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**.
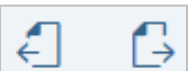
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SAP ICONS

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.

Sistem Sumber Manusia – Personnel Administration

Copy Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)

The **SAP Easy Access** page will be displayed.
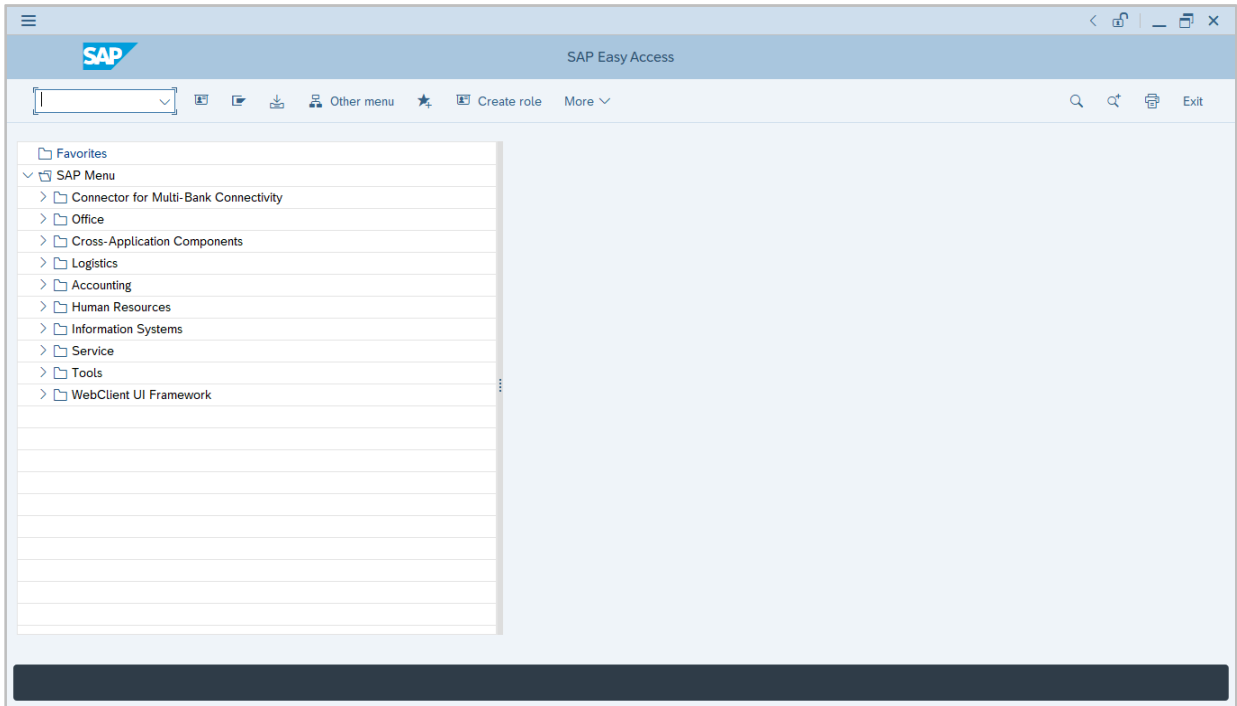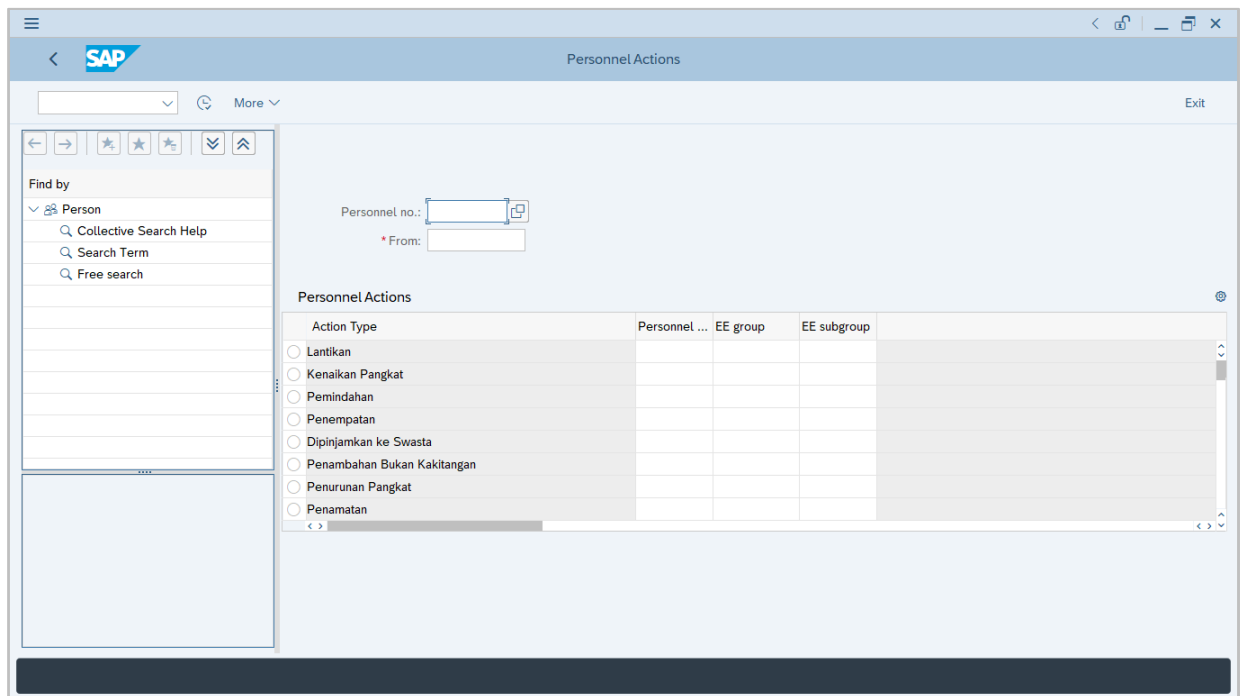
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.
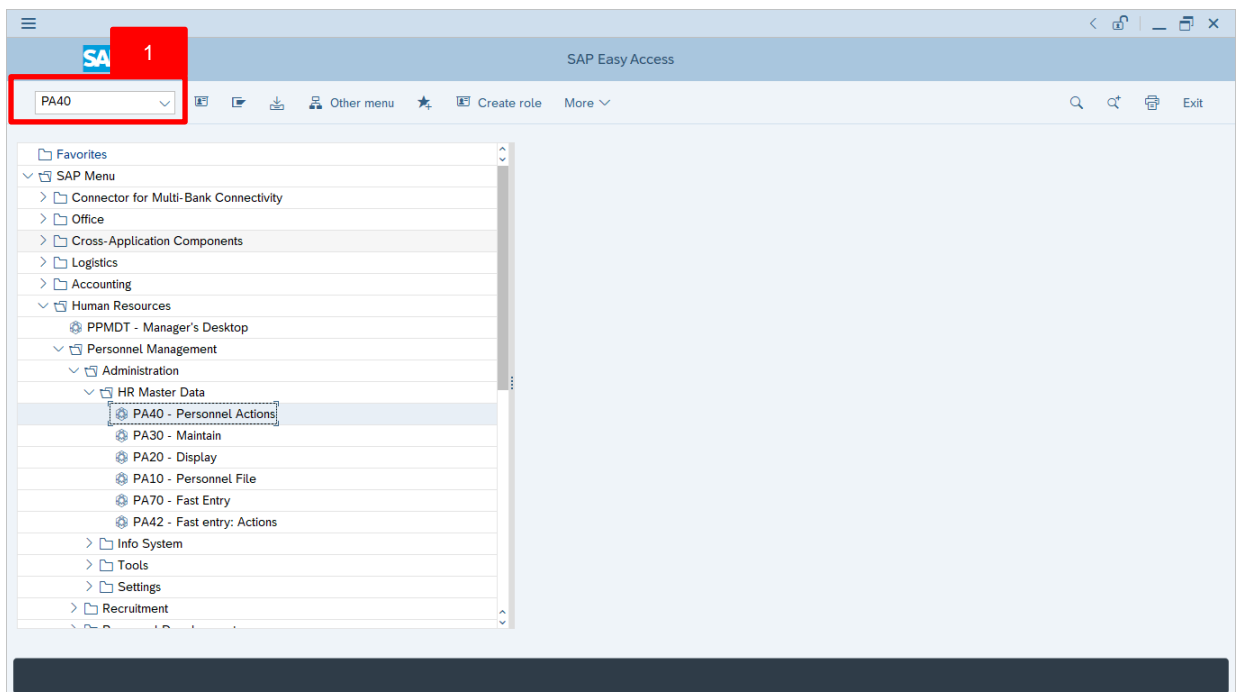
Note: Click on *SAP Menu > Human Resources > Personnel Management >*

Administration > HR Master Data > PA40 – Personnel Actions

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

2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.
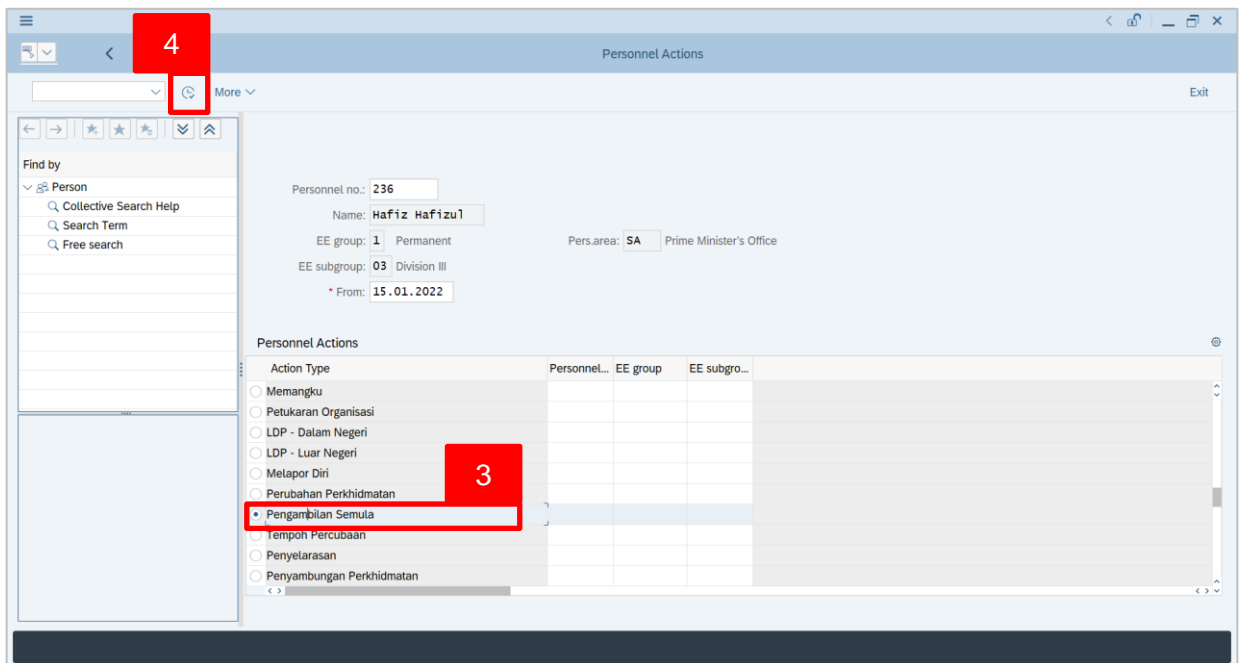
3. Under **Personnel Actions** page, click on the ⦿ and select ○ Pengambilan Semula

