



SISTEM SUMBER MANUSIA

User Guide

For Treasury Verifier

Backend (SAP GUI)

Employee Movement (PA):

EB Sekatan

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Treasury Verifier (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

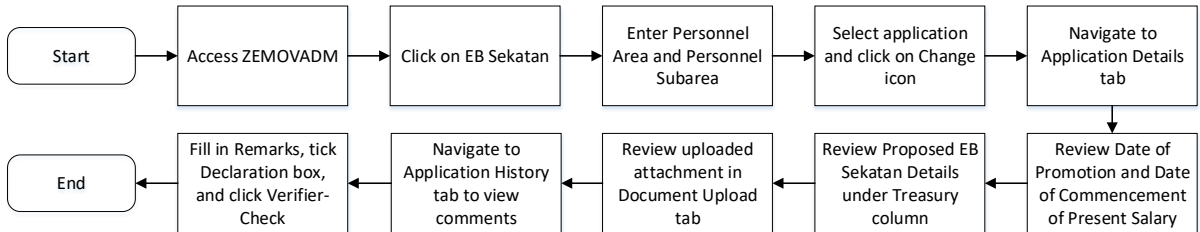
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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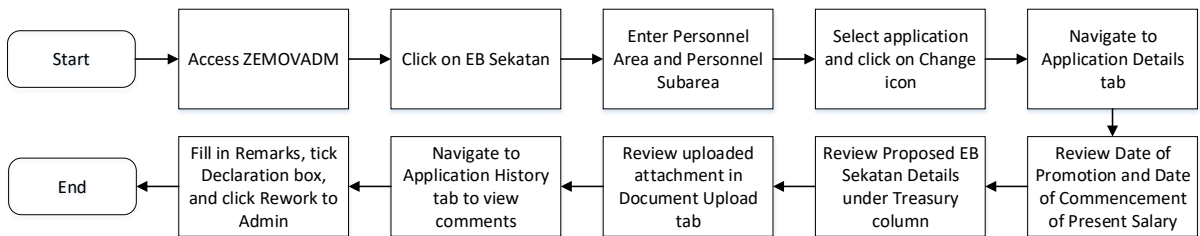
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Process Overview (Treasury Verifier 1)

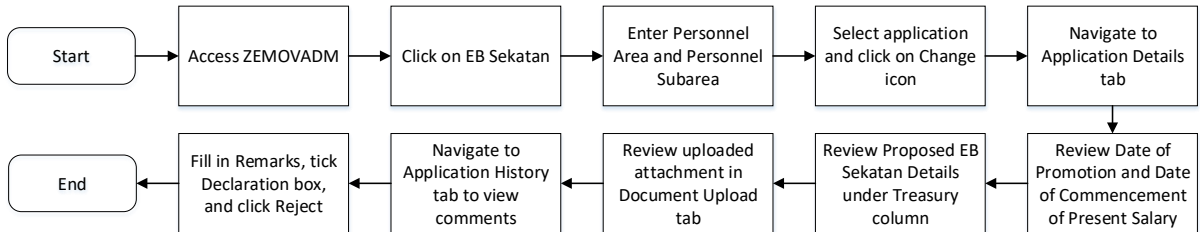
Verifier Check Application



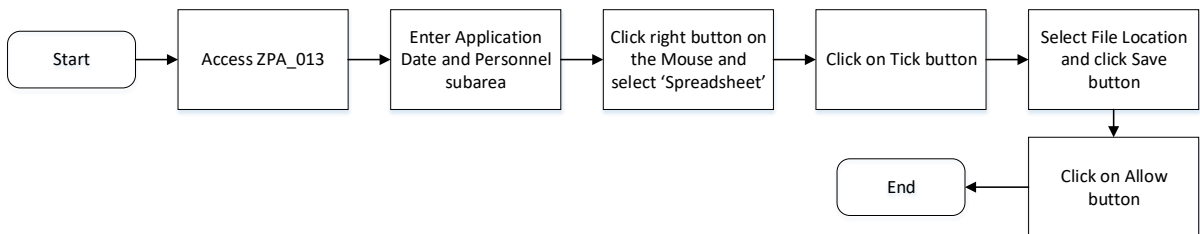
Rework Application to Department HR Administrator



Reject Application

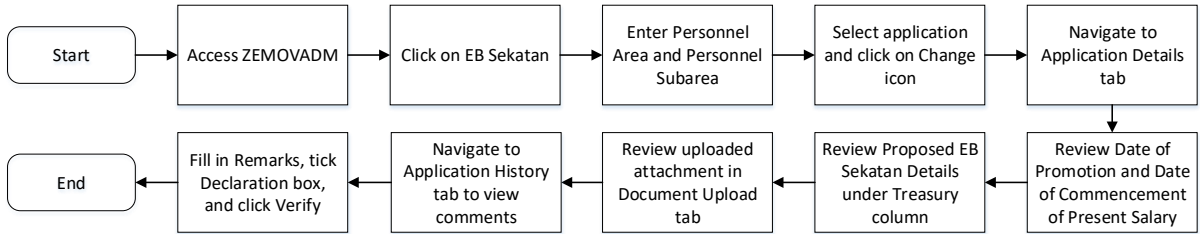


EB Sekatan Application Report

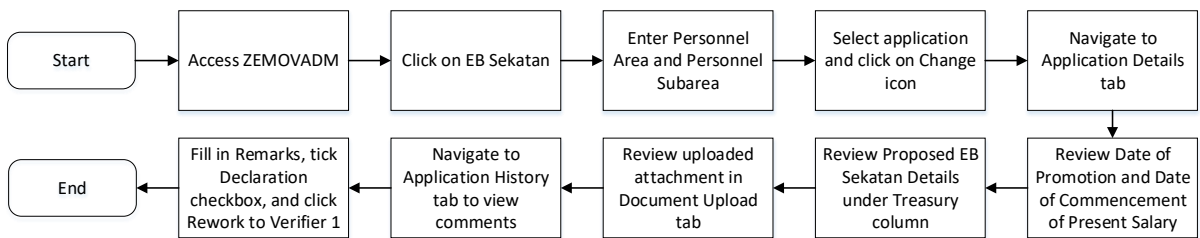


Process Overview (Treasury Verifier 2)

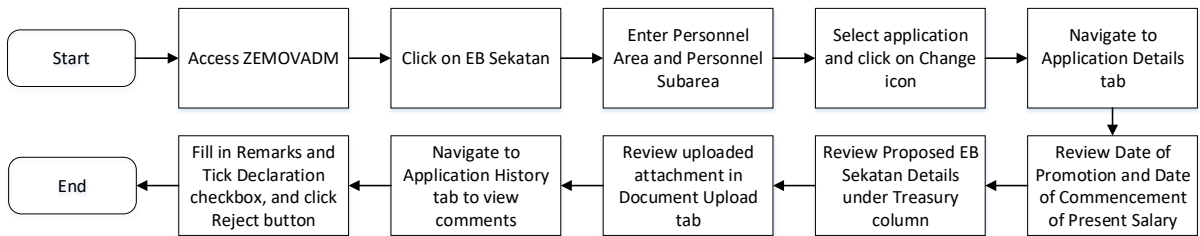
Verify Application



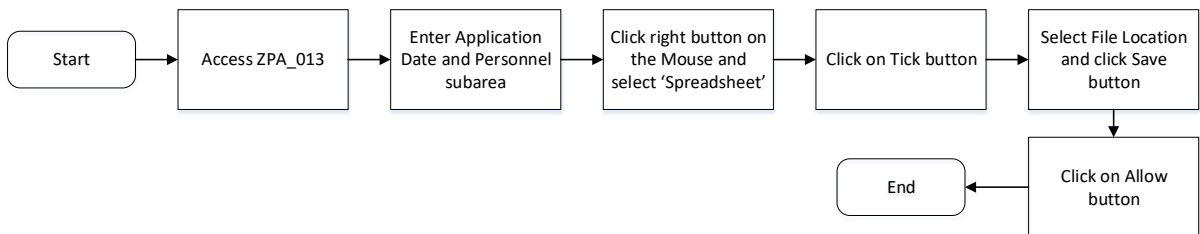
Rework Application to Treasury Verifier 1



Reject Application



EB Sekatan Application Report



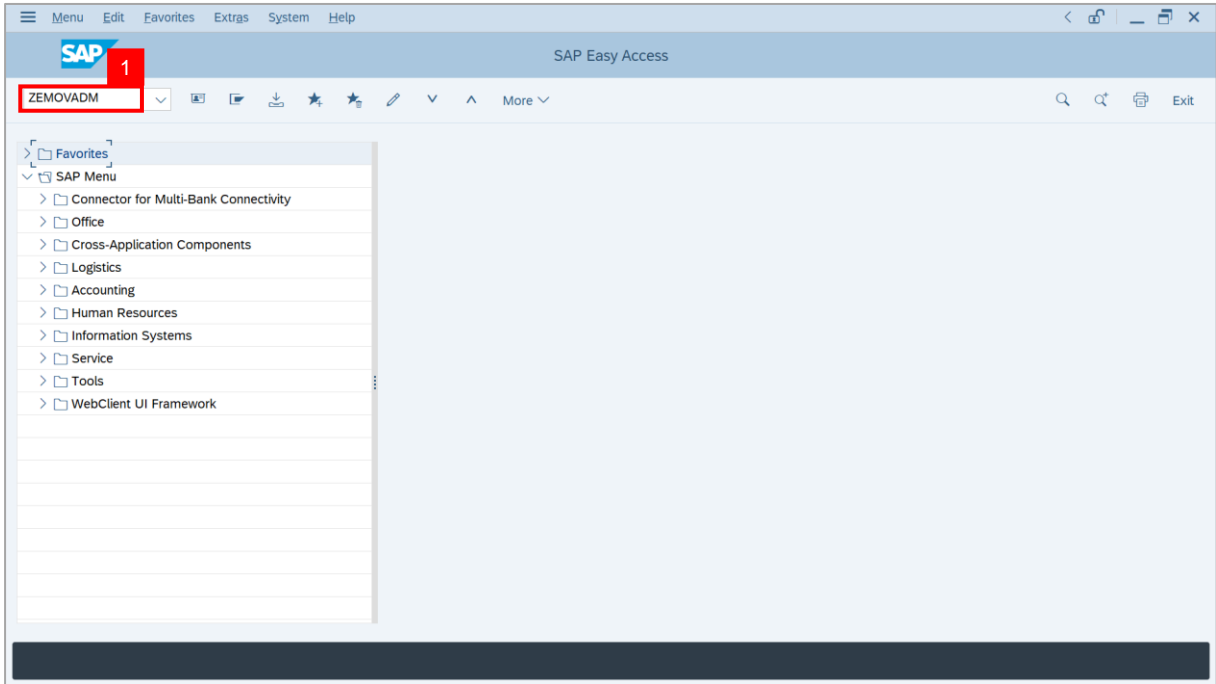
VERIFIER-CHECK APPLICATION

Backend User

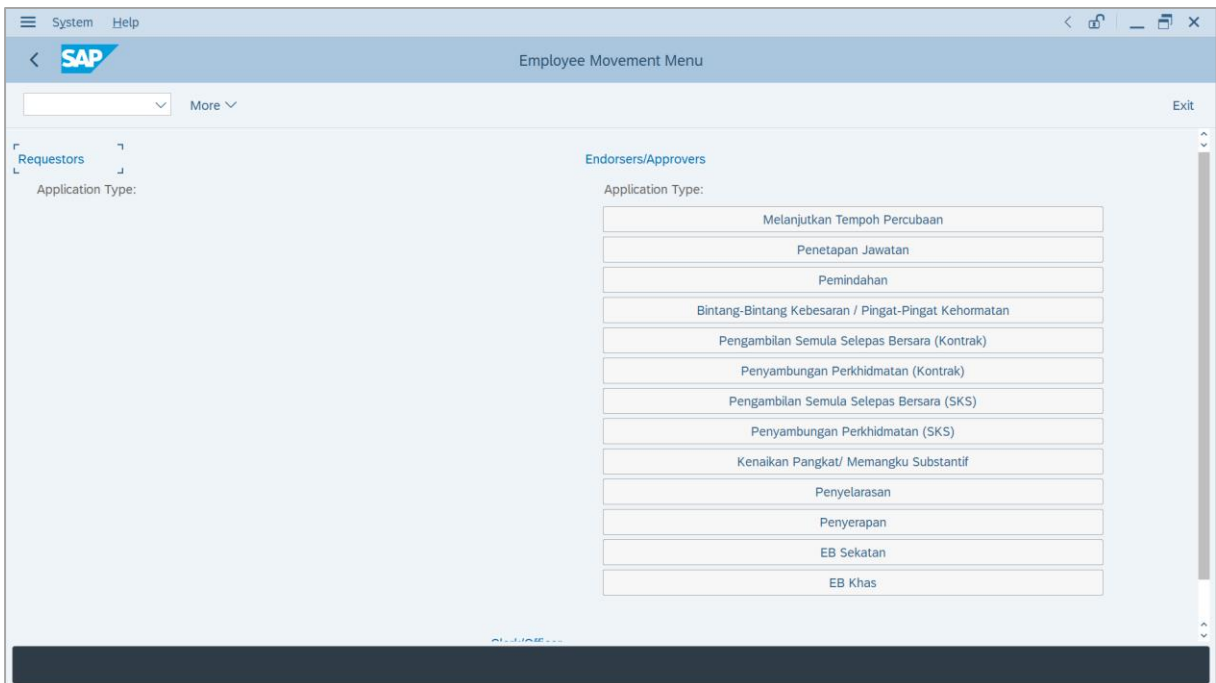
Treasury Verifier 1

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

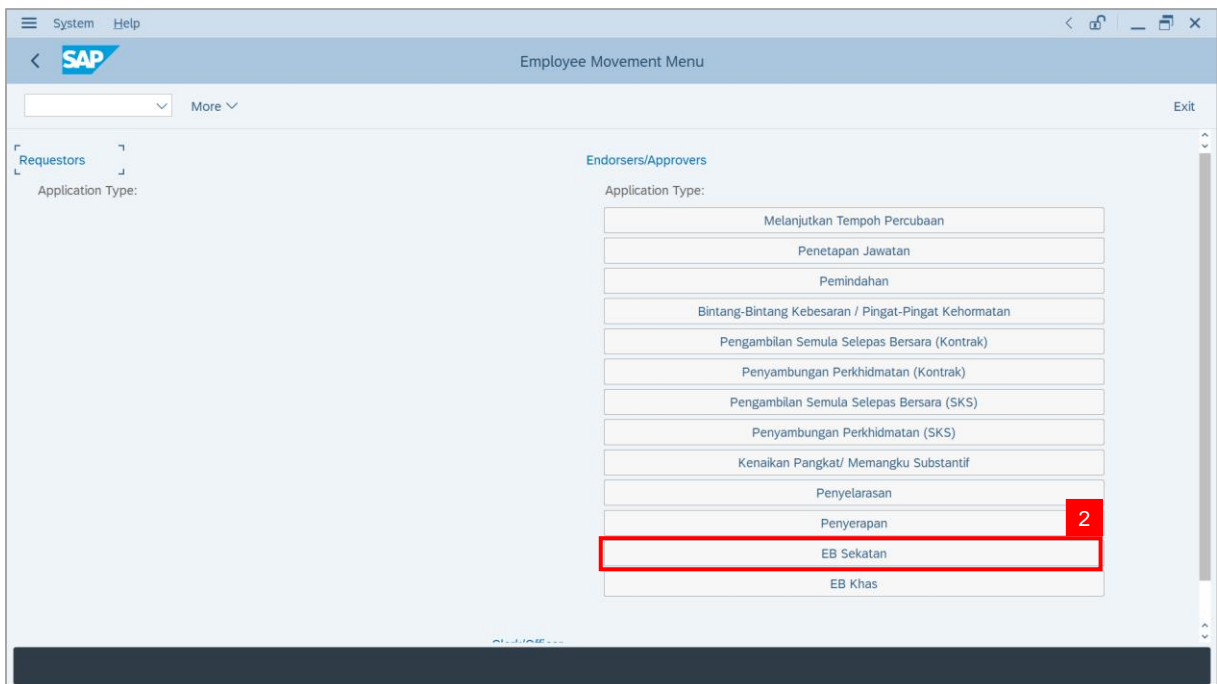
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

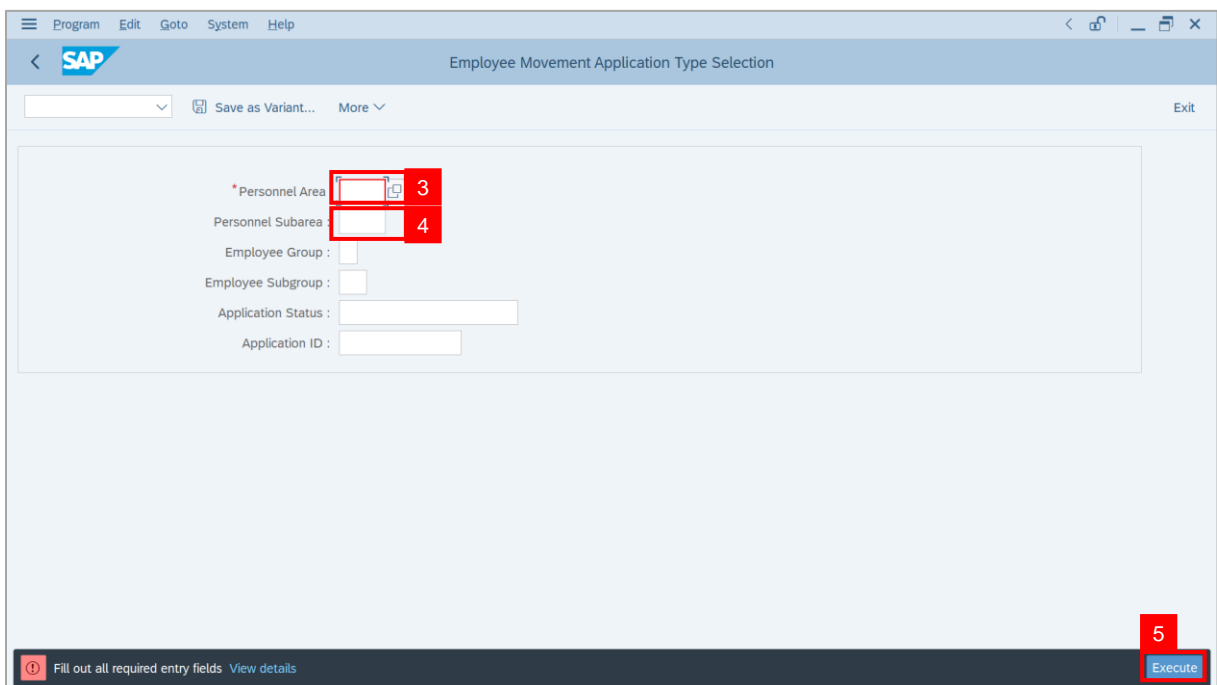


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

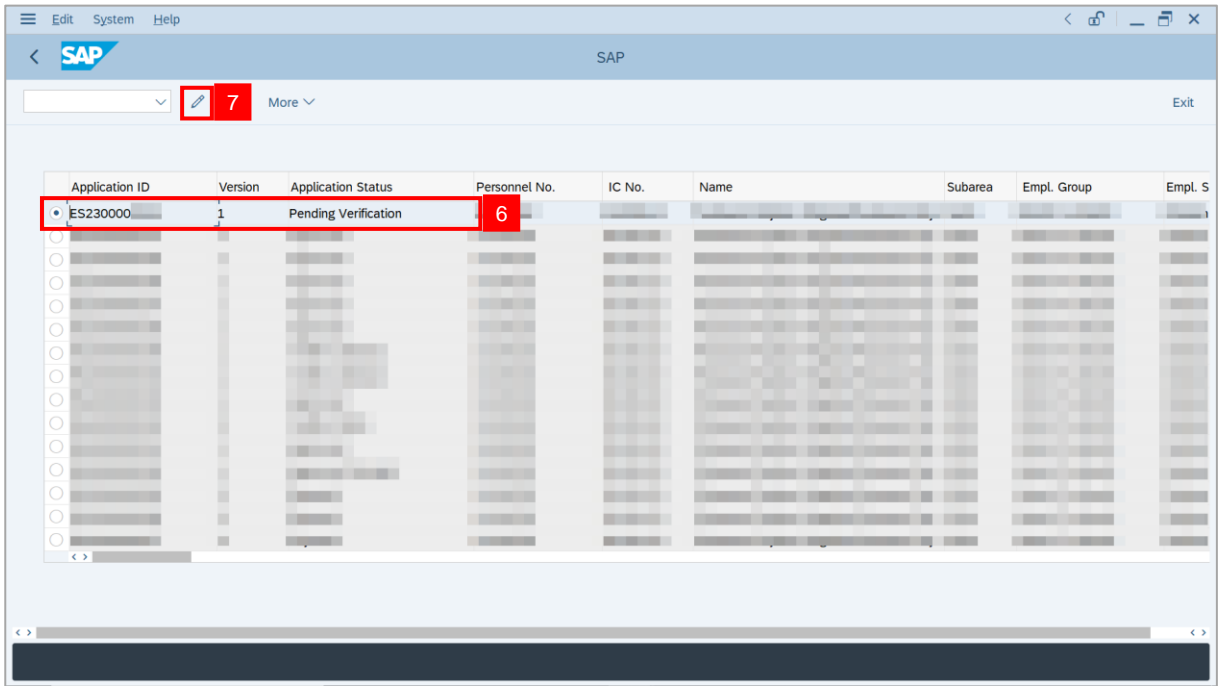
5. Click on **Execute** button.



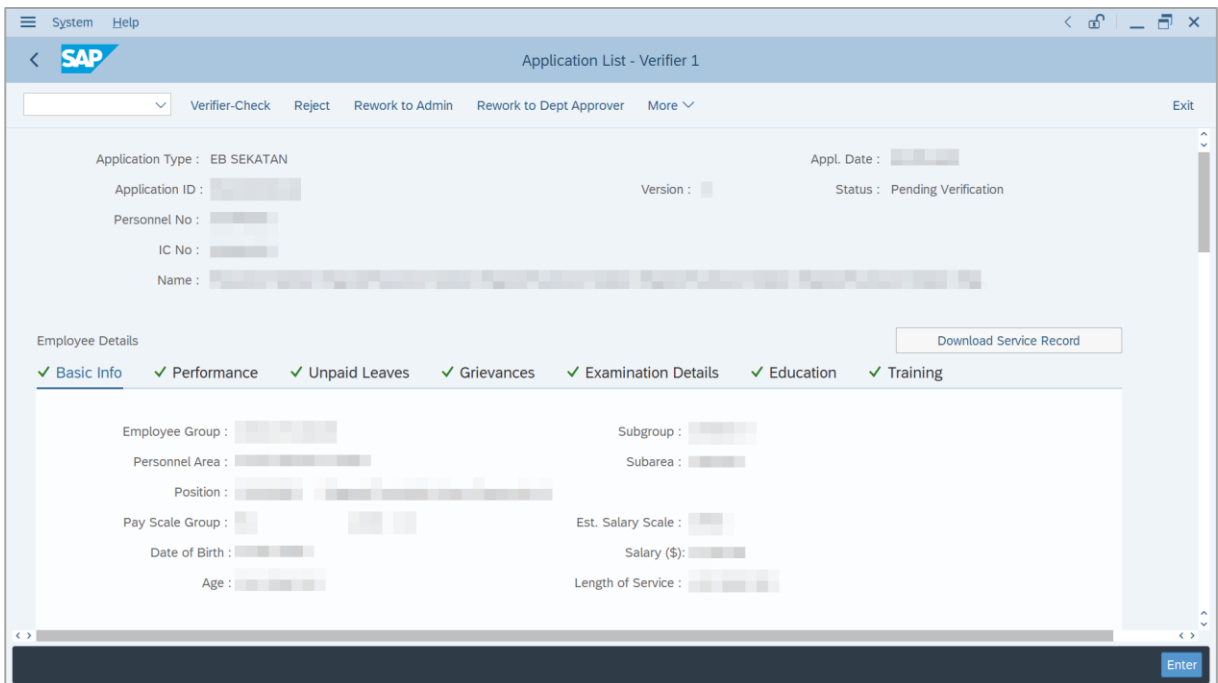
Note: The **Application List – Verifier 1** page will be displayed.

6. Select an employee with **Application Status – ‘Pending Verification’** and click on **Radio** button.

7. Click on **Change** icon.

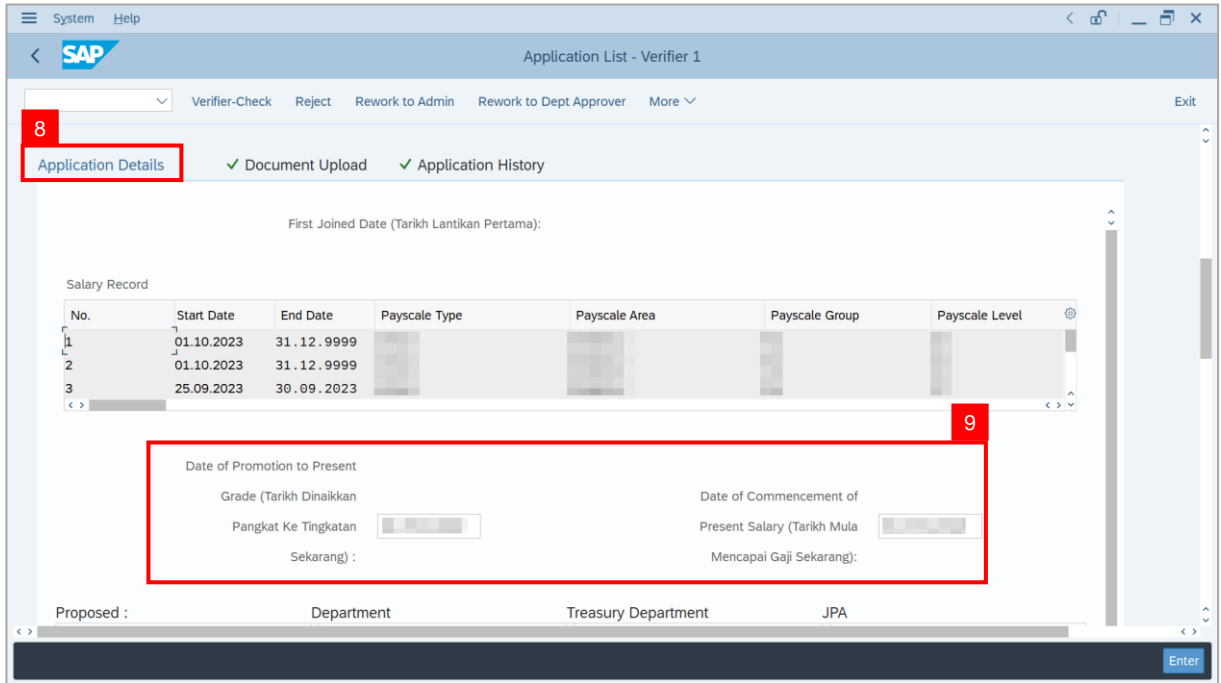


Note: The **Application List – Verifier 1** page will be displayed.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



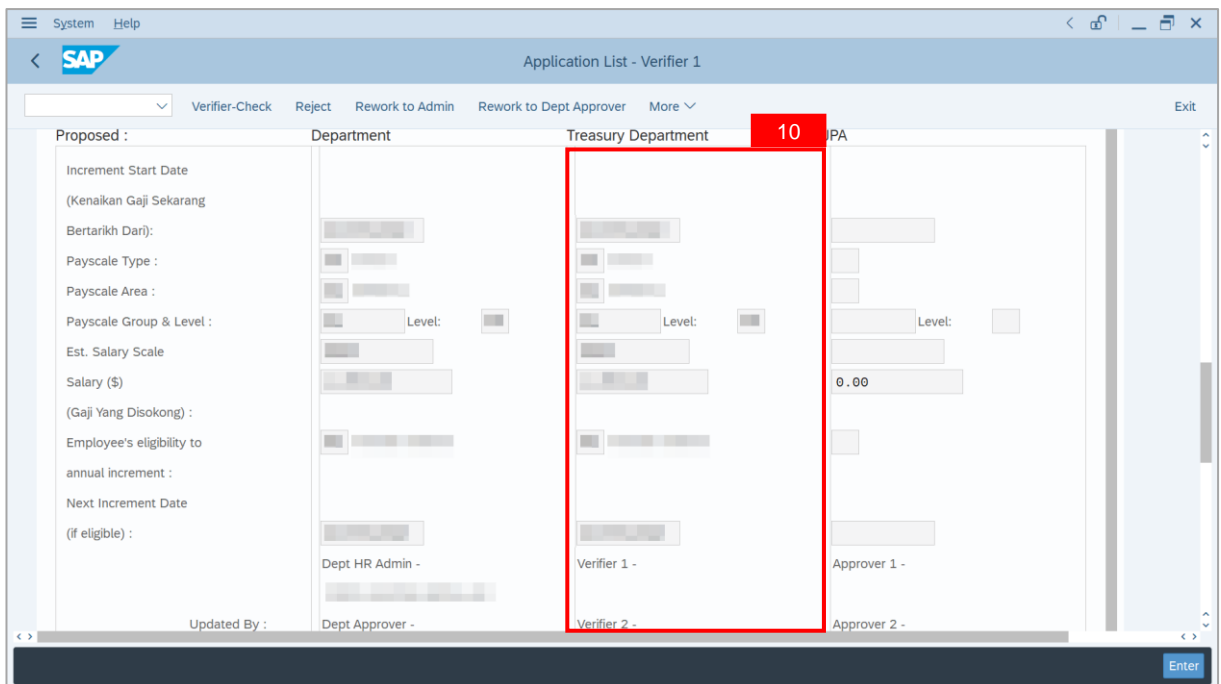
The screenshot shows the SAP Application List - Verifier 1 interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there is a 'Salary Record' table with the following data:

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

Below the table, a red box labeled '9' highlights the 'Date of Promotion to Present' section, which includes fields for 'Grade (Tarikh Dinaikkan)', 'Pangkat Ke Tingkatan', 'Sekarang', 'Date of Commencement of Present Salary (Tarikh Mula)', and 'Mencapai Gaji Sekarang'.

10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

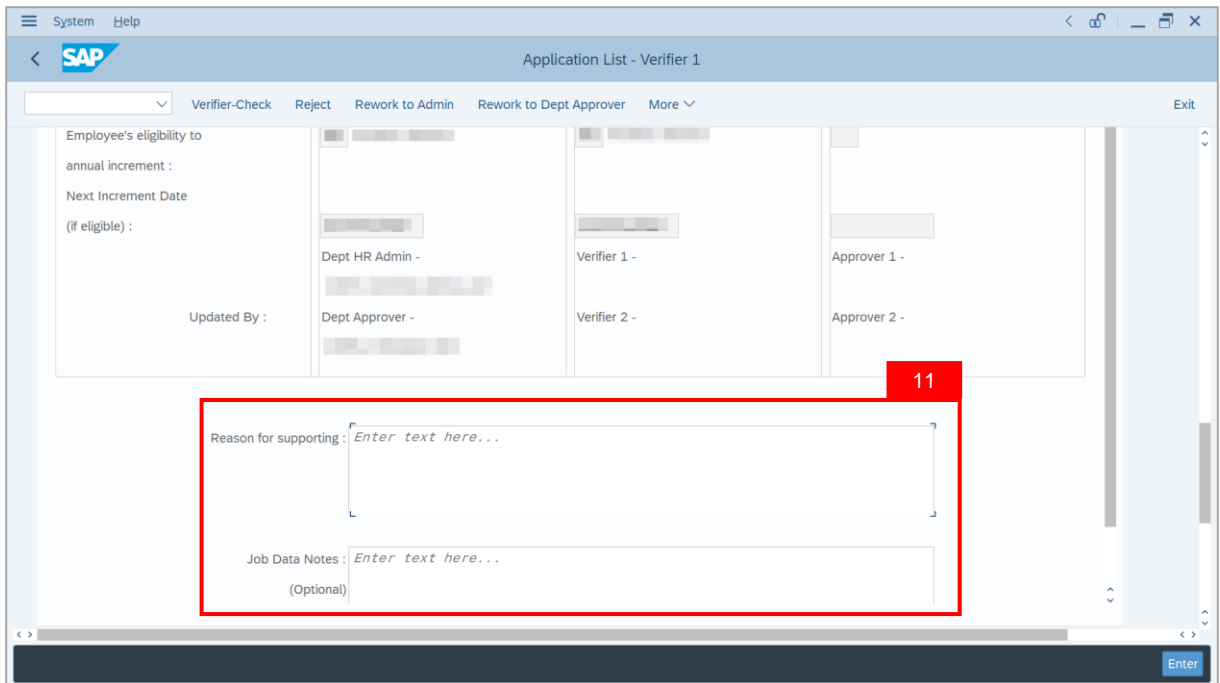
Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



The screenshot shows the SAP Application List - Verifier 1 interface. The 'Proposed' tab is selected. The 'Treasury Department' column is highlighted with a red box labeled '10'. The details for the Treasury Department are as follows:

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

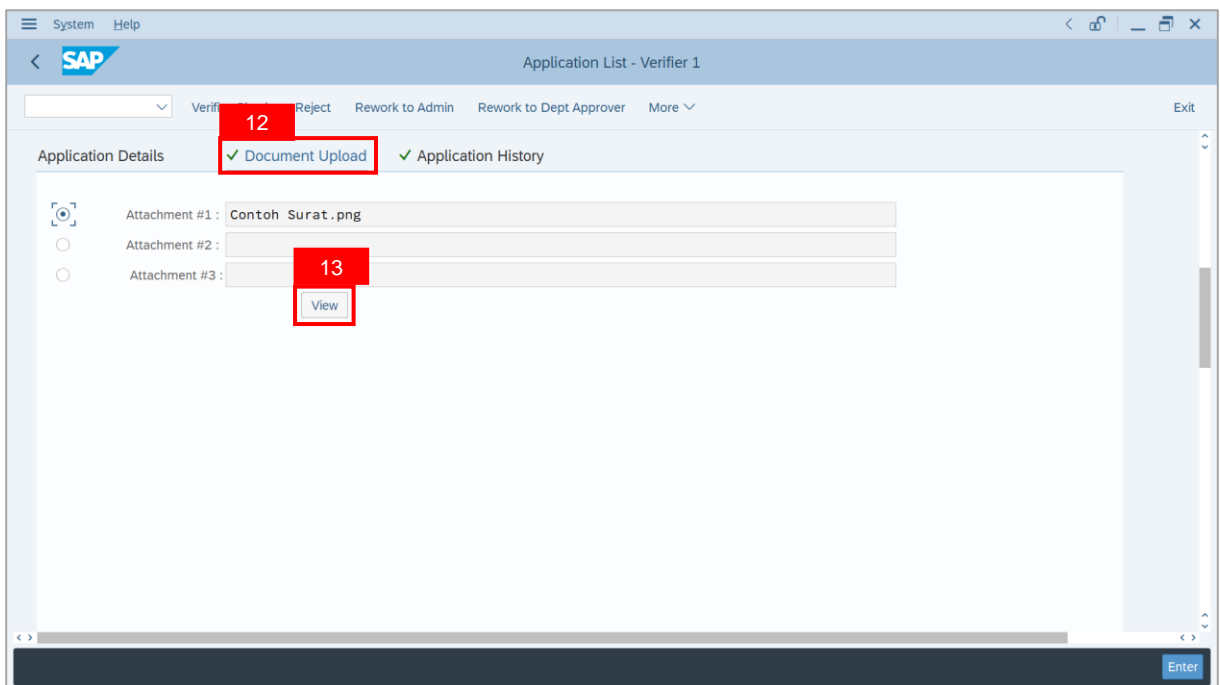
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP 'Application List - Verifier 1' interface. The top navigation bar includes 'System', 'Help', and a search icon. Below the title bar, there are action buttons: 'Verifier-Check', 'Reject', 'Rework to Admin', 'Rework to Dept Approver', and 'More'. The main content area displays a table with columns for 'Employee's eligibility to annual increment', 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. Below the table, there are two text input fields: 'Reason for supporting: Enter text here...' and 'Job Data Notes: Enter text here... (Optional)'. A red box highlights these two fields, and a red label '11' is placed to the right of the box. At the bottom right, there is an 'Enter' button.

