



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI)

Pengambilan Semula (Re-Hiring)

VERSION: 1.0



INTRODUCTION

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 **SSM Help Desk**.

GLOSSARY

The following acronyms are 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**.









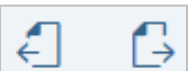


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SAP ICONS

The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

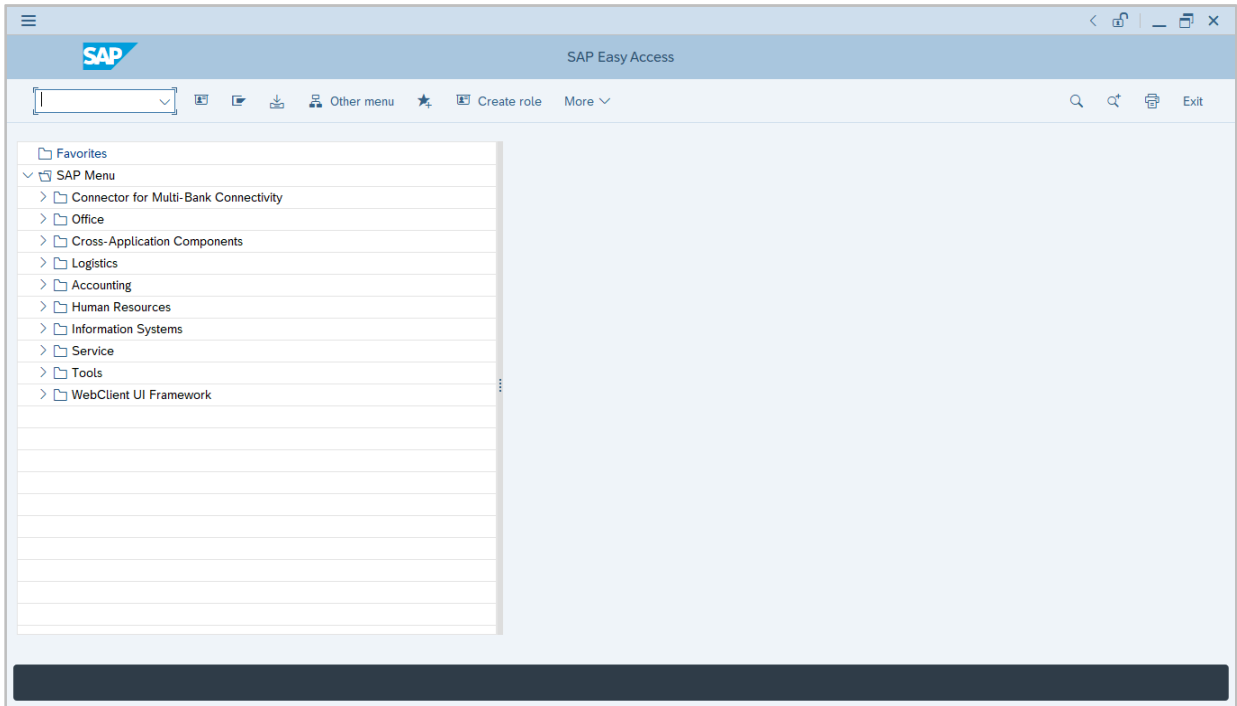
Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

Copy Actions

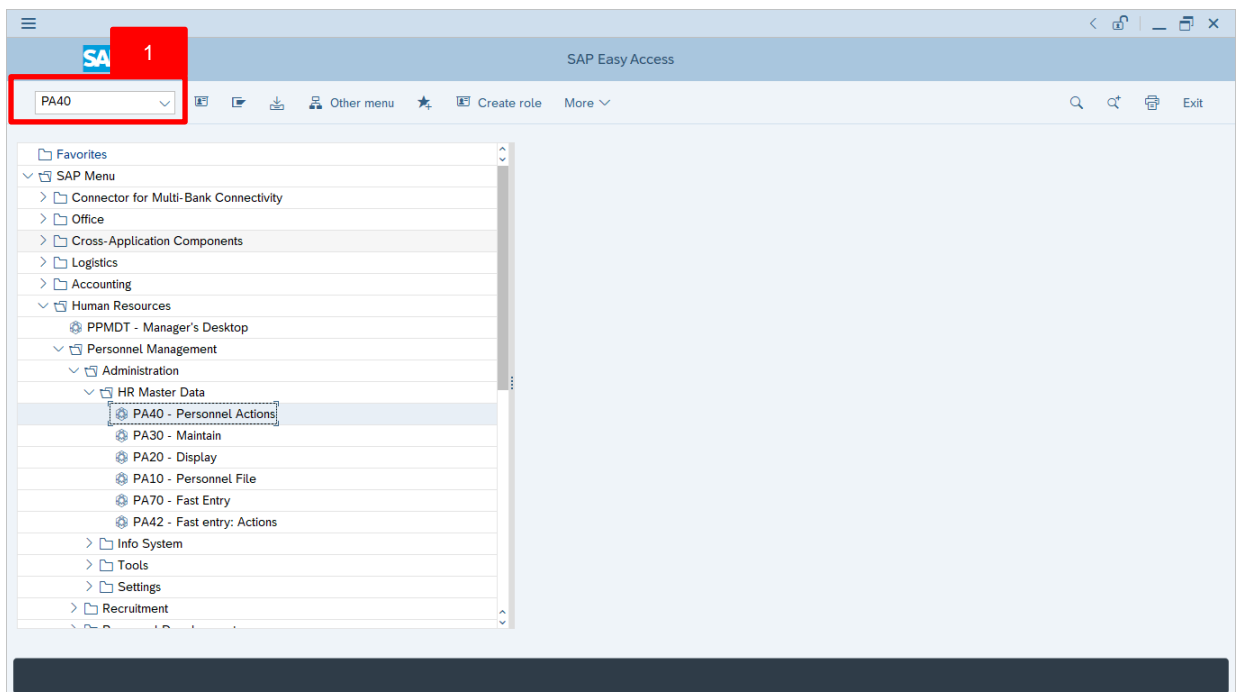
Backend User

Department HR Administrator and HR Administrator (JPA)

The **SAP Easy Access** page will be displayed.

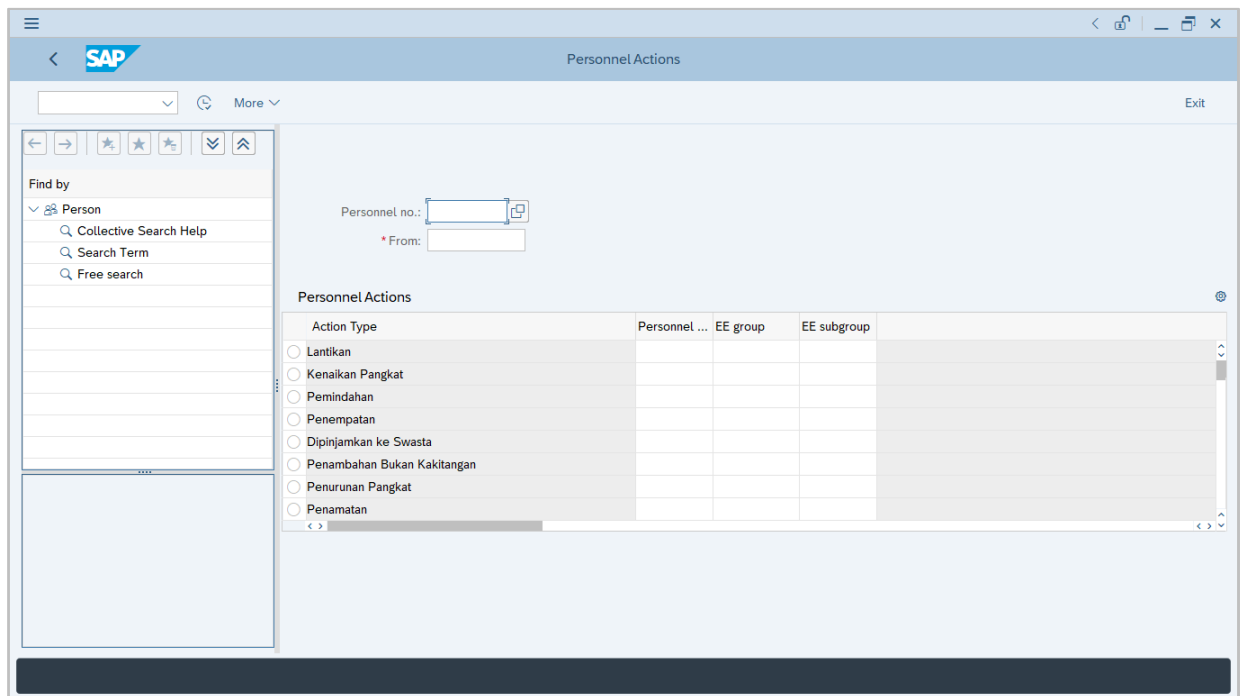


1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



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

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



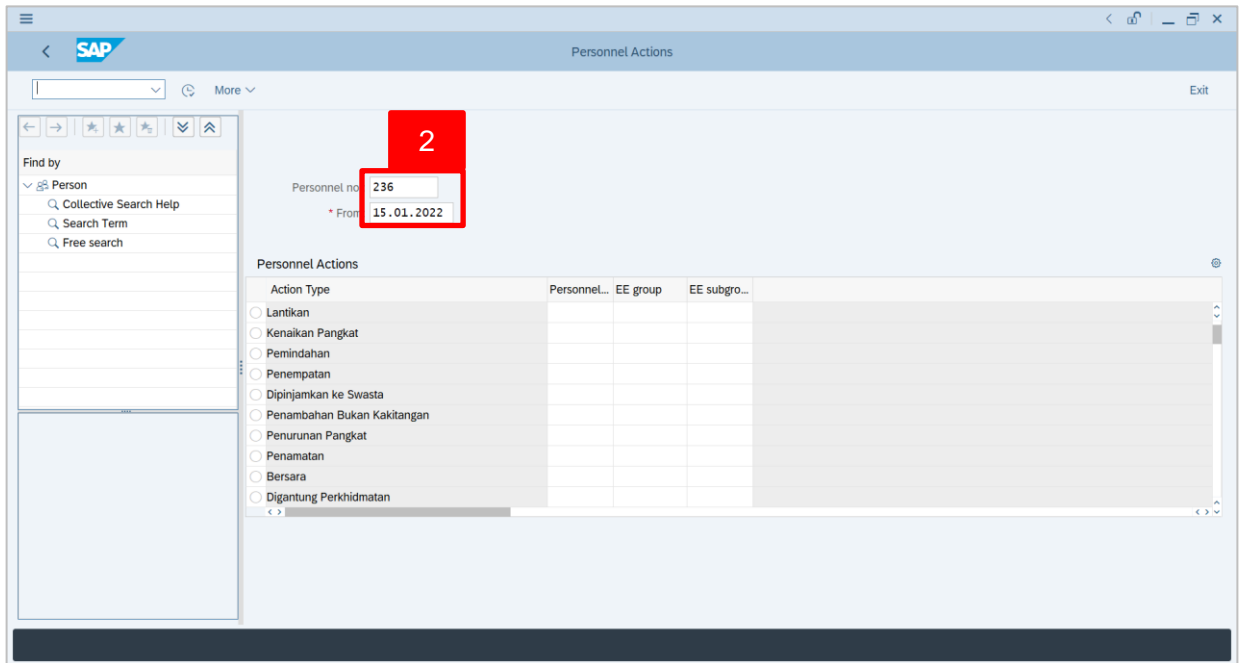
Personnel Actions

Personnel no.:

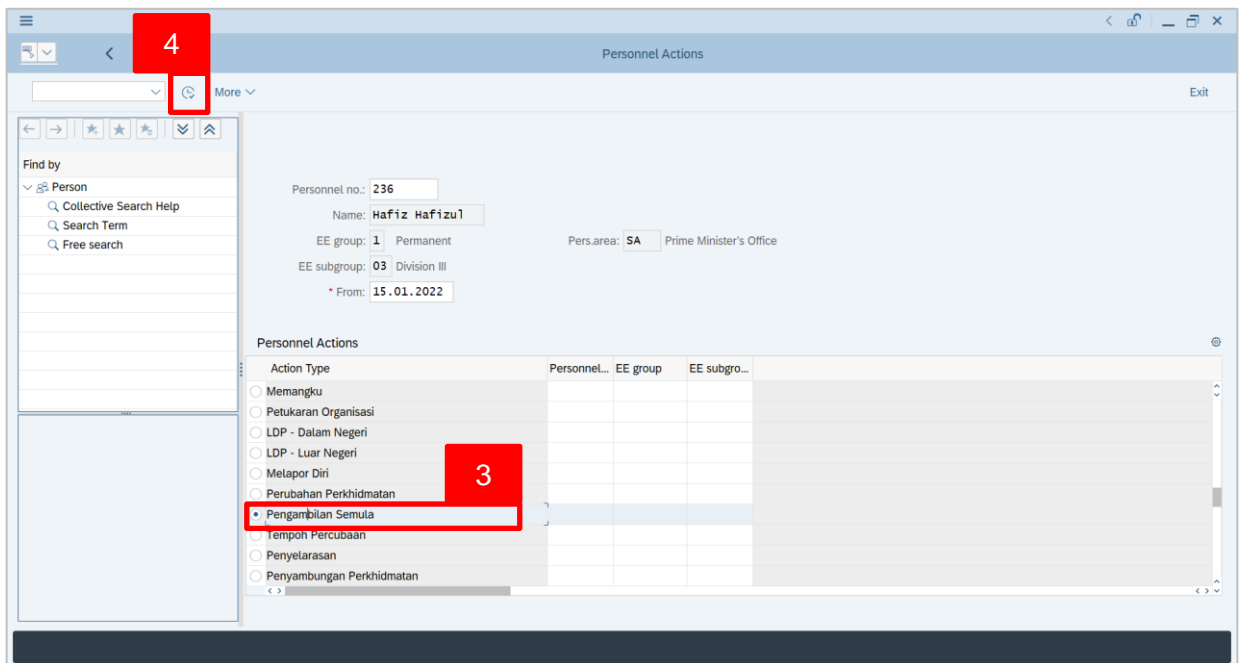
* From:

PersonnelActions

Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			



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 Pengambilan Semula

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 buttons for user selection and execution. The main area is divided into sections: 'Personnel action', 'Status', and 'Organizational assignment'. The 'Personnel action' section includes a dropdown for 'Action Type' (set to 'Pengambilan Semula'), a 'Reason for Action' field, and a 'Job Data Notes' text area. The 'Status' section has three dropdown menus for 'Customer-specific', 'Employment', and 'Special payment'. The 'Organizational assignment' section is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

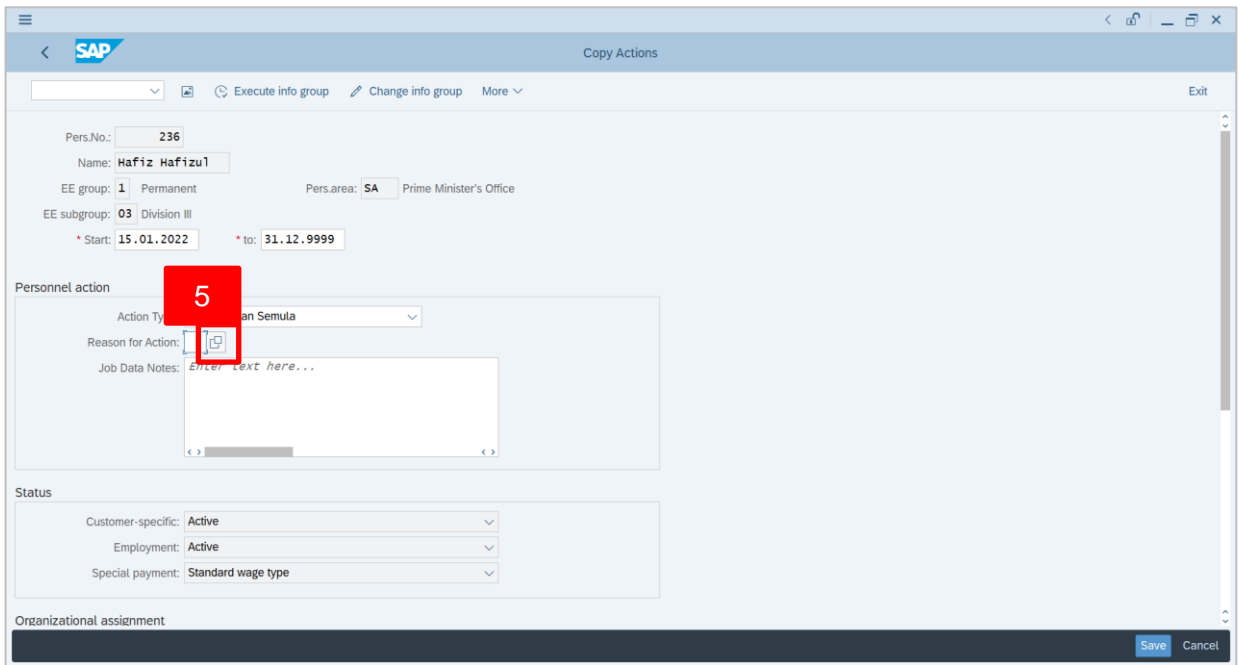
Pers.No.: 236
Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 15.01.2022 * to: 31.12.9999


Personnel action
Action Type: Pengambilan Semula
Reason for Action:
Job Data Notes: Enter text here...

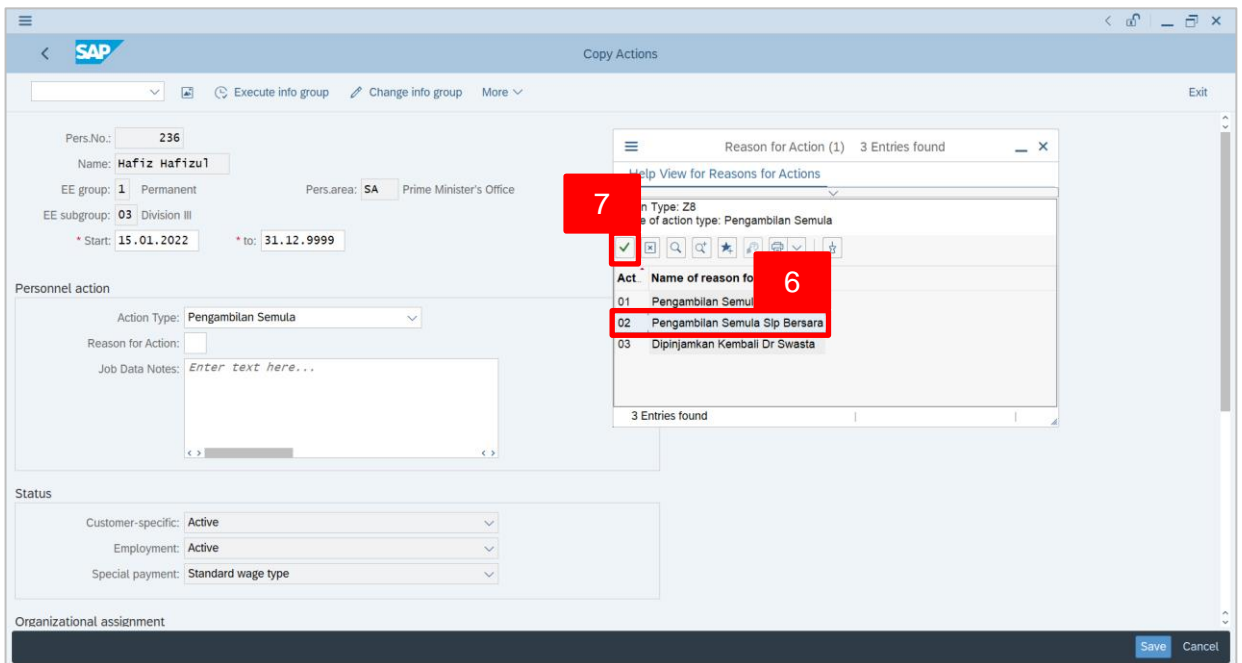
Status
Customer-specific: Active
Employment: Active
Special payment: Standard wage type

Organizational assignment

Save Cancel

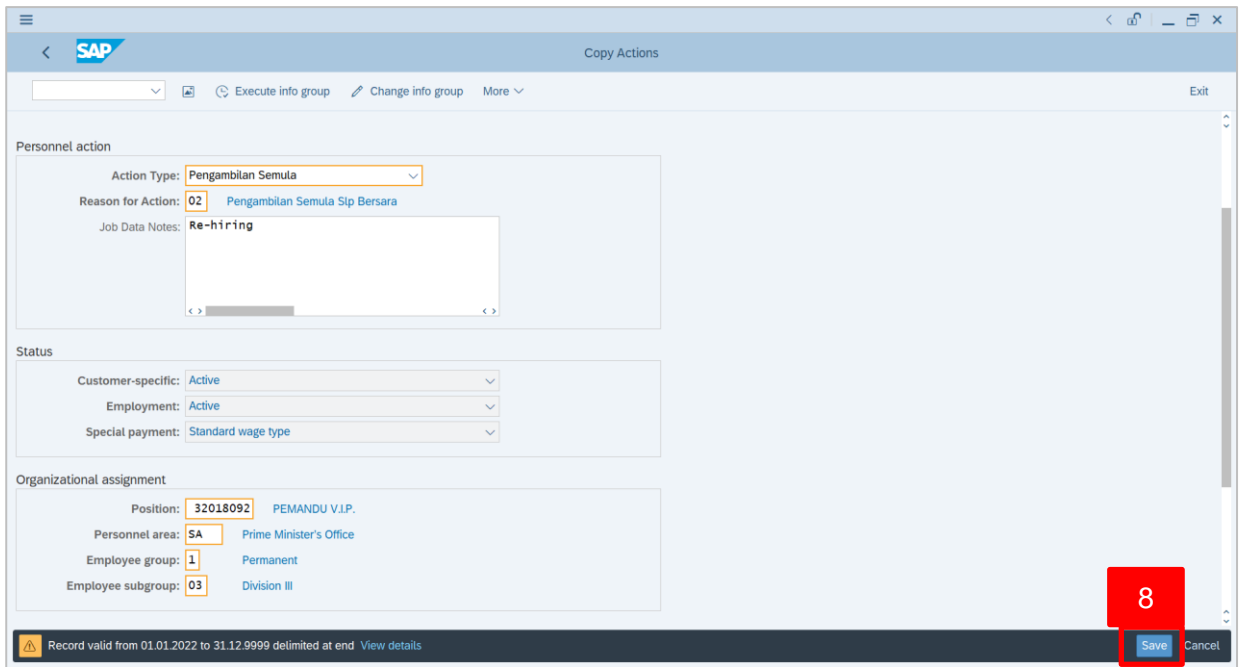


5. Under **Personnel action** section, click on  icon for Reason for Action.



6. Select **Reason for Action** option, for example: **02 Pengambilan Semula Slp Bersara**


7. Click on  icon.



The screenshot shows the SAP GUI interface for 'Copy Actions' in the Personnel Administration module. The main content area is divided into several sections:

- Personnel action:** Action Type is set to 'Pengambilan Semula'. Reason for Action is '02 Pengambilan Semula Slp Bersara'. Job Data Notes contain 'Re-hiring'.
- Status:** Customer-specific is 'Active', Employment is 'Active', and Special payment is 'Standard wage type'.
- Organizational assignment:** Position is '32018092 PEMANDU V.I.P.', Personnel area is 'SA Prime Minister's Office', Employee group is '1 Permanent', and Employee subgroup is '03 Division III'.

