SISTEM SUMBER MANUSIA

User Guide

For JPM Approver

Backend (SAP GUI)

Employee Movement (PA):

Honours and Awards

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **JPM Approver (Back End User)** to manage **Honours and Awards module.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk.**

GLOSSARY

The following acronyms will be used frequently:

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

FURTHER ASSISTANCE

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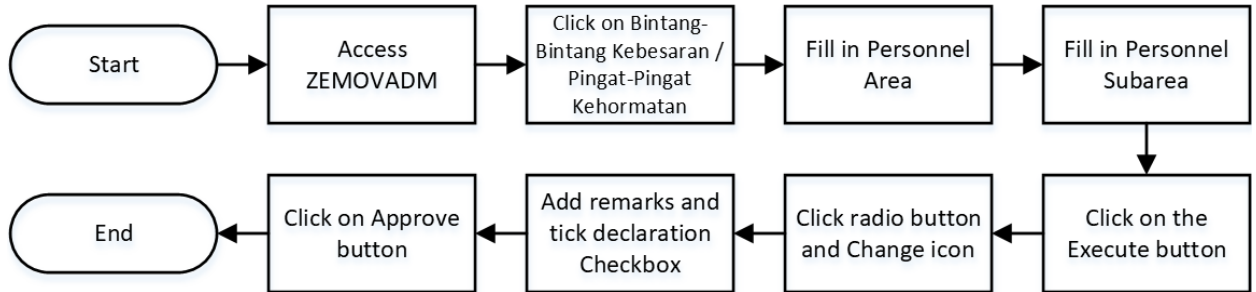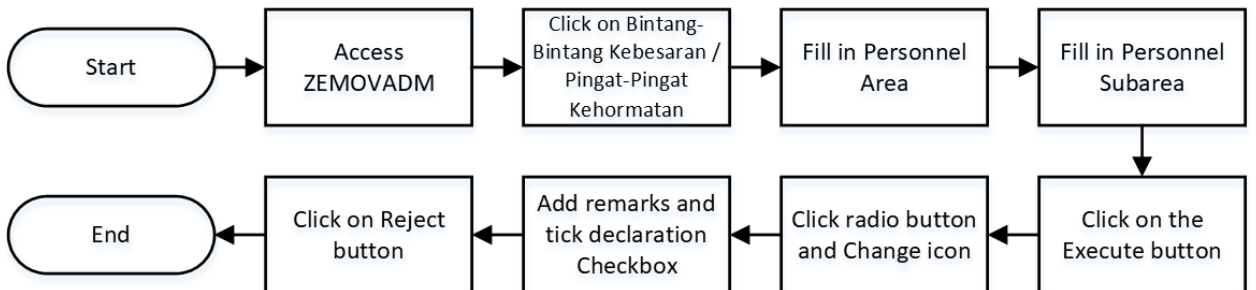
Table of Content

Process Overview

Approve Application

```
Start → Access ZEMOVADM → Click on Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan → Fill in Personnel Area → Fill in Personnel Subarea

End ← Click on Approve button ← Add remarks and tick declaration Checkbox ← Click radio button and Change icon ← Click on the Execute button
```

Reject Application

```
Start → Access ZEMOVADM → Click on Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan → Fill in Personnel Area → Fill in Personnel Subarea

End ← Click on Reject button ← Add remarks and tick declaration Checkbox ← Click radio button and Change icon ← Click on the Execute button
```

Generate Report

```
Start → Access ZPA_007 → Enter Application Date, Personnel Area and Personnel Subarea → Click on Execute button → Honors and Awards Report page will be displayed

End ← Click on Microsoft excel icon
```

APPROVE APPLICATION	**Backend User**
	JPM

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 the **Bintang-Bintang Kebesaran / Pingat-Pingkat Kehormatan**.

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

3. Enter **Personnel Area**.

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

5. Click on **Execute** button.

Note: Application List page will be displayed.

6. Select Application with '**Pending Approval**' status and click on **Radio** button.

7. Click on the **Change** icon.

Note: **JPM Approver** only can review application with status **Pending Approval**.

Note: Application detail page will be displayed.

8. Click on **Download Service Record** (Optional).

9. Navigate to **Awards Application Details** tab and review **Award Date** and **Award Type**.

Note: The **Award Date** and **Award Type** suggested by the Department will be displayed in

this section, **JPM Approver** may amend if required.

The following steps will show how to amend **Award Date** and **Award Type**. Please skip to

Step 16, if no amendment is to be made.

10. Click the **Lookup** icon on **Award Date** to change the date.
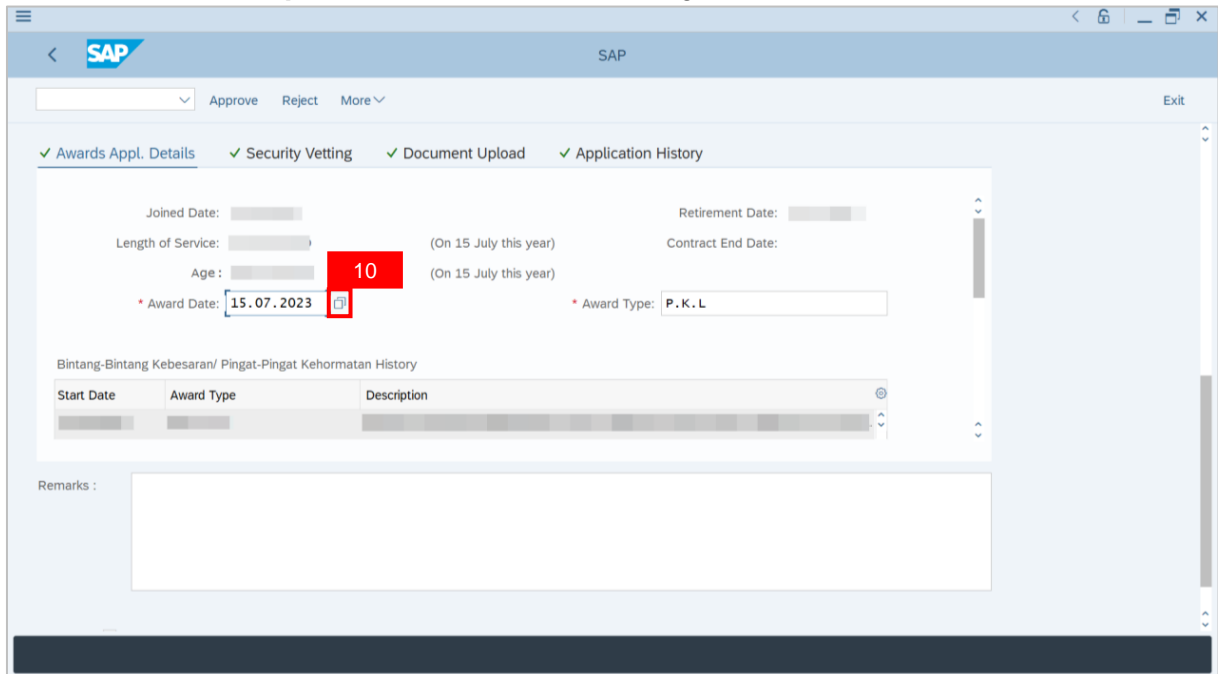
Note: The **Calendar** page will be displayed.

