



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

#### **Maintain Payroll Area**

**VERSION: 1.0**



## INTRODUCTION

This user guide acts as a reference for **Administration Users** (back-end user) to manage **Personnel Administration**. All Company and 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 will be 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**.

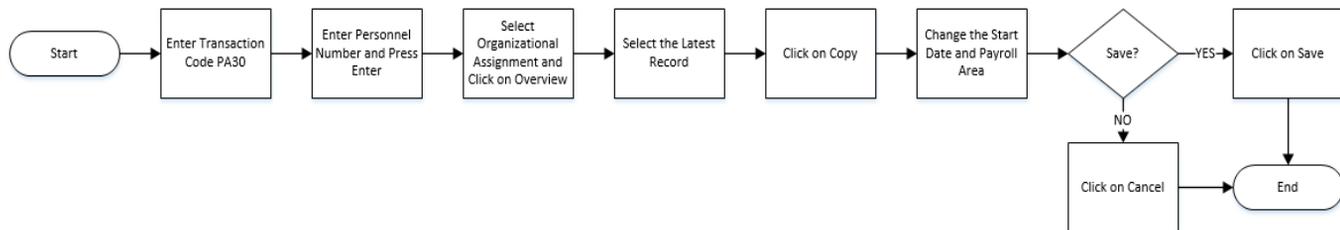


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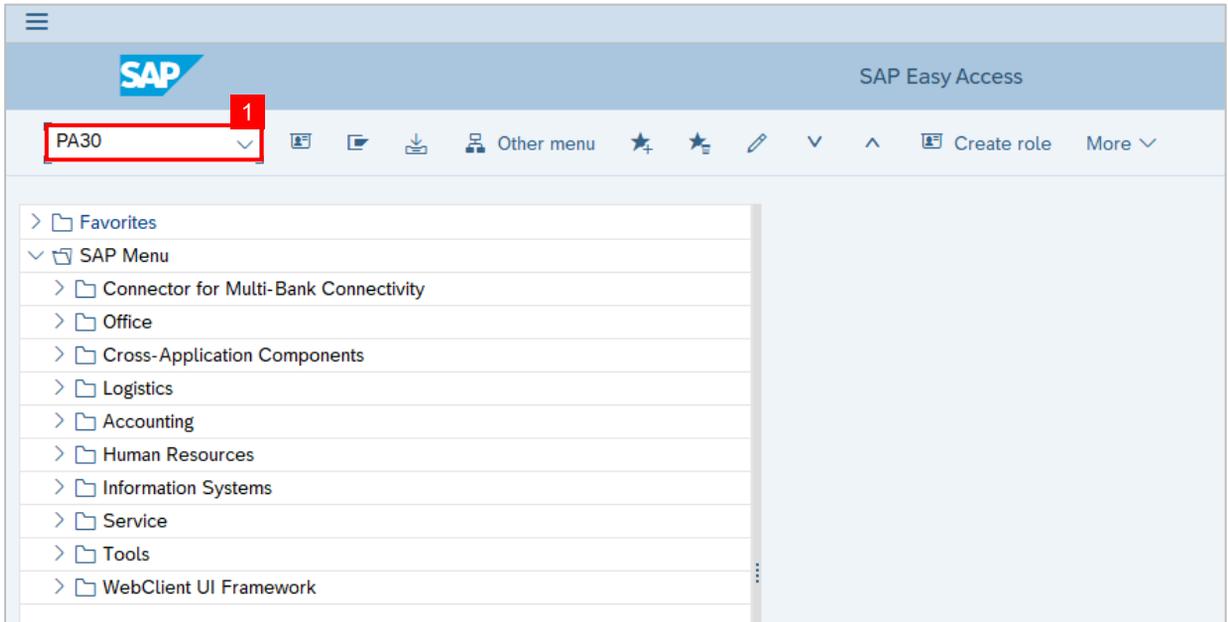
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## Process Overview

