



SISTEM SUMBER MANUSIA

User Guide

For Department Approver

Backend (SAP GUI)

Employee Movement (PA):

EB Sekatan

VERSION: 1.0

INTRODUCTION

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

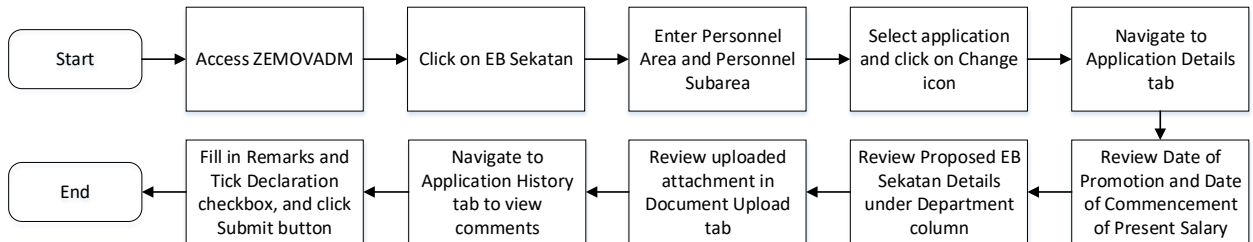
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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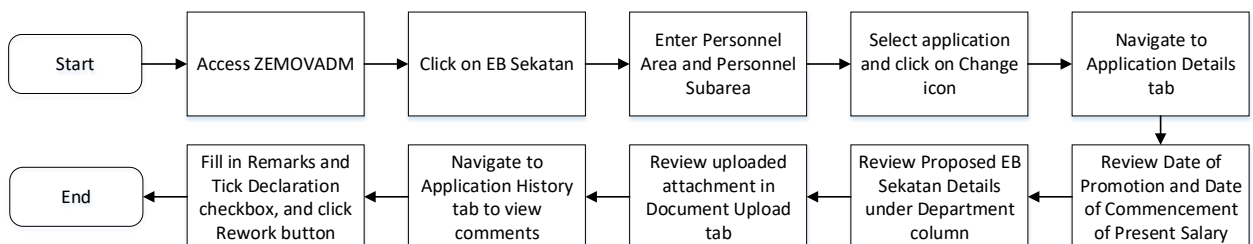
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Process Overview

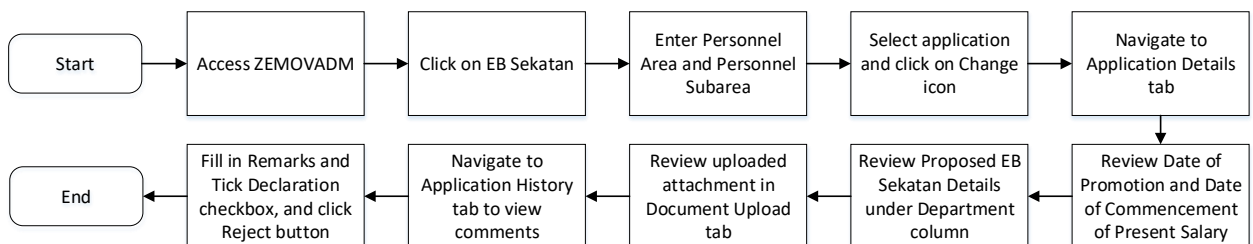
Submit Application



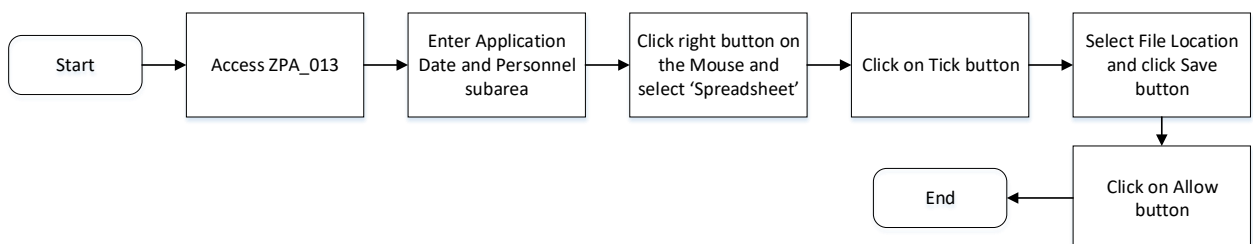
Rework Application to Department HR Administrator



Reject Application



EB Sekatan Application Report

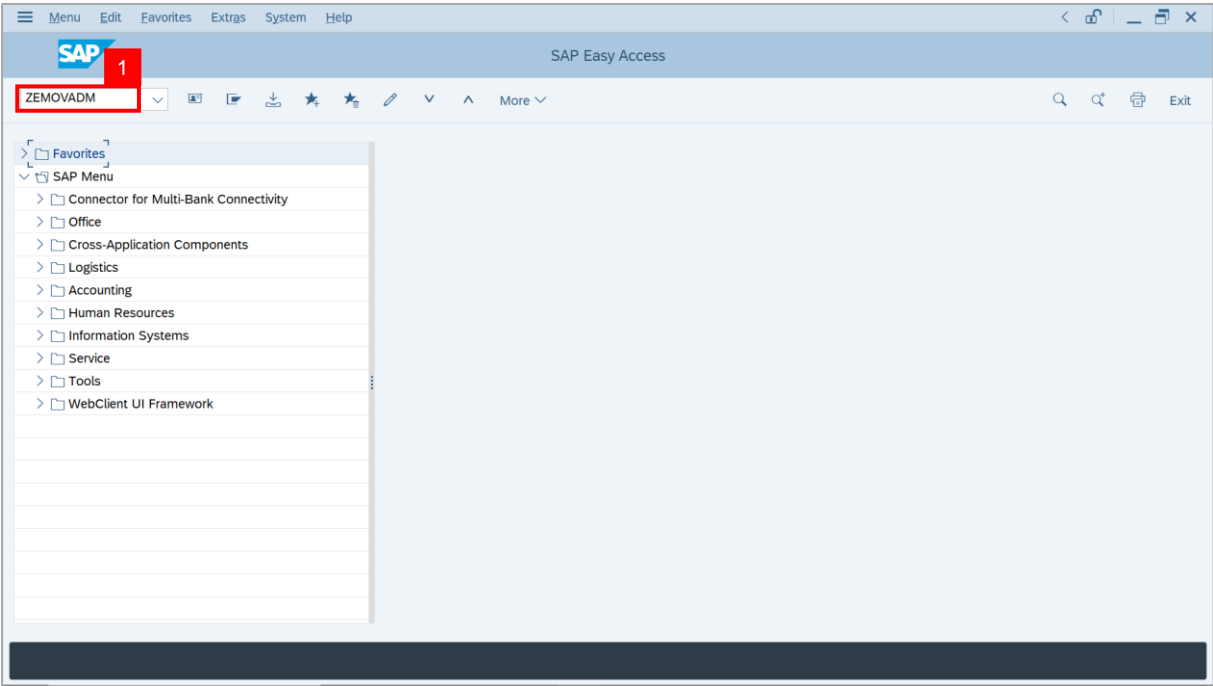




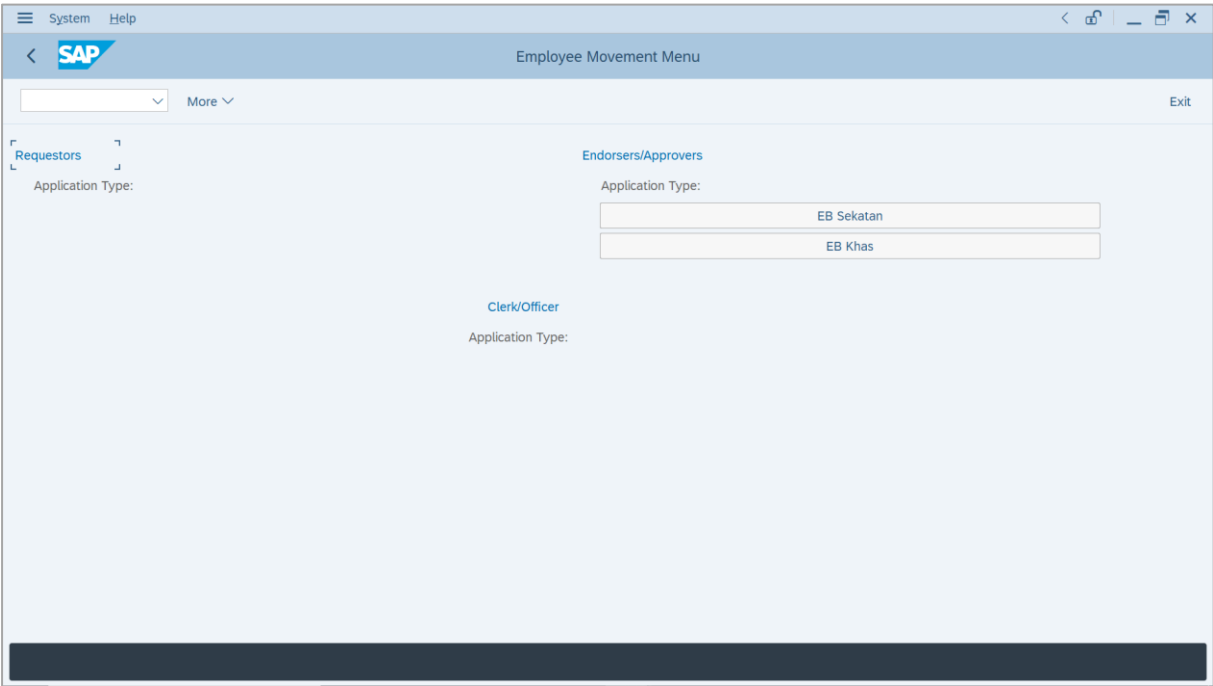
SUBMIT APPLICATION	Backend User
	Department Approver

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

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



Note: Employee Movement Menu page will be displayed.





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

The screenshot shows the SAP Employee Movement Menu. On the left, there is a 'Requestors' section with an 'Application Type:' label. On the right, there is an 'Endorsers/Approvers' section with an 'Application Type:' label. Below this label, there is a list of application types: 'EB Sekatan' and 'EB Khas'. The 'EB Sekatan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. At the bottom, there is a 'Clerk/Officer' section with an 'Application Type:' label.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. It contains several input fields: 'Personnel Area', 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. The 'Personnel Area' field is highlighted with a red box. At the bottom, there is a message bar that says 'Fill out all required entry fields View details' and an 'Execute' button.

5. Click on **Execute** button.

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 :

Fill out all required entry fields [View details](#) 5

Execute

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

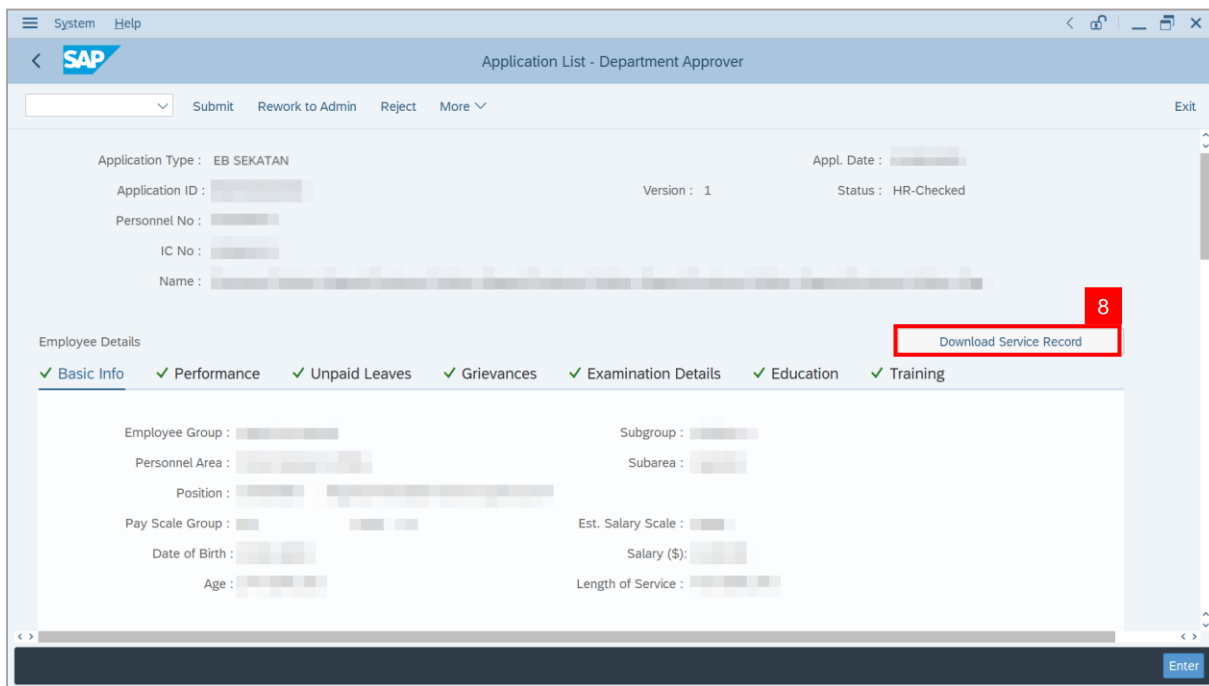
[illegible]

7. Click on **Change** icon.

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

8

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



System Help

< SAP Application List - Department Approver

Submit Rework to Admin Reject More ▾ Exit

Application Type : EB SEKATAN Appl. Date :
 Application ID : Version : 1 Status : HR-Checked
 Personnel No :
 IC No :
 Name :

Employee Details

Download Service Record **8**

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

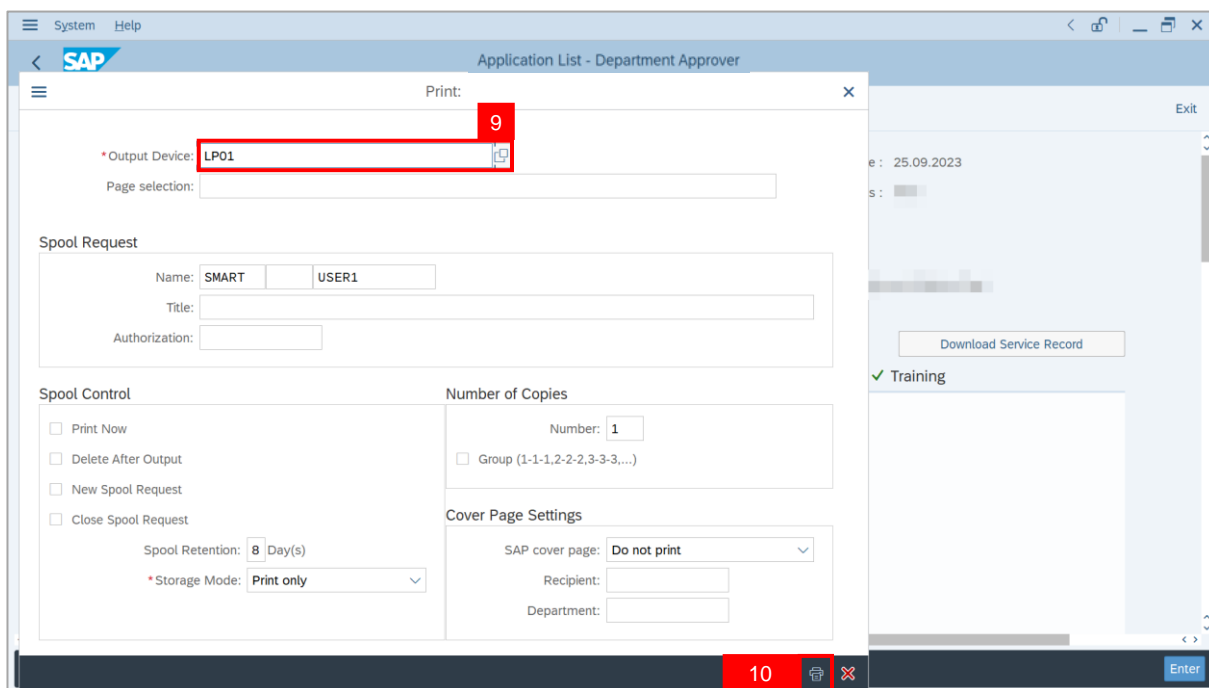
Employee Group : Subgroup :
 Personnel Area : Subarea :
 Position :
 Pay Scale Group : Est. Salary Scale :
 Date of Birth : Salary (\$) :
 Age : Length of Service :

Enter

Note: The **Print** page will be displayed.