12. Navigate to Document Upload tab.

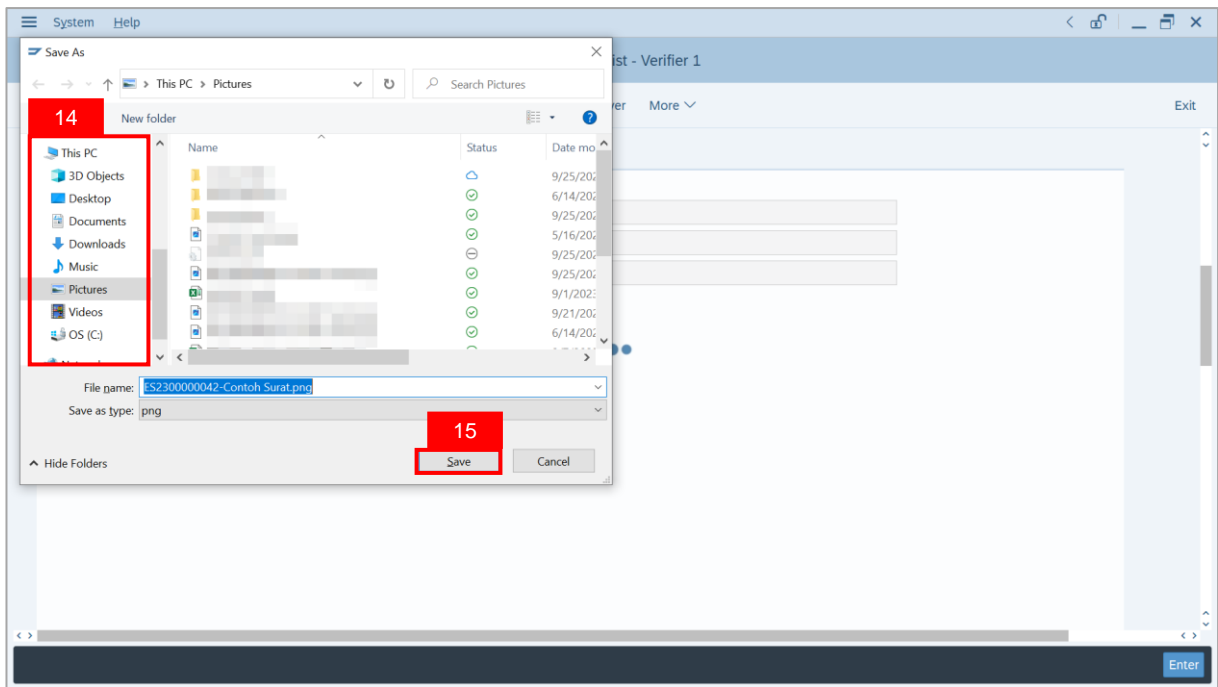
13. Select Attachment and click on View button to download.



The screenshot shows the same SAP 'Application List - Verifier 1' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is located below the 'Attachment #3' field, highlighted with a red box and labeled '13'. At the bottom right, there is an 'Enter' button.

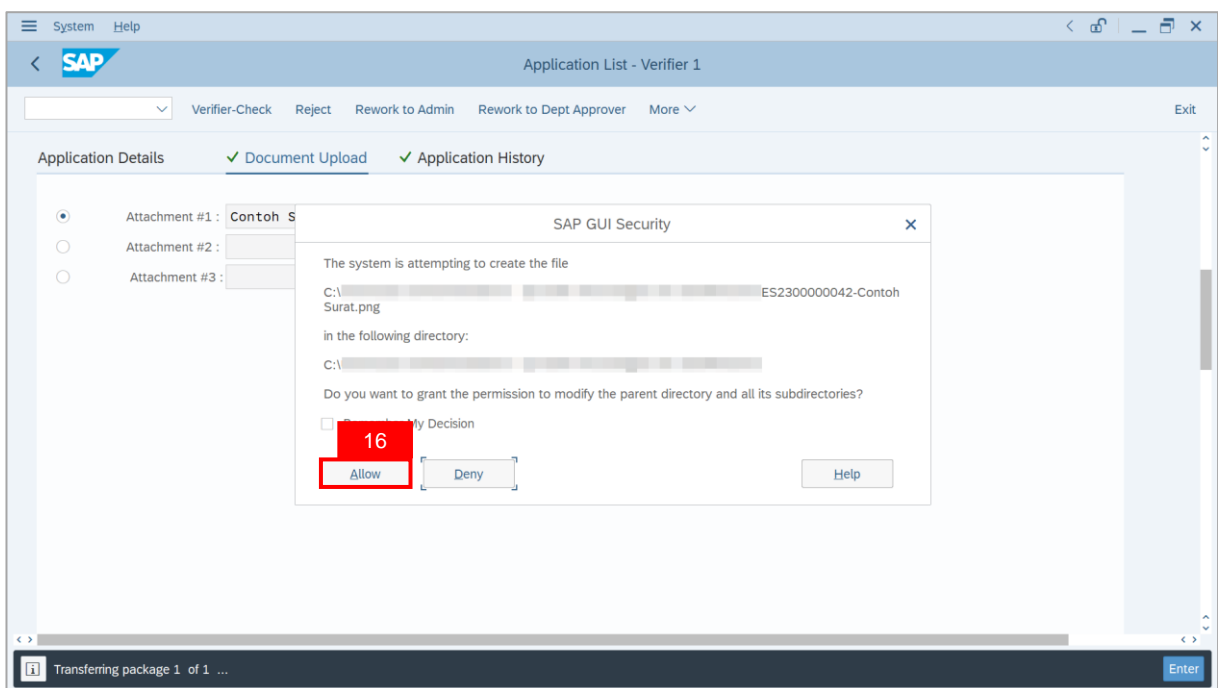
14. Select **File Location**.

15. Click on **Save** button.

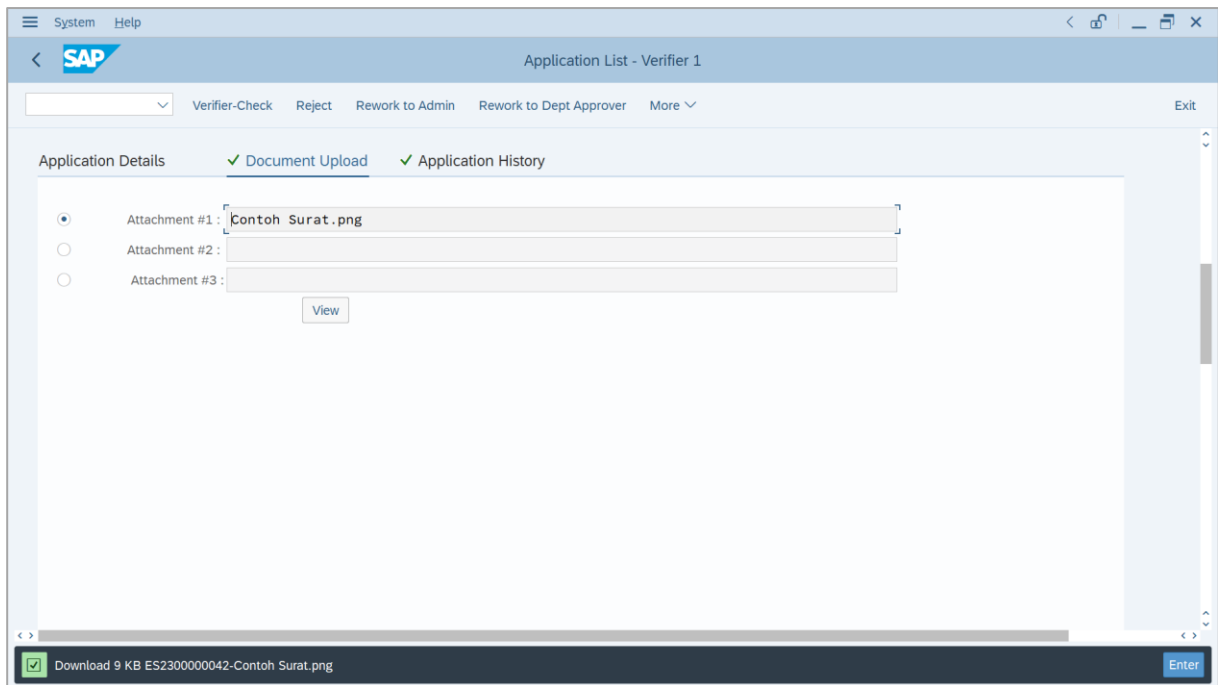


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

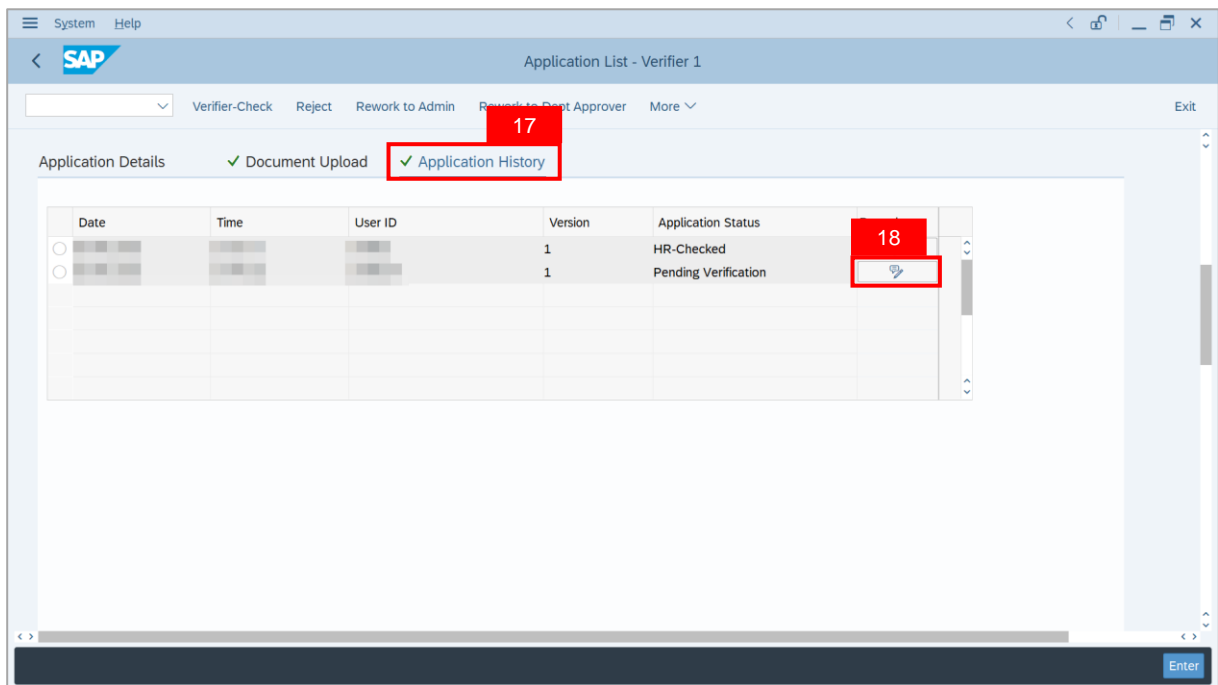


Note: The **File Attachment** has successfully been downloaded.

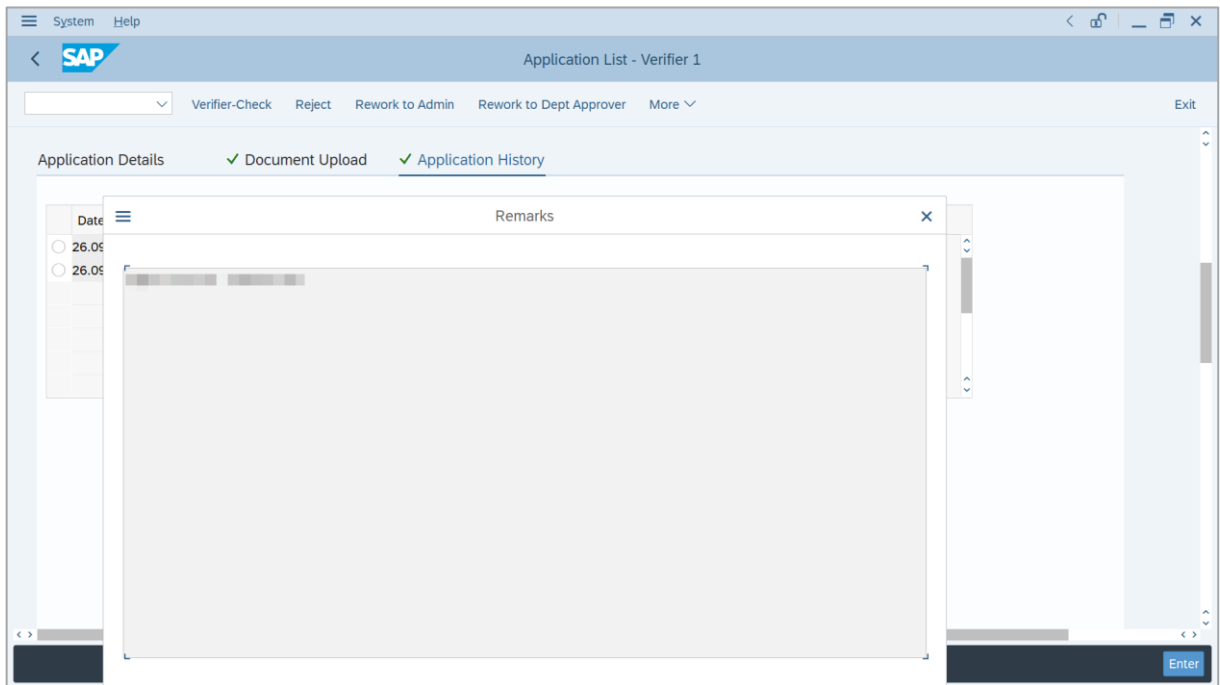


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



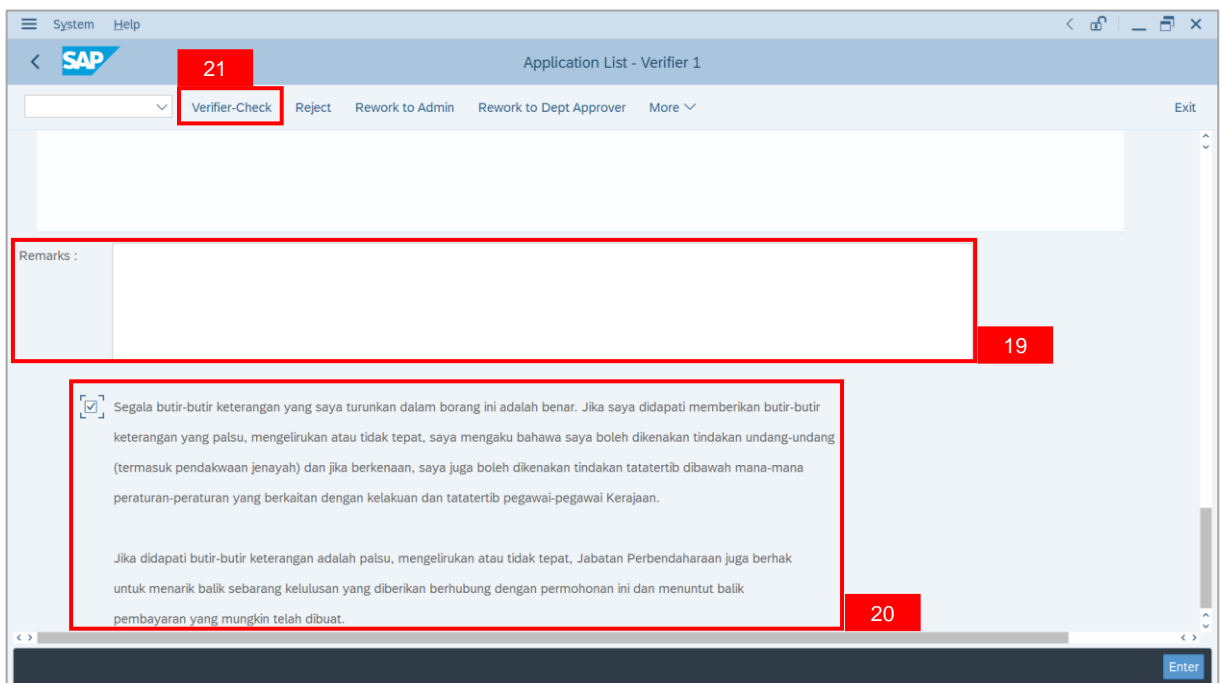
Note: The **Remarks** page will be displayed.



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

20. Tick on **Declaration** checkbox.

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



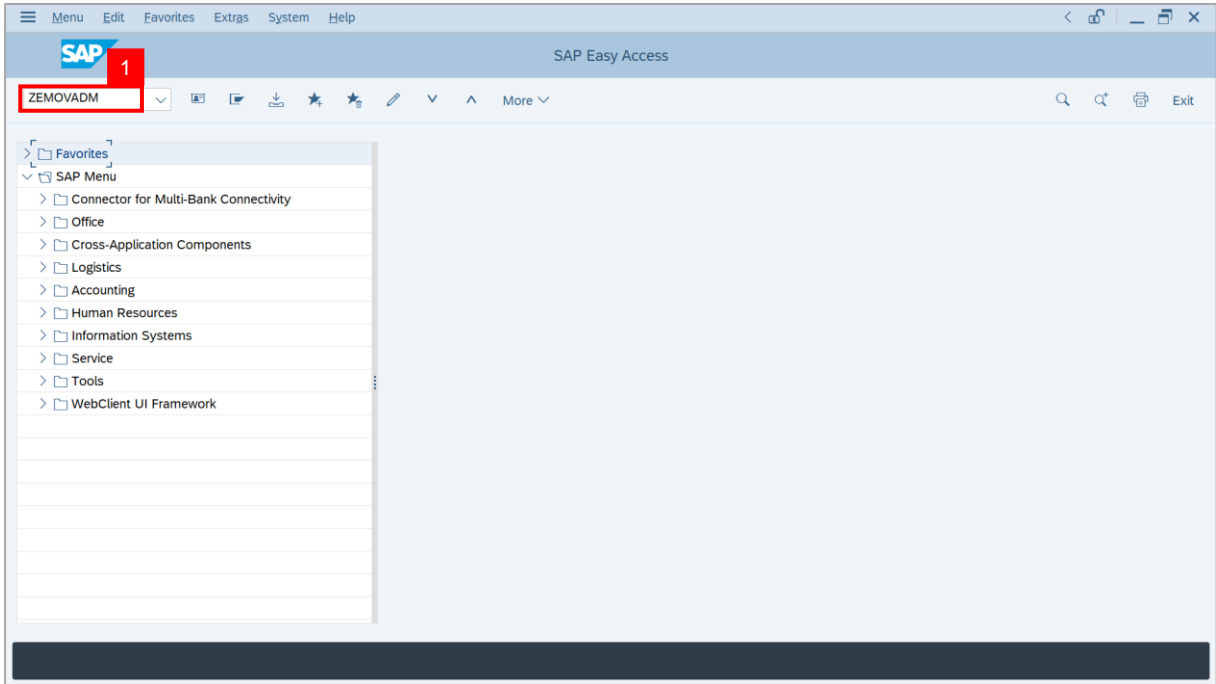
**REWORK APPLICATION
TO DEPARTMENT HR
ADMINISTRATOR**

Backend User

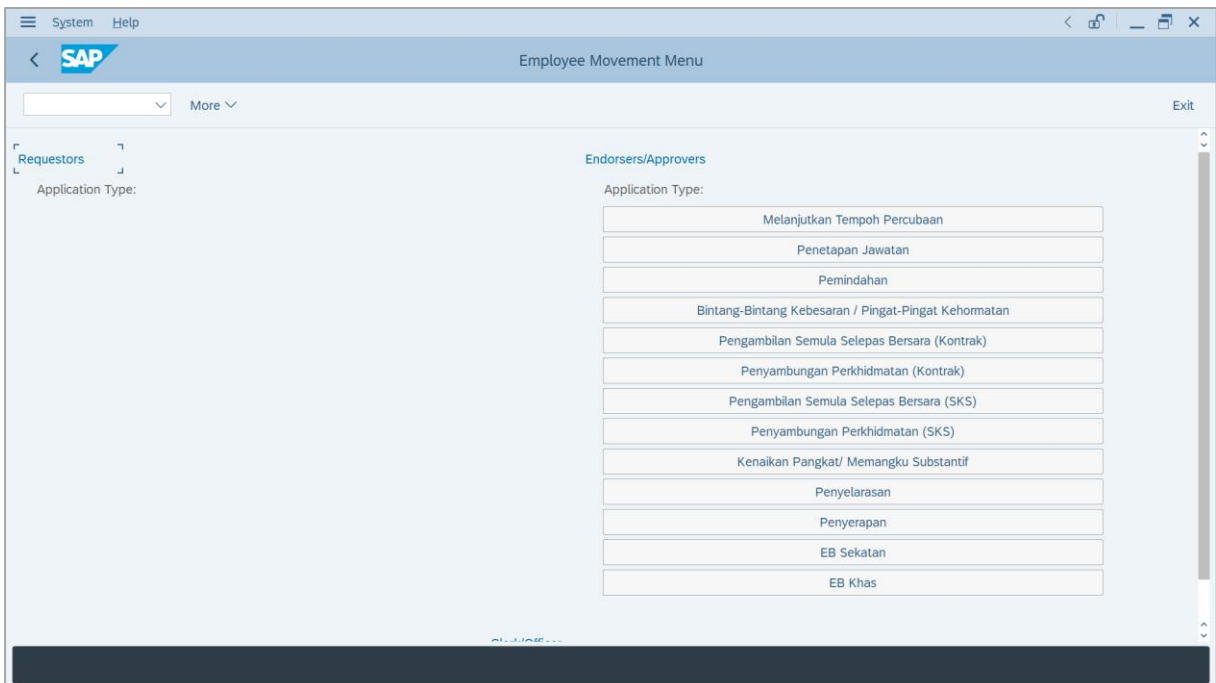
Treasury Verifier 1

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

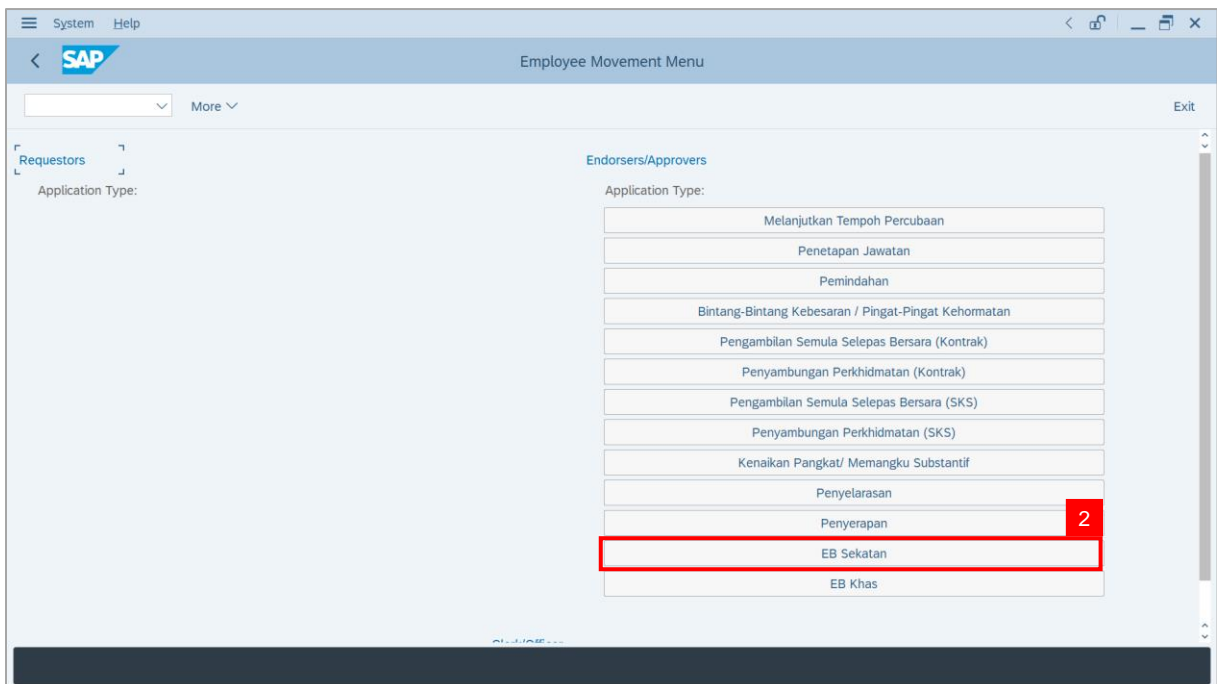
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

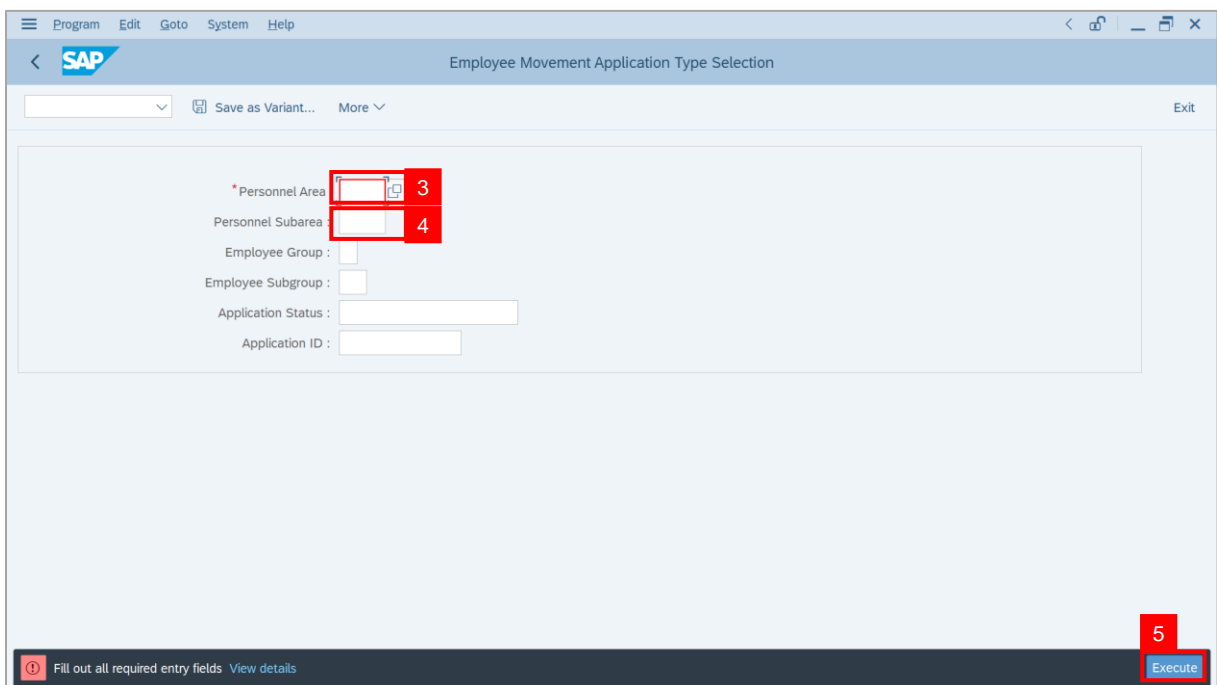


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

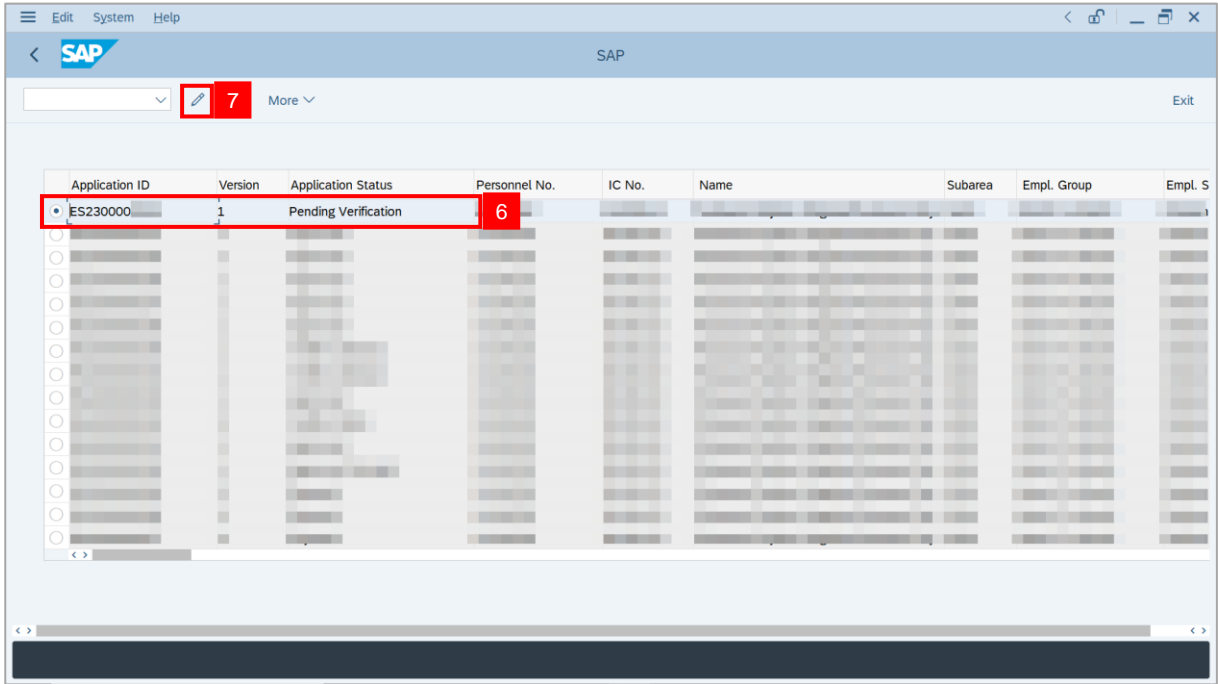
5. Click on **Execute** button.



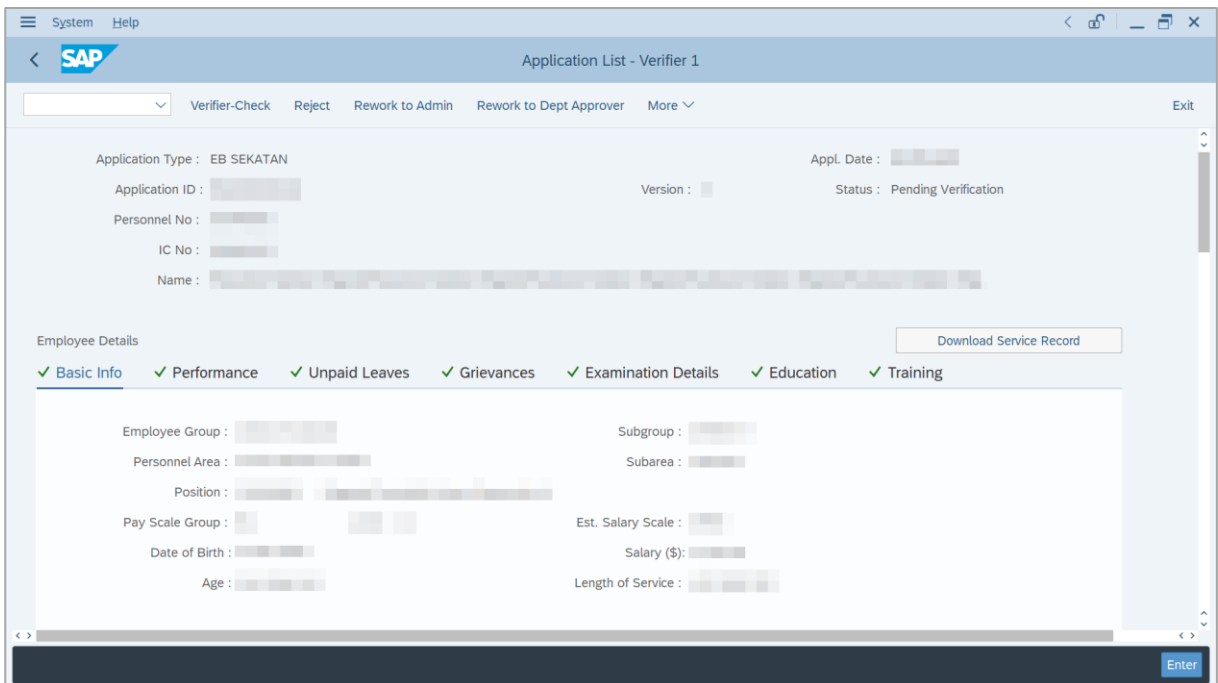
Note: The **Application List – Verifier 1** page will be displayed.

