



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI) Hiring (Lantikan)

VERSION: 0.1

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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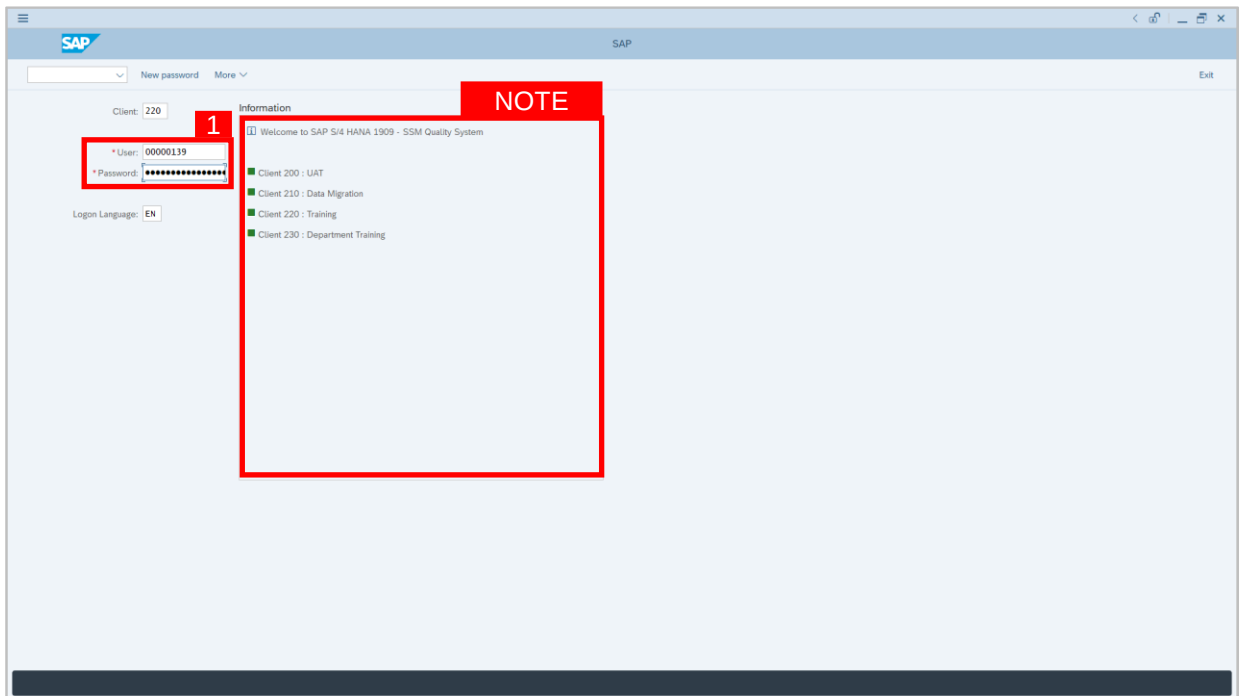
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SAP ICONS

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.

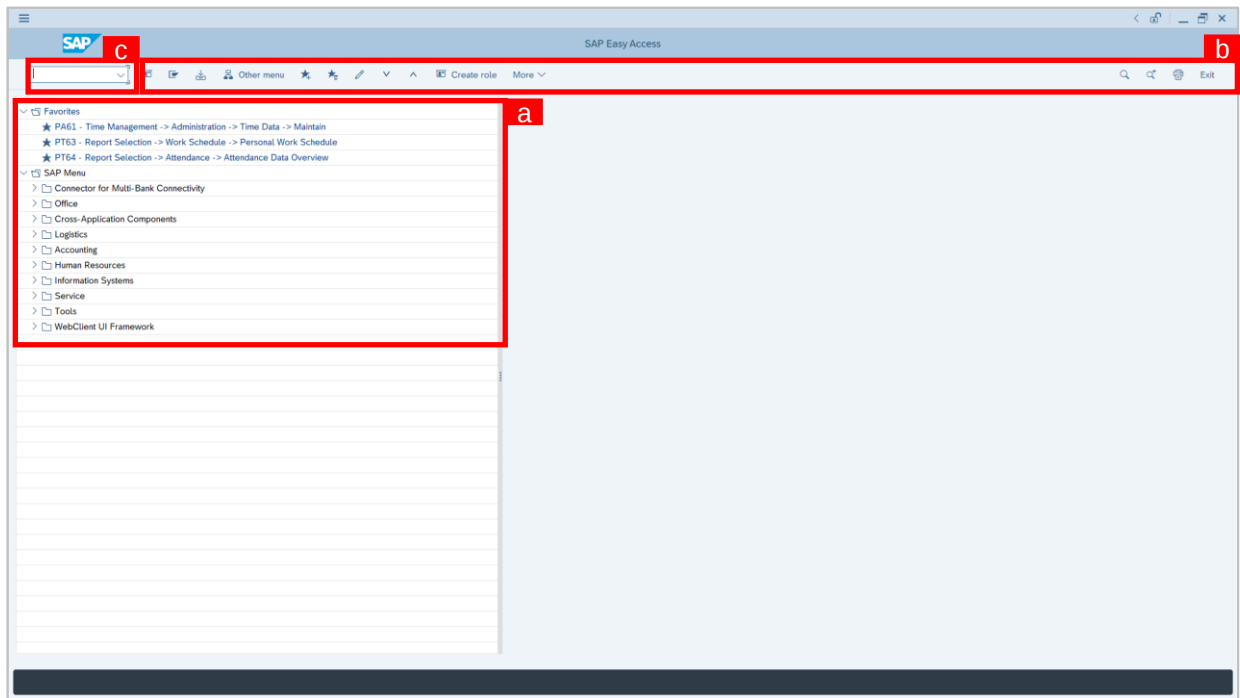
SAP GUI (Back-End) Log on	Back End User
	Department HR Administrator and HR Administrator (JPA)



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.



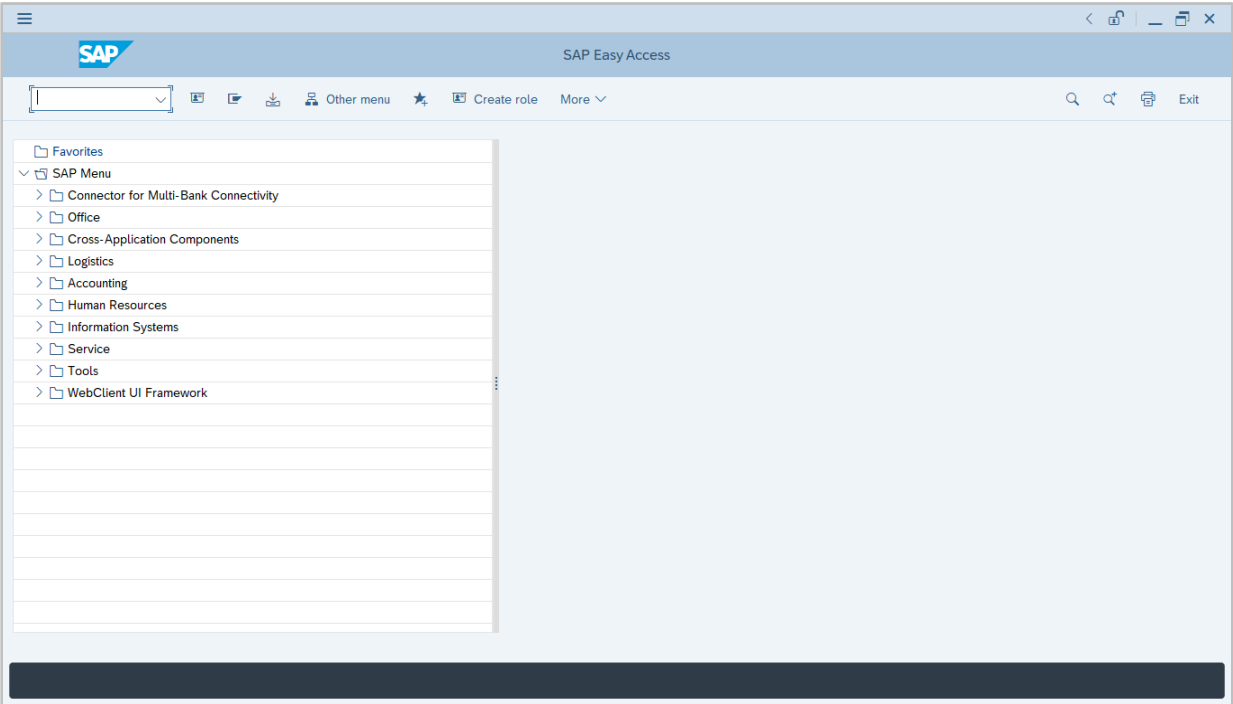
Note:

- 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.

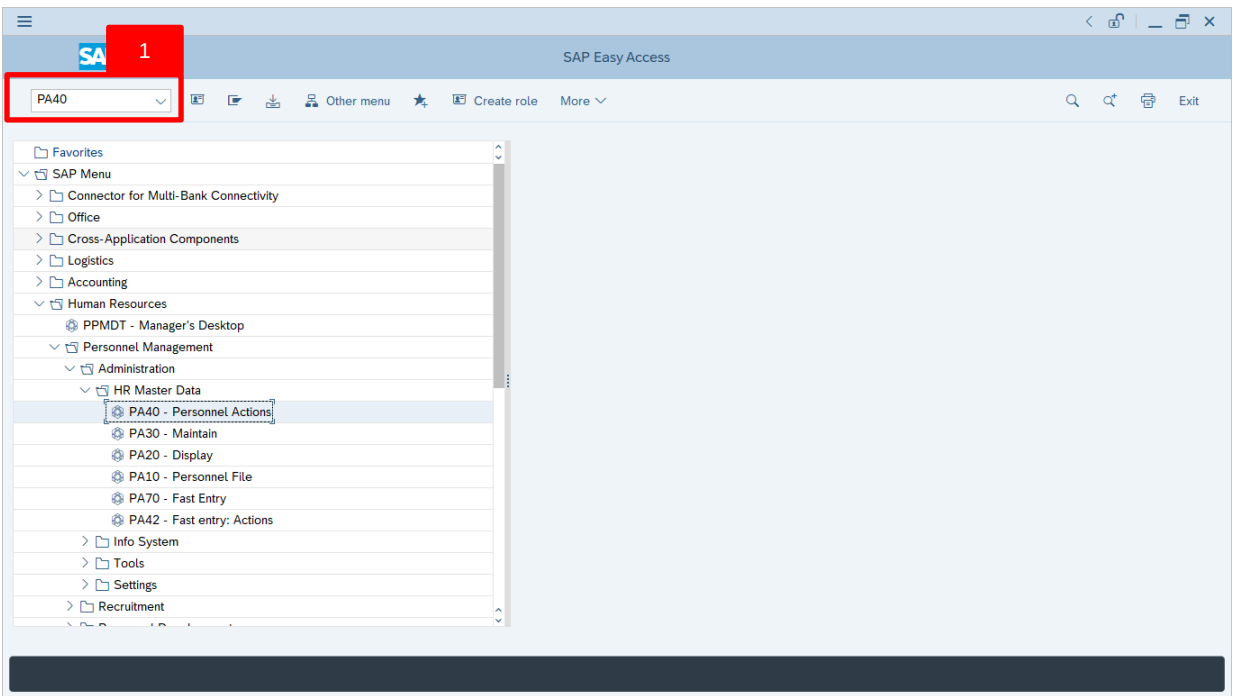


Create Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)

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



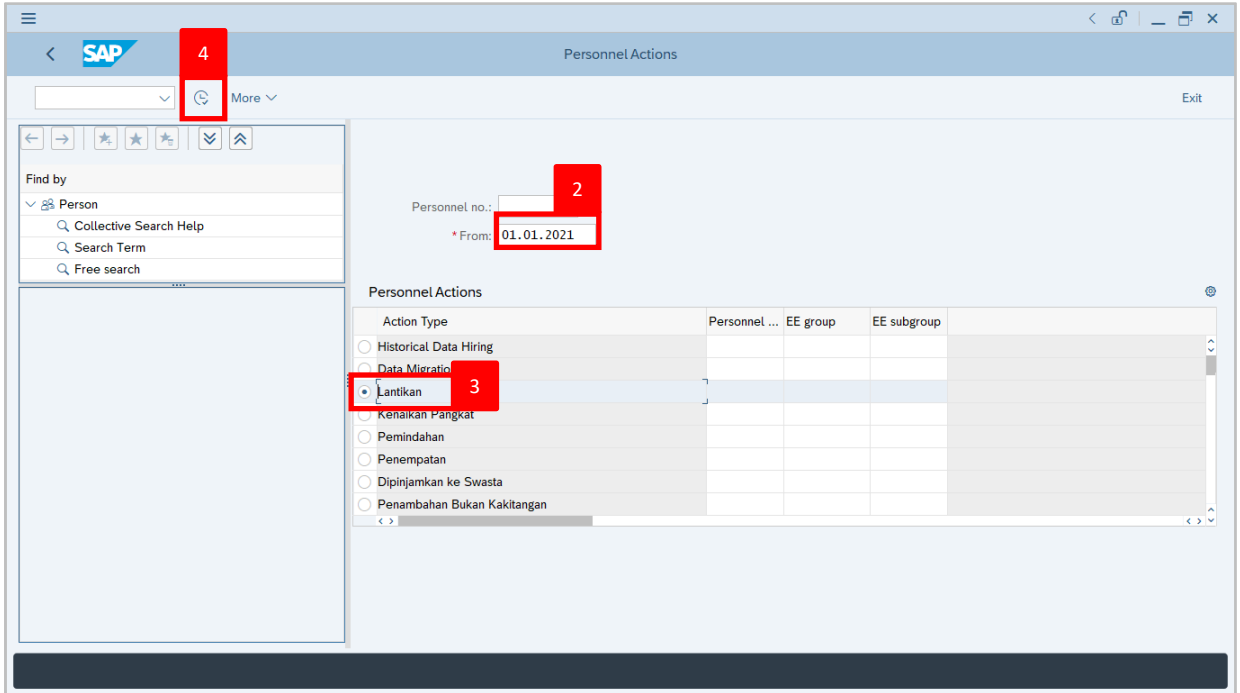
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



Note:

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

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



2. Enter the action From date.

3. Under **Personnel Actions** section, click on  and select **Lantikan**

4. Click on  icon.



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

SAP

Create Actions

Change info group

More

Exit

Pers.No.:

* Start: 01.01.2021 * to: 31.12.9999

Personnel action

Action Type: Lantikan

Reason for Action:

Reference Pers. Nos.:

Job Data Notes: Enter text here...

