



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Digantung Perkhidmatan (Suspension)

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**.



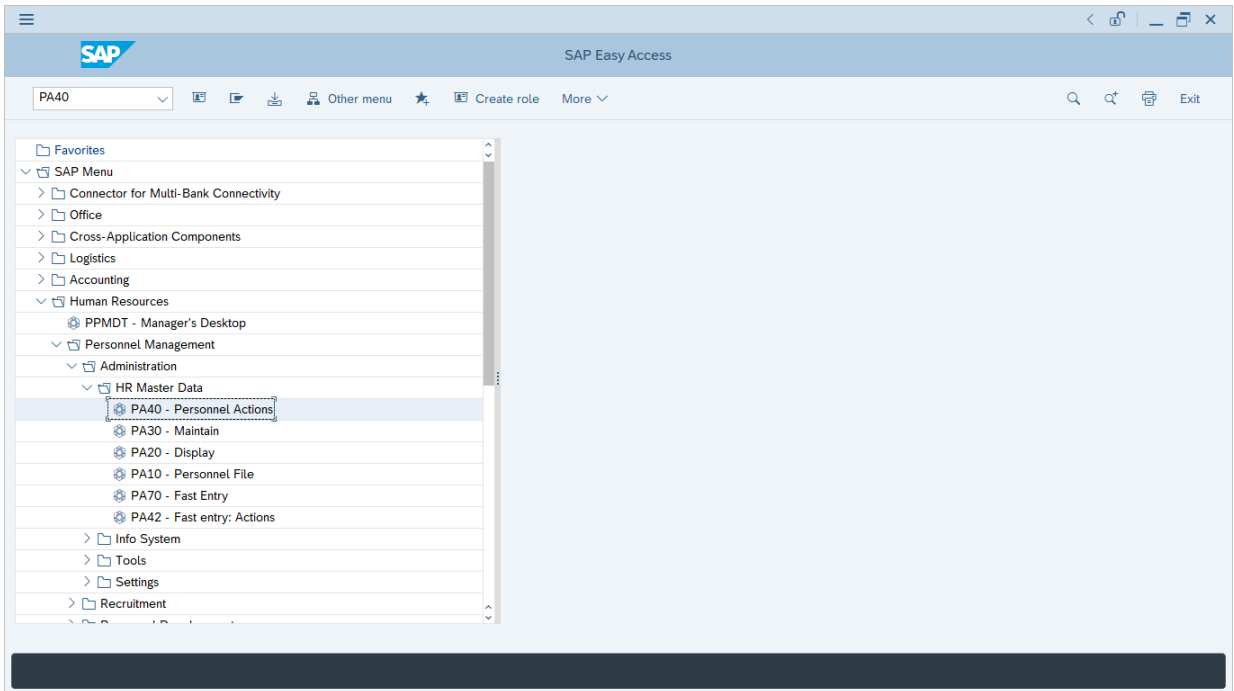
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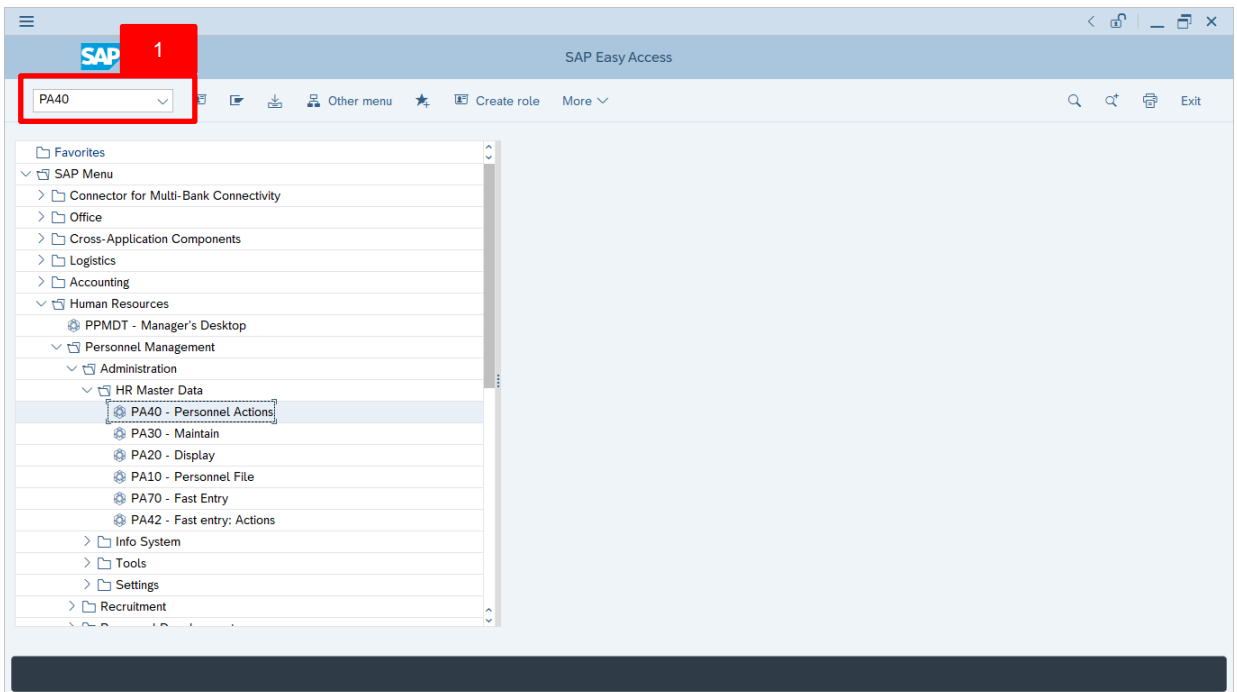
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



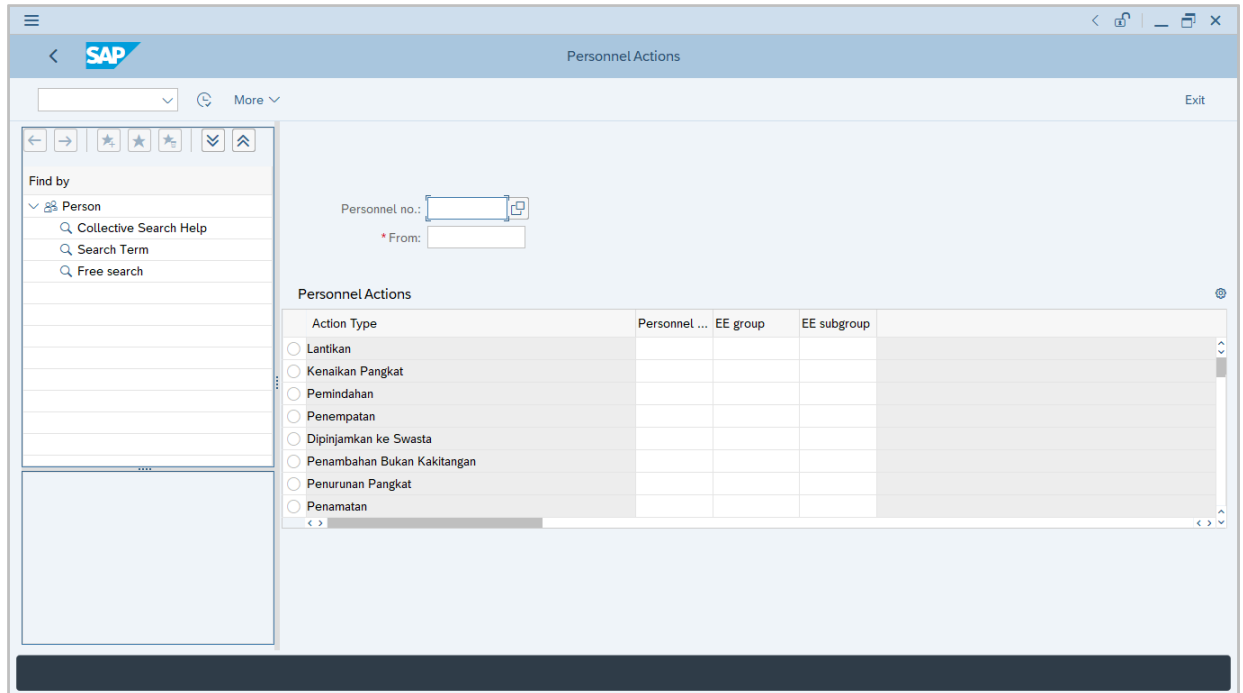
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



Note:

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

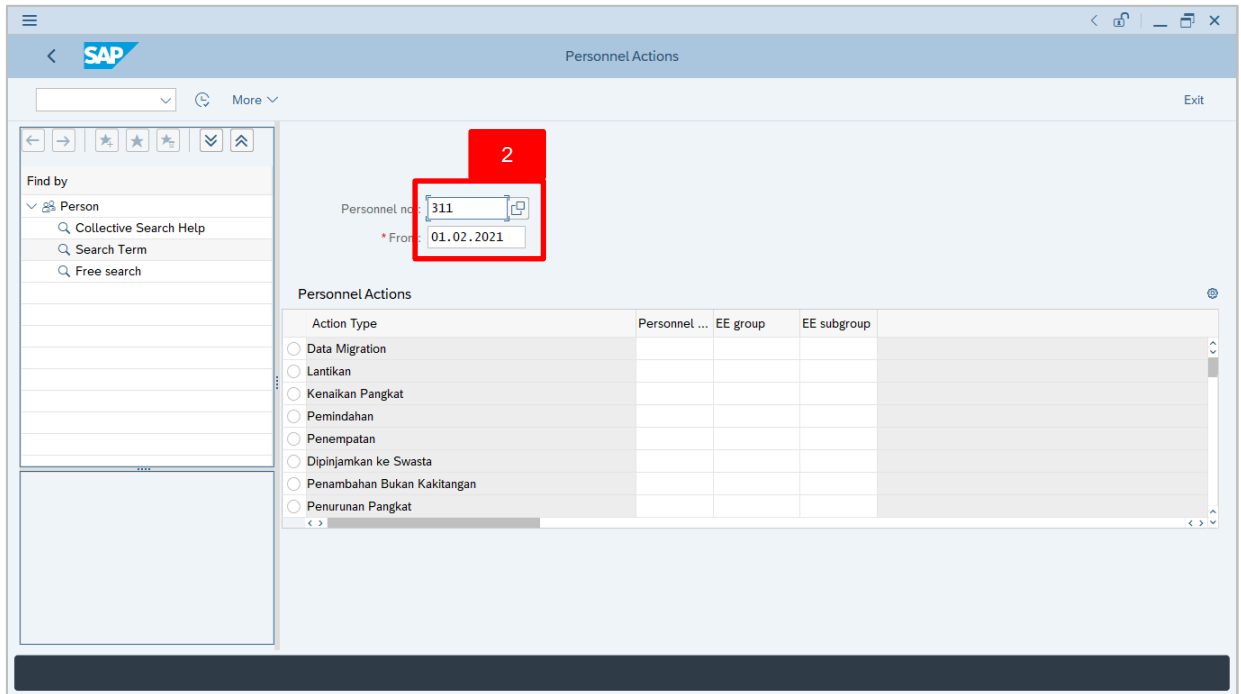
The **Personnel Actions (PA40)** page will be displayed.



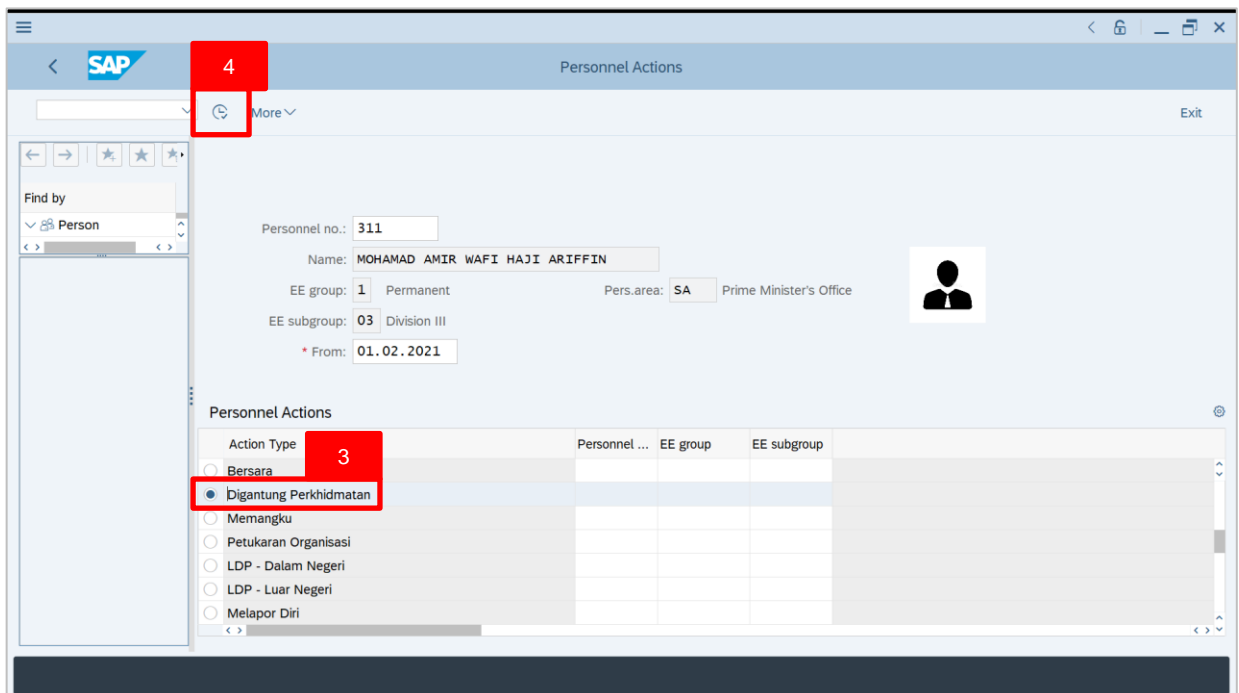
Personnel no.:



* From:

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			



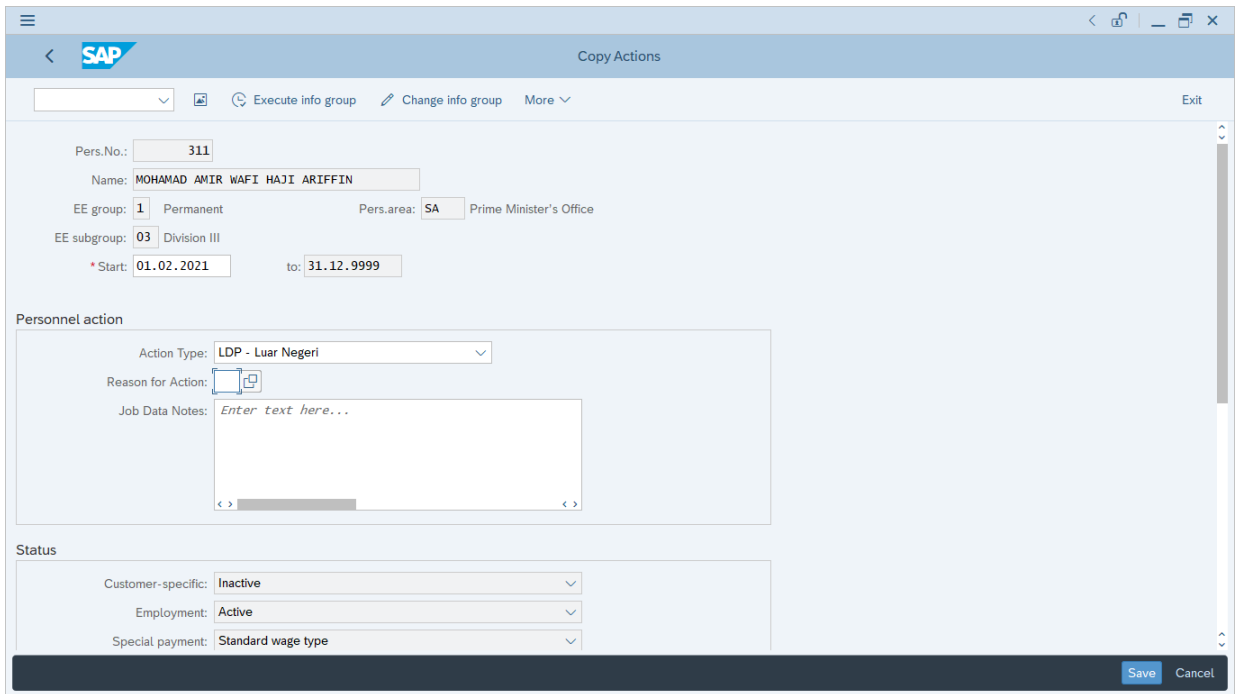
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



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

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 action execution. The main area is divided into sections for 'Personnel action' and 'Status'.

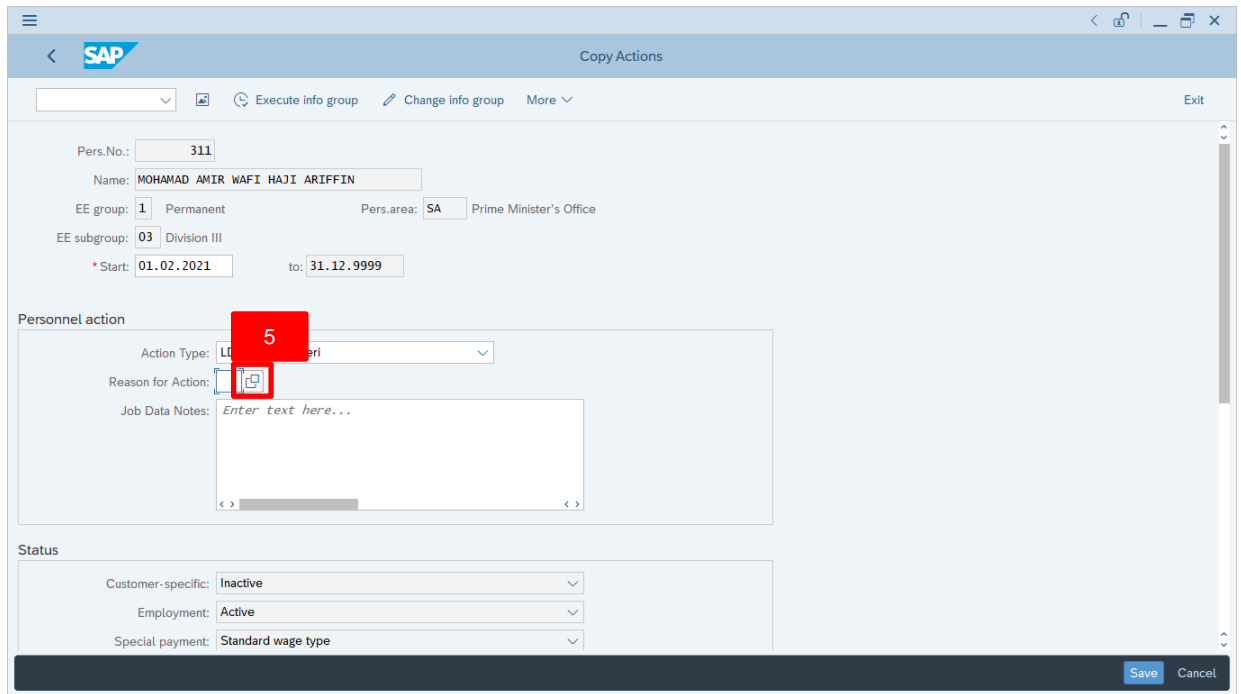
Personnel action


- Action Type: LDP - Luar Negeri
- Reason for Action: [Icon]
- Job Data Notes: Enter text here...

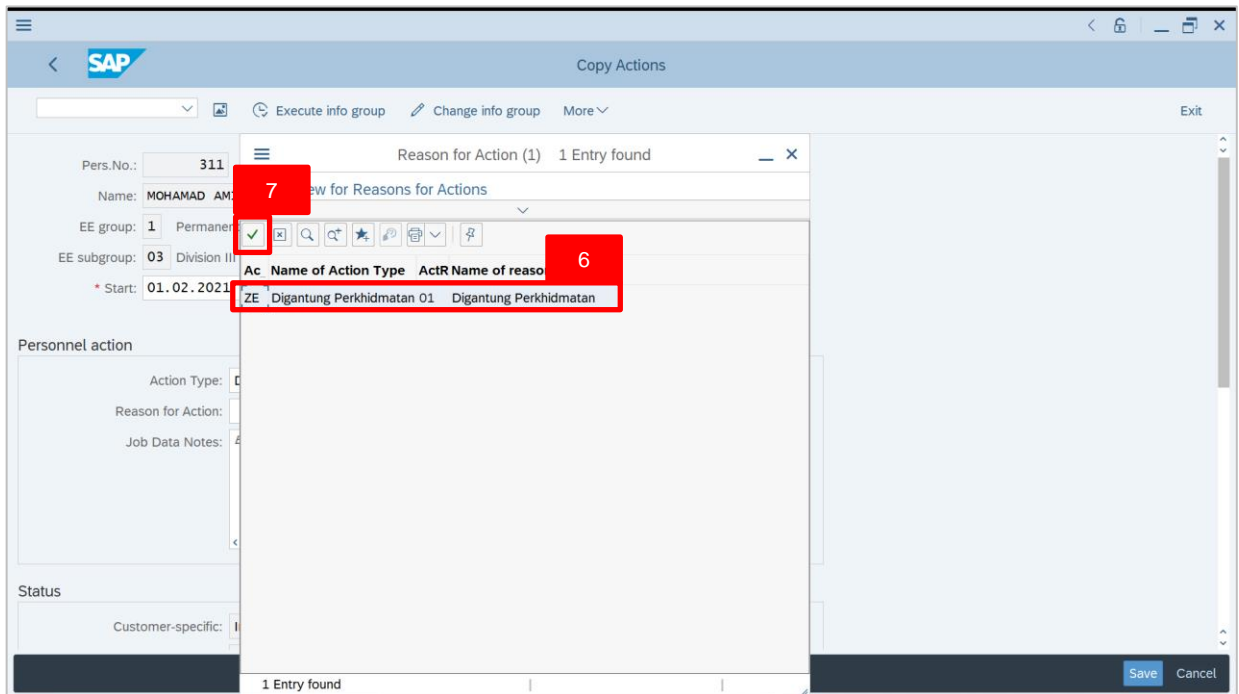
Status

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

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.



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



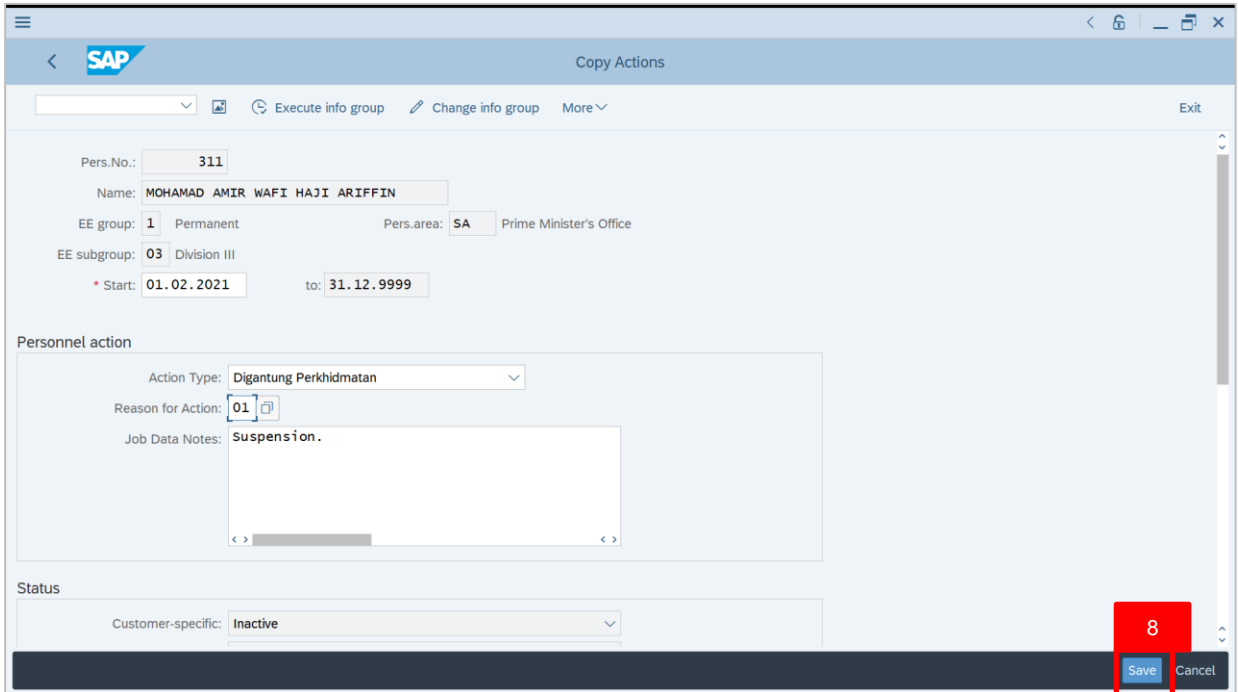
6. Select **Digantung Perkhidmatan 01 Digantung Perkhidmatan**.

7. Click on  icon.

Note:

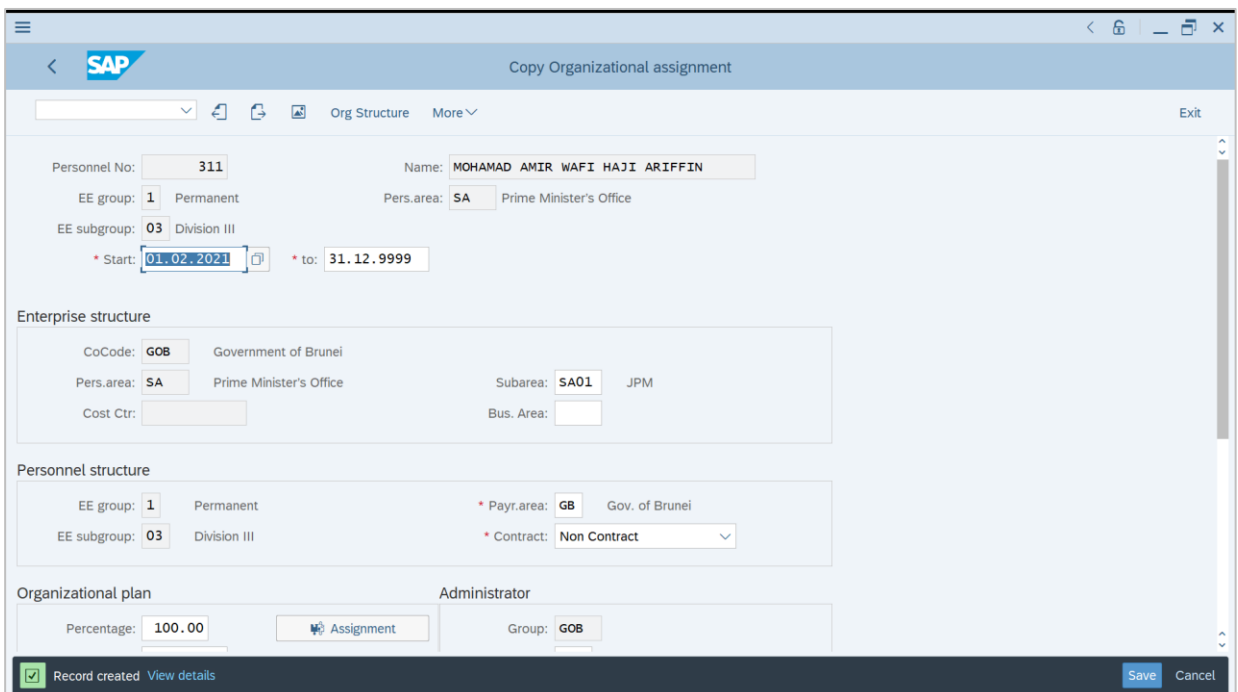
- Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen for personnel data. The 'Personnel action' section is highlighted, showing 'Action Type: Digantung Perkhidmatan' and 'Reason for Action: 01'. The 'Job Data Notes' field contains the text 'Suspension.'. The 'Status' section shows 'Customer-specific: Inactive'. A red box with the number '8' is placed over the 'Save' button at the bottom right of the screen.

