



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Penamatan (Termination)

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

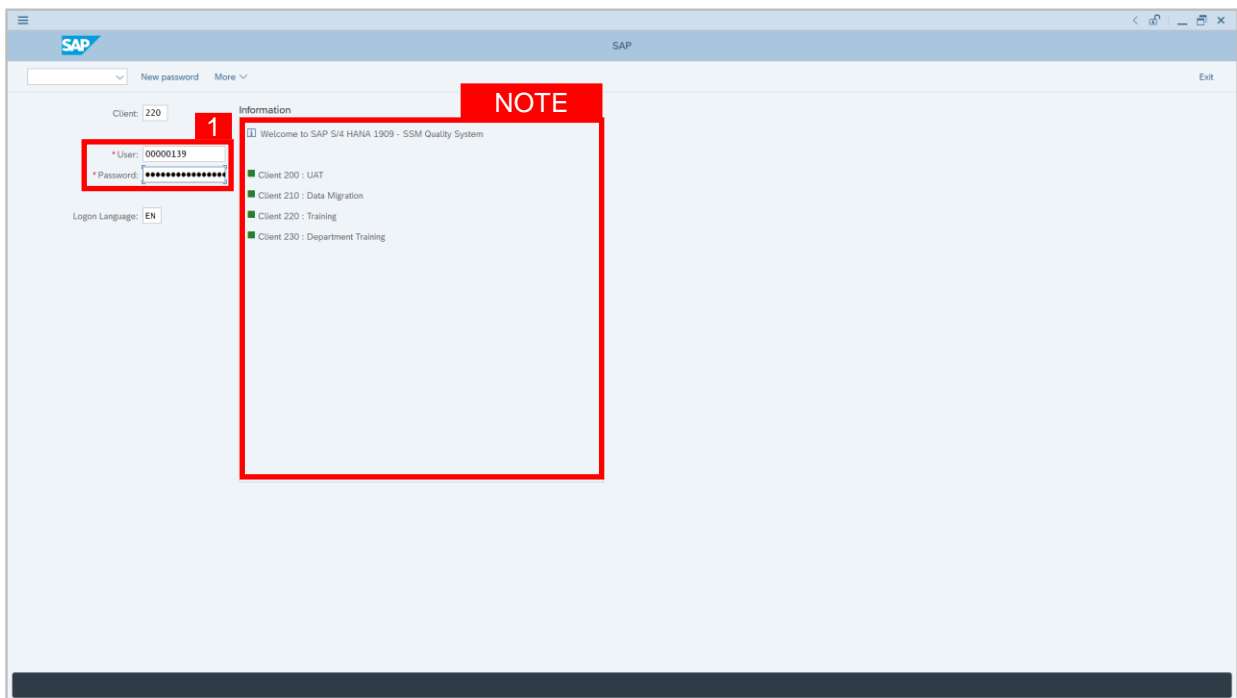
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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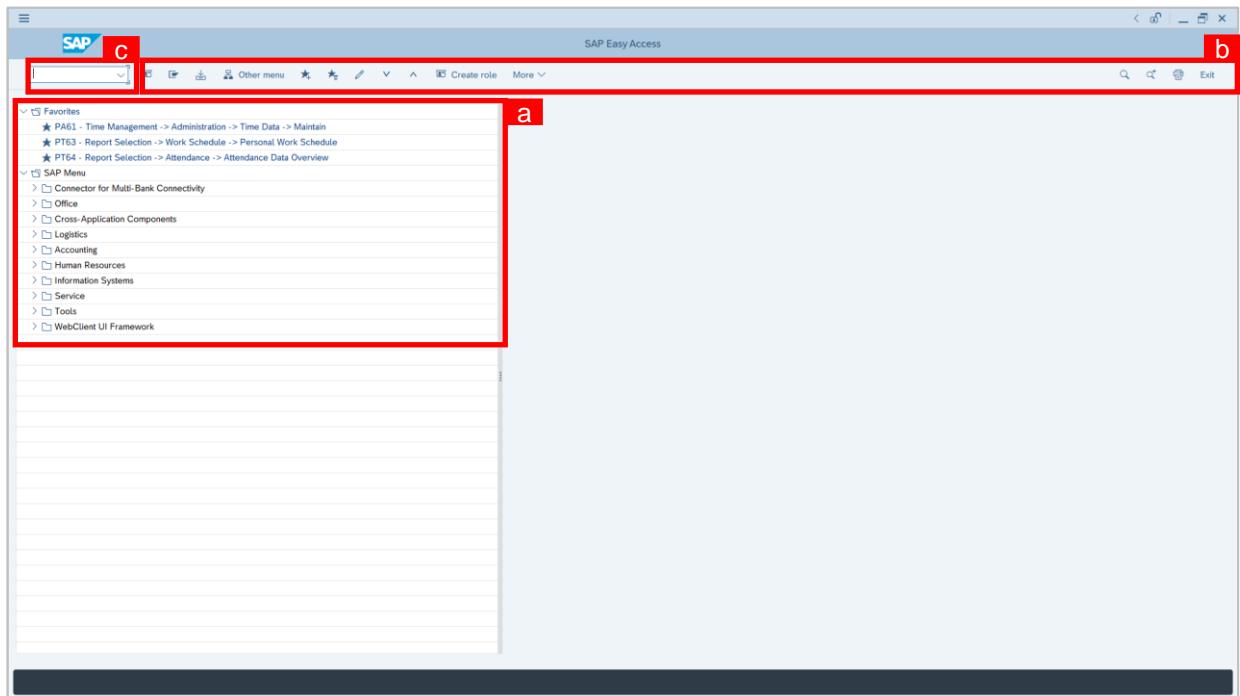
SAP GUI (Back-End) Log on	Back End User Department HR Administrator and HR Administrator (JPA)
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

Note:

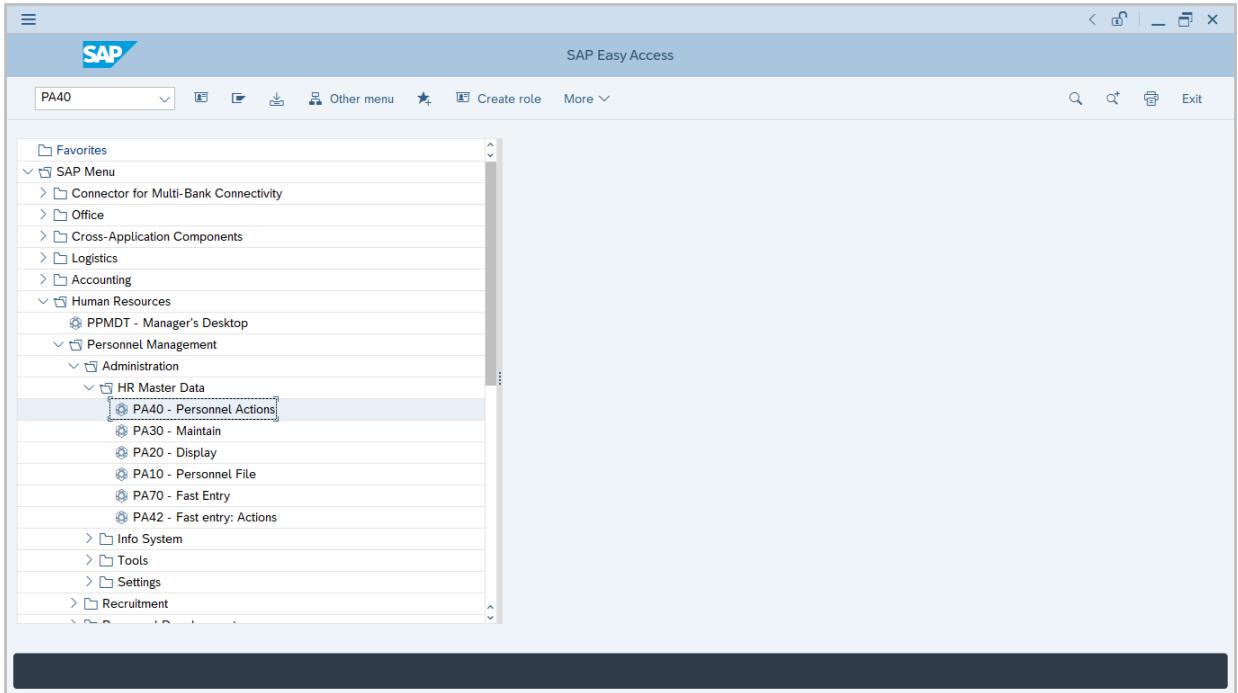
- The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.



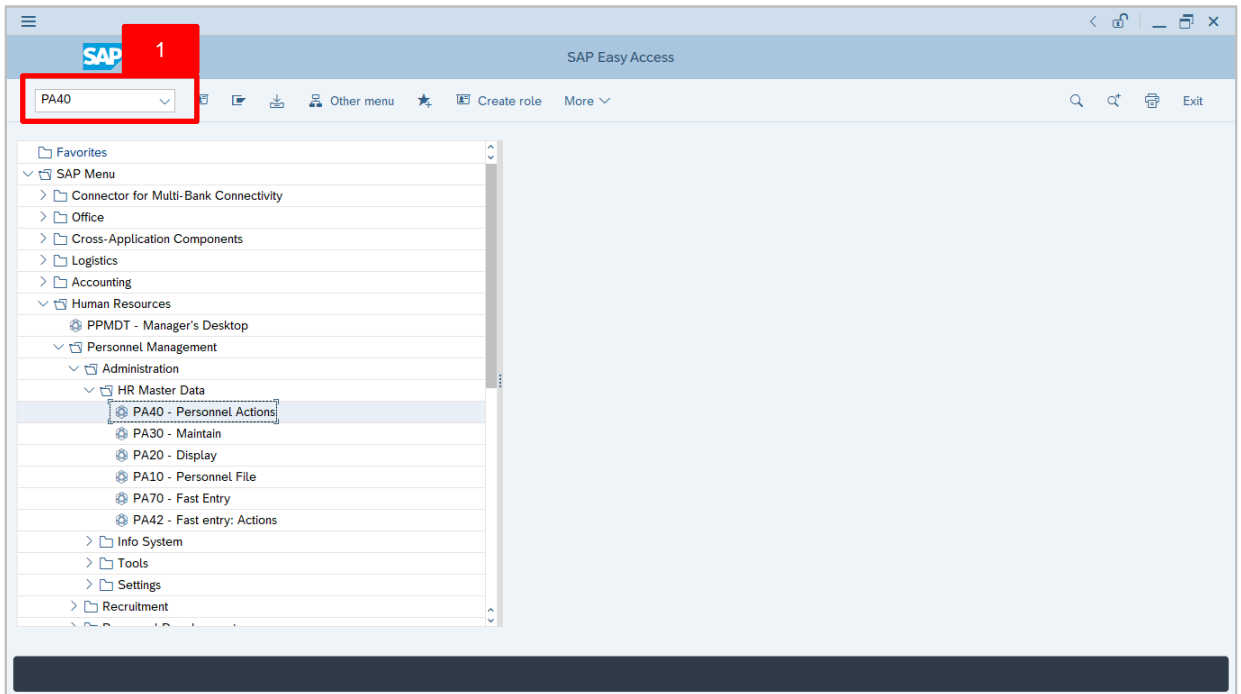
Note:

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module of interest, contained in the system.

