



SISTEM SUMBER MANUSIA

User Guide

For Department HR Administrator

Backend (SAP GUI)

Employee Movement (PA):

Penyerapan Open Vote

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **HR Admin (Back User)** to manage **Employee Movement: *Penyerapan Open Vote***. In this user guide, it will show:

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**.



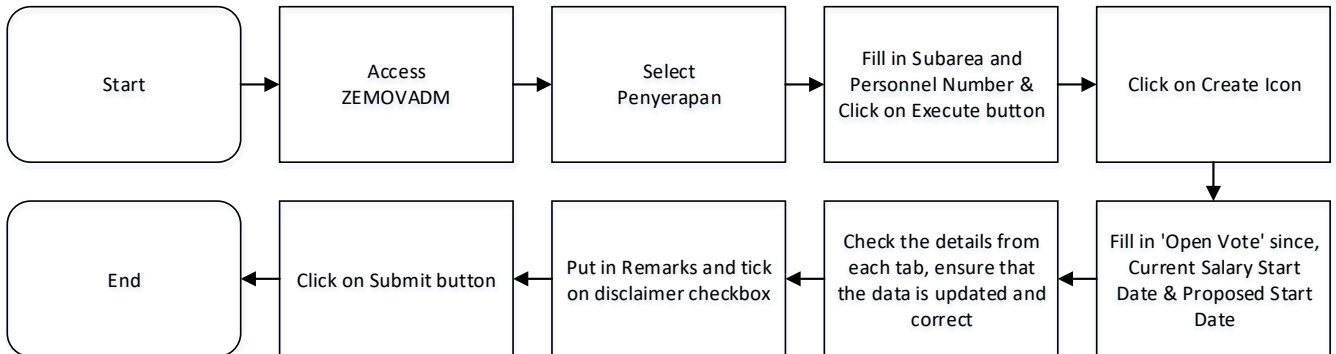
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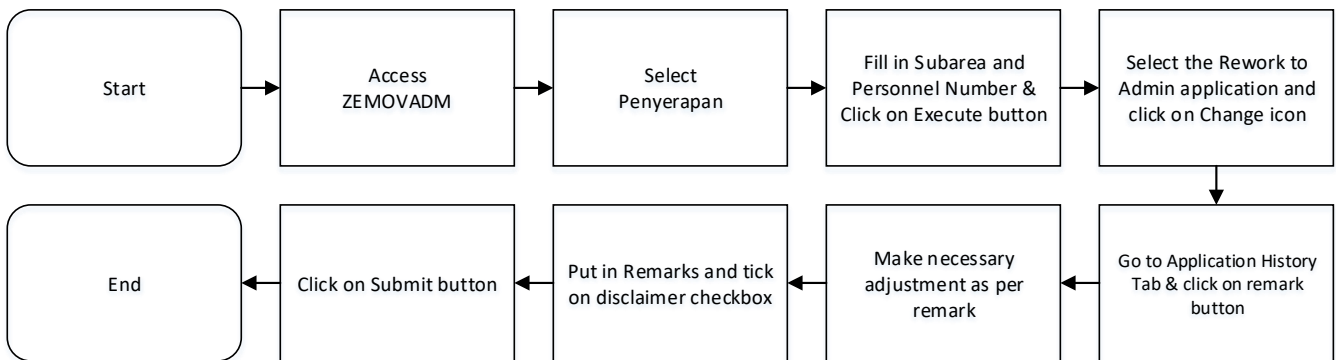


Process Overview

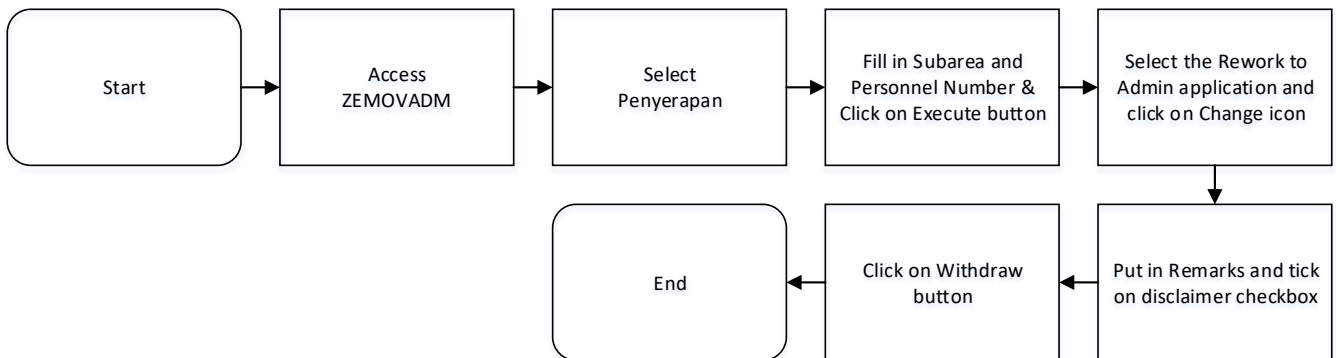
Create and Submit Service Change From Open Vote Application



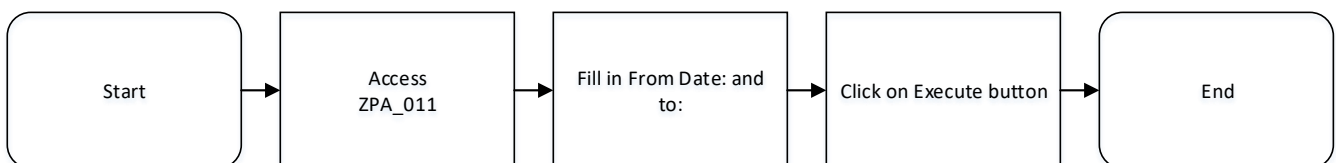
Edit and Submit Service Change From Open Vote Application



Withdraw Service Change From Open Vote Application

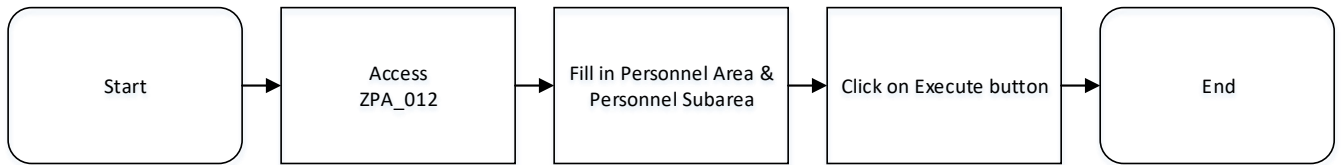


Penyerapan Summary Report





Penyerapan Employee List Report



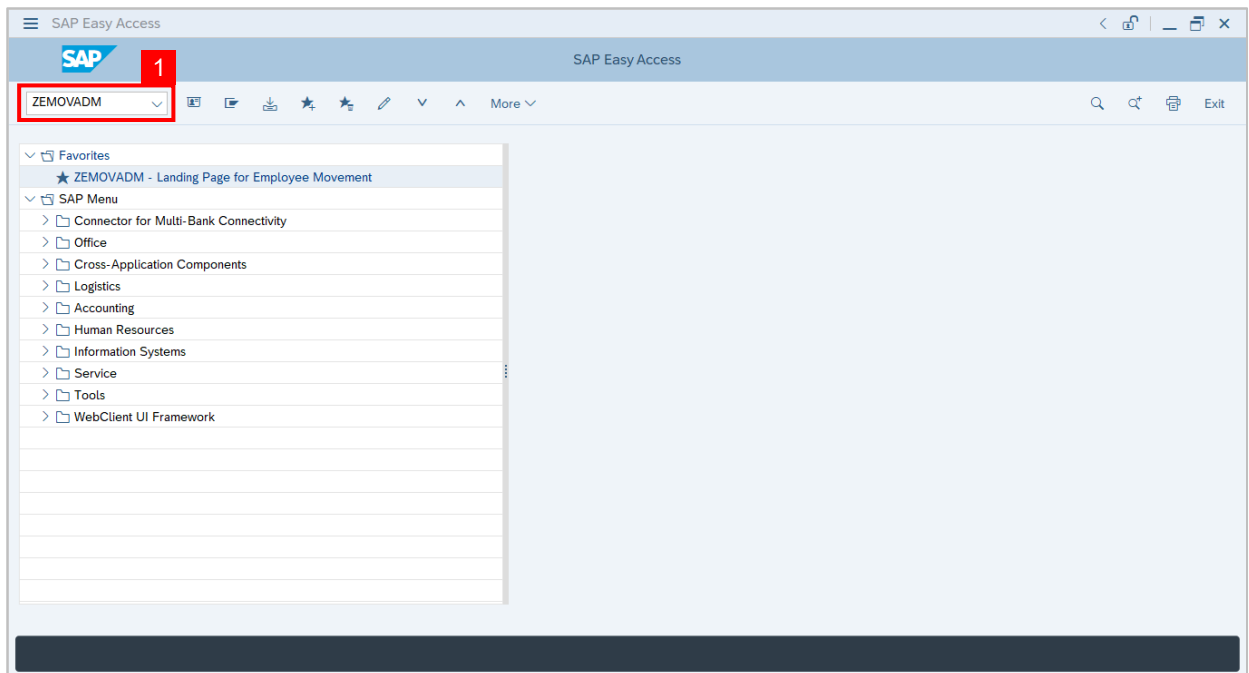
**CREATE AND SUBMIT
SERVICE CHANGE FROM
OPEN VOTE APPLICATION**

Back-End User

Department HR Administrator

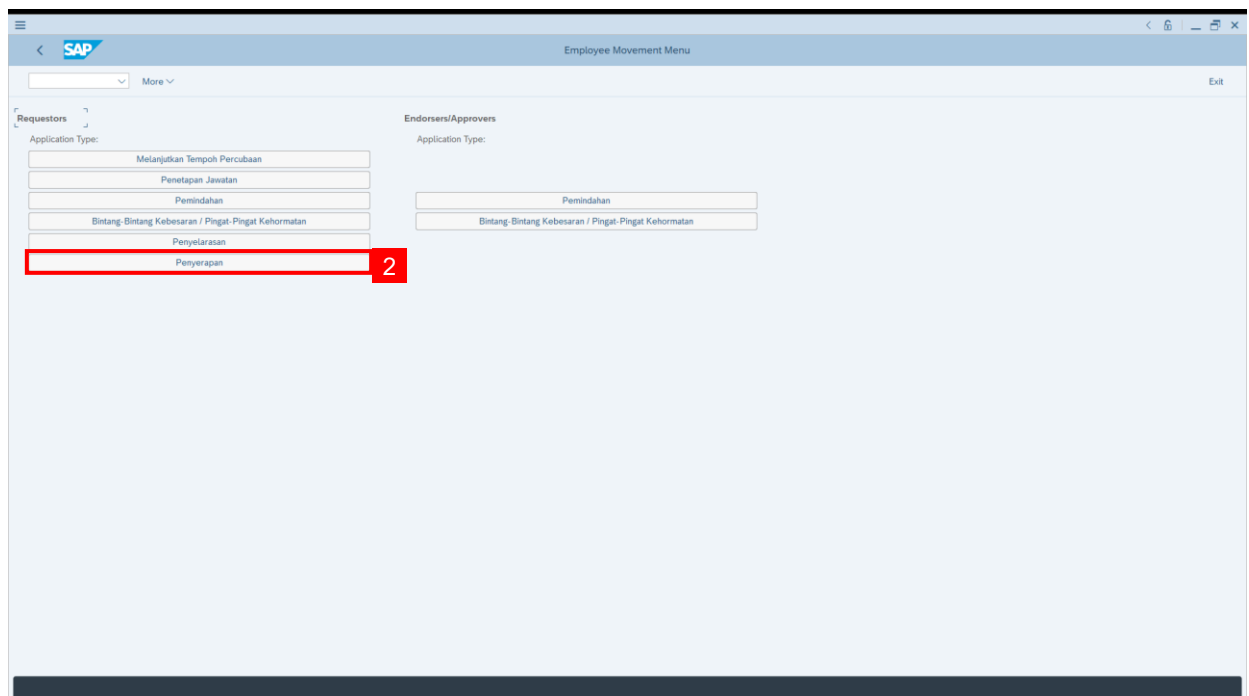
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

