



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI)

Maintain Performance Management Infotype

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**.

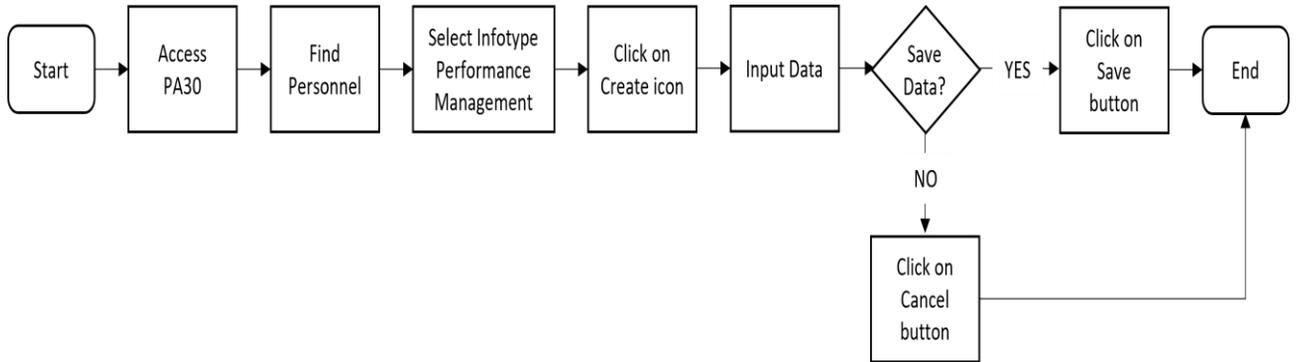


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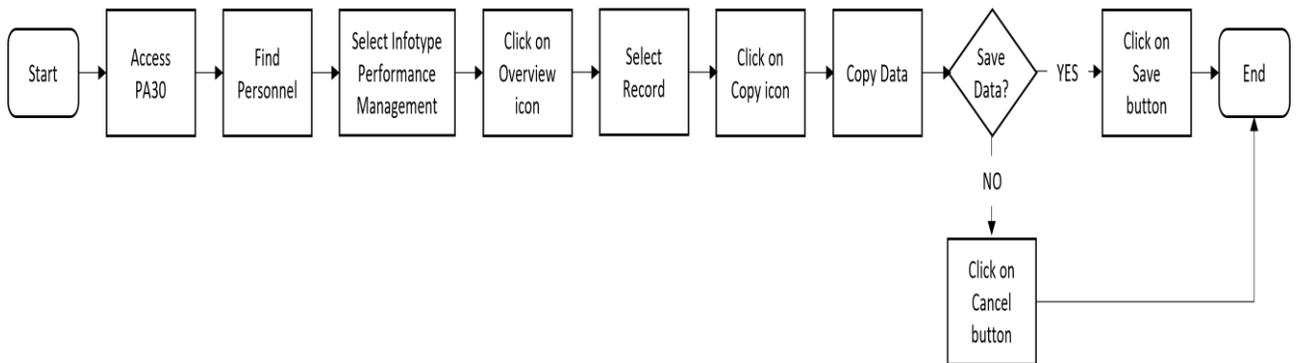
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Process Overview

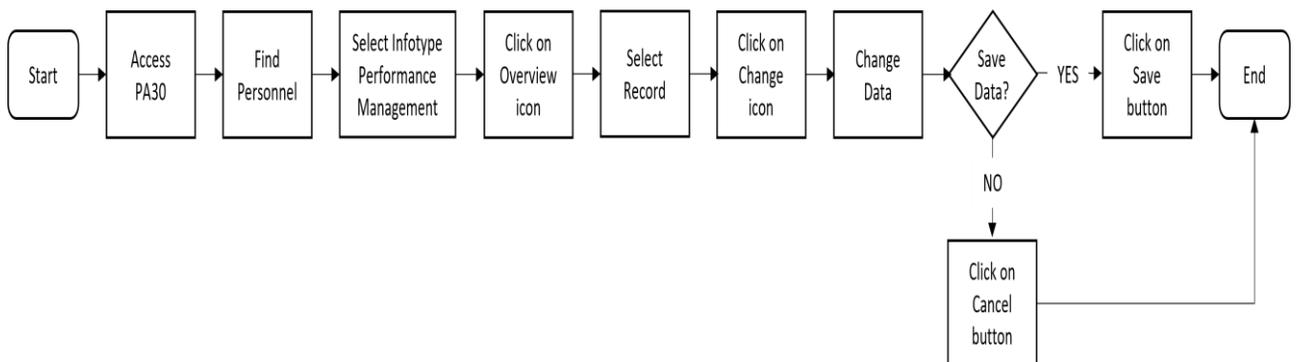
Create Infotype Performance Management Data



Copy Infotype Performance Management Data

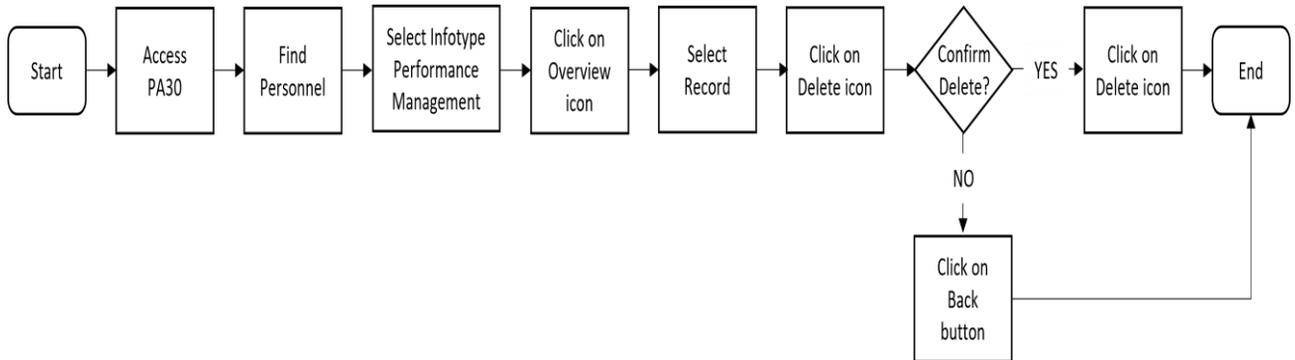


Change Infotype Performance Management Data



Process Overview

Delete Infotype Performance Management Data



SAP ICONS

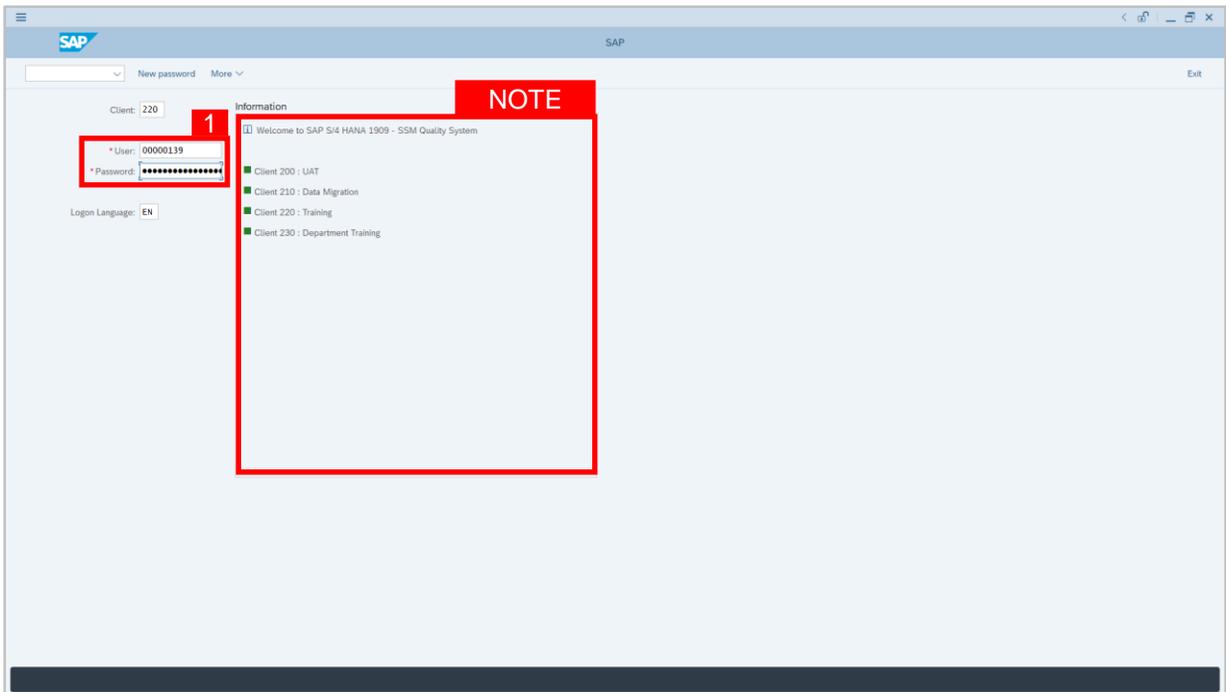
The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

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.

**SAP GUI (Back-End)
Log on**

Back End User

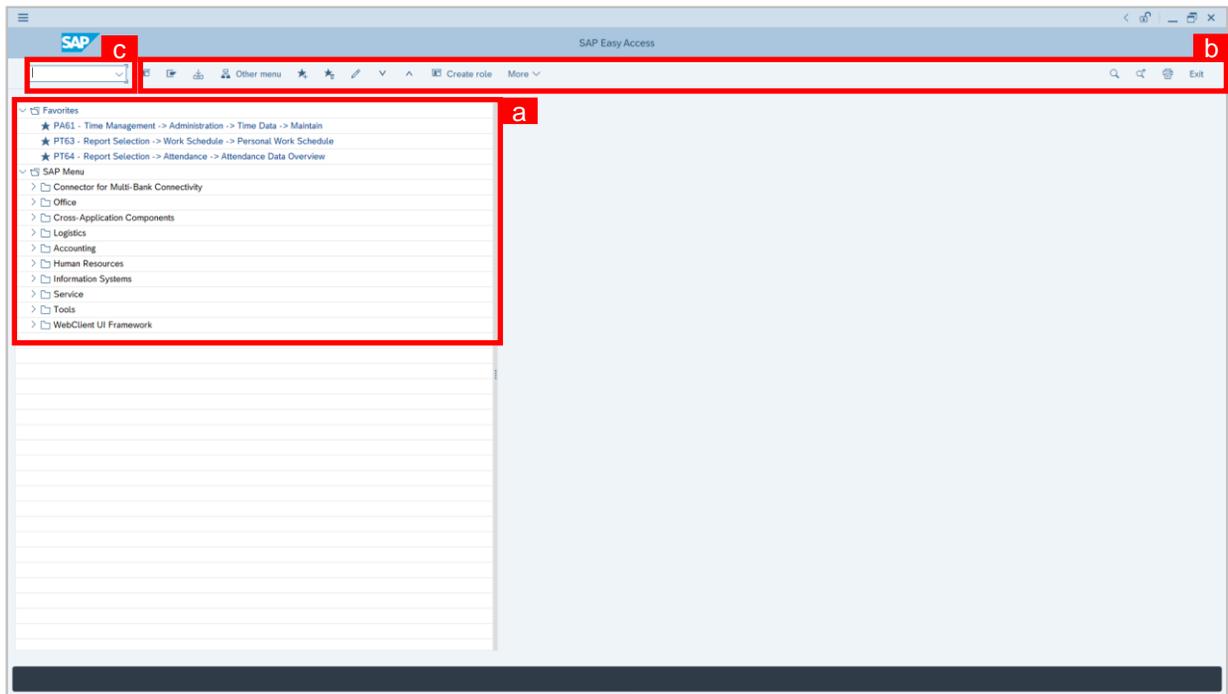
Department HR Administrator and HR Administrator (JPA)



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.



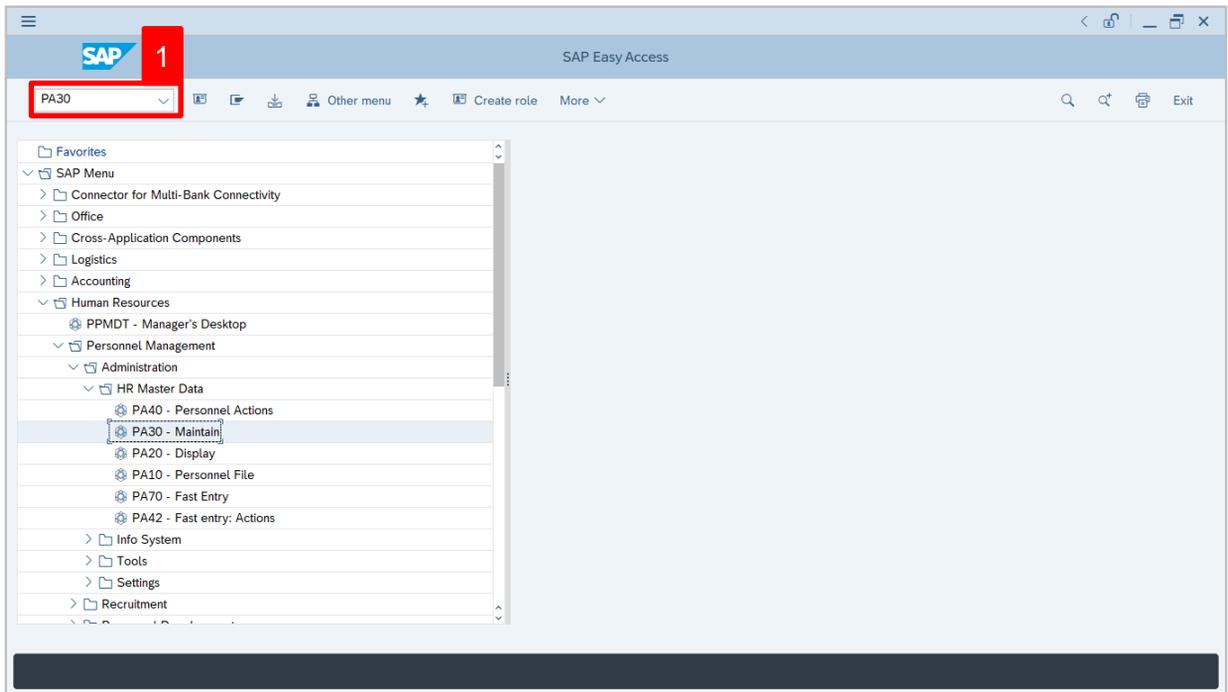
Note:

- 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.

Create Performance Management Infotype

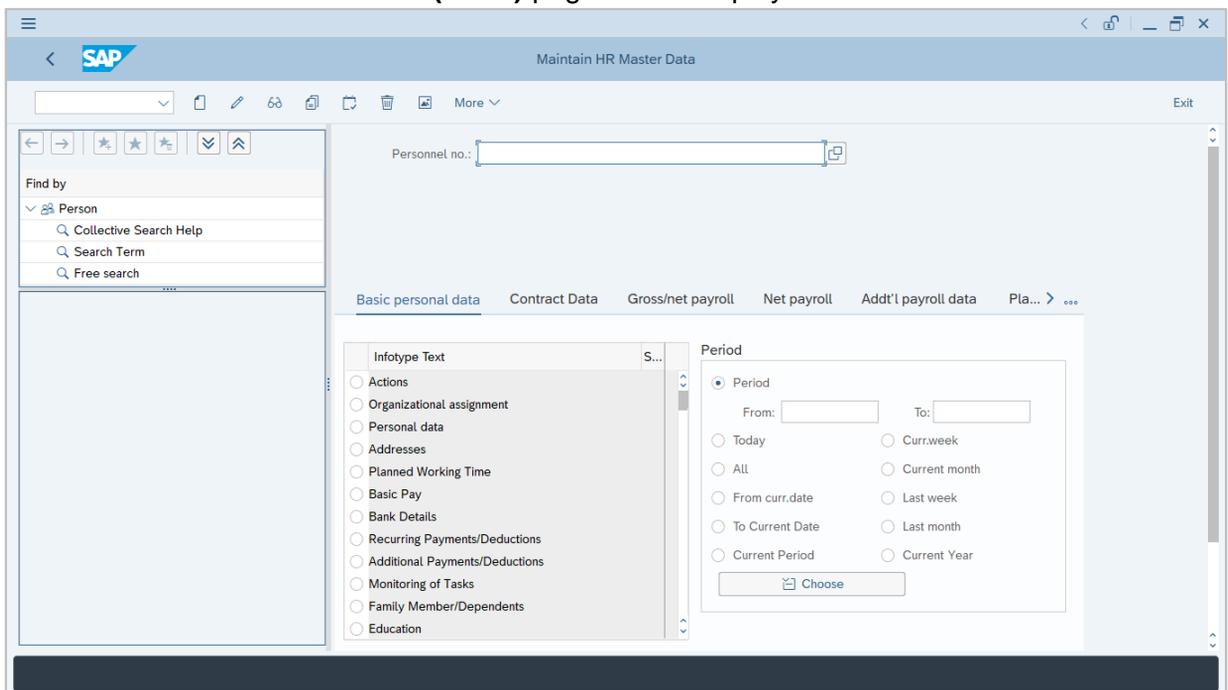
Back End User

Department HR Administrator and HR Administrator (JPA)



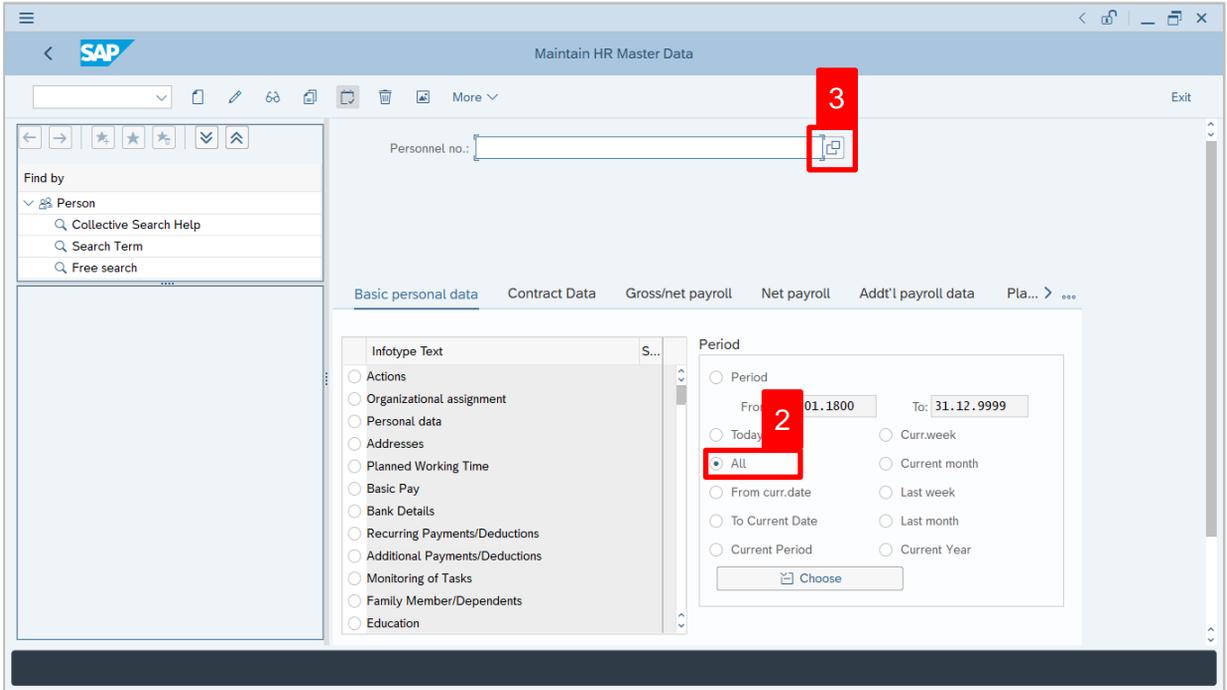
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



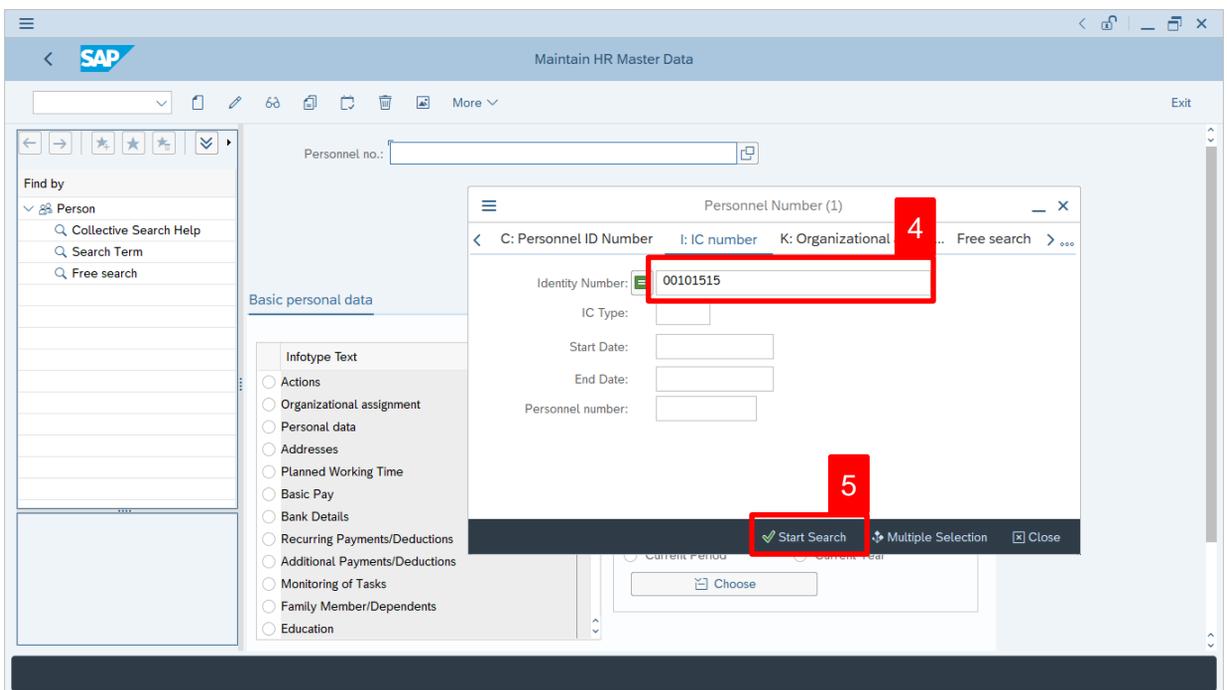
Note:

- 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.