6. Select an employee with **Application Status – ‘Pending Verification’** and click on **Radio** button.

7. Click on **Change** icon.

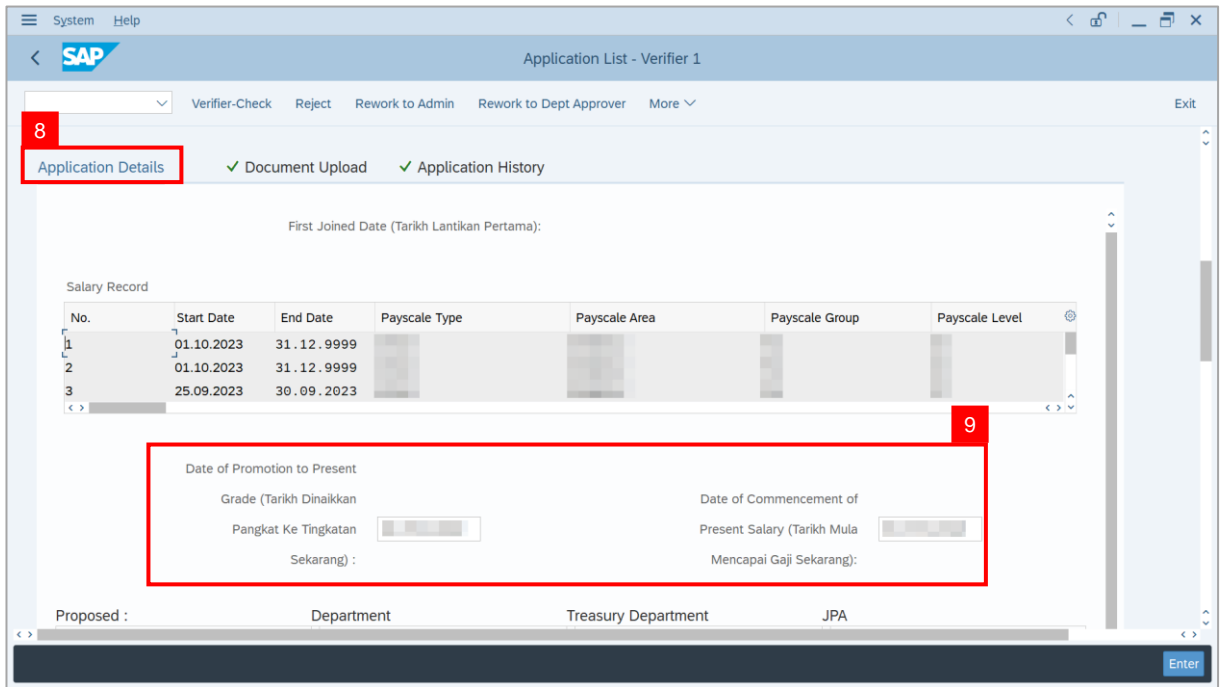


Note: The **Application List – Verifier 1** page will be displayed.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



Application List - Verifier 1

Application Details

First Joined Date (Tarikh Lantikan Pertama):

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 :

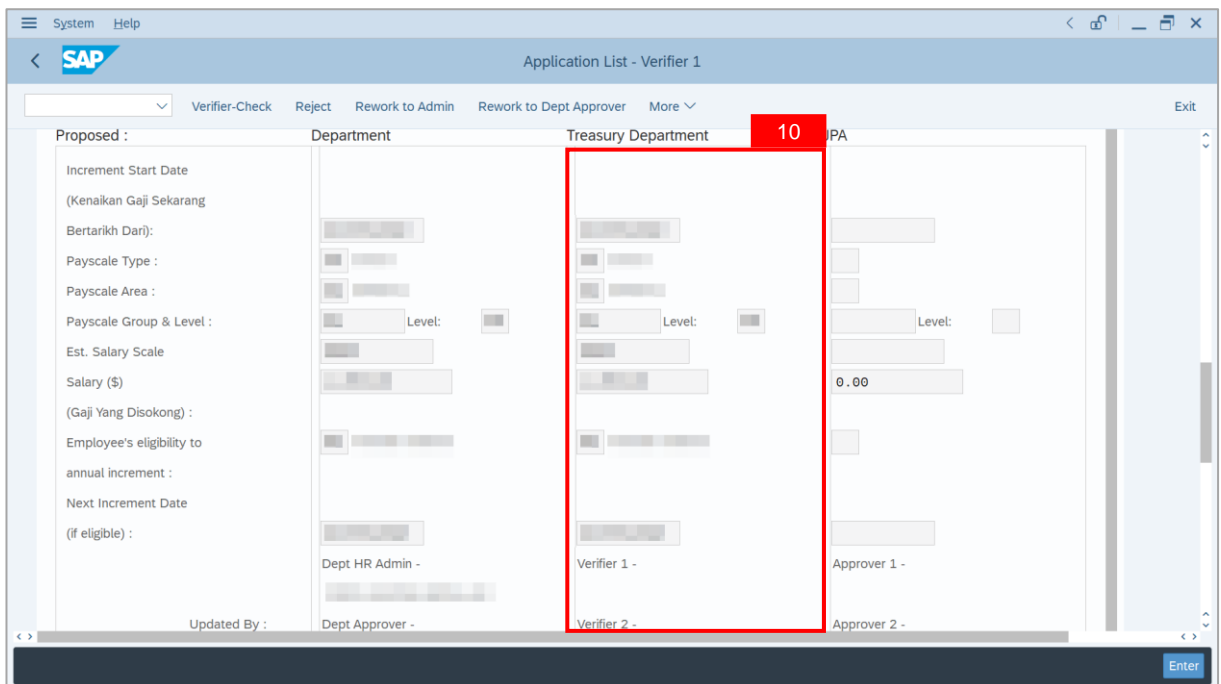
Date of Commencement of Present Salary (Tarikh Mula)

Mencapai Gaji Sekarang:

Proposed : Department Treasury Department JPA

10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



Application List - Verifier 1

Proposed : Department Treasury Department JPA

Increment Start Date (Kenalkan 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) :

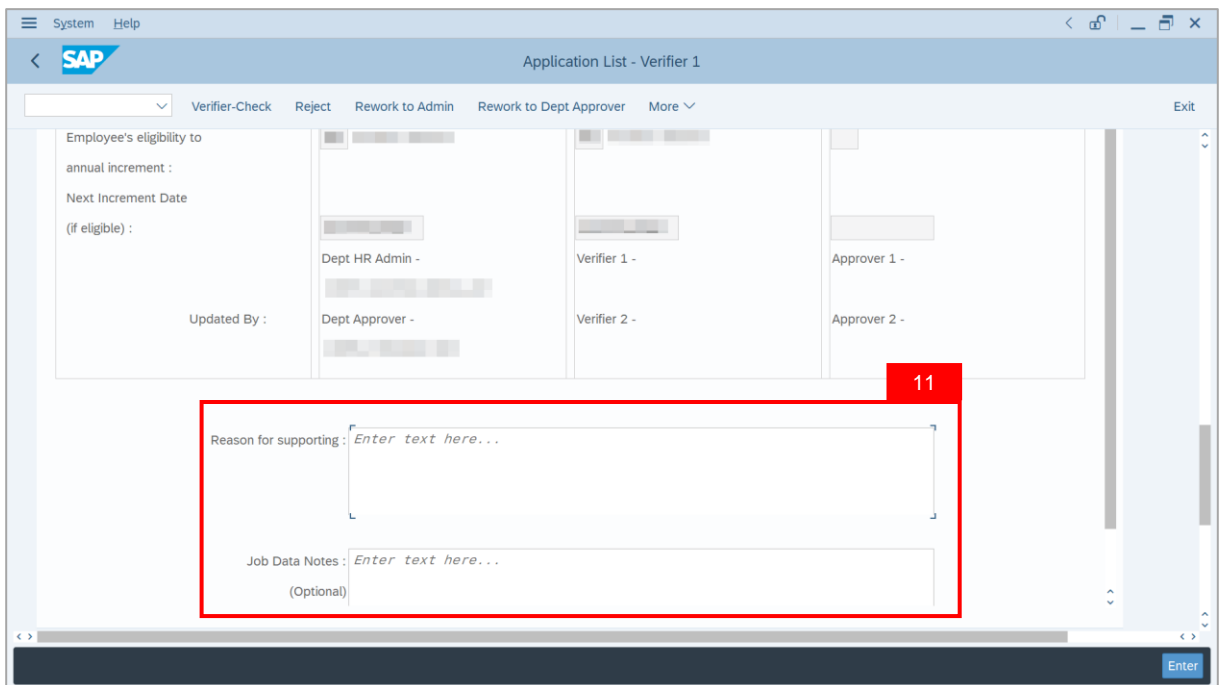
Updated By : Dept Approver -

Treasury Department

Verifier 1 -

Verifier 2 -

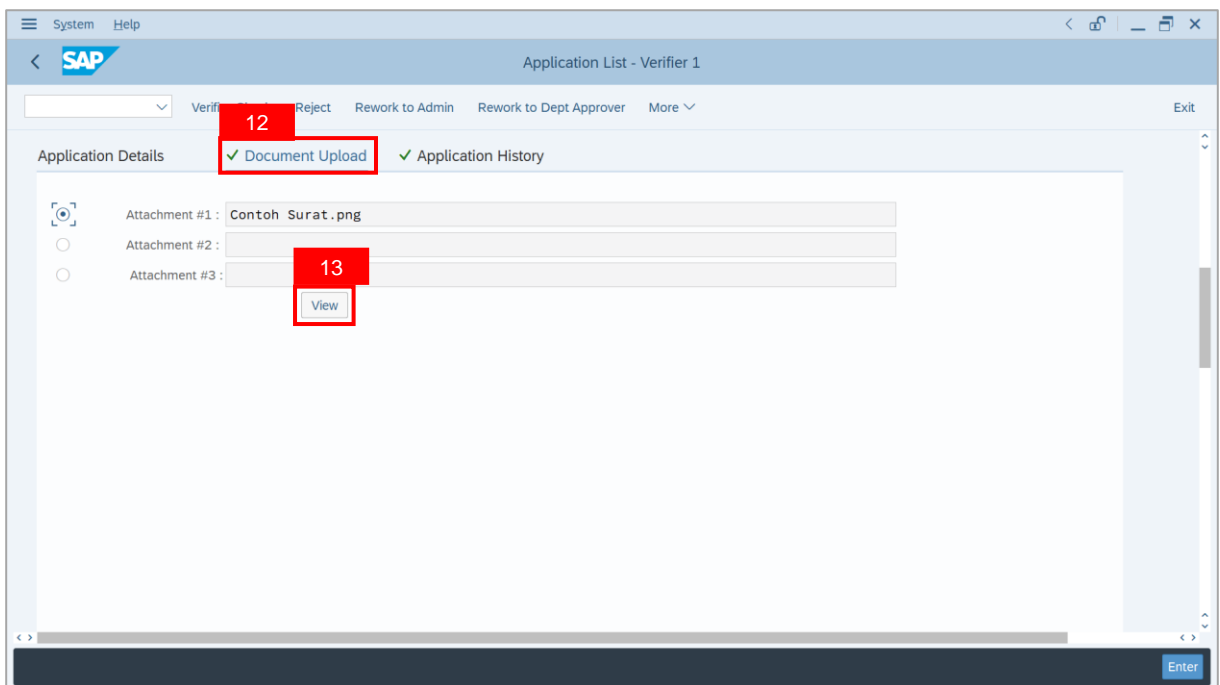
11. Review Reason for supporting and Job Data Notes.



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12. Navigate to Document Upload tab.

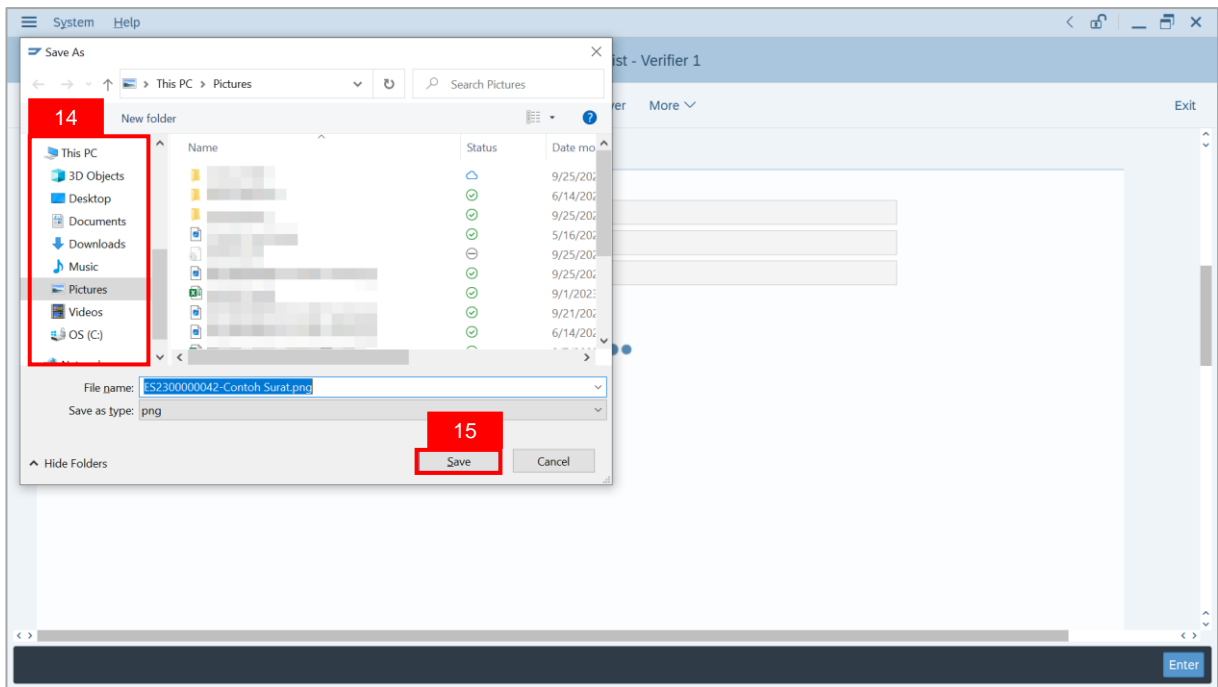
13. Select Attachment and click on View button to download.



The screenshot shows the same SAP 'Application List - Verifier 1' interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is located below the 'Attachment #3' field, highlighted with a red box and labeled '13'. The bottom right corner of the interface has an 'Enter' button.

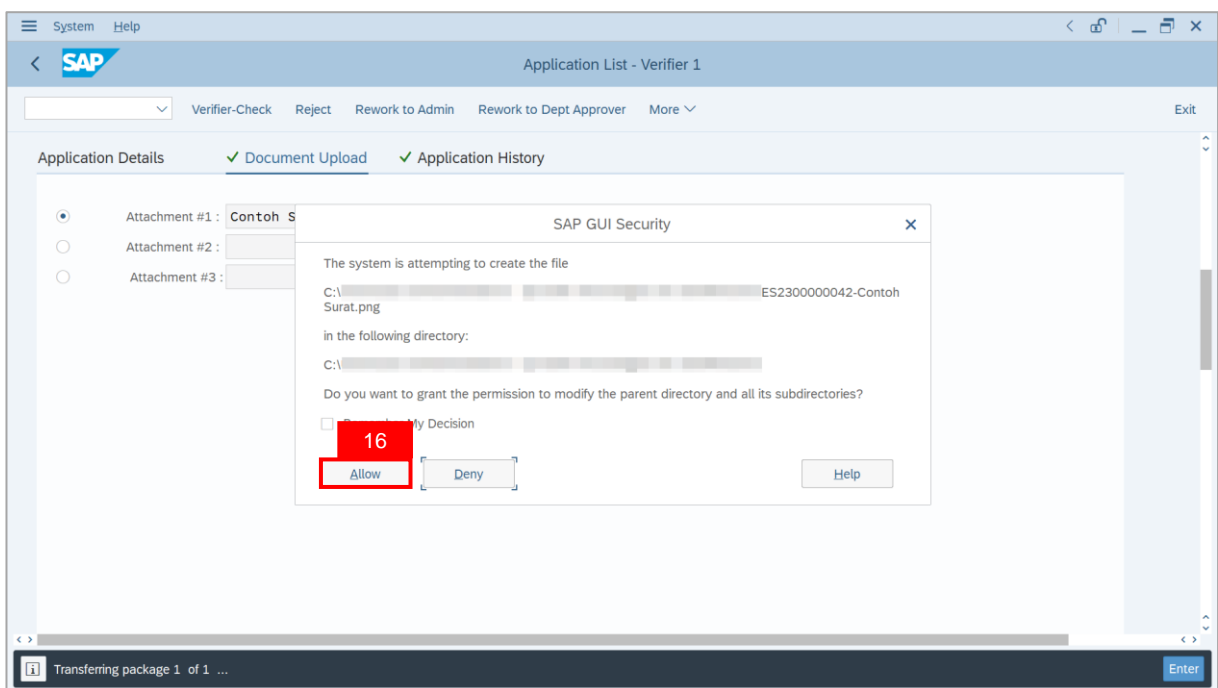
14. Select **File Location**.

15. Click on **Save** button.

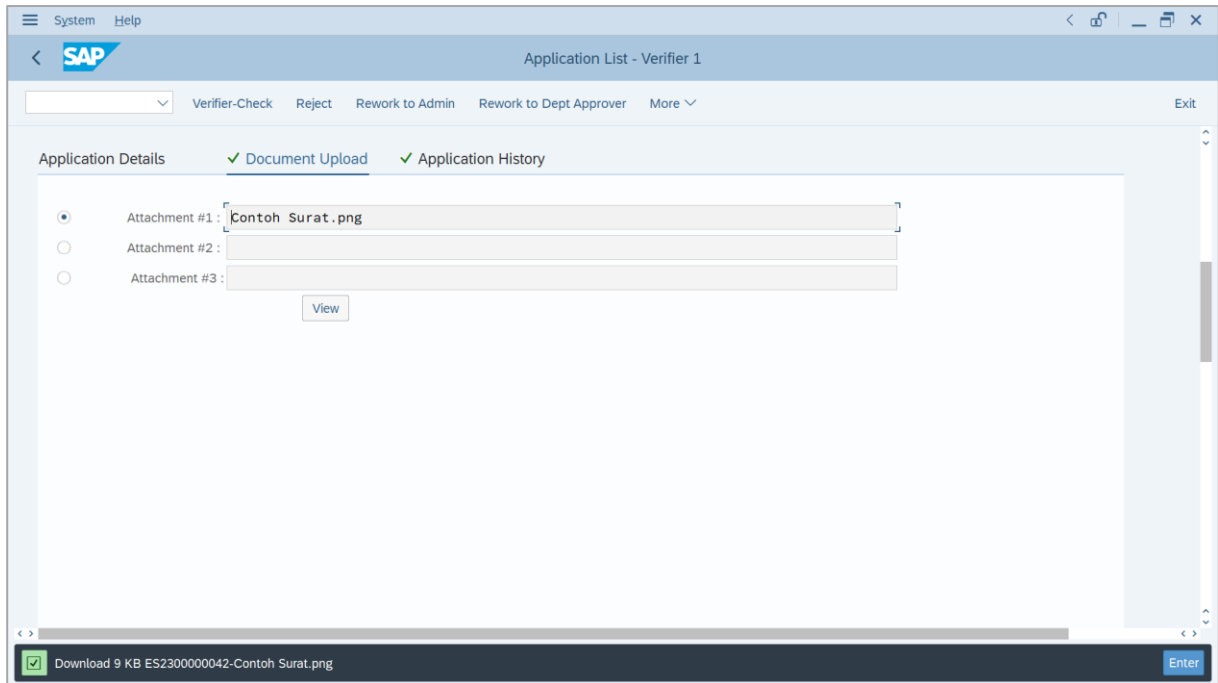


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

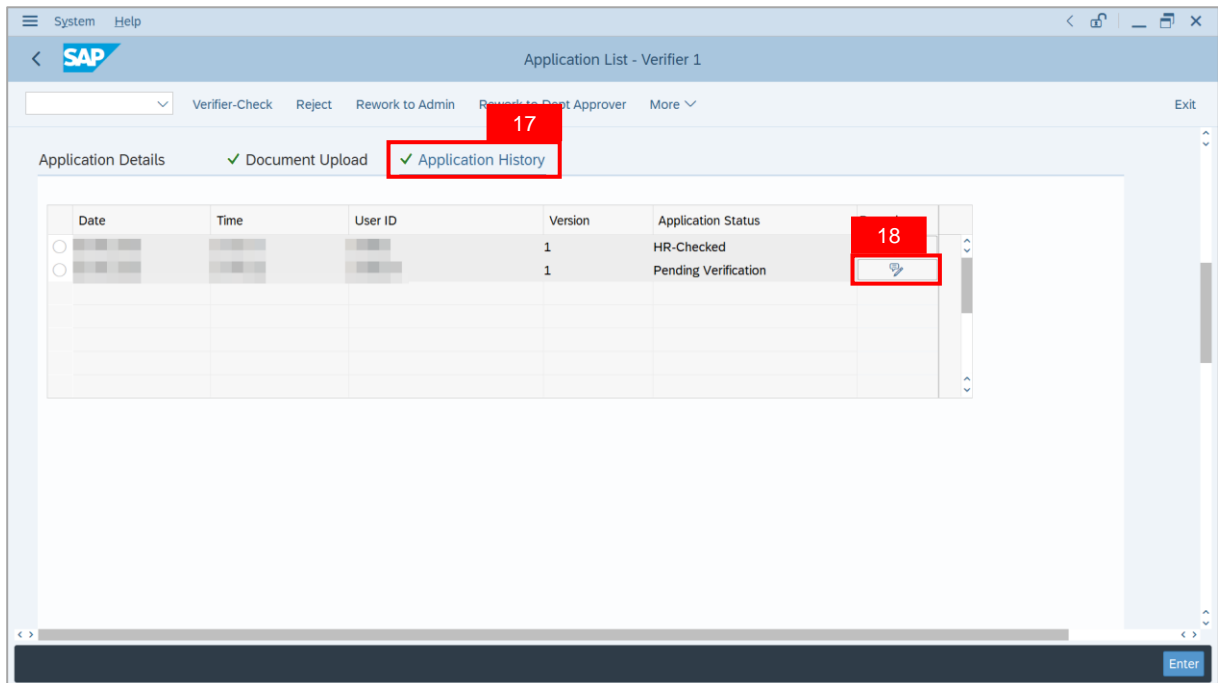


Note: The **File Attachment** has successfully been downloaded.

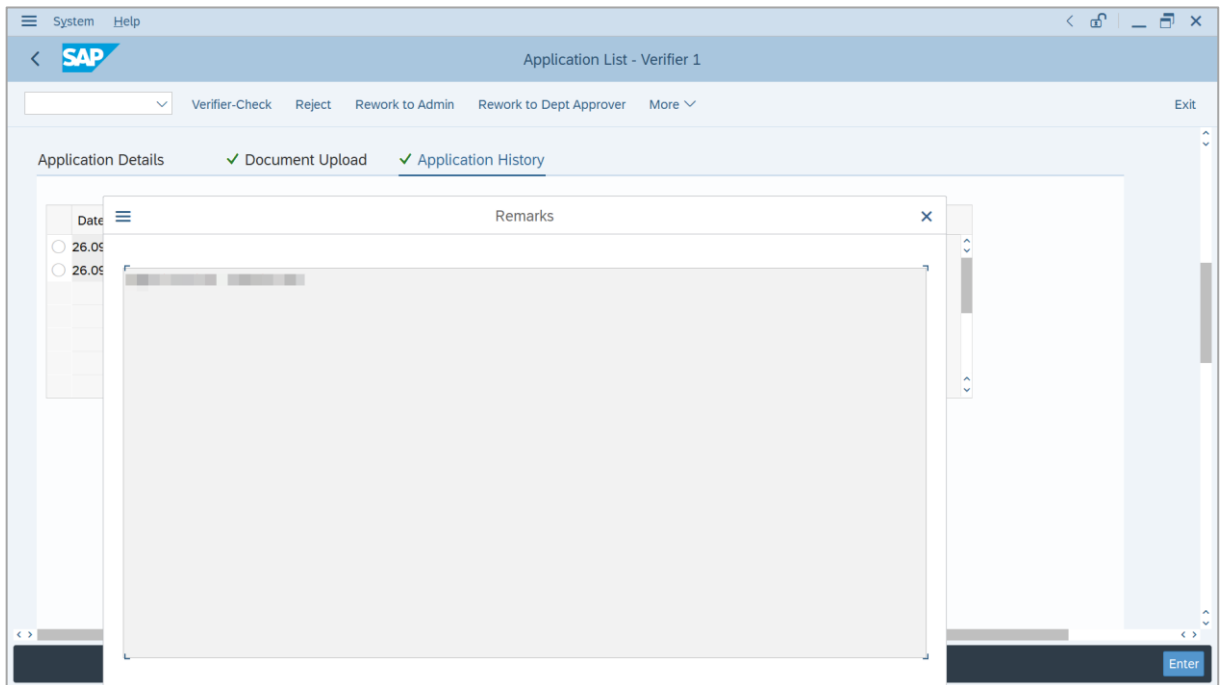


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



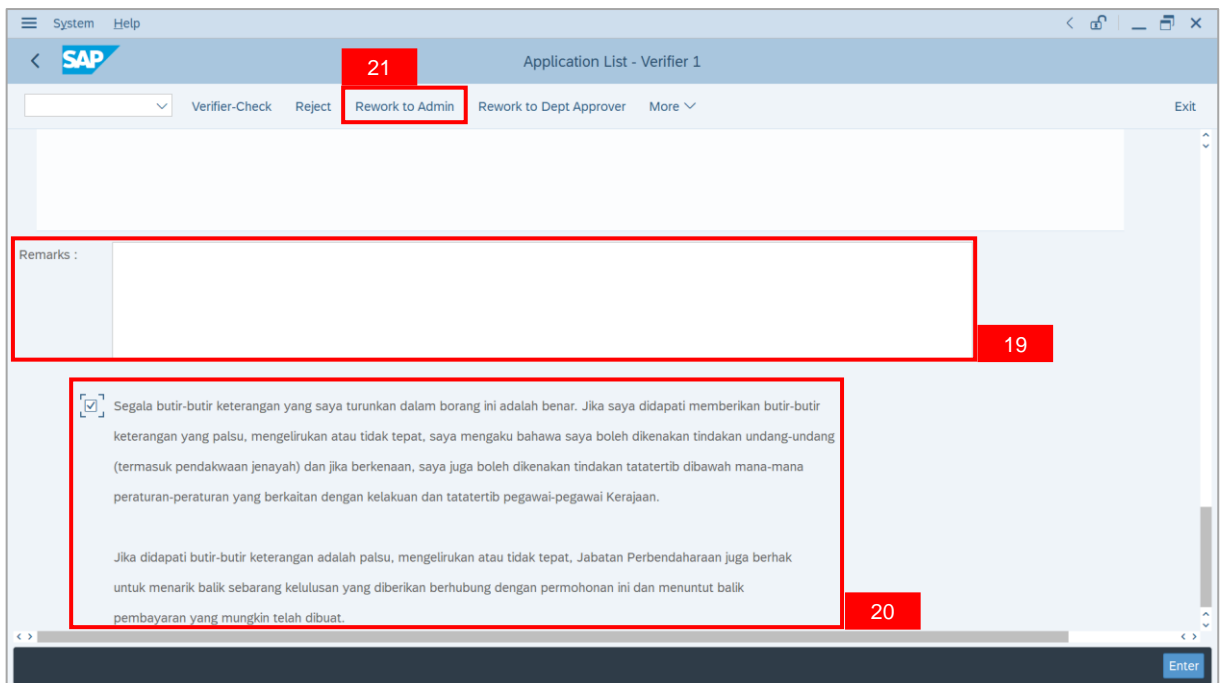
Note: The **Remarks** page will be displayed.



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.



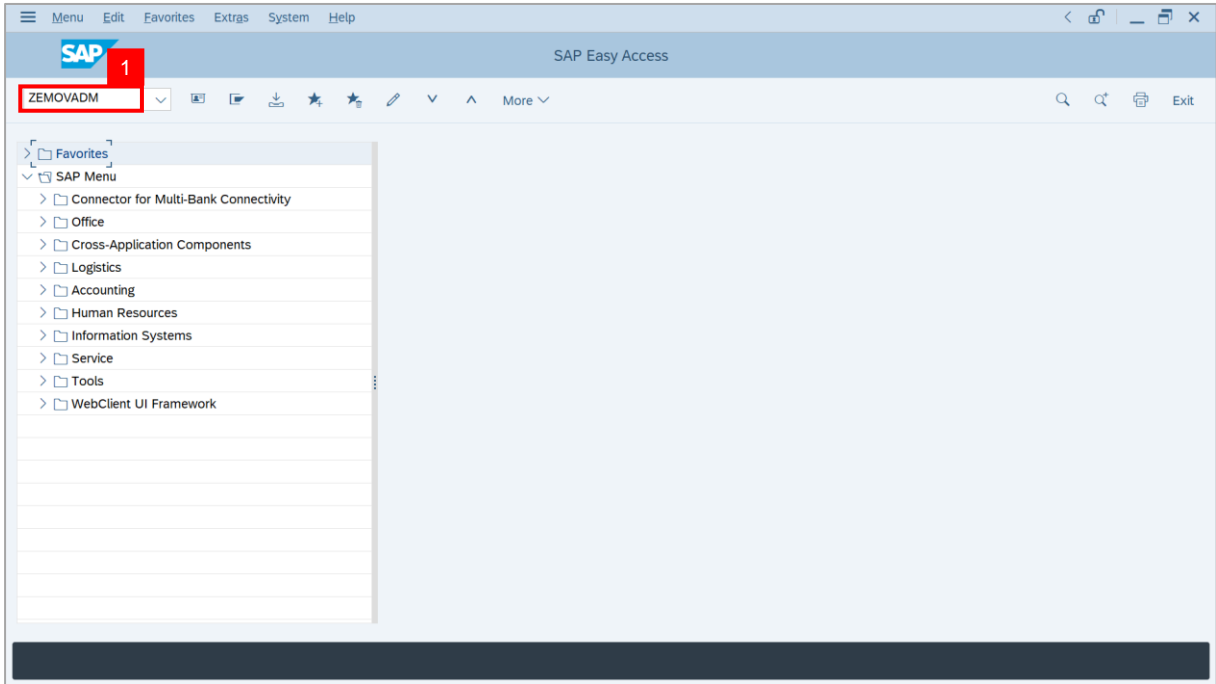
REJECT APPLICATION

Backend User

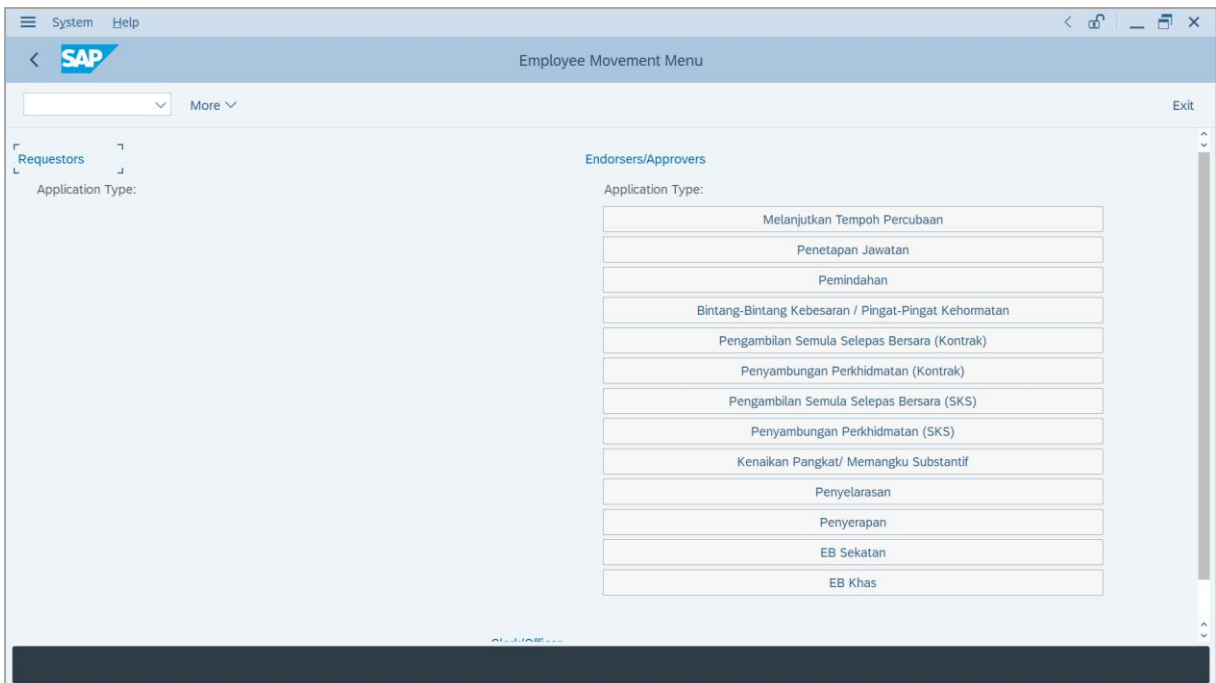
Treasury Verifier 1

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

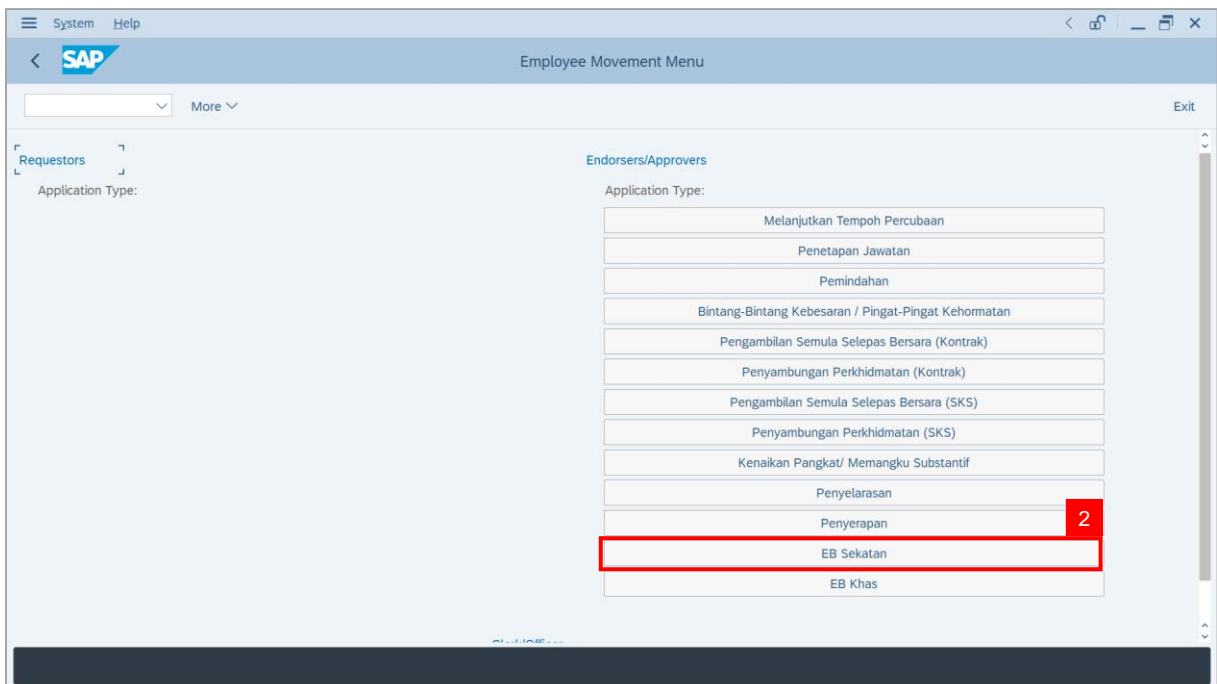
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

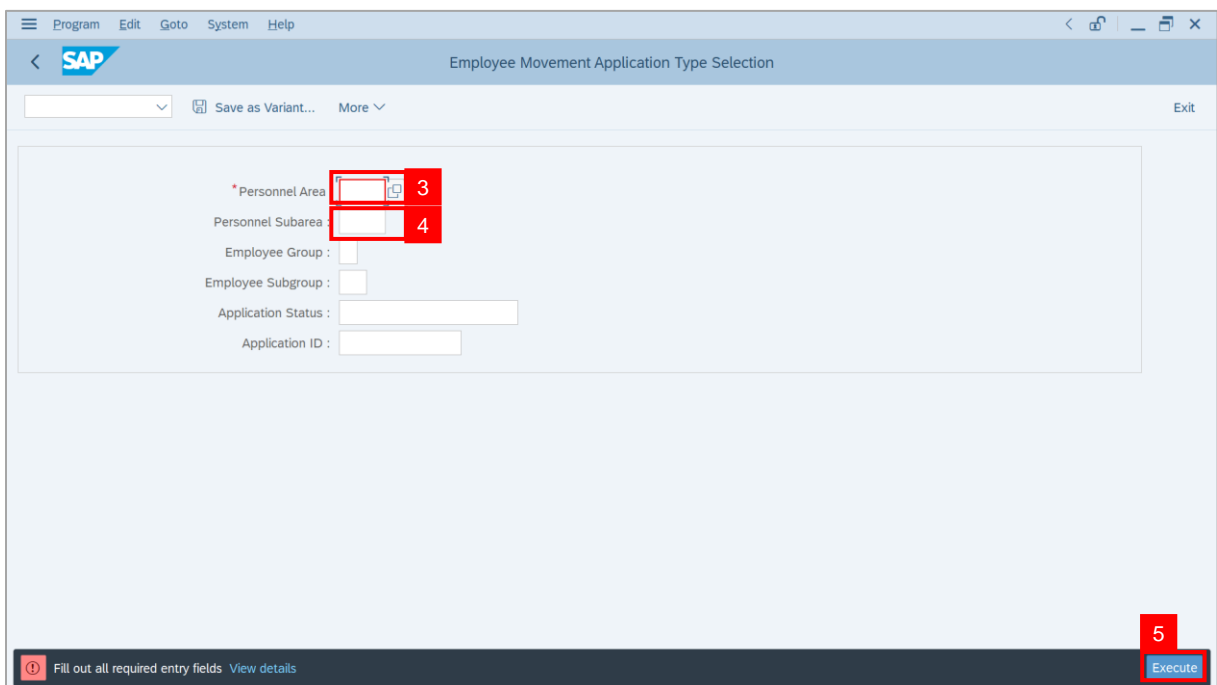


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

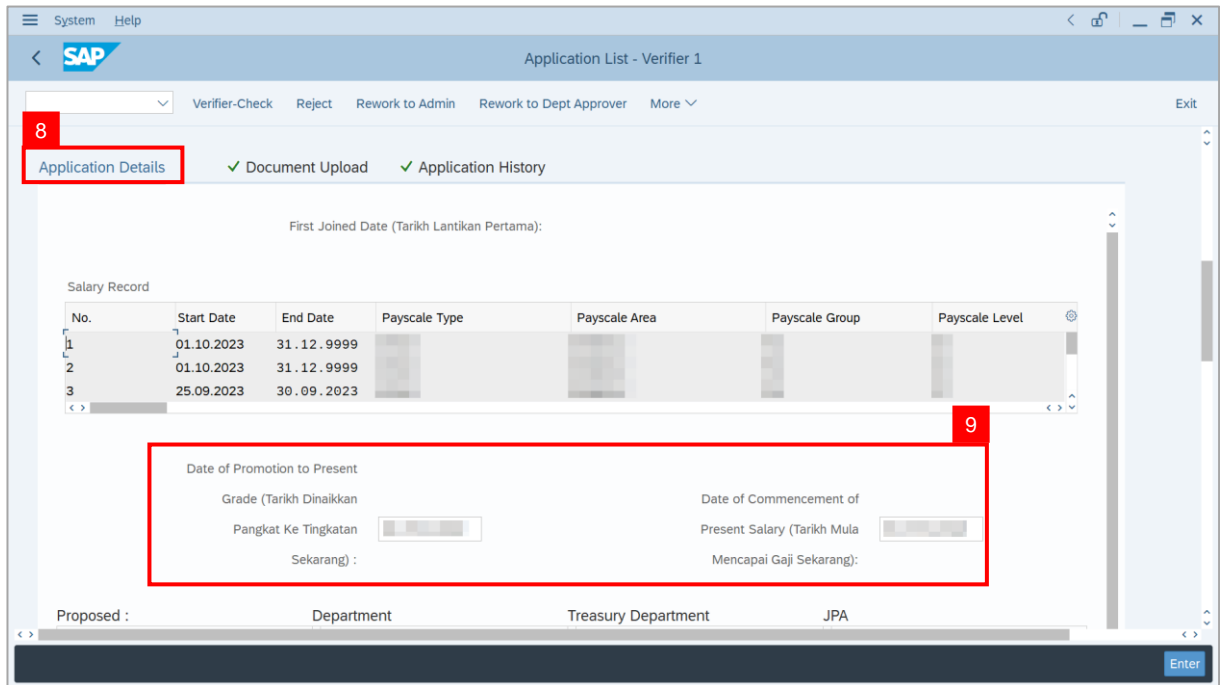
4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.