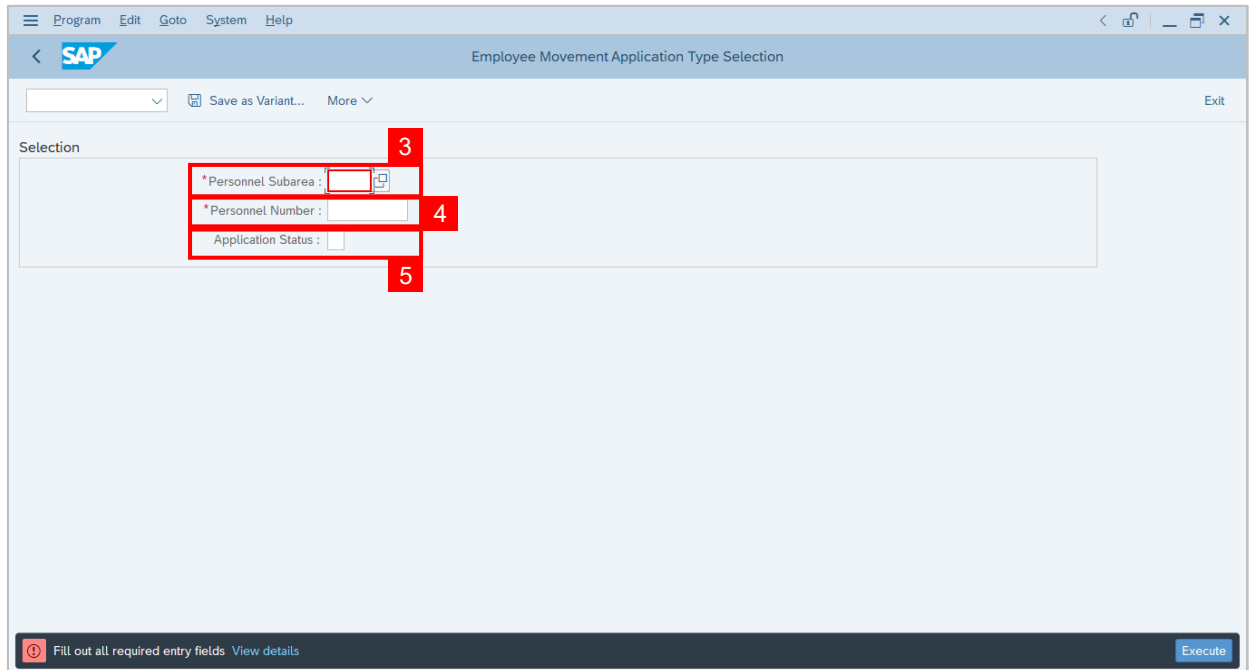
2. Click on **Penyerapan** button.



3. Fill in **Personnel Subarea**.

4. Fill in **Personnel Number**.

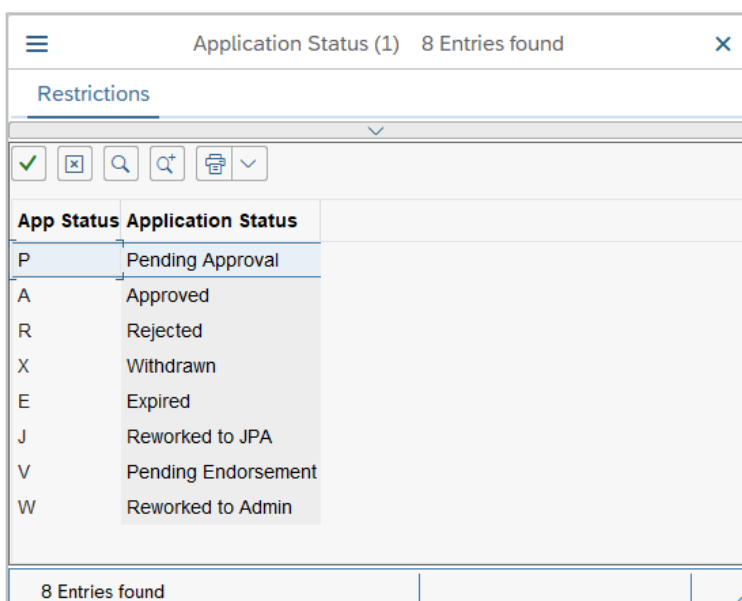
5. User may filter specific **Application Status** when required.



Note: Application Status pop-up window will be displayed.

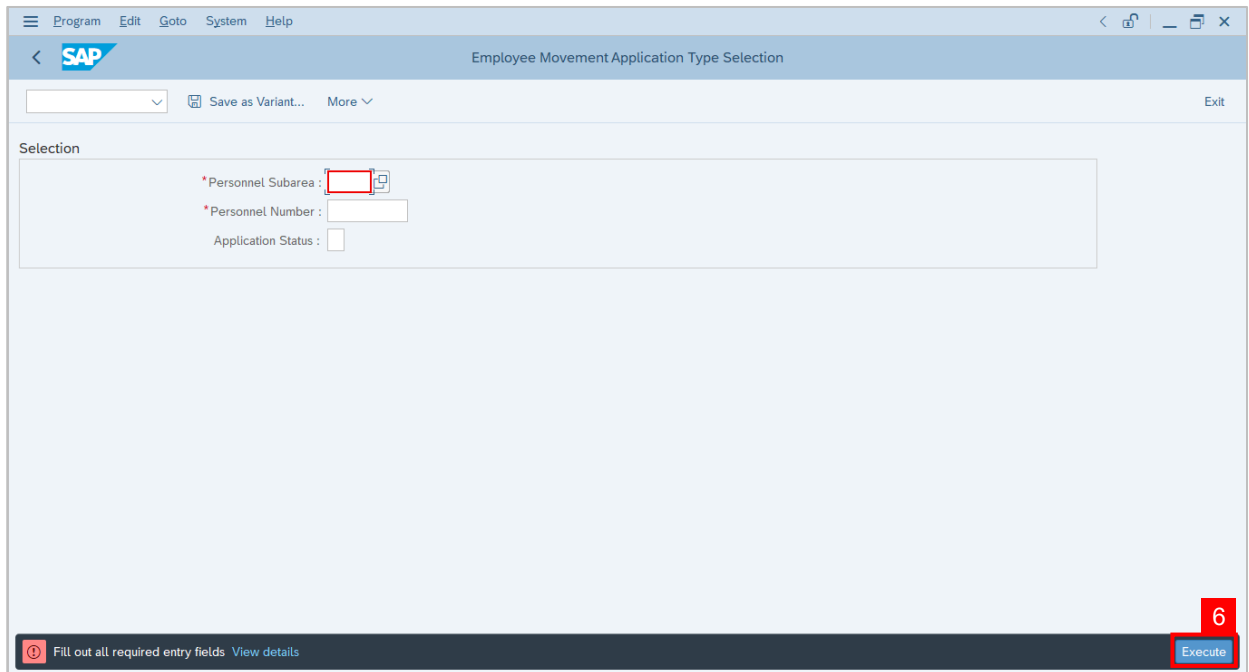
User may select any of the eight (8) Application Status. E.g. To display application(s) with Pending Approval status only, user should select Pending Approval.

To see **all statuses**, user **should leave the field blank**.



App Status	Application Status
P	Pending Approval
A	Approved
R	Rejected
X	Withdrawn
E	Expired
J	Reworked to JPA
V	Pending Endorsement
W	Reworked to Admin

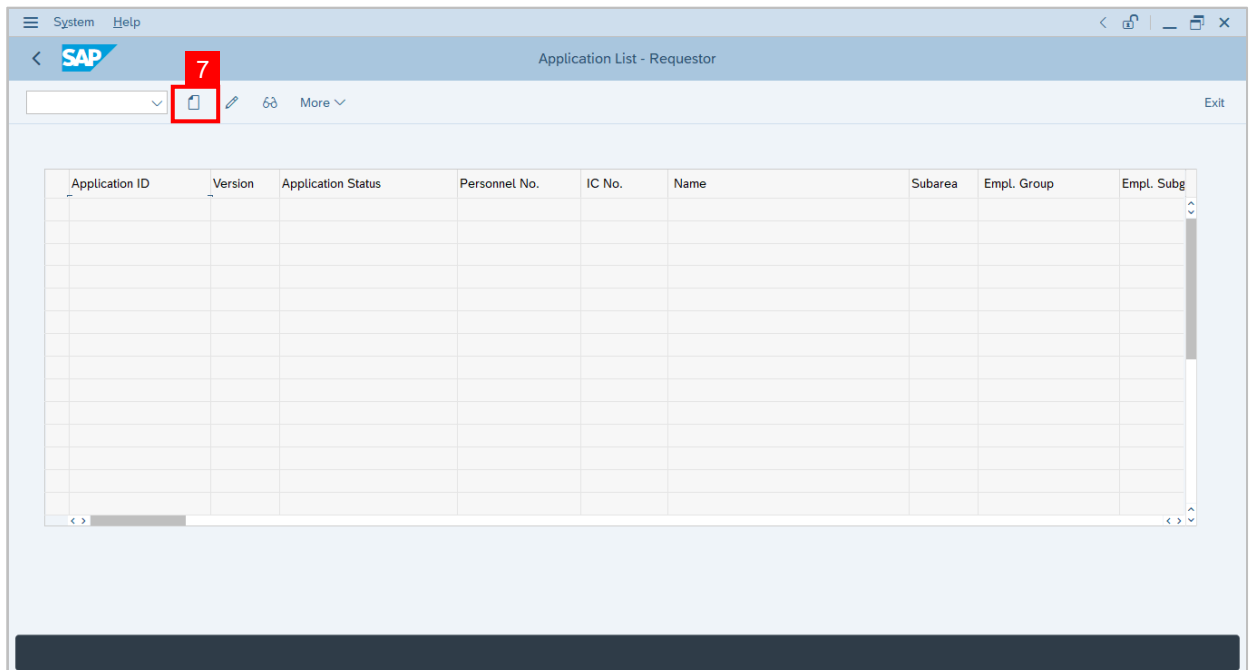
6. Proceed to click **Execute** button.



Note: Application List – Requestor page will be displayed.

For first time users, the page will be blank as no application has been submitted yet.

7. Click on **create** icon to create the application.



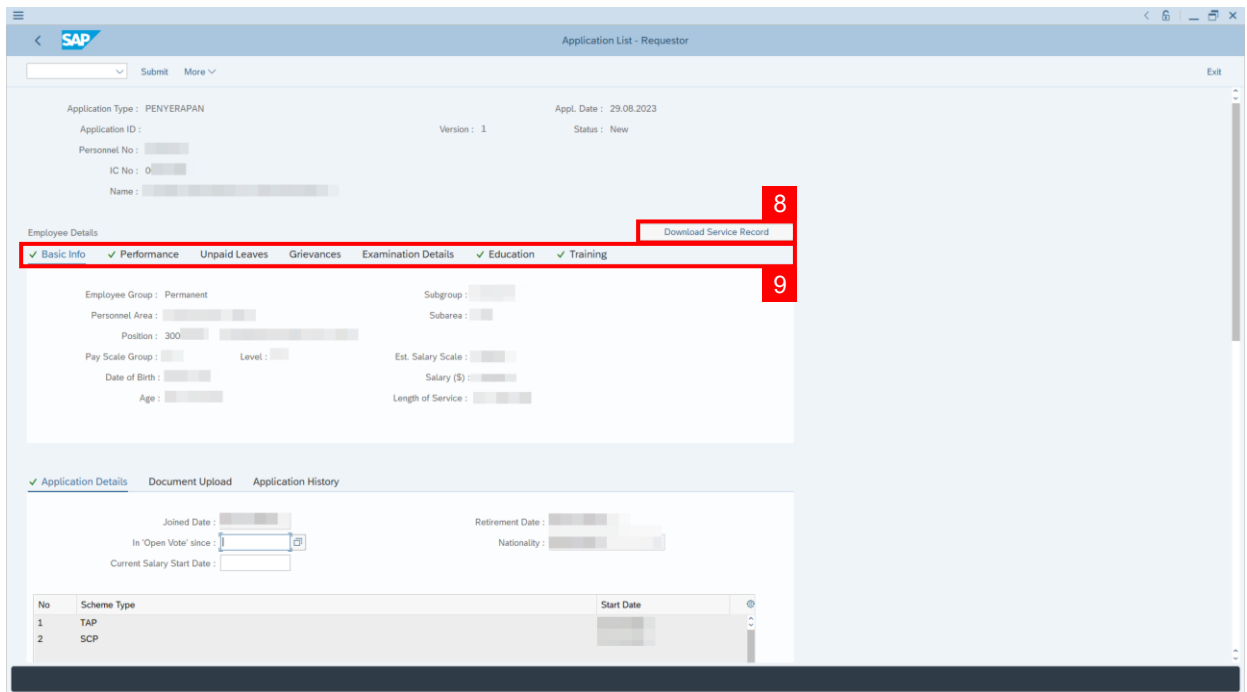
Note: Application List – Requestor page will be displayed.

