



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Personnel Administration for**

### **Back End User (SAPGUI)**

## **Bersara**

VERSION: 1.0

## PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration**. All 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 **respective module owner**.

## GLOSSARY

The following acronyms are used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.



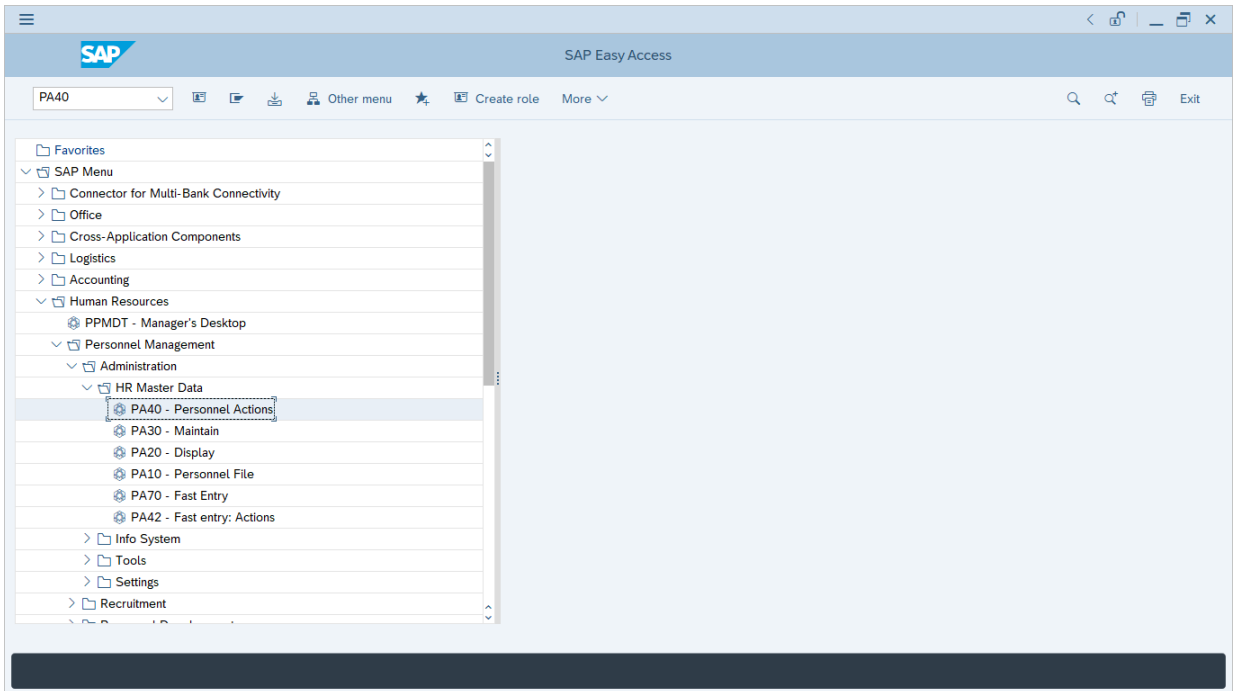
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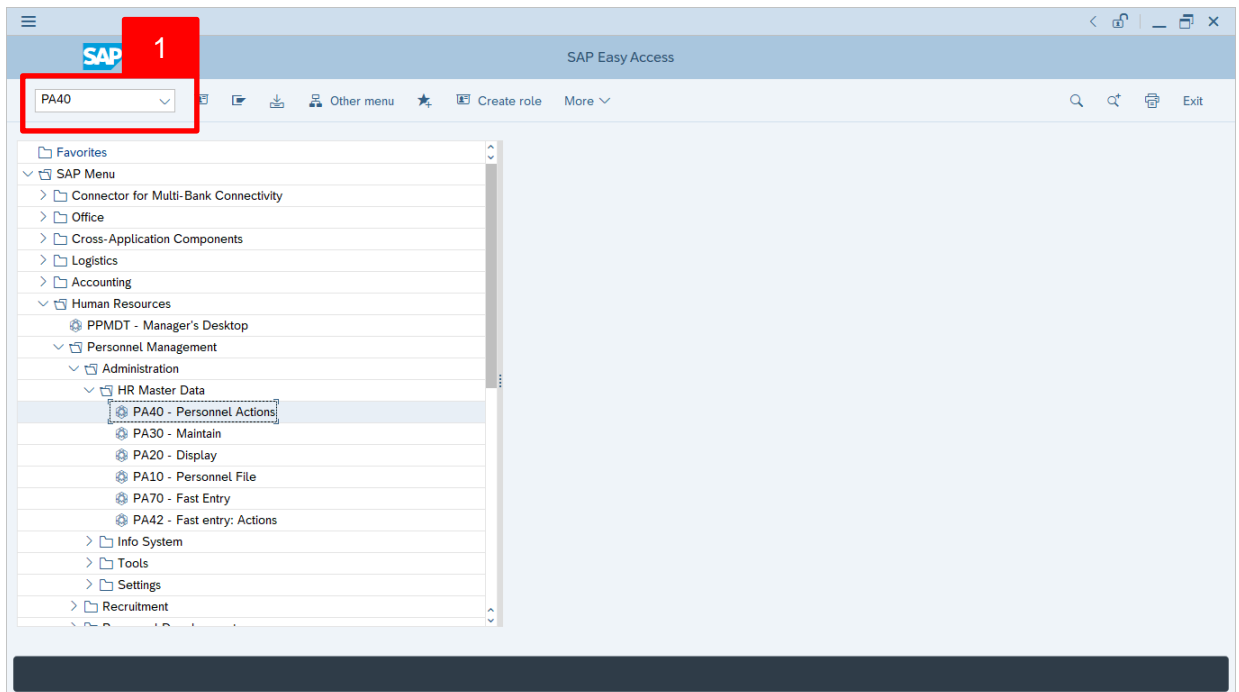
## Copy Actions

## Backend User

Department HR Administrator and HR Administrator (JPA)