8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



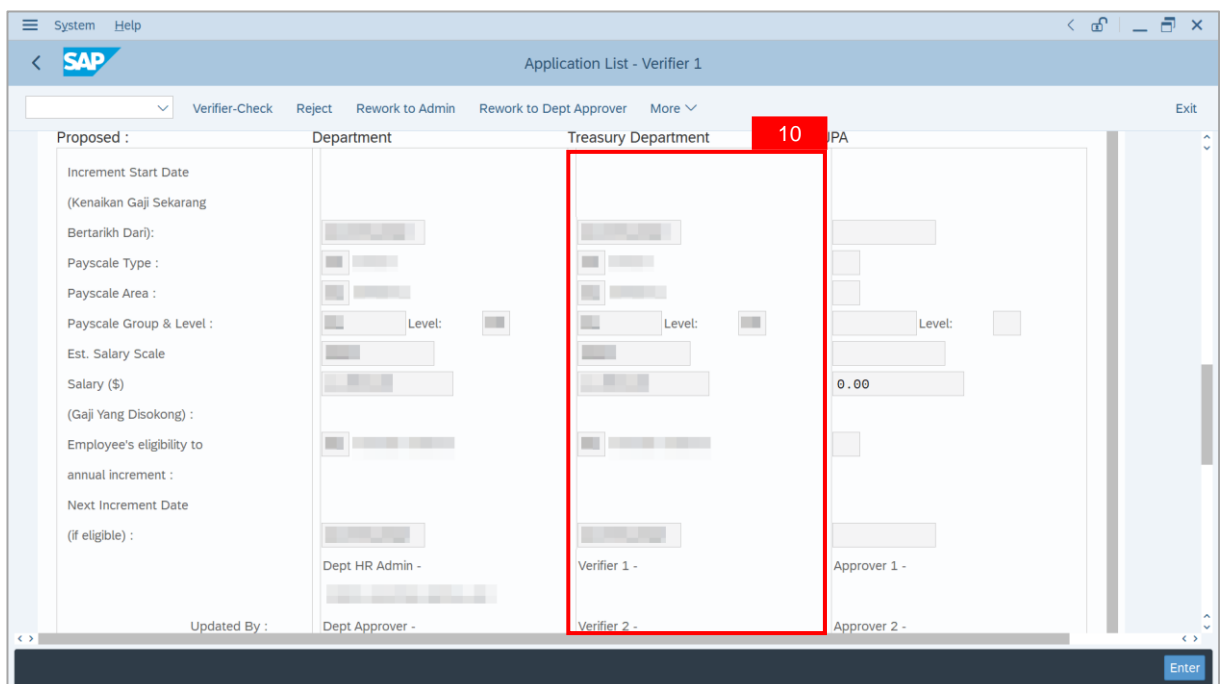
The screenshot shows the SAP Application List - Verifier 1 interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there is a 'Salary Record' table with the following data:

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

Below the table, there are two input fields highlighted with a red box labeled '9': 'Date of Promotion to Present' (Grade (Tarikh Dinaikkan) Pangkat Ke Tingkatan Sekarang) and 'Date of Commencement of Present Salary (Tarikh Mula Mencapai Gaji Sekarang)'. The 'Proposed' field is set to 'Department Treasury Department' and 'JPA'.

10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

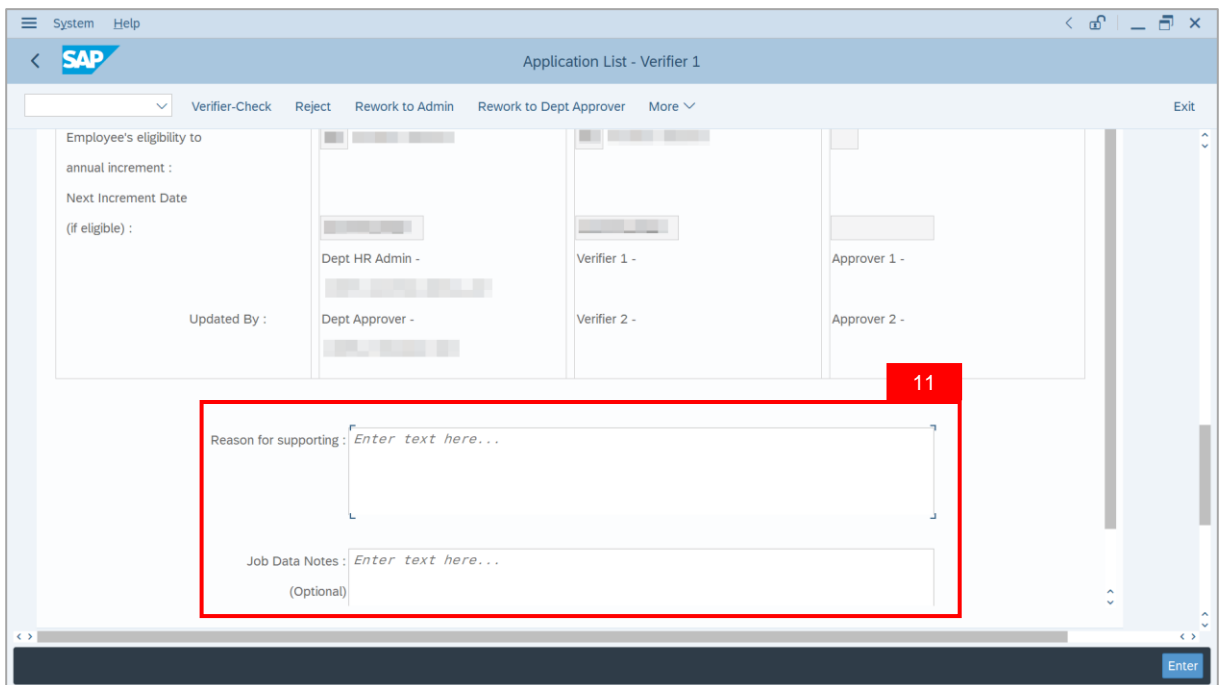
Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



The screenshot shows the SAP Application List - Verifier 1 interface. The 'Proposed' tab is selected. The 'Treasury Department' column is highlighted with a red box labeled '10'. The details for the Treasury Department are as follows:

Field	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
(Gaji Yang Disokong) :			
Employee's eligibility to annual increment :			
Next Increment Date (if eligible) :			
Dept HR Admin -		Verifier 1 -	Approver 1 -
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -

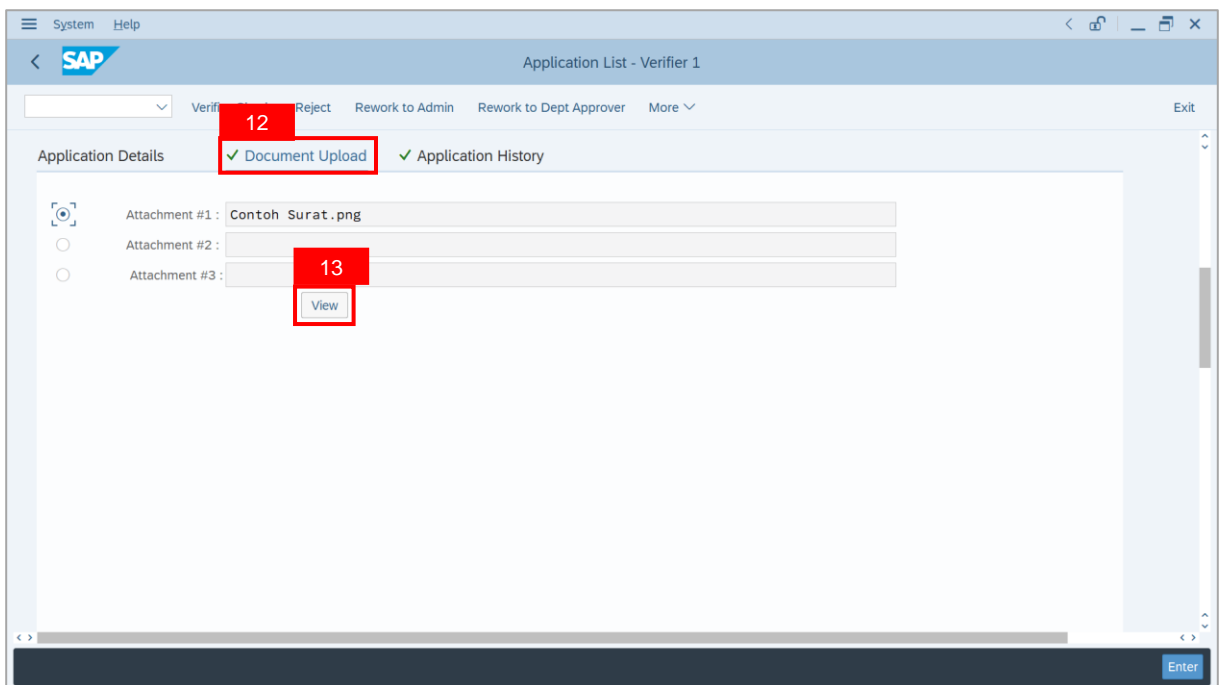
11. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP Application List - Verifier 1 interface. The 'Reason for supporting' and 'Job Data Notes' fields are highlighted with a red box and labeled '11'. The 'Reason for supporting' field contains the placeholder text 'Enter text here...'. The 'Job Data Notes' field contains the placeholder text 'Enter text here...' and is marked as '(Optional)'. The interface also shows a table with columns for 'Employee's eligibility to annual increment', 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The 'Verif' button is highlighted with a red box and labeled '12'.

12. Navigate to Document Upload tab.

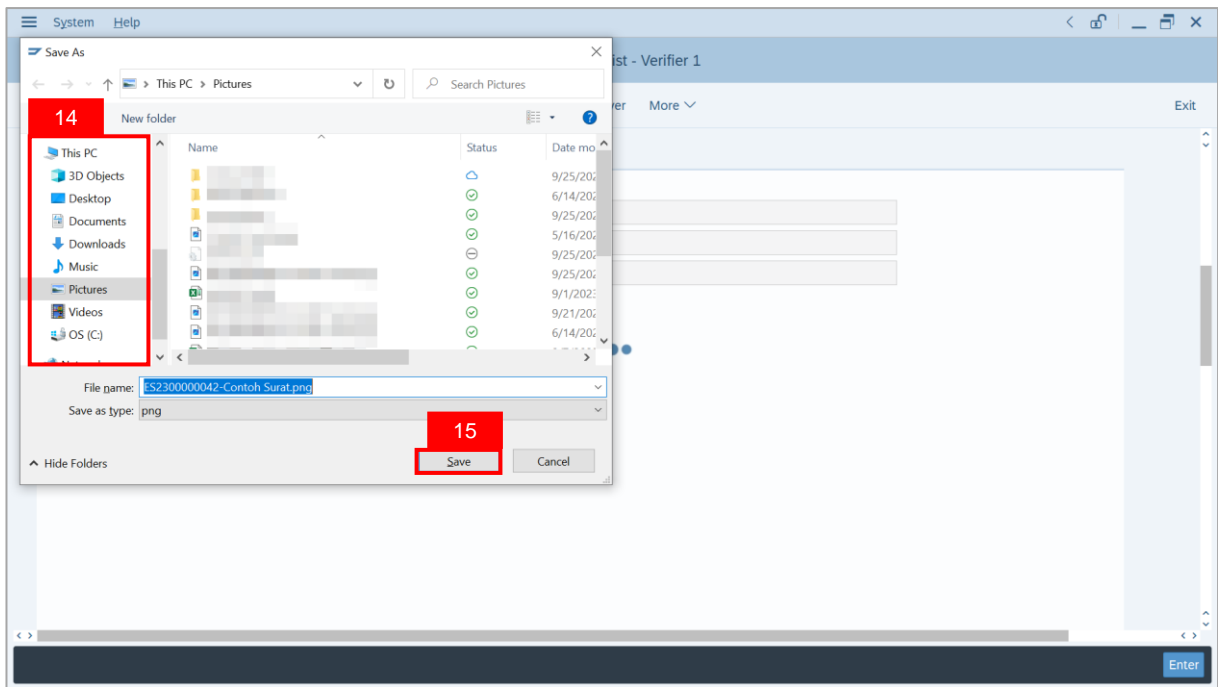
13. Select Attachment and click on View button to download.



The screenshot shows the SAP Application List - Verifier 1 interface. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. The 'Attachment #1' field contains the text 'Contoh Surat.png'. The 'View' button is highlighted with a red box and labeled '13'. The interface also shows a table with columns for 'Attachment #1', 'Attachment #2', and 'Attachment #3'. The 'Verif' button is highlighted with a red box and labeled '12'.

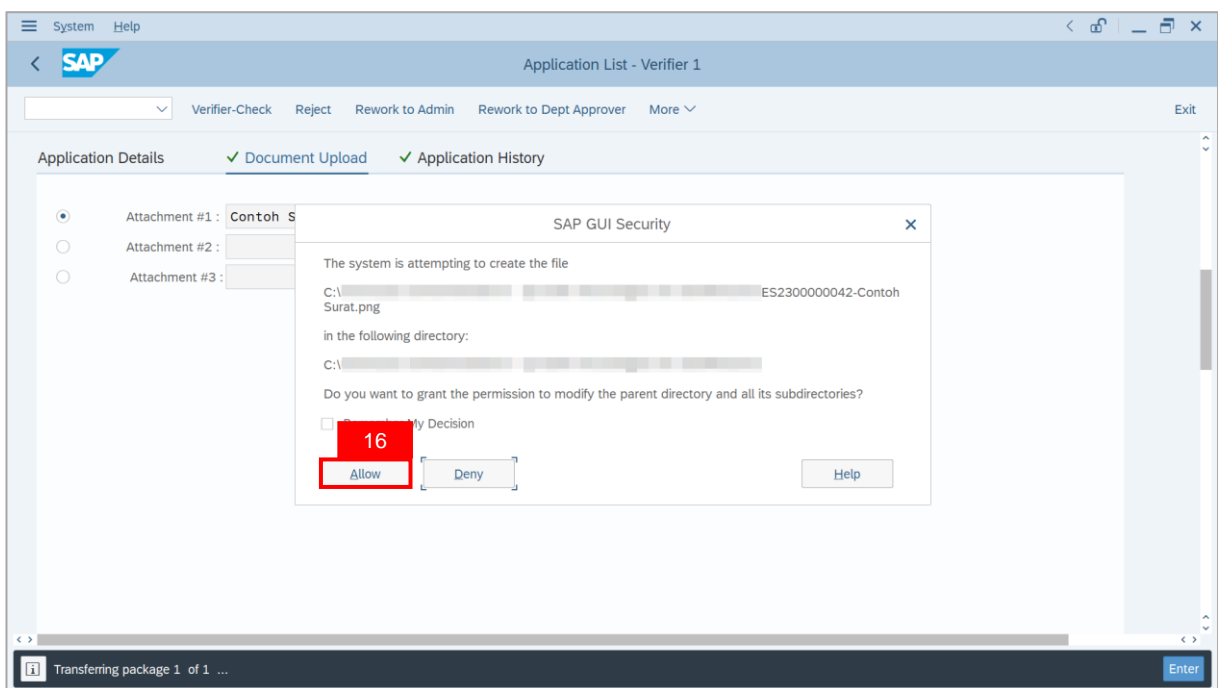
14. Select **File Location**.

15. Click on **Save** button.

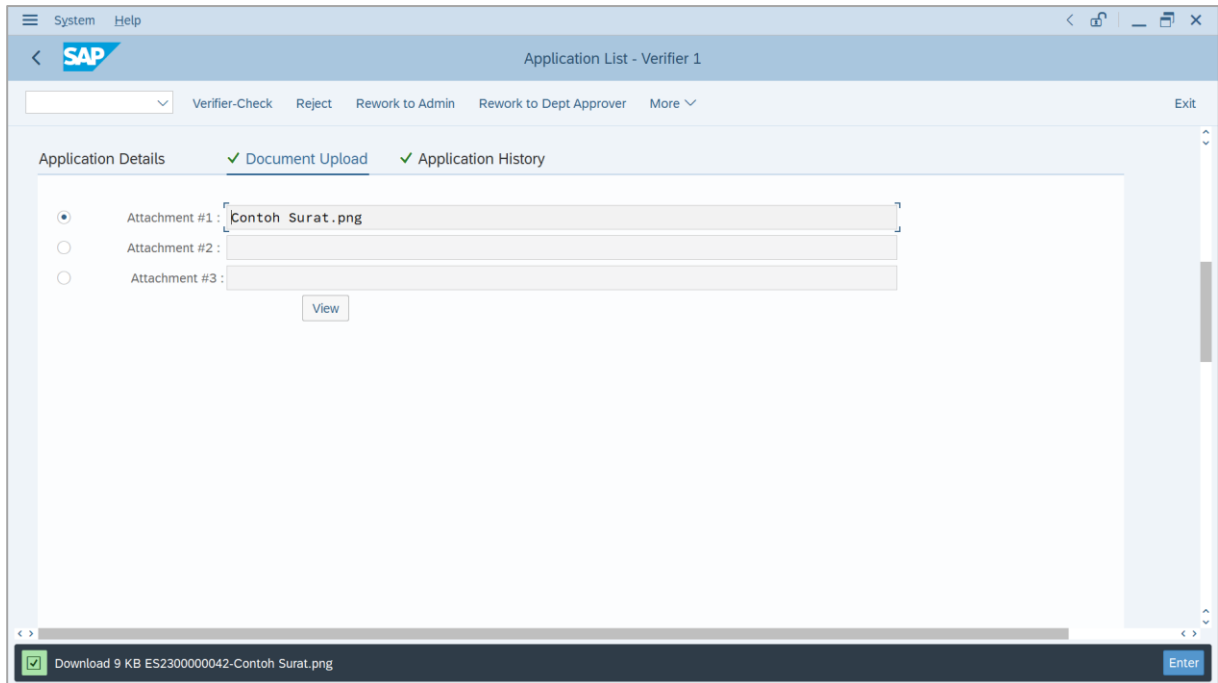


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

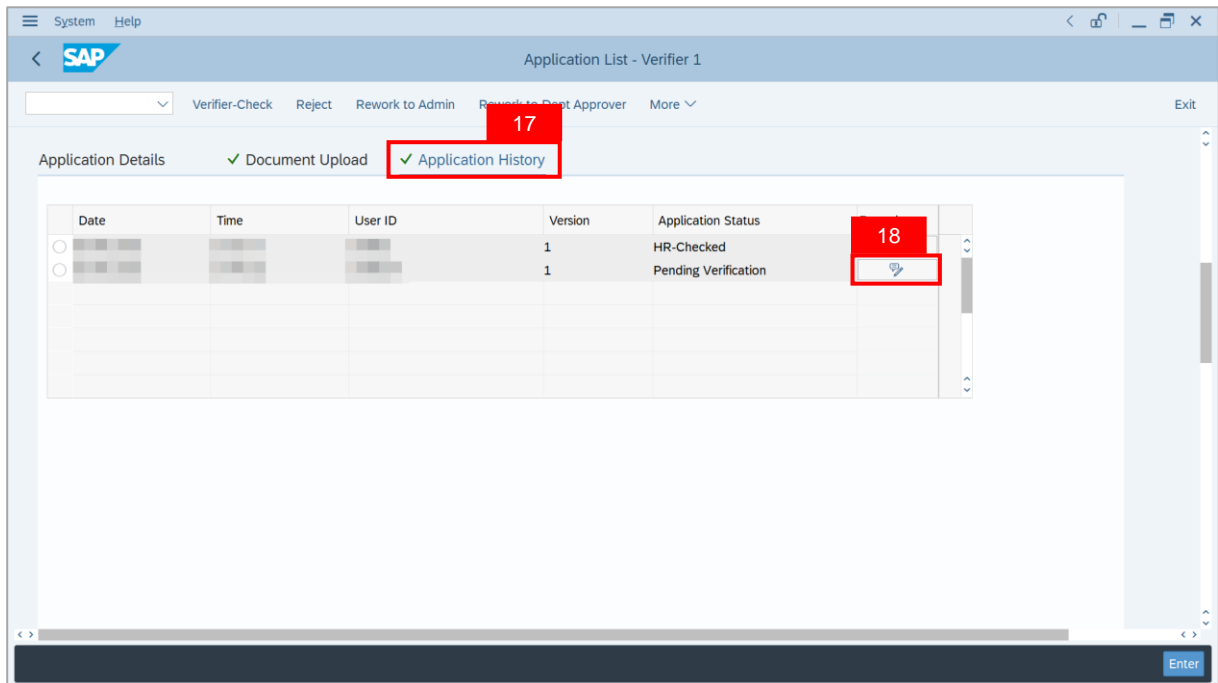


Note: The **File Attachment** has successfully been downloaded.

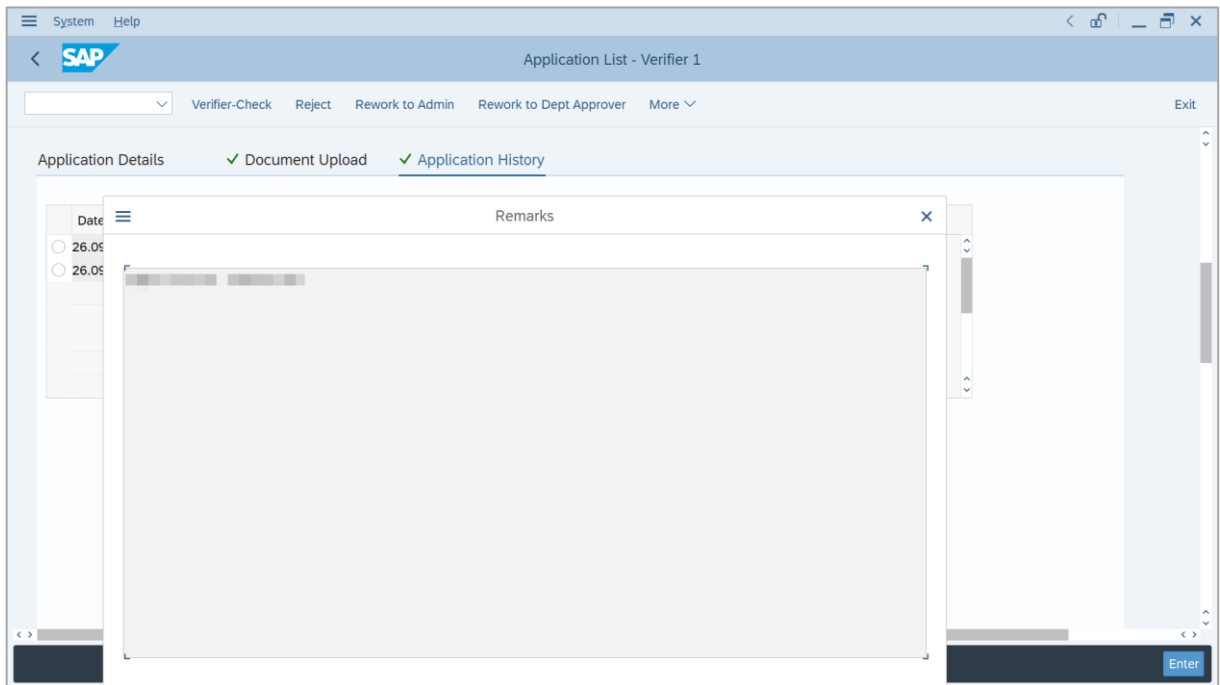


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



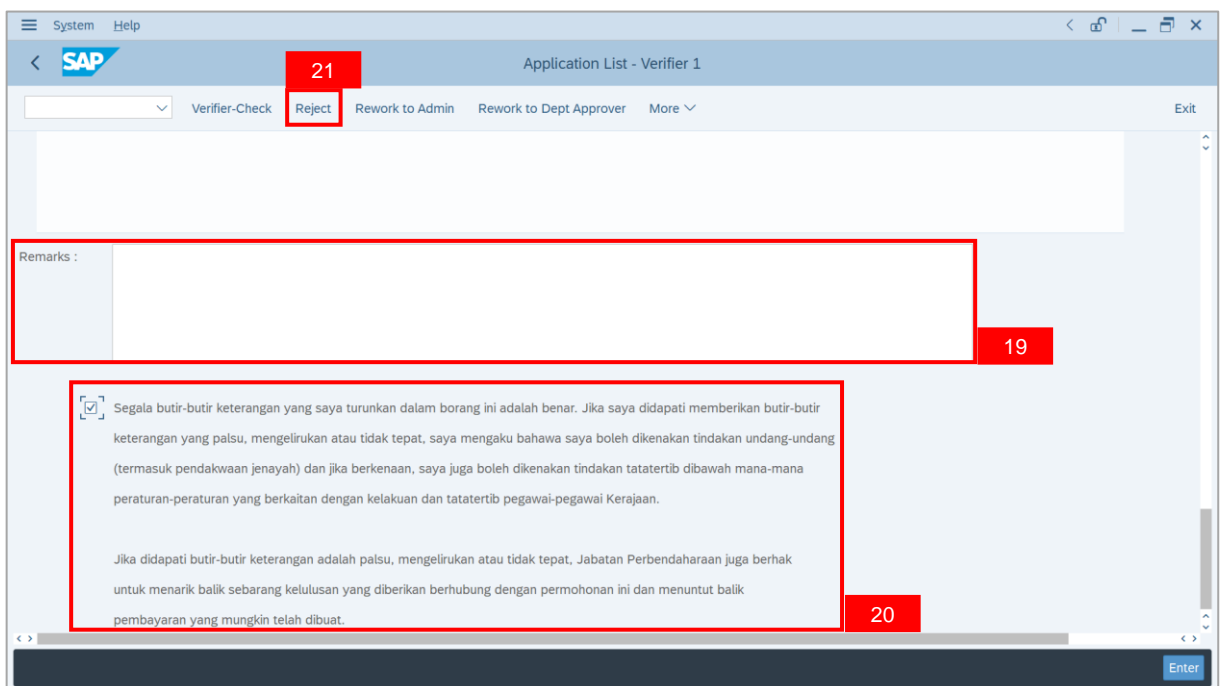
Note: The **Remarks** page will be displayed.



