



SISTEM SUMBER MANUSIA

User Guide

For Department HR Administrator

Backend (SAP GUI)

Employee Movement (PA):

EB Sekatan

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Department HR Administrator (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

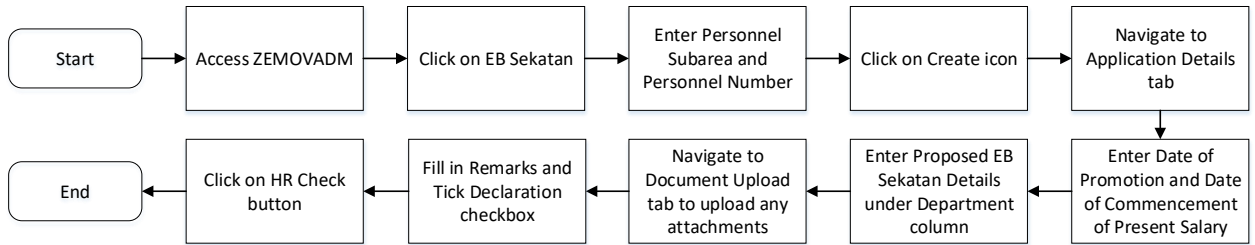
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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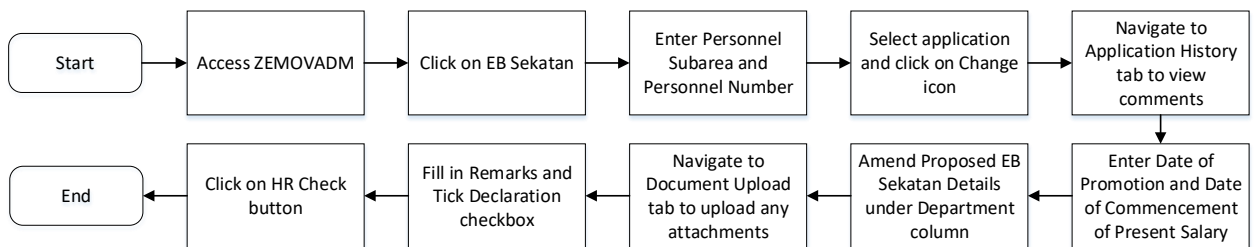
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Process Overview

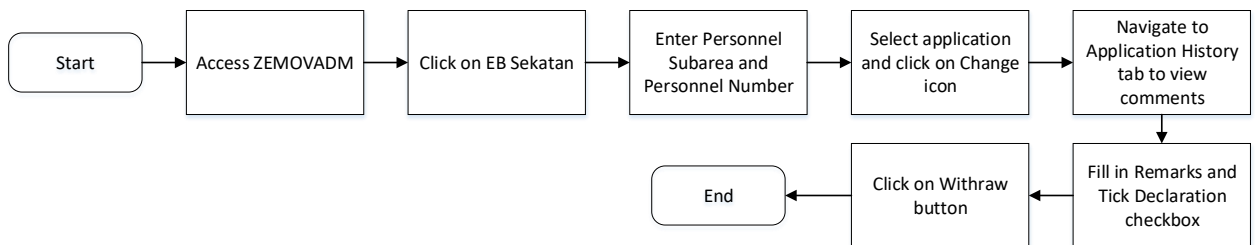
Check Application



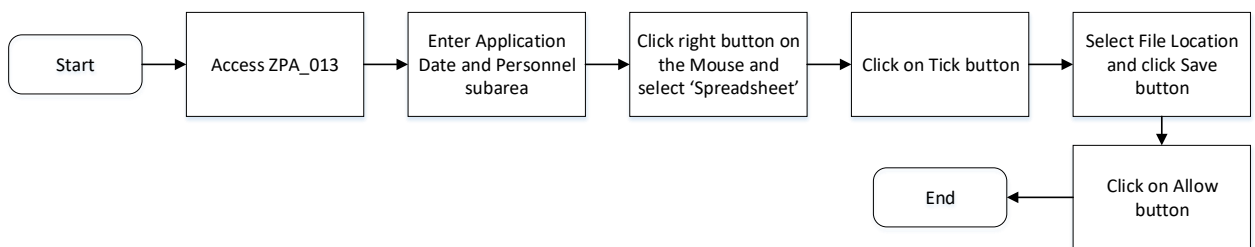
Edit and Recheck Application



Withdraw Application



EB Sekatan Application Report



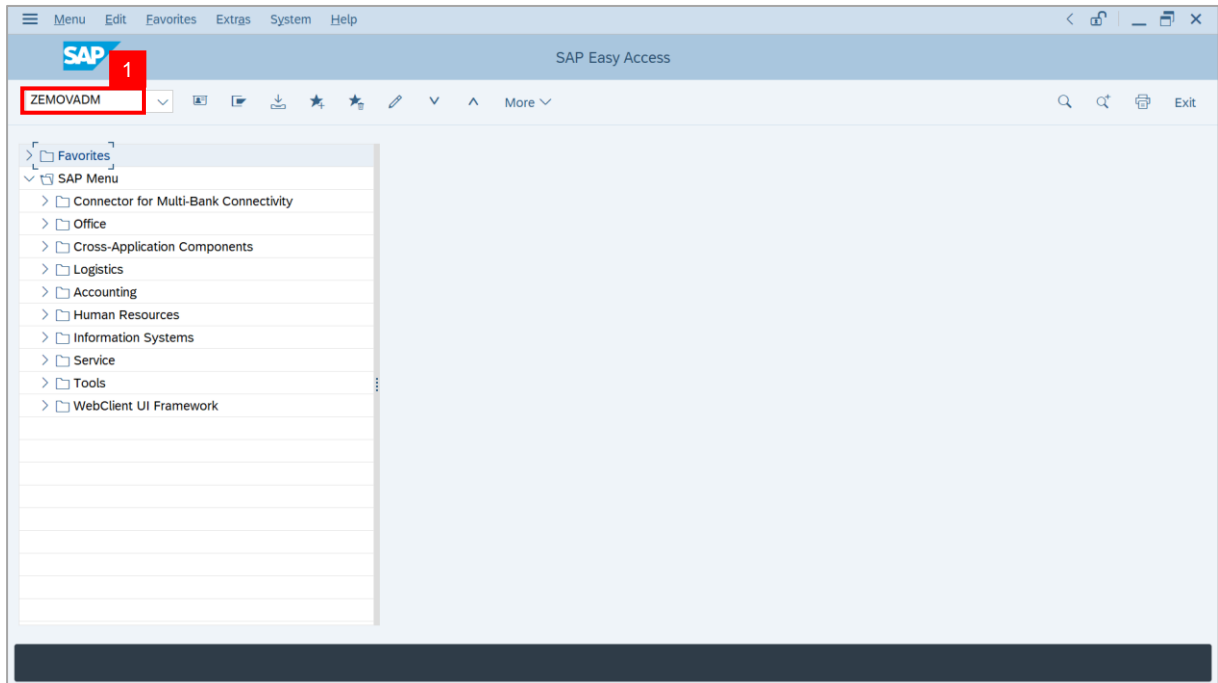
CHECK APPLICATION

Backend User

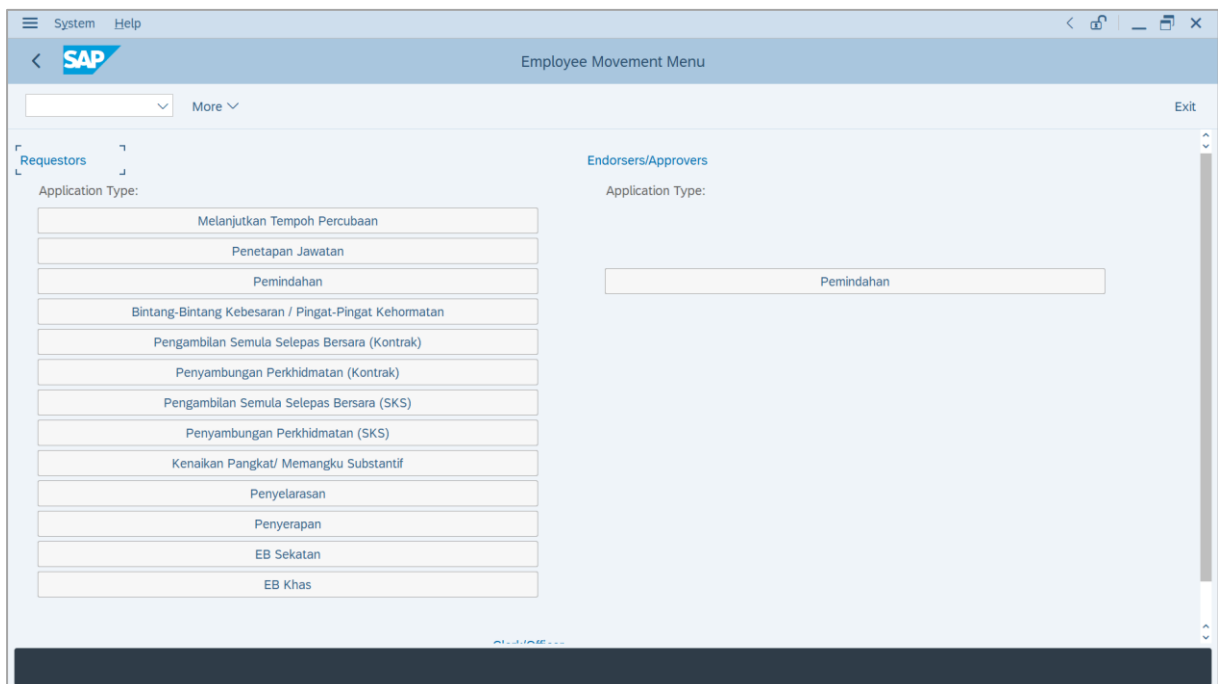
Department HR Administrator

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

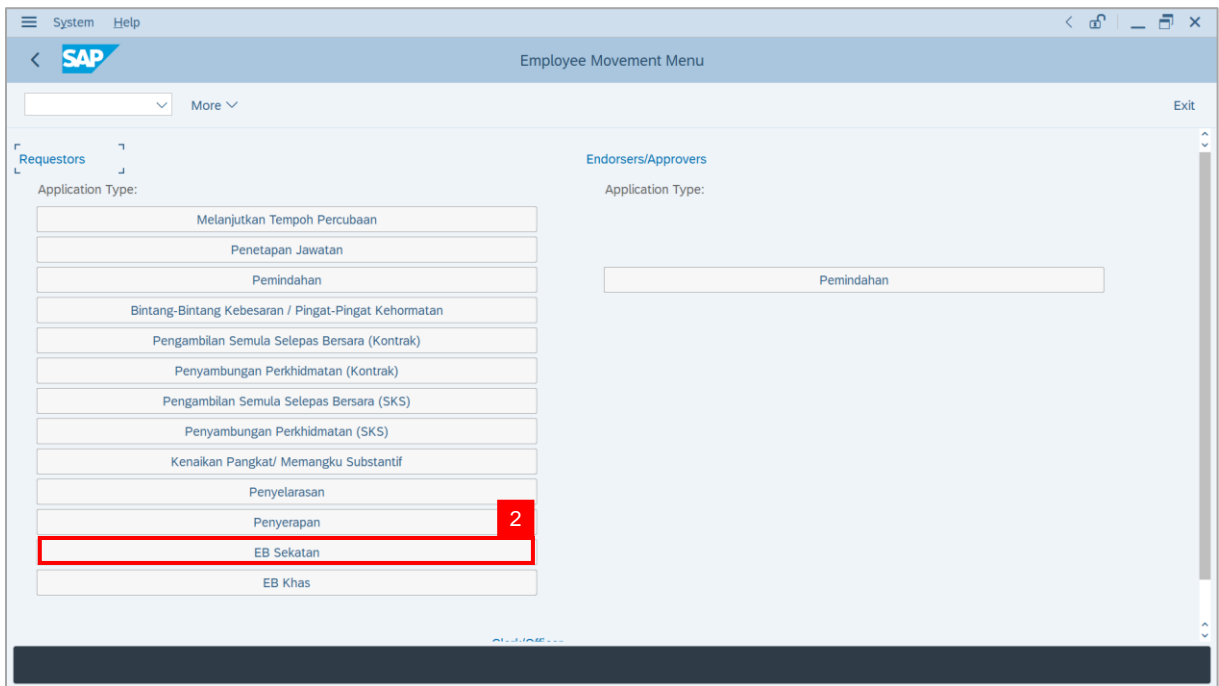
1. Enter **ZEMOVADM** in the search bar.



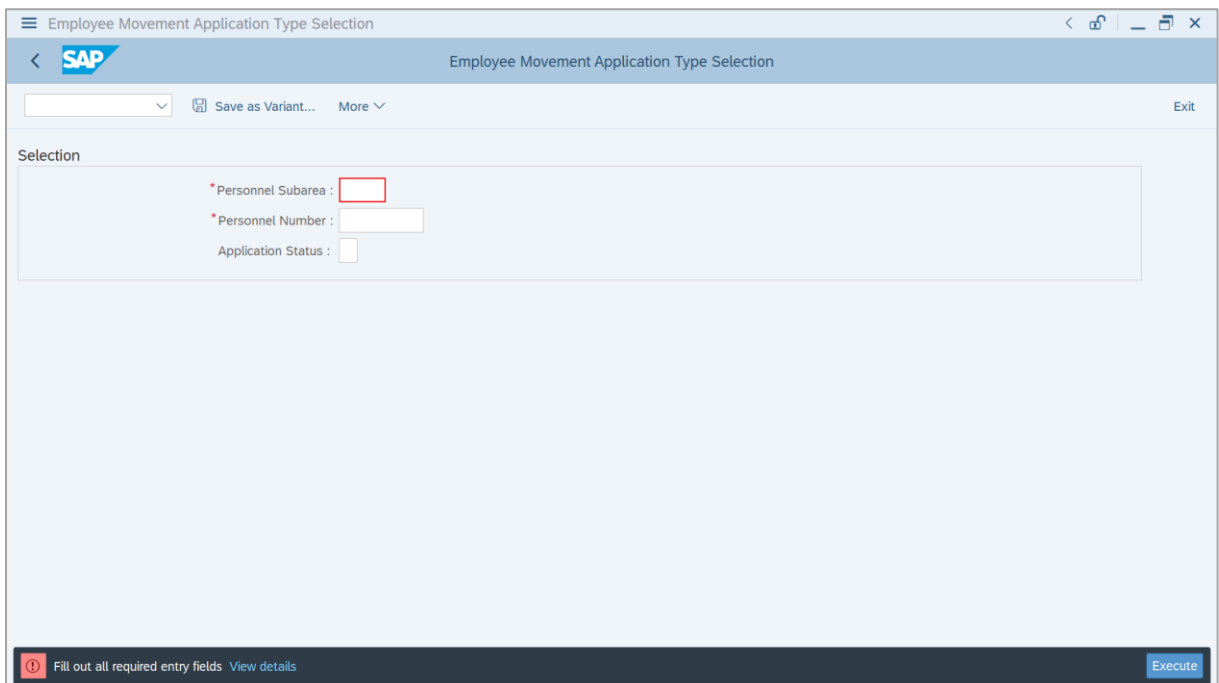
Note: Employee Movement Menu page will be displayed.



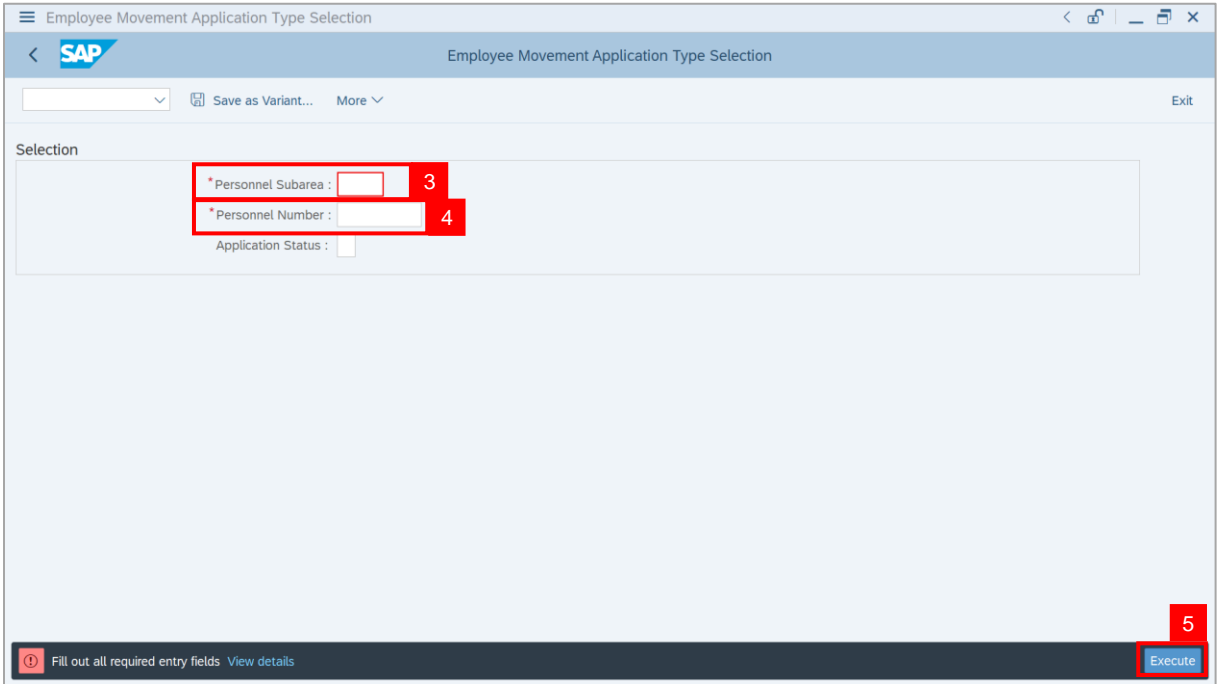
2. Under **Requestors: Application Type**, click on **EB Sekatan**.



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



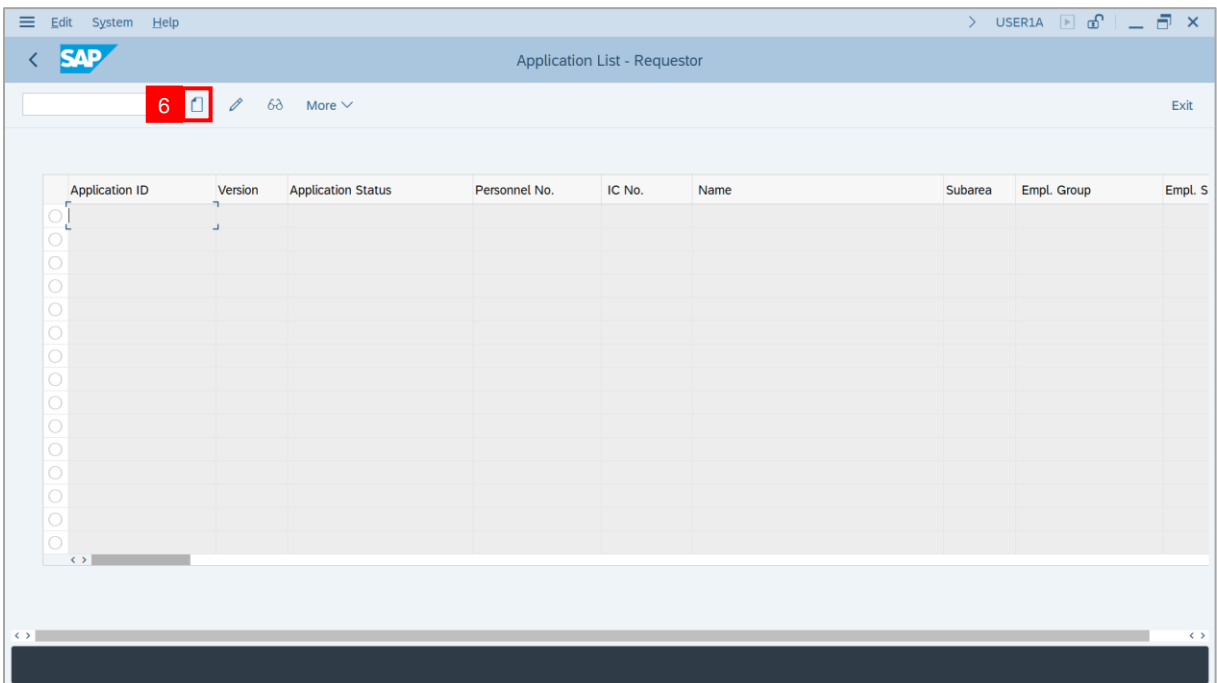
3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.



The screenshot shows the SAP 'Employee Movement Application Type Selection' dialog box. The 'Selection' section contains three input fields: '* Personnel Subarea', '* Personnel Number', and 'Application Status'. Red boxes with numbers 3 and 4 highlight the 'Personnel Subarea' and 'Personnel Number' fields, respectively. A red box with the number 5 highlights the 'Execute' button at the bottom right. A status bar at the bottom left contains a warning icon and the text 'Fill out all required entry fields View details'.

