



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI) Memangku (Acting)

VERSION: 1.0



INTRODUCTION

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

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

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

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

GLOSSARY

The following acronyms are used frequently:

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

FURTHER ASSISTANCE

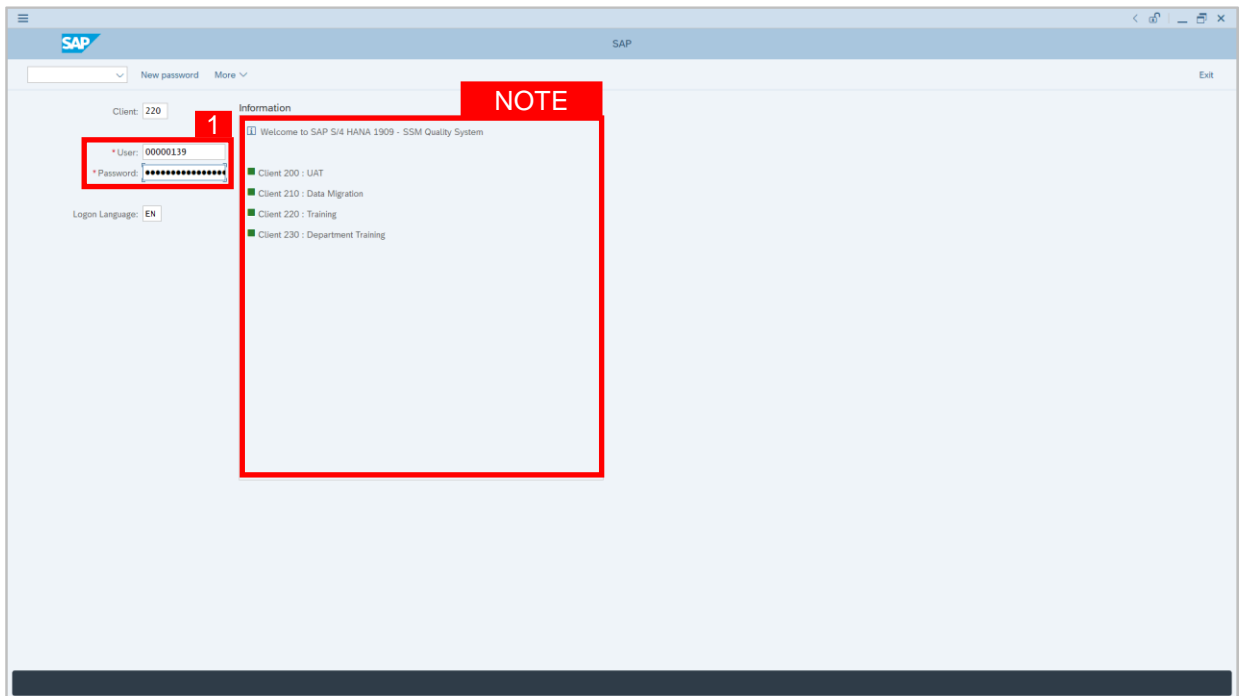
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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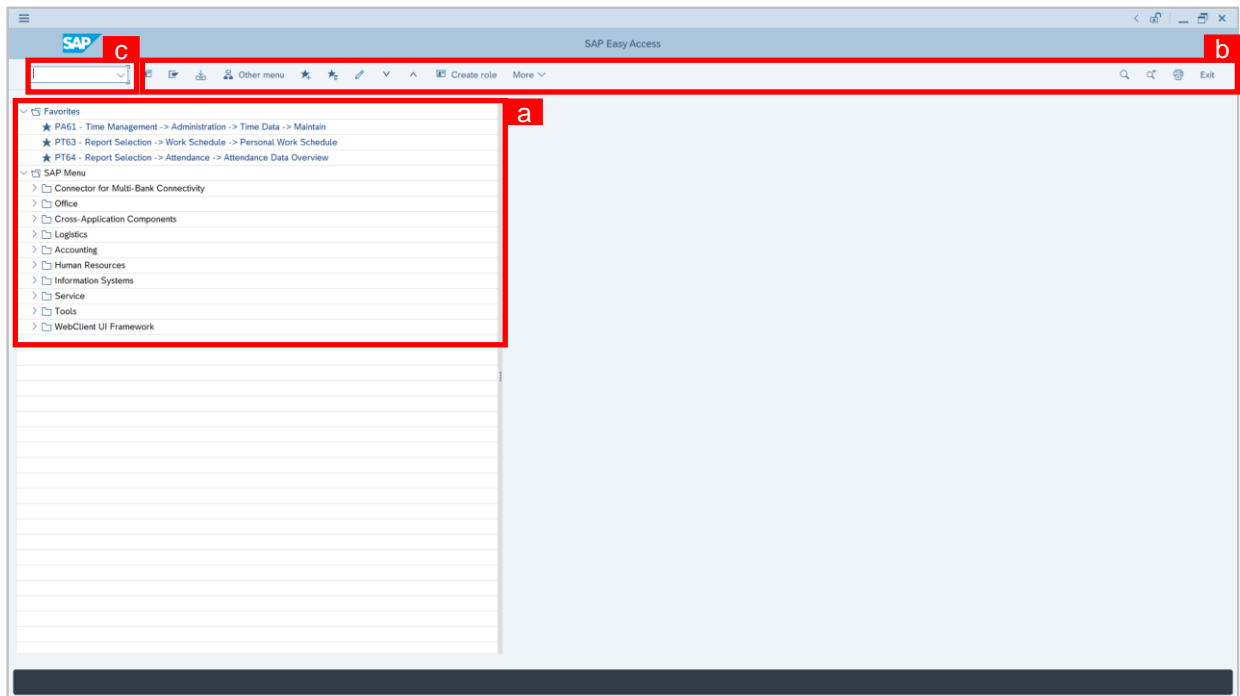
SAP GUI (Back-End) Log on	Back End User
	Department HR Administrator and HR Administrator (JPA)



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

Note:

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



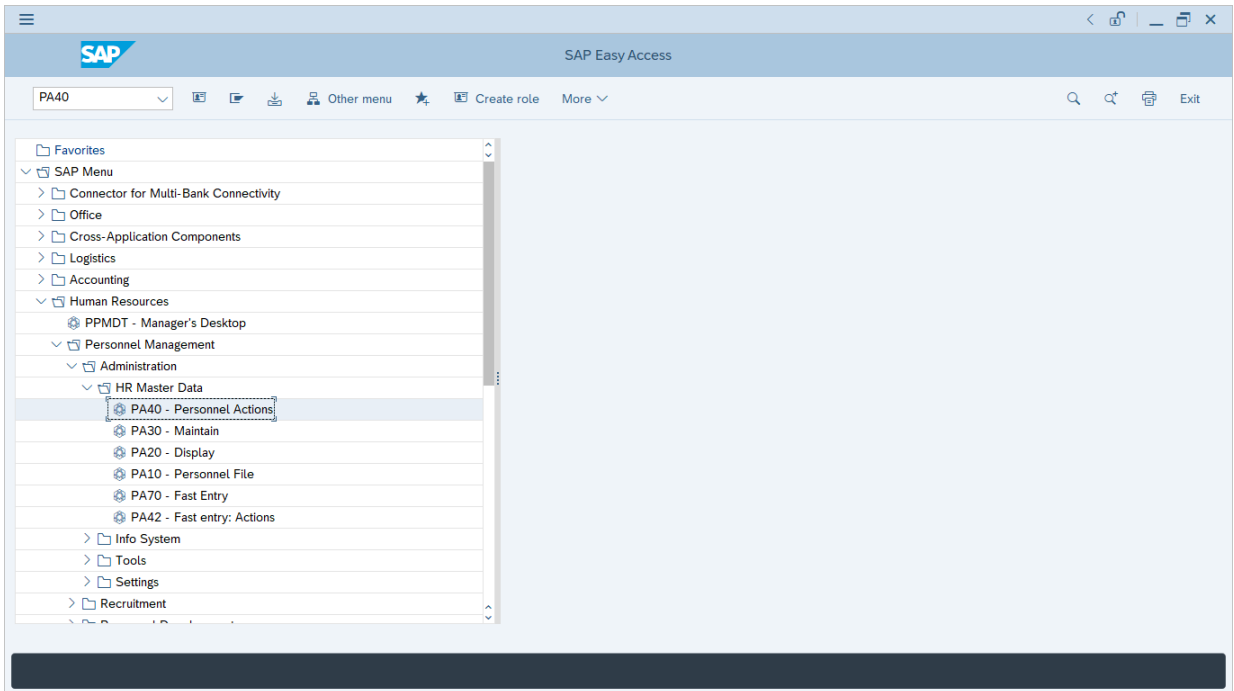
Note:

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

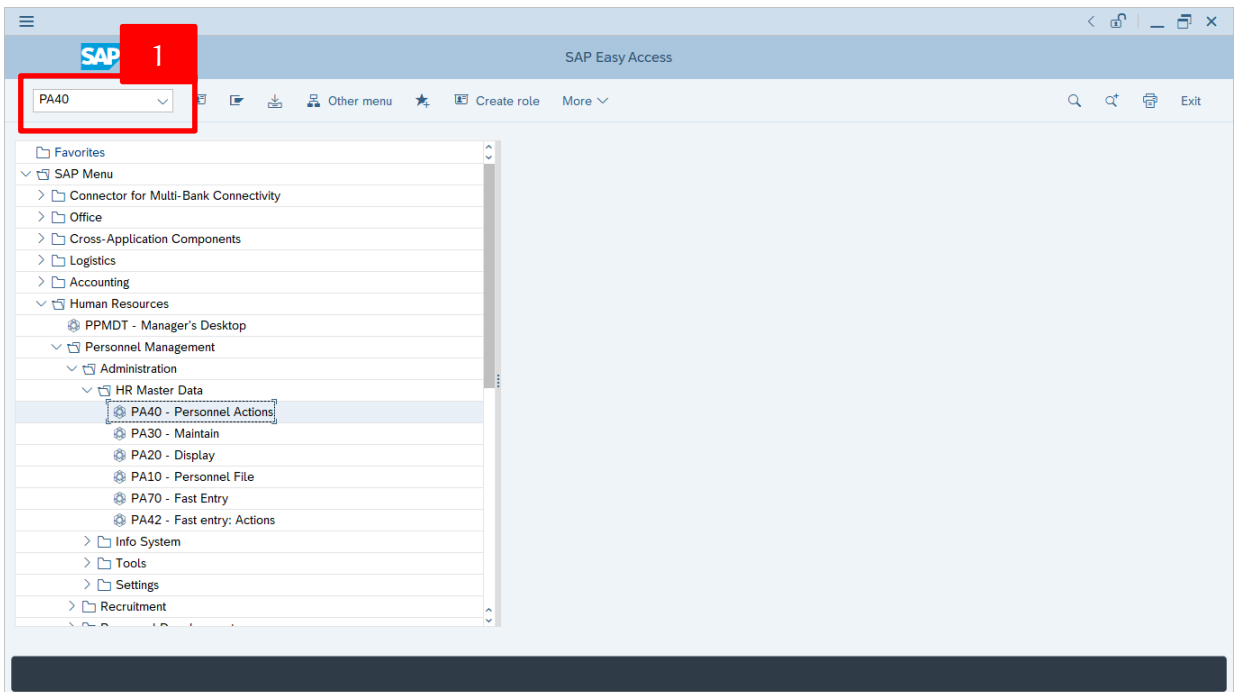
Copy Actions

Backend User

Department HR Administrator and HR Administrator (JPA)



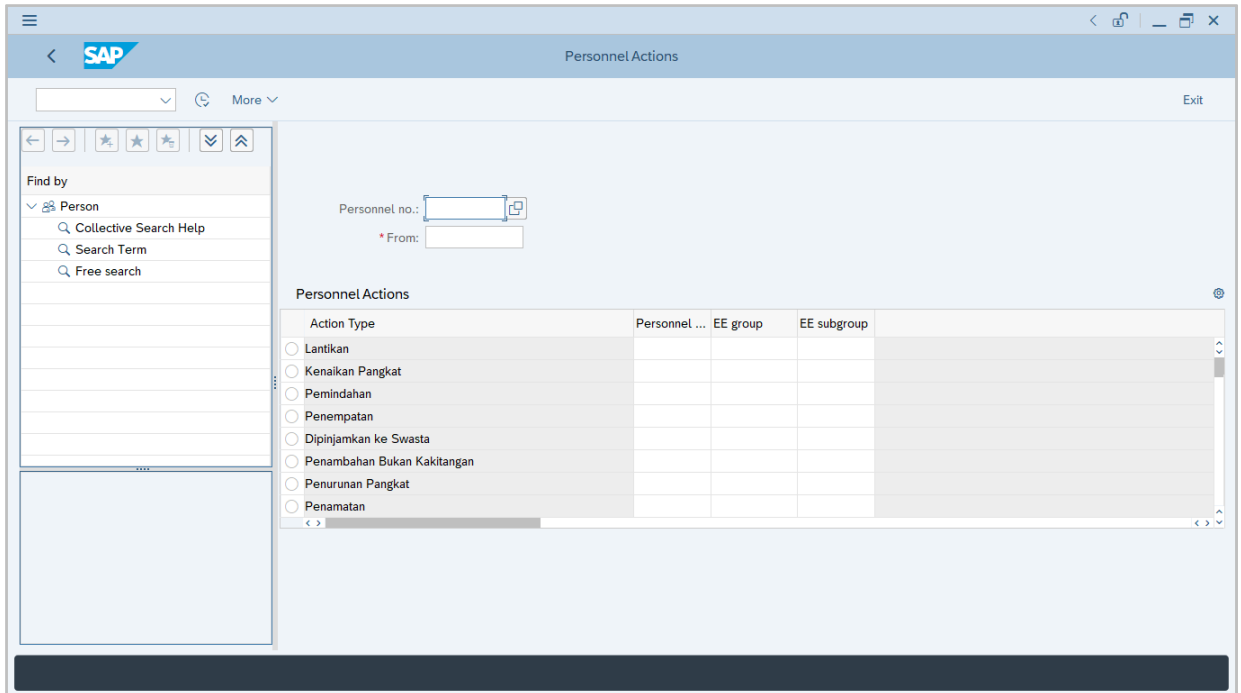
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