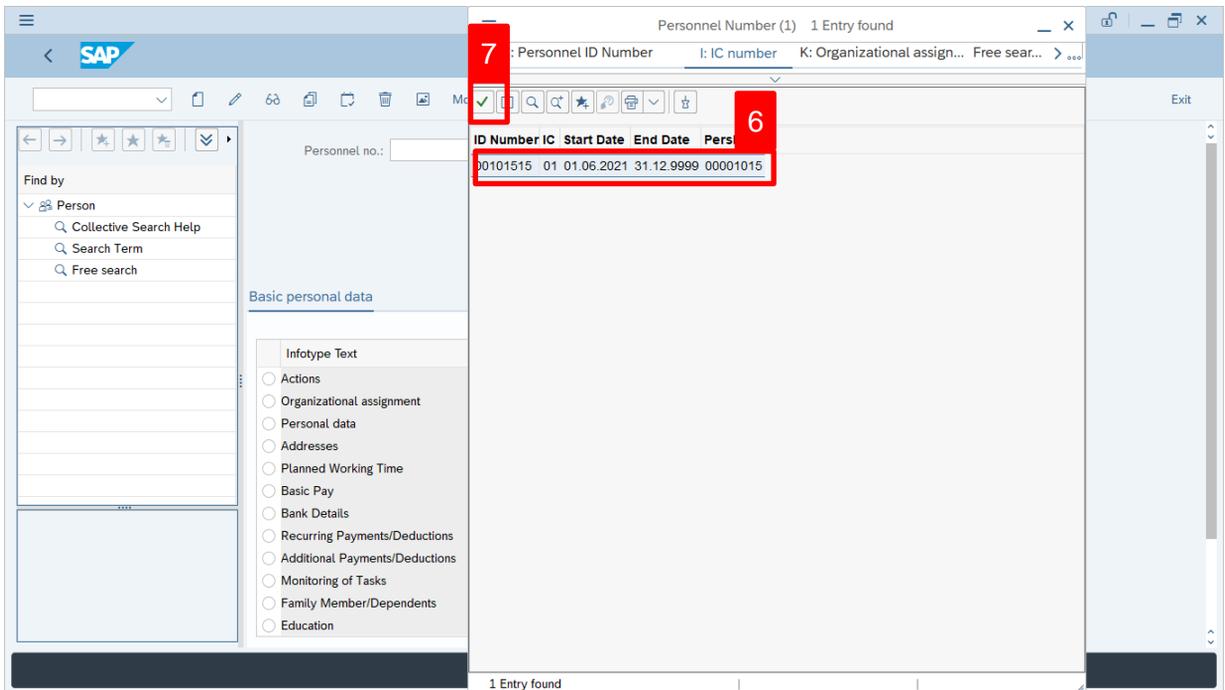


2. Under **Period** section, click on  and select  All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

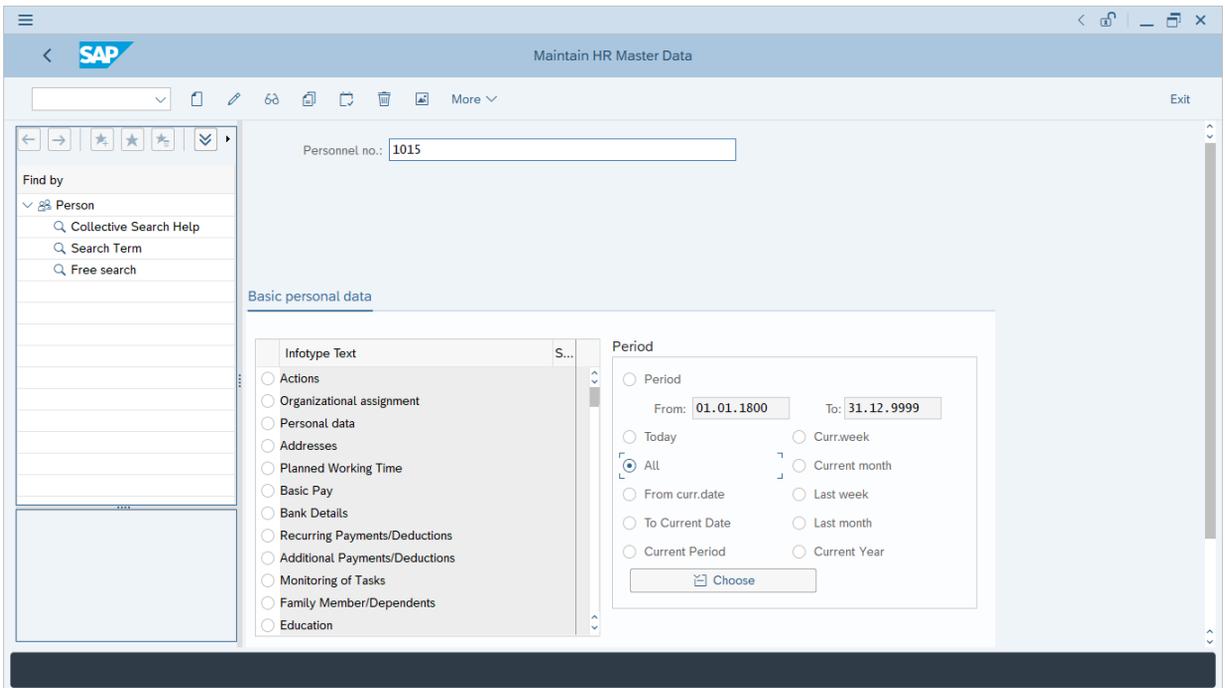
3. Click on  icon for Personnel No.



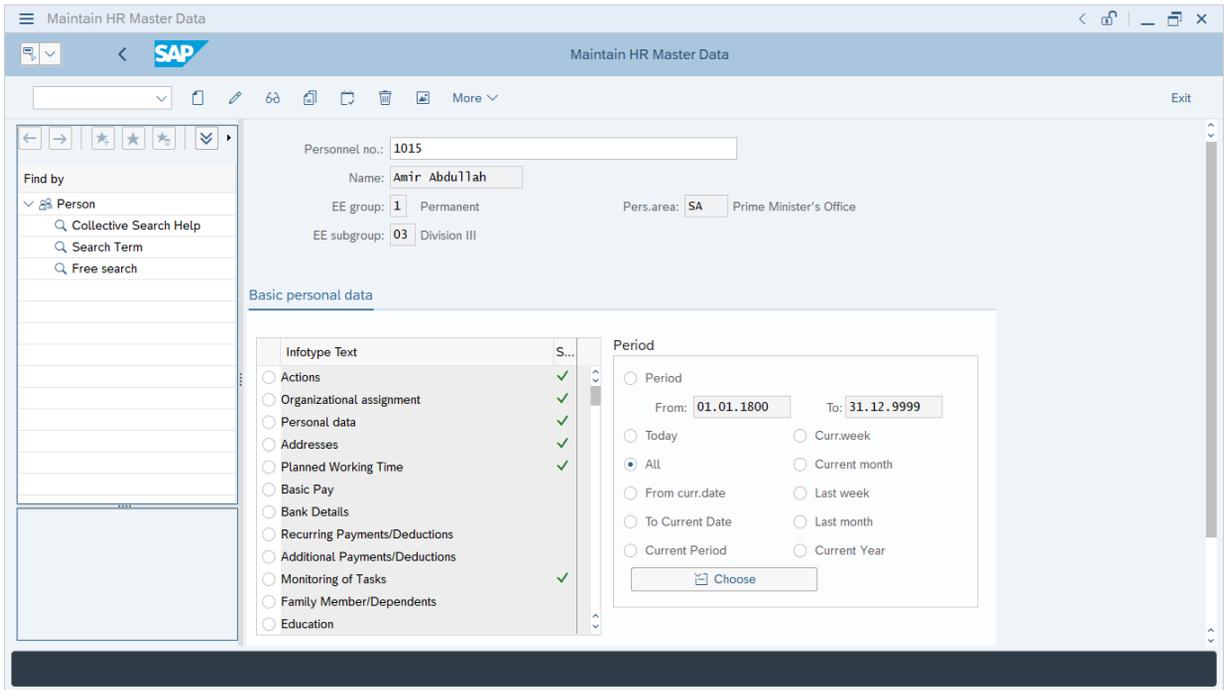
4. Enter the personnel IC Number.
5. Click on 



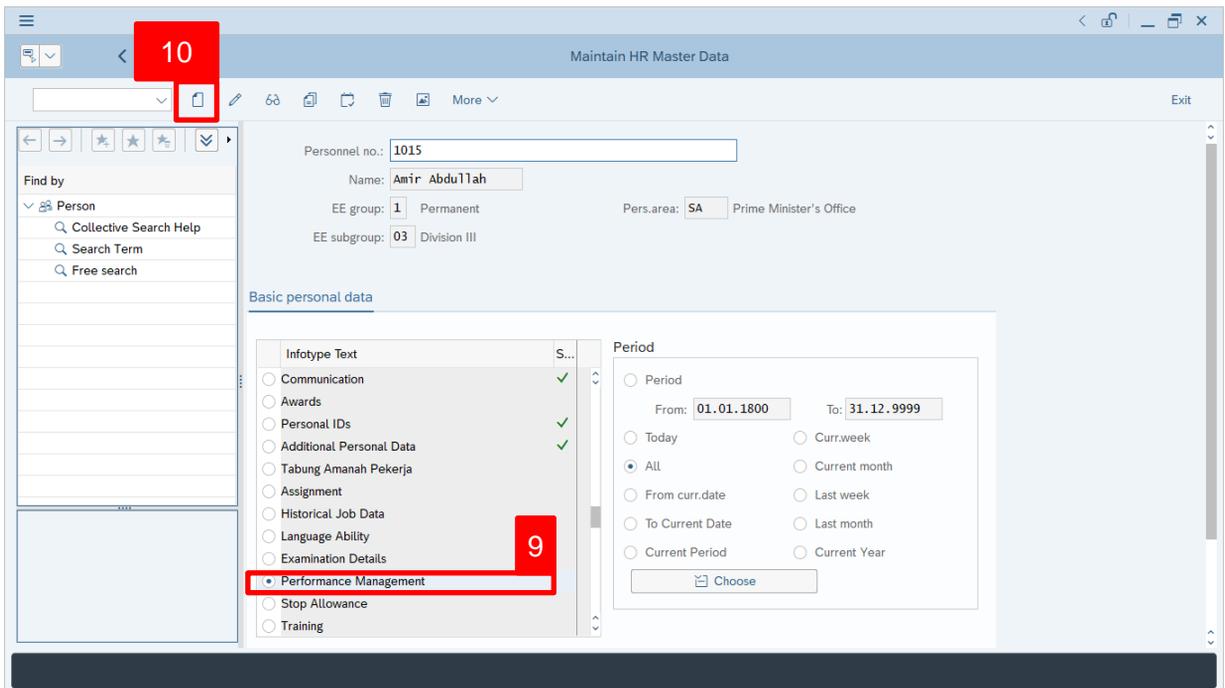
6. Select the searched personnel.
7. Click on  icon.



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



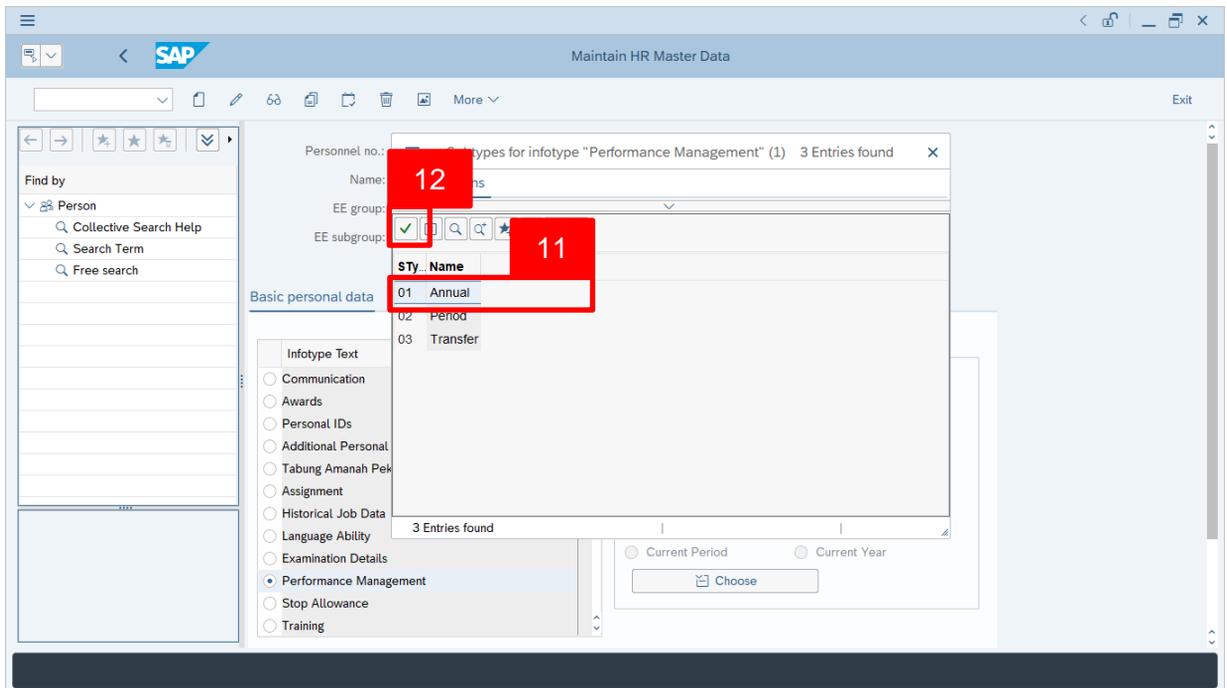
Note: The personnel information will be displayed.



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

10. Click on  icon.

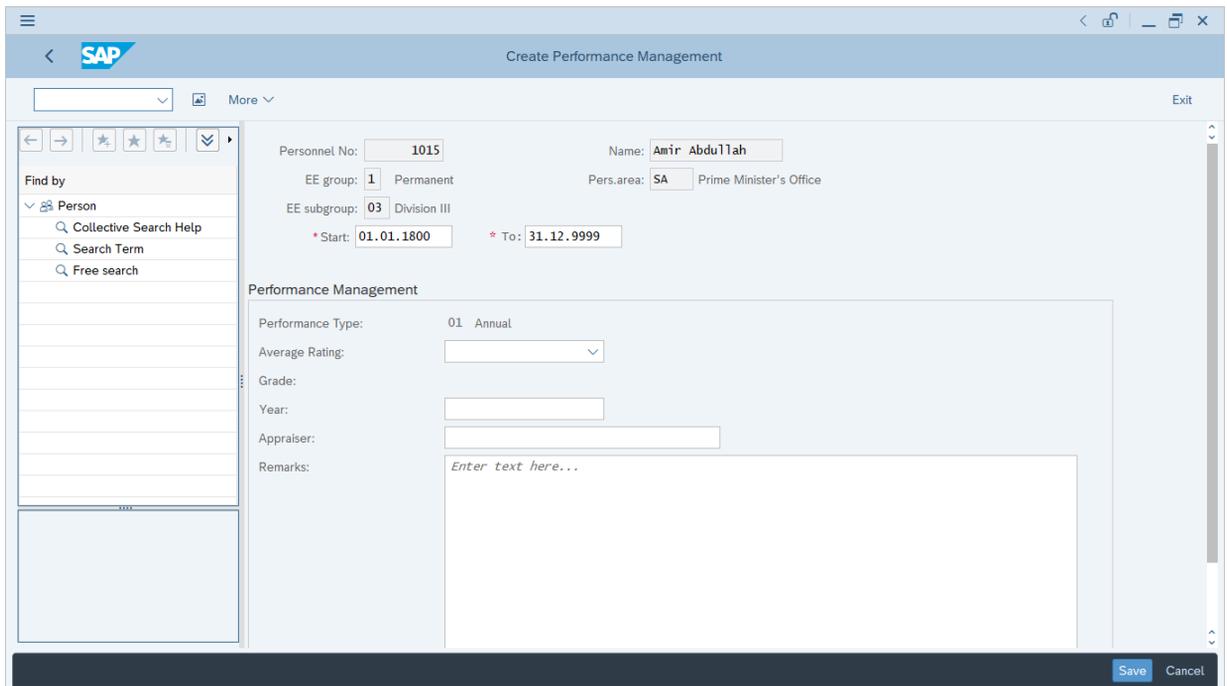
The Subtypes for infotype “Performance Management” (1) page will appear.

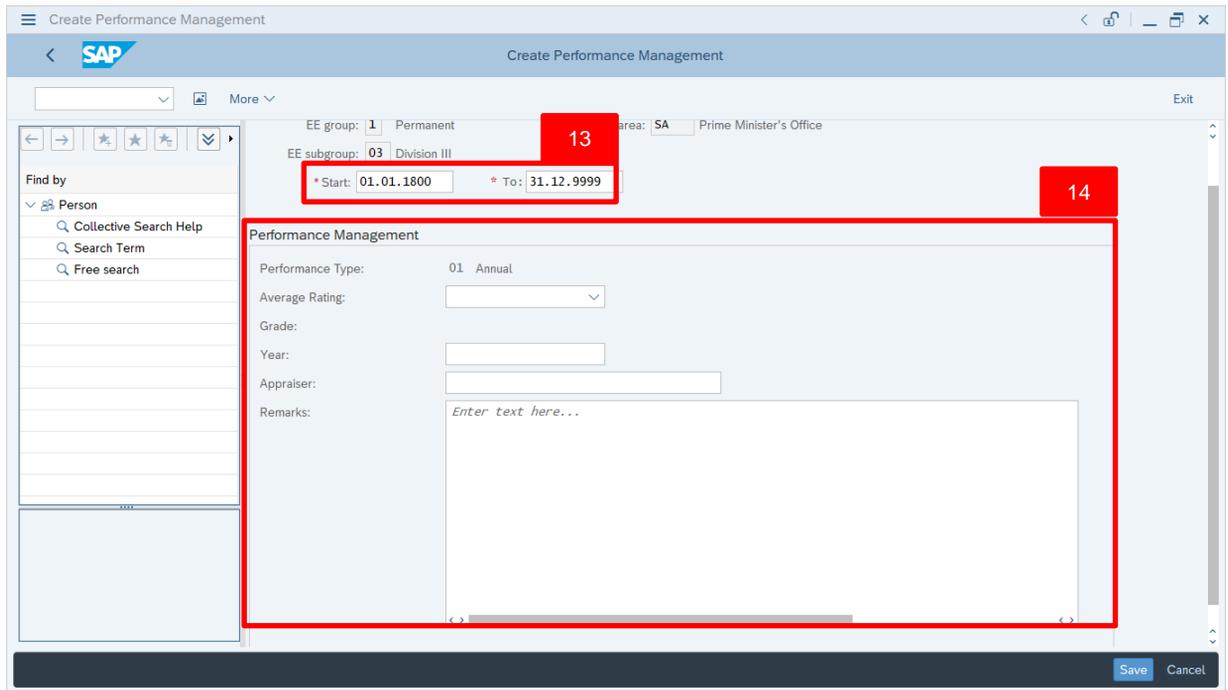


11. Select **01 Annual**.

12. Click on  icon.

The **Create Performance Management** page will be displayed.



