

# SISTEM SUMBER MANUSIA

User Guide
For JPA Approver
Backend (SAP GUI)

Employee Movement (PA):
EB Khas

**VERSION: 1.0** 



# **INTRODUCTION**

This user guide acts as a reference for JPA 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**.



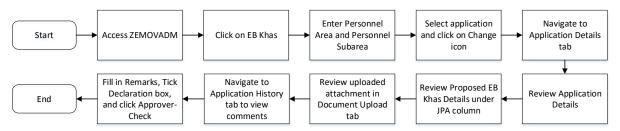
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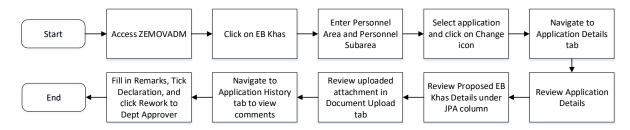


# **Process Overview (JPA Approver 1)**

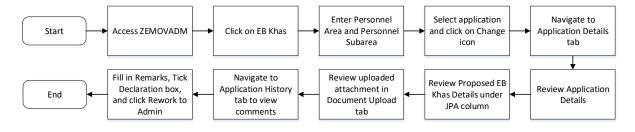
## **Approver-Check Application**



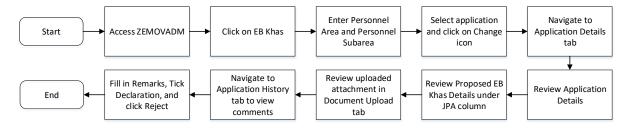
## **Rework Application to Department Approver**



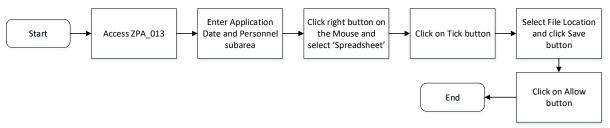
#### **Rework Application to Department HR Administrator**



## Reject Application



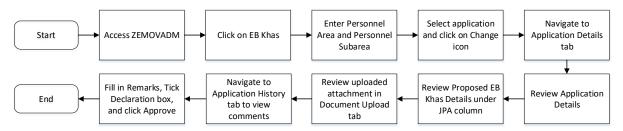
# **EB Khas Application Report**



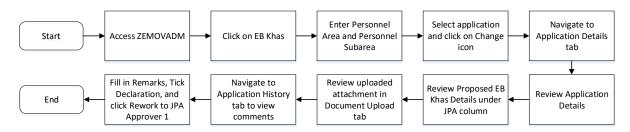


# **Process Overview (JPA Approver 2)**

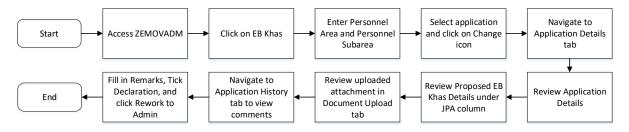
## **Approve Application**



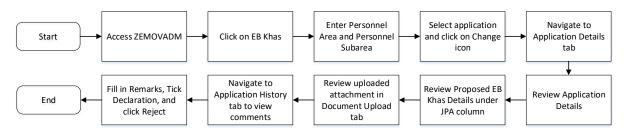
## **Rework Application to JPA Approver 1**



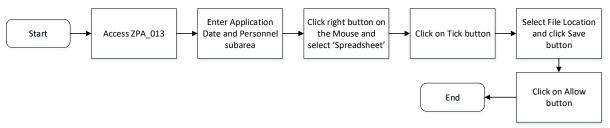
#### **Rework Application to Department HR Administrator**



# Reject Application



# **EB Khas Application Report**





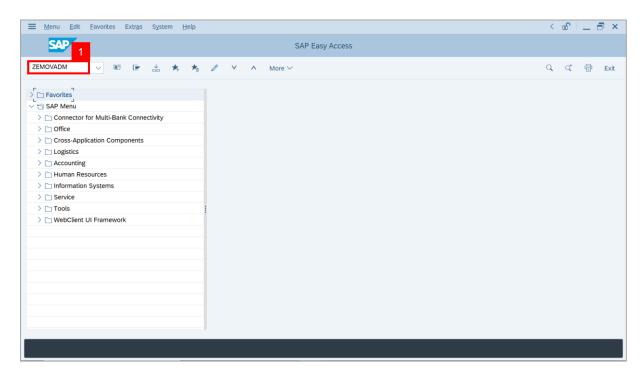
APPROVER-CHECK
APPLICATION

Backend User

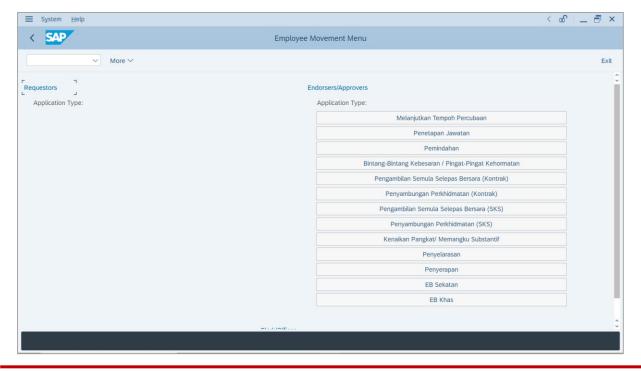
JPA Approver 1

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

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

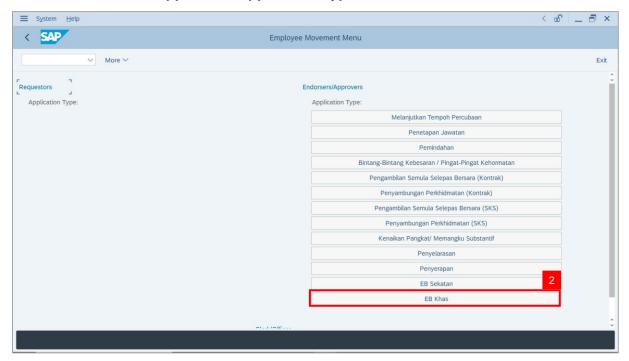


Note: Employee Movement Menu page will be displayed.



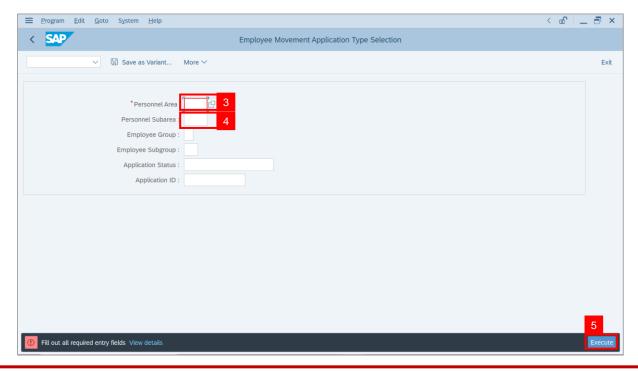


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

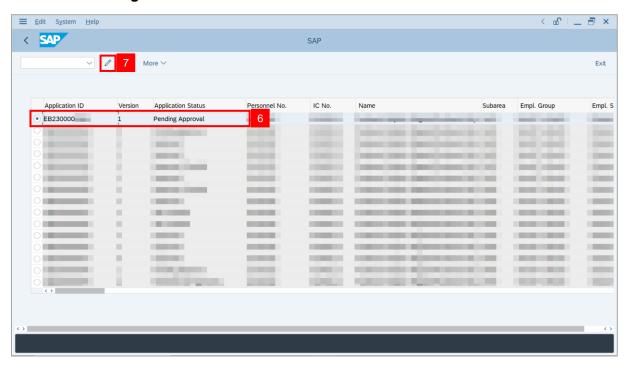
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



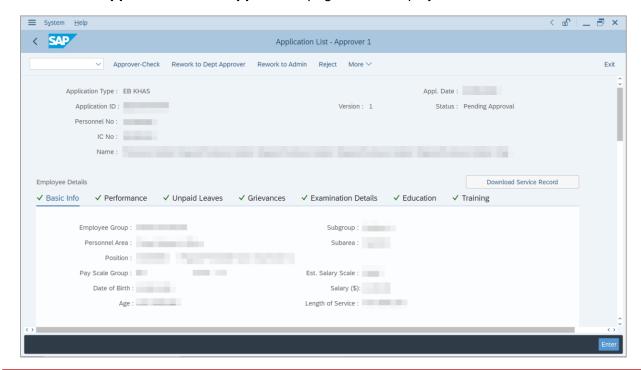


Note: The Application List - Approver 1 page will be displayed.

- 6. Select an employee with **Application Status** 'Pending Approval' and click on Radio button.
- 7. Click on Change icon.

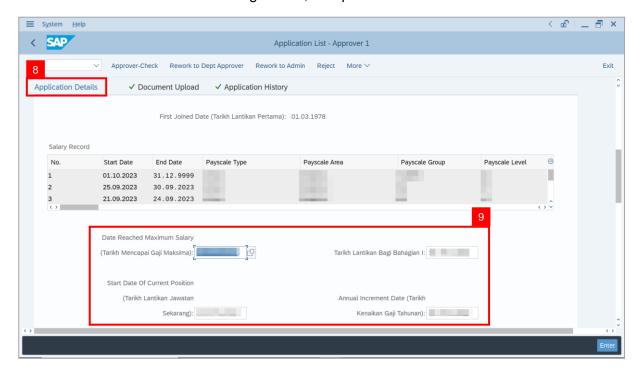


Note: The Application List - Approver 1 page will be displayed.



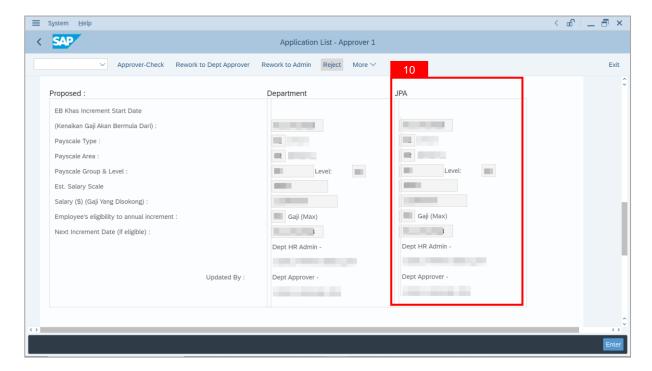


- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.



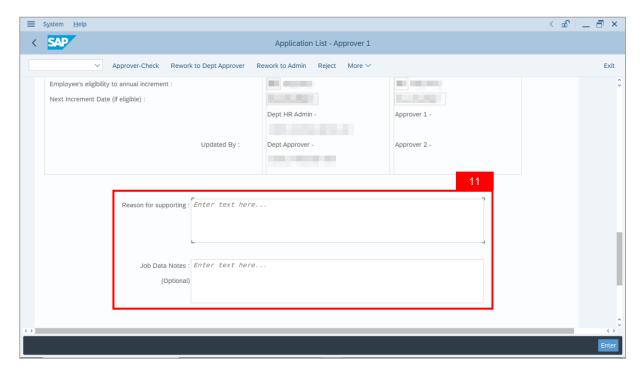
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

**Note:** The detail populated here is proposed by departments, and subject to amendment by **JPA** wherever necessary.

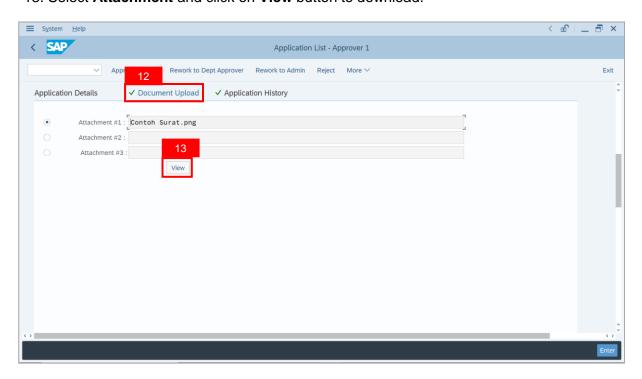




11. Review Reason for supporting and Job Data Notes.

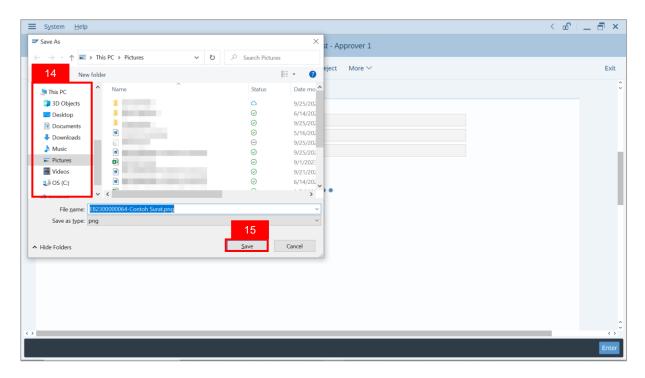


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



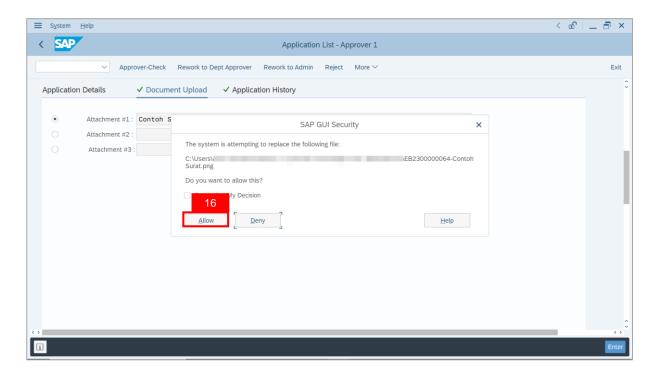


- 14. Select File Location.
- 15. Click on **Save** button.



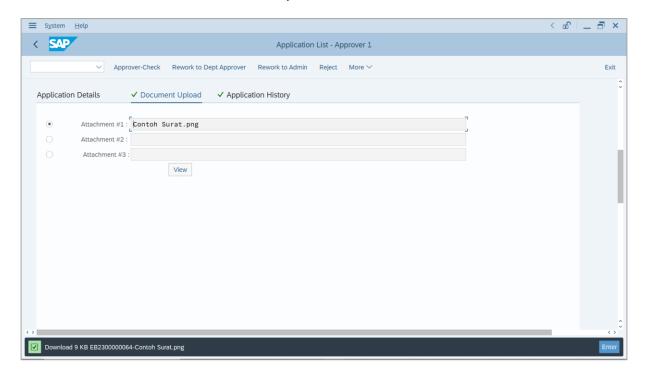
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

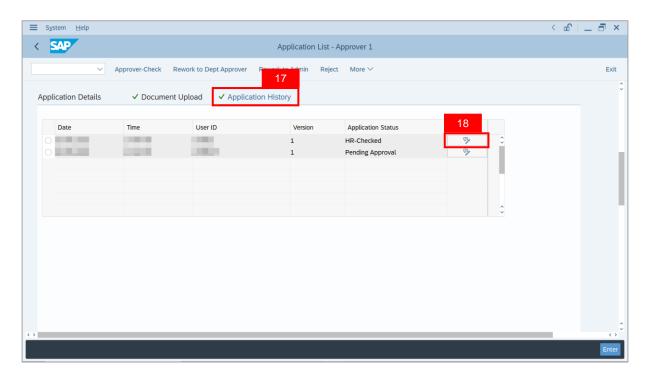




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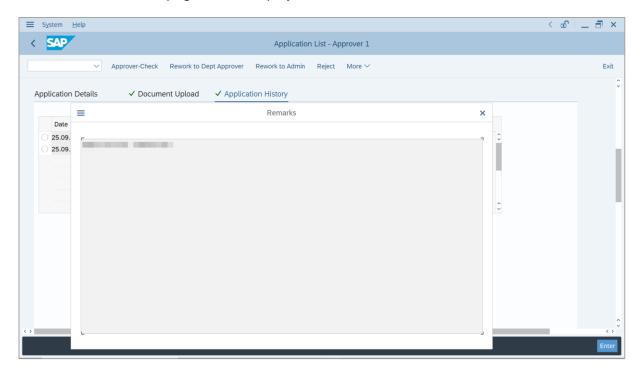


- 17. Navigate to Application History tab.
- 18. Click on Remarks button.

