



SISTEM SUMBER MANUSIA

User Guide

For JPA Endorser

Backend (SAP GUI)

Employee Movement (PA):

Penyelarasan

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **JPA Endorser (Back End User)** to manage ***Penyelarasan* 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

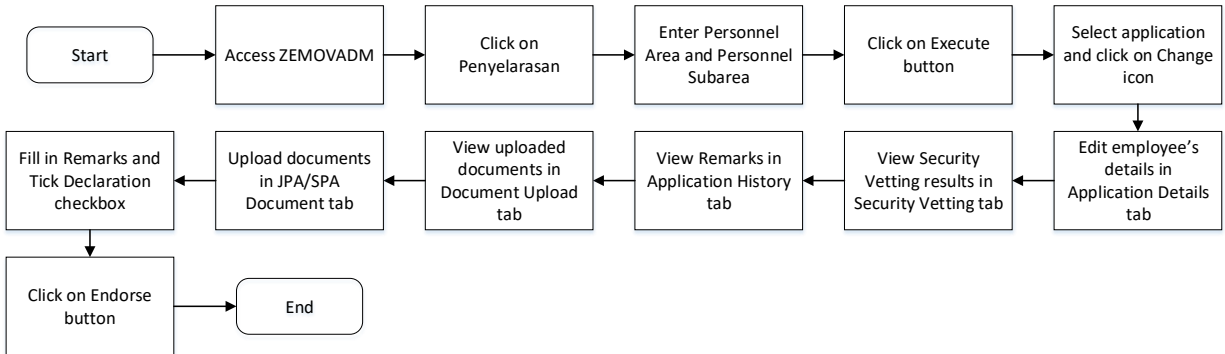
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

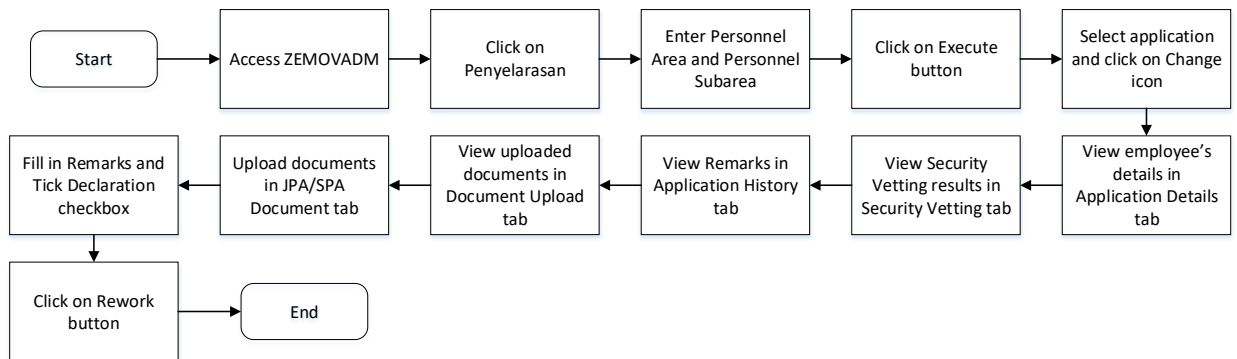
Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
Maintain <i>Penyelarasan</i> Application (JPA Endorser)	
Endorse Application	5
Rework Application	20
Reject Application	29
Generate Application Report	38

Process Overview

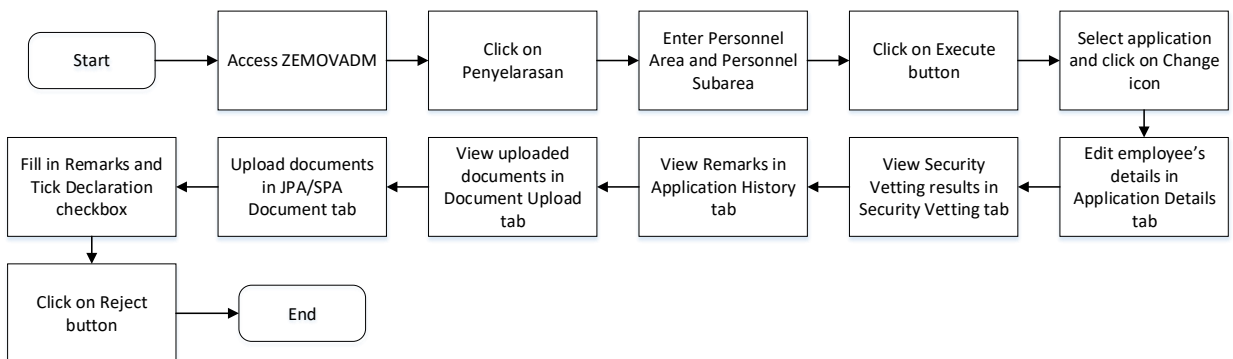
Endorse Application



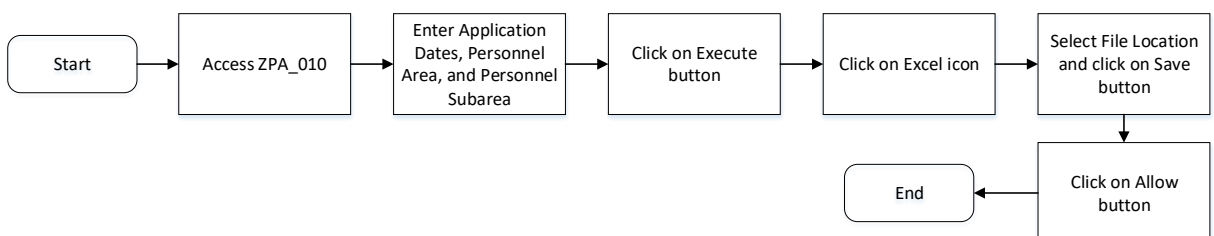
Rework Application



Reject Application



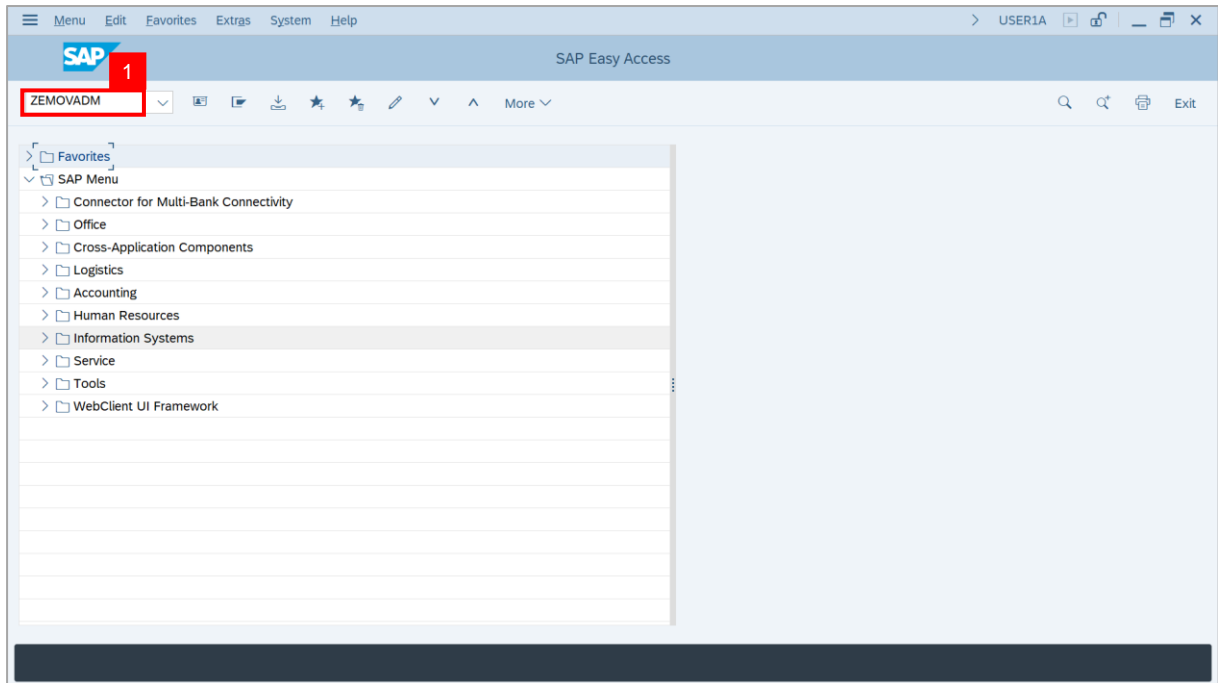
Generate Application Report



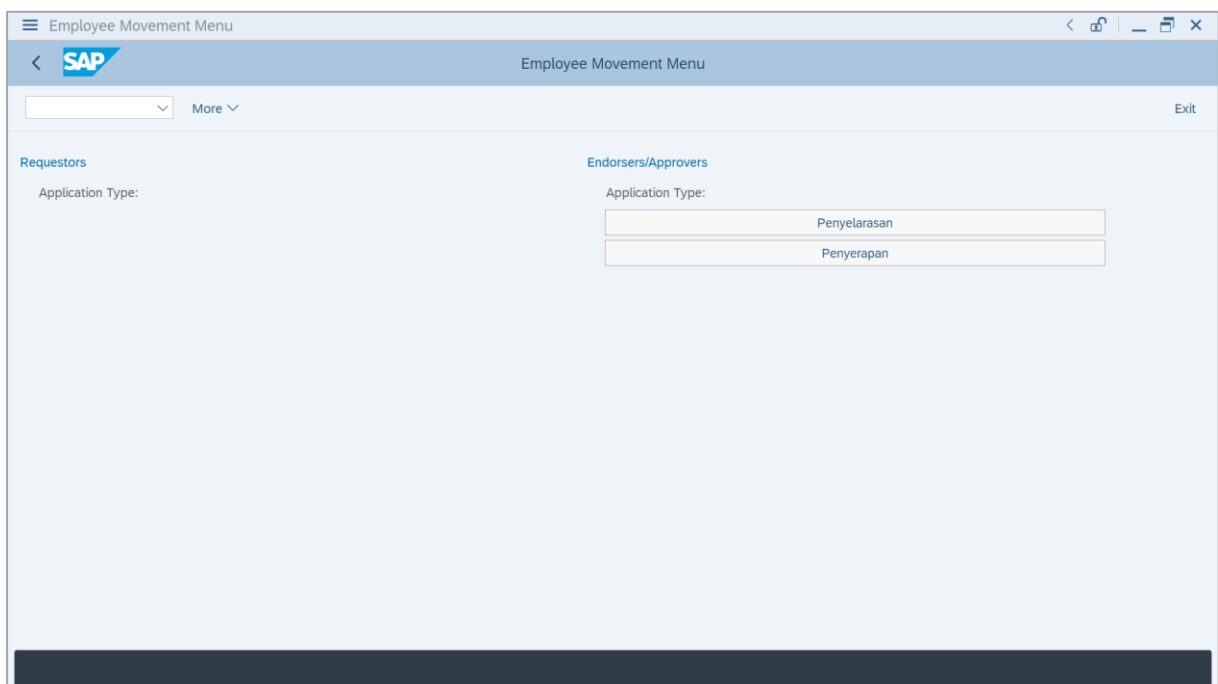
ENDORSE APPLICATION	Backend User
	JPA Endorser

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

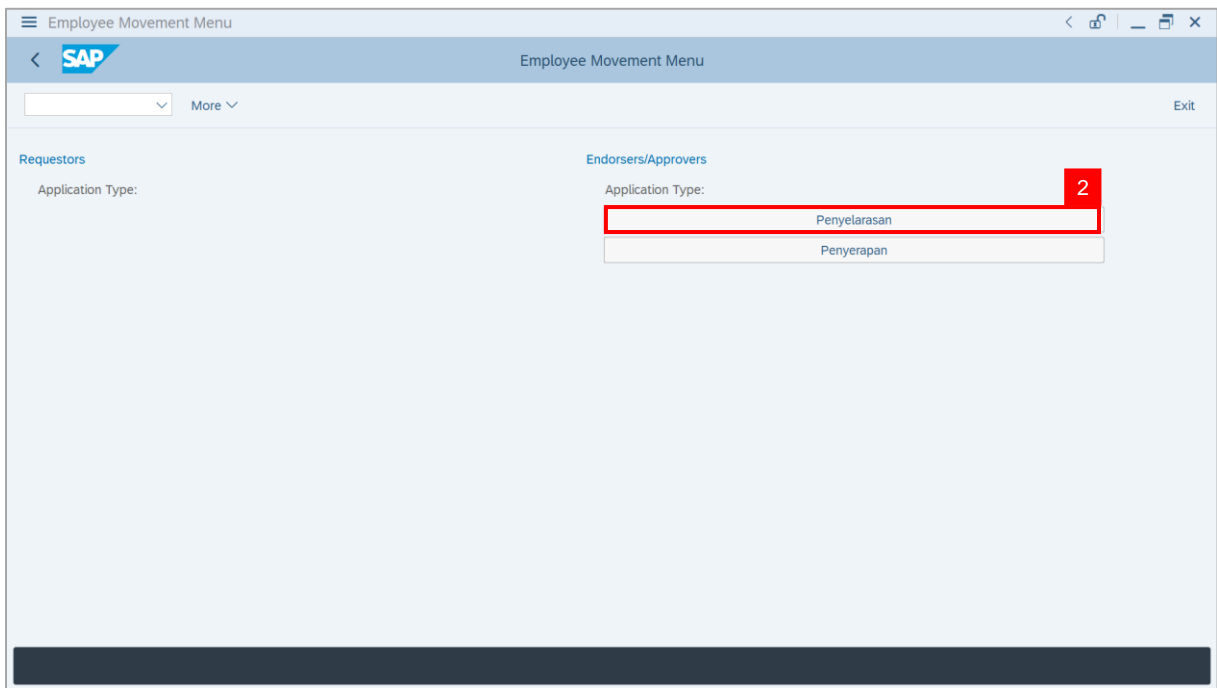
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers / Approvers: Application Type**, click on **Penyelarasan**.

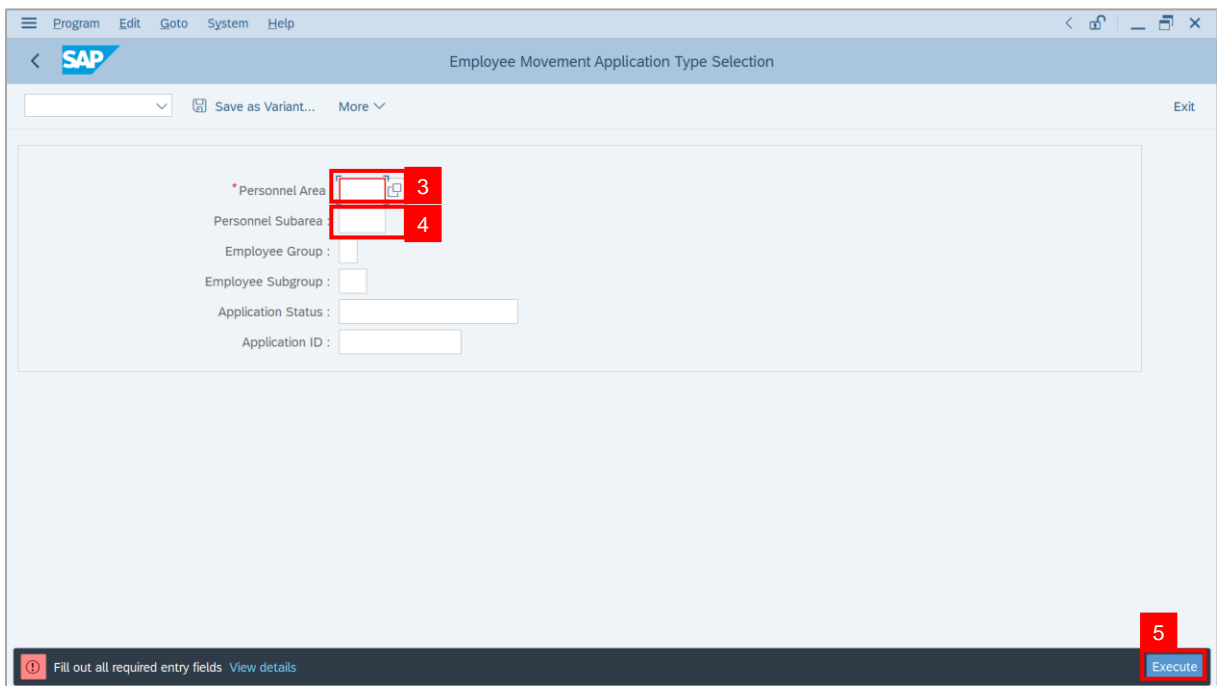


Note: The **Employee Movement Application Type Selection** page will be displayed.

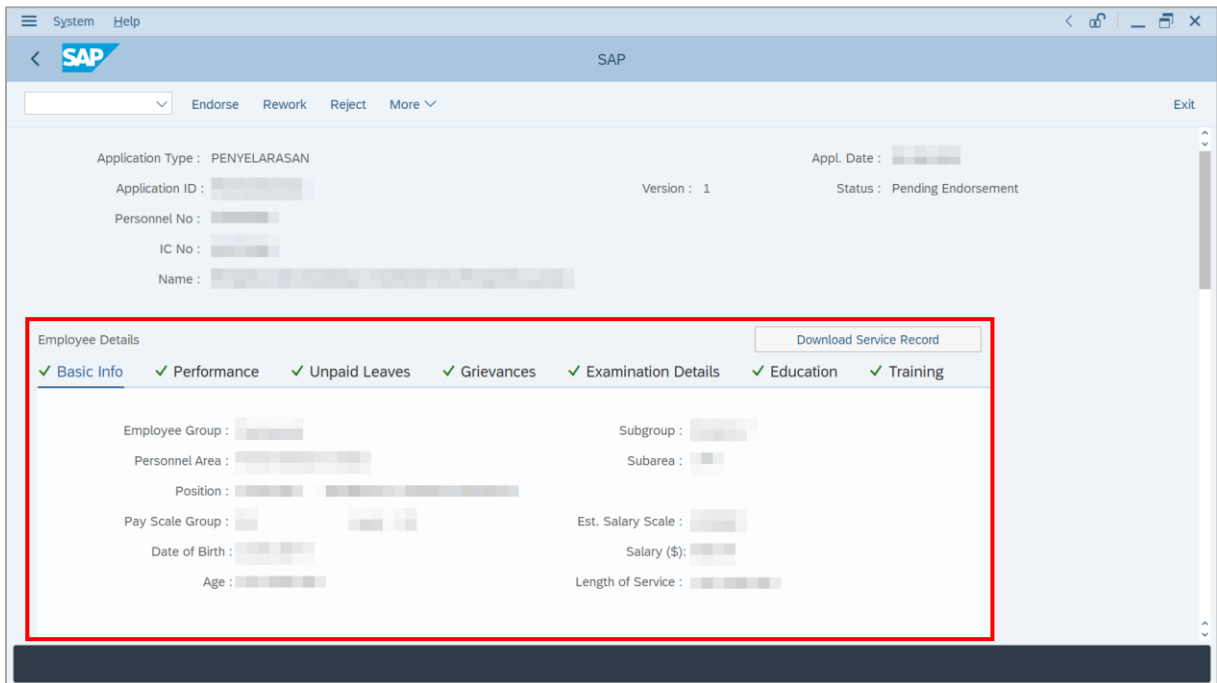
3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

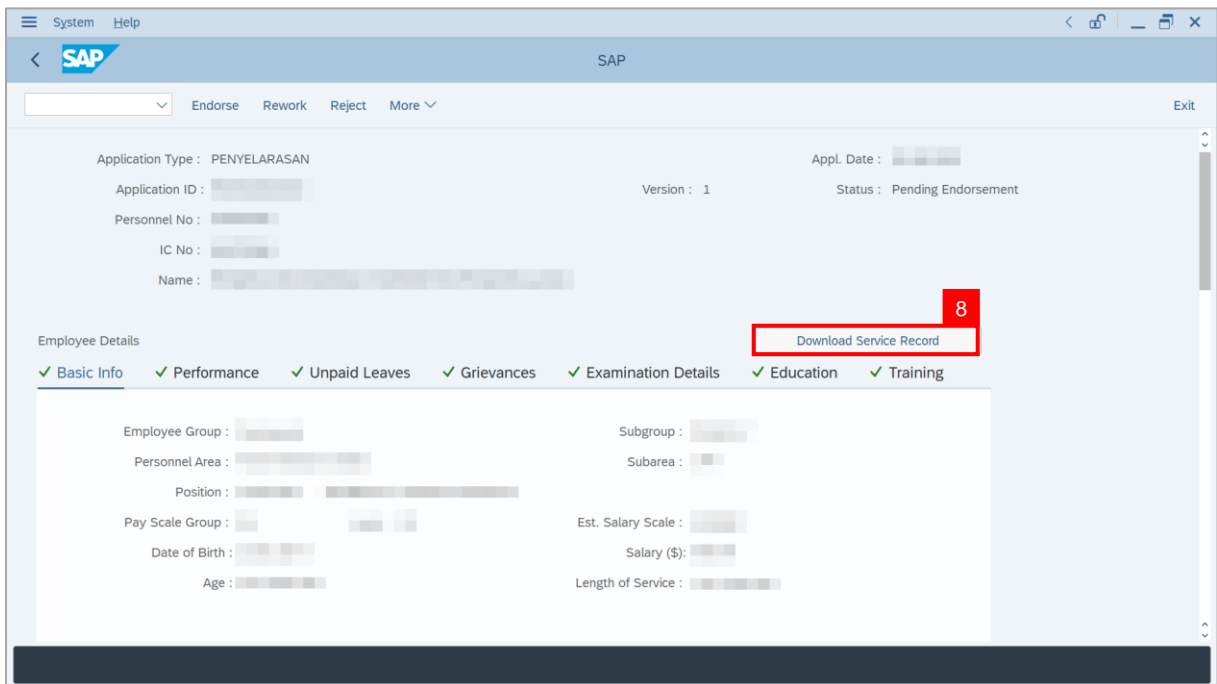
5. Click on **Execute** button.



Note: JPA Endorser may review employee's information on each tab under **Employee Details**.



