



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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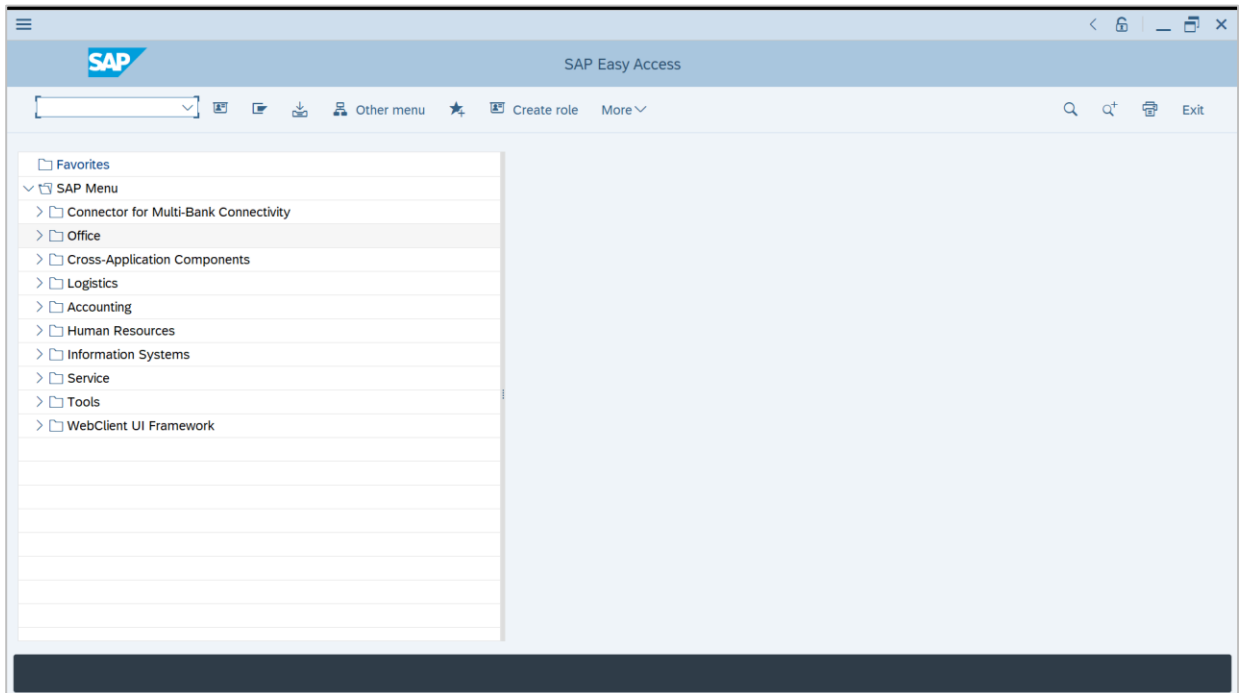
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Create New
Organization Unit

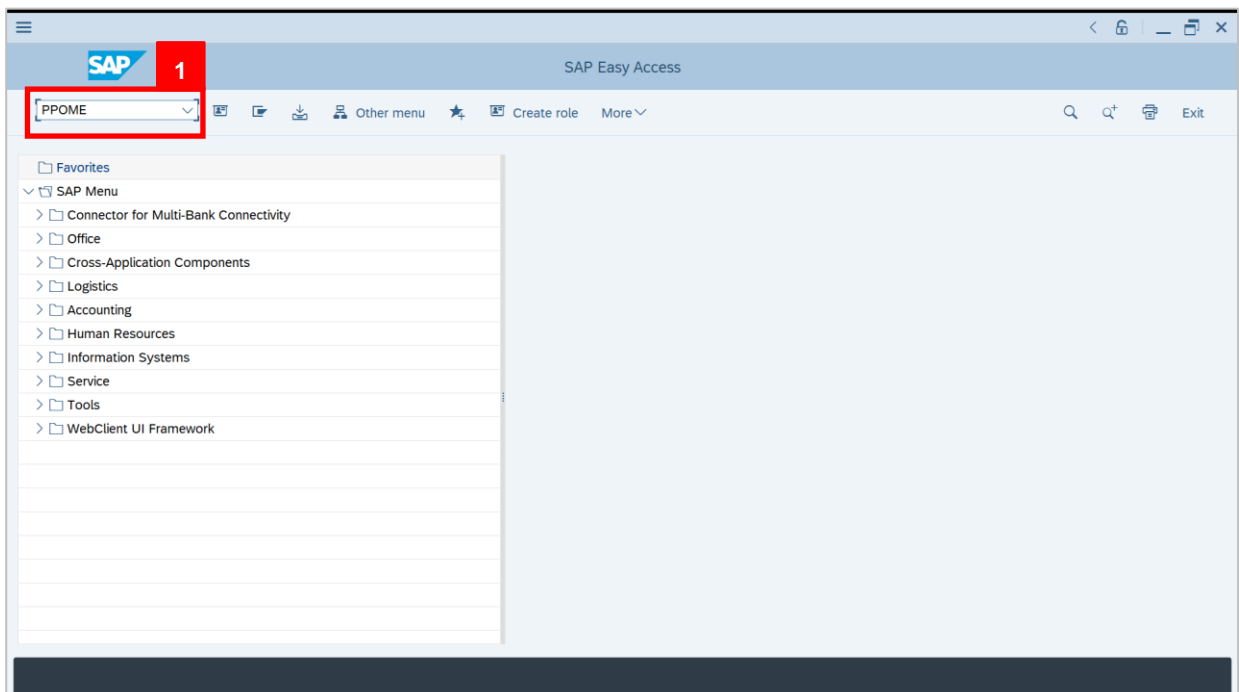
Backend User

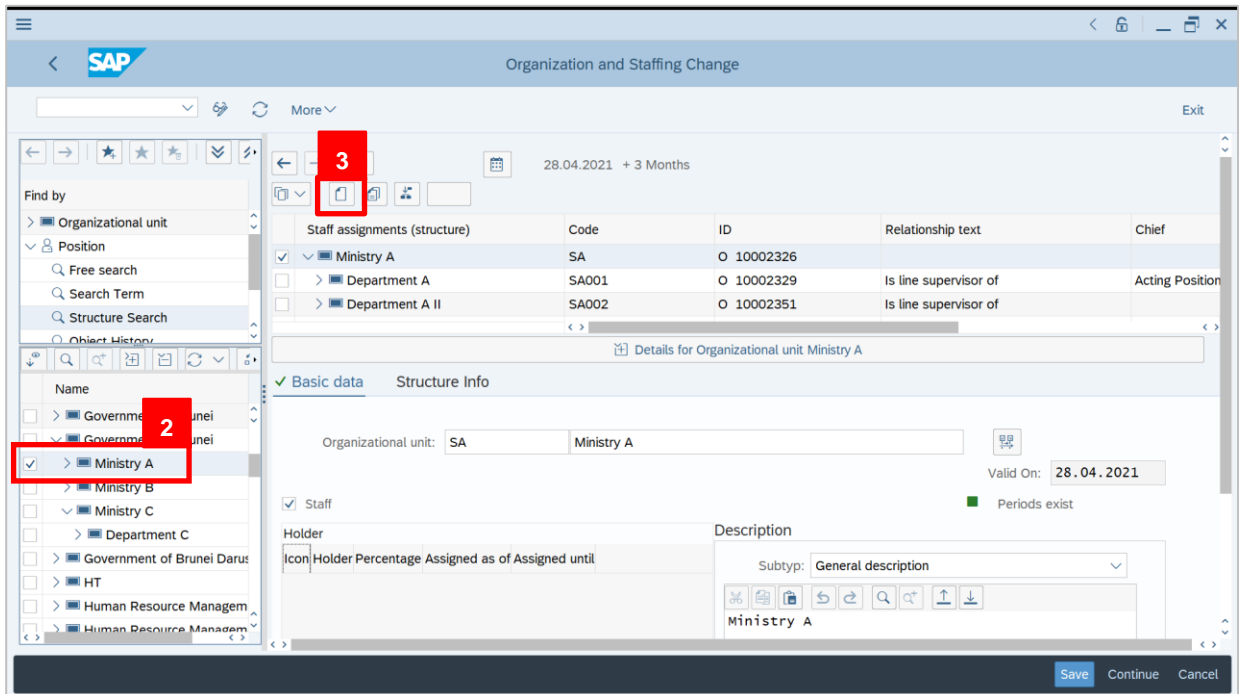
OM Administrator

The SAP Easy Access page will appear



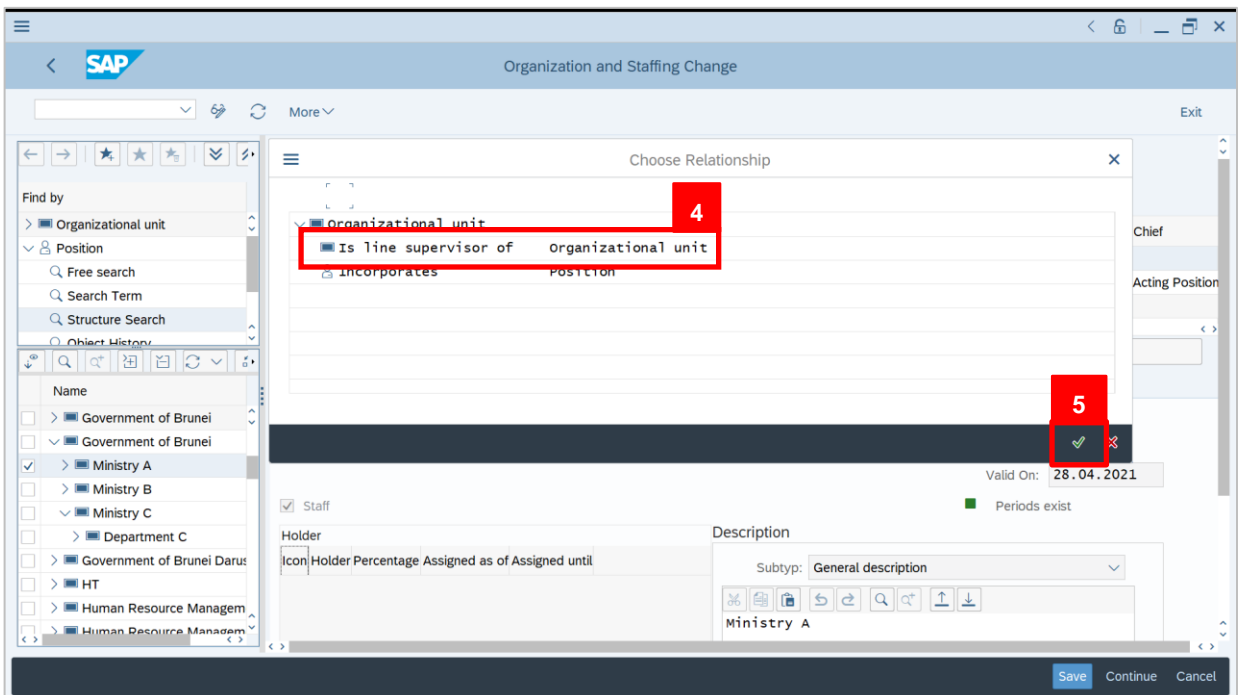
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.





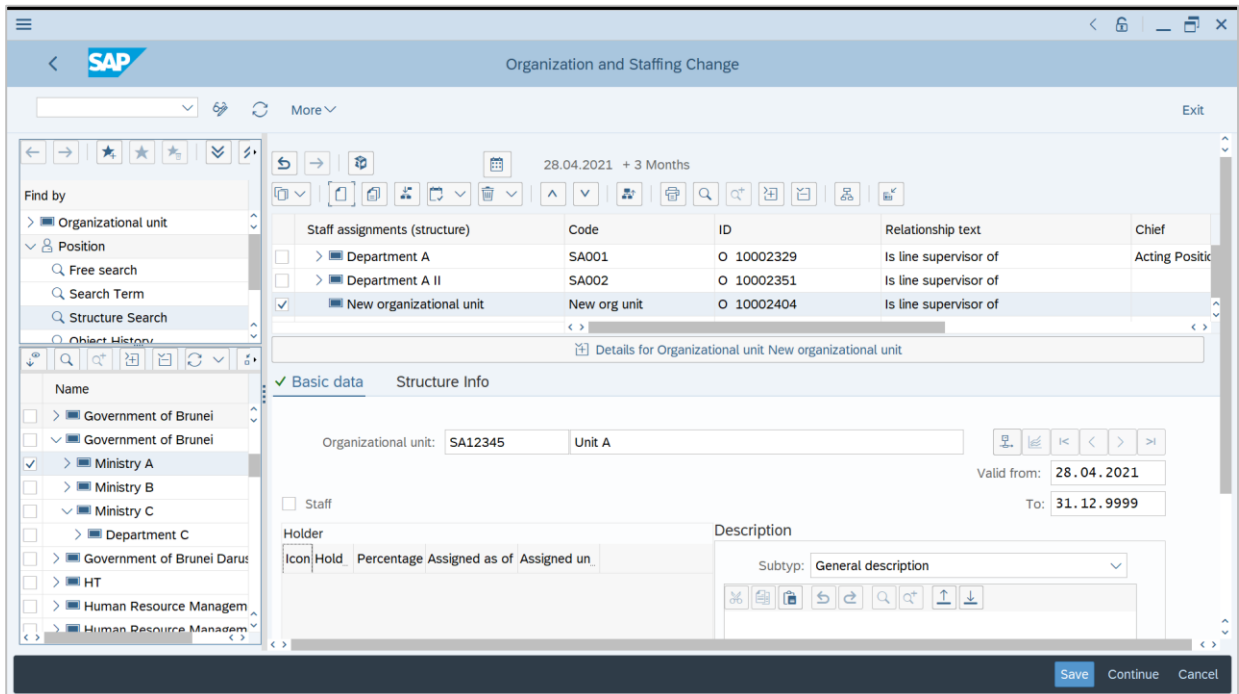
2. Tick selected department.

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

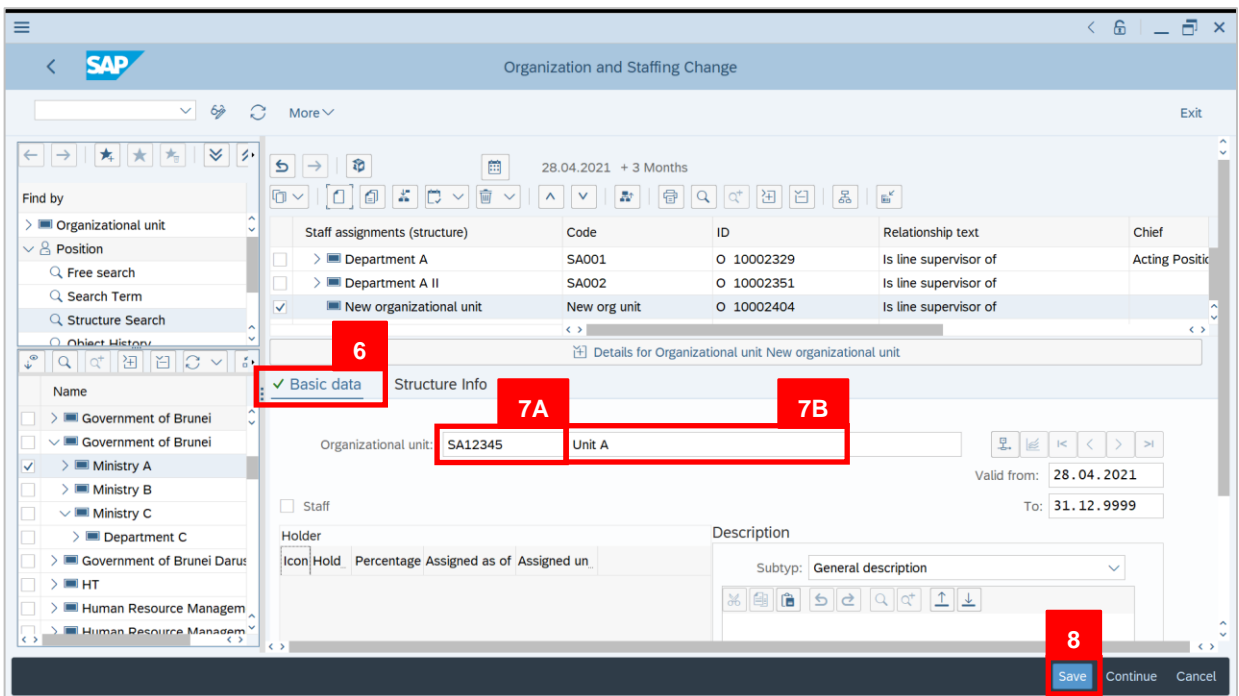


4. Select

5. Click on  icon



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



6. Click on Basic data

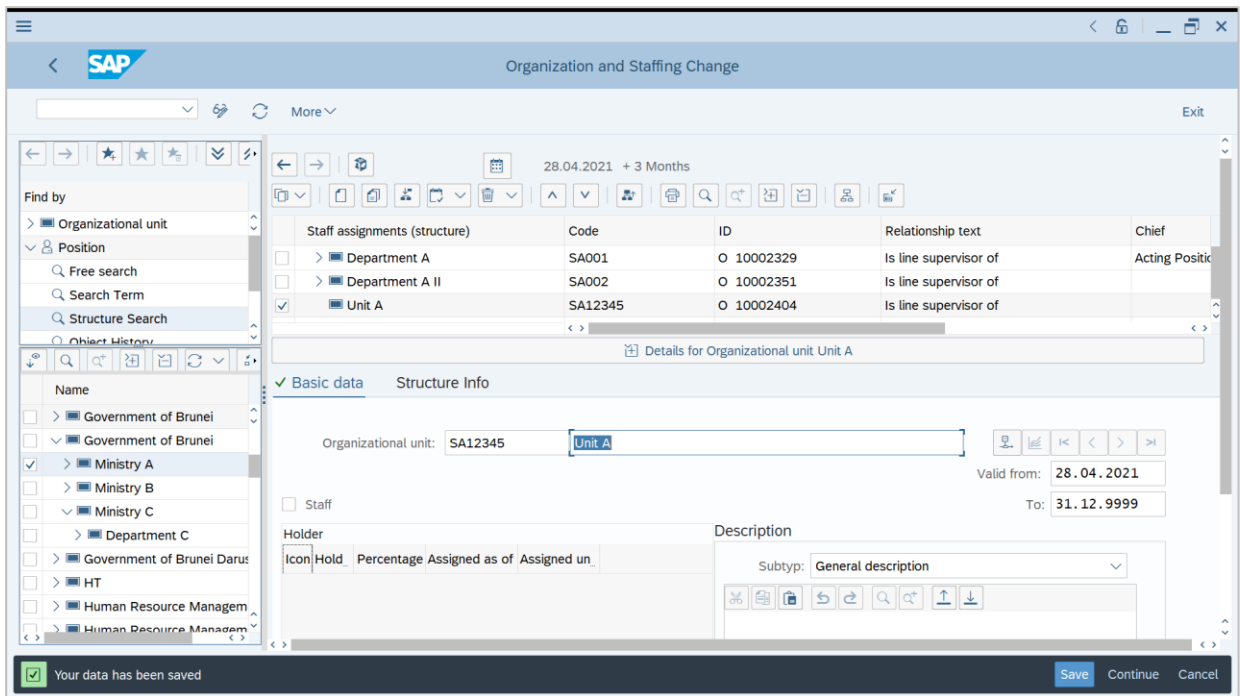
7. Fill in the following details under Basic data tab:

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

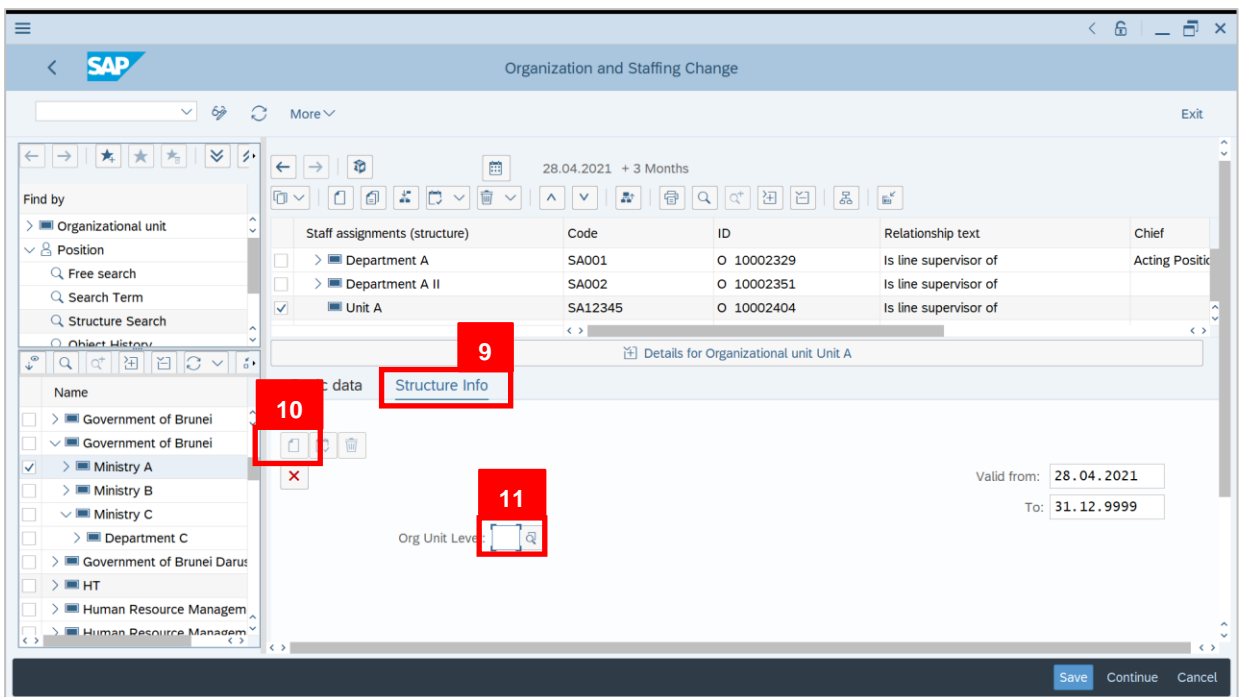
Note:

- 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




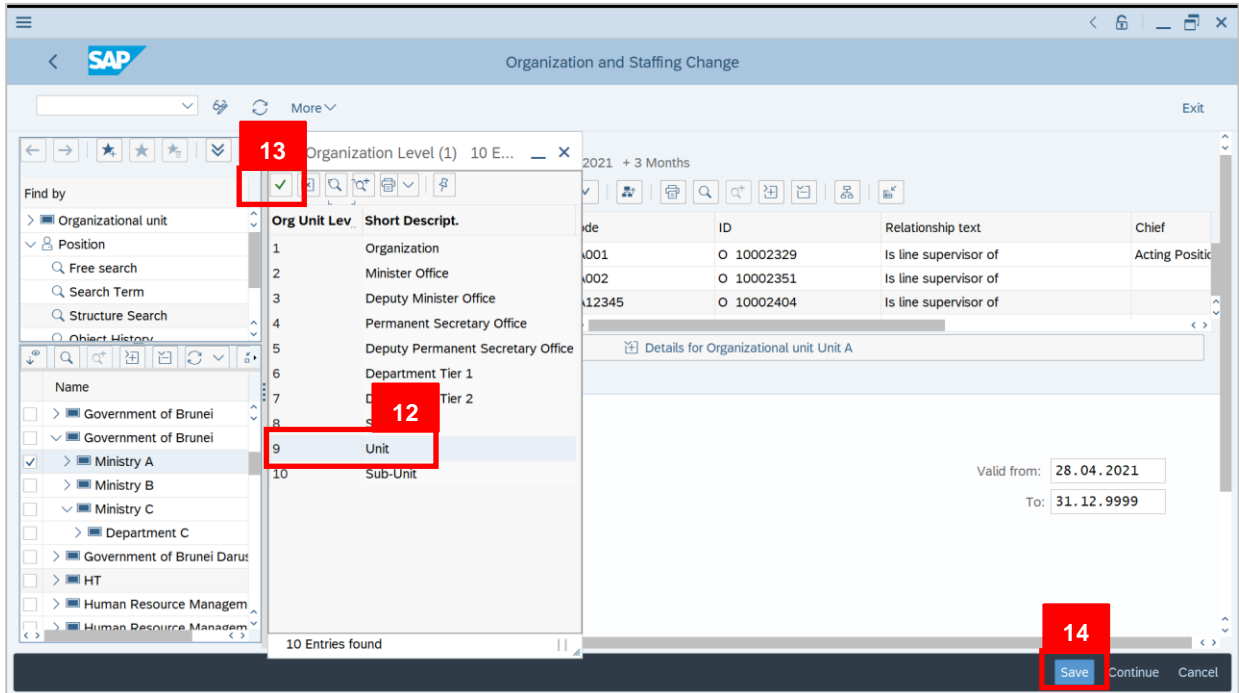
Outcome: Organizational Unit Name will be updated



