SISTEM SUMBER MANUSIA

User Guide
for Back End User (SAP GUI)

Maintain Employee Movement (PA)
Probation Application Approval
JPA Approver

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Administrative Department Users** (back-end user) to manage **Employee Movement (PA).** 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
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**.
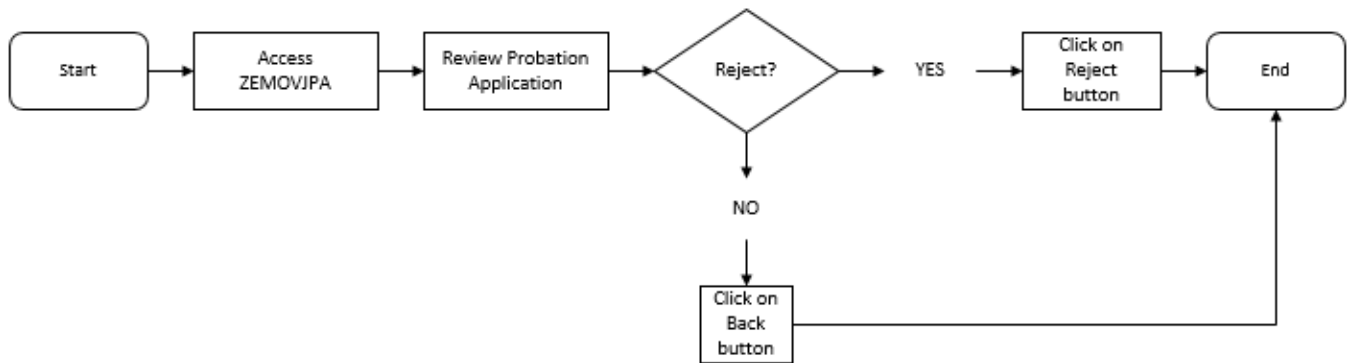
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Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Process Overview

Add Transaction Code to Favourites

Start → Log on SAP GUI → Right click on Favorites → Click on Insert Transaction → Enter ZEMOVJPA → Click on Tick icon → End

Reject Probation Application in ZEMOVJPA

Start → Access ZEMOVJPA → Review Probation Application → Reject? → YES → Click on Reject button → End

Reject? → NO → Click on Back button → End

Rework Probation Application in ZEMOVJPA

Start → Access ZEMOVJPA → Review Probation Application → Rework? → YES → Click on Rework button → End

Rework? → NO → Click on Back button → End
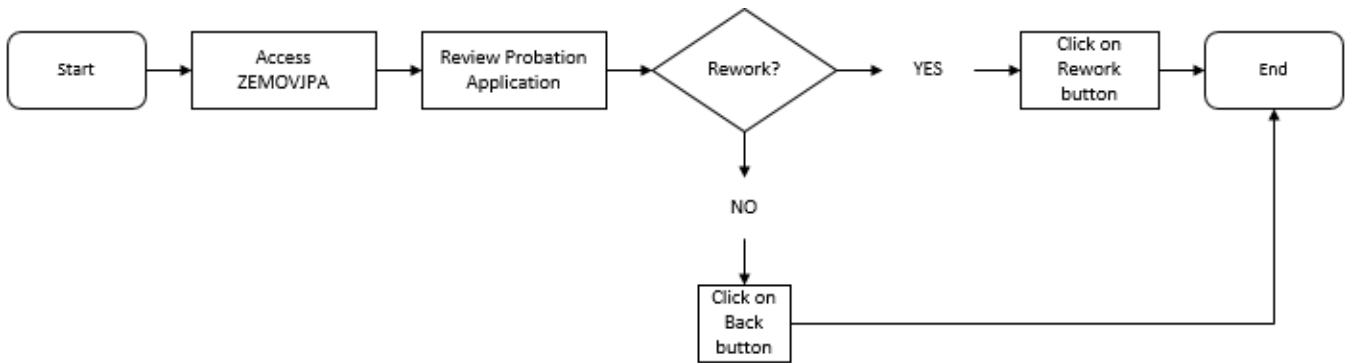
Approve Probation Application in ZEMOVJPA

Start → Access ZEMOVJPA → Review Probation Application → Approve? → YES → Click on Approve button → End

Approve? → NO → Click on Back button → End
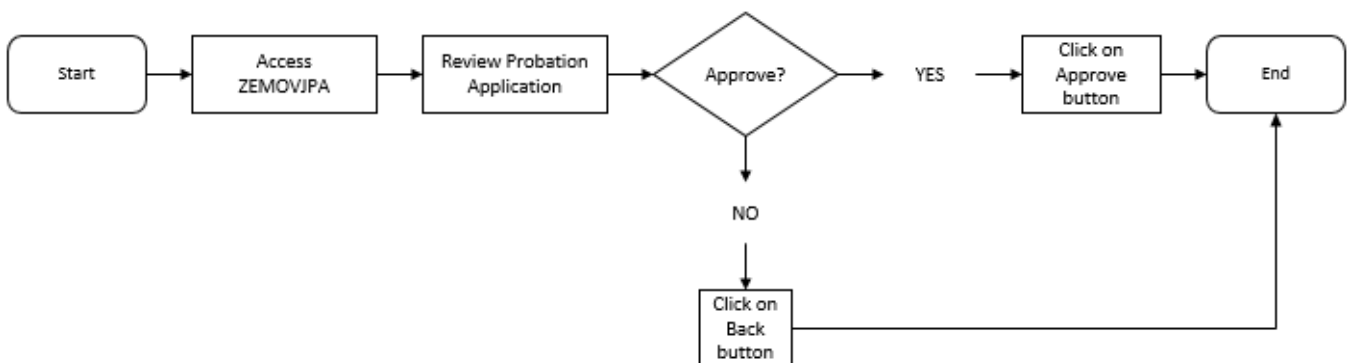
Generate Summary Report for Application via ZPA_004

```
┌──────────┐     ┌──────────┐     ┌──────────┐     ┌──────────┐     ┌──────────┐
│  Start   │ ──▶ │  Access  │ ──▶ │ Enter the│ ──▶ │ Click on │ ──▶ │   End    │
│          │     │ ZPA_004  │     │Report    │     │ Execute  │     │          │
│          │     │          │     │fields    │     │ button   │     │          │
└──────────┘     └──────────┘     └──────────┘     └──────────┘     └──────────┘
```

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Add Transaction Code To Favorites	Backend User
	Department HR Administrator & JPA Approver

Log into SAP GUI (Back End) and proceed with the following steps.

1. Right click on the **Favorites** folder.
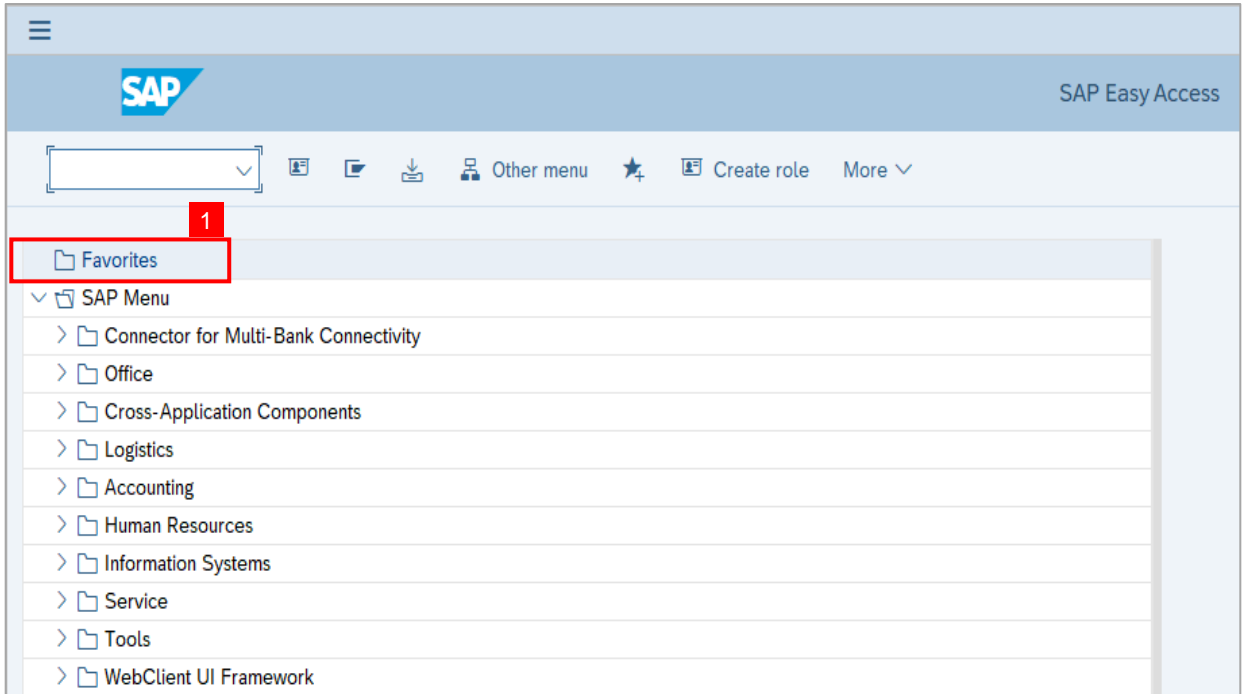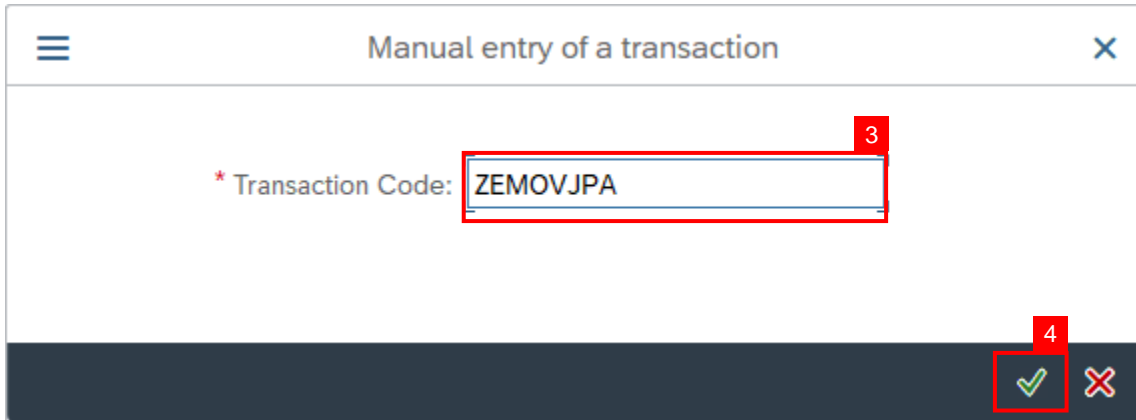
2. Click on **Insert Transaction**.
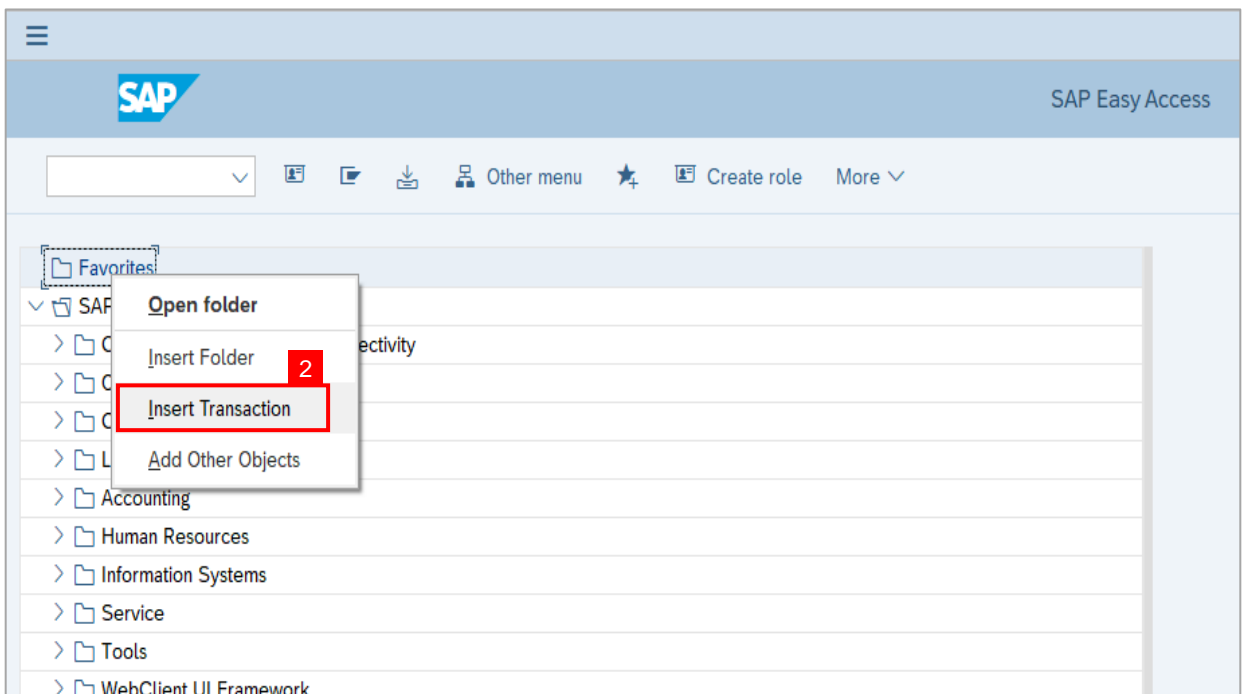
Note: Manual entry of a transaction will be displayed.

3. Enter Probation – Approver Transaction Code **ZEMOVJPA**

4. Click on **Continue** (Tick) icon.

Note: Probation - Approver Transaction will be copied to your Favorites folder as Employee

Movement - Requestor

Reject Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i.   JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii.   The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.

Note:

i.   Unopened notifications will be marked with **New.**

ii.   Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Area (Ministry).**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**

6. Click on **Execute** button.

Note:

i.   JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii.   Submitted applications can be further filtered with **Application ID**.

iii. User may leave **Application ID** field empty to view all applications submitted.

7. Select submitted application.

8. Click on **Change** icon.

Note: The **Application List Approver (Personnel Application)** page will be displayed.

Note:

i.   JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

iv. Click on **Print** button

Note:

v. Click on **Allow** button for SAP GUI Security.

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

12. Select **Attachment** to review.

13. Click on **View** button.

Application Details	Document Upload	Application History

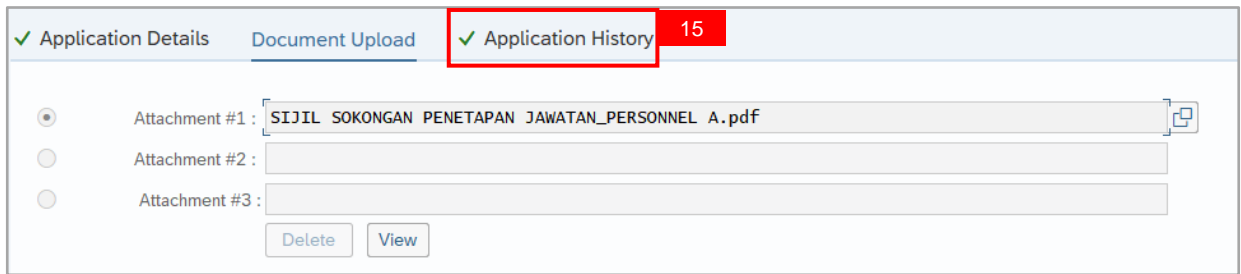|		
⦿	Attachment #1 :	SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf
○	Attachment #2 :	
○	Attachment #3 :	

Delete   View

14. Click on **Allow** button.

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.