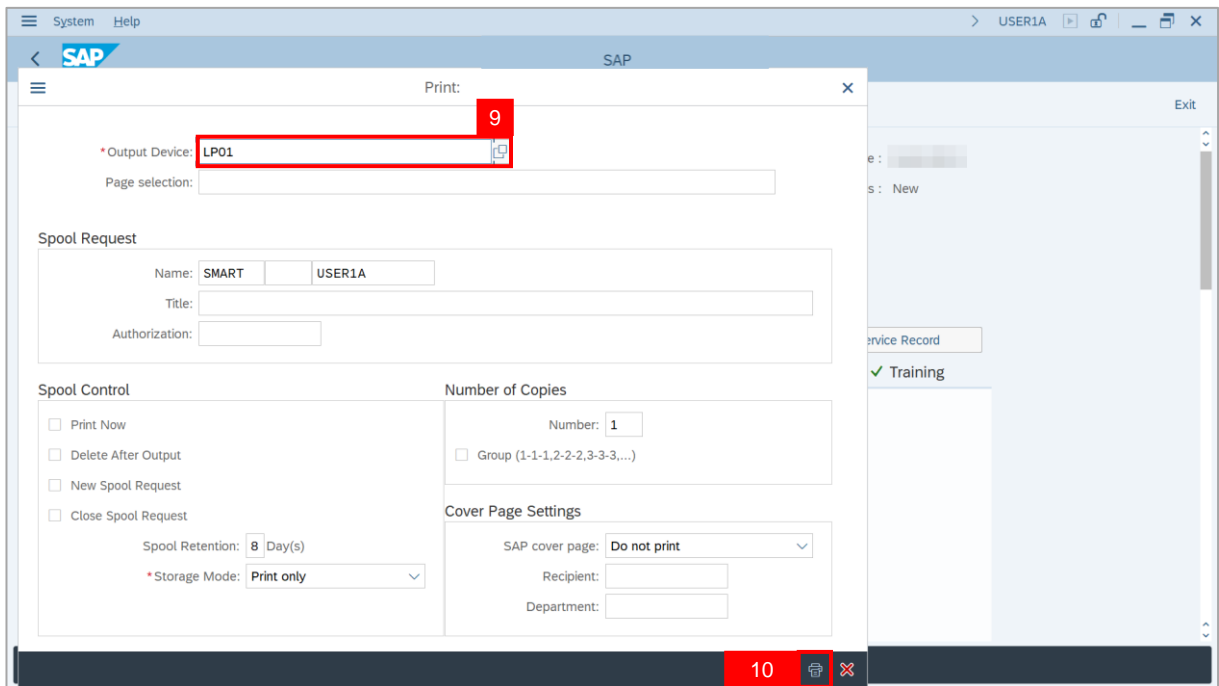
8. Click on **Download Service Record** button.



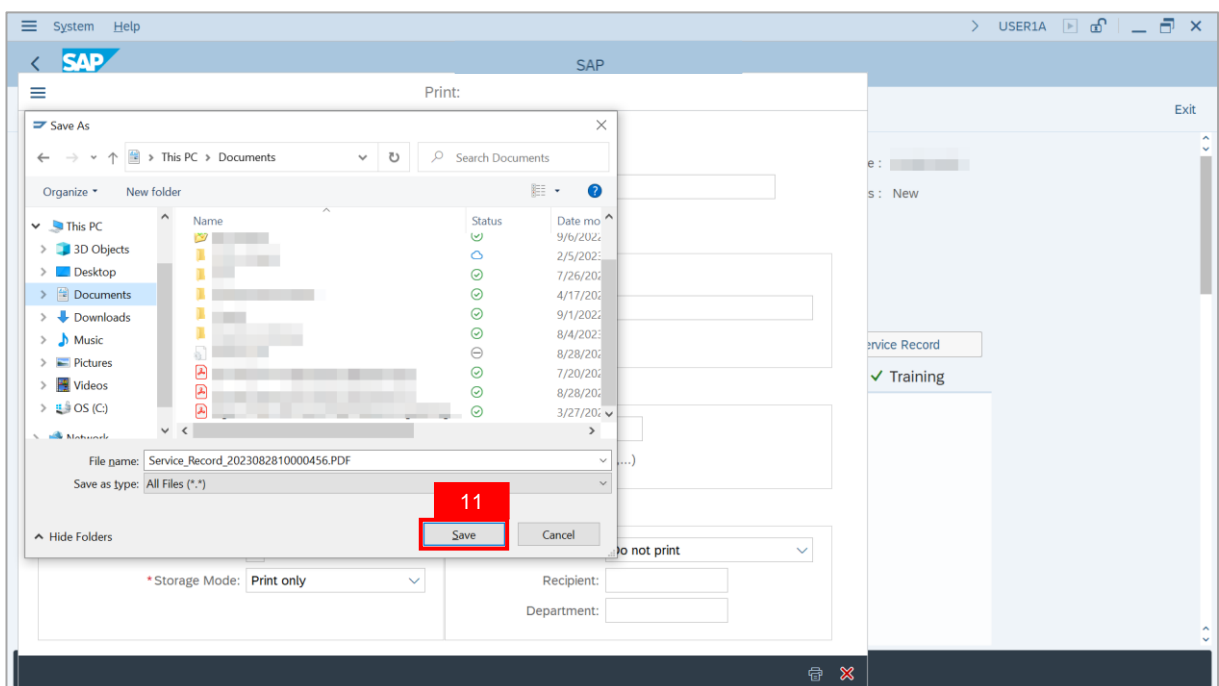
Note: The **Print** page will be displayed.

9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

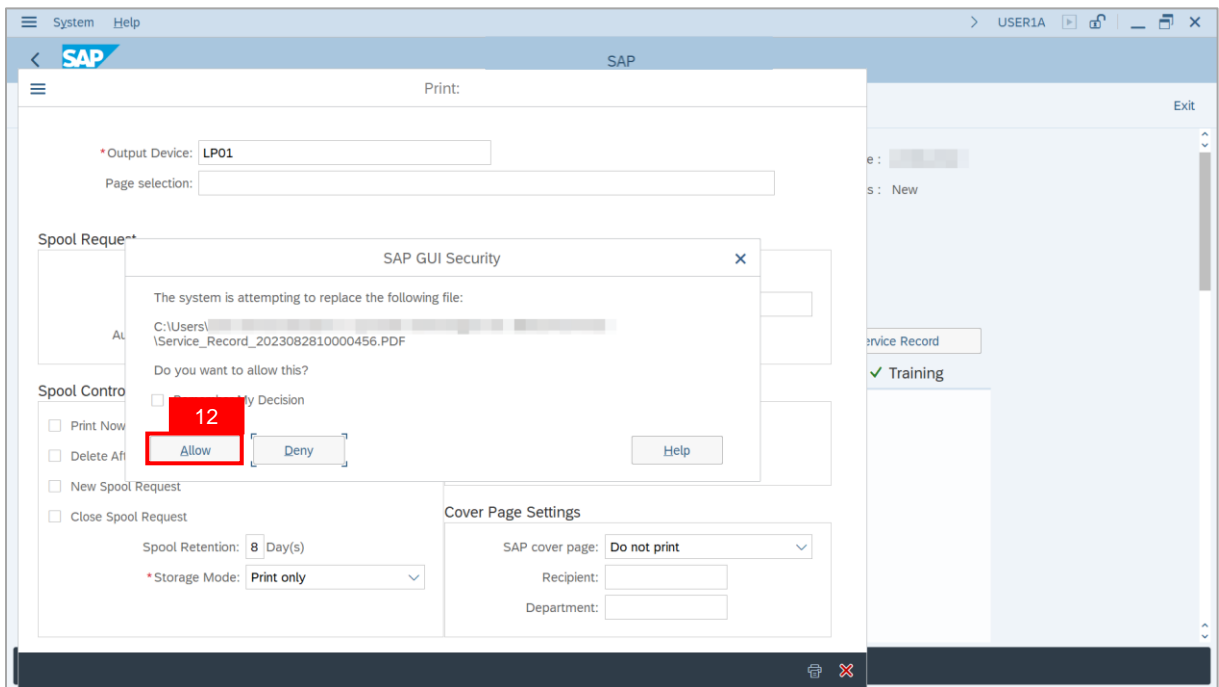


11. Select **File Location** and click on **Save** button.

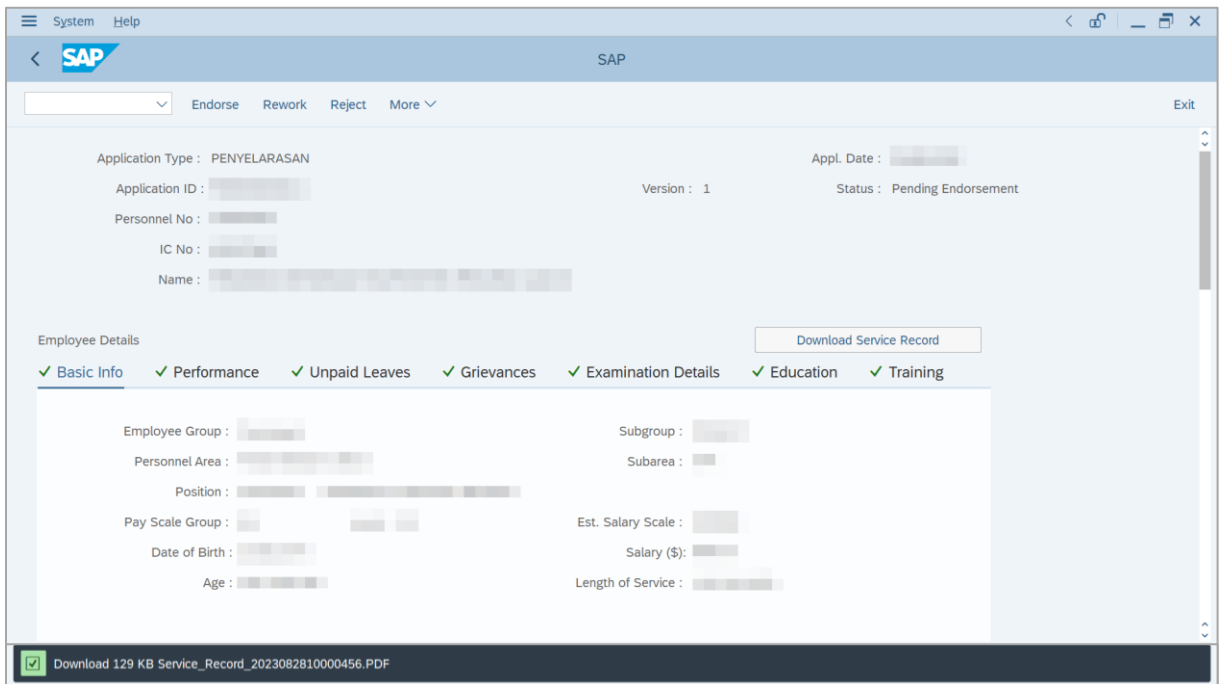


Note: The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.

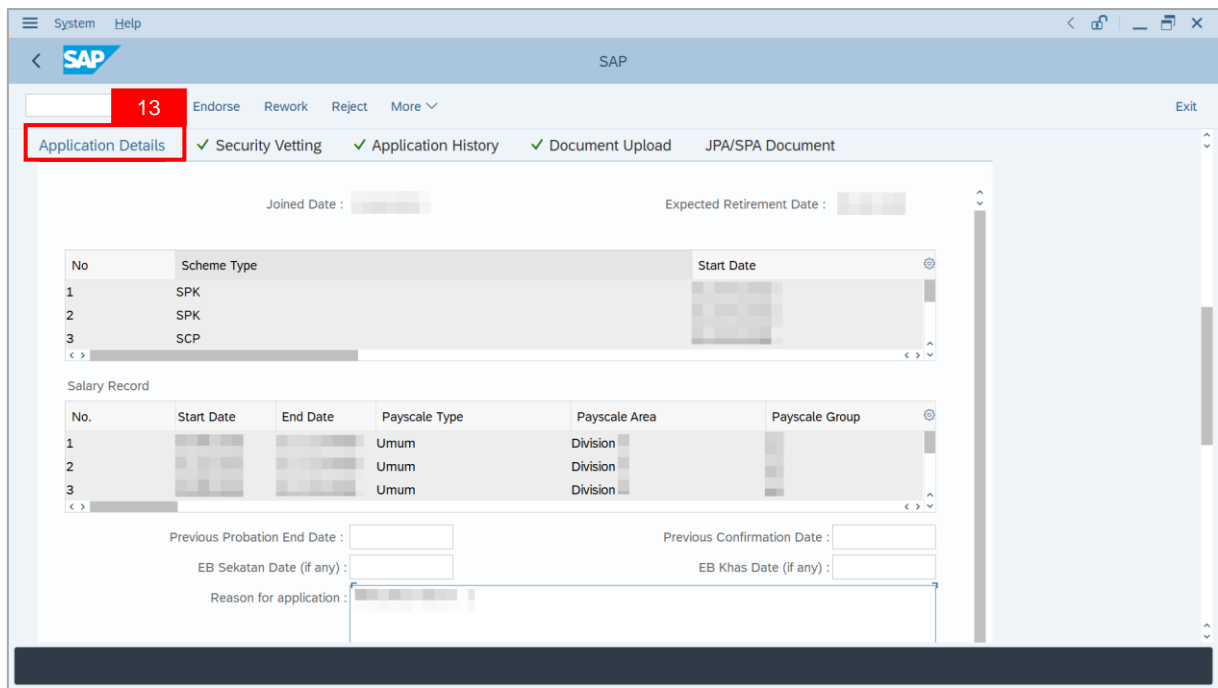


Note: The **Service Record** has successfully been downloaded.



13. Navigate to **Application Details** tab.

Note: JPA Endorser may review employee's **Joined Date**, **Expected Retirement Date**, **Scheme Details** and **Salary Record**.



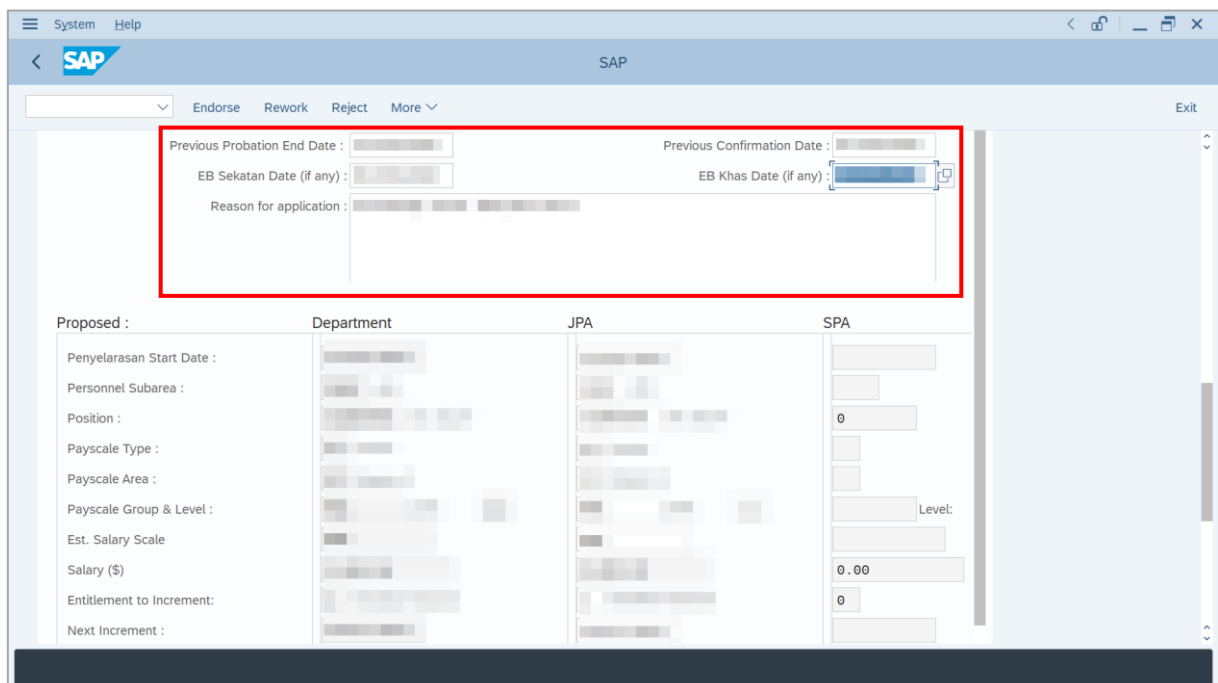
The screenshot shows the SAP 'Application Details' tab. At the top, there are navigation buttons: 'Endorse', 'Rework', 'Reject', and 'More'. Below these are several tabs: 'Application Details' (highlighted with a red box), 'Security Vetting', 'Application History', 'Document Upload', and 'JPA/SPA Document'. The main content area includes fields for 'Joined Date' and 'Expected Retirement Date'. Below these are two tables:

No	Scheme Type	Start Date
1	SPK	
2	SPK	
3	SCP	

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group
1			Umum	Division	
2			Umum	Division	
3			Umum	Division	

Below the tables are several date fields: 'Previous Probation End Date', 'EB Sekatan Date (if any)', 'Previous Confirmation Date', and 'EB Khas Date (if any)'. There is also a 'Reason for application' text area.

Note: JPA Endorser may also review and amend the following details entered by **Department HR Administrator**.



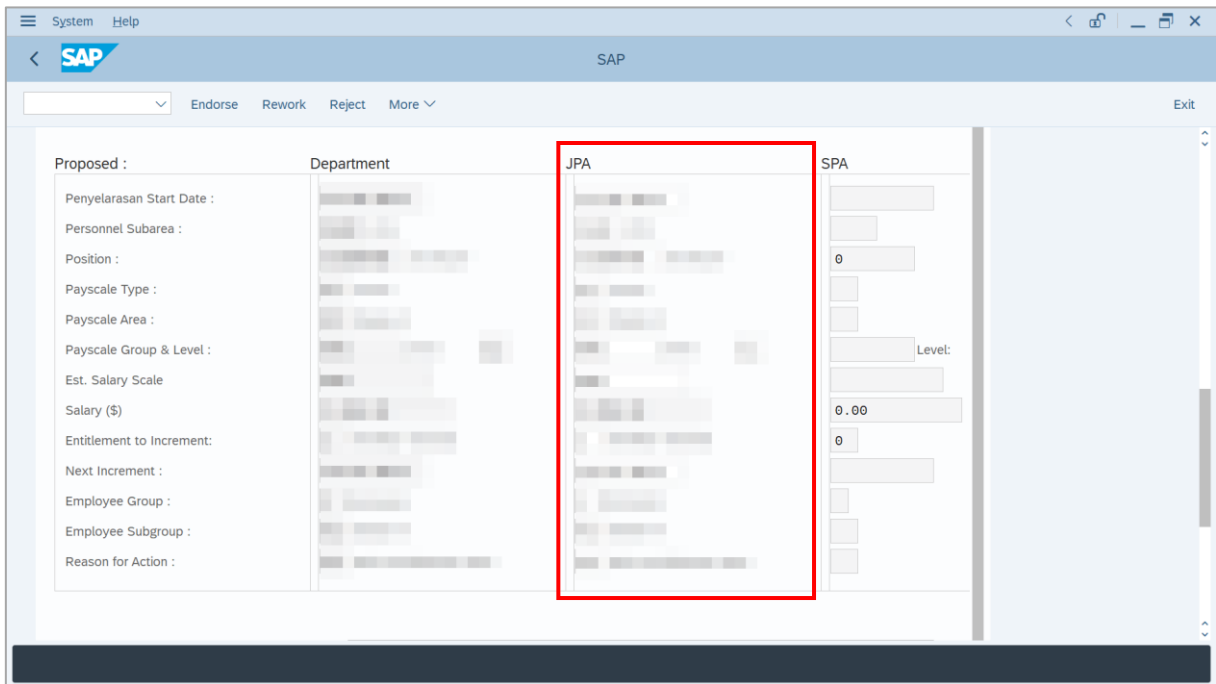
This screenshot shows the same SAP interface, but with a red box highlighting the date fields: 'Previous Probation End Date', 'EB Sekatan Date (if any)', 'Previous Confirmation Date', and 'EB Khas Date (if any)'. Below this, there is a table with columns for 'Proposed', 'Department', 'JPA', and 'SPA'. The rows contain various details:

Proposed :	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :			0
Payscale Type :			
Payscale Area :			
Payscale Group & Level :			Level:
Est. Salary Scale			
Salary (\$)			0.00
Entitlement to Increment:			0
Next Increment :			

Note: Employee's details are proposed by **Department HR Administrator** and are available for amendment by **JPA Endorser** under **JPA** column.

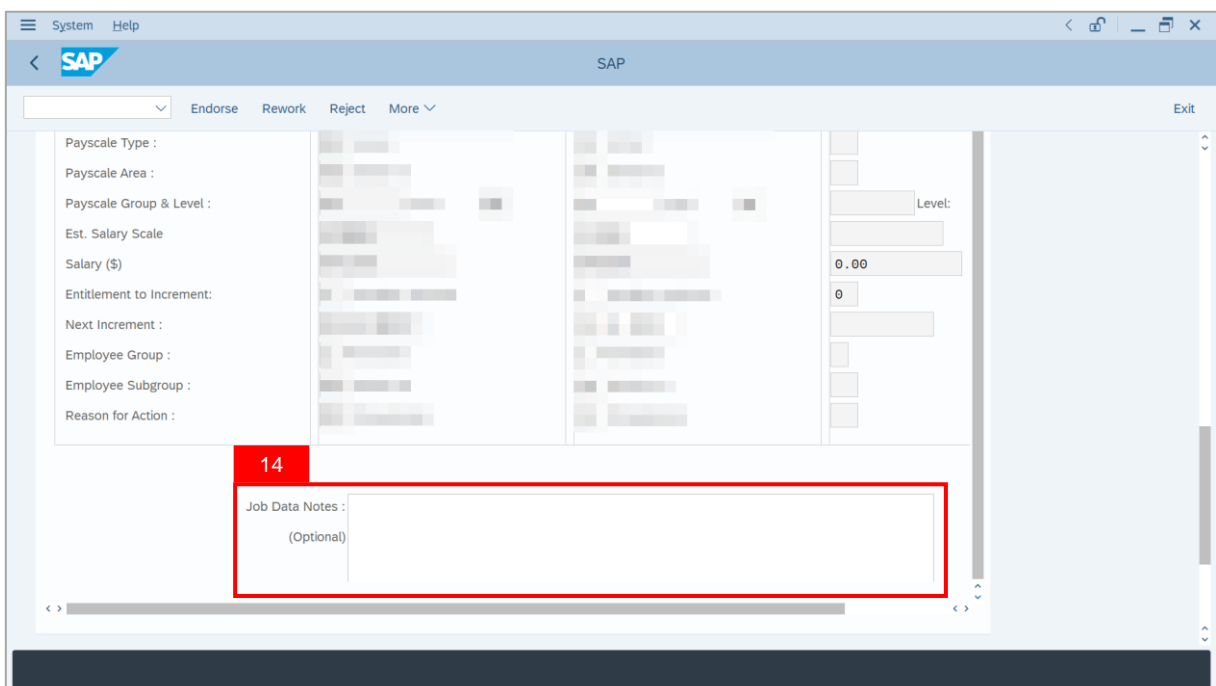
- i) **JPA Endorser** may review and amend proposed information, if required.
- ii) Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's**

Application page.



The screenshot displays the SAP GUI interface for the 'Proposed' tab. The interface is divided into four main columns: 'Proposed', 'Department', 'JPA', and 'SPA'. The 'JPA' column is highlighted with a red rectangular box. The 'Proposed' column lists various fields such as 'Penyelarasan Start Date', 'Personnel Subarea', 'Position', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Entitlement to Increment', 'Next Increment', 'Employee Group', 'Employee Subgroup', and 'Reason for Action'. The 'Department' and 'SPA' columns contain corresponding data for these fields. The top navigation bar includes 'System', 'Help', and 'SAP' logos, along with action buttons like 'Endorse', 'Rework', 'Reject', and 'More'.