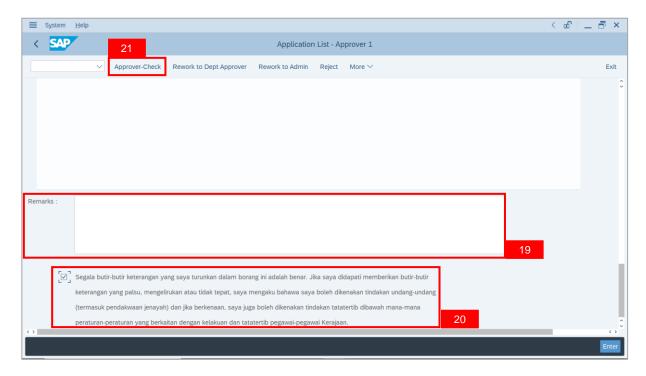




Note: The Remarks page will be displayed.

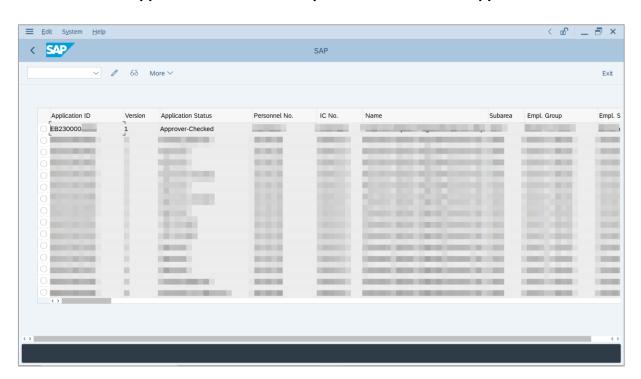


- 19. Enter the **Remarks** for employee's application.
- 20. Tick on **Declaration** checkbox.
- 21. Click on **Approver-Check** button.





Outcome: The Application has successfully been checked to JPA Approver 2.





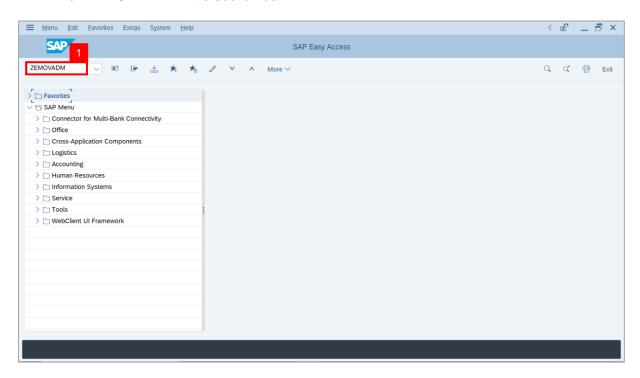
REWORK APPLICATION TO DEPARTMENT APPROVER

Backend User

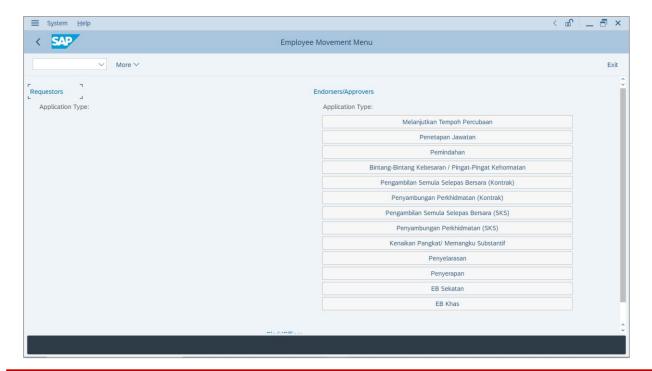
JPA Approver 1

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

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

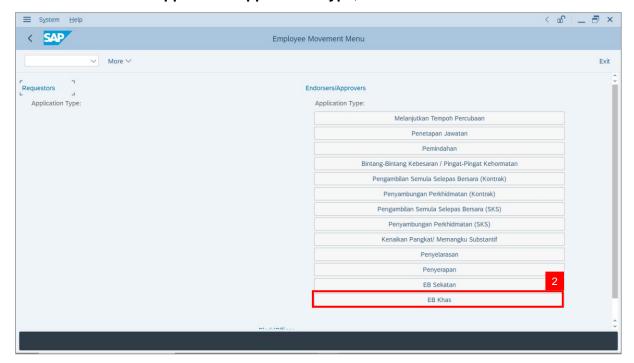


Note: Employee Movement Menu page will be displayed.



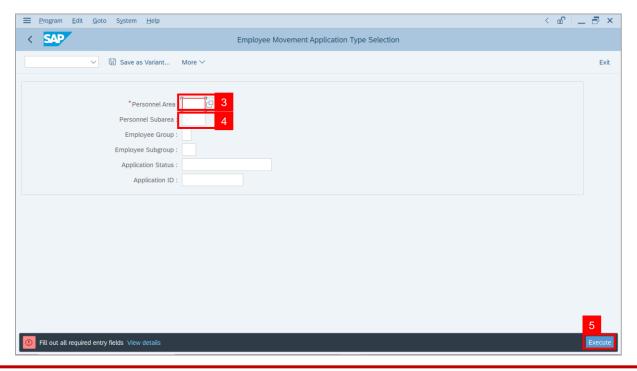


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

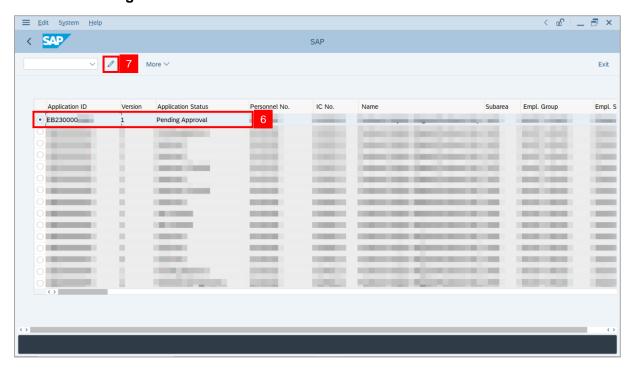
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



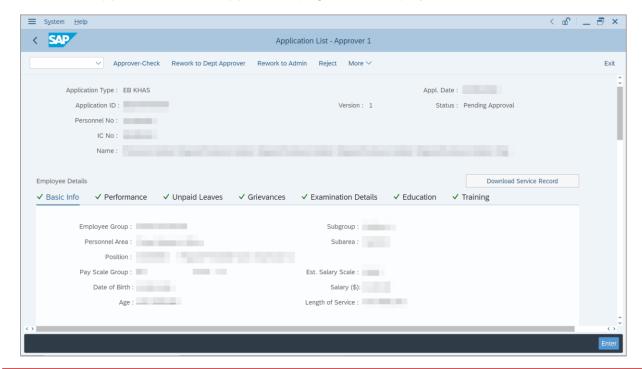


Note: The Application List - Approver 1 page will be displayed.

- 6. Select an employee with **Application Status** 'Pending Approval' and click on Radio button.
- 7. Click on Change icon.

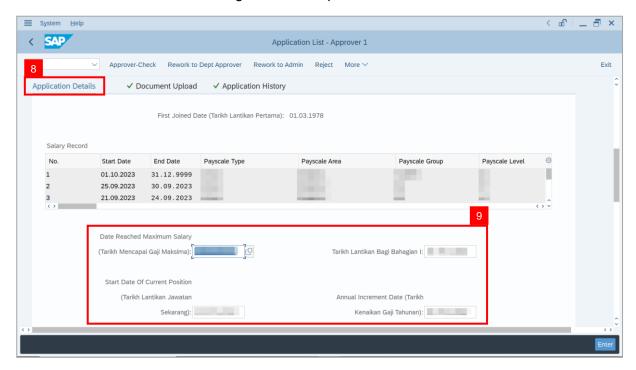


**Note**: The **Application List – Approver 1** page will be displayed.



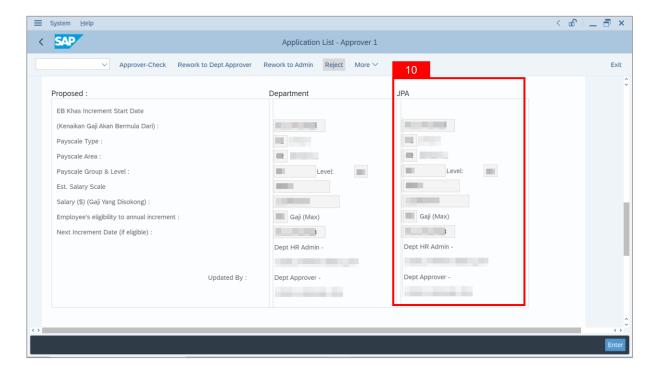


- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.



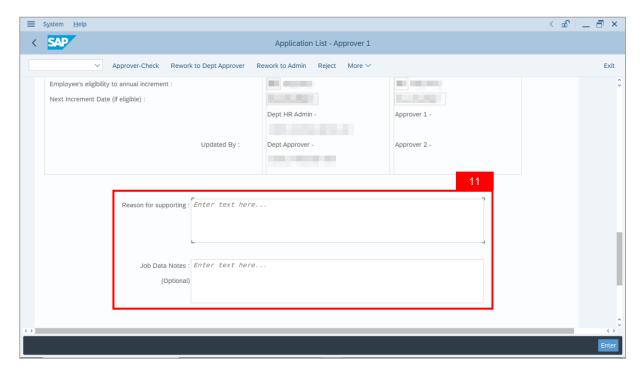
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

**Note:** The detail populated here is proposed by departments, and subject to amendment by **JPA** wherever necessary.

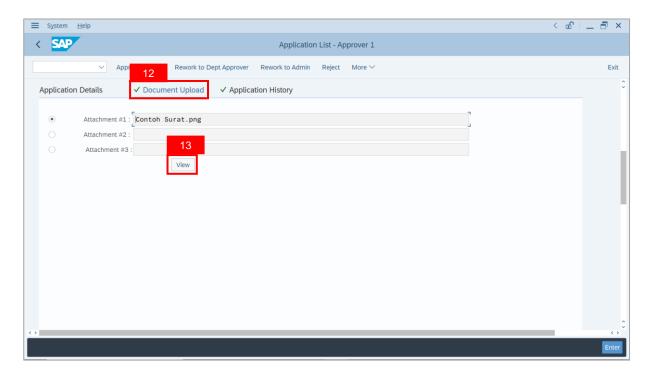




11. Review Reason for supporting and Job Data Notes.

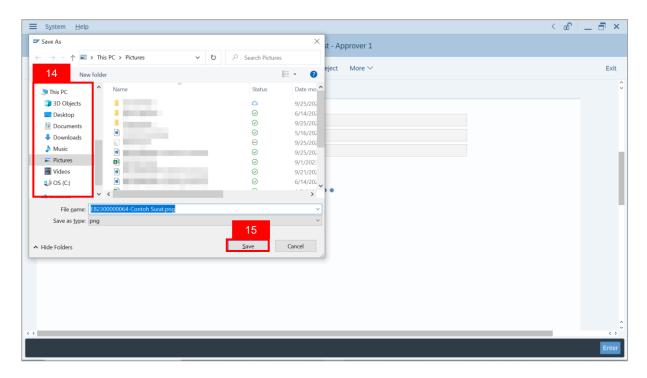


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



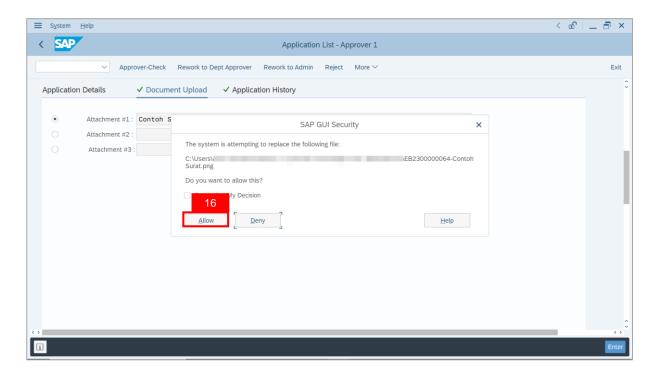


- 14. Select File Location.
- 15. Click on **Save** button.



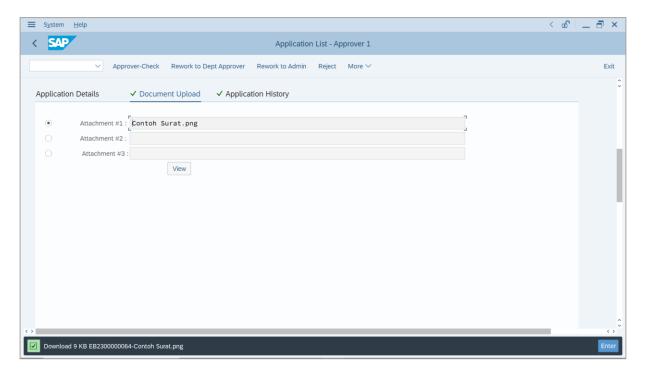
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

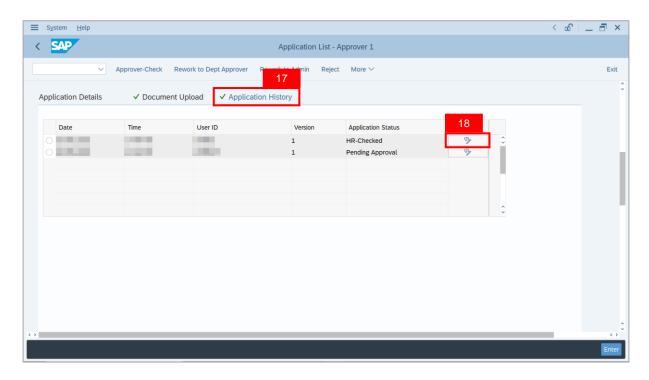




Note: The Attachment has successfully been downloaded.

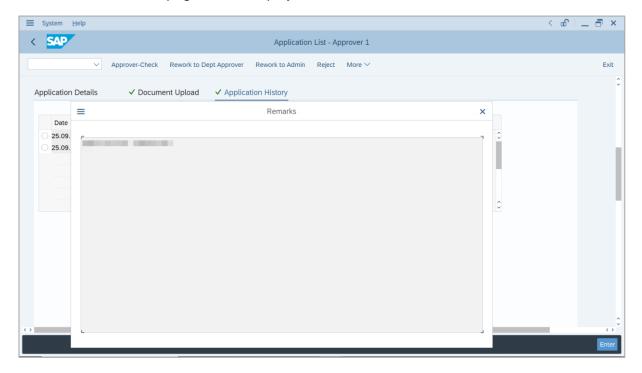


- 17. Navigate to Application History tab.
- 18. Click on Remarks button.

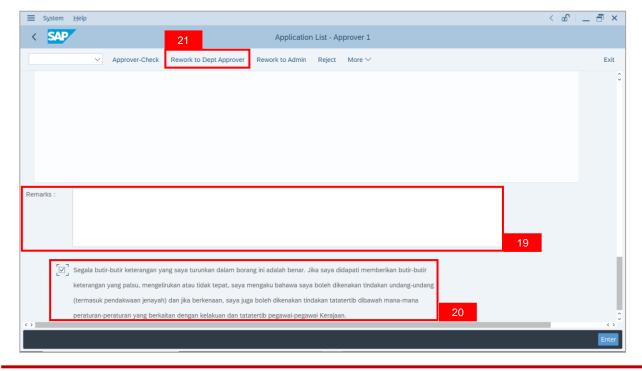




Note: The Remarks page will be displayed.

