

SISTEM SUMBER MANUSIA

User Guide For Department Approver Backend (SAP GUI)

Employee Movement (PA): EB Khas

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Department Approver (Back End User)** to manage **EB Khas module.** 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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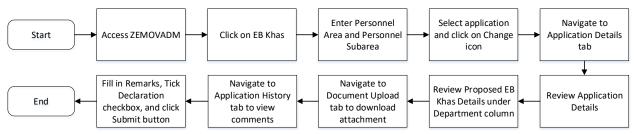
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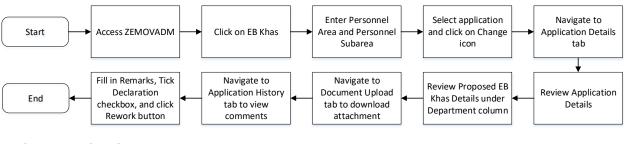


Process Overview

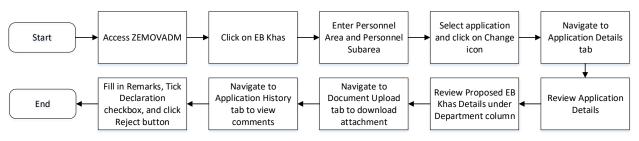
Submit Application



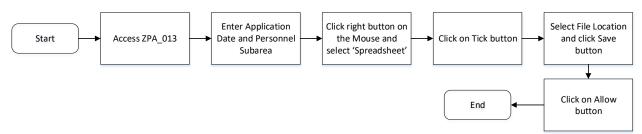
Rework Application to Department HR Administrator



Reject Application



Generate Application Report



Sistem Sumber Manusia - EB Khas



SUBMIT APPLICATION

Backend User

Department Approver

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

1. Enter **ZEMOVADM** in the search bar.

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Note: Employee Movement Menu page will be displayed.

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< SAP Employ	ee Movement Menu	
✓ More ✓		Exit
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Clerk/Officer Application Type		



2. Under Endorsers/Approvers: Application Type, click on EB Khas.

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Requestors Application Type:	Endorsers/Approvers Application Type: EB Sekatan EB Khas
Clerk/Officer Application Type	

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

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Fill out all required entry fields View details		Execute



- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

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Note: The Application List – Department Approver page will be displayed.

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- 6. Select application with "HR-Checked" status and click on Radio button.
- 7. Click on Change icon.

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Note (i): The Application List – Department Approver page will be displayed.

Note (ii): Department Approver may review employee's information on each tab under

Employee Details.

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SSM_UG_EB Khas_Back End (SAP GUI)_Department Approver_v1.0



8. Click on **Download Service Record** button.

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Note: The Print page will be displayed.

- 9. Enter 'LP01' under Output Device.
- 10. Click on Print icon.

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11. Select File Location and click on Save button.

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Note: The SAP GUI Security page will be displayed.

12. Click on **Allow** button.

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Note: The Service Record has successfully been downloaded.

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Date of Birth :	Salary (\$) :	
Age :	Length of Service :	
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13. Navigate to Application Details tab.

Note: Department Approver may review employee's First Joined Date and Salary

Record.

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15. Review and amend the **Proposed EB Khas Details** entered by **Department HR** Administrator under **Department** column.

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Updated By :	Dept Approver -	Approver 2 -	Enter



16. Review Reason for supporting and Job Data Notes.

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- 17. Navigate to **Document Upload** tab.
- 18. Select Attachment and click on View button to download.

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- 19. Select File Location.
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Note: The SAP GUI Security message will be displayed.

21. Click on **Allow** button.

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- 22. Navigate to Application History tab.
- 23. Click on **Remarks** button.

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- 24. Enter the **Remarks** for employee's application.
- 25. Tick on **Declaration** checkbox.
- 26. Click on **Submit** button.

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Application List - Department Approver	
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Outcome: The Application has successfully been submitted to JPA Approver.

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Sistem Sumber Manusia - EB Khas



REWORK APPLICATION

Backend User Department Approver

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

1. Enter **ZEMOVADM** in the search bar.

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Note: Employee Movement Menu page will be displayed.