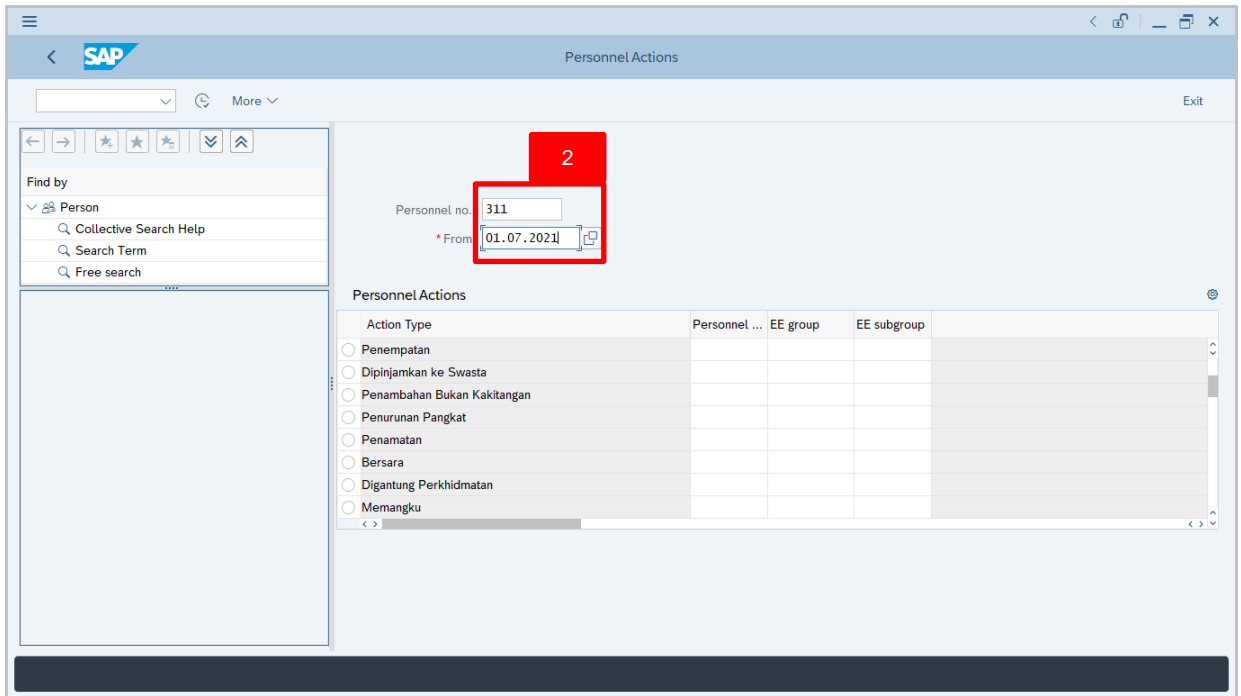
Note:

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

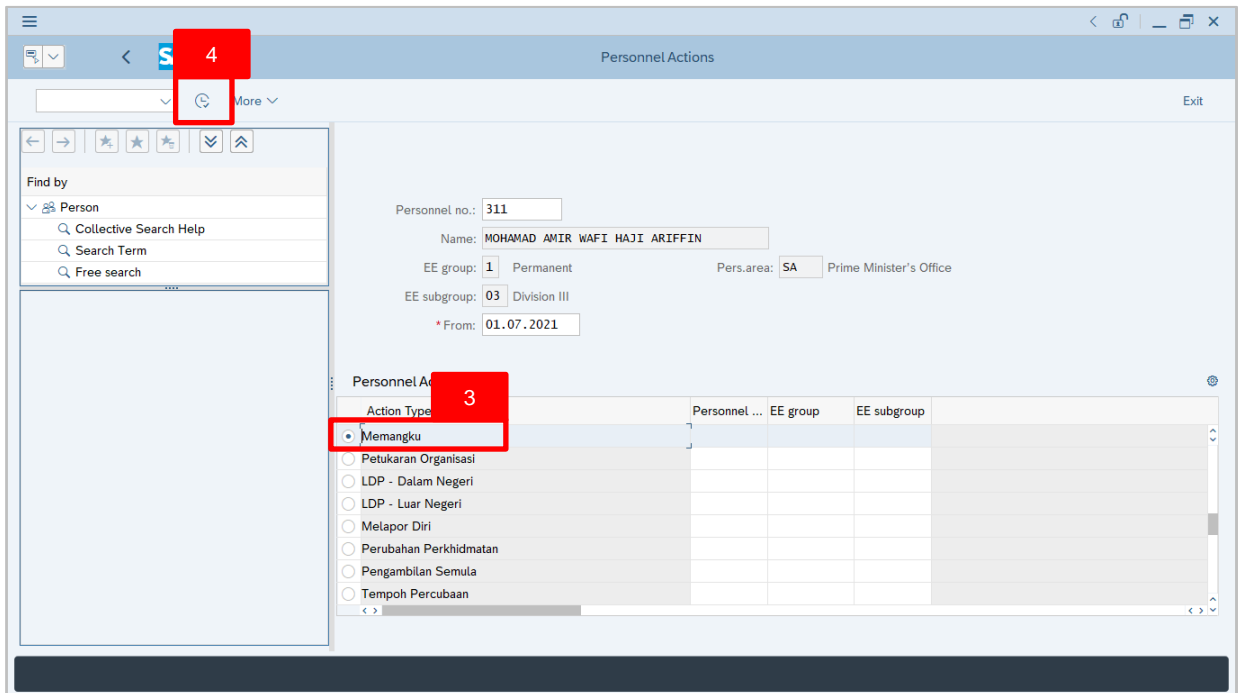
The **Personnel Actions (PA40)** page will be displayed.




Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			

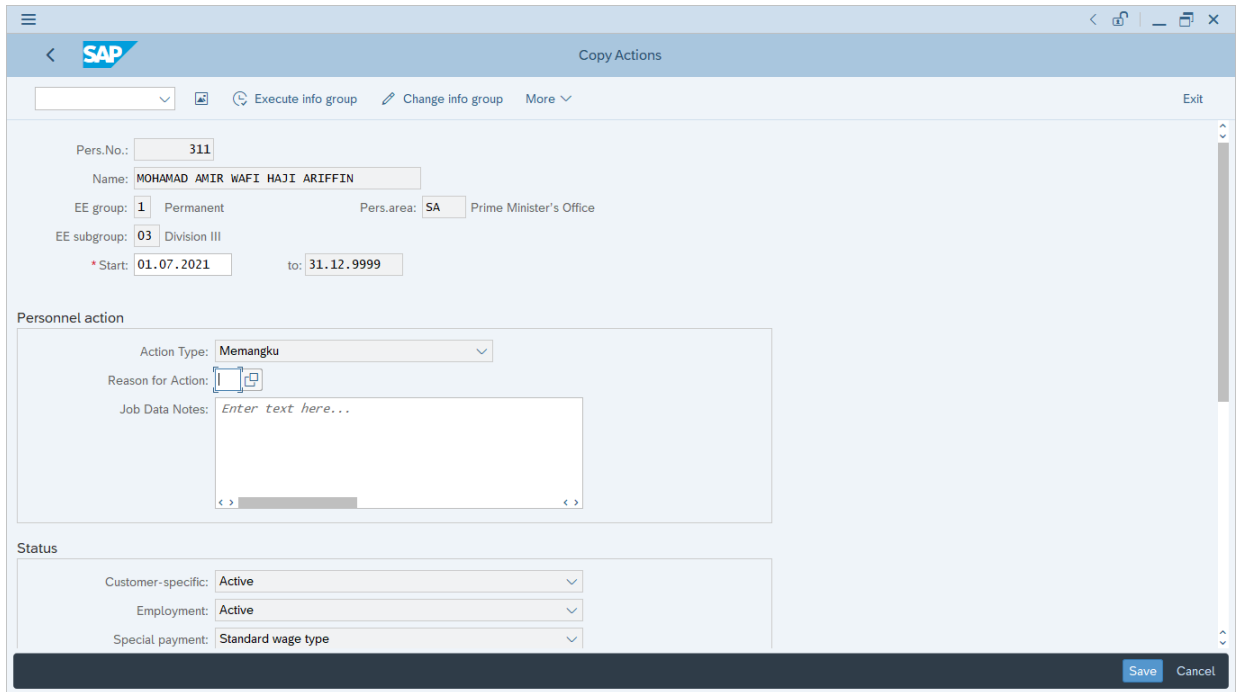


2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.



3. Under **Personnel Actions** page, click on the and select **Memangku**
4. Click on  icon.

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



The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user selection and group management. The main form area is divided into three sections: 'Personnel action' and 'Status'. The 'Personnel action' section includes a dropdown for 'Action Type' (set to 'Memangku'), a 'Reason for Action' field with a copy icon, and a 'Job Data Notes' text area. The 'Status' section contains three dropdown menus for 'Customer-specific', 'Employment', and 'Special payment', all currently set to 'Active'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.07.2021 to: 31.12.9999

Personnel action

Action Type: Memangku
Reason for Action: [Copy icon]
Job Data Notes: Enter text here...

Status

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


Save Cancel

Pers.No.: 311
Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
EE group: 1 Permanent Pers.area: SA Prime Minister's Office
EE subgroup: 03 Division III
* Start: 01.07.2021 to: 31.12.9999

Personnel action
Action Type: M
Reason for Action: [Copy icon] 5
Job Data Notes: Enter text here...

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

Save Cancel

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

Reason for Action (1) 5 Entries found
Help View for Reasons for Actions
Act. Name of reason for action
01 Memangku Disamping Tugas 6
02 Memangku Tidak Disamping Tugas
03 Memangku Substantif
04 Diletapkan Dalam Jawatan
05 Menjalankan Tugas
5 Entries found

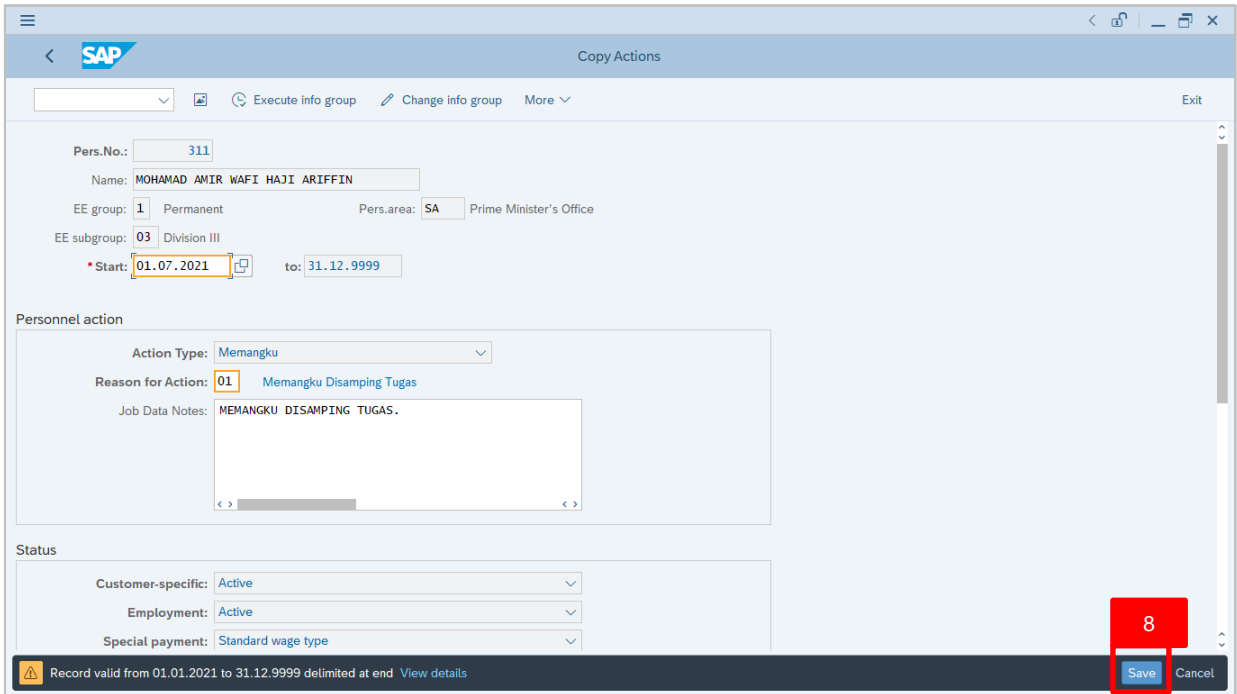
6. Select **01 Memangku Disamping Tugas**.

7. Click on  icon.

Note:

- Job Data Notes are optional to fill in.

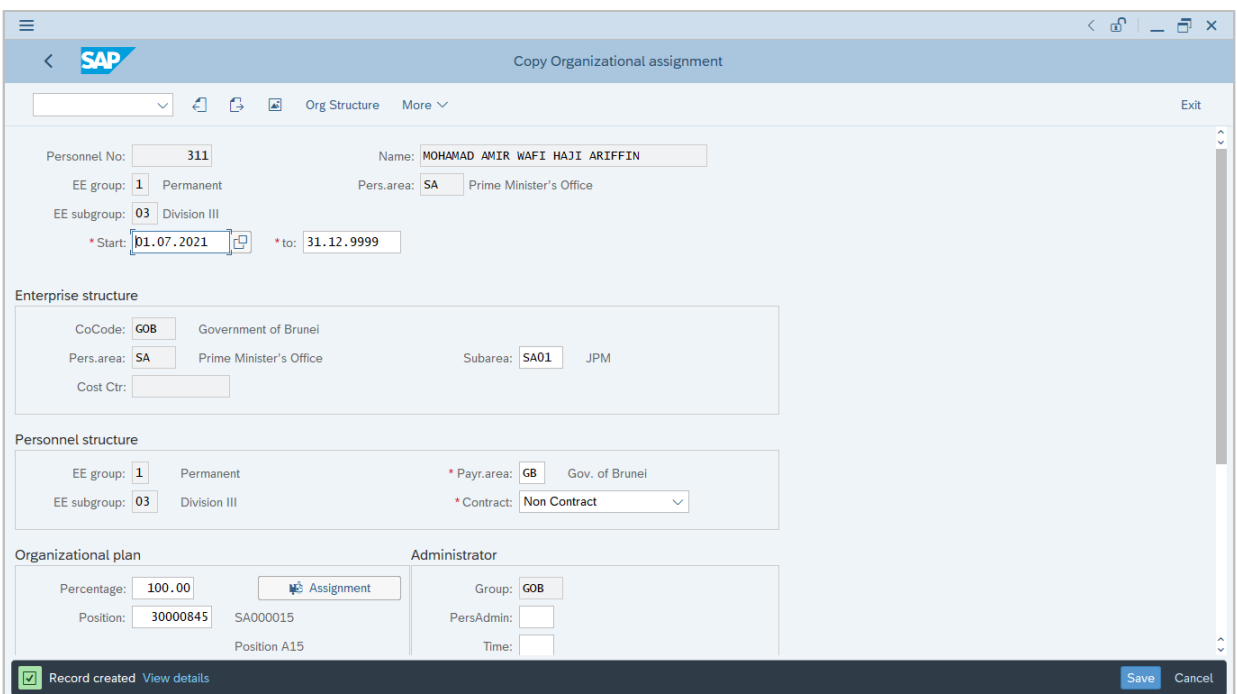
8. Press **Enter** on the keyboard and click **Save**



The screenshot shows the SAP 'Copy Actions' dialog box. The 'Personnel action' section is highlighted with a red box containing the number '8'. The 'Save' button at the bottom right is also highlighted with a red box. The dialog box contains the following information:

- Pers.No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Start: 01.07.2021 to: 31.12.9999
- Personnel action: Action Type: Memangku, Reason for Action: 01 Memangku Disamping Tugas, Job Data Notes: MEMANGKU DISAMPING TUGAS.
- Status: Customer-specific: Active, Employment: Active, Special payment: Standard wage type