9. Click on **Structure Info**

10. Click on  to create structure information

11. Click on  icon



Organization Level (1) 10 E... 2021 + 3 Months


Org Unit Lev.	Short Descript.	Code	ID	Relationship text	Chief
1	Organization	0001	O 10002329	Is line supervisor of	Acting Positi
2	Minister Office	0002	O 10002351	Is line supervisor of	
3	Deputy Minister Office	12345	O 10002404	Is line supervisor of	
4	Permanent Secretary Office				
5	Deputy Permanent Secretary Office				
6	Department Tier 1				
7	Tier 2				
8					
9	Unit				
10	Sub-Unit				

Valid from: 28.04.2021
To: 31.12.9999

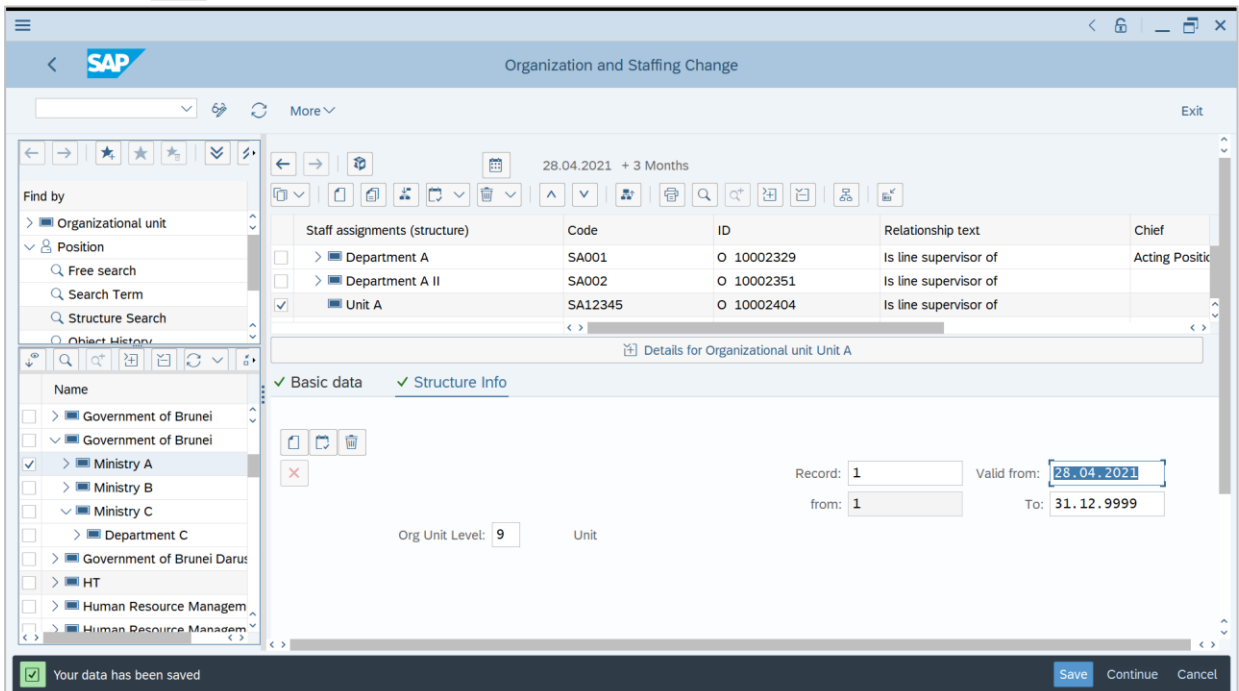
10 Entries found

Save Continue Cancel

12. Select **9, Unit**

13. Click on  icon

14. Click **Save**



Organization and Staffing Change 28.04.2021 + 3 Months

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

Record: 1 Valid from: 28.04.2021
from: 1 To: 31.12.9999

Org Unit Level: 9 Unit

Save Continue Cancel

Your data has been saved

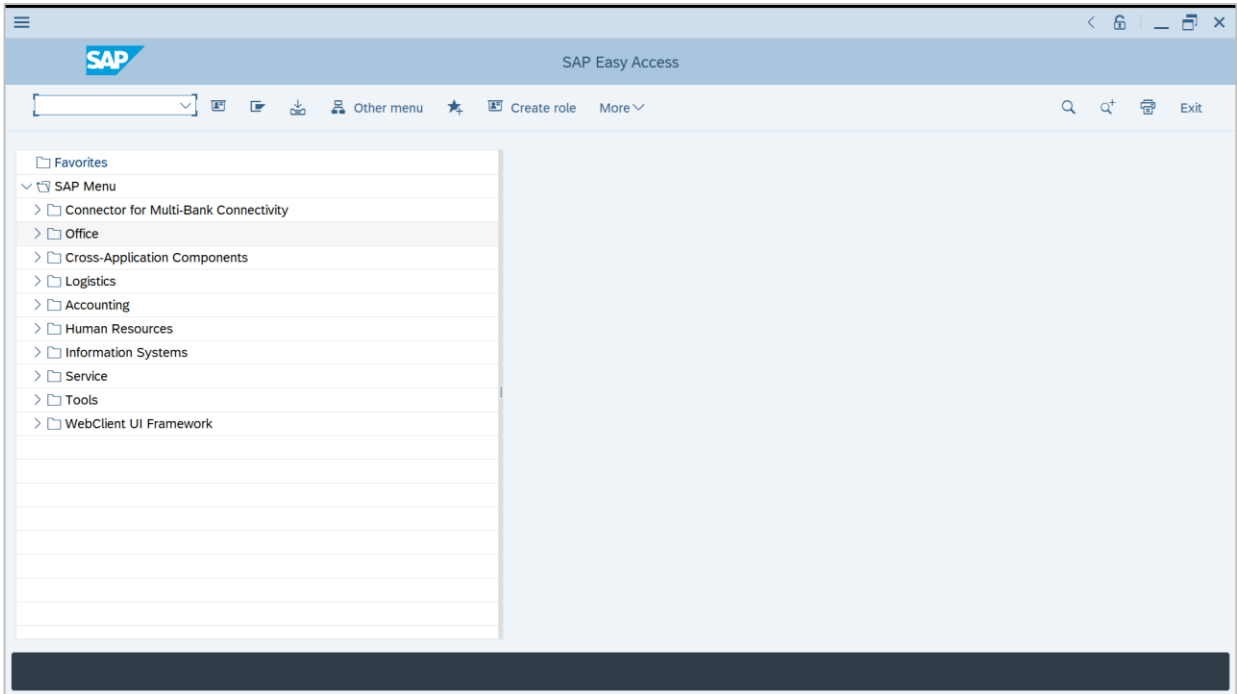
Outcome: New Organizational Unit has been created with its data.

**Copy an
Organization Unit**

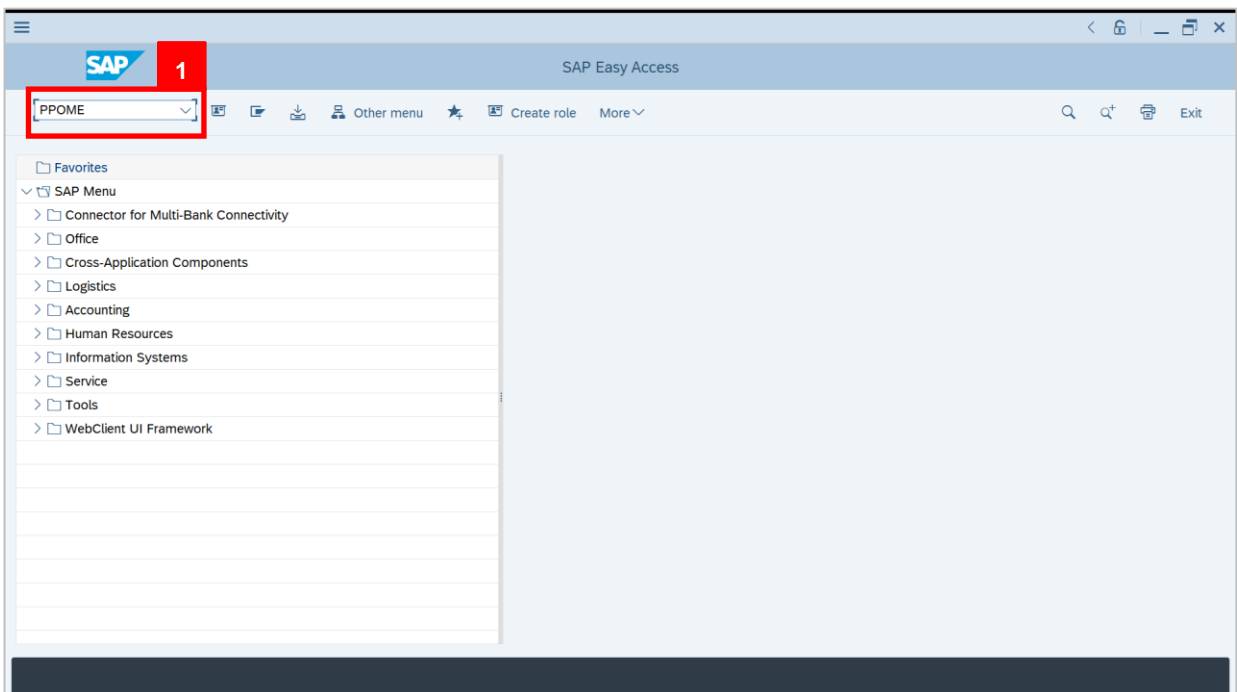
Backend User

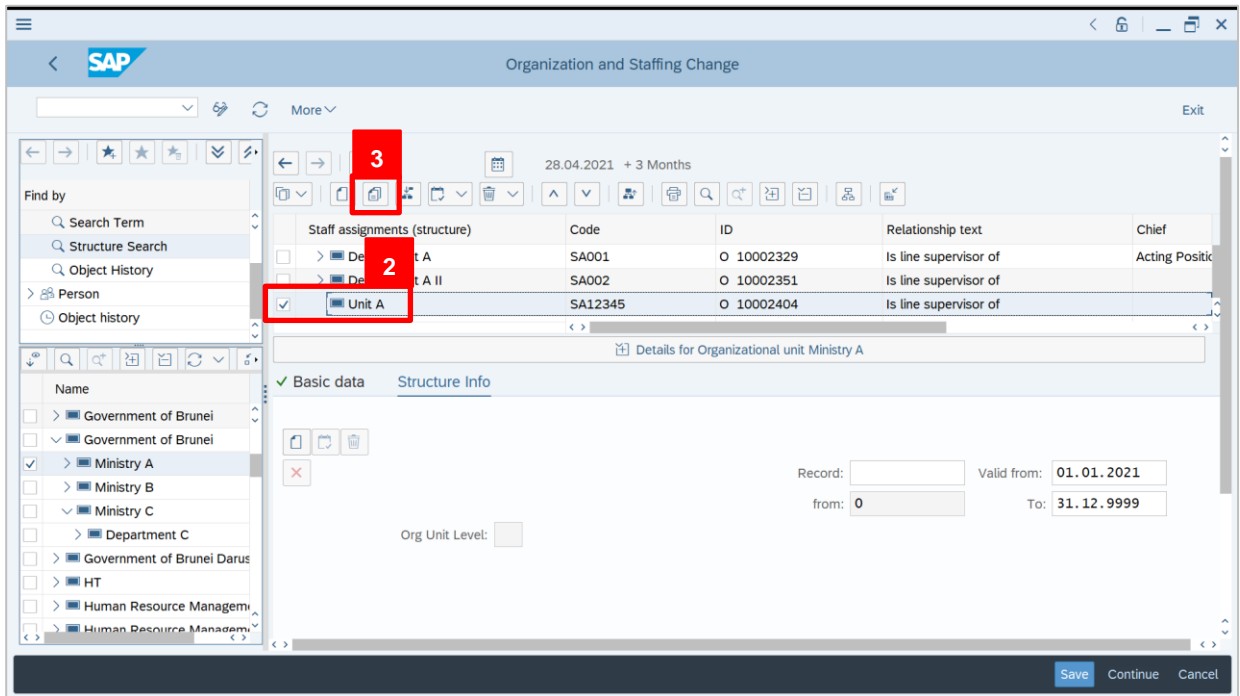
OM Administrator

The **SAP Easy Access** page will appear




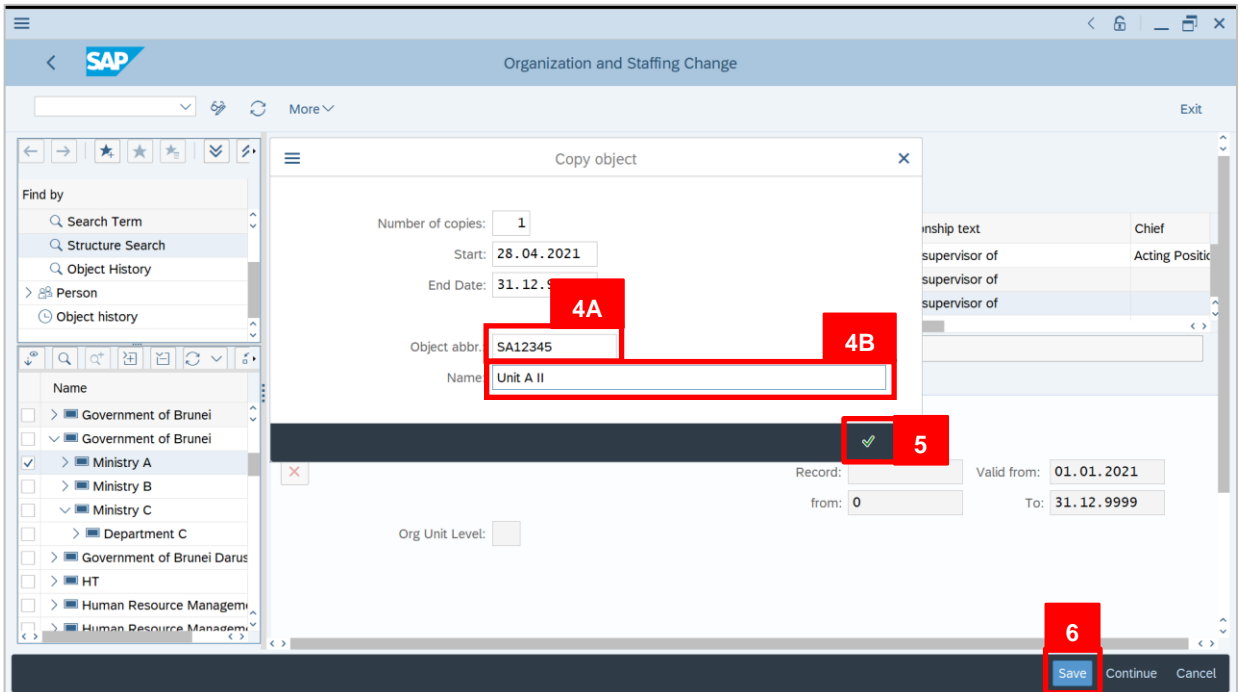
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.





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

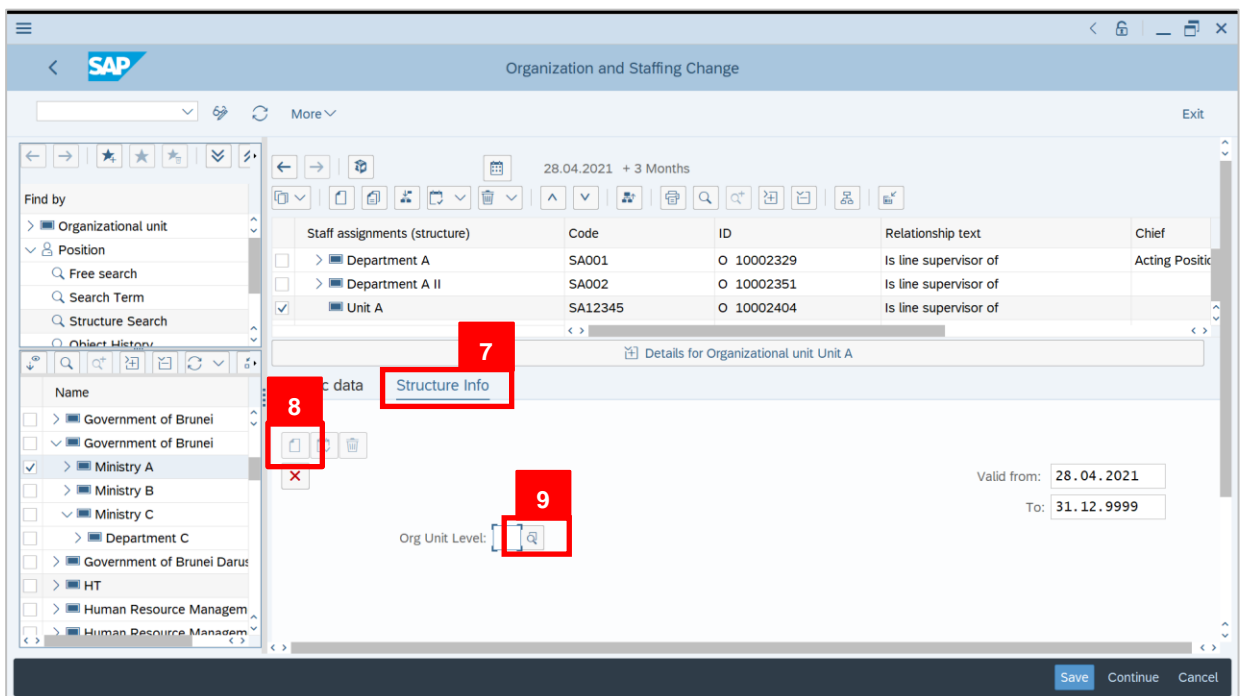
Note:


- 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 

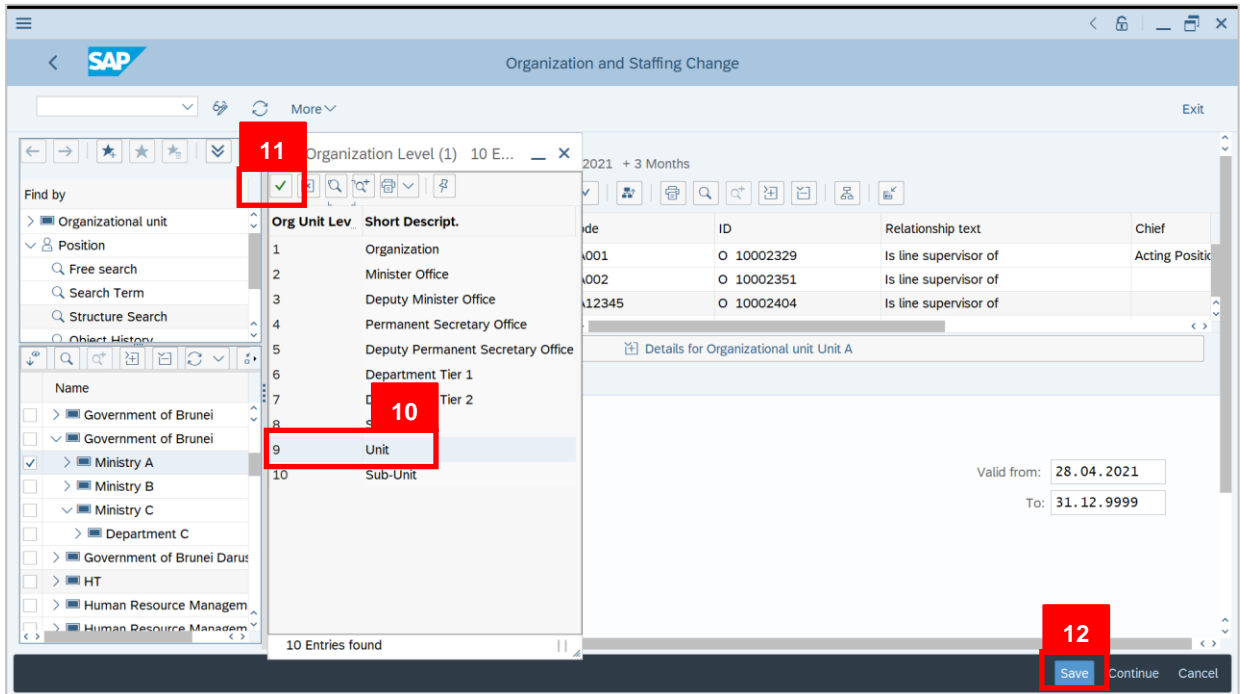
Outcome: New Organizational Unit is created.




7. Click on 

8. Click on  to create structure information

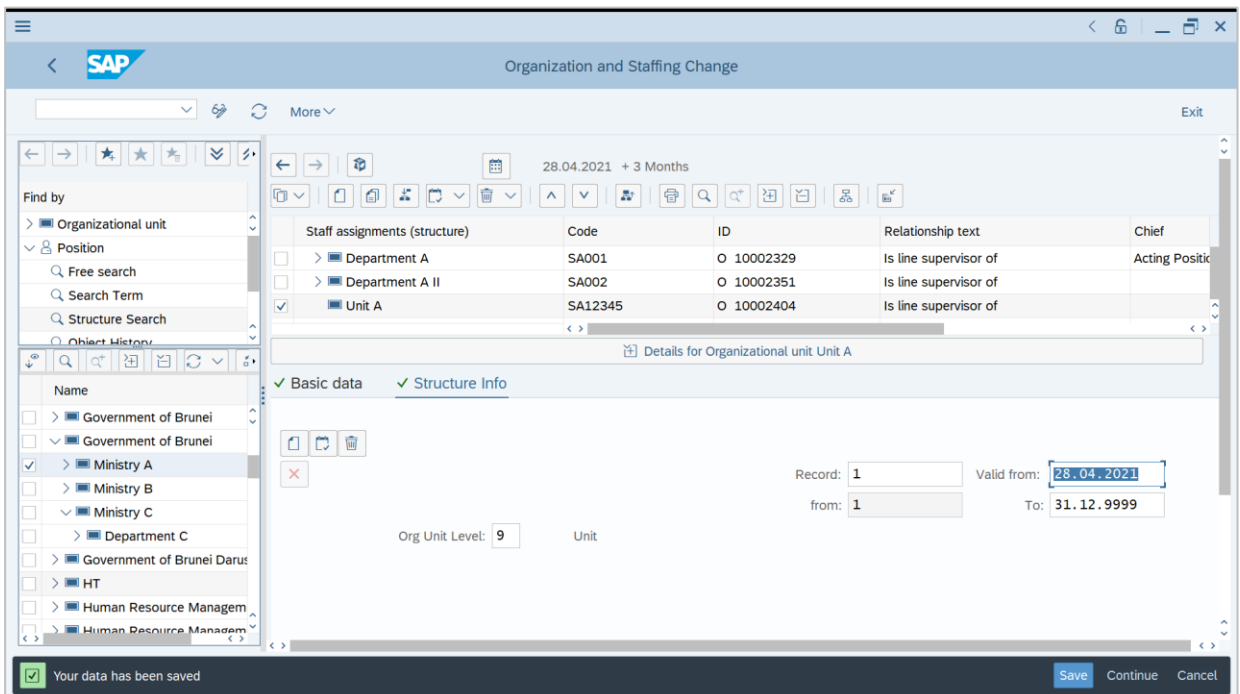
9. Click on  icon



10. Select **9, Unit**

11. Click on  icon

12. Click 



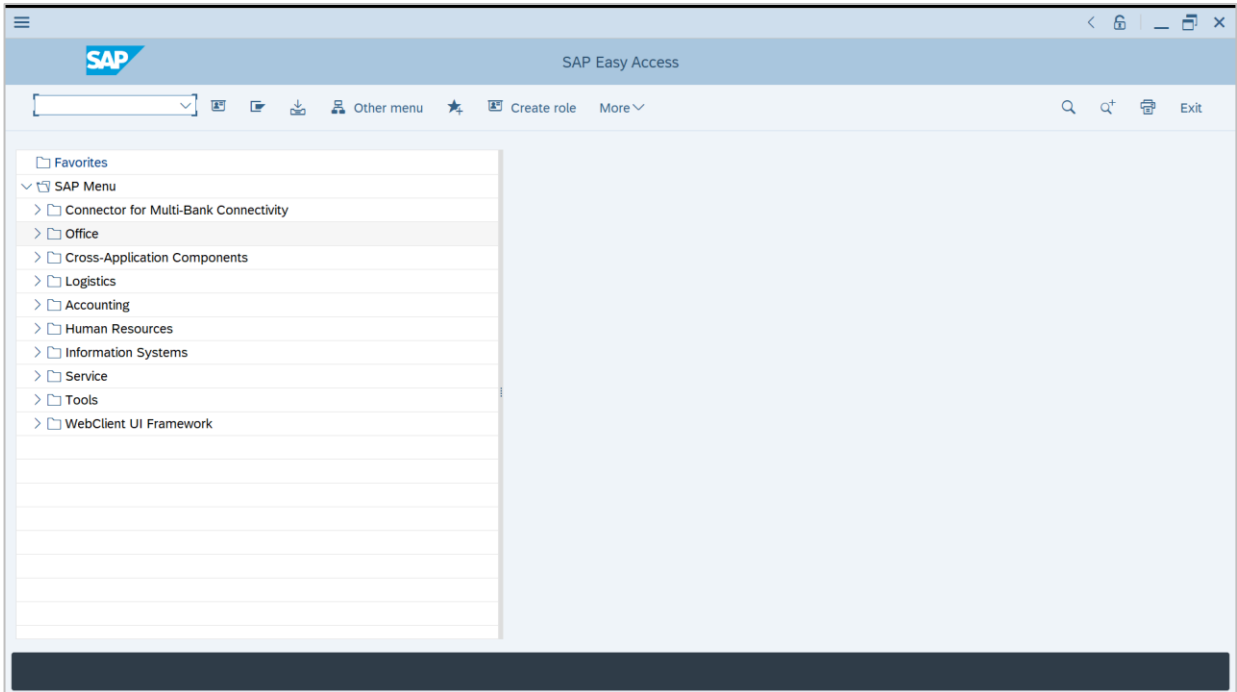
Outcome: New Organizational Unit has been created with its data.

