

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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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.		
Image Change To edit the selected information. Image Copy To copy the selected information. Image Delete To delete the selected information.				
	Сору	To copy the selected information.		
Ŵ	Delete	To delete the selected information.		
	Delimit	To limit the period of selected information.		
69	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)	Back End User	
Log on	Department HR Administrator and HR Administrator (JPA)	
		< @ _ = ×
	SAP	5.0
New password more v	NOTE	Exit
Client: 220 Information		
*User: 00000139	n i niner sanda - dann speedy afgedenn	
* Password:		
Logon Language: EN Client 220 : Trainin	gradon	
Client 230 : Depar	nent Training	

- 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.

12



Create Actions

Backend User

Department HR Administrator and HR Administrator (JPA)

The SAP Easy Access page will be displayed.

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SAP	SAP Easy Access				
📔 🗸 🖁 🐨 🐇 🔓 Other menu 🗚 🗷 Create role	More V	Q	₫*	ē	Exit
Favorites SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources Information Systems Service Tools WebClient UI Framework					

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

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SA 1 sa	P Easy Access
PA40 🗸 🖾 🖆 🍰 Other menu 🖈 🗷 Create role Mor	e ∽ Q Q ∰ Exit
🗅 Favorites	
V 🖞 SAP Menu	
Connector for Multi-Bank Connectivity	
> 🗅 Office	
> 🗅 Cross-Application Components	
> 🗅 Logistics	
> 🗅 Accounting	
∨ [™] Human Resources	
OPMDT - Manager's Desktop	
✓ ☐ HR Master Data	
PA40 - Personnel Actions	
PA30 - Maintain	
PA20 - Display	
Ø PA10 - Personnel File	
OPA70 - Fast Entry	
PA42 - Fast entry: Actions	
> Info System	
> Tools	
> Recruitment	



Note:

Click on SAP Menu > Human Resources > Personnel Management >

Administration > HR Master Data > PA40 – Personnel Actions

The Personnel Actions (PA40) page will be displayed.

=				< 🖻 🗌 🗖 🗙
< SAP 4	Personnel Acti	ons		
✓ C More ✓				Exit
Find by				
✓ 器 Person	Personnel no.:			
Collective Search Help	* From: 01.01.2021			
Q Search Term				
C Free search				
	Personnel Actions			۵
	Action Type	Personnel EE group	EE subgroup	
	Historical Data Hiring			0
	Data Migratio	_		
	e Lantikan 3			
	C Kenaikan Pangkat			
	O Pemindahan			
	Distribution has Council			
	Dipinjamkan ke Swasta			
				<> 2

- 2. Enter the action From date.
- 3. Under **Personnel Actions** section, click on 💽 and select
- 4. Click on 🕒 icon.



The Create Actions page will be displayed.

≡	< 🖻 🗌 🗖 🗙
Create Actions	
✓ 🔊 🖉 Change info group More ∨	Exit
Pers.No.: * Start: 01.01.2021 * to: 31.12.9999	\$
Personnel action	
Action Type: Lantikan V Reason for Action: C Reference Pers. Nos.:	
Job Data Notes: Enter text here	
Status	
Customer-specific: Active	
Employment: Active	
Special payment: Standard wage type	
Organizational assignment	
	Save Cancel

≡		< 🕯 🗕 🗗 🗙
< SAP	Create Actions	
M	\mathscr{P} Change info group More \vee	Exit
Pers.No.: * Start: 01.01.2021	*to: 31.12.9999	÷
Personnel action		
Action Type: Reason for Action: Reference Pers. Nos.:		
Job Data Notes:	Enter text here	
	()	
Status		
Customer-specific:	Active V	
Employment:	Active 🗸	
Special payment:	Standard wage type	
Organizational assignment		0
		Save Cancel

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

≡	■ Reason for Action (1) 2 Entries found _ ×	< 🖻 🗌 🗖 🗙
< SAP	Help View for Reasons for Actions	
	7 ype: Z1 f action type: Lantikan	Exit
Pers.No.:		Ç
* Start: 01.01.2021	Act. Name of reason for action	
	01 Lantikan 6	
Personnel action	02 Lantikan beserta percubaan	
Action Type: Lan	6	
Reason for Action:		
Reference Pers. Nos.:		
Job Data Notes: Fra		
Sob Sud Hotes.		
\sim		
Status		
Customer-specific: Act		
Employment: Acti	N N	
Special payment: Star		
Organizational assignment		Ŷ
		Save Cancel
	2 Entries found	

6. Select 02 Lantikan beserta Percubaan.

7. Click on 🗸 icon.

Note:

• Job Data Notes are optional to fill in.

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< SAP	Create Actions	
	\mathscr{P} Change info group More \vee	Exit
Pers.No.: * Start: 01.01.2021	*to: 31.12.9999	0
Personnel action		
Action Type: لط Reason for Action: 02 Reference Pers. Nos.: Job Data Notes: لل خ	ANTIKAN BESERTA PERCUBAAN.	
Status		
Customer-specific: Ac	ctive 🗸 🗸	
Employment: Ac	ctive 🗸	
Special payment: St	tandard wage type	
Organizational assignment		•
		Save Cancel

8. Scroll down **Create Actions** page and complete fields under **Organizational Assignment** section.

Note:

• When HR Administrator click on ⊡ icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.

Create Action Create Act	=						< 🖻 🗕 🖻
Image: Catage info group More tatue Customer-specific: Active Employment: Standard wage type B rganizational assignment Personnel area: Employee group: Employee subgroup: Customer-specific: Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Action Type Act. Act. Act. <th>< <mark>5</mark>4</th> <th>P</th> <th></th> <th></th> <th>Create Actio</th> <th>ns</th> <th></th>	< <mark>5</mark> 4	P			Create Actio	ns	
Customer-specific: Active Employment: Active Special payment: Standard wage type againzational assignment Personnel area: Employee subgroup: bittional actions Stat Date Act. A		, ,	✓ 🛋 🖉 Change info g	roup More 🗸			E
Customer-specific Active Employment Standard wage type B rganizational assignment Personnel area: Employee group: Employee group: Star Date Act Action Type Act Act <th>tatus</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	tatus						
Employment: Rative Special payment: Standard wage type rganizational assignment Personnel area: Employee group: Employee group: dditional actions Sar Date Act. Action Type Act. Action Type Act. <		Customer-	specific: Active		\sim		
Special payment: Standard wage type rganizational assignment Postion: Postion: Personnel area: Employee group: dditional actions Start Date Act. Action Type ActR Reason for action Output:		Empl	loyment: Active		~		
rganizational assignment Position: Personnel area: Employee group: Employee subgroup: Cational actions Start Date Act. Action Type Act.R Reason for action		Special p	payment: Standard wage type		\sim	8	
rganizational assignment Position: Personnel area: Employee group: Employee group: Etitional actions Act. Start Date Act. Act. Action Type Act. Action Type							
Position: Personnel area: Employee group: Employee group: Biditional actions Start Date Act. Act. Action Type Act. Action Type Act. Action Type Image: Comparison of the state of t	ganizationa	al assignm	nent				
Personnel area:		1	Position:				
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dditional actions	E	mployee si	ubgroup:				
Start Date Act. Action Type ActR Reason for action Image: I							
Start Date Act. Action Type Act.R Reason for action Image: Start Date Image: Start Date <th>dditional act</th> <th>tions</th> <th></th> <th></th> <th></th> <th></th> <th></th>	dditional act	tions					
	Start Date	Act.	Action Type	ActR	Reason for action	0	
			21			0	
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9. Under Organizational assignment section, click on

icon for Position.