4. Click on 🕒 icon.

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

5. Under **Personnel action** section, click on icon for Reason for Action.
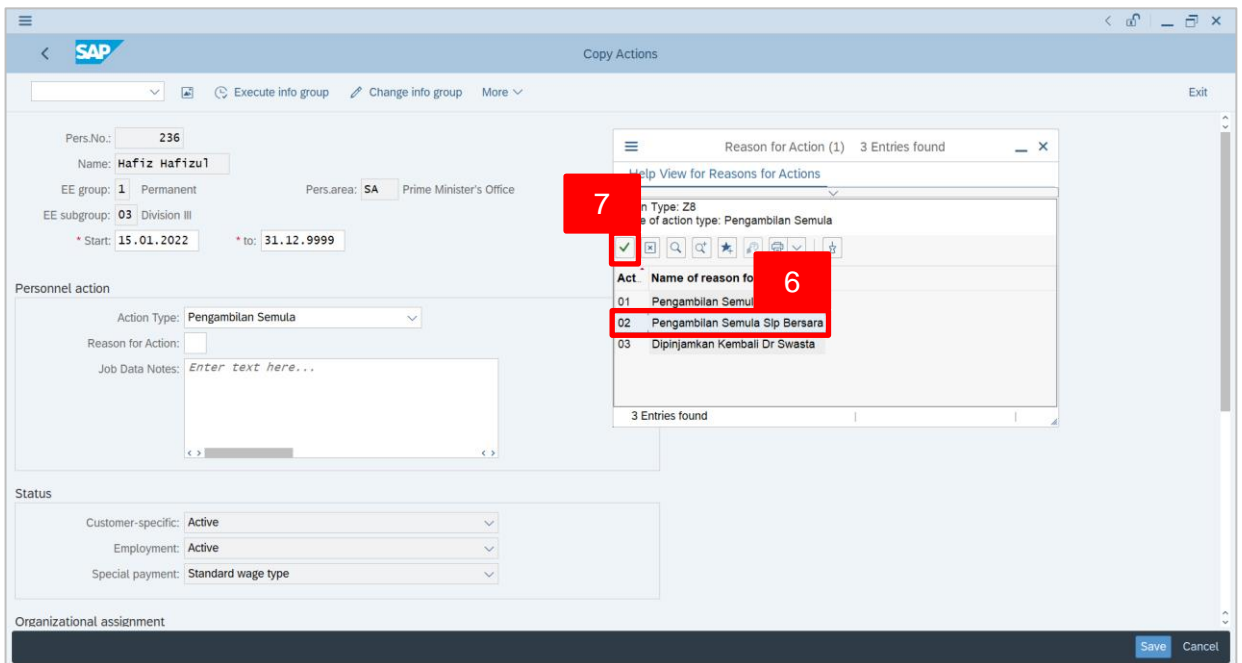
6. Select **Reason for Action** option, for example: **02 Pengambilan Semula Slp Bersara**

7. Click on icon.

8. Press **Enter** on the keyboard and click Save
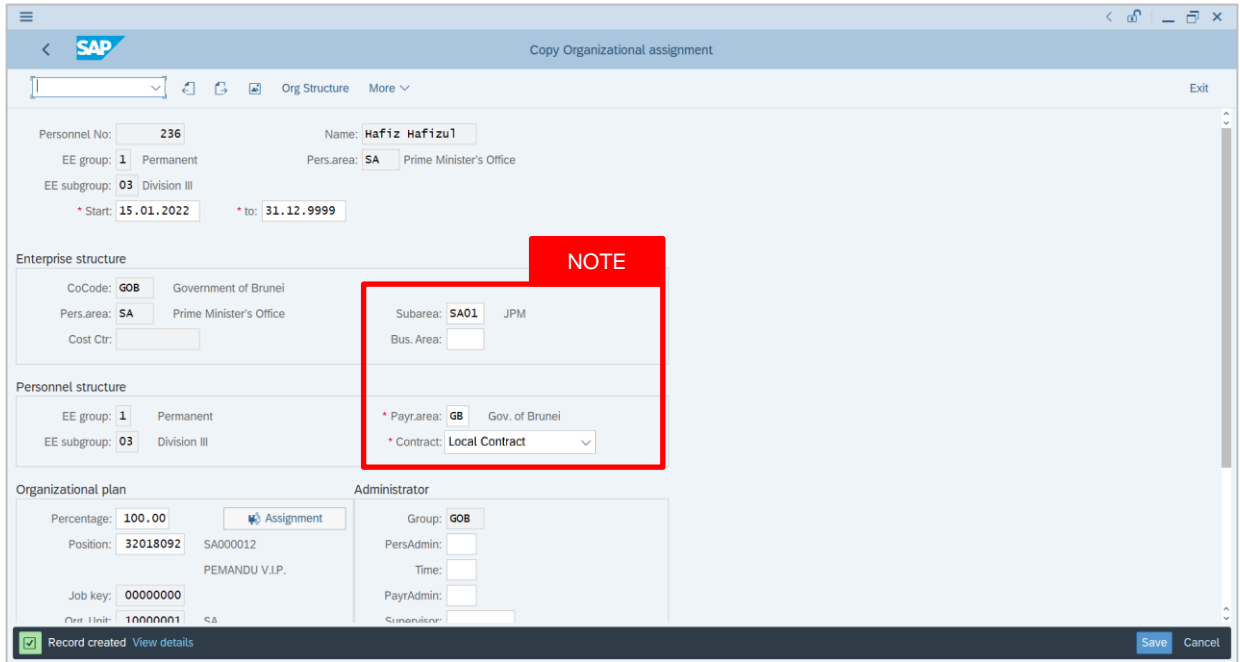
Outcome: Record is created.

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

Copy Organizational Assignment	Backend User
	Department HR Administrator and HR Administrator (JPA)

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

Outcome: Record is created.

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

Sistem Sumber Manusia – Personnel Administration

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:
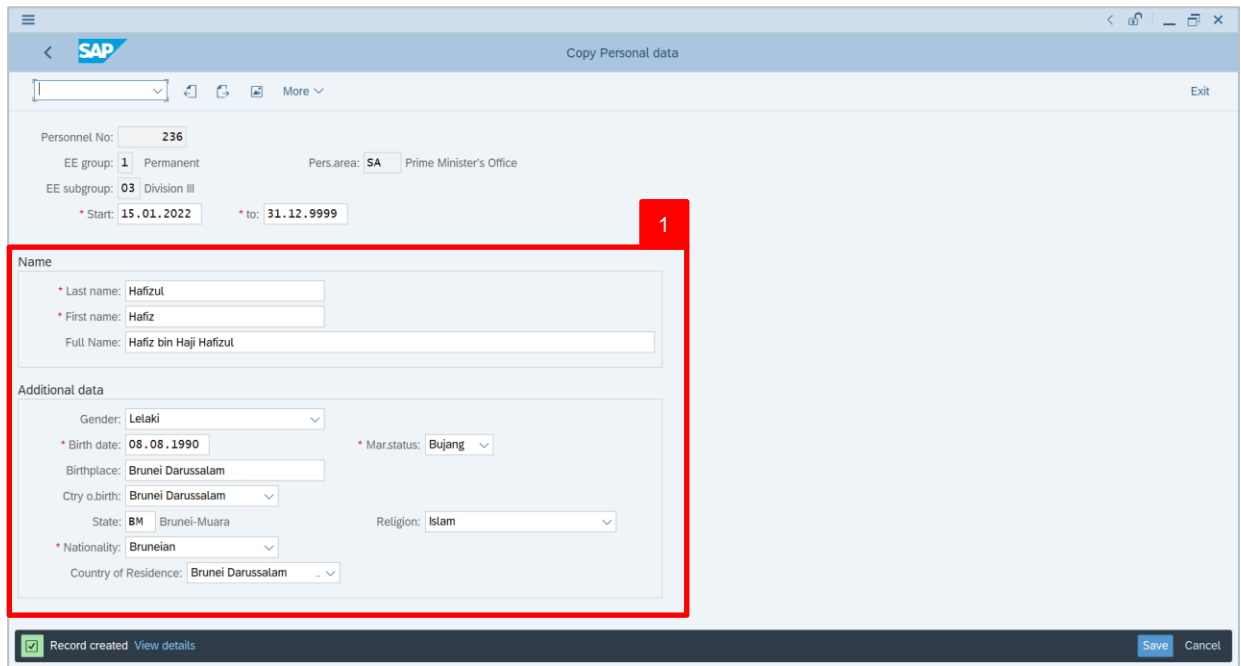
Sub Section	Field	Mandatory (?)	Example
Name	Last Name	✓	Hafizul
	First Name	✓	Hafiz
	Full Name	✗	Hafiz bin Hj Hafizul
Additional Data	Gender	✗	Male
	Birth date	✓	08.08.1990
	Marital Status	✓	Bujang
	Birthplace	✗	Brunei Darussalam
	Country of Birth	✗	Brunei Darussalam
	State	✗	BM - Brunei Muara
	Religion	✗	Islam
	Nationality	✓	Bruneian
	Country of Residence	✗	Brunei Darussalam
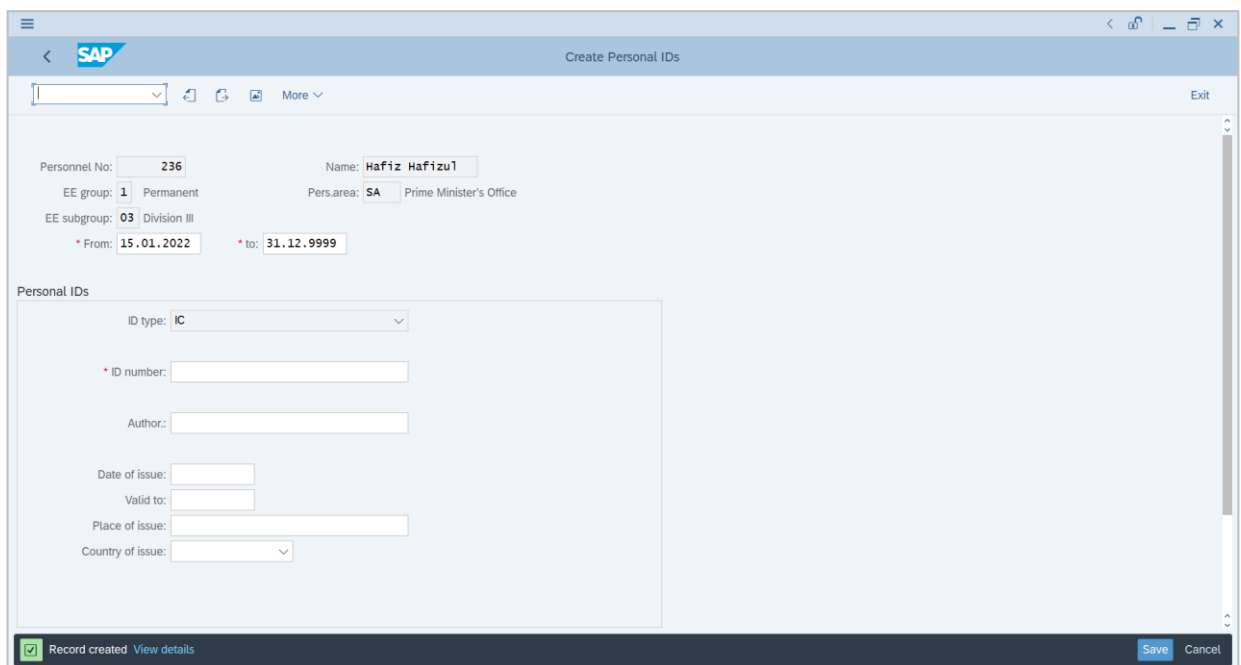
Note: If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click Save

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

Outcome: Record is created

The **Copy Personal IDs** page will be displayed.
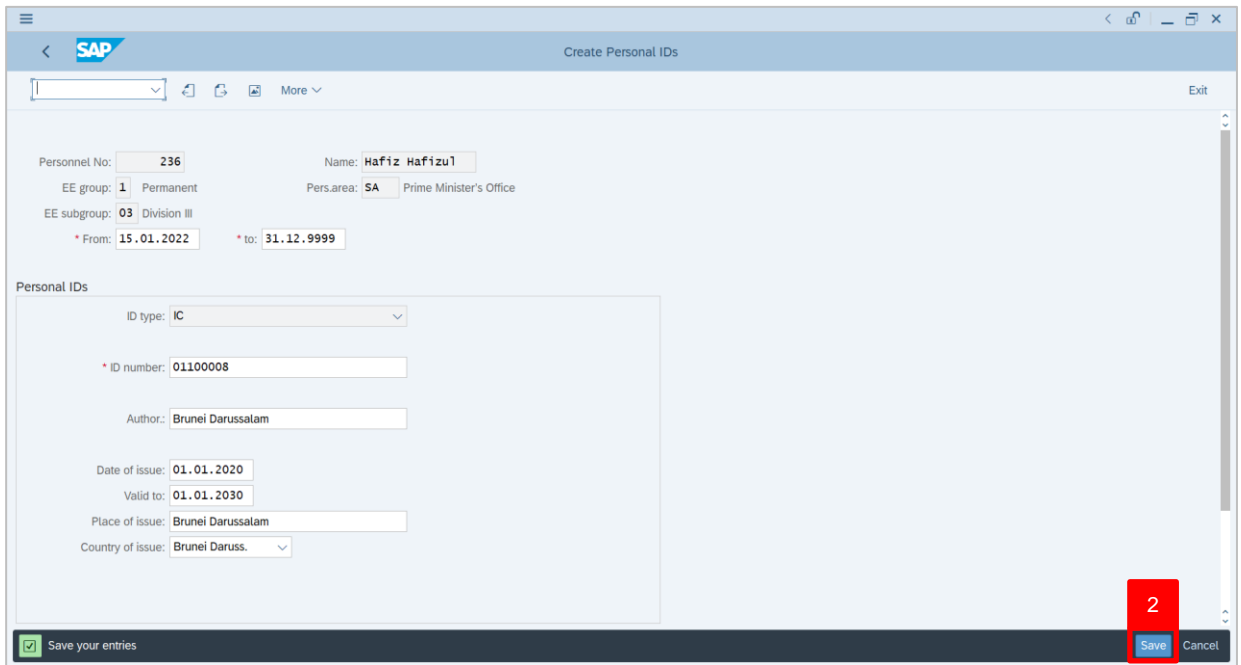
Create Personal IDs	Backend User
	Department HR Administrator and HR Administrator (JPA)