At the bottom right, a red box with the number '8' highlights the 'Save' button. A status bar at the bottom indicates the record is valid from 01.01.2022 to 31.12.9999.

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

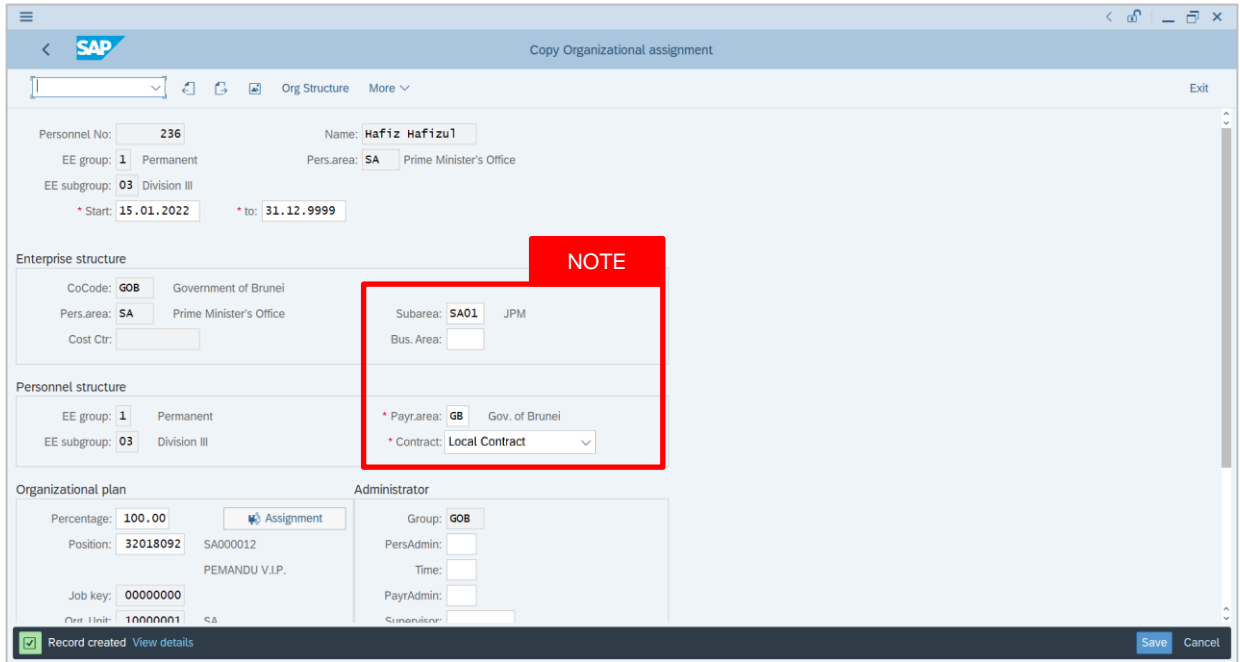
Outcome: Record is created.

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

Copy Organizational Assignment

Backend User

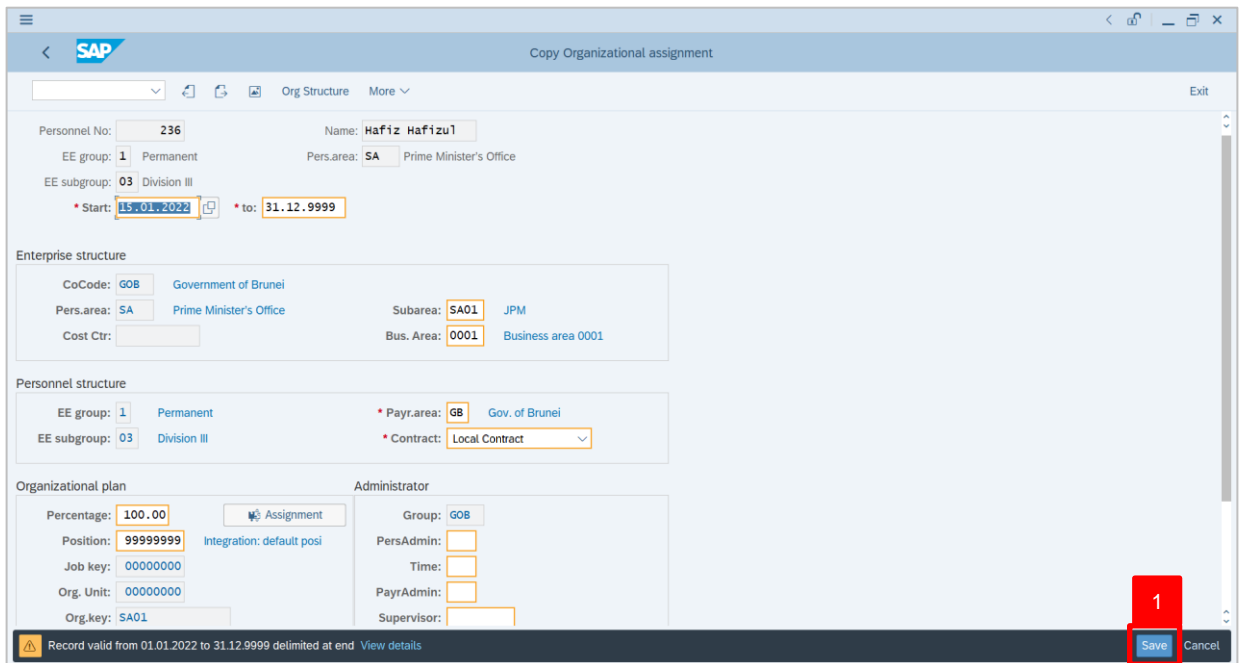
Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' interface. The 'Personnel No.' is 236 and the name is Hafiz Hafizu1. The 'Enterprise structure' section shows CoCode: GOB (Government of Brunei) and Pers.area: SA (Prime Minister's Office). A red box highlights the 'Personnel structure' section, which includes Subarea: SA01 (JPM), Payr.area: GB (Gov. of Brunei), and Contract: Local Contract. A red 'NOTE' box is placed over the 'Personnel structure' section. The 'Organizational plan' section shows Percentage: 100.00 and Position: 32018092. The 'Administrator' section shows Group: GOB. A status bar at the bottom indicates 'Record created'.

Note: The employee previous record from the system will automatically be filled in.

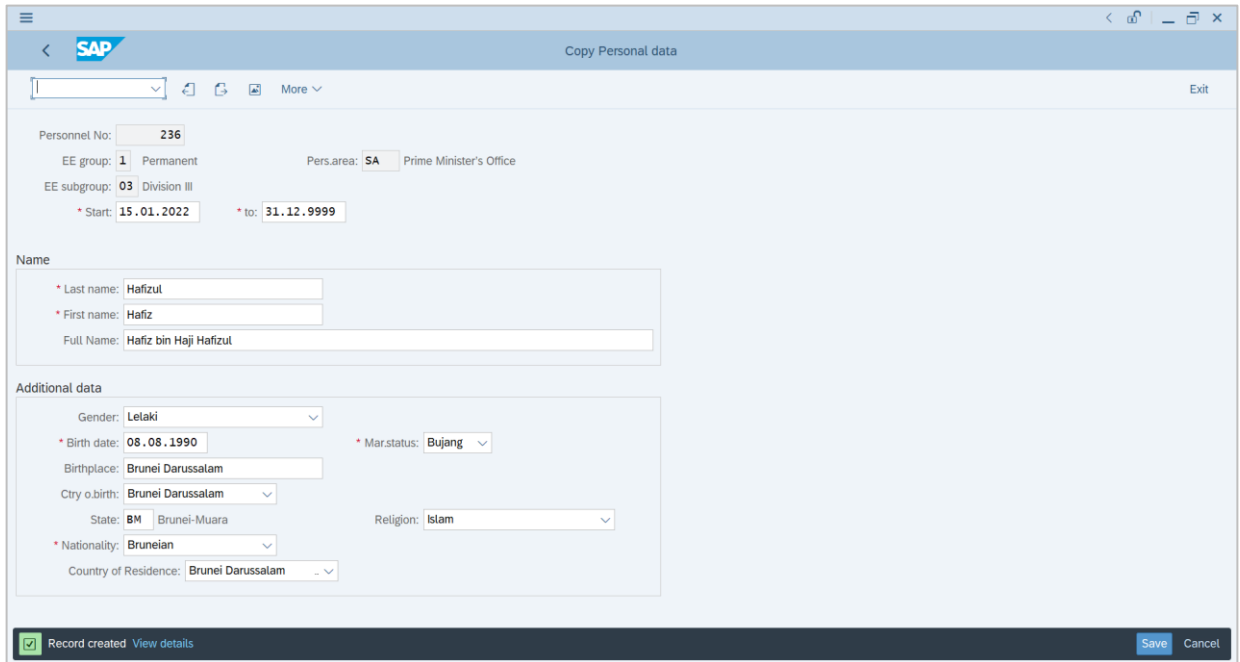
1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



This screenshot shows the same SAP 'Copy Organizational assignment' interface after data entry. The 'Start' date is now 15.01.2022 and the 'End' date is 31.12.9999. The 'Enterprise structure' section now includes Subarea: SA01 (JPM) and Bus. Area: 0001 (Business area 0001). The 'Personnel structure' section remains the same. The 'Organizational plan' section shows Position: 99999999 (Integration: default posi) and Org. key: SA01. The 'Administrator' section remains the same. A red box highlights the 'Save' button in the bottom right corner, with the number '1' inside it. A status bar at the bottom indicates 'Record valid from 01.01.2022 to 31.12.9999 delimited at end'.

Outcome: Record is created.

The **Copy Personal Data** page will be displayed.



The screenshot shows the SAP 'Copy Personal data' form. The form is titled 'Copy Personal data' and includes the SAP logo in the top left corner. The main content area is divided into several sections:

- Personnel No.:** 236
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- * Start:** 15.01.2022
- * to:** 31.12.9999

Name

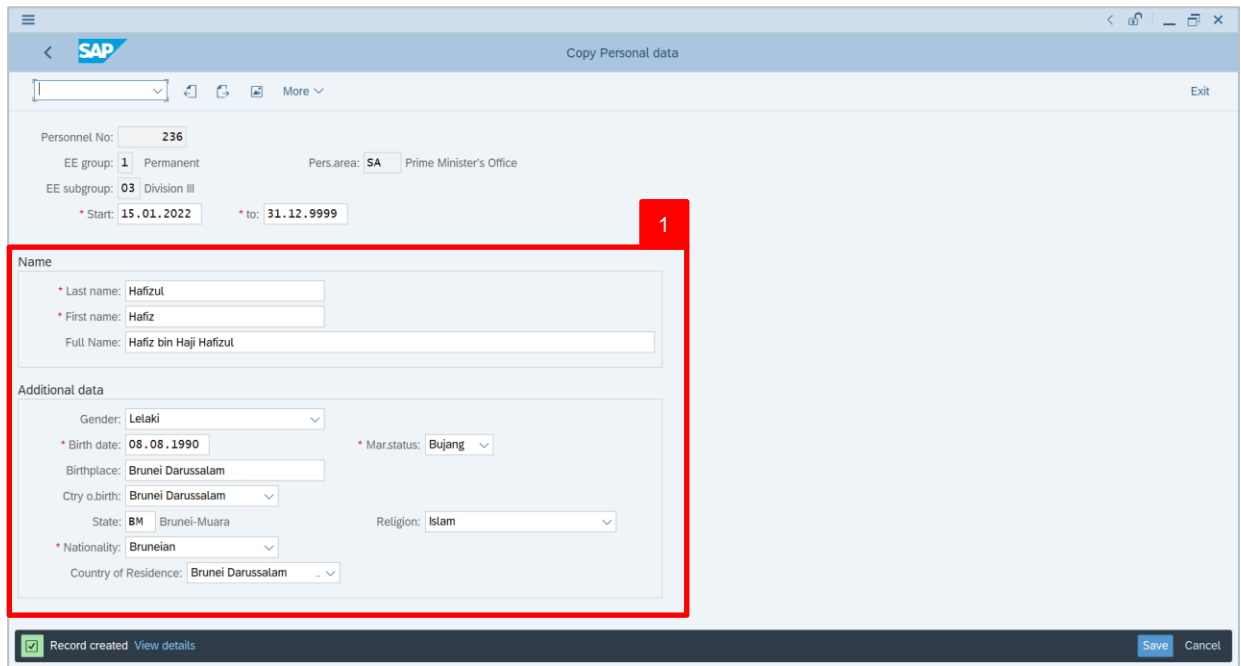
- * Last name:** Hafizul
- * First name:** Hafiz
- Full Name:** Hafiz bin Haji Hafizul

Additional data

- Gender:** Lelaki
- * Birth date:** 08.08.1990
- * Mar.status:** Bujang
- Birthplace:** Brunei Darussalam
- Ctry o.birth:** Brunei Darussalam
- State:** BM Brunei-Muara
- Religion:** Islam
- * Nationality:** Bruneian
- Country of Residence:** Brunei Darussalam


At the bottom of the form, there is a status bar that reads 'Record created View details' and two buttons: 'Save' and 'Cancel'.

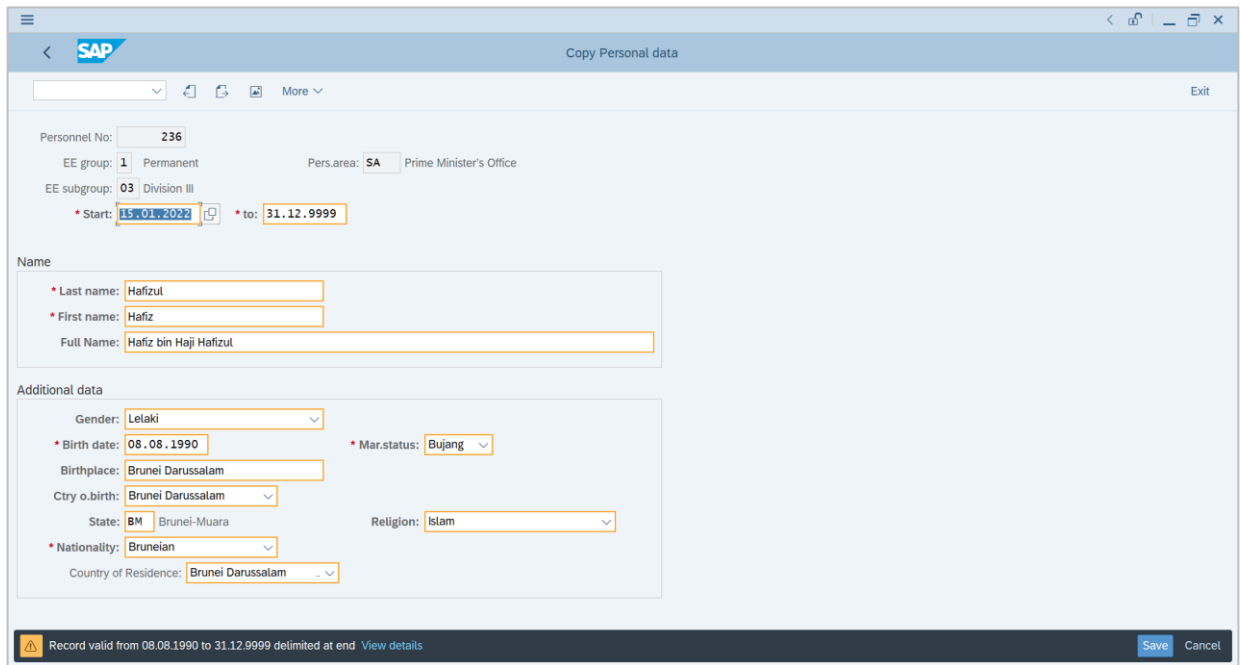
Copy Personal Data	Backend User
	Department HR Administrator and HR Administrator (JPA)



1. In **Copy Personal Data** page, under **Name** and **Additional Data** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Name	Last Name	✓	Hafizul
	First Name	✓	Hafiz
	Full Name	x	Hafiz bin Hj Hafizul
Additional Data	Gender	x	Male
	Birth date	✓	08.08.1990
	Marital Status	✓	Bujang
	Birthplace	x	Brunei Darussalam
	Country of Birth	x	Brunei Darussalam
	State	x	BM - Brunei Muara
	Religion	x	Islam
	Nationality	✓	Bruneian
Country of Residence	x	Brunei Darussalam	

Note: If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click 



The screenshot shows the 'Copy Personal data' form in SAP. The form is titled 'Copy Personal data' and has a blue header bar with the SAP logo. The main content area is light blue and contains several sections of data entry fields. At the top, there are navigation icons and an 'Exit' button. The data fields are as follows:

- Personnel No: 236
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 15.01.2022
- * to: 31.12.9999


Name

- * Last name: Hafizul
- * First name: Hafiz
- Full Name: Hafiz bin Haji Hafizul

Additional data

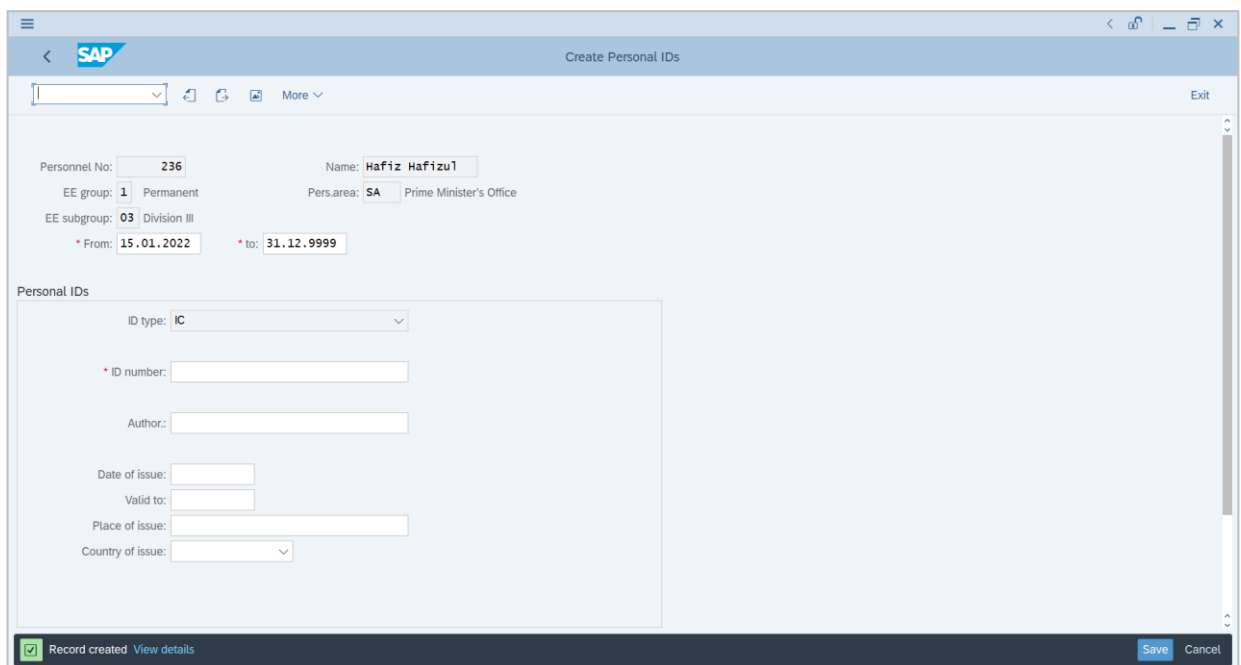
- Gender: Lelaki
- * Birth date: 08.08.1990
- Mar.status: Bujang
- Birthplace: Brunei Darussalam
- Ctry o.birth: Brunei Darussalam
- State: BM Brunei-Muara
- Religion: Islam
- * Nationality: Bruneian
- Country of Residence: Brunei Darussalam

At the bottom, there is a status bar with a warning icon and the text: 'Record valid from 08.08.1990 to 31.12.9999 delimited at end View details'. There are 'Save' and 'Cancel' buttons on the right side of the status bar.

2. Press **Enter** button on the keyboard and click 

Outcome: Record is created

The **Copy Personal IDs** page will be displayed.



