



SISTEM SUMBER MANUSIA

User Guide

For SPA Approver

Backend (SAP GUI)

Employee Movement (PA):

Penyelarasan

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **SPA Approver (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

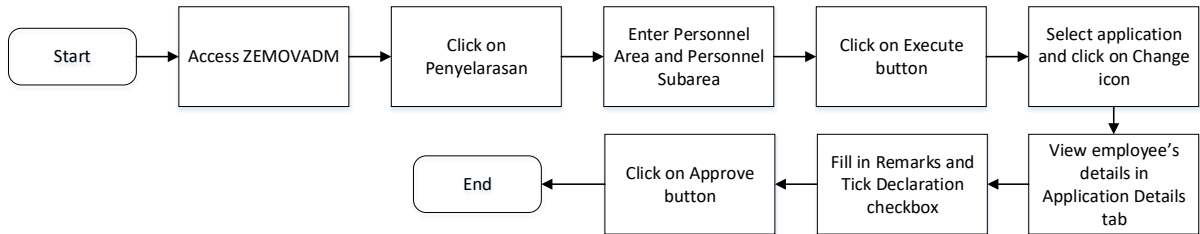
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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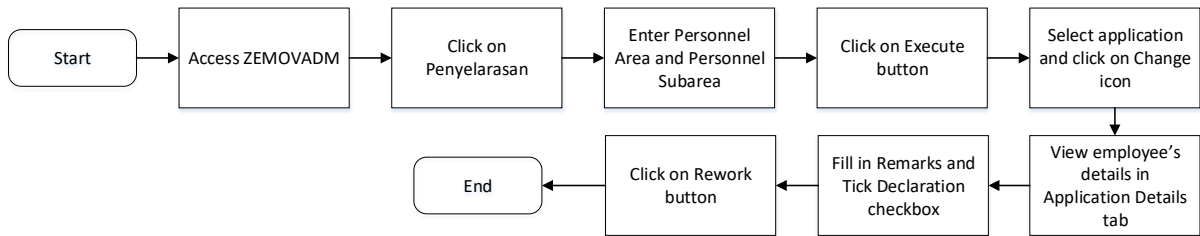
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Process Overview

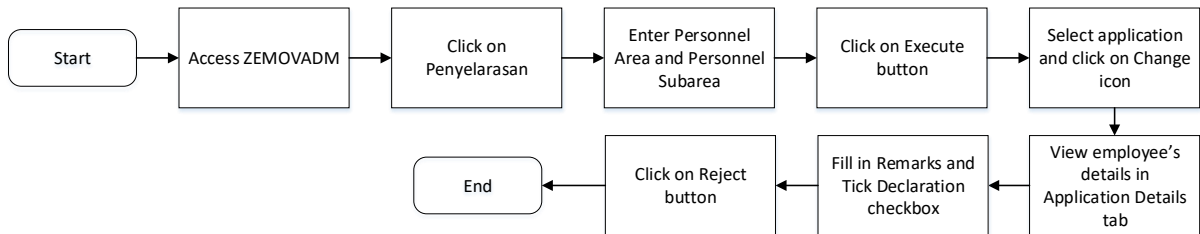
Submit Application



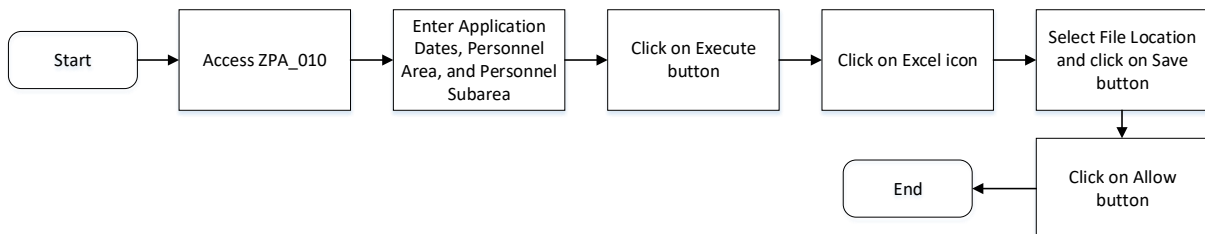
Rework Application



Reject Application



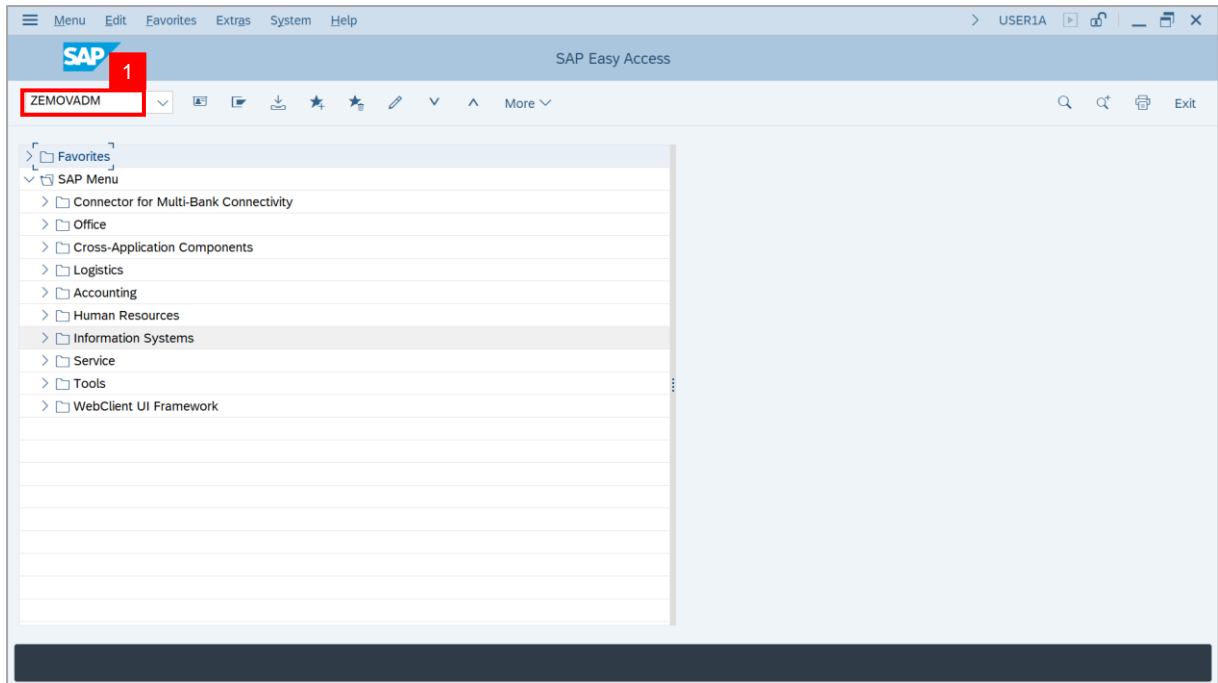
Generate Application Report



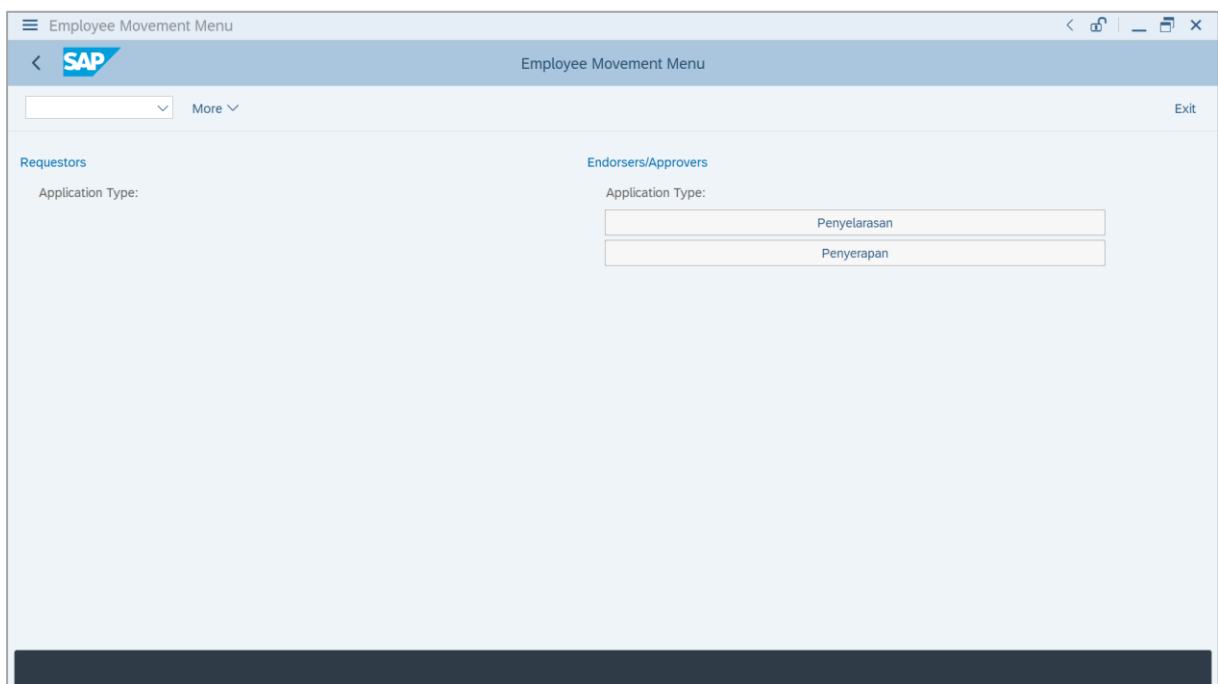
APPROVE APPLICATION	Backend User
	SPA Approver