Delimit Organization Unit

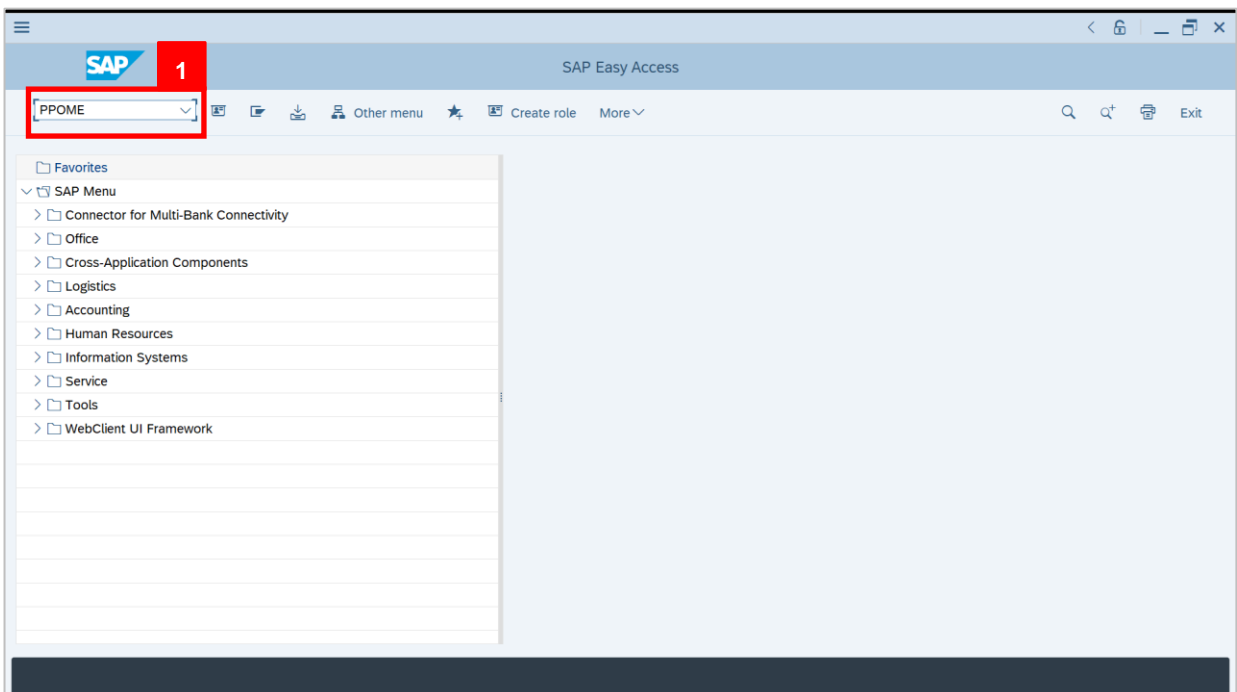
Backend User

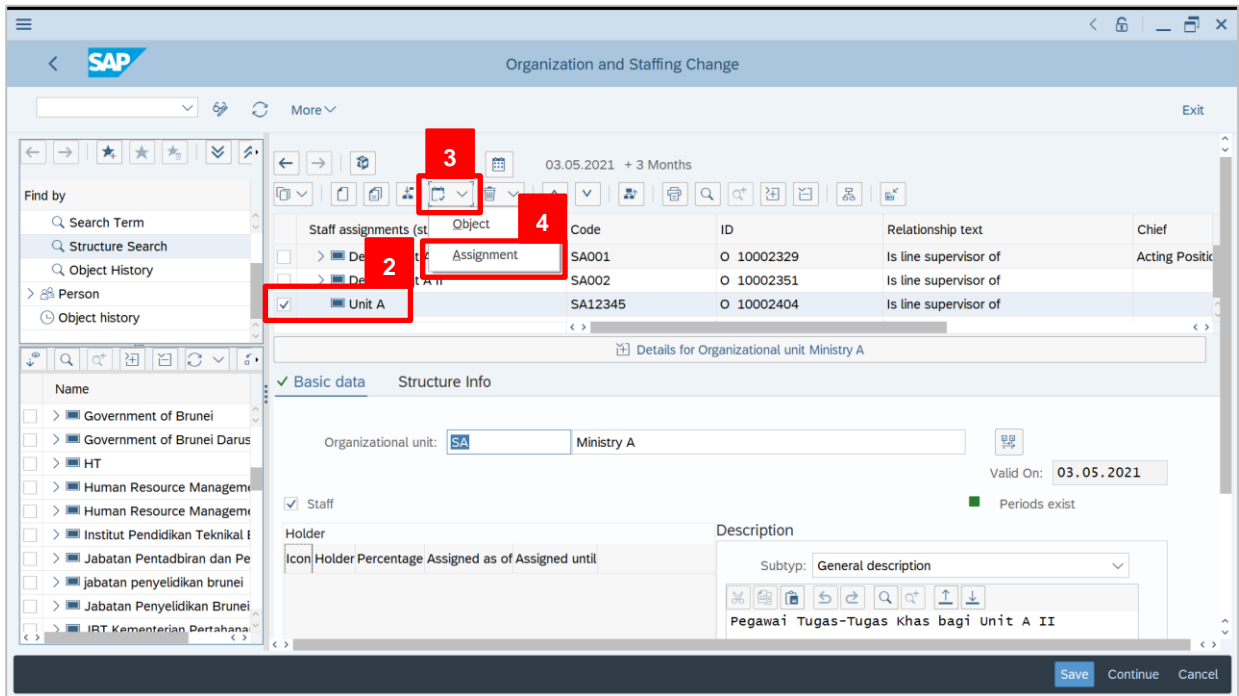
OM Administrator

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.

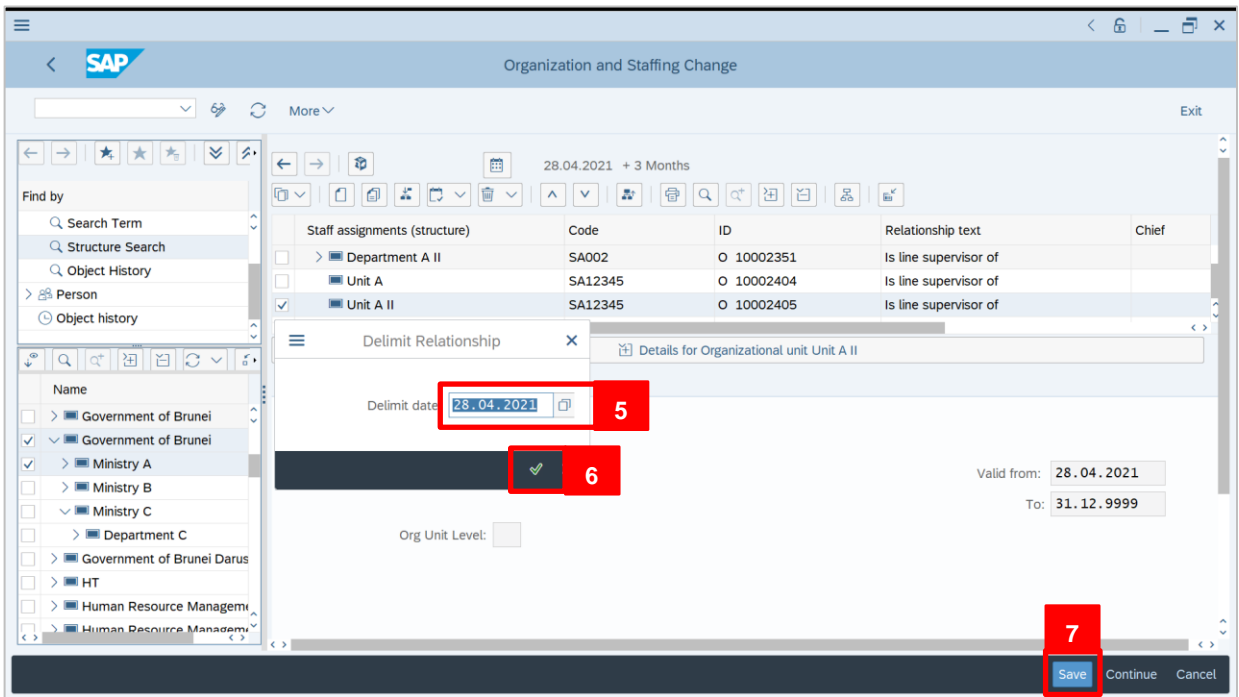




2. Tick selected department.


3. Click on  icon

4. Select



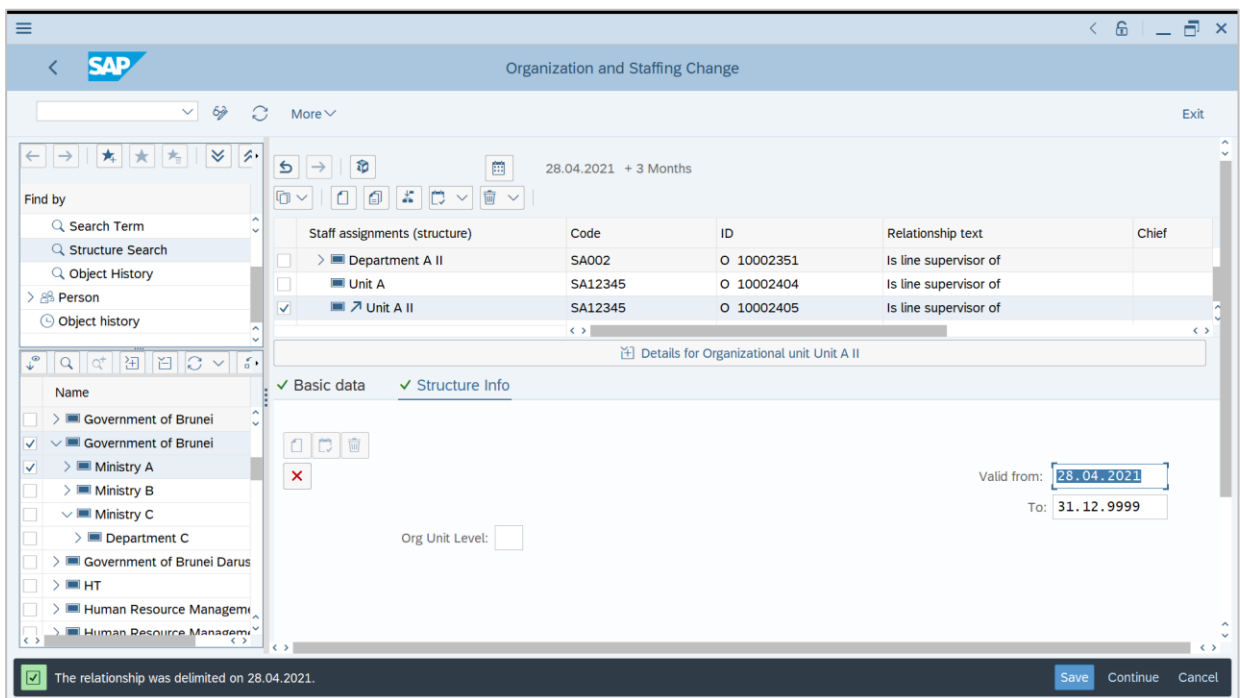
5. Fill in the delimit date.

Note: Delimit date should be the last day the 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:

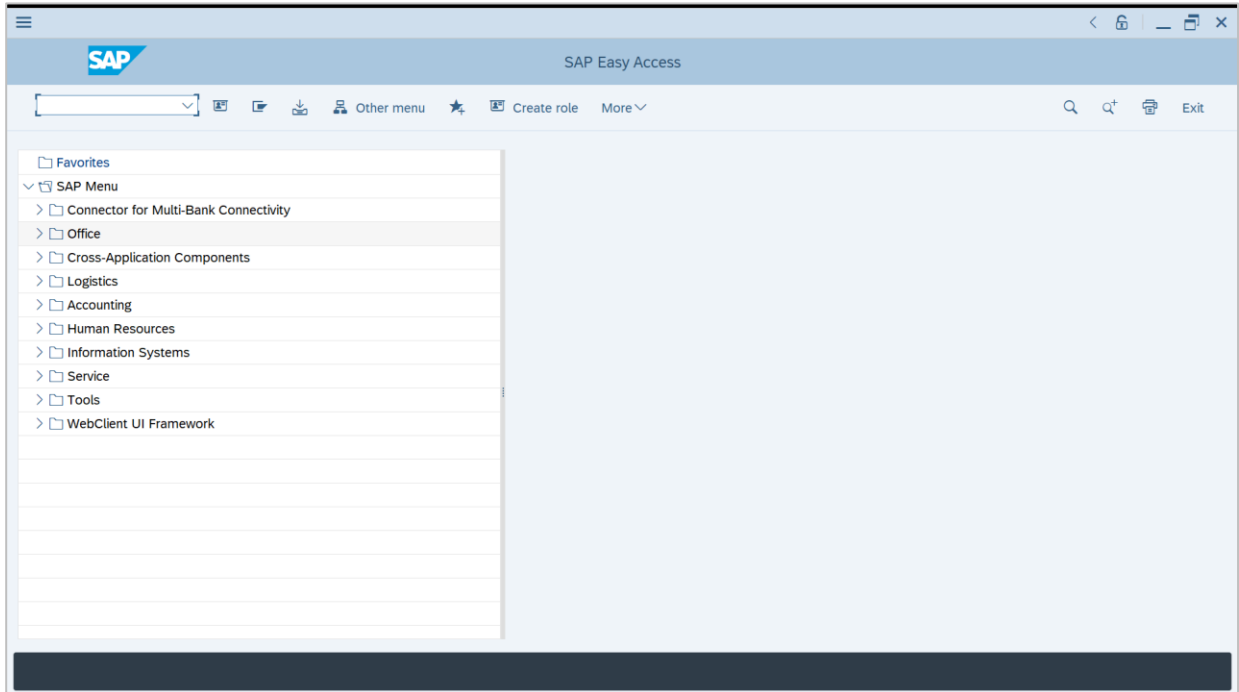
The relationship was delimited on 28.04.2021. Save Continue Cancel

**Undelimit Via
Assignment**

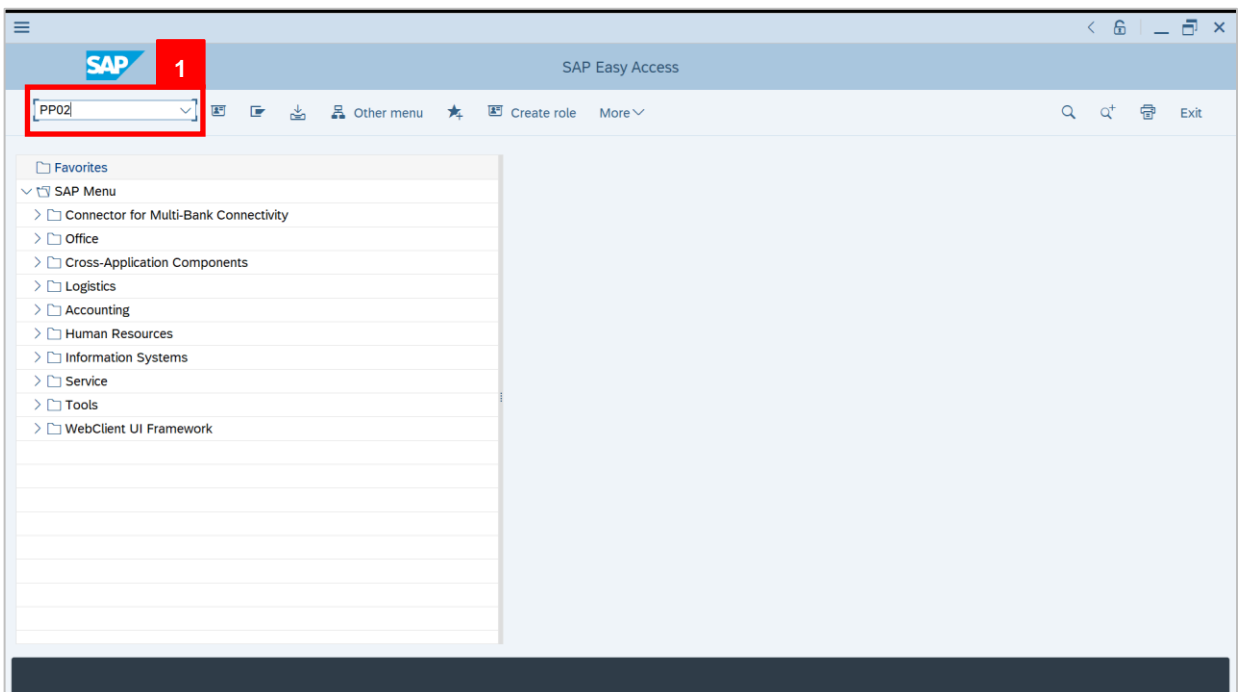
Backend User

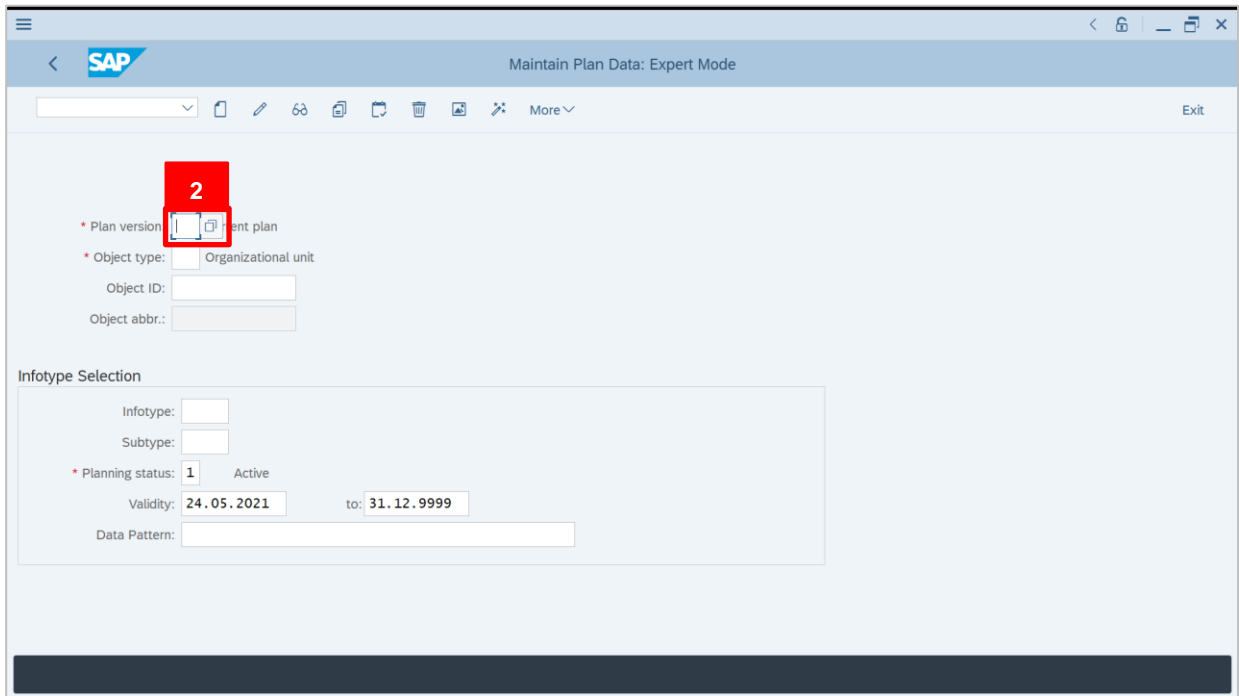
OM Administrator

The **SAP Easy Access** page will appear

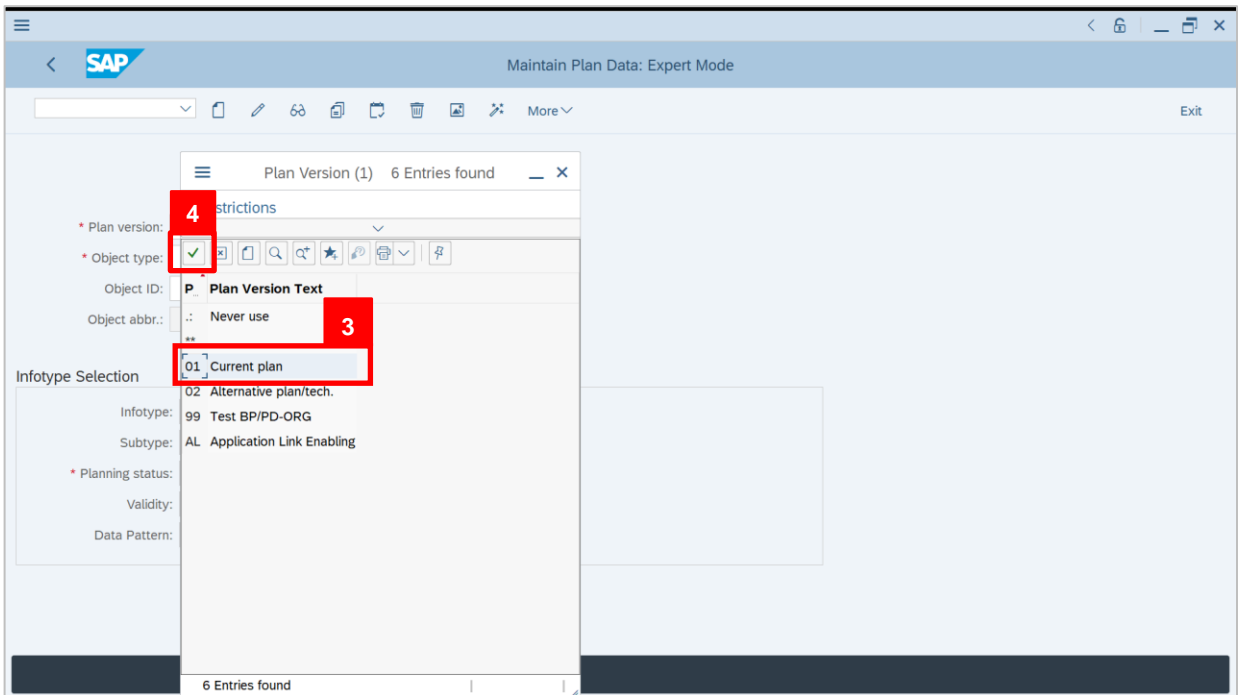


1. Navigate to **Personnel Actions** page by entering transaction code, **PP02** in the Search Bar and press **Enter** button on the keyboard.