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

6. Click on **Create** icon.

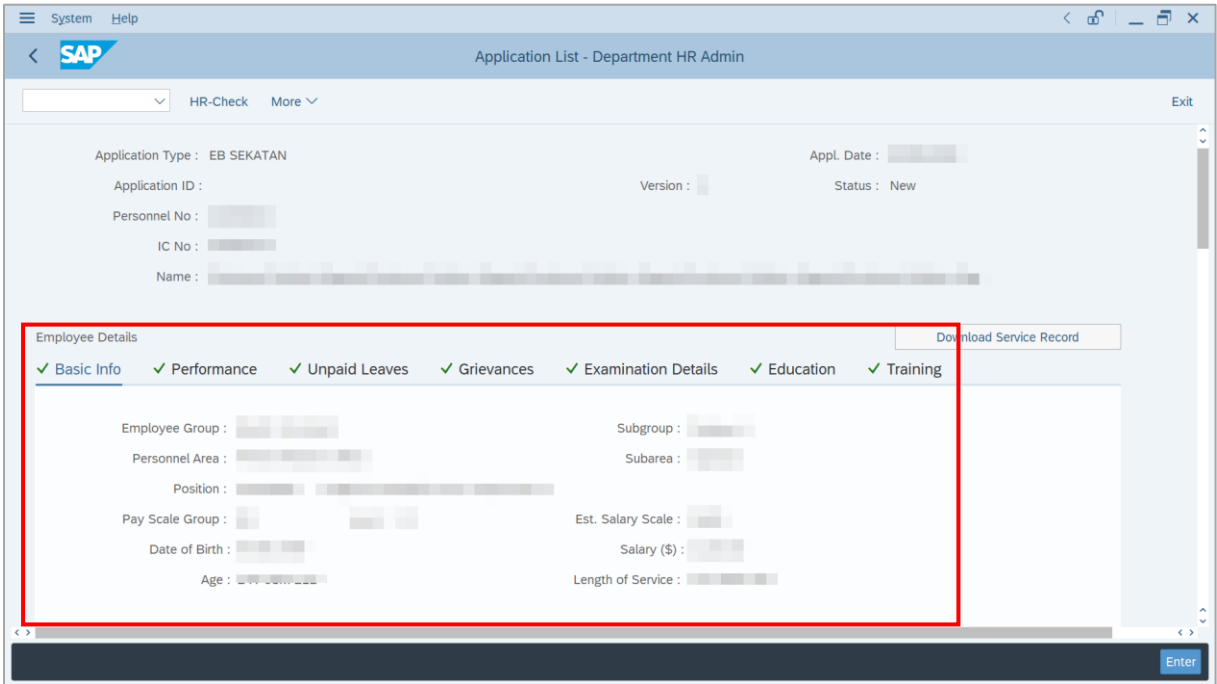


The screenshot shows the 'Application List - Requestor' table in SAP. The table has a header row with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. Below the header, there are several rows of data, each starting with a circular selection icon in the first column. A red box with the number 6 highlights the 'Create' icon (a document with a plus sign) in the top toolbar.

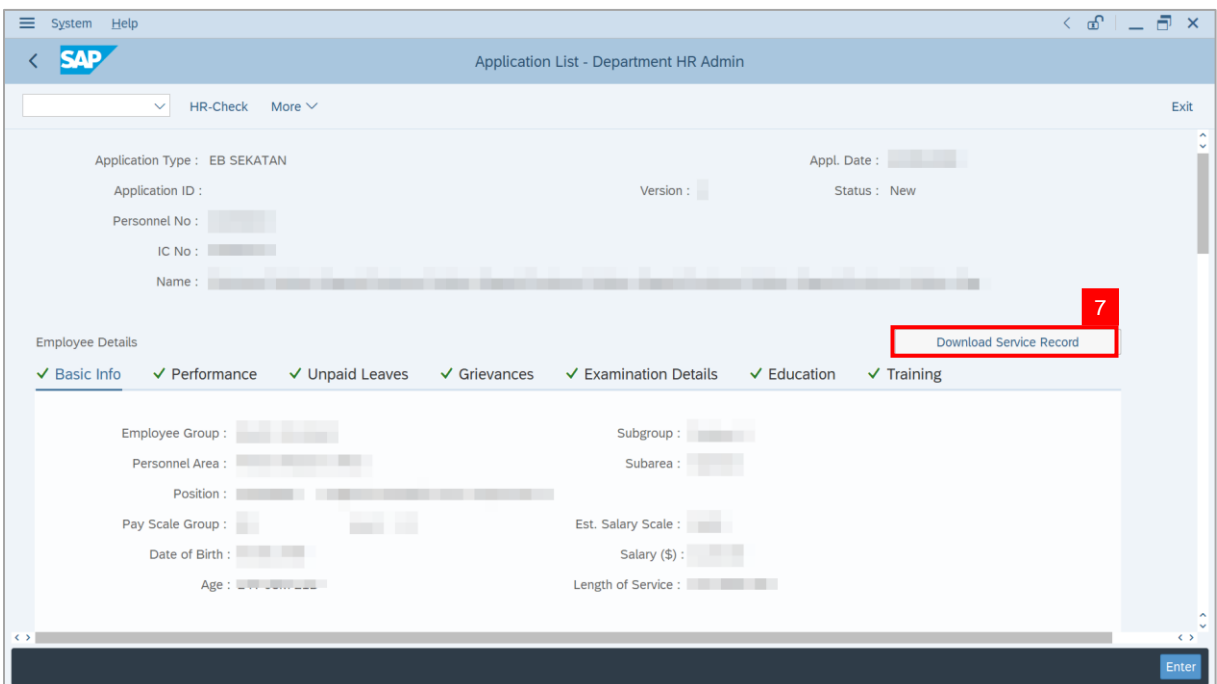
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S

Note: The **Application List – Department HR Admin** page will be displayed.

i) **Department HR Administrator** may review employee's information on each tab under **Employee Details**.



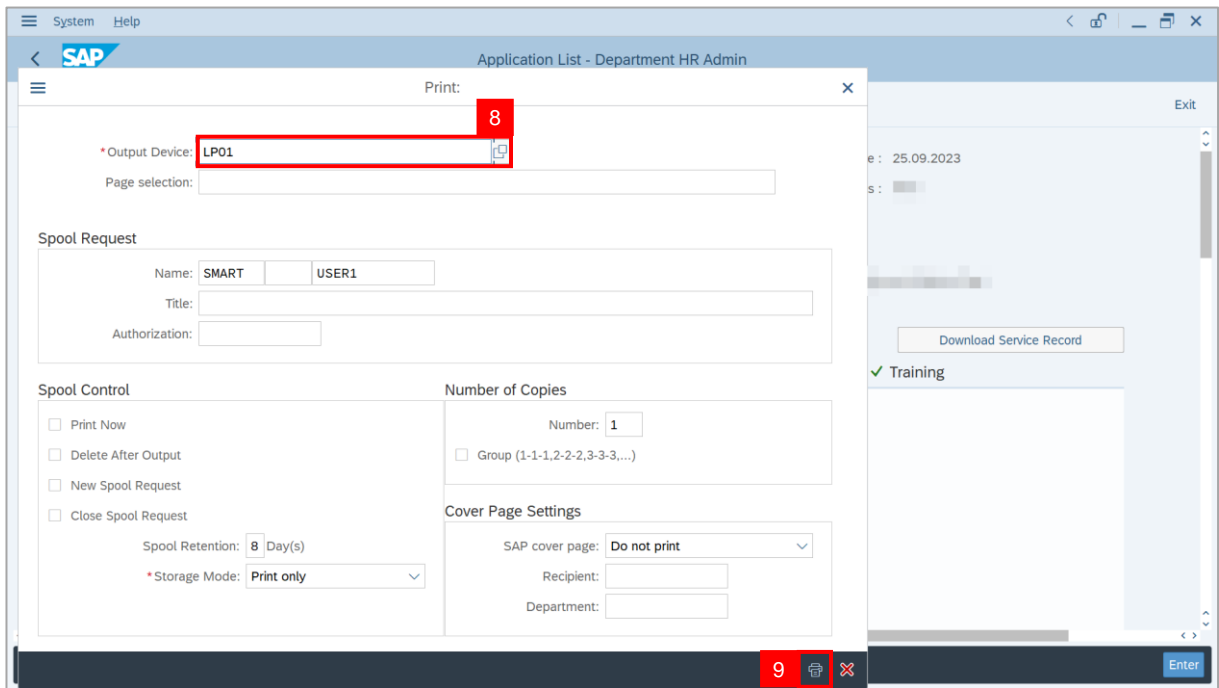
7. Click on **Download Service Record** button.



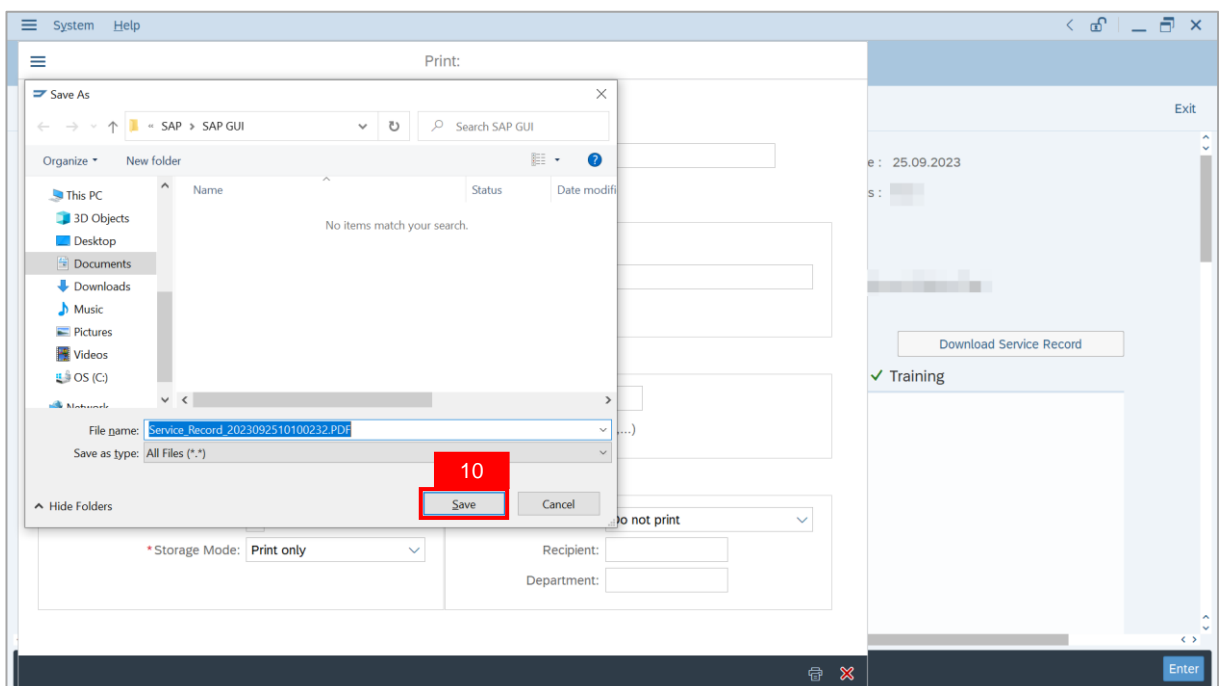
Note: The **Print** page will be displayed.

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

9. Click on **Print** icon.

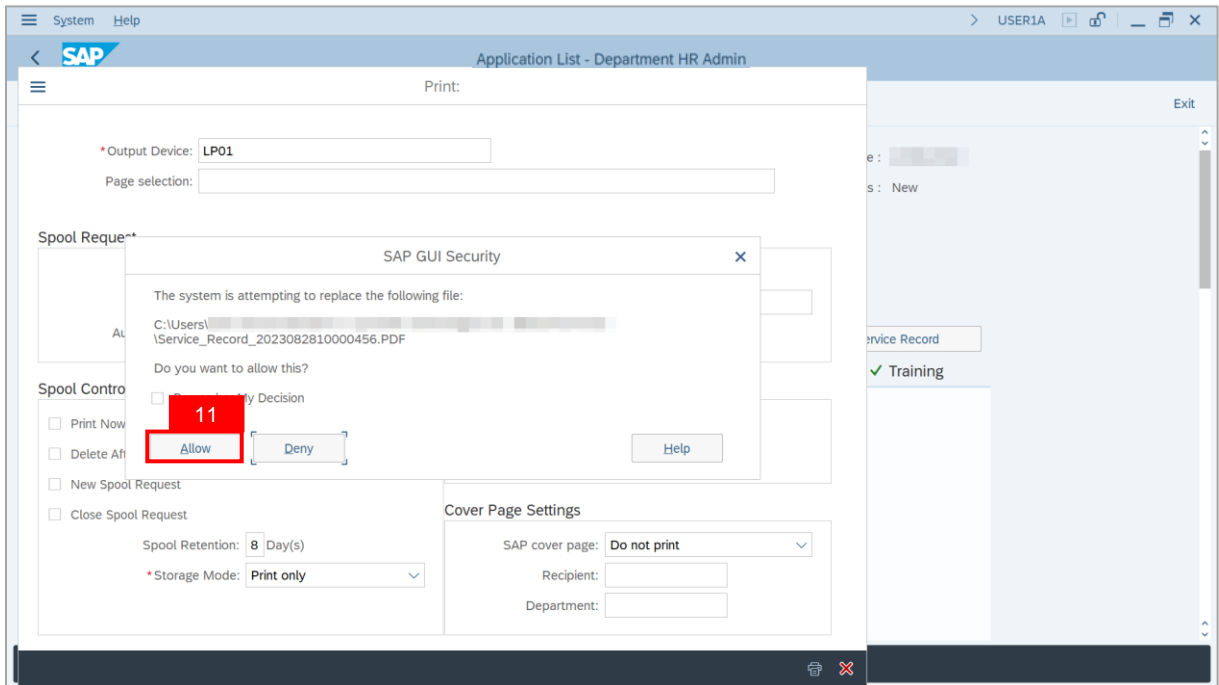


10. Select **File Location** and click on **Save** button.

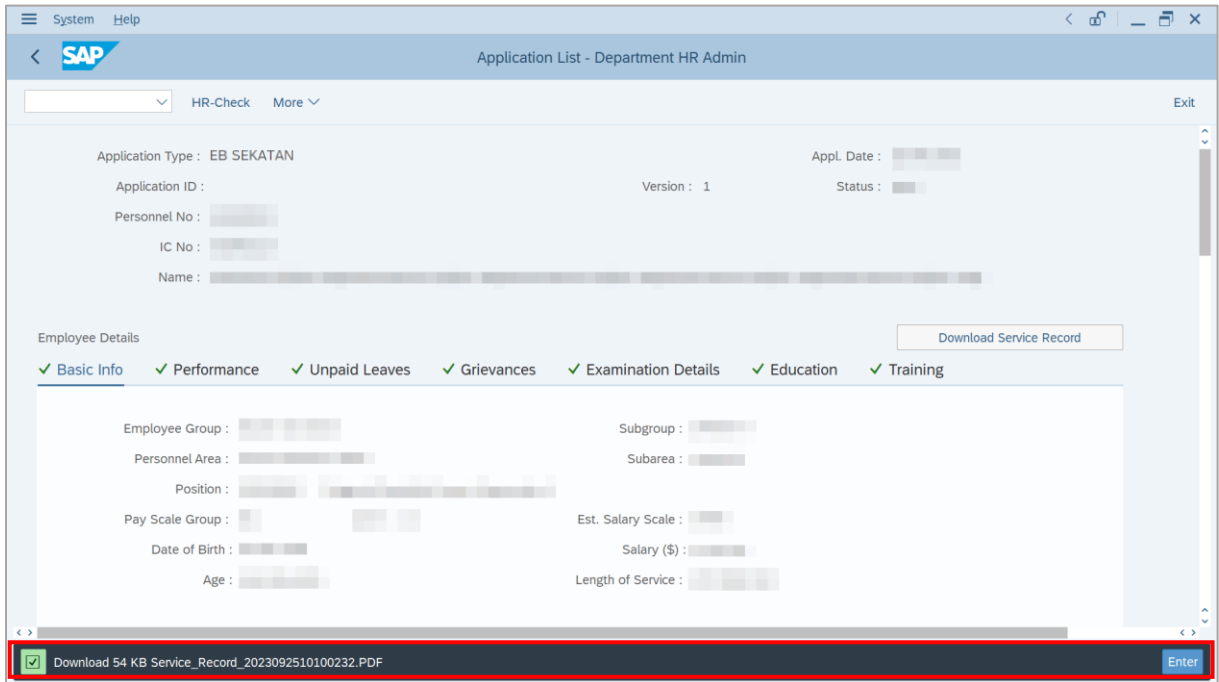


Note: The **SAP GUI Security** page will be displayed.

11. Click on **Allow** button.

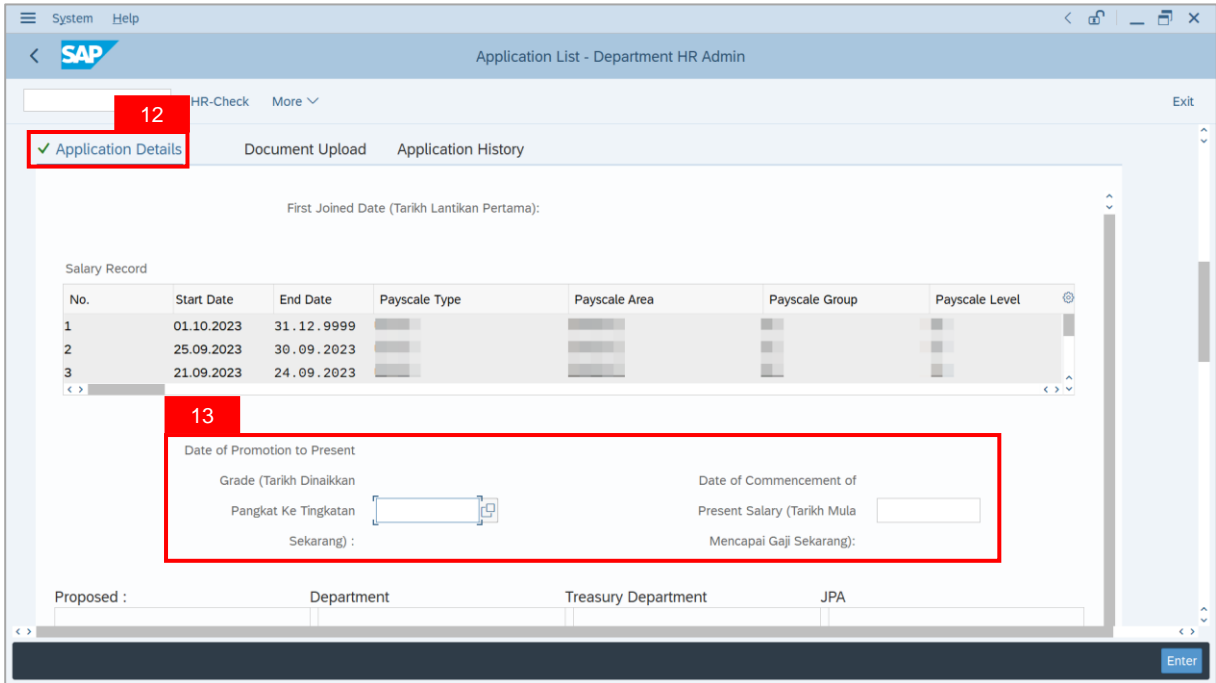


Note: The **Service Record** has successfully been downloaded.



12. Navigate to **Application Details** tab.

13. **Department HR Administrator** may fill in the following fields.



The screenshot shows the SAP Application List interface for Department HR Admin. The 'Application Details' tab is selected. Below the 'First Joined Date (Tarikh Lantikan Pertama):' field, there is a 'Salary Record' table with the following data:

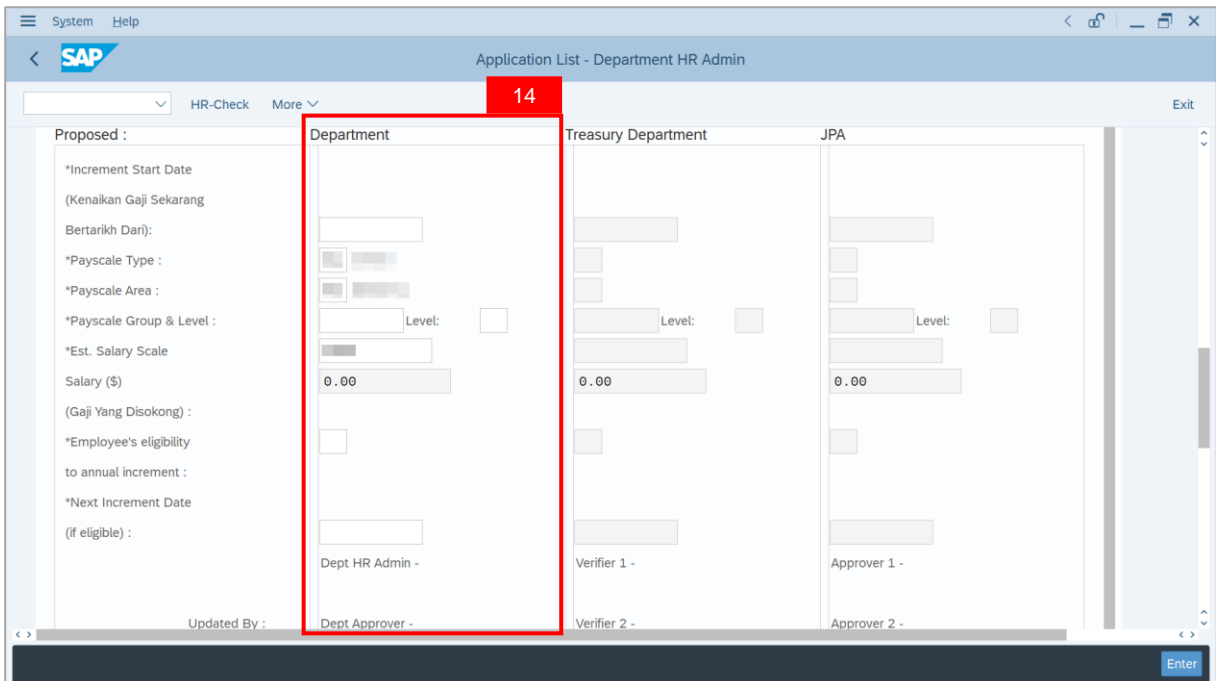
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Below the table, a red box highlights the 'Date of Promotion to Present' section, which includes the following fields:

- Grade (Tarikh Dinaikkan) / Pangkat Ke Tingkatan Sekarang: [Input Field]
- Date of Commencement of Present Salary (Tarikh Mula Mencapai Gaji Sekarang): [Input Field]

At the bottom, the 'Proposed' field is set to 'Department', and the 'Department' column shows 'Treasury Department' and 'JPA'.

14. **Department HR Administrator** may fill in the empty fields of **Proposed EB Sekatan Details** under **Department** column.