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

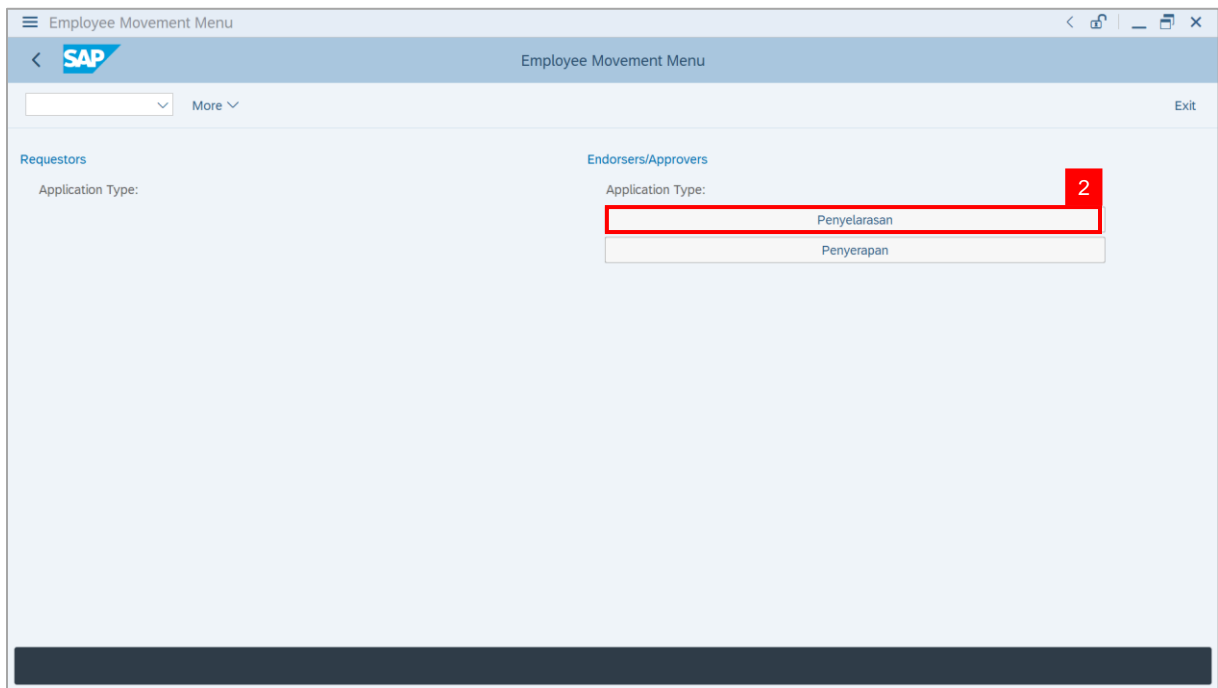
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

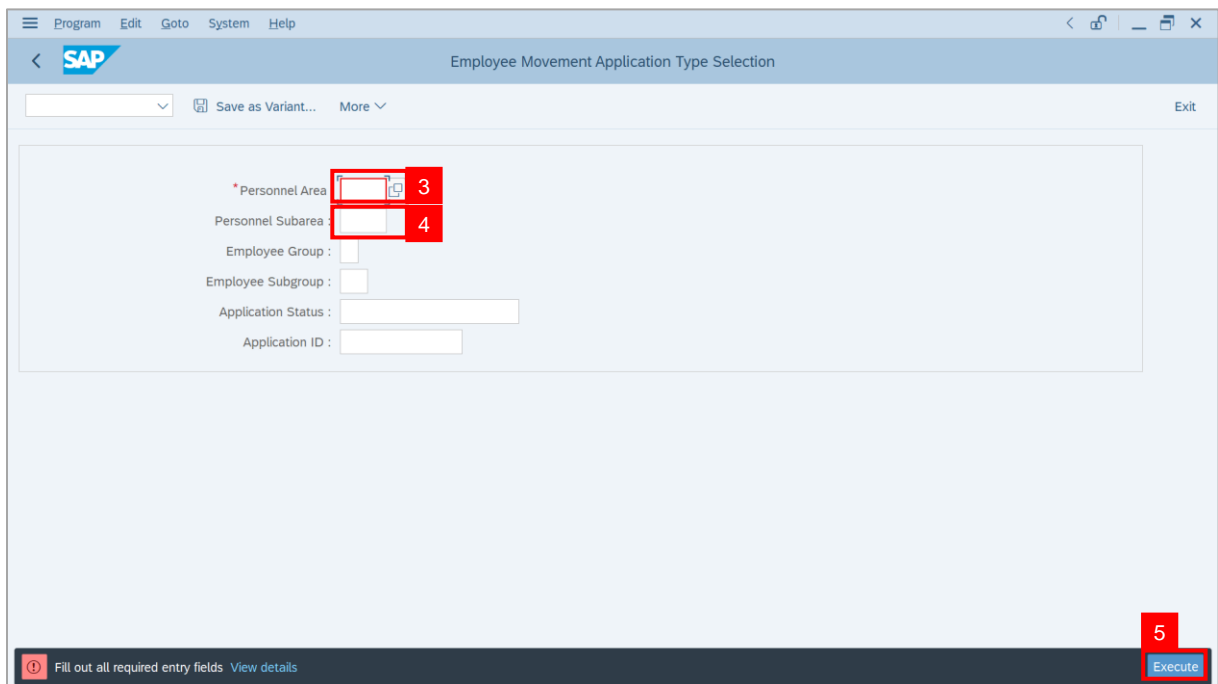


Note: The **Employee Movement Application Type Selection** page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



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

System Help

SAP

Approve Rework Reject More

Application Details ✓ Security Vetting ✓ Application History ✓ Document Upload ✓ JPA/SPA Document

Joined Date : Expected Retirement Date :

No	Scheme Type	Start Date
1	SPK	
2	SPK	
3	SCP	

Salary Record

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

Previous Probation End Date : Previous Confirmation Date :

EB Sekatan Date (if any) : EB Khas Date (if any) :

Reason for application :

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

System Help

SAP

Approve Rework Reject More

Previous Probation End Date : Previous Confirmation Date :

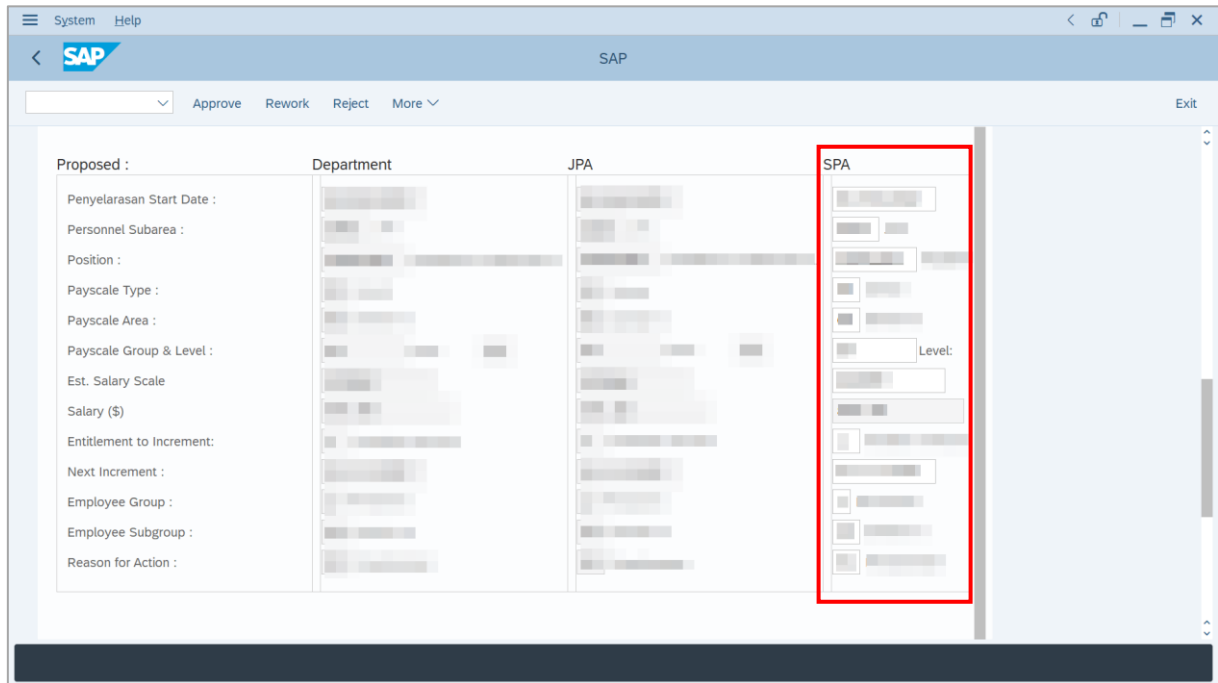
EB Sekatan Date (if any) : EB Khas Date (if any) :

Reason for application :

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

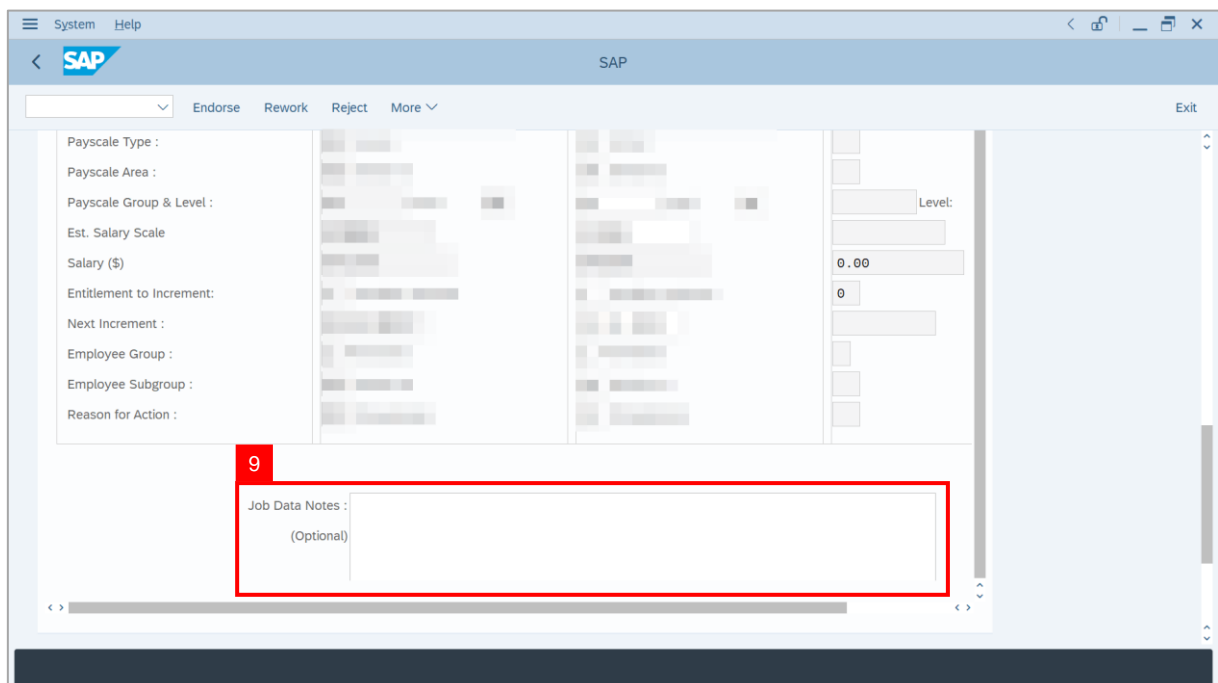
Note: Employee's details are proposed by **Department HR Administrator**, endorsed by **JPA Endorser** and are available for amendment by **SPA Approver** under **SPA** column.

i) **SPA Approver** may review and amend endorsed information, if required.



