



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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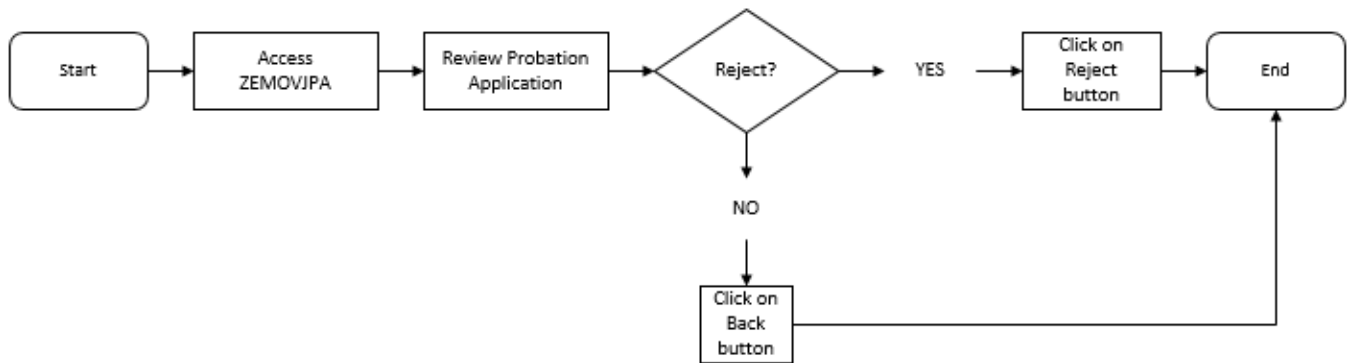
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Process Overview

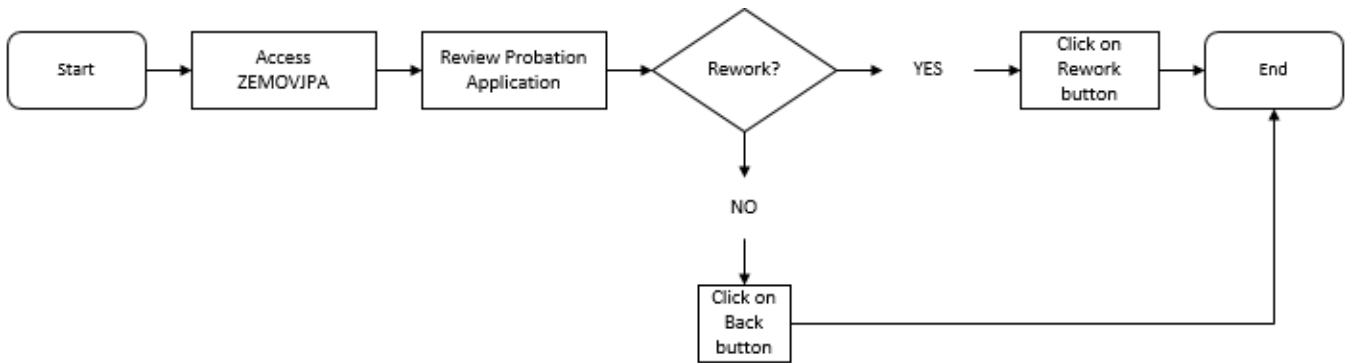
Add Transaction Code to Favourites



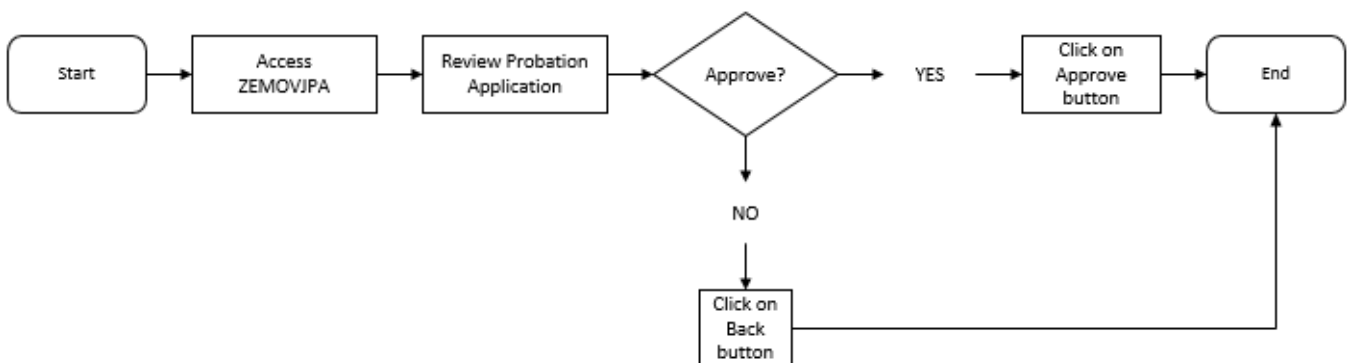
Reject Probation Application in ZEMOVJPA



Rework Probation Application in ZEMOVJPA



Approve Probation Application in ZEMOVJPA





Generate Summary Report for Application via ZPA_004



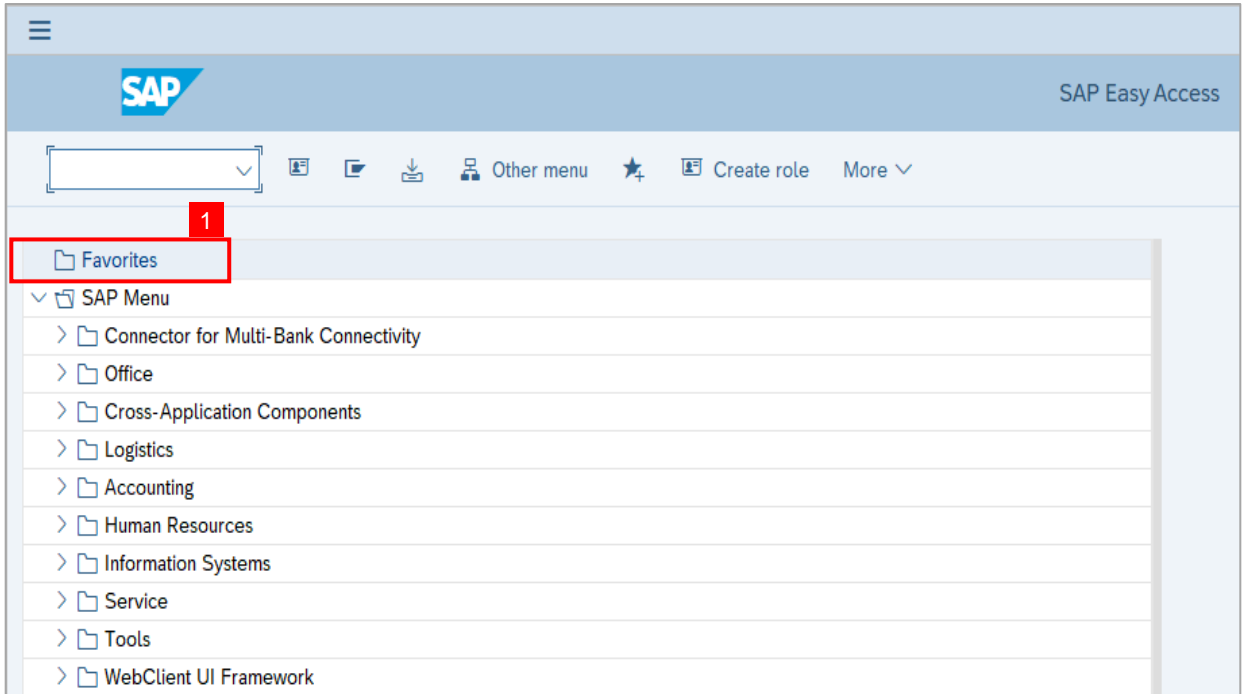
**Add Transaction Code
To Favorites**

Backend User

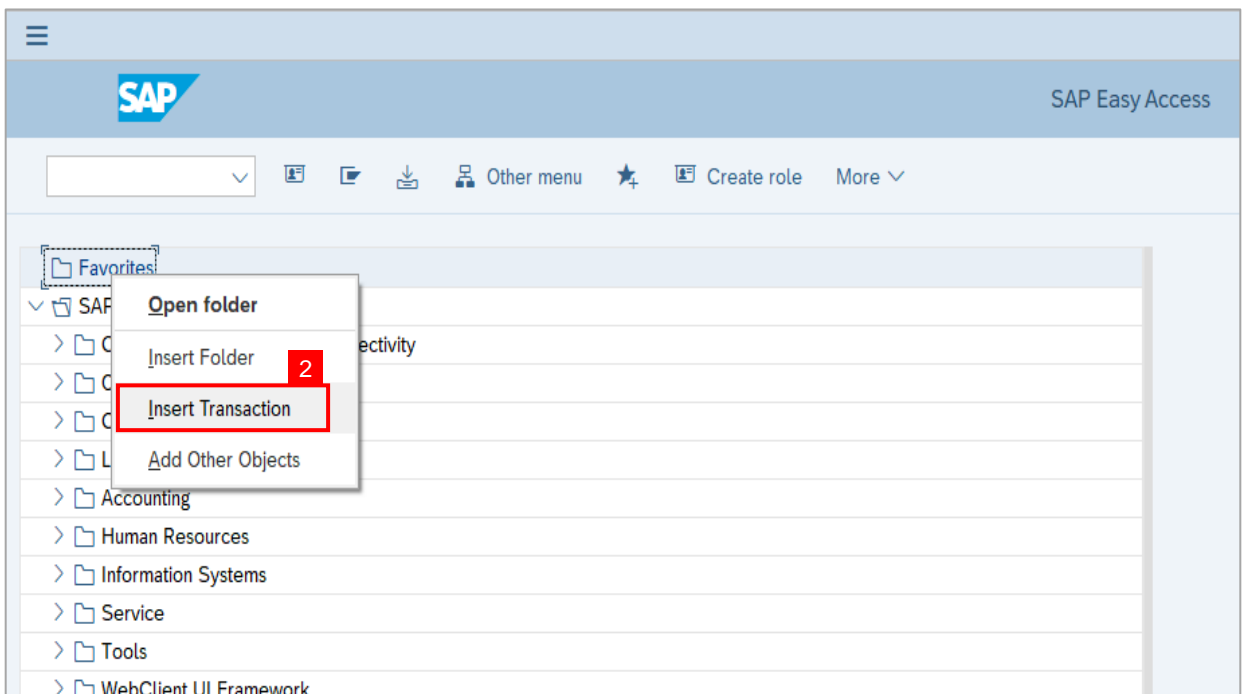
Department HR Administrator & JPA Approver

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

1. Right click on the **Favorites** folder.

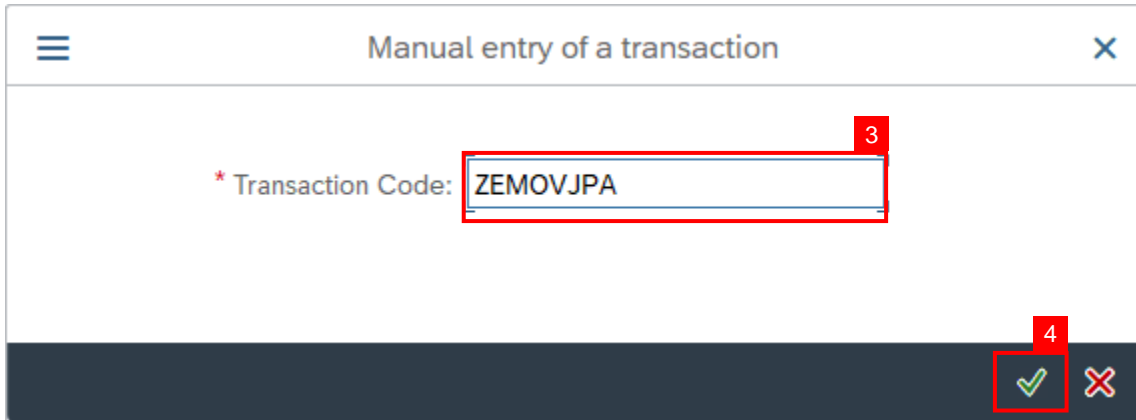


2. Click on **Insert Transaction**.



Note: Manual entry of a transaction will be displayed.

3. Enter Probation – Approver Transaction Code **ZEMOVJPA**
4. Click on **Continue** (Tick) icon.



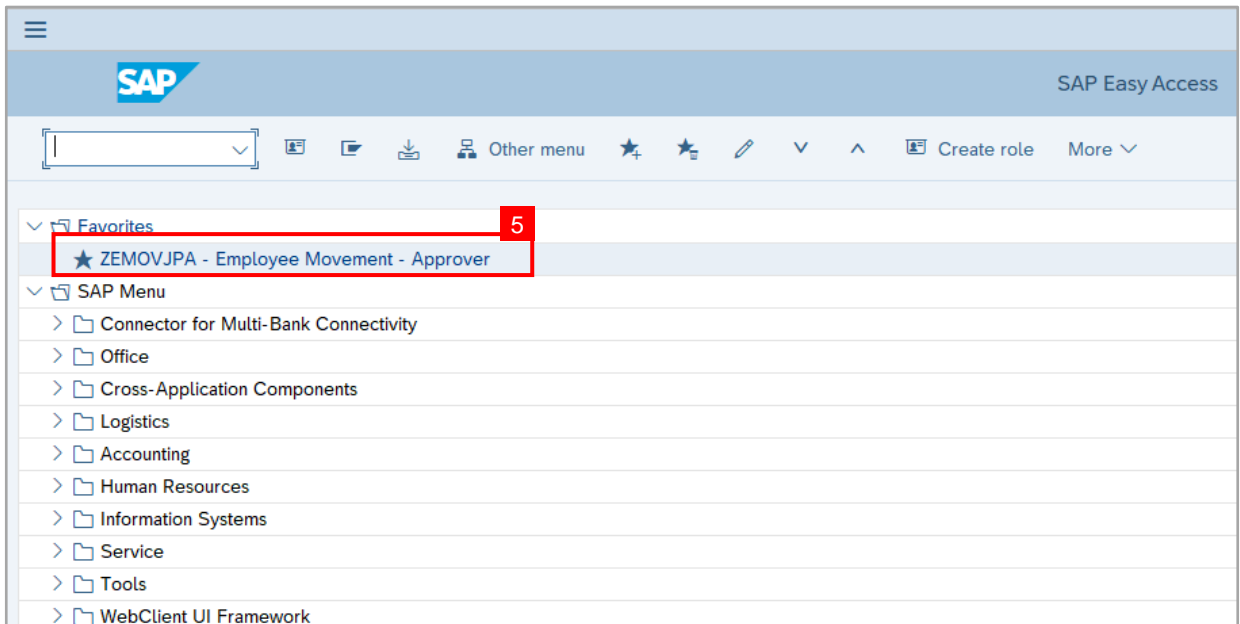
Manual entry of a transaction

* Transaction Code: ZEMOVJPA

3

4

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



SAP

SAP Easy Access

Other menu

Create role

More

5

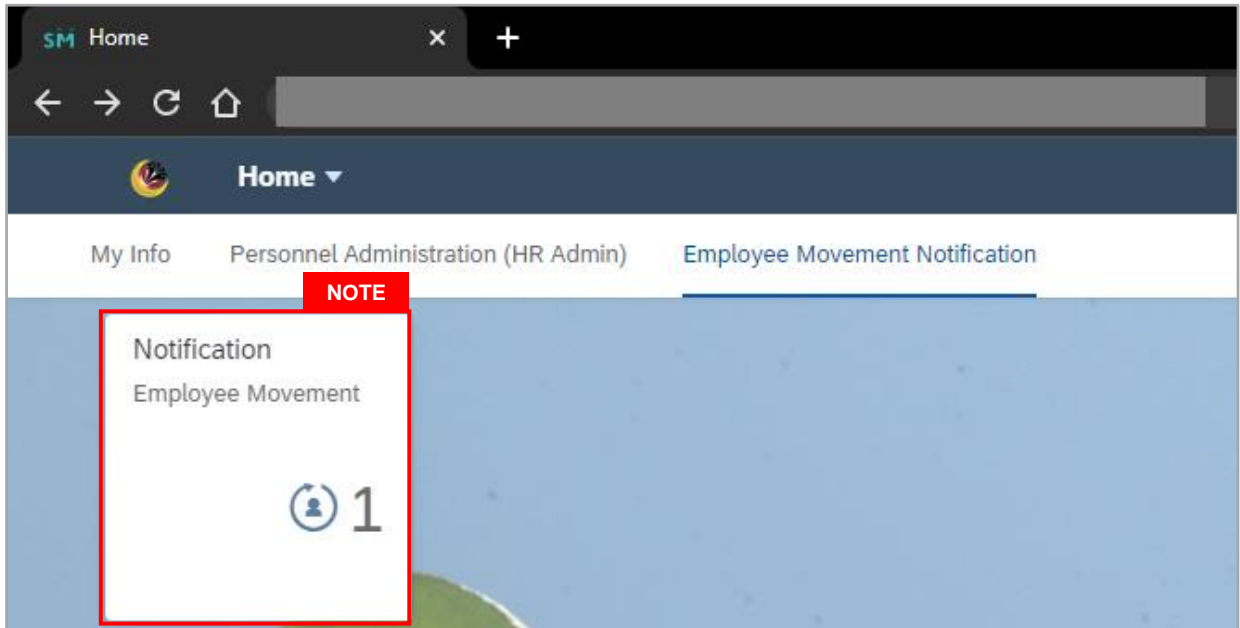
★ ZEMOVJPA - Employee Movement - Approver

SAP Menu

- Connector for Multi-Bank Connectivity
- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Service
- Tools
- WebClient UI Framework

Reject Probation Confirmation Application	Backend User
	JPA Approver

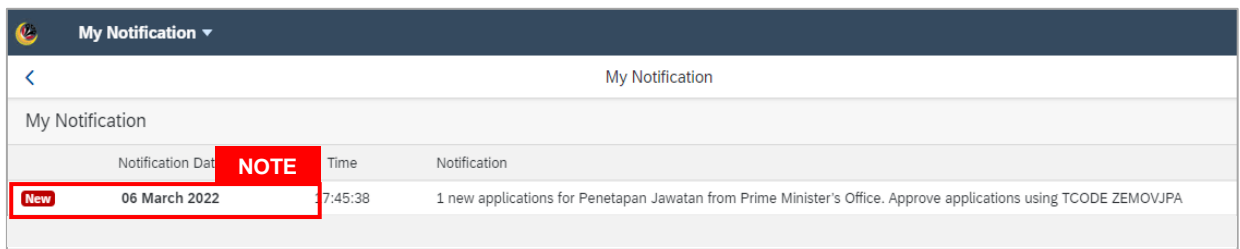
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

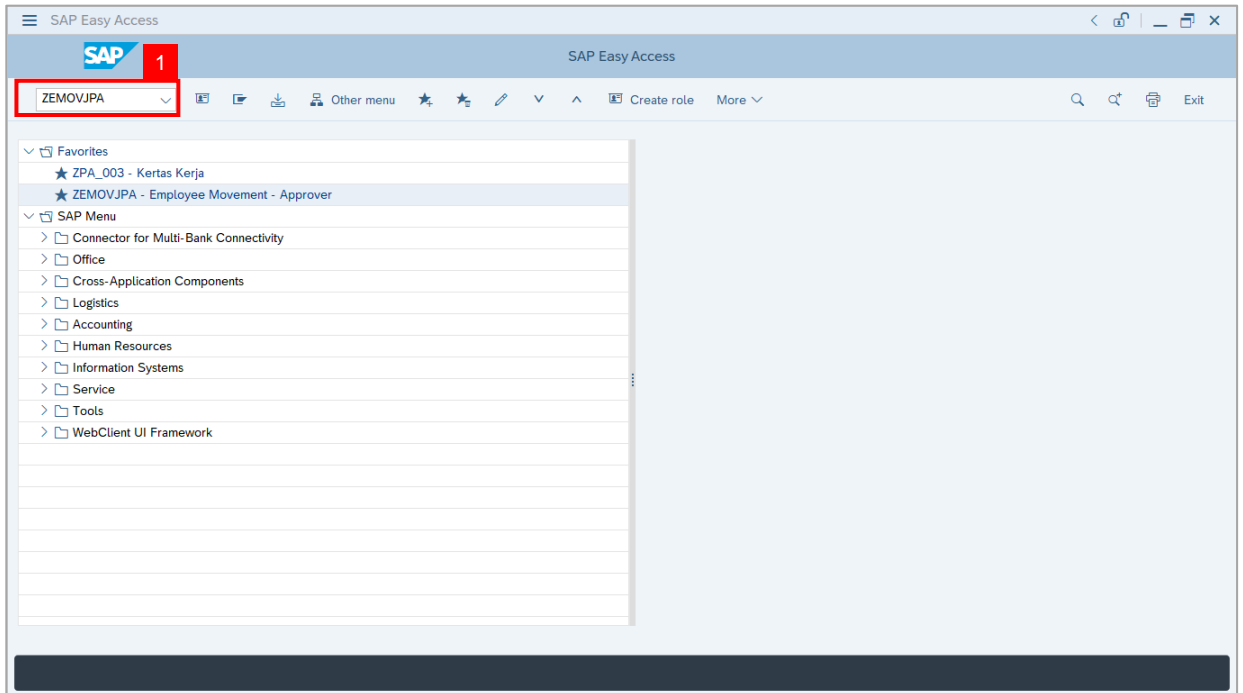


Note:

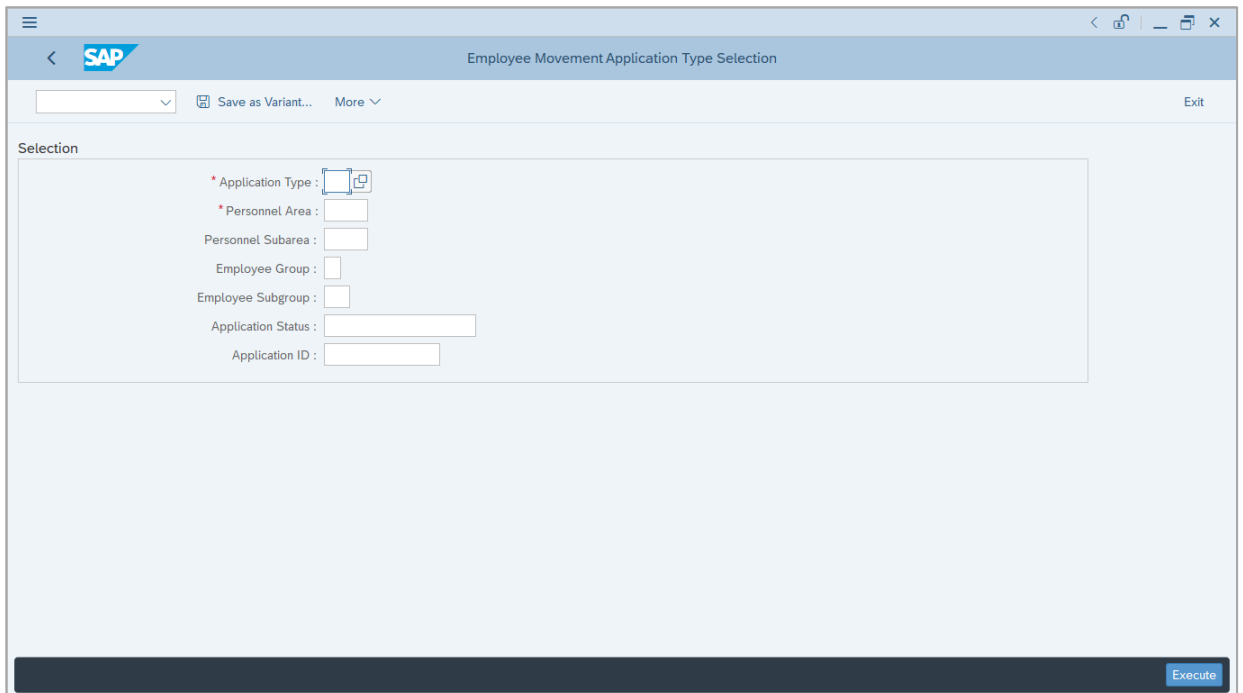
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

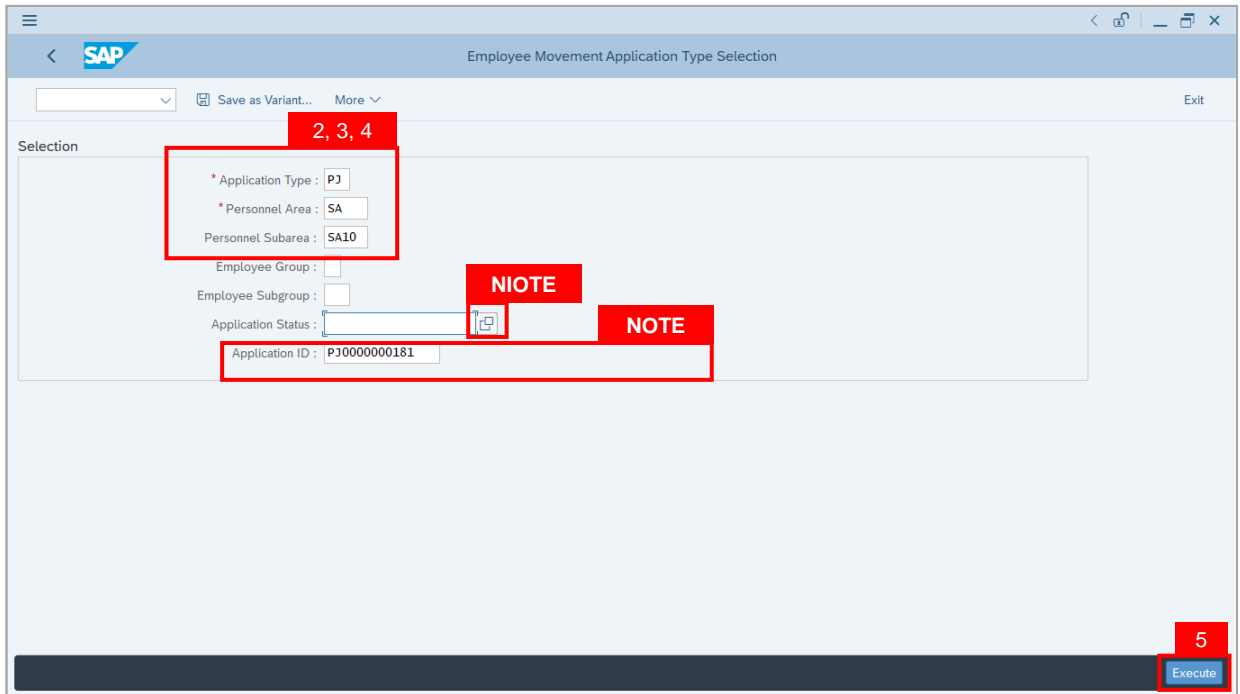
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.



Employee Movement Application Type Selection

Selection

* Application Type : PJ

* Personnel Area : SA

Personnel Subarea : SA10

Employee Group :

Employee Subgroup :

Application Status : NOTE

Application ID : PJ0000000181

Execute

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.

