

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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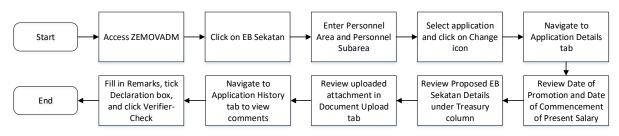
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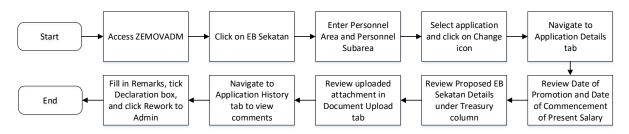


Process Overview (Treasury Verifier 1)

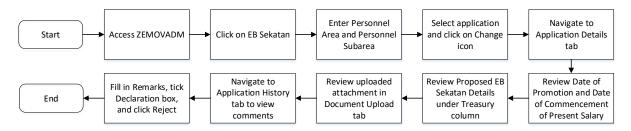
Verifier Check Application



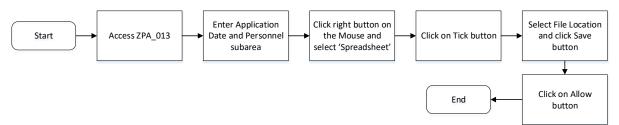
Rework Application to Department HR Administrator



Reject Application



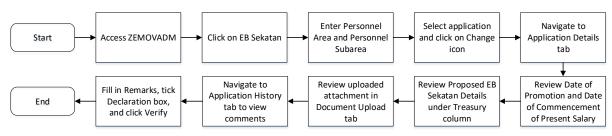
EB Sekatan Application Report



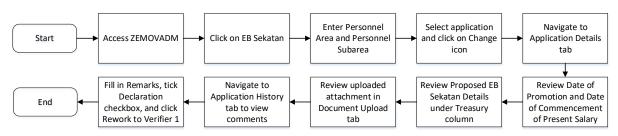


Process Overview (Treasury Verifier 2)

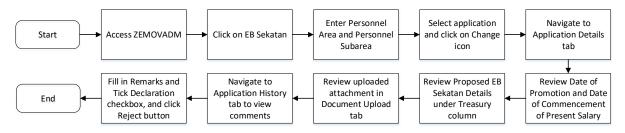
Verify Application



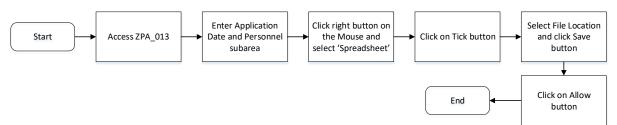
Rework Application to Treasury Verifier 1



Reject Application



EB Sekatan Application Report



Sistem Sumber Manusia - EB Sekatan



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.

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Note: Employee Movement Menu page will be displayed.

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	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
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2. Under Endorsers/Approvers, click on EB Sekatan.

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	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
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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.

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Personnel Subarea : 4	
Employee Group :	
Employee Subgroup :	
Application Status :	
Application ID :	
	5
0 Fill out all required entry fields View details	Execute



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.

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Date of Birth :	Salary (\$):	
Age :	Length of Service :	
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- 8. Navigate to **Application Details** tab.
- 9. Review and amend the following details, if required.

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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.

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11. Review Reason for supporting and Job Data Notes.

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	a Notes: <i>Enter text here</i>			
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- 12. Navigate to **Document Upload** tab.
- 13. Select Attachment and click on View button to download.

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14. Select File Location.

15. Click on **Save** button.

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Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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Attachment #2 : Attachment #3 : The system is attempting to create the file C:\ Surat.png in the following directory: C:\ Do you want to grant the permission to modify the parent directory and all its subdirectories? 16 Attow Deny Help	
] Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

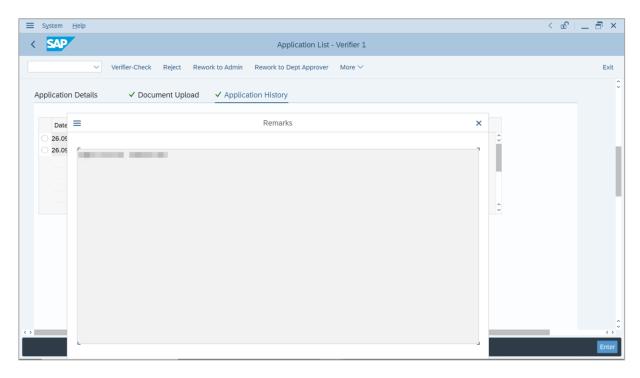
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Ownload 9 KB ES2300000042-Contoh Surat.png	Enter

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

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0			1	Pending Verification	9	
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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.