<		Choose Position			×	< 🖸 .
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R I	Name	ID	Code	Valid from	Ĭ	
	\sim 🗇 Staff assignments along organizational s					
	✓ ■ Department A	O 10002329	SA001	01.01.2021		
	Acting Position A1	S 30000769	SA100001	01.01.2021		
	> 🔒 Position A1	S 30000675	SA000001	01.01.2021		
	> B Position A2	S 30000755	SA000002	01.01.2021		
	> 🔒 Position A3	S 30000677	SA000003	01.01.2021		
	> 🔒 Position A4	S 30000678	SA000004	01.01.2021		
	> 🔒 Position A5	S 30000679	SA000005	01.01.2021		
	> 😤 Position A6	S 30000740	SA000006	01.01.2021		
	> Position A7	S 30000741	SA000007	01.01.2021		
	> 🔒 Position A8	S 30000742	SA00008	01.01.2021		
	A Position A9	S 30000743	SA000009	01.01.2021		
	> A Position A10	S 30000744	SA000010	01.01.2021		
	> Separation A11	S 30000761	SA000011	01.01.2021		
	> A Position A12	S 30000762	SA000012	01.01.2021		
	B Position A13	S 30000763	SA000013	01.01.202	10	
	> S Position A14	S 30000770	SA000014	01.01.202		
	Position A15	S 30000845	SA000015	01.01.2021		

- 10. Select Position for the personnel.
- 11. Click on 🗹 icon.



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< 2	SAP			Create Actions		
	~	🛋 🖉 Change info group Mor	re 🗸			
Status						
	Customer-sp	pecific: Active		~		
	Emplo	yment: Active		~		
	Special pa	yment: Standard wage type		~		
Organizatio	onal assignme	ent				
	P	osition: 30000845				
	Personne	el area: 🚺 📴 12				
	Employee	group:				
	Employee sub					
Eulholog and only						
	Emptoyee sub	ngroup:				
Additional a	actions	group:				
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Additional a	Act.	Action Type	ActR	Reason for action	© ≎	
Additional a	Act. A	Action Type	ActR	Reason for action	© 0	
Additional a	Act. A	Action Type	ActR	Reason for action	•	
Additional a	Act. /	Action Type	ActR	Reason for action	© \$	

CD)

icon for Personnel area

12. Under **Organizational assignment**, click on (Ministry).

Create Actions	E Personnel Area (1) 13 Entries found _ X	< 🔊 _ 🗗 ×
< SAP	14 tions	
✓ ▲		Exit
Pers.No.:	P Personnel Area Text Start Date End Date CoCd CGrpg	0
	SA Prime Minister's Office 01.01.1900 31.12.9999 GOB 99	
* Start: 01.01.2021	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	
Personnel action	SD Min. of Finance & Economy 01.01.1900 31.12.9999 GOB 99	
Aster Terry	SE Min. of Home Affairs 01.01.1900 31.12.9999 GOB 99	
Action Type:	SF Min. of Education 01.01.1900 31.12.9999 GOB 99	
Reason for Action:	SH Min. of Primary Resources 01.01.1900 31.12.9999 GOB 99	
Reference Pers. Nos.:	SJ Min of Religious Affairs 01 01 1900 31 12 9999 GOB 99	
Job Data Notes:	SK Min of Development 01 01 1900 31 12 9999 GOB 99	
	SI Min of Culture Youth & Sport 01 01 1000 31 12 9999 GOB 99	
	SM Min of Health 01 01 1900 31 12 9999 GOB 99	
	SN Min of Transport & Inforcemm 01 01 1900 31 12 9999 GOB 99	
	SO Min of Eperaty 01.01.1900 31.12.9999 GOB 99	
	GQ MIII. OF EIREIGY 01.01.1900 31.12.9999 GOD 99	
Status		
Customer-specific:		
Employment:		
Special payment:		
Organizational assignment		
		~
	13 Entries found	Save Cancel
		8

- 13. Select Personnel area (Ministry).
- 14. Click on 🗹 icon.



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< SA	-			Create Actions	
	~	🛋 🖉 Change info group 🛛 More 🗸			Ex
				Q	
Status					
Cu	ustomer-sp	ecific: Active		~	
	Employ	/ment: Active		~	
S	Special pay	ment: Standard wage type		~	
Organizational	assignme	nt			
	Po	sition: 30000845			
	Personnel	area: SA			
E	Employee g	group: 🚺 🖳 15			
Emp	loyee subg	group:			
Additional actio	ns				
Start Date	Act. A	ction Type	ActR	Reason for action	
				•	
			_		Ca

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

Group.

≡	=	Employee Group (1) 14 Entries found	_ ×	< 🖻 🗌 🗖 ×
< SAP	17 tions			
		\checkmark		
	✓ ≥ 1 Q ¢ ★ ₽			Exit
Pers No ·	EEGr Name of EE group	Start Date End Date		0
* Charth 01 01 2021	1 Permanent	01.01.1900 31.12.9999		
" Start: 01.01.2021	2 Open Vote	01.01.1900 31.12.9999		
	3 Month-To-Month	01.01.1900 31.12.9999		
Personnel action	4 Daily Rated	01.01.1900 31.12.9999		
Action Type:	5 Uniformed	01.01.1900 31.12.9999		
Reason for Action:	6 Contract	01.01.1900 31.12.9999		
Deferrer Der Ner	7 Mindef Uniformed	01.01.1900 31.12.9999		
Reference Pers. Nos.:	9 Non-Employee	01.01.1900 31.12.9999		
Job Data Notes:	L A Bulan kesebulan (TE) 01.01.1800 31.12.9999		
	B Bulan kesebulan TD	OP 01.01.1900 31.12.9999		
	C Bulan kesebulan TD	DS 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		
Charles and Charles an	F OV Bulan ke Sebula	01.01.1800 31.12.9999		
Status	-			
Customer-specific:	4			
Employment:	4			
Special payment:	s			
	-			
Organizational assignment	-			0
				Save Cancel
	14 Entries found		li.	

- 16. Select Employee Group.
- 17. Click on 🗹 icon.