### Create Payroll Area

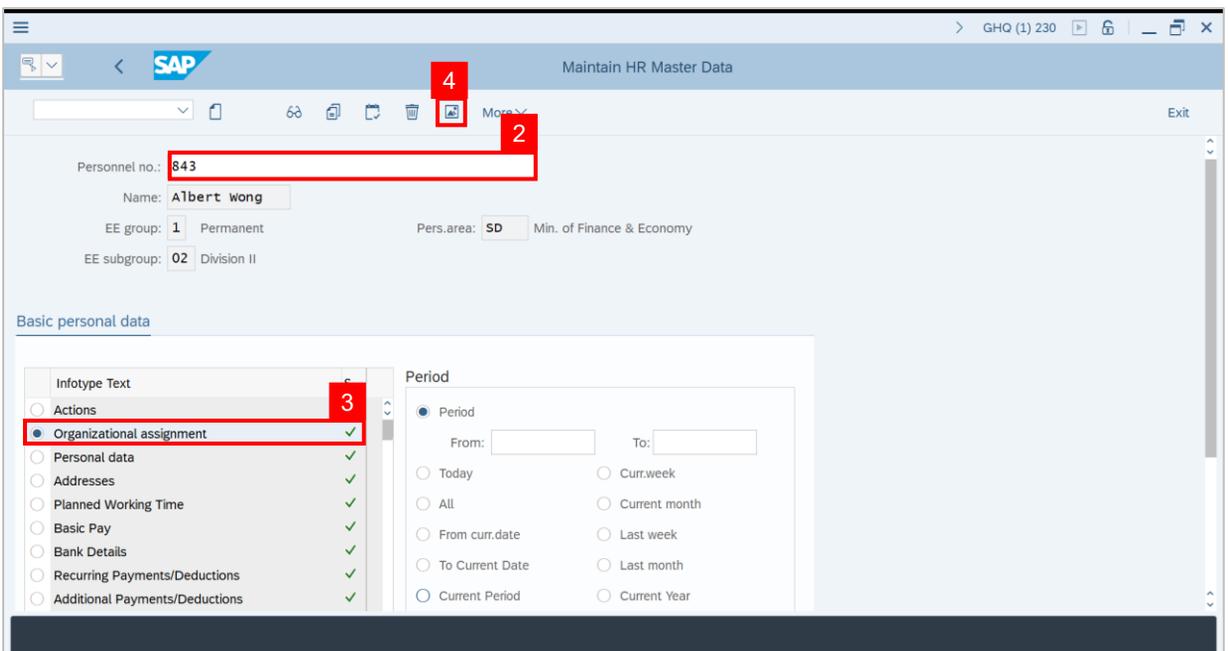


Maintain Payroll Area	Backend User
	Department HR Administrator



1. Enter transaction code PA30 in the search bar and click enter on the keyboard to navigate to **Maintain HR Master Data** page.

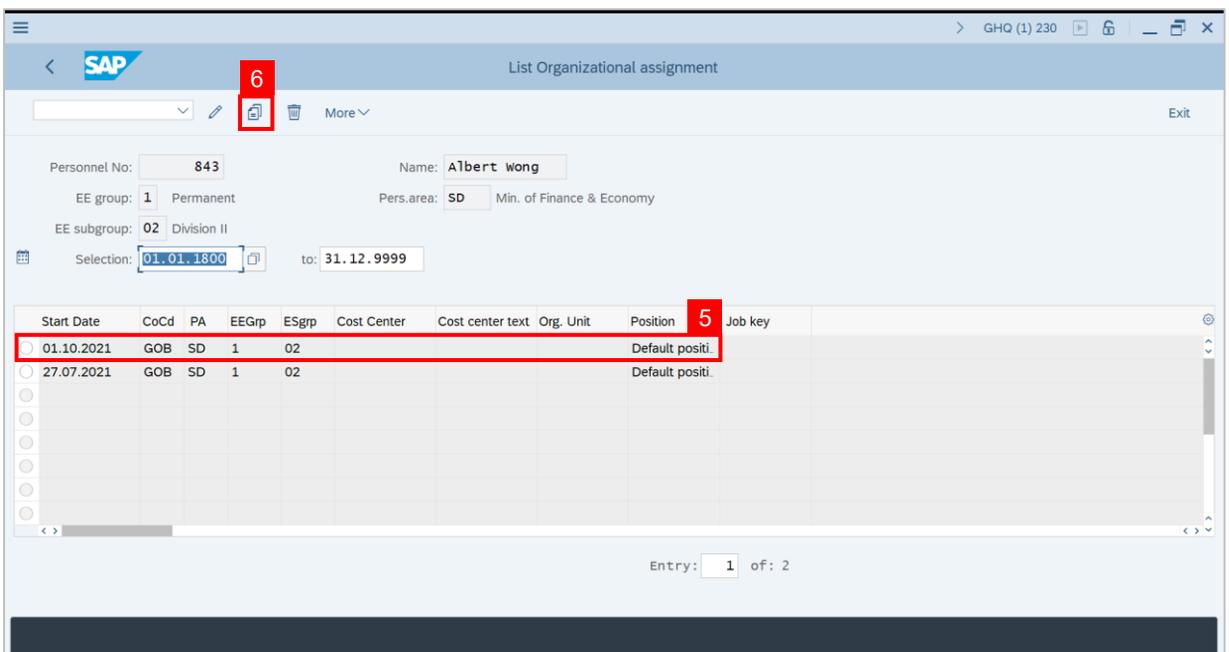
**Note:** Maintain HR Master Data page will be displayed.