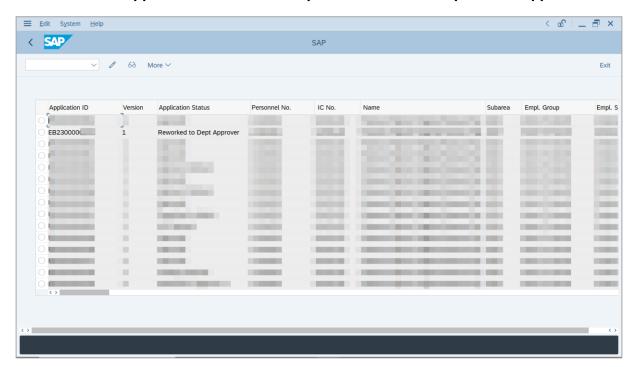


- 19. Enter the Remarks for why the application is reworked to Department Approver.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Rework to Dept Approver button.





Outcome: The Application has successfully been reworked to Department Approver.



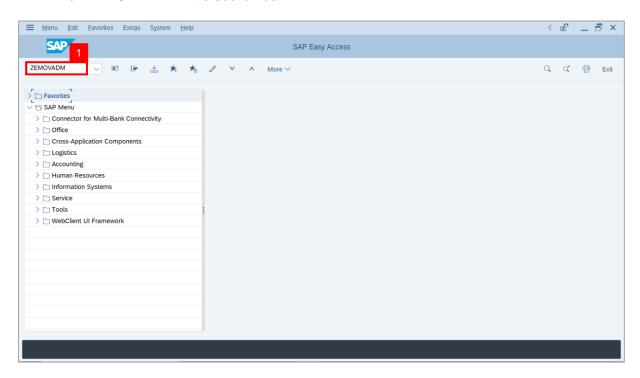


REWORK APPLICATION TO DEPARTMENT HR ADMINISTRATOR

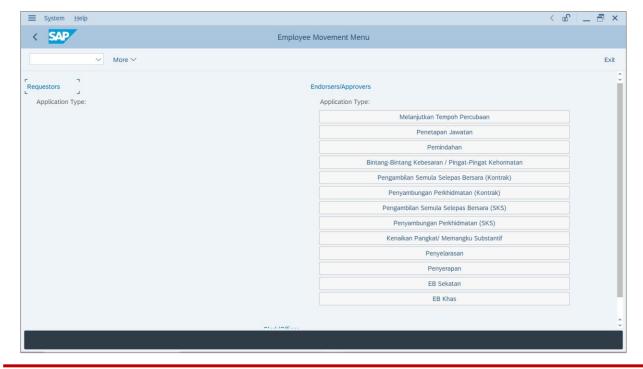
Backend User
JPA Approver 1

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

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

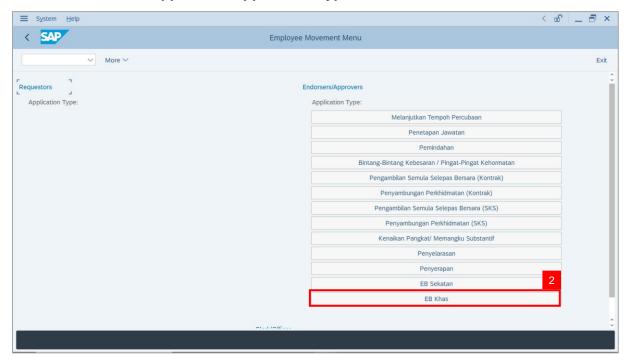


Note: Employee Movement Menu page will be displayed.



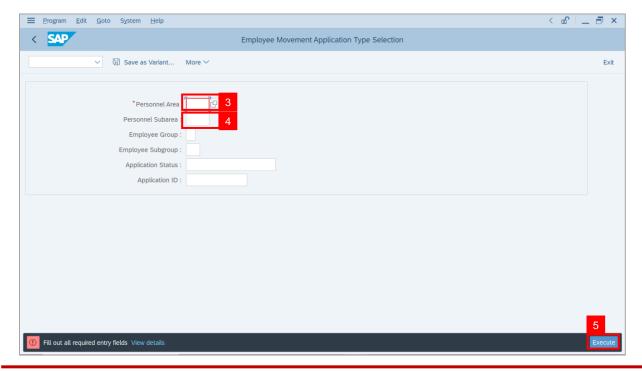


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

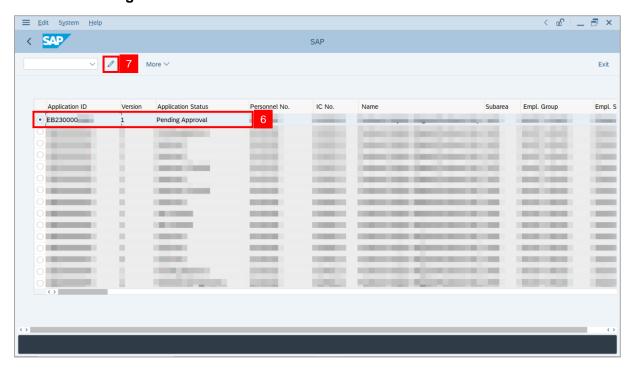
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



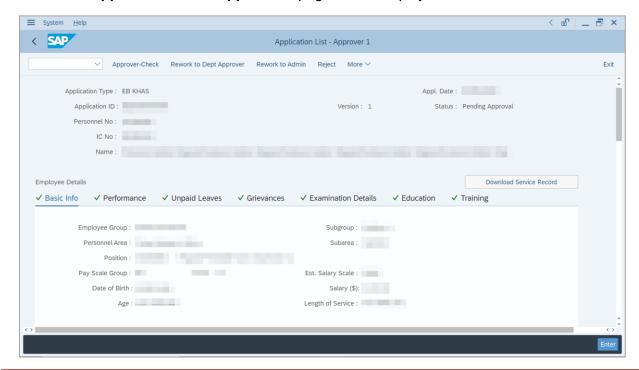


Note: The Application List - Approver 1 page will be displayed.

- 6. Select an employee with **Application Status** 'Pending Approval' and click on Radio button.
- 7. Click on Change icon.

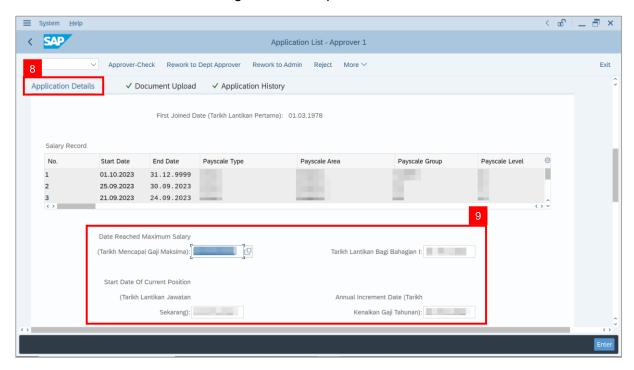


**Note**: The **Application List – Approver 1** page will be displayed.



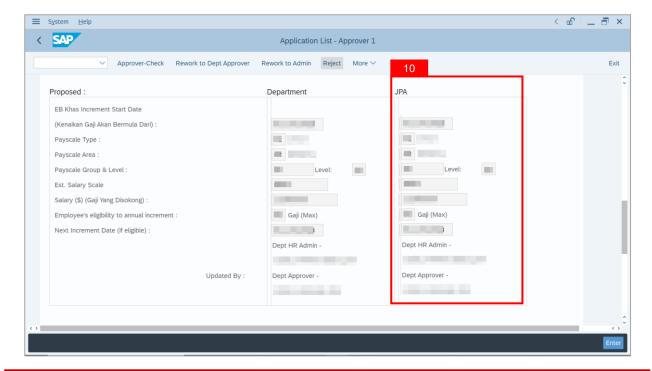


- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.



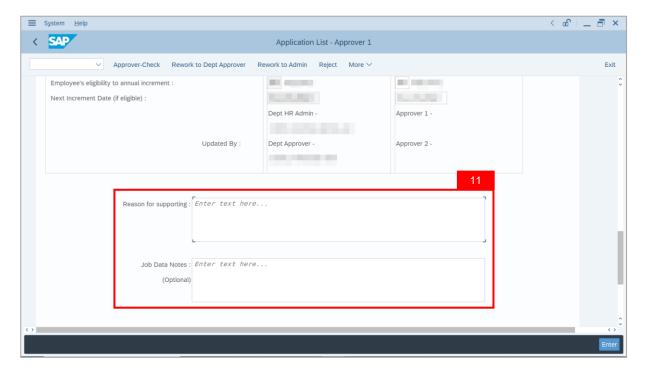
10. Review and amend the **Proposed EB Khas Details** under **JPA** column, if required.

**Note:** The detail populated here is proposed by departments, and subject to amendment by **JPA** wherever necessary.

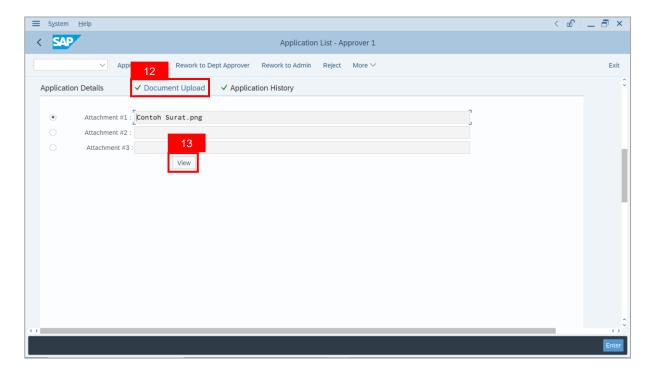




11. Review Reason for supporting and Job Data Notes.

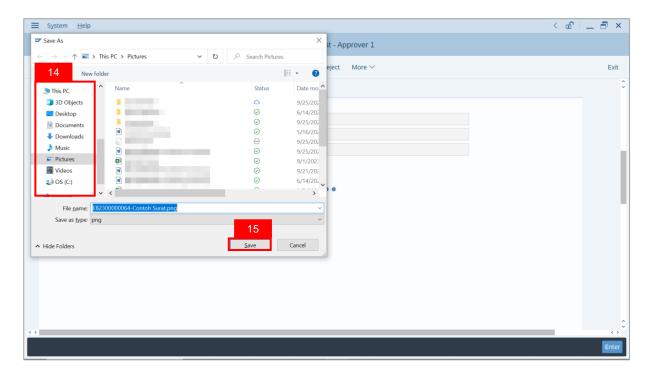


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



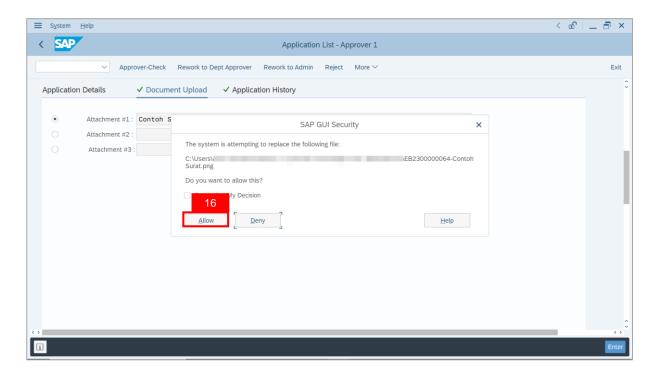


- 14. Select File Location.
- 15. Click on Save button.



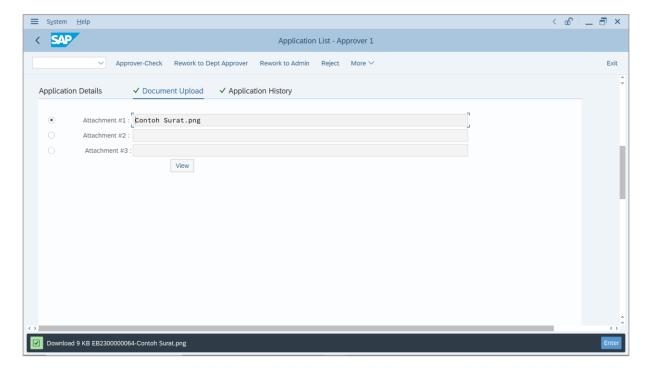
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

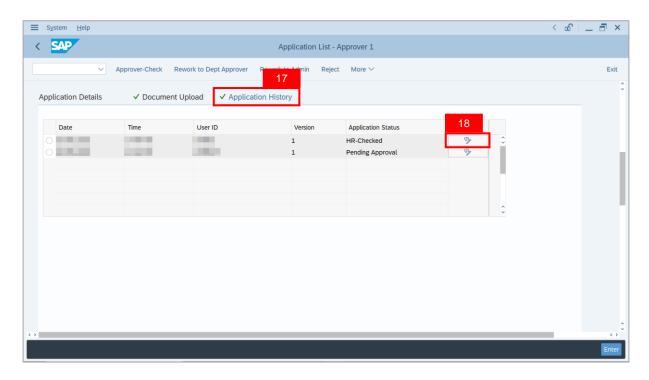




Note: The Attachment has successfully been downloaded.

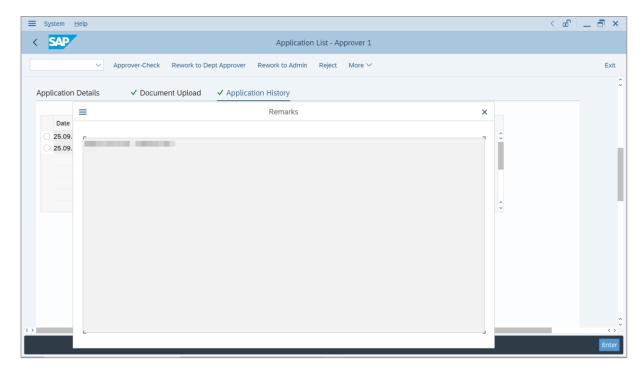


- 17. Navigate to Application History tab.
- 18. Click on Remarks button.

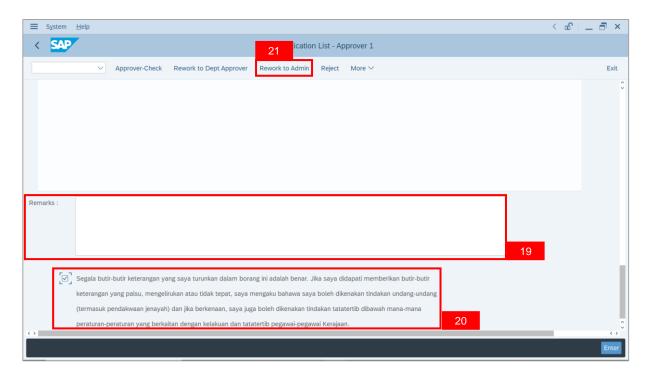




Note: The Remarks page will be displayed.

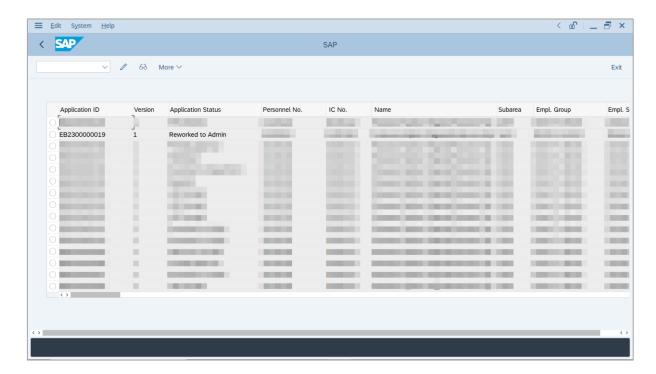


- 19. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Rework to Admin button.





Outcome: The Application has successfully been reworked to Department HR Administrator.