≡					
<	SAP			Create	Actions
		✓ ▲	o group More ∨		
Status					
	Custom	er-specific: Active		\checkmark	
	Er	nployment: Active		~	
	Specia	al payment: Standard wage ty	ре	\checkmark	
Organiza	tional assig	nment			
		Position: 30000845			
	Pers	onnel area: SA			
	Emplo	yee group: 1			
	Employee	subgroup:	3		
Additiona	actions				
Start Dat	e Act.	Action Type	ActR	Reason for action	۲
					0

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

≡	=		Emp	loyee Sub	group	(1) 5 Entries found	_ ×	< 🕯 📃 🗗
< SAP	Rest	trictions						-
					~	/		
× ×	20	group: 1 nployee grp: Perma	inent					Exit
Pers.No.:	×	1 Q Q 🛪 🔊		7				
* Start: 01.01.2021	ESgr	Name of EE subgrp	Start Date	End Date	CGrp	g Name of HR country grpg	-	
	01	Division I	01.01.1900	31.12.9999	99	Other Countries 19		
Personnel action	02	Division II	01.01.1900	31.12.9999	999	Other Countries		
Action Type: La	03	Division III	01.01.1900	31.12.9999	9 99	Other Countries	J	
Action Type:	04	Division IV	01.01.1900	31.12.9999	9 99	Other Countries		
Reason for Action: 02	05	Division V	01.01.1900	31.12.9999	99	Other Countries		
Reference Pers. Nos.:	1							
Job Data Notes:								
Status								
Customer-specific: Ac								
Employment: Ac								
Special payment: Sta	e							
Organizational assignment								
								Save Cand
	5 Ent	tries found						A. Curre

- 19. Select Employee Subgroup.
- 20. Click on 🖌 icon.
- SSM_UG_PA_Back End (SAP GUI)_Lantikan (Hiring)_v.0.1



≡		< 🖸 _ 🗗 ×
< SAP	Create Actions	
	$ onumber 2$ Change info group More \vee	Exit
Action Type: Reason for Action: Reference Pers. Nos.: Job Data Notes:	Lantikan V SA LANTIKAN BESERTA PERCUBAAN.	÷
Status Customer-specific:	Active V	
Special payment:	Standard wage type	
Organizational assignment	30000845	
Personnel area: Employee group:	SA 1	
Employee subgroup		÷
		Save Cancel

21. Press Enter button on the keyboard and click Save

Ξ	< 🖻 🗌 🗖 🗙
Create Actions	
✓ I Change info group More ∨	Exit
Pers.No.: 311 * Start: 01.01.2021 *to: 31.12.9999	
Personnel action	
Action Type: Lantikan 🗸	
Reason for Action: 02 Lantikan beserta percubaan	
Reference Pers. Nos.:	
Job Data Notes: LANTIKAN BESERTA PERCUBAAN.	
Status	
Customer-specific: Active	
Employment: Active	
Special payment: Standard wage type	
Organizational assignment	21
Save your entries	Save Cancel

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	
✓ ← → Grg Structure	More ~	Exit
Personnel No: 311 * Start: 01.01.2021 * to: 31.12.9999		0
Enterprise structure		
CoCode: GOB Government of Brunei		
Pers.area: SA Prime Minister's Office	Subarea:	
Cost Ctr:		
Personnel structure		
EE group: 1 Permanent	* Payr.area: GB Gov. of Brunei	
EE subgroup: 03 Division III	* Contract:	
Organizational plan	Administrator	
Percentage: 100.00 KAssignment	Group: GOB	
Position: 30000845 SA000015	PersAdmin:	
Position A15	Time:	
Job key: 00000000	PayrAdmin:	
Org. Unit: 10002329 SA001	Supervisor:	¢
Record created View details		Save Cancel



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

≡		< 🖸 🗌 🗖 🗙
< SAP	Create Organizational assignment	
→ ← → M Org Structure	Nore \vee	Exit
Personnel No: 311 * Start: 01.01.2021 * to: 31.12.9999		3
Enterprise structure		
CoCode: GOB Government of Brunei Pers.area: SA Prime Minister's Office	1 Subarea: [] [] [] []	
Cost Ctr:		
Personnel structure		
EE group: 1 Permanent	* Payr.area: GB Gov. of Brunei	
EE subgroup: 03 Division III	*Contract:	
Organizational plan	Administrator	
Percentage: 100.00	Group: GOB	
Position: 30000845 SA000015	PersAdmin:	
Position A15	Time:	
Job key: 00000000	PayrAdmin:	
Org. Unit: 10002329 SA001	Supervisor:	0
Record created View details		Save Cancel

1. Under Enterprise Structure section, click on

Ŀ

icon for Subarea

(Department).

=	E Personnel Subarea (1) 25 Entries found _ ×
	Crea Restrictions
	×
✓ <☐ 🗗 🖬 Org Structure More ∨	3 nel area: SA nel Area Text: Prime Minister's Office
Personnel No: 311	
*Start: 01.01.2021 *to: 31.12.9999	PSubar P.subarea text Start Date End Date
	SA01 JPM 01.01.1900 31.12.9999
Enterprise structure	SA02 Adat 01.01.1900 31.12.9999
	SA03 Audit 01.01.1900 31.12.9999
CoCode: GOB Government of Brunei	SA04 Narcotics 01.01.1900 31.12.9999
Pers.area: SA Prime Minister's Office Subarea:	a: SA05 ACB 01.01.1900 31.12.9999
Cost Ctr:	SA06 ISD 01.01.1900 31.12.9999
	SA07 Council 01.01.1900 31.12.9999
	SA08 RTB 01.01.1900 31.12.9999
Personnel structure	SA09 Info 01.01.1900.31.12.9999
EE group: 1 Permanent * Payr.area:	a: Ge SA10 JPA 01.01.1900 31.12.9999
EE subgroup: 03 Division III * Contract:	t SA11 MSD 01.01.1900 31.12.9999
	SA12 RBPF 01.01.1900 31.12.9999
	SA14 PSC 01.01.1900 31.12.9999
Organizational plan Administrator	SA15 TENAGA 01 01 1900 31 03 2021
Percentage: 100.00 K Assignment Group:	or GC SA16 Mufti 01.01.1900 31.12.9999
Position: 30000845 SA000015 PersAdmin:	n: SA17 EPD 01.01.1900 31.03.2021
Position A15 Time:	SA18 Law 01.01.1900 31.12.9999
0000000	SA19 JUDL 01.01.1900 31.03.2021
Job key: 0000000 PayrAdmin:	SA20 Printing 01.01.1900 31.12.9999
Org. Unit: 10002329 SA001 Supervisor:	SA21 Legal 01.01.1900 31.12.9999
	SΔ22 Kehakiman 01 01 1000 31 12 0000
	25 Entries found

- 2. Select Subarea (Department).
- 3. Click ol ✓ icon.



