



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

VERSION: 2.0



## INTRODUCTION

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration**. All Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

## GLOSSARY

The following acronyms are used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

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

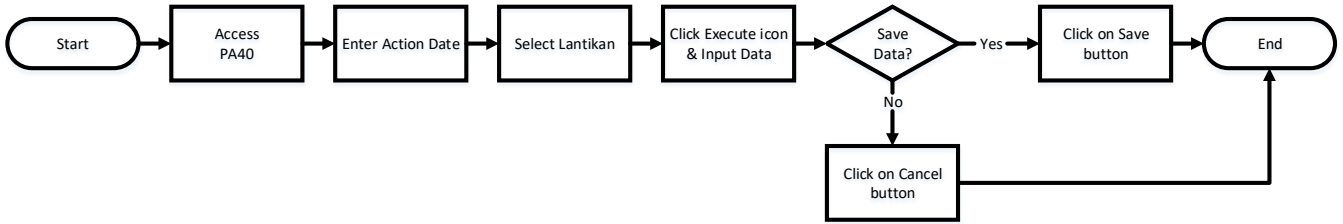


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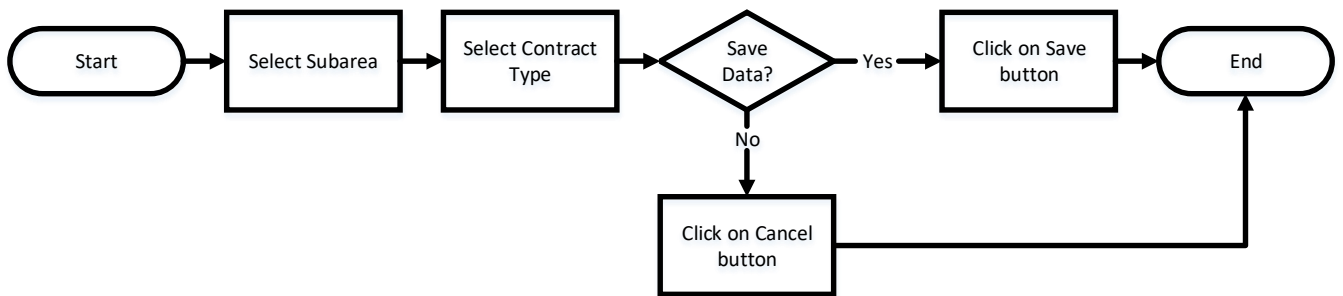
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## Process Overview

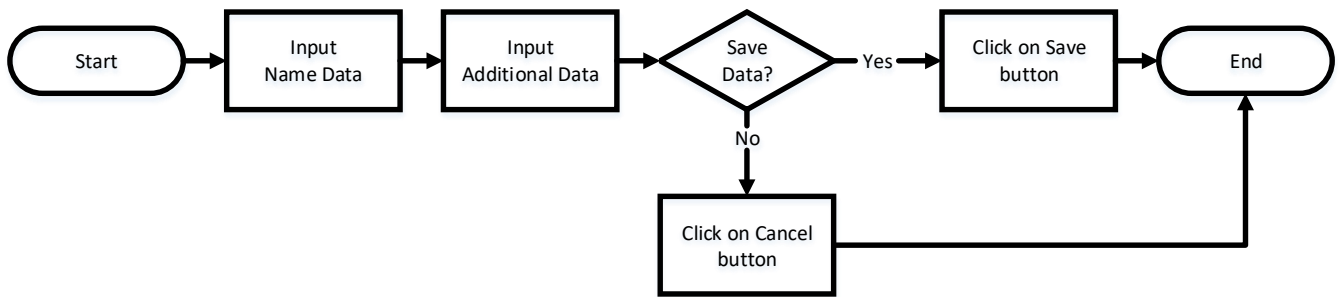
### Create Actions



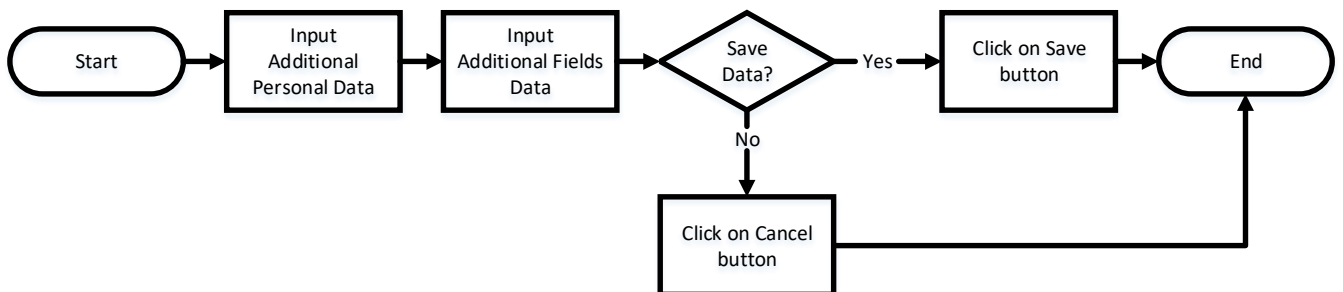
### Create Organizational Assignment



### Create Personal Data



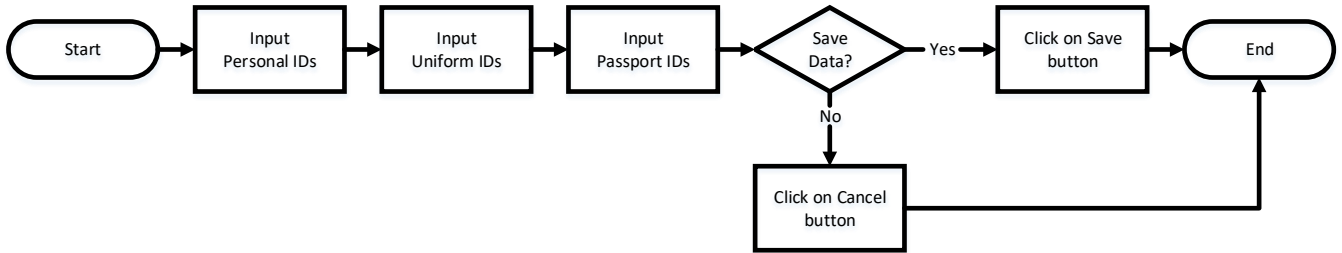
### Create Additional Personal Data



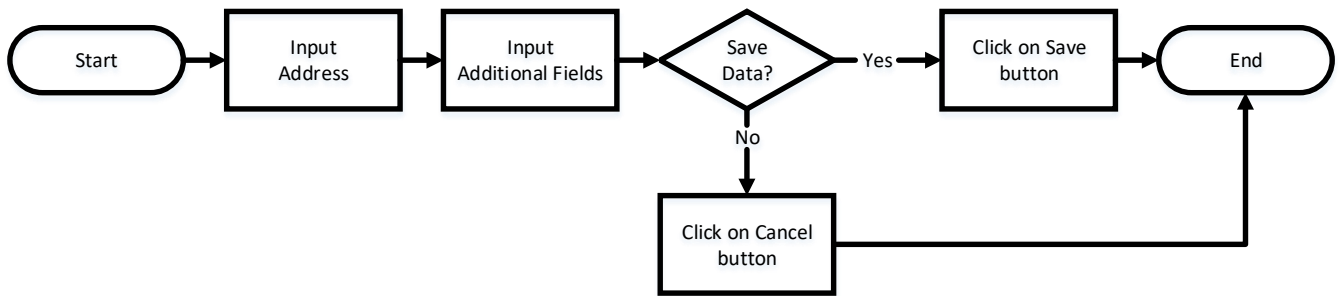


## Process Overview

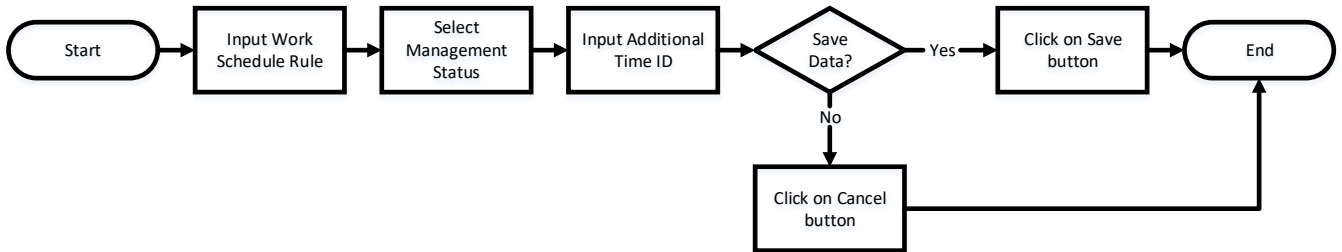
### Create Personal IDs



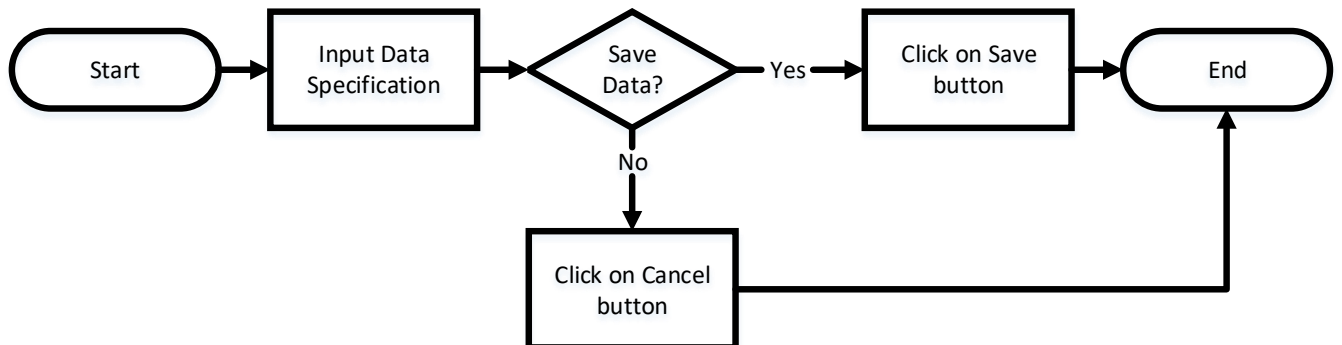
### Create Addresses



### Create Planned Working Time

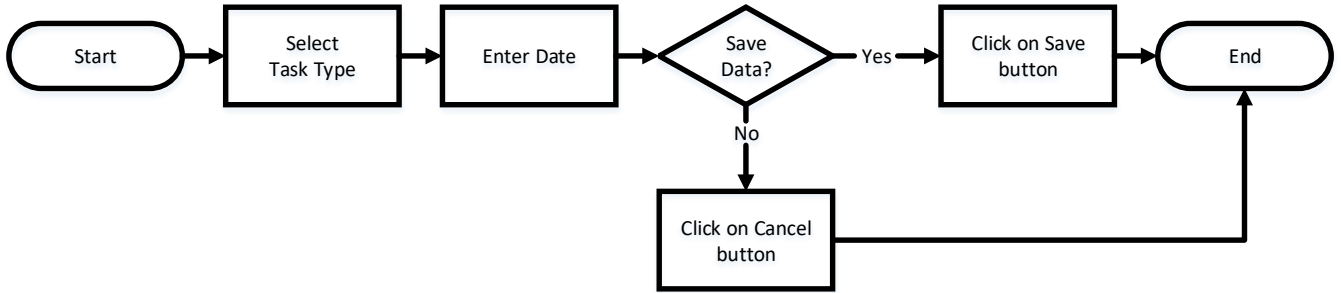


### Create Date Specifications

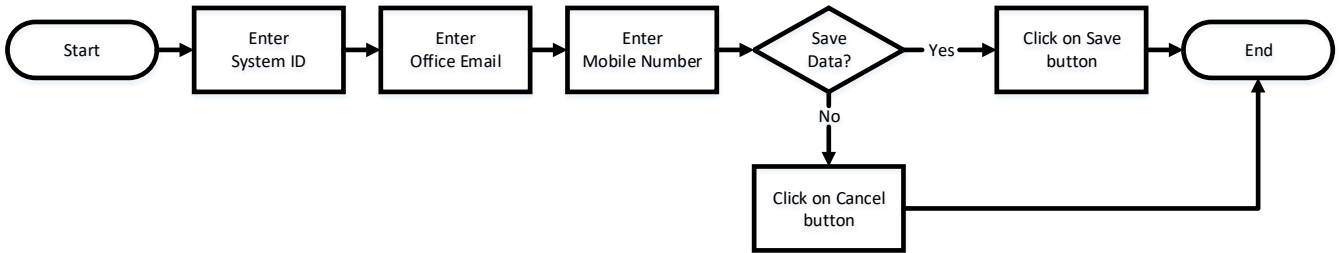


## Process Overview

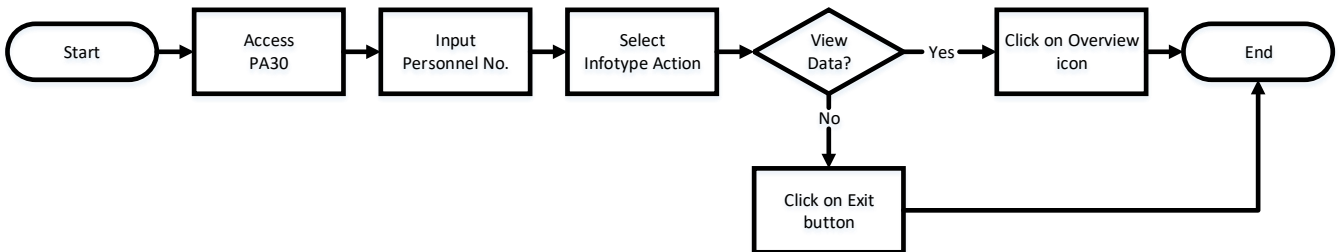
### Create Monitoring of Task



### Create Communications












### View Action Overview

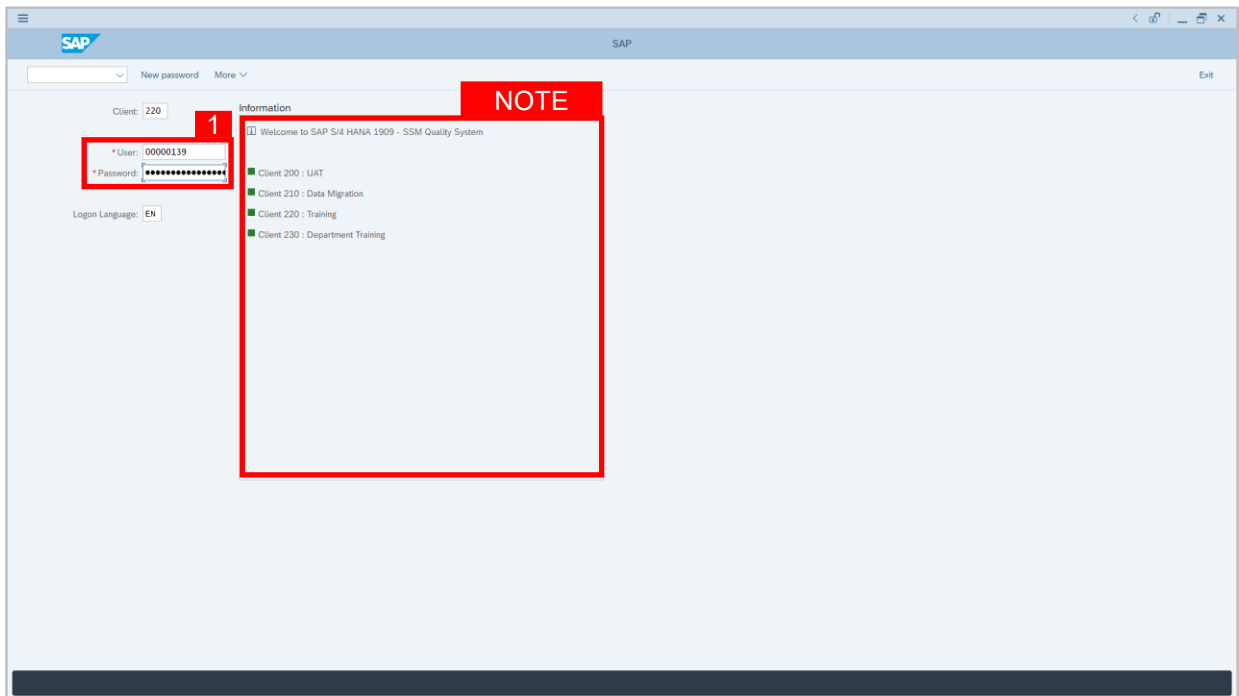


## SAP ICONS

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.

<b>SAP GUI (Back-End) Log on</b>	<b>Back End User</b>
	Department HR Administrator and HR Administrator (JPA)

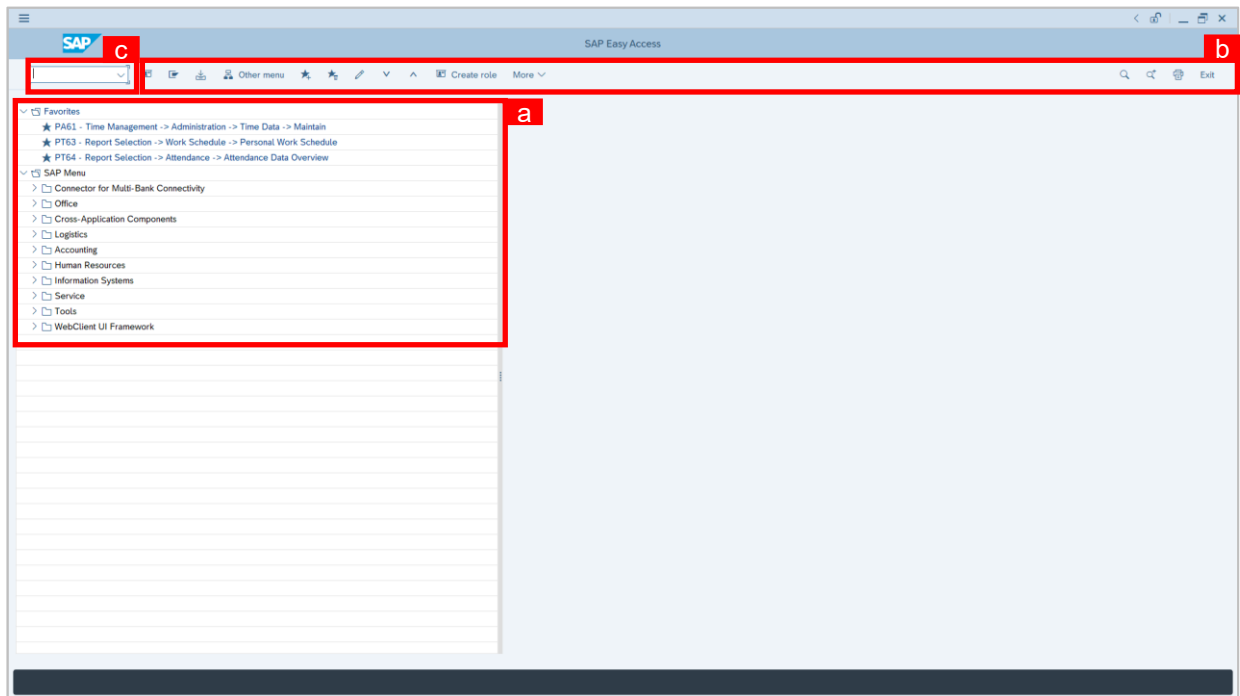


1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

**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:

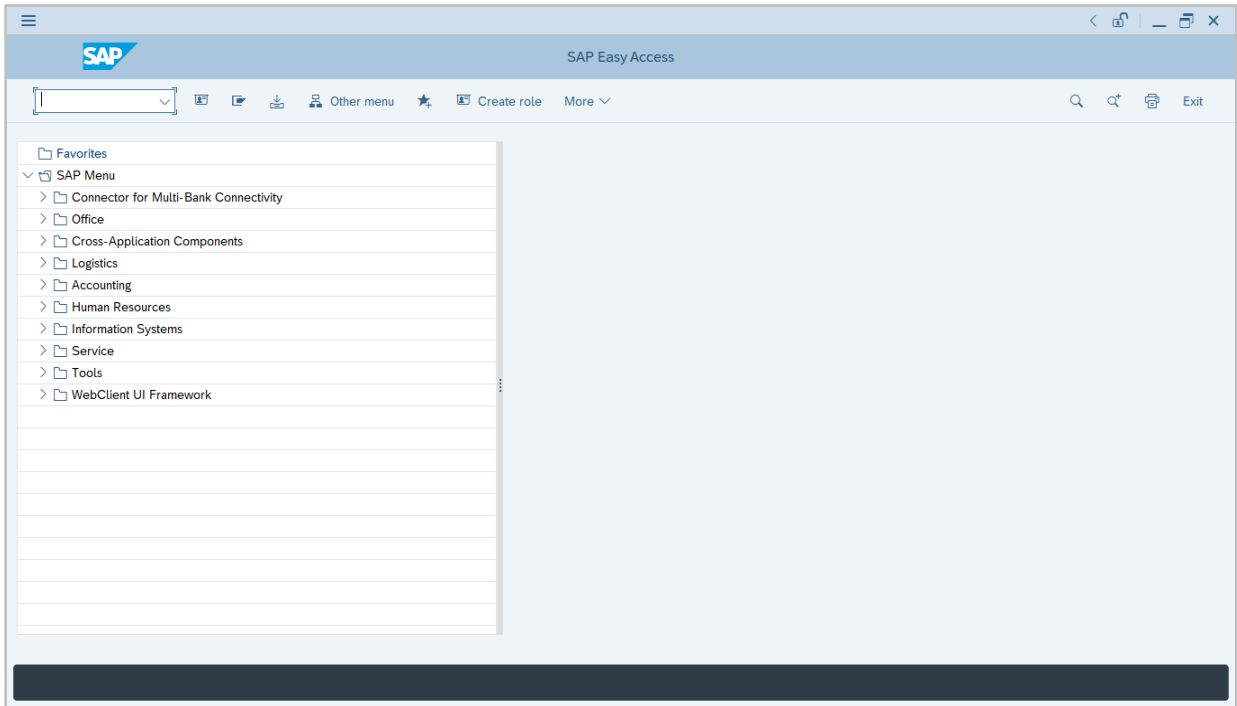
- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module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

**Create Actions**

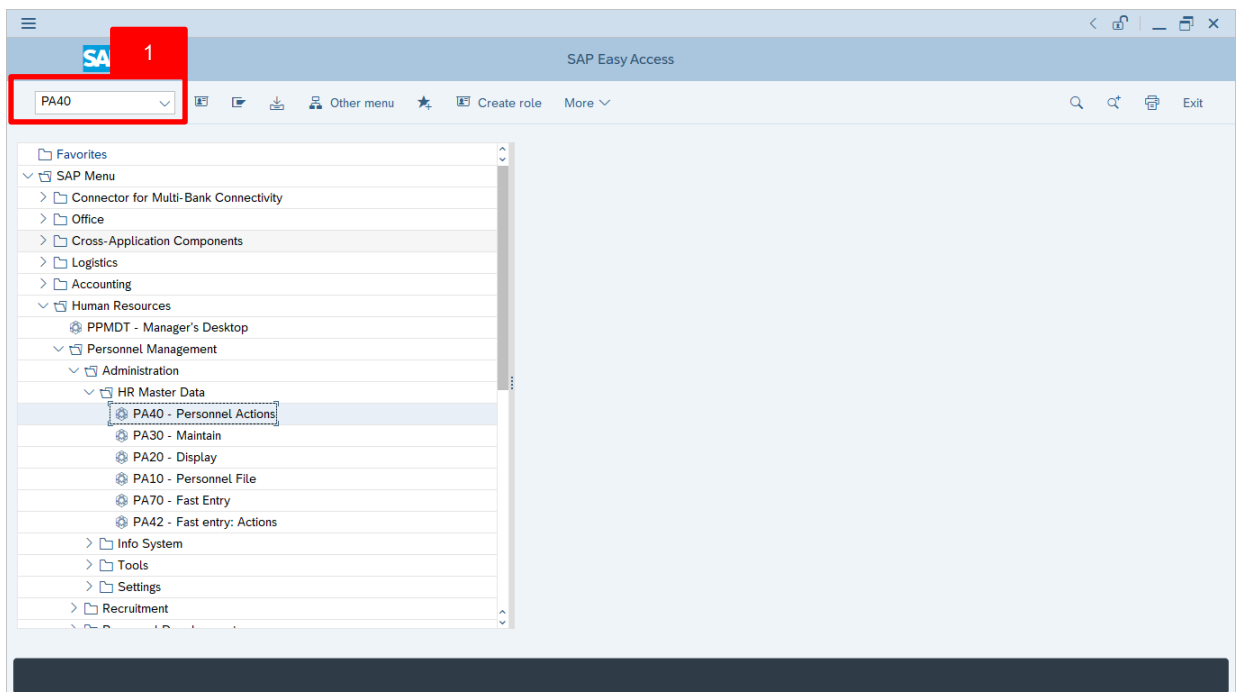
**Backend User**

Department HR Administrator and HR Administrator (JPA)

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



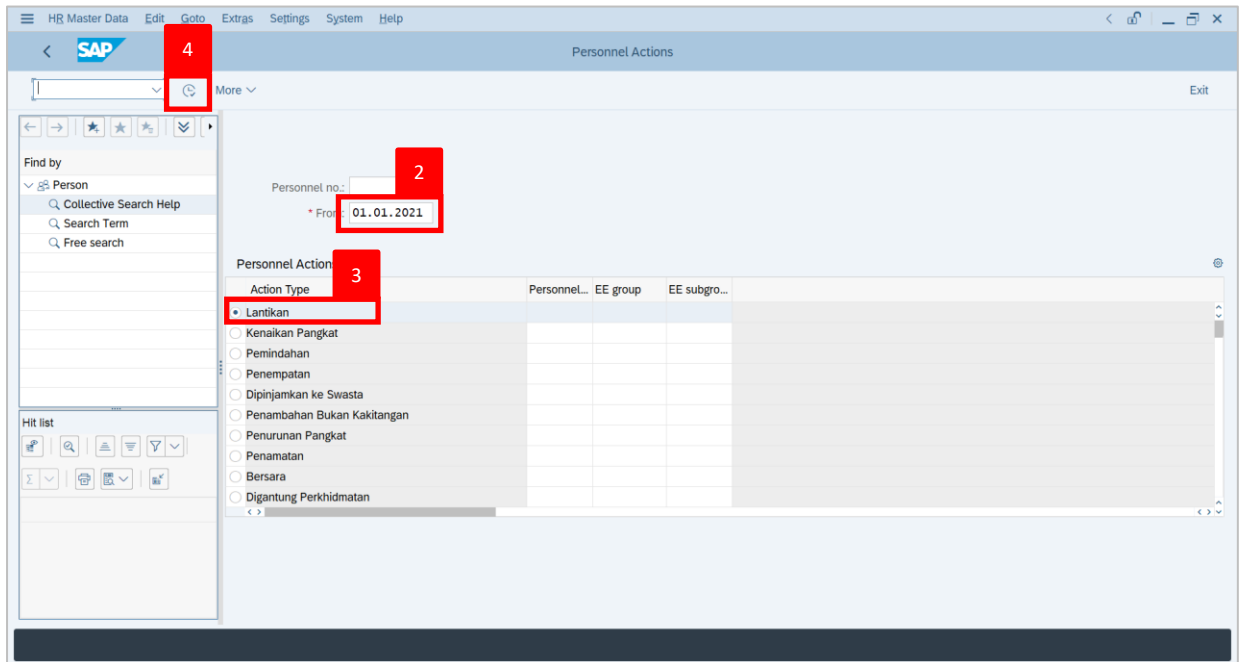
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.





## Note:


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

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

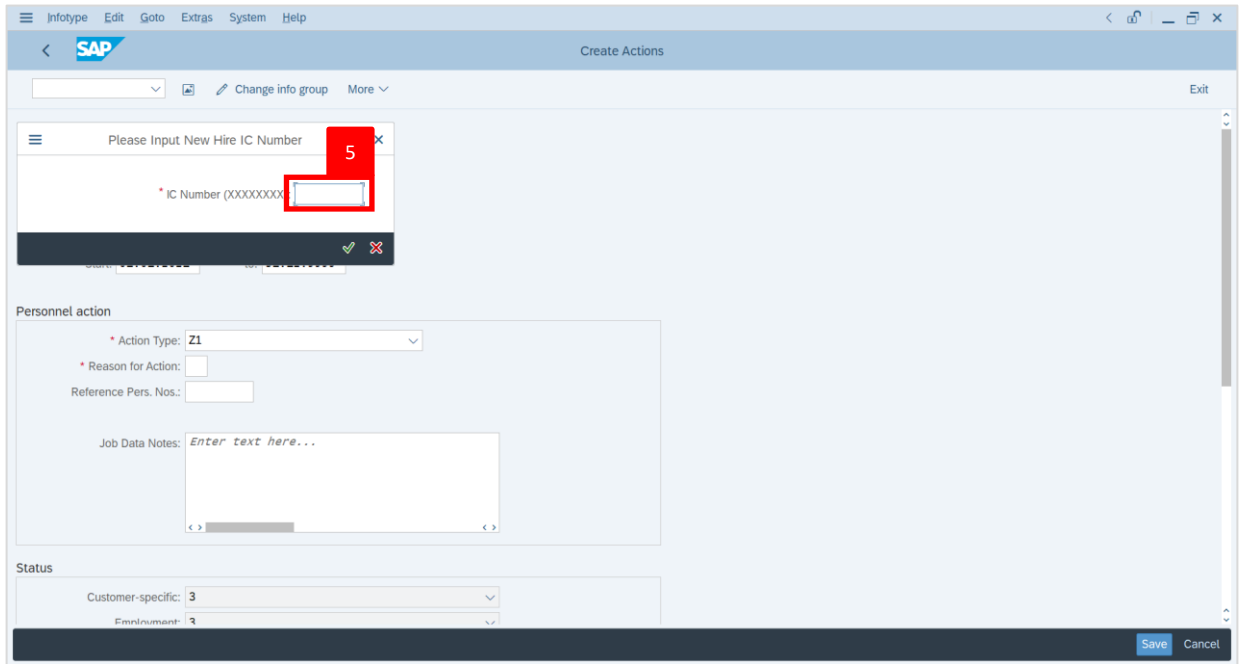


2. Enter the action From date.

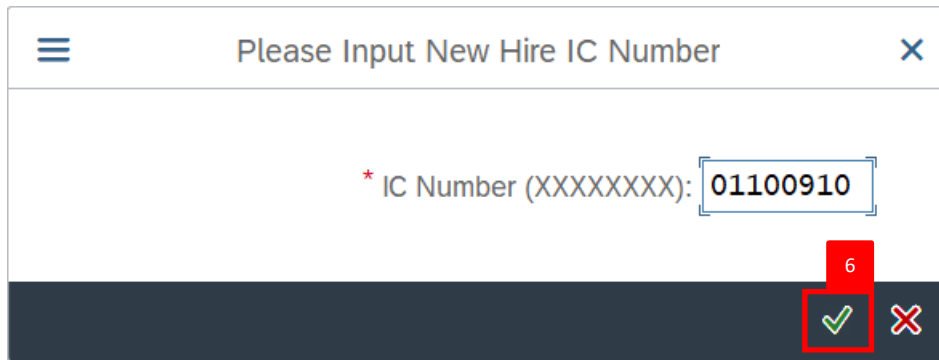
3. Under **Personnel Actions** section, click on  and select 

4. Click on  icon.

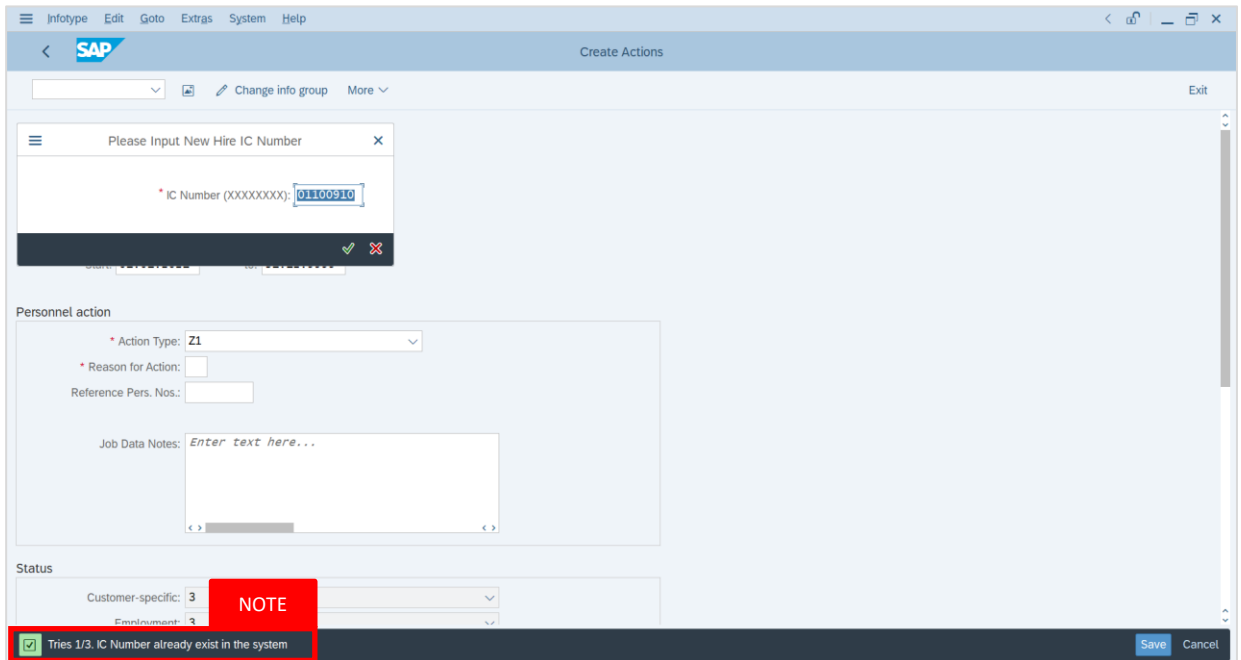
HR Admin are required to enter the **New Hire IC number** before proceeding to the Create Action page.