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2. Under Endorsers/Approvers: Application Type, click on EB Khas.

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Requestors Application Type:	Endorsers/Approvers Application Type: EB Sekatan EB Khas
Clerk/Officer Application Type	

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

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6 Fill out all required entry fields View details	Execute



- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

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Note: The Application List – Department Approver page will be displayed.

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- 6. Select application with "HR-Checked" status and click on Radio button.
- 7. Click on Change icon.

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Note (i): The Application List – Department Approver page will be displayed.

Note (ii): Department Approver may review employee's information on each tab under

Employee Details.

SAP	Application List - Department Approver	
Submit Rework to Admin Reject Mor	vre V	
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Basic Info ✓ Performance ✓ Unpaid Leaves ✓	Grievances ✓ Examination Details ✓ Education ✓ Training	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group :	Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup :	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area :	Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup :	
Sasic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position :	Grievances Examination Details Education Training Subgroup : Subarea : 	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position : Pay Scale Group :	Grievances	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position : Pay Scale Group : Date of Birth :	Grievances V Examination Details V Education V Training Subgroup : Subarea : Est. Salary Scale : Salary (\$):	

SSM_UG_EB Khas_Back End (SAP GUI)_Department Approver_v1.0



8. Click on **Download Service Record** button.

≡ System Help	< œ L_	Ð×
< SAP	Application List - Department Approver	
Submit Rework to Admin Reject More	/	Exit
Application Type : EB KHAS	Appl. Date :	0
Application ID :	Version : 1 Status : HR-Checked	- 1
Personnel No :		- 1
IC No :		. I.
Name :	and the second	
	8	
Employee Details	Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grie	evances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		•
•		\rightarrow
		Enter

Note: The Print page will be displayed.

- 9. Enter 'LP01' under Output Device.
- 10. Click on Print icon.

System <u>H</u> elp					< 🗠 🗕	Ð×
< SAP		Application List - Department Approver				
≡	P	rint:		×		
		9				Exit
*Output Device:	LP01	日			e: 25.09.2023	
Page selection:					s :	
Spool Request						
Name:	SMART USER1				and the second se	
Title:						
Authorization:					Download Service Record	
					✓ Training	
Spool Control		Number of Copies				
Print Now		Number: 1				
Delete After Output		Group (1-1-1,2-2-2,3-3-3,)				
New Spool Request						
Close Spool Request		Cover Page Settings				
Spool Re	tention: 8 Day(s)	SAP cover page: Do not print	\sim			
* Storage	e Mode: Print only 🗸 🗸	Recipient:				
		Department:				
						\leftrightarrow
		10		×		Enter



11. Select File Location and click on Save button.

≡ System Help	< @ _ = ×
■ Print:	
➡ Save As X	Exit
$ \leftarrow$ \rightarrow \checkmark \uparrow \blacksquare « SAP » SAP GUI \checkmark \eth Search SAP GUI	
Organize • New folder	e: 25.09.2023
Status Date modifi 3 D Objects No items match your search. Boxments No items match your search. Downloads Music Pictures Videos	s : Download Service Record
S (C)	✓ Training
Antwork V C	
File name: Service Record 2023092510100232.PDF +) Save as type: All Files (*.*)	
▲ Hide Folders Cancel	rint ~
Storage Mode: Print only Recipient: Department:	
	음 X Enter

Note: The SAP GUI Security page will be displayed.

12. Click on **Allow** button.

≡ System Help			>	USER1A 🖹 🗗 📕 🗖 🗙
< SAP	Application List - Department Approv	er		
≡ Pr	int:			Exit
*Output Device: LP01 Page selection:			e: s: New	⊂AIL ↓
Spool Reque** SAP GU	I Security	×		
AL C:\Users\ C:\Users\ Uservice_Record_2023082810000456.PDF Do you want to allow this?	file:		vice Record	
Print Now Print Now Delete Af New Spool Request	Help			
Close Spool Request	Cover Page Settings			
Spool Retention: 8 Day(s) * Storage Mode: Print only ~	SAP cover page: Do not print Recipient: Department:	~		~
	·	@ ╳		



Note: The Service Record has successfully been downloaded.

