

# 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	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 Contents**

Topics	Page	
Introduction	<u>2</u>	
Glossary	<u>2</u>	
Further Assistance	<u>2</u>	
Process Overview	<u>4</u>	
MAINTAIN APPLICATION – Service Change From Open Vote Application		
Create and Submit Service Change From Open Vote Application	<u>6</u>	
Edit and Submit Service Change From Open Vote Application	<u>15</u>	
Withdraw Service Change From Open Vote Application	<u>23</u>	
REPORT		
Penyerapan Summary Report 20		
Penyerapan Employee List Report	<u>29</u>	



### **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.

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SAP Easy Access	
ZEMOVADM 🧹 📧 🖻 📩 🍂 🌴 🖉 🗸 🔺 More 🗸	Q, Q <sup>+</sup> 🖶 Exit
Image: Service       Image: Service         Image: Service       Image: Ser	

Note: Employee Movement page will be displayed.

2. Click on Penyerapan button.

≡		< 6	_ 8 ×
< SAP	Employee Movement Menu		
✓ More ✓			Exit
[Requestors ]	Endorsers/Approvers		
Application Type:	Application Type:		
Melanjutkan Tempoh Percubaan			
Penetapan Jawatan			
Pemindahan	Perindahan		
Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan		
Penyelarasan			
Penyerapan	2		



- 3. Fill in Personnel Subarea.
- 4. Fill in Personnel Number.
- 5. User may filter specific Application Status when required.

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C SAP Employee Movement Application Type Selection	
✓ 🗑 Save as Variant More ✓	Exit
Selection 3	
* Personnel Subarea :	
*Personnel Number : 4	
Application Status :	
5	
() Fill out all required entry fields View details	Execute

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.

≡	Application St	tatus (1)	8 Entries found	×	
Restrictions					
✓					
	λ (α⁺) (ि ∨				
App Status	Application Status				
Р	Pending Approval				
A	Approved				
R	Rejected				
х	Withdrawn				
E	Expired				
J	Reworked to JPA				
V	Pending Endorsement				
w	Reworked to Admin				
8 Entries	found			h	



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

Edit Goto System Help	< 🗗 📃 🗖 🗙
K SAP Employee Movement Application Type Selection	
✓ 🔚 Save as Variant More ✓	Exit
Selection	
*Personnel Subarea :	
*Personnel Number :	
Application Status :	
	_
	6
() Fill out all required entry fields View details	Execute

**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.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Sub
	-							
0								

**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.

=			<	6   .	_ 8
< SAP	4	Application List - Requestor			
Submit More ~					Ex
Application Type : PENYERAPAN	Ap	ppl. Date : 29.08.2023			
Application ID :	Version : 1	Status : New			
Personnel No :					
IC No: 0					
Name :		0			
		• • •			
Employee Details		Download Service Record			
✓ Basic Info ✓ Performance Unpaid Leaves Grievances	Examination Details $\checkmark$ Education $\checkmark$	Training			
		9.			
Employee Group : Permanent	Subgroup :	Ŭ.			
Personnel Area :	Subarea :				
Position : 300					
Pay Scale Group : Level :	Est. Salary Scale :				
Date of Birth :	Salary (\$) :				
Age :	Length of Service :				
✓ Application Details Document Upload Application History					
laised Date -	Patroment Data :				
In Ones Vete class :	Nationality :				
Current Salary Start Date :	Nationauty -				
Current Jatary June Date .					
No Scheme Type		Start Date			
1 TAP		0			
2 SCP					

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

Date information.

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<	SAP	Application List - Requestor
	Submit More ~	Ext
		¢
V Appl	Cation Details Document Opload Application History	
	Joined Date : Retir	rement Date :
	In 'Open Vote' since :	Nationality :
	Current Salary Start Date :	
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1	TAP	
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$\odot$		0
Propos	Department JPA	SPA
Start D	te:	
Person	vel Subarea :	
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Payscal	e Area :	
Payscal	e Group & Level : LEVEL:	LEVEL: LEVEL:
Est Sali	ry Scale :	
Salary	5):	0.00
Increme	ent Entitlement :	0
Next In	crement :	
Employ	ee Group :	
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11. To upload any attachment, navigate to Document Upload tab.