11. Select preferred **Date**.

12. Click on the **Tick** button.
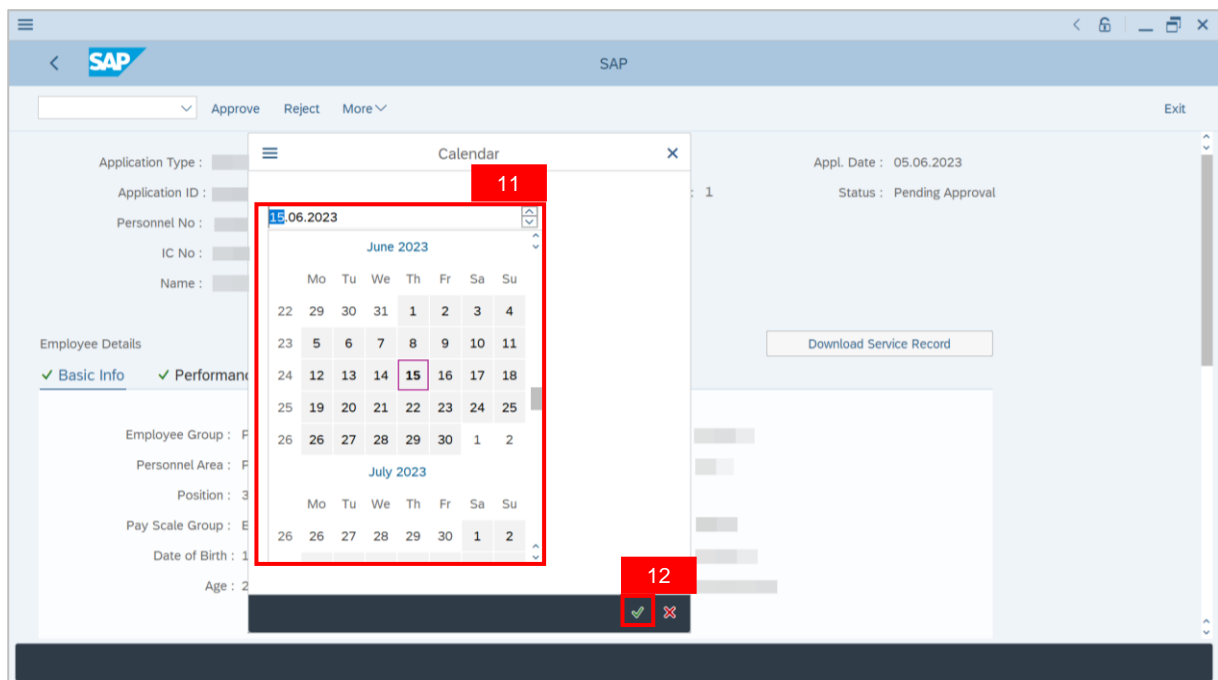
13. Click on **Lookup** icon on **Award Type** to change type.
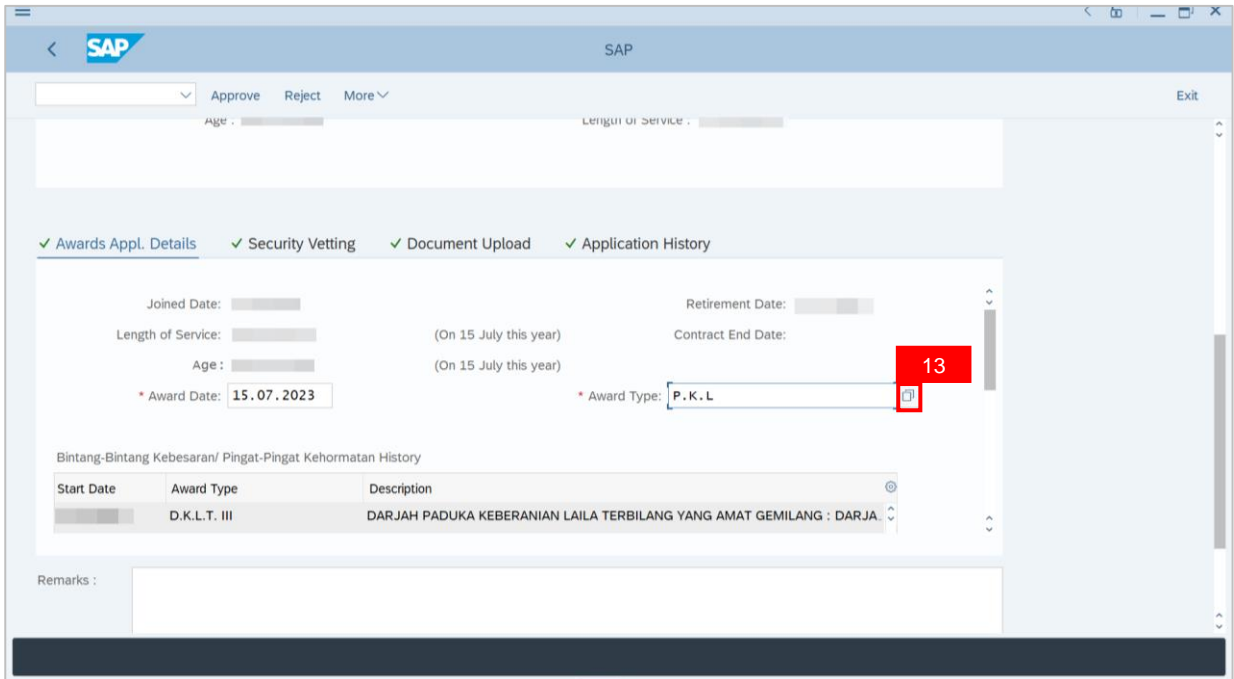
Note: The **Award Type** page will be displayed.

14. Select the preferred **Award Type**.

15. Click on the **Tick** button.
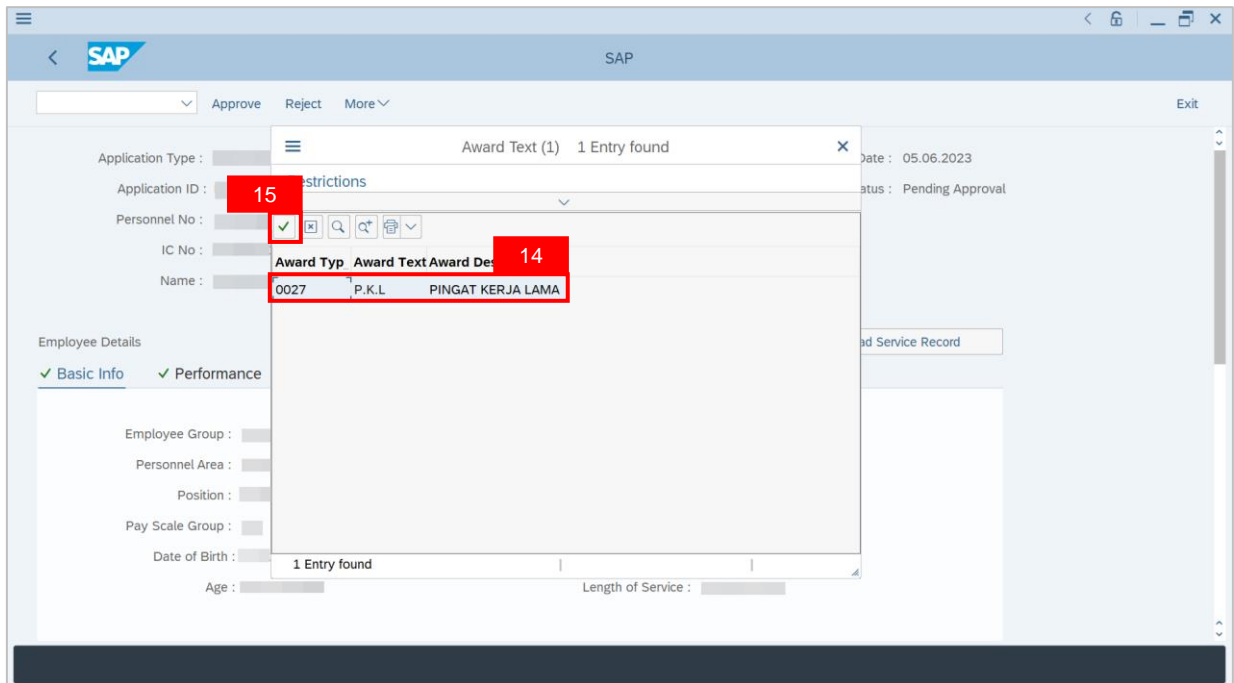
16. Review the **Involvement and Contribution** box under **Awards Application Details**.

17. Navigate to **Security Vetting** tab.
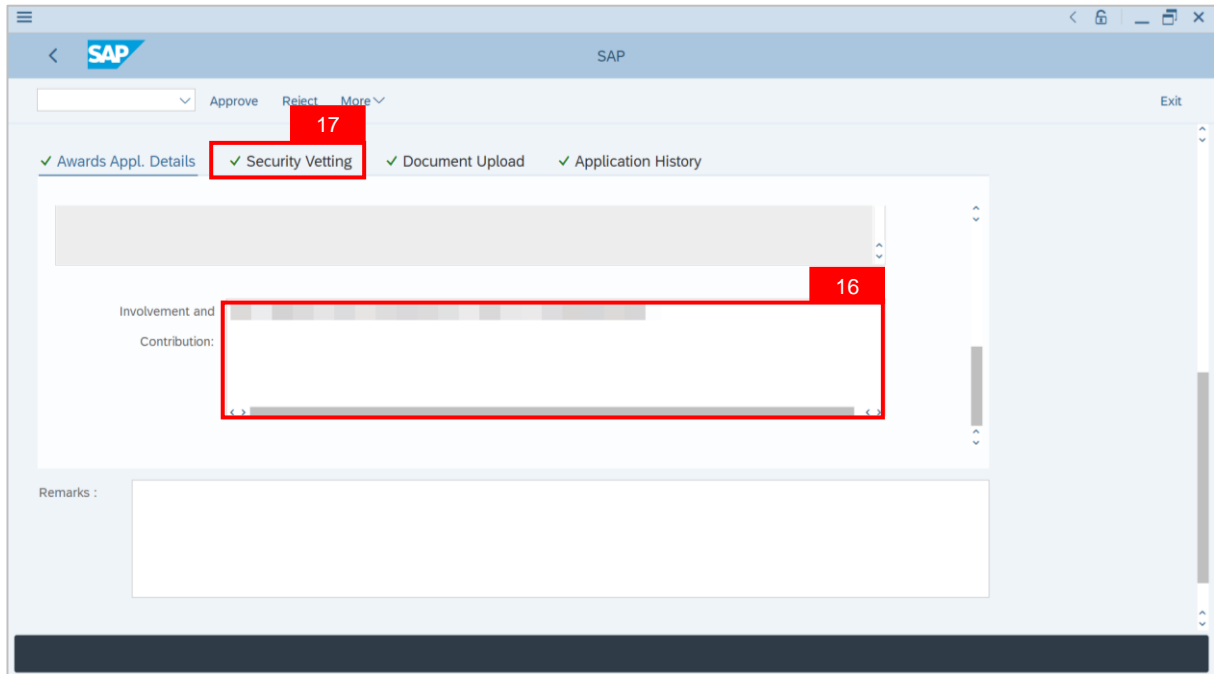
Note: Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies will be displayed.