≡ System Help	< @ _	ð ×
< SAP	Application List - Department Approver	
HR-Check More V		Exit
Application Type : EB KHAS	Appl. Date :	0
Application ID : Personnel No :	Version : 1 Status :	
IC No :		
Name :		
Employee Details ✓ Basic Info ✓ Performance ✓ Unpaid Leaves	✓ Grievances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :	(and and a second se	
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$) :	
Age :	Length of Service :	
\odot		ç
Download 54 KB Service_Record_2023092510100232.PDF		Enter

13. Navigate to Application Details tab.

Note: Department Approver may review employee's First Joined Date and Salary

Record.

System <u>H</u> elp							< 🖻	_ 🖻 ×
SAP			Applica	tion List - Department Appr	over			
1	3 Submit F	Rework to Admin	Reject More 🗸					Exit
Application Deta		ocument Upload	✓ Application Histo	ry				
Salary Record		First Joined D	ate (Tarikh Lantikan Pertama): 01.03.1978				
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	0	
1	01.10.2023	31.12.9999			1000			
2	25.09.2023	30.09.2023						
3	21.09.2023	24.09.2023					• •	
		Maximum Salary ai Gaji Maksima):		Tarikh Lantika	n Bagi Bahagian I:			
	Start Date Of	Current Position						
	(Tarikh L	antikan Jawatan.		Annual Incre	ment Date (Tarikh			
		Sekarang):		Kenai	kan Gaji Tahunan):			
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								Enter



14. Review the following details.

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<	SAP			Application	n List - Department HR A	dmin			
		✓ HR-Check	More \checkmark						Exit
	Application D	etails Do	ocument Upload	Application History					¢
	Salary Record		First Joined D	ate (Tarikh Lantikan Pertama):	01.03.1978				
	No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	۲	
	1 2	01.10.2023 25.09.2023	31.12.9999 30.09.2023	100		100		1 A A	
	3	21.09.2023	24.09.2023					^	
	<>						14	\leftrightarrow \vee	
		Date Reached I	Maximum Salary						
		(Tarikh Mencapa	ai Gaji Maksima):	ļe	Tarikh Lantika	ın Bagi Bahagian I:			
			Current Position antikan Jawatan		Appual Incr	ement Date (Tarikh			
		(Turki L	Sekarang):			ikan Gaji Tahunan):			
\bigcirc									Ç.
									Enter

15. Review the **Proposed EB Khas Details** entered by **Department HR Administrator** under **Department** column.

≡ System Help			< 📽 🗆 🗖 🗙
< SAP	Application List - Department HR Adm	nin	
→ HR-Check More →			Exit
Proposed :	Department	JPA	\$
*EB Khas Increment Start Date (Kenaikan Gaji Akan Bermula Dari) : *Payscale Type : *Payscale Area : *Payscale Group & Level : *Est. Salary Scale Salary (\$) (Gaji Yang Disokong) : *Employee's eligibility to annual increment: *Next Increment Date (if eligible) : Updated By :	Level:	Level: 0.00 Approver 1 -	
Opuateu by .	Dept Approver -	Approver 2 -	
\bigcirc			÷
			Enter



16. Review Reason for supporting and Job Data Notes.

≡ System <u>H</u> elp				< 🗗 🗌 🗕 🖶 🗙
< SAP	A	Application List - Department HR Admi	n	
V HR-Check				Exit
*Employee's engineery to annuat more *Next Increment Date (if eligible) :	unent. Updated By :	Dept HR Admin - Dept Approver -	Approver 1 - Approver 2 -	
	Data Notes : Enter text here.			
0				Enter

- 17. Navigate to **Document Upload** tab.
- 18. Select Attachment and click on View button to download.