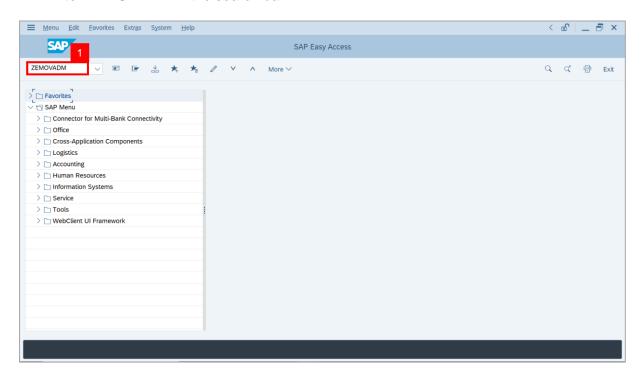
REJECT APPLICATION

Backend User

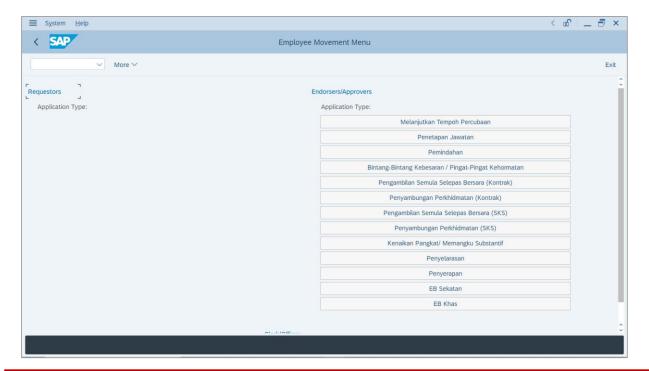
JPA Approver 1

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

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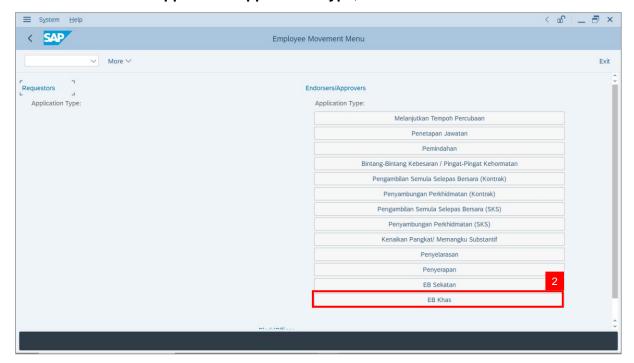


Note: Employee Movement Menu page will be displayed.



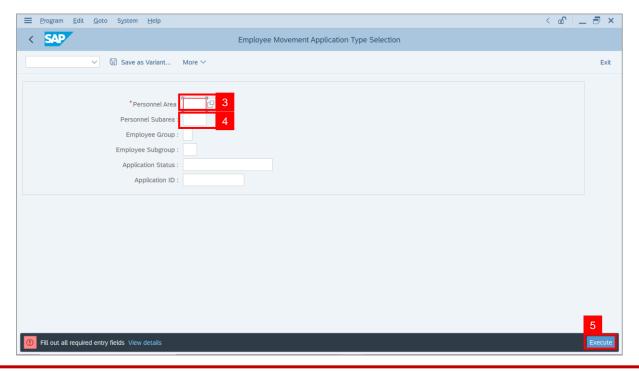


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

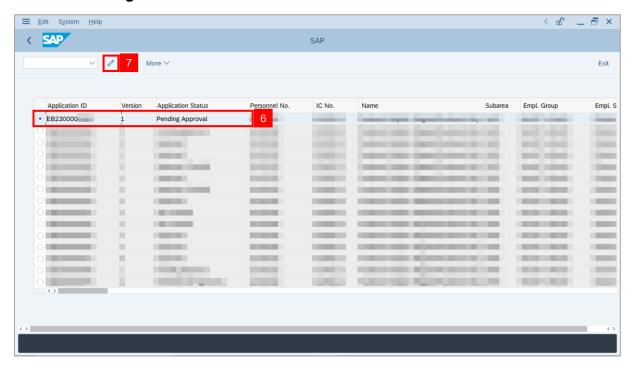
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



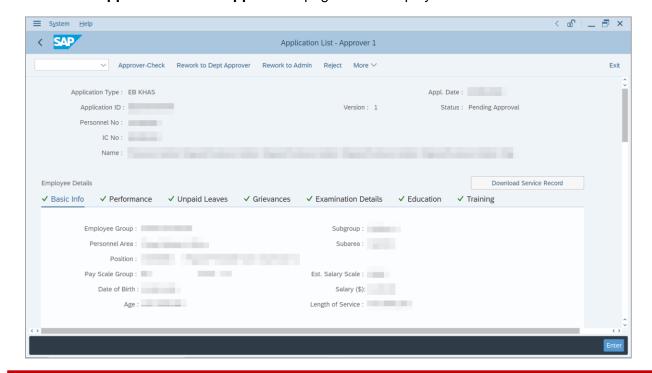


Note: The Application List - Approver 1 page will be displayed.

- 6. Select an employee with **Application Status** 'Pending Approval' and click on Radio button.
- 7. Click on Change icon.

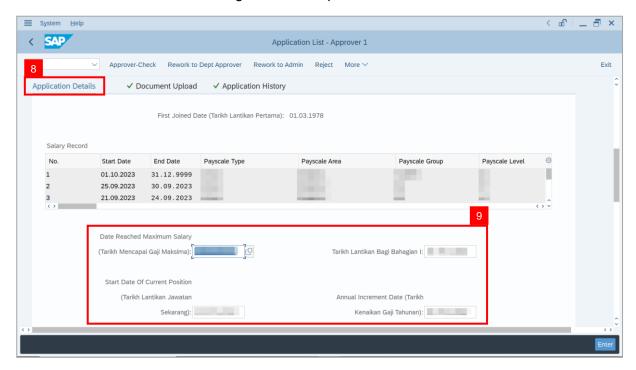


Note: The Application List - Approver 1 page will be displayed.



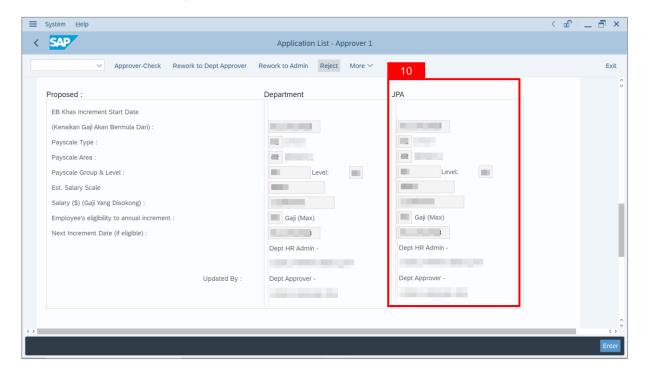


- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.



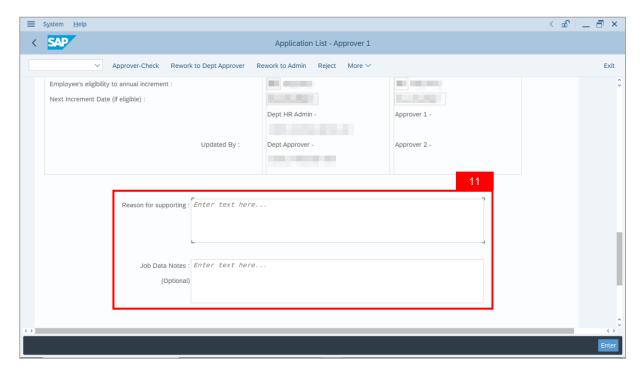
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

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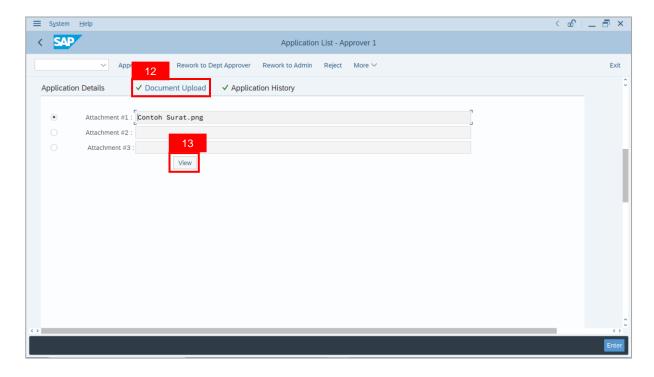




11. Review Reason for supporting and Job Data Notes.

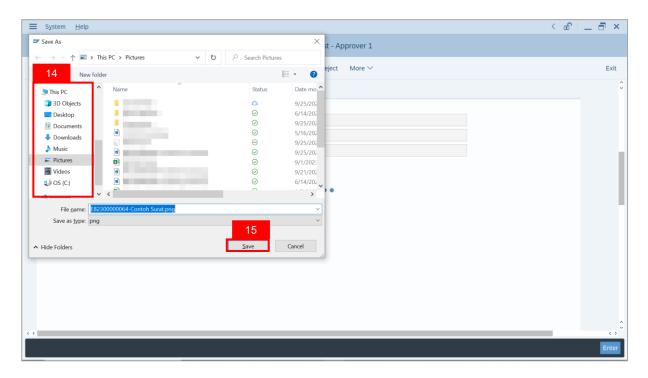


- 12. Navigate to **Document Upload** tab.
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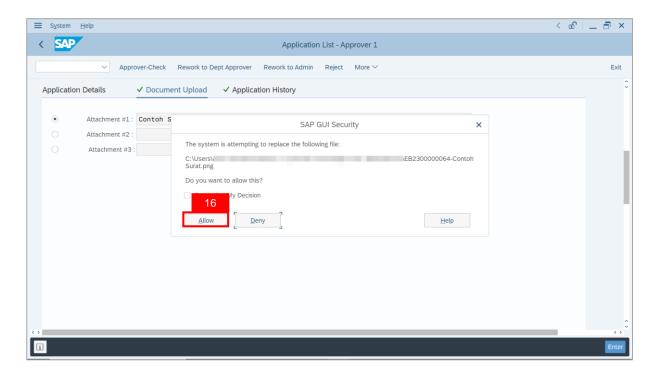


- 14. Select File Location.
- 15. Click on **Save** button.



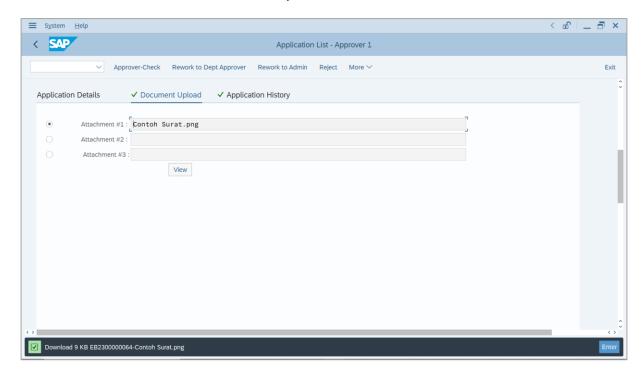
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

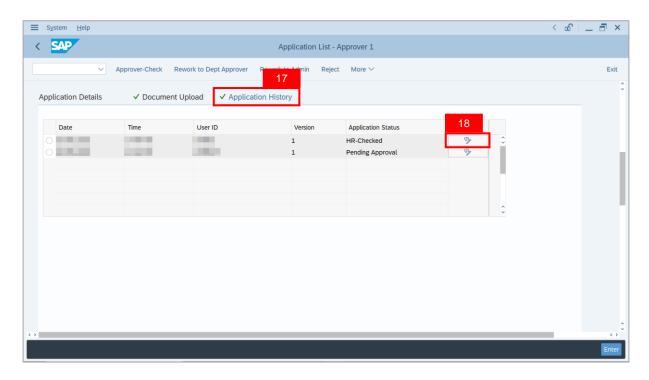




Note: The Attachment has successfully been downloaded.

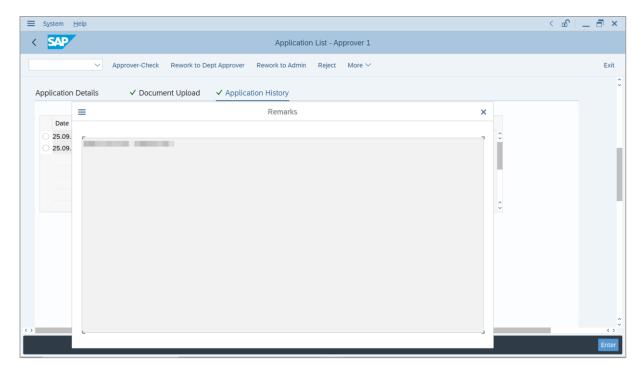


- 17. Navigate to Application History tab.
- 18. Click on Remarks button.

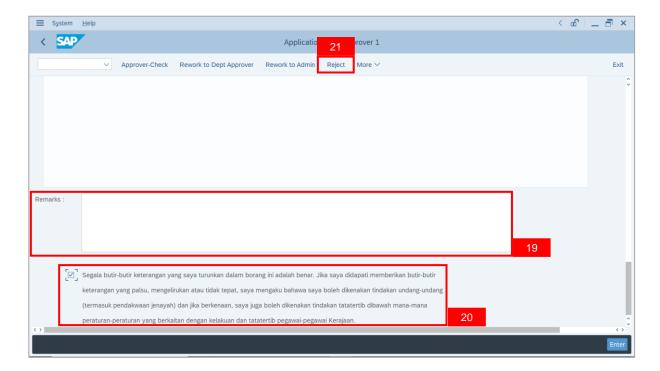




Note: The Remarks page will be displayed.

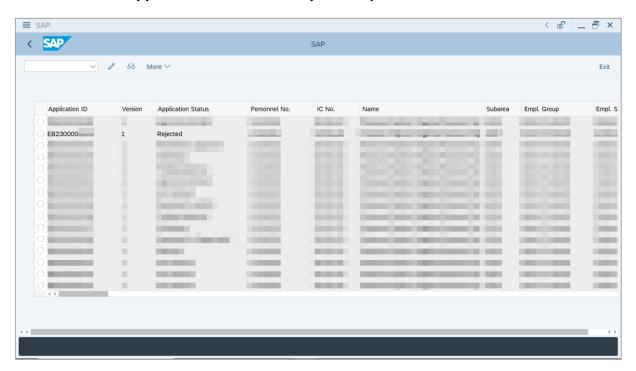


- 19. Enter the Remarks for why the application is rejected.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Reject button.





Outcome: The Application has successfully been rejected.





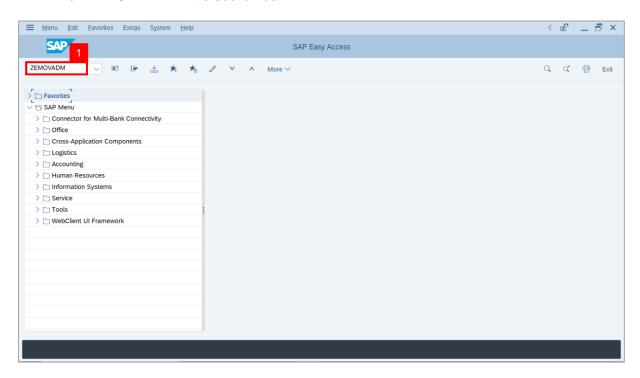
APPROVE APPLICATION

Backend User

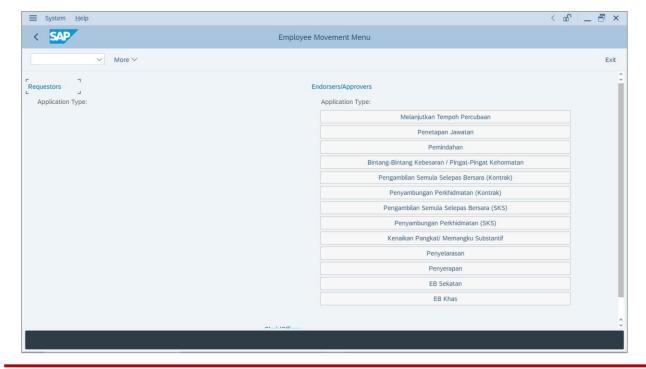
JPA Approver 2

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

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

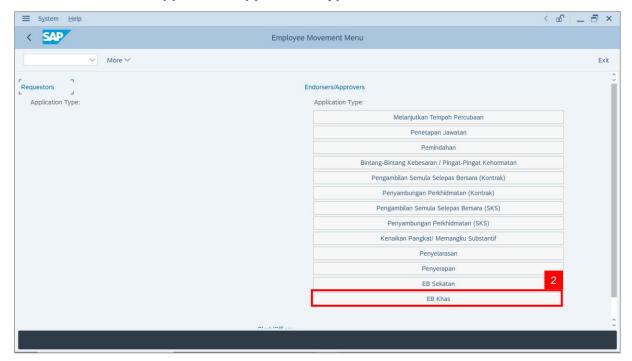


Note: Employee Movement Menu page will be displayed.