SAP GUI Security   ✕

The system is trying to create the file

c:\Downloads\PJ0000000181-SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf

in the directory

c:\Downloads\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ Remember My Decision

Allow   Deny   Help
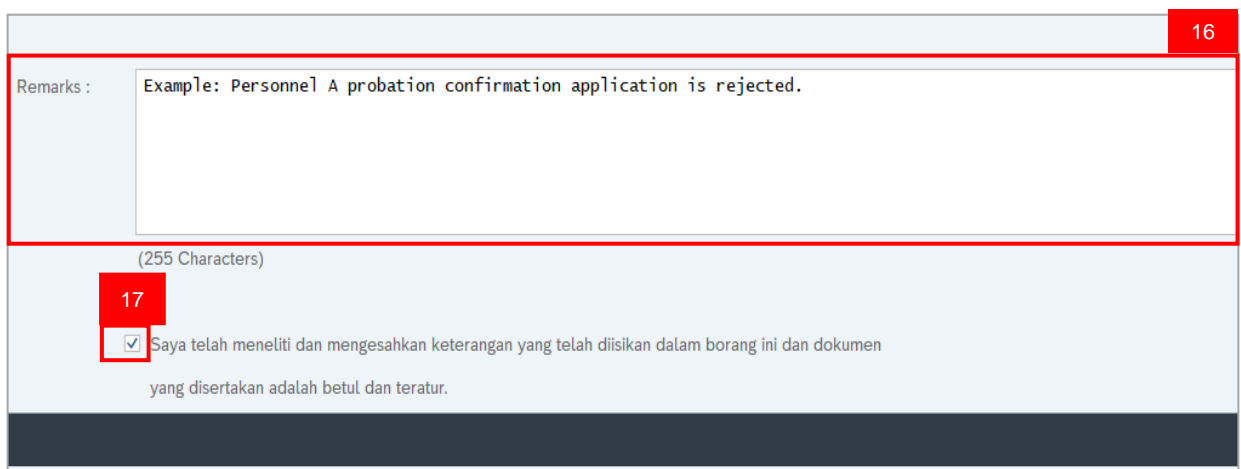
15. Click on **Application History** tab.

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**

18. Click on **Reject** button.

Outcome: Application is successfully rejected by JPA Approver.

Note: Department HR Admin can submit a new application if required.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

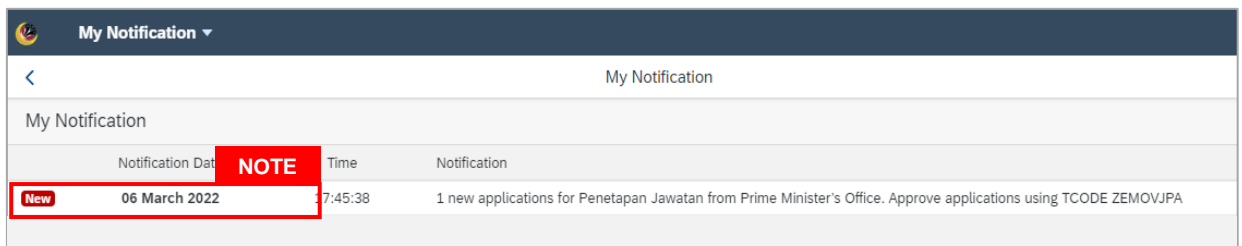| Rework Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i.   JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii.   The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.
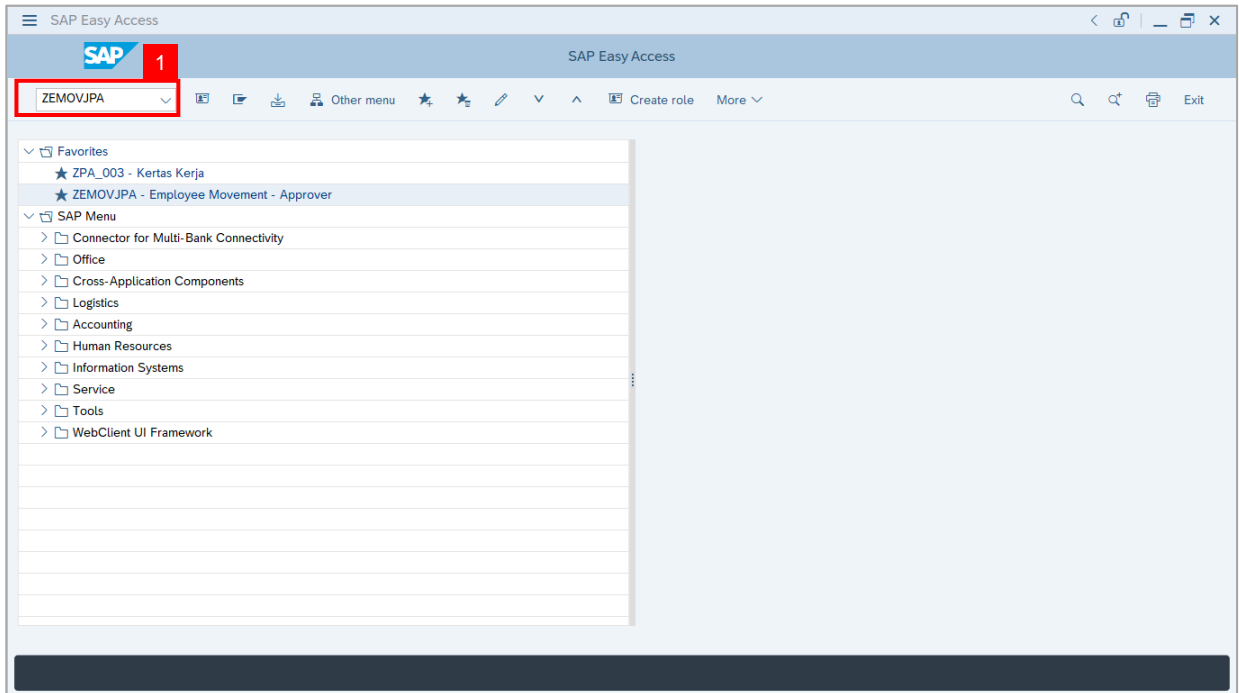
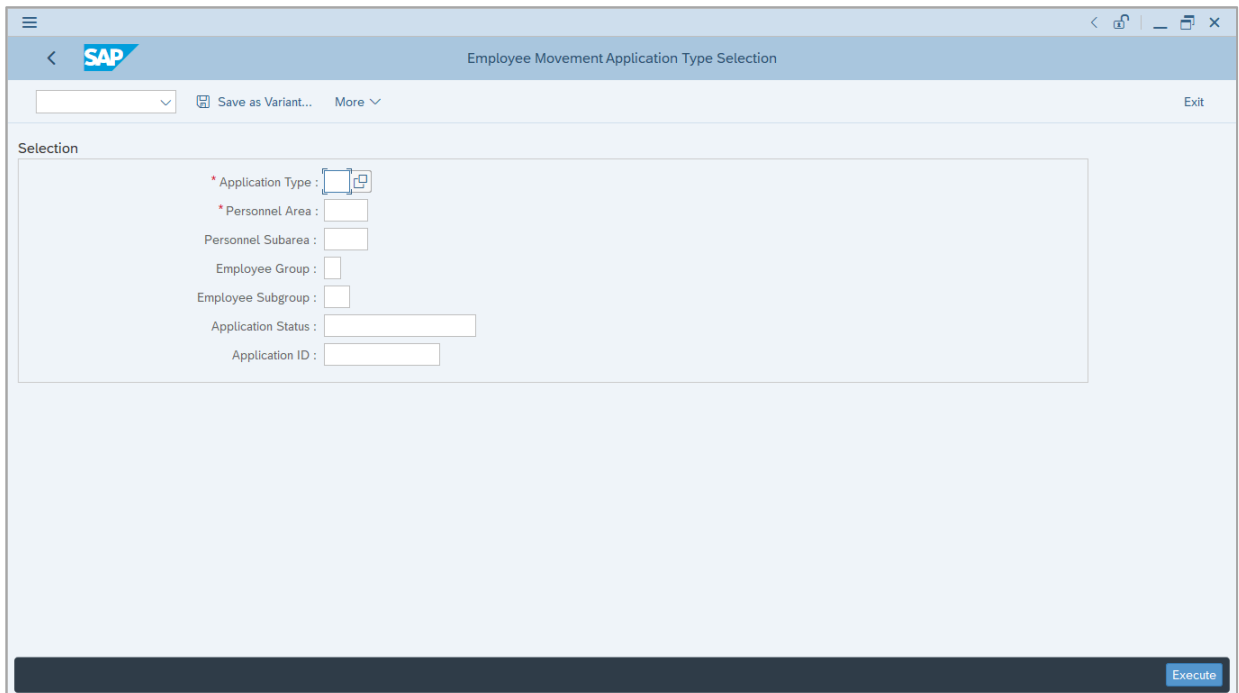The **My Notifications** page will be displayed.

Note:

i.   Unopened notifications will be marked with **New.**

ii.   Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

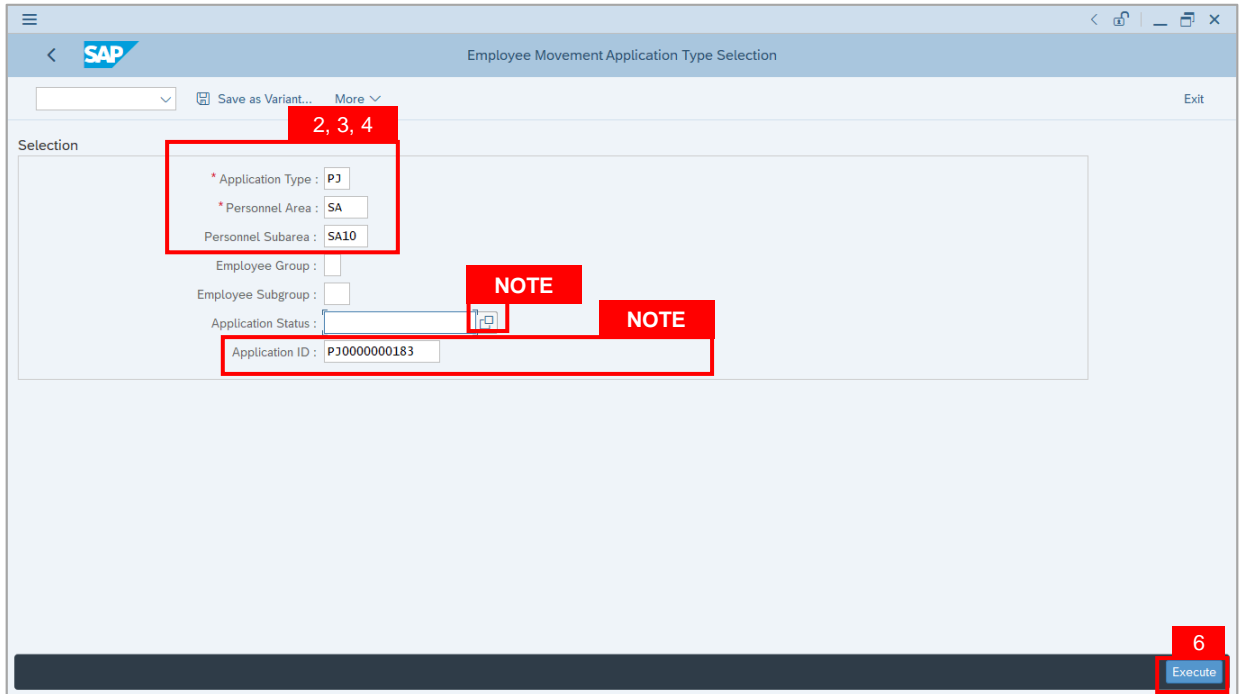Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Area (Ministry).**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**

6. Click on **Execute** button.

Note:

i.   JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii.   Submitted applications can be further filtered with **Application ID**.

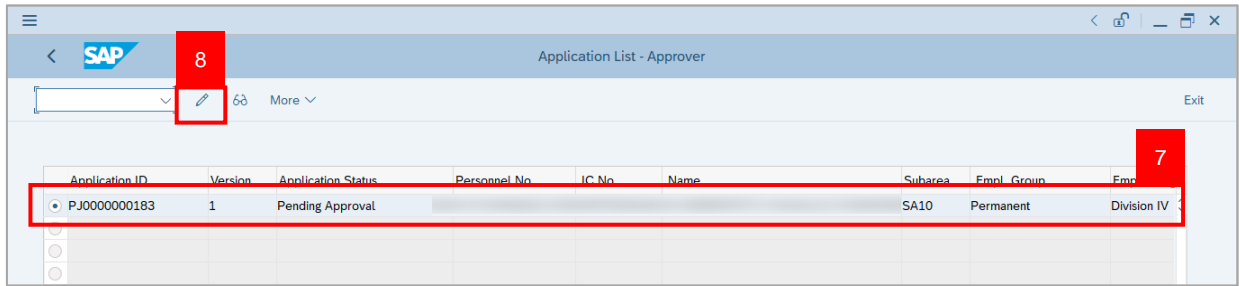iii. User may leave **Application ID** field empty to view all applications submitted.

7. Select submitted application.

8. Click on **Change** icon

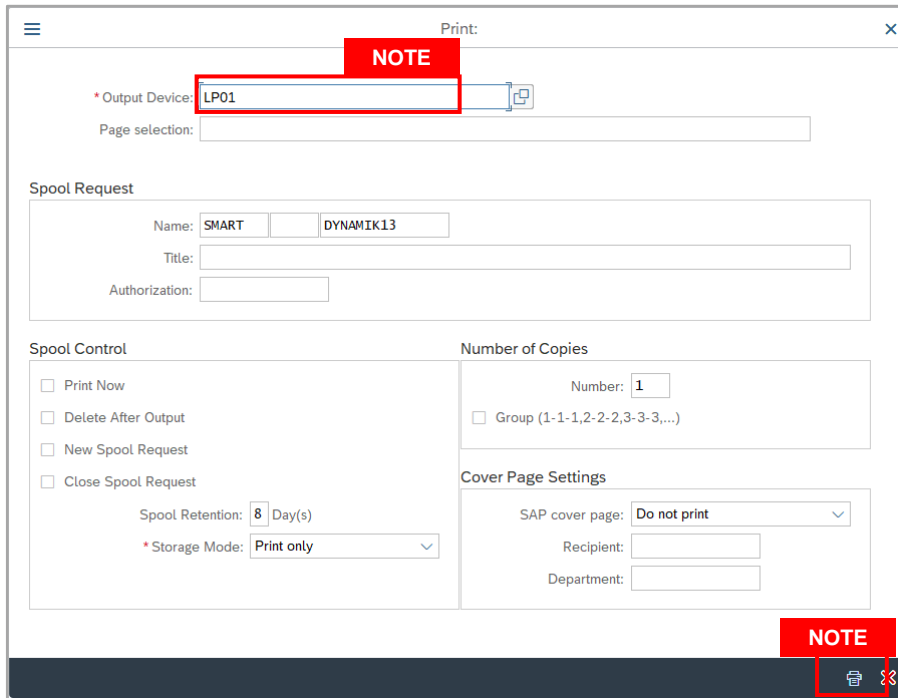**Note:** The **Application List Approver (Personnel Application)** page will be displayed.

Note:

i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii.   Enter **LP01** for **Output Device**.

iv.   Click on **Print** button.