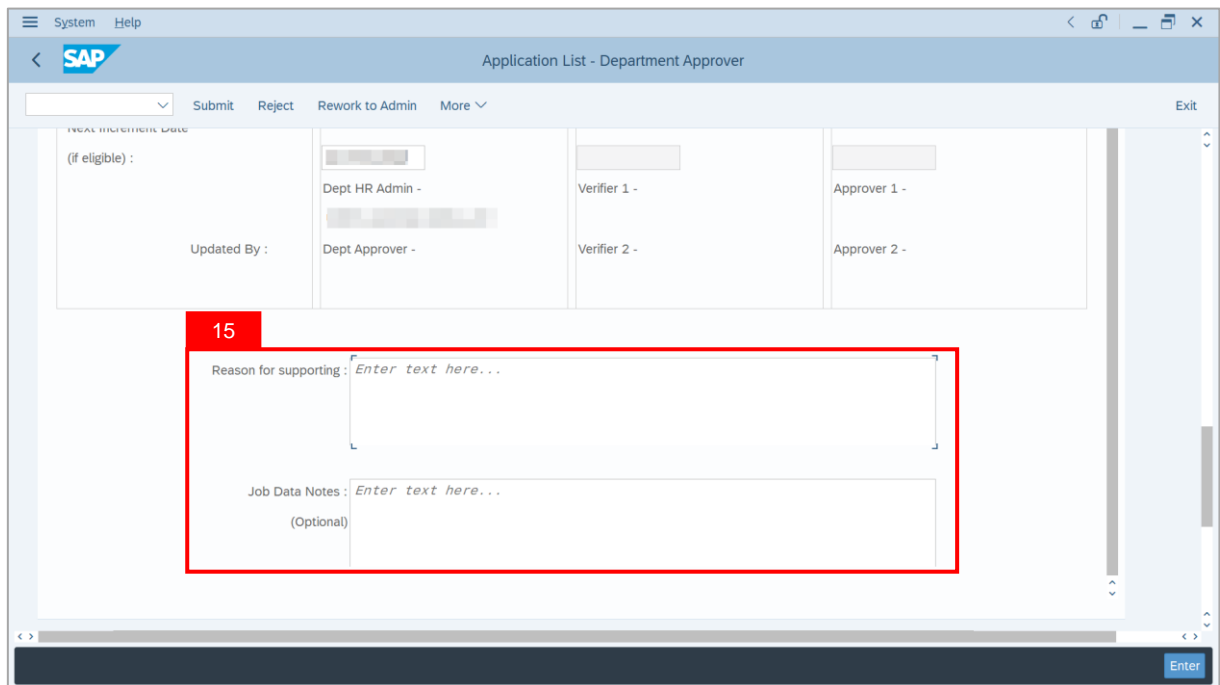


The screenshot shows the 'Proposed' details for the application. The 'Department' column is highlighted with a red box. The details are as follows:

- *Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari): [Input Field]
- *Payscale Type: [Input Field]
- *Payscale Area: [Input Field]
- *Payscale Group & Level: [Input Field] Level: [Input Field]
- *Est. Salary Scale: [Input Field]
- Salary (\$): 0.00
- (Gaji Yang Disokong): [Input Field]
- *Employee's eligibility to annual increment: [Input Field]
- *Next Increment Date (if eligible): [Input Field]
- Updated By: Dept HR Admin -
- Dept Approver: [Input Field]

The other columns are 'Treasury Department' and 'JPA'. The 'Verifier 1 -' and 'Approver 1 -' fields are also visible.

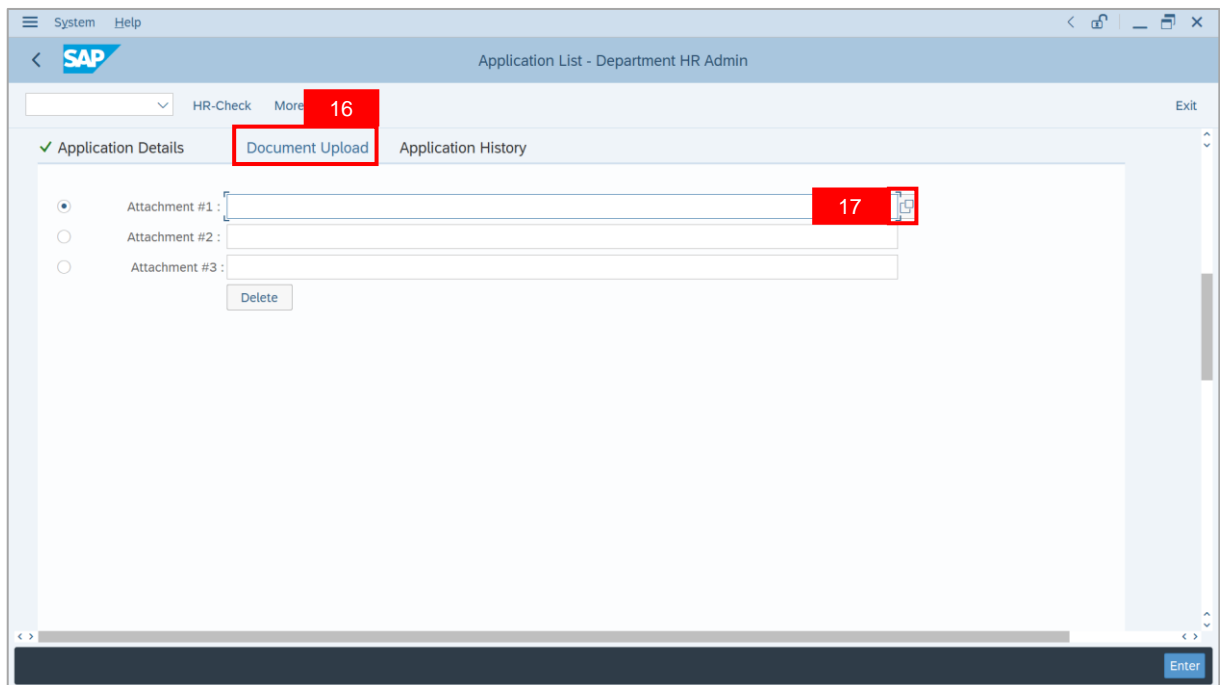
15. Enter Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Department Approver' form. A red box highlights the 'Reason for supporting' and 'Job Data Notes' fields. The 'Reason for supporting' field contains the placeholder text 'Enter text here...'. The 'Job Data Notes' field is labeled '(Optional)' and also contains the placeholder text 'Enter text here...'. Other fields visible include 'Dept HR Admin', 'Updated By', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The SAP logo and navigation icons are visible at the top.

16. Navigate to Document Upload tab.

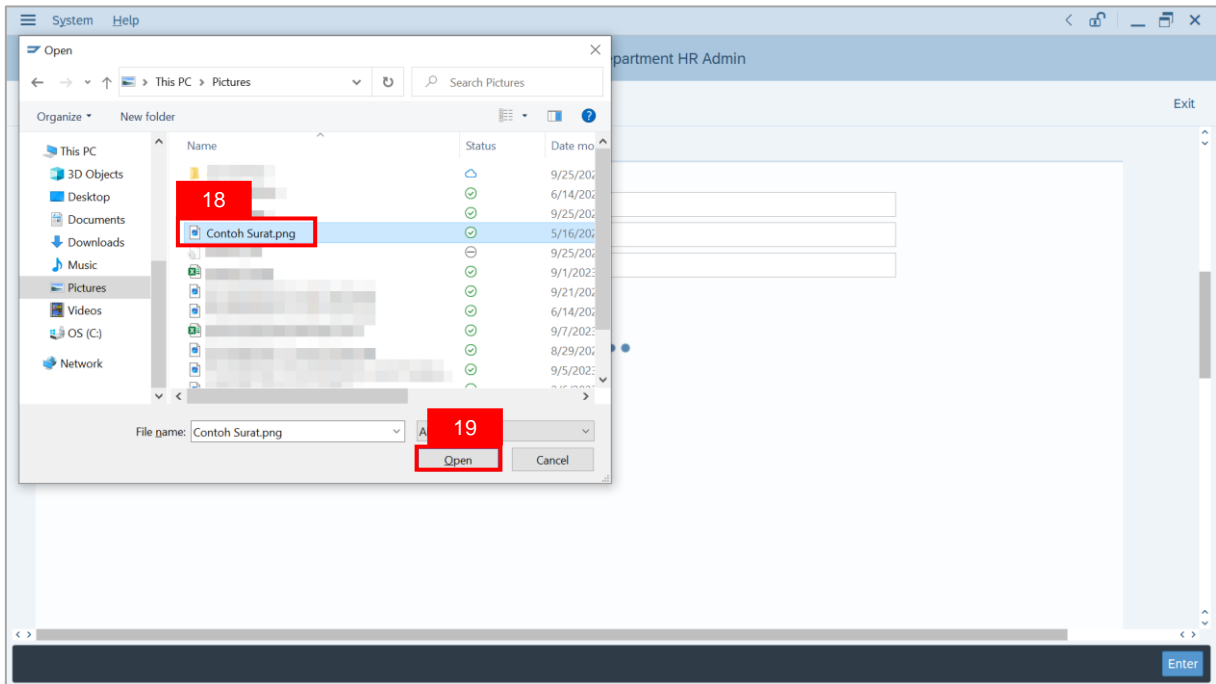
17. Click on Lookup icon to upload Document.



The screenshot shows the SAP 'Application List - Department HR Admin' form. The 'Document Upload' tab is selected and highlighted with a red box. Below the tab, there are three attachment fields: 'Attachment #1', 'Attachment #2', and 'Attachment #3'. A red box highlights the 'Attachment #1' field, which contains a 'Lookup' icon. A 'Delete' button is located below the attachment fields. The SAP logo and navigation icons are visible at the top.

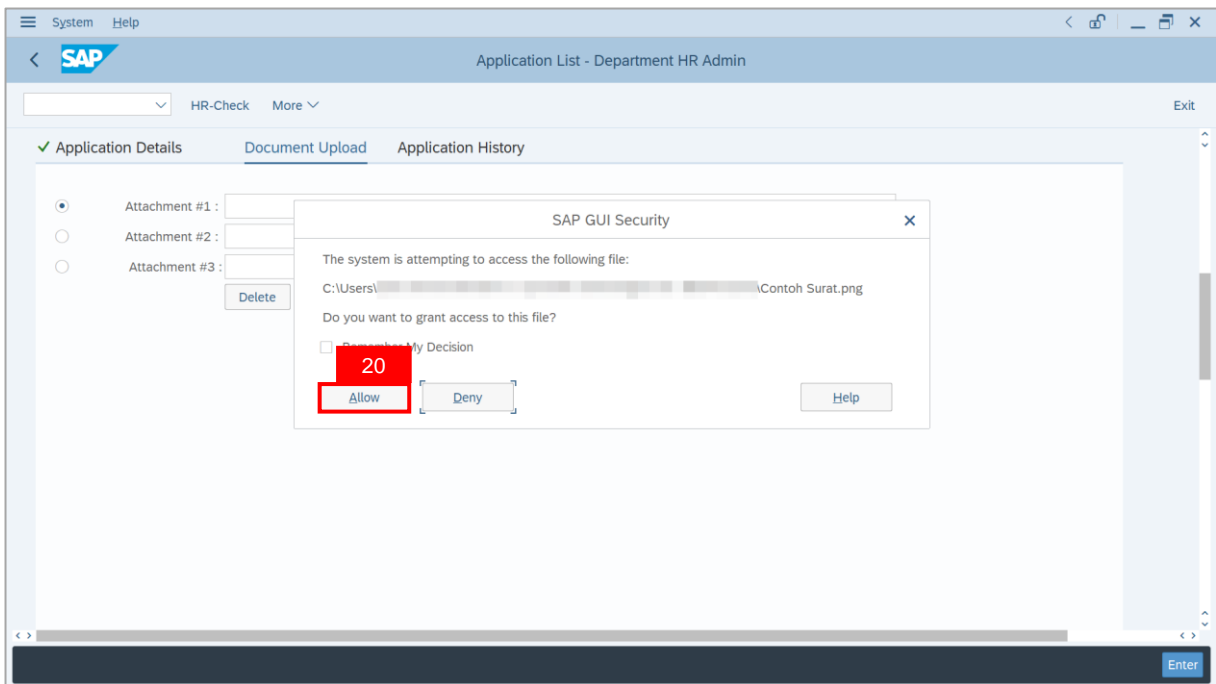
18. Select **File** to be uploaded.

19. Click on **Open** button.

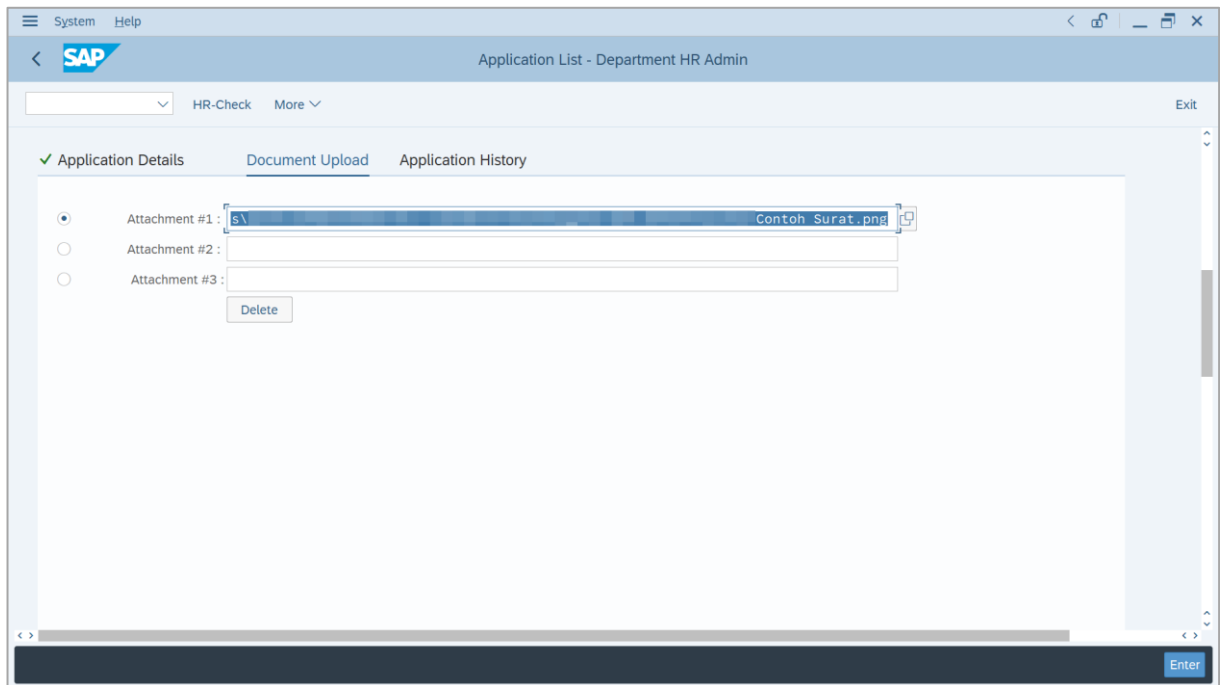


Note: The **SAP GUI Security** message will be displayed.

20. Click on **Allow** button.



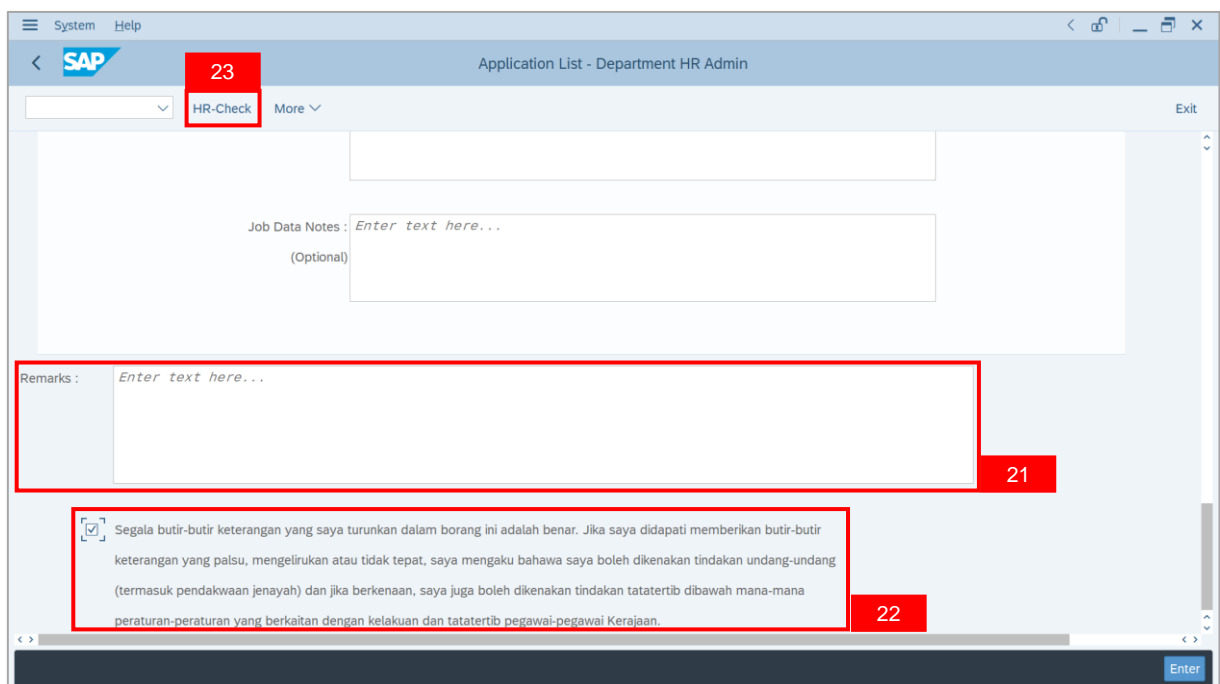
Note: The **Attachment** has successfully been uploaded.



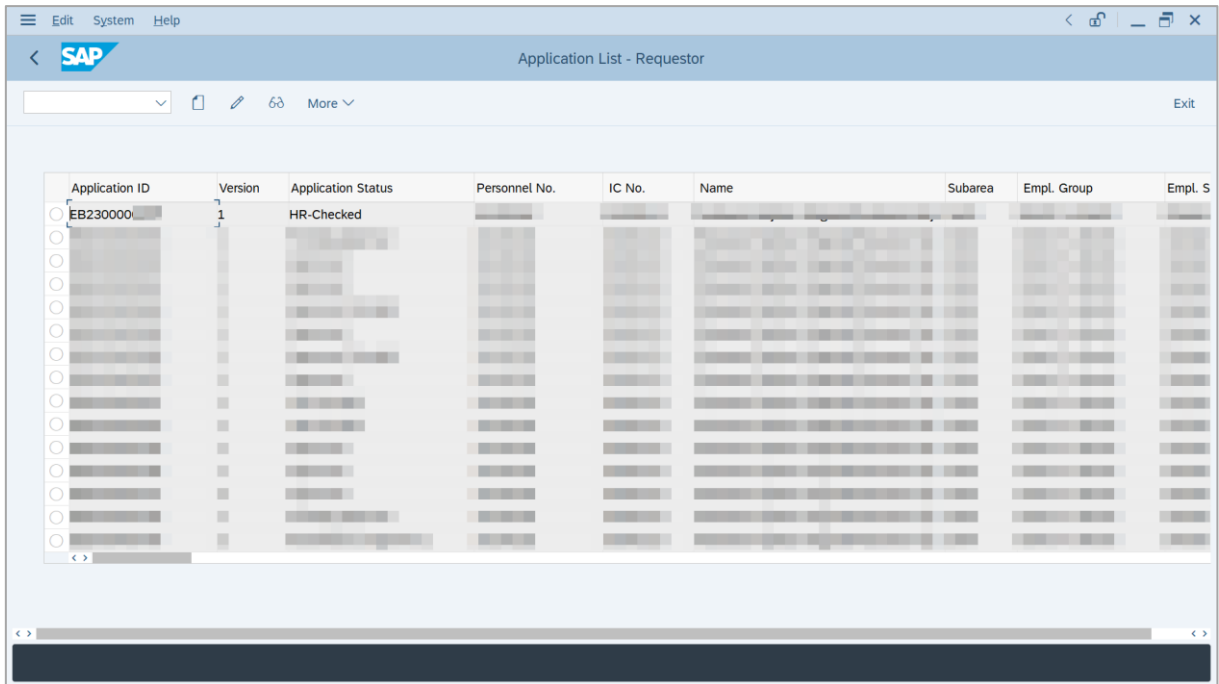
21. Enter the **Remarks** for employee's application.

22. Tick on **Declaration** checkbox.

23. Click on **HR-Check** button.



Outcome: The **Application** has successfully been checked to **Department Approver**.