(ii) Only the **latest application result** will be shown along with the **Application ID, Memorandum Date** and **Valid To** date.

(iii) A blank field means there is no latest result from requested Security Vetting Agencies.

(iv) **JPM Security Vetting Requestor** role may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

(v) **JPM Security Vetting** role may view the result with attachment (if any) via **ZVETDISPLAY**.
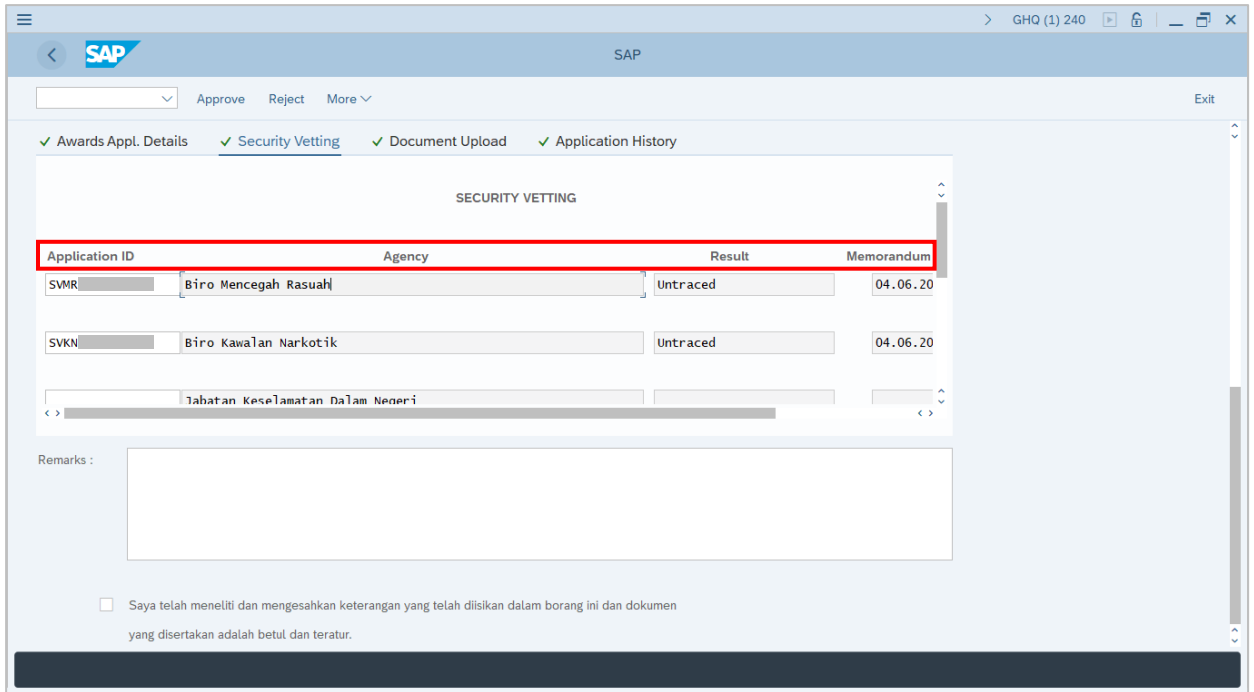
18. Navigate to **Document Upload** tab to review any attached documents.
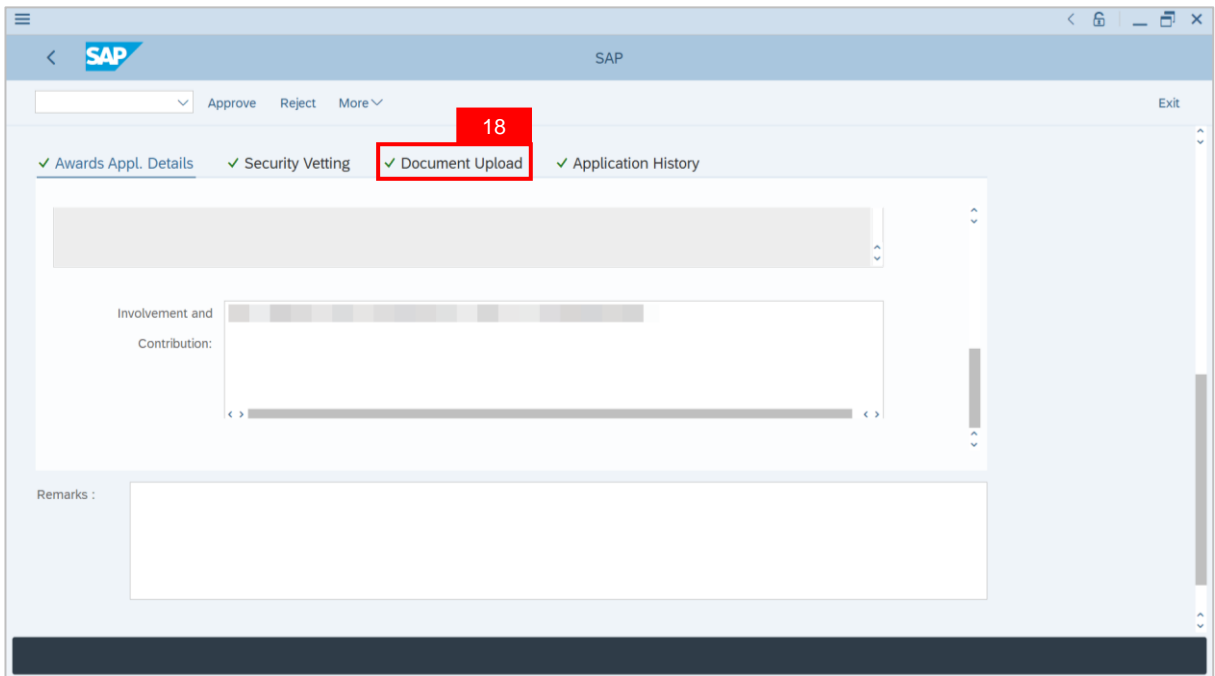
19. Select the **Attachment** to be reviewed and click on **Radio** button.