≡	< 🖻 _ 🗗 ×
Create Organizational assignment	
✓ ← → Grg 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 Subarea: SA01	
Personnel structure EE group: 1 Permanent * Payr.area: GB Gov. of Brunei	
EE subgroup: 03 Division III * Contract:	
Organizational plan Administrator	
Percentage: 100.00 Ke Assignment Group: GOB	
Position: 30000845 SA000015 PersAdmin:	
Position A15 Time:	
Org. Unit: 10002329 SA001 Supervisor:	\$
	Save Cancel

Note:

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

≡			< 🗗 🗌 🗁 ×
< SAP	c	create Organizational assignment	
C C 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	Subarea:	SA01	
Cost Ctr:			
Personnel structure			
FE group: 1 Permanent	* Payr area:	GB Gov of Brunei	
EE subgroup: 03 Division III	* Contract:		
		Foreign Cntrct	
Organizational plan	Administrator	Foreign S Baru	
Percentage: 100.00 🎼 Assignment	Group:	Foreign S Lama	
Position: 30000845 SA000015	PersAdmin:	Local Contract	
Position A15	Time:	Local S Baru	
Job key: 00000000	PayrAdmin:	Local S Lama	
Org. Unit: 10002329 SA001	Supervisor:	Non Contract	0
			Save Cancel

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



=		< 🖞 🗕 🗗 🗙
< SAP	Create Organizational assignment	
I I I Org Structure M	fore ∨	Exit
Personnel No: 311 * Start: 01.01.2021 * to: 31.12.9999		C
Enterprise structure CoCode: GOB Government of Brunei		
Pers.area: SA Prime Minister's Office	Subarea: SA01	
Cost Ctr:		
Personnel structure		
EE group: 1 Permanent	* Payr.area: GB Gov. of Brunei	
EE subgroup: 03 Division III	Contract: [Non Contract	
Organizational plan	Administrator	
Percentage: 100.00 Kassignment	Group: GOB	
Position: 30000845 SA000015	PersAdmin:	
Position A15	Time:	
Job key: 0000000	PayrAdmin:	
Org. Unit: 10002329 SA001	Supervisor:	<u></u>
		Save Cancel

6. Press Enter button on the keyboard and click Save

Ξ	< 🖻 _ 🗗 ×
Create Organizational assignment	
\checkmark \checkmark \checkmark Org Structure More \checkmark	Exit
Personnel No: 311 • Start: 01.01.2021 C • to: 31.12.9999	C
Enterprise structure	
CoCode: GOB Government of Brunei Pers.area: SA Prime Minister's Office Subarea: Cost Ctr:	
EE group: 1 Permanent *Payr.area: GB Gov. of Brunei	
EE subgroup: US Division III Contract	
Organizational plan Administrator	
Percentage: 100.00 Mê Assignment Group: GOB	
Position: 30000845 SA000015 PersAdmin:	
Position A15 Time:	
Job key: 00000000 PayrAdmin:	6
Org. Unit: 10002329 SA001 Supervisor:	
	Save Cancel

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	
	✓ ← More ✓	Exit
Personnel No: EE group: EE subgroup: * Start:	311 Permanent Pers.area: SA Prime Minister's Office 03 Division III 01.01.2021 +to: 31.12.9999	c
Name		
* Last name:		
* First name:		
Full Name:		
Additional data		
Gender:		
* Birth date:	* Mar.status:	
Birthplace:		
Ctry o.birth:	▼	
State:	Religion: V	
* Nationality:	✓	
Country o	f Residence: V	0
Record created	View details	Save Cancel



Create Dava and Data	Backend User
Create Personal Data	Department HR Administrator and HR Administrator (JPA)

≡	< 🖻 _ 🗗 ×
Create Personal data	
A A More V	Exit
Personnel No: 311 EE group: 1 Permanent Pers.area: 5A Prime Minister's Office EE subgroup: 03 Division III *Start: 01.01.2021 2 *to: 31.12.9999 1	3
Name * Last name: First name: Full Name:	
Additional data	
Gender: * Birth date: Birthplace: Ctry o. birth:	
State: Religion: V	•
Record created View details	Save Cancel

1. In **Create Personal Data** page, under **Name** and **Additional Data** section, enter details in the related fields as per example below:

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



Create Personal data Personnel No: 31] EE group:] Permanent Pers.area: A Prime Minister's Office EE subgroup: 3) 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: Leiaki *Mar.status: Bujang *Mar.status: Bujang State: BH Bunel Darussalam State: BH Bunel-Muara Relicion: Istam * Ottop vality: Furuer Darussalam State: BH Bunel-Muara Relicion: Istate	< @ _ = ×	
Personnel No: 311 EE group: 1 Persarea: SA Prime Minister's Office EE group: 13 Division III *Start: 01.01.1990 *to: 31.12.9999 Name *Last name: HAJI ARIFFIN *Instrume: MOHAMAD AMIR WAFI Full Name: MOHAMAD AMIR WAFI State: Bujang ` State: Bu Brunel-Mara Relicion: Istam	Create Personal data	Create Personal data
Personnel No: 311 EE group: 1 Permanent Pers.area: Stat: 0.1.01.1990 *to: 31.12.9999 Name *Last name: HAJI ARIFFIN *first name: MOHAMAD AMIR WAFI Full Name: MOHAMAD AMIR WAFI Kodditional data Gender: Letaki *Birth date: 01.01.1990 *Mar.status: Bujang v Birthplace: Brunei-Mura Religion: Islam	Exit	✓ ← ⊡ ▲ More ✓
* Last name: HAJI ARIFFIN * First name: MOHAMAD AMIR WAFI Full Name: MOHAMAD AMIR WAFI BIN HAJI ARIFFIN Additional data	sr's Office	311 Pers.area: SA Prime Minister's Office 03 Division III •to: 31.12.9999
Additional data Gender: Lelaki * Birth date: 01.01.1990 Birthplace: Brunei Darussalam Ctry o.birth: Brunei-Muara State: BM		HAJI ARIFFIN MOHAMAD AMIR WAFI MOHAMAD AMIR WAFI BIN HAJI ARIFFIN
State: BM Brunei-Muara Religion: Islam 🗸	~	Letaki V 01.01.1990 * Mar.status: Bujang V Brunei Darussalam V
*Nationality: Bruneian v Country of Residence: Brunei Darussalam v Save your entries	2 Save Cancel	BM Brunei-Muara Religion: Islam ✓ Bruneian ✓ of Residence: Brunei Darussalam _✓

2. Press Enter button on the keyboard and click Save

Outcome: Record is created

The Create Additional Data page will be displayed.

≡	< 🕑 _ 🗗 ×
Create Additional 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 C * To: 31.12.9999	
Additional Personal Data *Ethnic origin: Race:	
Additional fields Rank Types: Ranks:	
Citizenship:	Save Cancel



Create Additional	Backend User
Personal Data	Department HR Administrator and HR Administrator (JPA)
=	(命) [_ 同
< SAP	Create Additional Personal Data
	a 🗸 Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III * Start: 01.01.2021 C * To: 31. Additional Personal Data * Ethnic origin: Race:	Pers.area: 5A Prime Minister's Office
Additional fields Rank Types: Ranks: Citizenship: View details	Save Can

Under Additional Personal Data section, click on 💟 for Ethnic origin. 1.