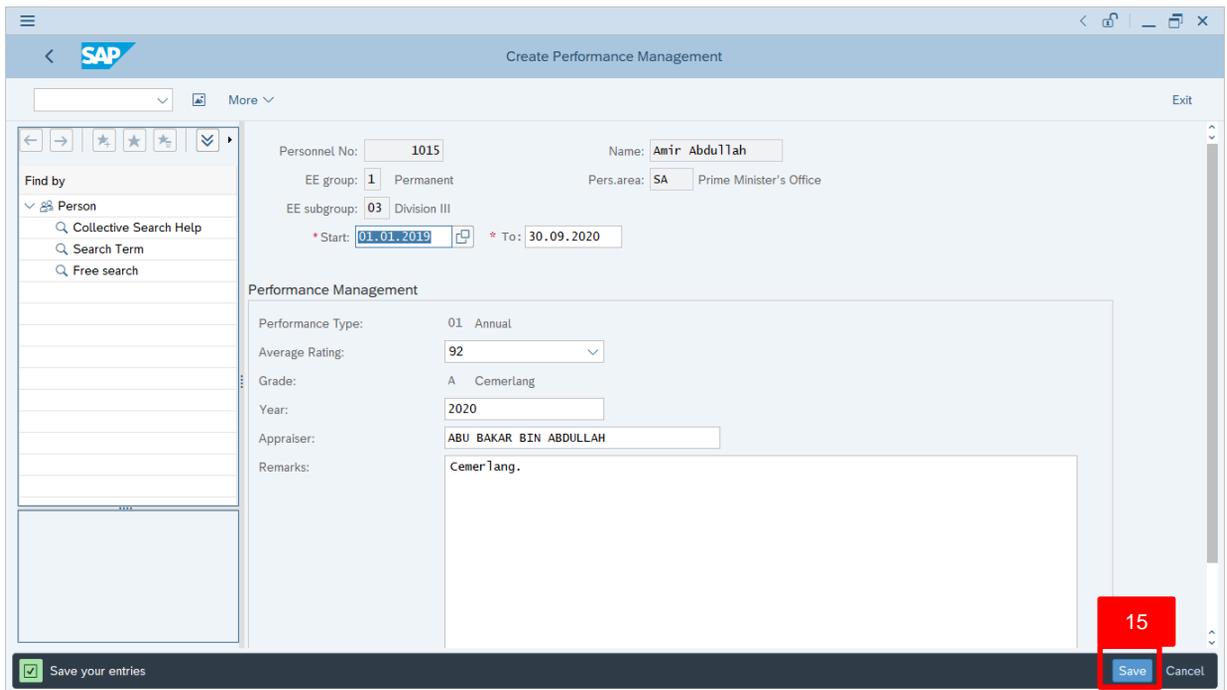


13. User (HR Administrator) can enter the **Start and To dates of Performance (*Prestasi*)**.

In other words, the start and end dates for the employee's evaluated performance.

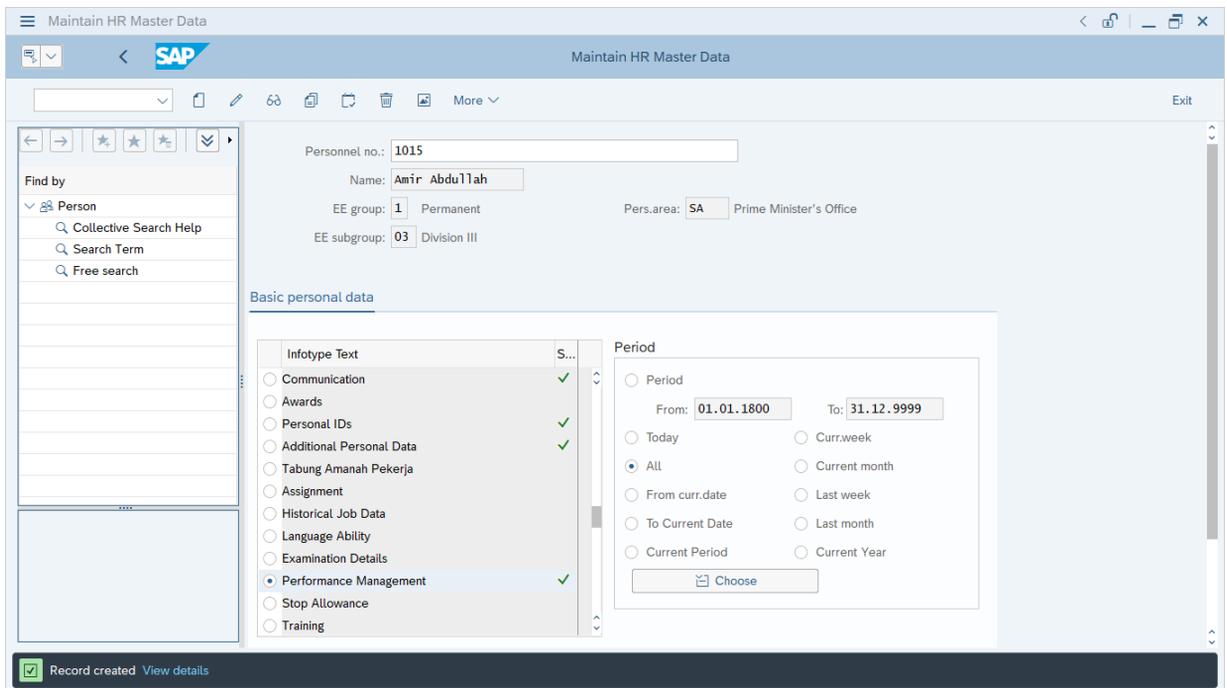
14. Under **Performance Management** sections, enter details in the related fields as per example below:

Section	Field	Description	Example
Performance Management	Average Rating	Average rating given by the employee's evaluator	92
	Grade	Auto-filled in based on Average Rating score	A
	Year	Year of the evaluation	2020
	Appraiser	The name of evaluator	Abu Bakar bin Abdullah
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang.



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

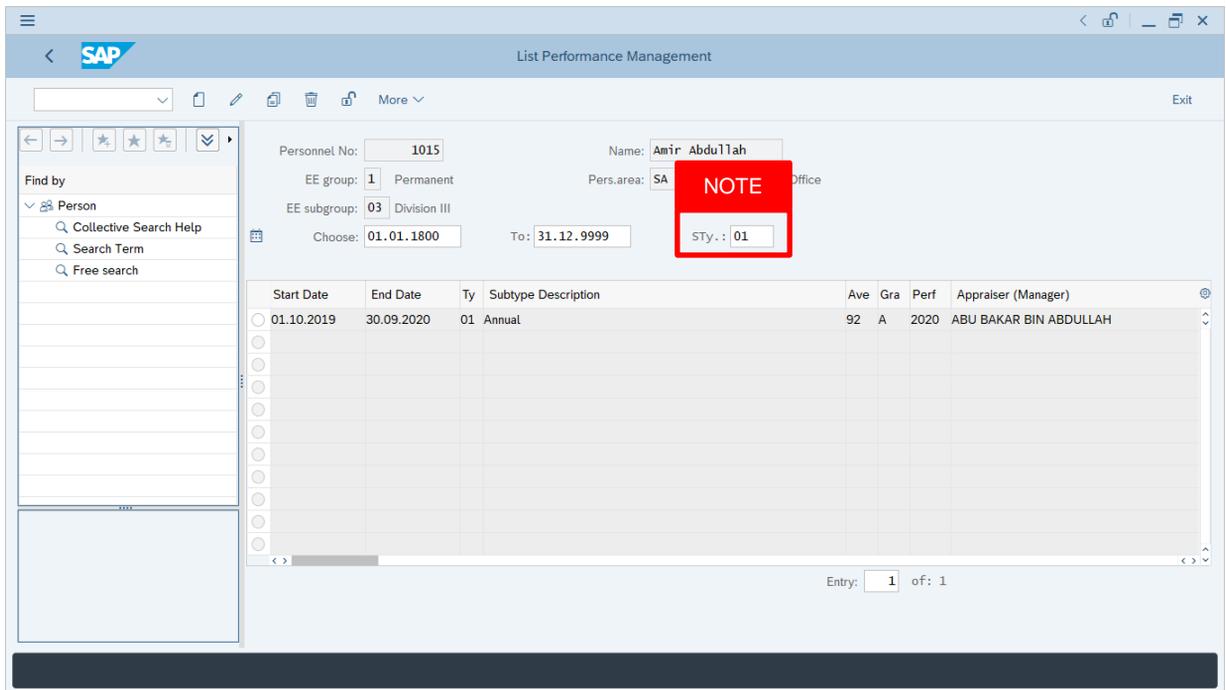
The **Maintain HR Master Data (PA30)** page will be displayed.



16. Under **Basic personal data**, click on  and select 

17. Click on  icon.

The **List Performance Management** page will be displayed.



Personnel No: 1015 Name: Amir Abdullah
 EE group: 1 Permanent Pers.area: SA Office
 EE subgroup: 03 Division III
 Choose: 01.01.1800 To: 31.12.9999 STY.: 01

Start Date	End Date	Ty	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)
01.10.2019	30.09.2020	01	Annual	92	A	2020	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 1

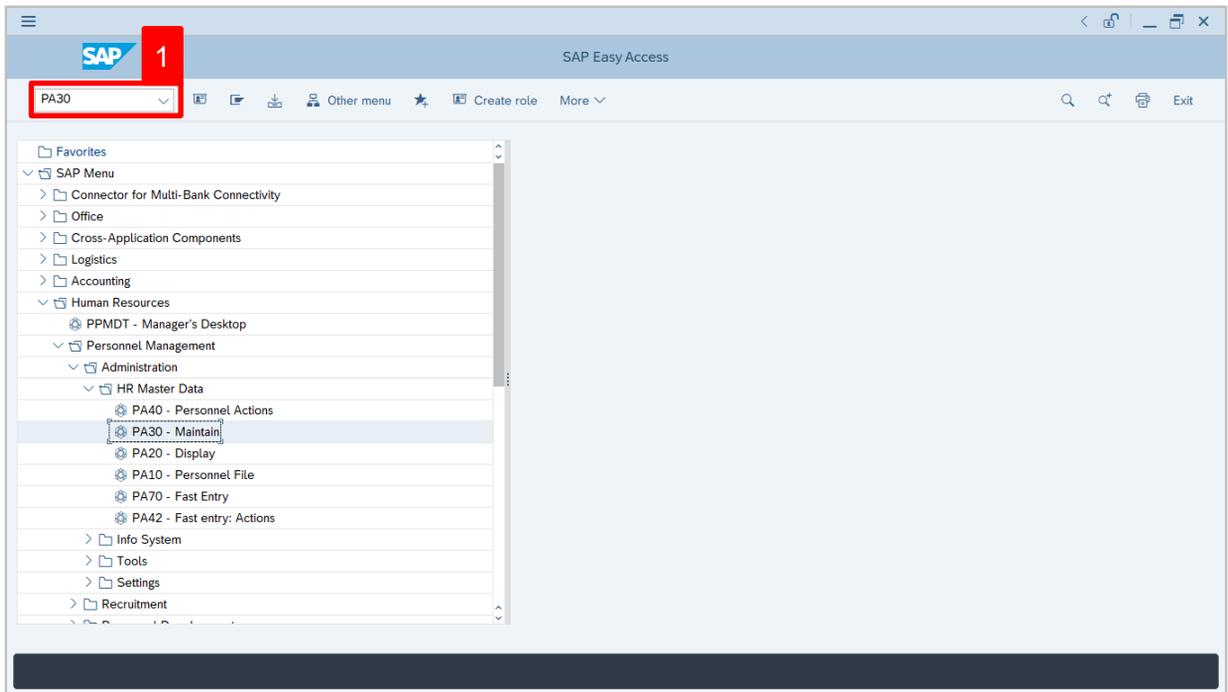
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Create**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

Copy Performance Management Infotype

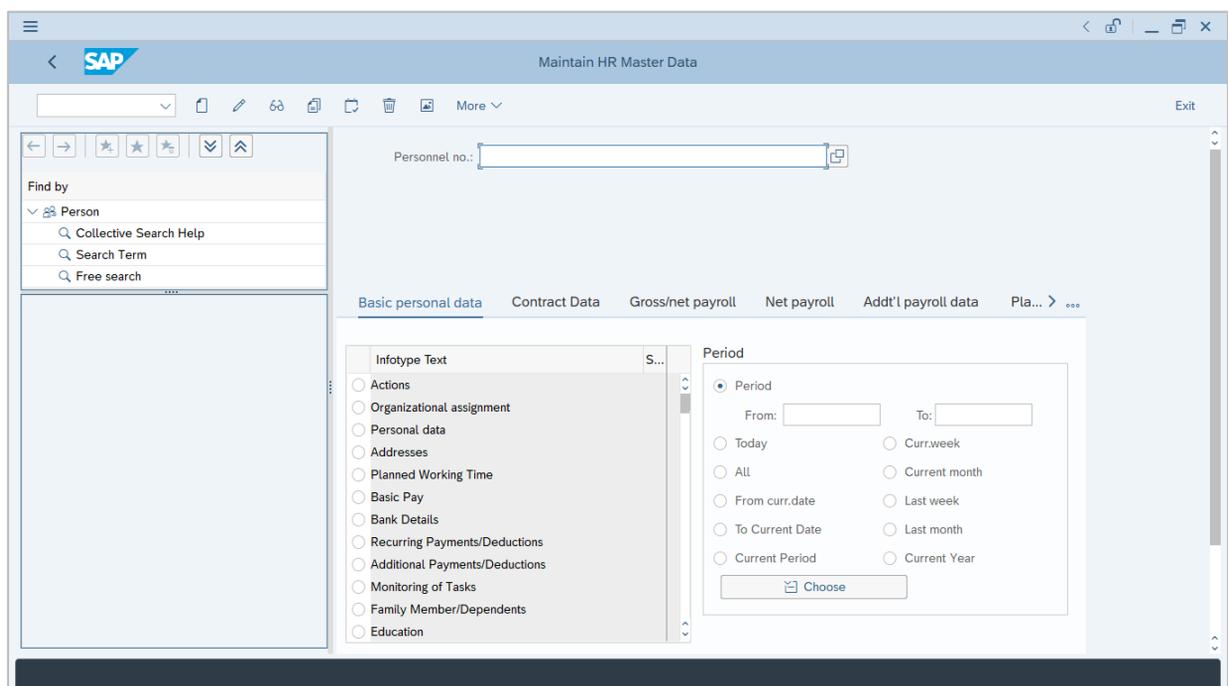
Back End User

Department HR Administrator and HR Administrator (JPA)



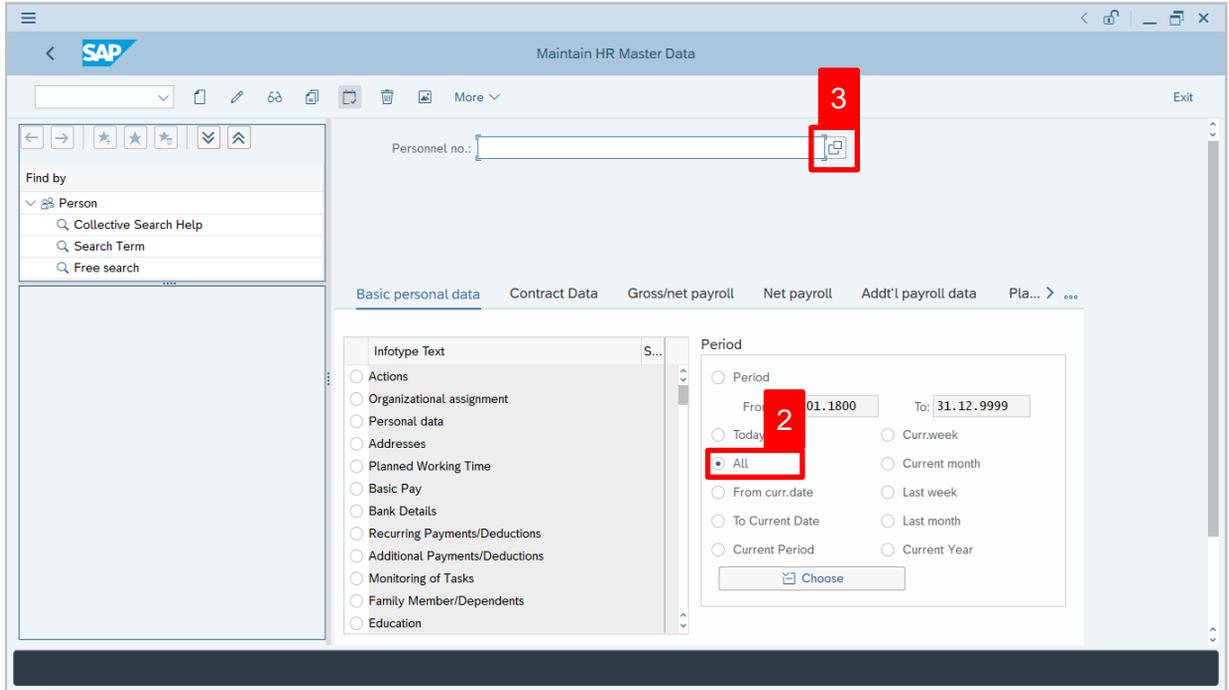
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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

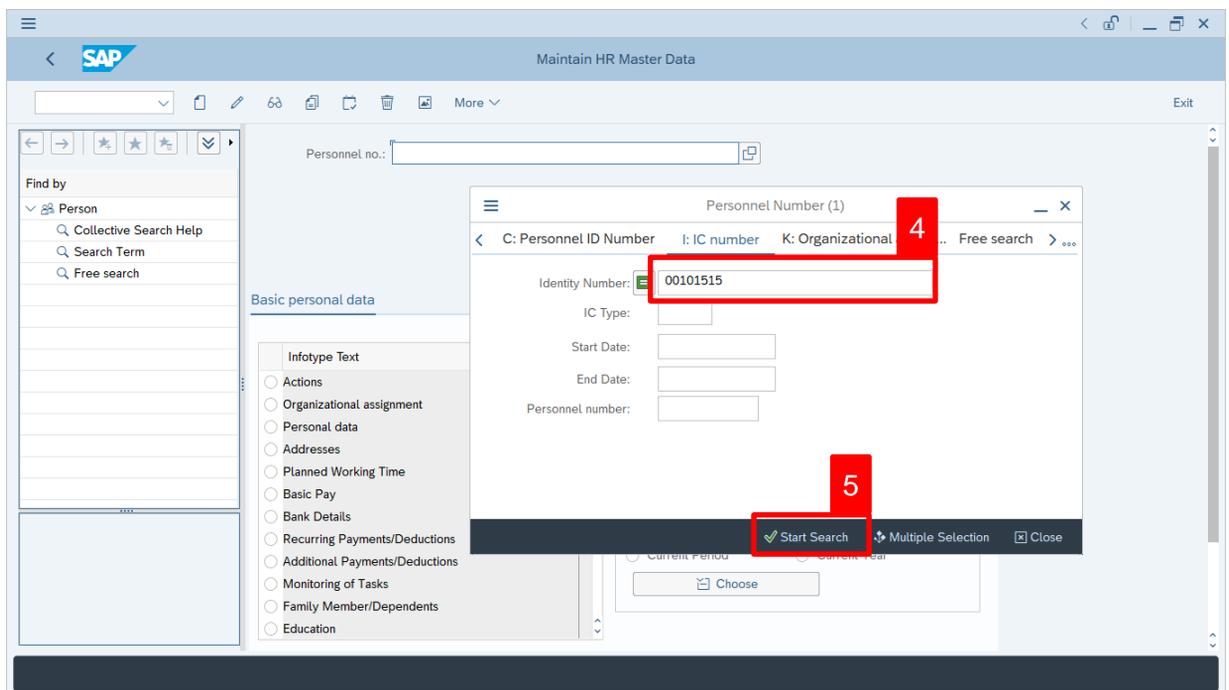


Note:

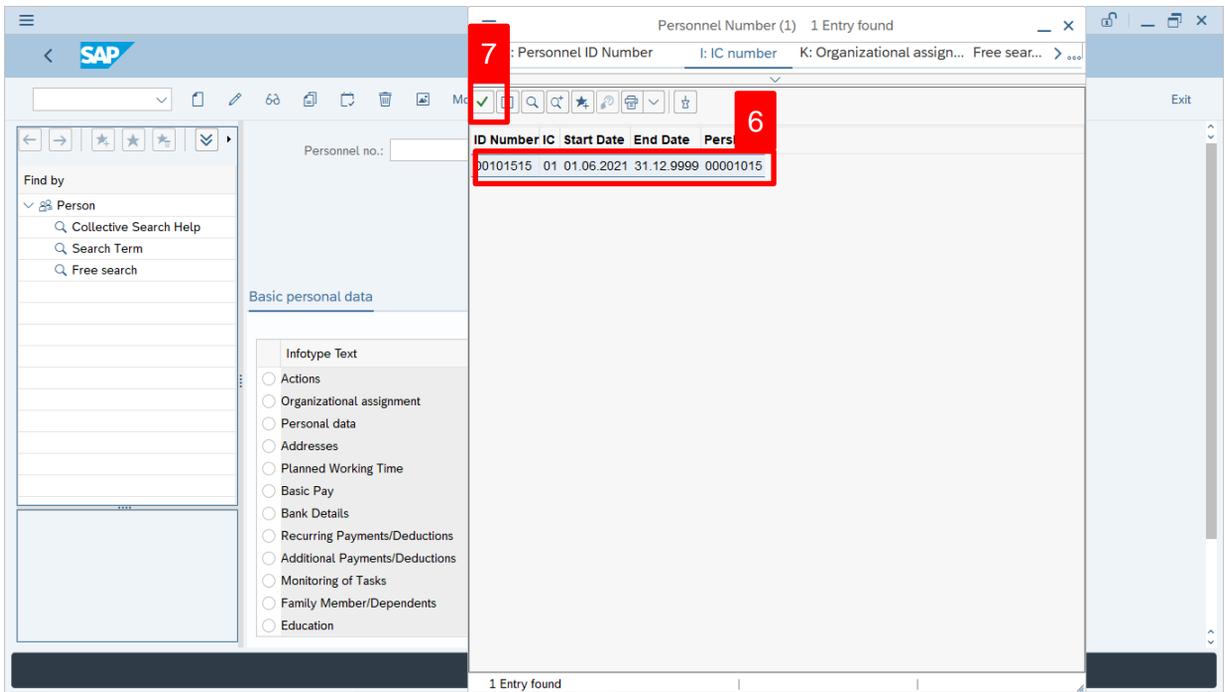
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