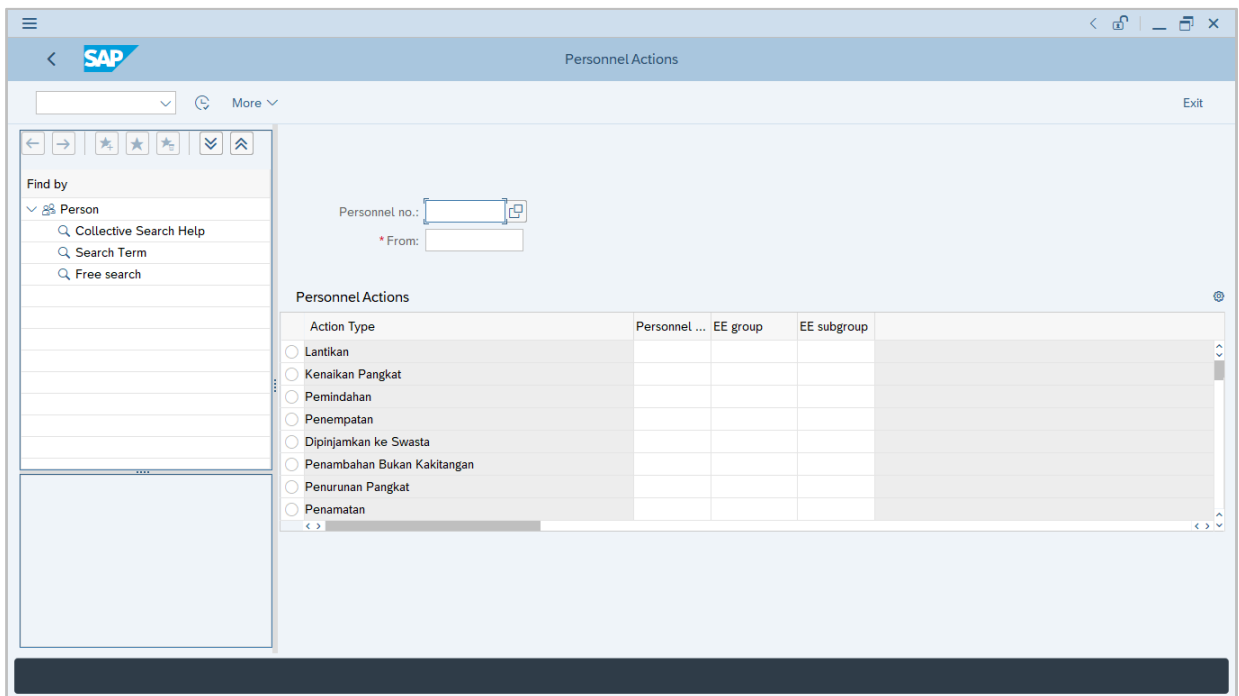


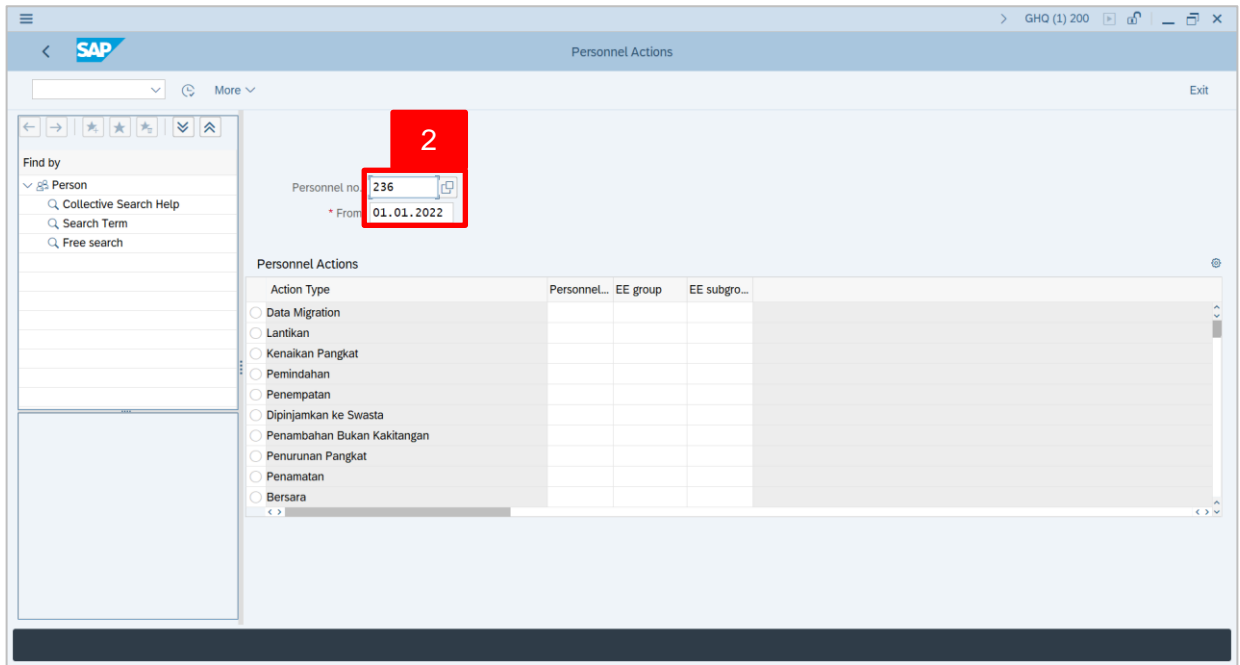
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



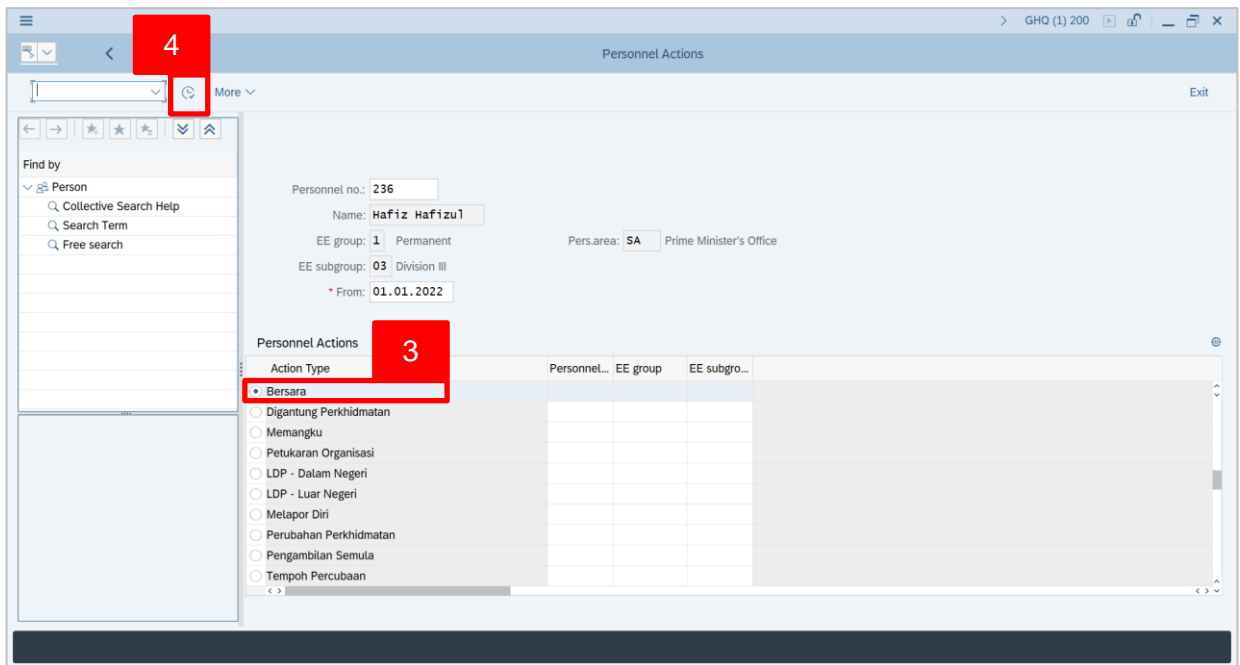
**Note:** Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions**

The **Personnel Actions (PA40)** page will be displayed.





2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the  and select  Bersara

4. Click on  icon.



The **Copy Actions** page will be displayed.

The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and dropdown menus for user information:

- Pers.No.:** 236
- Name:** Hafiz Hafizu1
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- \* Start:** 01.01.2022 **to:** 31.12.9999

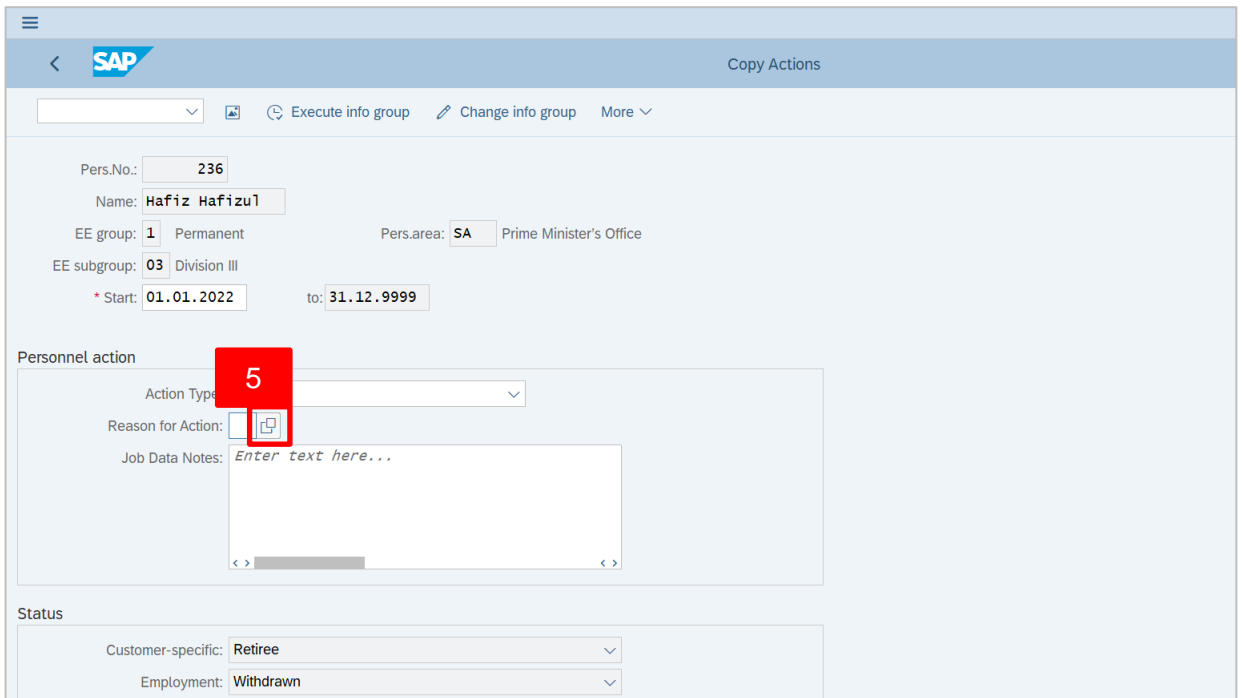
The main section is titled 'Personnel action' and contains:

- Action Type:** Bersara (dropdown)
- Reason for Action:** (empty text field)
- Job Data Notes:** Enter text here... (text area)

Below this is the 'Status' section with three dropdown menus:


- Customer-specific:** Retiree
- Employment:** Withdrawn
- Special payment:** No special payment

At the bottom, there is an 'Organizational assignment' section which is currently empty. The interface concludes with 'Save' and 'Cancel' buttons.




Pers.No.: 236  
 Name: Hafiz Hafizu1  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 03 Division III  
 \* Start: 01.01.2022 to: 31.12.9999

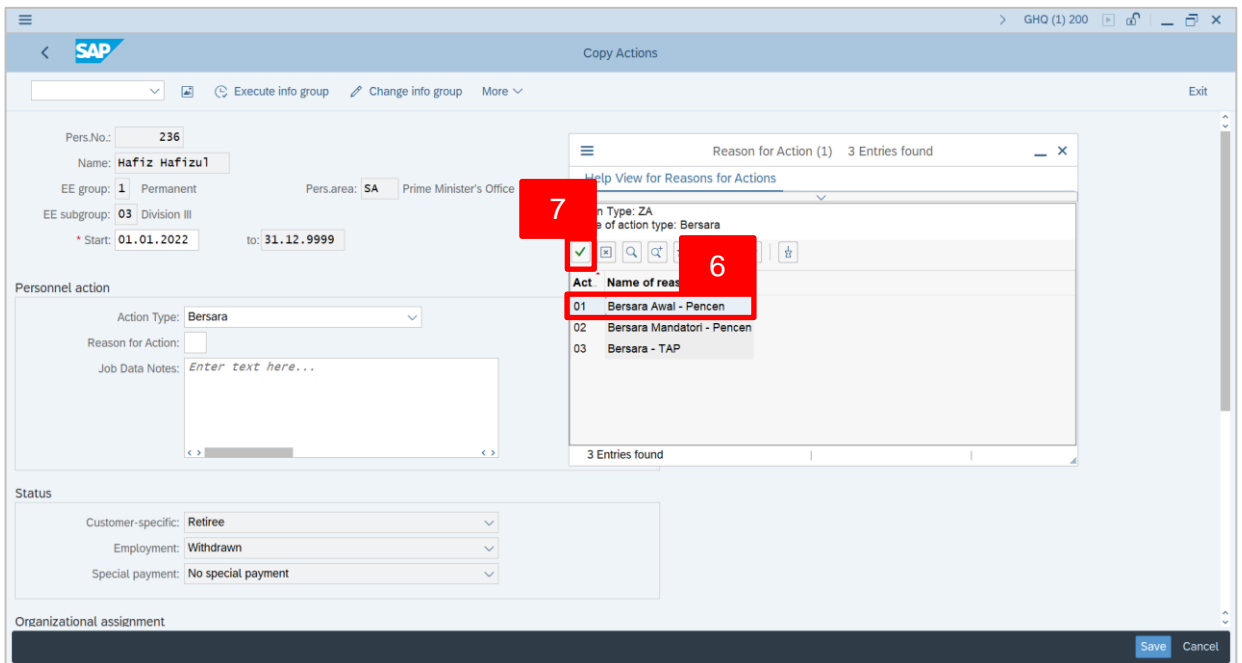
**Personnel action**

Action Type:   
 Reason for Action:    
 Job Data Notes: Enter text here...

**Status**

Customer-specific: Retiree  
 Employment: Withdrawn

5. Under **Personnel action** section, click on  icon for Reason for Action.



Pers.No.: 236  
 Name: Hafiz Hafizu1  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 03 Division III  
 \* Start: 01.01.2022 to: 31.12.9999

**Personnel action**

Action Type: Bersara  
 Reason for Action:   
 Job Data Notes: Enter text here...

**Status**

Customer-specific: Retiree  
 Employment: Withdrawn  
 Special payment: No special payment

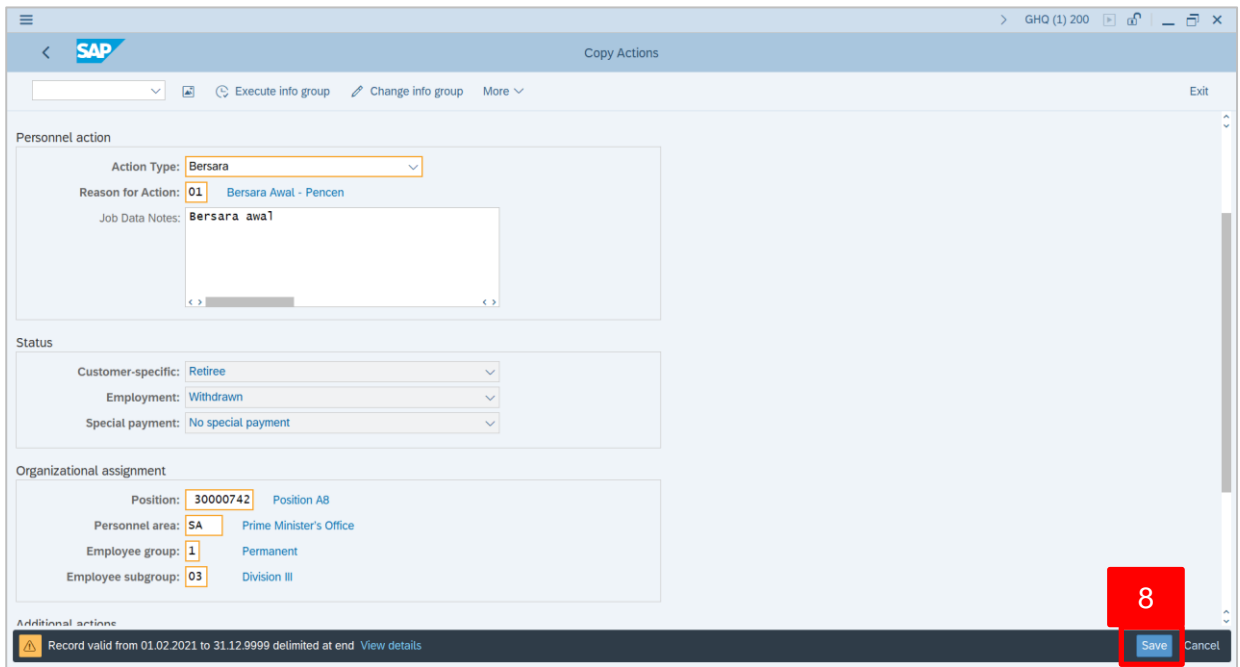
**Reason for Action (1) 3 Entries found**

Act. Name of rea:  
 01 Bersara Awal - Pencion  
 02 Bersara Mandatori - Pencion  
 03 Bersara - TAP

6. Select **Reason for Action** option, for example: **01 Bersara Awal – Pencion**

7. Click on  icon.





Personnel action

Action Type: Bersara

Reason for Action: 01 Bersara Awal - Pencion

Job Data Notes: Bersara awal

Status

Customer-specific: Retiree

Employment: Withdrawn

Special payment: No special payment

Organizational assignment

Position: 30000742 Position AB

Personnel area: SA Prime Minister's Office


Employee group: 1 Permanent

Employee subgroup: 03 Division III

Additional actions

Record valid from 01.02.2021 to 31.12.9999 delimited at end View details

Save Cancel

8. Press **Enter** on the keyboard and click 

Outcome: Record is created.