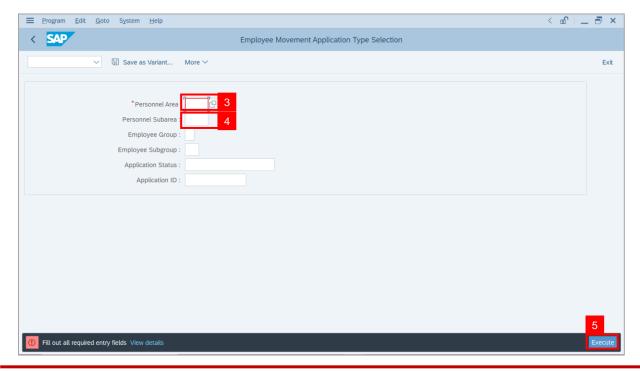


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

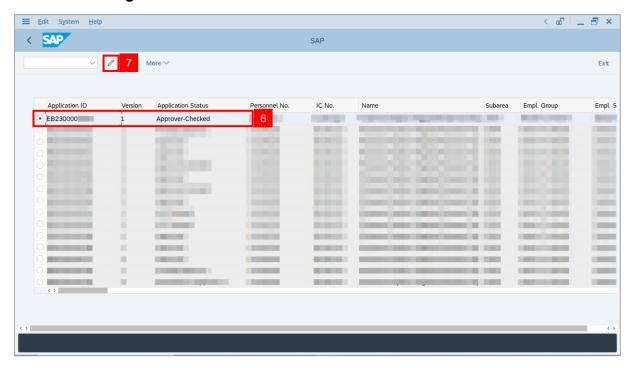
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



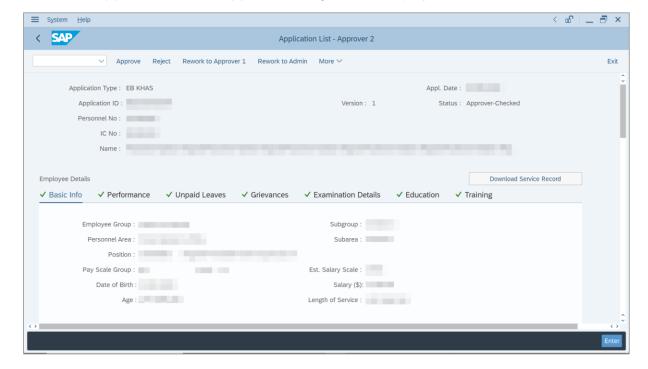


Note: The Application List – Approver 2 page will be displayed.

- 6. Select an employee with **Application Status** '**Approver-Checked**' and click on **Radio** button.
- 7. Click on Change icon.

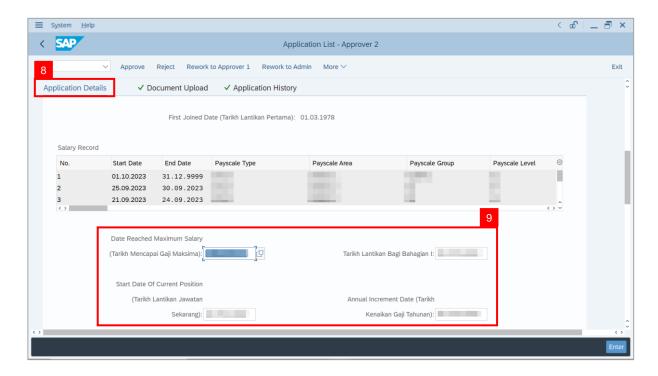


Note: The Application List – Approver 2 page will be displayed.



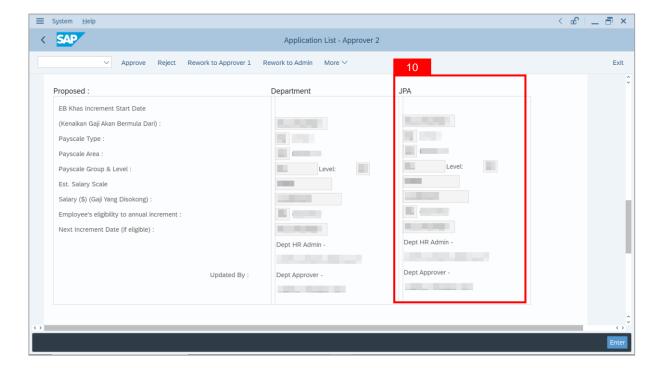


- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.



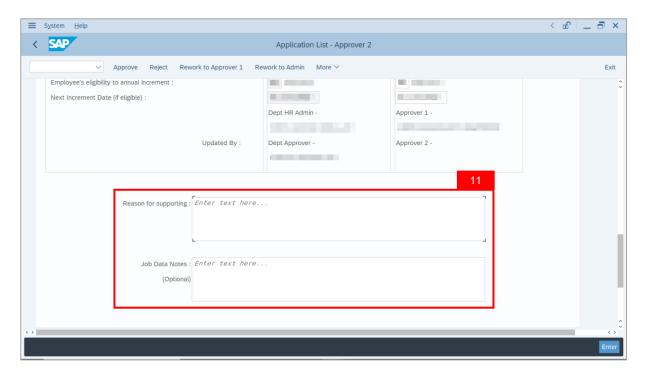
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

**Note:** The detail populated here is approver-checked by **JPA Approver 1**.

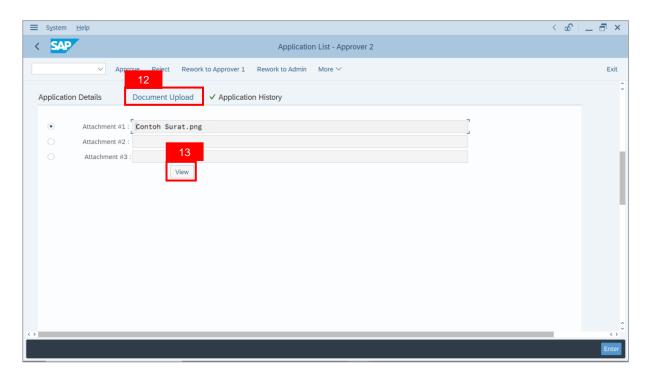




11. Review Reason for supporting and Job Data Notes.

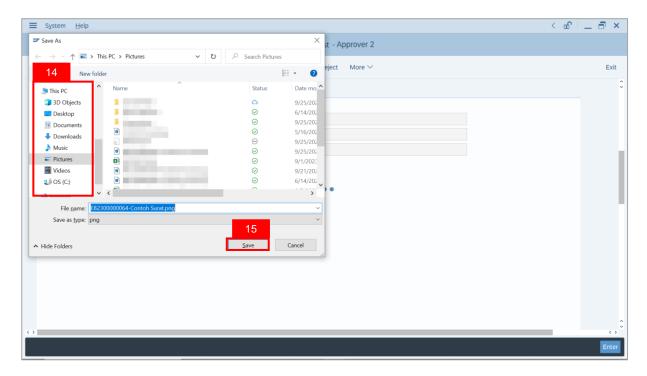


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



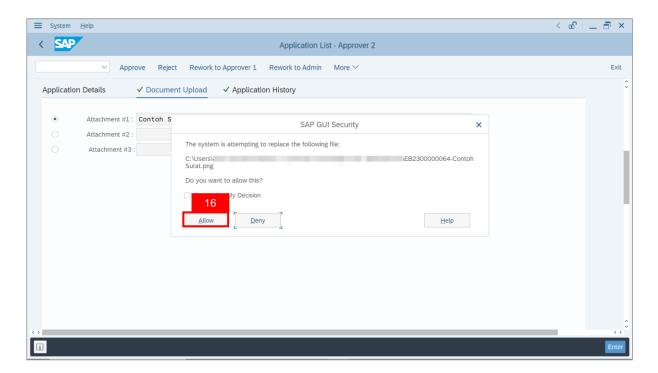


- 14. Select File Location.
- 15. Click on **Save** button.



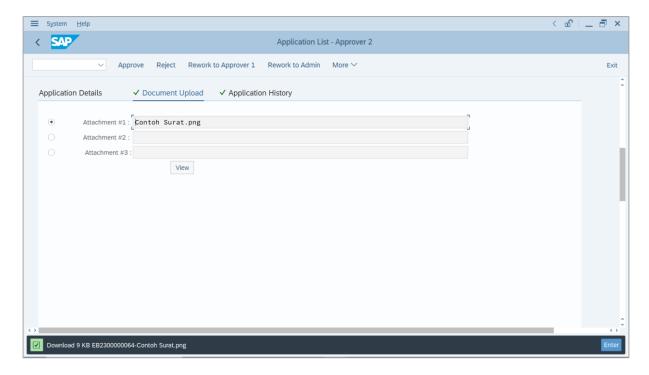
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

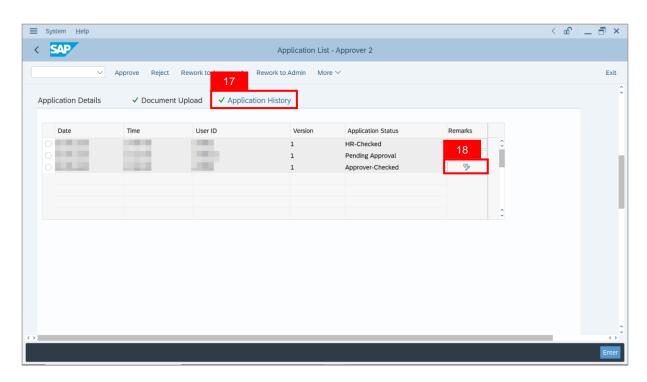




Note: The Attachment has successfully been downloaded.

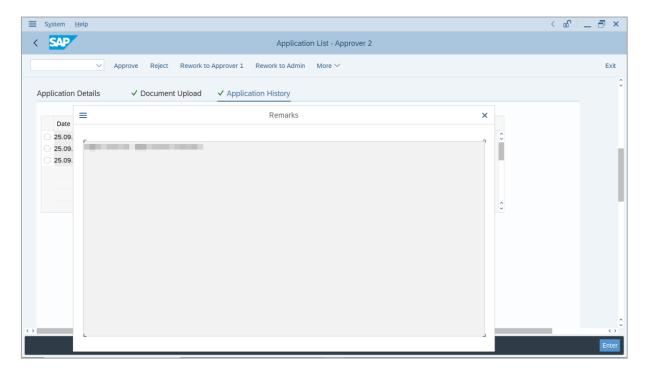


- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

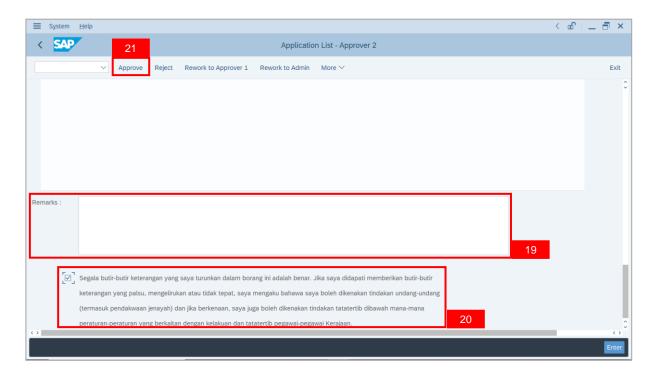




Note: The Remarks page will be displayed.

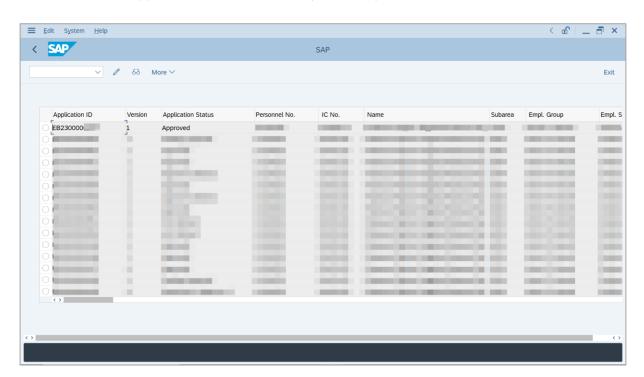


- 19. Enter the **Remarks** for employee's application.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Approve button.





Outcome: The Application has successfully been approved.





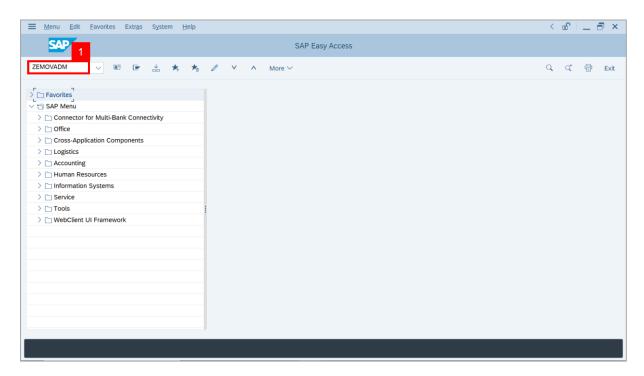
REWORK APPLICATION TO JPA APPROVER 1

**Backend User** 

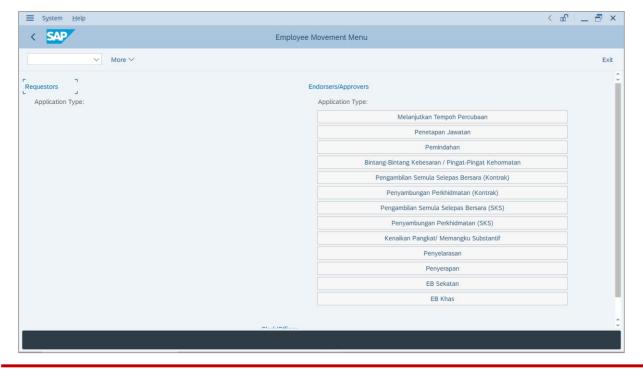
JPA Approver 2

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

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

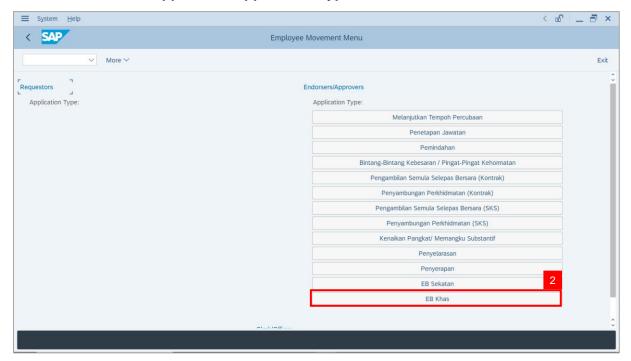


Note: Employee Movement Menu page will be displayed.



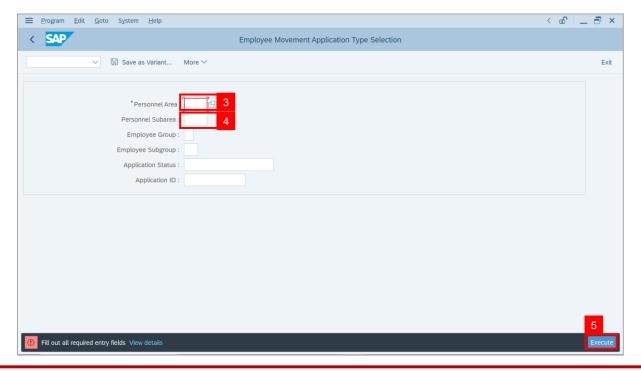


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

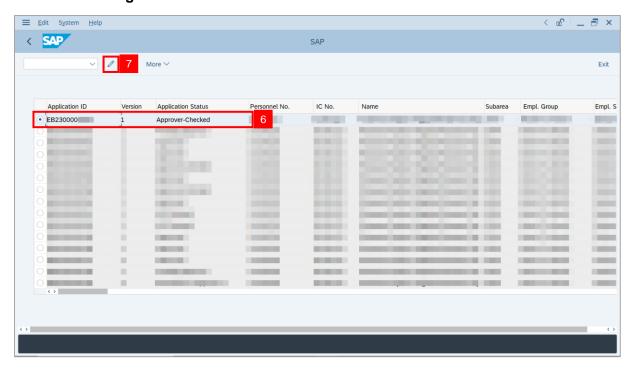
- 3. Enter Personnel Area.
- 4. Enter Personnel Suboarea (Optional).
- 5. Click on **Execute** button.