8. User can download the **Service Record**.

9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.

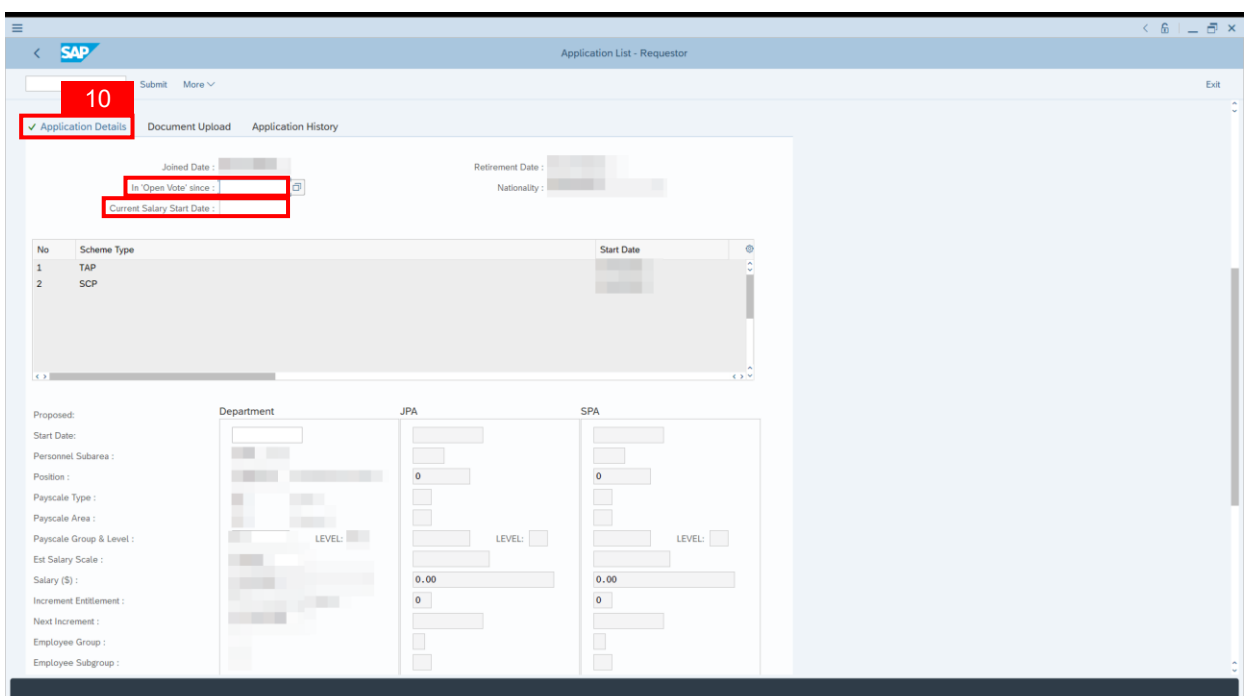
The green tick icon represent that there is information stored.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Employee Details' section is active, with a red box highlighting the 'Download Service Record' button (labeled 8) and the 'Basic Info' tab (labeled 9). Below this, the 'Application Details' section is visible, with a red box highlighting the 'In 'Open Vote' since' and 'Current Salary Start Date' fields (labeled 10). A table below shows the application details:

No	Scheme Type	Start Date
1	TAP	
2	SCP	

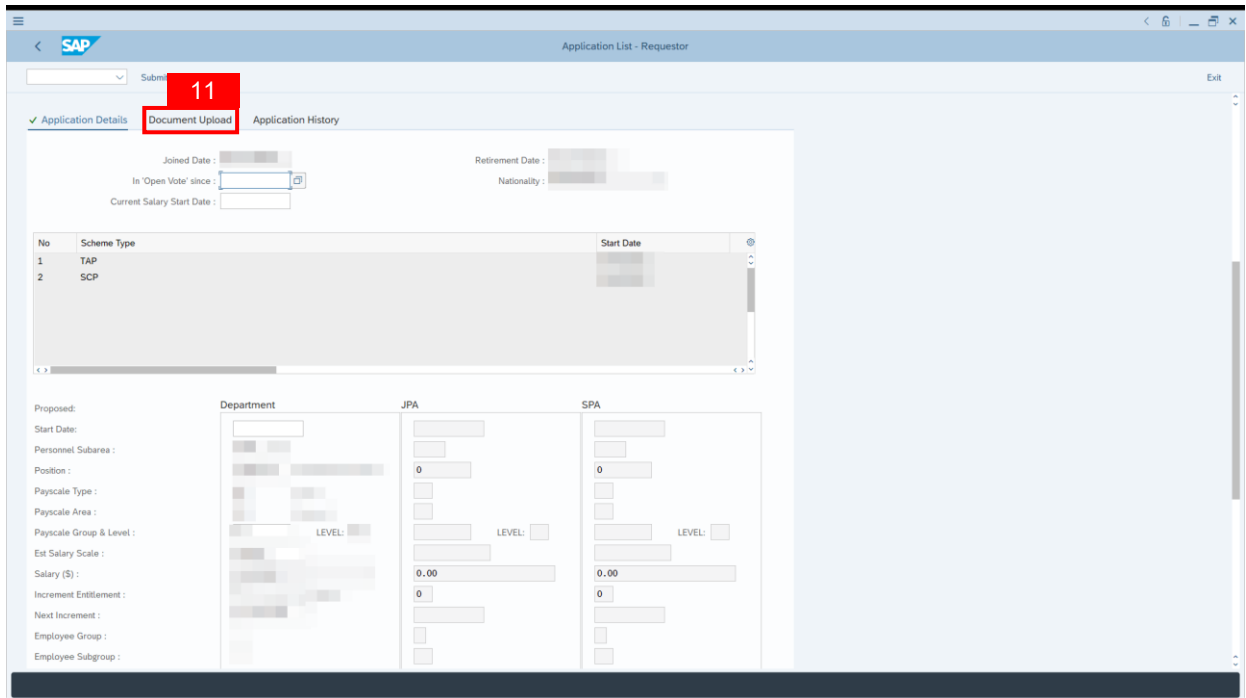
10. Navigate to **Application Details** and fill in 'Open Vote' since & **Current Salary Start Date** information.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Details' section is active, with a red box highlighting the 'In 'Open Vote' since' and 'Current Salary Start Date' fields (labeled 10). Below this, the 'Proposed' section is visible, with a red box highlighting the 'Department', 'JPA', and 'SPA' columns (labeled 10). A table below shows the proposed information:

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

11. To upload any attachment, navigate to **Document Upload** tab.



The screenshot shows the SAP Application List - Requestor interface. The 'Document Upload' tab is highlighted with a red box and the number 11. The interface includes a navigation bar with 'Submit' and 'Exit' buttons. Below the navigation bar, there are tabs for 'Application Details', 'Document Upload', and 'Application History'. The 'Application Details' tab is active, showing fields for 'Joined Date', 'Retirement Date', 'In 'Open Vote' since', 'Nationality', and 'Current Salary Start Date'. A table below these fields lists application details:

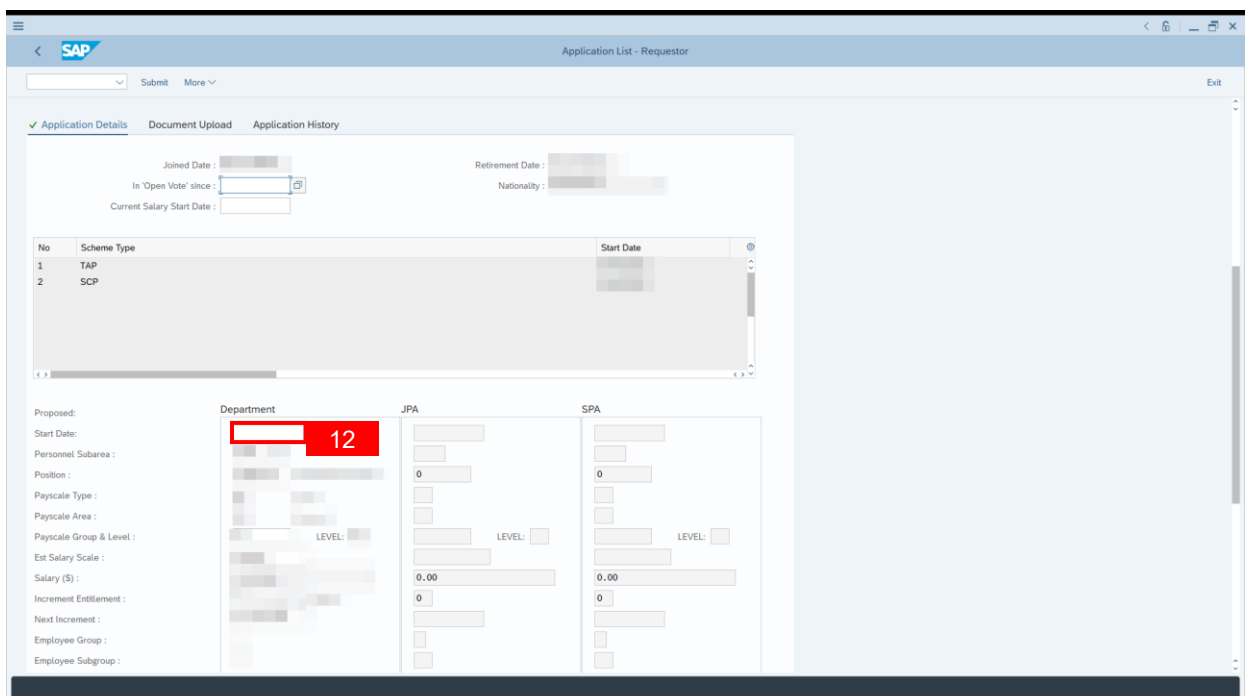
No	Scheme Type	Start Date
1	TAP	
2	SCP	

Below the table, there are sections for 'Proposed:', 'Department', 'JPA', and 'SPA'. The 'Department' section has a red box with the number 12 over the 'Start Date' field.

Navigate to **Application Detail**, under **Department** column and proceed with the next step.

12. **Fill in** the proposed **Start Date**.

Note: The employee existing SSM data will be pulled and auto-fill the fields under Department column. Department HR Administrator may adjust the details under Department column except for the greyed-out fields.



The screenshot shows the SAP Application List - Requestor interface. The 'Document Upload' tab is highlighted with a red box and the number 12. The interface includes a navigation bar with 'Submit' and 'More' buttons. Below the navigation bar, there are tabs for 'Application Details', 'Document Upload', and 'Application History'. The 'Application Details' tab is active, showing fields for 'Joined Date', 'Retirement Date', 'In 'Open Vote' since', 'Nationality', and 'Current Salary Start Date'. A table below these fields lists application details:

No	Scheme Type	Start Date
1	TAP	
2	SCP	

Below the table, there are sections for 'Proposed:', 'Department', 'JPA', and 'SPA'. The 'Department' section has a red box with the number 12 over the 'Start Date' field.