2. Select Ethnic origin.

≡		< 🖻 💶 🗗 🗙
< SAP	Create Additional Personal Data	
4	l → More ×	Exit
Personnel No: 311 EE group: 1 Perman EE subgroup: 03 Division * Start: 01.01.2021	ent Pers.area: SA Prime Minister's Office	
* Ethnic origin: Race:	I 2 MELAYU 2 MELAYU (BELAIT) MELAYU (BELAIT) (I)	
Additional fields	MELAYU (BISAYA)	
Rank Types: Ranks: Citizenship:	MELAYU (BISAYA) (I) MELAYU (BISAYA/DUSUN) (I) MELAYU (DUSUN) MELAYU (DUSUN) (I) MELAYU (I) MELAYU (KEDAYAN)	
Record created View details	MELAYU (KEDAYAN) (I)	Save Cancel



=	< 🗗 _ 🗗 ×
Create Additional Personal Data	
	Exit
Personnel No: 311 EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * To: 31.12.9999	
Additional Personal Data * Ethnic origin: MELAYU Race: I	
Additional fields Rank Types: ~ Ranks:	
Record created View details	Save Cancel

- 3. Under Additional Personal Data section, click on 🔛 for Race.
- 4. Select Race.

≡		< 🗈 🗆 🗖 🗙
< SAP	Create Additional Personal Data	
	\frown \blacksquare More \lor	Exit
Personnel No: 311 EE group: 1 Permane EE subgroup: 03 Division * Start: 01.01.2021	ent Pers.area: SA Prime Minister's Office	
Additional Personal Data		
* Ethnic origin: Race:	MELAYU 4 MELAYU 0 MURUT MUSLIM	
Additional fields	MELANAU MUSLIM	
Rank Types:	MELAYU BELAIT	
Ranks:	MURUT INDIAN MUSLIM CINA FOOCHOW MUSLIM PUNAN ISLAM PAKISTAN	
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 | \vee | for Rank Types.
- 6. Select Rank Type.

	< 🖻 _ 🗗 🗙
Create Additional Personal Data	
✓ ← → More ×	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	
Additional Personal Data	
* Ethnic origin: MELAYU	
Race: MELAYU V	
Additional fields Rank Types: Ranks Police Uniformed Citizenship: Police Uniformed - Bahagian I	
Police Uniformed - Bahagian II	
Police Uniformed - Bahagian III	
Police Uniformed - Bahagian IV Police Uniformed - Bahagian V	Save Cancel



< SAP	Create Additional Personal Data	
	C→ ■ More ∨	Exit
Personnel No: 311 EE group: 1 Permane EE subgroup: 03 Division *Start: 01.01.2021	ent Pers.area: SA Prime Minister's Office	
Additional Personal Data		
* Ethnic origin:	MELAYU	
Race:	MELAYU	
Additional fields Rank Types: Po Ranks: Citizenship:	rmed V	
		Sava Cancol
		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

Ranks Level No (1) 8 Entries found	< 🖻 🗕 🗗 ×
9 trictions	nal Data
×	
	Exit
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)	
R Entries found	
Additional fields	
Rank Types: Police Uniformed	
Ranks:	
Citizenship:	
	Save Cancel

≡	< 🖸 _ 🗗 ×
Create Additional Personal Data	
✓ < C→ ▲ More ×	Exit
Bersonnel No: 311 EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * To: 31.12.9999	
Additional Personal Data	
* Ethnic origin: MELAYU V Race: MELAYU V	
Additional fields Rank Types: Police Uniformed Ranks: 06 Citizenship: I	
	Save Cancel

- 10. Under Additional fields section, click on ⊡ icon for Citizenship.
- 11. Select Citizenship.

≡		< 🖻 _ 🗗 ×
< SAP	Create Additional Personal Data	
€ ⊡ More ∨		Exit
Personnel No: 311 EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * To: 31.12.9999	Prime Minister's Office	
Additional Personal Data		
* Ethnic origin: MELAYU		
Race: MELAYU ~		
Additional fields		
Rank Types:		
Ranks:		
Citizenship:		
Mutlak		
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.



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

Outcome: Record is created.

The Create Personal IDs - IC page will be displayed.

≡		< 🖻 🗌 🗖 🗙
< SAP	Create Personal IDs	
~ .	. [→ 🛋 More ∨	Exit
Personnel No: 3: EE group: 1 Perma EE subgroup: 03 Divisio * From: 01 01 20	I Name: MOHAMAD AMIR WAFI HAJI ARIFFIN nent Pers.area: SA Prime Minister's Office n III 1 TO +to: 31 12 9999	0
Personal IDs		
* ID number:		
Date of issue:		
Valid to: Place of issue:		
Country of issue:		\$
Record created View deta	ls	Save Cancel

12



	Backend User	
Create Personal IDs	Department HR Administrator and HR Administrator (JPA)	
=		< 🗈 🗆 🗖 🗙
< SAP	Create Personal IDs	
V 🖨 🖨 More	×	Exit
		0
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III *From: 01.01.2021 *to: 31.3 Personal IDs	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office 2.9999 1	
ID type: IC		
*ID number:		
Date of issue: Valid to: Place of issue: Country of issue:		•
Record created View details		Save Cancel

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

Sub Section	Field	Mandatory (?)	Example
	ID Number	\checkmark	01100311 (No space or dash)
	Author	×	Brunei Darussalam
Personal IDs	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	
iii	More 🗸	Exit
Personnel No: 311 EE group: 1 Permanu EE subgroup: 03 Division * From: 01.01.2021	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN ent Pers.area: SA Prime Minister's Office III *to:	0
Personal IDs ID type: IC *ID number: 0 Author.: B	C V 1100311 runel Darussalam	
Date of issue: 0 Valid to: 0 Place of issue: B Country of issue: B	1.01.2016 1.01.2026 Irunei Darussalam Irunei Daruss.	2 Save Cancel

2. Click Save

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

=		< 🖸 🗌 🗖 🗙
< SAP	Create Personal IDs	
] More \vee	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III *From: 01.01.2021	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office	\$
Personal IDs ID type: Uniform ID		
*ID number:		
Author.:		
Date of issue: Valid to: Place of issue: Country of issue:		
		Ĵ
		Save Cancel



 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
	ID Number	\checkmark	Uniform ID
	Author	×	Brunei Darussalam
Personal IDs	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 \square icon.



Outcome: Record is created.