5. Enter the new hire IC number.



6. Click  button.

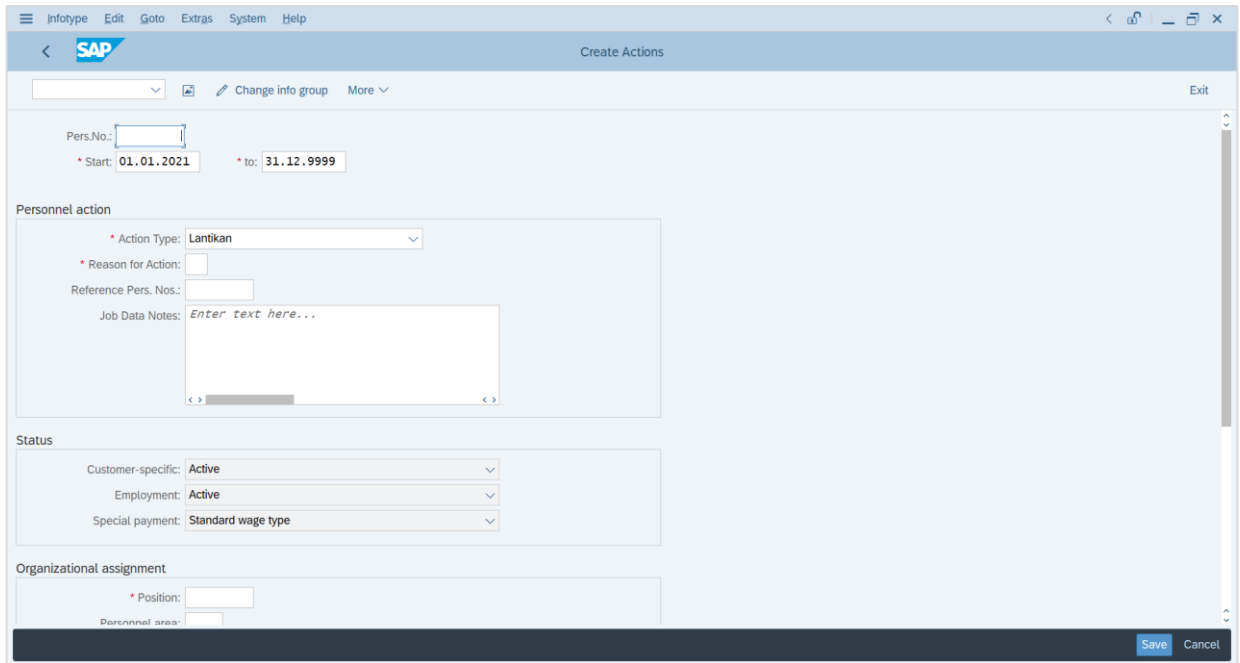


## Note:

- In the case where department try to rehire the same employee, HR Admin will encounter error as per above
- HR Admin will be given 3 tries and after the 3<sup>rd</sup> try, HR Admin will be directed to PA40 page.
- For wrong IC and hiring process is already completed, HR Admin can amend the IC number by following the steps:

*PA30 > Personal IDs Infotype > Overview > Select IC > Click Change button*

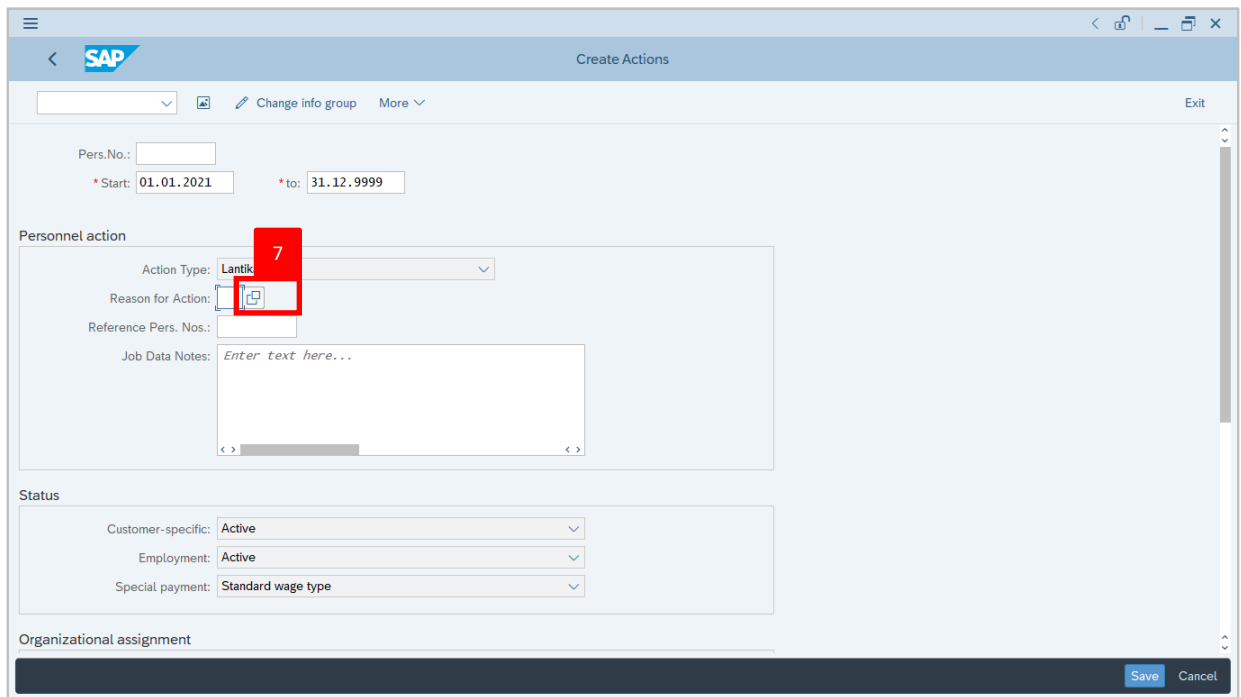
The **Create Actions** page will be displayed.



The screenshot shows the SAP 'Create Actions' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu, the title 'Create Actions' is displayed. The main area contains several sections:


- Pers.No.:** A text input field.
- \* Start:** A date field set to '01.01.2021'.
- \* to:** A date field set to '31.12.9999'.
- Personnel action:**
  - \* Action Type:** A dropdown menu with 'Lantikan' selected.
  - \* Reason for Action:** A text input field.
  - Reference Pers. Nos.:** A text input field.
  - Job Data Notes:** A text area with the placeholder text 'Enter text here...'. Below the text area are navigation arrows.
- Status:**
  - Customer-specific:** A dropdown menu with 'Active' selected.
  - Employment:** A dropdown menu with 'Active' selected.
  - Special payment:** A dropdown menu with 'Standard wage type' selected.
- Organizational assignment:**
  - \* Position:** A text input field.
  - Personnel area:** A text input field.

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



**Personnel action**

Action Type: Lantik

Reason for Action: 

Reference Pers. Nos.:

Job Data Notes:

**Status**


Customer-specific: Active

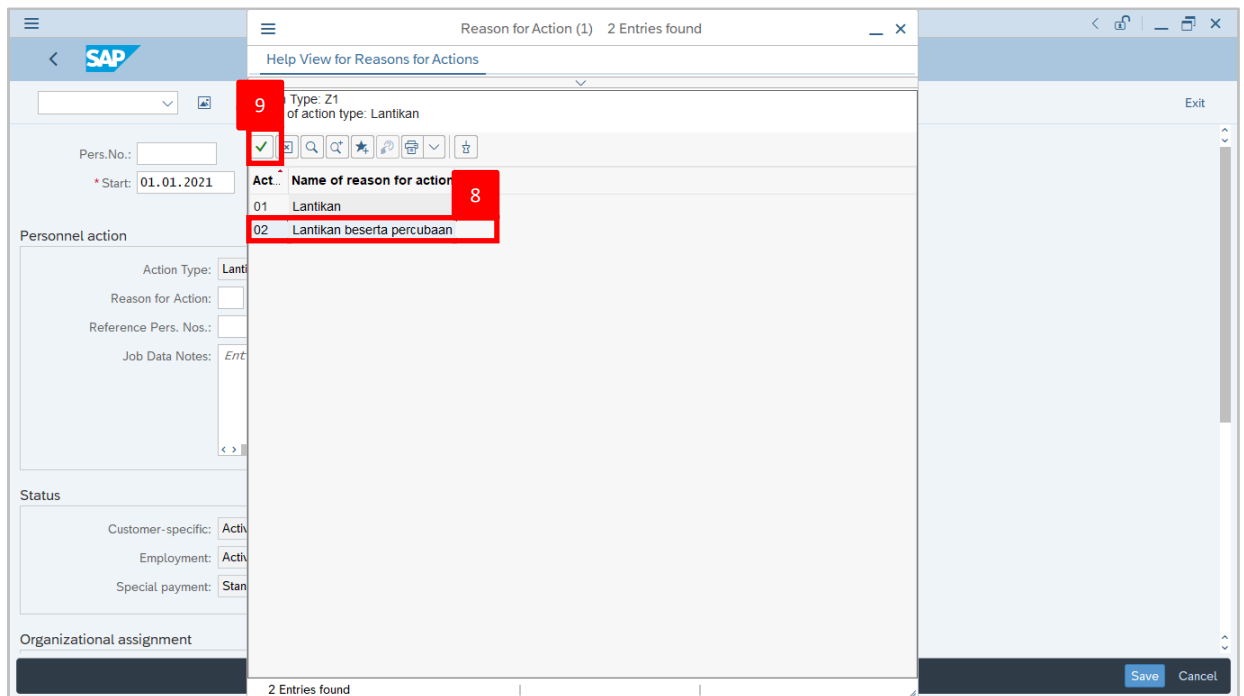
Employment: Active

Special payment: Standard wage type

**Organizational assignment**

Save Cancel

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



Reason for Action (1) 2 Entries found

Help View for Reasons for Actions

Type: Z1  
of action type: Lantikan

Act..	Name of reason for action
01	Lantikan
02	Lantikan beserta percubaan

**Personnel action**

Action Type: Lantik

Reason for Action:

Reference Pers. Nos.:

Job Data Notes:

**Status**

Customer-specific: Acti

Employment: Acti


Special payment: Stan

**Organizational assignment**

2 Entries found

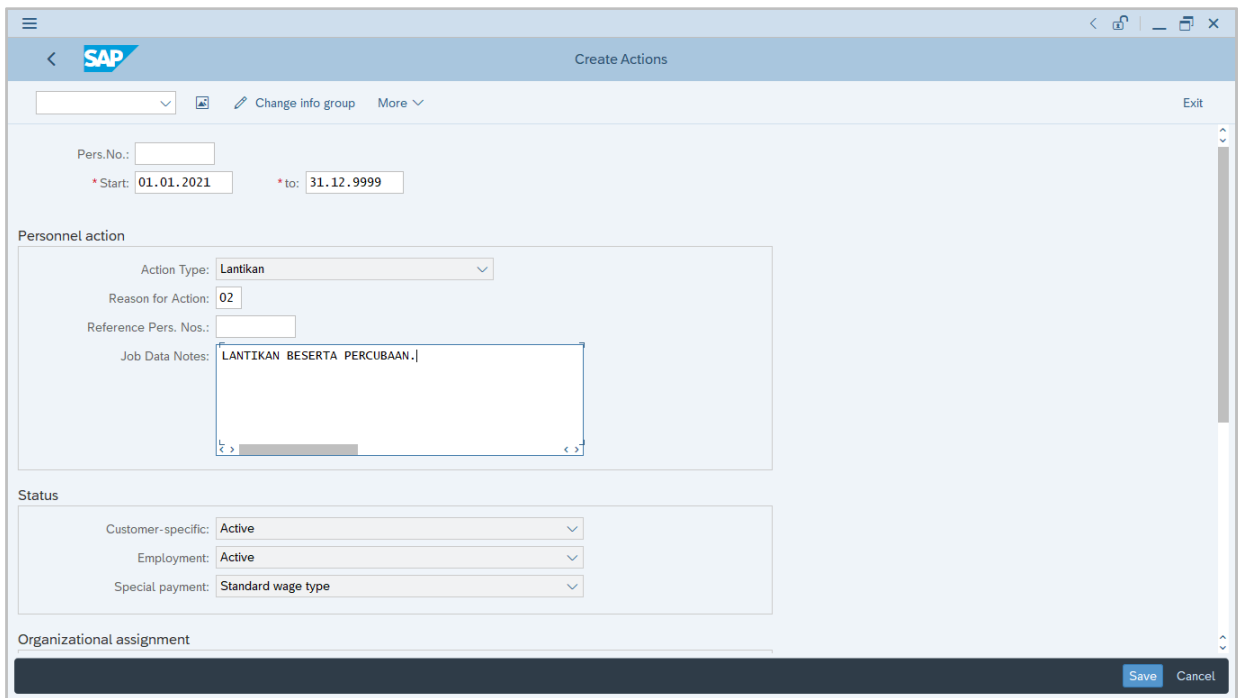
Save Cancel

8. Select **02 Lantikan beserta Percubaan**.

9. Click on  icon.

### Note:

- Job Data Notes are optional to fill in.



The screenshot shows the SAP 'Create Actions' form. The 'Personnel action' section includes:
 

- Action Type: Lantikan
- Reason for Action: 02
- Reference Pers. Nos.: [Empty]
- Job Data Notes: LANTIKAN BESERTA PERCUBAAN.]


 The 'Status' section includes:
 

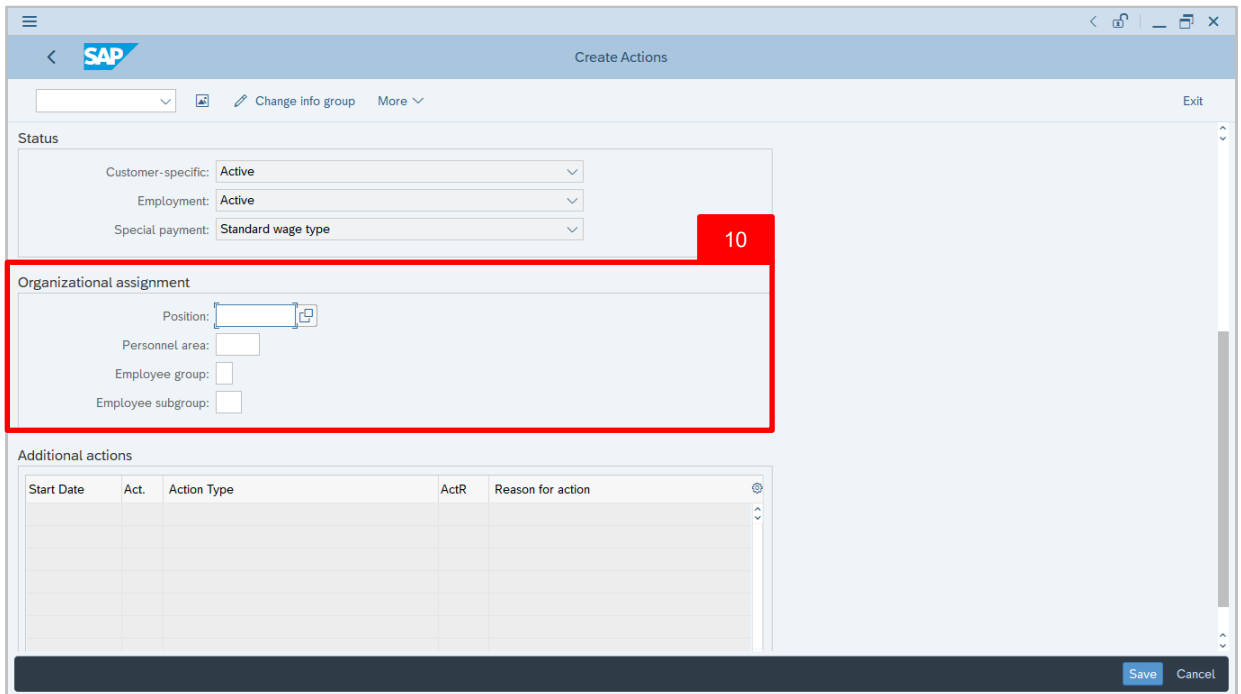
- Customer-specific: Active
- Employment: Active
- Special payment: Standard wage type

 The 'Organizational assignment' section is partially visible at the bottom.

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

**Note:**

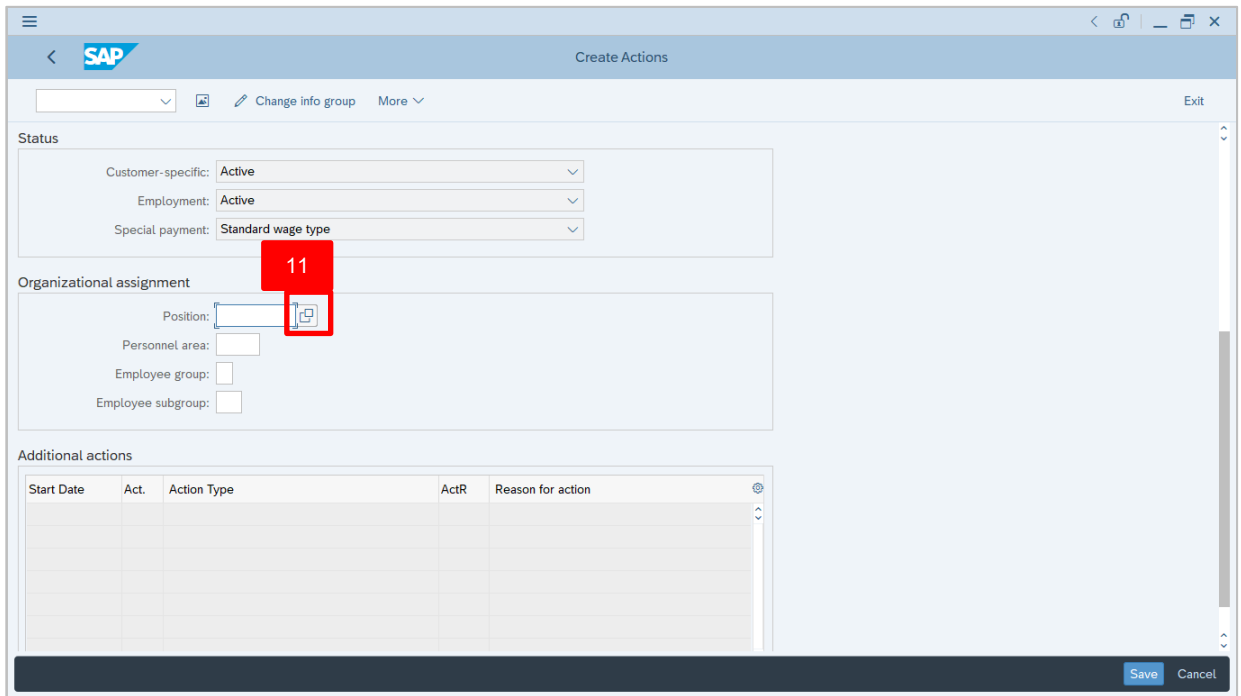
- When HR Administrator click on  icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.



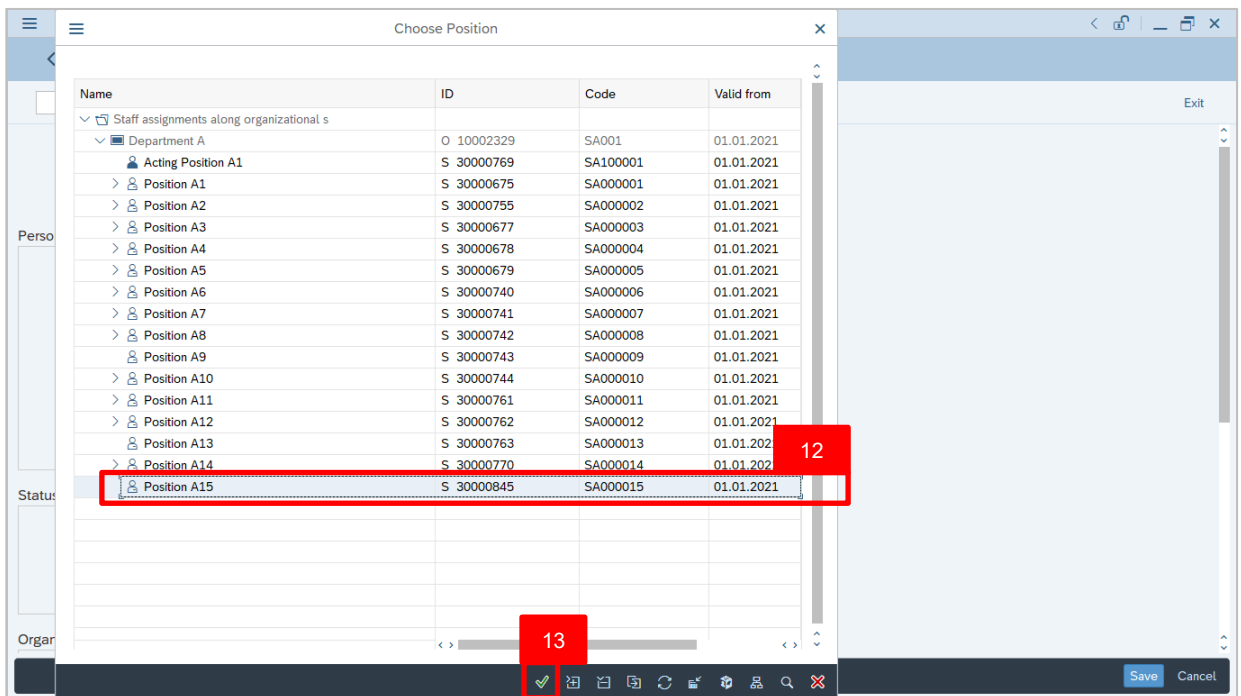
This screenshot shows the 'Organizational assignment' section highlighted with a red border. A red box with the number '10' is placed over the 'Position' field, which contains a clipboard icon. Below this section is an 'Additional actions' table.