Note:

v.   Click on **Allow** button for SAP GUI Security.

vi.   The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.
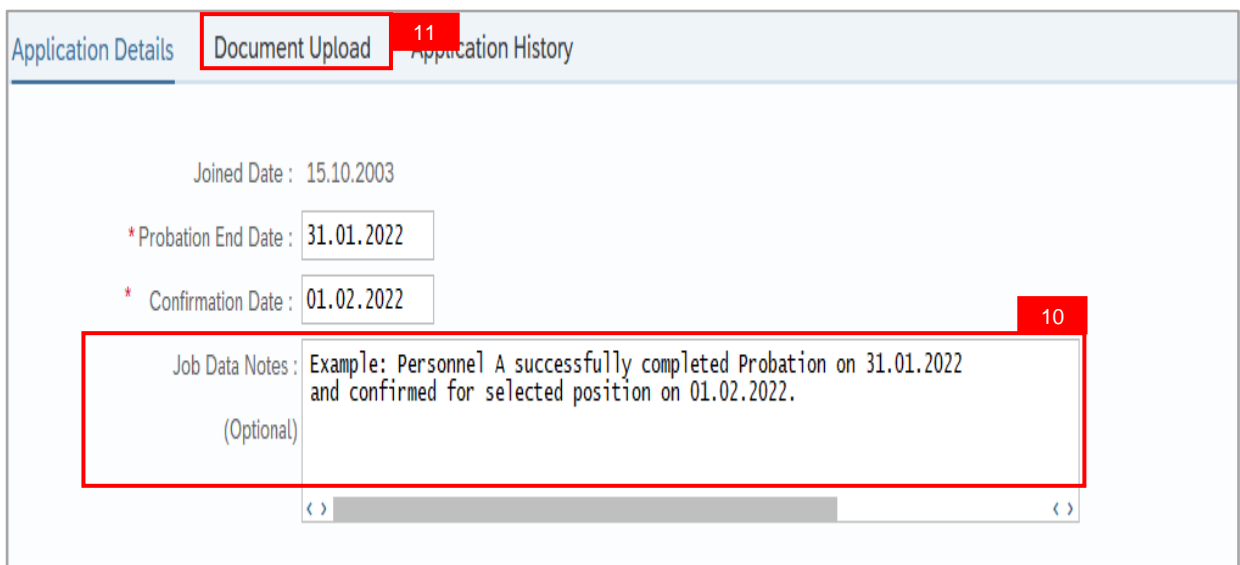

10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

12. Select **Attachment** to review

13. Click on **View** button.

✓ Application Details	Document Upload	✓ Application History

12

⦿	Attachment #1 :	SIJIL SOKONGAN PENETAPAN JAWATAN PDF.pdf
○	Attachment #2 :	
○	Attachment #3 :	
		Delete **13** View

14. Click on **Allow** button

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.

SAP GUI Security   ✕

The system is trying to replace the file

c:\Downloads\PJ0000000181-SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf

Do you want to allow this?

☐ Remember My Decision

14

[**Allow**]   [Deny]   [Help]

---

15. Click on **Application History** tab.

Note:

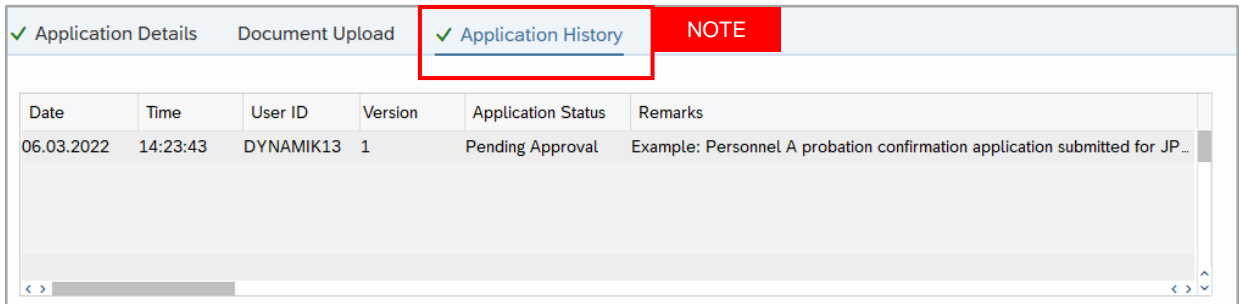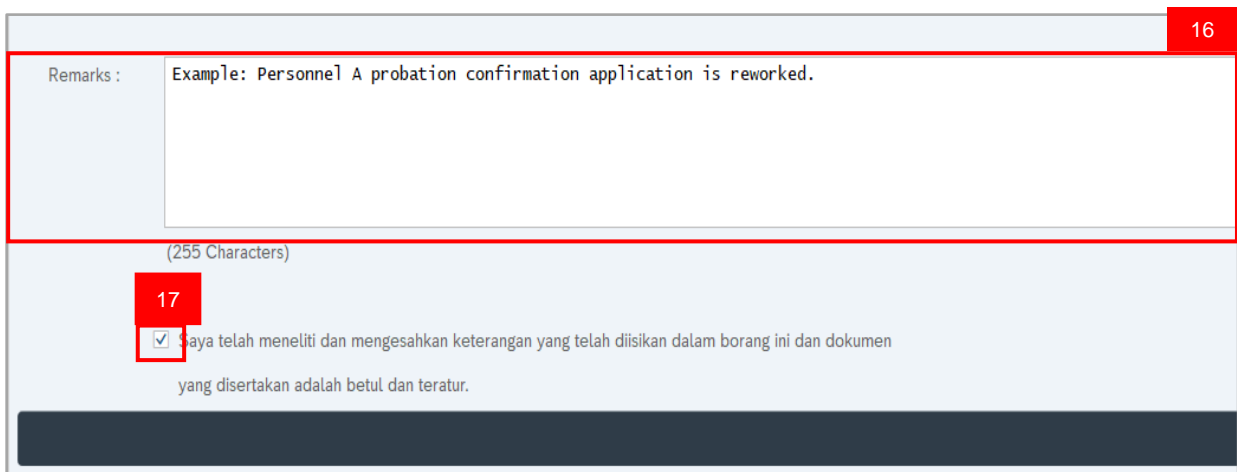**i.** **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**

18. Click on **Rework** button.

Outcome: Application is successfully reworked by JPA Approver.

Note: Department HR Admin can resubmit or withdraw the reworked application.

Approve Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i.   JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.
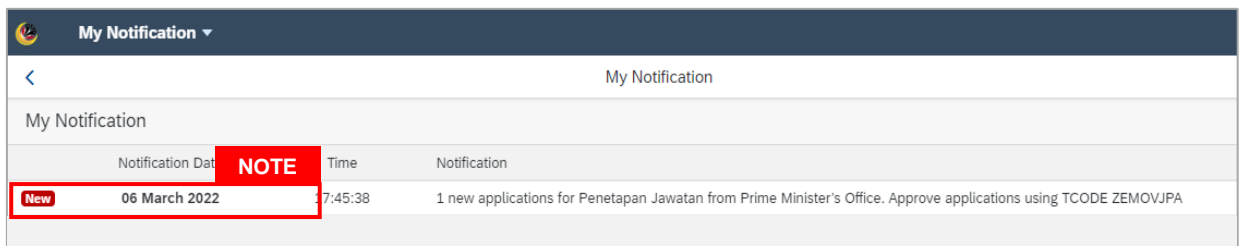
ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.
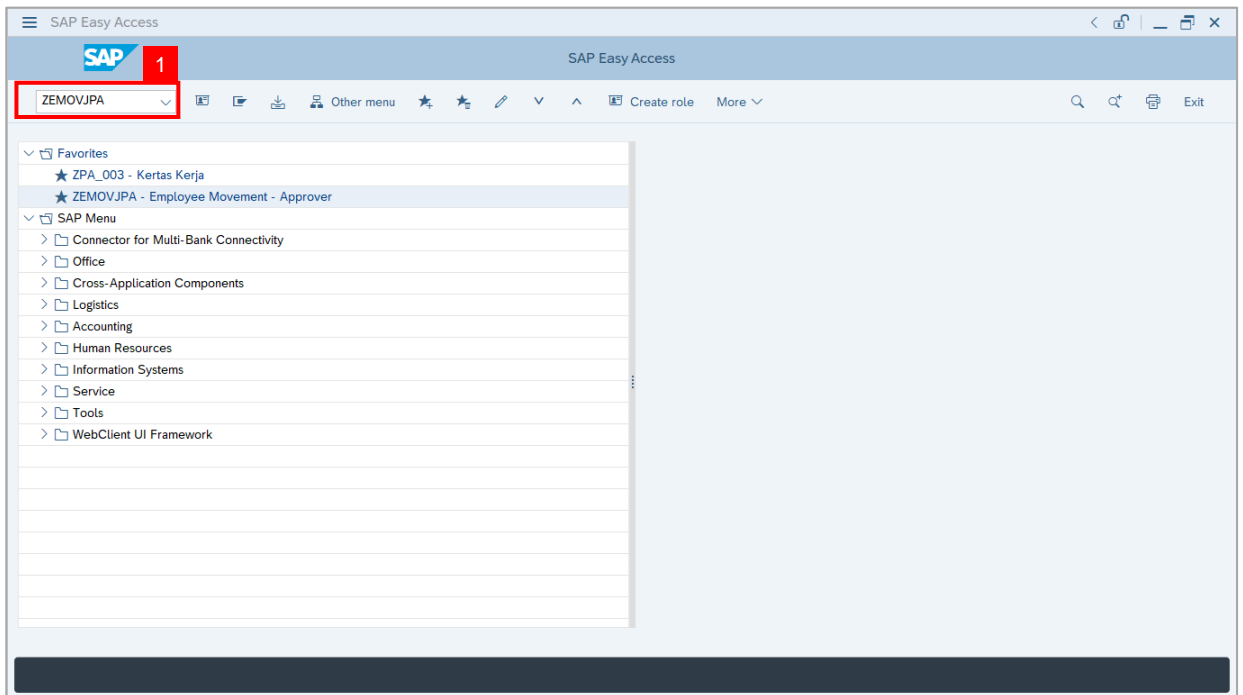
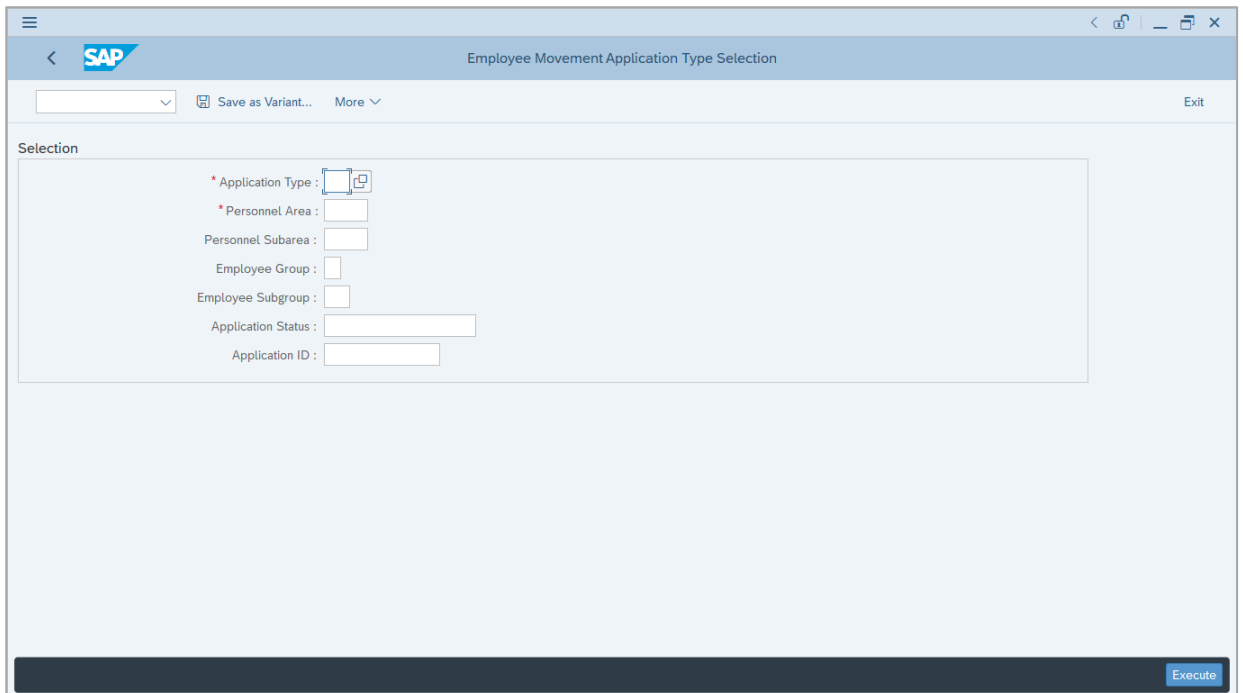The **My Notifications** page will be displayed.

Note:

i.   Unopened notifications will be marked with **New.**

ii. Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

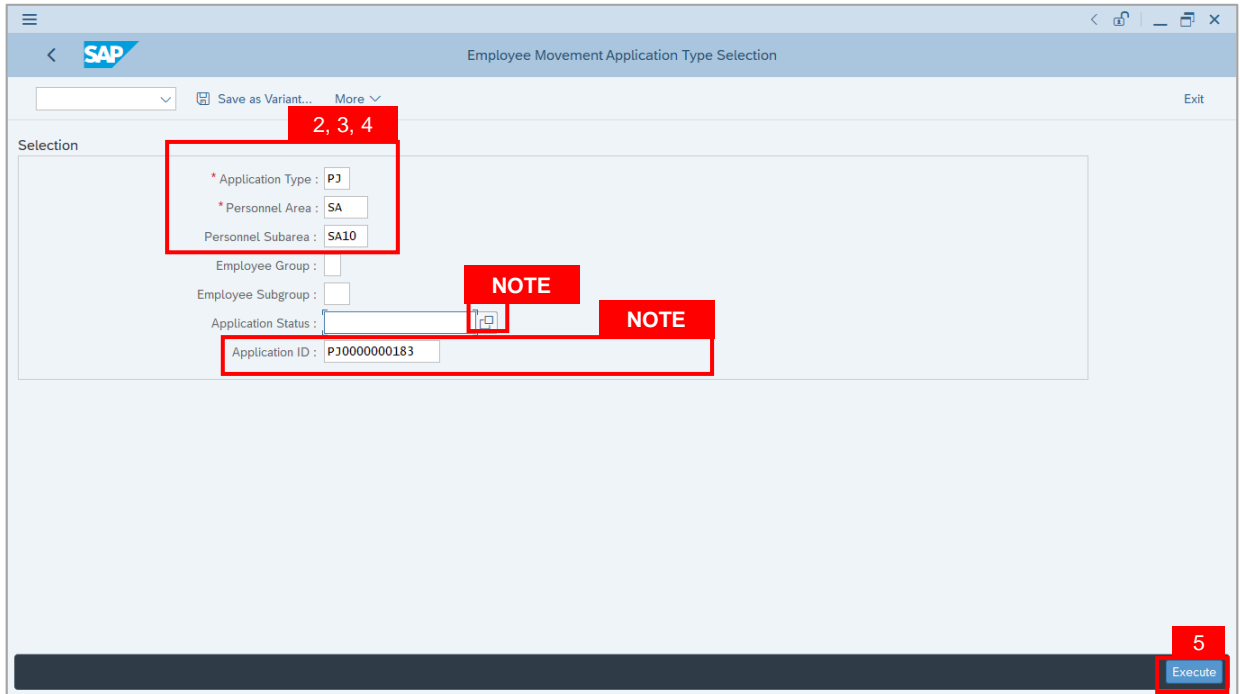Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

SSM_UG_PA_Back End (SAP GUI)_Maintain Probation Application Approval_JPA
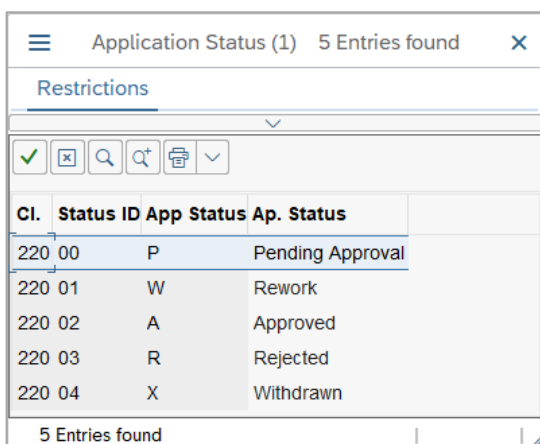Approver_v1.0

2. Enter **PJ - Penetapan Jawatan** for **Application Type**.

3. Enter the **Personnel Area (Ministry).**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**

6. Click on **Execute** button.

Note:
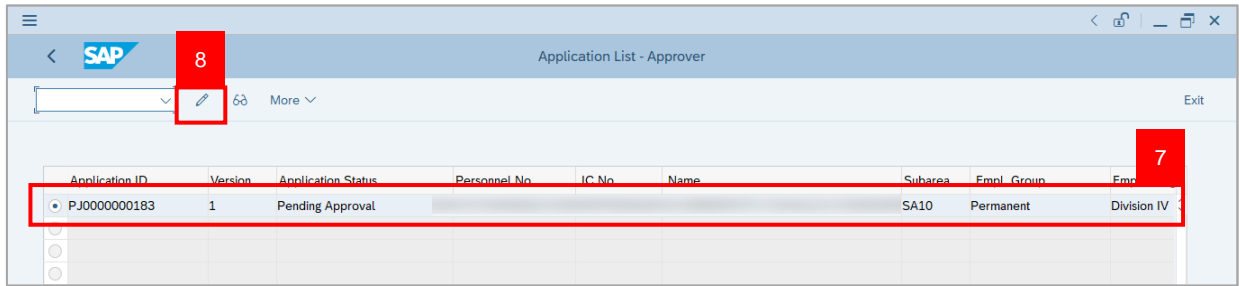
i.   JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii.   Submitted applications can be further filtered with **Application ID**.

iii.   User may leave **Application ID** field empty to view all applications submitted.

