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:

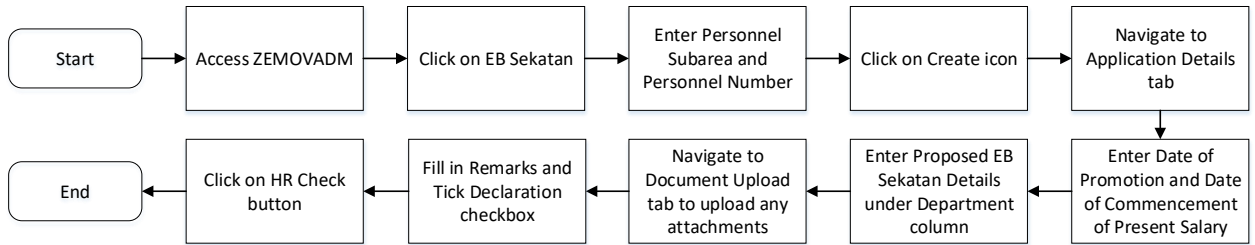| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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**.
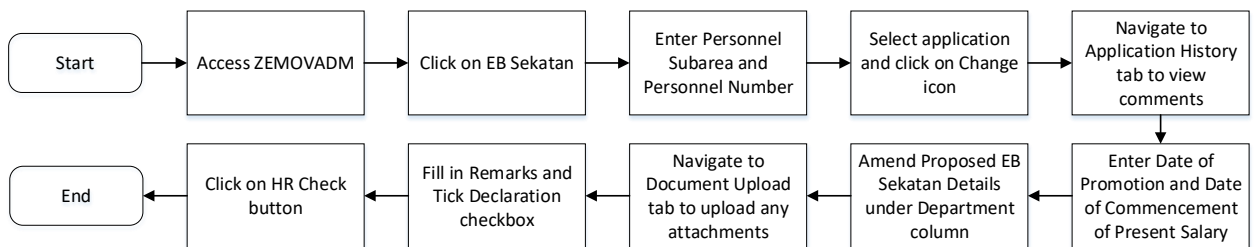
Table of Content

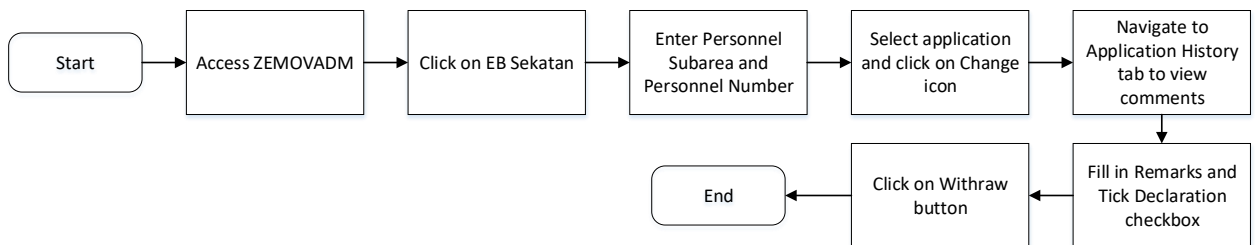| Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
Maintain Application (Department HR Administrator)	
Check Application	5
Edit and Recheck Application	16
Withdraw Application	26
Maintain Application Report (Department HR Adminstrator)	
EB Sekatan Application Report	32

Process Overview

Check Application

```
Start → Access ZEMOVADM → Click on EB Sekatan → Enter Personnel Subarea and Personnel Number → Click on Create icon → Navigate to Application Details tab
```

```
End ← Click on HR Check button ← Fill in Remarks and Tick Declaration checkbox ← Navigate to Document Upload tab to upload any attachments ← Enter Proposed EB Sekatan Details under Department column ← Enter Date of Promotion and Date of Commencement of Present Salary
```

Edit and Recheck Application

```
Start → Access ZEMOVADM → Click on EB Sekatan → Enter Personnel Subarea and Personnel Number → Select application and click on Change icon → Navigate to Application History tab to view comments
```

```
End ← Click on HR Check button ← Fill in Remarks and Tick Declaration checkbox ← Navigate to Document Upload tab to upload any attachments ← Amend Proposed EB Sekatan Details under Department column ← Enter Date of Promotion and Date of Commencement of Present Salary
```

Withdraw Application

```
Start → Access ZEMOVADM → Click on EB Sekatan → Enter Personnel Subarea and Personnel Number → Select application and click on Change icon → Navigate to Application History tab to view comments
```

```
End ← Click on Withraw button ← Fill in Remarks and Tick Declaration checkbox
```

EB Sekatan Application Report

```
Start → Access ZPA_013 → Enter Application Date and Personnel subarea → Click right button on the Mouse and select 'Spreadsheet' → Click on Tick button → Select File Location and click Save button
```

```
End ← Click on Allow button
```

Sistem Sumber Manusia - EB Sekatan

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.

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

6. Click on **Create** icon.

Note: The **Application List – Department HR Admin** page will be displayed.
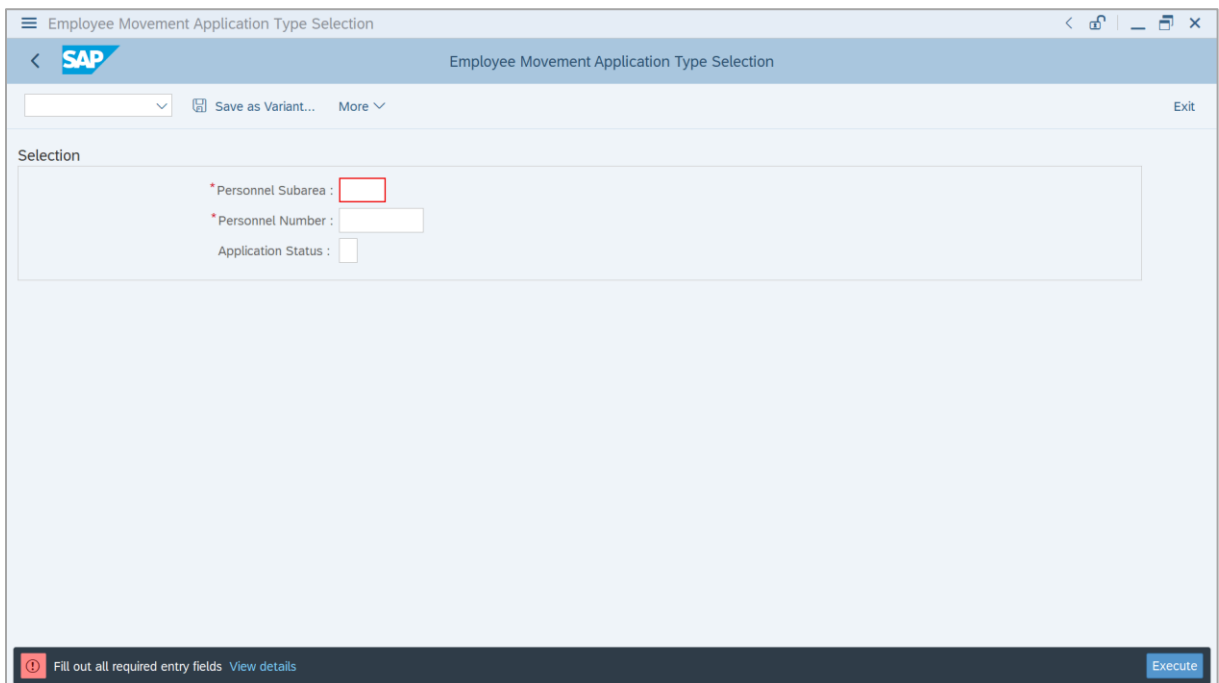
i) **Department HR Administrator** may review employee's information on each tab under