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

20. Tick on **Declaration** checkbox.

21. Click on **Reject** button.



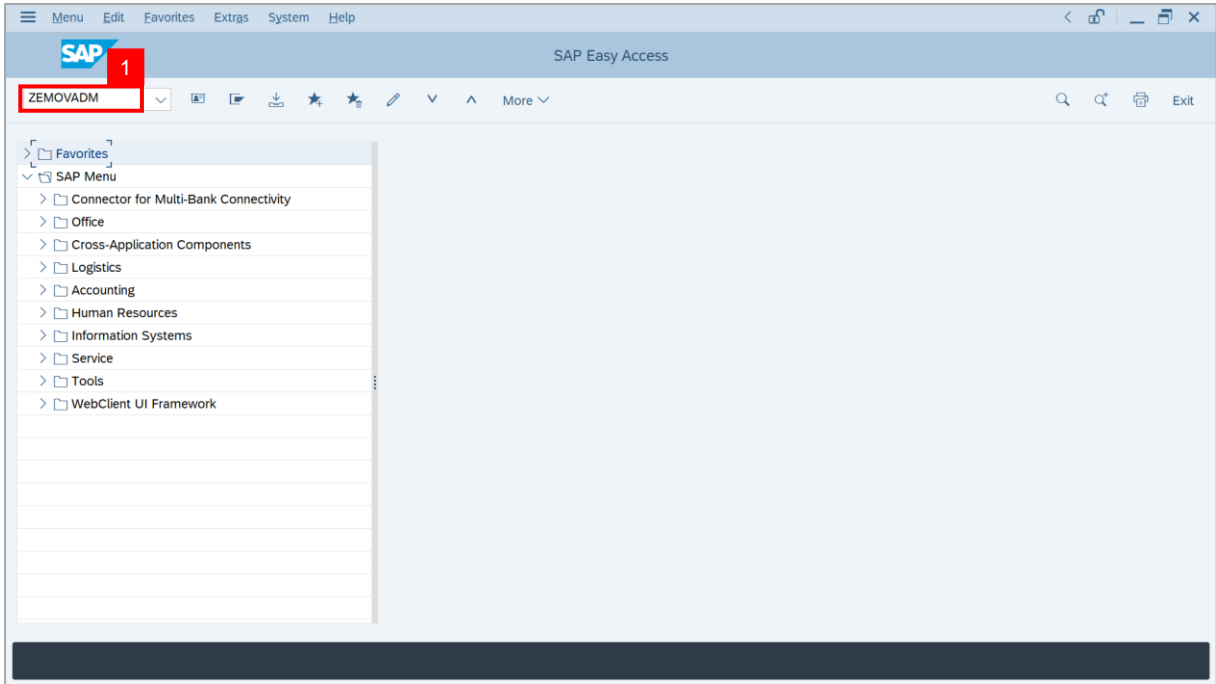
VERIFY APPLICATION

Backend User

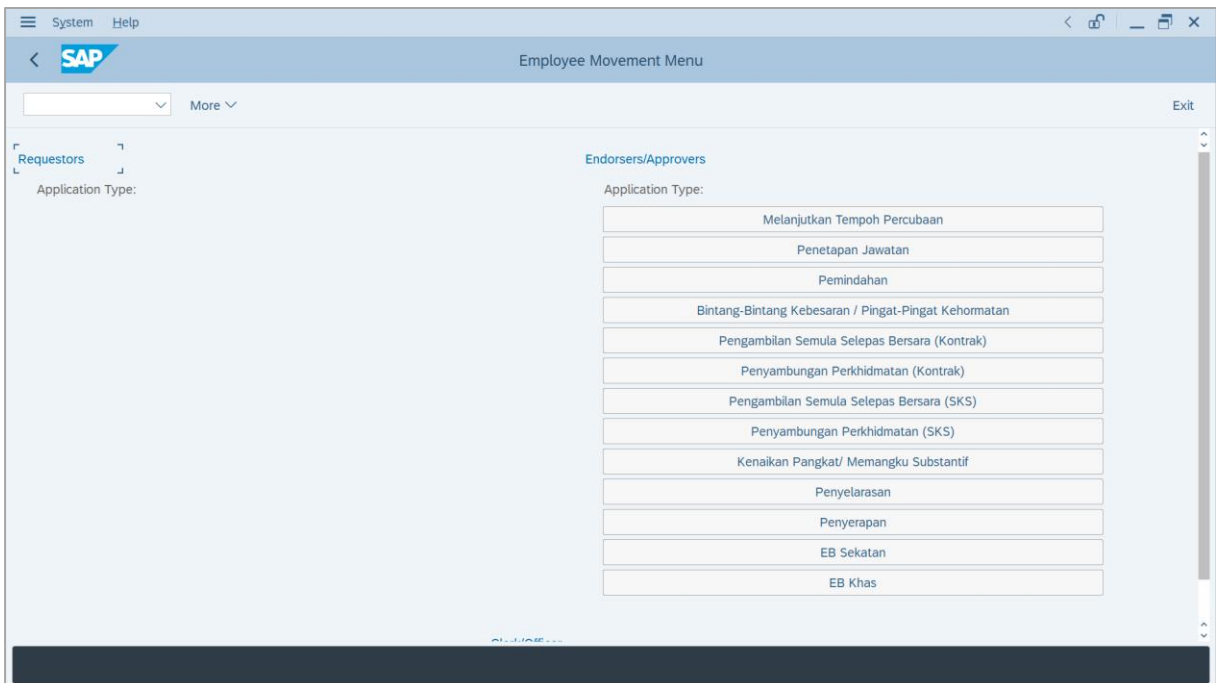
Treasury Verifier 2

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

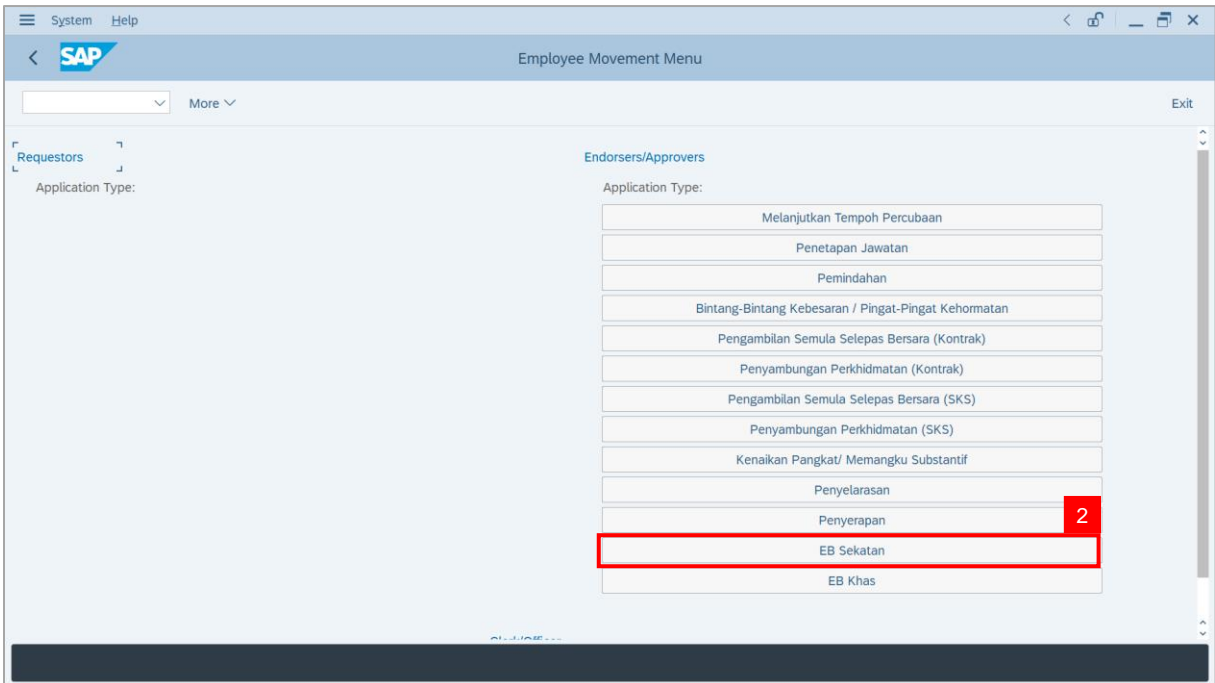
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

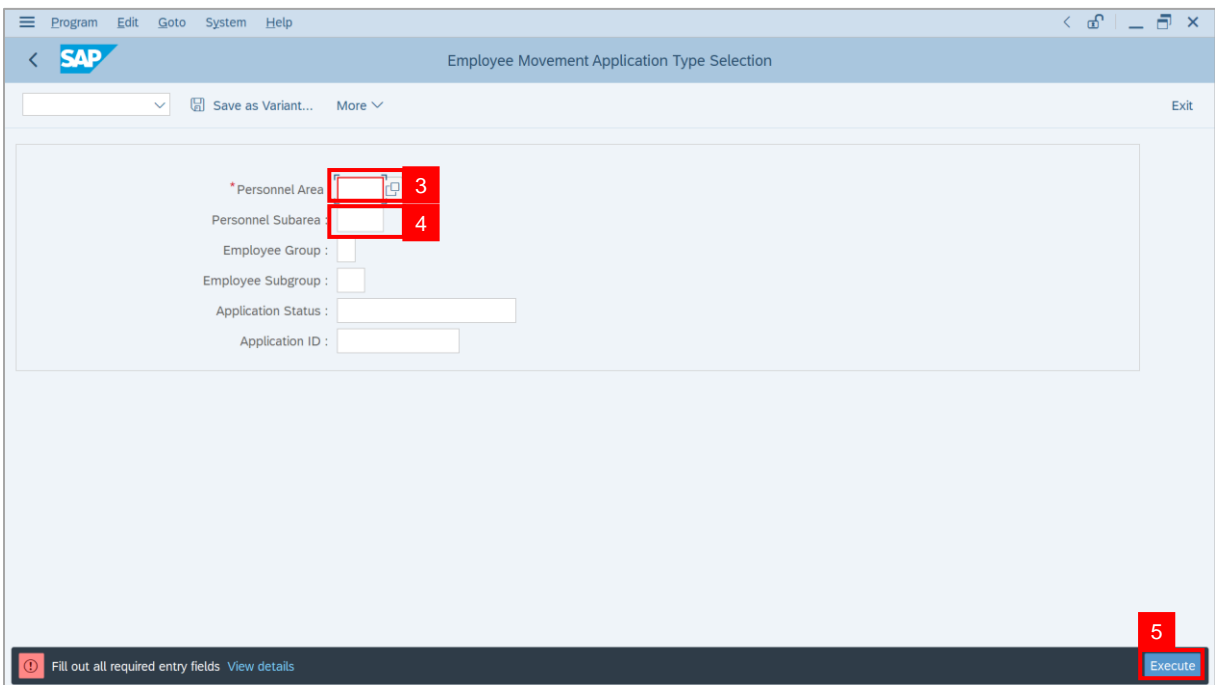


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

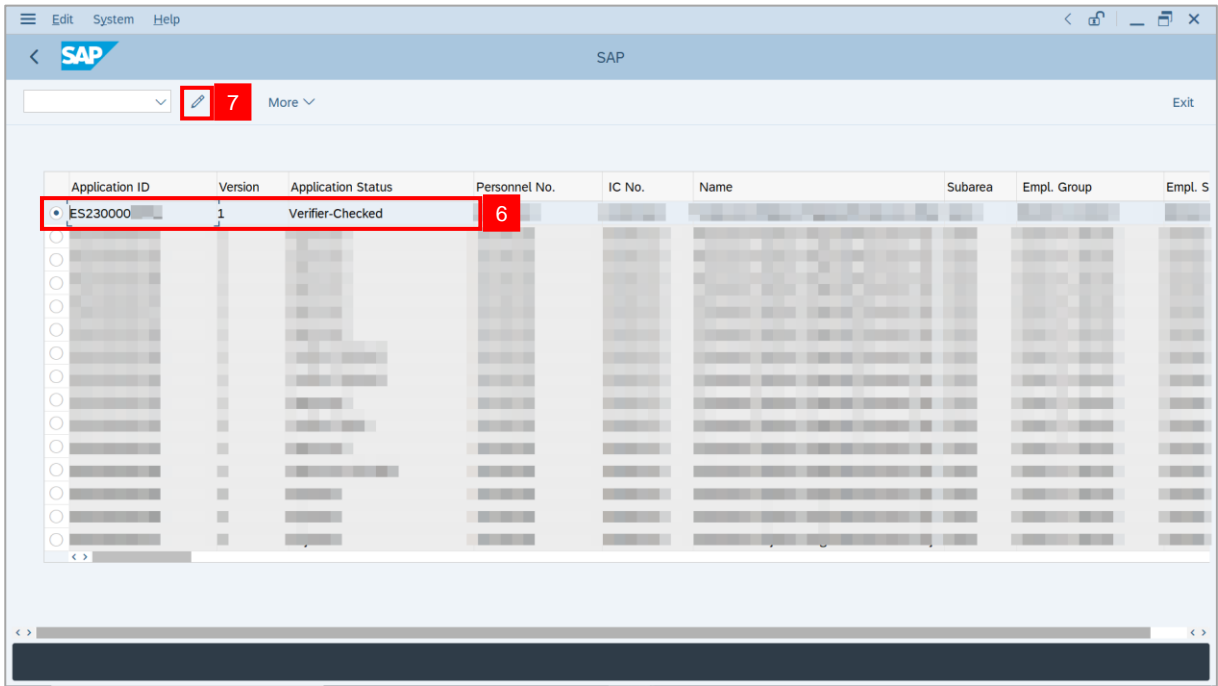
5. Click on **Execute** button.



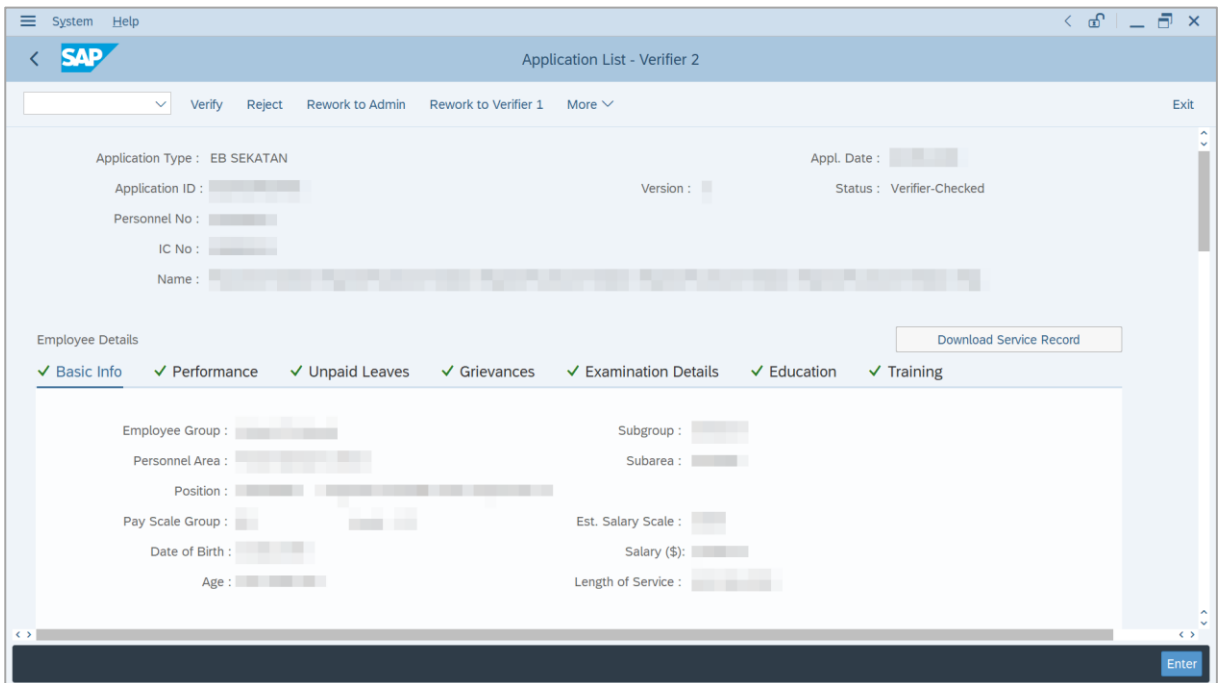
Note: The **Application List – Verifier 2** page will be displayed.

6. Select an employee with **Application Status – ‘Verifier-Checked’** and click on **Radio** button.

7. Click on **Change** icon.

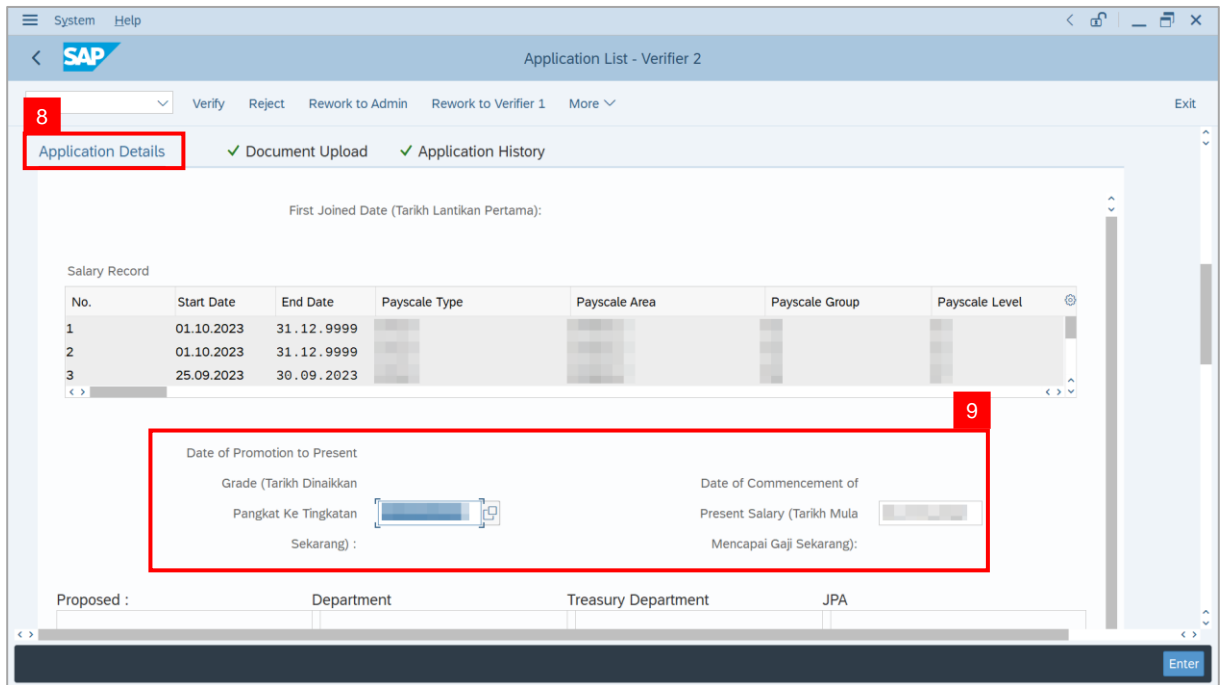


Note: The **Application List – Verifier 2** page will be displayed.



8. Navigate to **Application Details** tab.

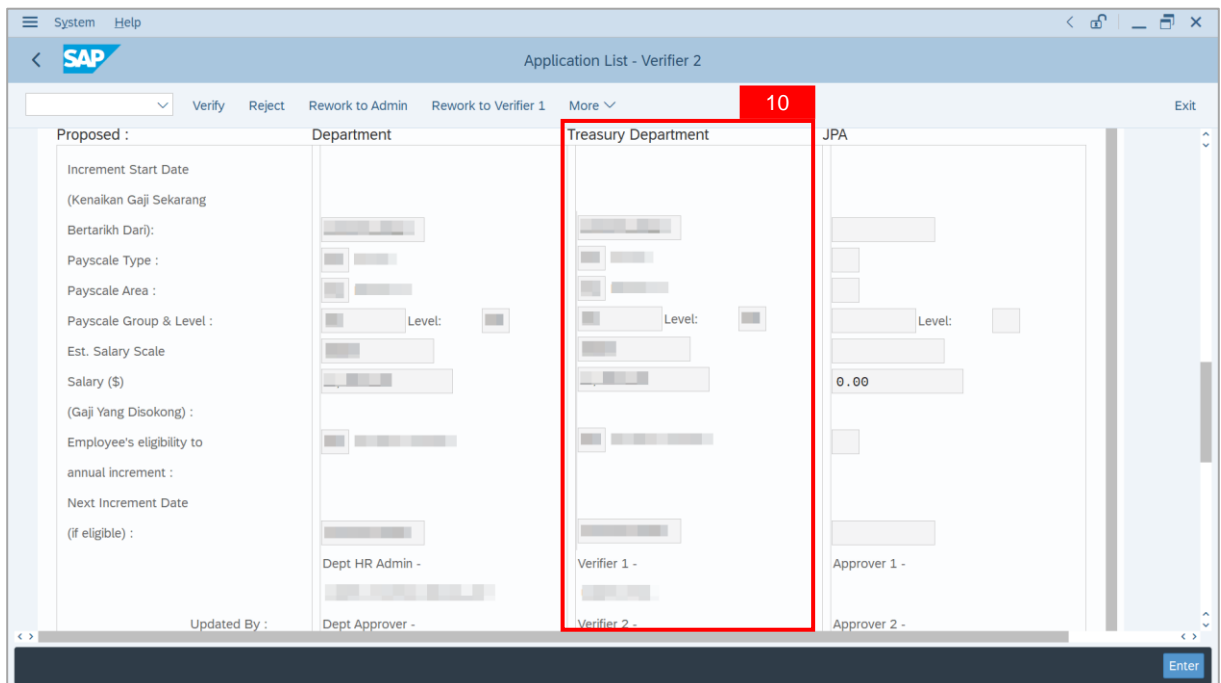
9. Review and amend the following details, if required.



The screenshot shows the SAP Application List - Verifier 2 interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there are buttons for 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. The main content area displays 'First Joined Date (Tarikh Lantikan Pertama):' and a 'Salary Record' table with columns: No., Start Date, End Date, Payscale Type, Payscale Area, Payscale Group, and Payscale Level. Below the table, there are input fields for 'Date of Promotion to Present' (Grade (Tarikh Dinaikkan) and Pangkat Ke Tingkatan) and 'Date of Commencement of Present Salary (Tarikh Mula)'. A red box labeled '9' highlights these two sections. At the bottom, there are fields for 'Proposed :', 'Department' (Treasury Department), and 'JPA'.

10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



The screenshot shows the SAP Application List - Verifier 2 interface. The 'Proposed' tab is selected and highlighted with a red box labeled '10'. The main content area displays a table with columns: 'Proposed :', 'Department', 'Treasury Department', and 'JPA'. The 'Treasury Department' column is highlighted with a red box. The table contains various fields for 'Increment Start Date', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Employee's eligibility to annual increment', 'Next Increment Date', and 'Updated By'. The 'Treasury Department' column shows details for 'Dept HR Admin -', 'Verifier 1 -', and 'Verifier 2 -'. The 'JPA' column shows details for 'Approver 1 -' and 'Approver 2 -'.

11. Review Reason for supporting and Job Data Notes.

The screenshot shows the SAP 'Application List - Verifier 2' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the navigation bar, there are buttons for 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. The main content area displays a form with several fields: '(if eligible):', 'Dept HR Admin -', 'Updated By:', '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 '11' label next to it. 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...'. An 'Enter' button is visible at the bottom right of the form.

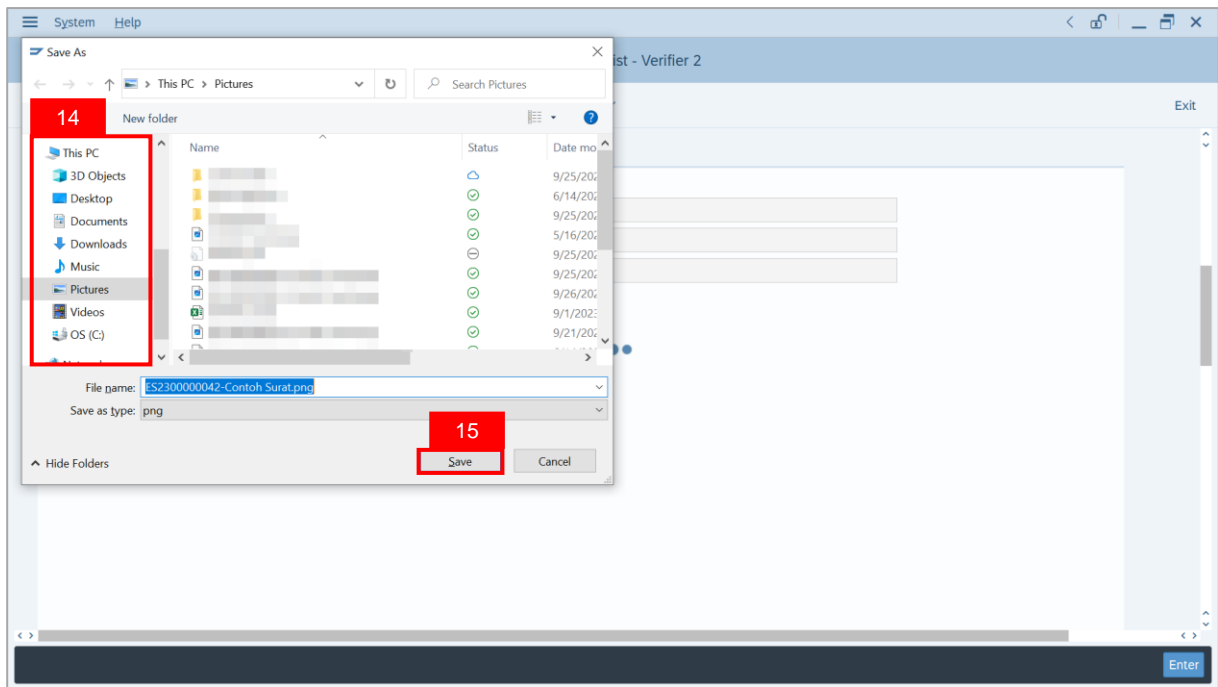
12. Navigate to Document Upload tab.

13. Select Attachment and click on View button to download.

The screenshot shows the SAP 'Application List - Verifier 2' interface. The top navigation bar includes 'System', 'Help', and 'SAP'. Below the navigation bar, there are buttons for 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. The main content area displays a form with several tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box and labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1:', 'Attachment #2:', and 'Attachment #3:'. The 'Attachment #1:' field contains the text 'Contoh Surat.png' and is highlighted with a red box and labeled '13'. Below the 'Attachment #1:' field, there is a 'View' button. An 'Enter' button is visible at the bottom right of the form.

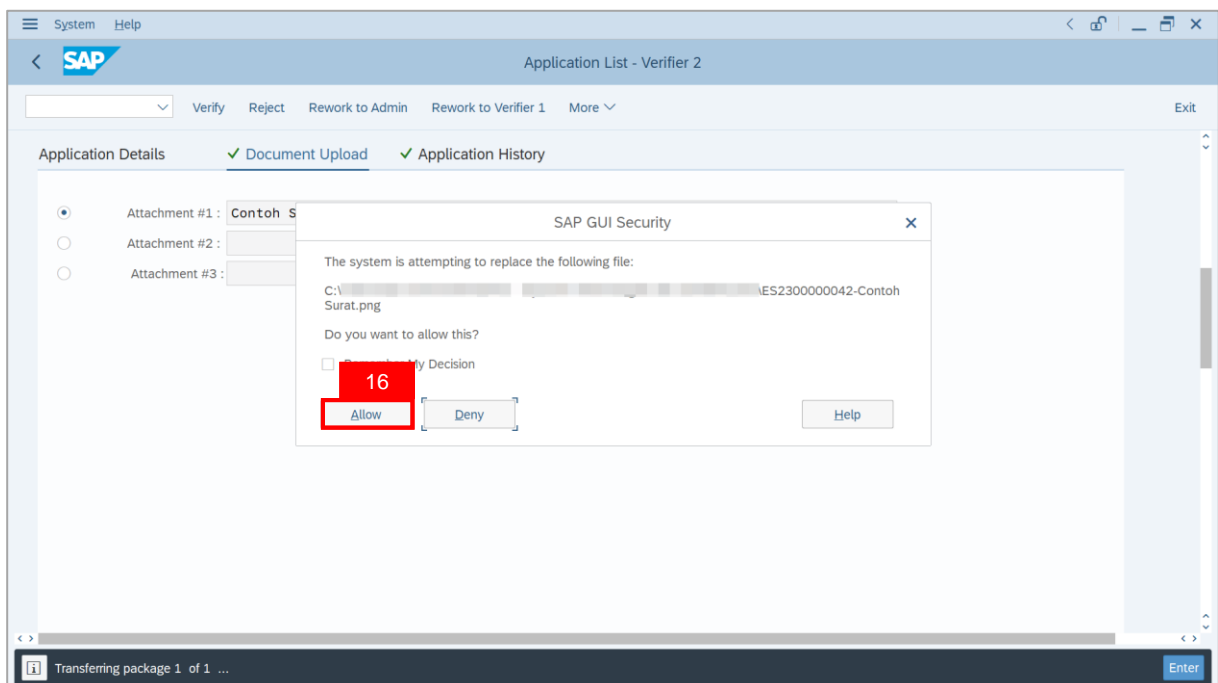
14. Select **File Location**.

15. Click on **Save** button.

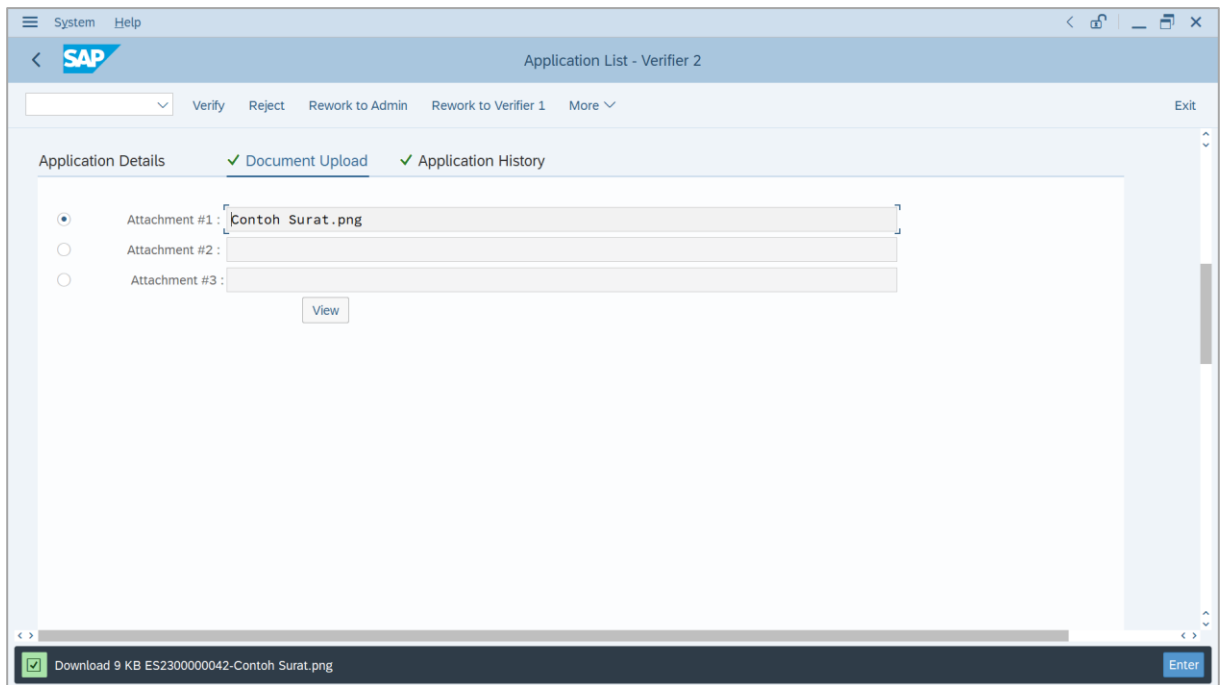


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

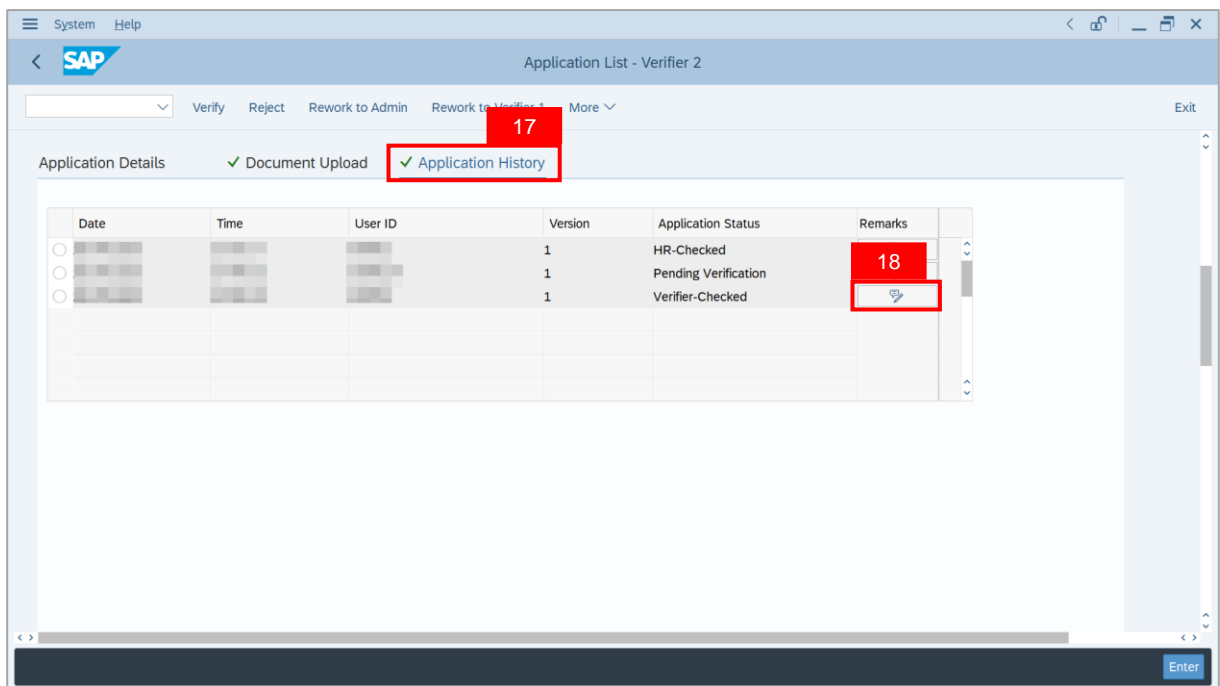


Note: The **File Attachment** has successfully been downloaded.

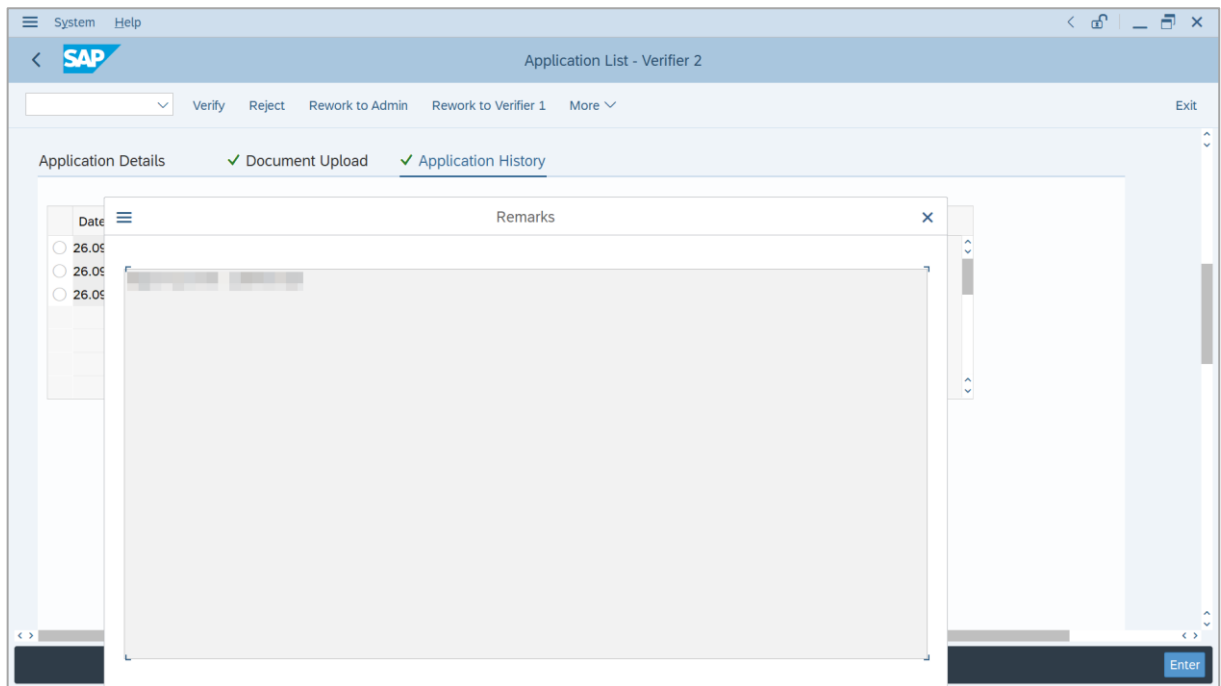


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



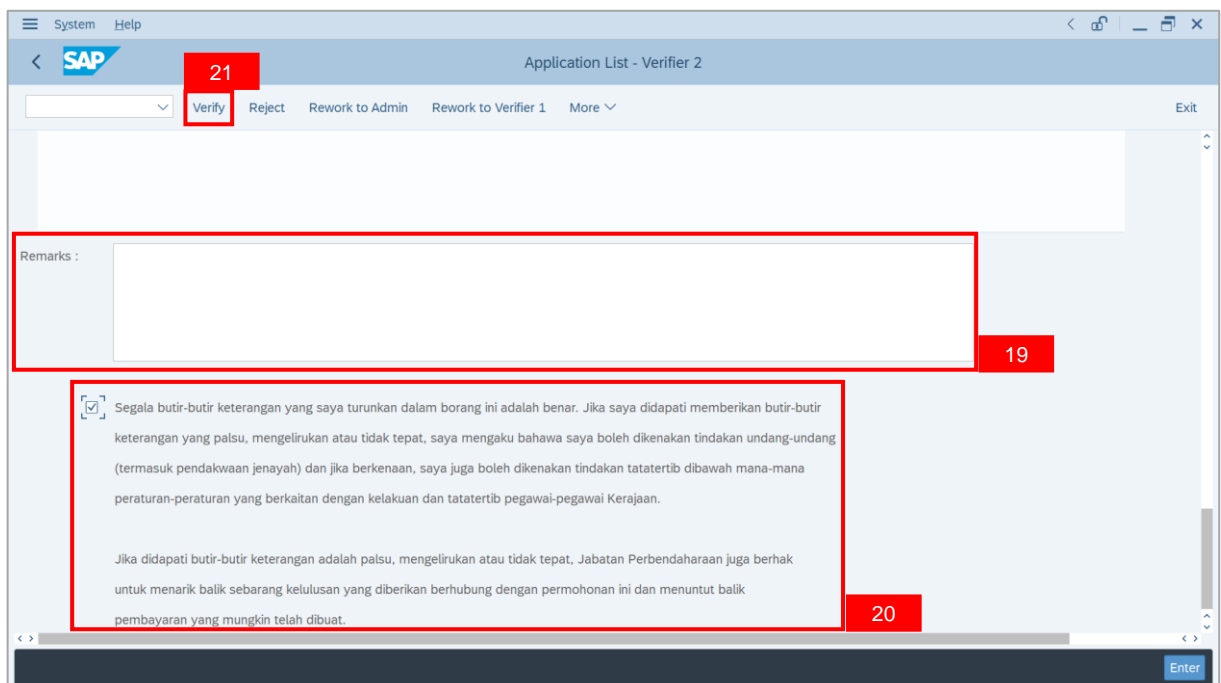
Note: The **Remarks** page will be displayed.