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

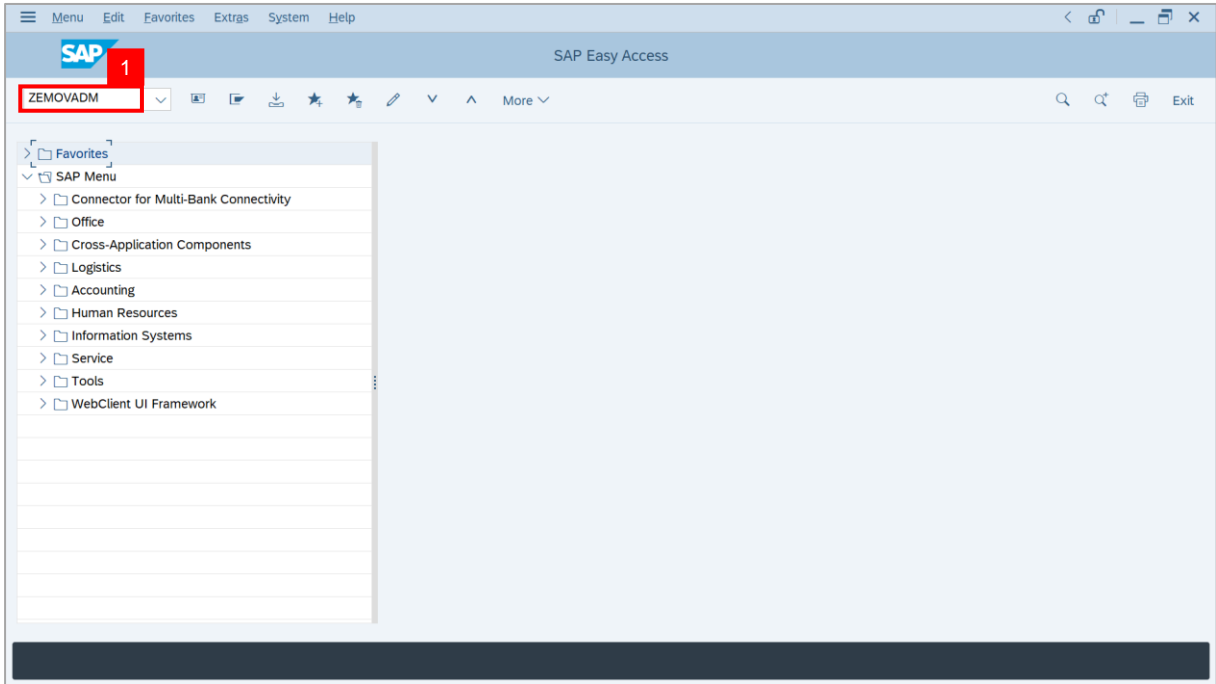
EDIT AND RECHECK APPLICATION

Backend User

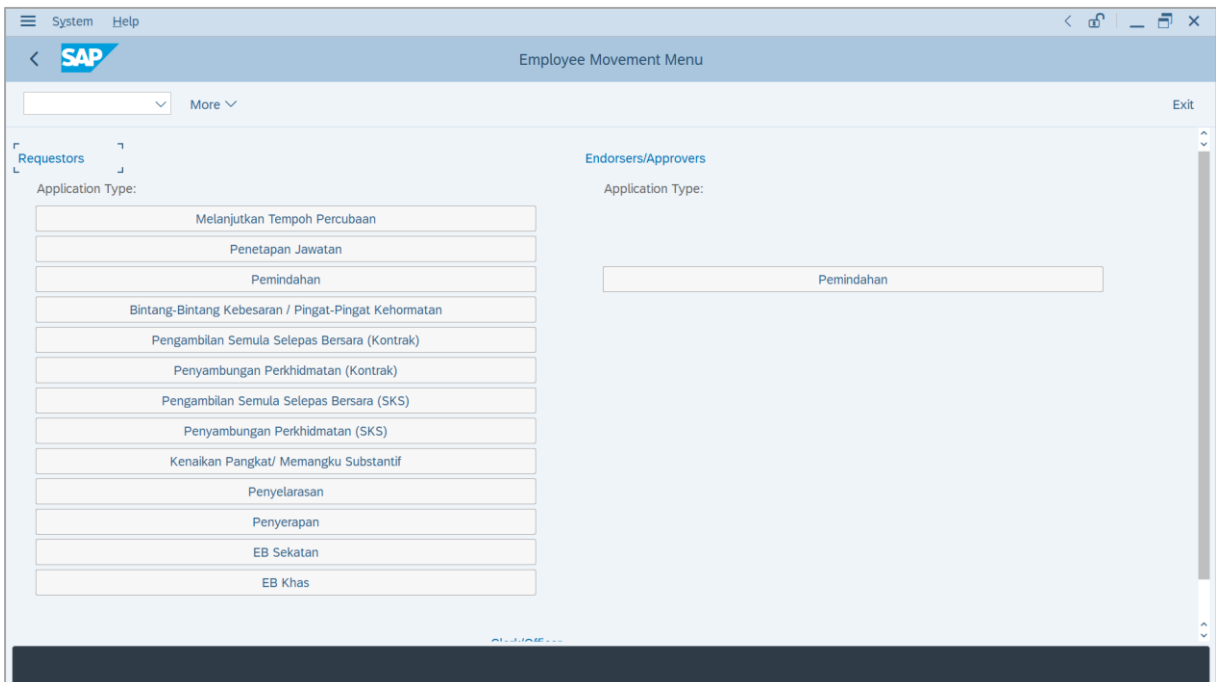
Department HR Administrator

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

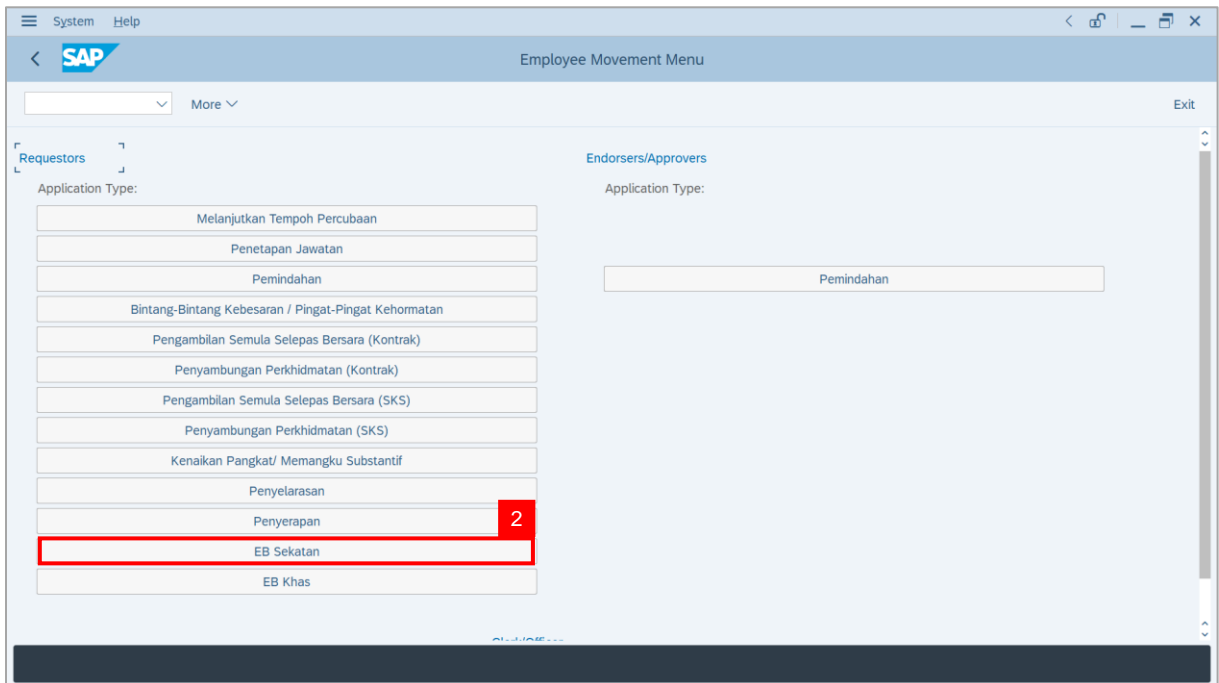
1. Enter **ZEMOVADM** in the search bar.



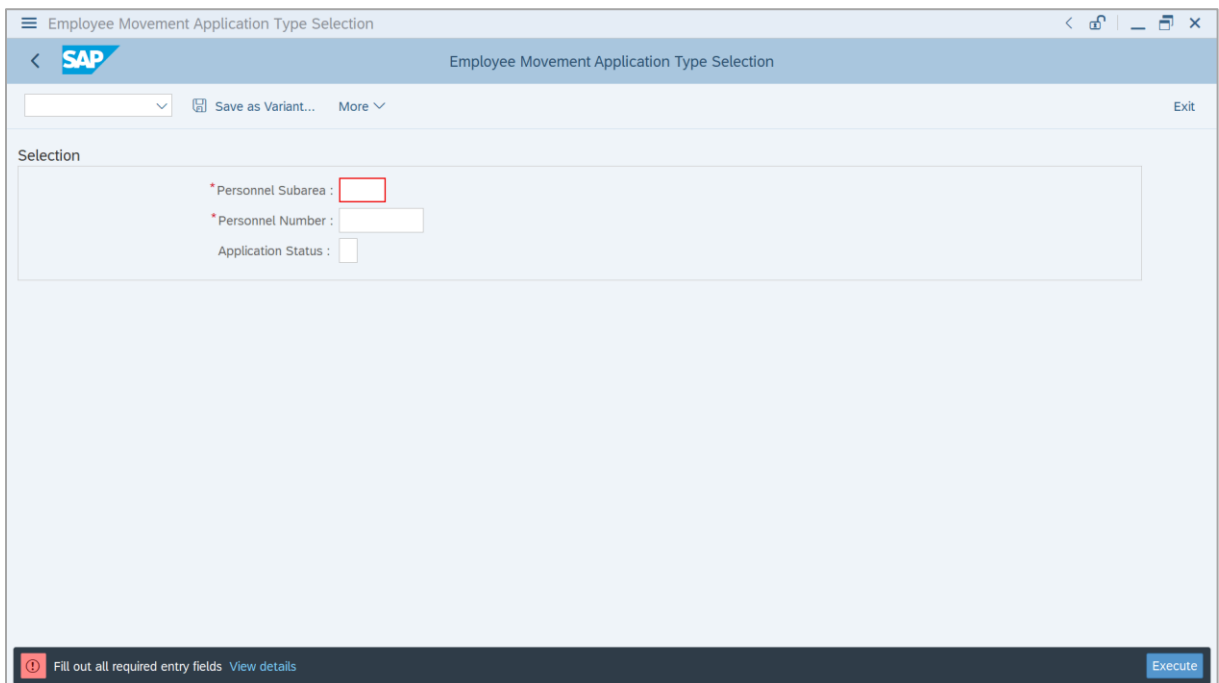
Note: Employee Movement Menu page will be displayed.



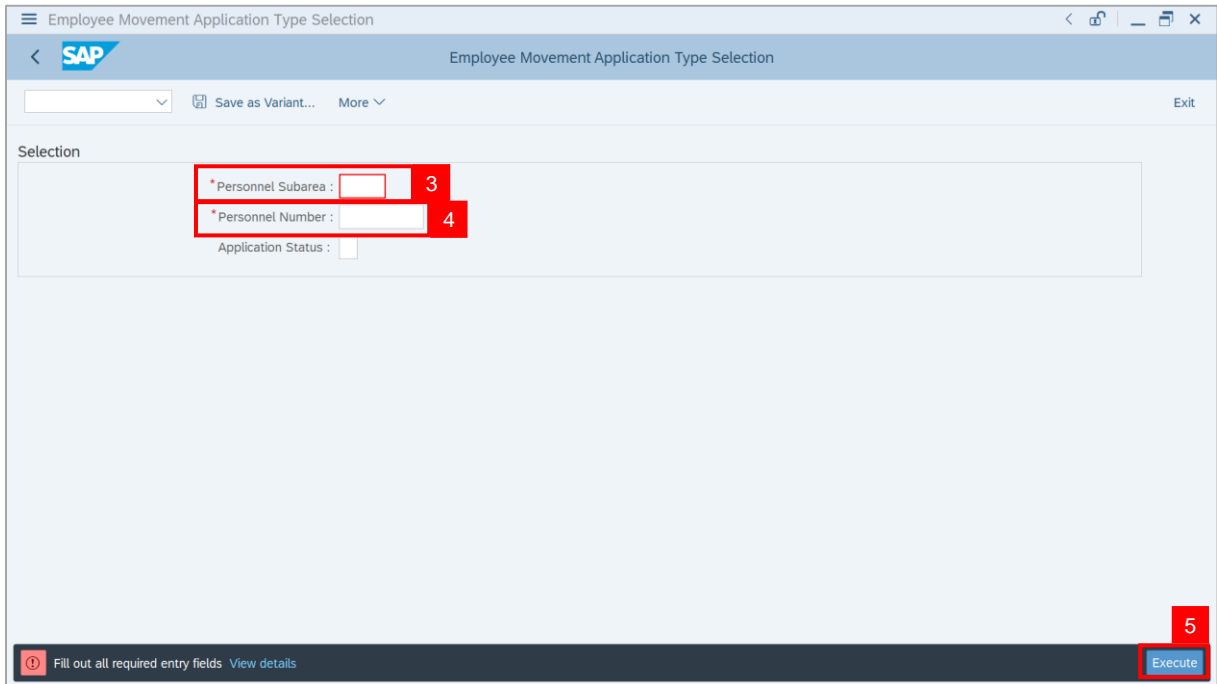
2. Under **Requestors: Application Type**, click on **EB Sekatan**.



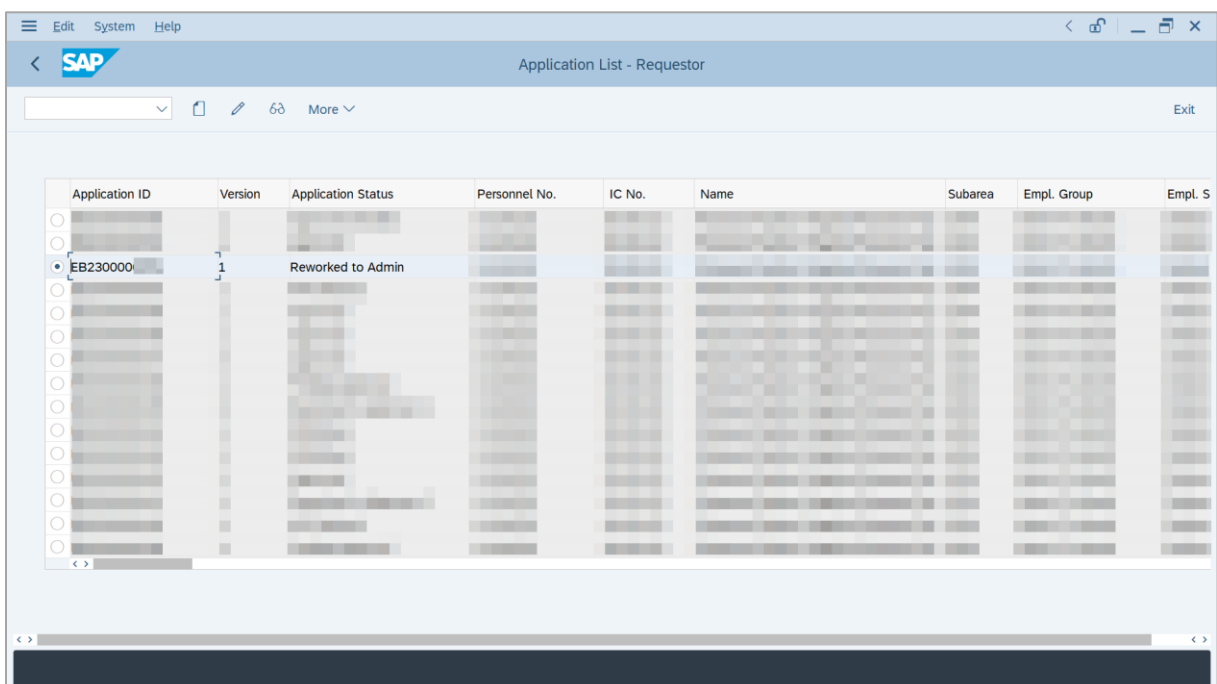
Note: The Employee Movement Application: Type Selection page will be displayed.



3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.

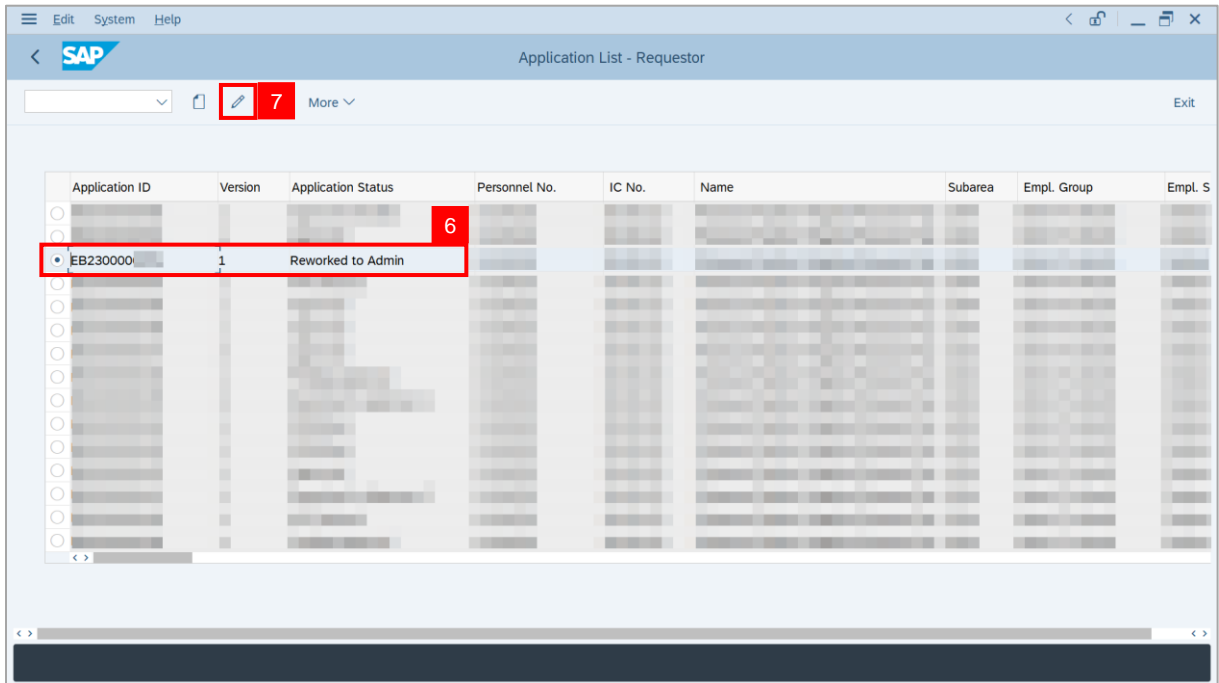


Note: The Application List – Requestor page will be displayed.

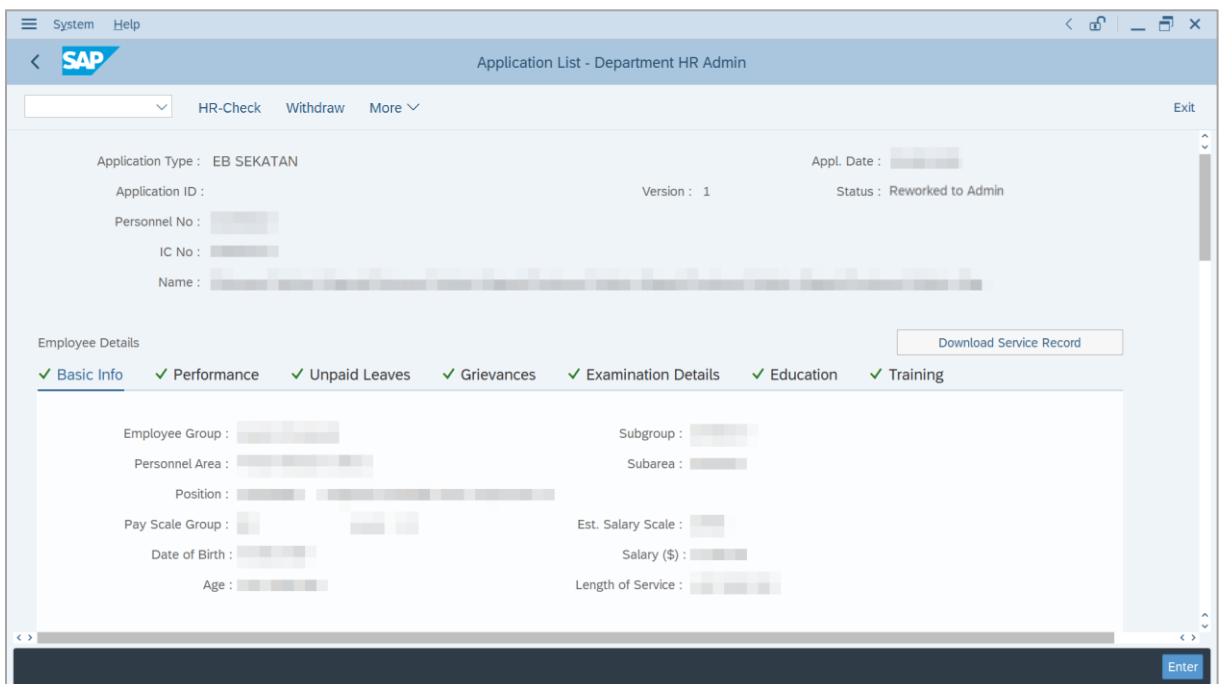


6. Select Application with **“Reworked to Admin”** status and click on **Radio** button.

7. Click on **Change** icon.

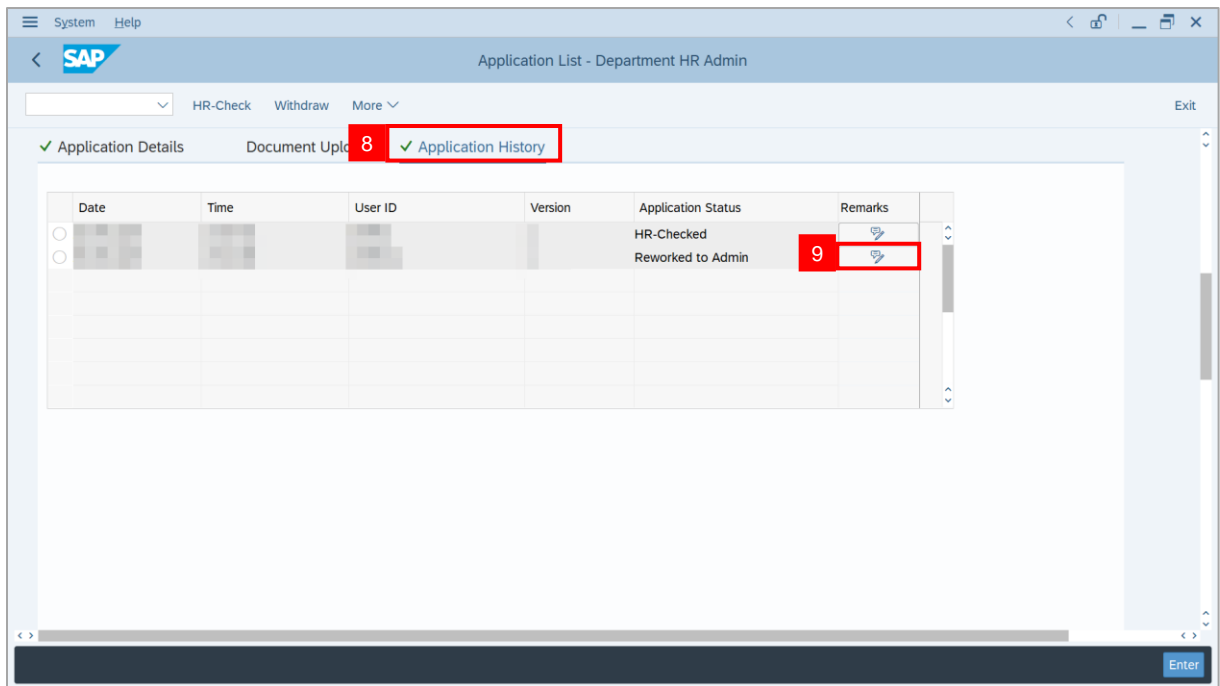


Note: The **Application List – Department HR Admin** page will be displayed.