The screenshot shows the 'Create Personal IDs' form in SAP. The form is titled 'Create Personal IDs' and has a blue header bar with the SAP logo. The main content area is light blue and contains several sections of data entry fields. At the top, there are navigation icons and an 'Exit' button. The data fields are as follows:

- Personnel No: 236
- Name: Hafiz Hafizul
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * From: 15.01.2022
- * to: 31.12.9999

Personal IDs

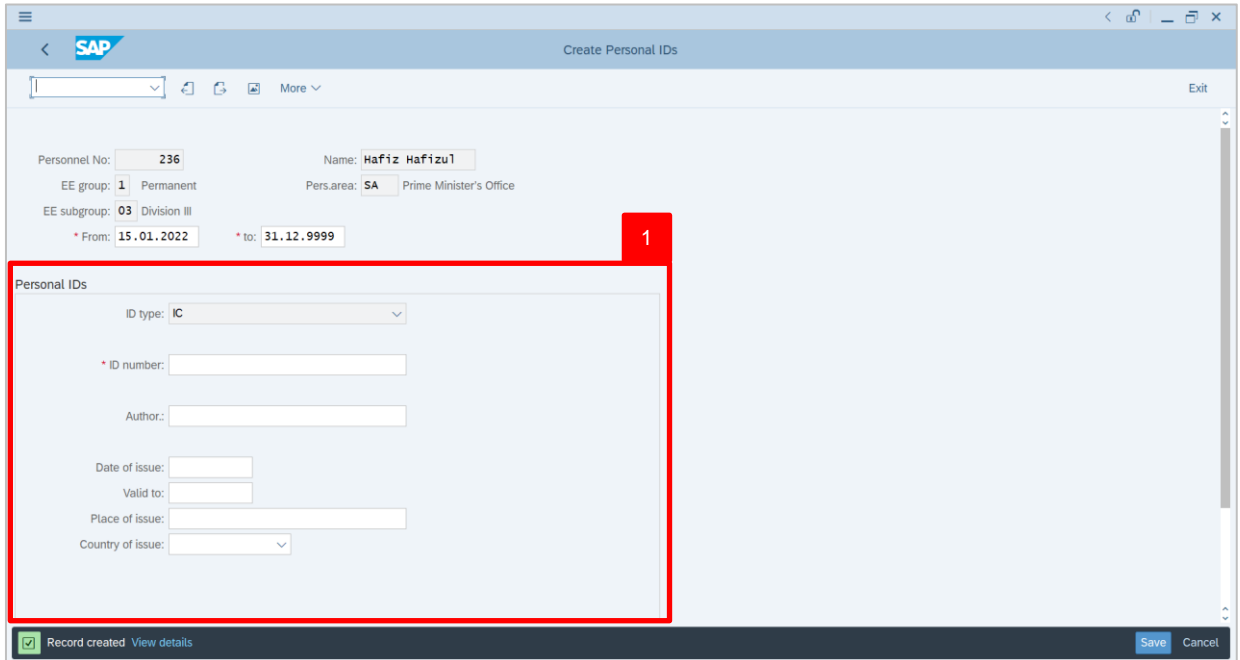
- ID type: IC
- * ID number:
- Author:
- Date of issue:
- Valid to:
- Place of issue:
- Country of issue:

At the bottom, there is a status bar with a green checkmark icon and the text: 'Record created View details'. There are 'Save' and 'Cancel' buttons on the right side of the status bar.

Create Personal IDs

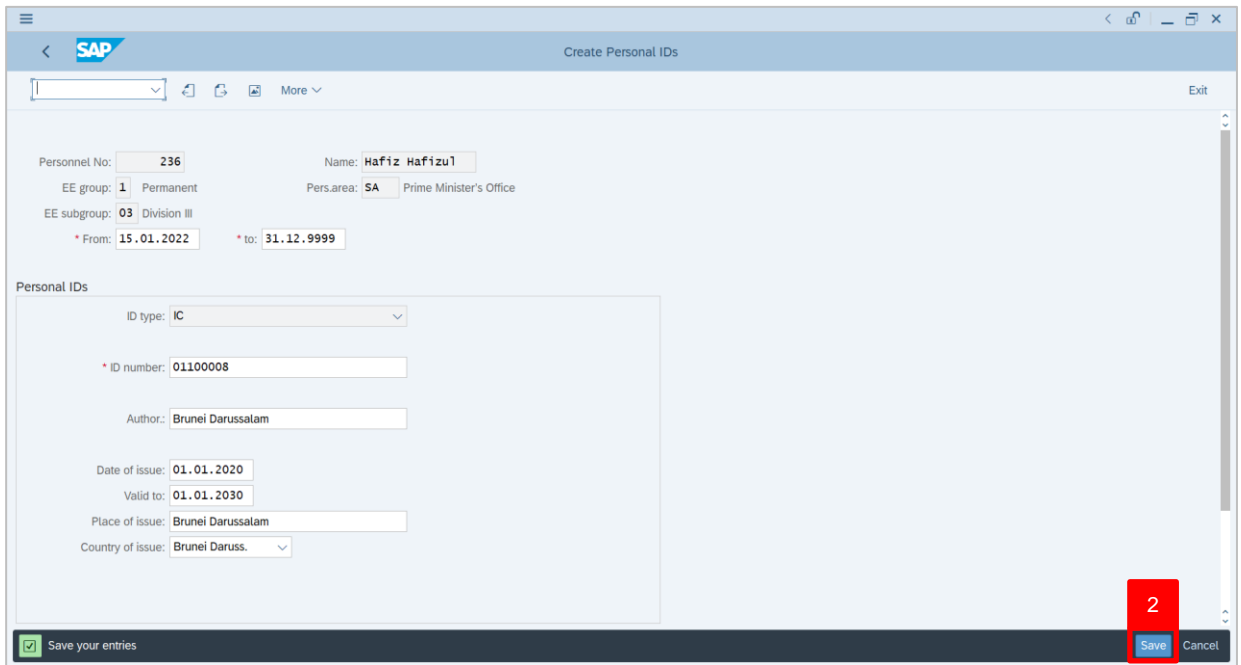
Backend User

Department HR Administrator and HR Administrator (JPA)



1. In **Create Personal IDs – IC ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	01100008 (No space or dash)
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2020
	Valid to	×	01.01.2030
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam



Personnel No: 236 Name: Hafiz Hafizu1

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 03 Division III

* From: 15.01.2022 * to: 31.12.9999

Personal IDs

ID type: IC

* ID number: 01100008

Author: Brunei Darussalam

Date of issue: 01.01.2020

Valid to: 01.01.2030

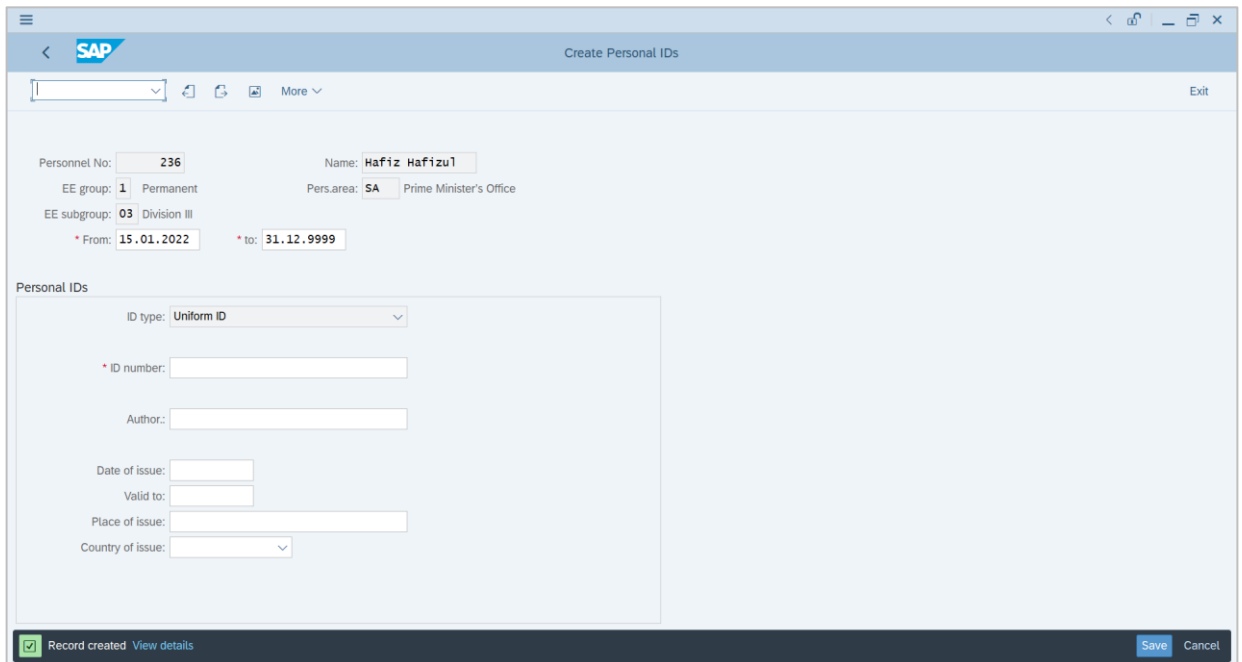
Place of issue: Brunei Darussalam

Country of issue: Brunei Daruss.

Save your entries Save Cancel

2. Click Save

The **Create Personal IDs – Uniform ID** 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

* From: 15.01.2022 * to: 31.12.9999

Personal IDs

ID type: Uniform ID

* ID number:

Author:

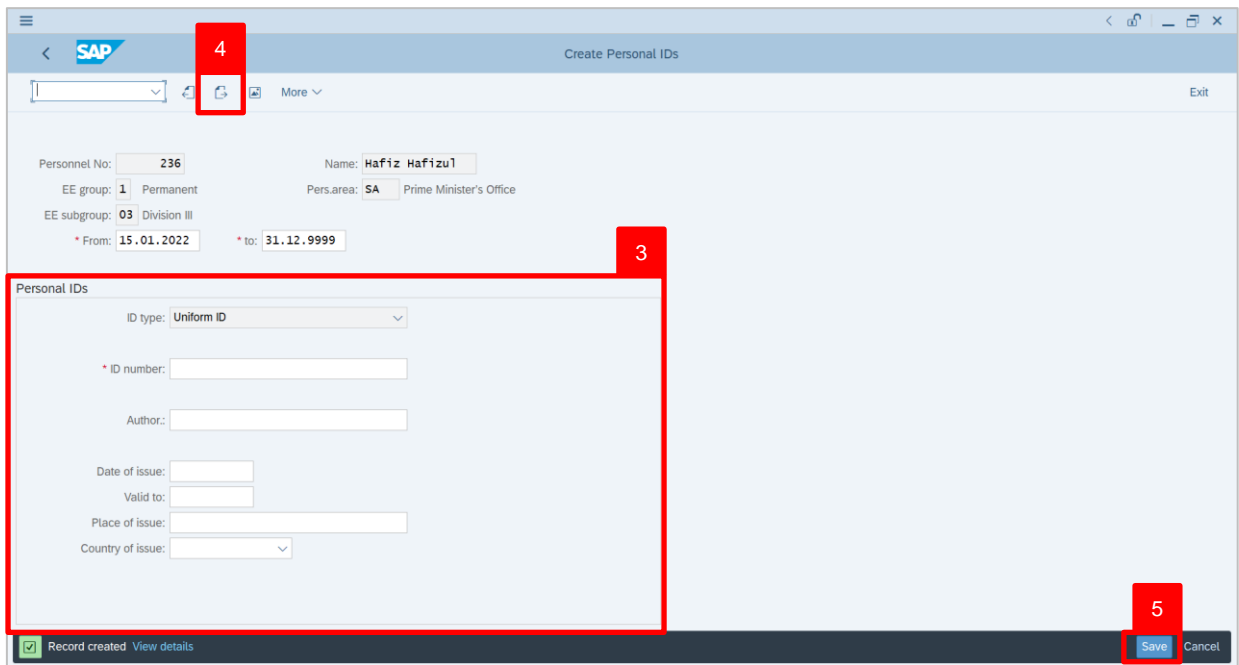
Date of issue:

Valid to:

Place of issue:

Country of issue:


Record created [View details](#) Save Cancel



3. In **Create Personal IDs – Uniform ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	Uniform ID
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2016
	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam

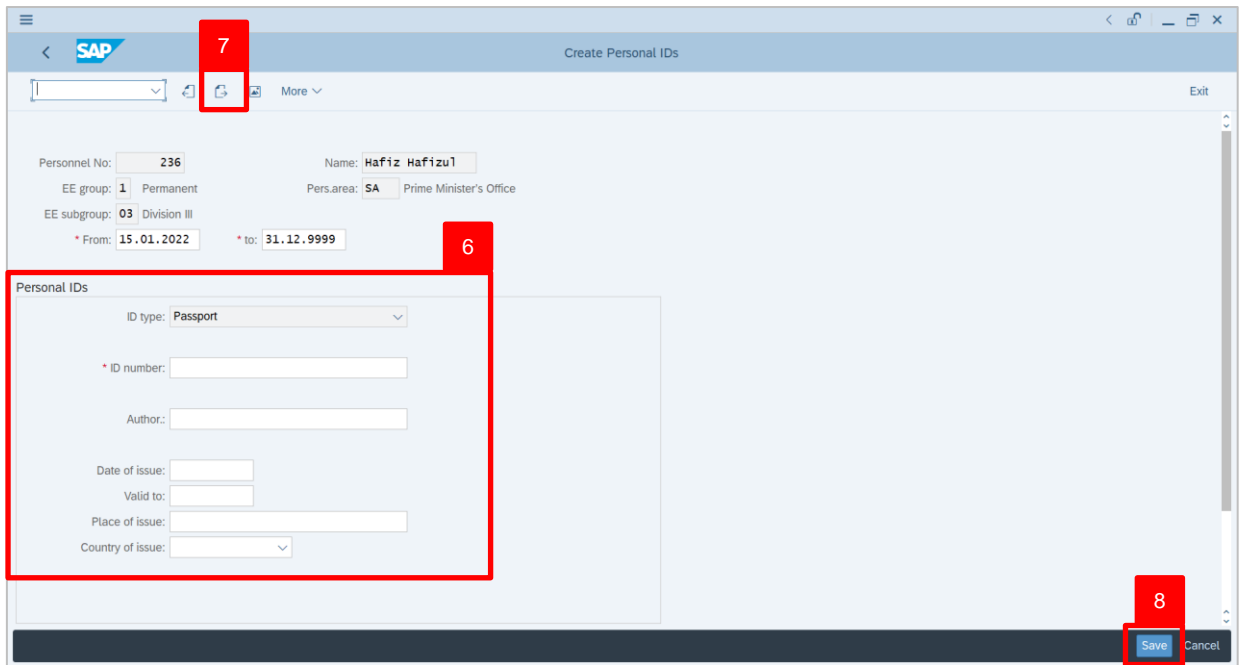
Note: Uniform ID is mandatory for **Uniformed personnel** only.

4. For **Non-Uniformed personnel**, user may **skip** this page by clicking  icon.

5. Click 

Outcome: Record is created.

The **Create Personal IDs – Passport ID** page will be displayed.



6. In **Create Personal IDs – Passport ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Personal IDs	ID Number	✓	Passport ID
	Author	×	Brunei Darussalam
	Date of Issue	×	01.01.2016
	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam

Note: Passport ID is mandatory for **foreign personnel** only.

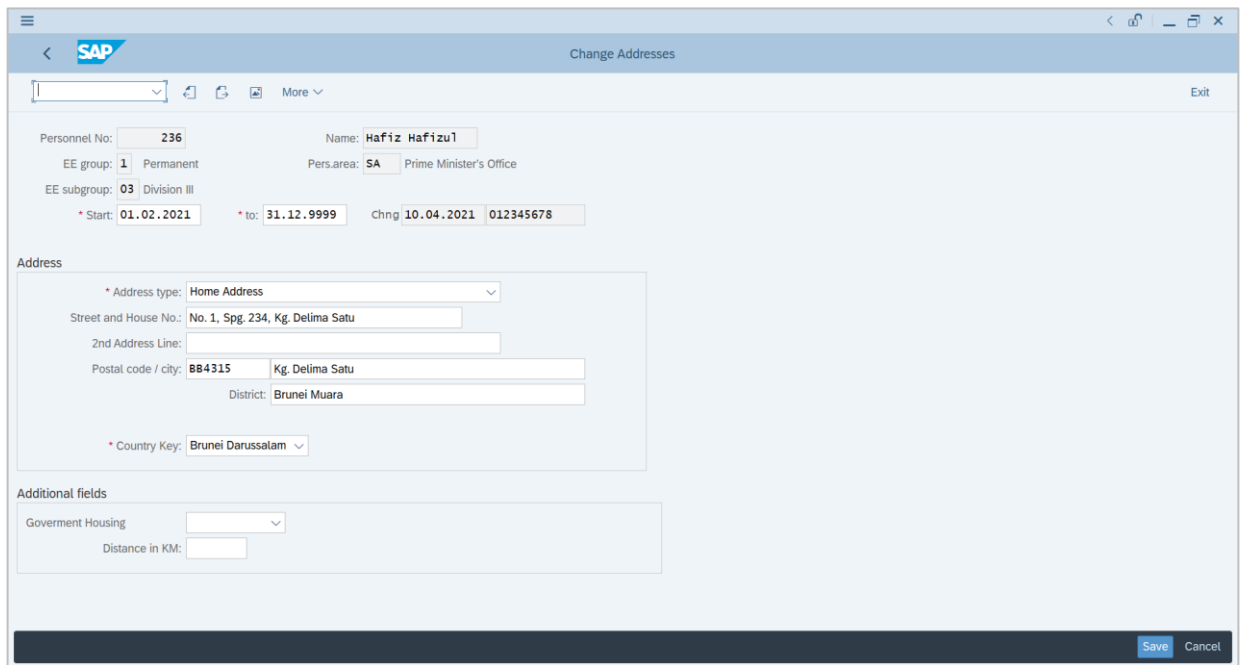
7. For **local personnel**, user may **skip** this page by clicking  icon.

8. Click 

Outcome: Record is created.

The **Create Home Address** page will be displayed.

The **Change Addresses** page will be displayed.



The screenshot shows the SAP 'Change Addresses' interface. At the top, there is a navigation bar with the SAP logo and the title 'Change Addresses'. Below this, there are several input fields for personnel information:

- Personnel No: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 01.02.2021
- * to: 31.12.9999
- Chng: 10.04.2021 012345678

The 'Address' section contains the following fields:

- * Address type: Home Address (dropdown)
- Street and House No: No. 1, Spg. 234, Kg. Delima Satu
- 2nd Address Line: (empty)
- Postal code / city: BB4315 Kg. Delima Satu
- District: Brunei Muara
- * Country Key: Brunei Darussalam (dropdown)

The 'Additional fields' section includes:

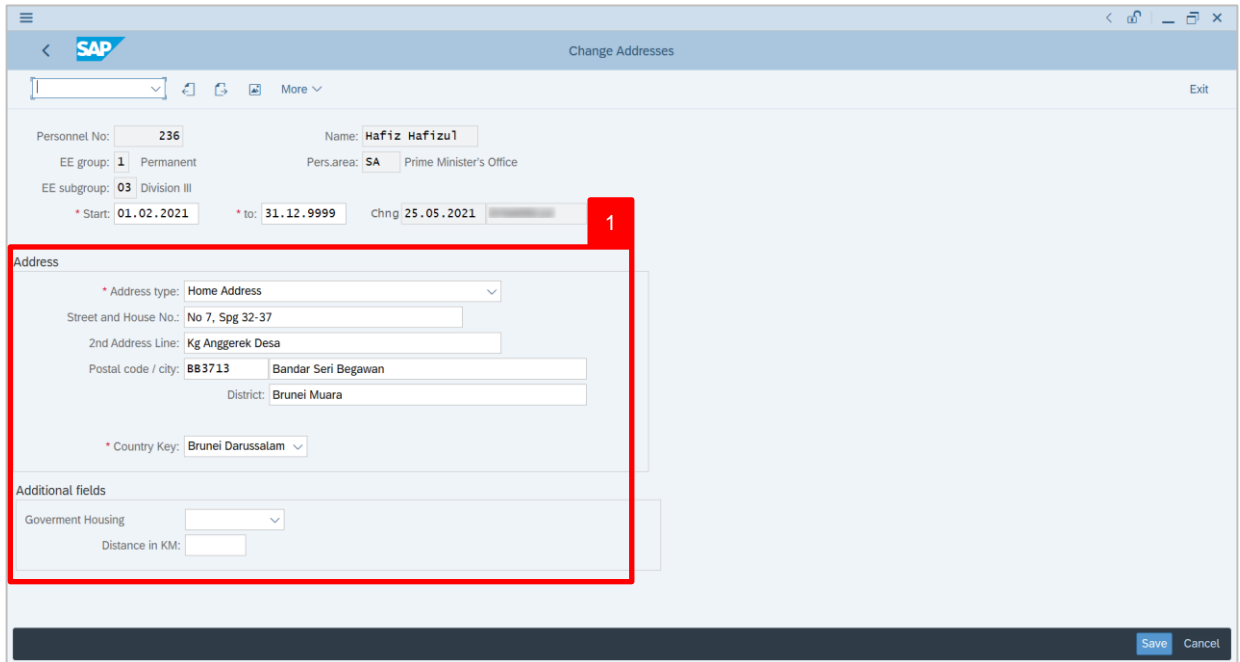
- Government Housing: (dropdown)
- Distance in KM: (input field)

At the bottom right, there are 'Save' and 'Cancel' buttons.