9. Enter 'LP01' under **Output Device**.

10. Click on **Print** icon.



System Help

< SAP Application List - Department Approver

Print: **9**

* Output Device: LP01
 Page selection:

Spool Request

Name: SMART USER1
 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:

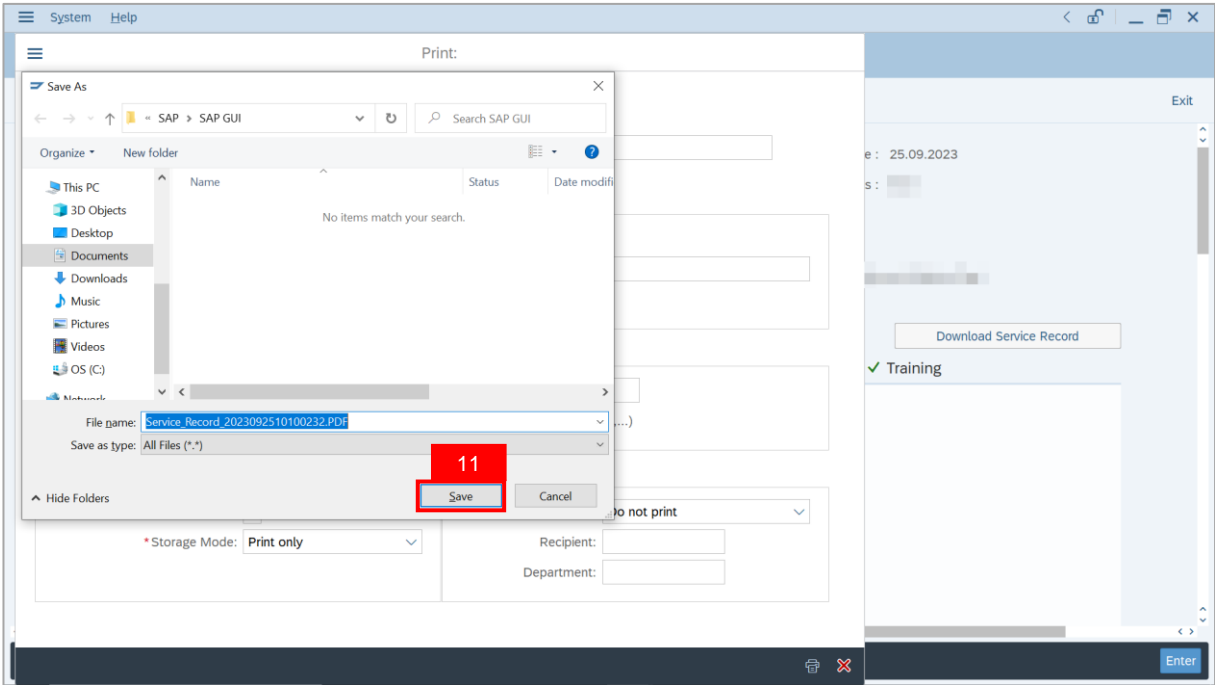
Download Service Record

Training

10

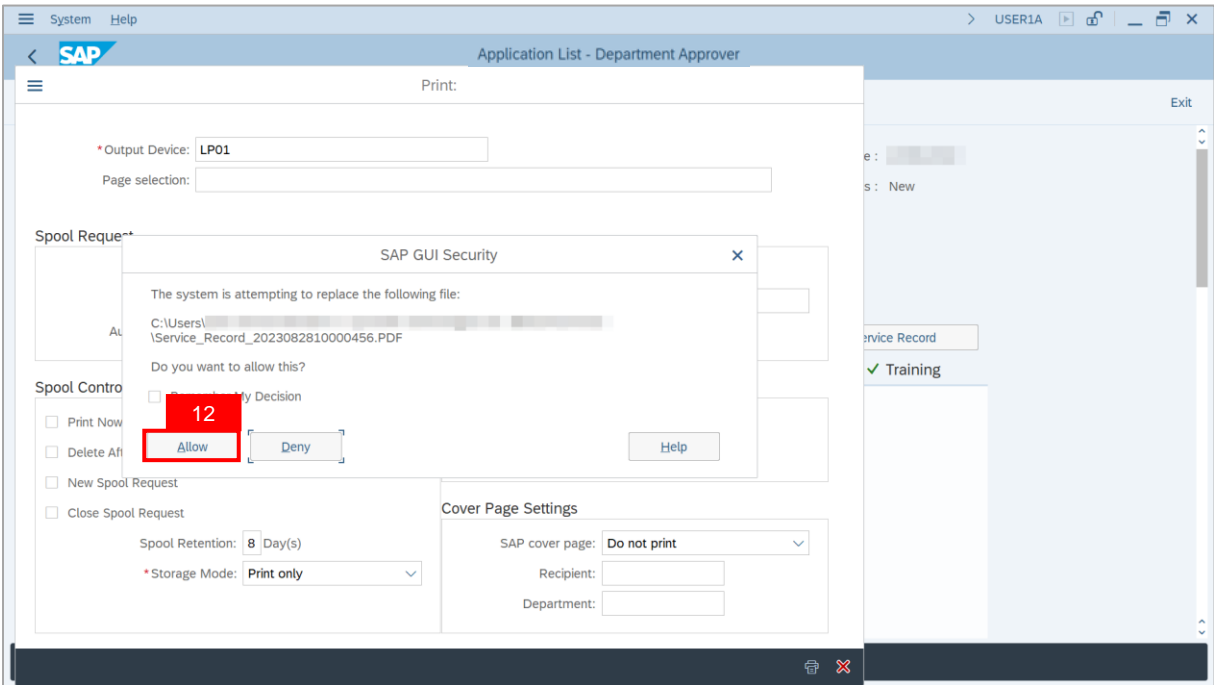
Enter

11. Select **File Location** and click on **Save** button.



Note: The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.





Note: The **Service Record** has successfully been downloaded.

SystemHelp

<SAP

Application List - Department Approver

HR-CheckMore

Exit

Application Type : EB SEKATAN

Appl. Date :

Application ID :

Version : 1

Status :

Personnel No :

IC No :

Name :

Employee Details

Download Service Record

Basic InfoPerformanceUnpaid LeavesGrievancesExamination DetailsEducationTraining

Employee Group :

Subgroup :

Personnel Area :

Subarea :

Position :

Pay Scale Group :

Est. Salary Scale :

Date of Birth :

Salary (\$) :

Age :

Length of Service :

Download 54 KB Service_Record_2023092510100232.PDFEnter

13. Navigate to **Application Details** tab.

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

SystemHelp

<SAP

Application List - Department Approver

SubmitRework to AdminRejectMore

Exit

Application DetailsDocument UploadApplication History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Date Reached Maximum Salary

(Tarikh Mencapai Gaji Maksima):

Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position

(Tarikh Lantikan Jawatan

Sekarang):

Annual Increment Date (Tarikh

Kenaikan Gaji Tahunan):

Enter



14. Review the following details.

System Help Application List - Department Approver

Submit Reject Rework to Admin More Exit

Application Details Document Upload Application History

First Joined Date (Tarikh Lantikan Pertama):

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	01.10.2023	31.12.9999				
3	25.09.2023	30.09.2023				

14

Date of Promotion to Present

Grade (Tarikh Dinaikkan)

Pangkat Ke Tingkatan

Sekarang :

Date of Commencement of Present Salary (Tarikh Mula)

Mencapai Gaji Sekarang:

Proposed : Department Treasury Department JPA

Enter

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

System Help Application List - Department Approver

Submit Reject Rework to Admin More 15 Exit

Proposed :

Increment Start Date (Kenaikan Gaji Sekarang Bertarikh 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 : Dept Approver -

Department

Treasury Department

JPA

Dept HR Admin -

Verifier 1 -

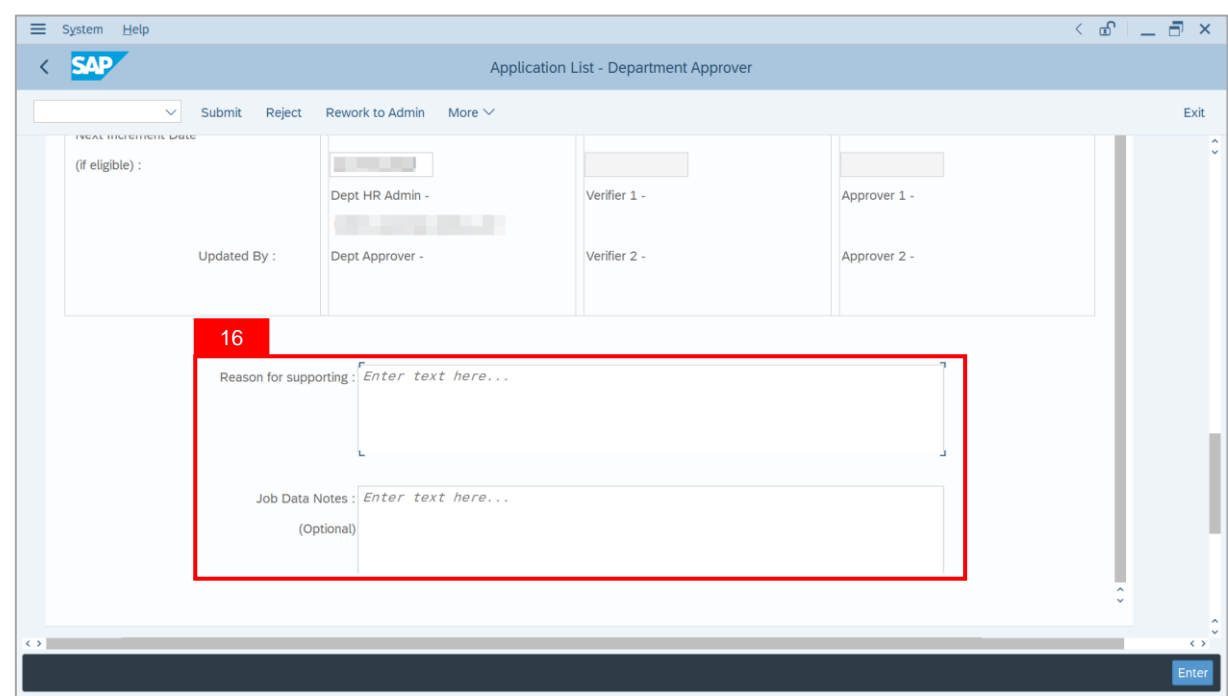
Approver 1 -

Verifier 2 -

Approver 2 -

Enter

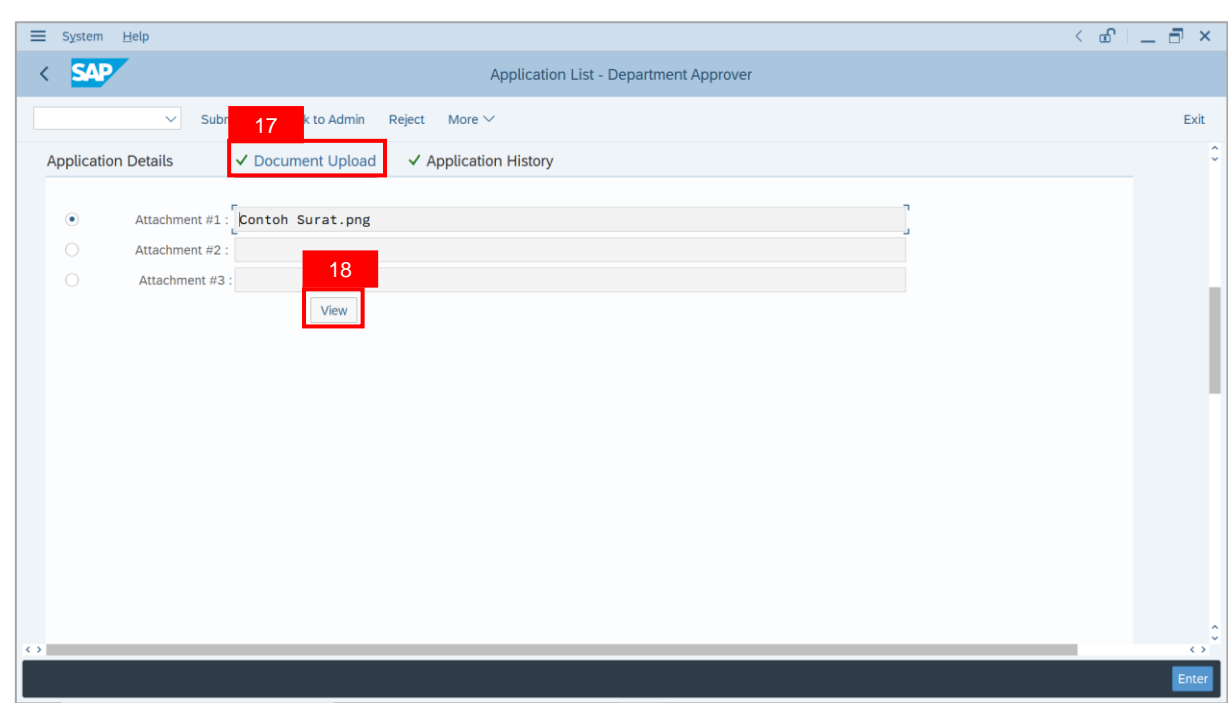
16. Review **Reason for supporting** and **Job Data Notes**.



The screenshot shows the SAP GUI interface for 'Application List - Department Approver'. The top bar includes 'System' and 'Help' menus. Below the title bar, there are buttons for 'Submit', 'Reject', 'Rework to Admin', and 'More'. The main area contains several input fields for 'Dept HR Admin', 'Dept Approver', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. A red box highlights the 'Reason for supporting' and 'Job Data Notes' fields, with a red '16' indicating the step number.

17. Navigate to **Document Upload** tab.

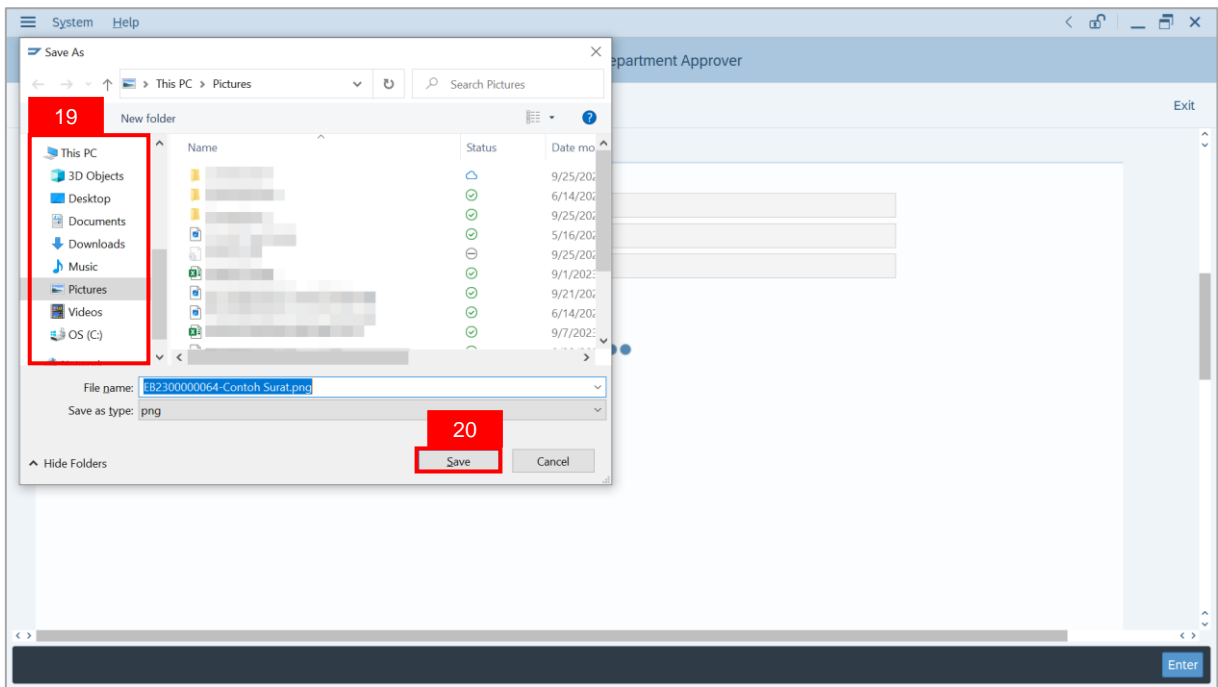
18. Select **Attachment** and click on **View** button to download.



The screenshot shows the SAP GUI interface for 'Application List - Department Approver'. The 'Document Upload' tab is selected, indicated by a red '17'. Below the tabs, there are three attachment fields: 'Attachment #1', 'Attachment #2', and 'Attachment #3'. The 'Attachment #1' field is highlighted with a red box and labeled with a red '18'. A 'View' button is visible below the attachment fields.

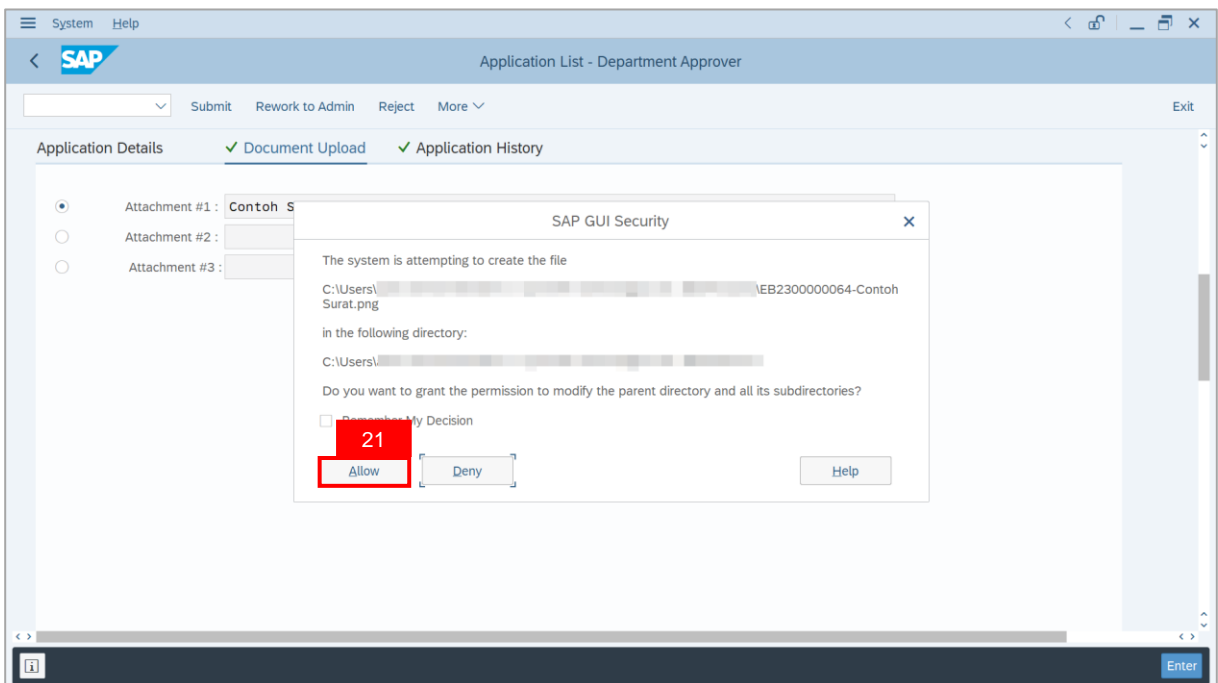
19. Select **File Location**.