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🔄 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.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat. 20	0
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Outcome: The Application has successfully been checked to Treasury Verifier 2.

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Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	1
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Sistem Sumber Manusia - EB Sekatan



REWORK APPLICATION	Backend User
TO DEPARTMENT HR	T <i>N m A</i>
ADMINISTRATOR	Treasury Verifier 1

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

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

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Note: Employee Movement Menu page will be displayed.

≡ System Help		< 📽 💶 🖻 ×
< SAP	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
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2. Under Endorsers/Approvers, click on EB Sekatan.

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Requestors Application Type:	Endorsers/Approvers Application Type:	0
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	Pemindahan	
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	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
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	EB Khas	
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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.

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SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area	
Personnel Subarea : 4	
Employee Group :	
Employee Subgroup :	
Application Status :	
Application ID :	
	5
Fill out all required entry fields View details	Execute



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.

•	17							
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
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Note: The Application List – Verifier 1 page will be displayed.

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Application ID :	Version :	Status : Pending Verification	
Personnel No :			
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Name :	and the second second		
Employee Details		Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances	s 🗸 Examination Details 🗸	✓ Education ✓ Training	
Employee Group :	Subgroup :		
Personnel Area :	Subarea :		
Position :			
Pay Scale Group :	Est. Salary Scale :		
Date of Birth :	Salary (\$):		
Age :	Length of Service :		
			0
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			Enter



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

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Ć									Enter

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.

SAP		pplication List - Verifier 1		
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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.

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

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Application List - Verifier 1	
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Application Details V Document Upload V Application History	Ŷ
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14. Select File Location.

15. Click on **Save** button.

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			Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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< SAP	Application List - Verifier 1	
∨ Verit	er-Check Reject Rework to Admin Rework to Dept Approver More \succ	Exit
Application Details	✓ Document Upload ✓ Application History	\$
Attachment #1 Attachment #2 Attachment #3	The system is attempting to create the file	
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Note: The File Attachment has successfully been downloaded.

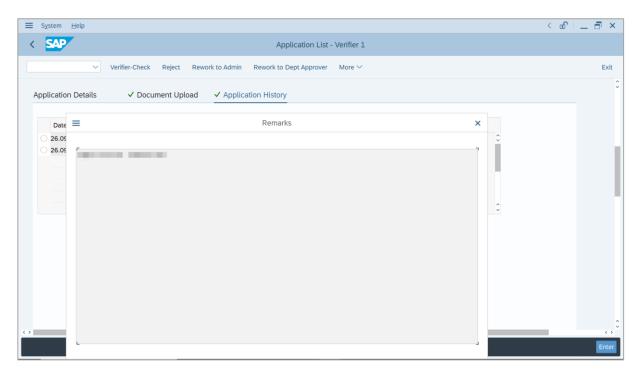
≡ System Help	< 🗠 🗆 🗕 🗸
SAP Application List - Verifier 1	
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Application Details Document Upload Application History 	¢
Attachment #1: [Contoh Surat.png Attachment #2:	
Attachment #3 : View	
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Ownload 9 KB ES2300000042-Contoh Surat.png	Enter

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

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< SAP			Application List	Verifier 1		
~	Verifier-Check Rej	ect Rework to Admin	Rework to Dept Approver	More \checkmark		Exit
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Date	Time	User ID	Version	Application Status	18	
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0			1	Pending Verification	9	
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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.

	Help	< 🗗	_ 7
SAP	21 Application List - Verifier 1		
	✓ Verifier-Check Reject Rework to Admin Rework to Dept Approver More ✓		Ð
marks :			
	19		
[☑]	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir		
[]	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		
[]			
	keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang		
[]	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.		
[]	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. Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak		
[]	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 reworked to Department HR Administrator.

	0 6 <u>3</u> 1	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	1
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Sistem Sumber Manusia - EB Sekatan



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.

ZEMOVADM Image: Connector for Multi-Bank Connectivity Conscs-Application Components Cogatiss Caccounting Cacco	nu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp		< 🗠 🗌 🗖
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> D: Service > D: Tools	Human Resources		
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	WebClient UI Framework		

Note: Employee Movement Menu page will be displayed.