Employee Details.
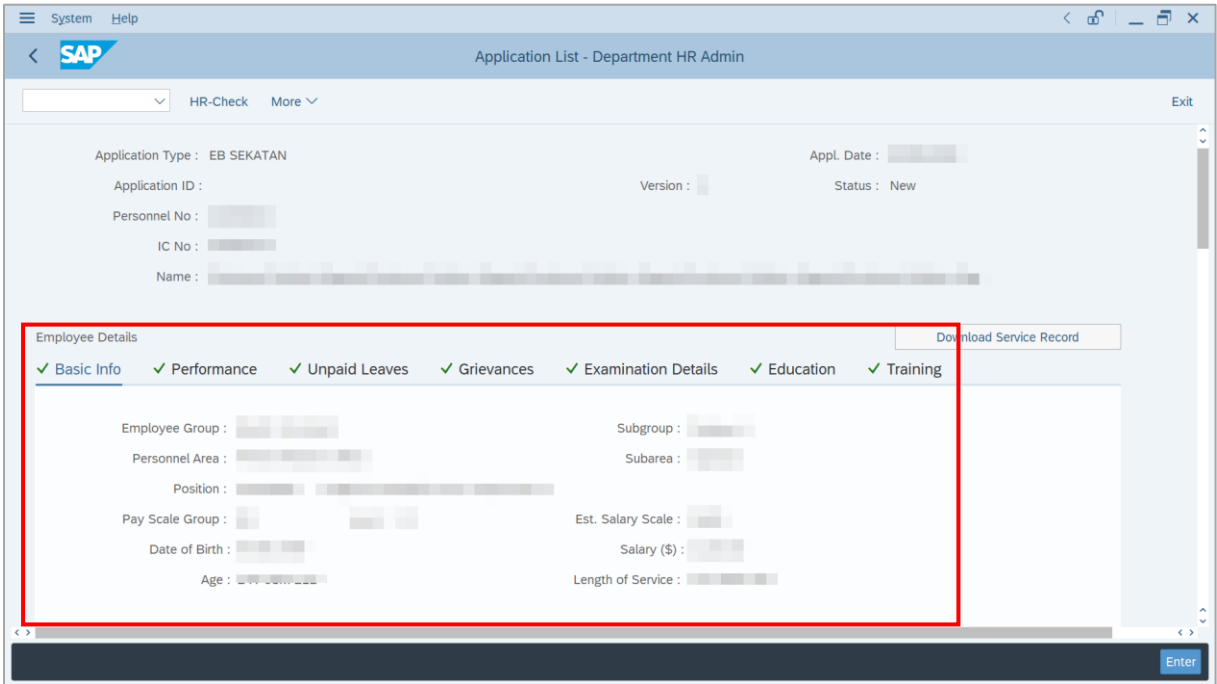
7. Click on **Download Service Record** button.
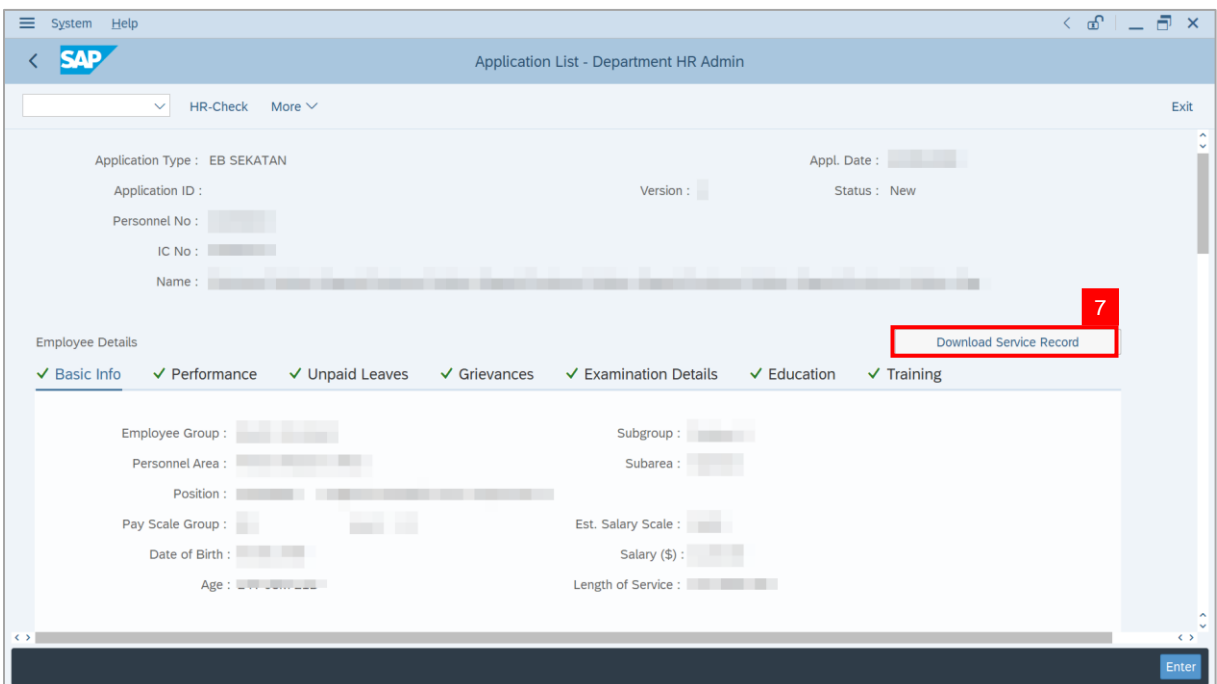
Note: The **Print** page will be displayed.

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

9. Click on **Print** icon.
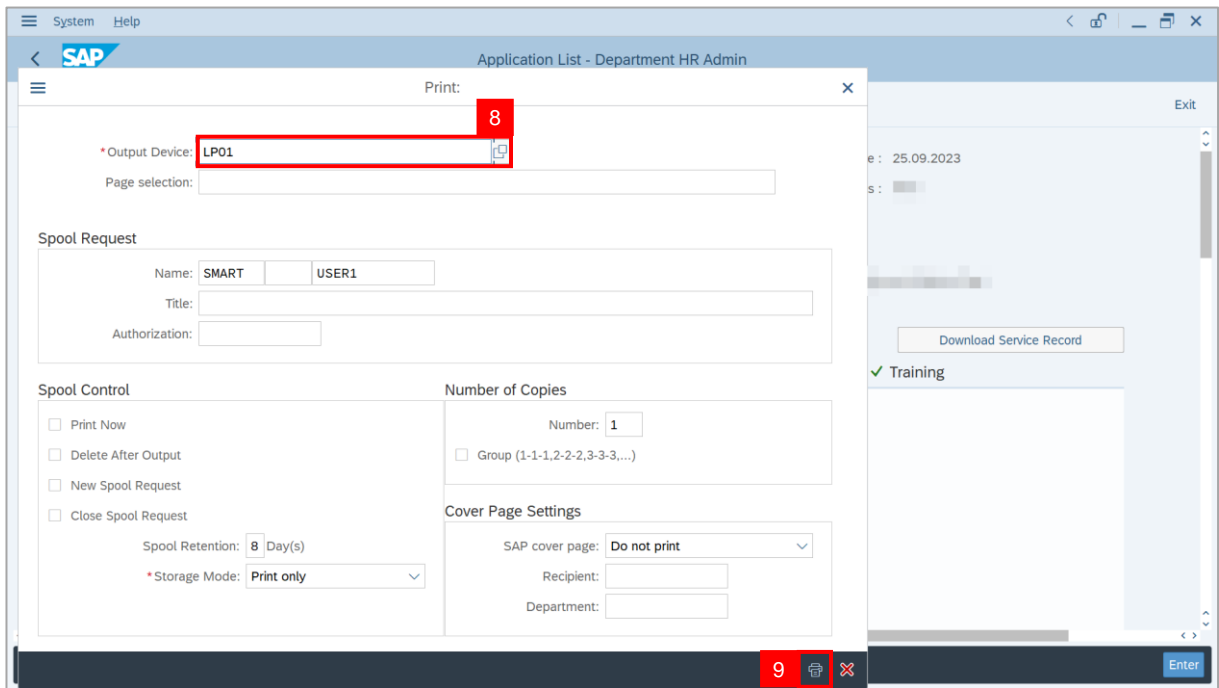
10. Select **File Location** and click on **Save** button.
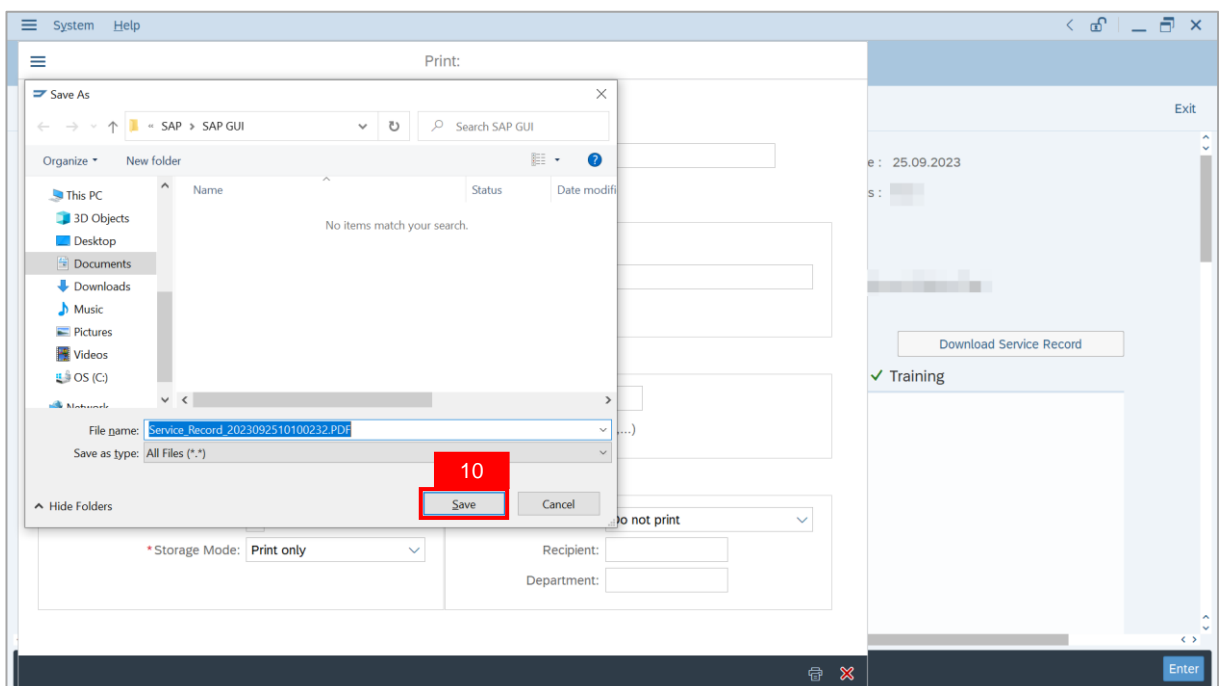
Note: The **SAP GUI Security** page will be displayed.