The screenshot shows the SAP GUI interface for the 'Penyelarasan' (Adjustment) process. The screen is divided into four columns: Proposed, Department, JPA, and SPA. The SPA column is highlighted with a red box, indicating the area where the SPA Approver can review and amend the information. The SPA column contains fields for 'Level', 'Salary (\$)', and 'Entitlement to Increment'.

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

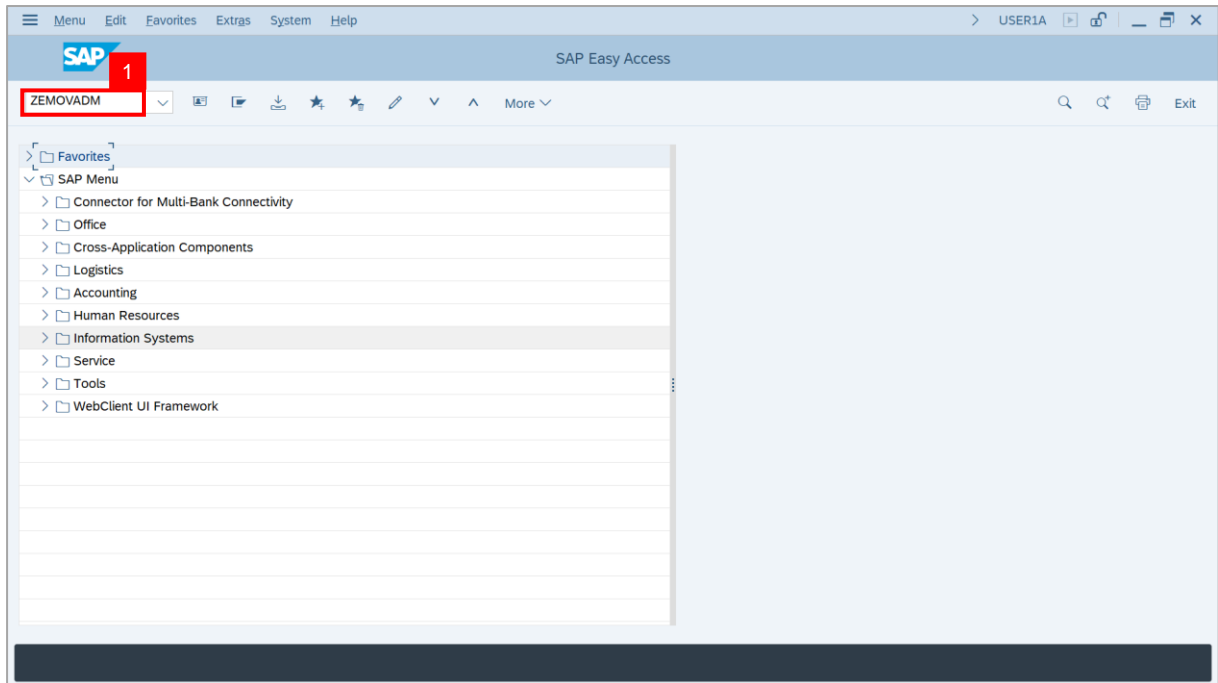


The screenshot shows the SAP GUI interface for the 'Penyelarasan' (Adjustment) process. The screen is divided into four columns: Proposed, Department, JPA, and SPA. The SPA column contains fields for 'Level', 'Salary (\$)', and 'Entitlement to Increment'. Below the SPA column, there is a 'Job Data Notes' field, which is highlighted with a red box and a red '9' in a square, indicating where the SPA Approver can enter optional notes.

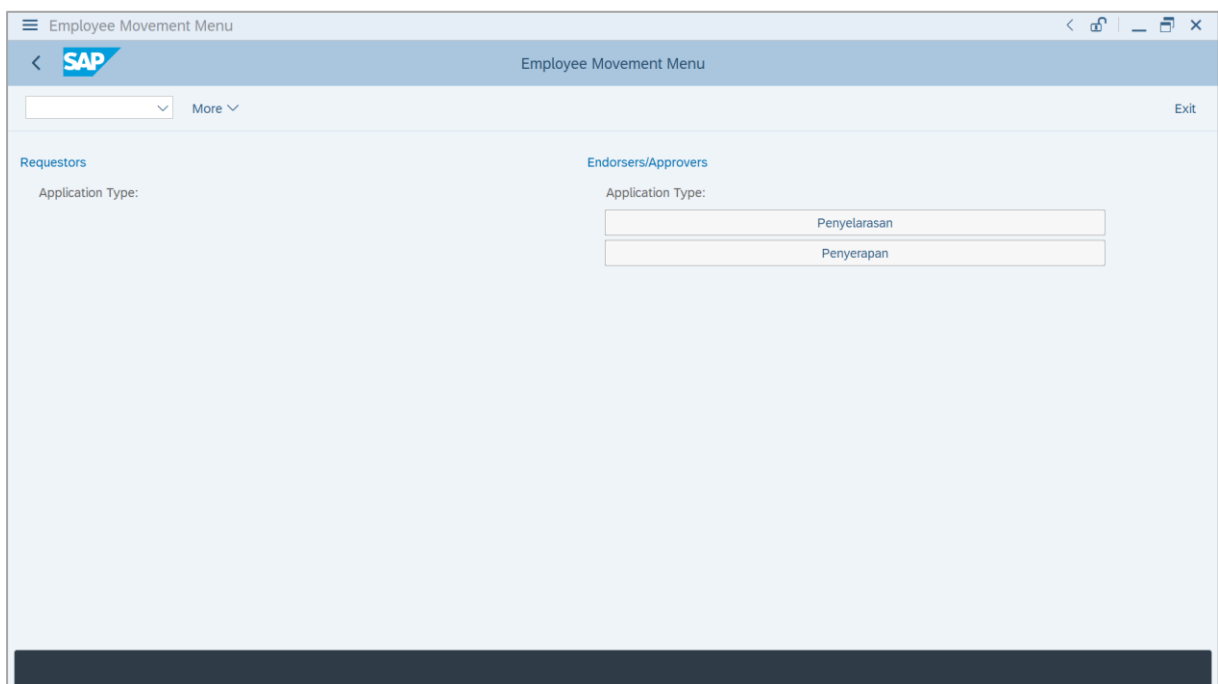
REWORK APPLICATION	Backend User
	SPA Approver

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

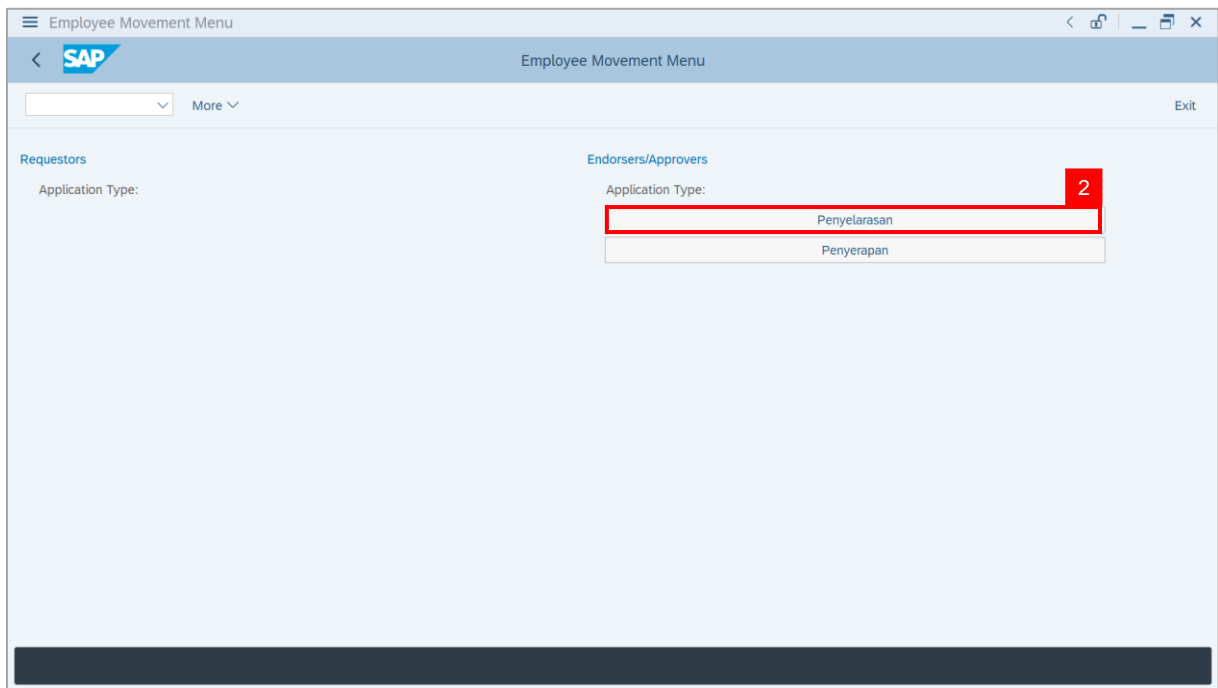
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