7. Select submitted application.

8. Click on **Change** icon

Note: The **Application List Approver (Personnel Application)** page will be displayed.

Note:

i.   JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

iv. Click on **Print** button.

Note:

v. Click on **Allow** button for SAP GUI Security.

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

12. Select **Attachment** to review

13. Click on **View** button.

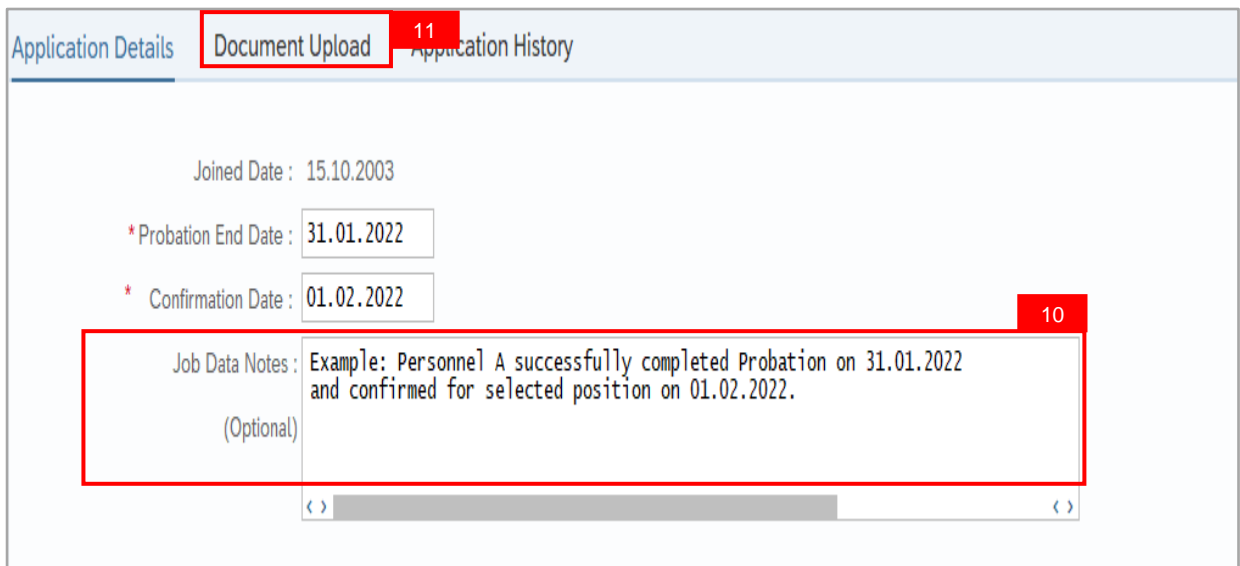| ✓ Application Details	Document Upload	✓ Application History		
⦿	Attachment #1 :	SIJIL SOKONGAN PENETAPAN JAWATAN PDF.pdf		🗗
○	Attachment #2 :			
○	Attachment #3 :			
		Delete View		

14. Click on **Allow** button

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.

SAP GUI Security	×
The system is trying to replace the file	
c:\Downloads\PJ0000000181-SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf	
Do you want to allow this?	
☐ Remember My Decision	
14 Allow Deny	Help

15. Click on **Application History** tab.

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**

18. Click on Approve button.

18 Approve Rework Reject More ∨	Application List - Approver

Employee Group : Permanent   Subgroup : Division IV

Personnel Area : Prime Minister's Office   Subarea : JPA

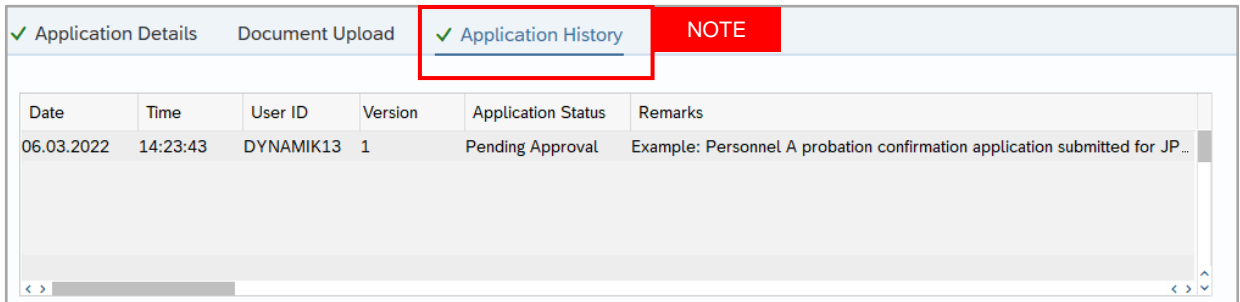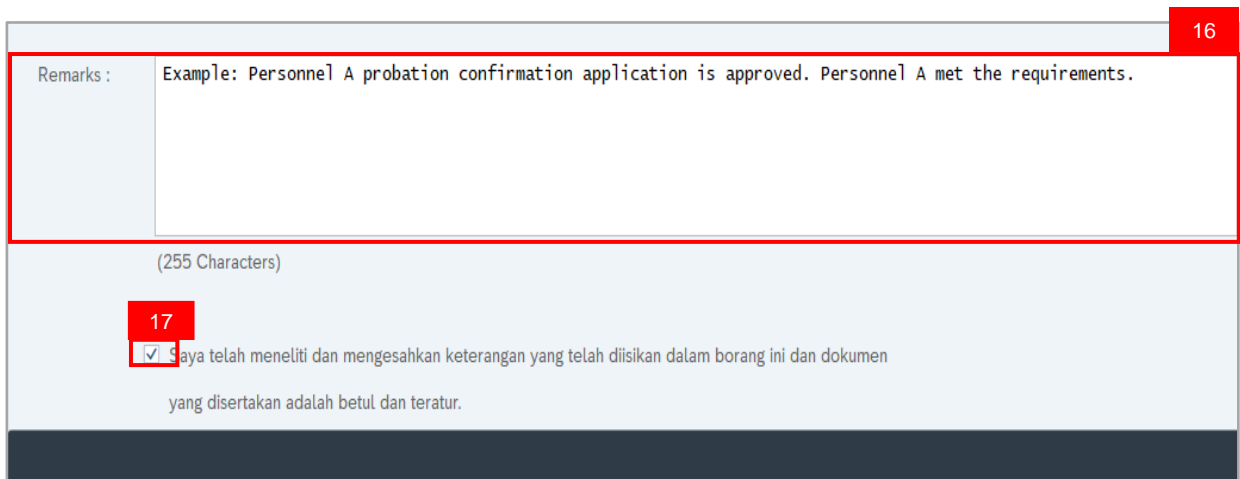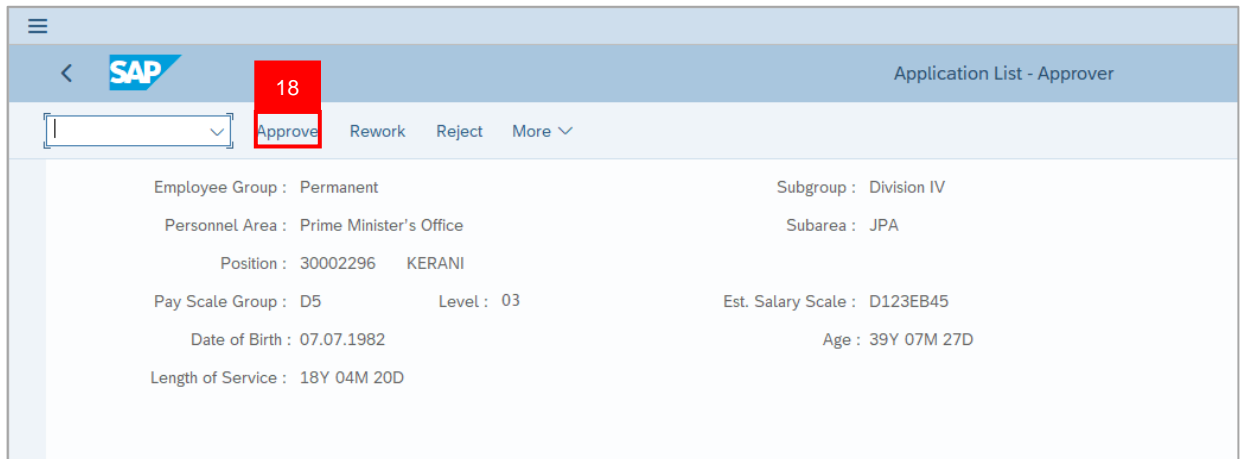Position : 30002296   KERANI

Pay Scale Group : D5   Level : 03   Est. Salary Scale : D123EB45

Date of Birth : 07.07.1982   Age : 39Y 07M 27D

Length of Service : 18Y 04M 20D

Outcome: Application is successfully approved by JPA Approver.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
○ PJ0000000183	2	Approved				SA10	Permanent	Division IV
○								
○								
○								

Note: Approved probation confirmation application means that Probation Confirmation job data is automatically recorded by SSM. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

Reject Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i.   JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii.   The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.
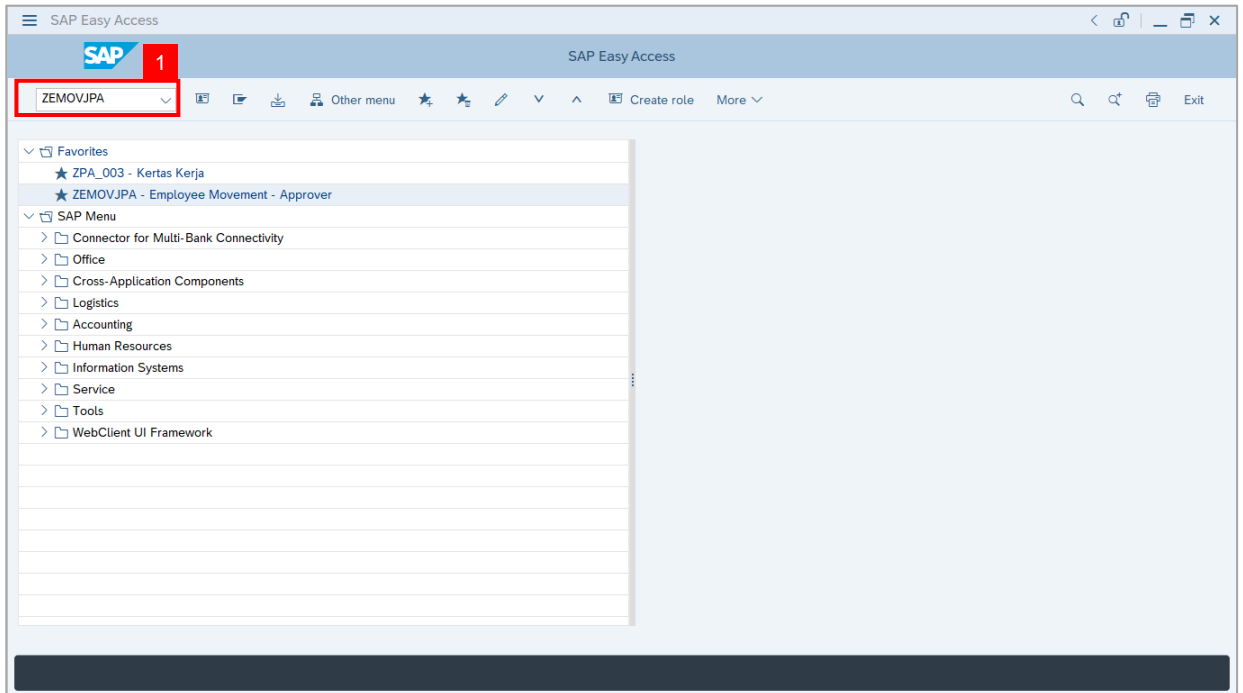
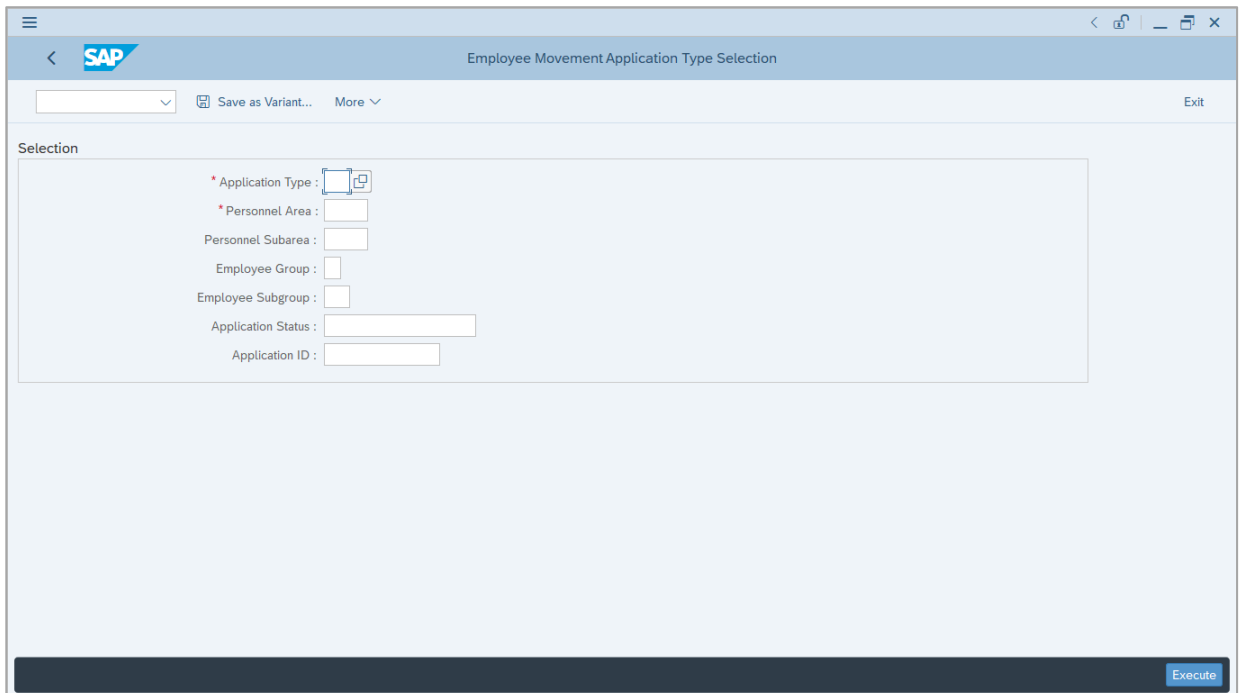The **My Notifications** page will be displayed.