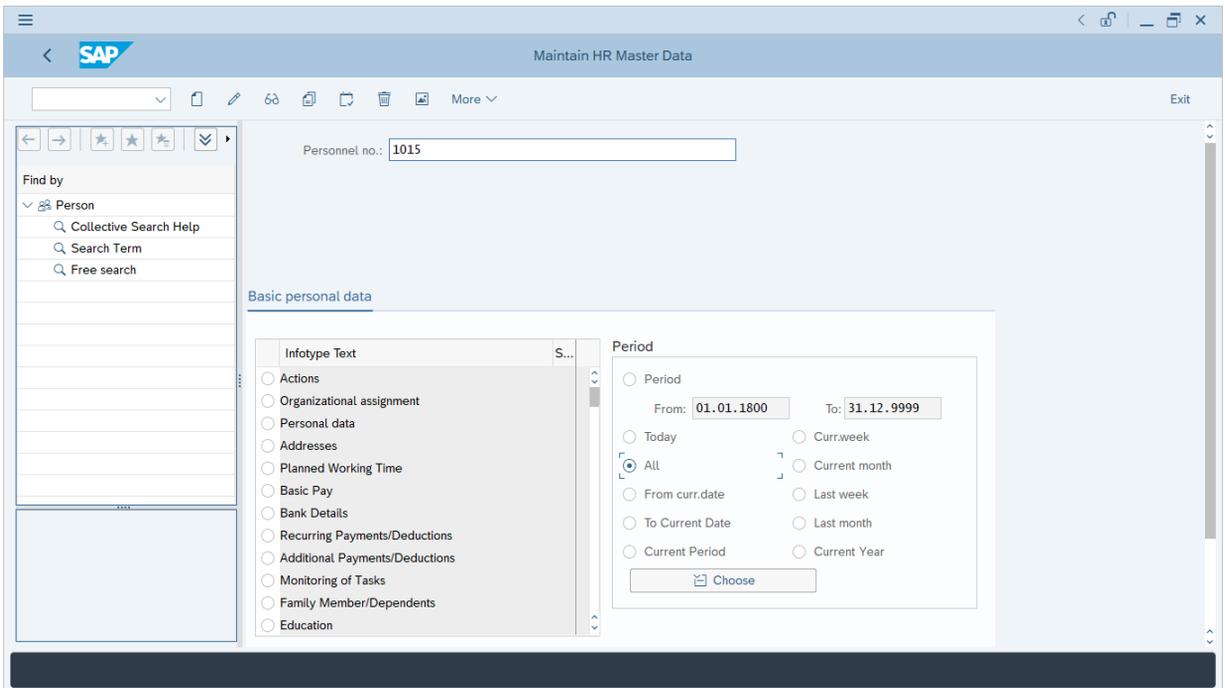
2. Under **Period** section, click on  and select . All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
3. Click on  icon for Personnel No.



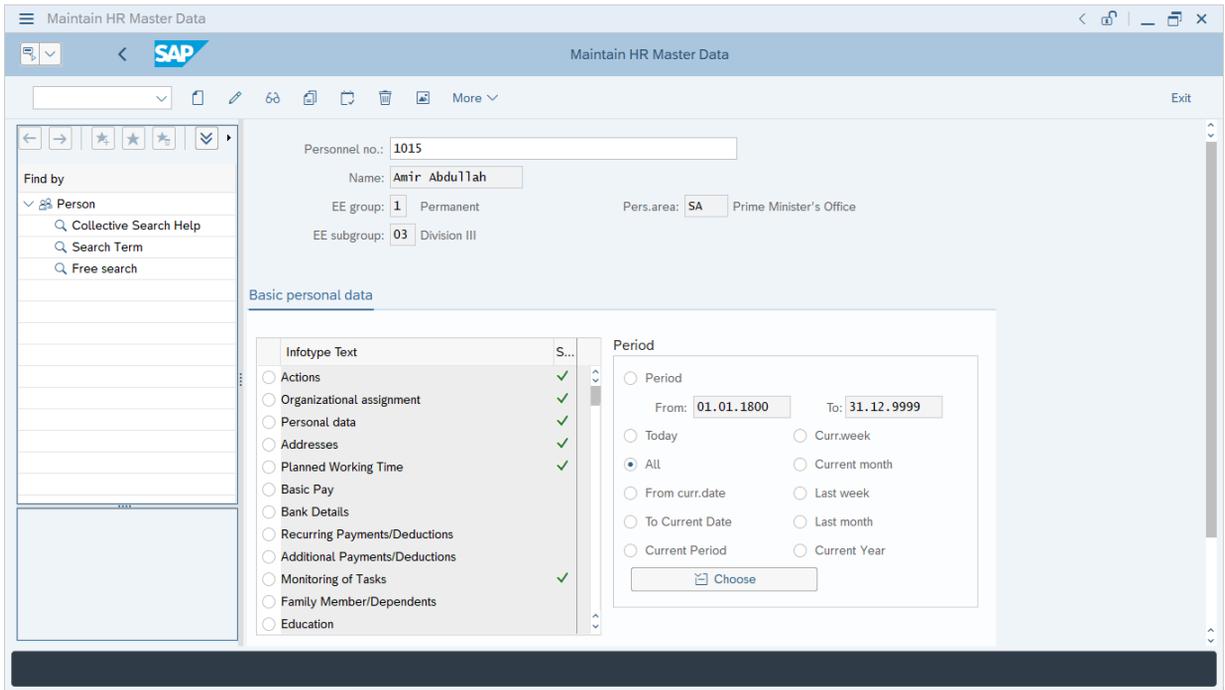
4. Enter the personnel IC Number.
5. Click on 



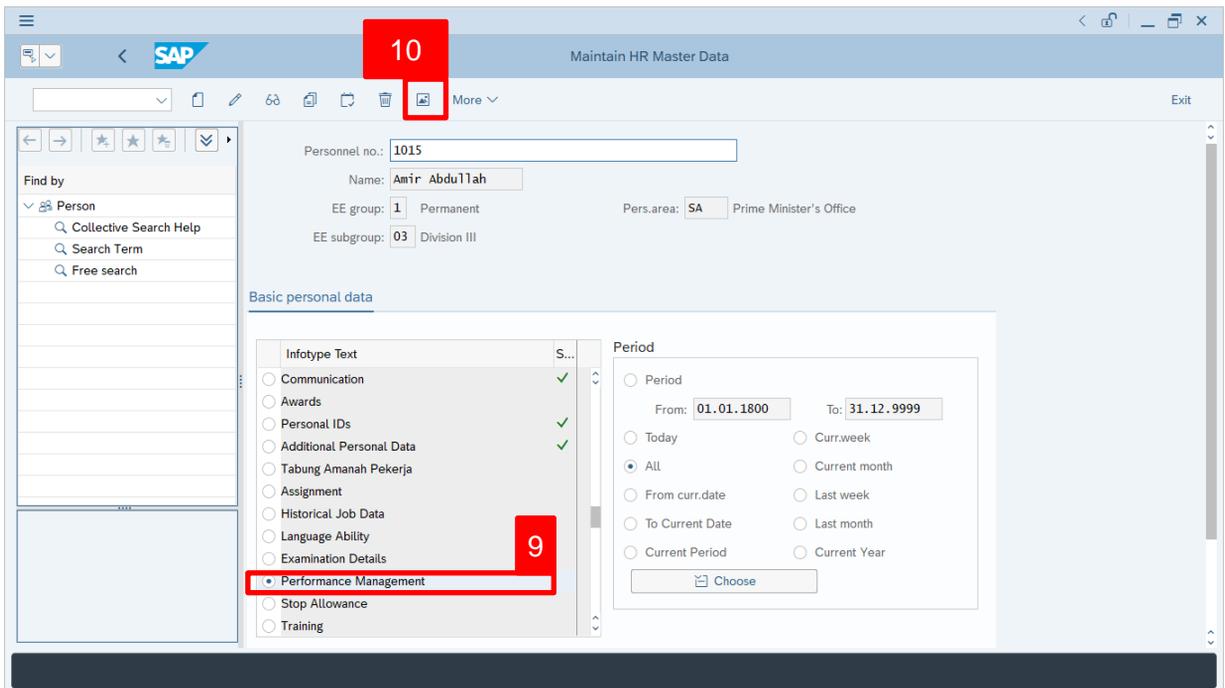
6. Select the searched personnel.
7. Click on  icon.



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



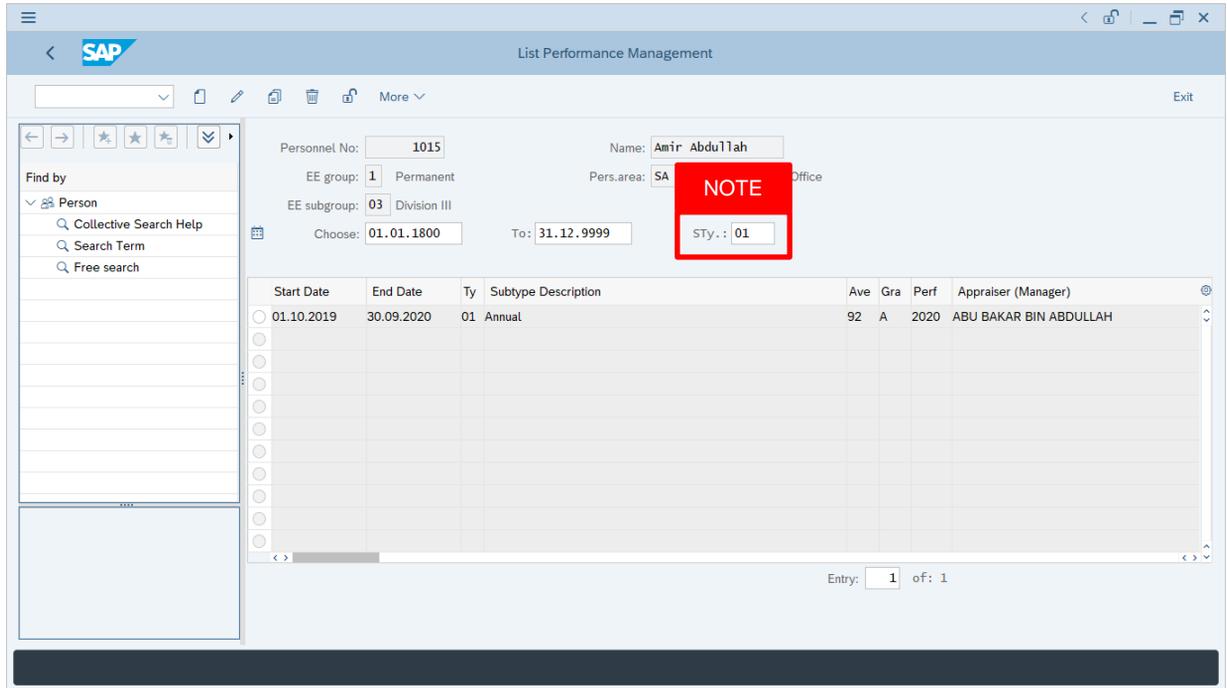
Note: The personnel information will be displayed.



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

10. Click on  icon.

The **List Performance Management** page will be displayed.



The screenshot shows the SAP List Performance Management interface. The top bar includes the SAP logo and the title 'List Performance Management'. Below the top bar, there are search and navigation icons. The main area contains several input fields for search criteria:

- Personnel No: 1015
- Name: Amir Abdullah
- EE group: 1 Permanent
- Pers.area: SA Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800
- To: 31.12.9999
- STy.: 01

A red box highlights the 'STy.: 01' field with the word 'NOTE' written in red above it. Below these fields is a table with the following columns: Start Date, End Date, Ty, Subtype Description, Ave, Gra, Perf, and Appraiser (Manager). The table contains one entry:

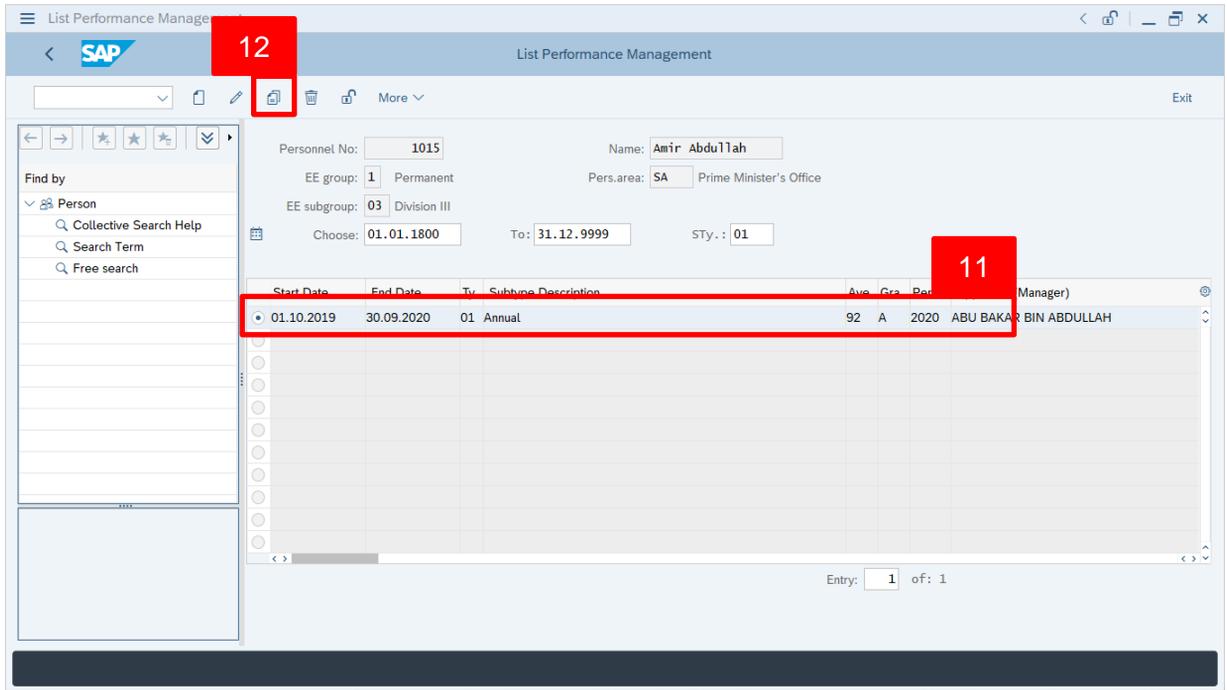
Start Date	End Date	Ty	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)
01.10.2019	30.09.2020	01	Annual	92	A	2020	ABU BAKAR BIN ABDULLAH

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

Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.

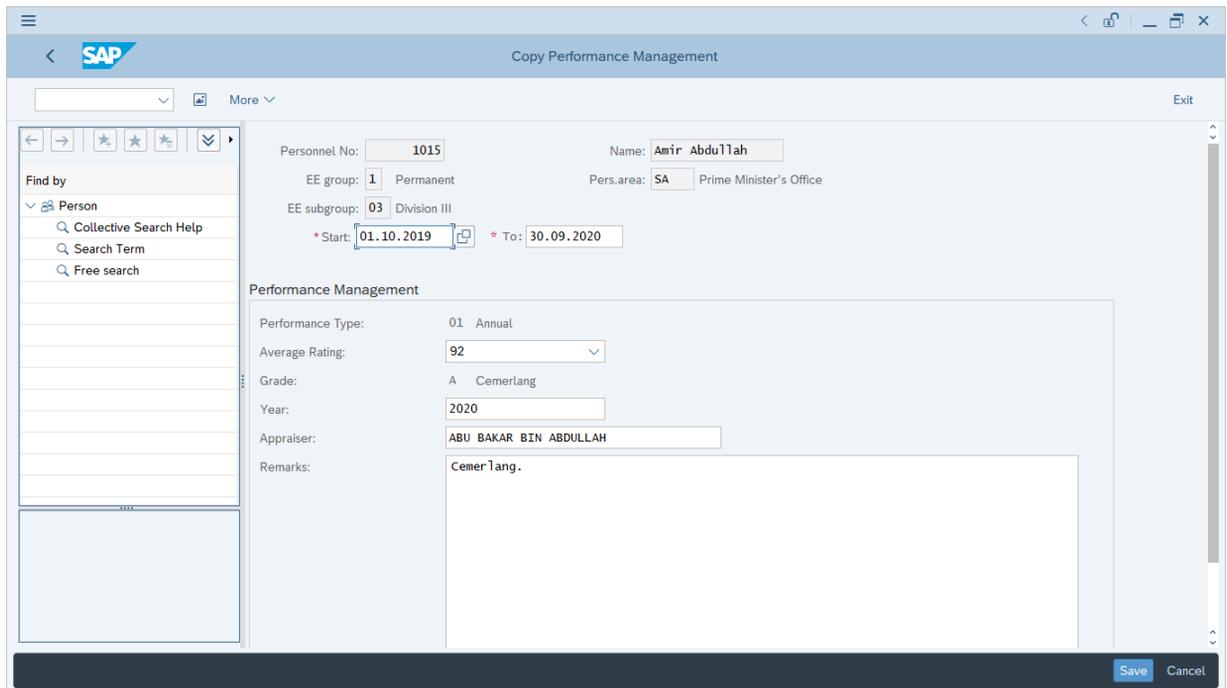
The **List Performance Management** page will be displayed.



11. Select **Performance Management** to copy.

12. Click on  icon.

The **Copy Performance Management** page will be displayed.



The screenshot shows the SAP 'Copy Performance Management' form. At the top, it displays 'Personnel No: 1015' and 'Name: Amir Abdullah'. Below this, 'EE group: 1 Permanent' and 'EE subgroup: 03 Division III' are shown. The 'Start' date is '01.10.2019' and the 'To' date is '30.09.2020'. The 'Performance Management' section includes 'Performance Type: 01 Annual', 'Average Rating: 92', 'Grade: A Cemerlang', 'Year: 2020', 'Appraiser: ABU BAKAR BIN ABDULLAH', and 'Remarks: Cemerlang.'.

13. User (HR Administrator) can enter the **Start and To dates of Performance (Prestasi)**.

In other words, the start and end dates for the employee’s evaluated performance.

14. Under **Performance Management** sections, enter details in the related fields as per example below:

Section	Field	Description	Example
Performance Management	Average Rating	Average rating given by the employee’s evaluator	92
	Grade	Auto-filled in based on Average Rating score	A
	Year	Year of the evaluation	2021
	Appraiser	The name of evaluator	Abu Bakar bin Abdullah
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang.

Copy Performance Management

Personnel No: 1015 Name: Amir Abdullah
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.10.2020 * To: 30.09.2021

Performance Management

Performance Type: 01 Annual
 Average Rating: 92
 Grade: A Cemerlang
 Year: 2021
 Appraiser: ABU BAKAR BIN ABDULLAH
 Remarks: Cemerlang.

Save your entries 15 Save Cancel

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

The **List Performance Management** page will be displayed.