≡ System Help		< 📽 💶 🗗 🗙
< SAP	Employee Movement Menu	
More ~		Exit
RequestorsApplication Type:	Endorsers/Approvers Application Type:	\$
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
	EB Khas	
	al-Juan-	\$



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

≡ System <u>H</u> elp	°a >	_ 🗗 ×
< SAP	Employee Movement Menu	
· ─ More ∽		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
	EB Khas	
		0

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.

≡ Program Edit Goto System Help	< 🗠 🗆 🗖 🗙
C SAP Employee Movement Application Type Selection	
└ Save as Variant More ∨	Exit
* Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
1 Fill out all required entry fields View details	5 Execute



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.

•	17							
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• ES230000	1	Pending Verification	6					
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Note: The Application List – Verifier 1 page will be displayed.

≡ System Help		~ 	_ ∂ ×
< SAP A	pplication List - Verifier 1		
Verifier-Check Reject Rework to Admin Rework to	o Dept Approver $$ More $$ $\!$		Exit
Application Type : EB SEKATAN		Appl. Date :	0
Application ID :	Version :	Status : Pending Verification	
Personnel No :			
IC No :			
Name :	and the second second		
Employee Details		Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances	s 🗸 Examination Details 🗸	✓ Education ✓ Training	
Employee Group :	Subgroup :		
Personnel Area :	Subarea :		
Position :			
Pay Scale Group :	Est. Salary Scale :		
Date of Birth :	Salary (\$):		
Age :	Length of Service :		
			0
			\bigcirc
			Enter



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

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< SAP			Ар	plication List - Verifier 1				
	✓ Verifier-Che	ck Reject Re	work to Admin Rework to	Dept Approver 🛛 More 🗠				Exit
8 Application Detai	ils 🗸 Do	ocument Upload	✓ Application History	,				¢
		First Joined D	ate (Tarikh Lantikan Pertama):				¢	
Salary Record	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	0	
1 2	01.10.2023 01.10.2023 25.09.2023	31.12.9999 31.12.9999 30.09.2023						
3	25.05.2023	30.09.2023				9	<	
	Date of Pron	notion to Present					- 1	
	Grade	(Tarikh Dinaikkan		Date o	f Commencement of			
	Pang	gkat Ke Tingkatan		Presen	t Salary (Tarikh Mula			
		Sekarang) :		Meno	capai Gaji Sekarang):		- 1	
Proposed :		Departm	ent	Treasury Department	JPA		. 1	, î
								Enter

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.

SAP		pplication List - Verifier 1		
✓ Verifier-Check	Reject Rework to Admin Rework to	Dept Approver More 🗸		
Proposed :	Department	Treasury Department	10 IPA	
Increment Start Date				
(Kenaikan Gaji Sekarang				
Bertarikh Dari):				
Payscale Type :				
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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.

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		orting: Enter text here			
	(0)	ptional)			Contraction Contra

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

≡ System Help	< 🗠 🗆 🗕 🗙
SAP Application List - Verifier 1	
Verifie the Reject Rework to Admin Rework to Dept Approver More V	Exit
Application Details V Document Upload V Application History	~
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	÷
	Enter



14. Select File Location.

15. Click on **Save** button.

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Vídeos OS (C) File pame: 5230000042-Contoh Surat pro: Save as type: png 15 A Hide Folders Save Cancel			
General Control Surators File pame: S230000042-Control Surators Save as type: png 15 A Hide Folders Cancel	📲 Videos 💼		
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▲ Hide Folders Save Cancel	Save as type: png		
		15	
	▲ Hide Folders	Save Cancel	
Enter	\bigcirc		
			Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

E System Help	< 🗠 🗌 🗕 🖻 🗙
Application List - Verifier 1	
\checkmark Verifier-Check Reject Rework to Admin Rework to Dept Approver More \checkmark	Exit
Application Details ✓ Document Upload ✓ Application History	\$
Attachment #1: Contoh S SAP GUI Security ×	
Attachment #2 : Attachment #3 : The system is attempting to create the file C:\ Surat.png in the following directory: C:\ Do you want to grant the permission to modify the parent directory and all its subdirectories? 16 Attow Deny Help	
] Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