20. Click on **View** button.
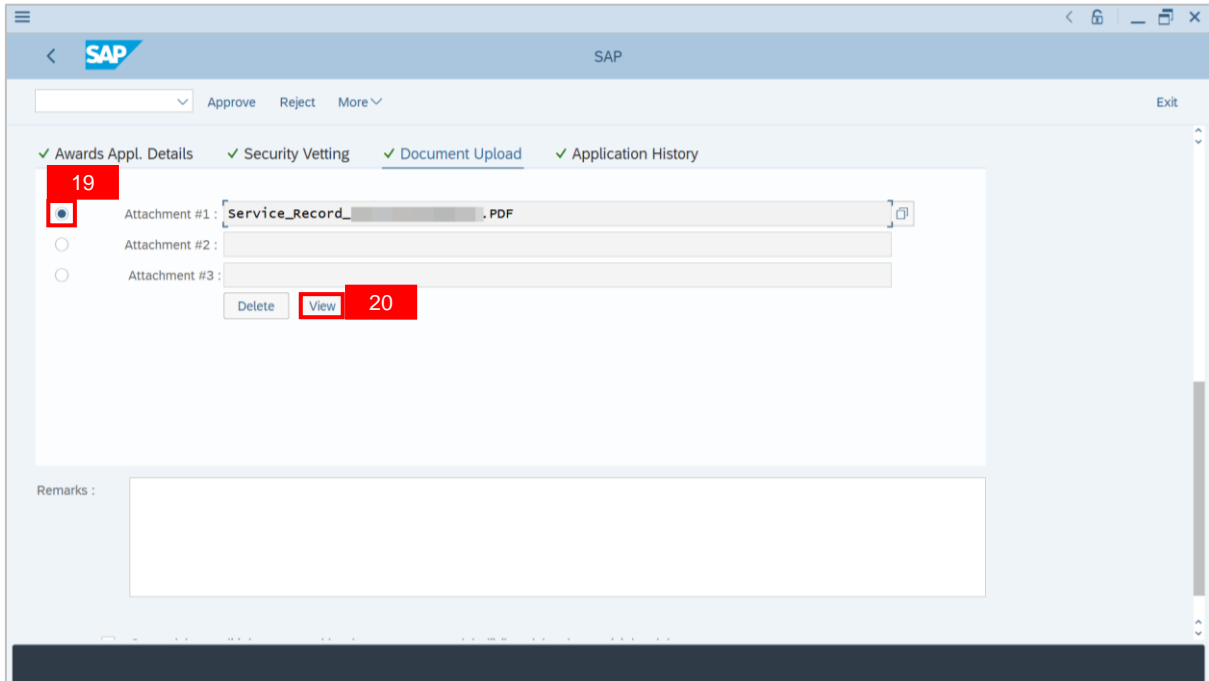
Note: Desktop Save As pop up will displayed.
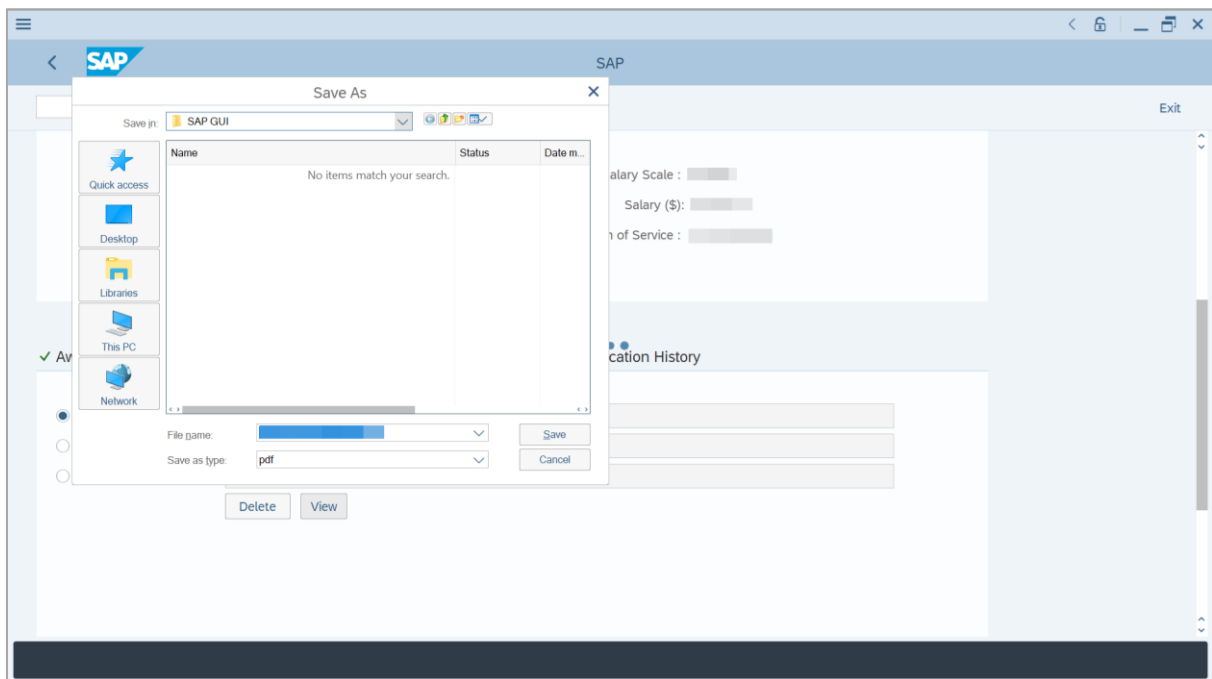
21. Click **Save** button to download the file.
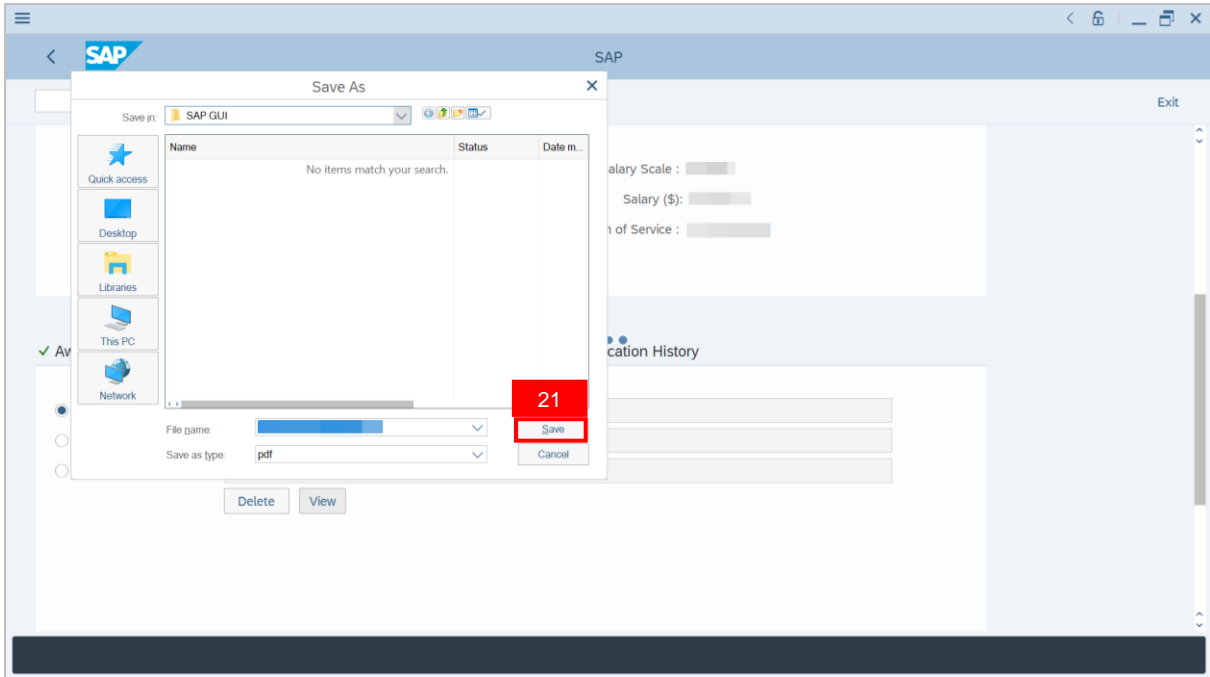
Note: The **File** has been successfully downloaded.

22. Navigate to **Application History** tab to check for **Application Version, Status** and

Remarks from **Requestor** and **Endorsers**.
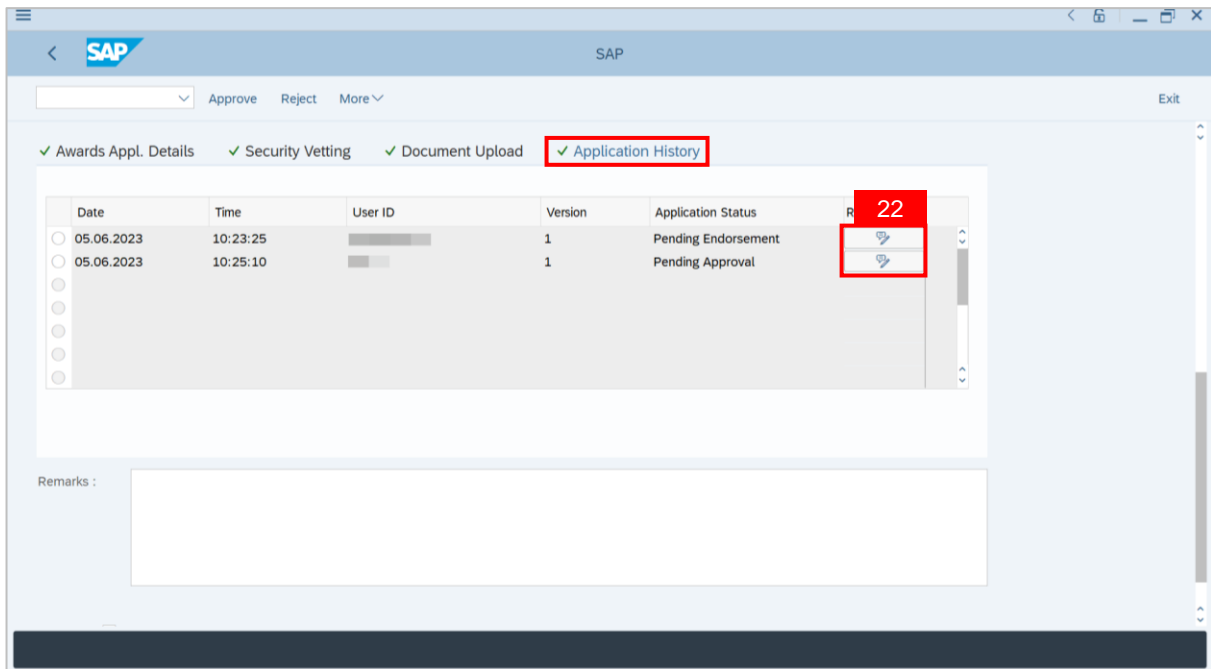
22. Tick on the **Declaration Checkbox**.

23. Navigate to **Remarks** section and fill in the space provided.

24. Click on the **Approve** button to approve the application.

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

REJECT APPLICATION	Backend User
	JPM

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

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

3. Enter **Personnel Area**.

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

5. Click on **Execute** button.

Note: Application List page will be displayed.

6. Select application with '**Pending Approval**' status and click on **Radio** button.

7. Click on the **Change** icon.

Note: **JPM Approver** only can review application with status **Pending Approval**.

Note: Application detail page will be displayed.