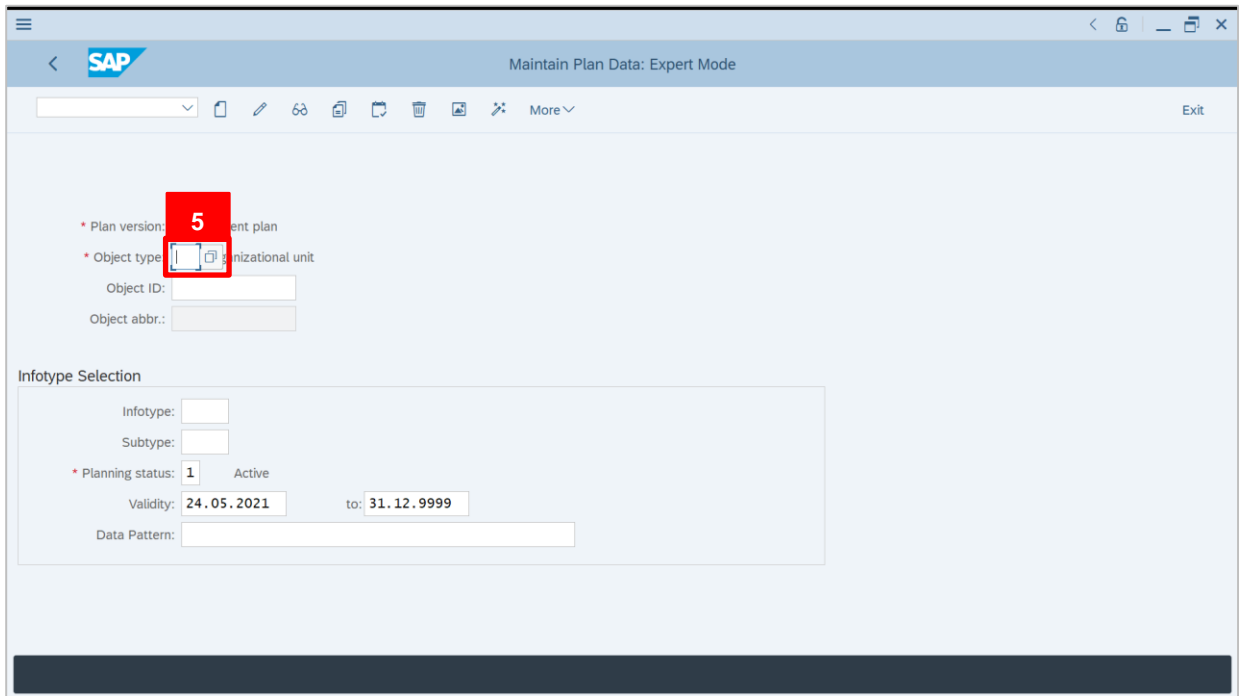


2. Under **Plan version**, click on  icon.

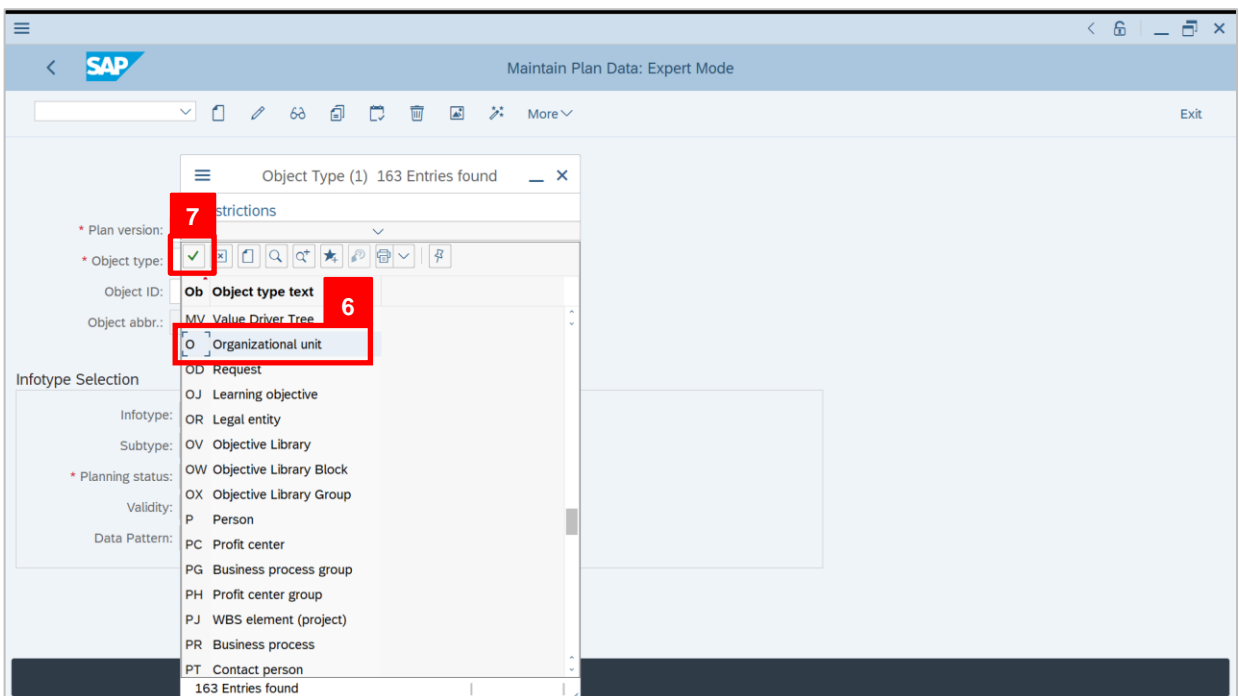


3. Select **01 Current plan**

4. Click on  icon.

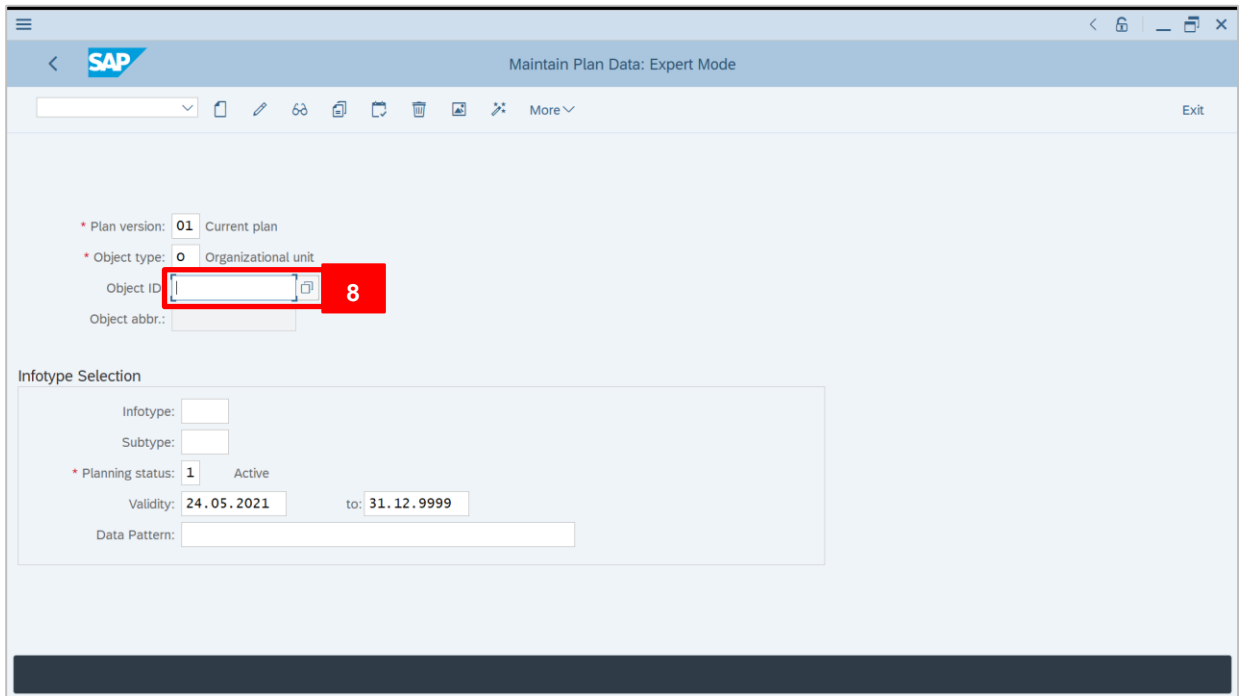



5. Under **Object type**, click on  icon.

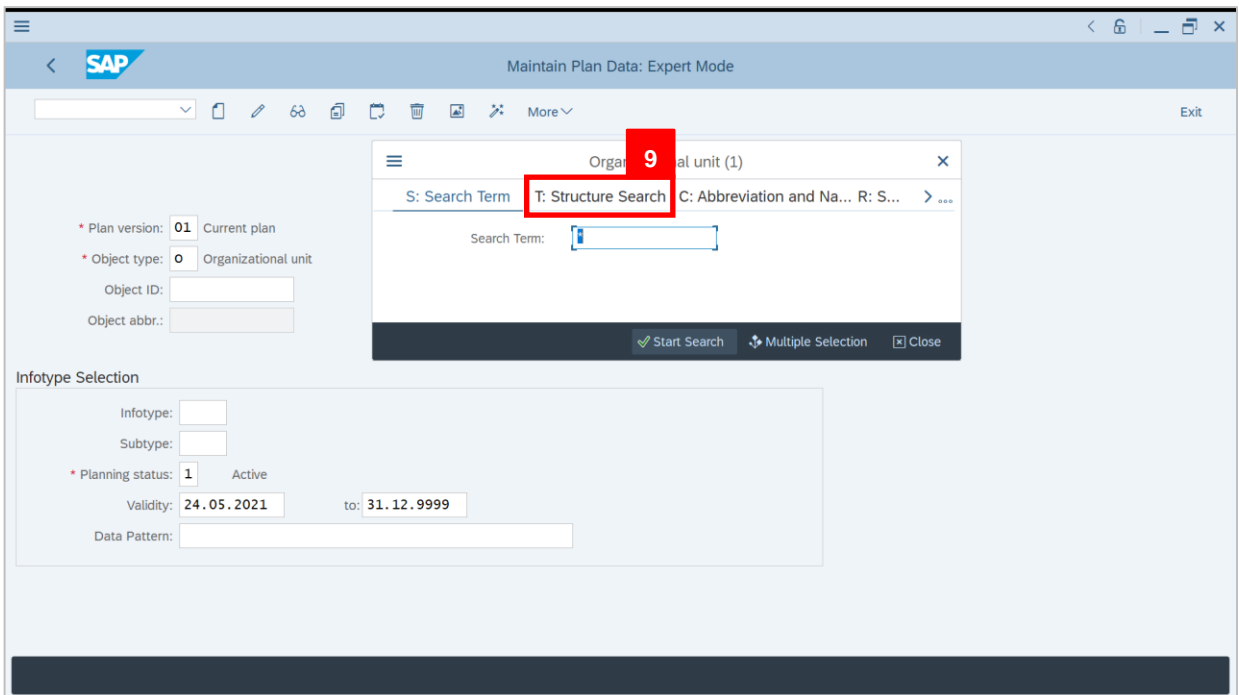


6. Select Organizational unit

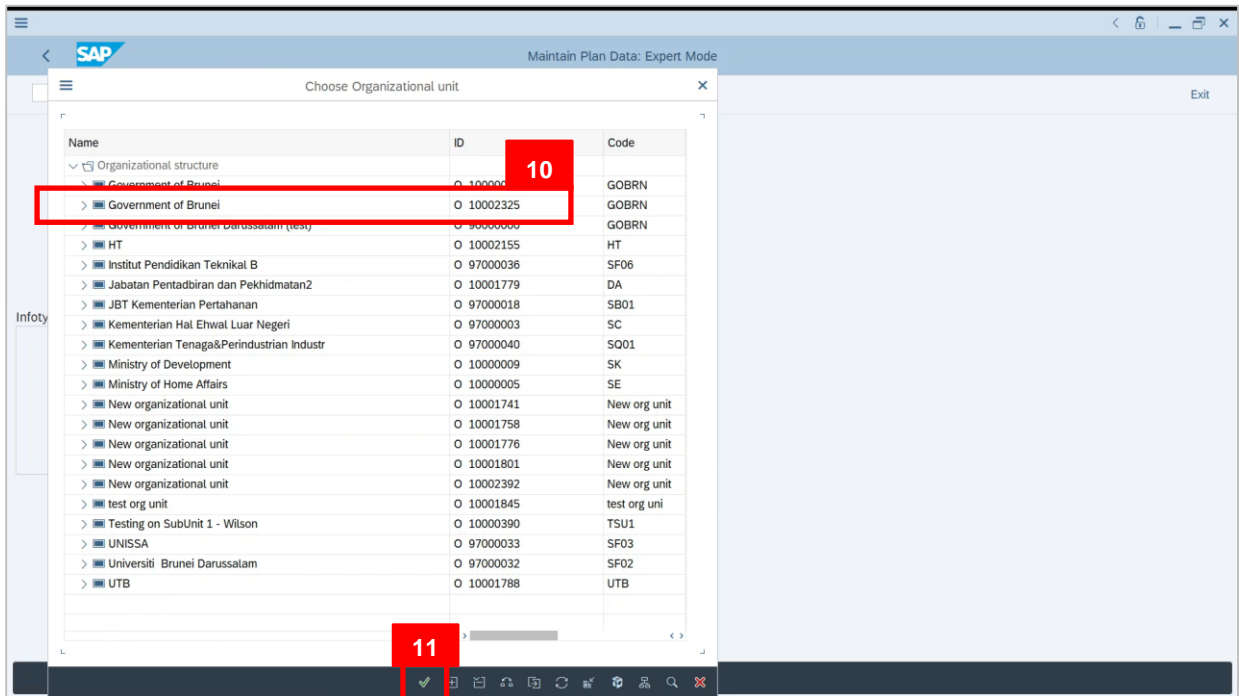
7. Click on  icon.