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

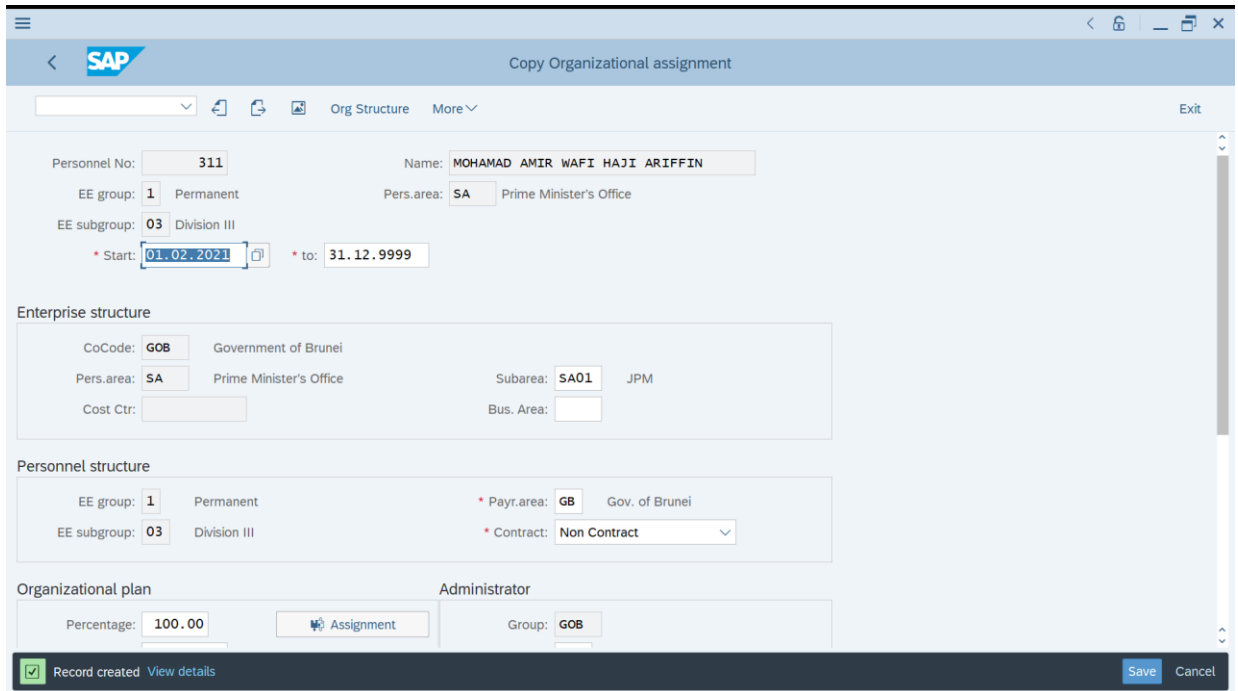


The screenshot shows the SAP 'Copy Organizational Assignment' screen. It displays various organizational and personnel data fields, including 'Enterprise structure' (CoCode: GOB, Pers.area: SA, Subarea: SA01), 'Personnel structure' (EE group: 1, EE subgroup: 03, Payr.area: GB), and 'Organizational plan' (Percentage: 100.00, Group: GOB). The 'Save' button at the bottom right is highlighted with a red box.

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Organizational assignment' screen. The top navigation bar includes the SAP logo and the title 'Copy Organizational assignment'. Below the navigation bar, there are several input fields and sections:

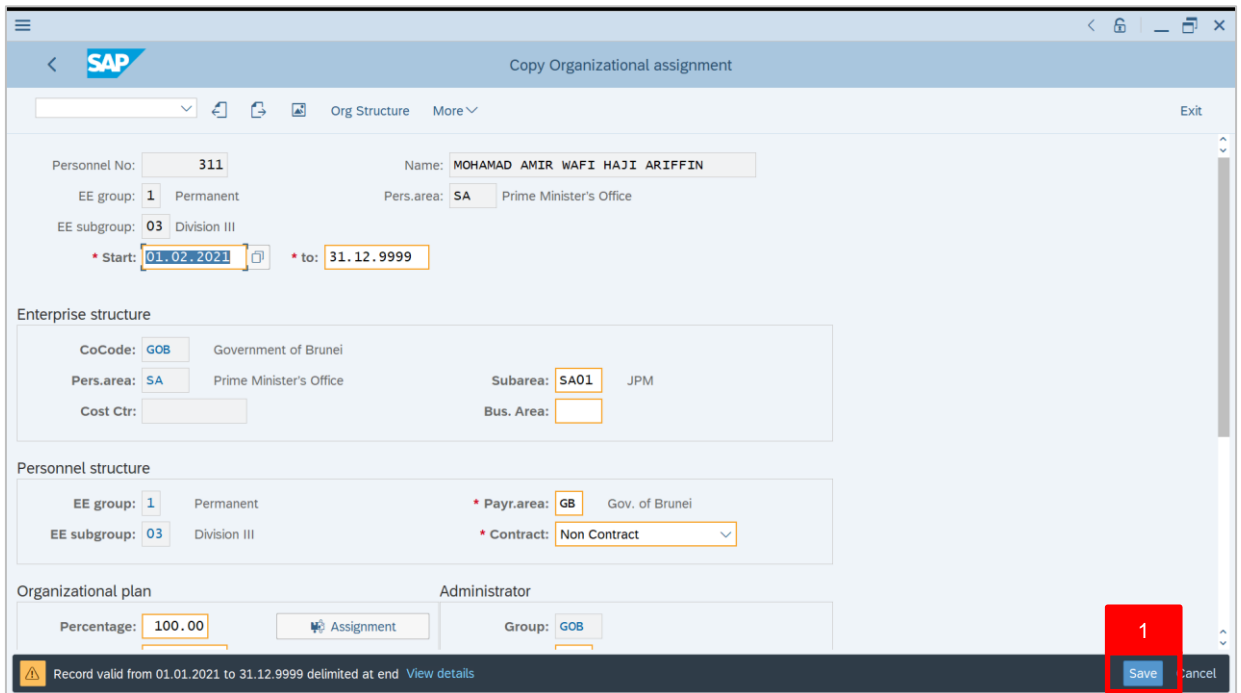
- Personnel No.:** 311
- Name:** MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- * Start:** 01.02.2021
- * to:** 31.12.9999

Below these fields are three main sections:

- Enterprise structure:** CoCode: GOB Government of Brunei; Pers.area: SA Prime Minister's Office; Subarea: SA01 JPM; Cost Ctr: ; Bus. Area:
- Personnel structure:** EE group: 1 Permanent; EE subgroup: 03 Division III; Payr.area: GB Gov. of Brunei; Contract: Non Contract
- Organizational plan:** Percentage: 100.00; Assignment button; Group: GOB

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

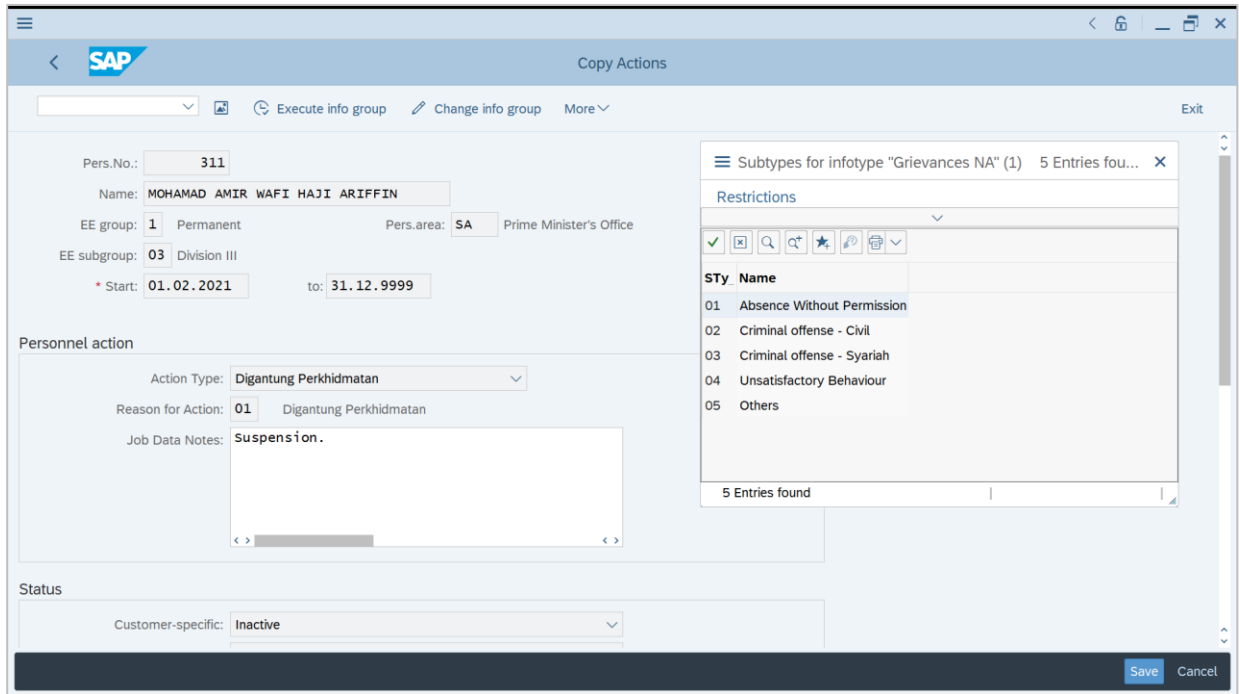
1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



This screenshot is identical to the one above, but with a red box highlighting the 'Save' button in the bottom right corner. The status bar now shows a yellow warning icon and the text 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'.

Outcome: Record is created.

The **List of Grievance Subtypes** will be displayed.



Copy Actions

Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
Start: 01.02.2021 to: 31.12.9999

Personnel action

Action Type: Digantung Perkhidmatan
Reason for Action: 01 Digantung Perkhidmatan
Job Data Notes: Suspension.

Status

Customer-specific: Inactive

Subtypes for infotype "Grievances NA" (1) 5 Entries fou...

Restrictions

STy	Name
01	Absence Without Permission
02	Criminal offense - Civil
03	Criminal offense - Syariah
04	Unsatisfactory Behaviour
05	Others

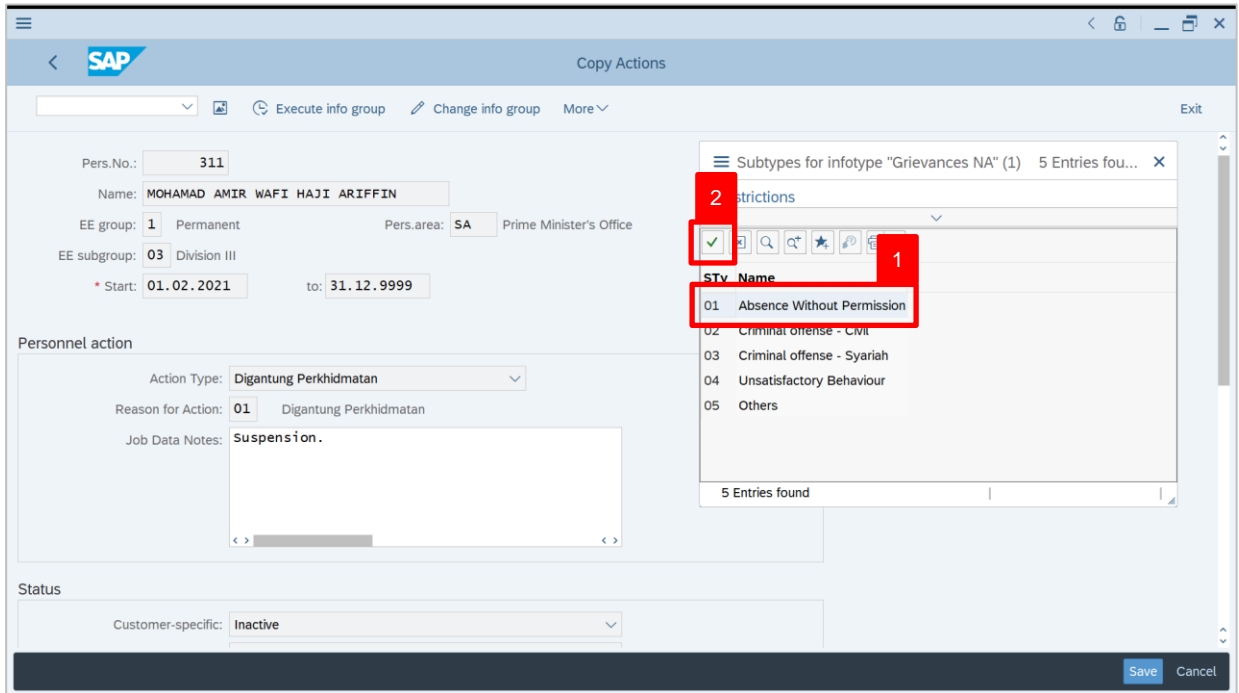
5 Entries found

Save Cancel

Create Grievances

Backend User

Department HR Administrator and HR Administrator (JPA)



Copy Actions


Pers.No.: 311
 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent
 EE subgroup: 03 Division III
 * Start: 01.02.2021 to: 31.12.9999

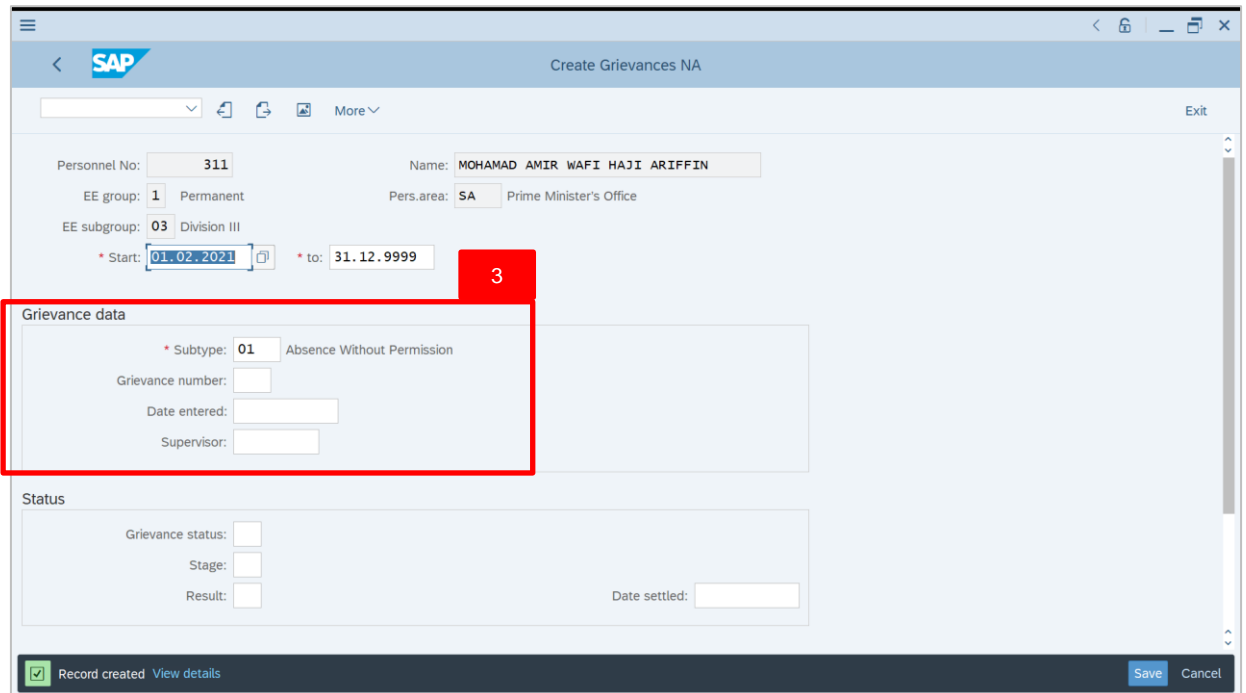
Personnel action
 Action Type: Digantung Perkhidmatan
 Reason for Action: 01 Digantung Perkhidmatan
 Job Data Notes: Suspension.

Status
 Customer-specific: Inactive

Subtypes for infotype "Grievances NA" (1) 5 Entries found

STV	Name
01	Absence Without Permission
02	Criminal offense - CIVIL
03	Criminal offense - Syariah
04	Unsatisfactory Behaviour
05	Others

1. Select **01 Absence Without Permission**.
2. Click on  icon.



Create Grievances NA

Personnel No: 311
 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * to: 31.12.9999

Grievance data
 * Subtype: 01 Absence Without Permission
 Grievance number:
 Date entered:
 Supervisor:

Status
 Grievance status:
 Stage:
 Result:
 Date settled:

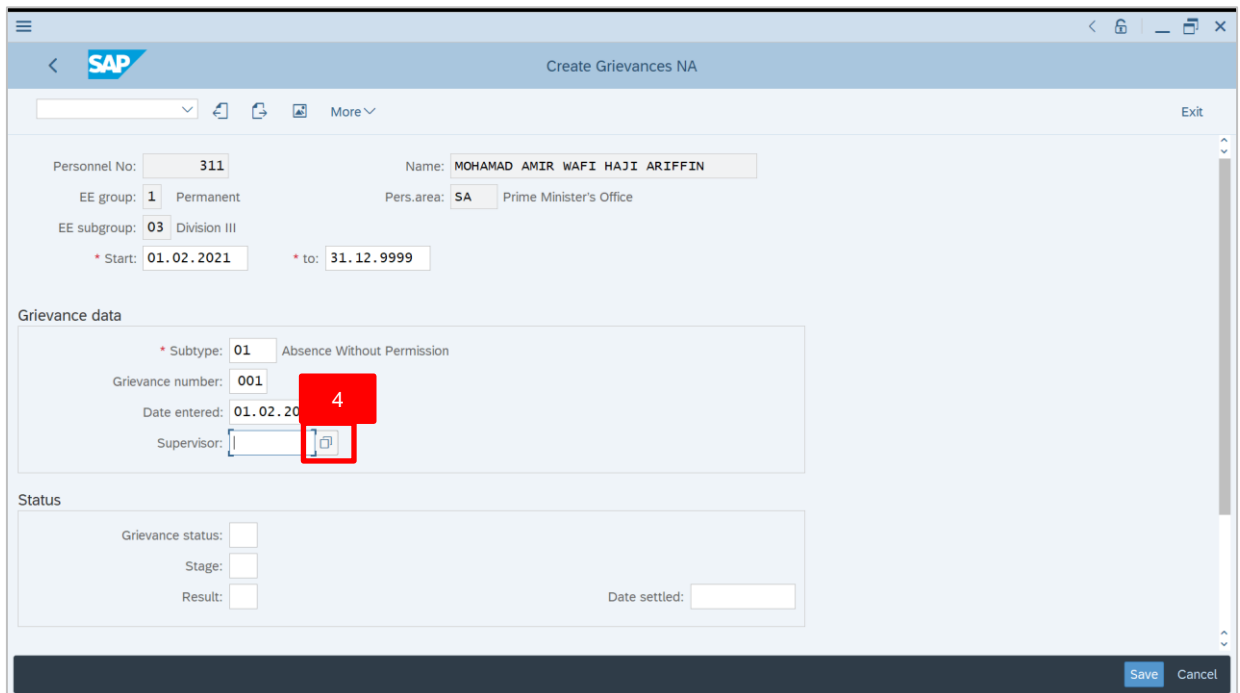
Record created View details

3. In **Create Grievances NA** page, under **Grievance data** section, enter details in the related fields as per example below:

Sub Section	Field	Mandatory (?)	Example
Grievance data	Subtype	✓	Grievance subtype; 01 Absence Without Permission
	Grievance number	×	Number of Grievance; 001
	Date entered	×	Date of Grievance entered; 01.02.2021
	Supervisor	×	Personnel/Supervisor who handles the case

Note:

- User may edit the Grievance information such as the Grievance end date, its result and date settled via Grievance Infotype in **Maintain HR Master (PA30)** page.



The screenshot shows the SAP 'Create Grievances NA' interface. The personnel information is as follows:

- Personnel No: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 01.02.2021
- * to: 31.12.9999


In the 'Grievance data' section:

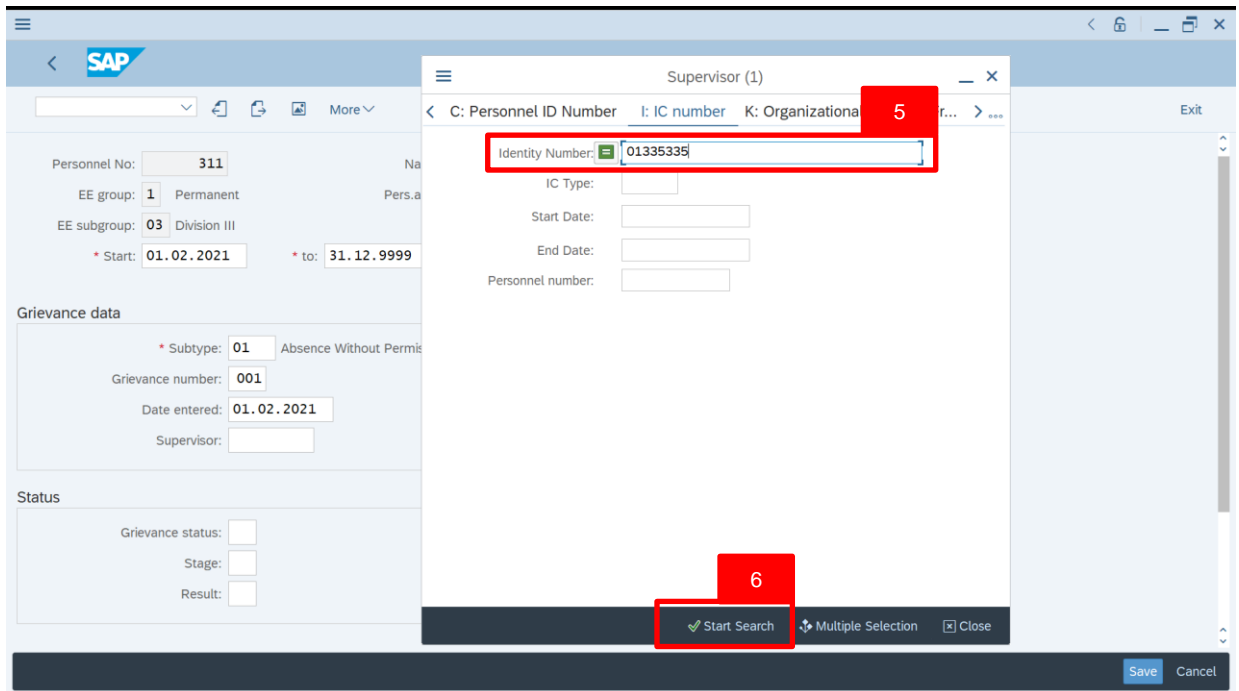
- * Subtype: 01 Absence Without Permission
- Grievance number: 001
- Date entered: 01.02.2021
- Supervisor: [Field with a copy icon highlighted by a red box and the number 4]

The 'Status' section includes:

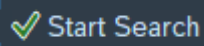
- Grievance status: []
- Stage: []
- Result: []
- Date settled: []

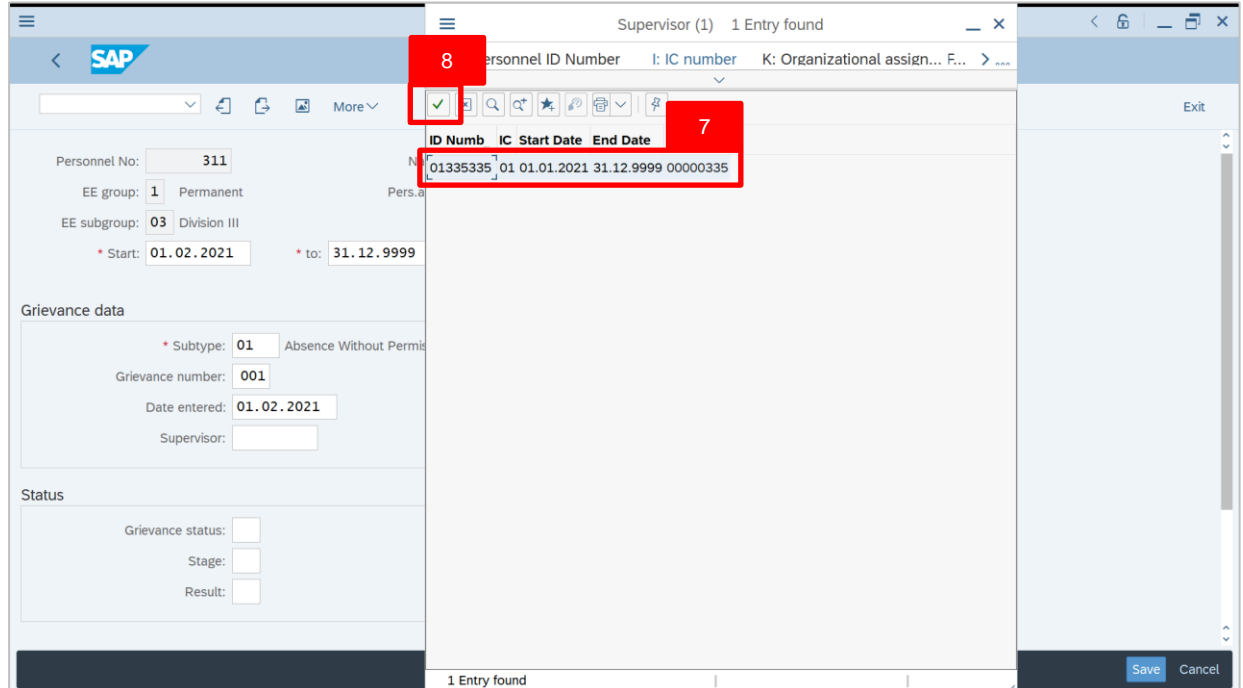
Buttons for 'Save' and 'Cancel' are visible at the bottom right.