11. Click on **Allow** button.
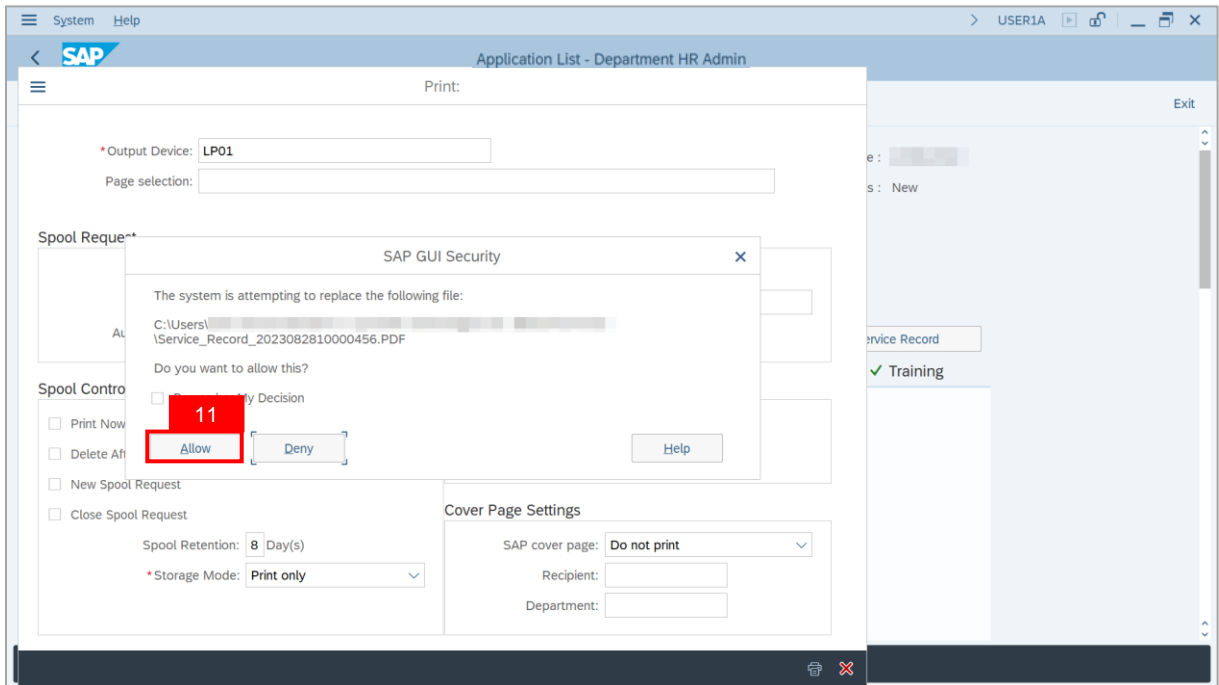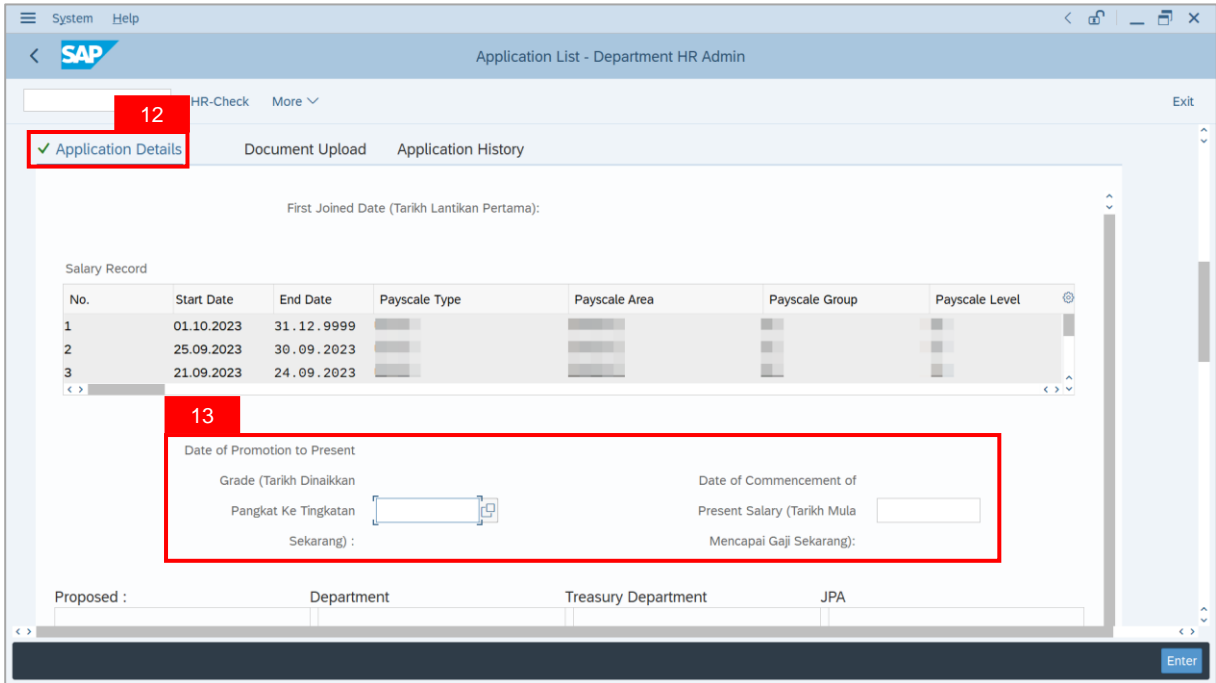
Note: The **Service Record** has successfully been downloaded.
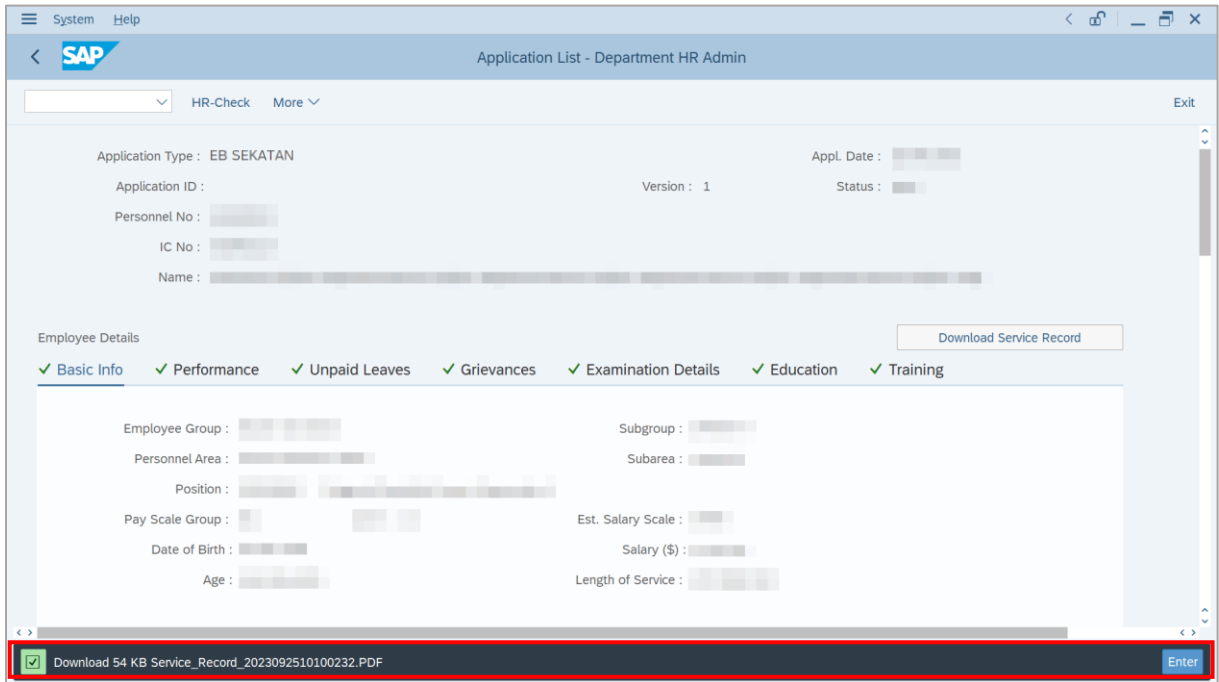
12. Navigate to **Application Details** tab.

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

14. **Department HR Administrator** may fill in the empty fields of **Proposed EB Sekatan Details** under **Department** column.
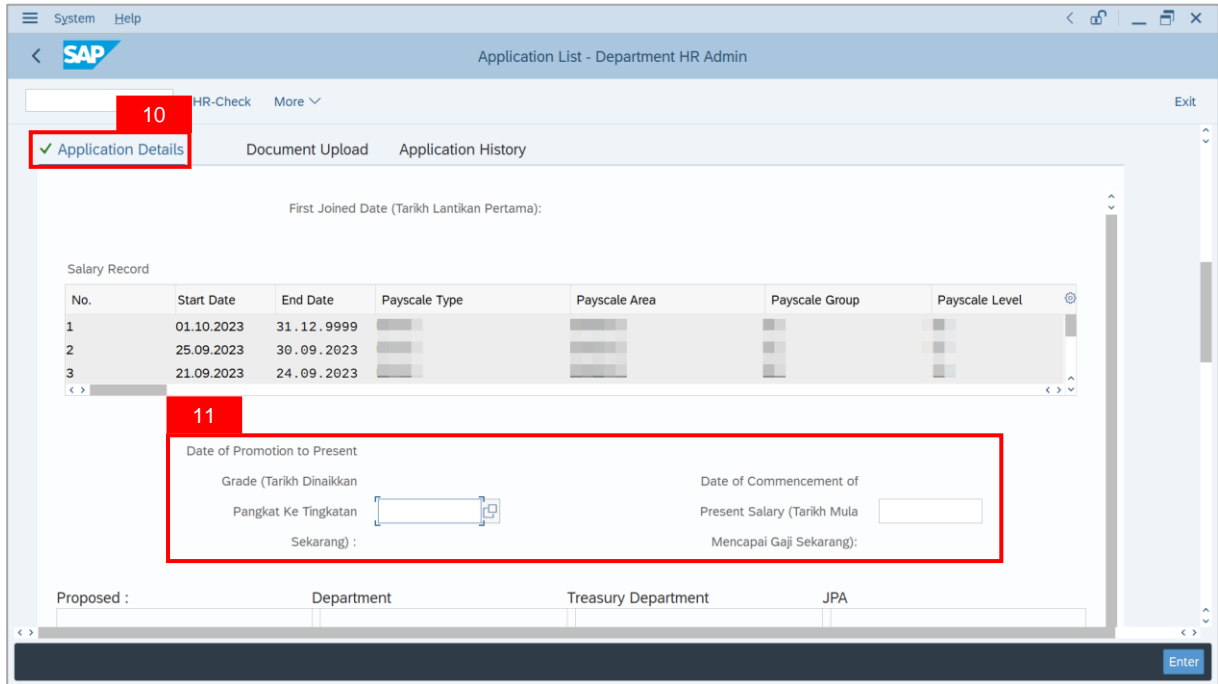
15. Enter **Reason for supporting** and **Job Data Notes**.