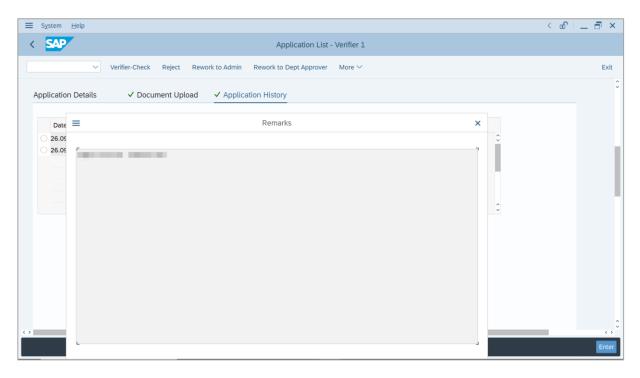
≡ System Help	< 🗠 🗌 🗕 🖶 🗙
SAP Application List - Verifier 1	
\checkmark Verifier-Check Reject Rework to Admin Rework to Dept Approver More \checkmark	Exit
Application Details V Document Upload V Application History	Ŷ
Attachment #1: Contoh Surat.png Attachment #2:	
Attachment #3 : View	
	0
Download 9 KB E52300000042-Contoh Surat.png	Enter
Commode 3 ND Execcedent Contain Julic ping	

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

System <u>H</u> elp						< 🗠 📃 🖻 🗙
< sap			Application List	- Verifier 1		
\sim	Verifier-Check Reje	ct Rework to Admin	Rewerk to Dept Approver	More \checkmark		Exit
Application Details	✓ Document	Upload 🗸 Applica	tion History			
Date	Time	User ID	Version	Application Status	10	
0			1	HR-Checked	18	
0			1	Pending Verification	7	
					0	
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						Ente



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.

≡	System	Help	< 🗠 📃 🗖 🗙
<	SAP	Application List - Verifier 1	
		✓ Verifier-Check Reject Rework to Admin Rework to Dept Approver More ✓	Exit
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Ren	arks :		
		19	
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		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.	
		Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
		untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
\odot		pembayaran yang mungkin telah dibuat. 20	Û
	_		Enter



Outcome: The Application has successfully been rejected.

				SAP					
~	63 1	More 🗸							
Application ID	Version	Application Status	Personnel No.	IC No.	Name		Subarea	Empl. Group	E
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Sistem Sumber Manusia - EB Sekatan



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.

SAP Easy Access	<mark>∃ <u>M</u>enu <u>E</u>dit <u>F</u>avorites Extr<u>a</u>s System <u>H</u>elp</mark>		< 🗠 🗌 — 📑
Favorites SAP Menu Connector for Multi-Bank Connectivity Office I Office Logistics Logistics Accounting Human Resources Information Systems Service	SAP 1	SAP Easy Access	
SAP Menu Connector for Multi-Bank Connectivity Office Office Corsos-Application Components Corsos-Application Components Costanting Information Systems Information Systems Service	emovadm 🗸 🗉 🖻 📩 🗚 🌴		Q, Q [*]
SAP Menu Connector for Multi-Bank Connectivity Office Office Corsos-Application Components Corsos-Application Components Costanting Information Systems Information Systems Service	🗀 Favorites		
> I office > I office > I cross-Application Components > I ogistics > Accounting > Accounting > I Human Resources > I human Resources > I formation Systems > I orols	🖞 SAP Menu		
 Cross-Application Components Logistics Accounting Human Resources Human Resources Sortice Tools 	> 🗀 Connector for Multi-Bank Connectivity		
>	> 🗀 Office		
 Accounting Human Resources Information Systems Service Tools 	> 🗀 Cross-Application Components		
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> D: Service > D: Tools	> 🗀 Human Resources		
∑ Tools :	> 🗀 Information Systems		
	> 🗀 Service		
> D WebClient UI Framework	> 🗀 Tools		
	> 🗀 WebClient UI Framework		

Note: Employee Movement Menu page will be displayed.

Employee Movement Menu More ~ Requestors	Exit
Requestors Endorsers/Approvers Application Type: Application Type:	~
Requestors Endorsers/Approvers Application Type: Application Type:	
Melanjutkan Tempoh Percubaan	
Penetapan Jawatan	
Pemindahan	
Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
Pengambilan Semula Selepas Bersara (Kontrak)	
Penyambungan Perkhidmatan (Kontrak)	
Pengambilan Semula Selepas Bersara (SKS)	
Penyambungan Perkhidmatan (SKS)	
Kenaikan Pangkat/ Memangku Substantif	
Penyelarasan	
Penyerapan	
EB Sekatan	
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2. Under Endorsers/Approvers, click on EB Sekatan.

≡ System Help	ት ት	_ 🗗 ×
< SAP	Employee Movement Menu	
More ~		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
	EB Khas	
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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.