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



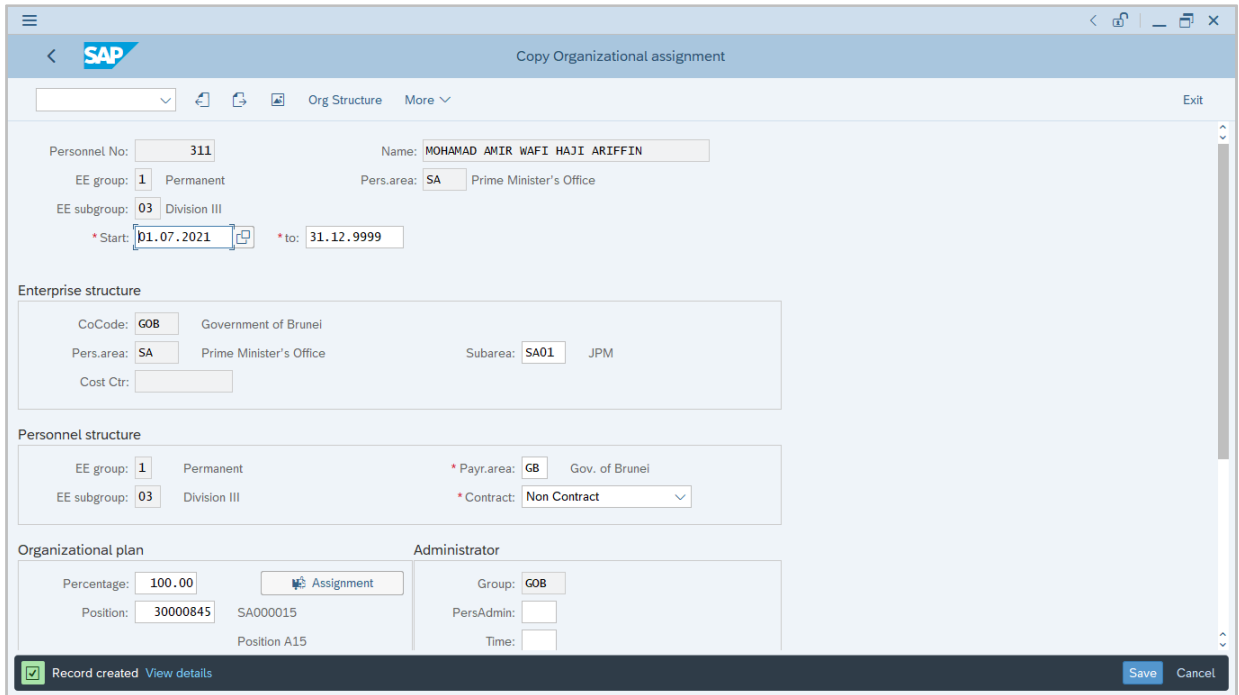
The screenshot shows the SAP 'Copy Organizational assignment' dialog box. The dialog box contains the following information:

- 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
- Start: 01.07.2021 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, EE subgroup: 03 Division III, Payr.area: GB Gov. of Brunei, Contract: Non Contract
- Organizational plan: Percentage: 100.00, Position: 30000845 SA000015, Position A15
- Administrator: Group: GOB, PersAdmin: , Time:

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

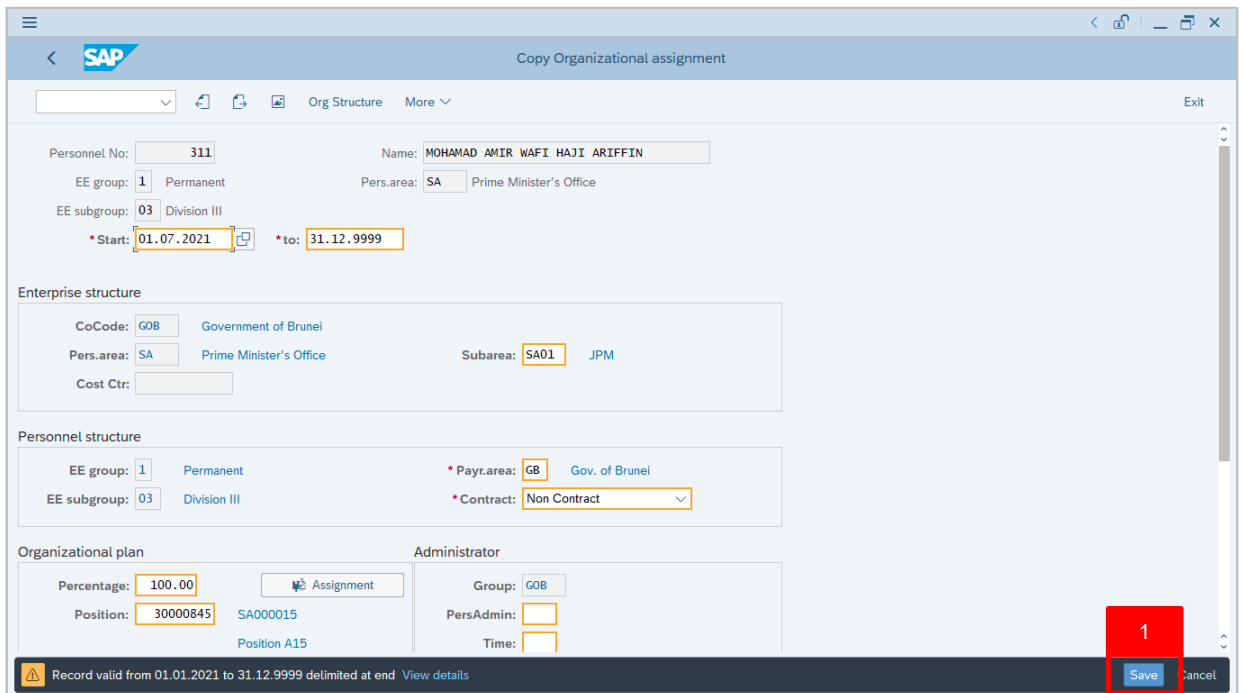


The screenshot shows the SAP 'Copy Organizational assignment' screen. The top bar includes the SAP logo and navigation icons. Below the header, there are several sections for data entry:

- 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: 01.07.2021, End: 31.12.9999.
- Enterprise structure:** CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), Subarea: SA01 (JPM), Cost Ctr: (empty).
- Personnel structure:** EE group: 1 (Permanent), EE subgroup: 03 (Division III), Payr.area: GB (Gov. of Brunei), Contract: Non Contract.
- Organizational plan:** Percentage: 100.00, Position: 30000845 (SA000015, Position A15), Group: GOB, Administrator: (empty).

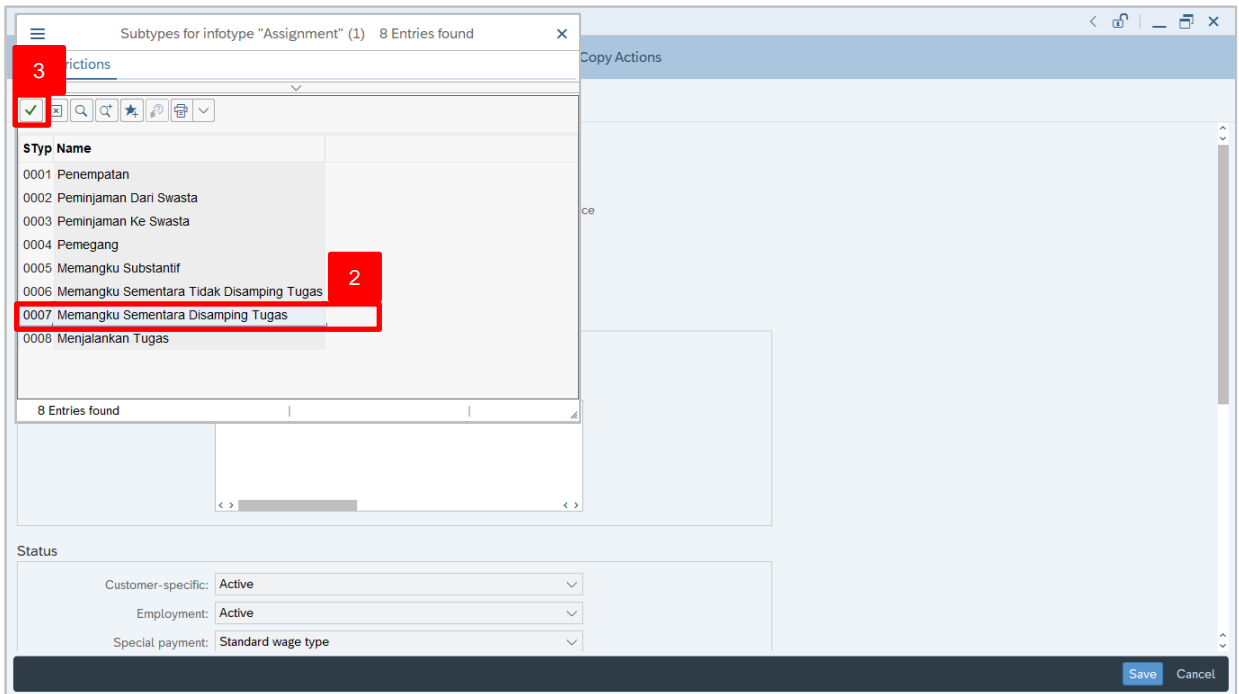
At the bottom, there is a status bar with a green checkmark, the text 'Record created View details', and 'Save' and 'Cancel' buttons.


1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save**



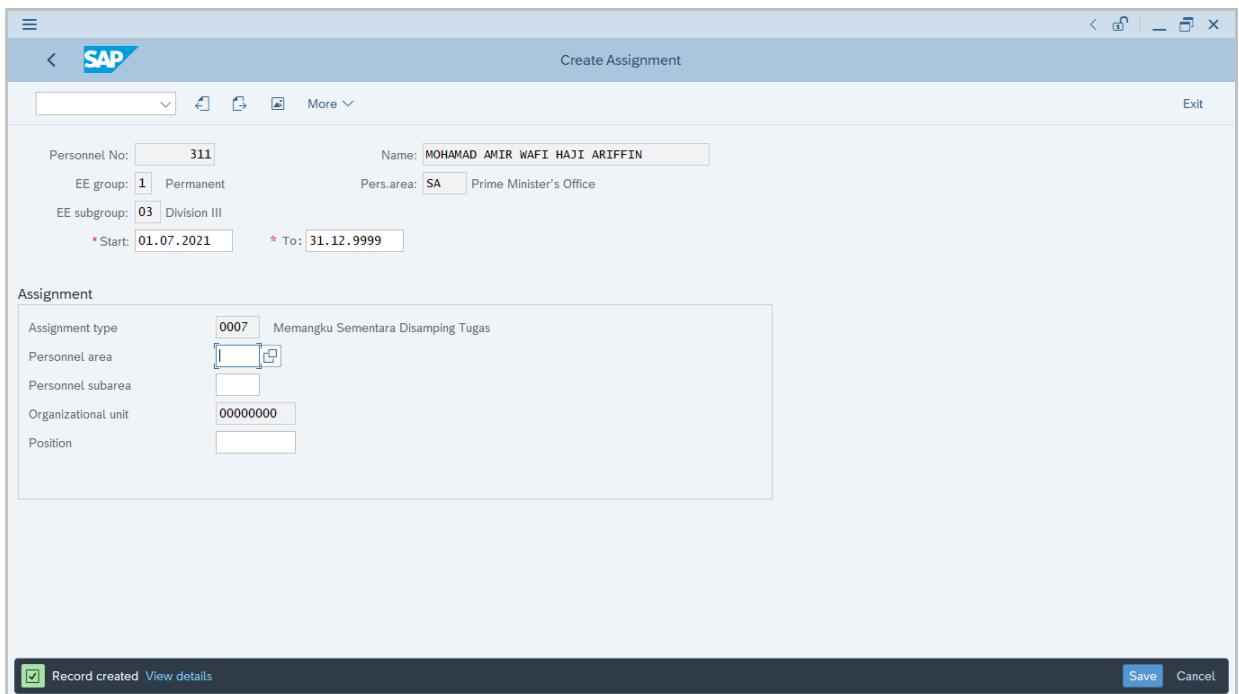
This screenshot is identical to the one above, but with a red box highlighting the 'Save' button in the bottom right corner. The status bar now shows a yellow warning triangle and the text 'Record valid from 01.01.2021 to 31.12.9999 delimited at end View details'.

The Subtypes for Infotype “Assignment” (1) will appear.



2. Select the Assignment subtype.
3. Click on  icon.

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



Create Assignment **Backend User**

Department HR Administrator and HR Administrator (JPA)

SAPCreate Assignment

Personnel No: Name:

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

EE subgroup: Division III

* Start: * To:

Assignment

Assignment type: Memangku Sementara Disamping Tugas

Personnel area:

Personnel subarea:

Organizational unit:

Position:

Record created [View details](#)

1. Enter the assignment end date.

Note:

- User may edit the assignment end date via Assignment Infotype in **Maintain HR Master (PA30)** page.

SAPCreate Assignment

Personnel No: Name:

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

EE subgroup: Division III

* Start: * To:

Assignment

Assignment type: Memangku Sementara Disamping Tugas

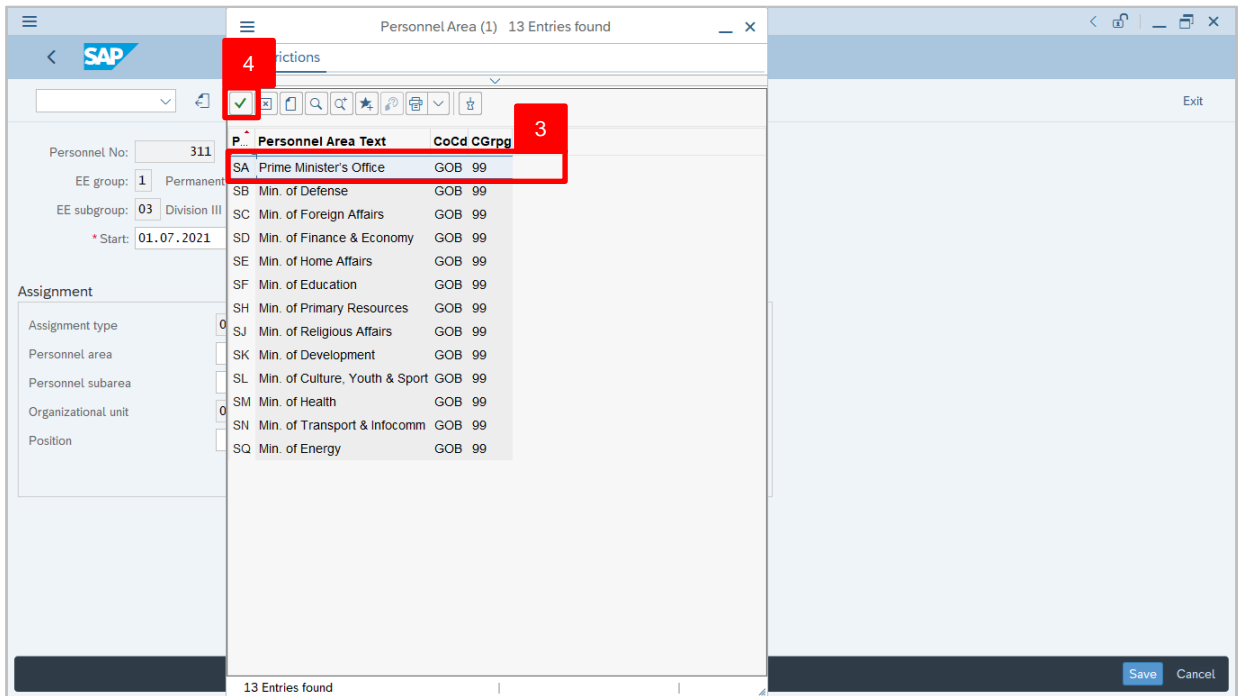
Personnel area:

Personnel subarea:


Organizational unit:

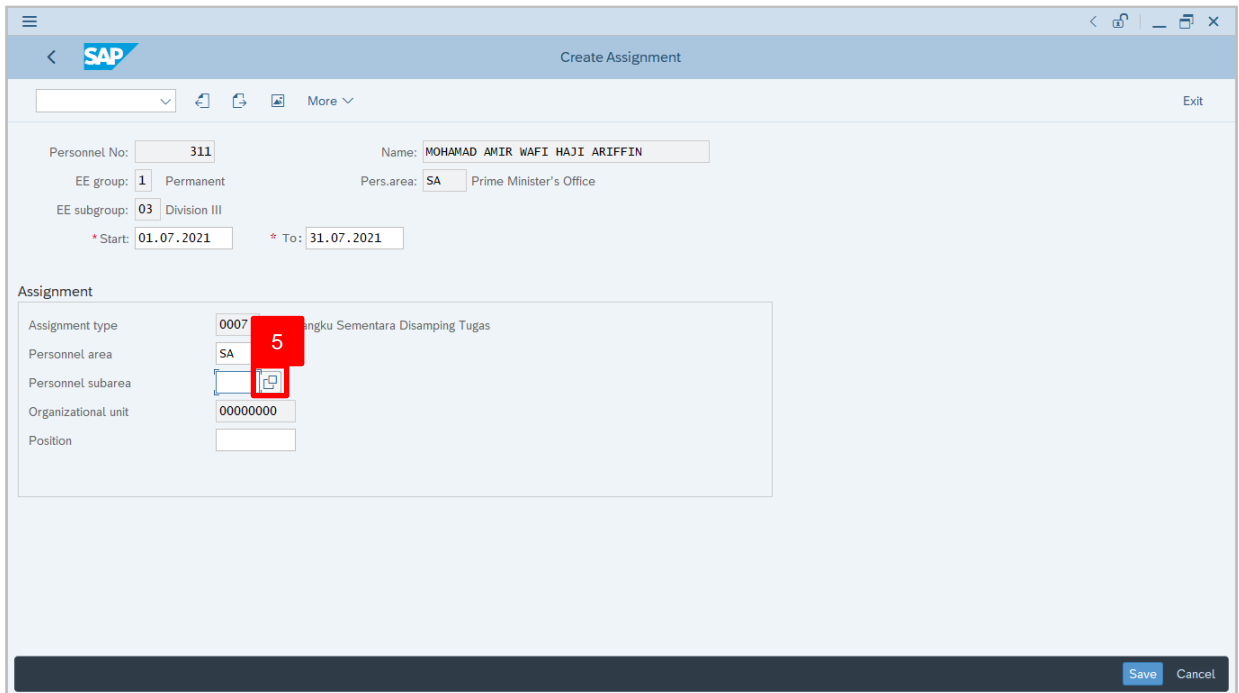
Position:

2. Under **Assignment** section, click on  icon for Personnel Area.

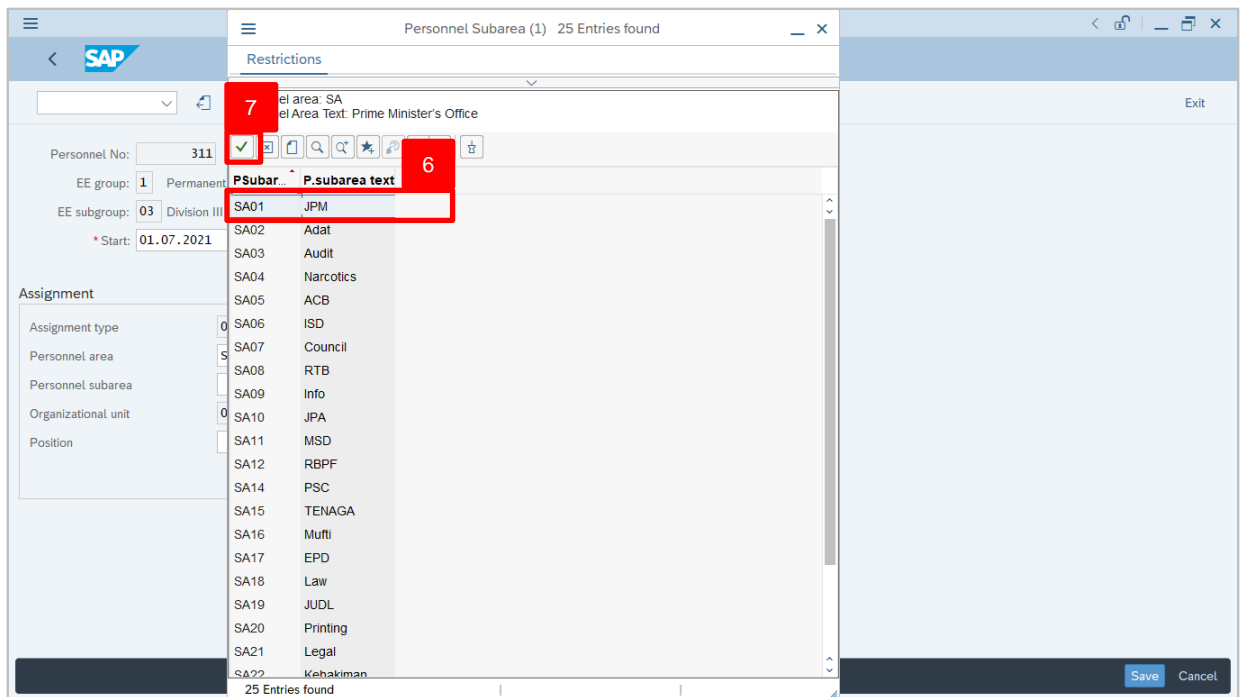


3. Select the Personnel Area.


4. Click on  icon.

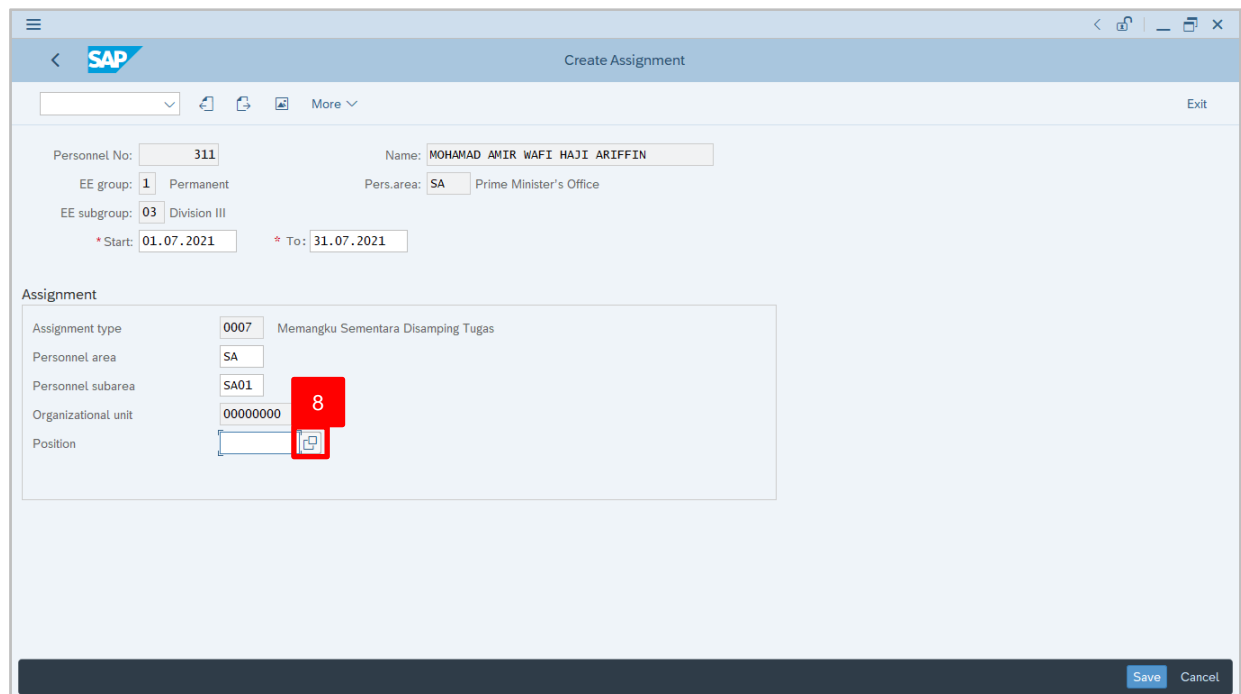



5. Under **Assignment** section, click on  icon for Personnel Subarea.

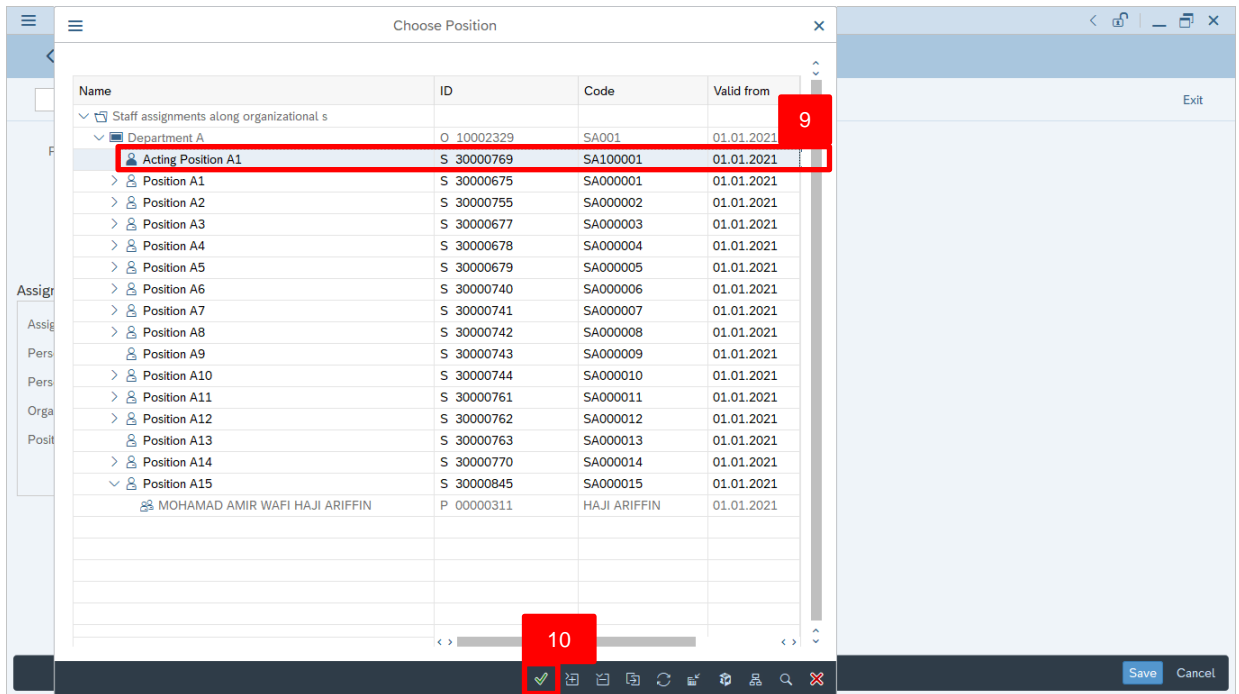


6. Select the Personnel Subarea.


7. Click on  icon.

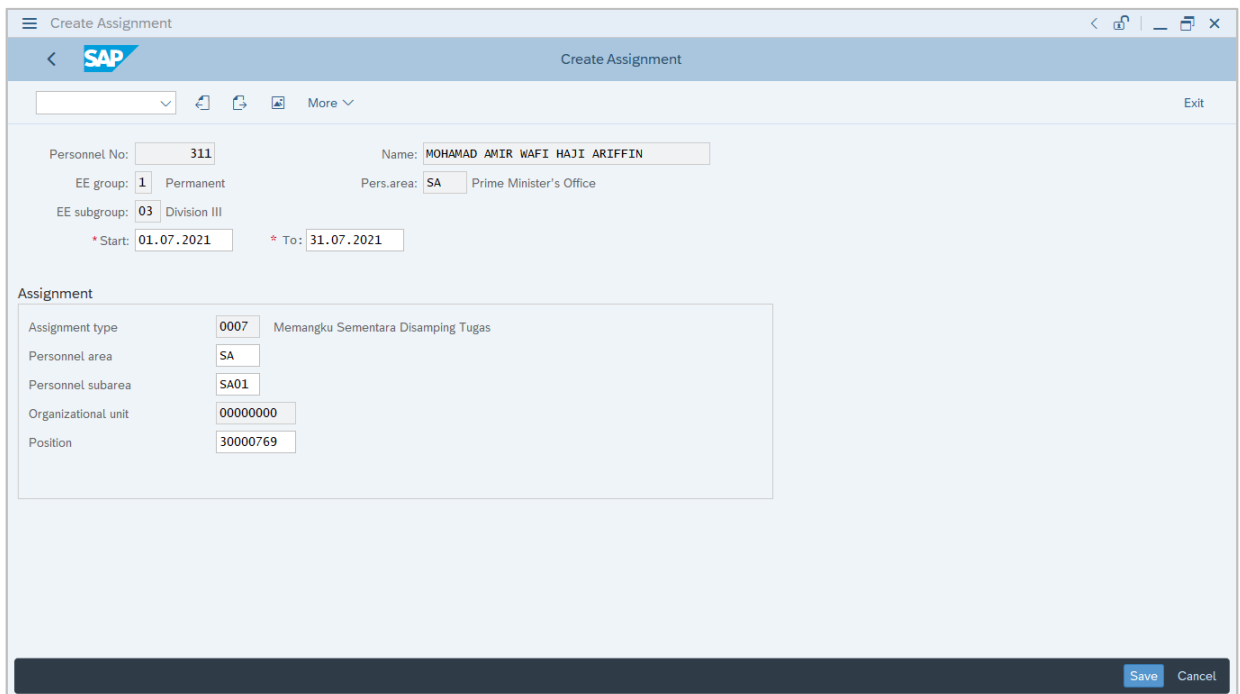


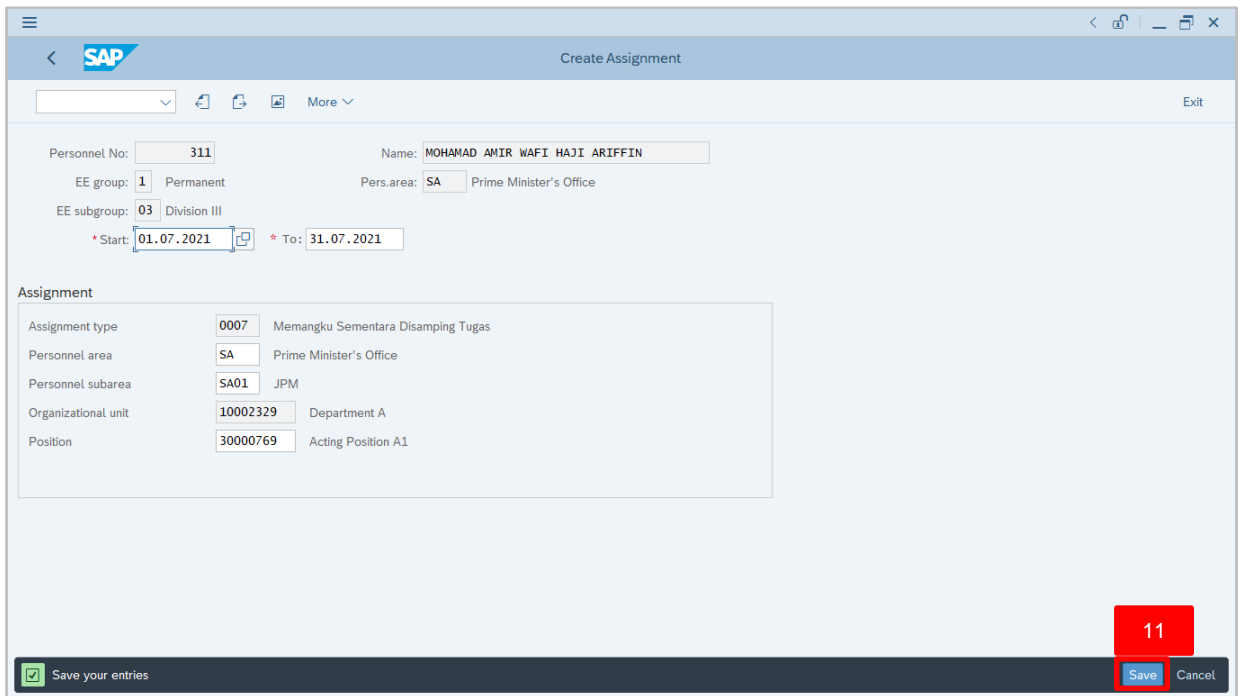
8. Under **Assignment** section, click on  icon for Position.