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

20. Tick on **Declaration** checkbox.

21. Click on **Verify** button.



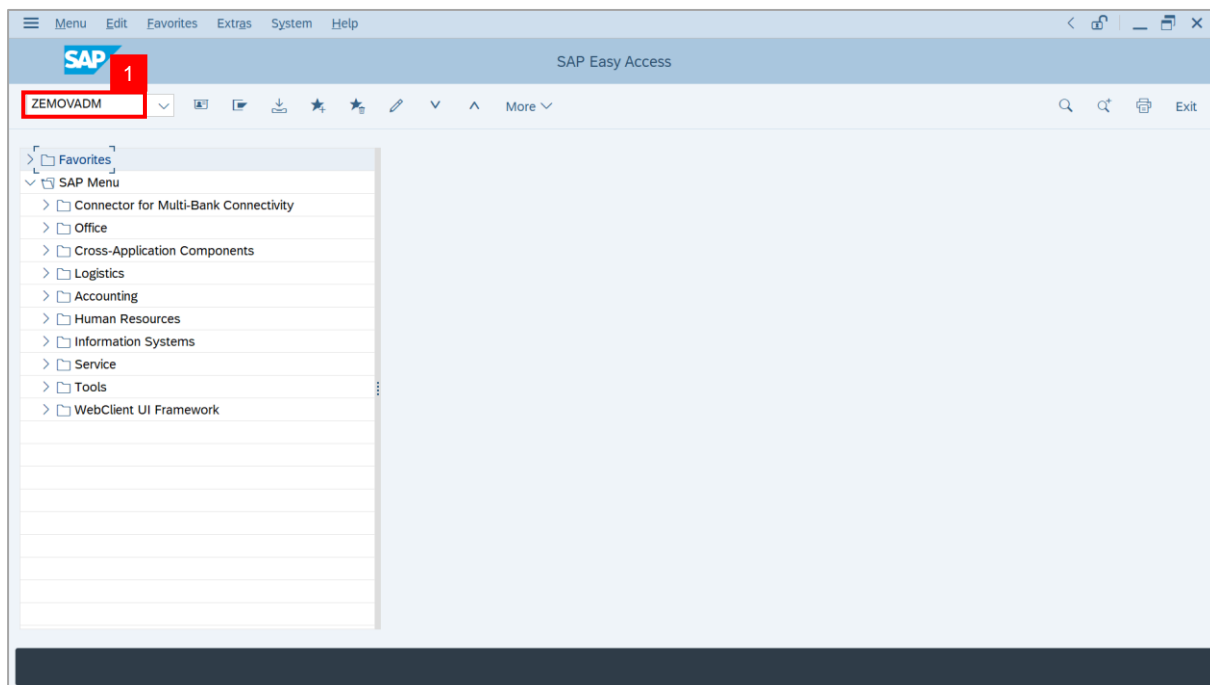
**REWORK APPLICATION
TO TREASURY
VERIFIER 1**

Backend User

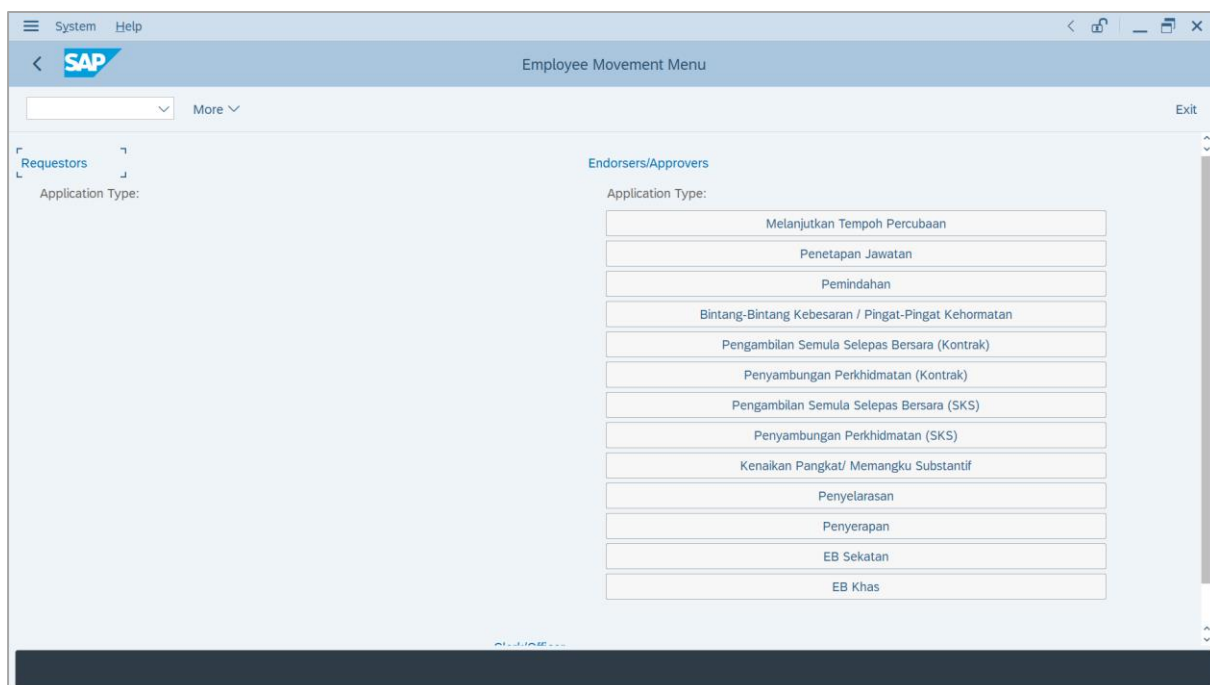
Treasury Verifier 2

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

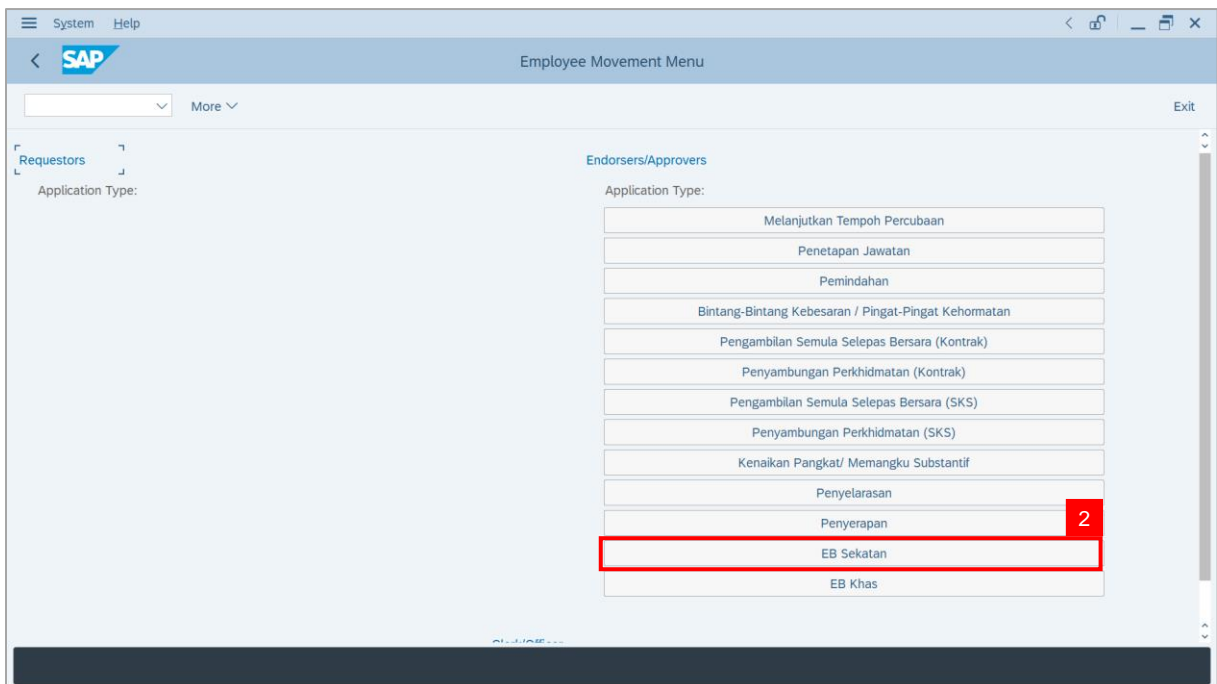
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

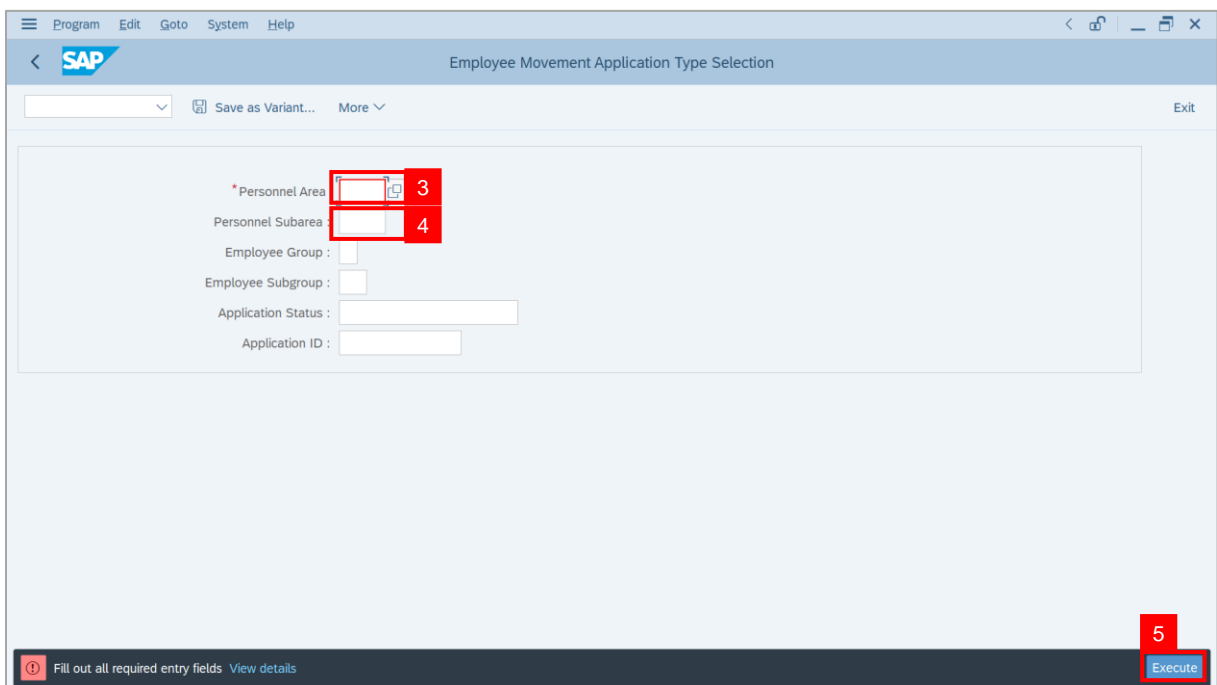


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

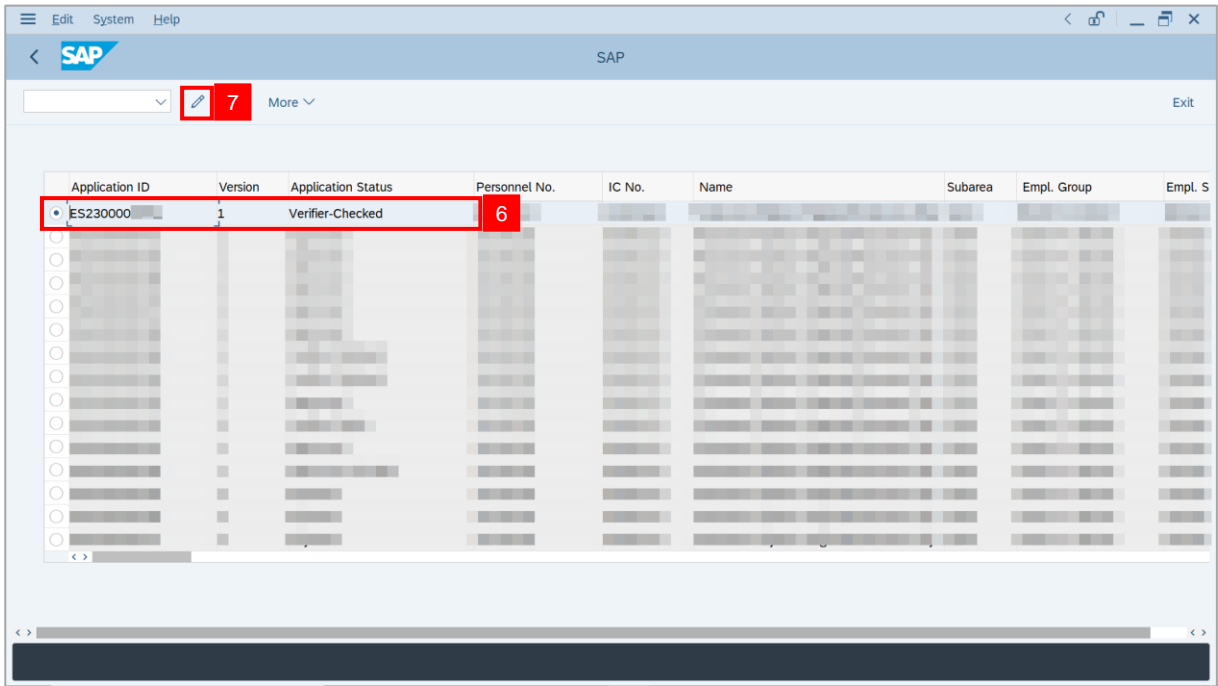
5. Click on **Execute** button.



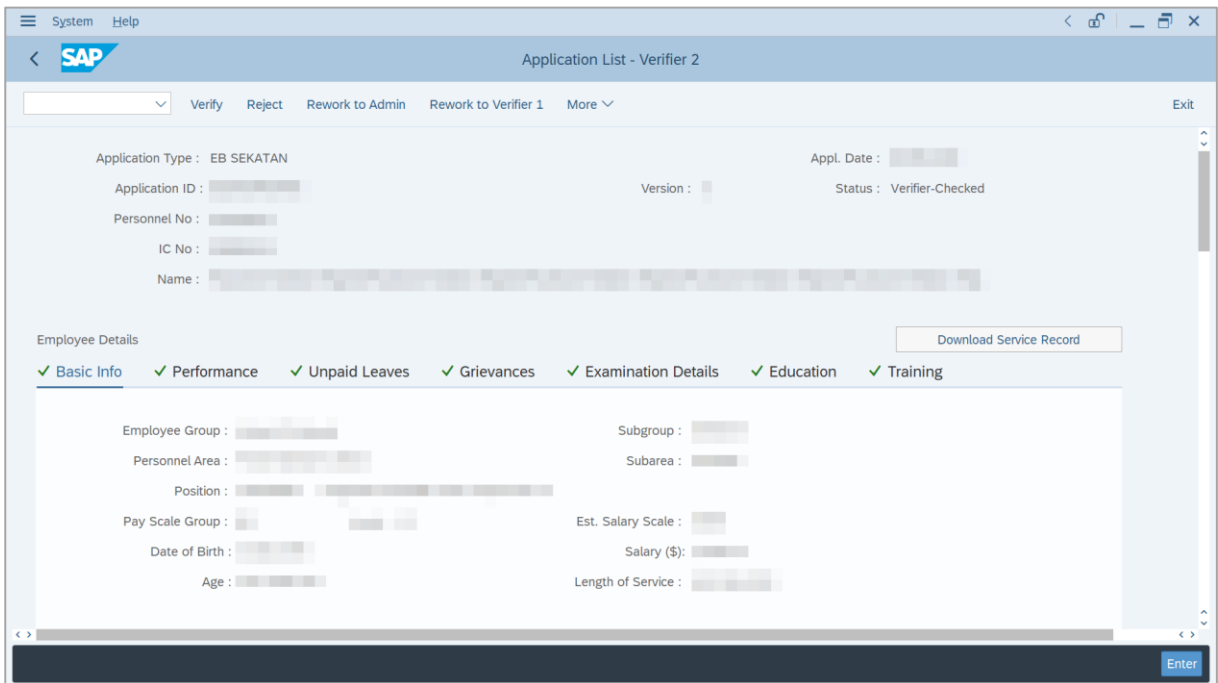
Note: The **Application List – Verifier 2** page will be displayed.

6. Select an employee with **Application Status – ‘Verifier-Checked’** and click on **Radio** button.

7. Click on **Change** icon.

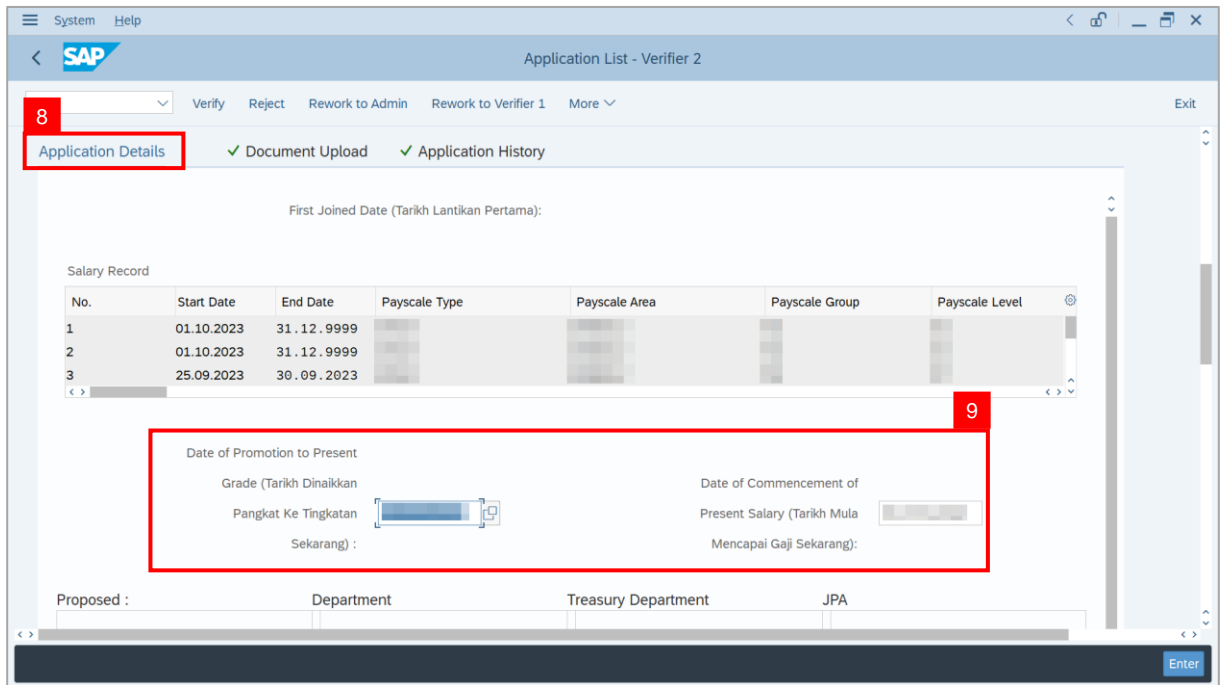


Note: The **Application List – Verifier 2** page will be displayed.



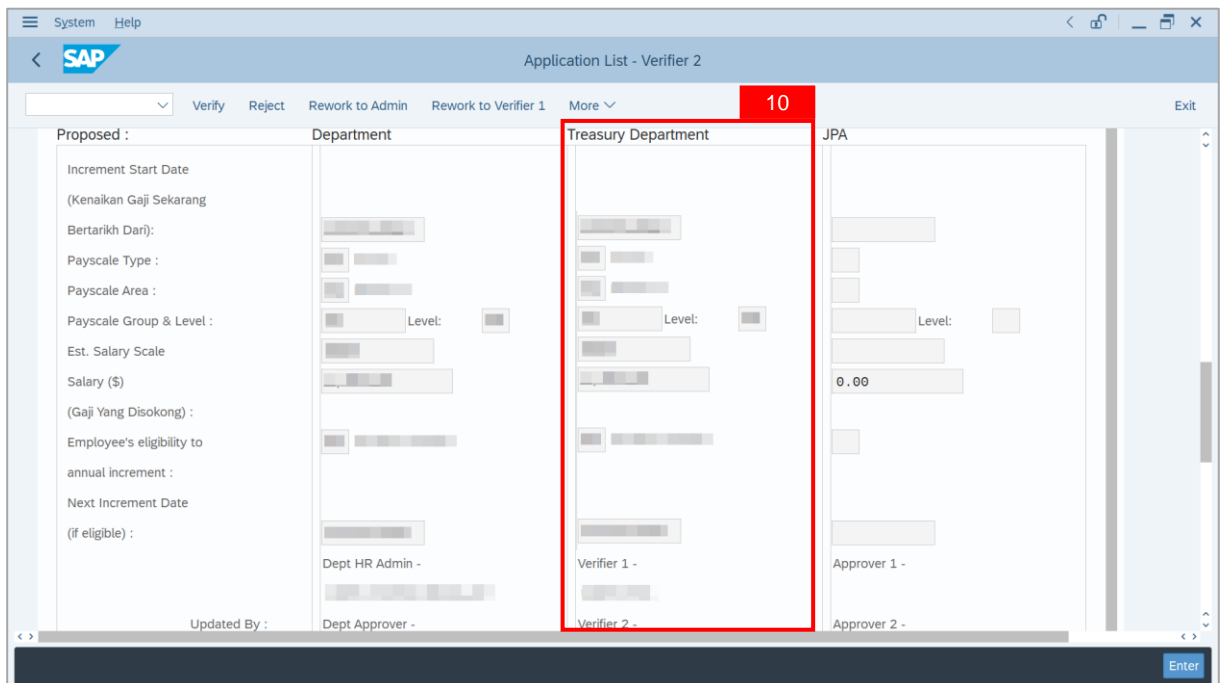
8. Navigate to **Application Details** tab.

9. Review and amend the following details, if required.



10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



11. Review Reason for supporting and Job Data Notes.

The screenshot shows the SAP 'Application List - Verifier 2' interface. At the top, there are navigation buttons: 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. Below these are several input fields for 'Dept HR Admin', 'Dept Approver', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The main area contains two text input fields: 'Reason for supporting: Enter text here...' and 'Job Data Notes: Enter text here... (Optional)'. A red box highlights these two fields, with a red '11' label next to it. The bottom right corner has an 'Enter' button.

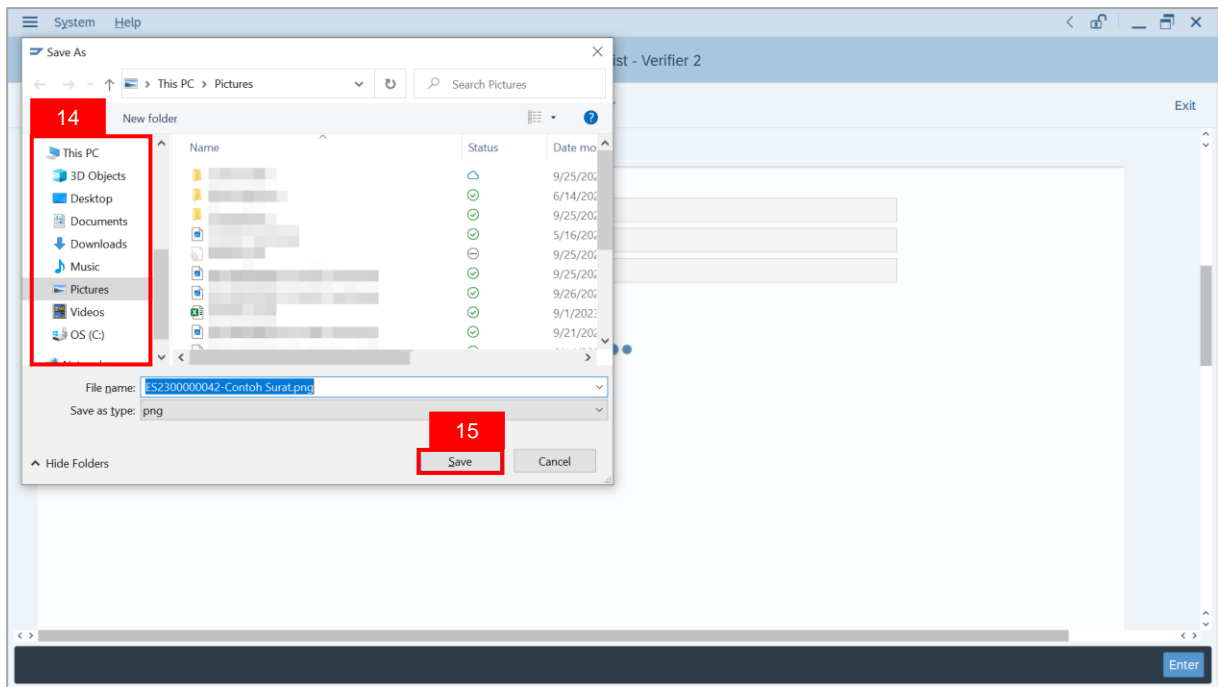
12. Navigate to Document Upload tab.

13. Select Attachment and click on View button to download.

The screenshot shows the same SAP 'Application List - Verifier 2' interface. The 'Document Upload' tab is selected and highlighted with a red box labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is located below the 'Attachment #1' field and is highlighted with a red box labeled '13'. The bottom right corner has an 'Enter' button.

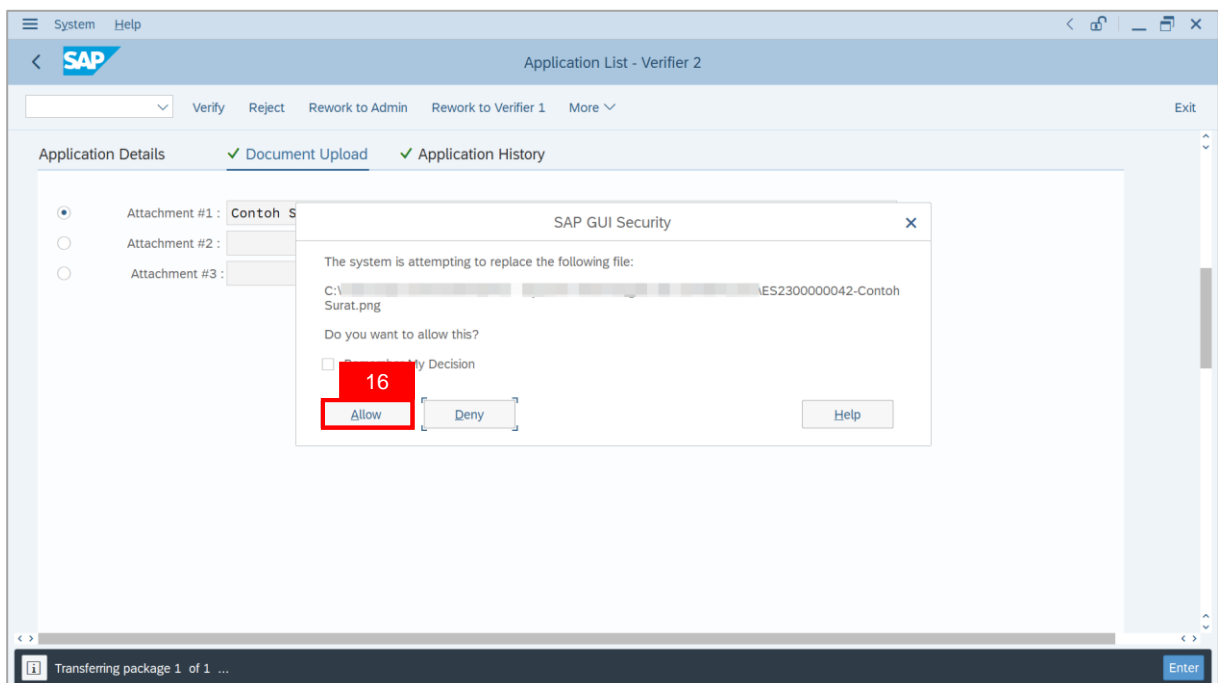
14. Select **File Location**.

15. Click on **Save** button.

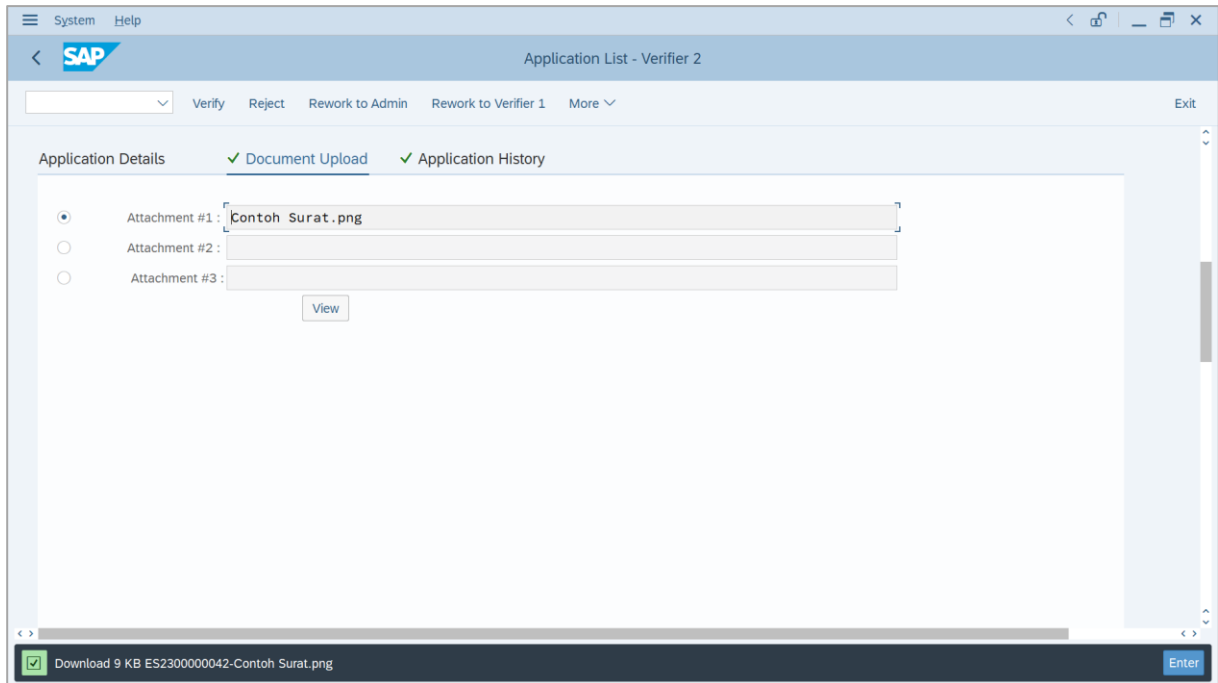


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

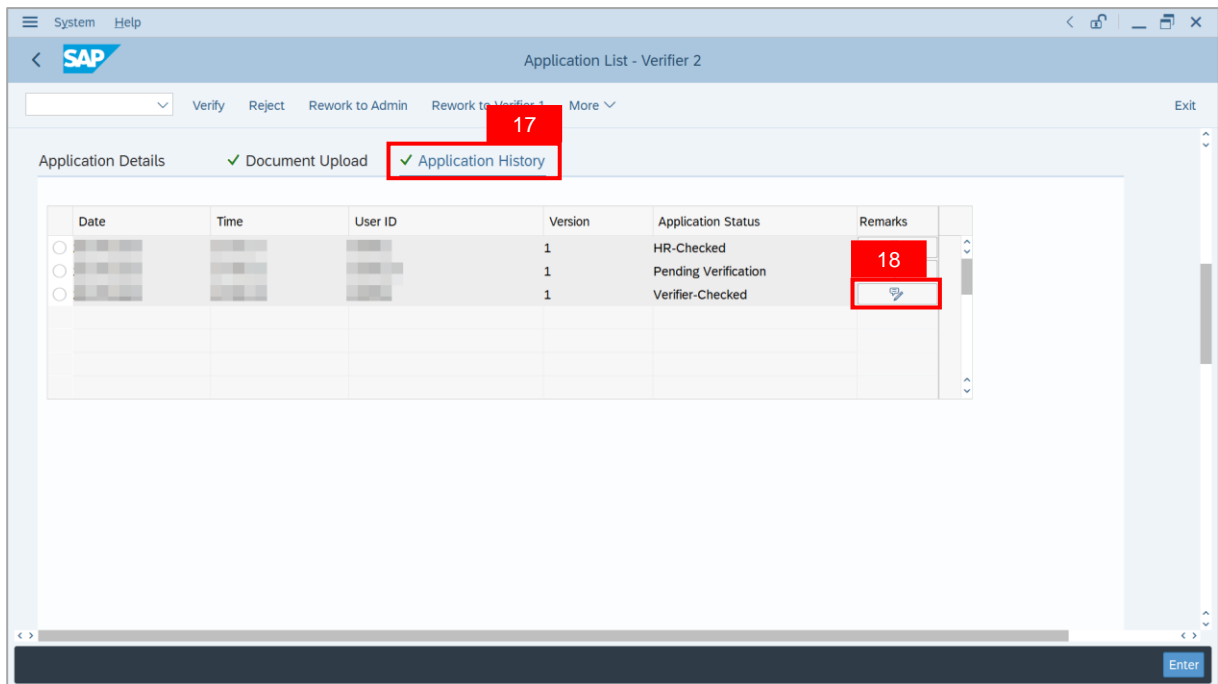


Note: The **File Attachment** has successfully been downloaded.