< SAP Application List - Re-	questor
V Submitte	
11	
Application Details Document Upload Application History	
A subtraction actions and a subtract allocated	
Joined Date : Retirement Date :	
In 'Open Vote' since :	
Current Salary Start Date :	
No Scheme Type Start Date	•
1 TAP	0
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Ο	0
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Proposed: Department JPA SPA	
Proposed: Department JPA SPA Start Date:	
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Proposed: Department JPA SPA Surt Date: Personet Subarea : Personet Subarea : Paycele Stype : Paycele Area : Paycele Area : Paycele Group & Level : Ext Stary Scale :	LEVEL
Proposed: Department JPA SPA Start Date: Personel Subarea : Pagicale Arge : Pagicale Arge : Pagicale Arge : Ext Satary Scale : Satary (S) : Department Department of the second	
Proposed: Department JPA SPA Start Date: Personnet Subarea : Payscale Type : Payscale Type : Payscale Area : Payscale Area : Payscale Area : Payscale Area : Payscale Group & Level : Est Stary (5) : Incoment Entitlement : Not Account of the area : Department of the	
Proposed: Department JPA SPA Sert Date: Personet Subarea : Payscale Type : Payscale Type : Payscale Area : Payscale :	
Proposed: Department JPA SPA Surt Date: Personnet Subares : Personnet Subares : Paycele Area : Paycele Area : Paycele Area : Paycele Area : Paycele Area : Paycele Area : Destination : Exit Subary Soile : Satary (S) : Next Increment : Employee Group :	

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.

Ξ	
< SAP	Application List - Requestor
✓ Submit More ✓	Exit
Application Details Document Upload Application History	• • • • • • • • • • • • • • • • • • •
Joined Date : Ret	ement Date :
No Scheme Type	Start Date
1 TAP	
2 SCP	
0	
Proposed: JPA	SPA
Start Date: 12	
Personnel Subarea :	
Position : 0	0
Payscale Type :	
Payscale Area :	
Payscale Group & Level : LEVEL:	LEVEL: LEVEL:
Est Salary Scale :	
Salary (\$) :	0.00
Increment Entitlement : 0	0
Next Increment :	
Employee Group :	
Employee Subgroup :	



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.

=		< 6   -	- 8 ×
< SAP	A	Application List - Requestor	
Submit 19	6		Exit
Position :	0	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 :			
End Date (IF 'SKS' or 'SKS-			
TDDP'):			
Job Data Notes:		13	
(Optional)			
L.			
Remarks :			
		14	
Saya telah meneliti d	dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen		
15 yang disertakan adal	lah betul dan teratur.		0

**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.



=					< 6   _	- 8 ×
< SAP		Application List - Re	questor			
✓ 1 2 63 More ∨						Exit
17 18 19						
Application ID Version Application Status	Personnel No. IC No.	Name	Subarea Empl. Group	Empl. S		
PO 1 Pending Endorsement			[]			
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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.

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SAP Easy Access	
ZEMOVADM 🧹 📧 🖻 📩 🍂 🌴 🖉 🗸 🔺 More 🗸	Q, Q <sup>+</sup> 🖶 Exit
Image: Service       Image: Service         Image: Service       Image: Ser	

Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

Ξ		< 6	_ 8 ×
< SAP	Employee Movement Menu		
── More ∽			Exit
[Requestors ]	Endorsers/Approvers		
Application Type:	Application Type:		
Melanjutkan Tempoh Percubaan			
Penetapan Jawatan			
Pemindahan	Pemindahan		
Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan	Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan		
Penyelarasan			
Penyerapan 2			



- 3. Fill in Personnel Subarea.
- 4. Personnel Number.
- 5. Proceed to click **Execute** button.

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K SAP Employee Movement Application Type Selection	
✓ I Save as Variant More ✓	Exit
Selection 3	
Application Status :	
0 Fill out all required entry fields View details	5 Execute

**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.

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< SAP	7				Application List -	Requestor				
	0 0	6∂ More∨								Exit
6				10.11						
PO	Version 1	Reworked to Admin	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg		
								_		
0								0.*		



- 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.