≡ Program Edit Goto System Help	< 🗠 🗆 🗖 🗙
SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area	
Personnel Subarea : 4	
Employee Group :	
Employee Subgroup :	
Application Status :	
Application ID :	
	5
Fill out all required entry fields View details	Execute



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.

-	<i>I</i> 7	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• ES230000	1	Verifier-Checked	6					
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Note: The Application List – Verifier 2 page will be displayed.

≡ System Help	< @	`_ ∃ ×
< SAP Appl	ication List - Verifier 2	
Verify Reject Rework to Admin Rework to Verifier 1	More \sim	Exit
Application Type : EB SEKATAN	Appl. Date :	0
Application ID :	Version : Status : Verifier-Checked	
Personnel No :		
IC No :		
Name :		
Employee Details	Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances	✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
		\bigcirc
		Enter



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

System <u>H</u> elp							< 🗗	_ 8 ×
SAP			Appli	cation List - Verifier 2				
	✓ Verify Reject	t Rework to	Admin Rework to Verifier 1	More 🗸				Exit
pplication Detail	s 🗸 Docu	iment Upload	✓ Application History					0
		First Joined Da	ate (Tarikh Lantikan Pertama):				0	
Salary Record	0						0	
No.		End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	٥	
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3		30.09.2023						
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Г	Date of Promoti	ion to Present					- 1	
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	Pangkat	t Ke Tingkatan	· · · · · · · · · · · · · · · · · · ·	Present S	alary (Tarikh Mula			
		Sekarang) :	L	Mencap	bai Gaji Sekarang):		- 1	
Proposed :		Departm	ent	Treasury Department	JPA			
							- 11	\sim
								Enter

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.

SAP	- Abb	lication List - Verifier 2		
✓ Verify Reject	Rework to Admin Rework to Verifier 1	More → 10		
Proposed :	Department	Treasury Department	JPA	
Increment Start Date				
(Kenaikan Gaji Sekarang				
Bertarikh Dari):				
Payscale Type :				
Payscale Area :				
Payscale Group & Level :	Level:	Level:	Level:	
Est. Salary Scale				
Salary (\$)			0.00	
(Gaji Yang Disokong) :				
Employee's eligibility to				
annual increment :				
Next Increment Date				
(if eligible) :				
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
		CONTRACTOR OF THE OWNER		
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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< SAP	Арр	lication List - Verifier 2		
	Rework to Admin Rework to Verifier 1	More \sim		Exit
(if eligible) :	Dept HR Admin -	Verifier 1 -	Approver 1 -	0
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	
Job Data I	orting: Enter text here			•
				Enter

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

∃ System Help	< 🗠 🗌 🗖 🗙
Application List - Verifier 2	
Verifier 1 More V	Exit
Application Details 🗸 Document Upload 🗸 Application History	Ĵ
 Attachment #1: [bontoh Surat.png Attachment #2: Attachment #3: 13 View	
	÷
	Enter



14. Select File Location.

15. Click on **Save** button.

≡ System <u>H</u> elp		< 🖻 🗌 🗖 ×
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Documents	Ø 9/25/202	
- Downloads		
Music	9/25/202	
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File name: ES2300000042-Contoh Surat.png		
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		Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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Application List - Verifier 2	
\checkmark Verify Reject Rework to Admin Rework to Verifier 1 More \checkmark	Exit
Application Details V Document Upload V Application History	\$
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Do you want to allow this?	
16 16 Decision	
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Note: The File Attachment has successfully been downloaded.

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Application Details V Document Upload V Application History	\$
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Attachment #3 :	
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Download 9 KB ES2300000042-Contoh Surat.png	Enter

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

~	Verify Reject	Rework to Admin Rewo	rk to Verifier 1 More \sim 17			
oplication Details	✓ Docume	nt Upload 🗸 Applica	ation History			
Date	Time	User ID	Version	Application Status	Remarks	
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			1	Vermer-Checked	~	
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Note: The Remarks page will be displayed.