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



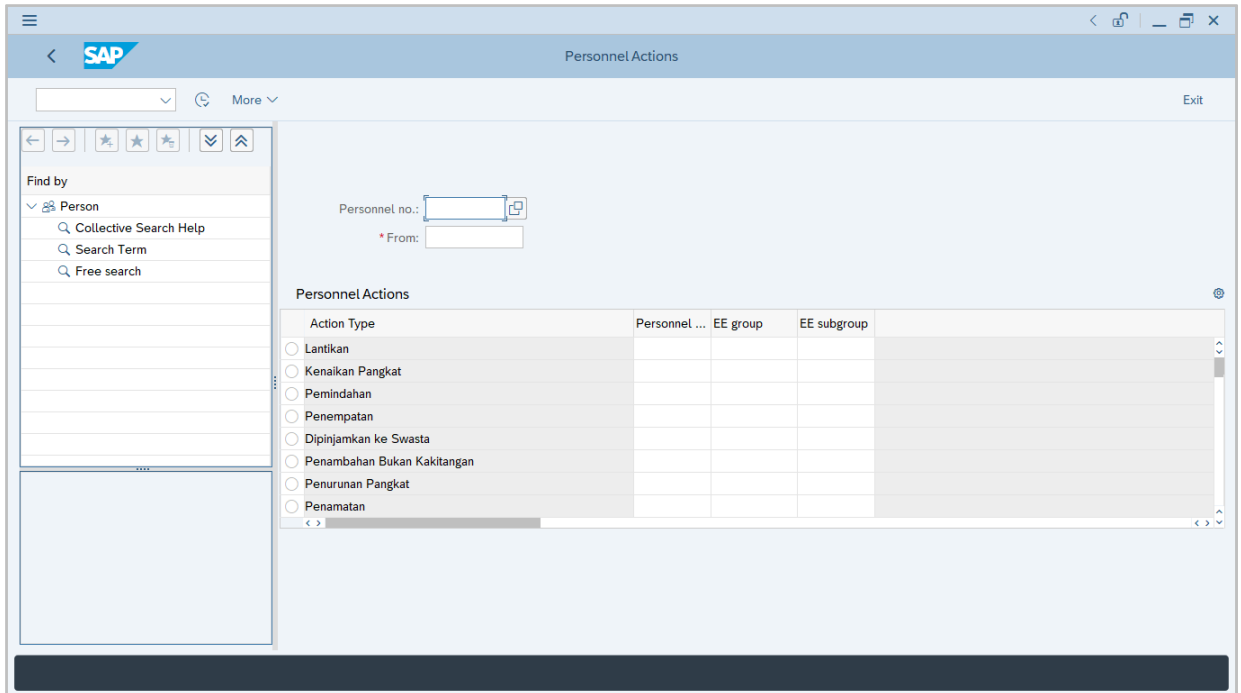
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



Note:

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

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

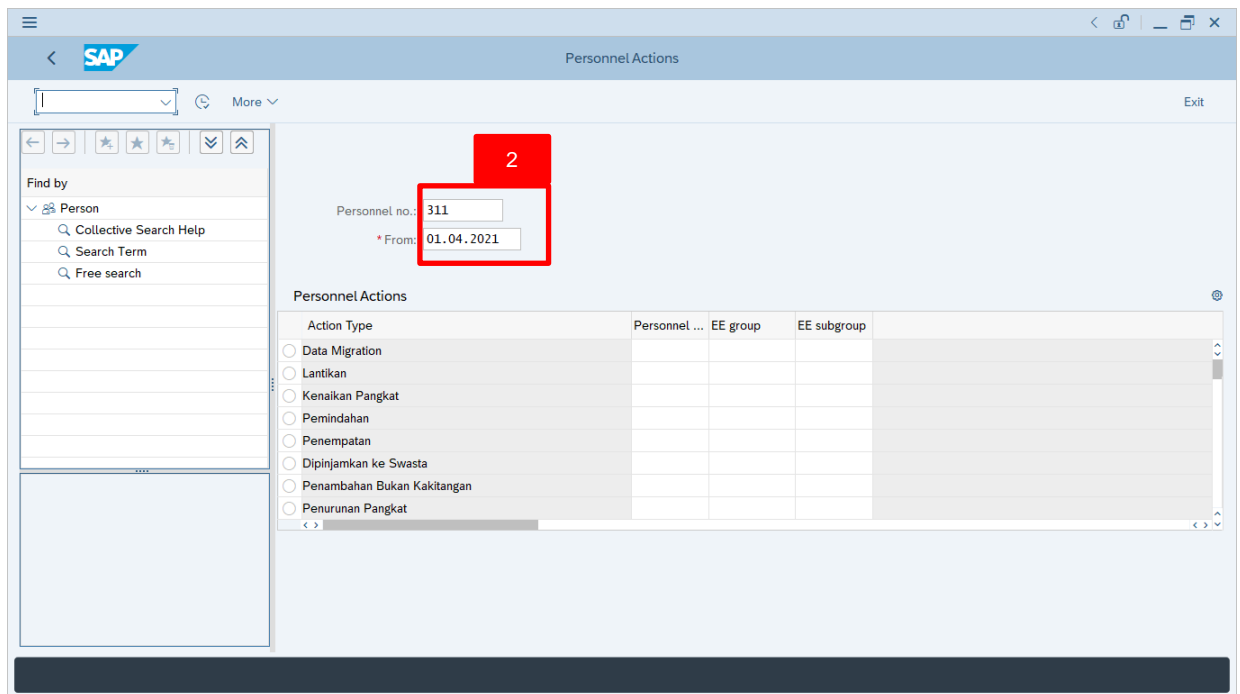


Personnel no.:

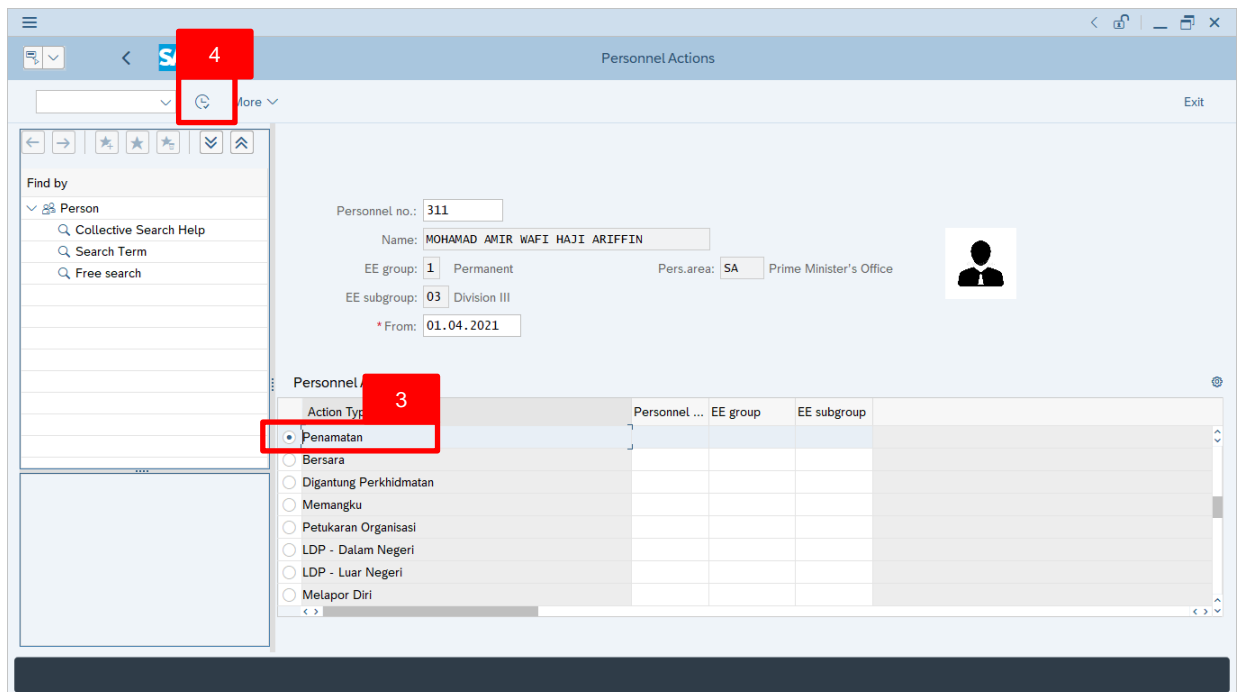
* From:


Personnel Actions

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 **Penamatan**

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 configuration.