System Help	< 🕑 🗌 🗖 🗙
Application List - Department Approver	
Subr <mark>17 k to Admin Reject More V</mark>	Exit
Application Details V Document Upload V Application History	¢
Attachment #1: [contoh Surat.png] Attachment #2:	
	÷
	Enter

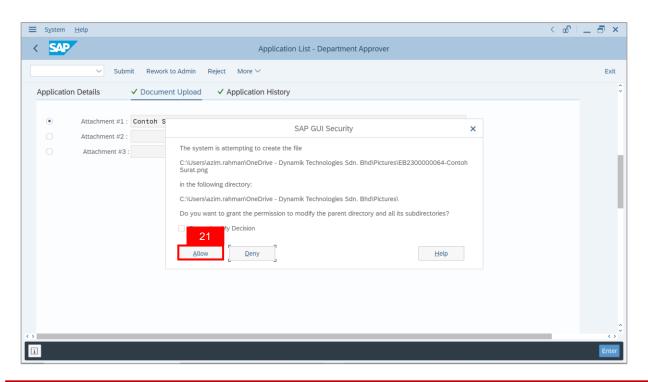


- 19. Select File Location.
- 20. Click on **Save** button.

≡ System <u>H</u> elp			< 🖆 🗌 📥	
➡ Save As		×	epartment Approver	
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow$ This PC \Rightarrow Pictures $\checkmark \mho$	Search Pictures			
19 New folder		- ?		Exit
This PC ^ Name	Status	Date mo ^		Ŷ
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Desktop	\odot	6/14/202		
Documents	\odot	9/25/202		
Downloads	Θ	5/16/202		
h Music	\bigcirc	9/25/202 9/1/2023		
Fictures	Ø	9/21/202		
📱 Videos 💿	Q	6/14/201		
😂 OS (C:)	\odot	9/7/202:		
× <	<u> </u>	>	••	
File name: EB230000064-Contoh Surat.ong		~		
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Save as type: png	20	~		
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Note: The SAP GUI Security message will be displayed.

21. Click on **Allow** button.





Note: The Attachment has successfully been uploaded.

≡ System Help	< 🗠 🗆 – 🗗 🗙
Application List - Department Approver	
✓ Submit Rework to Admin Reject More ✓	Exit
Application Details <u>V Document Upload</u> V Application History	÷
Attachment #1: [Contoh Surat.png Attachment #2:	
Attachment #3 : View	
C Download 9 KB EB230000064-Contoh Surat.png	Enter

- 22. Navigate to Application History tab.
- 23. Click on **Remarks** button.

≡ System <u>H</u> elp						< 🔓 🗌 🗖 🗙
< SAP			Application List - Dep	partment Approver		
~	Submit Rework 1	to Admin Reject More	22			Exit
Application Details	✓ Documer	nt Upload 🗸 Applica	tion History			\$
Date	Time	User ID	Version	Application Status	23	
			1	HR-Checked	₽⁄ ≎	
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						Enter



Note: The Remarks page will be displayed.

≡ System <u>H</u> elp		< 🗠 🗆 🗕 🗧 ×
< SAP	Application List - Department Approver	
~ ~	Submit Rework to Admin Reject More $\!$	Exit
Application Details	✓ Document Upload ✓ Application History	~
Date =	Remarks ×	
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		Enter

24. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.

- 25. Tick on **Declaration** checkbox.
- 26. Click on Rework to Admin button.

≡ System Help	< 🗠 🗌 🗕 🖶 ×
< SAP Application List - Department Approver	
Submit Rework to Admin Reject More ~	Exit
	•
Remarks :	
Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan. 25	Enter



Outcome: The Application has successfully been reworked to Department HR

Administrator.