4. Under **Grievance data** section, click on  icon for Supervisor.



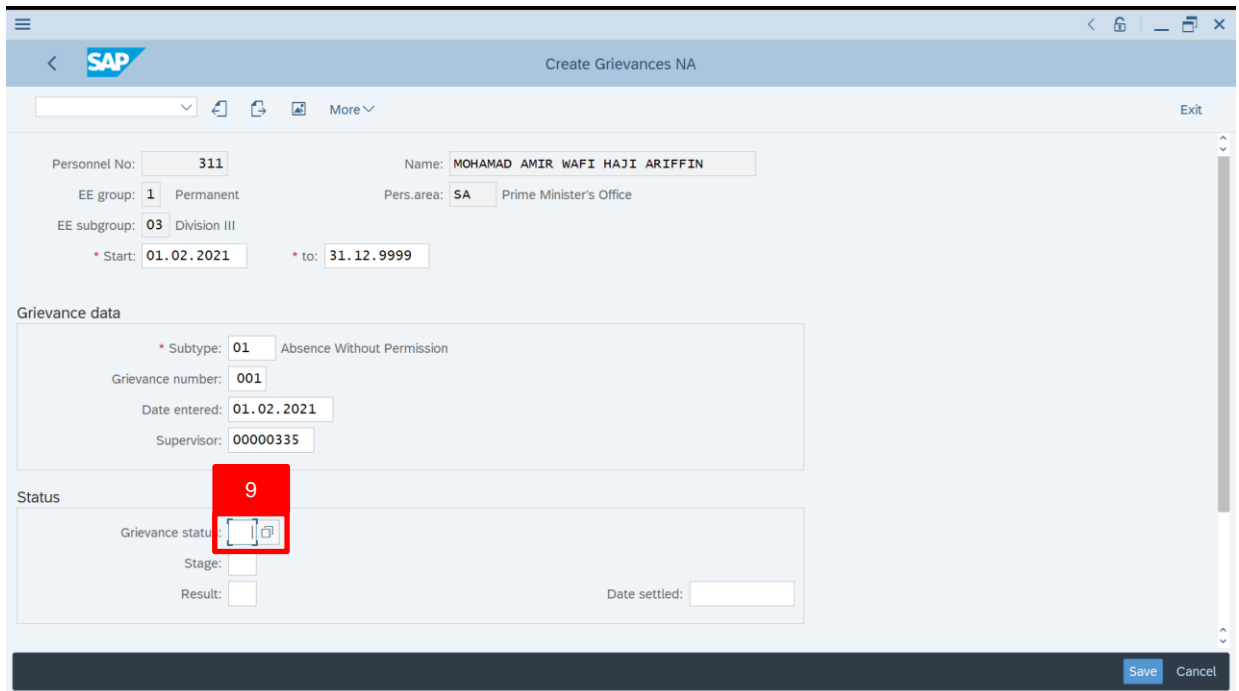
5. Enter the Supervisor IC number.

6. Click 



7. Select the searched Supervisor.

8. Click on  icon.



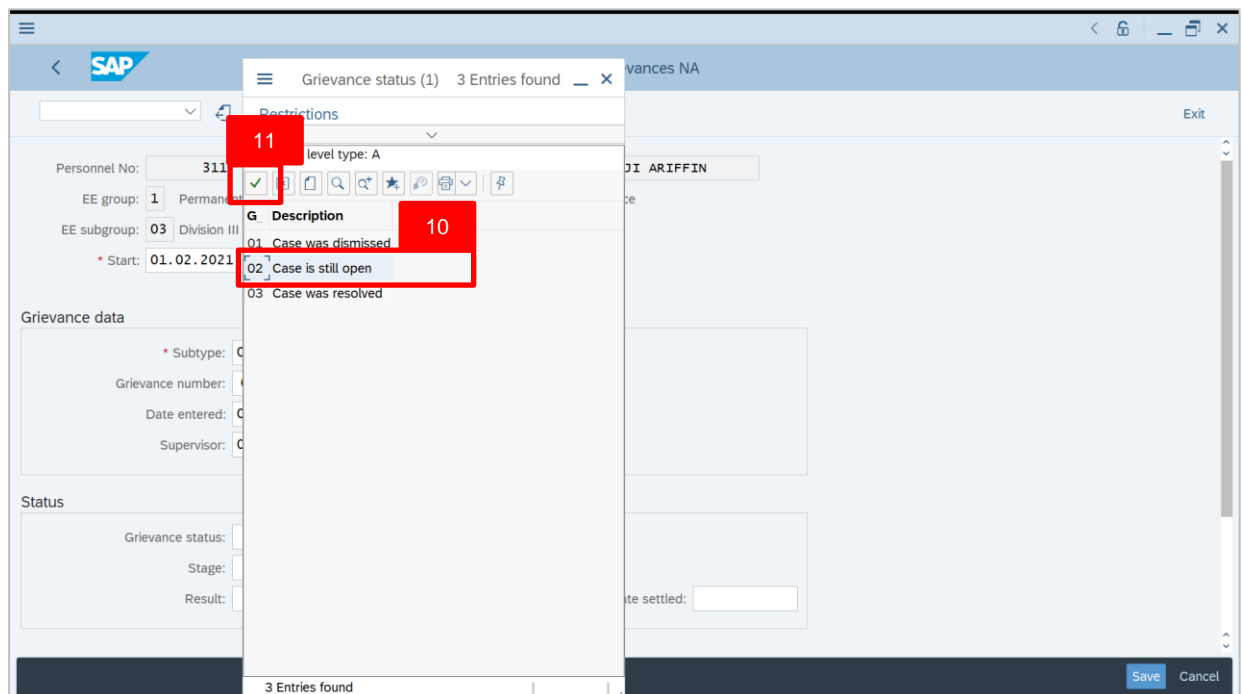
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999

Grievance data
* Subtype: 01 Absence Without Permission
Grievance number: 001
Date entered: 01.02.2021
Supervisor: 00000335

Status
Grievance status: 9
Stage:
Result: Date settled:

Save Cancel

9. Under **Status** section, click on  icon for Grievance status.



Grievance status (1) 3 Entries found

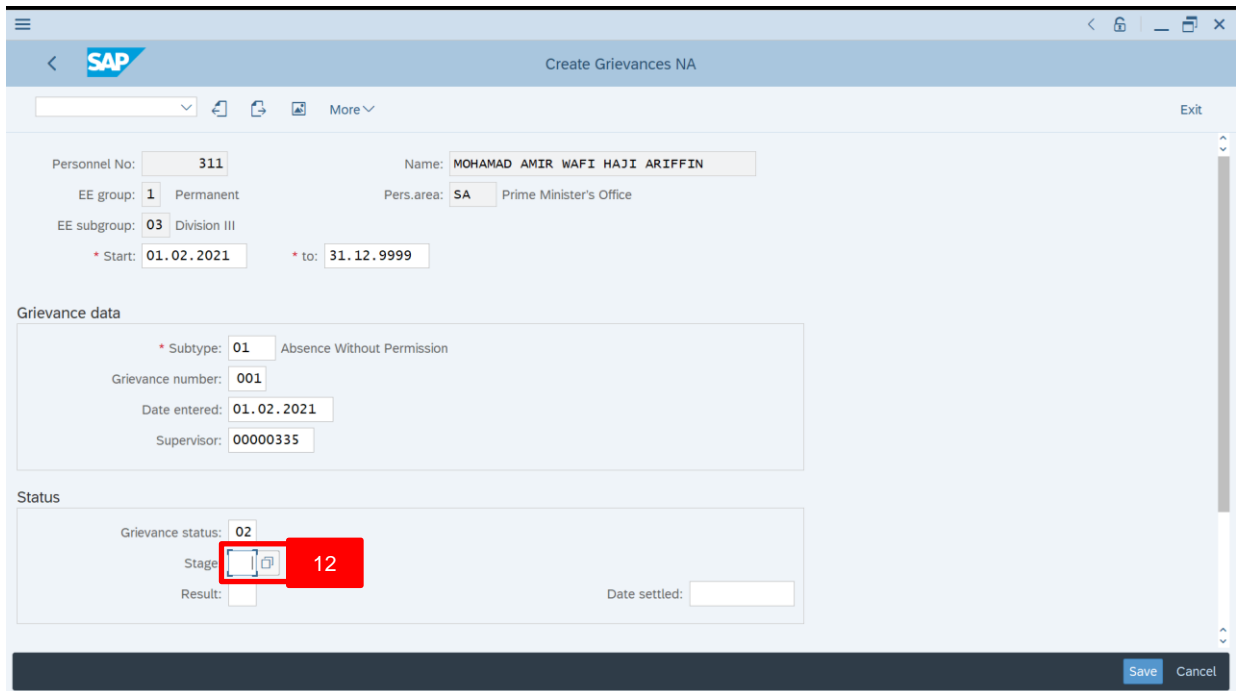
Level type: A	Description
01	Case was dismissed
02	Case is still open
03	Case was resolved


3 Entries found

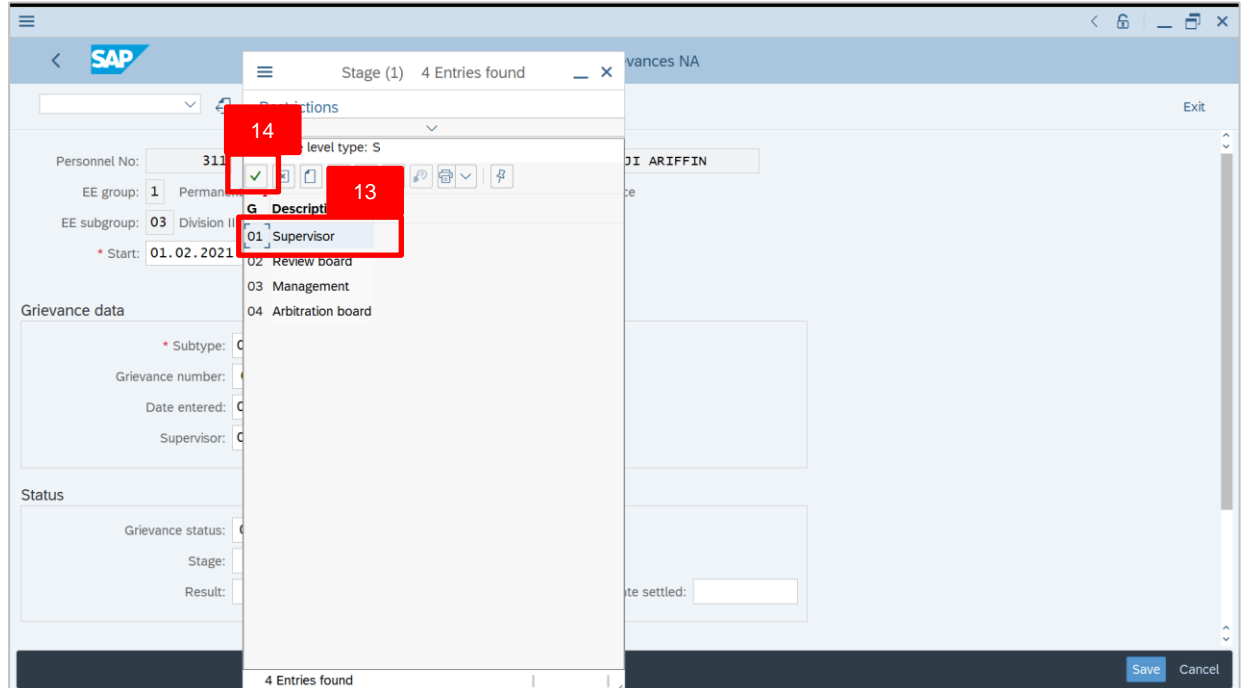
Save Cancel

10. Select the Grievance status.

11. Click on  icon.

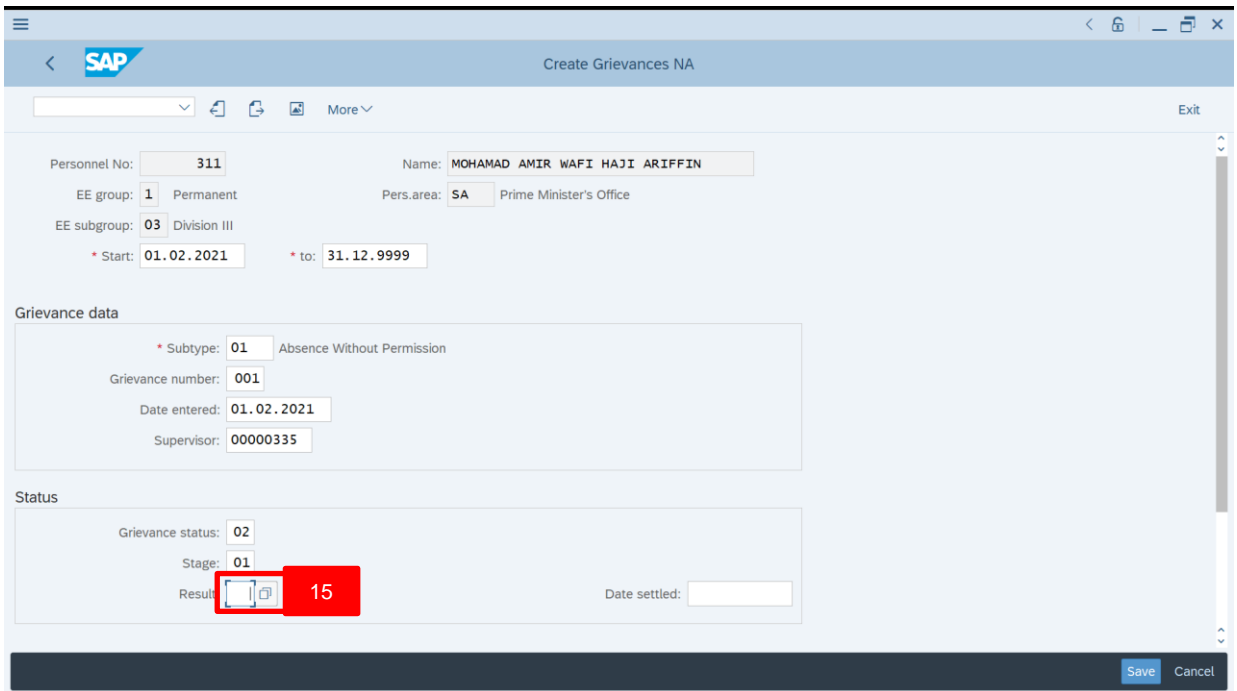


12. Under **Status** section, click on  icon for Stage. This is the case management level.




13. Select the Grievance stage.

14. Click on  icon.



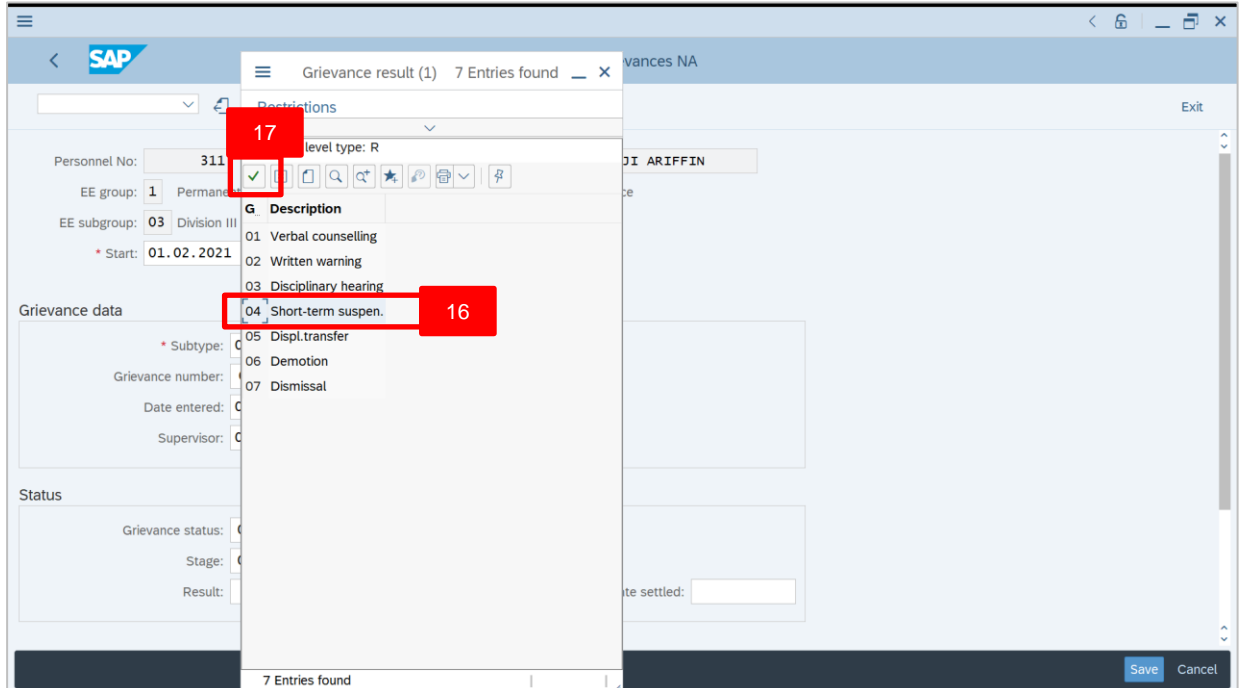
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021 * to: 31.12.9999

Grievance data
* Subtype: 01 Absence Without Permission
Grievance number: 001
Date entered: 01.02.2021
Supervisor: 00000335

Status
Grievance status: 02
Stage: 01
Result:  15
Date settled:


Save Cancel

15. Under **Status** section, click on  icon for Result. This is the case result.



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.02.2021

Grievance data
* Subtype: 01 Absence Without Permission
Grievance number: 001
Date entered: 01.02.2021
Supervisor: 00000335

Status
Grievance status: 02
Stage: 01
Result:  15
Date settled:

Grievance result (1) 7 Entries found

Restrictions
Level type: R

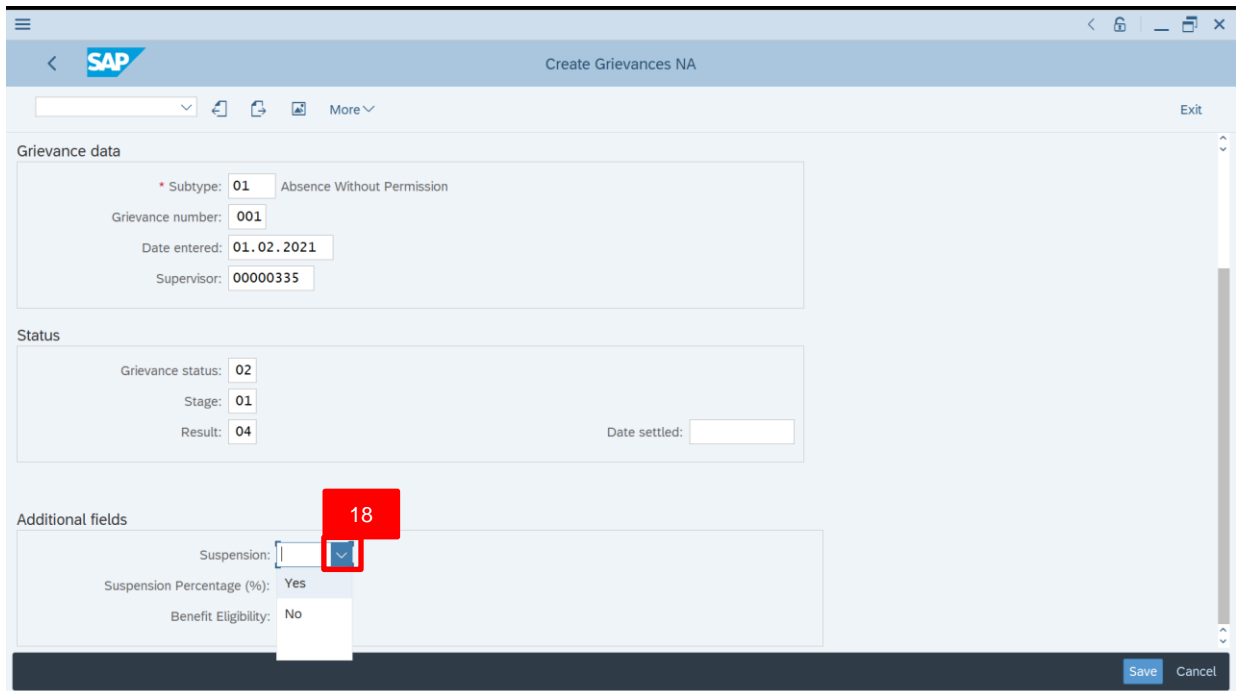
Description
01 Verbal counselling
02 Written warning
03 Disciplinary hearing
04 Short-term suspen. 16
05 Displ.transfer
06 Demotion
07 Dismissal

7 Entries found

Save Cancel

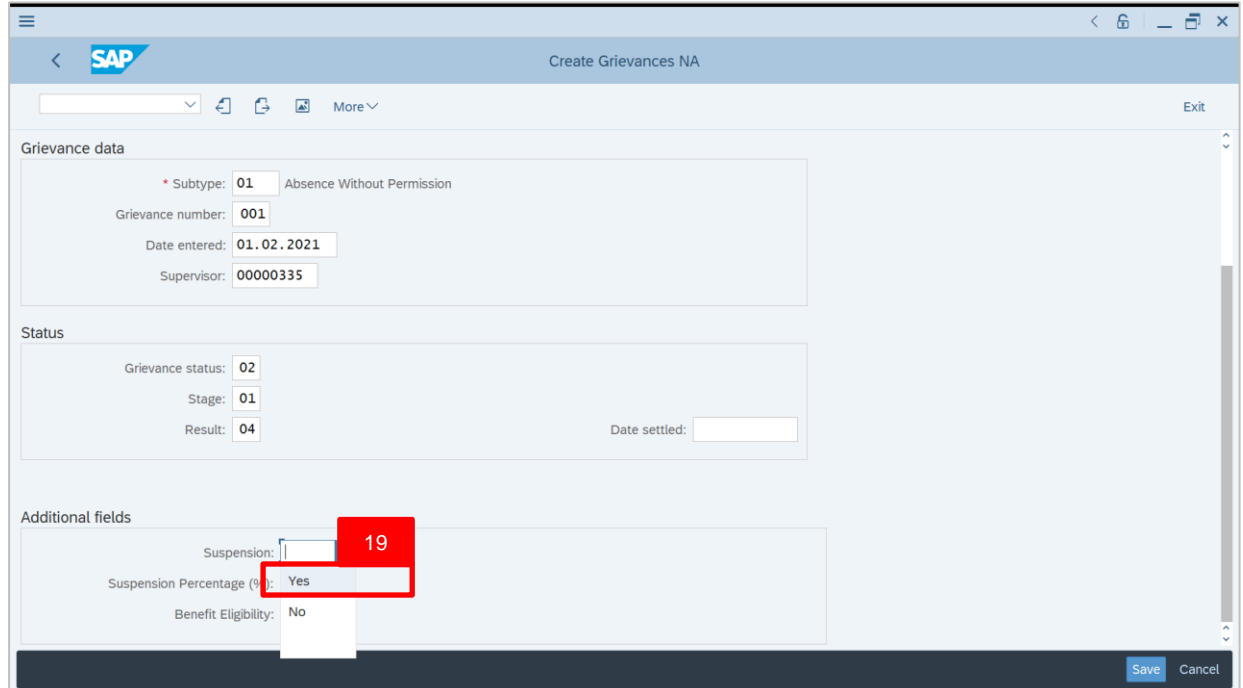
16. Select the Grievance result.

17. Click on  icon.



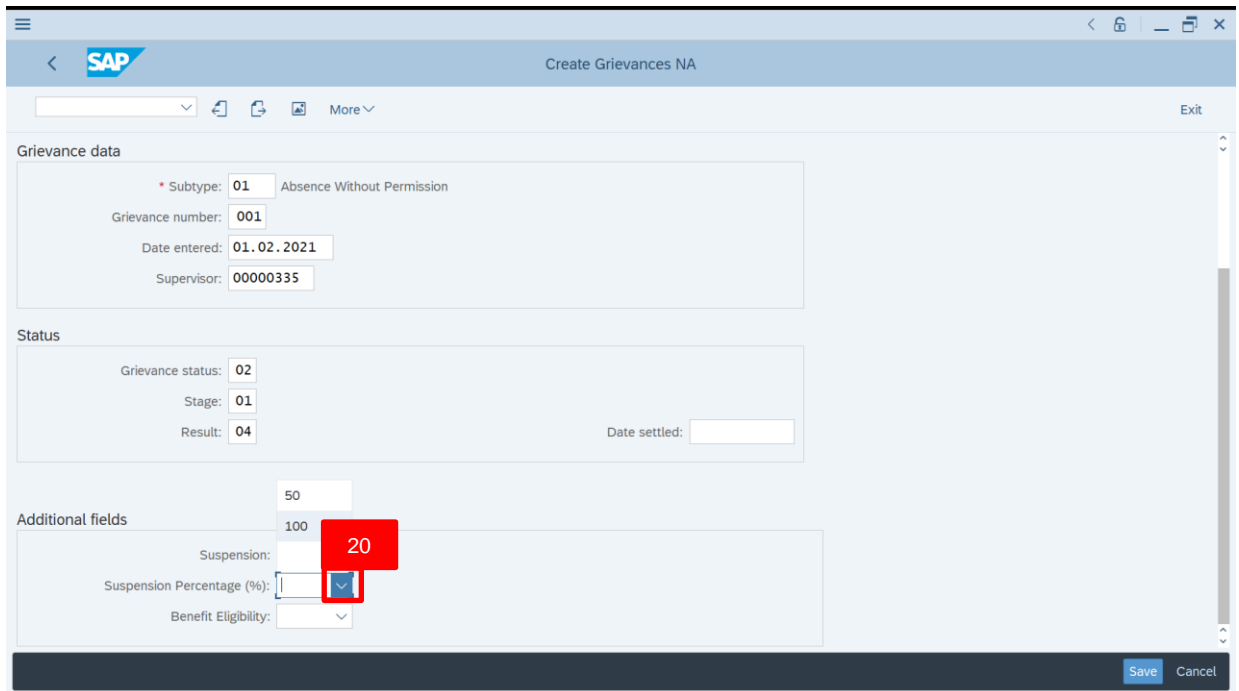
The screenshot shows the SAP 'Create Grievances NA' form. The 'Grievance data' section includes Subtype: 01 (Absence Without Permission), Grievance number: 001, Date entered: 01.02.2021, and Supervisor: 00000335. The 'Status' section includes Grievance status: 02, Stage: 01, Result: 04, and Date settled. The 'Additional fields' section includes Suspension: (dropdown menu), Suspension Percentage (%): Yes, and Benefit Eligibility: No. A red box labeled '18' highlights the 'Suspension' dropdown menu.

