



# **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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

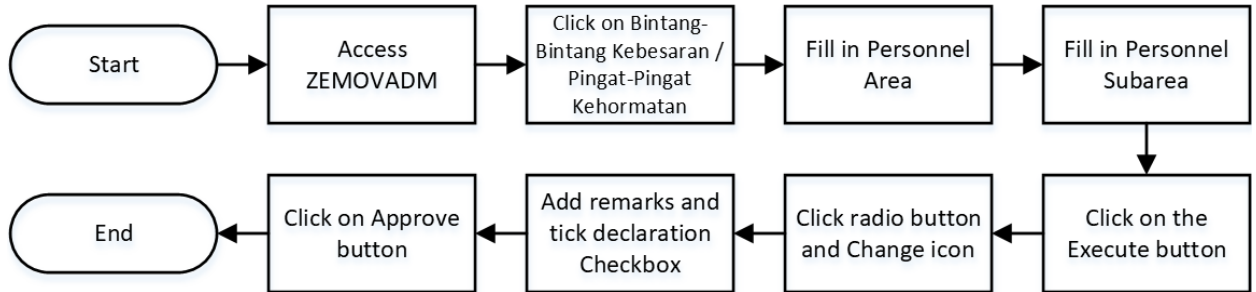


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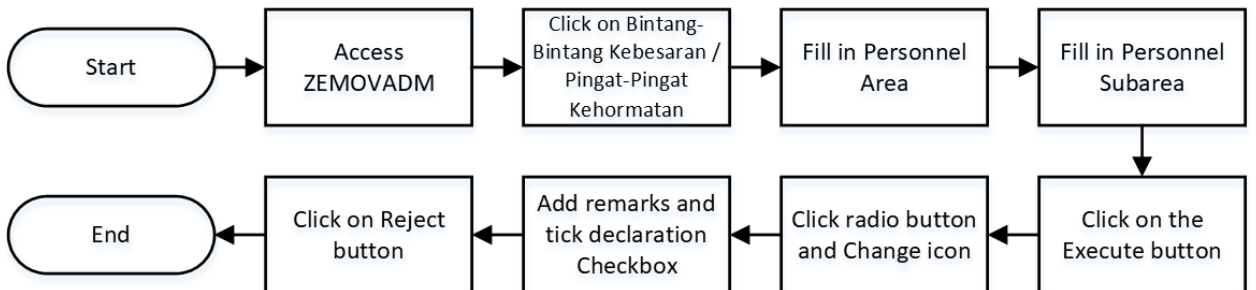
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## Process Overview

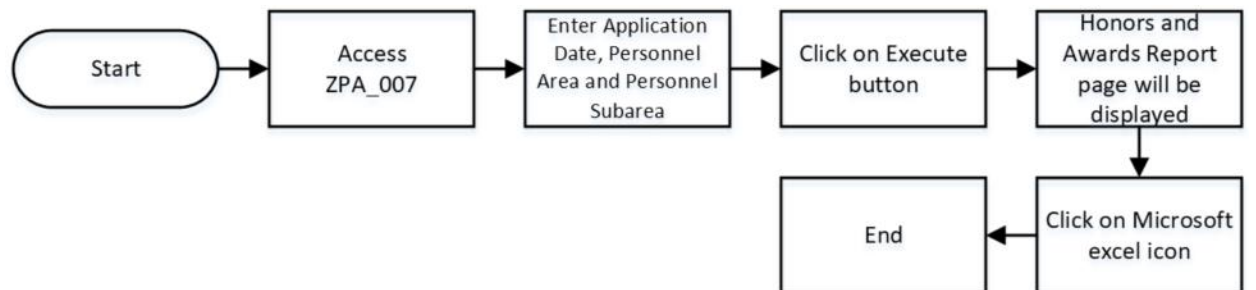
### Approve Application



### Reject Application



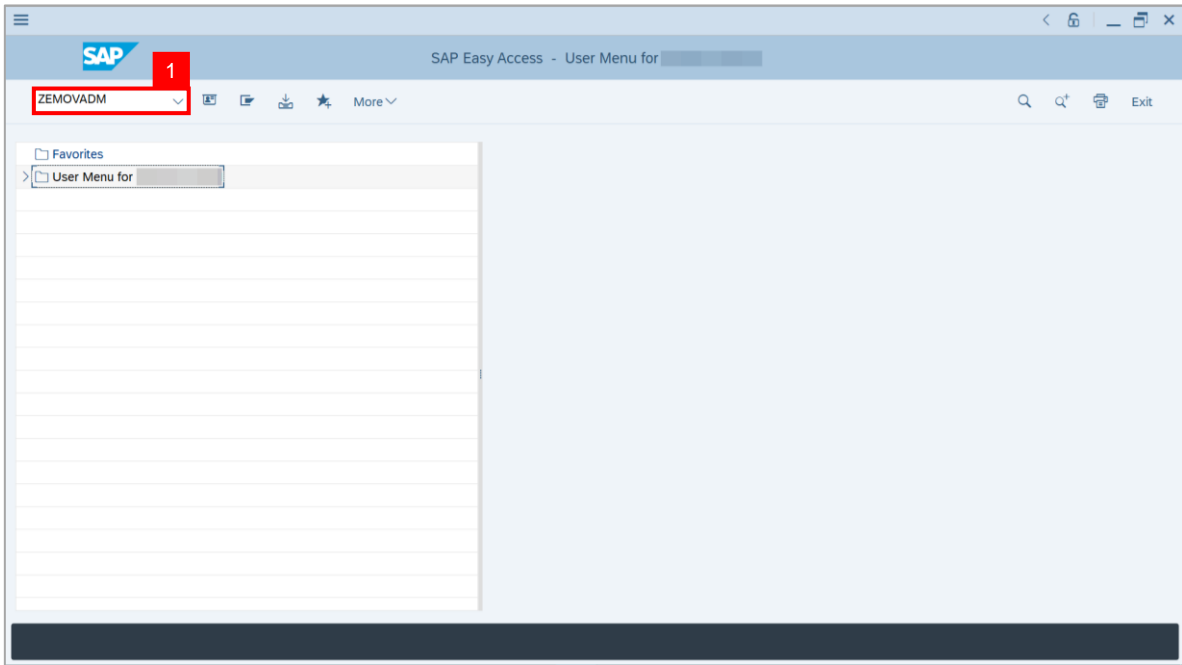
### Generate Report



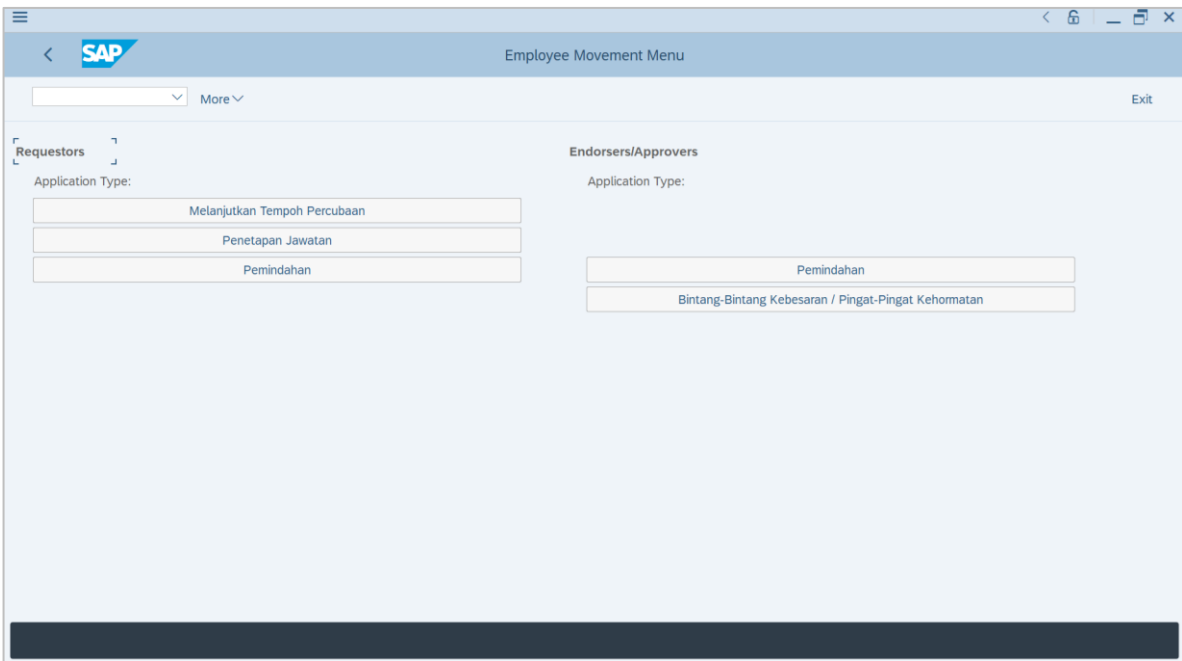
<b>APPROVE APPLICATION</b>	<b>Backend User</b>
	JPM

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

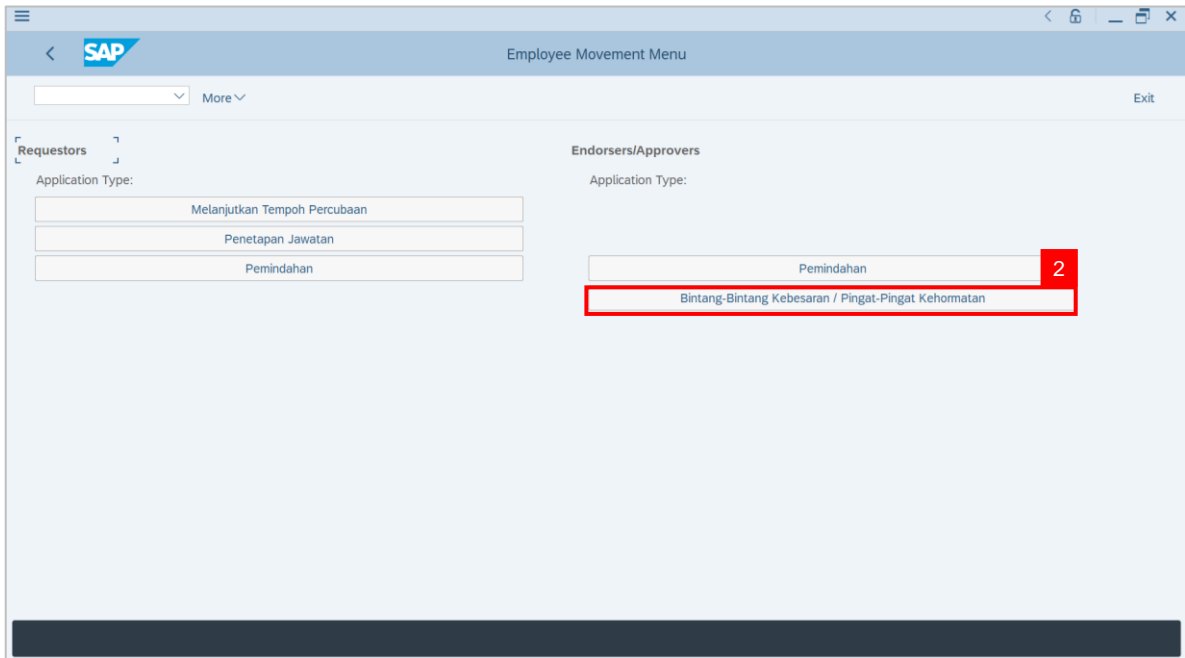
1. Enter **ZEMOVADM** in the search bar.



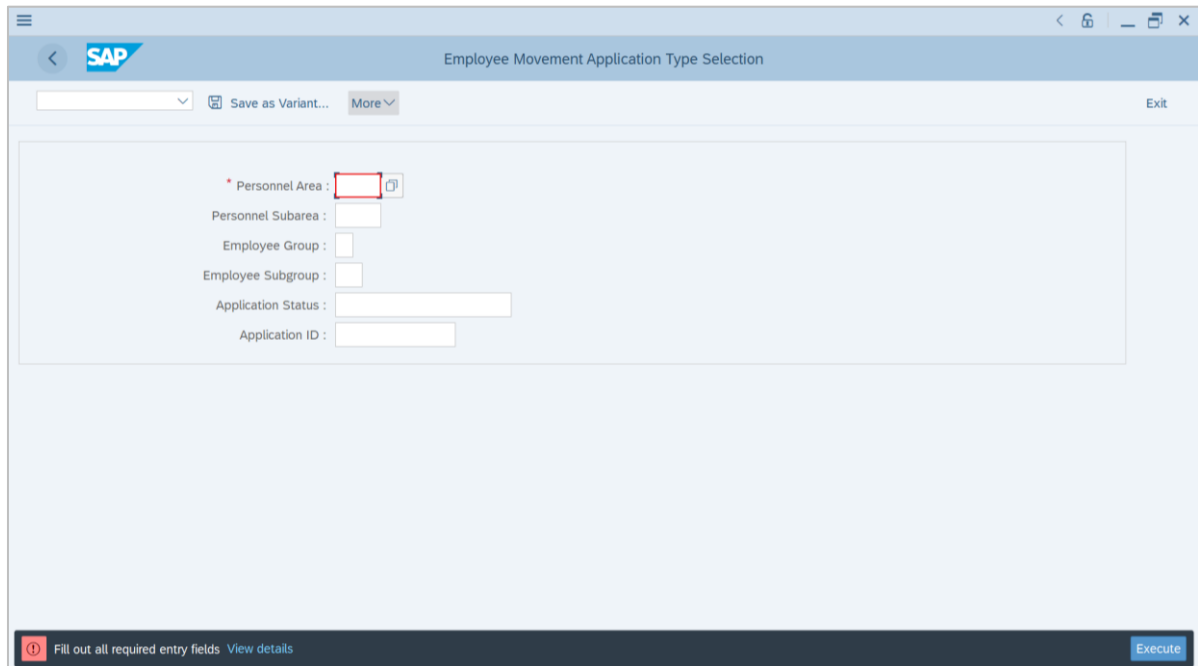
**Note: Employee Movement Menu** page will be displayed.