Personnel Data:

- 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

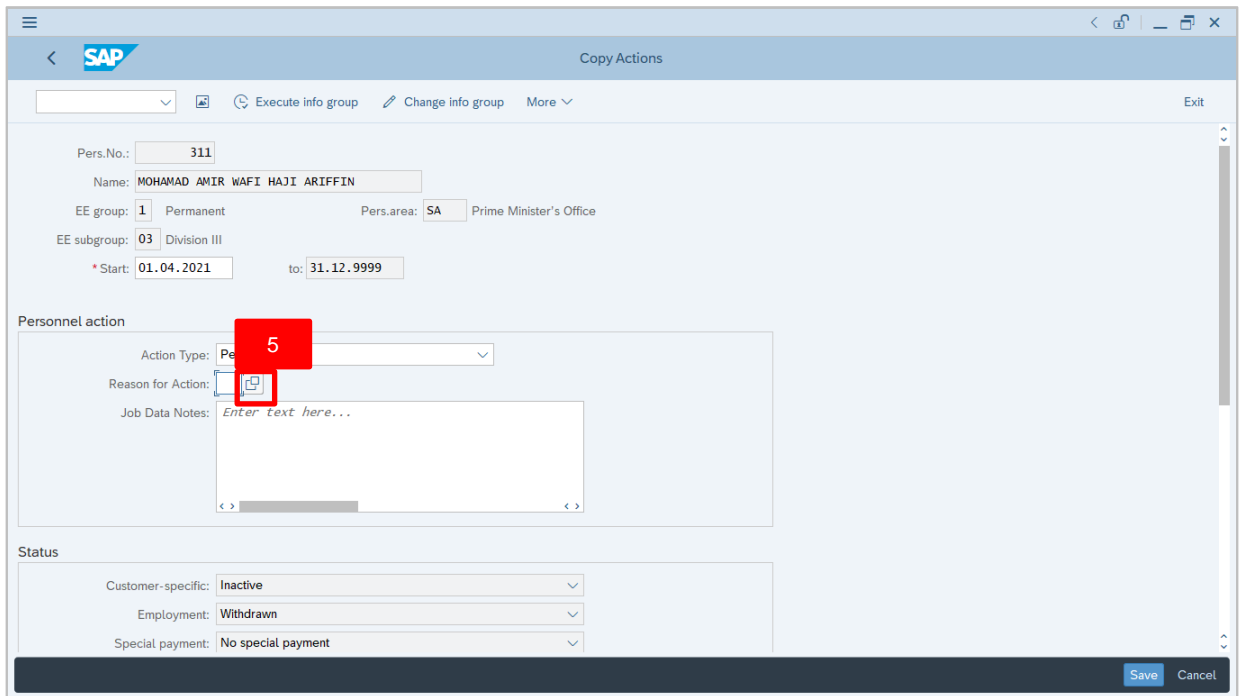
Personnel action:

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

Status:


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

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



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


Personnel action

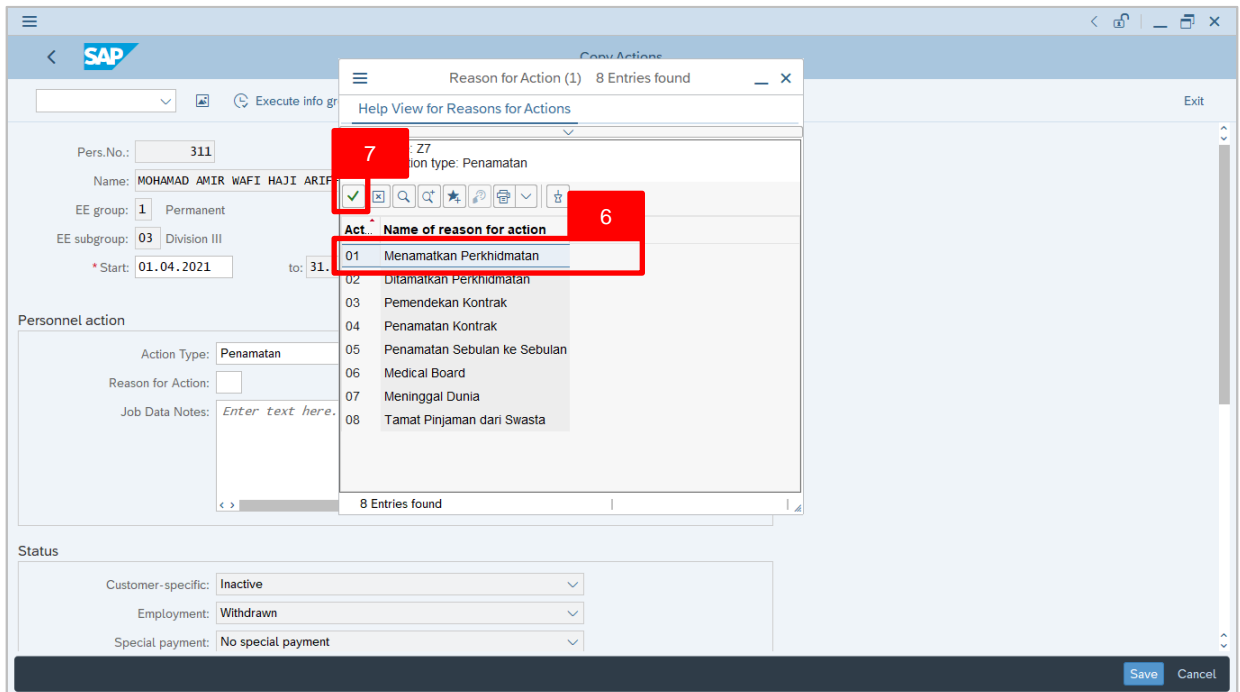
Action Type: Pen
Reason for Action: 
Job Data Notes: Enter text here...

Status

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


Save Cancel

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



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

Personnel action

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

Status

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

Reason for Action (1) 8 Entries found

Help View for Reasons for Actions

Act. Name of reason for action

01	Menamatkan Perkhidmatan
02	Dilamatkan Perkhidmatan
03	Pemendekan Kontrak
04	Penamatan Kontrak
05	Penamatan Sebulan ke Sebulan
06	Medical Board
07	Meninggal Dunia
08	Tamat Pinjaman dari Swasta

8 Entries found


Save Cancel

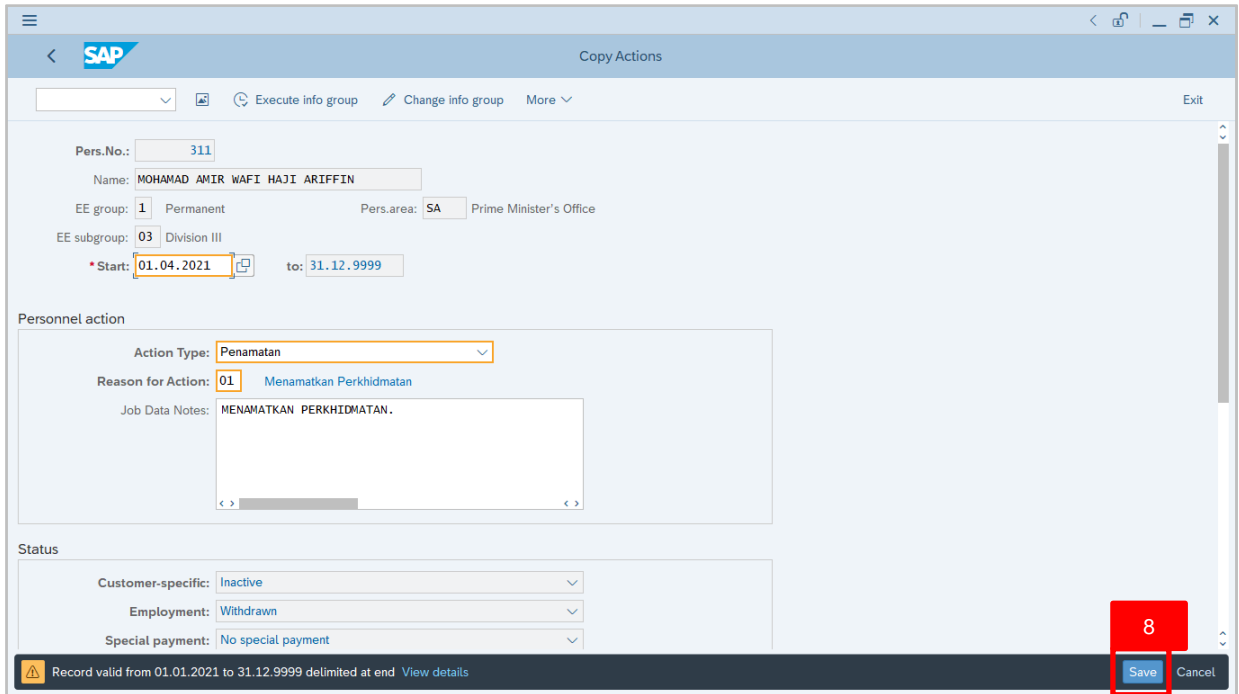
6. Select **01 Menamatkan Perkhidmatan**.

7. Click on  icon.

Note:

- Job Data Notes are optional to fill in.

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



The screenshot shows the SAP 'Copy Actions' screen for personnel administration. The main data fields are as follows:

- 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

Personnel action:

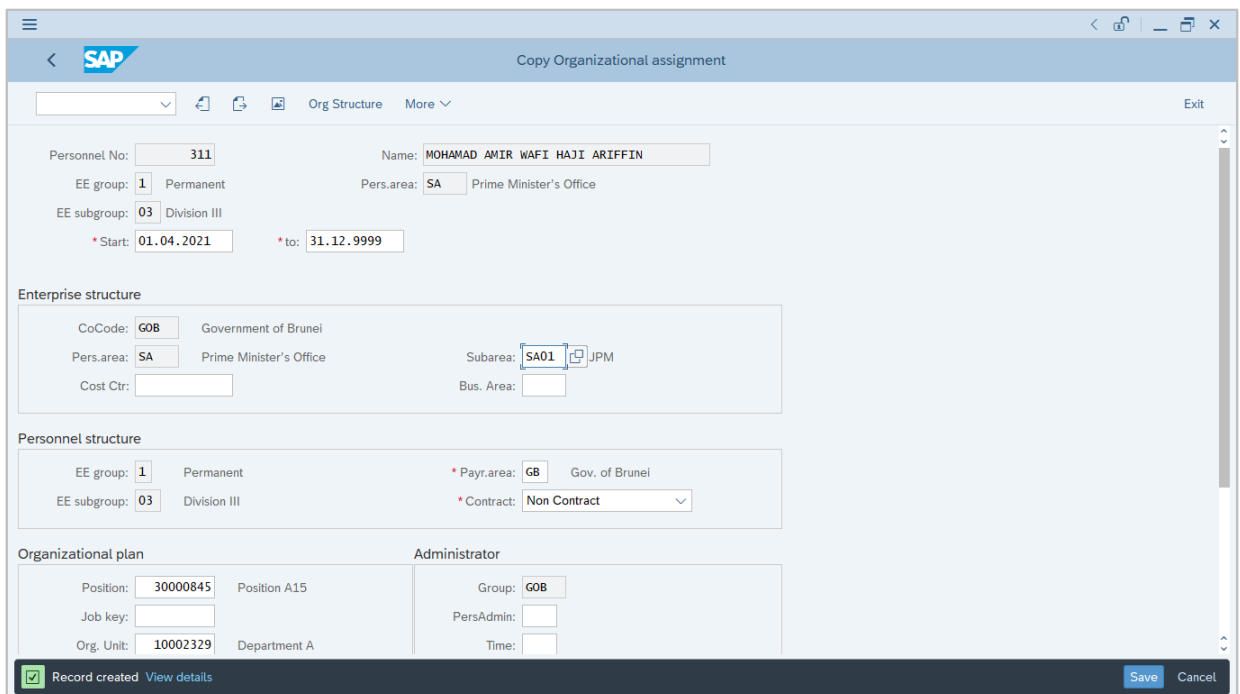
- Action Type:** Penamatan
- Reason for Action:** 01 Menamatkan Perkhidmatan
- Job Data Notes:** MENAMATKAN PERKHIDMATAN.