Note:

i.   Unopened notifications will be marked with **New.**

ii.   Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

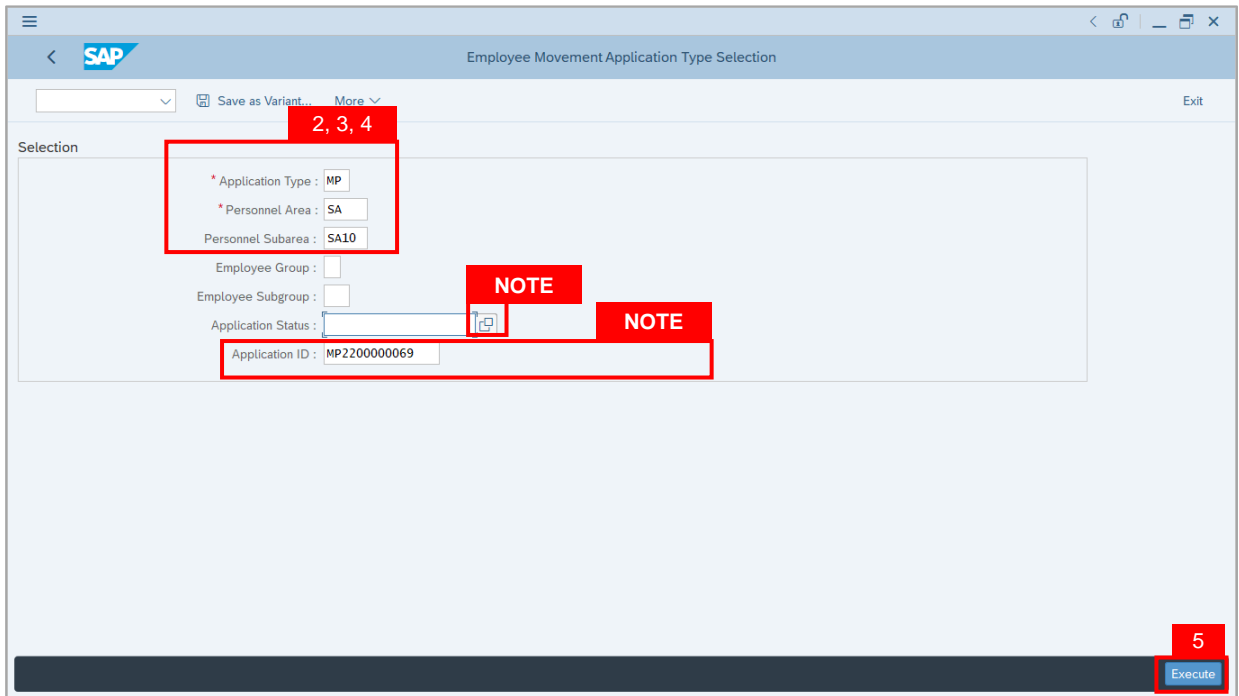Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.

3. Enter the **Personnel Area (Ministry).**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**

6. Click on **Execute** button.

Note:

i.   JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

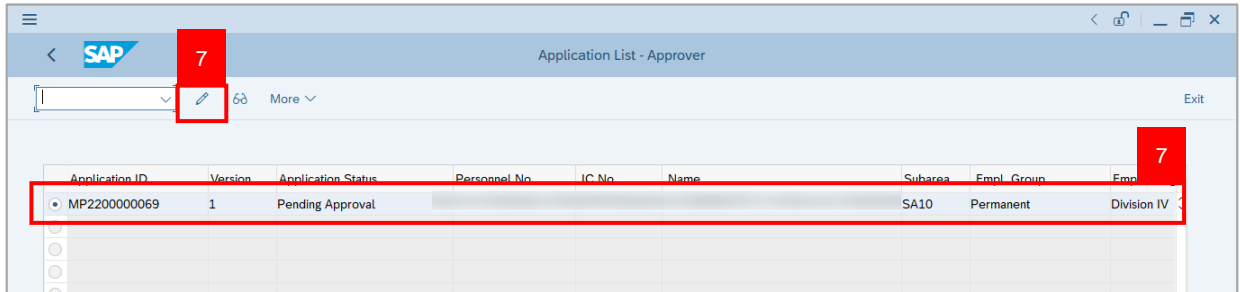iii. User may leave **Application ID** field empty to view all applications submitted.

7. Select submitted application.

8. Click on **Change** icon.

Note: The **Application List Approver (Personnel Application)** page will be displayed.
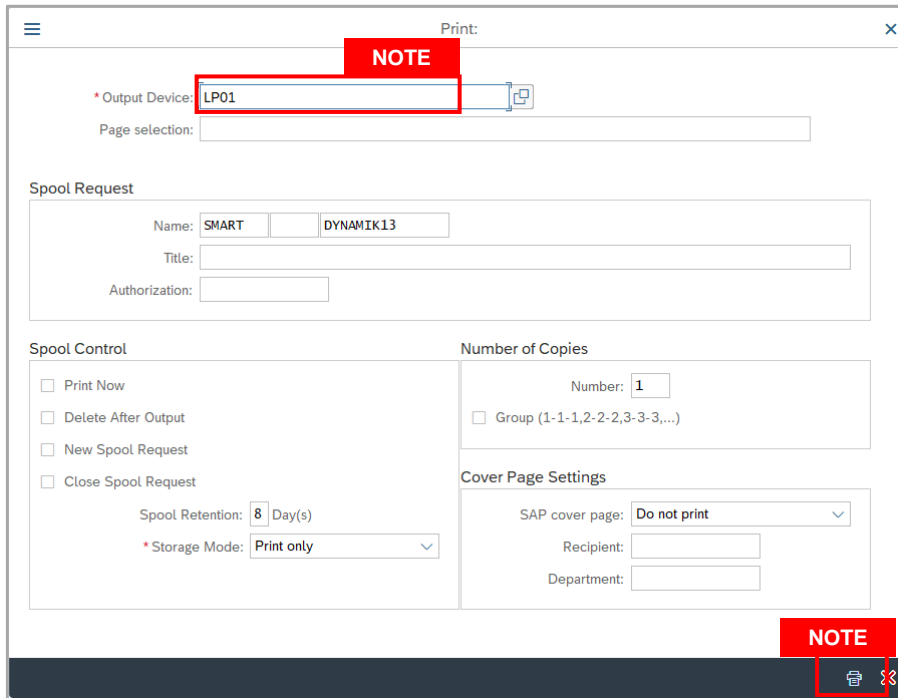

Note:

i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii.   Enter **LP01** for **Output Device**.

iv.   Click on **Print** button.

Note:

v.   Click on **Allow** button for SAP GUI Security.

vi.   The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

12. Select **Attachment** to review (if any).

13. Click on **View** button.

14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.

15. Click on **Application History** tab.

| ✓ Application Details | Document Upload | ✓ Application History | 15 |

Attachment #1 :		
Attachment #2 :		
Attachment #3 :		
	Delete	View

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

| Application Details | Document Upload | Application History | NOTE |

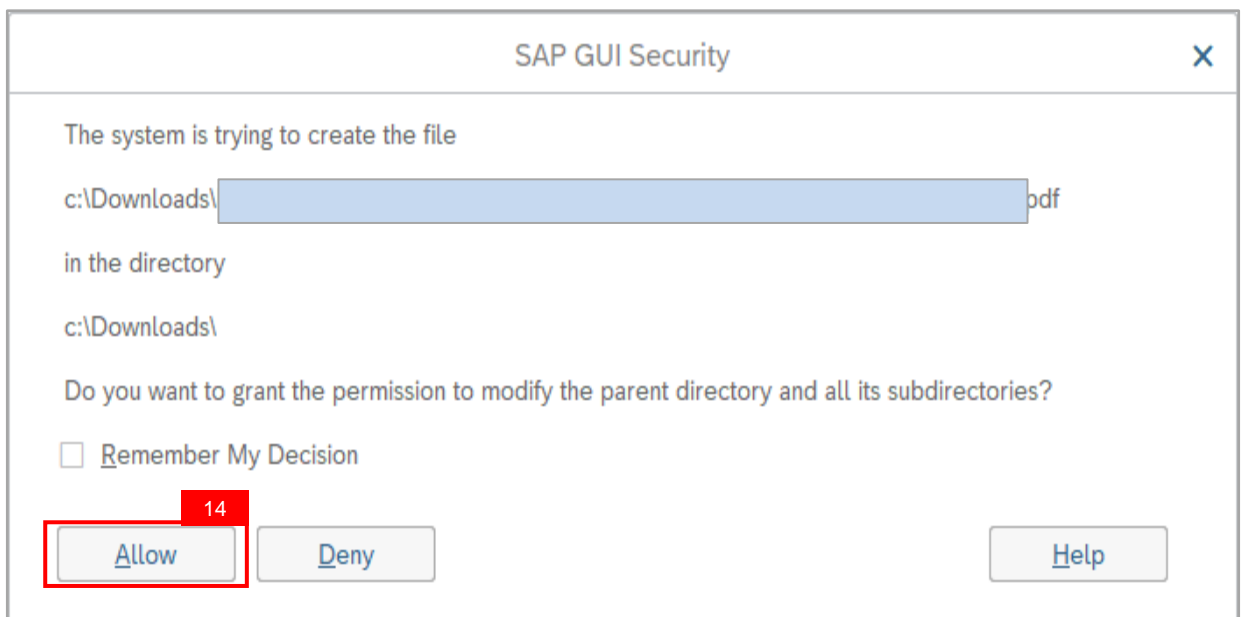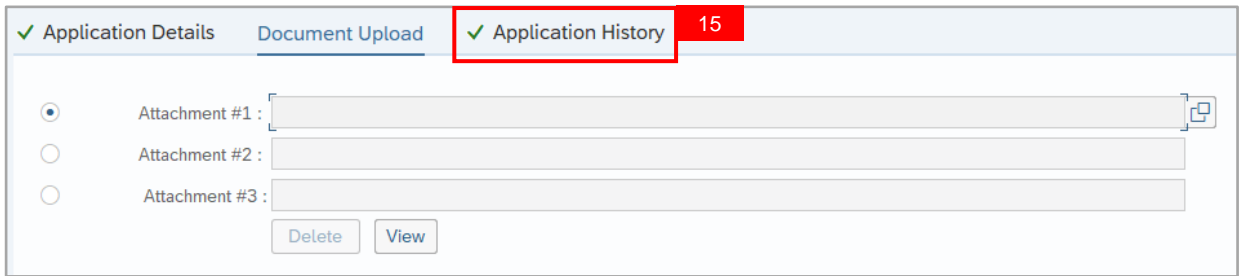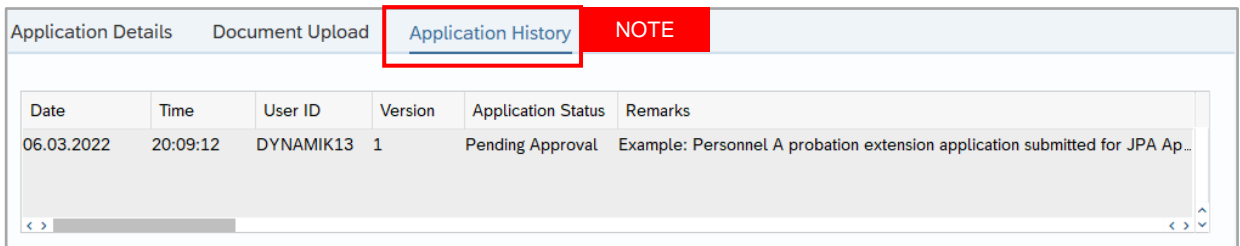| Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	20:09:12	DYNAMIK13	1	Pending Approval	Example: Personnel A probation extension application submitted for JPA Ap...

16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**

16

Remarks : Example: Personnel A probation extension application is rejected. Personnel A is not eligible for probation extension duration of one (1) year only until 31.01.2023 to complete mandatory examinations and/or training courses. Kindly review the duration required.

(255 Characters)

17

☑ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen

yang disertakan adalah betul dan teratur.

18. Click on **Reject** button.

☰			

Employee Group : Permanent   Subgroup : Division IV

Personnel Area : Prime Minister's Office   Subarea : JPA

Position : 30002296   KERANI

Pay Scale Group : D5   Level : 03   Est. Salary Scale : D123EB45

Date of Birth : 07.07.1982   Age : 39Y 07M 27D

Length of Service : 18Y 04M 20D

Outcome: Application is successfully rejected by JPA Approver.

Application List - Approver

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP2200000069	1	Reject				SA10	Permanent	Division IV

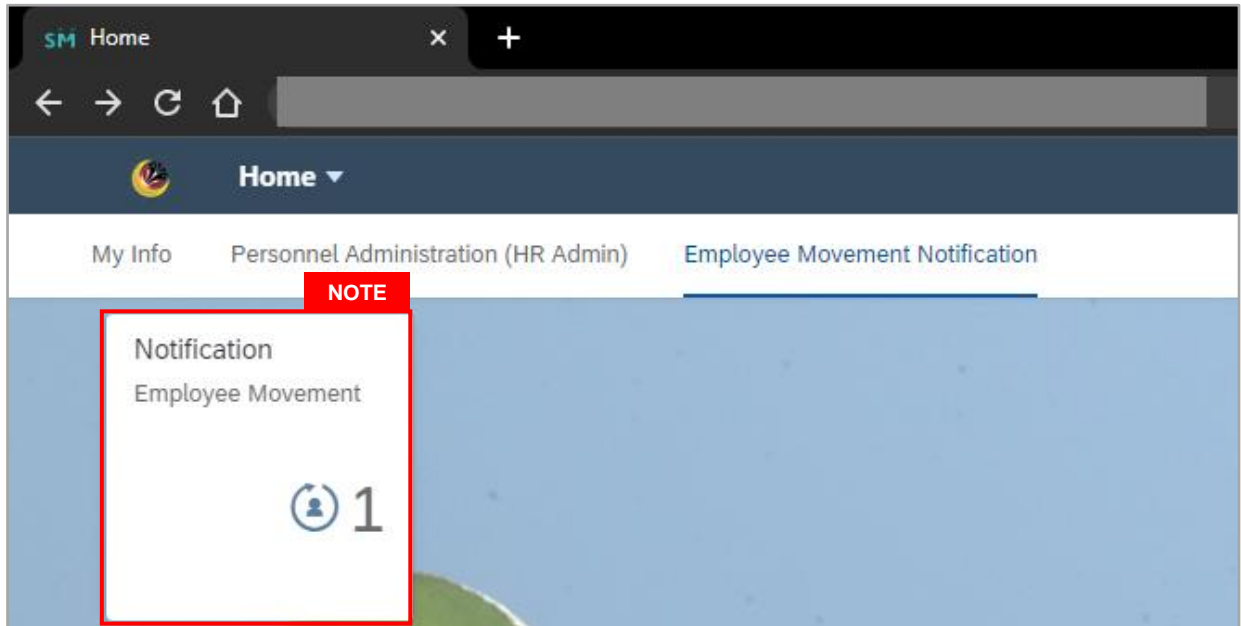**Note:** Department HR Admin can submit a new application if required.