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
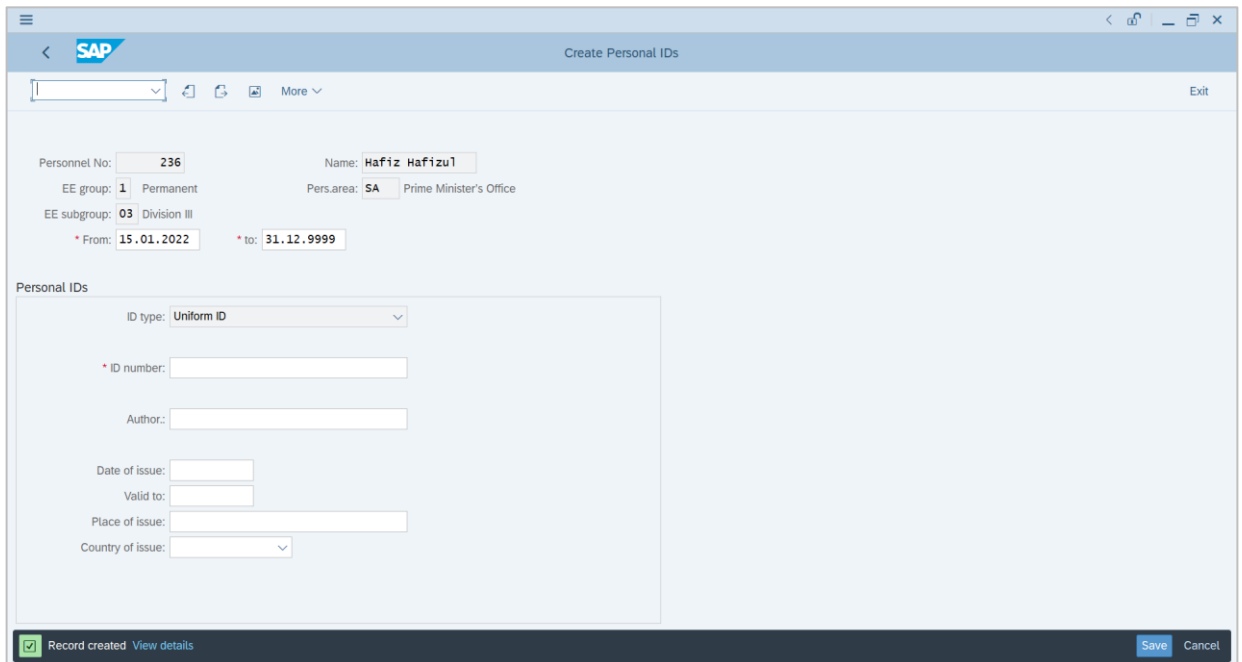
2. Click **Save**

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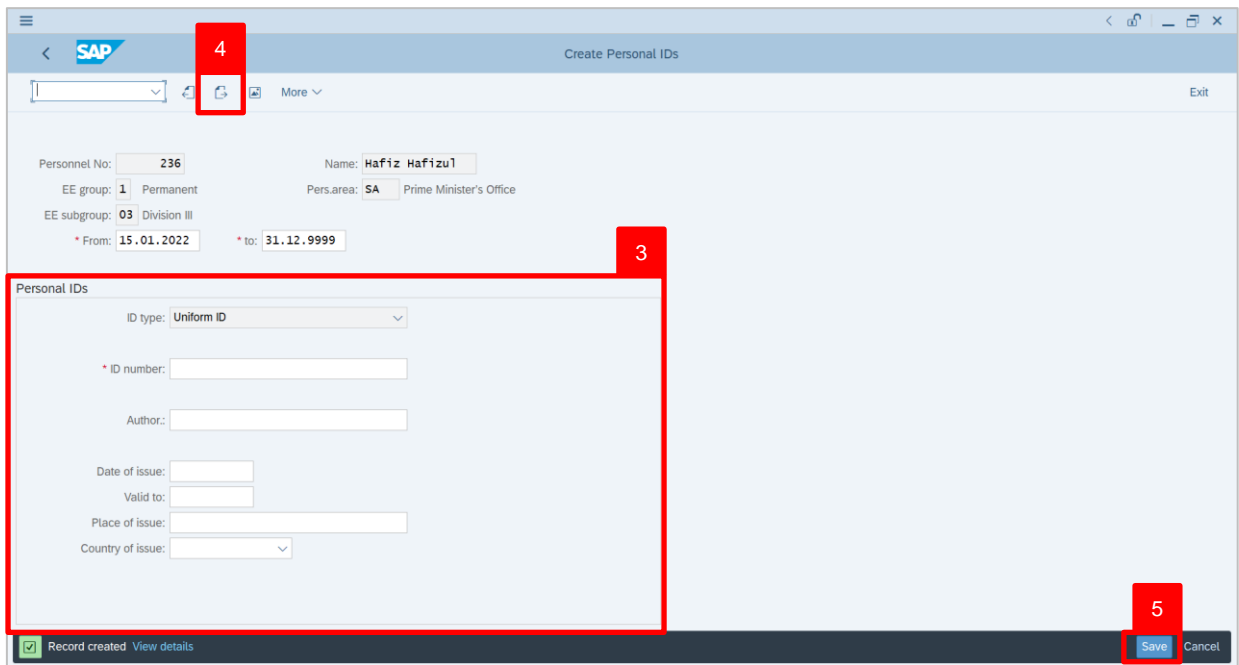
3. In **Create Personal IDs – Uniform ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

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] icon.

5. Click Save

Outcome: Record is created.

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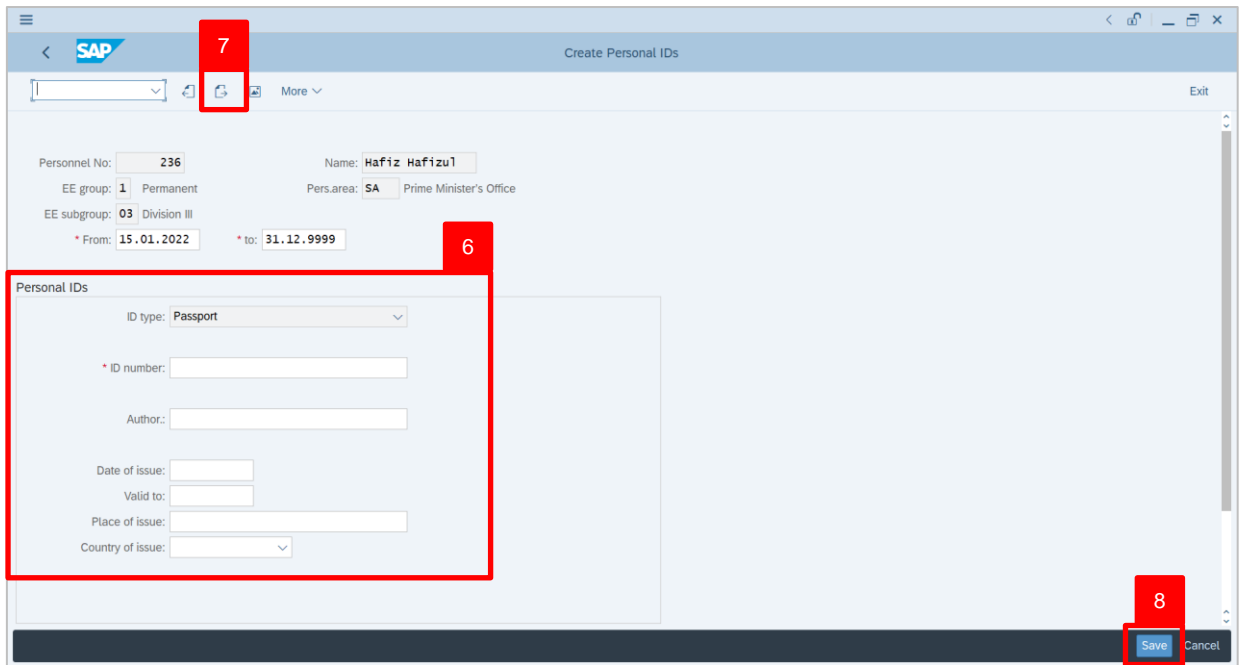
6. In **Create Personal IDs – Passport ID** page, under **Personal IDs** section, enter details in the related fields as per example below:

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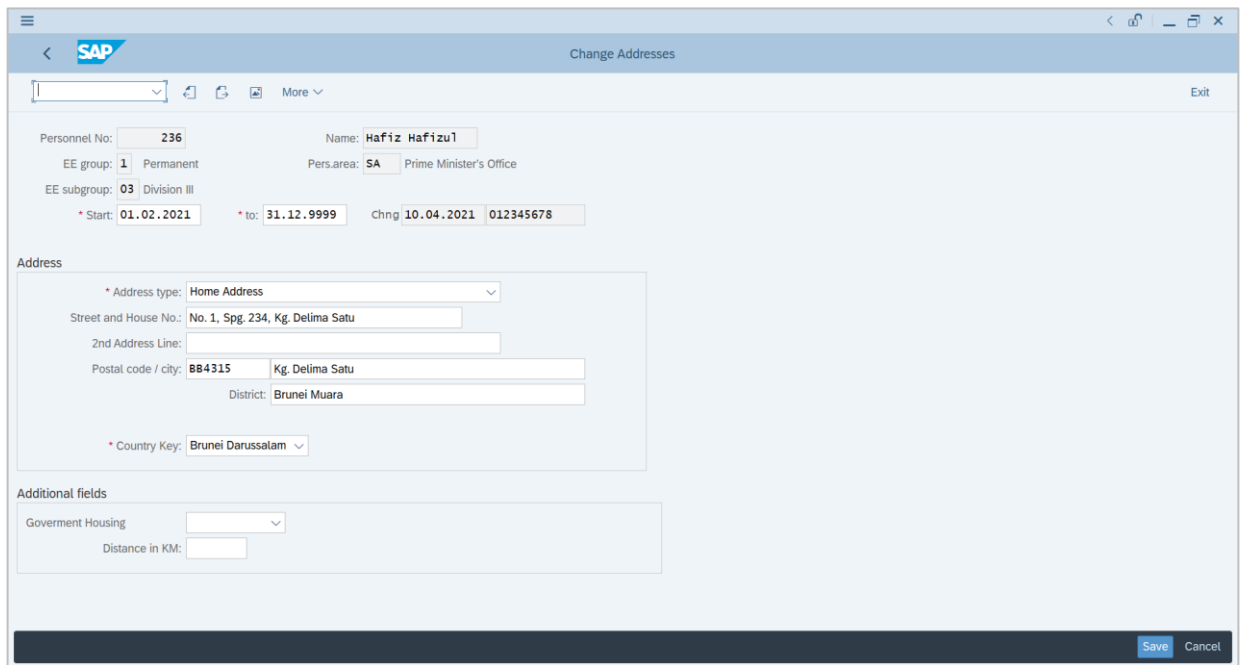
7. For **local personnel**, user may **skip** this page by clicking 🔓 icon.

8. Click **Save**

Outcome: Record is created.