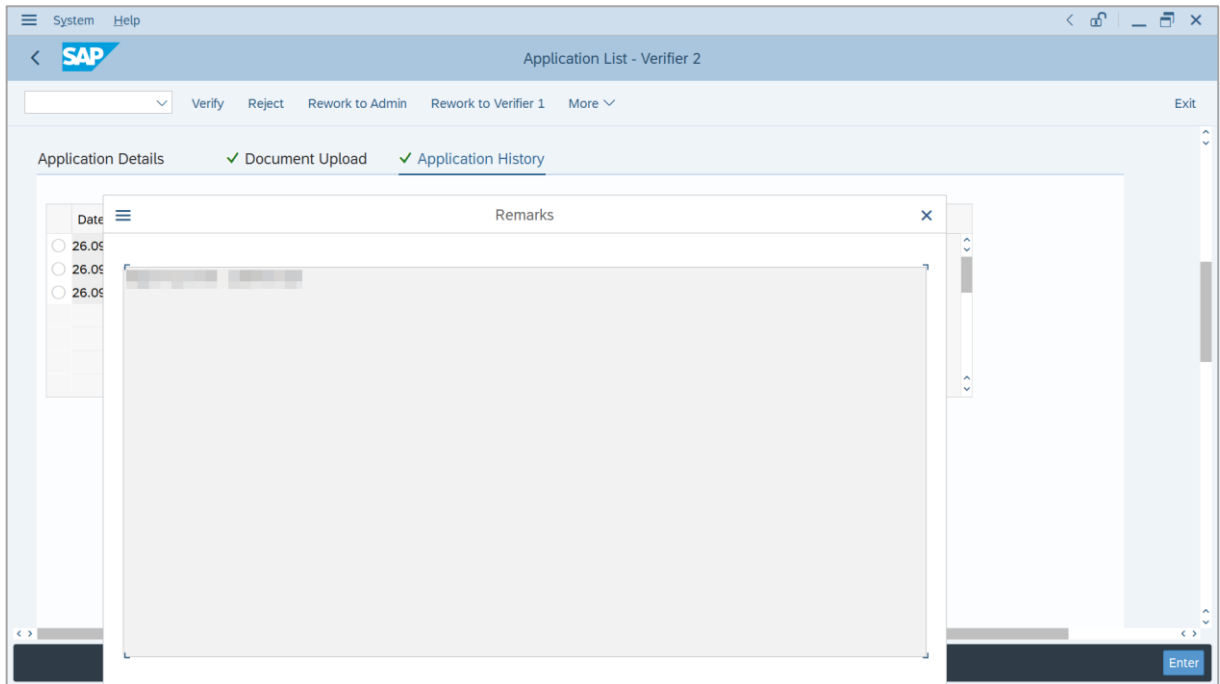


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



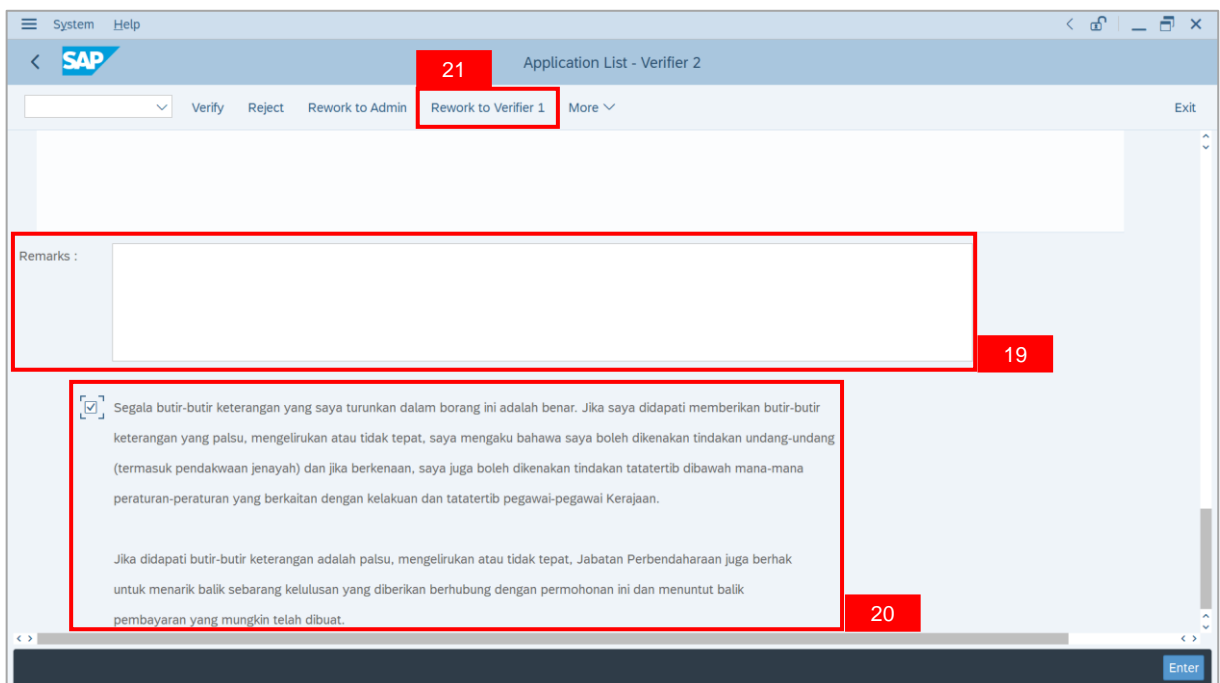
Note: The **Remarks** page will be displayed.



19. Enter the **Remarks** for why the application is reworked to **Treasury Verifier 1**.

20. Tick on **Declaration** checkbox.

21. Click on **Rework to Verifier 1** button.



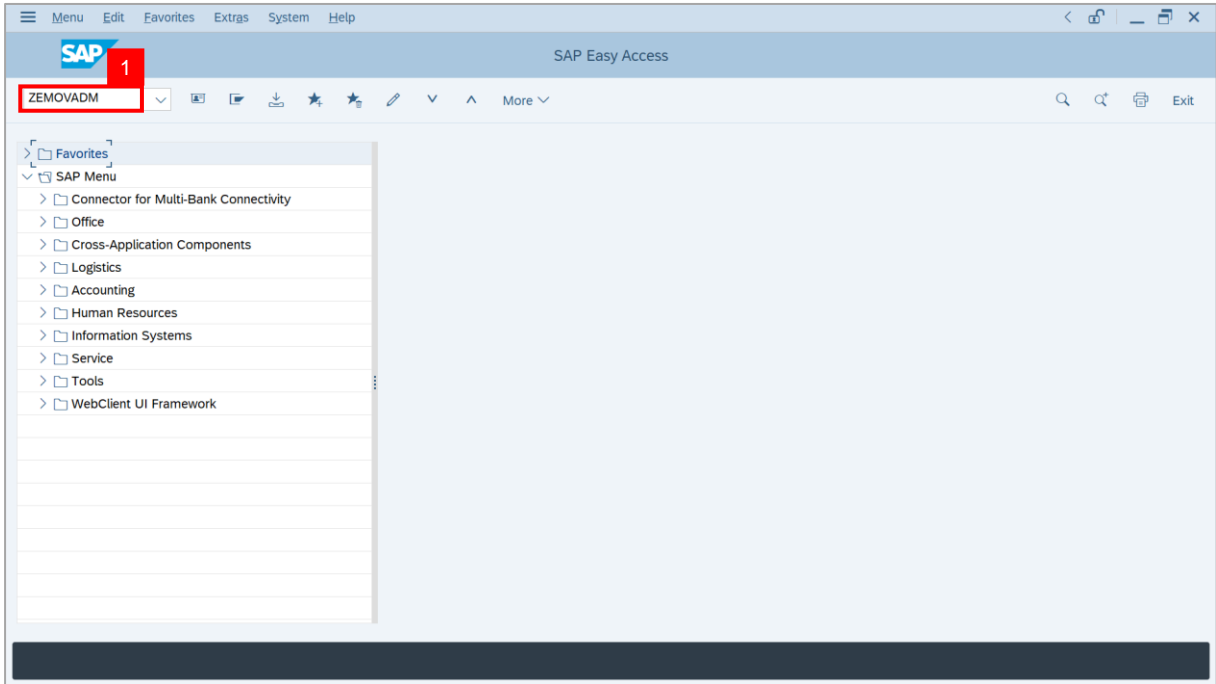
REJECT APPLICATION

Backend User

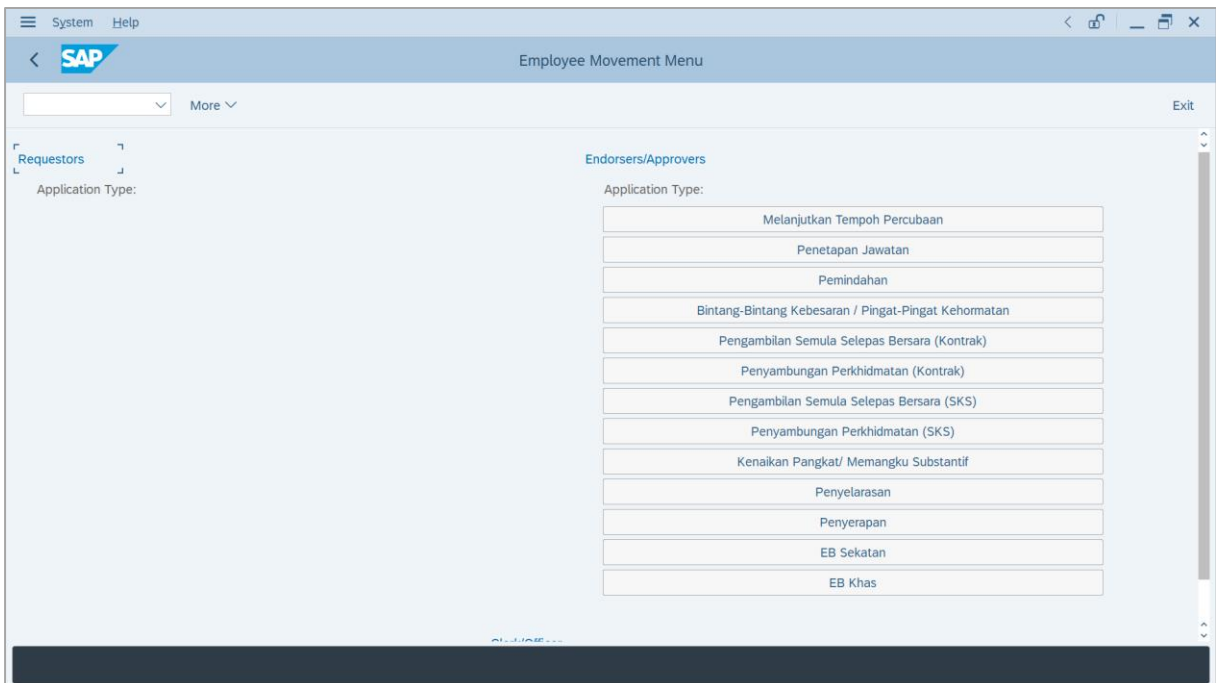
Treasury Verifier 2

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

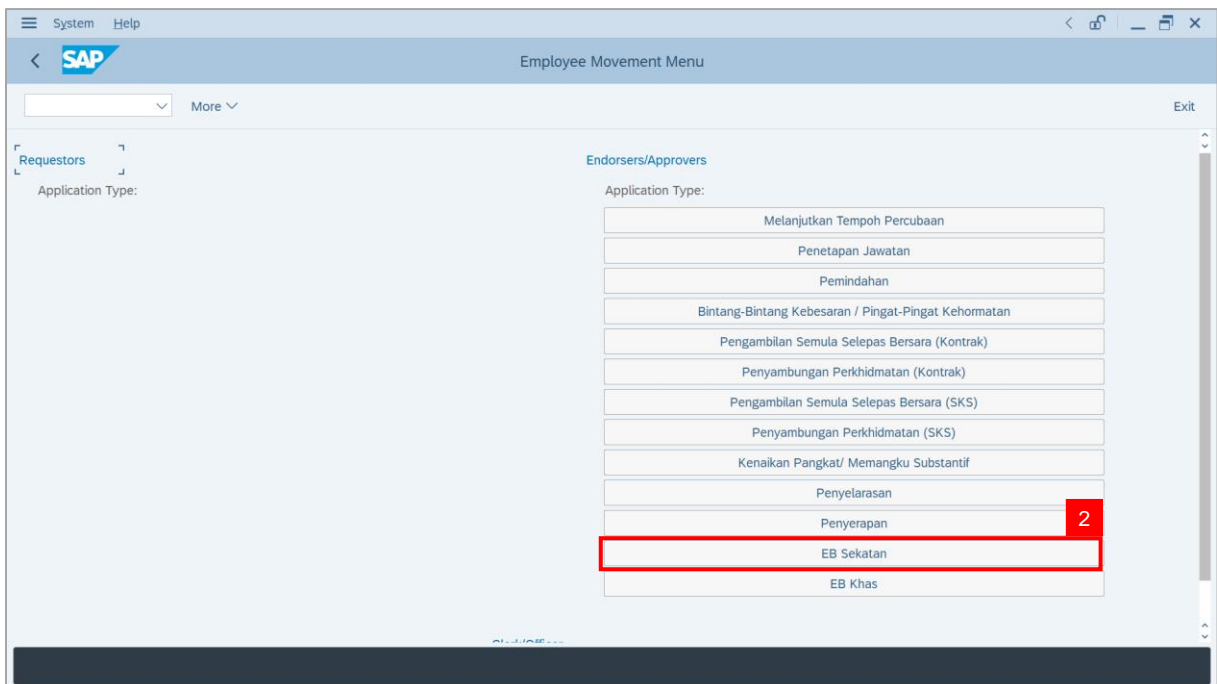
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

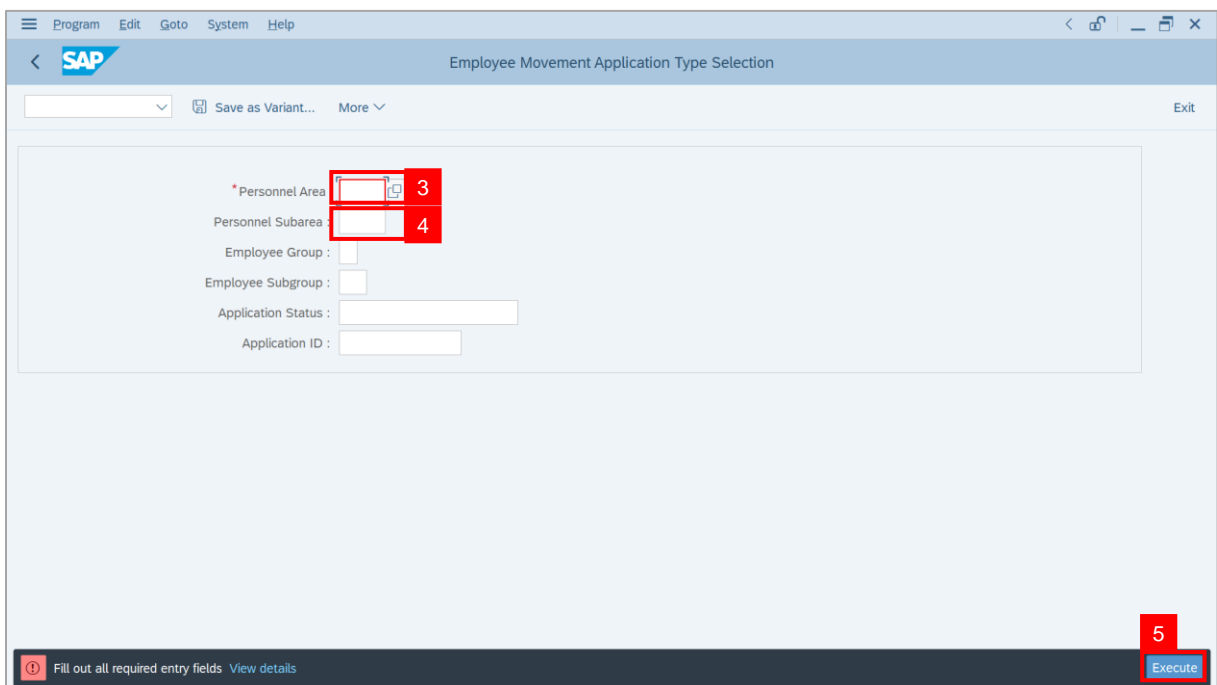


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

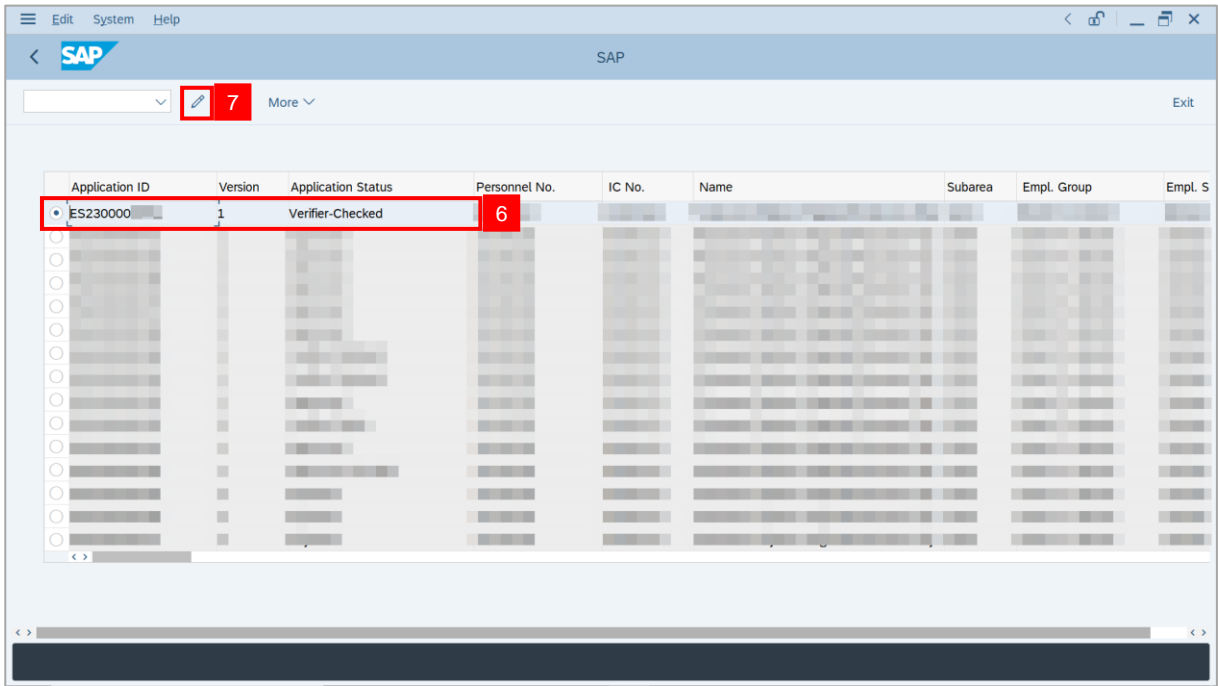
5. Click on **Execute** button.



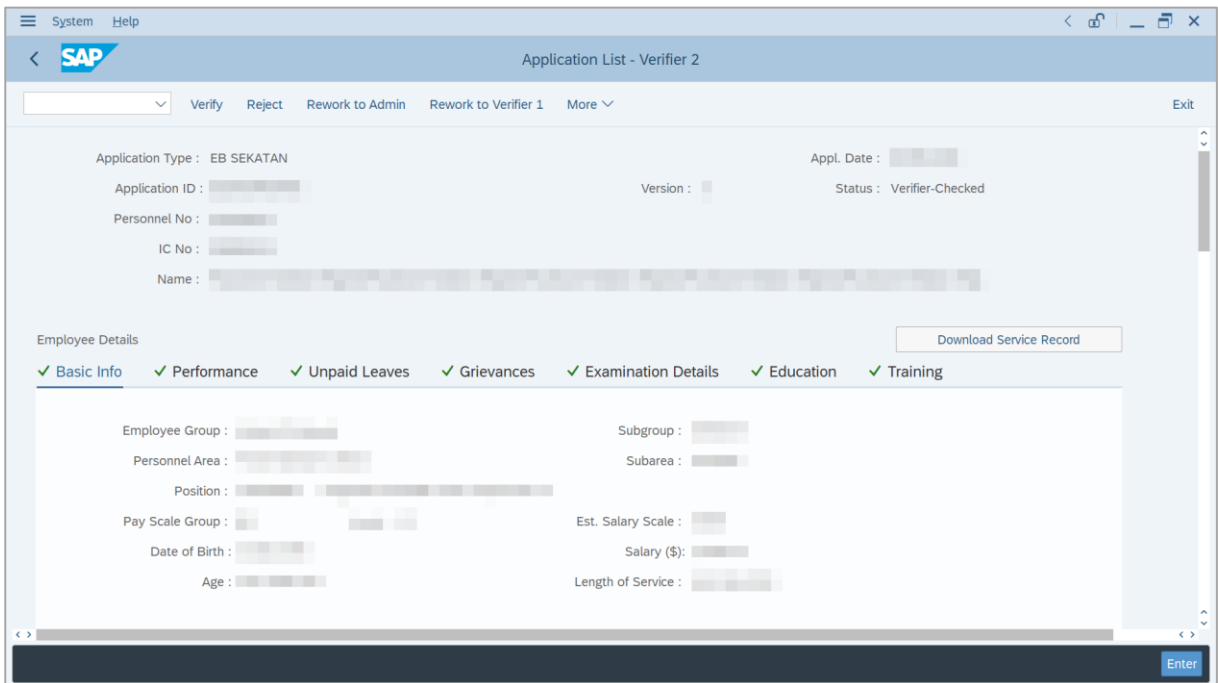
Note: The **Application List – Verifier 2** page will be displayed.

6. Select an employee with **Application Status – ‘Verifier-Checked’** and click on **Radio** button.

7. Click on **Change** icon.

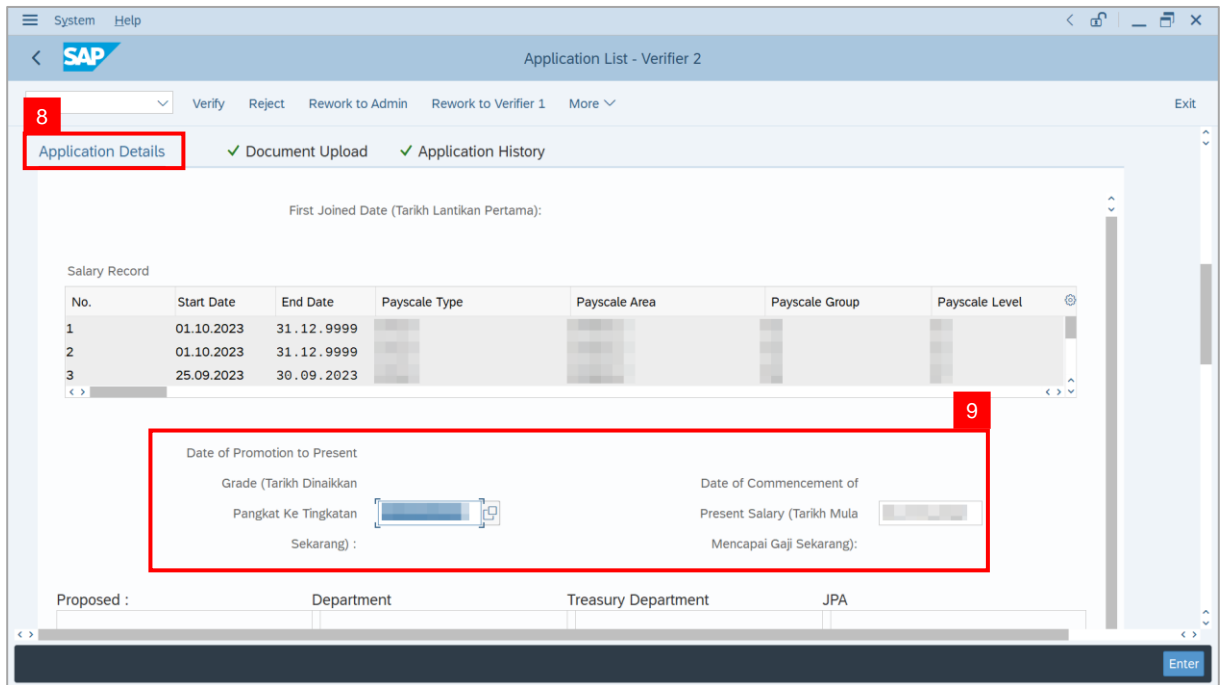


Note: The **Application List – Verifier 2** page will be displayed.



8. Navigate to **Application Details** tab.

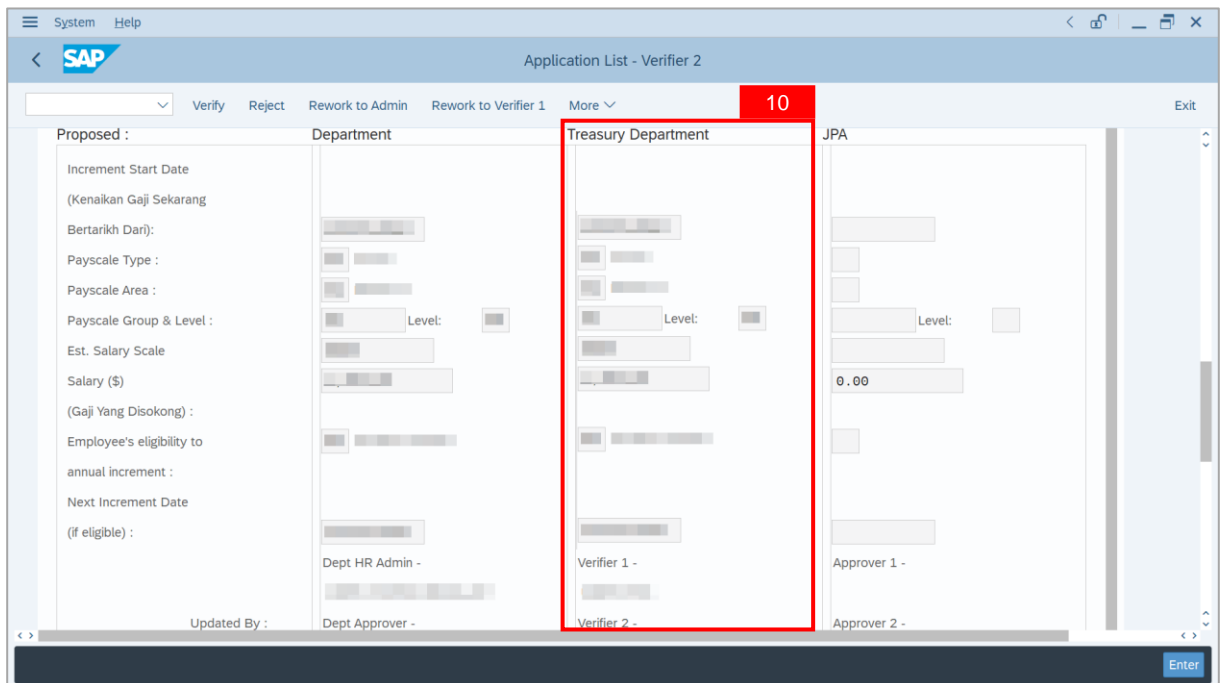
9. Review and amend the following details, if required.



The screenshot shows the SAP Application List - Verifier 2 interface. The 'Application Details' tab is selected and highlighted with a red box labeled '8'. Below the tab, there are buttons for 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. The main content area displays 'First Joined Date (Tarikh Lantikan Pertama):' and a 'Salary Record' table with columns: No., Start Date, End Date, Payscale Type, Payscale Area, Payscale Group, and Payscale Level. Below the table, there are input fields for 'Date of Promotion to Present' (Grade (Tarikh Dinaikkan) and Pangkat Ke Tingkatan (Sekarang)) and 'Date of Commencement of Present Salary (Tarikh Mula) Mencapai Gaji Sekarang:'. A red box labeled '9' highlights these two sections. At the bottom, there are fields for 'Proposed :', 'Department', 'Treasury Department', and 'JPA', along with an 'Enter' button.

10. Review the **Proposed EB Sekatan Details** under **Treasury Department** column.

Note: The details populated here is proposed by departments and **not editable by Treasury Department**. Any changes will require application to be reworked to department.



The screenshot shows the SAP Application List - Verifier 2 interface. The 'Proposed' tab is selected and highlighted with a red box labeled '10'. The main content area displays a table with columns: 'Proposed :', 'Department', 'Treasury Department', and 'JPA'. The 'Treasury Department' column is highlighted with a red box. The table contains various fields for '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)', 'Dept HR Admin', 'Updated By', 'Dept Approver', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The 'Treasury Department' column contains input fields for these details. At the bottom, there is an 'Enter' button.

11. Review Reason for supporting and Job Data Notes.

The screenshot shows the SAP 'Application List - Verifier 2' interface. At the top, there are navigation buttons: 'Verify', 'Reject', 'Rework to Admin', 'Rework to Verifier 1', and 'More'. Below these are fields for 'Dept HR Admin', 'Dept Approver', 'Verifier 1', 'Verifier 2', 'Approver 1', and 'Approver 2'. The main area contains two text input fields: 'Reason for supporting: Enter text here...' and 'Job Data Notes: Enter text here... (Optional)'. A red box highlights these two fields, with a red '11' label next to it. The bottom right corner has an 'Enter' button.

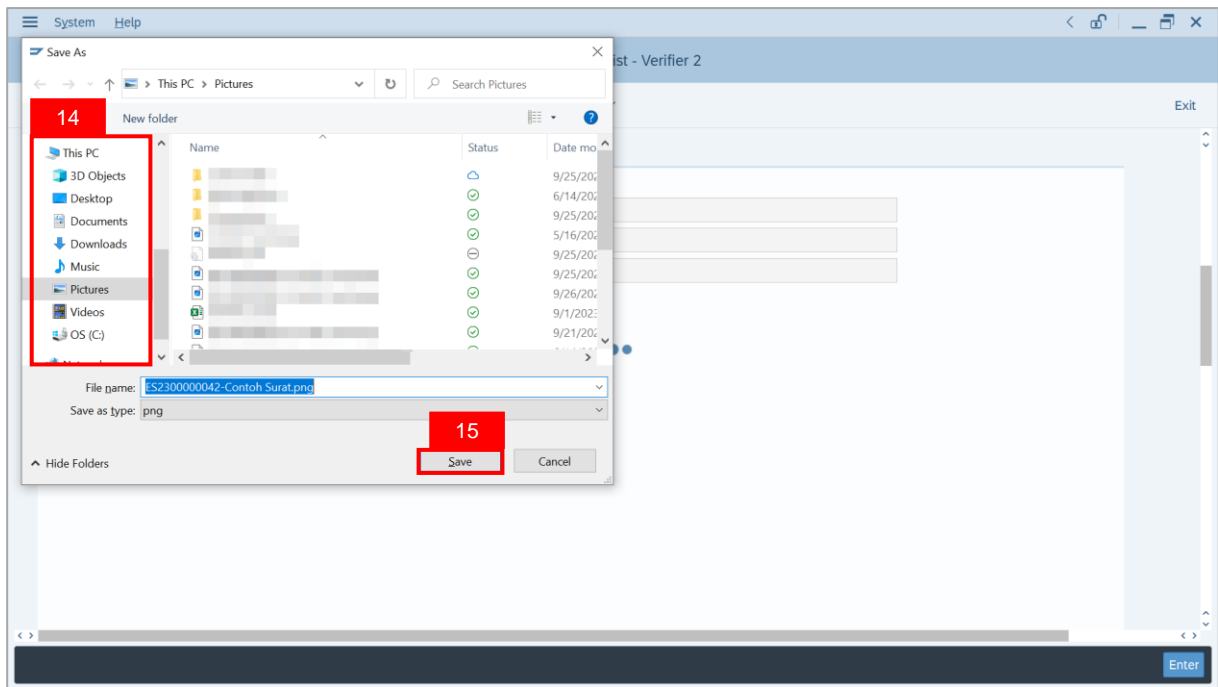
12. Navigate to Document Upload tab.

13. Select Attachment and click on View button to download.

The screenshot shows the same SAP 'Application List - Verifier 2' interface. The 'Document Upload' tab is selected and highlighted with a red box labeled '12'. Below the tabs, there are three attachment fields: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is located below the 'Attachment #1' field and is highlighted with a red box labeled '13'. The bottom right corner has an 'Enter' button.

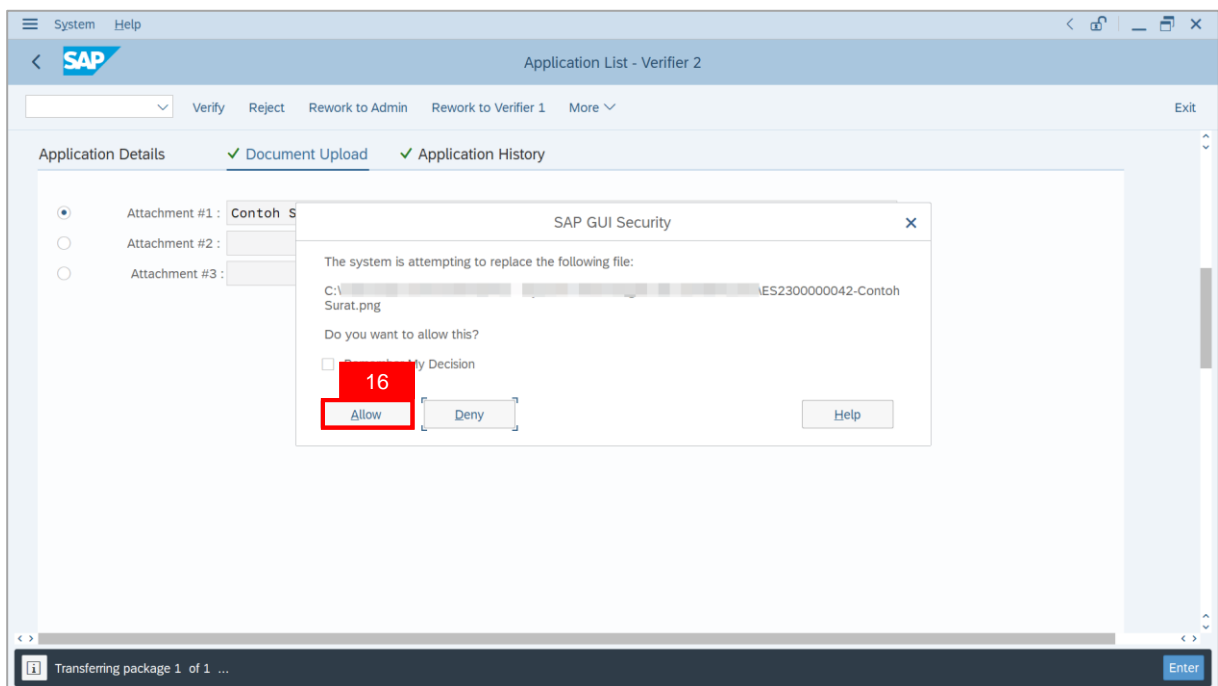
14. Select **File Location**.

