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**.
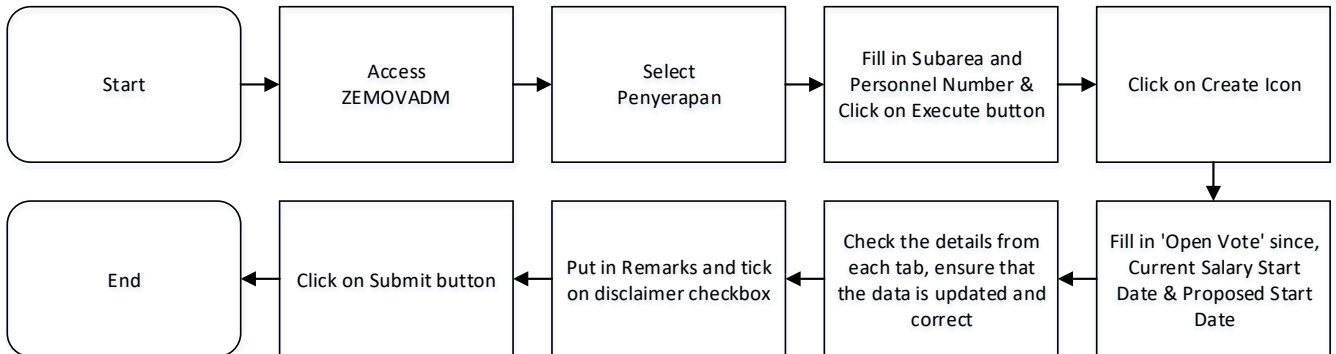
Table of Contents

Process Overview

Create and Submit Service Change From Open Vote Application

Start → Access ZEMOVADM → Select Penyerapan → Fill in Subarea and Personnel Number & Click on Execute button → Click on Create Icon

Fill in 'Open Vote' since, Current Salary Start Date & Proposed Start Date → Check the details from each tab, ensure that the data is updated and correct → Put in Remarks and tick on disclaimer checkbox → Click on Submit button → End

Edit and Submit Service Change From Open Vote Application

Start → Access ZEMOVADM → Select Penyerapan → Fill in Subarea and Personnel Number & Click on Execute button → Select the Rework to Admin application and click on Change icon

Go to Application History Tab & click on remark button → Make necessary adjustment as per remark → Put in Remarks and tick on disclaimer checkbox → Click on Submit button → End

Withdraw Service Change From Open Vote Application

Start → Access ZEMOVADM → Select Penyerapan → Fill in Subarea and Personnel Number & Click on Execute button → Select the Rework to Admin application and click on Change icon

Put in Remarks and tick on disclaimer checkbox → Click on Withdraw button → End

Penyerapan Summary Report

Start → Access ZPA_011 → Fill in From Date: and to: → Click on Execute button → End

Penyerapan Employee List Report

```
┌─────────────┐     ┌─────────────┐     ┌──────────────────┐     ┌─────────────────┐     ┌─────────────┐
│             │     │             │     │ Fill in Personnel│     │                 │     │             │
│    Start    │ ──> │   Access    │ ──> │    Area &        │ ──> │ Click on Execute│ ──> │     End     │
│             │     │   ZPA_012   │     │ Personnel Subarea│     │     button      │     │             │
└─────────────┘     └─────────────┘     └──────────────────┘     └─────────────────┘     └─────────────┘
```

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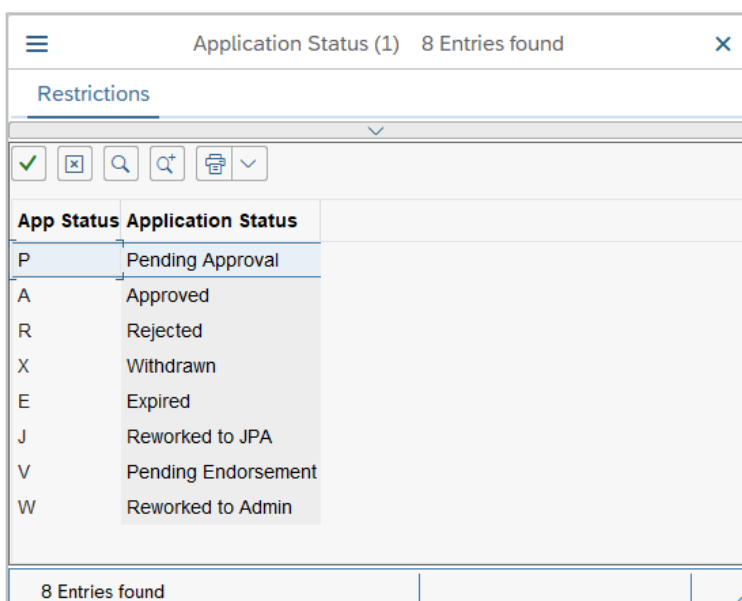
5. User may filter specific **Application Status** when required.

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

8 Entries found

6. Proceed to click **Execute** button.
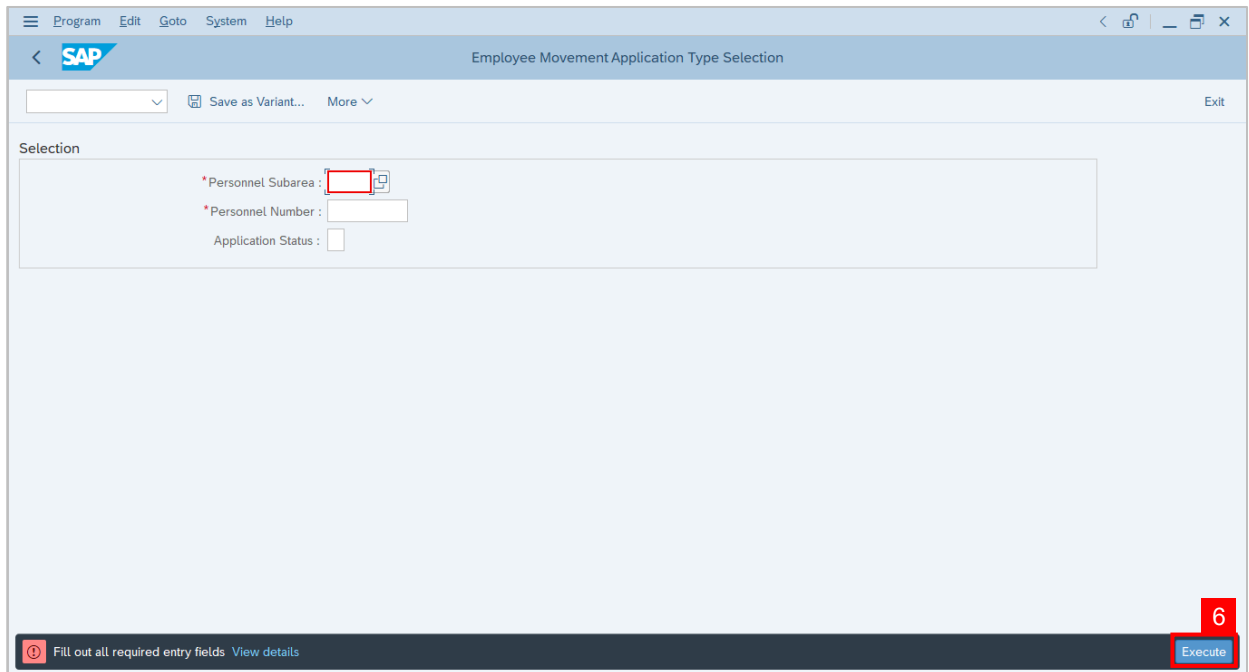
Note: Application List – Requestor page will be displayed.