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

The screenshot shows the SAP 'Copy Organizational assignment' interface. The page is titled 'Copy Organizational assignment' and includes a navigation bar with 'Org Structure' and 'More' options. The main content area is divided into several sections:

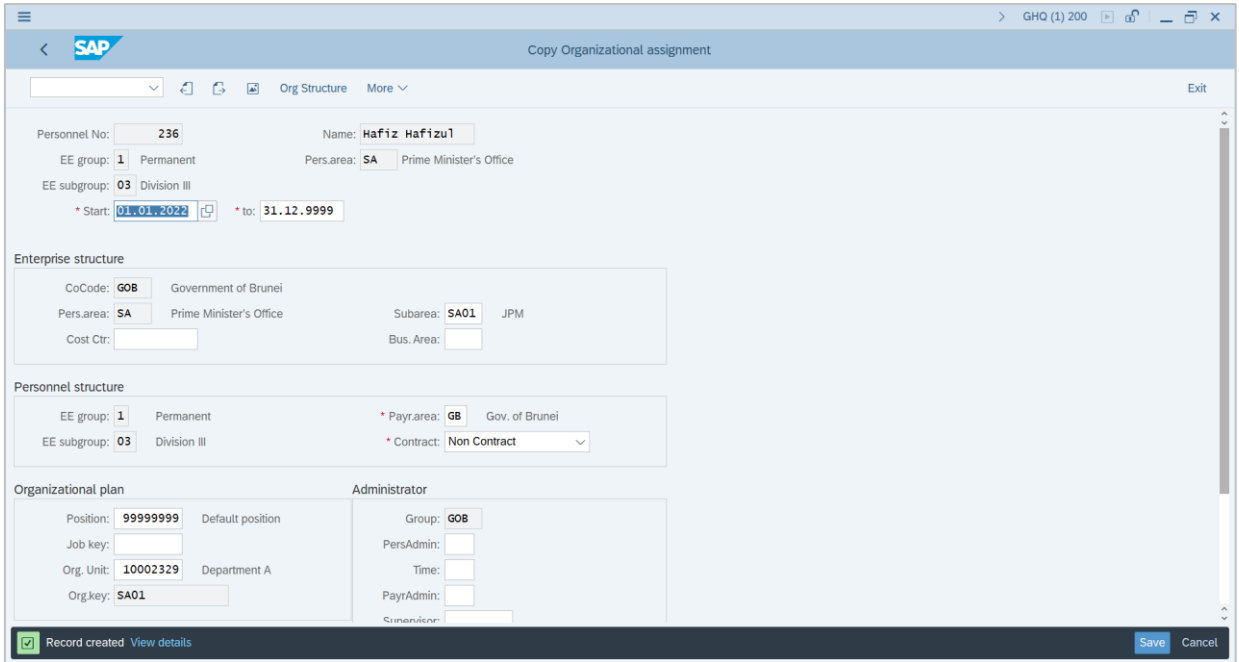
- Personnel Data:** Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 01.01.2022, to: 31.12.9999.
- Enterprise structure:** CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, Cost Ctr: [empty], Bus. Area: [empty].
- Personnel structure:** EE group: 1 Permanent, Payr.area: GB Gov. of Brunei, EE subgroup: 03 Division III, Contract: Non Contract.
- Organizational plan:** Position: 99999999 Default position, Job key: [empty], Org. Unit: 10002329 Department A, Org.key: SA01.
- Administrator:** Group: GOB, PersAdmin: [empty], Time: [empty], PayrAdmin: [empty], Supervisor: [empty].

At the bottom, there is a status bar with a green checkmark, 'Record created', a 'View details' link, and 'Save' and 'Cancel' buttons.

**Copy Organizational Assignment**

**Backend User**

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' interface. The personnel details are as follows:

- Personnel No: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- \* Start: 01.01.2022
- \* to: 31.12.9999

The Enterprise structure section includes:

- CoCode: GOB Government of Brunei
- Pers.area: SA Prime Minister's Office
- Subarea: SA01 JPM
- Cost Ctr: [Empty]
- Bus. Area: [Empty]

The Personnel structure section includes:

- EE group: 1 Permanent
- EE subgroup: 03 Division III
- \* Payr.area: GB Gov. of Brunei
- \* Contract: Non Contract

The Organizational plan section includes:

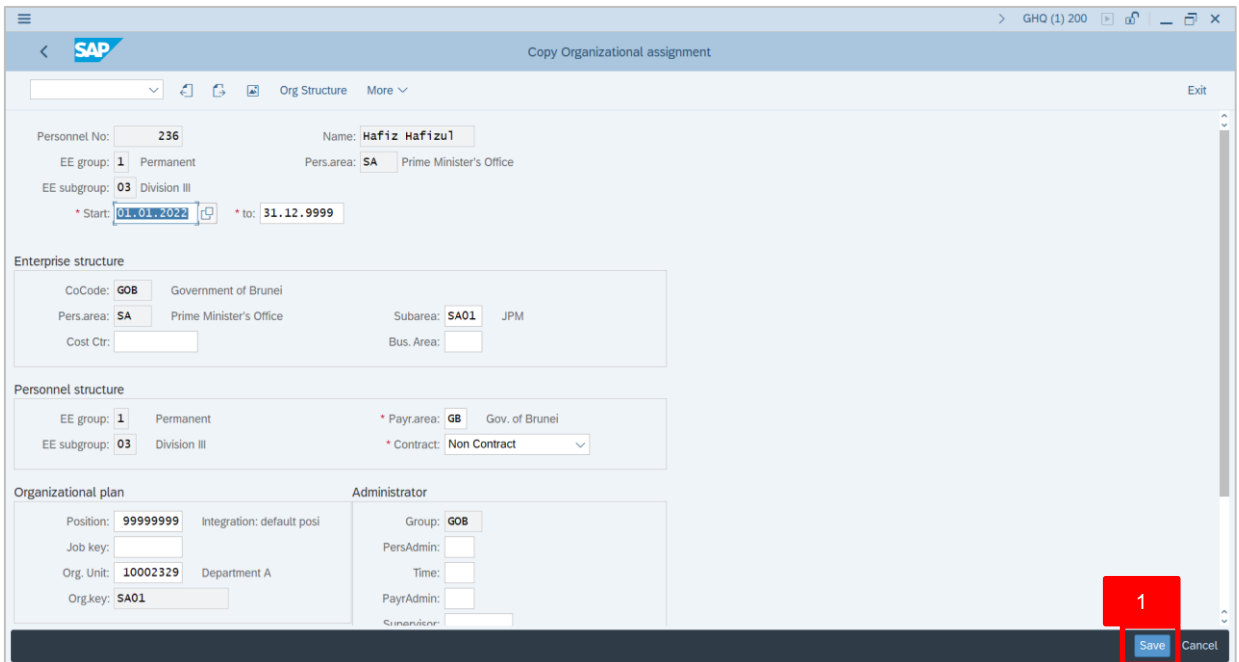
- Position: 99999999 Default position
- Job key: [Empty]
- Org. Unit: 10002329 Department A
- Org.key: SA01

The Administrator section includes:

- Group: GOB
- PersAdmin: [Empty]
- Time: [Empty]
- PayrAdmin: [Empty]
- Supervisor: [Empty]

At the bottom, a message states 'Record created' with a 'View details' link. 'Save' and 'Cancel' buttons are visible in the bottom right corner.