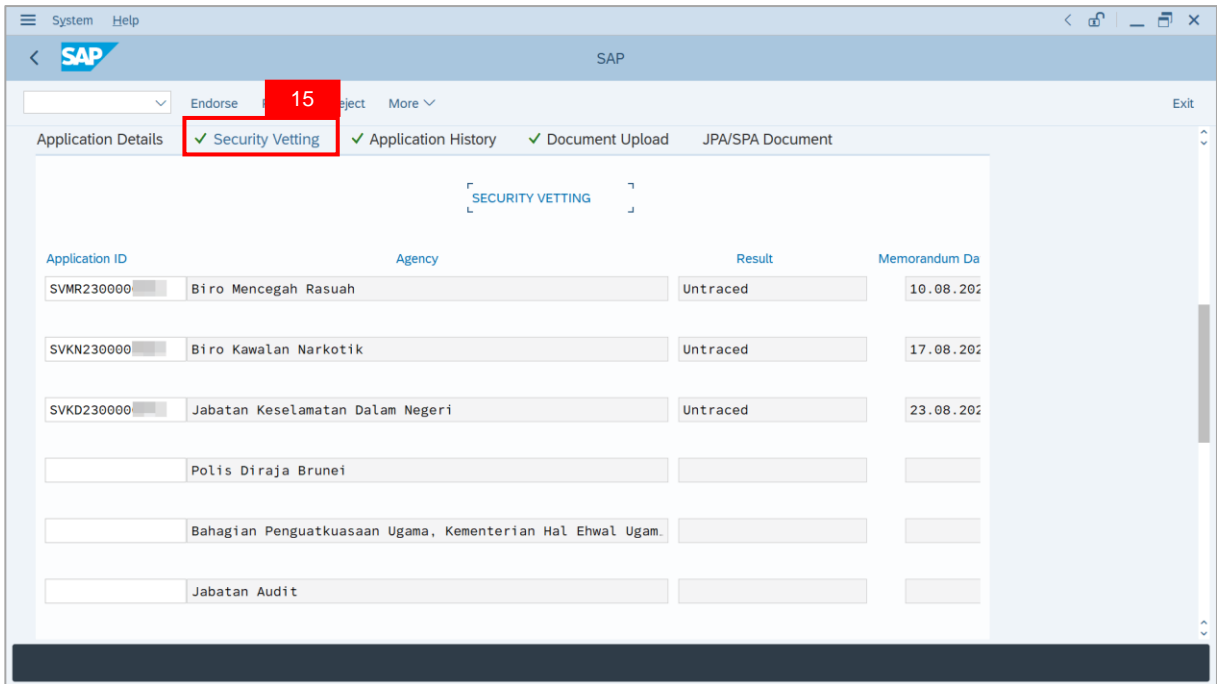
14. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP GUI interface with the 'Job Data Notes' field highlighted by a red rectangular box. A red label with the number '14' is positioned above the box. The 'Job Data Notes' field is labeled '(Optional)'. The background shows the same SAP GUI interface as the previous screenshot, with the 'Proposed' tab selected. The top navigation bar and the 'Proposed' column are visible, but the 'JPA' and 'SPA' columns are partially obscured by the 'Job Data Notes' field.

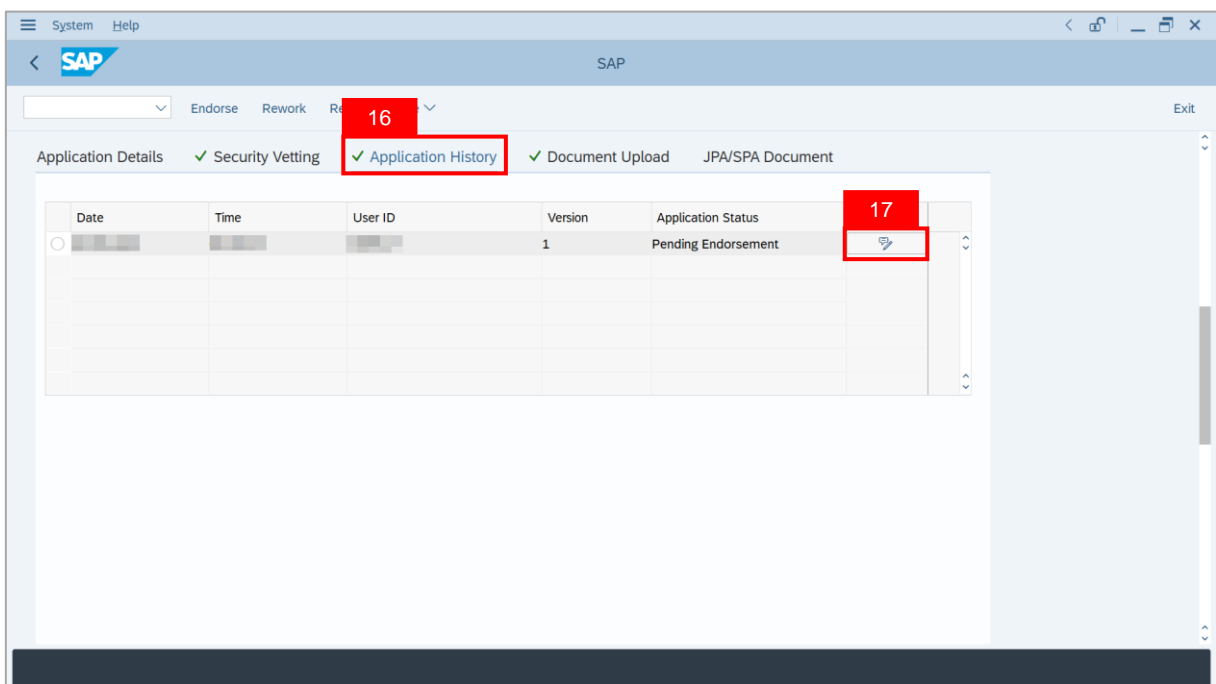
15. Navigate to **Security Vetting** tab.

Note: JPA Endorser can view **Security Vetting results** updated by Security Vetting agencies.

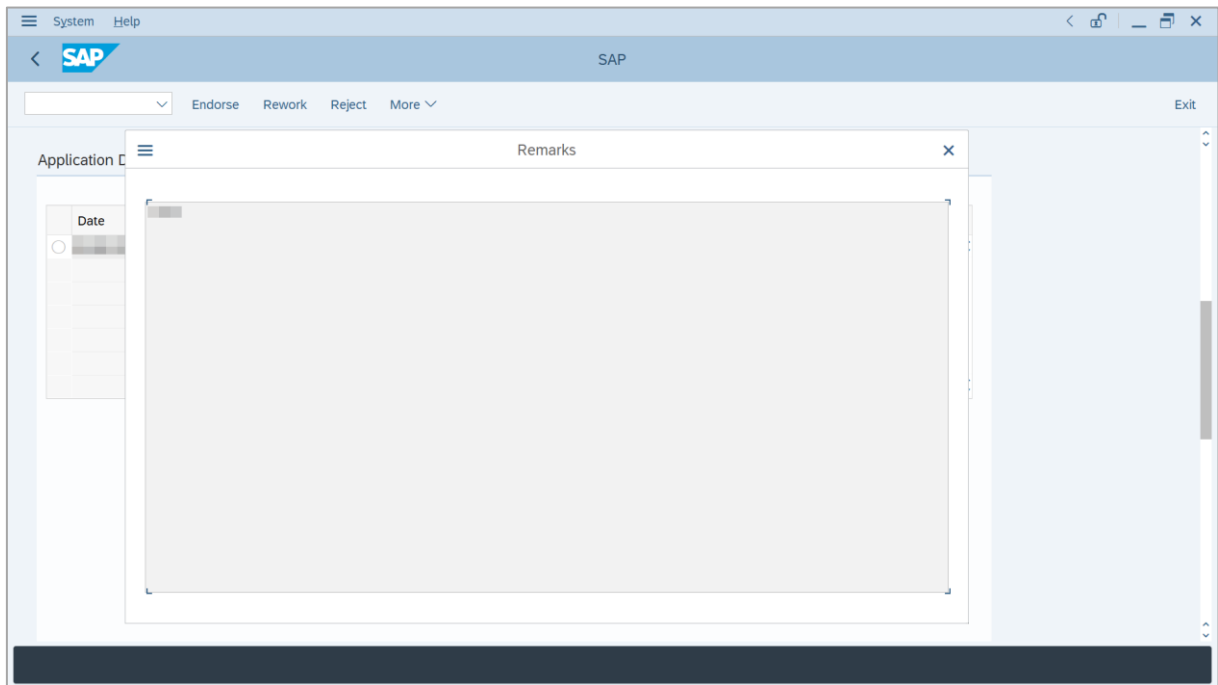


16. Navigate to **Application History** tab.

17. Click on **Remarks** button to view the comments made by **Department HR Administrator**.

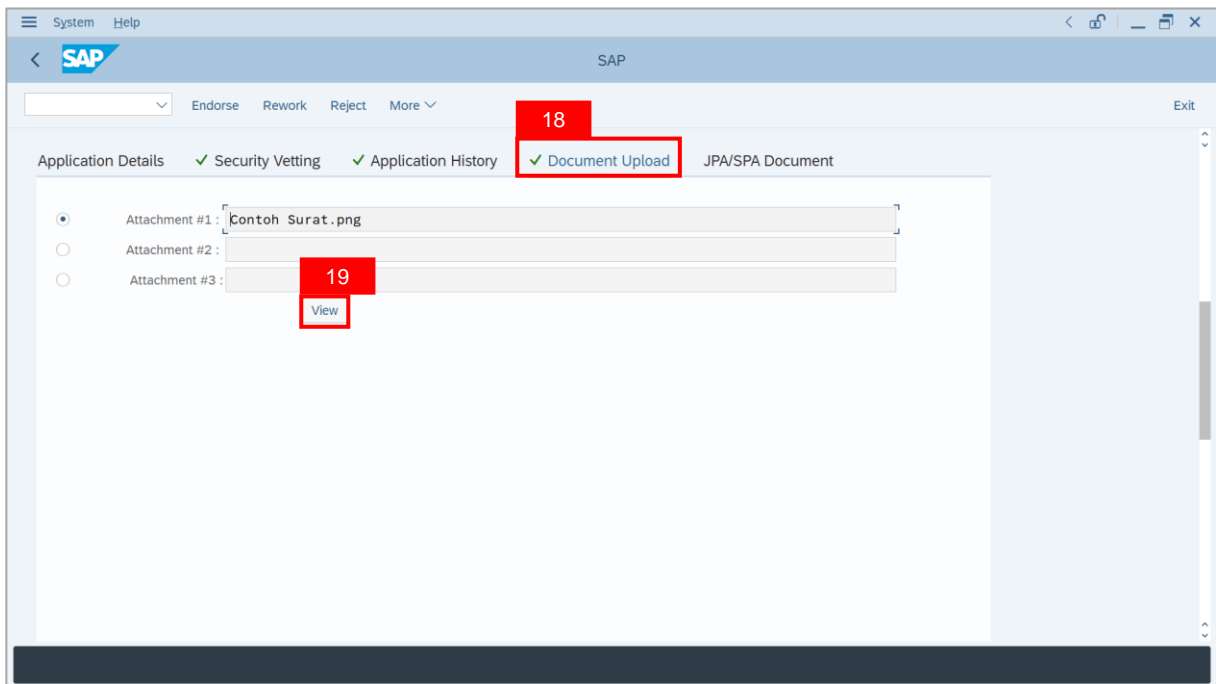


Note: The **Remarks** page will be displayed.

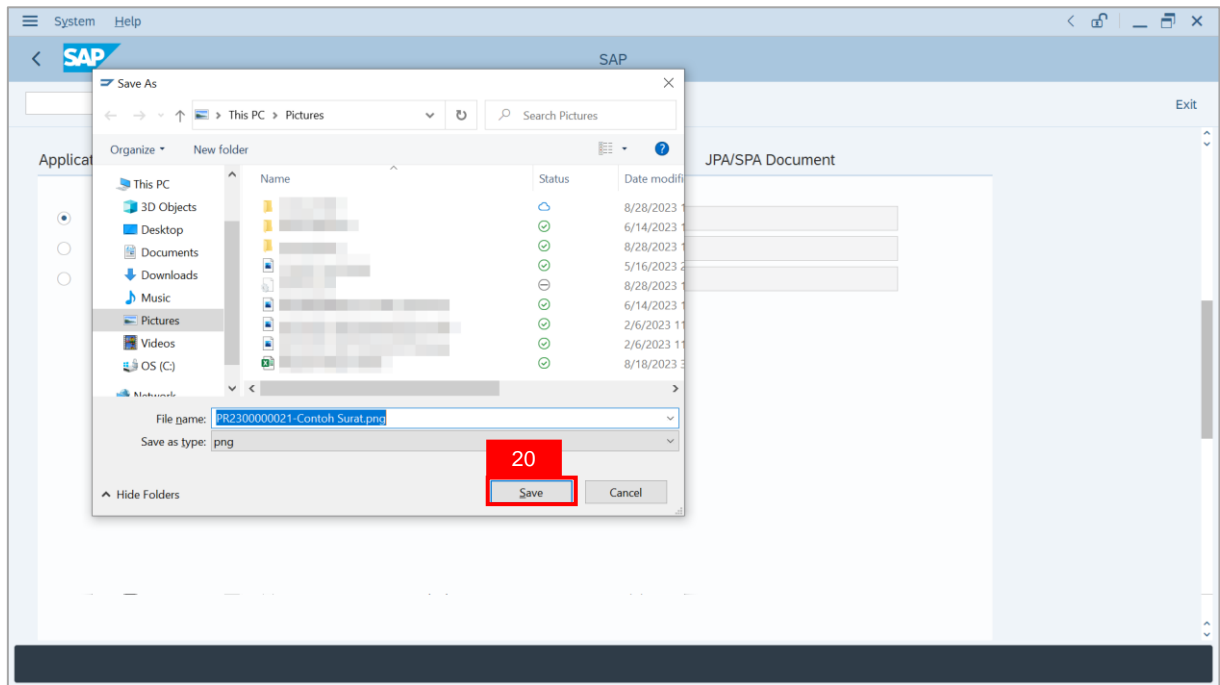


18. Navigate to **Document Upload** tab.

19. Click on **View** button.

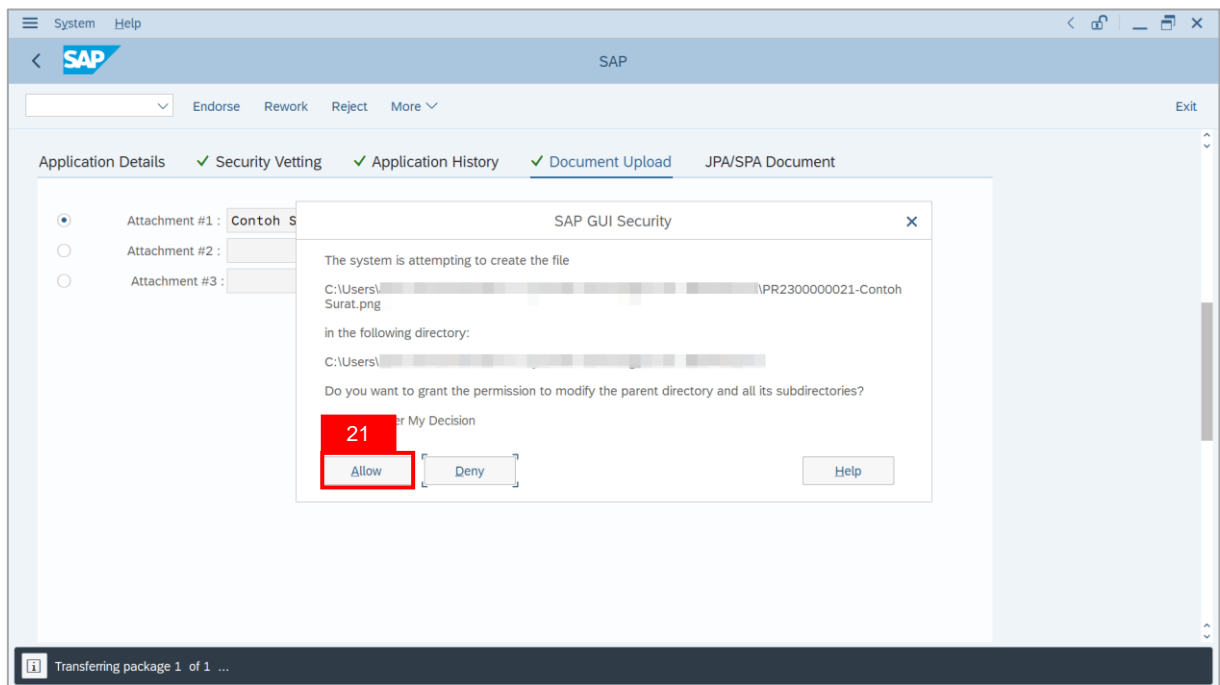


20. Select **File Location** and click on **Save** button.

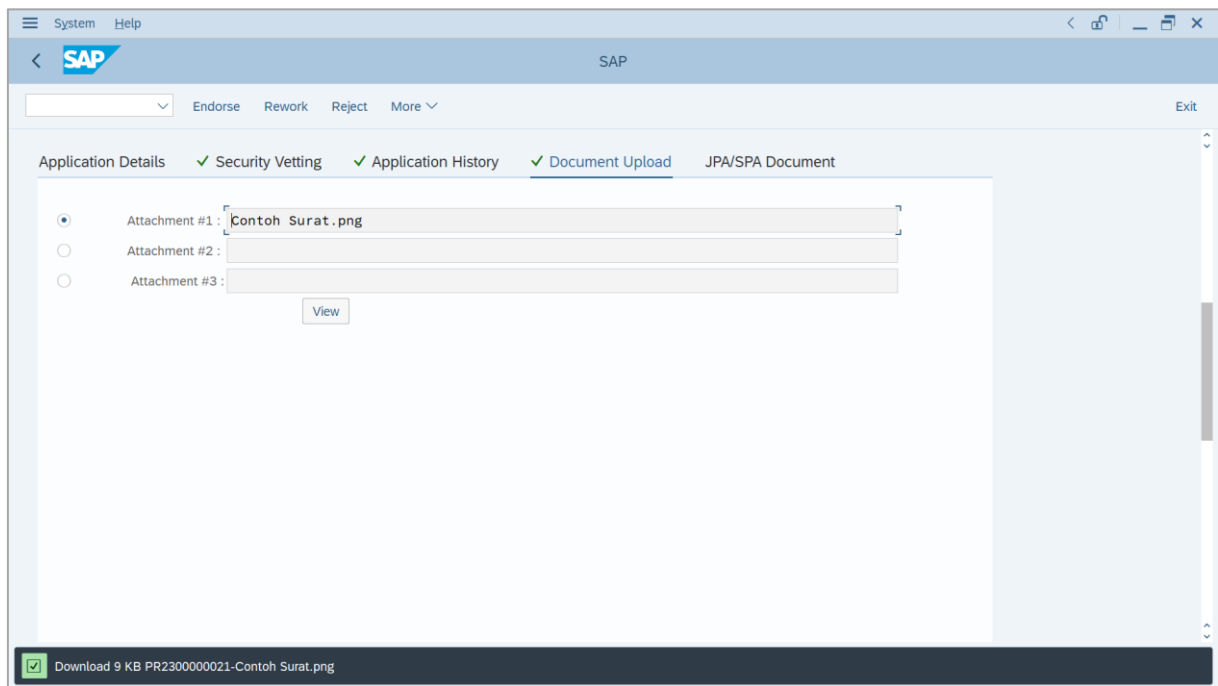


Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



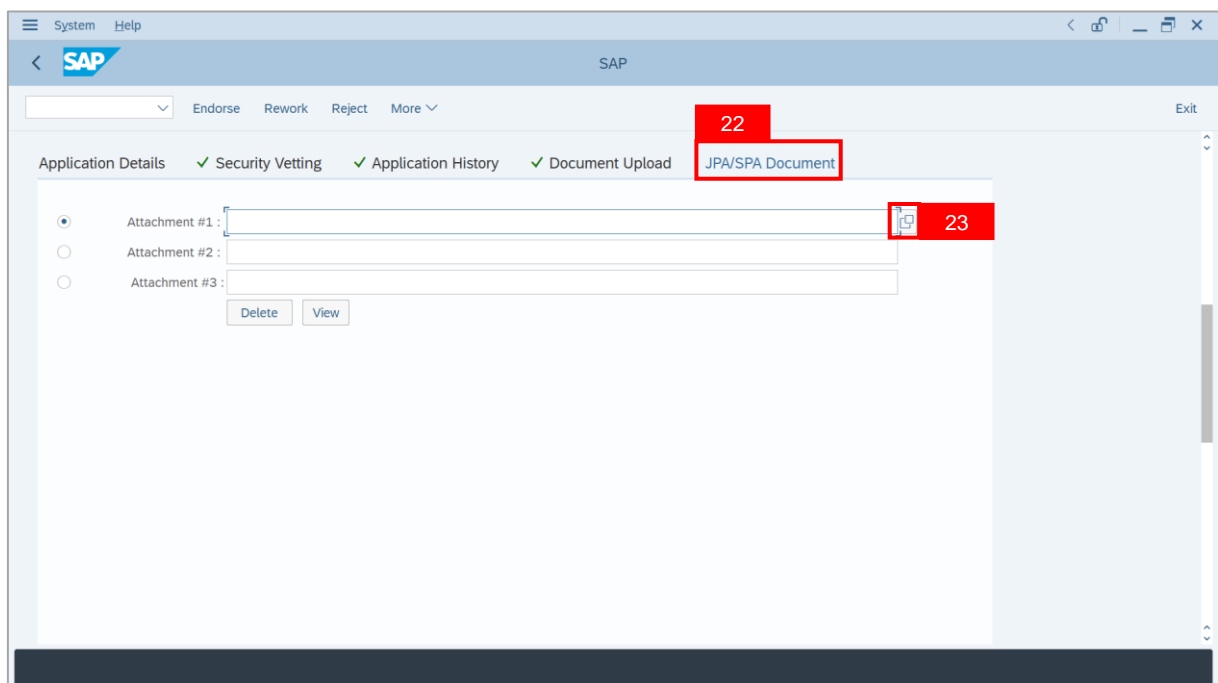
Note: The **File** has successfully been downloaded.