=		
< SAP	Application List - Requestor	
Submit Withdraw More V		Exit
Application Type : PENYERAPAN	Appl. Date : 30.08.2023	
Application ID :	Version: 1 Status: Reworked to Admin	
Personnel No :		
IC No :		
Name :	0	
Facility and Pacific	O Developed France Developed	
Employee Details	Download Service Record	
v basic into v Penomiance onpaid Leaves Gnevance	s Examination Details V Education V Haining	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group : Level :	Est. Salary Scale :	
Date of Birth :	Salary (\$) :	
Age :	Length of Service :	
Application Dataile Document Unload Application His	top/	
• Application because becament optical • Application his	w)	
Joined Date :	Retirement Date :	
In 'Open Vote' since :	Nationality :	
Current Salary Start Date :		
No Scheme Type	Start Date	
1 TAP 2 SCP		

- 10. Navigate to Application Detail and ensure that all information is correct.
- 11. Navigate to Application History tab and click on it.

< SAP			Application List - Re	questor		
10	it Withdraw More∽					
Application Details	cument Upload					
L	Joined Date :	Retiren	ment Date :			
In 'Open	n Vote' since :	N	Nationality :			
Current Salary	y Start Date :					
No. Scheme Type			Start Date	0		
1 TAP				0		
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Ω				÷.		
•	Department	IPA	SPA	÷.		
Proposed:	Department	JPA	SPA			
Proposed: Start Date: Dersonnel Subaras -	Department 01.08.2023	JPA	SPA			
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Proposed: Start Date: Personnel Subarea : Persoliton : Payscale Type :	Department 01.08.2023	Adr	SPA			
Proposed: Start Date: Persones Subarea : Position : Payscale Type : Payscale Area :	Department 01.08.2023	JPA	SPA	o		
Proposed: Start Date: Personnet Subarea : Pagiscale Type : Pagiscale Type : Pagiscale Group & Level ;	Department 01.00.2023	JPA	SPA 0	LIVE:		
Proposed: Start Date: Personnet Subarea : Postion : Payscale Type : Payscale Area : Payscale Area : Payscale Group & Levet : Est Salary Scale :	Department 01.06.2023	JPA	SPA 0	LEVEL		
Proposed: Start Date: Peositonet Subarea : Peositonet Subarea : Payscale Trype : Payscale Area : Payscale : Starty (S) :	Department 01.06.2023	JPA	SPA 0 EVEL 0.00	UNE:		
Proposed: Sart Dae: Personel Substras: Personel Substras: Payscale Area: Payscale Area: Payscale Area: Salary (S): Increment: Entidement:	Department 01.06.2023 LEVEL	JPA	SPA 0 0 0.00 0	LEVE:		
Proposed: Surt Date: Personnet Subarea : Payscale Type : Payscale Grupp & Level : Ext Stary Scale : Stary (S) : Increment Entitiement : Not Increment : Payscale Come :	Department 01.08.2023	JPA	SPA 0 EVEL 0.00 0	LEVEL		
Proposed: Surt Date: Personet Subrea : Postion : Payscale Type : Payscale Type : Payscale Area : Payscale Area : Payscale Area : Subry (S) : Incernent Entitlement : Next Increment : Employee Group : Employee Arbornon :	Department 91.08.2023 LEVEL:	JPA	SPA 0 EVEL 0.00 0	LEVEL		



Note: Application History tab will be displayed.

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

<sup>■</sup> reworked on.		< 6   _ 8 ×
	Application List - Requestor	
Submit Withdraw More V		Exit
		0
Application Details Document Upload A	pplication History	
Date Time User ID	Vorsion Application Status Remarks	
		:

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

≡	Application List - Requestor	×
ı <del>۲</del>		
Supporting documents has been attached		
L.		



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.

≡					<	6   _ 🗗 ×
	< SAP 14		Ap	olication List - Requestor		
	Submit Withdraw	v More ∽				Exit
	Position :			0		0
	Payscale Type :					
	Payscale Area :					
	Payscale Group & Level :	LEVEL:	LEVEL:	LEVEL:		
	Est Salary Scale :					
	Salary (\$) :			0.00		
	Increment Entitlement :			0		
	Next Increment :					
	Employee Group :					
	Employee Subgroup :					
	End Date (IF 'SKS' or 'SKS-					
	TDDP'):					
	Job Data Notes:					
	(Optional)					
	$\sim$			()		
	Remarks :					
	10					
	13					
	Saya telah meneliti d	lan mengesahkan keterangan yang telah diisikan di	alam borang ini dan dokumen			
	yang disertakan adala	ah betul dan teratur.				0

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.



≡				< □
< SAP		Application List - Requeste	or	
✓ 1 Ø 6∂ More ∨				Exit
15 16	17			
Application ID Version Application Sta	atus Personnel No. IC No.	Name Subarea	Empl. Group Emp	pl. Subg
C Policia 2 Pending Endor	rsement			v
0				(3)



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.