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

=		< 🖞 🗌	. 🗗 ×
< SAP	7 Create Personal IDs		
	E 🖾 More V		Exit
			0
Personnel No: 3	11 Name MOHAMAD AMTR WAFT HAIT ARTFFTN		
EE group: 1 Perma	anent Pers area: SA Prime Minister's Office		
EE subgroup: 03 Divisio	un III		
* From: 01.01.20	*to: 31.12.9999		
	6		
Personal IDs			
ID type:	Passport V		
*ID number:			
Author.:			
Data of issues			
Valid to:			
Place of issue:			
Country of issue:		_	
		8	0
		Save	Cancel

 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
	ID Number	\checkmark	Passport ID
	Author	×	Brunei Darussalam
Deve evel IDe	Date of Issue	×	01.01.2016
Personal IDS	Valid to	×	01.01.2026
	Place of Issue	×	Brunei Darussalam
	Country of Issue	×	Brunei Darussalam

Note:

- Passport ID is mandatory for foreign personnel only.
- 7. For Local personnel, user may skip this page by clicking 🔁 icon.

8. Click Save

Outcome: Record is created.

The Create Home Address page will be displayed.



The Create Addresses page will be displayed.

≡		< 🗈 _ 🗗 ×
< SAP	Create Addresses	
	C More V	Exit
Personnel No: 311 EE group: 1 Permane EE subgroup: 03 Division I * Start: 01.01.2021	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN nt Pers.area: SA Prime Minister's Office II *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		
Goverment Housing	v	
Distance in KM:		
		Save Cancel



0	Backend User	
Create Addresses	Department HR Administrator and HR Administrator (JPA)	
≡		< 🕑 🗕 🗖 🗙
< SAP	Create Addresses	
V 🖨 🗗 Mor	3 V	Exit
Personnel No: 311 EE group: 1 Permanent	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office	
EE subgroup: 03 Division III * Start: 01.01.2021 *to: 31.	12,9999 1	
Address		
* Address type: Home Address Street and House No.:		
2nd Address Line:		
Postal code / city:		
District:		
* Country Key: Brunei Darussalam	✓	
Additional fields		
Goverment Housing		
Distance in KM:		
		Save Cancel

1. In **Create Addresses** page, under **Address** and **Additional fields** sections, enter details in the related fields as per example below:

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

Note:

• Country Key is Brunei Darussalam by default.

≡		< 🗈 🗕 🖻 ×
< SAP	Create Addresses	
	More 🗸	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III * Start: 01.01.2021 *to: 3 Address	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office 31.12.9999	
* Address type: Home Address	v	
Street and House No.: No. 7, Simpang 3	32-37	
2nd Address Line: Kg Anggerek Des	sa, Berakas	
Postal code / city: BB3713	Bandar Seri Begawan	
District:	Brunei-Muara	
* Country Key: Brunei Darussala	m v	
Additional fields		
Goverment Housing	▼	
Distance in KM:		
		Save Cancel

- 2. Under Additional fields section, click on i for Government Housing.
- 3. Select Yes or No.

≡		< 🗗 🗌 🗖
< SAP	Create Addresses	
✓ € € ■	More \sim	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III * Start: 01.01.2021 *to	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office	
Address		
* Address type: Home Addres	SS V	
Street and House No.: No. 7, Simpar	ng 32-37	
2nd Address Line: Kg Anggerek	Desa, Berakas	
Postal code / city: BB3713	Bandar Seri Begawan	
*Country Key Yes No	ic ¹ 3 ^{ai-Muara}	
Additional fields		
Goverment Housing Distance in KM	4	
		Save Canc

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

≡	< 🖻 📃 🗖 🗙
Create Addresses	
✓ ← → Foreign address More ∨	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III *Start: 01.01.2021 + to:	
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	
Goverment Housing No Distance in KM:	5
Save your entries	Save

5. Press Enter button on the keyboard and click Save

Outcome: Record is created.

The Create Planned Working Time page will be displayed.

	< 🖻 _ 🗗 ×
Create Planned Working Time	
[] <1 C→ I B B Work schedule 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 * Statt: 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:	
Working time	
Daily working hours: 0.00 Weekly working hrs: 0.00 Monthly working hrs: 0.00 Annual working hours: 0.00 Weekly workdays: 0.00	
Record created View details	Save Cancel



Create Planned	Backend User
Working Time	Department HR Administrator and HR Administrator (JPA)
=	< 🖞 🗌 🚽
< SAP	Create Planned Working Time
	Work schedule More V 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		
		1		
Work schedule rule	e			
*Wo	rk schedule rule:	N0010001		
1	lime Mgmt status:	1 - With Attendance / Clock In - (Dut / Time Event 🗸	
*A	dditional time ID:			
Working time				
Dai	ily working hours:	0.00		
Week	ly working hours:	0.00		
Mor	nthly working hrs:	0.00		
Annu	al working hours:	0.00		
W	/eekly workdays:	0.00		
Record created	d View details			Save

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

E Res	strict Value Range (1) 88 Entries found 🗙	< 6 _ 7	×
Restrictions		ng Time	
	\checkmark		
y Calendar ID: BN buping: 99		Ex	rt
	2		
WS rule Work schedule rule tex	tt 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	Save Car	cel
88 Entries found			

- 2. Select Work schedule rule, N0010001 Standard 1.
- 3. Click on 🖌 icon.



≡		< 🖸 _ 🗗 🗙
< SAP	Create Planned Working Time	
	$\stackrel{C}{\rightarrow}$ $\stackrel{C}{\Longrightarrow}$ $\stackrel{Work schedule}{}$ More \checkmark	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III * Start: 01.01.2021 Work schedule rule * Work schedule rule: Time Mgmt status:	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office * To: 31.12.9999 N0010001 Standard 1 1 - With Attendance / Clock In - Out / Time Event 5	
* 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

- Under Work schedule rule, section click on ____ for Time Management status. 4.
- Select Time Mgmt status, 1 With Attendance / Clock In Out / Time Event. 5.

≡	< 🗈 🗆 🗕 🎫
Create Planned Working Time	
✓ IB Work schedule More ✓	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * To: 31.12.9999 Work schedule rule * * * *	
Working time Daily working hours: 0.00 Weekly working hrs: 0.00 Annual working hours: 0.00 Weekly workdays: 0.00	Save Cancel
	Save

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



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

8. Click on 🗸	🖊 icon.	
≡		< 🗈 _ 🗗 ×
< SAP	Create Planned Working Time	
	$\begin{tabular}{c} $\widehat{\begin{tabular}{c} \end{tabular}} $ & \mathbb{H}_0° Work schedule & More $$\sim$ $ \end{tabular}$	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III * Start: 01.01.2021	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office To: 31.12.9999	
* Work schedule rule: Time Mgmt status: * Additional time ID:	N0010001 Standard 1 1 - With Attendance / Clock In - Out / Time Event V 01 With Leave Request	
Working time		
Daily working hours:	7.50	
Weekly working hours:	37.50	
Monthly working hrs:	162.00	
Annual working hours: Weekly workdays:	5.00	
		9
Save your entries		Save Cancel

Press Enter button on the keyboard and click Save 9.

Outcome: Record is created.

12



The Create Date Specifications page will be displayed.