22. Navigate to **JPA / SPA Document**.

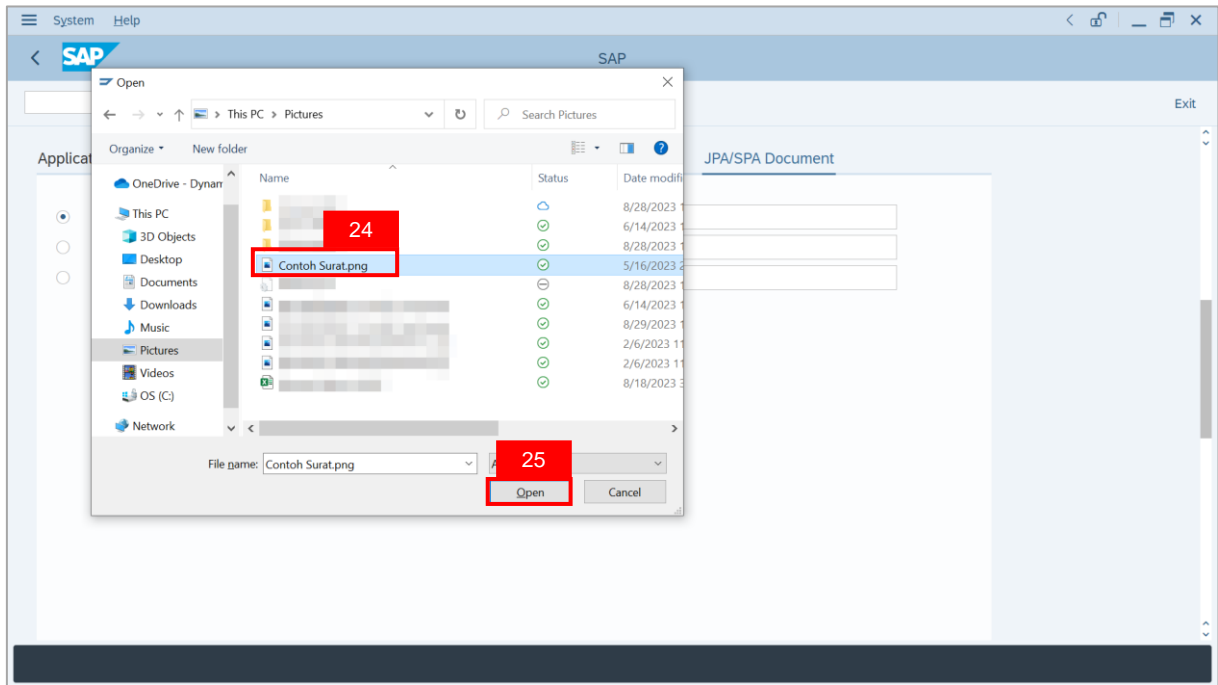
23. Click on **Lookup** button.

Note: JPA Endorser may upload file attachments if required.



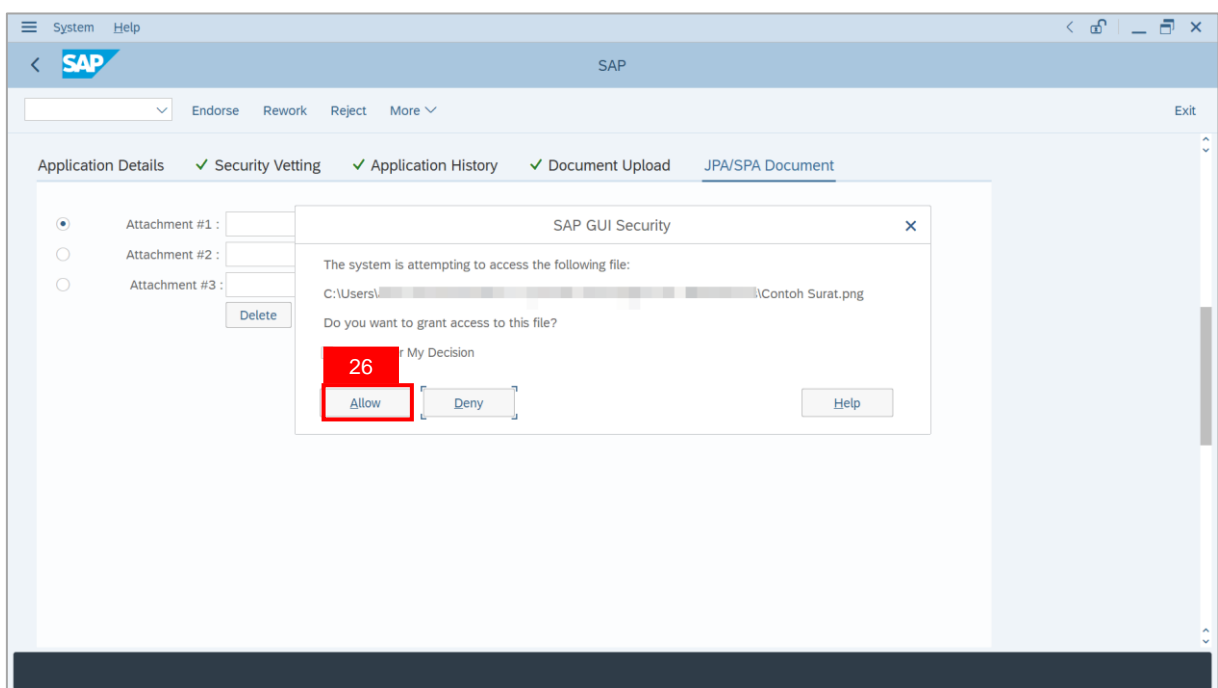
24. Select **File** to be uploaded.

25. Click on **Open** button.

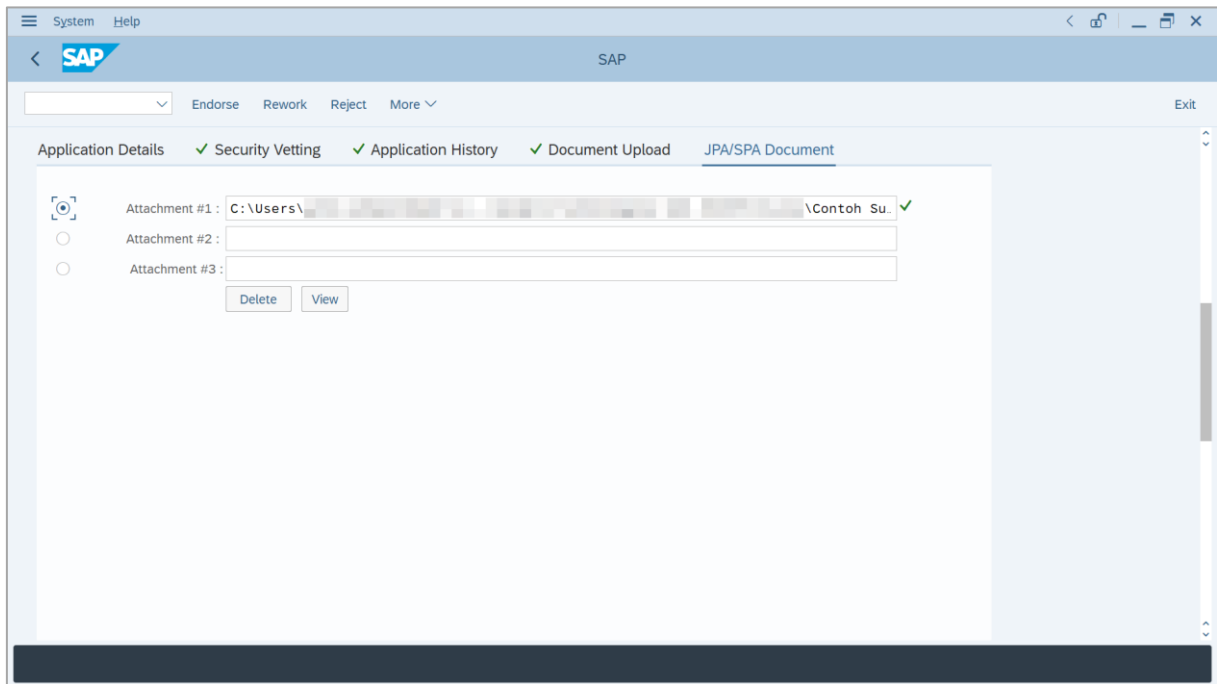


Note: The **SAP GUI Security** message will be displayed.

26. Click on **Allow** button.



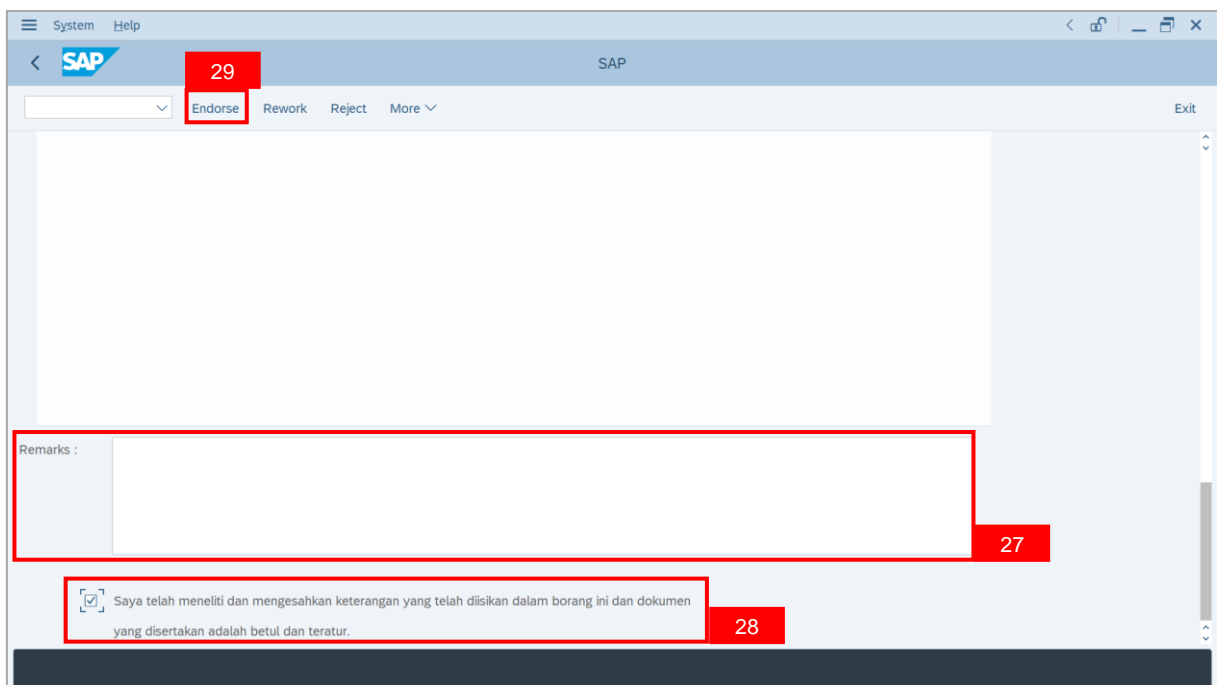
Note: The **File** has successfully been uploaded by **JPA Endorser**.



27. Enter the **Remarks** for employee's *Penyelarasan* application.

28. Tick on **Declaration** checkbox.

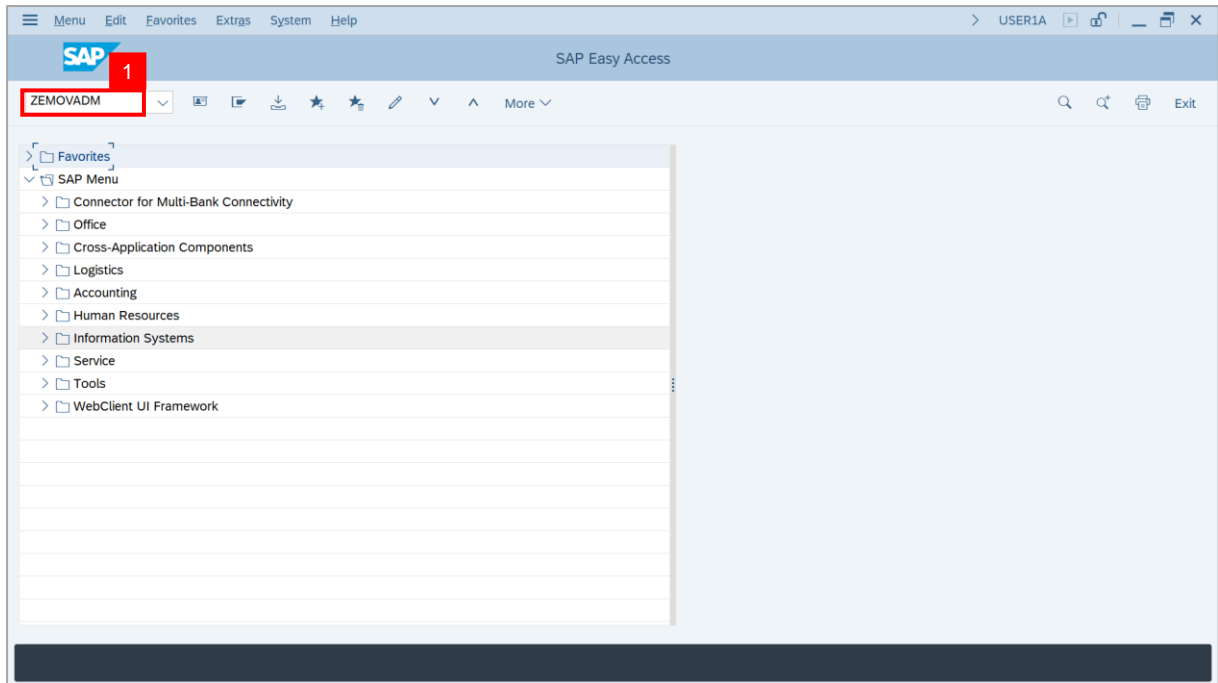
29. Click on **Endorse** button.



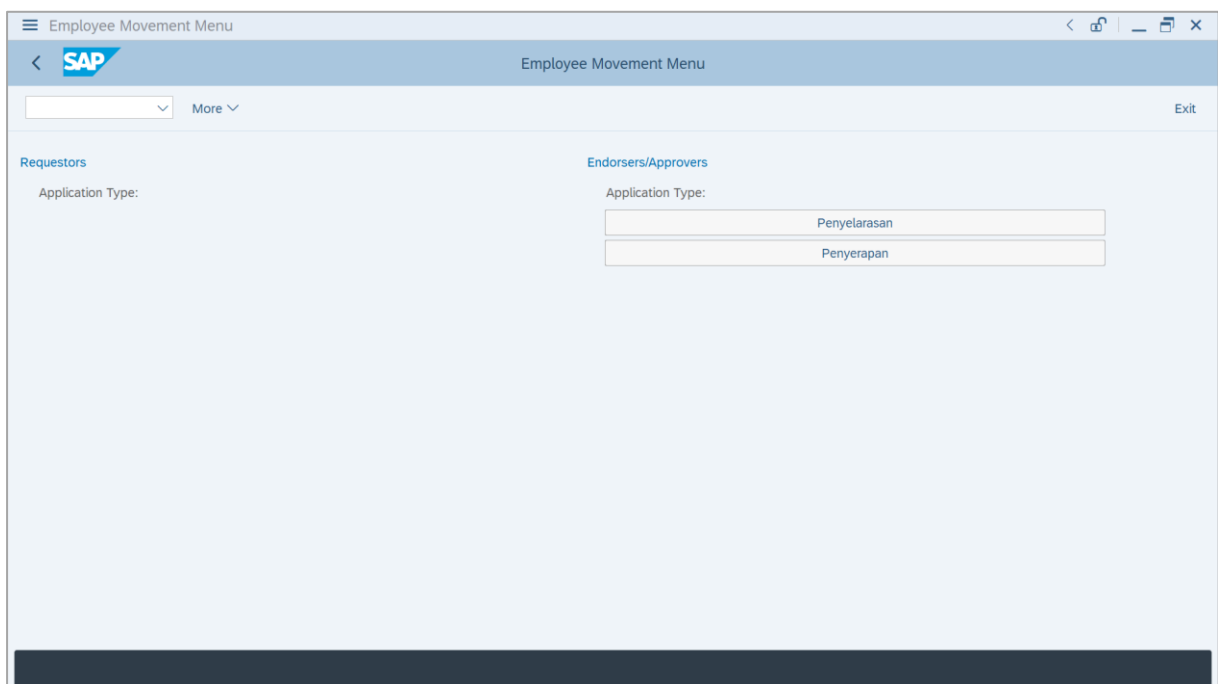
REWORK APPLICATION	Backend User
	JPA Endorser

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

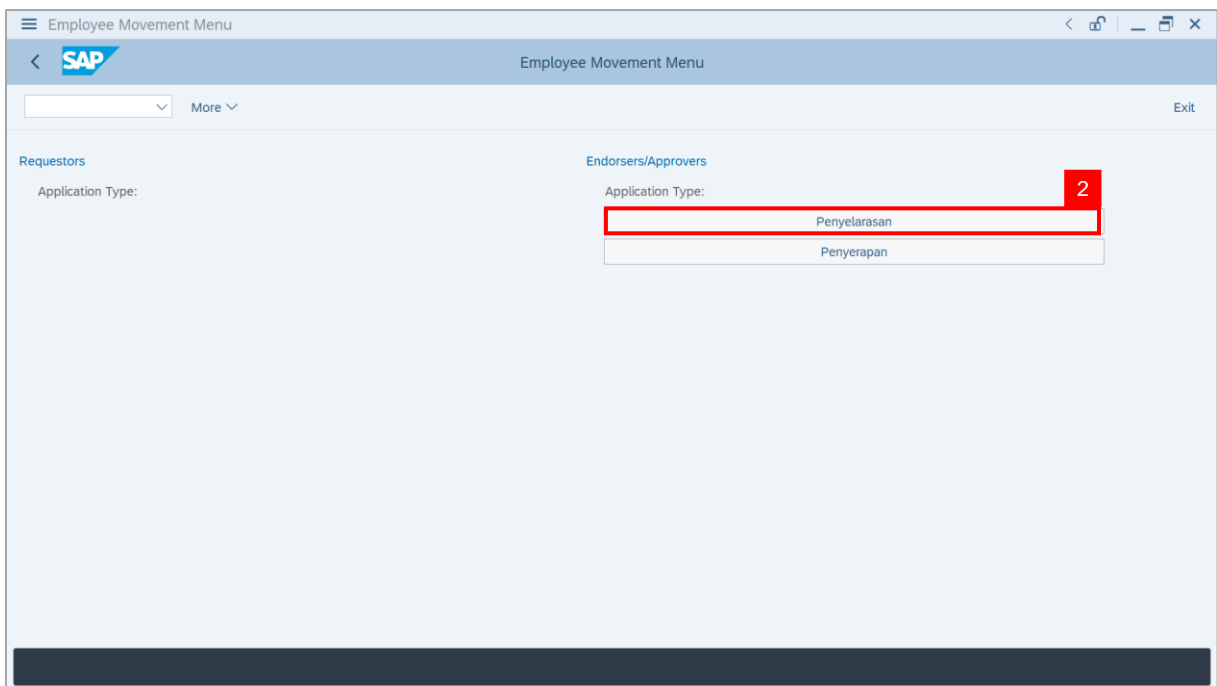
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers / Approvers: Application Type**, click on **Penyelarasan**.

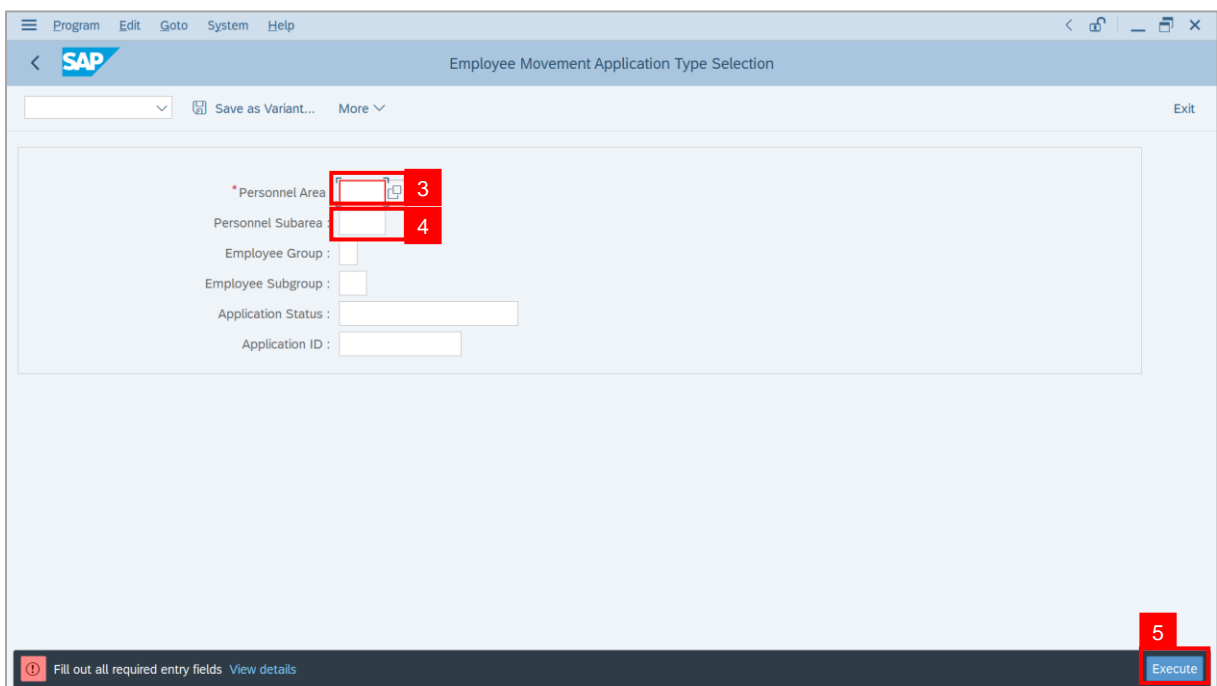


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

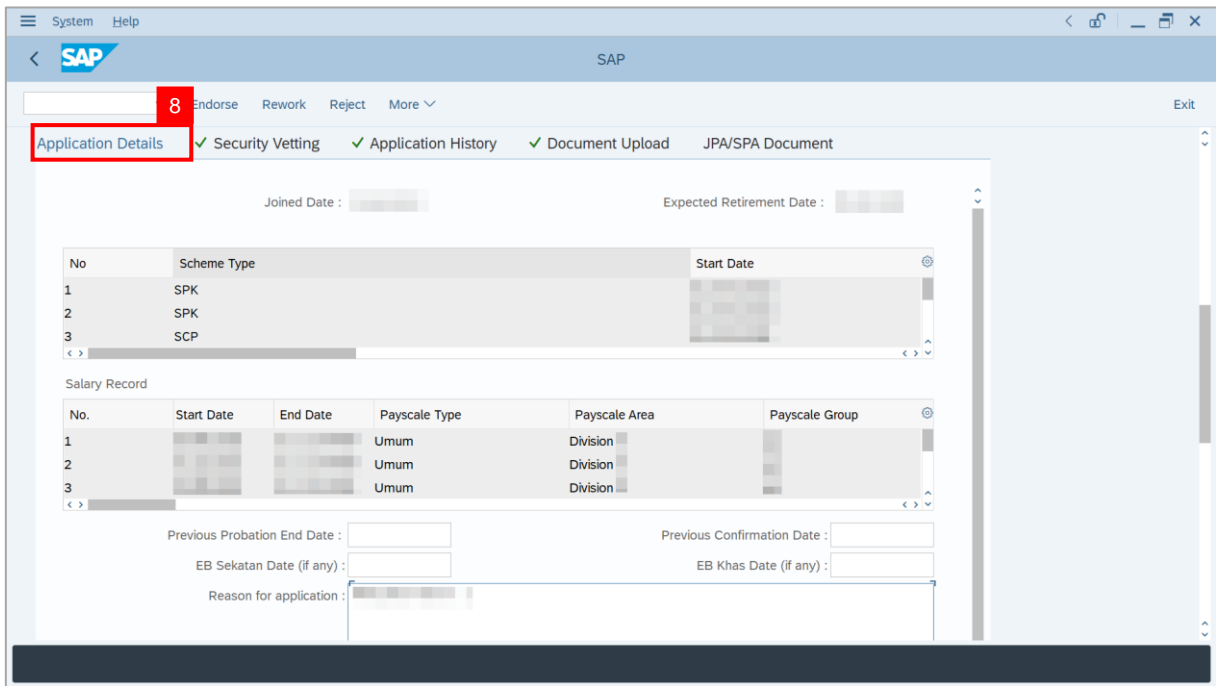
4. Enter **Personnel Subarea**.