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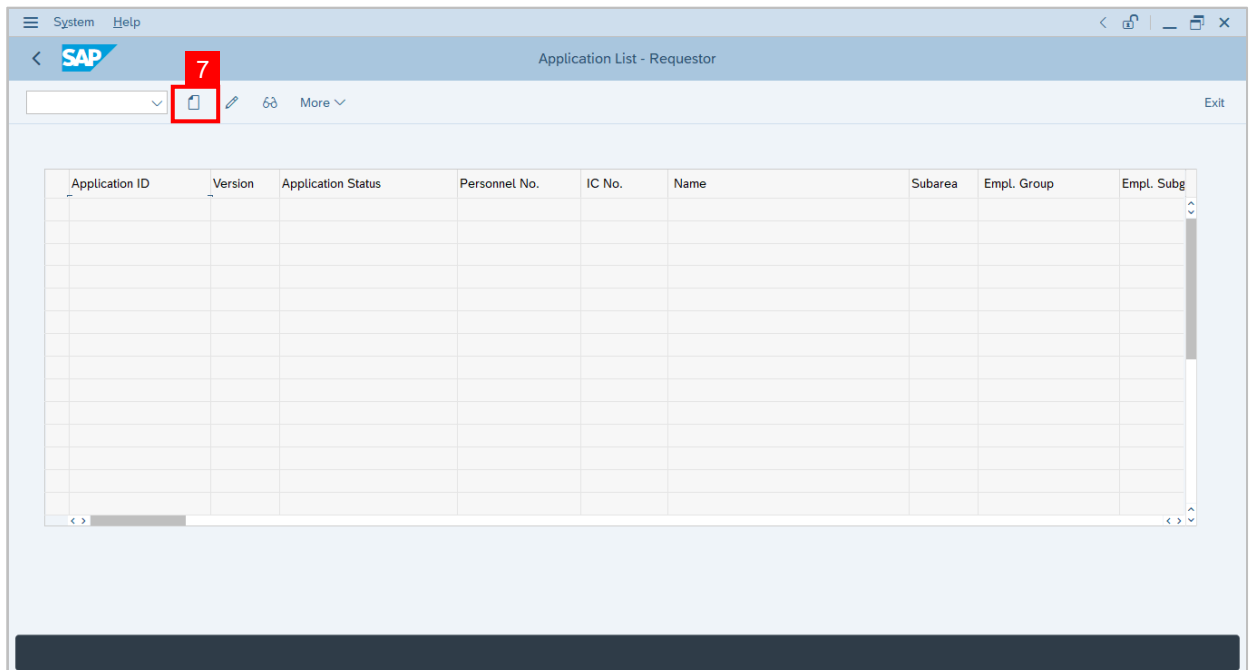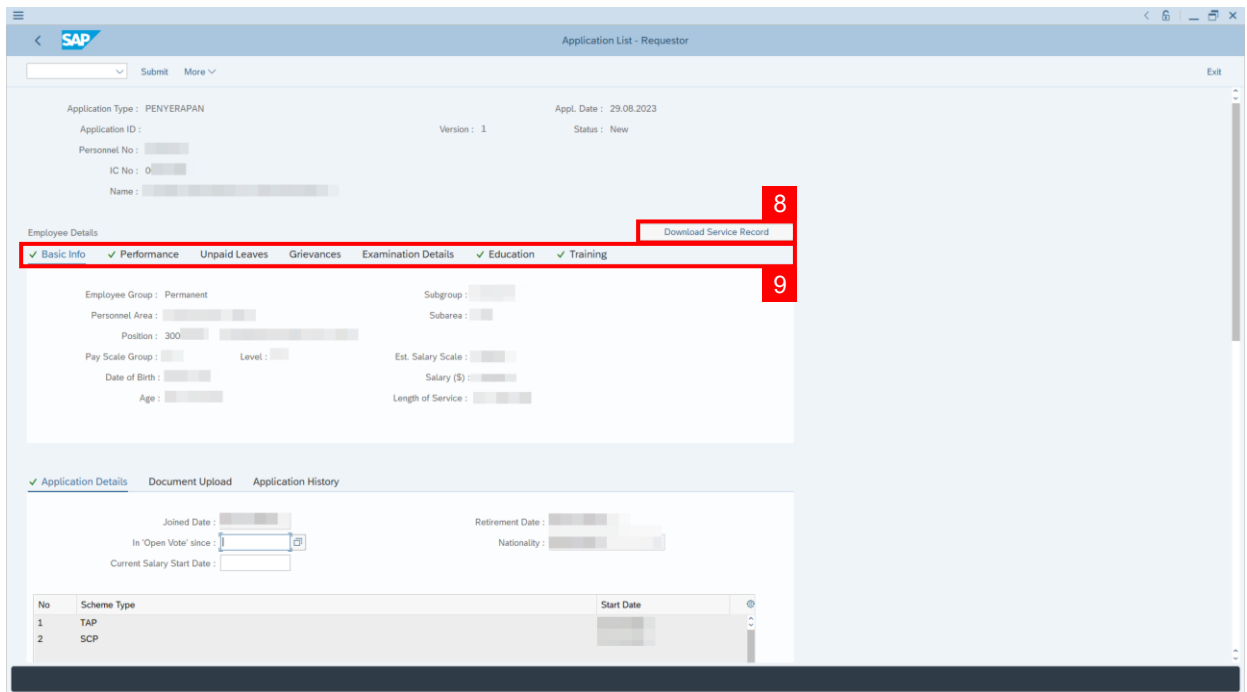
Note: Application List – Requestor page will be displayed.