16. Navigate to **Document Upload** tab.

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

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

19. Click on **Open** button.
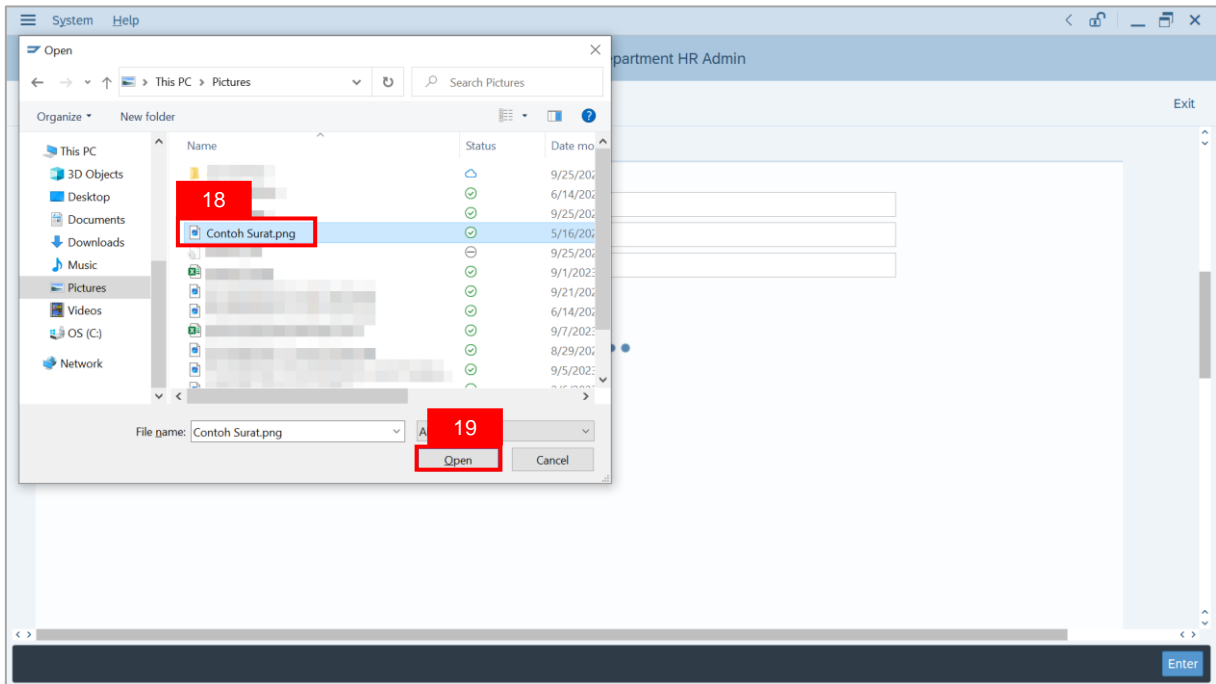
Note: The **SAP GUI Security** message will be displayed.

20. Click on **Allow** button.
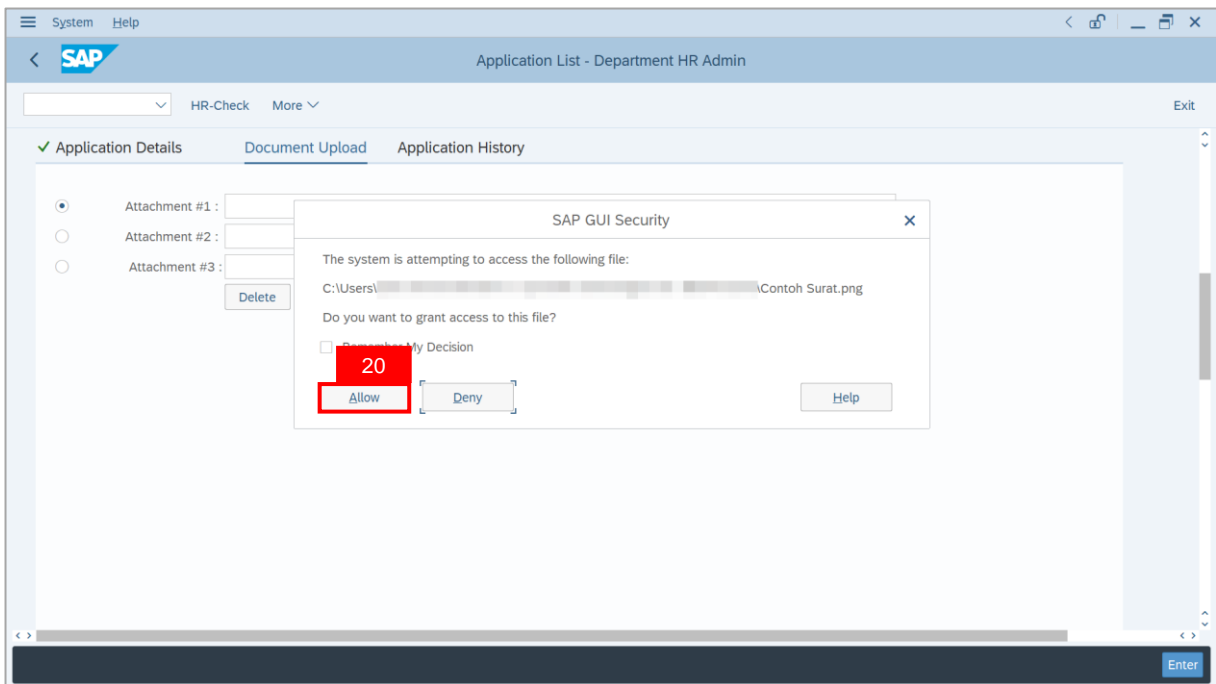
Note: The **Attachment** has successfully been uploaded.
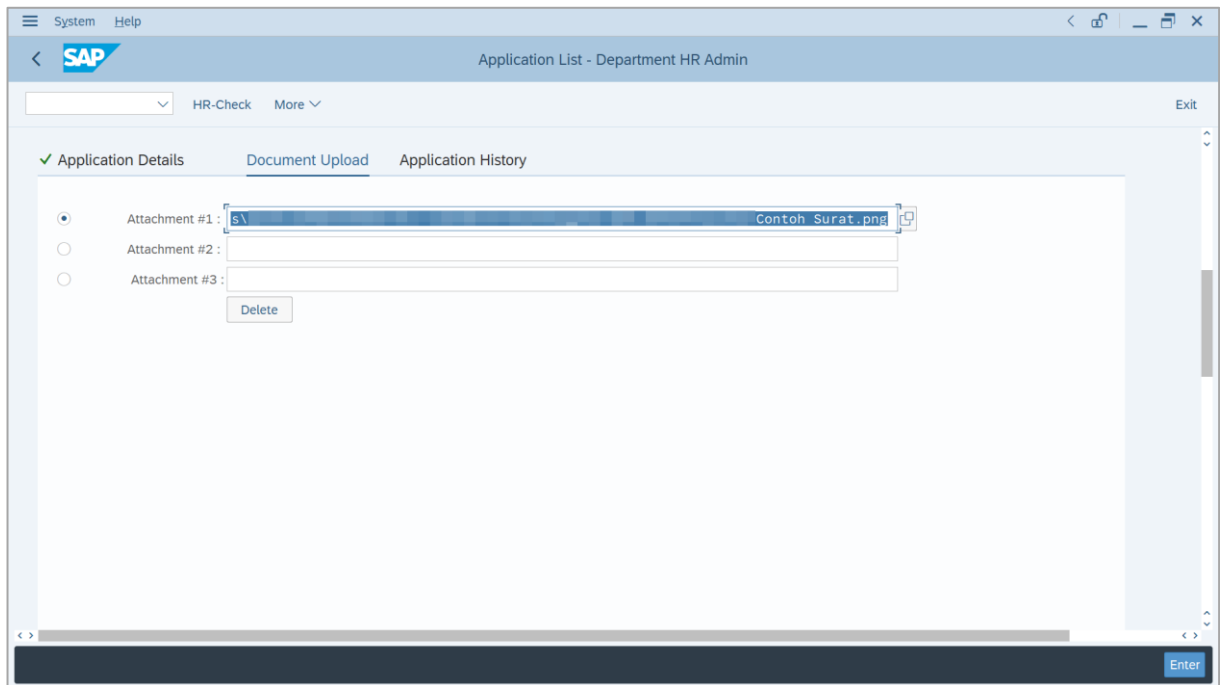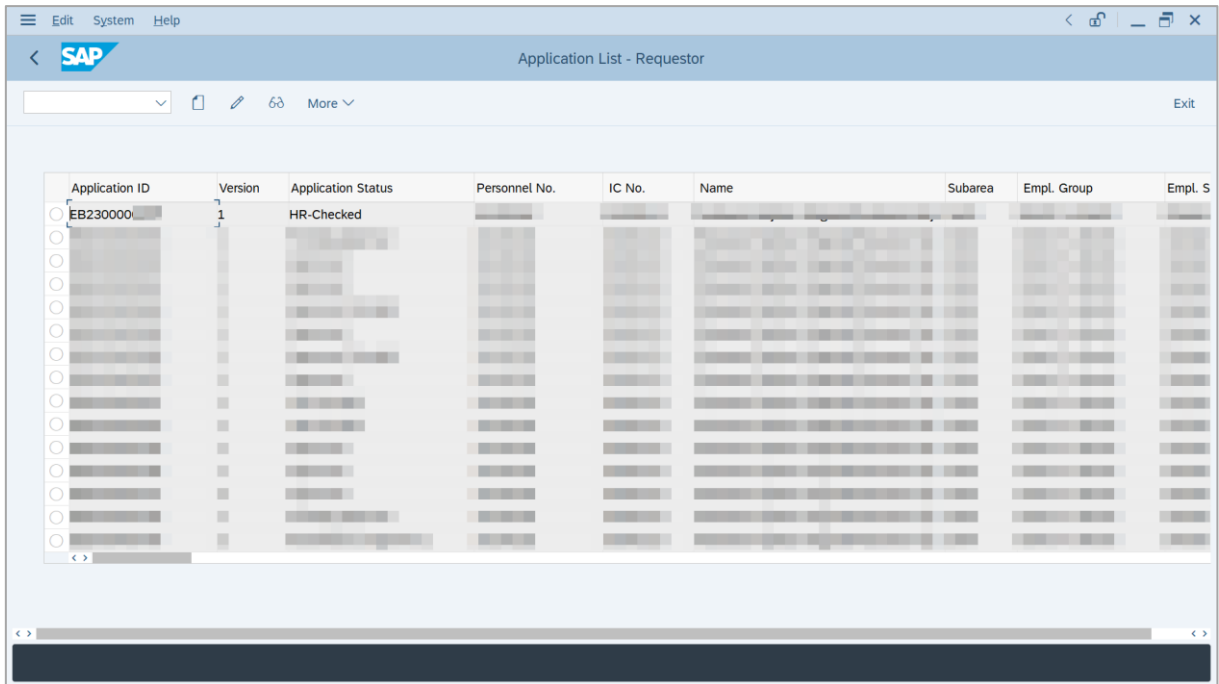
21. Enter the **Remarks** for employee's application.