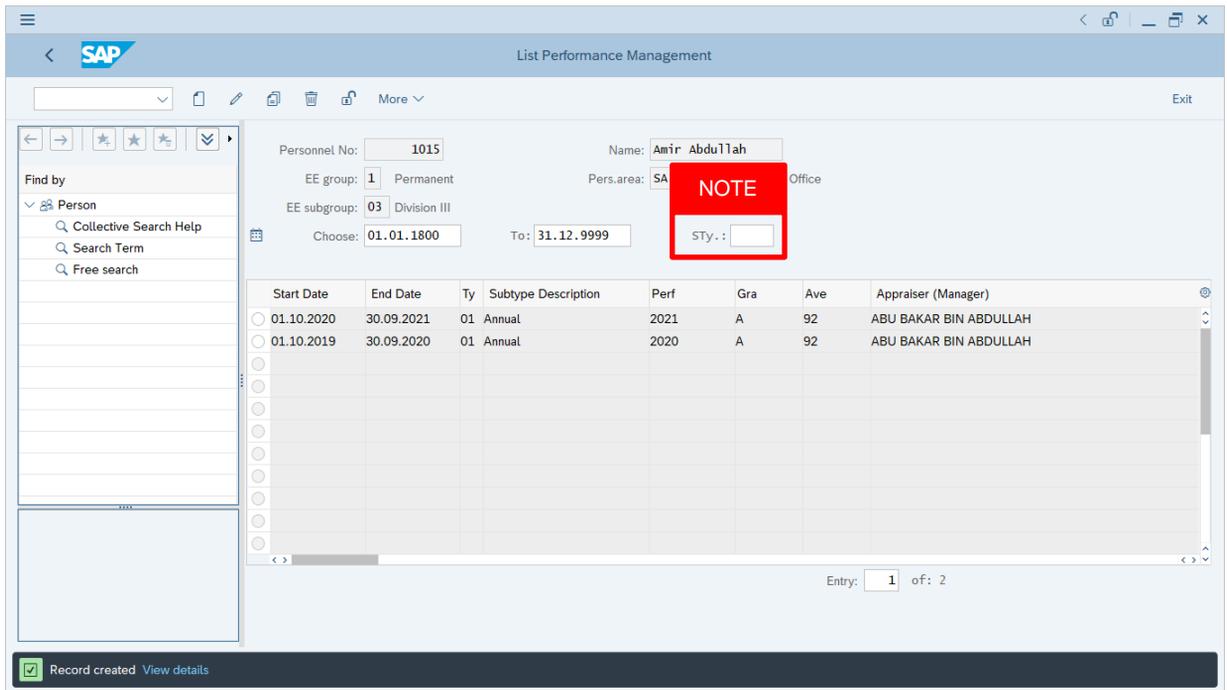
List Performance Management

Personnel No: 1015 Name: Amir Abdullah
 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.: 01

Start Date	End Date	Ty	Subtype Description	Perf	Gra	Ave	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	2021	A	92	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	2020	A	92	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 2

Record created [View details](#)



Personnel No: 1015 Name: Amir Abdullah

EE group: 1 Permanent Pers.area: SA Office

EE subgroup: 03 Division III

Choose: 01.01.1800 To: 31.12.9999

NOTE

STy. :

Start Date	End Date	Ty	Subtype Description	Perf	Gra	Ave	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	2021	A	92	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	2020	A	92	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 2

Record created View details

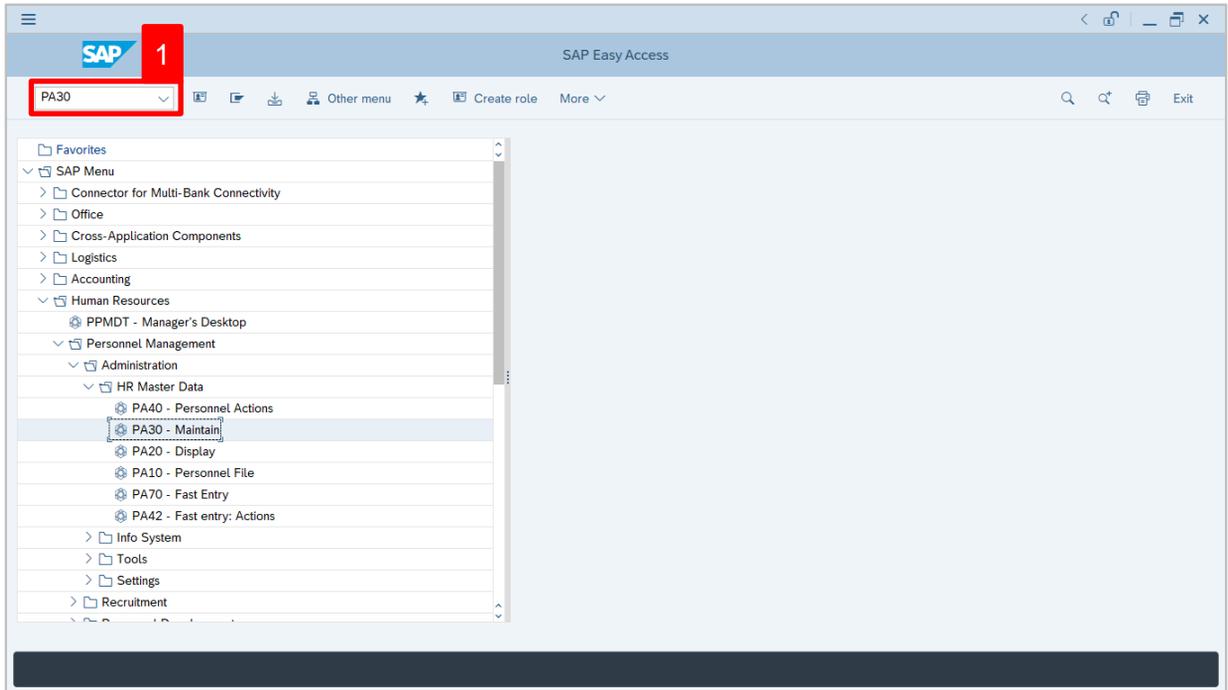
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Copy**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

Change Performance Management Infotype

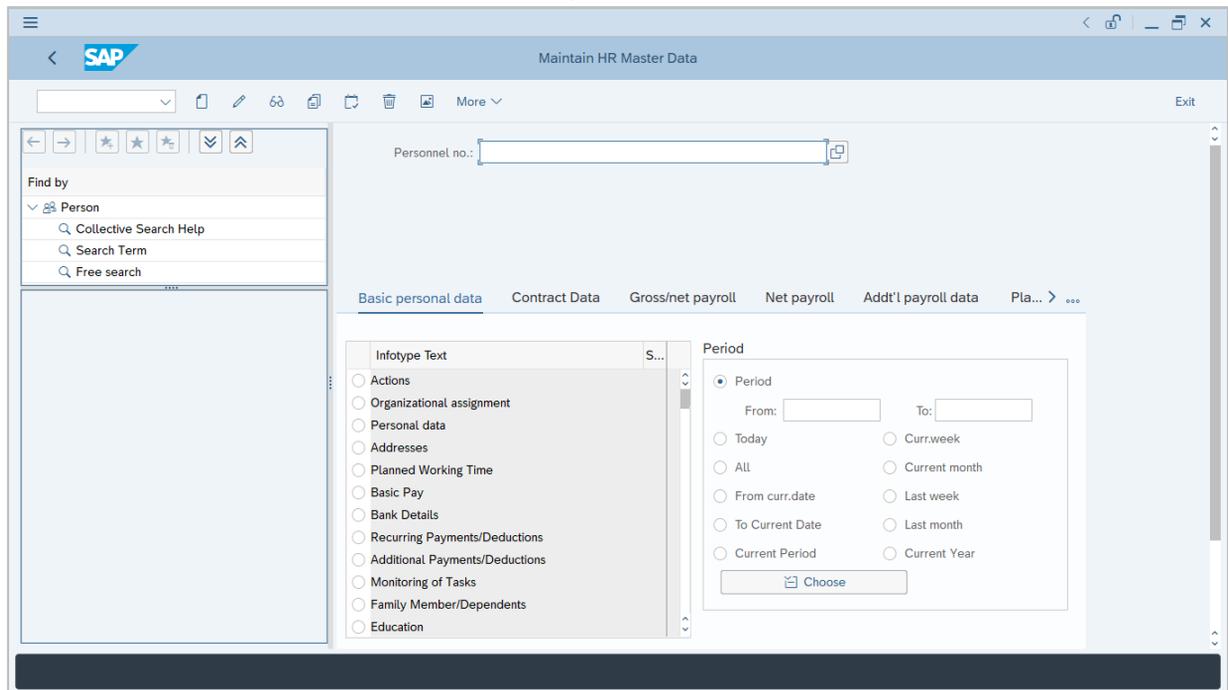
Back End User

Department HR Administrator and HR Administrator (JPA)



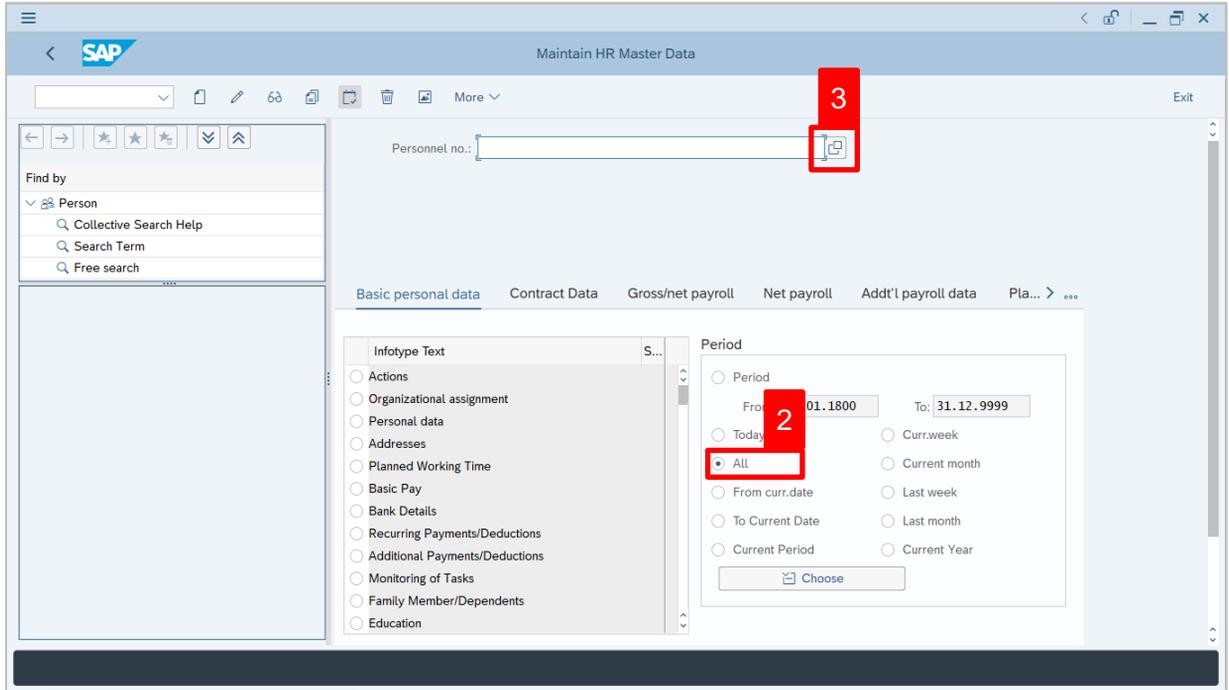
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



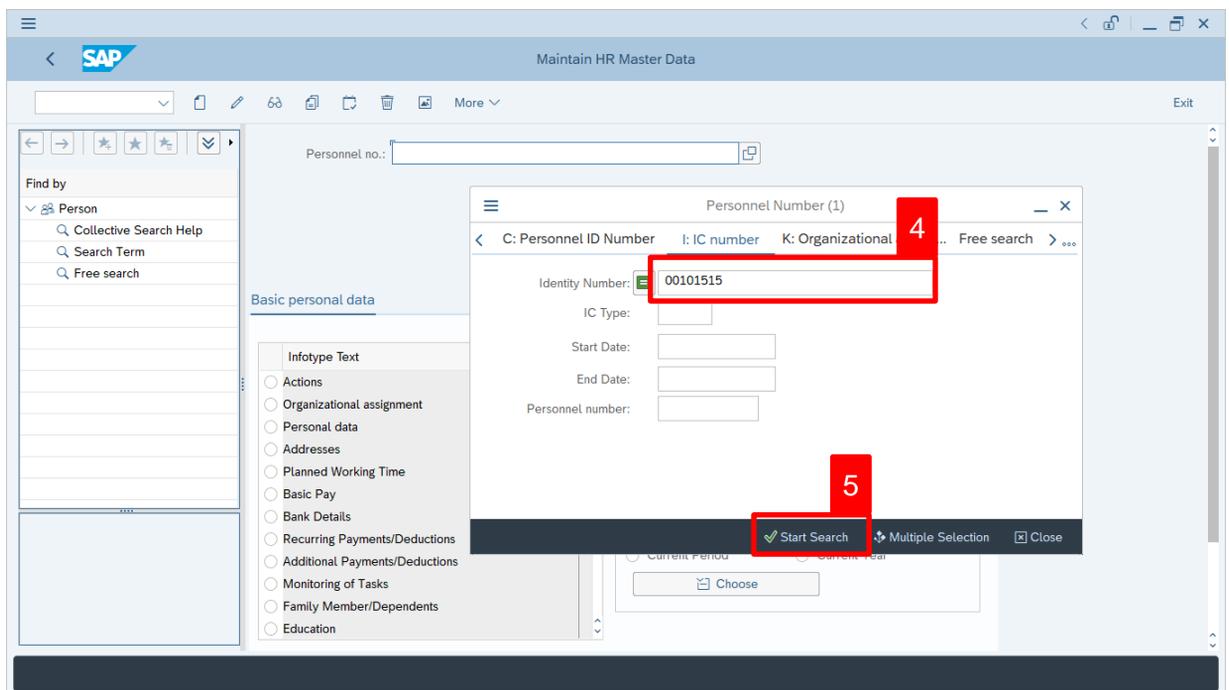
Note:

- 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.

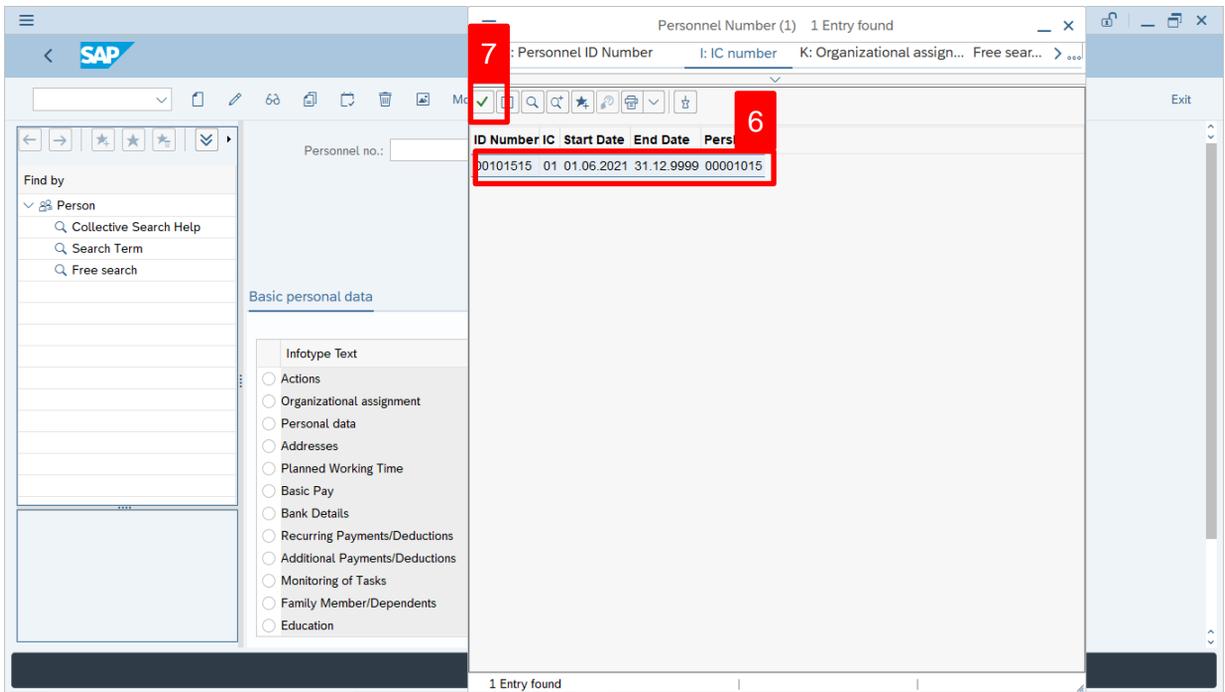


2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

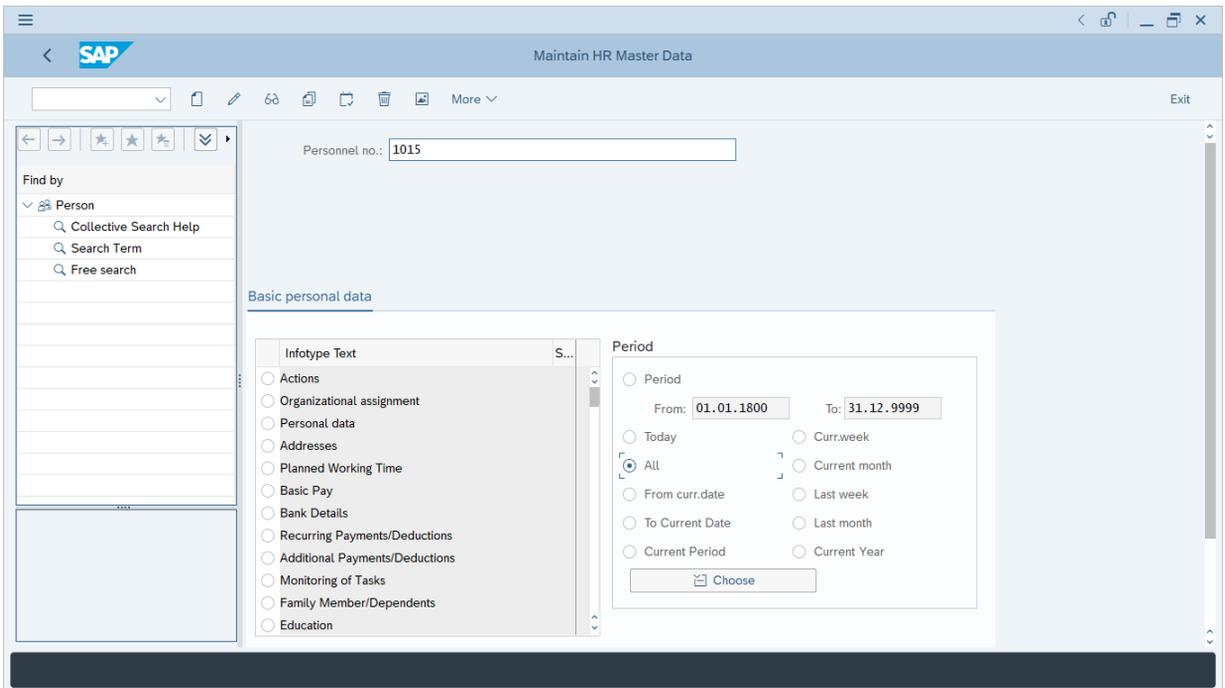
3. Click on  icon for Personnel No.



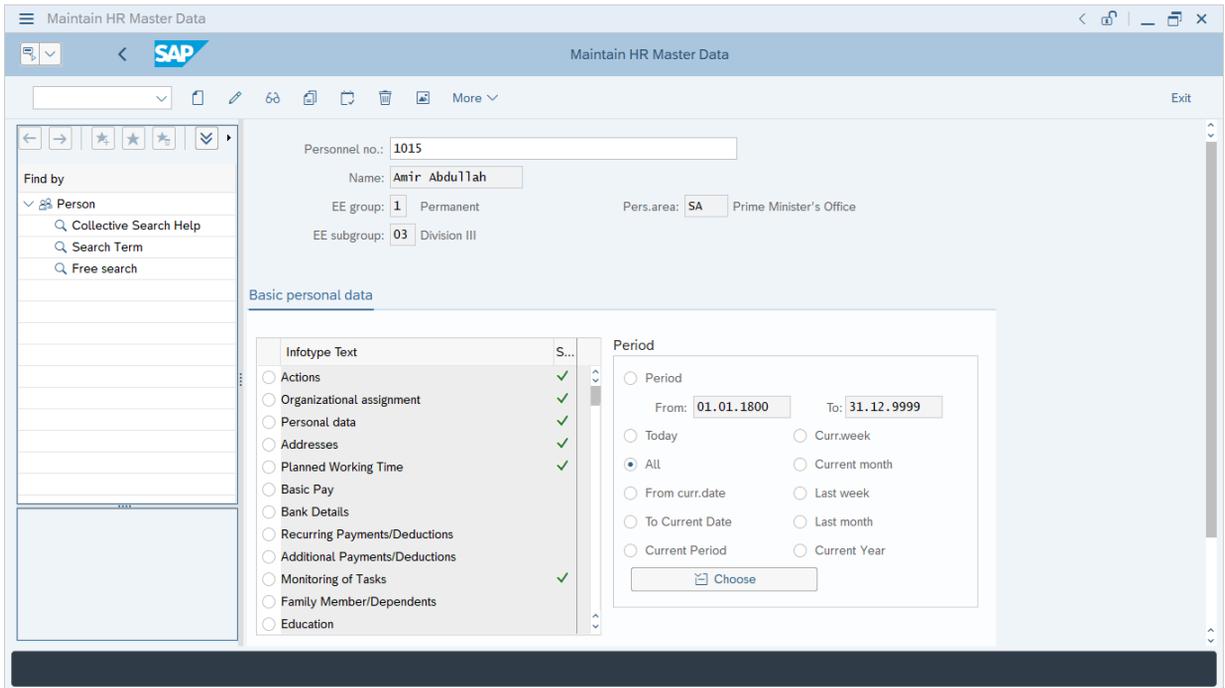
4. Enter the personnel IC Number.
5. Click on 



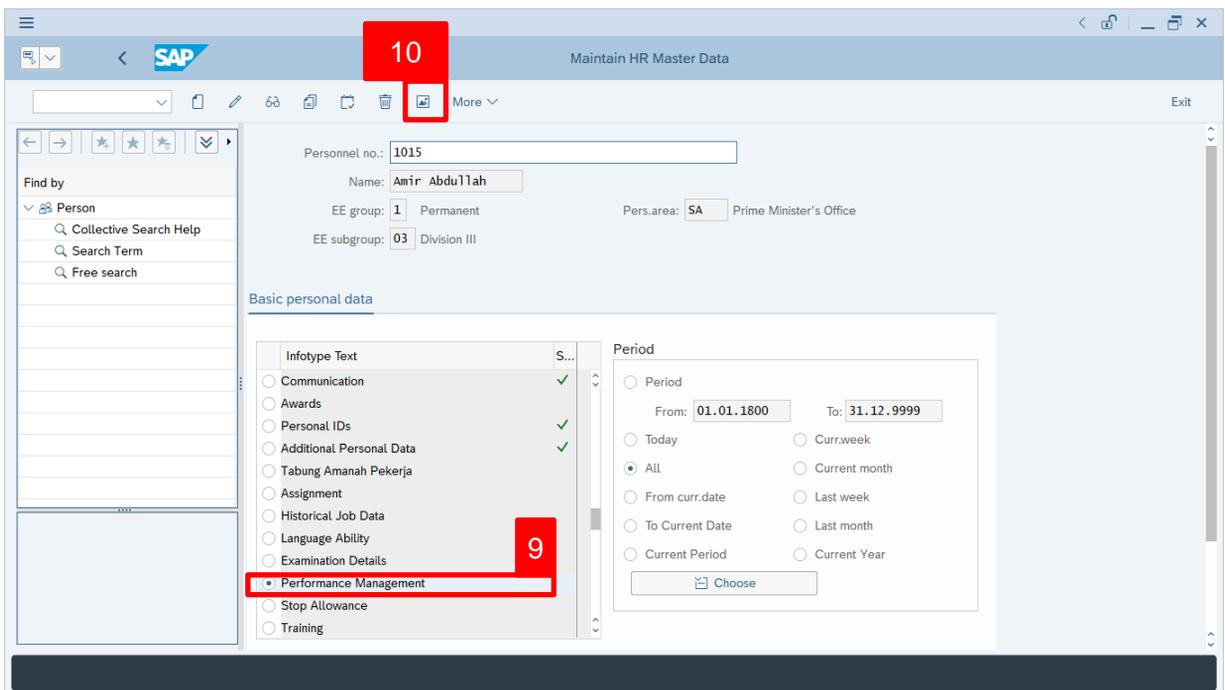
6. Select the searched personnel.
7. Click on  icon.