1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



This screenshot is identical to the one above, showing the SAP 'Copy Organizational assignment' interface for Hafiz Hafizu1. The 'Save' button in the bottom right corner is highlighted with a red box, and the number '1' is written inside the box, indicating the step in the procedure.

**Delimit Planned Working Time**

**Backend User**

Department HR Administrator and HR Administrator (JPA)

Delimit Planned Working Time page will be displayed.

The screenshot shows the SAP 'Delimit Planned Working Time' interface. At the top, there are navigation icons and the text 'GHQ (1) 200'. Below this, the SAP logo and the title 'Delimit Planned Working Time' are visible. The main area contains input fields for 'Personnel No.' (236), 'Name' (Hafiz Hafizu1), 'EE group' (1 Permanent), 'Pers.area' (SA Prime Minister's Office), 'EE subgroup' (03 Division III), 'Choose' (01.01.2022 to 31.12.9999), and 'Delimit.Date' (01.01.2022). Below these fields is a table with columns: Start Date, End Date, WS rule, T, MoHrs, Wk.hrs, Hrs/Da, WkDys, LI, and AI. The first row of the table is highlighted with a checkmark in the first column. At the bottom, it says 'Entry: 1 of 1'.

Start Date	End Date	WS rule	T	MoHrs	Wk.hrs	Hrs/Da	WkDys	LI	AI
01.02.2021	31.12.9999	N0010001	1	162.00	37.50	7.50	5.00		01

1. Click on the 

This screenshot is identical to the previous one but includes two red annotations. A red box with the number '1' is placed over the checkmark in the first column of the table. Another red box with the number '2' is placed over the 'More' button in the top navigation bar.

2. Click on the **Delimit**  button.

**Delimit  
Communication**

**Backend User**

Department HR Administrator and HR Administrator (JPA)

Delimit Communication page will be displayed.

Personnel No: 236 Name: Hafiz Hafizu1  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
Choose: 01.01.2022 to: 31.12.9999 STy.: Delimit.Date: 01.01.2022

Start Date	End Date	Com...	Name	System ID	LI
01.02.2021	31.12.9999	0001	ESS/MSS ID	01100008	
01.02.2021	31.12.9999	0010	Office Email	HAFIZ.HAFIZUL@PMO.GOV.BN	
01.02.2021	31.12.9999	0023	Mobile Number	8111888	

Entry: 1 of 3

Records delimited Save Cancel

1. Click on the

Personnel No: 236 Name: Hafiz Hafizu1  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
Choose: 01.01.2022 to: 31.12.9999 STy.: Delimit.Date: 01.01.2022

Start Date	End Date	Com...	Name	System ID	LI
<input checked="" type="checkbox"/>	01.02.2021	31.12.9999	0001	ESS/MSS ID	01100008
<input checked="" type="checkbox"/>	01.02.2021	31.12.9999	0010	Office Email	HAFIZ.HAFIZUL@PMO.GOV.BN
<input checked="" type="checkbox"/>	01.02.2021	31.12.9999	0023	Mobile Number	8111888

Entry: 1 of 3

Records delimited Save Cancel

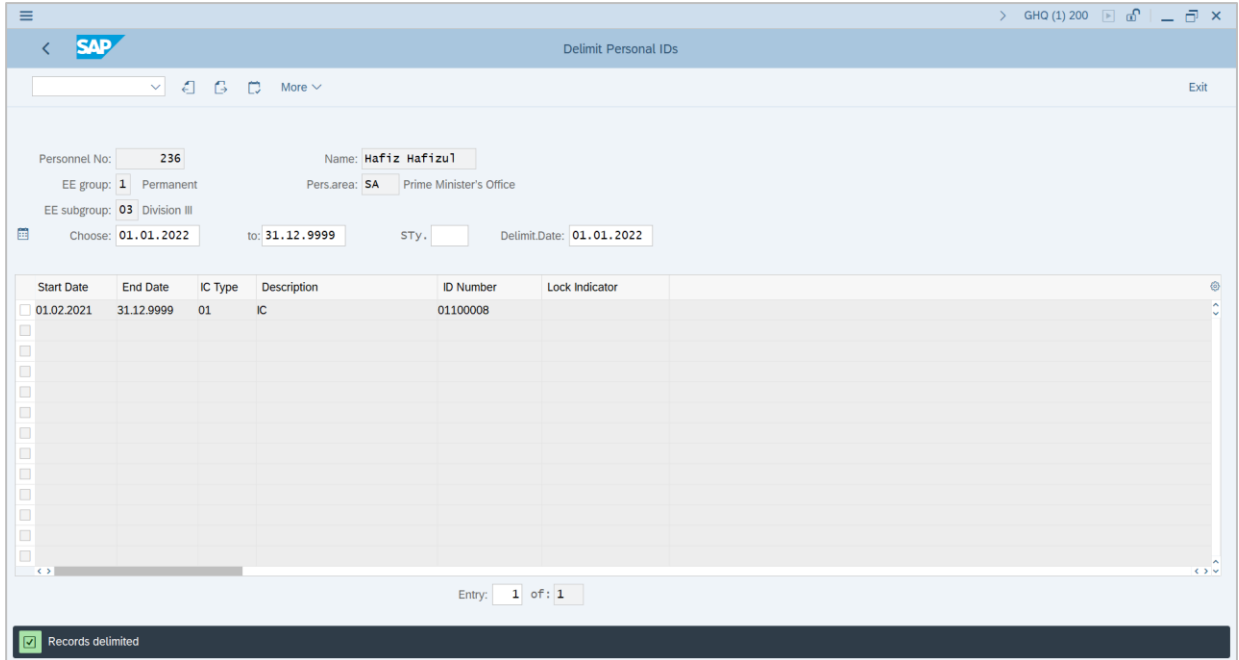
2. Click on the **Delimit** button.

**Delimit Personal IDs**

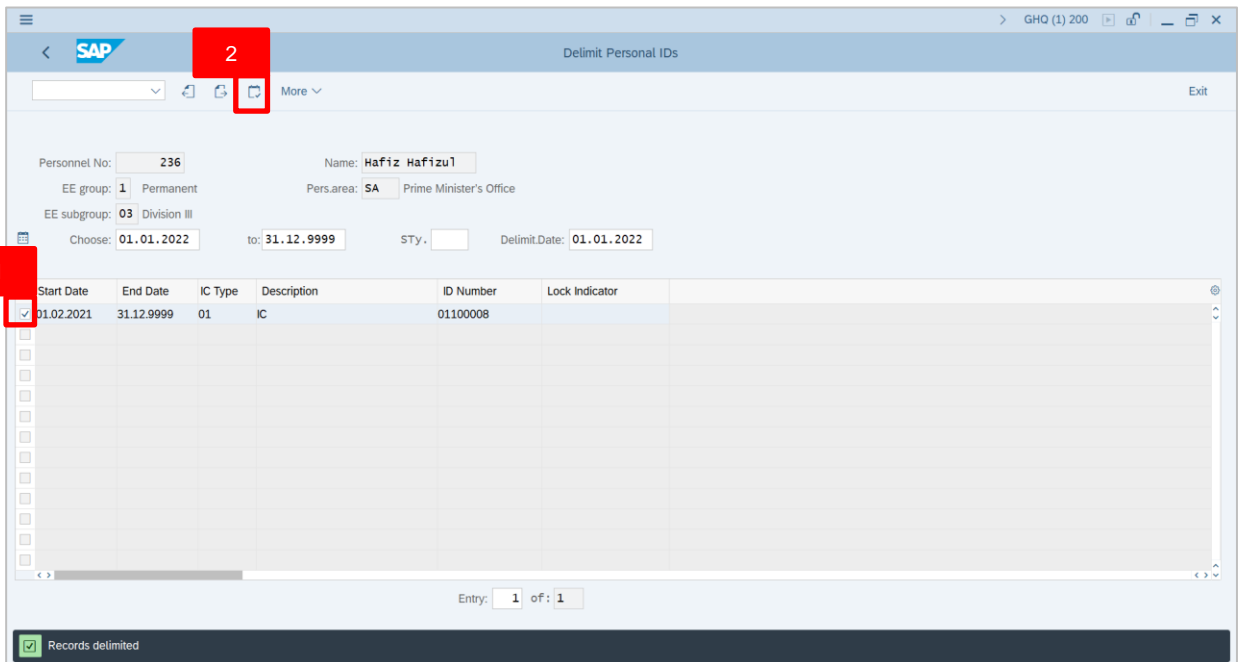
**Backend User**

Department HR Administrator and HR Administrator (JPA)