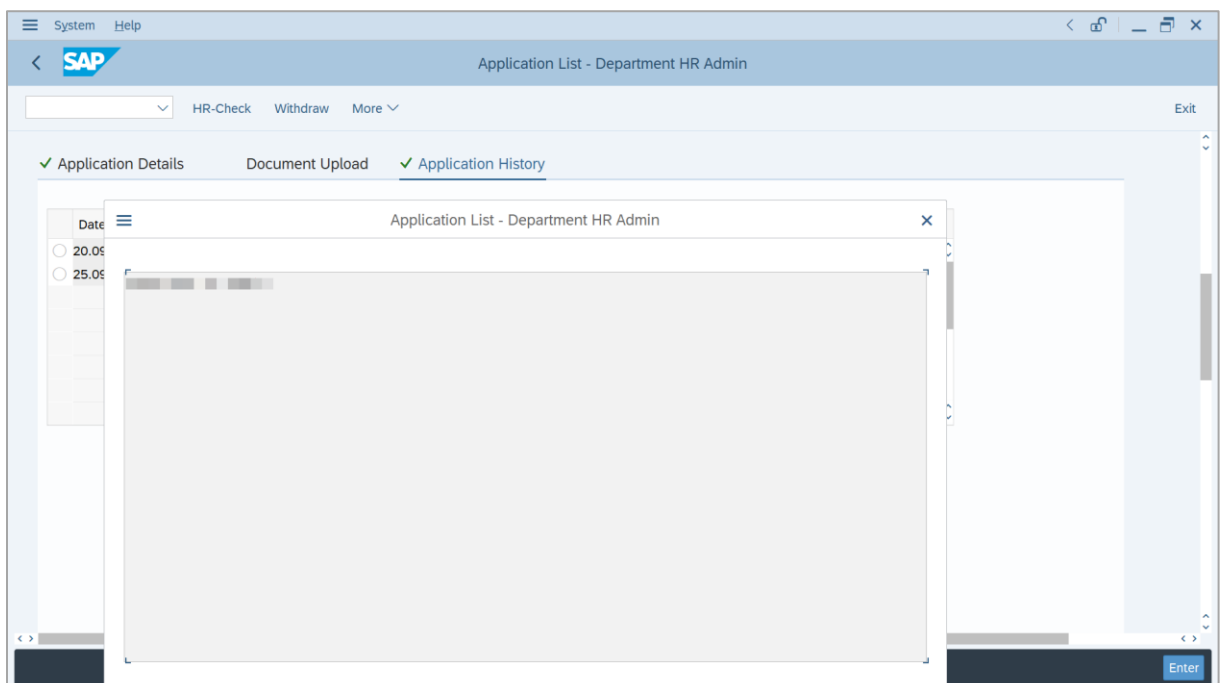


8. Navigate to **Application History** tab.

9. Click on **Remarks** button to view any comments made by **Department Approver** or/and **Treasury Verifier**.

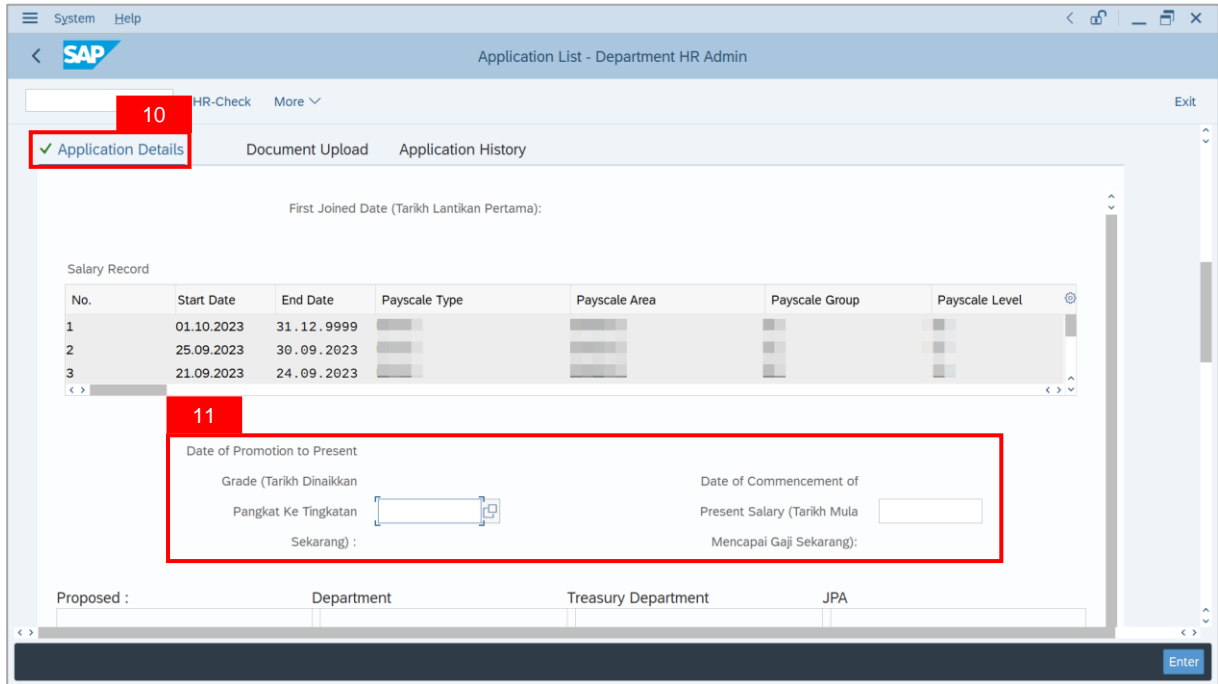


Note: Remarks page will be displayed.



10. Navigate to **Application Details** tab.

11. **Department HR Administrator** may fill in the following fields.



The screenshot shows the SAP Application List interface for Department HR Admin. The 'Application Details' tab is selected and highlighted with a red box labeled '10'. Below the tab, there is a 'Salary Record' table with the following data:

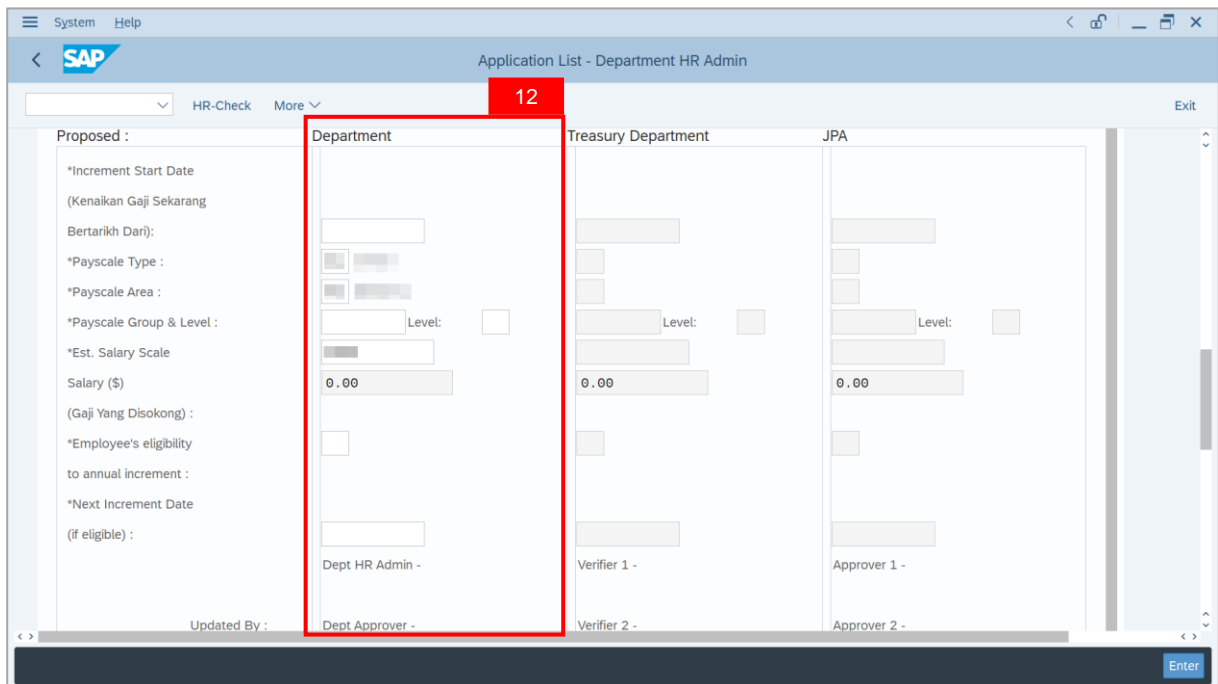
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Below the table, a red box labeled '11' highlights the 'Date of Promotion to Present' section, which includes the following fields:

- Grade (Tarikh Dinaikkan) / Pangkat Ke Tingkatan :
- Date of Commencement of Present Salary (Tarikh Mula) :
- Sekarang :
- Mencapai Gaji Sekarang :

At the bottom, the 'Proposed' section shows the Department as 'Treasury Department' and 'JPA'.

12. **Department HR Administrator** may amend the **Proposed EB Sekatan Details** under **Department** column based on remarks from **Department Approver, Treasury Verifier, or JPA Approver**.

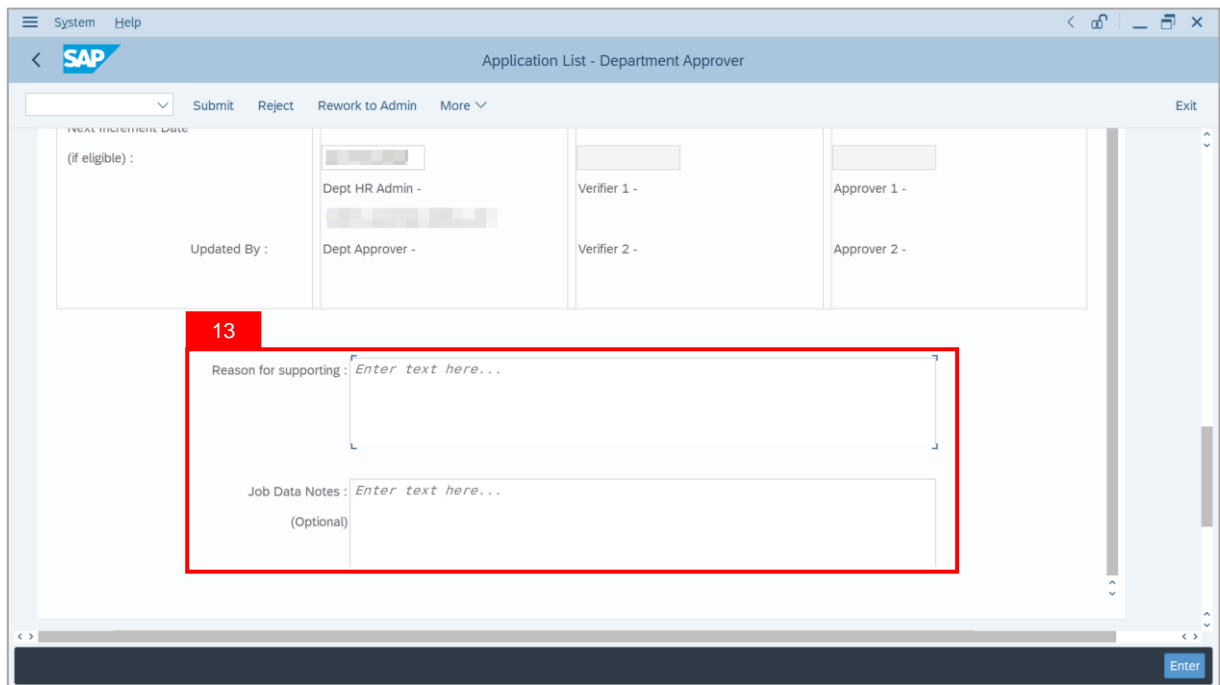


The screenshot shows the SAP Application List interface for Department HR Admin. The 'Proposed' section is expanded, and a red box labeled '12' highlights the 'Department' column. The details for the 'Department' column are as follows:

- *Increment Start Date (Kenaikan Gaji Sekarang Bertarikh Dari):
- *Payscale Type :
- *Payscale Area :
- *Payscale Group & Level : Level:
- *Est. Salary Scale :
- Salary (\$) : 0.00
- (Gaji Yang Disokong) :
- *Employee's eligibility to annual increment :
- *Next Increment Date (if eligible) :
- Dept HR Admin - :
- Dept Approver - :

The other columns, 'Treasury Department' and 'JPA', show similar fields for Verifier 1, Approver 1, Verifier 2, and Approver 2.

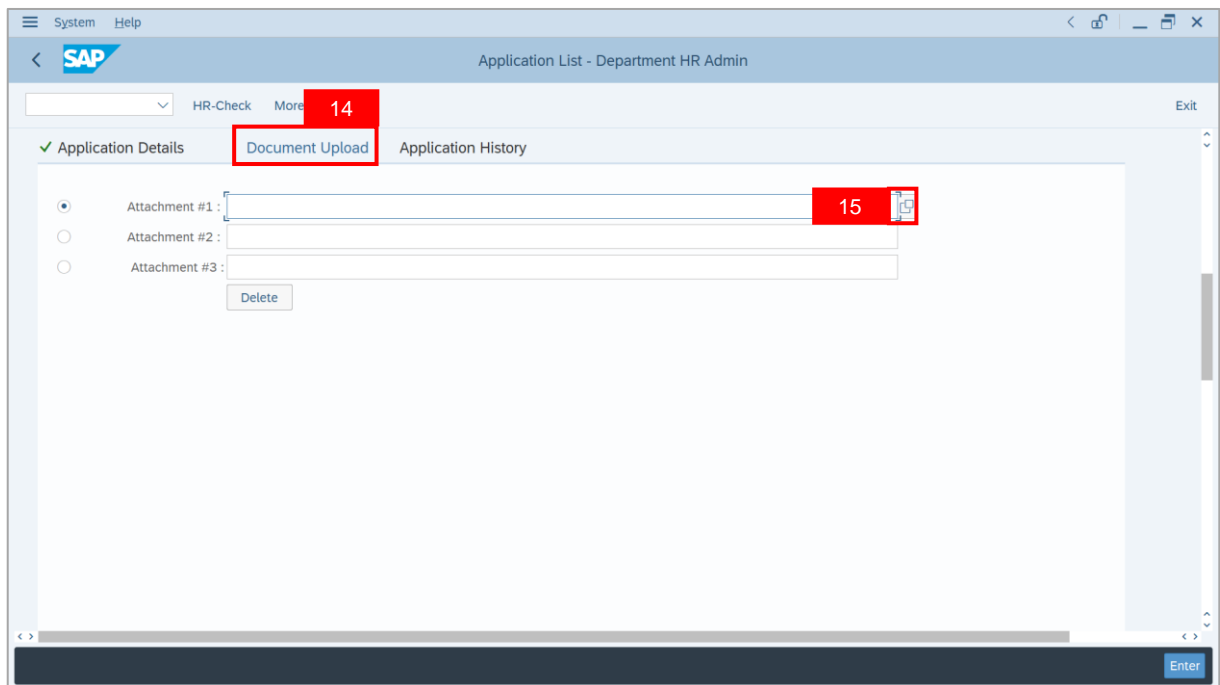
13. Review and amend **Reason for supporting** and **Job Data Notes** (if required).



The screenshot shows the SAP 'Application List - Department Approver' interface. The 'Reason for supporting' and 'Job Data Notes (Optional)' fields are highlighted with a red box and labeled '13'. The 'Reason for supporting' field contains the placeholder text 'Enter text here...'. The 'Job Data Notes' field also contains the placeholder text 'Enter text here...'. Other fields visible include 'Dept HR Admin', 'Updated By', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The interface includes a top navigation bar with 'System' and 'Help' menus, and a bottom bar with an 'Enter' button.

14. Navigate to **Document Upload** tab.

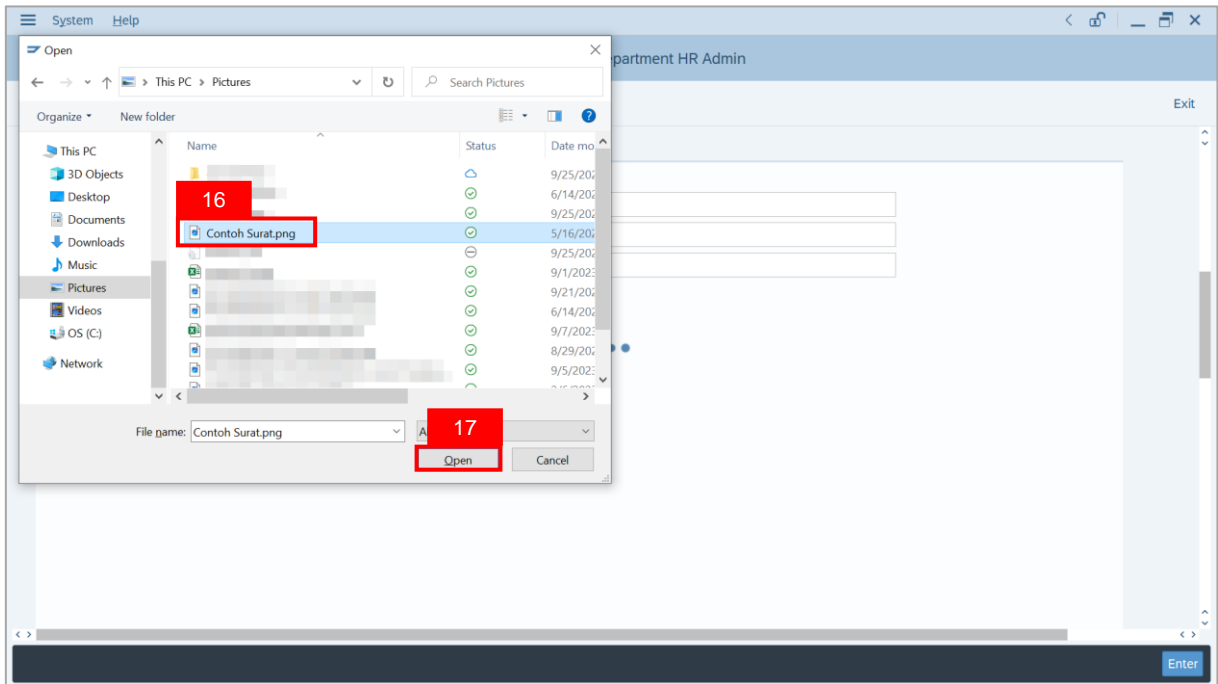
15. Click on **Lookup** icon to upload **Document**.



The screenshot shows the SAP 'Application List - Department HR Admin' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '14'. The 'Attachment #1' field is highlighted with a red box and labeled '15', and a 'Lookup' icon is visible next to it. The interface includes a top navigation bar with 'System' and 'Help' menus, and a bottom bar with an 'Enter' button. Other tabs visible are 'Application Details' and 'Application History'.

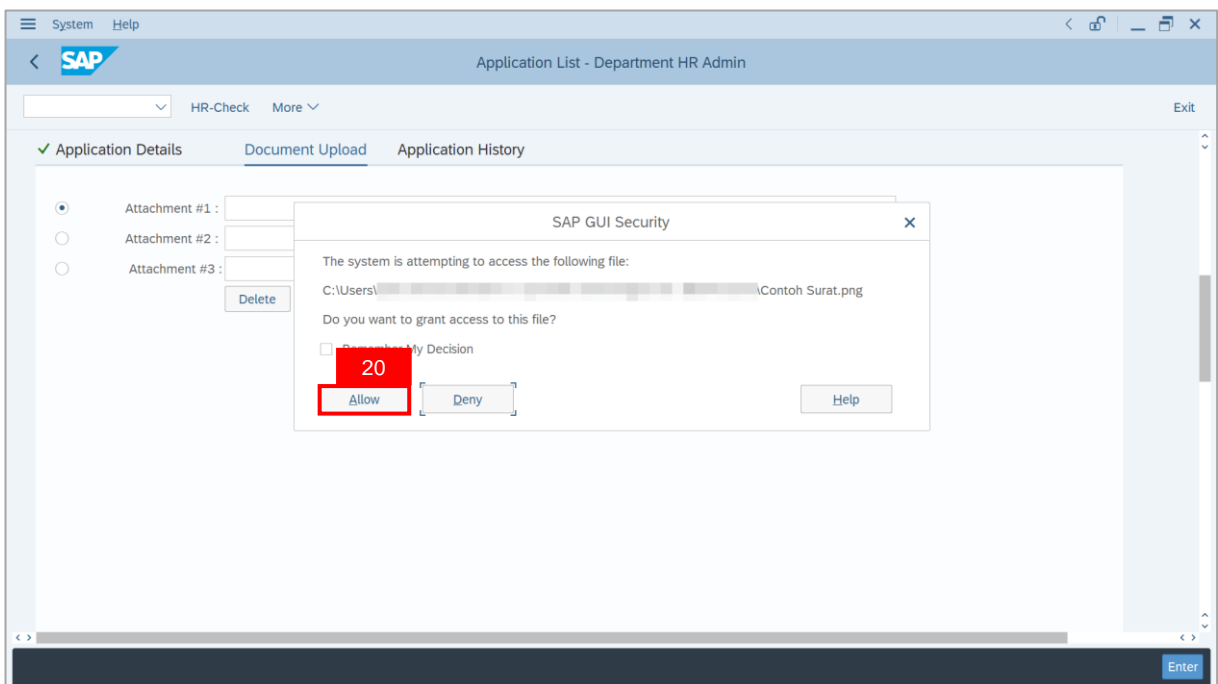
16. Select **File** to be uploaded.