Change Addresses

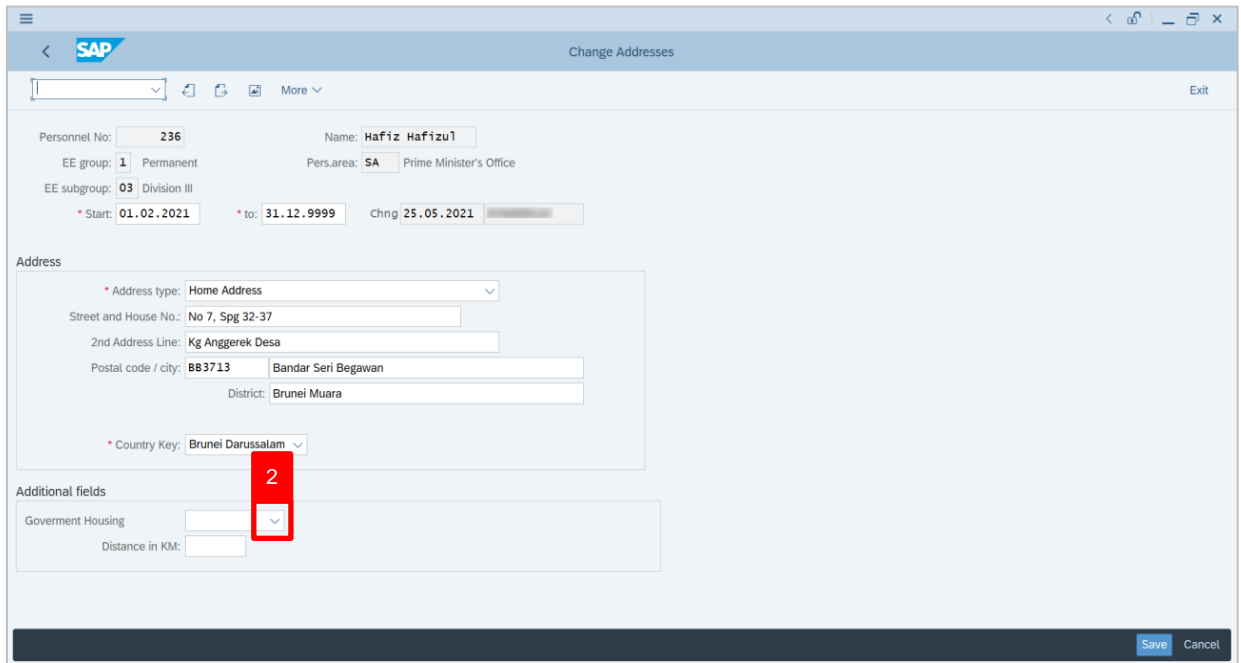
Backend User

Department HR Administrator and HR Administrator (JPA)



1. In **Create Addresses** page, under **Address** and **Additional fields** sections, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Address	Address type	✓	Home Address
	Street and House No.	×	No 1, Spg 234, Kg Delima Satu
	2nd Address Line	×	Kg Delima Satu
	Postal Code	×	BB3713
	City	×	Bandar Seri Begawan
	District	×	Brunei-Muara




Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999 Chng 25.05.2021

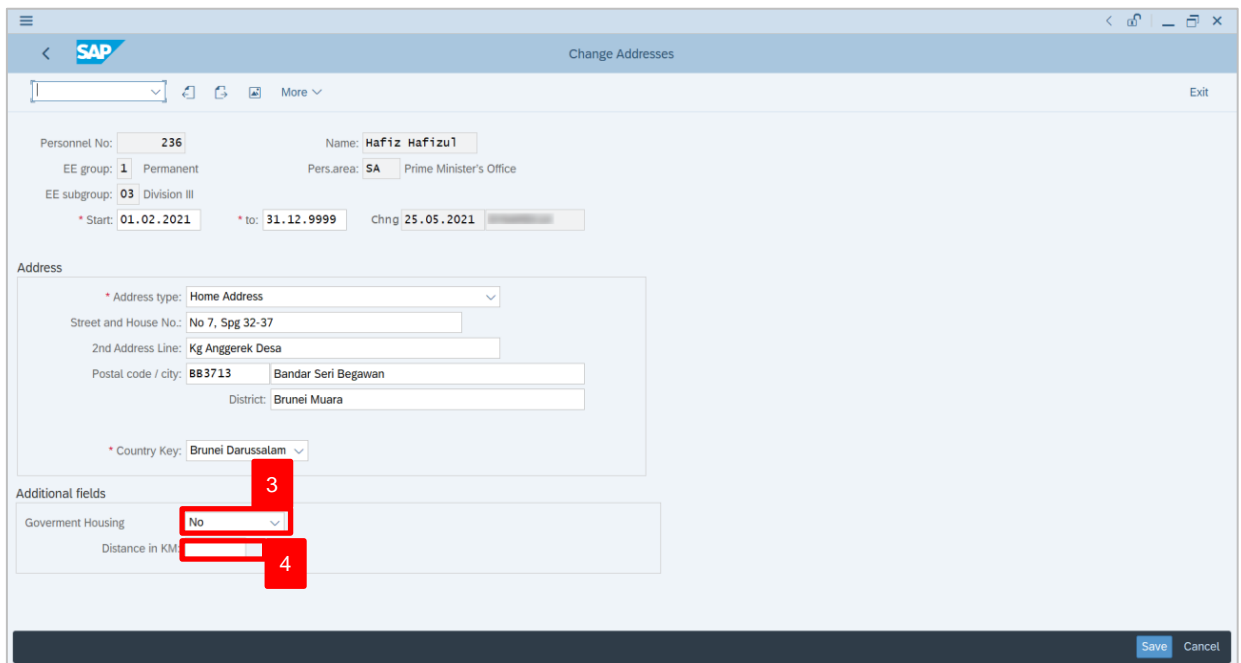
Address
* Address type: Home Address
Street and House No.: No 7, Spg 32-37
2nd Address Line: Kg Anggerek Desa
Postal code / city: 883713 Bandar Seri Begawan
District: Brunei Muara
* Country Key: Brunei Darussalam

Additional fields
Government Housing: [dropdown menu]
Distance in KM: [input field]

Save Cancel

2. Under **Additional fields** section, click on  for Government Housing.

3. Select **Yes** or **No**.



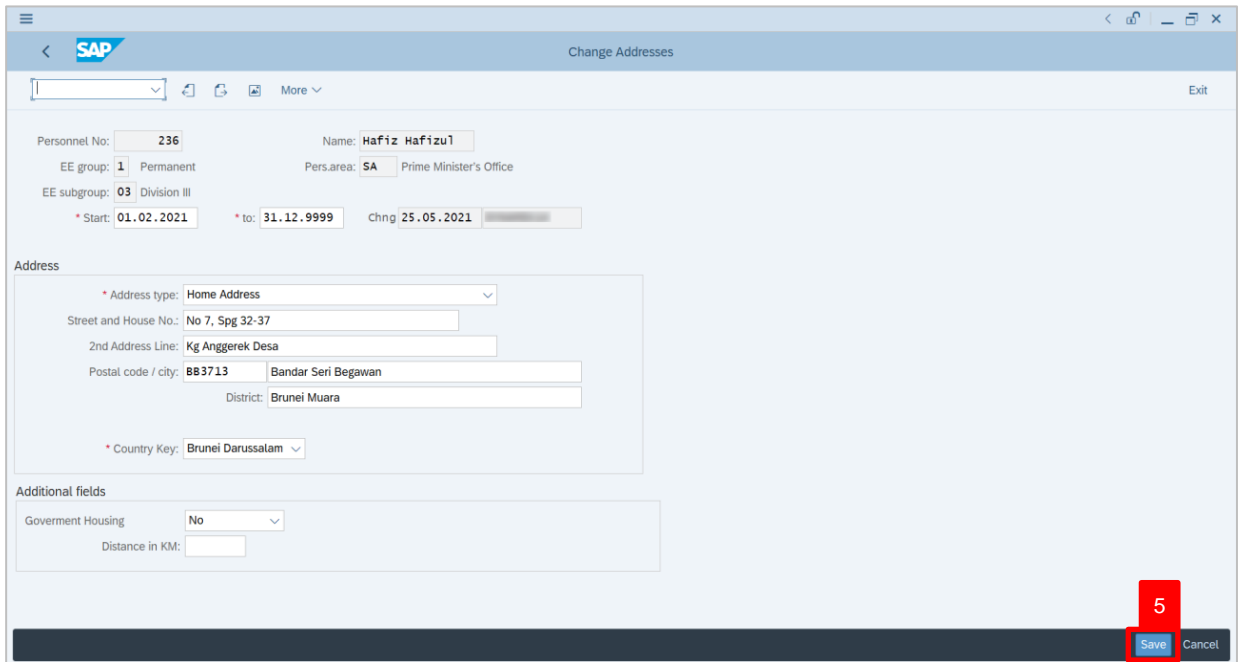
Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999 Chng 25.05.2021


Address
* Address type: Home Address
Street and House No.: No 7, Spg 32-37
2nd Address Line: Kg Anggerek Desa
Postal code / city: 883713 Bandar Seri Begawan
District: Brunei Muara
* Country Key: Brunei Darussalam

Additional fields
Government Housing: No
Distance in KM: [input field]

Save Cancel

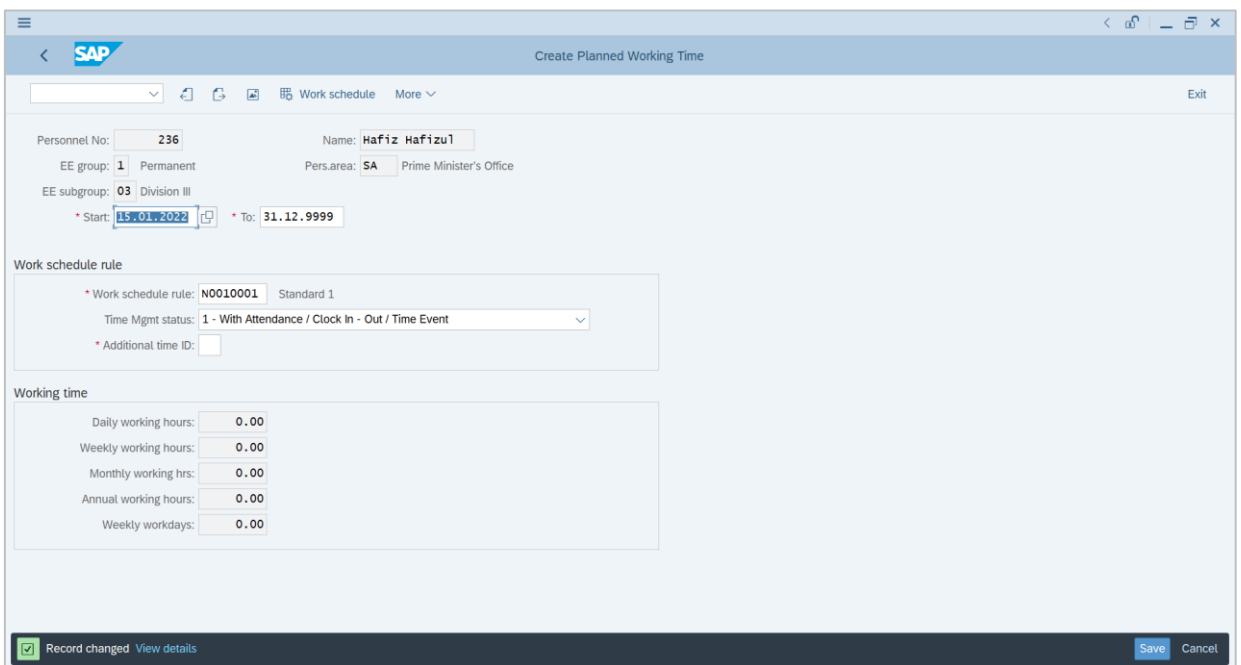
4. Under **Additional fields** section, enter **Distance in KM**.



5. Press **Enter** button on the keyboard and click 

Outcome: Record is created.

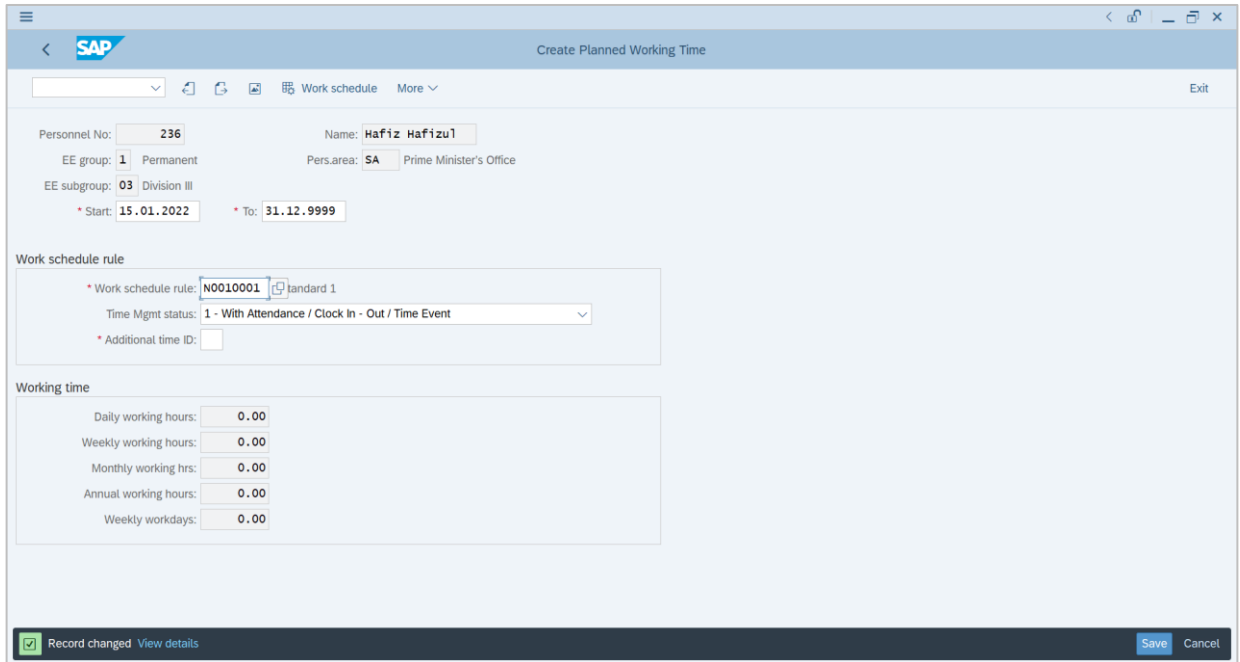
The **Create Planned Working Time** page will be displayed.



Create Planned Working Time

Backend User

Department HR Administrator and HR Administrator (JPA)




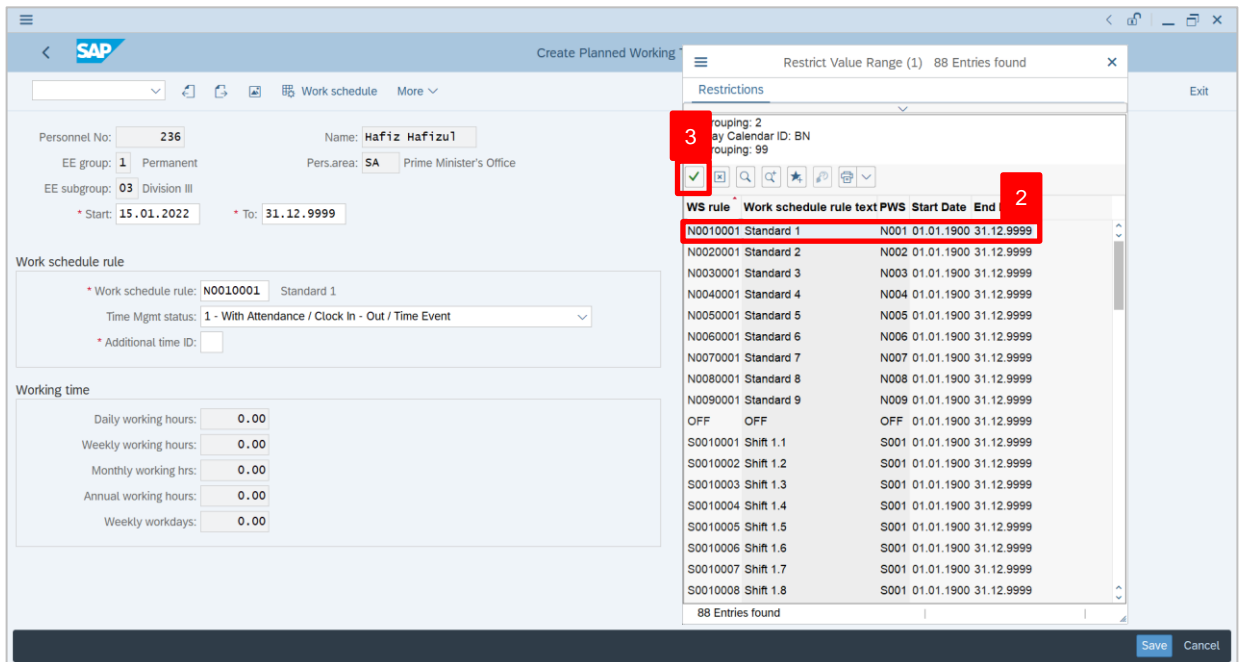
Personnel No: 236 Name: Hafiz Hafizu1
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 15.01.2022 * To: 31.12.9999

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
 * Additional time ID:

Working time
 Daily working hours: 0.00
 Weekly working hours: 0.00
 Monthly working hrs: 0.00
 Annual working hours: 0.00
 Weekly workdays: 0.00

Record changed View details Save Cancel

1. Under **Work schedule rule** section, click on  icon for Work schedule rule.



Restrict Value Range (1) 88 Entries found

Restrictions

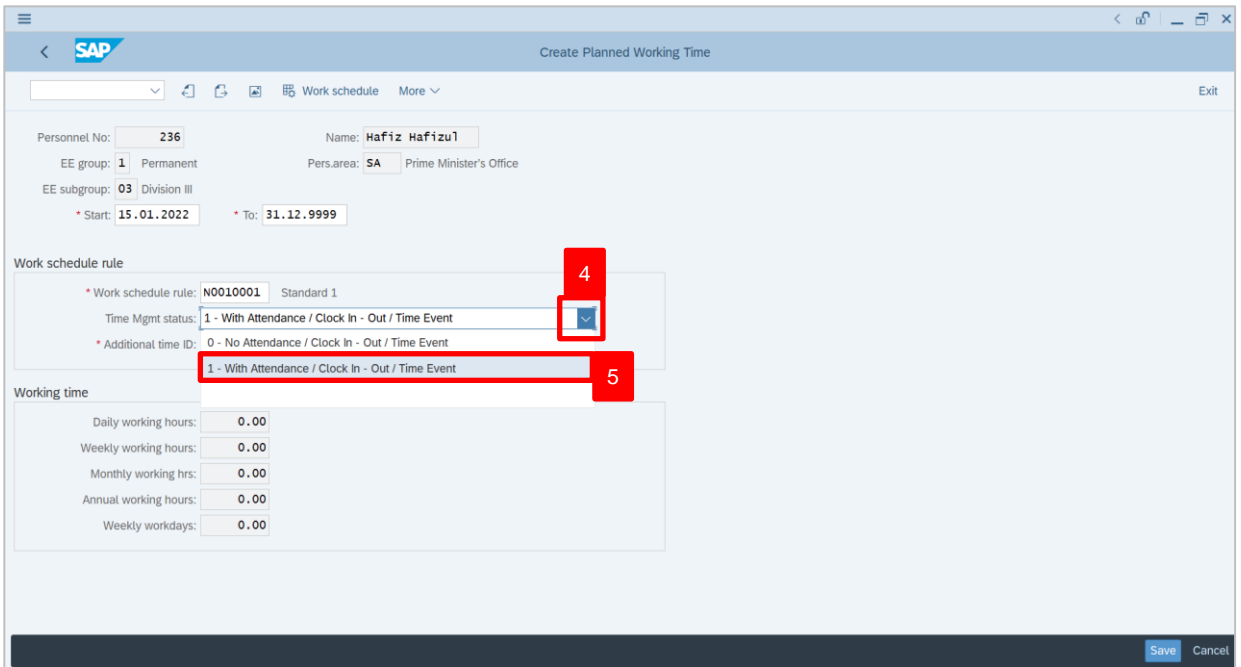
Grouping: 2
 Day Calendar ID: BN
 Grouping: 99

WS rule	Work schedule rule text	PWS	Start Date	End
N0010001	Standard 1	N001	01.01.1900	31.12.9999
N0020001	Standard 2	N002	01.01.1900	31.12.9999
N0030001	Standard 3	N003	01.01.1900	31.12.9999
N0040001	Standard 4	N004	01.01.1900	31.12.9999
N0050001	Standard 5	N005	01.01.1900	31.12.9999
N0060001	Standard 6	N006	01.01.1900	31.12.9999
N0070001	Standard 7	N007	01.01.1900	31.12.9999
N0080001	Standard 8	N008	01.01.1900	31.12.9999
N0090001	Standard 9	N009	01.01.1900	31.12.9999
OFF	OFF	OFF	01.01.1900	31.12.9999
S0010001	Shift 1.1	S001	01.01.1900	31.12.9999
S0010002	Shift 1.2	S001	01.01.1900	31.12.9999
S0010003	Shift 1.3	S001	01.01.1900	31.12.9999
S0010004	Shift 1.4	S001	01.01.1900	31.12.9999
S0010005	Shift 1.5	S001	01.01.1900	31.12.9999
S0010006	Shift 1.6	S001	01.01.1900	31.12.9999
S0010007	Shift 1.7	S001	01.01.1900	31.12.9999
S0010008	Shift 1.8	S001	01.01.1900	31.12.9999

88 Entries found Save Cancel

2. Select Work schedule rule, **N0010001 Standard 1**.

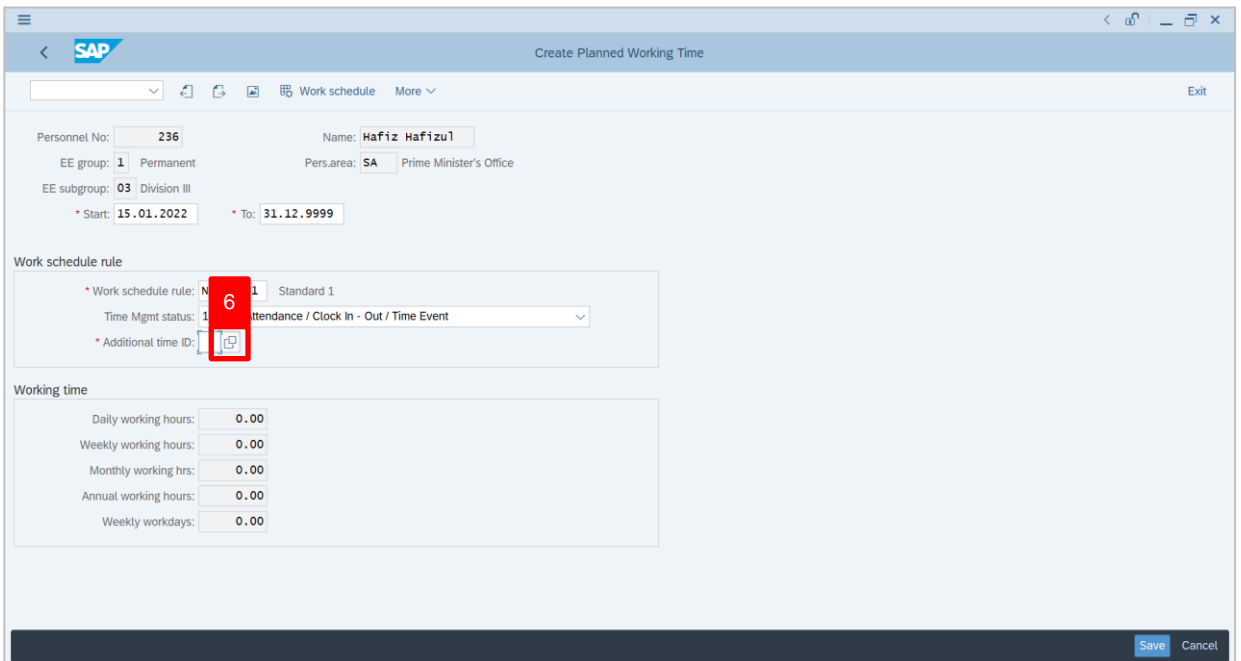
3. Click on  icon.