9. Select the Position for *Memangku* (Acting).

10. Click on  icon.





Personnel No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
 EE group: 1 Permanent Pers.area: SA Prime Minister's Office
 EE subgroup: 03 Division III
 * Start: 01.07.2021 * To: 31.07.2021

Assignment

Assignment type: 0007 Memangku Sementara Disamping Tugas
 Personnel area: SA Prime Minister's Office
 Personnel subarea: SA01 JPM
 Organizational unit: 10002329 Department A
 Position: 30000769 Acting Position A1

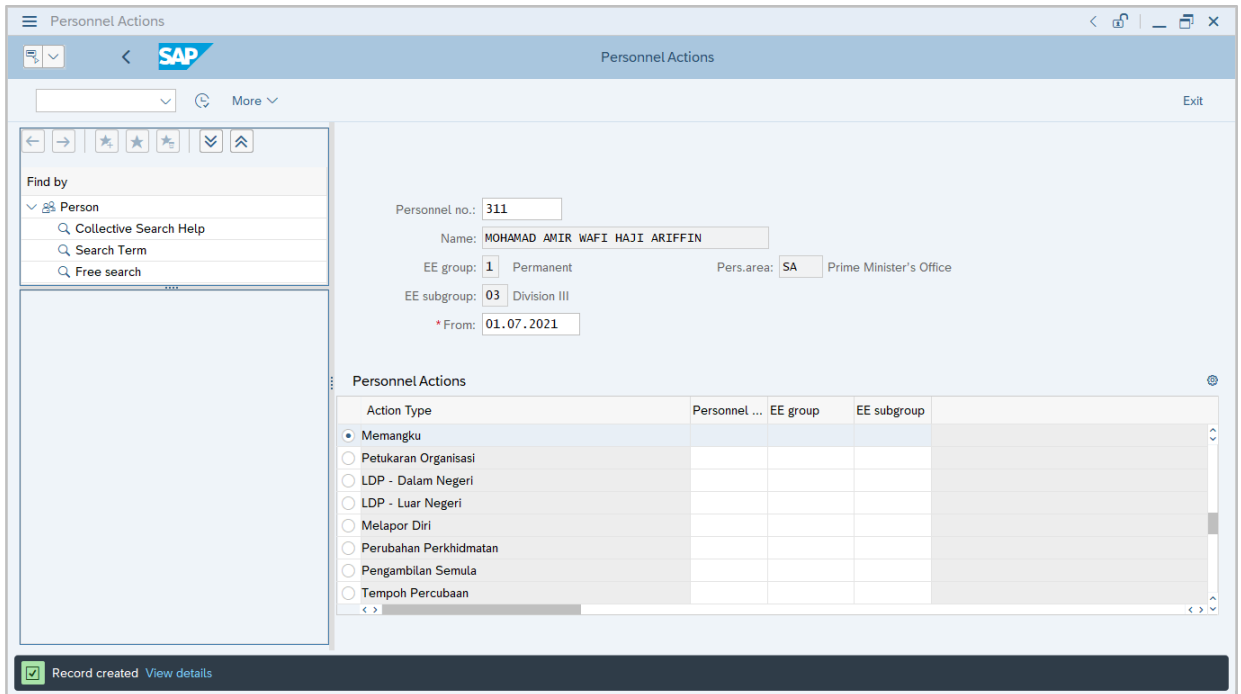
11

Save your entries Save Cancel

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

Outcome: Record is created.

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



Personnel Actions

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: 01.07.2021

Personnel Actions

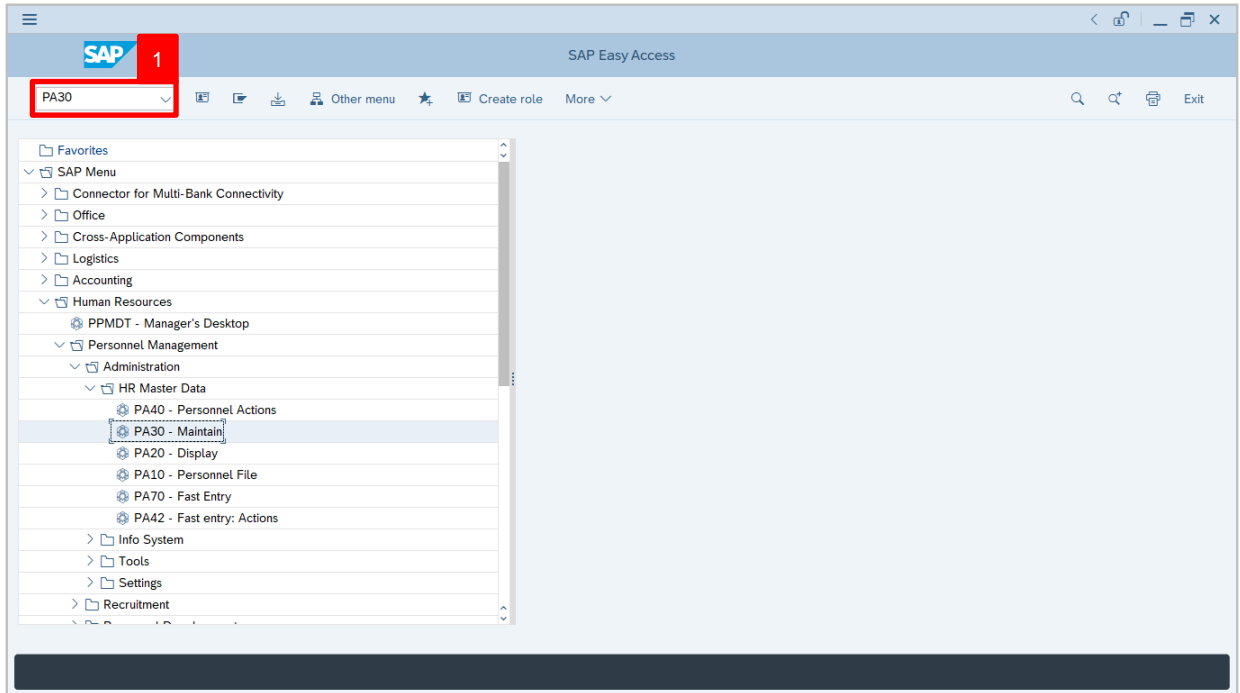
Action Type	Personnel ...	EE group	EE subgroup
<input checked="" type="radio"/> Memangku			
<input type="radio"/> Petukaran Organisasi			
<input type="radio"/> LDP - Dalam Negeri			
<input type="radio"/> LDP - Luar Negeri			
<input type="radio"/> Melapor Diri			
<input type="radio"/> Perubahan Perkhidmatan			
<input type="radio"/> Pengambilan Semula			
<input type="radio"/> Tempoh Percubaan			

Record created View details

View Action Overview

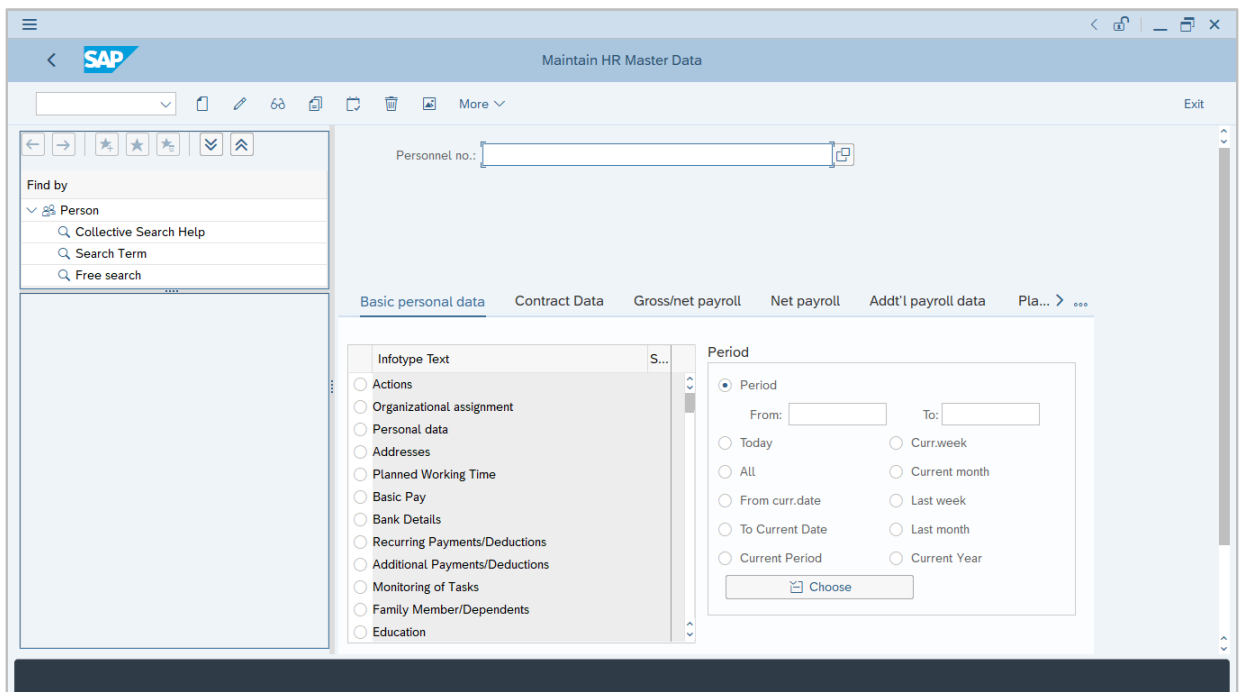
Back End User

Department HR Administrator and HR Administrator (JPA)



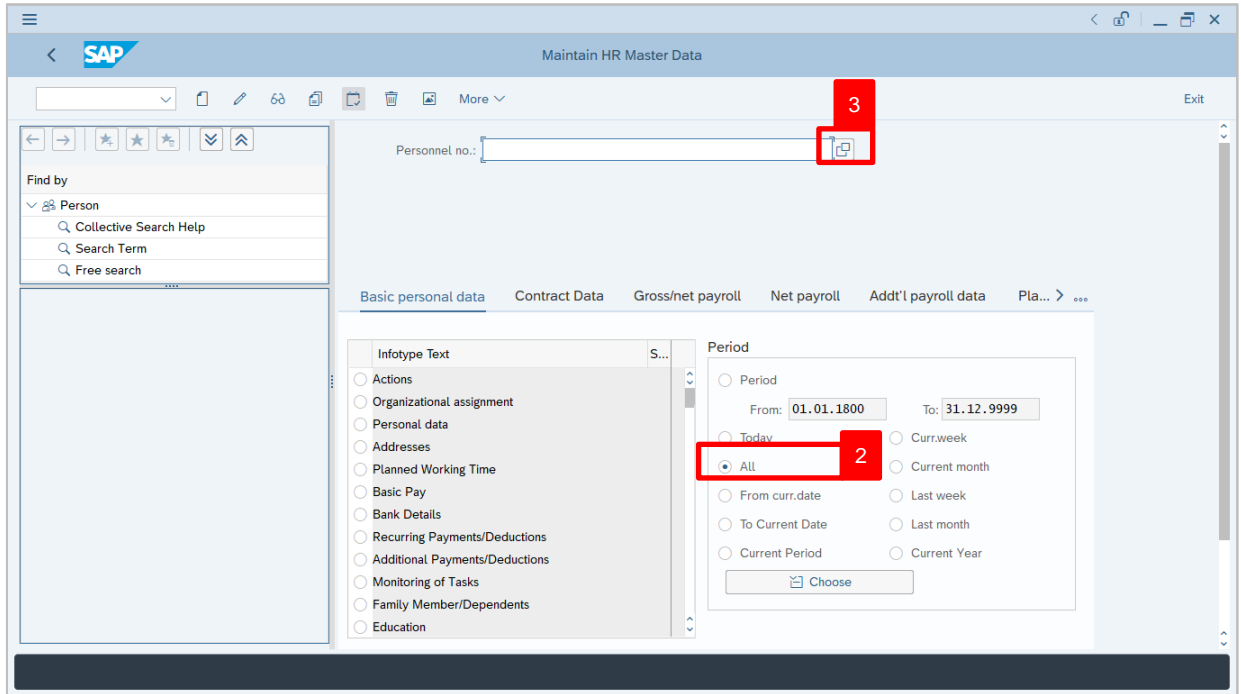
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



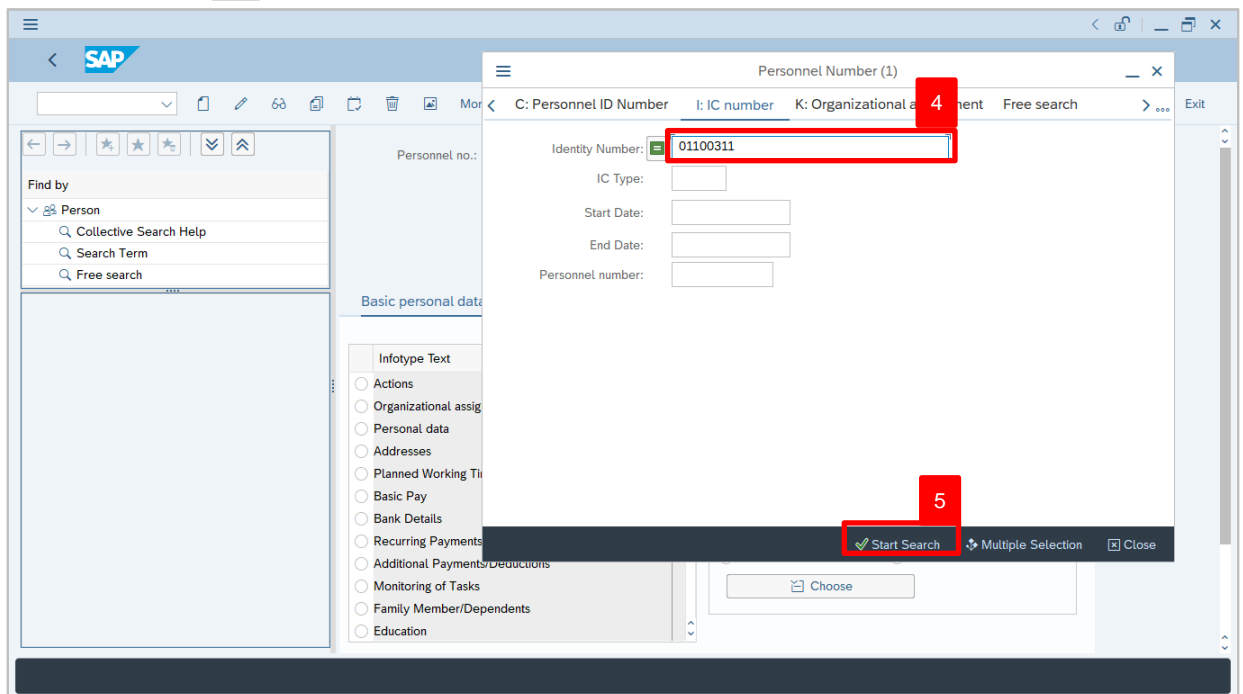
Note:


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

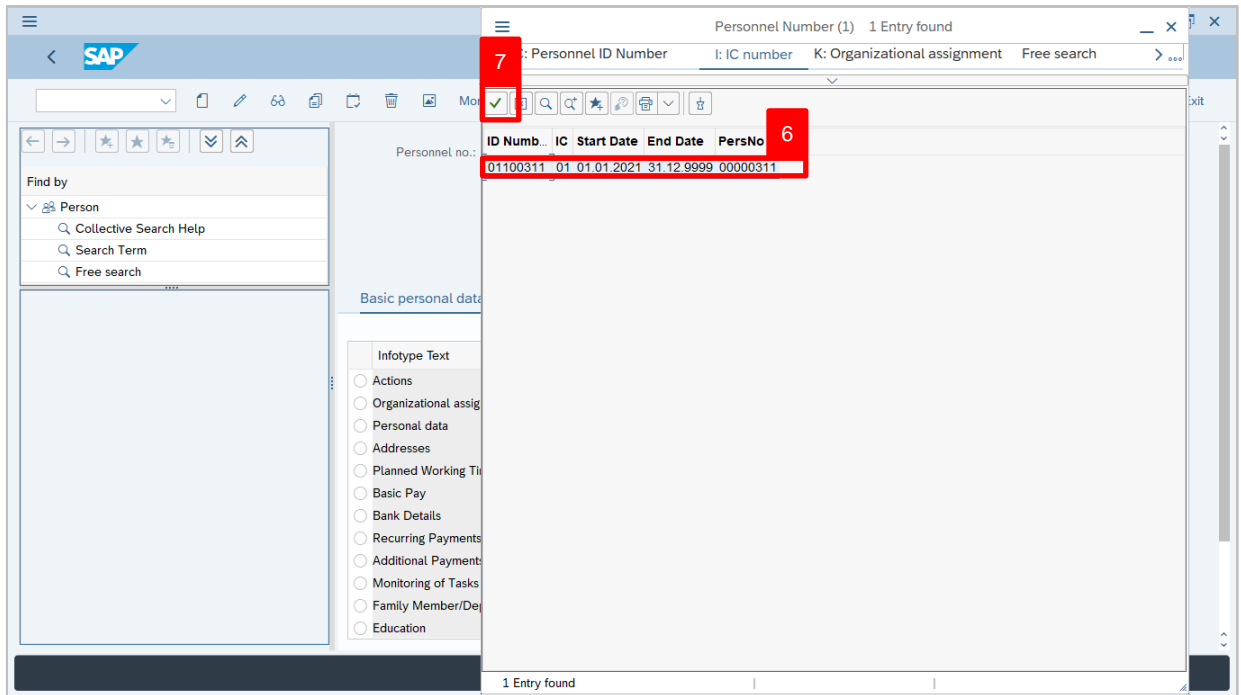



2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

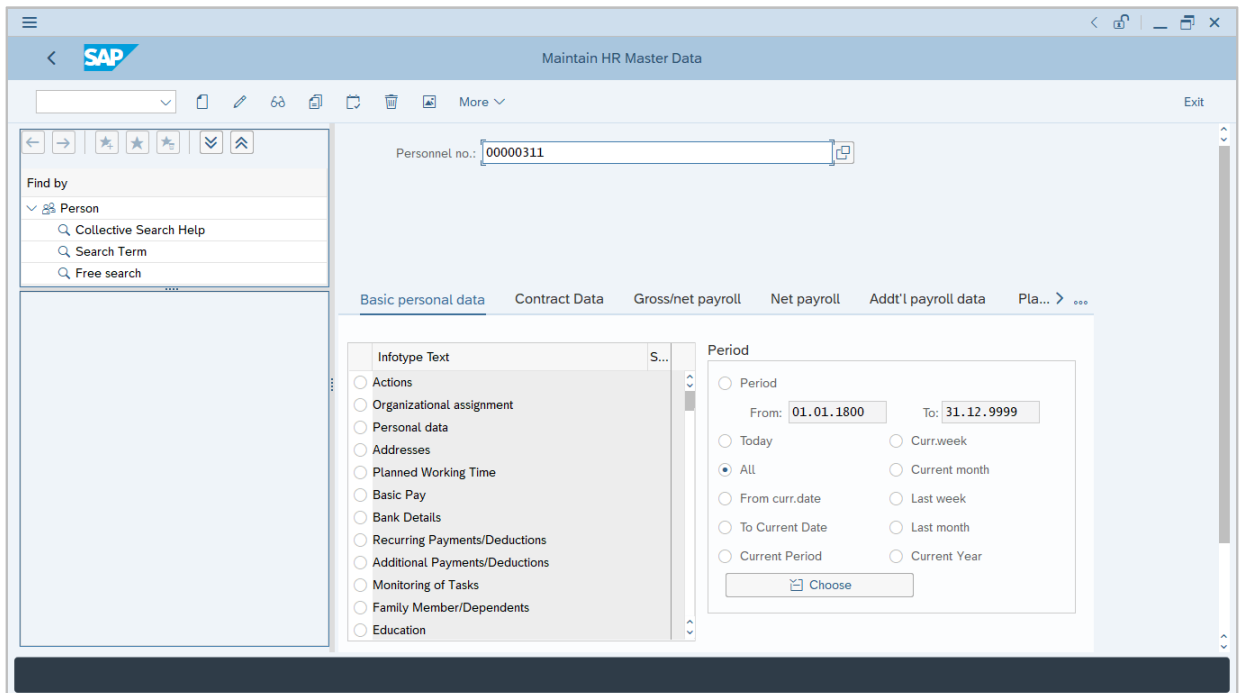
3. Click on  icon for Personnel No.



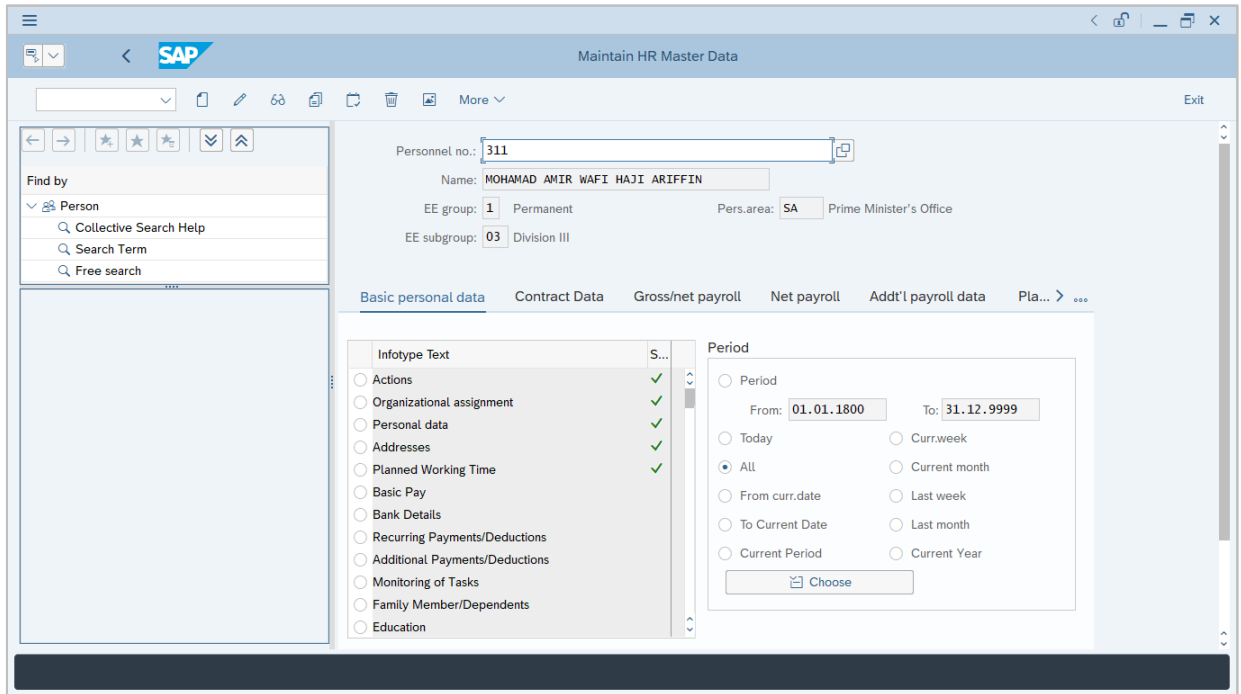
4. Enter the personnel IC Number.
5. Click on  icon.



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

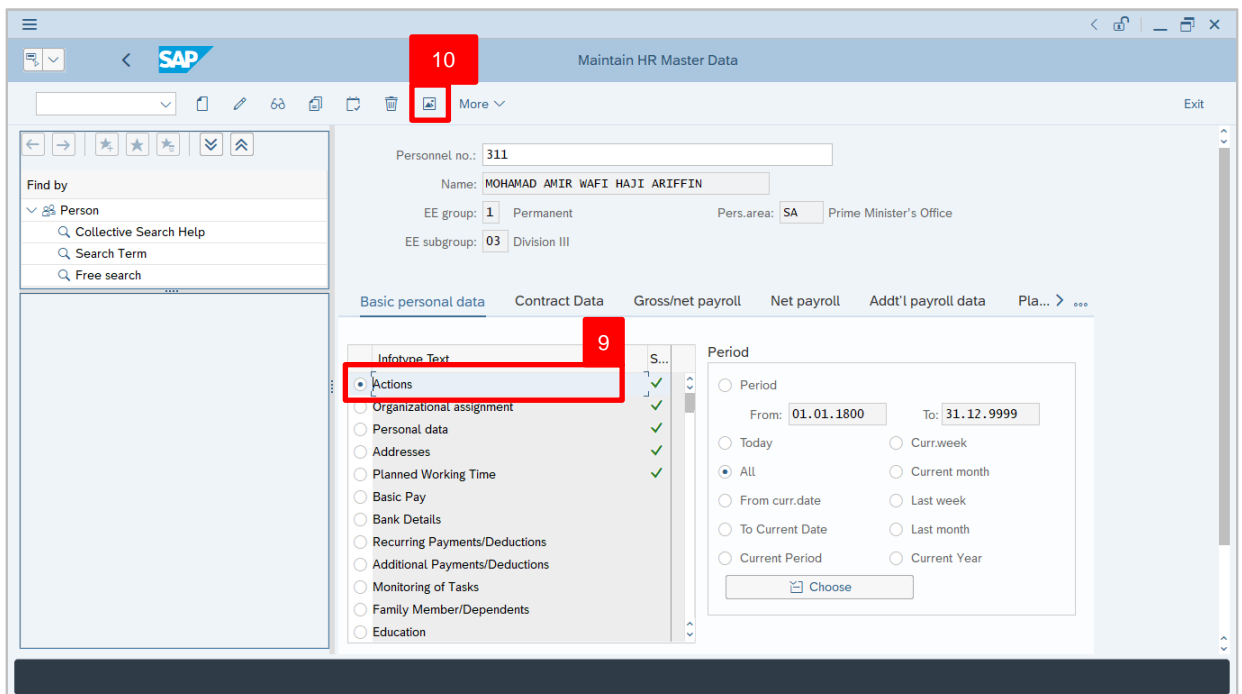



8. Press **Enter** button on the keyboard.




Note:

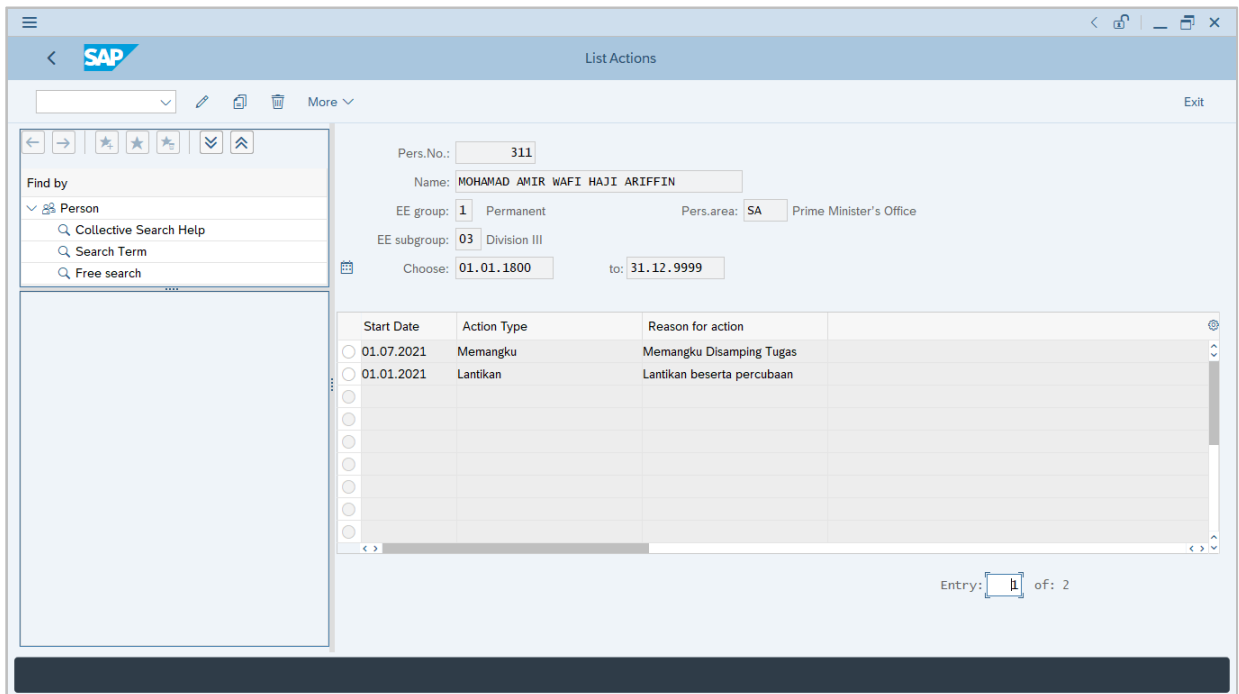
- The personnel information will be displayed.