18. Scroll down the page, under **Additional fields** section, click on  for Suspension.




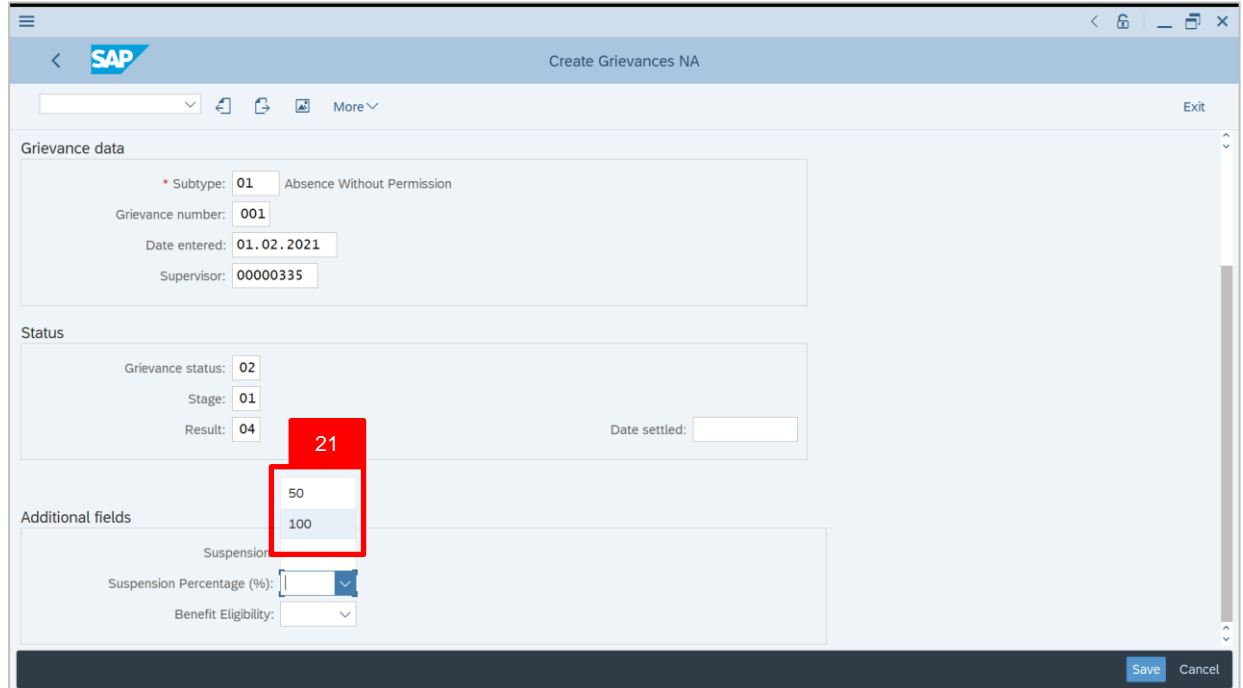
The screenshot shows the SAP 'Create Grievances NA' form. The 'Grievance data' section includes Subtype: 01 (Absence Without Permission), Grievance number: 001, Date entered: 01.02.2021, and Supervisor: 00000335. The 'Status' section includes Grievance status: 02, Stage: 01, Result: 04, and Date settled. The 'Additional fields' section includes Suspension: (dropdown menu), Suspension Percentage (%): Yes, and Benefit Eligibility: No. A red box labeled '19' highlights the 'Suspension Percentage (%)' field.

19. Select No if personnel is not suspended. Select Yes if otherwise.



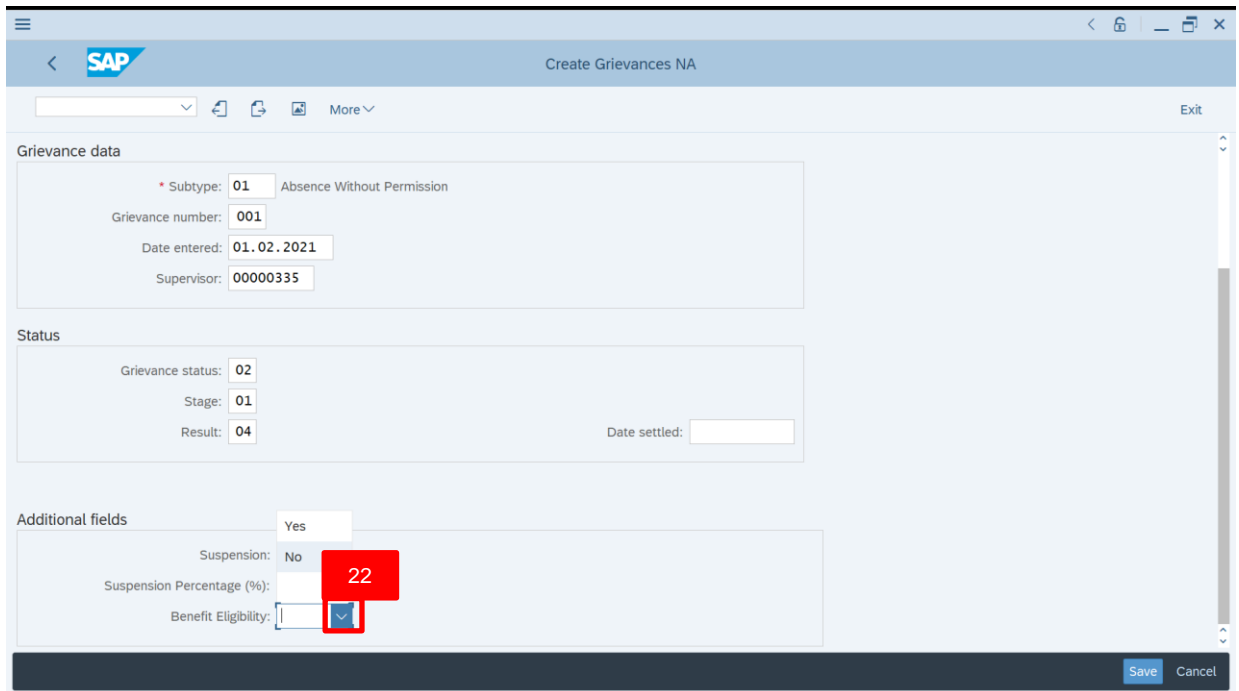
The screenshot shows the SAP 'Create Grievances NA' form. The 'Grievance data' section includes Subtype: 01 (Absence Without Permission), Grievance number: 001, Date entered: 01.02.2021, and Supervisor: 00000335. The 'Status' section includes Grievance status: 02, Stage: 01, Result: 04, and Date settled: (empty). The 'Additional fields' section includes Suspension: (dropdown menu), Suspension Percentage (%): (empty), and Benefit Eligibility: (dropdown menu). A red box highlights the '20' option in the 'Suspension' dropdown menu.

20. Under **Additional fields** section, click on  for Suspension Percentage (%).



The screenshot shows the SAP 'Create Grievances NA' form. The 'Grievance data' section includes Subtype: 01 (Absence Without Permission), Grievance number: 001, Date entered: 01.02.2021, and Supervisor: 00000335. The 'Status' section includes Grievance status: 02, Stage: 01, Result: 04, and Date settled: (empty). The 'Additional fields' section includes Suspension: (dropdown menu), Suspension Percentage (%): (empty), and Benefit Eligibility: (dropdown menu). A red box highlights the '50' and '100' options in the 'Suspension' dropdown menu.

21. Select the Suspension Percentage (%). User may leave this field empty if there is no Suspension Percentage for the Grievance.



SAP Create Grievances NA

Grievance data

- * Subtype: 01 Absence Without Permission
- Grievance number: 001
- Date entered: 01.02.2021
- Supervisor: 00000335


Status

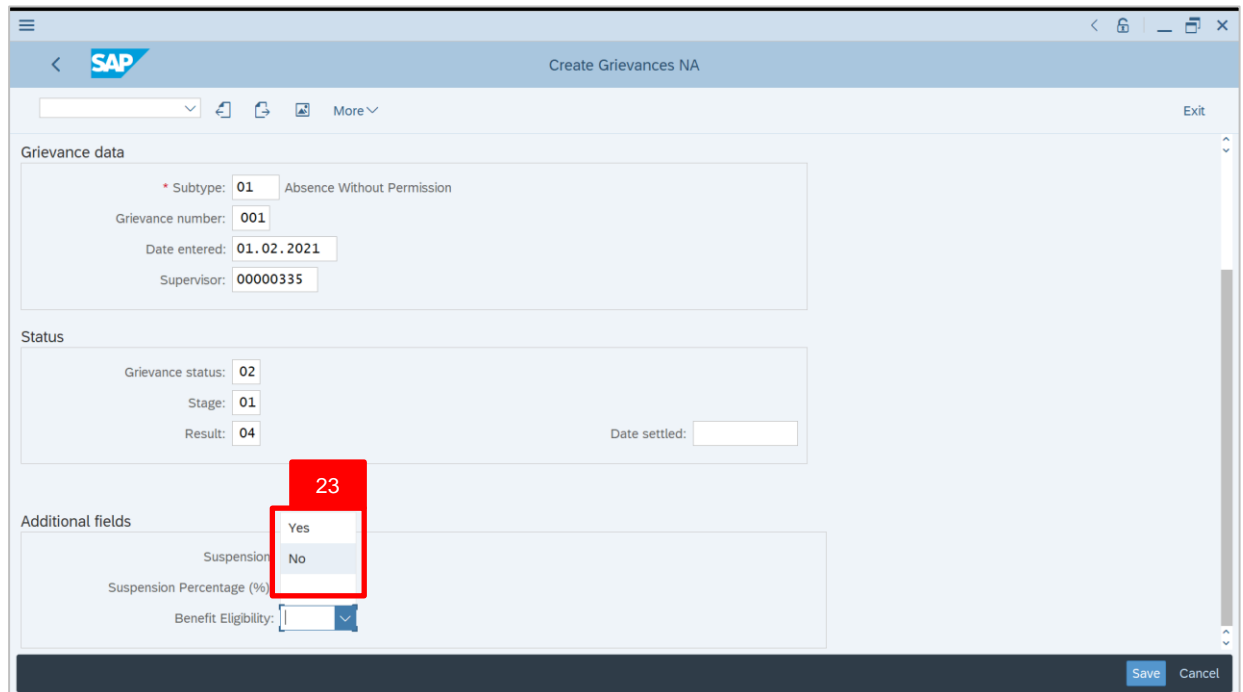
- Grievance status: 02
- Stage: 01
- Result: 04
- Date settled:

Additional fields

- Suspension: No
- Suspension Percentage (%):
- Benefit Eligibility: [Dropdown menu]

Save Cancel

22. Under **Additional fields** section, click on  for Benefit Eligibility.



SAP Create Grievances NA

Grievance data

- * Subtype: 01 Absence Without Permission
- Grievance number: 001
- Date entered: 01.02.2021
- Supervisor: 00000335

Status

- Grievance status: 02
- Stage: 01
- Result: 04
- Date settled:

Additional fields

- Suspension: [Dropdown menu]
- Suspension Percentage (%):
- Benefit Eligibility: [Dropdown menu]

Save Cancel

23. Select No if the personnel is not eligible for Benefits. Select Yes if otherwise.



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

The screenshot shows the SAP 'Copy Planned Working Time' interface. The page title is 'Copy Planned Working Time'. The user interface includes a navigation bar with 'Work schedule' and 'More' options, and an 'Exit' button. The main content area is divided into several sections:

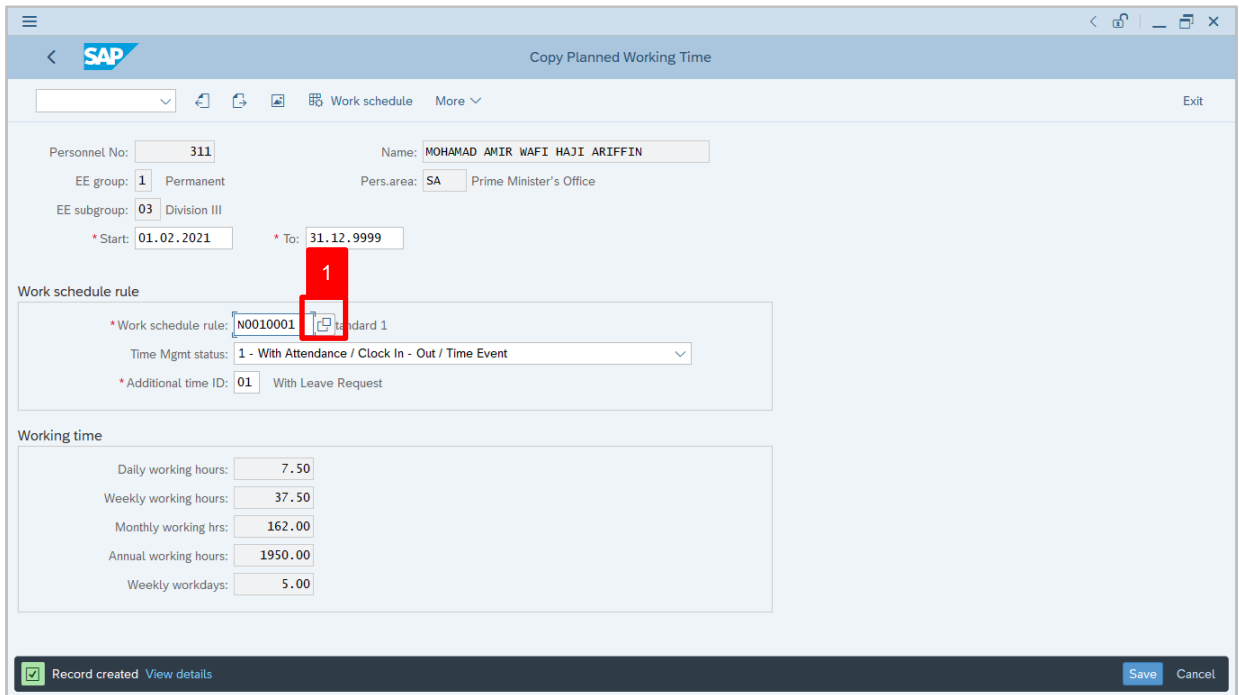
- Personnel Data:** Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, Start: 01.02.2021, To: 31.12.9999.
- Work schedule rule:** Work schedule rule: N0010001 Standard 1, Time Mgmt status: 1 - With Attendance / 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.

At the bottom, a status bar indicates 'Record created' with a 'View details' link and 'Save' and 'Cancel' buttons.

Copy Planned Working Time


Backend User

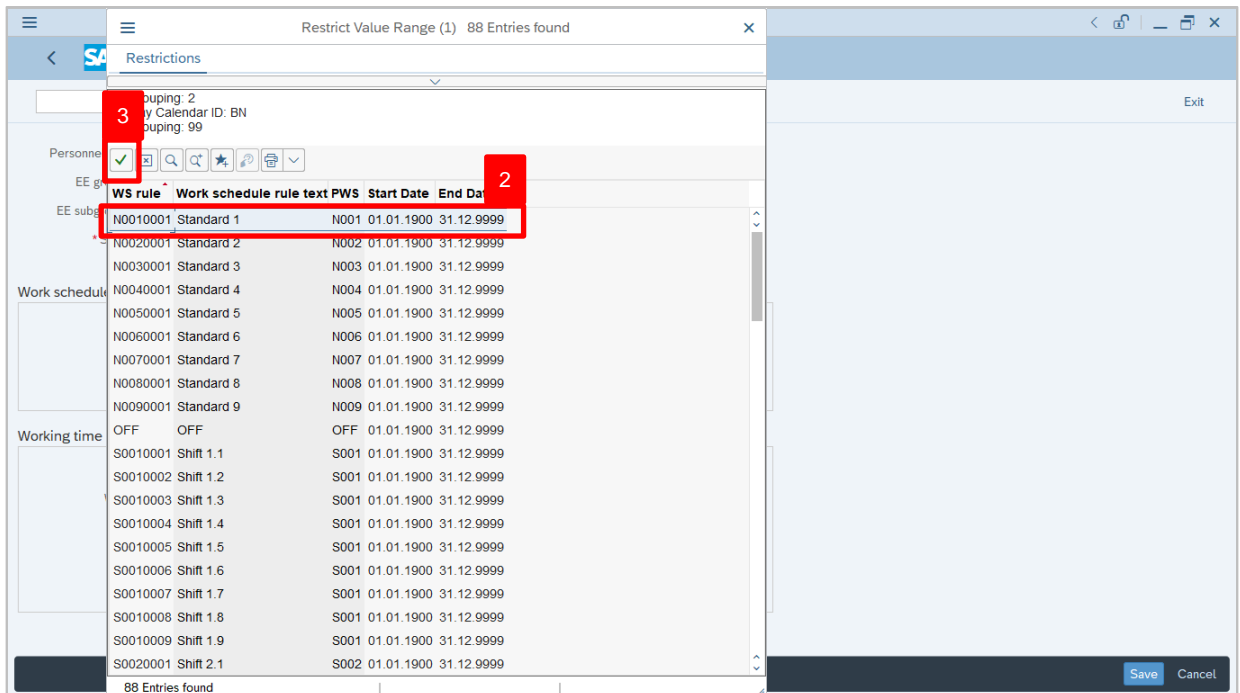
Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Planned Working Time' form. The 'Work schedule rule' section is highlighted with a red box and a red '1'. The 'Working time' section shows the following values:

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

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

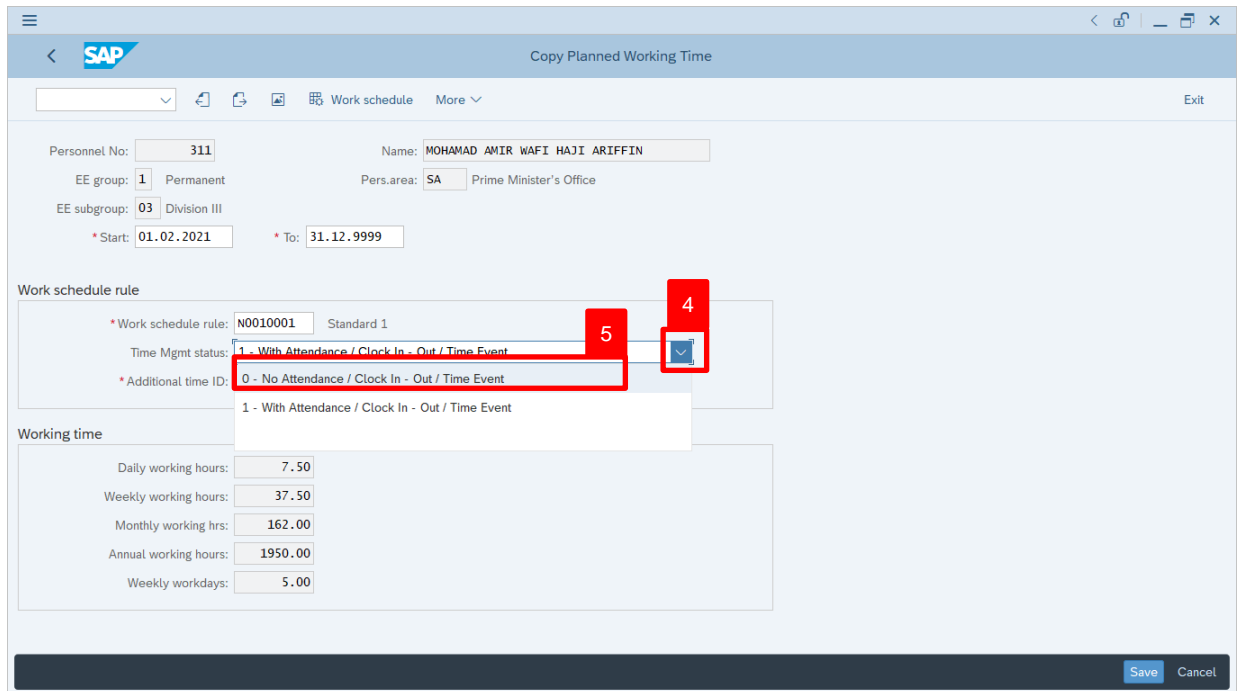


The screenshot shows the 'Restrictions' dialog box in SAP. A table of work schedule rules is displayed, with the first row highlighted in red and a red '2' next to it. A red '3' is placed over the checkmark icon in the top left corner of the dialog.

WS rule	Work schedule rule text	PWS	Start Date	End Date
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
S0010009	Shift 1.9	S001	01.01.1900	31.12.9999
S0020001	Shift 2.1	S002	01.01.1900	31.12.9999

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

3. Click on  icon.




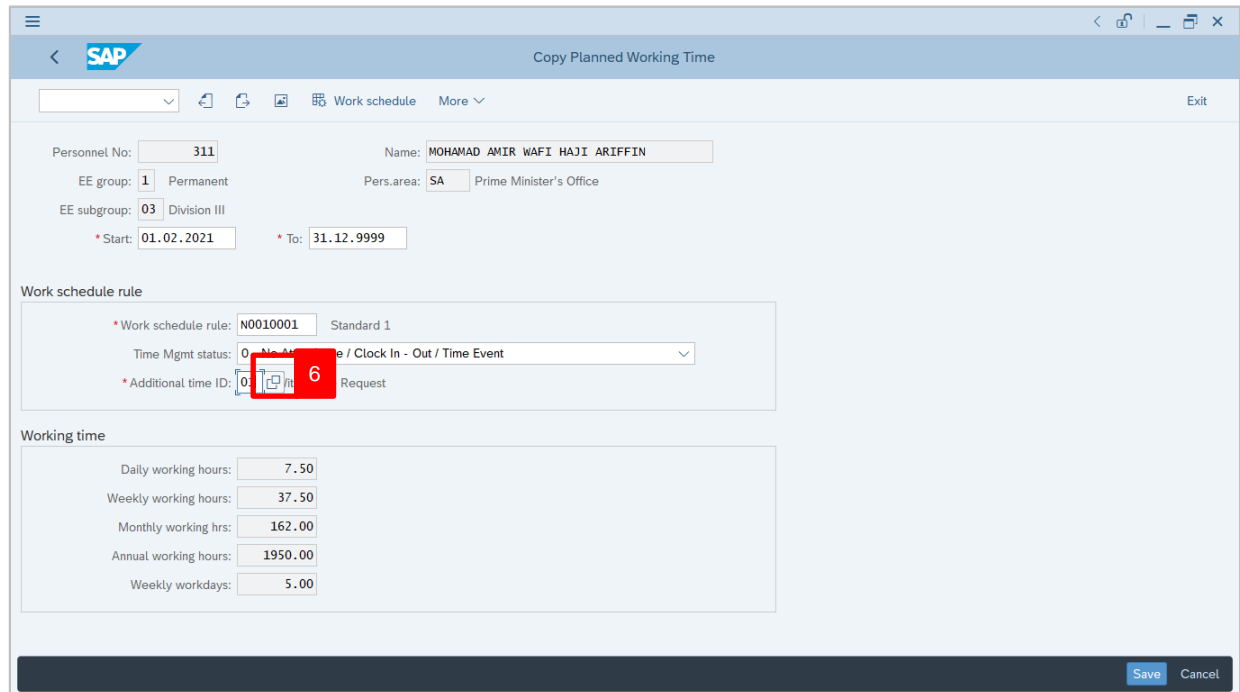
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * To: 31.12.9999

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
 * Additional time ID: 0 - No Attendance / Clock In - Out / Time Event
 1 - With Attendance / Clock In - Out / Time Event

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 Cancel

4. Under **Work schedule rule**, section click on  for Time Management status.
5. Select Time Mgmt status, **0 – No Attendance / Clock In – Out / Time Event**.




