SISTEM SUMBER MANUSIA

User Guide

For Department HR Admin

Backend (SAP GUI)

Performance Appraisal

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **HR Admin (Back User)** to manage **Performance Appraisal**. 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**.
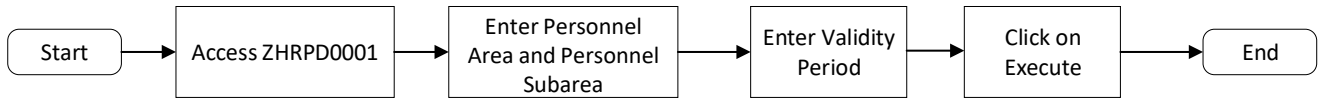
Table of Content

Process Overview

Create Appraisal Document (Department)

Start → Access ZHRPD0001 → Enter Personnel Area and Personnel Subarea → Enter Validity Period → Click on Execute → End

Create Appraisal Document (Personnel)

Start → Access ZHRPD0001 → Enter Personnel Number → Enter Validity Period → Click on Execute → End

Appraisal Document Report

Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document → End

Assign Second Appraiser

Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document → Click on Send to Higher Level Manager Button → Enter Personnel Number → Click on Save button → End

Change Appraiser

Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document → Click on Change Appraiser → Enter Personnel Number → Click on Save button → End

Appraisal Document of Employee Termination

Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document → Click on Change Status → Select Completed due to Termination → Click on Change button → End

Process Overview

Appraisal Document of Employee Transfer

```
Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document
                                                                                                         ↓
End ← Click on Change button ← Select Completed due to Employee Transfer ← Click on Change Status
```
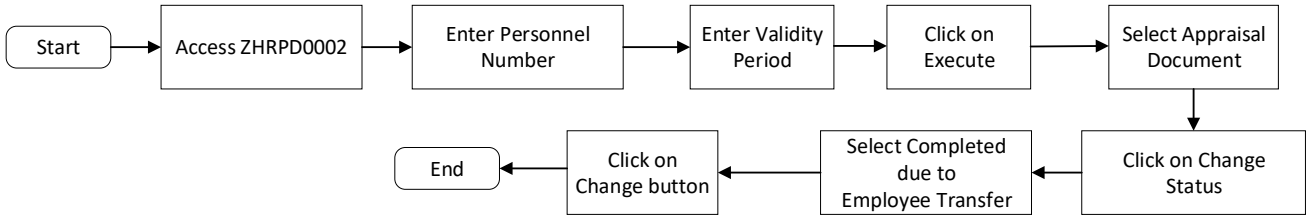
Send Back Appraisal Document by HR Admin

```
Start → Access ZHRPD0002 → Enter Personnel Number → Enter Validity Period → Click on Execute → Select Appraisal Document
                                                                                                         ↓
End ← Click on Change button ← Select Previous Status ← Click on Change Status
```