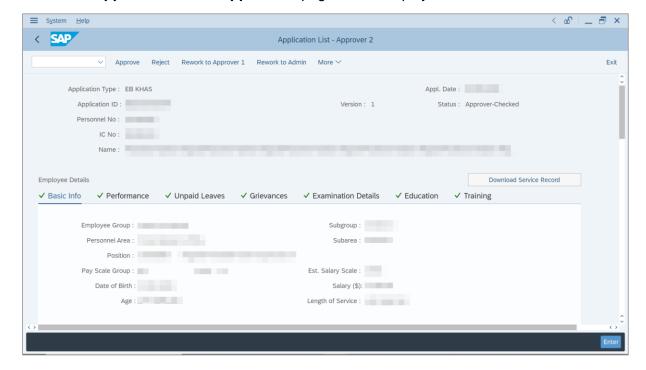


Note: The Application List – Approver 2 page will be displayed.

- 6. Select an employee with **Application Status** '**Approver-Checked**' and click on **Radio** button.
- 7. Click on Change icon.

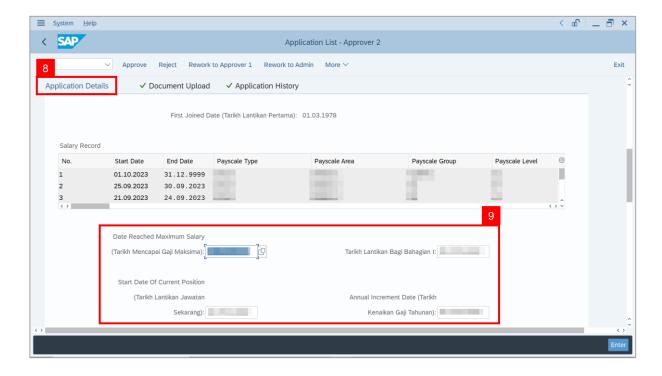


Note: The Application List – Approver 2 page will be displayed.



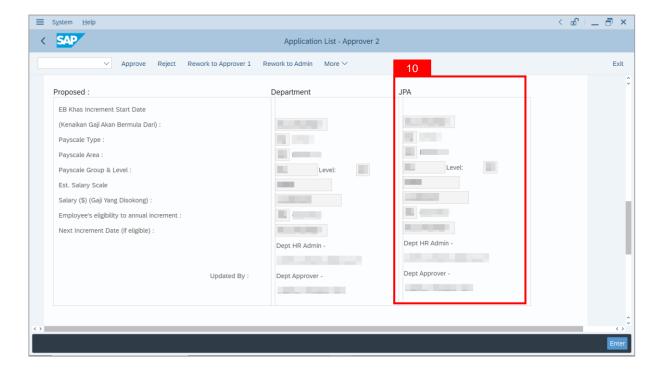


- 8. Navigate to Application Details tab.
- 9. Review and amend the following details, if required.



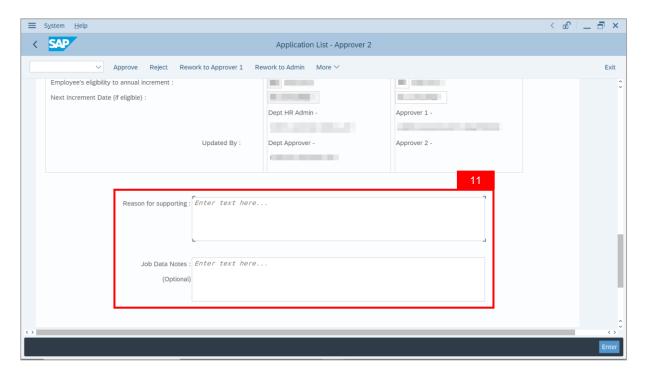
10. Review and amend the **Proposed EB Khas Details** under **JPA** column, if required.

**Note:** The detail populated here is approver-checked by **JPA Approver 1**.

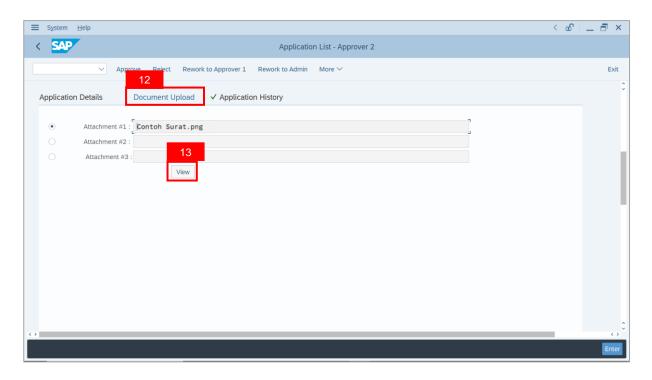




11. Review Reason for supporting and Job Data Notes.

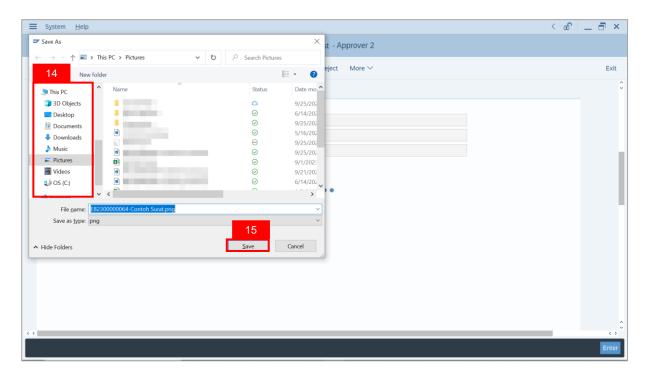


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



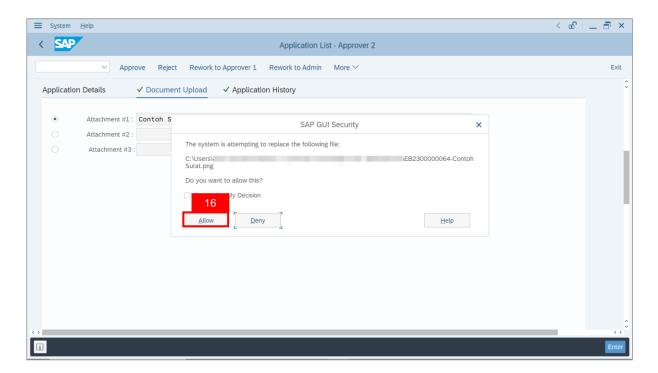


- 14. Select File Location.
- 15. Click on **Save** button.



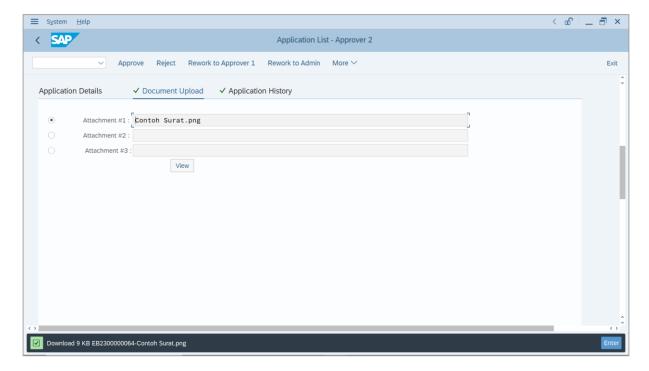
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

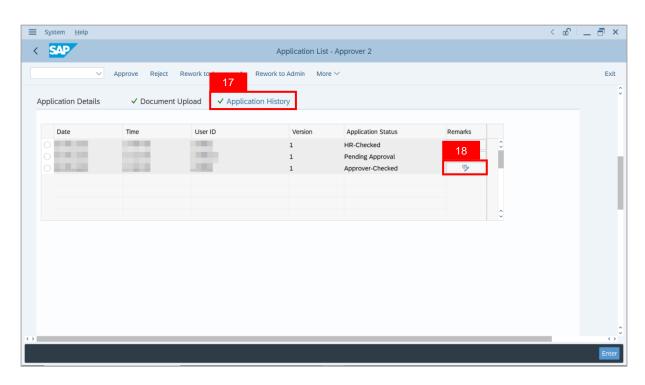




Note: The Attachment has successfully been downloaded.

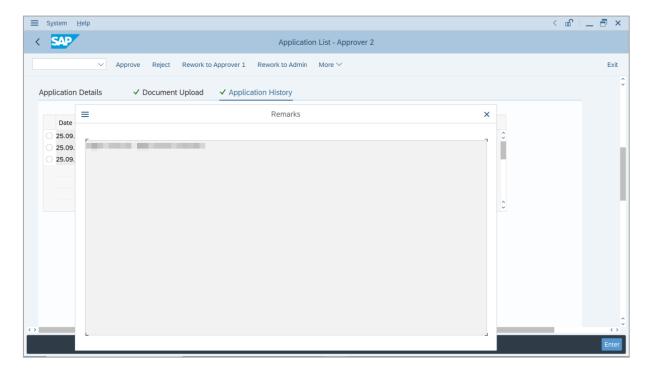


- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

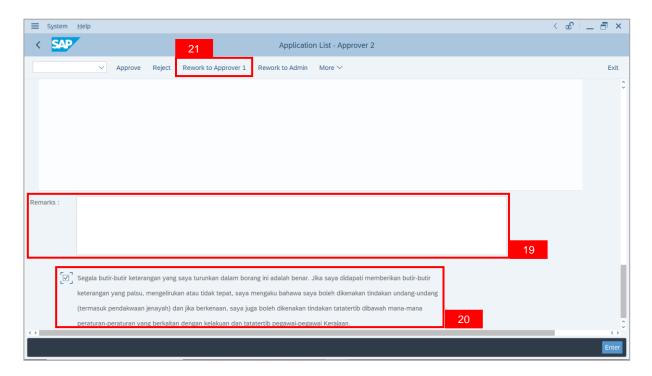




Note: The Remarks page will be displayed.

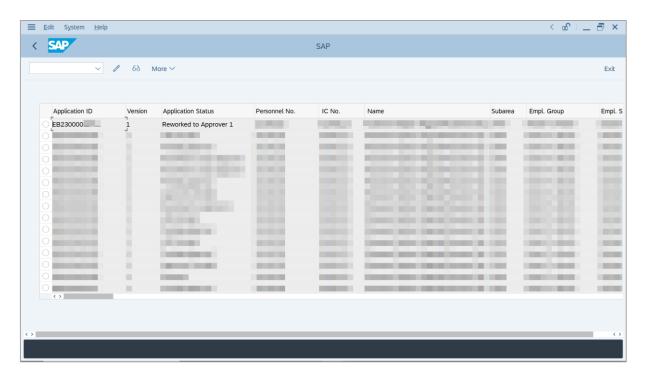


- 19. Enter the **Remarks** for why the application is reworked to **JPA Approver 1**.
- 20. Tick on **Declaration** checkbox.
- 21. Click on **Rework to Approver 1** button.





Outcome: The Application has successfully been reworked to JPA Approver 1.





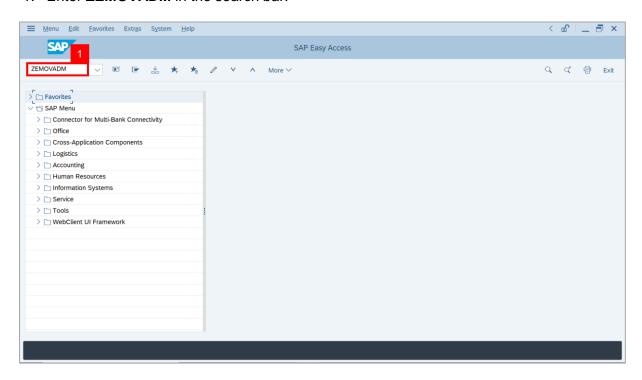
TO DEPARTMENT HR
ADMINISTRATOR

Backend User

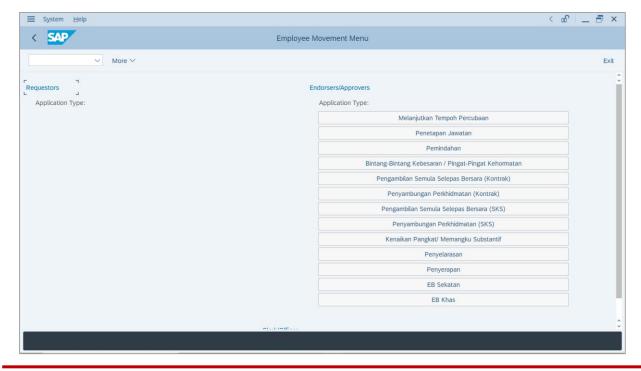
JPA Approver 2

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

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

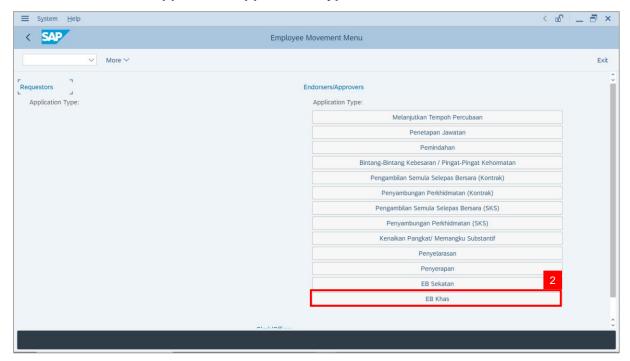


Note: Employee Movement Menu page will be displayed.



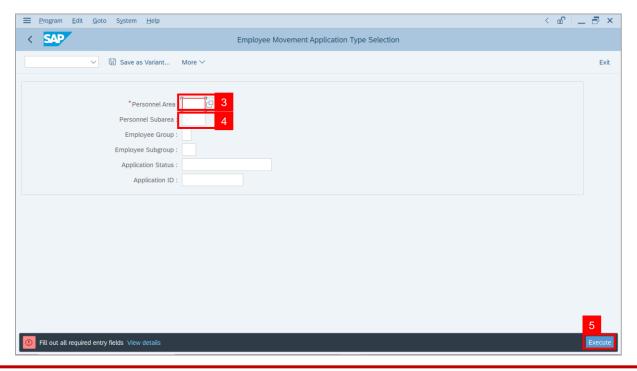


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

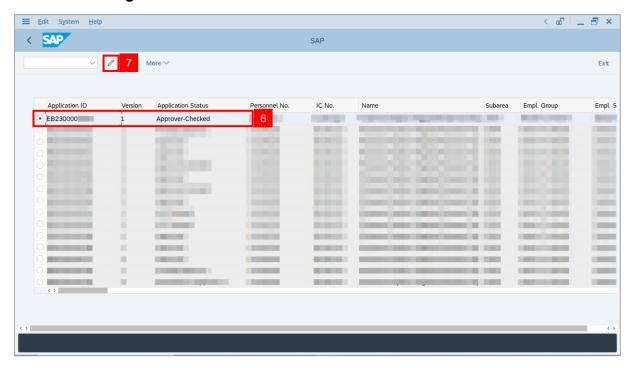
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



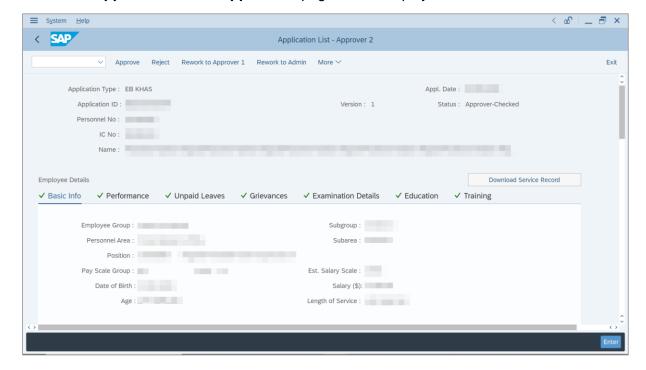


Note: The Application List – Approver 2 page will be displayed.