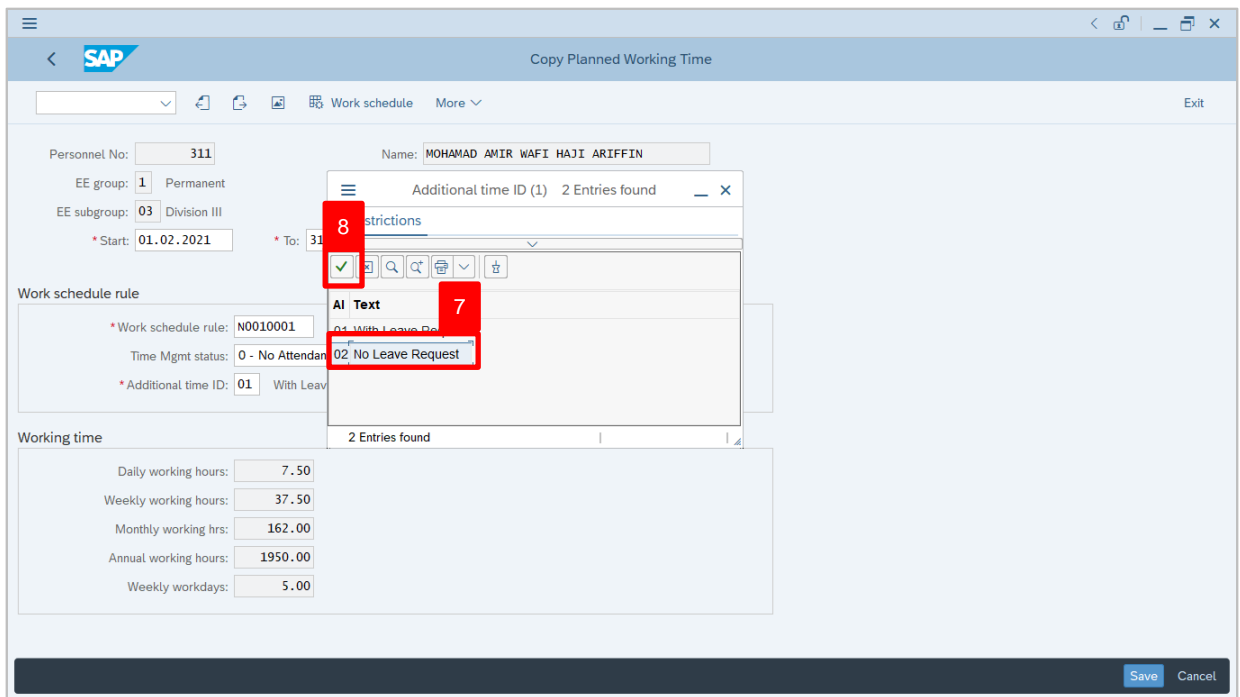
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.02.2021 * To: 31.12.9999

Work schedule rule
 * Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
 * Additional time ID: 0 - No Attendance / Clock In - Out / Time Event 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

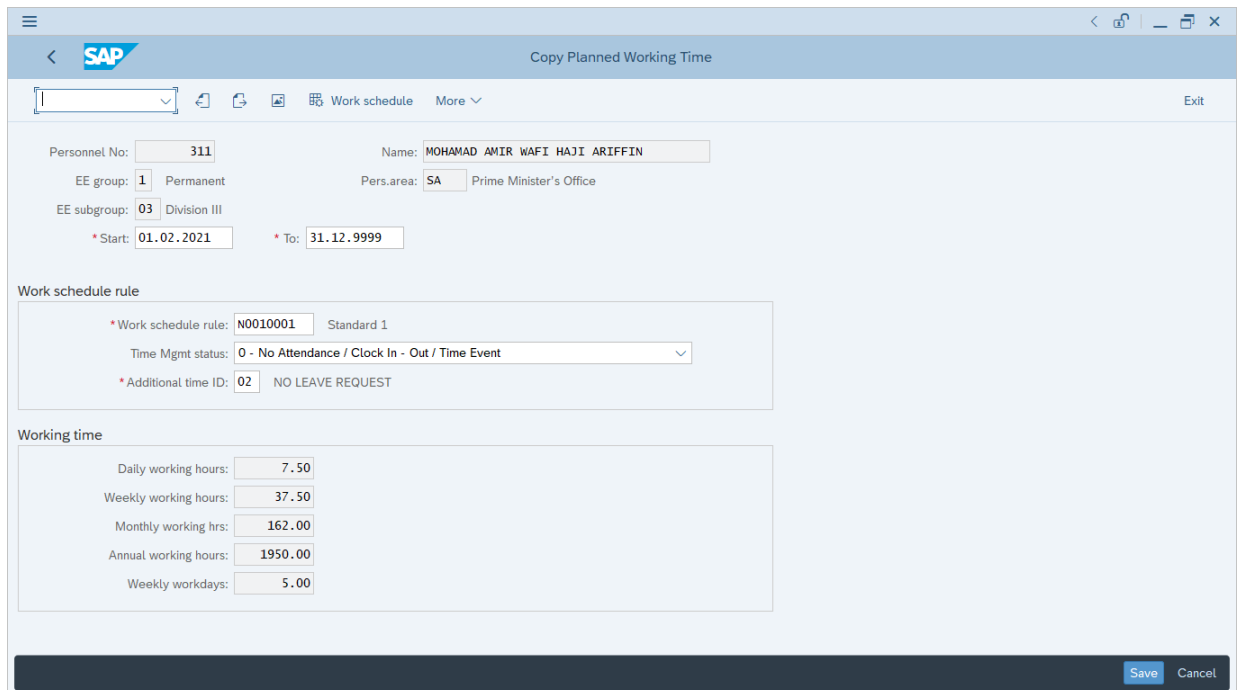
Save Cancel

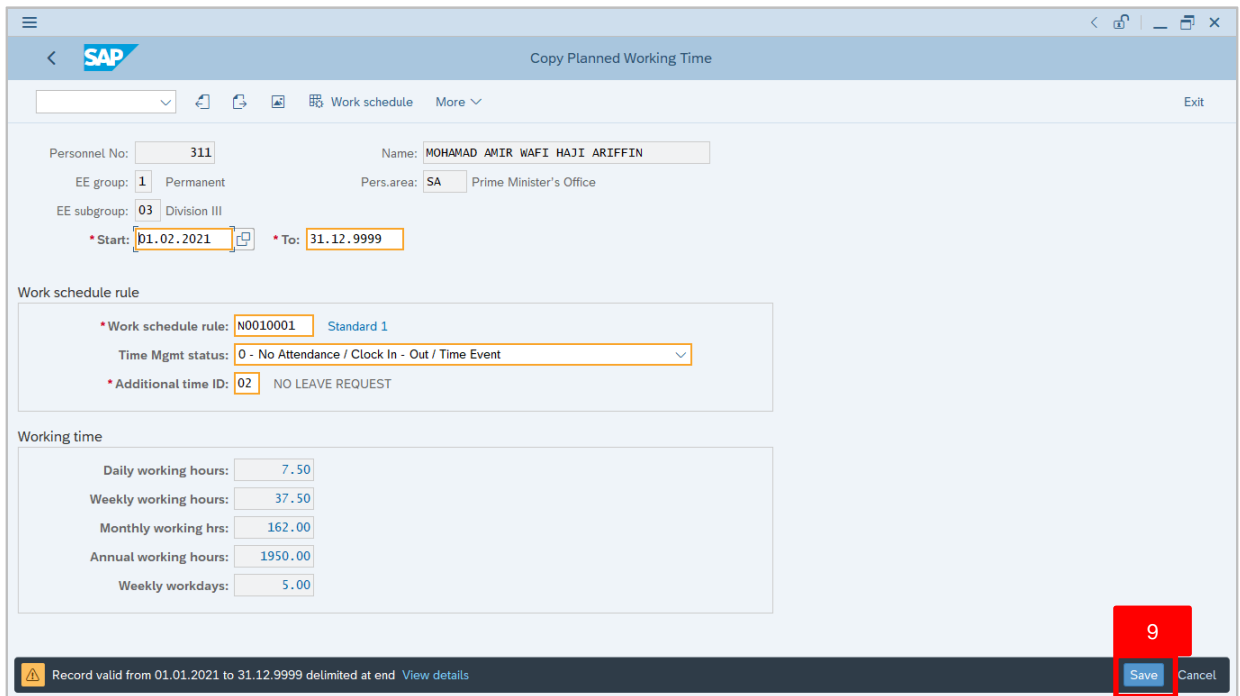
6. Under **Work schedule rule** section, click on  icon for Additional time ID.



7. Select Additional Time ID, **02 No Leave Request**.

8. Click on  icon.





Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

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

EE subgroup: 03 Division III

* Start: 01.02.2021 * To: 31.12.9999

Work schedule rule

* Work schedule rule: N0010001 Standard 1

Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event

* Additional time ID: 02 NO 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

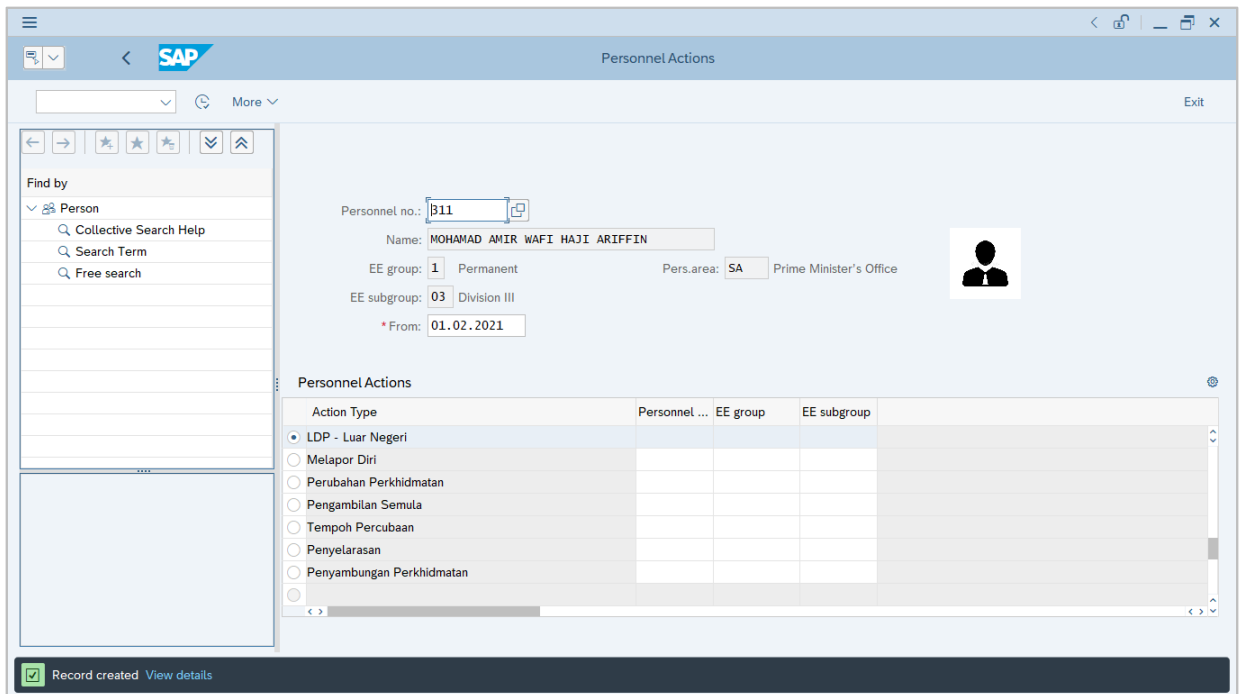
Record valid from 01.01.2021 to 31.12.9999 delimited at end View details

Save Cancel

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

Outcome: Record is created.

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



Personnel Actions

Personnel no.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

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

EE subgroup: 03 Division III

* From: 01.02.2021

Personnel Actions

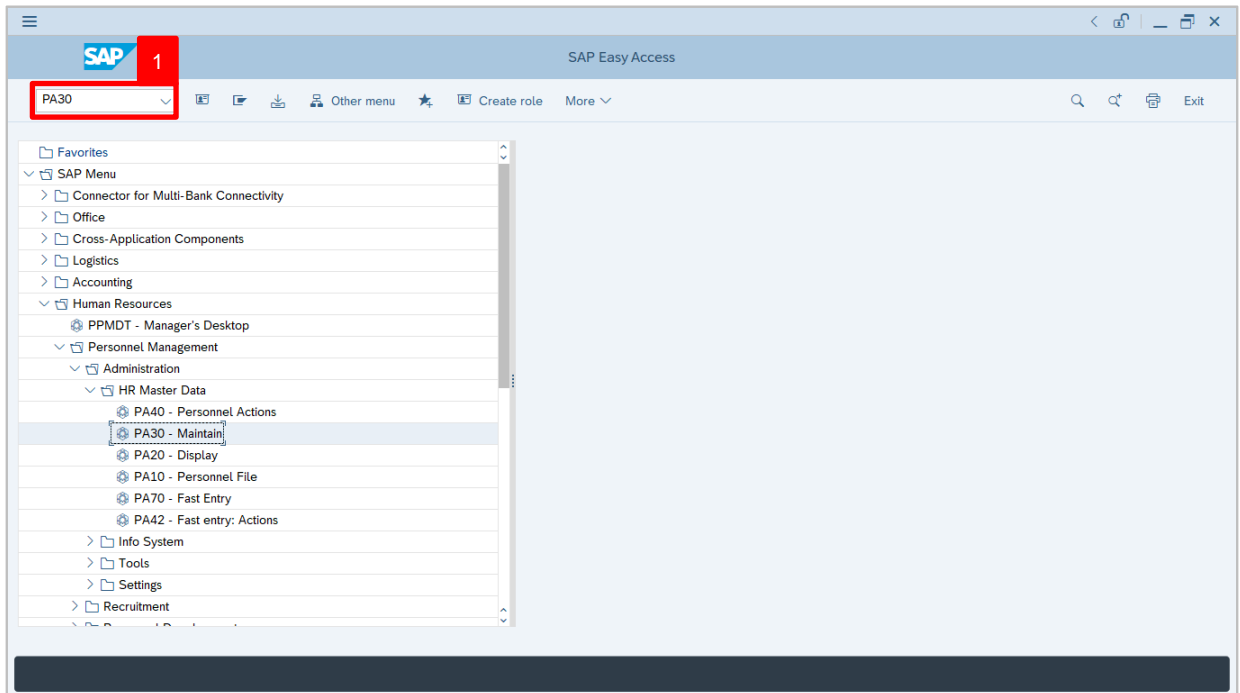
Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			
<input type="radio"/> Penyelarasan			
<input type="radio"/> Penyambungan Perkhidmatan			

Record created View details

View Action Overview

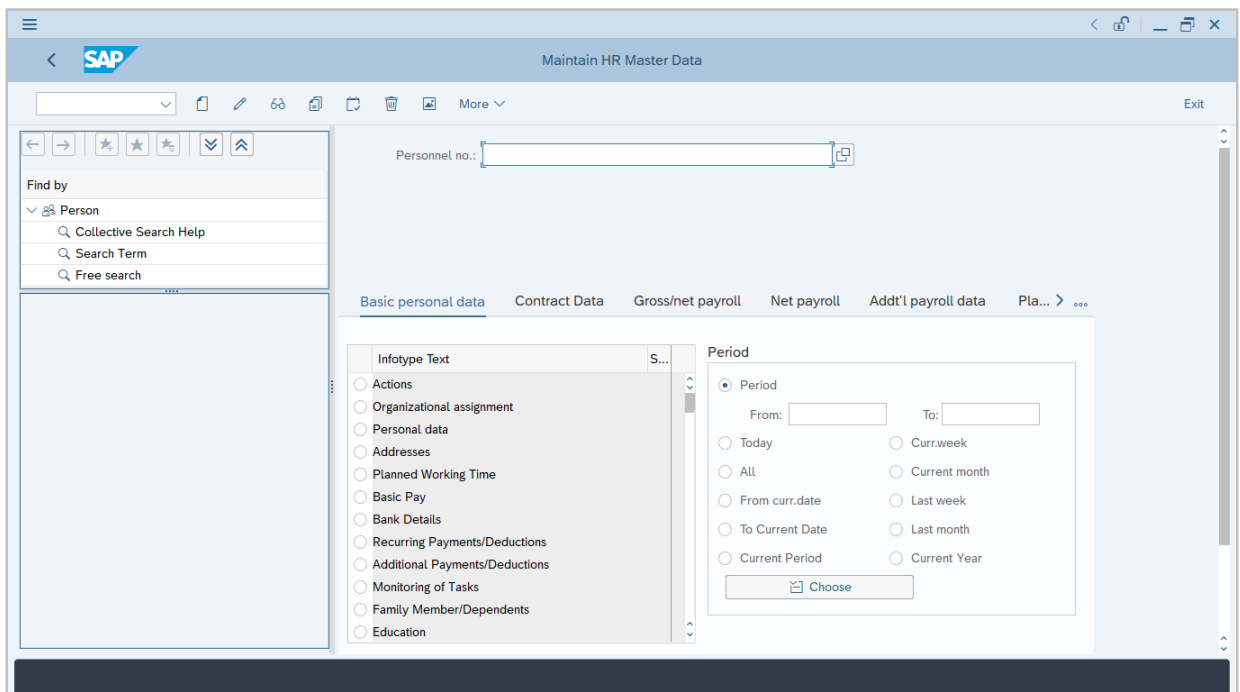
Back End User

Department HR Administrator and HR Administrator (JPA)



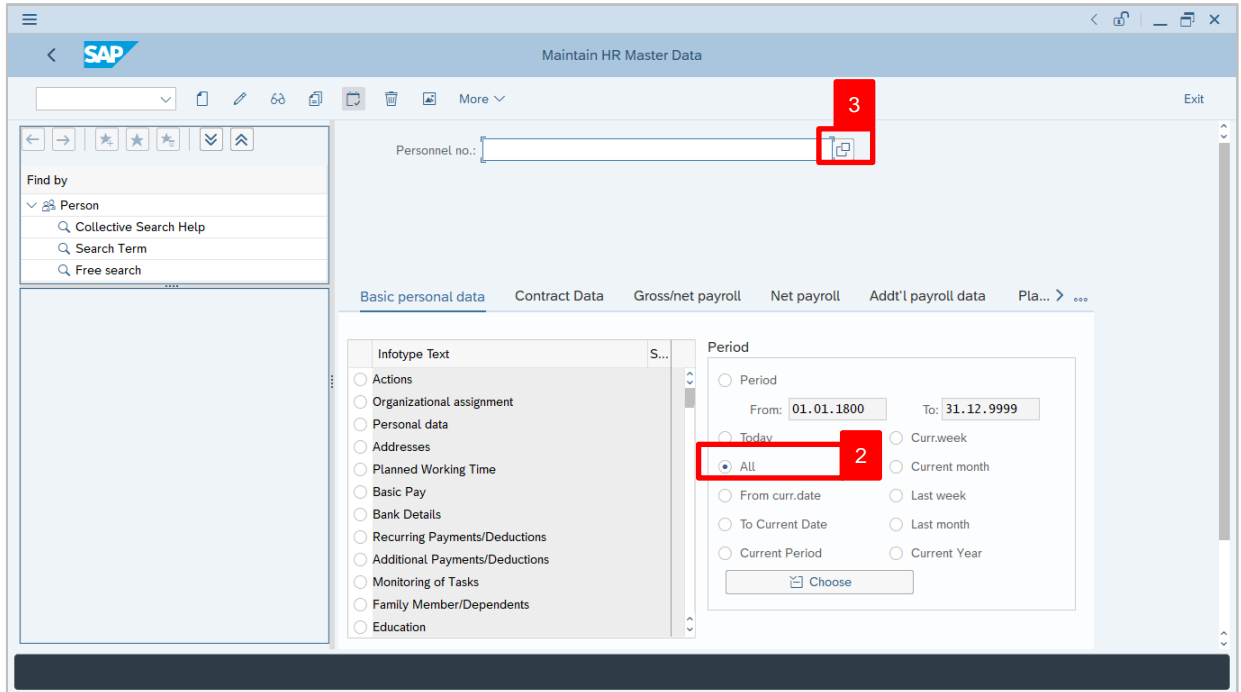
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



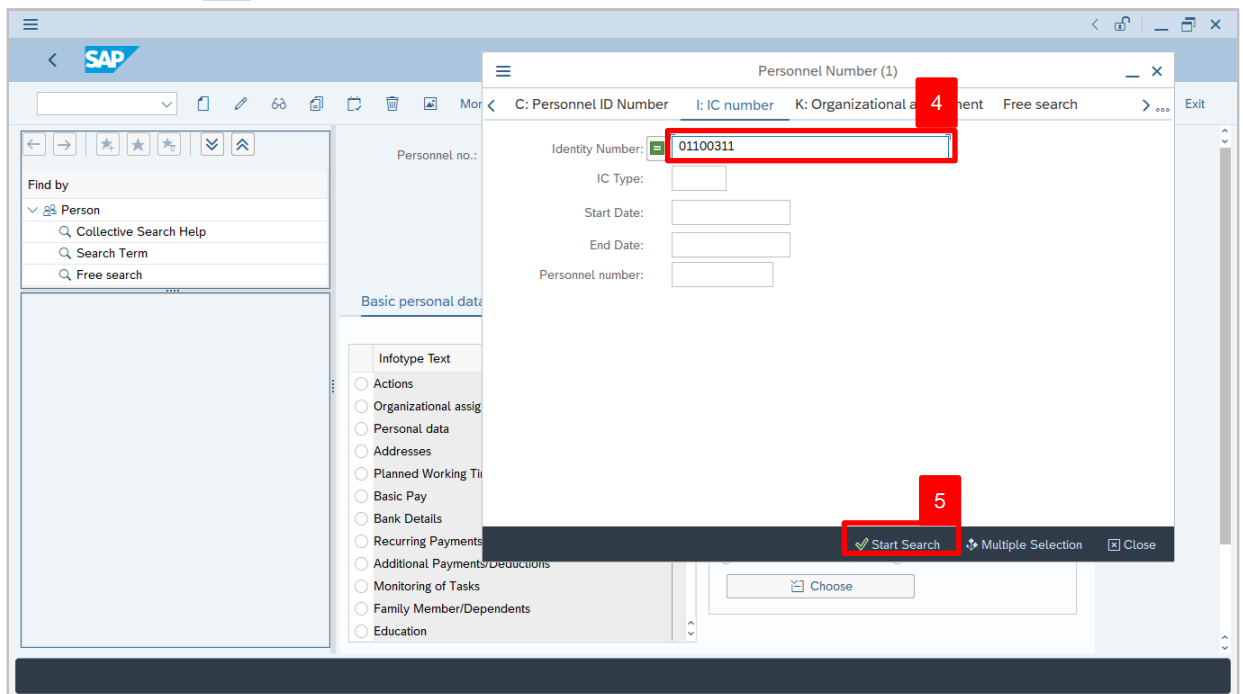
Note:


- 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.

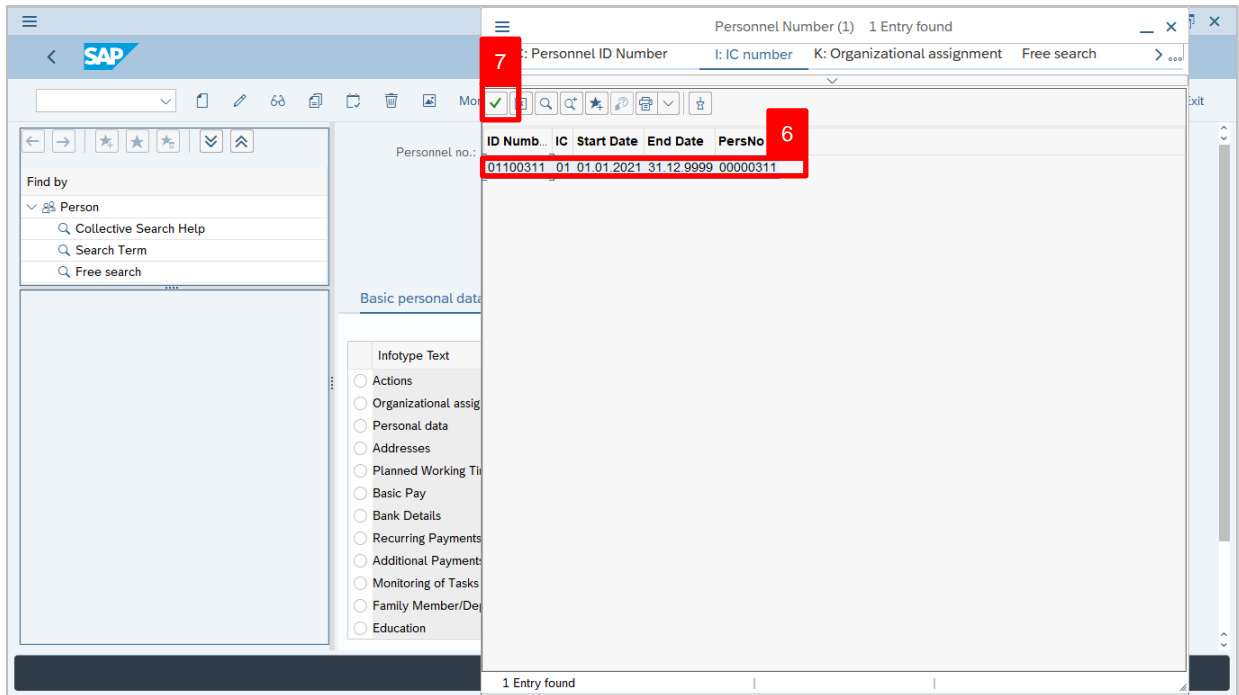



2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

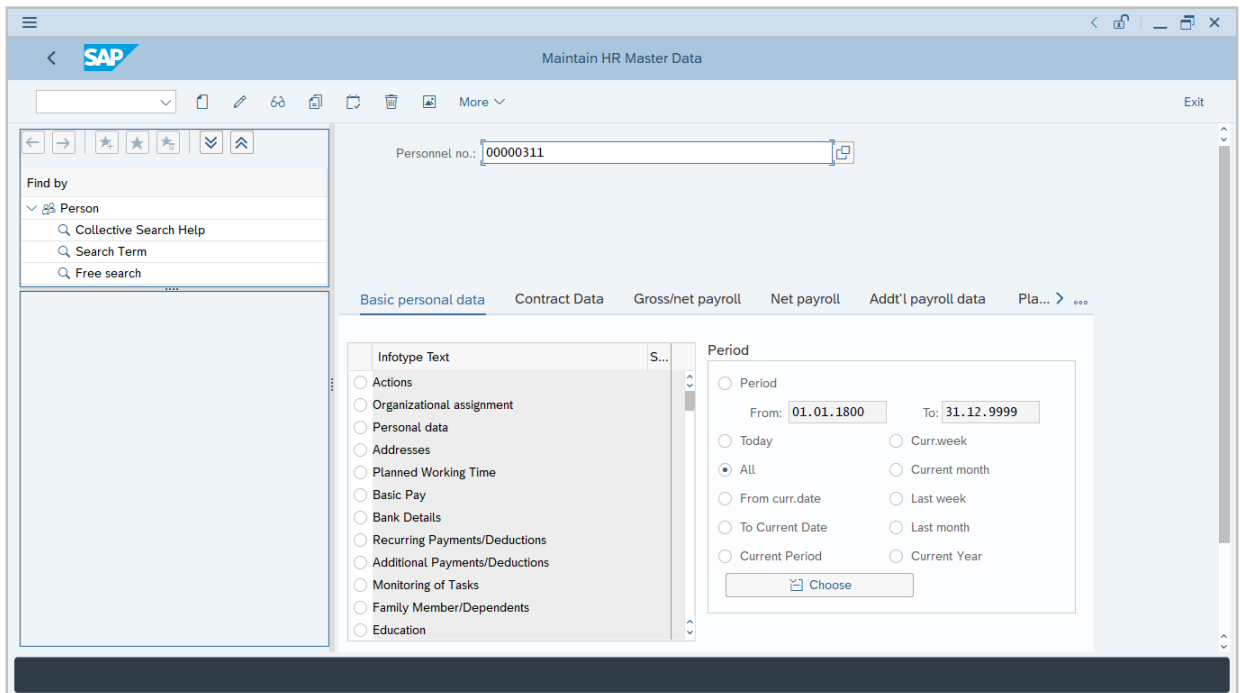
3. Click on icon for Personnel No.



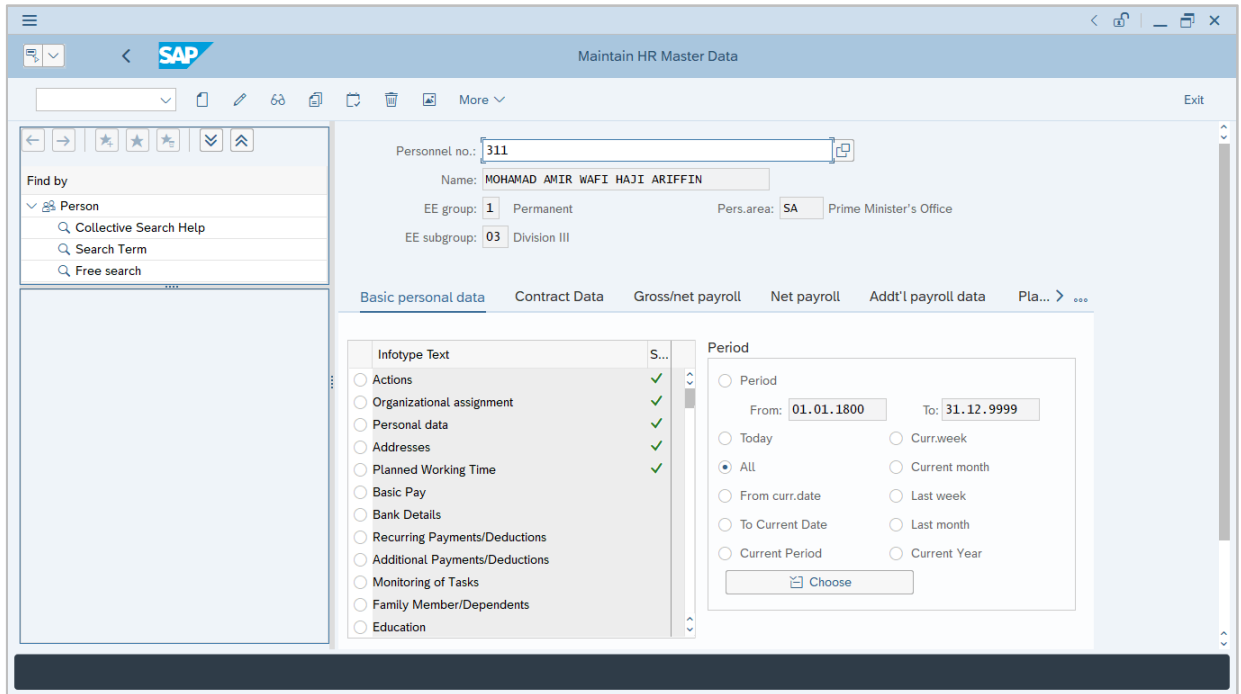
4. Enter the personnel IC Number.
5. Click on  icon.