22. Tick on **Declaration** checkbox.

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

Sistem Sumber Manusia - EB Sekatan

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

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.

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**.

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

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

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

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

17. Click on **Open** button.
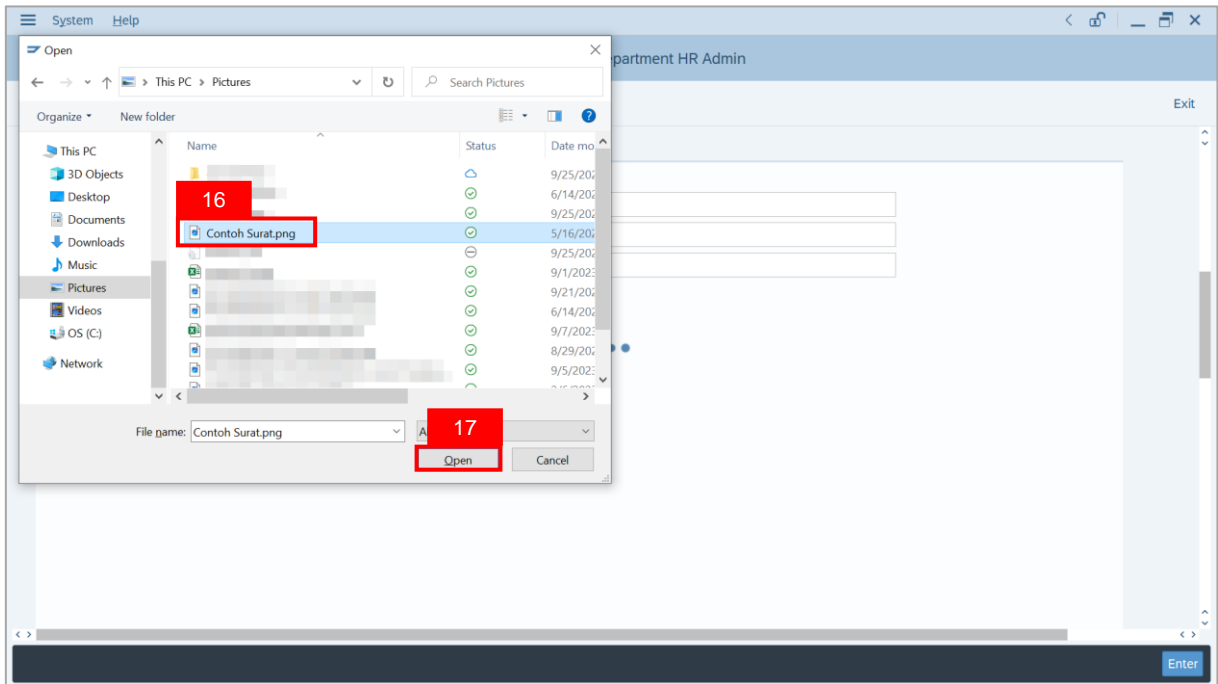
Note: The **SAP GUI Security** message will be displayed.

18. Click on **Allow** button.
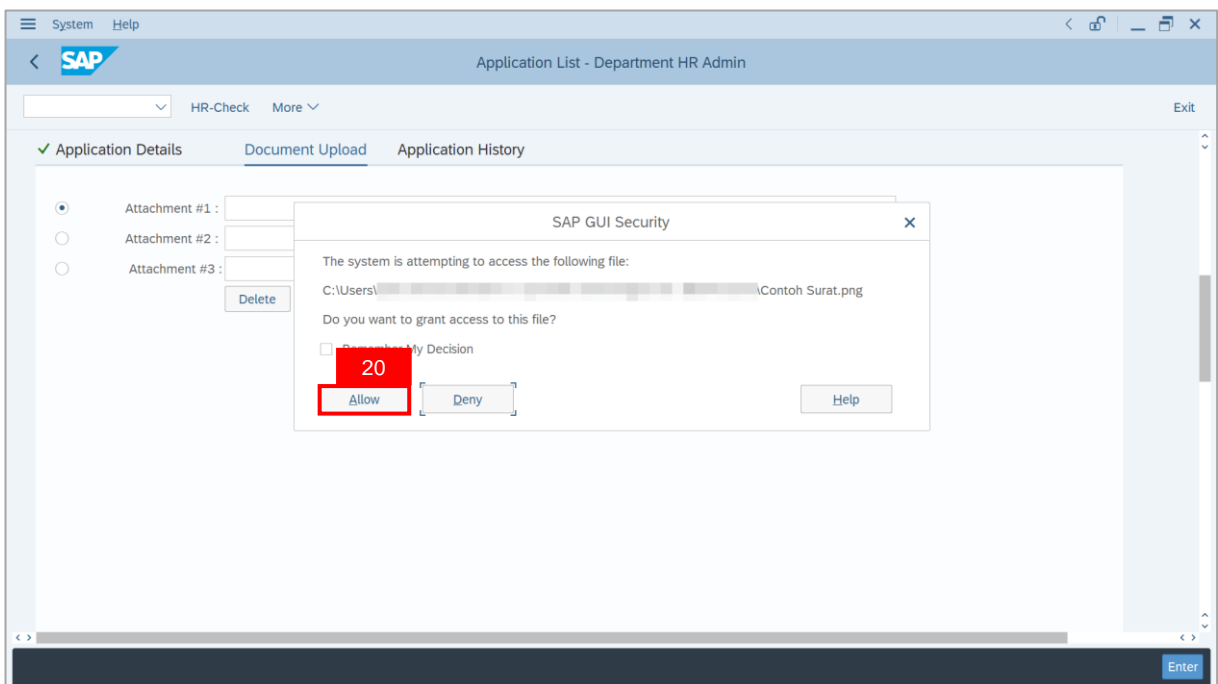
Note: The **Attachment** has successfully been uploaded.
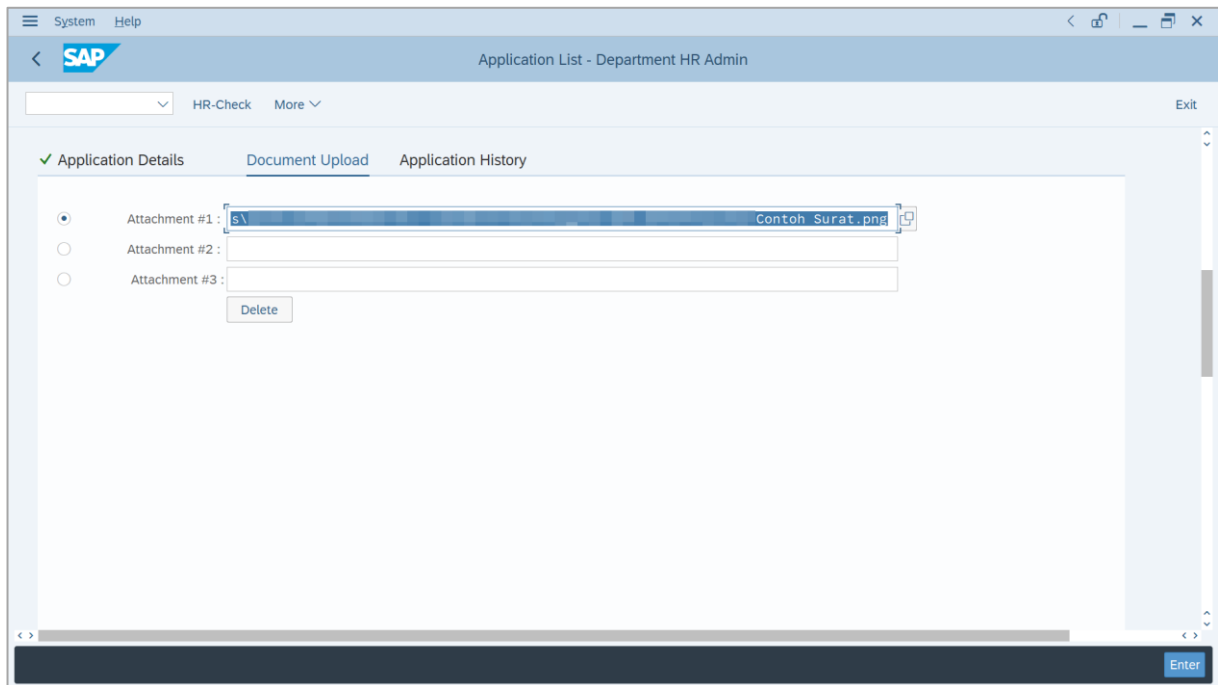
19. Enter the **Remarks** for employee's application.