Start Date	Act.	Action Type	ActR	Reason for action




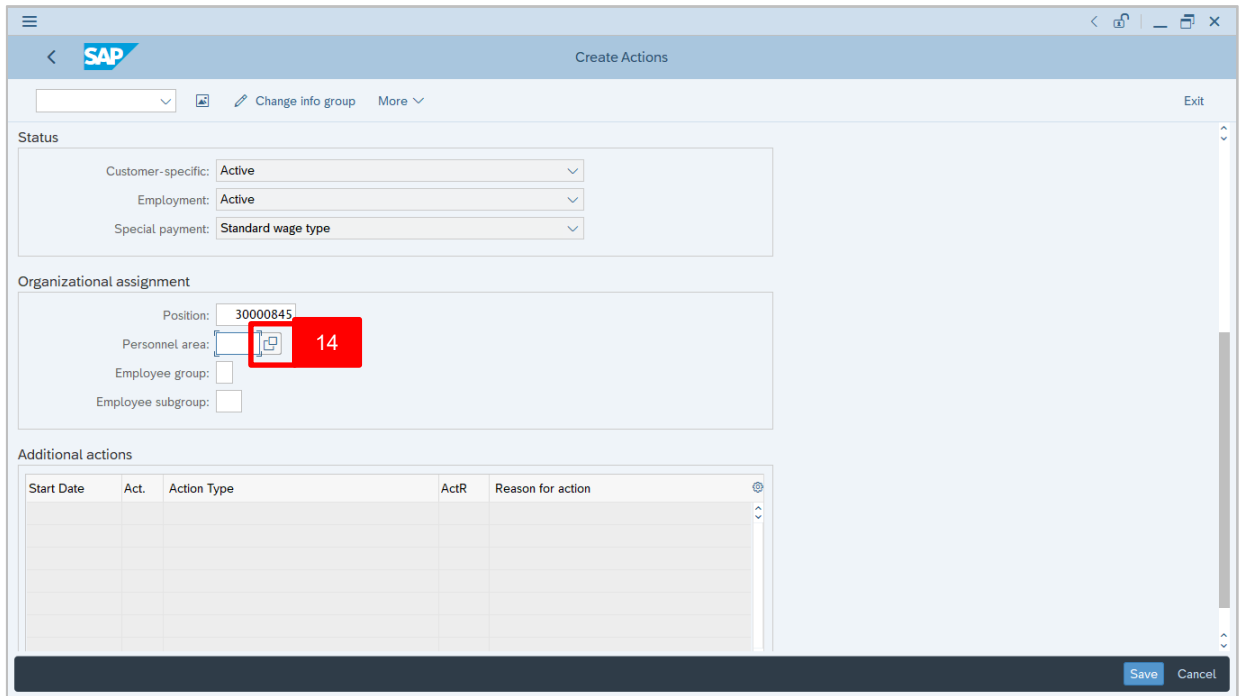



11. Under **Organizational assignment** section, click on  icon for Position.

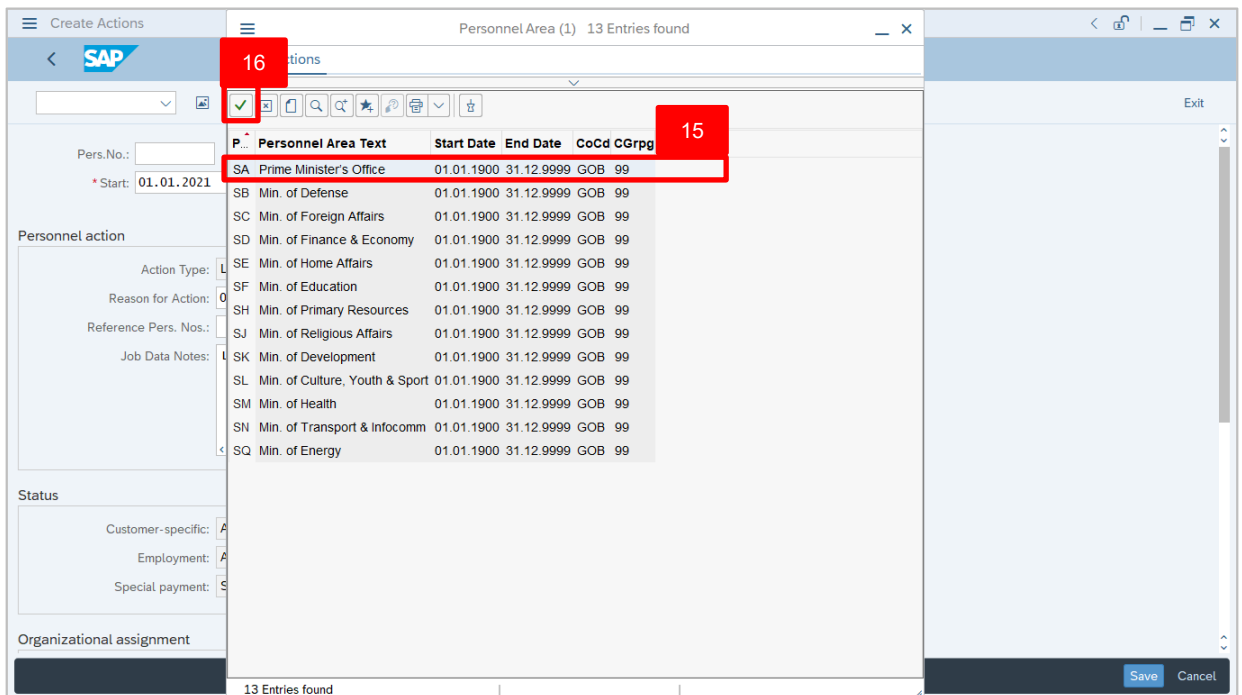


12. Select Position for the personnel.


13. Click on  icon.

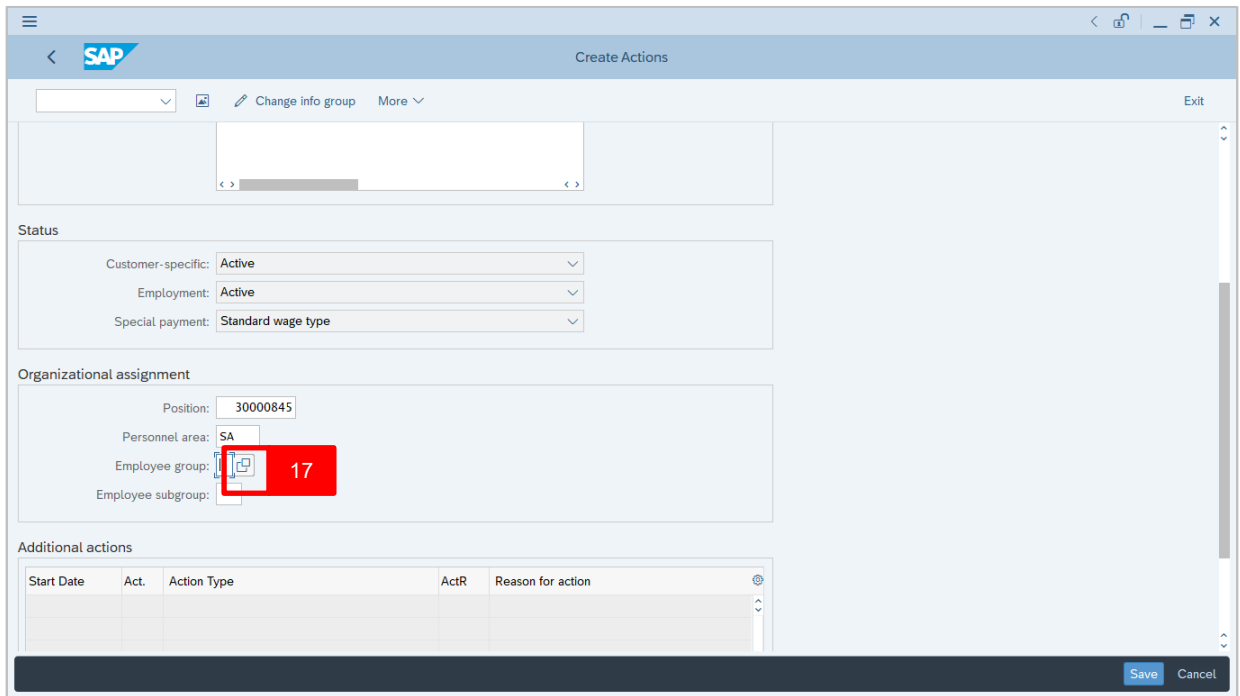



14. Under **Organizational assignment**, click on  icon for Personnel area (Ministry).

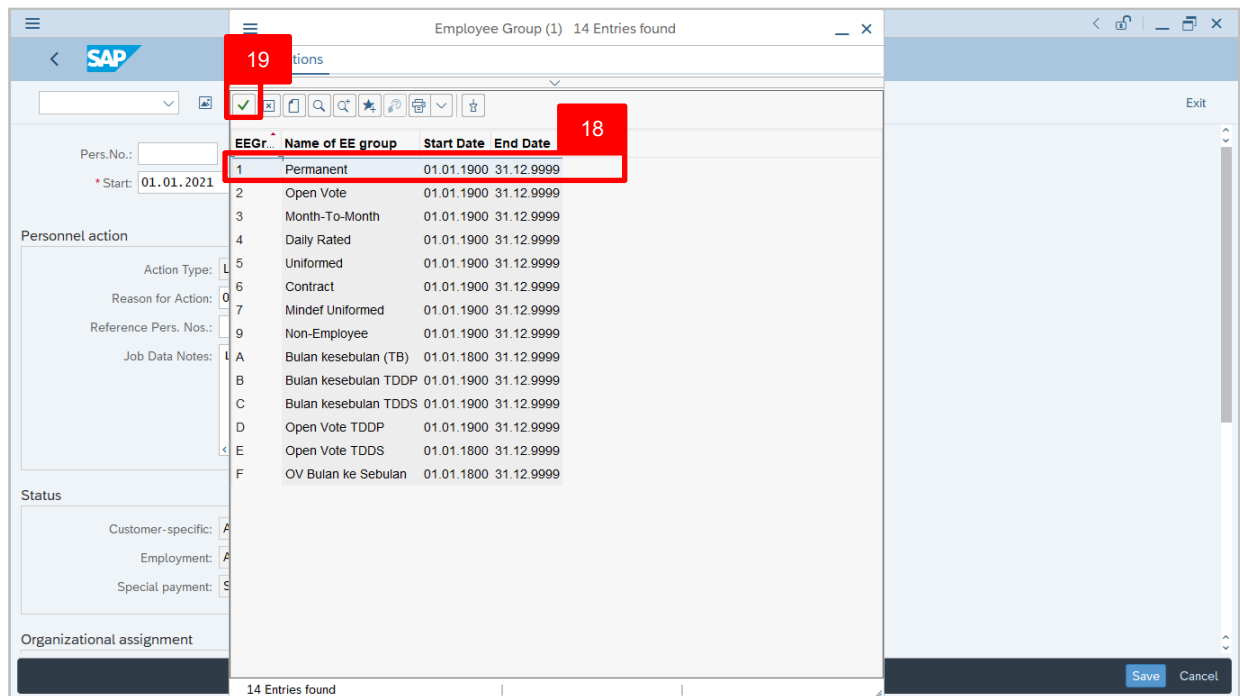


15. Select Personnel area (Ministry).

16. Click on  icon.

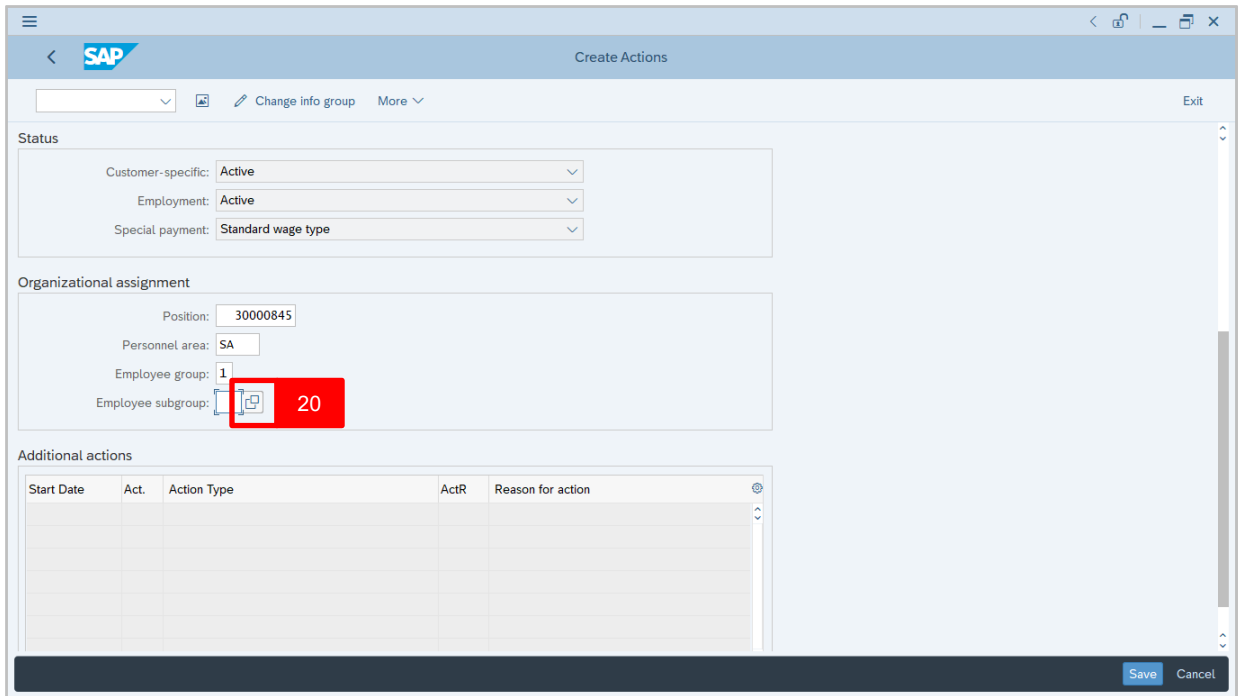



17. Under **Organizational assignment** section, click on  icon for Employee Group.

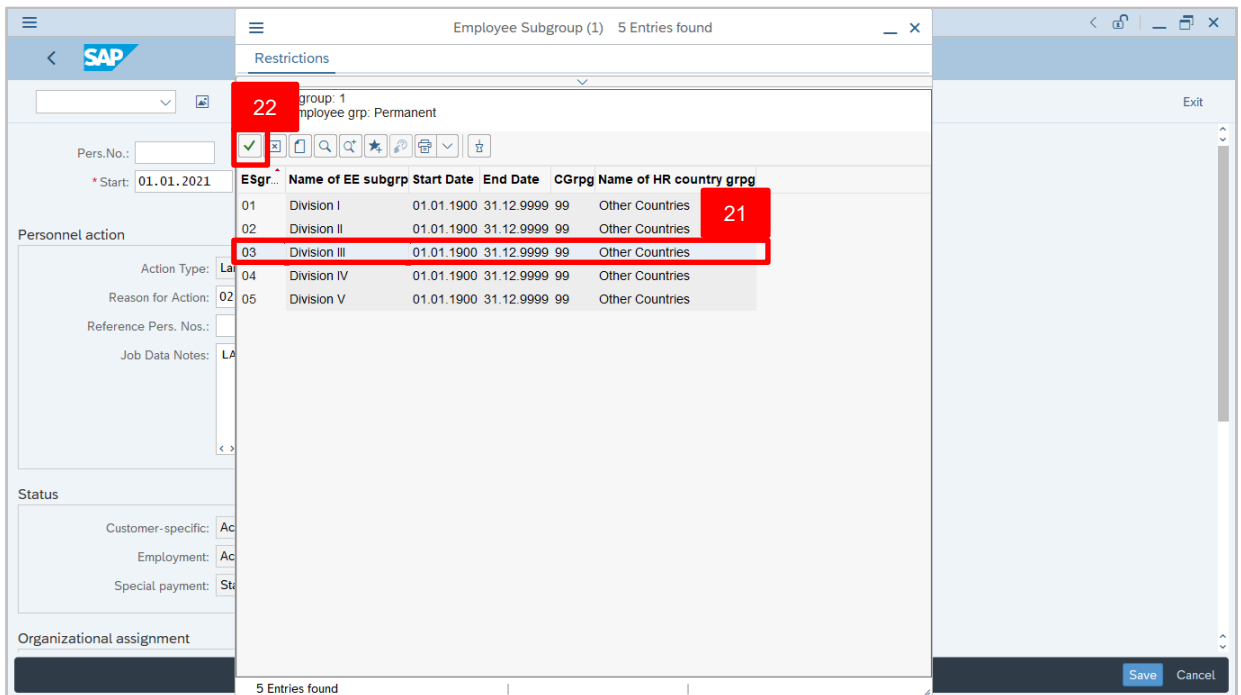


18. Select Employee Group.


19. Click on  icon.

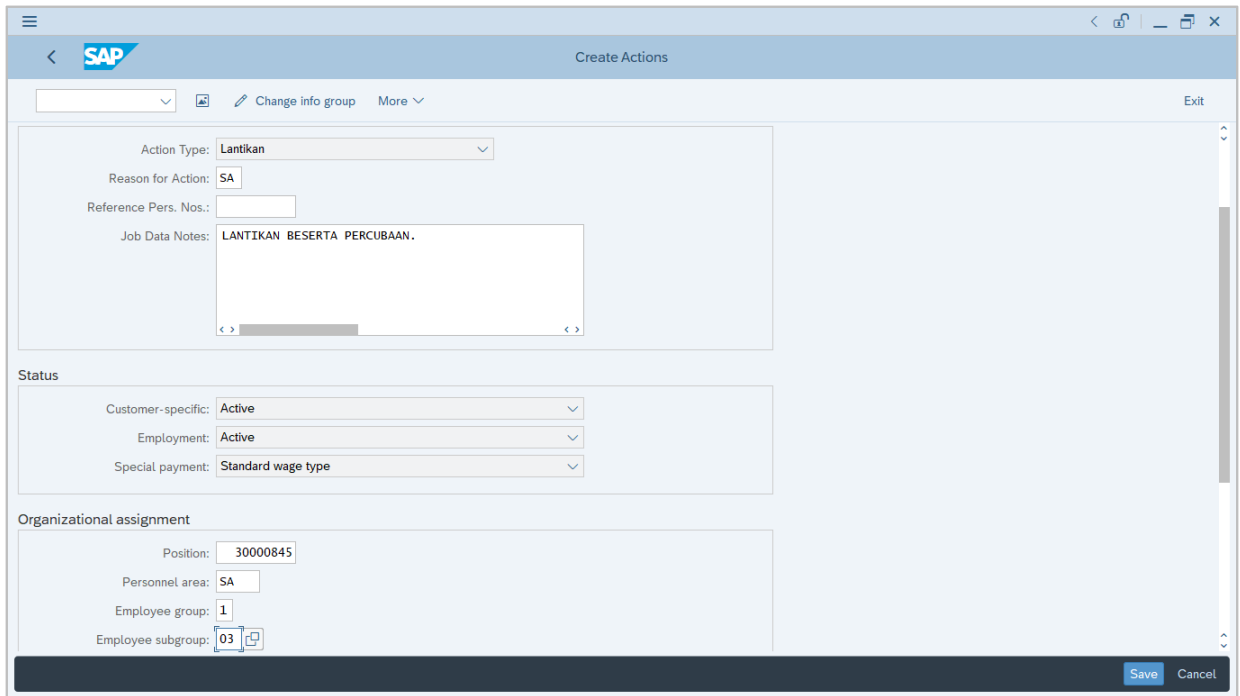


20. Under **Organizational assignment** section, click on  icon for Employee Subgroup.




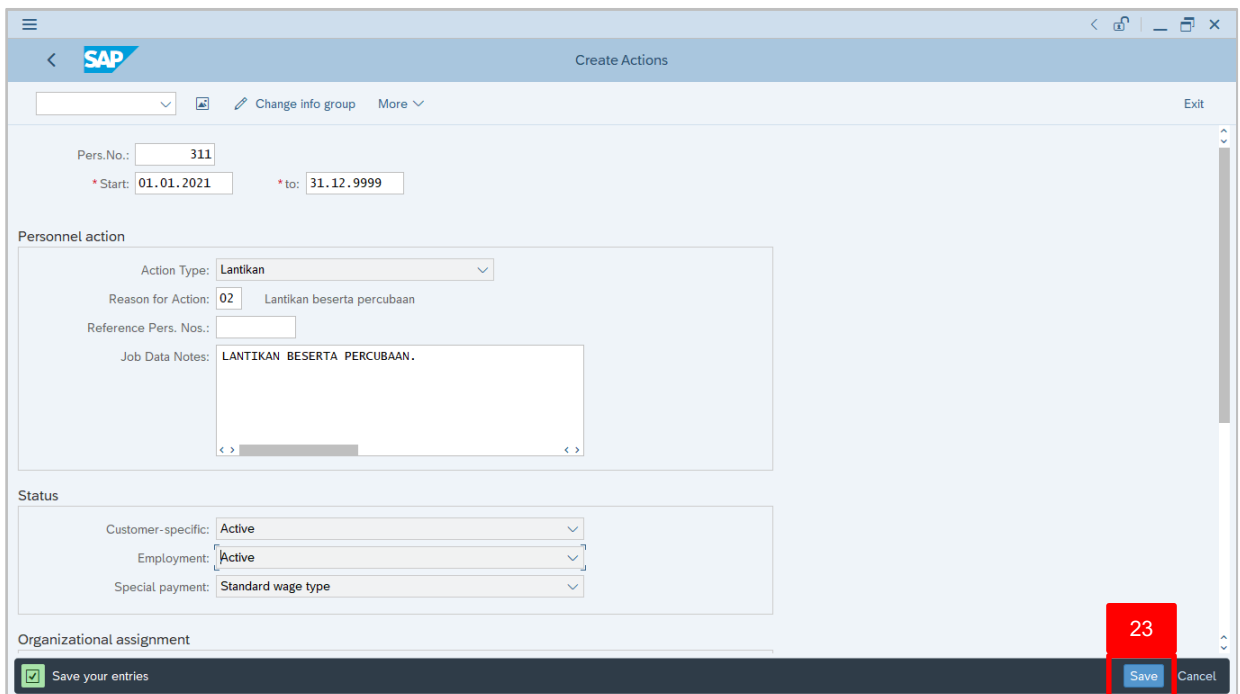
21. Select Employee Subgroup.

22. Click on  icon.



The screenshot shows the SAP 'Create Actions' dialog box. 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.

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



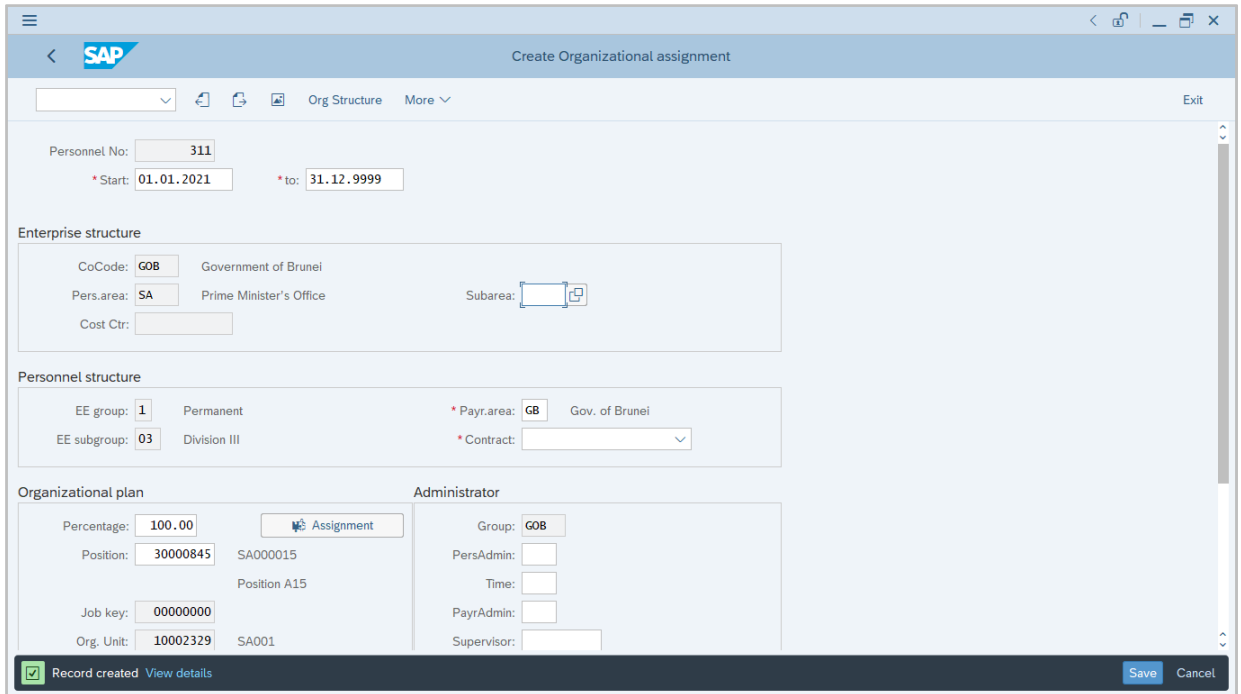
The screenshot shows the SAP 'Create Actions' dialog box after saving. The 'Pers.No.' field is now populated with '311'. The '\* Start' field is '01.01.2021' and the '\* to' field is '31.12.9999'. The 'Personnel action' section shows 'Action Type' as 'Lantikan', 'Reason for Action' as '02' with the description '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 'Save your entries' checkbox which is checked. At the bottom right, the 'Save' button is highlighted with a red box and the number '23' is written in red next to it.

## 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.



The screenshot shows the SAP 'Create Organizational assignment' interface. The page is titled 'Create Organizational assignment' and features a navigation bar with 'Org Structure' and 'More' options. The main content area is divided into several sections:

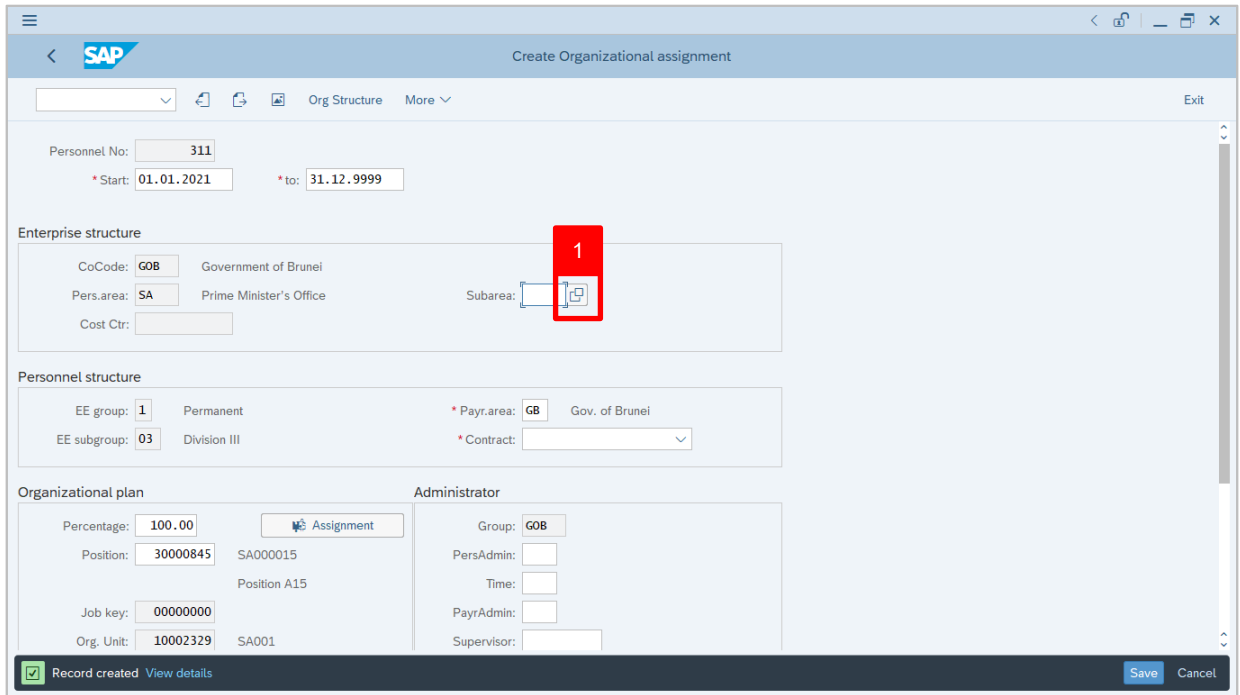
- Personnel No:** 311
- \* Start:** 01.01.2021
- \* to:** 31.12.9999
- Enterprise structure:**
  - CoCode:** GOB (Government of Brunei)
  - Pers.area:** SA (Prime Minister's Office)
  - Subarea:** (empty)
  - Cost Ctr:** (empty)
- Personnel structure:**
  - EE group:** 1 (Permanent)
  - EE subgroup:** 03 (Division III)
  - \* Payr.area:** GB (Gov. of Brunei)
  - \* Contract:** (empty)
- Organizational plan:**
  - Percentage:** 100.00
  - Position:** 30000845 (SA000015)
  - Job key:** 00000000
  - Org. Unit:** 10002329 (SA001)
- Administrator:**
  - Group:** GOB
  - PersAdmin:** (empty)
  - Time:** (empty)
  - PayrAdmin:** (empty)
  - Supervisor:** (empty)

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


## Create Organizational Assignment

## Backend User


Department HR Administrator and HR Administrator (JPA)

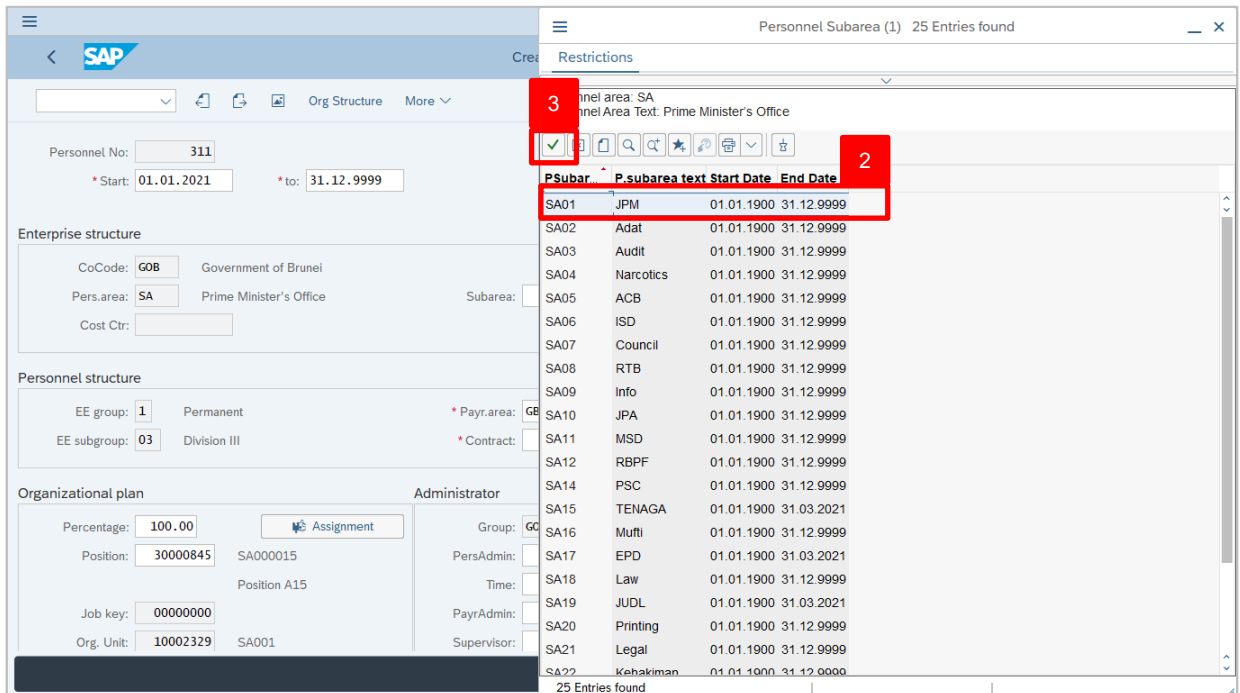


Personnel No: 311  
 \* Start: 01.01.2021 \* to: 31.12.9999

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).




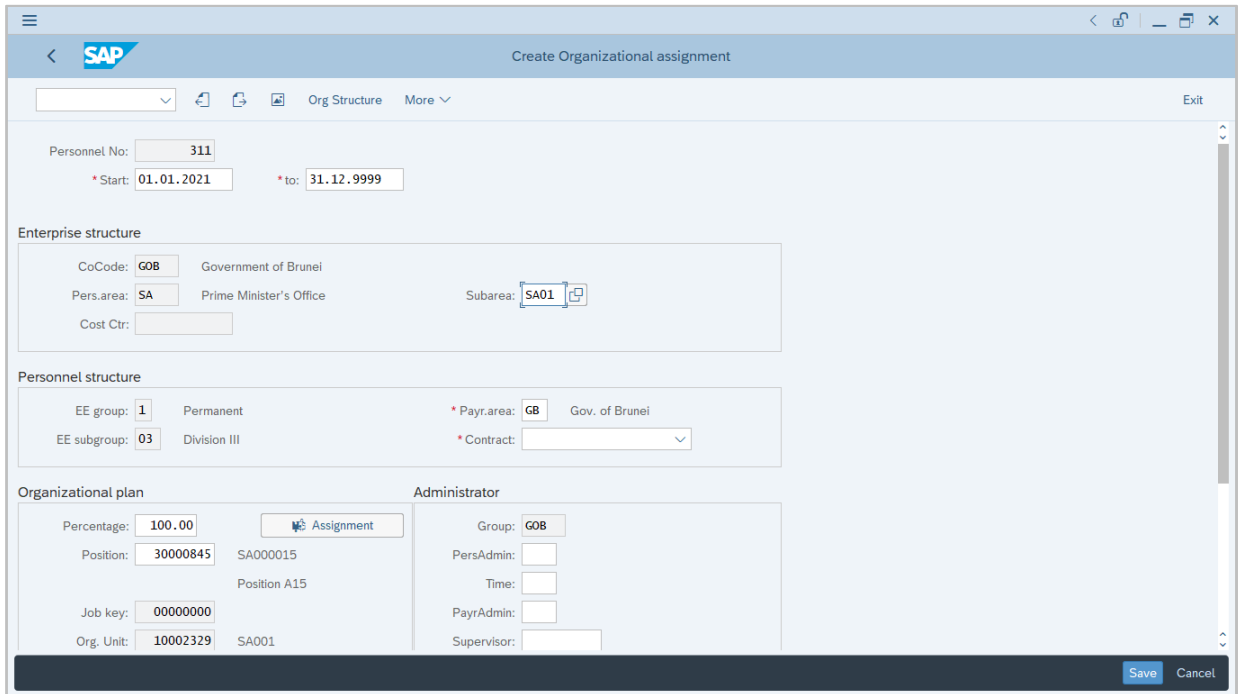
Personnel No: 311  
 \* Start: 01.01.2021 \* to: 31.12.9999

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:   
 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	Muti	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.



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

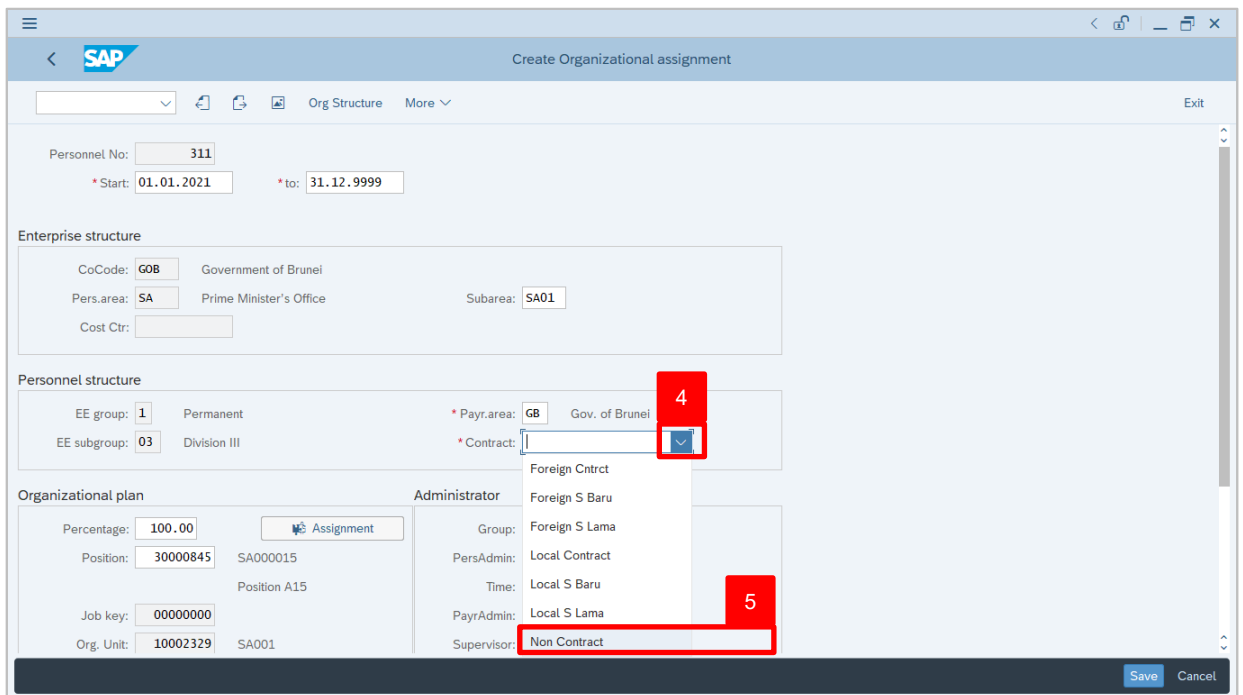
Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SA Prime Minister's Office Subarea: SA01  
 Cost Ctr:

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

Organizational plan Administrator  
 Percentage: 100.00 Assignment  
 Position: 30000845 SA000015 Position A15  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: GOB  
 PersAdmin:  
 Time:  
 PayrAdmin:  
 Supervisor:

## Note:

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




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

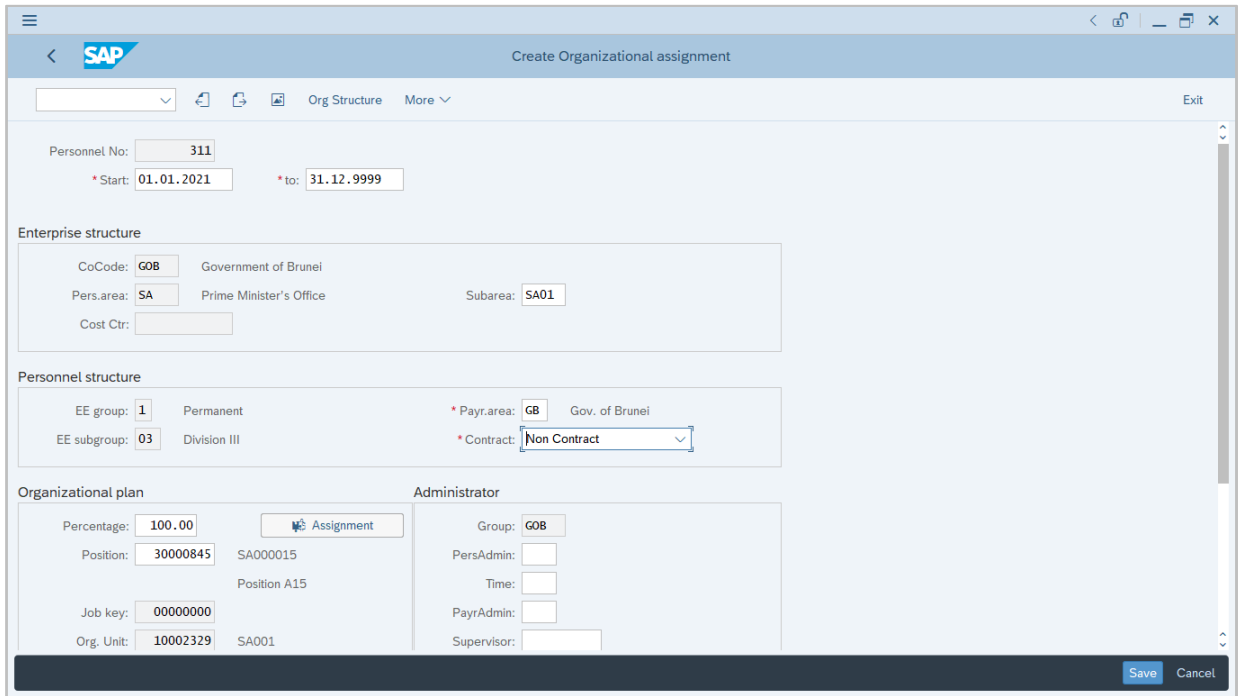
Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SA Prime Minister's Office Subarea: SA01  
 Cost Ctr:

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

Organizational plan Administrator  
 Percentage: 100.00 Assignment  
 Position: 30000845 SA000015 Position A15  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: Foreign S Baru  
 PersAdmin: Foreign S Lama  
 Time: Local Contract  
 PayrAdmin: Local S Baru  
 Supervisor: Local S Lama  
 Non Contract

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





**SAP** Create Organizational assignment


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

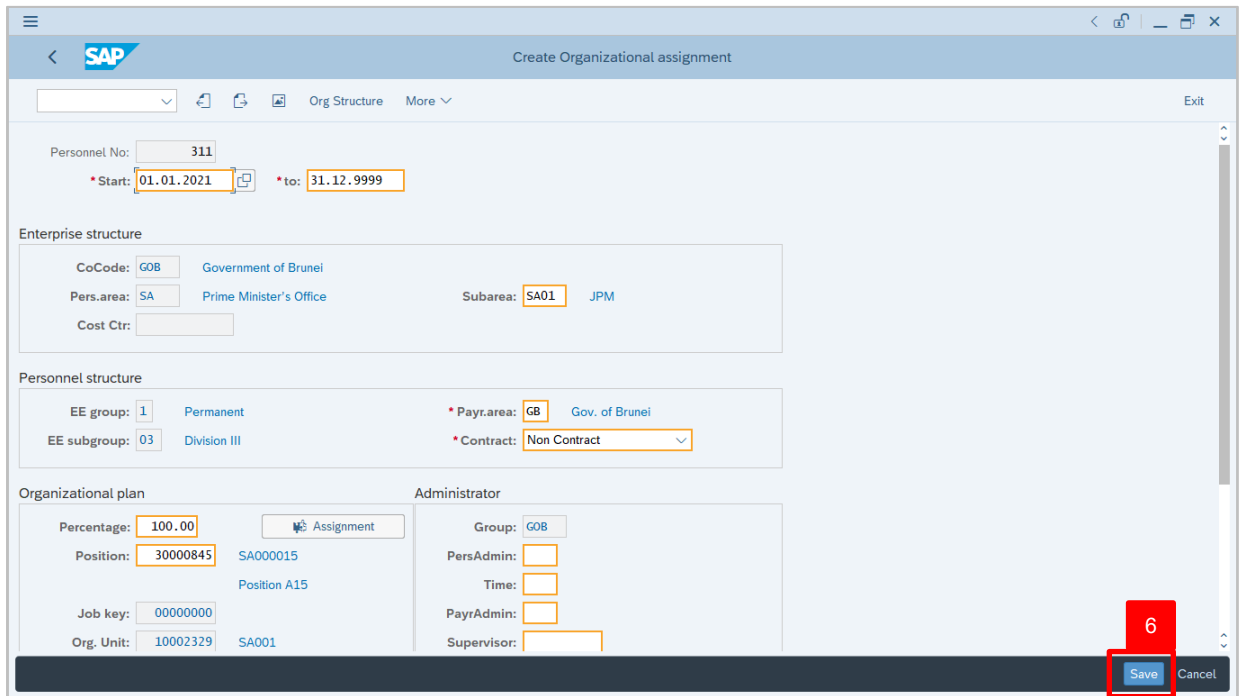
**Enterprise structure**  
 CoCode: GOB Government of Brunei  
 Pers.area: SA Prime Minister's Office Subarea: SA01  
 Cost Ctr:

**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 Assignment  
 Position: 30000845 SA000015  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: GOB  
 PersAdmin:  
 Time:  
 PayrAdmin:  
 Supervisor:

Save Cancel

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



**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 Subarea: SA01 JPM  
 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 Assignment  
 Position: 30000845 SA000015  
 Job key: 00000000  
 Org. Unit: 10002329 SA001  
 Group: GOB  
 PersAdmin:  
 Time:  
 PayrAdmin:  
 Supervisor:

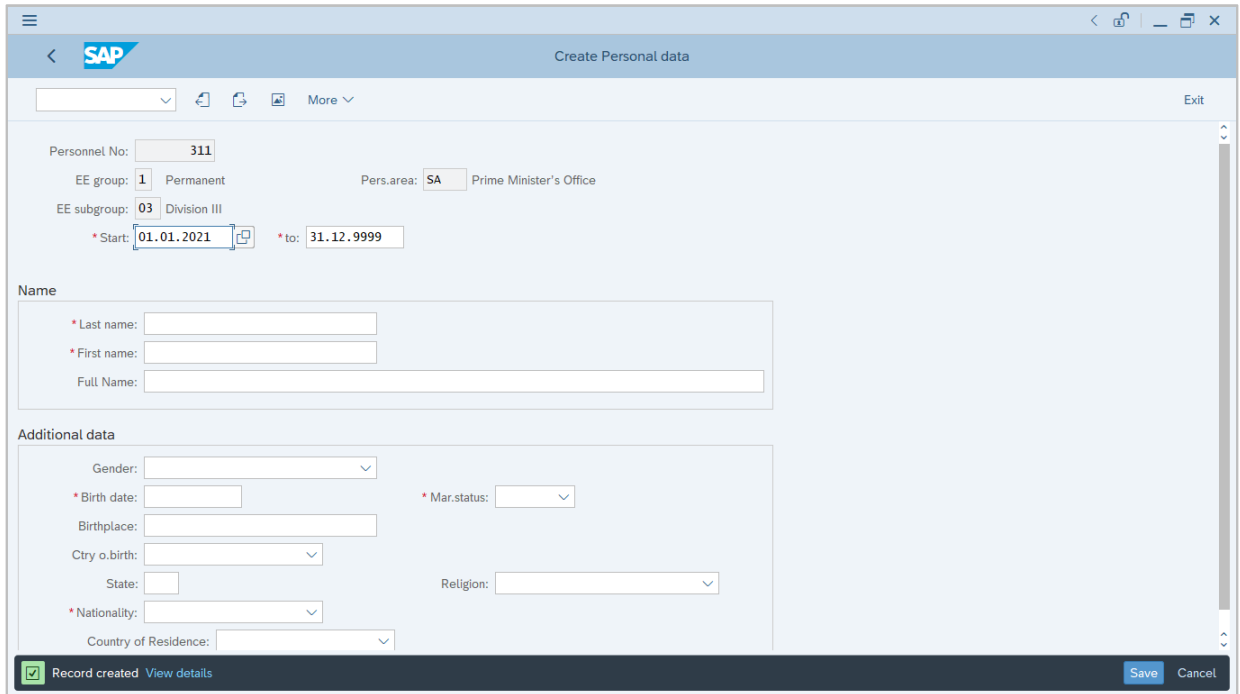
6  
 Save Cancel

**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.

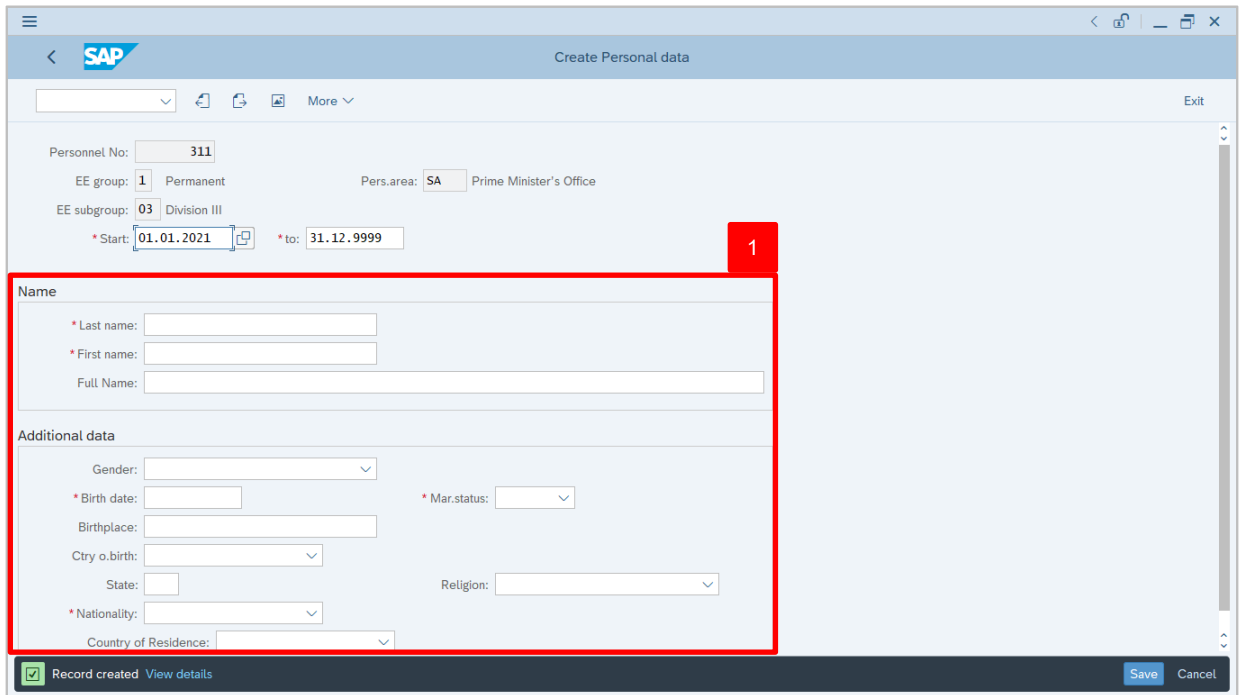


The screenshot shows the SAP 'Create Personal data' form. The form is titled 'Create Personal data' and has a blue header bar with the SAP logo. The form contains the following fields and sections:

- 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: [Text Field]
  - \* First name: [Text Field]
  - Full Name: [Text Field]
- Additional data:**
  - Gender: [Dropdown]
  - \* Birth date: [Text Field]
  - Birthplace: [Text Field]
  - Ctry o.birth: [Dropdown]
  - State: [Text Field]
  - \* Nationality: [Dropdown]
  - Country of Residence: [Dropdown]
  - \* Mar.status: [Dropdown]
  - Religion: [Dropdown]

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

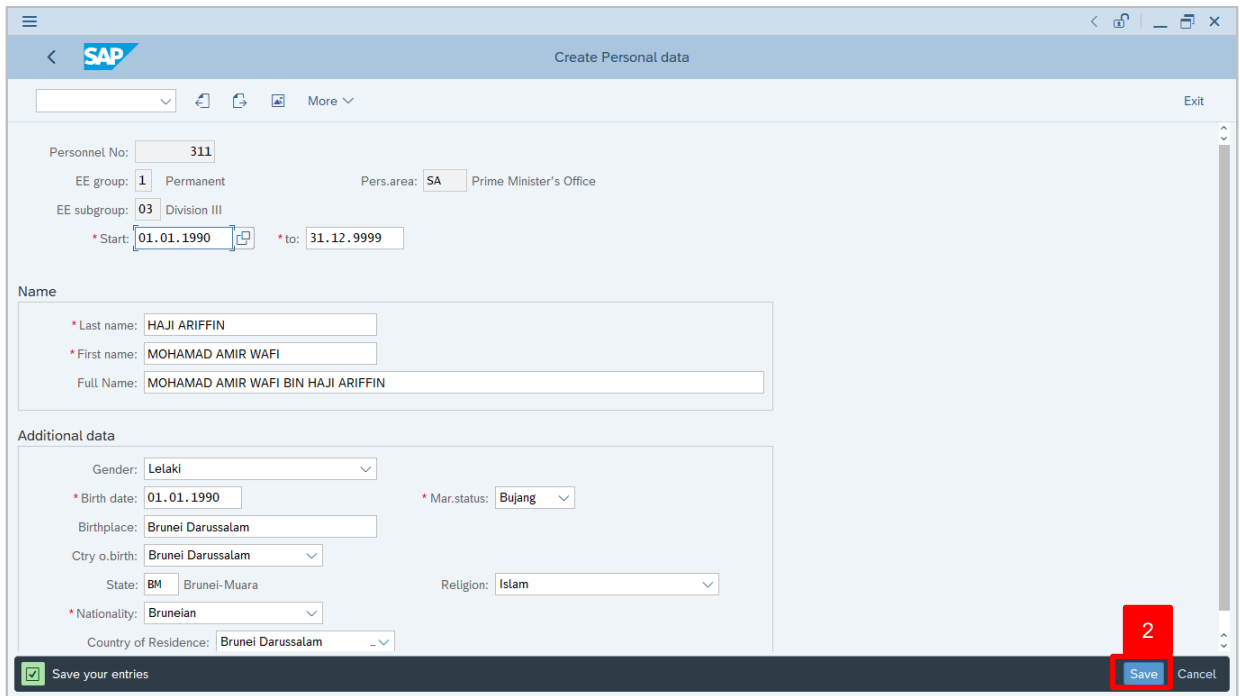
<b>Create Personal Data</b>	<b>Backend User</b>
	Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Create Personal data' form. The 'Name' section includes fields for Last name, First name, and Full Name. The 'Additional data' section includes fields for Gender, Birth date, Marital status, Birthplace, Country of Birth, State, Religion, Nationality, and Country of Residence. A red box highlights these two sections. A red '1' is placed next to the 'Start' date field (01.01.2021).

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
Name	Last Name	✓	Haji Ariffin
	First Name	✓	Mohamad Amir Wafi
	Full Name	x	Mohamad Amir Wafi Bin Haji Ariffin
Additional Data	Gender	x	Male
	Birth date	✓	01.01.1990
	Marital Status	✓	Bujang
	Birthplace	x	Brunei Darussalam
	Country of Birth	x	Brunei Darussalam
	State	x	BM - Brunei Muara
	Religion	x	Islam
	Nationality	✓	Bruneian
Country of Residence	x	Brunei Darussalam	



The screenshot shows the SAP 'Create Personal data' form. The form is filled with the following data:

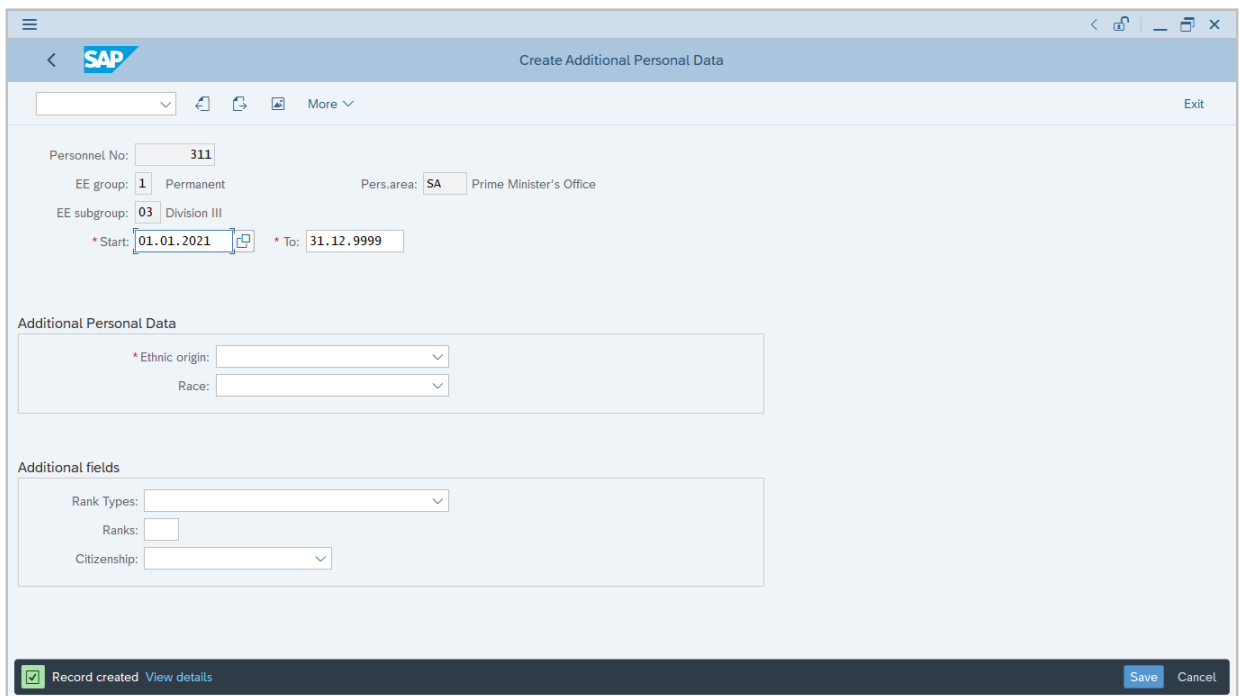
- Personnel No: 311
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- \* Start: 01.01.1990
- \* to: 31.12.9999
- Name:
  - \* Last name: HAJI ARIFFIN
  - \* First name: MOHAMAD AMIR WAFI
  - Full Name: MOHAMAD AMIR WAFI BIN HAJI ARIFFIN
- Additional data:
  - 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

A red box with the number '2' is placed over the 'Save' button at the bottom right of the form. The status bar at the bottom left shows a green checkmark and the text 'Save your entries'.

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

Outcome: Record is created

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



The screenshot shows the SAP 'Create Additional Personal Data' form. The form is filled with the following data:

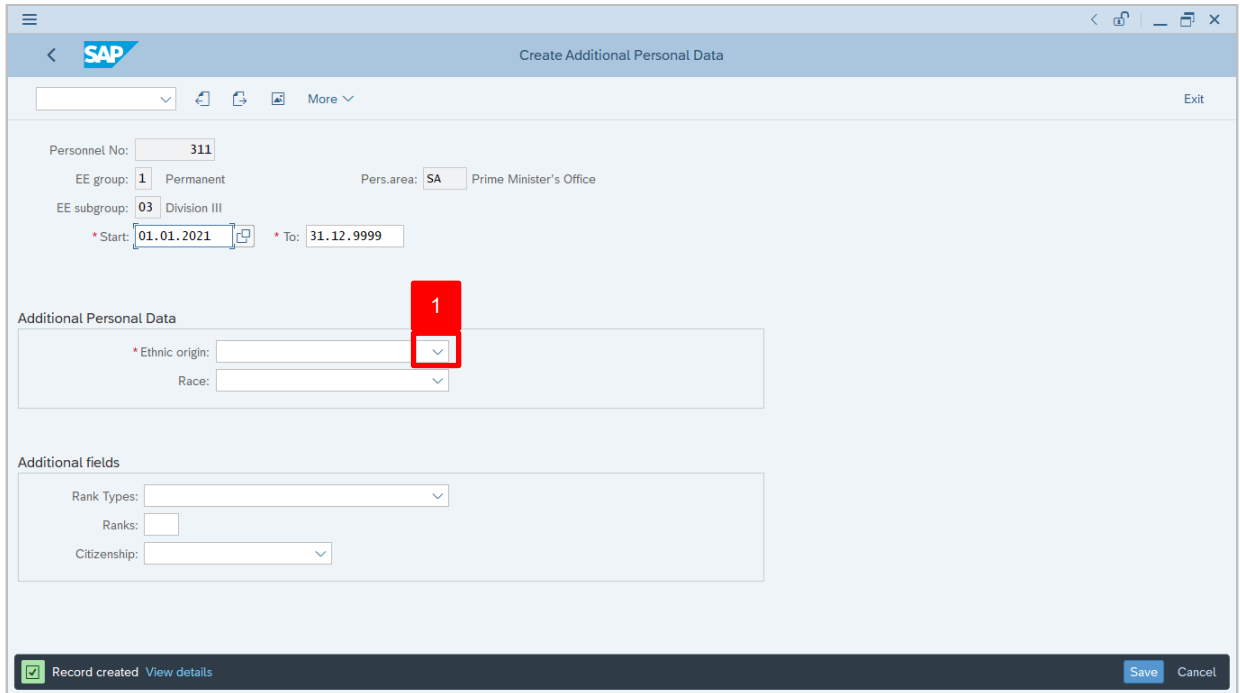
- Personnel No: 311
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- \* Start: 01.01.2021
- \* To: 31.12.9999
- Additional Personal Data:
  - \* Ethnic origin: [dropdown]
  - Race: [dropdown]
- Additional fields:
  - Rank Types: [dropdown]
  - Ranks: [input]
  - Citizenship: [dropdown]

The status bar at the bottom left shows a green checkmark and the text 'Record created View details'. The 'Save' button at the bottom right is highlighted with a blue background.

## Create Additional Personal Data

## Backend User

Department HR Administrator and HR Administrator (JPA)



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

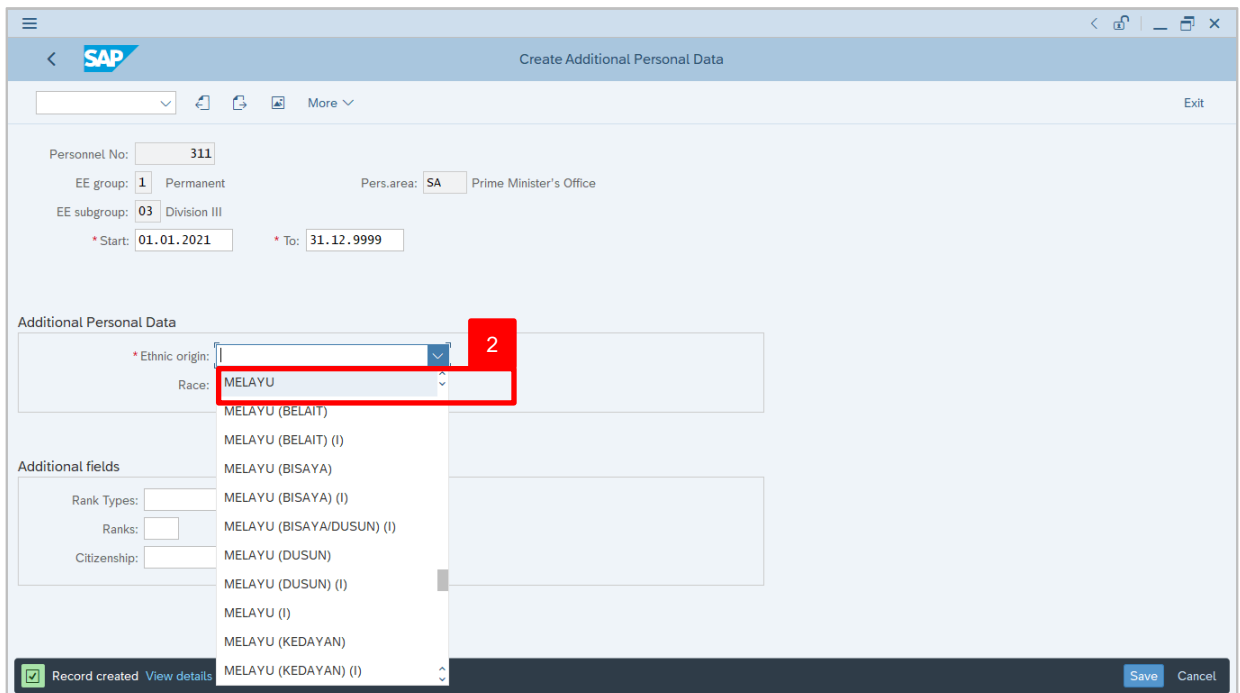
\* Ethnic origin:  1  
Race:

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.



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

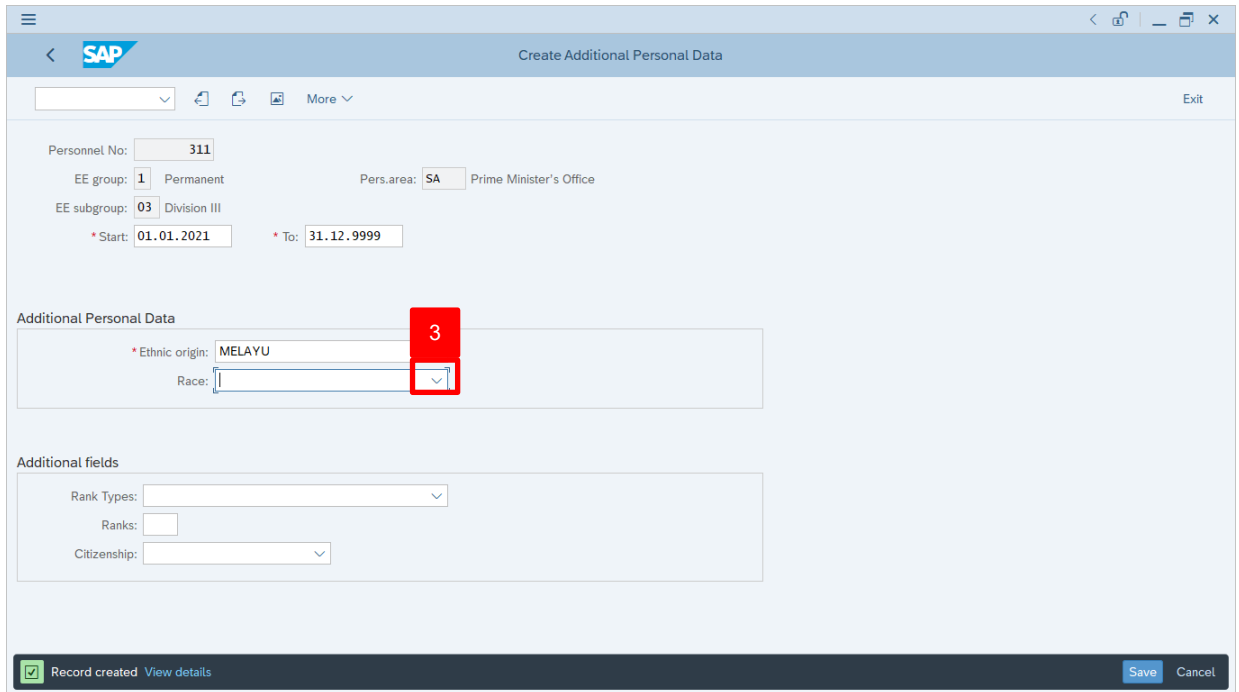
\* Ethnic origin:  2  
Race: MELAYU

Additional fields

Rank Types:   
Ranks:   
Citizenship:

MELAYU (BELAIT)  
MELAYU (BELAIT) (I)  
MELAYU (BISAYA)  
MELAYU (BISAYA) (I)  
MELAYU (BISAYA/DUSUN) (I)  
MELAYU (DUSUN)  
MELAYU (DUSUN) (I)  
MELAYU (I)  
MELAYU (KEDAYAN)  
MELAYU (KEDAYAN) (I)

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

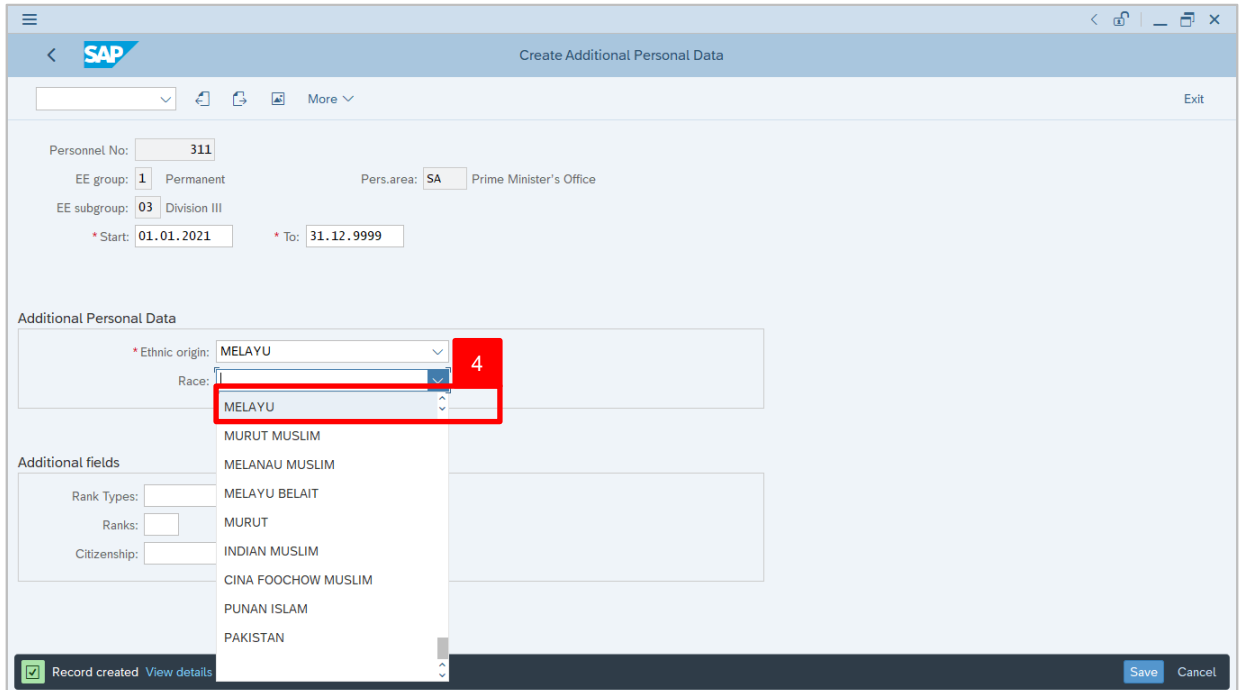
Additional Personal Data  
\* Ethnic origin: MELAYU  
Race: [dropdown arrow]

Additional fields  
Rank Types: [dropdown]  
Ranks: [input]  
Citizenship: [dropdown]

Record created View details Save Cancel

3. Under **Additional Personal Data** section, click on  for Race.

4. Select Race.



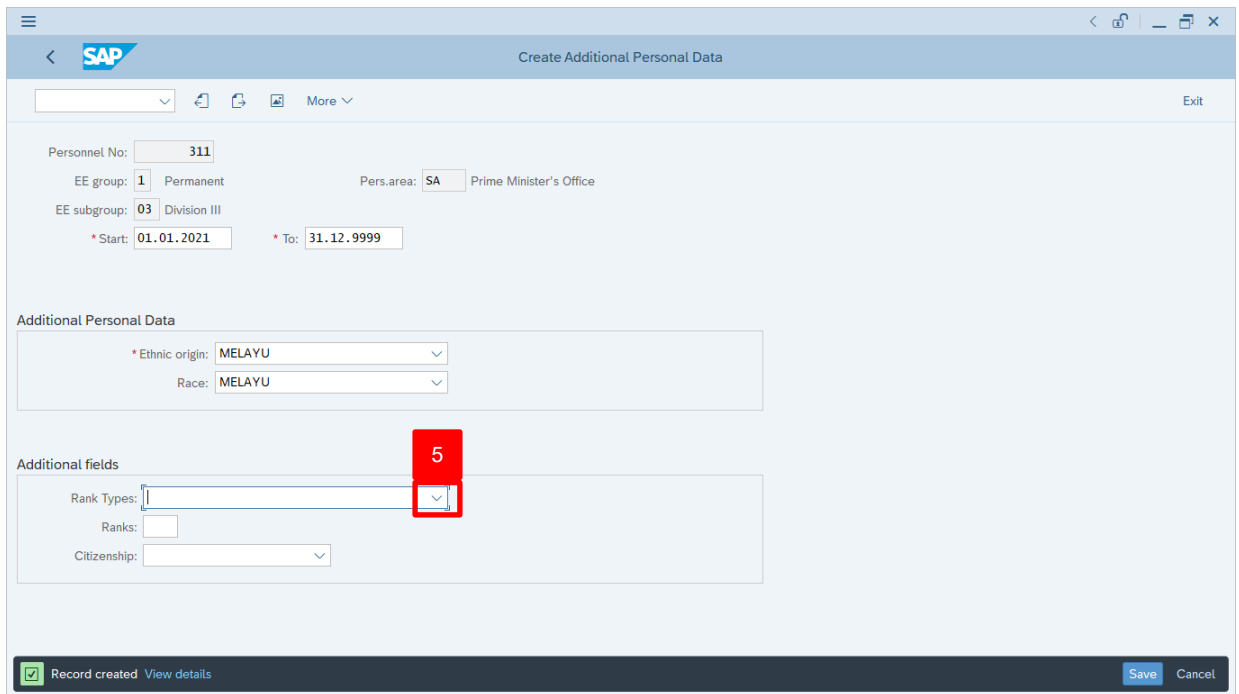
Personnel No: 311  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.01.2021 \* To: 31.12.9999

Additional Personal Data  
\* Ethnic origin: MELAYU  
Race: [dropdown menu]

Additional fields  
Rank Types: [dropdown]  
Ranks: [input]  
Citizenship: [dropdown]

Record created View details Save Cancel

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



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] (5)  
Ranks:  
Citizenship:

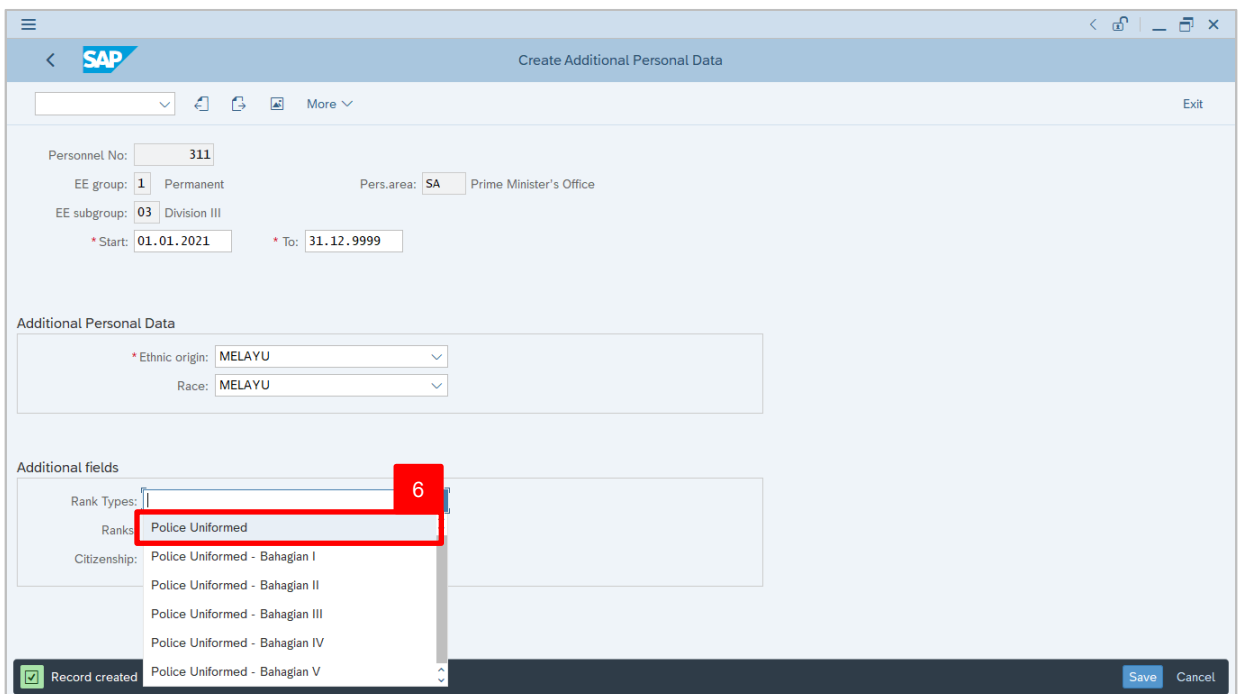
Record created View details Save Cancel

## 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.

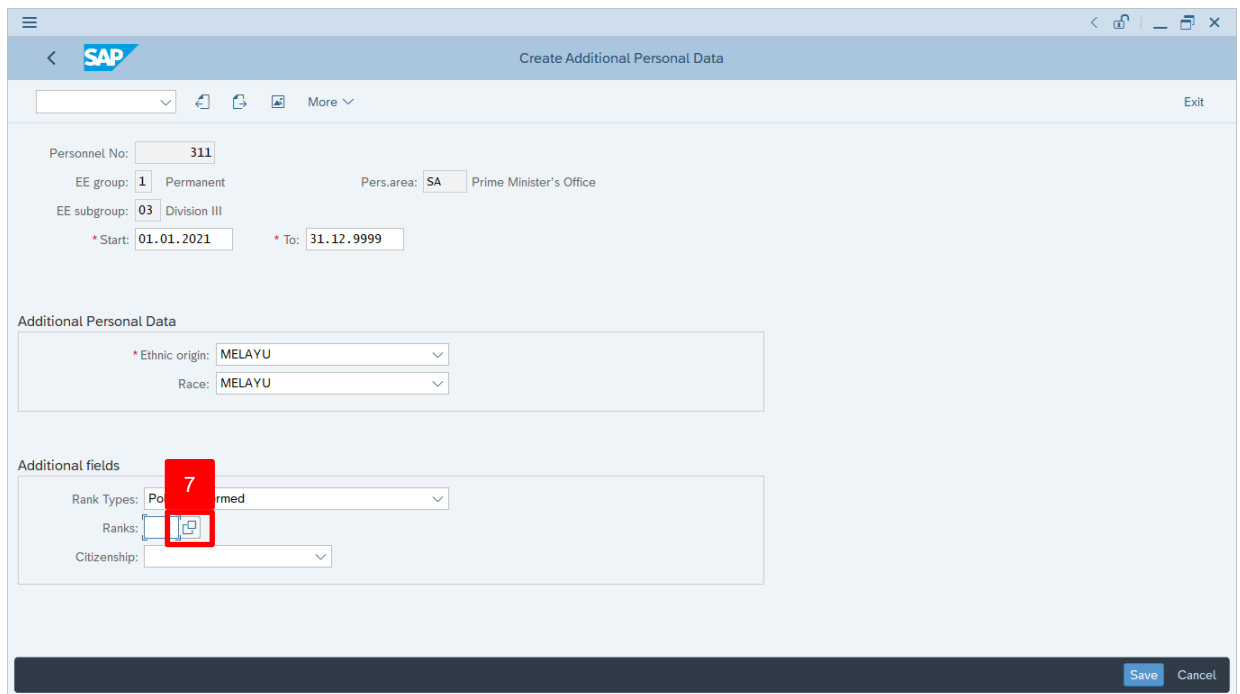


Personnel No: 311  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.01.2021 \* To: 31.12.9999

Additional Personal Data  
\* Ethnic origin: MELAYU  
Race: MELAYU


Additional fields  
Rank Types: [dropdown menu] (6)  
Ranks: Police Uniformed  
Citizenship: Police Uniformed - Bahagian I  
Police Uniformed - Bahagian II  
Police Uniformed - Bahagian III  
Police Uniformed - Bahagian IV  
Police Uniformed - Bahagian V

Record created Save Cancel



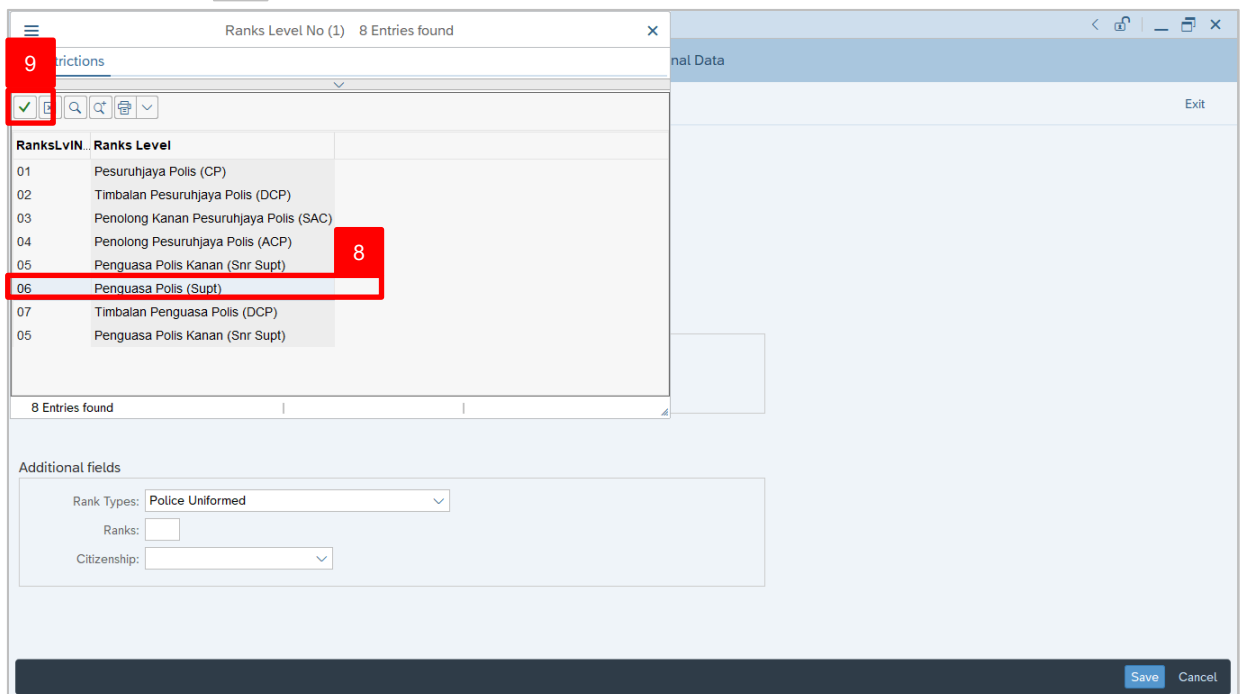
## Note:

- **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.