Status

Customer-specific: Active

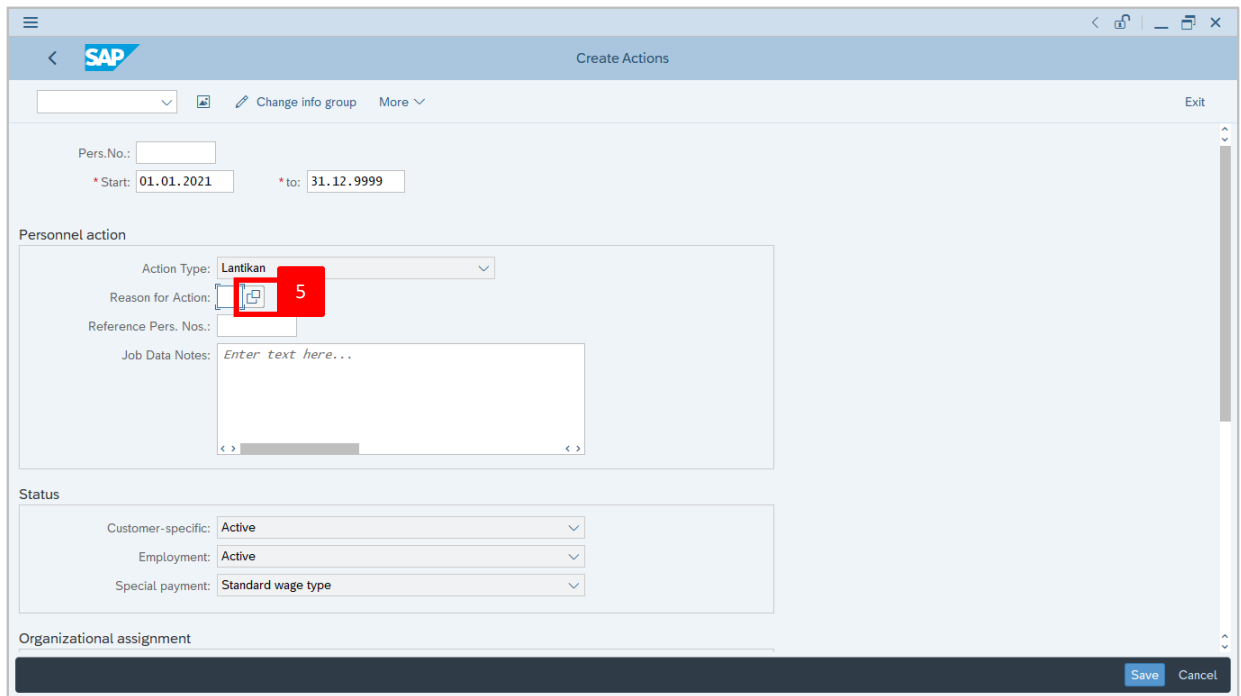
Employment: Active

Special payment: Standard wage type

Organizational assignment

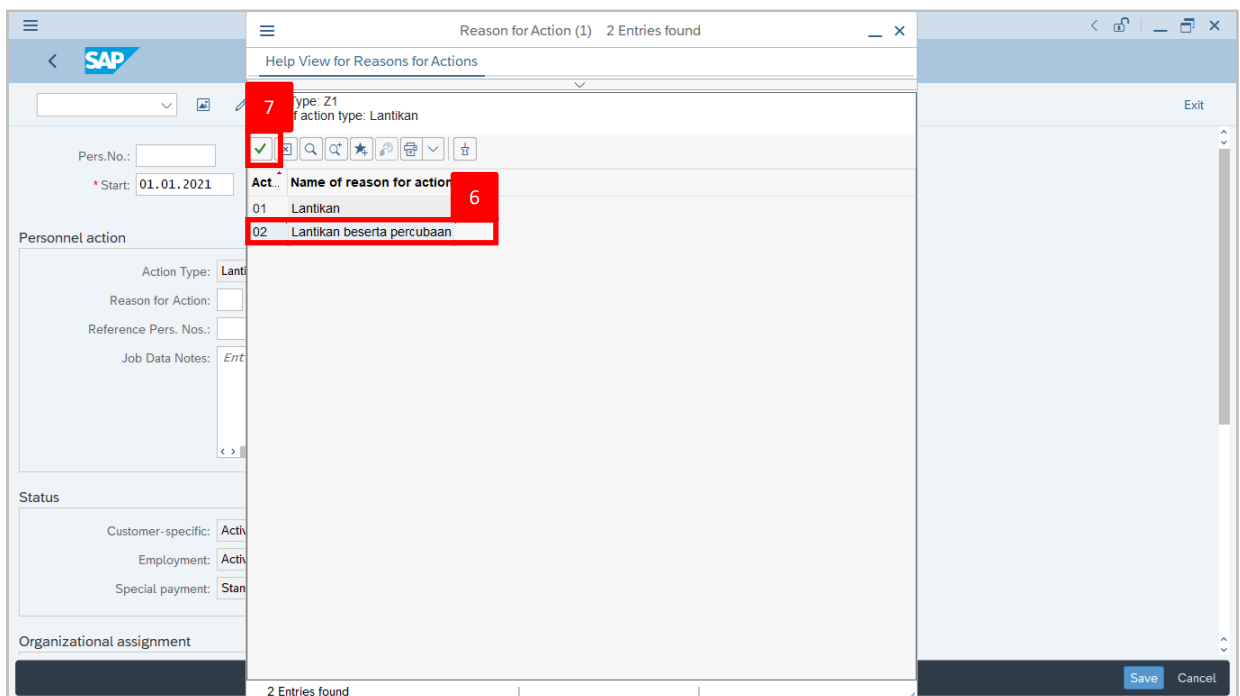
Save

Cancel



The screenshot shows the SAP 'Create Actions' screen. At the top, there's a header with the SAP logo and 'Create Actions' text. Below the header, there are input fields for 'Pers.No.', 'Start' date (01.01.2021), and 'End' date (31.12.9999). The 'Personnel action' section contains a dropdown for 'Action Type' (set to 'Lantikan'), a 'Reason for Action' icon (a square with a smaller square inside), and a 'Reference Pers. Nos.' field. Below these is a 'Job Data Notes' text area. The 'Status' section has three dropdowns: 'Customer-specific' (Active), 'Employment' (Active), and 'Special payment' (Standard wage type). At the bottom, there's an 'Organizational assignment' section and 'Save' and 'Cancel' buttons.

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



The screenshot shows the 'Reason for Action' selection screen. The title bar says 'Reason for Action (1) 2 Entries found'. The main area is a table with two columns: 'Act...' and 'Name of reason for action'. The table has two rows: '01 Lantikan' and '02 Lantikan beserta percubaan'. A red box highlights the '02 Lantikan beserta percubaan' row. Above the table, there's a search bar and a 'Help View for Reasons for Actions' link. To the left of the table, there's a sidebar with the same 'Personnel action' section as the previous screenshot. At the bottom, there's a '2 Entries found' status bar and 'Save' and 'Cancel' buttons.

6. Select **02 Lantikan beserta Percubaan**.

7. Click on  icon.

Note:

- Job Data Notes are optional to fill in.

9. Under **Organizational assignment** section, click on icon for Position.

10. Select Position for the personnel.

SSM_UG_PA_Back End (SAP GUI)_Lantikan (Hiring)_v.0.1



SAP Create Actions

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

Organizational assignment
Position: 30000845
Personnel area:  12
Employee group:
Employee subgroup:

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
------------	------	-------------	------	-------------------

Save Cancel

12. Under **Organizational assignment**, click on  icon for Personnel area (Ministry).

SAP Create Actions

Personnel Area (1) 13 Entries found

14

13

P...	Personnel Area Text	Start Date	End Date	CoCd	CGrpg
SA	Prime Minister's Office	01.01.1900	31.12.9999	GOB	99
SB	Min. of Defense	01.01.1900	31.12.9999	GOB	99
SC	Min. of Foreign Affairs	01.01.1900	31.12.9999	GOB	99
SD	Min. of Finance & Economy	01.01.1900	31.12.9999	GOB	99
SE	Min. of Home Affairs	01.01.1900	31.12.9999	GOB	99
SF	Min. of Education	01.01.1900	31.12.9999	GOB	99
SH	Min. of Primary Resources	01.01.1900	31.12.9999	GOB	99
SJ	Min. of Religious Affairs	01.01.1900	31.12.9999	GOB	99
SK	Min. of Development	01.01.1900	31.12.9999	GOB	99
SL	Min. of Culture, Youth & Sport	01.01.1900	31.12.9999	GOB	99
SM	Min. of Health	01.01.1900	31.12.9999	GOB	99
SN	Min. of Transport & Infocomm	01.01.1900	31.12.9999	GOB	99
SQ	Min. of Energy	01.01.1900	31.12.9999	GOB	99

13 Entries found

Save Cancel

13. Select Personnel area (Ministry).

14. Click on  icon.



SAP Create Actions

Change info group More

Exit

Status

Customer-specific: Active

Employment: Active

Special payment: Standard wage type

Organizational assignment

Position: 30000845

Personnel area: SA

Employee group:  15

Employee subgroup:

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save Cancel

15. Under **Organizational assignment** section, click on  icon for Employee Group.

SAP Employee Group (1) 14 Entries found

17

16

EEGr * Name of EE group Start Date End Date

1	Permanent	01.01.1900	31.12.9999
2	Open Vote	01.01.1900	31.12.9999
3	Month-To-Month	01.01.1900	31.12.9999
4	Daily Rated	01.01.1900	31.12.9999
5	Uniformed	01.01.1900	31.12.9999
6	Contract	01.01.1900	31.12.9999
7	Mindef Uniformed	01.01.1900	31.12.9999
9	Non-Employee	01.01.1900	31.12.9999
A	Bulan kesebulan (TB)	01.01.1800	31.12.9999
B	Bulan kesebulan TDDP	01.01.1900	31.12.9999
C	Bulan kesebulan TDDS	01.01.1900	31.12.9999
D	Open Vote TDDP	01.01.1900	31.12.9999
E	Open Vote TDDS	01.01.1800	31.12.9999
F	OV Bulan ke Sebulan	01.01.1800	31.12.9999

14 Entries found

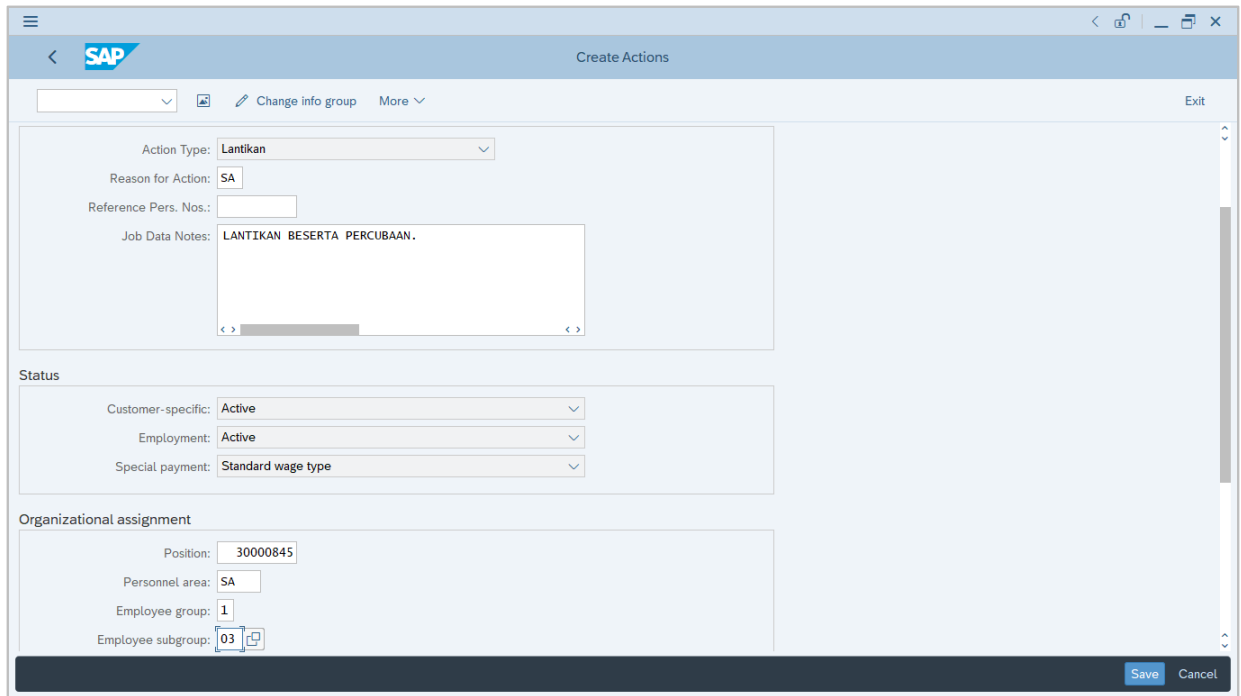
Save Cancel

16. Select Employee Group.

17. Click on  icon.

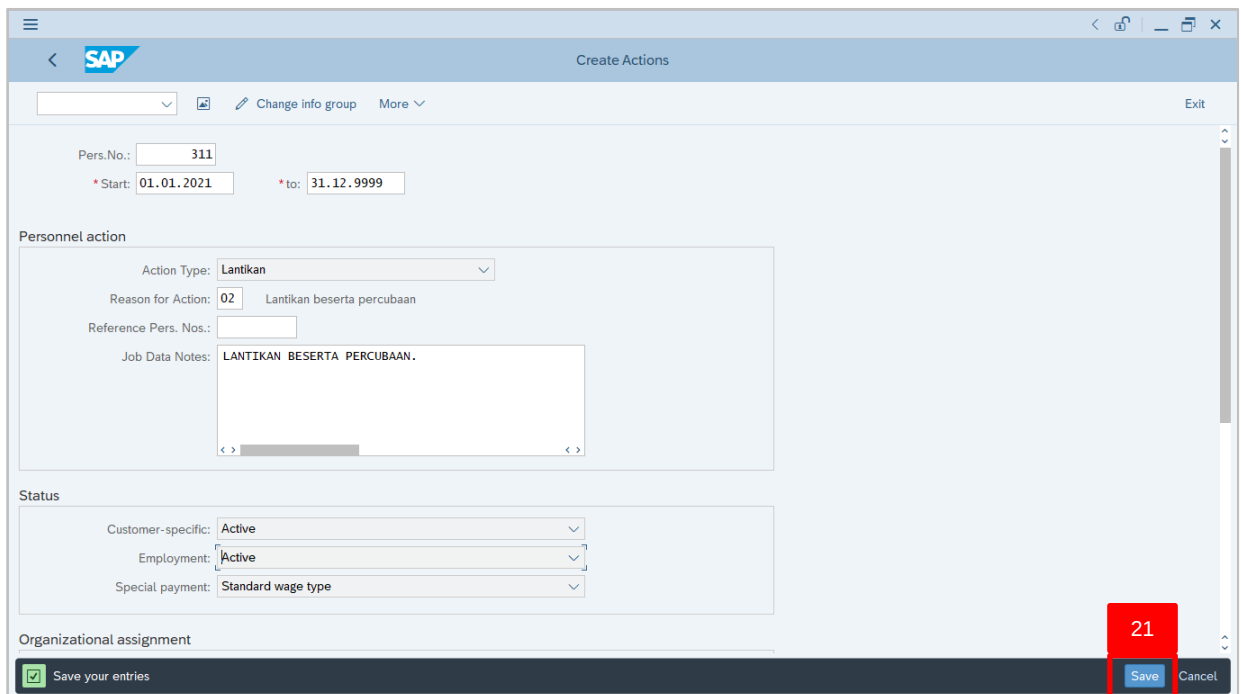
18. Under **Organizational assignment** section, click on  icon for Employee Subgroup.

20. Click on  icon.



The screenshot shows the 'Create Actions' window in SAP. The 'Action Type' is set to 'Lantikan'. The 'Reason for Action' is 'SA'. The 'Reference Pers. Nos.' field is empty. The 'Job Data Notes' field contains 'LANTIKAN BESERTA PERCUBAAN.'. The 'Status' section shows 'Customer-specific' as 'Active', 'Employment' as 'Active', and 'Special payment' as 'Standard wage type'. The 'Organizational assignment' section shows 'Position' as '30000845', 'Personnel area' as 'SA', 'Employee group' as '1', and 'Employee subgroup' as '03'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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



The screenshot shows the 'Create Actions' window after saving. The 'Pers.No.' field now contains '311'. The '* Start' date is '01.01.2021' and the '* to' date is '31.12.9999'. The 'Personnel action' section shows 'Action Type' as 'Lantikan', 'Reason for Action' as '02' with the description 'Lantikan beserta percubaan', and 'Job Data Notes' as 'LANTIKAN BESERTA PERCUBAAN.'. The 'Status' and 'Organizational assignment' sections remain the same. At the bottom left, there is a green checkmark and the text 'Save your entries'. At the bottom right, the 'Save' button is highlighted with a red box and the number '21'.

Note:

- Personnel Number will be automatically generated by the system.
- The selection descriptions will appear.



Outcome: Record is created.

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

SAP

Create Organizational assignment

Org Structure More

Exit

Personnel No: 311

* Start: 01.01.2021 * to: 31.12.9999

Enterprise structure

CoCode: GOB Government of Brunei

Pers.area: SA Prime Minister's Office

Cost Ctr:

Subarea:

Personnel structure

EE group: 1 Permanent

EE subgroup: 03 Division III

* Payr.area: GB Gov. of Brunei

* Contract:

Organizational plan

Percentage: 100.00

Position: 30000845 SA000015

Job key: 00000000

Org. Unit: 10002329 SA001

Assignment

Administrator

Group: GOB

PersAdmin:

Time:

PayrAdmin:

Supervisor:

Record created View details

Save Cancel



Create Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

SAP Create Organizational assignment

Personnel No: 311
* Start: 01.01.2021 * to: 31.12.9999

Enterprise structure
CoCode: GOB Government of Brunei
Pers.area: SA Prime Minister's Office
Cost Ctr:
Subarea: 

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

Organizational plan
Percentage: 100.00 Assignment
Position: 30000845 SA000015
Job key: 00000000
Org. Unit: 10002329 SA001
Administrator
Group: GOB
PersAdmin:
Time:
PayrAdmin:
Supervisor:

Record created View details Save Cancel

1. Under **Enterprise Structure** section, click on  icon for Subarea (Department).

SAP Create Organizational assignment

Personnel No: 311
* Start: 01.01.2021 * to: 31.12.9999

Enterprise structure
CoCode: GOB Government of Brunei
Pers.area: SA Prime Minister's Office
Cost Ctr:
Subarea:

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

Organizational plan
Percentage: 100.00 Assignment
Position: 30000845 SA000015
Job key: 00000000
Org. Unit: 10002329 SA001
Administrator
Group: GOB
PersAdmin:
Time:
PayrAdmin:
Supervisor:

Personnel Subarea (1) 25 Entries found

Restrictions

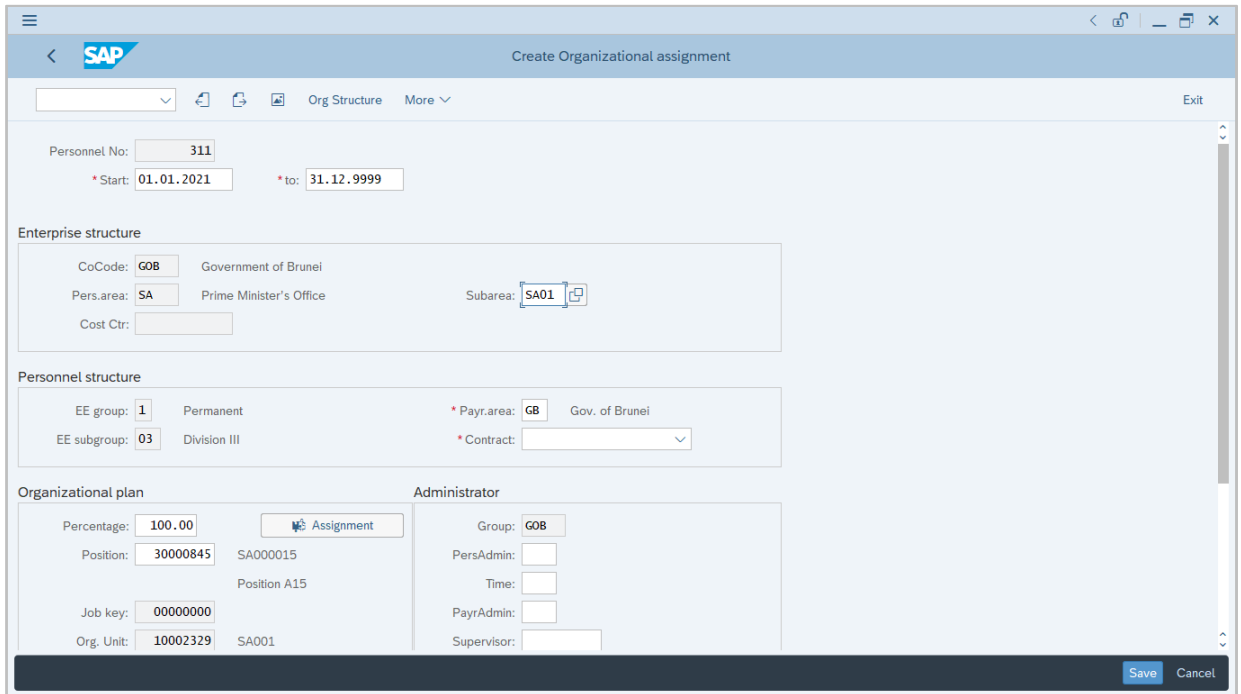
Personnel area: SA
Personnel Area Text: Prime Minister's Office