20. Tick on **Declaration** checkbox.

21. Click on **HR-Check** button.
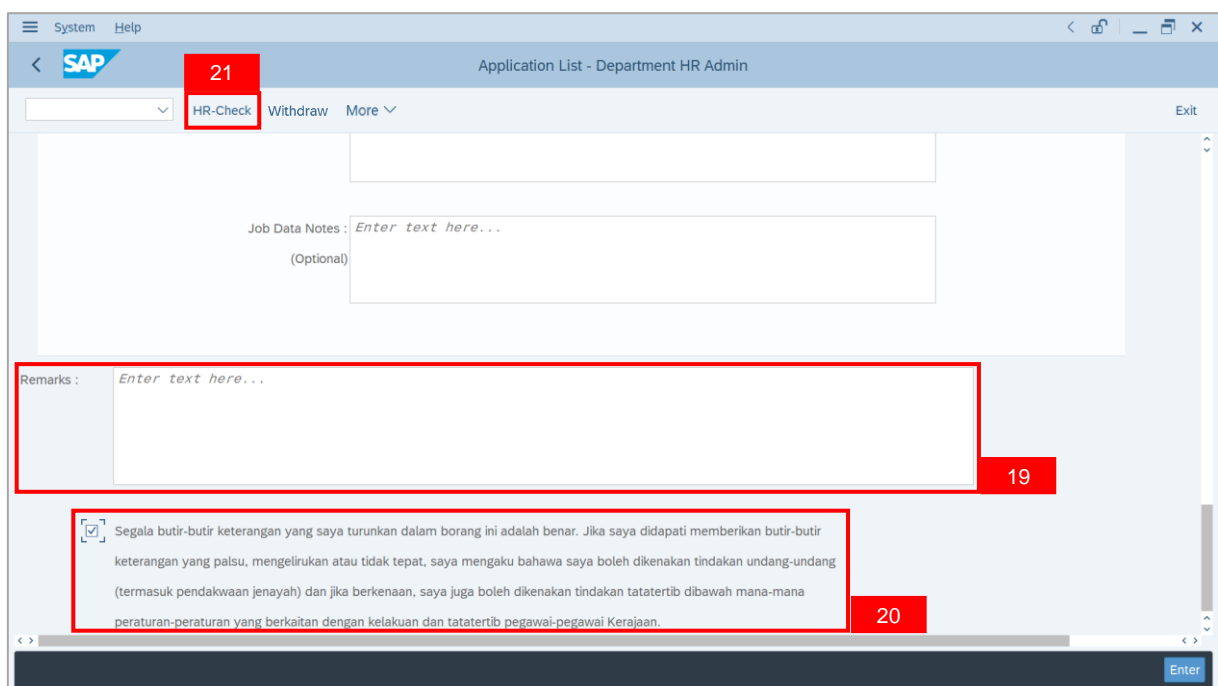
Outcome: The **Application** has successfully been checked to **Department Approver**.

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.

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. Enter the **Remarks** for why the application is withdrawn.
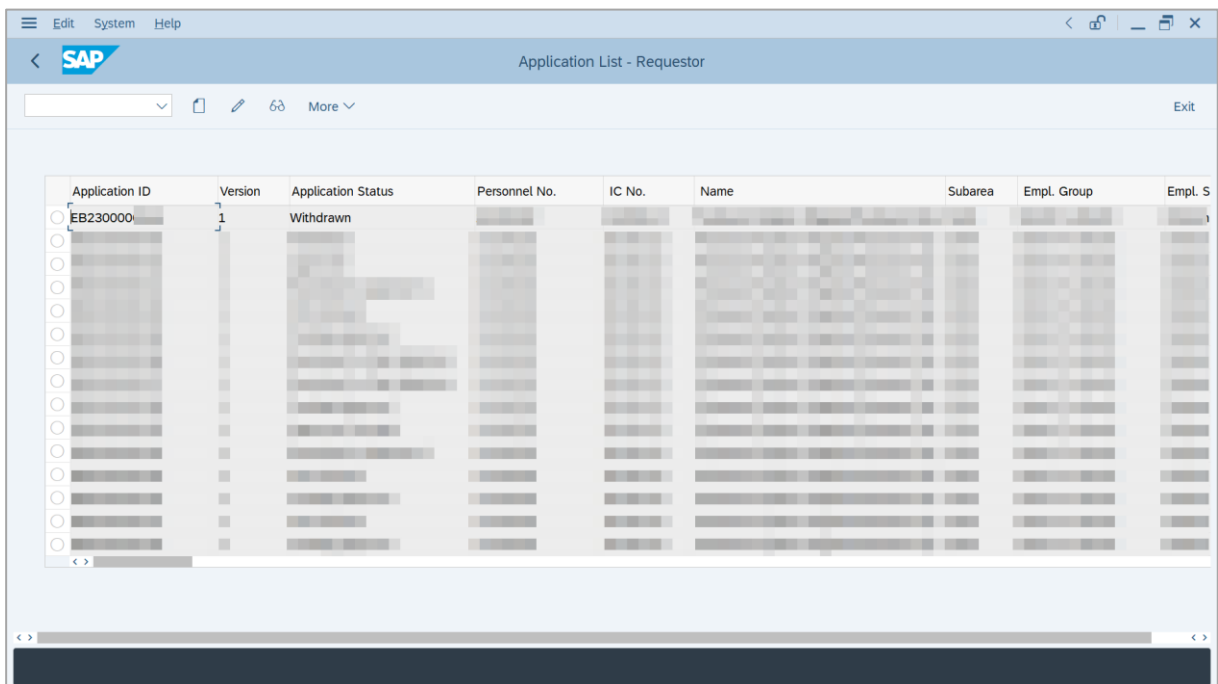
11. Tick on **Declaration** checkbox.

12. Click on **Withdraw** button.

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

EB SEKATAN APPLICATION REPORT	Backend User
	Department HR Administrator

Log into SAP GUI (Back End) and proceed with the following steps.
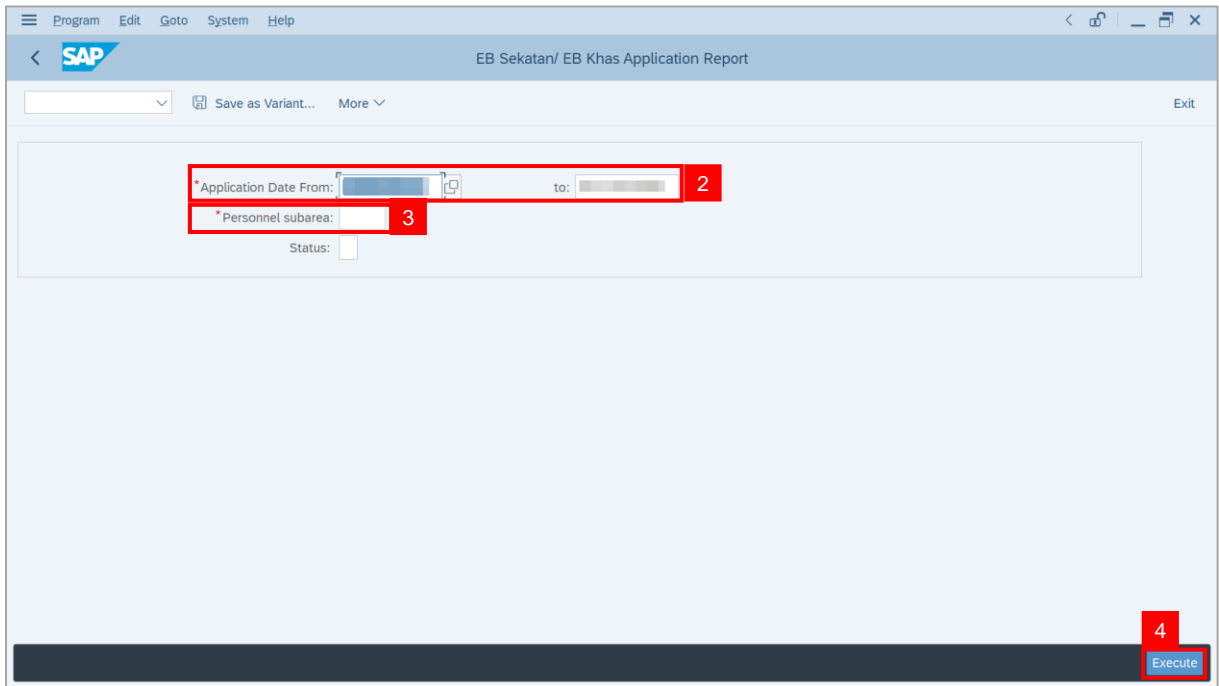
1. Enter **ZPA_013** in the search bar.
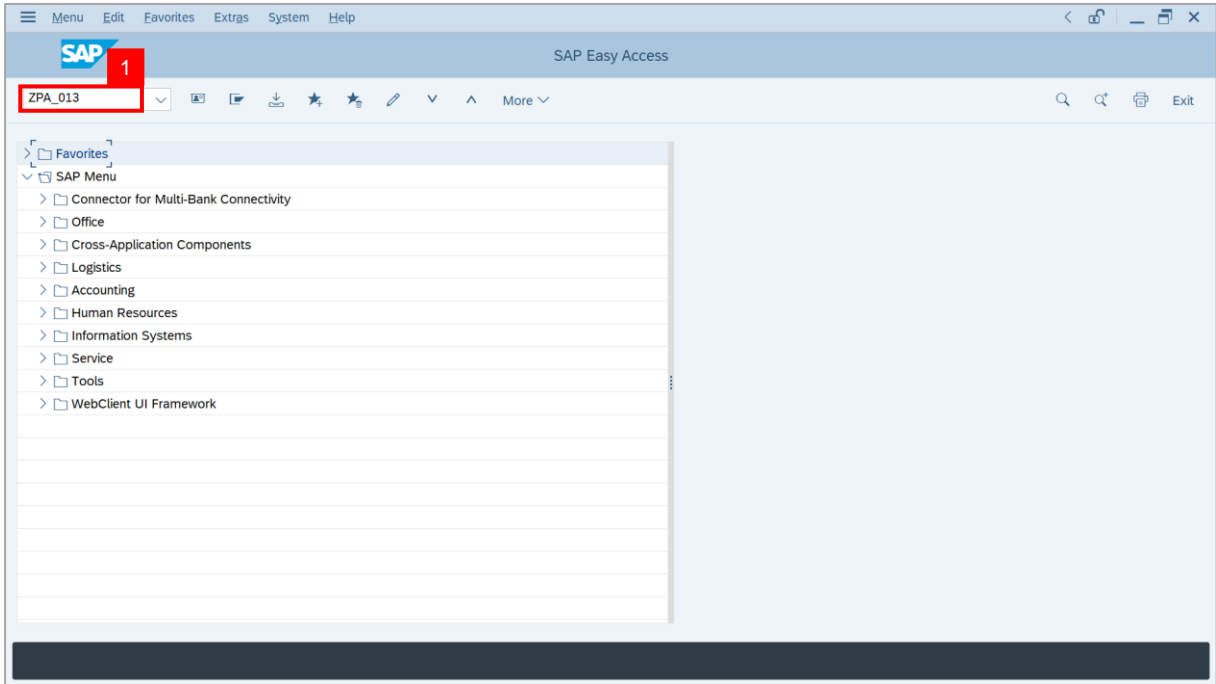
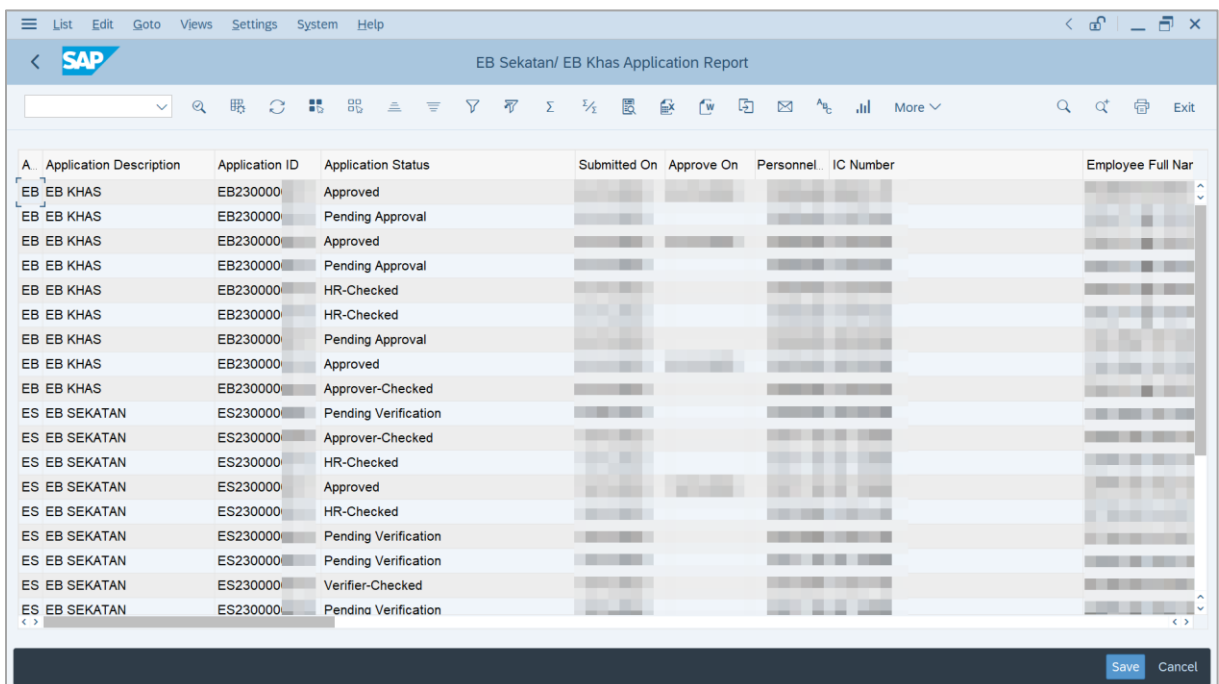

Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.
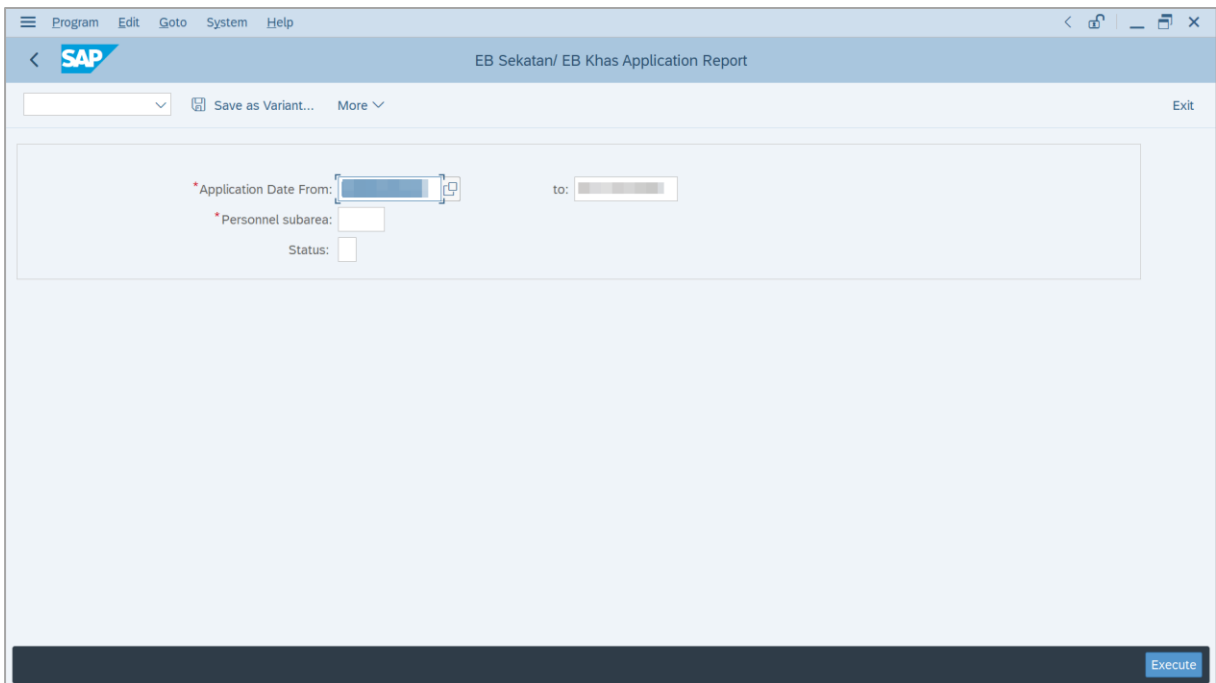
2. Enter **Application Date From** and **To**.