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



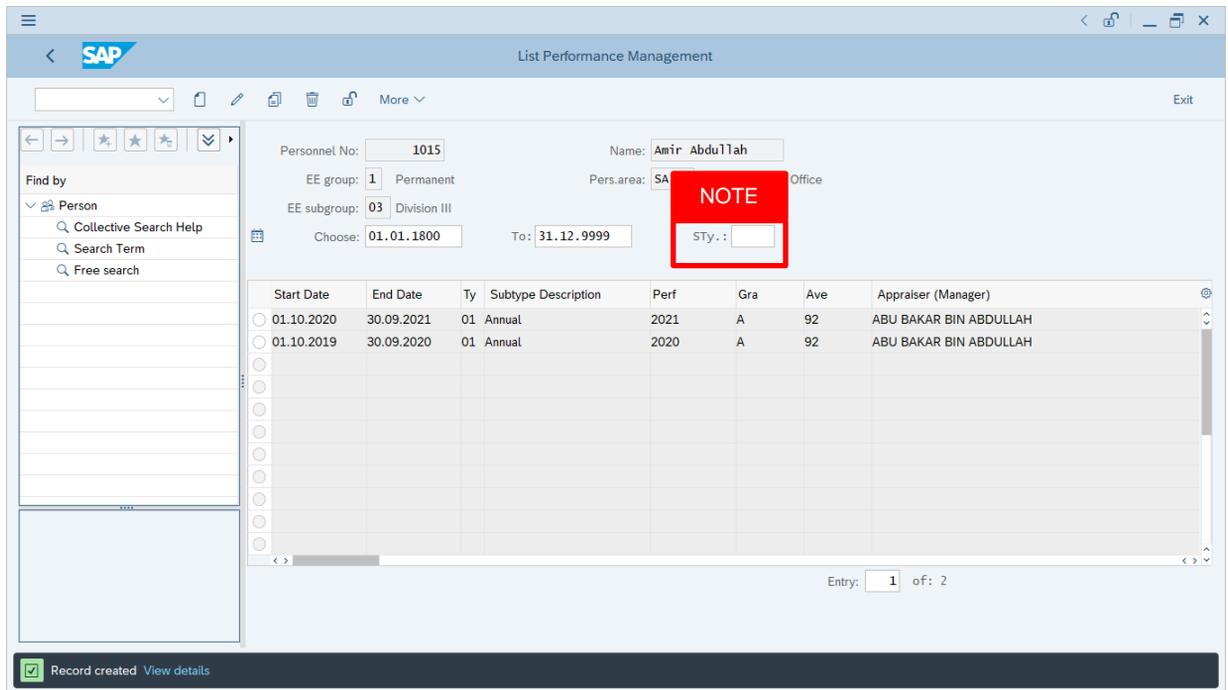
Note: The personnel information will be displayed.



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

10. Click on  icon.

The **List Performance Management** page will be displayed.



The screenshot shows the SAP List Performance Management interface. The top bar includes the SAP logo and the title 'List Performance Management'. Below the title bar, there are search and navigation icons. The main area is divided into several sections:

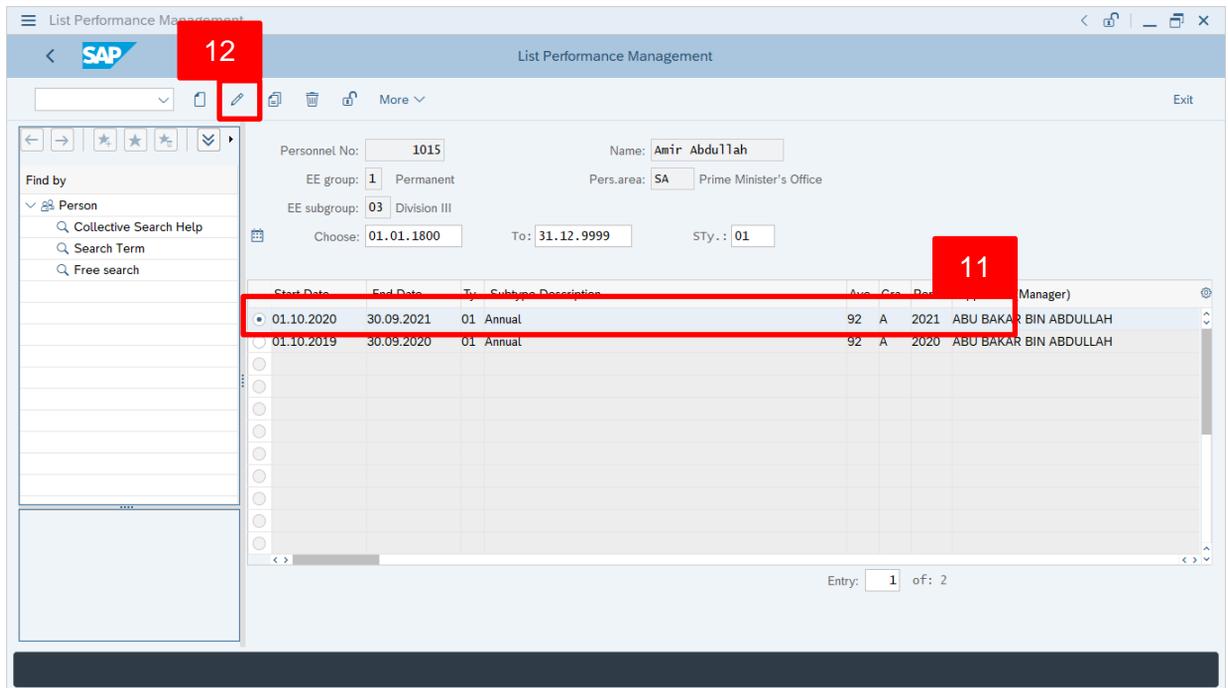
- Personnel Data:** Personnel No: 1015, Name: Amir Abdullah, EE group: 1 Permanent, Pers.area: SA Office, EE subgroup: 03 Division III, Choose: 01.01.1800, To: 31.12.9999.
- NOTE:** A red box highlights the 'NOTE' field with the text 'STy.: '.
- Table:** A table with columns: Start Date, End Date, Ty, Subtype Description, Perf, Gra, Ave, Appraiser (Manager). The table contains two rows of data:

Start Date	End Date	Ty	Subtype Description	Perf	Gra	Ave	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	2021	A	92	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	2020	A	92	ABU BAKAR BIN ABDULLAH
- Footer:** Entry: 1 of: 2

Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.

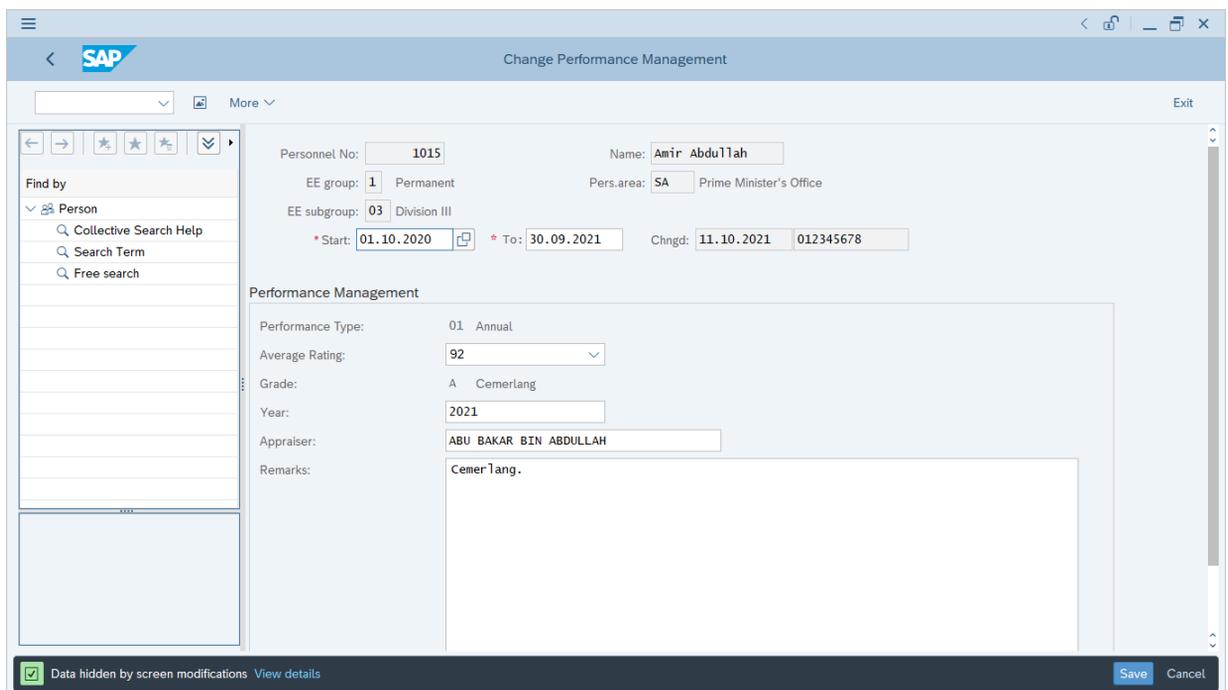
The **List Performance Management** page will be displayed.

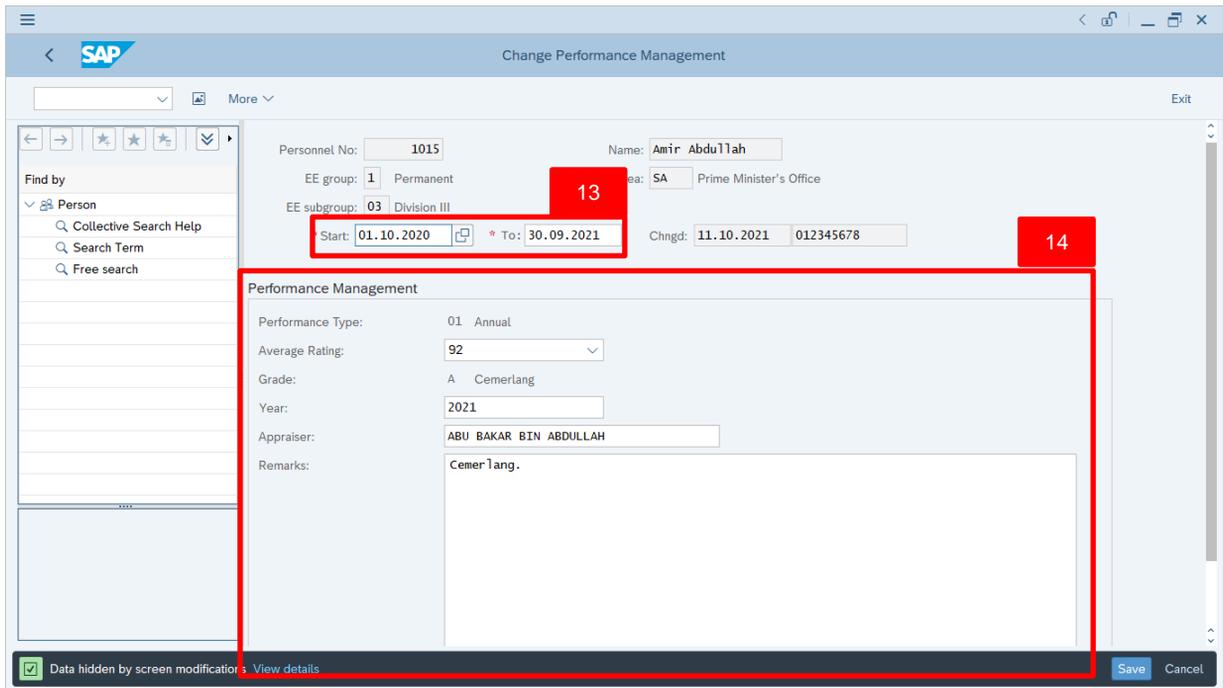


11. Select **Performance Management** to change or edit.

12. Click on  icon.

The **Change Performance Management** page will be displayed.





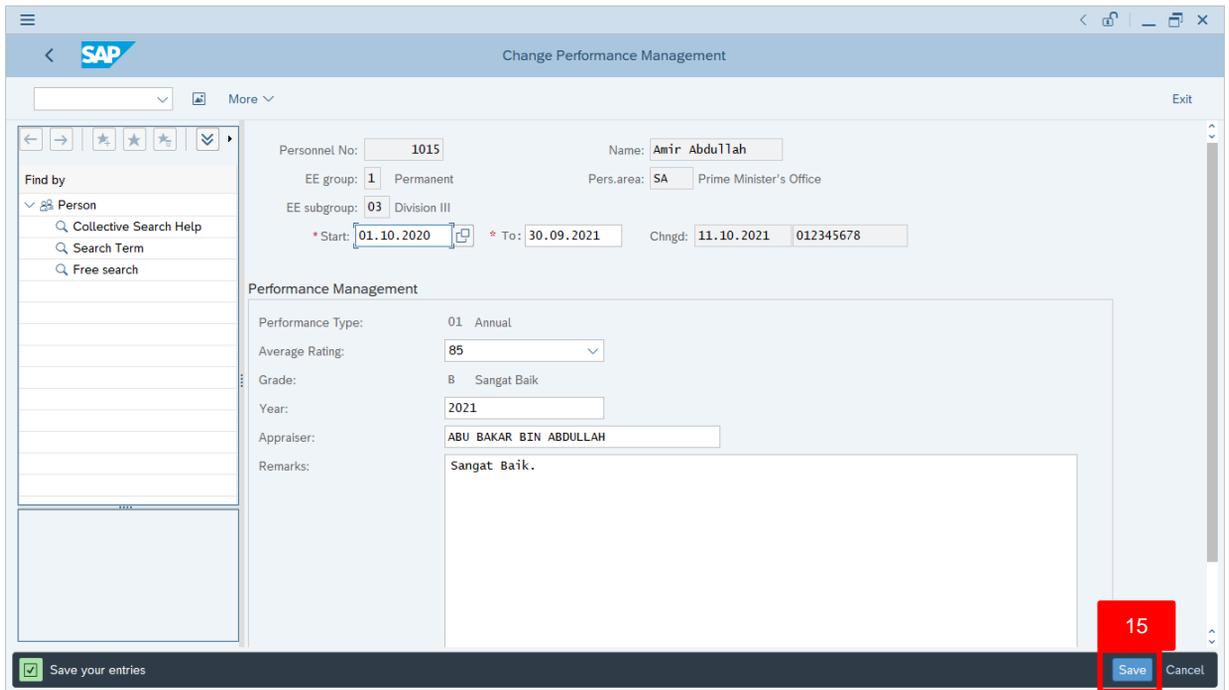
Note: Change (edit) may be required if there are data that needs to be amended.

13. User (HR Administrator) can enter the **Start and To dates of Performance (Prestasi)**.

In other words, the start and end dates for the employee's evaluated performance.

14. Under **Performance Management** sections, enter details in the related fields as per

Section	Field	Description	Example
Performance Management	Average Rating	Average rating given by the employee's evaluator	92 (change to 85)
	Grade	Auto-filled in based on Average Rating score	A (change to B)
	Year	Year of the evaluation	2021
	Appraiser	The name of evaluator	Abu Bakar bin Abdullah
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang (change to Sangat Baik)



Change Performance Management

Personnel No: 1015 Name: Amir Abdullah
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.10.2020 * To: 30.09.2021 Chngd: 11.10.2021 012345678

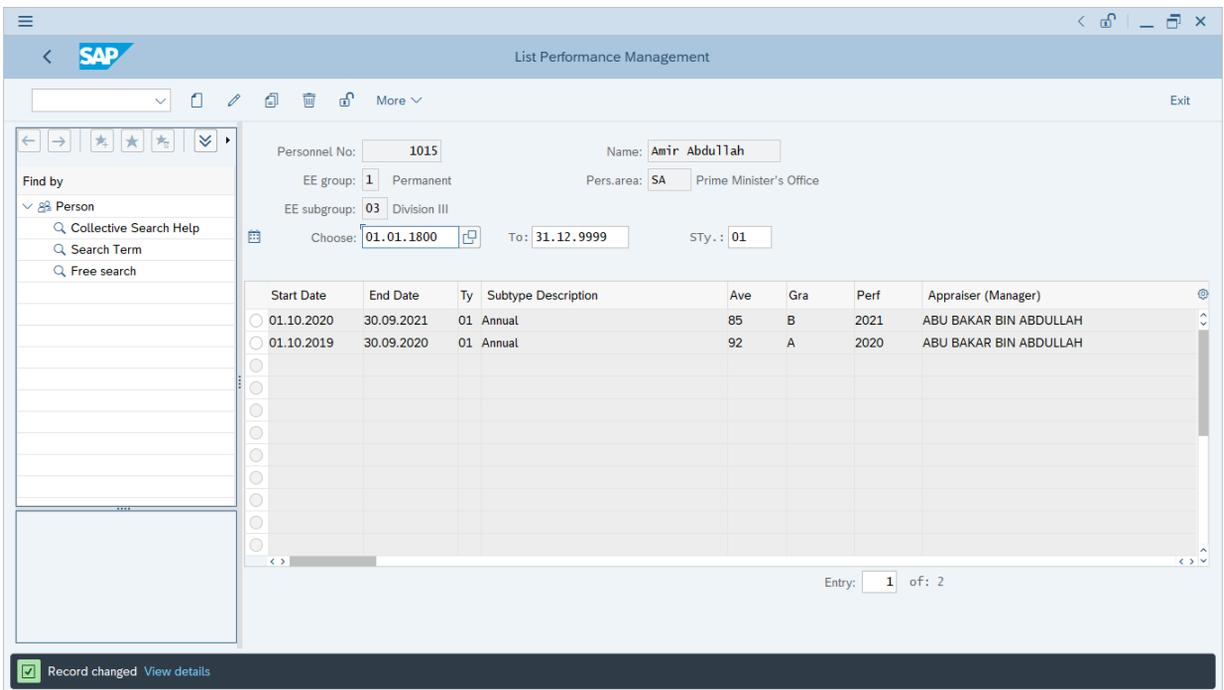
Performance Management

Performance Type: 01 Annual
 Average Rating: 85
 Grade: B Sangat Baik
 Year: 2021
 Appraiser: ABU BAKAR BIN ABDULLAH
 Remarks: Sangat Baik.

Save your entries 15 Save Cancel

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

The **List Performance Management** page will be displayed.



