



# SSM MODUL FASA 2

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Sistem Sumber Manusia (SSM)

Isnin, 25<sup>th</sup> Mac 2024



# AGENDA

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1

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*Overview Modul - Modul SSM Fasa 2*

2

...

*Aliran Proses*

3

...

*System Walkthrough*





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# ***OVERVIEW MODUL - MODUL SSM FASA KEDUA***

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# MODUL-MODUL SSM FASA KEDUA

**1**

**Bintang dan Pingat**

**5**

**Kenaikan Pangkat dan Memangku Substantif**

**2**

**Perkhidmatan Kontrak / SKS**

**6**

**Memangku Sementara**

**3**

**Penyelarasan**

**7**

**Kaunseling**

**4**

**EB Sekatan**

**8**

**Latihan Dalam Perkhidmatan**



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# ***ALIRAN PROSES***

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# PROCESS FLOW (1/5)

## 1. Honours and Awards



1. Dept HR Admin raise and submit application



2. Ministry HQ endorse to JPM



3. JPM approve/reject application

## 2. Penyelarasan 3. Kontrak / Sebulan ke Sebulan



1. Dept HR Admin raise and submit application.



2. JPA endorse application to SPA.



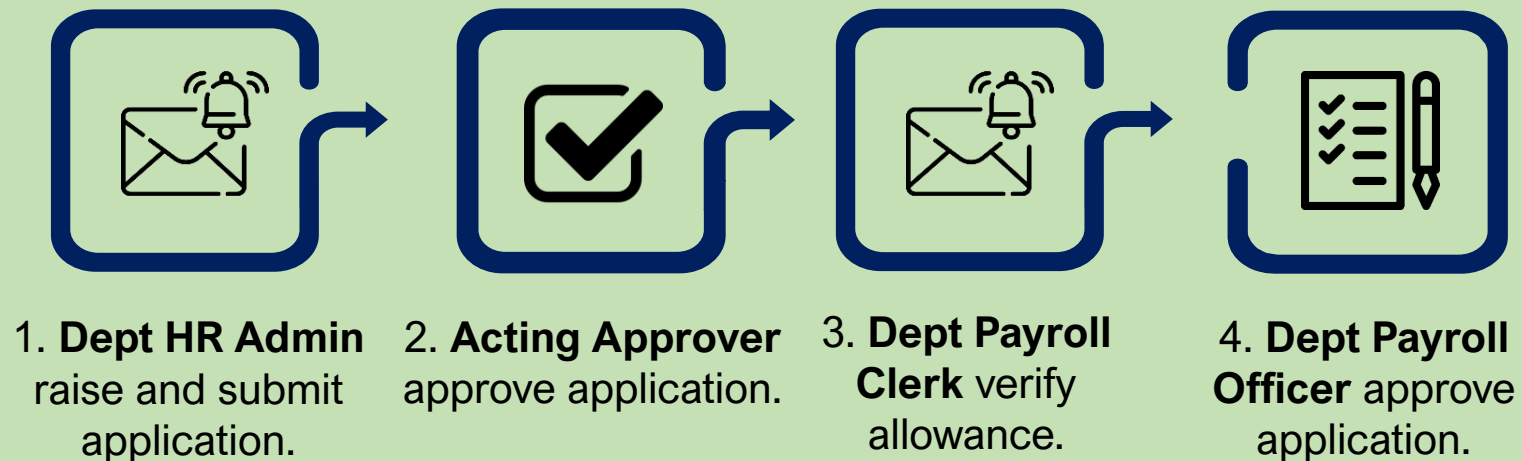
3. SPA approve/reject application.

# PROCESS FLOW (2/5)

## 4. Promotion & Substantive Acting



## 5. Temporary Acting

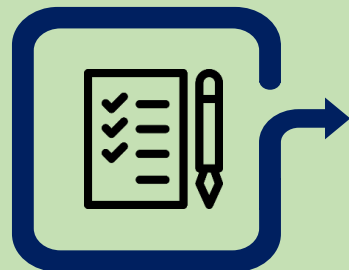


# PROCESS FLOW (4/5)

## 6. EB Sekatan



1. **Dept HR Admin**  
HR-check  
application.



2. **Department Approver** submit  
application.



3. **Treasury (Verifier 1)**  
verifier-check  
application.



4. **Treasury (Verifier 2)**  
verify  
application.