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

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

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

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

3. Select **Yes** or **No.**
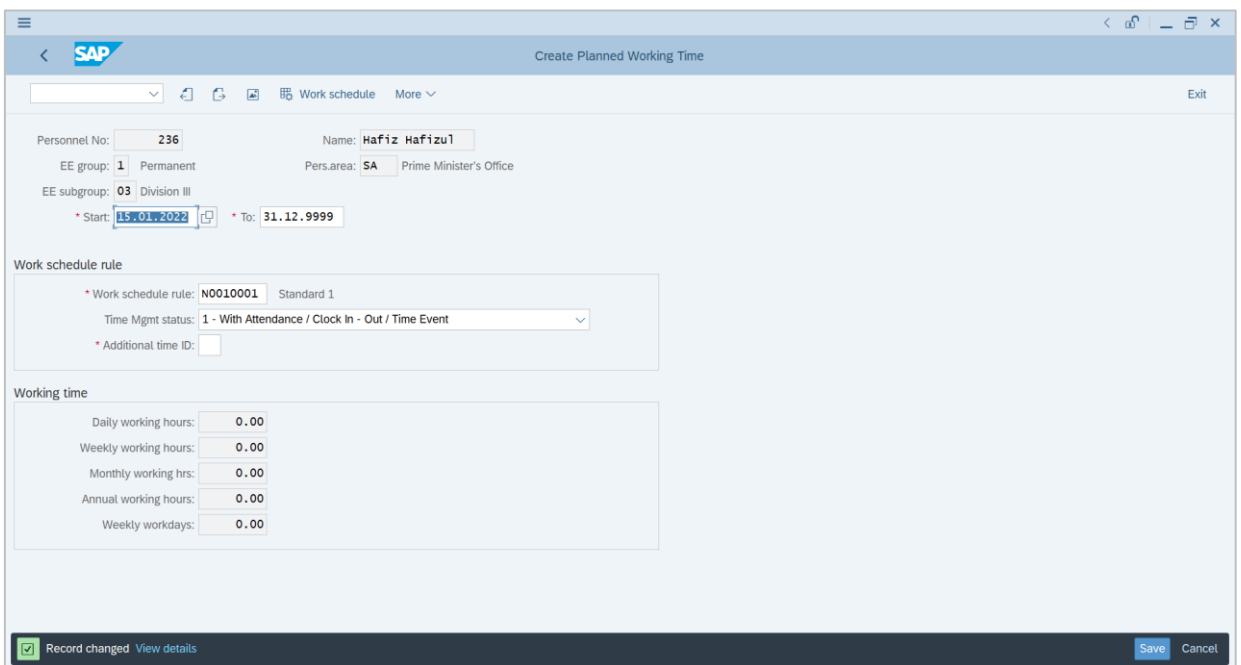
4. Under **Additional fields** section, enter **Distance in KM**.

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

Outcome: Record is created.
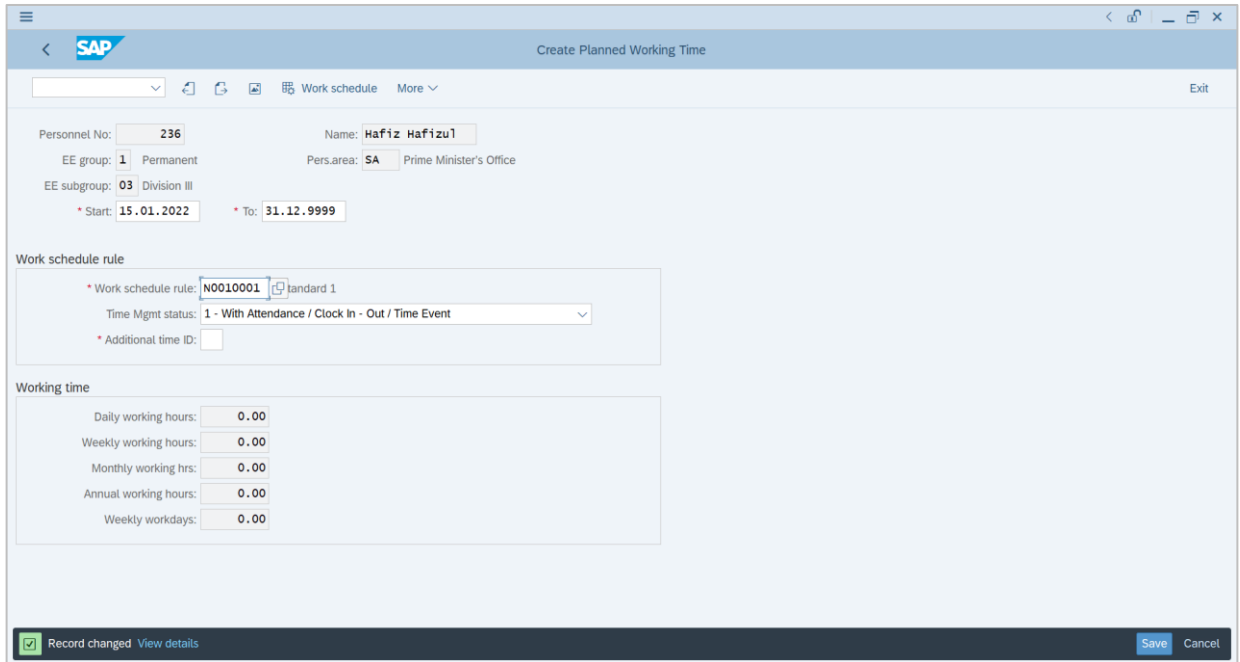
The **Create Planned Working Time** page will be displayed.

Sistem Sumber Manusia – Personnel Administration

Create Planned Working Time	Backend User
	Department HR Administrator and HR Administrator (JPA)
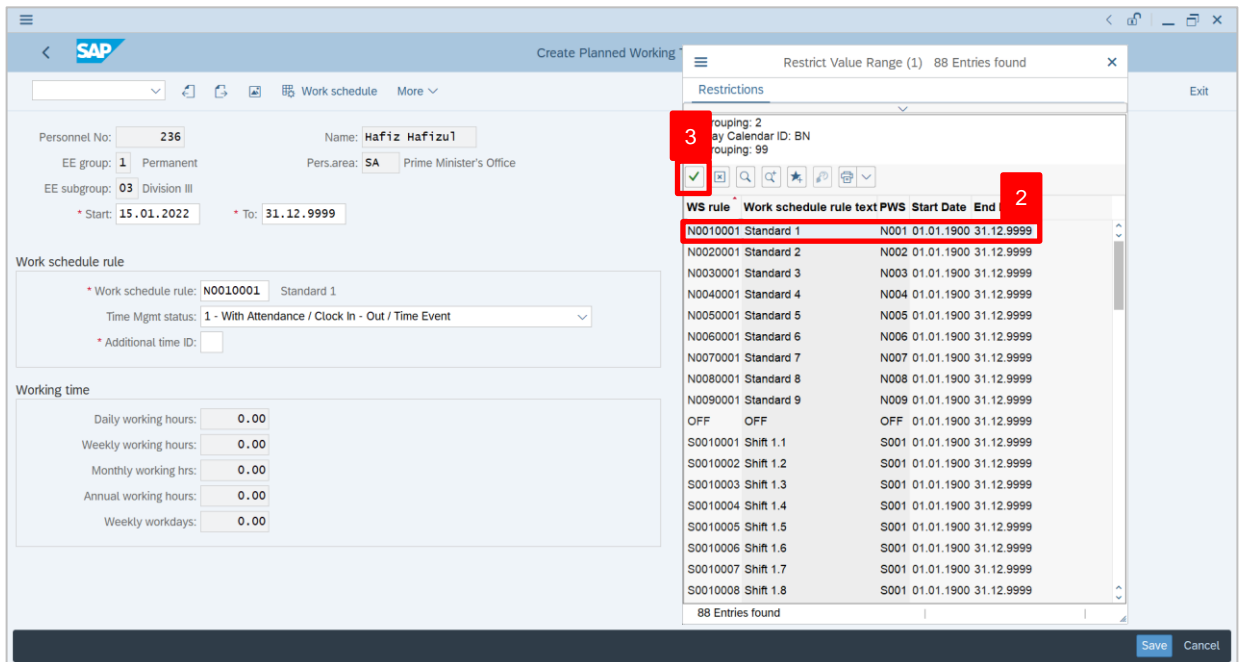
1. Under **Work schedule rule** section, click on ⟦icon⟧ icon for Work schedule rule.

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

3. Click on ✓ icon.

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.**

6. Under **Work schedule rule** section, click on [🗗] icon for Additional time ID.
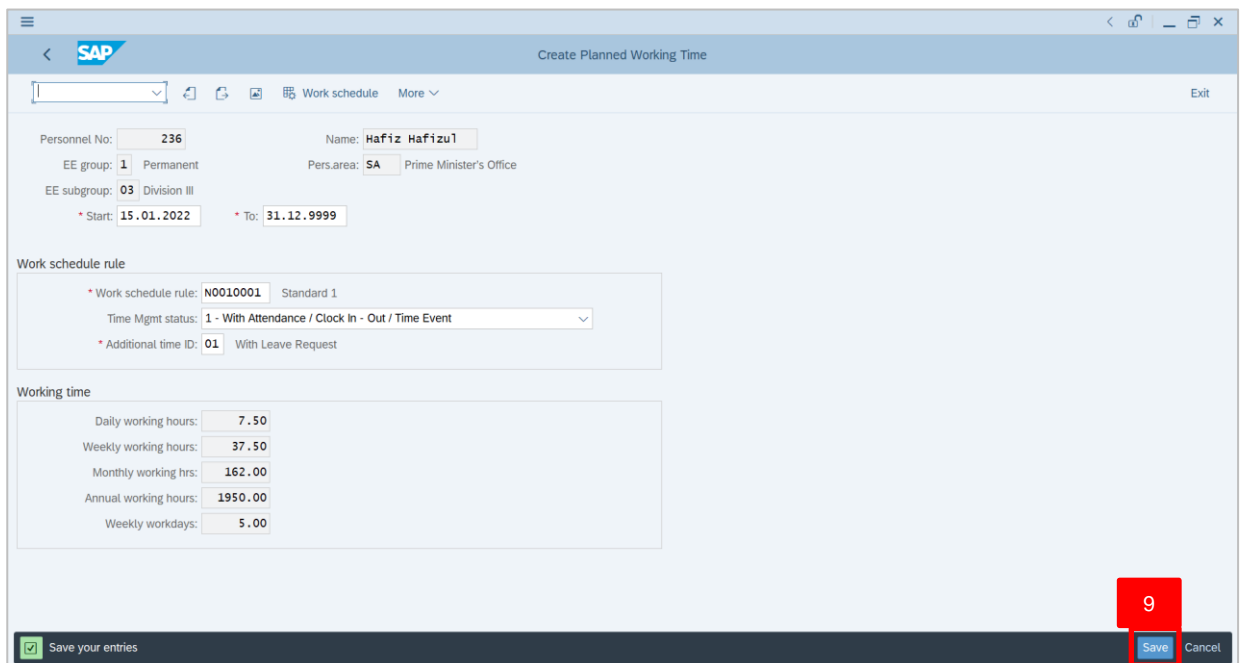
7. Select Additional Time ID, **01 With Leave Request.**

8. Click on ✓ icon.

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

Outcome: Record is created.

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

Change Date Specifications	Backend User
	Department HR Administrator and HR Administrator (JPA)