Status:

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

A red box with the number '8' is placed over the 'Save' button in the bottom right corner. The status bar at the bottom indicates 'Record valid from 01.01.2021 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 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:** 01.04.2021
- * to:** 31.12.9999

Enterprise structure:

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

Personnel structure:

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

Organizational plan:

- Position:** 30000845 Position A15
- Job key:**
- Org. Unit:** 10002329 Department A

Administrator:

- Group:** GOB
- PersAdmin:**
- Time:**

The status bar at the bottom indicates 'Record created View details'. A 'Save' button is visible in the bottom right corner.



Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

The screenshot shows the SAP 'Copy Organizational assignment' interface. The top bar includes the SAP logo and the title 'Copy Organizational assignment'. Below the title bar, there are navigation icons and an 'Exit' button. The main form 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), Bus. Area: (empty).
- Personnel structure:** EE group: 1 (Permanent), EE subgroup: 03 (Division III), * Payr.area: GB (Gov. of Brunei), * Contract: Non Contract.
- Organizational plan:** Position: 30000845 (Position A15), Job key: (empty), Org. Unit: 10002329 (Department A).
- Administrator:** Group: GOB, PersAdmin: (empty), Time: (empty).

At the bottom of the form, there is a status bar with a green checkmark icon, 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 

This screenshot shows the same SAP 'Copy Organizational assignment' interface as the previous one, but with a status change. The data fields remain the same, but the status bar at the bottom now features a yellow warning triangle icon and the text 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'. The 'Save' and 'Cancel' buttons are still present.



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

The screenshot shows the SAP 'Delimit Planned Working Time' interface. At the top, the SAP logo and title are visible. Below the title bar, there are navigation icons and an 'Exit' button. The main area contains several input fields for 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
- Choose: 01.04.2021 (with a calendar icon)
- 31.12.9999
- Delimit.Date: 01.04.2021

Below these fields is a table with the following columns: Start Date, End Date, WS rule, T, MoHrs, Wk.hrs, Hrs/Da, WkDys, LI, and AI. The first row contains the following data:

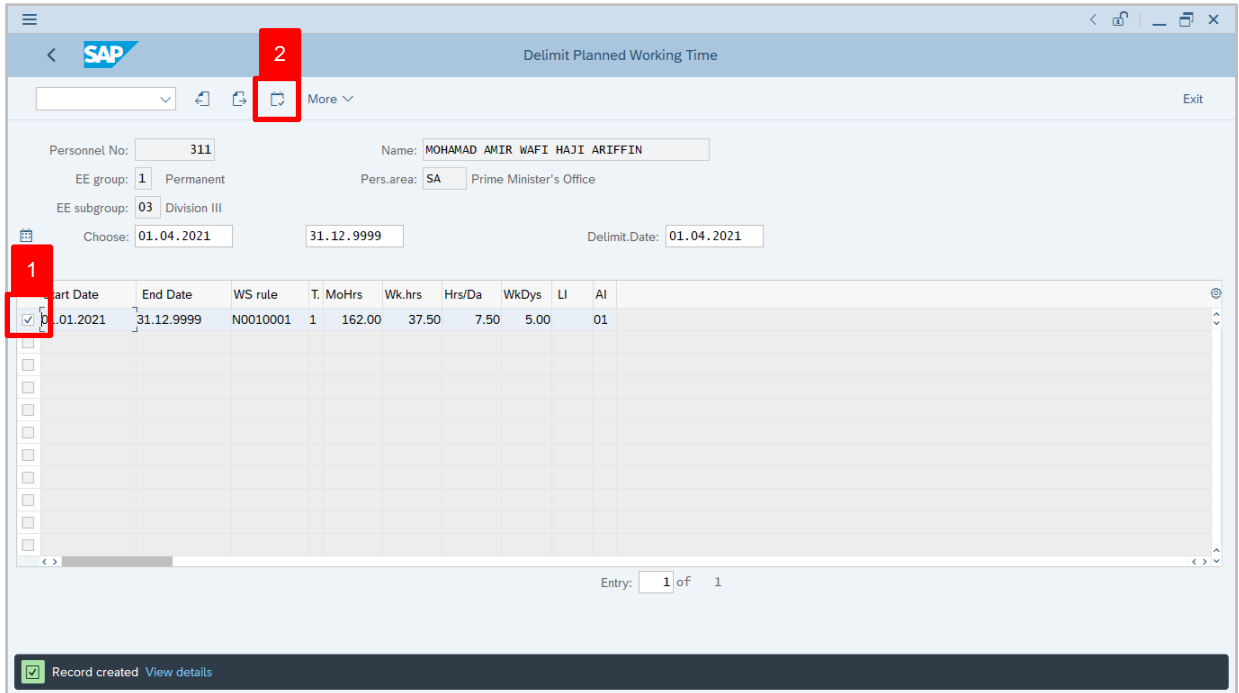
Start Date	End Date	WS rule	T	MoHrs	Wk.hrs	Hrs/Da	WkDys	LI	AI
01.01.2021	31.12.9999	N0010001	1	162.00	37.50	7.50	5.00		01

At the bottom of the table, there is an 'Entry: 1 of 1' indicator. A dark blue footer bar at the very bottom contains a green checkmark icon and the text 'Record created View details'.

Delimit Planned Working Time

Backend User

Department HR Administrator and HR Administrator (JPA)



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: 01.04.2021 31.12.9999 Delimit.Date: 01.04.2021

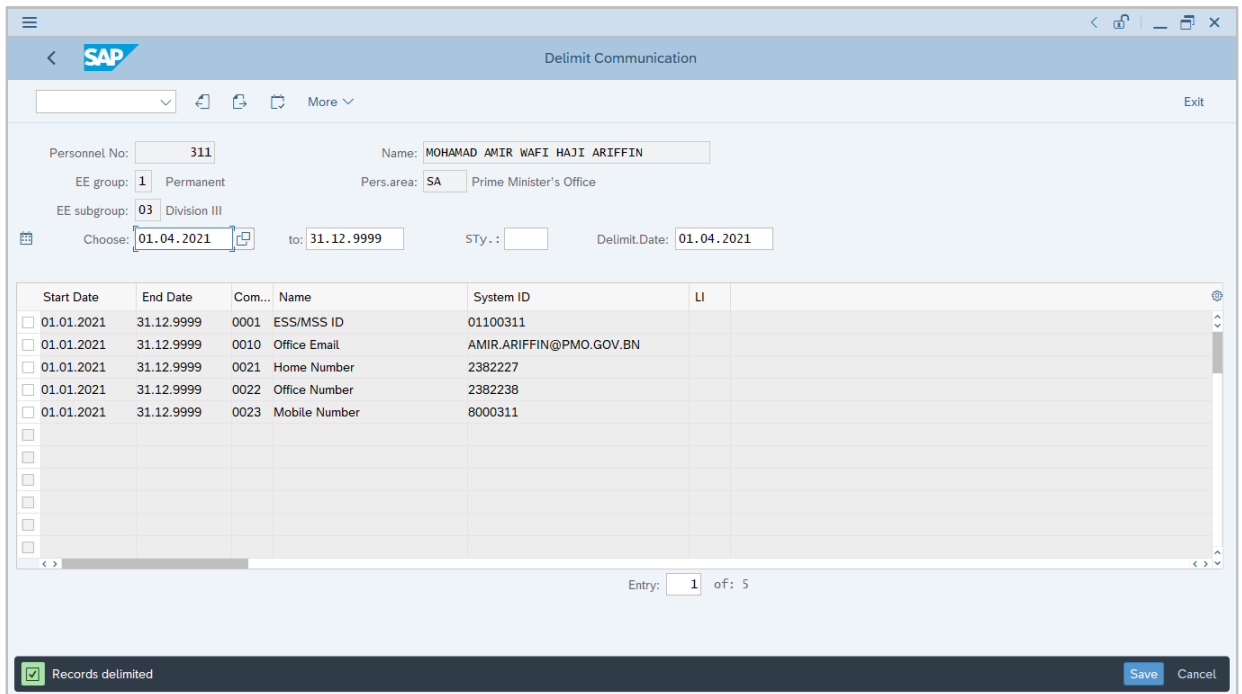
Start Date	End Date	WS rule	T. MoHrs	Wk.hrs	Hrs/Da	WkDys	LI	AI
01.01.2021	31.12.9999	N0010001	1	162.00	37.50	7.50	5.00	01

Entry: 1 of 1

Record created View details

1. Click on to select **Planned Working Time** for **Delimit**.
2. Click on  icon.

The **Delimit Communication** 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
 Choose: 01.04.2021 to: 31.12.9999 STy.: Delimit.Date: 01.04.2021

Start Date	End Date	Com...	Name	System ID	LI
<input type="checkbox"/>	01.01.2021	31.12.9999	0001 ESS/MSS ID	01100311	
<input type="checkbox"/>	01.01.2021	31.12.9999	0010 Office Email	AMIR.ARIFFIN@PMO.GOV.BN	
<input type="checkbox"/>	01.01.2021	31.12.9999	0021 Home Number	2382227	
<input type="checkbox"/>	01.01.2021	31.12.9999	0022 Office Number	2382238	
<input type="checkbox"/>	01.01.2021	31.12.9999	0023 Mobile Number	8000311	