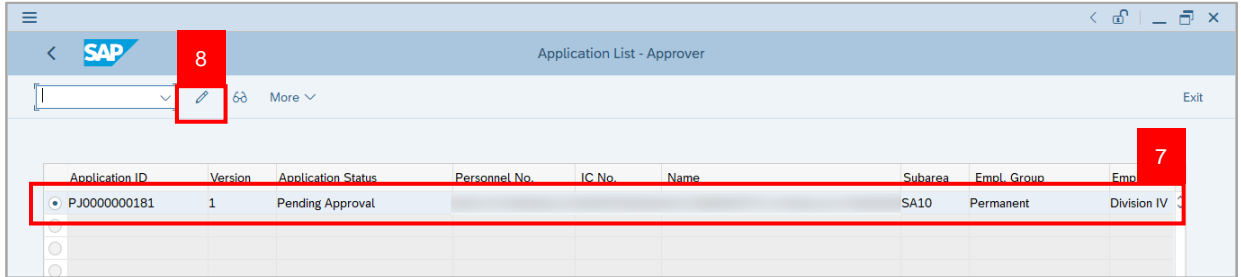
Application Status (1) 5 Entries found

Restrictions

Cl.	Status ID	App Status	Ap. Status
220 00	P		Pending Approval
220 01	W		Rework
220 02	A		Approved
220 03	R		Rejected
220 04	X		Withdrawn

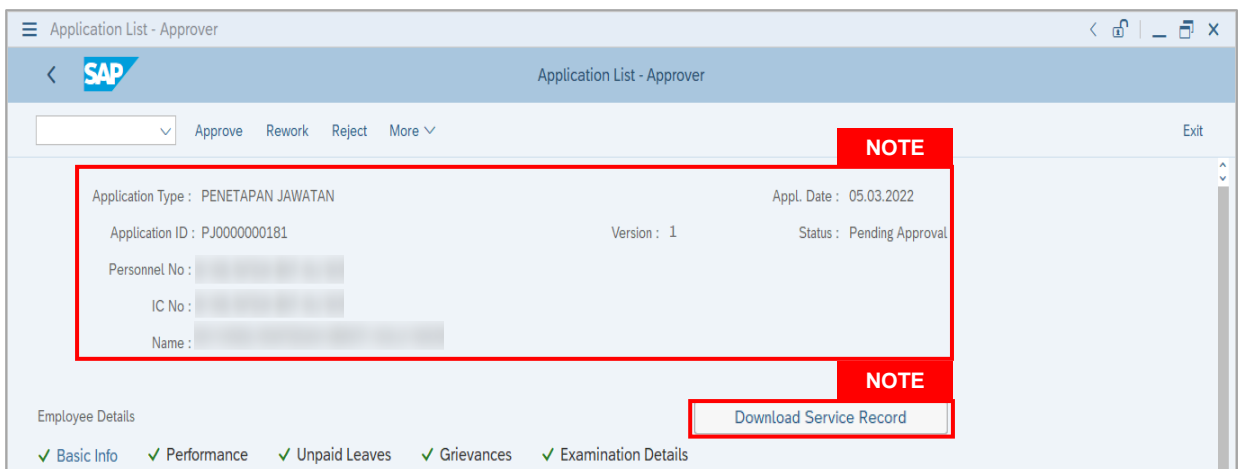
5 Entries found

7. Select submitted application.
8. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Emp.
PJ0000000181	1	Pending Approval				SA10	Permanent	Division IV

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



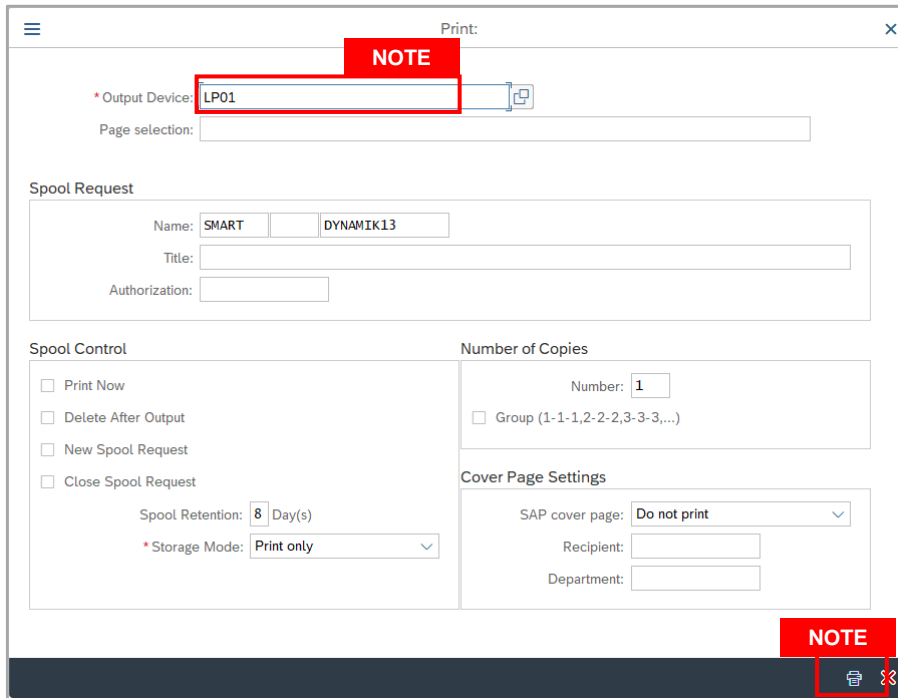
Application Type : PENETAPAN JAWATAN Appl. Date : 05.03.2022
Application ID : PJ0000000181 Version : 1 Status : Pending Approval
Personnel No :
IC No :
Name :
NOTE
Employee Details
Download Service Record
NOTE
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

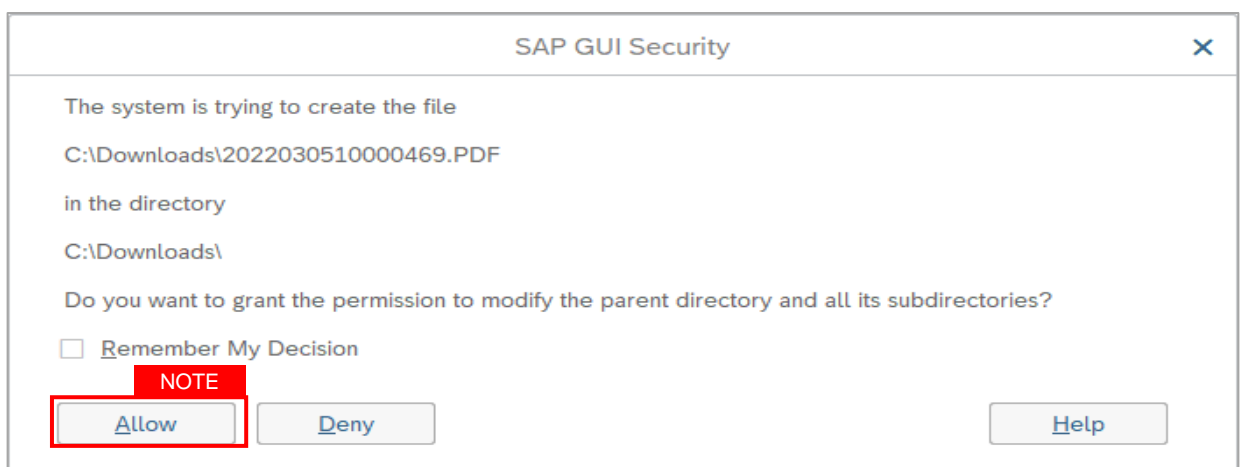
Recipient: []

Department: []

NOTE

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

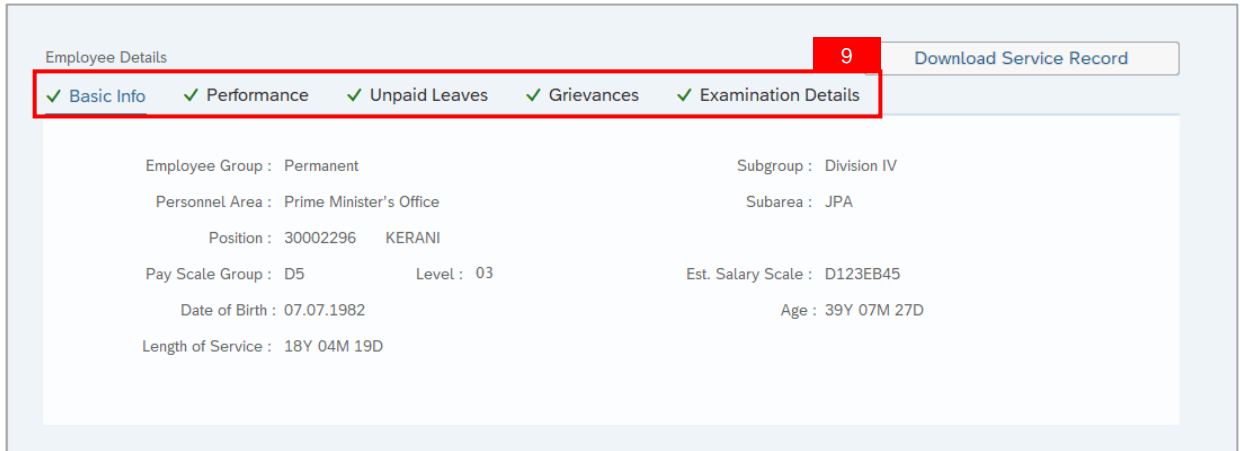
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

Allow Deny Help

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

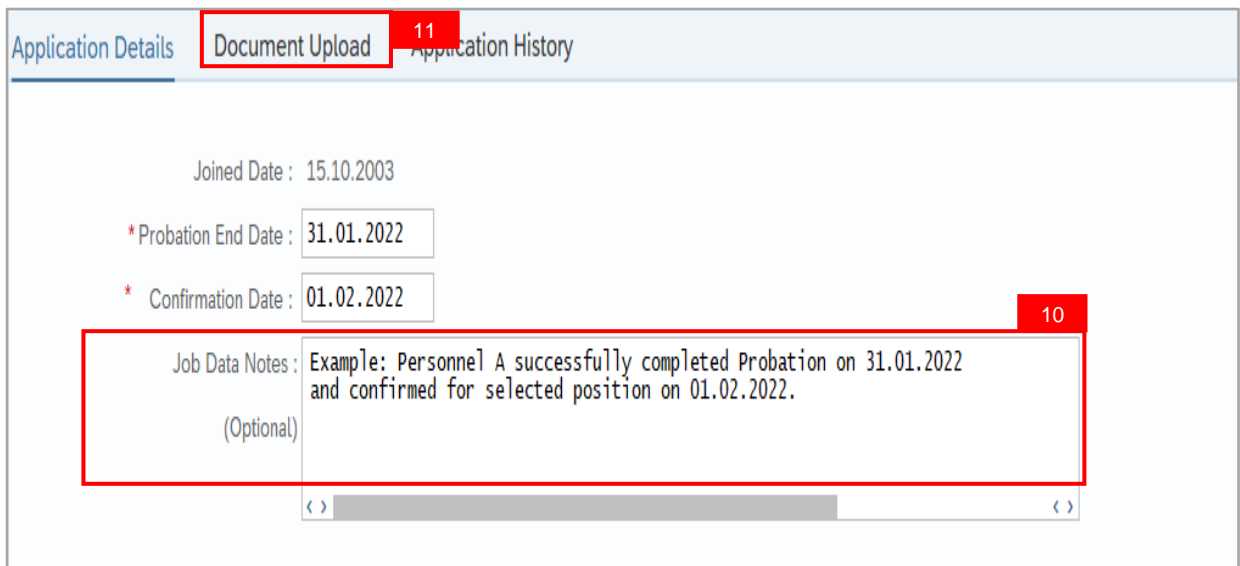


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is positioned above the 'Examination Details' tab. Below the tabs, there is a 'Download Service Record' button. The main content area displays the following employee information:

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 19D	

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

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



The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is positioned above the 'Application History' tab. Below the tabs, there is a 'Job Data Notes' section. The 'Job Data Notes' section contains the following information:

Joined Date : 15.10.2003

* Probation End Date : 31.01.2022

* Confirmation Date : 01.02.2022

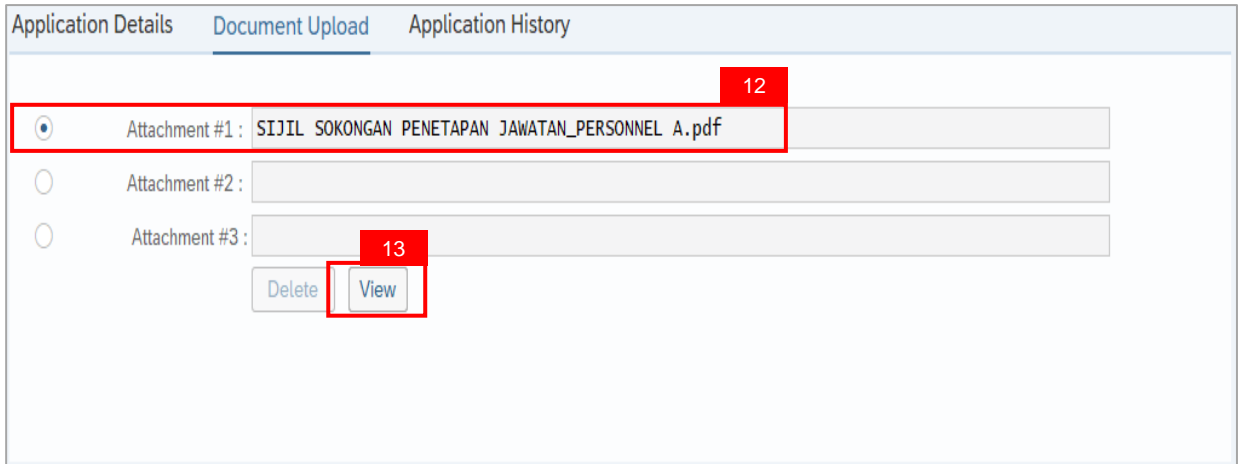
Job Data Notes : Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022.

(Optional)

A red box with the number '10' is positioned above the 'Job Data Notes' section. Below the 'Job Data Notes' section, there is a scroll bar.

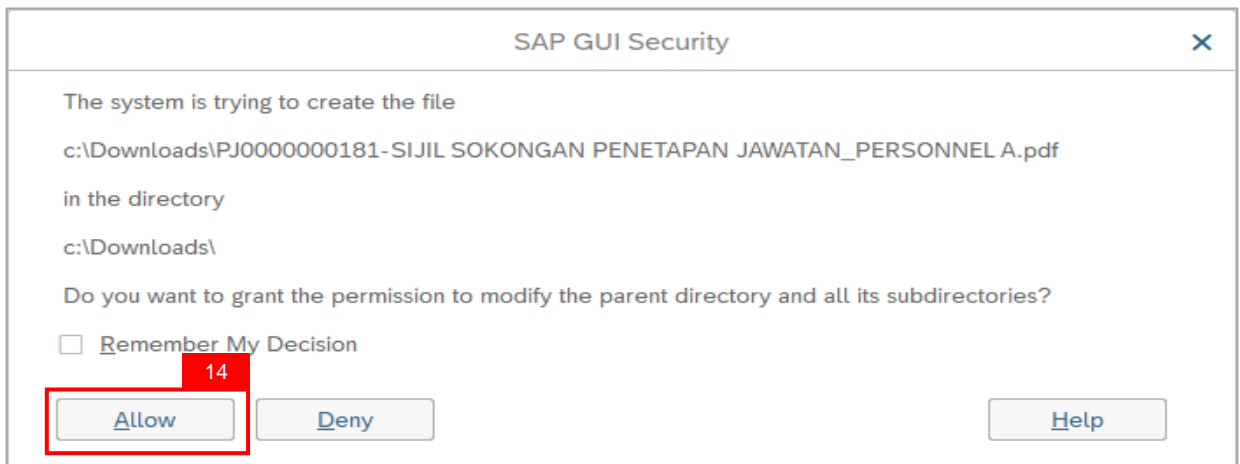
12. Select **Attachment** to review.

13. Click on **View** button.

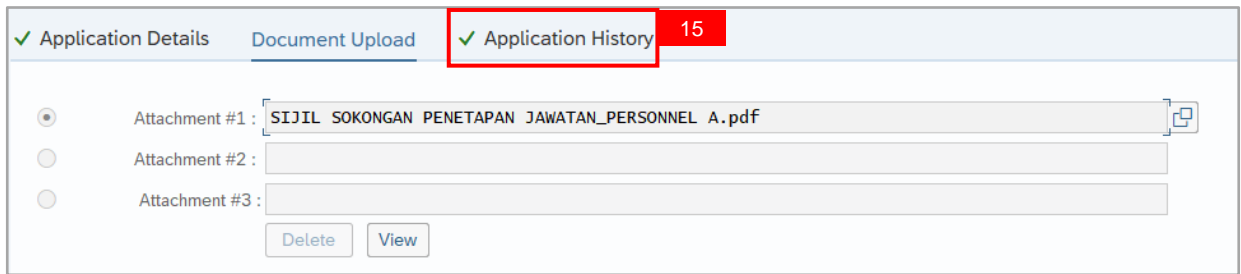


14. Click on **Allow** button.

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



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



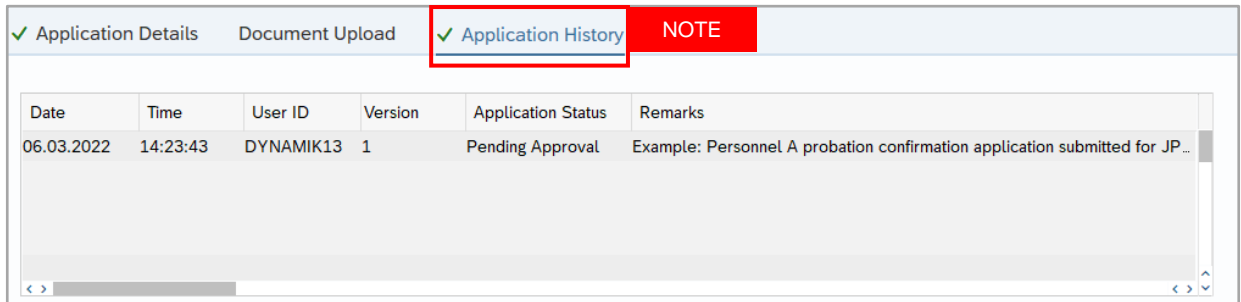
The screenshot shows the 'Application History' tab selected. It displays a list of attachments:

- Attachment #1: SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf
- Attachment #2: [Empty field]
- Attachment #3: [Empty field]

Buttons for 'Delete' and 'View' are visible below the attachments.

Note:

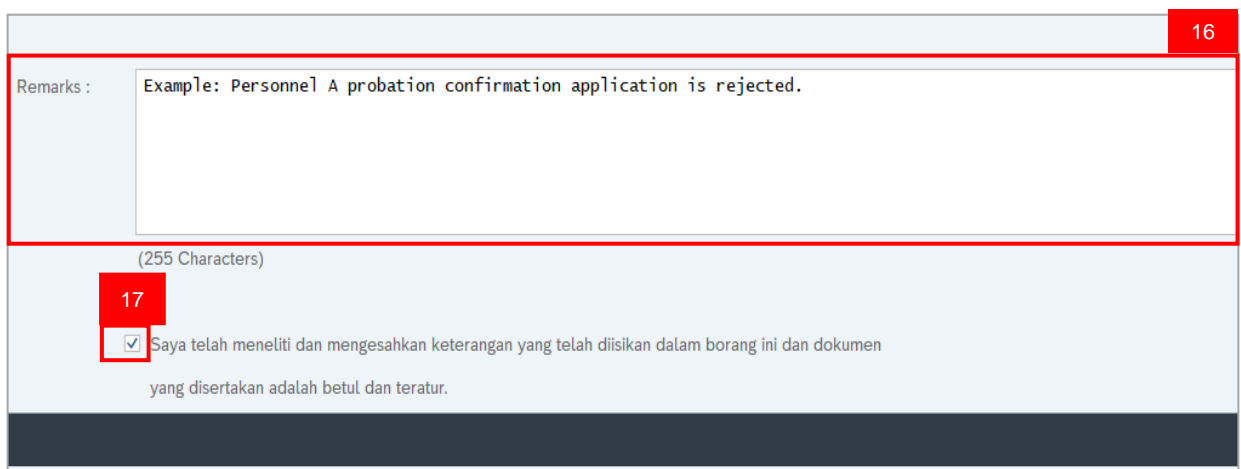
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	14:23:43	DYNAMIK13	1	Pending Approval	Example: Personnel A probation confirmation application submitted for JP...

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

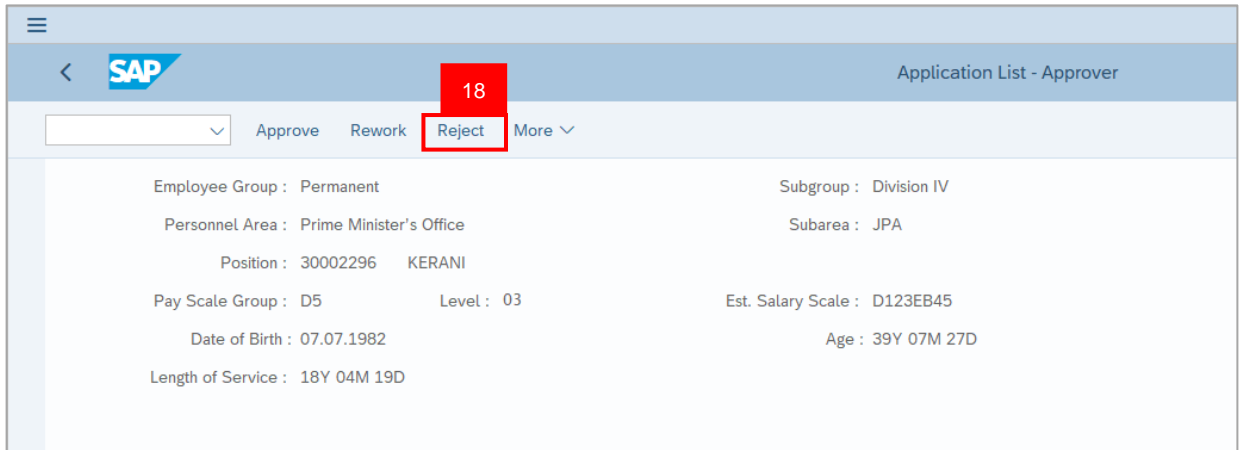
17. Click on **Declaration Statement** checkbox.



The screenshot shows the 'Remarks' field with the text: "Example: Personnel A probation confirmation application is rejected." Below the field, there is a character count: "(255 Characters)".

Below the character count, there is a checkbox labeled "17" which is checked. The text next to it reads: "Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur."

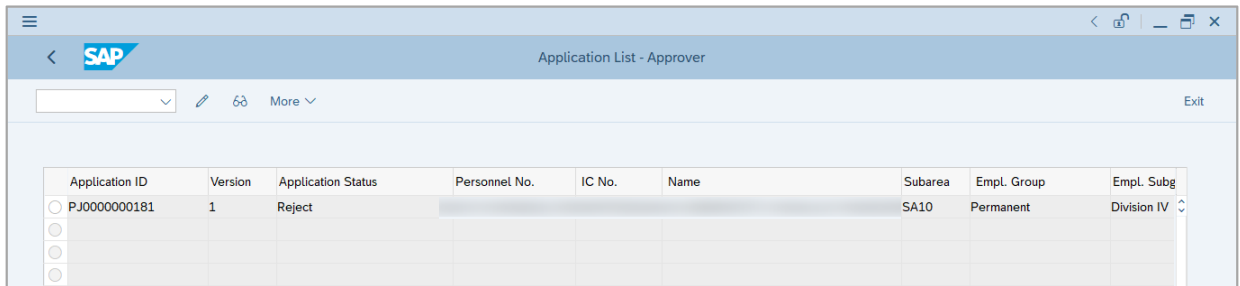
18. Click on **Reject** button.



The screenshot shows the SAP Application List - Approver interface. The 'Reject' button is highlighted with a red box and the number 18. The application details are as follows:

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 19D		

Outcome: Application is successfully rejected by JPA Approver.



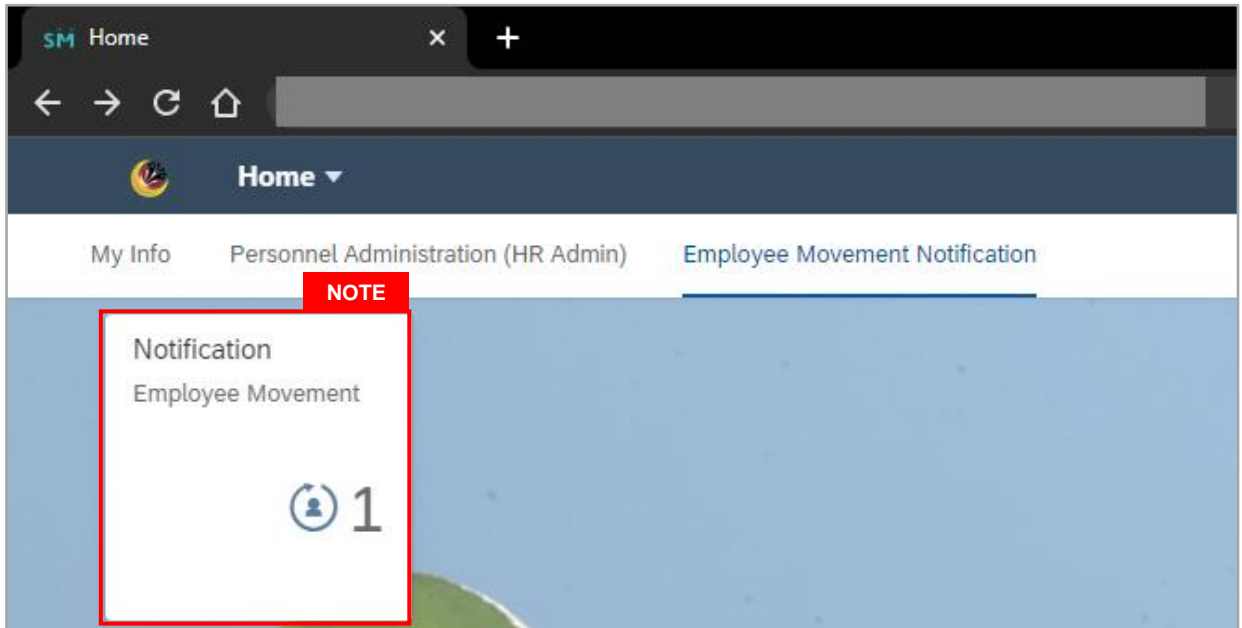
The screenshot shows the SAP Application List - Approver interface with a table of application data. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row shows an application with ID PJ0000000181, Version 1, and Application Status Reject.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PJ0000000181	1	Reject				SA10	Permanent	Division IV

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

Rework Probation Confirmation Application	Backend User
	JPA Approver

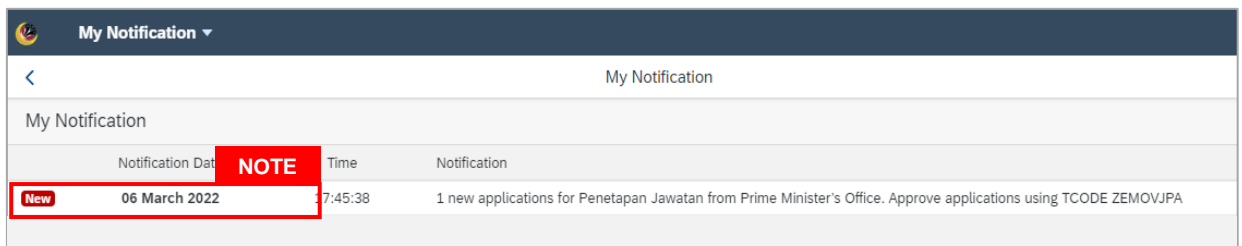
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

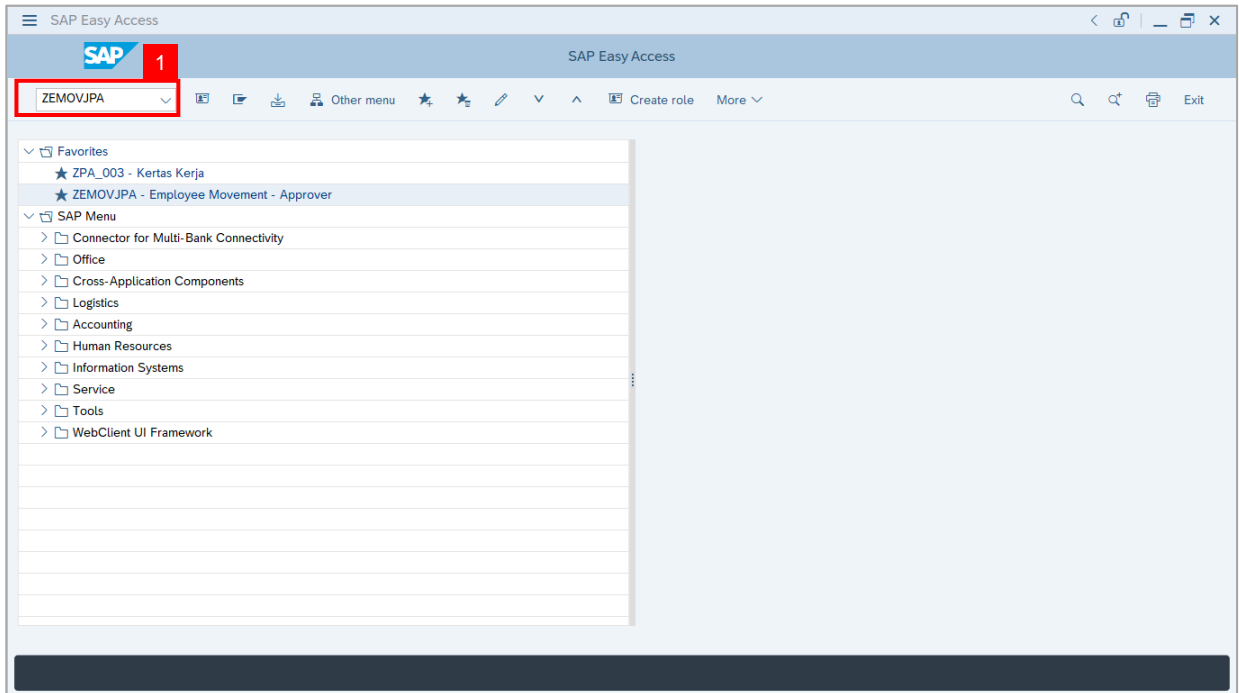


Note:

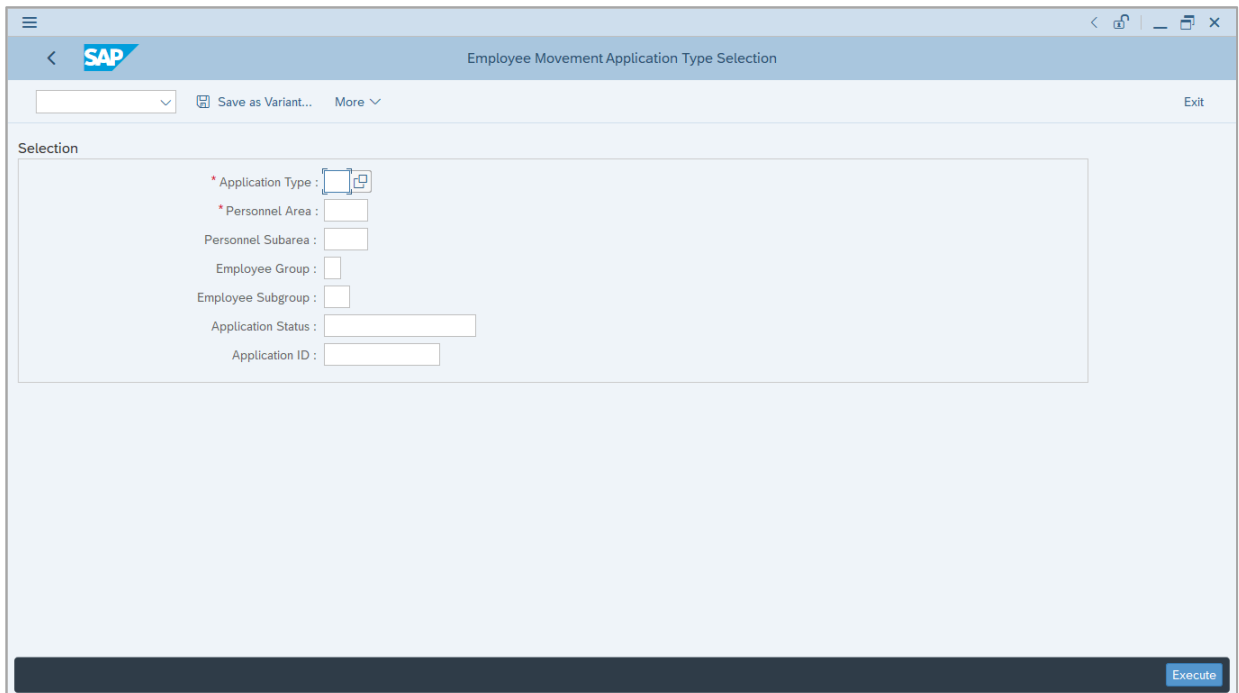
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

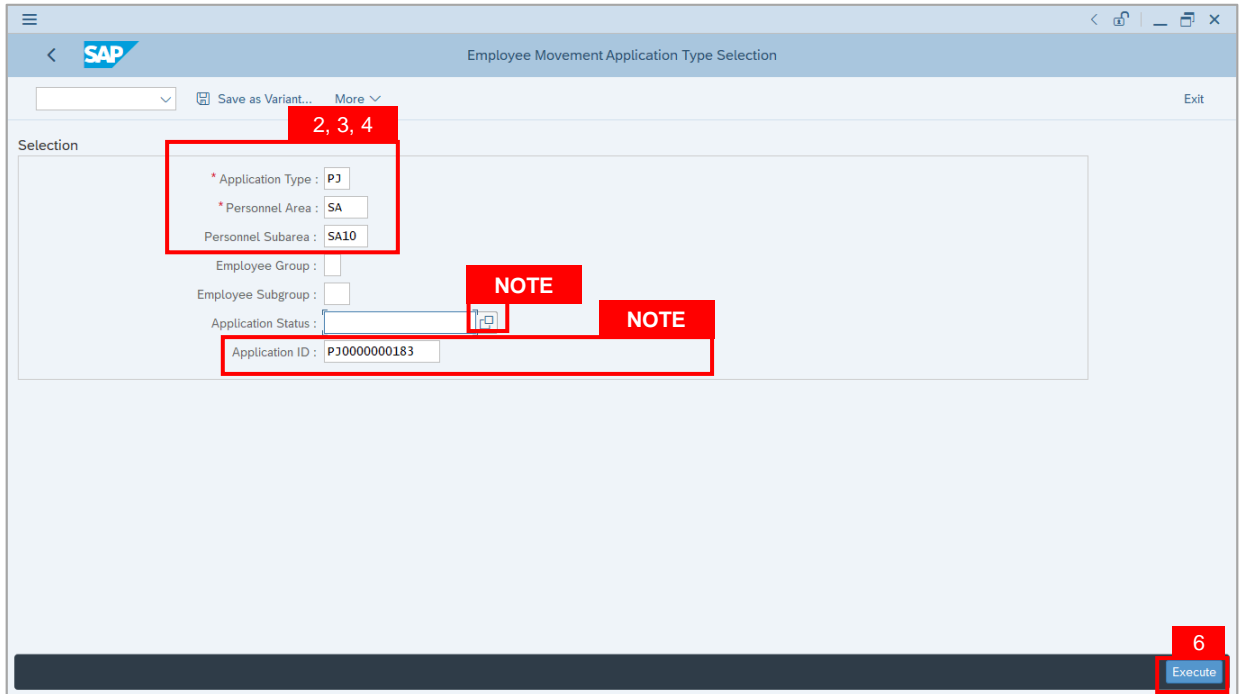
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.



Employee Movement Application Type Selection

Selection

* Application Type : PJ

* Personnel Area : SA

Personnel Subarea : SA10

Employee Group :

Employee Subgroup :

Application Status : NOTE

Application ID : PJ0000000183

Execute

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.

Application Status (1) 5 Entries found

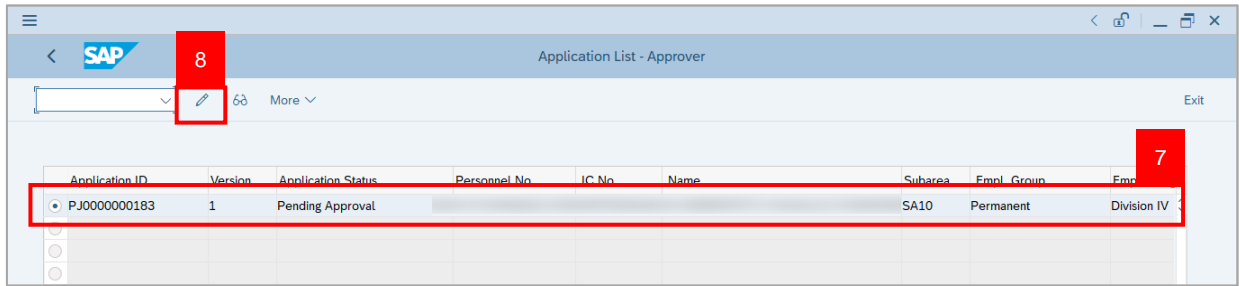
Restrictions

Cl.	Status ID	App Status	Ap. Status
220 00	P	Pending Approval	
220 01	W	Rework	
220 02	A	Approved	
220 03	R	Rejected	
220 04	X	Withdrawn	

5 Entries found

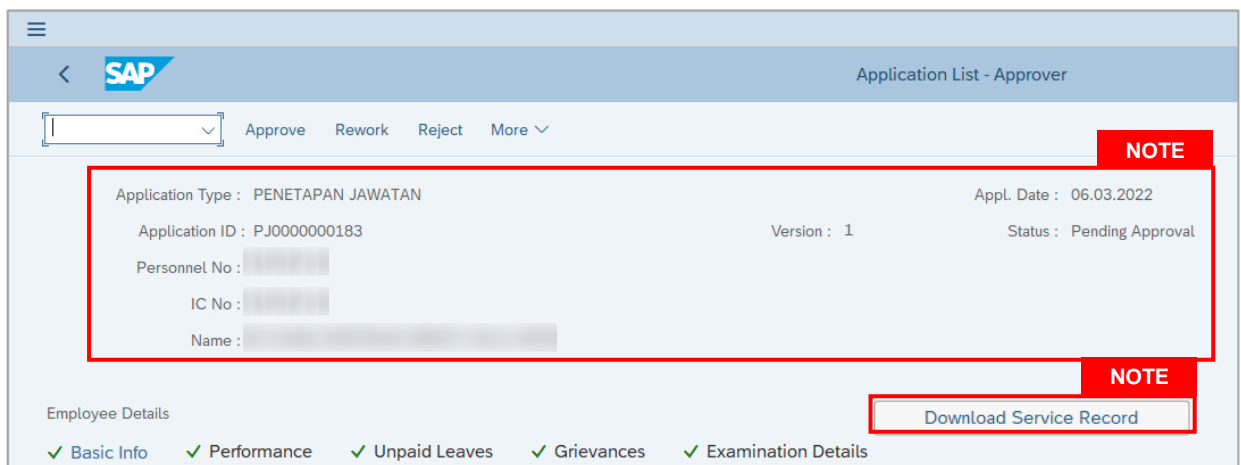
7. Select submitted application.

8. Click on **Change** icon



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Eme
PJ0000000183	1	Pending Approval				SA10	Permanent	Division IV

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



Application Type : PENETAPAN JAWATAN
Application ID : PJ0000000183
Personnel No :
IC No :
Name :

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

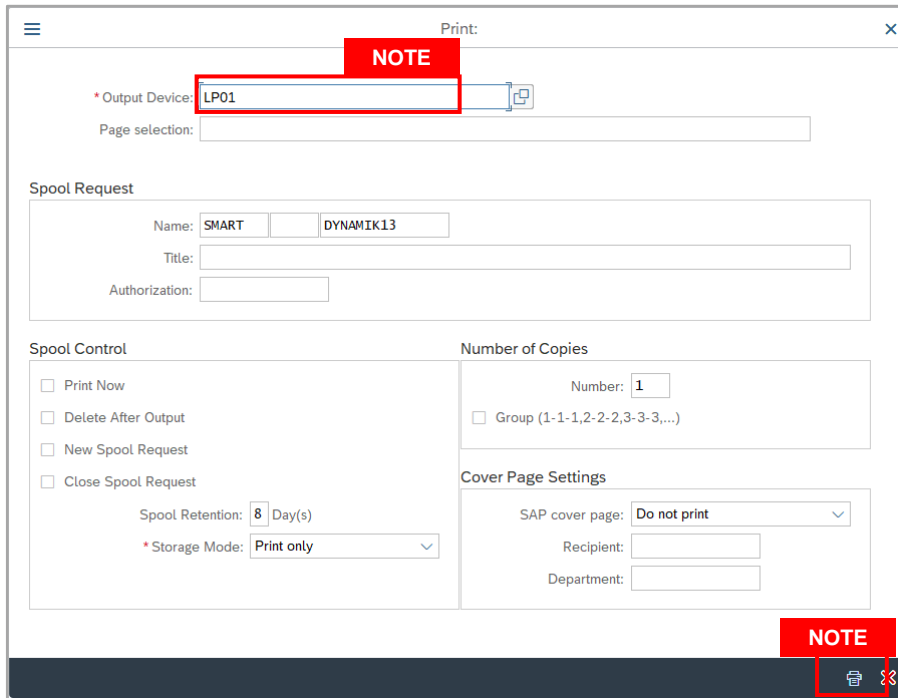
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

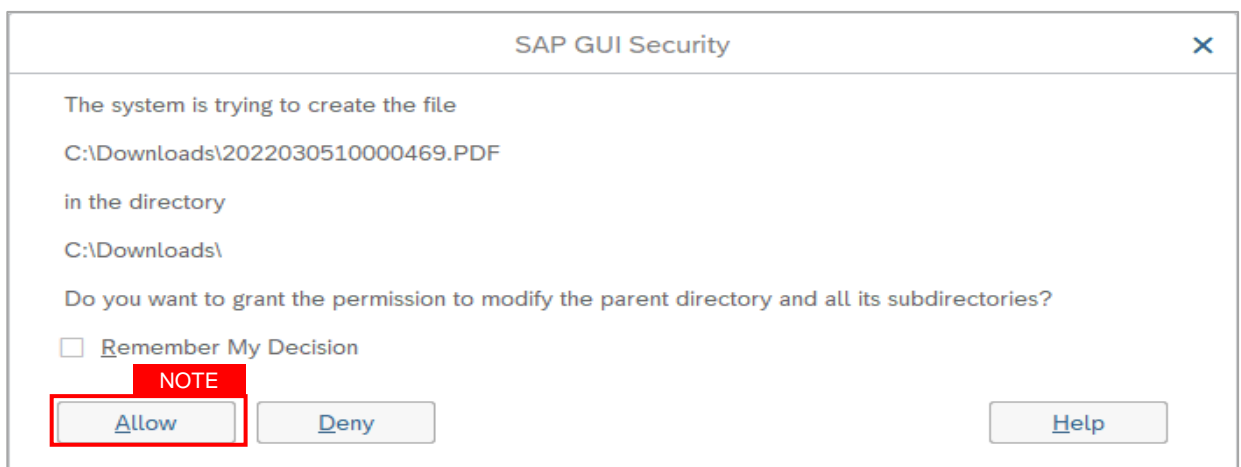
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

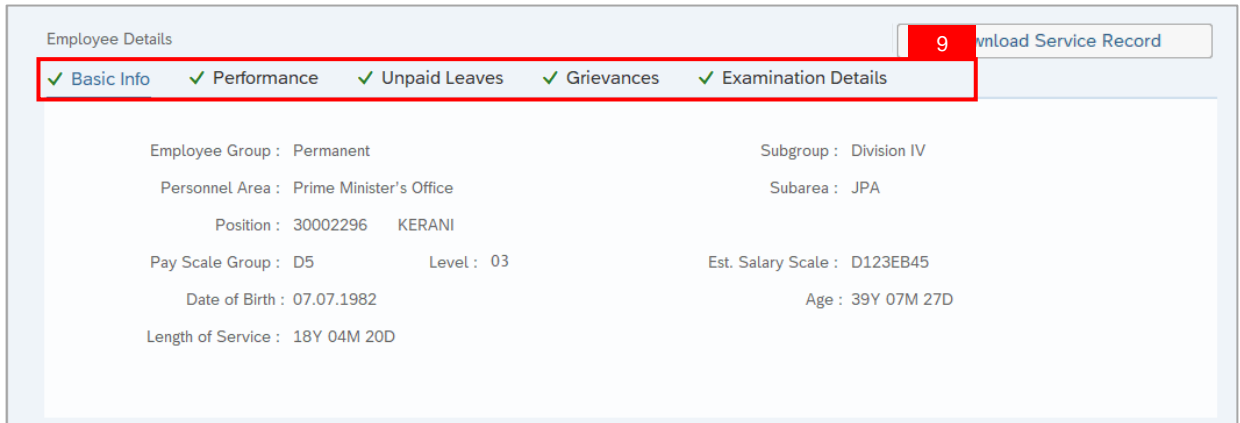
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

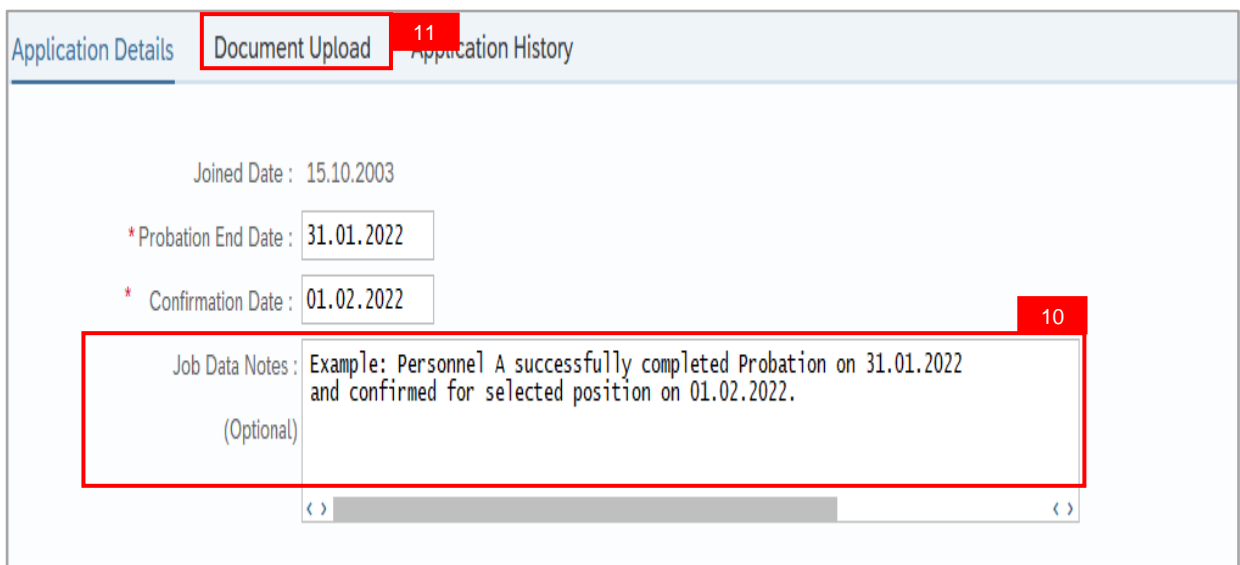


The screenshot shows the 'Employee Details' page with a navigation bar containing tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is positioned over the 'Download Service Record' button. The main content area displays the following employee information:

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**, **Confirmation Date** and **Job Data Notes**).

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



The screenshot shows the 'Application Details' page with a navigation bar containing tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is positioned over the 'Application History' tab. The main content area displays the following application details:

Joined Date : 15.10.2003

* Probation End Date : 31.01.2022

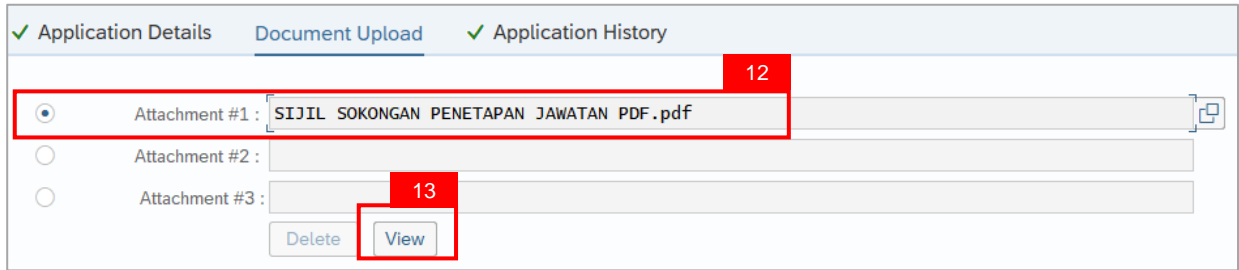
* Confirmation Date : 01.02.2022

Job Data Notes : Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022.
(Optional)

A red box with the number '10' is positioned over the 'Job Data Notes' text area.

12. Select **Attachment** to review

13. Click on **View** button.

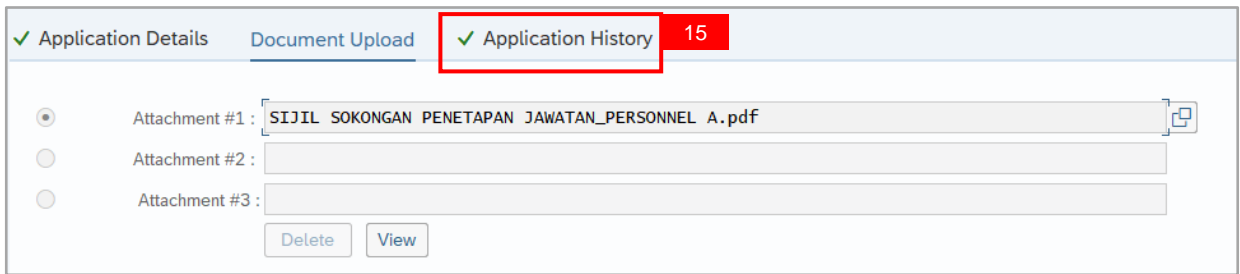


14. Click on **Allow** button

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

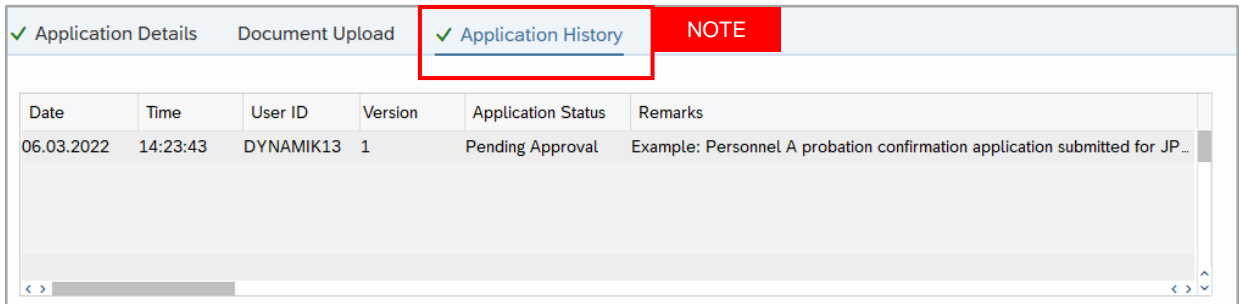


15. Click on **Application History** tab.



Note:

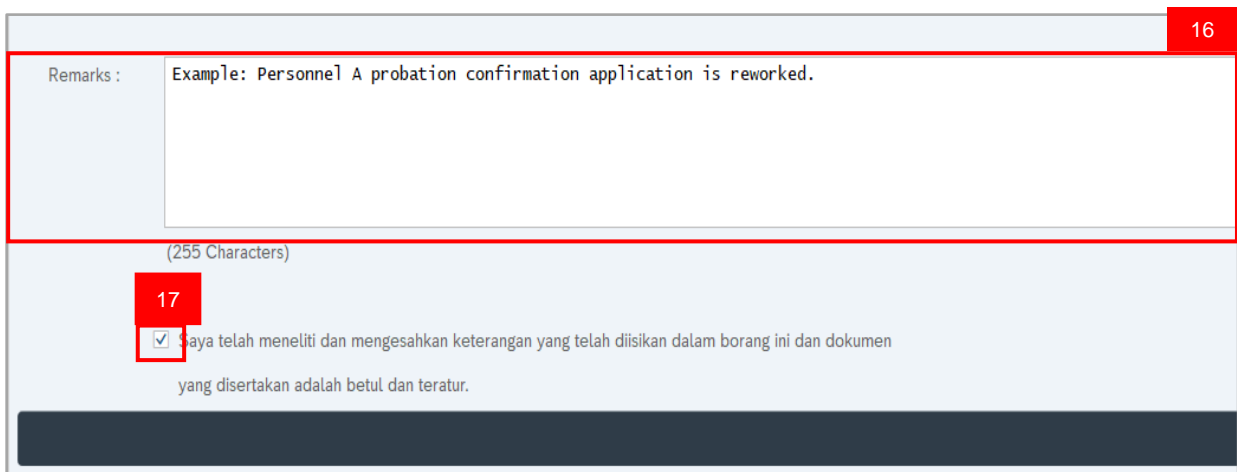
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	14:23:43	DYNAMIK13	1	Pending Approval	Example: Personnel A probation confirmation application submitted for JP...

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

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



18. Click on **Rework** button.

Application List - Approver

Approve **Rework** Reject More ▾

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 reworked by JPA Approver.

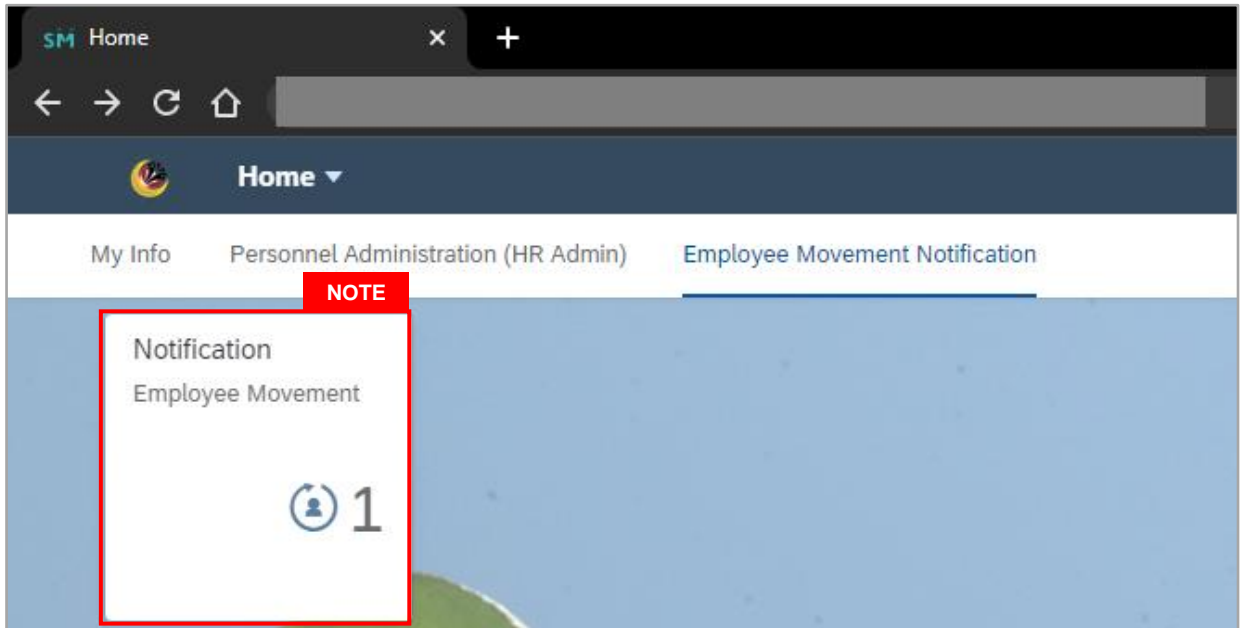
Application List - Approver

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PJ0000000183	1	Rework				SA10	Permanent	Division IV

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

Approve Probation Confirmation Application	Backend User
	JPA Approver

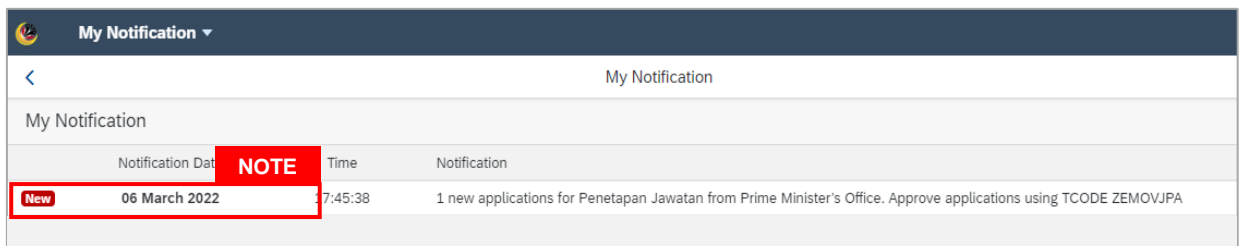
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

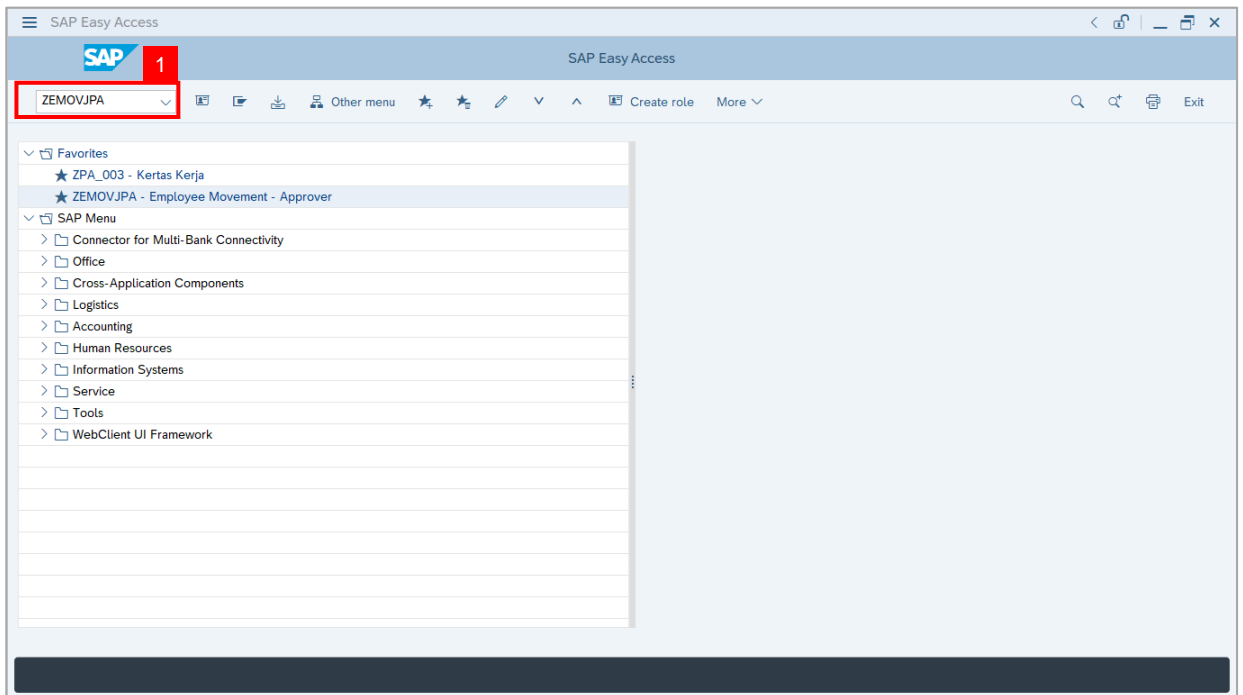


Note:

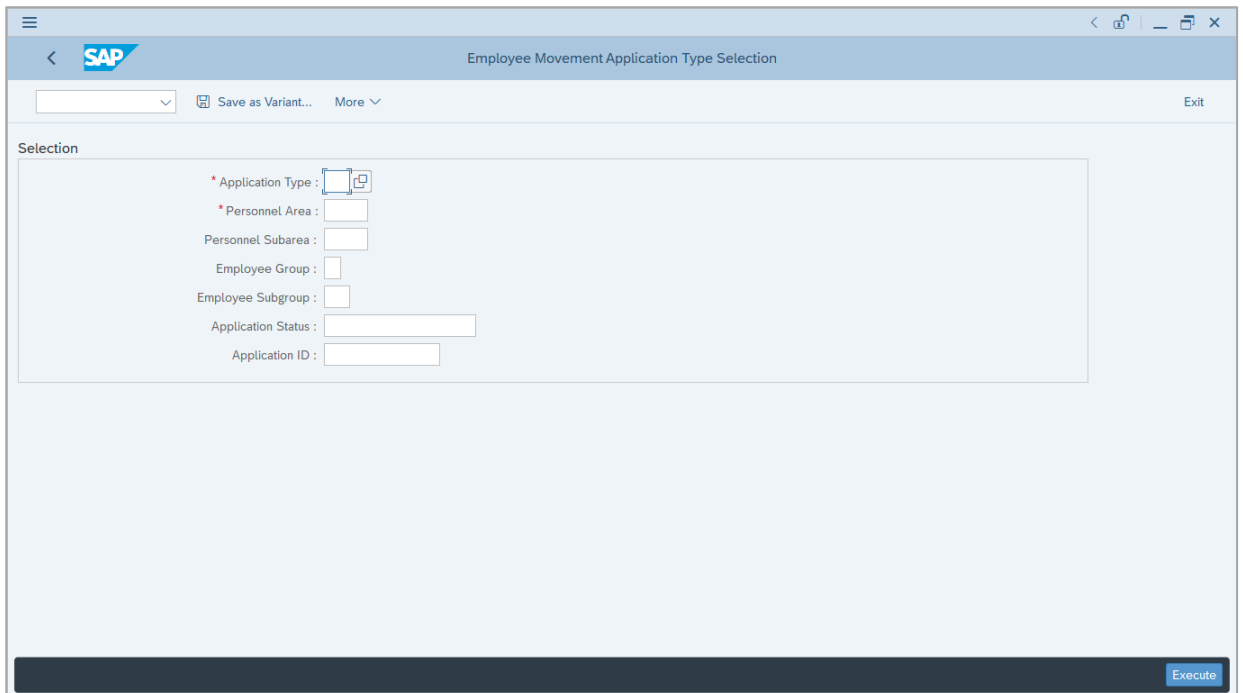
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

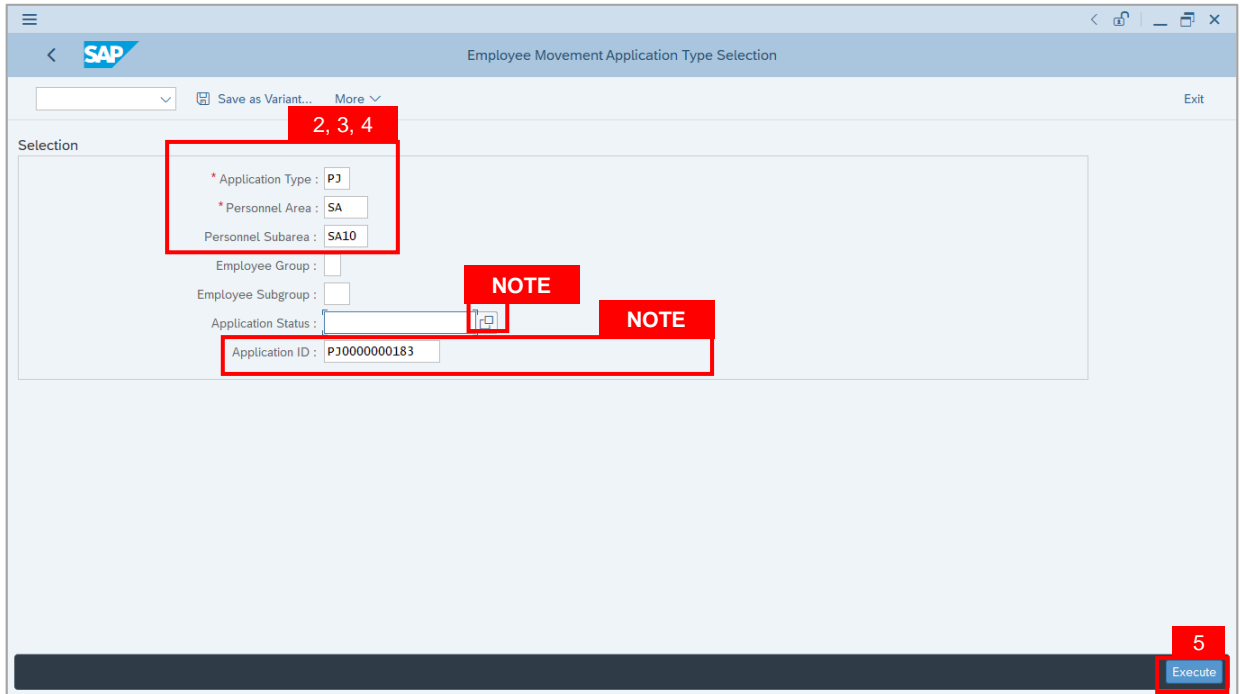
1. Enter transaction code **ZEMOVJPA** in the search bar.



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

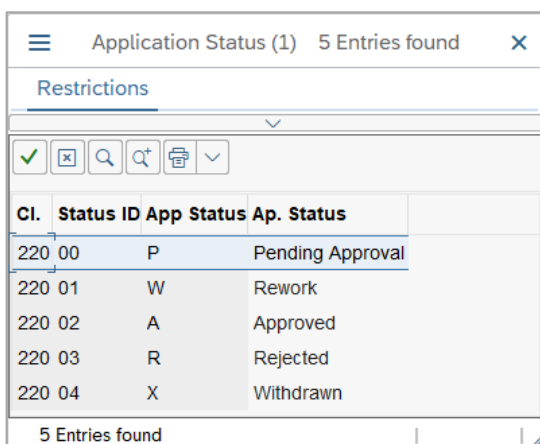


2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. (Optional) Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on **Execute** button.



Note:

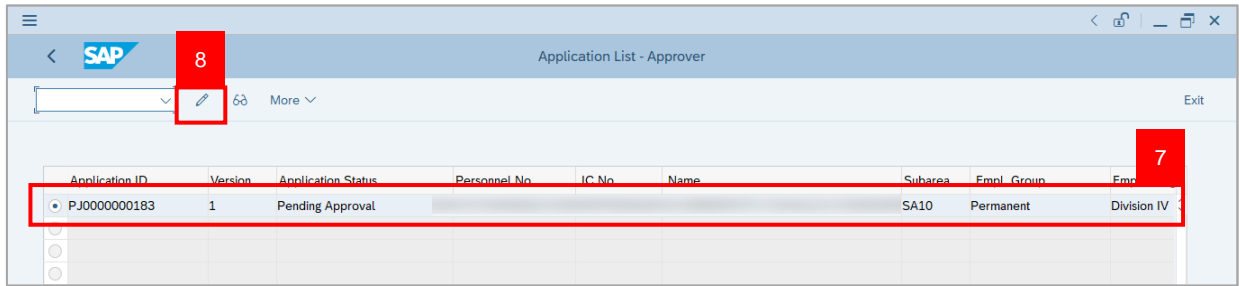
- i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- ii. Submitted applications can be further filtered with **Application ID**.
- iii. User may leave **Application ID** field empty to view all applications submitted.



Cl.	Status ID	App Status	Ap. Status
220 00	P	Pending Approval	
220 01	W	Rework	
220 02	A	Approved	
220 03	R	Rejected	
220 04	X	Withdrawn	

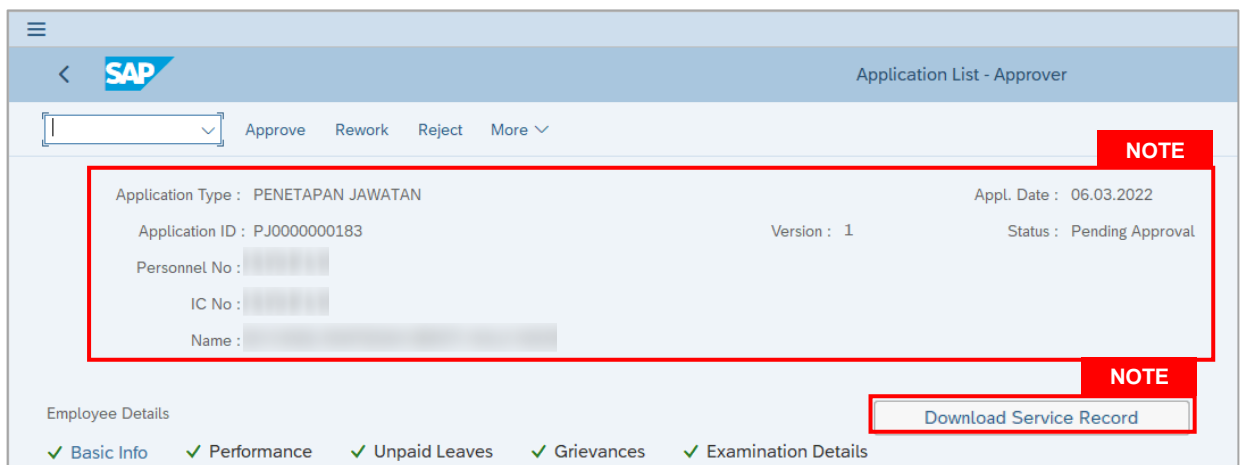
7. Select submitted application.

8. Click on **Change** icon



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Eme
PJ0000000183	1	Pending Approval				SA10	Permanent	Division IV

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



Application Type : PENETAPAN JAWATAN Appl. Date : 06.03.2022

Application ID : PJ0000000183 Version : 1 Status : Pending Approval

Personnel No : [REDACTED]

IC No : [REDACTED]

Name : [REDACTED]

Employee Details

Download Service Record

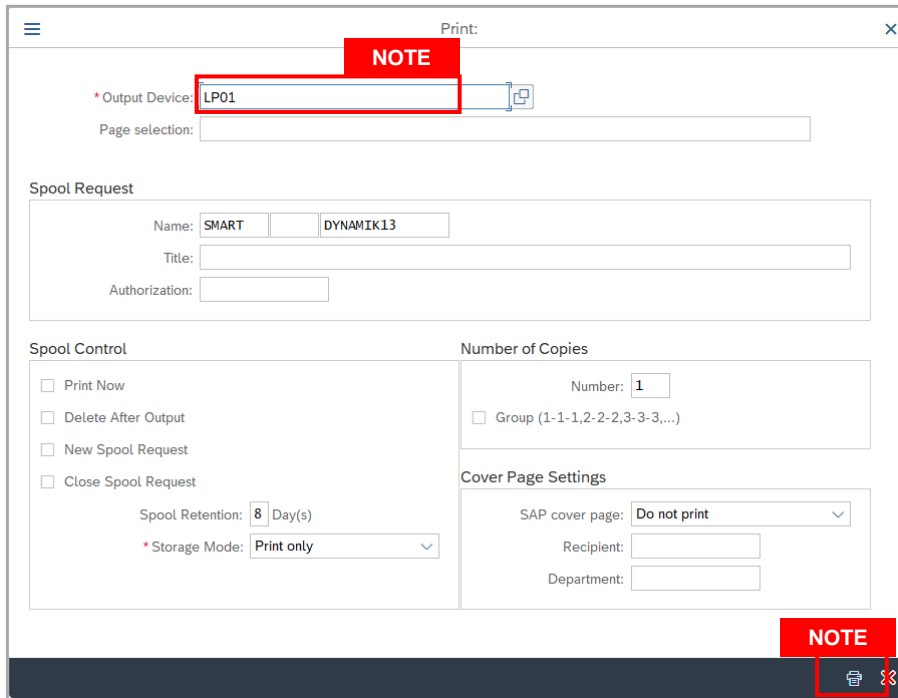
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

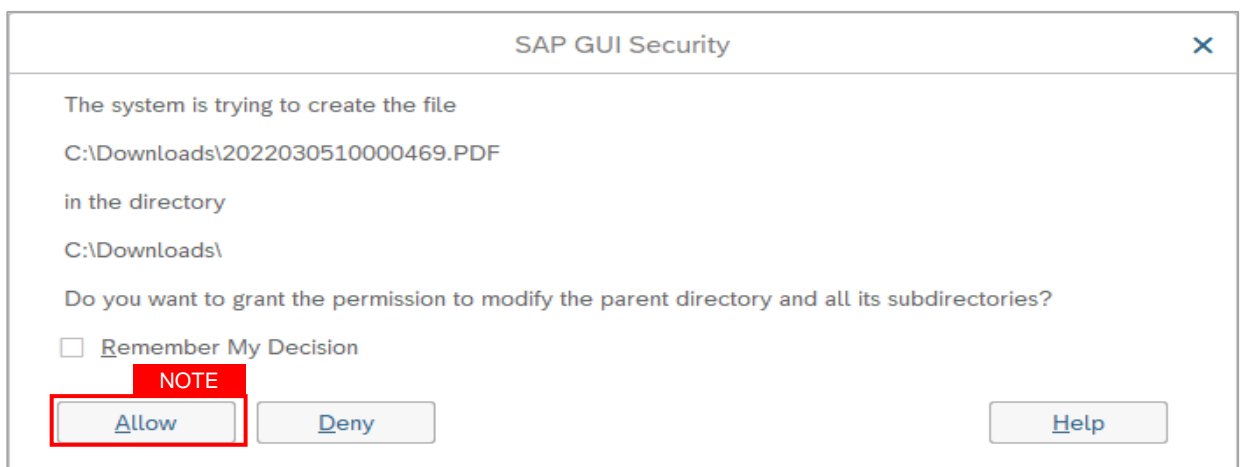
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

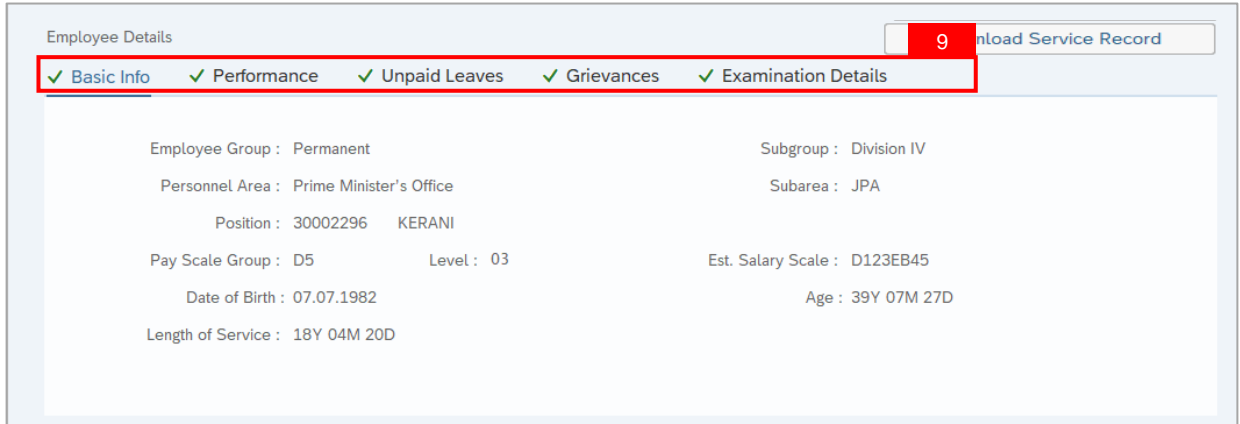
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

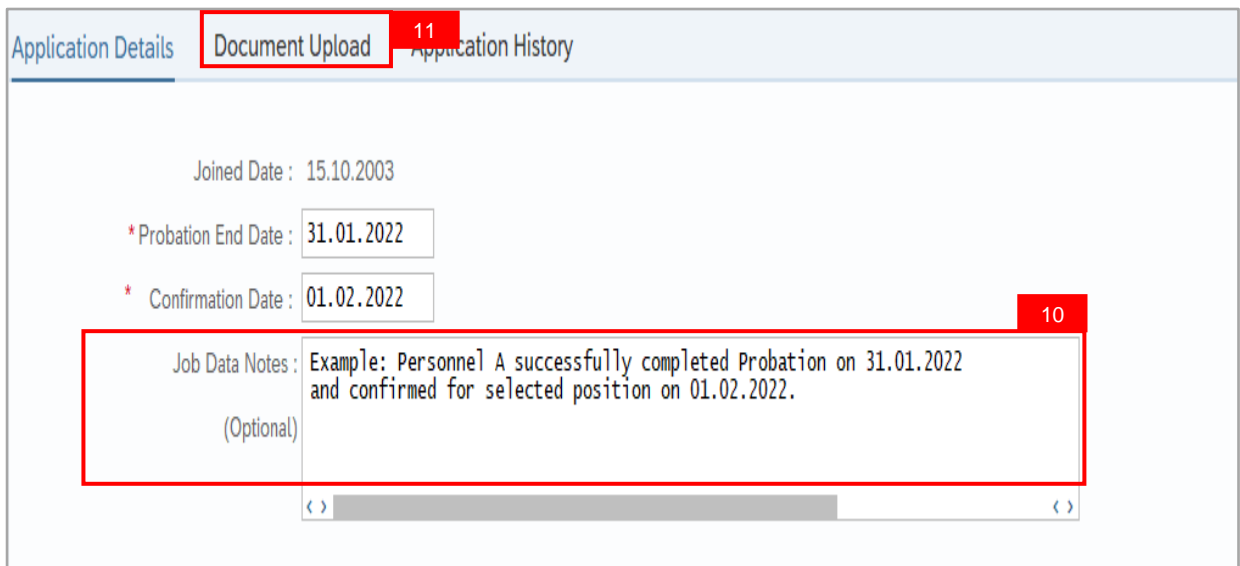


The screenshot shows the 'Employee Details' page in a web application. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. To the right of the tabs is a button labeled 'Download Service Record' with a red box containing the number '9'. Below the tabs, the employee details are displayed in a grid format:

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**, **Confirmation Date** and **Job Data Notes**).

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



The screenshot shows the 'Application Details' page in a web application. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box, with a red box containing the number '11' next to it. Below the tabs, the application details are displayed:

Joined Date : 15.10.2003

* Probation End Date :

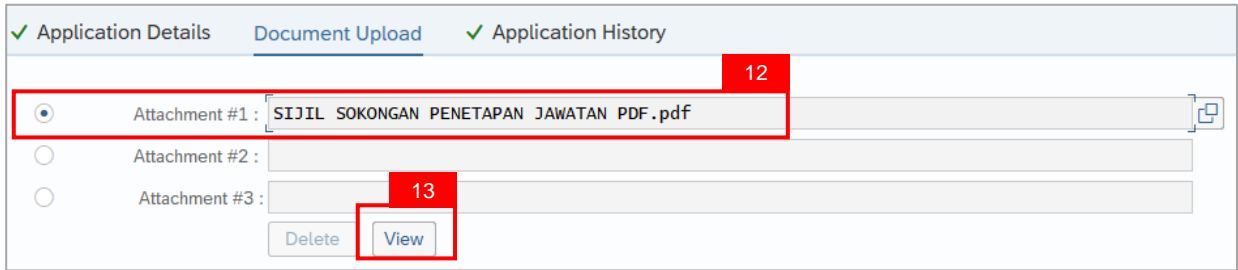
* Confirmation Date :

Job Data Notes :
(Optional)

A red box highlights the 'Job Data Notes' field, with a red box containing the number '10' next to it. Below the text input field is a scroll bar.

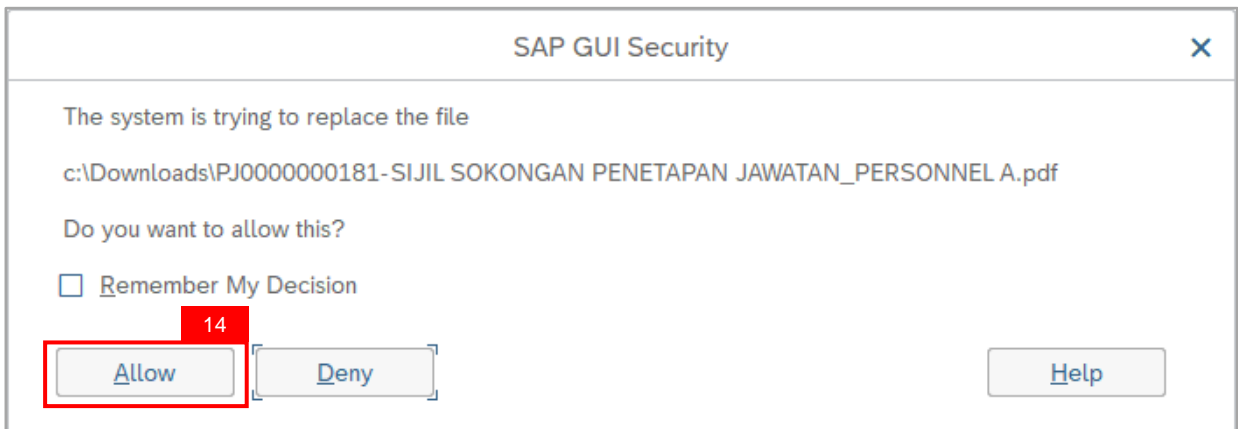
12. Select **Attachment** to review

13. Click on **View** button.

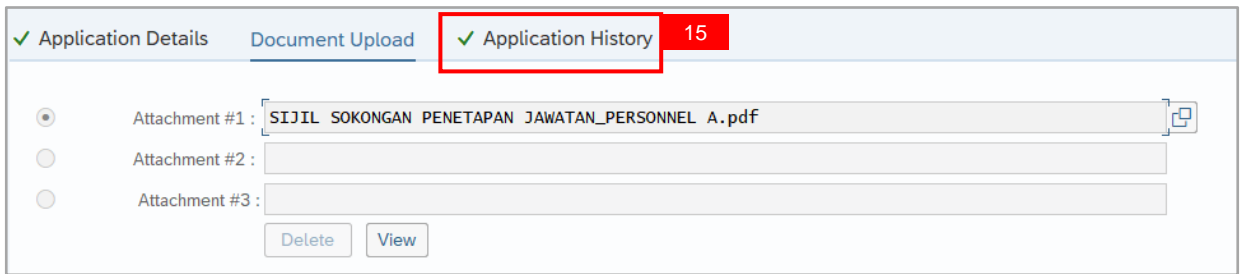


14. Click on **Allow** button

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

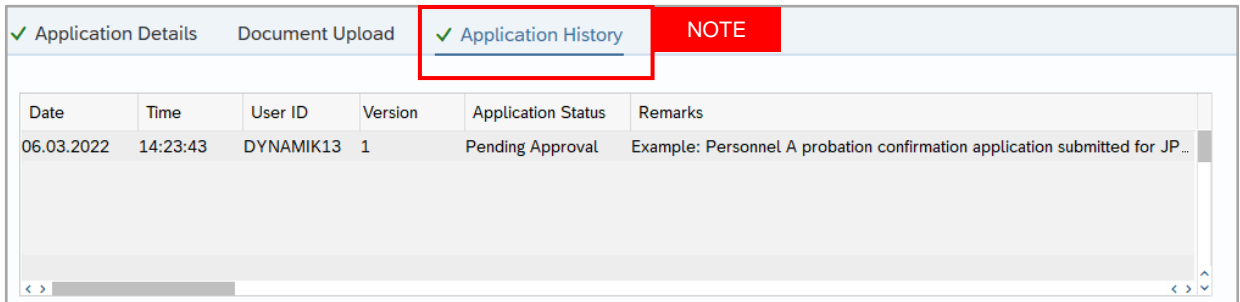


15. Click on **Application History** tab.



Note:

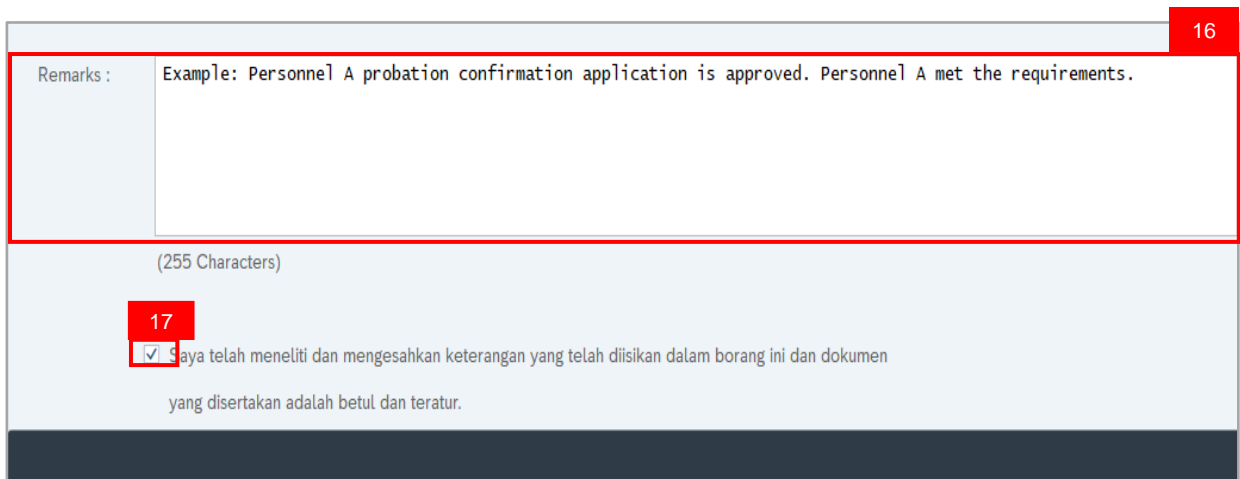
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



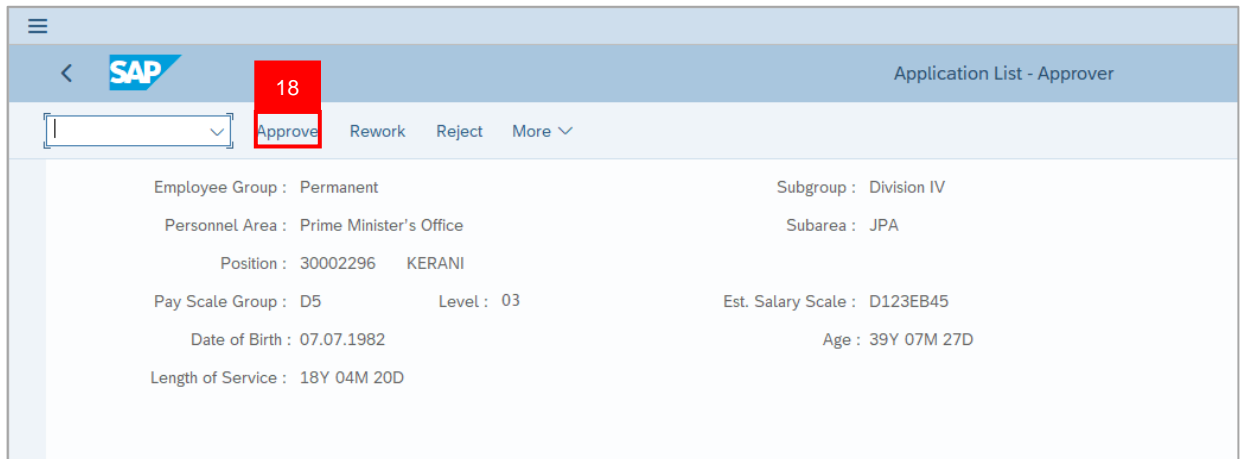
Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	14:23:43	DYNAMIK13	1	Pending Approval	Example: Personnel A probation confirmation application submitted for JP...

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

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



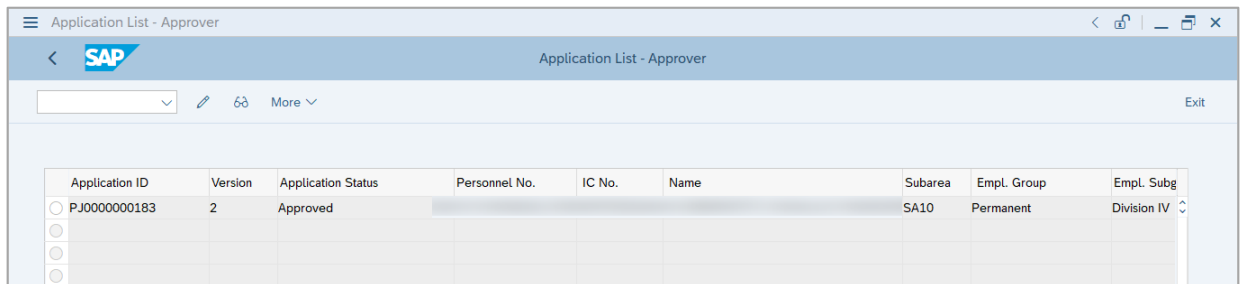
18. Click on Approve button.