PSubar	P.subarea text	Start Date	End Date
SA01	JPM	01.01.1900	31.12.9999
SA02	Adat	01.01.1900	31.12.9999
SA03	Audit	01.01.1900	31.12.9999
SA04	Narcotics	01.01.1900	31.12.9999
SA05	ACB	01.01.1900	31.12.9999
SA06	ISD	01.01.1900	31.12.9999
SA07	Council	01.01.1900	31.12.9999
SA08	RTB	01.01.1900	31.12.9999
SA09	Info	01.01.1900	31.12.9999
SA10	JPA	01.01.1900	31.12.9999
SA11	MSD	01.01.1900	31.12.9999
SA12	RBPf	01.01.1900	31.12.9999
SA14	PSC	01.01.1900	31.12.9999
SA15	TENAGA	01.01.1900	31.03.2021
SA16	Mufli	01.01.1900	31.12.9999
SA17	EPD	01.01.1900	31.03.2021
SA18	Law	01.01.1900	31.12.9999
SA19	JUDL	01.01.1900	31.03.2021
SA20	Printing	01.01.1900	31.12.9999
SA21	Legal	01.01.1900	31.12.9999
SA22	Kehakiman	01.01.1900	31.12.9999

25 Entries found

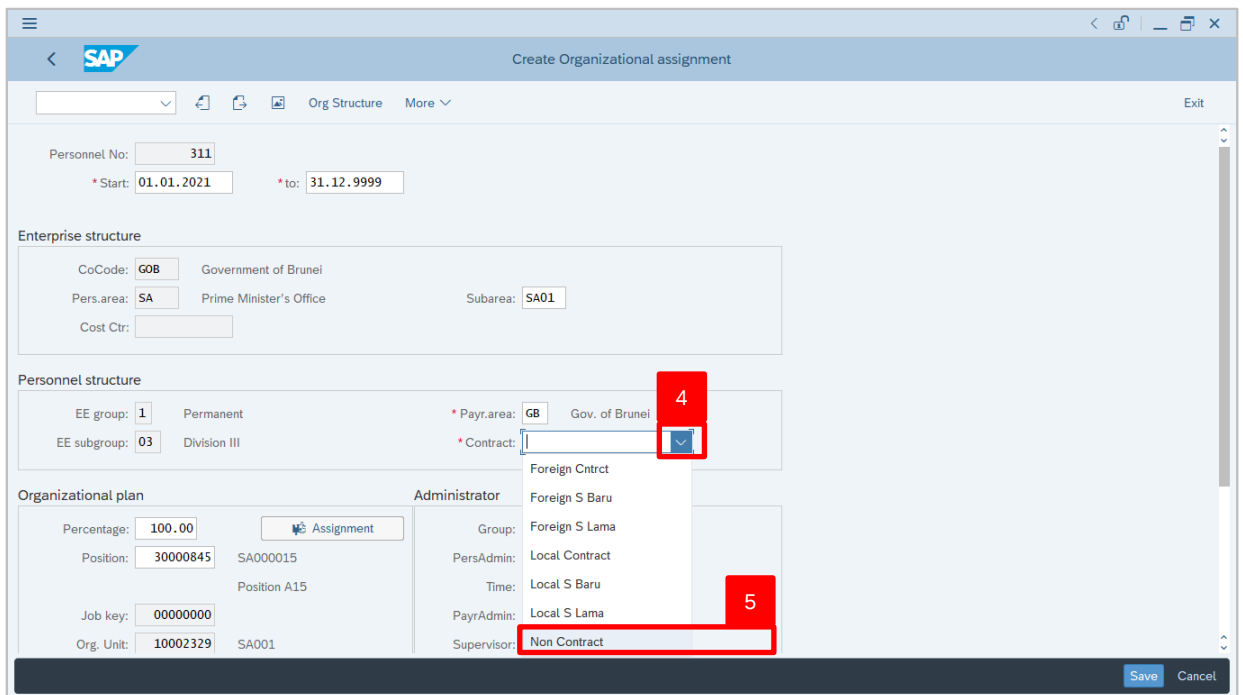
2. Select Subarea (Department).
3. Click on  icon.



The screenshot shows the SAP 'Create Organizational assignment' screen. The 'Personnel No.' is 311, with a start date of 01.01.2021 and an end date of 31.12.9999. The 'Enterprise structure' section shows CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), and Subarea: SA01. The 'Personnel structure' section shows EE group: 1 (Permanent), EE subgroup: 03 (Division III), Payr.area: GB (Gov. of Brunei), and Contract: (empty). The 'Organizational plan' section shows Percentage: 100.00, Position: 30000845 (SA000015), Job key: 00000000, and Org. Unit: 10002329 (SA001). The 'Administrator' section shows Group: GOB, PersAdmin: (empty), Time: (empty), PayrAdmin: (empty), and Supervisor: (empty). The 'Save' button is highlighted in blue.

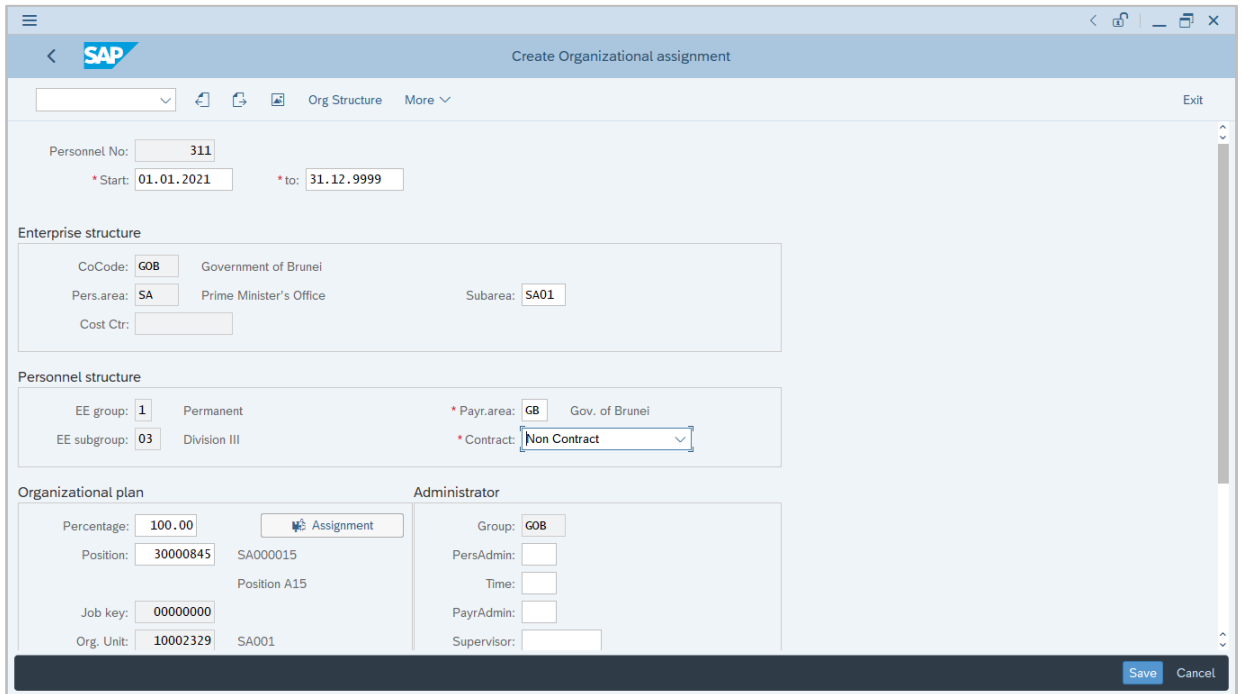
Note:

- Payroll area is **GB Government of Brunei** by default.



This screenshot is identical to the previous one but includes annotations. A red box labeled '4' highlights the dropdown arrow next to the 'Contract' field in the 'Personnel structure' section. A second red box labeled '5' highlights the 'Non Contract' option in the dropdown menu that appears below the 'Contract' field.

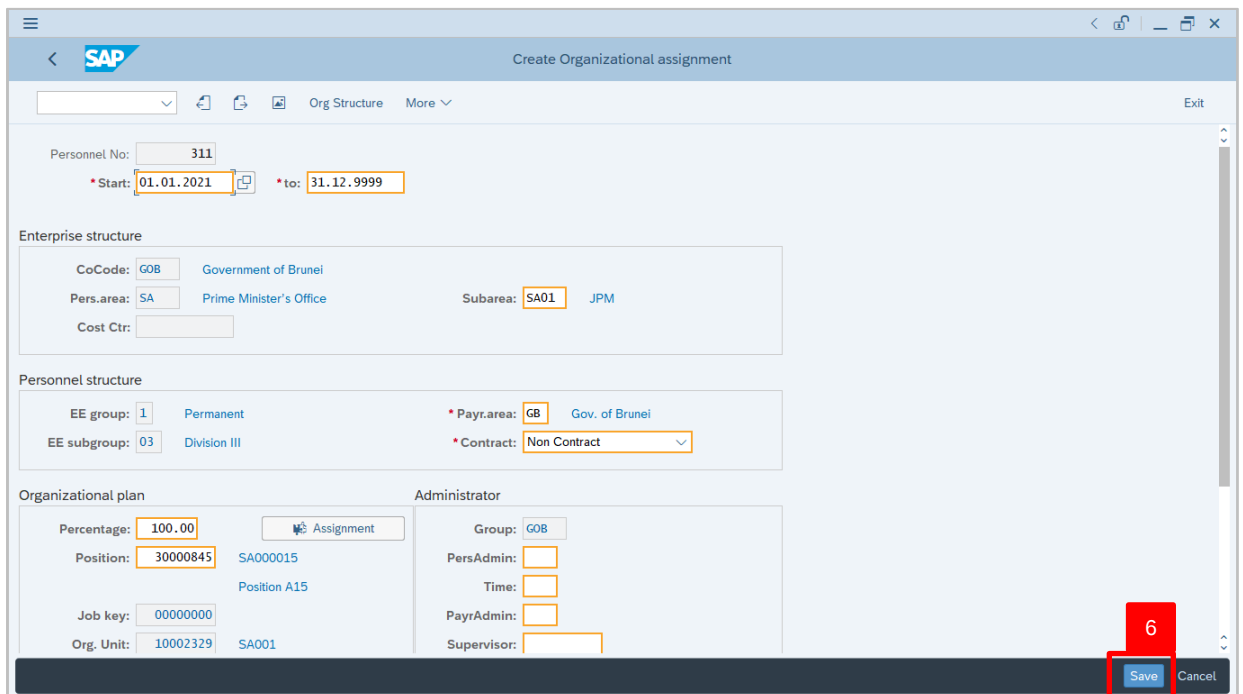
4. Under **Personnel Structure** section, click on  for Contract type.
5. Select Contract type, **Non Contract**.



The screenshot shows the SAP 'Create Organizational assignment' form. The form is divided into several sections: 'Personnel No.' (311), 'Start' (01.01.2021), 'to' (31.12.9999), 'Enterprise structure' (CoCode: GOB, Pers.area: SA, Subarea: SA01), 'Personnel structure' (EE group: 1, EE subgroup: 03, Payr.area: GB, Contract: Non Contract), 'Organizational plan' (Percentage: 100.00, Position: 30000845, Job key: 00000000, Org. Unit: 10002329), and 'Administrator' (Group: GOB, PersAdmin, Time, PayrAdmin, Supervisor). The 'Save' button is highlighted in blue at the bottom right.

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

Save



The screenshot shows the same SAP 'Create Organizational assignment' form, but with yellow highlights around the 'Start' (01.01.2021), 'to' (31.12.9999), 'Subarea' (SA01), 'JPM', 'EE group' (1), 'EE subgroup' (03), 'Payr.area' (GB), 'Contract' (Non Contract), 'Position' (30000845), 'Job key' (00000000), 'Org. Unit' (10002329), and 'Supervisor' fields. The 'Save' button is highlighted in blue at the bottom right, and a red box with the number '6' is placed over it.

Note:

- The selection descriptions will appear.
- Yellow highlight boxes appear for user to check entered information.



Outcome: Record is created.

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

SAP

Create Personal data

Exit

Personnel No: 311

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

EE subgroup: 03 Division III

* Start: 01.01.2021 * to: 31.12.9999

Name

* Last name:

* First name:

Full Name:

Additional data

Gender:

* Birth date:

Birthplace:

Ctry o.birth:

State:

* Nationality:

Country of Residence:

* Mar.status:

Religion:

Record created View details

Save Cancel

Personnel No:

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

EE subgroup: Division III

* Start:

 * to:

Name

* Last name:

* First name:

Full Name:

Additional data

Gender:

* Birth date:
 * Mar.status:

Birthplace:

Ctry o.birth:

State:
 Religion:

* Nationality:

Country of Residence:

- | Sub Section | Field | Mandatory (?) | Example |
|-----------------|----------------------|---------------|------------------------------------|
| Name | Last Name | ✓ | Haji Ariffin |
| | First Name | ✓ | Mohamad Amir Wafi |
| | Full Name | ✗ | Mohamad Amir Wafi Bin Haji Ariffin |
| Additional Data | Gender | ✗ | Male |
| | Birth date | ✓ | 01.01.1990 |
| | Marital Status | ✓ | Bujang |
| | Birthplace | ✗ | Brunei Darussalam |
| | Country of Birth | ✗ | Brunei Darussalam |
| | State | ✗ | BM - Brunei Muara |
| | Religion | ✗ | Islam |
| | Nationality | ✓ | Bruneian |
| | Country of Residence | ✗ | Brunei Darussalam |



SAP Create Personal data

Personnel No: 311
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.01.1990 * to: 31.12.9999

Name
* Last name: HAJI ARIFFIN
* First name: MOHAMAD AMIR WAFI
Full Name: MOHAMAD AMIR WAFI BIN HAJI ARIFFIN

Additional data
Gender: Lelaki
* Birth date: 01.01.1990 * Mar.status: Bujang
Birthplace: Brunei Darussalam
Ctry o.birth: Brunei Darussalam
State: BM Brunei-Muara Religion: Islam
* Nationality: Bruneian
Country of Residence: Brunei Darussalam

☒ Save your entries **2** **Save** Cancel

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

Outcome: Record is created

The **Create Additional Data** page will be displayed.

SAP Create Additional Personal Data

Personnel No: 311
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data
* Ethnic origin:
Race:

Additional fields
Rank Types:
Ranks:
Citizenship:

☒ Record created View details **Save** Cancel



Create Additional Personal Data

Backend User

Department HR Administrator and HR Administrator (JPA)

SAP

Create Additional Personal Data

Exit

Personnel No: 311

EE group: 1 Permanent

EE subgroup: 03 Division III

Pers.area: SA Prime Minister's Office

* Start: 01.01.2021

* To: 31.12.9999

Additional Personal Data

* Ethnic origin:

Race:

Additional fields

Rank Types:

Ranks:

Citizenship:

Record created View details

Save Cancel

1. Under **Additional Personal Data** section, click on  for Ethnic origin.
2. Select Ethnic origin.

SAP

Create Additional Personal Data

Exit

Personnel No: 311

EE group: 1 Permanent

EE subgroup: 03 Division III

Pers.area: SA Prime Minister's Office

* Start: 01.01.2021

* To: 31.12.9999

Additional Personal Data

* Ethnic origin:

Race:

Additional fields

Rank Types:

Ranks:

Citizenship:

Record created View details

Save Cancel



SAP Create Additional Personal Data

Personnel No: 311
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU
Race: [dropdown menu]

Additional fields

Rank Types: [dropdown menu]
Ranks: [input field]
Citizenship: [dropdown menu]

Record created View details Save Cancel

- 3. Under **Additional Personal Data** section, click on [dropdown menu] for Race.
- 4. Select Race.