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SAP Easy Access	
ZEMOVADM 🧹 📧 🖻 📩 🍂 🏂 🖉 V 🔨 More V	Q, Q <sup>+</sup> dि Exit
Favorites	

Note: Employee Movement page will be displayed.

2. Click on Penyerapan button.

<b>≡</b>	<	6   _	- 🗗 ×
K SAP En	nployee Movement Menu		
✓ More ✓			Exit
Requestors Endorsers/Approvers Application Type: Application Type:			
Penetapan Jawatan			
Pemindahan Per	nindahan		
Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan Bintang-Bintang Kebesar	an / Pingat-Pingat Kehormatan		
Penyelarasan			
Penyerapan 2			



#### 3. Fill in Personnel Subarea.

#### 4. Personnel Number.

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

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C SAP Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
Selection 3	
*Personnel Subarea :	
*Personnel Number : 4	
- Chhannan anna -	
	5
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.

≡												< 6   _ 7
<	SAP	7					Application List -	Requestor				
	~	0 /	6∂ More∨									Exit
-												
6	onlication ID	Version	Application Status	Personnel No.	IC No.	Name		Subarea	Empl. Group	Empl. Subg		
0.0	0	1	Reworked to Admin	F to available a constant	io no.	Promo	-		Empt. Group	Cript. State		
0												
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- 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.

				< 6
SAP		Ag	oplication List - Requestor	
Submit Withdraw	10			
Position :			0	
Payscale Type :				
Payscale Area :		and the second se		
Payscale Group & Level :	LEVEL:	LEVEL:	LEVEL:	
Est Salary Scale :				
Salary (\$) :			0.00	
Increment Entitlement :			0	
Next Increment :				
Employee Group :				
Employee Subgroup :				
End Date (IF 'SKS' or 'SKS-				
TDDP'):				
Job Data Notes:				
(Optional)				
$\bigcirc$			$\leftrightarrow$	
Remarks :			9	
8				
. Saya telah meneliti da	n mengesahkan keterangan yang telah diisikan dal	lam borang ini dan dokumen		
yang disertakan adalah	i betul dan teratur.			

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

#### Outcome: The application has been withdrawn.

Application List - Requestor
Application ID Version Application Status Personnel No. IC No. Name Subarea Empl. Group Empl. ( PO 2 Withdrawn
Application ID     Version     Application Status     Personnel No.     IC No.     Name     Subarea     Empl. Group     Empl. (       PO     2     Wthdrawn     2     Complete and the subarea     Complete and the subare
Application ID     Version     Application Status     Personnel No.     IC No.     Name     Subarea     Empl. Group     Empl. I       PO     2     Withdrawn     2     Withdrawn     2     2
PO 2 Withdrawn
Swed



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.

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SAP 1	SAP Easy Access			
ZPA_011 🗸 📧 🕼 📩 🛧 🍾 🗸 🔨 A More 🗸		2 at	7	Exit
> P = Favorites				
✓ t <sup>c</sup> SAP Menu				
> Connector for Multi-Bank Connectivity				
> 🗅 Office				
> 🗅 Cross-Application Components				
> 🗅 Logistics				
> 🗅 Accounting				
> 🗀 Human Resources				
> 🗀 Information Systems				
> 🗅 Service				
> 🗅 Tools				
> 🗅 WebClient UI Framework				
		_		

**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.



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Report Summ	ary Penyerapan 8.2023 - 30.07.2024						(i)
oplication Type	Application ID	Application Status	Personnel Area Code	Personnel Area	Subarea Code	Personnel Subarea	Personnel Number
NYERAPAN	PO	Approved					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Withdrawn					
YERAPAN	PO	Rejected					
NYERAPAN	PO	Rejected					
YERAPAN	PO	Approved					
YERAPAN	PO	Pending Approval					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Rejected					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Approved					
NYERAPAN	PO	Pending Endorsement					
NYERAPAN	PO	Reworked to JPA					
NYERAPAN	PO	Pending Endorsement					
VYERAPAN	PO	Pending Approval					
YERAPAN	PO	Pending Approval					
NYERAPAN	PO	Pending Endorsement					
NYERAPAN	PO	Pending Endorsement					
		Decident Federations					



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.

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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.



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