~	Ø 6ð I	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
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EB230000]	Reworked to Admin		1000	And the second s		ALC: NOTE: N	1
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Sistem Sumber Manusia - EB Khas



REJECT APPLICATION

Backend User

Department Approver

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

1. Enter **ZEMOVADM** in the search bar.

Ξ <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s System <u>H</u> elp	< 🕹 🗌 🗖
SAP Easy Access	
EMOVADM 🗸 📧 💽 📩 🗚 🦧 🗸 🔺 More 🗸	Q, Q* ∰ Ex
□ Favorites	
🖞 SAP Menu	
> 🗀 Connector for Multi-Bank Connectivity	
> 🗅 Office	
> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗅 Service	
> 🗀 Tools	
> 🗀 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

Exit



2. Under Endorsers/Approvers: Application Type, click on EB Khas.

≡ System Help	< 🗗 🗌 🗕 🖉
< SAP Employ	ree Movement Menu
✓ More ✓	Exit
Requestors Application Type:	Endorsers/Approvers Application Type: EB Sekatan EB Khas
Clerk/Officer Application Type	:

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

Edit Goto System Help	< 🖻 💷 🗗 ×
SAP Employee Movement Application Type Selection	
✓ 🗄 Save as Variant More ✓	Exit
*Personnel Area : Personnel Subarea : Employee Group : Employee Subgroup : Application Status :	
Application ID :	
6 Fill out all required entry fields View details	Execute



- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.

≡ Program Edit <u>G</u> oto System Help	< 🗠 🗌 🗕 🗠
SAP Employee Movement Application Type Selection	
✓ (☐) Save as Variant More ✓	Exit
*Personnel Area : 3 Personnel Subarea : 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
	5
6 Fill out all required entry fields View details	Execute

Note: The Application List – Department Approver page will be displayed.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	
EB230000	1	HR-Checked						
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0								



- 6. Select application with "HR-Checked" status and click on Radio button.
- 7. Click on Change icon.

	Ø 7	More 🗸						
L								
			-					
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
EB230000	1	HR-Checked						
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0		and the second sec			Conclude Sectors		1000-000	
0					the second second			
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0		All and the second s			terror data adaptation	- 10 C		1.11
0		A REAL PROPERTY AND A REAL	10000		territe sites and			1.10

Note (i): The Application List – Department Approver page will be displayed.

Note (ii): Department Approver may review employee's information on each tab under

Employee Details.

SAP	Application List - Department Approver	
Submit Rework to Admin Reject Mor	vre V	
Application Type: EB KHAS	Appl. Date :	
Application ID :	Version : 1 Status : HR-Checked	
Personnel No :		
IC No :		
Name :	a head and the least she had been been been been been been been bee	
loyee Details Basic Info ✓ Performance ✓ Unpaid Leaves ✓	Dor <mark>mload Service Record</mark> Grievances ✓ Examination Details ✓ Education ✓ Training	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓	Grievances ✓ Examination Details ✓ Education ✓ Training	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group :	Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup :	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area :	Grievances ✓ Examination Details ✓ Education ✓ Training Subgroup :	
Sasic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position :	Grievances Examination Details Education Training Subgroup : Subarea : 	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position : Pay Scale Group :	Grievances	
Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Employee Group : Personnel Area : Position : Pay Scale Group : Date of Birth :	Grievances V Examination Details V Education V Training Subgroup : Subarea : Est. Salary Scale : Salary (\$):	

SSM_UG_EB Khas_Back End (SAP GUI)_Department Approver_v1.0



8. Click on **Download Service Record** button.

≡ System Help	< @ _	- 8 ×
< SAP Applic	ication List - Department Approver	
\checkmark Submit Rework to Admin Reject More \checkmark		Exit
Application Type: EB KHAS	Appl. Date :	0
Application ID :	Version : 1 Status : HR-Checked	
Personnel No :		
IC No :		
Name :	the second s	
	8	
Employee Details	Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievance	ces ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		•
0		\leftrightarrow
		Enter

Note: The Print page will be displayed.

- 9. Enter 'LP01' under Output Device.
- 10. Click on Print icon.