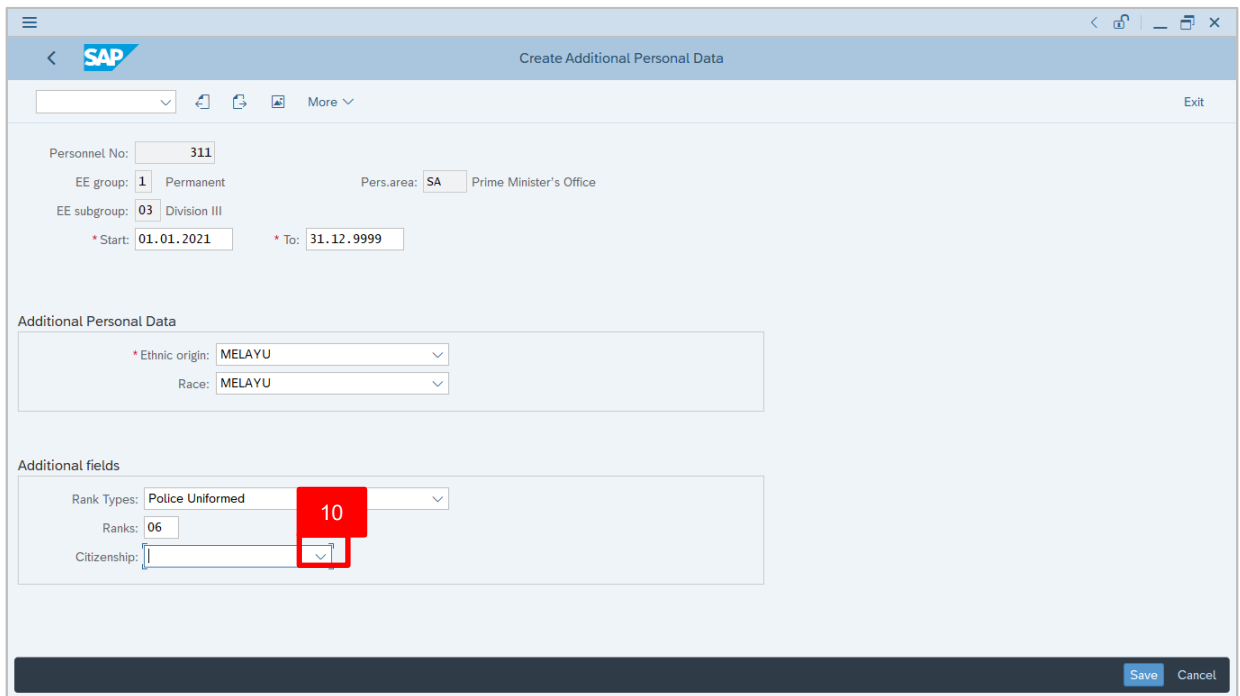
8. Select Rank.

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

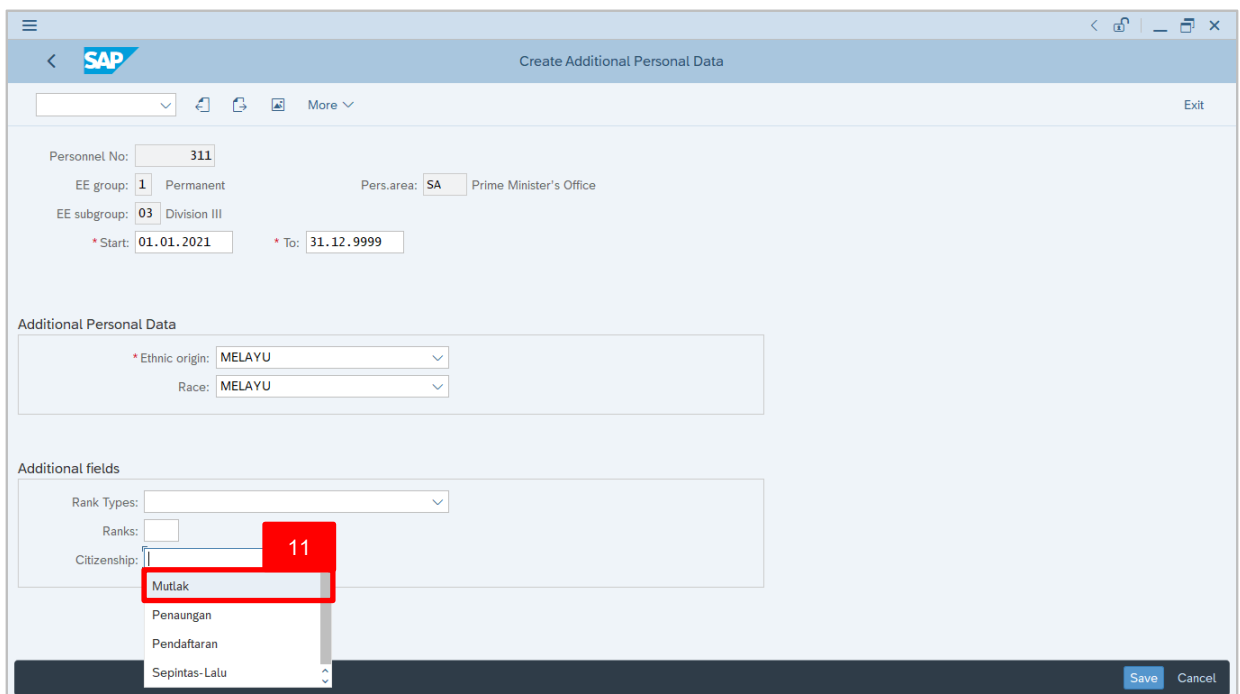
Additional Personal Data  
\* Ethnic origin: MELAYU  
Race: MELAYU

Additional fields  
Rank Types: Police Uniformed  
Ranks: 06  
Citizenship: [Dropdown menu showing 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

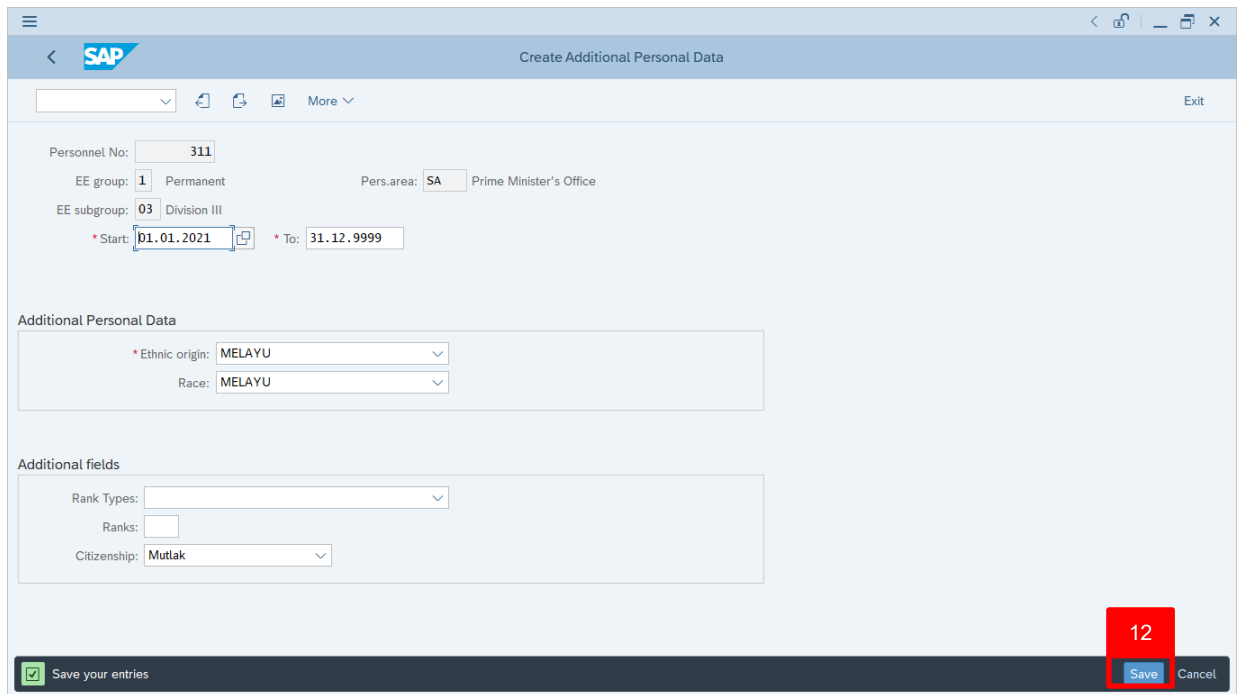
Additional Personal Data  
\* Ethnic origin: MELAYU  
Race: MELAYU

Additional fields  
Rank Types: [Empty]  
Ranks: [Empty]  
Citizenship: [Dropdown menu showing 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.

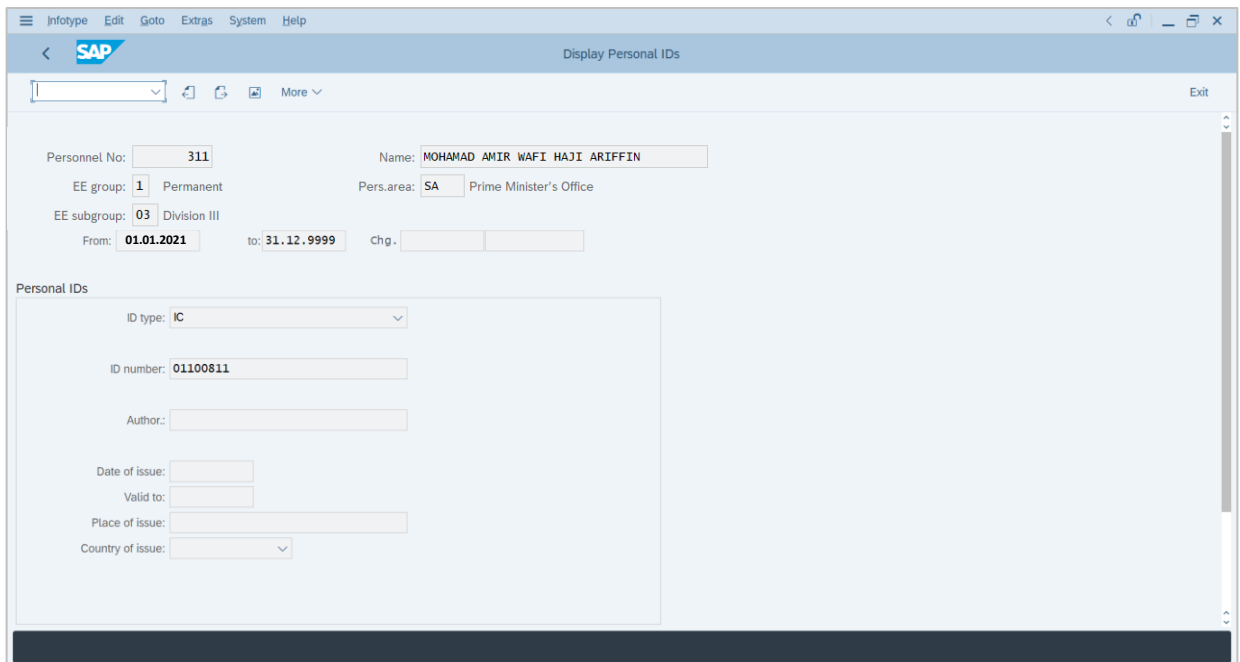


The screenshot shows the SAP 'Create Additional Personal Data' form. The form is titled 'Create Additional Personal Data' and has a blue header with the SAP logo. The main content area is white and contains several input fields and dropdown menus. The 'Personnel No.' field is set to '311'. The 'EE group' is '1 Permanent' and the 'Pers.area' is 'SA Prime Minister's Office'. The 'EE subgroup' is '03 Division III'. The 'Start' date is '01.01.2021' and the 'To' date is '31.12.9999'. There are two red boxes: one around the 'Start' date field and another around the 'Save' button at the bottom right. The 'Save' button is highlighted in blue. The 'Additional Personal Data' section has 'Ethnic origin' and 'Race' both set to 'MELAYU'. The 'Additional fields' section has 'Rank Types' as a dropdown, 'Ranks' as a text field, and 'Citizenship' set to 'Mutlak'. At the bottom left, there is a checked box for 'Save your entries'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

Outcome: Record is created.

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

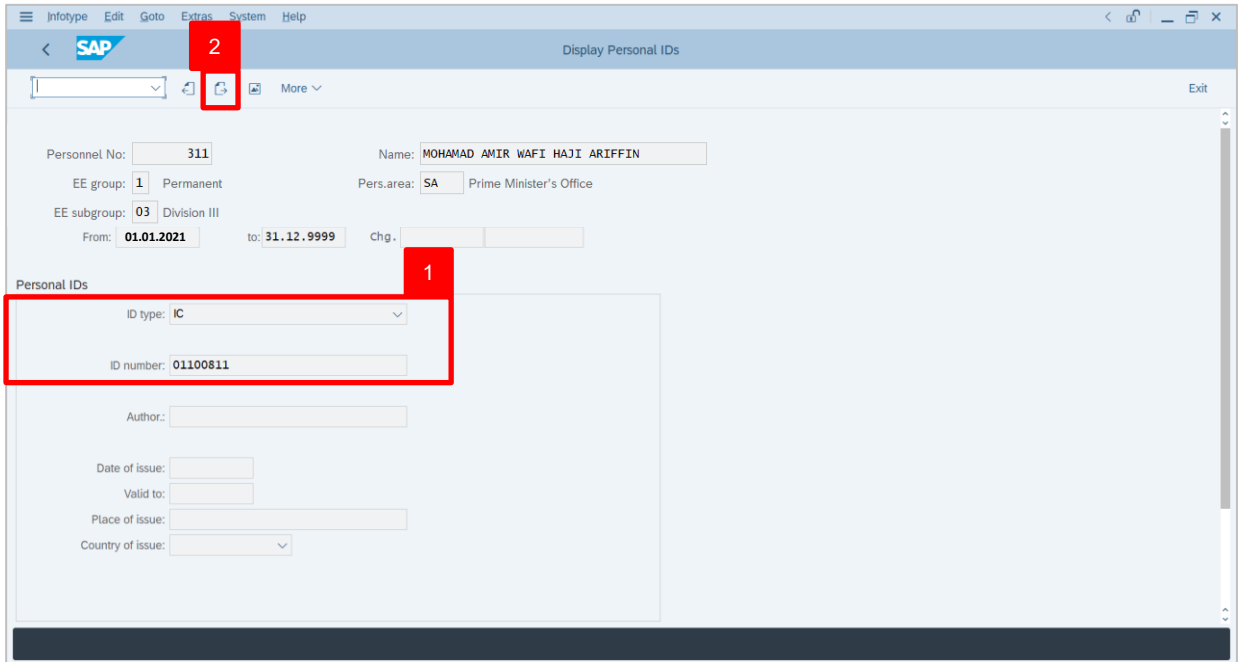


The screenshot shows the SAP 'Display Personal IDs' form. The form is titled 'Display Personal IDs' and has a blue header with the SAP logo. The main content area is white and contains several input fields and dropdown menus. The 'Personnel No.' field is set to '311' and the 'Name' field is 'MOHAMAD AMIR WAFI HAJI ARIFFIN'. The 'EE group' is '1 Permanent' and the 'Pers.area' is 'SA Prime Minister's Office'. The 'EE subgroup' is '03 Division III'. The 'From' date is '01.01.2021' and the 'to' date is '31.12.9999'. The 'Personal IDs' section has 'ID type' set to 'IC', 'ID number' set to '01100811', and 'Author' as a text field. There are also fields for 'Date of issue', 'Valid to', 'Place of issue', and 'Country of issue'. The form has a dark blue footer bar.

## Create Personal IDs

## Backend User

Department HR Administrator and HR Administrator (JPA)



The screenshot shows the SAP 'Display Personal IDs' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu, there is a search bar and a 'More' dropdown. The main content area displays the following information:

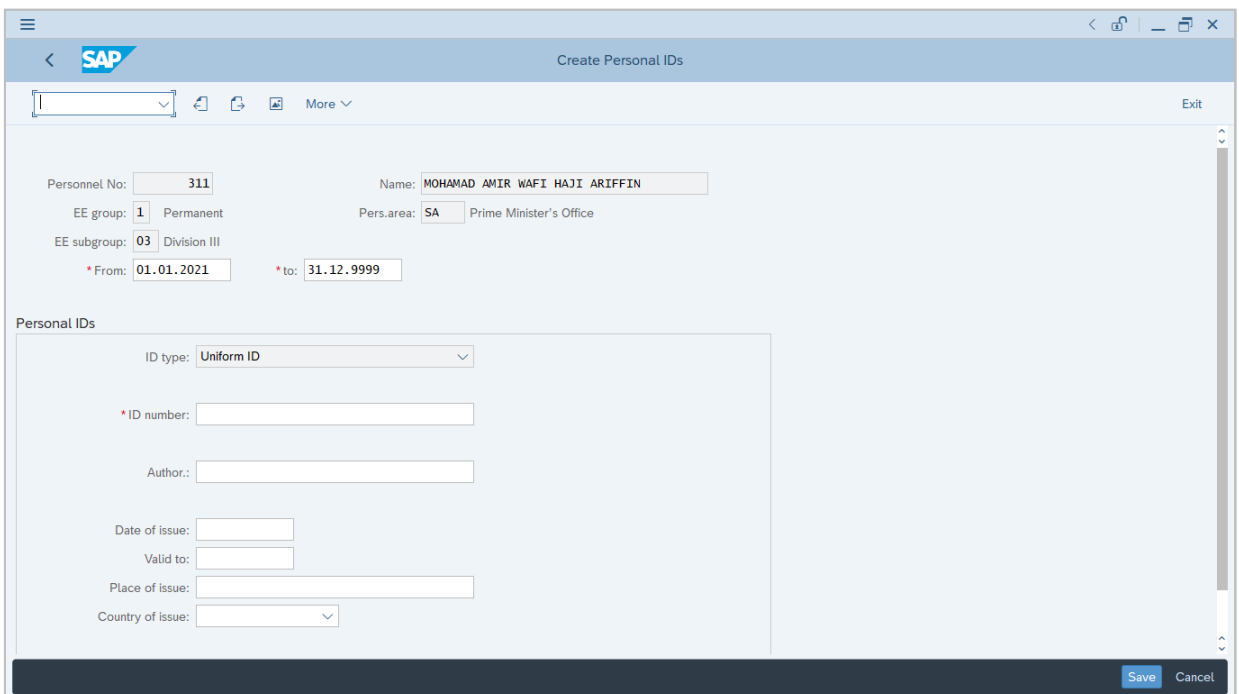
- Personnel No: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- From: 01.01.2021 to: 31.12.9999
- chg.: [empty]

Under the 'Personal IDs' section, the 'ID type' is set to 'IC' and the 'ID number' is '01100811'. A red box highlights the 'ID type' and 'ID number' fields. A red box with the number '1' is placed over the 'Next record' button (a document icon with a right-pointing arrow). Another red box with the number '2' is placed over the 'Next record' button in the top navigation bar.

1. In **Display Personal IDs – IC ID** page, under **Personal IDs** section, the new hire ID number is displayed on this page.

2. Click  Next record button.

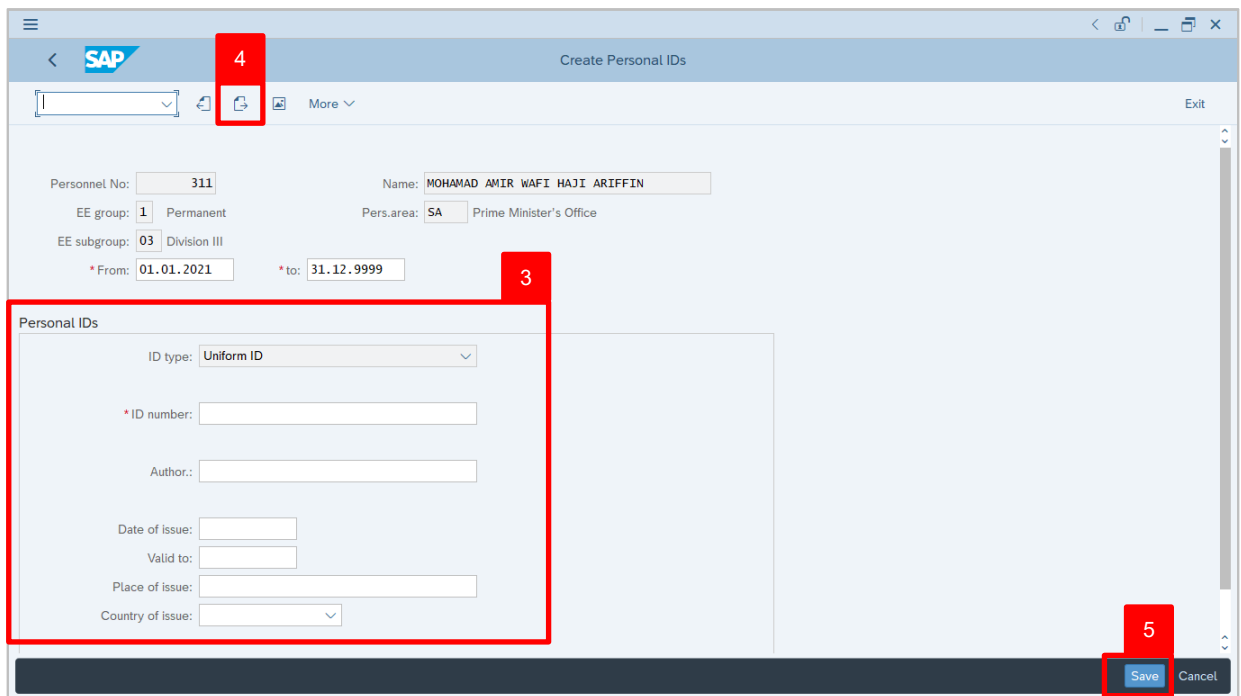
The **Create Personal IDs – Uniform ID** page will be displayed.



The screenshot shows the SAP 'Create Personal IDs' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu, there is a search bar and a 'More' dropdown. The main content area displays the following information:

- 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

Under the 'Personal IDs' section, the 'ID type' is set to 'Uniform ID'. The '\*ID number' field is empty. Other fields include 'Author:', 'Date of issue:', 'Valid to:', 'Place of issue:', and 'Country of issue:'.




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:**

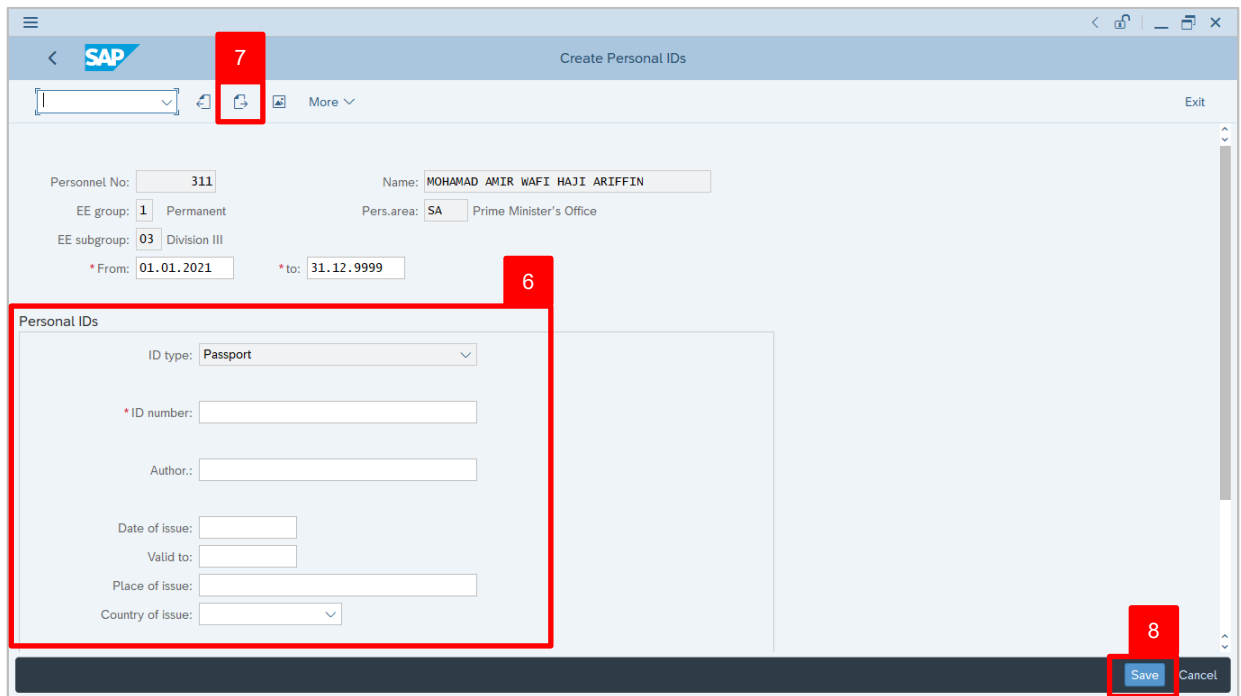
- Uniform ID is mandatory for Uniformed personnel only.

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.




The screenshot shows the SAP GUI 'Create Personal IDs' screen. The 'Personal IDs' section is highlighted with a red box and labeled '6'. The 'Save' button is highlighted with a red box and labeled '8'. A red box labeled '7' highlights the top navigation area.

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.

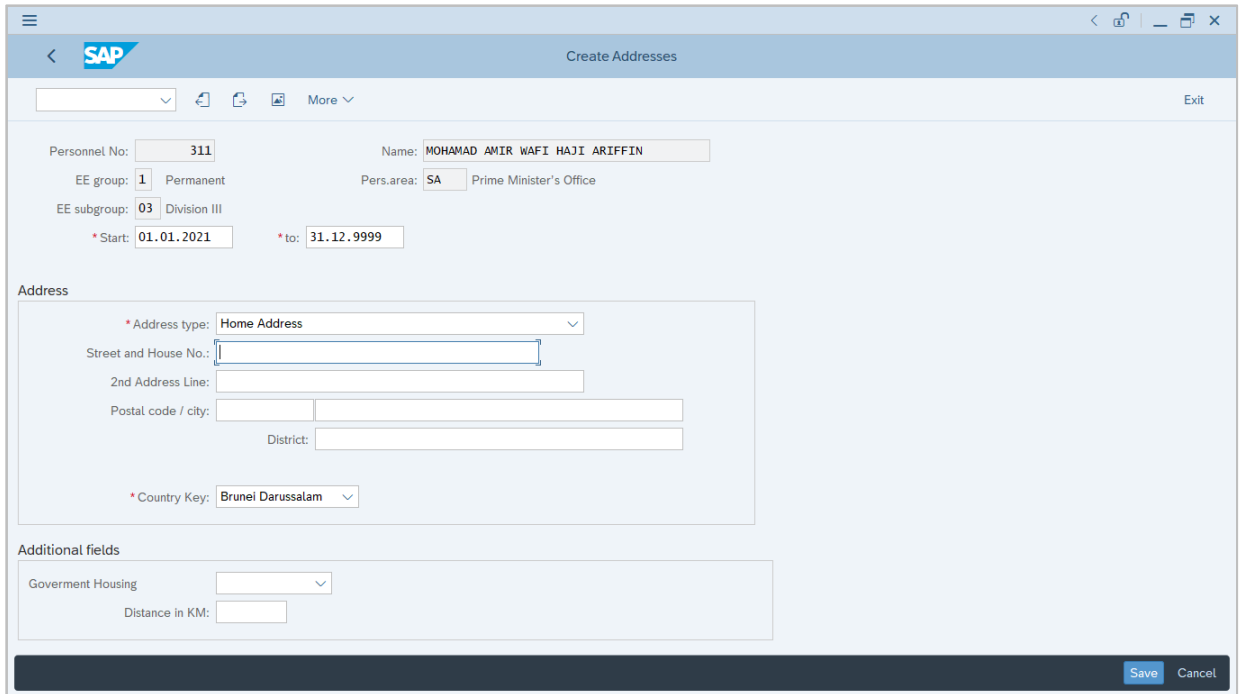
7. For Local personnel, user may skip this page by clicking  icon.

8. Click 

Outcome: Record is created.

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

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

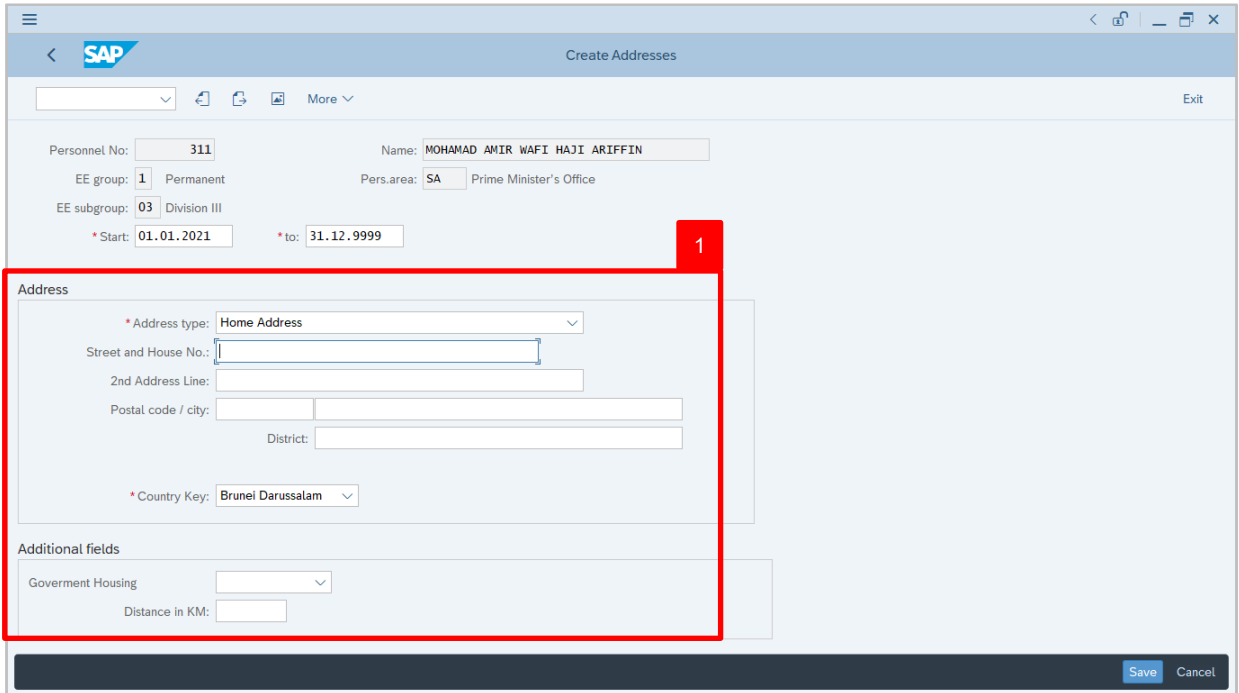


The screenshot shows the SAP 'Create Addresses' form. The form is titled 'Create Addresses' and features the SAP logo in the top left corner. The form is divided into several sections:

- Personnel Data:** Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, \* Start: 01.01.2021, \* 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.

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

<b>Create Addresses</b>	<b>Backend User</b>
	Department HR Administrator and HR Administrator (JPA)

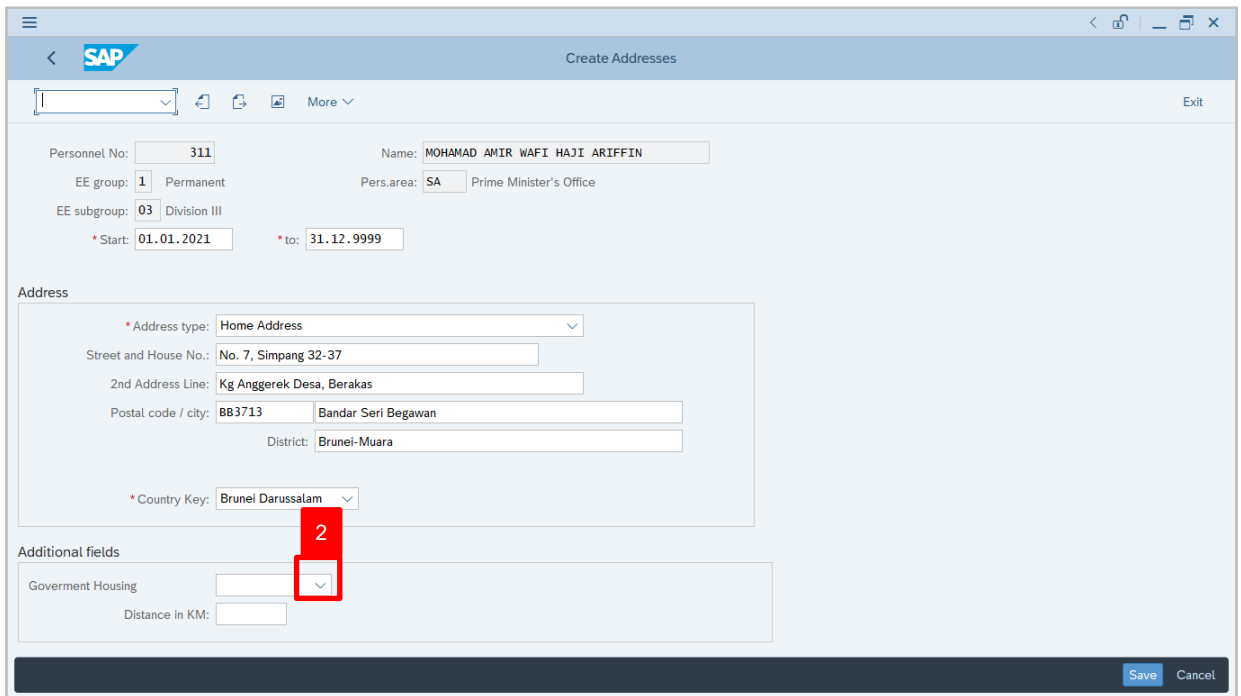


1. In **Create Addresses** page, under **Address** and **Additional fields** sections, enter details in the related fields as per example below:


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

**Note:**

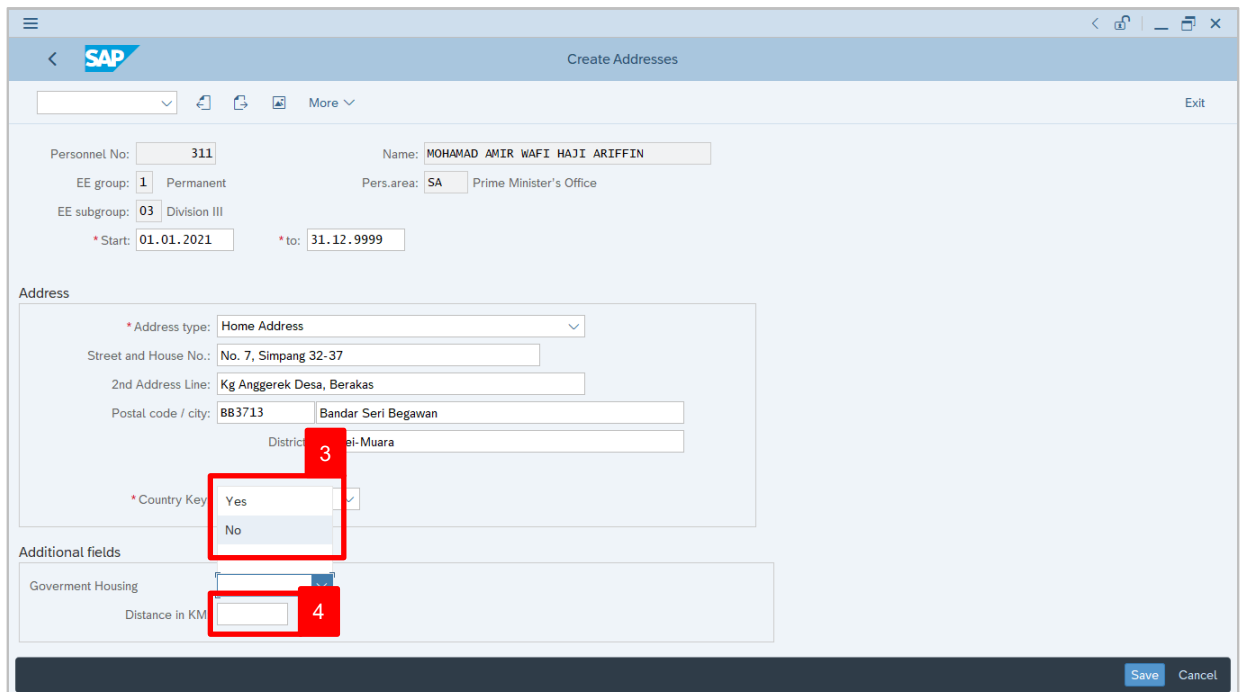
- Country Key is **Brunei Darussalam** by default.