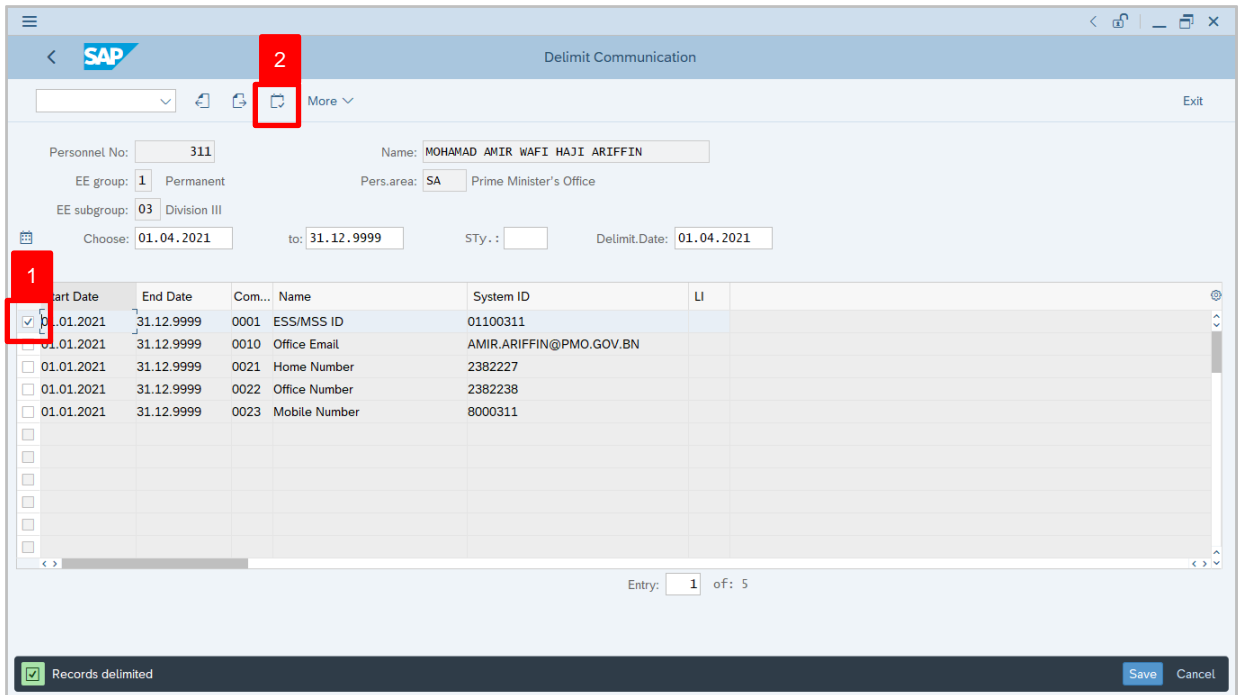
Entry: 1 of 5

Records delimited Save Cancel

Delimit Communication


Backend User

Department HR Administrator and HR Administrator (JPA)

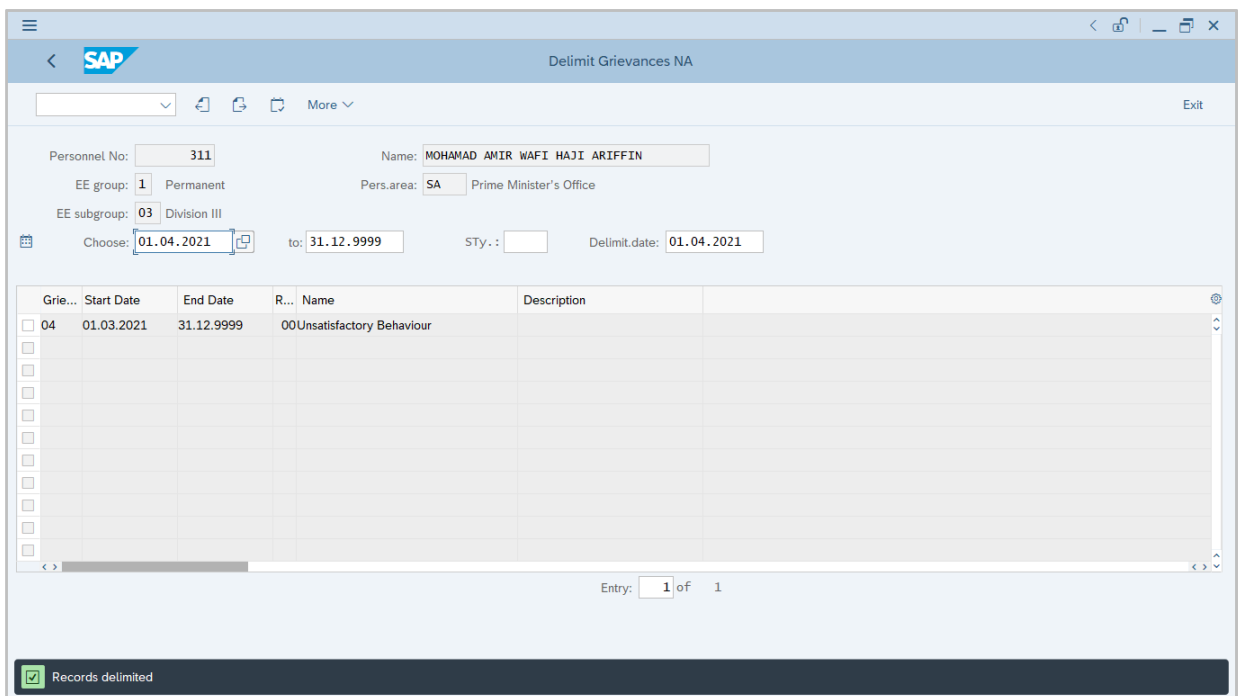


The screenshot shows the SAP 'Delimit Communication' interface. At the top, there are navigation icons and a 'More' dropdown menu. Below this, the user's details are displayed: Personnel No. 311, Name MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group 1 (Permanent), Pers.area SA (Prime Minister's Office), and EE subgroup 03 (Division III). The date range is set from 01.04.2021 to 31.12.9999, with a Delimit.Date of 01.04.2021. A table below lists communication types with columns for Start Date, End Date, Com..., Name, System ID, and LI. The first row is selected, indicated by a checkmark in the 'LI' column. A red box labeled '1' highlights this checkmark, and another red box labeled '2' highlights the 'More' dropdown icon. At the bottom, there is a 'Records delimited' status bar with 'Save' and 'Cancel' buttons.

Start Date	End Date	Com...	Name	System ID	LI
01.01.2021	31.12.9999	0001	ESS/MSS ID	01100311	<input checked="" type="checkbox"/>
01.01.2021	31.12.9999	0010	Office Email	AMIR.ARIFFIN@PMO.GOV.BN	<input type="checkbox"/>
01.01.2021	31.12.9999	0021	Home Number	2382227	<input type="checkbox"/>
01.01.2021	31.12.9999	0022	Office Number	2382238	<input type="checkbox"/>
01.01.2021	31.12.9999	0023	Mobile Number	8000311	<input type="checkbox"/>

1. Click on to select **0001 ESS/MSS ID** for **Delimit**.
2. Click on  icon.

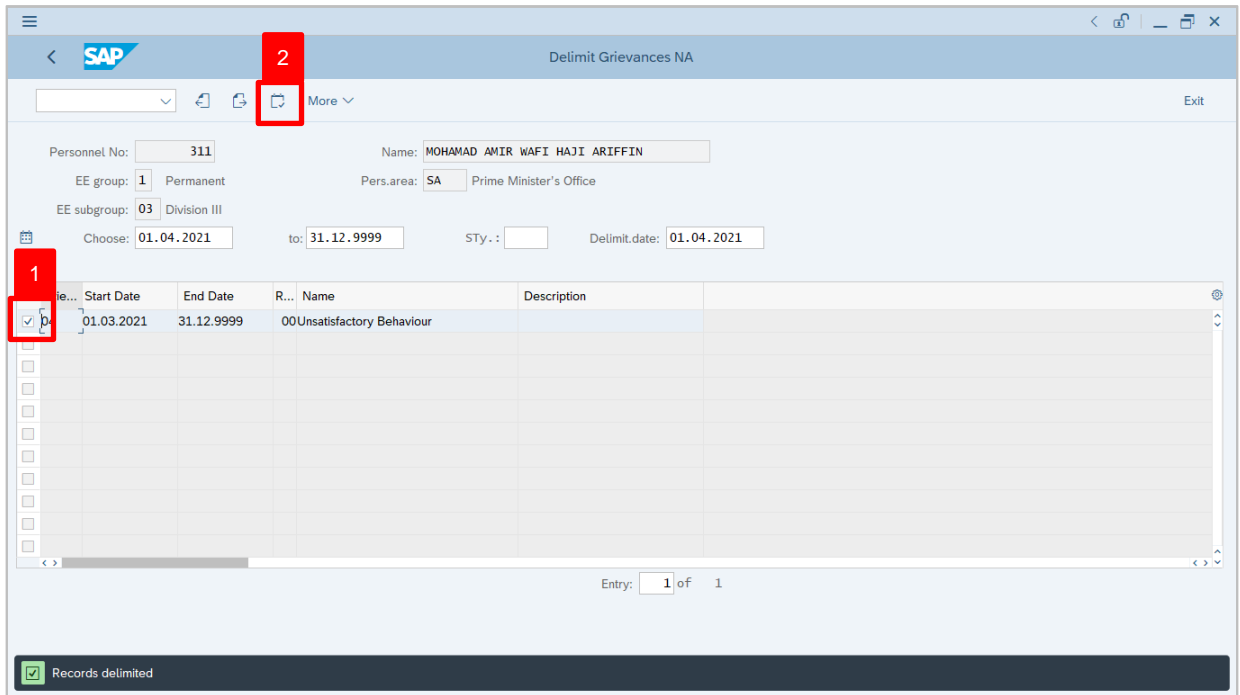
The **Delimit Grievances NA** page will be displayed.



The screenshot shows the SAP 'Delimit Grievances NA' interface. It features the same user details as the previous screen. The date range is 01.04.2021 to 31.12.9999, and the Delimit.date is 01.04.2021. The table below lists grievance types with columns for Gri..., Start Date, End Date, R..., Name, and Description. The first row is selected, indicated by a checkmark in the 'Gri...' column. At the bottom, there is a 'Records delimited' status bar with 'Save' and 'Cancel' buttons.



Gri...	Start Date	End Date	R...	Name	Description
<input checked="" type="checkbox"/>	01.03.2021	31.12.9999	00	Unsatisfactory Behaviour	

Delimit Grievances NA	Backend User
Department HR Administrator and HR Administrator (JPA)	



Note:

- User (HR Administrator) need to delimit Grievance Infotype only IF the Reason for Action selected at Copy Actions page for *Penamatan* (Termination) Action Type is ‘Dismissal’ OR,
- The personnel has ongoing Grievance at the time of *Penamatan* (Termination) which would prompt the **Delimit Grievance NA** page for user (HR Administrator) to delimit existing Grievances.
- Otherwise, the **Delimit Personal IDs** page will be displayed.