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

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Application List - Verifier 2	
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Remarks :	
	19
🗹 🛛 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.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat.	\$
	Enter



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

ES23000 1 Pending Approval	ES230000 1 Pending Approval		1 63 🖉	More 🗸						
ES230000 1 Pending Approval	ES230000 1 Pending Approval									
ES230000 1 Pending Approval	ES230000 1 Pending Approval									
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Sistem Sumber Manusia - EB Sekatan



REWORK APPLICATION	Backend User
TO TREASURY VERIFIER 1	Treasury Verifier 2

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

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

■ <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s System <u>H</u> elp	< 🕹 🗌 🗖
SAP Easy Access	
EMOVADM 🗸 📧 🖻 📩 🗚 🎢 🖉 V 🔺 More V	с, с* 骨 в
C Favorites	
SAP Menu	
> 🗀 Connector for Multi-Bank Connectivity	
> 🗅 Office	
> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗋 Service	
> 🗀 Tools	
> 🗀 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

Employee Movement Menu	×
Requestors Endorsers/Approvers Application Type: Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Penindahan Bintang-Bintang Kebesaran / Pingat -Pingat Kehormatan Penegambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan	
Requestors Endorsers/Approvers Application Type: Melanjutkan Tempoh Percubaan Penetapan Jawatan Penetapan Jawatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (SKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (Kontrak) Penyambungan Perkhidmatan (SKS) Renaikan Pangkat/ Memangku Substantif Penyelarasan Penyelarasan	Exit
Penetapan Jawatan Pemindahan Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesaran (Yontrak) Pengambilan Semula Selepas Bersara (Kontrak) Pengambilan Semula Selepas Bersara (KKS) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif	0
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Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Pengambilan Semula Selepas Bersara (Kontrak) Penyambungan Perkhidmatan (Kontrak) Pengambilan Semula Selepas Bersara (SKS) Penyambungan Perkhidmatan (SKS) Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
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Kenaikan Pangkat/ Memangku Substantif Penyelarasan	
Penyelarasan	
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EB Sekatan	
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2. Under Endorsers/Approvers, click on EB Sekatan.

≡ System <u>H</u> elp	°a >	_ 🗗 ×
< SAP	Employee Movement Menu	
· ─ More ∽		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
	EB Khas	
		0

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.

≡ Program Edit Goto System Help	< 🗠 🗆 🗕 🗧 ×
K Employee Movement Application Type Selection	
✓ ଔ Save as Variant More ✓	Exit
*Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
() Fill out all required entry fields View details	5 Execute



Note: The Application List – 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.

•	/ 7	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
• ES230000	1	Verifier-Checked	6					
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Note: The Application List – Verifier 2 page will be displayed.

≡ System <u>H</u> elp	<	- ⊡ ×
< SAP Appl	lication List - Verifier 2	
Verify Reject Rework to Admin Rework to Verifier 1	More V	Exit
Application Type : EB SEKATAN	Appl. Date :	0
Application ID :	Version : Status : Verifier-Checked	
Personnel No :		
IC No :		
Name :		
Employee Details	Download Service Recor	rd
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances	✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
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		Enter



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

≡ System <u>H</u> elp							< 🗗	_ 🗗 ×
< SAP			Appli	cation List - Verifier 2				
8	∨ Verify Reje	ct Rework to	Admin Rework to Verifier 1	More 🗸				Exit
Application Detai	ils 🗸 Doc	ument Upload	✓ Application History					Ŷ
		First Joined D	ate (Tarikh Lantikan Pertama):				0	
Salary Record								
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level	٢	
1		31.12.9999					12 J.	
2		31.12.9999						
3	25.09.2023	30.09.2023		Contract of the second s		_		
						9		
	Date of Promot	tion to Present						
	Grade (Ta	arikh Dinaikkan		Date of C	Commencement of			
		at Ke Tingkatan			Salary (Tarikh Mula			
	Рапука							
		Sekarang) :		Menca	pai Gaji Sekarang):		- 1	
Proposed :		Departm	ent	Treasury Department	JPA			
\bigcirc								\sim
								Enter

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.

SAP	, pp	ication List - Verifier 2		
✓ Verify Reject	Rework to Admin Rework to Verifier 1	More ~ 10		
Proposed :	Department	Treasury Department	JPA	
Increment Start Date				
(Kenaikan Gaji Sekarang				
Bertarikh Dari):				
Payscale Type :				
Payscale Area :				
Payscale Group & Level :	Level:	Level:	Level:	
Est. Salary Scale				
Salary (\$)			0.00	
(Gaji Yang Disokong) :				
Employee's eligibility to				
annual increment :				
Next Increment Date				
(if eligible) :				
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
		CONTRACTOR .		
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	

SSM_UG_EB Sekatan_Back End (SAP GUI)_Treasury Verifier_v1.0



11. Review Reason for supporting and Job Data Notes.

≡ System <u>H</u> elp				< 📽 🗆 🗖 🗙
< SAP	Appli	cation List - Verifier 2		
Verify Reject	Rework to Admin Rework to Verifier 1	More \checkmark		Exit
(if eligible) :	Dept HR Admin -	Verifier 1 -	Approver 1 -	¢
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	
Job Data	orting: Enter text here Notes: Enter text here			÷ •
				Enter