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

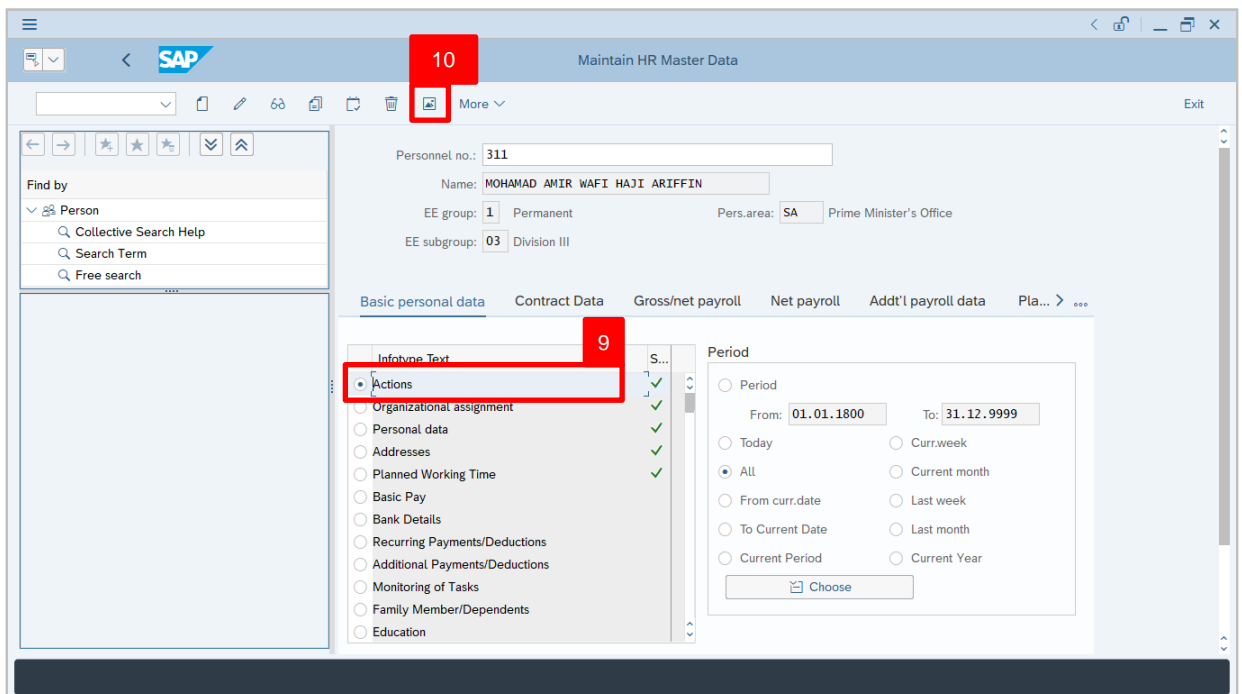



8. Press **Enter** button on the keyboard.



Note:

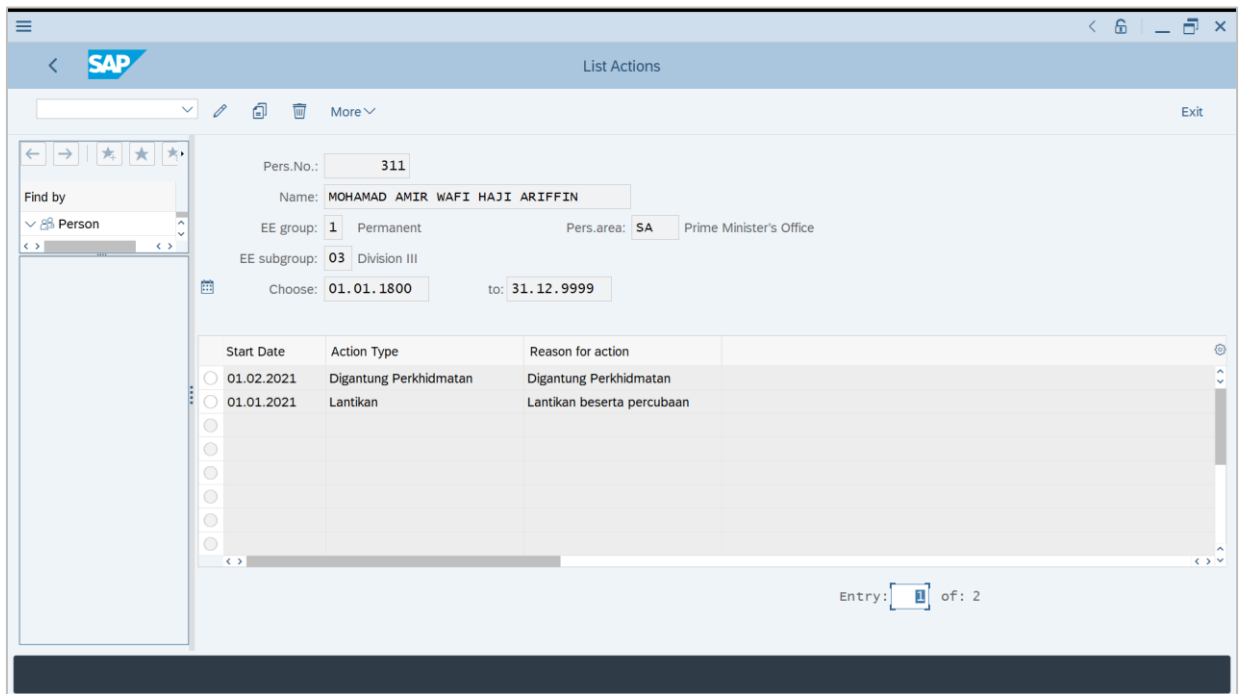
- The personnel information will be displayed.



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 page for a specific person. The header includes the SAP logo and the title 'List Actions'. The main area contains the following information:

- Pers.No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

A table below displays the list of actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 01.02.2021	Digantung Perkhidmatan	Digantung Perkhidmatan
<input type="radio"/> 01.01.2021	Lantikan	Lantikan beserta percubaan
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

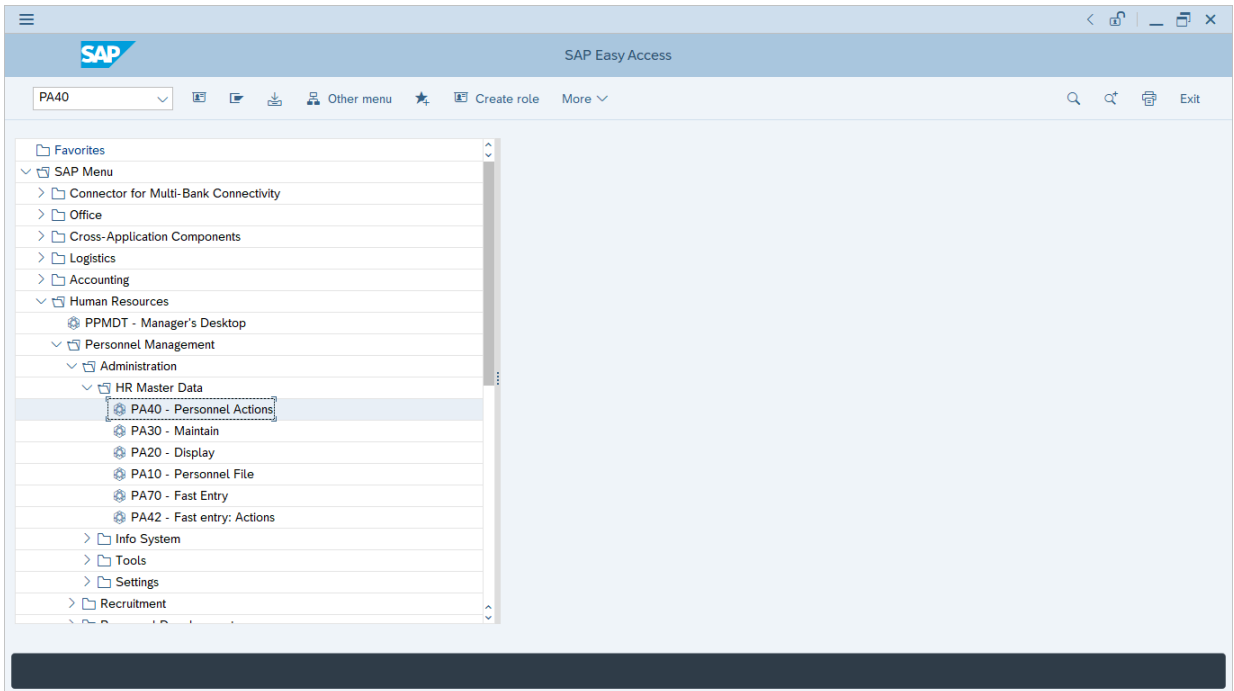
At the bottom right, it shows 'Entry: 1 of: 2'.

User can view the personnel actions in this page.

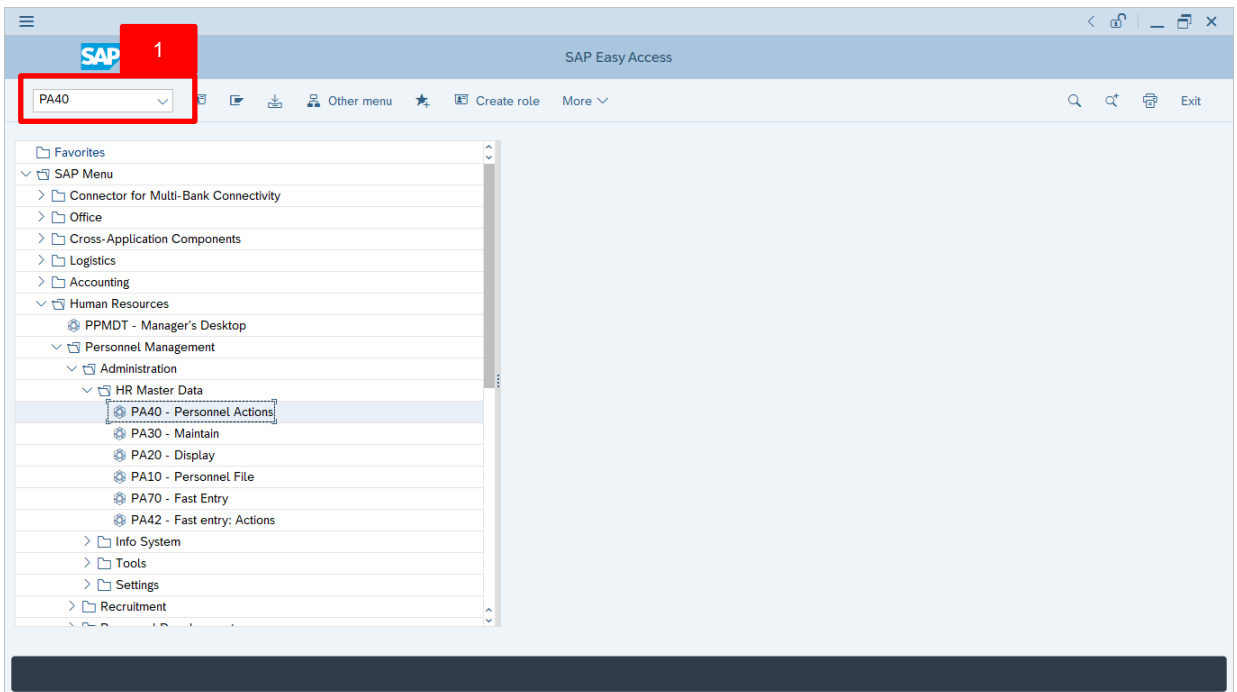
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



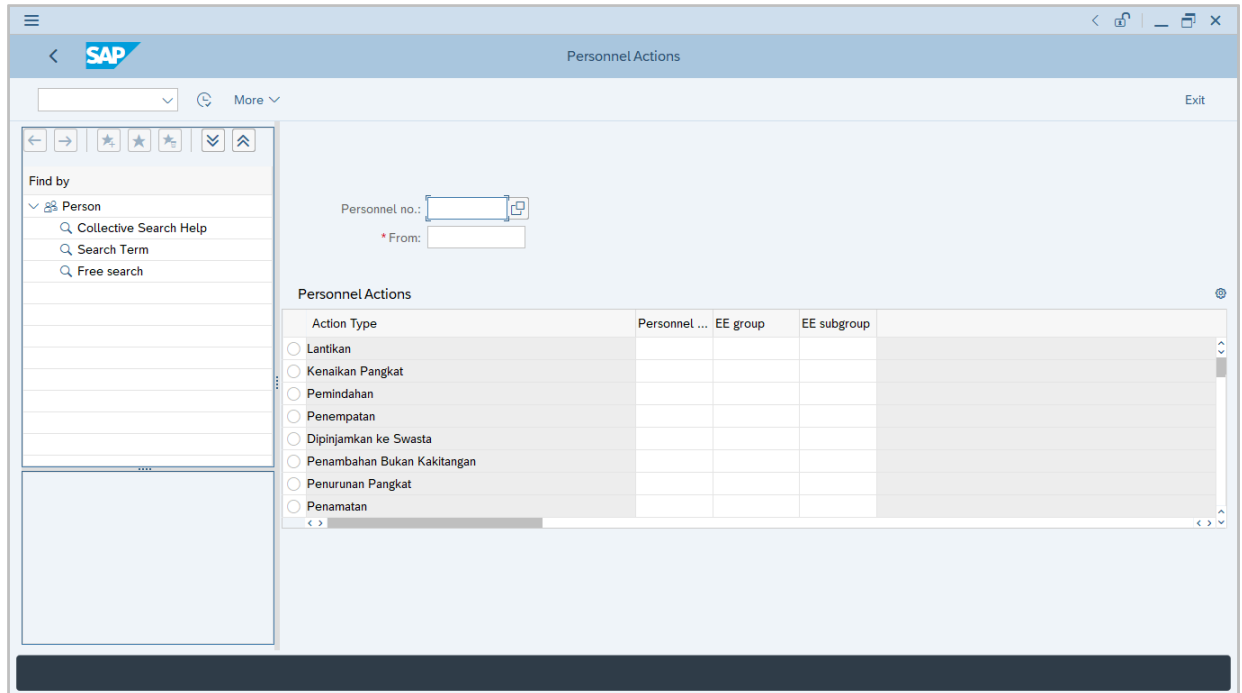
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



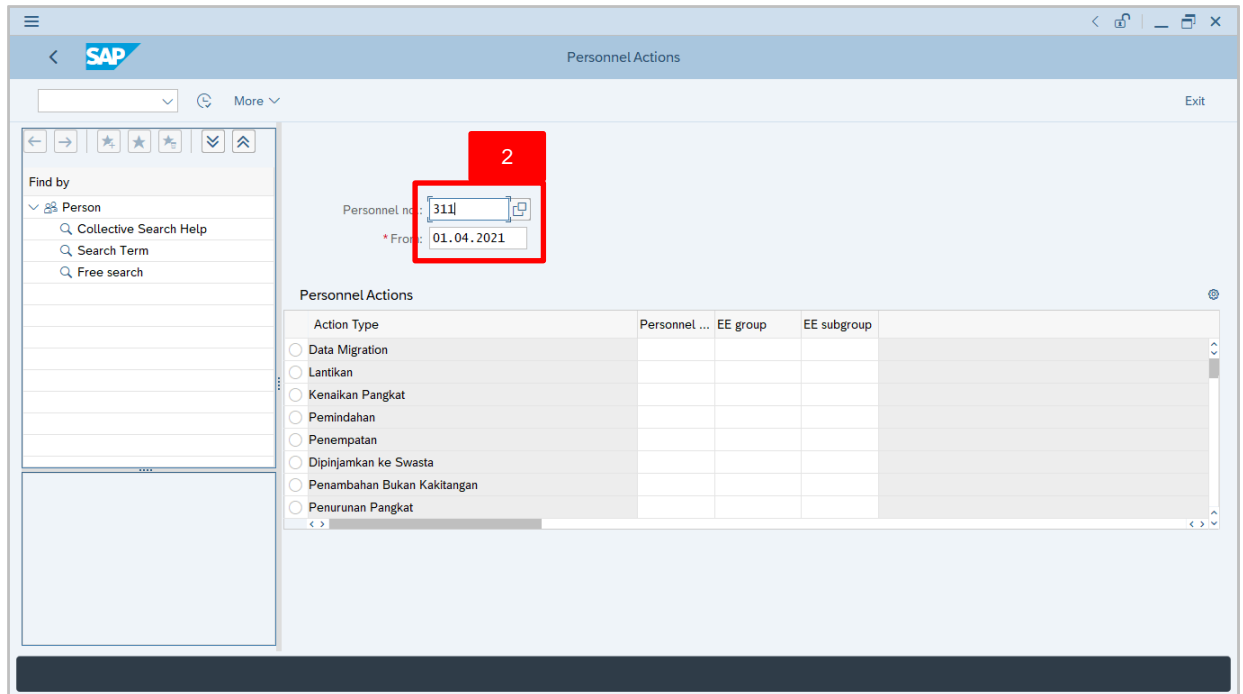
Note:

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

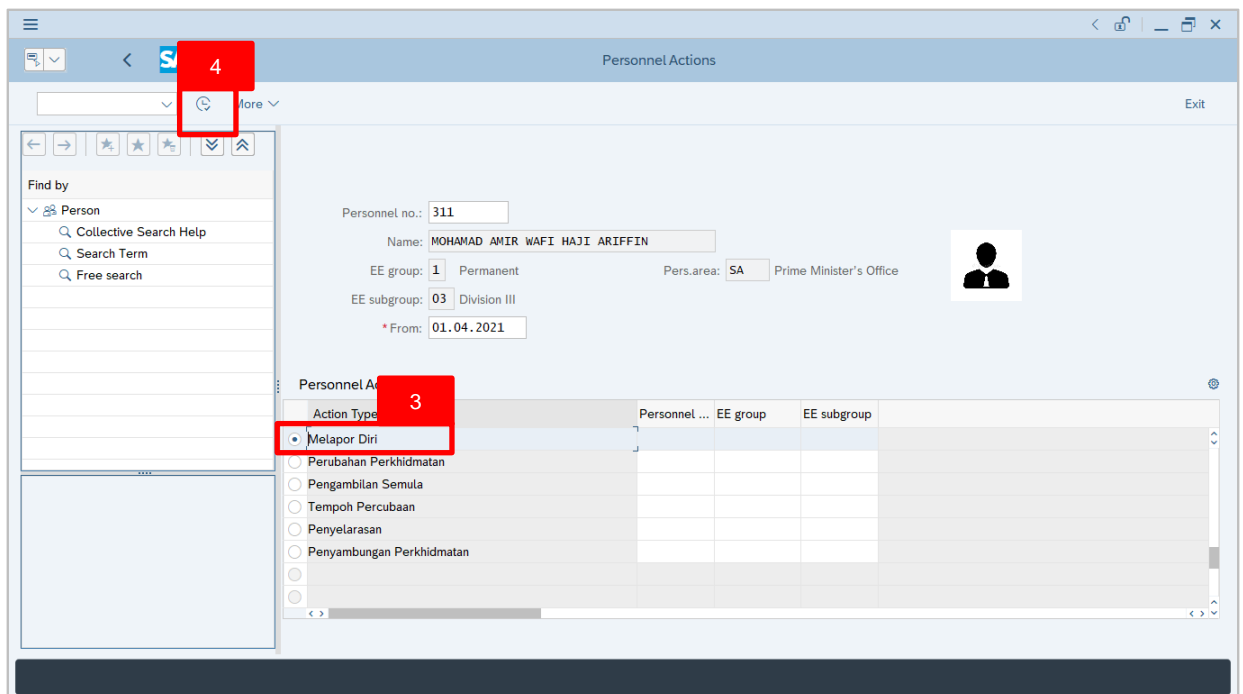
The **Personnel Actions (PA40)** page will be displayed.



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			



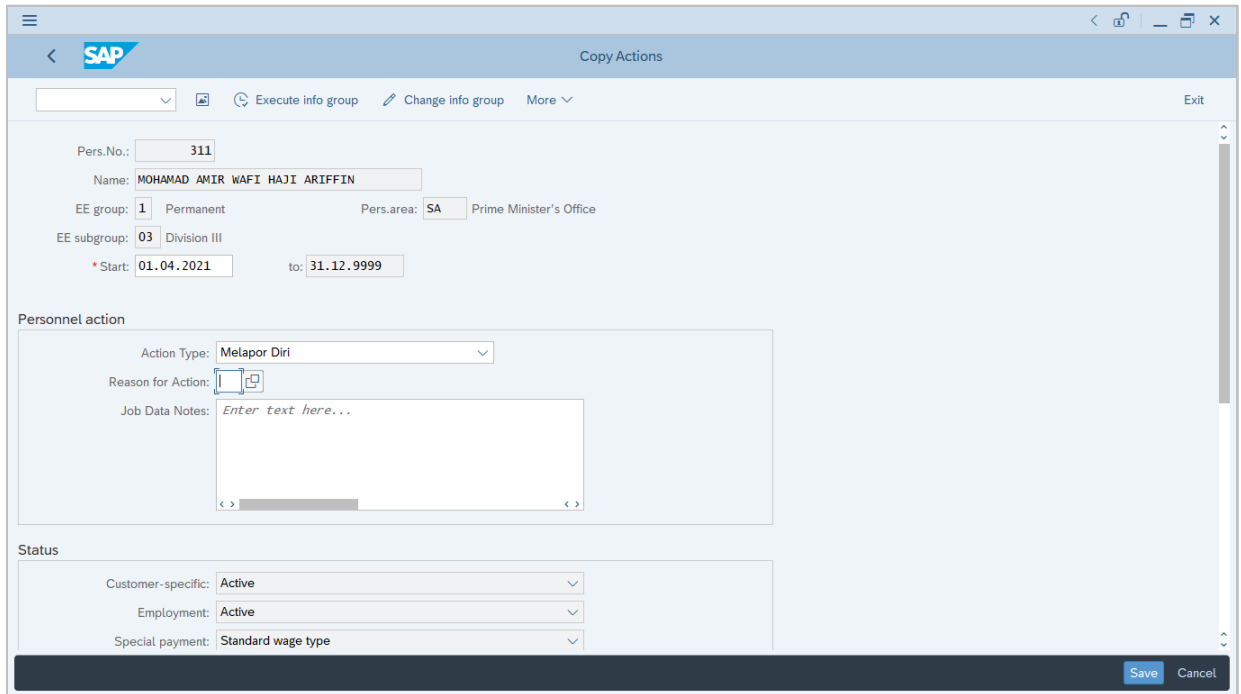
2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the and select **LDP - Luar Negeri**

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 action execution. The main area contains the following information:

- Pers.No.:** 311
- Name:** MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- * Start:** 01.04.2021 to: 31.12.9999

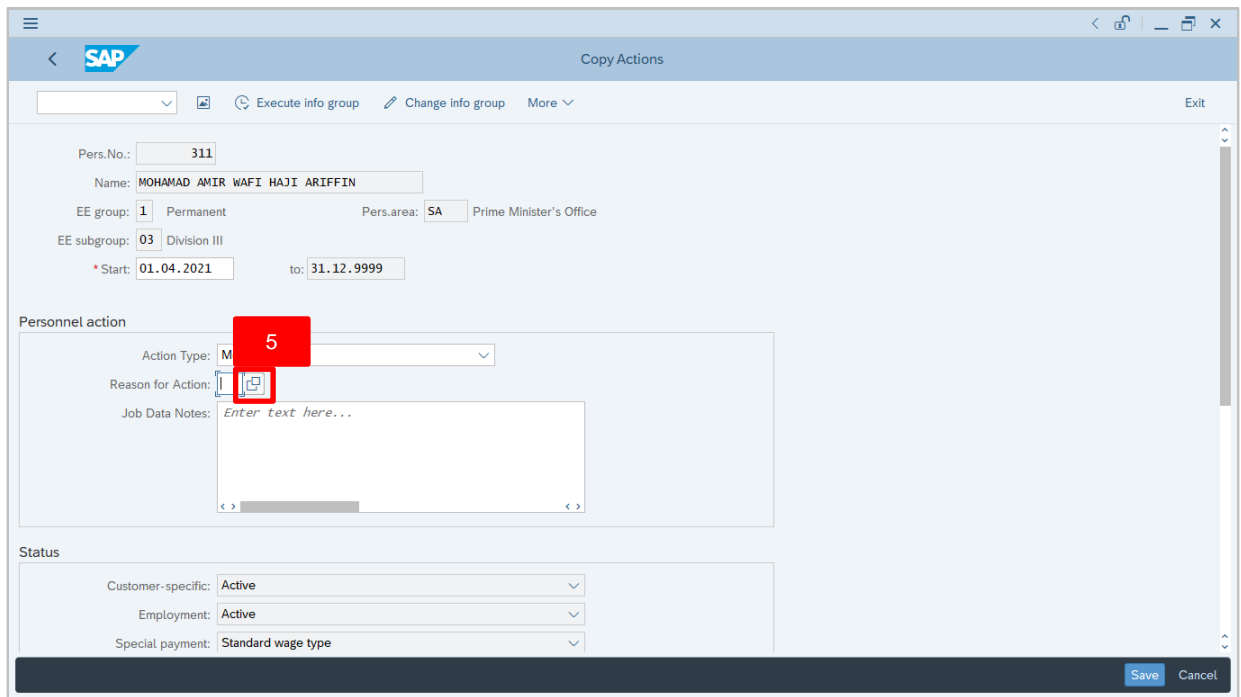
The **Personnel action** section includes:


- Action Type:** Melapor Diri
- Reason for Action:** (with a selection icon)
- Job Data Notes:** Enter text here... (with a text area and scrollbars)

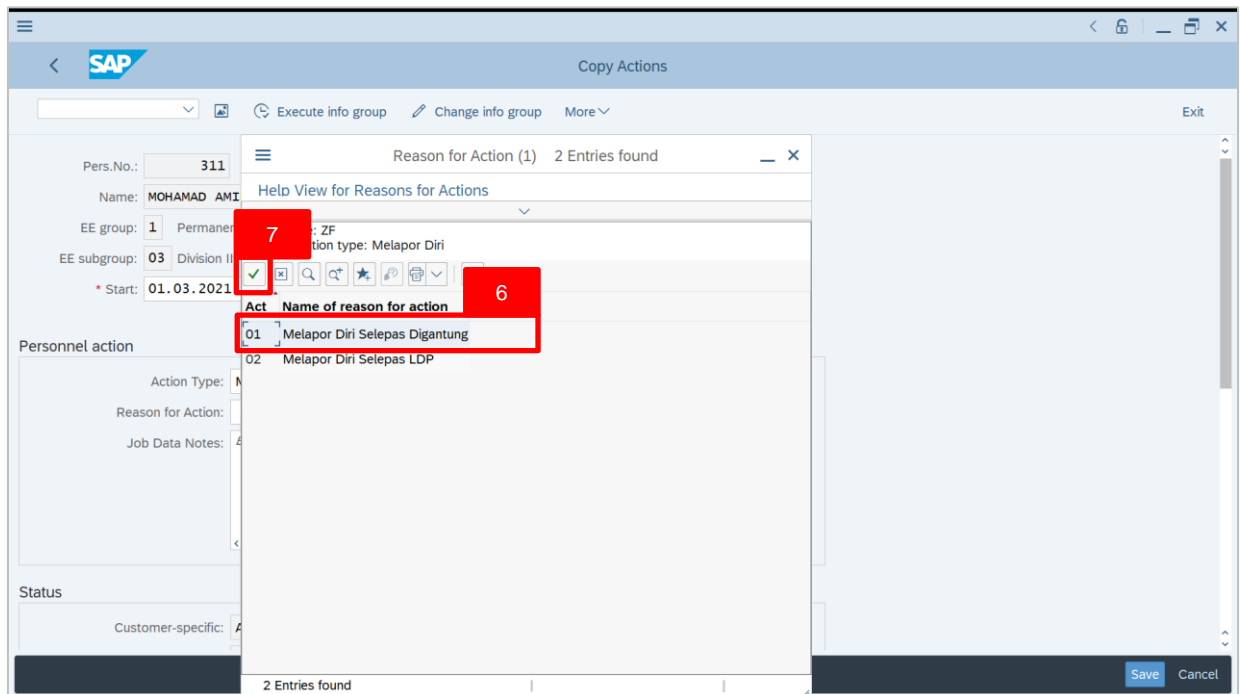
The **Status** section includes:

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

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




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



Act	Name of reason for action
01	Melapor Diri Selepas Digantung
02	Melapor Diri Selepas LDP

6. Select **02 Melapor Diri Selepas Digantung**.

7. Click on  icon.

Note:

- Job Data Notes are optional to fill in.