8. Under **Object ID**, click on  icon.

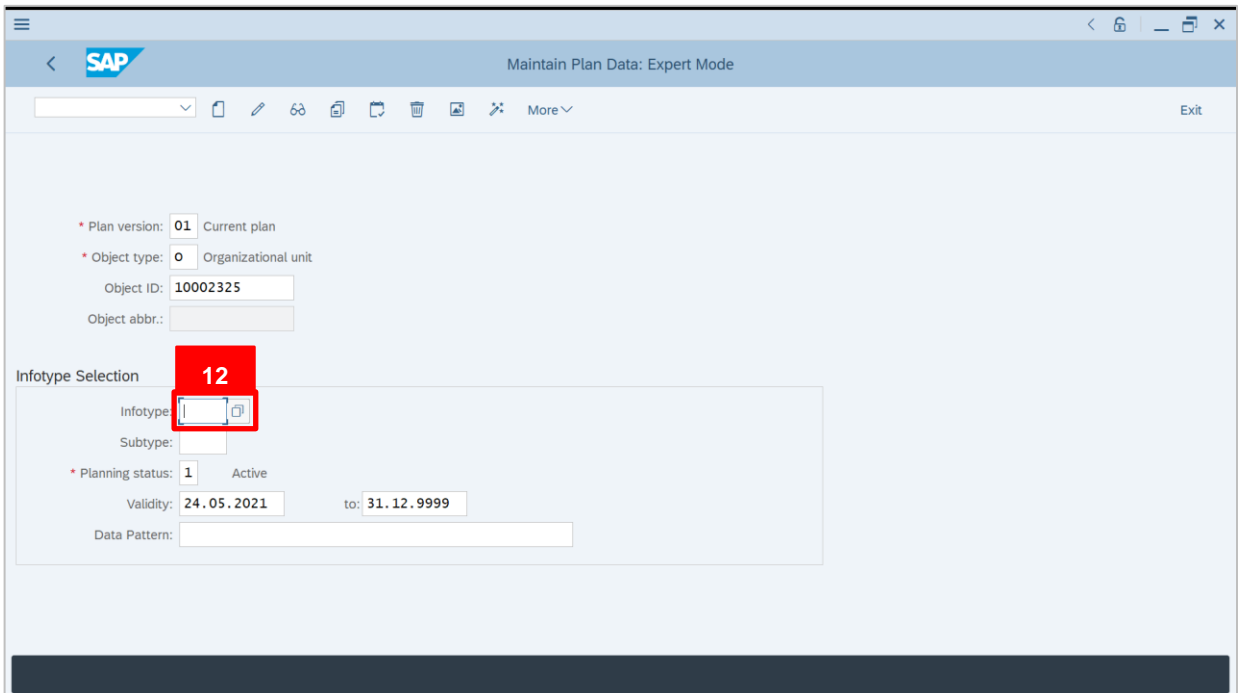


9. Click on 

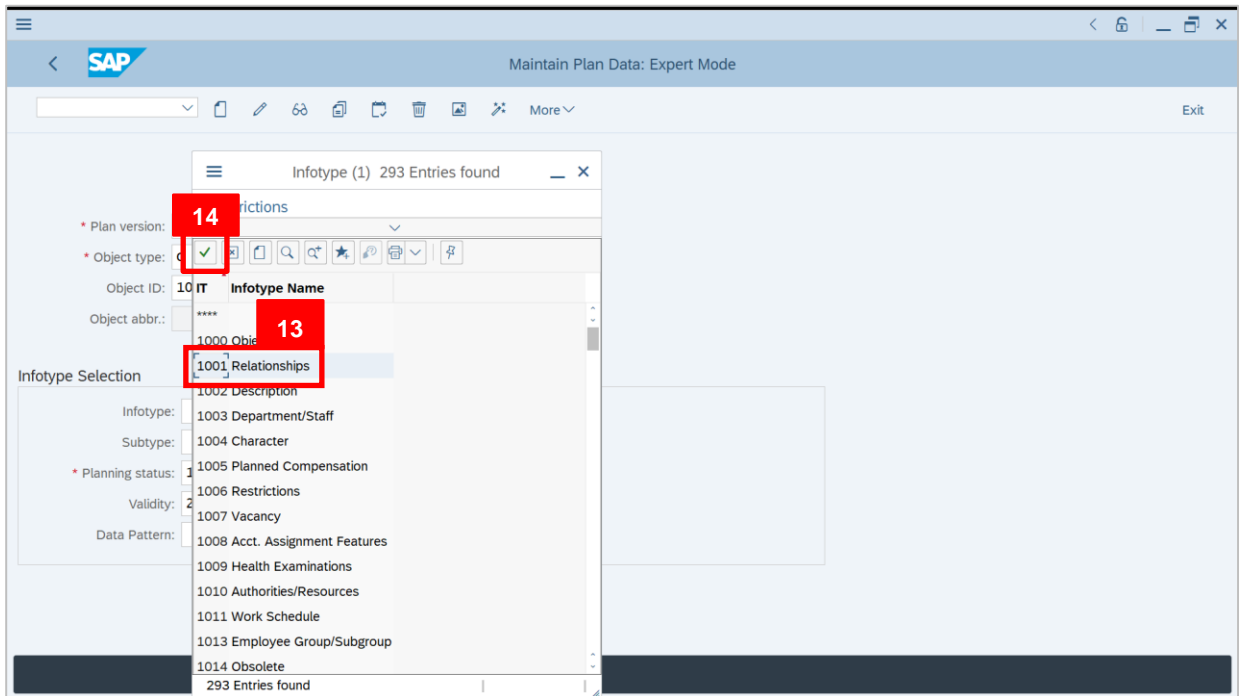


10. Select on respective government.

11. Click on  icon.

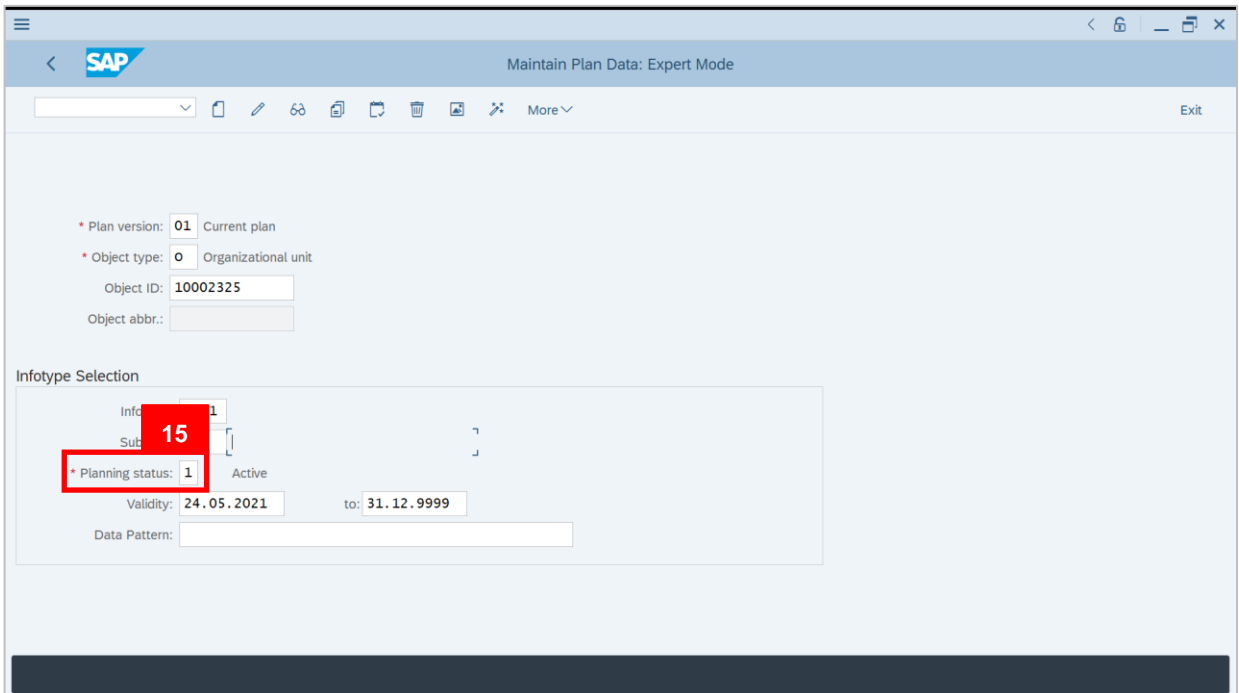


12. Under **Infotype**, click on  icon.

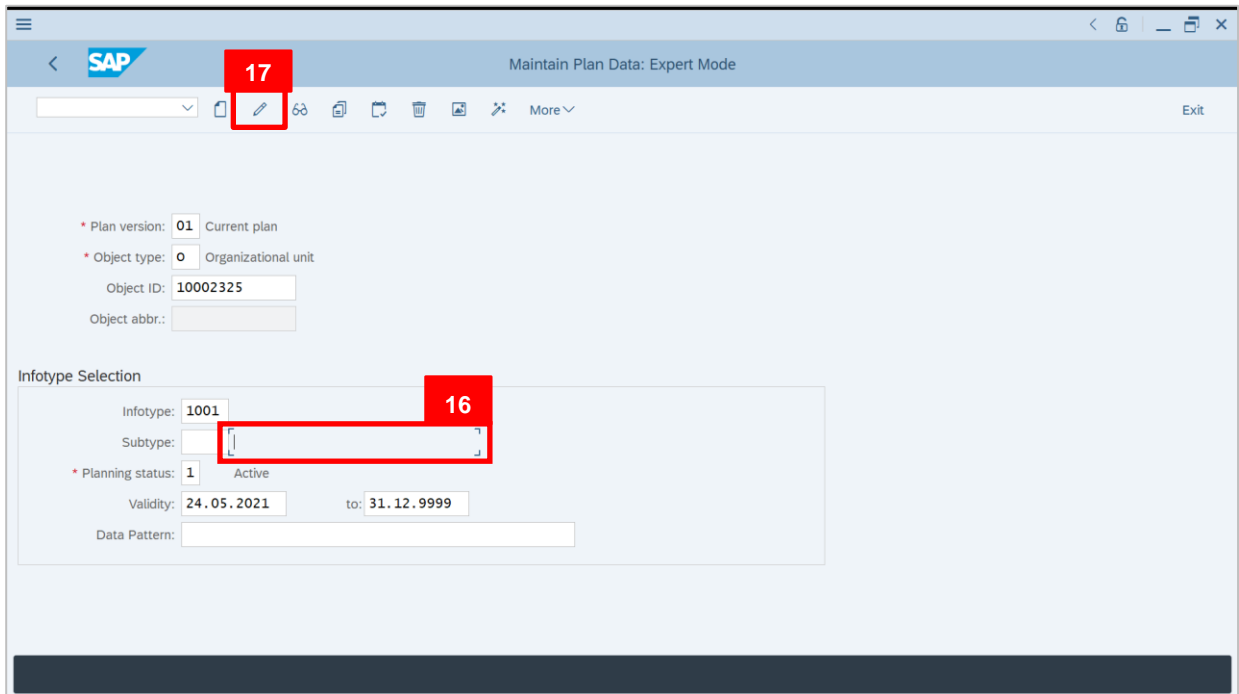


13. Select **1001 Relationships**.

14. Click on  icon.



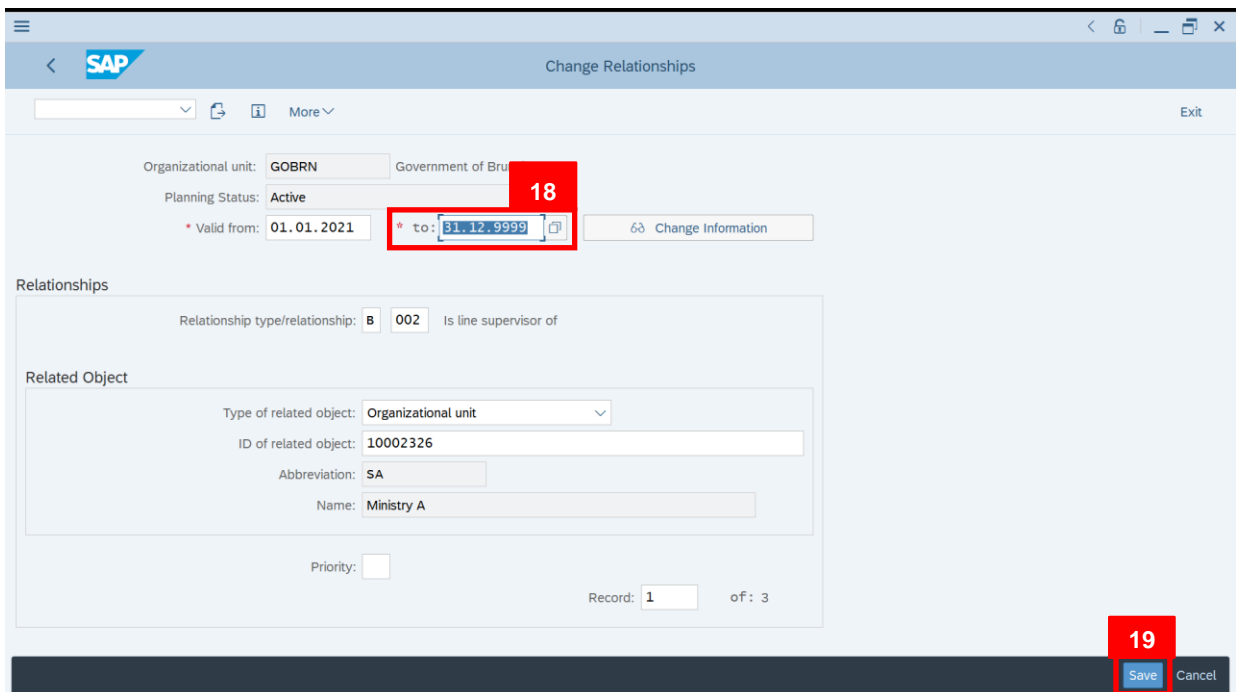
15. Under **Planning status**, select **1 Active**.



The screenshot shows the SAP 'Maintain Plan Data: Expert Mode' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain Plan Data: Expert Mode'. Below this is a toolbar with various icons, including a pencil icon highlighted with a red box and labeled '17'. The main area contains several input fields: 'Plan version' set to '01 Current plan', 'Object type' set to '0 Organizational unit', 'Object ID' set to '10002325', and 'Object abbr.' which is empty. Below these is the 'Infotype Selection' section, where 'Infotype' is set to '1001' (highlighted with a red box and labeled '16'), 'Subtype' is empty, 'Planning status' is '1 Active', and 'Validity' is set from '24.05.2021' to '31.12.9999'. A 'Data Pattern' field is also present and empty.

16. Click on the **side** of **Subtype**.

17. Click on  icon.

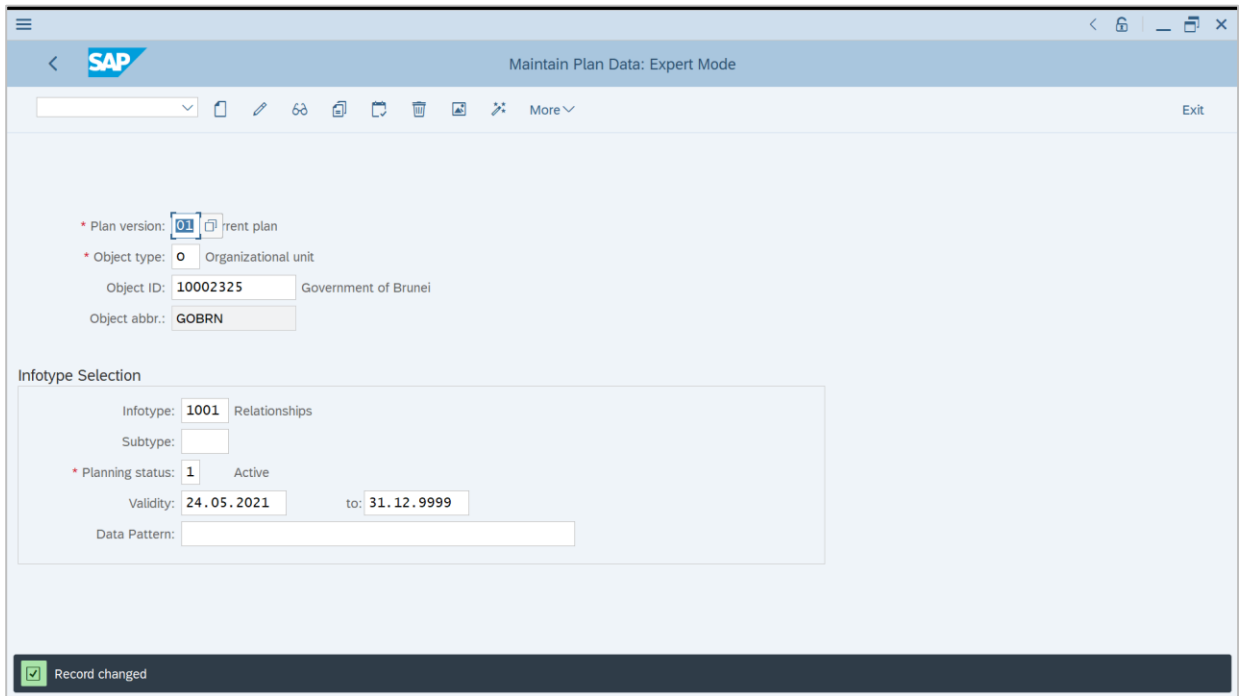


The screenshot shows the SAP 'Change Relationships' interface. At the top, there is a navigation bar with the SAP logo and the title 'Change Relationships'. Below this is a toolbar with various icons, including a pencil icon highlighted with a red box and labeled '18'. The main area contains several input fields: 'Organizational unit' set to 'GOBRN Government of Br...', 'Planning Status' set to 'Active', and 'Valid from' set to '01.01.2021'. The 'Valid to' field is set to '31.12.9999' (highlighted with a red box and labeled '18'). There is a 'Change Information' button. Below this is the 'Relationships' section, where 'Relationship type/relationship' is set to 'B 002 Is line supervisor of'. The 'Related Object' section contains a dropdown for 'Type of related object' set to 'Organizational unit', 'ID of related object' set to '10002326', 'Abbreviation' set to 'SA', and 'Name' set to 'Ministry A'. There is also a 'Priority' field which is empty. At the bottom right, there is a 'Record: 1 of: 3' indicator and a 'Save' button highlighted with a red box and labeled '19'.

Outcome: **Change Relationships** page will be displayed.

18. Change the **End Date** to **31.12.9999**.

19. Click on 



The screenshot shows the SAP 'Maintain Plan Data: Expert Mode' interface. The top bar includes the SAP logo and the title 'Maintain Plan Data: Expert Mode'. Below the title bar is a toolbar with various icons and an 'Exit' button. The main content area contains the following fields:

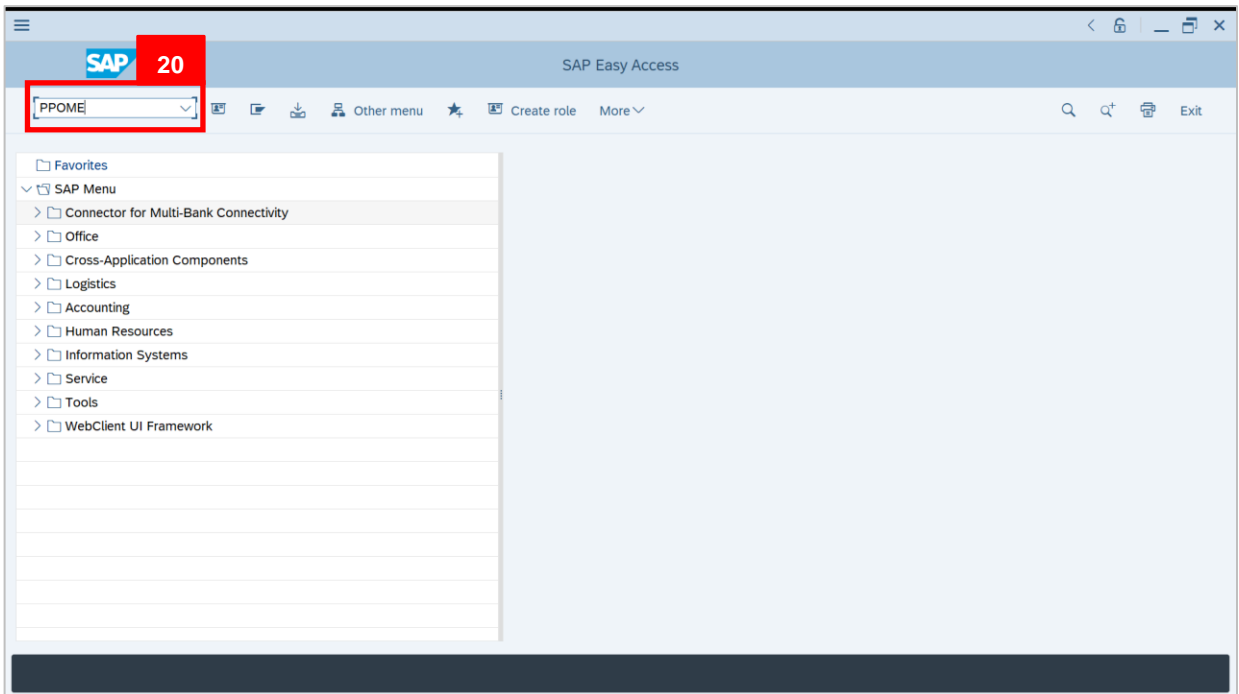
- Plan version: 01 (highlighted with a red box) - Current plan
- Object type: 0 - Organizational unit
- Object ID: 10002325 - Government of Brunei
- Object abbr.: GOBRN

Below these fields is the 'Infotype Selection' section, which includes:

- Infotype: 1001 - Relationships
- Subtype: (empty)
- Planning status: 1 - Active
- Validity: 24.05.2021 to 31.12.9999
- Data Pattern: (empty)

At the bottom of the screen, a dark bar contains a green checkmark icon and the text 'Record changed'.

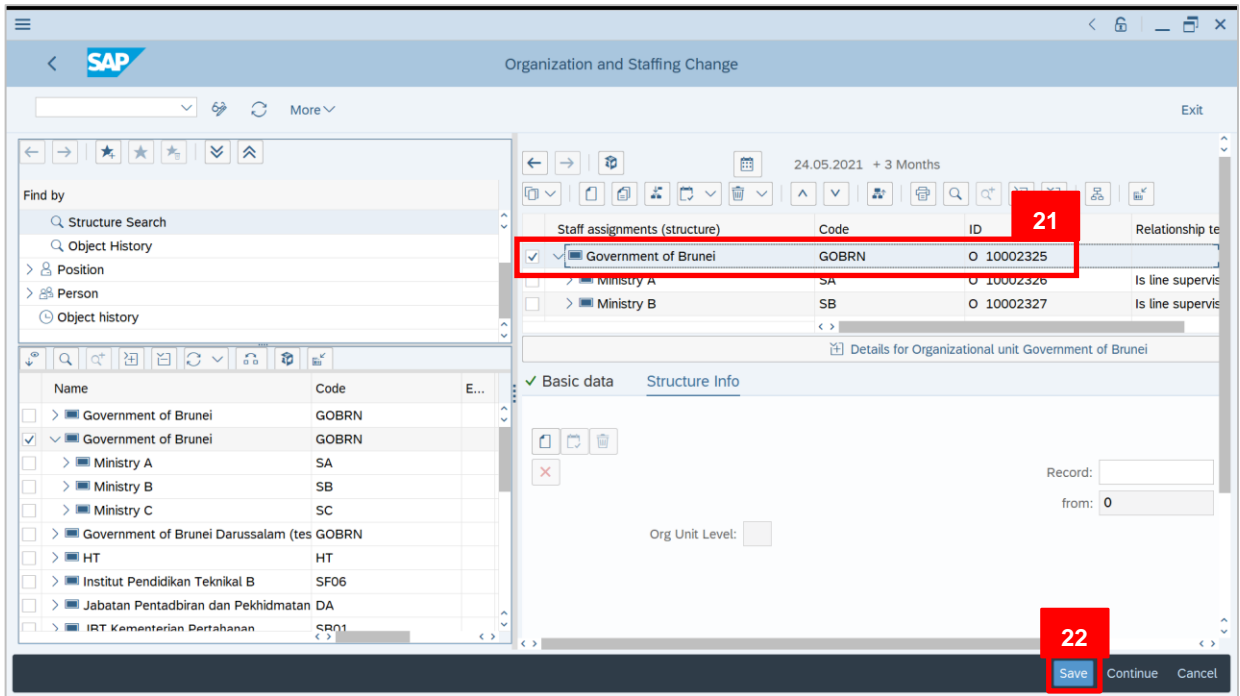
Outcome: Record has been changed.




The screenshot shows the SAP 'SAP Easy Access' interface. The top bar includes the SAP logo and the title 'SAP Easy Access'. Below the title bar is a search bar containing the transaction code 'PPOME', which is highlighted with a red box. To the right of the search bar is a '20' in a red box. The search bar also contains icons for search, refresh, and other functions. Below the search bar is a list of menu items under the heading 'Favorites' and 'SAP Menu'. The menu items include:

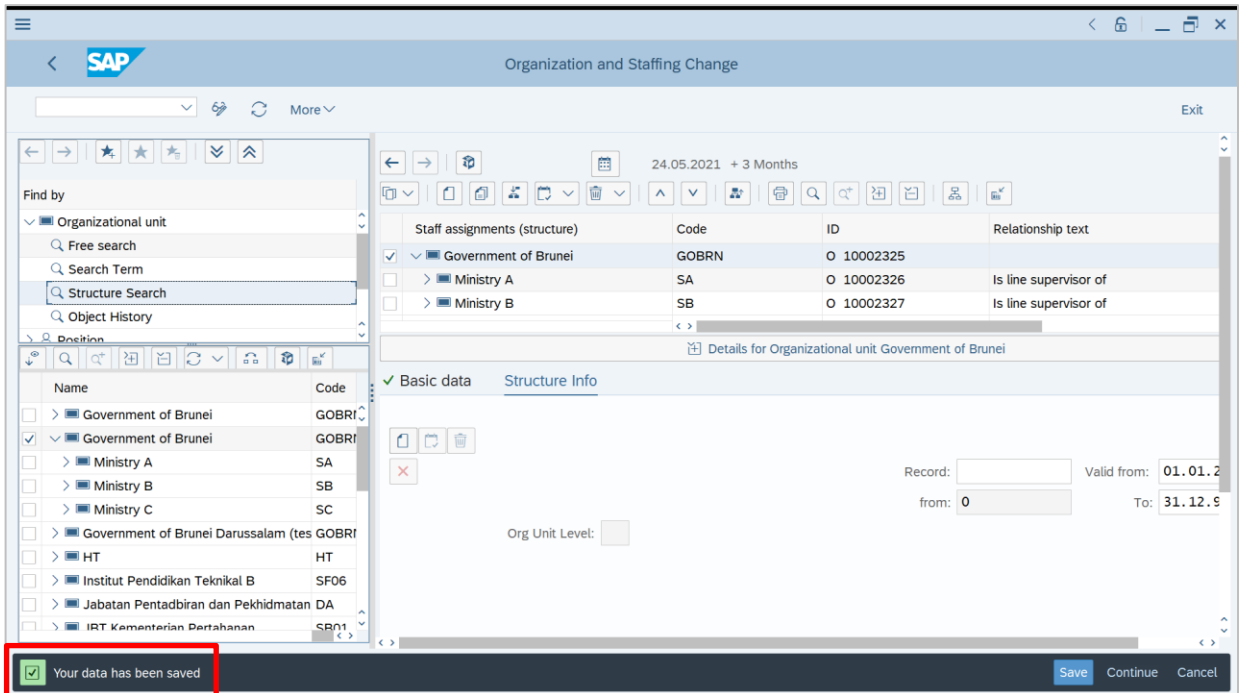
- Connector for Multi-Bank Connectivity
- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Service
- Tools
- WebClient UI Framework

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



21. Tick selected department.

22. Click on 



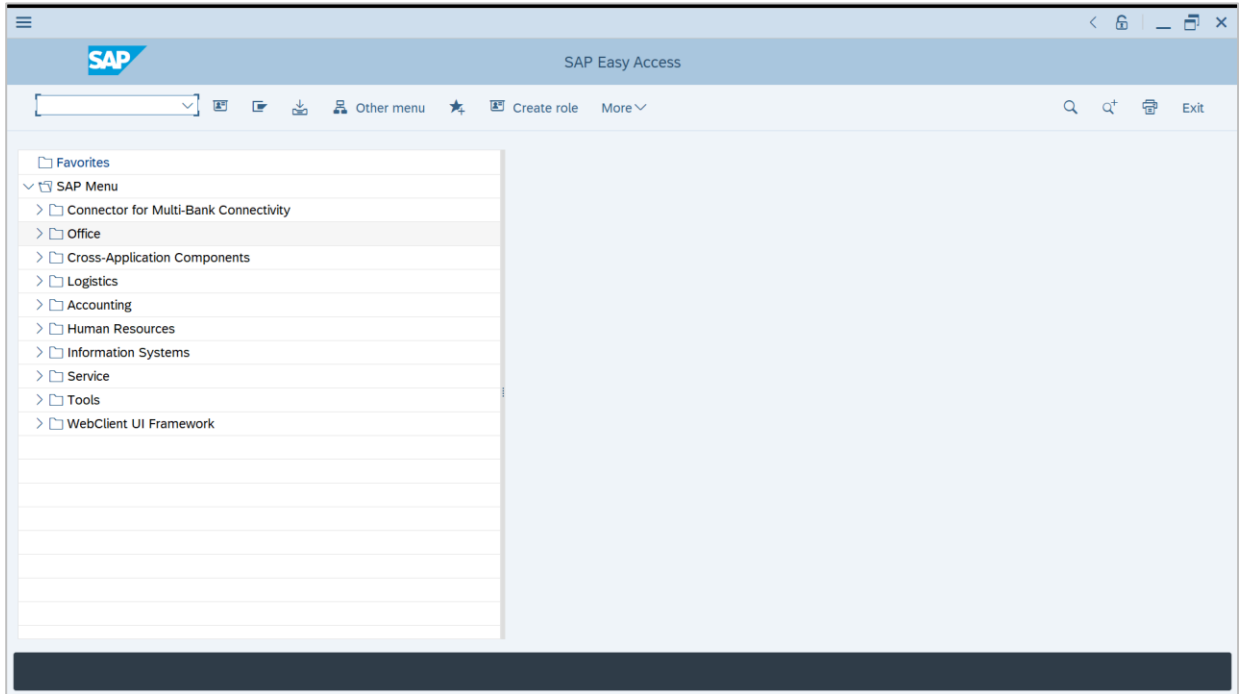
Outcome: Data has been saved.