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

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

3. Click on [✓] icon.
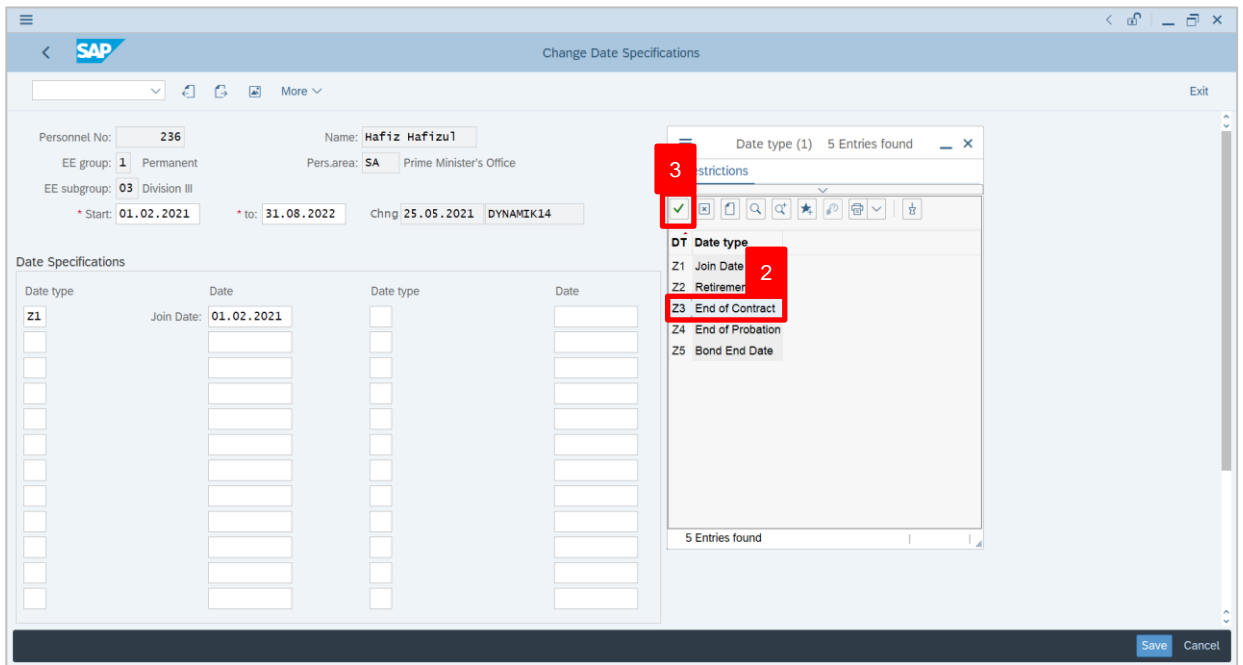
4. Under **Date Specifications** section, enter the date for **Z3 End of Contract.**
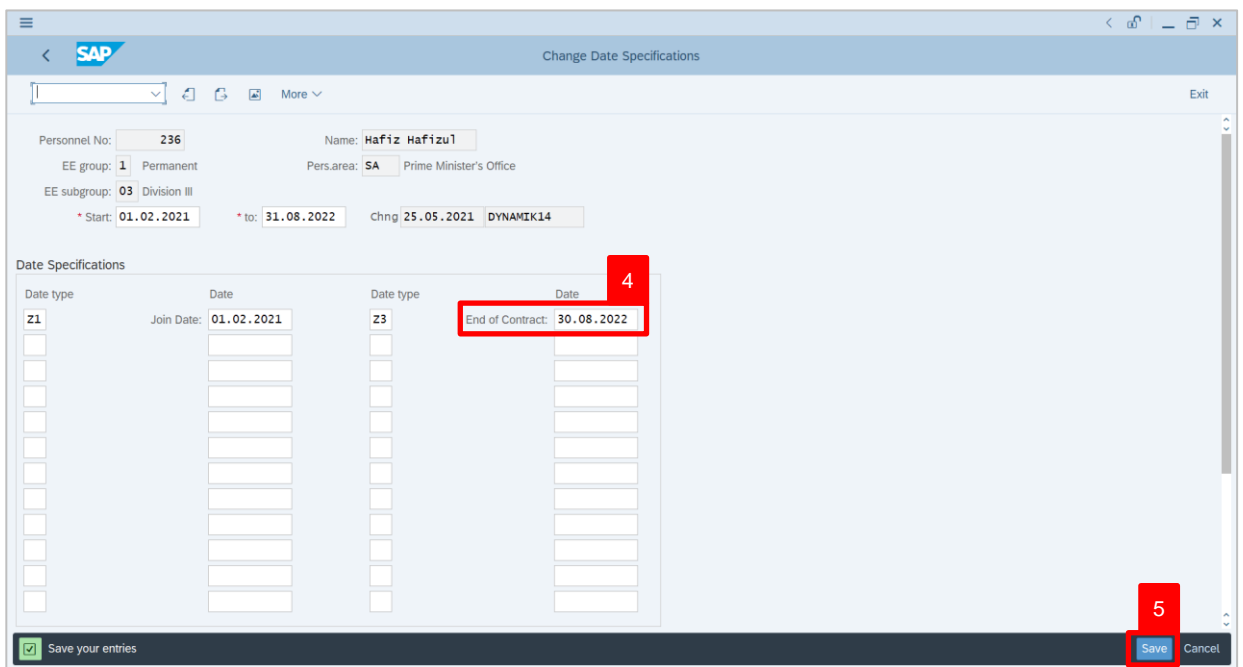
5. Press **Enter** button on the keyboard and click Save
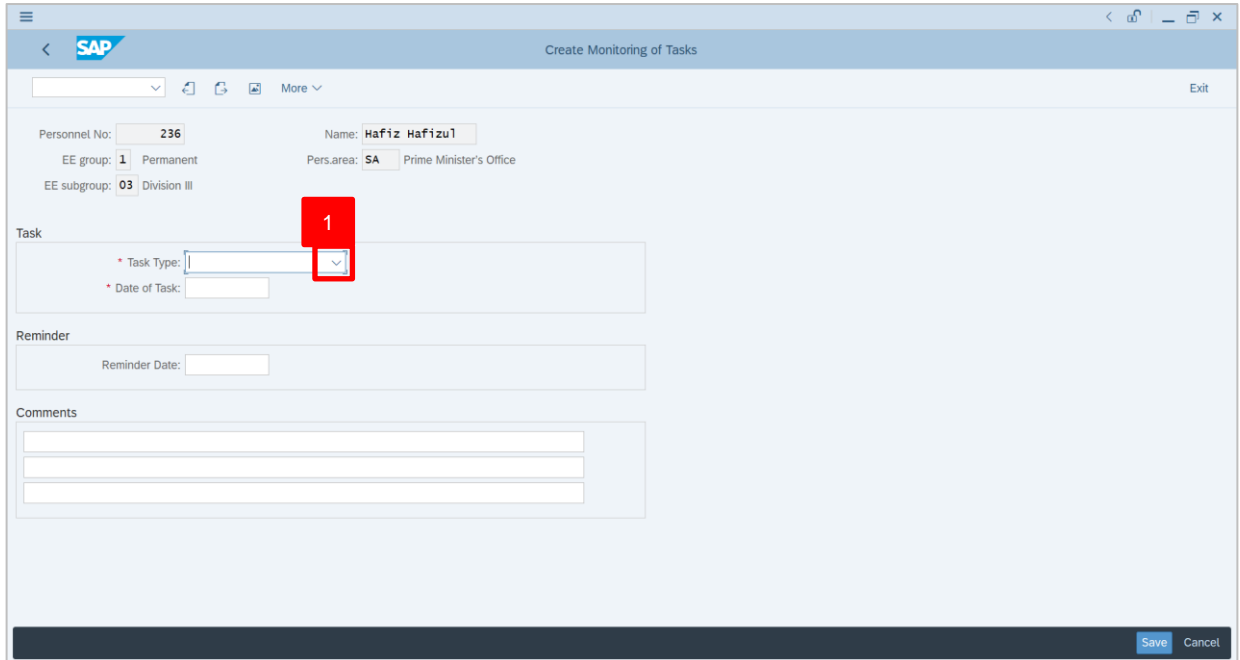
Outcome: Record is created.

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

Sistem Sumber Manusia – Personnel Administration

Create Monitoring of Task	Backend User
	Department HR Administrator and HR Administrator (JPA)
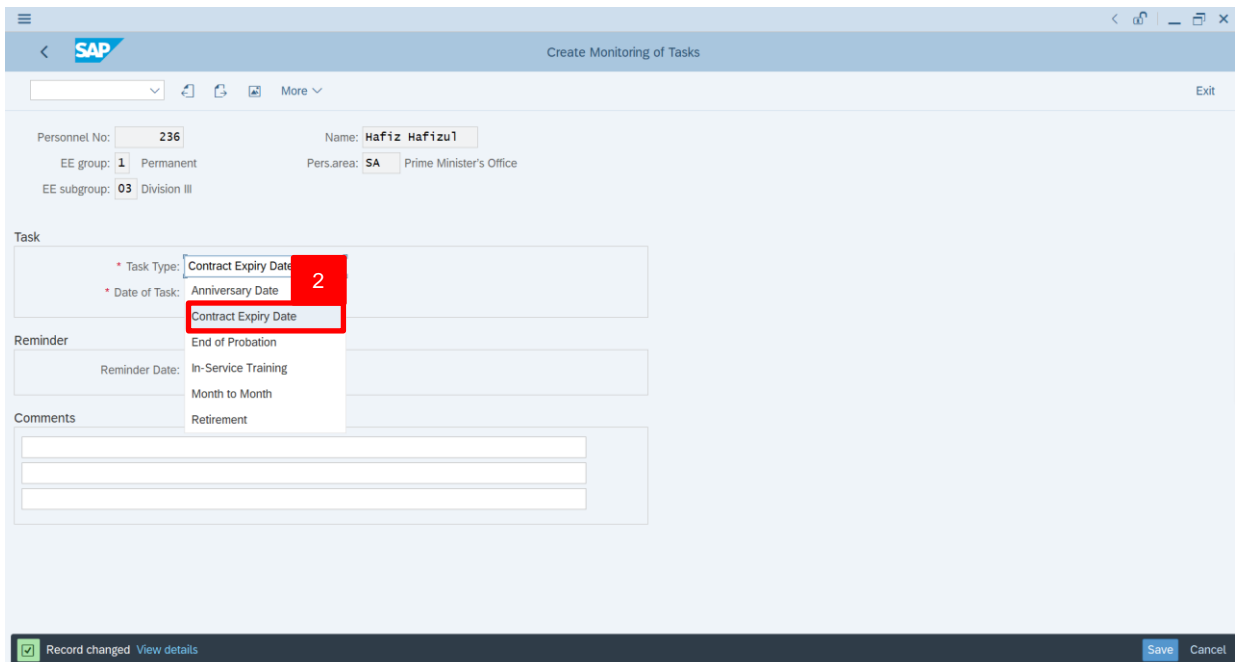
1. Under **Task** section, click on [∨] for Task Type.
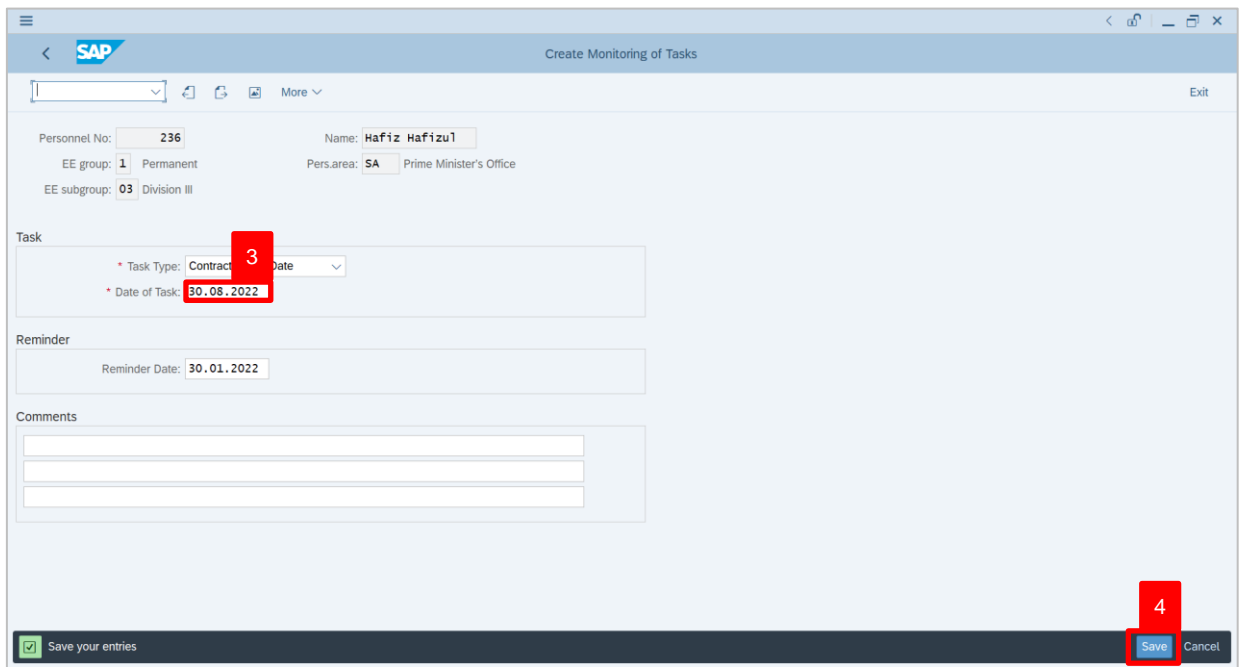
2. Select Task Type, **Contract Expiry Date**.

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

4. Press **Ente**r on the keyboard and click Save

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.