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

≡ System Help	< 📽 🗆 🗖 🗙
< SAP Application List - Verifier 2	
Verifier 1 Rework to Admin Rework to Verifier 1 More V	Exit
Application Details 🗸 Document Upload 🗸 Application History	¢
Attachment #1: bontoh Surat.png Attachment #2: Attachment #3: 13 View	
	÷
	Enter



14. Select File Location.

15. Click on **Save** button.

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Documents	9/25/202	
- Downloads	Ø 5/16/202	
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Pictures	 Ø Ø Ø Ø Ø 	
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😂 OS (C:)	 Ø 9/21/202 	
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File name: ES2300000042-Contoh Surat.p		
Save as type: png		
	15	
∧ Hide Folders	Save Cancel	
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		Enter

Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

≡ System Help	< 🗠 🗌 🗕 🔁 🗙
Application List - Verifier 2	
\checkmark Verify Reject Rework to Admin Rework to Verifier 1 More \checkmark	Exit
Application Details V Document Upload V Application History	\$
Attachment #1: Contoh s SAP GUI Security	
Attachment #2 :	
C:\ Surat.png	
Do you want to allow this?	
16 16 Decision	
Allow Deny Help	
	C .
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Transferring package 1 of 1	Enter



Note: The File Attachment has successfully been downloaded.

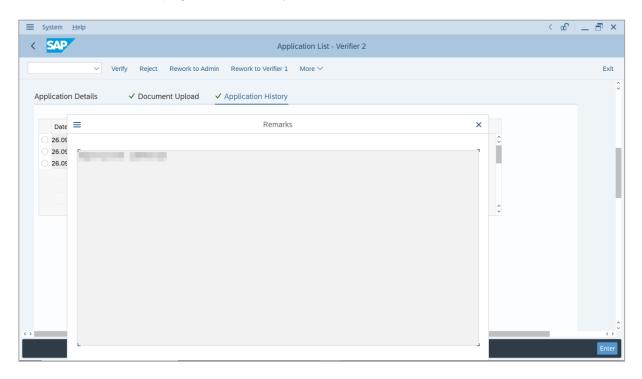
≡ System Help	< 🗠 🗌 🗕 🕹 🗙
Application List - Verifier 2	
\sim Verify Reject Rework to Admin Rework to Verifier 1 More \sim	Exit
Application Details V Document Upload V Application History	\$
Attachment #1: [contoh Surat.png Attachment #2:	
Attachment #3 :	
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Download 9 KB ES2300000042-Contoh Surat.png	Enter

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

~	Verify Reject	Rework to Admin Rewo	rk to Verifier 1 More \sim 17			
oplication Details	✓ Docume	nt Upload 🗸 Applica	ation History			
Date	Time	User ID	Version	Application Status	Remarks	
0			1	HR-Checked	18	
		1000	1	Pending Verification Verifier-Checked	P	
			1	Vermer-Checked	~	
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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.

≡ System Help	< 🗗 🔔 🔁 ×
Application List - Verifier 2	
✓ Verify Reject Rework to Admin Rework to Verifier 1 More ✓	Exit
	\$
Remarks :	
	19
[🗹] 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.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik	
pembayaran yang mungkin telah dibuat.	<u></u>
	Enter



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

~	63 1	More 🗸							
Application ID	Version	Application Status	Personnel No.	IC No.	Name		Subarea	Empl. Group	
ES230000]	Reworked to Verifier 1			1000				
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Sistem Sumber Manusia - EB Sekatan



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.

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SAP Easy Access	
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Favorites	
🗇 SAP Menu	
> 🗀 Connector for Multi-Bank Connectivity	
> 🗅 Office	
> 🗀 Cross-Application Components	
> 🗀 Logistics	
> 🗀 Accounting	
> 🗀 Human Resources	
> 🗀 Information Systems	
> 🗋 Service	
> 🗋 Tools	
> 🗅 WebClient UI Framework	

Note: Employee Movement Menu page will be displayed.

≡ System Help		< 🗠 🗕 🚽 ×
< SAP	Employee Movement Menu	
More ~		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan	
	EB Sekatan	
	EB Khas	
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2. Under Endorsers/Approvers, click on EB Sekatan.