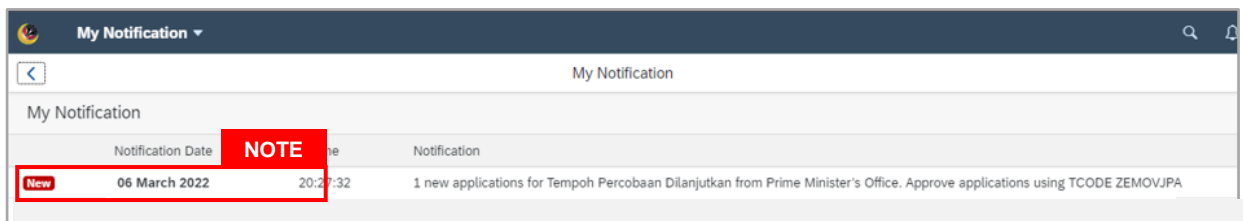| Rework Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i.   JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii.   The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.
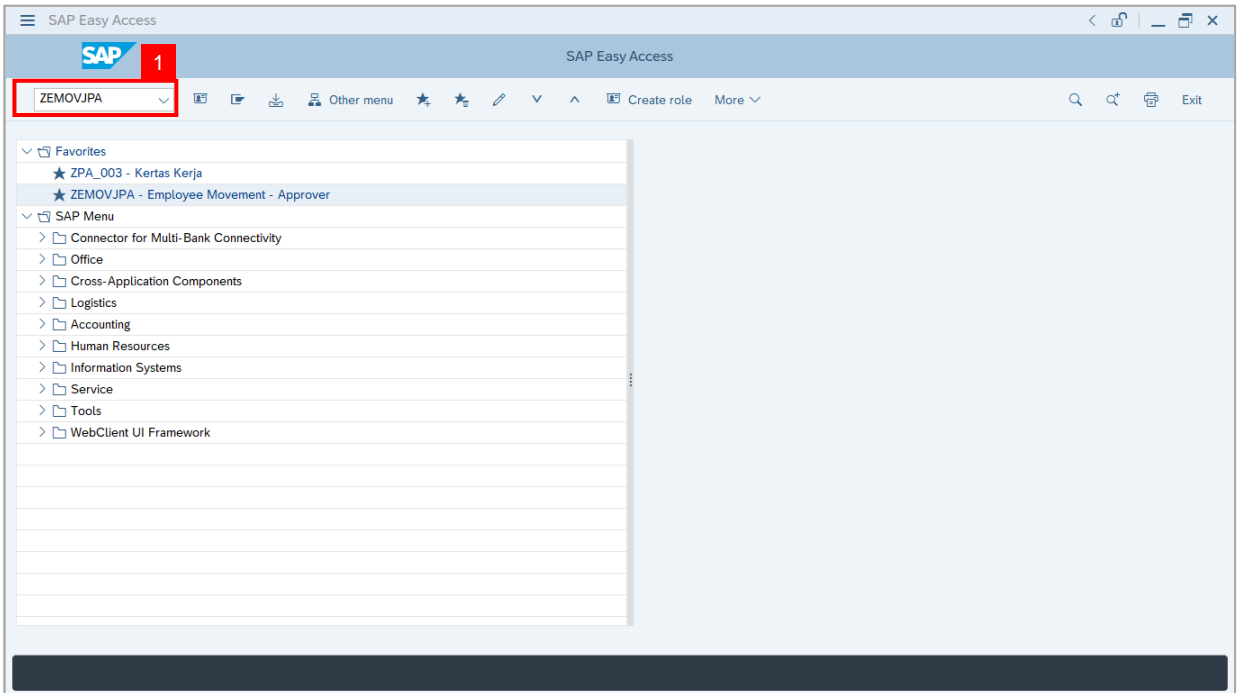
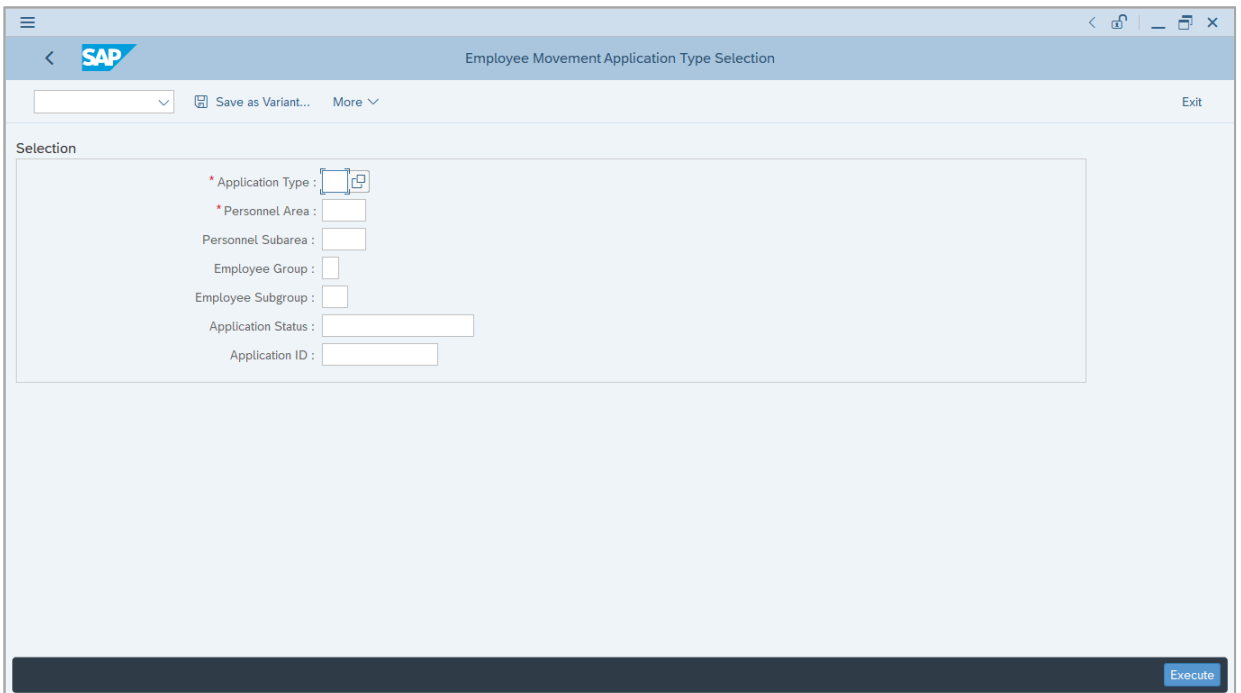The **My Notifications** page will be displayed.

Note:

i.   Unopened notifications will be marked with **New.**

ii.   Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

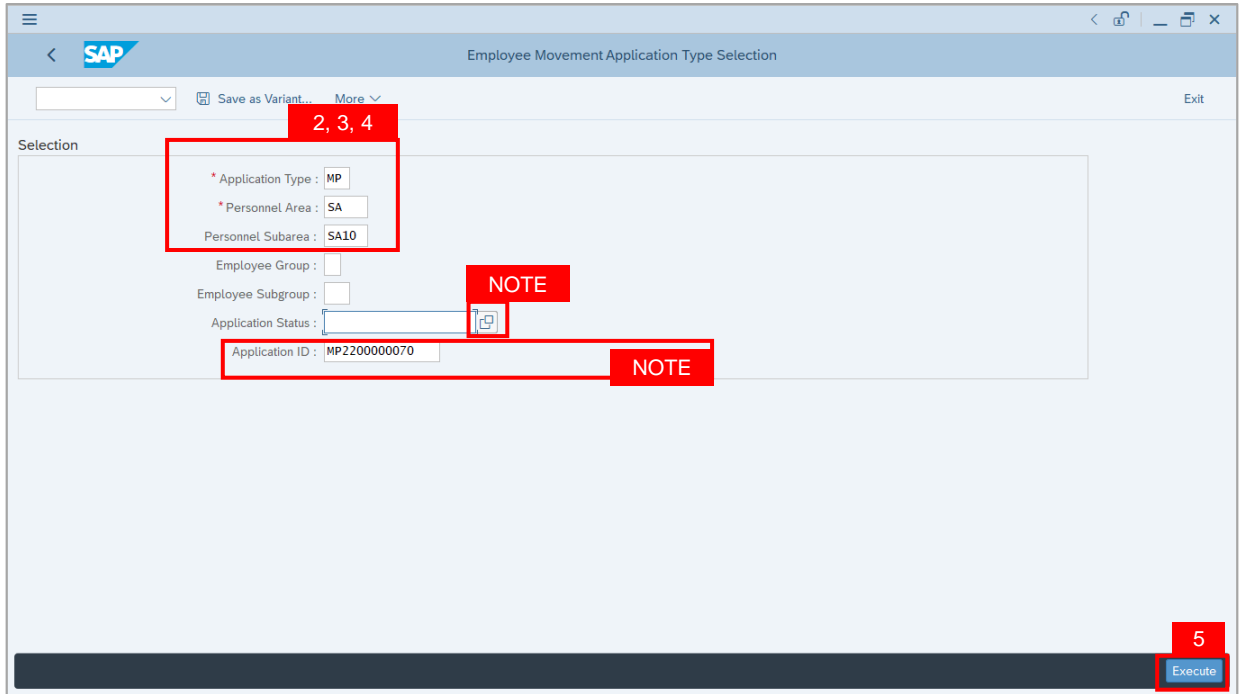Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.

3. Enter the **Personnel Area (Ministry)**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**
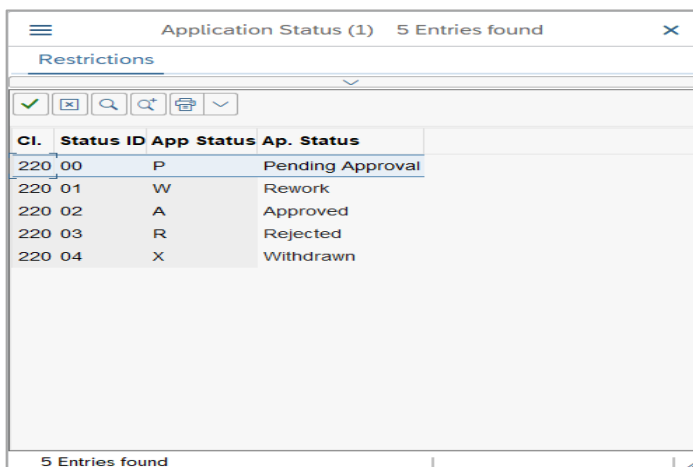
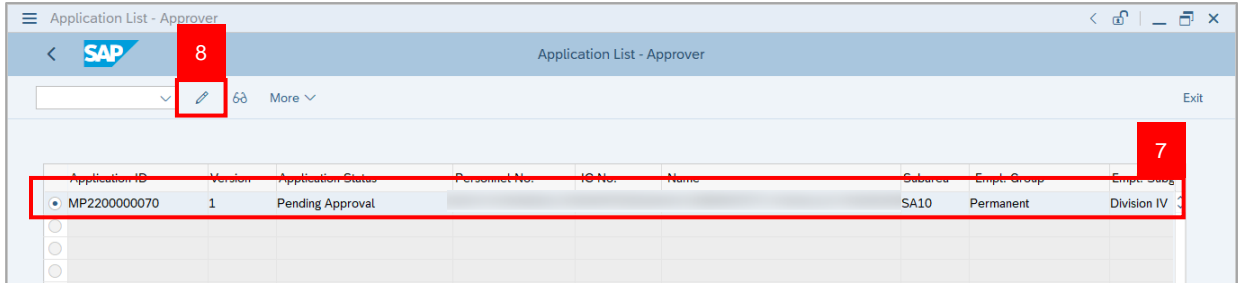6. Click on **Execute** button.

Note:

i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

iii. User may leave **Application ID** field empty to view all applications submitted.

6. Select submitted application.

7. Click on **Change** icon.

Note: The **Application List Approver (Personnel Application)** page will be displayed.
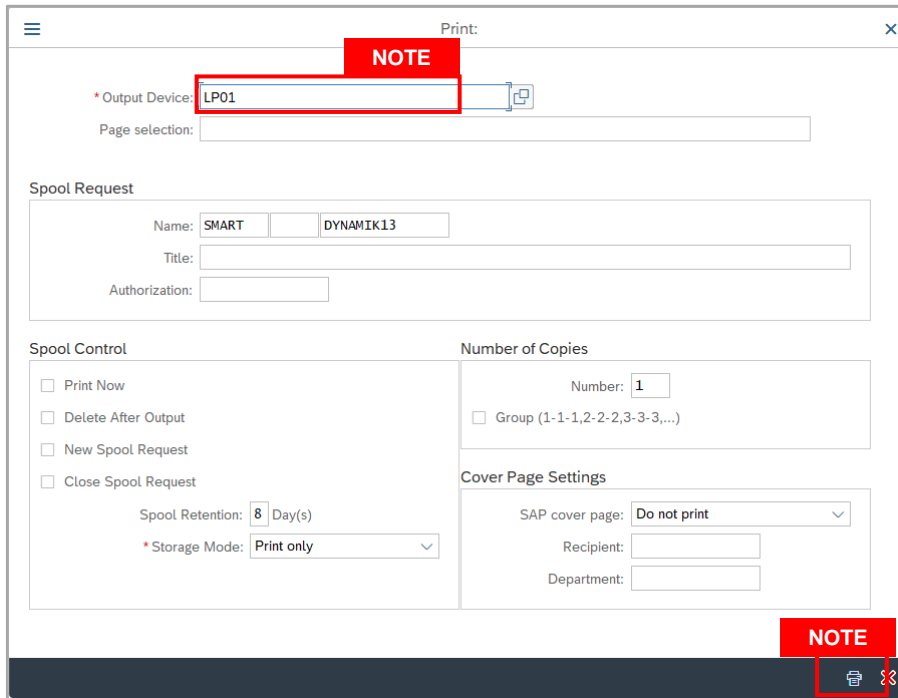

Note:

i.   JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii.   Enter **LP01** for **Output Device**.

iv.   Click on **Print** button.

Note:

v.   Click on **Allow** button for SAP GUI Security.

vi.   The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

12. Select **Attachment** to review (if any).

13. Click on **View** button.

14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.