20. Click on **Save** button.



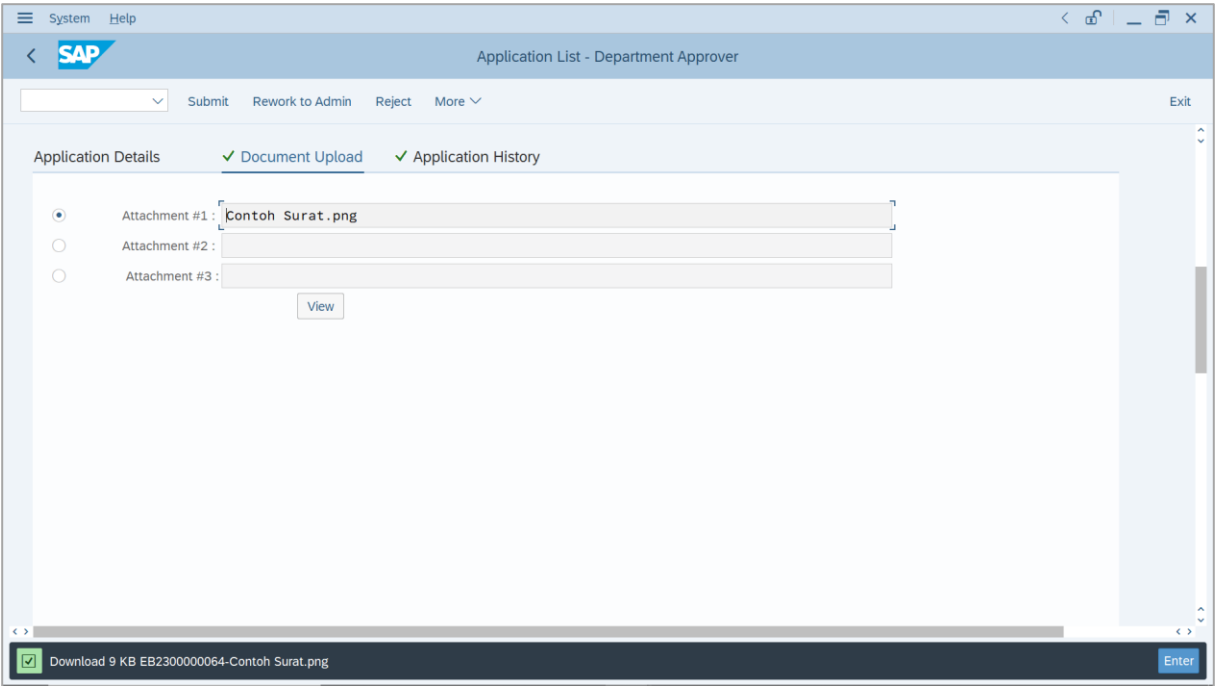
Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



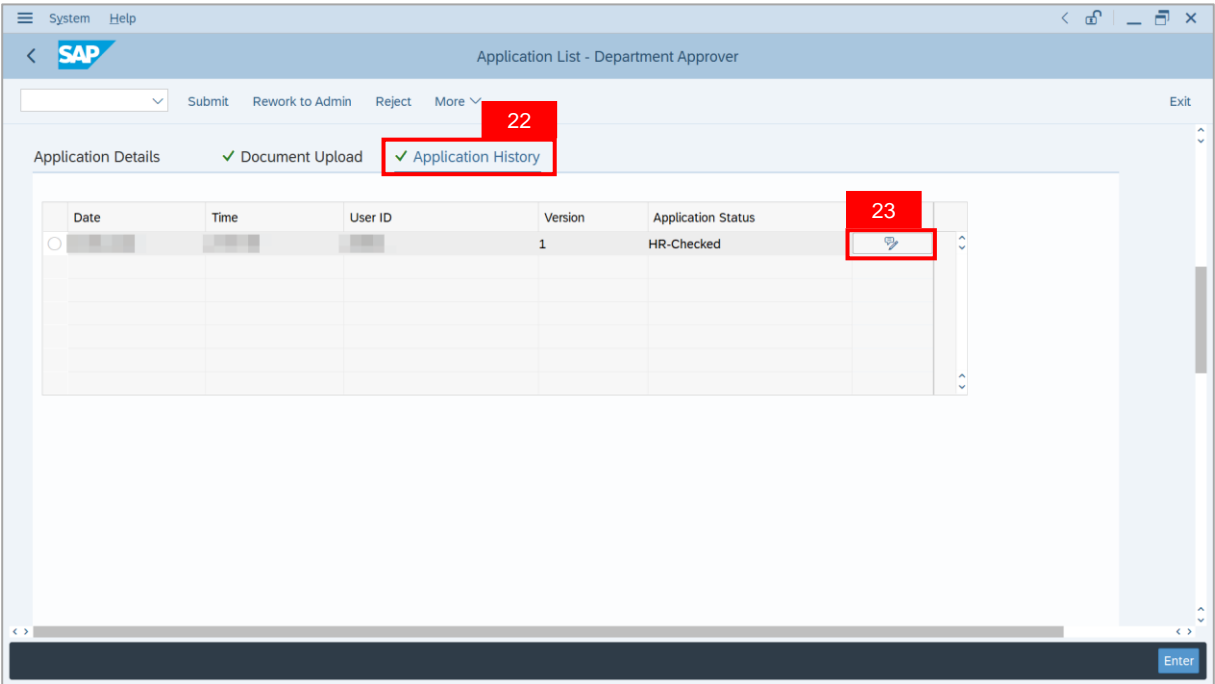


Note: The **Attachment** has successfully been downloaded.

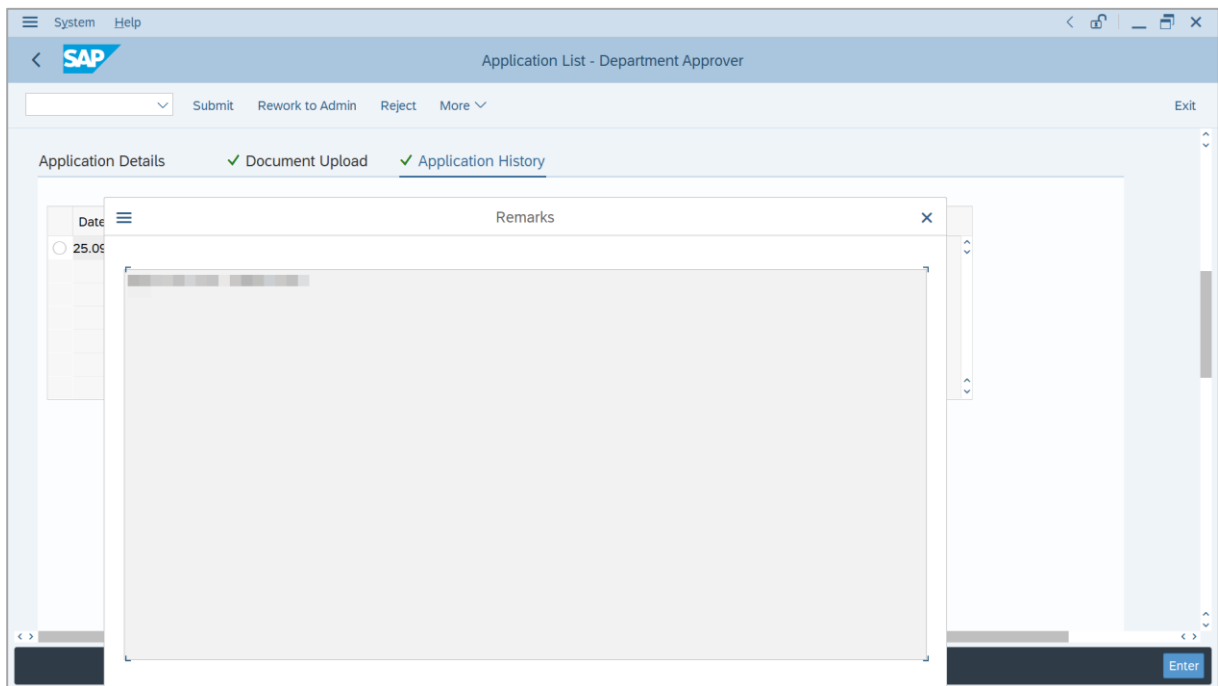


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



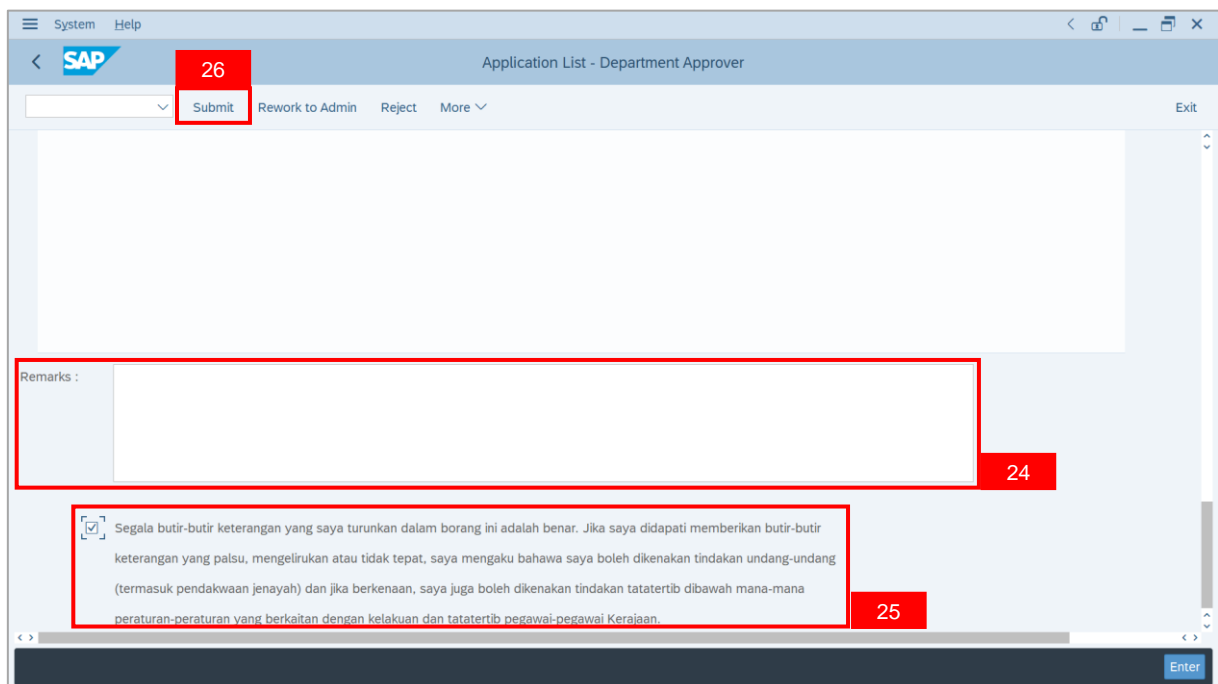
Note: The **Remarks** page will be displayed.



24. Enter the **Remarks** for employee's application.

25. Tick on **Declaration** checkbox.

26. Click on **Submit** button.



Outcome: The **Application** has successfully been submitted to **Treasury Verifier 1**.

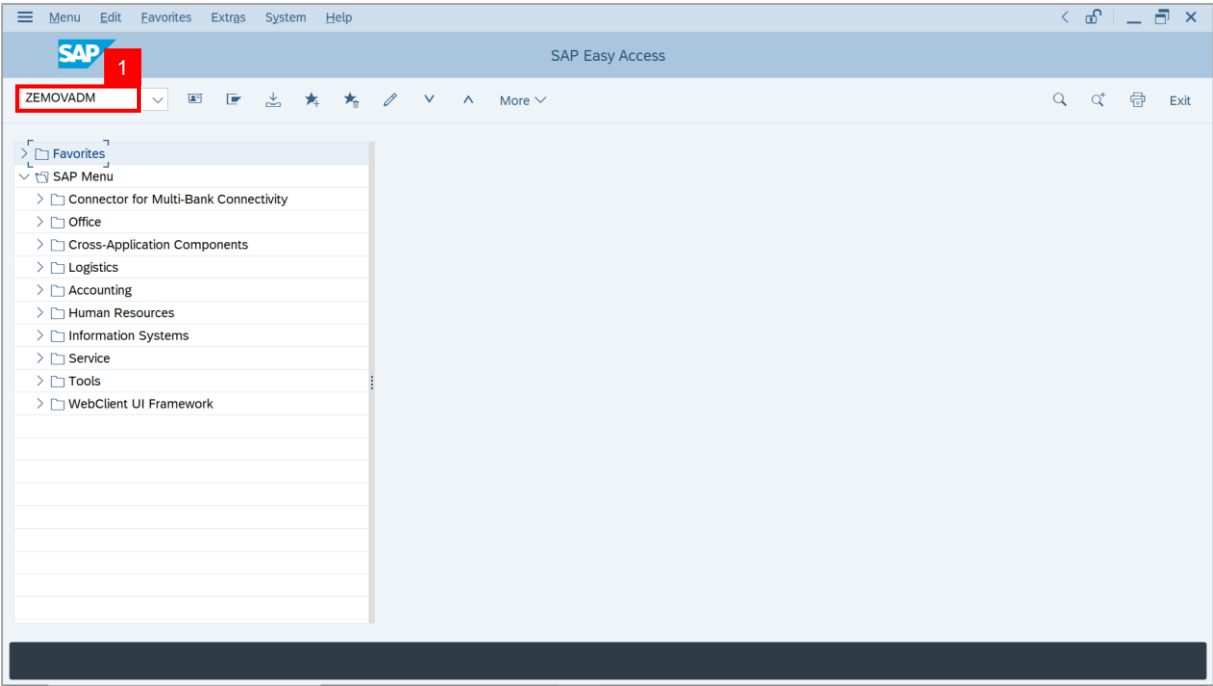
[illegible]



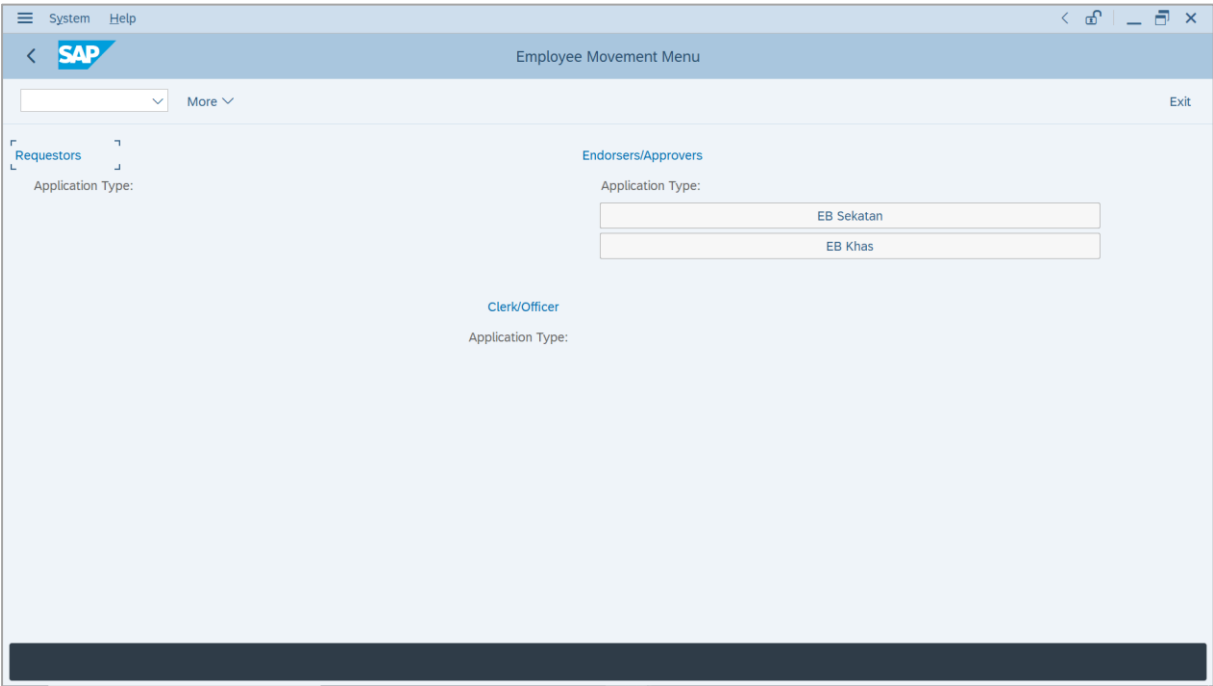
REWORK APPLICATION TO DEPARTMENT HR ADMINISTRATOR	Backend User
	Department Approver

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 Sekatan**.

The screenshot shows the SAP Employee Movement Menu. On the left, there is a 'Requestors' section with an 'Application Type:' label. On the right, there is an 'Endorsers/Approvers' section with an 'Application Type:' label. Below this label, there is a list of application types: 'EB Sekatan' and 'EB Khas'. The 'EB Sekatan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. At the bottom, there is a 'Clerk/Officer' section with an 'Application Type:' label.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. It features several input fields for application details: 'Personnel Area' (highlighted with a red box), 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. At the bottom, there is a status bar with a red warning icon and the text 'Fill out all required entry fields View details', and an 'Execute' button.