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

10. Click on  icon.

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



The screenshot shows the SAP 'List Actions' interface. The top bar includes the SAP logo and the title 'List Actions'. Below the title bar, there are navigation icons and an 'Exit' button. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Find by' section with options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main content area displays search criteria for a specific person:

- Pers.No.: 311
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

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

Start Date	Action Type	Reason for action
01.07.2021	Memangku	Memangku Disamping Tugas
01.01.2021	Lantikan	Lantikan beserta percubaan

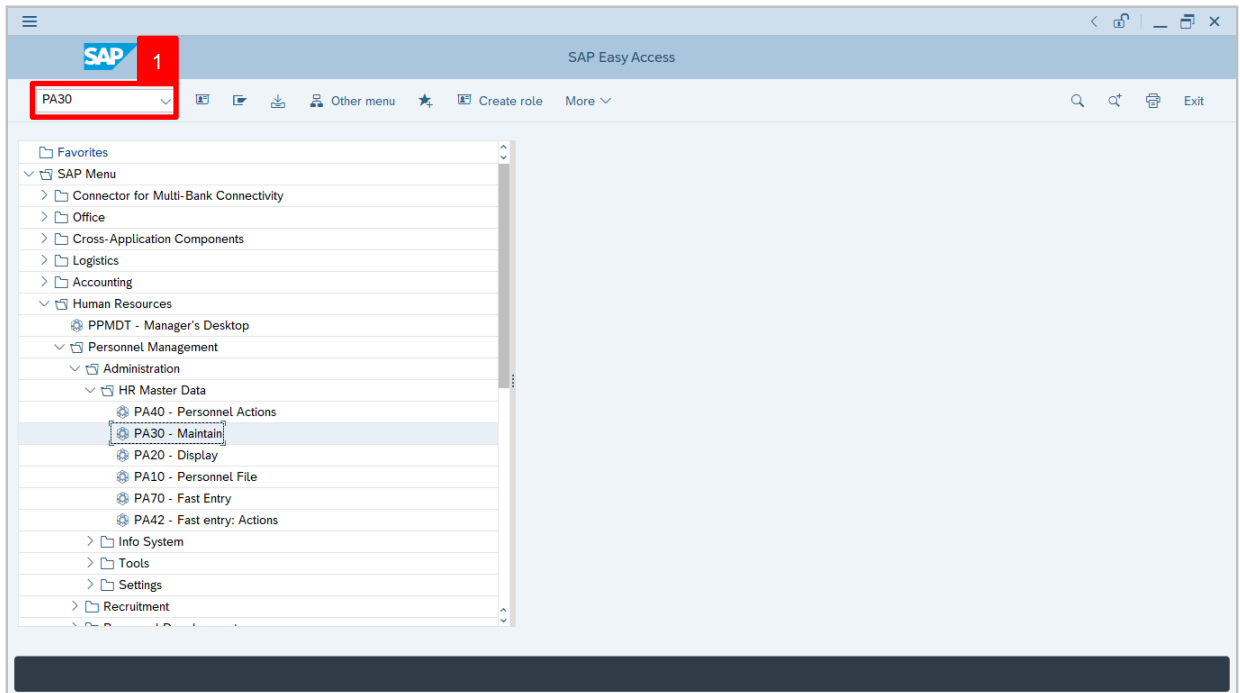
At the bottom right of the table area, it shows 'Entry: 1 of: 2'.

User can view the personnel actions in this page.

**Maintain Assignment
Infotype in PA30**

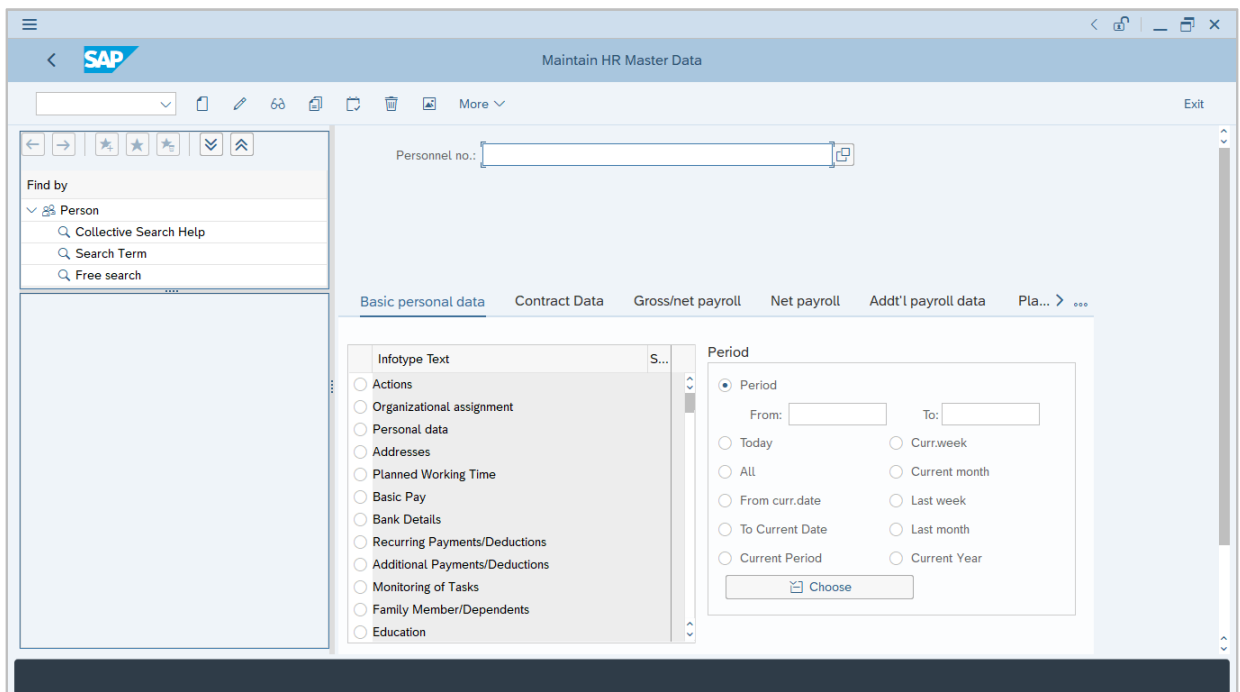
Back End User

Department HR Administrator and HR Administrator (JPA)



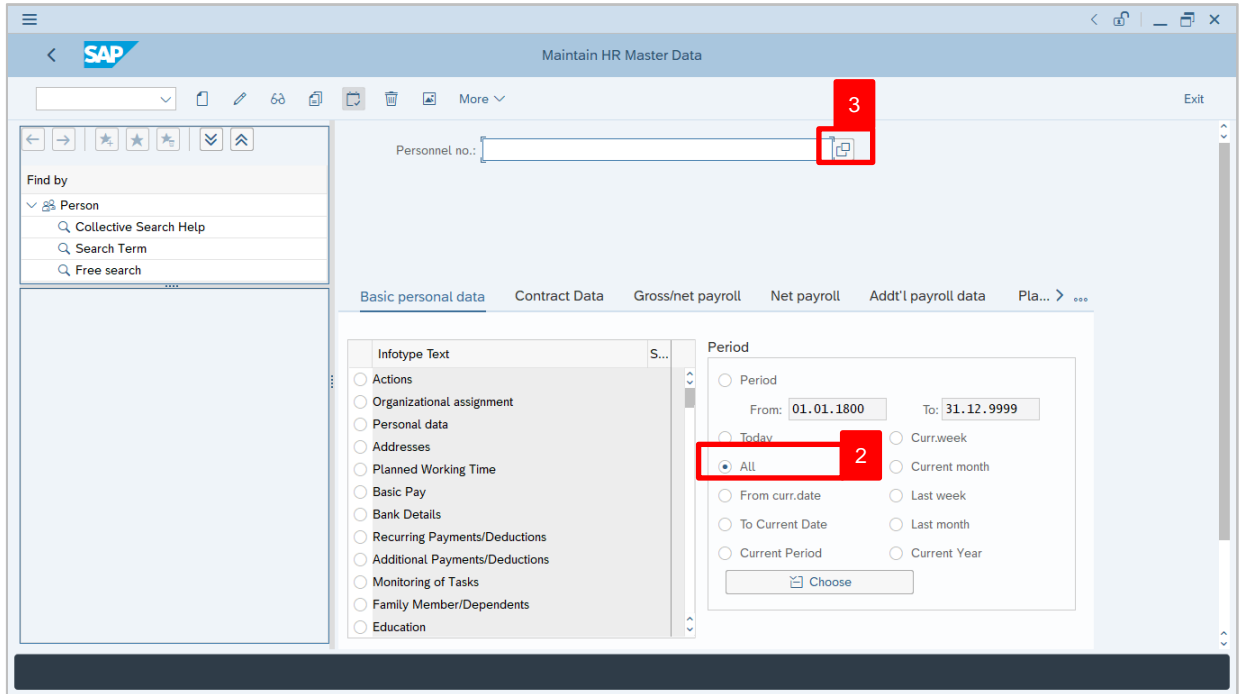
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



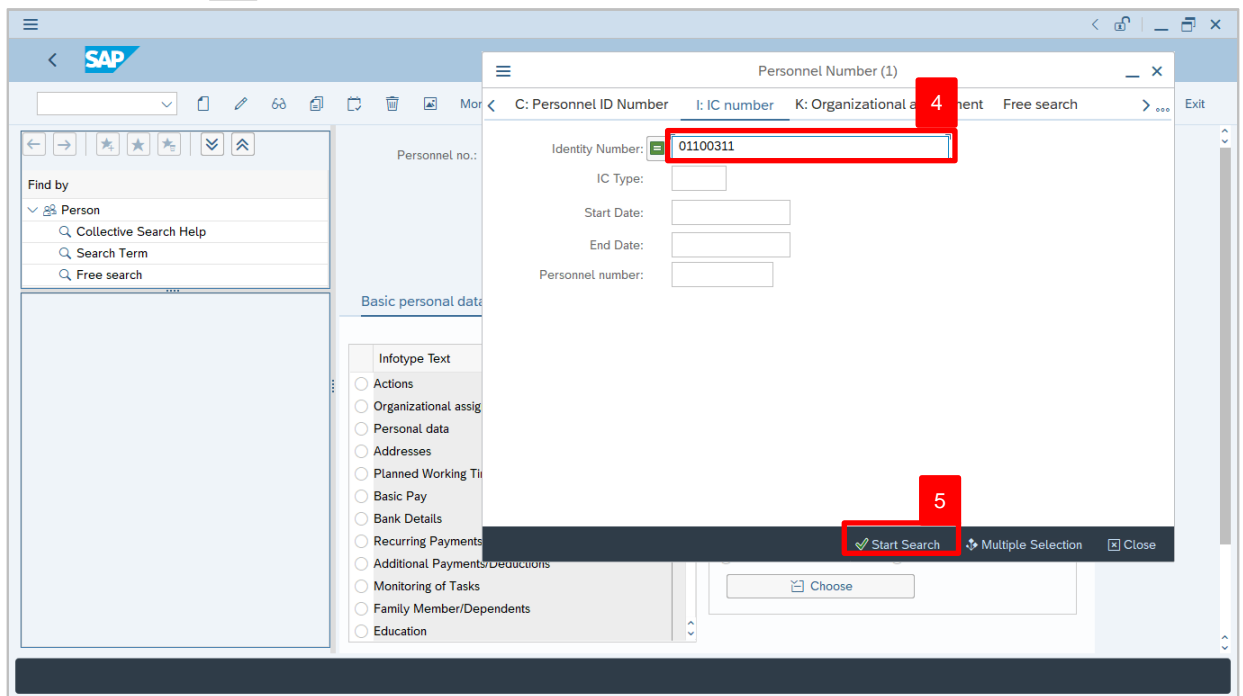
Note:

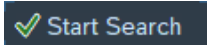
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.

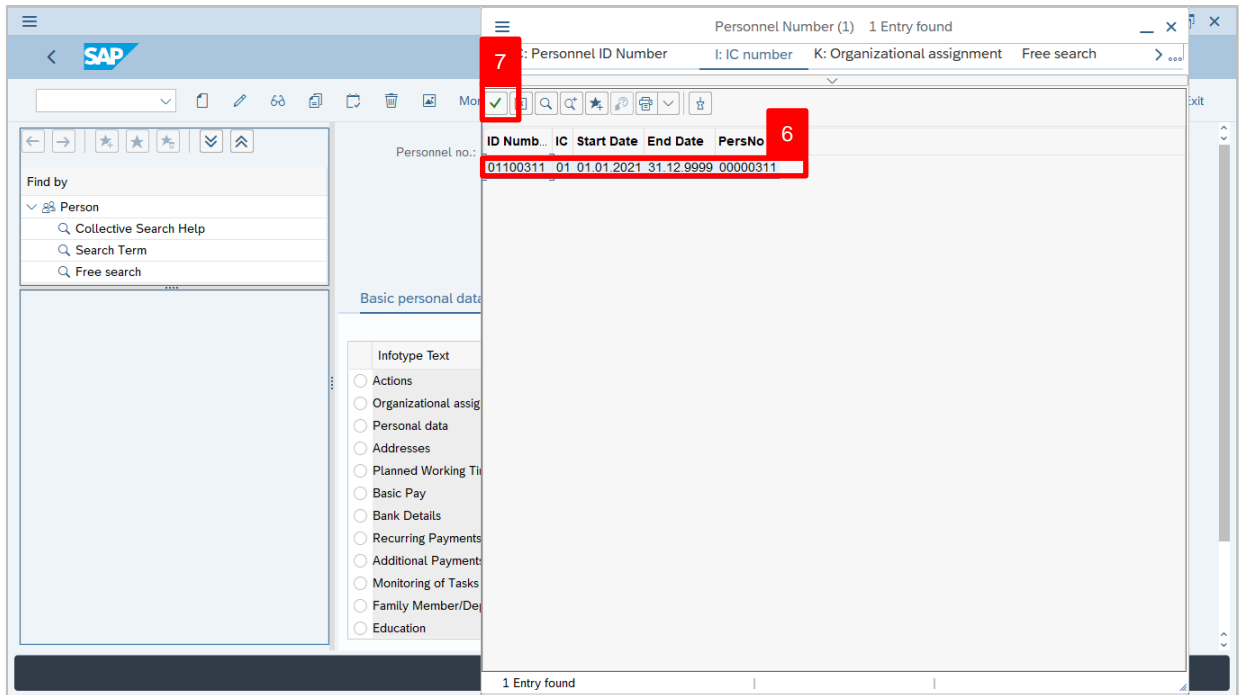



2. Under **Period** section, click on and select **All**
 All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

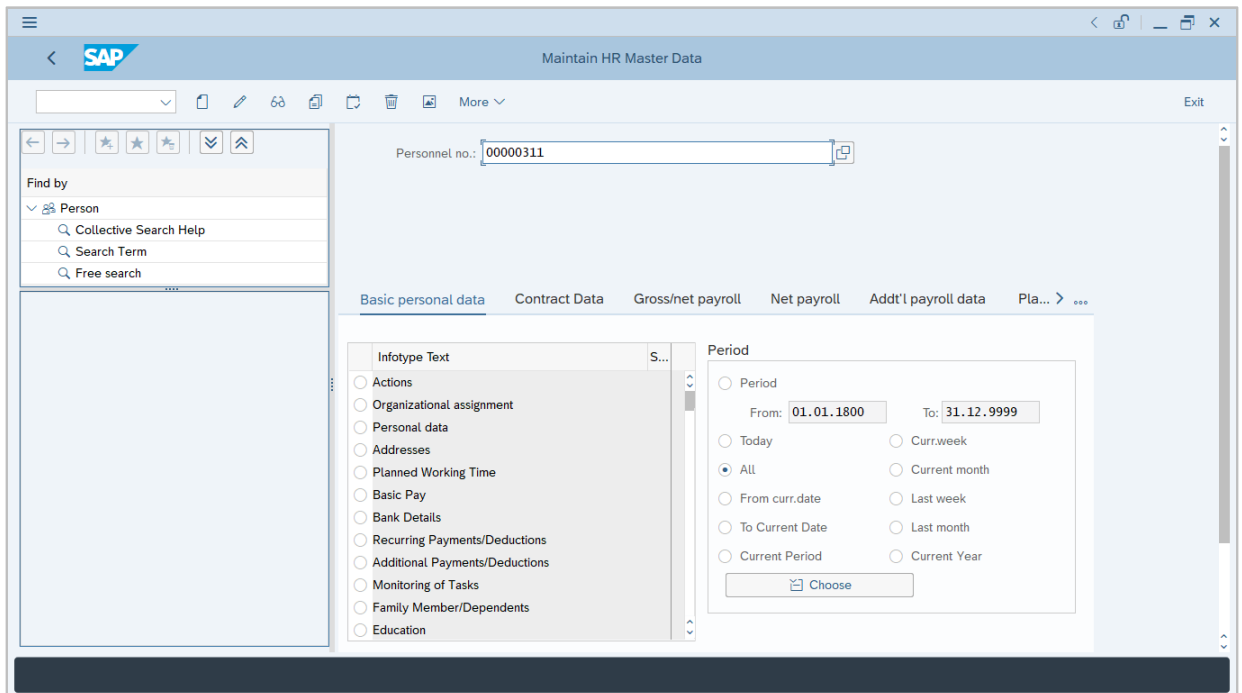
3. Click on  icon for Personnel No.