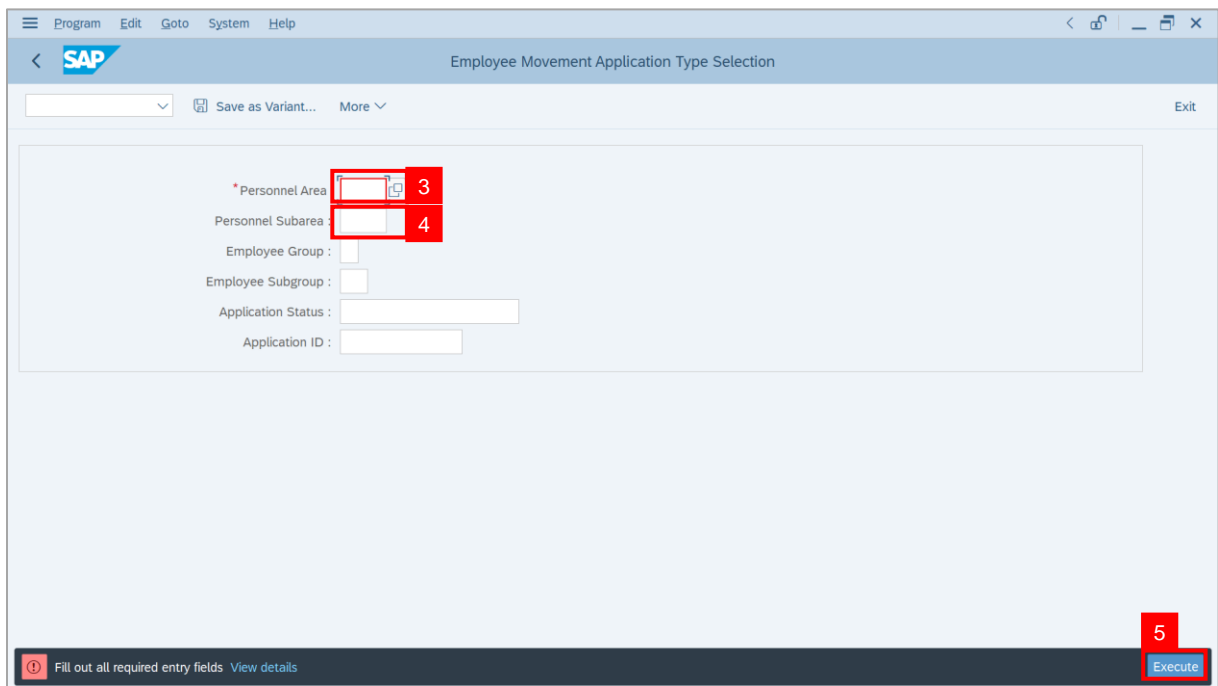


Note: The **Employee Movement Application Type Selection** page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



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

The screenshot shows the SAP Application Details tab. The 'Application Details' tab is highlighted with a red box and the number '8'. Below the navigation bar, there are several sections:

- Joined Date :** [Date field]
- Expected Retirement Date :** [Date field]
- Table 1:**

No	Scheme Type	Start Date
1	SPK	[Date]
2	SPK	[Date]
3	SCP	[Date]

- Salary Record**

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

- Previous Probation End Date :** [Date field]
- Previous Confirmation Date :** [Date field]
- EB Sekatan Date (if any) :** [Date field]
- EB Khas Date (if any) :** [Date field]
- Reason for application :** [Text area]

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

The screenshot shows the same SAP Application Details tab, but with a red box highlighting the following fields:

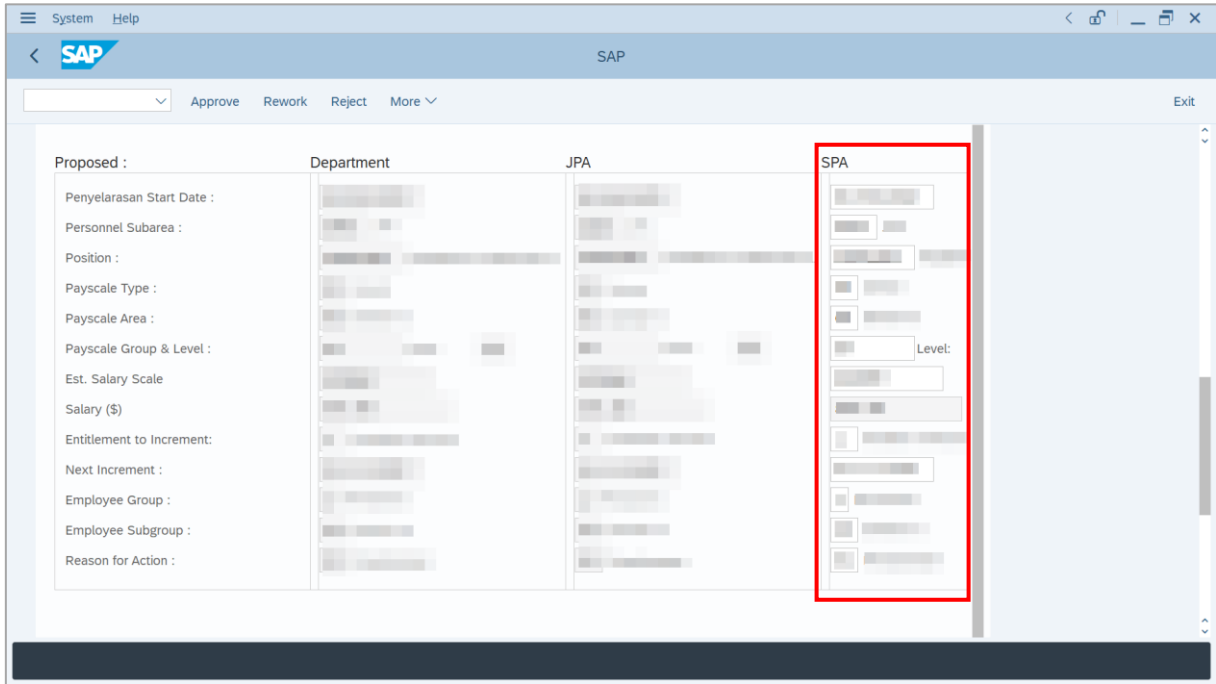
- Previous Probation End Date :** [Date field]
- Previous Confirmation Date :** [Date field]
- EB Sekatan Date (if any) :** [Date field]
- EB Khas Date (if any) :** [Date field]
- Reason for application :** [Text area]

Below the highlighted fields, there is a table with columns for **Proposed :**, **Department**, **JPA**, and **SPA**.

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

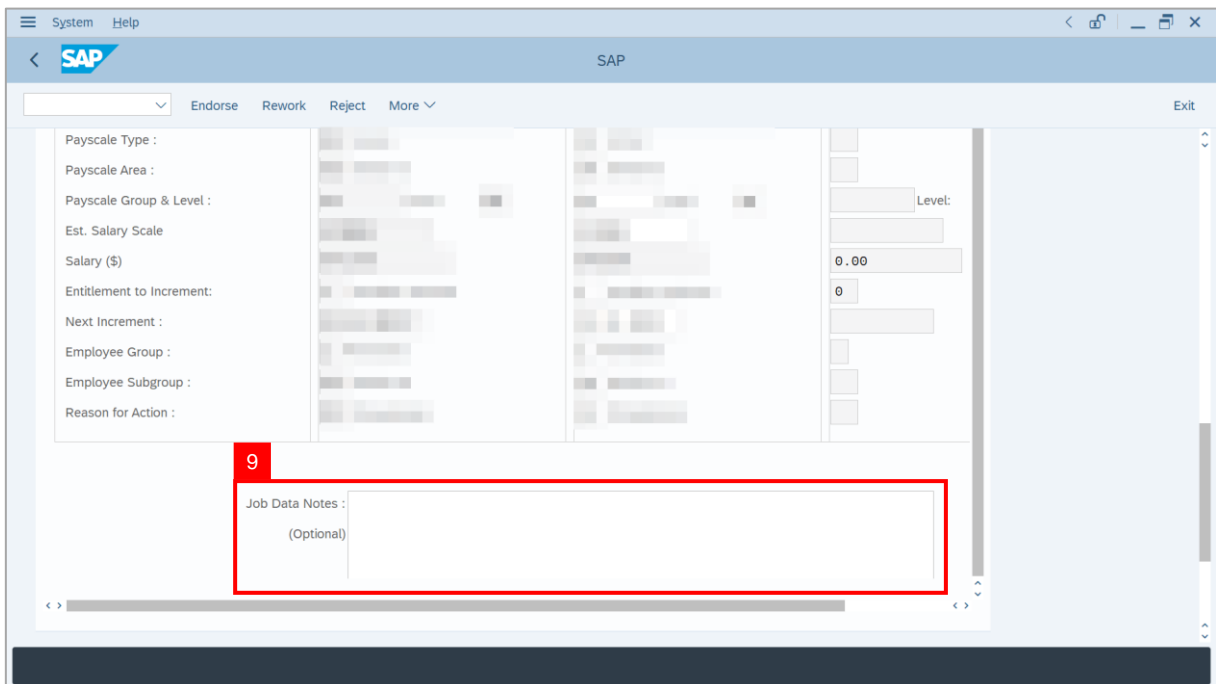
Note: Employee's details are proposed by **Department HR Administrator**, endorsed by **JPA Endorser** and are available for amendment by **SPA Approver** under **SPA** column.

i) **SPA Approver** may review and amend endorsed information, if required.



The screenshot shows the SAP GUI interface for the 'Penyelarasan' (Adjustment) process. The screen is divided into four columns: Proposed, Department, JPA, and SPA. The SPA column is highlighted with a red box, indicating the area where the SPA Approver can review and amend information. The fields in the SPA column include: Proposed 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.