System <u>H</u> elp					< 🖻 🗌 🗕	₽ ×
< SAP		Application List - Department Approver				
≡	P	rint:		×		
		9				Exit
*Output Device:	LP01	四			e: 25.09.2023	
Page selection:					s:	
Spool Request						
Name:	SMART USER1				and the second se	
Title:						
Authorization:					Download Service Record	
					✓ Training	
Spool Control		Number of Copies				
Print Now		Number: 1				
Delete After Output		Group (1-1-1,2-2-2,3-3-3,)				
New Spool Request						
Close Spool Request		Cover Page Settings				
Spool Re	tention: 8 Day(s)	SAP cover page: Do not print	\sim			
* Storage	e Mode: Print only 🗸 🗸	Recipient:				
		Department:				
						\leftrightarrow
		1	0 🖶	×		Enter



11. Select File Location and click on Save button.

≡ System Help		< 🗠 📃 🖻 ×
E Print:		
✓ Save As	×	Exit
_ ← → · ↑ 🖡 « SAP > SAP GUI · V ♡ 🖓 S	earch SAP GUI	EXIL
Organize - New folder	III • 🕐	e: 25.09.2023
This PC 3 30 Objects □ Desktop □ Documents ↓ Downloads ♪ Music □ Pictures ☑ Videos ☑ 05 (C)	h.	s : Download Service Record ✓ Training
File pame: Service Record 2023092510100232.PDF Save as type: All Files (*.*)	···.)	
↑ Hide Folders	ave Cancel	
*Storage Mode: Print only V	Recipient:	
	중 X	< → Enter

Note: The SAP GUI Security page will be displayed.

12. Click on **Allow** button.

≡ System Help			>	USER1A 🖹 🗗 🔔 🗗 🗙
< SAP	Application List - Department Approver			
≡ Pri	int:			Exit
Output Device: LP01 Page selection:			e: s: New	LAK Ç
Spool Reque** SAP GUI	Security ×			
AL C:\Users\ C:\Users\ Do you want to allow this? Spool Contro Print Now Delete Afr Allow Delete Afr	file: Help		trvice Record ✓ Training	
New Spool Request Close Spool Request Spool Retention: 8 Day(s) *Storage Mode: Print only	Cover Page Settings SAP cover page: Do not print Recipient: Department: Department:	~		\$
		e 🗙		



Note: The Service Record has successfully been downloaded.

≡ System Help	< @ _	ð ×
< SAP	Application List - Department Approver	
HR-Check More V		Exit
Application Type : EB KHAS	Appl. Date :	0
Application ID : Personnel No :	Version : 1 Status :	
IC No :		
Name :		
Employee Details ✓ Basic Info ✓ Performance ✓ Unpaid Leaves	✓ Grievances ✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :	(and and a second se	
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$) :	
Age :	Length of Service :	
\odot		ç
Download 54 KB Service_Record_2023092510100232.PDF		Enter

13. Navigate to Application Details tab.

Note: Department Approver may review employee's First Joined Date and Salary

Record.

≡	System <u>H</u> elp							< 🗗	_ 🗗 ×
<	SAP			Application	n List - Department Approver				
	13	Submit R	ework to Admin	Reject More 🗸					Exit
A	Application Details	✓ Do	cument Upload	✓ Application History					Ĵ
	Salary Record		First Joined Da	ate (Tarikh Lantikan Pertama): (01.03.1978				
		Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	0	
	1	01.10.2023	31.12.9999		1000	1000			
		25.09.2023	30.09.2023						
	3	21.09.2023	24.09.2023						
			/laximum Salary i Gaji Maksima):	P.	Tarikh Lantikan Baş	gi Bahagian I:			
		Start Date Of	Current Position						
		(Tarikh Li	antikan Jawatan		Annual Increment	Date (Tarikh			
\leftrightarrow			Sekarang):		Kenaikan G	aji Tahunan):		_	0
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14. Review the following details.