Sistem Sumber Manusia - Performance Appraisal
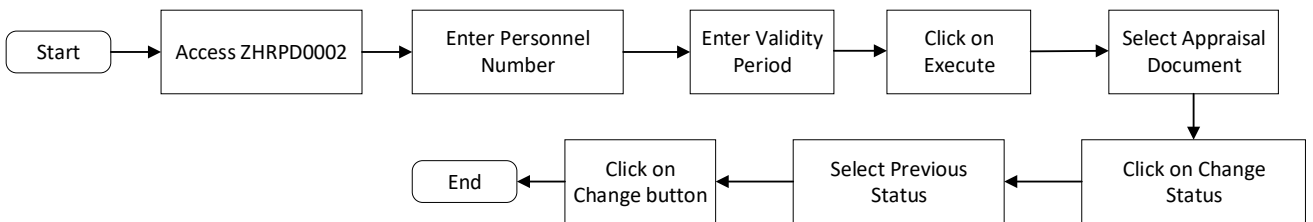
CREATE APPRAISAL DOCUMENT (FOR DEPARTMENT)	Backend User
	Department HR Admin
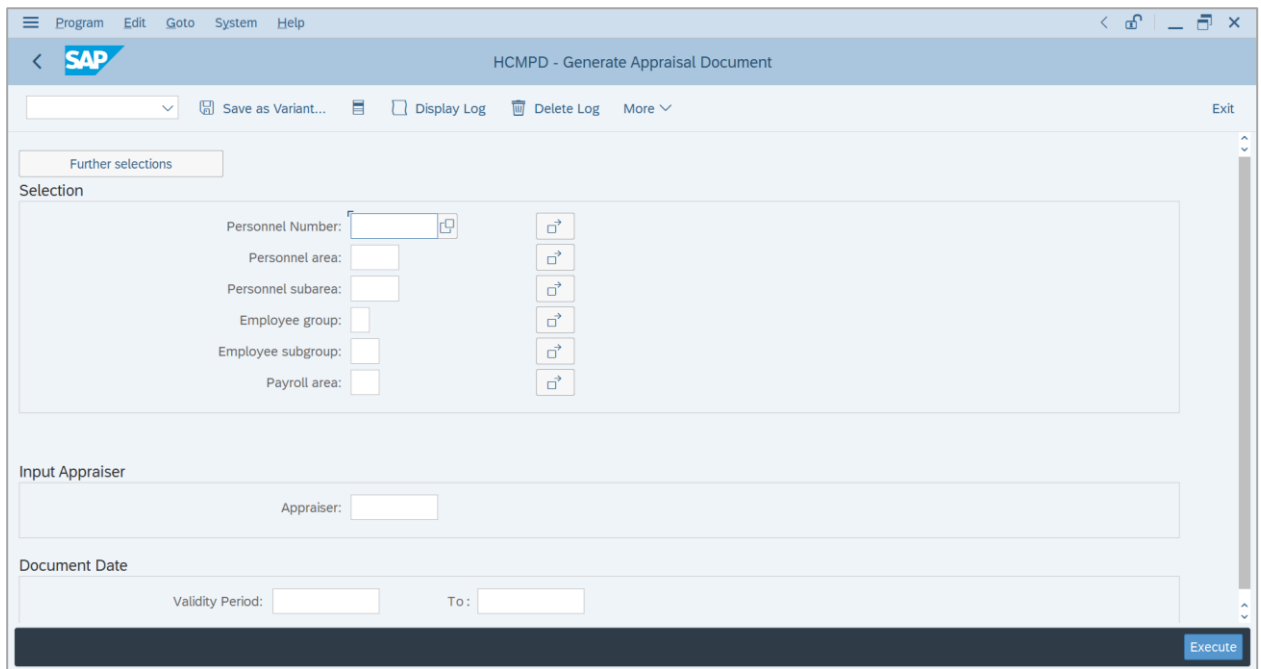
Important Note: This activity must be completed by the Dept. HR Admin **before every Appraisal year**. This is to give out the Appraisal template to all employees in the Department.
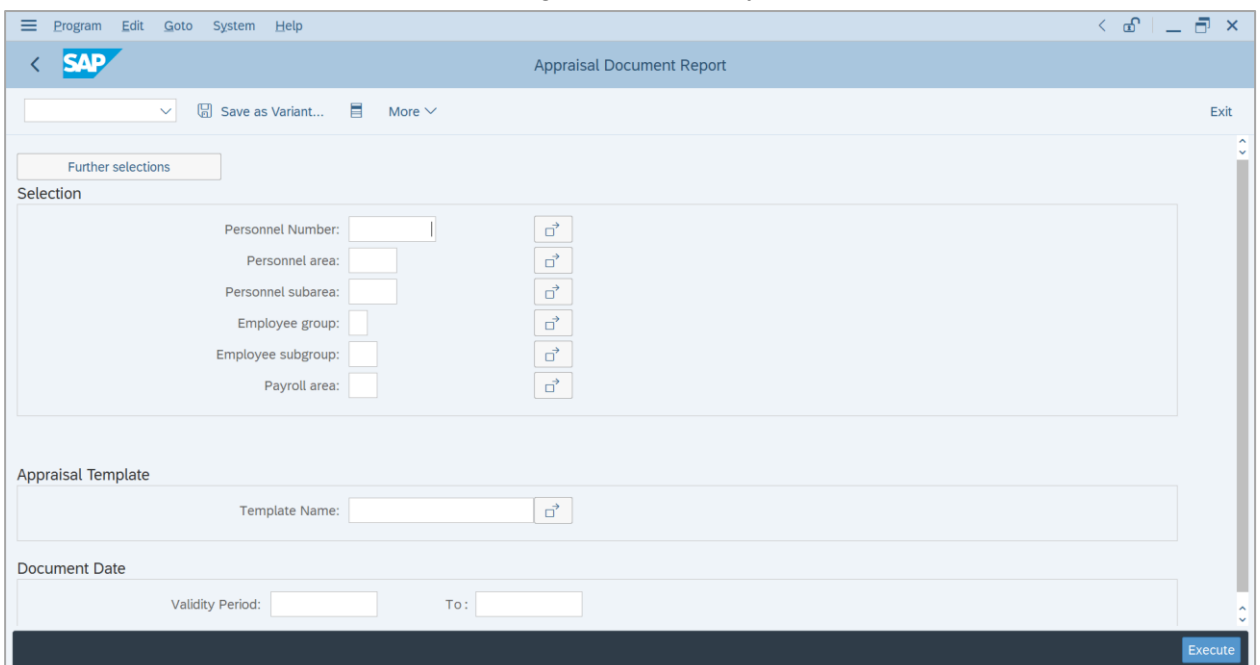
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter **ZHRPD0001** in the search bar.