17. Click on **Open** button.

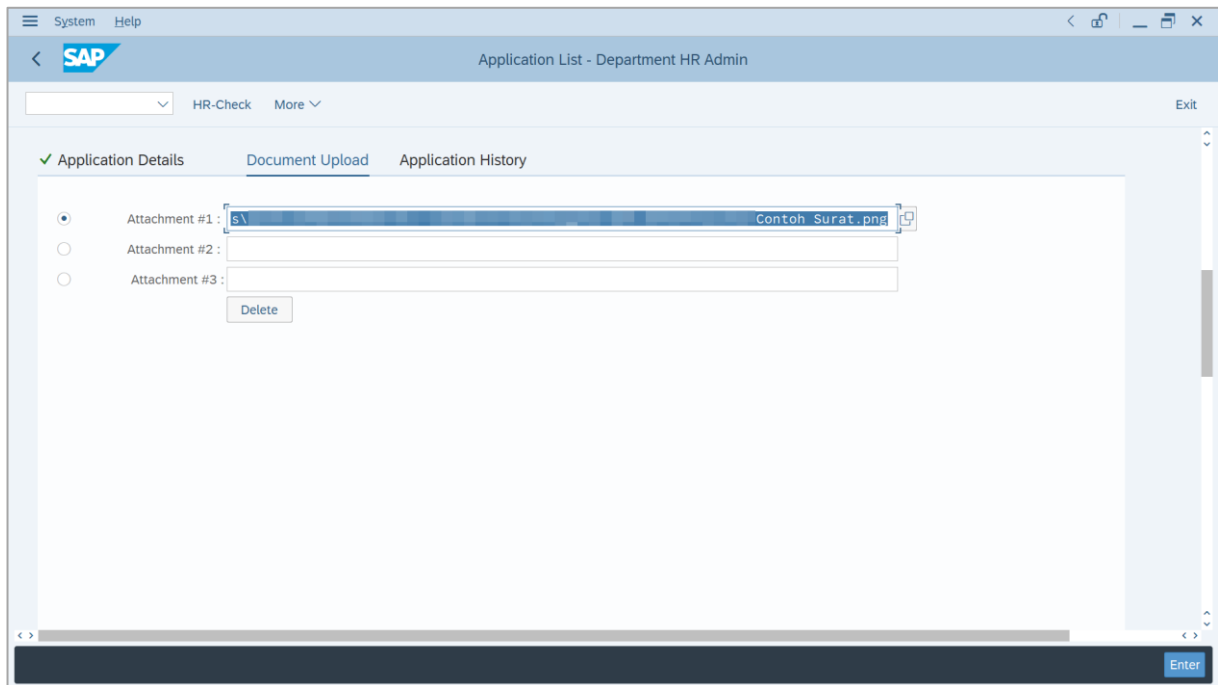


Note: The **SAP GUI Security** message will be displayed.

18. Click on **Allow** button.



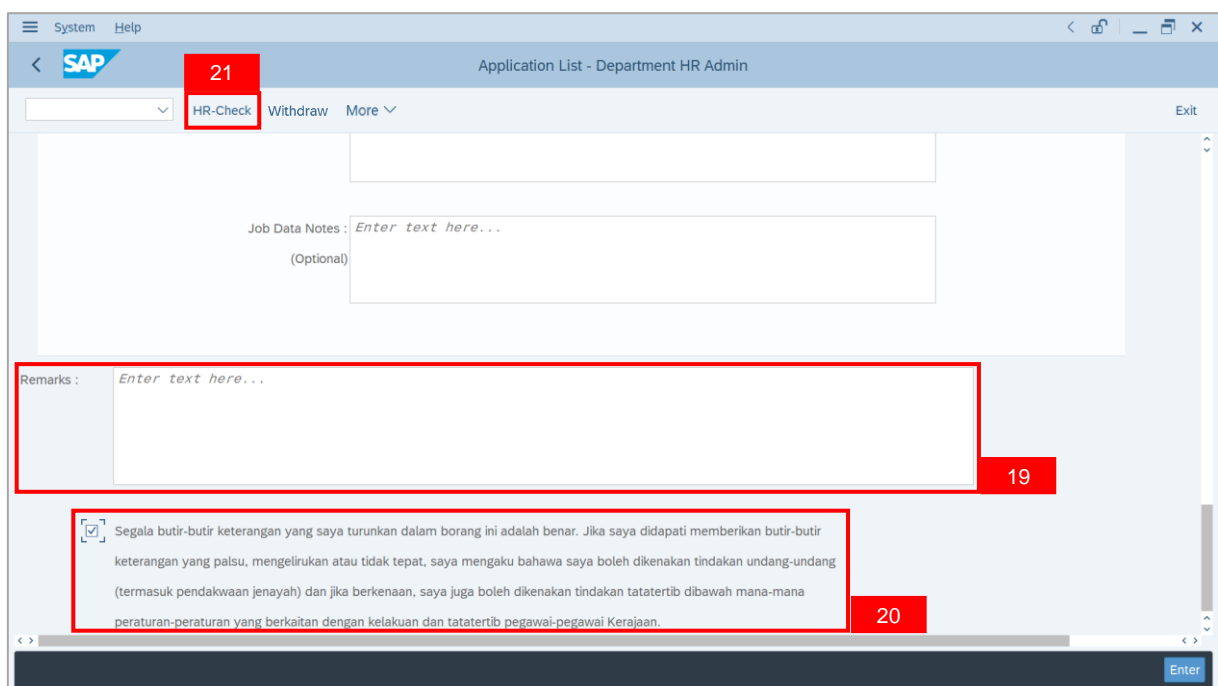
Note: The **Attachment** has successfully been uploaded.



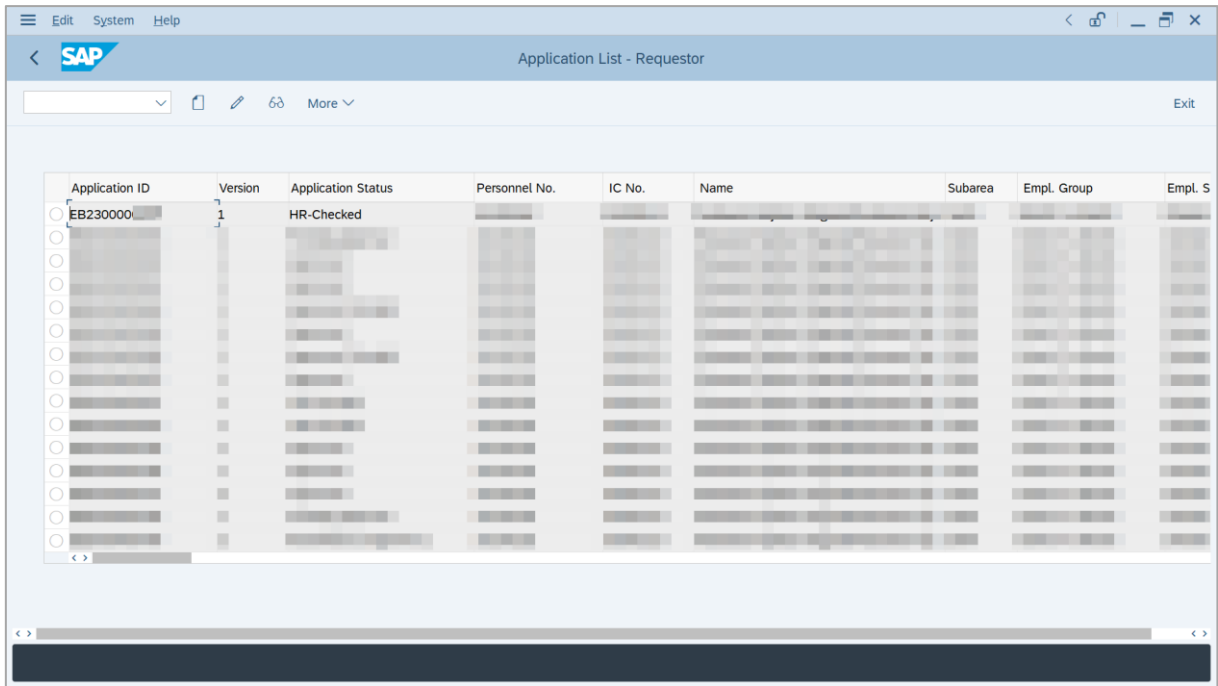
19. Enter the **Remarks** for employee's application.

20. Tick on **Declaration** checkbox.

21. Click on **HR-Check** button.



Outcome: The **Application** has successfully been checked to **Department Approver**.



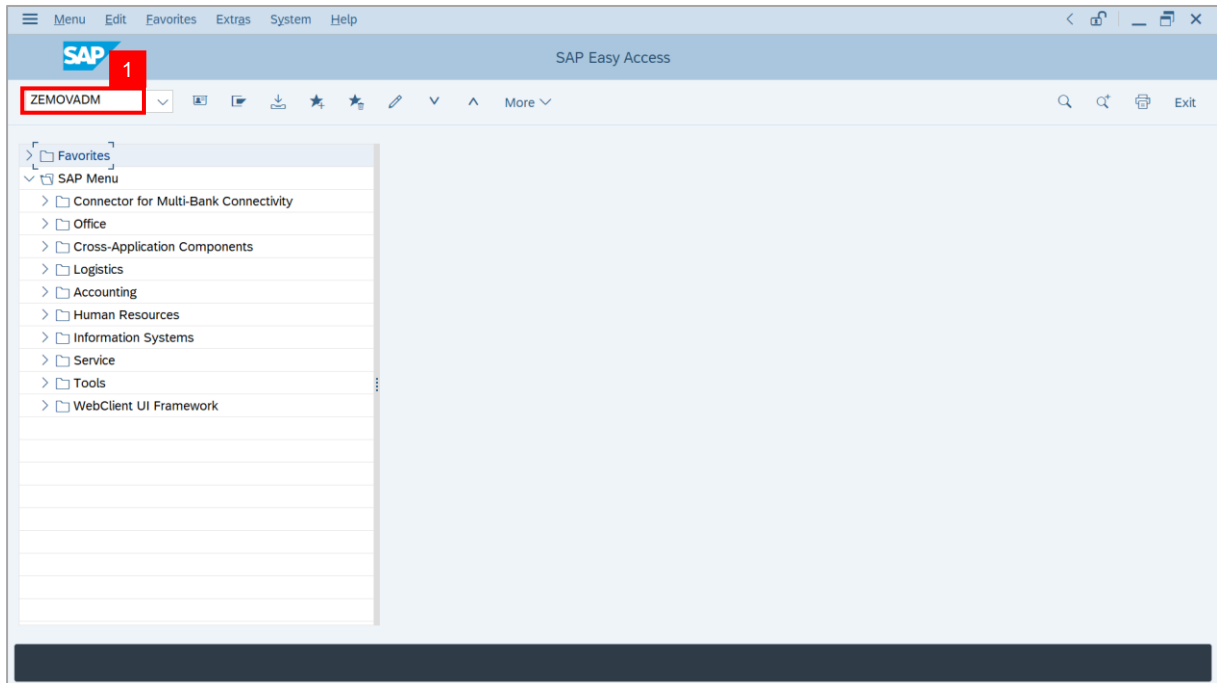
**WITHDRAW
APPLICATION**

Backend User

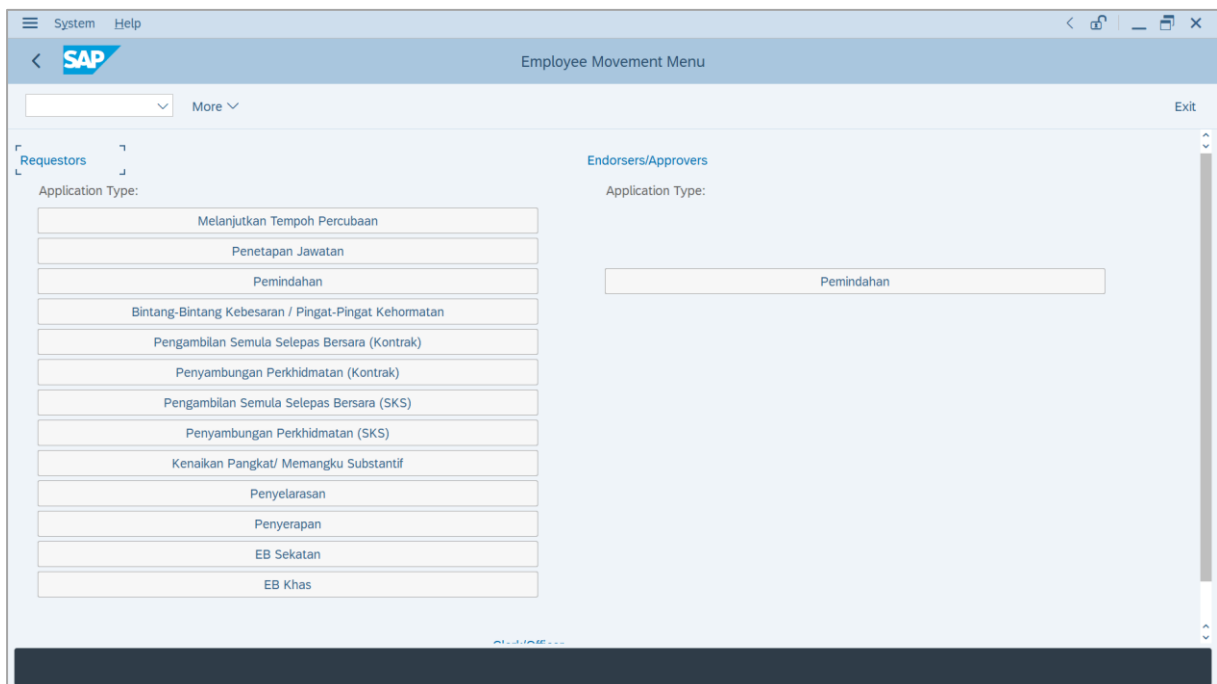
Department HR Administrator

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

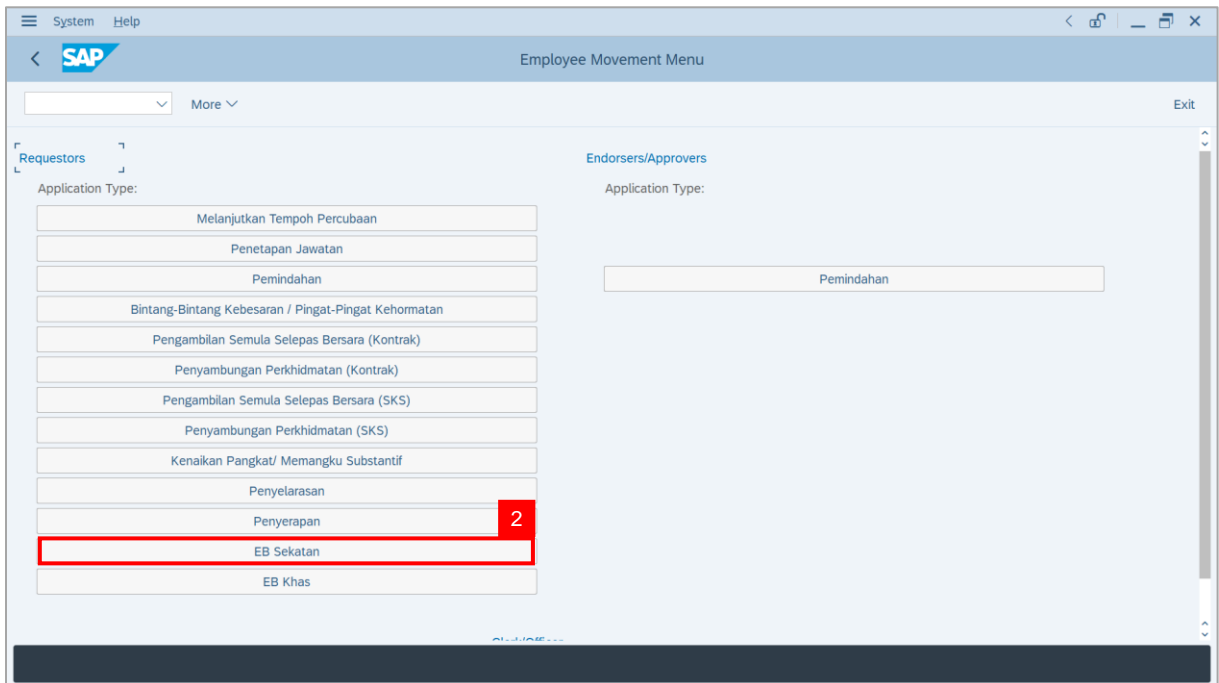
1. Enter **ZEMOVADM** in the search bar.



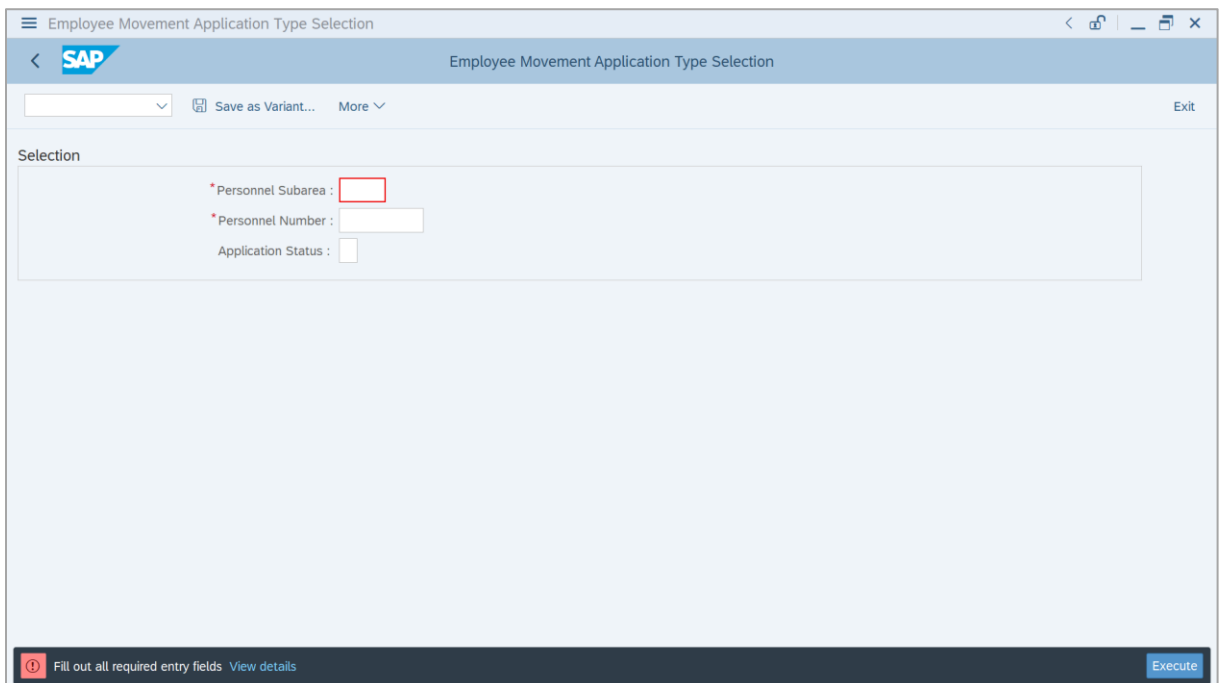
Note: Employee Movement Menu page will be displayed.



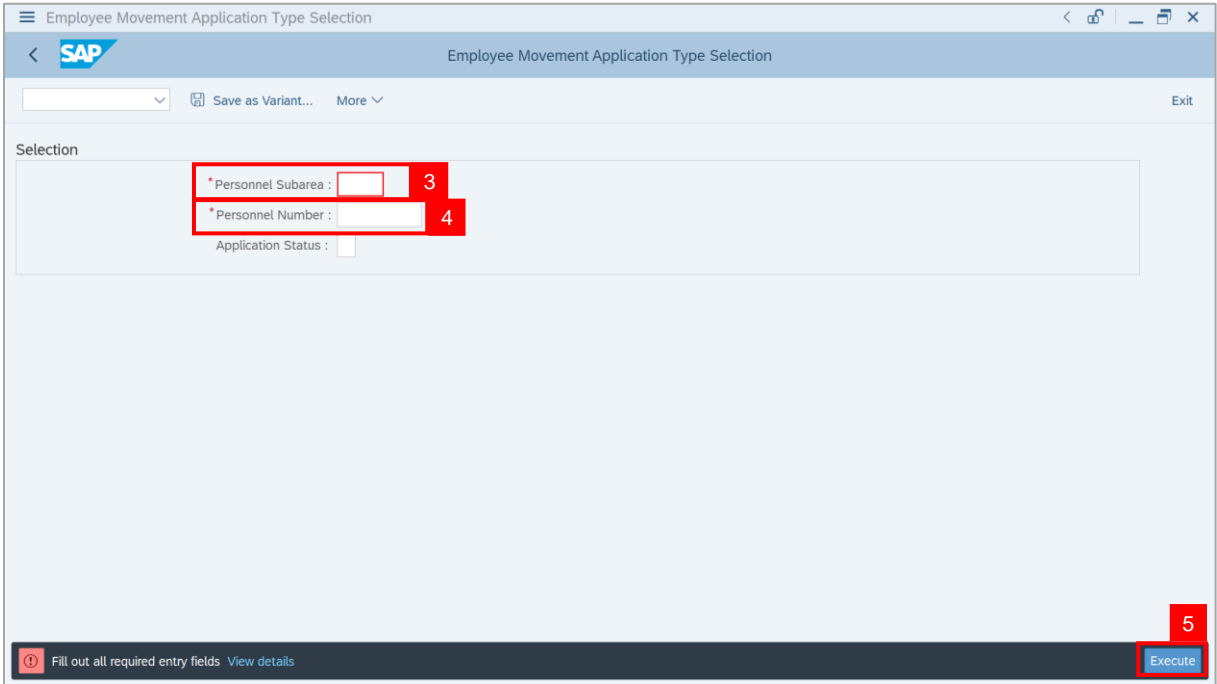
2. Under **Requestors: Application Type**, click on **EB Sekatan**.