The screenshot shows the SAP GUI for 'Create Planned Working Time'. The personnel information is: Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 (Permanent), Pers.area: SA (Prime Minister's Office), EE subgroup: 03 (Division III), Start: 15.01.2022, To: 31.12.9999. In the 'Work schedule rule' section, the 'Work schedule rule' is 'N0010001 Standard 1'. A red box labeled '4' highlights the dropdown arrow next to the 'Time Mgmt status' field, which is currently set to '1 - With Attendance / Clock In - Out / Time Event'. Another red box labeled '5' highlights the selected value '1 - With Attendance / Clock In - Out / Time Event' in the dropdown menu. The 'Working time' section shows all fields set to 0.00.

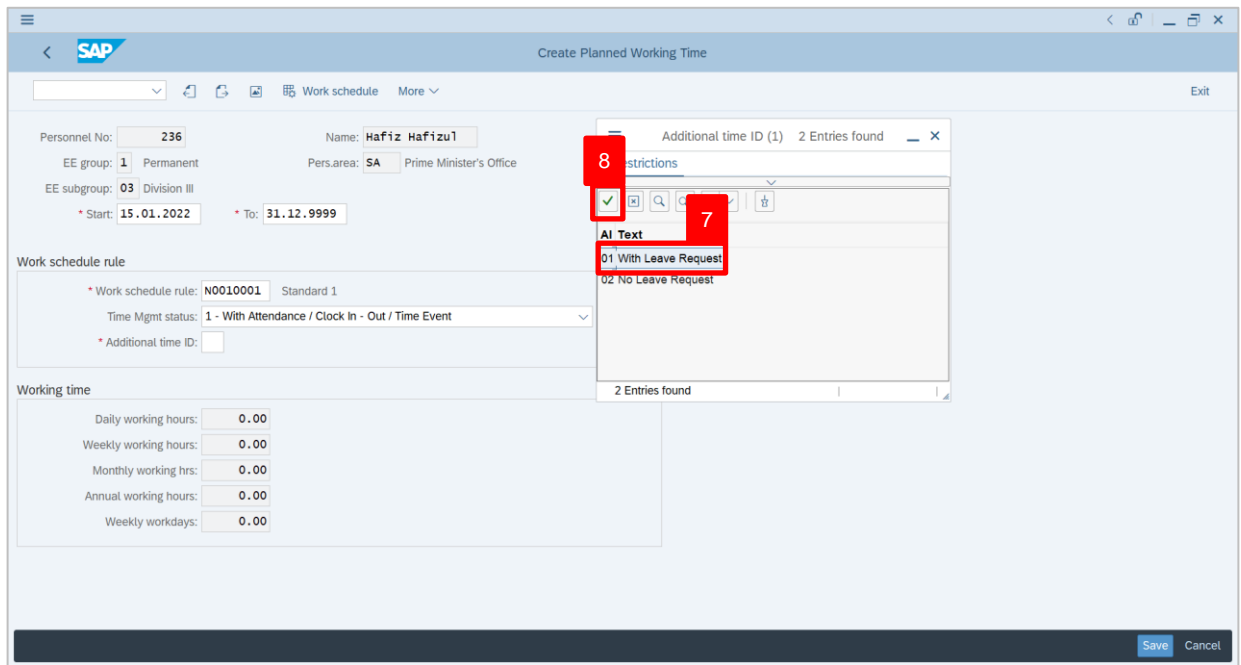
4. Under **Work schedule rule**, section click on  for Time Management status.

5. Select Time Mgmt status, **1 – With Attendance / Clock In – Out / Time Event**.



The screenshot shows the same SAP GUI. In the 'Work schedule rule' section, the 'Additional time ID' field is highlighted with a red box labeled '6'. The field contains a small icon representing a copy or add function.

6. Under **Work schedule rule** section, click on  icon for Additional time ID.



Personnel No: 236 Name: Hafiz Hafizu1
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 15.01.2022 * To: 31.12.9999

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
 * Additional time ID: []

Working time
 Daily working hours: 0.00
 Weekly working hours: 0.00
 Monthly working hrs: 0.00
 Annual working hours: 0.00
 Weekly workdays: 0.00

Additional time ID (1) 2 Entries found

Restrictions

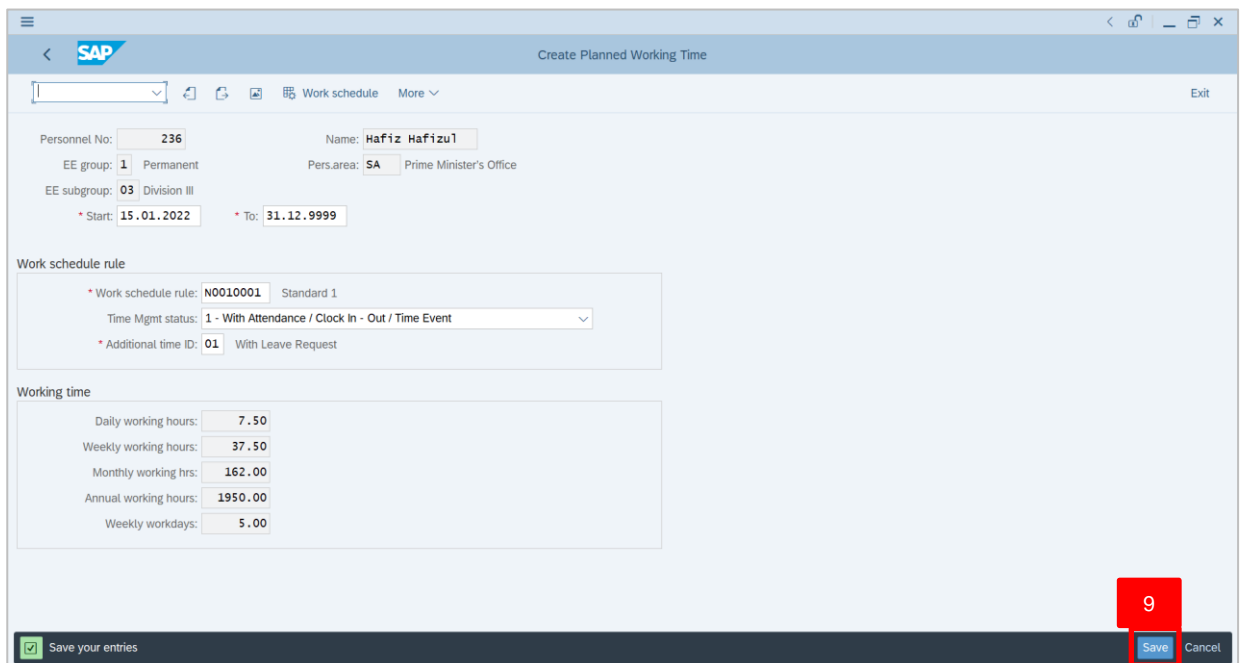
AI Text
 01 With Leave Request
 02 No Leave Request

2 Entries found

Save Cancel

7. Select Additional Time ID, **01 With Leave Request**.

8. Click on  icon.




Personnel No: 236 Name: Hafiz Hafizu1
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 15.01.2022 * To: 31.12.9999

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
 * Additional time ID: 01 With Leave Request

Working time
 Daily working hours: 7.50
 Weekly working hours: 37.50
 Monthly working hrs: 162.00
 Annual working hours: 1950.00
 Weekly workdays: 5.00

Save your entries

Save Cancel

9. Press **Enter** button on the keyboard and click 

Outcome: Record is created.



The **Change Date Specifications** page will be displayed.

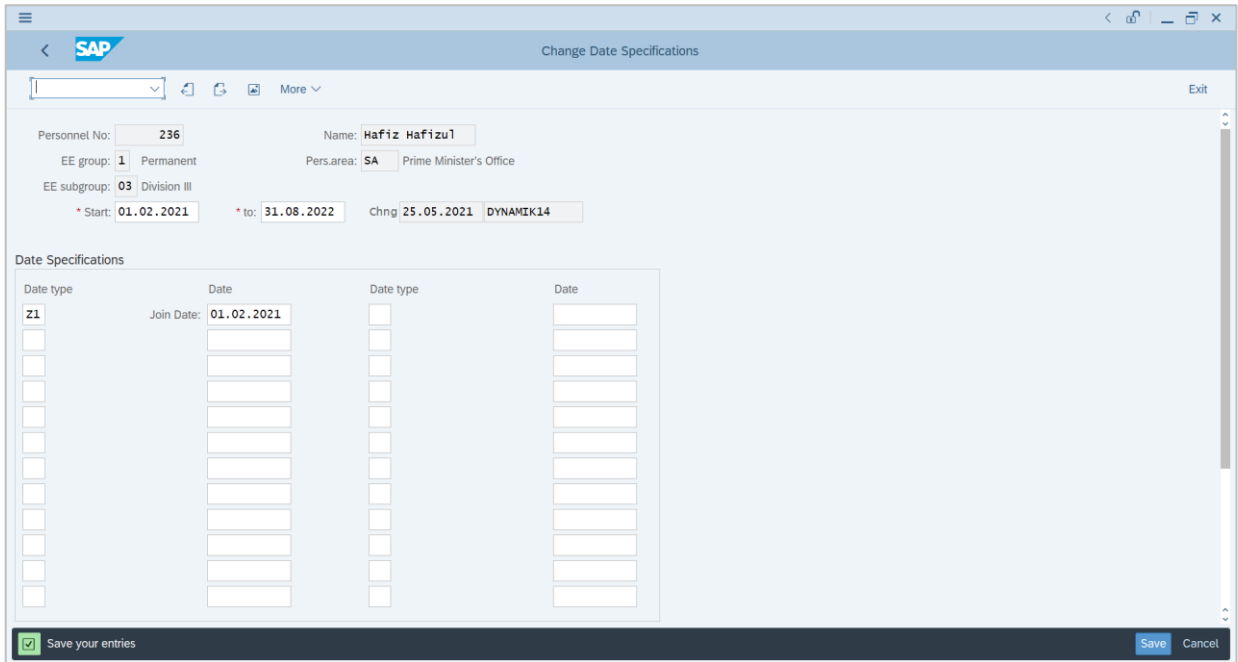
The screenshot shows the SAP 'Change Date Specifications' interface. At the top, the SAP logo and window title 'Change Date Specifications' are visible. Below the header, there are input fields for personnel details: Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, and EE subgroup: 03 Division III. A date range is specified as * Start: 01.02.2021, * to: 31.08.2022, with a change date of 12.04.2021 and a change number of 012345678. The main section is titled 'Date Specifications' and contains a table with four columns: Date type, Date, Date type, and Date. The first row is populated with 'Z1', 'Join Date: 01.02.2021', 'Z3', and 'End of Contract: 01.08.2022'. Below this, there are several empty rows for additional specifications. At the bottom right, there are 'Save' and 'Cancel' buttons.

Date type	Date	Date type	Date
Z1	Join Date: 01.02.2021	Z3	End of Contract: 01.08.2022


Change Date Specifications

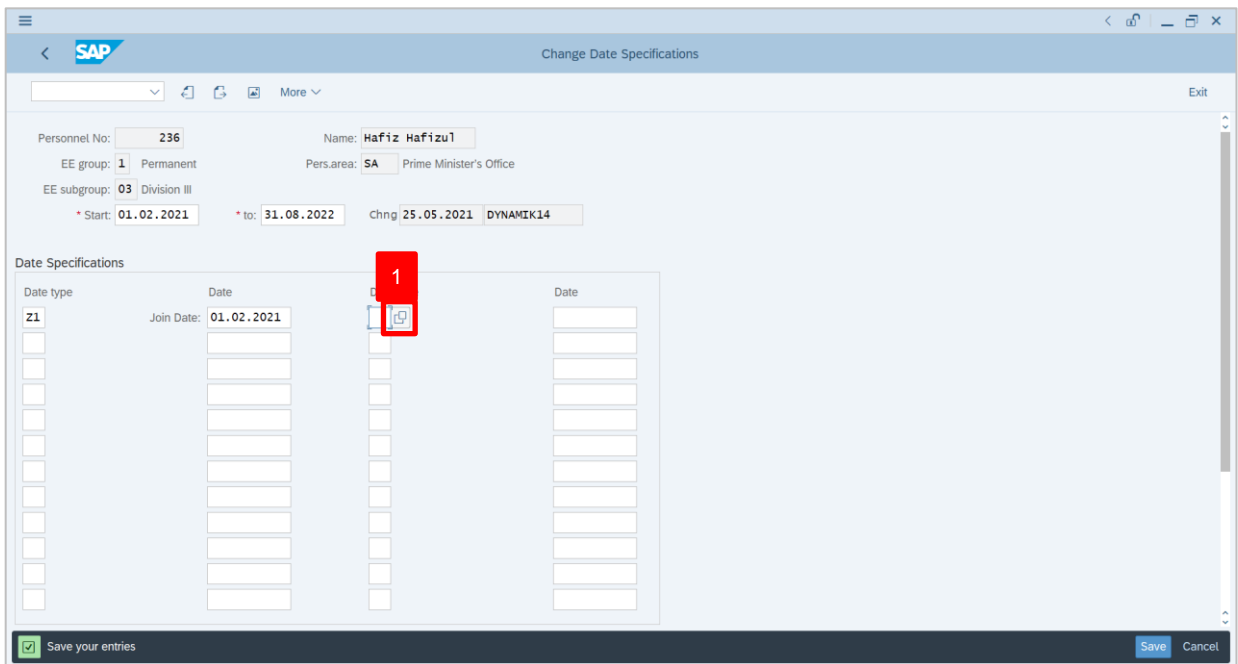
Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Change Date Specifications' interface. At the top, the SAP logo and window title are visible. Below the header, there are 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), Start date (01.02.2021), End date (31.08.2022), and Change date (25.05.2021). The 'Date Specifications' section contains a table with columns for Date type, Date, Date type, and Date. The first row has 'Z1' in the Date type column and '01.02.2021' in the Date column. A 'Save your entries' checkbox is checked at the bottom left, and 'Save' and 'Cancel' buttons are at the bottom right.

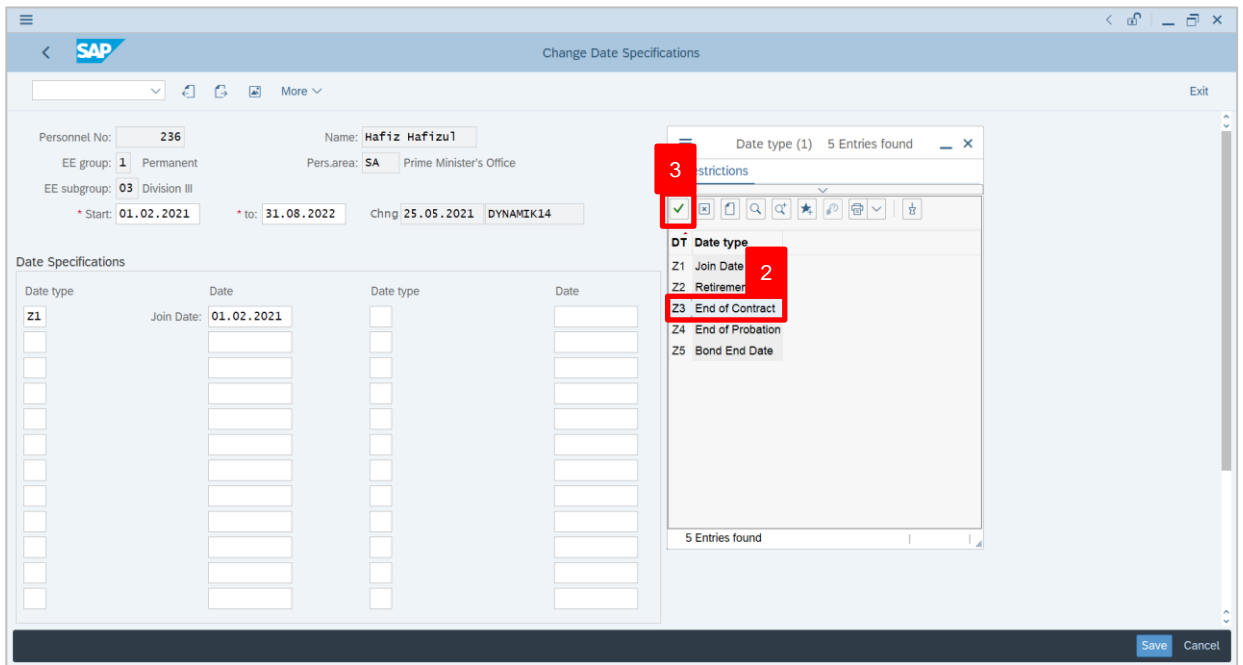
1. Under **Date Specifications** section, click on  icon for Date type.



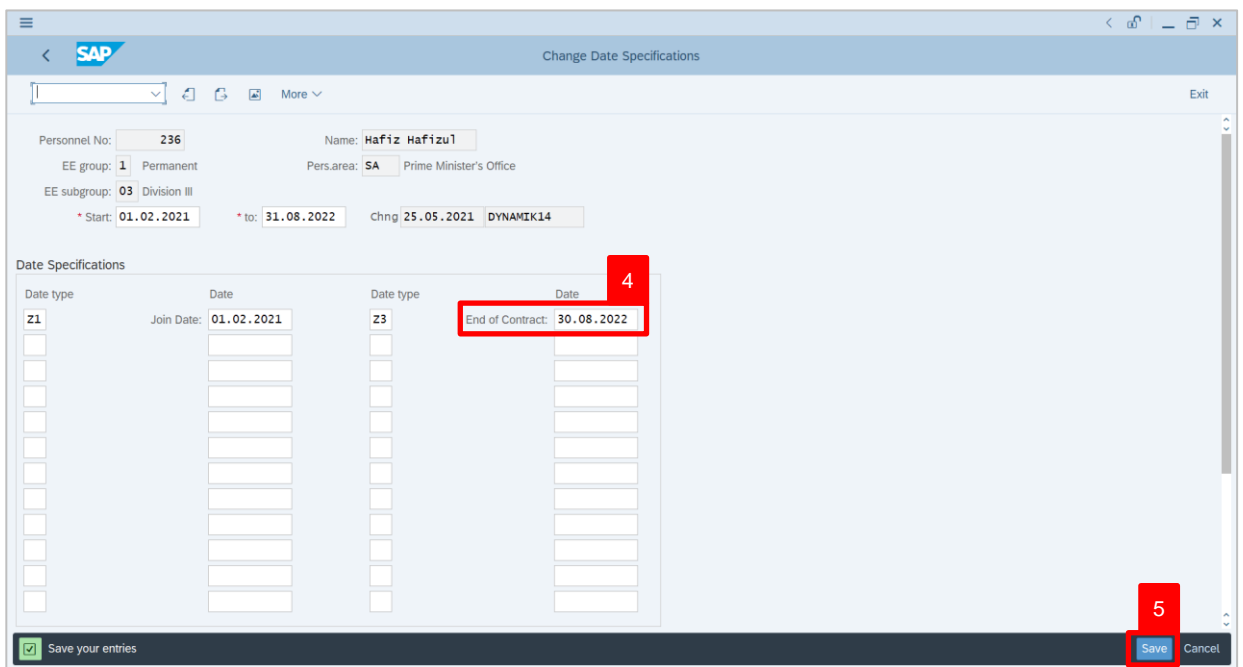
This screenshot is identical to the previous one, but a red box with the number '1' highlights the copy icon in the 'Date type' column of the 'Date Specifications' table.


2. Select Date Specifications, **Z3 End of Contract**.

3. Click on  icon.



4. Under **Date Specifications** section, enter the date for **Z3 End of Contract**.



5. Press **Enter** button on the keyboard and click 

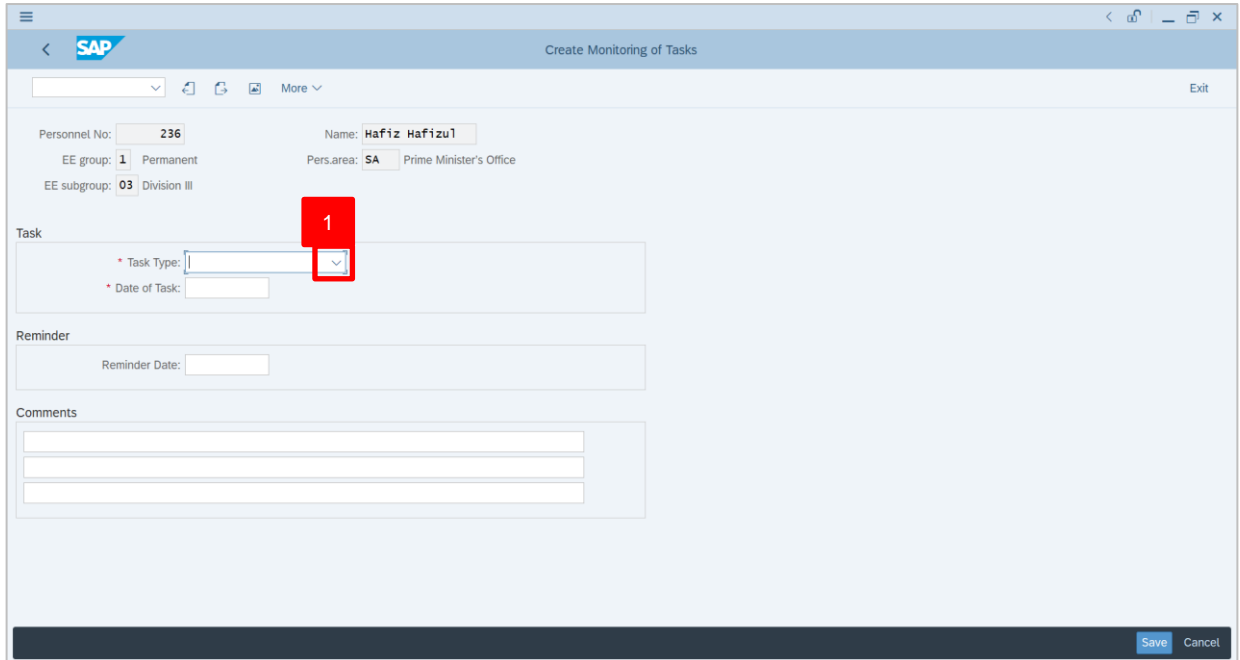
Outcome: Record is created.