The screenshot shows the SAP 'Application List - Approver' interface. The 'Approve' button is highlighted with a red box and the number '18'. The application details are as follows:

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.



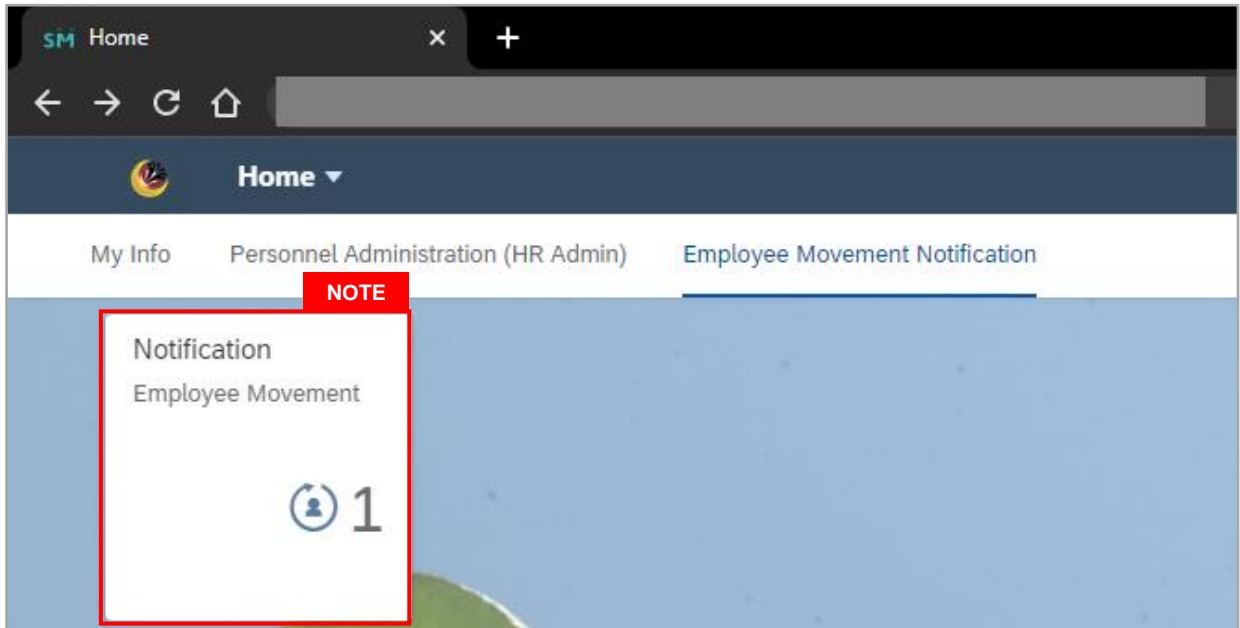
The screenshot shows the SAP 'Application List - Approver' interface with a table of application records. The first record is highlighted, showing the application status as 'Approved'.

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.

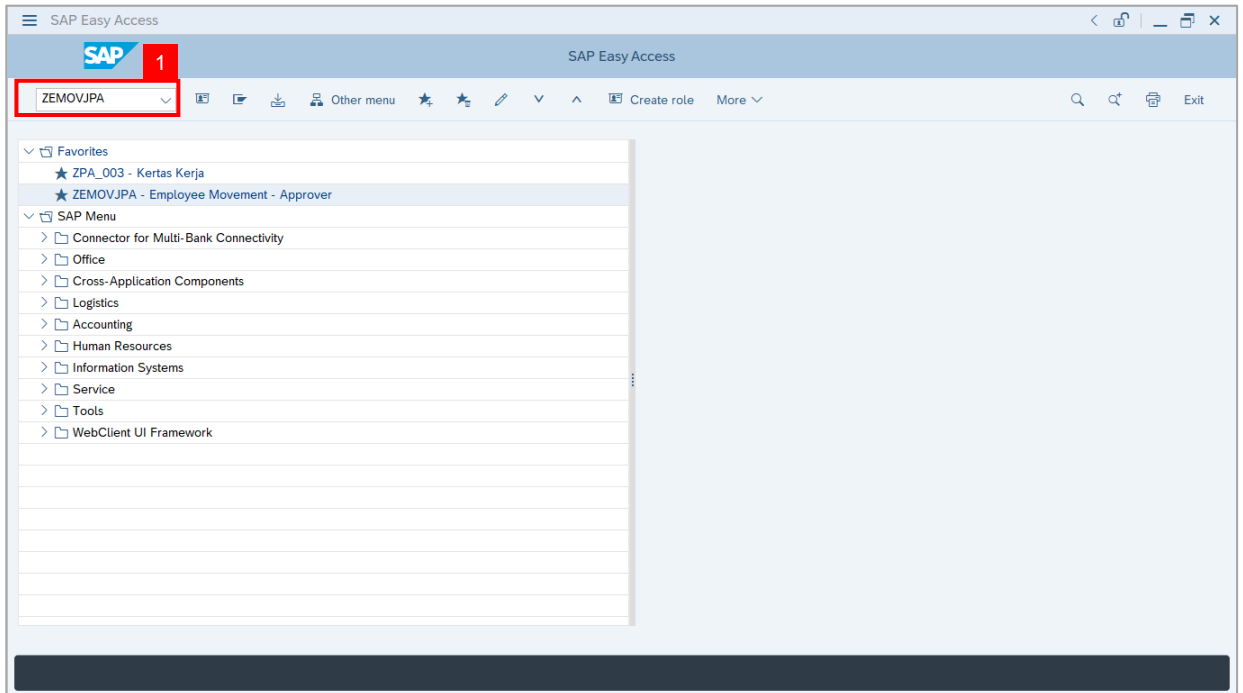


Note:

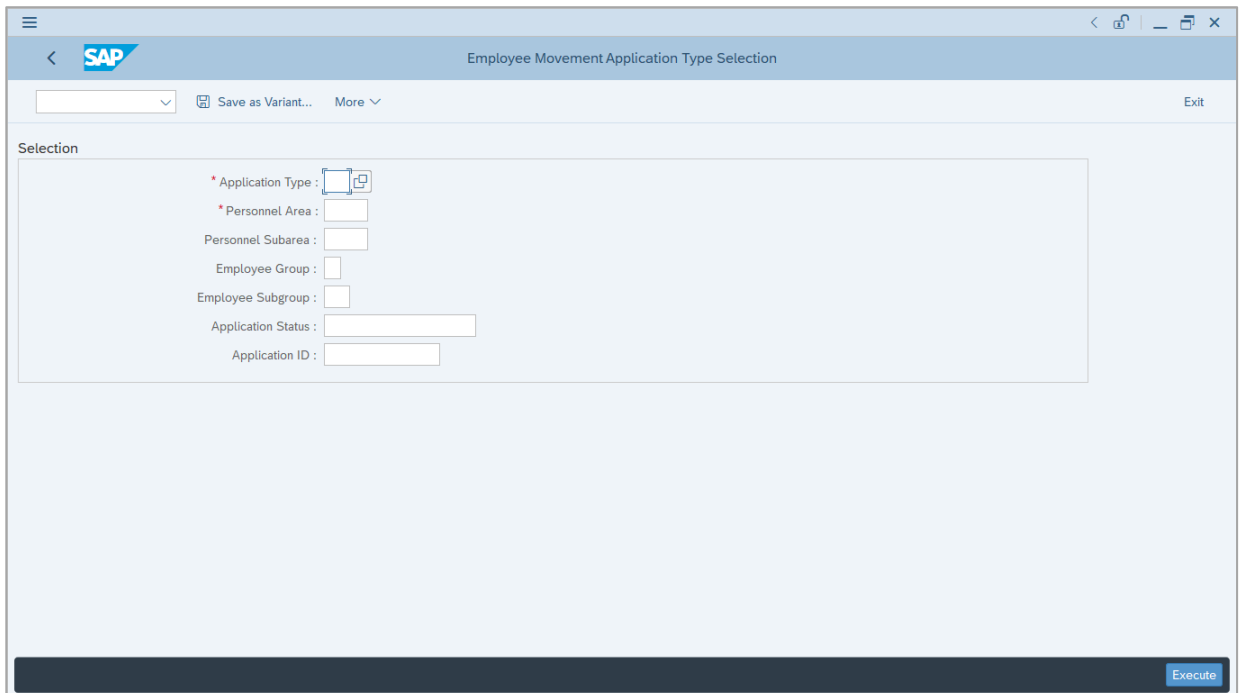
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

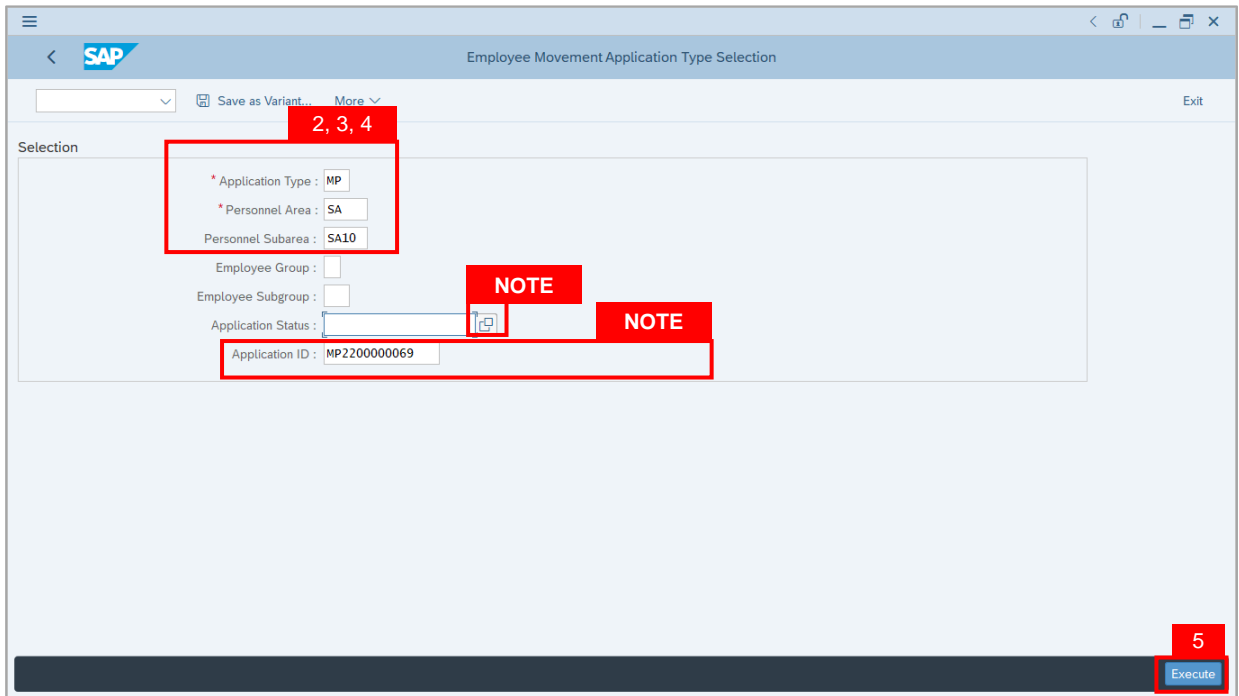
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.

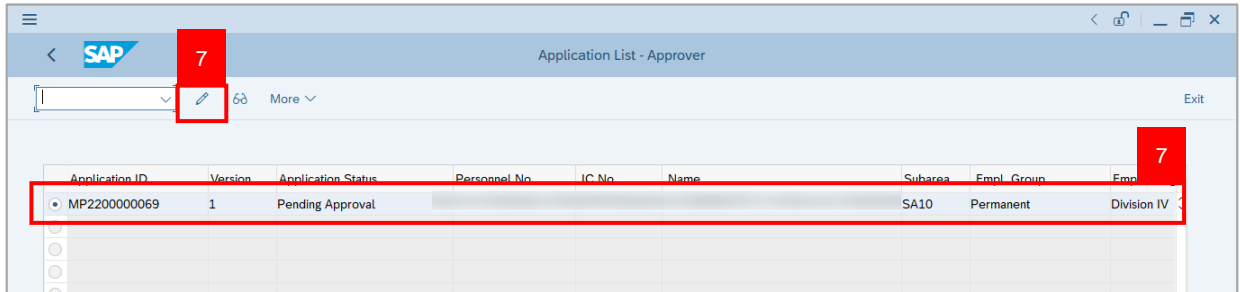
Application Status (1) 5 Entries found

Restrictions

Cl.	Status ID	App Status	Ap. Status
220 00	P		Pending Approval
220 01	W		Rework
220 02	A		Approved
220 03	R		Rejected
220 04	X		Withdrawn

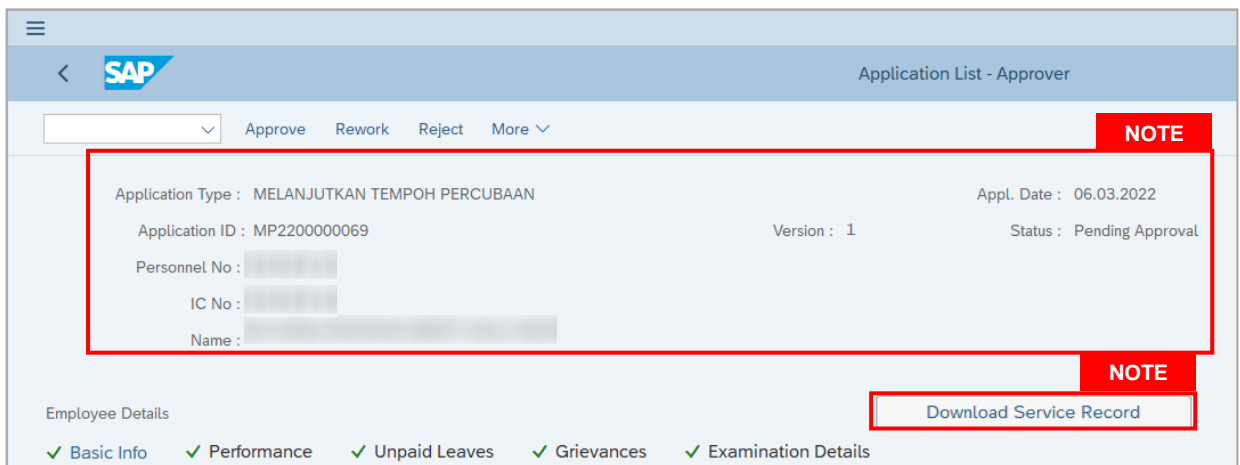
5 Entries found

7. Select submitted application.
8. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No	IC No	Name	Subarea	Empl. Group	Emp
MP2200000069	1	Pending Approval				SA10	Permanent	Division IV

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN
Application ID : MP2200000069
Personnel No : [REDACTED]
IC No : [REDACTED]
Name : [REDACTED]

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

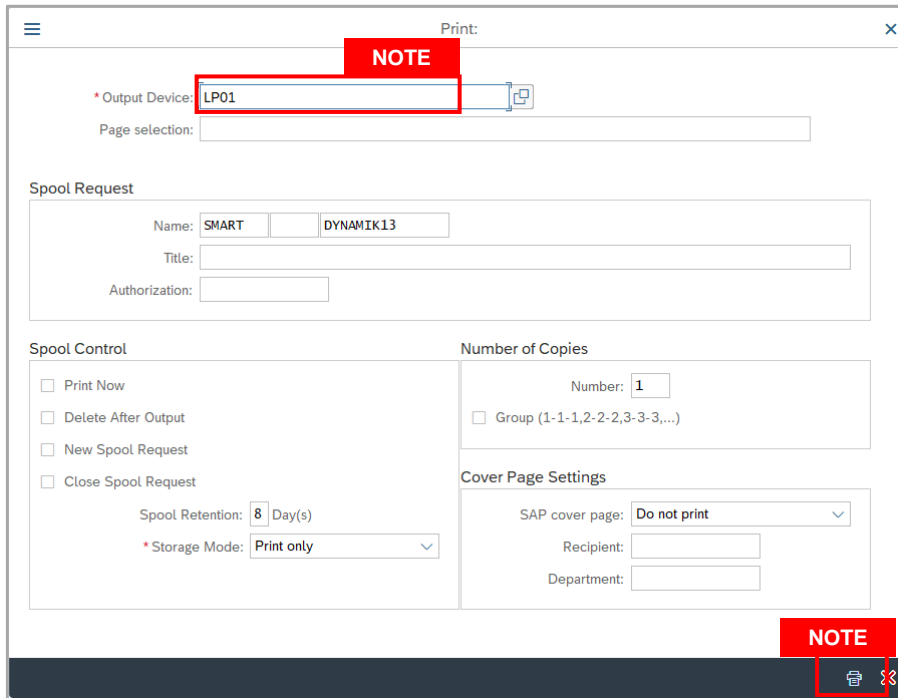
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

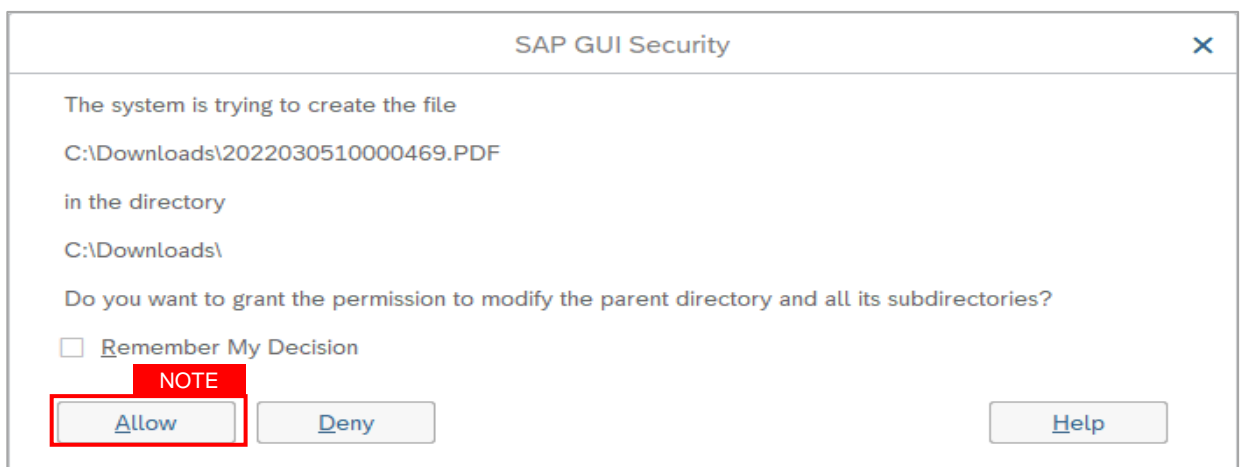
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

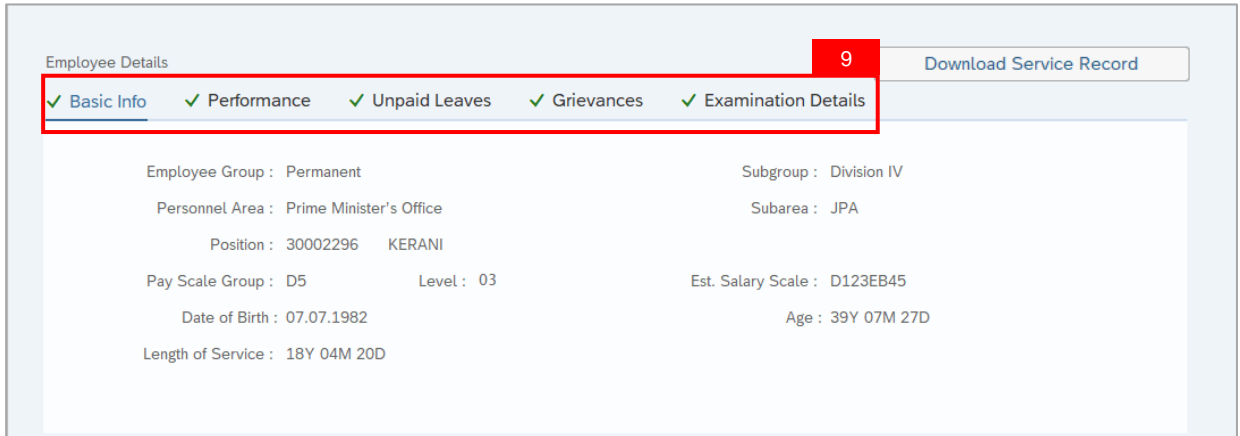
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

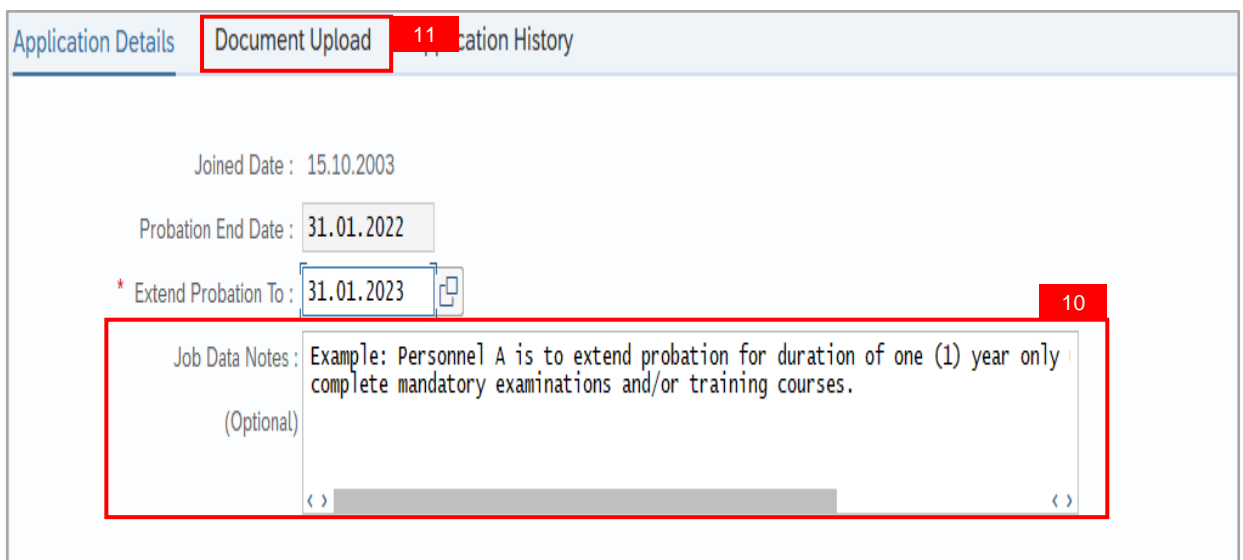


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. A red box highlights these tabs, and a red '9' is placed above the 'Basic Info' tab. To the right of the tabs is a 'Download Service Record' button. Below the tabs, the employee details are displayed in a grid format:

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.



The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. A red box highlights the 'Document Upload' tab, and a red '11' is placed above it. Below the tabs, the application details are displayed:

Joined Date : 15.10.2003

Probation End Date : 31.01.2022

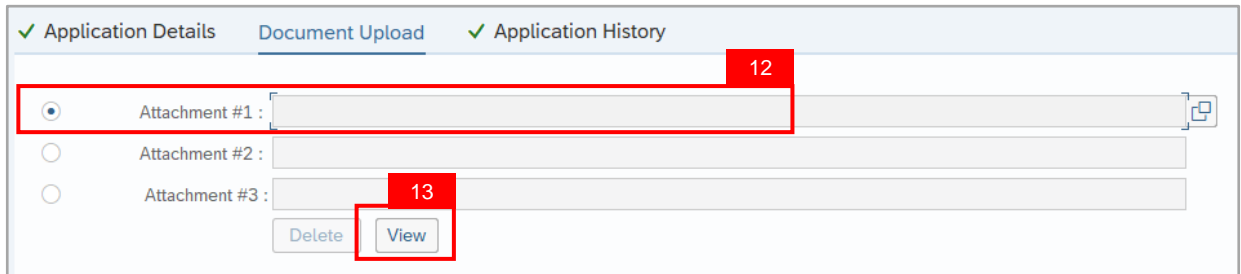
* Extend Probation To : 31.01.2023 

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)

A red box highlights the 'Job Data Notes' field, and a red '10' is placed to its right.

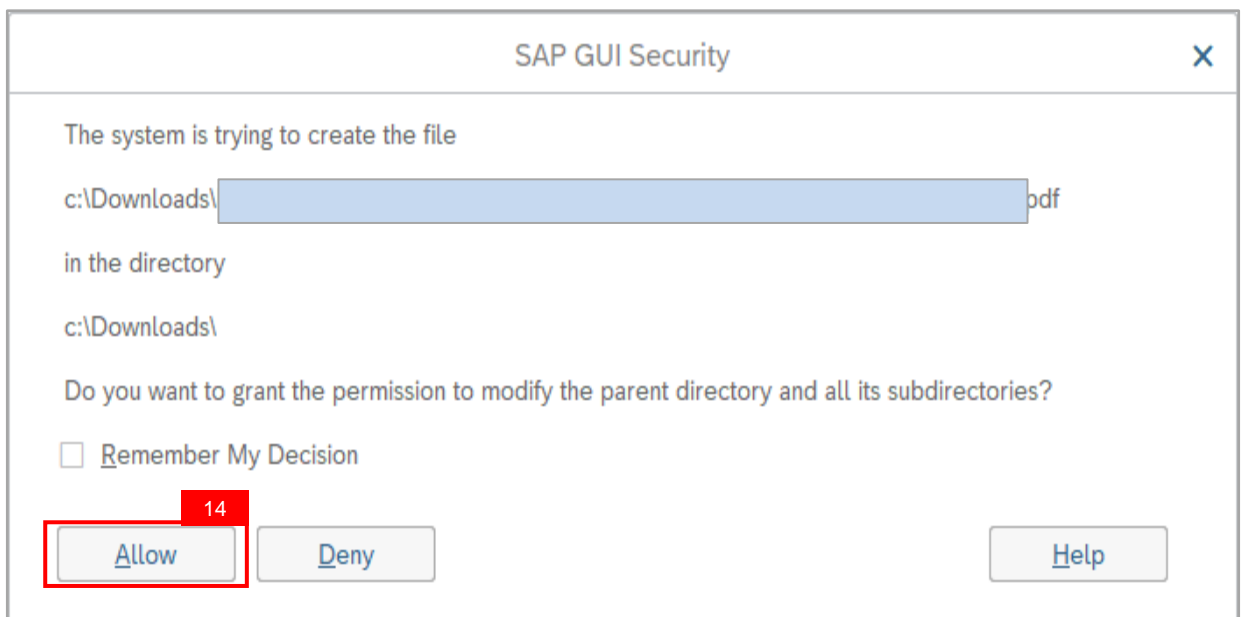
12. Select **Attachment** to review (if any).