5. **JPA (Approver 1)**  
approver-check  
application.



6. **JPA (Approver 2)**  
approve  
application.



## PROCESS FLOW (5/5)

### 7. In-Service Training



**HRD** create application.



**HOD** reviews and submits application.



**Ministry** reviews and endorses application.



**JPA** reviews and approves application.

### 8. Counselling



**Employee, Dept or PSC** create & submit application.



**BPK Admin** reviews application.



**Counsellor** schedule counselling.



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# ***SYSTEM WALKTHROUGH***

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# SAP GUI (BACK-END)

SAP Logon 770

Variable Logon

Connections

Workspaces	Name	System Descripti...	SID	Group/Server	Instance No.	Message Server
Local	SSM Development		GHD	ghr01devapp01	12	
SSM	SSM Production		GHP	SSM		ghr01prdasc01.ssm.gov.bn
	SSM Training		GHQ	ghr01qasapp01.ssm.gov.bn	11	

# SYSTEM WALKTHROUGH: EMPLOYEE MOVEMENT PAGE (1/2)



Back-End

< **SAP** Employee Movement Menu

ZEMOVADM **1** ore

Requestors

Application Type:

- Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan
- Pengambilan Semula Selepas Bersara (Kontrak)
- Penyambungan Perkhidmatan (Kontrak)
- Pengambilan Semula Selepas Bersara (SKS)
- Penyambungan Perkhidmatan (SKS)
- Kenaikan Pangkat/ Memangku Substantif
- Penyelarasan
- Memangku Sementara
- EB Sekatan
- EB Khas

Endorsers/Approvers

Application Type:

- Enter Transaction Code **ZEMOVADM**.
- Select Phase 2 EM modules under **Application Type**.

# SYSTEM WALKTHROUGH: EMPLOYEE MOVEMENT PAGE (2/2)



## Back-End

- ✓ Application Detail
- Security Vetting
- Document Upload
- Application History

SAP Application List - Requestor

Submit More

Proposed:	Department	JPA	SPA
Rehire Start Date :	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Date :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personnel Subarea :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position :	<input type="text"/> PEG. PENTADBIR TKT ...	<input type="text"/> 0	<input type="text"/> 0
Payscale Type :	<input type="text"/> 01 Umum	<input type="text"/> 0	<input type="text"/> 0
Payscale Area :	<input type="text"/> 02 Division 2	<input type="text"/> 0	<input type="text"/> 0
Payscale Group & Level :	<input type="text"/> B3 LEVEL: <input type="text"/> 02	<input type="text"/> LEVEL: <input type="text"/>	<input type="text"/> LEVEL: <input type="text"/>
Est Salary Scale :	<input type="text"/> B3	<input type="text"/>	<input type="text"/>
Salary (\$) :	<input type="text"/>	<input type="text"/> 0.00	<input type="text"/> 0.00
Increment Entitlement :	<input type="text"/> 1 Kenaikan Tahunan	<input type="text"/> 0	<input type="text"/> 0
Next Increment :	<input type="text"/> 21.04.2022	<input type="text"/>	<input type="text"/>
Employee Group :	<input type="text"/> 1 Permanent	<input type="text"/>	<input type="text"/>

- Enter Proposed Details under respective **columns**.