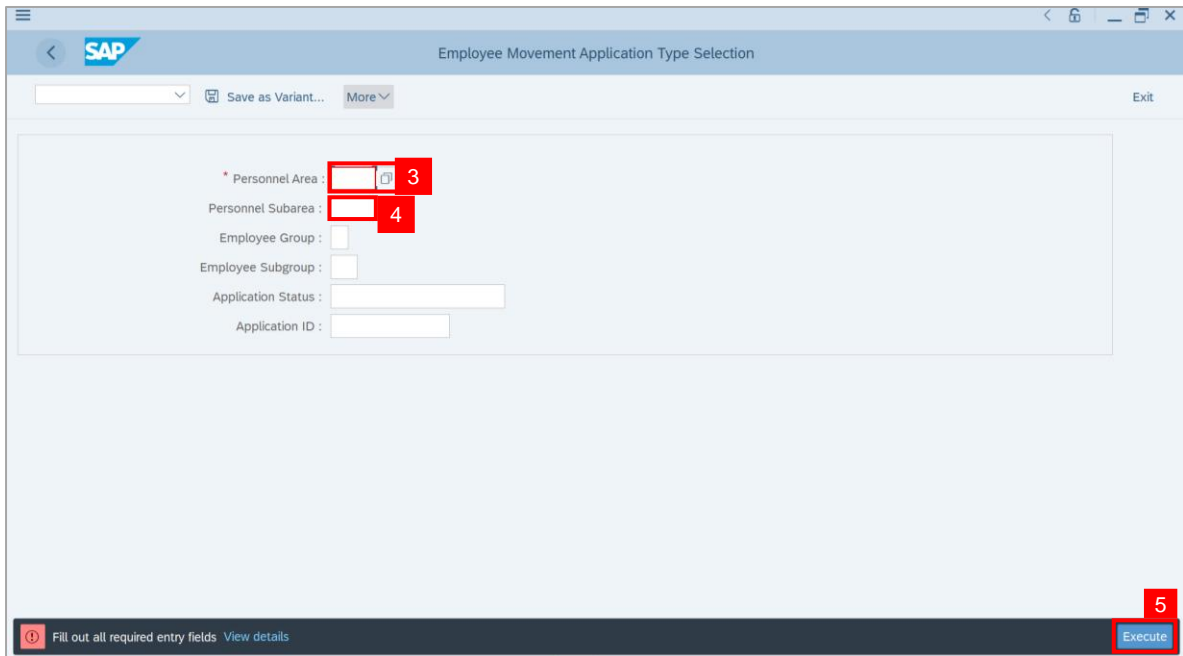
2. Under **Endorsers / Approvers**, click on the **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



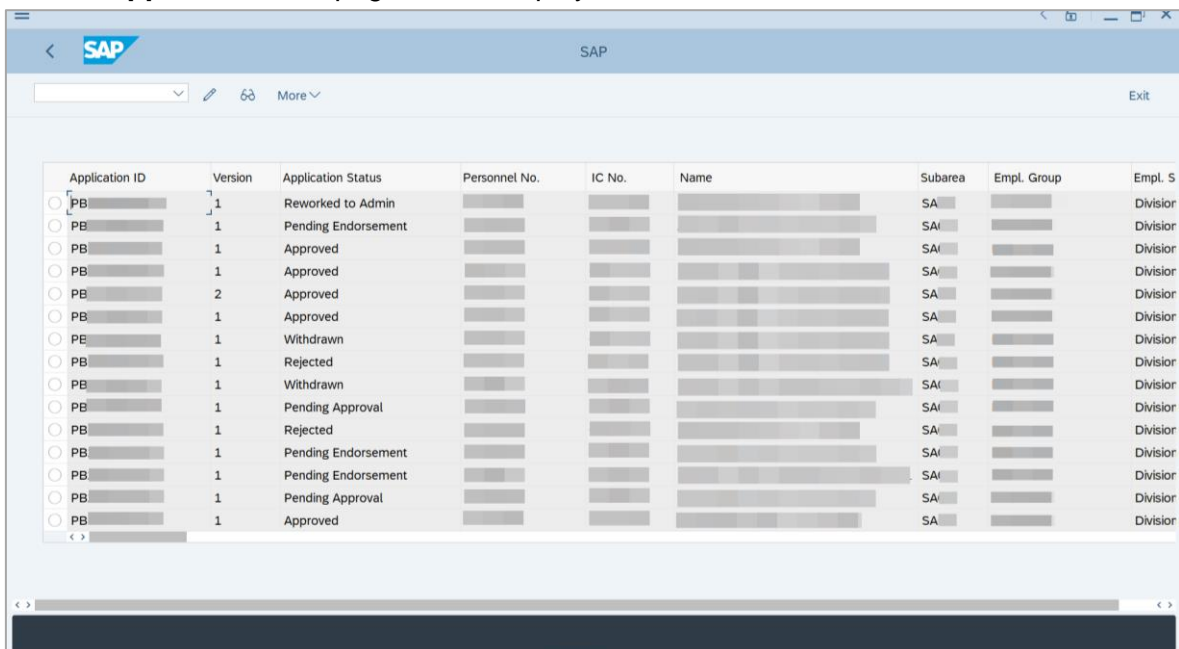
**Note:** Employee Movement Application Type Selection page will be displayed.



3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



**Note:** Application List page will be displayed.

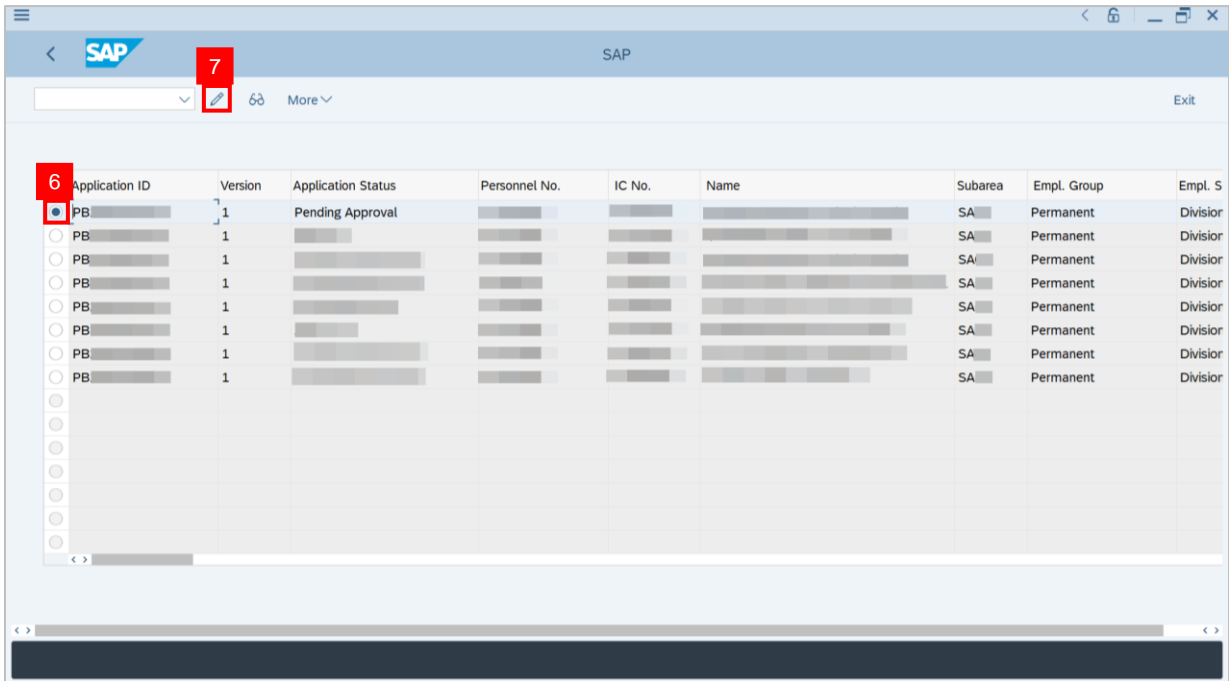


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB	1	Reworked to Admin				SA		Division
PB	1	Pending Endorsement				SA		Division
PB	1	Approved				SA		Division
PB	1	Approved				SA		Division
PB	2	Approved				SA		Division
PB	1	Approved				SA		Division
PE	1	Withdrawn				SA		Division
PB	1	Rejected				SA		Division
PB	1	Withdrawn				SA		Division
PB	1	Pending Approval				SA		Division
PB	1	Rejected				SA		Division
PB	1	Pending Endorsement				SA		Division
PB	1	Pending Endorsement				SA		Division
PB	1	Pending Approval				SA		Division
PB	1	Approved				SA		Division

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

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

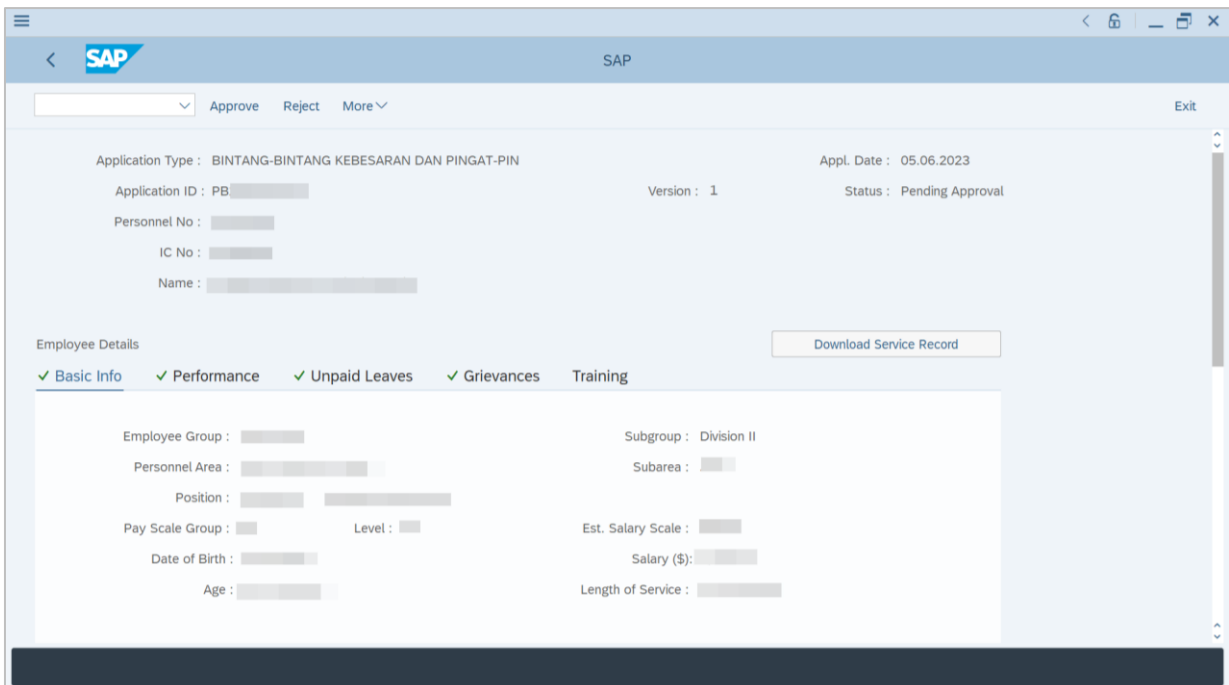
Note: **JPM Approver** only can review application with status **Pending Approval**.



The screenshot shows a table of applications in SAP. A red box labeled '6' highlights the radio button in the first row. Another red box labeled '7' highlights the 'Change' icon (a pencil) in the top toolbar. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
<input checked="" type="radio"/> PB-██████████	1	Pending Approval	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division
<input type="radio"/> PB-██████████	1	██████████	██████████	██████████	██████████	SA	Permanent	Division

Note: **Application detail** page will be displayed.



The screenshot shows the application detail page in SAP. It displays the following information:

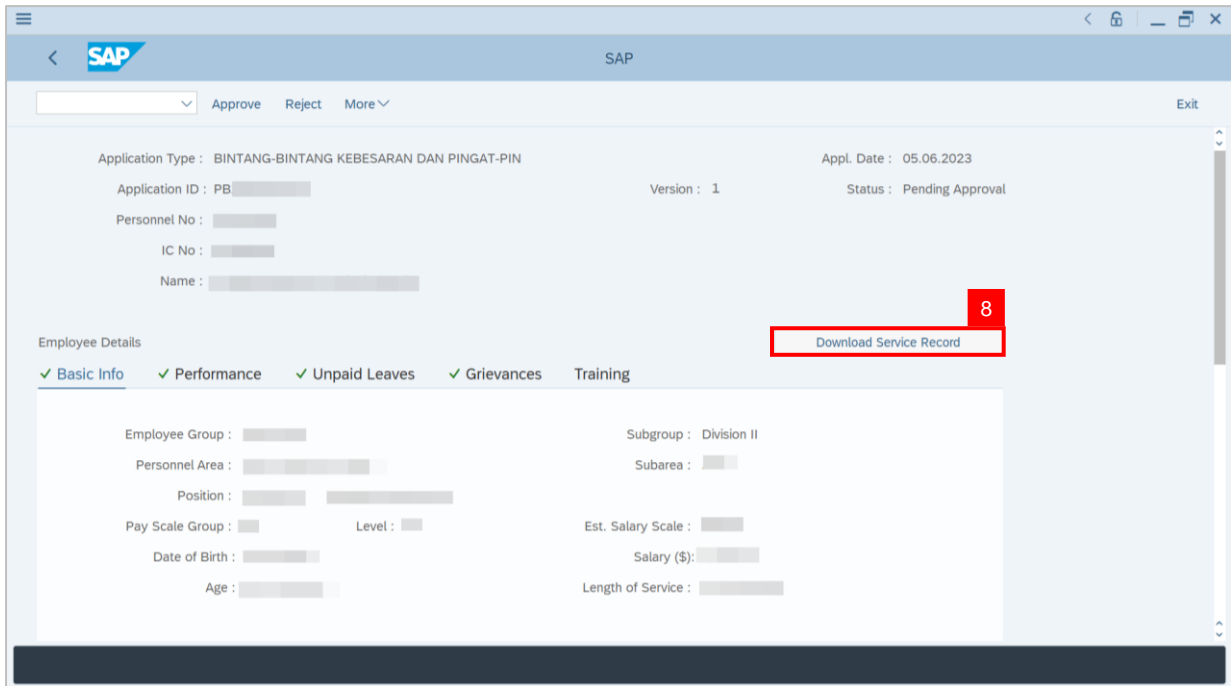
- Application Type: BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN
- Appl. Date: 05.06.2023
- Application ID: PB-██████████
- Version: 1
- Status: Pending Approval
- Personnel No.: ██████████
- IC No.: ██████████
- Name: ██████████

Employee Details section includes a 'Download Service Record' button and tabs for Basic Info, Performance, Unpaid Leaves, Grievances, and Training. The Basic Info tab is active, showing:

- Employee Group: ██████████
- Subgroup: Division II
- Personnel Area: ██████████
- Subarea: ██████████
- Position: ██████████
- Pay Scale Group: ██████████
- Level: ██████████
- Est. Salary Scale: ██████████
- Date of Birth: ██████████
- Salary (\$): ██████████
- Age: ██████████
- Length of Service: ██████████



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



SAP

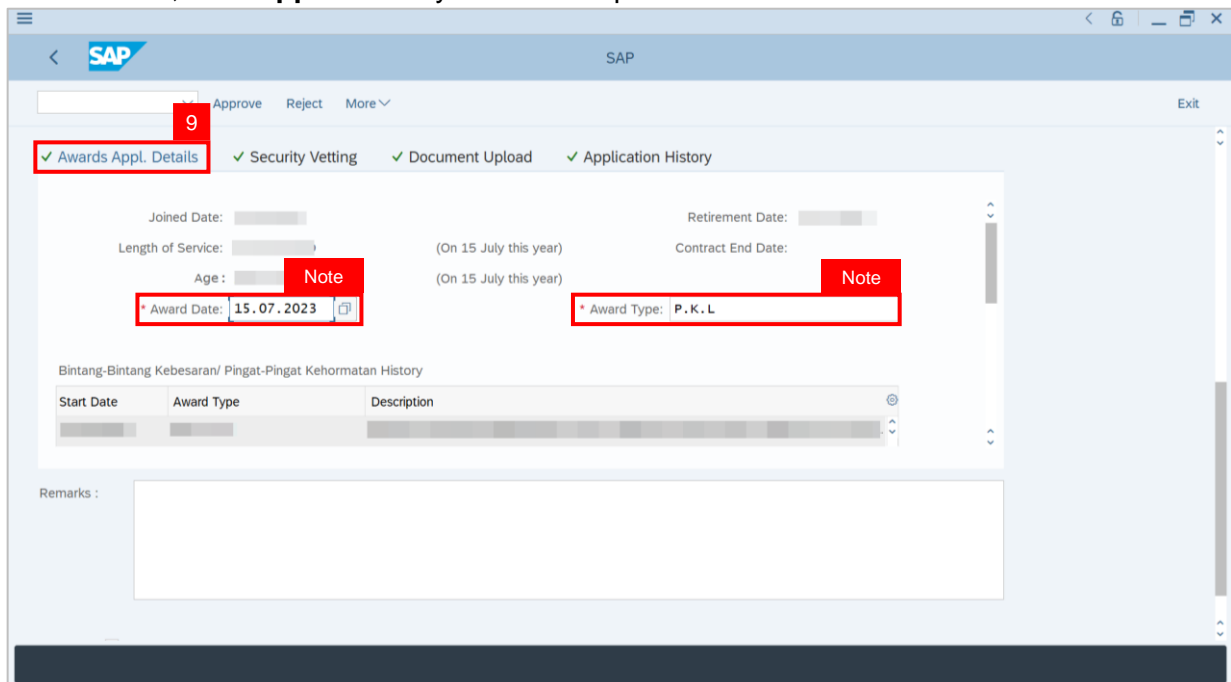
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN Appl. Date : 05.06.2023  
Application ID : PB Version : 1 Status : Pending Approval  
Personnel No :  
IC No :  
Name :  
Employee Details  
Download Service Record

Basic Info Performance Unpaid Leaves Grievances Training

Employee Group : Subgroup : Division II  
Personnel Area : Subarea :  
Position :  
Pay Scale Group : Level : Est. Salary Scale :  
Date of Birth : Salary (\$):  
Age : Length of Service :

## 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.



SAP

Awards Appl. Details Security Vetting Document Upload Application History

Joined Date: Retirement Date:  
Length of Service: (On 15 July this year) Contract End Date:  
Age: Note (On 15 July this year) Note  
Award Date: 15.07.2023 Award Type: P. K. L.