SAP Create Additional Personal Data

Personnel No: 311
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

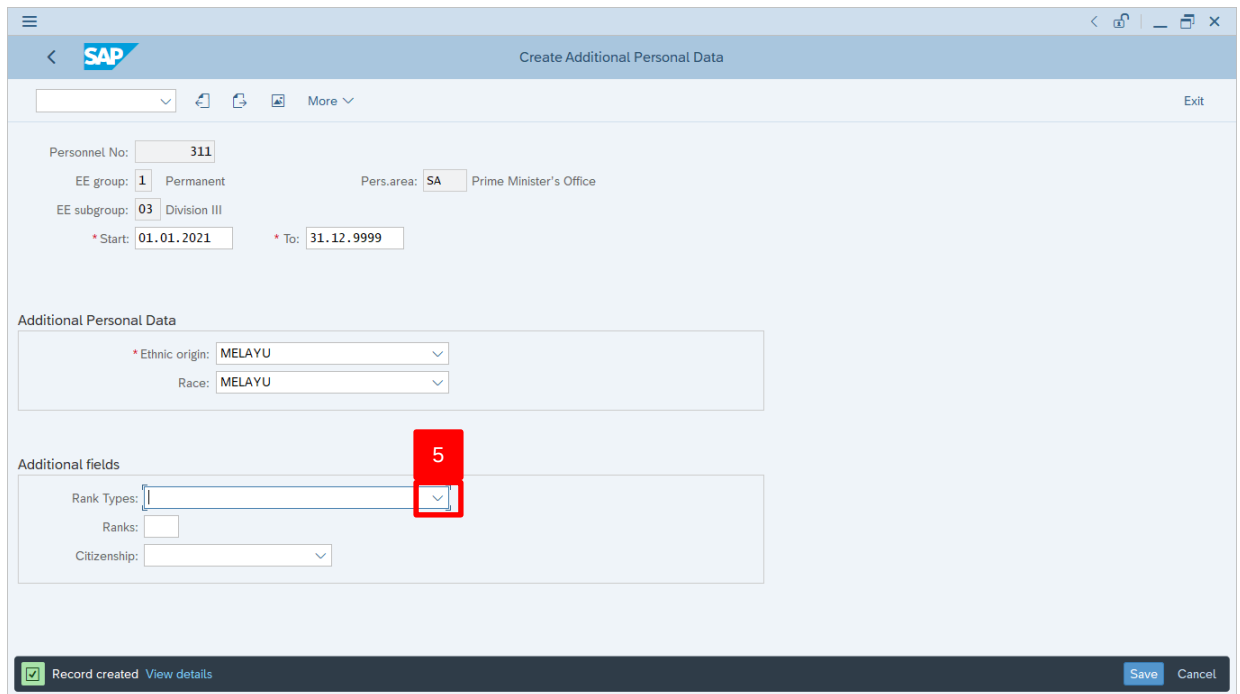
* Ethnic origin: MELAYU
Race: [dropdown menu]

Additional fields

Rank Types: [dropdown menu]
Ranks: [input field]
Citizenship: [dropdown menu]

MURUT MUSLIM
MELANAU MUSLIM
MELAYU BELAIT
MURUT
INDIAN MUSLIM
CINA FOOCHOW MUSLIM
PUNAN ISLAM
PAKISTAN

Record created View details Save Cancel



Personnel No: 311

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

EE subgroup: 03 Division III

* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU

Race: MELAYU

Additional fields

Rank Types: [Dropdown menu highlighted with red box 5]

Ranks:

Citizenship:

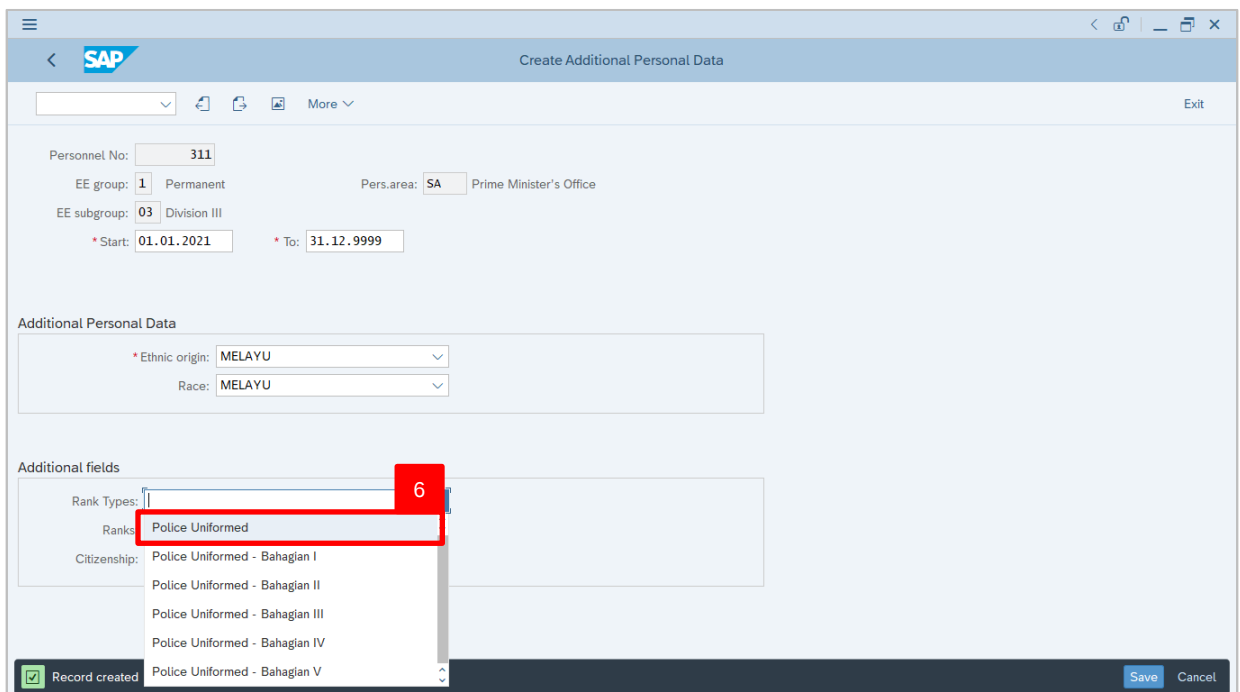
Record created View details Save Cancel

Note:

- **Rank Types** is only applicable for Uniformed personnel only.
- For Non-Uniformed personnel can skip this step.

5. Under **Additional fields** section, click on [Dropdown arrow] for Rank Types.

6. Select Rank Type.



Personnel No: 311

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

EE subgroup: 03 Division III

* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU

Race: MELAYU

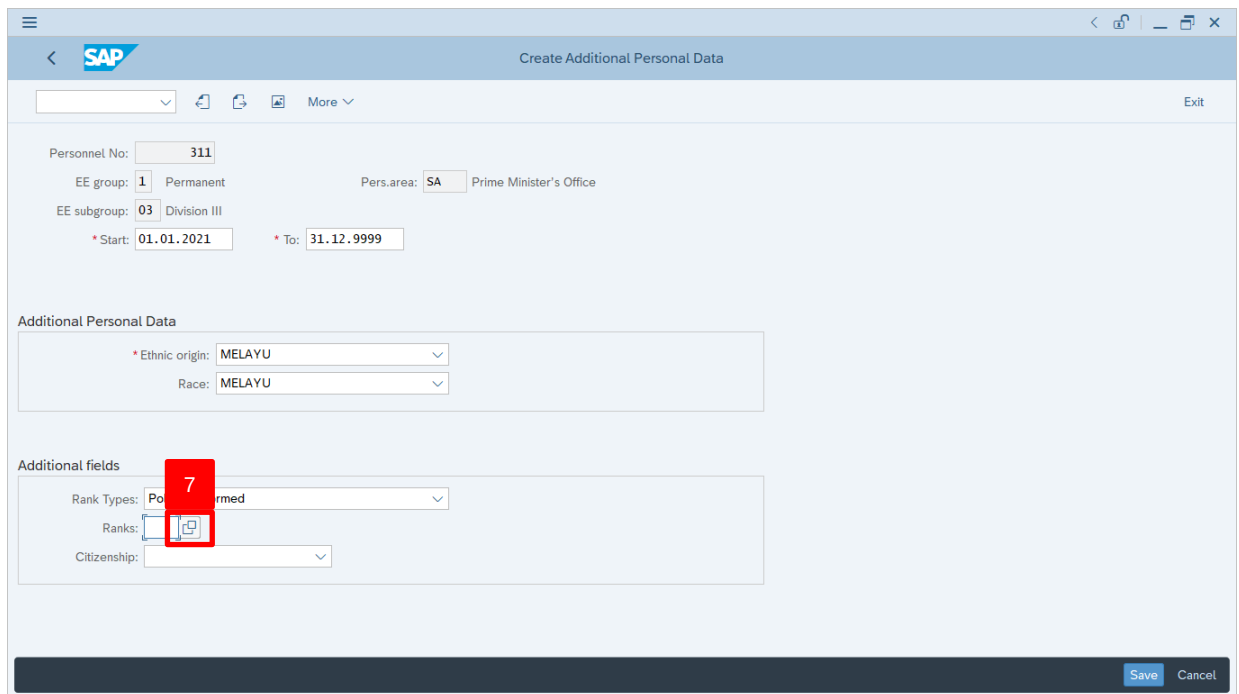
Additional fields

Rank Types: [Dropdown menu open, 'Police Uniformed' highlighted with red box 6]

Ranks:

Citizenship:

Record created View details Save Cancel



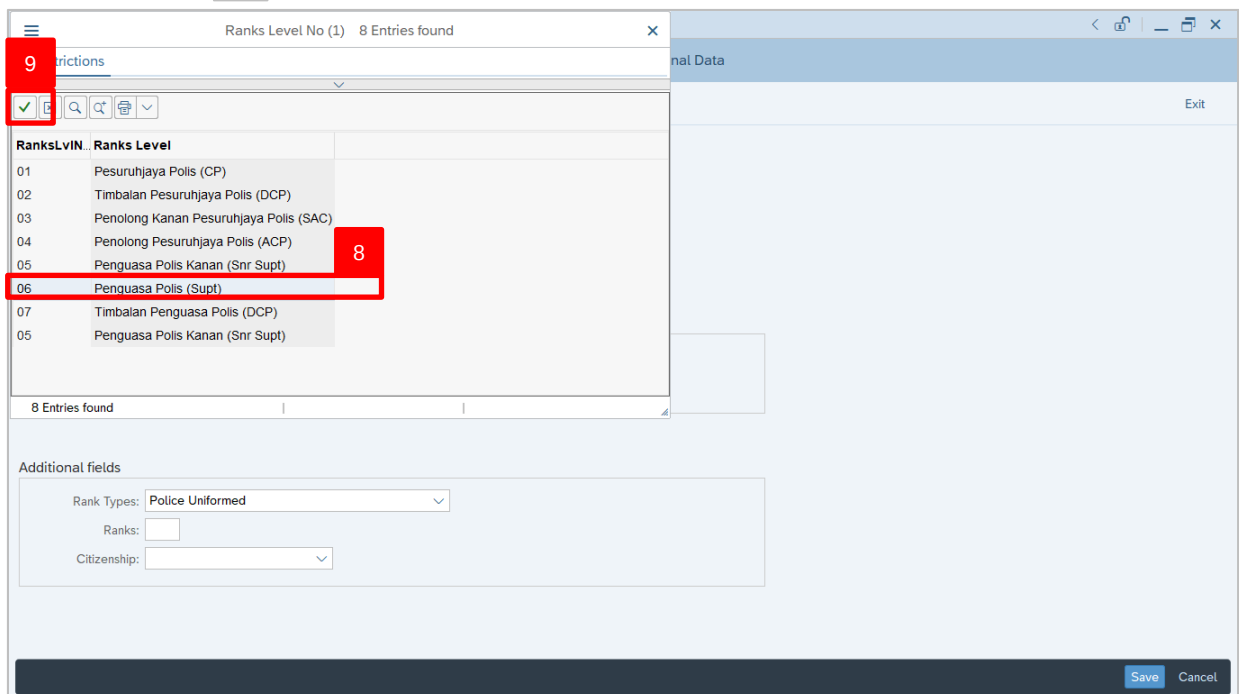
Note:

- **Ranks** is only applicable for Uniformed personnel only.
- For Non – Uniformed personnel can skip this step.

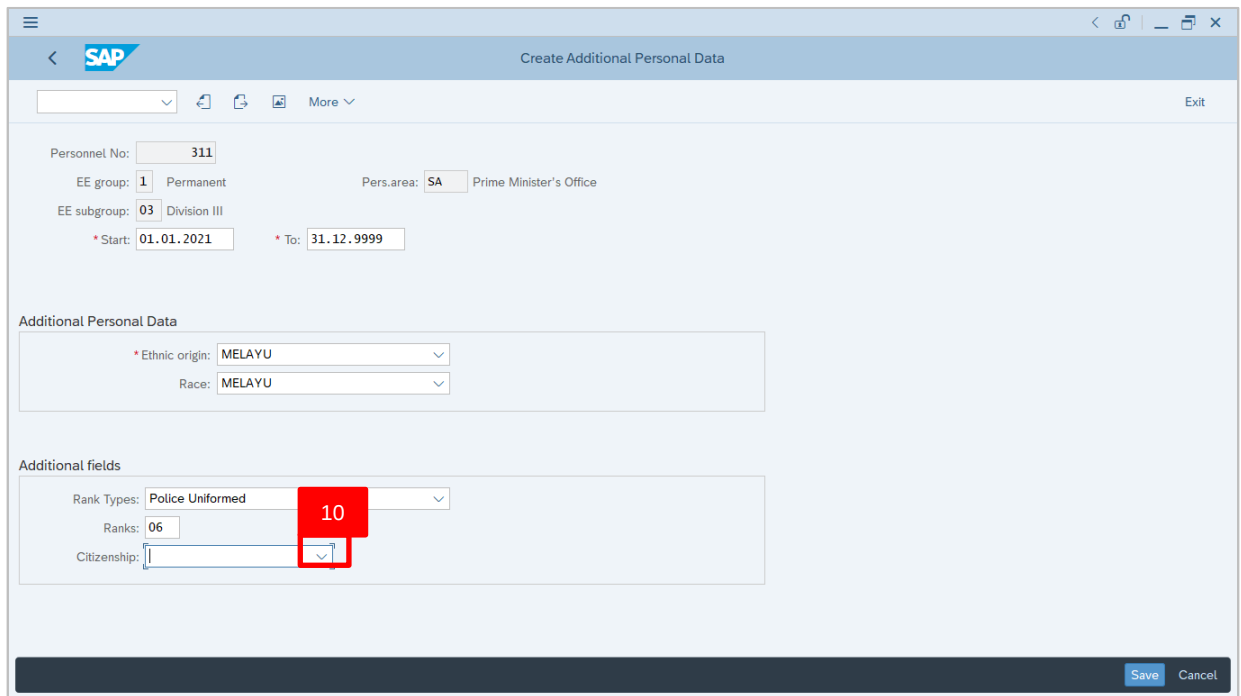
7. Under **Additional fields** section, click on  for Ranks.

8. Select Rank.

9. Click on  icon.



RanksLvIN	Ranks Level
01	Pesuruhjaya Polis (CP)
02	Timbalan Pesuruhjaya Polis (DCP)
03	Penolong Kanan Pesuruhjaya Polis (SAC)
04	Penolong Pesuruhjaya Polis (ACP)
05	Penguasa Polis Kanan (Snr Supt)
06	Penguasa Polis (Supt)
07	Timbalan Penguasa Polis (DCP)
05	Penguasa Polis Kanan (Snr Supt)



Personnel No: 311

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

EE subgroup: 03 Division III

* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU

Race: MELAYU

Additional fields

Rank Types: Police Uniformed

Ranks: 06

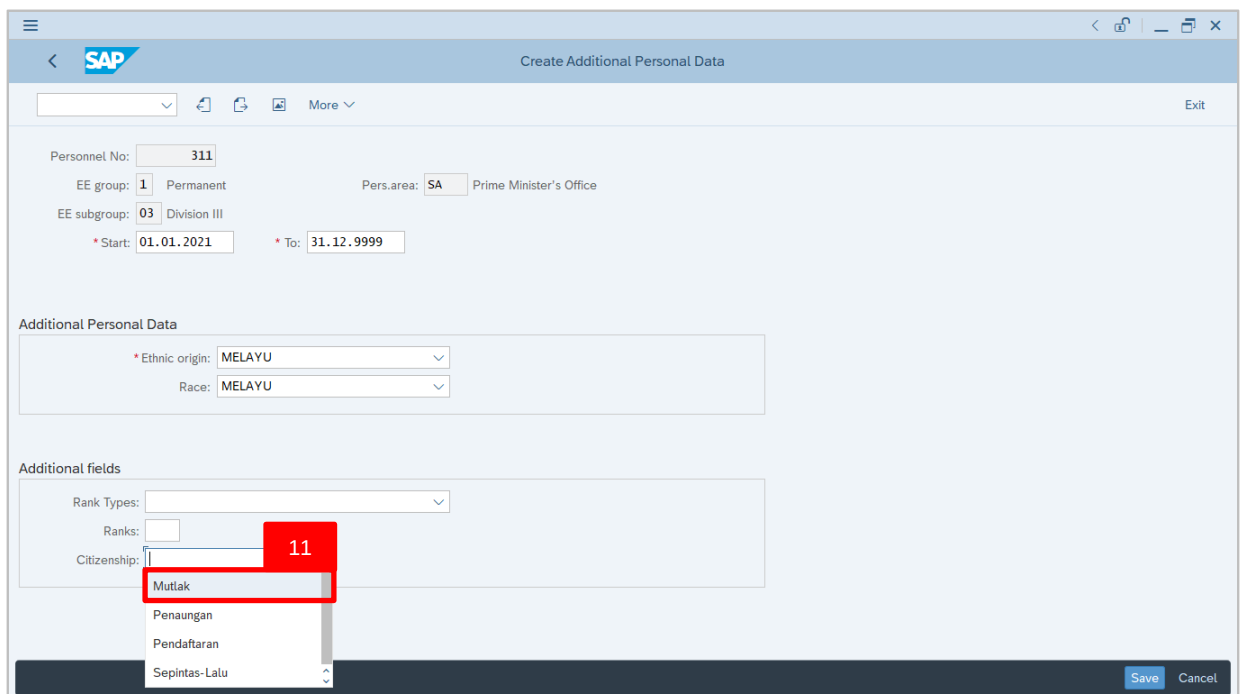
Citizenship:

10

Save Cancel

10. Under **Additional fields** section, click on  icon for Citizenship.

11. Select Citizenship.



Personnel No: 311

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

EE subgroup: 03 Division III

* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU

Race: MELAYU

Additional fields

Rank Types:

Ranks:

Citizenship:

11

Mutiak

Penaungan

Pendaftaran

Sepintas-Lalu

Save Cancel

Note:

- **Rank Types** and **Ranks** are applicable for Uniformed personnel only.
- For Non-Uniformed personnel, user may skip them to select Citizenship type.