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

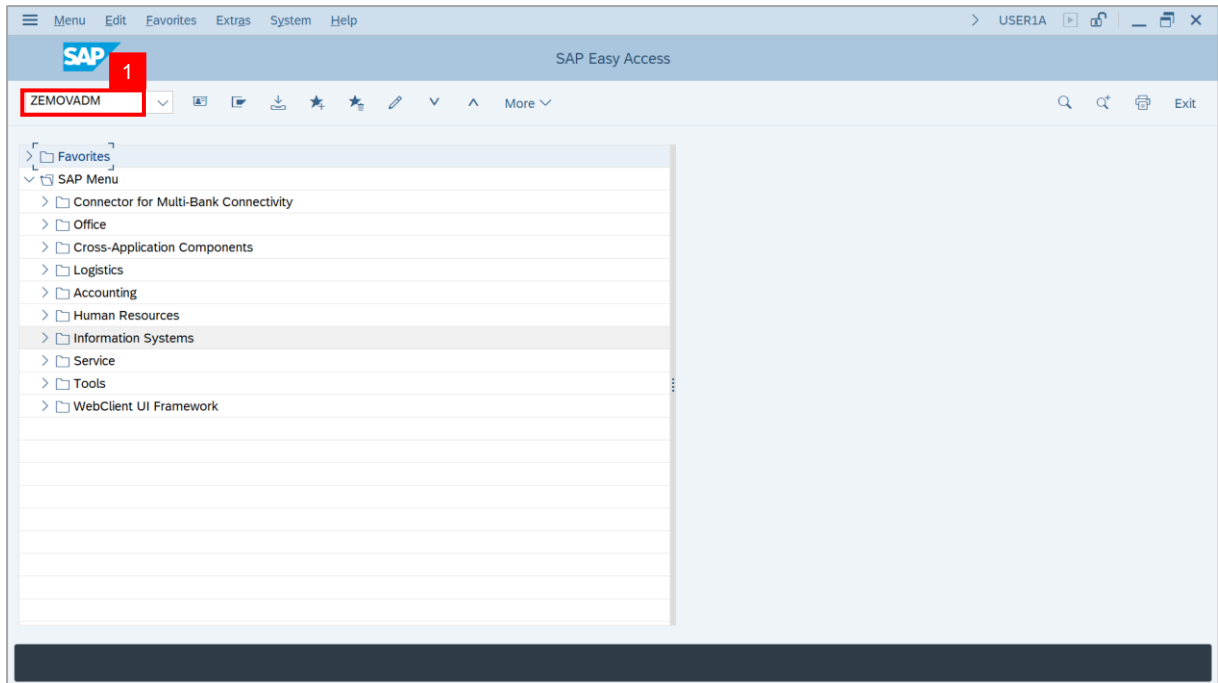


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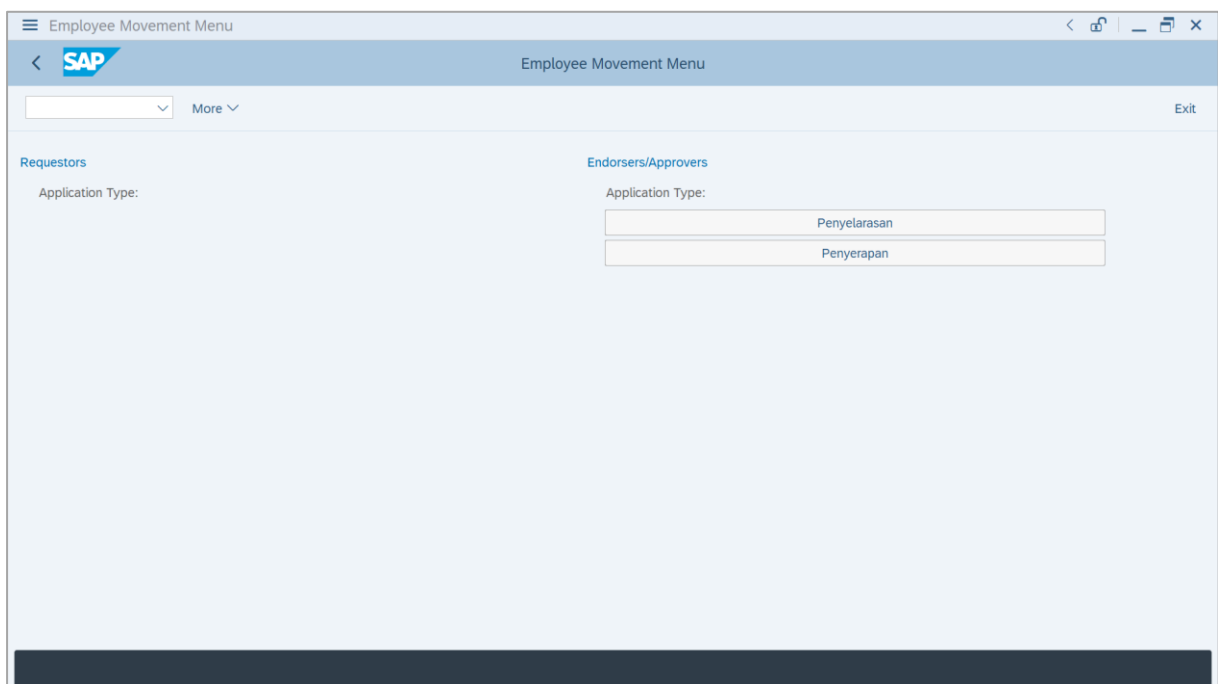
REJECT APPLICATION	Backend User
	SPA Approver

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

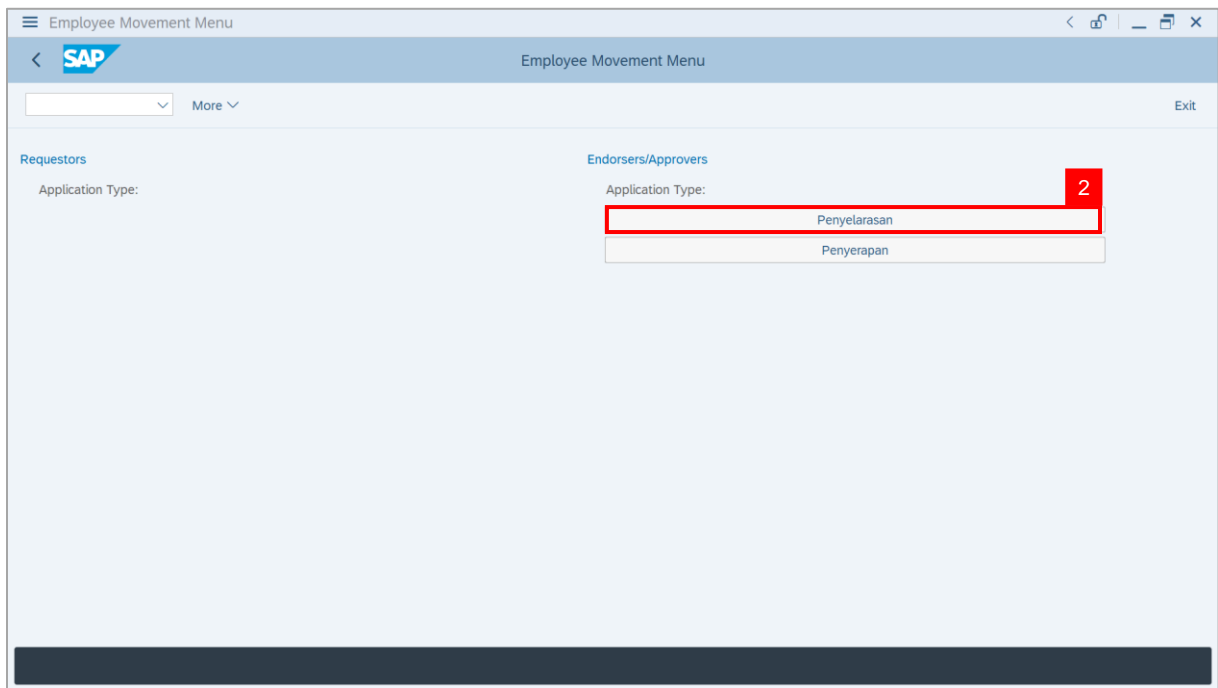
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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

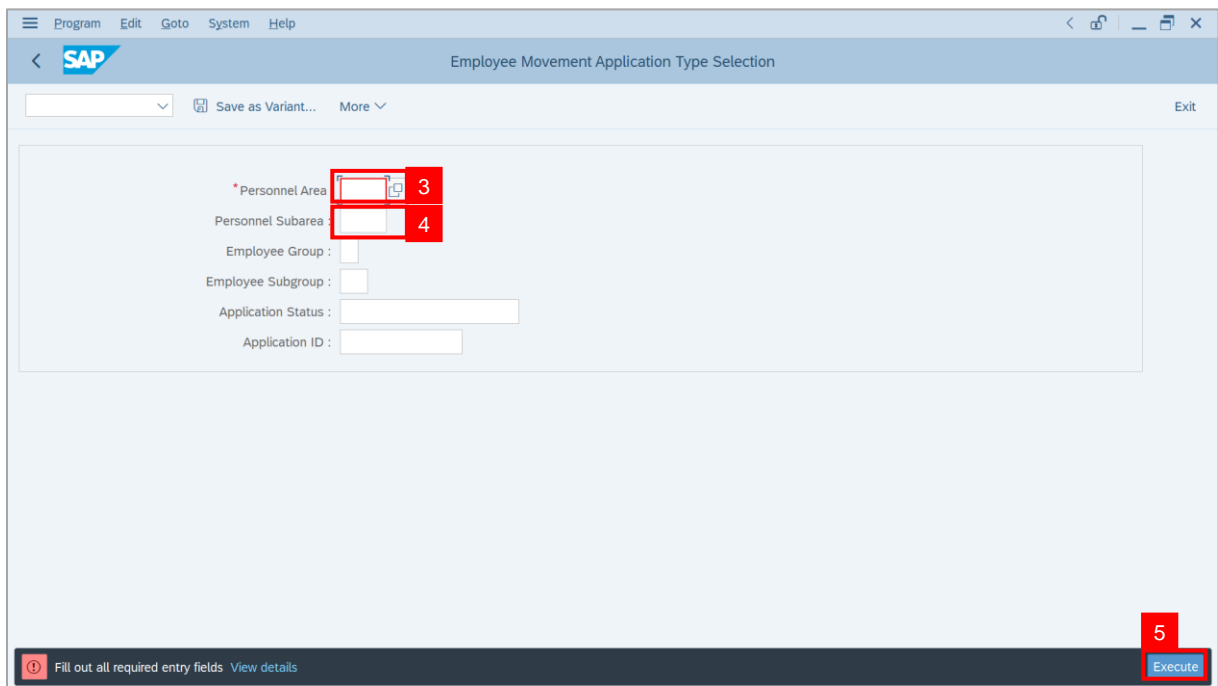


Note: The **Employee Movement Application Type Selection** page will be displayed.