The screenshot shows the SAP 'Create Addresses' form. 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 start date is 01.01.2021 and the end date is 31.12.9999. The 'Address' section is filled with: 'Home Address' type, 'No. 7, Simpang 32-37' street, 'Kg Anggerek Desa, Berakas' 2nd address line, postal code 'BB3713' and city 'Bandar Seri Begawan', and district 'Brunei-Muara'. The 'Country Key' is 'Brunei Darussalam'. In the 'Additional fields' section, the 'Government Housing' dropdown menu is highlighted with a red box and the number 2.

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

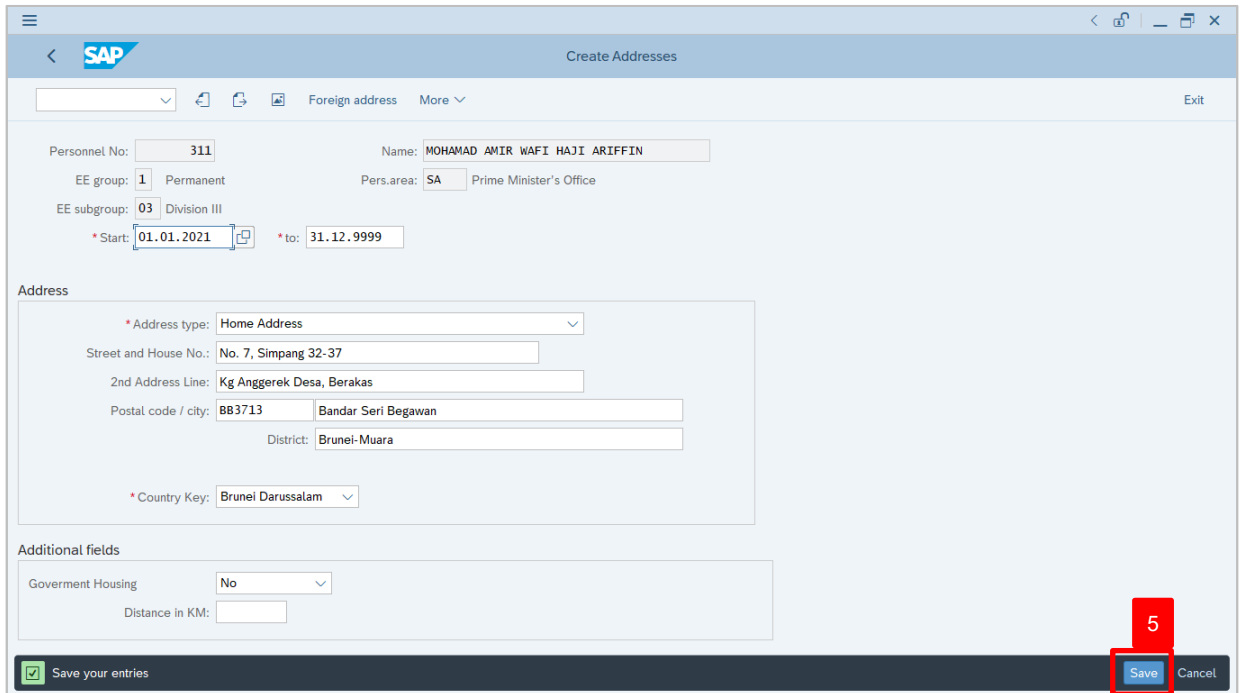
3. Select **Yes** or **No**.




This screenshot shows the same SAP 'Create Addresses' form as above, but with the 'Country Key' dropdown menu open. The options 'Yes' and 'No' are visible, and the 'Yes' option is highlighted with a red box and the number 3. In the 'Additional fields' section, the 'Distance in KM' input field is highlighted with a red box and the number 4.

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



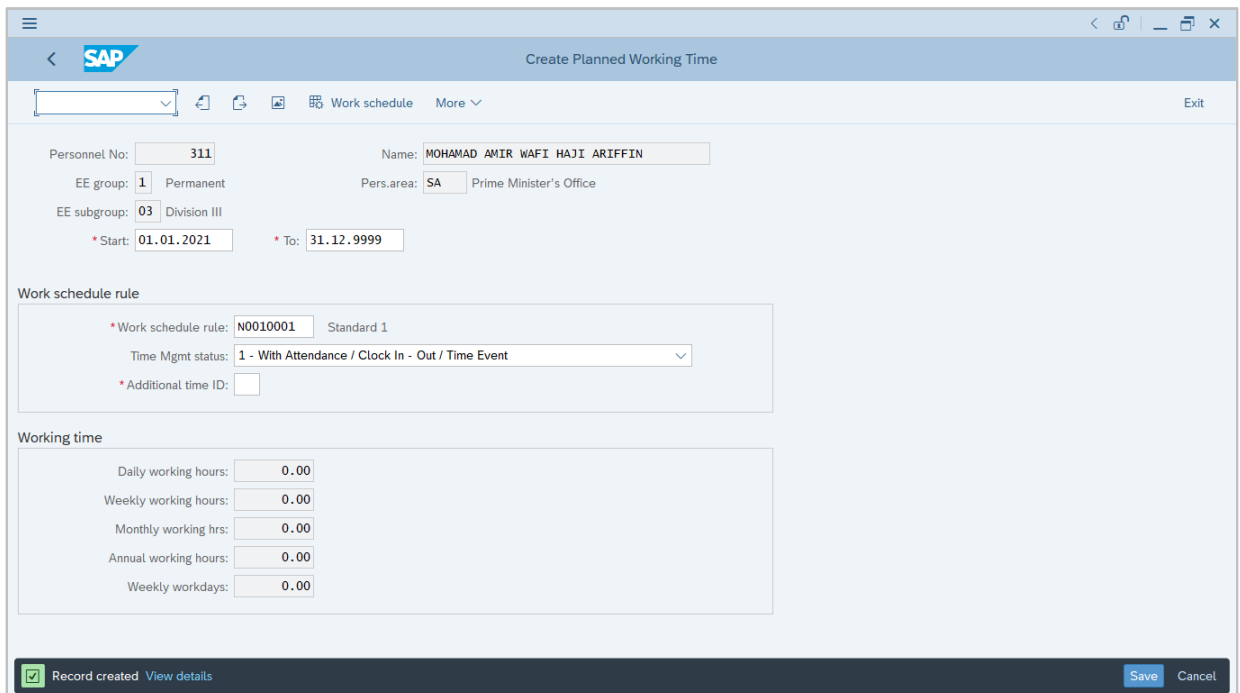


The screenshot shows the SAP 'Create Addresses' form. The form is titled 'Create Addresses' and has a navigation bar with a back arrow, the SAP logo, and an 'Exit' button. Below the navigation bar, there are several input fields for personnel information: Personnel No. (311), Name (MOHAMAD AMIR WAFI HAJI ARIFFIN), EE group (1 Permanent), Pers.area (SA Prime Minister's Office), EE subgroup (03 Division III), Start date (01.01.2021), and End date (31.12.9999). The 'Address' section includes fields for 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 (Brunel-Muara), and Country Key (Brunel Darussalam). The 'Additional fields' section has Government Housing (No) and Distance in KM. At the bottom, there is a 'Save your entries' checkbox and a 'Save' button highlighted with a red box and the number 5, along with a 'Cancel' button.

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

Outcome: Record is created.

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

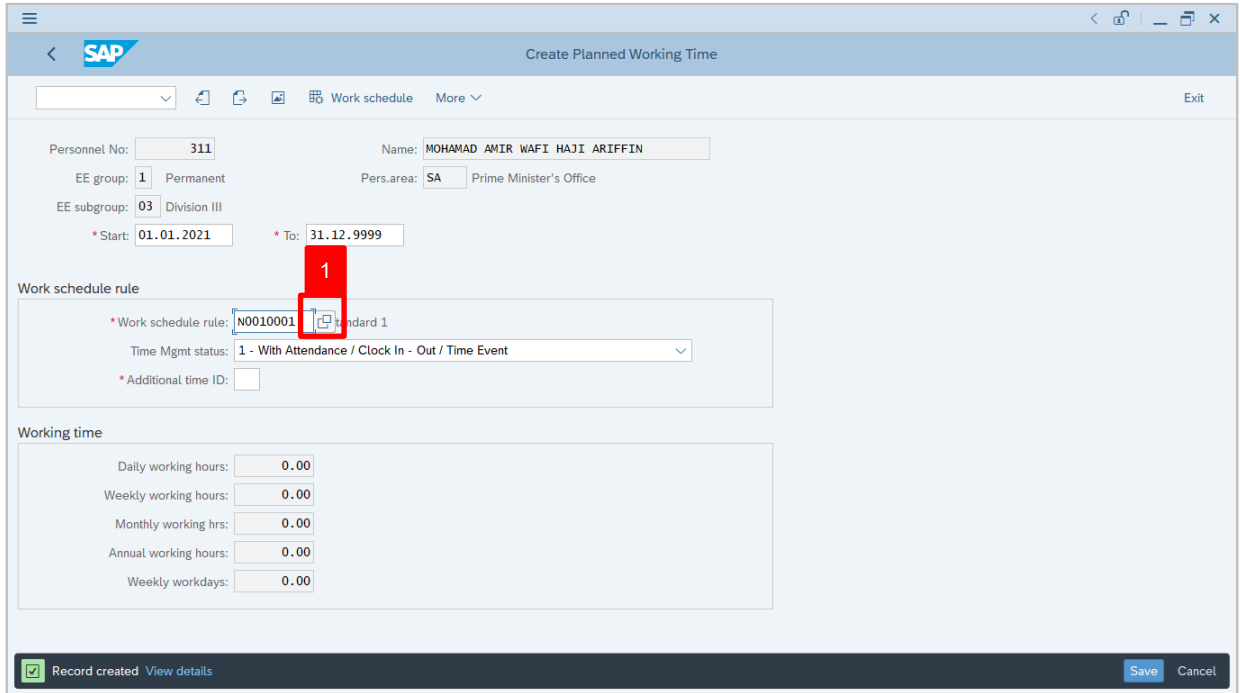


The screenshot shows the SAP 'Create Planned Working Time' form. The form is titled 'Create Planned Working Time' and has a navigation bar with a back arrow, the SAP logo, and an 'Exit' button. Below the navigation bar, there are several input fields for personnel information: Personnel No. (311), Name (MOHAMAD AMIR WAFI HAJI ARIFFIN), EE group (1 Permanent), Pers.area (SA Prime Minister's Office), EE subgroup (03 Division III), Start date (01.01.2021), and End date (31.12.9999). The 'Work schedule rule' section includes fields for Work schedule rule (N0010001 Standard 1), Time Mgmt status (1 - With Attendance / Clock In - Out / Time Event), and Additional time ID. The 'Working time' section has fields for 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, along with a 'Save' button and a 'Cancel' button.

## Create Planned Working Time

## Backend User

Department HR Administrator and HR Administrator (JPA)




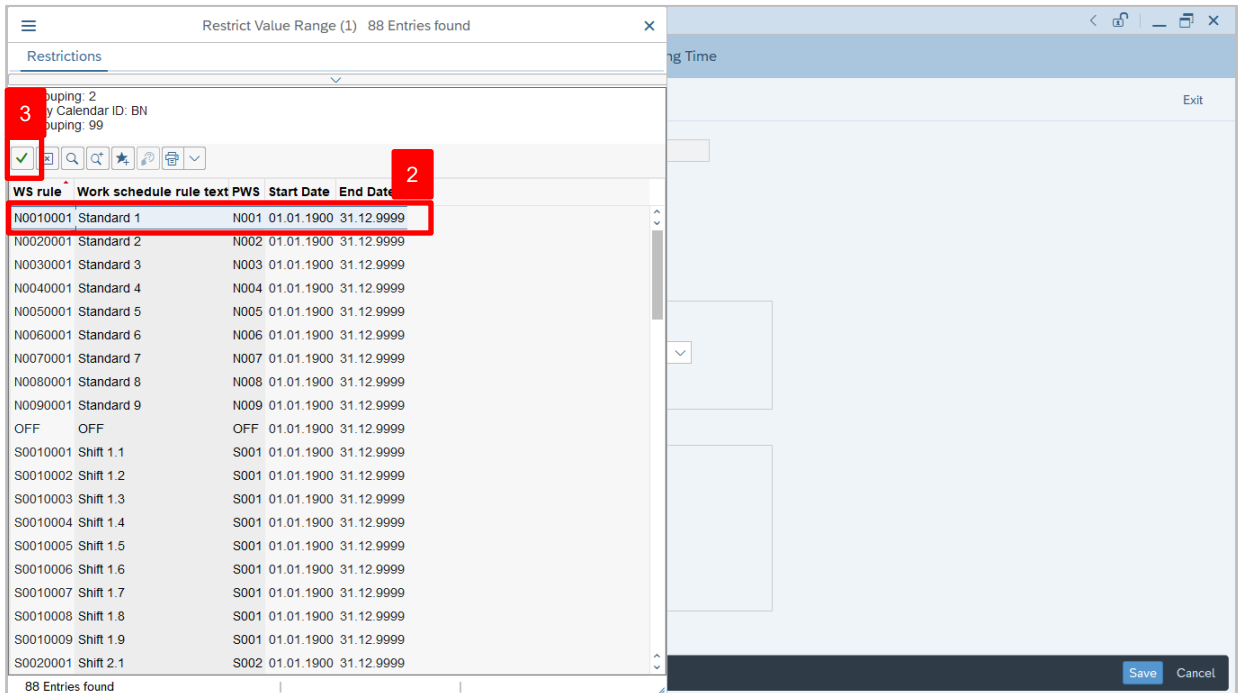
Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
 EE subgroup: 03 Division III  
 \* Start: 01.01.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001 Standard 1  
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event  
 \* Additional time ID:

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

Record created View details Save Cancel

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





Restrictions  
 Restrict Value Range (1) 88 Entries found

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

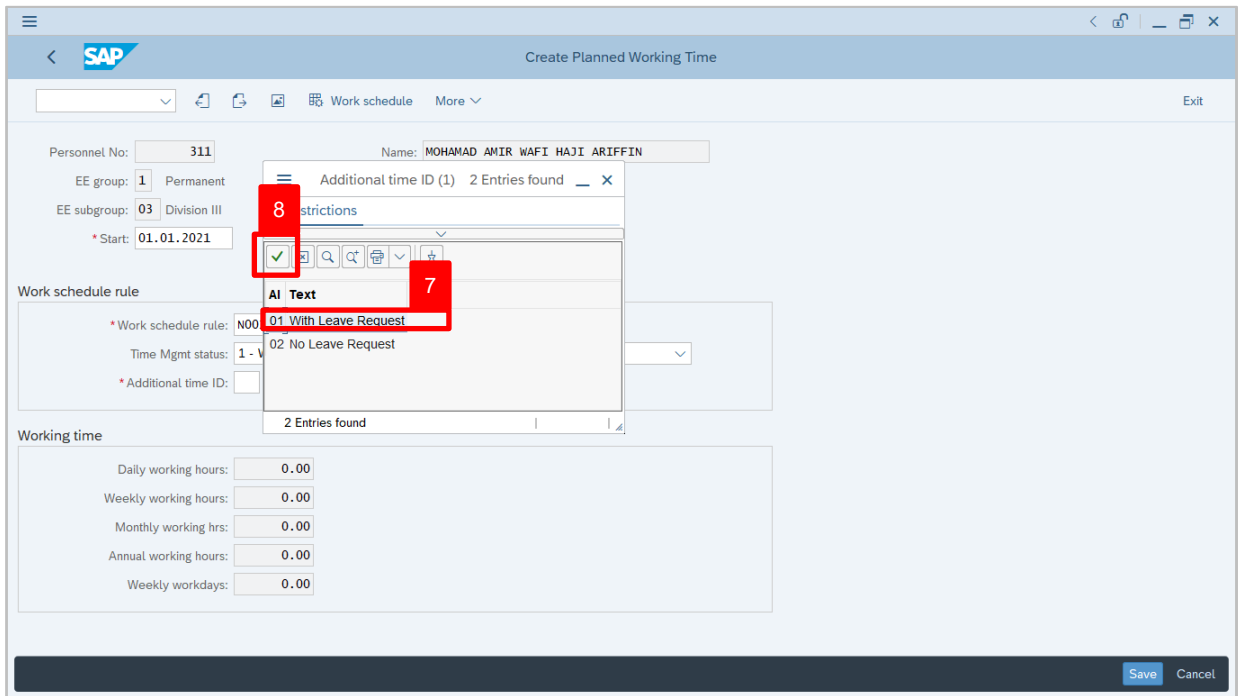
2. Select Work schedule rule, **N0010001 Standard 1**.

3. Click on  icon.


4. Under **Work schedule rule**, section click on  for Time Management status.

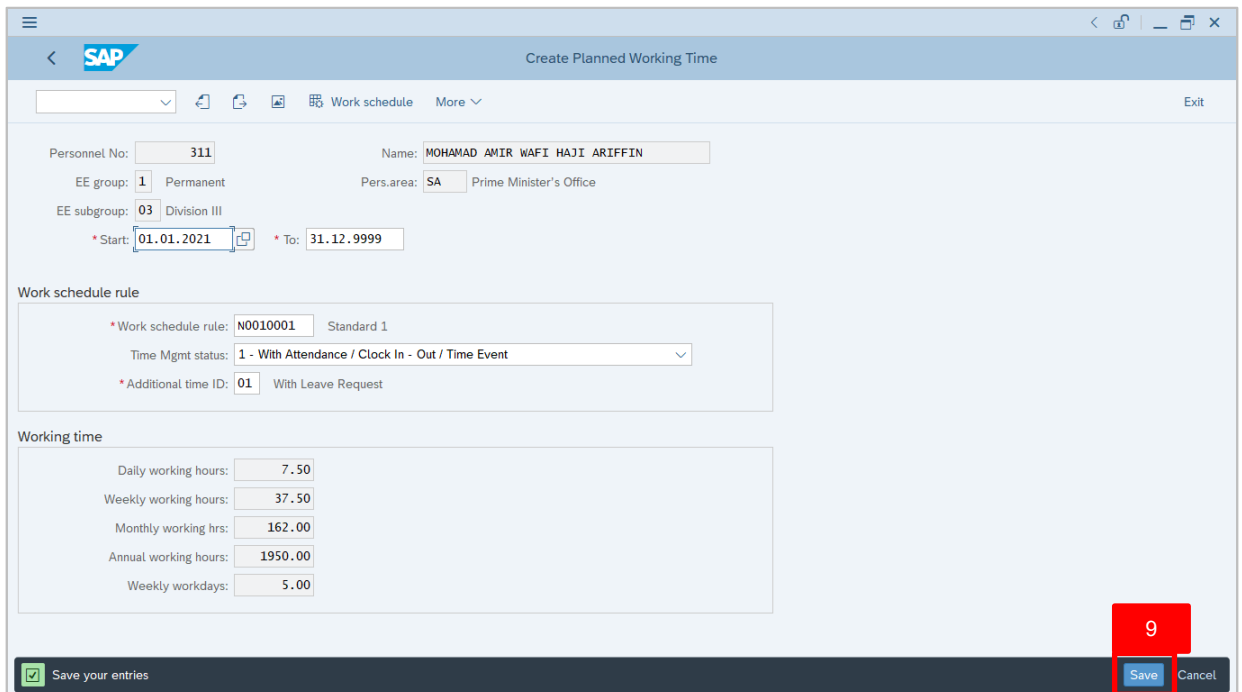
5. Select Time Mgmt status, **1 – With Attendance / Clock In – Out / Time Event**.


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



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

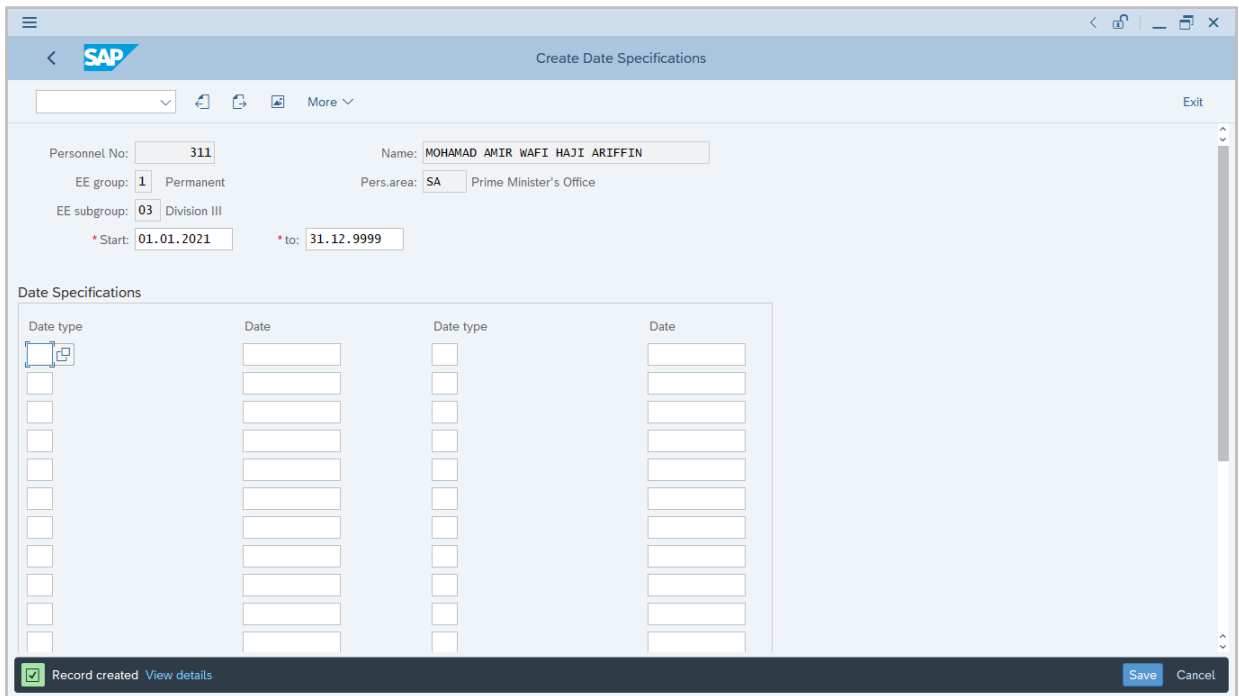
8. Click on  icon.



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

Outcome: Record is created.

The **Create Date Specifications** page will be displayed.



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN

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

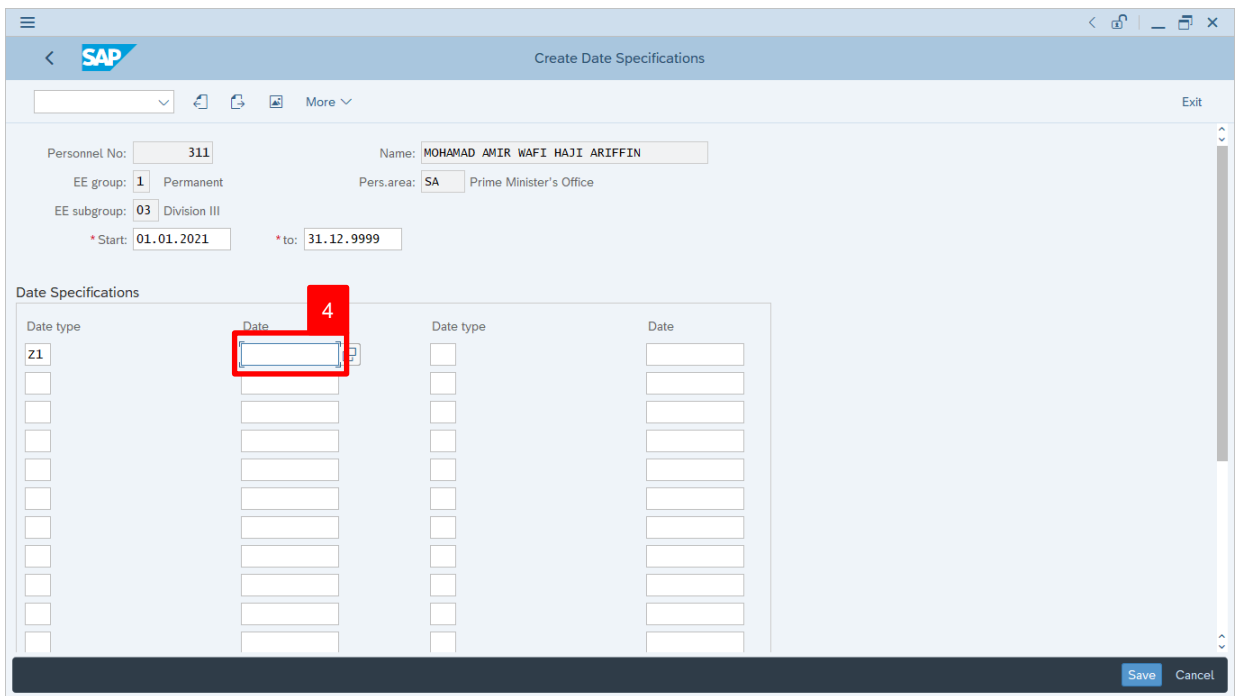
EE subgroup: 03 Division III

\* Start: 01.01.2021 \* to: 31.12.9999

Date type	Date	Date type	Date
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Record created View details Save Cancel



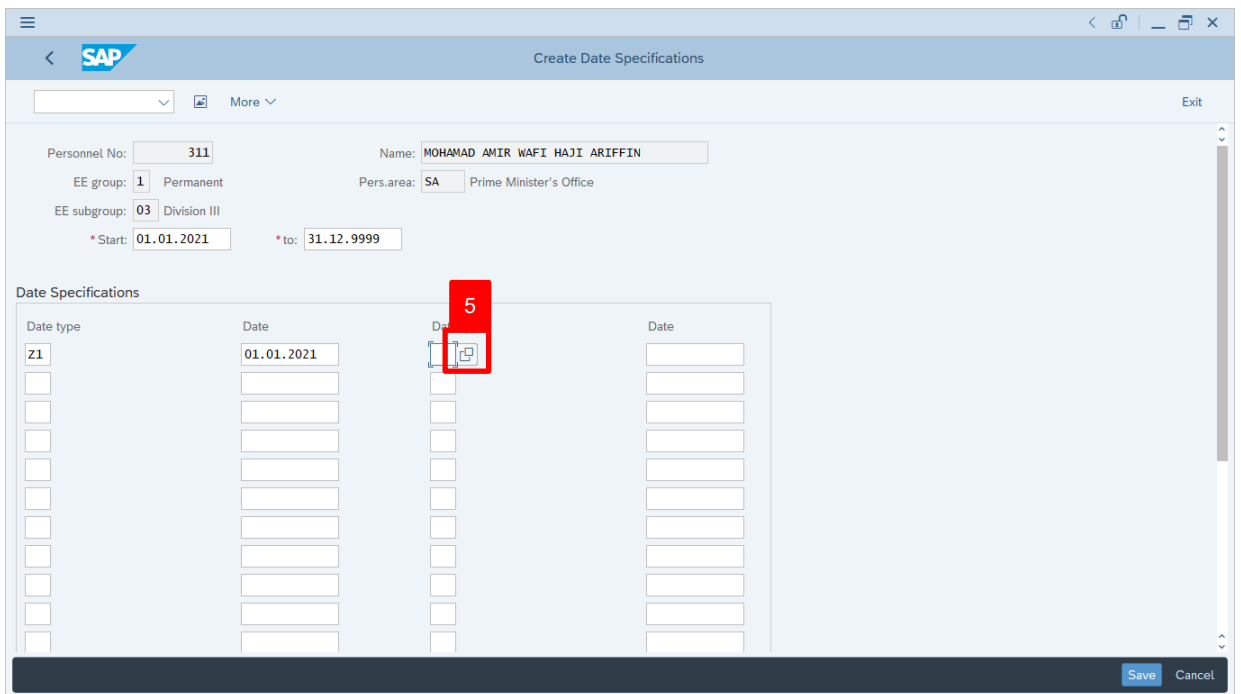


Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.01.2021 \* to: 31.12.9999

Date type	Date	Date type	Date
Z1			

Save Cancel

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

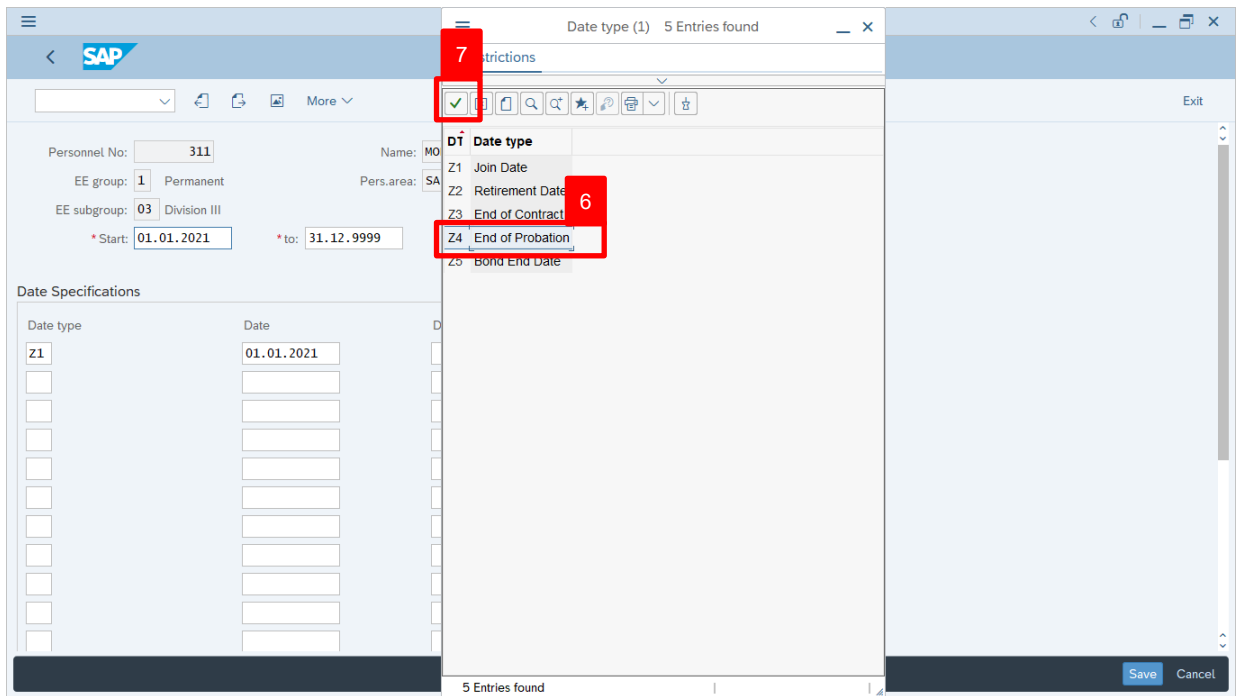


Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.01.2021 \* to: 31.12.9999

Date type	Date	Date type	Date
Z1	01.01.2021		

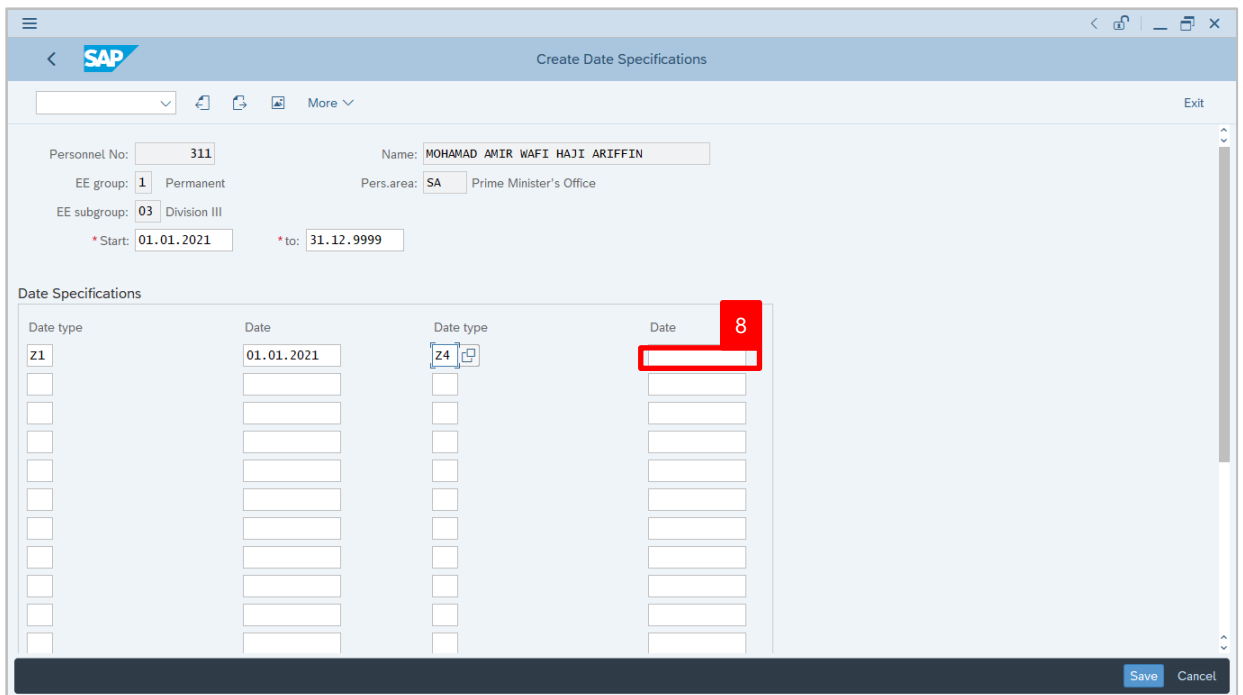
Save Cancel

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



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

7. Click on  icon.



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

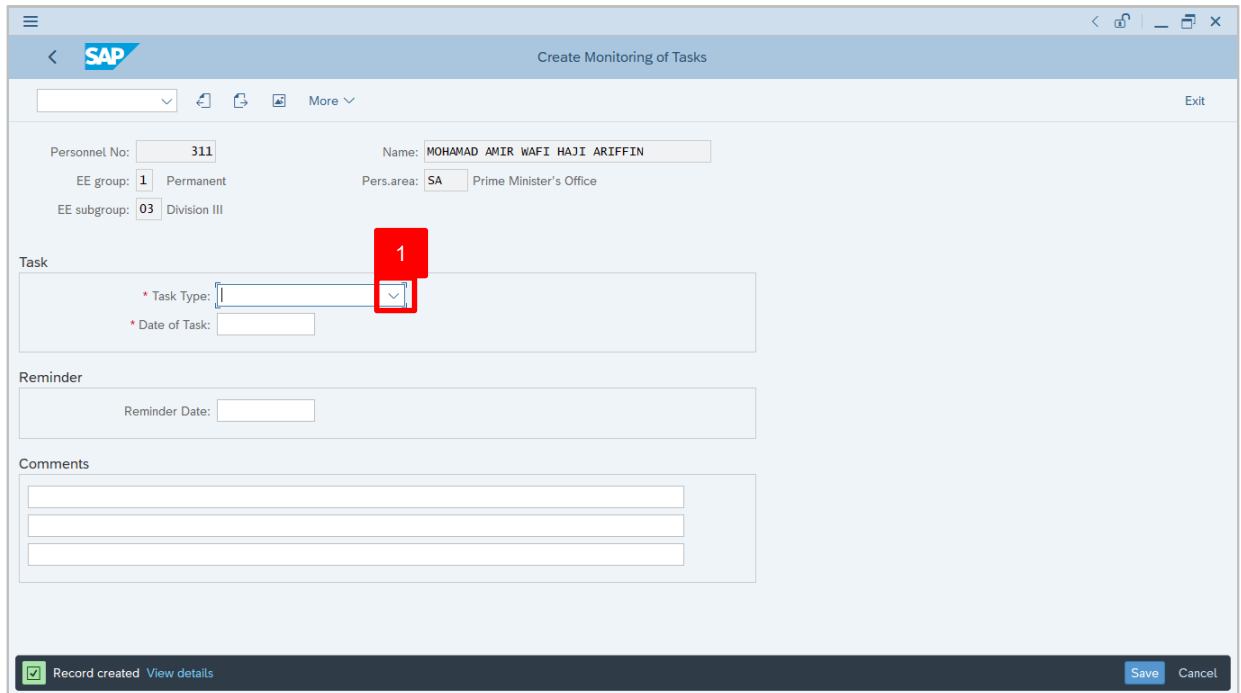




## Create Monitoring of Task

## Back End User

Department HR Administrator and HR Administrator (JPA)