5. Click on **Execute** button.

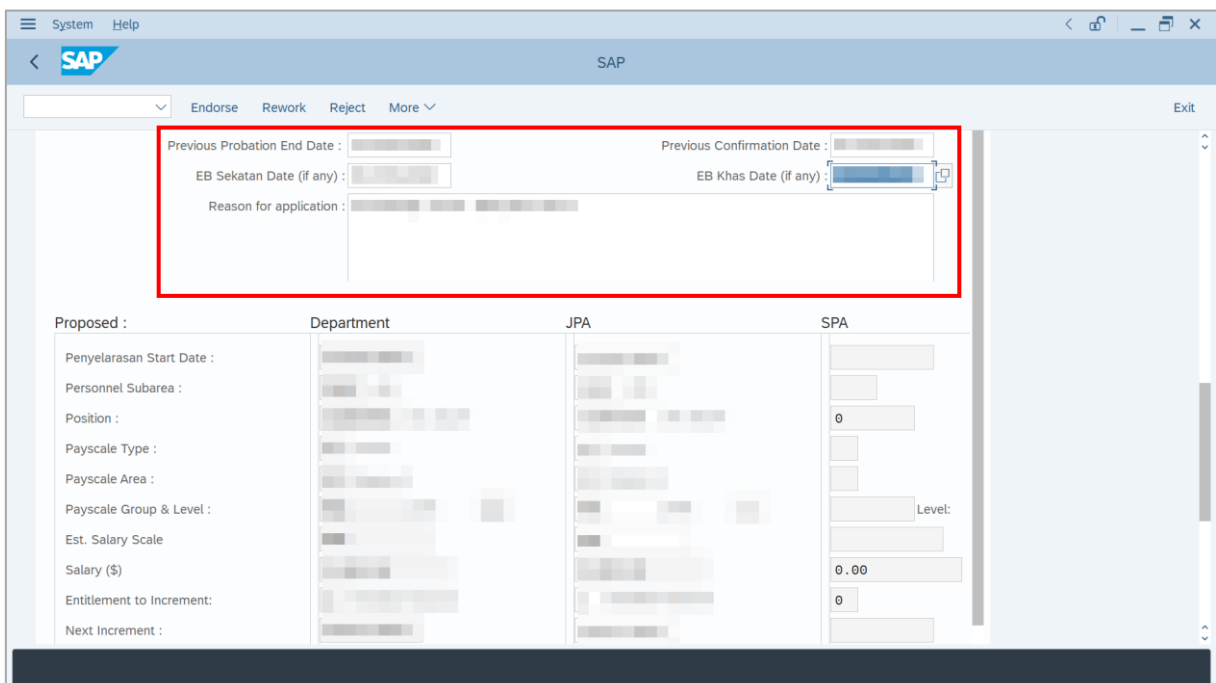


8. Navigate to **Application Details** tab.

Note: JPA Endorser may review employee's **Joined Date**, **Expected Retirement Date**, **Scheme Details** and **Salary Record**.



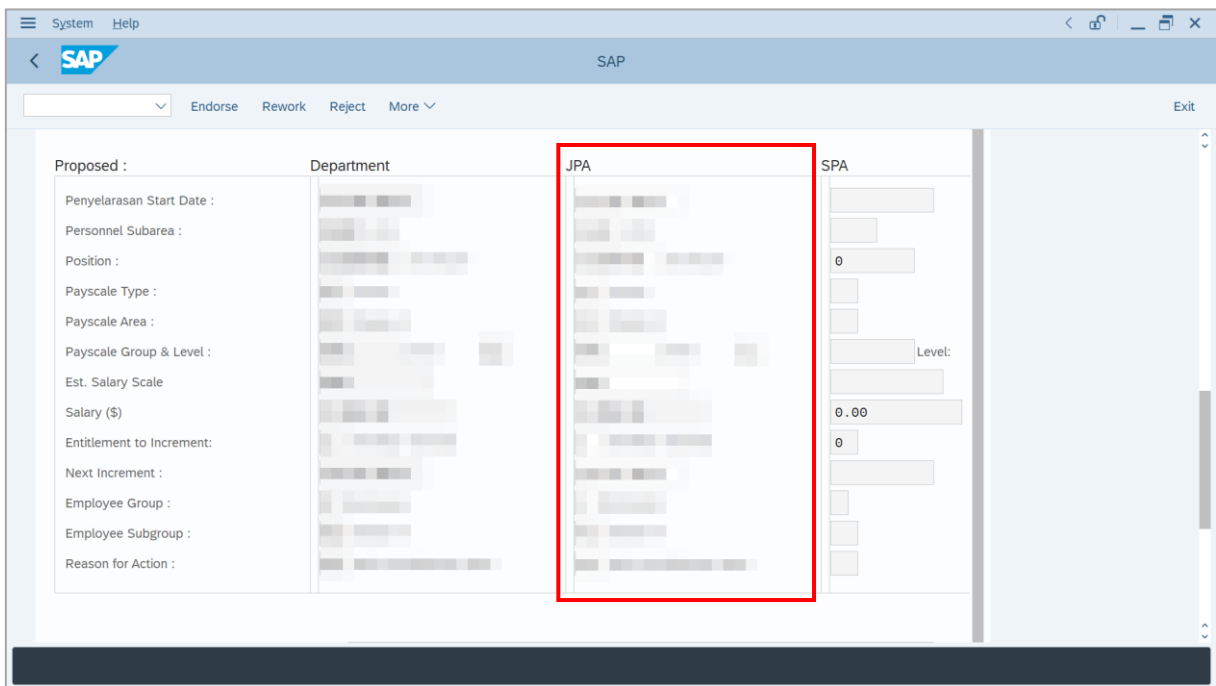
Note: JPA Endorser may also review and amend the following details entered by **Department HR Administrator**.



Note: Employee's details are proposed by **Department HR Administrator** and are available for amendment by **JPA Endorser** under **JPA** column.

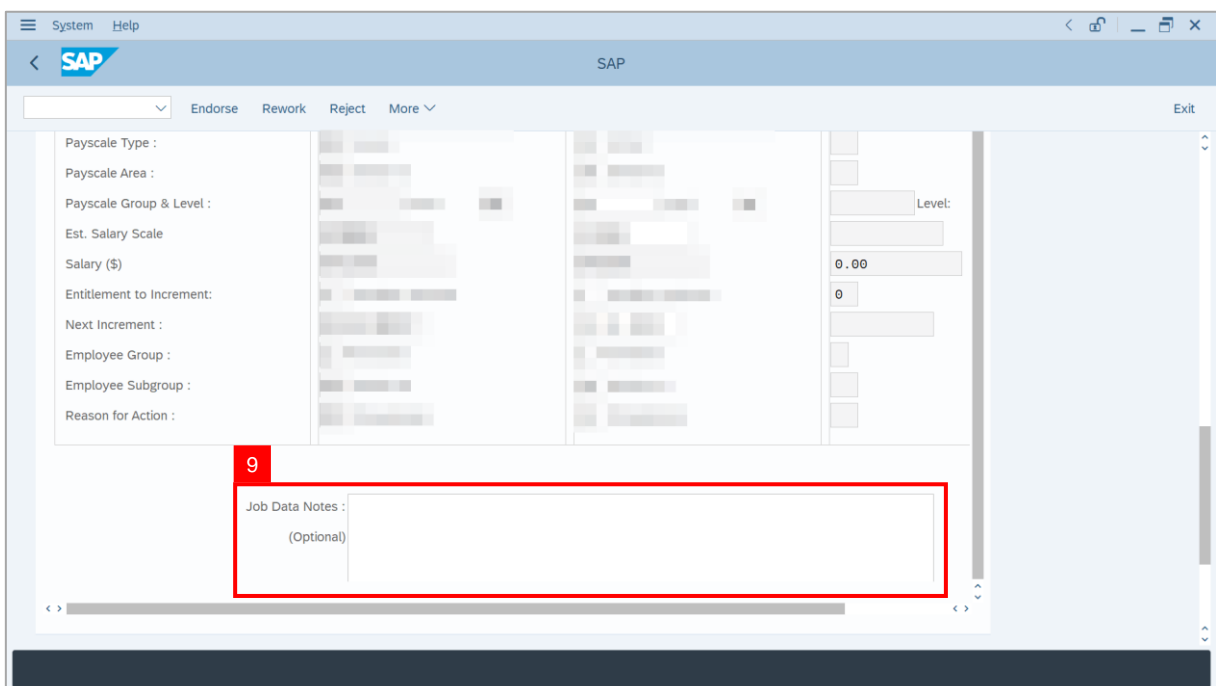
- i) **JPA Endorser** may review and amend proposed information if required.
- ii) Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's**

Application page.



The screenshot shows the SAP GUI interface for the 'Proposed' tab. The interface is divided into four main columns: 'Proposed', 'Department', 'JPA', and 'SPA'. The 'JPA' column is highlighted with a red rectangular box. The 'Proposed' column contains various fields such as 'Penyelarasan Start Date', 'Personnel Subarea', 'Position', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Entitlement to Increment', 'Next Increment', 'Employee Group', 'Employee Subgroup', and 'Reason for Action'. The 'Department' and 'SPA' columns also contain corresponding data fields. The top navigation bar includes 'System', 'Help', and 'SAP' logos, along with action buttons like 'Endorse', 'Rework', 'Reject', and 'More'.

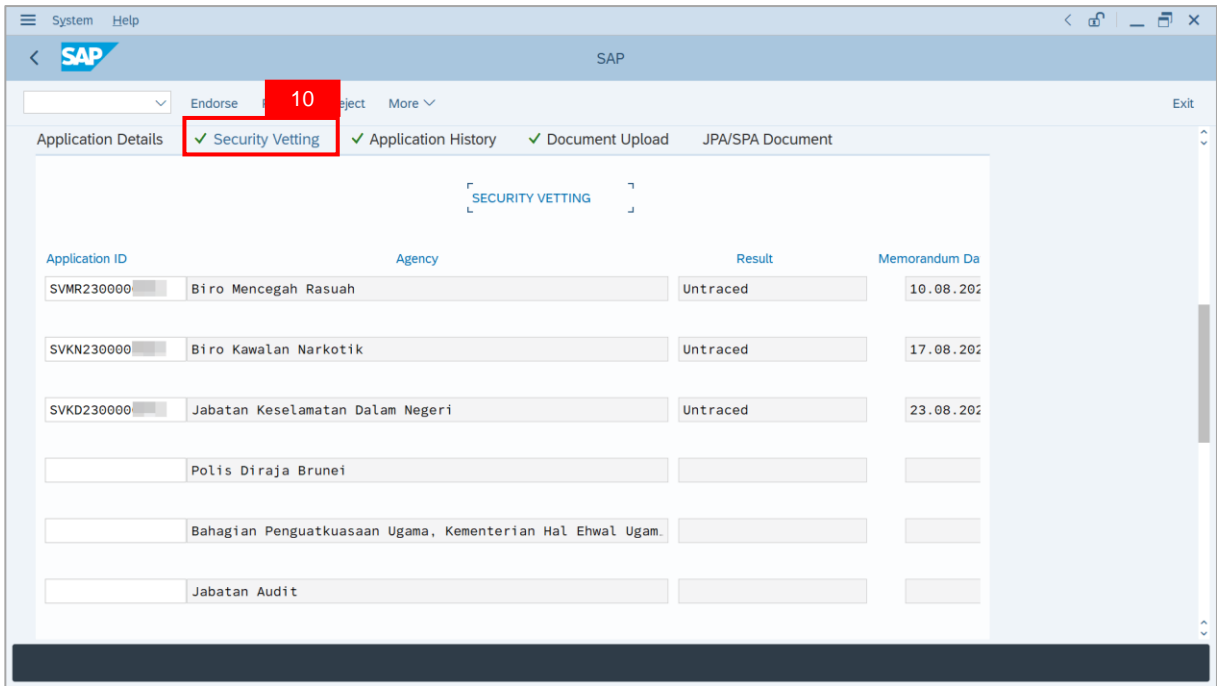
9. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP GUI interface for the 'Job Data Notes' field. The field is highlighted with a red rectangular box, and a red square with the number '9' is positioned above it. The 'Job Data Notes' field is labeled '(Optional)'. The background shows the same SAP GUI interface as the previous screenshot, with the 'Proposed' tab selected. The top navigation bar includes 'System', 'Help', and 'SAP' logos, along with action buttons like 'Endorse', 'Rework', 'Reject', and 'More'.

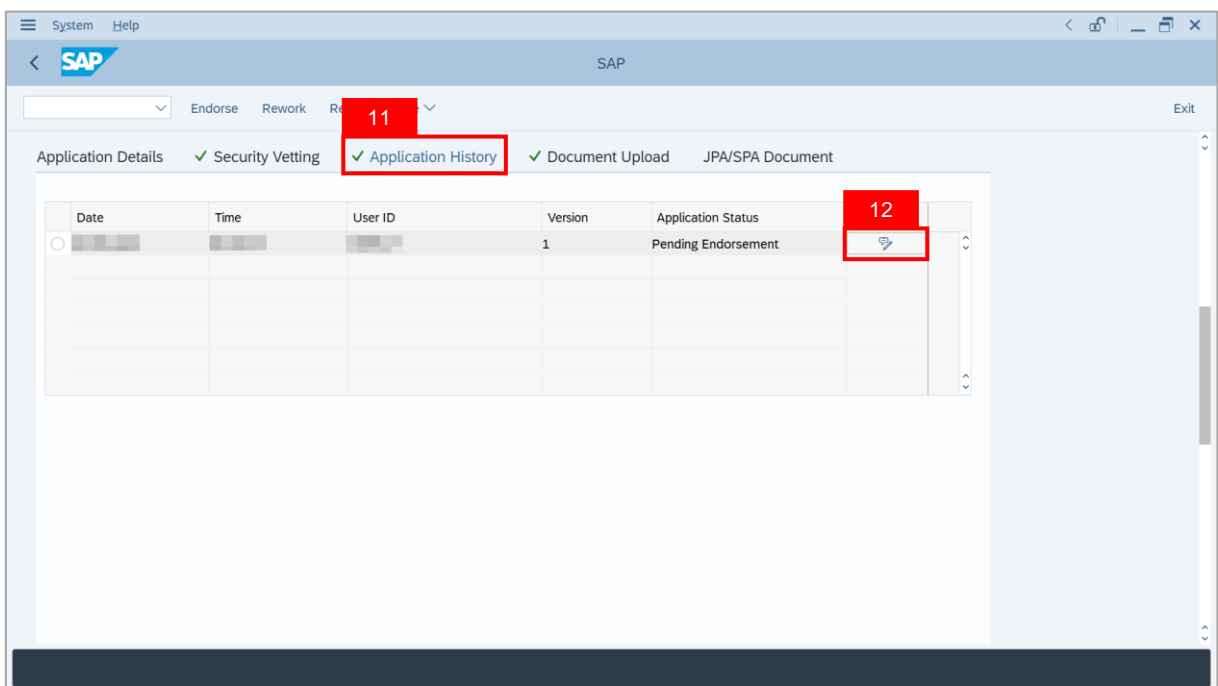
10. Navigate to **Security Vetting** tab.

Note: JPA Endorser can view **Security Vetting results** updated by Security Vetting agencies.

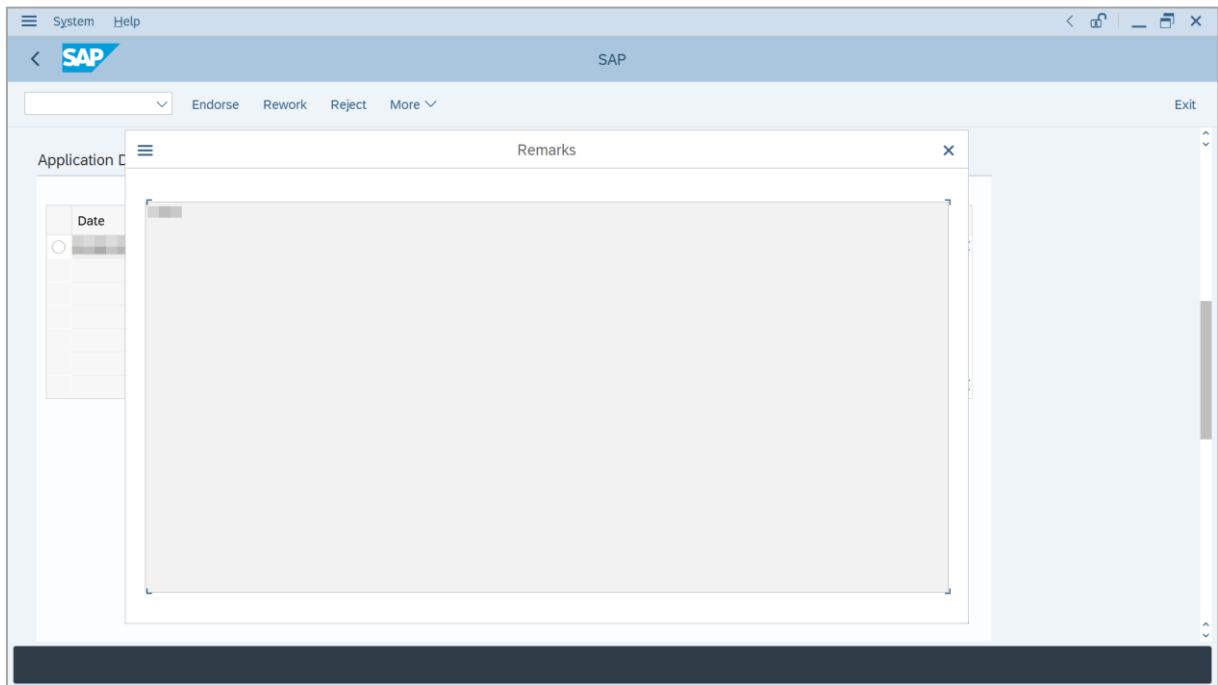


11. Navigate to **Application History** tab.

12. Click on **Remarks** button to view the comments made by **Department HR Administrator**.

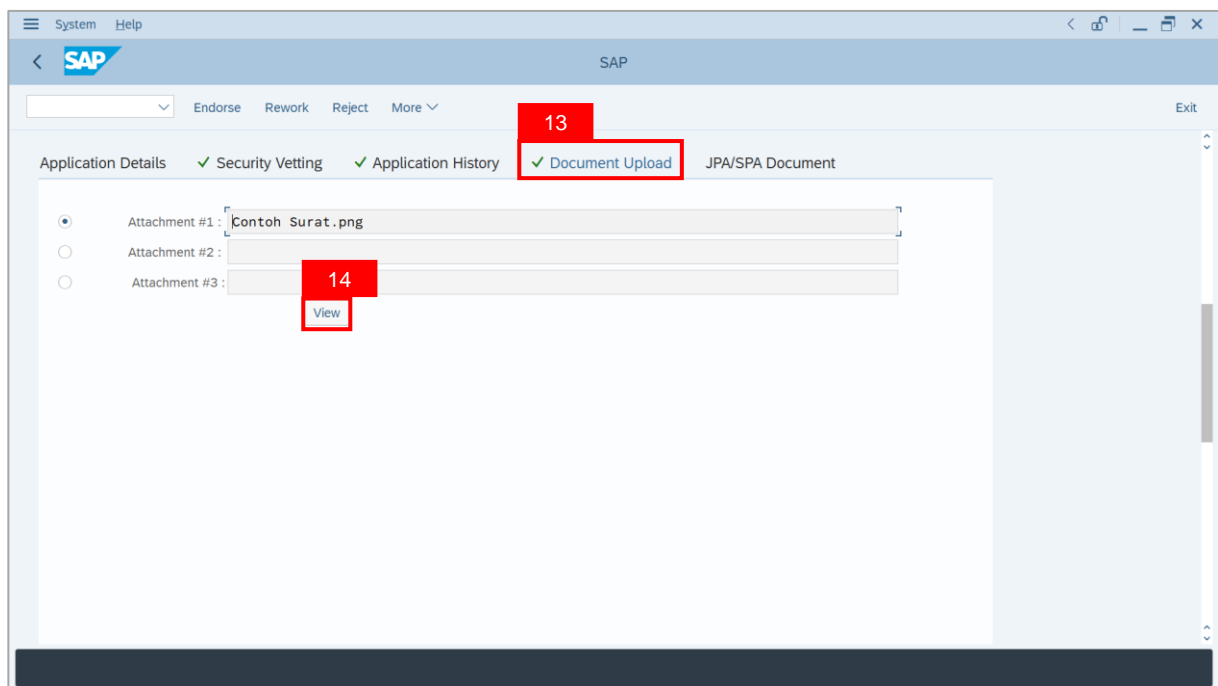


Note: The **Remarks** page will be displayed.



13. Navigate to **Document Upload** tab.

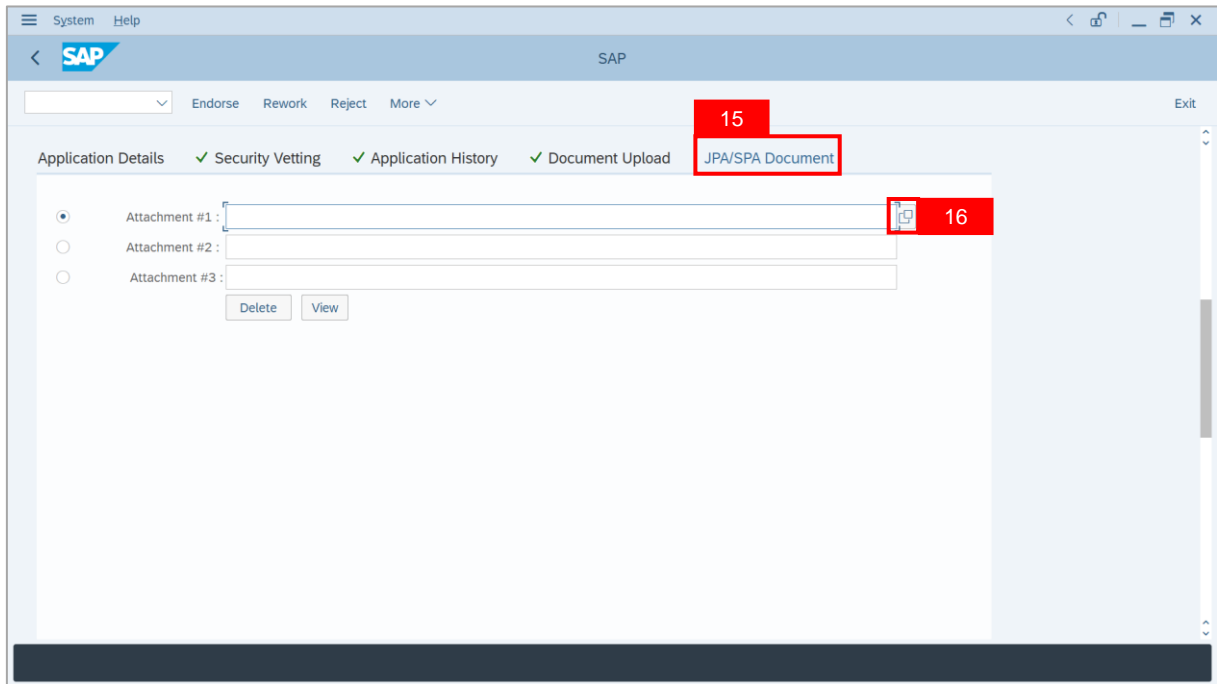
14. Click on **View** button to download the files uploaded by **Department HR Administrator**.