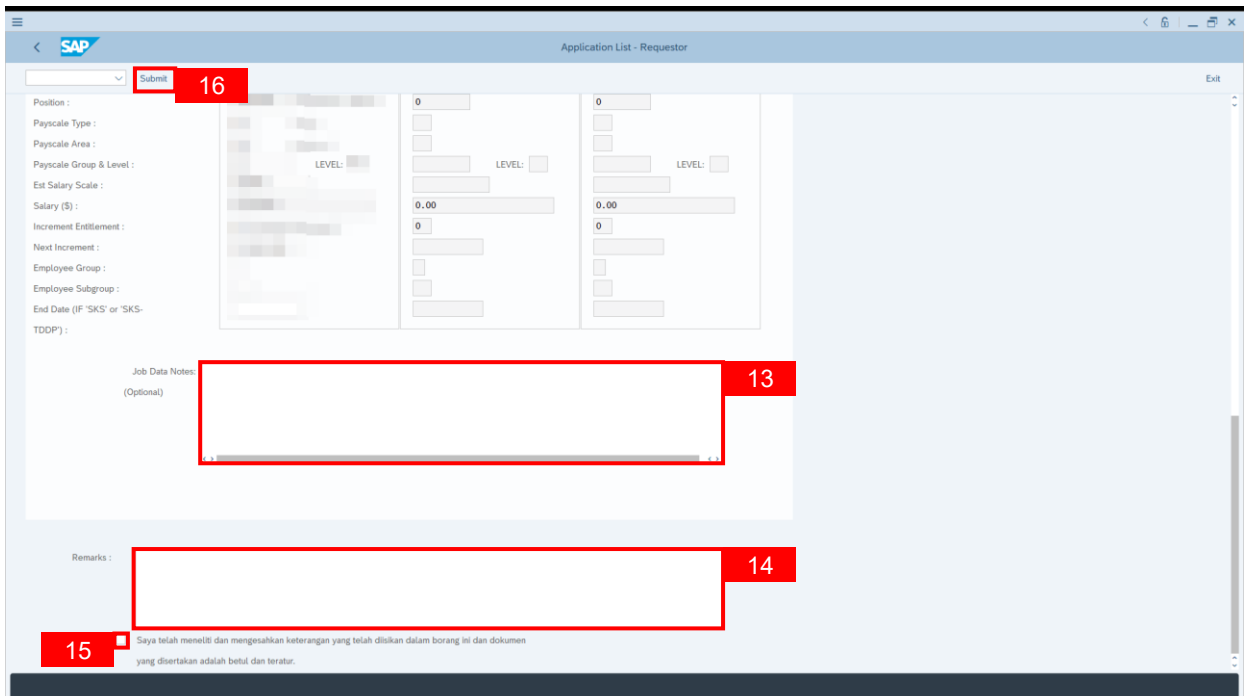
13. Fill in **Job Data Notes (Optional)** (if any).

Note: Any details saved in this Job Data Notes is saved into employee data after application is approved and it can be viewed from Action infotype via PA30.

14. Fill in **Remarks**, if any. It will appear at **Application History** for **Endorser** and **Approver** to view.

15. Click on the **checkbox** to agree with the disclaimer.

16. Click on **Submit** button to submit the application for **Service Change from Open Vote**.



Note: Application List – Requestor will be displayed.

17. The **Application ID** will be auto-generated.

18. The **Version** number will be 1 (Version 1).

19. The **Application Status** will show as **Pending Endorsement**.

Outcome: Service Change from Open Vote Application has been successfully submitted for endorsement.



Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PO	1	Pending Endorsement						

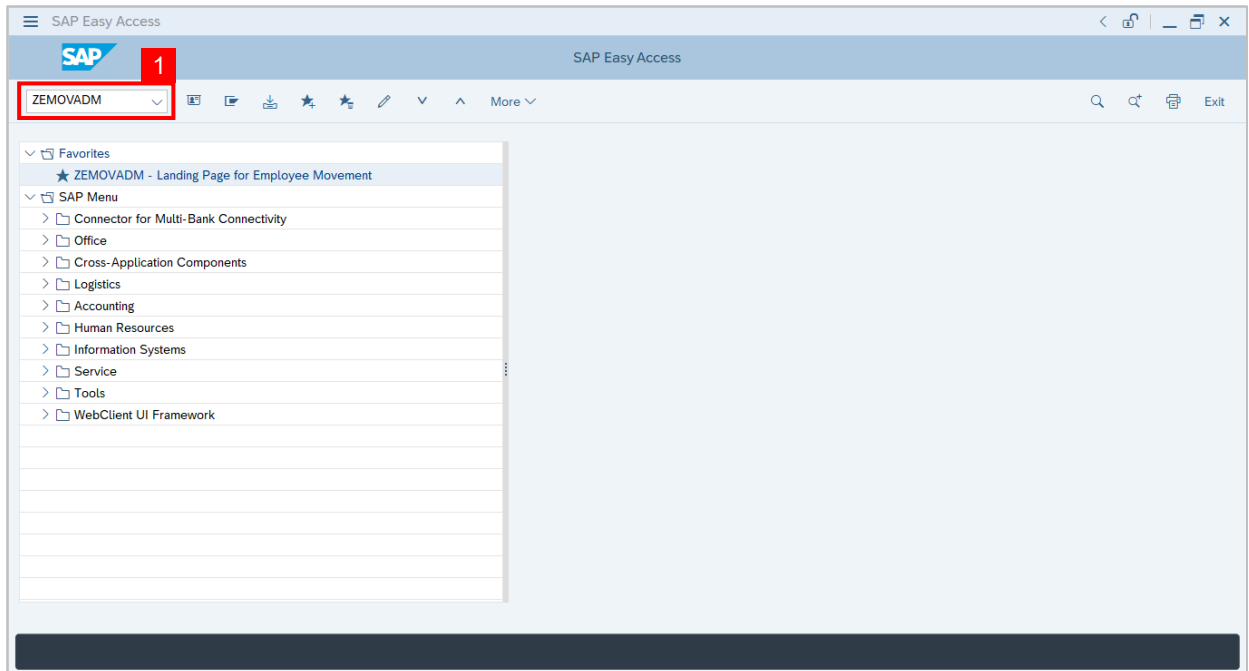
**EDIT AND SUBMIT SERVICE
CHANGE FROM OPEN VOTE
APPLICATION**

Back-End User

Department HR Administrator

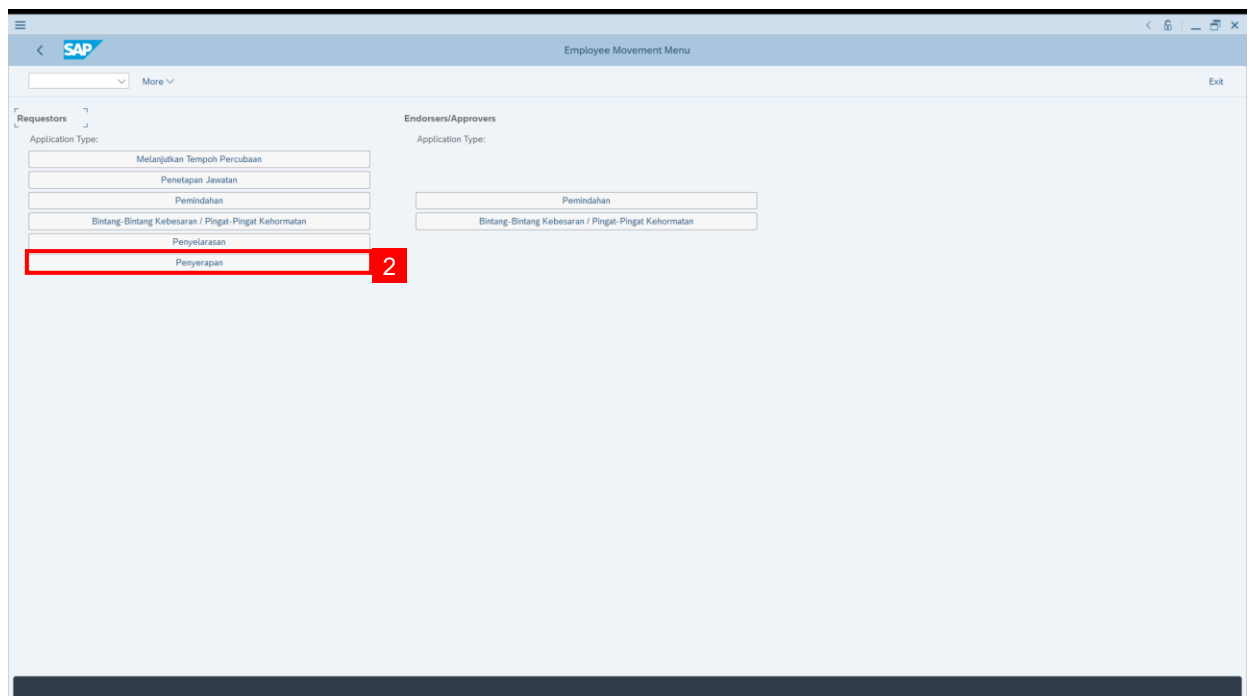
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

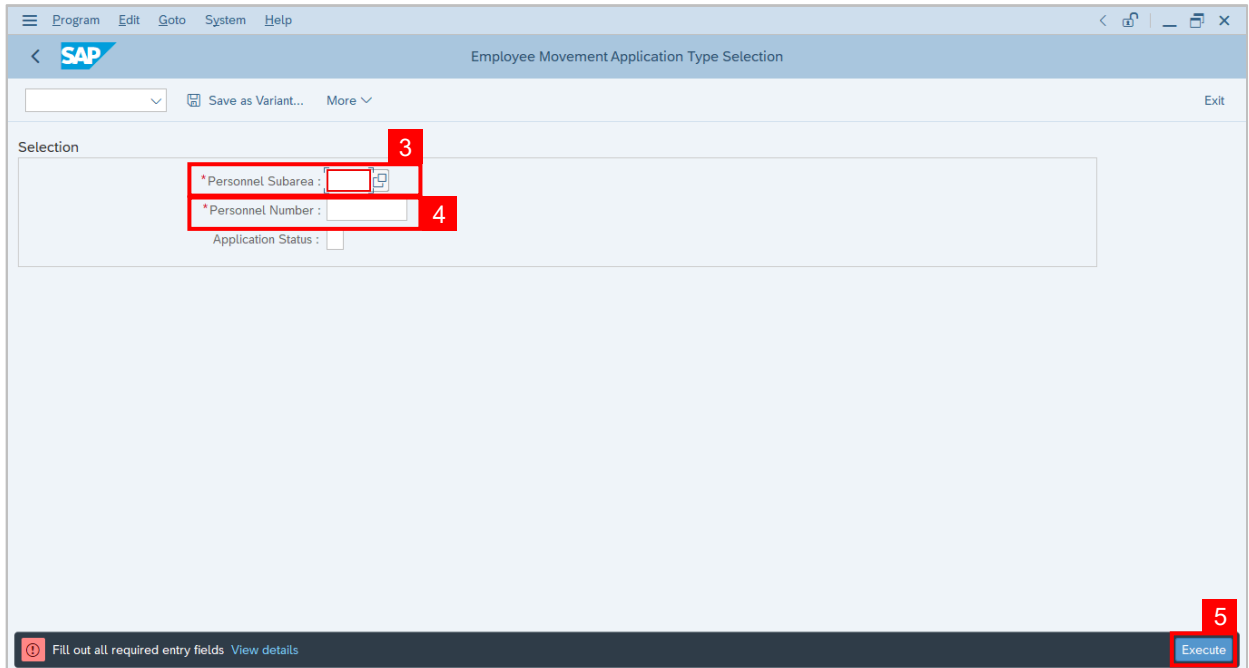
2. Click on **Penyerapan** button.



3. Fill in **Personnel Subarea**.

4. **Personnel Number**.