# SAP FIORI (FRONT-END)

www ssm.gov.bn

User

Password

Log On

Change Password

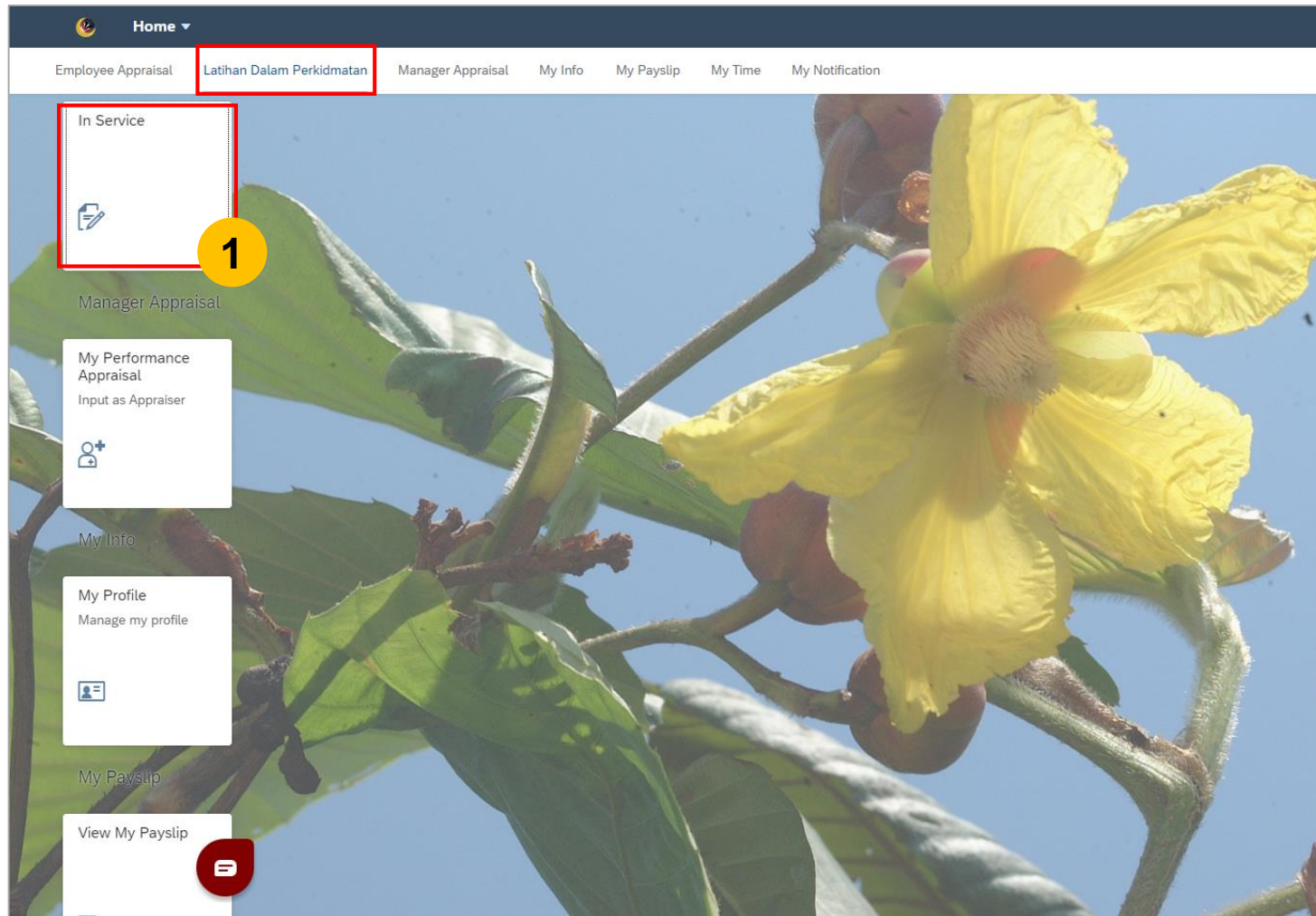
Forgot Password

SAP

# SYSTEM WALKTHROUGH: *LDP APPLICATION PAGE (1/2)*



## Front-End

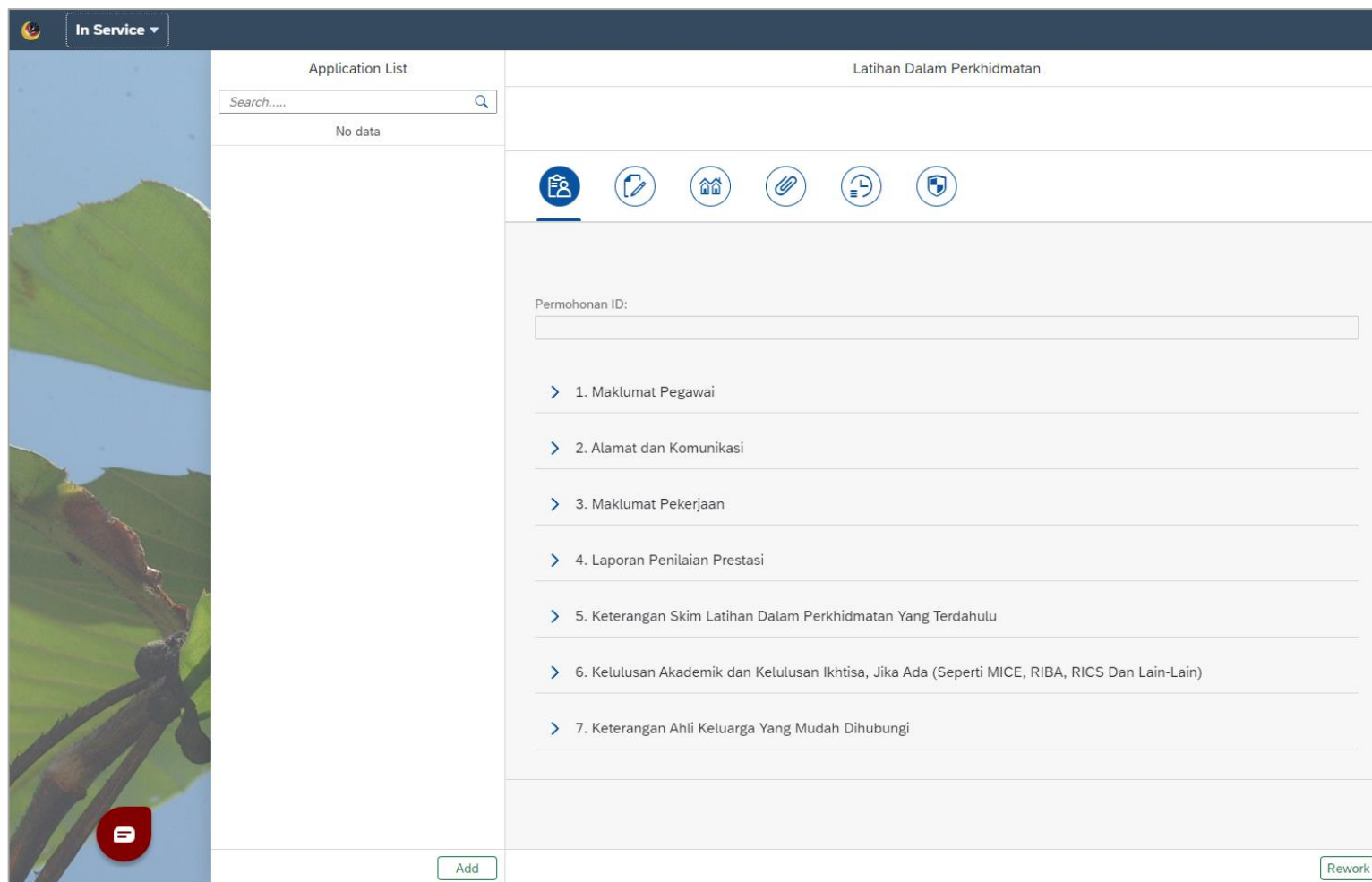


- Click on **In Service** tile under Latihan Dalam Perkhidmatan.

# SYSTEM WALKTHROUGH: LDP APPLICATION PAGE (2/2)



Front-End



The screenshot shows a web application interface for the LDP (Latihan Dalam Perkhidmatan) application. The page is divided into two main sections: "Application List" on the left and "Latihan Dalam Perkhidmatan" on the right. The "Application List" section has a search bar and currently displays "No data". The "Latihan Dalam Perkhidmatan" section features a navigation bar with icons for home, document, and other functions. Below the navigation bar, there is a form for "Permohonan ID:" and a list of seven application steps, each with a right-pointing chevron icon:

- > 1. Maklumat Pegawai
- > 2. Alamat dan Komunikasi
- > 3. Maklumat Pekerjaan
- > 4. Laporan Penilaian Prestasi
- > 5. Keterangan Skim Latihan Dalam Perkhidmatan Yang Terdahulu
- > 6. Kelulusan Akademik dan Kelulusan Ikhtisa, Jika Ada (Seperti MICE, RIBA, RICS Dan Lain-Lain)
- > 7. Keterangan Ahli Keluarga Yang Mudah Dihubungi