SAP Create Additional Personal Data

Personnel No: 311
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.01.2021 * To: 31.12.9999

Additional Personal Data

* Ethnic origin: MELAYU
Race: MELAYU

Additional fields

Rank Types:
Ranks:
Citizenship: Mutlak

12 Save Cancel

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

Outcome: Record is created.

The **Create Personal IDs - IC** page will be displayed.

SAP Create Personal IDs

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: 01.01.2021 * to: 31.12.9999

Personal IDs

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

Record created View details Save Cancel

SAP

Create Personal IDs

More

Exit

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:

01.01.2021

* to:

31.12.9999

Personal IDs

ID type:

IC

* ID number:

Author.:

Date of issue:

Valid to:

Place of issue:

Country of issue:

Record created

View details

Save

Cancel

- | Sub Section | Field | Mandatory (?) | Example |
|--------------|------------------|---------------|-----------------------------|
| Personal IDs | ID Number | ✓ | 01100311 (No space or dash) |
| | Author | × | Brunei Darussalam |
| | Date of Issue | × | 01.01.2016 |
| | Valid to | × | 01.01.2026 |
| | Place of Issue | × | Brunei Darussalam |
| | Country of Issue | × | Brunei Darussalam |



SAP Create Personal IDs

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: 01.01.2021 * to: 31.12.9999

Personal IDs

ID type: IC

* ID number: 01100311

Author.: Brunei Darussalam

Date of issue: 01.01.2016

Valid to: 01.01.2026

Place of issue: Brunei Darussalam

Country of issue: Brunei Daruss.

2 Save Cancel

2. Click Save

The Create Personal IDs – Uniform ID page will be displayed.

SAP Create Personal IDs

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: 01.01.2021 * to: 31.12.9999

Personal IDs

ID type: Uniform ID

* ID number:

Author.:

Date of issue:

Valid to:

Place of issue:

Country of issue:

Save Cancel



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

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

Note:

- Uniform ID is mandatory for Uniformed personnel only.

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

5. Click 

Outcome: Record is created.

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



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

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

Note:

- Passport ID is mandatory for foreign personnel only.

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

8. Click 

Outcome: Record is created.

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



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

SAP

Create Addresses

Exit

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: 01.01.2021 * to: 31.12.9999

Address

* Address type: Home Address

Street and House No.:

2nd Address Line:

Postal code / city:

District:

* Country Key: Brunei Darussalam

Additional fields

Government Housing

Distance in KM:

Save

Cancel

SAP

Create Addresses

<

More ▾

Exit

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: 01.01.2021 * to: 31.12.9999

Address

* Address type: Home Address ▾

Street and House No.:

2nd Address Line:

Postal code / city:

District:

* Country Key: Brunei Darussalam ▾

Additional fields

Government Housing

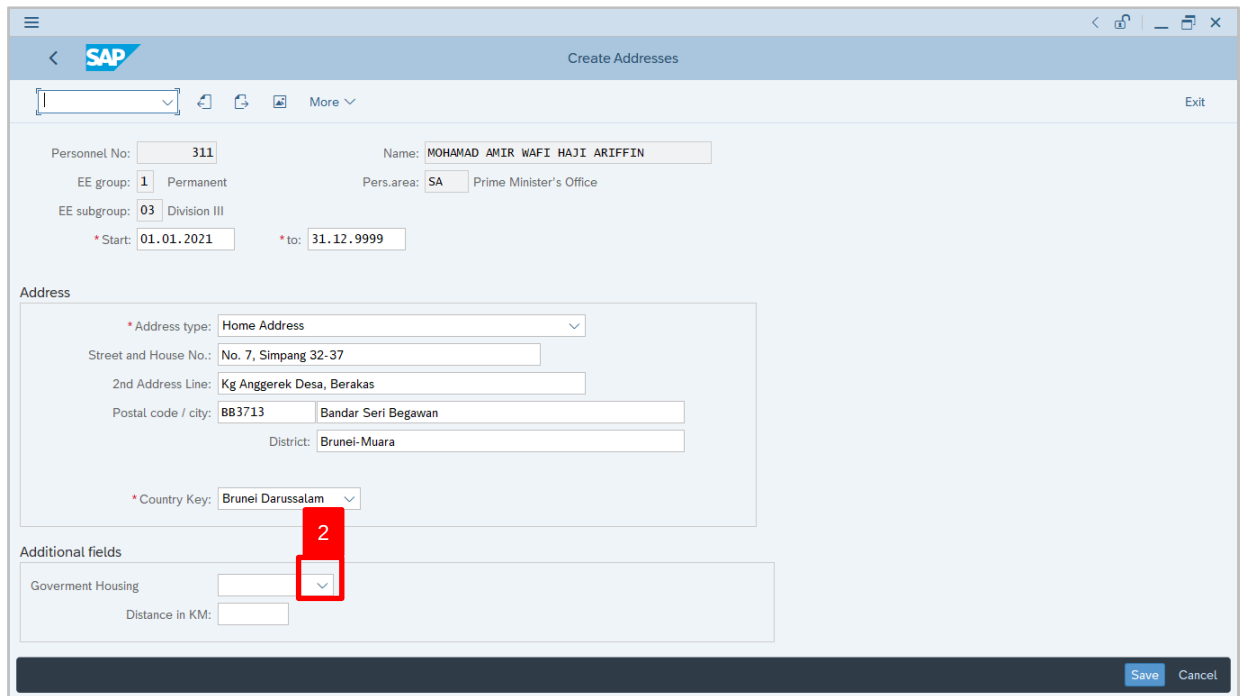
Distance in KM:

Save

Cancel

- | Sub Section | Field | Mandatory (?) | Example |
|-------------|----------------------|---------------|---------------------------|
| Address | Street and House No. | × | No. 7, Simpang 32-37 |
| | 2nd Address Line | × | Kg Anggerek Desa, Berakas |
| | Postal Code | × | BB3713 |
| | City | × | Bandar Seri Begawan |
| | District | × | Brunei-Muara |

- Country Key is **Brunei Darussalam** by default.



Create Addresses

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: 01.01.2021 * to: 31.12.9999

Address

* Address type: Home Address

Street and House No.: No. 7, Simpang 32-37

2nd Address Line: Kg Anggerek Desa, Berakas

Postal code / city: BB3713 Bandar Seri Begawan

District: Brunei-Muara

* Country Key: Brunei Darussalam

Additional fields

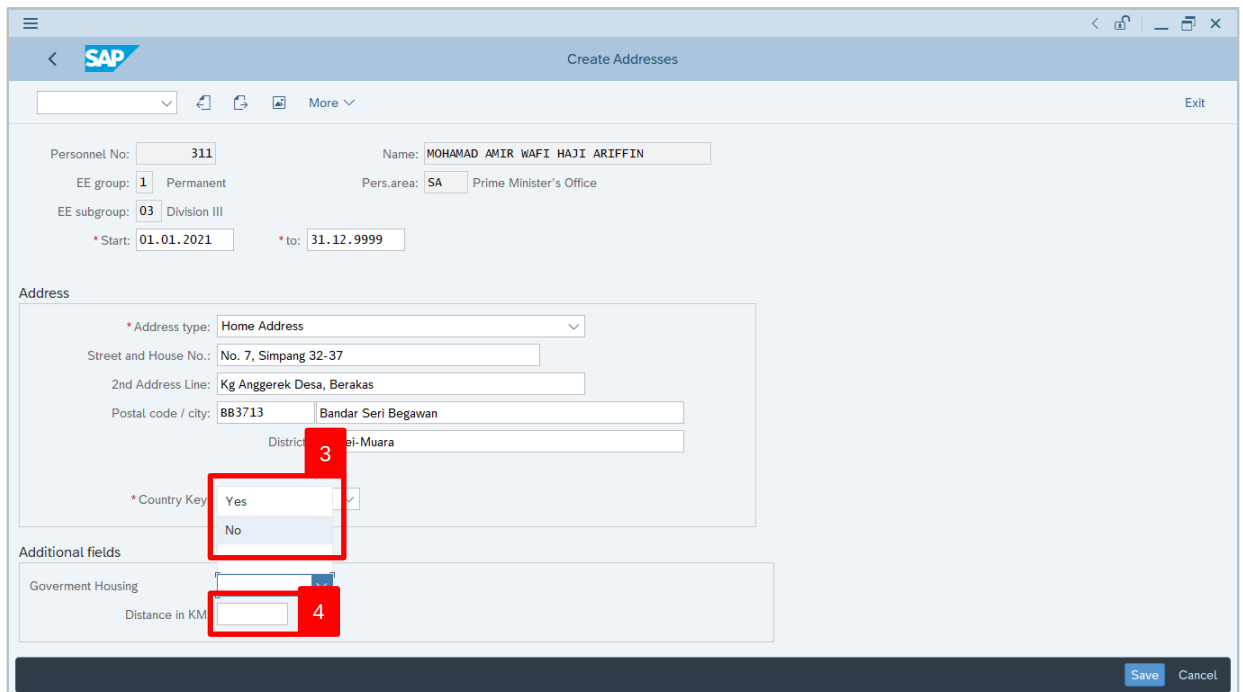
Government Housing: ▼ (2)

Distance in KM:

Save Cancel

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

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



Create Addresses

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: 01.01.2021 * to: 31.12.9999

Address

* Address type: Home Address

Street and House No.: No. 7, Simpang 32-37

2nd Address Line: Kg Anggerek Desa, Berakas

Postal code / city: BB3713 Bandar Seri Begawan

District: Brunei-Muara

* Country Key: Yes
No (3)

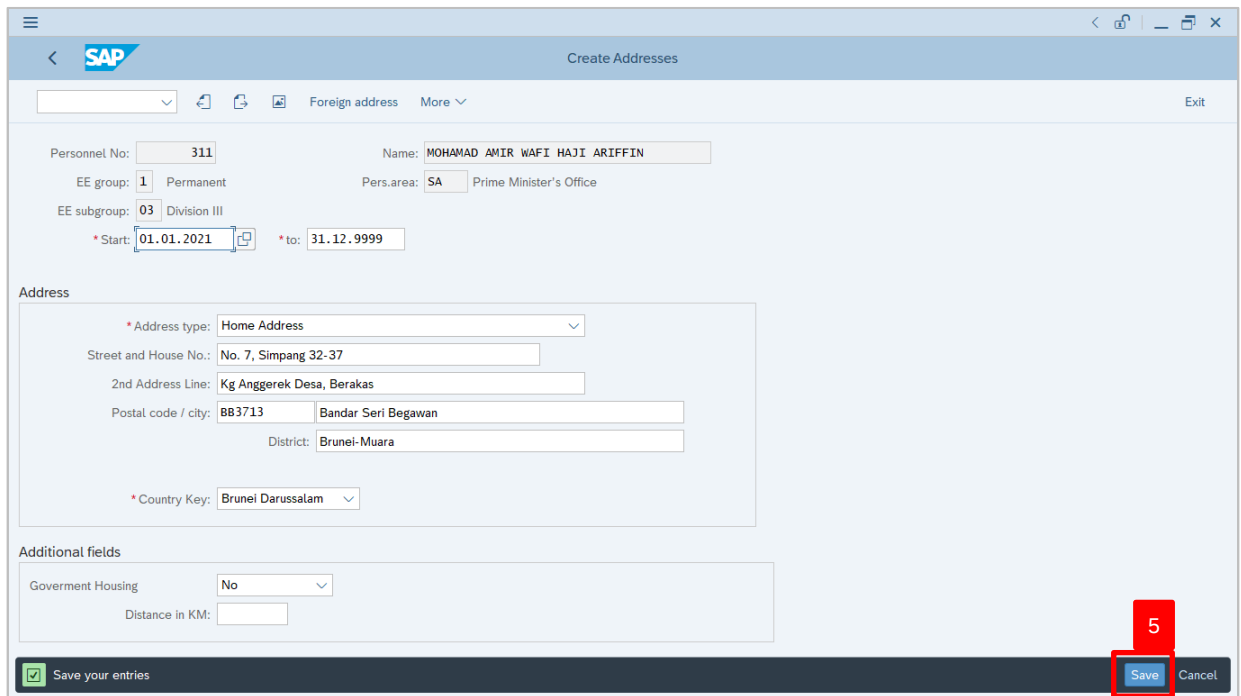
Additional fields

Government Housing: ▼

Distance in KM: (4)

Save Cancel

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

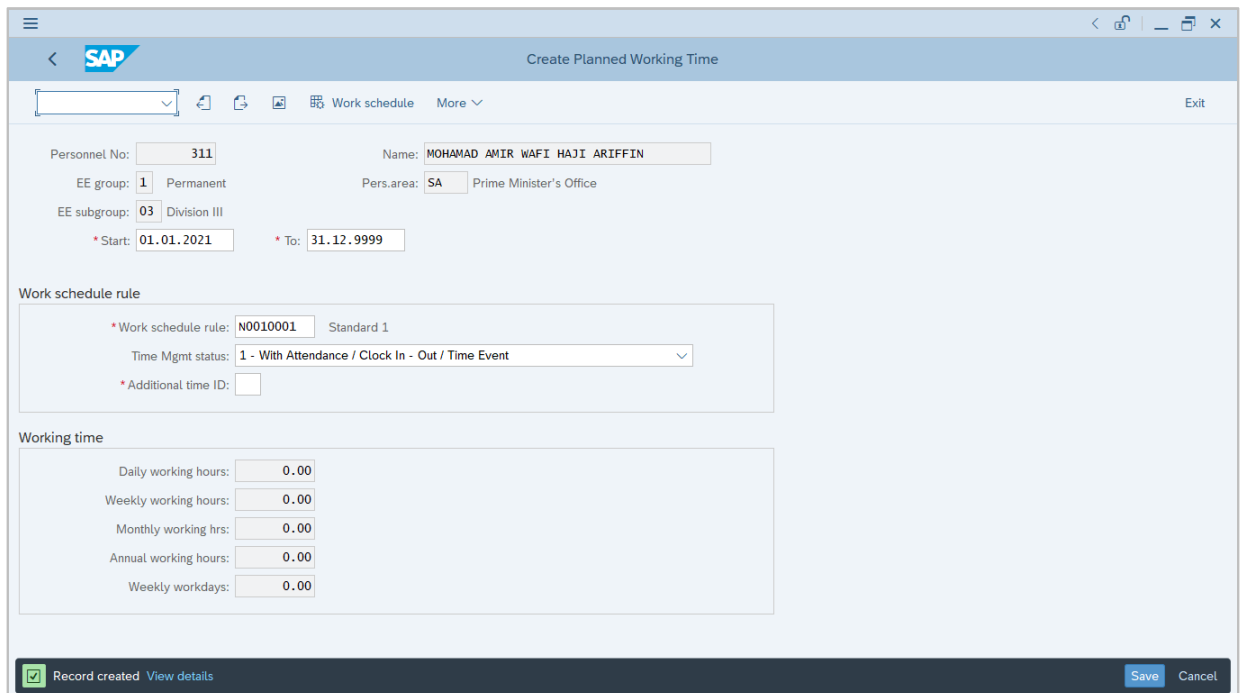


The screenshot shows the 'Create Addresses' form in SAP. The form is for a person with Personnel No. 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 (Permanent), Pers.area: SA (Prime Minister's Office), and EE subgroup: 03 (Division III). The start date is 01.01.2021 and the end date is 31.12.9999. The address is: Home Address, No. 7, Simpang 32-37, Kg Anggerek Desa, Berakas, Bandar Seri Begawan, Brunei-Muara, Brunei Darussalam. The 'Additional fields' section shows 'Government Housing' as 'No' and 'Distance in KM' as empty. At the bottom, there is a 'Save your entries' checkbox and a 'Save' button highlighted with a red box and the number 5.

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

Outcome: Record is created.

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



The screenshot shows the 'Create Planned Working Time' form in SAP. The form is for a person with 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 start date is 01.01.2021 and the end date is 31.12.9999. The 'Work schedule rule' section shows 'Work schedule rule: N0010001 Standard 1' and 'Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event'. The 'Working time' section shows: Daily working hours: 0.00, Weekly working hours: 0.00, Monthly working hrs: 0.00, Annual working hours: 0.00, and Weekly workdays: 0.00. At the bottom, there is a 'Record created' checkbox and a 'View details' link, and a 'Save' button highlighted with a red box and the number 5.