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

The screenshot shows the SAP 'Copy Actions' screen for personnel data. The 'Personnel action' section is highlighted with a red box, showing 'Action Type: Melapor Diri' and 'Reason for Action: 01 Melapor Diri Selepas Digantung'. The 'Job Data Notes' field contains 'Melapor Diri Selepas Digantung.'. The 'Status' section shows 'Customer-specific: Active'. A red box with the number '8' is positioned over the 'Save' button at the bottom right. The status bar at the bottom indicates 'Record valid from 01.02.2021 to 31.12.9999 delimited at end View details'.

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

The screenshot shows the SAP 'Copy Organizational assignment' screen. The 'Enterprise structure' section shows 'CoCode: GOB Government of Brunei', 'Pers.area: SA Prime Minister's Office', and 'Subarea: SA01 JPM'. The 'Personnel structure' section shows 'EE group: 1 Permanent', 'EE subgroup: 03 Division III', 'Payr.area: GB Gov. of Brunei', and 'Contract: Non Contract'. The 'Organizational plan' section shows 'Percentage: 100.00', 'Assignment' button, and 'Group: GOB'. The status bar at the bottom indicates 'Record created View details'.

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

The screenshot shows the SAP 'Copy Organizational assignment' screen. The top bar includes the SAP logo and the title 'Copy Organizational assignment'. Below the bar, there are navigation icons and an 'Exit' button. The main content area is divided into several sections:

- Personnel Data:** Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 (Permanent), Pers.area: SA (Prime Minister's Office), EE subgroup: 03 (Division III), * Start: 01.04.2021, * to: 31.12.9999.
- Enterprise structure:** CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), Subarea: SA01 (JPM), Cost Ctr: (empty).
- Personnel structure:** EE group: 1 (Permanent), Payr.area: GB (Gov. of Brunei), EE subgroup: 03 (Division III), Contract: Non Contract.
- Organizational plan:** Percentage: 100.00, Position: 30000845 (SA000015, Position A15), Assignment button.
- Administrator:** Group: GOB, PersAdmin: (empty), Time: (empty).

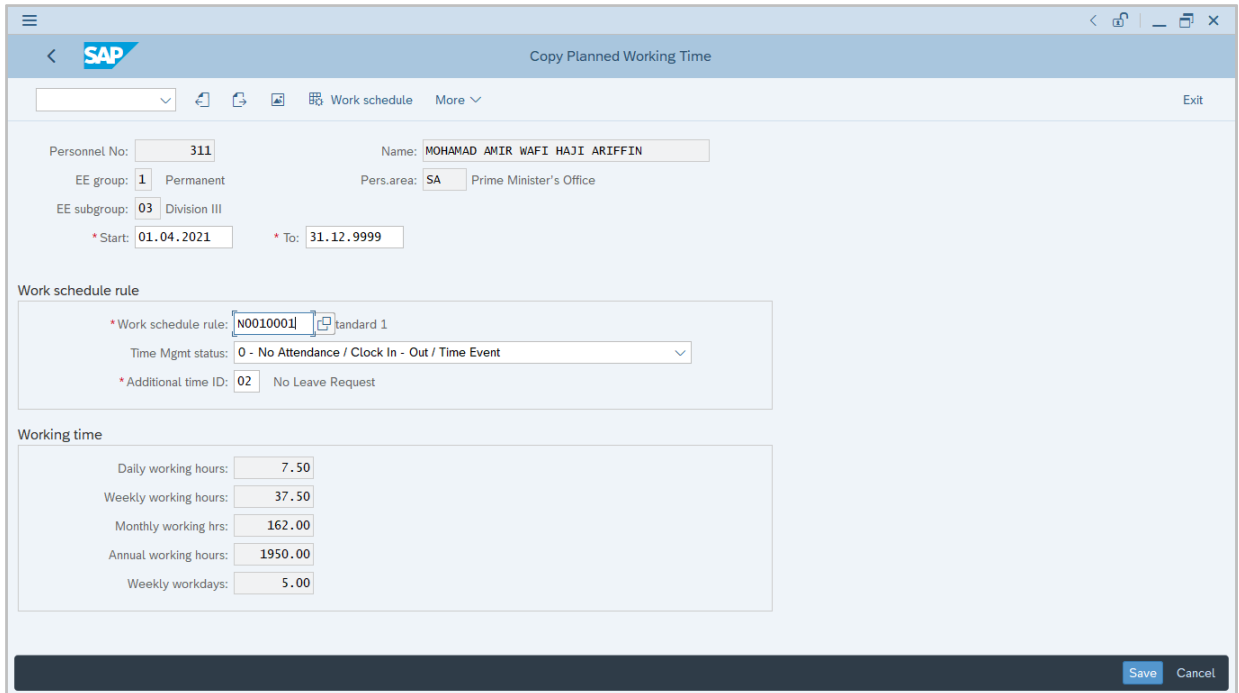
At the bottom, a status bar shows 'Record created' with a 'View details' link and 'Save' and 'Cancel' buttons.

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 previous one, but with a red box highlighting the 'Save' button in the bottom right corner. The status bar now shows 'Record valid from 01.02.2021 to 31.12.9999 delimited at end' with a 'View details' link and 'Save' and 'Cancel' buttons. A red box with the number '1' is placed over the 'Save' button.

Outcome: Record is created.

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



SAP Copy Planned Working Time

Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.04.2021 * To: 31.12.9999

Work schedule rule

* Work schedule rule: N0010001I standard 1
Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
* Additional time ID: 02 No Leave Request

Working time

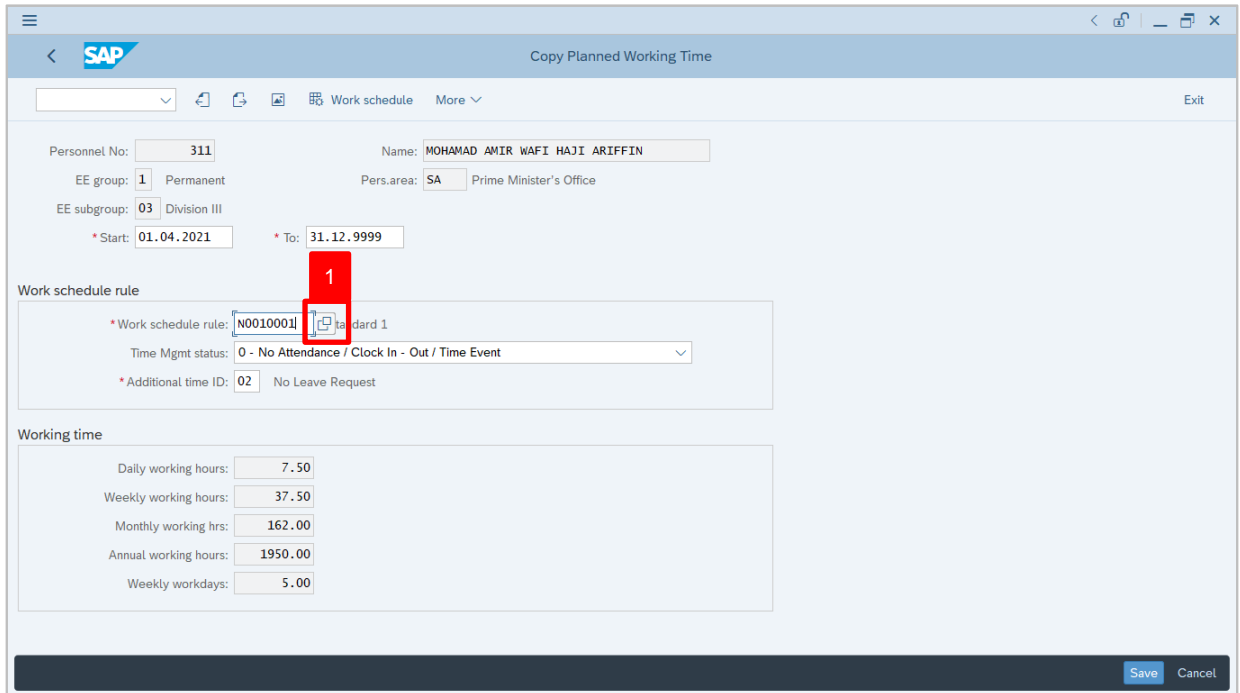
Daily working hours:	7.50
Weekly working hours:	37.50
Monthly working hrs:	162.00
Annual working hours:	1950.00
Weekly workdays:	5.00

Save Cancel

Copy Planned Working Time

Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Copy Planned Working Time' form. The 'Work schedule rule' section is highlighted with a red box and a red '1'. The 'Working time' section is also visible.

Personnel No: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent
Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
*** Start:** 01.04.2021
*** To:** 31.12.9999


Work schedule rule

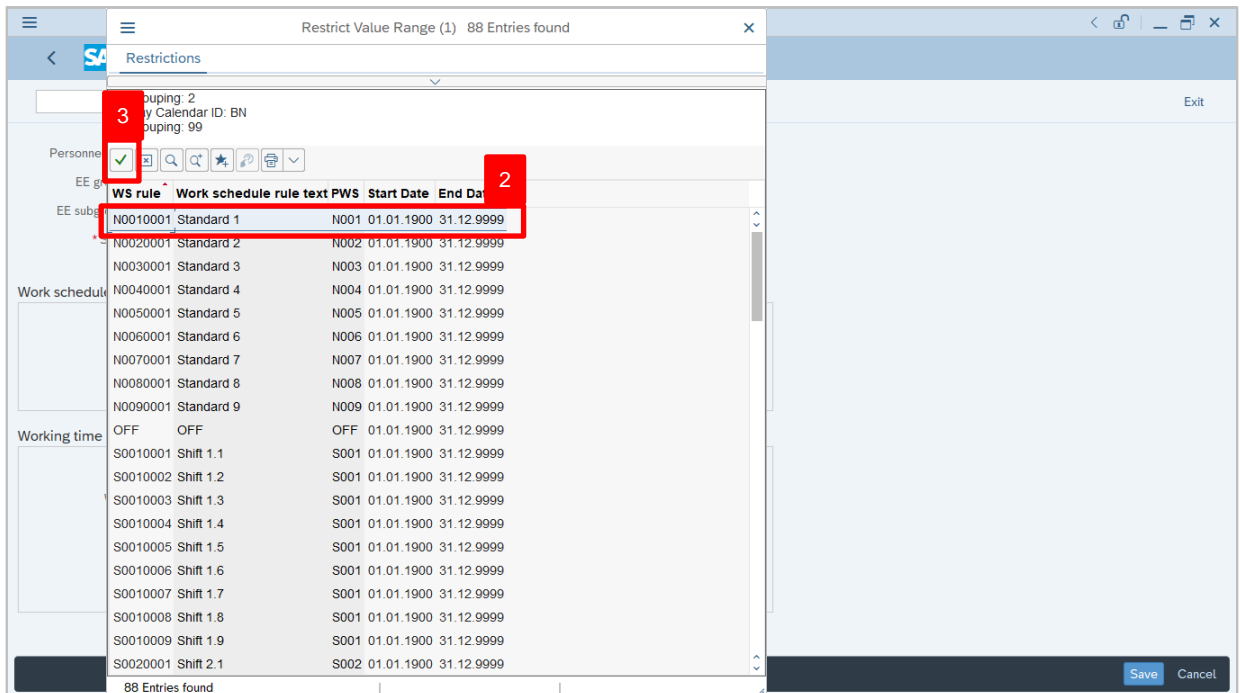
* Work schedule rule: N0010001 Standard 1
 Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
 * Additional time ID: 02 No Leave Request

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

Buttons: Save, Cancel

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



The screenshot shows the 'Restrictions' table in SAP. The table has columns: WS rule, Work schedule rule text, PWS, Start Date, and End Date. The first row is highlighted with a red box and a red '2'. A red '3' is placed over the checkmark icon in the table header.

WS rule	Work schedule rule text	PWS	Start Date	End Date
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
S0010009	Shift 1.9	S001	01.01.1900	31.12.9999
S0020001	Shift 2.1	S002	01.01.1900	31.12.9999

Buttons: Save, Cancel

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


3. Click on  icon.

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.04.2021 * To: 31.12.9999

Work schedule rule
* Work schedule rule: N0010001 Standard 1
Time Mgmt status: 0 - No Attendance / Clock In - Out / Time Event
* Additional time ID: 0 - No Attendance / Clock In - Out / Time Event
1 - With Attendance / Clock In - Out / Time Event

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 Cancel


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**.

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.04.2021 * 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: 02 - 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 Cancel

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

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.04.2021 * 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: 02 No 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

Additional time ID (1) 2 Entries found

Additional time ID	Description
01	With Leave Request
02	No Leave Request

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

8. Click on icon.

Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.04.2021 * 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

Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
Start: 01.04.2021 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

Record valid from 01.02.2021 to 31.12.9999 delimited at end View details

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

Outcome: Record is created.

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

Personnel no.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
From: 01.04.2021

Personnel Actions

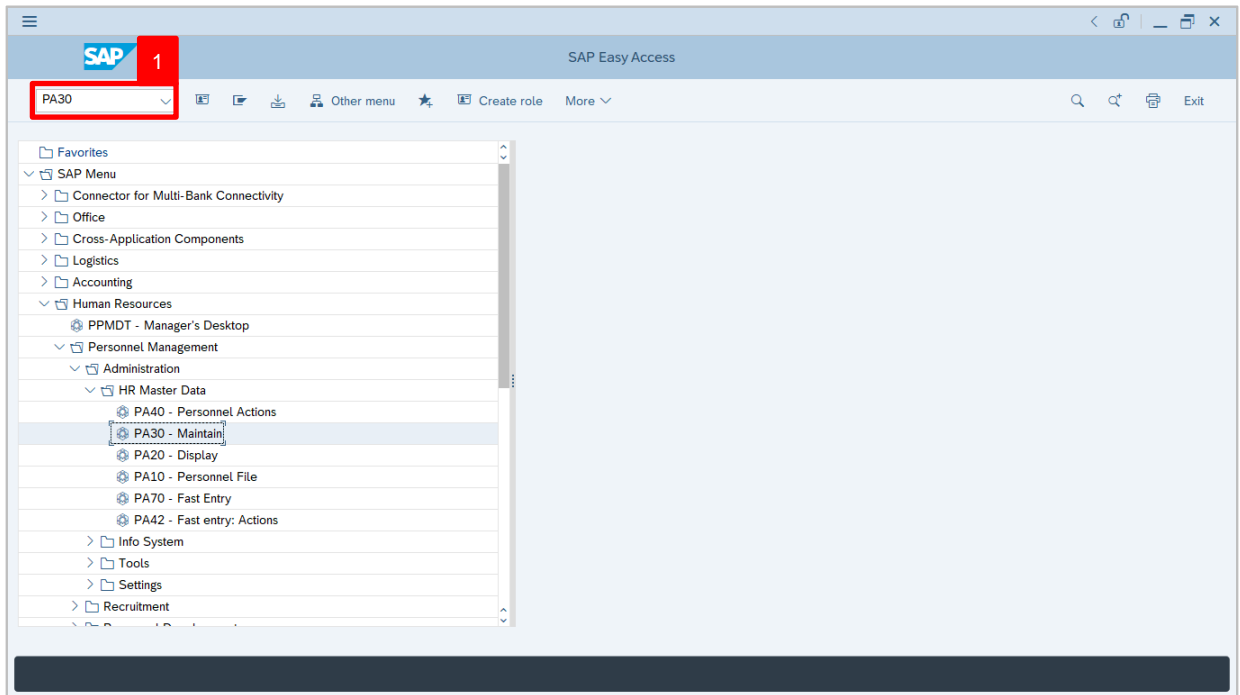
Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			
<input type="radio"/> Penyelarasan			
<input type="radio"/> Penyambungan Perkhidmatan			

Record created View details

Grievances

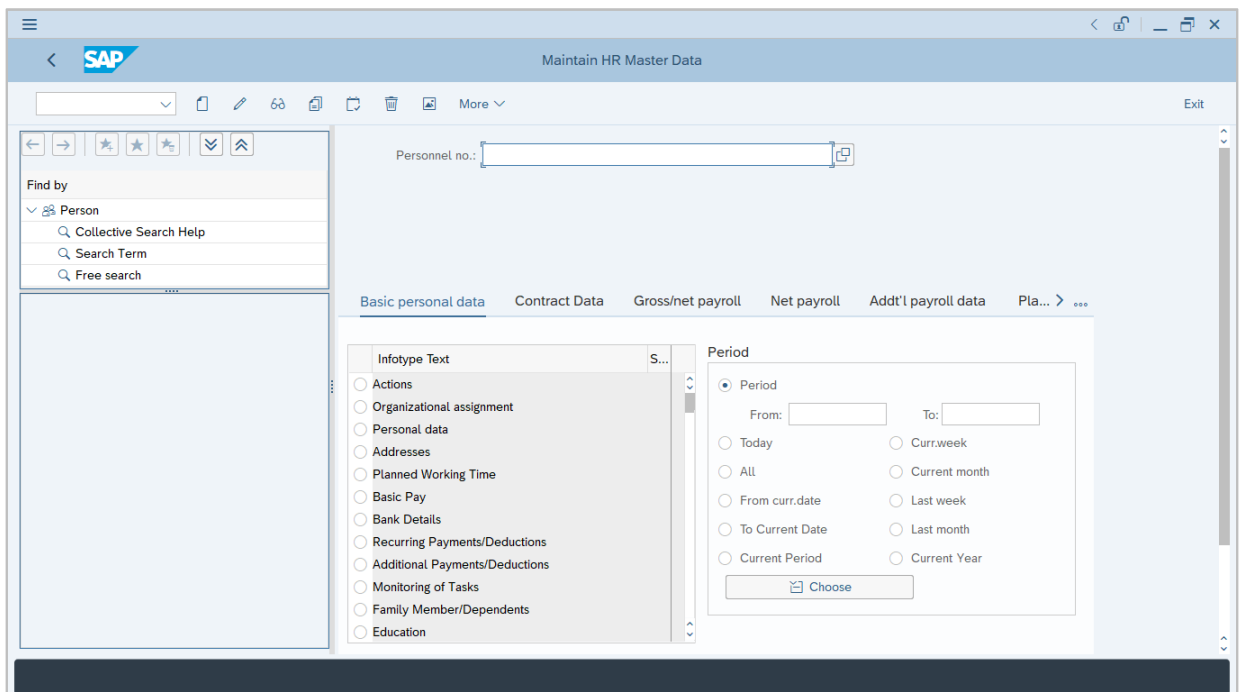
Back End User

Department HR Administrator and HR Administrator (JPA)



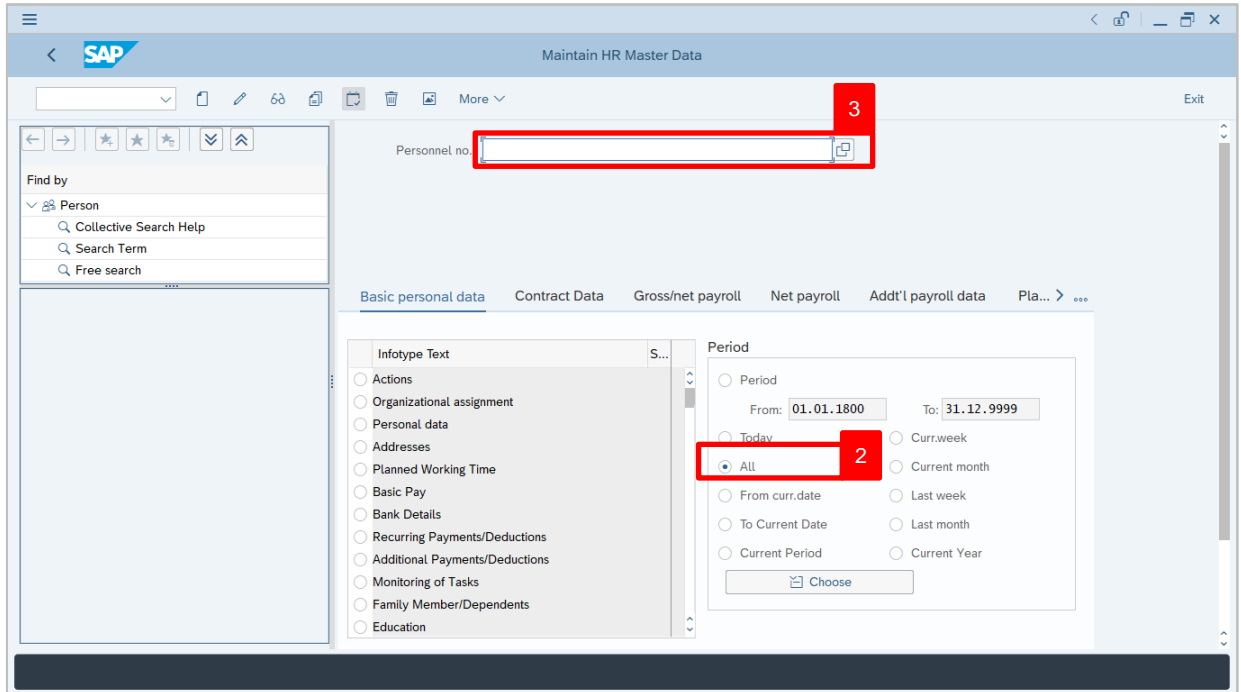
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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

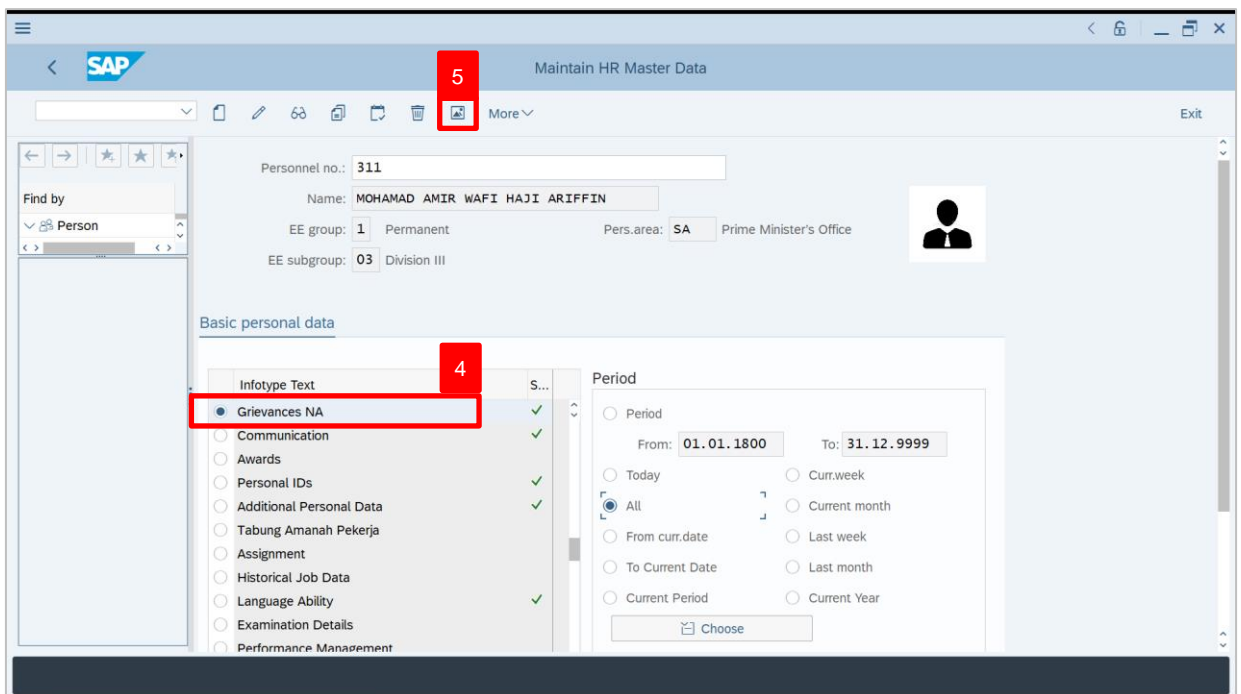


Note:


- 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.