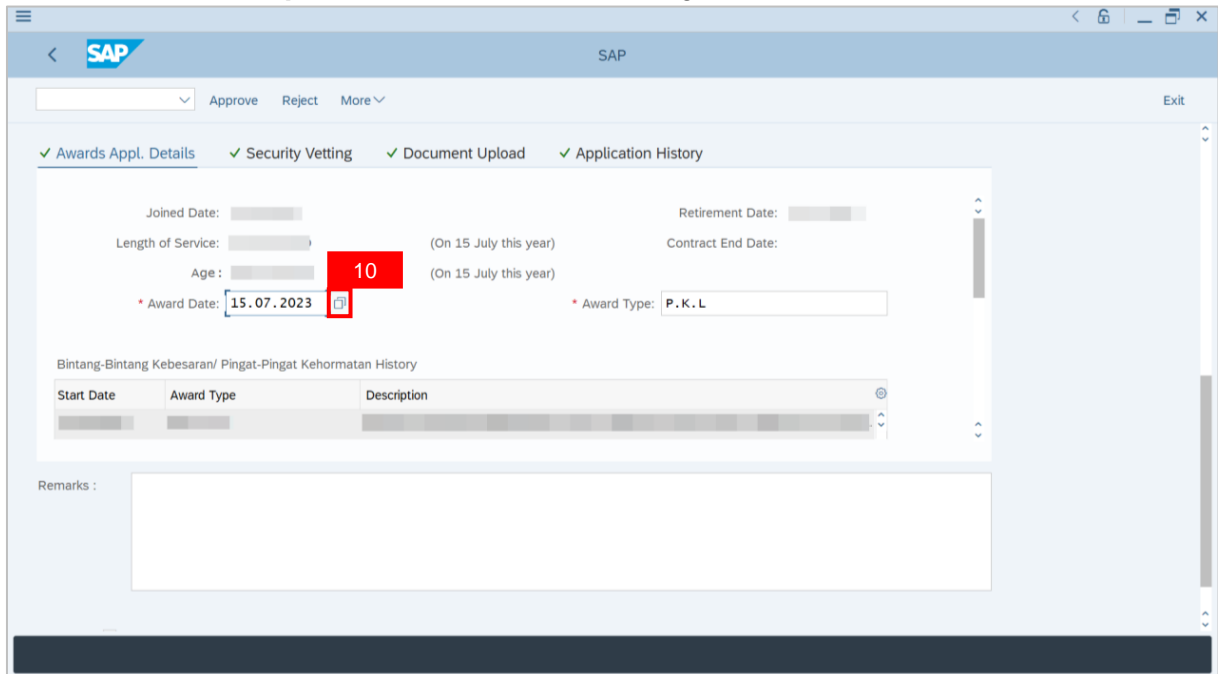
Bintang-Bintang Kebesaran/ Pingat-Pingat Kehormatan History

Start Date	Award Type	Description

Remarks :

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.

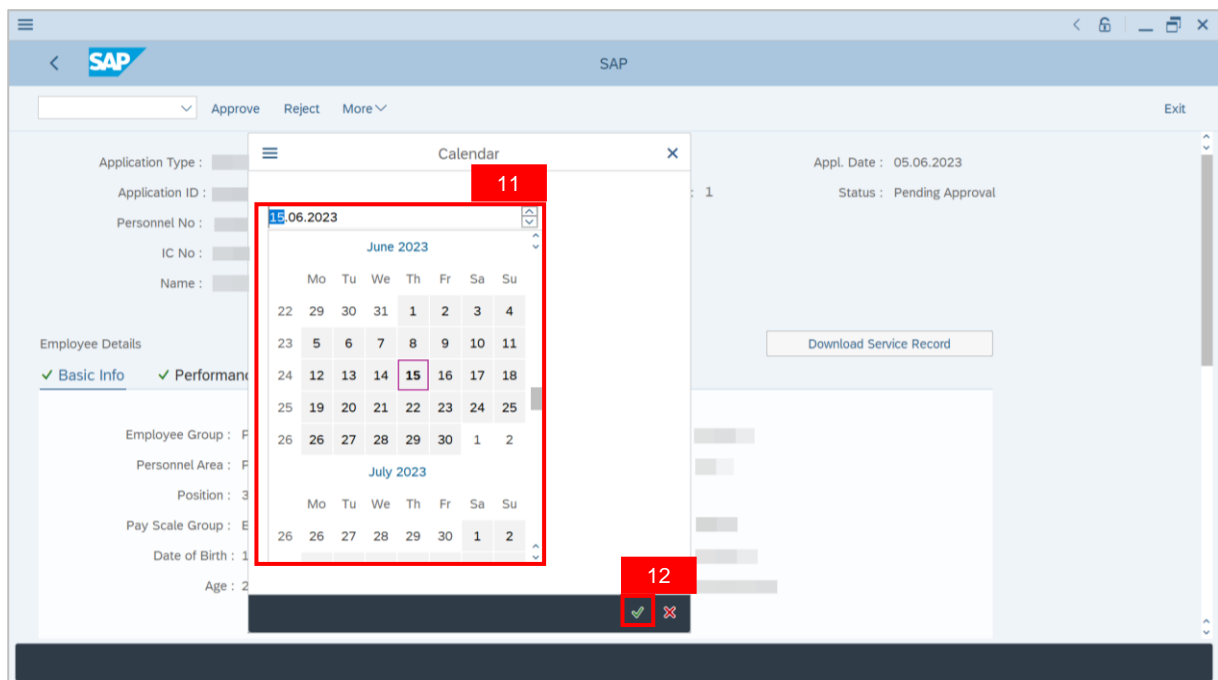
10. Click the **Lookup** icon on **Award Date** to change the date.



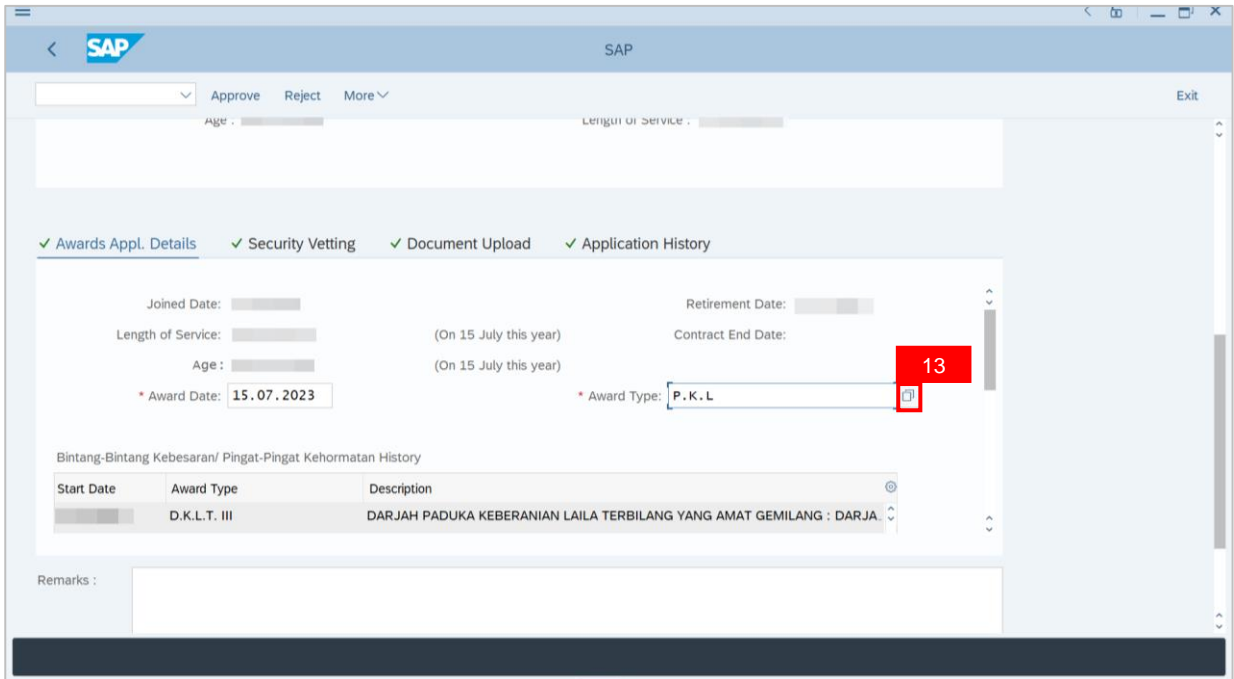
**Note:** The **Calendar** page will be displayed.

11. Select preferred **Date**.

12. Click on the **Tick** button.



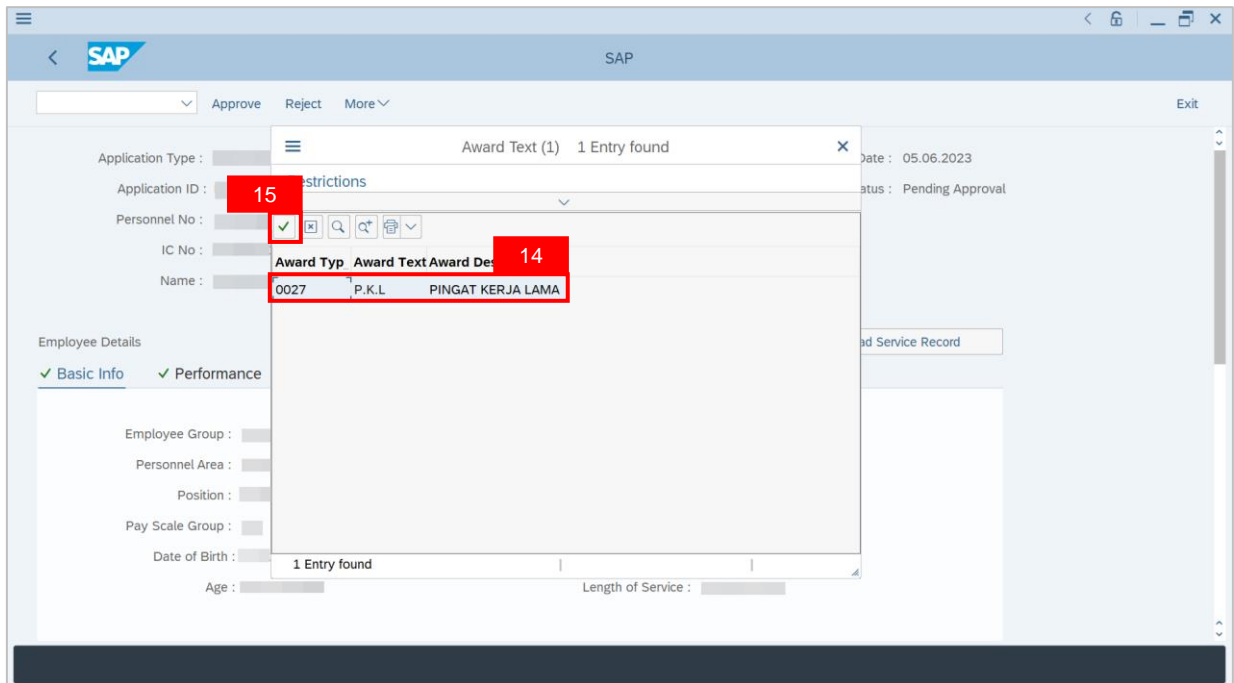
13. Click on **Lookup** icon on **Award Type** to change type.



**Note:** The **Award Type** page will be displayed.

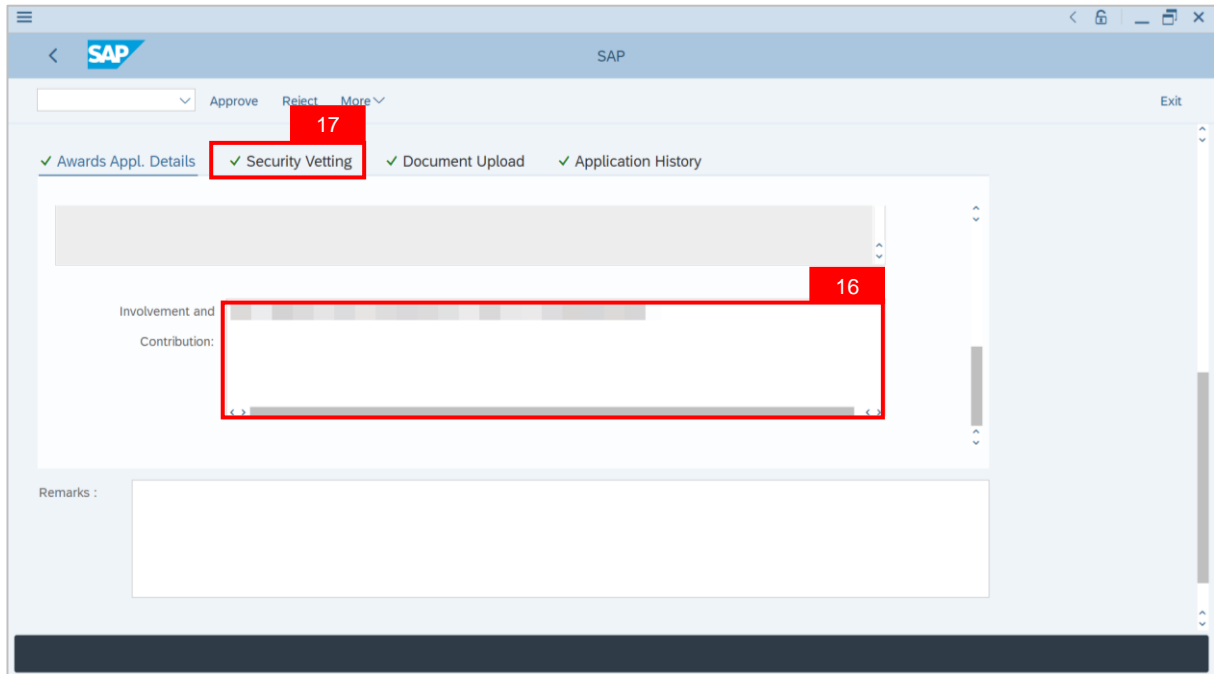
14. Select the preferred **Award Type**.

15. Click on the **Tick** button.



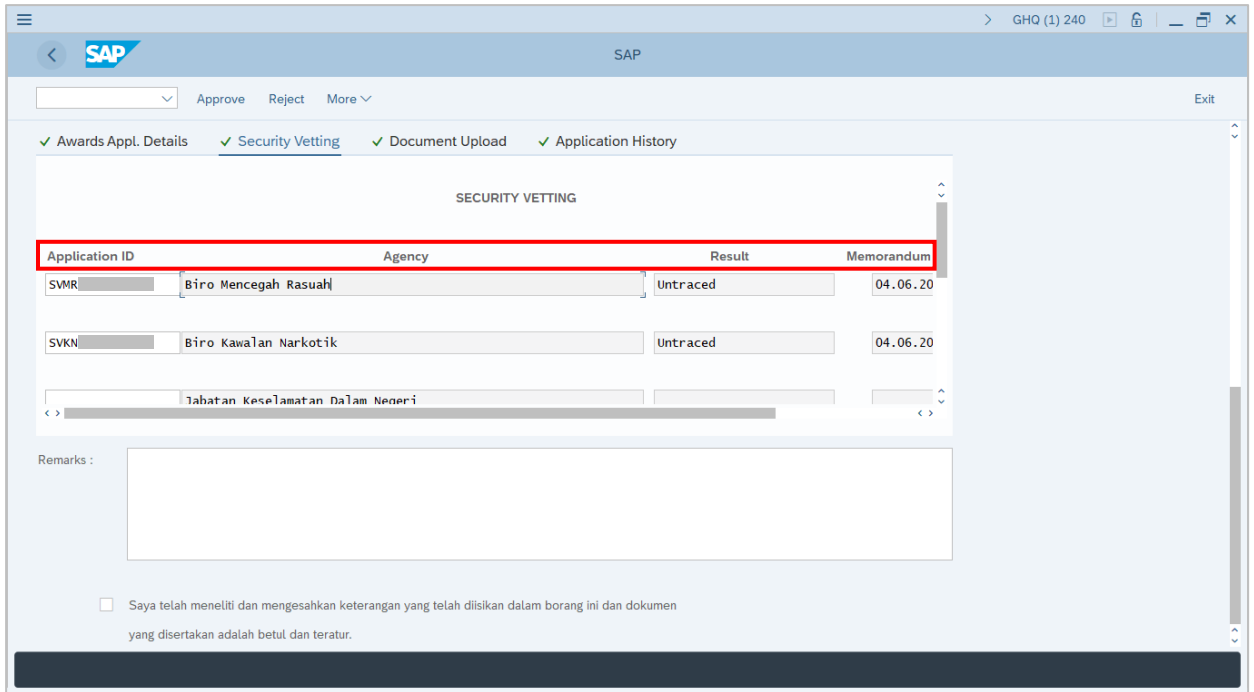
16. Review the **Involvement and Contribution** box under **Awards Application Details**.