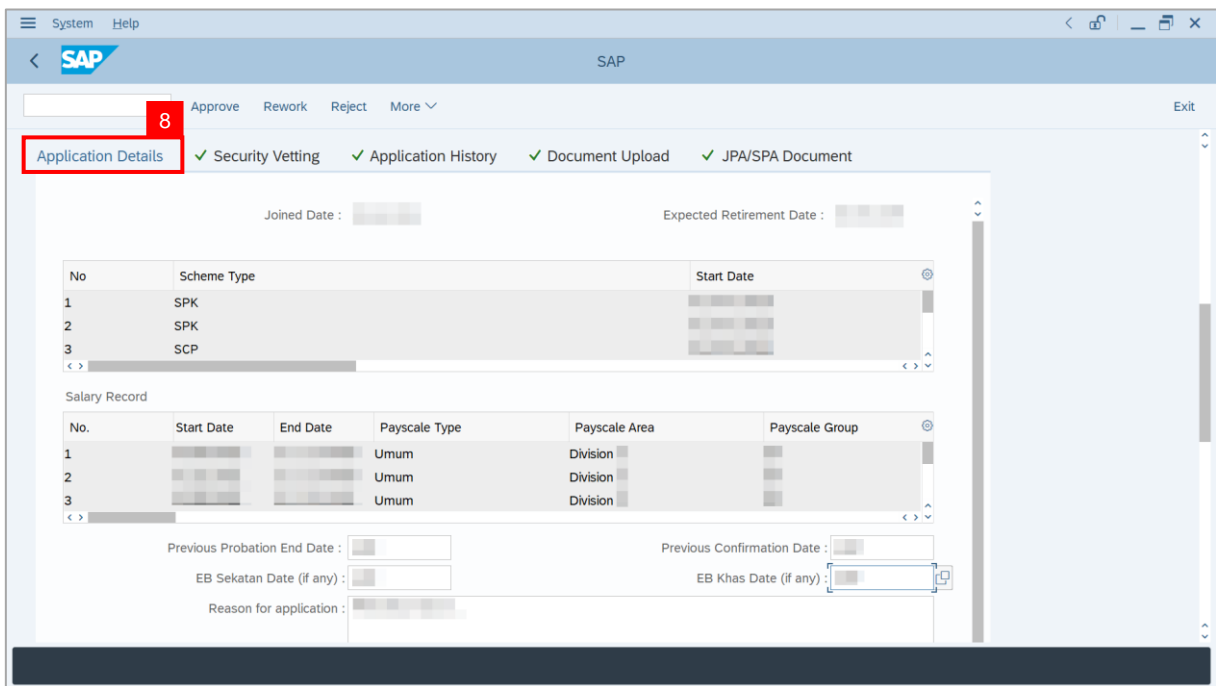
3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



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



System Help

SAP

Approve Rework Reject More

Application Details Security Vetting Application History Document Upload JPA/SPA Document

Joined Date : Expected Retirement Date :

No	Scheme Type	Start Date
1	SPK	
2	SPK	
3	SCP	

Salary Record

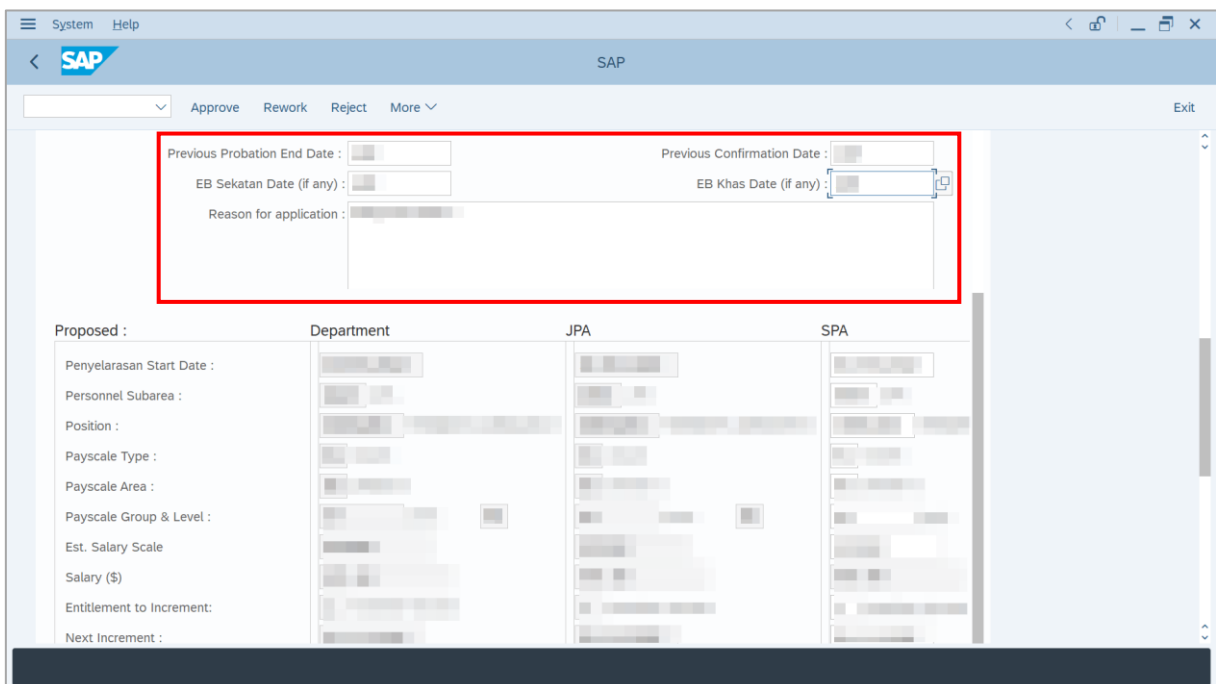
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group
1			Umum	Division	
2			Umum	Division	
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System Help

SAP

Approve Rework Reject More

Previous Probation End Date : Previous Confirmation Date :

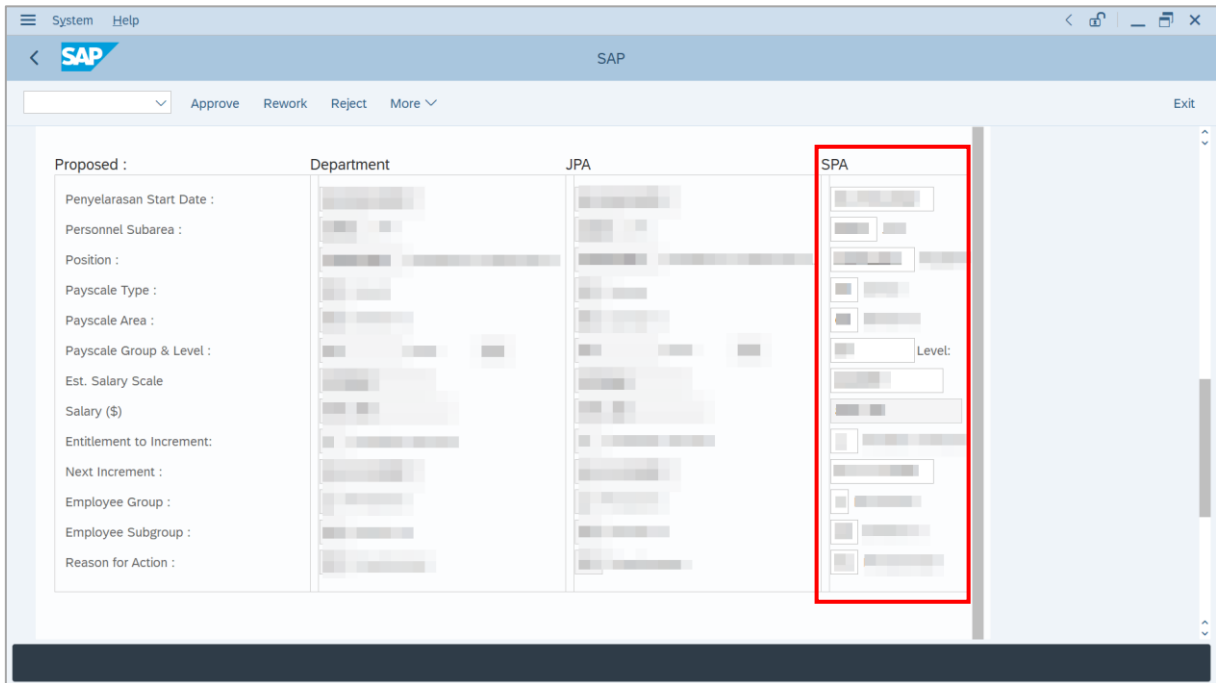
EB Sekatan Date (if any) : EB Khas Date (if any) :

Reason for application :

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

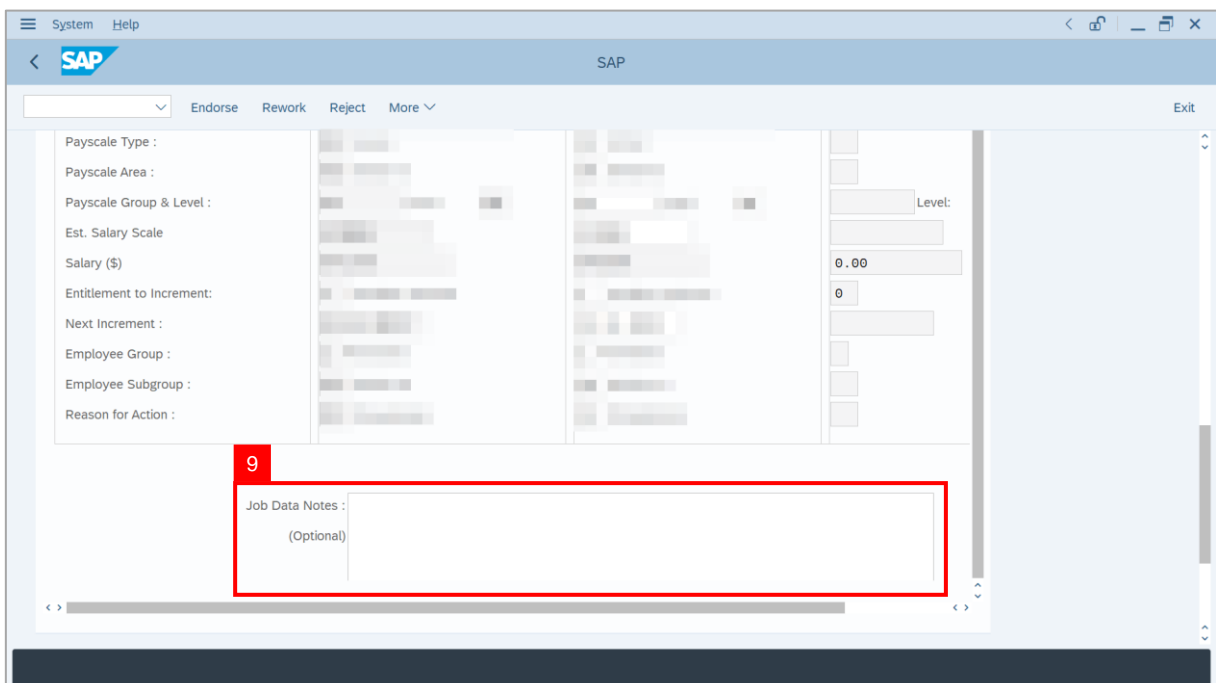
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9. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP GUI interface for the 'Penyelarasan' (Adjustment) process. The screen is divided into four columns: Proposed, Department, JPA, and SPA. The SPA column is highlighted with a red box, indicating the area where the SPA Approver can review and amend information. The fields in the SPA column include: Proposed 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. A red box highlights the 'Job Data Notes' field, which is optional, and a red '9' in a square is placed next to it.