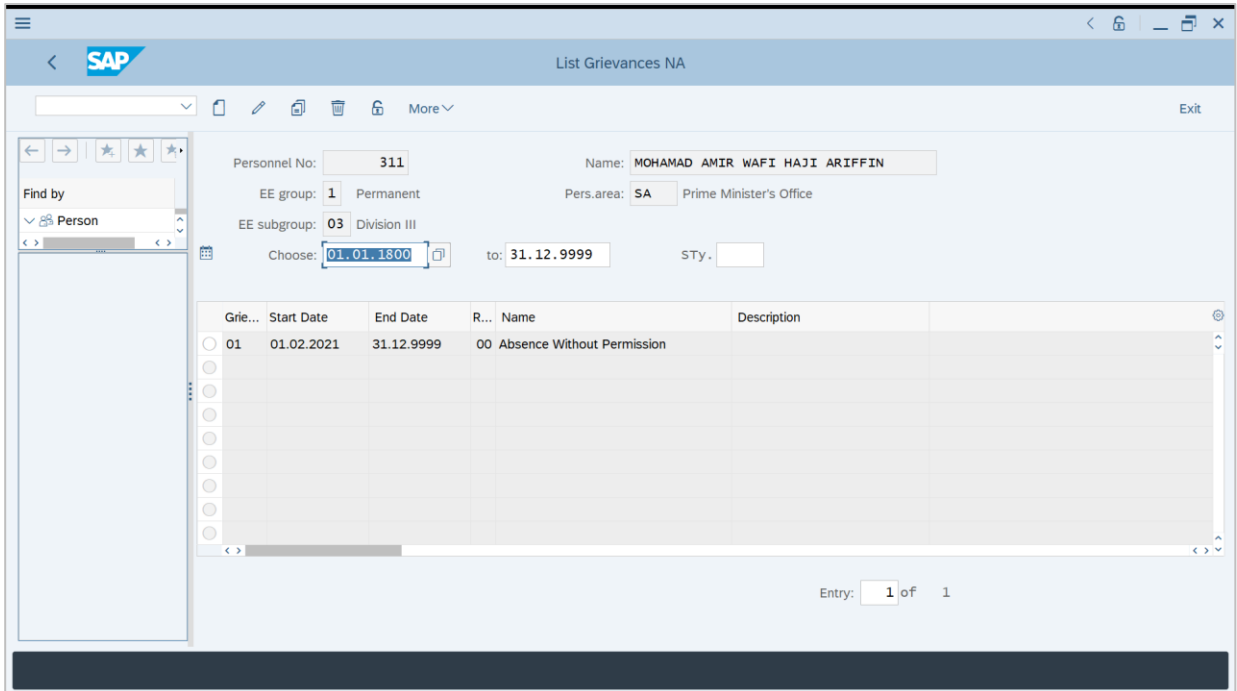


2. Under **Period** section, click on and select **All**
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Fill in the Personnel No.



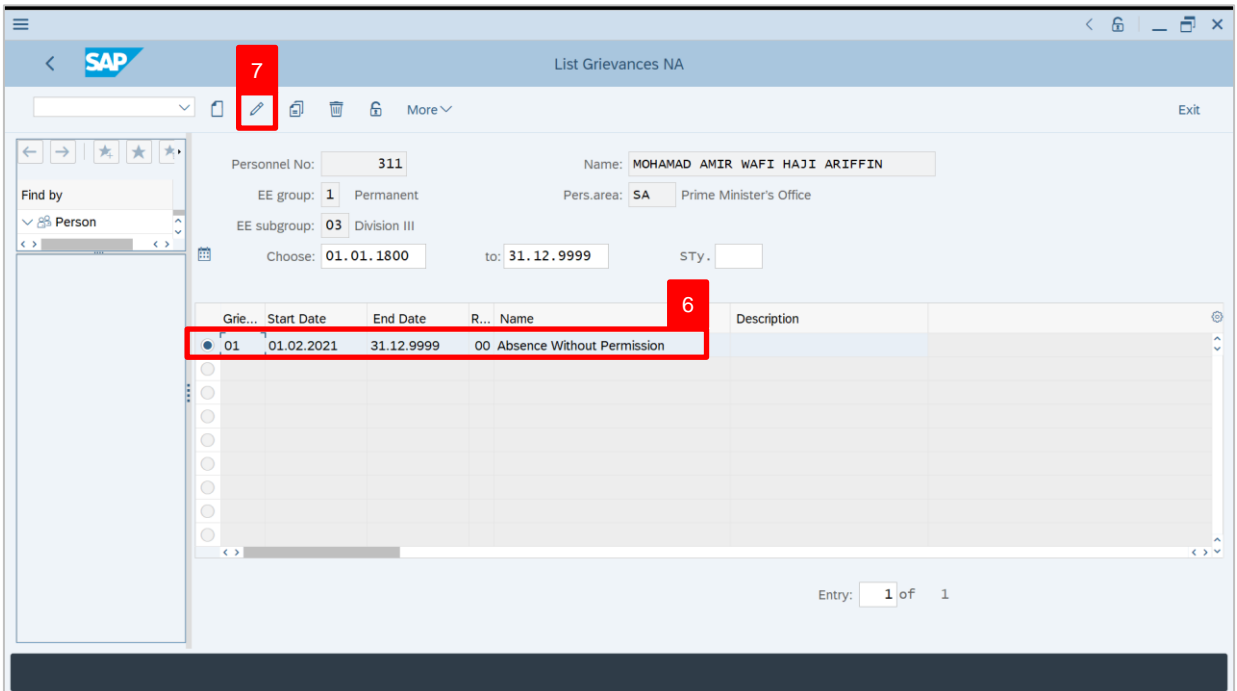
4. Select **Grievances NA**.

5. Click on  icon.



6. Select the grievances that requires change in end date.

7. Click on  icon.



Change Grievances NA page will be displayed.

The screenshot shows the SAP 'Change Grievances NA' form. The main data fields are as follows:

Personnel No:	311	Name:	MOHAMAD AMIR WAFI HAJI ARIFFIN				
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:	24.05.2021 DYNAMIK27

Grievance data

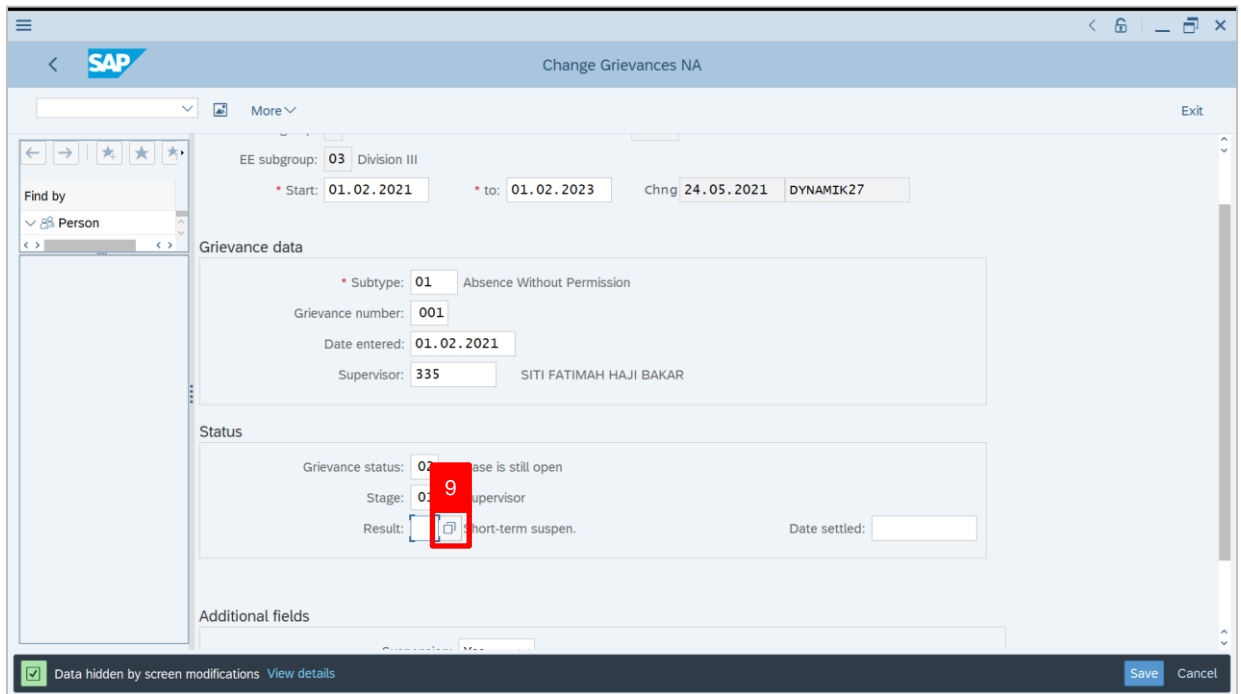
* Subtype:	01 Absence Without Permission
Grievance number:	001
Date entered:	01.02.2021
Supervisor:	335 SITI FATIMAH HAJI BAKAR


Status

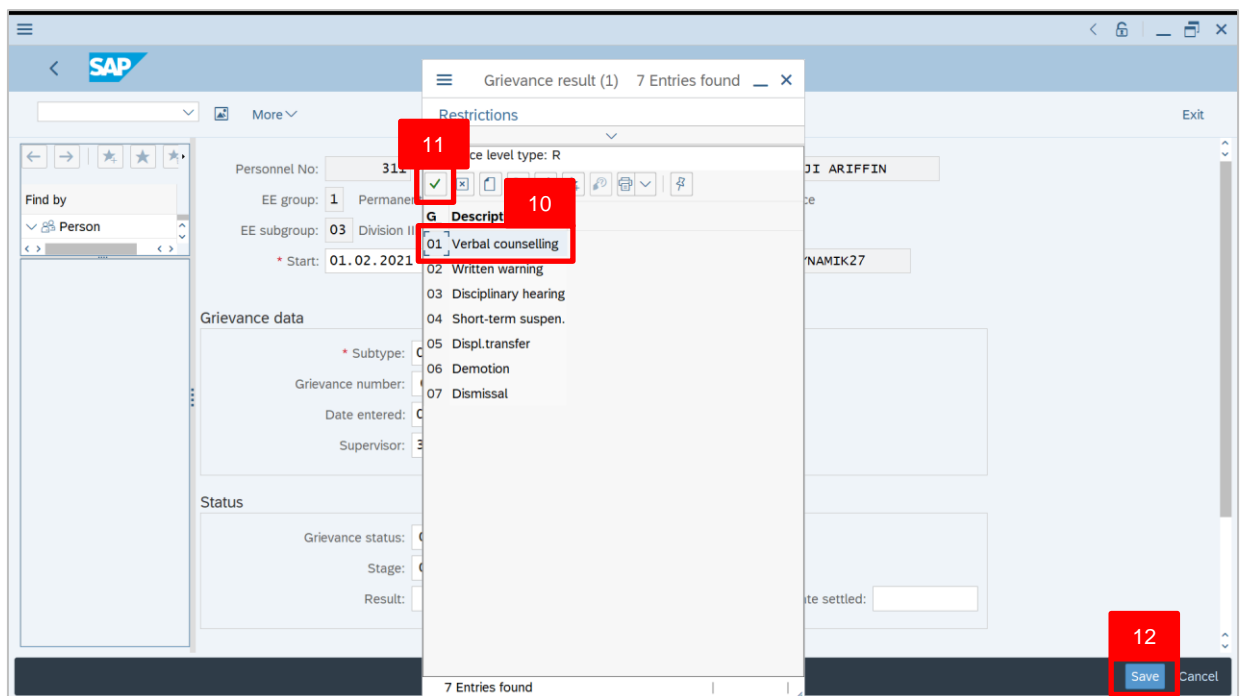
Grievance status:	02 Case is still open		
Stage:	01 Supervisor		
Result:	04 Short-term suspen.	Date settled:	

This screenshot is identical to the one above, but with a red box highlighting the '* to:' date field, which contains '31.12.9999'. A red number '8' is placed above the box, indicating the step number for this action.

8. Fill in the **End Date** for the selected Grievance.



9. Under **Status**, click on  icon.



10. Select **01 Verbal counselling**.

11. Click on  icon.

12. Click 



The **List Grievances NA** page will be displayed.

The screenshot shows the SAP 'List Grievances NA' interface. The top bar includes the SAP logo and the title 'List Grievances NA'. Below the title is a toolbar with icons for search, edit, print, delete, and lock, along with an 'Exit' button. The main area is divided into several sections:

- Find by:** A dropdown menu set to 'Person'.
- Personnel No.:** 311
- Name:** MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 03 Division III
- Choose:** 01.01.1800
- to:** 31.12.9999
- STy.:** (empty field)

The main data table has the following columns: Grievance ID, Start Date, End Date, Reason Code, Name, and Description. One entry is visible:

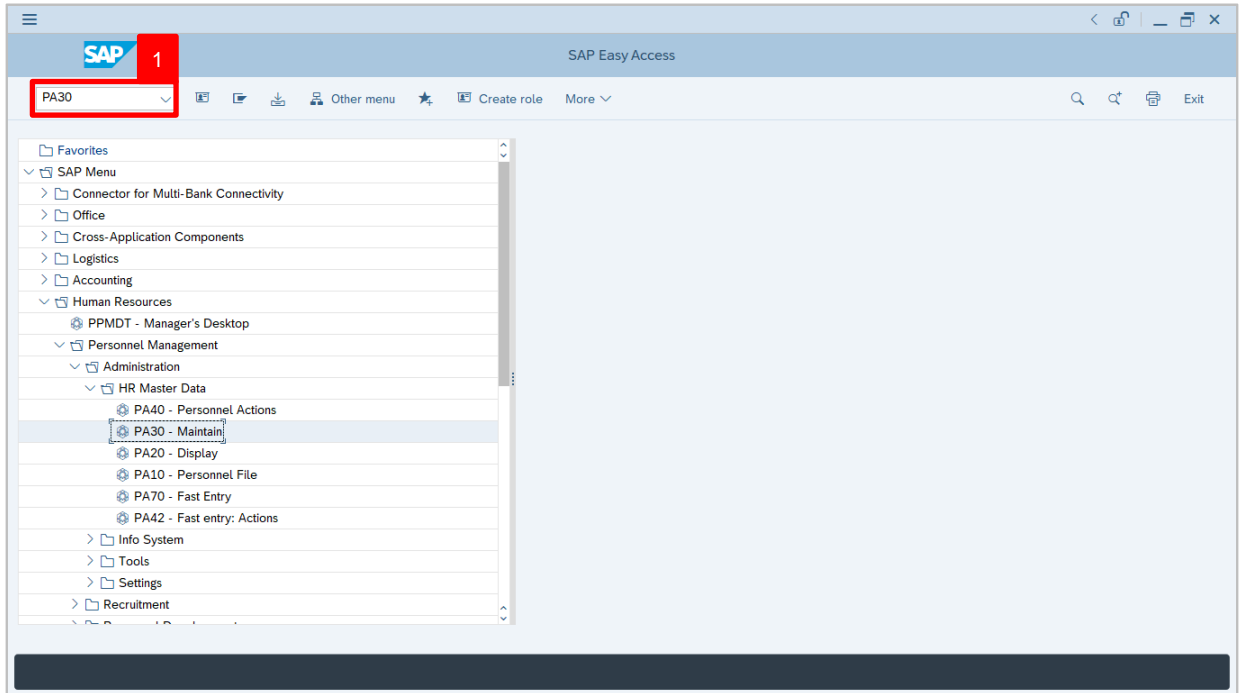
Grievance ID	Start Date	End Date	Reason Code	Name	Description
01	01.02.2021	01.02.2023	00	Absence Without Permission	

At the bottom right, it shows 'Entry: 1 of 1'. A status bar at the very bottom indicates 'Record changed View details'.

View Action Overview

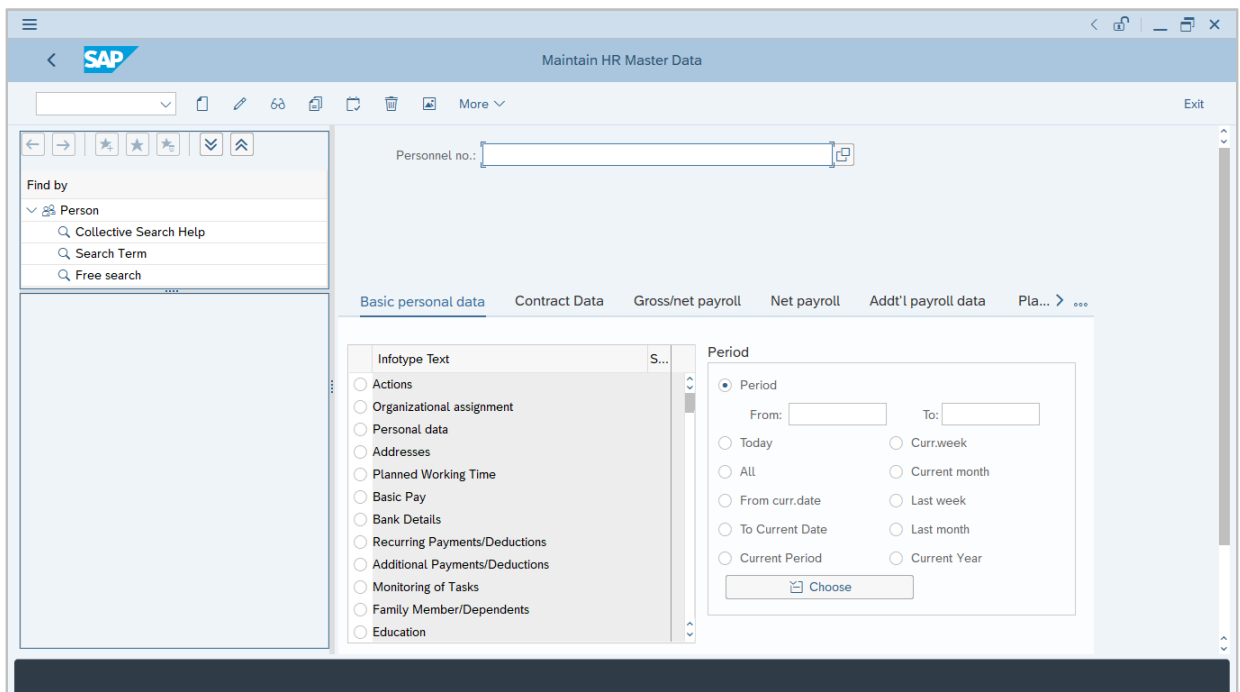
Back End User

Department HR Administrator and HR Administrator (JPA)



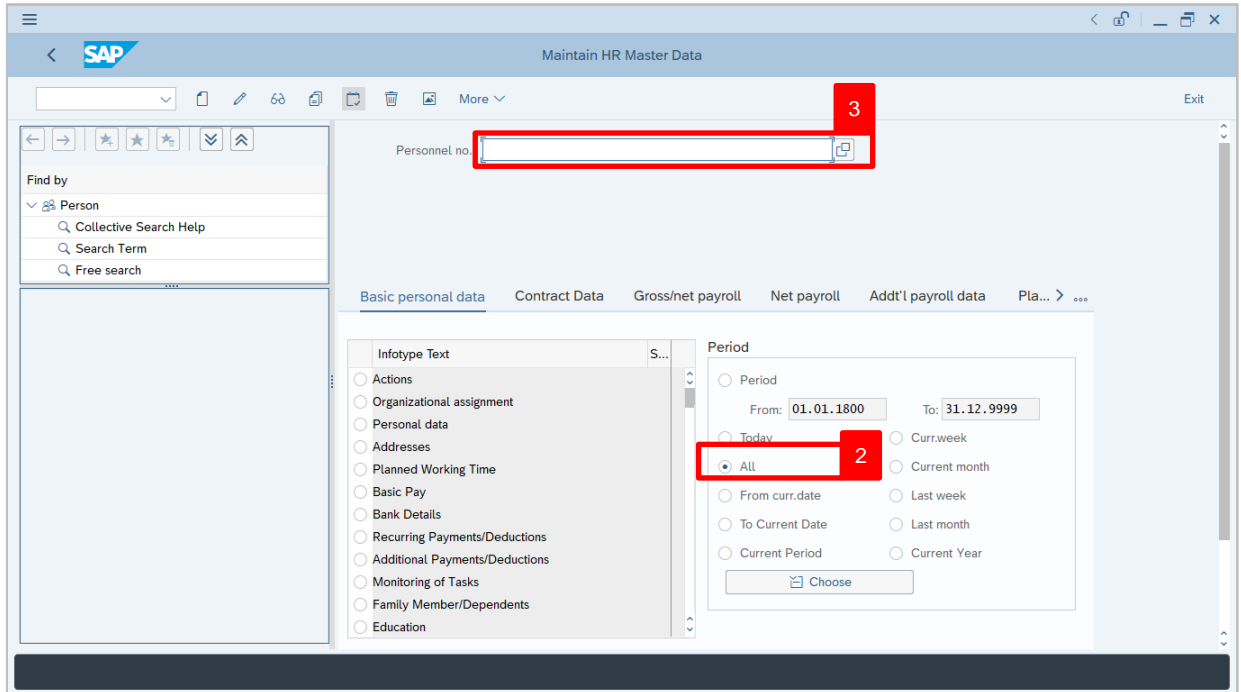
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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

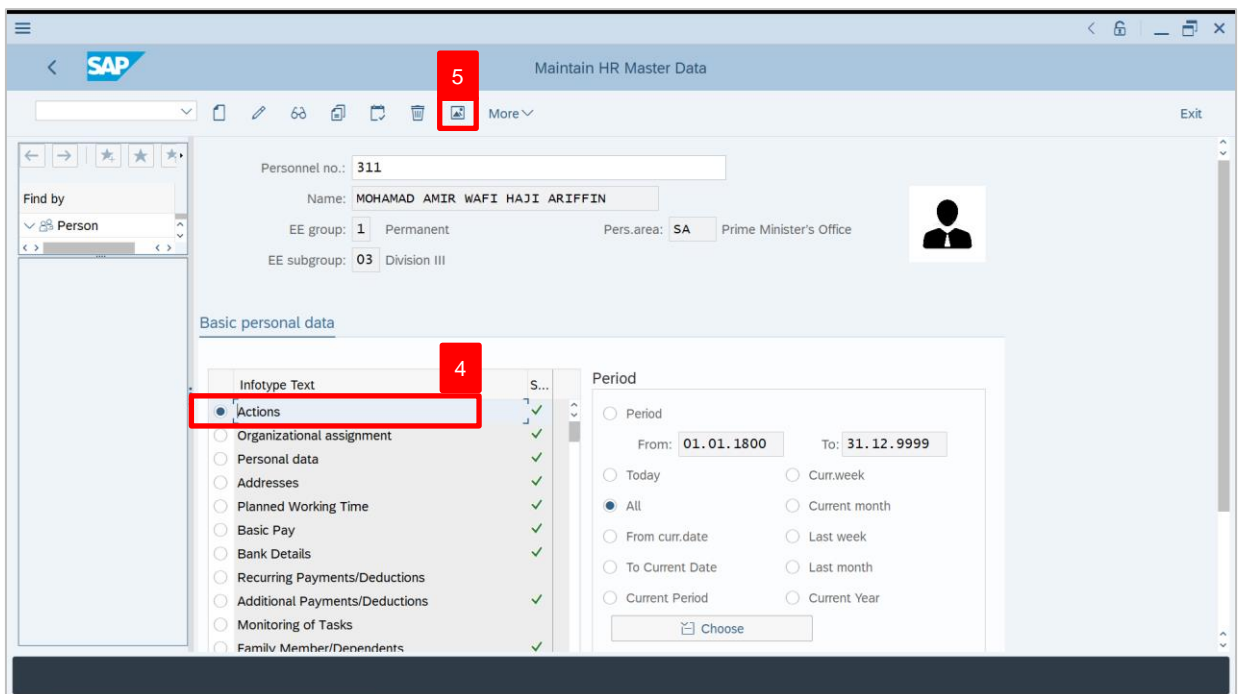



Note:

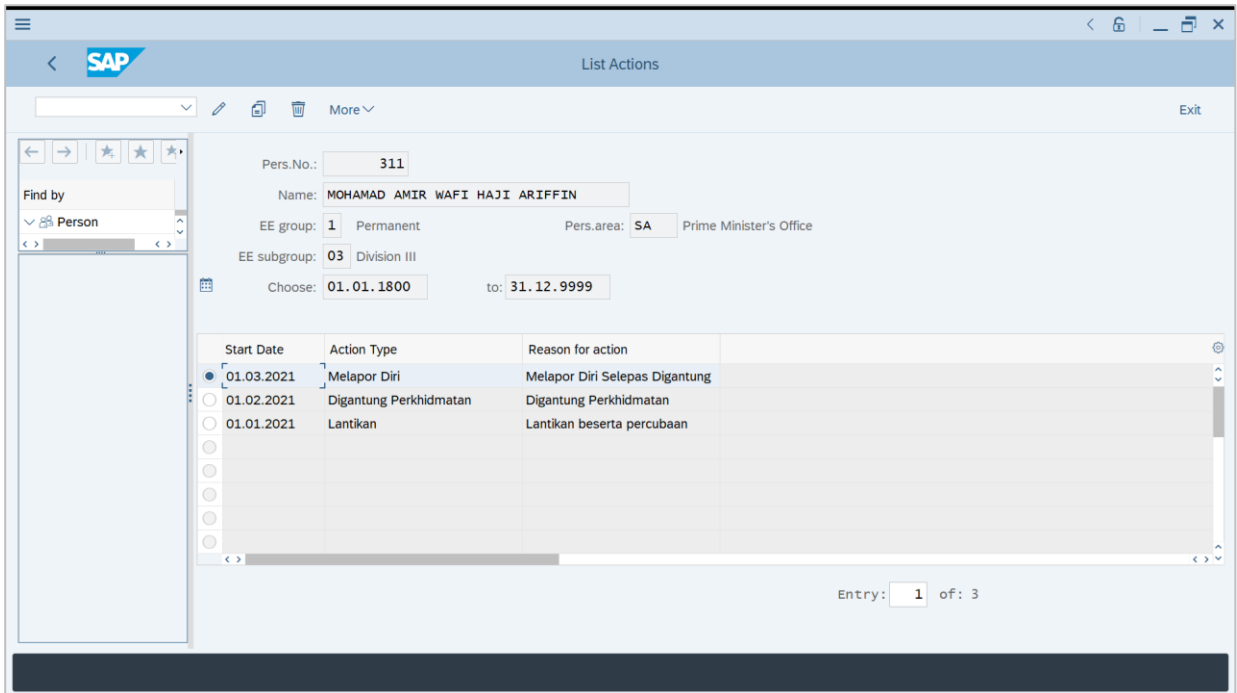
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



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. Fill in the Personnel No.



4. Select **Actions**.
5. Click on  icon.



The screenshot shows the SAP 'List Actions' interface. The top bar includes the SAP logo and the title 'List Actions'. Below the title bar, there are navigation icons and an 'Exit' button. The main area is divided into a left sidebar and a main content area. The sidebar has a 'Find by' dropdown set to 'Person'. The main content area displays the following information:

Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
Choose: 01.01.1800 to: 31.12.9999

Start Date	Action Type	Reason for action
<input checked="" type="radio"/> 01.03.2021	Melapor Diri	Melapor Diri Selepas Digantung
<input type="radio"/> 01.02.2021	Digantung Perkhidmatan	Digantung Perkhidmatan
<input type="radio"/> 01.01.2021	Lantikan	Lantikan beserta percubaan

At the bottom right of the table area, it says 'Entry: 1 of: 3'.

Outcome: **List Actions** page will be displayed.