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.
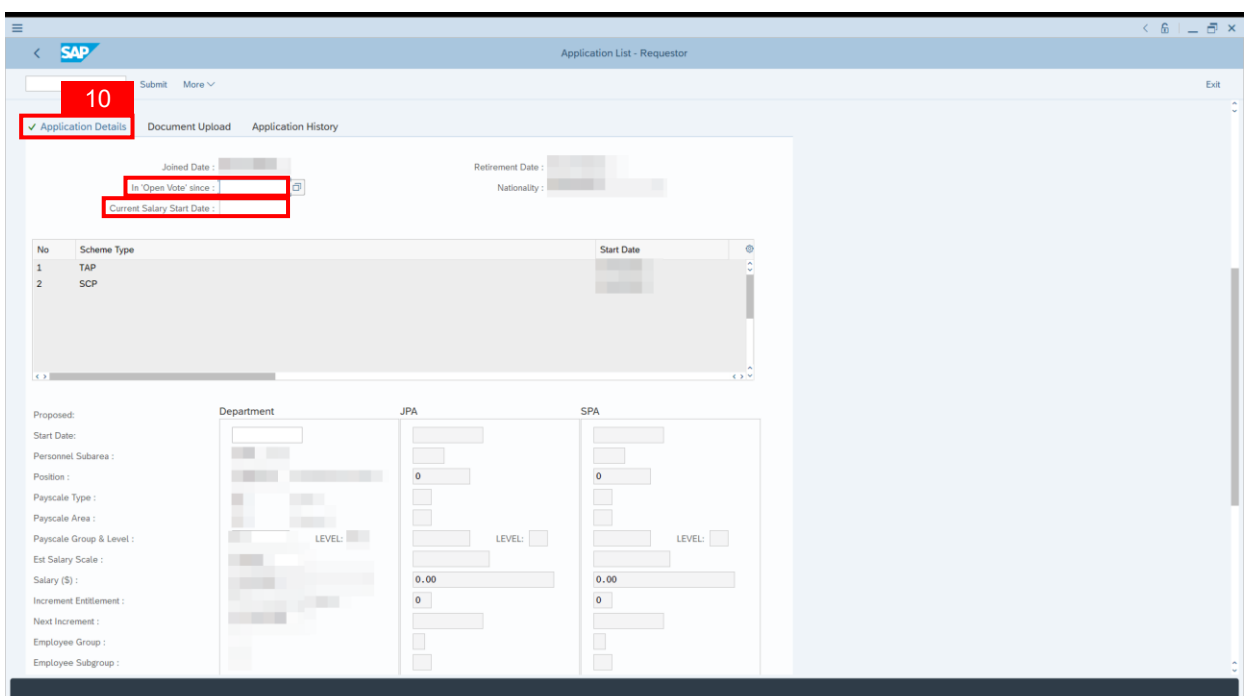
The green tick icon represent that there is information stored.
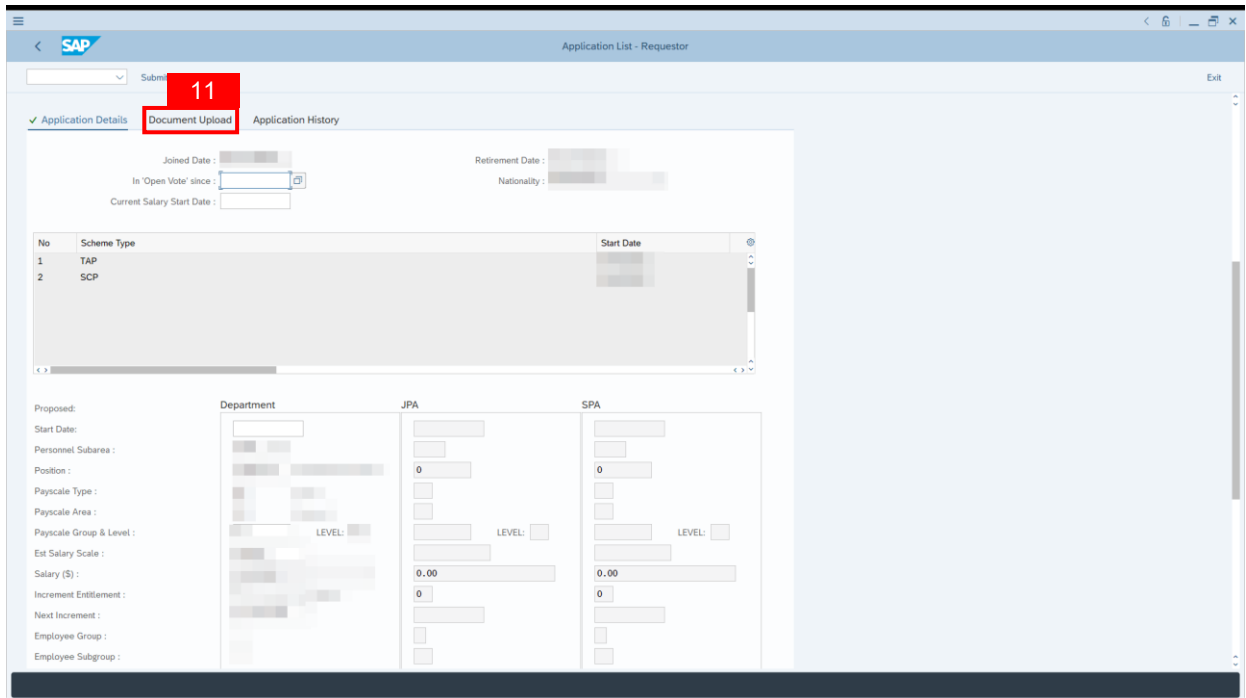
10. Navigate to **Application Details** and fill in **'Open Vote' since** & **Current Salary Start**

Date information.

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

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.

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.

Sistem Sumber Manusia - *Penyerapan* Open Vote

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.

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.

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

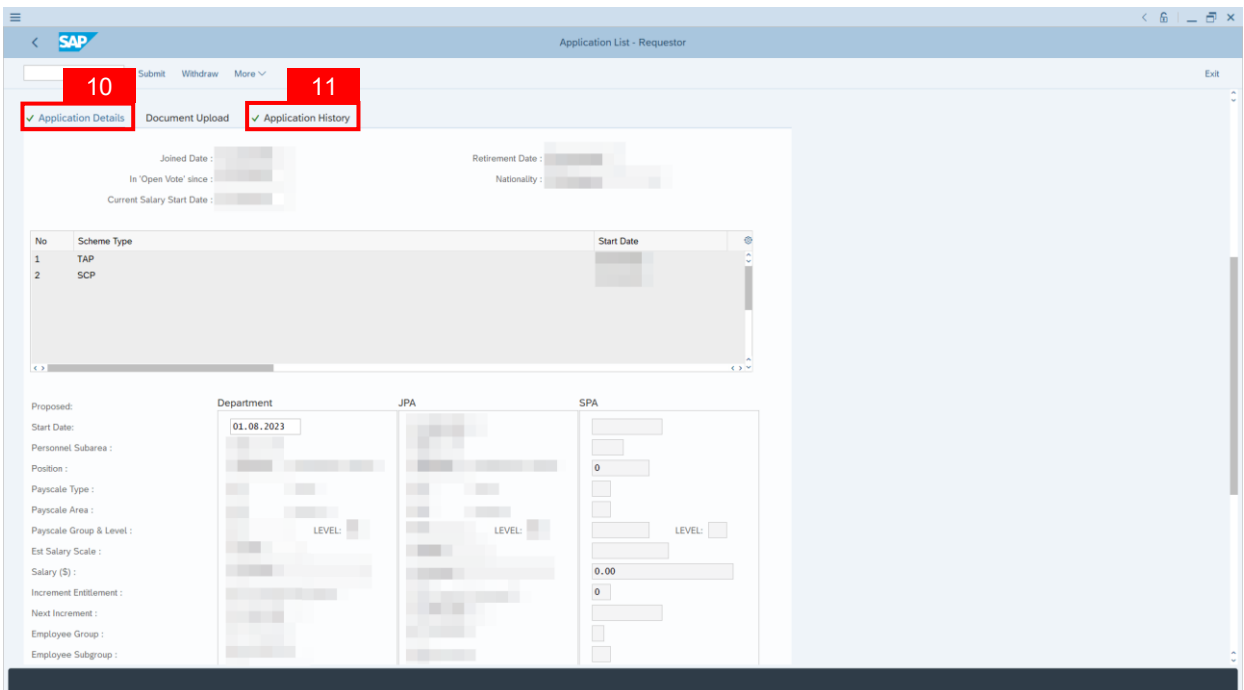9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