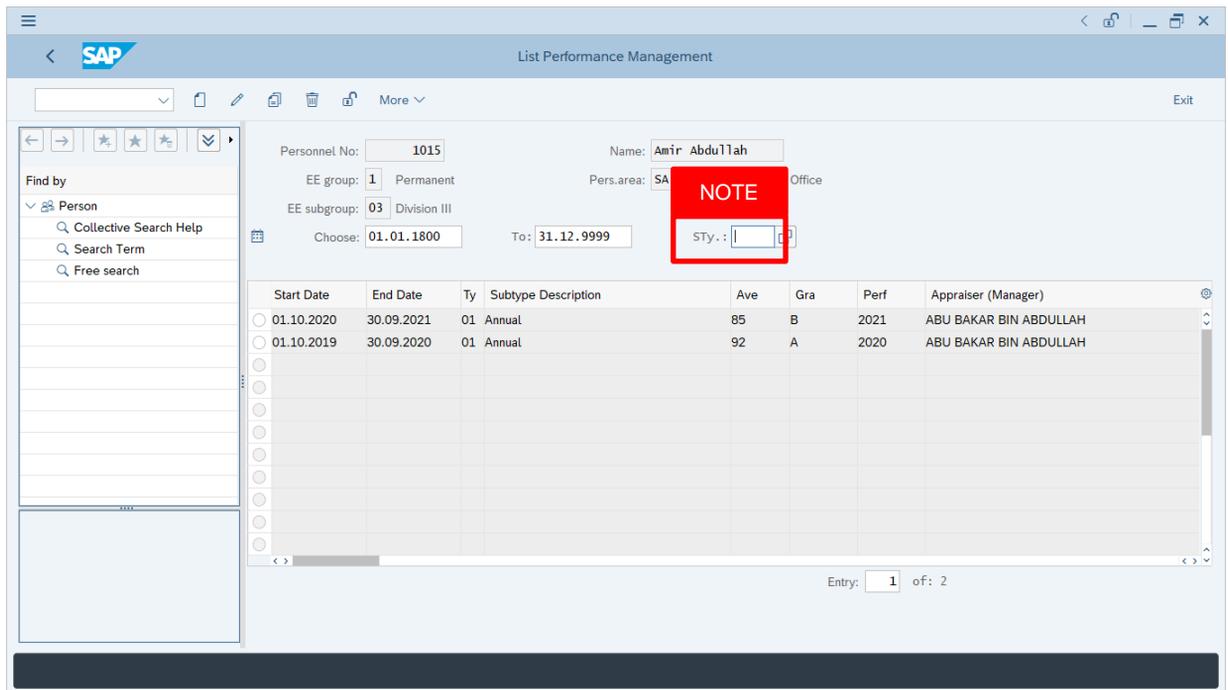
List Performance Management

Personnel No: 1015 Name: Amir Abdullah
 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.: 01

Start Date	End Date	Ty	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	85	B	2021	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	92	A	2020	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 2

Record changed View details



Personnel No: 1015 Name: Amir Abdullah
 EE group: 1 Permanent Pers.area: SA Office
 EE subgroup: 03 Division III
 Choose: 01.01.1800 To: 31.12.9999 STy.: []

Start Date	End Date	Ty	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	85	B	2021	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	92	A	2020	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 2

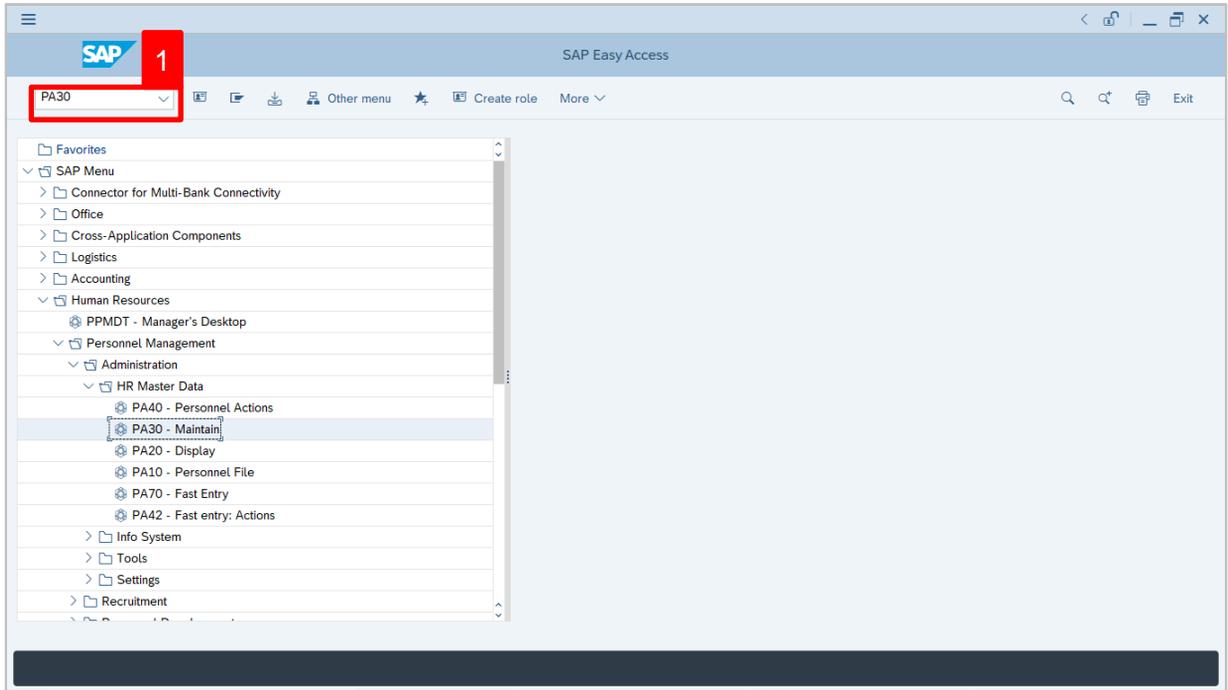
Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Change**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.

Delete Performance Management Infotype

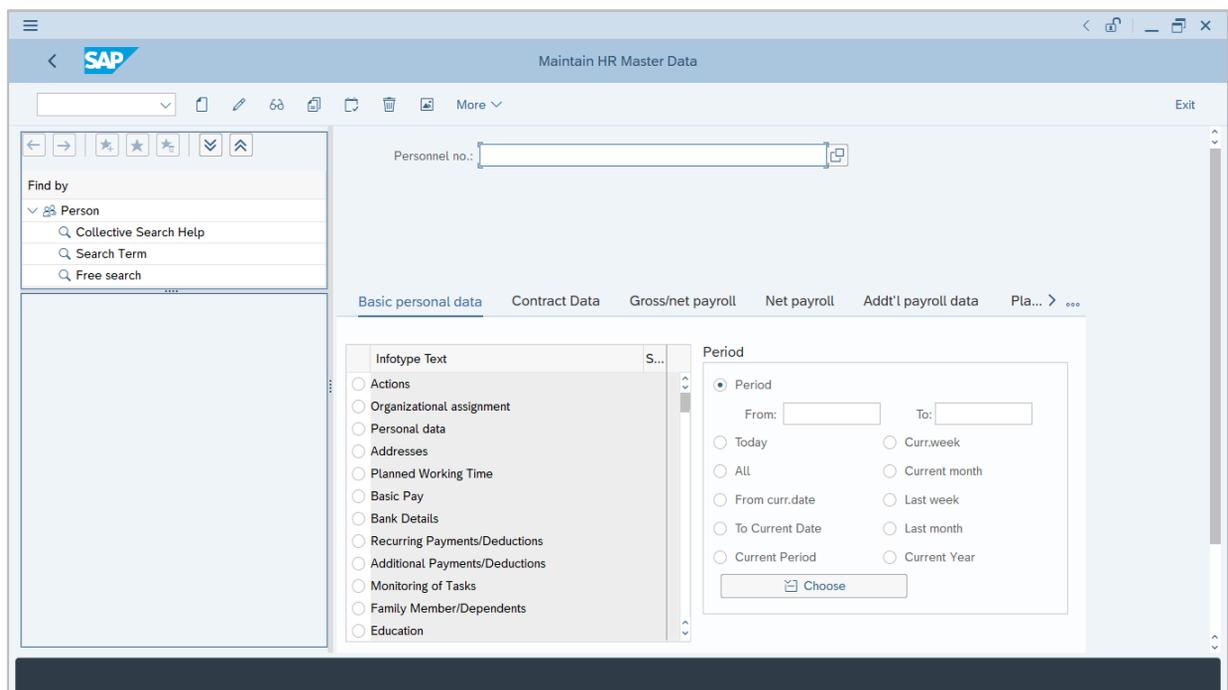
Back End User

Department HR Administrator and HR Administrator (JPA)



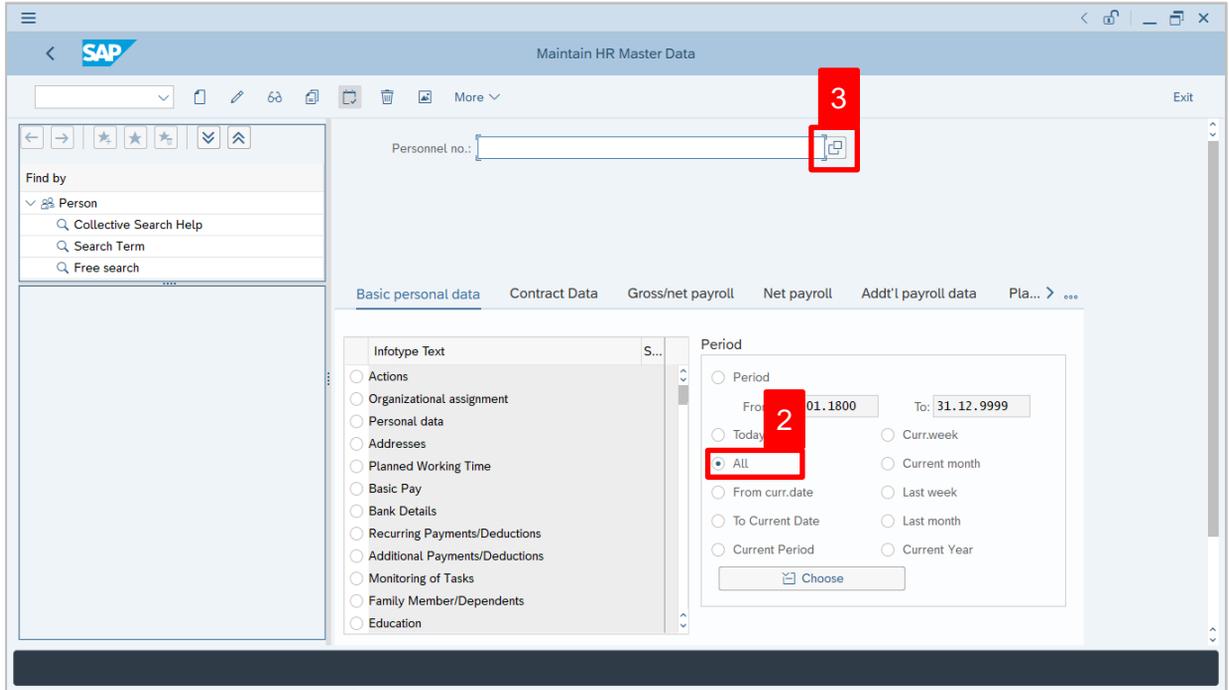
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



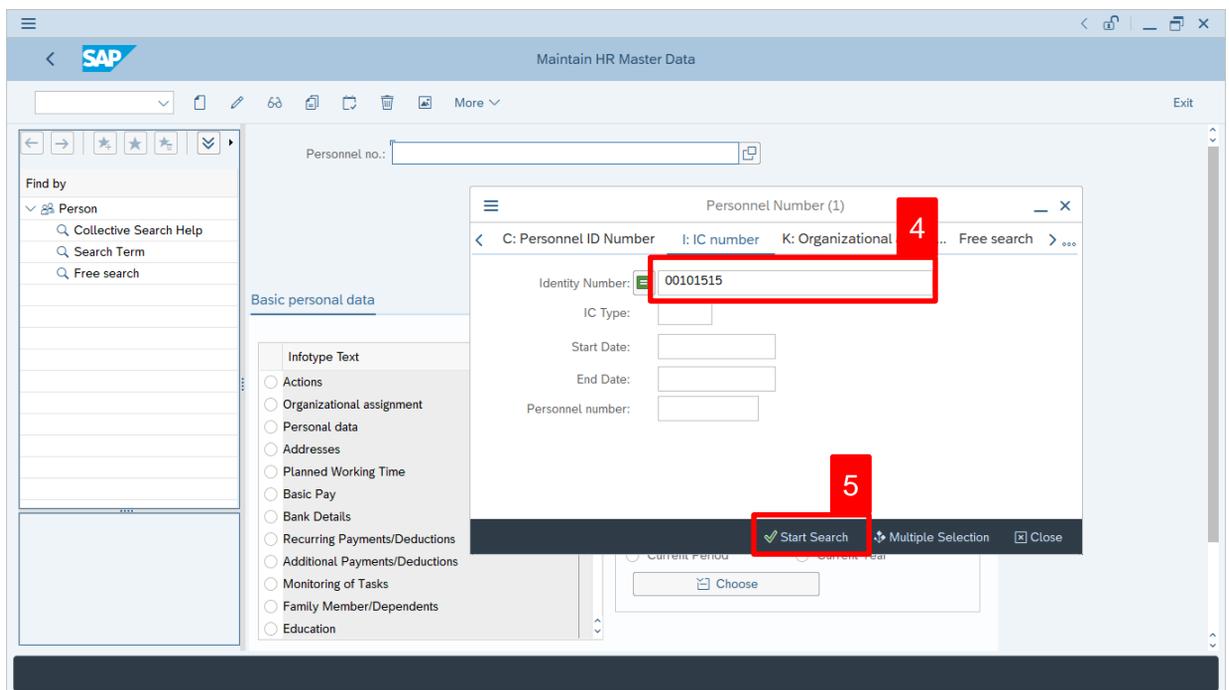
Note:

- 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.

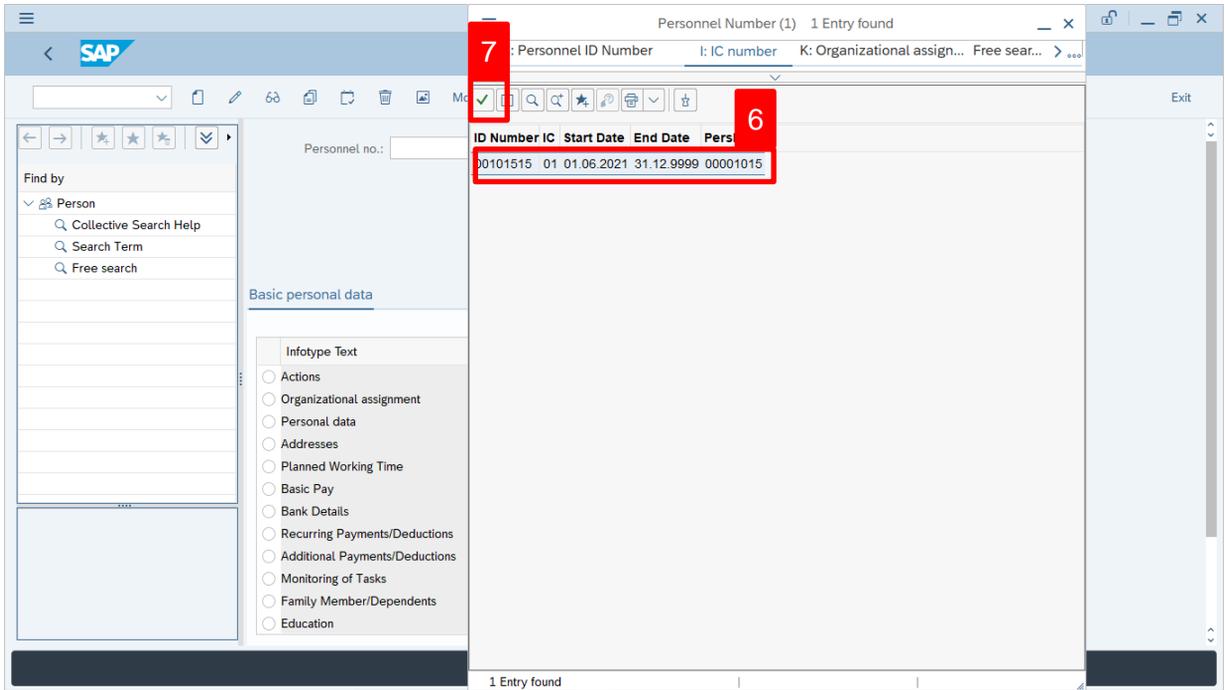


2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

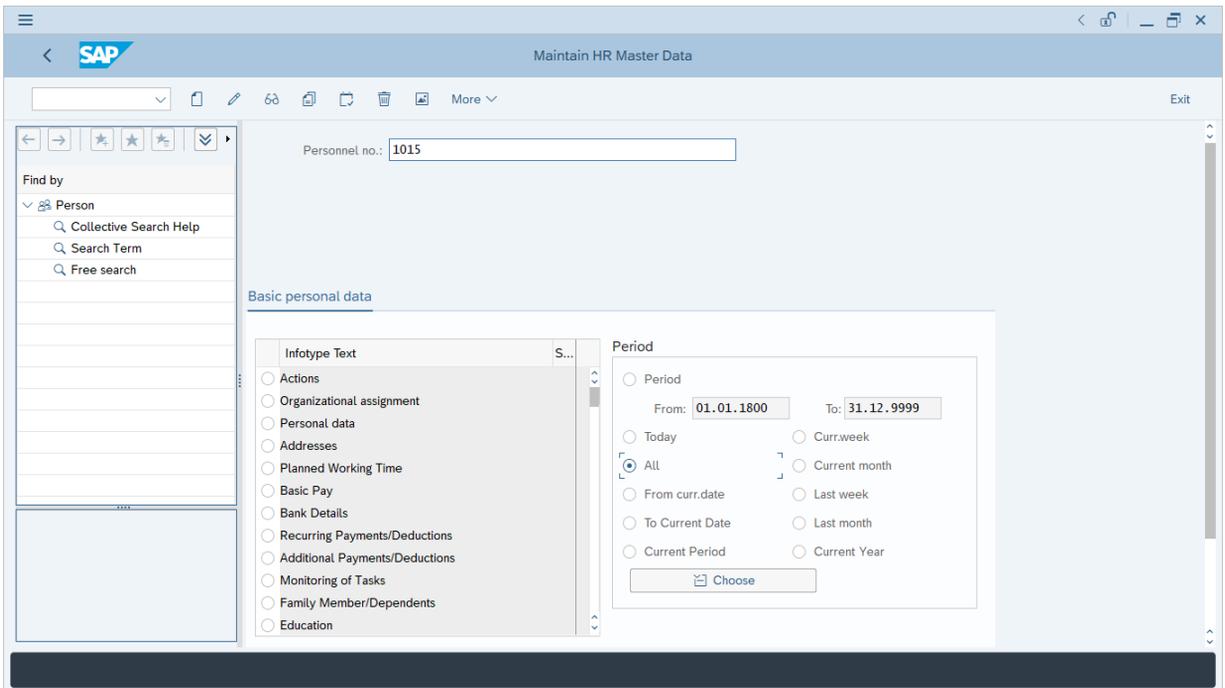
3. Click on  icon for Personnel No.