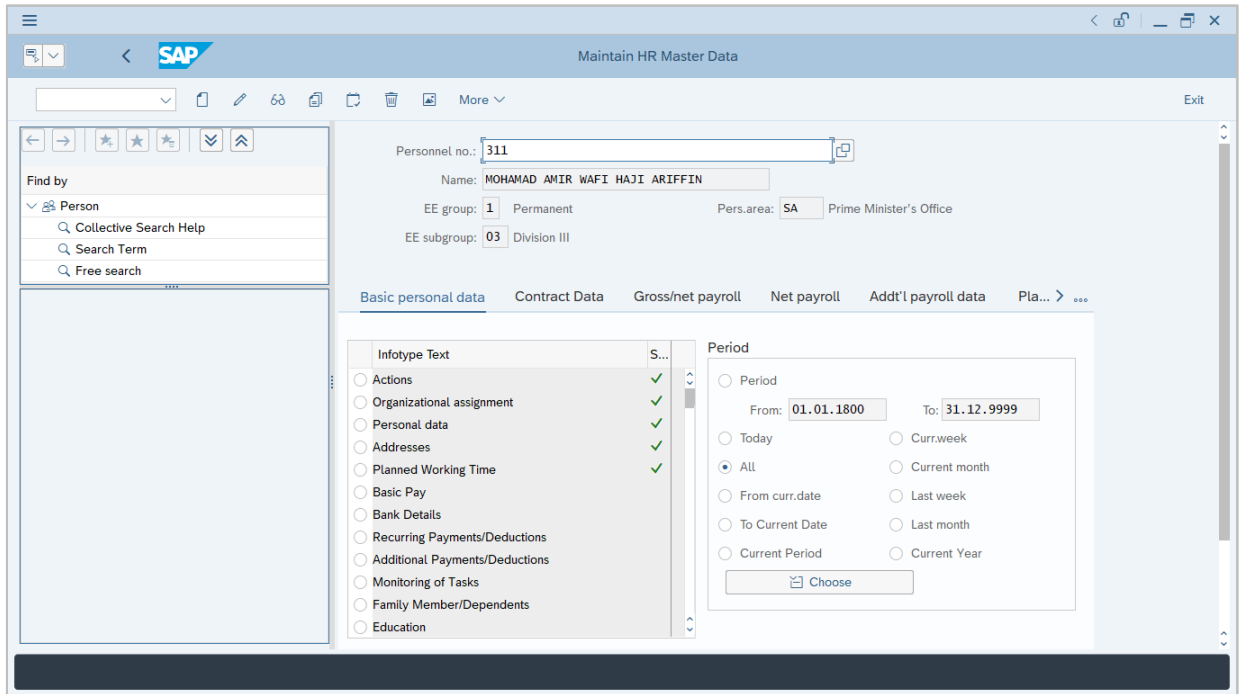
4. Enter the personnel IC Number.
5. Click on 



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

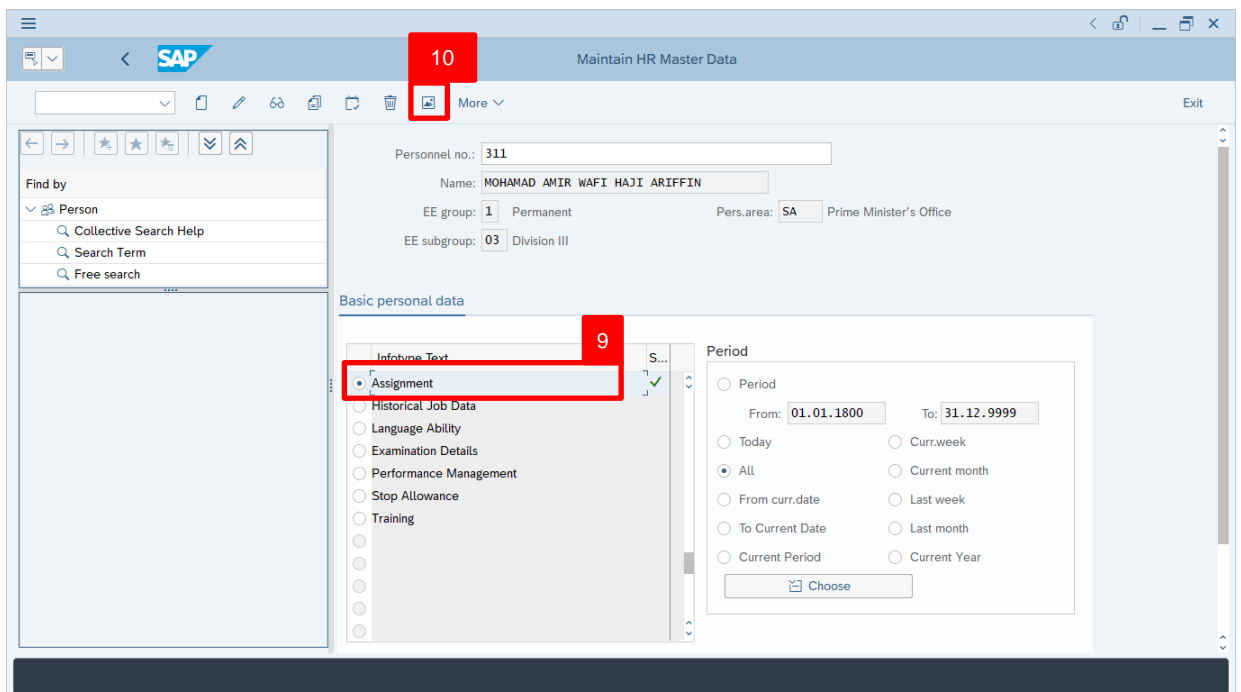


8. Press **Enter** button on the keyboard.




Note:

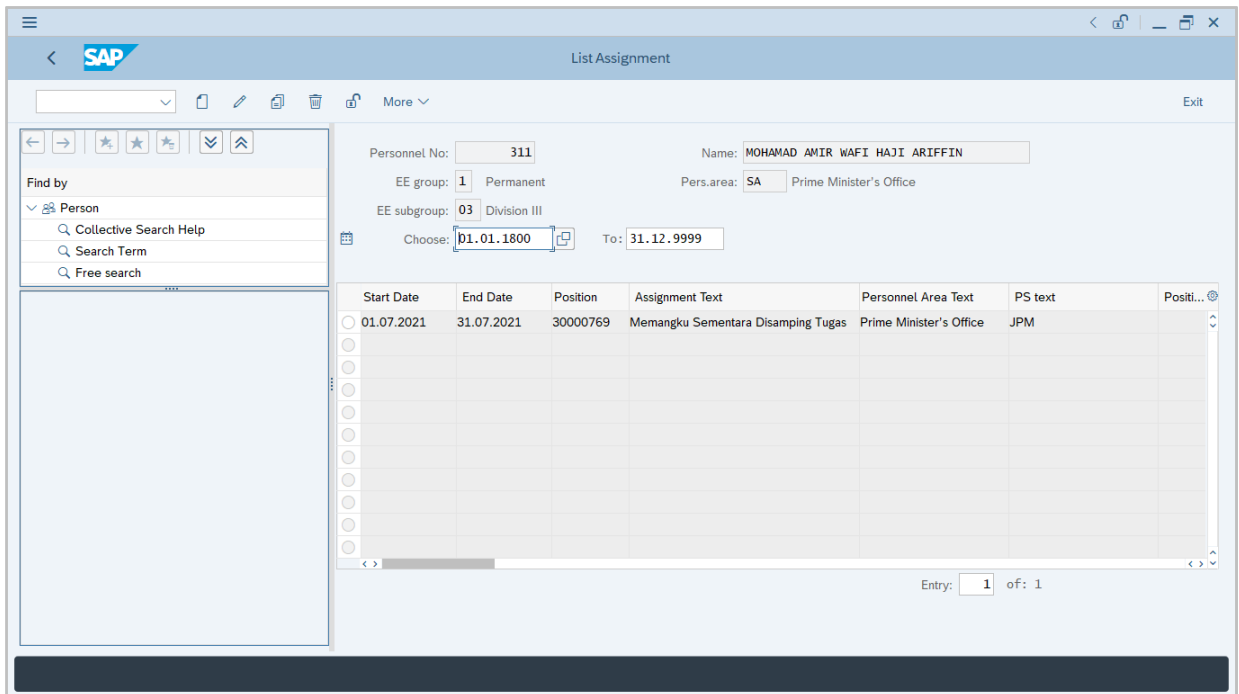
- The personnel information will be displayed.



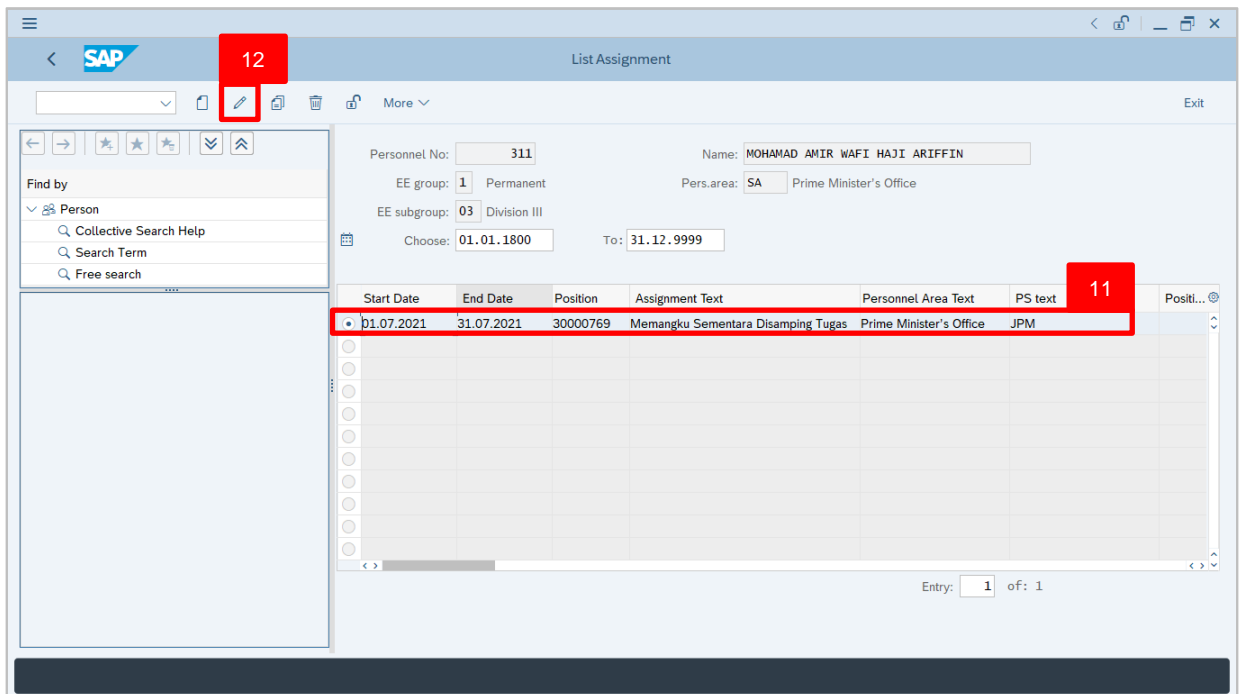
9. Under **Basic personal data** section, click on  and select **Assignment**

10. Click on  icon.

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



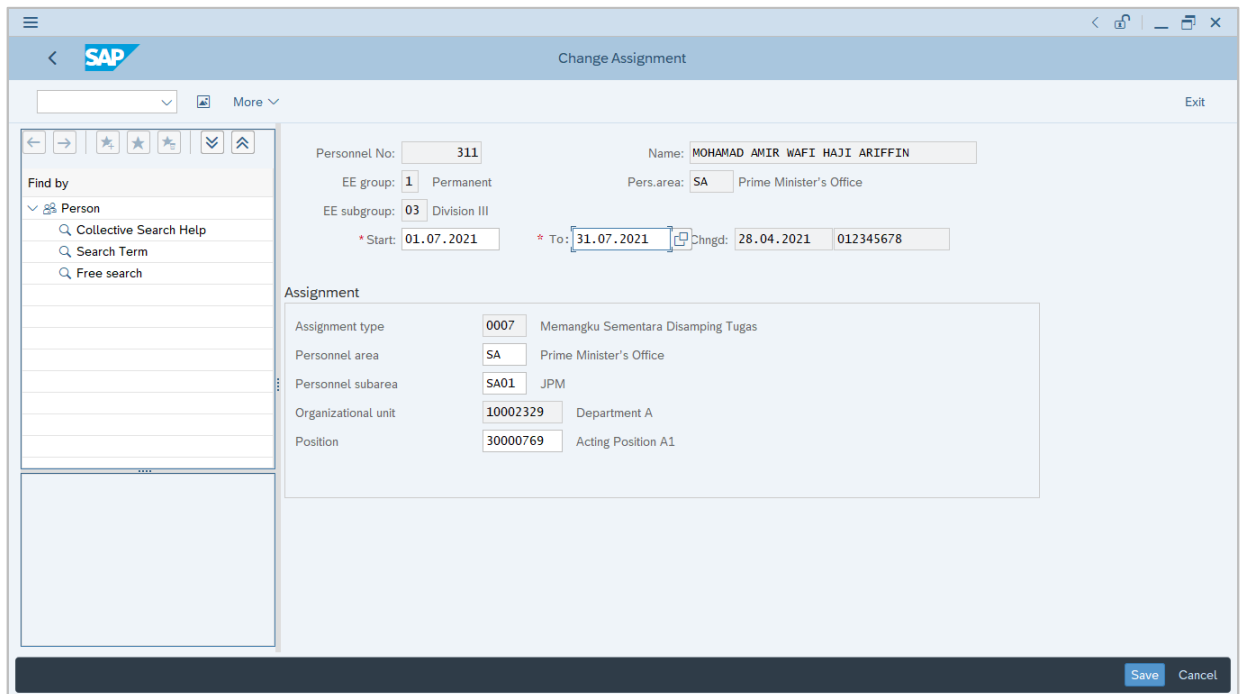
User can view the personnel assignment in this page.



11. Select assignment by clicking on

12. Click on icon

The **Change Assignment** page will be displayed.



The screenshot shows the SAP Change Assignment interface. The main area contains the following fields:

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:	01.07.2021	* To:	31.07.2021
		Chngd:	28.04.2021 012345678

The Assignment section includes:

Assignment type	0007	Memangku Sementara Disamping Tugas
Personnel area	SA	Prime Minister's Office
Personnel subarea	SA01	JPM
Organizational unit	10002329	Department A
Position	30000769	Acting Position A1

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

User can edit the personnel assignment details in this page.