2. Input the employee's **Personnel Number** and click enter on the keyboard.
3. Click  to select **Organizational Assignment** under Infotype text or enter 0001 under Direct Selection.
4. Click on  icon.

### Note:

List Organizational Assignment page will be displayed.



The screenshot shows the SAP 'List Organizational assignment' interface. At the top, there is a search bar with a red box labeled '6' around the 'Direct Selection' icon. Below the search bar, the employee details are displayed: Personnel No: 843, Name: Albert wong, EE group: 1 Permanent, Pers.area: SD Min. of Finance & Economy, EE subgroup: 02 Division II, and Selection: 01.01.1800 to 31.12.9999. A table below shows the organizational assignments. The first row is highlighted with a red box and labeled '5' in the 'Position' column. The table has the following columns: Start Date, CoCd, PA, EEGrp, ESgrp, Cost Center, Cost center text, Org. Unit, Position, and Job key.

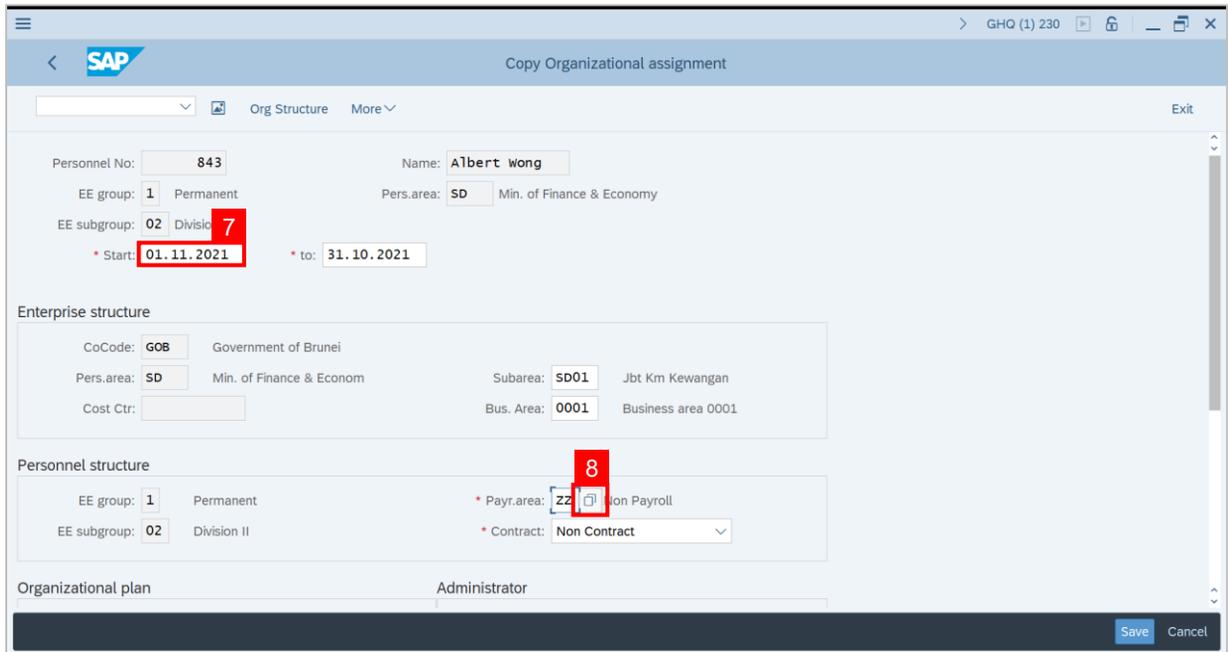
Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center text	Org. Unit	Position	Job key
01.10.2021	GOB	SD	1	02				Default positi.	
27.07.2021	GOB	SD	1	02				Default positi.	