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

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

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

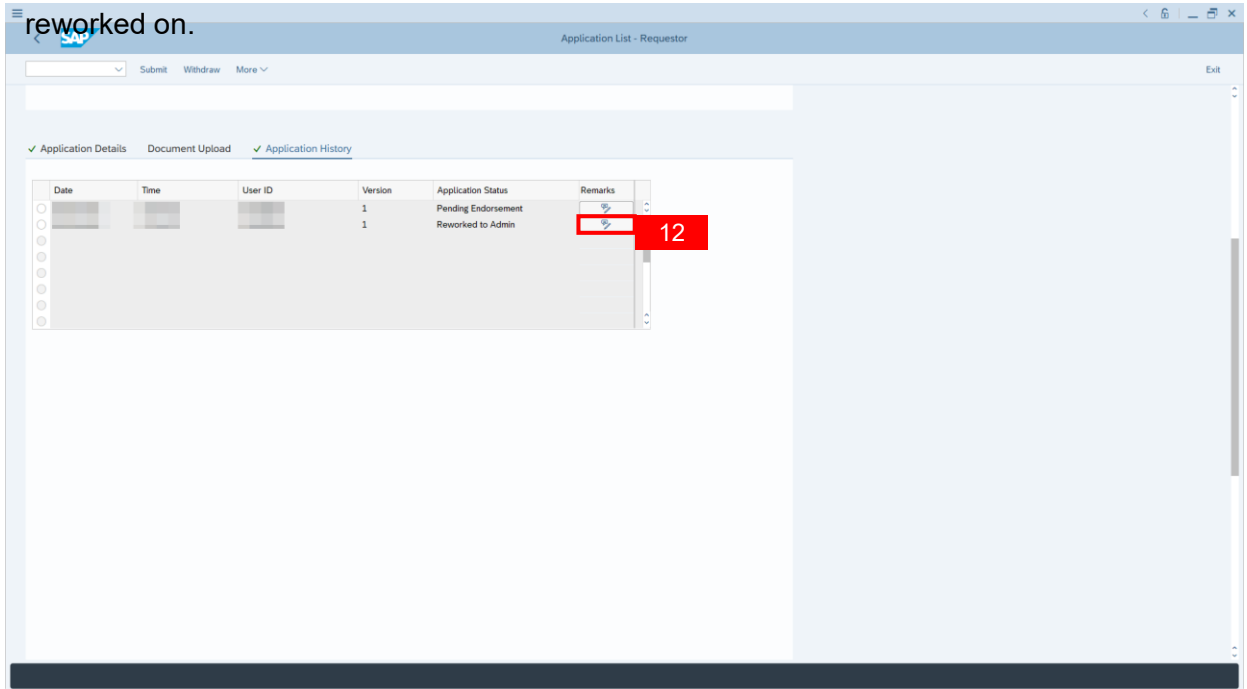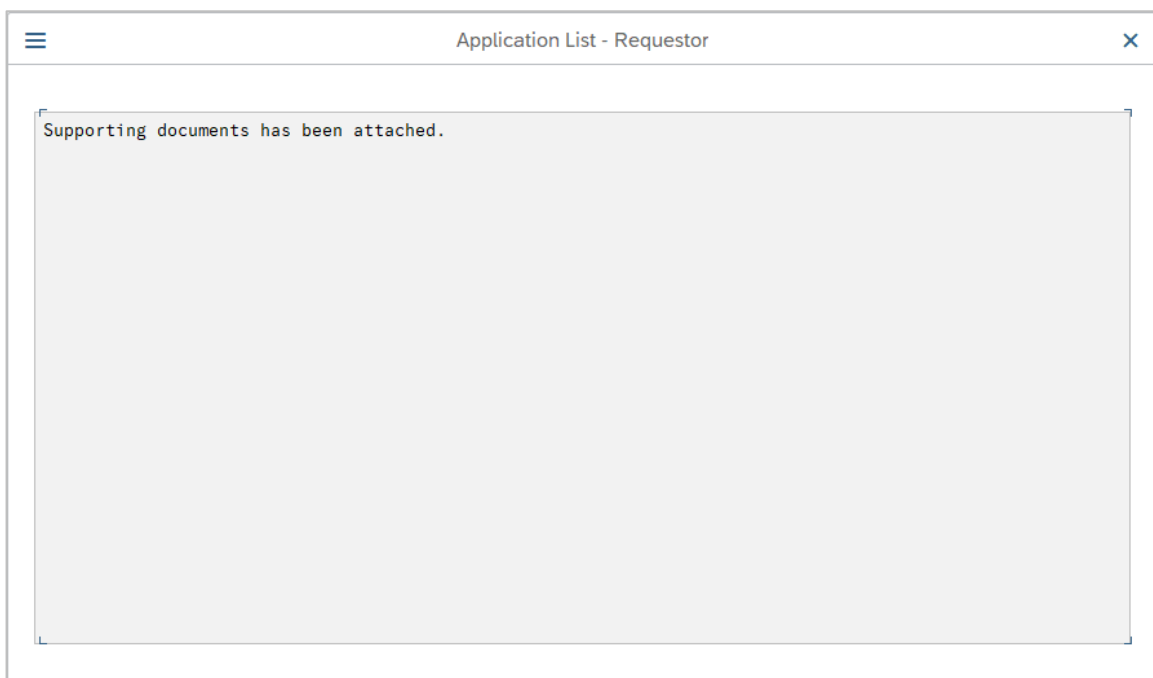**Note:** Application History tab will be displayed.