1. Click on  to select **Grievance** for **Delimit**.
2. Click on  icon.



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

Start Date	End Date	IC Type	Description	ID Number	Lock Indicator
<input type="checkbox"/> 01.01.2021	31.12.9999	01	IC	01100311	
<input type="checkbox"/> 28.07.2020	31.12.9999	05	Driving License	T01100311G20/2020	

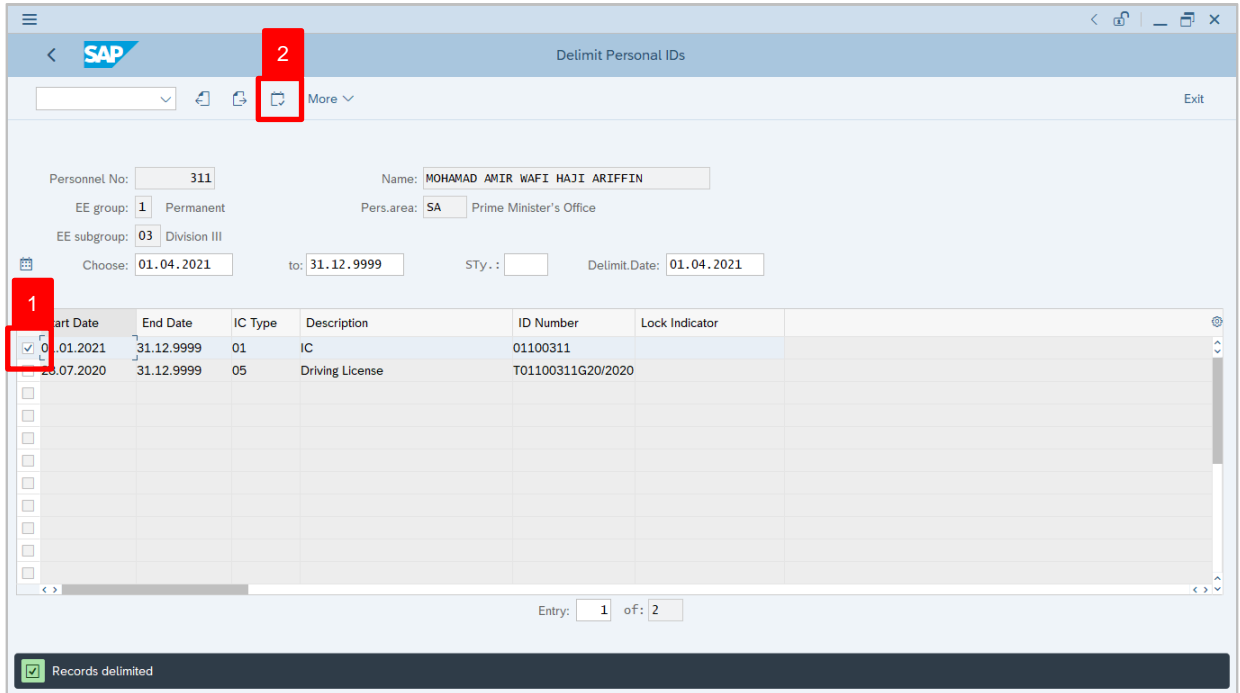
Entry: 1 of 2

Records delimited

**Delimit
Communication**

Backend User

Department HR Administrator and HR Administrator (JPA)




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: 01.04.2021 to: 31.12.9999 STy.: Delimit.Date: 01.04.2021

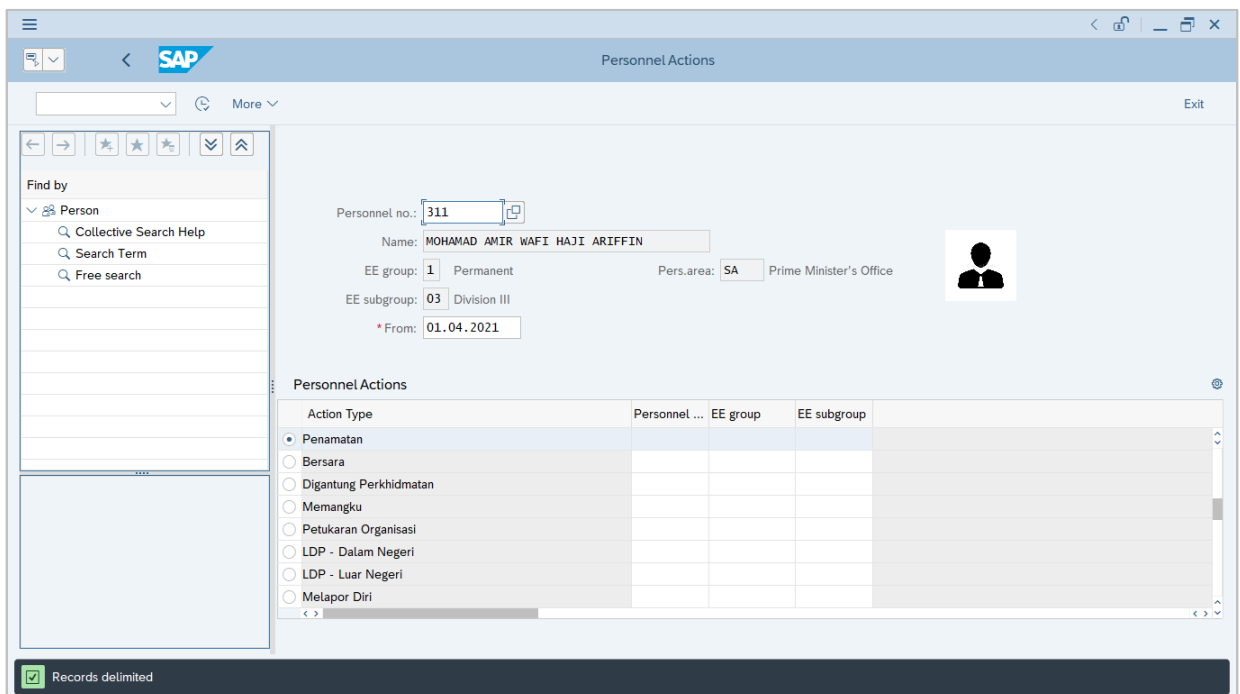
Start Date	End Date	IC Type	Description	ID Number	Lock Indicator
01.01.2021	31.12.9999	01	IC	01100311	
01.07.2020	31.12.9999	05	Driving License	T01100311G20/2020	

Entry: 1 of: 2

Records delimited

1. Click on to select **01 IC** for **Delimit**.
2. Click on  icon.

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

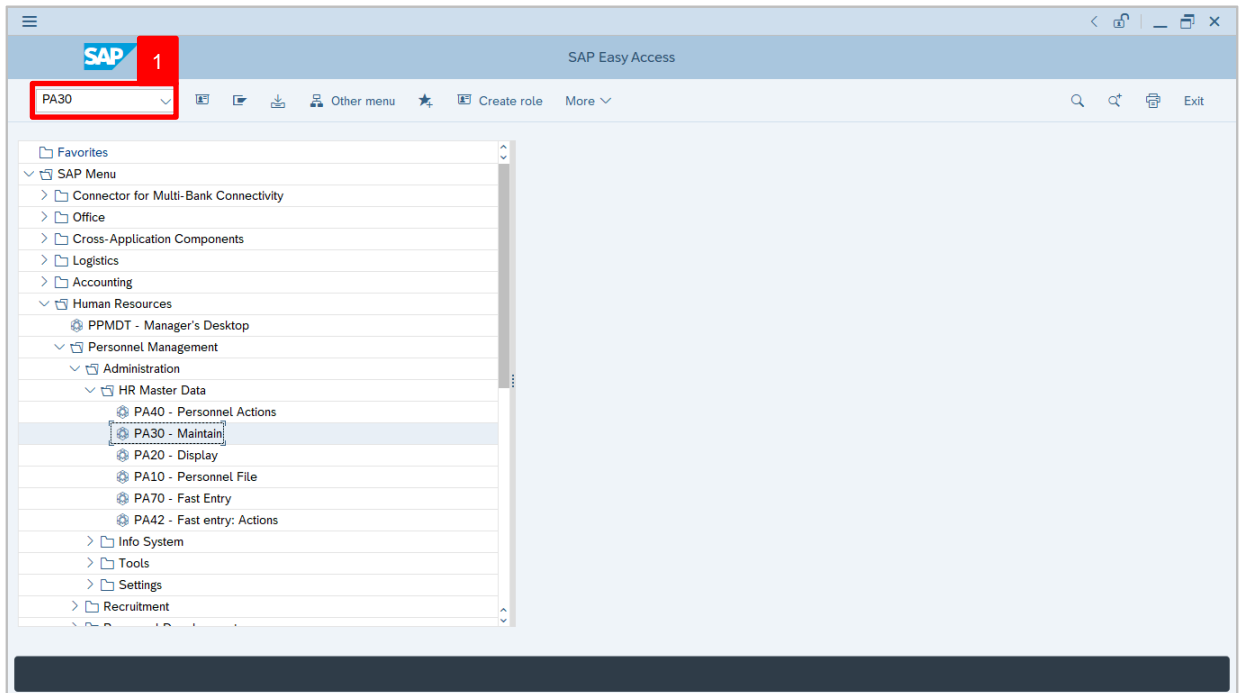
Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> Penamatan			
<input type="radio"/> Bersara			
<input type="radio"/> Digantung Perkhidmatan			
<input type="radio"/> Memangku			
<input type="radio"/> Petukaran Organisasi			
<input type="radio"/> LDP - Dalam Negeri			
<input type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			

Records delimited

View Action Overview

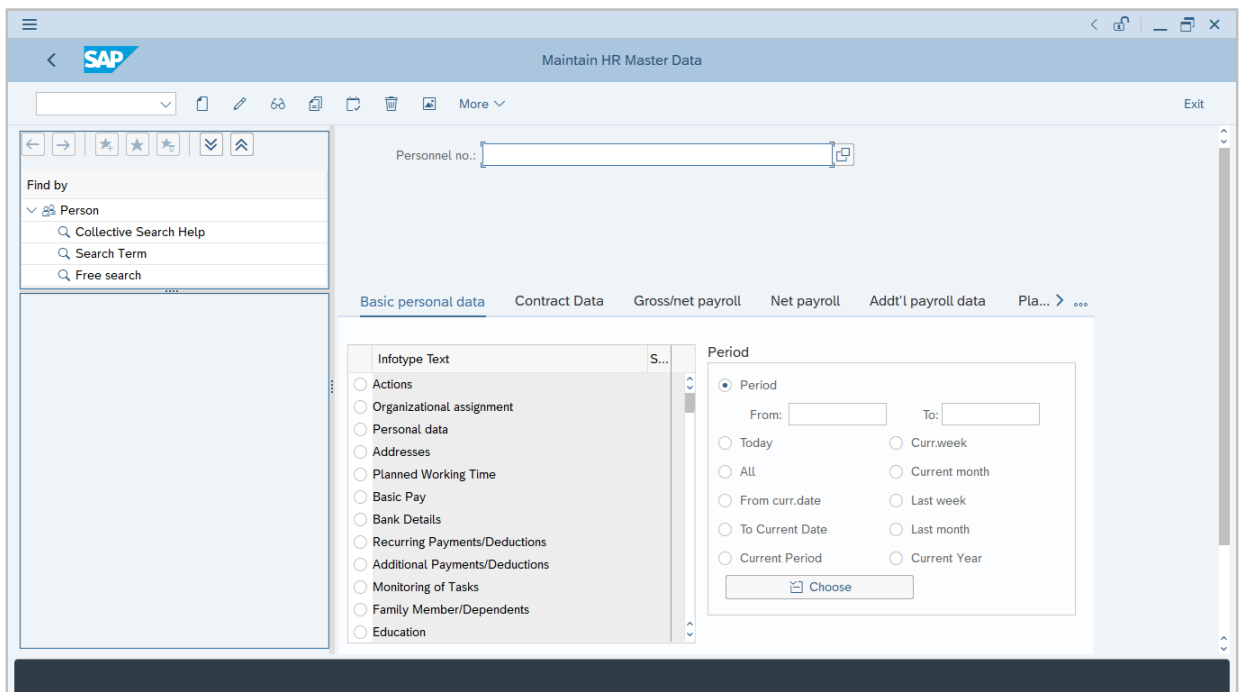
Back End User

Department HR Administrator and HR Administrator (JPA)