Create Planned Working Time	Backend User
	Department HR Administrator and HR Administrator (JPA)

SAP Create Planned Working Time

Personnel No: Name:

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

EE subgroup: Division III

* Start: * To:

Work schedule rule

* Work schedule rule:

Time Mgmt status:

* Additional time ID:

Working time

Daily working hours:

Weekly working hours:

Monthly working hrs:

Annual working hours:

Weekly workdays:

☒ Record created [View details](#)

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

Restrictions

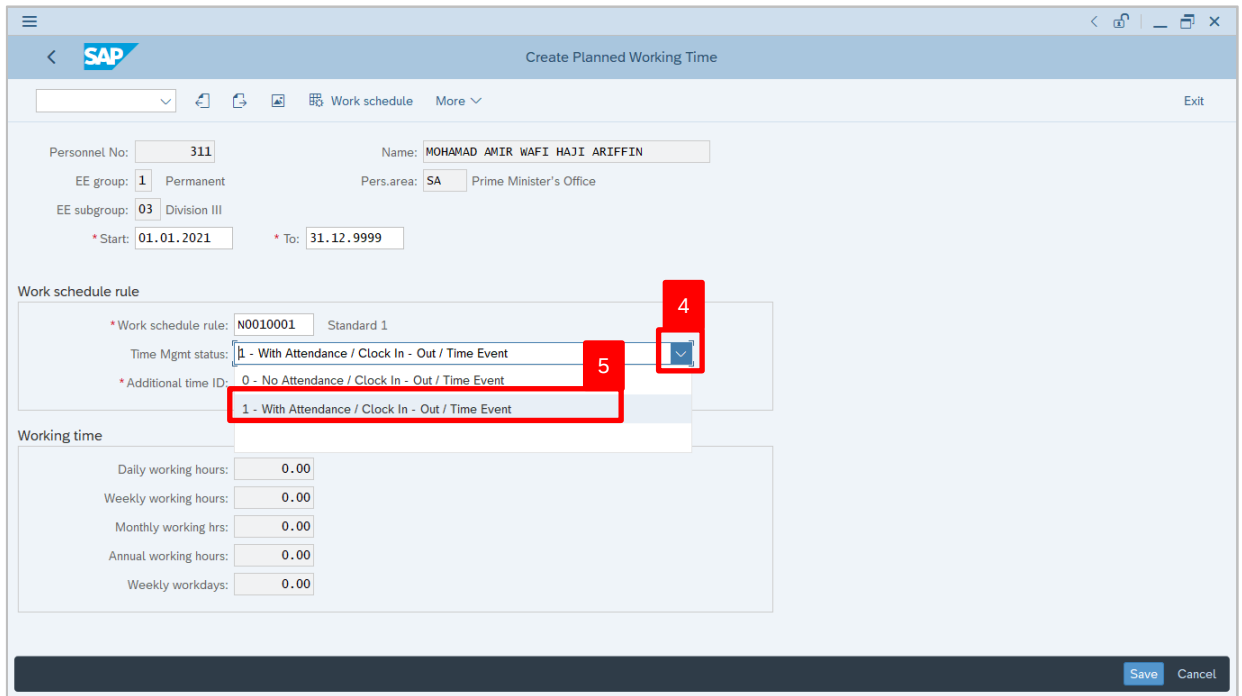
WS rule Work schedule rule text PWS Start Date End Date

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

88 Entries found

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: 01.01.2021 * 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: 0.00

Weekly working hours: 0.00

Monthly working hrs: 0.00

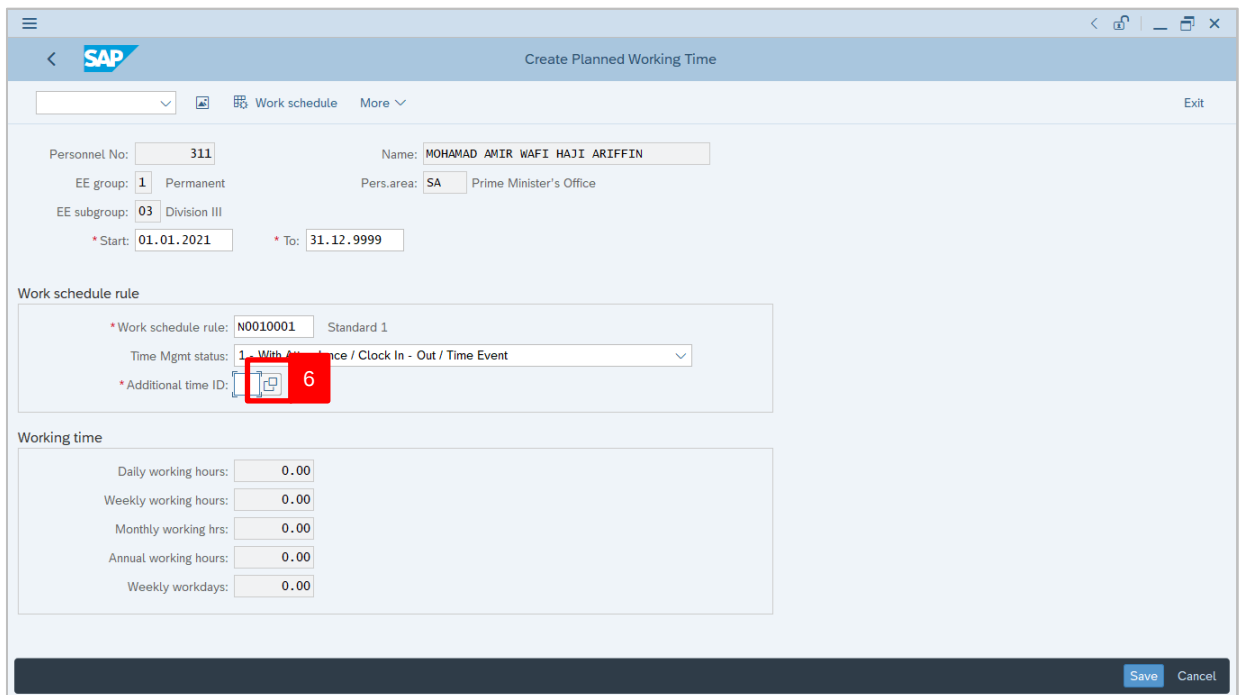
Annual working hours: 0.00

Weekly workdays: 0.00

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: 01.01.2021 * 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: 1 - With Attendance / Clock In - Out / Time Event

Working time

Daily working hours: 0.00

Weekly working hours: 0.00

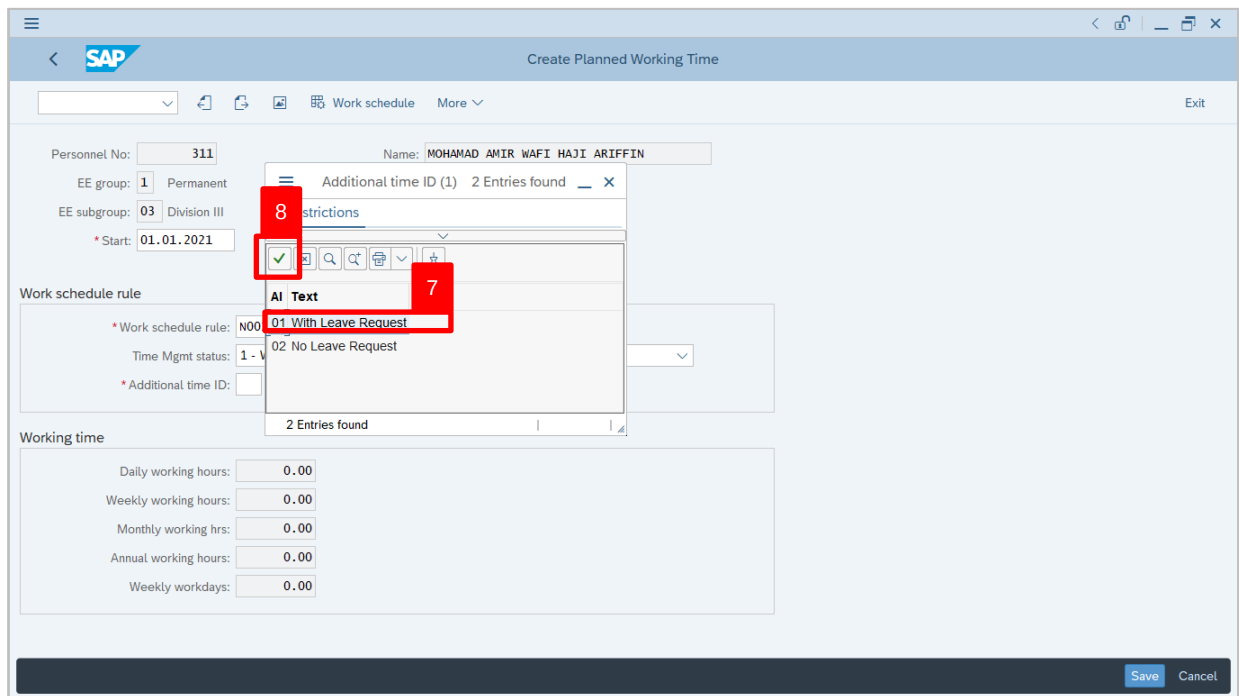
Monthly working hrs: 0.00

Annual working hours: 0.00

Weekly workdays: 0.00

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

EE subgroup: 03 Division III

* Start: 01.01.2021

Work schedule rule

* Work schedule rule: N00

Time Mgmt status: 1 - V

* Additional time ID:

Working time

Daily working hours: 0.00

Weekly working hours: 0.00

Monthly working hrs: 0.00

Annual working hours: 0.00

Weekly workdays: 0.00

Additional time ID (1) 2 Entries found

Al Text

01 With Leave Request

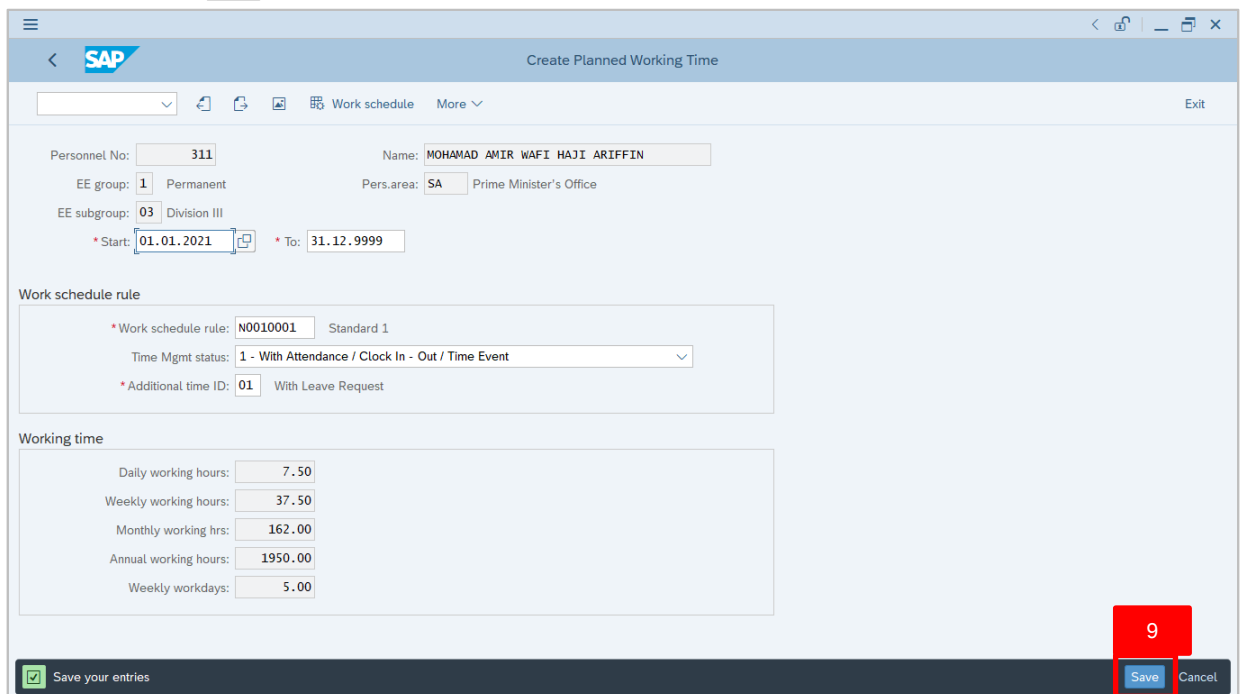
02 No Leave Request

2 Entries found

Save Cancel

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

8. Click on  icon.



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

EE group: 1 Permanent

EE subgroup: 03 Division III

* Start: 01.01.2021 * 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

Save your entries

Save Cancel

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

Outcome: Record is created.

SAP

Create Date Specifications

Personnel No: Name:

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

EE subgroup: Division III

* Start: * to:

Date Specifications

Date type	Date	Date type	Date
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	

☒ Record created [View details](#)



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

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

2. Select Date Specifications, **Z1 Join Date**.

3. Click on  icon.

4. Under **Date Specifications** section, enter the date for **Z1 Join Date**.

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



The screenshot shows the SAP 'Date Specifications' screen for Personnel No. 311. The 'Date type' dropdown is set to 'Z1'. The 'Date' field is set to '01.01.2021'. The 'Date type' dropdown is open, showing options: Z1 Join Date, Z2 Retirement Date, Z3 End of Contract, Z4 End of Probation, and Z5 Bond End Date. The 'Z4 End of Probation' option is highlighted with a red box and labeled '6'. The 'Check' icon (a green checkmark) is highlighted with a red box and labeled '7'. The 'Save' and 'Cancel' buttons are at the bottom right.

6. Select Date Specifications, **Z4 End of Probation**.

7. Click on  icon.

The screenshot shows the SAP 'Date Specifications' screen for Personnel No. 311. The 'Date type' dropdown is set to 'Z1'. The 'Date' field is set to '01.01.2021'. The 'Date type' dropdown is open, showing options: Z1 Join Date, Z2 Retirement Date, Z3 End of Contract, Z4 End of Probation, and Z5 Bond End Date. The 'Z4 End of Probation' option is highlighted with a red box and labeled '8'. The 'Save' and 'Cancel' buttons are at the bottom right.

8. Under **Date Specifications** section, enter the date for **Z4 End of Probation**.



SAP

Create Date Specifications

Exit

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: 01.01.2021

* to: 31.12.9999

Date Specifications

Date type	Date	Date type	Date
Z1	Join Date: 01.01.2021	Z4	End of Probation: 31.12.2023

Save your entries

9

Save

Cancel

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

Outcome: Record is created.

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

SAP

Create Monitoring of Tasks

Exit

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

Task

* Task Type:

* Date of Task:

Reminder

Reminder Date:

Comments

Record created

View details

Save

Cancel



Create Monitoring of Task

Back End User

Department HR Administrator and HR Administrator (JPA)

SAP

Create Monitoring of Tasks

Exit

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

Task

* Task Type:

* Date of Task:

Reminder

Reminder Date:

Comments

Record created View details

Save Cancel

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

SAP

Create Monitoring of Tasks

Exit

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

Task

* Task Type:

* Date of Task:

Anniversary Date

Contract Expiry Date

End of Probation

In-Service Training

Month to Month

Retirement

Reminder

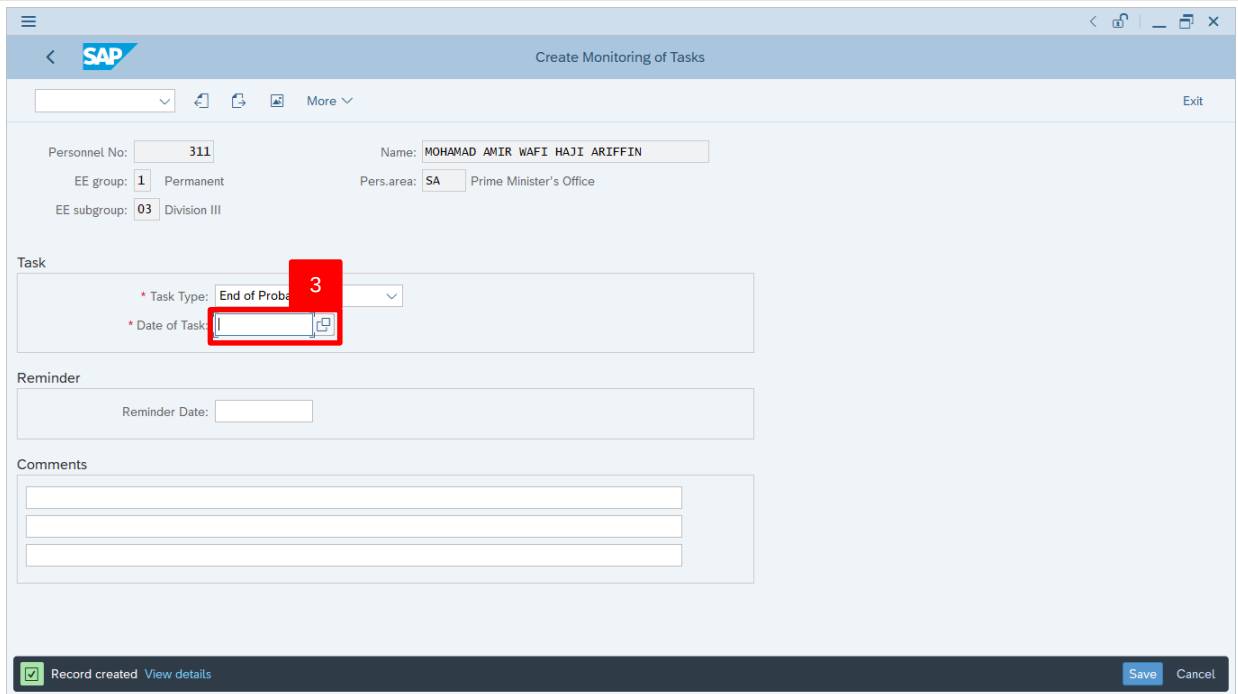
Reminder Date:

Comments

Record created View details

Save Cancel

2. Select Task Type, **End of Probation**.



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

Task

* Task Type: End of Probation

* Date of Task:

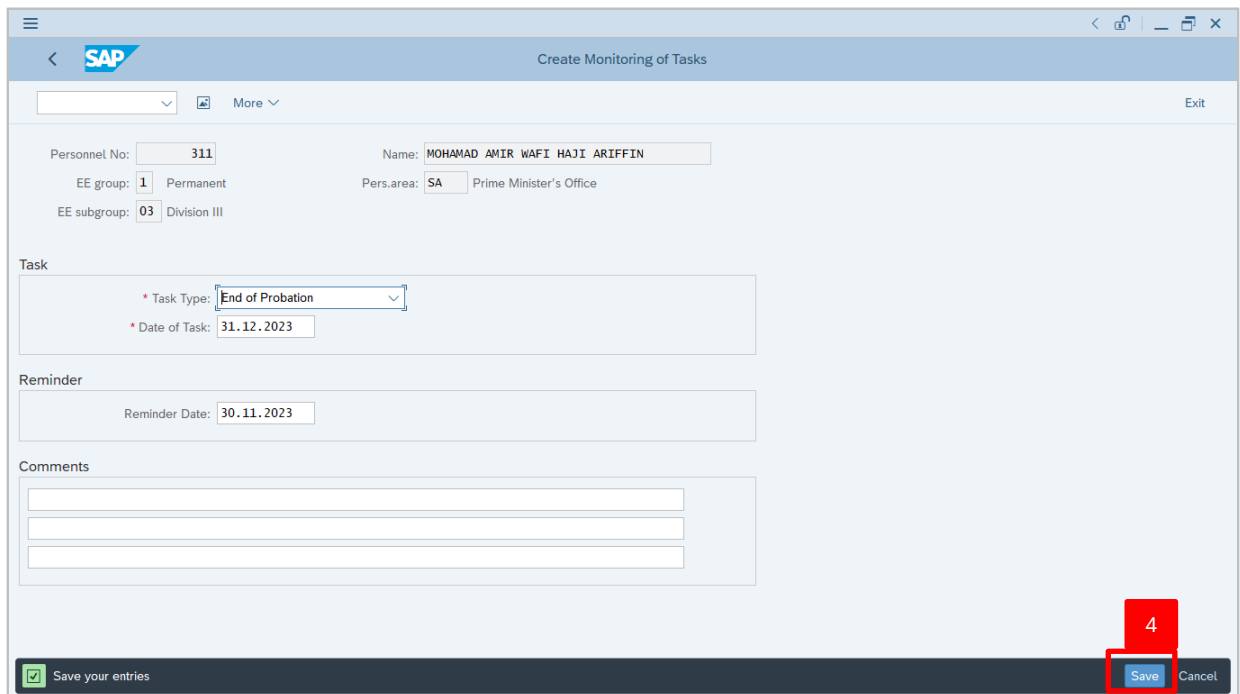
Reminder

Reminder Date:

Comments

Record created View details Save Cancel

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



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

Task

* Task Type: End of Probation

* Date of Task: 31.12.2023

Reminder

Reminder Date: 30.11.2023

Comments

Save your entries Save Cancel

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

Outcome: Record is created.

Note:

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



The **Create Communications** page will be displayed.

SAP

Create Communication

More

Exit

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: 01.01.2021

* to: 31.12.9999

Communication

Type: 0001 ESS/MSS ID

* System ID:

Record created View details

Save Cancel



Create Communications	Backend User
	Department HR Administrator and HR Administrator (JPA)

SAP

Create Communication

More

Exit

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: 01.01.2021

* to: 31.12.9999

Communication

Type: 0001 ESS/MSS ID

* System ID:

Record created View details

Save Cancel

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

Note:

- ESS/MSS ID is the personnel's IC number.

SAP

Create Communication

More

Exit

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: 01.01.2021

* to: 31.12.9999

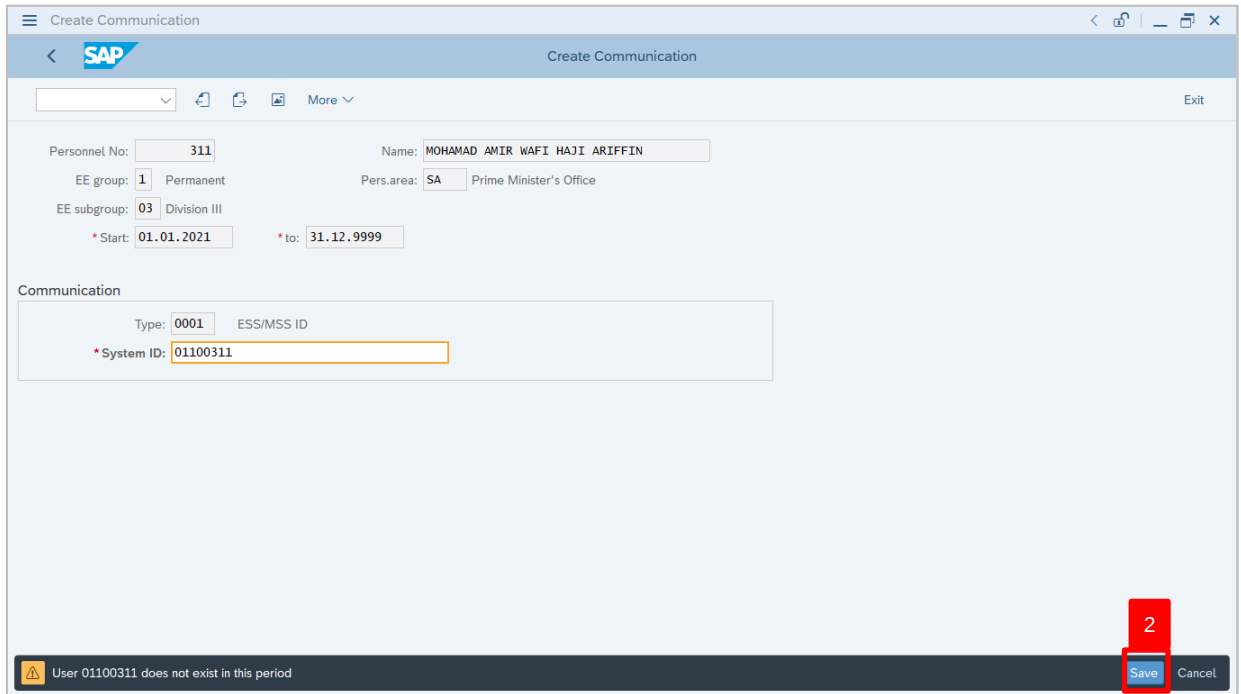
Communication

Type: 0001 ESS/MSS ID

* System ID: 011003111

Record created View details

Save Cancel



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

Outcome: Record is created.

Note:

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

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



Create Communication

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: 01.01.2021 * to: 31.12.9999

Communication

Type: 0010 Office Email

* System ID:

Record created View details Save Cancel

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

Note:

- Office Email can only be in **“.gov.bn”** or **“.edu.bn”**

Create Communication

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

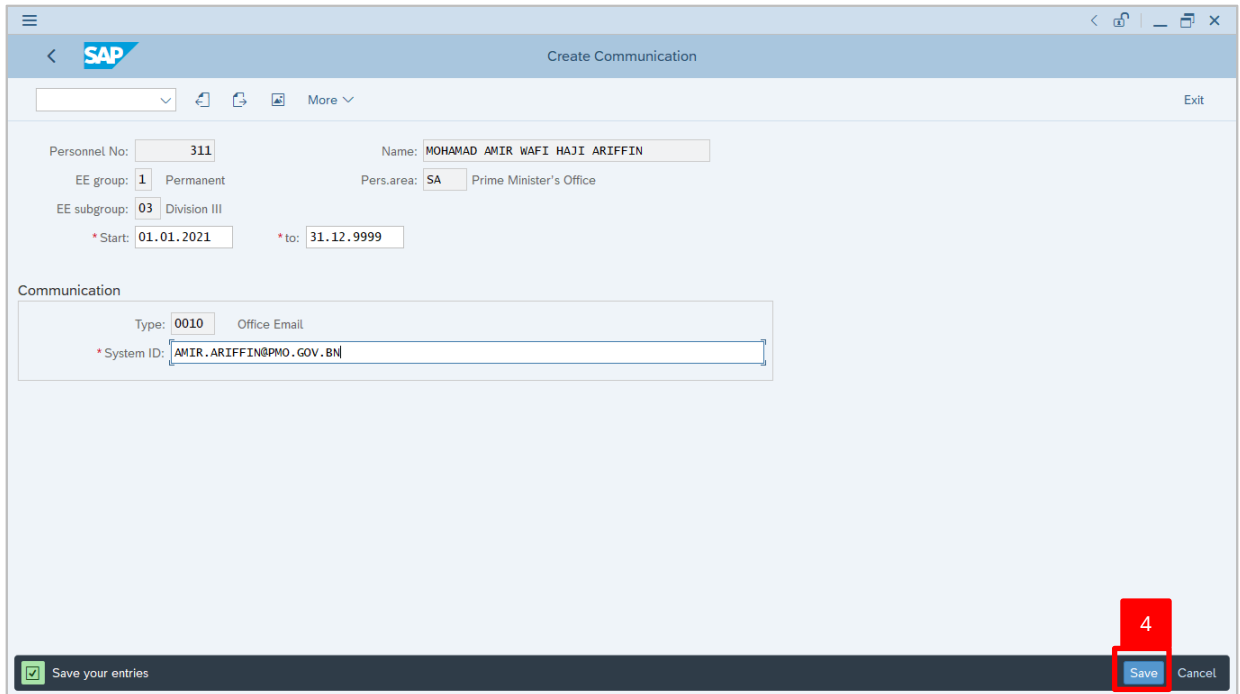
* Start: 01.01.2021 * to: 31.12.9999

Communication

Type: 0010 Office Email

* System ID: AMIR.ARIFFIN@PMO.GOV.BN

Record created View details Save Cancel



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: 01.01.2021 * to: 31.12.9999

Communication

Type: 0010 Office Email

* System ID: AMIR.ARIFFIN@PMO.GOV.BN

Save your entries **4** Save Cancel

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

Outcome: Record is created.

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



SAP Create Communication

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: 01.01.2021 * to: 31.12.9999

Communication

Type: 0023 Mobile Number

* System ID: [Redacted]

Record created View details Save Cancel

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

SAP Create Communication

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: 01.01.2021 * to: 31.12.9999

Communication

Type: 0023 Mobile Number

* System ID: 8000311

Record created View details Save Cancel



Create Communication

More

Exit

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: 01.01.2021

* to: 31.12.9999

Communication

Type: 0023 Mobile Number

* System ID: 8000311

☒ Save your entries

6

Save

Cancel

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

Outcome: Record is created.

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

More

Exit

Find by

Person

Collective Search Help

Search Term

Free search

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: 01.01.2021

Personnel Actions

Action Type	Personnel ...	EE group	EE subgroup
☐ Historical Data Hiring			
☐ Data Migration			
☒ Lantikan			
☐ Kenaikan Pangkat			
☐ Pemindahan			
☐ Penempatan			
☐ Dipinjamkan ke Swasta			
☐ Penambahan Bukan Kakitangan			

☒ Record created

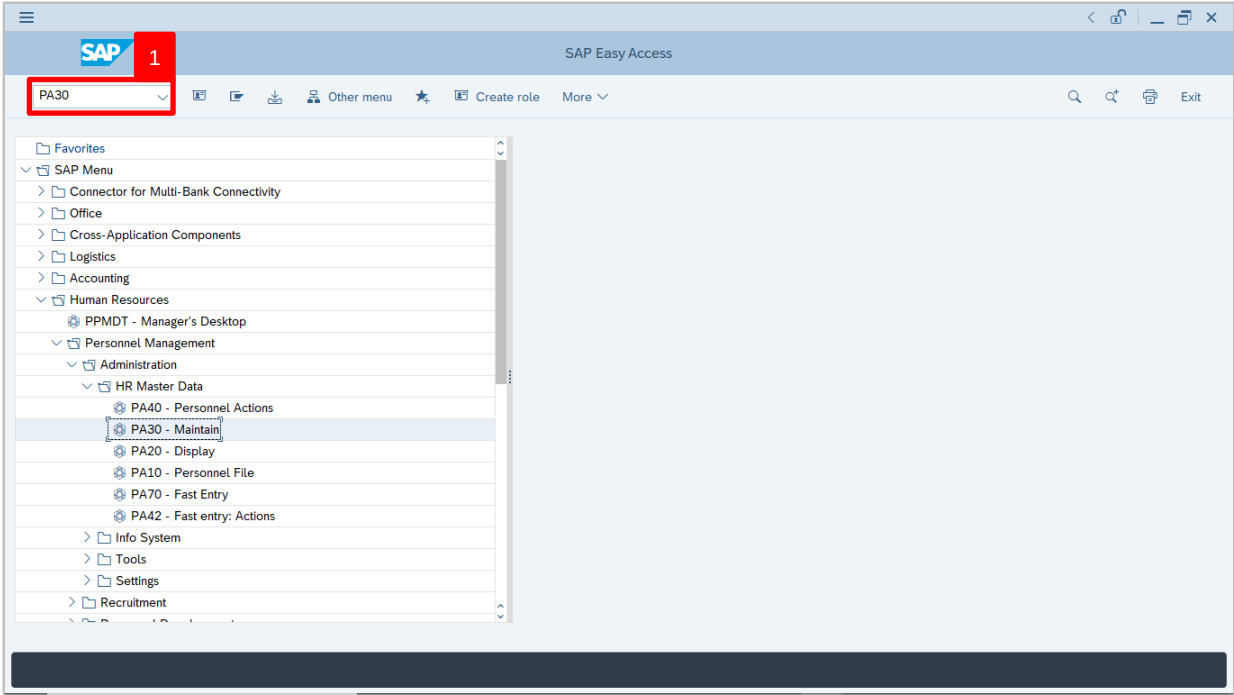
View details



View Action Overview

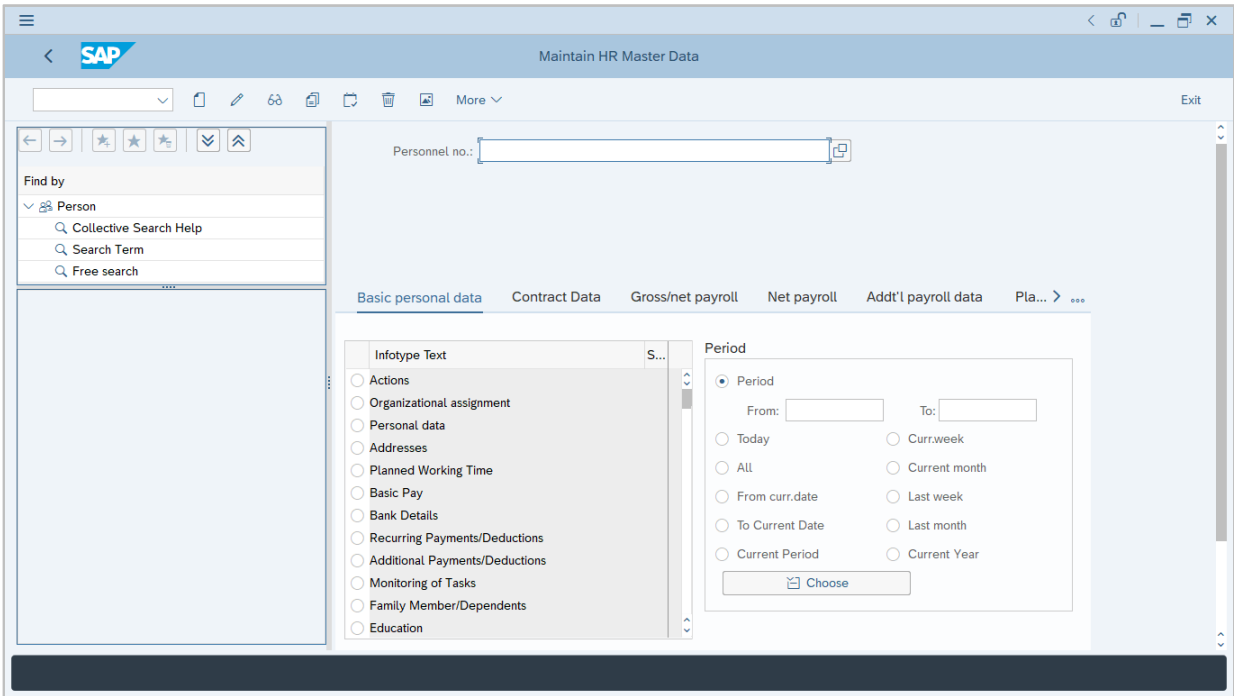
Backend User

Department HR Administrator and HR Administrator (JPA)