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< SAP	Employee Movement Menu	
· ─ More ∽		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	0
	Melanjutkan Tempoh Percubaan	
	Penetapan Jawatan	
	Pemindahan	
	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	
	Pengambilan Semula Selepas Bersara (Kontrak)	
	Penyambungan Perkhidmatan (Kontrak)	
	Pengambilan Semula Selepas Bersara (SKS)	
	Penyambungan Perkhidmatan (SKS)	
	Kenaikan Pangkat/ Memangku Substantif	
	Penyelarasan	
	Penyerapan 2	
	EB Sekatan	
	EB Khas	
		0

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.

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C SAP Employee Movement Application Type Selection	
└ Save as Variant More ∨	Exit
*Personnel Area 3 Personnel Subarea 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
() Fill out all required entry fields View details	5 Execute



Note: The Application List – 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.

•	/ 7	More 🗸						
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	E
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Note: The Application List – Verifier 2 page will be displayed.

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Application Type: EB SEKATAN	Appl. Date :	0
Application ID :	Version : Status : Verifier-Checked	
Personnel No :		
IC No :		
Name :		
Employee Details	Download Service Record	
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances	✓ Examination Details ✓ Education ✓ Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
		$\langle \rangle$
		Enter



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

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Application Detai	ls 🗸 Doo	cument Upload	✓ Application History					¢
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Salary Record								
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		Sekarang) :		Menca	ıpai Gaji Sekarang):			
Proposed :		Departm	ent	Treasury Department	JPA		_ [Û
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								Enter

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.

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Bertarikh Dari):				
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(Gaji Yang Disokong) :				
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annual increment :				
Next Increment Date				
(if eligible) :				
	Dept HR Admin -	Verifier 1 -	Approver 1 -	
		CONTRACTOR .		
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	



11. Review Reason for supporting and Job Data Notes.

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(if eligible) :	Dept HR Admin -	Verifier 1 -	Approver 1 -	¢
Updated By :	Dept Approver -	Verifier 2 -	Approver 2 -	
Job Data	orting: Enter text here Notes: Enter text here			÷ •
				Enter

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

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14. Select File Location.

15. Click on **Save** button.

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Note: The SAP GUI Security message will be displayed.

16. Click on **Allow** button.

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Note: The File Attachment has successfully been downloaded.

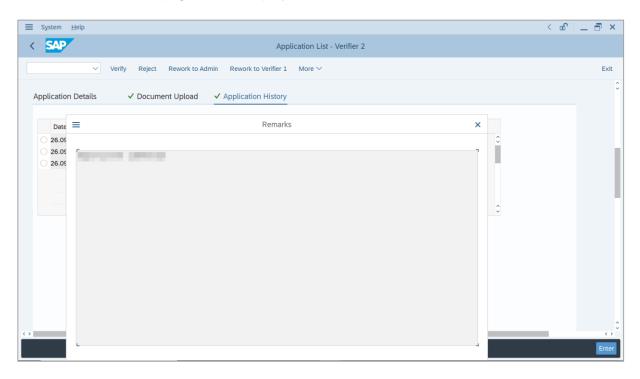
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Attachment #3 :	
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Download 9 KB ES2300000042-Contoh Surat.png	Enter

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

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pplication Details	✓ Docume	nt Upload 🗸 Applica	ation History			
Date	Time	User ID	Version	Application Status	Remarks	
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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.

SAP	21 Application List - Verifier 2	
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	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
	Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir	
	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	
	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	
	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	
[9]	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 rejected.

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Sistem Sumber Manusia - EB Sekatan



EB SEKATAN	Backend User
APPLICATION REPORT	Treasury Verifier 1 & 2

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

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

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>[] Favorites]
∠ – SAP Menu
> Connector for Multi-Bank Connectivity
> Office
> Cross-Application Components
> C Logistics
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> 🗅 Information Systems
> 🗅 Service
> 🗅 Tools
> 🗅 WebClient UI Framework

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

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SAP EB Sekatan/ EB Khas Application Report	
✓ 🔄 Save as Variant More ✓	Exit
*Application Date From: Use to: Personnel subarea: Status:	
	Execute



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

≡ Program Edit Goto System Help	< 🗠 🗌 — 🖻 ×
EB Sekatan/ EB Khas Application Report	
∽ 🖫 Save as Variant More ∽	Exit
*Application Date From: to: 2 *Personnel subarea: 3 Status:	
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Note: The EB Sekatan / EB Khas Application Report page will be displayed.

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

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Note: The Select Spreadsheet message will be displayed.

6. Click on **Tick** button.

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

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Note: The SAP GUI Security page will be displayed.

9. Click on **Allow** icon.

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

downloaded.

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