**Delimit Communication** page will be displayed.



1. Click on the 

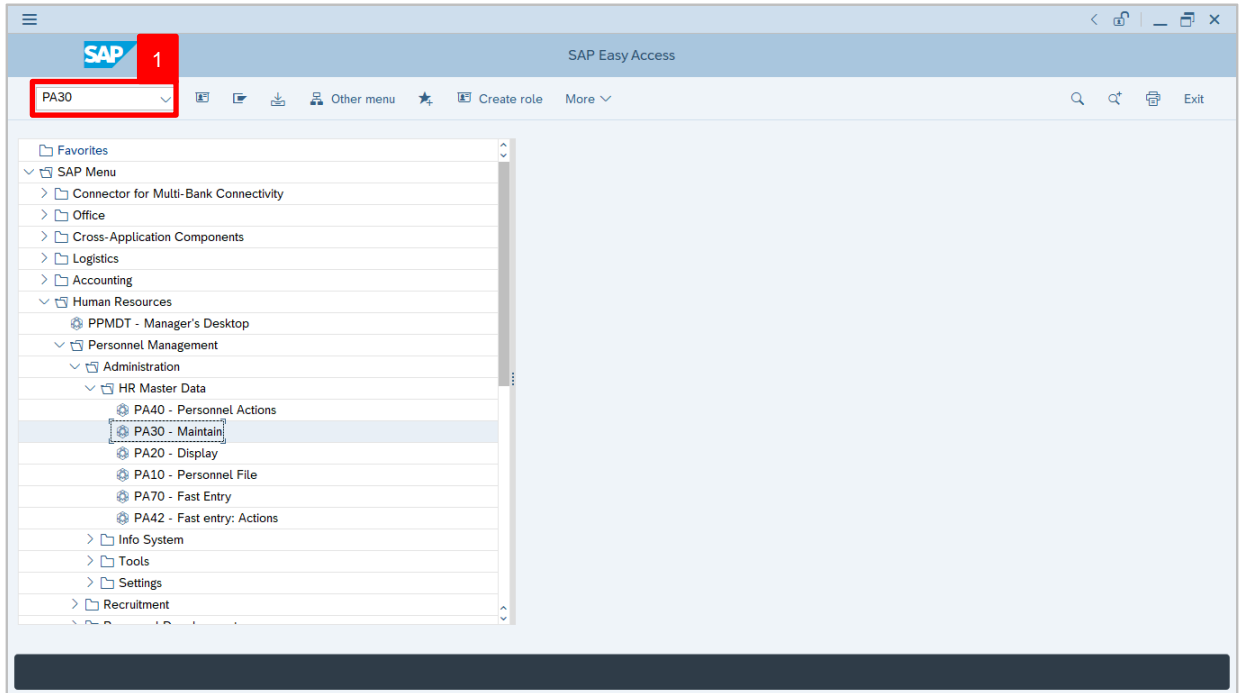


2. Click on the **Delimit**  button.

## View Action Overview

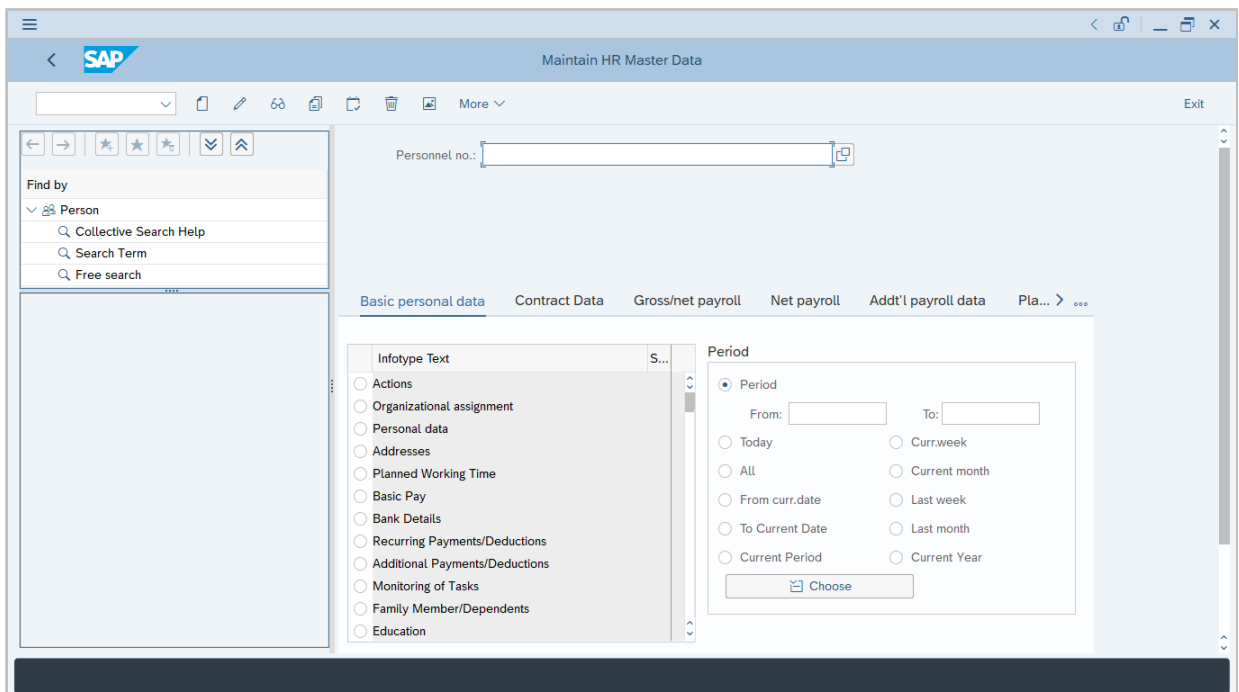
## Backend User

Department HR Administrator and HR Administrator (JPA)



