

HONOURS & AWARDS

Role: Ministry HQ (Endorser)

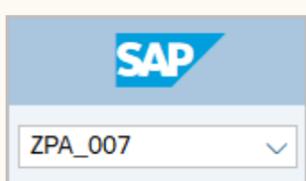


Honours and Awards is the online process of managing employees' **Honours and Awards** process in SSM. It is also known as **Bintang-Bintang Kebesaran dan Pingat-Pingat Kehormatan**.

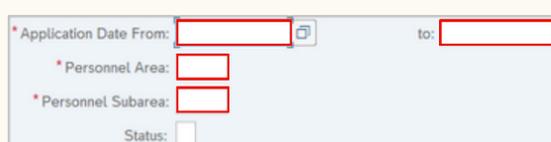
Below are the **quick guide** for **Honours and Awards** :

Generate Report

1 In SAP GUI (back-end system), go to transaction code **ZPA_007**



2 Enter **Application Date**, **Personnel Area** and **Personnel Subarea**.

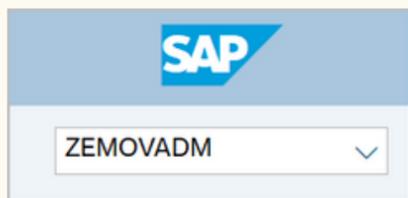


3 Click on **Execute** button.



Endorse Application

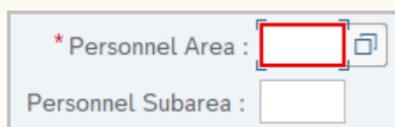
1 In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



2 Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.

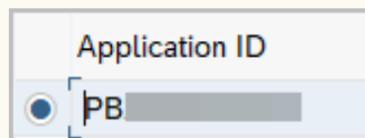


3 Fill in **Personnel Area**, and **Personnel Subarea**.



Click **Execute** button.

4 Select an **Application** to be endorse.



5 Click on **Change** icon.



6 Navigate to **Awards Application Details** tab.

Awards Appl. Details

Ensure everything is **correct**.

7 Fill in any **Remarks** and tick **Declaration** checkbox.



8 Click on **Endorse** button.

Endorse

HONOURS & AWARDS

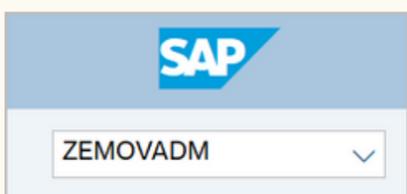
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Rework Application

1

In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



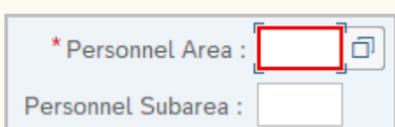
2

Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

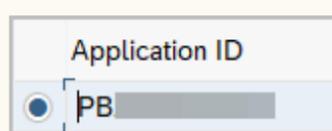
Fill in **Personnel Area** and **Personnel Subarea**.



Click **Execute** button.

4

Select an **Application** and click on **Change** icon



5

Navigate to **Awards Application Details** tab.

Awards Appl. Details

Ensure everything is **correct**.

6

Fill in any **Remarks** and tick **Declaration** checkbox.

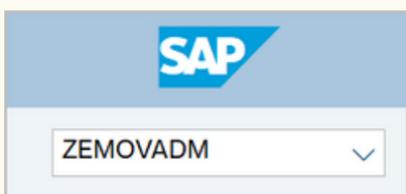


Click on **Rework** button.

Reject Application

1

In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



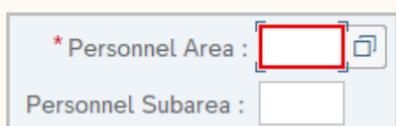
2

Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

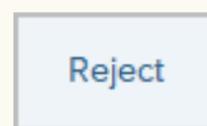
Fill in **Personnel Area** and **Personnel Subarea**.



Click **Execute** button.

4

Select an **Application**, Click on **Change** icon.



Click on **Reject** button.

Please refer to the **User Guide** for a step-by-step guide. **Honours and Awards** is available on **SSM Info Website**:

www.jpa.gov.bn/SSM