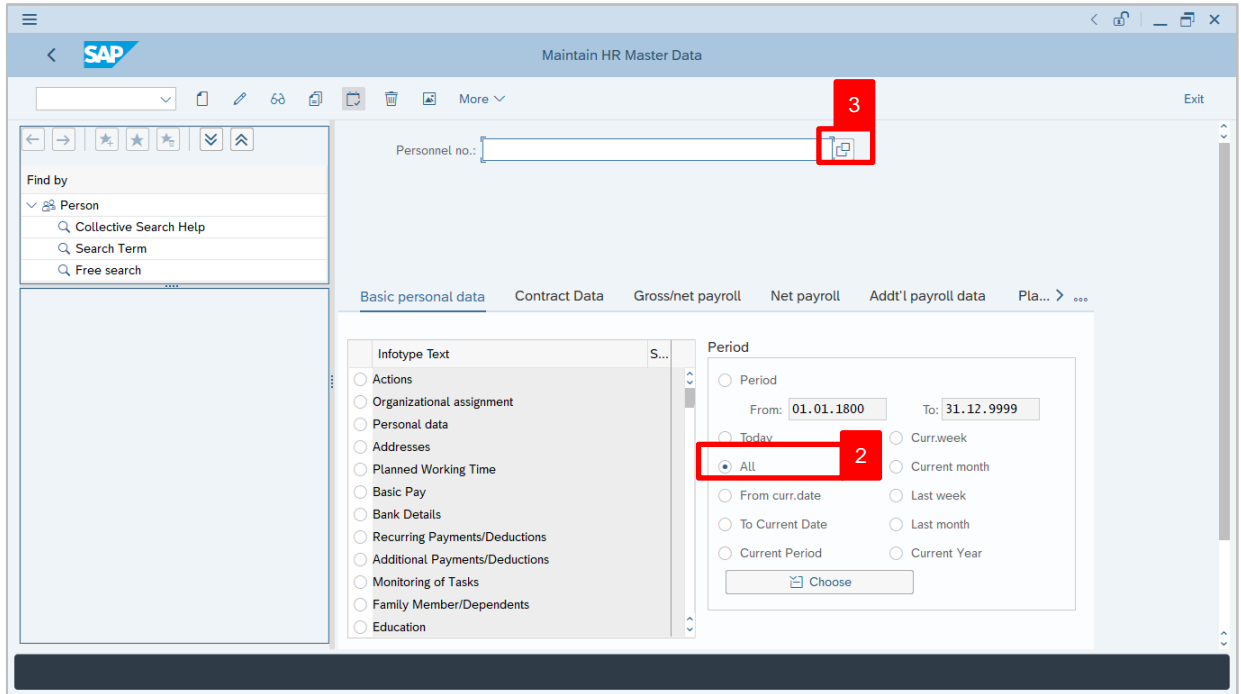
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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




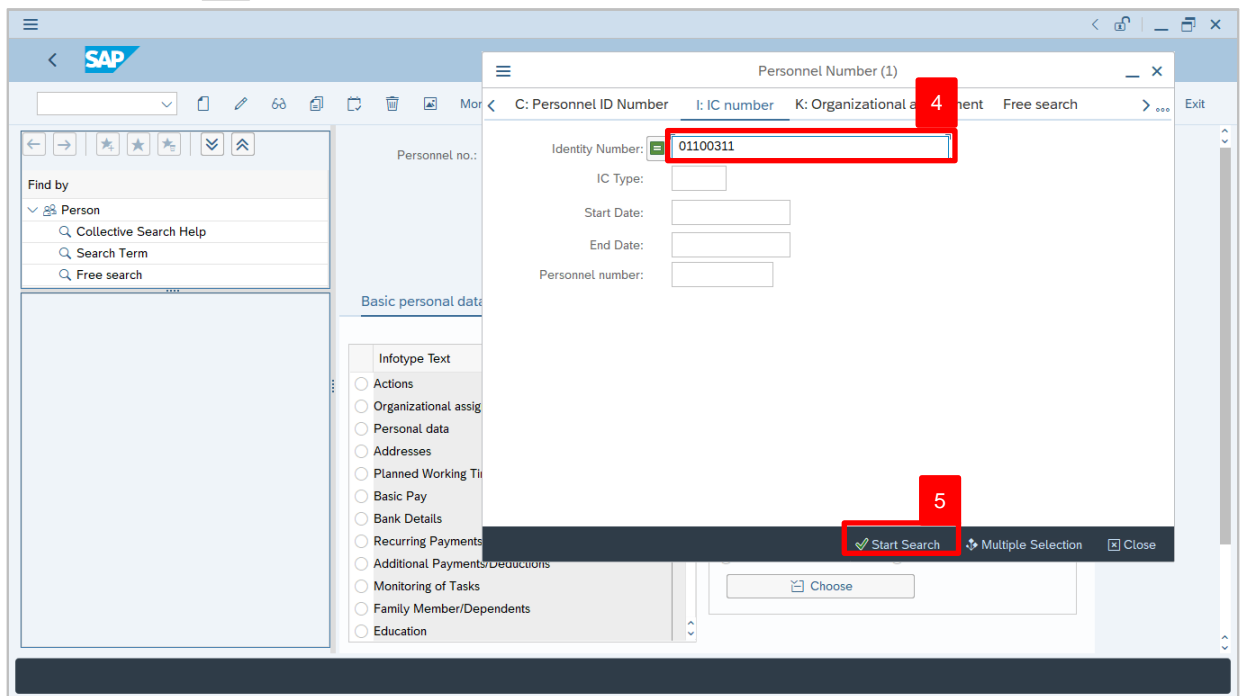
Note:


- 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.