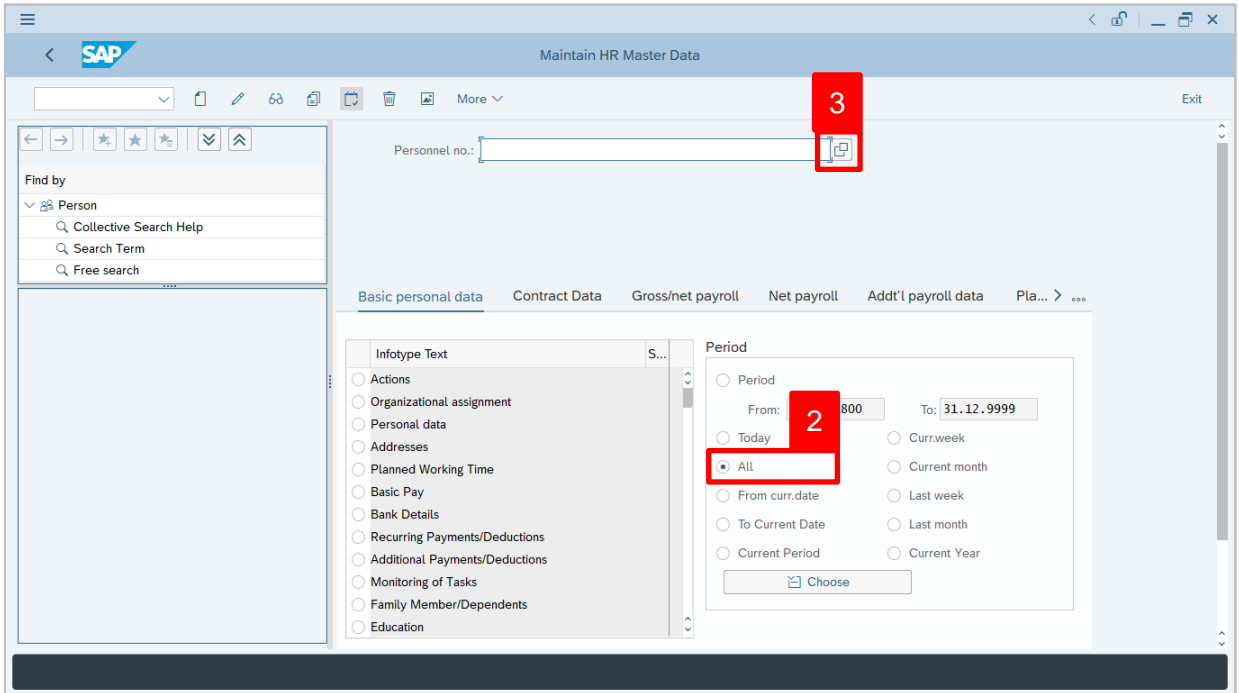
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

The **Maintain HR Master Data (PA30)** page will be displayed.



**Note:**

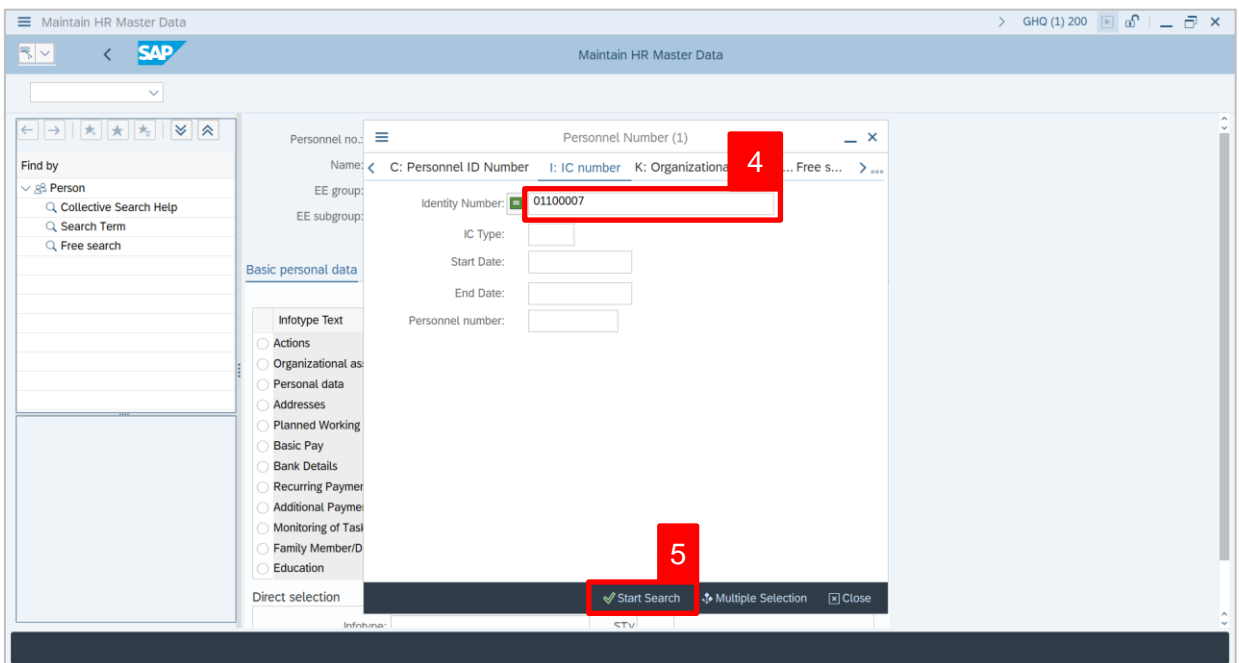
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



2. Under **Period** section, click on  and select **All**

All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

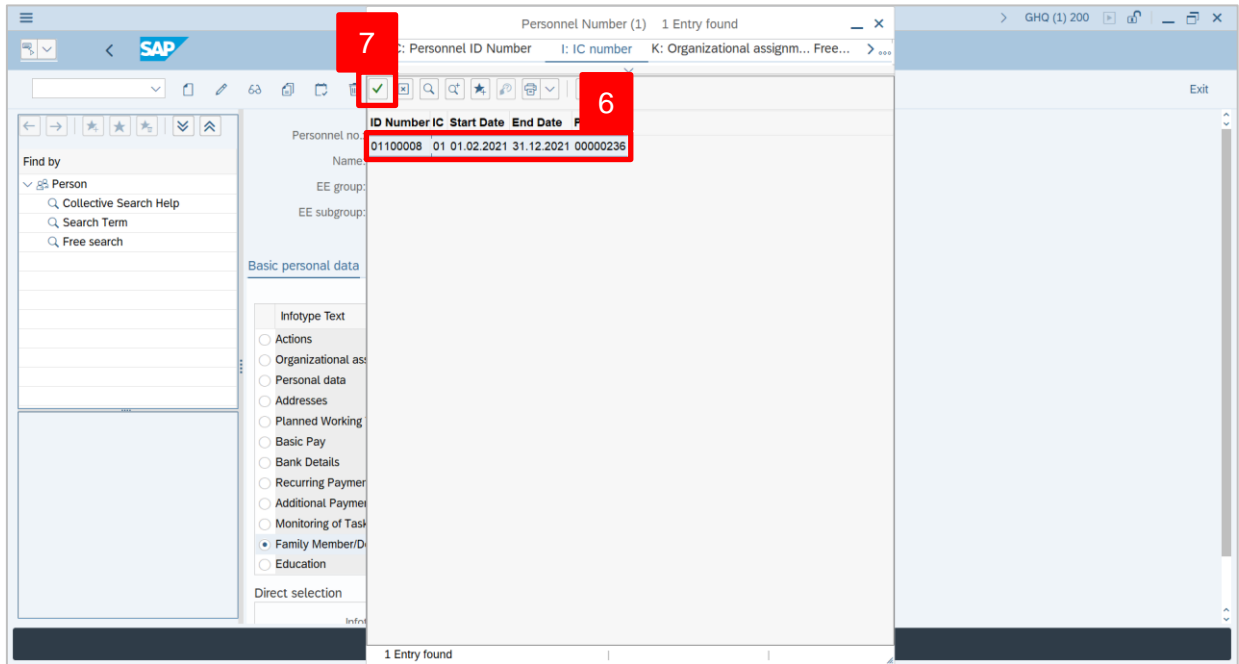
3. Click on  icon for Personnel No.