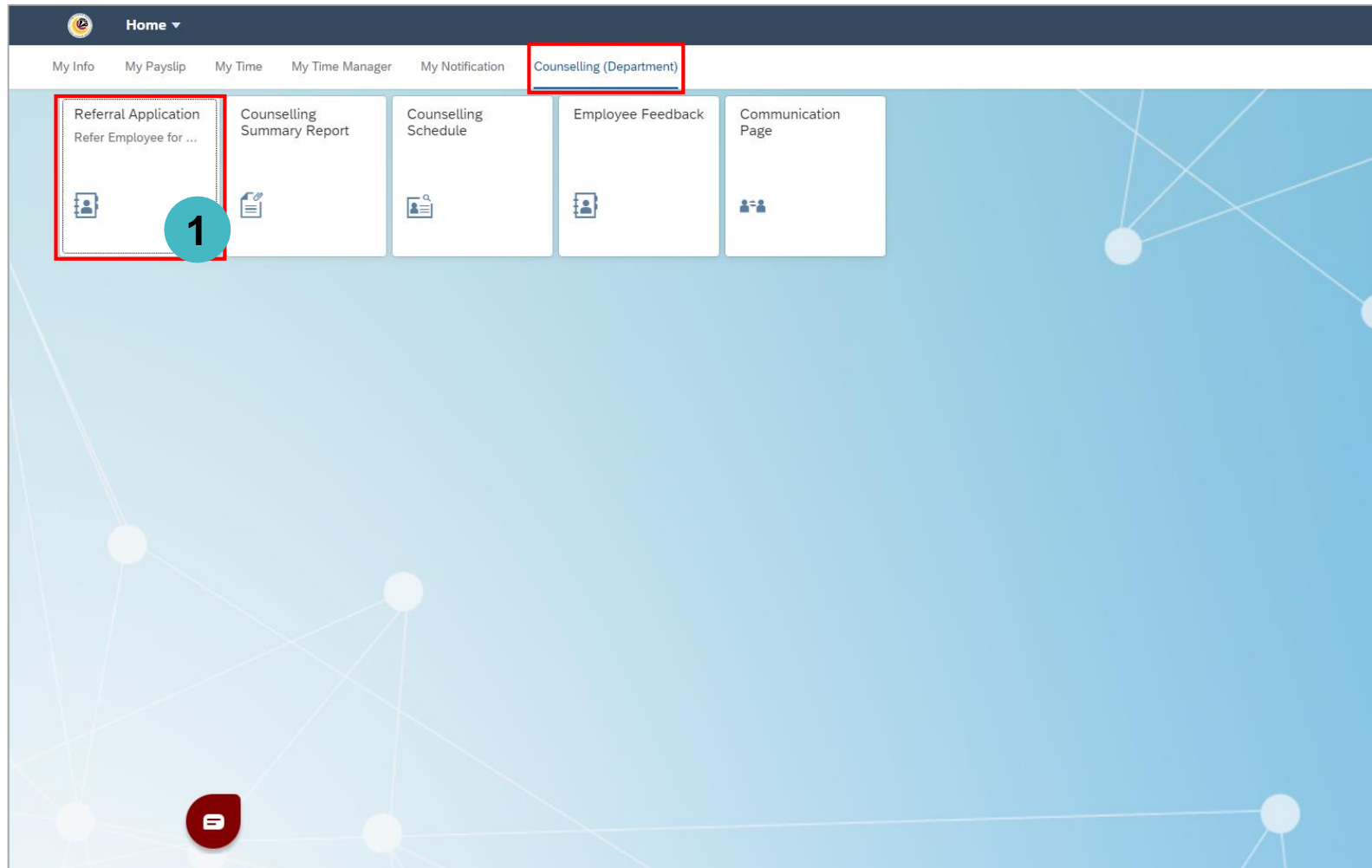
At the bottom of the page, there are two buttons: "Add" and "Rework".



# SYSTEM WALKTHROUGH: COUNSELLING APPLICATION PAGE (1/2)



## Front-End



- Click on **Referral Application** tile under Counselling.

# SYSTEM WALKTHROUGH: COUNSELLING APPLICATION PAGE (2/2)



Front-End

PSC Counselling ▾

Application List

No data

Application Details

Request Date:  
19.12.2023

Application Status:  
New

Application Type:  
Department/Ministry/PSC Referral

Butiran Rujukan

Jenis Permohonan:

Pegawai/Kakitangan yang dirujuk:

Sebab Dirujuk:

>

Data Pekerja

>

Maklumat Pekerjaan

Deklarasi

Dengan menandakan petak ini serta menyerahkan butiran di atas maka menunjukkan bahawa awda telah memberikan butiran serta mengesahkan maklumat dan butiran yang betul dan tepat serta bertanggungjawab ke atas butiran tersebut

Save
Cancel

# HUBUNGI KAMI

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