15. Click on **Application History** tab.

✓ Application Details	Document Upload	✓ Application History	15

⦿	Attachment #1 :	
○	Attachment #2 :	
○	Attachment #3 :	
	Delete **View**	

Note:

i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

Application Details	Document Upload	Application History	NOTE

Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	20:09:12	DYNAMIK13	1	Pending Approval	Example: Personnel A probation extension application submitted for JPA Ap…

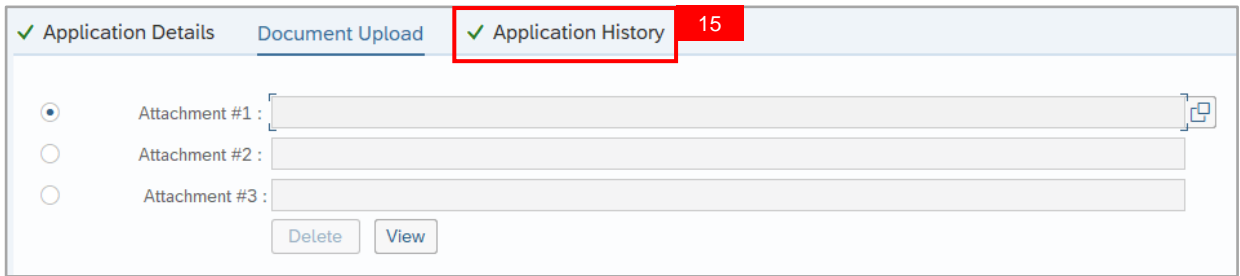16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**

16

Remarks : Example: Personnel A probation extension application is rejected. Personnel A is not eligible for probation extension duration of one (1) year only until 31.01.2023 to complete mandatory examinations and/or training courses. Kindly review the duration required.

(255 Characters)

17

☑ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen

yang disertakan adalah betul dan teratur.

18. Click on **Rework** button.

Outcome: Application is successfully reworked by JPA Approver.

Note: Department HR Admin can resubmit or withdraw the reworked application.

Approve Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.

Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.

Note:

i. Unopened notifications will be marked with **New.**

ii. Opened notifications will remain recorded in the **My Notifications** page.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZEMOVJPA** in the search bar.

Note: The **Employee Movement Application Type Selection** page will be displayed.

2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.

3. Enter the **Personnel Area (Ministry)**

4. (Optional) Enter the **Personnel Subarea (Department).**

5. (Optional) Enter the **Application ID.**

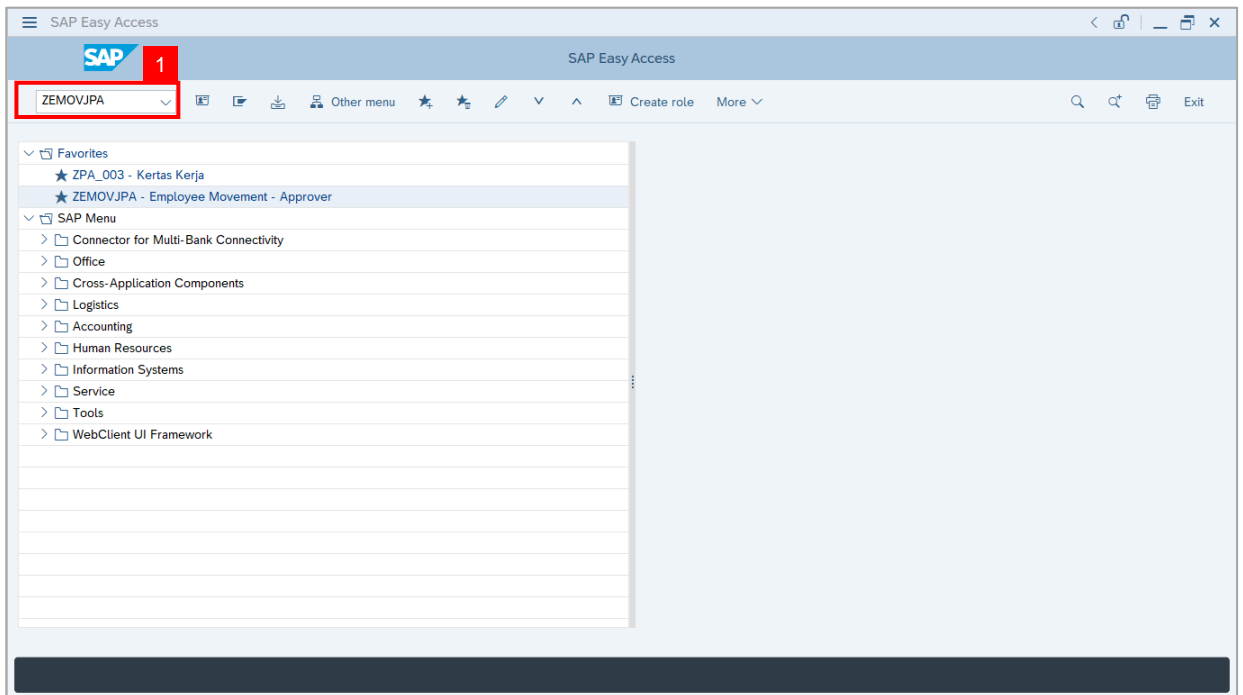6. Click on **Execute** button.

Note:

i.   JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

iii. User may leave **Application ID** field empty to view all applications submitted.

7. Select submitted application.

8. Click on **Change** icon.

Note: The **Application List Approver (Personnel Application)** page will be displayed.

Note:

i.   JPA Approver (User) can view personnel and application information at the top of the page.

ii.   JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii.   Enter **LP01** for **Output Device**.

iv.   Click on **Print** button.

Note:

v.   Click on **Allow** button for SAP GUI Security.

vi.   The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.
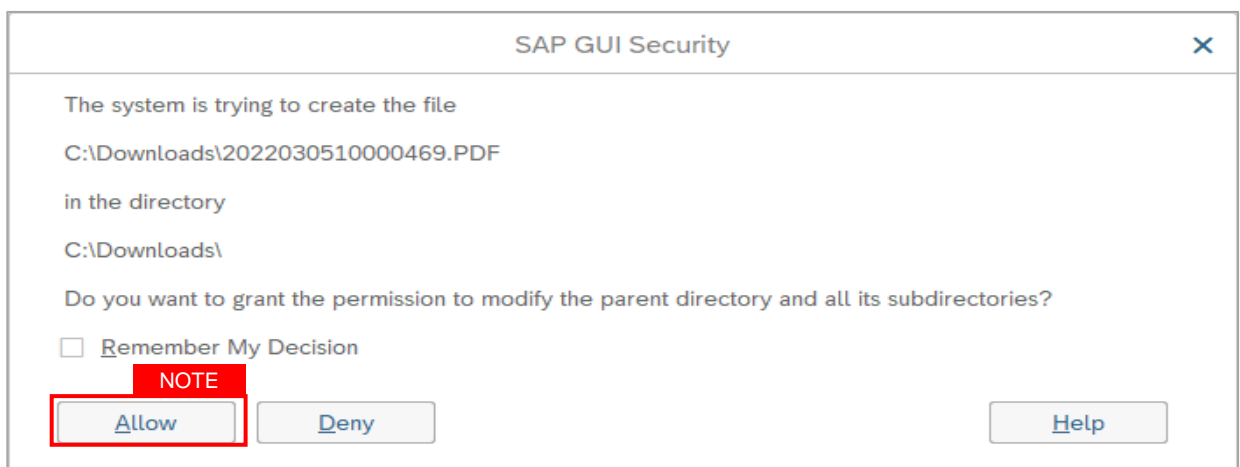
Employee Details		9	Download Service Record
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details			

Employee Group : Permanent   Subgroup : Division IV

Personnel Area : Prime Minister's Office   Subarea : JPA

Position : 30002296   KERANI

Pay Scale Group : D5   Level : 03   Est. Salary Scale : D123EB45

Date of Birth : 07.07.1982   Age : 39Y 07M 27D

Length of Service : 18Y 04M 20D

10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

Application Details   **Document Upload** 11 cation History

Joined Date : 15.10.2003

Probation End Date : 31.01.2022
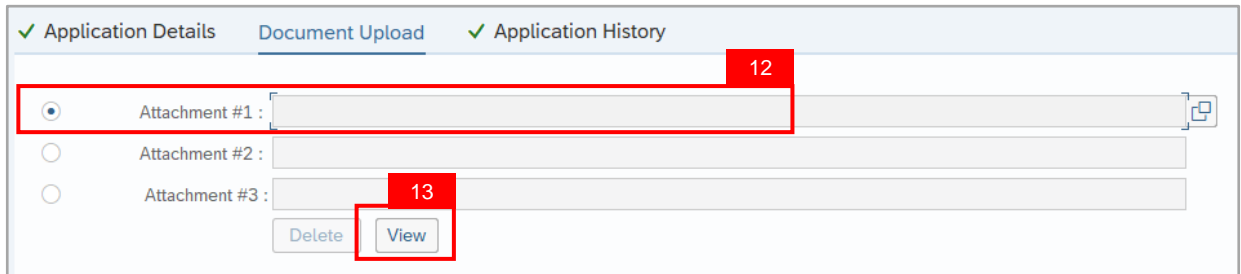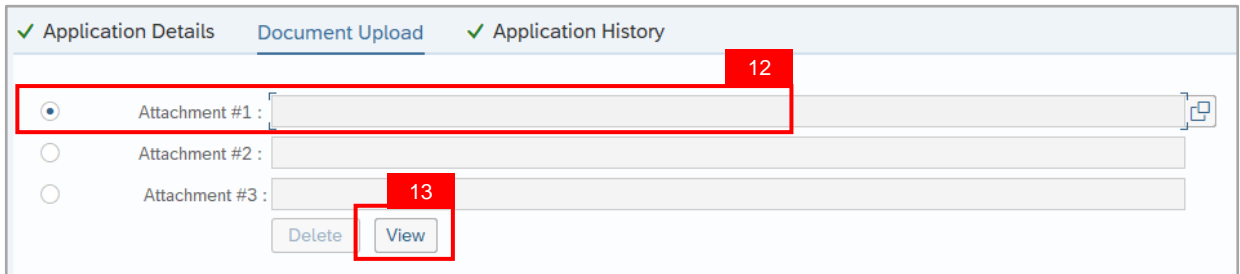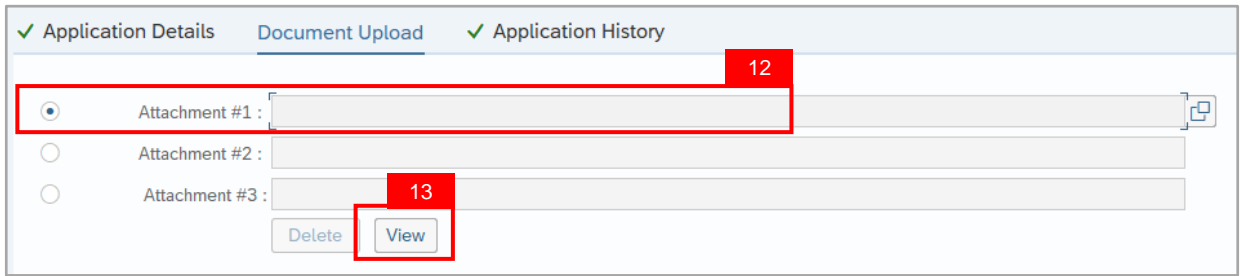
* Extend Probation To : 31.01.2023   10

Job Data Notes : Example: Personnel A is to extend probation for duration of one (1) year only complete mandatory examinations and/or training courses.

(Optional)

12. Select **Attachment** to review (if any).

13. Click on **View** button.

✓ Application Details	Document Upload	✓ Application History

		12
⦿	Attachment #1 :	
○	Attachment #2 :	
○	Attachment #3 :	
	Delete	View

14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.

SAP GUI Security	✕

The system is trying to create the file

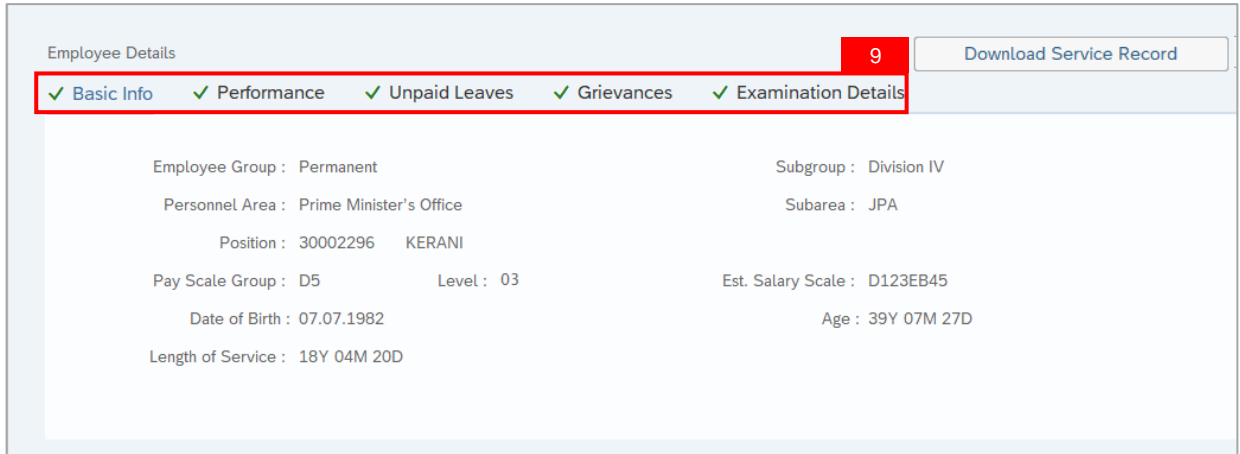c:\Downloads\   pdf

in the directory

c:\Downloads\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

☐ Remember My Decision

14		
Allow	Deny	Help

15. Click on **Application History** tab.

✓ Application Details	Document Upload	✓ Application History	15

	Attachment #1 :		
⦿			
○	Attachment #2 :		
○	Attachment #3 :		
		Delete View	

Note:

i.   **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

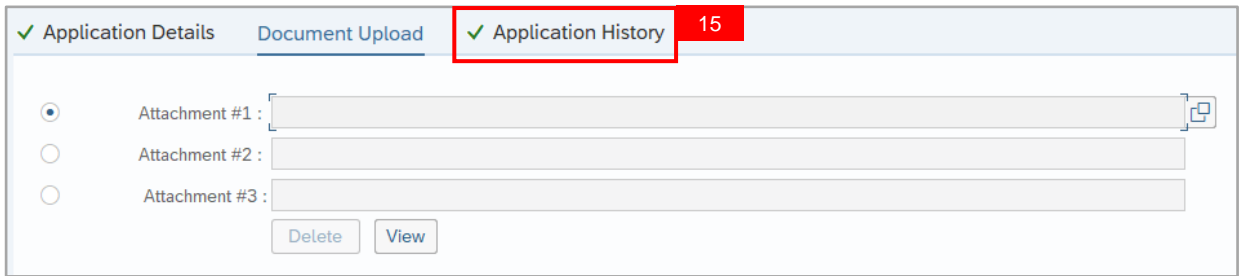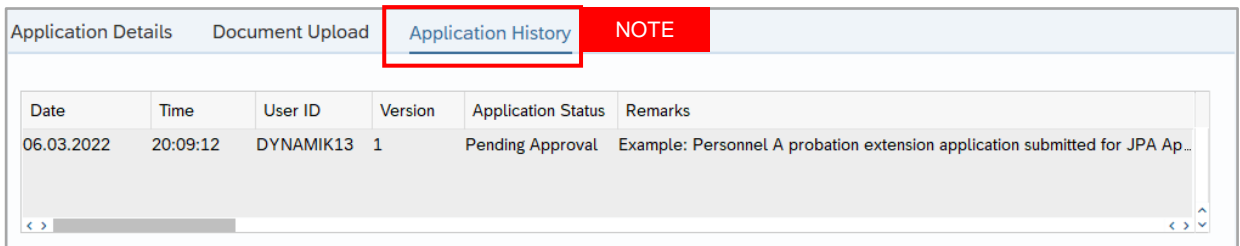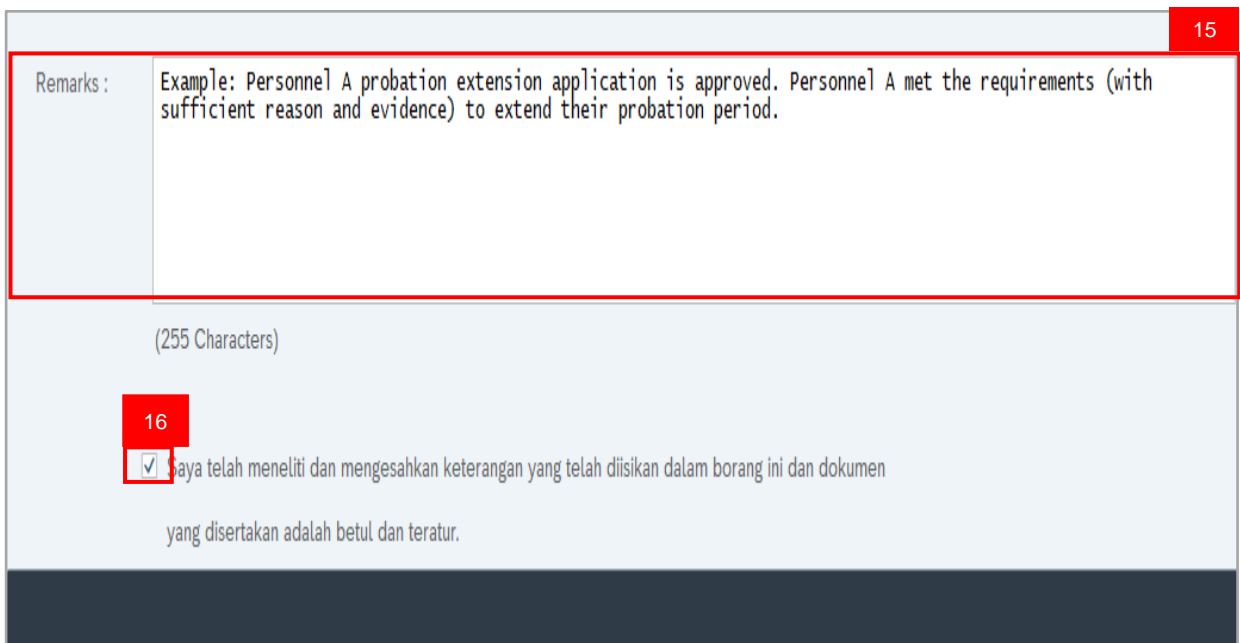| Application Details	Document Upload	Application History	NOTE		
Date	**Time**	**User ID**	**Version**	**Application Status**	**Remarks**
06.03.2022	20:09:12	DYNAMIK13	1	Pending Approval	Example: Personnel A probation extension application submitted for JPA Ap...

15. Enter the **Remarks (Comments).**

16. Click on **Declaration Statement checkbox.**
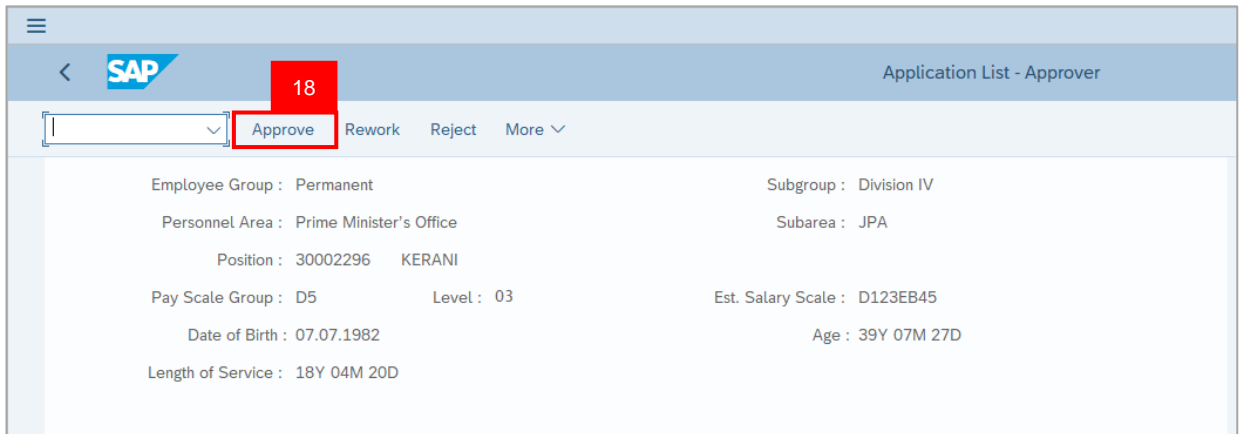
		15
Remarks :	Example: Personnel A probation extension application is approved. Personnel A met the requirements (with sufficient reason and evidence) to extend their probation period.	

(255 Characters)

16

☑ Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen

yang disertakan adalah betul dan teratur.
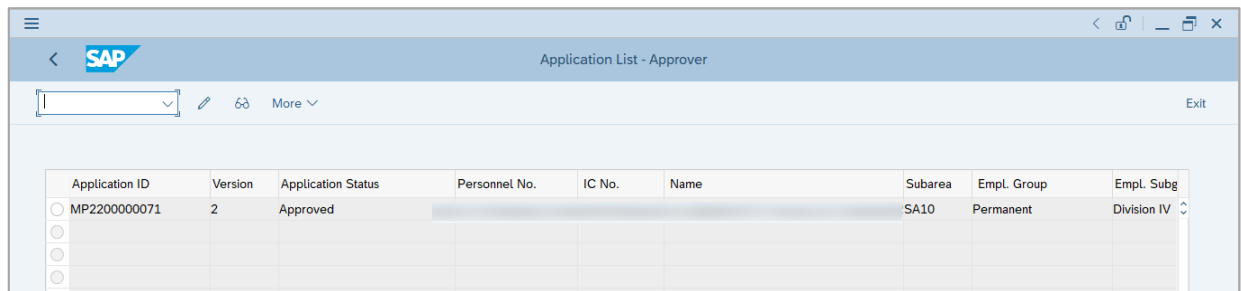
18. Click on Approve button.

Outcome: Application is successfully approved by JPA Approver.

Note: Approved probation confirmation application means that Probation Extension job data is automatically recorded by SSM. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

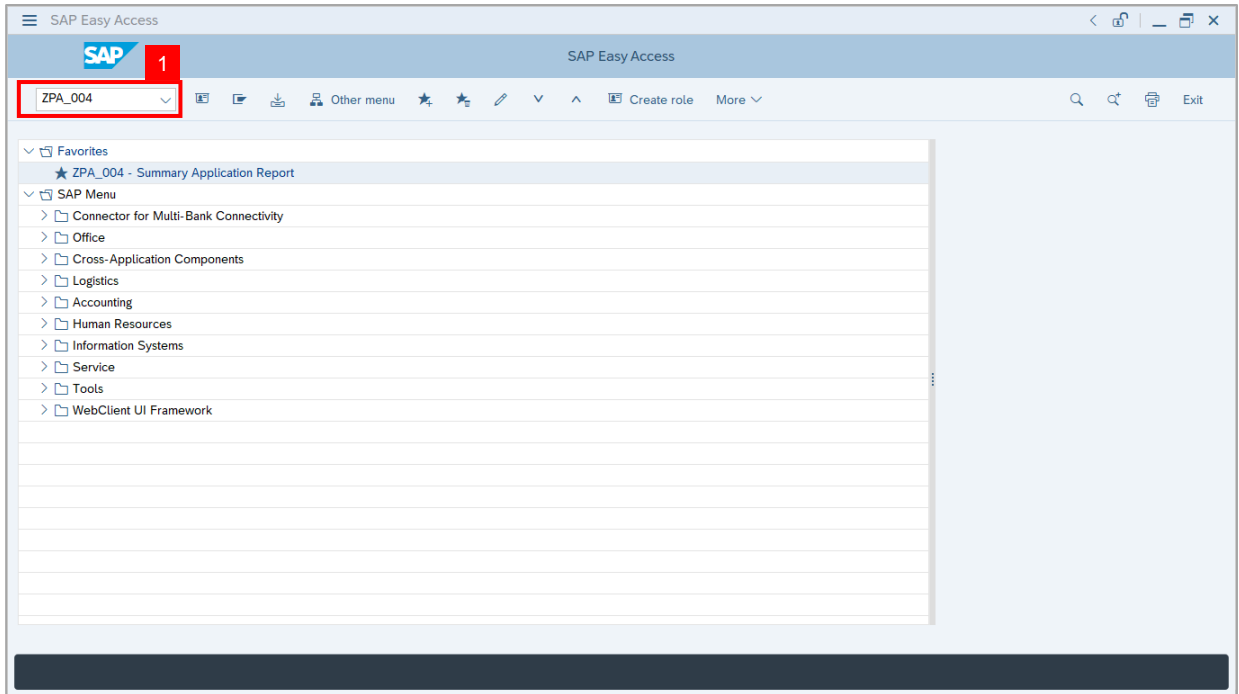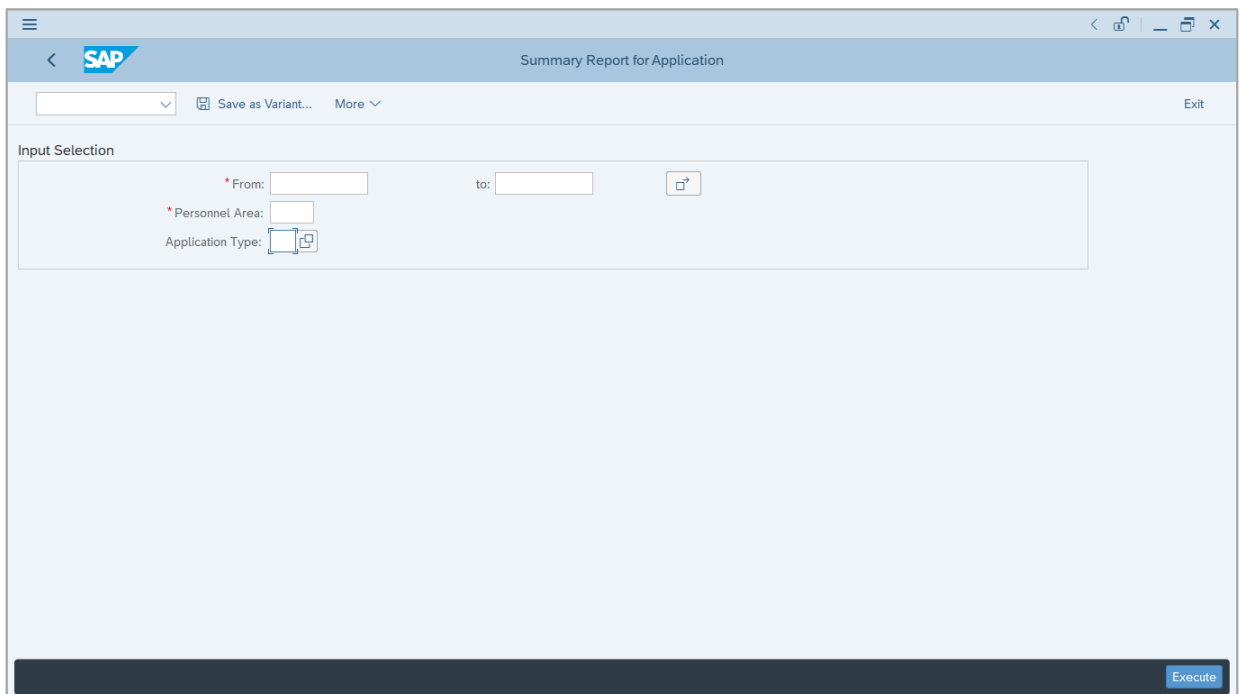| Summary Report for Application	Backend User
	JPA Approver

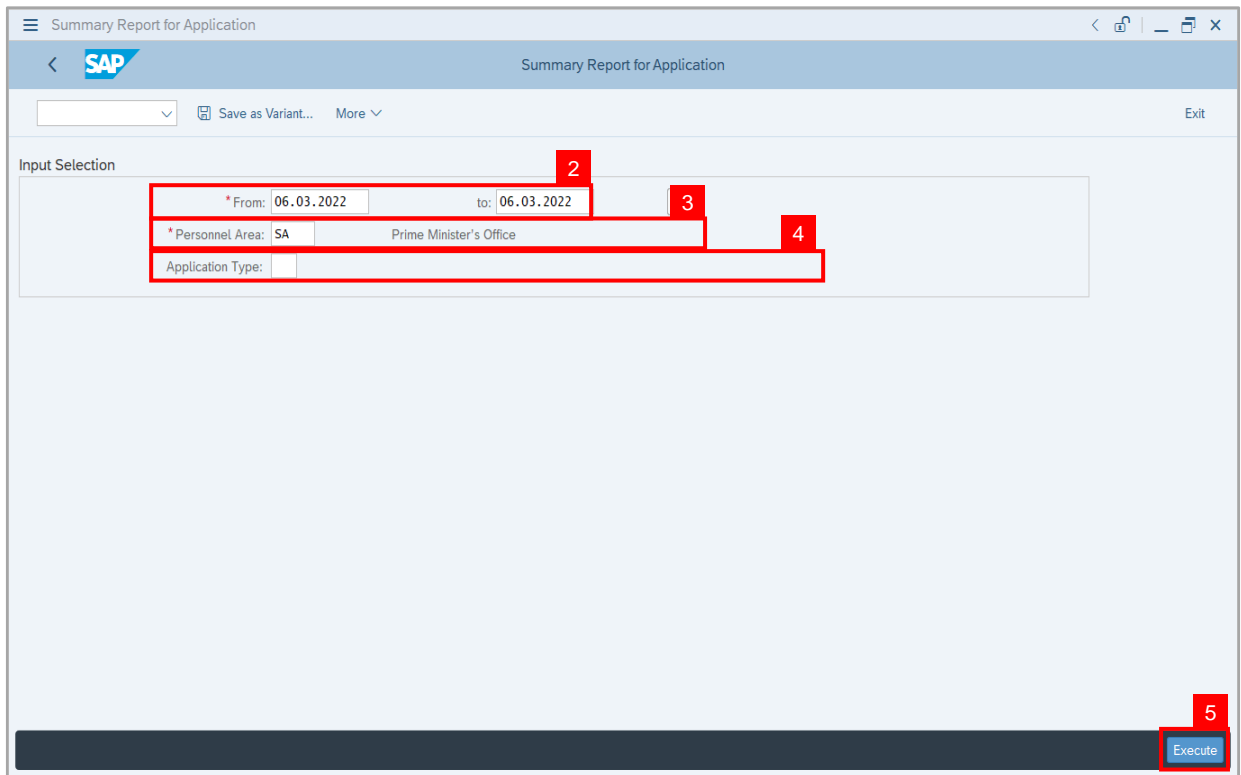Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZPA_004** in the search bar.

The **Summary Report for Application** page will be displayed.

2. Enter the **Application Date From and To (Submitted Application Period)**

3. Enter the **Personnel Area (Ministry).**

4. (Optional) Enter the **Application Type**

5. Click on **Execute** button.

Note:

i.   JPA Approver (User) can click on **Search** icon for **Application Type** to filter report results.

ii.   The report would generate the number of submitted applications for the selected **Personnel Area (Ministry).**

iii. The **Application Date From and To (Submitted Application Period)** allows the user to generate report based on the submitted applications within the timeframe.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

The **Summary Report for Application** page will be displayed.

Personnel Area	Personnel Area Description	Personnel Subarea	Personnel Subarea Description	Application Type	Total Applications
SA	Prime Minister's Office	SA10	JPA	Penetapan Jawatan	43
SA	Prime Minister's Office	SA10	JPA	Melanjutkan Tempoh Percubaan	13