5. Click on **Execute** button.

The screenshot shows the SAP Employee Movement Application Type Selection screen. The top bar includes the SAP logo and the title "Employee Movement Application Type Selection". Below the title bar, there is a search field and buttons for "Save as Variant..." and "More". The main area contains a form with the following fields:

- * Personnel Area : (highlighted with a red box and number 3)
- Personnel Subarea : (highlighted with a red box and number 4)
- Employee Group :
- Employee Subgroup :
- Application Status :
- Application ID :

At the bottom right, there is a blue "Execute" button (highlighted with a red box and number 5). The bottom status bar contains a message: "Fill out all required entry fields View details".

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

[illegible]

7. Click on **Change** icon.

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

21



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

The screenshot shows the SAP 'Application List - Department Approver' interface. At the top, there are navigation tabs: 'System' and 'Help'. Below them is a header bar with the SAP logo and the title 'Application List - Department Approver'. A dropdown menu is open, showing options: 'Submit', 'Rework to Admin', 'Reject', and 'More'. The main area displays application details for 'EB SEKATAN'. Fields include 'Application ID', 'Version: 1', 'Status: HR-Checked', 'Personnel No', 'IC No', and 'Name'. Below this is the 'Employee Details' section with tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Download Service Record' button is highlighted with a red box and labeled with a red '8'.

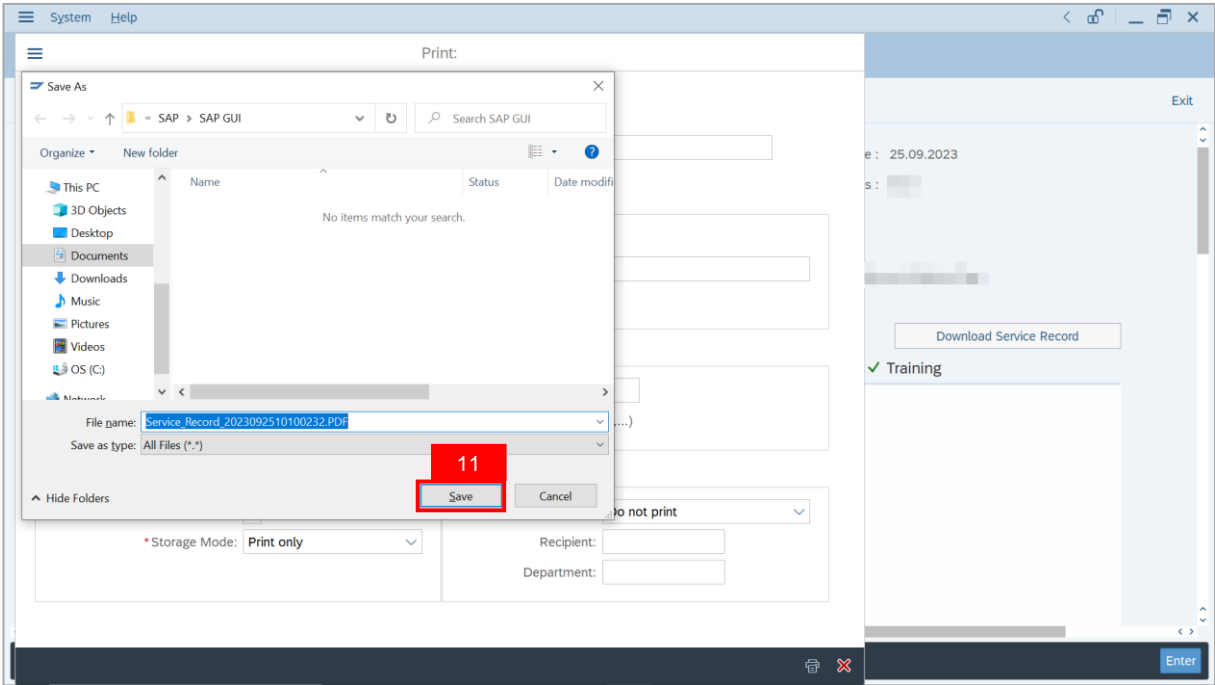
Note: The **Print** page will be displayed.

9. Enter 'LP01' under **Output Device**.

10. Click on **Print** icon.

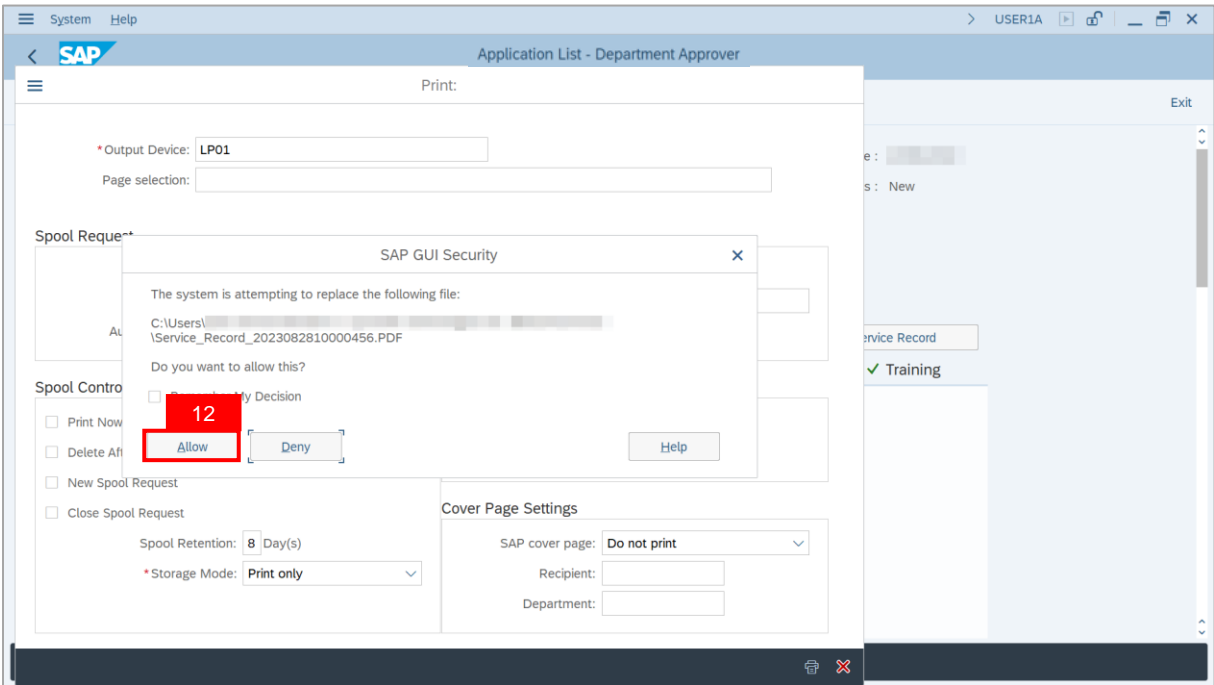
The screenshot shows the SAP 'Print' dialog box. The 'Output Device' field is set to 'LP01' and highlighted with a red box labeled '9'. The 'Print' icon is highlighted with a red box labeled '10'. The dialog box contains several sections: 'Spool Request' with fields for 'Name' (SMART), 'USER1', 'Title', and 'Authorization'; 'Spool Control' with checkboxes for 'Print Now', 'Delete After Output', 'New Spool Request', and 'Close Spool Request'; 'Number of Copies' with a 'Number' field set to '1' and a 'Group' checkbox; and 'Cover Page Settings' with a 'SAP cover page' dropdown set to 'Do not print', and 'Recipient' and 'Department' fields. The 'Spool Retention' is set to '8 Day(s)' and the 'Storage Mode' is 'Print only'.

11. Select **File Location** and click on **Save** button.



Note: The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.





Note: The **Service Record** has successfully been downloaded.

SystemHelp

<SAP

Application List - Department Approver

HR-CheckMore

Exit

Application Type : EB SEKATAN

Appl. Date :

Application ID :

Version : 1

Status :

Personnel No :

IC No :

Name :

Employee Details

Download Service Record

Basic InfoPerformanceUnpaid LeavesGrievancesExamination DetailsEducationTraining

Employee Group :

Subgroup :

Personnel Area :

Subarea :

Position :

Pay Scale Group :

Est. Salary Scale :

Date of Birth :

Salary (\$) :

Age :

Length of Service :

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**.

SystemHelp

<SAP

Application List - Department Approver

SubmitRework to AdminRejectMore

Exit

Application DetailsDocument UploadApplication History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Date Reached Maximum Salary

(Tarikh Mencapai Gaji Maksima):

Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position

(Tarikh Lantikan Jawatan

Sekarang):

Annual Increment Date (Tarikh

Kenaikan Gaji Tahunan):

Enter

14. Review the following details.

System
Help

Application List - Department Approver

Submit
Reject
Rework to Admin
More

Exit

Application Details
Document Upload
Application History

First Joined Date (Tarikh Lantikan Pertama):

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	01.10.2023	31.12.9999				
3	25.09.2023	30.09.2023				

Date of Promotion to Present
Grade (Tarikh Dinaikkan)
Pangkat Ke Tingkatan
Sekarang :

Date of Commencement of
Present Salary (Tarikh Mula
Mencapai Gaji Sekarang):

Proposed :
Department
Treasury Department
JPA

Enter

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

System Help

< >

SAP Application List - Department Approver

15

Submit Reject Rework to Admin More

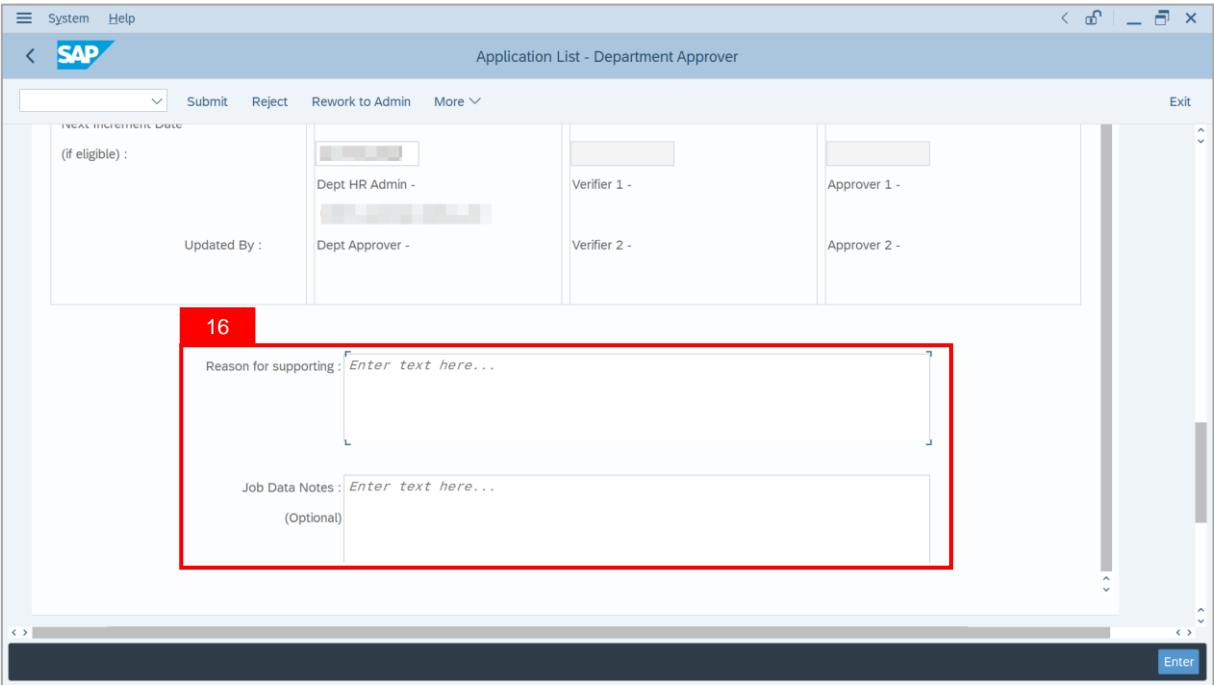
Exit

Proposed :	Department	Treasury Department	JPA
Increment Start Date (Kenaikan Gaji Sekarang)			
Bertarikh Dari:			
Payscale Type :			
Payscale Area :			
Payscale Group & Level :	Level:	Level:	Level:
Est. Salary Scale			
Salary (\$)		0.00	0.00
(Gaji Yang Disokong) :			
Employee's eligibility to annual increment :	00 Kenaikan Ditahan		
Next Increment Date (if eligible) :			
Updated By :	Dept HR Admin - 	Verifier 1 - 	Approver 1 -
	Dept Approver - 	Verifier 2 - 	Approver 2 -

< >

Enter

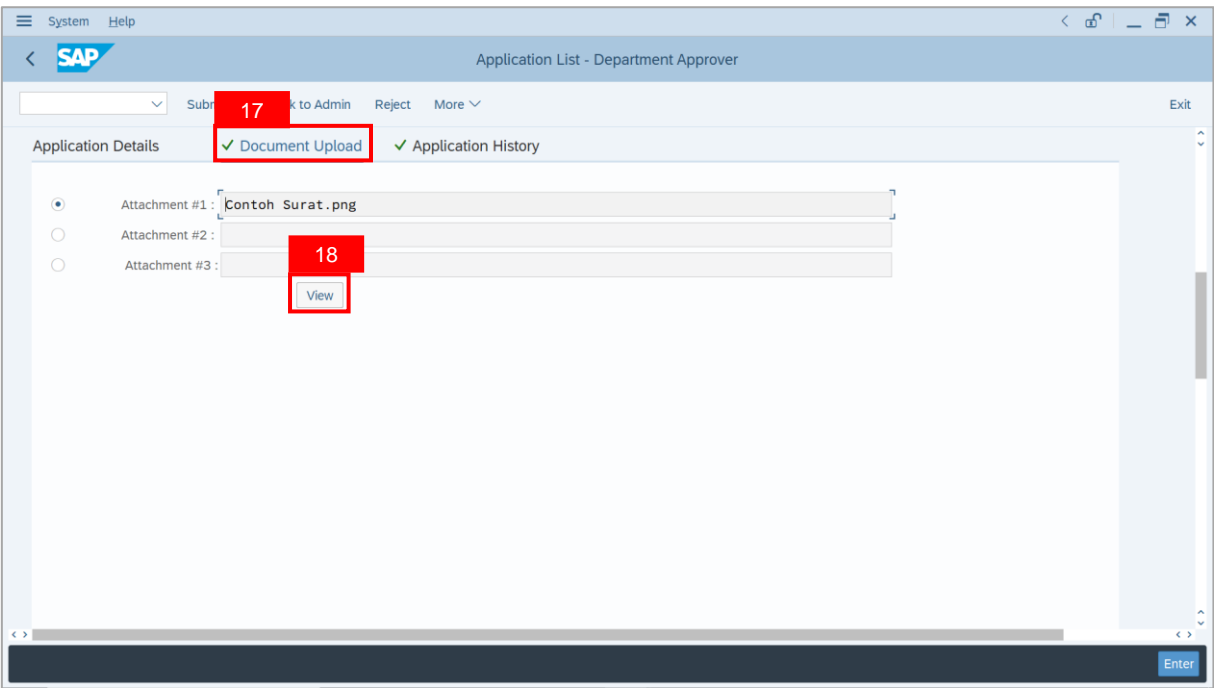
16. Review **Reason for supporting** and **Job Data Notes**.



The screenshot shows the SAP 'Application List - Department Approver' interface. At the top, there are tabs for 'Submit', 'Reject', 'Rework to Admin', and 'More'. Below these, there are fields for 'Dept HR Admin -', 'Verifier 1 -', 'Approver 1 -', 'Updated By:', 'Dept Approver -', 'Verifier 2 -', and 'Approver 2 -'. A red box highlights the 'Reason for supporting' and 'Job Data Notes' fields, with a red '16' label next to it. The 'Reason for supporting' field contains the text 'Enter text here...' and the 'Job Data Notes' field contains the text 'Enter text here...' and '(Optional)'.

17. Navigate to **Document Upload** tab.

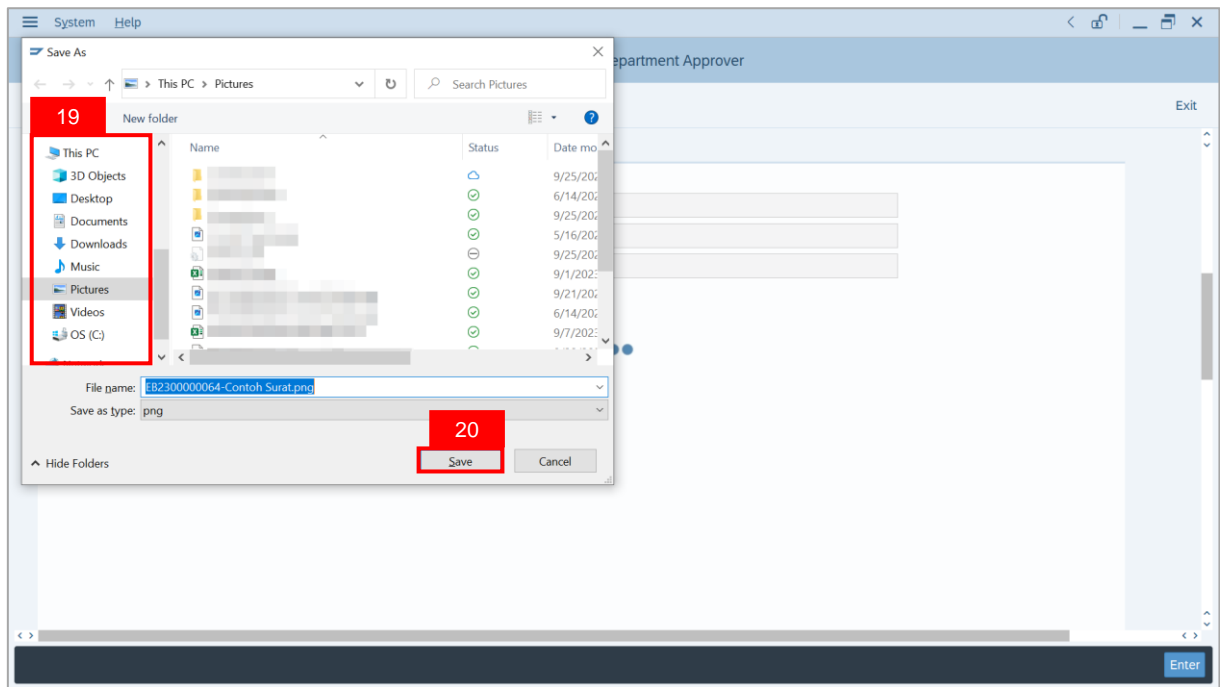
18. Select **Attachment** and click on **View** button to download.