The **Create Monitoring of Tasks** page will be displayed.

Create Monitoring of Task

Backend User

Department HR Administrator and HR Administrator (JPA)



Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III

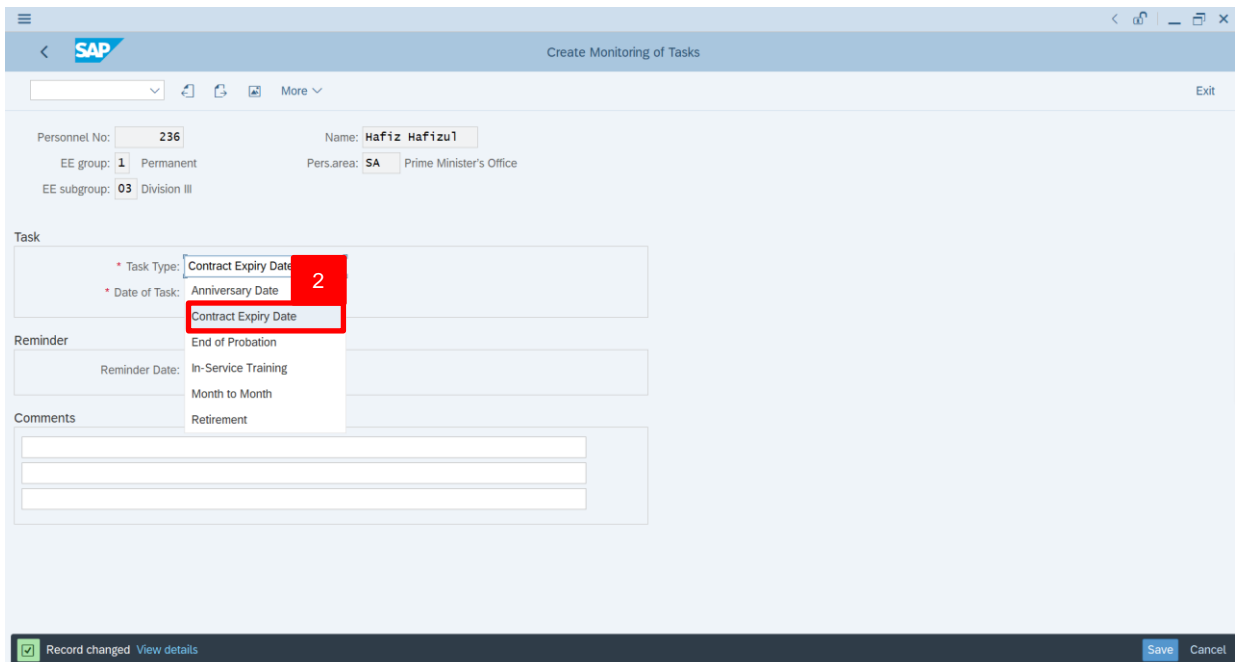
Task
* Task Type: (highlighted with red box and '1')
* Date of Task:

Reminder
Reminder Date:

Comments

Save Cancel

1. Under **Task** section, click on for Task Type.



Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III

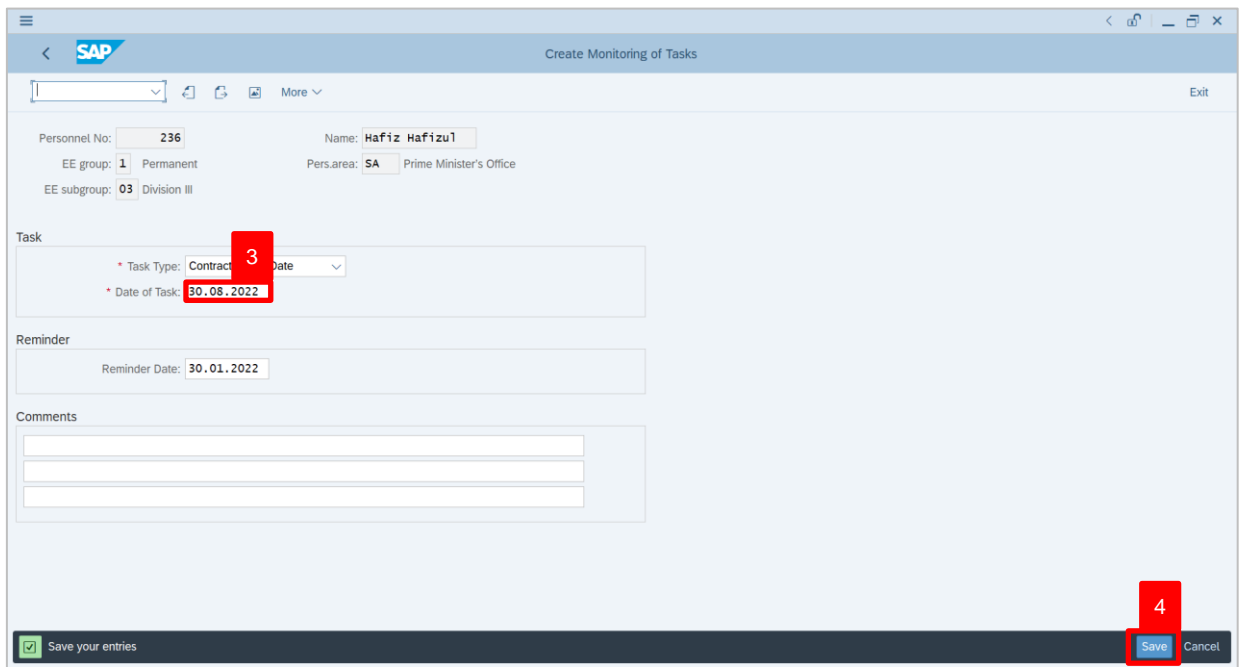
Task
* Task Type: (highlighted with red box and '2')
* Date of Task:

Reminder
End of Probation
Reminder Date:

Comments
Retirement

Record changed View details Save Cancel

2. Select Task Type, **Contract Expiry Date**.




The screenshot shows the SAP 'Create Monitoring of Tasks' form. The form is titled 'Create Monitoring of Tasks' and includes the following fields and values:

- Personnel No: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Task: * Task Type: Contract Date (highlighted with a red box containing the number 3)
- * Date of Task: 30.08.2022 (highlighted with a red box)
- Reminder: Reminder Date: 30.01.2022
- Comments: Three empty text input fields.

At the bottom right, there is a 'Save' button (highlighted with a red box containing the number 4) and a 'Cancel' button. A status bar at the bottom left shows a green checkmark and the text 'Save your entries'.

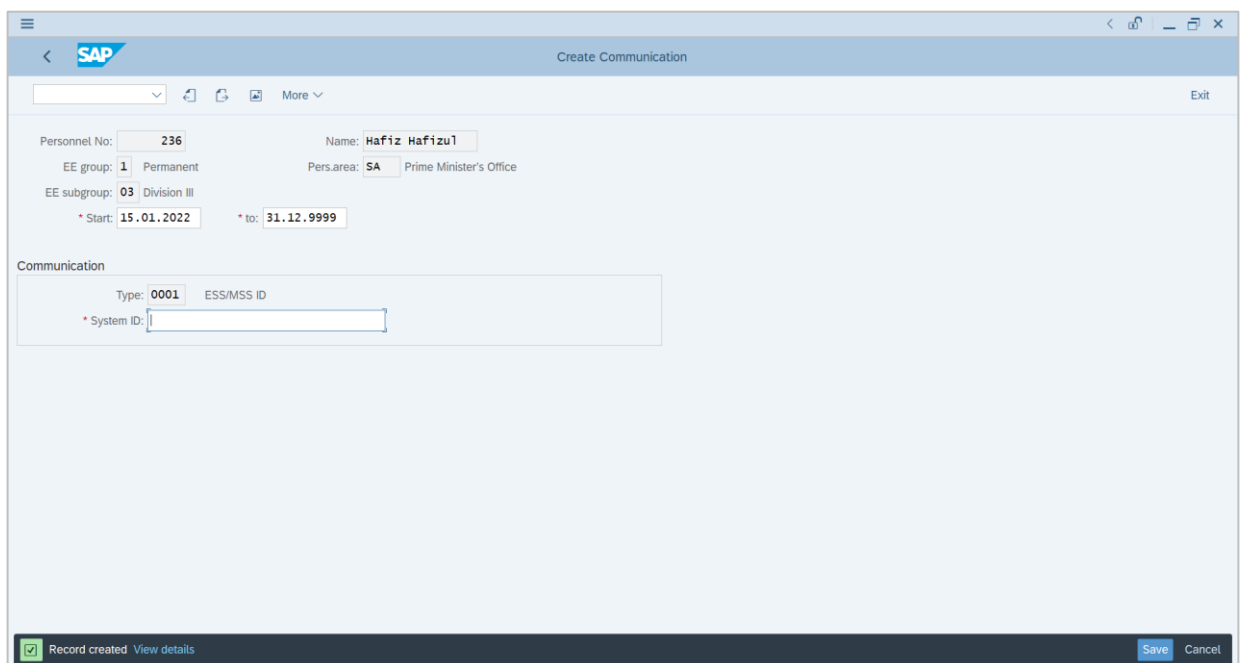
3. Under **Task** section, enter the Date of Task selected.

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

Outcome: Record is created.

Note: Reminder Date of task will be auto filled based on Task Type and Date of Task.

The **Create Communication – ESS/MSS** page will be displayed.



The screenshot shows the SAP 'Create Communication' form. The form is titled 'Create Communication' and includes the following fields and values:

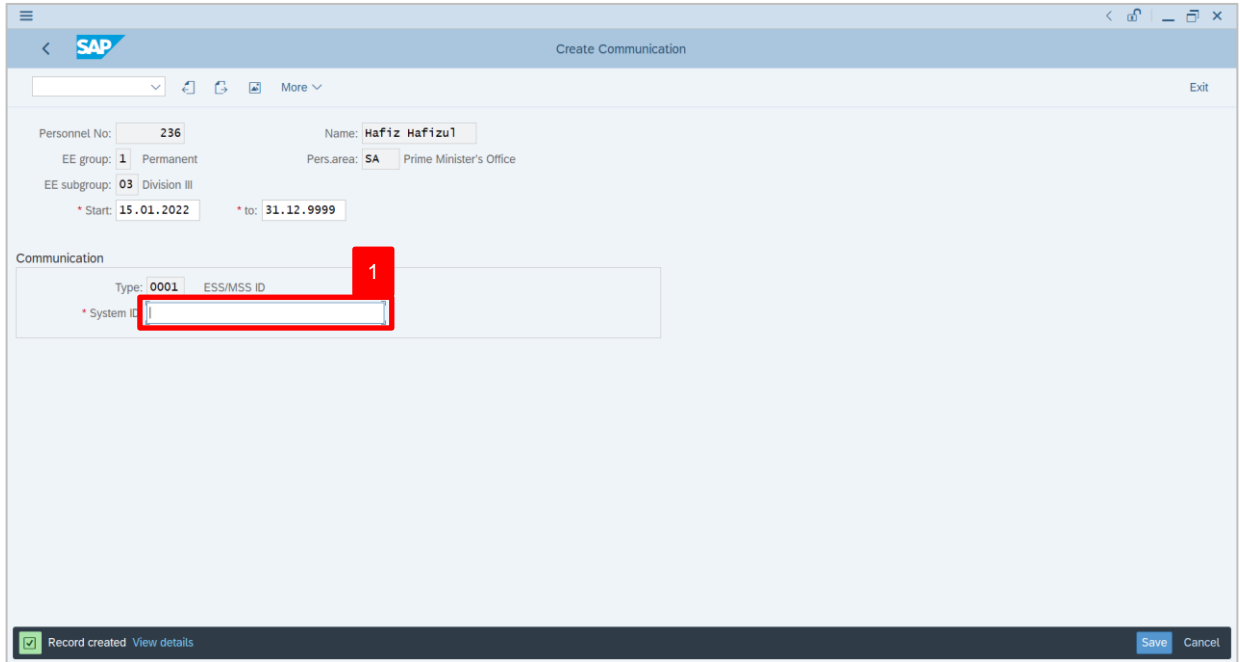
- Personnel No: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 15.01.2022
- * to: 31.12.9999
- Communication: Type: 0001 ESS/MSS ID
- * System ID: [Empty text input field]

At the bottom left, there is a green checkmark and the text 'Record created View details'. At the bottom right, there is a 'Save' button and a 'Cancel' button.

Create Communications

Backend User

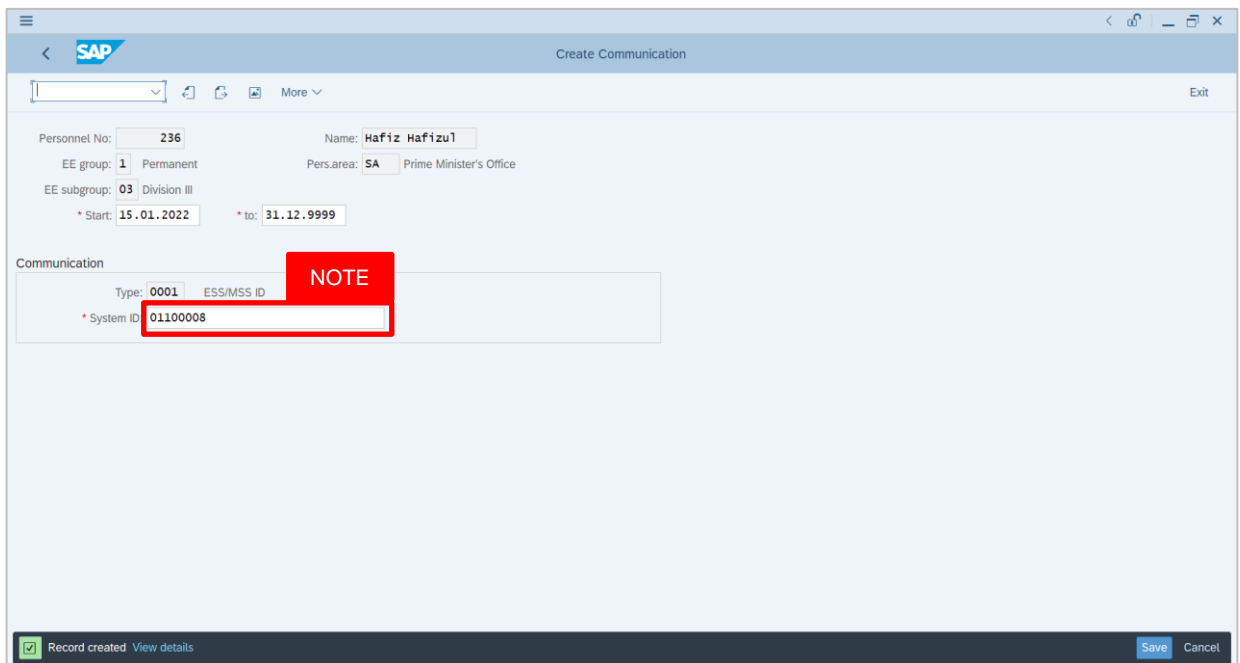
Department HR Administrator and HR Administrator (JPA)



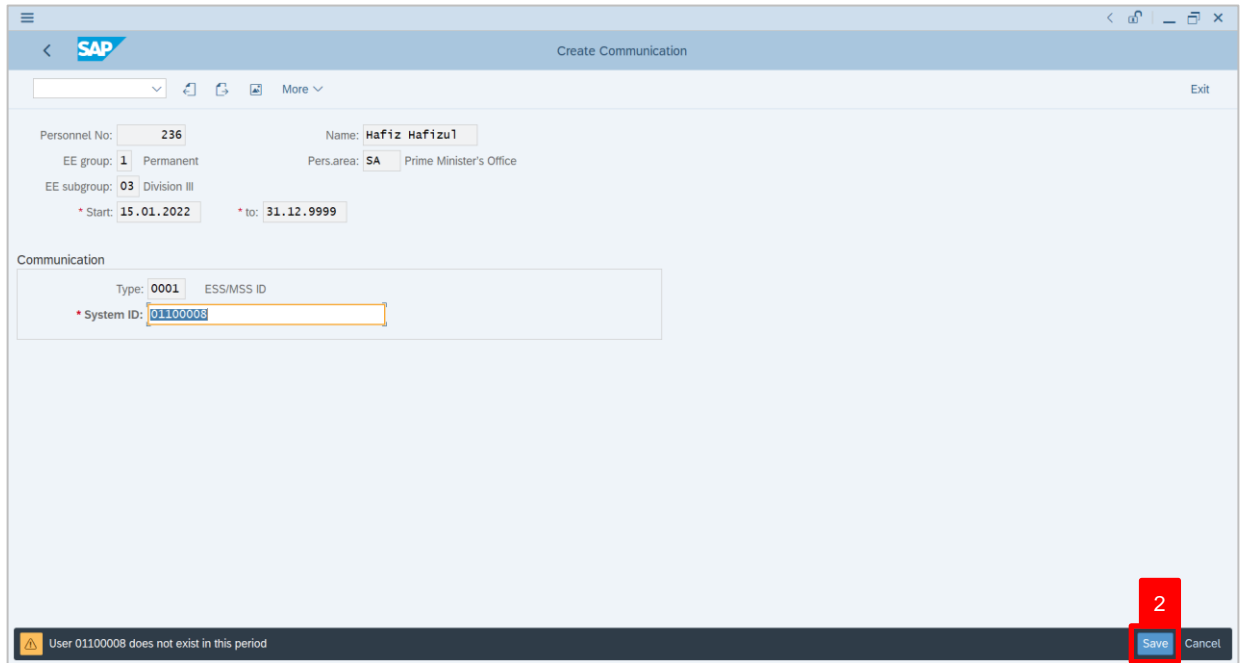
The screenshot shows the SAP 'Create Communication' interface. The 'Personnel' section is populated with the following data: Personnel No: 236, Name: Hafiz Hafizu1, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 15.01.2022, and End: 31.12.9999. In the 'Communication' section, the Type is set to 0001 ESS/MSS ID. The System ID field is empty and highlighted with a red box and the number '1'. At the bottom, there is a 'Record created' message and 'Save' and 'Cancel' buttons.

1. Under **Communications** section, enter System ID for ESS/MSS ID.


Note: ESS/MSS ID is the personnel's **IC number**.



This screenshot shows the same SAP 'Create Communication' interface as the previous one, but with the System ID field now containing the value '01100008'. A red box highlights the System ID field, and a red box with the word 'NOTE' is placed above it. The rest of the form and the bottom status bar remain the same.



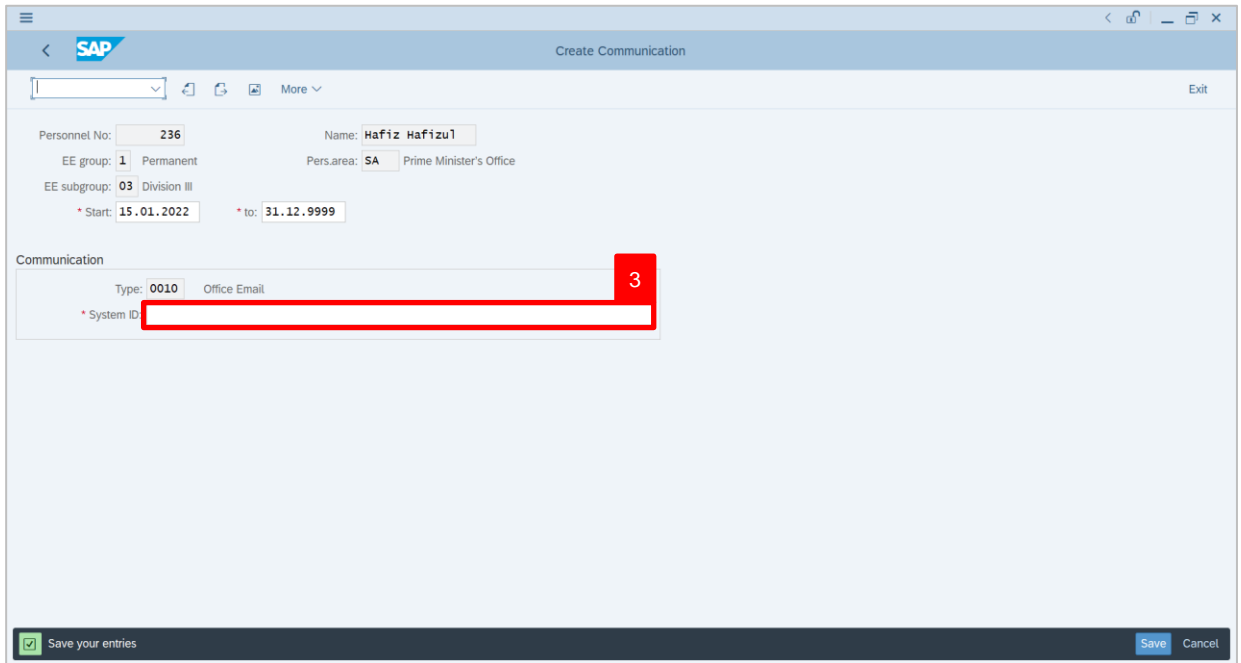
The screenshot shows the SAP 'Create Communication' form. The 'Personnel No.' field is filled with '236' and the 'Name' field with 'Hafiz Hafizu1'. The 'EE group' is '1 Permanent' and 'Pers.area' is 'SA Prime Minister's Office'. The 'EE subgroup' is '03 Division III'. The 'Start' date is '15.01.2022' and the 'to' date is '31.12.9999'. In the 'Communication' section, the 'Type' is '0001 ESS/MSS ID' and the 'System ID' is '01100008'. A red box with the number '2' highlights the 'Save' button at the bottom right. A message bar at the bottom left states 'User 01100008 does not exist in this period'.