5. Proceed to click **Execute** button.

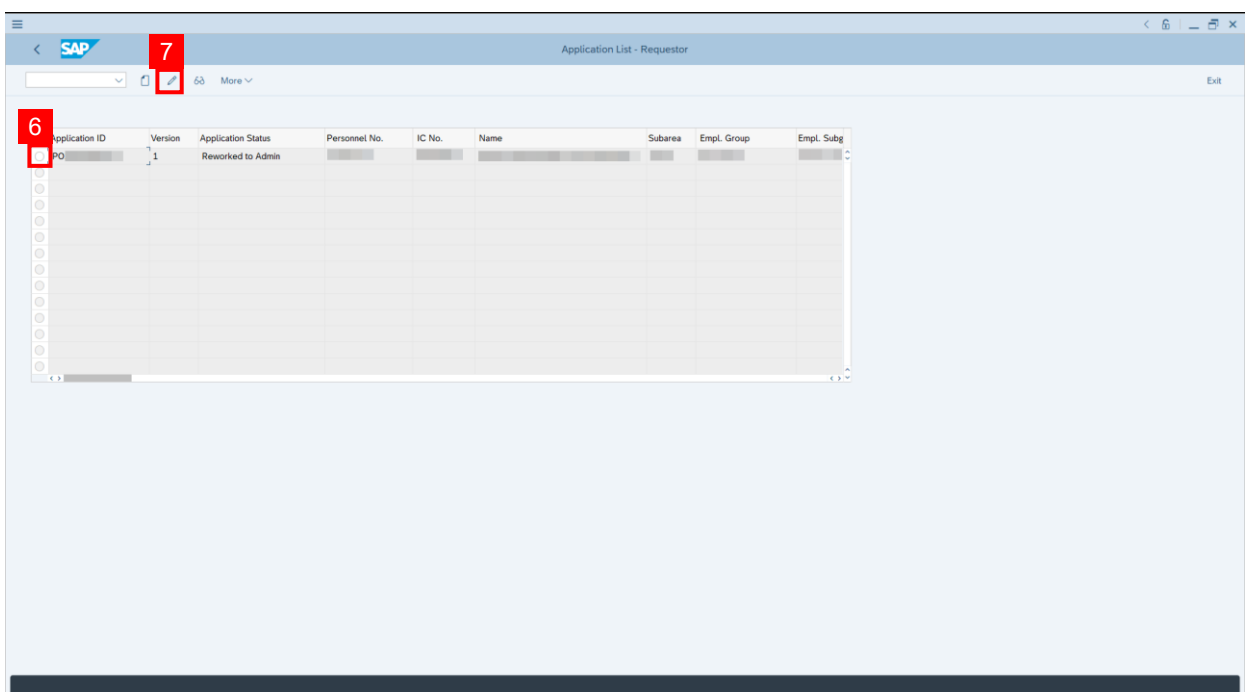


The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with 'Save as Variant...' and 'More' options. The main area is titled 'Selection' and contains three input fields: '*Personnel Subarea:', '*Personnel Number:', and 'Application Status:'. A red box labeled '3' highlights the '*Personnel Subarea:' field, and another red box labeled '4' highlights the '*Personnel Number:' field. At the bottom right, a red box labeled '5' highlights the 'Execute' button. A status bar at the bottom left contains the message 'Fill out all required entry fields' and a 'View details' link.

Note: Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application (Application Status: Reworked to Admin).

7. Click on **change** icon to edit the application.



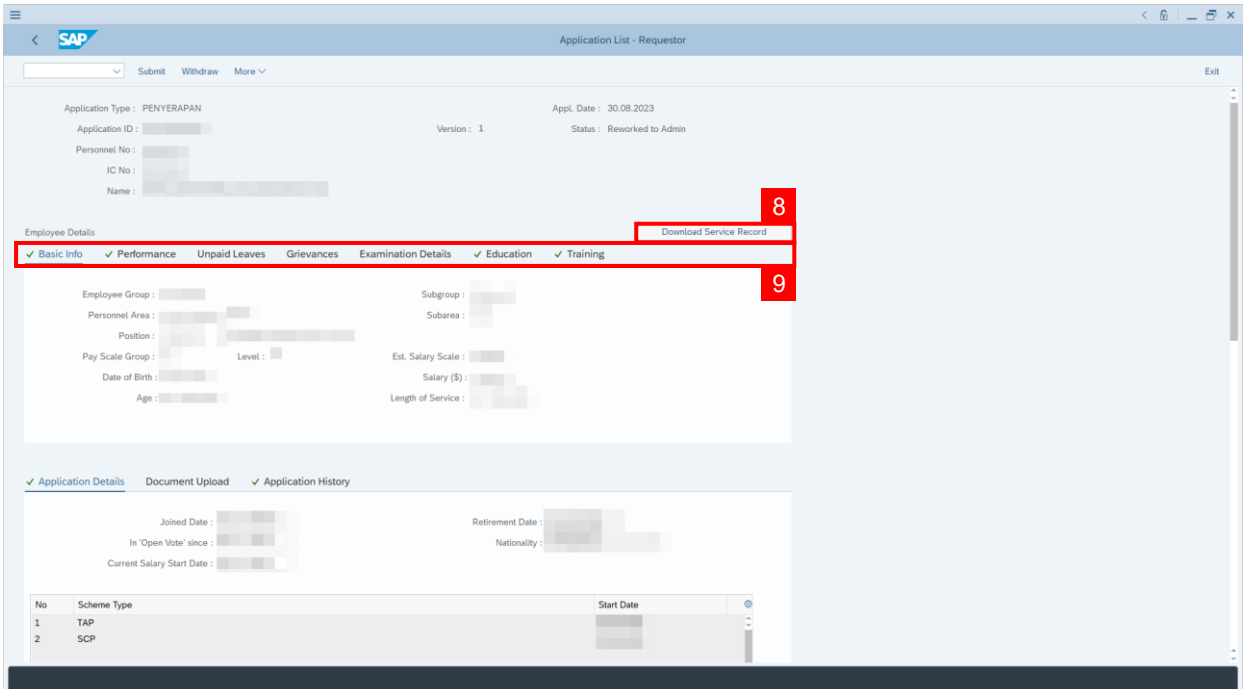
The screenshot shows the SAP 'Application List - Requestor' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with 'Save as Variant...' and 'More' options. The main area displays a table with the following columns: application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. A red box labeled '6' highlights the radio button in the first row, and another red box labeled '7' highlights the change icon (a small square with a pencil) in the same row. The table has a scrollable area at the bottom.

application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PO	1	Reworked to Admin						

8. User can download the **Service Record**.

9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

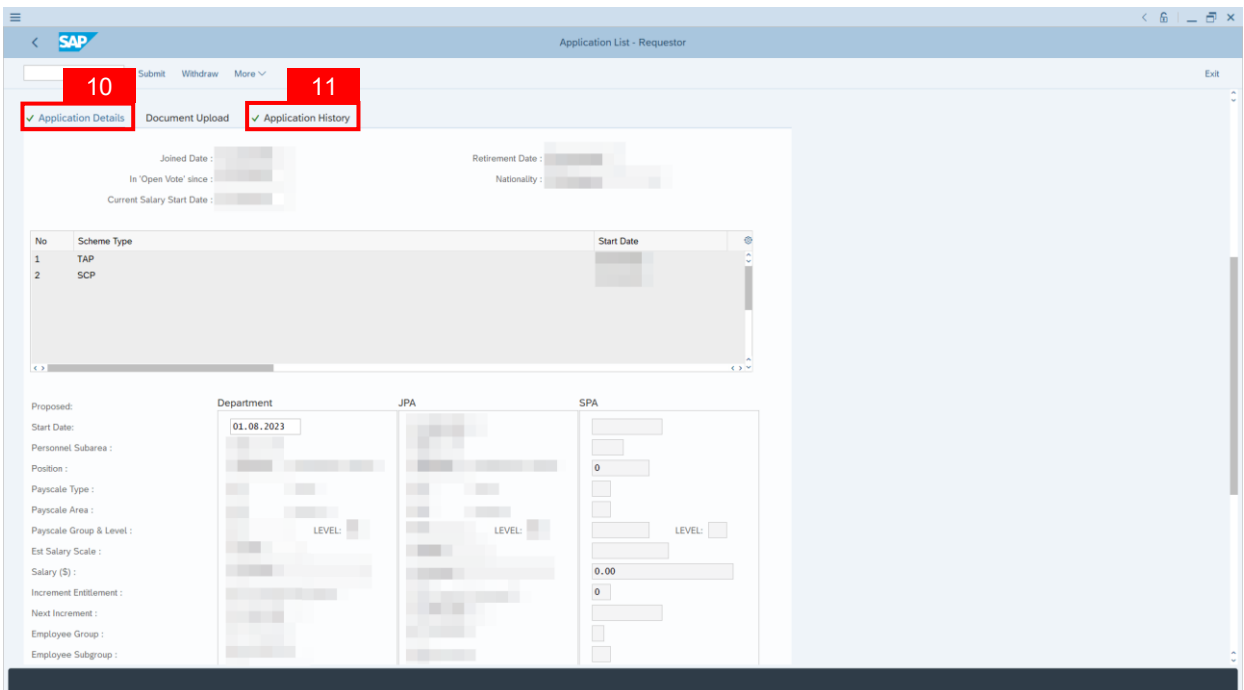
Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



The screenshot shows the SAP Application List - Requestor interface. The top navigation bar includes 'Submit', 'Withdraw', and 'More' buttons. The main content area displays application details for 'PENYERAPAN' with an application ID, version, and status. Below this, the 'Employee Details' section is visible, with a red box highlighting the 'Download Service Record' button (8). The 'Application Details' section is also visible, with a red box highlighting the 'Download Service Record' button (9).

10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Application History** tab and click on it.

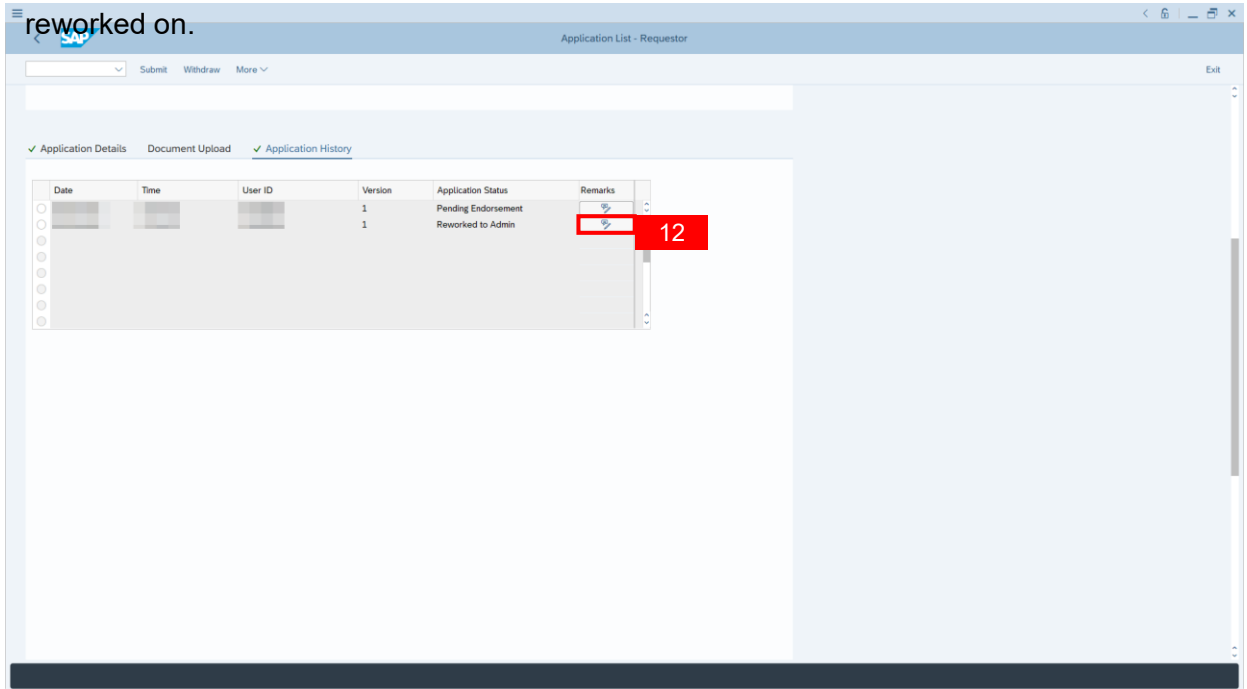


The screenshot shows the SAP Application List - Requestor interface. The top navigation bar includes 'Submit', 'Withdraw', and 'More' buttons. The main content area displays application details for 'PENYERAPAN' with an application ID, version, and status. Below this, the 'Application Details' section is visible, with a red box highlighting the 'Application Details' tab (10). The 'Application History' section is also visible, with a red box highlighting the 'Application History' tab (11).