Sistem Sumber Manusia - Honours & Awards

8. Navigate to **Remarks** section and fill in the space provided.

9. Tick on the declaration **Checkbox**.

10. Click on the **Reject** button to reject the application.
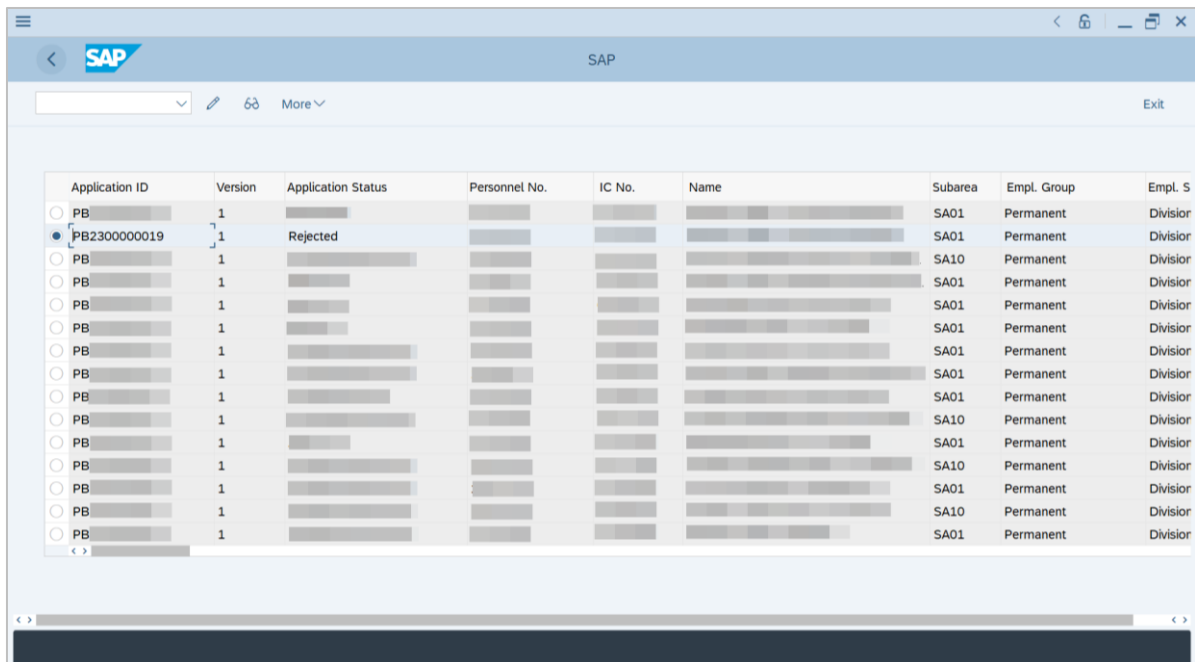
Outcome: The **Application** has successfully been rejected**.**