Create Communications	Backend User
	Department HR Administrator and HR Administrator (JPA)
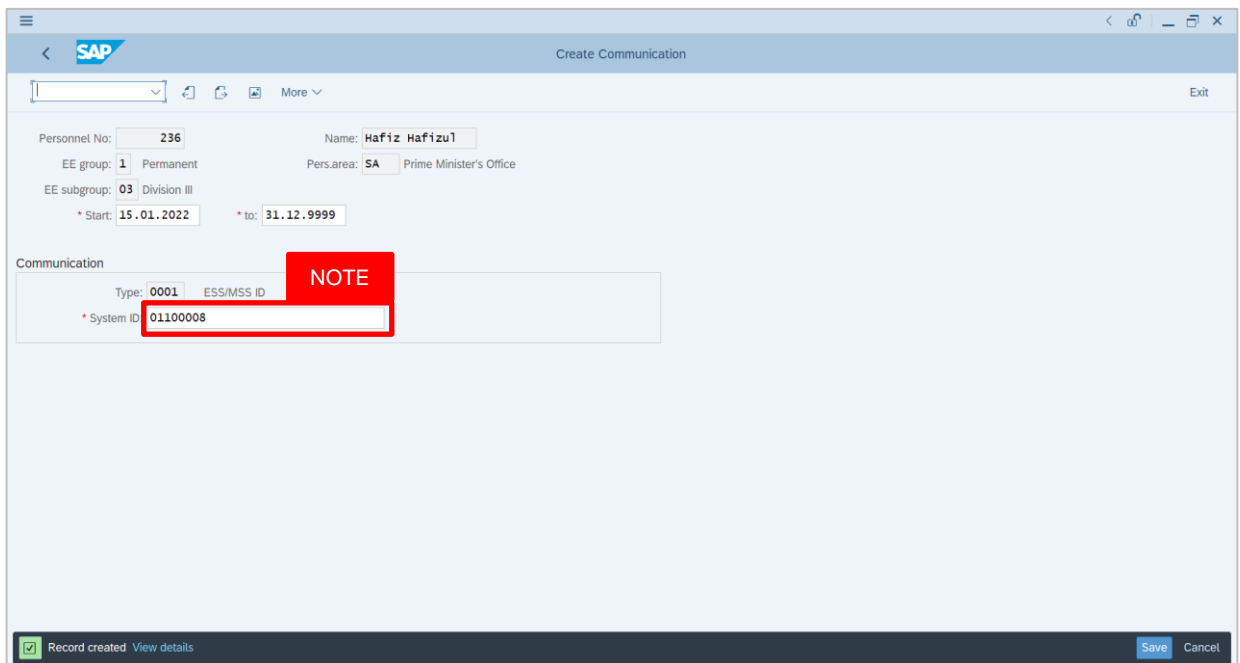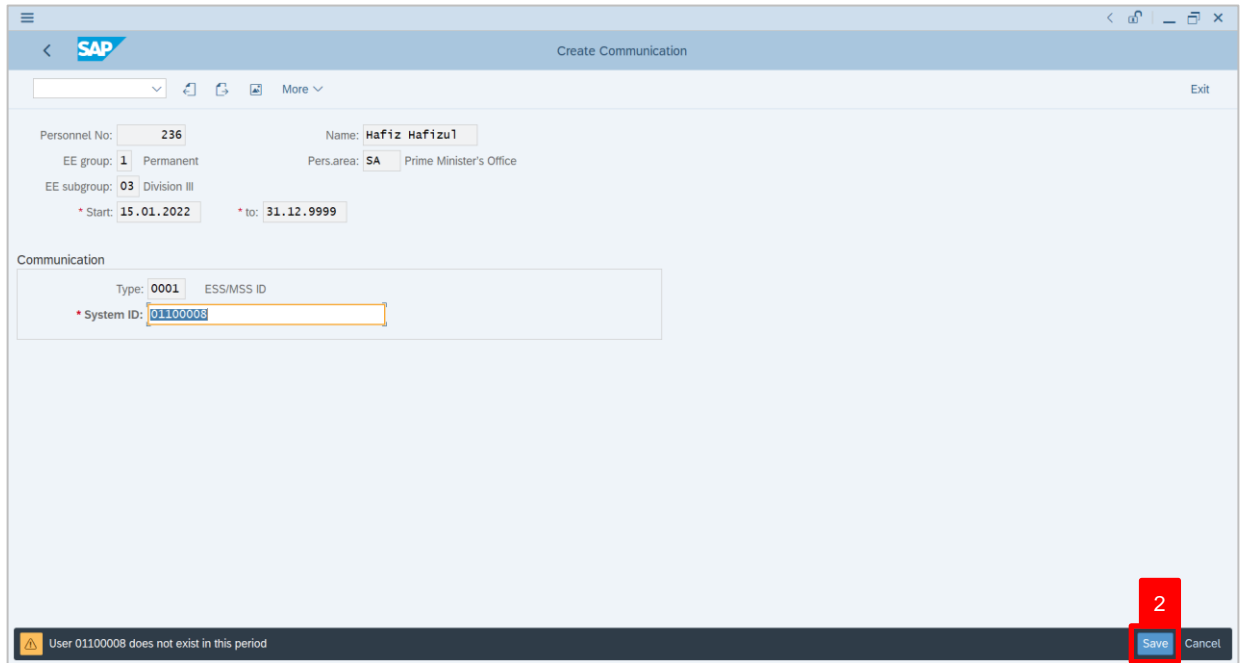
1. Under **Communications** section, enter System ID for ESS/MSS ID.

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

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

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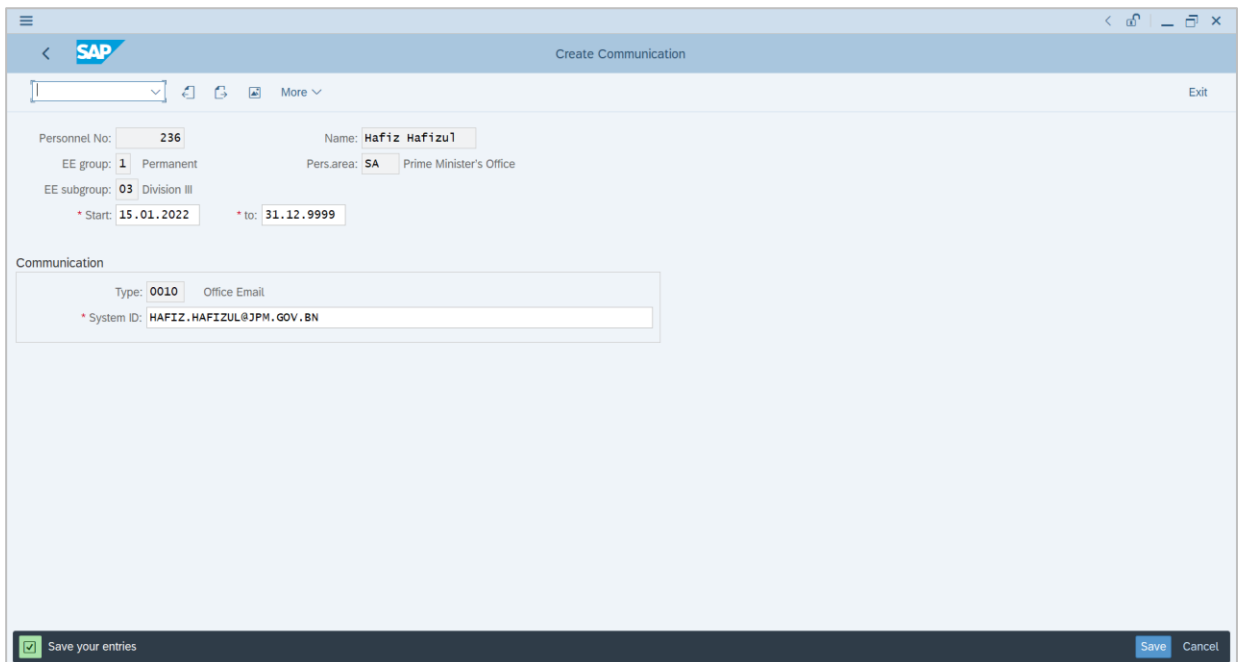
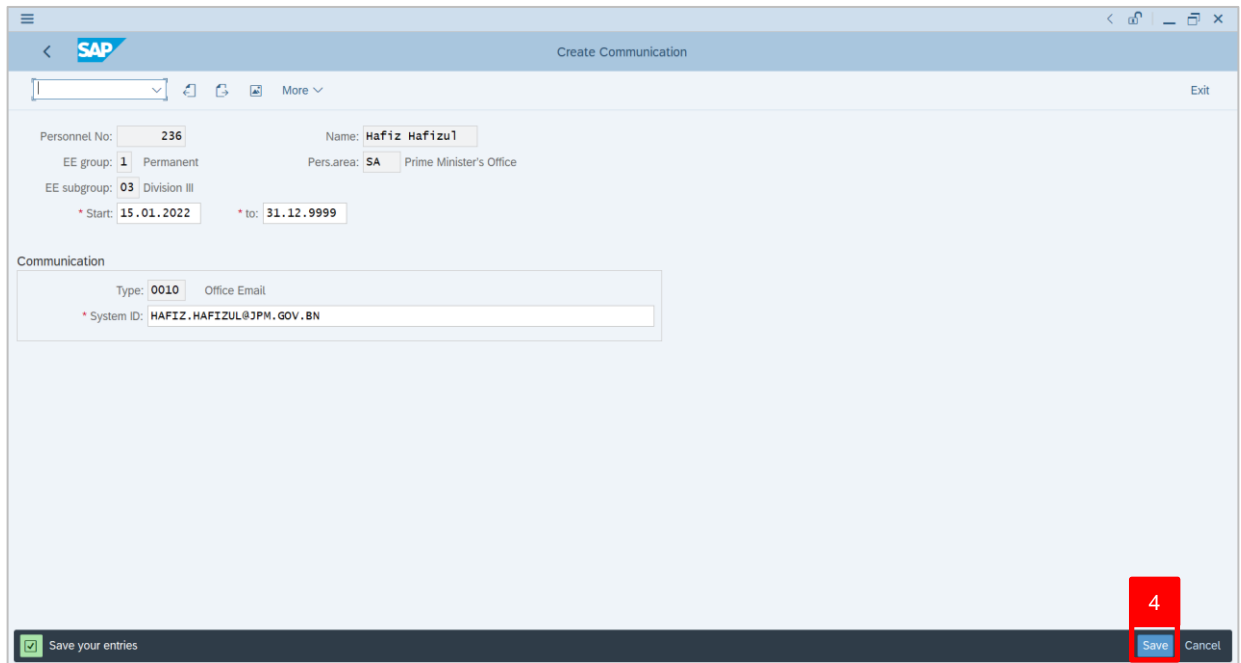The **Create Communications – Office Email** page will be displayed.

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

Note: Office Email can only be in **".gov.bn"** or **".edu.bn"**

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

Outcome: Record is created.

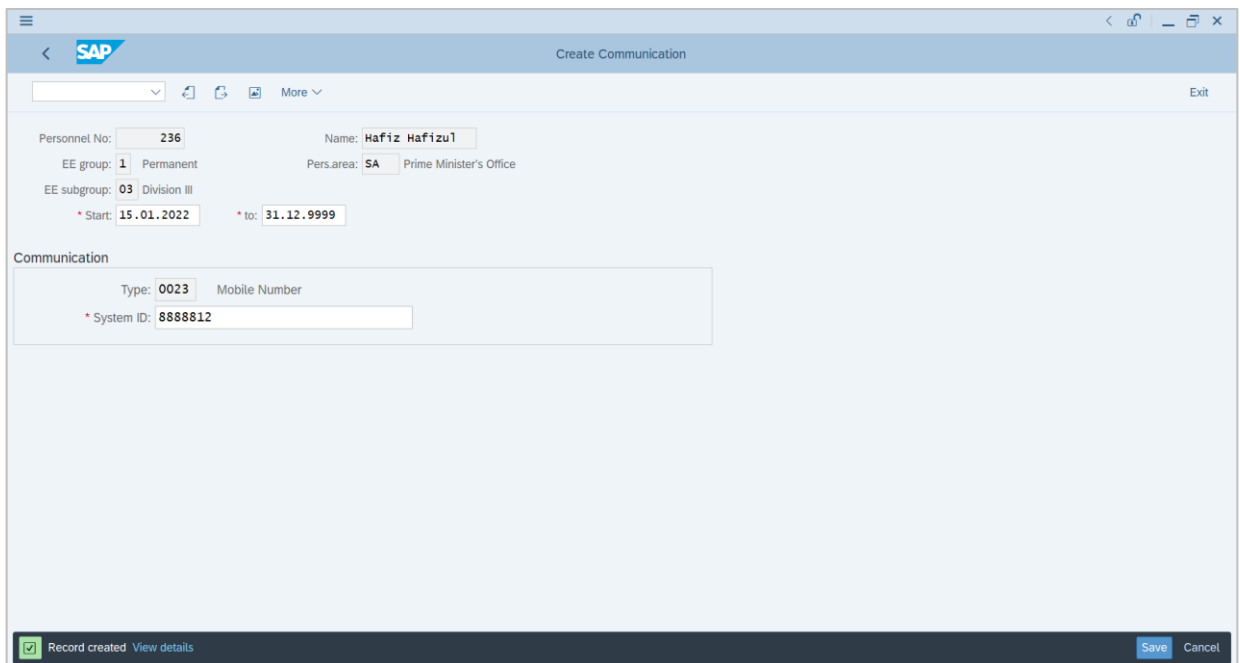The **Create Communications – Mobile Number** page will be displayed.