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

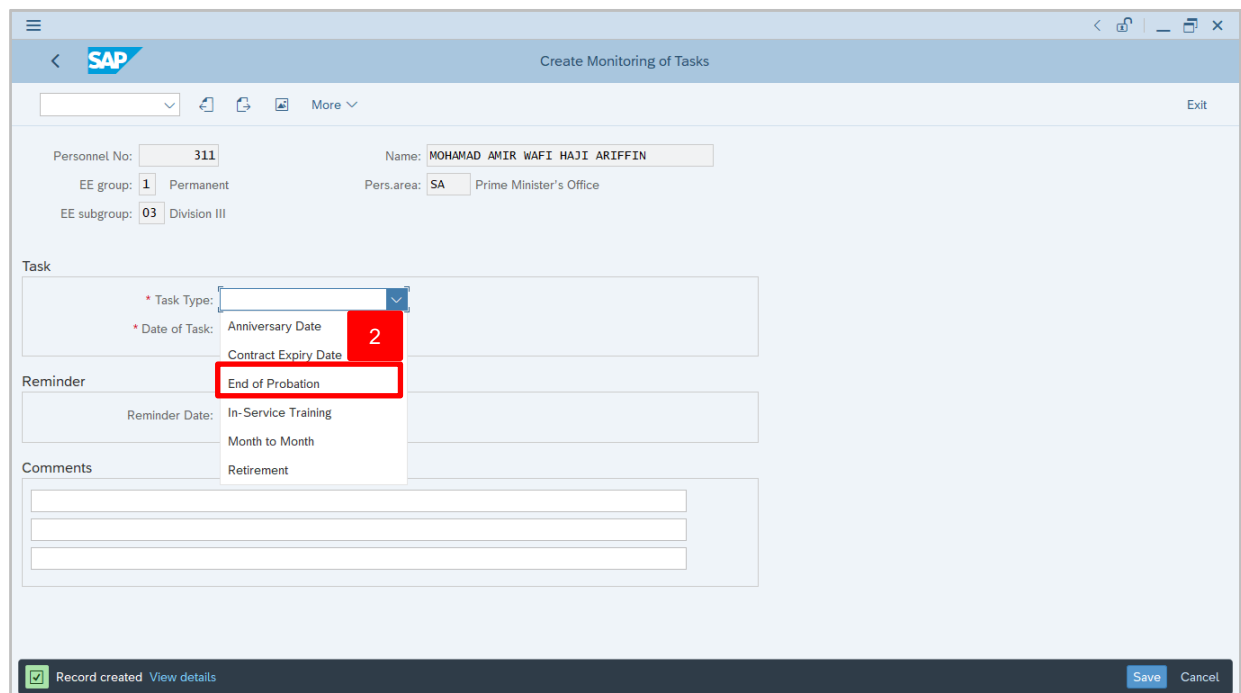
Task  
\* Task Type: [dropdown] 1  
\* Date of Task: [text]

Reminder  
Reminder Date: [text]

Comments  
[text area]

Record created View details Save Cancel

1. Under **Task** section, click on [dropdown] for Task Type.



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

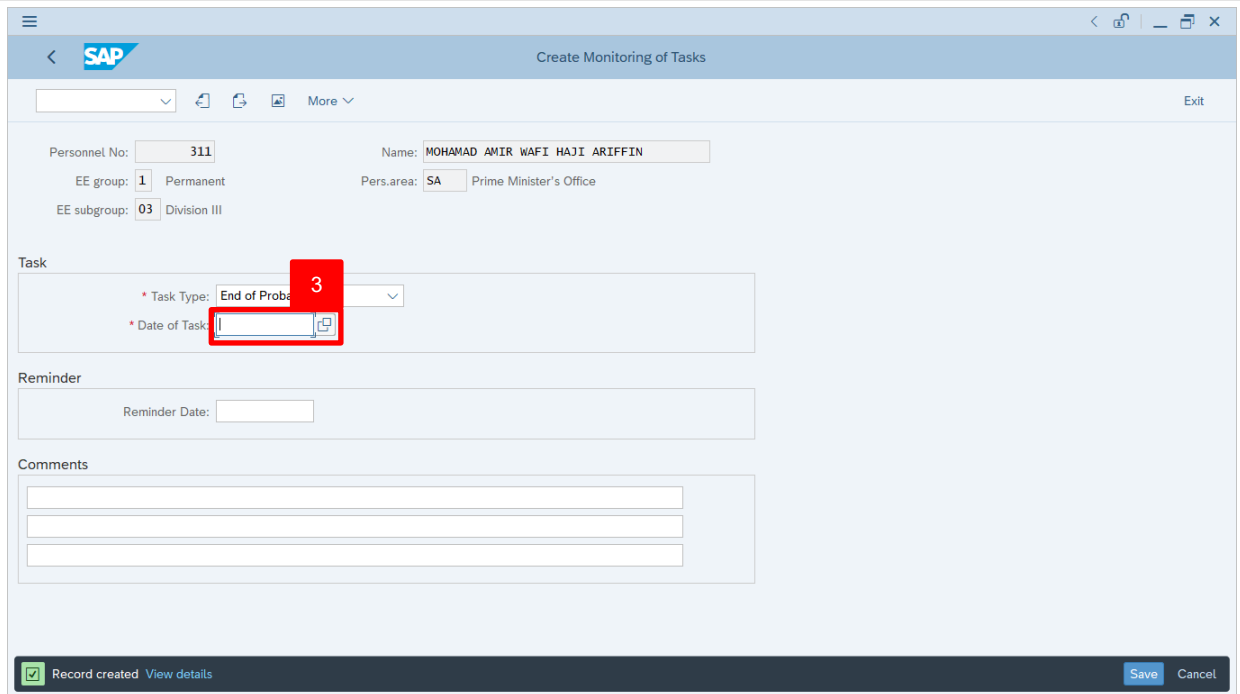
Task  
\* Task Type: [dropdown]  
\* Date of Task: Anniversary Date  
Contract Expiry Date 2  
End of Probation  
In-Service Training  
Month to Month  
Retirement

Reminder  
Reminder Date: [text]

Comments  
[text area]

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

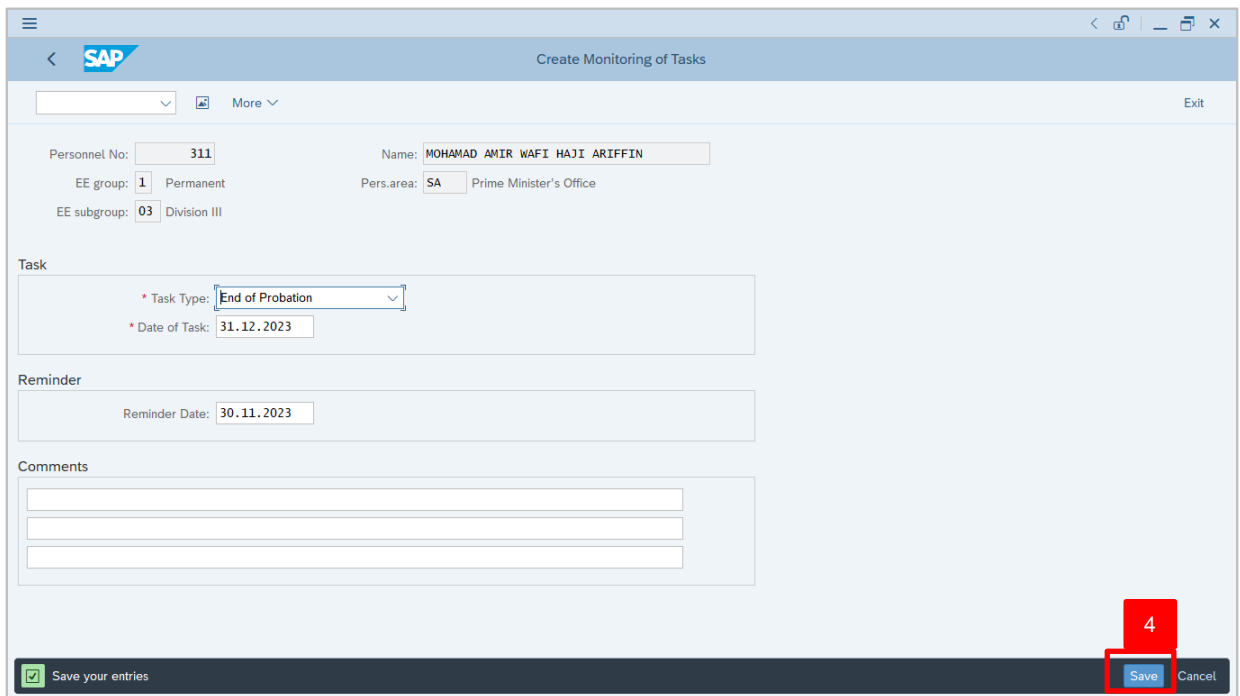
Task  
\* Task Type: End of Probation  
\* Date of Task: [Empty]

Reminder  
Reminder Date: [Empty]

Comments  
[Empty]

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  
[Empty]

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

Personnel No:  Name:

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

EE subgroup:  Division III

\* Start:  \* to:

Communication

Type:  ESS/MSS ID

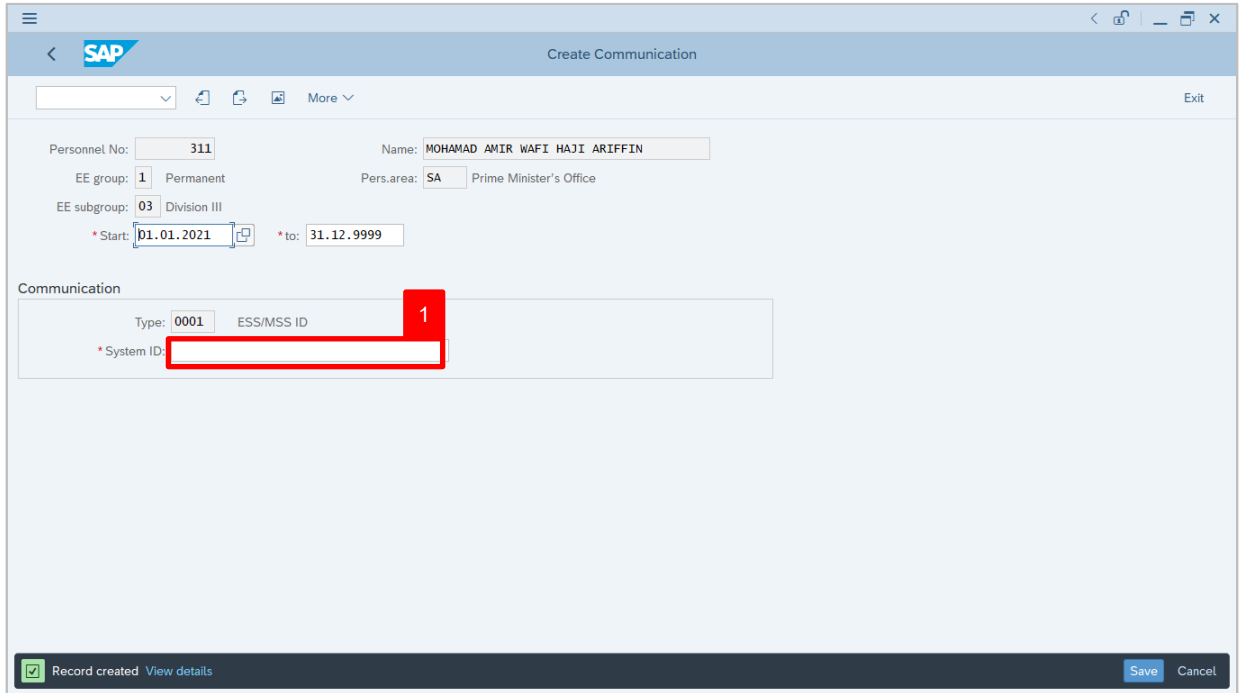
\* System ID:

Record created [View details](#)

**Create Communications**

**Backend User**

Department HR Administrator and HR Administrator (JPA)



Personnel No: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 03 Division III  
\* Start: 01.01.2021 \* to: 31.12.9999

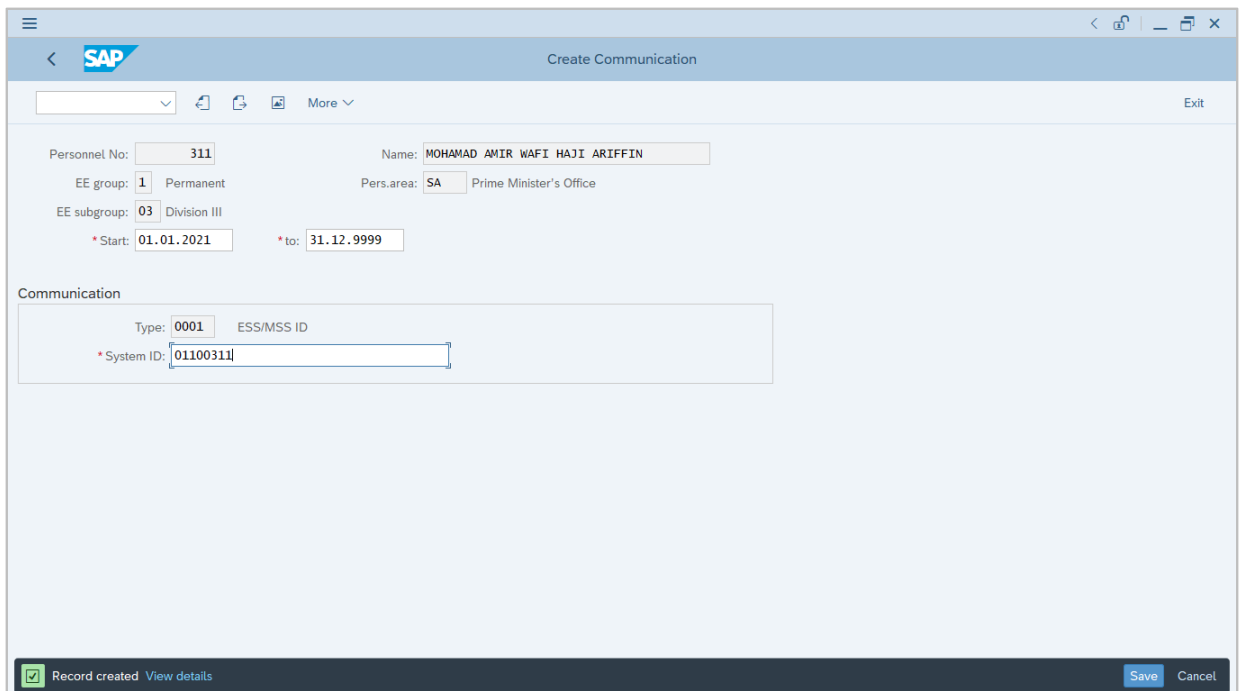
Communication  
Type: 0001 ESS/MSS ID  
\* System ID: [Red box with '1' next to it]

Record created View details Save Cancel

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

### Note:

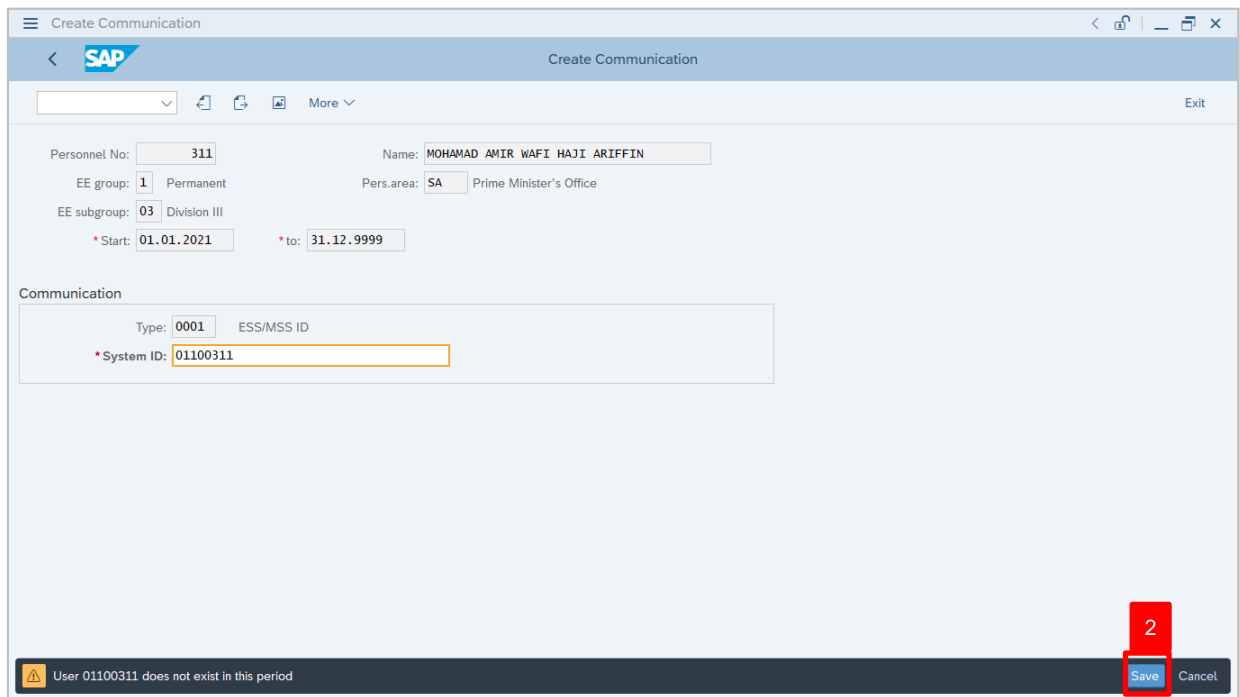
- ESS/MSS ID is the personnel's IC number.




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: 01100311

Record created View details Save Cancel



The screenshot shows the SAP 'Create Communication' dialog box. The 'Personnel No.' field is filled with '311'. The 'Name' field contains '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 start date is '01.01.2021' and the end date is '31.12.9999'. In the 'Communication' section, the 'Type' is '0001 ESS/MSS ID' and the 'System ID' is '01100311'. At the bottom, a message bar displays the warning: 'User 01100311 does not exist in this period'. The 'Save' button is highlighted with a red box and the number '2'.

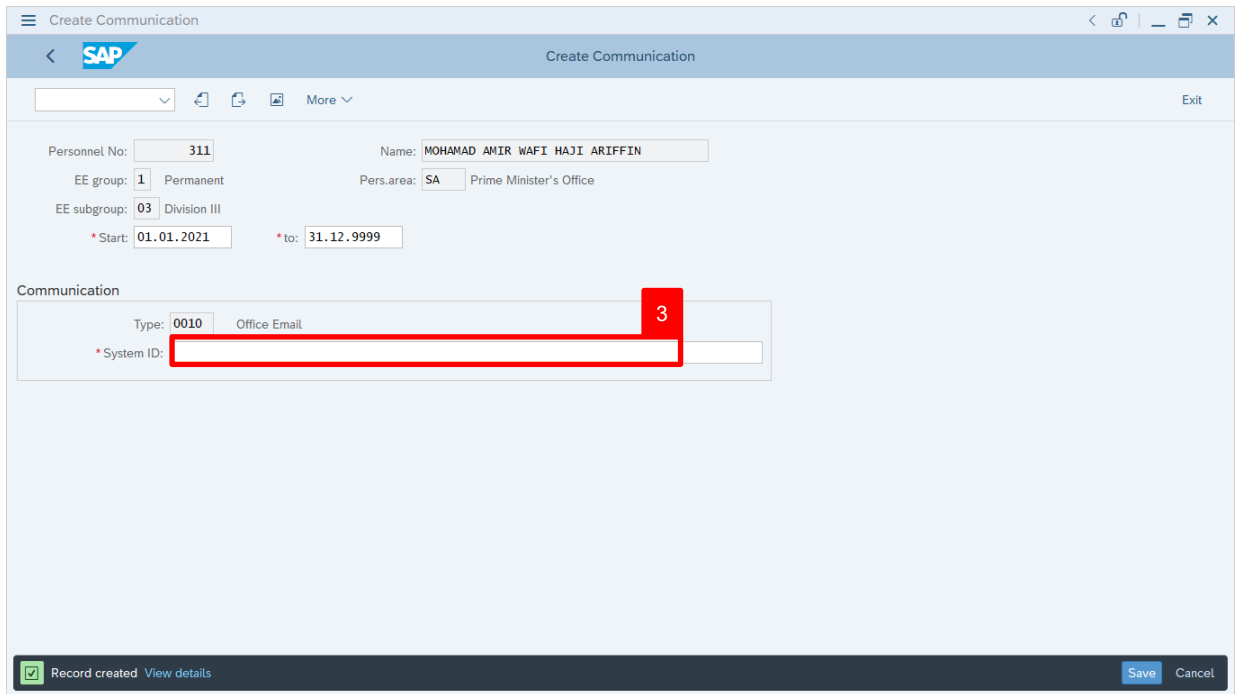
2. Press **Enter** button on the keyboard and click 

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.

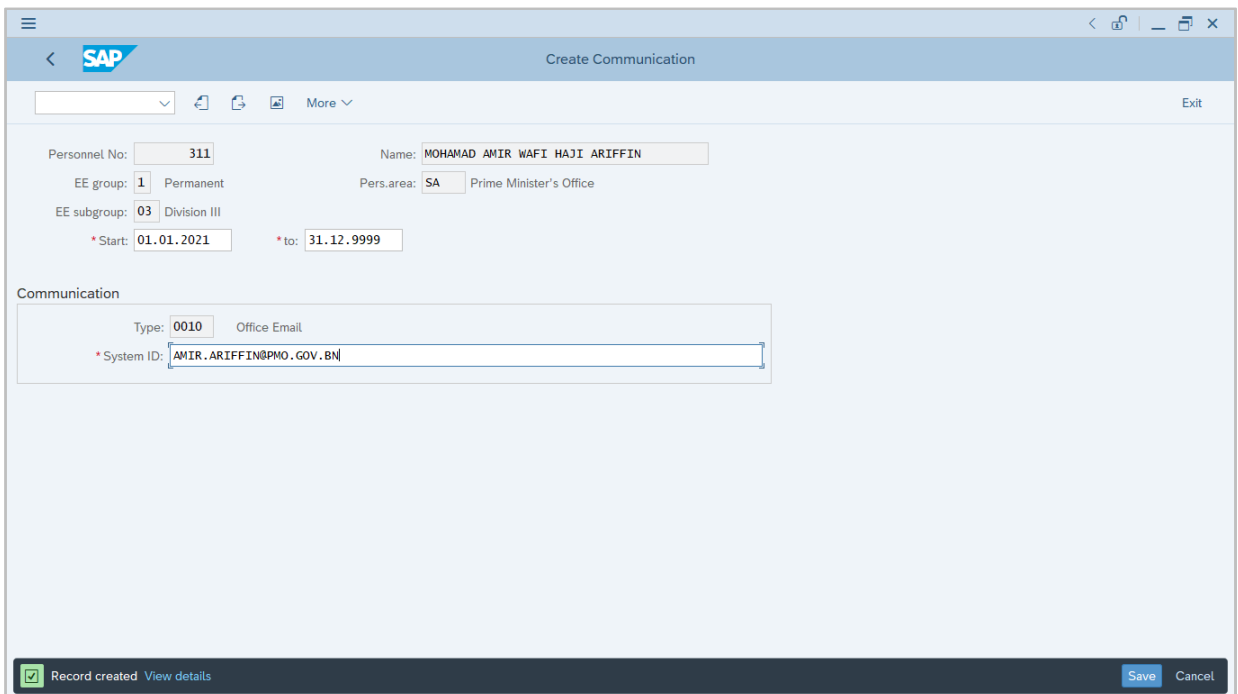


The screenshot shows the SAP 'Create Communication' form. The 'Personnel' section is filled with: Personnel No: 311, Name: MOHAMAD AMIR WAFI HAJI ARIFFIN, EE group: 1 Permanent, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, \* Start: 01.01.2021, \* to: 31.12.9999. The 'Communication' section has Type: 0010 Office Email. A red box highlights the \* System ID field, with a red '3' next to it, indicating where the user should enter the System ID.

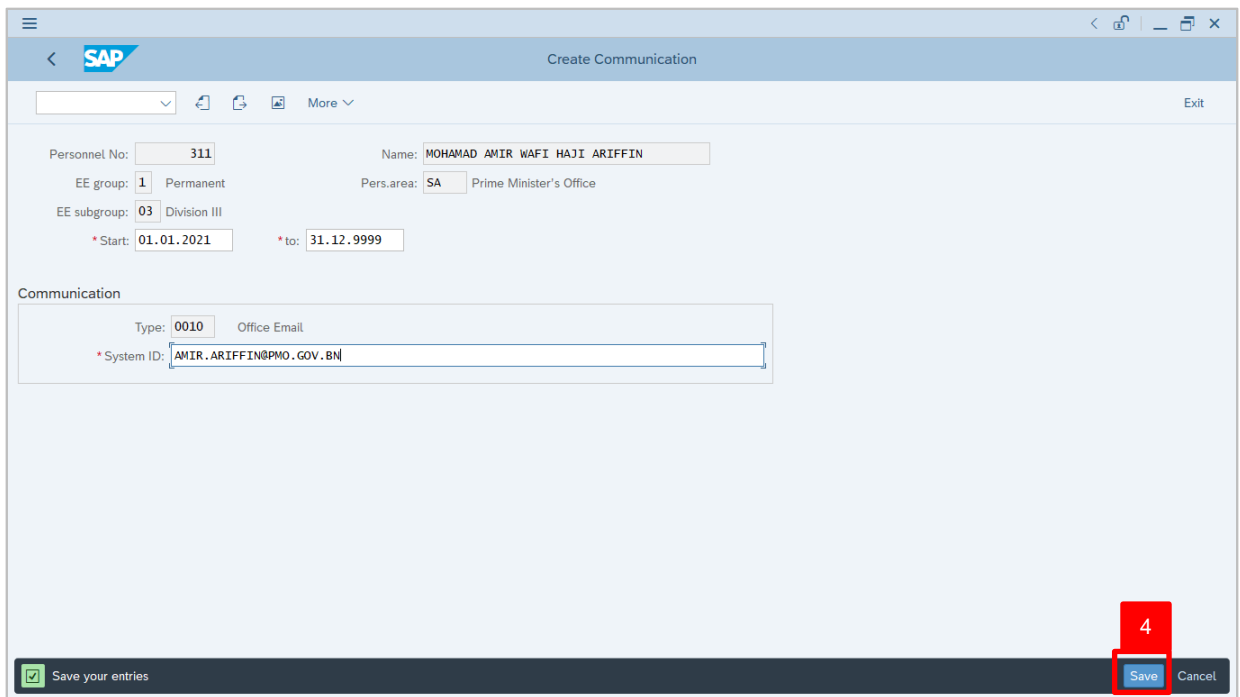
3. Under **Communications** section, enter System ID for Office Email.

**Note:**

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



This screenshot shows the same SAP 'Create Communication' form as above, but with the \* System ID field populated with the text 'AMIR.ARIFFIN@PMO.GOV.BN'. The rest of the form fields remain the same.




The screenshot shows the SAP 'Create Communication' form. The form is titled 'Create Communication' and has a blue header with the SAP logo. Below the header, there are several input fields for personnel information:

- 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

Below this information, there is a 'Communication' section with the following fields:

- Type: 0010 Office Email
- \* System ID: AMIR.ARIFFIN@PMO.GOV.BN

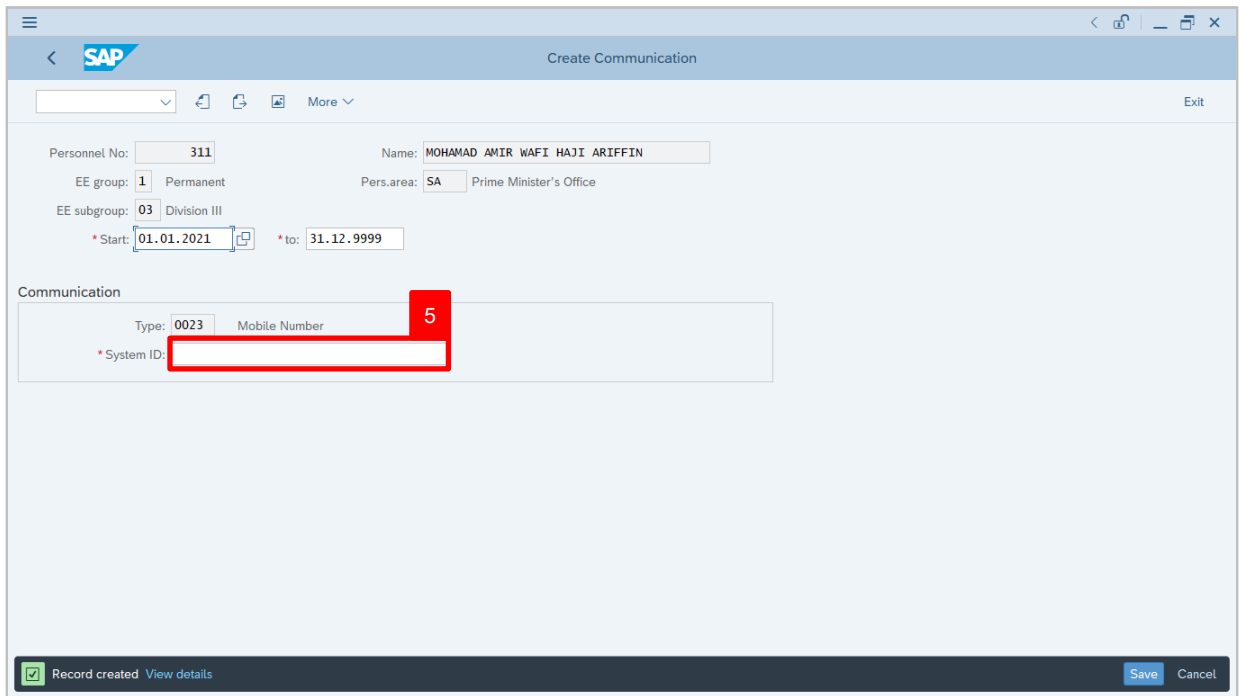
At the bottom of the form, there is a dark blue bar with a green checkmark and the text 'Save your entries'. To the right of this bar, there is a red box with the number '4' above a blue 'Save' button and a 'Cancel' button.

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

Outcome: Record is created.