13. Click on **View** button.

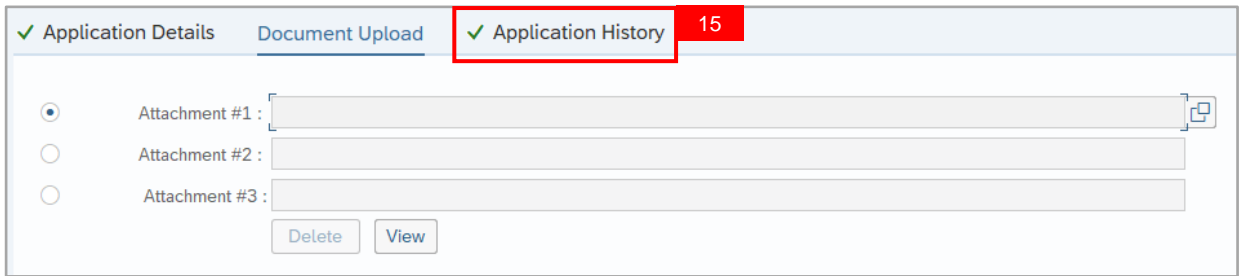


14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

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

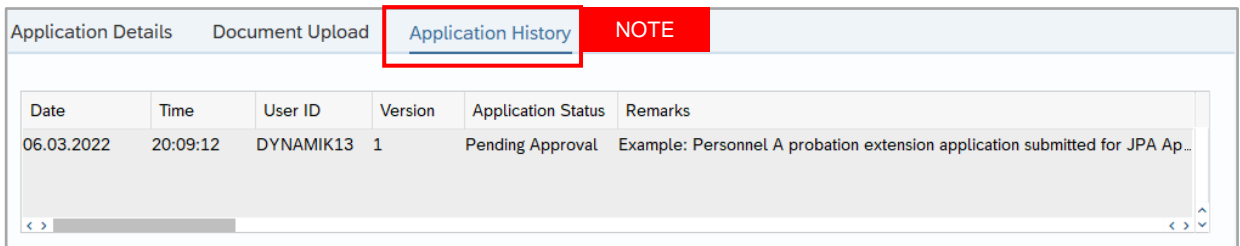


15. Click on **Application History** tab.



Note:

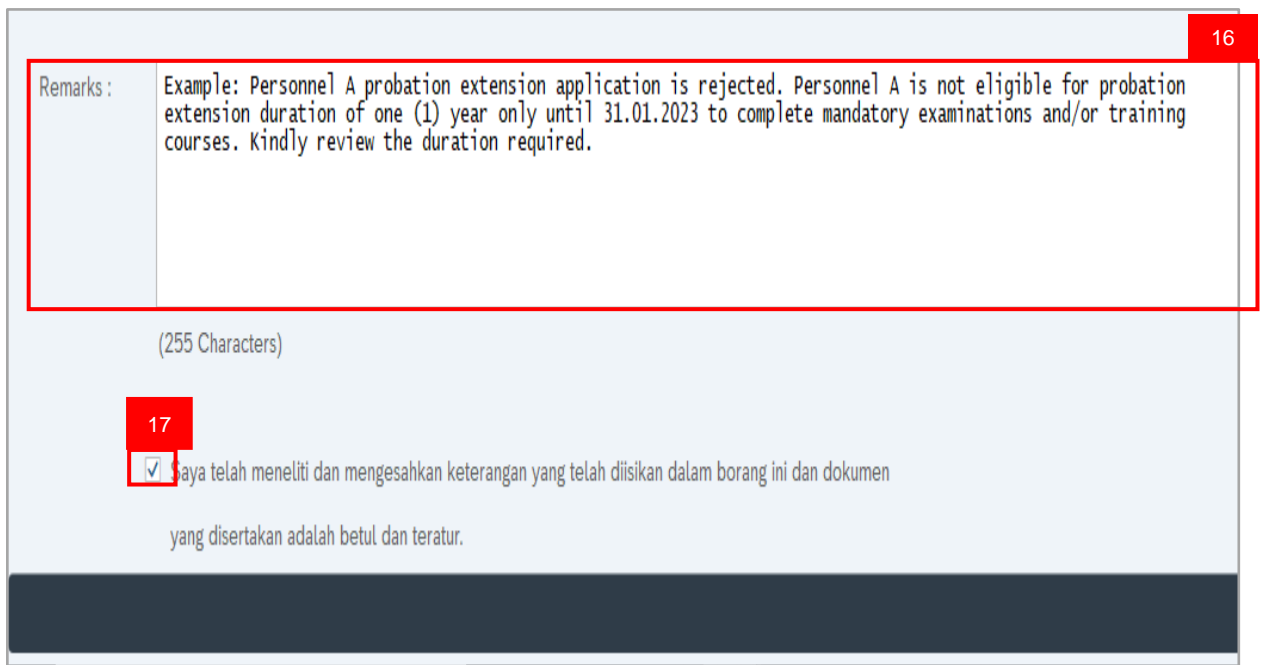
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



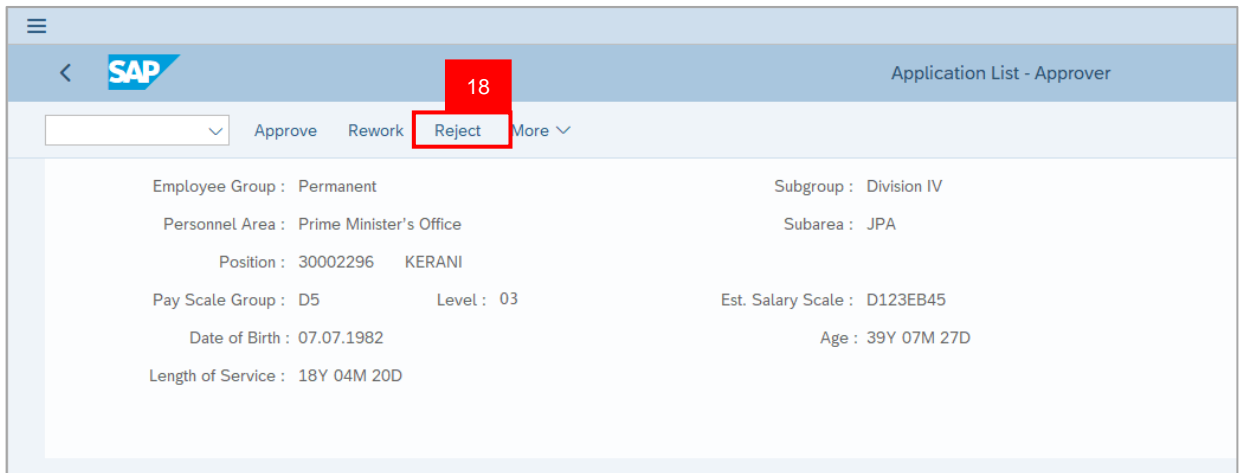
Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	20:09:12	DYNAMIK13	1	Pending Approval	Example: Personnel A probation extension application submitted for JPA Ap...

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

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



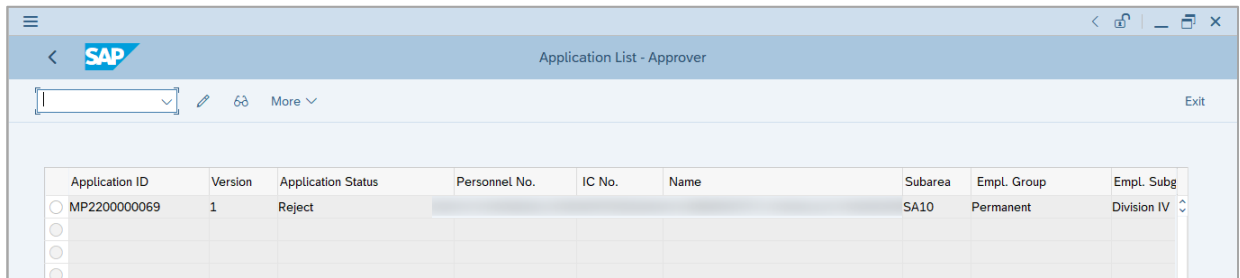
18. Click on **Reject** button.



The screenshot shows the SAP 'Application List - Approver' interface. At the top, there is a navigation bar with the SAP logo and a search field. Below the search field, there are action buttons: 'Approve', 'Rework', 'Reject', and 'More'. The 'Reject' button is highlighted with a red box and the number '18'. Below the buttons, there is a detailed view of an application with the following information:

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.



The screenshot shows the SAP 'Application List - Approver' interface with a table of application data. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row of data is as follows:

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

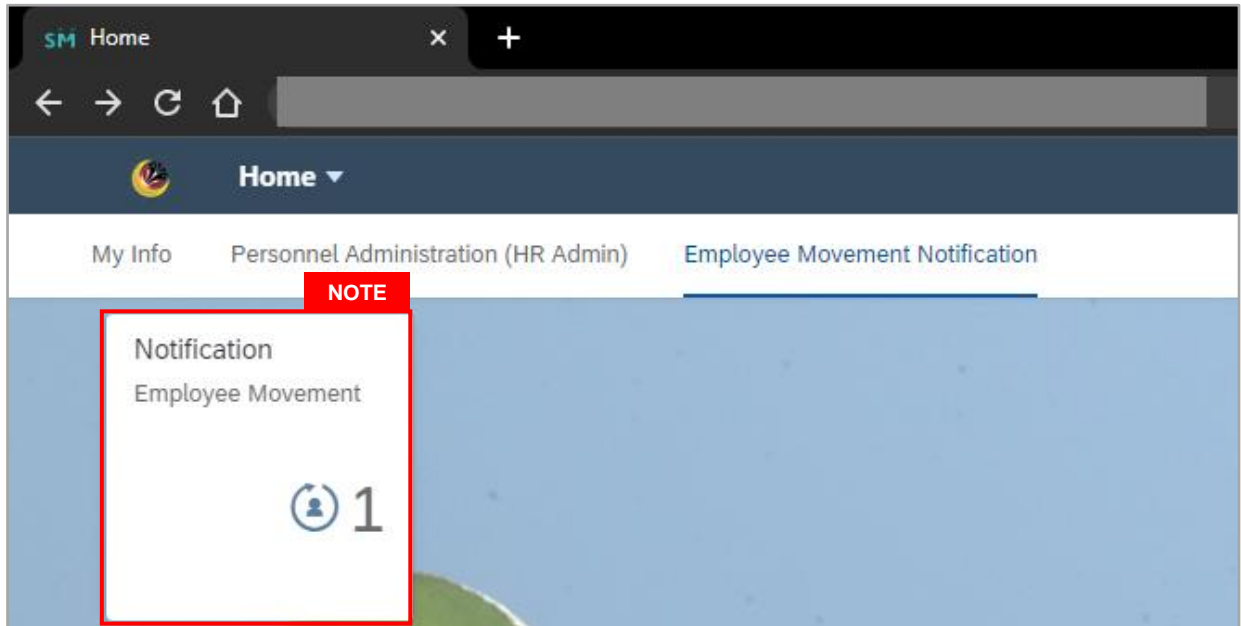
Note: Department HR Admin can submit a new application if required.

**Rework Probation
Extension Application**

Backend User

JPA Approver

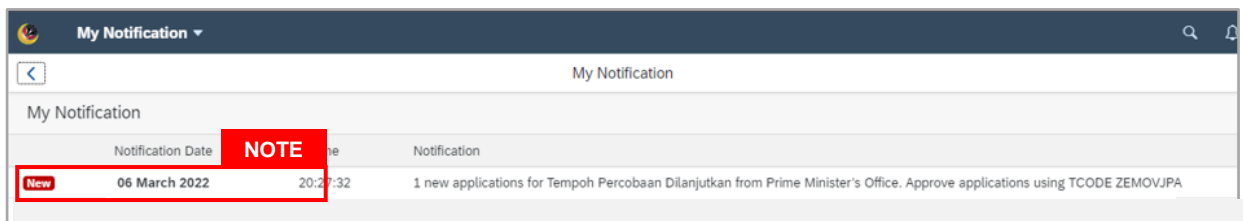
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

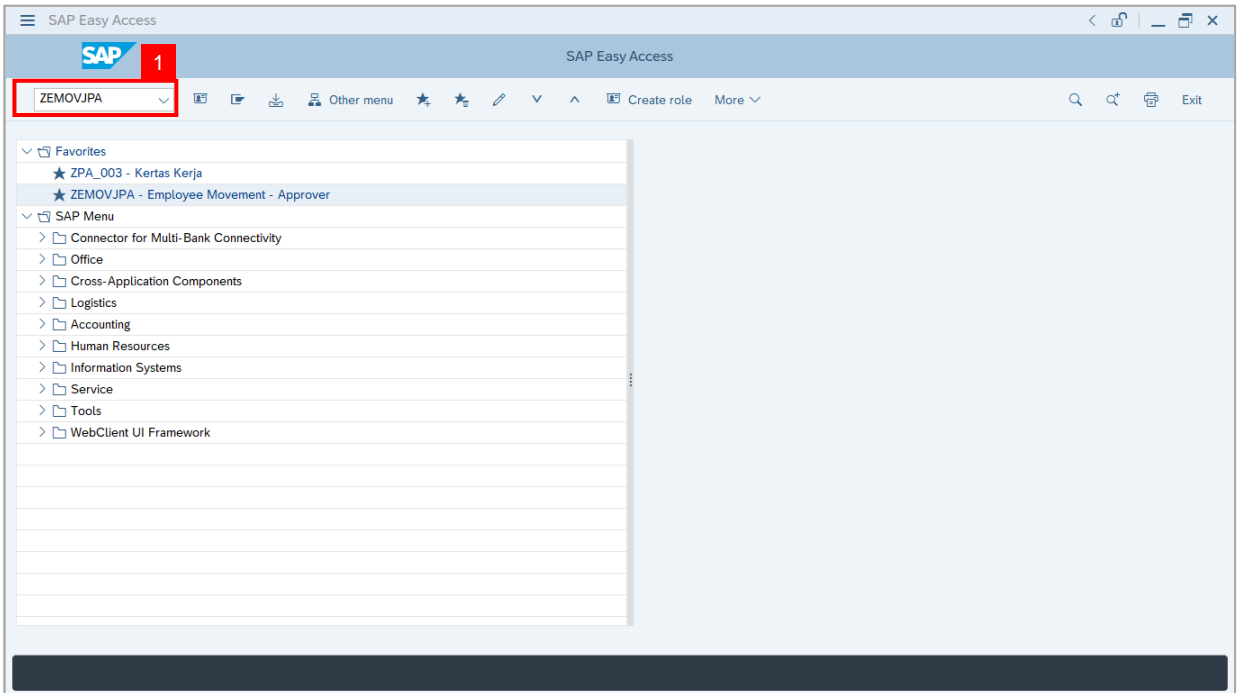


Note:

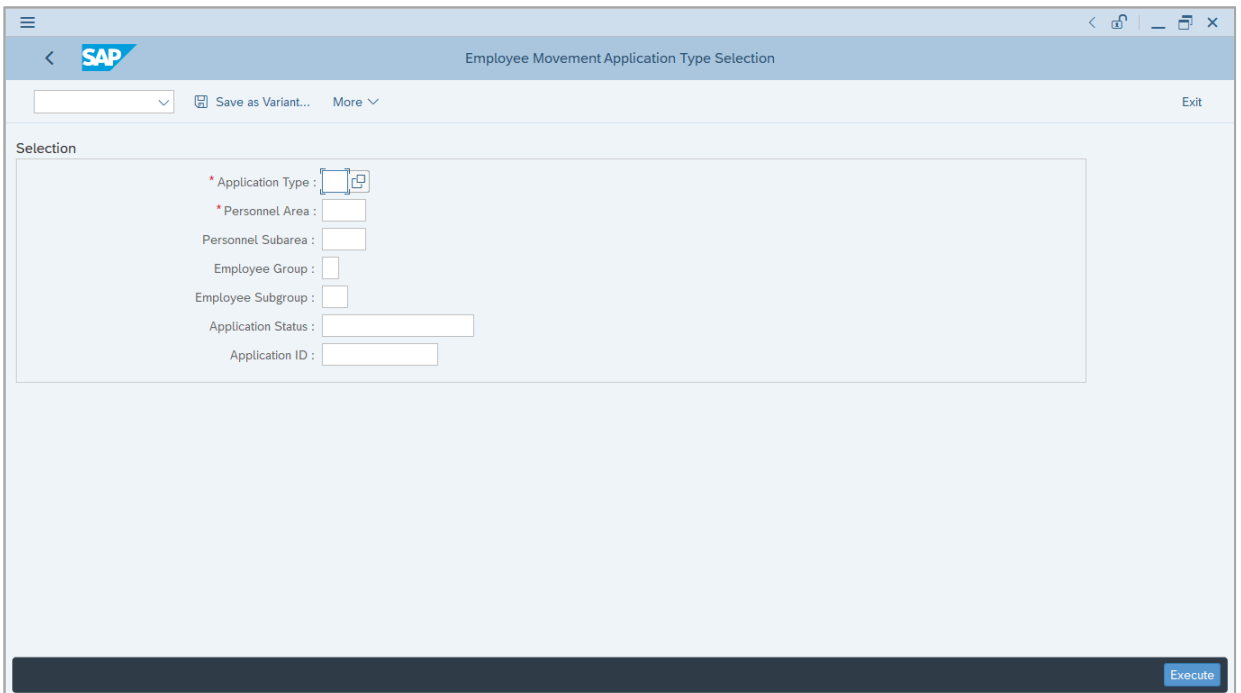
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

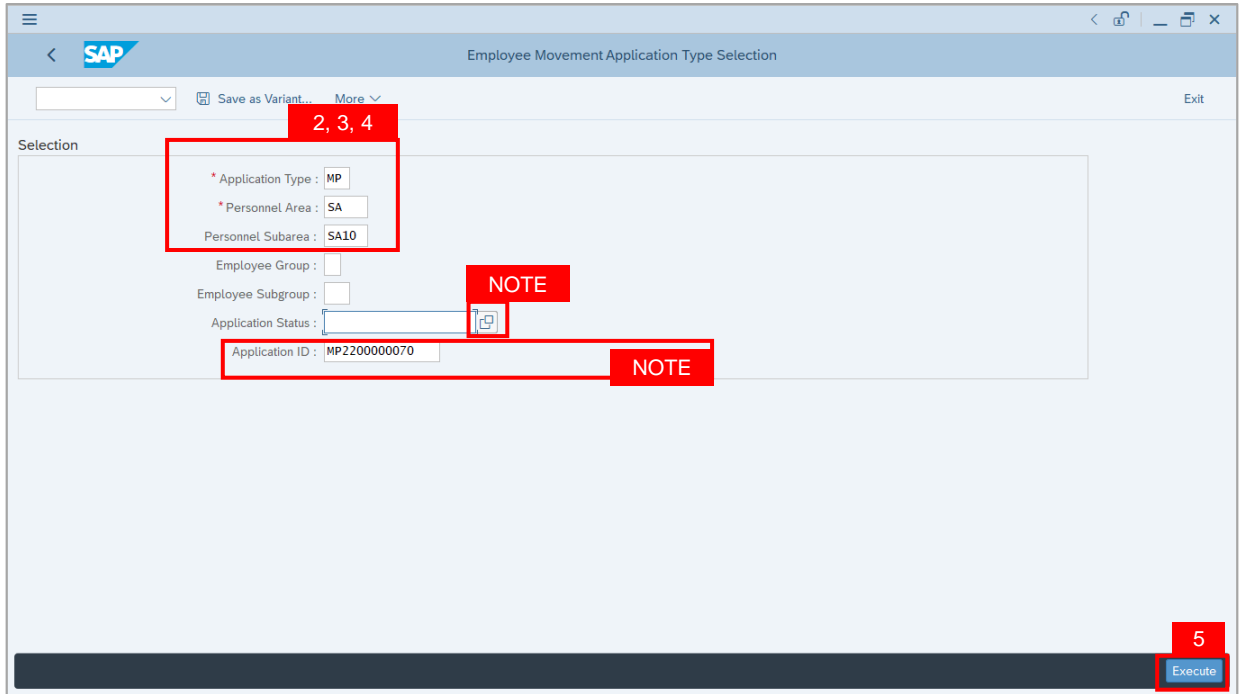
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.



2, 3, 4

NOTE

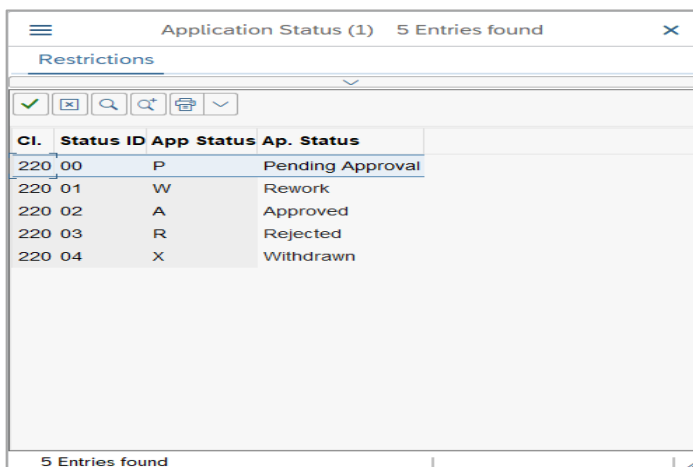
NOTE

5

Execute

Note:

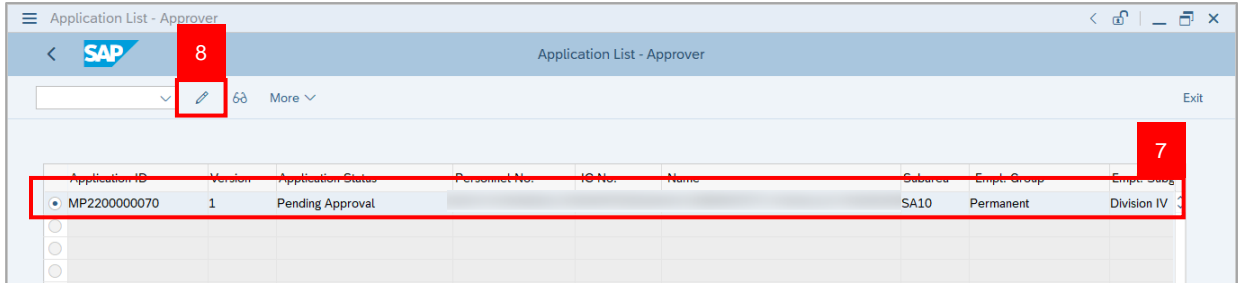
- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



Cl.	Status ID	App Status	Ap. Status
220_00	P		Pending Approval
220_01	W		Rework
220_02	A		Approved
220_03	R		Rejected
220_04	X		Withdrawn

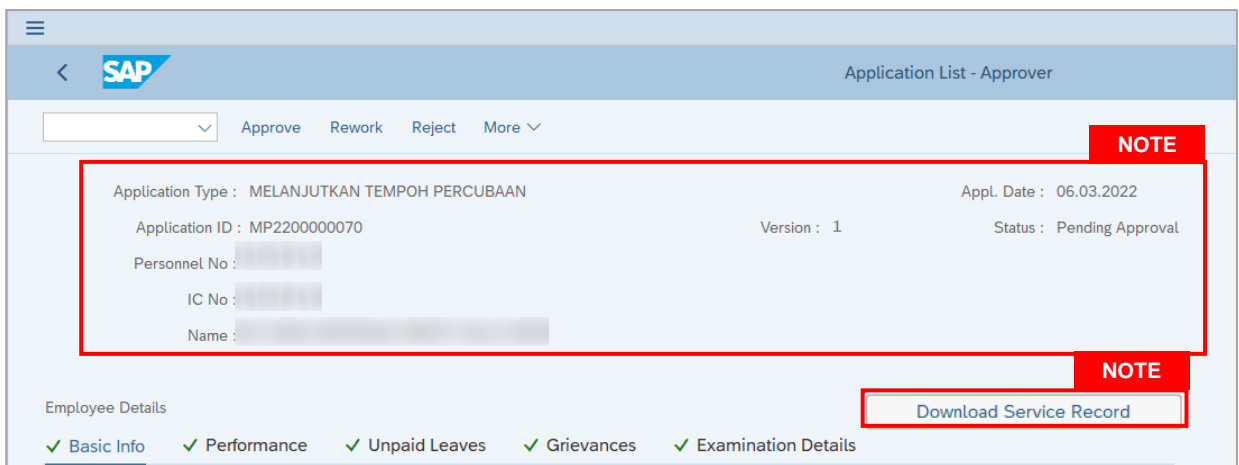
6. Select submitted application.

7. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP2200000070	1	Pending Approval				SA10	Permanent	Division IV

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN
Appl. Date : 06.03.2022
Application ID : MP2200000070
Version : 1
Status : Pending Approval
Personnel No : [REDACTED]
IC No : [REDACTED]
Name : [REDACTED]

Employee Details
✔ Basic Info ✔ Performance ✔ Unpaid Leaves ✔ Grievances ✔ Examination Details

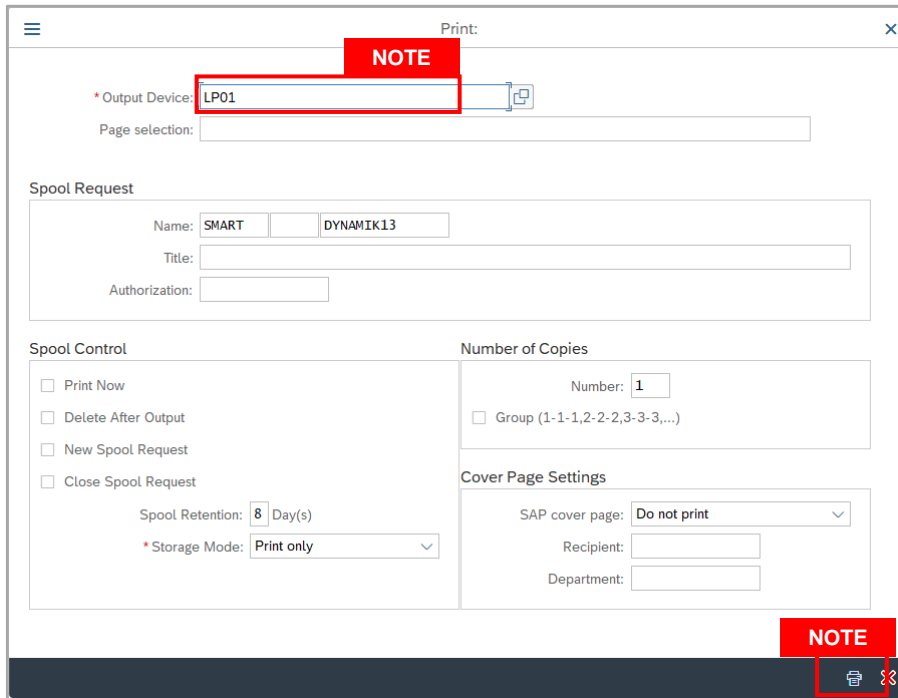
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01 [Copy]

Page selection: []

Spool Request

Name: SMART [] DYNAMIK13 []

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only [v]

Number of Copies

Number: 1 []

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print [v]

Recipient: []

Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

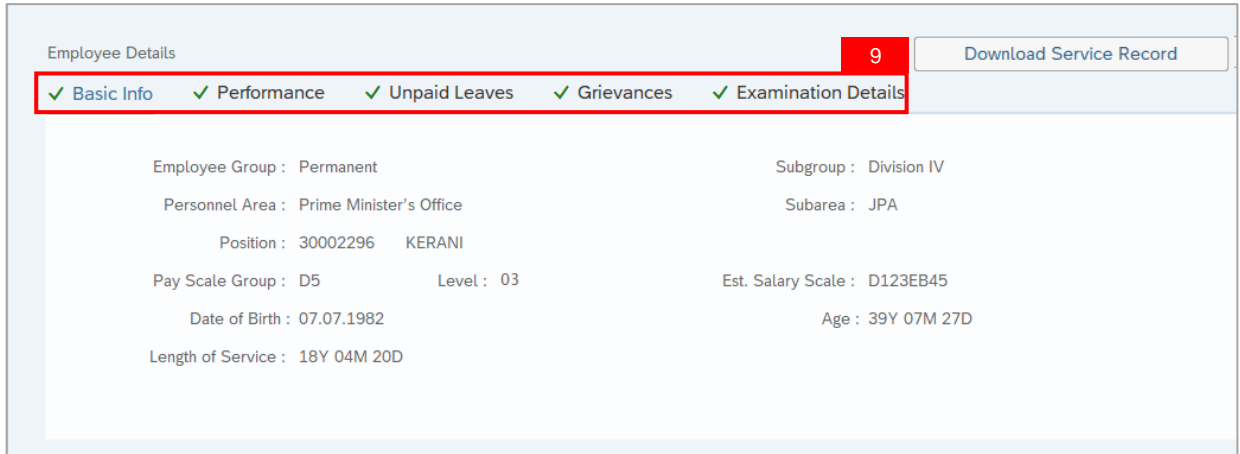
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

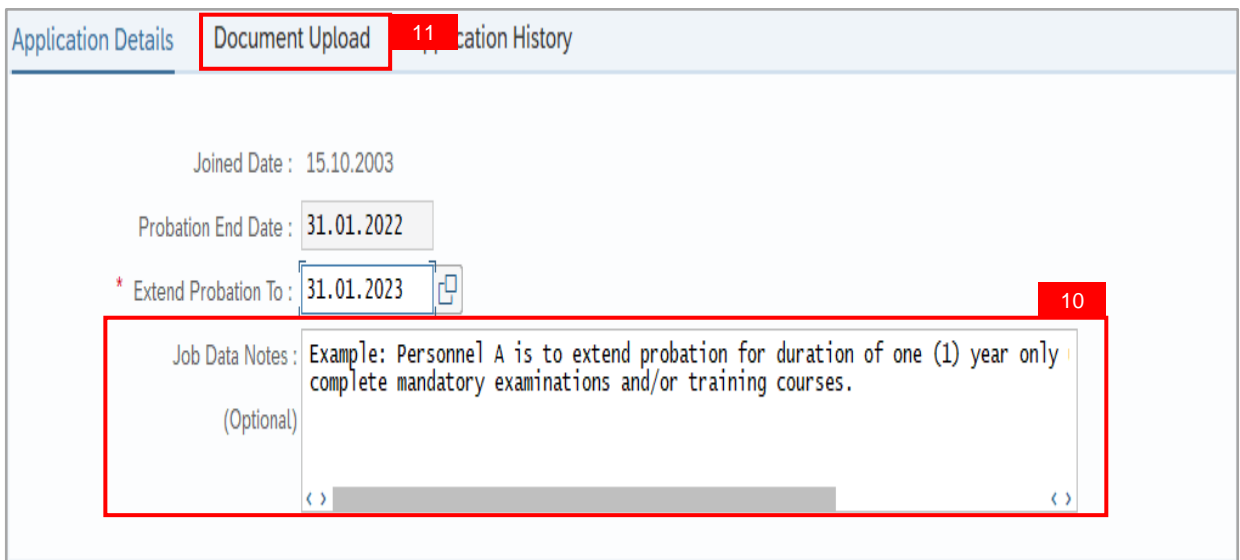


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is placed over the 'Basic Info' tab. To the right of the tabs is a button labeled 'Download Service Record'. Below the tabs, the employee details are displayed in a grid format:

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.