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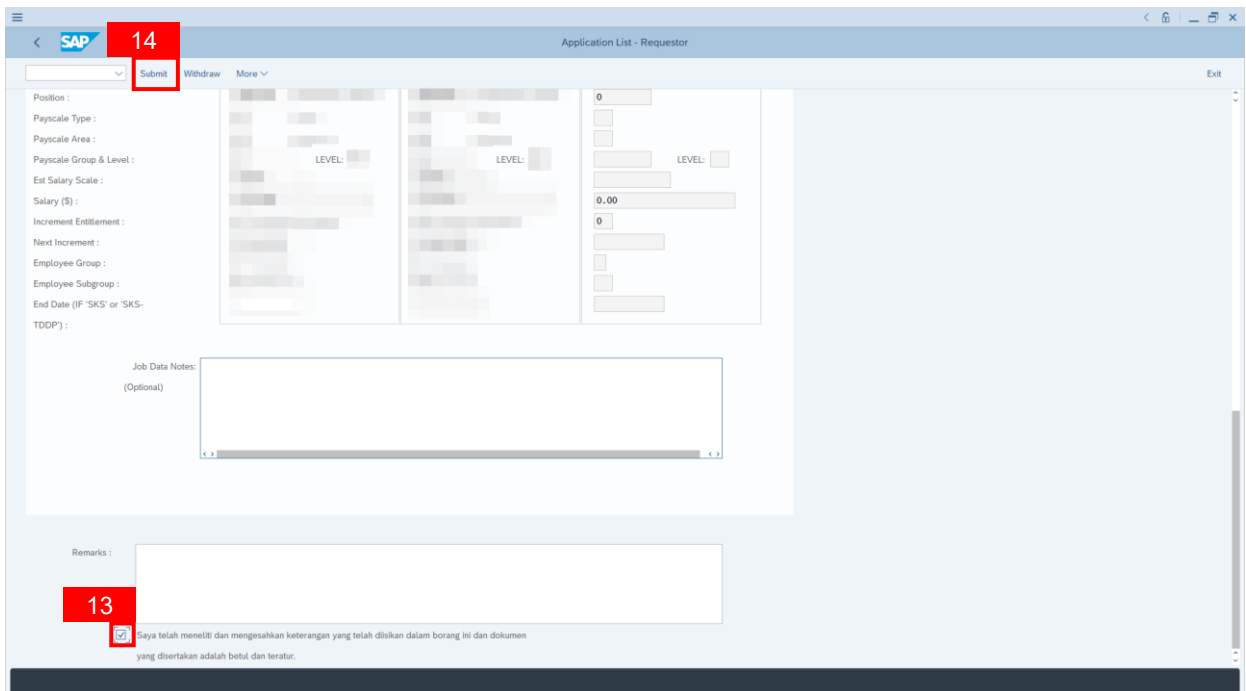
Navigate to **Application Detail,** under **Department column** and proceed with the adjustments required.

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.**

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.
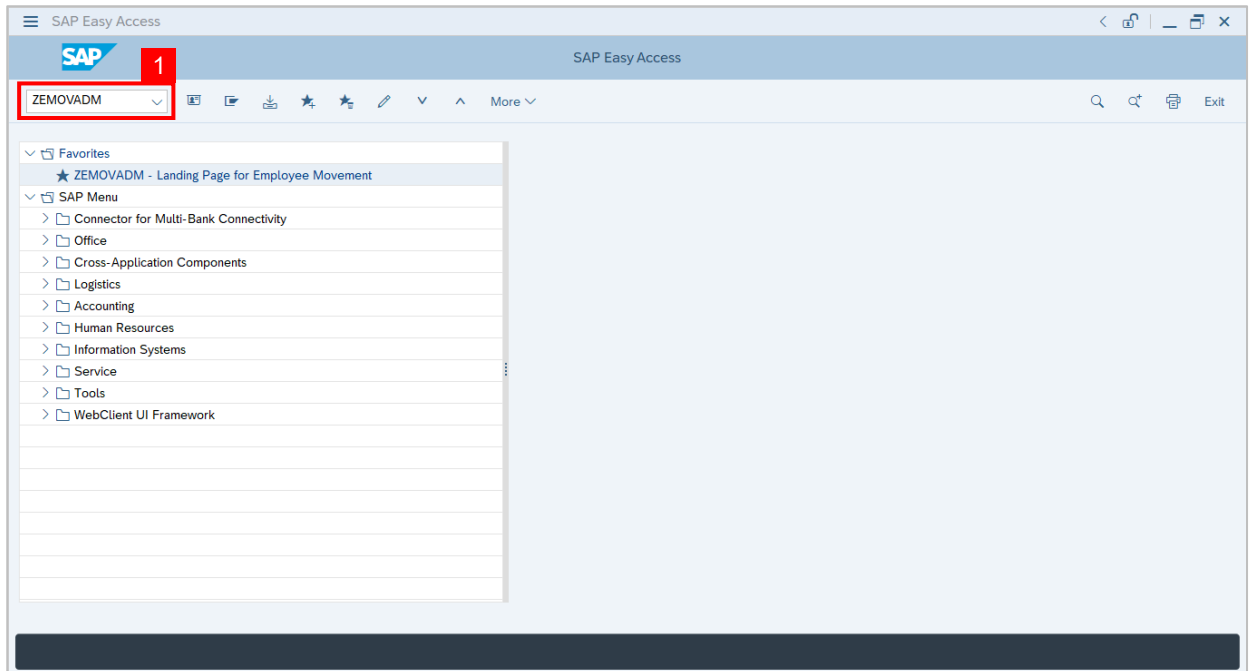
Sistem Sumber Manusia - *Penyerapan* Open Vote

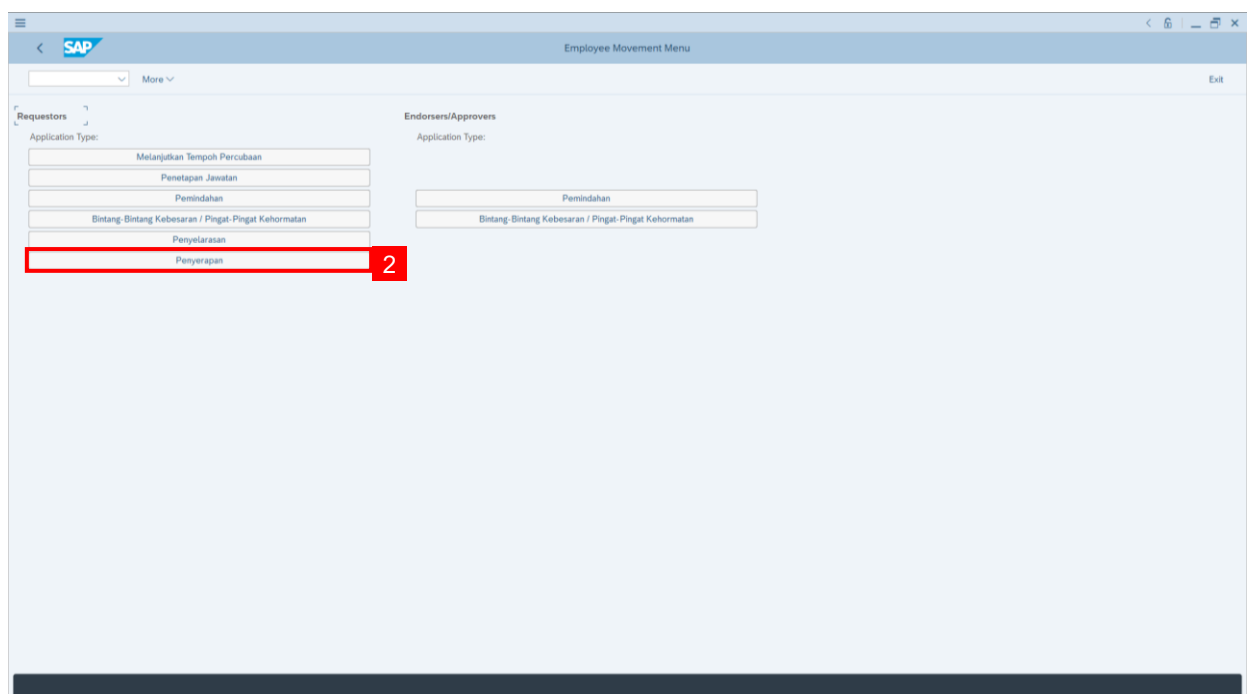| WITHDRAW SERVICE CHANGE FROM OPEN VOTE APPLICATION	Back-End User
	Department HR Administrator