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

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

Outcome: Record is created.

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

Sistem Sumber Manusia – Personnel Administration

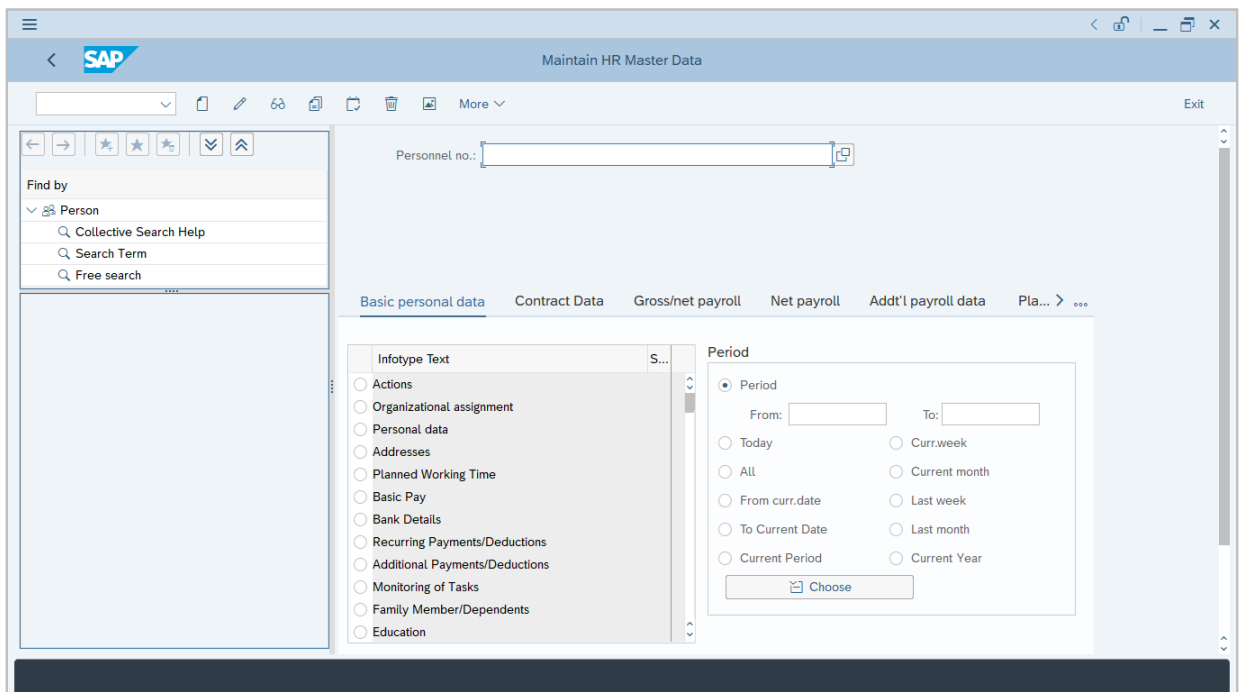| View Action Overview	Backend User
	Department HR Administrator and HR Administrator (JPA)
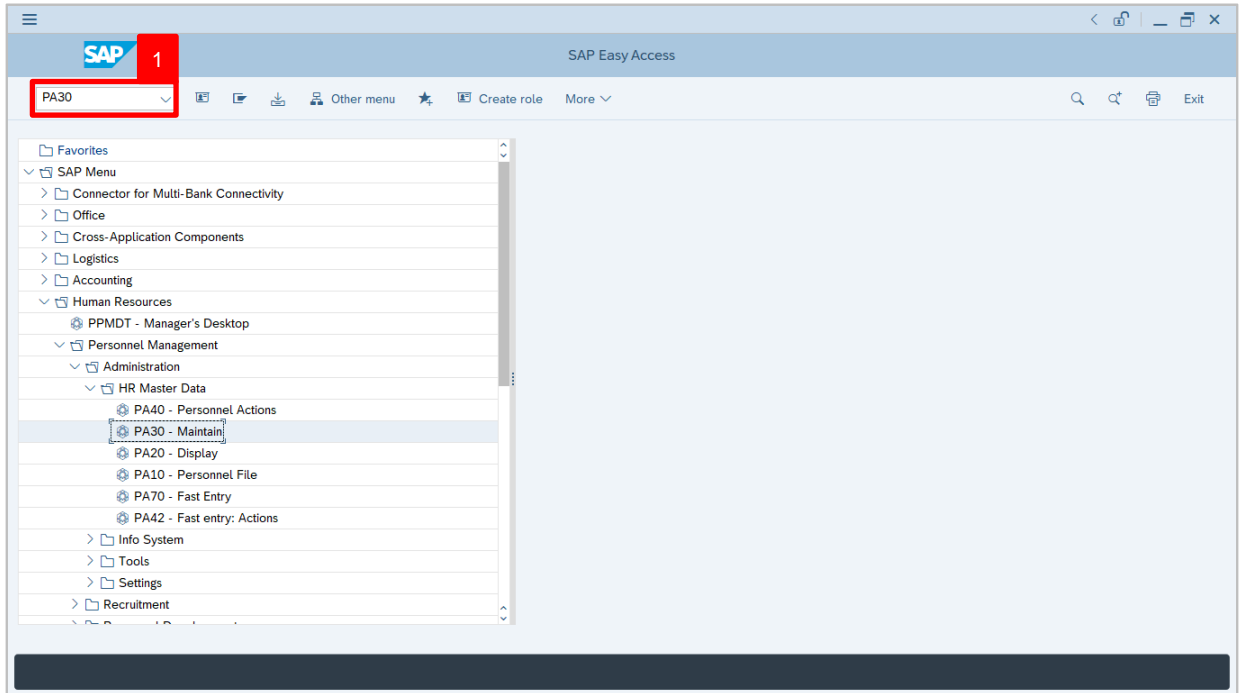
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

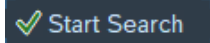The **Maintain HR Master Data (PA30)** page will be displayed.

Note:

- Click on *SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain*

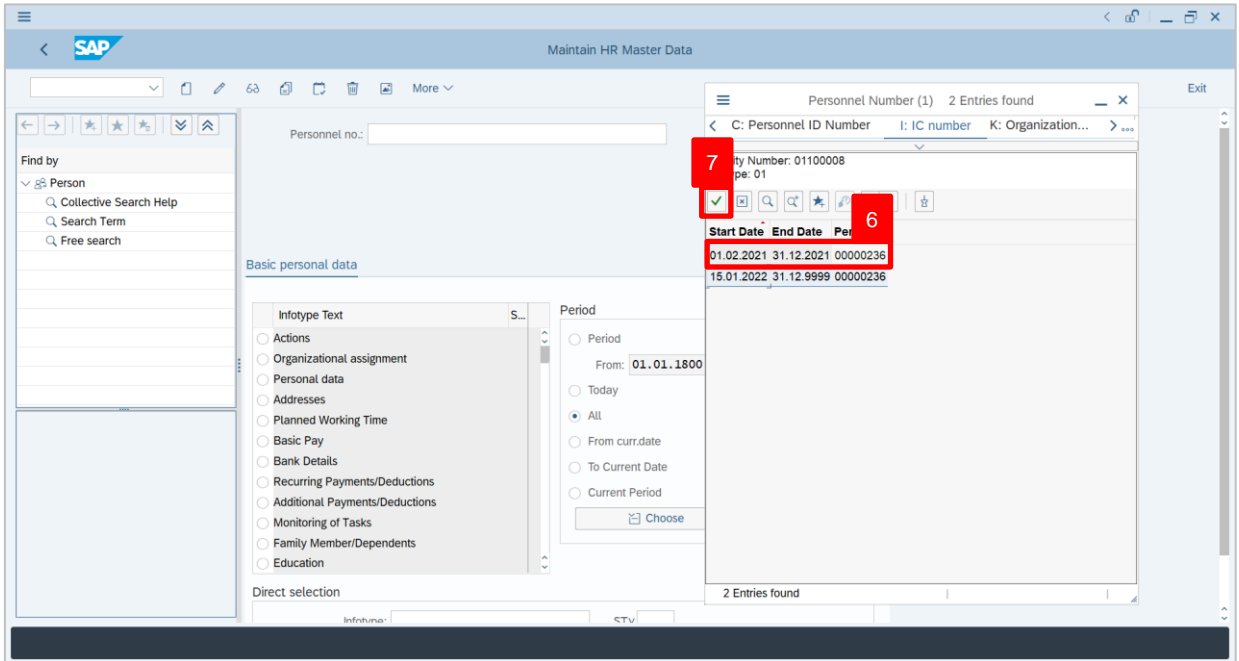- User may search for the personnel using their IC number via the Lookup icon.
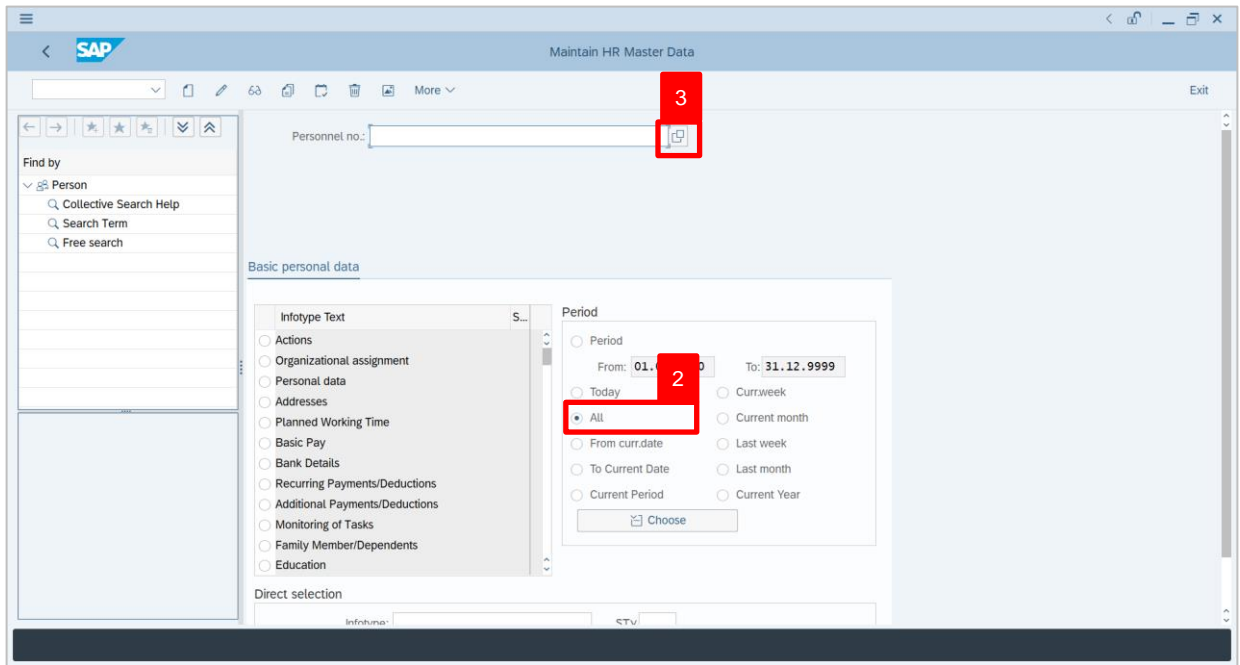
2. Under **Period** section, click on ⊙ and select [All]