15. Navigate to **JPA / SPA Document**.

16. Click on **Lookup** button.

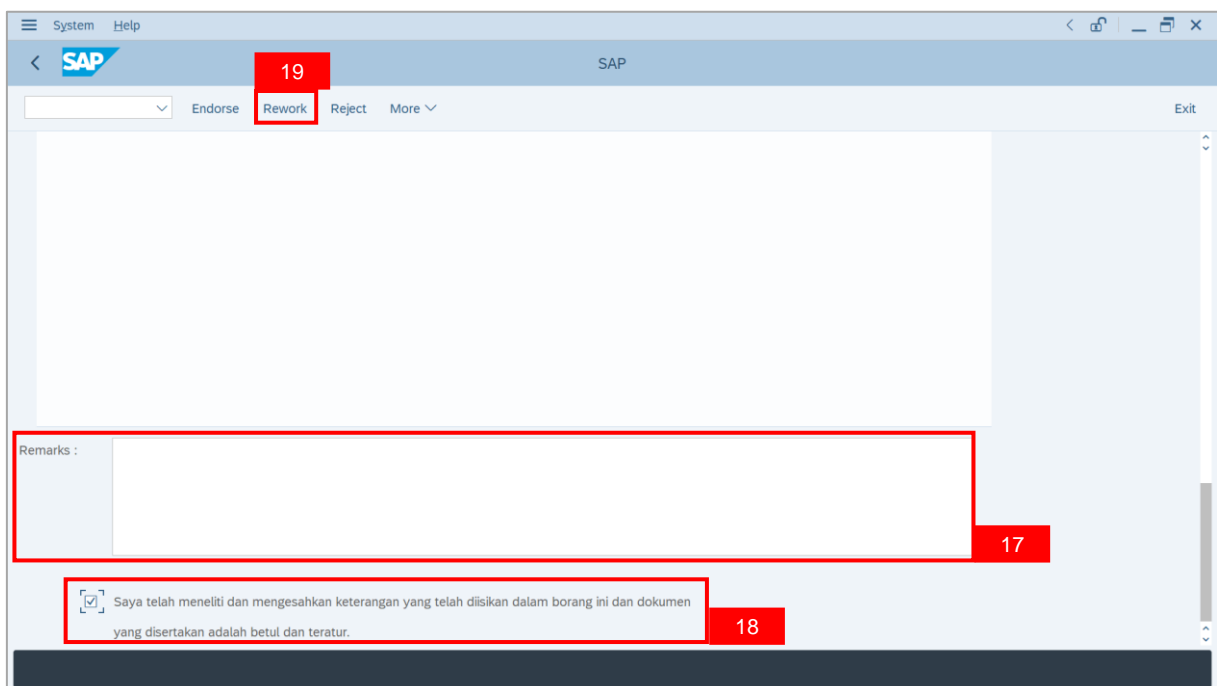
Note: JPA Endorser may upload **file attachments** if required.



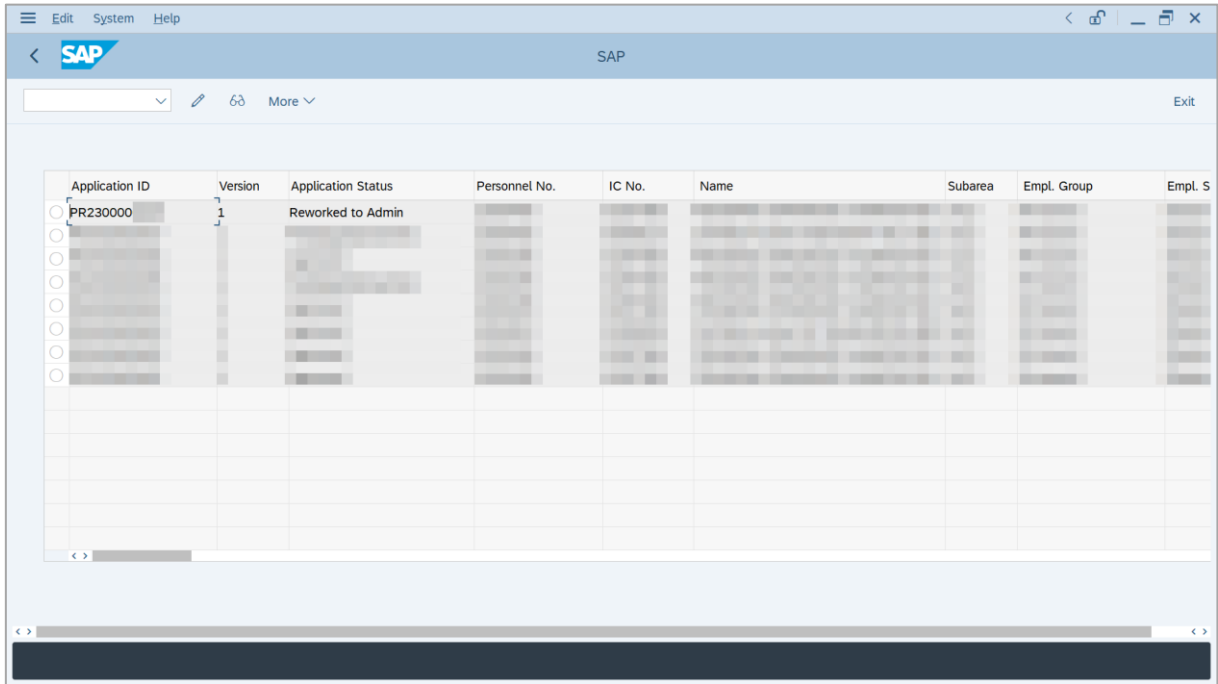
17. Enter the **Remarks** for employee's Penyelarasan application.

18. Tick on **Declaration** checkbox.

19. Click on **Rework** button.



Outcome: The **Application** has successfully been reworked to **Department HR Administrator**.



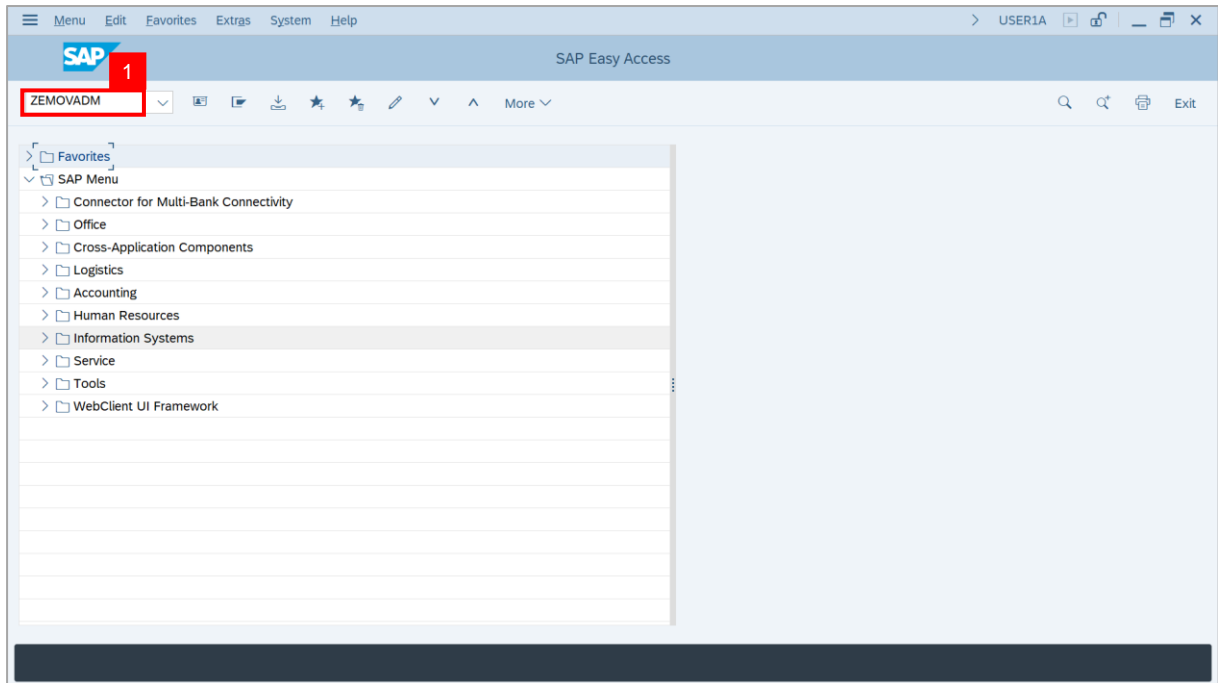
The screenshot displays the SAP GUI interface. At the top, there is a menu bar with 'Edit', 'System', and 'Help'. Below it is a search bar with a dropdown arrow, a refresh icon, a 'More' dropdown, and an 'Exit' button. The main area contains a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row of data shows 'PR230000' in the Application ID column, '1' in the Version column, and 'Reworked to Admin' in the Application Status column. The rest of the table is blurred. At the bottom of the table, there are navigation arrows.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PR230000	1	Reworked to Admin						

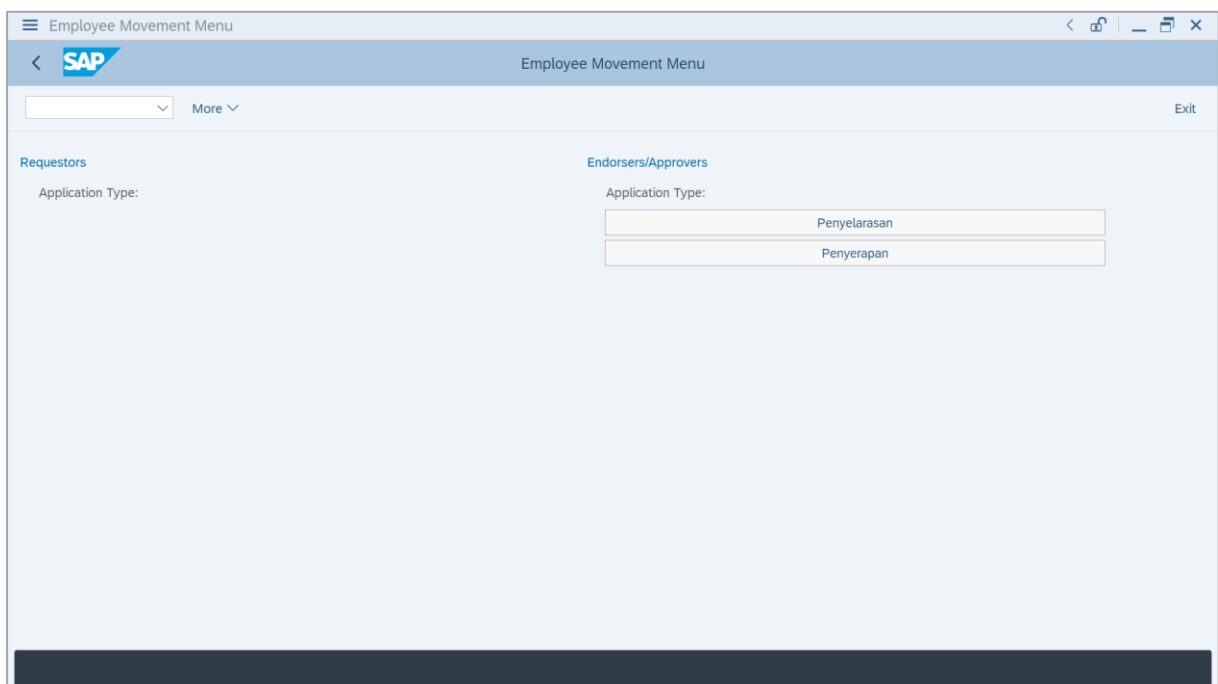
REJECT APPLICATION	Backend User
	JPA Endorser

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

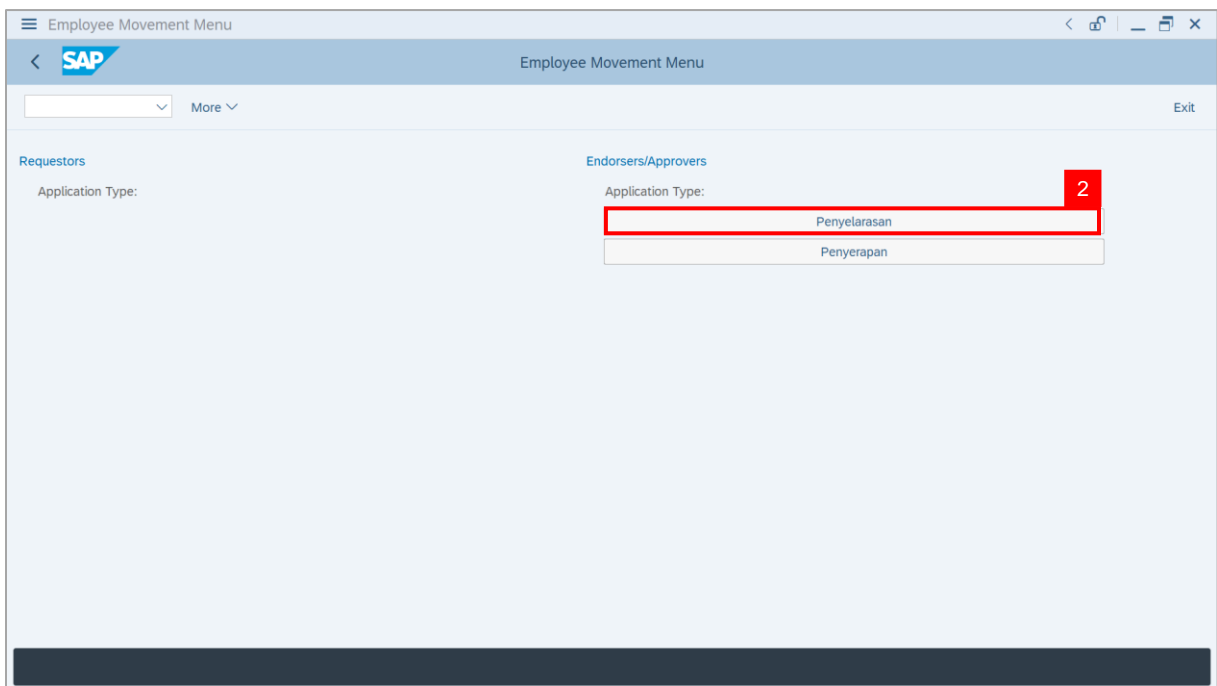
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Under **Endorsers / Approvers: Application Type**, click on **Penyelarasan**.

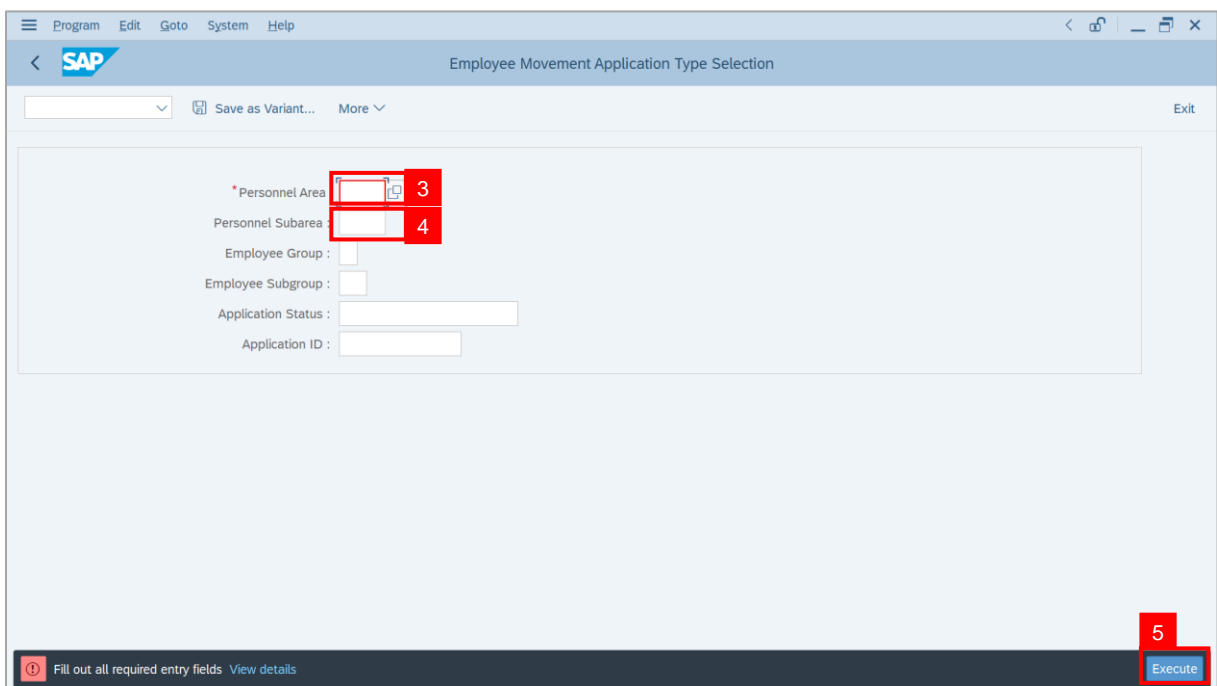


Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

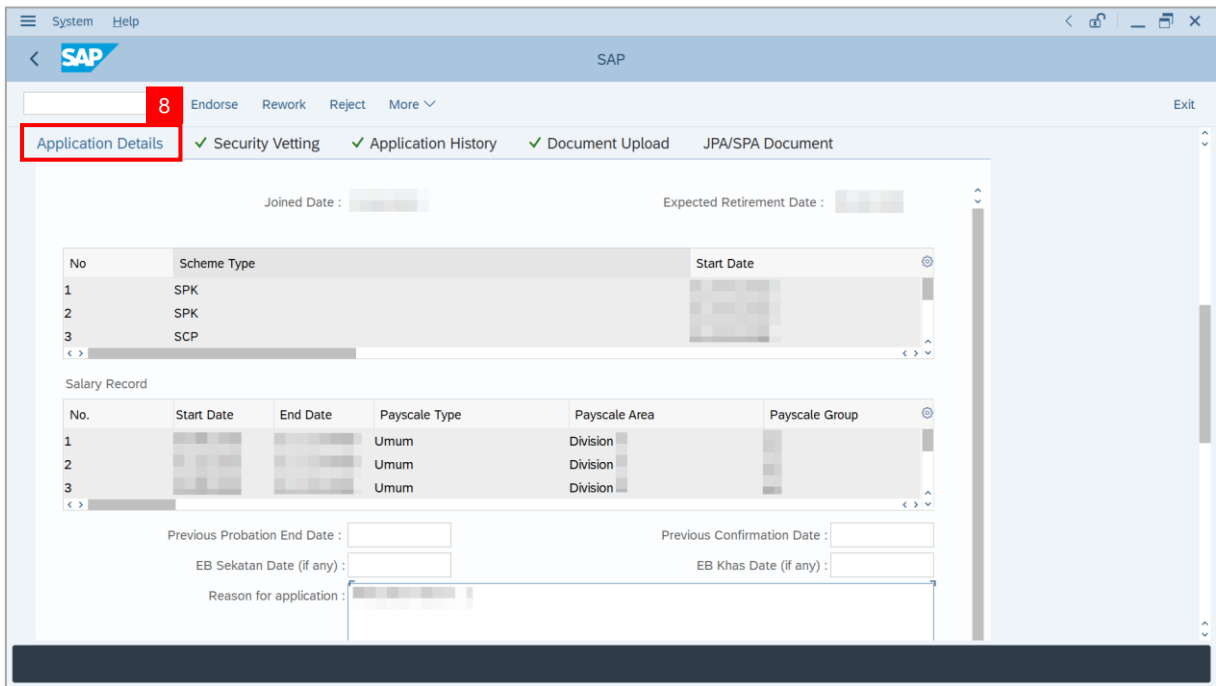
4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



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

Note: JPA Endorser may review employee's **Joined Date**, **Expected Retirement Date**, **Scheme Details** and **Salary Record**.



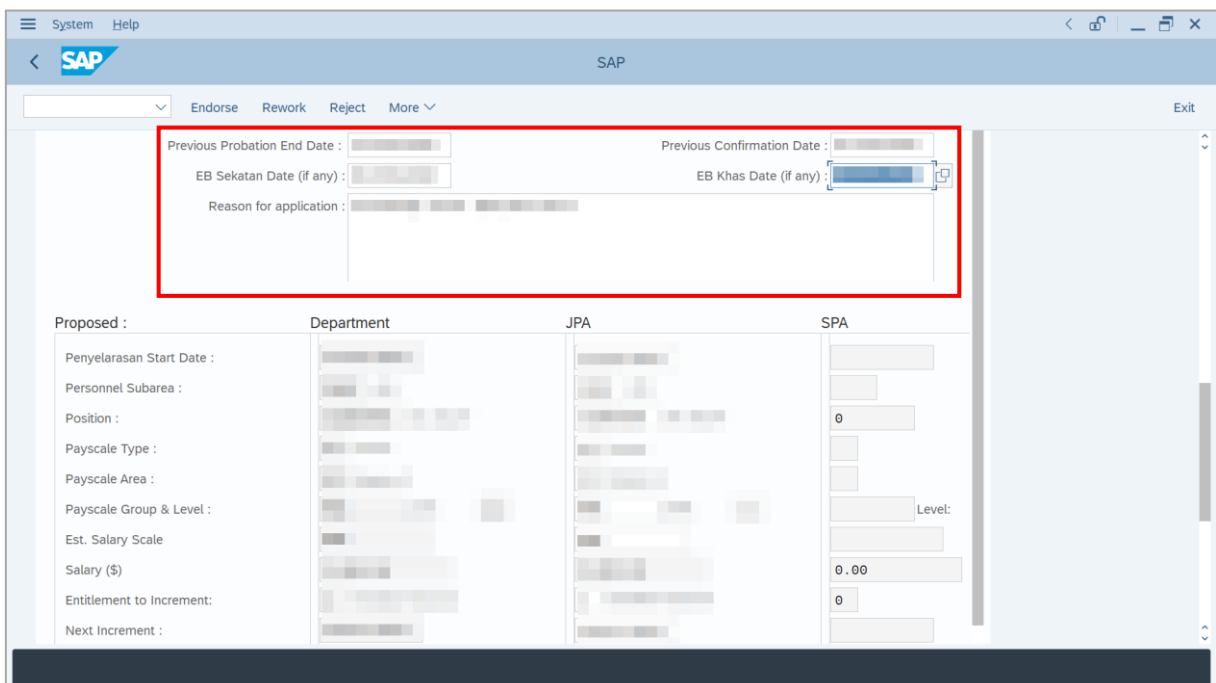
The screenshot shows the SAP 'Application Details' tab. At the top, there are navigation buttons: 'Endorse', 'Rework', 'Reject', and 'More'. Below these are several tabs: 'Application Details' (highlighted with a red box), 'Security Vetting', 'Application History', 'Document Upload', and 'JPA/SPA Document'. The main content area includes:

- Fields for 'Joined Date' and 'Expected Retirement Date'.
- A table for 'Scheme Details':

No	Scheme Type	Start Date
1	SPK	
2	SPK	
3	SCP	
- A table for 'Salary Record':

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group
1			Umum	Division	
2			Umum	Division	
3			Umum	Division	
- Fields for 'Previous Probation End Date', 'Previous Confirmation Date', 'EB Sekatan Date (if any)', and 'EB Khas Date (if any)'.
- A text area for 'Reason for application'.