2. Press **Enter** button on the keyboard and click 

Outcome: Record is created.

Note: User 01XXXXXX does not exist in this period means that user can proceed to create ESS/MSS ID as the IC number is currently unused.

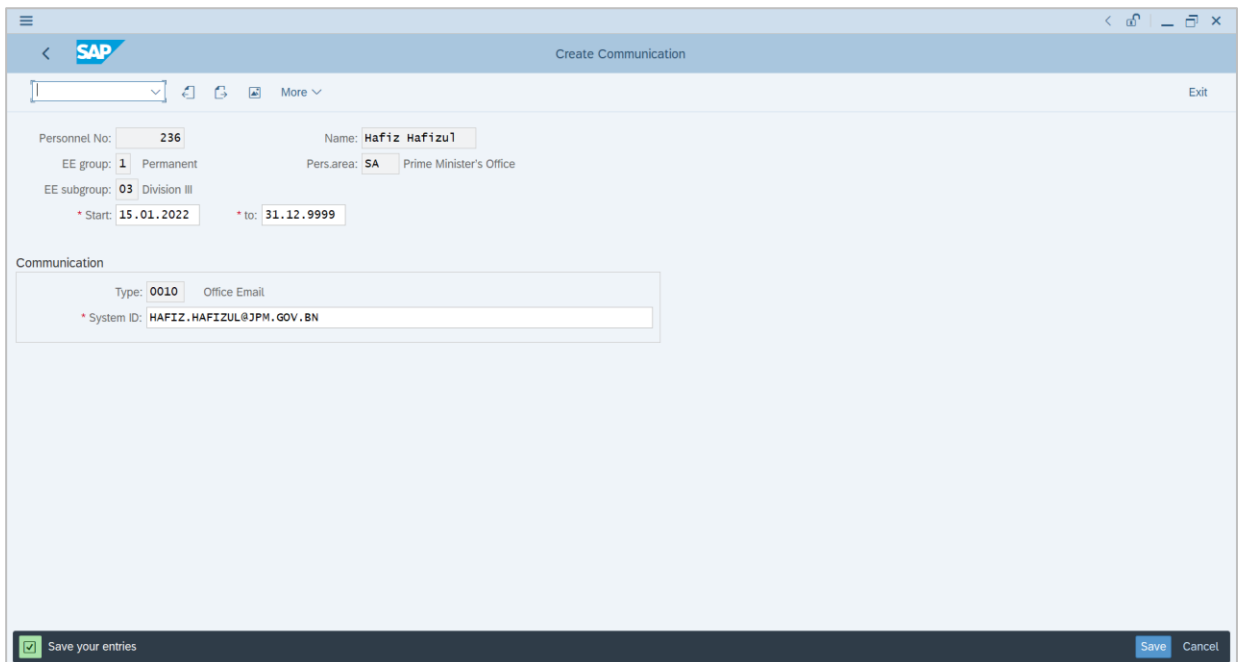
The **Create Communications – Office Email** page will be displayed.



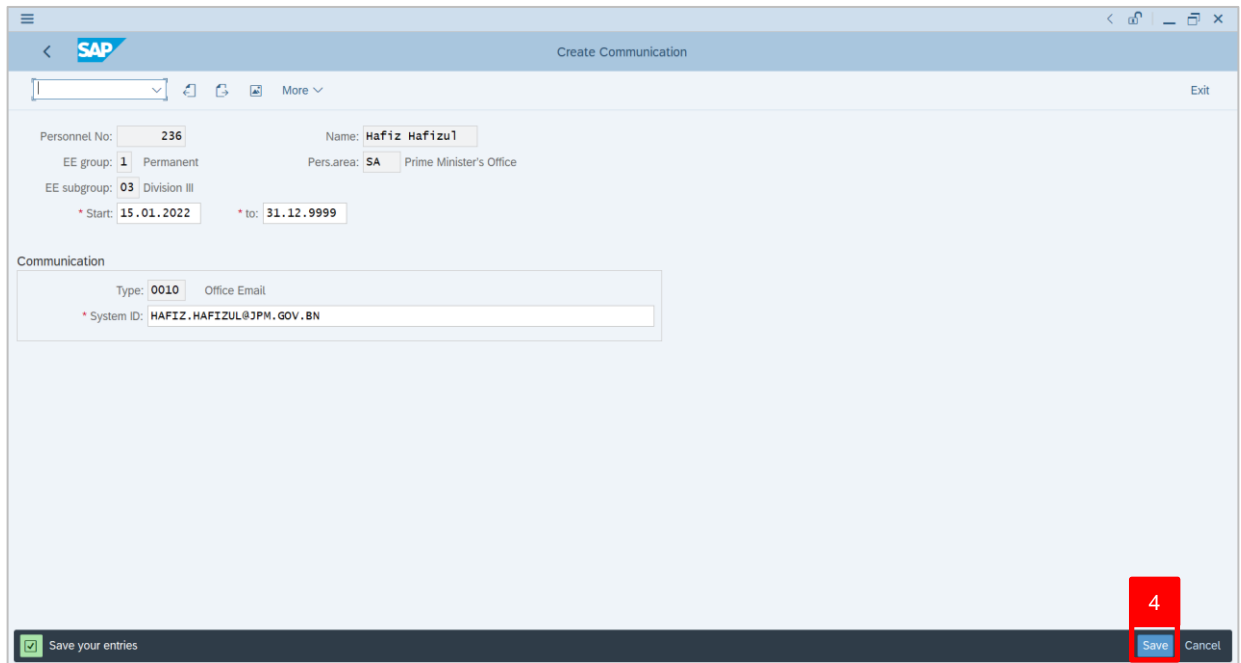
The screenshot shows the SAP 'Create Communication' form. The 'Personnel' section is populated with: Personnel No: 236, Name: Hafiz Hafizul, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, * Start: 15.01.2022, * to: 31.12.9999. The 'Communication' section shows Type: 0010 Office Email. The System ID field is empty and highlighted with a red box and the number 3. At the bottom, there is a 'Save your entries' checkbox and 'Save' and 'Cancel' buttons.

3. Under **Communications** section, enter System ID for Office Email.


Note: Office Email can only be in “.gov.bn” or “.edu.bn”



The screenshot shows the same SAP 'Create Communication' form, but now the System ID field is populated with the value 'HAFIZ.HAFIZUL@JPM.GOV.BN'. The rest of the form remains the same as in the previous screenshot.

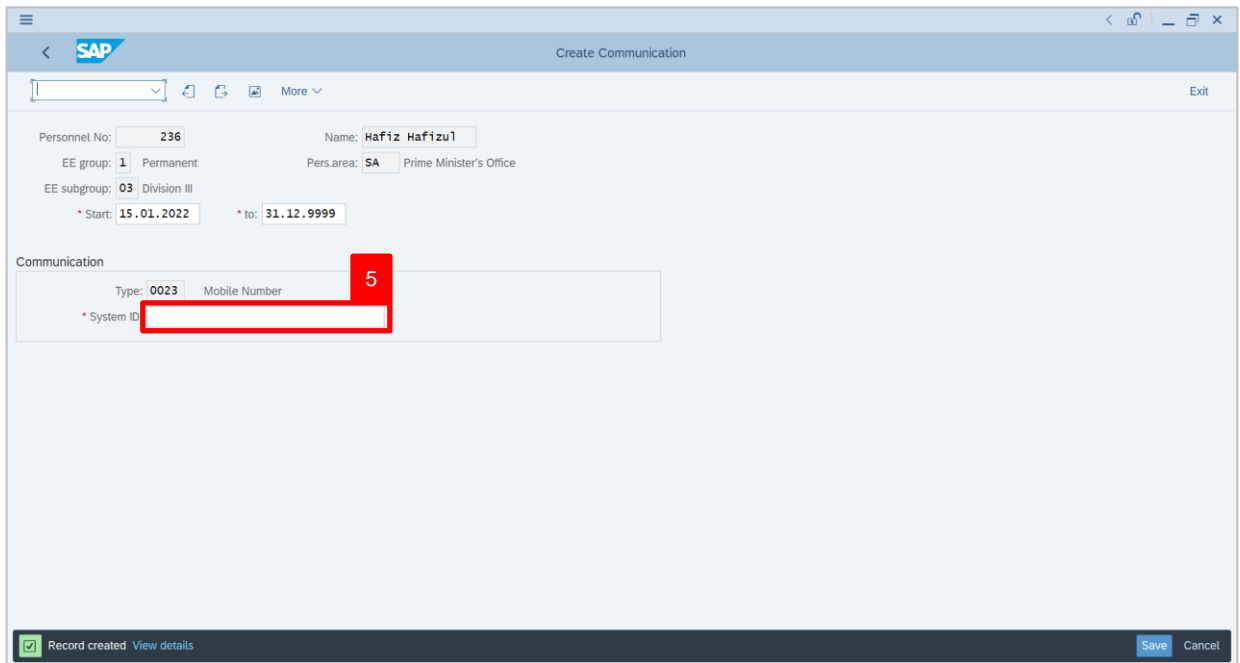


The screenshot shows the SAP 'Create Communication' form. The form is titled 'Create Communication' and has a blue header bar with the SAP logo. Below the header, there are several input fields and buttons. The 'Personnel No.' field contains '236', and the 'Name' field contains 'Hafiz Hafizu1'. The 'EE group' is '1 Permanent' and the 'Pers.area' is 'SA Prime Minister's Office'. The 'EE subgroup' is '03 Division III'. The 'Start' date is '15.01.2022' and the 'to' date is '31.12.9999'. The 'Communication' section has a 'Type' of '0010 Office Email' and a 'System ID' of 'HAFIZ.HAFIZUL@JPM.GOV.BN'. At the bottom right, there is a red button with the number '4' and a blue 'Save' button. At the bottom left, there is a green 'Save your entries' button.

4. Press **Enter** button on the keyboard and click 

Outcome: Record is created.

The **Create Communications – Mobile Number** page will be displayed.

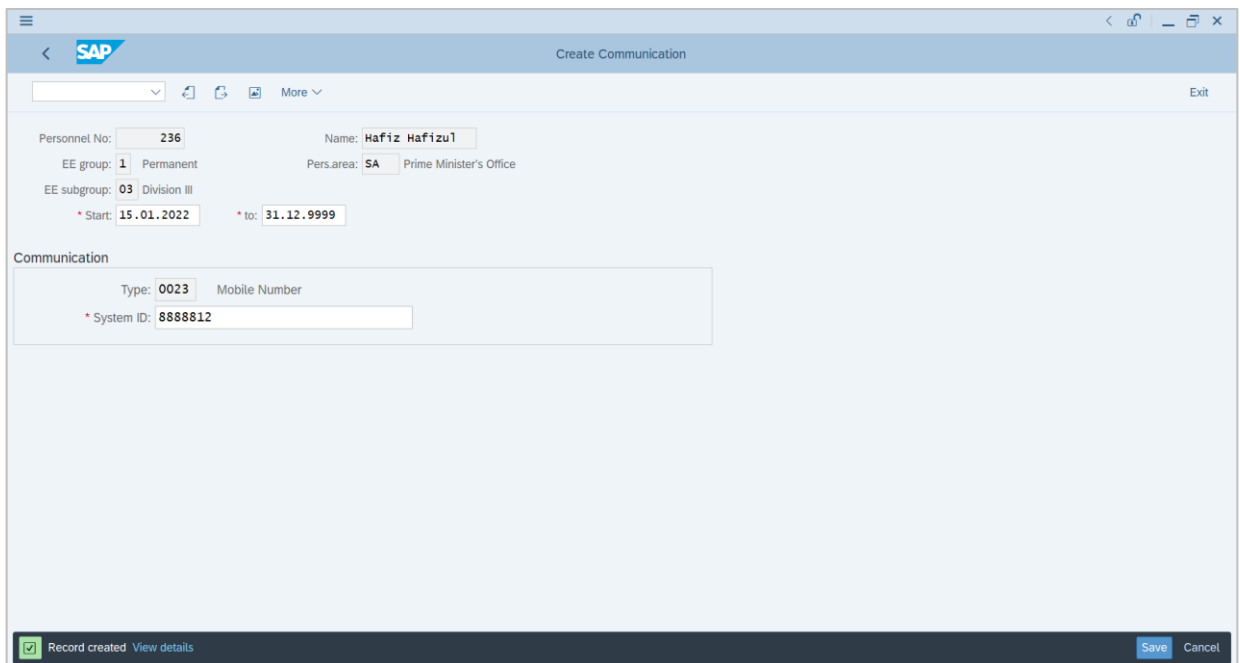


Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 15.01.2022 * to: 31.12.9999

Communication
Type: 0023 Mobile Number
* System ID:

Record created View details Save Cancel

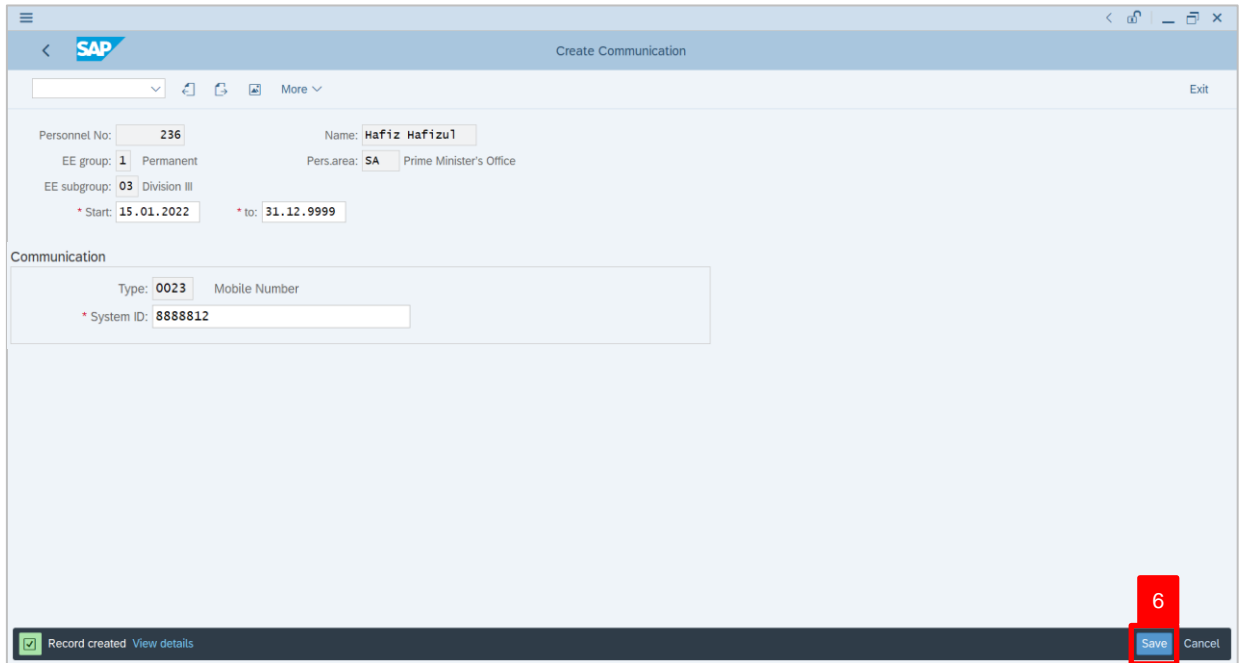
5. Under **Communications** section, enter System ID for Mobile Number.



Personnel No: 236 Name: Hafiz Hafizu1
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 15.01.2022 * to: 31.12.9999

Communication
Type: 0023 Mobile Number
* System ID: 8888812

Record created View details Save Cancel



Personnel No.: 236 Name: Hafiz Hafizu1

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

EE subgroup: 03 Division III


* Start: 15.01.2022 * to: 31.12.9999

Communication

Type: 0023 Mobile Number

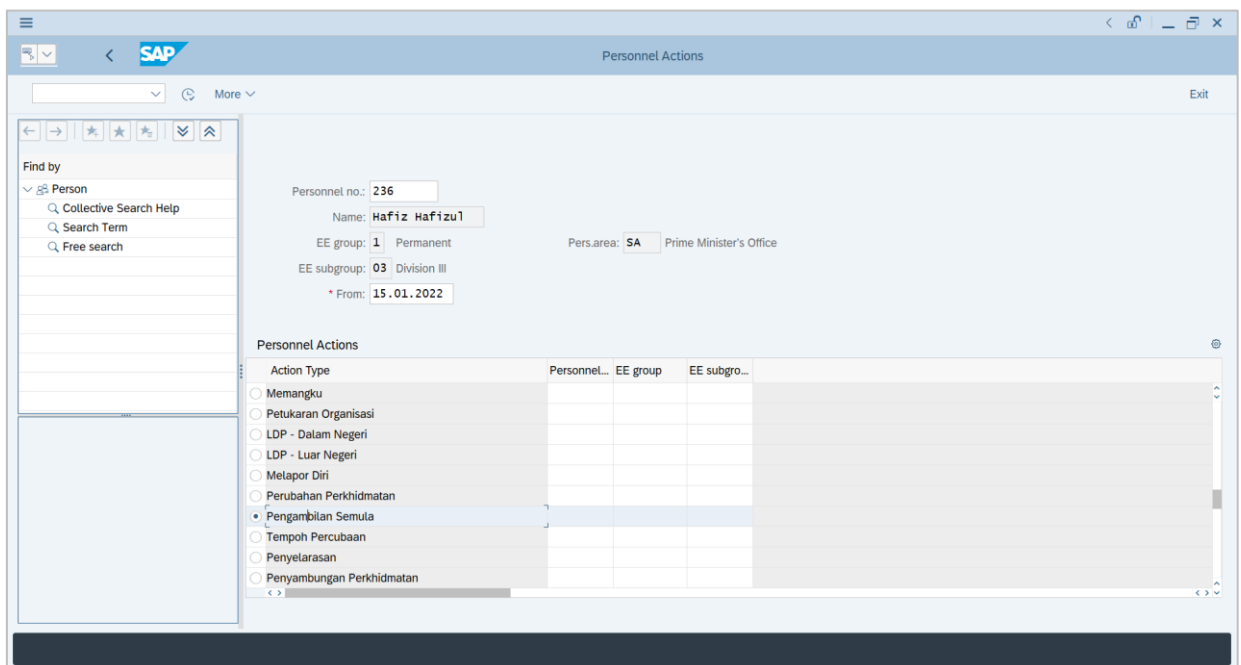
* System ID: 8888812

Record created View details **6** Save Cancel

6. Press **Enter** button on the keyboard and click 

Outcome: Record is created.