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

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

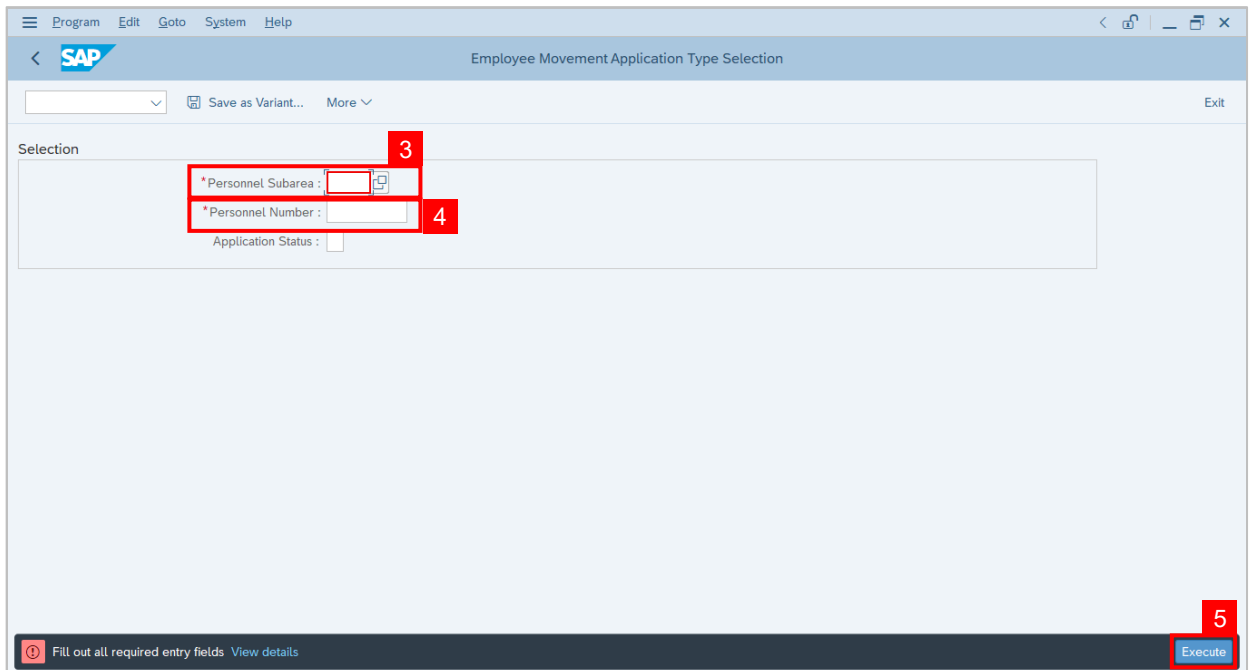**Note:** Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

3. Fill in **Personnel Subarea.**

4. **Personnel Number.**

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

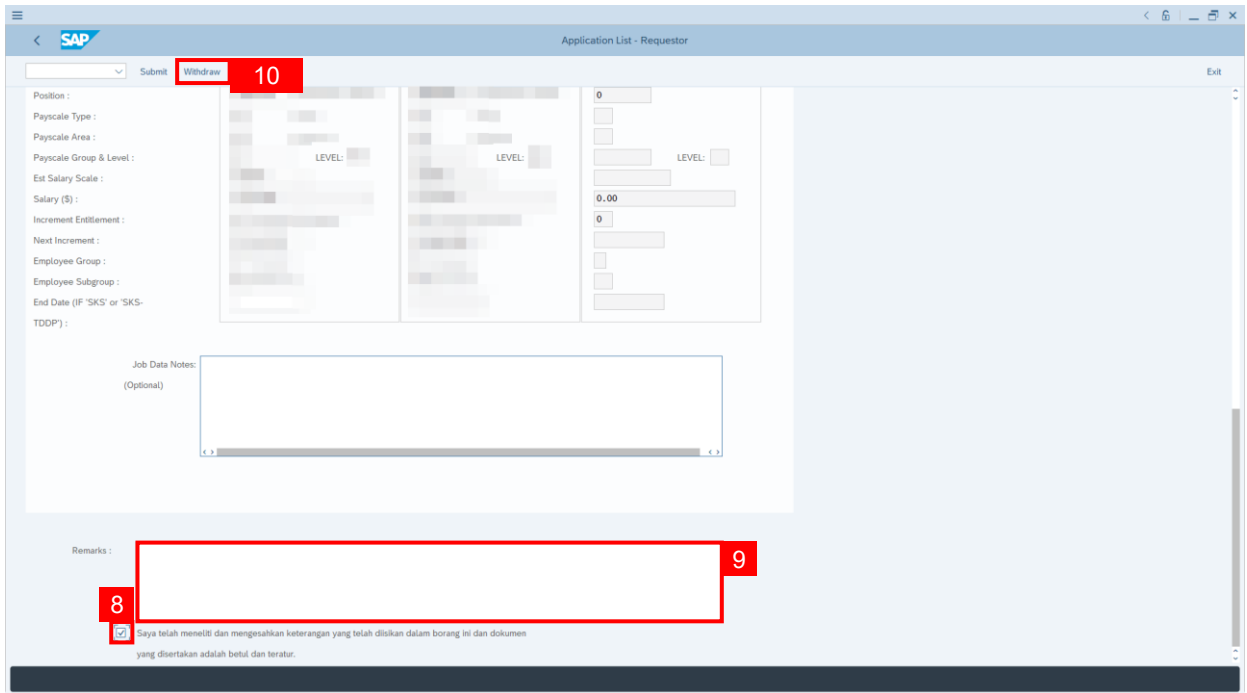**Note:** Application List – Requestor page will be displayed.