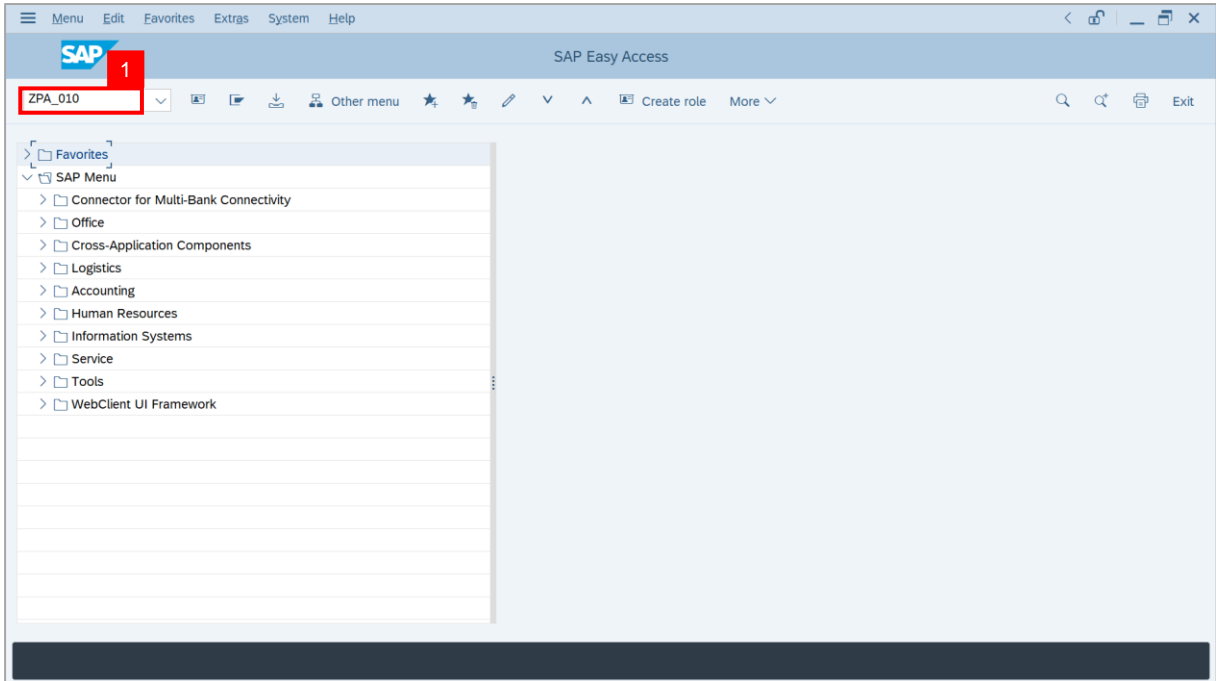
**GENERATE
APPLICATION REPORT**

Backend User

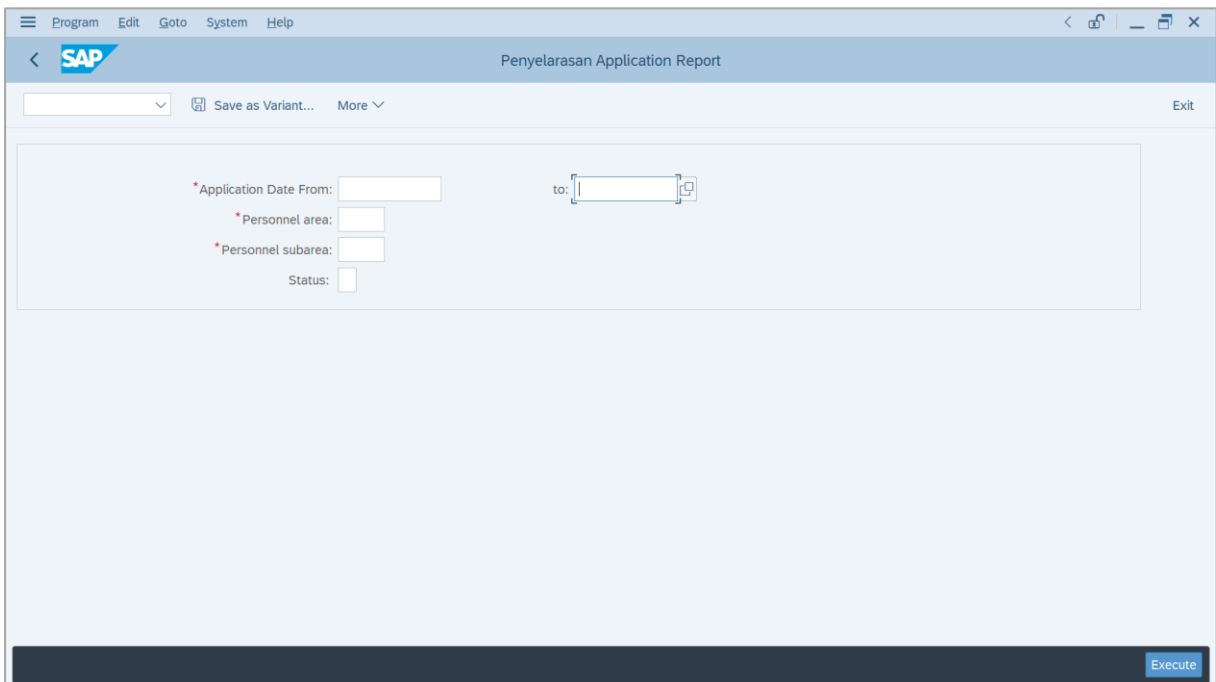
SPA Approver

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

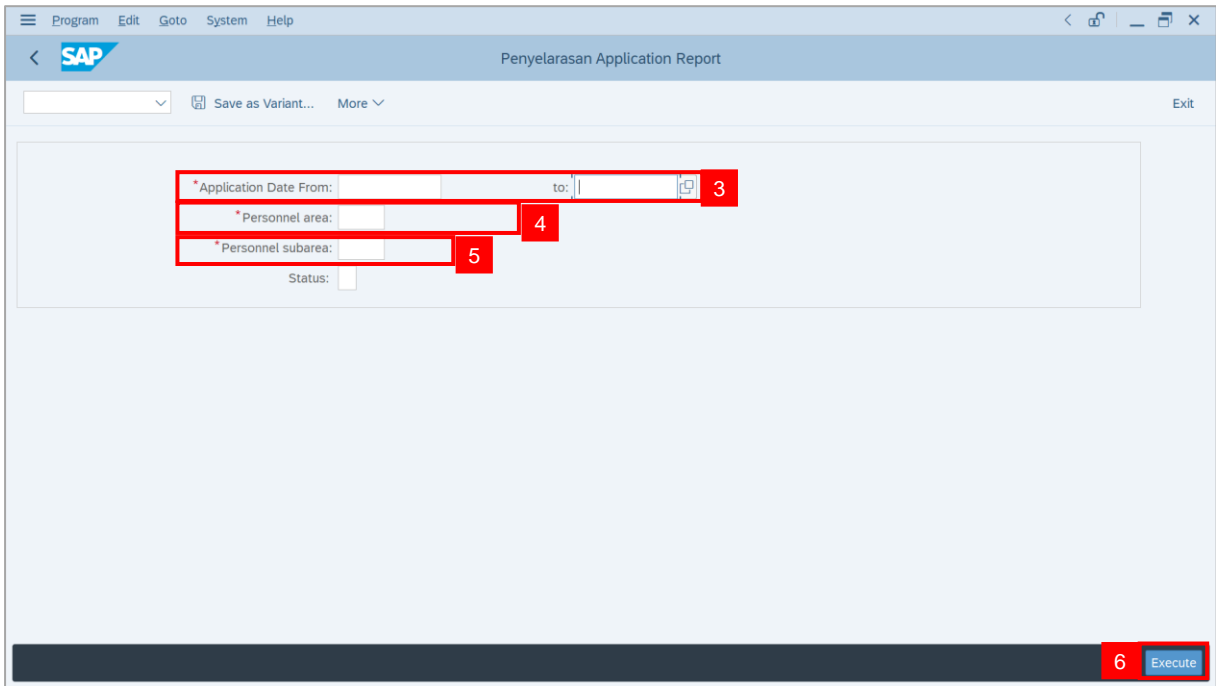
1. Enter **ZPA_010** in the search bar.



Note: Penyelarasan Application Report page will be displayed.

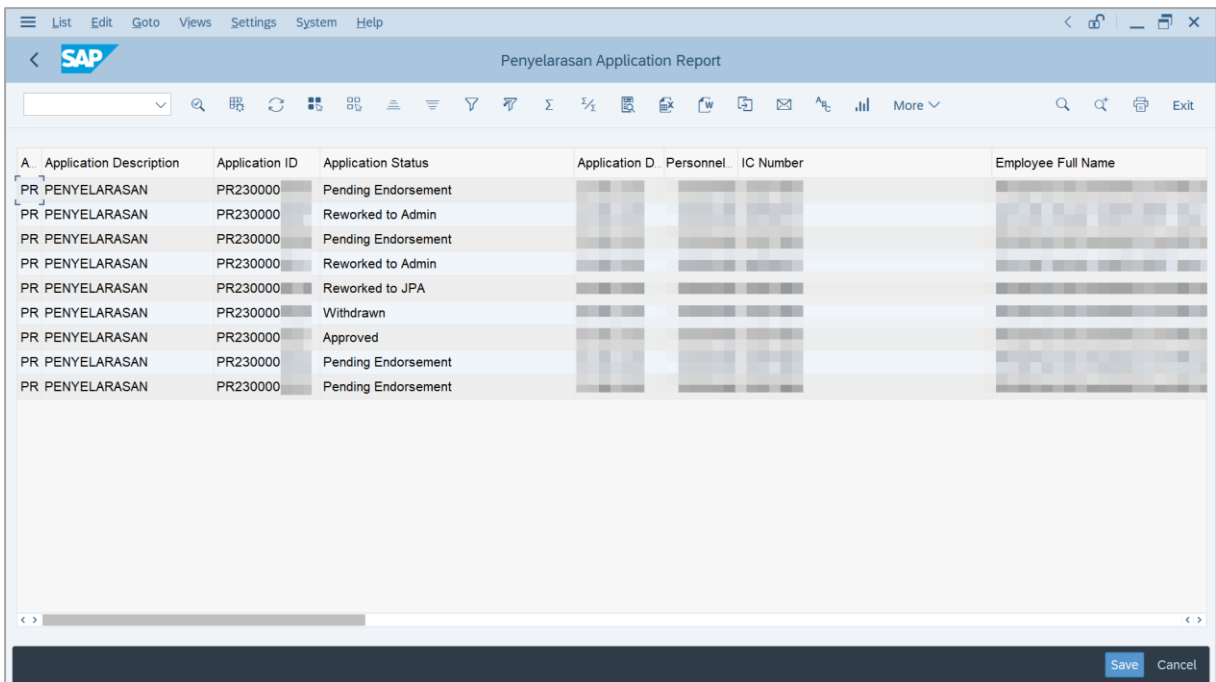


3. Enter **Application Date From** and **Application Date To**.
4. Enter **Personnel Area**.
5. Enter **Personnel Subarea**.
6. Click on **Execute** button.