Note: JPA Endorser may also review and amend the following details entered by Department HR Administrator.



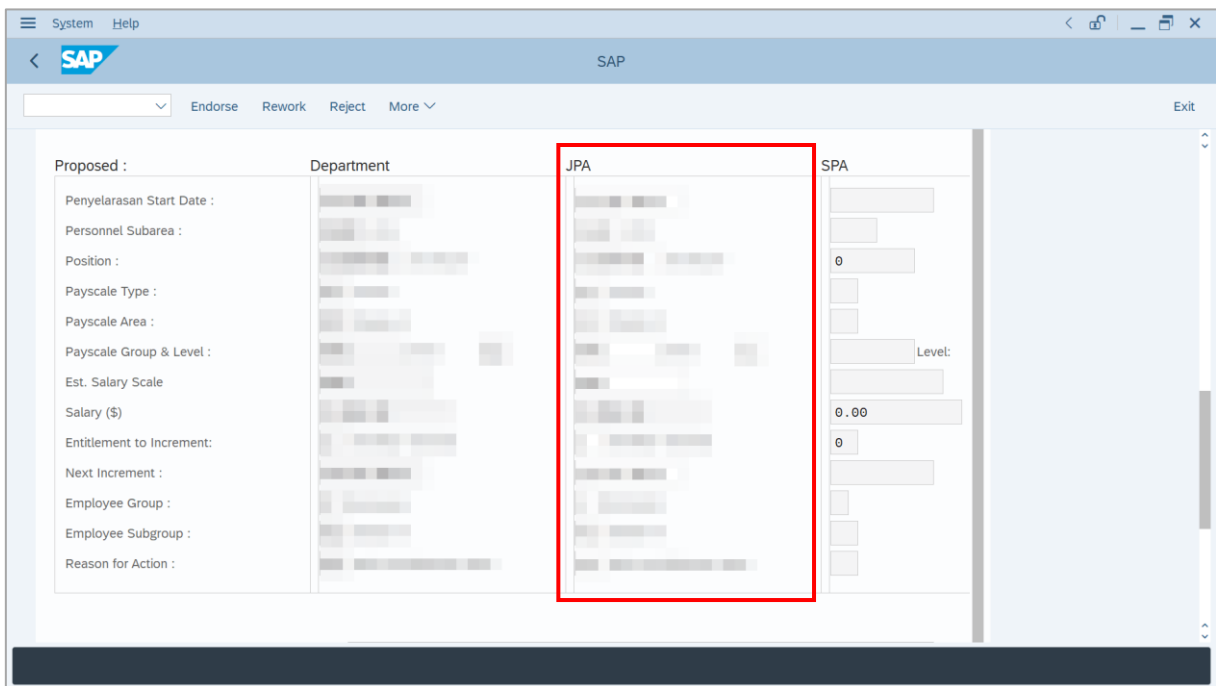
This screenshot shows the same SAP 'Application Details' tab, but with a red box highlighting the 'Previous Probation End Date', 'Previous Confirmation Date', 'EB Sekatan Date (if any)', and 'EB Khas Date (if any)' fields. Below this, there is a table comparing 'Proposed' details with 'Department', 'JPA', and 'SPA' details:

Proposed :	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :			0
Payscale Type :			
Payscale Area :			
Payscale Group & Level :			Level:
Est. Salary Scale			
Salary (\$)			0.00
Entitlement to Increment:			0
Next Increment :			

Note: Employee's details are proposed by **Department HR Administrator** and are available for amendment by **JPA Endorser** under **JPA** column.

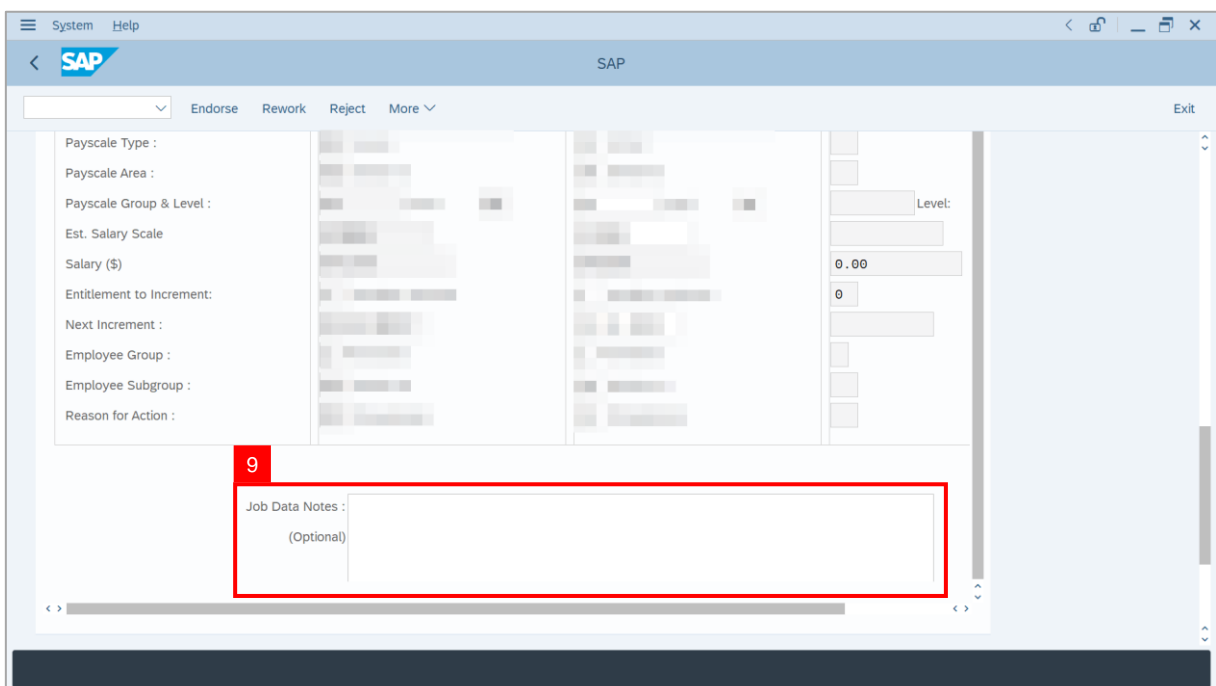
- i) **JPA Endorser** may review and amend proposed information if required.
- ii) Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's**

Application page.



The screenshot shows the SAP GUI interface for the 'Proposed' tab. The interface is divided into four columns: 'Proposed', 'Department', 'JPA', and 'SPA'. The 'JPA' column is highlighted with a red rectangular box. The 'Proposed' column contains various fields such as 'Penyelarasan Start Date', 'Personnel Subarea', 'Position', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Entitlement to Increment', 'Next Increment', 'Employee Group', 'Employee Subgroup', and 'Reason for Action'. The 'Department' and 'SPA' columns also contain data, with the 'SPA' column showing a 'Level' field and a '0.00' value.

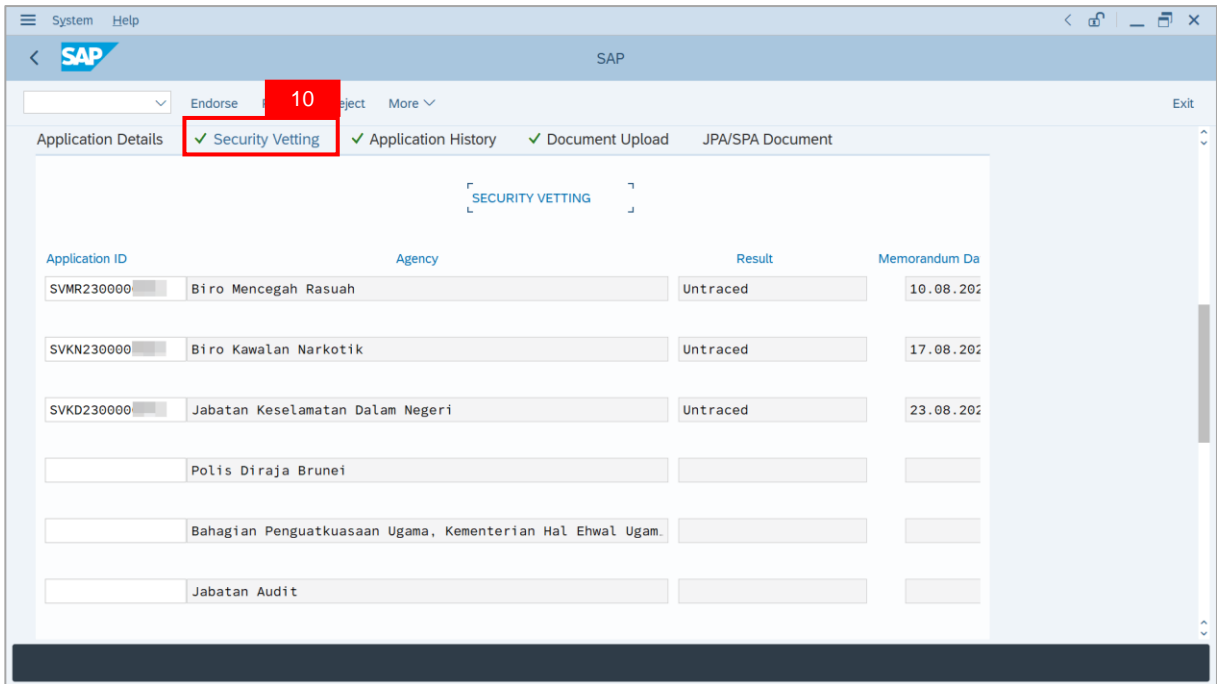
9. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP GUI interface for the 'Job Data Notes' field. The interface is divided into four columns: 'Proposed', 'Department', 'JPA', and 'SPA'. The 'Job Data Notes' field is highlighted with a red rectangular box. A red square with the number '9' is positioned above the 'Job Data Notes' field. The 'Job Data Notes' field is labeled '(Optional)'. The 'Proposed' column contains various fields such as 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Entitlement to Increment', 'Next Increment', 'Employee Group', 'Employee Subgroup', and 'Reason for Action'. The 'Department' and 'SPA' columns also contain data, with the 'SPA' column showing a 'Level' field and a '0.00' value.

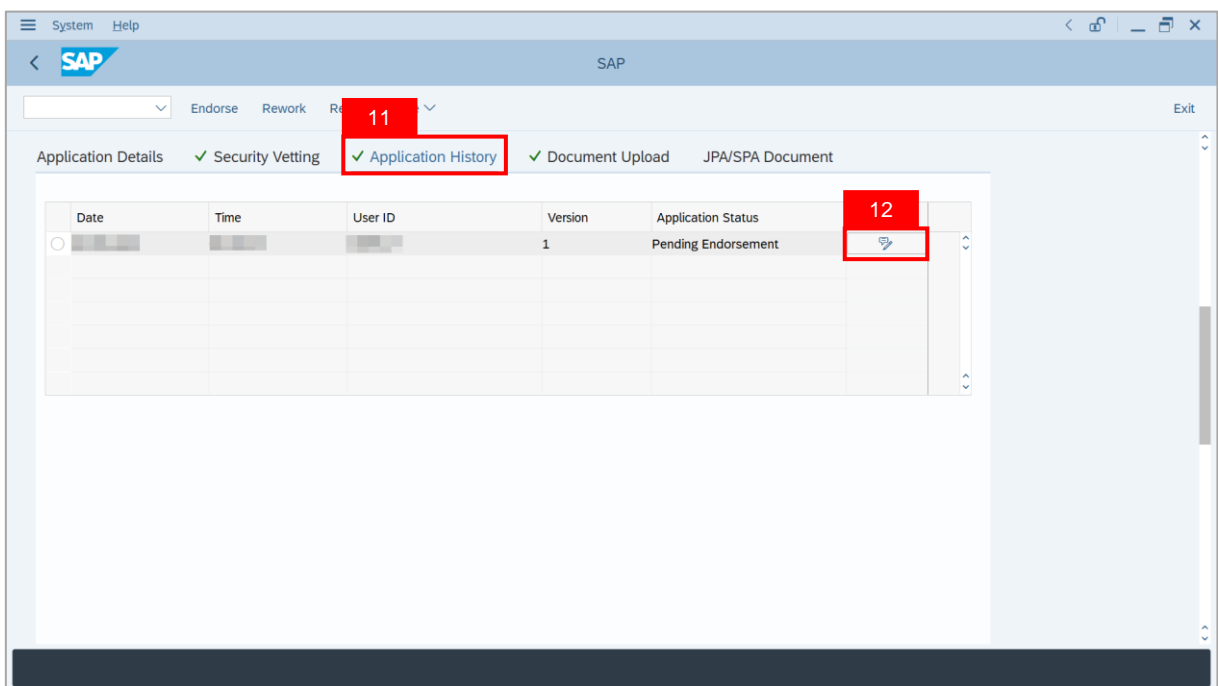
10. Navigate to **Security Vetting** tab.

Note: JPA Endorser can view **Security Vetting results** updated by Security Vetting agencies.

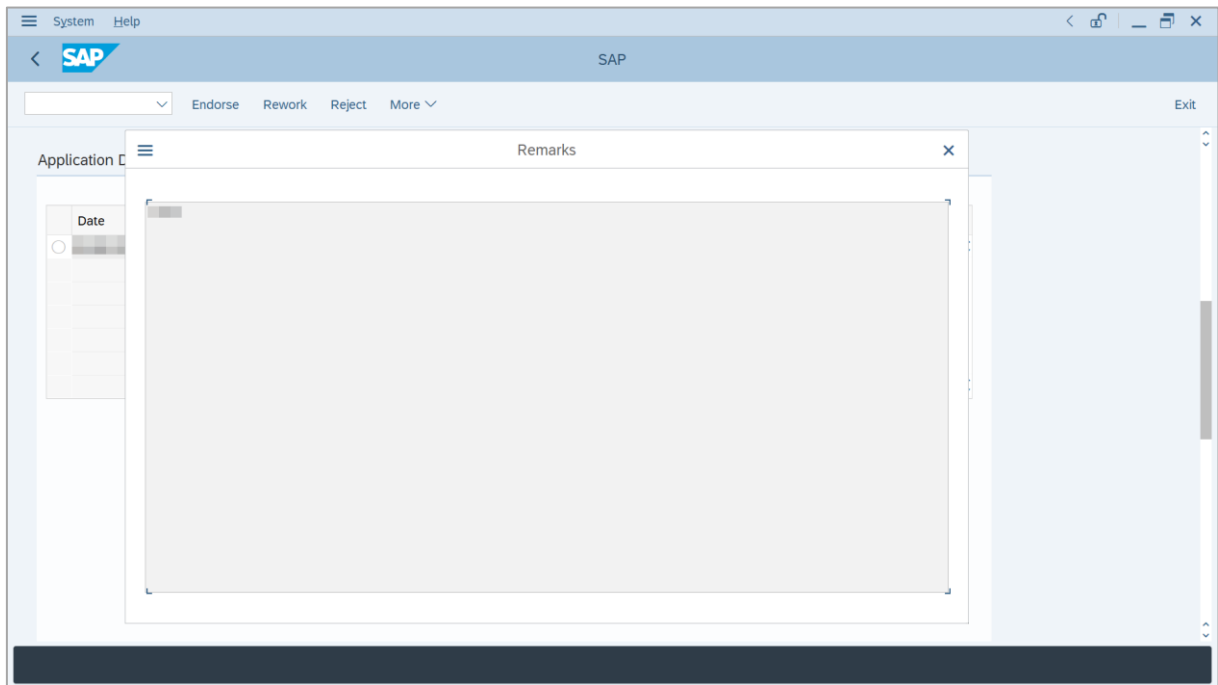


11. Navigate to **Application History** tab.

12. Click on **Remarks** button to view the comments made by **Department HR Administrator**.

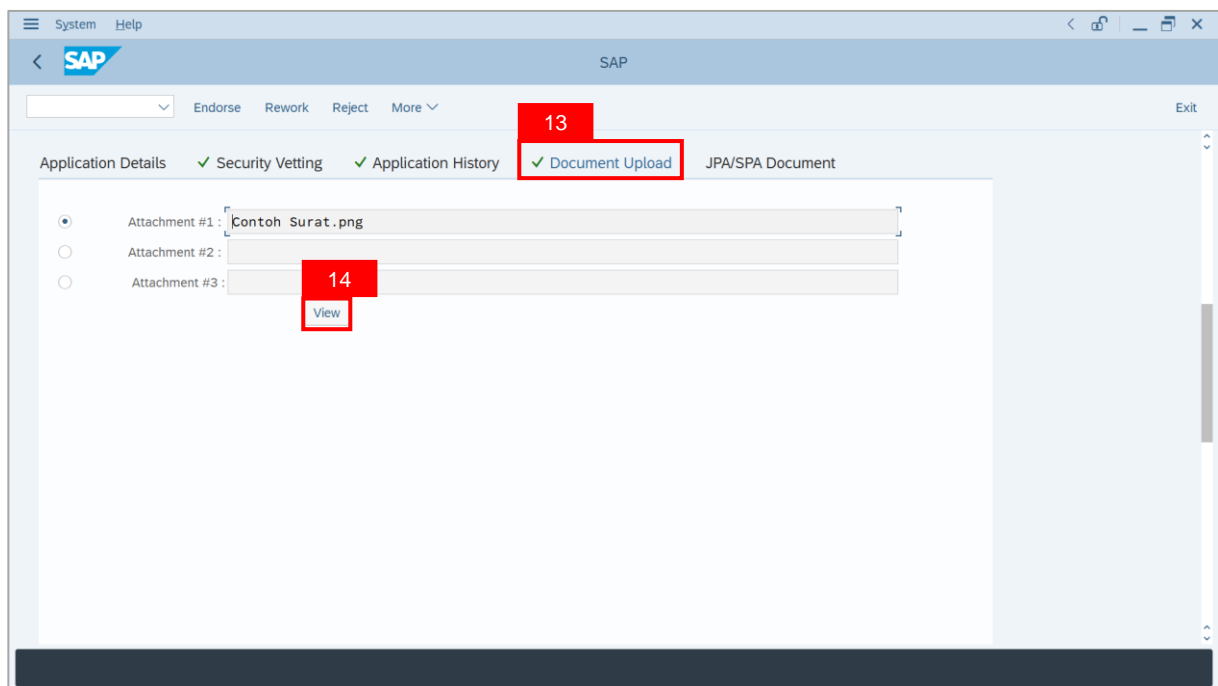


Note: The **Remarks** page will be displayed.