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

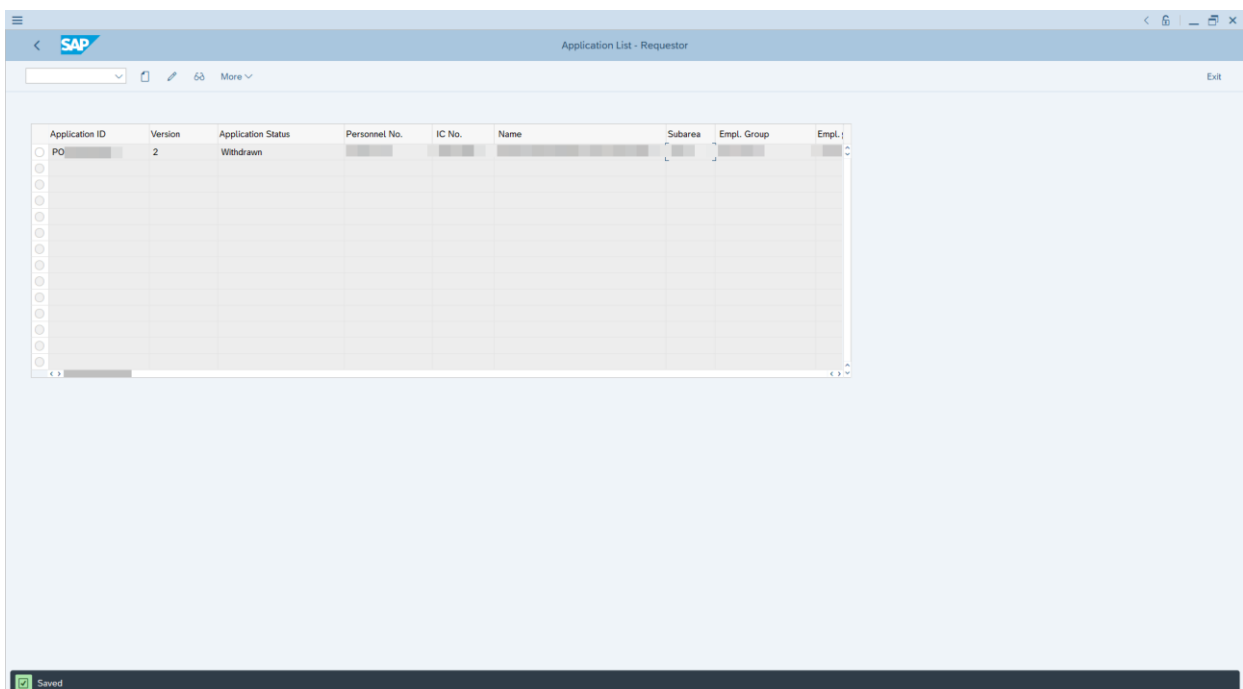7. Click on **change** icon to withdraw the application.

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.

Note: Application List – Requestor page will be displayed.

Outcome: The application has been withdrawn.

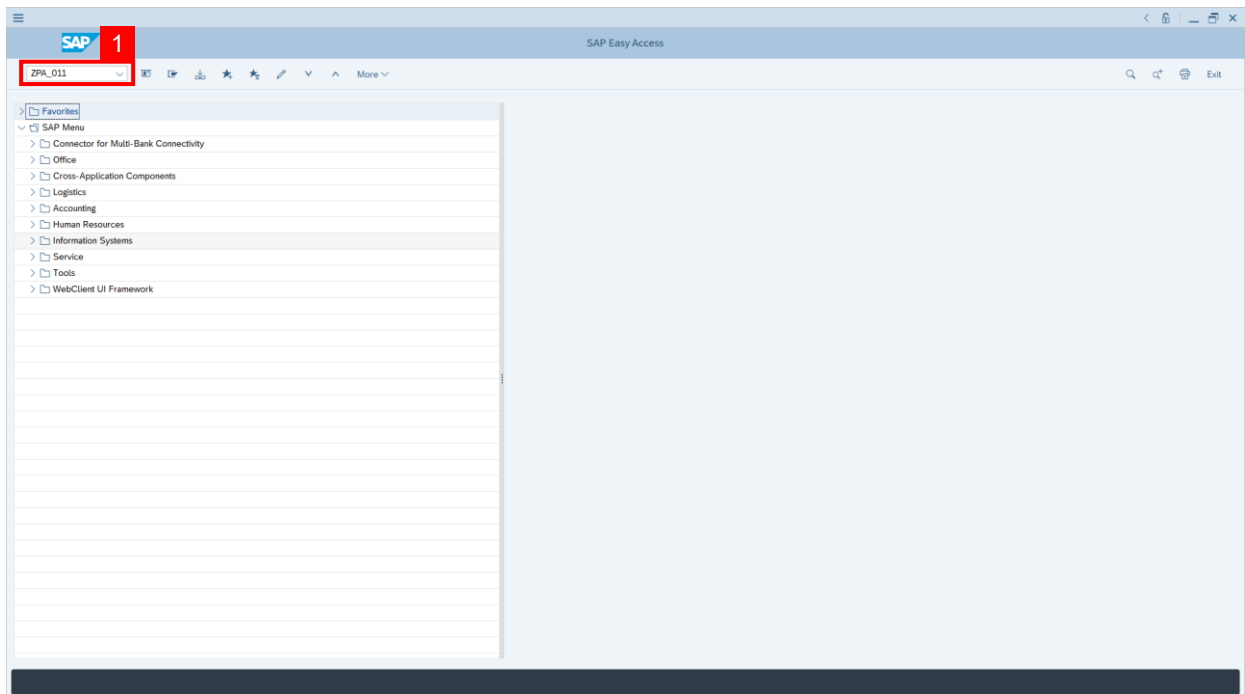# Sistem Sumber Manusia - *Penyerapan* Open Vote

PENYERAPAN SUMMARY REPORT	Back-End User
	Department HR Administrator

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

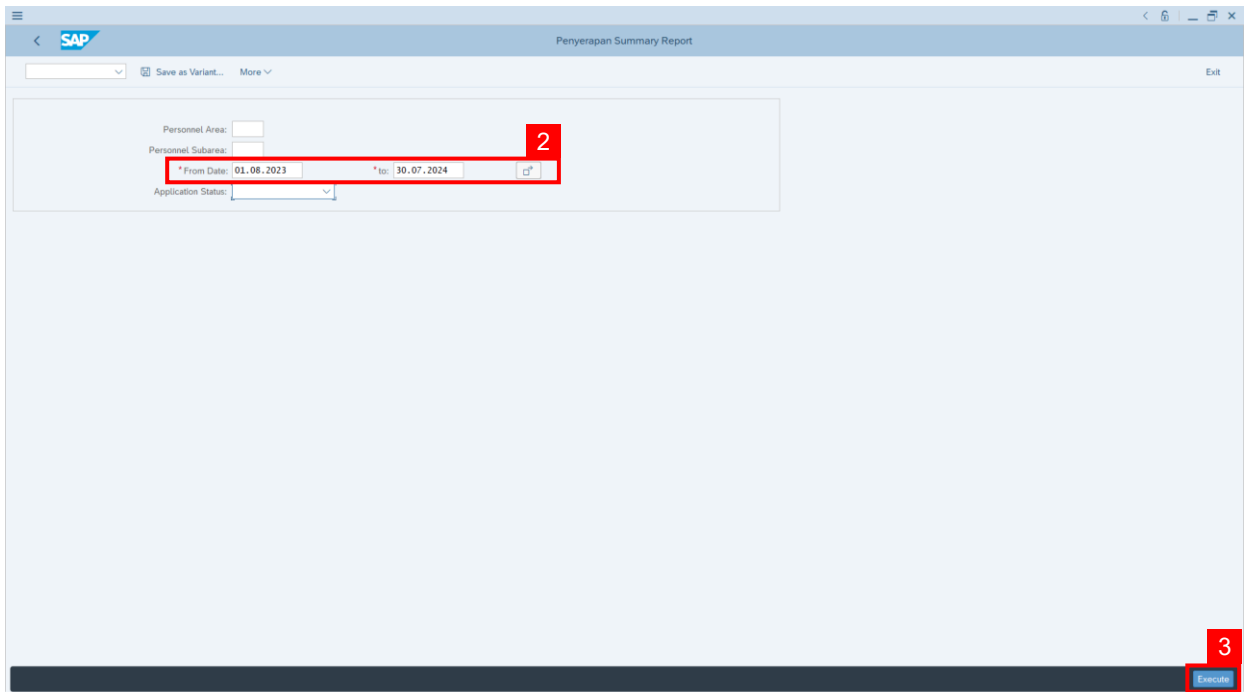1. Enter transaction code (t-code) **ZPA_011** in the search bar.