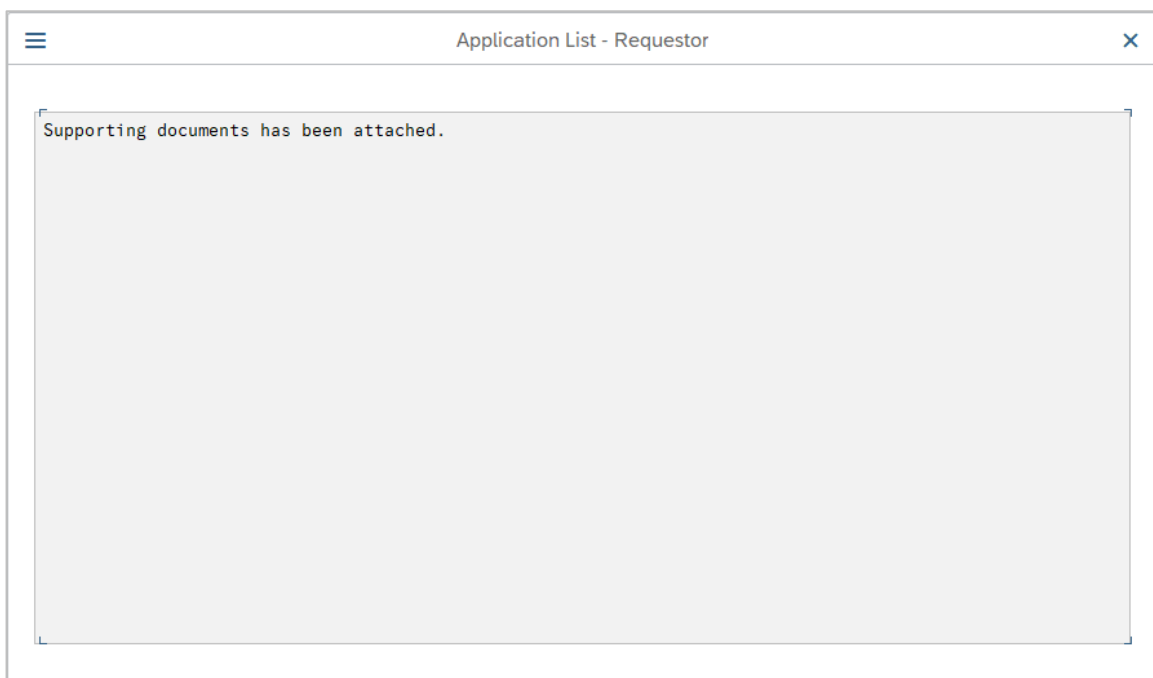
Note: Application History tab will be displayed.

12. Click on **remarks** button to view the remarks from JPA Endorser what needs to be

reworked on.



Note: Application List – Requestor remarks pop-up window will be displayed.



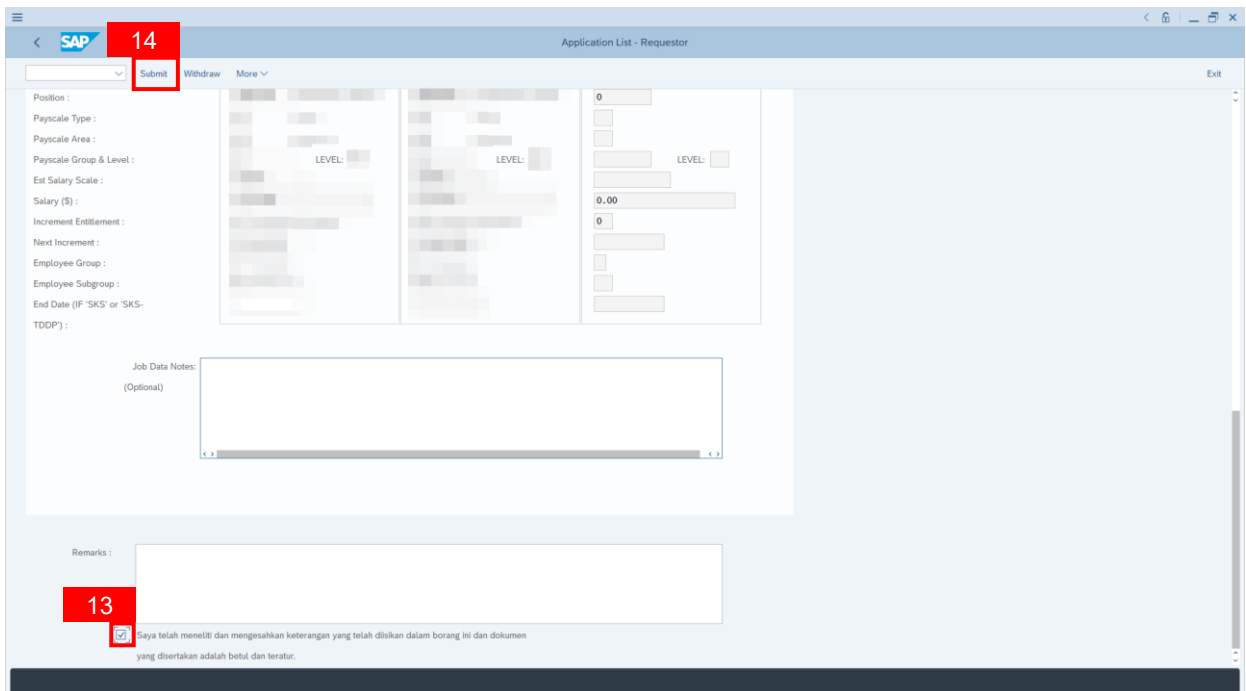
Navigate to **Application Detail**, under **Department** column and proceed with the adjustments required.

Note: Department HR Administrator can only adjust the details under Department column except for the greyed-out fields.

Once all the adjustments have been made, proceed with the next step:

13. **Click on the checkbox** to agree with the disclaimer.

14. Click on **Submit** button to submit the application for **Service Change From Open Vote**.



The screenshot shows the SAP 'Application List - Requestor' form. A red box labeled '14' highlights the 'Submit' button. Below the form fields, a red box labeled '13' highlights a checkbox next to a disclaimer in Indonesian: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisi dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' The form includes fields for Position, Payscale Type, Area, Group & Level, Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Subgroup, End Date, and Job Data Notes. A Remarks field is also present at the bottom.

Note: Application List – Requestor will be displayed.

15. The **Application ID** will remain the same.

16. The **Version** number will be 2 (Version 2).

17. The **Application Status** will show as **Pending Endorsement**.

Outcome: Service Change From Open Vote Application has been successfully reworked and submitted for endorsement.

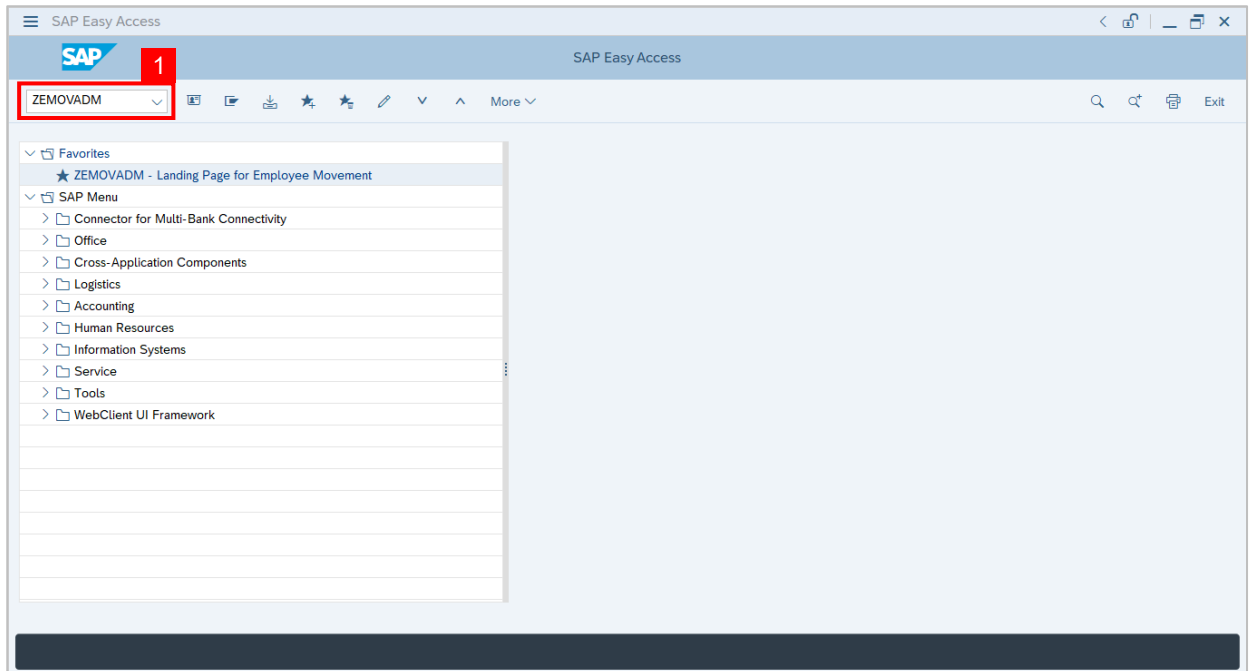
**WITHDRAW SERVICE
CHANGE FROM OPEN VOTE
APPLICATION**

Back-End User

Department HR Administrator

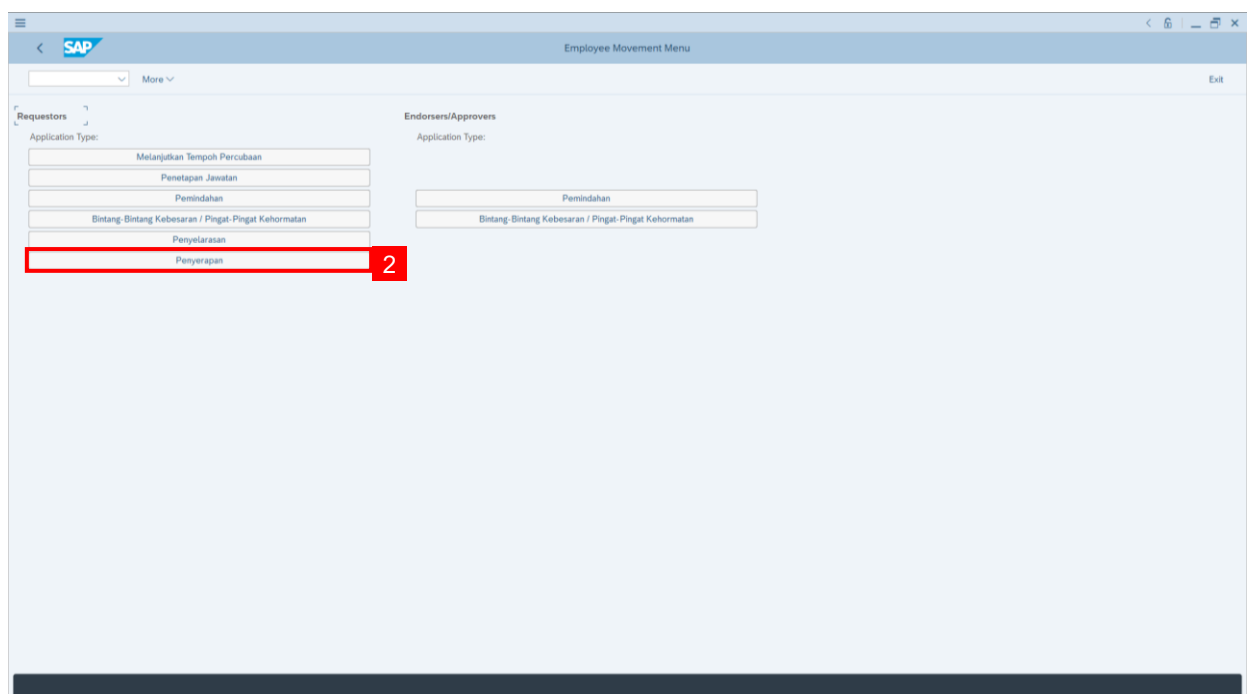
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