Sistem Sumber Manusia - Honours & Awards

GENERATE REPORT	Backend User
	JPM

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

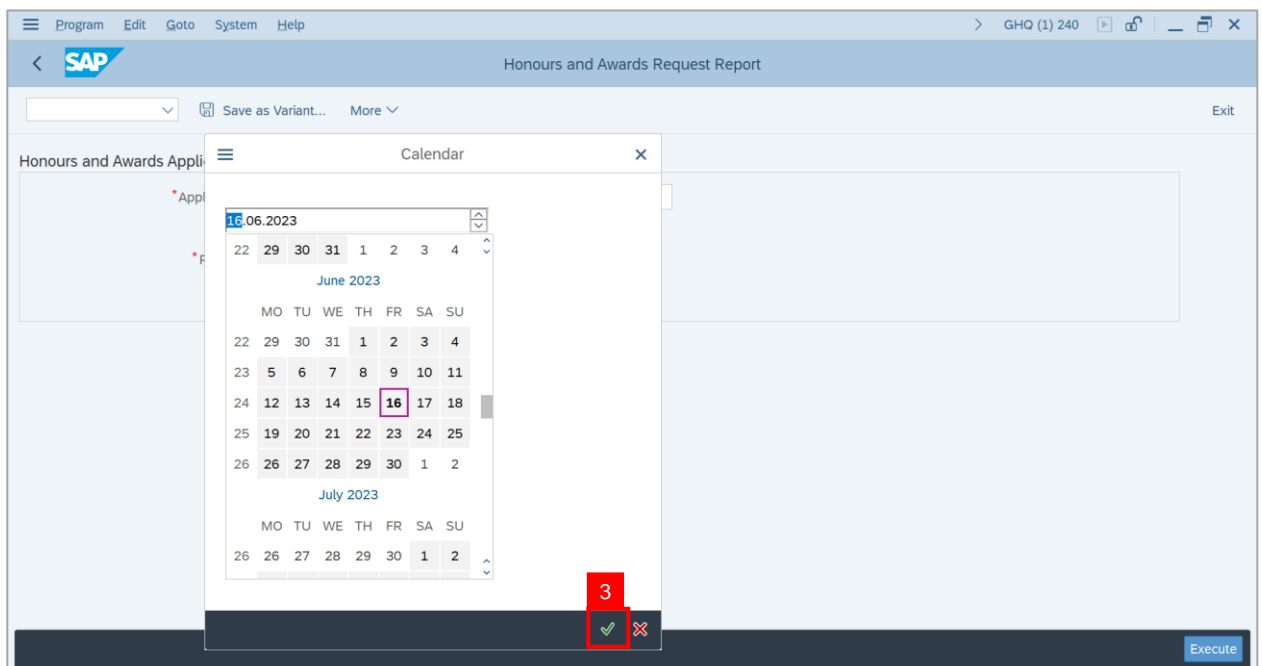1. Enter **ZPA_007** in the search bar.
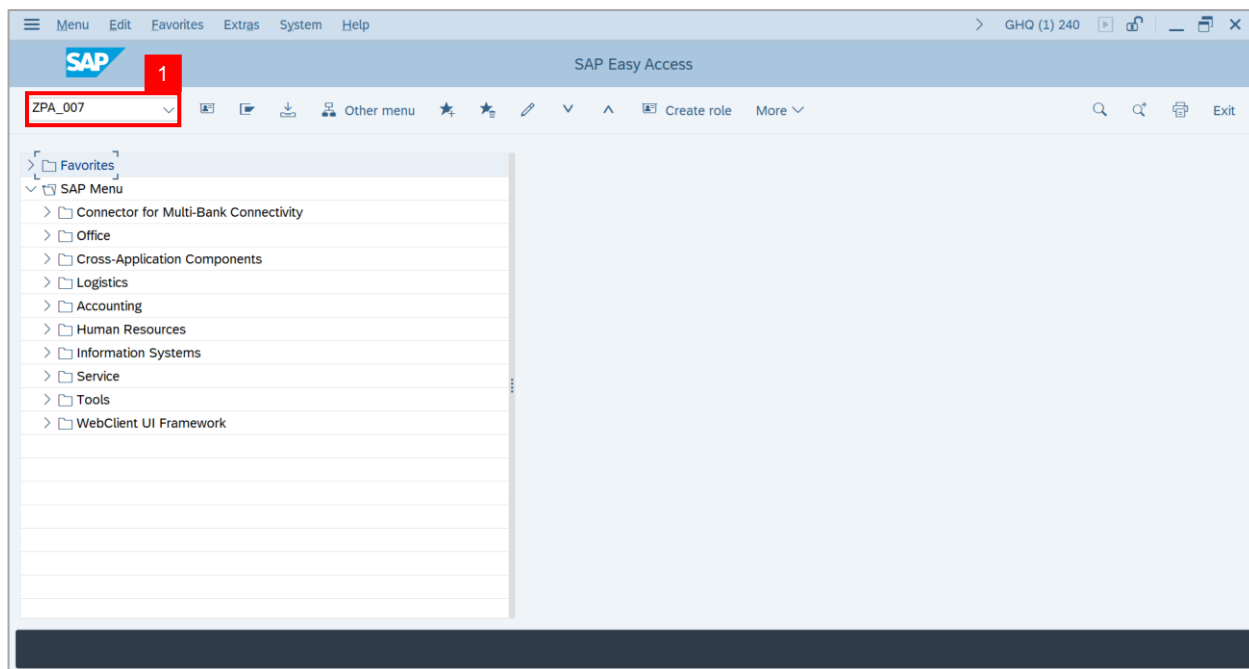
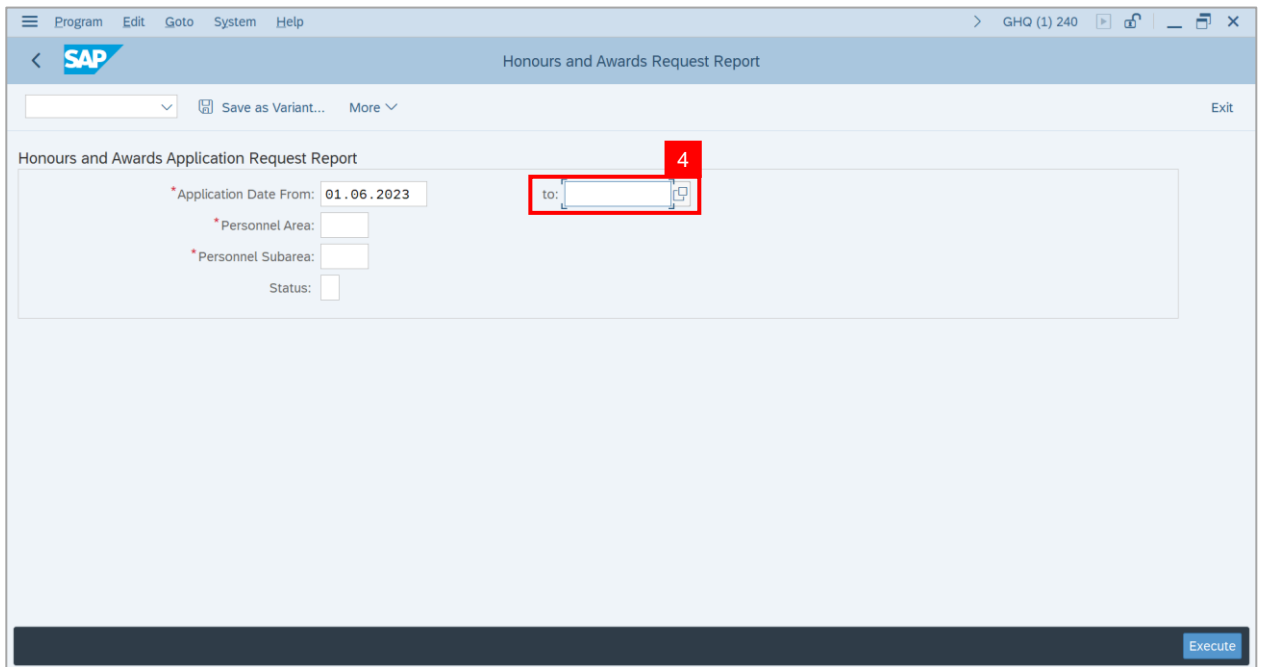**Note: Honours and Awards Request Report** page will be displayed.
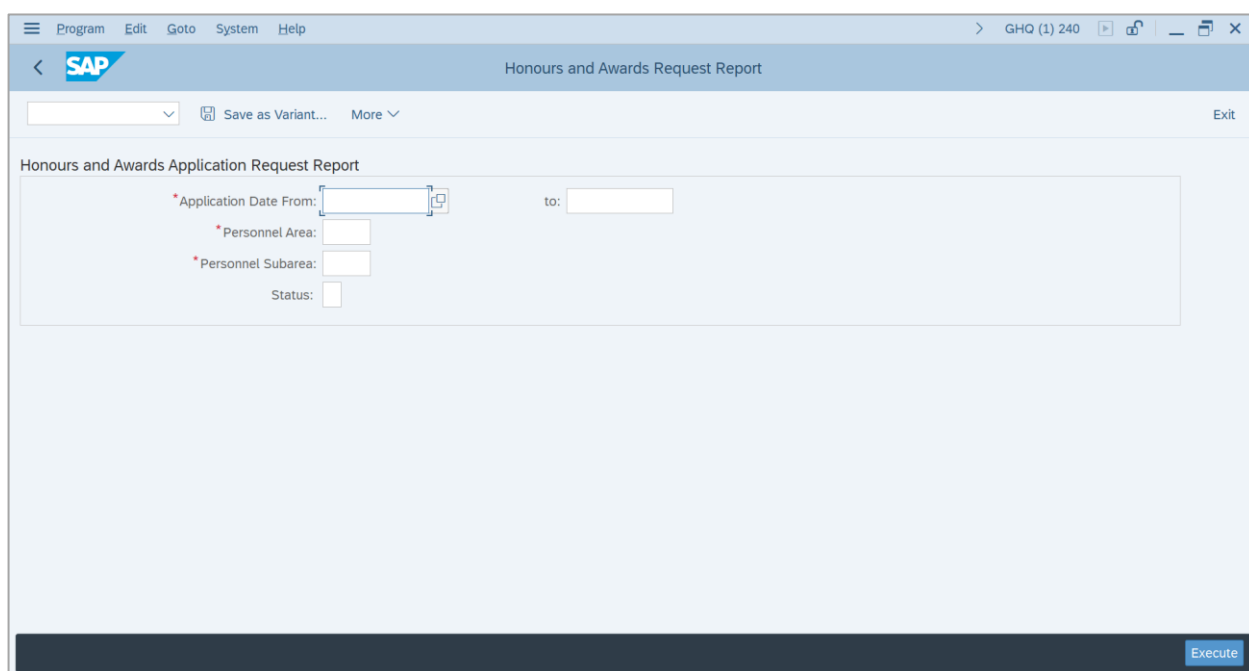
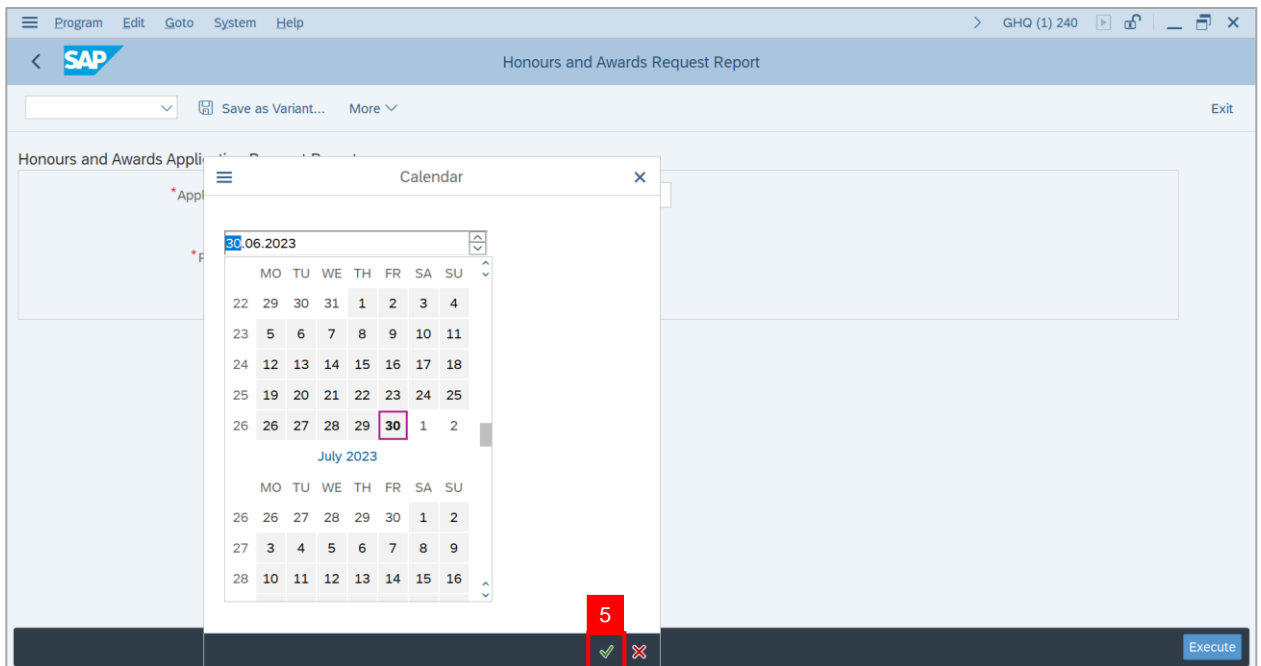2. Navigate to **Application Date From** and click on **Lookup icon.**
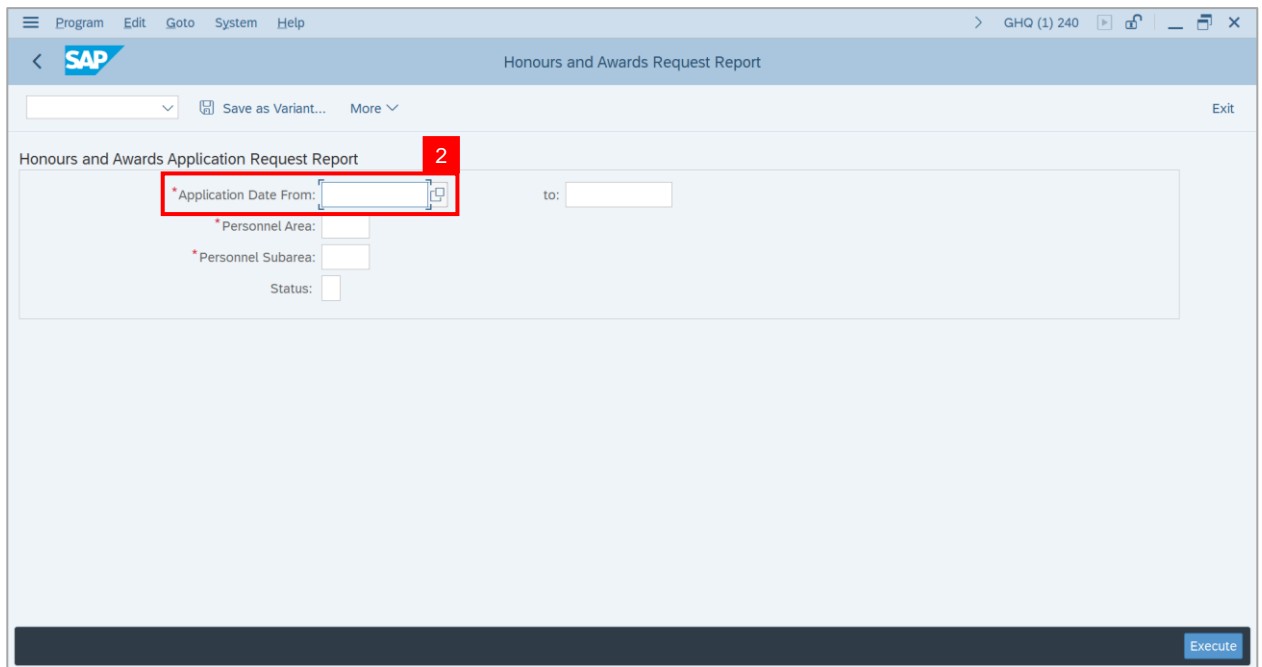
3. Select preferred **Date** and click on **Tick** button.