The screenshot shows the SAP 'Application List - Department Approver' interface. At the top, there are tabs for 'Submit', 'Reject', 'Rework to Admin', and 'More'. Below these, there are fields for 'Dept HR Admin -', 'Verifier 1 -', 'Approver 1 -', 'Updated By:', 'Dept Approver -', 'Verifier 2 -', and 'Approver 2 -'. A red box highlights the 'Document Upload' tab, with a red '17' label next to it. Below the tab, there are fields for 'Attachment #1', 'Attachment #2', and 'Attachment #3'. A red box highlights the 'View' button next to the 'Attachment #1' field, with a red '18' label next to it. The 'Attachment #1' field contains the text 'Contoh Surat.png'.

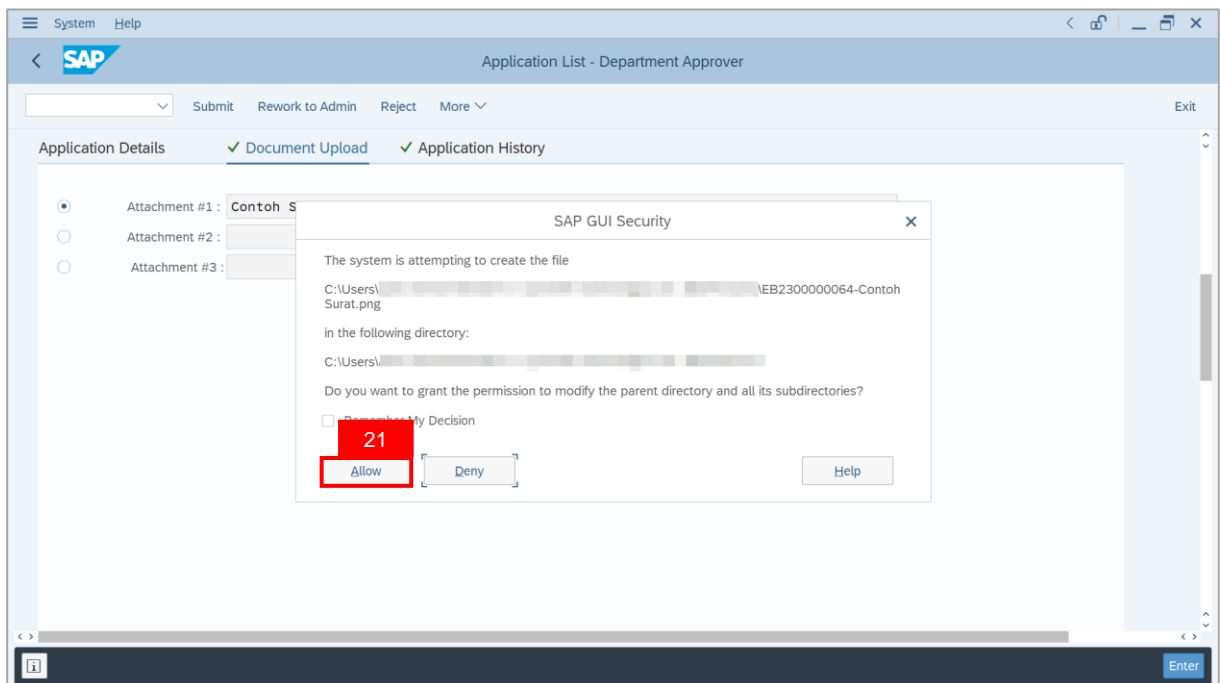
19. Select **File Location**.

20. Click on **Save** button.



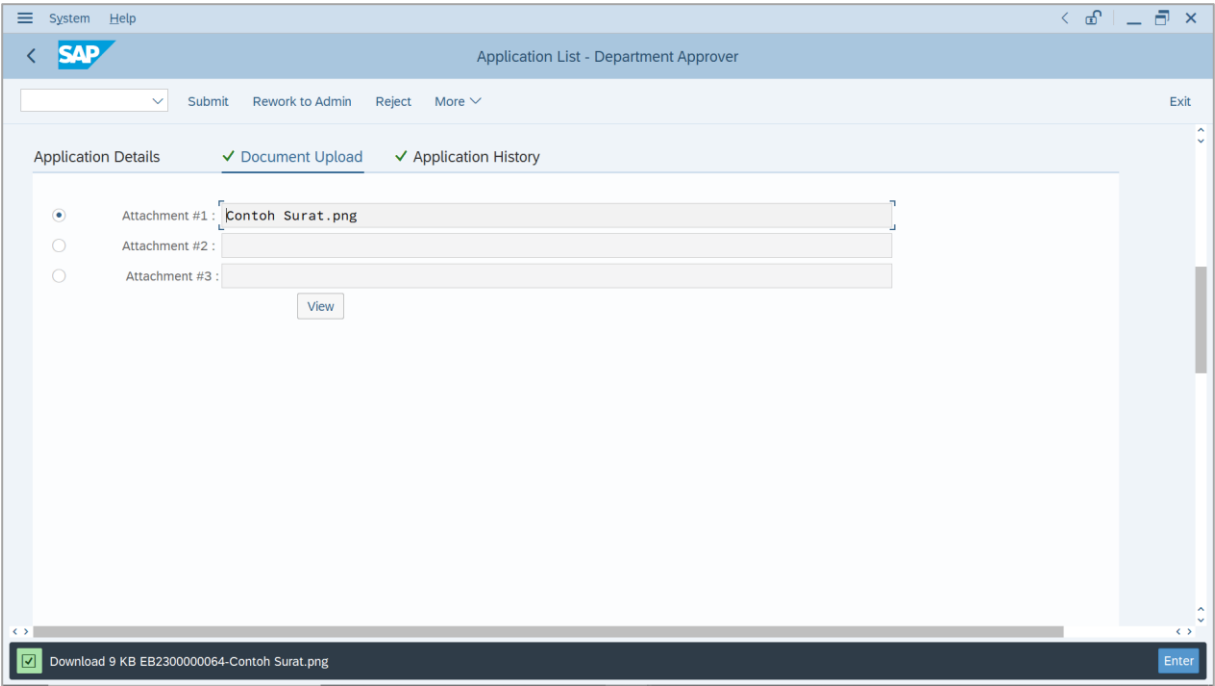
Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



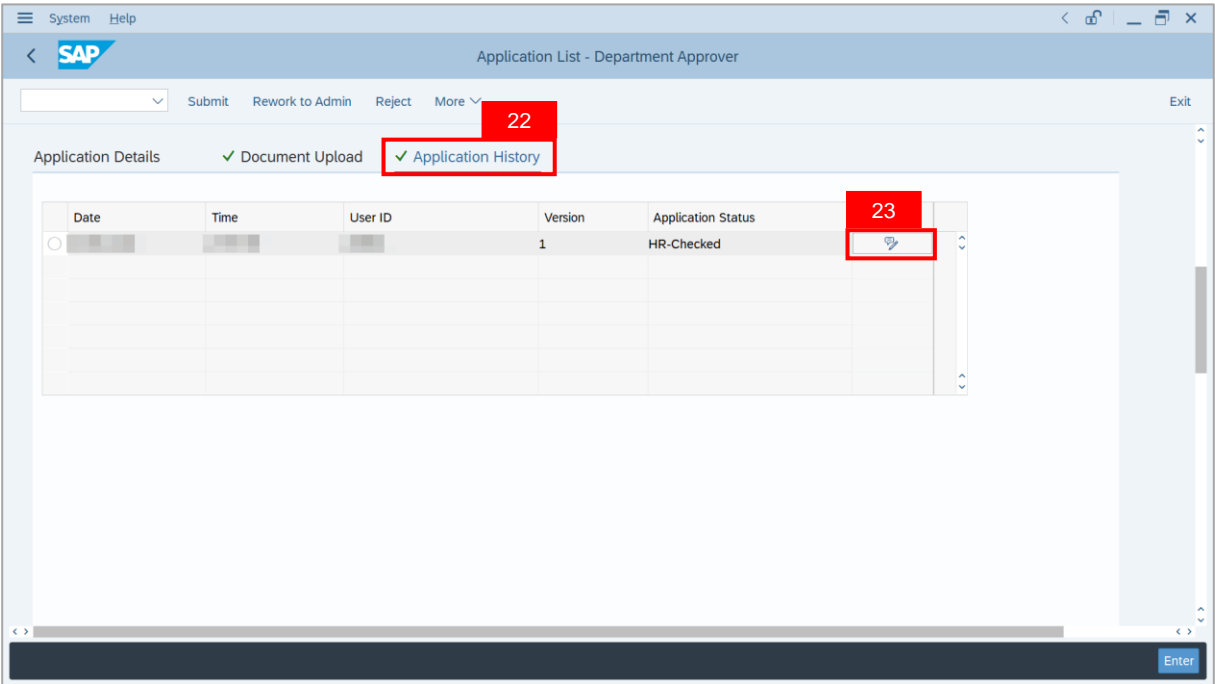


Note: The **Attachment** has successfully been downloaded.

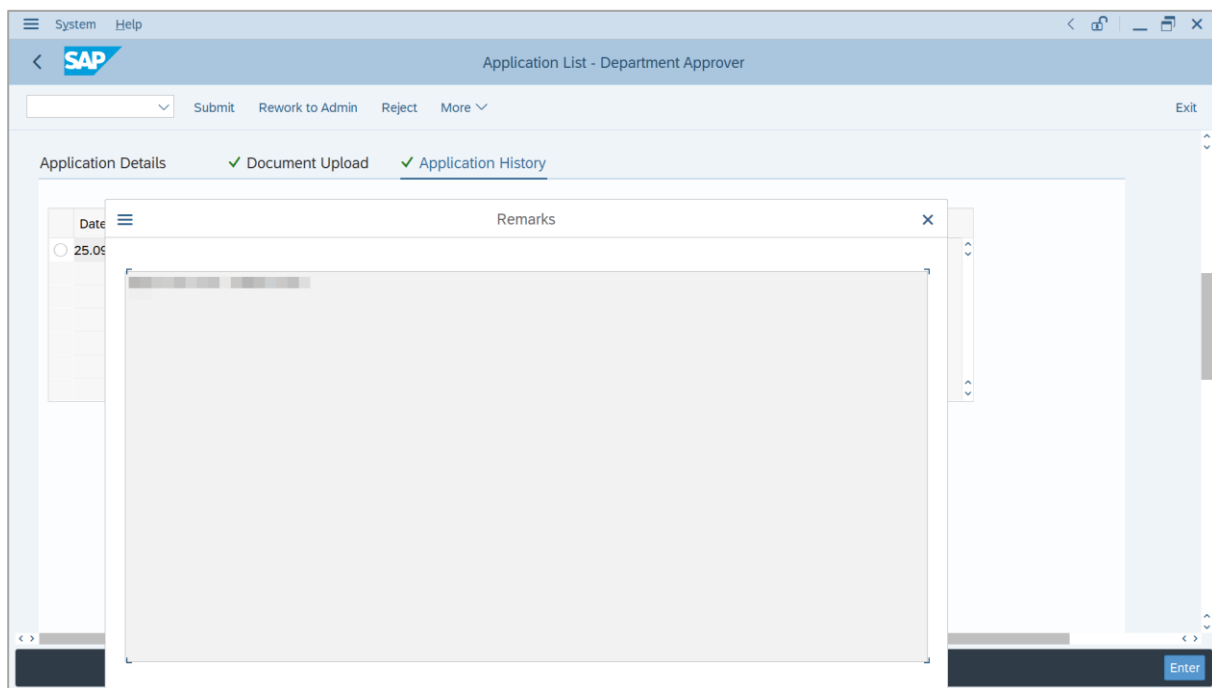


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



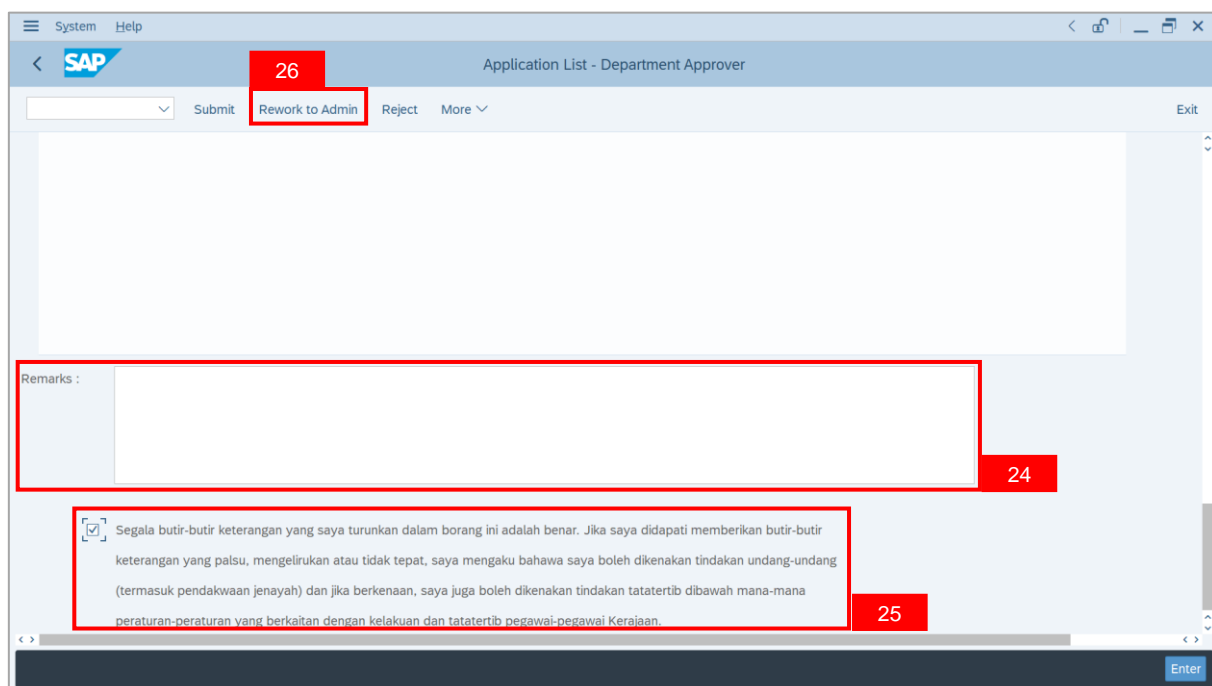
Note: The **Remarks** page will be displayed.