17. Navigate to **Security Vetting** tab.

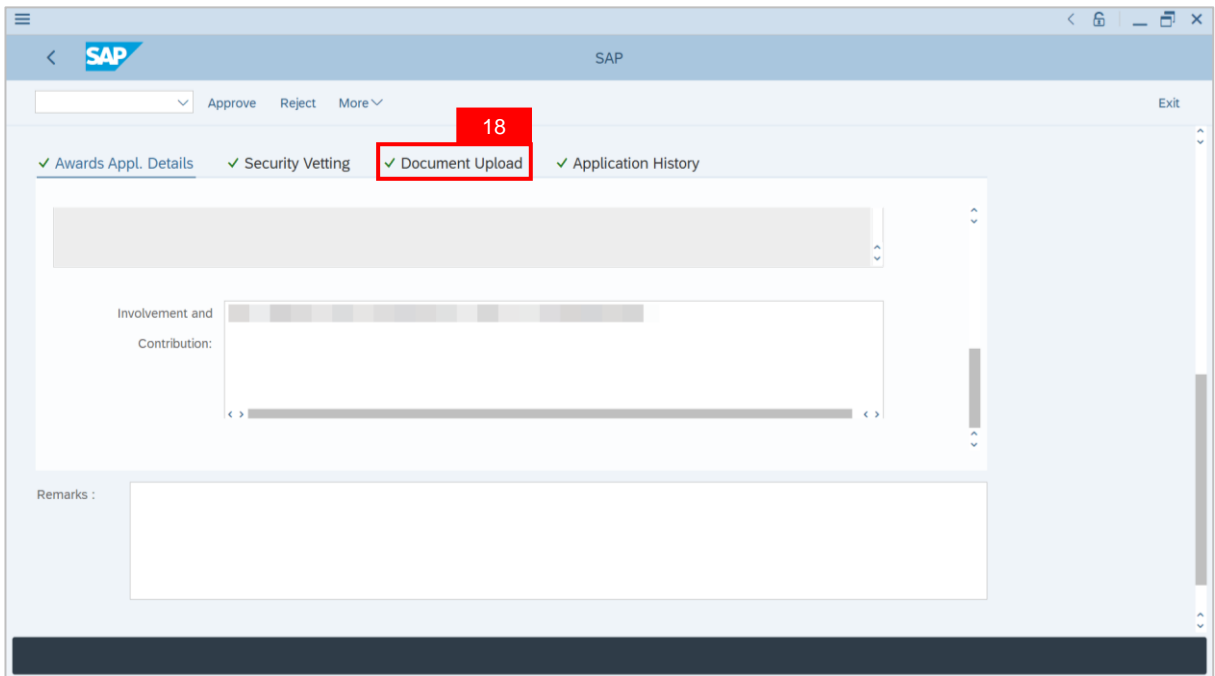


**Note:** **Security Vetting** tab will be displayed.

- (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**.

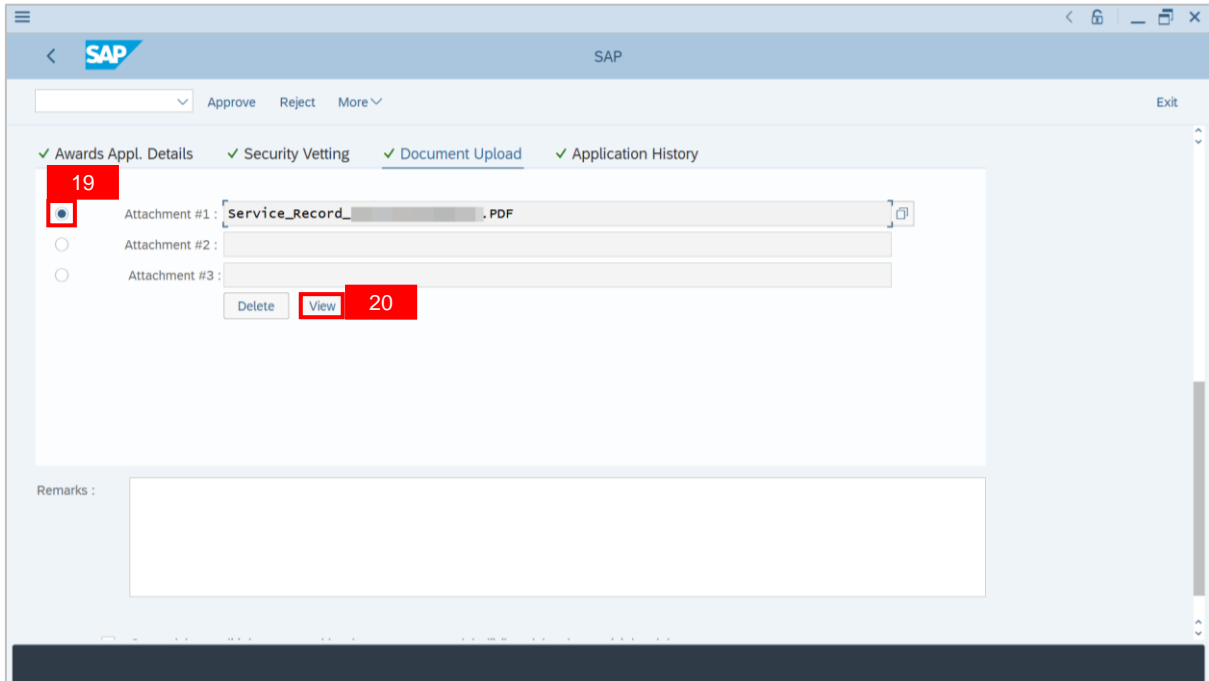


18. Navigate to **Document Upload** tab to review any attached documents.

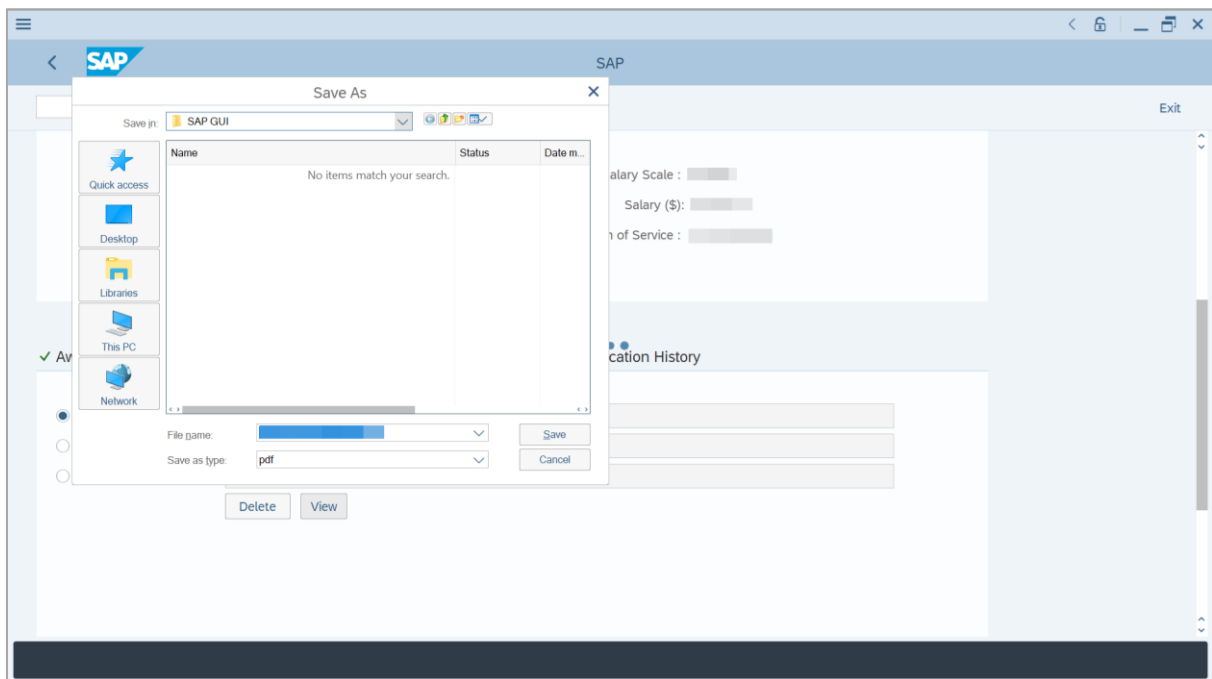


19. Select the **Attachment** to be reviewed and click on **Radio** button.

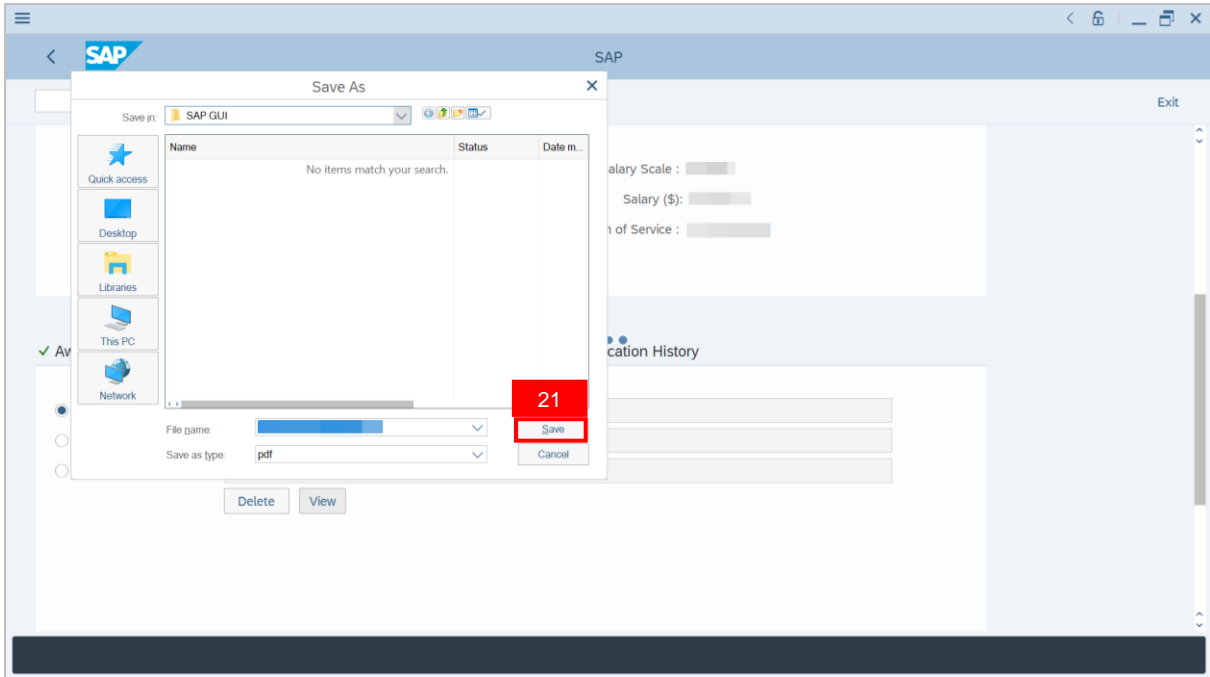
20. Click on **View** button.



**Note:** Desktop **Save As** pop up will displayed.

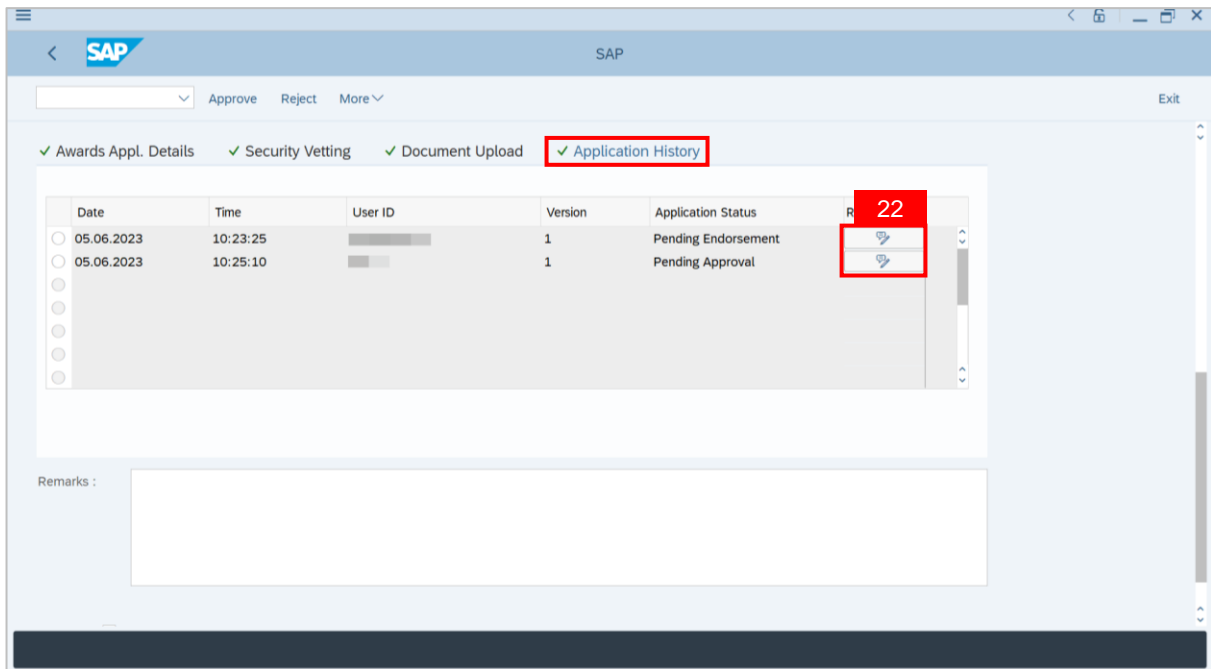


21. Click **Save** button to download the file.



**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.

Date	Time	User ID	Version	Application Status	Remarks
05.06.2023	10:25:10		1	Pending Approval	

Remarks :

Saya telah meneliti dan mengesahkan keterangan yang telah diisi dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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