≡	System <u>H</u> elp							< 🗗	_ 8 ×
<	SAP			Application	List - Department HR A	dmin			
		✓ HR-Check	More 🗸						Exit
	 Application Department 	etails Do	ocument Upload	Application History					0
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	No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	۲	
	1 2	01.10.2023 25.09.2023	31.12.9999 30.09.2023	100				1.1	
	3	21.09.2023	24.09.2023					~	
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		Date Reached I	Maximum Salary						
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			Current Position						
		(Tarikh L	antikan Jawatan			ement Date (Tarikh			
			Sekarang):		Kena	ikan Gaji Tahunan):			0
									$\langle \rangle$
									Enter

15. Review the **Proposed EB Khas Details** entered by **Department HR Administrator** under **Department** column.

≡ System Help			< 📽 🗆 🗖 🗙
< SAP	Application List - Department HR Adm	nin	
→ HR-Check More →			Exit
Proposed :	Department	JPA	\$
*EB Khas Increment Start Date (Kenaikan Gaji Akan Bermula Dari) : *Payscale Type : *Payscale Area : *Payscale Group & Level : *Est. Salary Scale Salary (\$) (Gaji Yang Disokong) : *Employee's eligibility to annual increment: *Next Increment Date (if eligible) : Updated By :	Level:	Level: 0.00 Approver 1 -	
Opuateu by .	Dept Approver -	Approver 2 -	
\bigcirc			÷
			Enter



16. Review Reason for supporting and Job Data Notes.

≡ System <u>H</u> elp				< 🗠 📃 🚍 🗙
< SAP	A	pplication List - Department HR Admin	n	
HR-Check More V				Exit
*Employee's euglonity to annuar increment. *Next Increment Date (if eligible) :	Updated By :	Dept HR Admin - Dept Approver -	Approver 1 - Approver 2 -	÷
16 Reason for supporting :	Enter text here.			
Job Data Notes : (Optional)	Enter text here.			
0				
				Enter

- 17. Navigate to **Document Upload** tab.
- 18. Select Attachment and click on View button to download.

≡ System Help	< 🗠 🗆 🗕 🗸
< SAP Application List - Department Approver	
Subr 17 k to Admin Reject More V	Exit
Application Details V Document Upload V Application History	¢
Attachment #1: [Contoh Surat.png] Attachment #2:	
	÷
	Enter

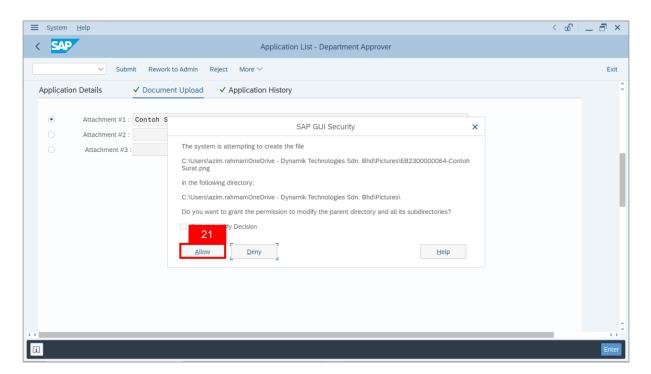


- 19. Select File Location.
- 20. Click on **Save** button.

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Note: The SAP GUI Security message will be displayed.

21. Click on **Allow** button.





Note: The Attachment has successfully been uploaded.

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- 22. Navigate to Application History tab.
- 23. Click on **Remarks** button.

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Note: The Remarks page will be displayed.

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- 24. Enter the **Remarks** for why the application is rejected.
- 25. Tick on **Declaration** checkbox.
- 26. Click on **Reject** button.

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Outcome: The Application has successfully been rejected.

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Sistem Sumber Manusia - EB Khas



EB KHAS APPLICATION	Backend User
REPORT	Department Approver

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

1. Enter **ZPA_013** in the search bar.

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Note: The EB Sekatan / EB Khas Application Report page will be displayed.

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- 2. Enter Application Date From and To.
- 3. Enter Personnel subarea.
- 4. Click on **Execute** button.

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Note: The EB Sekatan / EB Khas Application Report page will be displayed.

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5. Click the right button on the Mouse and select 'Spreadsheet'.

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Note: The Select Spreadsheet message will be displayed.

6. Click on **Tick** button.

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- 7. Select File Location.
- 8. Click on **Save** button.

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Note: The SAP GUI Security page will be displayed.

9. Click on **Allow** icon.

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Outcome: The EB Sekatan / EB Khas Application Report has successfully been

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