24. Enter the **Remarks** for why the application is reworked.

25. Tick on **Declaration** checkbox.

26. Click on **Rework to Admin** button.



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

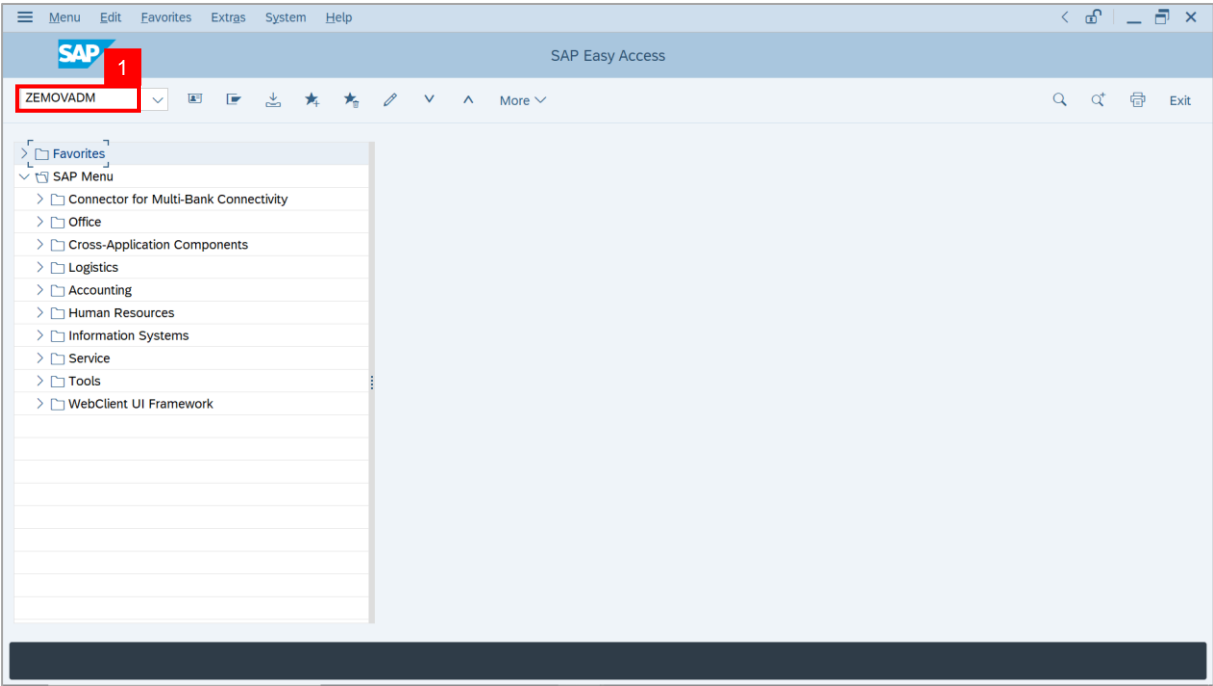
[illegible]



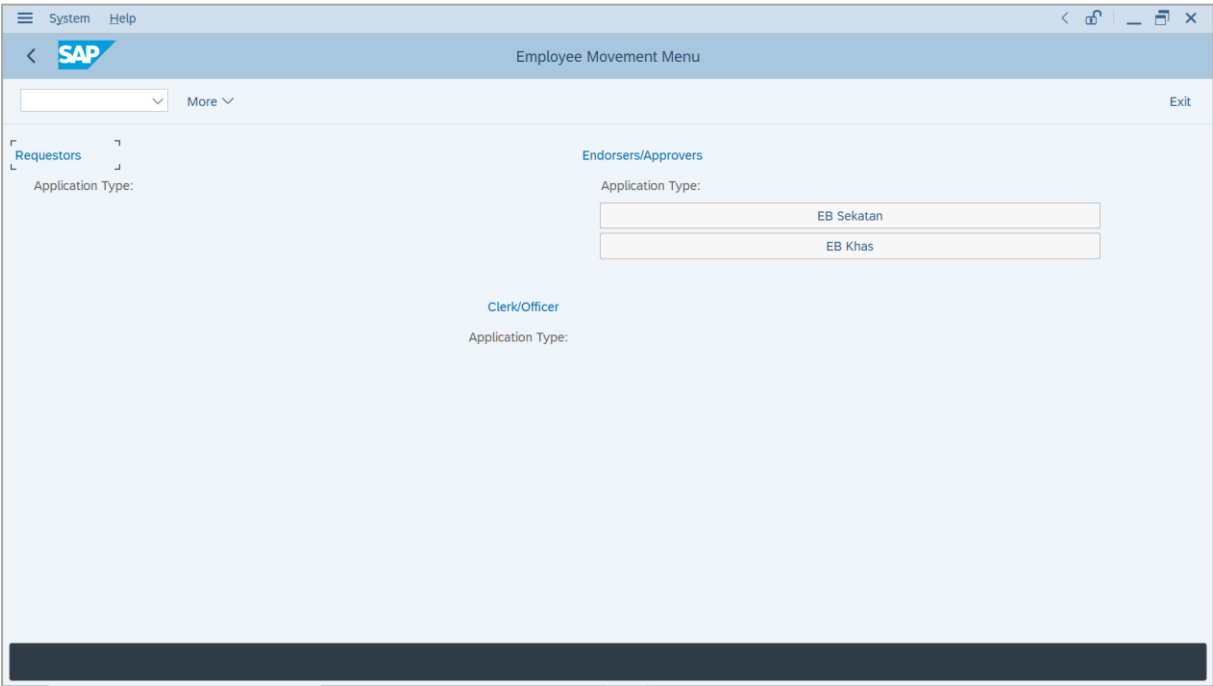
REJECT APPLICATION	Backend User
	Department Approver

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

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



Note: Employee Movement Menu page will be displayed.





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

The screenshot shows the SAP Employee Movement Menu. On the left, there is a 'Requestors' section with an 'Application Type:' label. On the right, there is an 'Endorsers/Approvers' section with an 'Application Type:' label. Below this label, there is a list of application types: 'EB Sekatan' and 'EB Khas'. The 'EB Sekatan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. At the bottom, there is a 'Clerk/Officer' section with an 'Application Type:' label.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. It contains several input fields: 'Personnel Area', 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. The 'Personnel Area' field is highlighted with a red box. At the bottom, there is a message bar that says 'Fill out all required entry fields View details' and an 'Execute' button.

5. Click on **Execute** button.

Program Edit Goto 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 Execute

6 Fill out all required entry fields View details

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

[illegible]

7. Click on **Change** icon.

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

34



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

The screenshot shows the SAP 'Application List - Department Approver' interface. At the top, there are navigation tabs: 'System' and 'Help'. Below them is a header bar with the SAP logo and the title 'Application List - Department Approver'. A dropdown menu is open, showing options: 'Submit', 'Rework to Admin', 'Reject', and 'More'. The main area displays application details for 'EB SEKATAN'. Fields include 'Application ID', 'Version: 1', 'Status: HR-Checked', 'Personnel No', 'IC No', and 'Name'. Below this is the 'Employee Details' section with tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Download Service Record' button is highlighted with a red box and labeled with a red '8'.

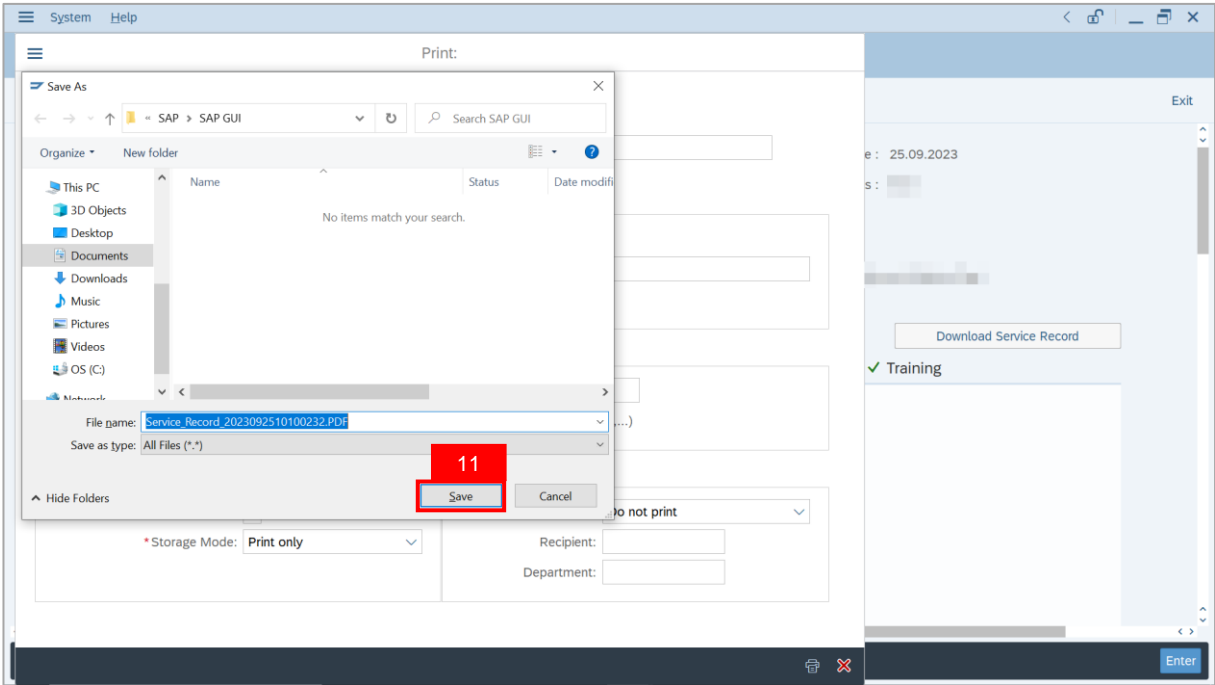
Note: The **Print** page will be displayed.

9. Enter 'LP01' under **Output Device**.

10. Click on **Print** icon.

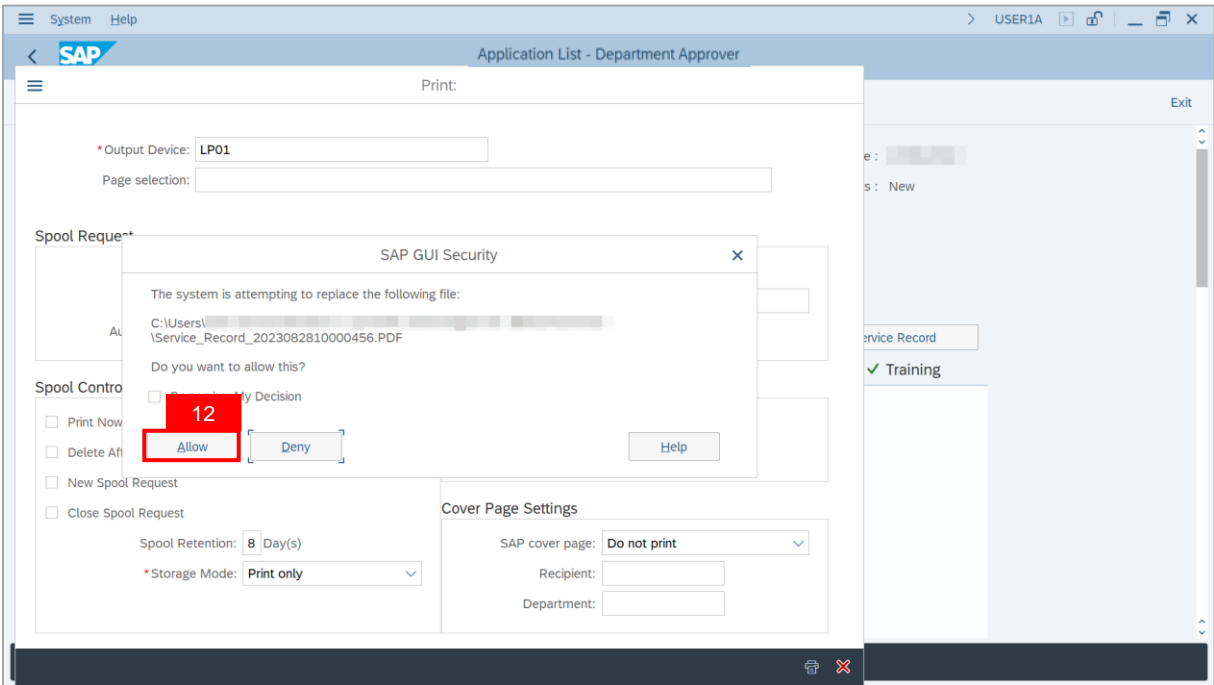
The screenshot shows the SAP 'Print' dialog box. The 'Output Device' field is set to 'LP01' and is highlighted with a red box labeled '9'. Below this is the 'Page selection' field. The 'Spool Request' section includes fields for 'Name' (SMART), 'USER1', 'Title', and 'Authorization'. The 'Spool Control' section has checkboxes for 'Print Now', 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. The 'Number of Copies' section has a 'Number' field set to '1' and a 'Group' checkbox. The 'Cover Page Settings' section has a 'SAP cover page' dropdown set to 'Do not print', and fields for 'Recipient' and 'Department'. The 'Print' icon is highlighted with a red box labeled '10'.

11. Select **File Location** and click on **Save** button.



Note: The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.





Note: The **Service Record** has successfully been downloaded.

SystemHelp

<SAP

Application List - Department Approver

HR-CheckMore

Exit

Application Type : EB SEKATAN

Appl. Date :

Application ID :

Version : 1

Status :

Personnel No :

IC No :

Name :

Employee Details

Download Service Record

Basic InfoPerformanceUnpaid LeavesGrievancesExamination DetailsEducationTraining

Employee Group :

Subgroup :

Personnel Area :

Subarea :

Position :

Pay Scale Group :

Est. Salary Scale :

Date of Birth :

Salary (\$) :

Age :

Length of Service :

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**.

SystemHelp

<SAP

Application List - Department Approver

SubmitRework to AdminRejectMore

Exit

13

Application DetailsDocument UploadApplication History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Date Reached Maximum Salary

(Tarikh Mencapai Gaji Maksima):

Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position

(Tarikh Lantikan Jawatan

Sekarang):

Annual Increment Date (Tarikh

Kenaikan Gaji Tahunan):

Enter



14. Review the following details.

SystemHelp

Application List - Department Approver

SubmitRejectRework to AdminMore

Exit

Application DetailsDocument UploadApplication History

First Joined Date (Tarikh Lantikan Pertama):

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	01.10.2023	31.12.9999				
3	25.09.2023	30.09.2023				

14

Date of Promotion to Present

Grade (Tarikh Dinaikkan)

Pangkat Ke Tingkatan

Sekarang :

Date of Commencement of Present Salary (Tarikh Mula)

Mencapai Gaji Sekarang:

Proposed :DepartmentTreasury DepartmentJPA

Enter

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

SystemHelp

Application List - Department Approver

SubmitRejectRework to AdminMore

Exit

Proposed :DepartmentTreasury DepartmentJPA

Increment Start Date (Kenaikan Gaji Sekarang Bertarikh 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) :

15

00 Kenaikan Ditahan

Dept HR Admin -

Updated By :Dept Approver -

0.00

Verifier 1 -

Verifier 2 -

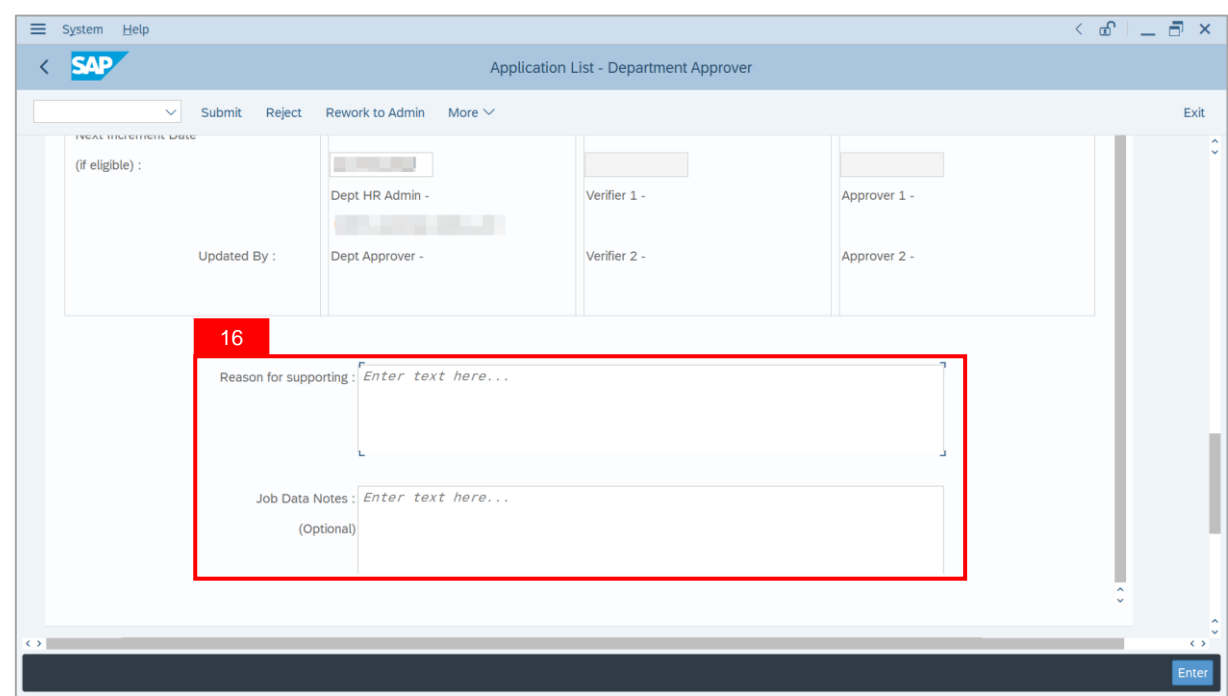
0.00

Approver 1 -

Approver 2 -

Enter

16. Review **Reason for supporting** and **Job Data Notes**.



System Help

Application List - Department Approver

Submit Reject Rework to Admin More

Exit

(if eligible) :

Updated By :

Dept HR Admin -

Dept Approver -

Verifier 1 -

Verifier 2 -

Approver 1 -

Approver 2 -

Reason for supporting : Enter text here...

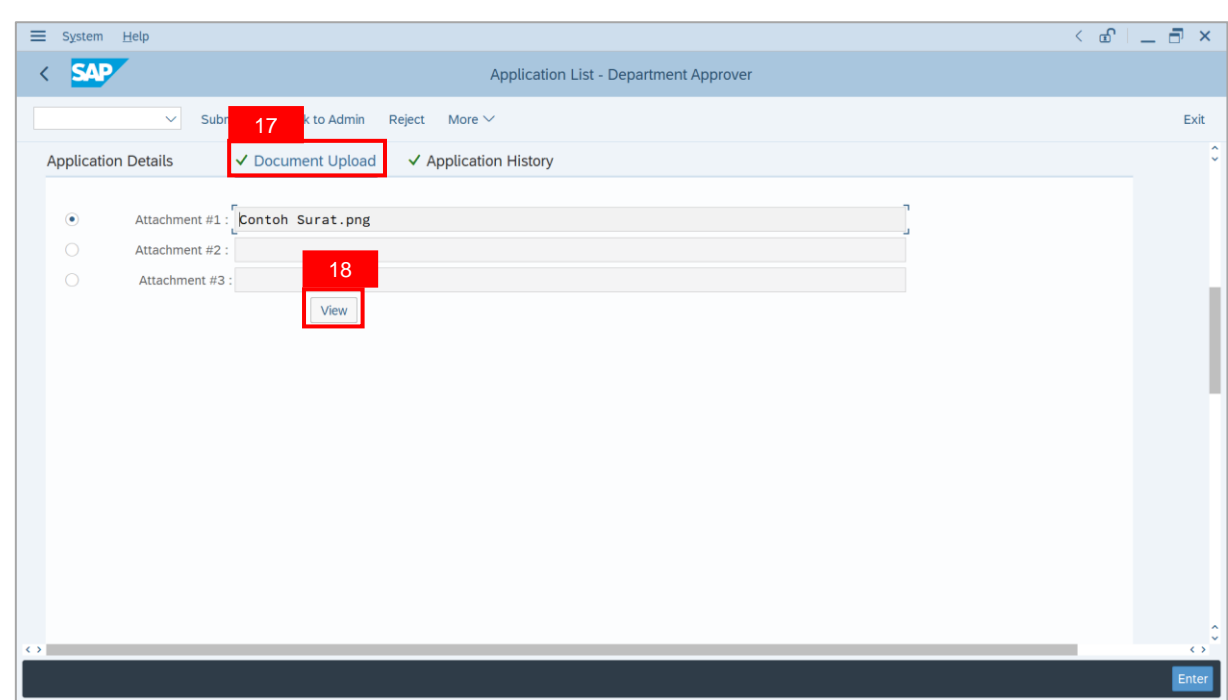
Job Data Notes : Enter text here...