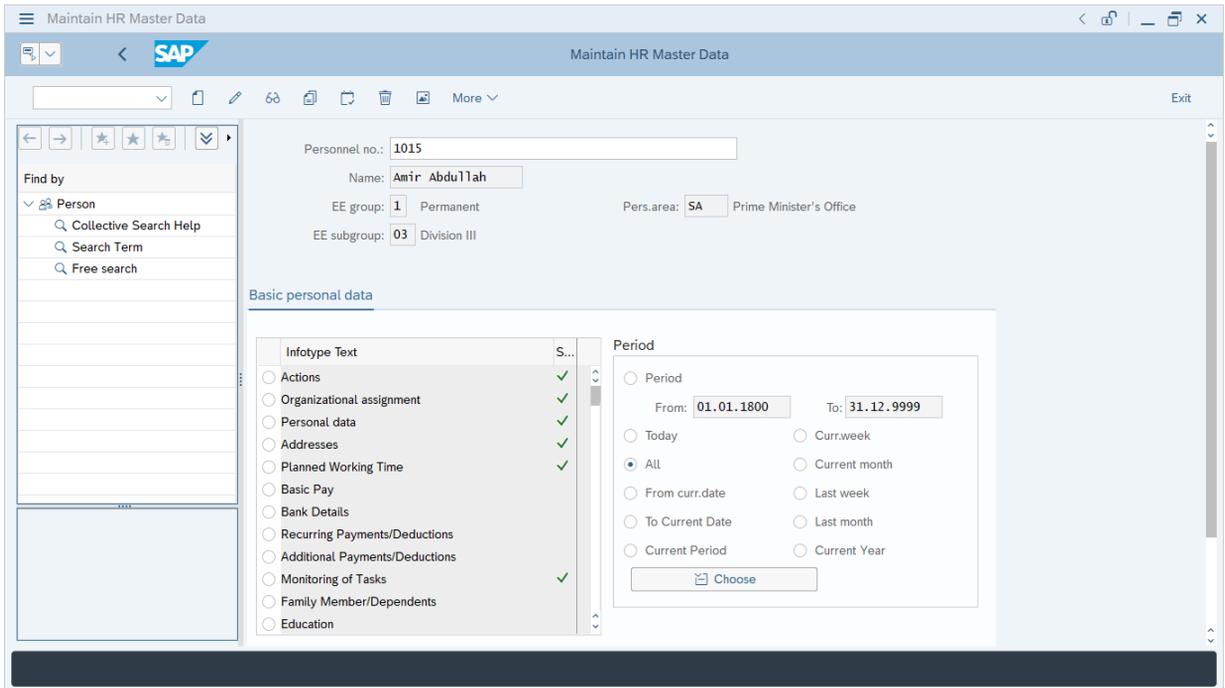
4. Enter the personnel IC Number.
5. Click on 



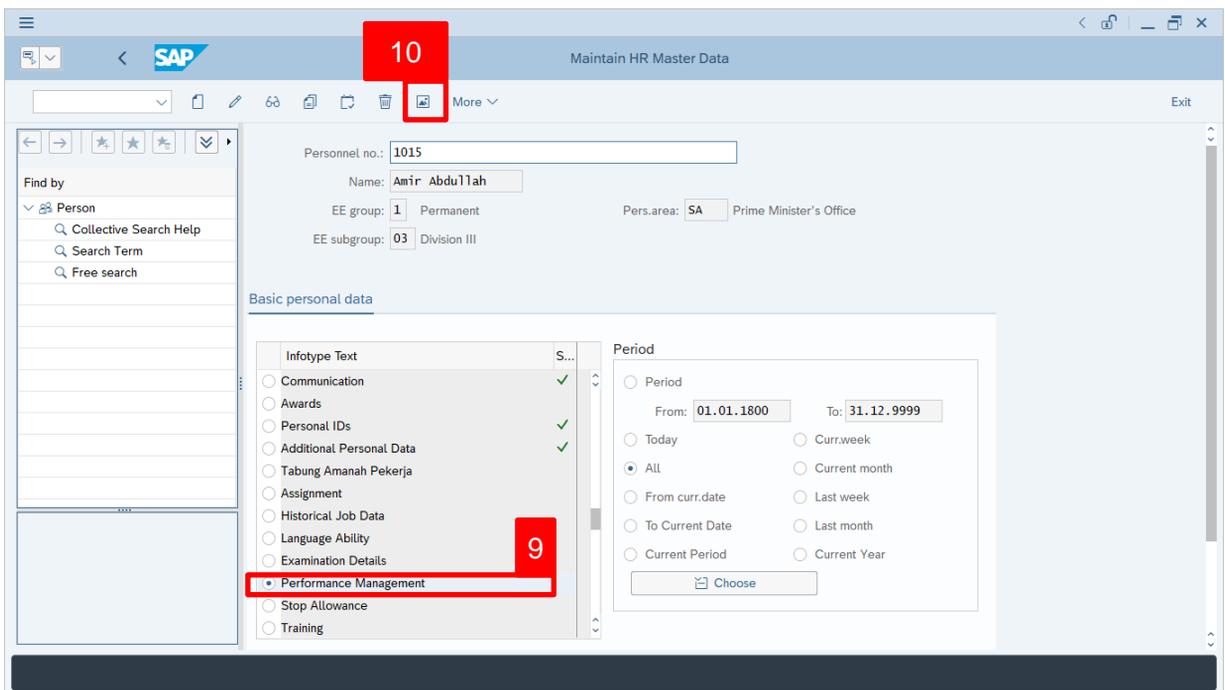
6. Select the searched personnel.
7. Click on  icon.



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



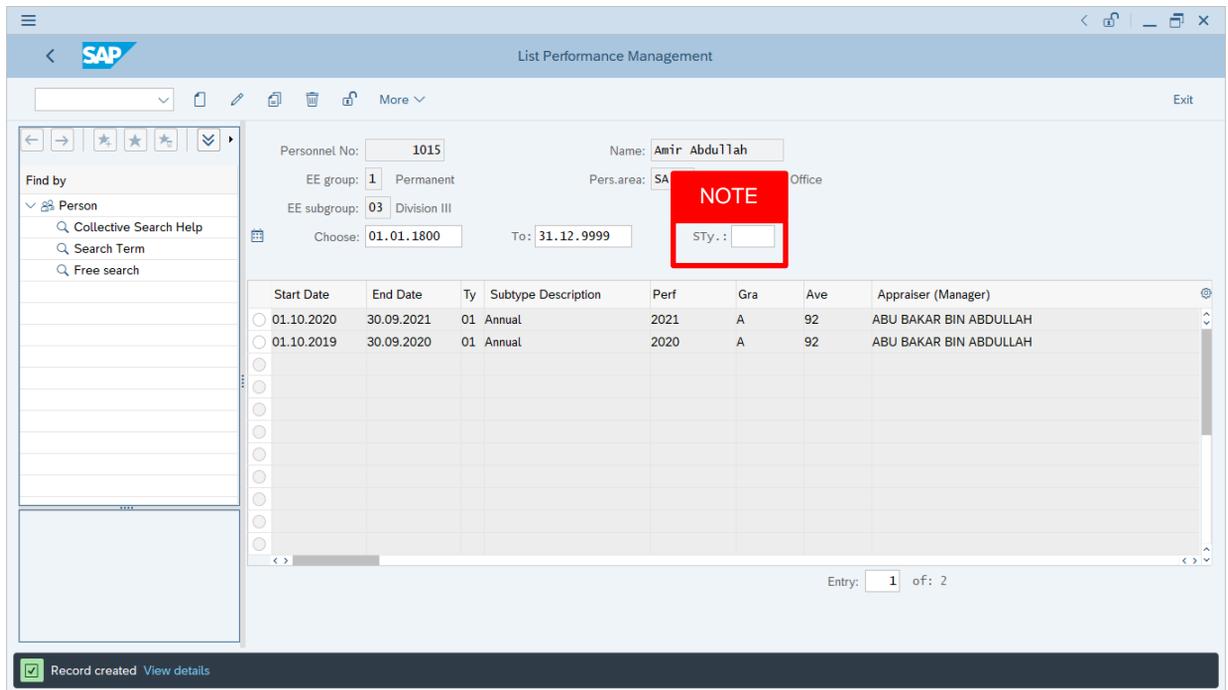
Note: The personnel information will be displayed.



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

10. Click on  icon.

The **List Performance Management** page will be displayed.



The screenshot shows the SAP 'List Performance Management' interface. At the top, the SAP logo and title 'List Performance Management' are visible. Below the title bar, there are search and navigation icons. The main area contains several input fields for search criteria: Personnel No: 1015, Name: Amir Abdullah, EE group: 1 Permanent, Pers.area: SA Office, EE subgroup: 03 Division III, Choose: 01.01.1800, and To: 31.12.9999. A red box highlights the 'NOTE' field with the text 'STy.:'. Below these fields is a table with the following columns: Start Date, End Date, Ty, Subtype Description, Perf, Gra, Ave, and Appraiser (Manager). The table contains two rows of data:

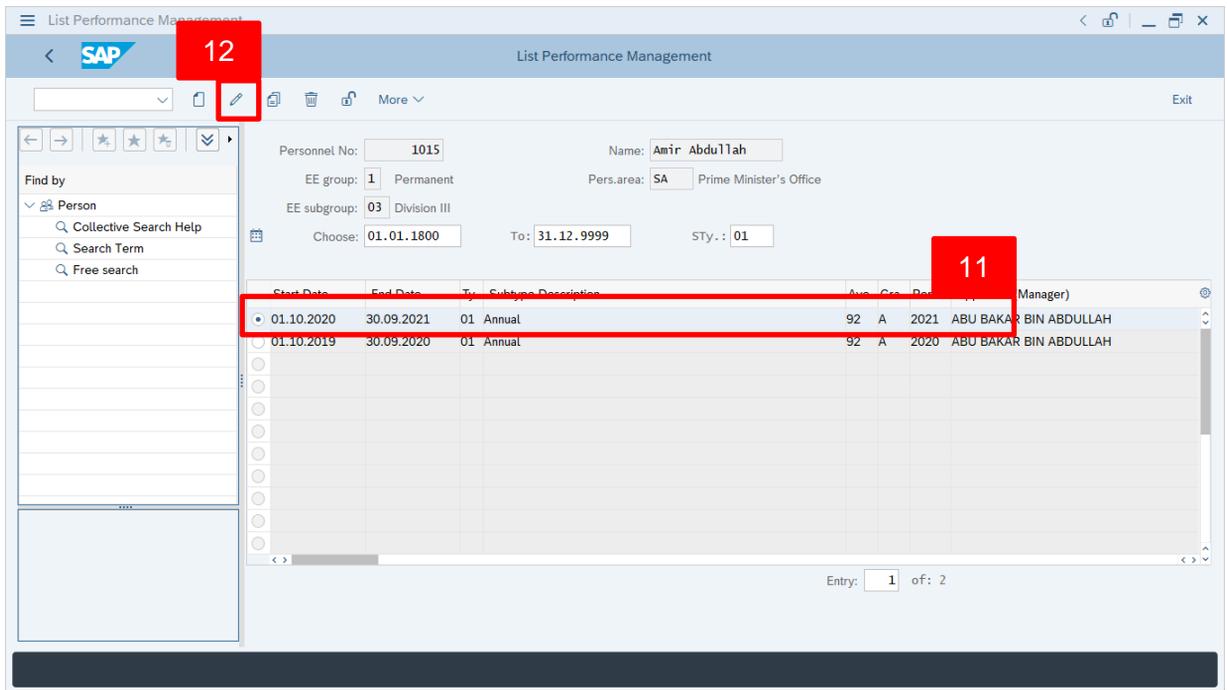
Start Date	End Date	Ty	Subtype Description	Perf	Gra	Ave	Appraiser (Manager)
01.10.2020	30.09.2021	01	Annual	2021	A	92	ABU BAKAR BIN ABDULLAH
01.10.2019	30.09.2020	01	Annual	2020	A	92	ABU BAKAR BIN ABDULLAH

At the bottom of the table, it shows 'Entry: 1 of: 2'. A status bar at the very bottom indicates 'Record created View details'.

Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.

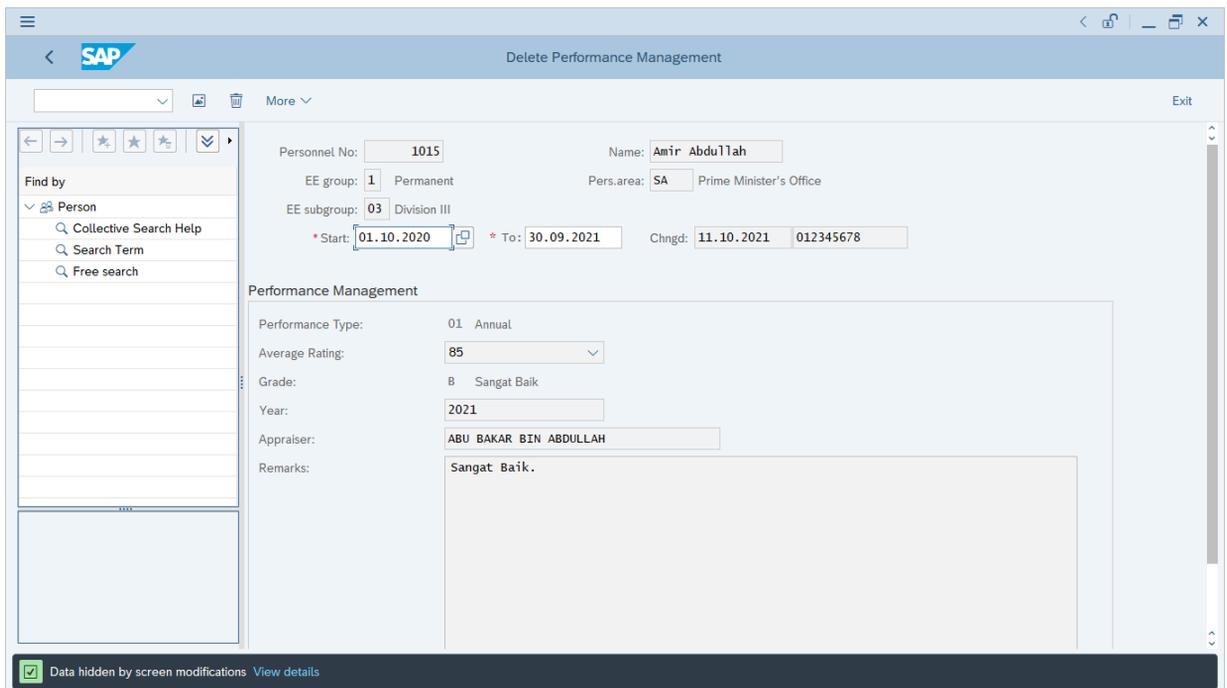
The **List Performance Management** page will be displayed.

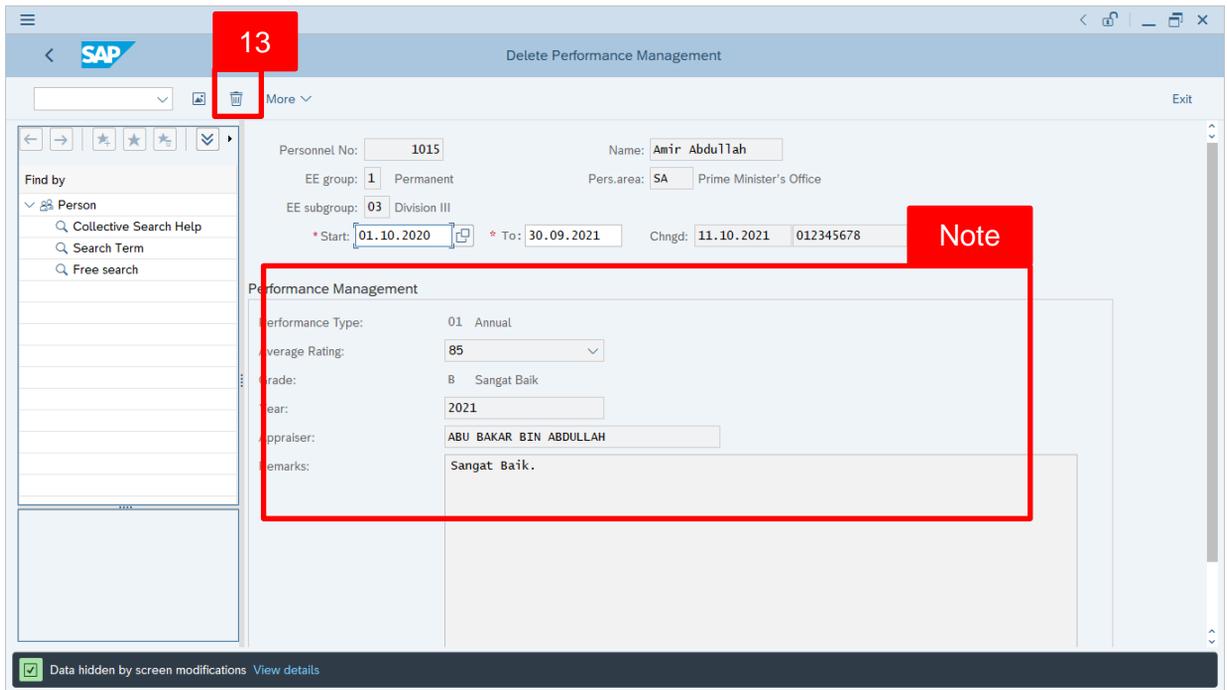


11. Select **Performance Management** to delete

12. Click on  icon.

The **Delete Performance Management** page will be displayed.

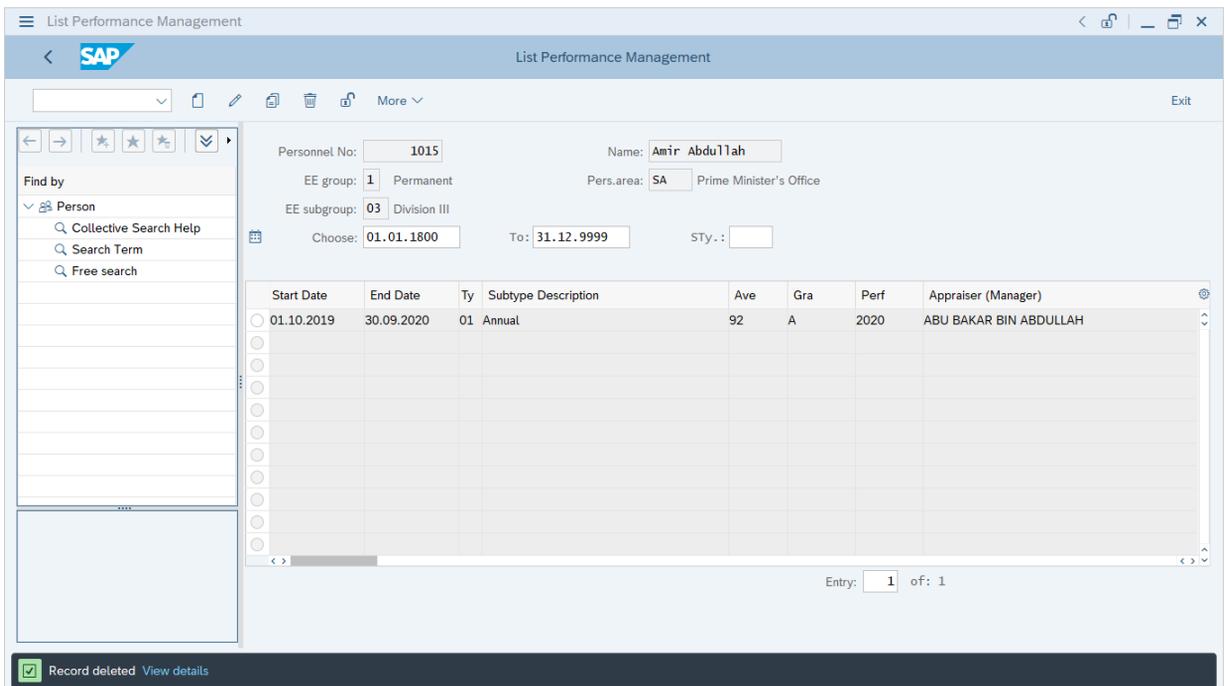


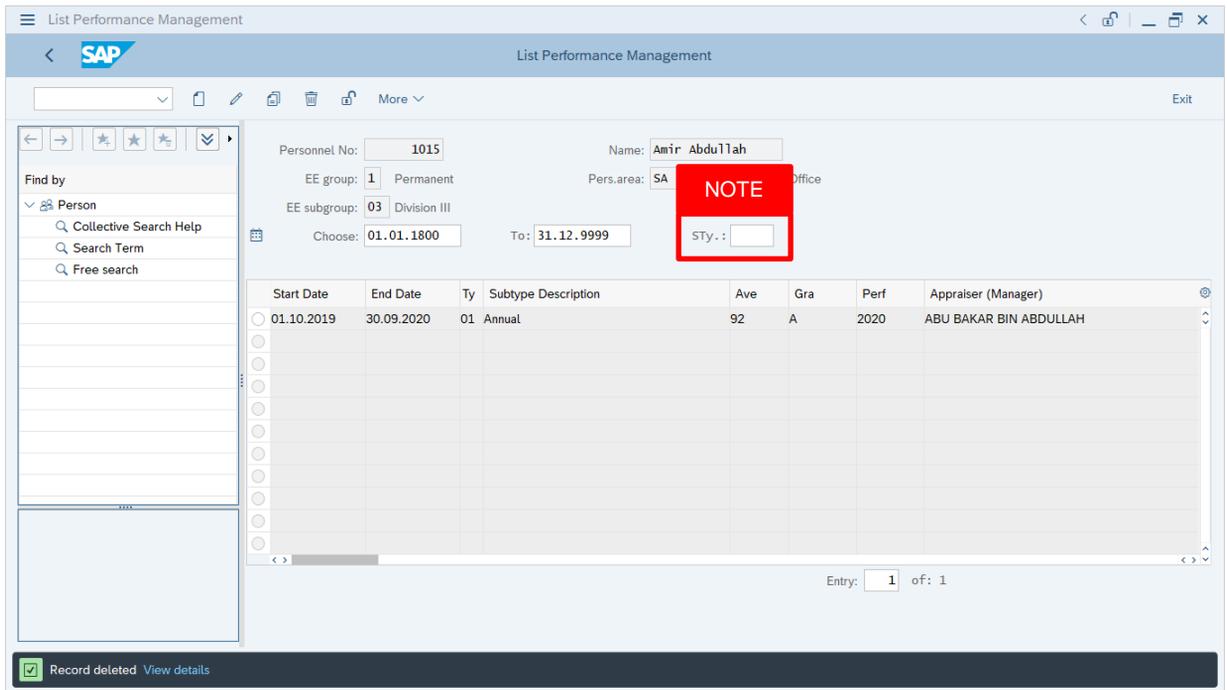


Note: User (HR Administrator) needs to check the Performance (*Prestasi*) details before deleting.

13. Click on  icon.

The **List Performance Management** page will be displayed.





Personnel No: 1015 Name: Amir Abdullah
 EE group: 1 Permanent Pers.area: SA Office
 EE subgroup: 03 Division III
 Choose: 01.01.1800 To: 31.12.9999 STY.:

Start Date	End Date	Ty	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)
01.10.2019	30.09.2020	01	Annual	92	A	2020	ABU BAKAR BIN ABDULLAH

Entry: 1 of: 1

Note:

- User (HR Administrator) needs to clear the **Sty (Subtype)** field and press **Enter** on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for **Delete**  employee data is the **same and applicable** for the Infotypes in **Maintain HR Master Data (PA30)** page under **Basic Personal Data** section.