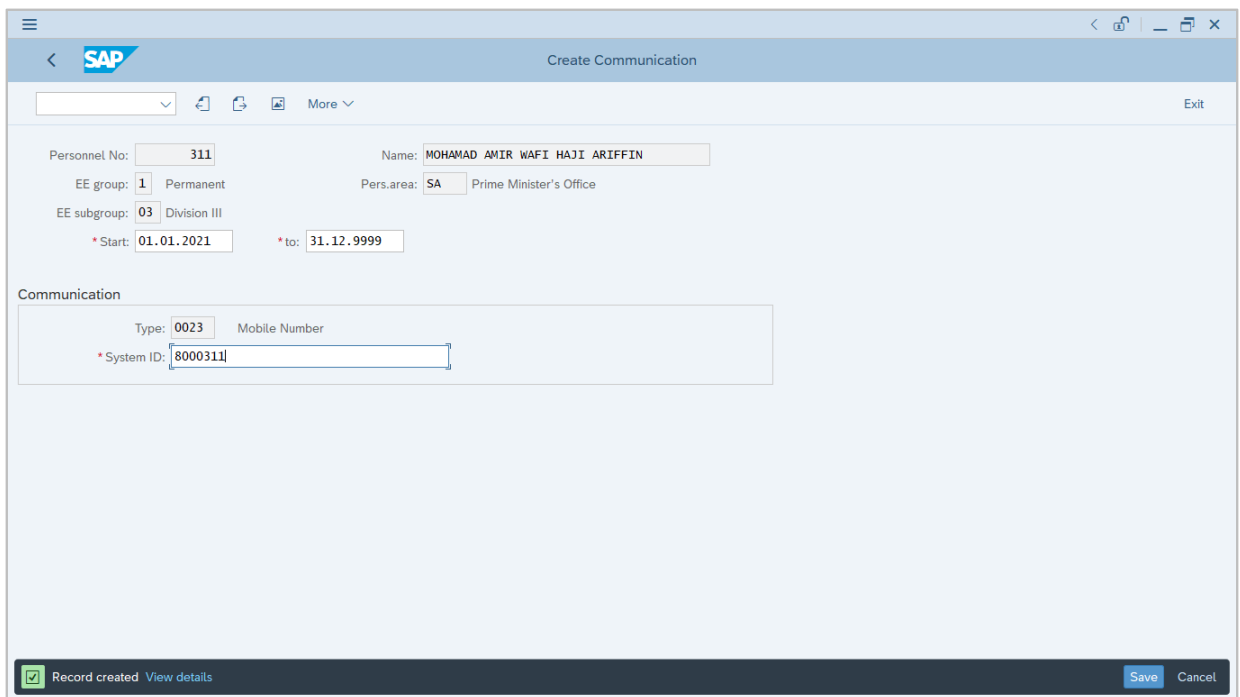
The **Create Communications – Mobile Number** page will be displayed.



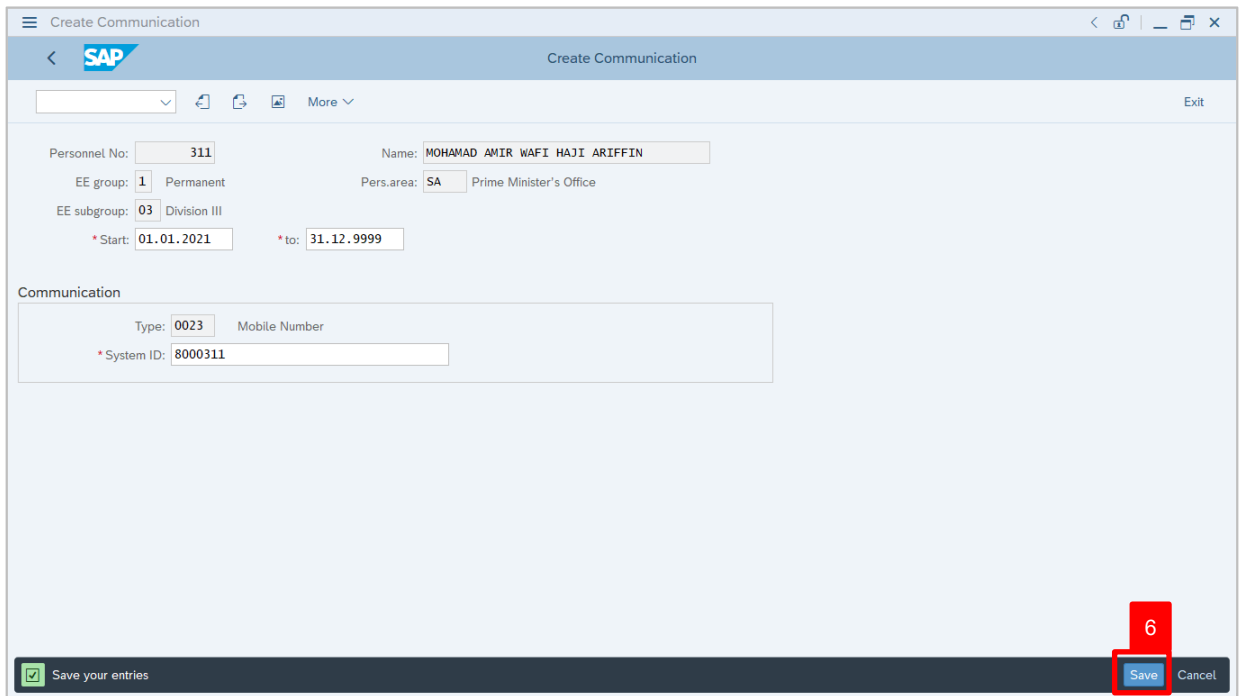



The screenshot shows the SAP 'Create Communication' screen. The 'Personnel No.' is 311, and the 'Name' is MOHAMAD AMIR WAFI HAJI ARIFFIN. The 'EE group' is 1 (Permanent) and 'Pers.area' is SA (Prime Minister's Office). The 'EE subgroup' is 03 (Division III). The start date is 01.01.2021 and the end date is 31.12.9999. In the 'Communication' section, the 'Type' is 0023 (Mobile Number). The 'System ID' field is empty and highlighted with a red box, with a red '5' next to it. The bottom status bar shows 'Record created' and 'View details' buttons, along with 'Save' and 'Cancel' buttons.

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



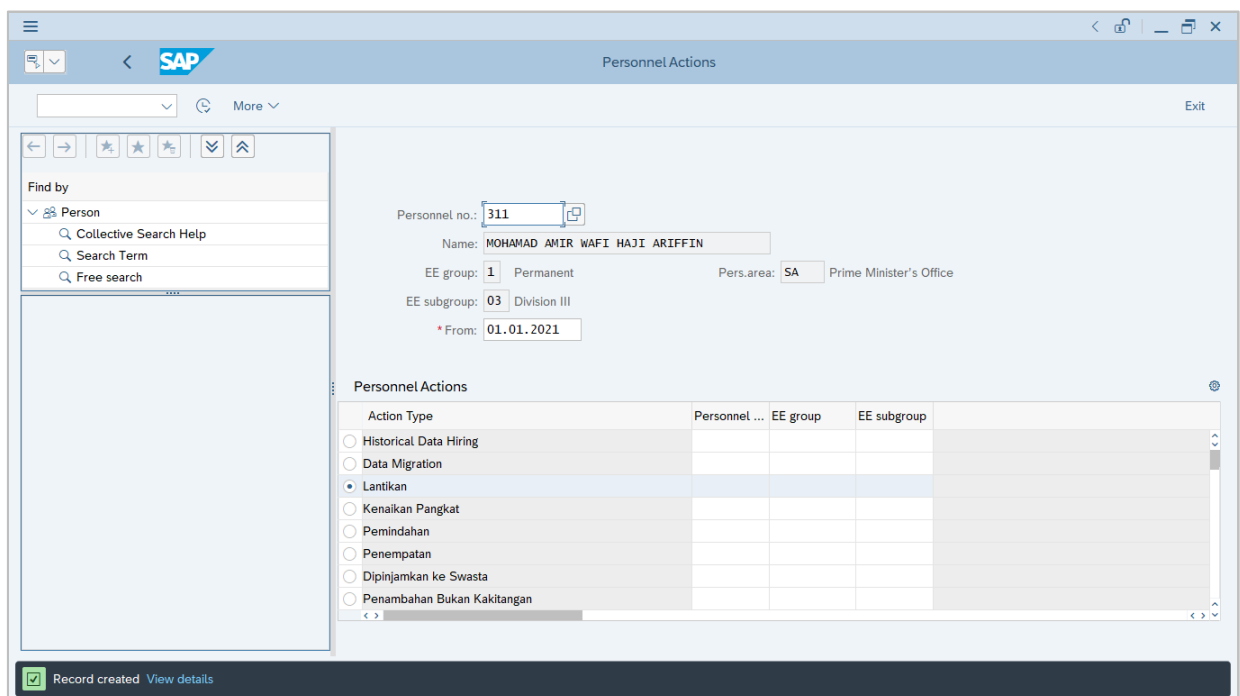
This screenshot is identical to the previous one, but the 'System ID' field in the 'Communication' section now contains the value '8000311'. The rest of the screen, including the personnel details and status bar, remains the same.



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

Outcome: Record is created.

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

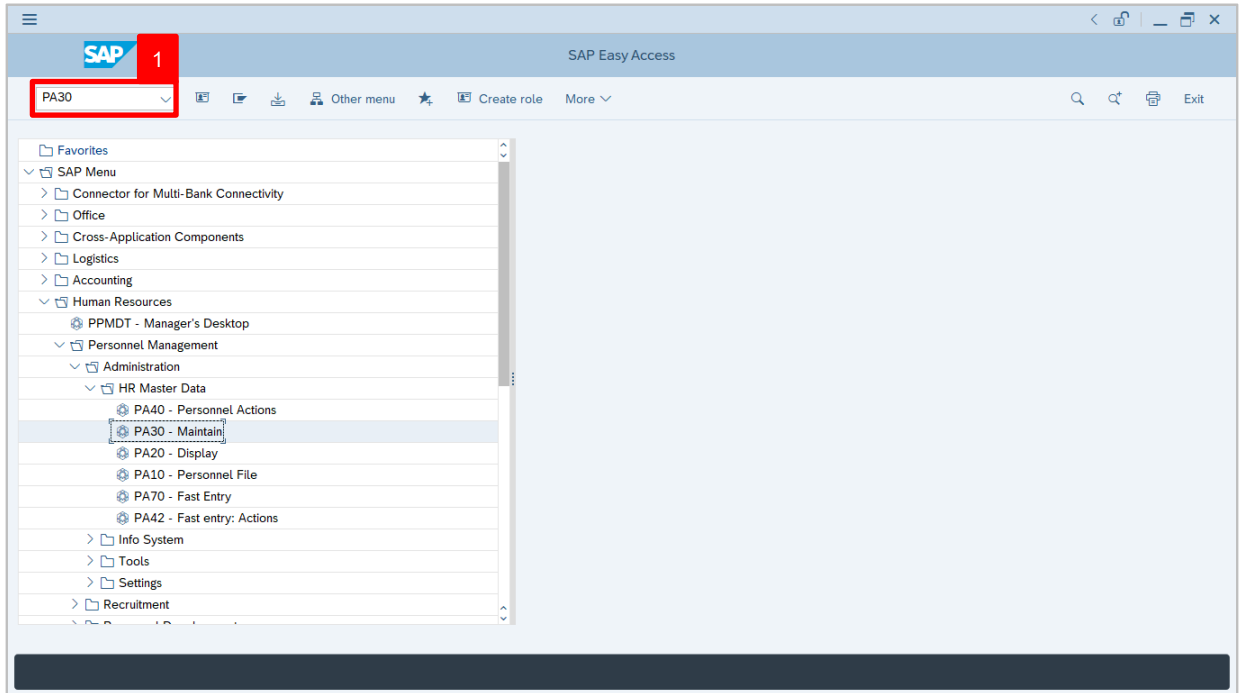


Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Historical Data Hiring			
<input type="radio"/> Data Migration			
<input checked="" type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			

View Action Overview

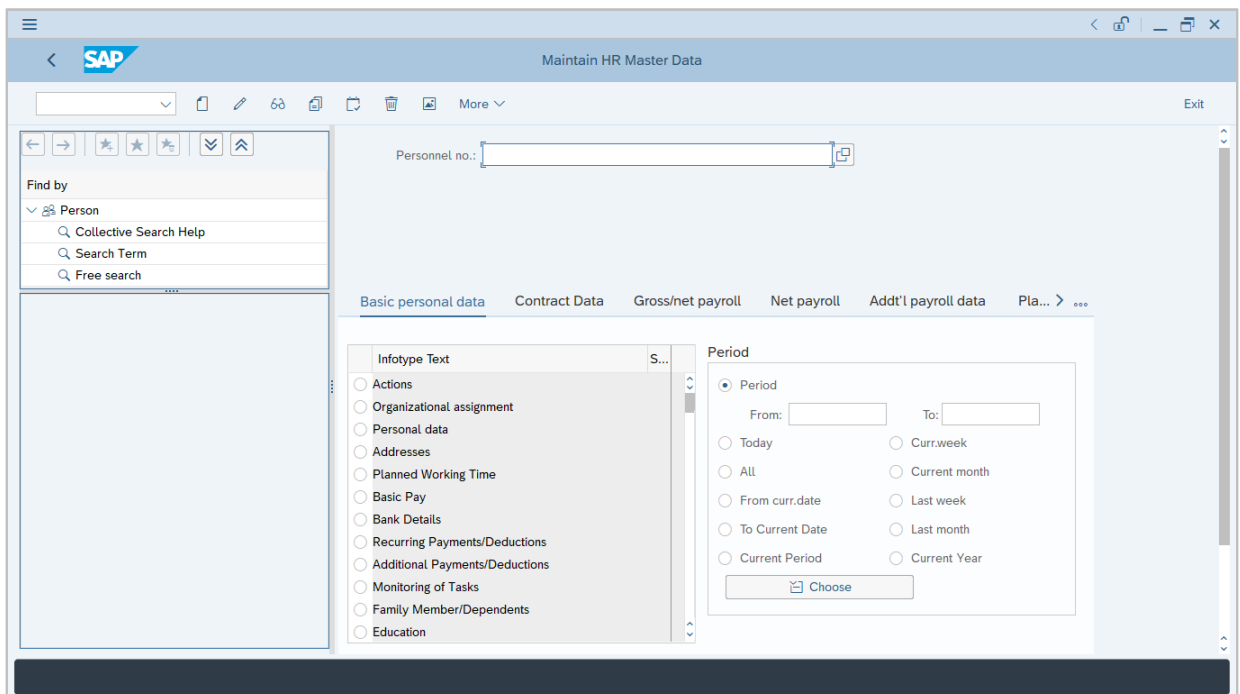
Backend User

Department HR Administrator and HR Administrator (JPA)



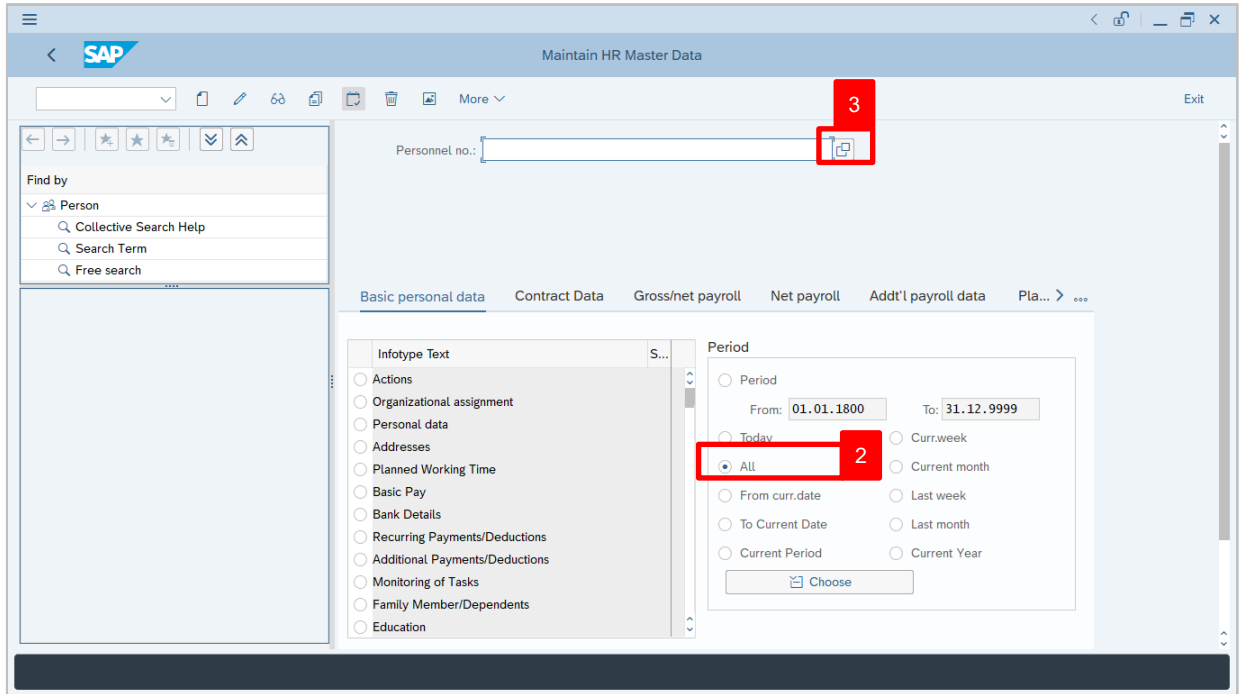
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



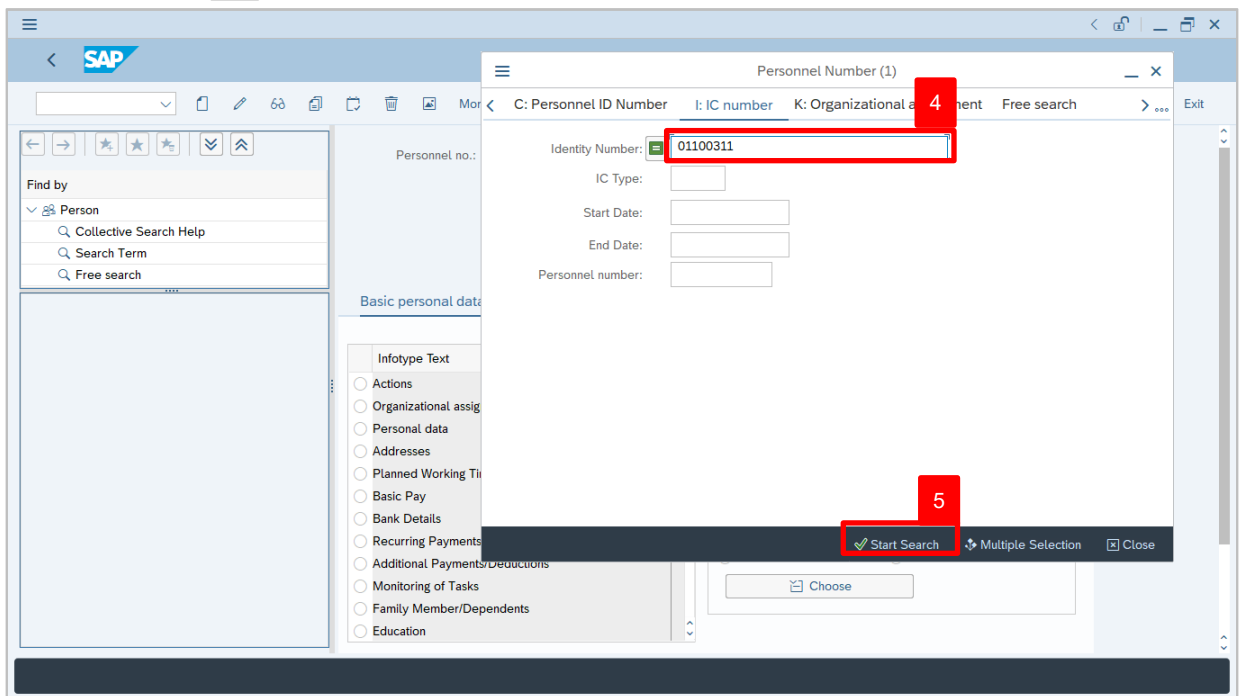
## Note:

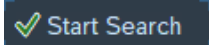
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.

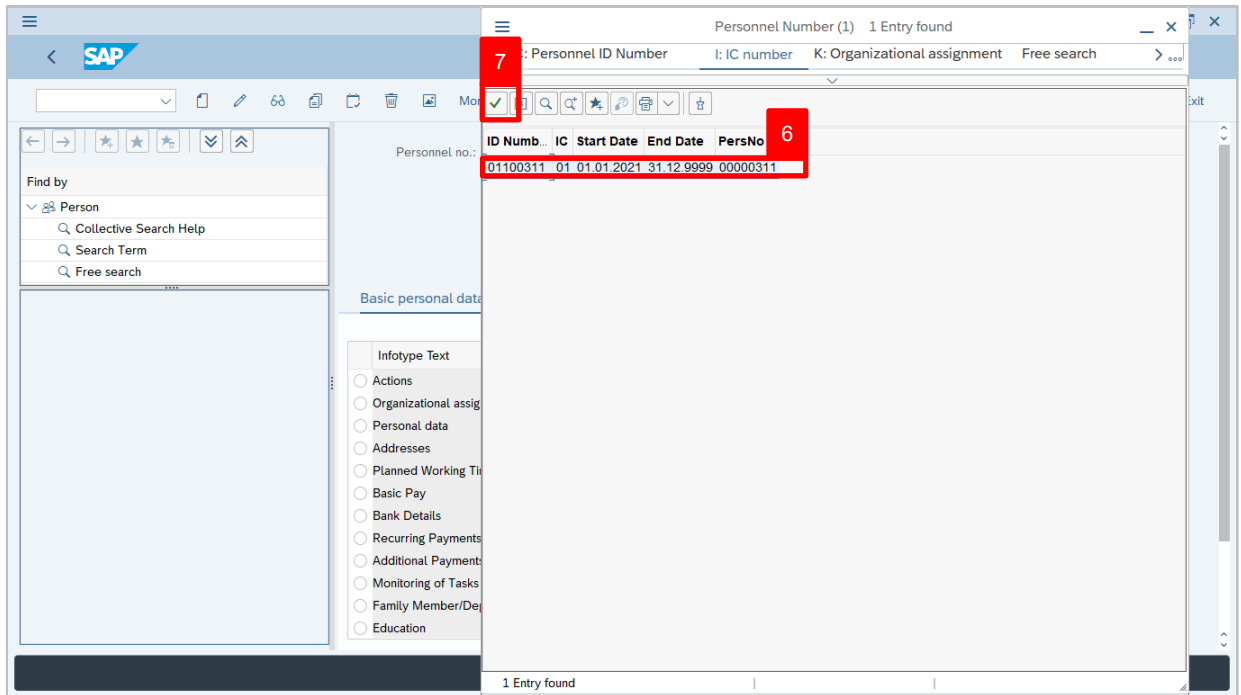



2. Under **Period** section, click on  and select **All**  
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

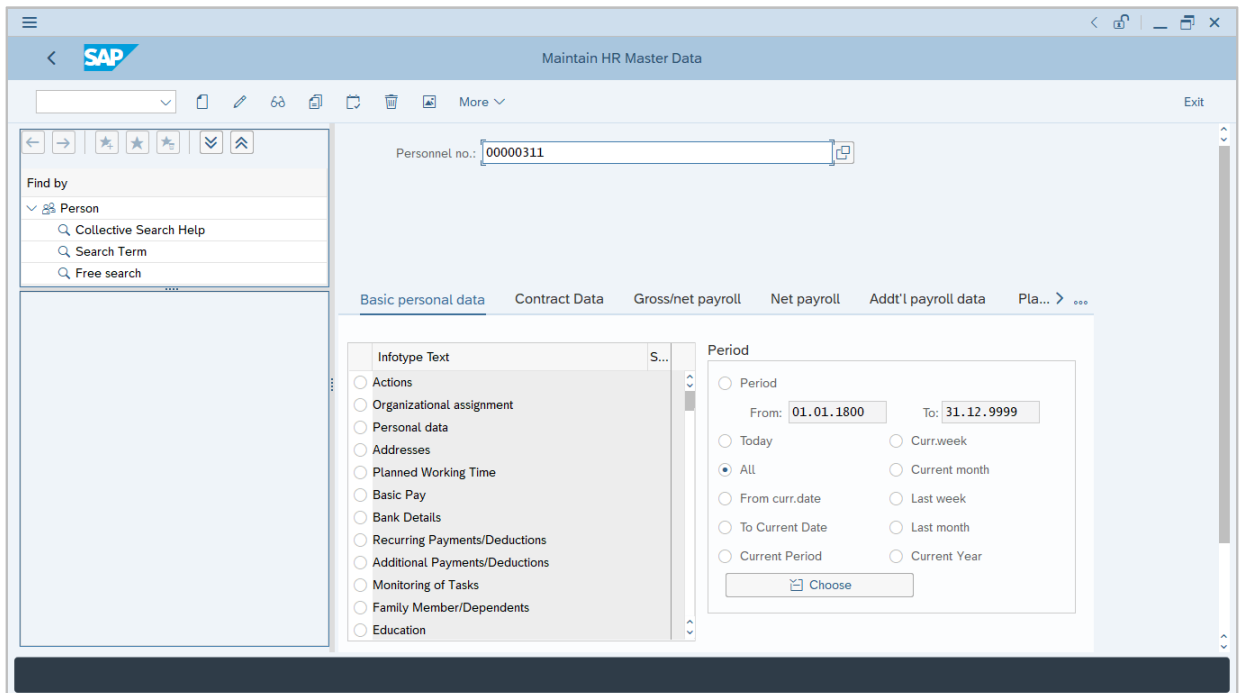
3. Click on  icon for Personnel No.



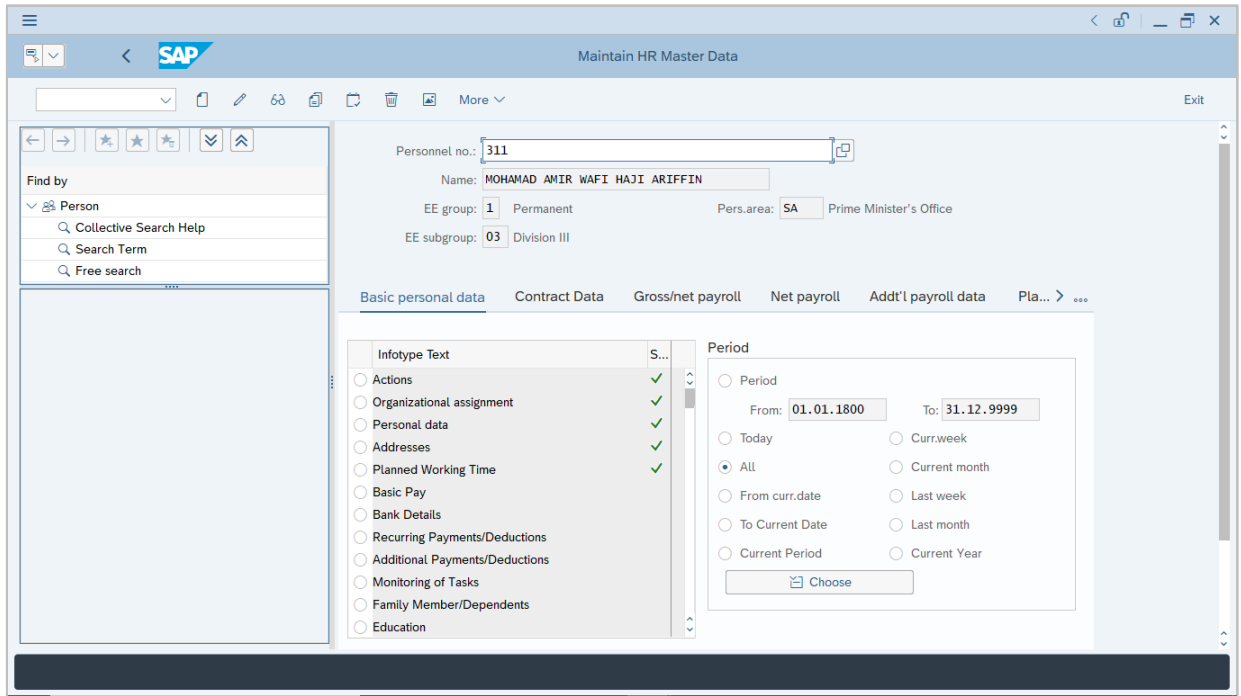
4. Enter the personnel IC Number.
5. Click on 



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

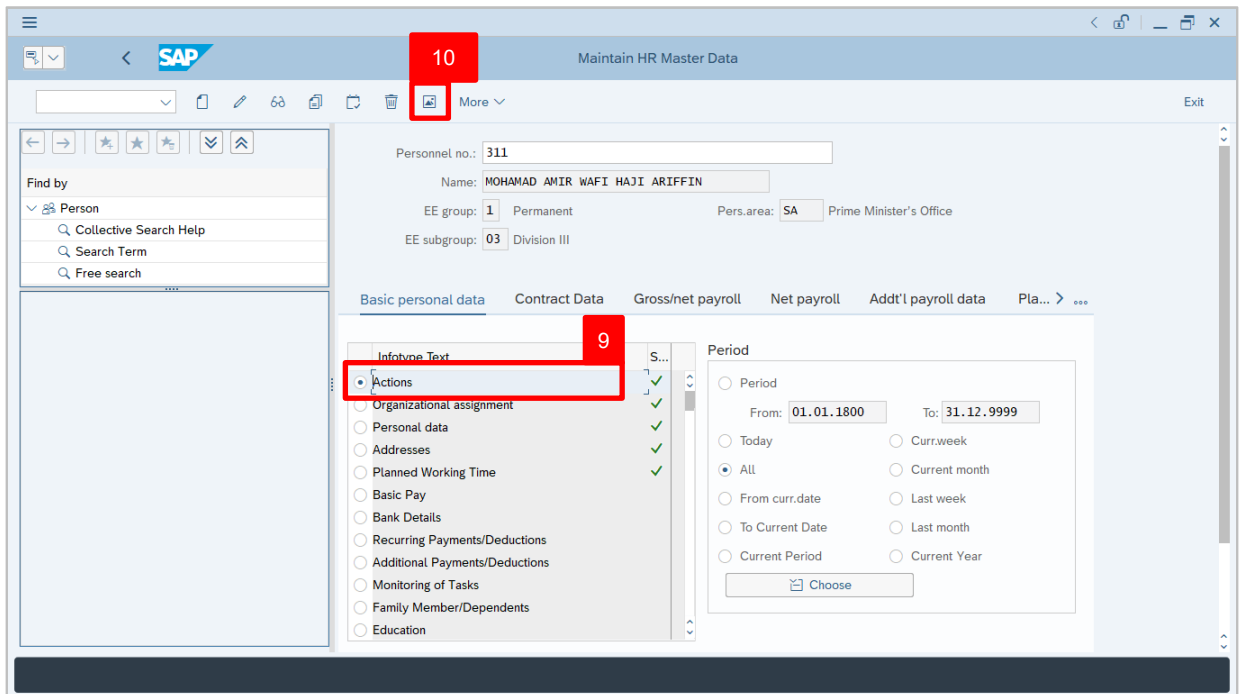


8. Press **Enter** button on the keyboard.




## Note:

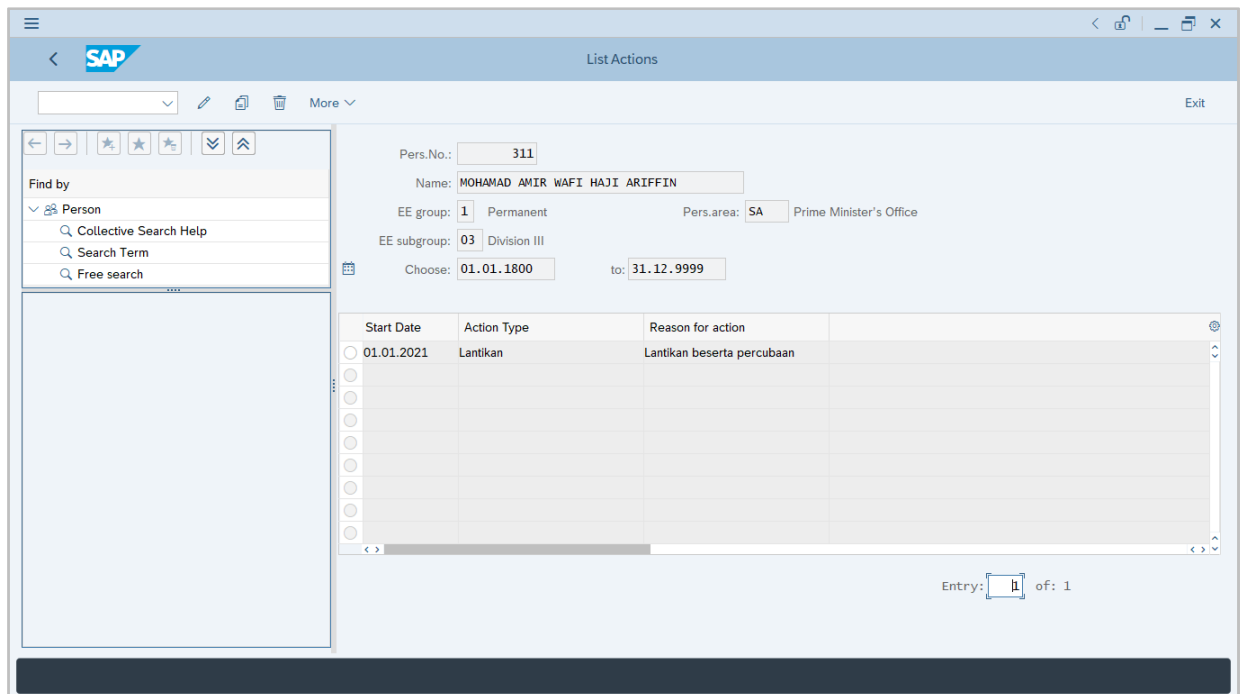
- The personnel information will be displayed.



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

10. Click on  icon.

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



The screenshot shows the SAP 'List Actions' interface. The top bar includes the SAP logo and the title 'List Actions'. Below the bar, there are navigation icons and an 'Exit' button. The main area is divided into a left sidebar and a main content area. The sidebar has a 'Find by' section with options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main content area contains search criteria: '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', and 'Choose: 01.01.1800 to: 31.12.9999'. Below the criteria is a table with columns 'Start Date', 'Action Type', and 'Reason for action'. The table contains one entry: '01.01.2021', 'Lantikan', and 'Lantikan beserta percubaan'. At the bottom right, it shows 'Entry: 1 of: 1'.

Start Date	Action Type	Reason for action
01.01.2021	Lantikan	Lantikan beserta percubaan

User can view the personnel actions in this page.