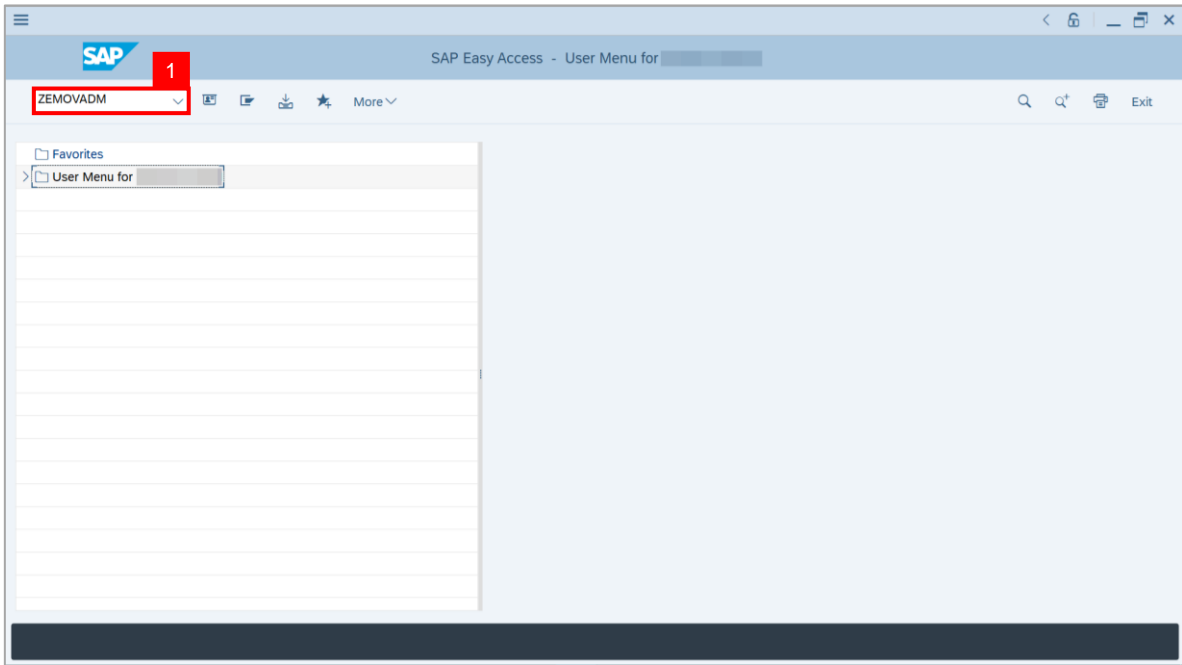
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA10	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Approved				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA10	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA10	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior
PB	1	Pending Approval				SA10	Permanent	Divisior
PB	1	Pending Approval				SA01	Permanent	Divisior



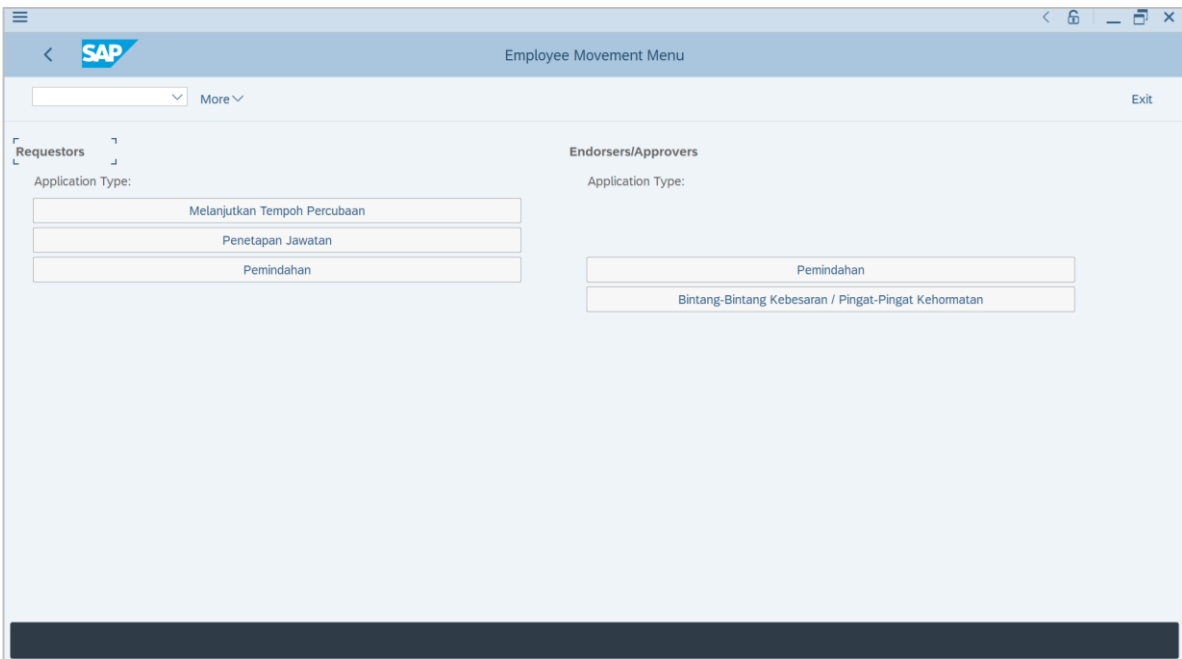
<b>REJECT APPLICATION</b>	<b>Backend User</b>
	JPM

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

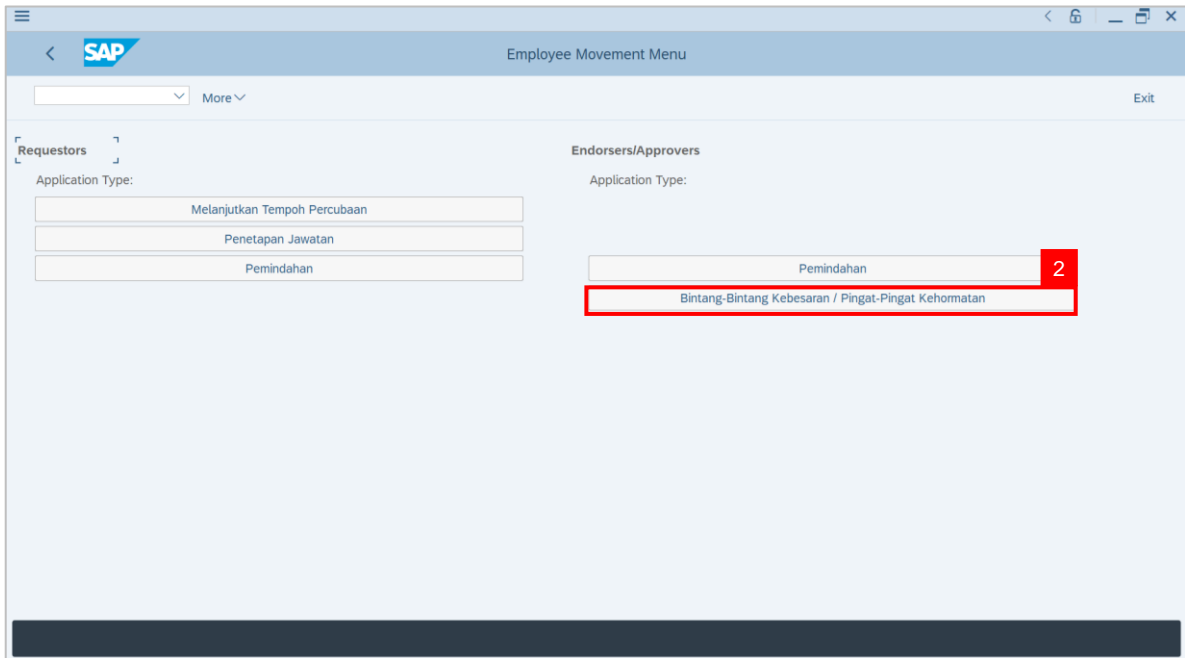
1. Enter **ZEMOVADM** in the search bar.



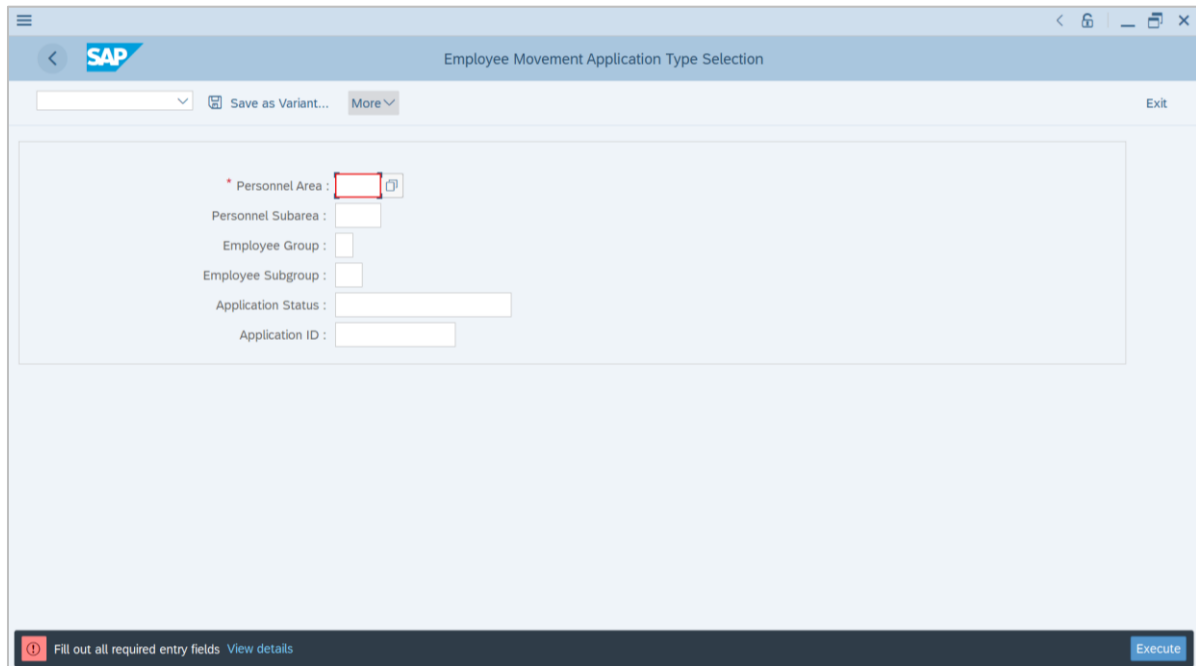
**Note: Employee Movement Menu** page will be displayed.



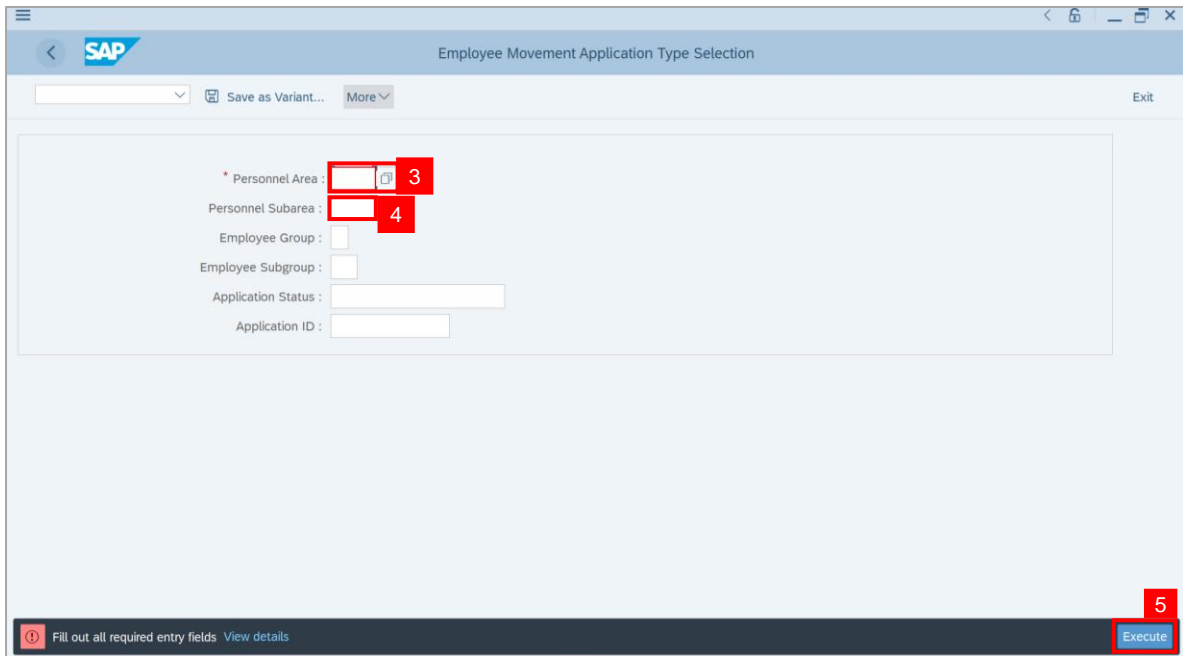
2. Under **Endorsers / Approvers**, click on the **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



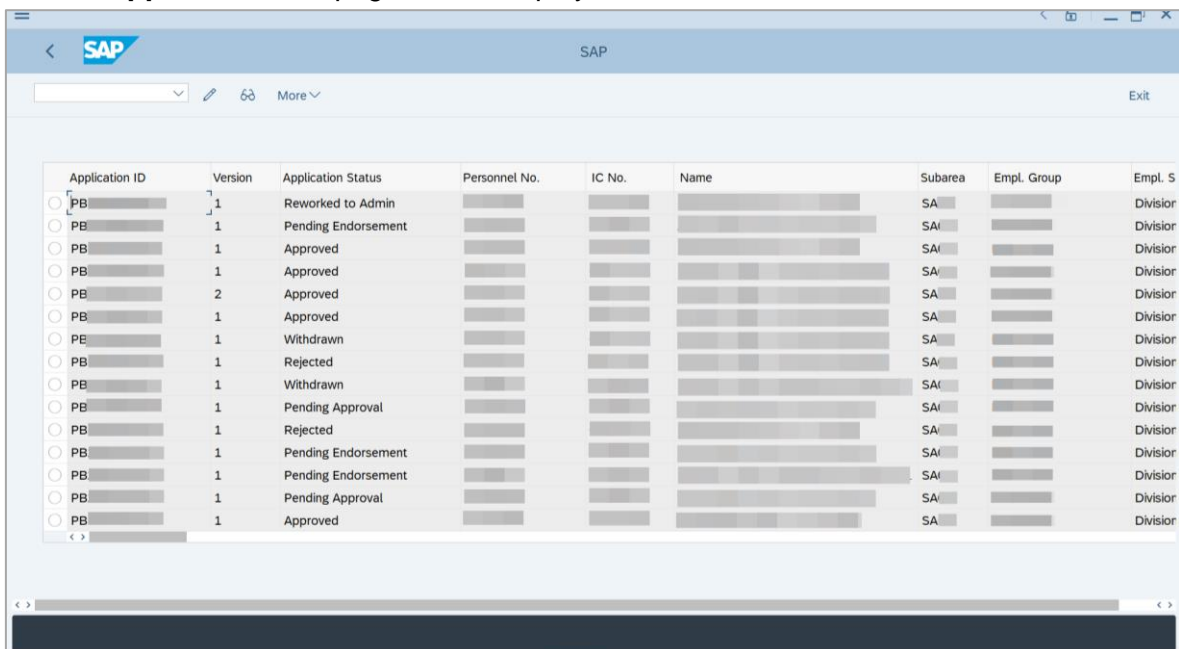
**Note:** Employee Movement Application Type Selection page will be displayed.