Create Date Specifications Personnel No: 331 Name: NotWADA DATE NAFE HAJI ARTEFIN Ext Ef group: 1 Name: NotWADA DATE NAFE HAJI ARTEFIN Ext Create Date Haji ARTEFIN Create Haji ARTEFIN	=			< 🖻 _ 🗗 ×
Personnel No: 311 Name: E group: 1 Permanent Personnel No: 311 Personnel No: 311: Personnel No: 311: Personnel No: Santo Int. 2021 * to: 1 Date Date Date Date Date Date Date Date Diale Personnel No: Pitter Personnel No: Pitter Personnel No: Pitter Personnel No: Pitter Personnel No:	< SAP	Cr	eate Date Specifications	
Personnel No: 311 Name: MOHAMAD ANIR WAFI HAJI ARIFFIN EE group: 1 Permanent Persarea: A Prime Minister's Office EE subgroup: 03 Division III *Start: 01.01.2021 *to: 31.12.9999 Date type Date Date type Date Date type Date Date III 	V 🦨 🖨 More V			Exit
Date type Date type Date Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image: Construction of the type Image	Personnel No: 311 EE group: 1 Permanent Per EE subgroup: 03 Division III *Start: 01.01.2021 *to: 31.12.9999 Date Specifications	Name: MOHAMAD AMIR WAFI .area: SA Prime Minister	HAJI ARIFFIN s Office	\$
Record created View details	Date type Date Image: Date intervention of the second created View details Image: Date intervention of the second created View details	Date type	Date	Save Cancel



Create Date	Backend User		
Specifications	Department HR A	Administrator and HR Administrat	tor (JPA)
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	Cre	eate Date Specifications	
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Personnel No: 311	Name: MOHAMAD AMIR WAFI	HAJI ARIFFIN	0
EE group: 1 Permanent	Pers.area: SA Prime Minister's	s Office	
EE subgroup: 03 Division III			
* Start: 01.01.2021 *to: 3	12.9999		
Date			
Dat Date	Date type	Date	
			~
Record created View details			Save Cancel

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

\equiv Date type (1) 5 Entries found $_$ ×	< @ _ = = ×
3 strictions	Create Date Specifications
VILACK/8/	Exit
D1 Date 2 Z1 Join Date 2 Z2 Retirement Date 2 Z3 End of Contract 2 Z4 End of Probation 25 Z5 Bond End Date	AMIR WAFI HAJI ARIFFIN
Da	e Date
5 Entries found	Save Cancel

- 2. Select Date Specifications, **Z1 Join Date.**
- 3. Click on 🖌 icon.



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

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< SAP		C	reate Date Specifications	
	More \checkmark			Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III • Start: 01.01.2021 Date Specifications	N: Pers.e *to: 31.12.9999	ime: MOHAMAD AMIR WAF: irea: SA Prime Ministe	I HAJI ARIFFIN r's Office	÷
Date type	Date 01.01.2021		Date	Save Cancel

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

12A



≡	Date type (1) 5 Entries found ×	< 🗗 🗌 🗁 😽
< SAP	7 atrictions	
✓ 🖨 🗗 More ∨	✓	Exit
Personnel No: 311 Name: M EE group: 1 Permanent Pers.area: S EE subgroup: 03 Division III • Start: 01.01.2021 • to: 31.12.9999	0 Di Date type 21 Join Date 22 Retirement Date 6 23 End of Contract 24 End of Probation 25 Bond End Date	2
Date Specifications		
Date Date Z1 01.01.2021 Image: Constraint of the second s		
	5 Entries found	Cancel

- 6. Select Date Specifications, **Z4 End of Probation.**
- 7. Click on 🗹 icon.

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< SAP		Create	Date Specifications	
	🖌 🧲 🖨 More 🗸			
Personnel No:	311	Name: MOHAMAD AMIR WAFI HAI	I ARIFFIN	
EE group: 1	Permanent Pe	rs.area: SA Prime Minister's Of	fice	
EE subgroup: 03	Division III			
* Start: 01.0	01.2021 *to: 31.12.999	9		
ate Specifications				
Date type	Date	Date type	Date 8	
Z1	01.01.2021	Z4 []		

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



9. Press Enter button on the keyboard and click Save

Outcome: Record is created.

The Create Monitoring of Task page will be displayed.

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Create Monitoring of Tasks	
A A More V	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 Type: [] * Date of Task:	
Reminder Reminder Date:	
Comments	
Record created View details	Save Cancel

12



Create Monitoring of	Back End User	
Task	Department HR Administrator and HR Administrator (JPA)	
=	•	a a x
< SAP	Create Monitoring of Tasks	
V 🕄 🖾 More	e ~	Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III Task * Task Type: 1 * Date of Task: Reminder Reminder Date:	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office	
Comments		Save Cancel

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

≡		< 🖻 _ 🗗 🗙
< SAP	Create Monitoring of Tasks	
	C→ ▲ More ∨	Exit
Personnel No: 311 EE group: 1 Permane EE subgroup: 03 Division	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN ent Pers.area: SA Prime Minister's Office	
Task		
* Task Type: * Date of Task:	Anniversary Date 2 Contract Expiry Date	
Reminder	End of Probation	
Reminder Date:	In-Service Training Month to Month	
Comments	Retirement	
Record created View details		Save Cancel

2. Select Task Type, End of Probation.

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Create Monitoring of Tasks	
\checkmark \checkmark \checkmark More \checkmark	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III	
Task Task Type: End of Proba Date of Task: Date of Task: Reminder Reminder Date: Comments	
Record created View details	Save Cancel

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

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Create Monitoring of Tasks	
✓ 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 Task * Task Type: End of Probation * Date of Task: 31.12.2023 Reminder Reminder Date: 30.11.2023	
	4
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.

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Create Communication		
\sim 4 \therefore More \sim	Exit	
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III *Start: [D1.01.2021] *to: 31.12.9999		
Communication		
Type: 0001 ESS/MSS ID * System ID:		
Record created View details	Save Cancel	



Create	Backend User		
Communications	Department HR Administrator and HR Administrator (JPA)		
			_
< SAP	Create Communication	< @'	, x
V 🗧 🗗 🗷 More	~		Exit
Personnel No: 311 EE group: 1 Permanent EE subgroup: 03 Division III *Start: 10.01.2021 *to: 31.1 Communication Type: 0001 ESS/MSS ID *System ID:	Name: MOHAMAD AMIR WAFI HAJI ARIFFIN Pers.area: SA Prime Minister's Office 2.9999		
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.

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Create Communication	
✓ <	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III *Start: 01.01.2021 * to: 31.12.9999	
Communication	
Type: 0001 ESS/MSS ID * System ID: [01100311]	
Record created View details	Save Cancel



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Create Communication	
A C More V	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * to: 31.12.9999	
Communication	
Type: 0001 ESS/MSS ID *System ID: 01100311	
	_
	2
△ User 01100311 does not exist in this period	Save Cancel

2. Press Enter button on the keyboard and click Save

Outcome: Record is created.