The **Personnel Actions** (PA40) 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

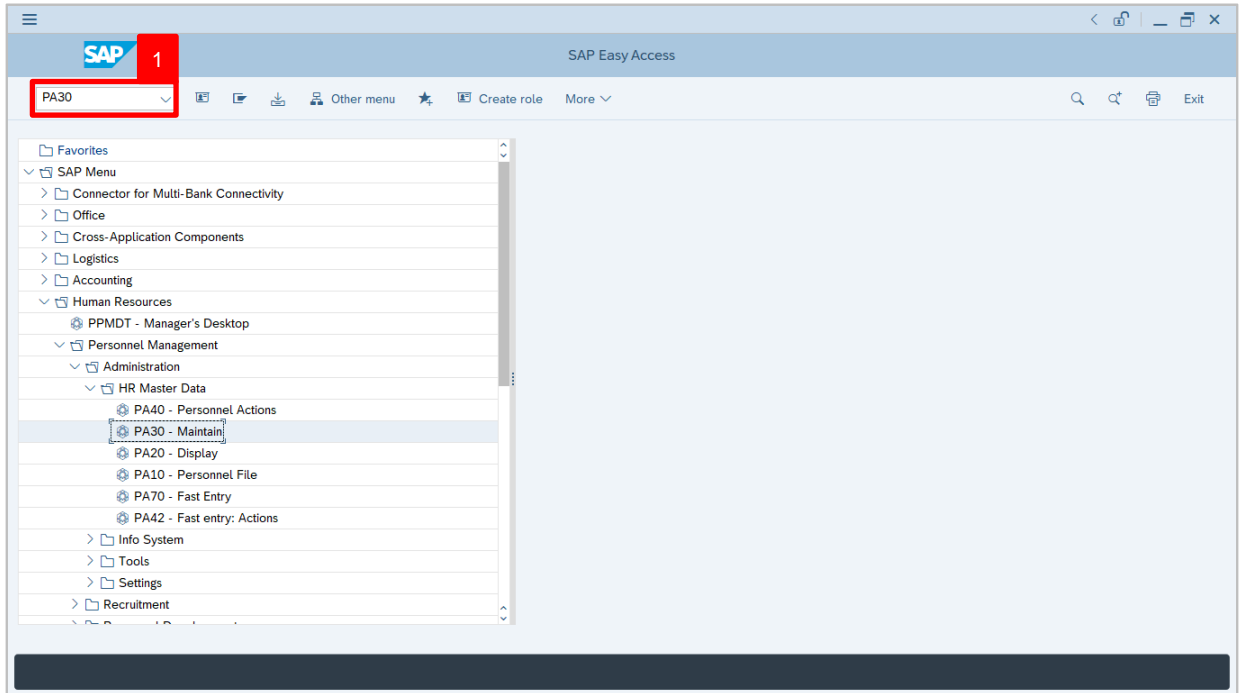
* From: 15.01.2022

Action Type	Personnel...	EE group	EE subgro...
<input type="radio"/> Memangku			
<input type="radio"/> Petukaran Organisasi			
<input type="radio"/> LDP - Dalam Negeri			
<input type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input checked="" type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			
<input type="radio"/> Penyetarasan			
<input type="radio"/> Penyambungan Perkhidmatan			

View Action Overview

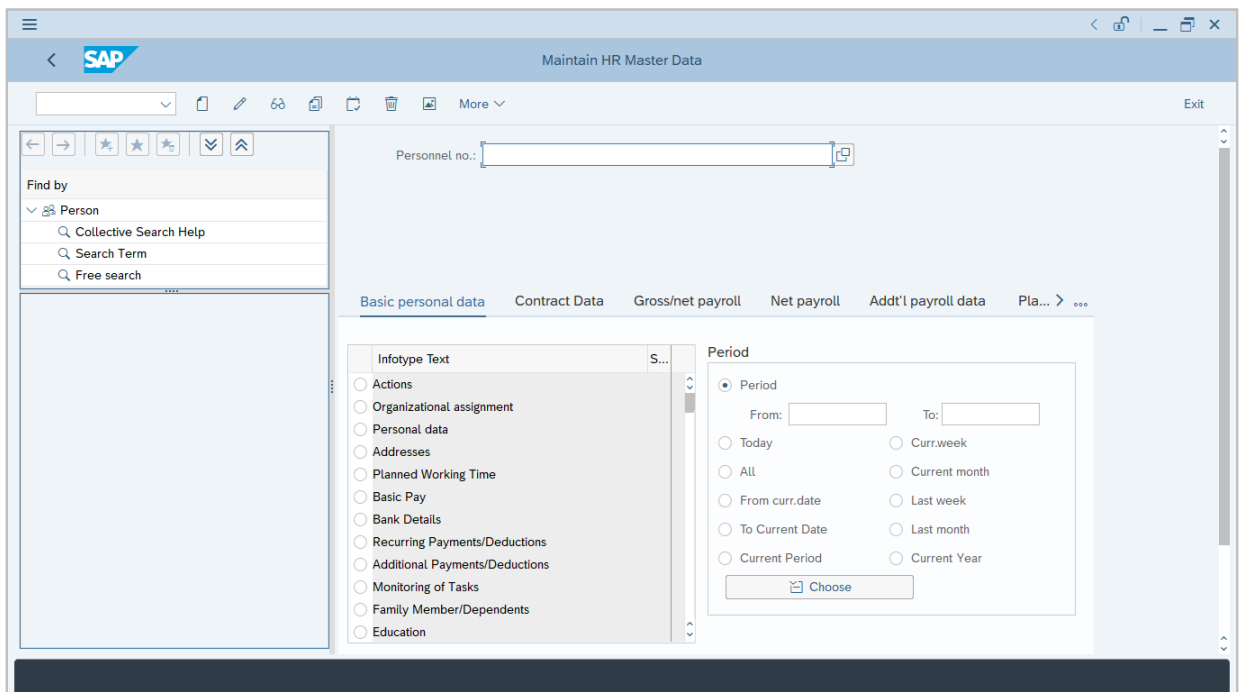
Backend User

Department HR Administrator and HR Administrator (JPA)



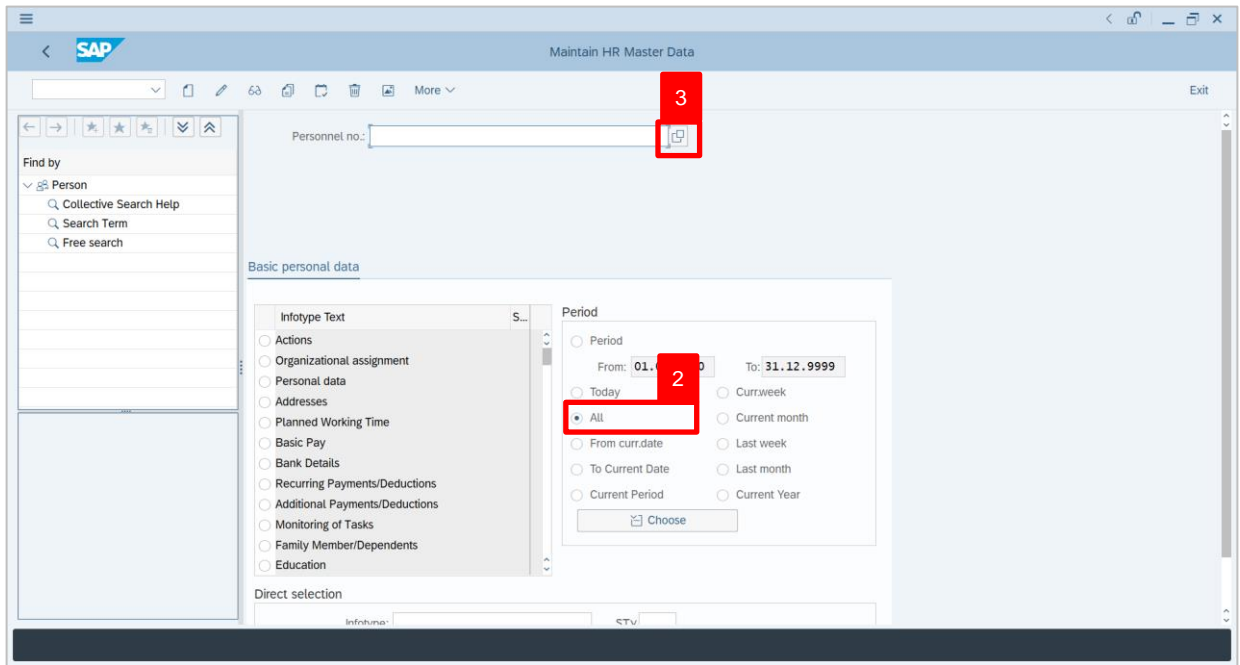
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



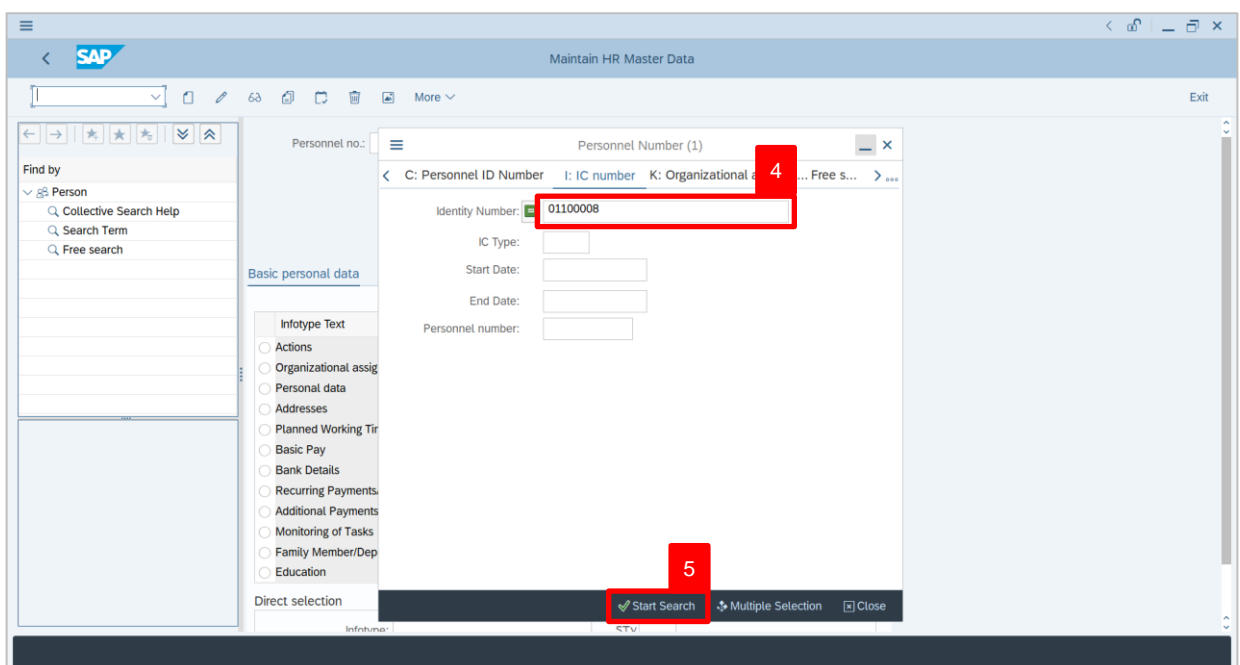
Note:

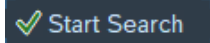
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.

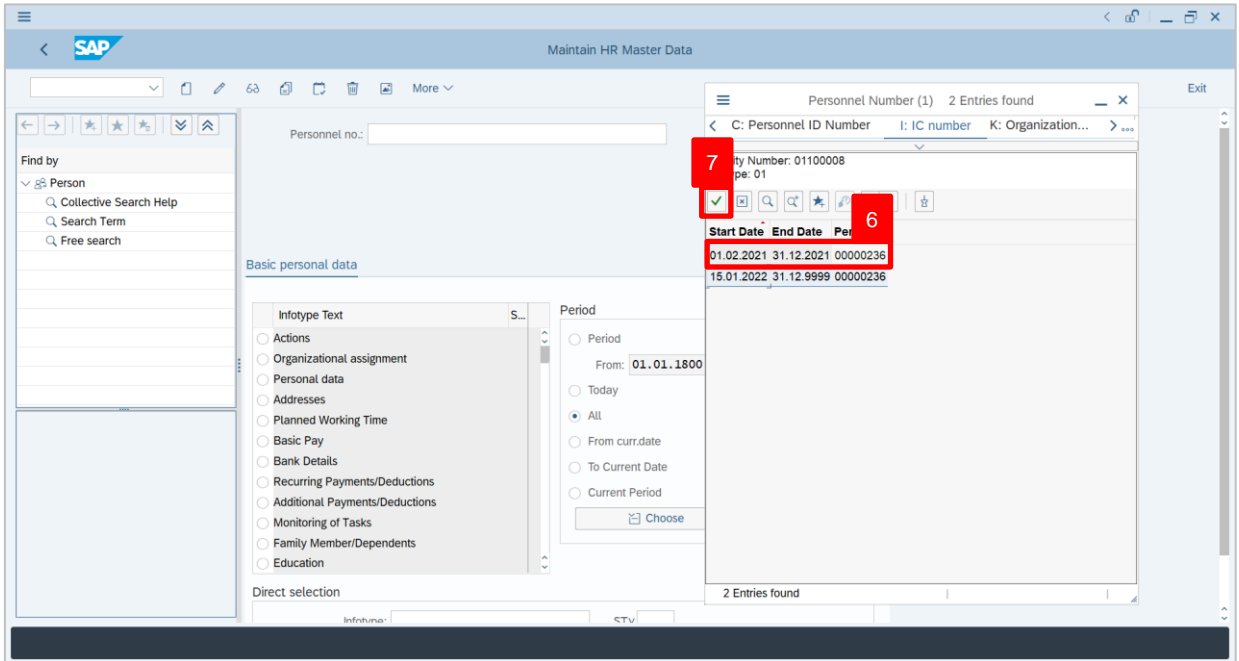



2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

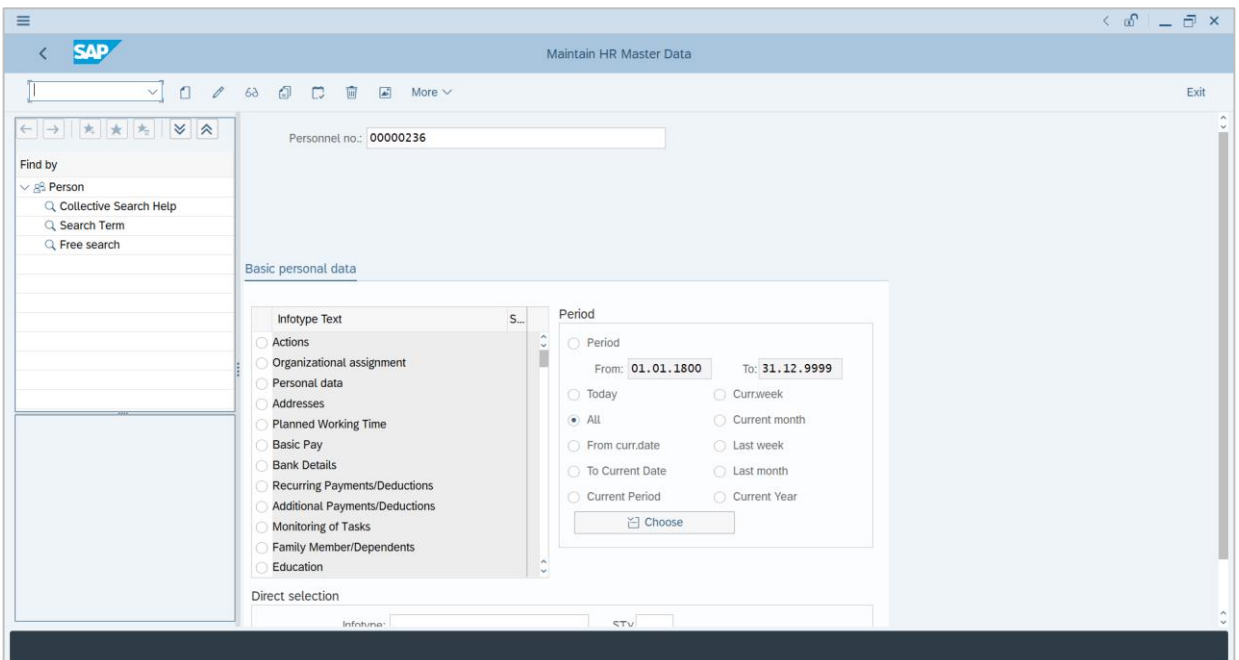
3. Click on icon for Personnel No.



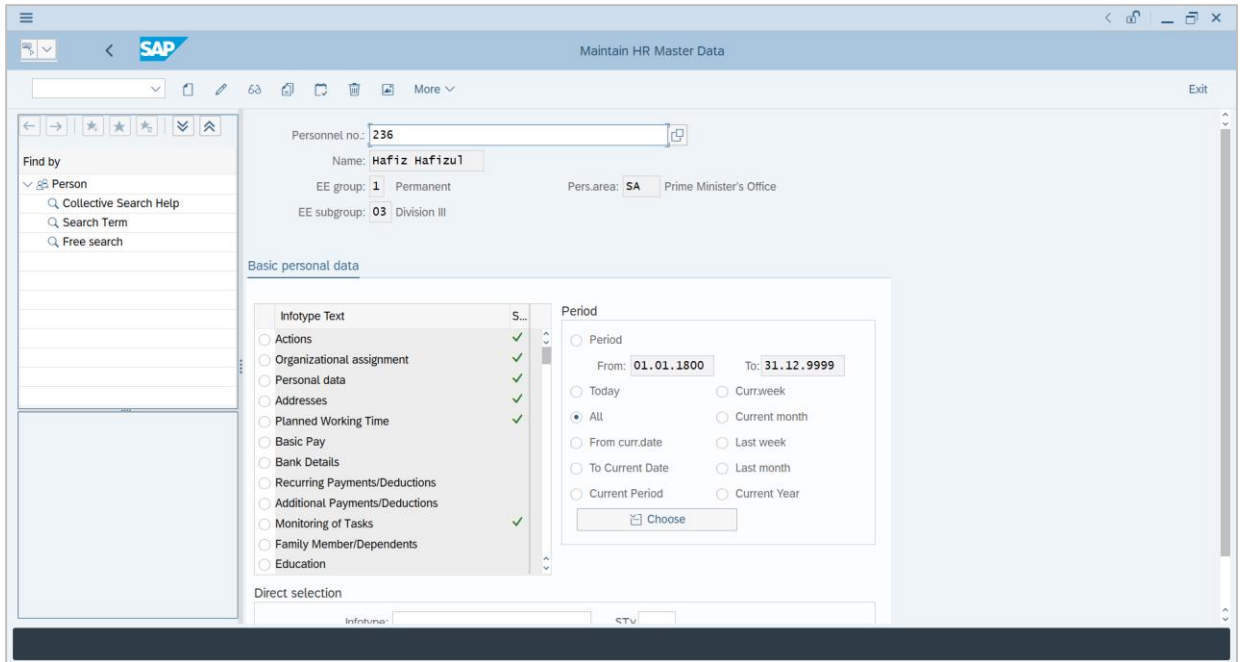
4. Enter the personnel IC Number.
5. Click on 



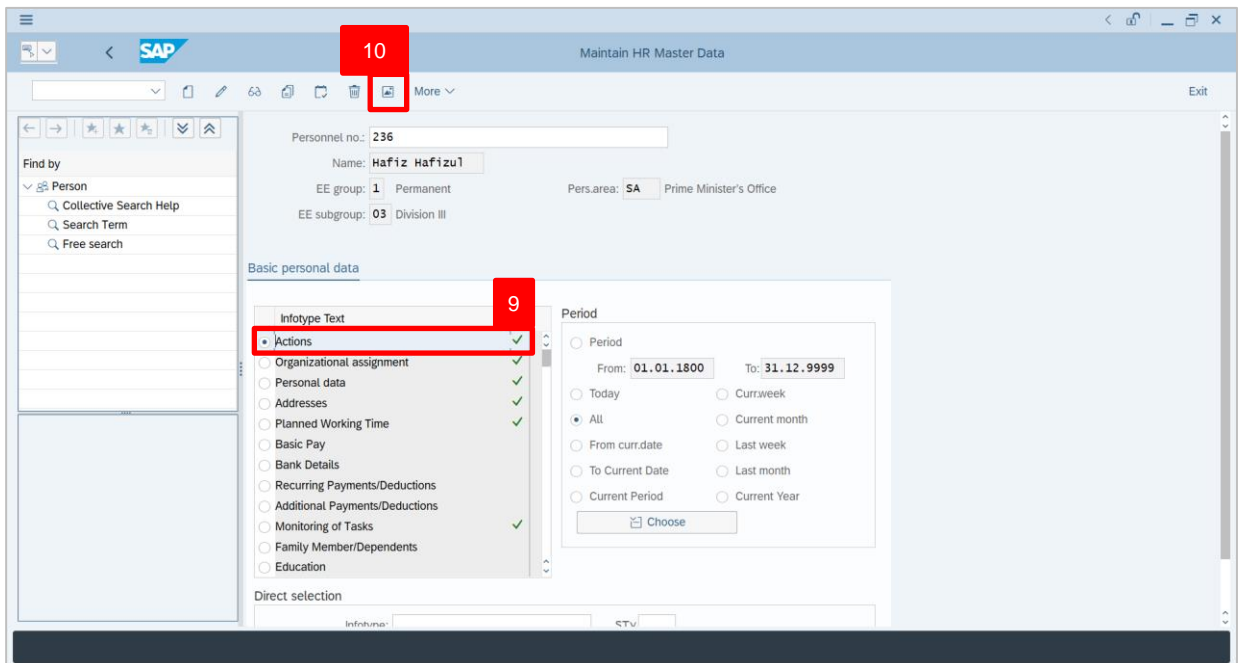
6. Select the searched personnel.
7. Click on  icon.



8. Press **Enter** button on the keyboard.



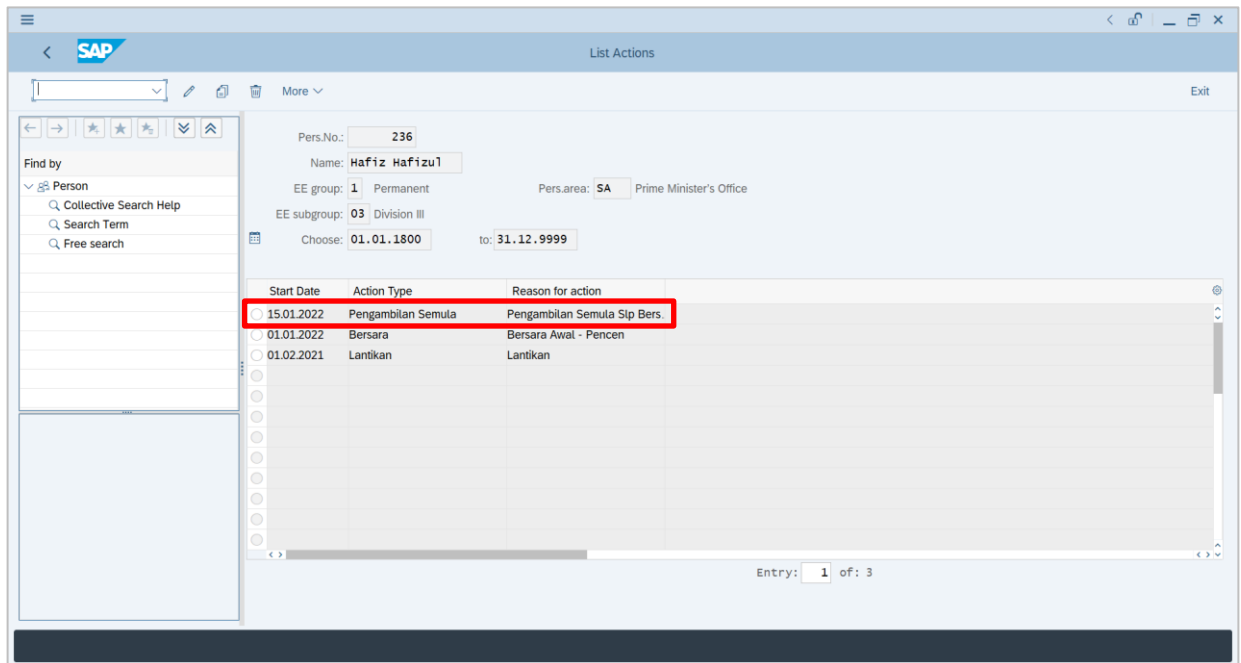
Note: The personnel information will be displayed.



9. Under **Basic personal data section**, 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. The employee details are as follows:

- 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

The table below displays the personnel actions:

Start Date	Action Type	Reason for action
<input checked="" type="radio"/> 15.01.2022	Pengambilan Semula	Pengambilan Semula Slip Bers.
<input type="radio"/> 01.01.2022	Bersara	Bersara Awal - Pencen
<input type="radio"/> 01.02.2021	Lantikan	Lantikan

At the bottom of the table, it indicates 'Entry: 1 of 3'.

User can view the personnel actions in this page.