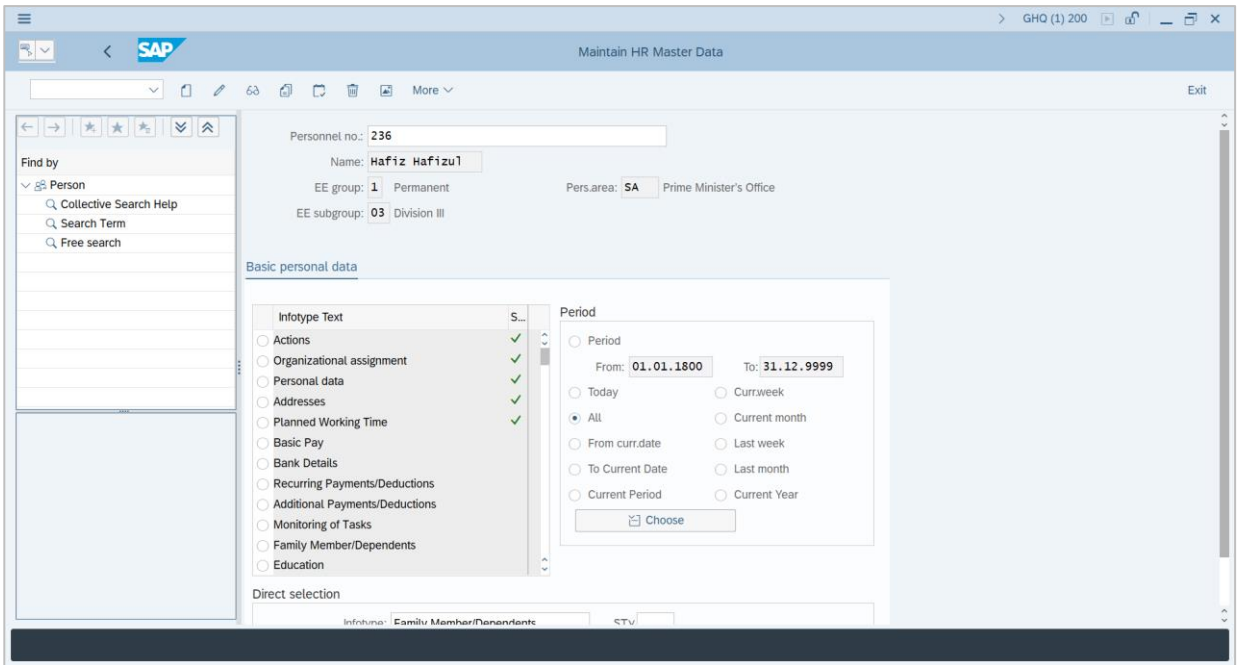
4. Enter the personnel IC Number.

5. Click on  icon.

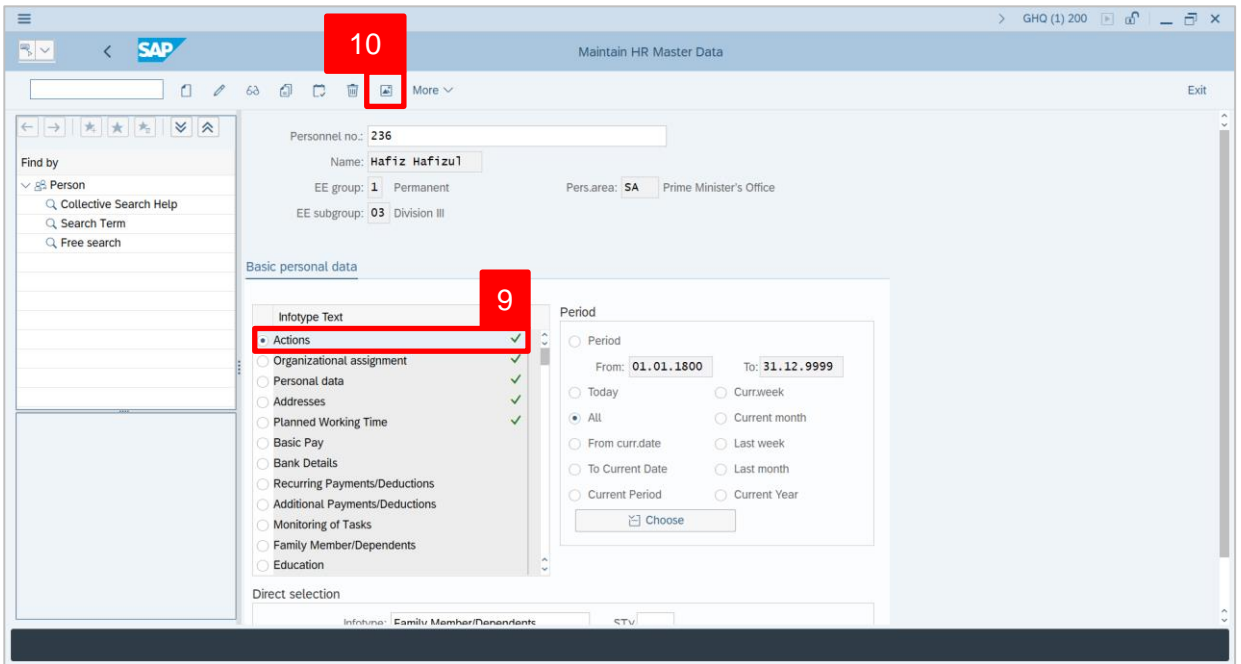



6. Select the searched personnel.


7. Click on  icon.



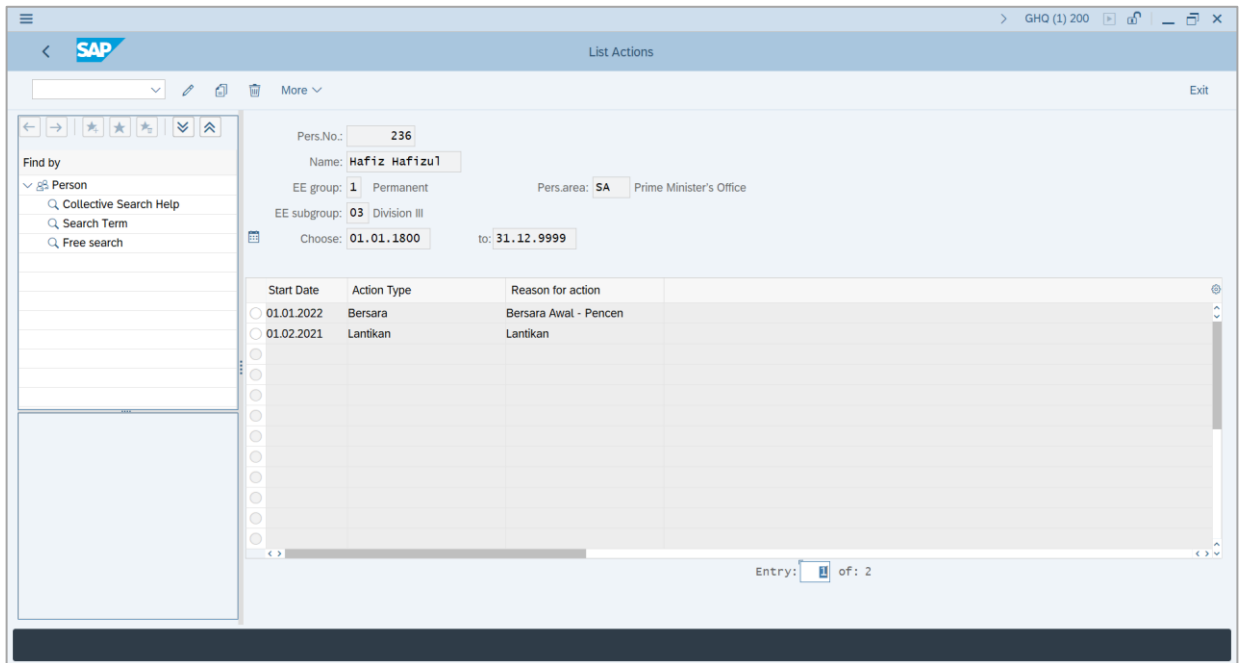
The personnel information will be displayed.



9. Under **Basic personal data**, click on  and select **Actions**

10. Click on  icon.

The **List Actions** page will be displayed.



The screenshot shows the SAP 'List Actions' interface for employee Hafiz Hafizu1 (Pers.No.: 236). The interface includes a search sidebar, a filter section, and a table of actions.

**Filter Section:**

- Pers.No.: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

**Table of Actions:**

Start Date	Action Type	Reason for action
<input type="radio"/> 01.01.2022	Bersara	Bersara Awal - Pencen
<input type="radio"/> 01.02.2021	Lantikan	Lantikan

Entry: 1 of 2

User can view the personnel actions in this page.