Note:

• User 01XXXXXX does not exist in this period means that user can proceed to

create ESS/MSS ID as the IC number is currently unused.

The Create Communications – Office Email page will be displayed.



■ Create Communication	< 🕯 _ 🗗 ×
Create Communication	
	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA 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"

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Create Communication	
	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * to: 31.12.9999	
Communication	
Type: 0010 Office Email * System ID: [AMIR.ARIFFIN8PMO.GOV.BN]]	
Record created View details	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.

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Create Communication		
		Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: A Prime Minister's Office EE subgroup: 03 Division III *Start: 01.01.2021 *to: 31.12.9999 Communication Type: 0023 Mobile Number 5 *System ID:		
Record created View details	Save	Cancel

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

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Create Communication	
	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA 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

E Create Communication	< 🖻 💶 🗖 🗙
Create Communication	
\checkmark \checkmark \checkmark More \checkmark	Exit
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN EE group: 1 Permanent Pers.area: SA EE subgroup: 03 Division III * Start: 01.01.2021 * to: 31.12.9999	
Communication	
Type: 0023 Mobile Number * System ID: 8000311	
	6
Save your entries	Save Cancel

6. Press Enter button on the keyboard and click Save

Outcome: Record is created.

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s, ✓ < sap	Personnel Ad	ctions					
✓ (€) More ∨							Exit
Find by Search Person Collective Search Help Search Term Free search	Personnel no: 311 Name: MOHAMAD AMIR WAFI HAJI ARIF EE group: 1 Permanent EE subgroup: 03 Division III * From: 01.01.2021 Personnel Actions Action Type Historical Data Hiring Data Migration • Lantikan Kenaikan Pangkat Penindahan Penempatan Dipinjamkan ke Swasta Penambahan Bukan Kakitangan	FIN Persare	EE group	EE subgroup	fice		
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Record created View details							

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



Minus Antina Ossandara	Backend User	
View Action Overview	Department HR Administrator and HR Administrator (J	PA)
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SAP 1	SAP Easy Access	
PA30 🗸 🗉 🖝 🛓 🔒 C	ther menu 🔺 🗷 Create role More 🗸	Q, Q [*] 🛱 Exit
 Favorites SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources PPMDT - Manager's Desktop Personnel Management Administration HR Master Data PA40 - Personnel Actions PA40 - Personnel Actions PA30 - Maintain PA40 - Dersonnel Actions PA40 - Personnel File PA70 - Fast Entry PA42 - Fast entry: Actions Tools Settings Recruitment 		

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.

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$\leftarrow \rightarrow \not = \not = \not = & \approx \\ \hline \qquad \qquad$	Personnel no.:	<u>-</u>
Find by		
∨ & Person		
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Q. Search Term		
Q. Free search		
	Basic personal data Contract Data Gross/net payroll Net payroll Infotype Text S Actions Organizational assignment Period Personal data Addresses Image: Contract Data Addresses Image: Contract Data Image: Contract Data Period Image: Contract Data Image: Contract Data Period Image: Contract Data Image: Contract Data Addresses Image: Contract Data Image: Contract Data Bask Details From curr.date Image: Contract Data Additional Payments/Deductions Image: Contract Data Image: Contract Data Additional Payments/Deductions Image: Contract Data Image: Contract Data Education Image: Contract Data Image: Contract Data	oll Addt'l payroll data Pla > To: Curr.week Current month Last week Current Year cose



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.

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✓ 🖞 🖉 6∂ 🗐	□ ■ More ∨ 3	Exit
	Personnel no.:	0
Find by Series Person Collective Search Help Search Term Free search 	Basic personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla > . Infotype Text S Period Organizational assignment Period From: 01.01.1800 To: 31.12.9999 Organizational assignment Period Current week Infotype Text Current month Personal data Addresses Planned Working Time Basic Pay Current month Basic Details Recurring Payments/Deductions Additional Payments/Deductions Last week Monitoring of Tasks Family Member/Dependents Current Period Current Year	9 <u>7</u>
		×

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.

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< SAP	Personnel Number (1)	_ ×
✓ 1 / 63 i	🗇 🗑 🖃 Mor < C: Personnel ID Number <u>I: IC number</u> K: Organizational a 4 pent Free searc	h > Exit
$\leftarrow \rightarrow \not = \not = \not = \rangle$	Personnel no.: Identity Number:	0
Find by	IC Type:	
∨ 2% Person	Start Date:	
Collective Search Help	End Date:	
Q Free search	Personnel number:	
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	Personal data	
	Addresses Depend Working Th	
	Basic Pav	
	Bank Details	
	○ Recurring Payments ✓ Start Search ♦ Multiple Selection	on 💌 Close
	Additional Payments/Deductions	
	Monitoring of Tasks	
	Education	
		Û



- 4. Enter the personnel IC Number.
- 5. Click on ♂ Start Search

≡	■ Personne	l Number (1) 1 Entry found _ \times ⁷ ×	
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← → ★ ★ ★ ¥ ≈ Person	no.: ID Numb IC Start Date End Date PersNo	6	0
Find by	01100311 01 01.01.2021 31.12.9999 00000311	-	
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Education			2
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	1 Entry found	۔ پر ا	

6. Select the searched personnel.

7. Click on 🗹 icor		
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✓ 1 / 63 a	Ĉ 窗 I More ∨	Exit
	Personnel no.: [00000311]]	0
Find by Berson Collective Search Help Search Term Free search 	Basic personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla ? Infotype Text S Period Period Organizational assignment Period To: 31.12.9999 Today Curr.week Planned Working Time Basic Pay Additonal Payments/Deductions All Current month Basic Pay Bank Details To Current Date Last week Additional Payments/Deductions Current Period Current Vear Monitoring of Tasks Choose Choose	

8. Press Enter button on the keyboard.



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R ✓ K SAP	Maintain HR Master Data	
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Find by	Personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla > Period Period Period Period Period Period Period Period Period Period Period Period Curruweek Addresses Period Curruweek Addresses Period Curruweek Addresses Period Curruweek Addresses Period Curruweek Addresses Curruweek Addresses Period Curruweek Addresses Curruweek Addresses Period Curruweek Addresses Period Curruweek Addresses Painned Working Time Addresses Painned Working Time Current month Current Date Last week To Current Pariod Current Period Current Peri	•

Note:

• The personnel information will be displayed.



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



The List Actions page will be displayed.

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← → ★ ★ ★ ≫ ≈ Find by ∨ & Person ♀ Collective Search Help	Pers.No.: Name: EE group: EE subgroup:	311 MOHAMAD AMIR WAFI HAJI 1 Permanent 03 Division III	ARIFFIN Pers.area: SA Prime	Minister's Office	
C Search Term	Choose:	01.01.1800 to	31.12.9999		
U Free search	Start Date 01.01.2021 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Action Type Lantikan	Reason for action Lantikan beserta percubaan	Entry:	

User can view the personnel actions in this page.