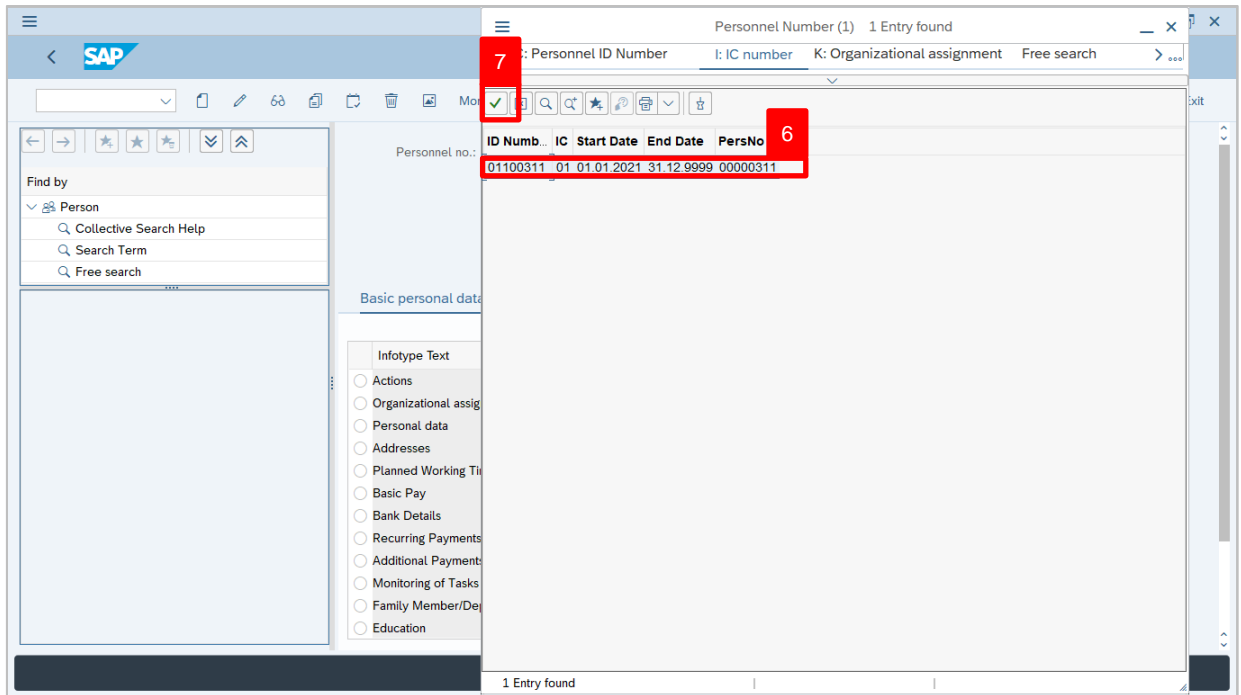



2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

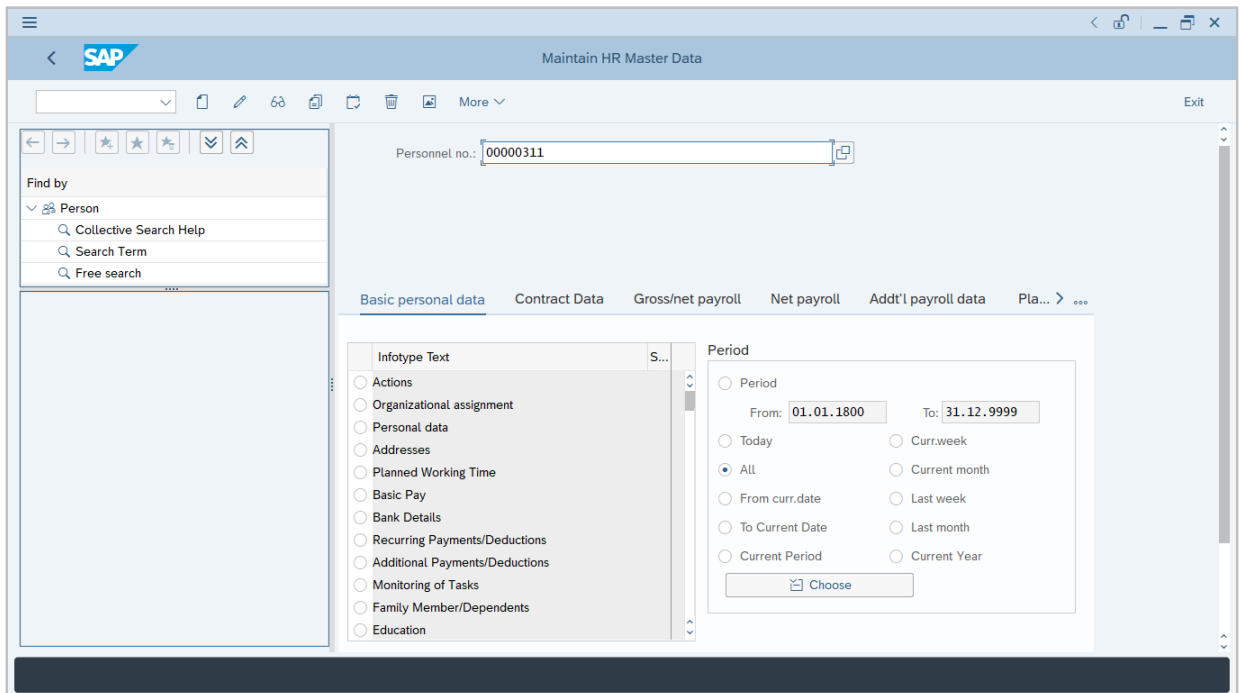
3. Click on  icon for Personnel No.



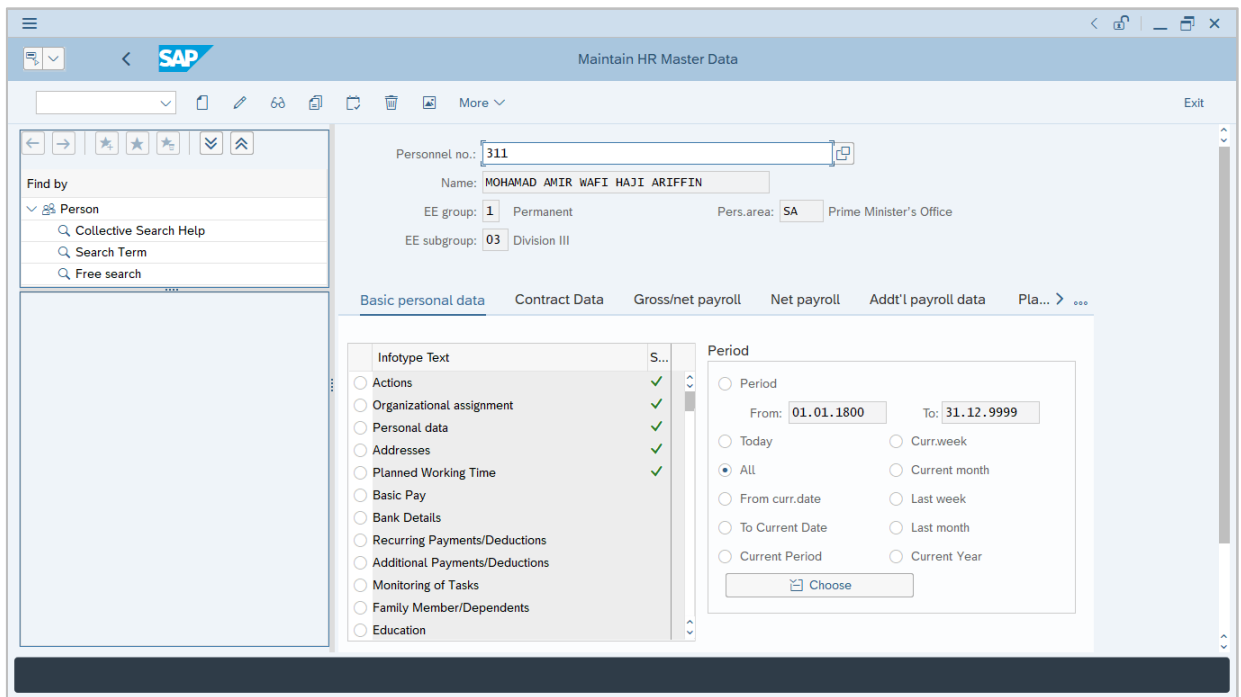
4. Enter the personnel IC Number.
5. Click on  icon.



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

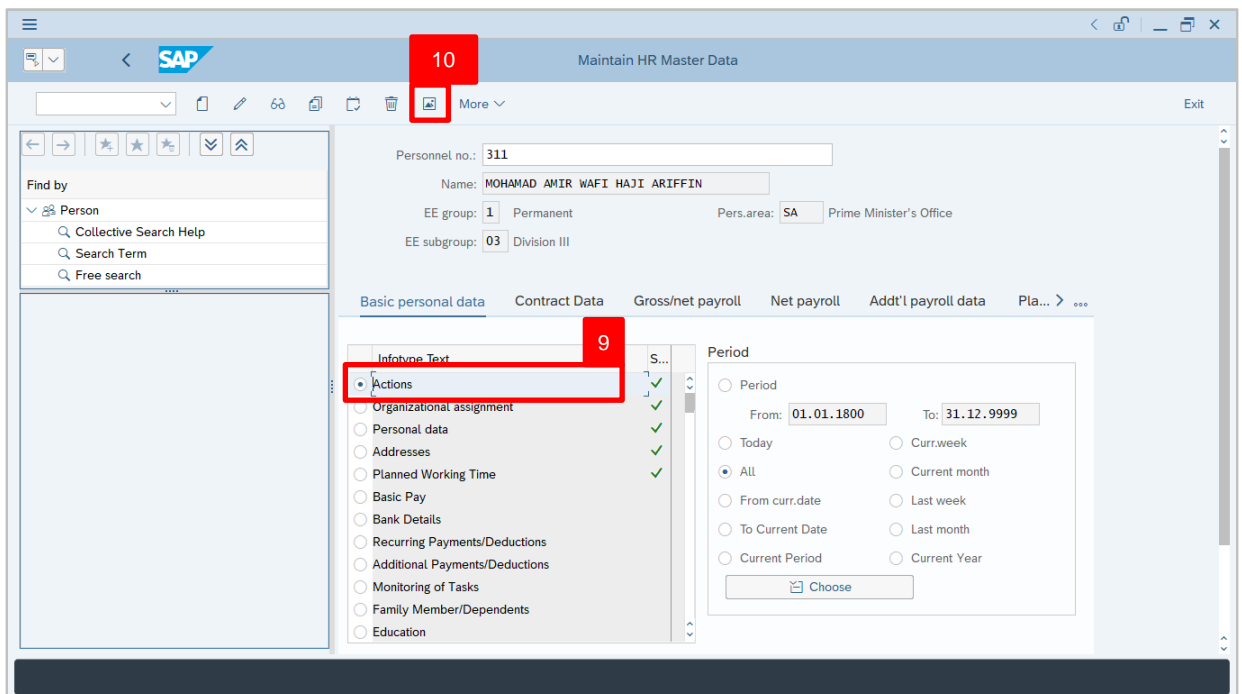



8. Press **Enter** button on the keyboard.



Note:

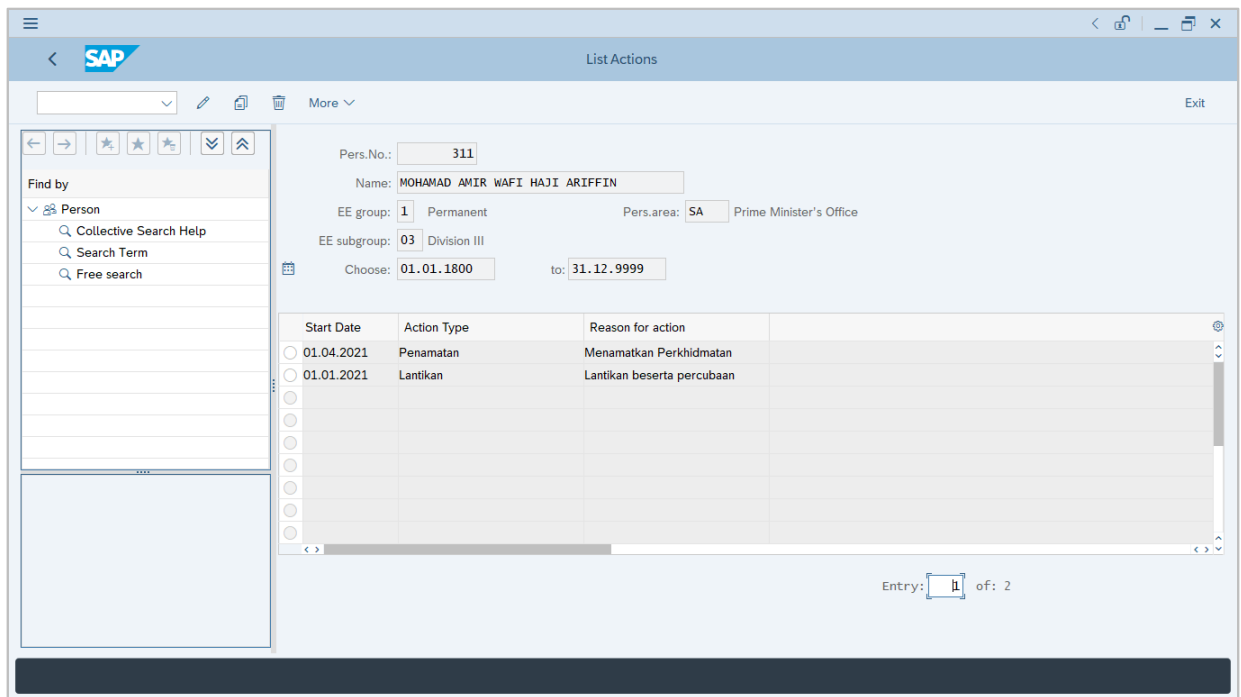
- The personnel information will be displayed.



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' interface. The top bar includes the SAP logo and the title 'List Actions'. Below the 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 contains a 'Find by' section with options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main content area displays search criteria for a specific person:

- Pers.No.: 311
- Name: MOHAMAD AMER 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

Below the search criteria is a table with the following columns: Start Date, Action Type, and Reason for action. The table contains two entries:

Start Date	Action Type	Reason for action
01.04.2021	Penamatan	Menamatkan Perkhidmatan
01.01.2021	Lantikan	Lantikan beserta percubaan

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

User can view the personnel actions in this page.