Undelimit Via Object

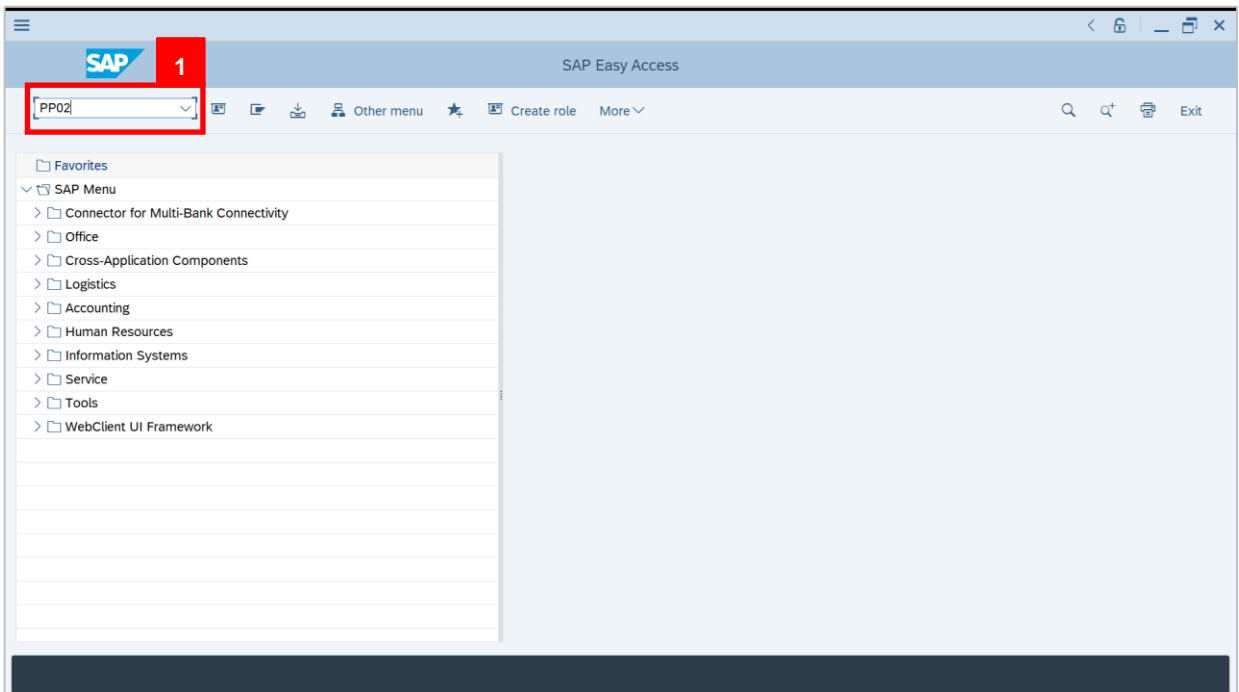
Backend User

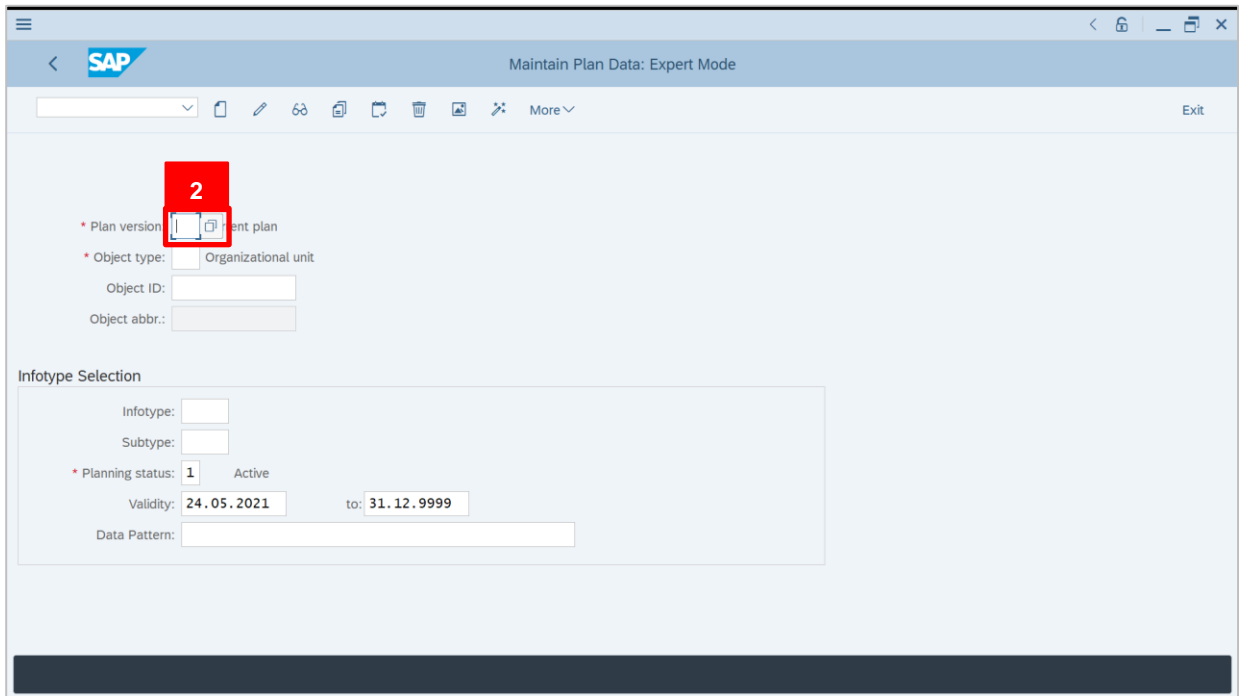
OM Administrator

The SAP Easy Access page will appear

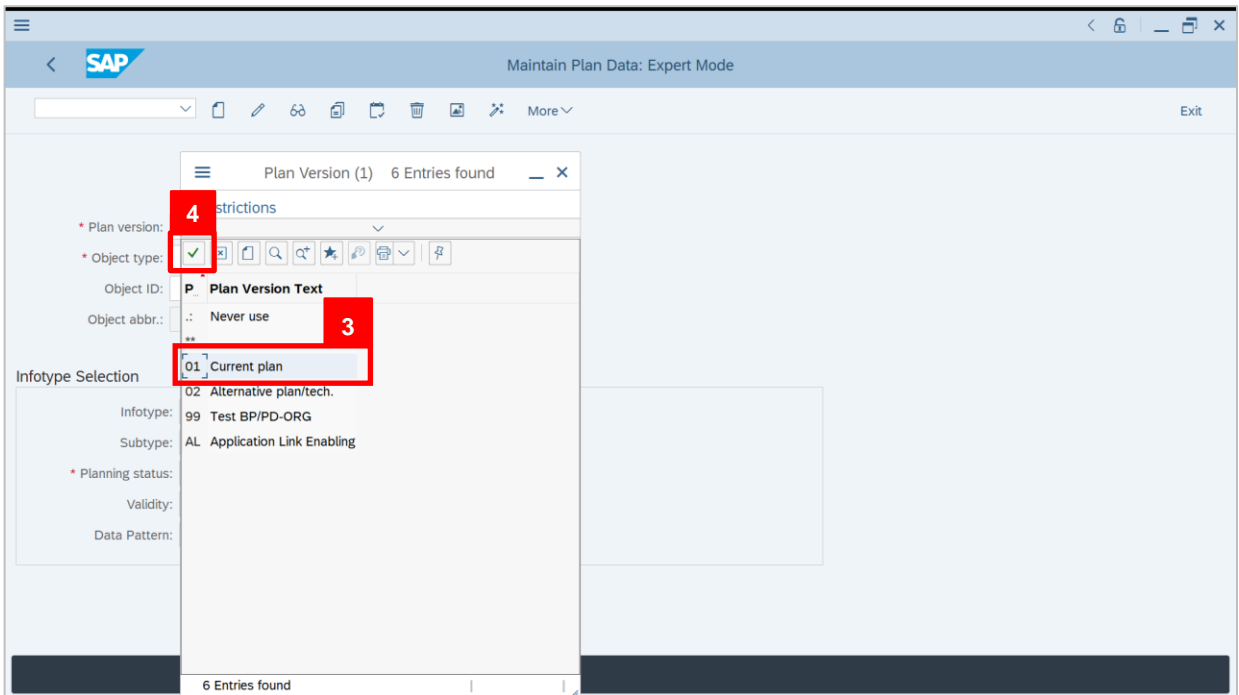


1. Navigate to **Personnel Actions** page by entering transaction code, **PP02** in the Search Bar and press **Enter** button on the keyboard.



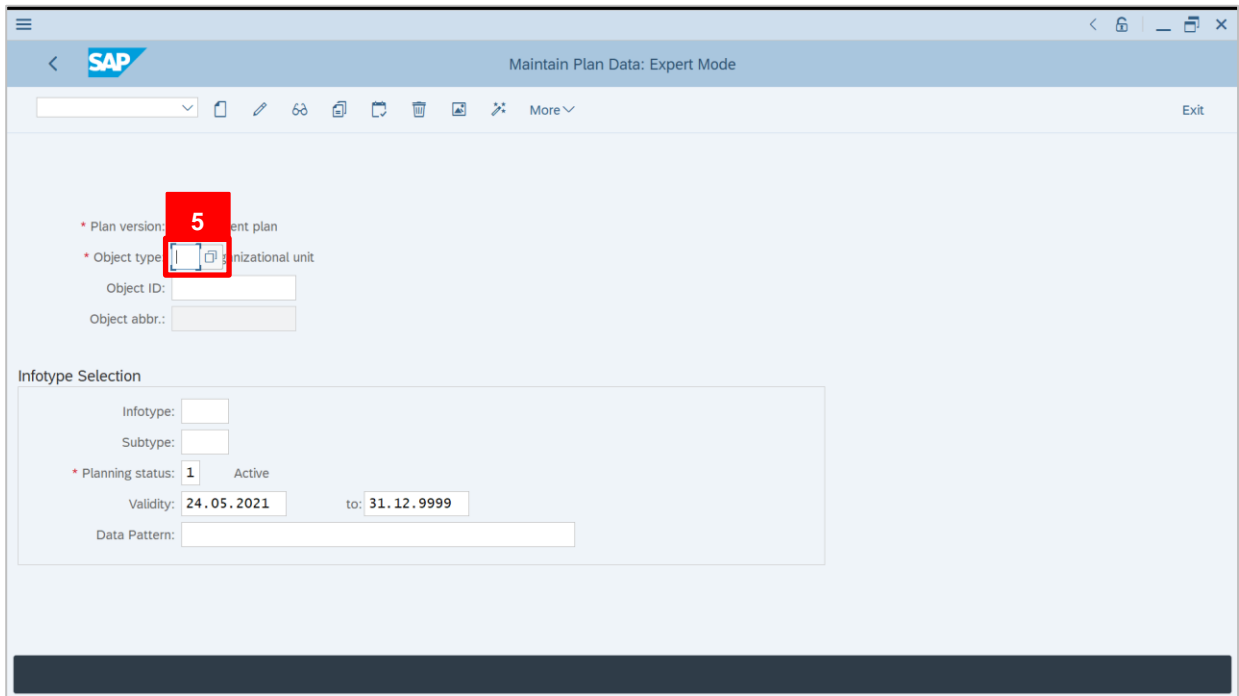


2. Under **Plan version**, click on  icon.

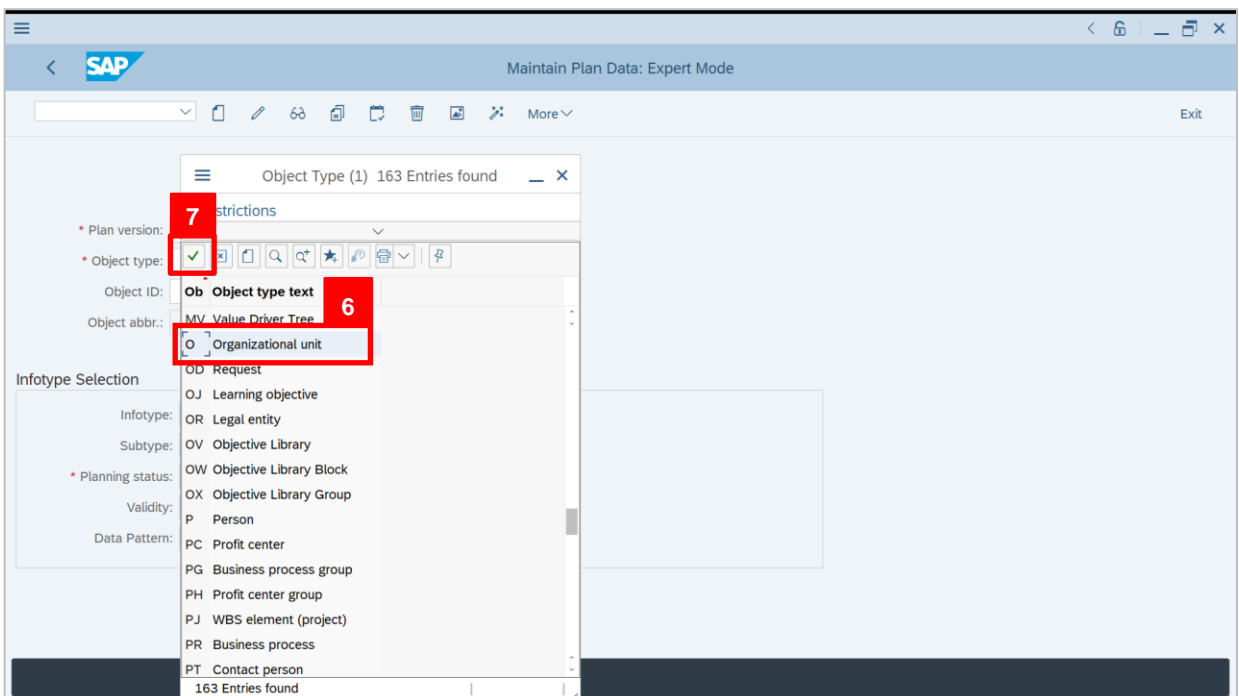


3. Select **01 Current plan**

4. Click on  icon.

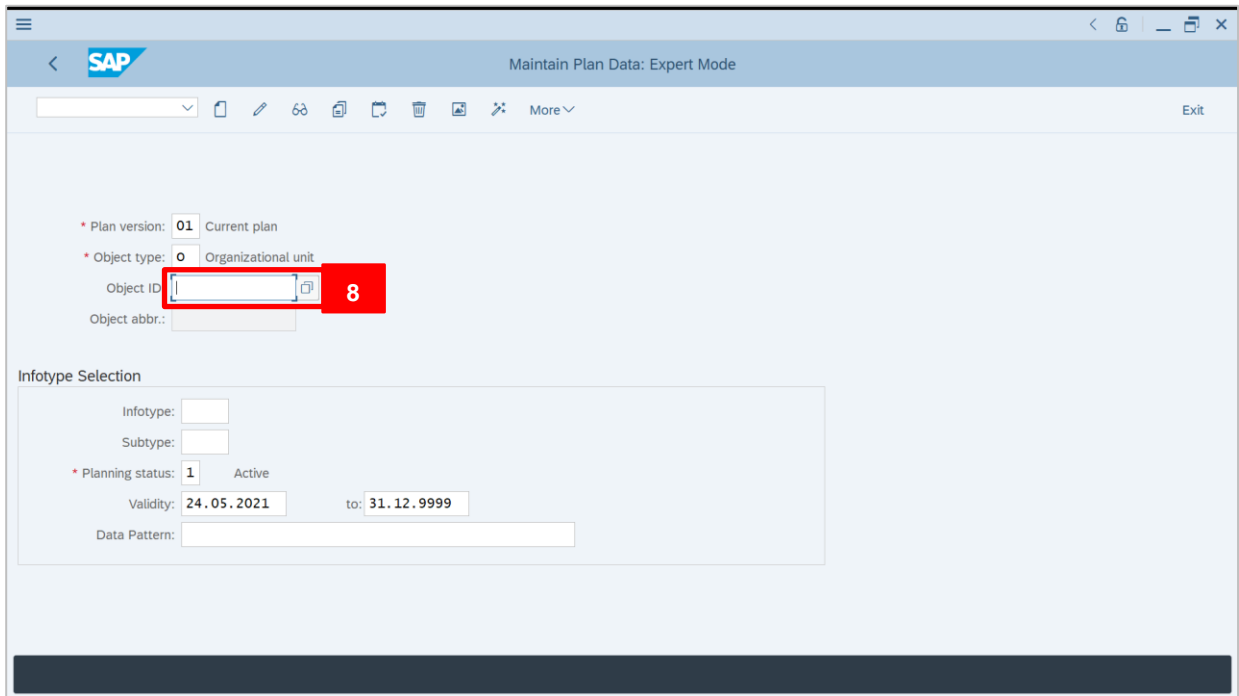



5. Under **Object type**, click on  icon.

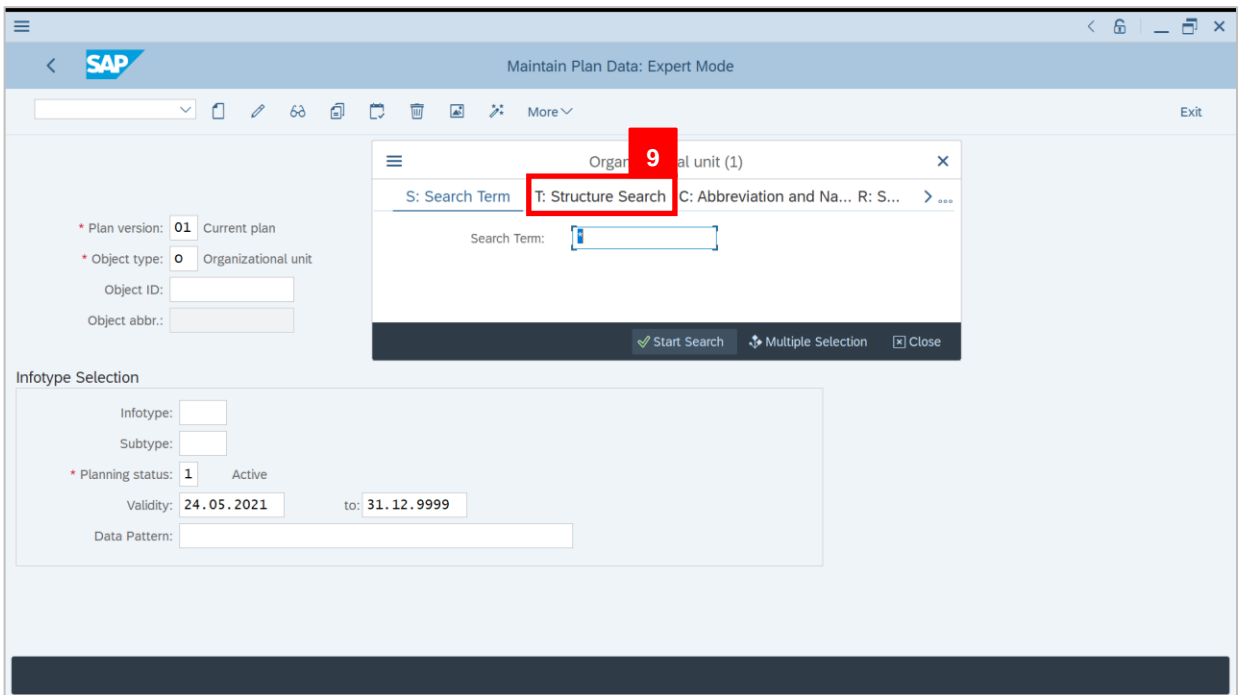


6. Select **Organizational unit**

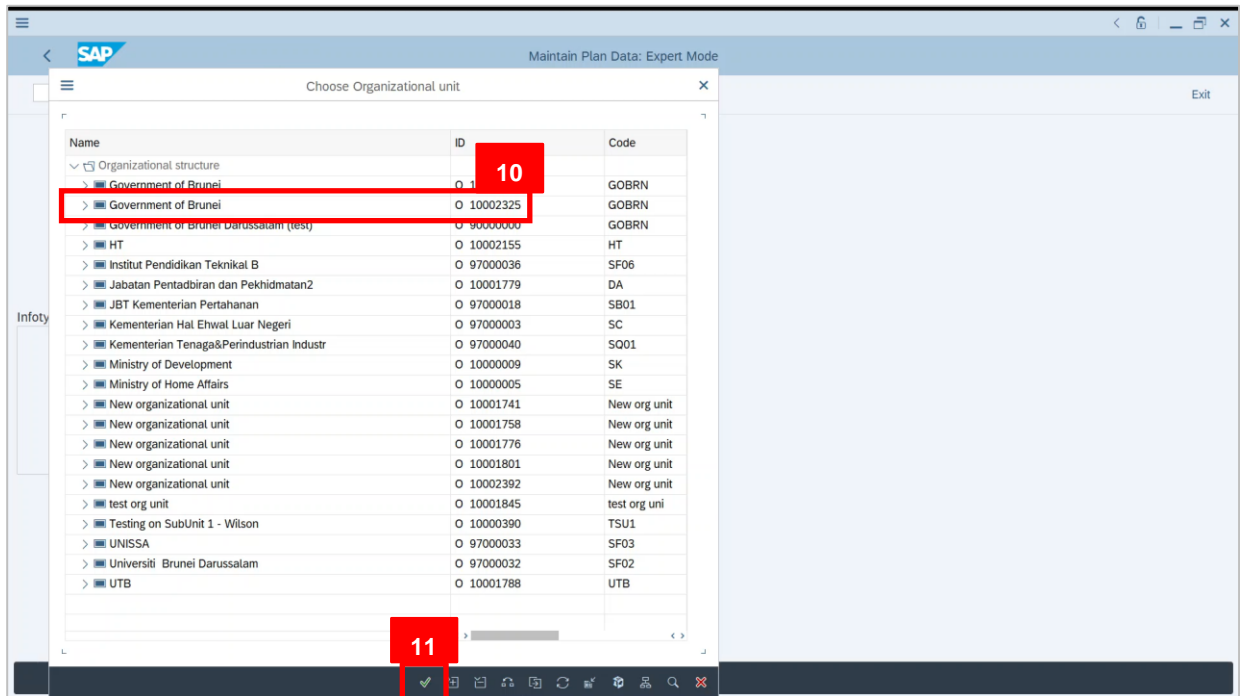
7. Click on  icon.




8. Under **Object ID**, click on  icon.

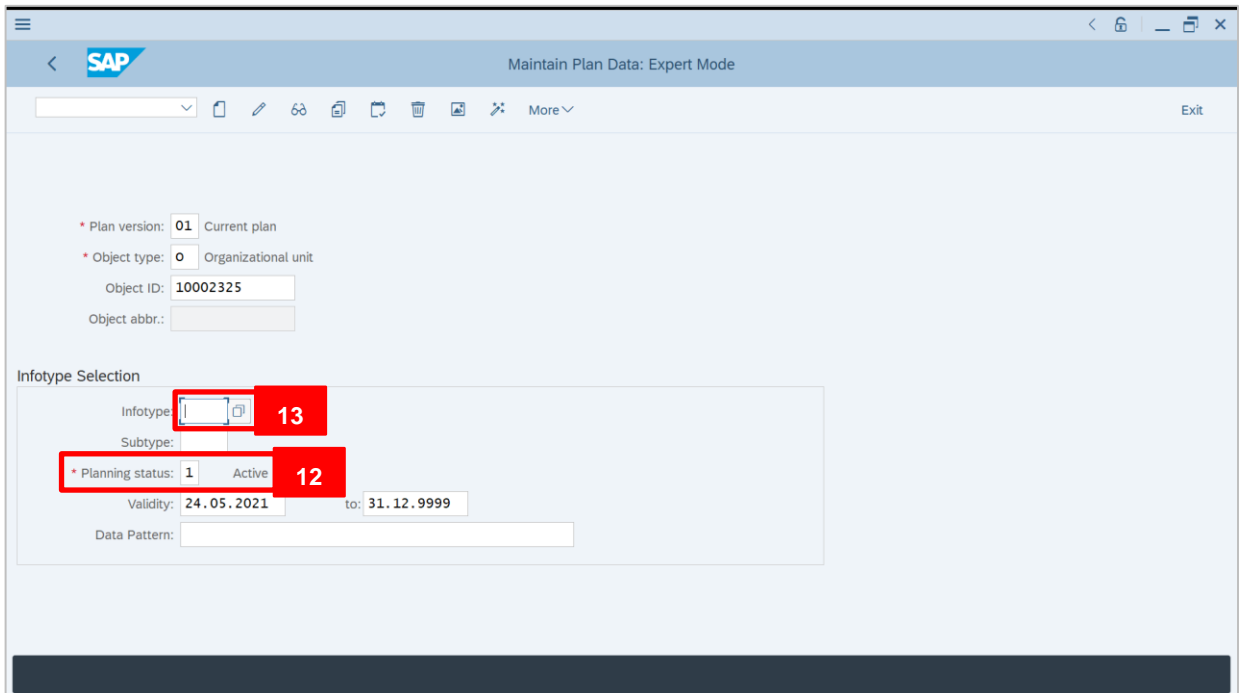


9. Click on 




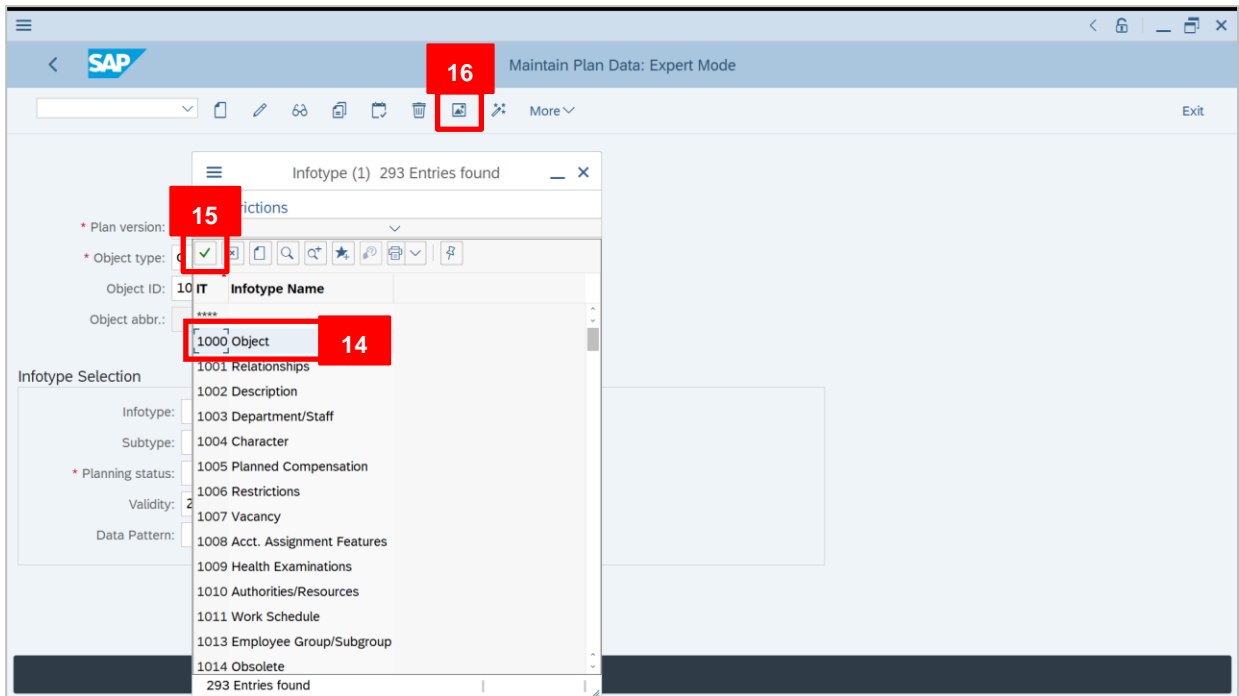
10. Select on respective government.

