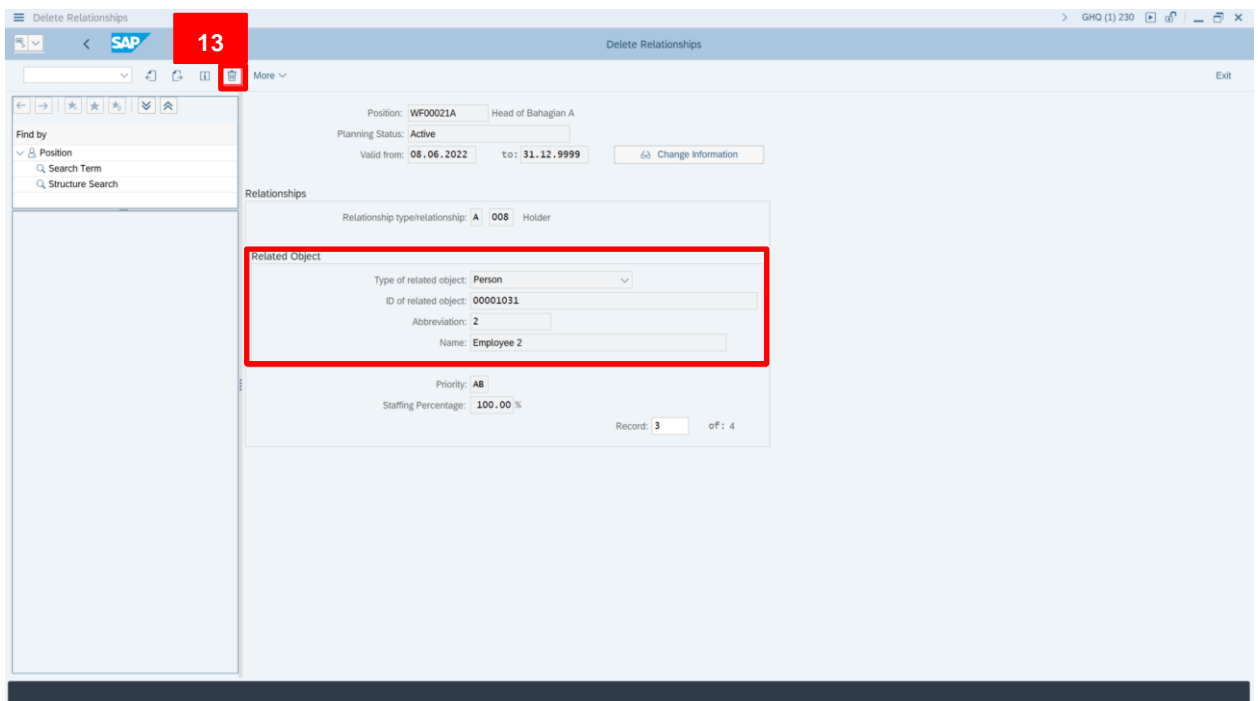
Position: WF00021A Head of Bahagian A
Planning Status: Active

Start	End	R... Rel...	Relat.text	R... Rel'd object ID	Abbr
24.03.2021	31.12.9999	A 003	Belongs to	O 10001827	WF00021
08.06.2022	31.12.9999	A 008	Holder	P 00001034	1
08.06.2022	31.12.9999	A 008	Holder	P 00001031	2
24.03.2021	31.12.9999	A 012	Manages...	O 10001827	WF00021

Entry: 1 of: 4

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

12. Click on  icon.



Position: WF00021A Head of Bahagian A
Planning Status: Active
Valid from: 08.06.2022 to: 31.12.9999