3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



**Note:** Application List page will be displayed.

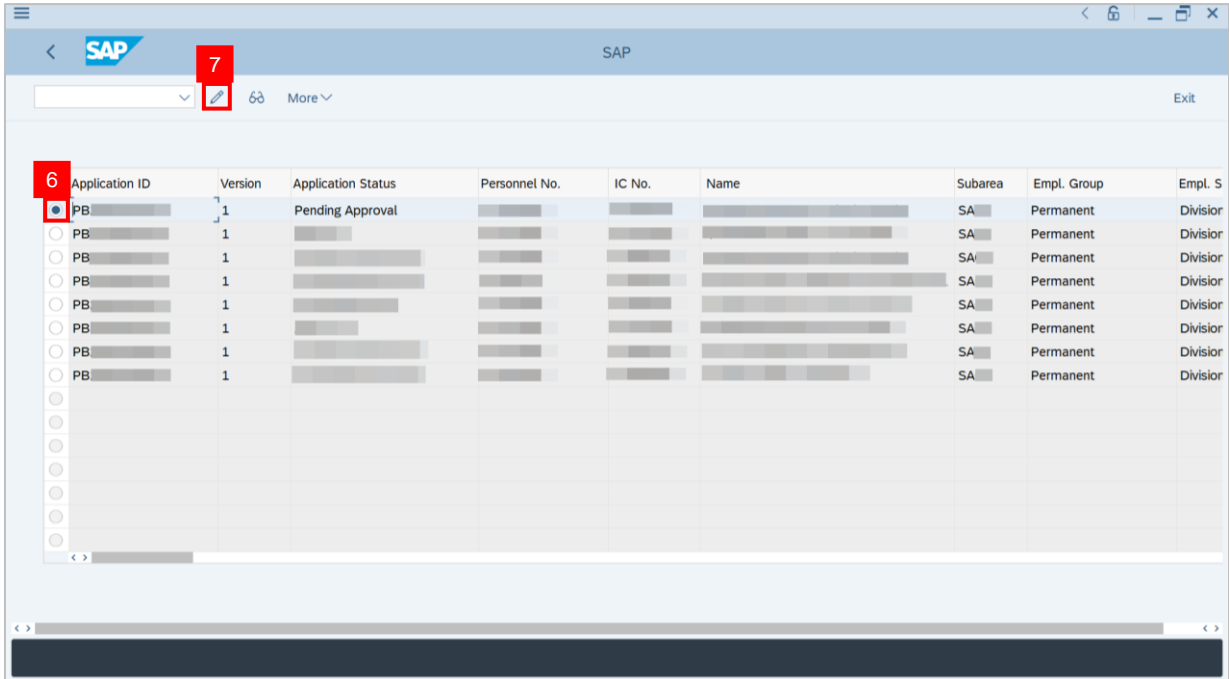


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB	1	Reworked to Admin				SA		Divisior
PB	1	Pending Endorsement				SA		Divisior
PB	1	Approved				SA		Divisior
PB	1	Approved				SA		Divisior
PB	2	Approved				SA		Divisior
PB	1	Approved				SA		Divisior
PE	1	Withdrawn				SA		Divisior
PB	1	Rejected				SA		Divisior
PB	1	Withdrawn				SA		Divisior
PB	1	Pending Approval				SA		Divisior
PB	1	Rejected				SA		Divisior
PB	1	Pending Endorsement				SA		Divisior
PB	1	Pending Endorsement				SA		Divisior
PB	1	Pending Approval				SA		Divisior
PB	1	Approved				SA		Divisior

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

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

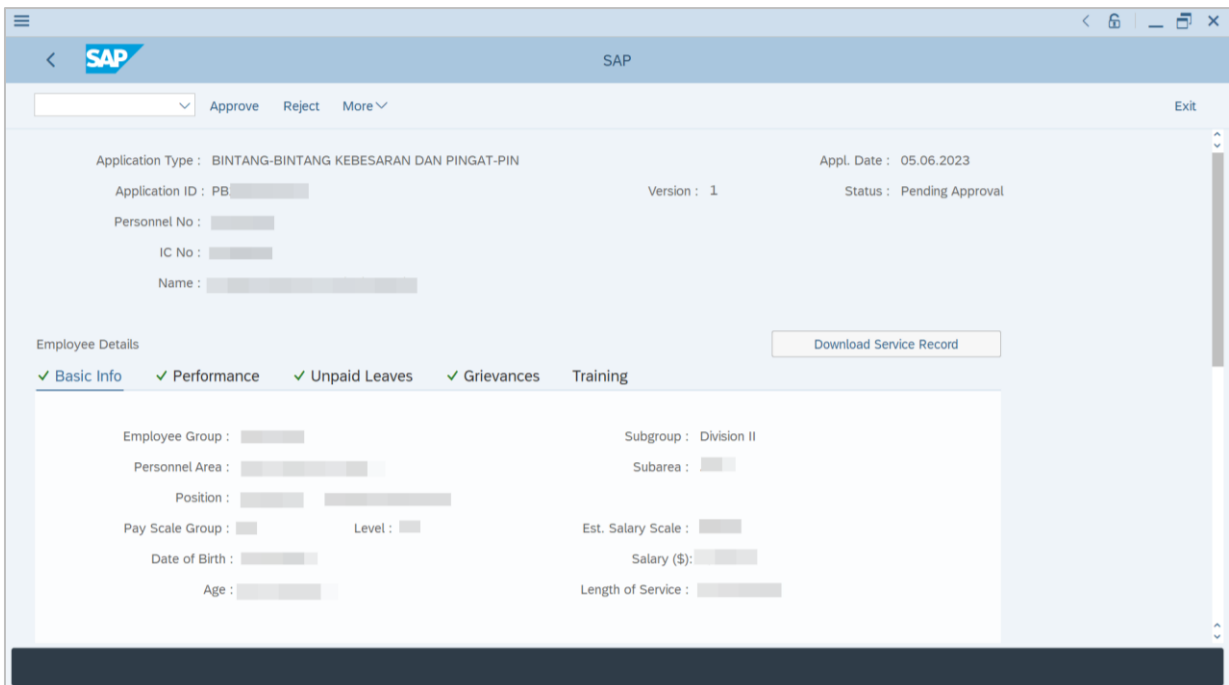
Note: **JPM Approver** only can review application with status **Pending Approval**.



The screenshot shows the SAP application list interface. A table with the following columns is visible: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row is selected, and its status is 'Pending Approval'. A red box labeled '6' highlights the radio button in the first column of the first row. Another red box labeled '7' highlights the 'Change' icon (a pencil) in the top toolbar.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
<input checked="" type="radio"/> PB-███	1	Pending Approval	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division
<input type="radio"/> PB-███	1	███	███	███	███	SA	Permanent	Division

Note: **Application detail** page will be displayed.



The screenshot shows the SAP application detail page. The application type is 'BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN'. The application ID is 'PB-███', version is '1', and status is 'Pending Approval'. The application date is '05.06.2023'. The employee details section is expanded, showing fields for Employee Group, Subgroup, Personnel Area, Subarea, Position, Pay Scale Group, Level, Date of Birth, Age, Est. Salary Scale, Salary (\$), and Length of Service. A 'Download Service Record' button is visible.

Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PIN  
Appl. Date : 05.06.2023

Application ID : PB-███ Version : 1 Status : Pending Approval

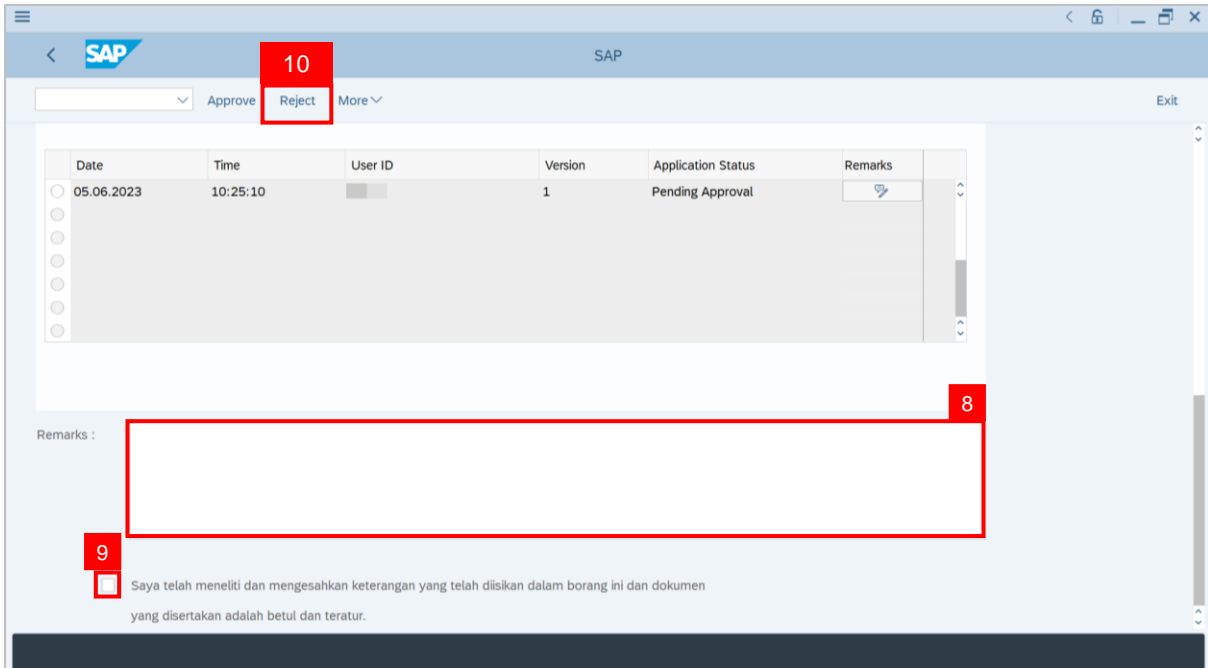
Personnel No : ███  
IC No : ███  
Name : ███

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances Training

Employee Group : ███ Subgroup : Division II  
Personnel Area : ███ Subarea : ███  
Position : ███ ███  
Pay Scale Group : ███ Level : ███ Est. Salary Scale : ███  
Date of Birth : ███ Salary (\$) : ███  
Age : ███ Length of Service : ███

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.



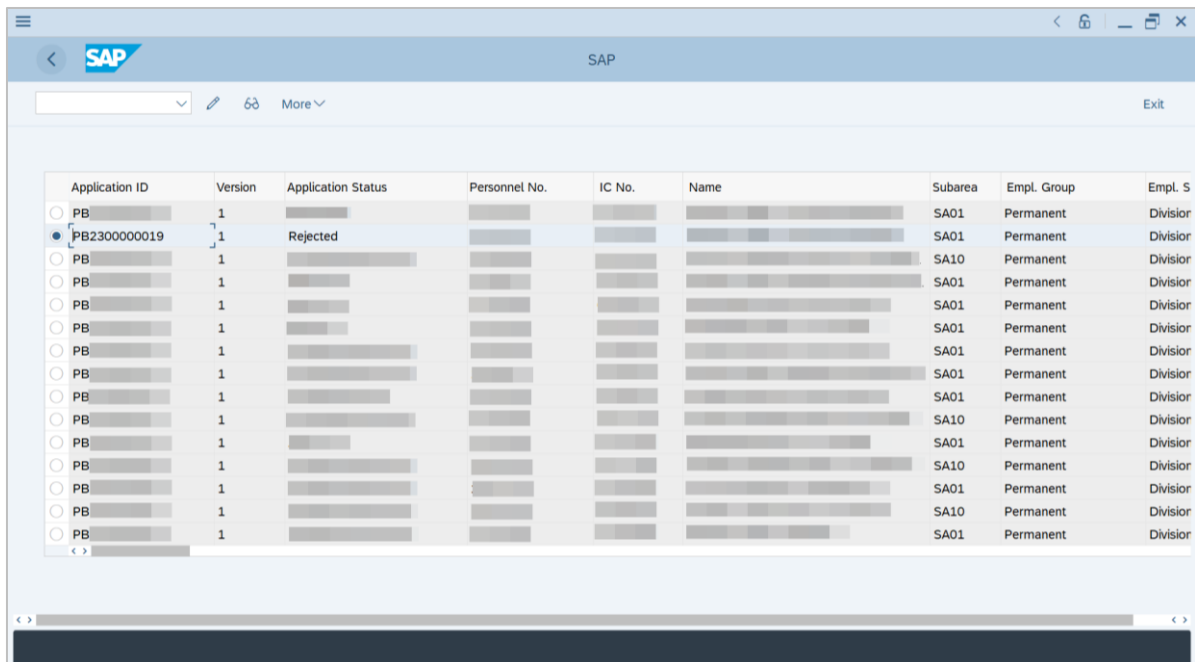
Screenshot of the SAP application status page. The application is in 'Pending Approval' status. The 'Remarks' section is empty, and the declaration checkbox is unchecked. The 'Reject' button is highlighted with a red box labeled '10'. The 'Remarks' text area is highlighted with a red box labeled '8'. The declaration checkbox is highlighted with a red box labeled '9'.

Date	Time	User ID	Version	Application Status	Remarks
05.06.2023	10:25:10		1	Pending Approval	

Remarks :

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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



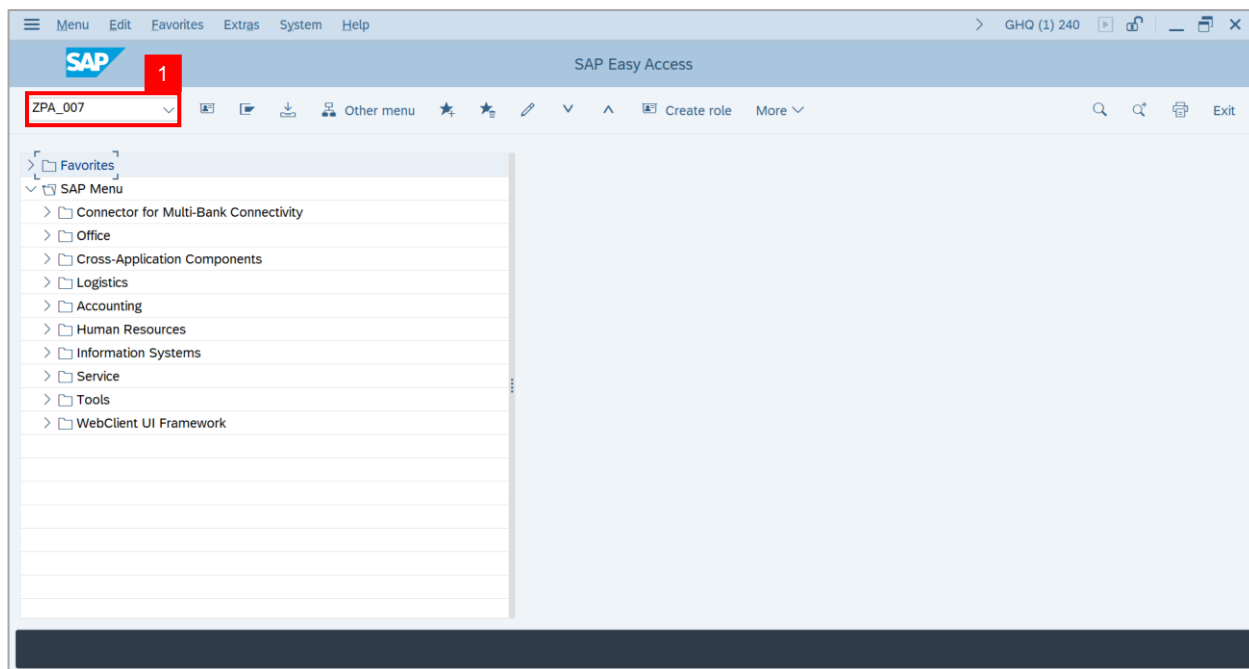
Screenshot of the SAP application list. The application with ID 'PB2300000019' is highlighted in blue and has a status of 'Rejected'.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB	1					SA01	Permanent	Divisior
PB2300000019	1	Rejected				SA01	Permanent	Divisior
PB	1					SA10	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA10	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA10	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA10	Permanent	Divisior
PB	1					SA01	Permanent	Divisior
PB	1					SA10	Permanent	Divisior
PB	1					SA01	Permanent	Divisior