11. Click on  icon.




12. Under **Planning status**, select 1 Active.

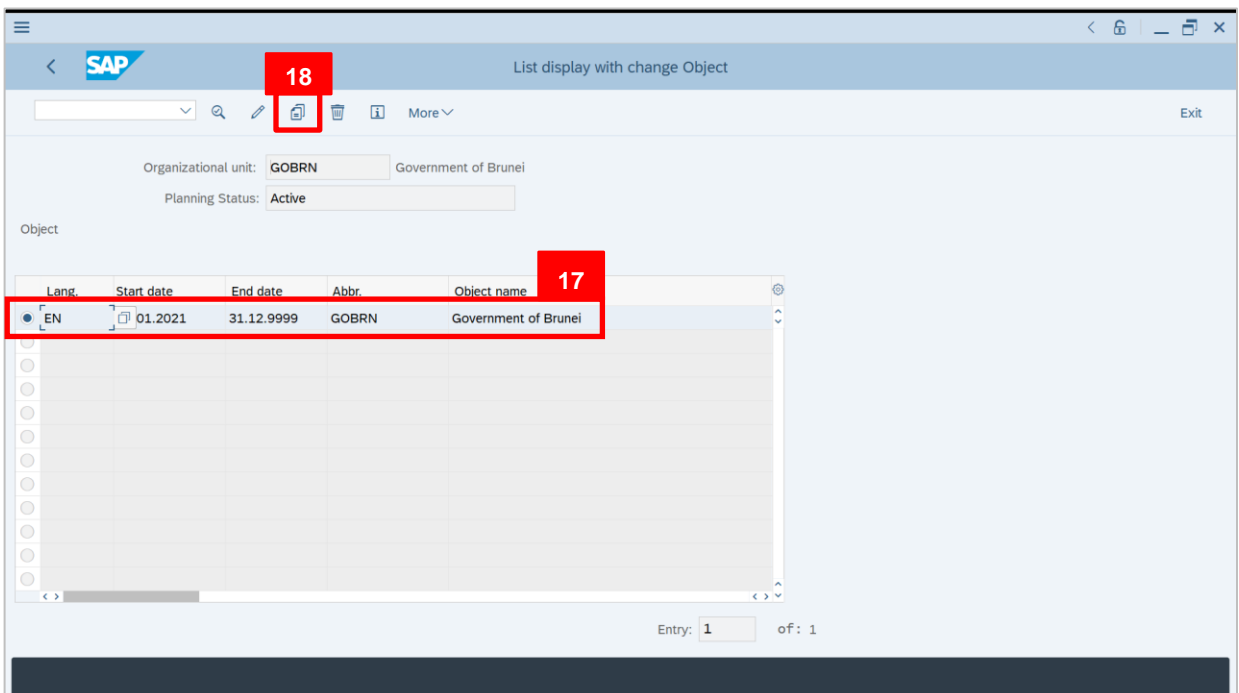
13. Under **Infotype**, click on  icon.



14. Select **1000 Object**.

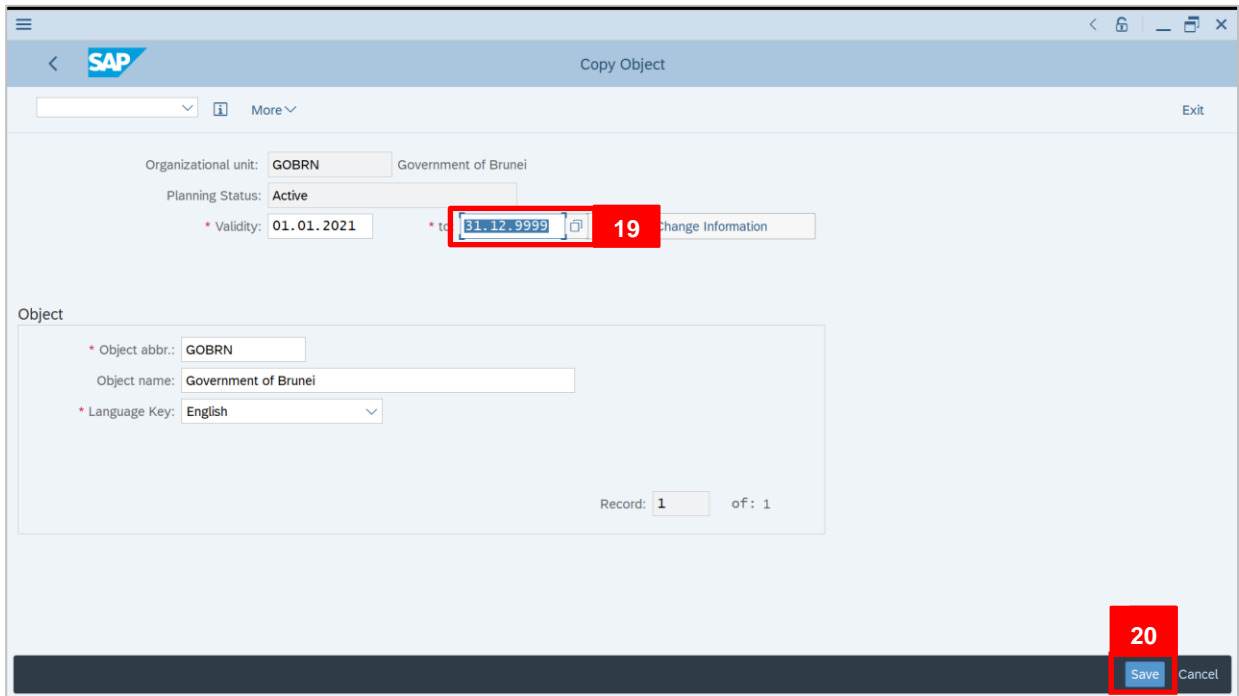
15. Click on  icon.

16. Click on  icon.



17. Click on the **radiobutton** of selected **government**.

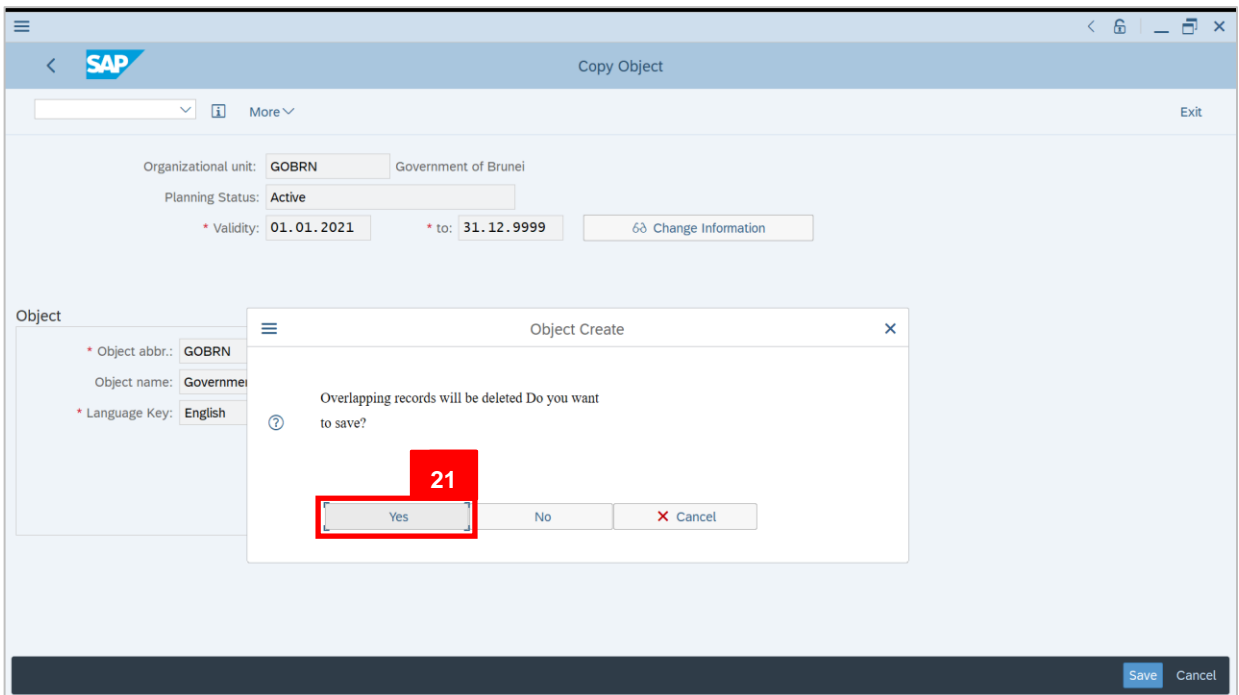
18. Click on  icon.



The screenshot shows the SAP 'Copy Object' dialog. The 'Validity' field is set to '01.01.2021' to '31.12.9999'. A red box highlights the '31.12.9999' date, and a red '19' is placed next to it. The 'Object' section shows 'Object abbr.: GOBRN', 'Object name: Government of Brunei', and 'Language Key: English'. At the bottom right, a red '20' is placed above the 'Save' button.

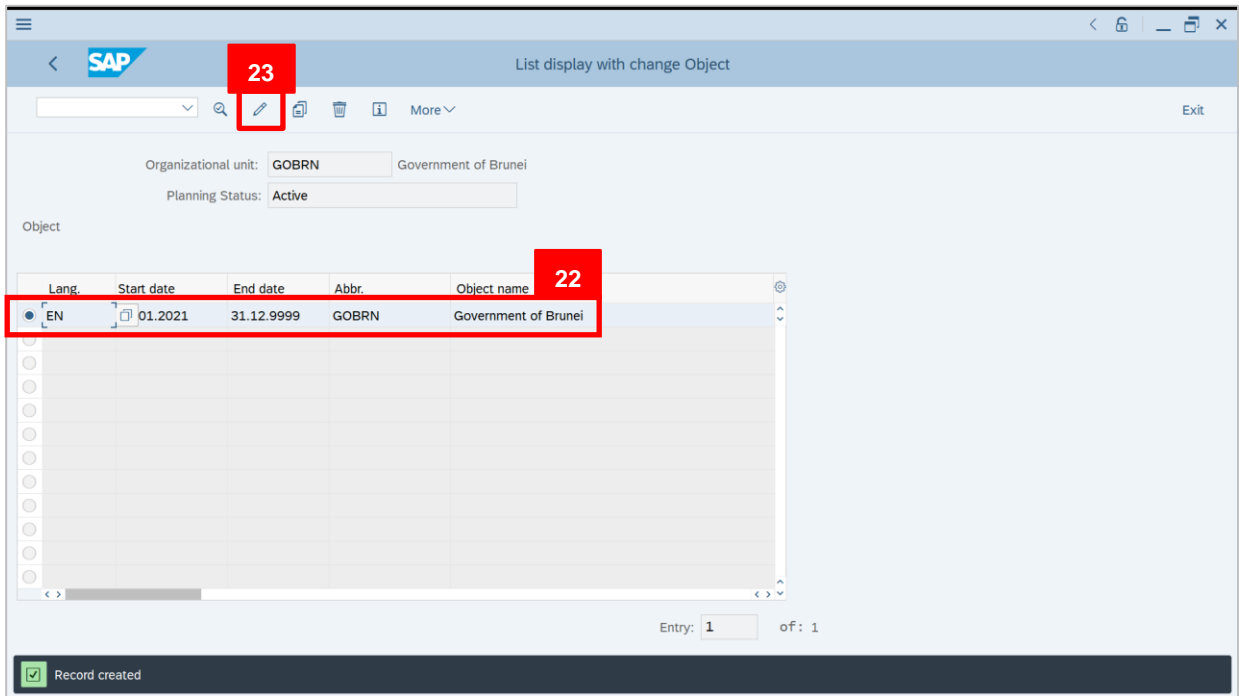
19. Change the **End Date** to **31.12.9999**.

20. Click on




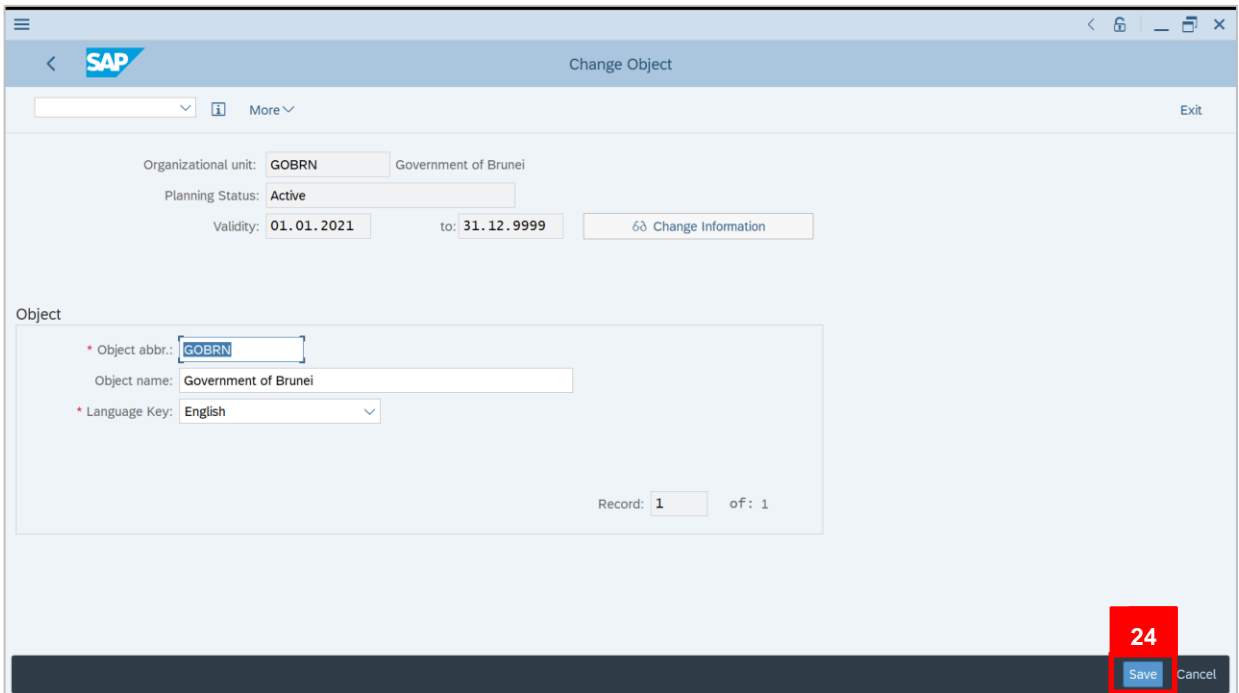
The screenshot shows the same SAP 'Copy Object' dialog, but now with a '31.12.9999' date in the 'Validity' field. An 'Object Create' dialog box is open in the foreground, displaying the message: 'Overlapping records will be deleted Do you want to save?'. A red box highlights the 'Yes' button, and a red '21' is placed above it. The 'Save' button in the background dialog is also visible.

21. Select **Yes**.



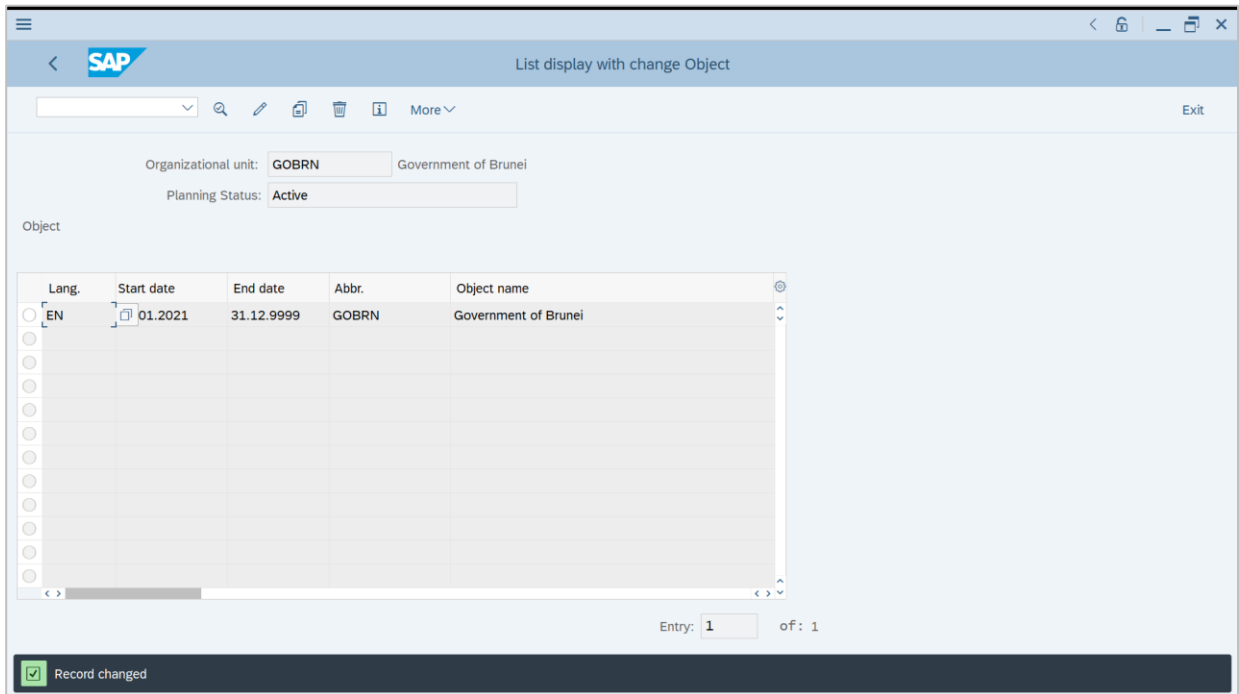
22. Click on **radiobutton** of selected **government**.

23. Click on  icon.

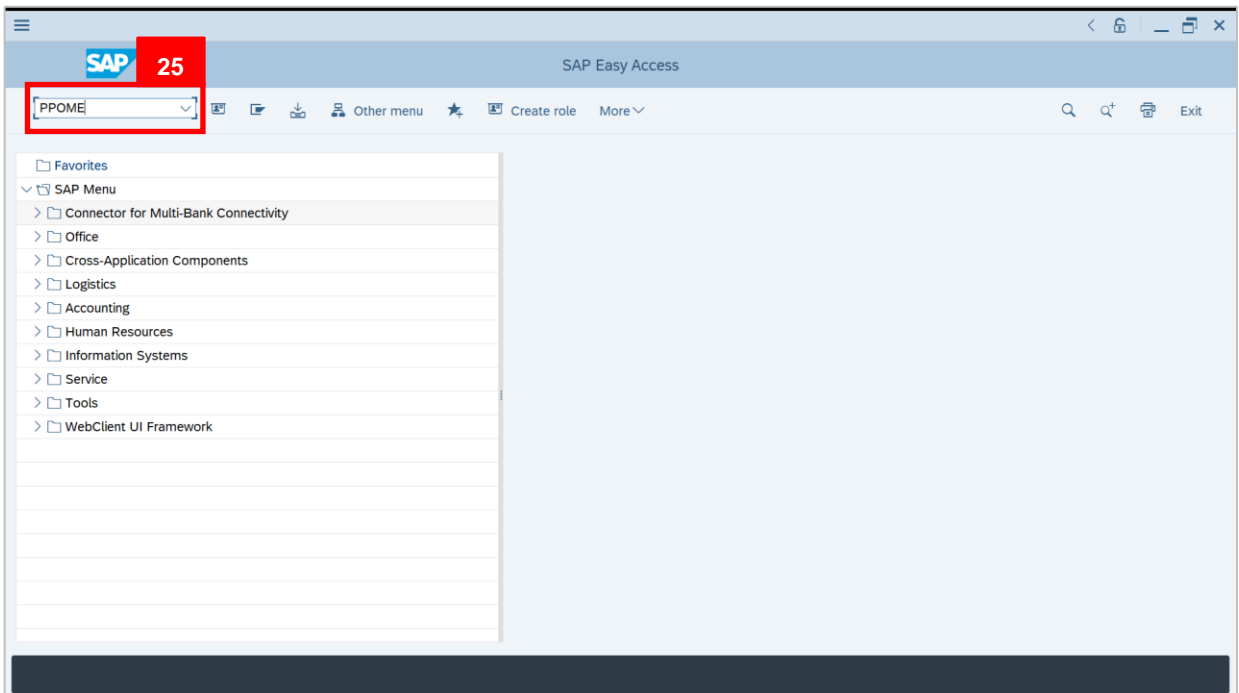


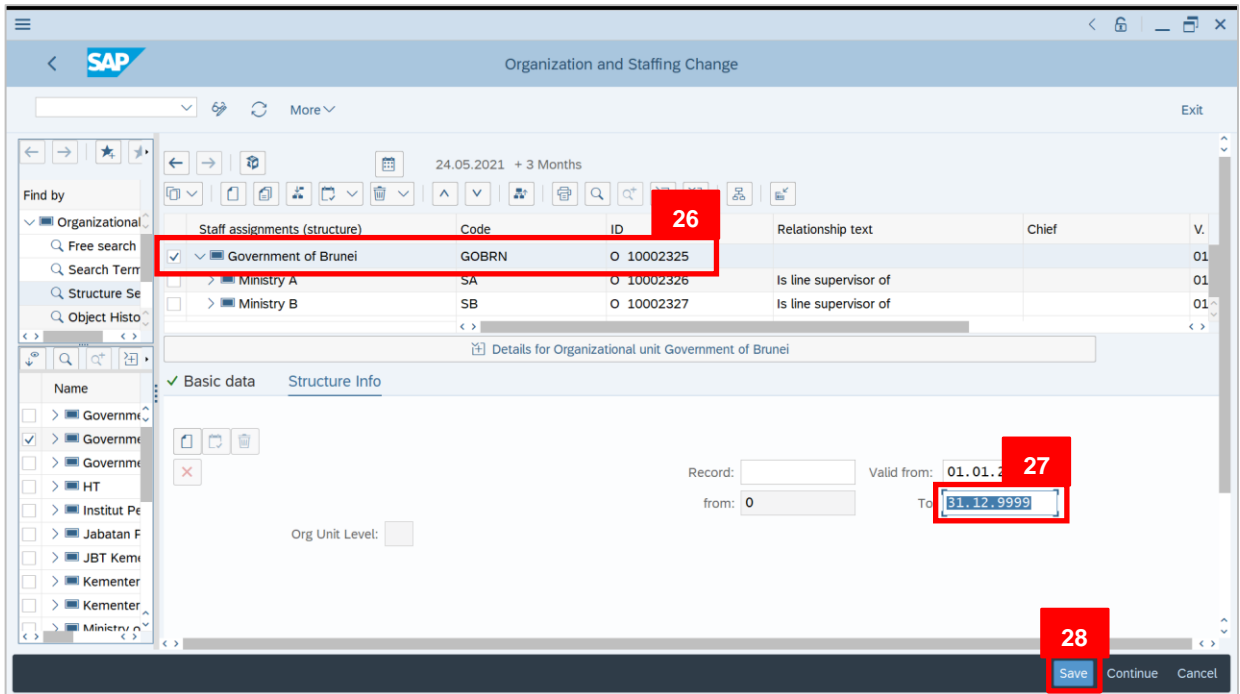
24. Click on 

Outcome: Record has been changed.