3. Enter **Personnel subarea**.
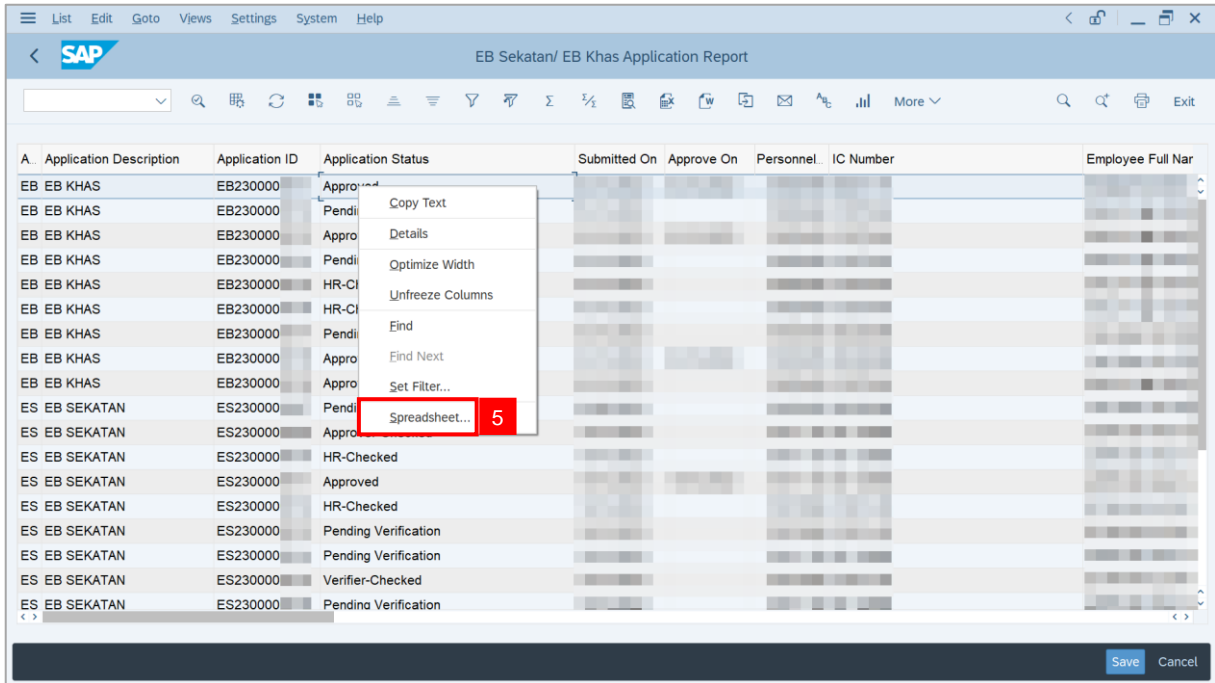
4. Click on **Execute** button.

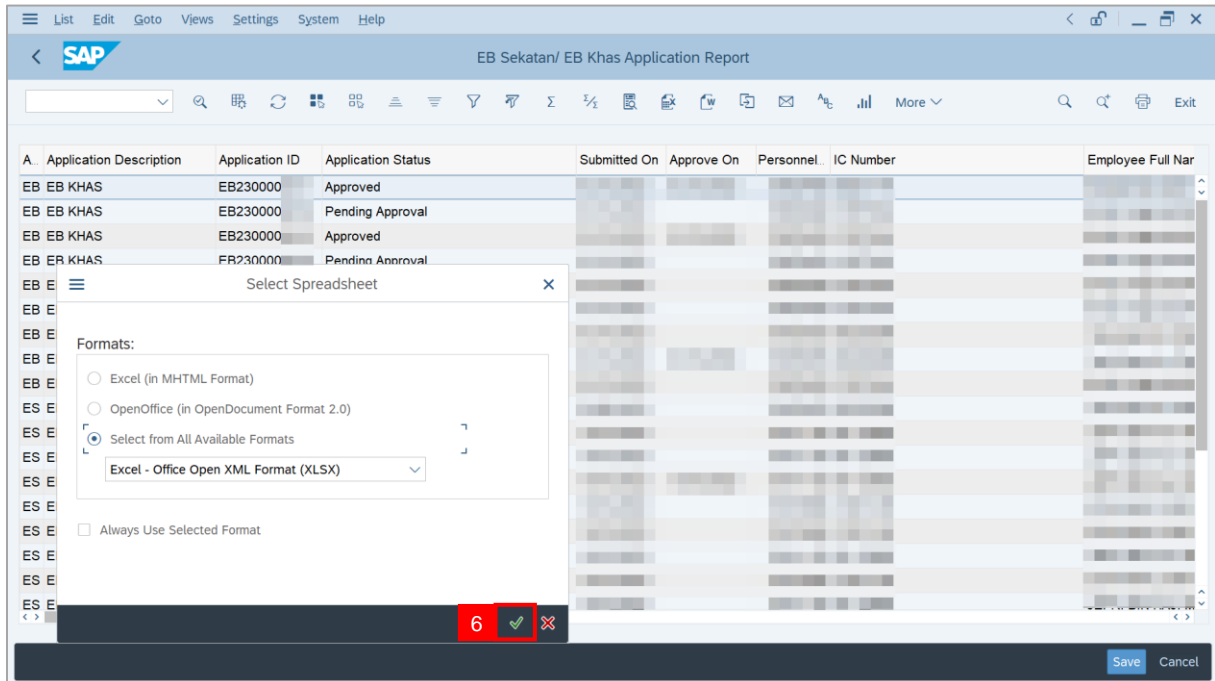**Note:** The **EB Sekatan / EB Khas Application Report** page will be displayed.

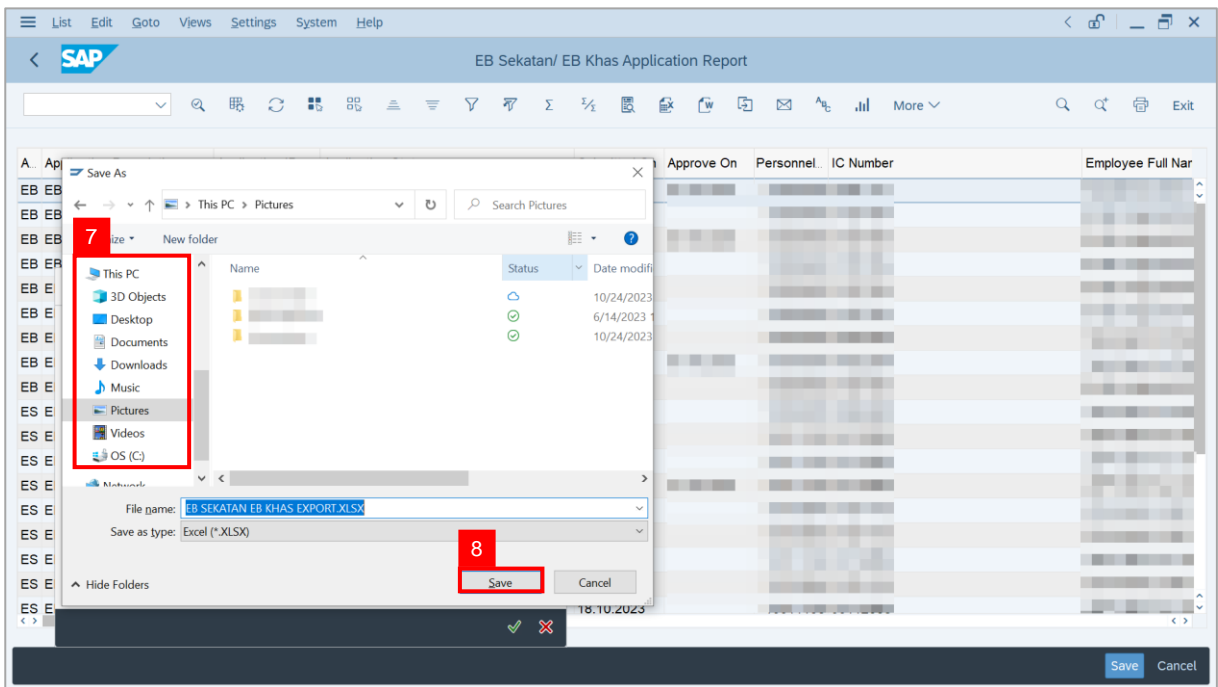5. Click the right button on the **Mouse** and select **'Spreadsheet'.**

Note: The **Select Spreadsheet** message will be displayed.
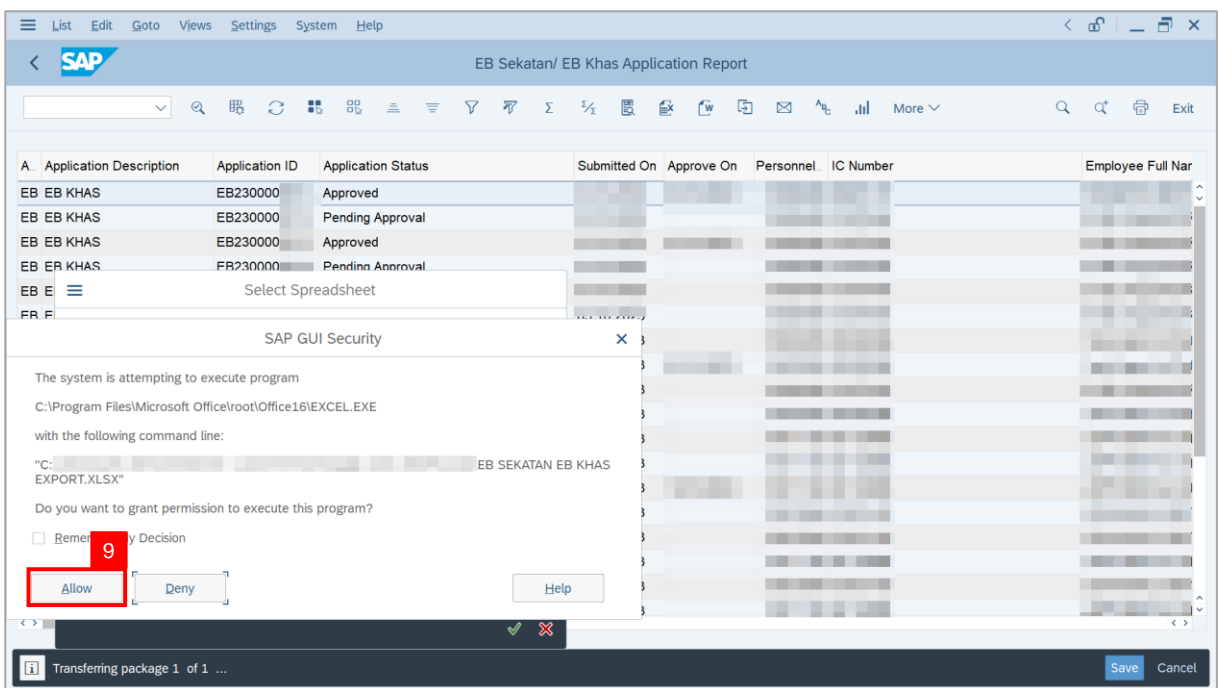
6. Click on **Tick** button.

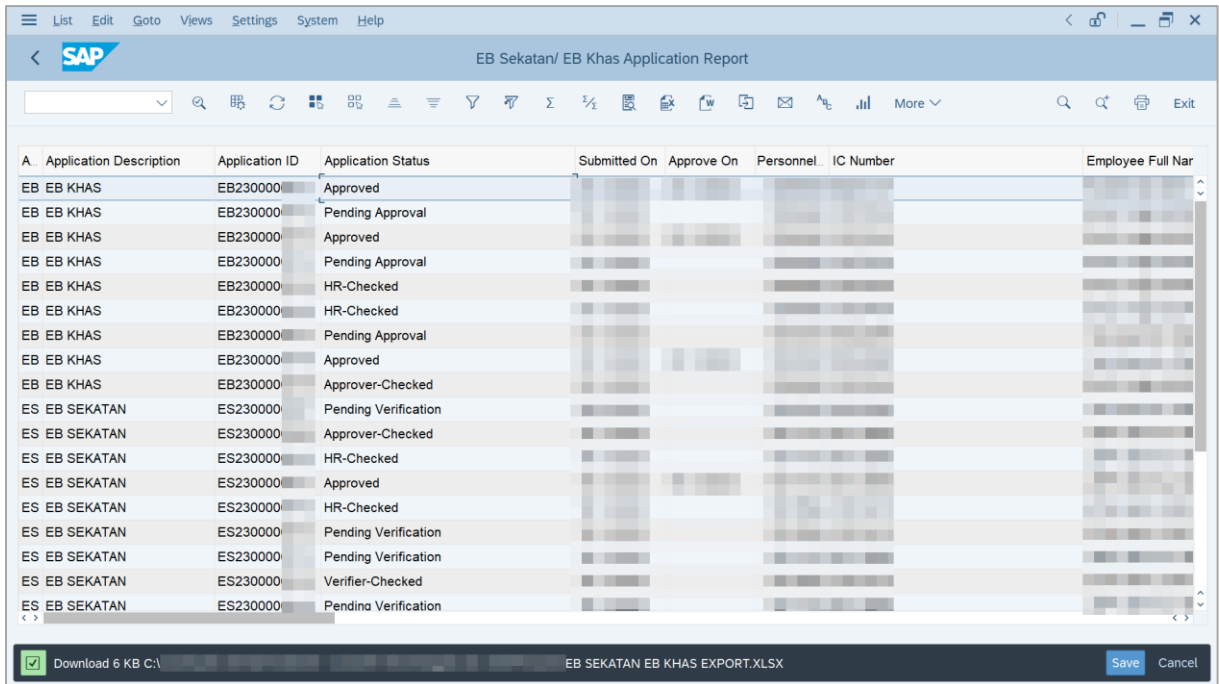7. Select **File Location**.

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.