Entry: 1 of: 2

5. Select the latest record to be copied by clicking the  icon.
6. Click the  icon.

### Note:

Copy Organizational Assignment page will be displayed.



Personnel No: 843 Name: Albert wong  
 EE group: 1 Permanent Pers.area: SD Min. of Finance & Economy  
 EE subgroup: 02 Division II  
 \* Start: 01.11.2021 \* to: 31.10.2021

Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SD Min. of Finance & Econom Subarea: SD01 Jbt Km Kewangan  
 Cost Ctr: Bus. Area: 0001 Business area 0001

Personnel structure  
 EE group: 1 Permanent \* Payr.area: ZZ Non Payroll  
 EE subgroup: 02 Division II \* Contract: Non Contract

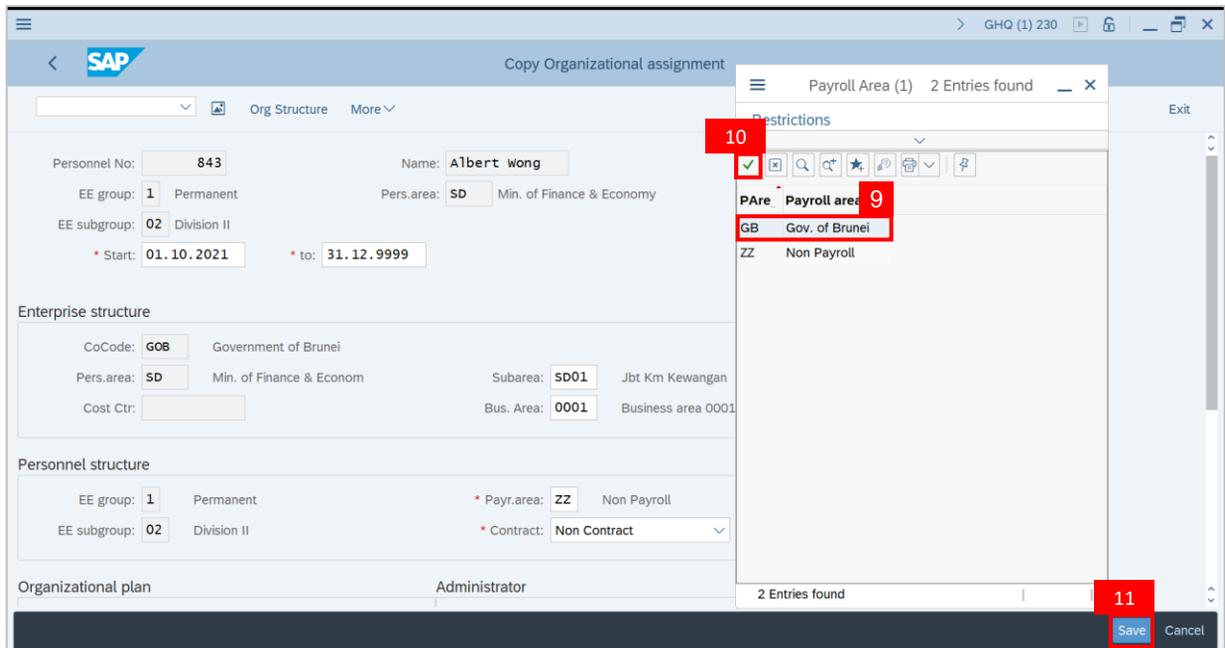
Organizational plan Administrator

Save Cancel

7. Change the **Start Date**, the date should be based on the date of upcoming payout.

8. Input the Payroll Area. To view list of Payroll Area Types, click on 

**Note:** Payroll Area (1) page will be displayed.



Personnel No: 843 Name: Albert wong  
 EE group: 1 Permanent Pers.area: SD Min. of Finance & Economy  
 EE subgroup: 02 Division II  
 \* Start: 01.10.2021 \* to: 31.12.9999

Enterprise structure  
 CoCode: GOB Government of Brunei  
 Pers.area: SD Min. of Finance & Econom Subarea: SD01 Jbt Km Kewangan  
 Cost Ctr: Bus. Area: 0001 Business area 0001