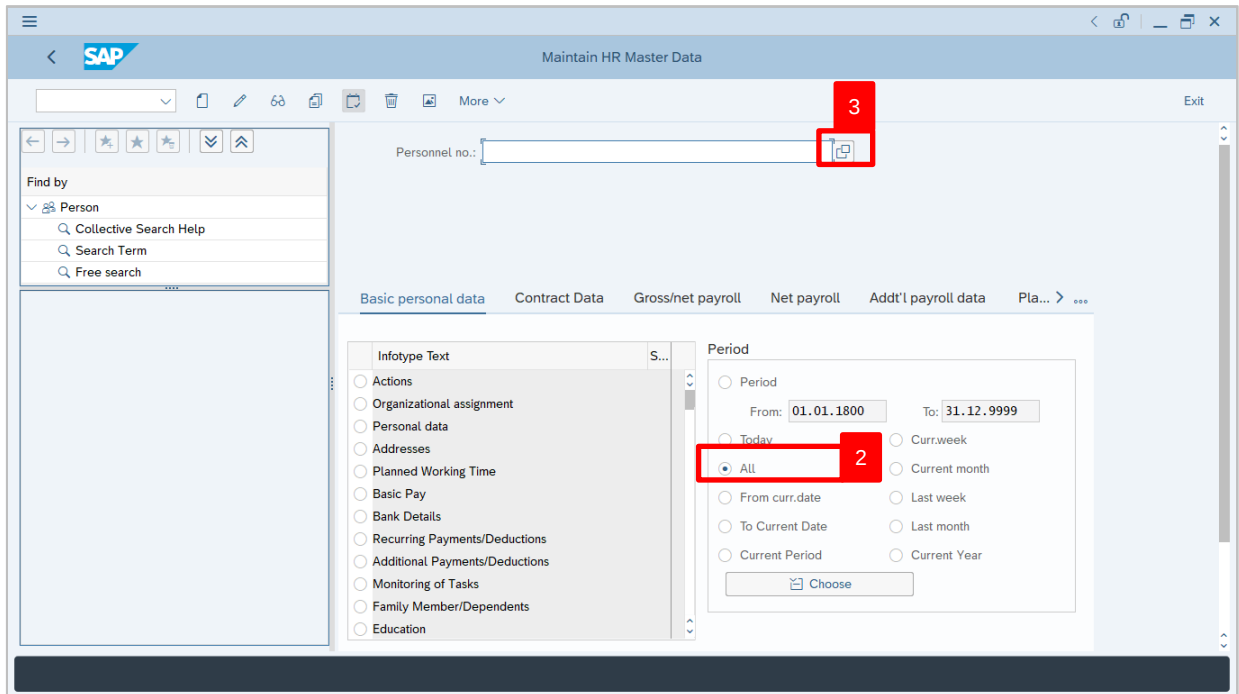
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



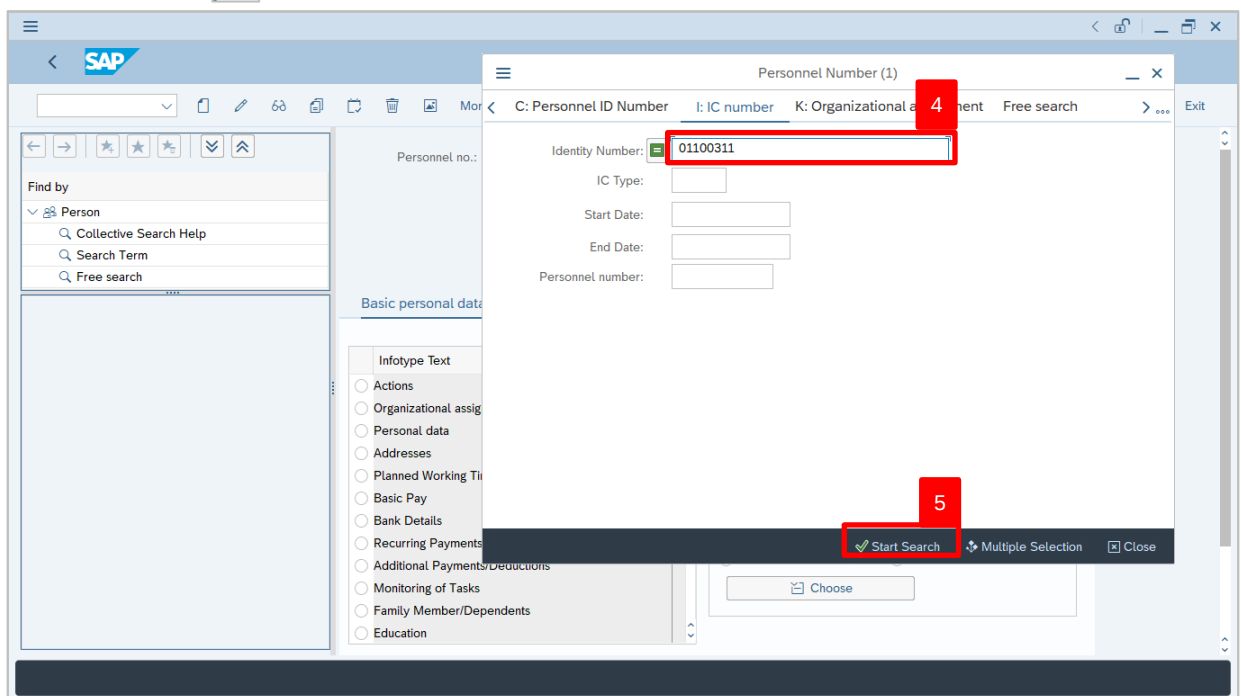
Note:

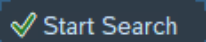
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.

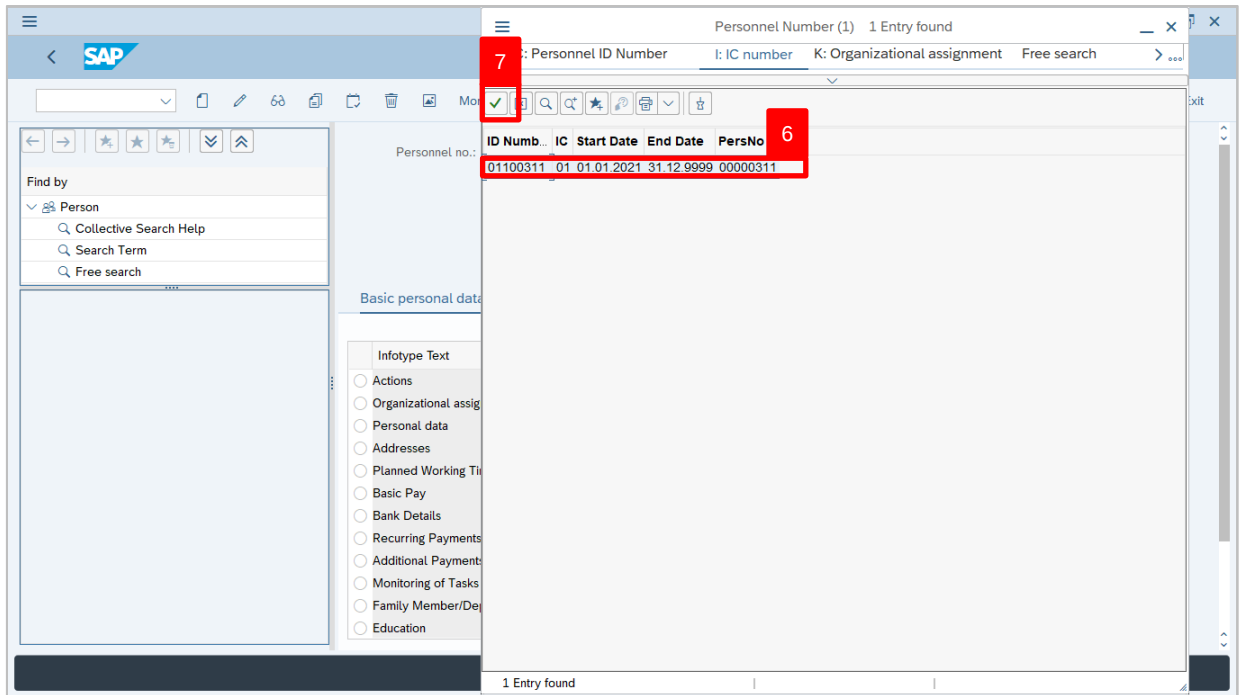


2. Under **Period** section, click on  and select 
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

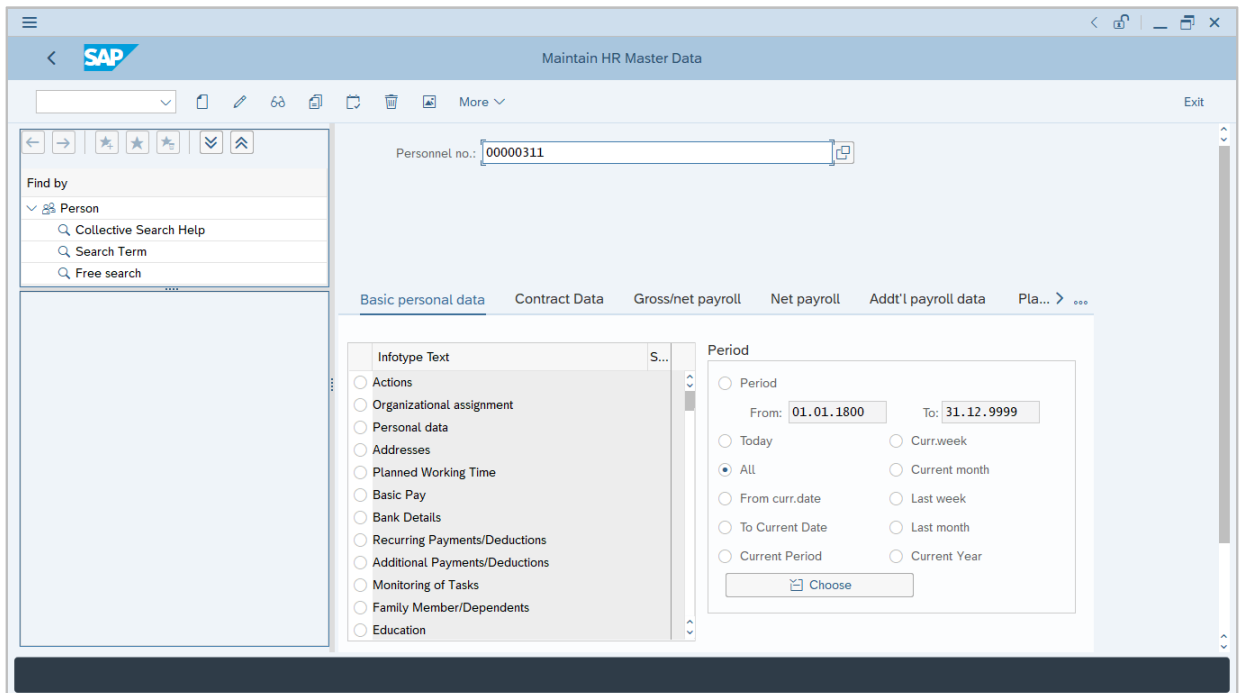
3. Click on  icon for Personnel No.



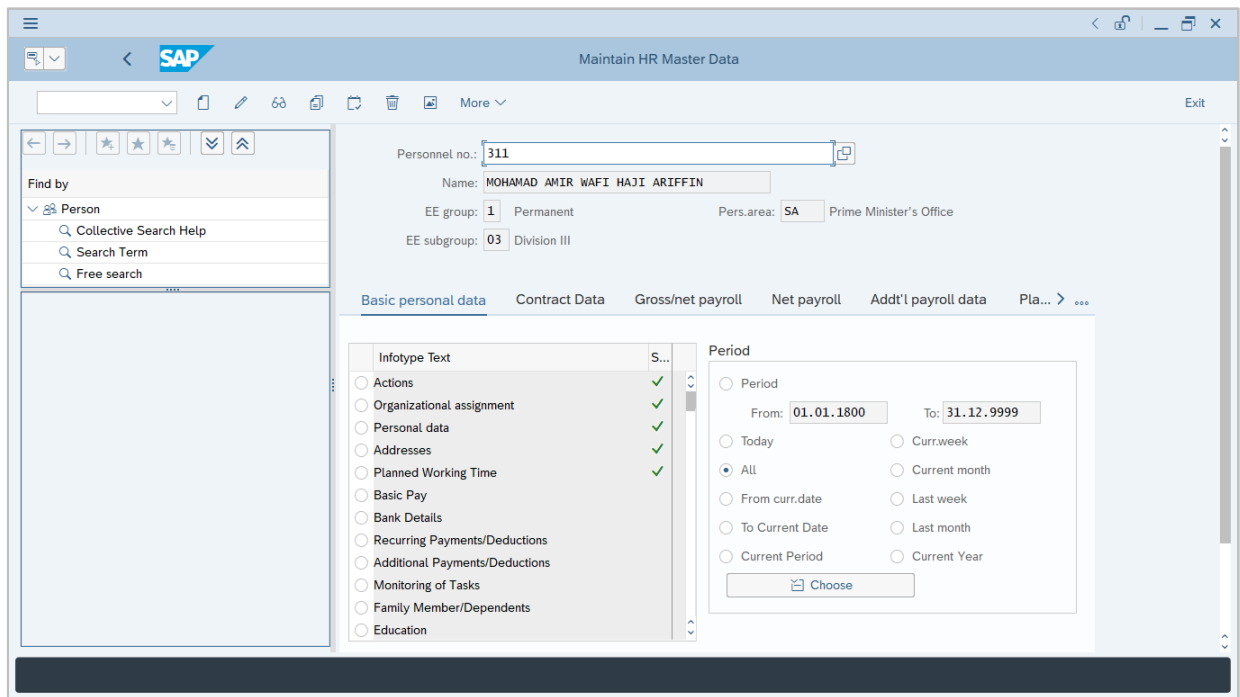
4. Enter the personnel IC Number.
5. Click on 



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



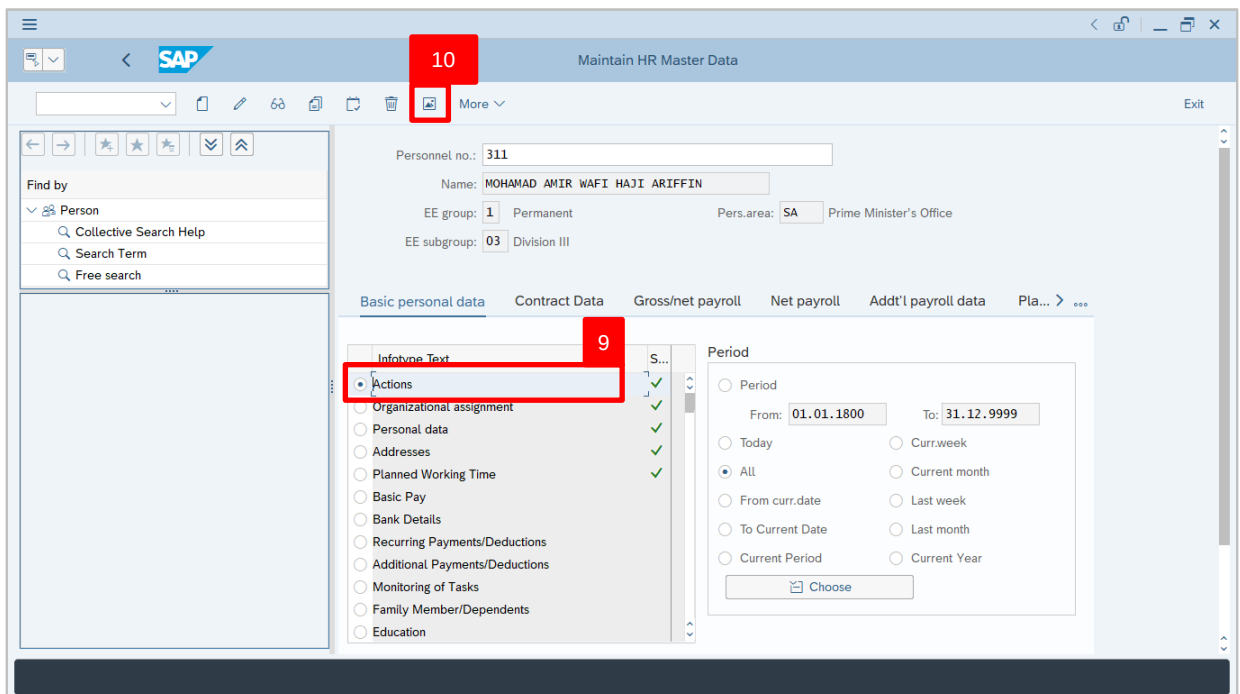
8. Press **Enter** button on the keyboard.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personnel no.' is 311, and the name is MOHAMAD AMIR WAFI HAJI ARIFFIN. The 'EE group' is 1 (Permanent) and 'Pers.area' is SA (Prime Minister's Office). The 'EE subgroup' is 03 (Division III). The 'Basic personal data' tab is selected. On the left, under 'Infotype Text', the 'Actions' option is highlighted with a green checkmark. On the right, the 'Period' section shows 'From: 01.01.1800' and 'To: 31.12.9999', with 'All' selected as the period type.

Note:

- The personnel information will be displayed.



This screenshot is identical to the previous one but includes red annotations. A red box labeled '10' highlights the 'More' button in the top toolbar. Another red box labeled '9' highlights the 'Actions' option in the 'Infotype Text' list on the left.

9. Under **Basic personal data** section, click on  and select **Actions**
10. Click on  icon.

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

List Actions

Search: [] Exit

Find by

- Person
- Collective Search Help
- Search Term
- Free search

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
☐ 01.01.2021	Lantikan	Lantikan beserta percubaan
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Entry: **1** of: 1

User can view the personnel actions in this page.