(Optional)

Enter

17. Navigate to **Document Upload** tab.

18. Select **Attachment** and click on **View** button to download.



System Help

Application List - Department Approver

Submit Rework to Admin Reject More

Exit

Application Details

Document Upload Application History

Attachment #1 : Contoh Surat.png

Attachment #2 :

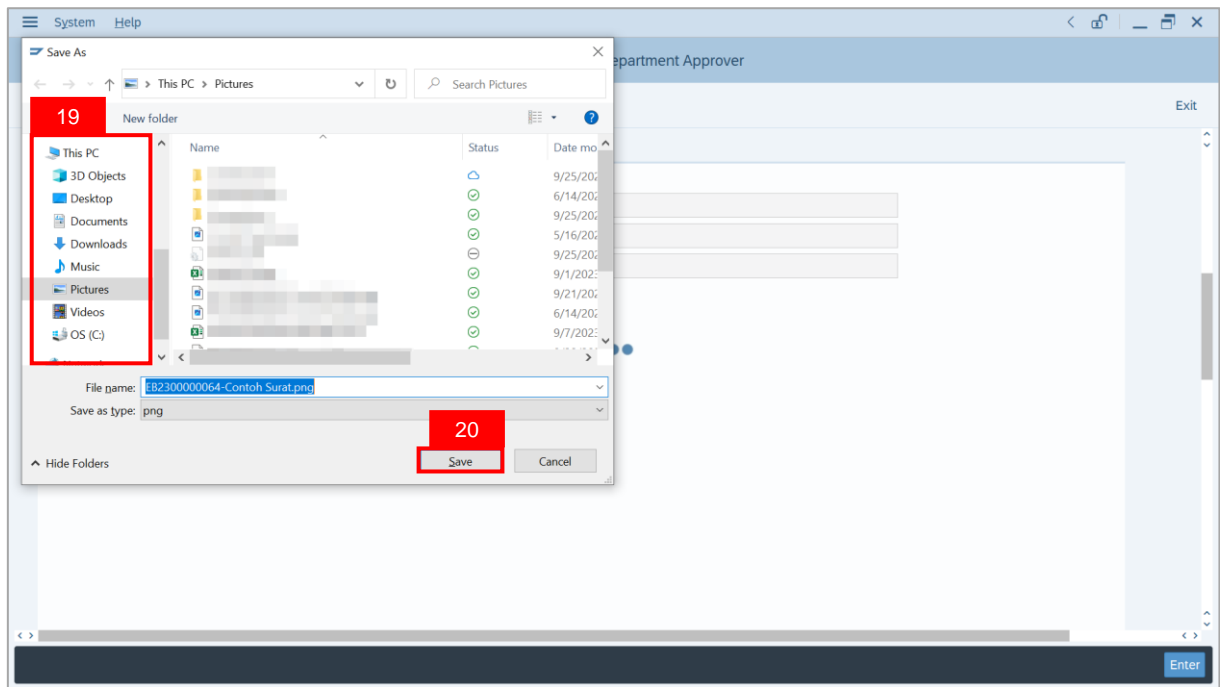
Attachment #3 :

View

Enter

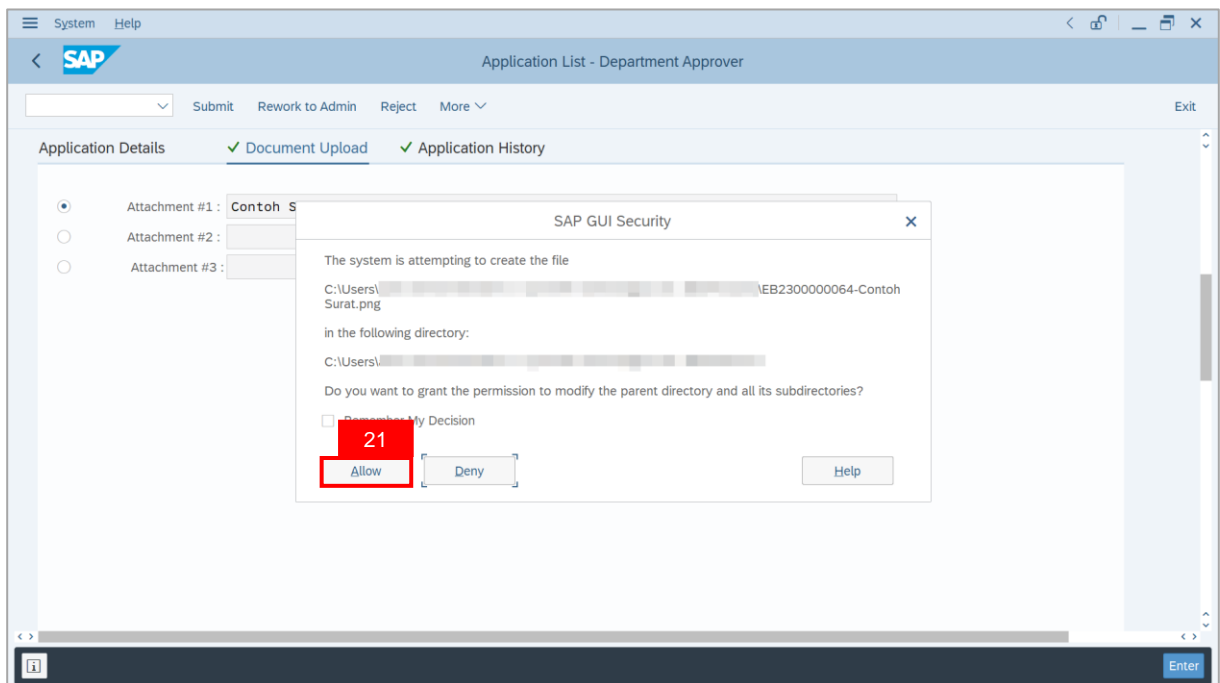
19. Select **File Location**.

20. Click on **Save** button.



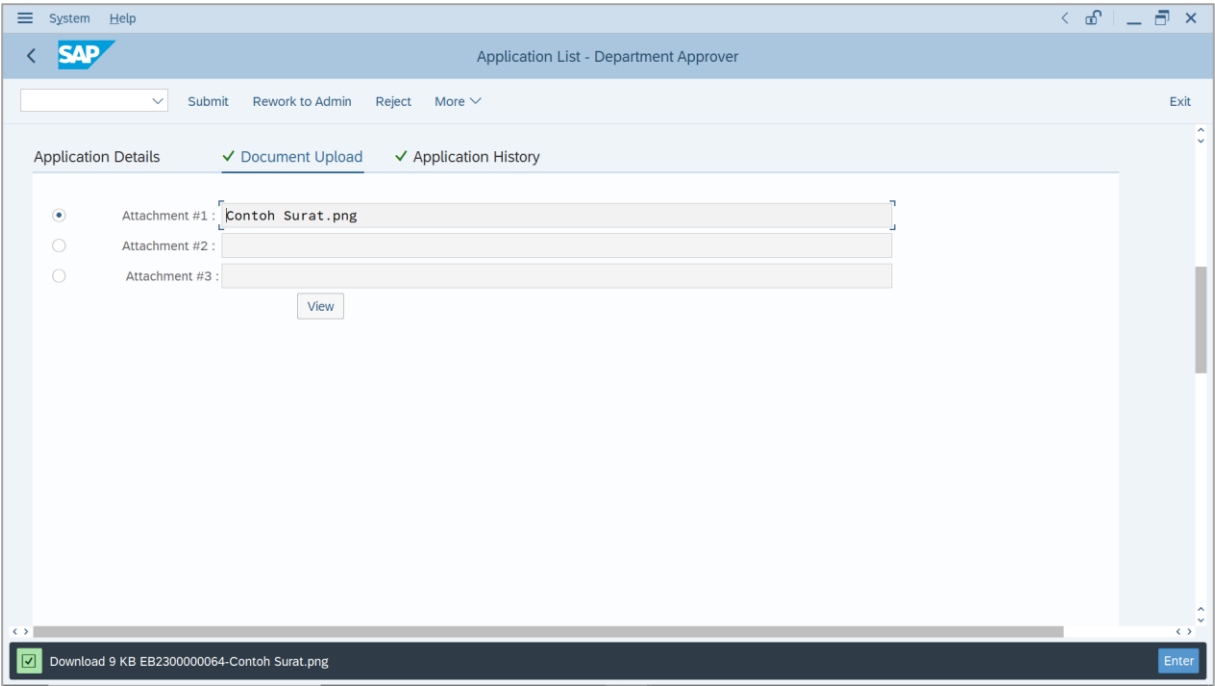
Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



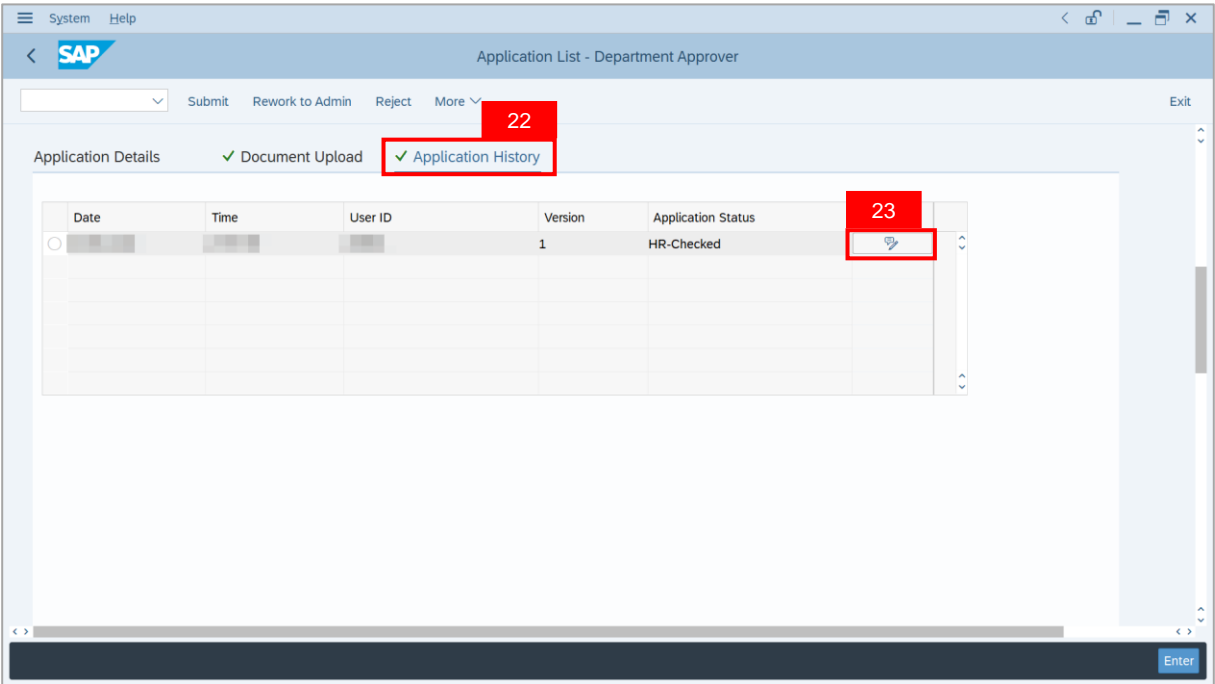


Note: The **Attachment** has successfully been downloaded.

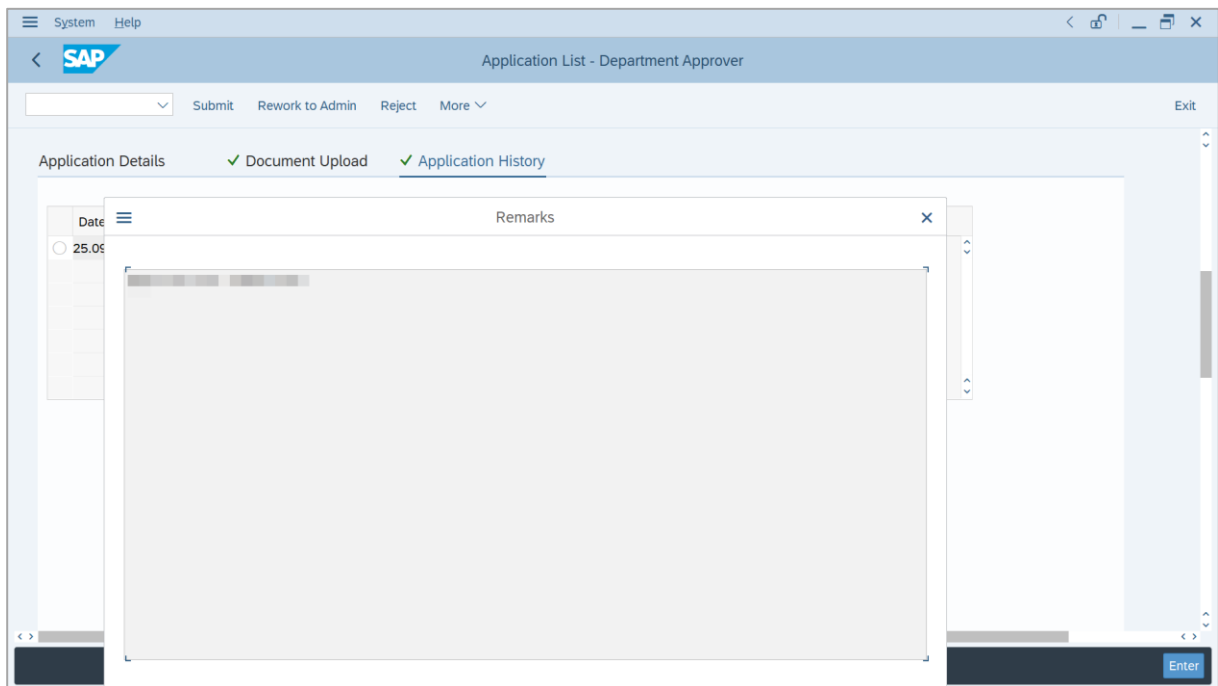


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



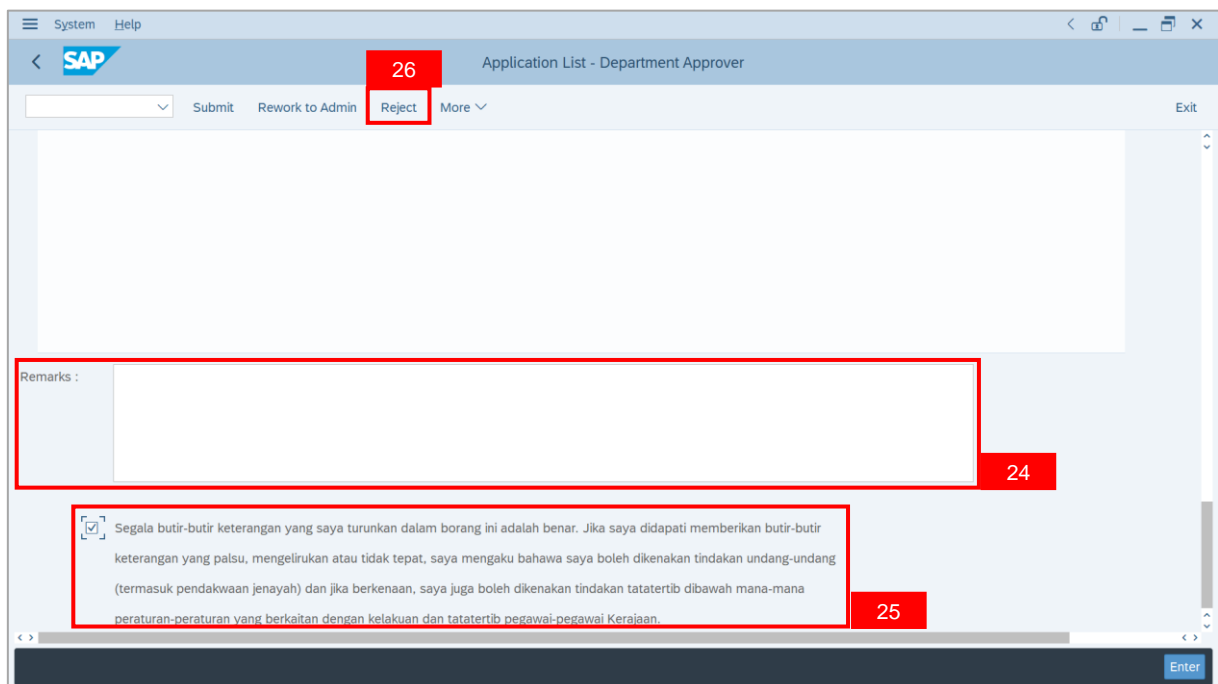
Note: The **Remarks** page will be displayed.



24. Enter the **Remarks** for why the application is rejected.

25. Tick on **Declaration** checkbox.

26. Click on **Reject** button.



Outcome: The **Application** has successfully been rejected.