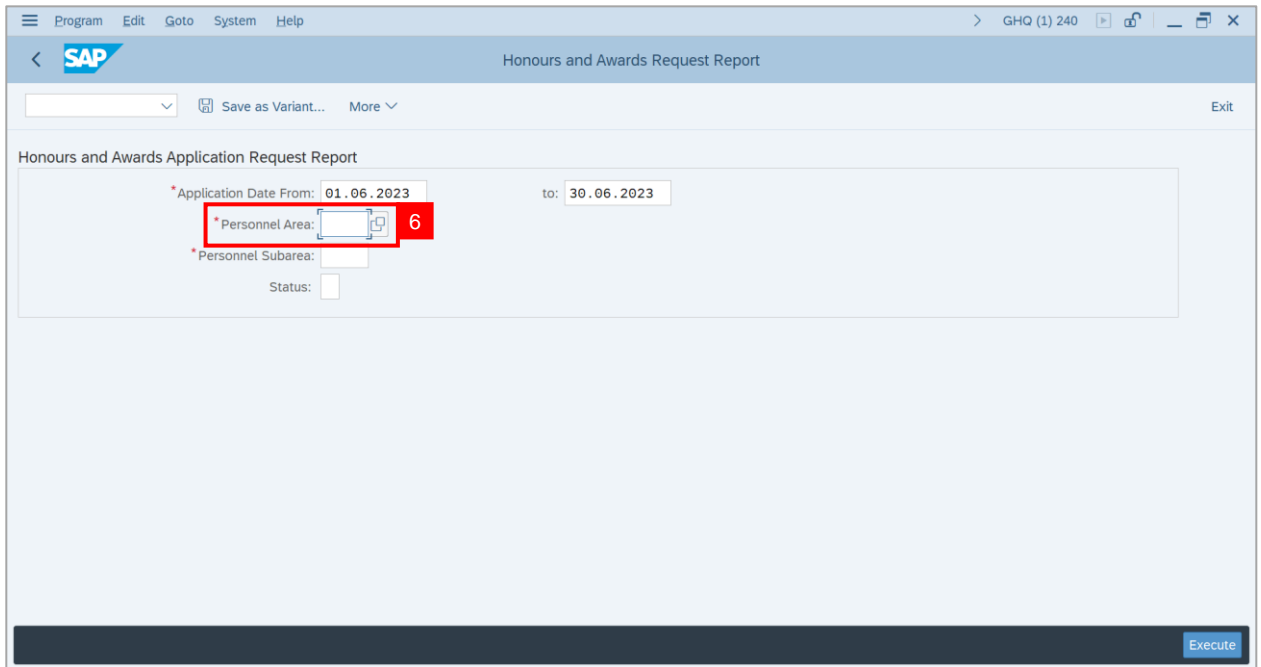4. Navigate to **Application Date to** and click on **Lookup icon.**

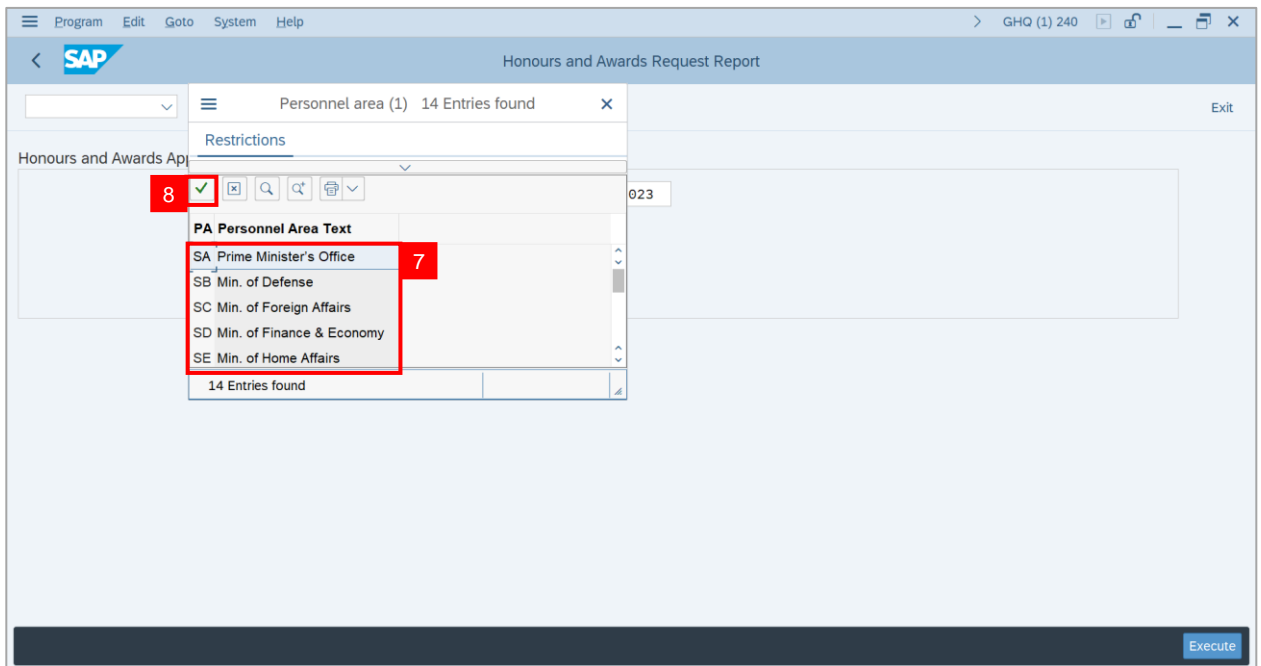5. Select preferred **Date** and click on **Tick** button.

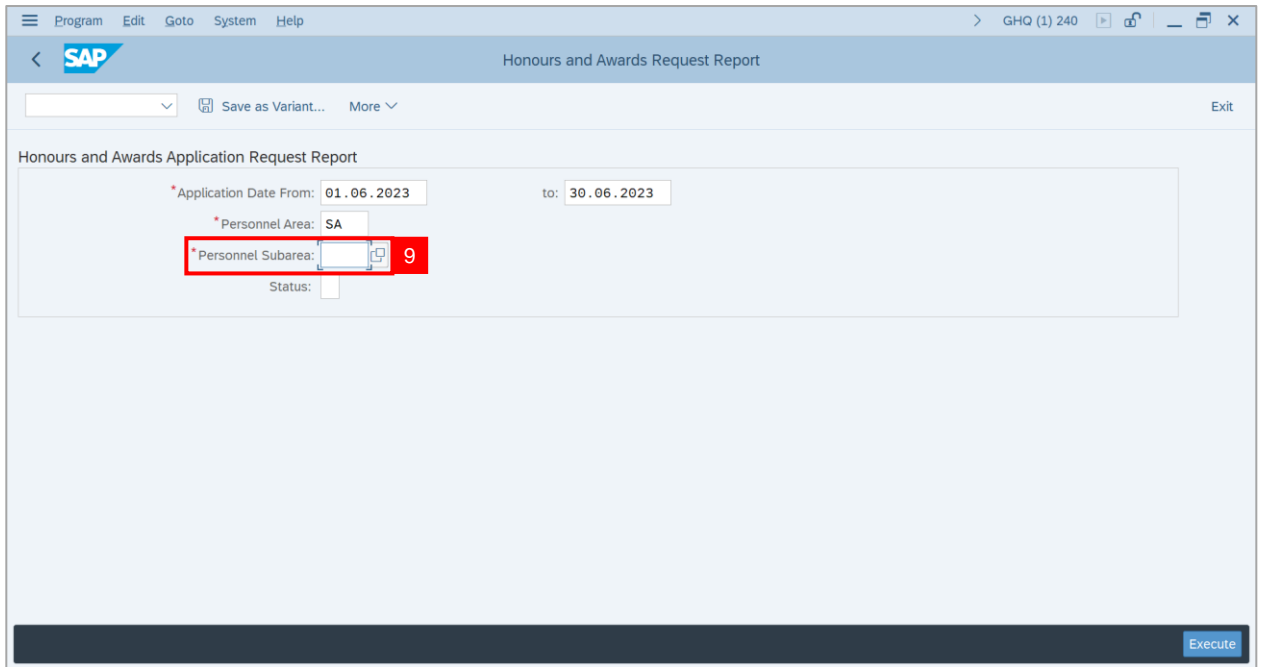6. Navigate to **Personnel Area** and click on **Lookup** icon.