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



3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

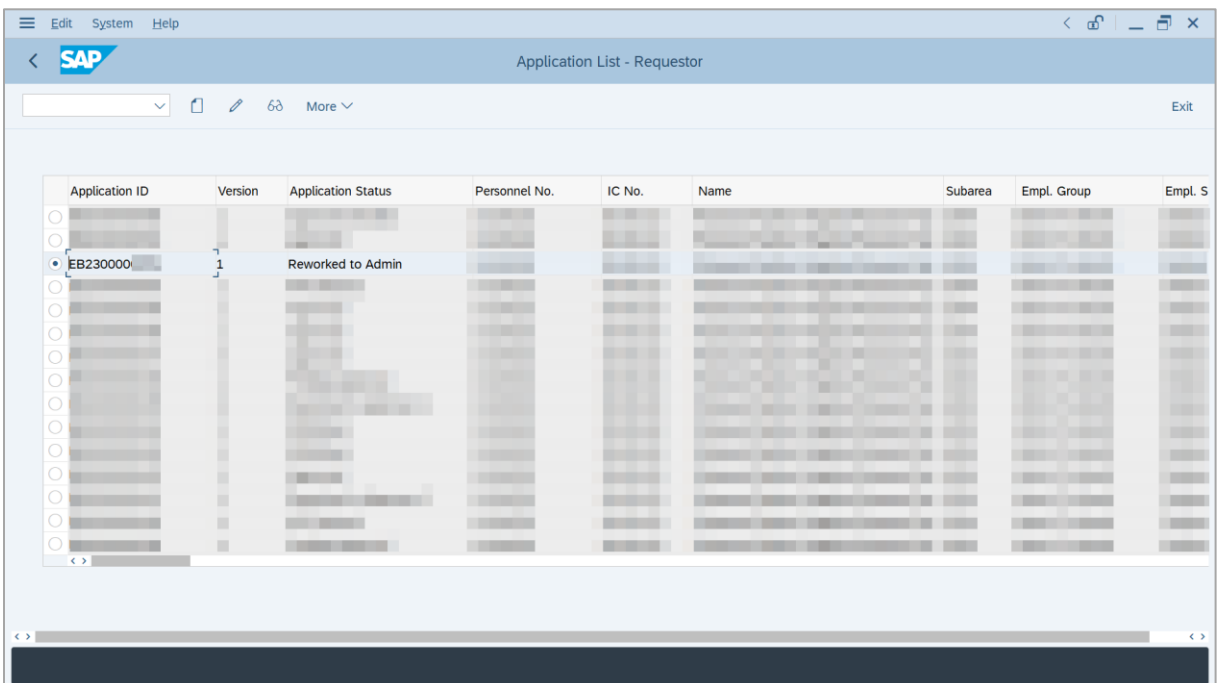
* Personnel Subarea : 3

* Personnel Number : 4

Application Status :

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

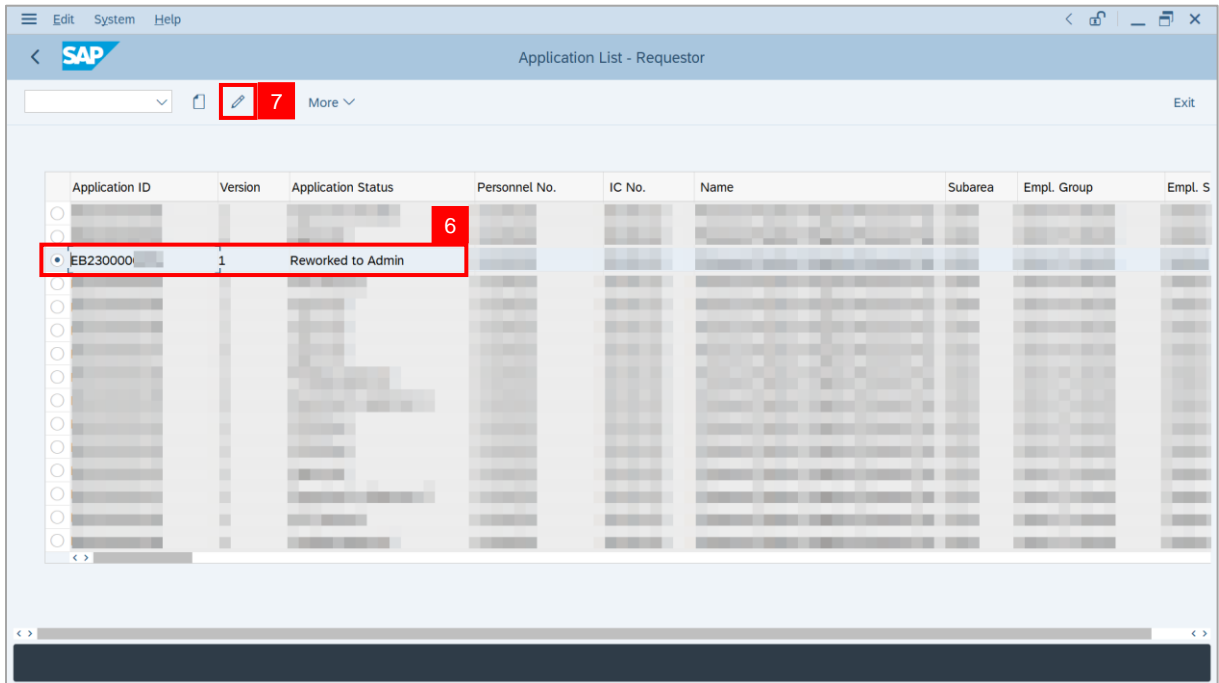
Note: The **Application List – Requestor** page will be displayed.



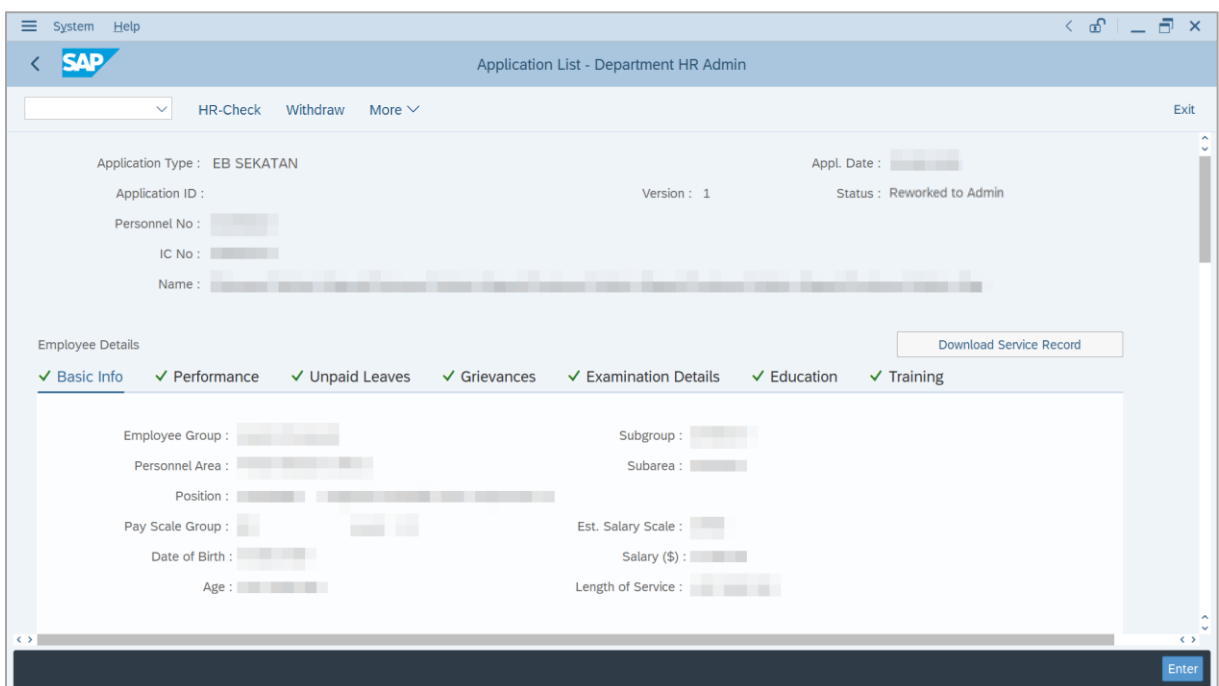
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Reworked to Admin						

6. Select Application with **“Reworked to Admin”** status and click on **Radio** button.

7. Click on **Change** icon.

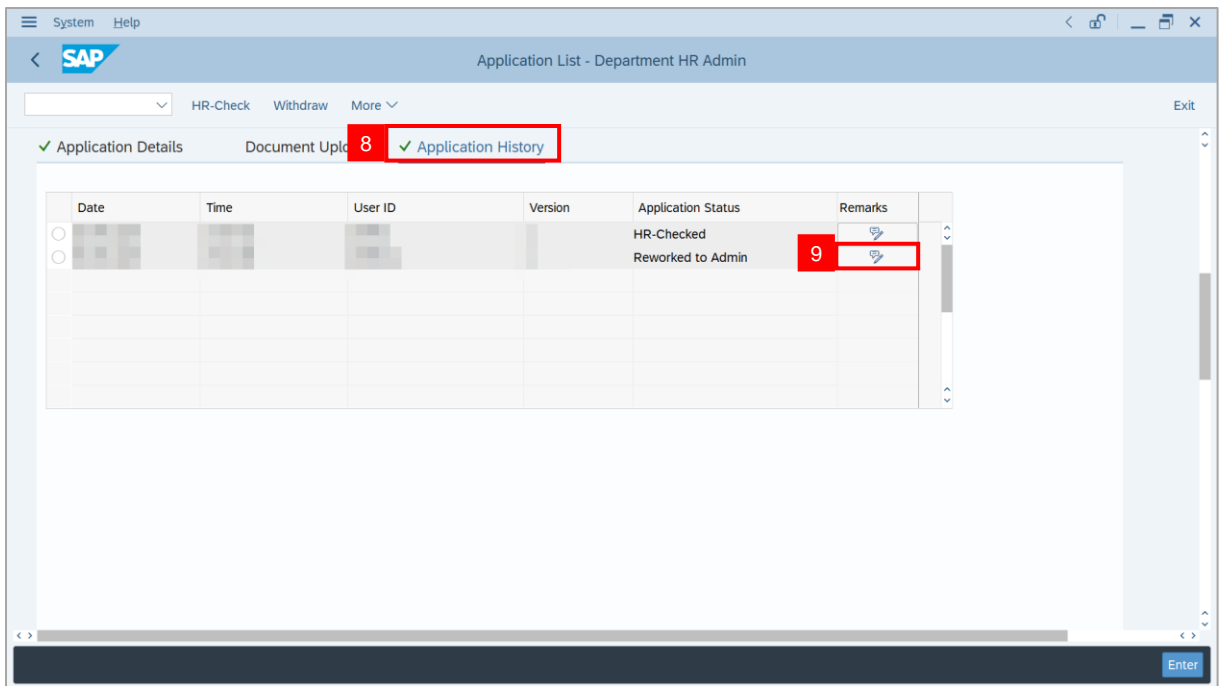


Note: The Application List – Department HR Admin page will be displayed.

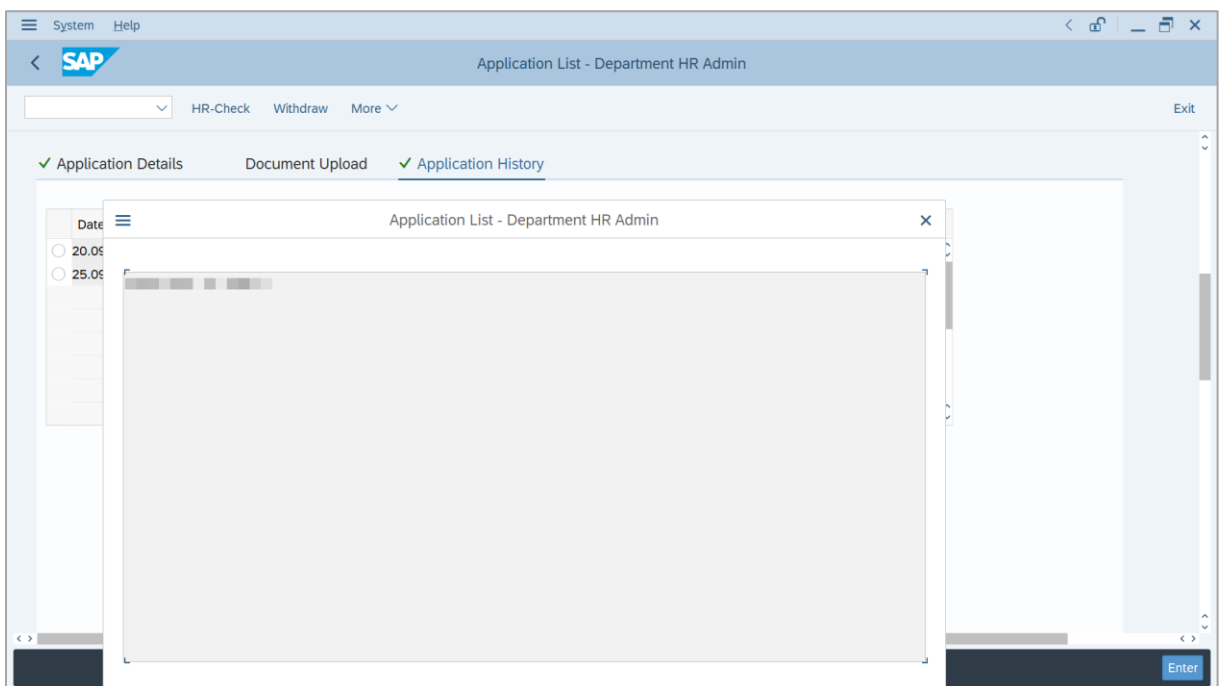


8. Navigate to **Application History** tab.

9. Click on **Remarks** button to view any comments made by **Department Approver** or/and **Treasury Verifier**.



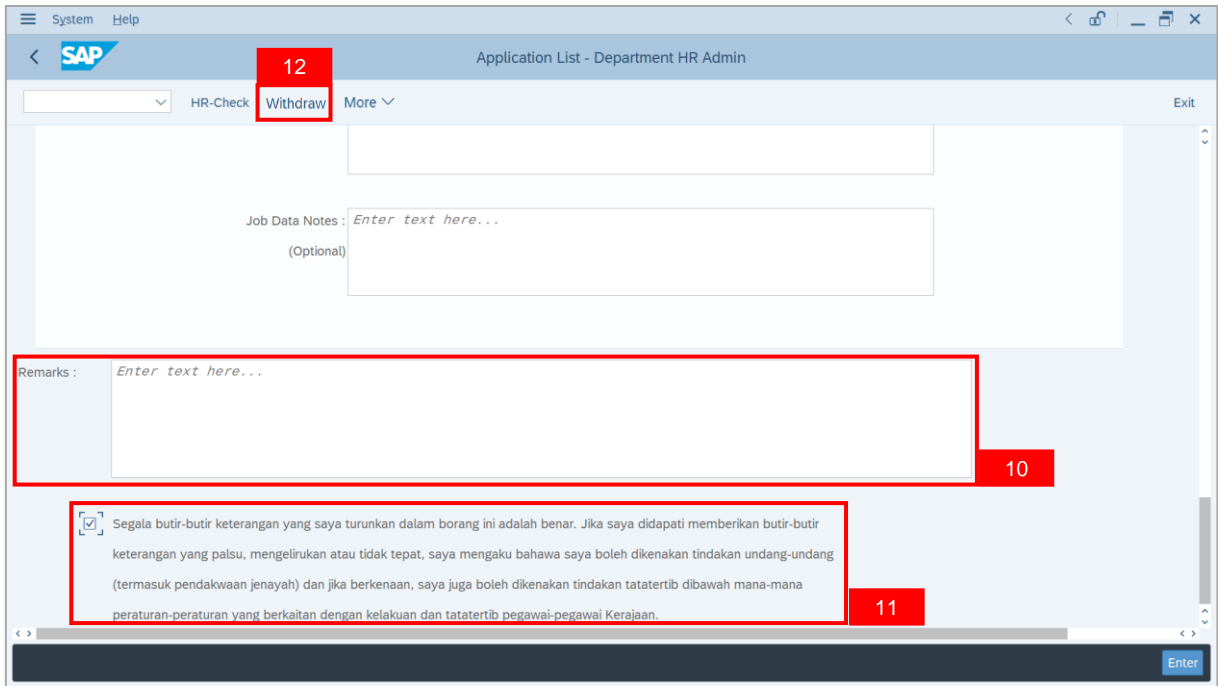
Note: Remarks page will be displayed.



10. Enter the **Remarks** for why the application is withdrawn.

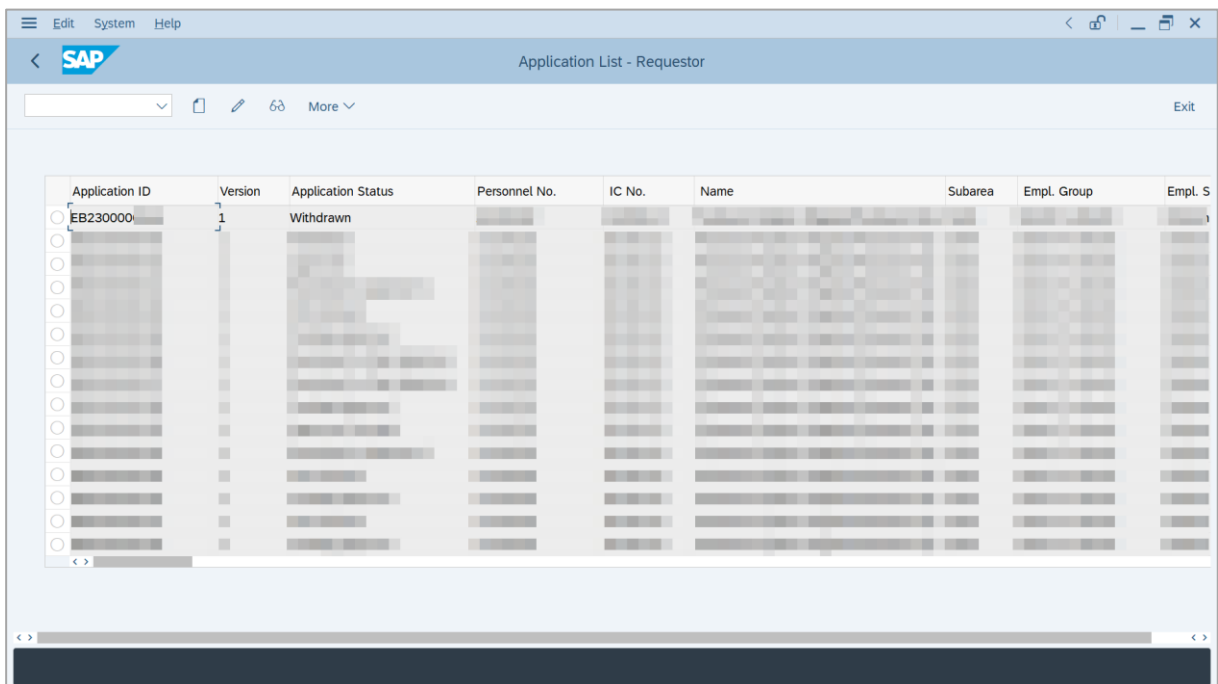
11. Tick on **Declaration** checkbox.

12. Click on **Withdraw** button.



The screenshot shows the SAP GUI interface for 'Application List - Department HR Admin'. A red box highlights the 'Withdraw' button, labeled '12'. Below it, a red box highlights the 'Remarks' text area, labeled '10'. Another red box highlights a declaration checkbox and its text, labeled '11'. The declaration text reads: '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.'