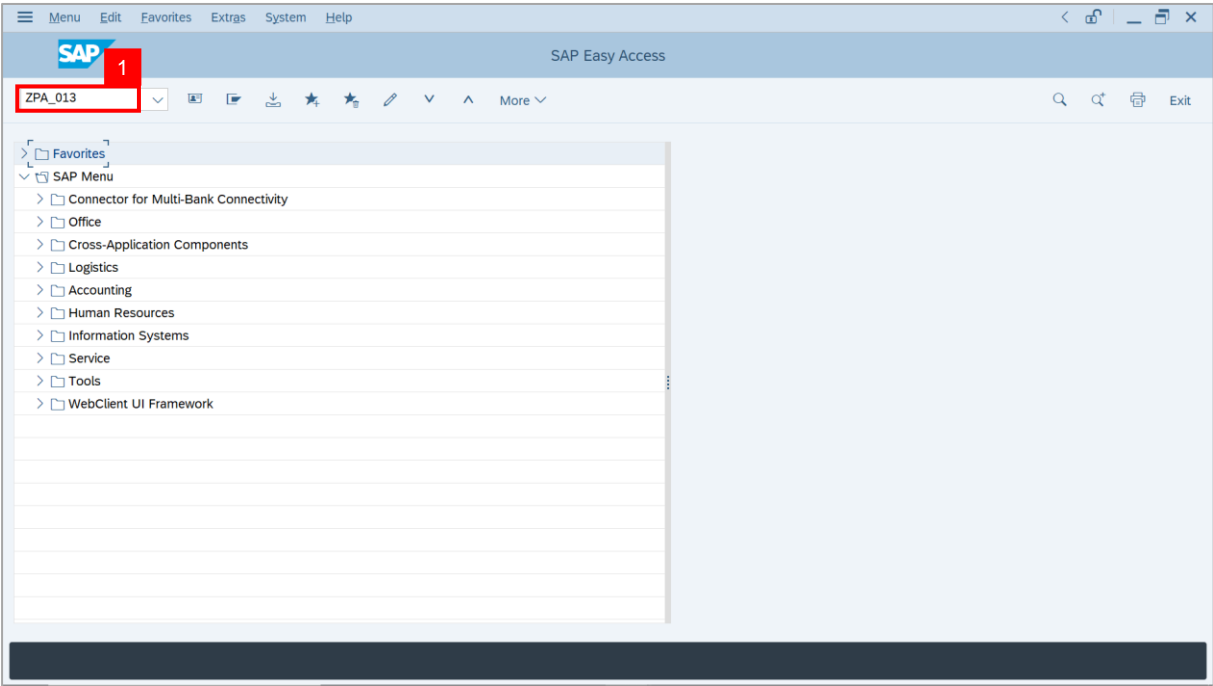
[illegible]



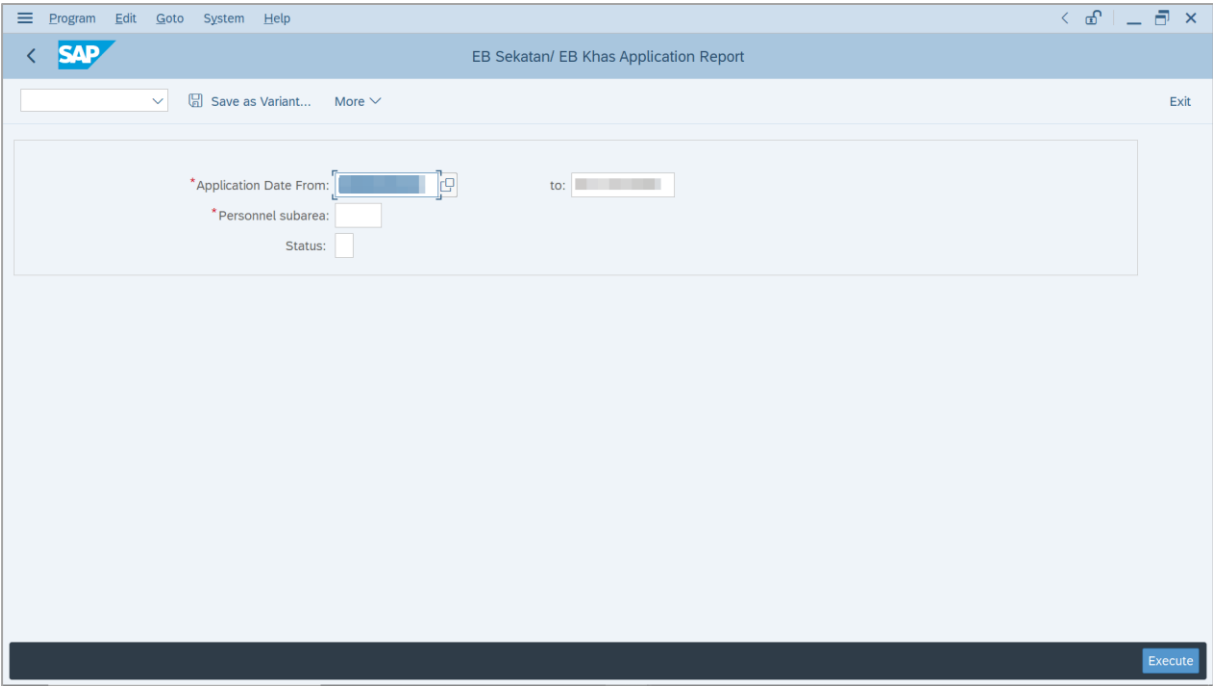
EB SEKATAN APPLICATION REPORT	Backend User
	Department Approver

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.

ProgramEditGotoSystemHelp

EB Sekatan/ EB Khas Application Report

Save as Variant...More

Exit

*Application Date From:to:2

*Personnel subarea:3

Status:

4Execute

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

ListEditGotoViewsSettingsSystemHelp

EB Sekatan/ EB Khas Application Report

SearchFilterRefreshGridColumnsLayoutPrintExportMore

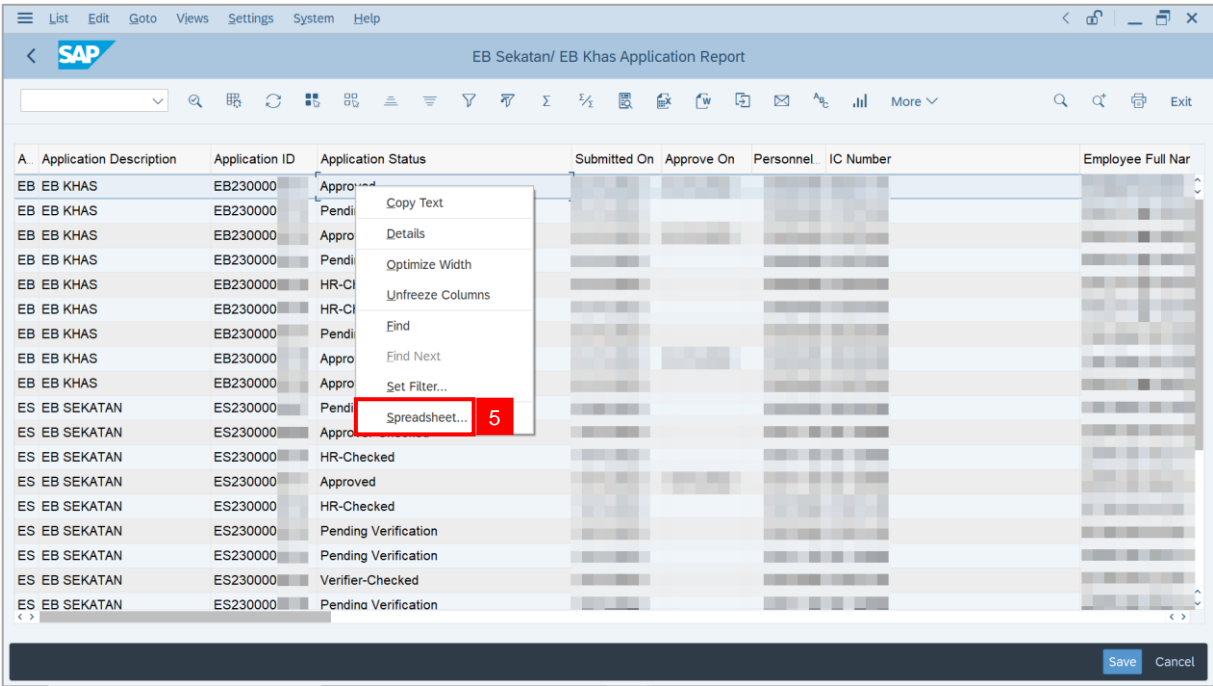
SearchFindPrintExit

A. Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	HR-Checked					
EB EB KHAS	EB230000	HR-Checked					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Approver-Checked					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Approver-Checked					
ES EB SEKATAN	ES230000	HR-Checked					
ES EB SEKATAN	ES230000	Approved					
ES EB SEKATAN	ES230000	HR-Checked					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Verifier-Checked					
ES EB SEKATAN	ES230000	Pending Verification					

SaveCancel

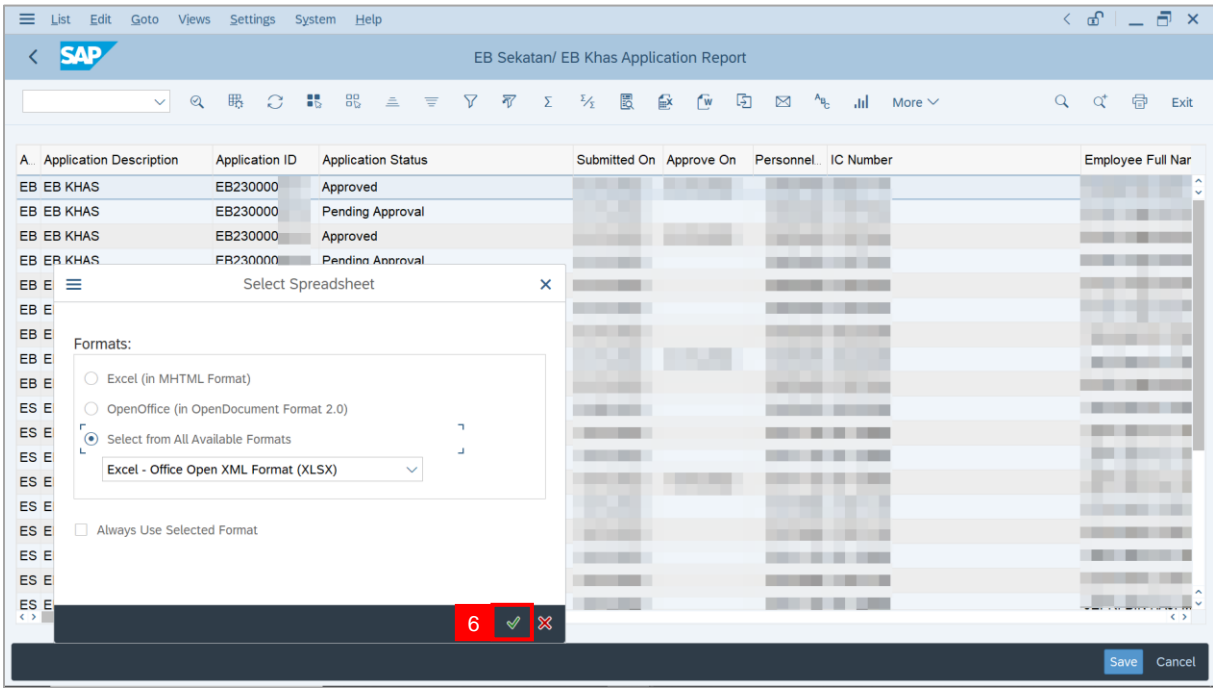


5. Click the right button on the **Mouse** and select **‘Spreadsheet’**.



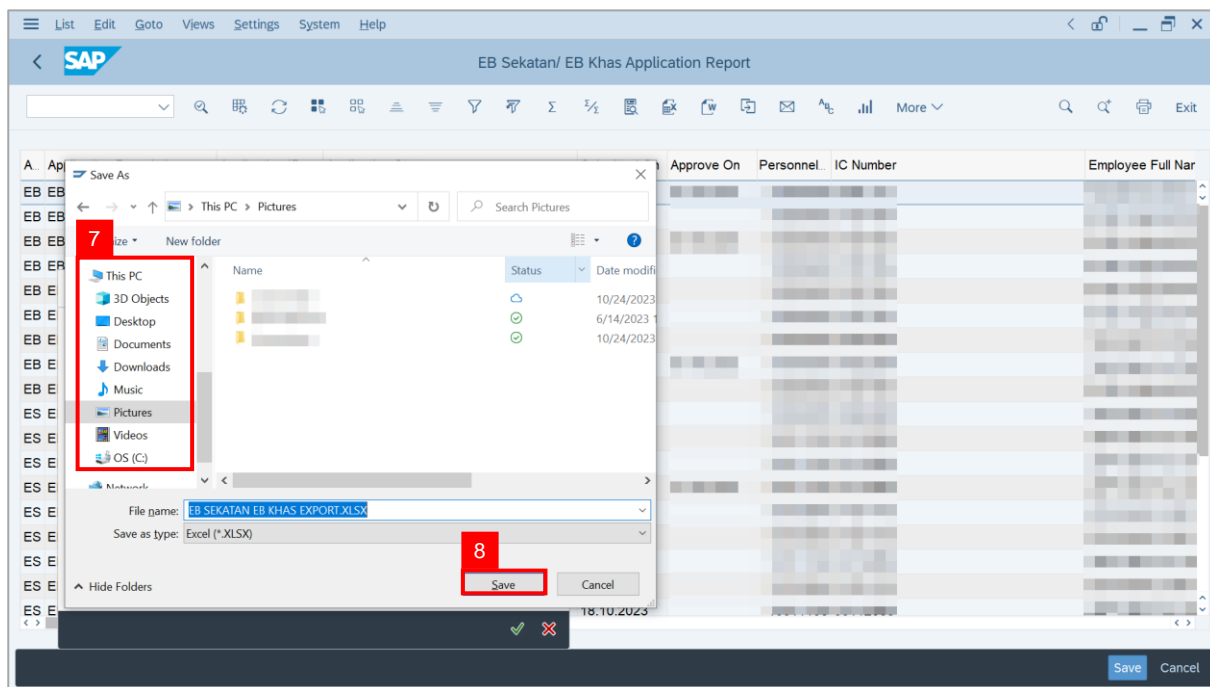
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



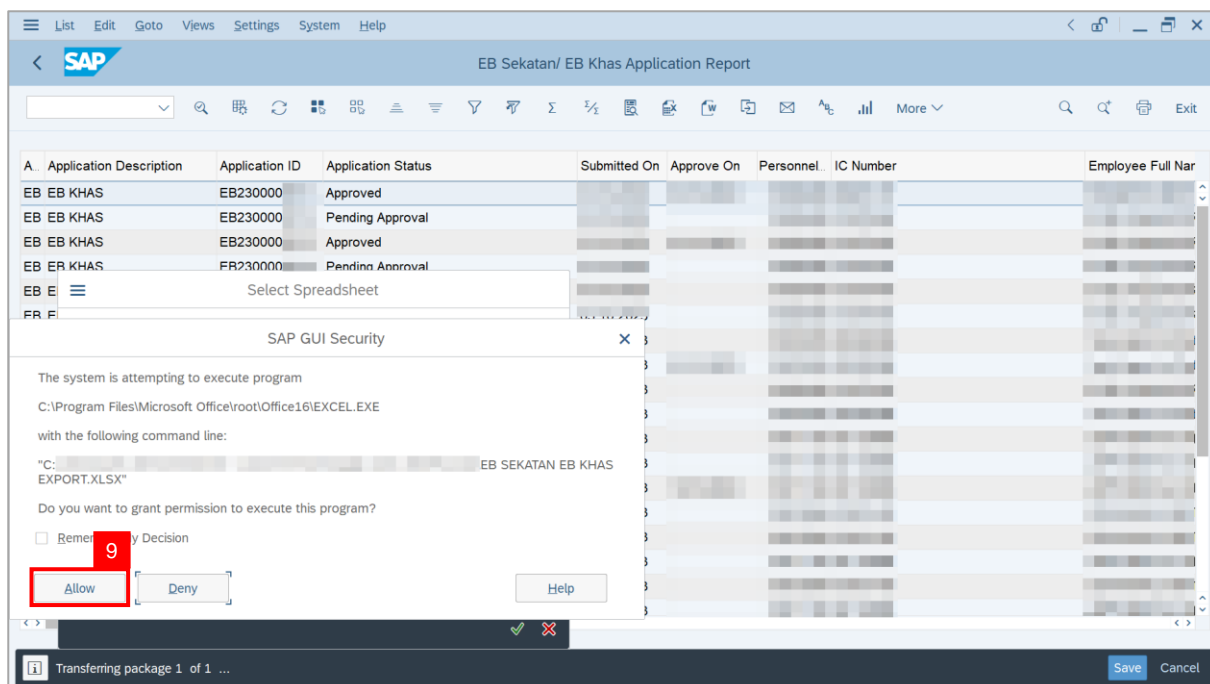
7. Select **File Location**.

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.

ListEditGotoViewsSettingsSystemHelp

EB Sekatan/ EB Khas Application Report

SearchFilterRefreshGridPrintExportMore

Exit

A.	Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	HR-Checked					
EB	EB KHAS	EB230000	HR-Checked					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Approver-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Approver-Checked					
ES	EB SEKATAN	ES230000	HR-Checked					
ES	EB SEKATAN	ES230000	Approved					
ES	EB SEKATAN	ES230000	HR-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Verifier-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					

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EB SEKATAN EB KHAS EXPORT.XLSX

SaveCancel