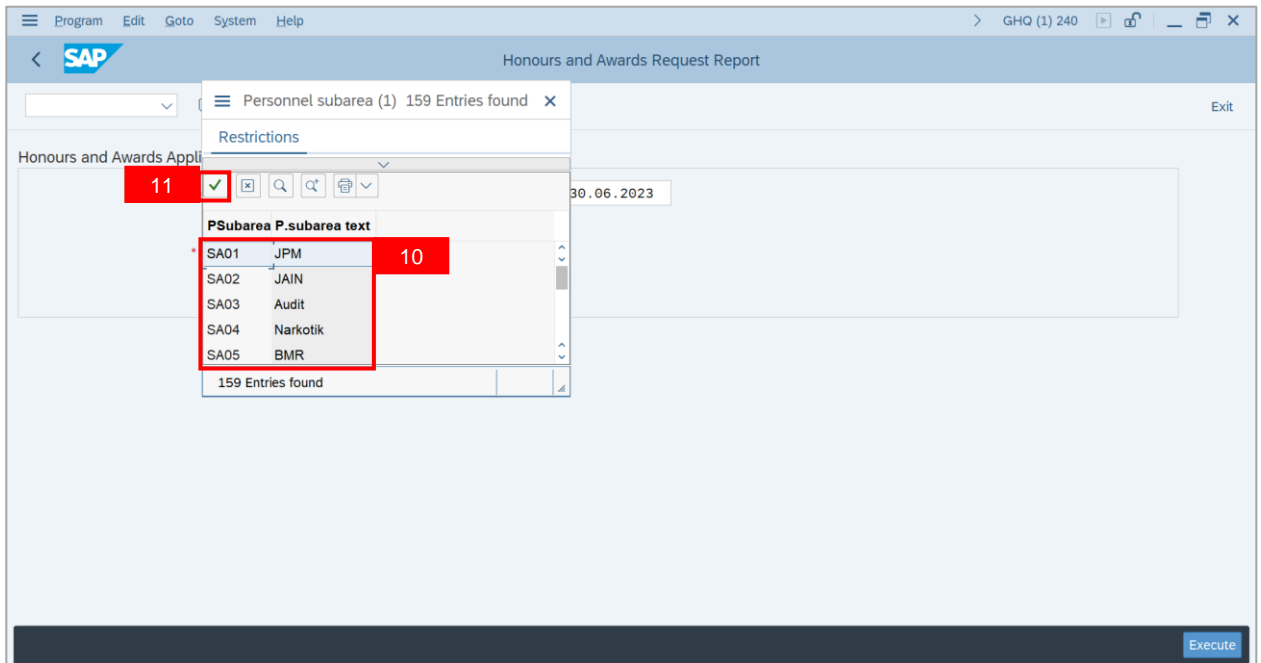7. Select **Personnel Area**.

8. Click on **Tick** button.

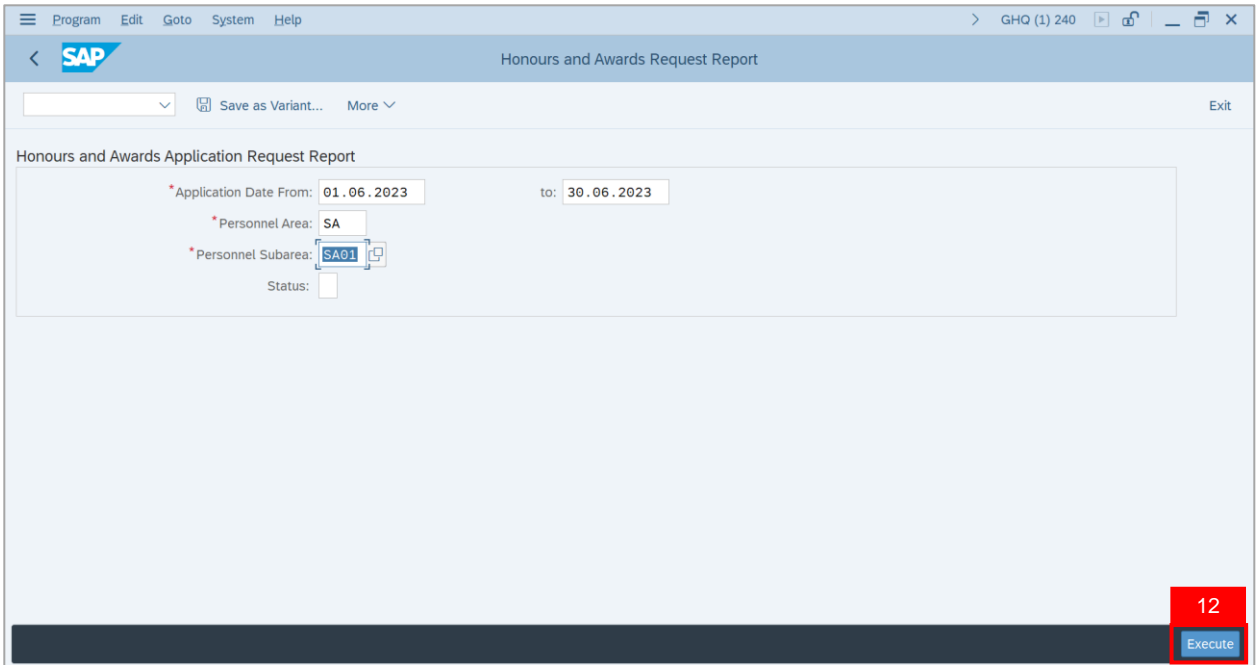9. Navigate to **Personnel Subarea** and click on **Lookup** icon.

10. Select **Personnel Area**.

11. Click on **Tick** button.

12. Click on **Execute** button.
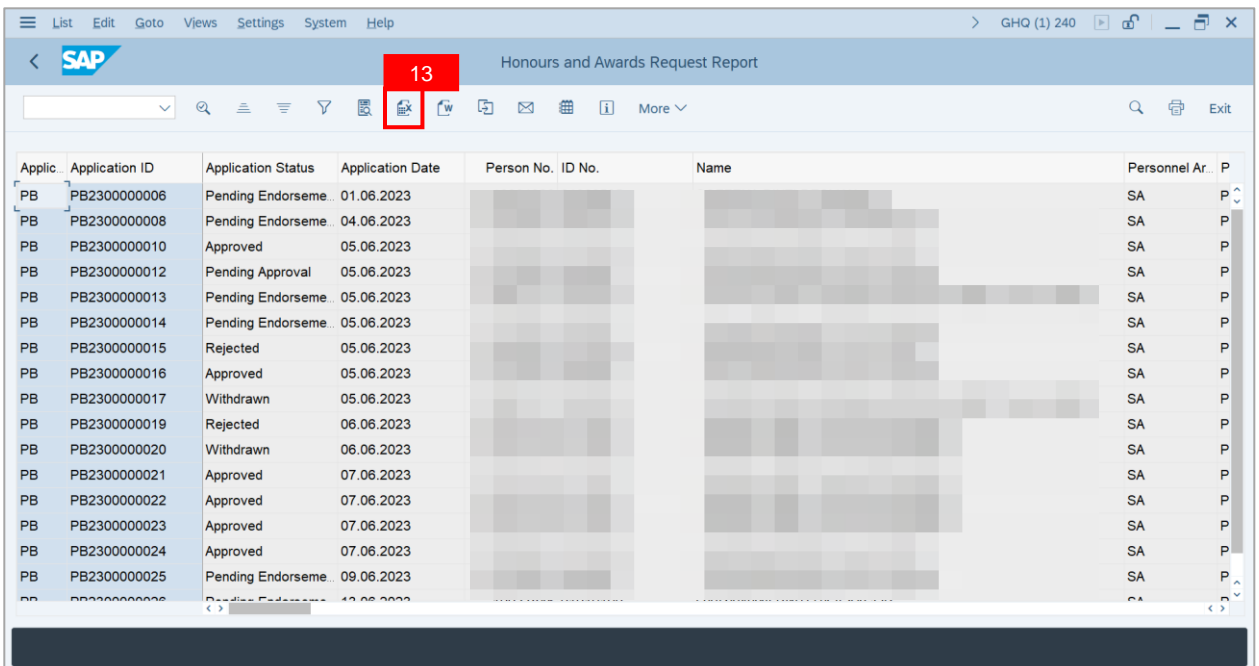
Note: Honours and Awards Report page will be displayed.

13. Click on **Microsoft Excel** icon to extract **Honours and Awards Report** in Excel format.

Outcome: **Honours and Awards Report** will be displayed.