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



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The table below displays the application status as 'Withdrawn'.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Withdrawn						

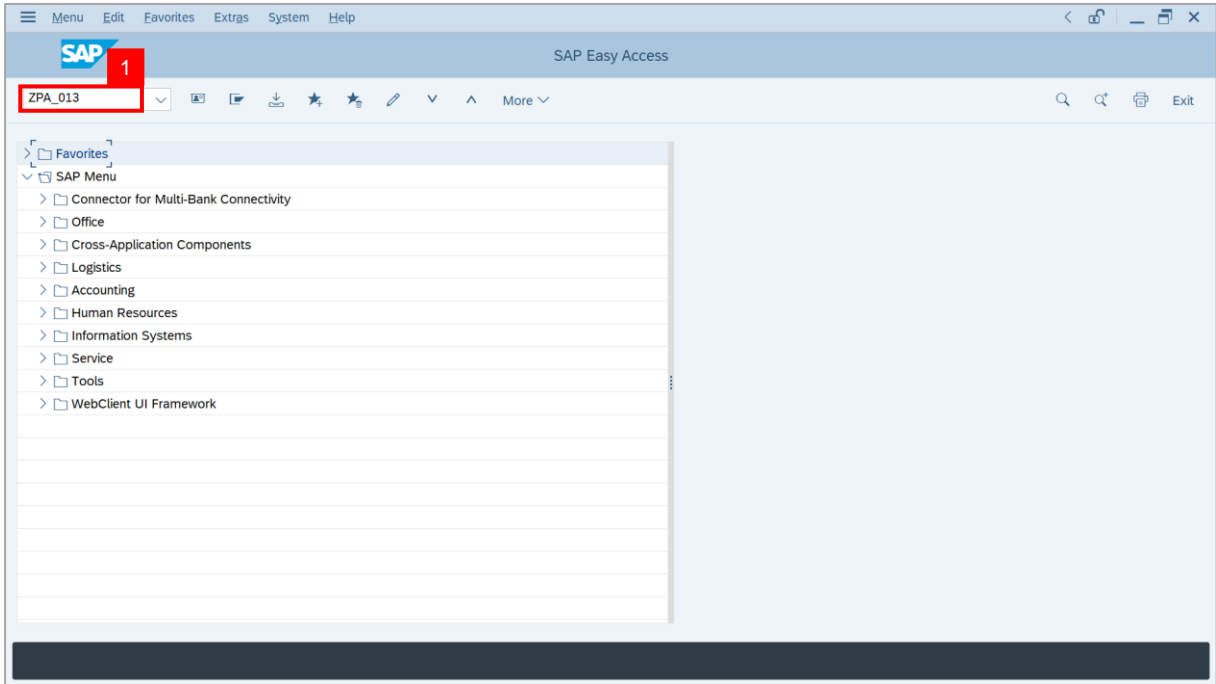
**EB SEKATAN
APPLICATION REPORT**

Backend User

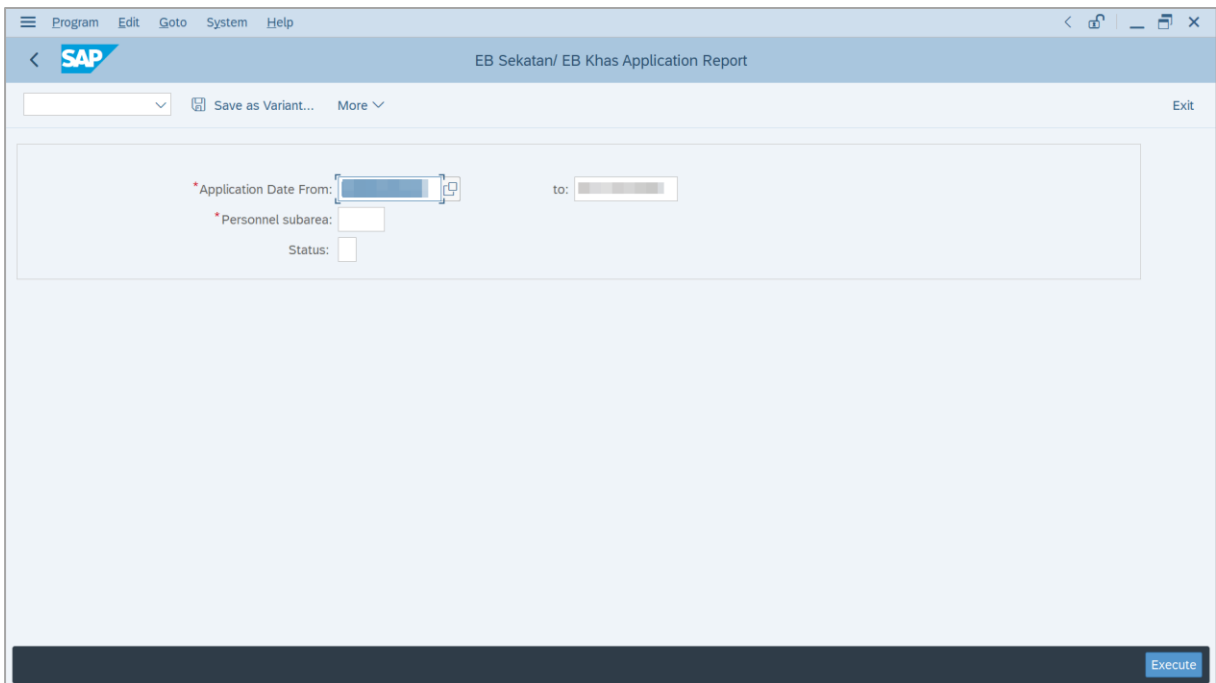
Department HR Administrator

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

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



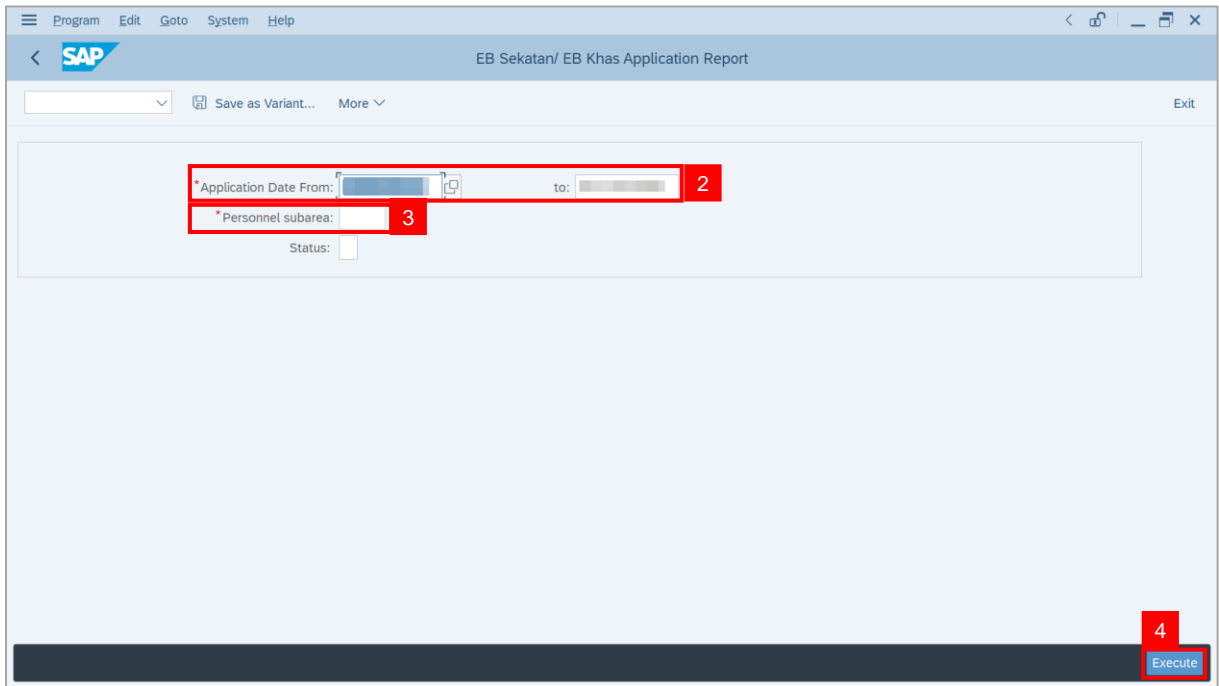
Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



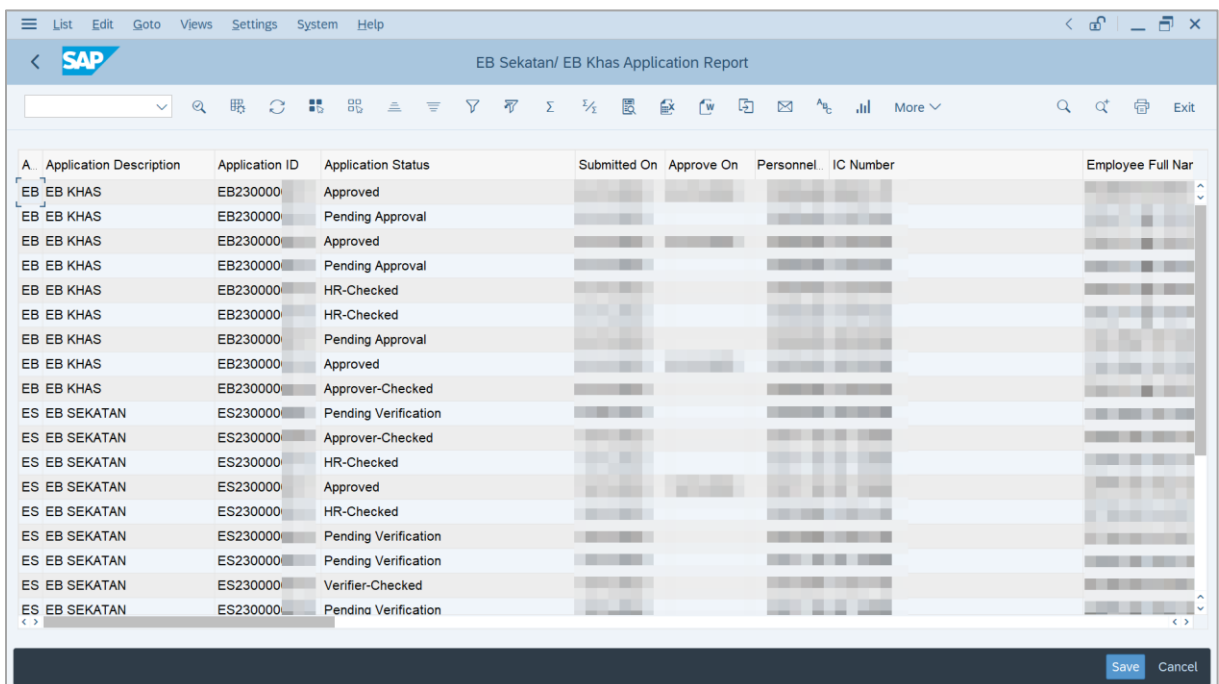
2. Enter **Application Date From** and **To**.

3. Enter **Personnel subarea**.

4. Click on **Execute** button.

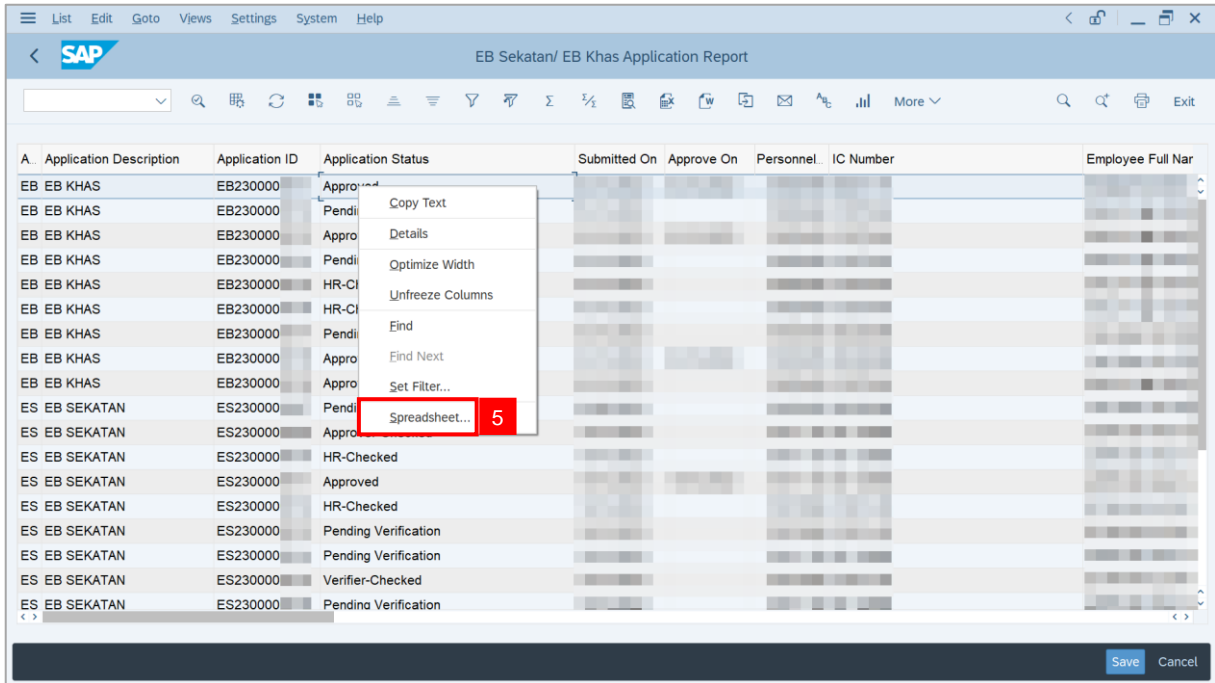


Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



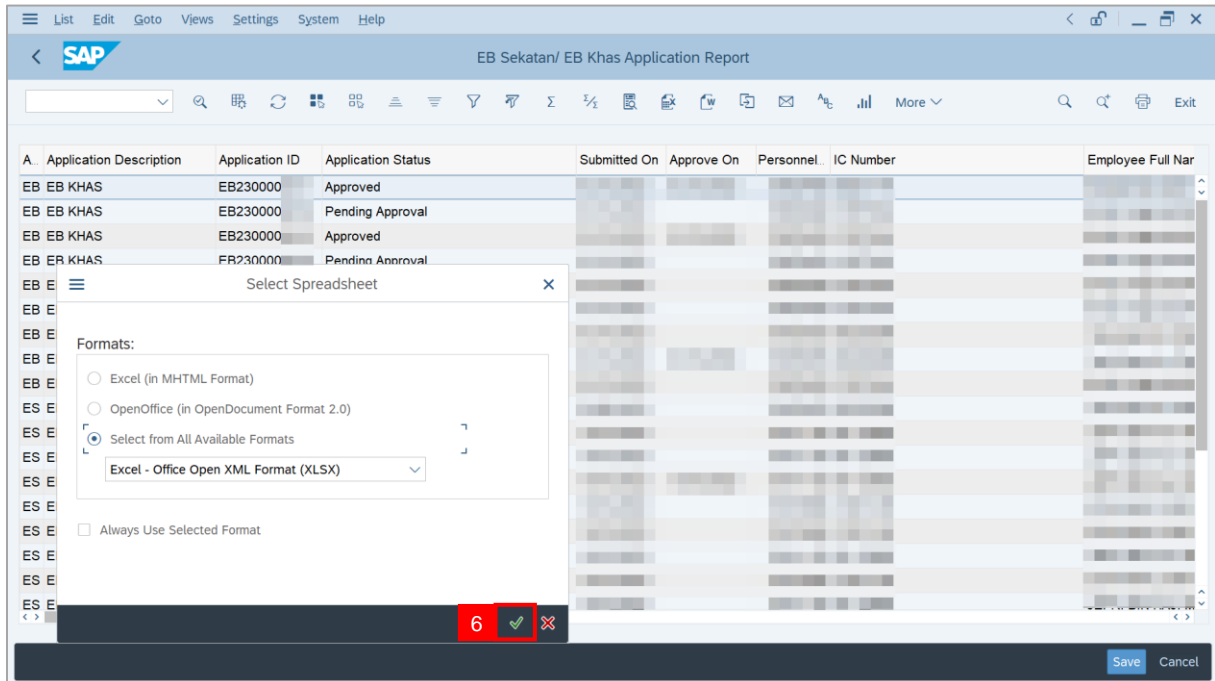
A. Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	HR-Checked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

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



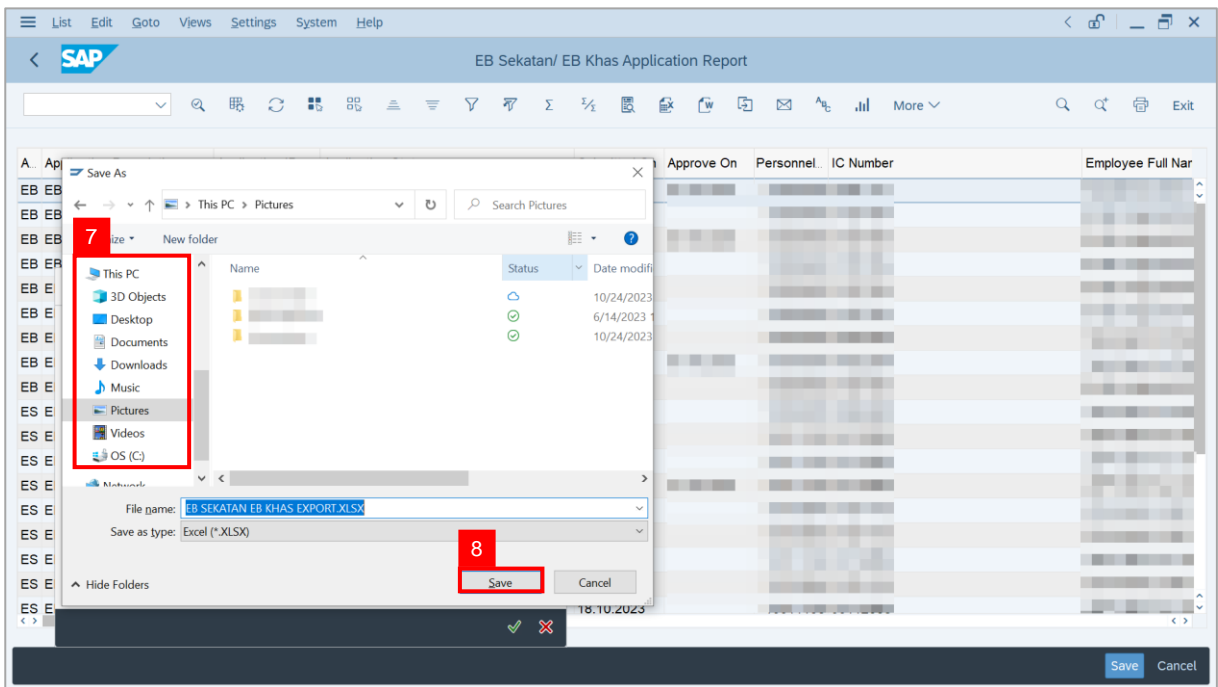
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



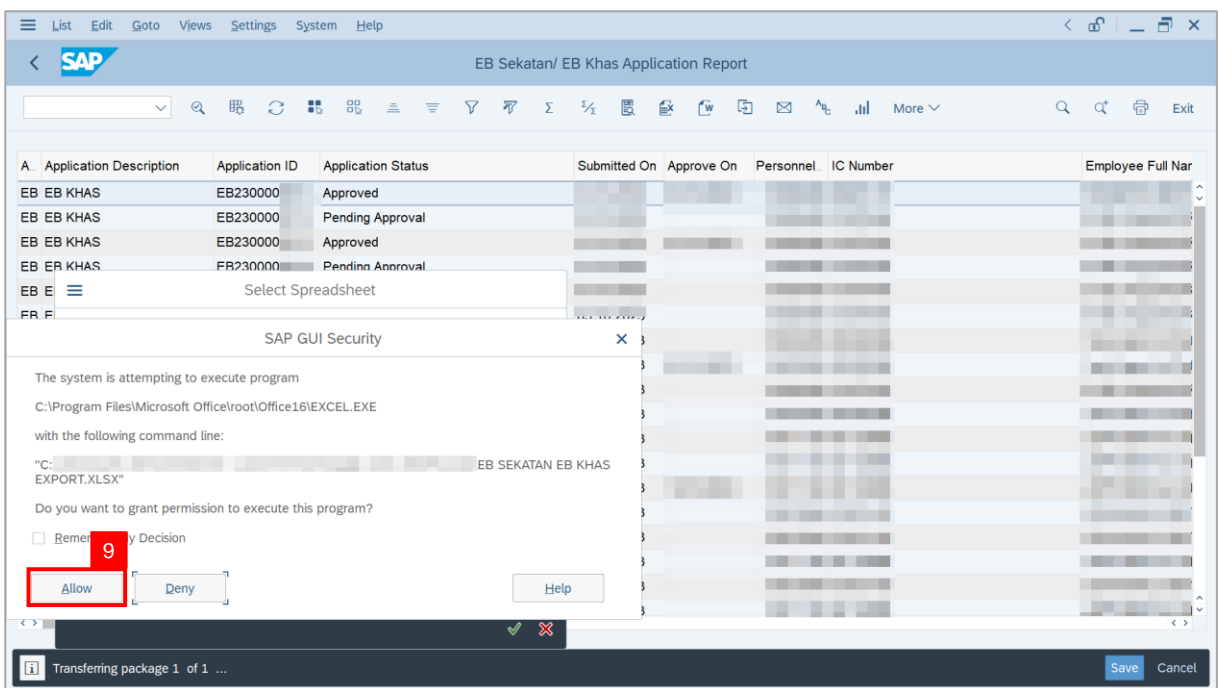
7. Select **File Location**.

8. Click on **Save** button.

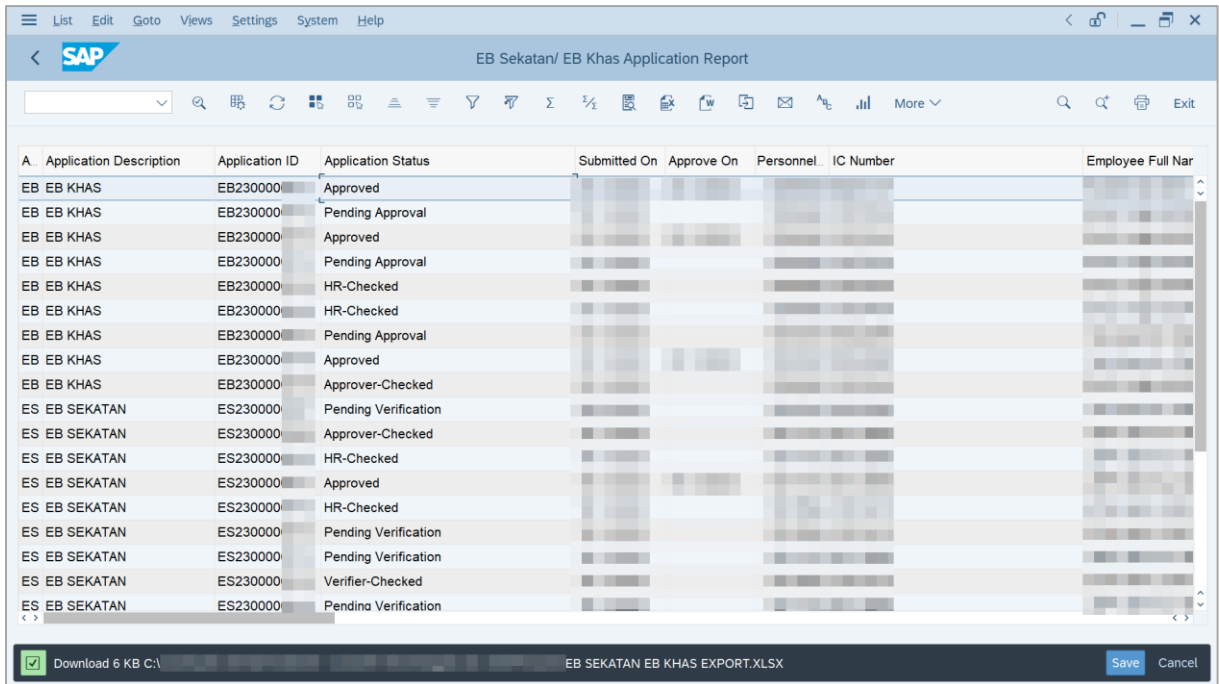


Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



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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