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






The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The main table displays the organizational structure with the following data:

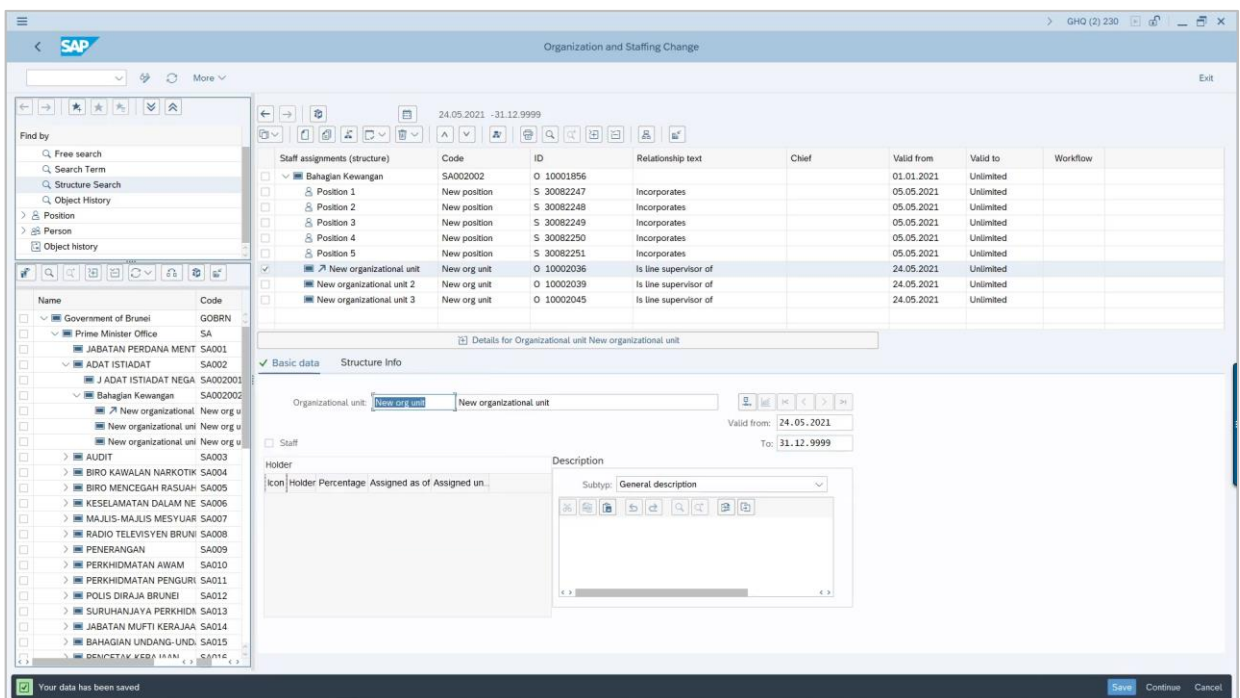
Staff assignments (structure)	Code	ID	Relationship text	Chief	V.
<input checked="" type="checkbox"/> Government of Brunei	GOBRN	O 10002325			01
<input type="checkbox"/> Ministry A	SA	O 10002326	Is line supervisor of		01
<input type="checkbox"/> Ministry B	SB	O 10002327	Is line supervisor of		01

Below the table, the 'Valid from' date is set to 01.01.2021 and the 'Valid to' date is set to 31.12.9999. The 'Save' button is highlighted in red.

26. Tick selected department.

27. Change the **End Date** to 31.12.9999.

28. Click on 



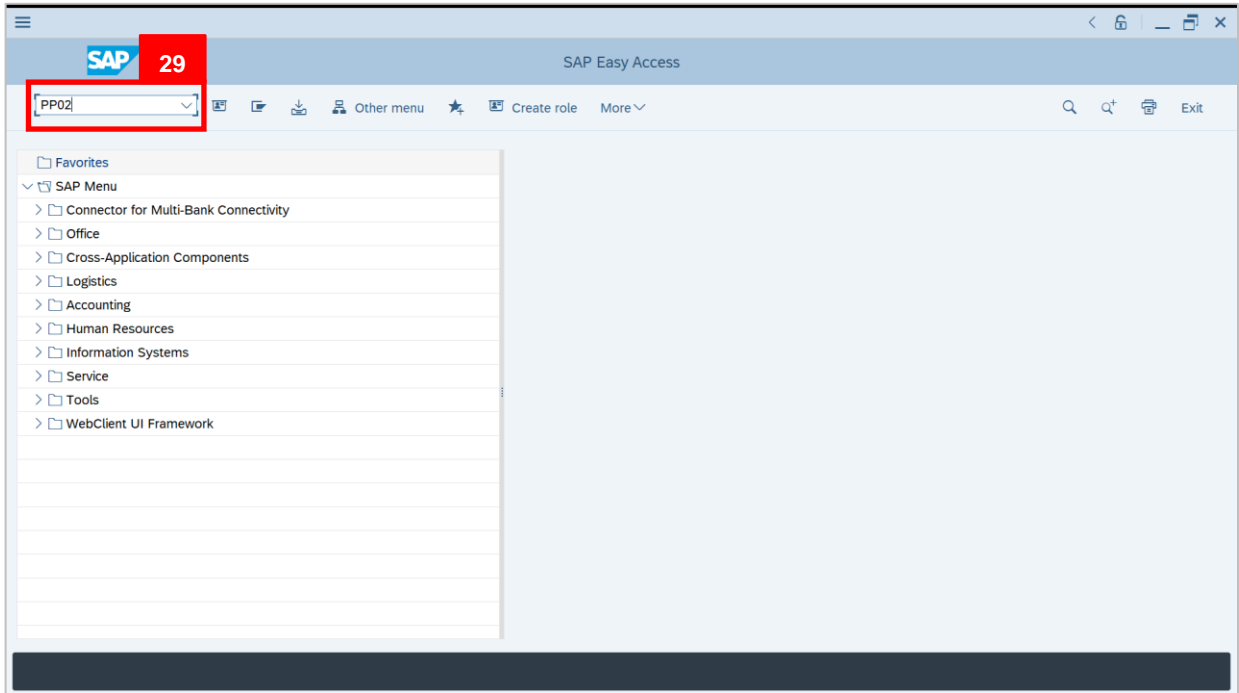
The screenshot shows the SAP GUI interface for 'Organization and Staffing Change' after saving. The main table displays the organizational structure with the following data:

Staff assignments (structure)	Code	ID	Relationship text	Chief	Valid from	Valid to	Workflow
<input checked="" type="checkbox"/> Bahagian Kewangan	SA002002	O 10001856			01.01.2021	Unlimited	
<input type="checkbox"/> Position 1	New position	S 30082247	Incorporates		05.05.2021	Unlimited	
<input type="checkbox"/> Position 2	New position	S 30082248	Incorporates		05.05.2021	Unlimited	
<input type="checkbox"/> Position 3	New position	S 30082249	Incorporates		05.05.2021	Unlimited	
<input type="checkbox"/> Position 4	New position	S 30082250	Incorporates		05.05.2021	Unlimited	
<input type="checkbox"/> Position 5	New position	S 30082251	Incorporates		05.05.2021	Unlimited	
<input checked="" type="checkbox"/> New organizational unit	New org unit	O 10002036	Is line supervisor of		24.05.2021	Unlimited	
<input type="checkbox"/> New organizational unit 2	New org unit	O 10002039	Is line supervisor of		24.05.2021	Unlimited	
<input type="checkbox"/> New organizational unit 3	New org unit	O 10002045	Is line supervisor of		24.05.2021	Unlimited	

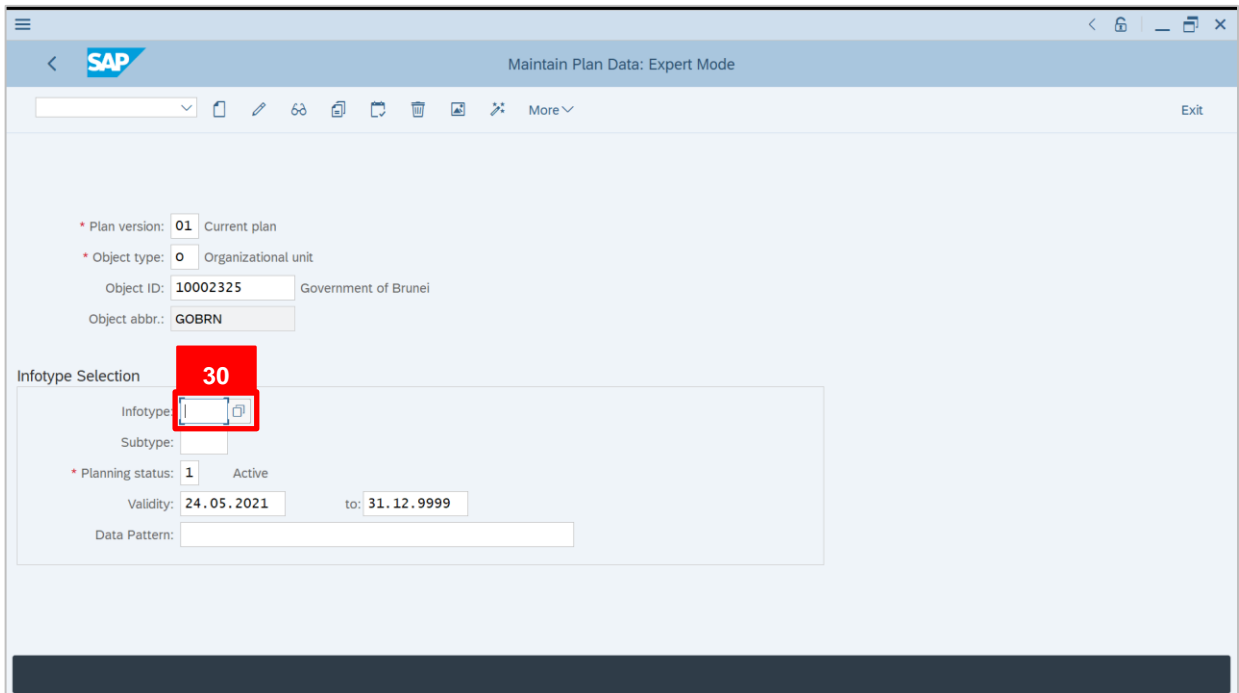
The 'Valid to' date is now 31.12.9999. The 'Save' button is highlighted in red.

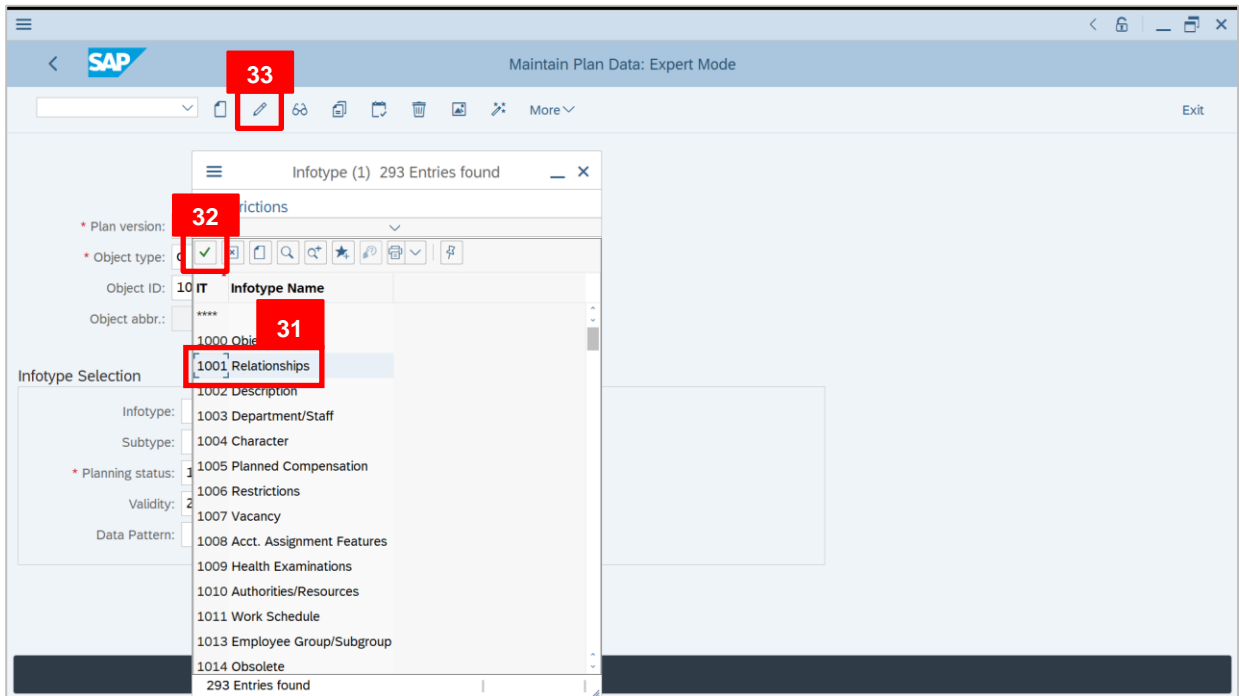
Outcome: Data has been saved.

29. Navigate to **Personnel Actions** page by entering transaction code, **PP02** in the Search Bar and press **Enter** button on the keyboard.




30. Under **Infotype**, click on  icon.

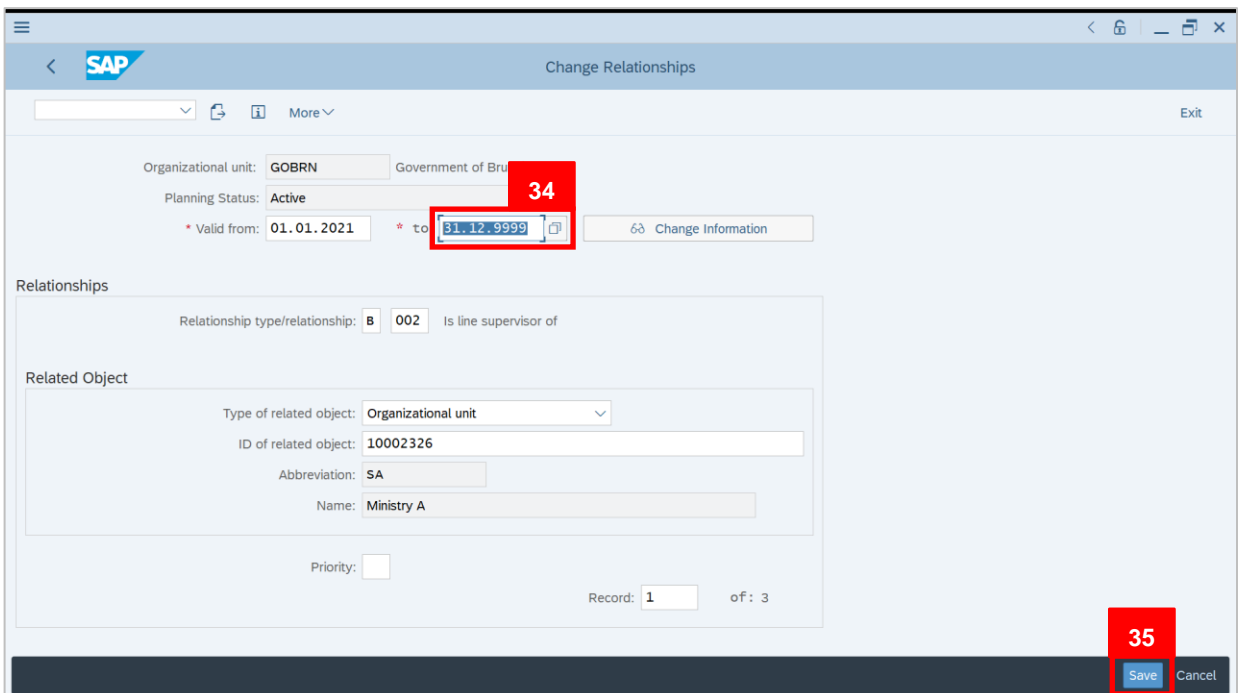




31. Select **1001 Relationships**.

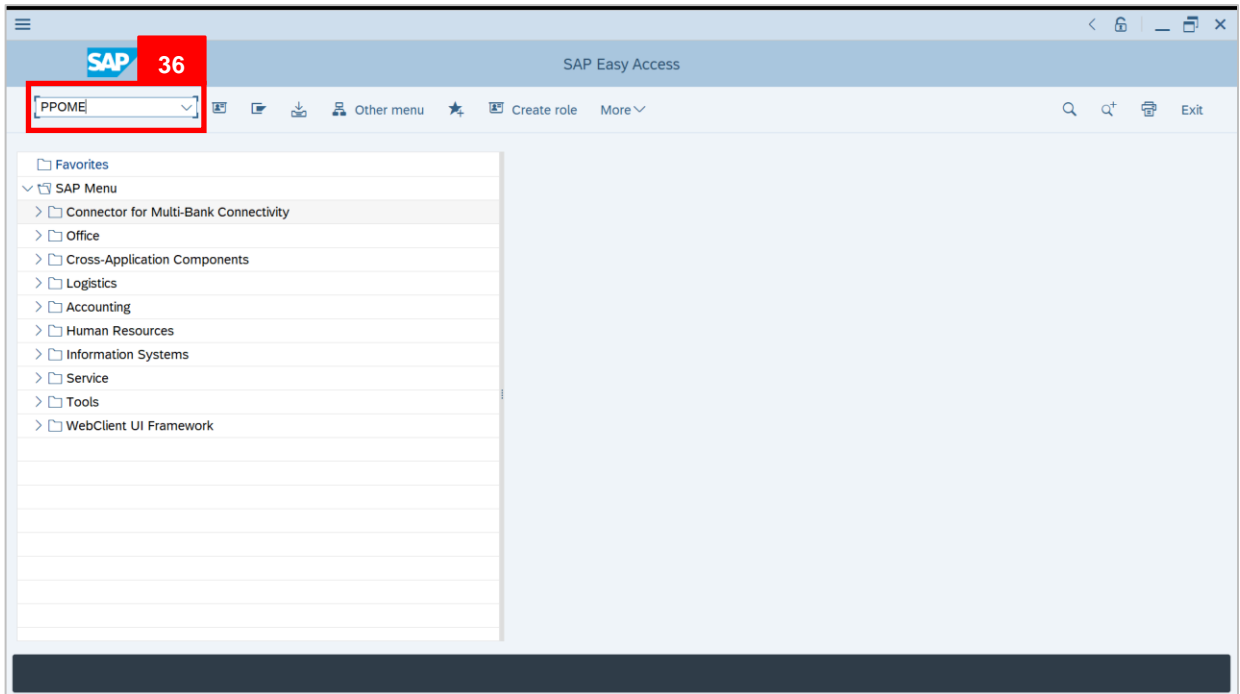
32. Click on  icon.

33. Click on  icon.

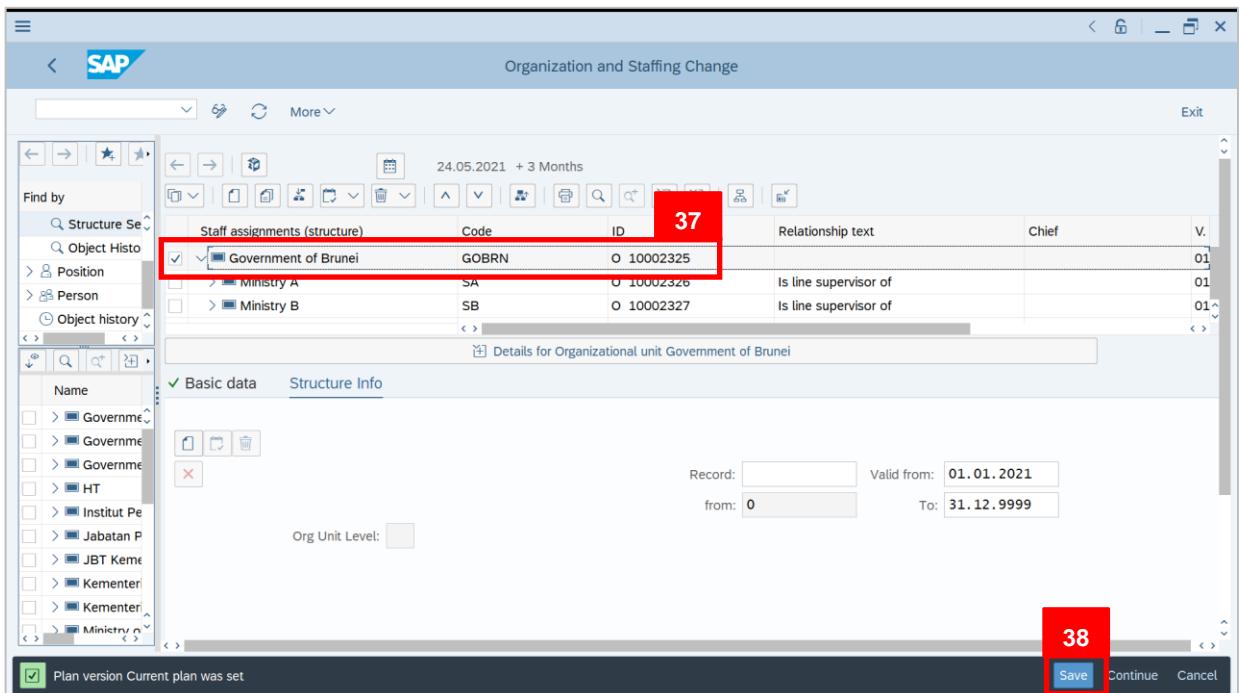


34. Change the **End Date** to **31.12.9999**.

35. Click on .



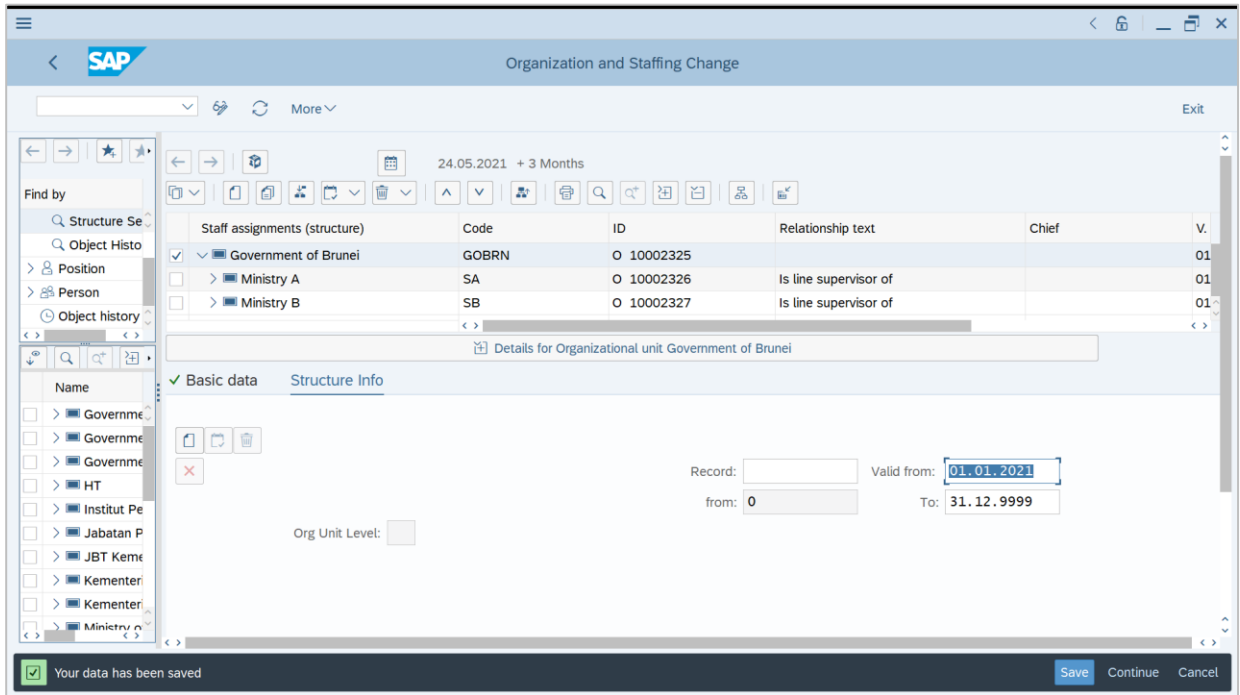
36. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



37. Tick selected department.

38. Click on 

Outcome: Data has been saved.



The screenshot shows the SAP GUI interface for 'Organization and Staffing Change'. The main area displays a table of staff assignments for the Government of Brunei. The table has columns for 'Staff assignments (structure)', 'Code', 'ID', 'Relationship text', 'Chief', and 'V.'. The data rows are:

Staff assignments (structure)	Code	ID	Relationship text	Chief	V.
Government of Brunei	GOBRN	0 10002325			01
Ministry A	SA	0 10002326	Is line supervisor of		01
Ministry B	SB	0 10002327	Is line supervisor of		01

Below the table, the 'Basic data' tab is active, showing the 'Valid from' date as 01.01.2021 and the 'To' date as 31.12.9999. The 'Record' field is set to 0. The status bar at the bottom indicates 'Your data has been saved'.