Relationship type/relationship: A 008 Holder

Related Object

Type of related object: Person

ID of related object: 00001031

Abbreviation: 2


Name: Employee 2

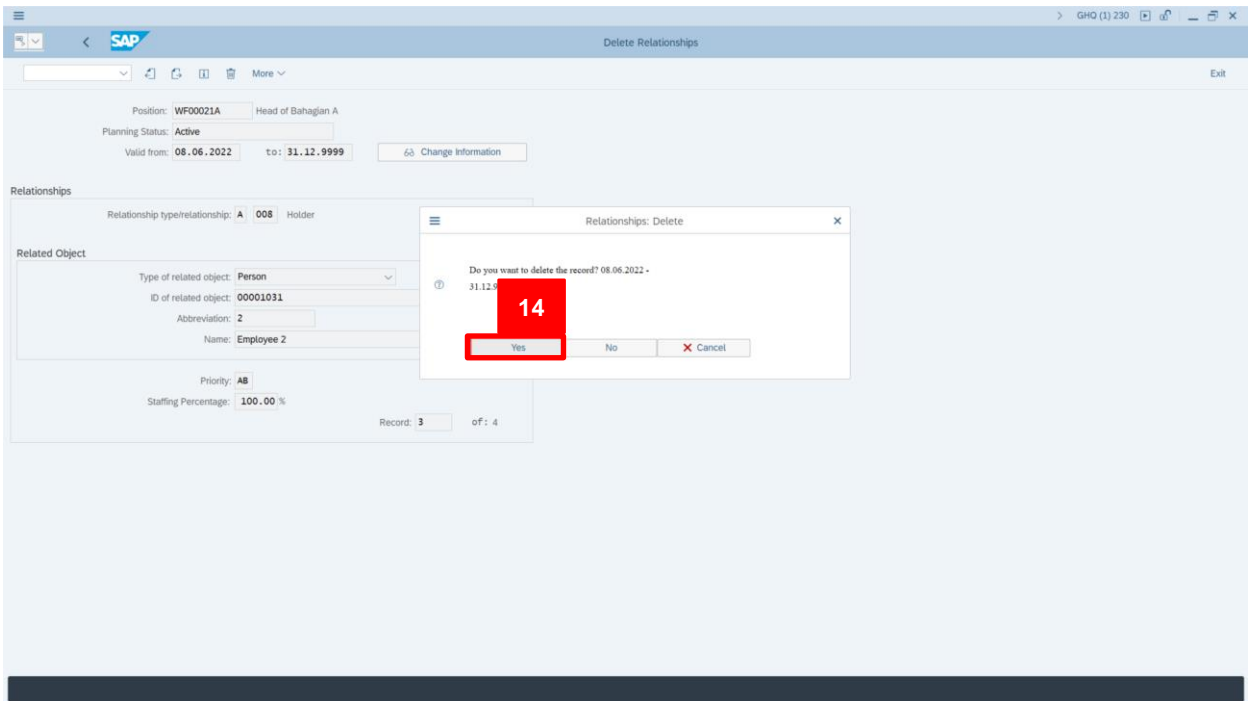
Priority: AB

Staffing Percentage: 100.00 %

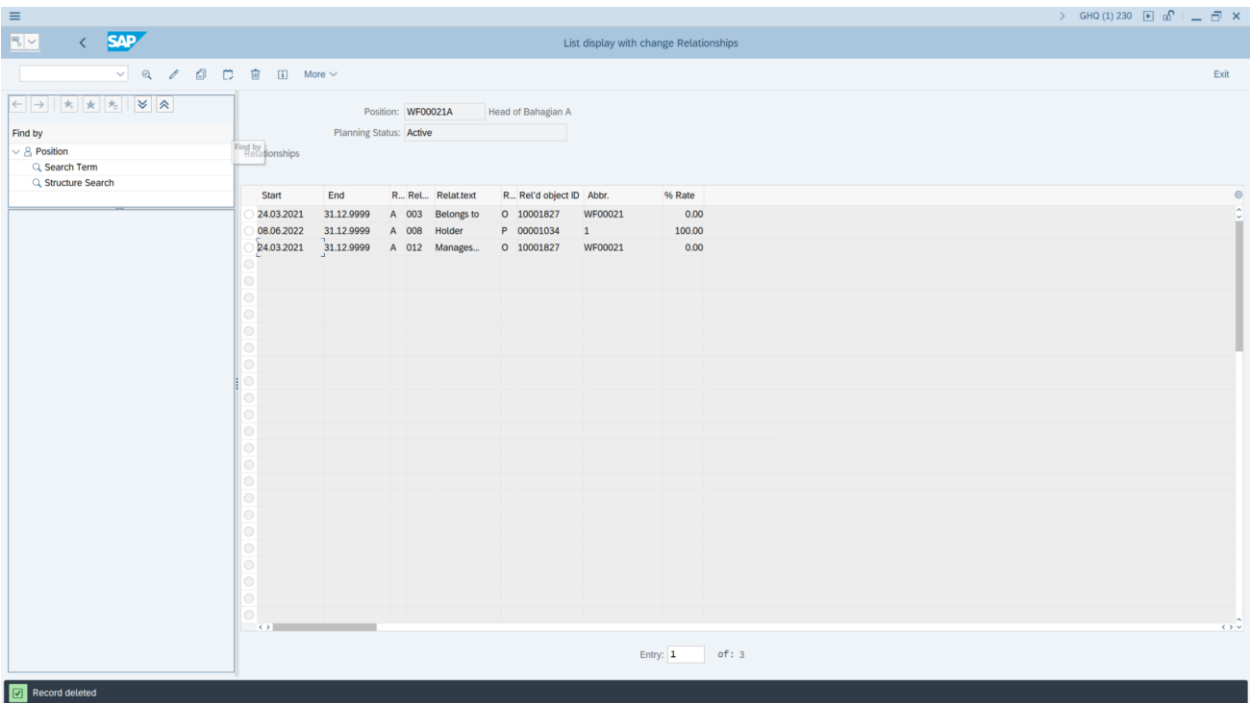
Record: 3 of: 4

Note : Double check the details under **Related Object** before the next step.

13. Click on  icon.



14. Click on to confirm delete the record.



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

Organization and Staffing Change

SAP Organization and Staffing Change

08.06.2022 -31.12.9999

Staff assignments (structure)	Code	ID	Relationship text	Chief	Valid from	Valid to	Workflow
Ministry Workflow	WFO001	O 10001826			24.03.2021	Unlimited	
Jabatan A	WFO0021	O 10001827			24.03.2021	Unlimited	
Head of Bahagian A	WFO0021A	S 30082126	Incorporates	Employee 1	24.03.2021	Unlimited	
Employee 1	1	P 00001034	Holder		08.06.2022	Unlimited	
Asst. Head of Bahagian A	WFO0021A	S 30087011	Incorporates		24.03.2021	Unlimited	
Kerani Bahagian A	WFO0021A	S 30087008	Incorporates		24.03.2021	Unlimited	
Employee 3	3	P 00001033	Holder		08.06.2022	Unlimited	
Employee 4	4	P 00001035	Holder		08.06.2022	Unlimited	
Kerani Suit Bahagian A	WFO0021A	S 30087010	Incorporates		24.03.2021	Unlimited	
Jabatan B	WFO0022	O 10001828	Is line supervisor of	Head of Bahagian B	24.03.2021	Unlimited	

Details for Organizational unit Ministry Workflow

Save Continue Cancel

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.