Personnel structure  
 EE group: 1 Permanent \* Payr.area: ZZ Non Payroll  
 EE subgroup: 02 Division II \* Contract: Non Contract

Organizational plan Administrator

Payroll Area (1) 2 Entries found

Restrictions

PAre	Payroll area
GB	Gov. of Brunei
ZZ	Non Payroll

2 Entries found

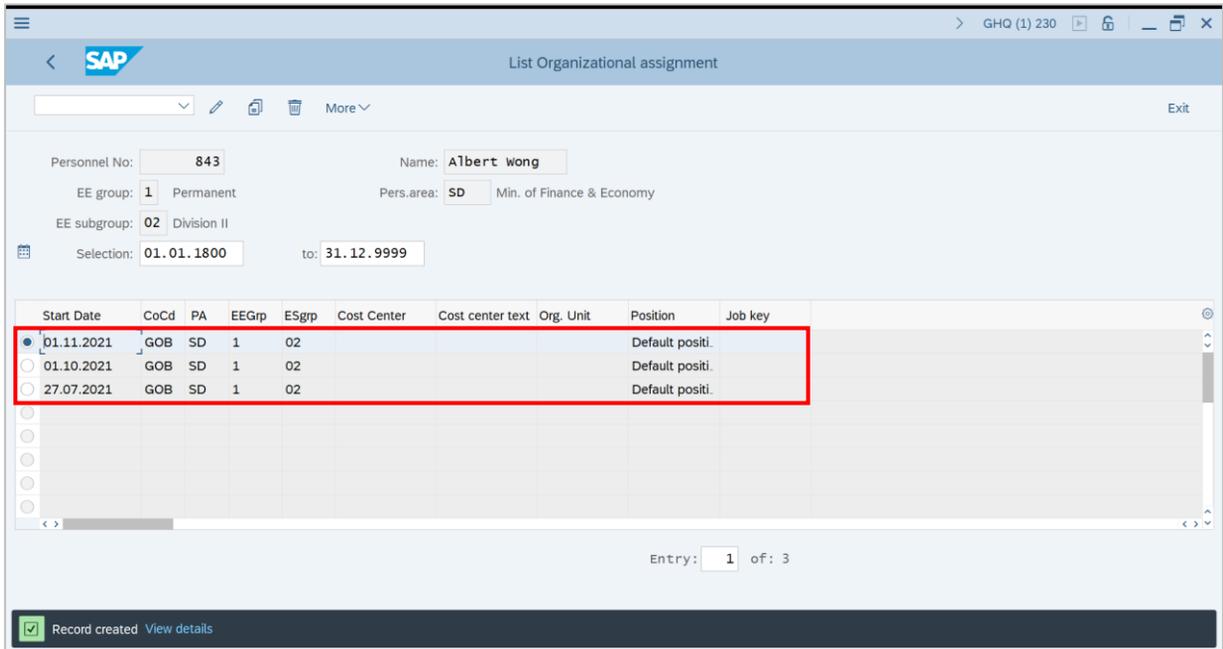
Save Cancel

9. Select GB (Government of Brunei).

10. Click on 

11. Click on 

*Outcome:* New data has been recorded as shown below.



The screenshot shows the SAP 'List Organizational assignment' interface. The header includes the SAP logo and the title 'List Organizational assignment'. Below the header, there are search and action icons. The main area displays the following details:

- Personnel No: 843
- Name: Albert Wong
- EE group: 1 Permanent
- Pers.area: SD Min. of Finance & Economy
- EE subgroup: 02 Division II
- Selection: 01.01.1800 to: 31.12.9999

A table below shows the organizational assignments:

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost center text	Org. Unit	Position	Job key
<input checked="" type="radio"/> 01.11.2021	GOB	SD	1	02				Default positi.	
<input type="radio"/> 01.10.2021	GOB	SD	1	02				Default positi.	
<input type="radio"/> 27.07.2021	GOB	SD	1	02				Default positi.	

At the bottom of the table, it says 'Entry: 1 of: 3'. A status bar at the very bottom indicates 'Record created View details'.

**Note:**

- **Payroll Area GB** means that this employee is an **active** personnel for Government of Brunei and **will received salary** from GB
- **Non-Payroll ZZ** means that this employee is **not an active** personnel for Government of Brunei and will **not received salary** from GB. For example, personnel who are in special leaves without pay, suspended employee, retired or terminated employee. These employees will and suppose to have Payroll Area: ZZ