13. Navigate to **Document Upload** tab.

14. Click on **View** button to download the files uploaded by **Department HR Administrator**.



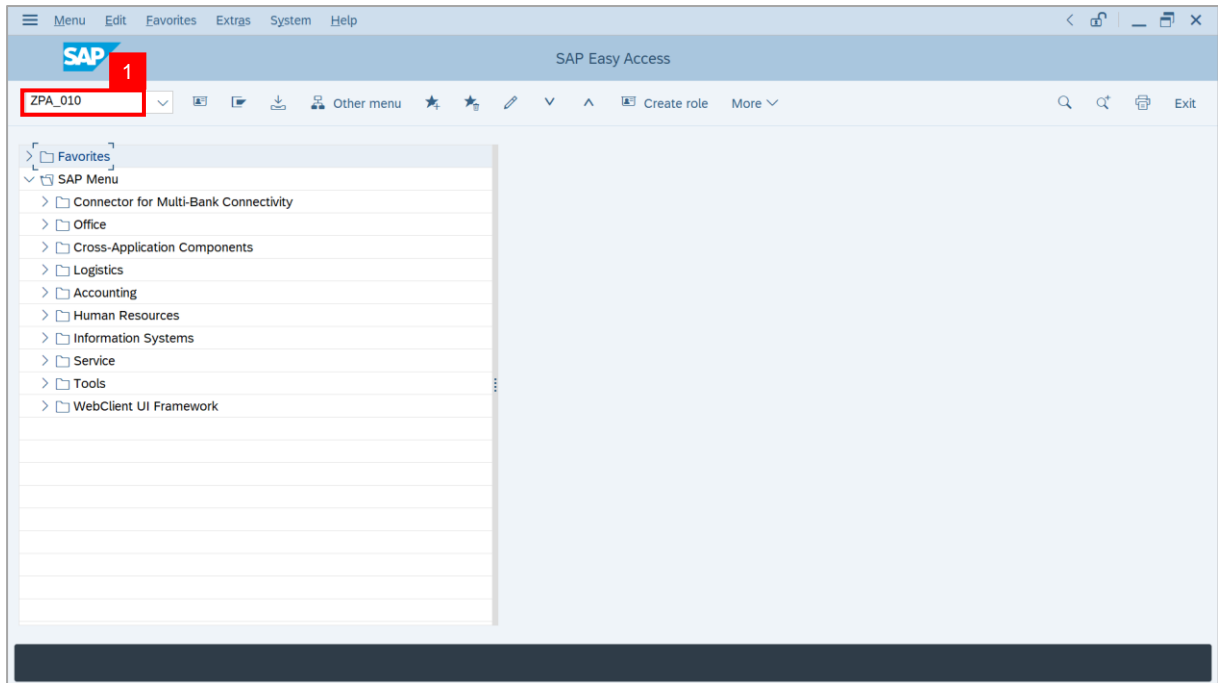
**GENERATE
APPLICATION REPORT**

Backend User

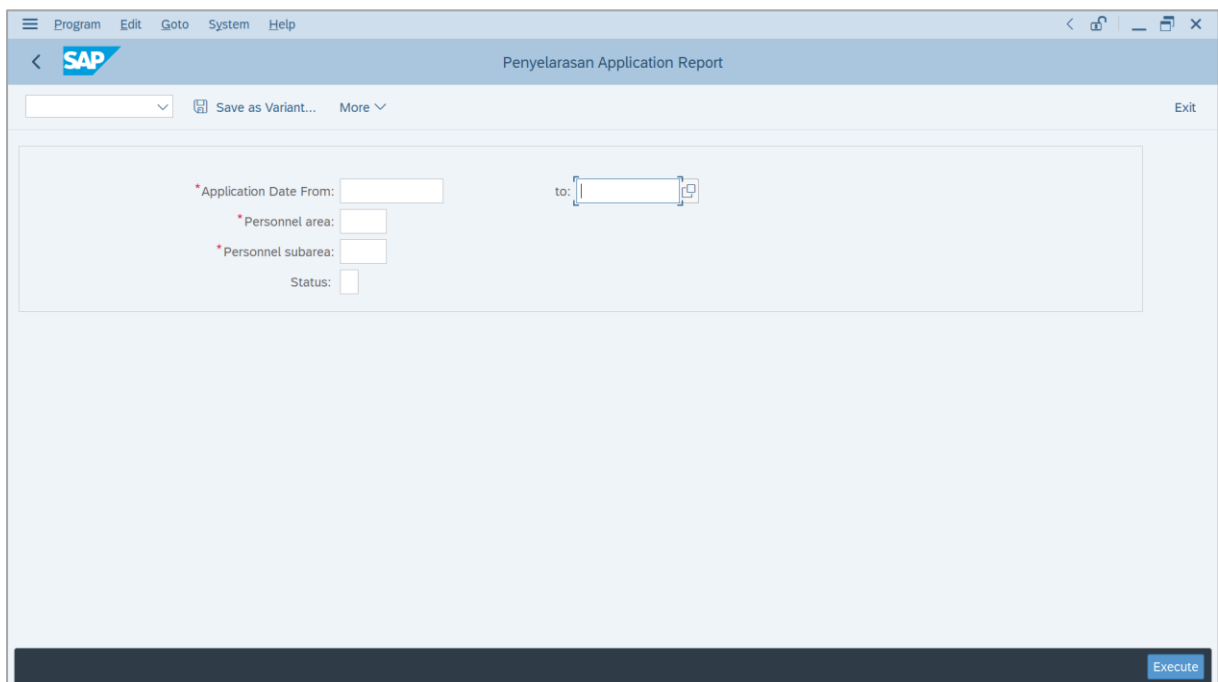
JPA Endorser

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

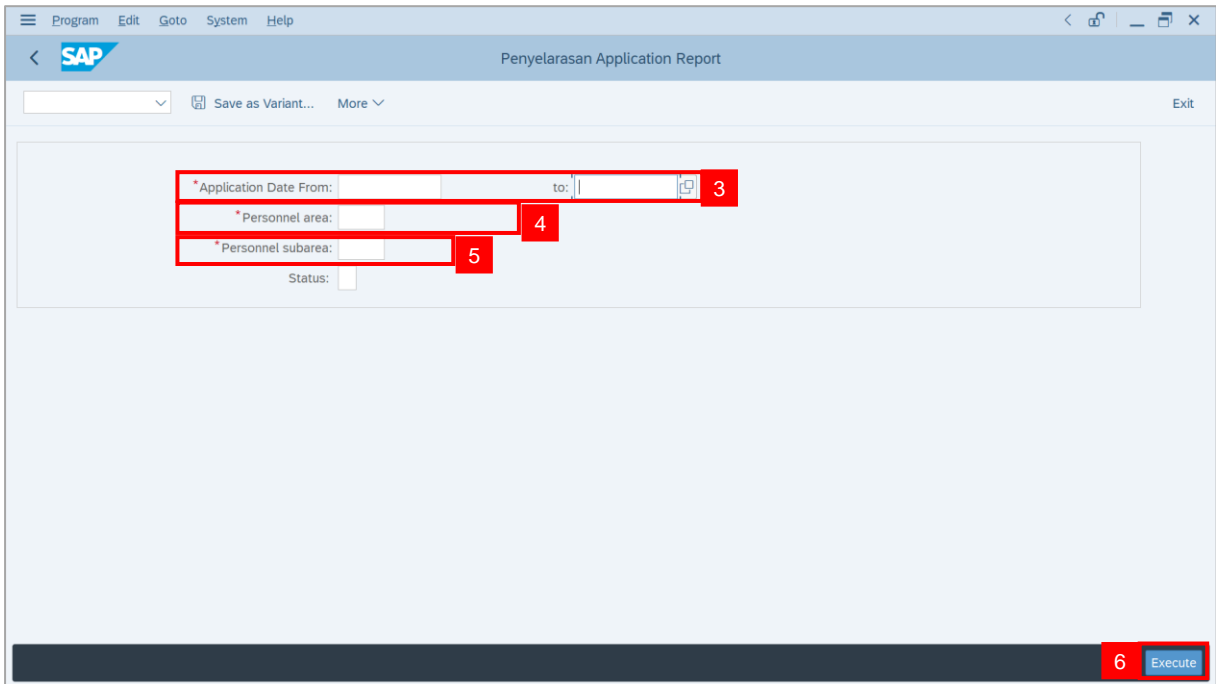
1. Enter **ZPA_010** in the search bar.



Note: *Penyelarasan Application Report* page will be displayed.

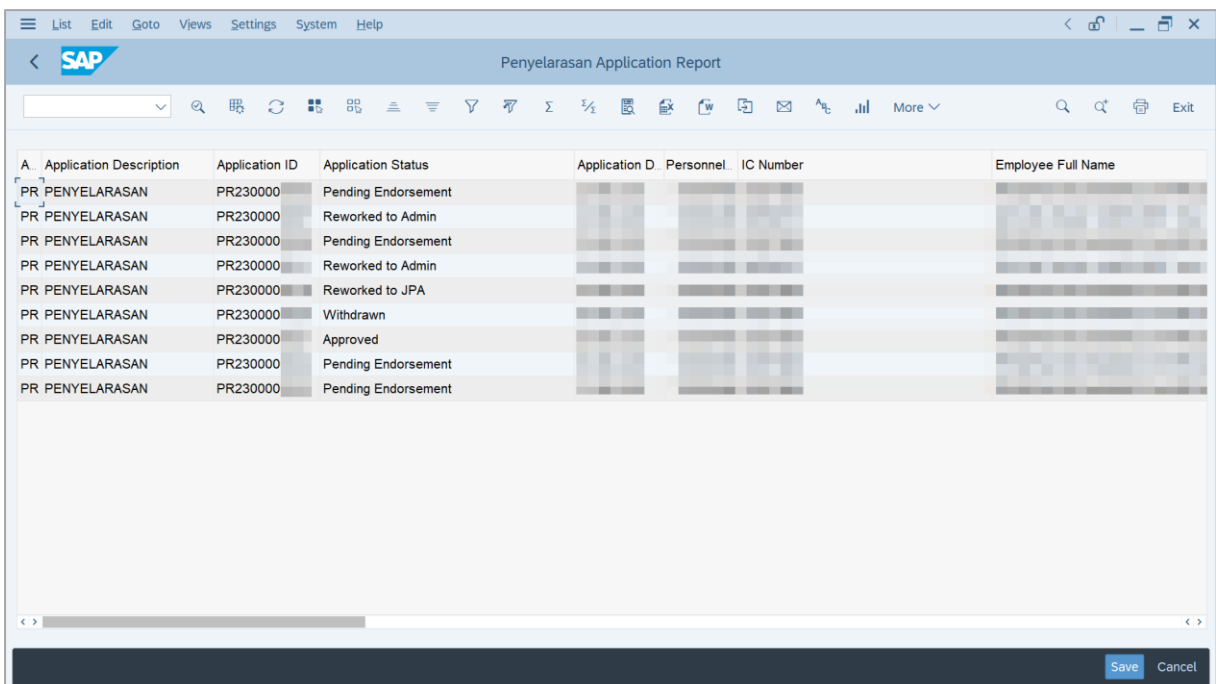


3. Enter **Application Date From** and **Application Date To**.
4. Enter **Personnel Area**.
5. Enter **Personnel Subarea**.
6. Click on **Execute** button.



The screenshot shows the SAP 'Penyelarasan Application Report' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a title bar (Penyelarasan Application Report). Below the title bar, there are options for 'Save as Variant...' and 'More'. The main area contains several input fields: '*Application Date From:' and 'to:' (labeled 3), '*Personnel area:' (labeled 4), and '*Personnel subarea:' (labeled 5). A 'Status:' field is also present. At the bottom right, an 'Execute' button is highlighted with a red box and the number 6.

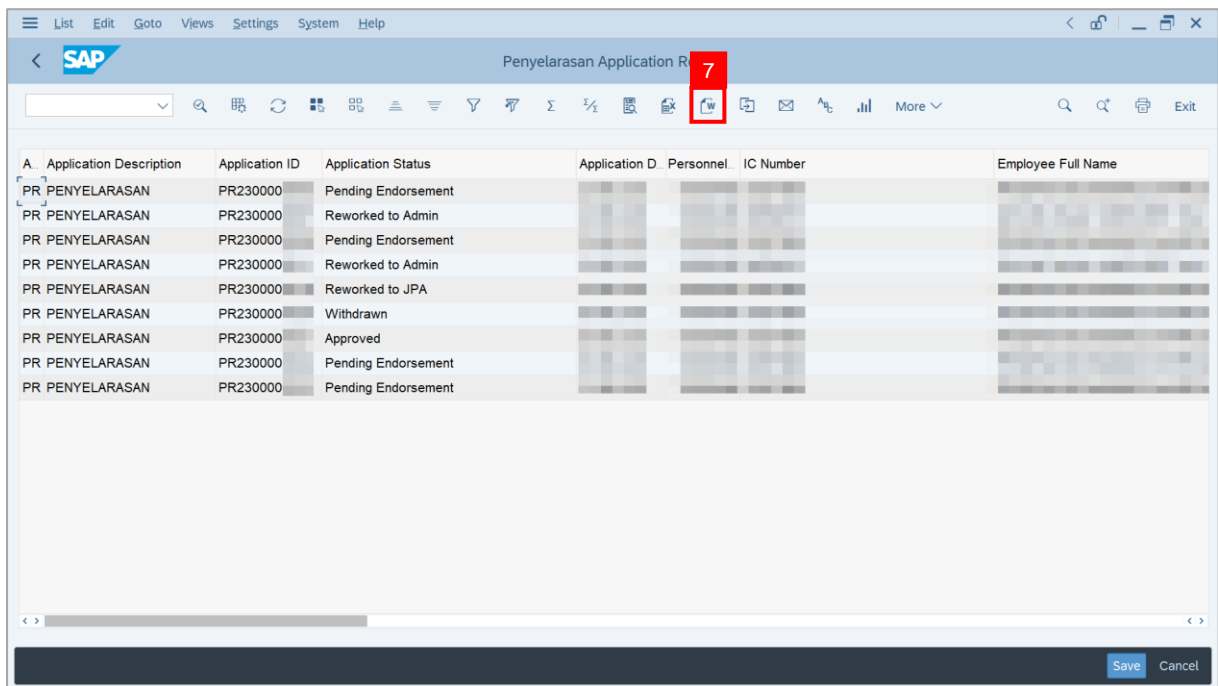
Note: **Penyelarasan Application Report** page will be displayed.



The screenshot shows the SAP 'Penyelarasan Application Report' display screen. The interface includes a menu bar (List, Edit, Goto, Views, Settings, System, Help) and a title bar (Penyelarasan Application Report). Below the title bar, there are various icons for search, refresh, and other functions. The main area contains a table with the following columns: Application Description, Application ID, Application Status, Application D., Personnel, IC Number, and Employee Full Name. The table contains several rows of data, including application descriptions like 'PR PENYELARASAN' and statuses like 'Pending Endorsement', 'Reworked to Admin', 'Reworked to JPA', 'Withdrawn', and 'Approved'. At the bottom right, there are 'Save' and 'Cancel' buttons.

A	Application Description	Application ID	Application Status	Application D.	Personnel	IC Number	Employee Full Name
PR	PENYELARASAN	PR230000	Pending Endorsement				
PR	PENYELARASAN	PR230000	Reworked to Admin				
PR	PENYELARASAN	PR230000	Pending Endorsement				
PR	PENYELARASAN	PR230000	Reworked to Admin				
PR	PENYELARASAN	PR230000	Reworked to JPA				
PR	PENYELARASAN	PR230000	Withdrawn				
PR	PENYELARASAN	PR230000	Approved				
PR	PENYELARASAN	PR230000	Pending Endorsement				
PR	PENYELARASAN	PR230000	Pending Endorsement				

7. Click on **Excel icon**.



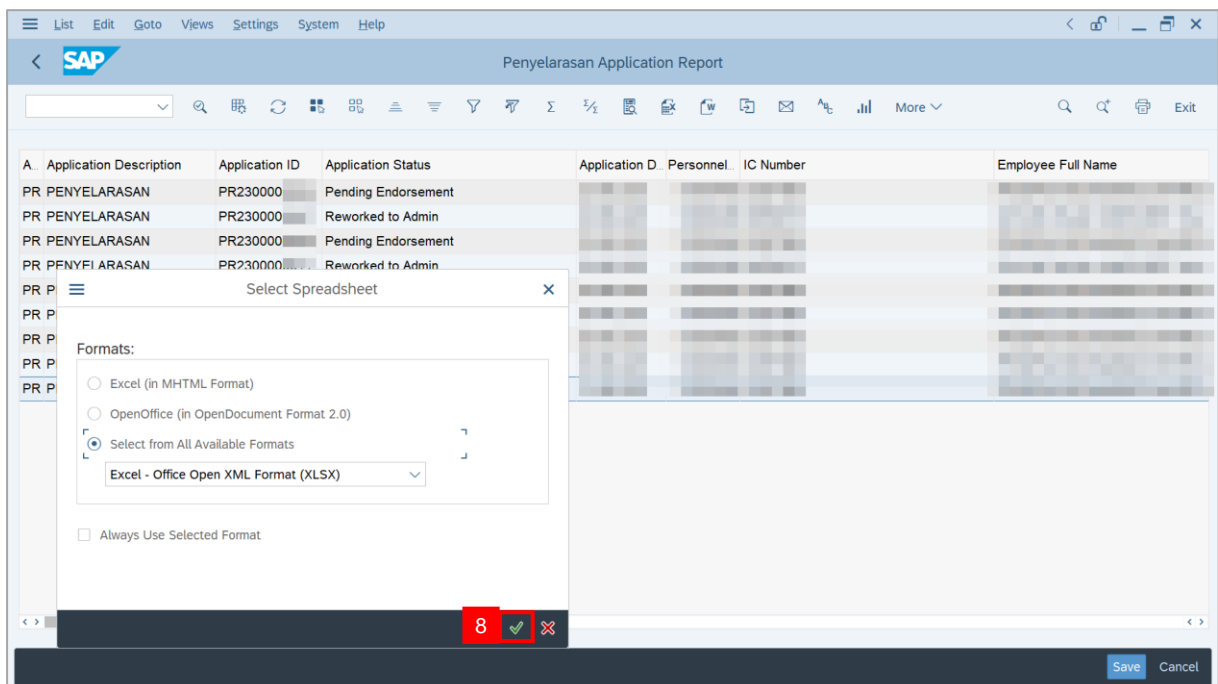
The screenshot shows the SAP GUI interface for the 'Penyelarasan Application Report'. The table below displays the data:

A. Application Description	Application ID	Application Status	Application D.	Personnel.	IC Number	Employee Full Name
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Reworked to JPA				
PR PENYELARASAN	PR230000	Withdrawn				
PR PENYELARASAN	PR230000	Approved				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Pending Endorsement				

The Excel icon in the top toolbar is highlighted with a red box containing the number 7.

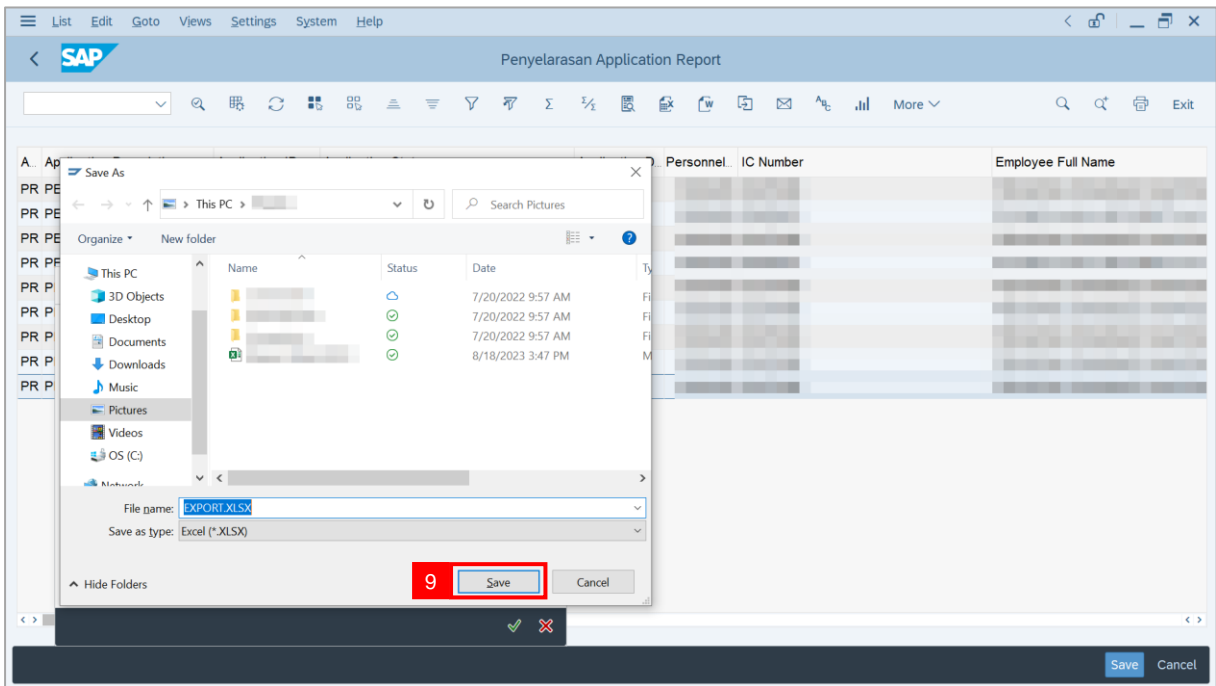
Note: The **Select Spreadsheet** message will be displayed.

8. Click on **Tick** button.



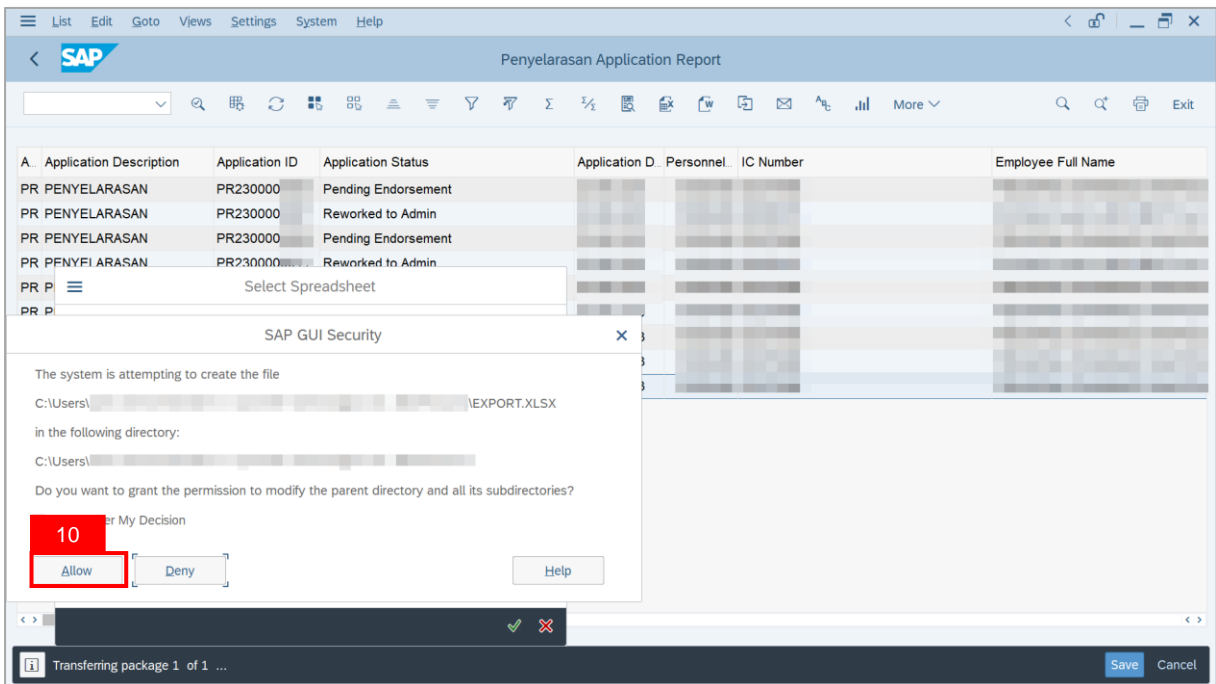
The screenshot shows the 'Select Spreadsheet' dialog box overlaid on the report. The 'Excel - Office Open XML Format (XLSX)' option is selected in the 'Formats' list. The 'OK' button (represented by a green checkmark icon) is highlighted with a red box containing the number 8.

9. Select **File location** and click on **Save** button.

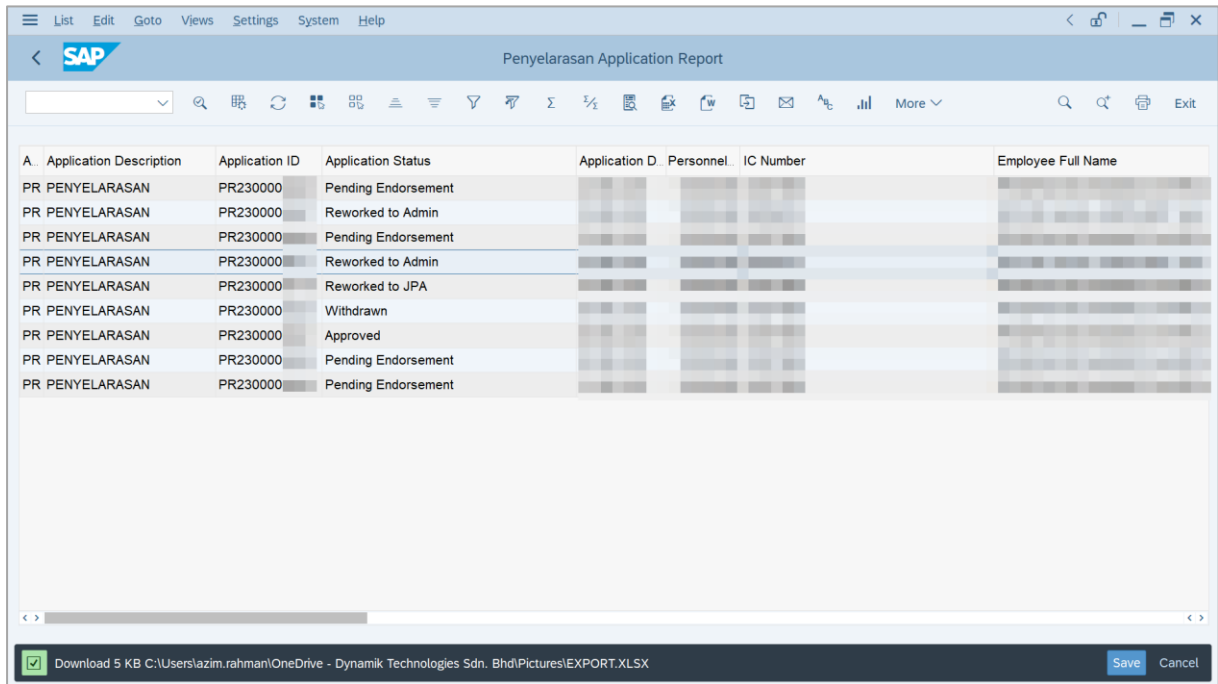


Note: The **SAP GUI Security** message will be displayed.

10. Click on **Allow** button.



Outcome: Penyelarasan Application Report has successfully been downloaded.



A. Application Description	Application ID	Application Status	Application D.	Personnel	IC Number	Employee Full Name
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Reworked to JPA				
PR PENYELARASAN	PR230000	Withdrawn				
PR PENYELARASAN	PR230000	Approved				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Pending Endorsement				

Download 5 KB C:\Users\lazim.rahman\OneDrive - Dynamik Technologies Sdn. Bhd\Pictures\EXPORT.XLSX Save Cancel