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**.**

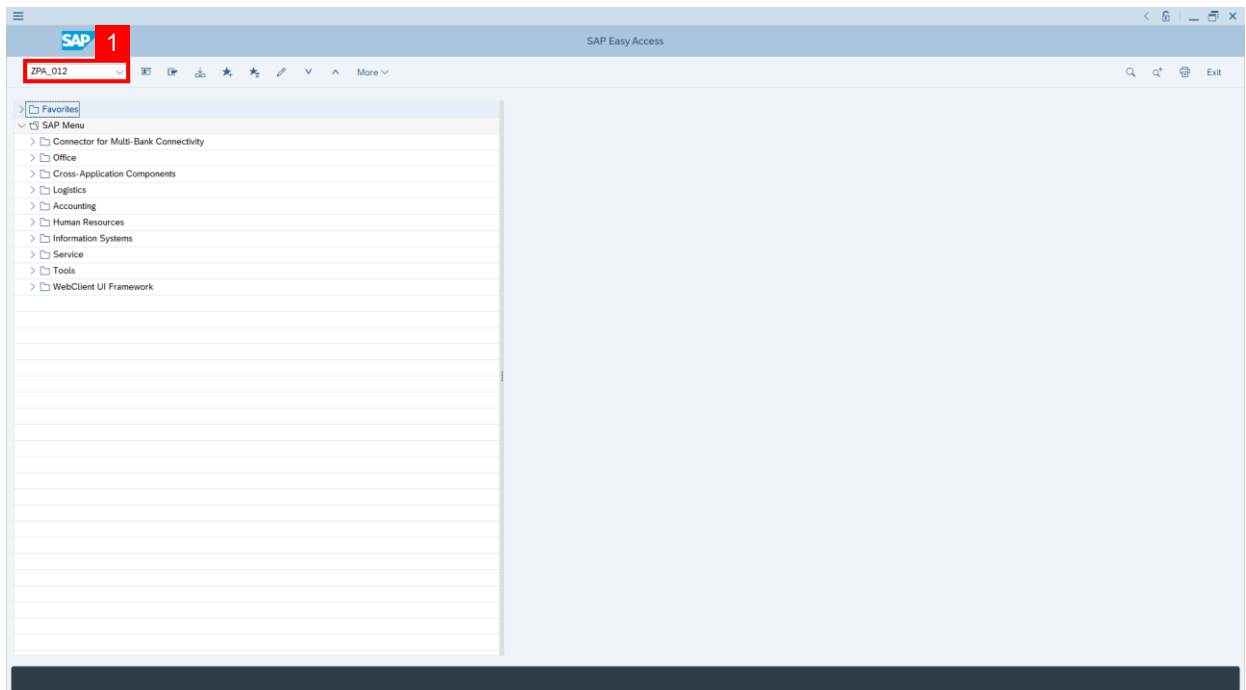# Sistem Sumber Manusia - *Penyerapan* Open Vote

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.
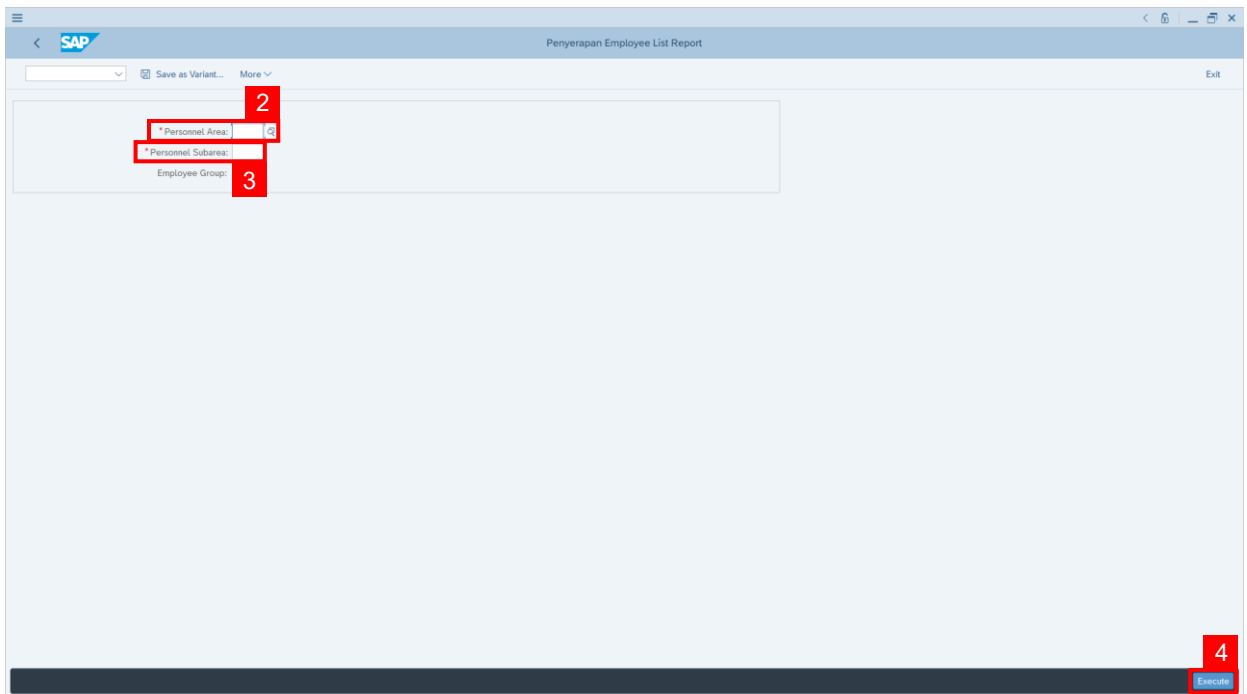

Note: Penyerapan Employee List Report page will be displayed.

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