All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
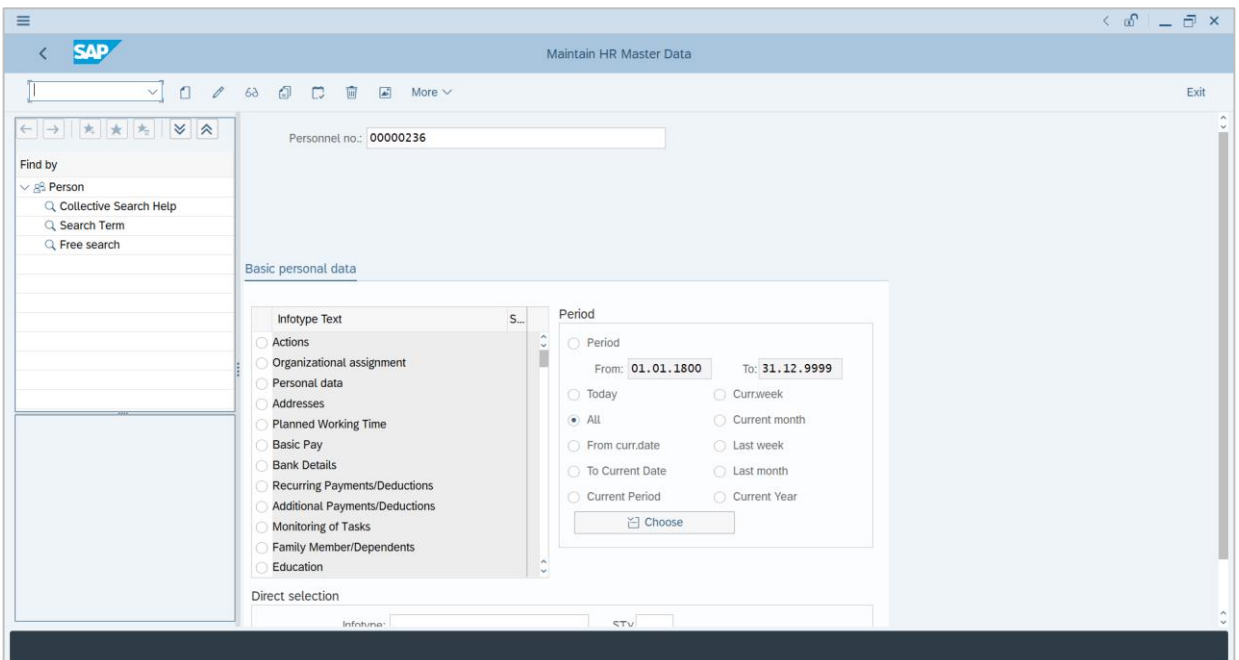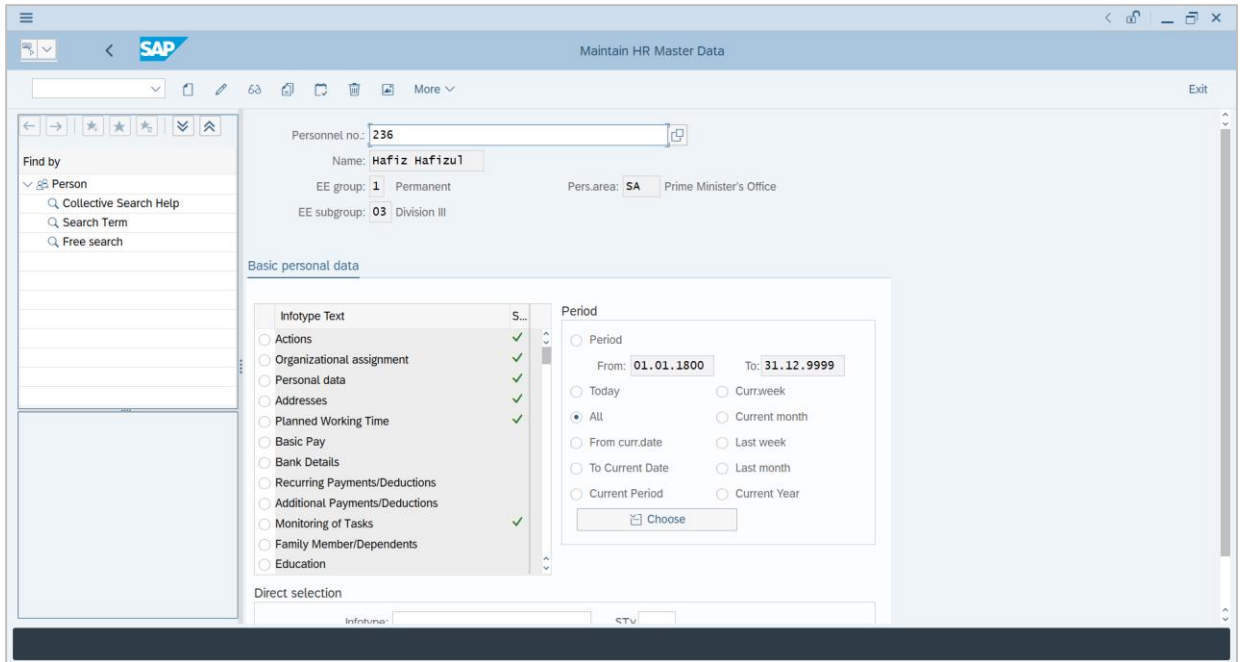
3. Click on 🗗 icon for Personnel No.
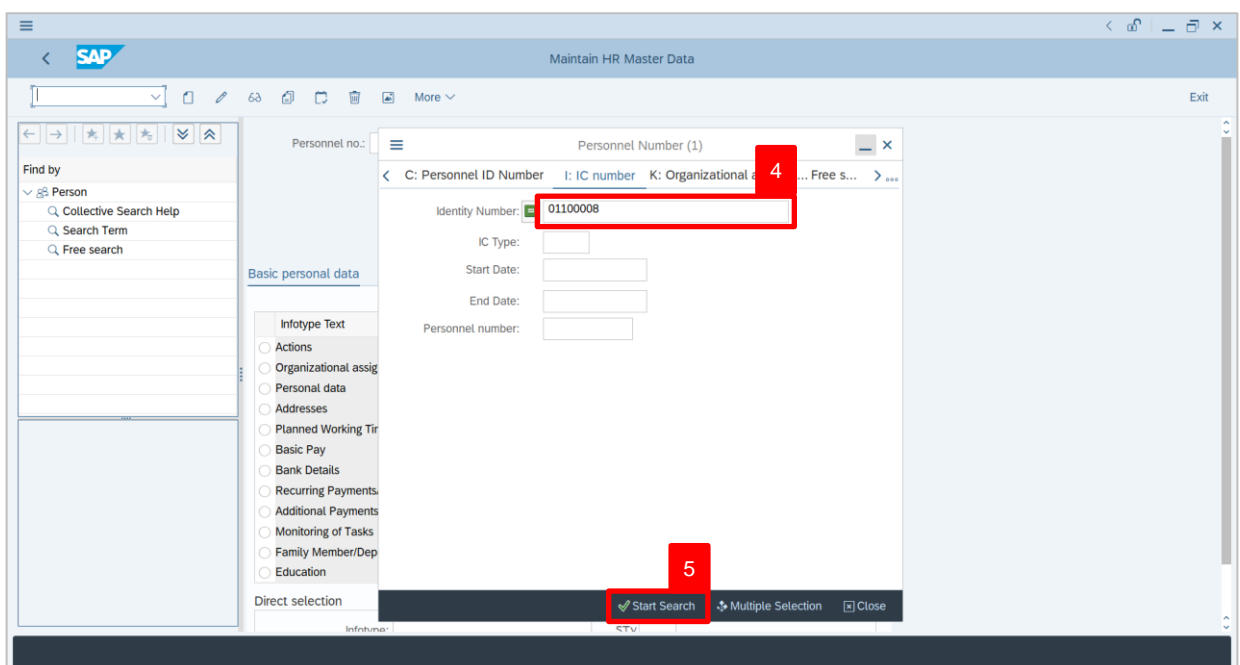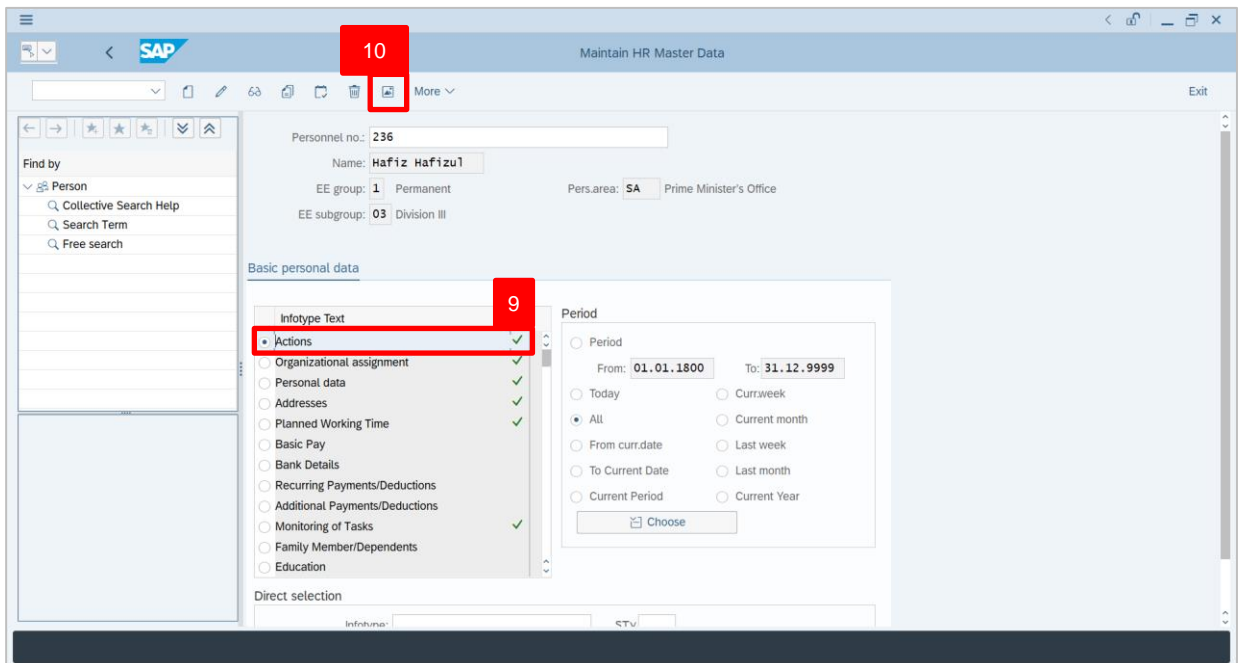
4. Enter the personnel IC Number.

5. Click on ✅ Start Search

6. Select the searched personnel.

7. Click on ✔ icon.
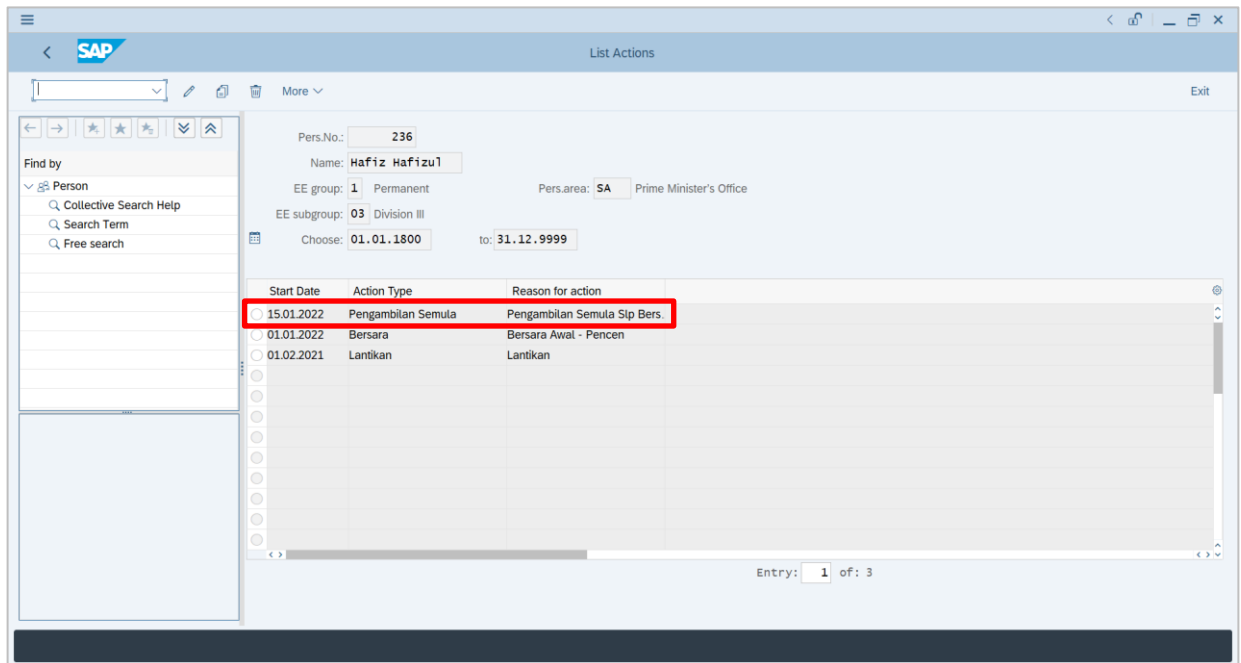

8. Press **Enter** button on the keyboard.

*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.

User can view the personnel actions in this page.