- 6. Select an employee with **Application Status** '**Approver-Checked**' and click on **Radio** button.
- 7. Click on Change icon.

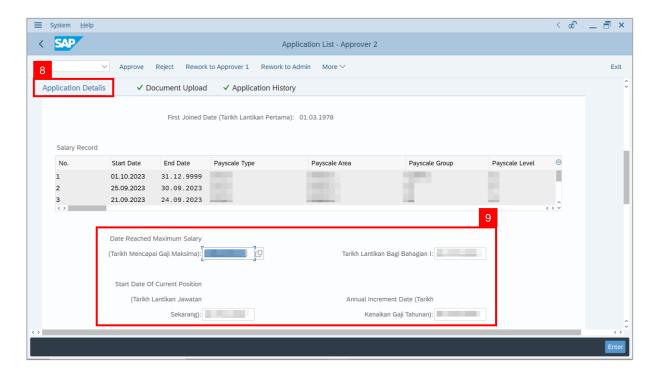


Note: The Application List – Approver 2 page will be displayed.



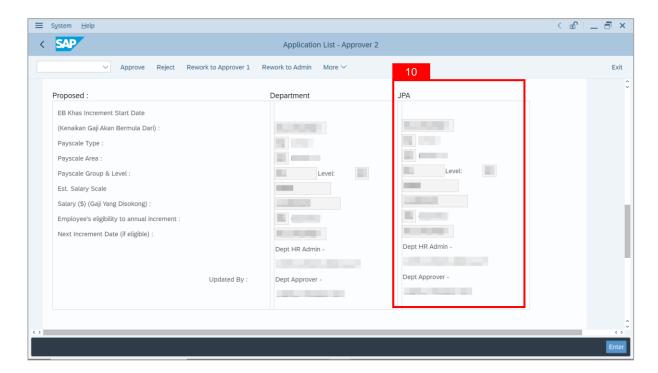


- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.



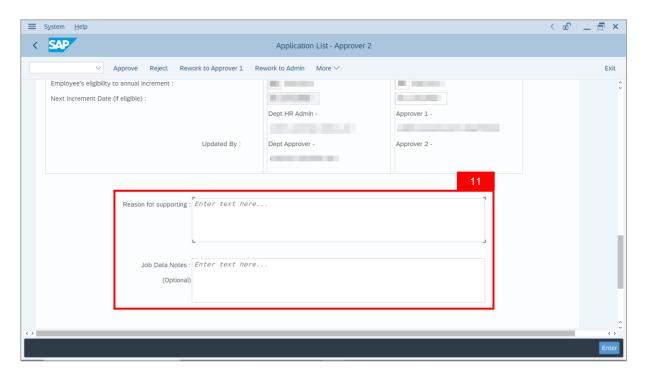
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

**Note:** The detail populated here is approver-checked by **JPA Approver 1**.

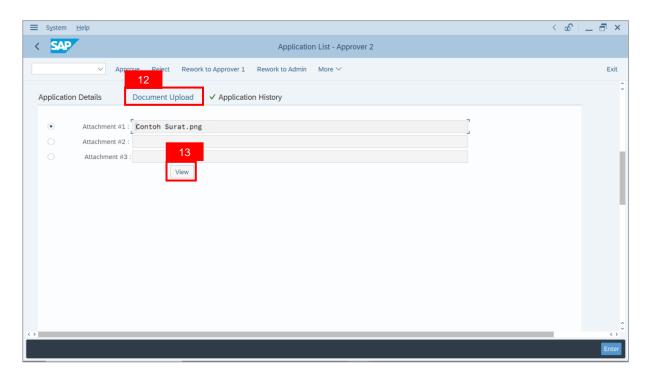




11. Review Reason for supporting and Job Data Notes.

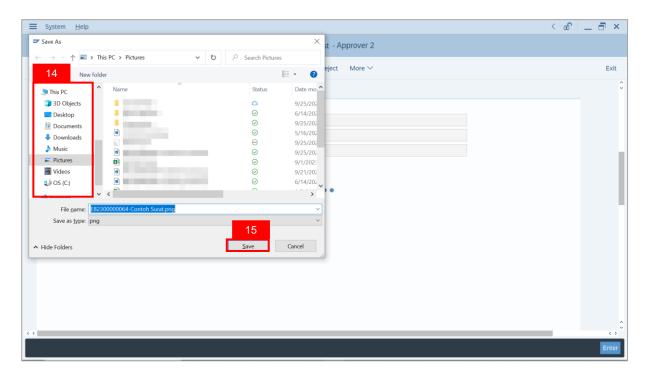


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



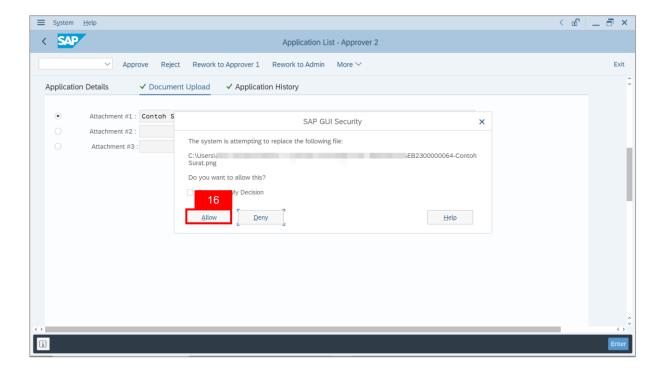


- 14. Select File Location.
- 15. Click on **Save** button.



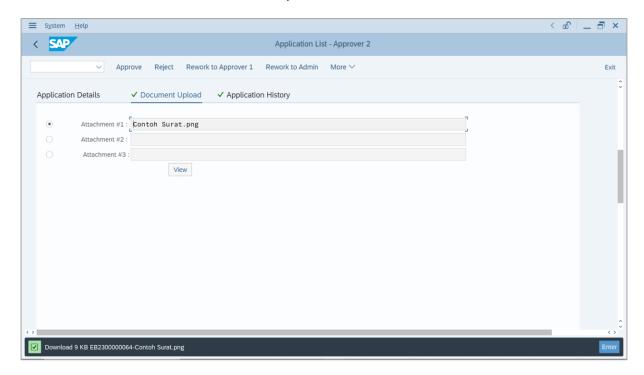
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

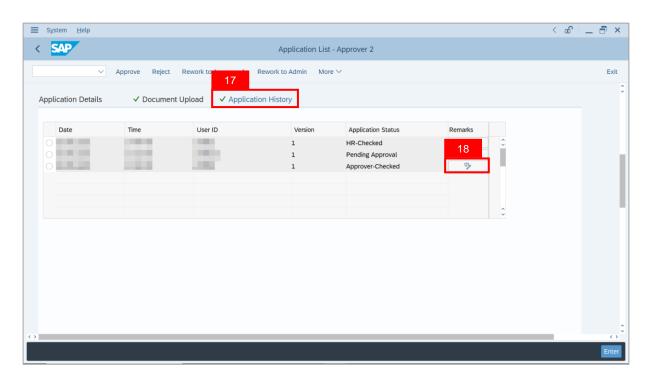




Note: The Attachment has successfully been downloaded.

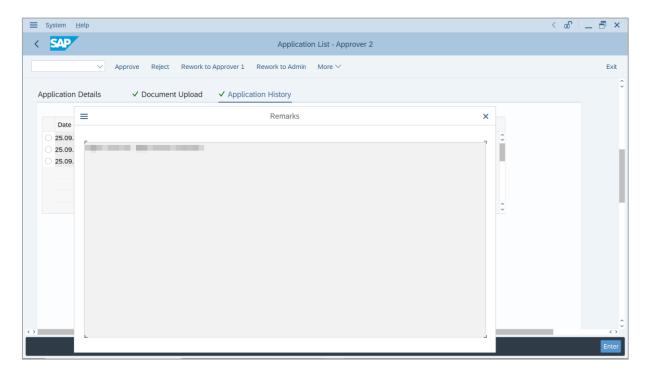


- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

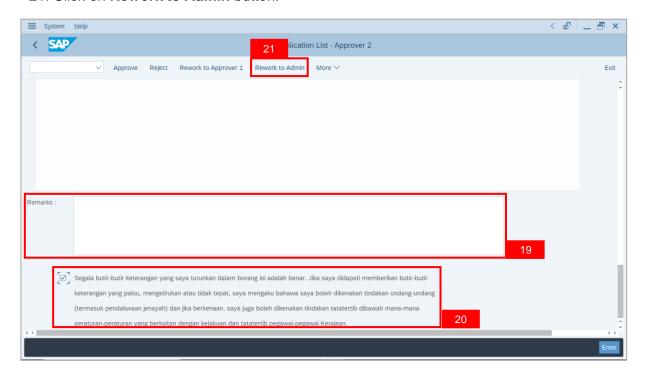




Note: The Remarks page will be displayed.

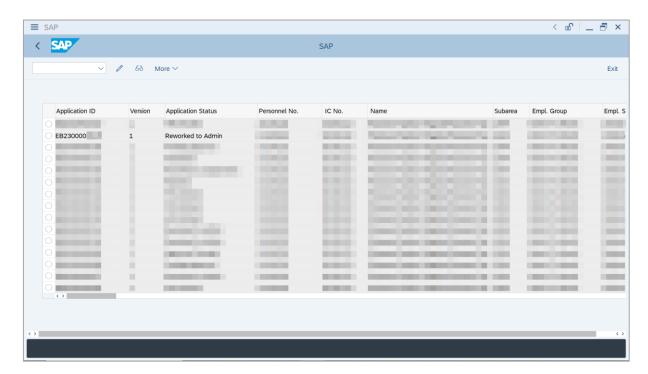


- 19. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Rework to Admin button.





Outcome: The Application has successfully been reworked to Department HR Administrator.





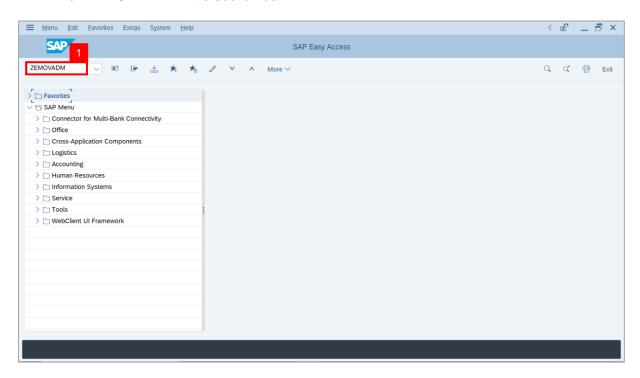
REJECT APPLICATION

Backend User

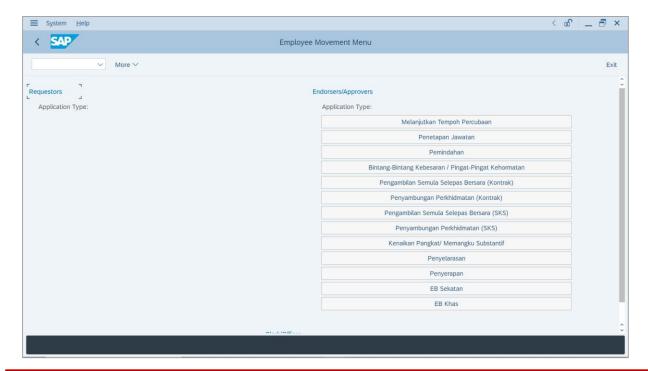
JPA Approver 2

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

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

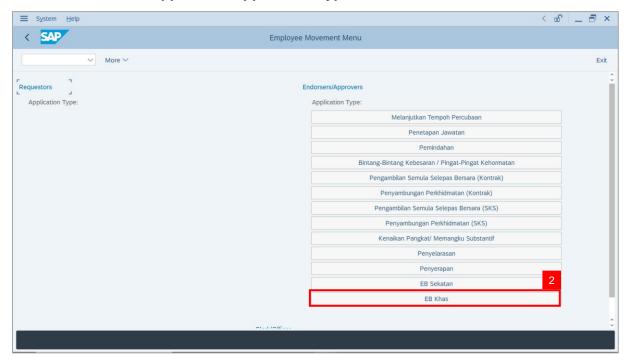


Note: Employee Movement Menu page will be displayed.



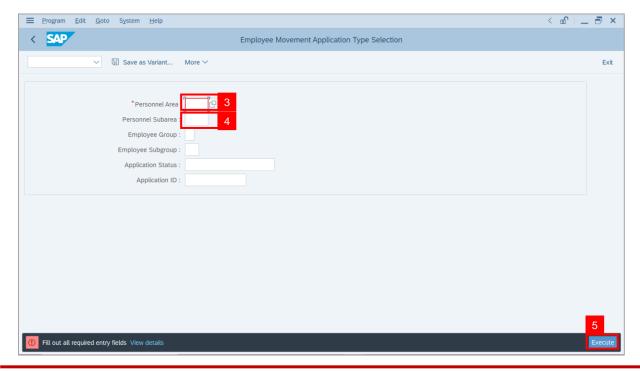


2. Under Endorsers/Approvers: Application Type, click on EB Khas.



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

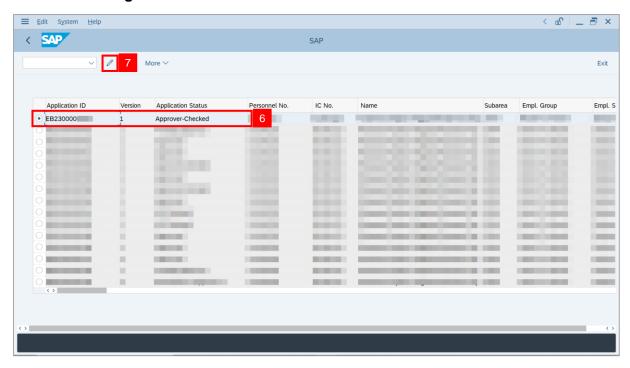
- 3. Enter Personnel Area.
- 4. Enter Personnel Subarea (Optional).
- 5. Click on **Execute** button.



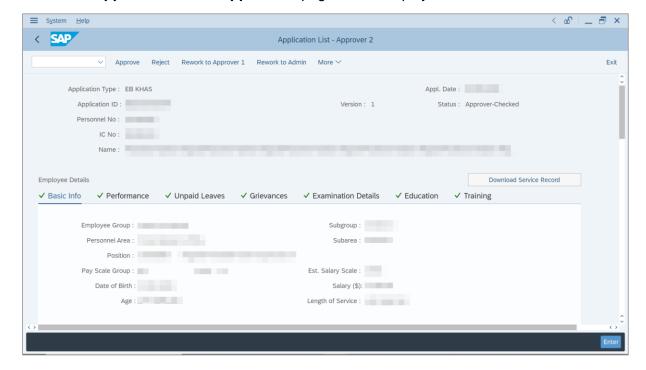


Note: The Application List - Approver 1 page will be displayed.

- 6. Select an employee with **Application Status** '**Approver-Checked**' and click on **Radio** button.
- 7. Click on Change icon.

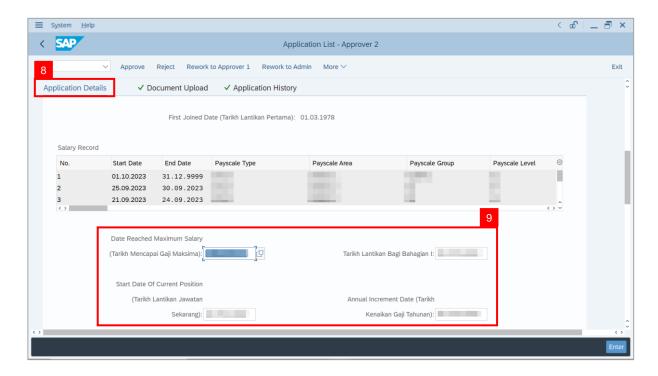


Note: The Application List – Approver 2 page will be displayed.