The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is placed over the 'Document Upload' tab. Below the tabs, the application details are displayed:

Joined Date : 15.10.2003

Probation End Date : 31.01.2022

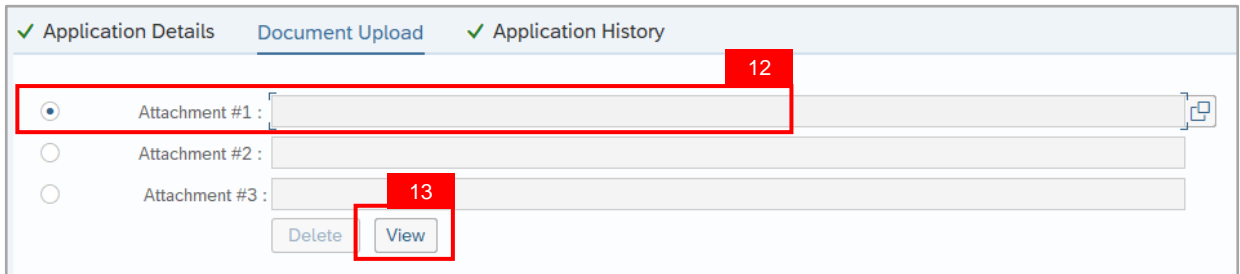
* Extend Probation To : 31.01.2023 

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)

A red box with the number '10' is placed over the 'Extend Probation To' field and the 'Job Data Notes' text area.

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

13. Click on **View** button.



✓ Application Details Document Upload ✓ Application History

Attachment #1 : [Red box 12]

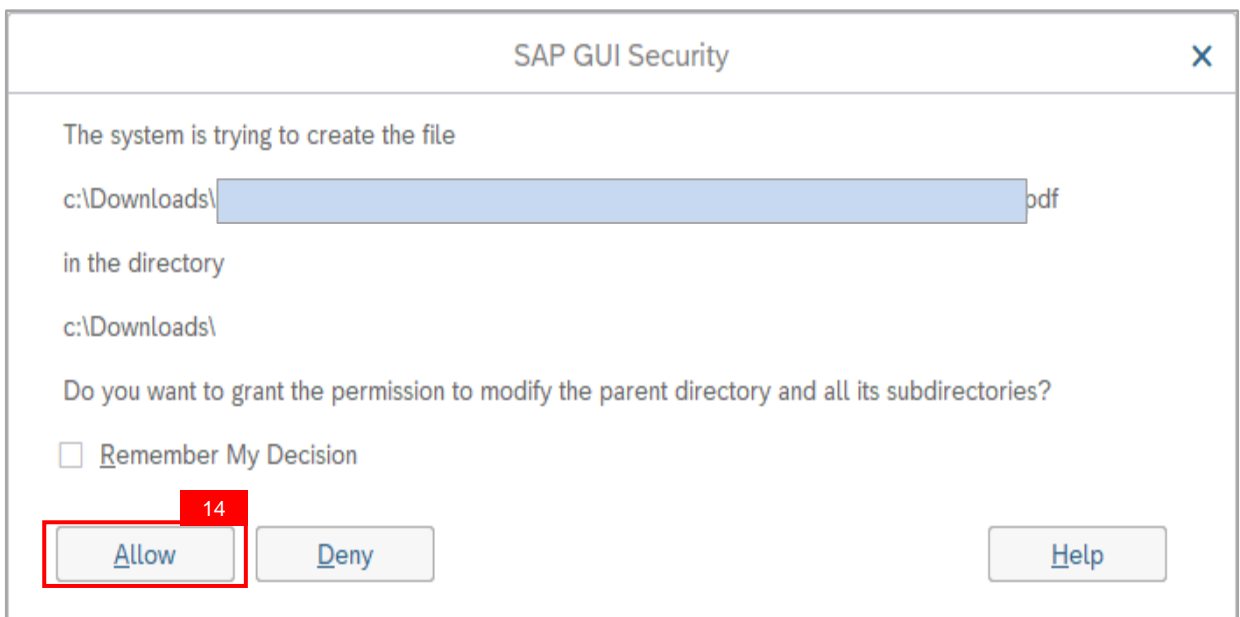
Attachment #2 :

Attachment #3 :

[Red box 13]

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.



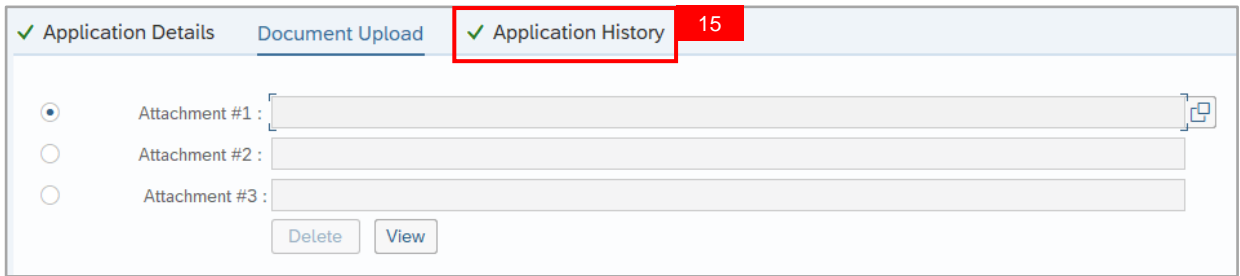
SAP GUI Security

The system is trying to create the file
c:\Downloads\[Redacted]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

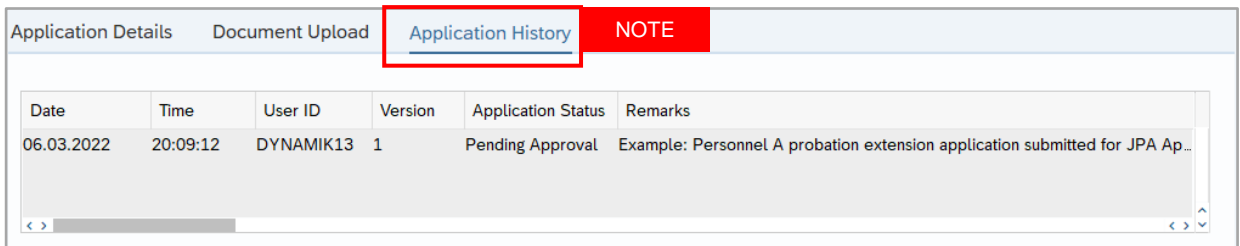
[Red box 14]

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



Note:

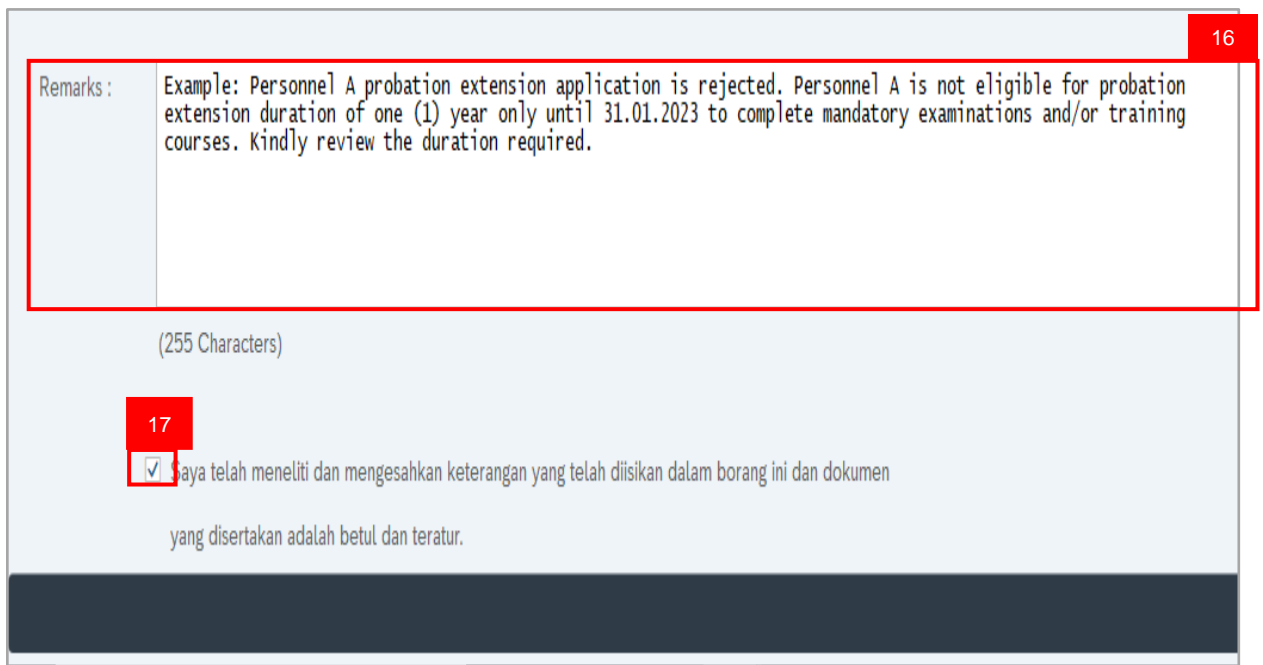
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



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.

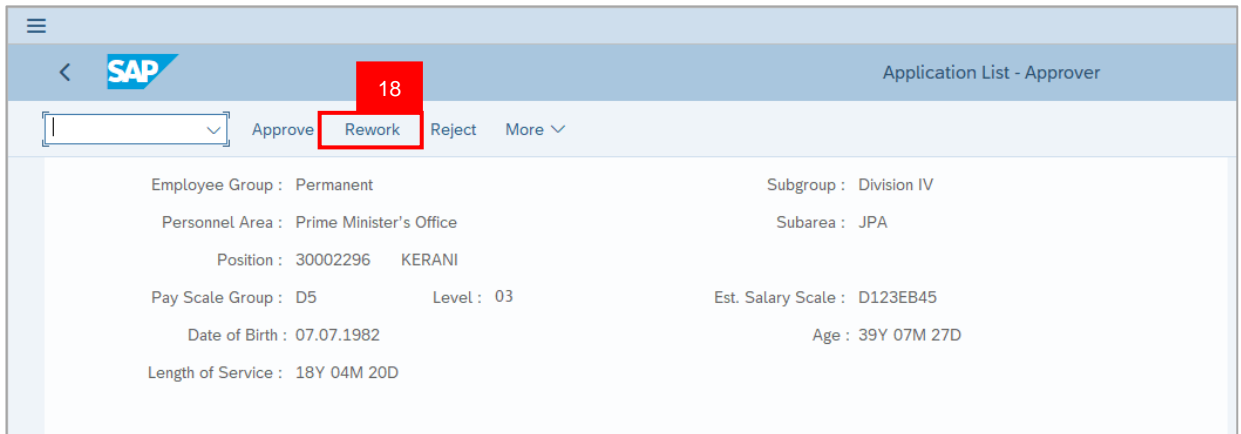


Remarks : Example: Personnel A probation extension application is rejected. Personnel A is not eligible for probation extension duration of one (1) year only until 31.01.2023 to complete mandatory examinations and/or training courses. Kindly review the duration required.

(255 Characters)

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.

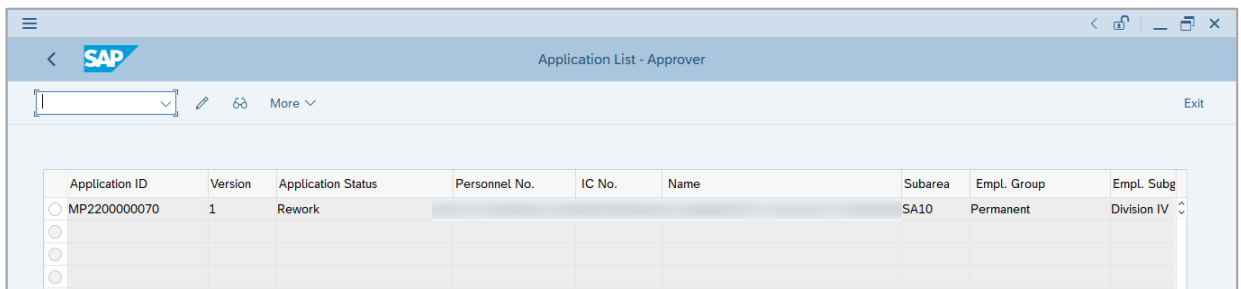


Application List - Approver

Approve **Rework** Reject More ▾

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 reworked by JPA Approver.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
MP220000070	1	Rework				SA10	Permanent	Division IV

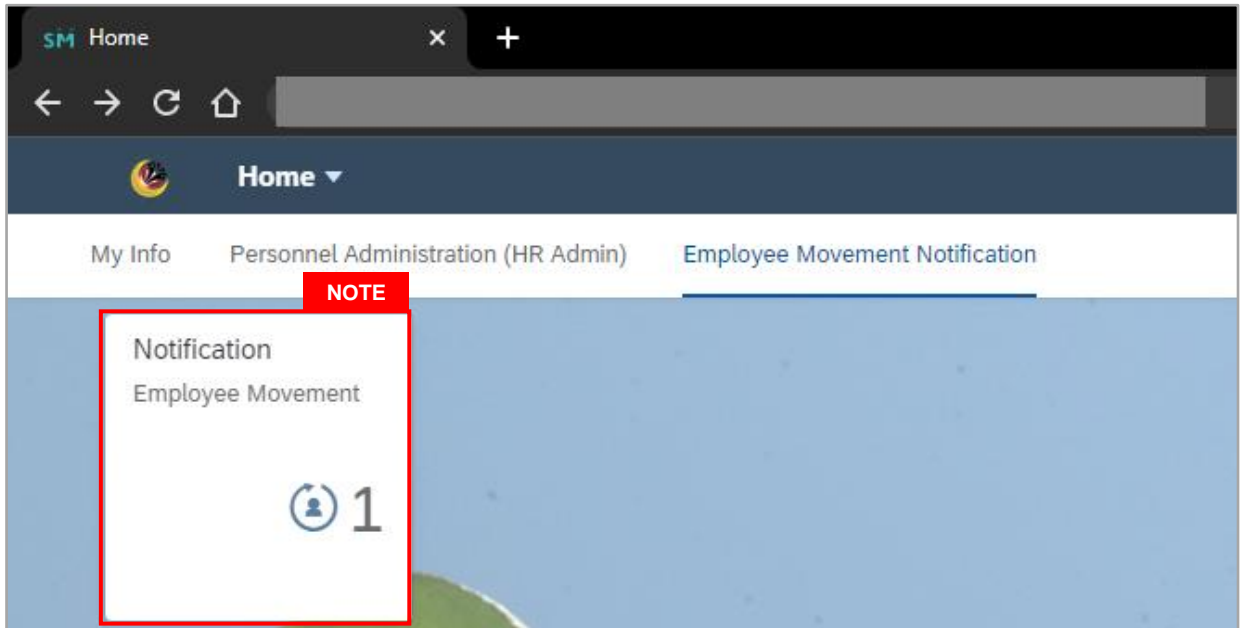
Note: Department HR Admin can resubmit or withdraw the reworked application.

**Approve Probation
Extension Application**

Backend User

JPA Approver

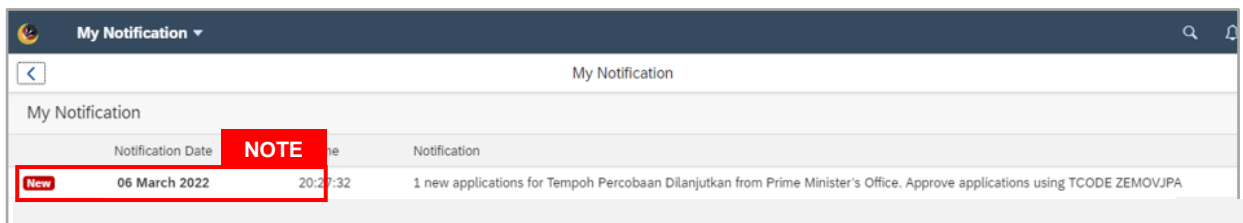
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

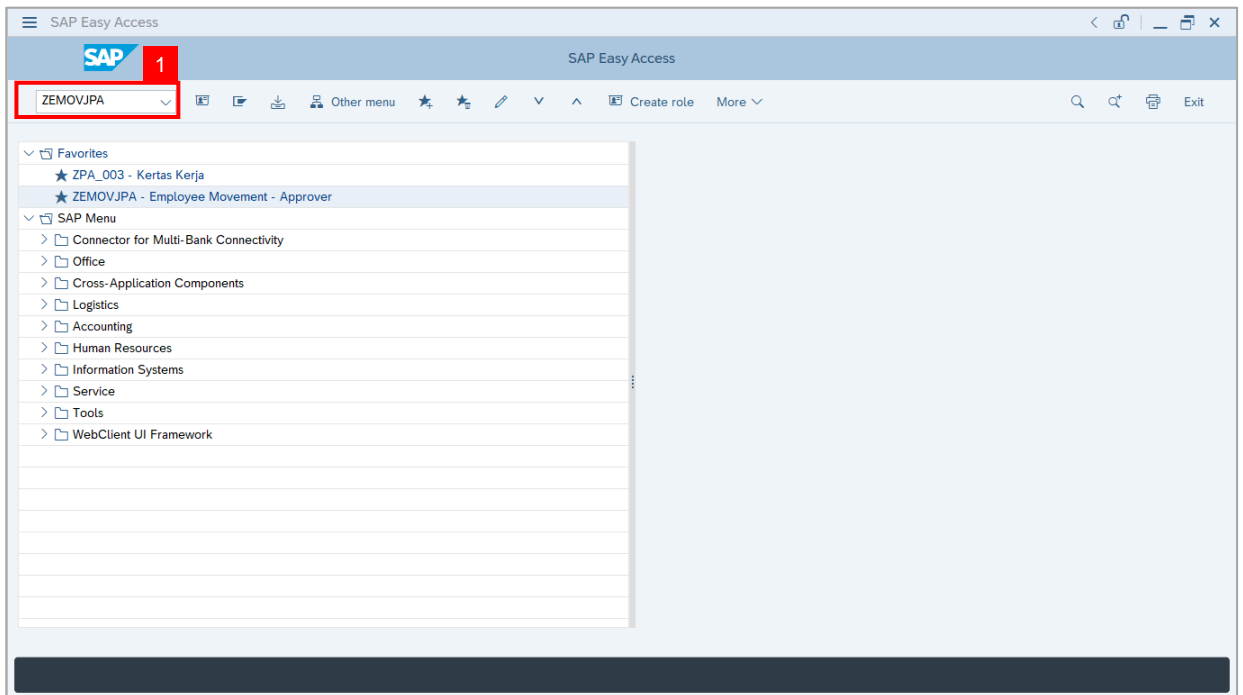


Note:

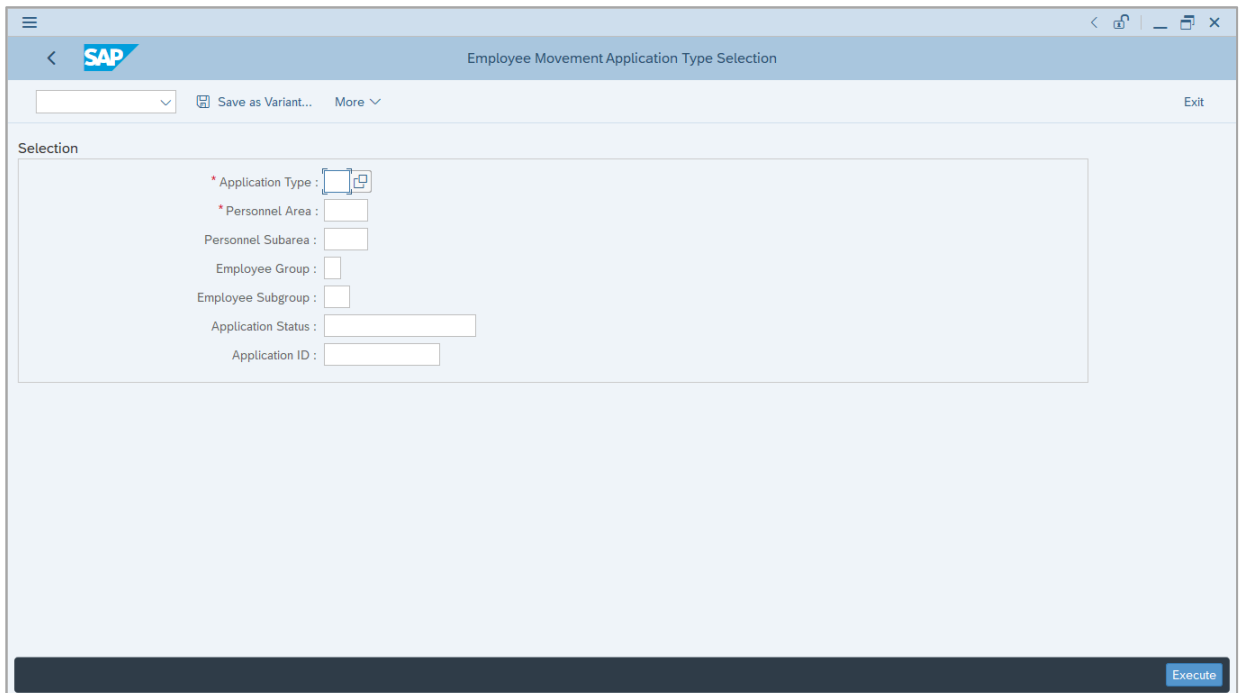
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

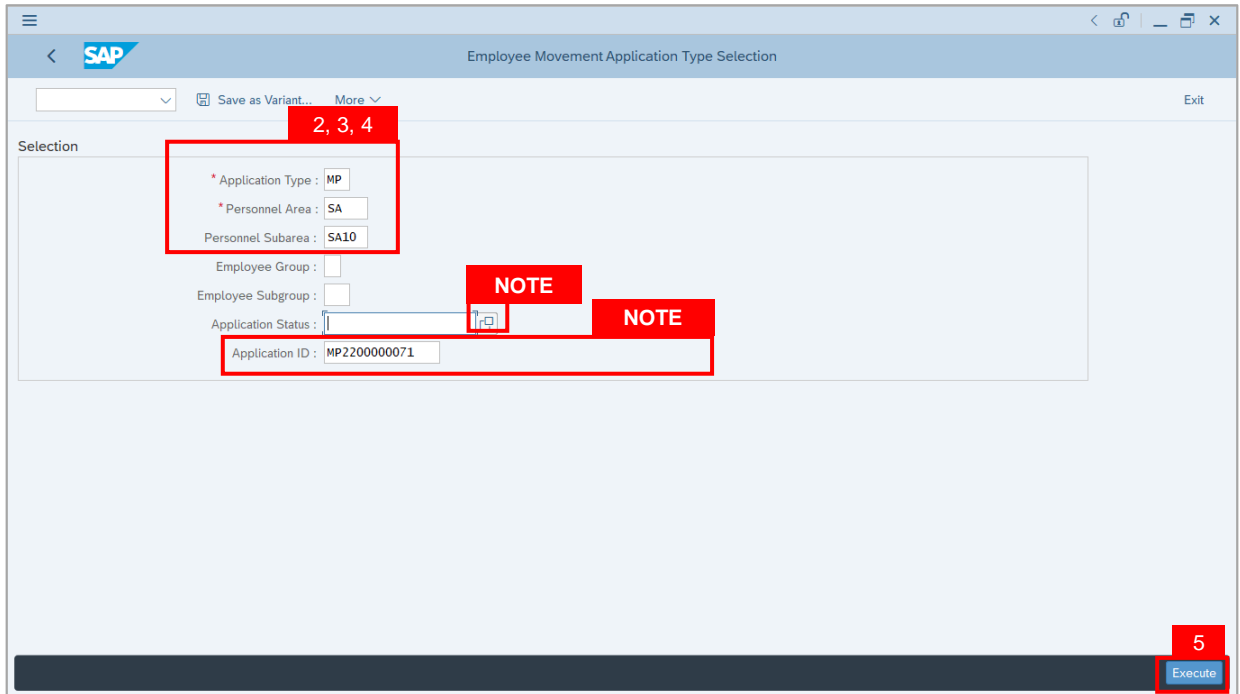
1. Enter transaction code **ZEMOVJPA** in the search bar.



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

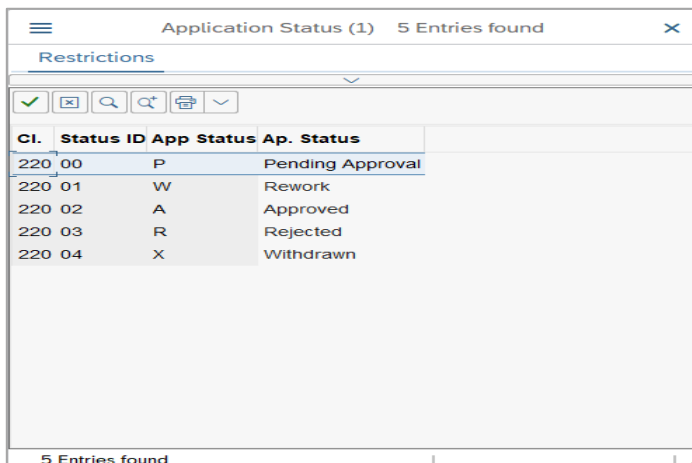


2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**
4. (Optional) Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on **Execute** button.



Note:

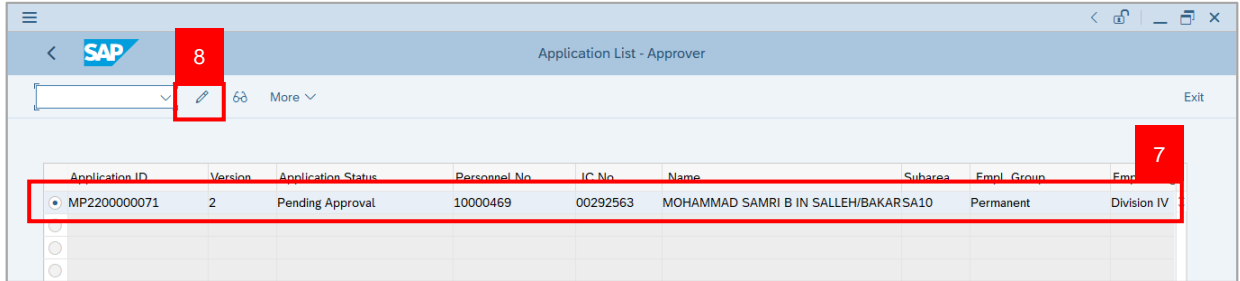
- i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- ii. Submitted applications can be further filtered with **Application ID**.
- iii. User may leave **Application ID** field empty to view all applications submitted.



Cl.	Status ID	App Status	Ap. Status
220_00	P	Pending Approval	
220_01	W	Rework	
220_02	A	Approved	
220_03	R	Rejected	
220_04	X	Withdrawn	

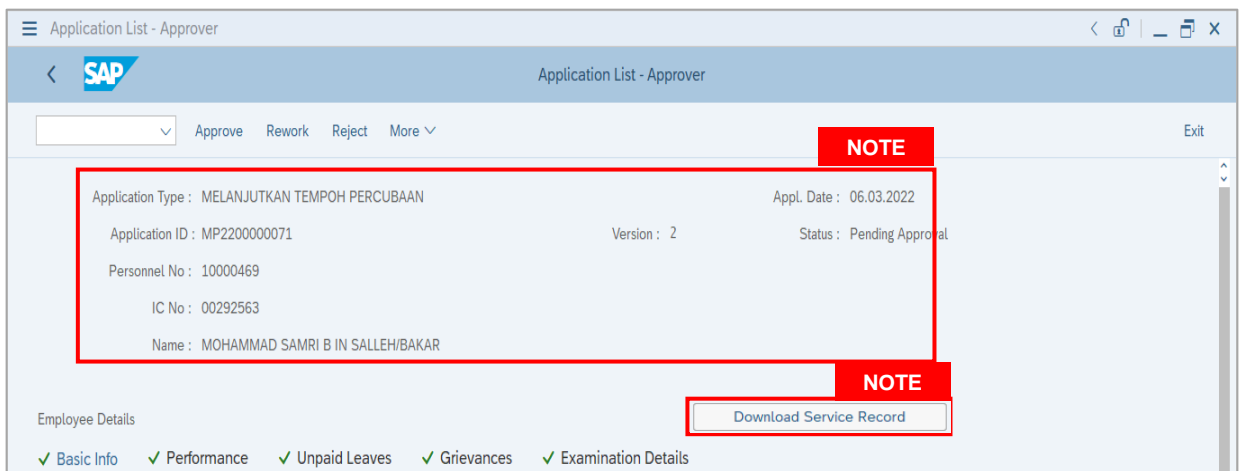
7. Select submitted application.

8. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No	IC No	Name	Subarea	Empl. Group	Emp
MP2200000071	2	Pending Approval	10000469	00292563	MOHAMMAD SAMRI B IN SALLEH/BAKARSA10		Permanent	Division IV

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 06.03.2022

Application ID : MP2200000071 Version : 2 Status : Pending Approval

Personnel No : 10000469

IC No : 00292563

Name : MOHAMMAD SAMRI B IN SALLEH/BAKAR

Employee Details

Download Service Record

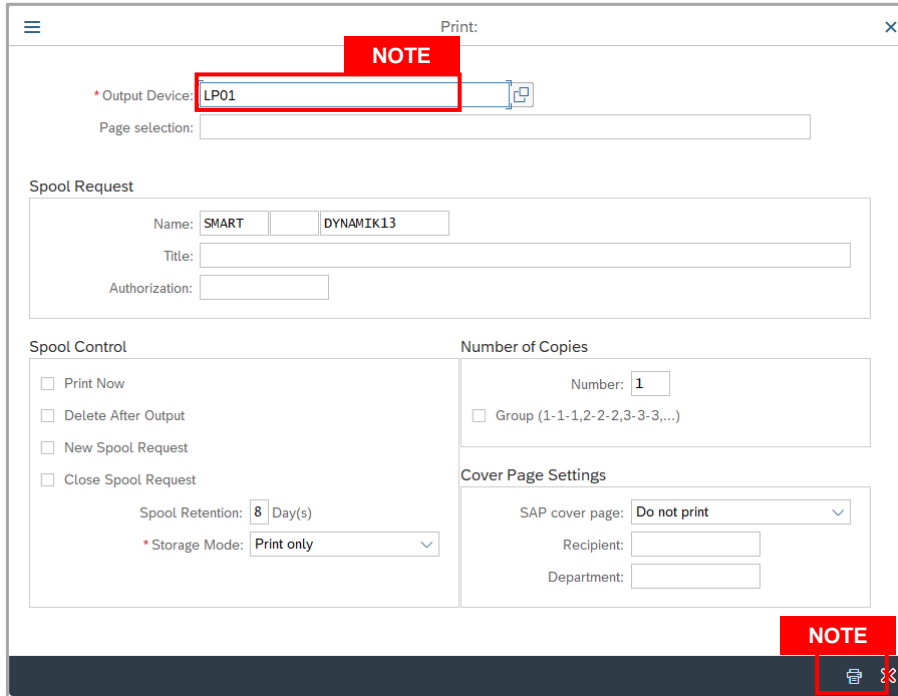
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

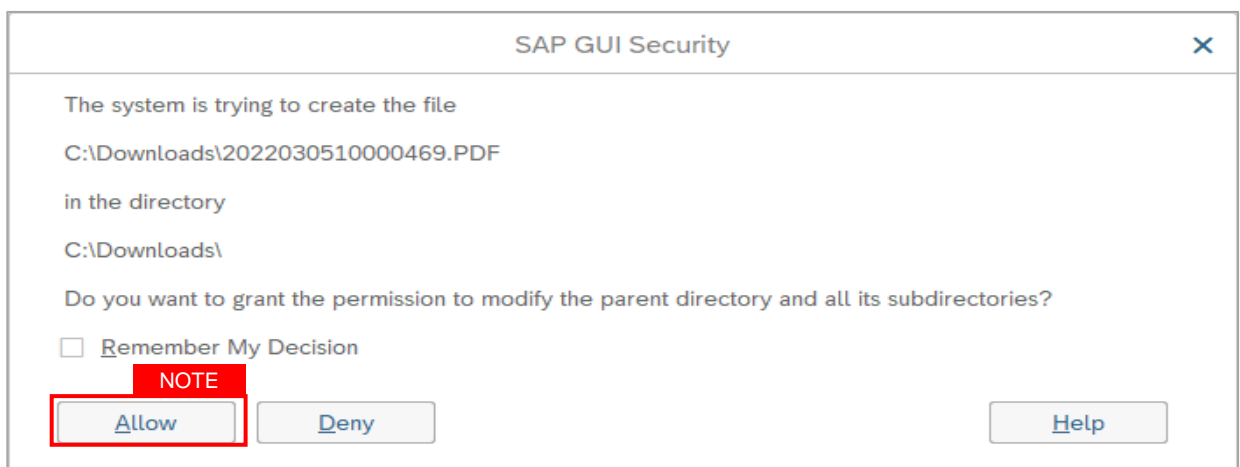
Recipient: []

Department: []

NOTE

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

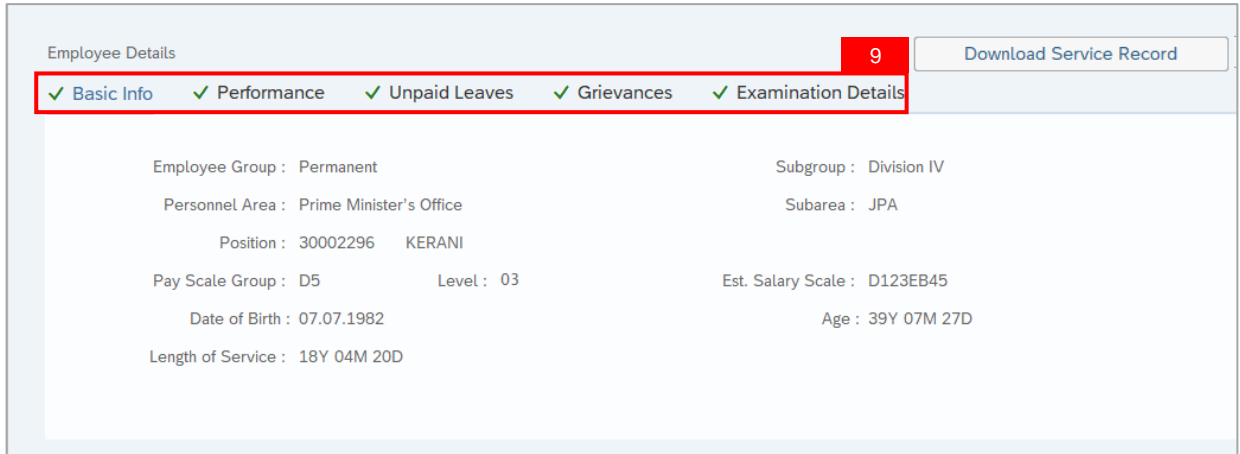
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

Allow Deny Help

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

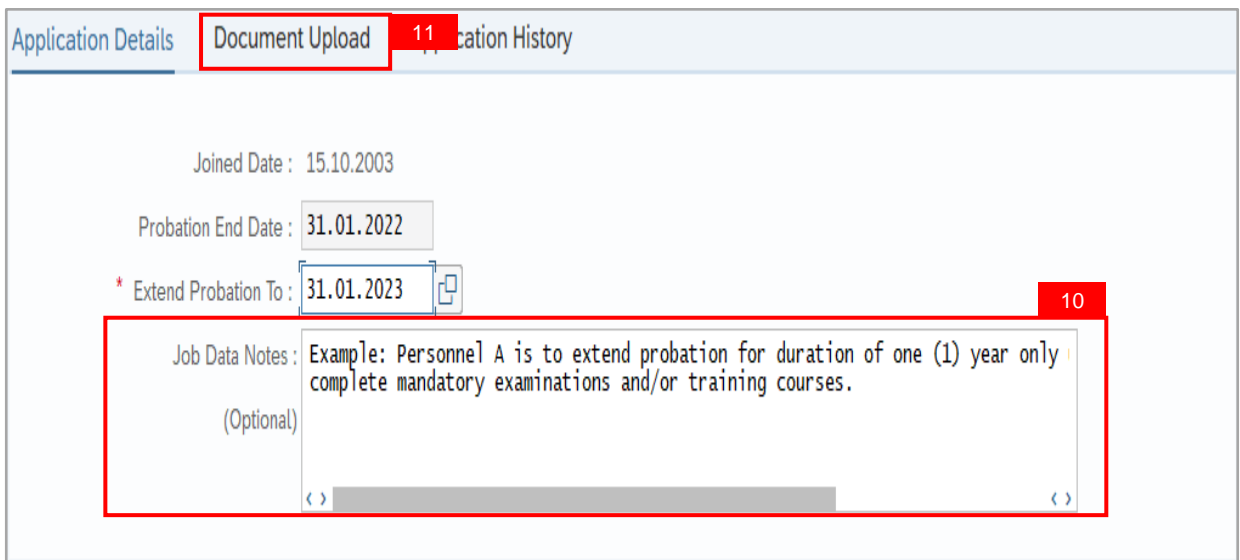


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is placed over the 'Examination Details' tab. To the right of the tabs is a 'Download Service Record' button. Below the tabs, the employee's details are displayed in a grid format:

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.



The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is placed over the 'Application History' tab. Below the tabs, the application details are displayed:

Joined Date : 15.10.2003

Probation End Date : 31.01.2022

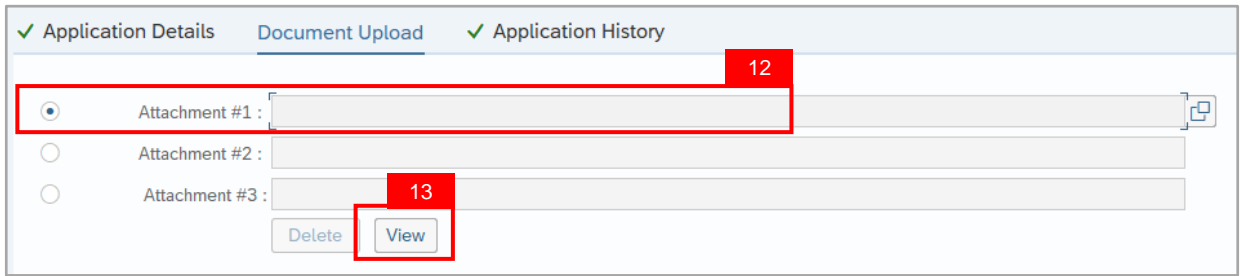
* Extend Probation To : 31.01.2023 

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)

A red box with the number '10' is placed over the 'Extend Probation To' field and the 'Job Data Notes' text area.

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

13. Click on **View** button.



✓ Application Details Document Upload ✓ Application History

Attachment #1 : [Red box 12]

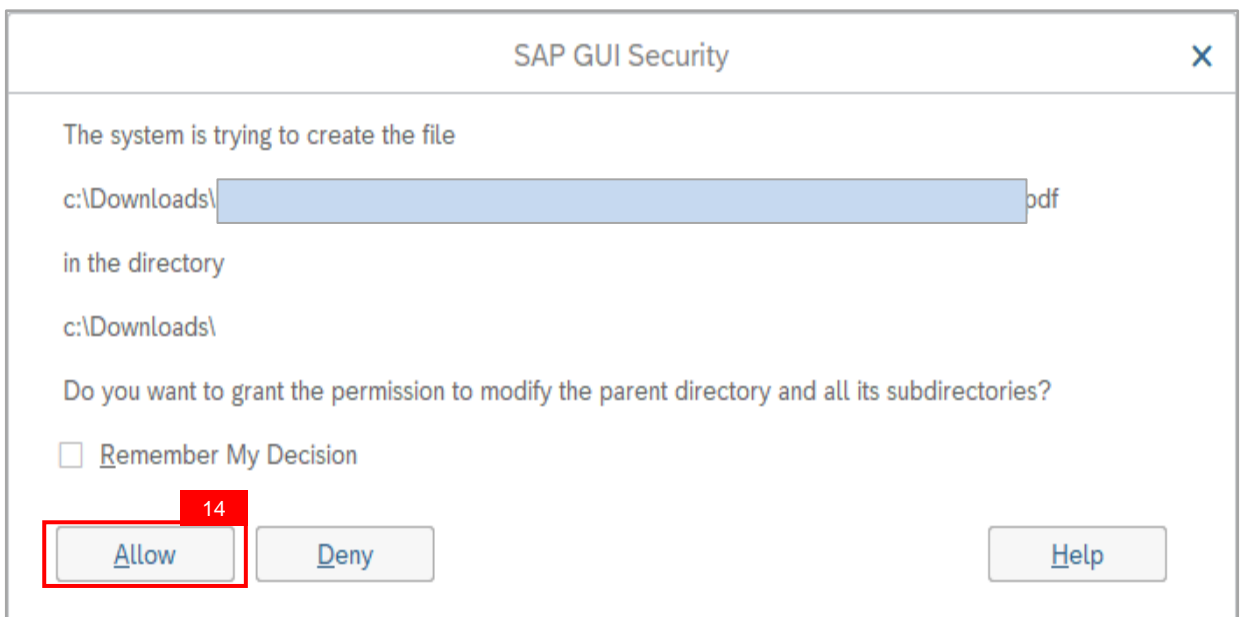
Attachment #2 :

Attachment #3 :

[Red box 13]

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.



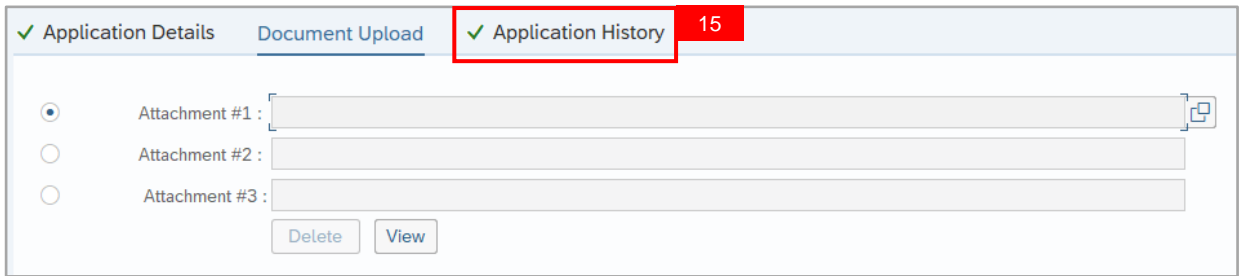
SAP GUI Security

The system is trying to create the file
c:\Downloads\[redacted].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

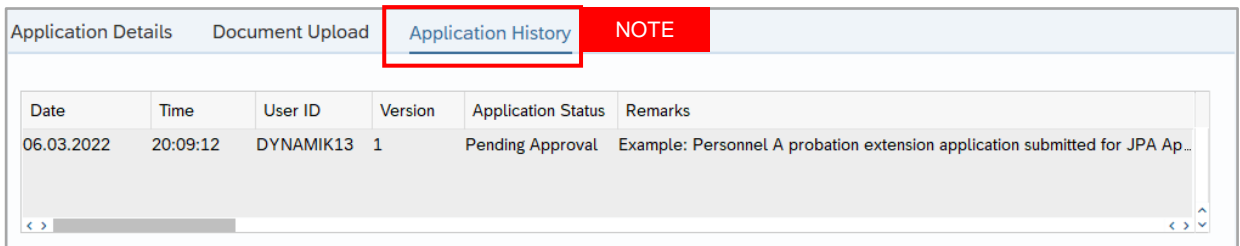
[Red box 14]

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



Note:

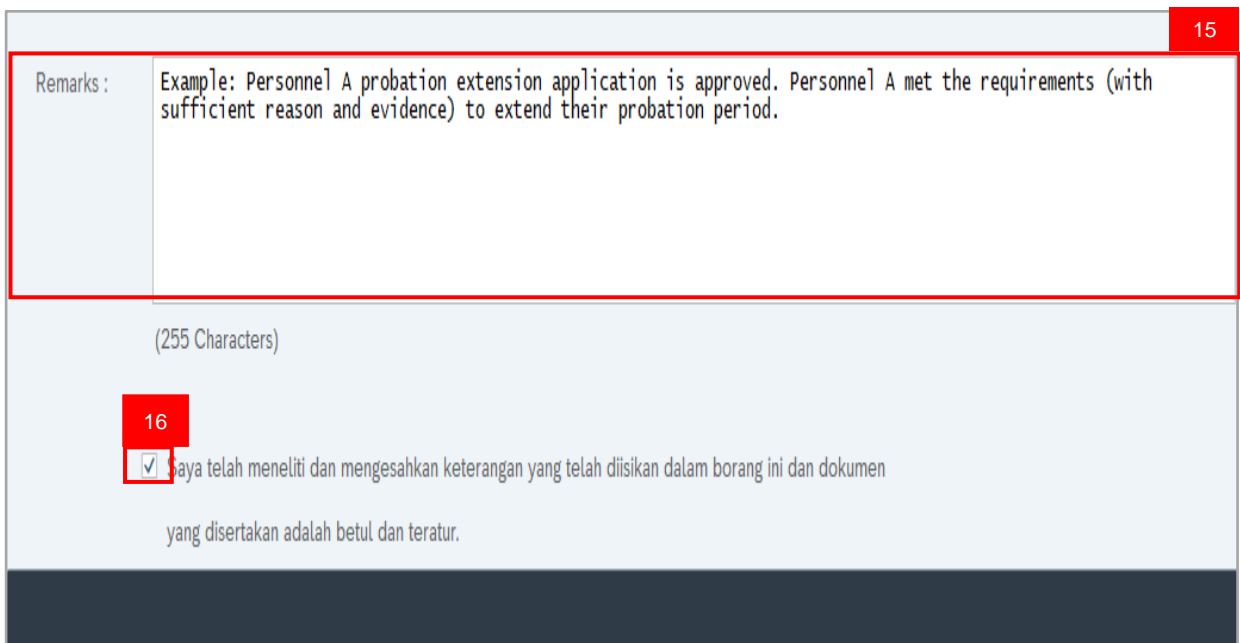
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



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.

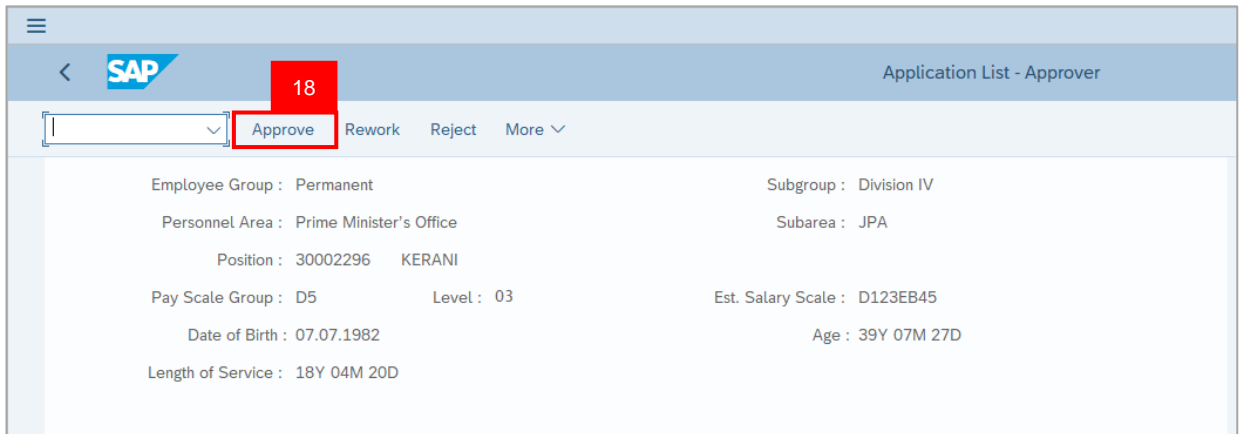


Remarks : Example: Personnel A probation extension application is approved. Personnel A met the requirements (with sufficient reason and evidence) to extend their probation period.

(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.

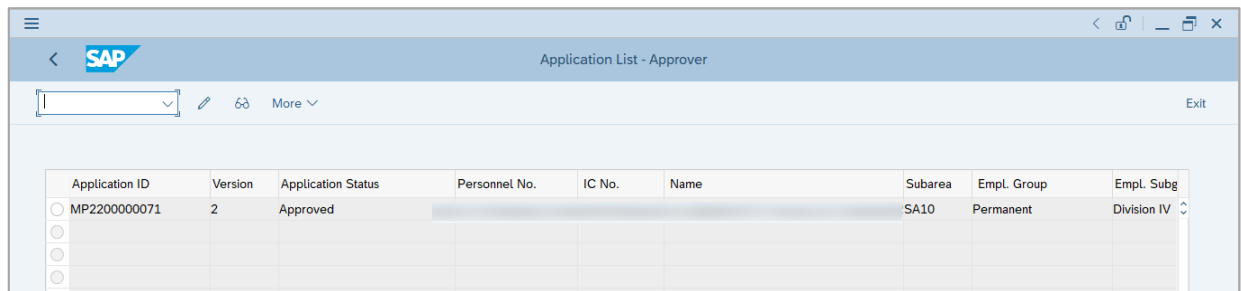


Application List - Approver

Approve Rework Reject More

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
MP2200000071	2	Approved				SA10	Permanent	Division IV

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.

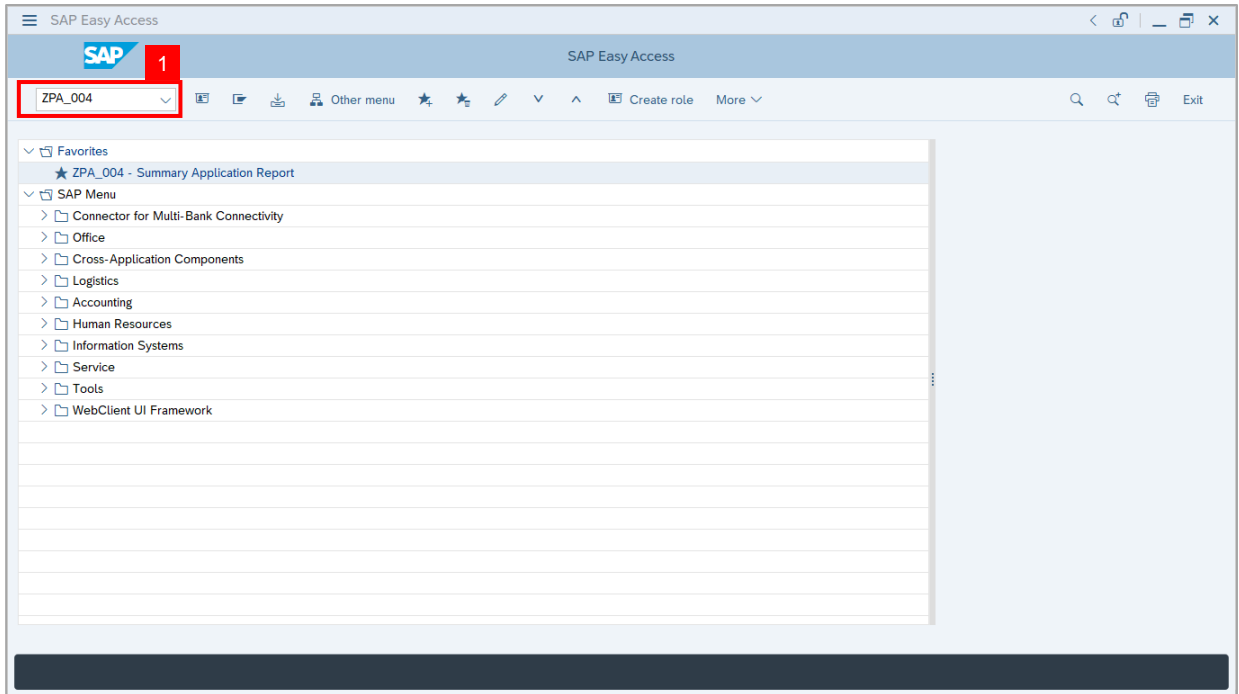
Summary Report for Application

Backend User

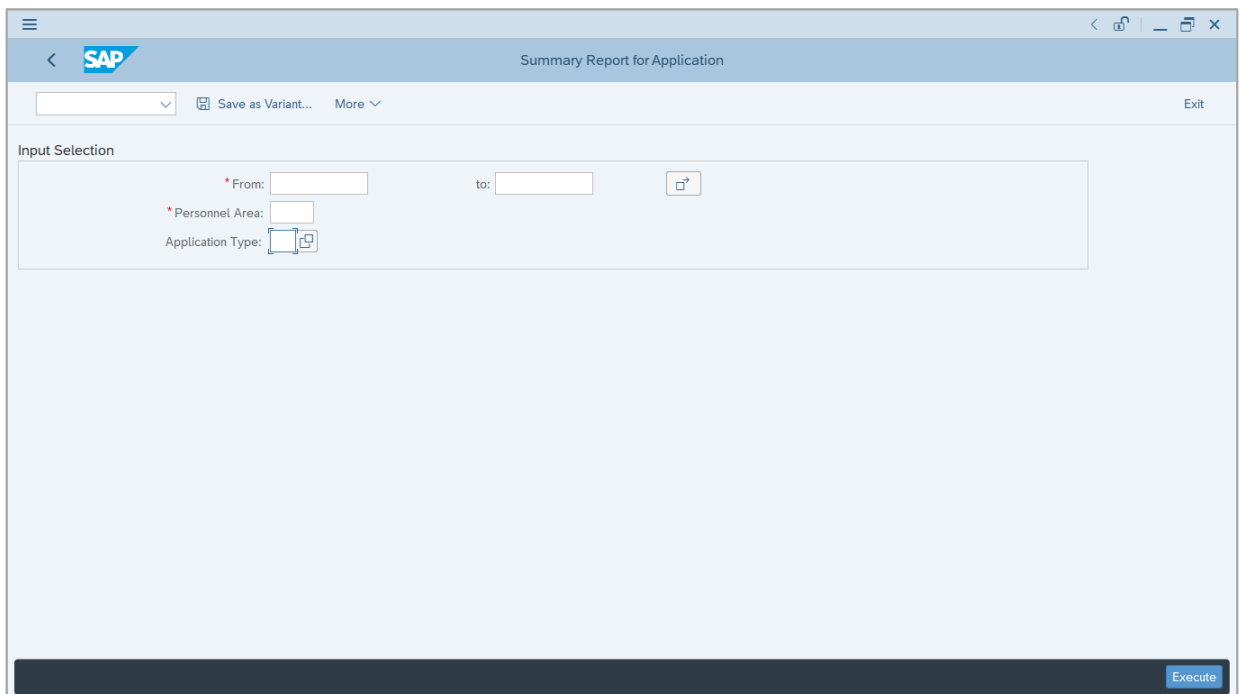
JPA Approver

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

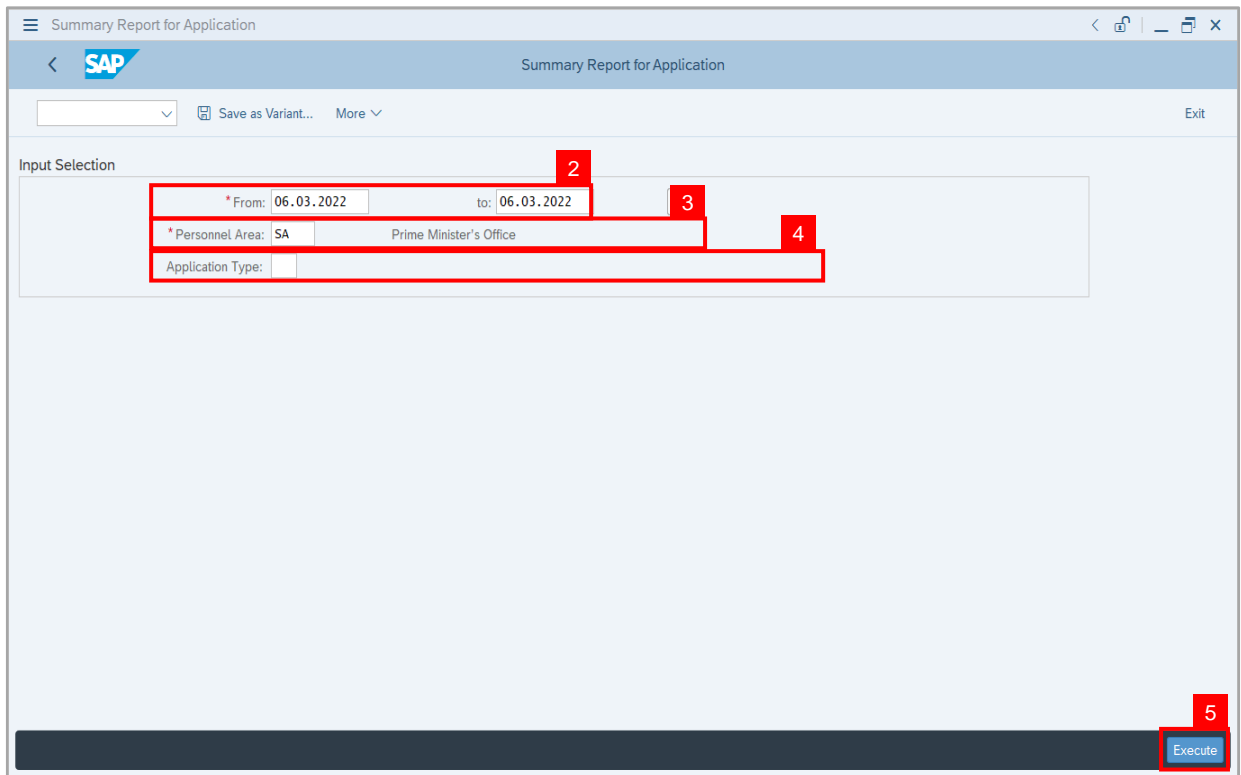
1. Enter transaction code **ZPA_004** in the search bar.



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.



The screenshot shows the SAP 'Summary Report for Application' interface. The 'Input Selection' section contains the following fields:

- * From: 06.03.2022 (Callout 2)
- to: 06.03.2022 (Callout 3)
- * Personnel Area: SA Prime Minister's Office (Callout 4)
- Application Type: (Callout 4)

The 'Execute' button is located at the bottom right of the interface (Callout 5).

Note:

- JPA Approver (User) can click on **Search** icon for **Application Type** to filter report results.
- The report would generate the number of submitted applications for the selected **Personnel Area (Ministry)**.
- The **Application Date From and To (Submitted Application Period)** allows the user to generate report based on the submitted applications within the timeframe.



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