15. Click on **Save** button.

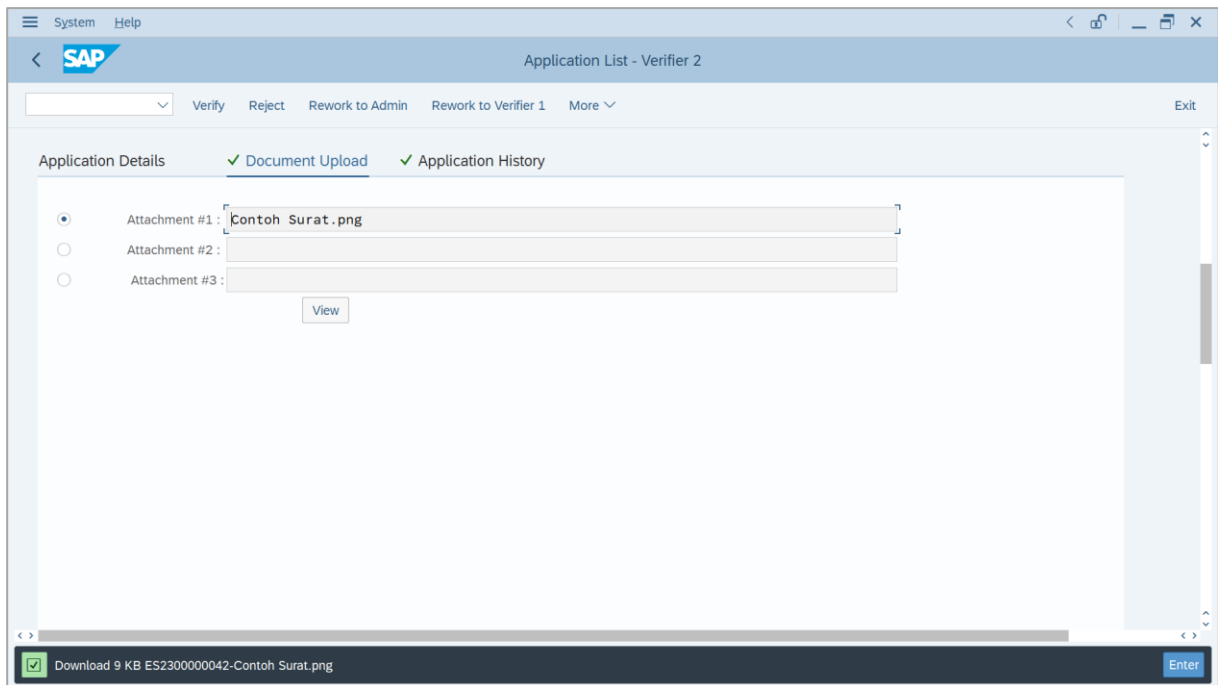


Note: The **SAP GUI Security** message will be displayed.

16. Click on **Allow** button.

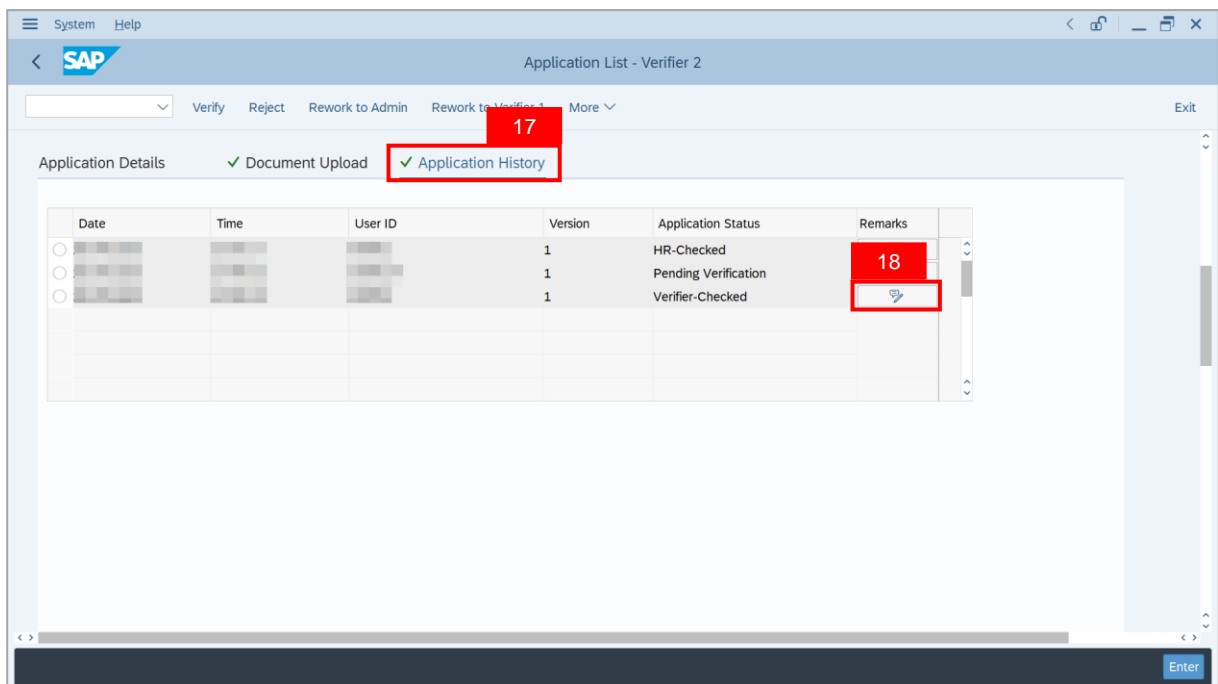


Note: The **File Attachment** has successfully been downloaded.

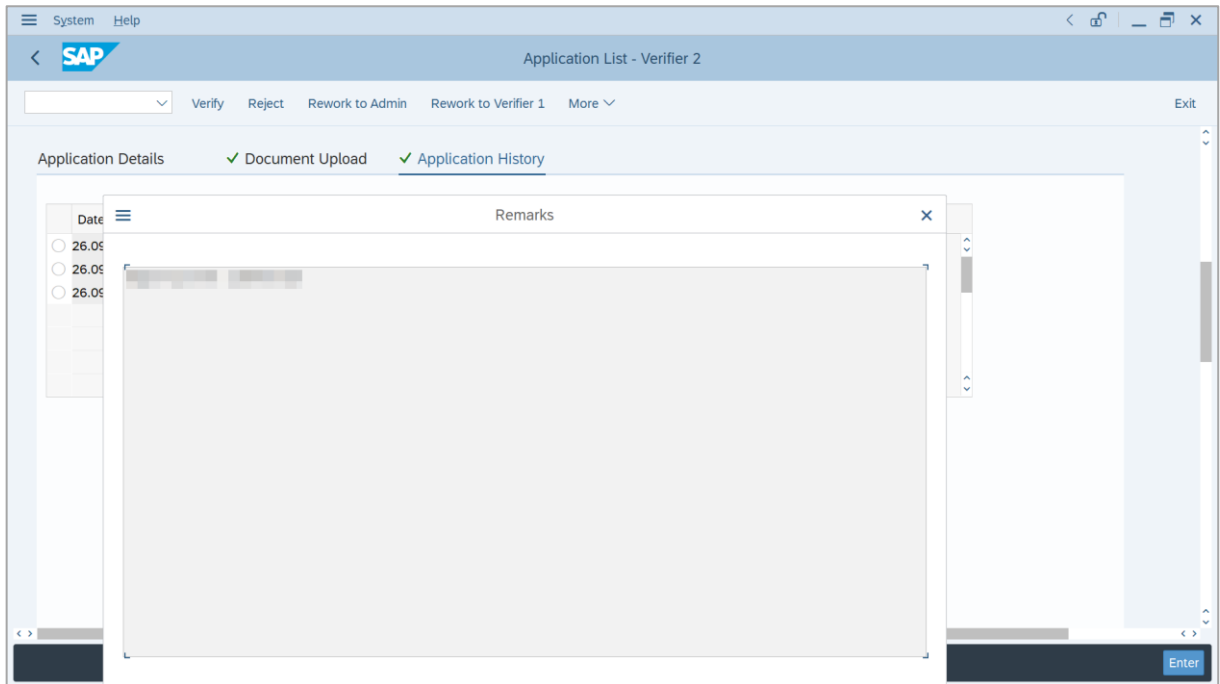


17. Navigate to **Application History** tab.

18. Click on **Remarks** button.



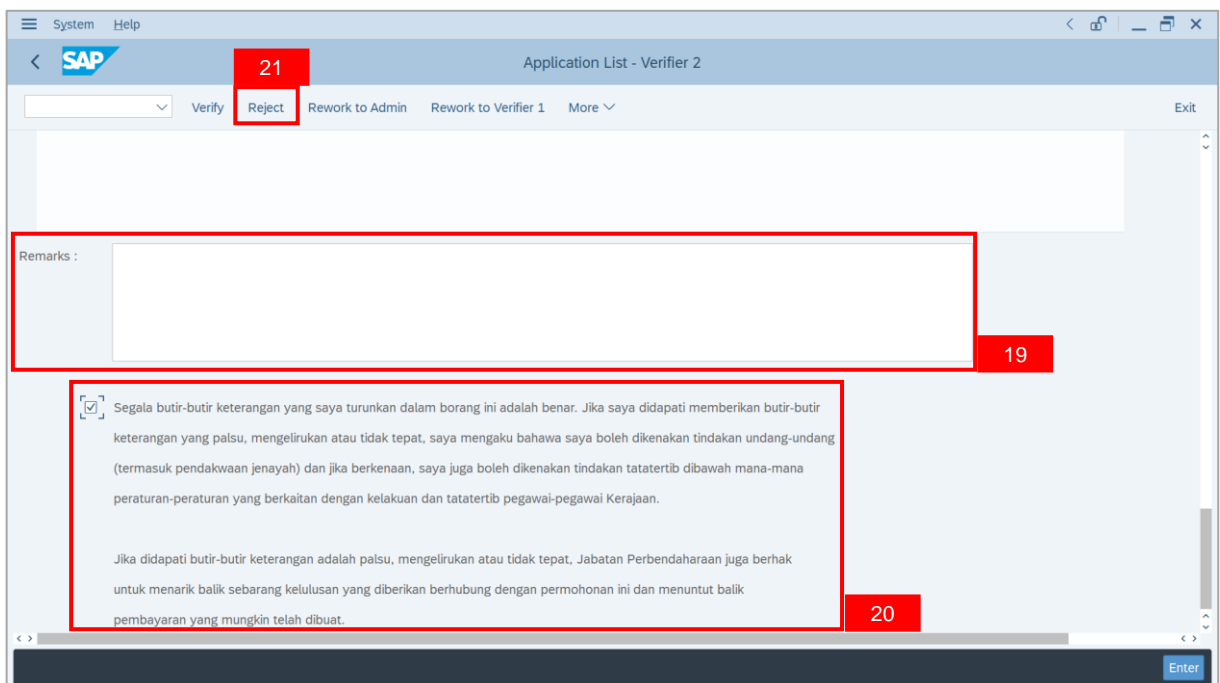
Note: The **Remarks** page will be displayed.



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

20. Tick on **Declaration** checkbox.

21. Click on **Reject** button.



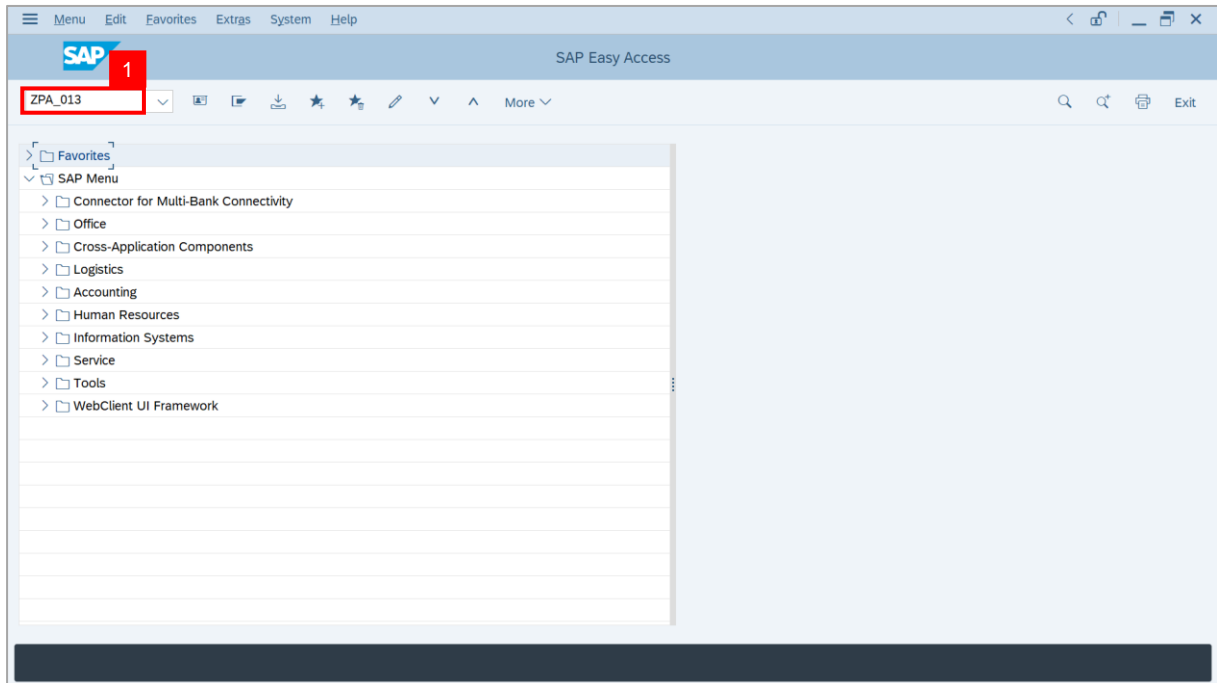
**EB SEKATAN
APPLICATION REPORT**

Backend User

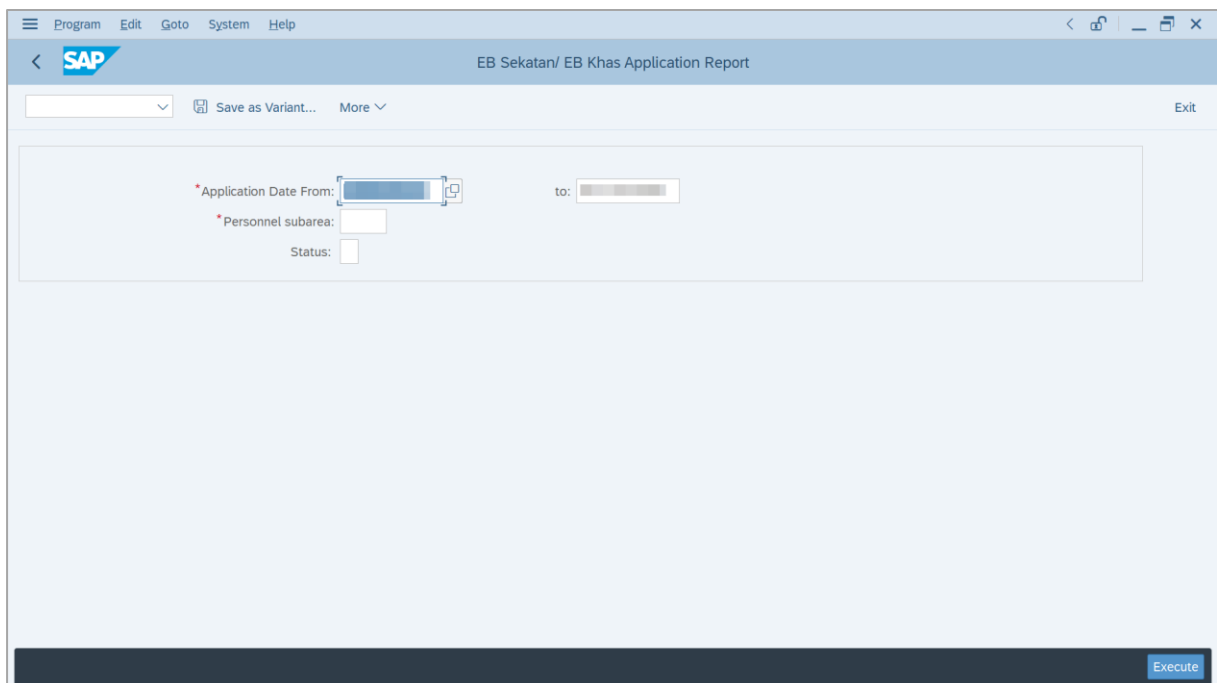
Treasury Verifier 1 & 2

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

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



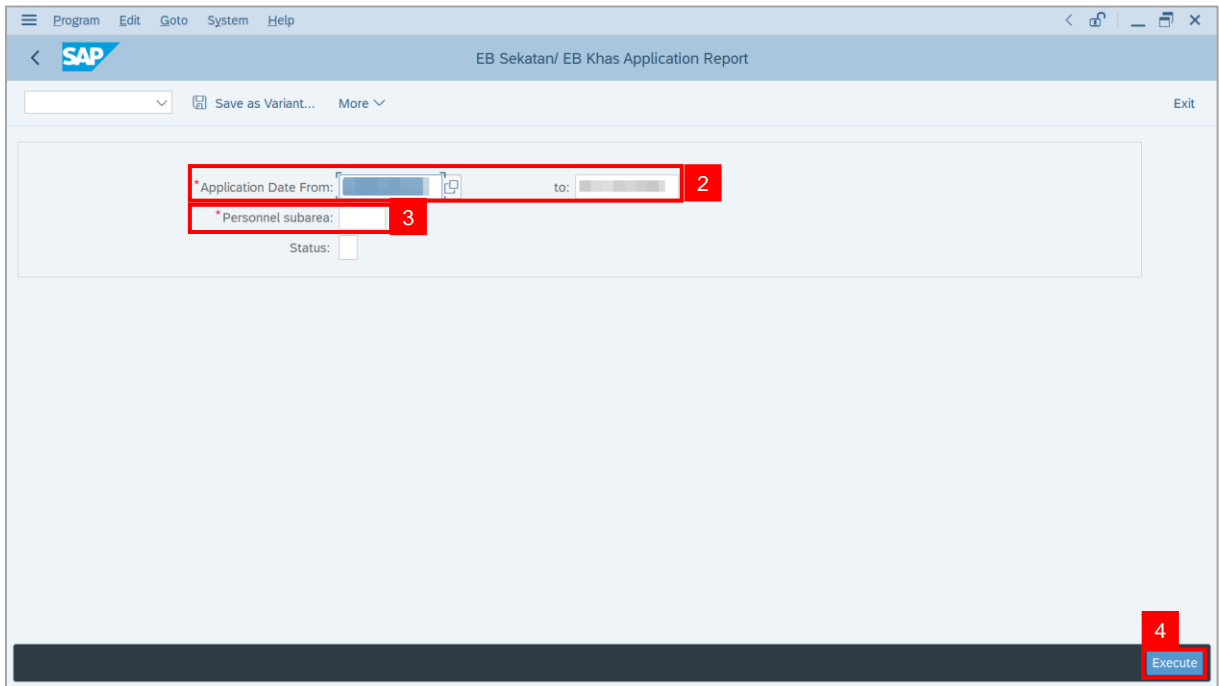
Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



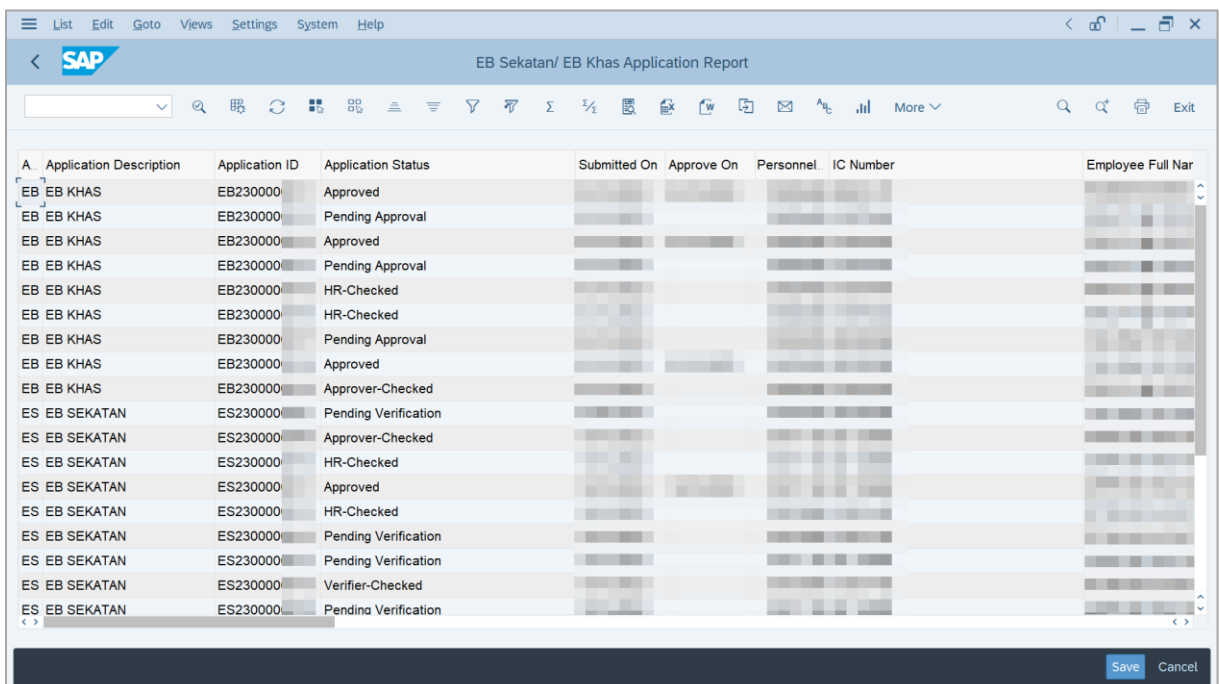
2. Enter **Application Date From** and **To**.

3. Enter **Personnel subarea**.

4. Click on **Execute** button.

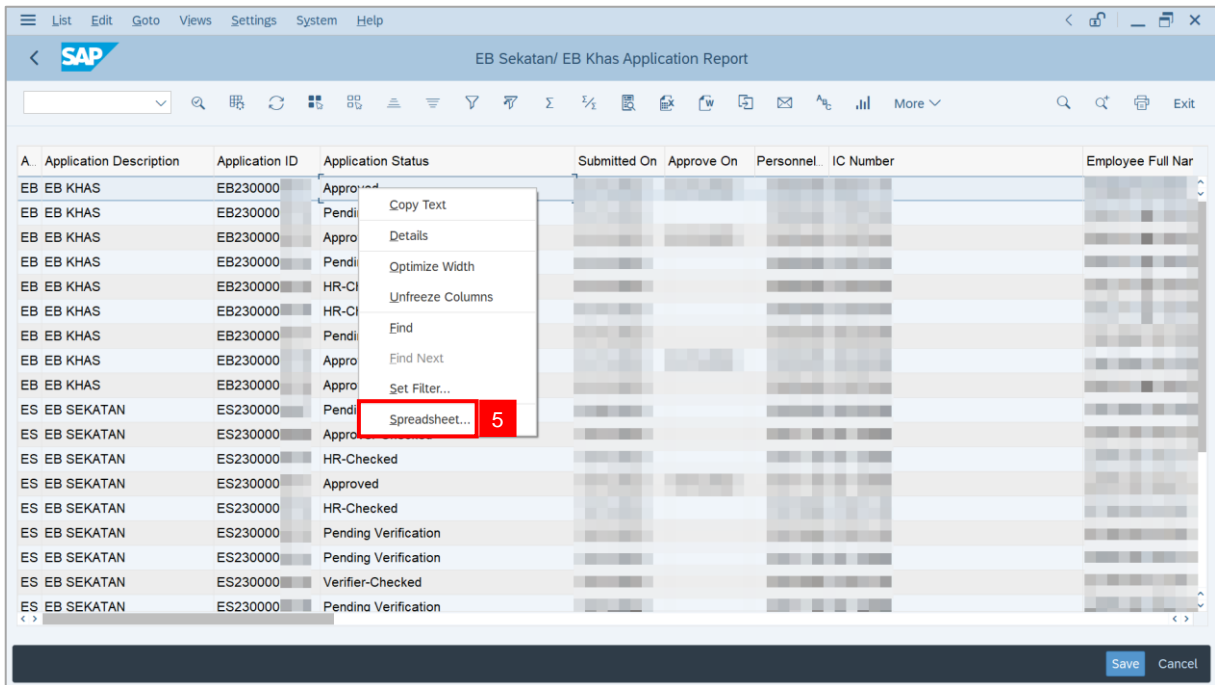


Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



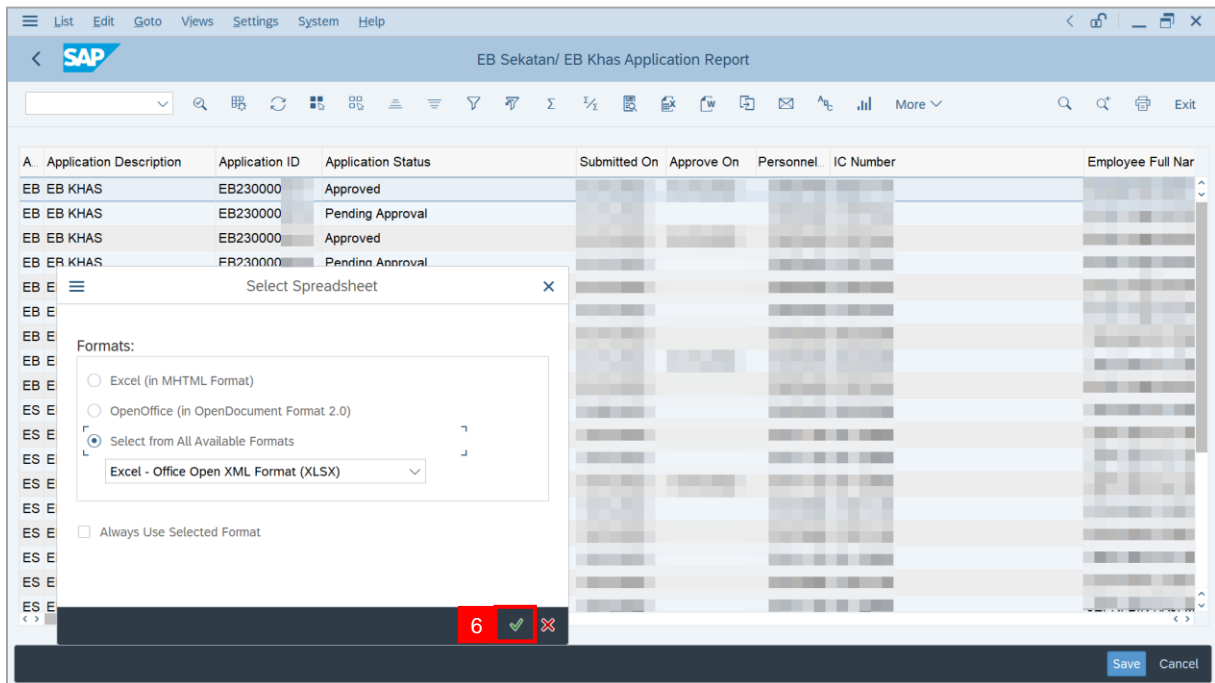
A. Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	HR-Checked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



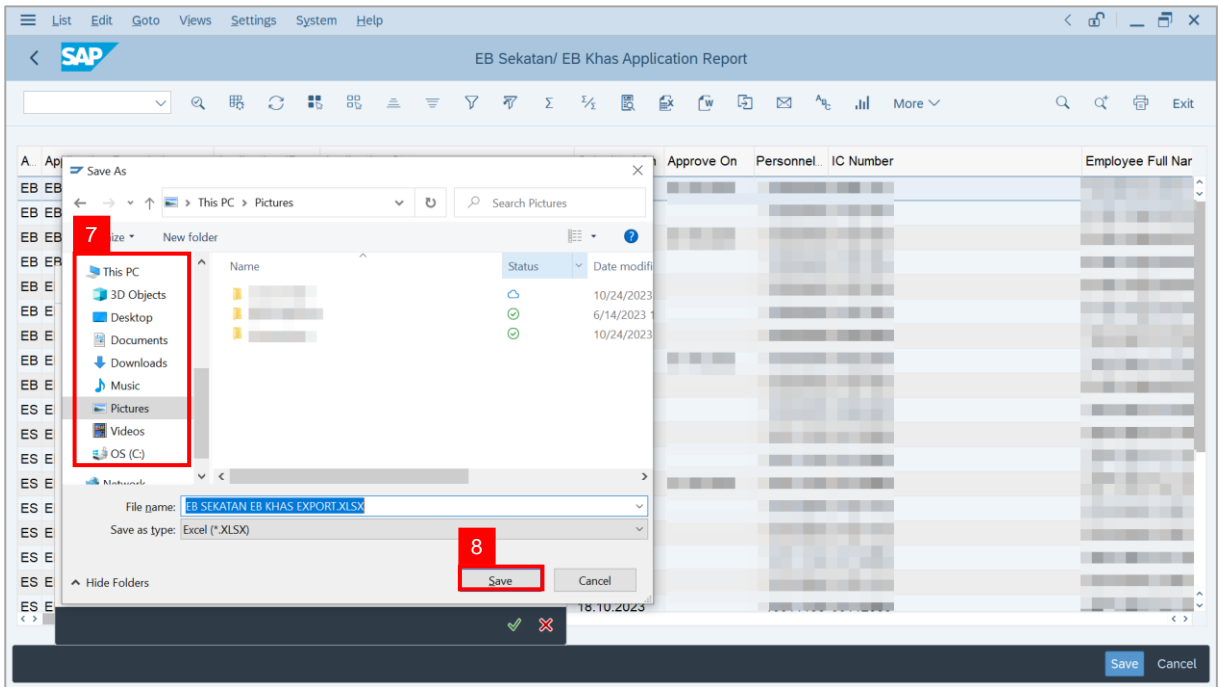
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



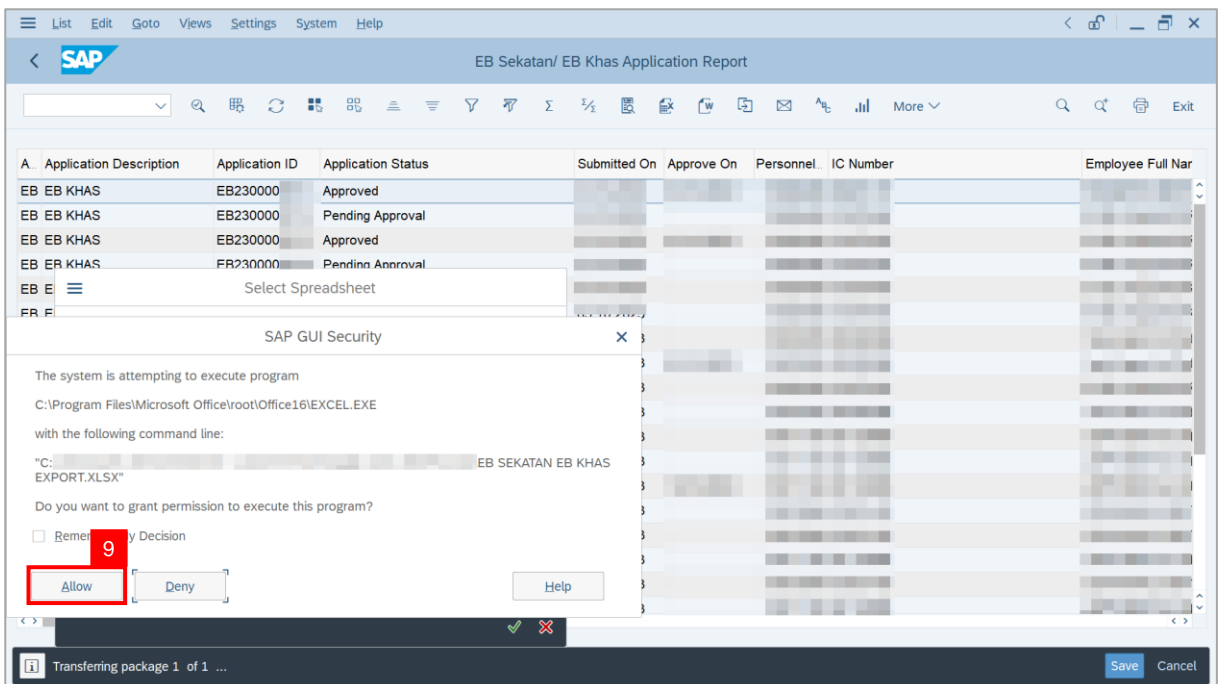
7. Select **File Location**.

8. Click on **Save** button.

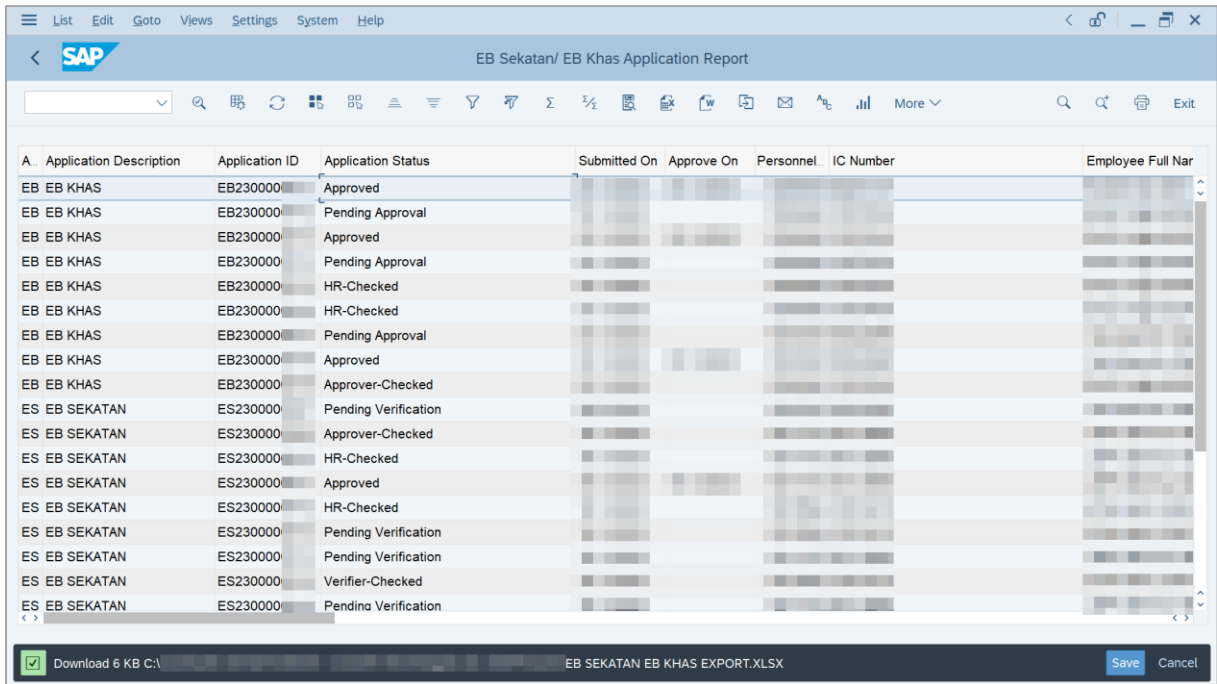


Note: The **SAP GUI Security** page will be displayed.

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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