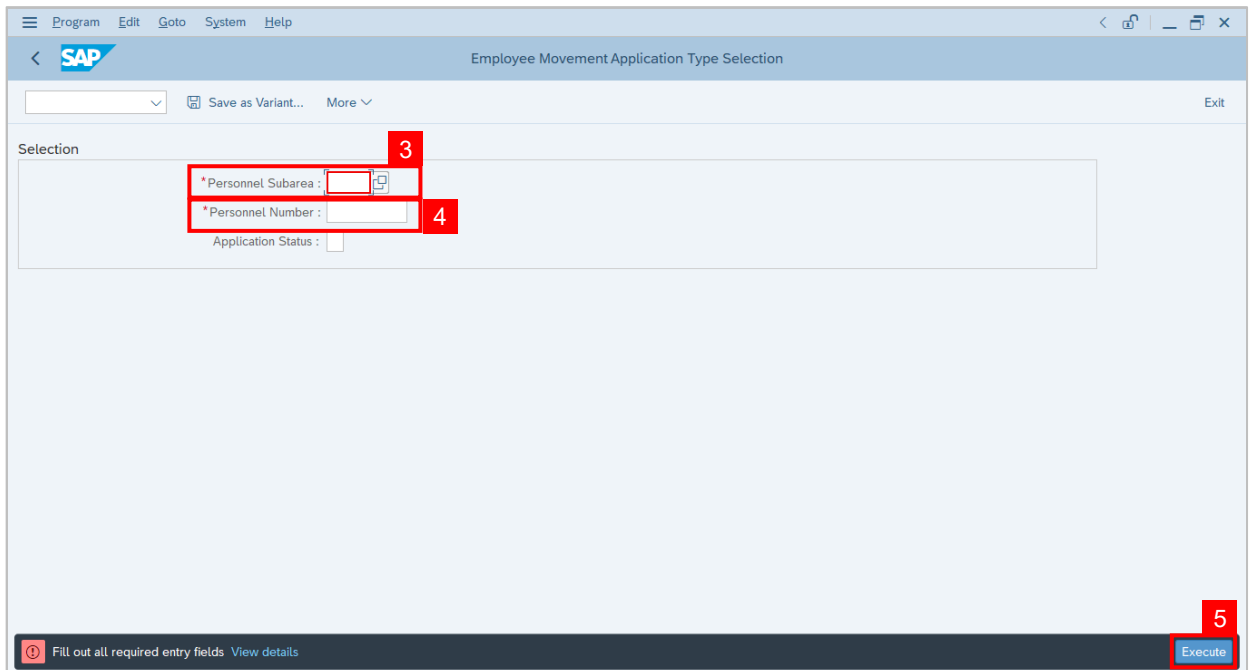
2. Click on **Penyerapan** button.



3. Fill in **Personnel Subarea**.

4. **Personnel Number**.

5. Proceed to click **Execute** button.



Selection

*Personnel Subarea :

*Personnel Number :

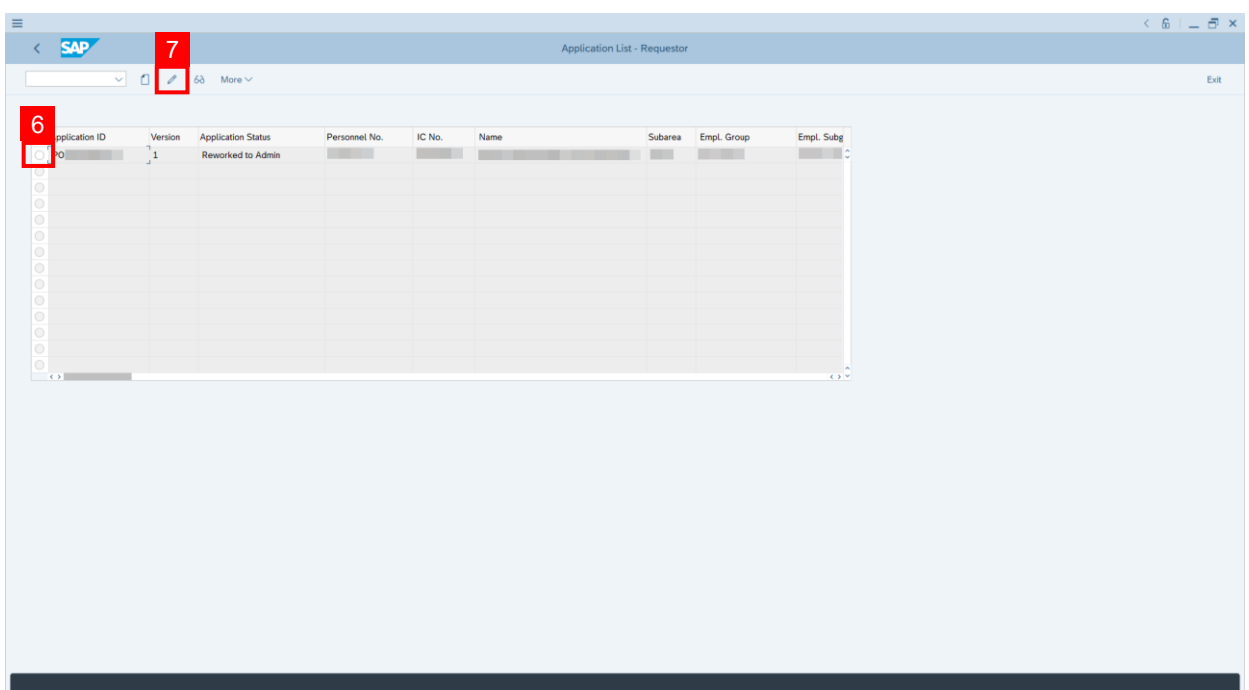
Application Status :

Fill out all required entry fields [View details](#) **Execute**

Note: Application List – Requestor page will be displayed.

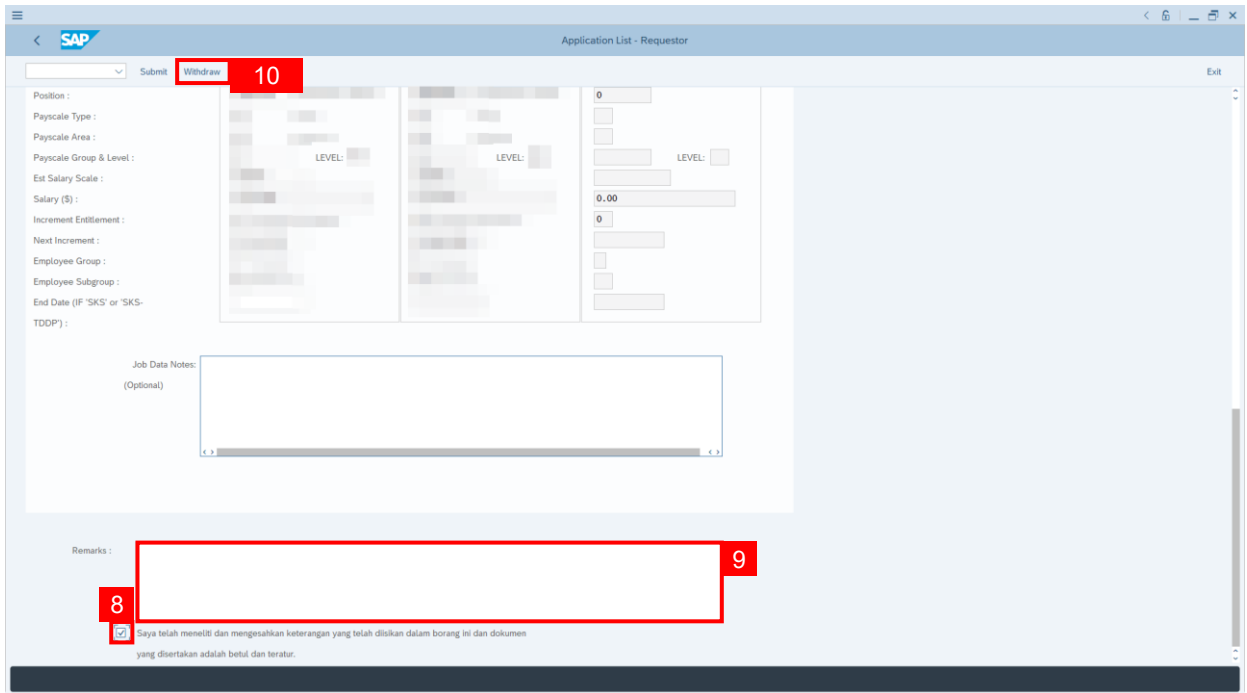
6. Click on the **radio button** to select application to be **withdrawn**.

7. Click on **change** icon to withdraw the application.



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

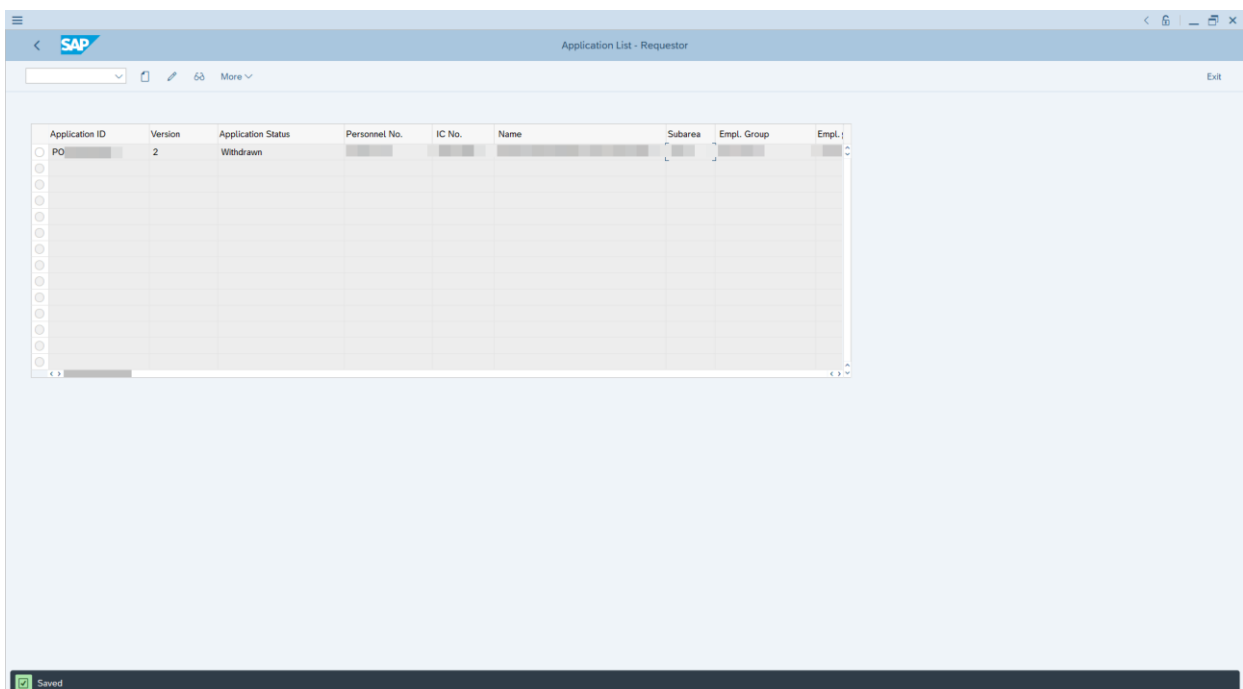
8. Navigate to the bottom of the page and **click on the disclaimer checkbox**.
9. Fill in **Remarks** inside the box.
10. Click on **Withdraw** button.



The screenshot shows the SAP 'Application List - Requestor' form. The 'Withdraw' button is highlighted with a red box and the number 10. The 'Remarks' field is highlighted with a red box and the number 8. A red box with the number 9 is placed over the disclaimer checkbox area.

Note: Application List – Requestor page will be displayed.