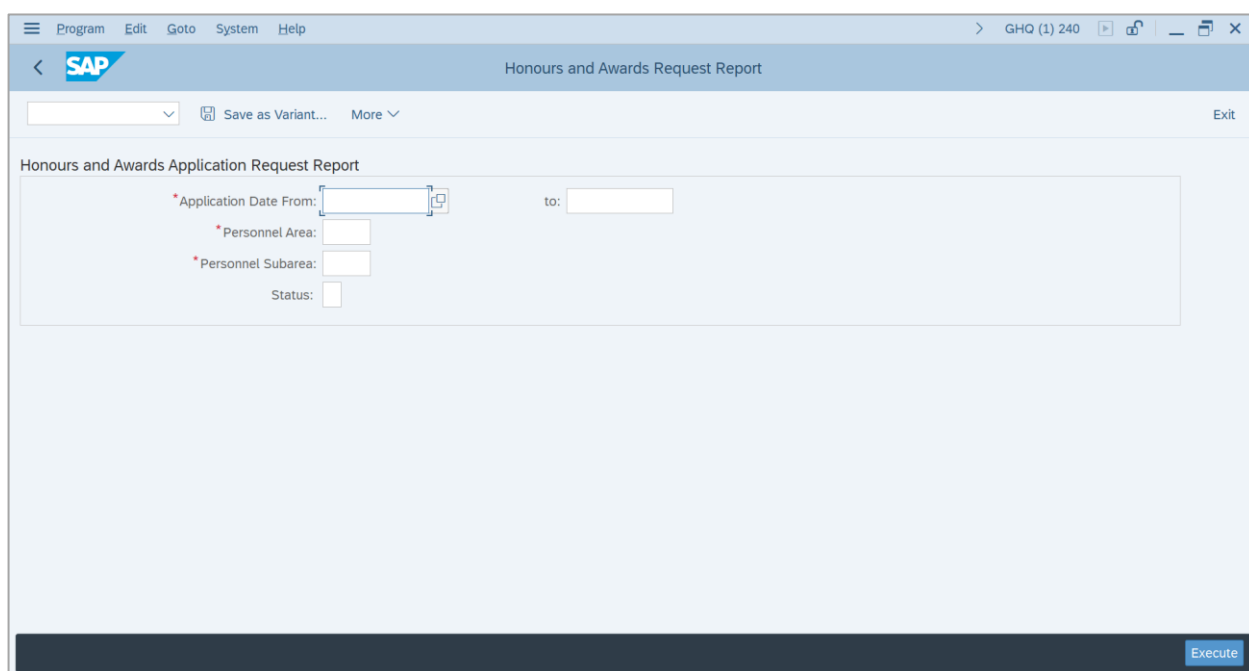
<b>GENERATE REPORT</b>	<b>Backend User</b>
	JPM

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

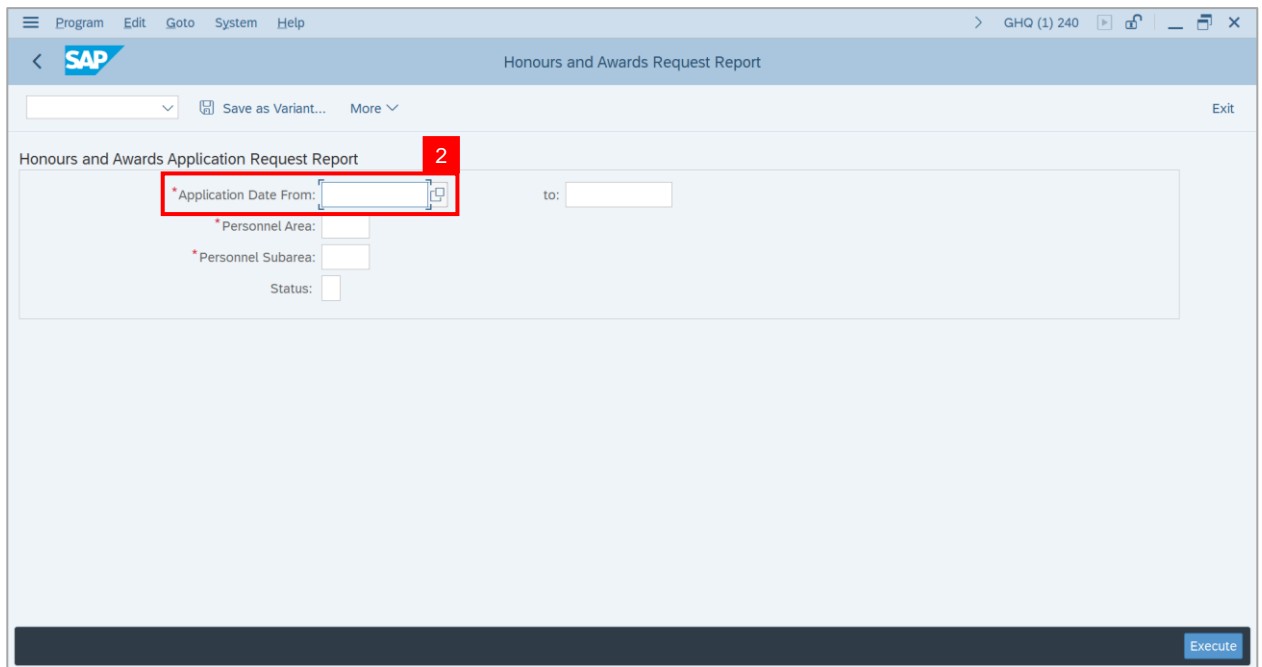
1. Enter **ZPA\_007** in the search bar.



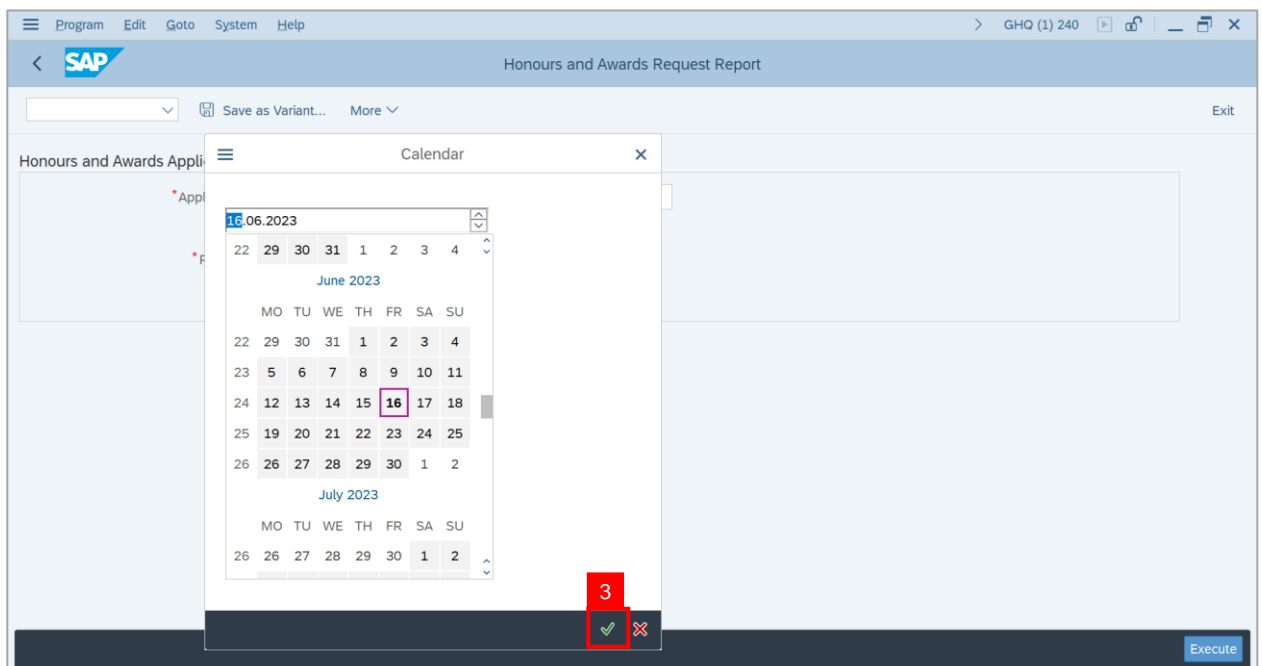
**Note:** Honours and Awards Request Report page will be displayed.



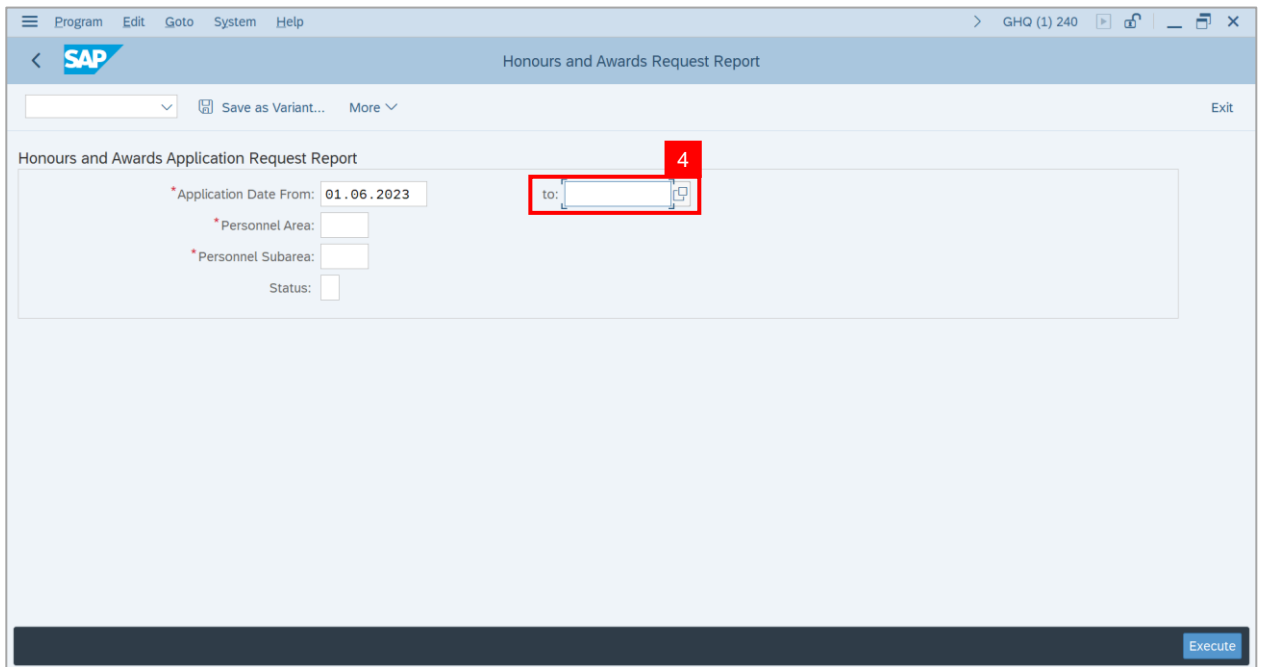
2. Navigate to **Application Date From** and click on **Lookup** icon.



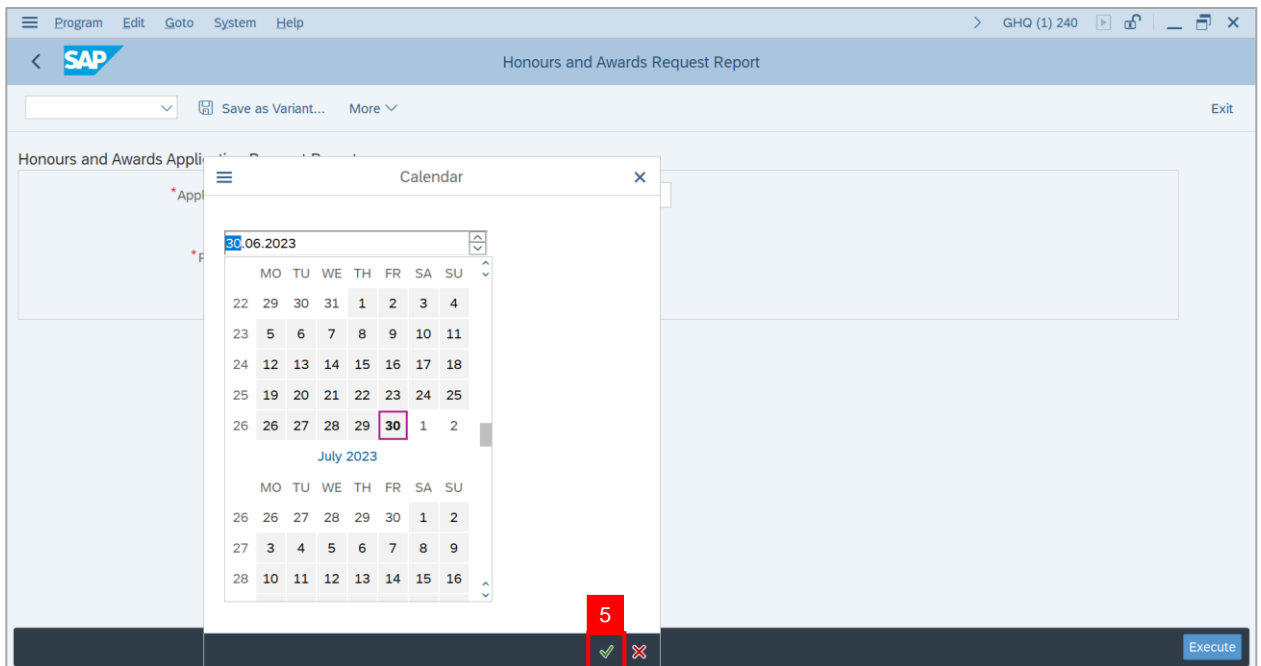
3. Select preferred **Date** and click on **Tick** button.