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 (SAP, 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 (SAP, 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**.

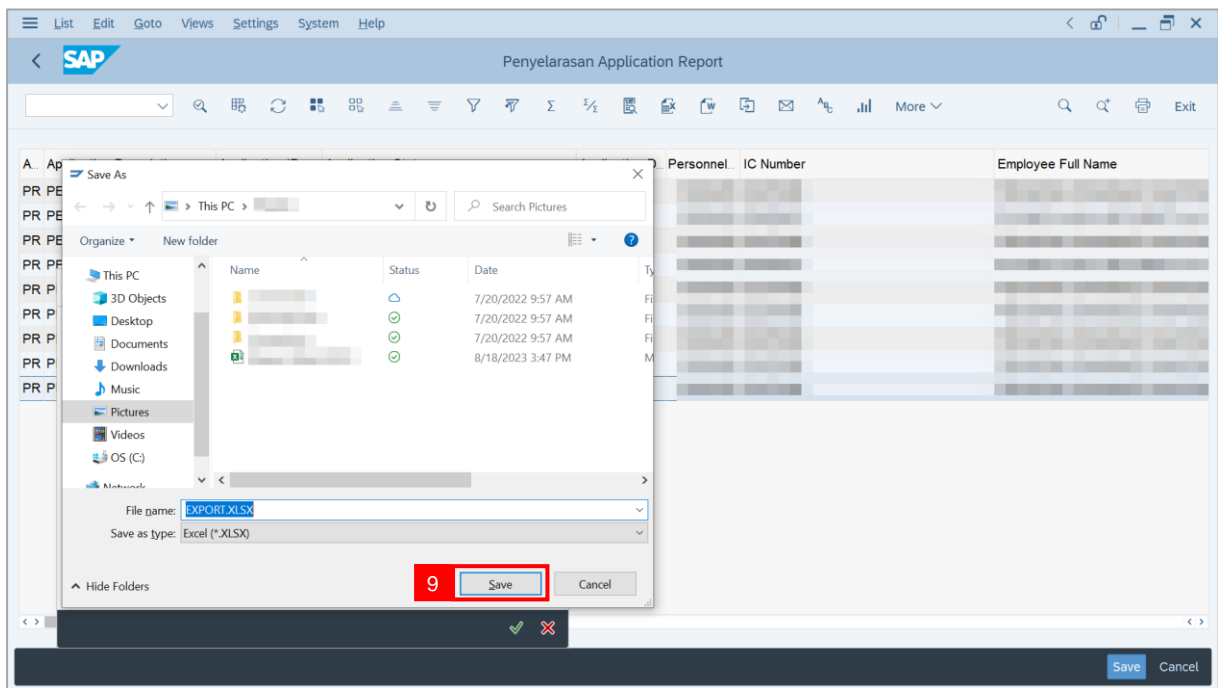
The screenshot shows the SAP GUI interface for the 'Penyelarasan Application Report'. The menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The toolbar contains various icons, with the Excel icon (a document with a grid) highlighted by a red box containing the number '7'. Below the toolbar is a table with the following columns: 'A. Application Description', 'Application ID', 'Application Status', 'Application D.', 'Personnel.', 'IC Number', and 'Employee Full Name'. The table contains several rows of data, including 'PR PENYELARASAN' with 'PR230000' as the Application ID and various statuses like 'Pending Endorsement', 'Reworked to Admin', 'Reworked to JPA', 'Withdrawn', and 'Approved'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

8. Click on **Tick** button.

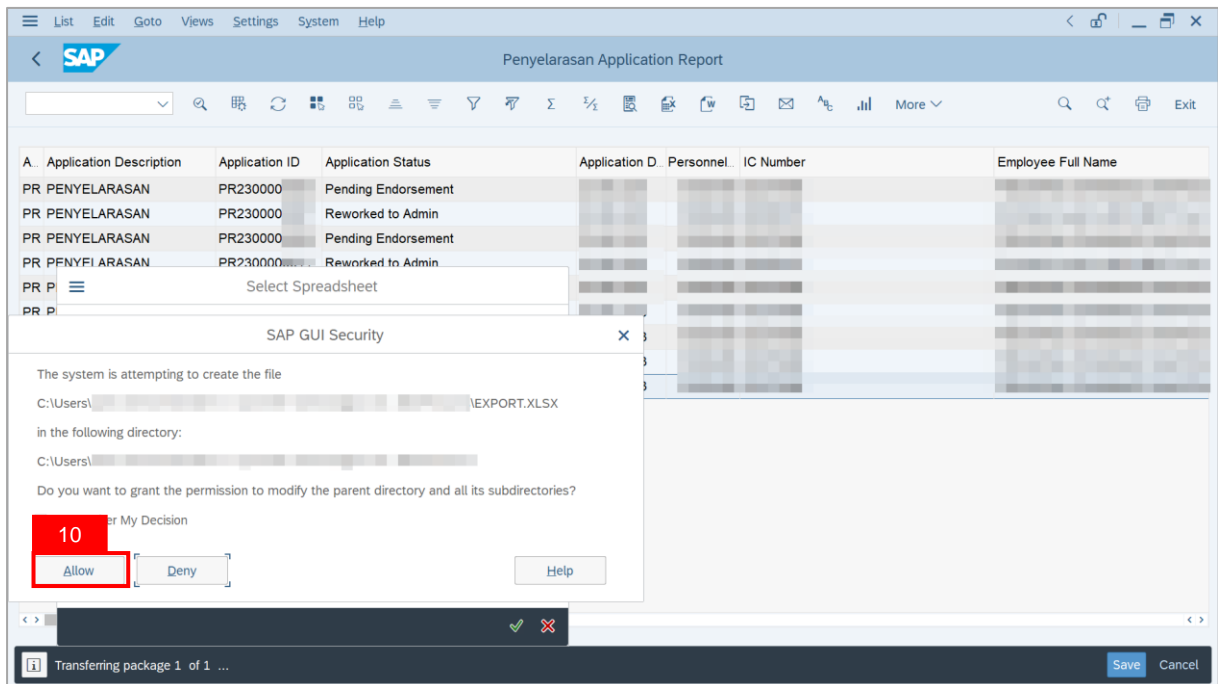
The screenshot shows the same SAP GUI interface as above, but with a 'Select Spreadsheet' dialog box open. The dialog box has a title bar 'Select Spreadsheet' and a close button 'X'. It contains a 'Formats:' section with three radio button options: 'Excel (in MHTML Format)', 'OpenOffice (in OpenDocument Format 2.0)', and 'Select from All Available Formats'. The 'Select from All Available Formats' option is selected, and a dropdown menu below it shows 'Excel - Office Open XML Format (XLSX)'. There is also an 'Always Use Selected Format' checkbox which is unchecked. At the bottom of the dialog box, there are three buttons: a red box with the number '8' over the 'OK' button, a green checkmark button, and a red 'X' button. The background table and 'Save/Cancel' buttons are still visible.

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

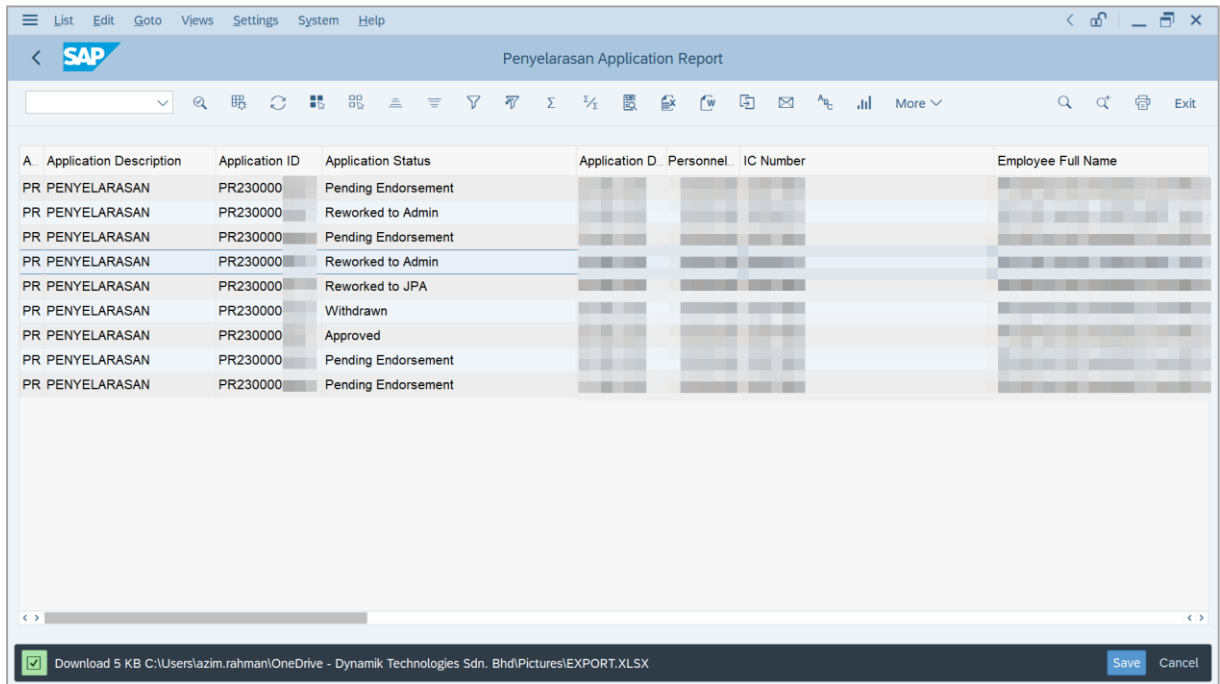


Note: The **SAP GUI Security** message will be displayed.

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				

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