Outcome: The application has been withdrawn.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
PO	2	Withdrawn						

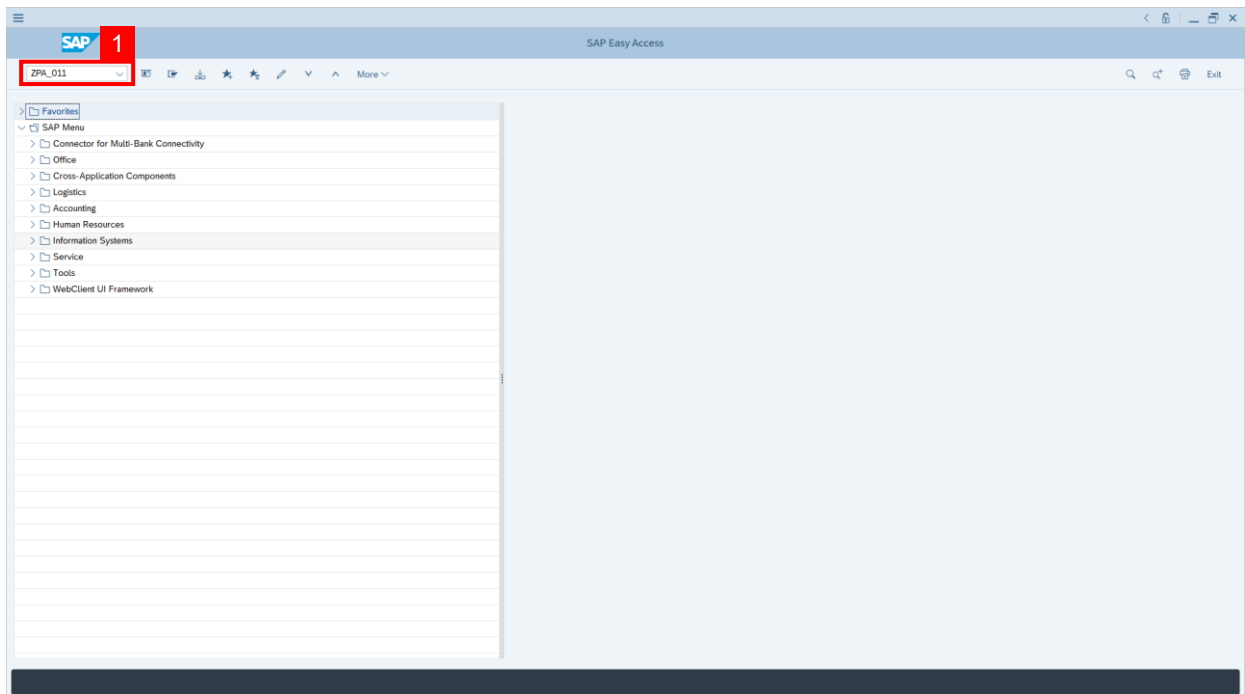
PENYERAPAN SUMMARY REPORT

Back-End User

Department HR Administrator

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

1. Enter transaction code (t-code) **ZPA_011** in the search bar.

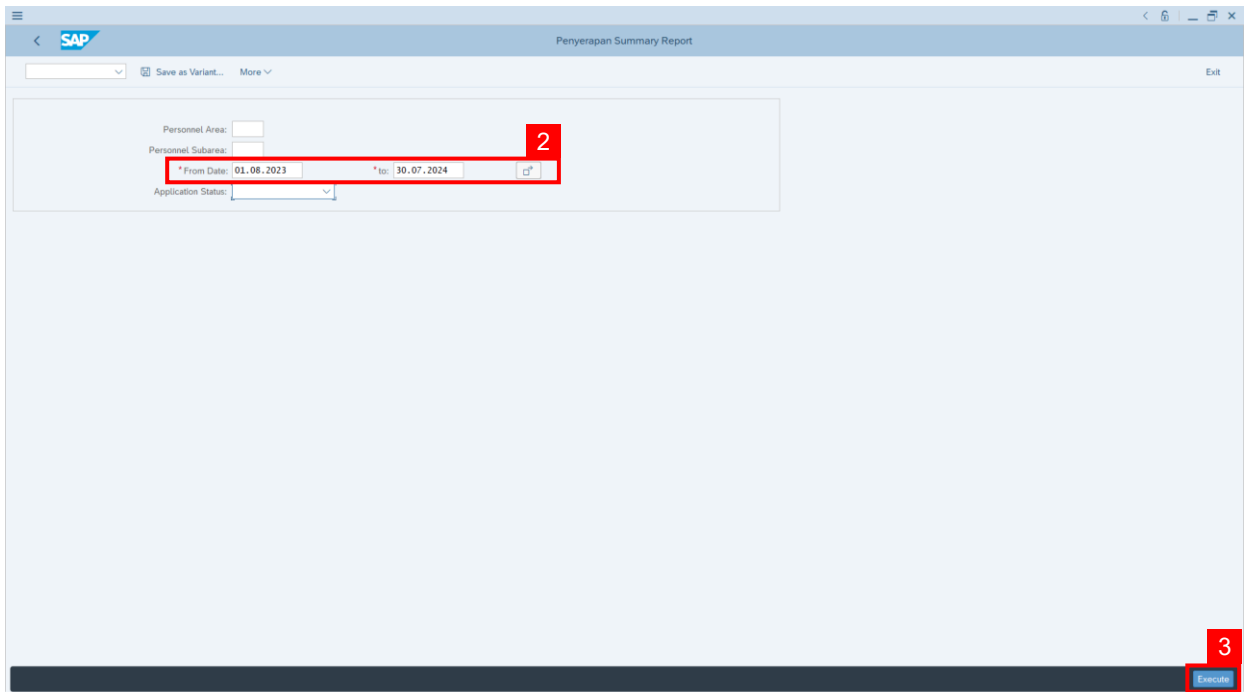


Note: Penyerapan Summary Report page will be displayed.

2. Fill in **From Date:** and **to:**

Note: The From Date has a **restriction of 1 year period**. User may filter the result by filling in Personnel Area, Personnel Subarea **and/or** Application Status.

3. Click on **Execute** button.



Outcome: Report For Penyerapan Summary is generated.

Note:

- (i) To download the report, right click anywhere on the report and click **Spreadsheet...**
- (ii) To set a filter on the report, user may click on the **Filter** icon.
- (iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.



SAP (iii) (ii) Penyerapan Summary Report

Report Summary Penyerapan
App. Start Date - 01.08.2023 - 30.07.2024 (i)

Application Type	Application ID	Application Status	Personnel Area Code	Personnel Area	Subarea Code	Personnel Subarea	Personnel Number	IC
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Withdrawn						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Reworked to JPA						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Endorsement						

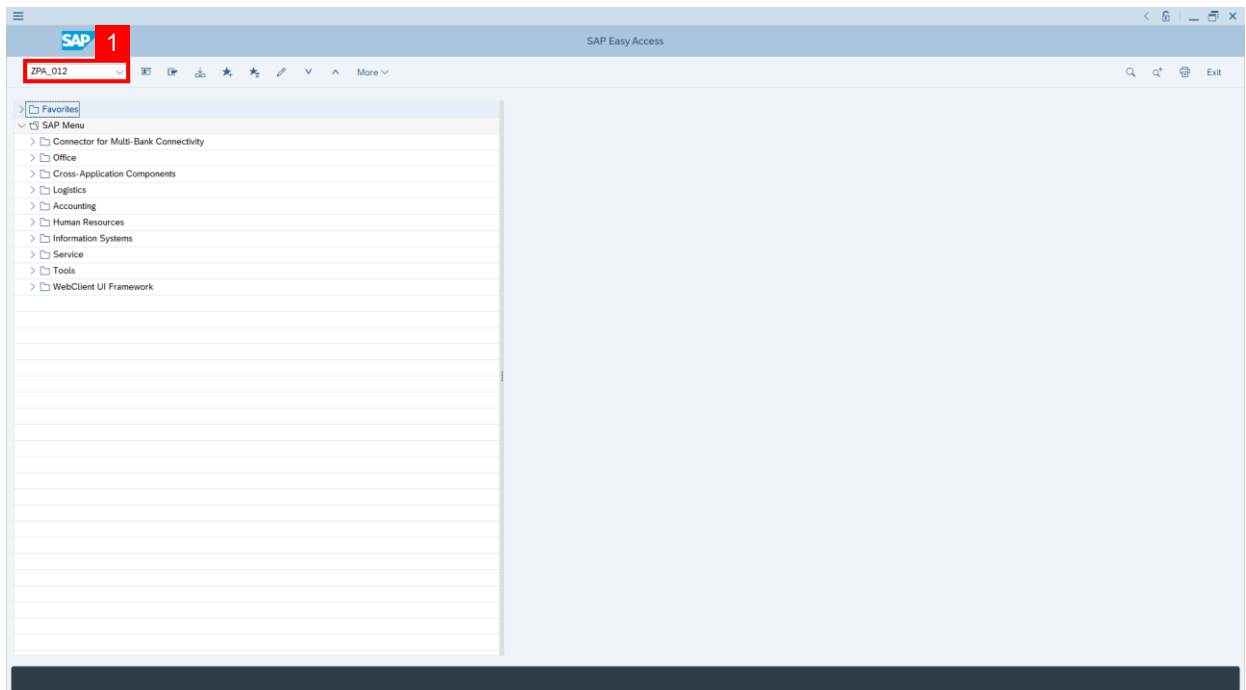
PENYERAPAN EMPLOYEE LIST REPORT

Back-End User

Department HR Administrator

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

1. Enter transaction code (t-code) **ZPA_012** in the search bar.

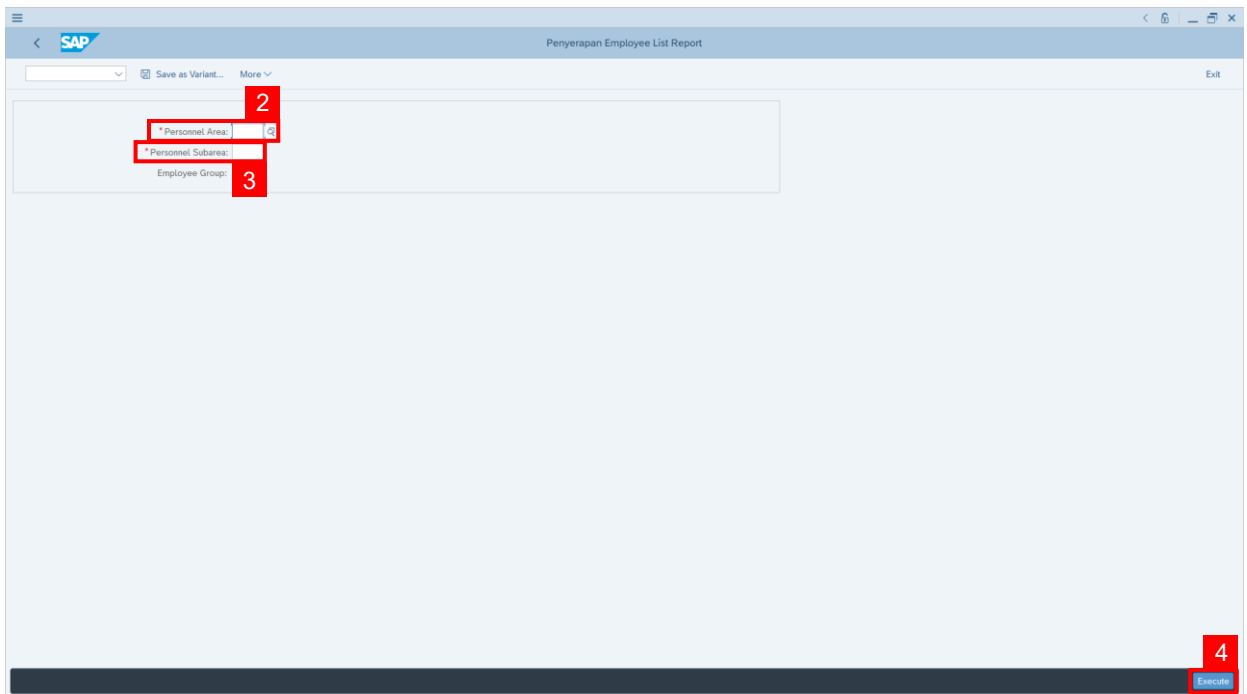


Note: Penyerapan Employee List Report page will be displayed.

2. Fill in **Personnel Area**.

3. Fill in **Personnel Subarea**.

4. Click on **Execute** button.



Outcome: Penyerapan Employee List Report is generated.

Note:

- (i) To download the report, right click anywhere on the report and click **Spreadsheet...**
- (ii) To set a filter on the report, user may click on the **Filter** icon.
- (iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.

Sistem Sumber Manusia - *Penyerapan Open Vote*



SAP (iii) (ii) Penyerapan Employee List Report

Report Employee List

Personal Area :

Personal Subarea :

(i)

Pers No.	IC No.	Name	Personnel Area	Personnel Area Description	Personnel Subarea	Personnel Subarea Description
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
10	0					
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