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

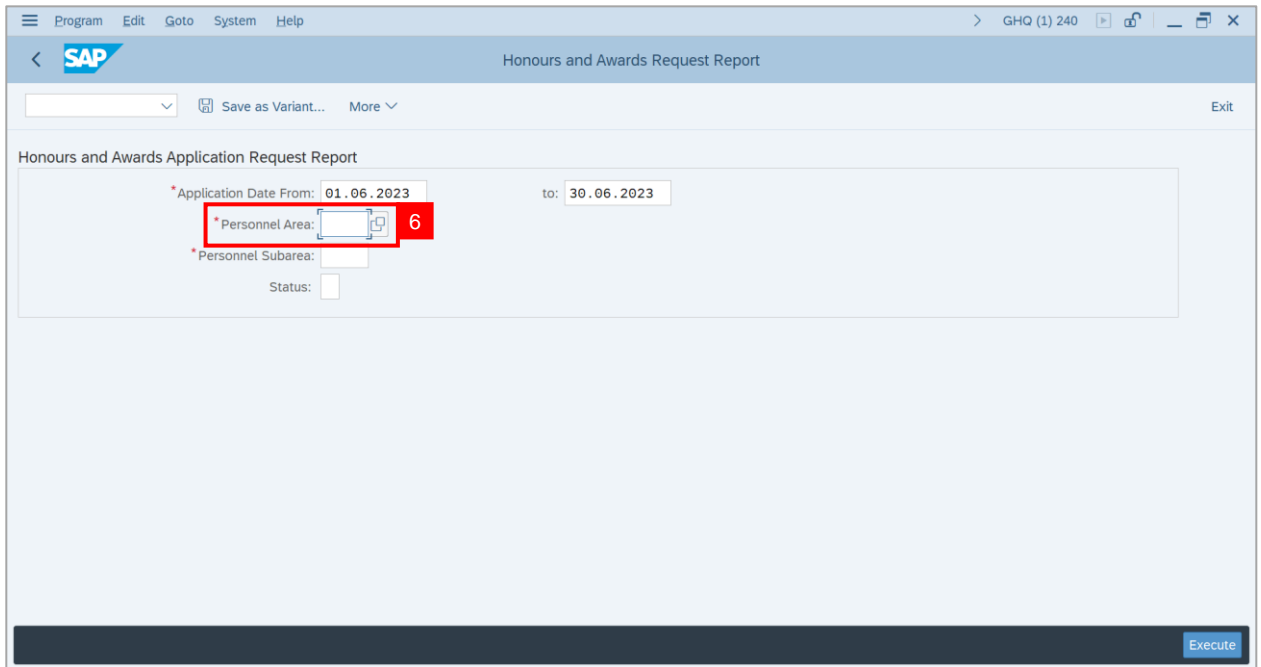


5. Select preferred **Date** and click on **Tick** button.



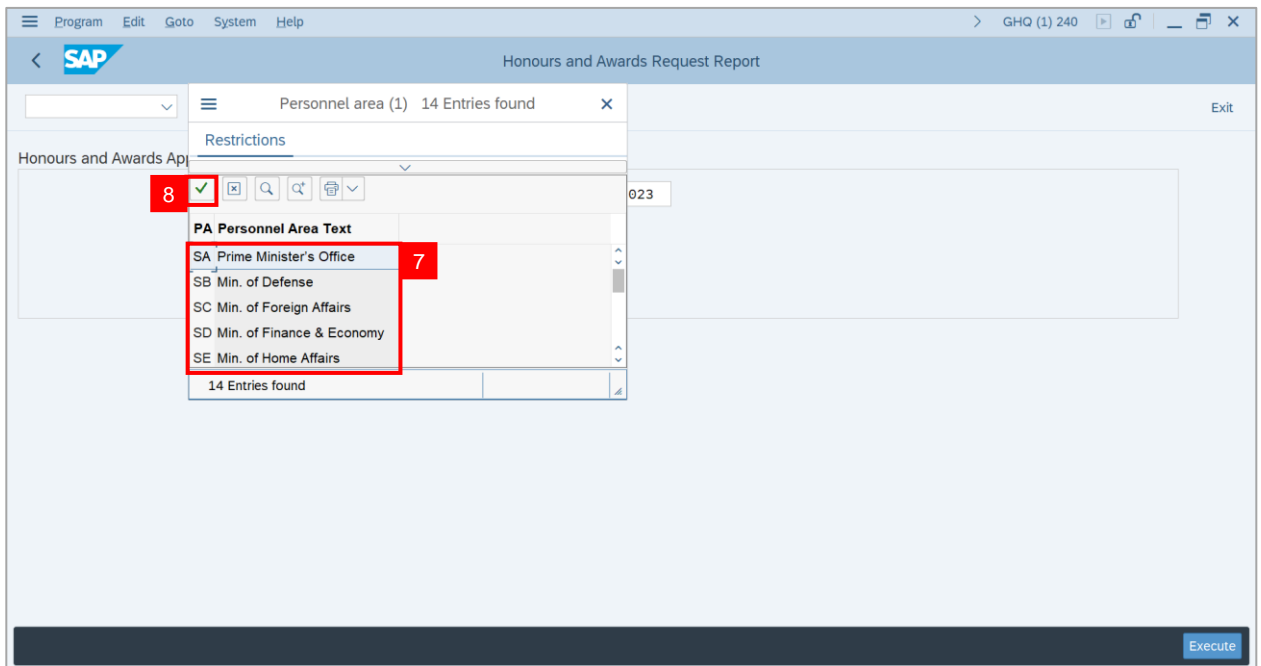


6. Navigate to **Personnel Area** and click on **Lookup** icon.

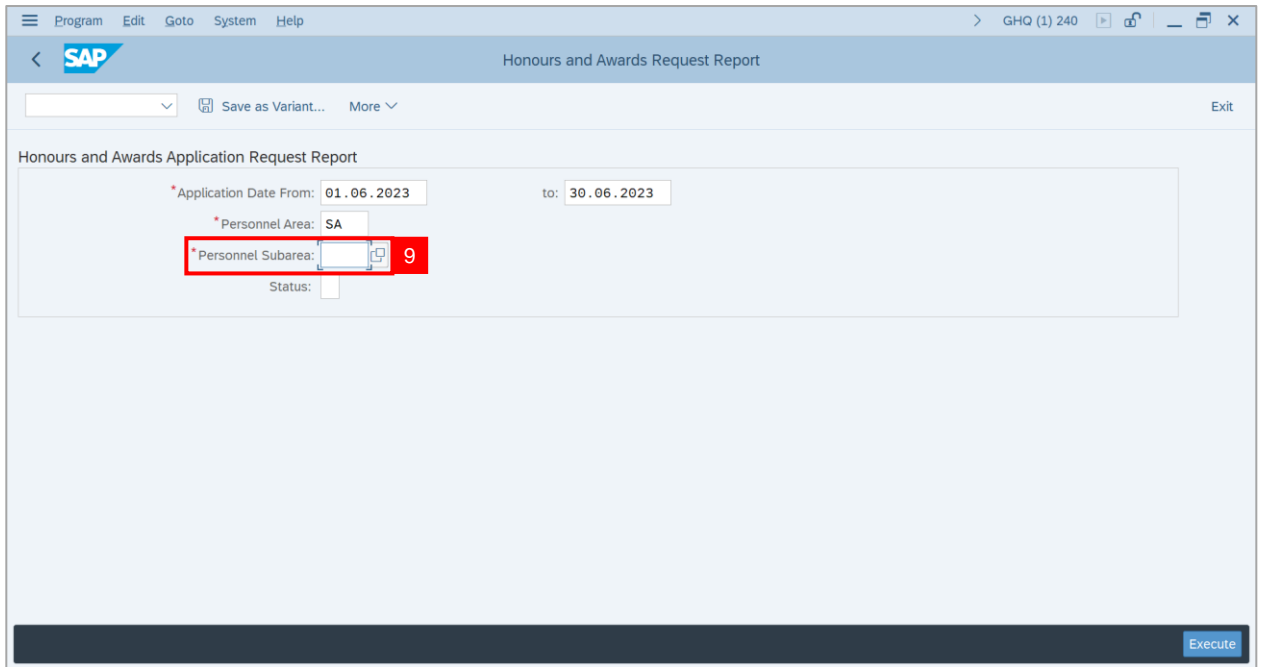


7. Select **Personnel Area**.

8. Click on **Tick** button.

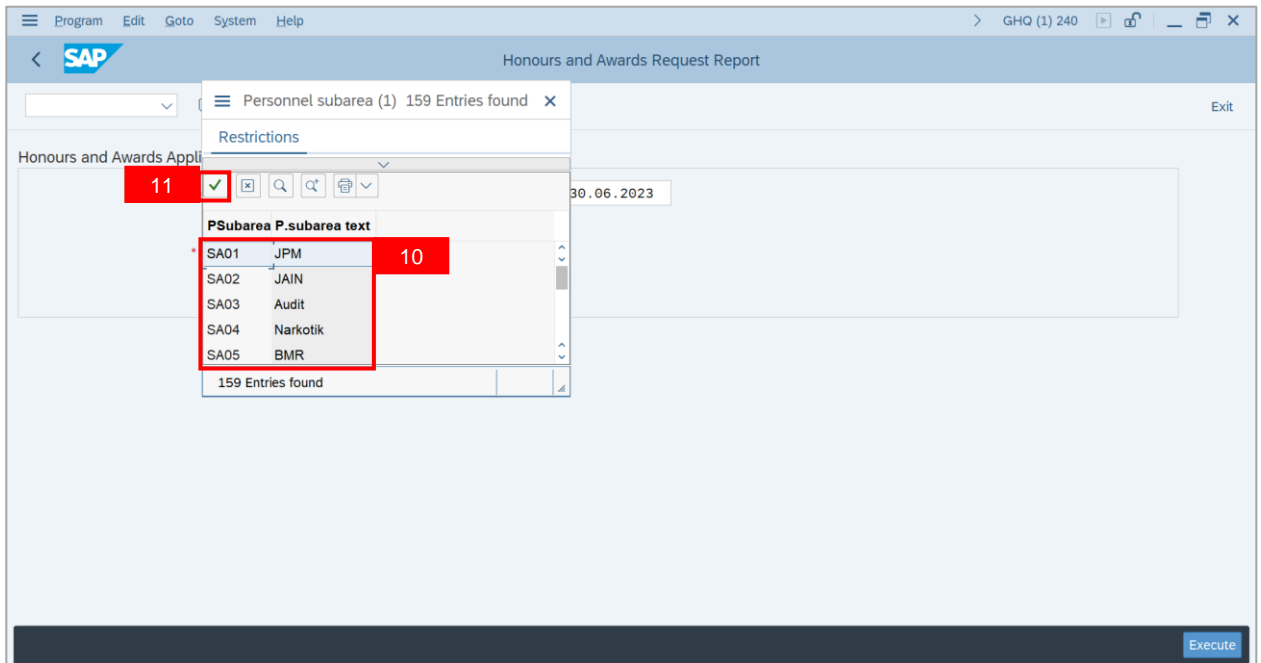


9. Navigate to **Personnel Subarea** and click on **Lookup** icon.

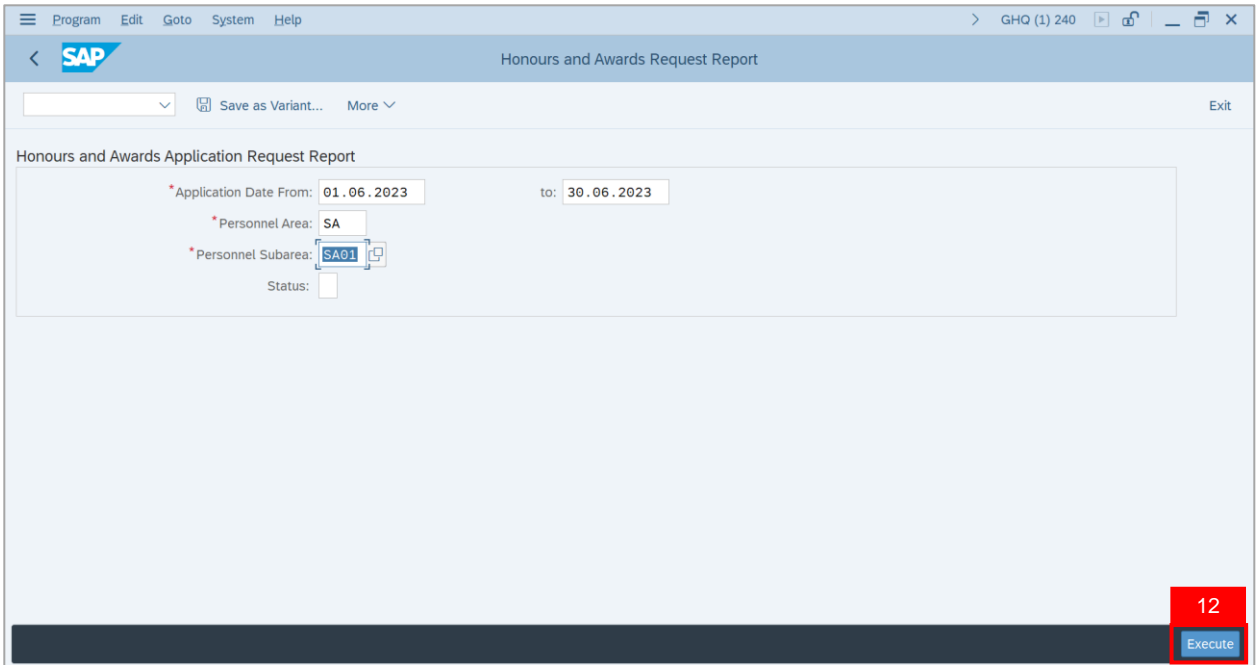


10. Select **Personnel Area**.

11. Click on **Tick** button.



12. Click on **Execute** button.



Application Date From: 01.06.2023 to: 30.06.2023

Personnel Area: SA

Personnel Subarea: SA01

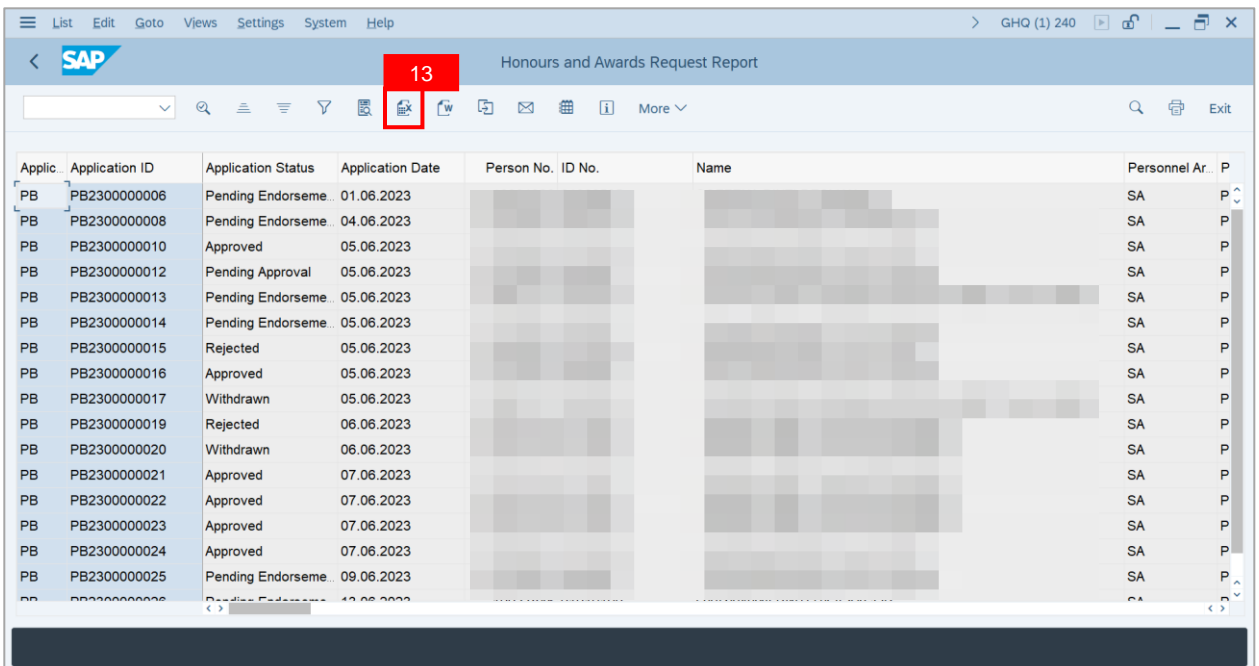
Status:

12

Execute

**Note:** Honours and Awards Report page will be displayed.

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



13

Applic.	Application ID	Application Status	Application Date	Person No.	ID No.	Name	Personnel Ar.	P
PB	PB230000006	Pending Endorseme..	01.06.2023				SA	P
PB	PB230000008	Pending Endorseme..	04.06.2023				SA	P
PB	PB230000010	Approved	05.06.2023				SA	P
PB	PB230000012	Pending Approval	05.06.2023				SA	P
PB	PB230000013	Pending Endorseme..	05.06.2023				SA	P
PB	PB230000014	Pending Endorseme..	05.06.2023				SA	P
PB	PB230000015	Rejected	05.06.2023				SA	P
PB	PB230000016	Approved	05.06.2023				SA	P
PB	PB230000017	Withdrawn	05.06.2023				SA	P
PB	PB230000019	Rejected	06.06.2023				SA	P
PB	PB230000020	Withdrawn	06.06.2023				SA	P
PB	PB230000021	Approved	07.06.2023				SA	P
PB	PB230000022	Approved	07.06.2023				SA	P
PB	PB230000023	Approved	07.06.2023				SA	P
PB	PB230000024	Approved	07.06.2023				SA	P
PB	PB230000025	Pending Endorseme..	09.06.2023				SA	P



Outcome: Honours and Awards Report will be displayed.

ID	Name	Status	Date	Office
2	PB230000006	Pending Endorsement	06/01/2023	SA Prime Minister's Office SA01
3	PB230000008	Pending Endorsement	06/04/2023	SA Prime Minister's Office SA01
4	PB230000010	Approved	06/05/2023	SA Prime Minister's Office SA01
5	PB230000012	Pending Approval	06/05/2023	SA Prime Minister's Office SA01
6	PB230000013	Pending Endorsement	06/05/2023	SA Prime Minister's Office SA01
7	PB230000014	Pending Endorsement	06/05/2023	SA Prime Minister's Office SA01
8	PB230000015	Rejected	06/05/2023	SA Prime Minister's Office SA01
9	PB230000016	Approved	06/05/2023	SA Prime Minister's Office SA01
10	PB230000017	Withdrawn	06/05/2023	SA Prime Minister's Office SA01
11	PB230000019	Rejected	06/06/2023	SA Prime Minister's Office SA01
12	PB230000020	Withdrawn	06/06/2023	SA Prime Minister's Office SA01
13	PB230000021	Approved	06/07/2023	SA Prime Minister's Office SA01
14	PB230000022	Approved	06/07/2023	SA Prime Minister's Office SA01
15	PB230000023	Approved	06/07/2023	SA Prime Minister's Office SA01
16	PB230000024	Approved	06/07/2023	SA Prime Minister's Office SA01
17	PB230000025	Pending Endorsement	06/09/2023	SA Prime Minister's Office SA01
18	PB230000026	Pending Endorsement	06/13/2023	SA Prime Minister's Office SA01