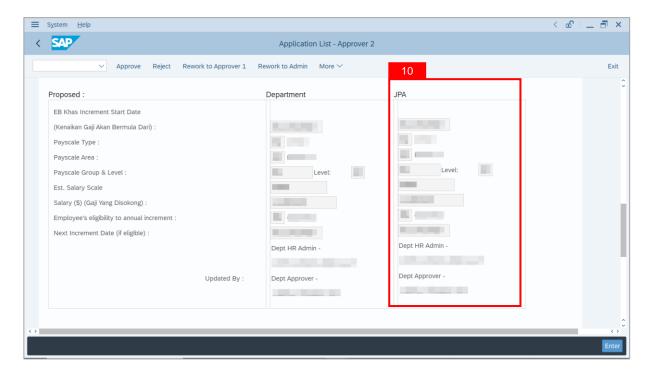


- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.



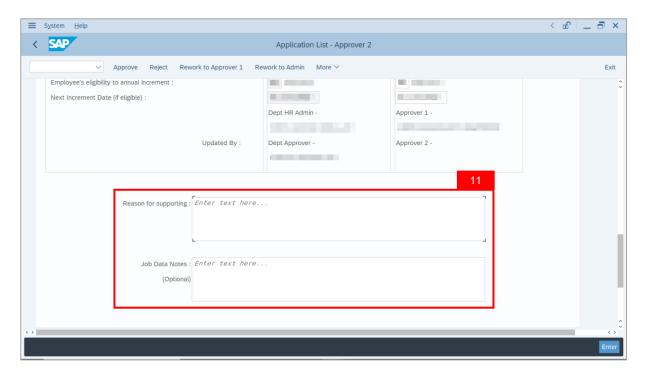
10. Review and amend the Proposed EB Khas Details under JPA column, if required.

Note: The detail populated here is approver-checked by JPA Approver 1.

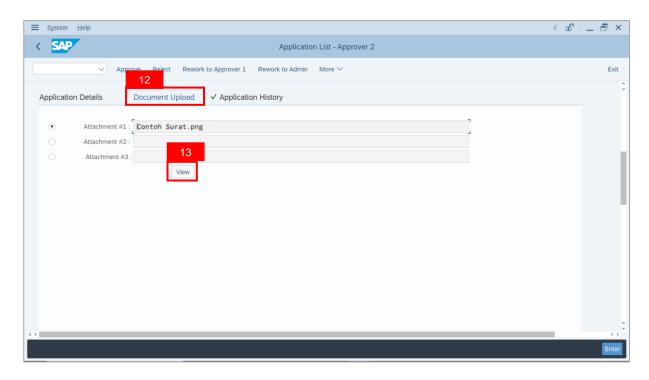




11. Review Reason for supporting and Job Data Notes.

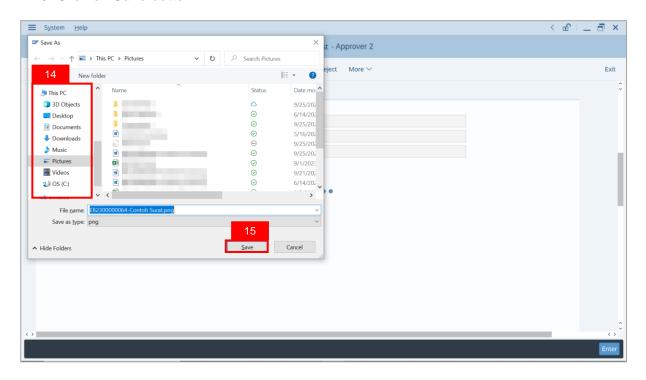


- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.



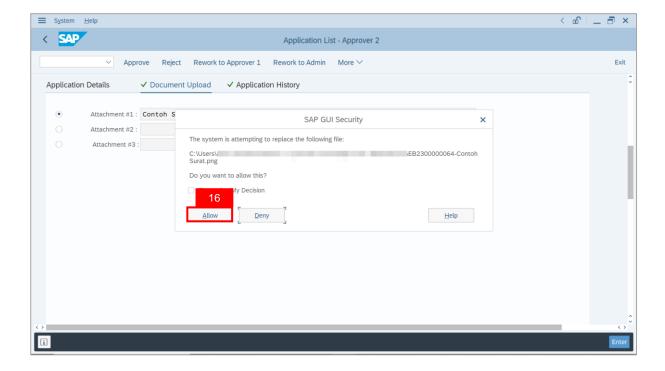


- 14. Select File Location.
- 15. Click on **Save** button.



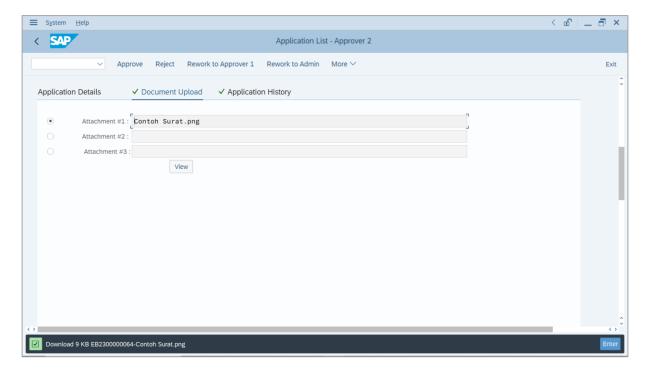
Note: The SAP GUI Security message will be displayed.

16. Click on Allow button.

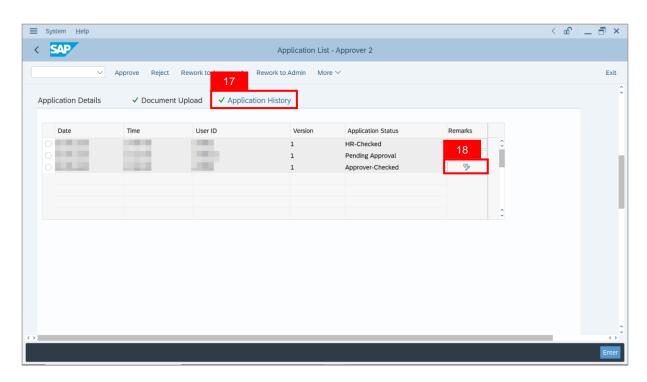




Note: The Attachment has successfully been downloaded.

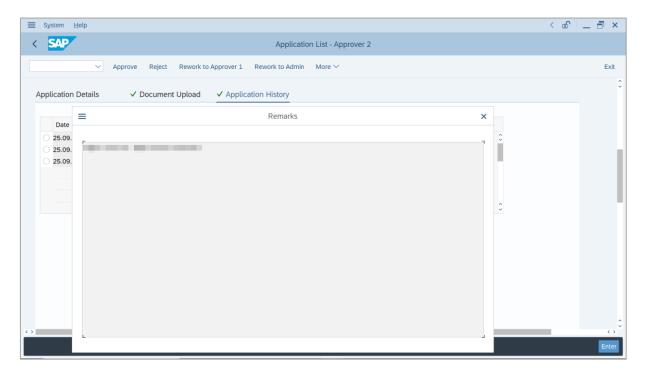


- 17. Navigate to **Application History** tab.
- 18. Click on Remarks button.

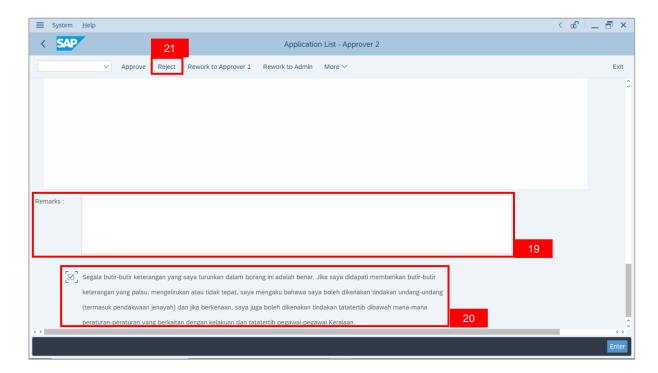




Note: The Remarks page will be displayed.

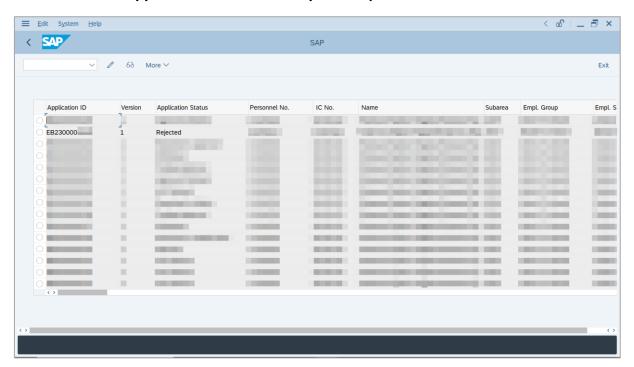


- 19. Enter the **Remarks** for why this application is rejected.
- 20. Tick on **Declaration** checkbox.
- 21. Click on Reject button.





Outcome: The Application has successfully been rejected.



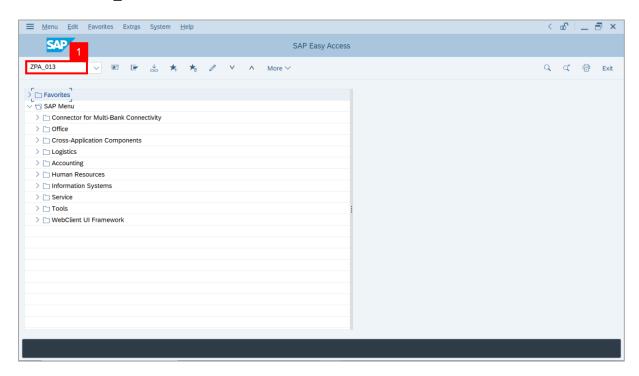


EB KHAS APPLICATION REPORT Backend User

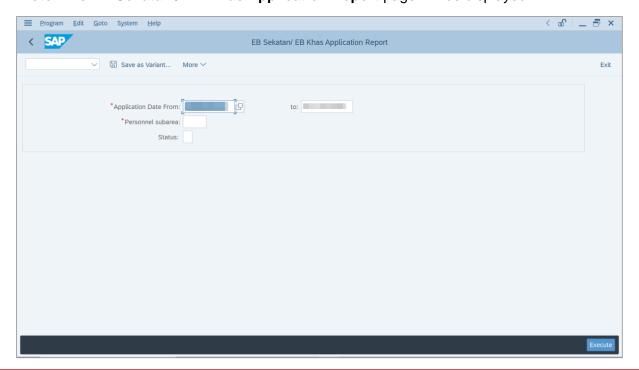
JPA (Approver 1 & Approver 2)

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

1. Enter **ZPA\_013** in the search bar.

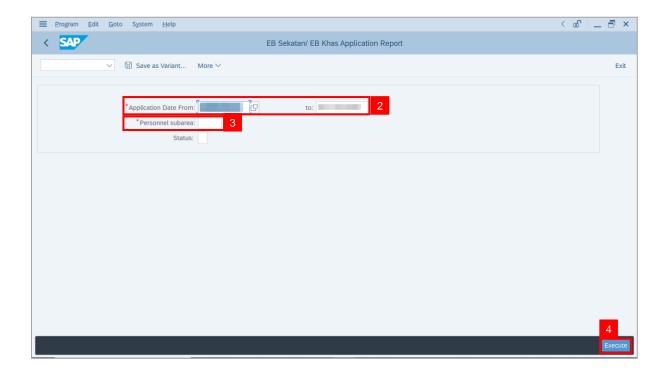


Note: The EB Sekatan / EB Khas Application Report page will be displayed.

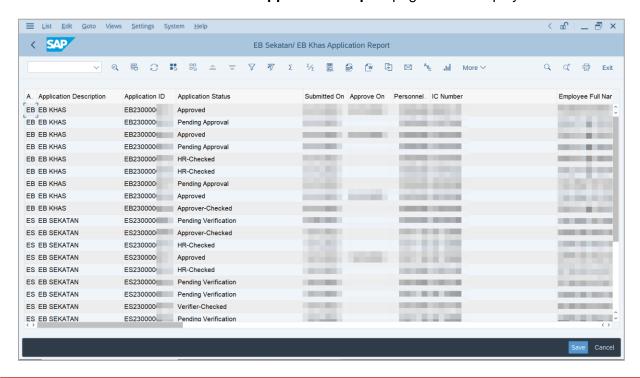




- 2. Enter Application Date From and To.
- 3. Enter Personnel subarea.
- 4. Click on **Execute** button.

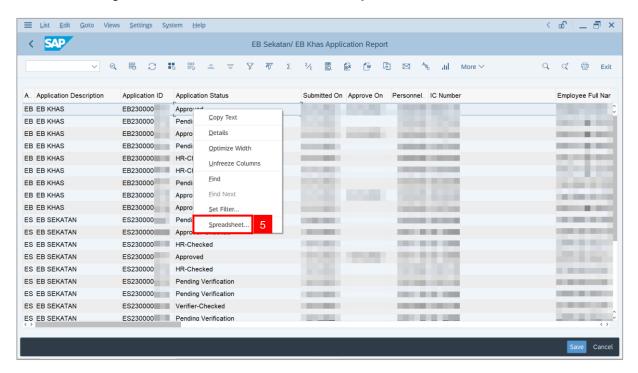


Note: The EB Sekatan / EB Khas Application Report page will be displayed.



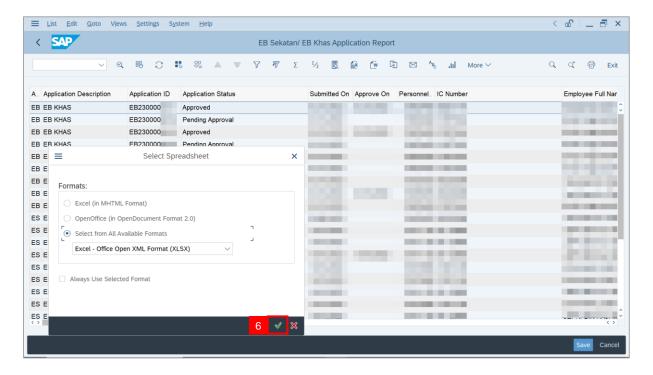


5. Click the right button on the **Mouse** and select 'Spreadsheet'.



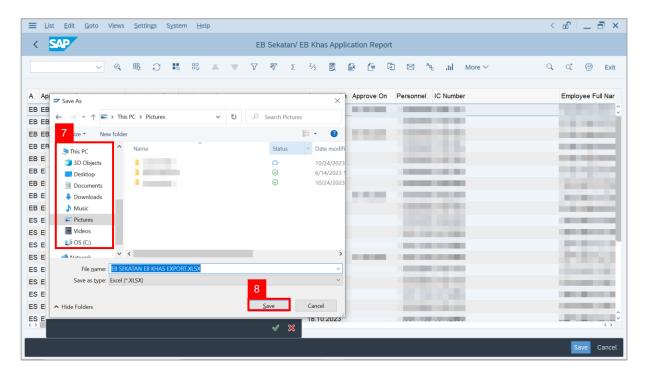
Note: The Select Spreadsheet message will be displayed.

6. Click on Tick button.



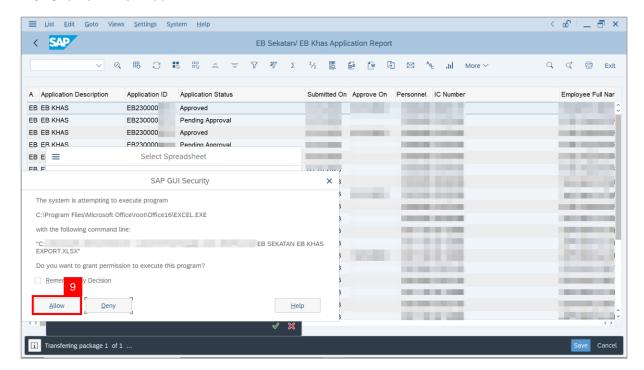


- Select File Location.
- 8. Click on Save button.



Note: The SAP GUI Security page will be displayed.

9. Click on Allow icon.





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