Note: HCMPD – Generate Appraisal Document page will be displayed.

Sistem Sumber Manusia - Performance Appraisal

2. Enter the **Personnel Area (Ministry Code) and Personnel Subarea (Department Code).**

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

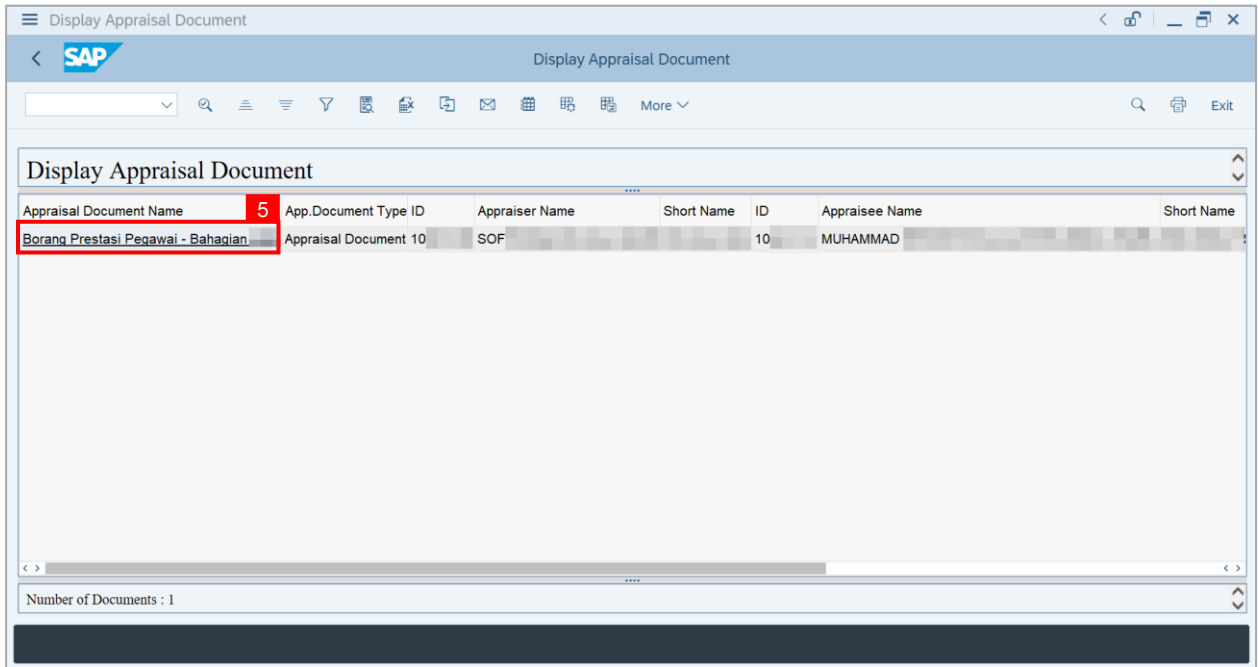4. Click on the **Execute** button.

Outcome: Appraisal Document has been **successfully** created.

CREATE APPRAISAL DOCUMENT (FOR PERSONNEL)	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0001** in the search bar.

Note: HCMPD – Generate Appraisal Document page will be displayed.

2. Enter the **Personnel Number.**

Note: If Personnel Number is entered, user may **not** be required to fill in other selection details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: To generate the whole department appraisal template, Personnel Area and Personnel Subarea are required to be filled.

Outcome: Appraisal Document has been **successfully** created.

Sistem Sumber Manusia - Performance Appraisal

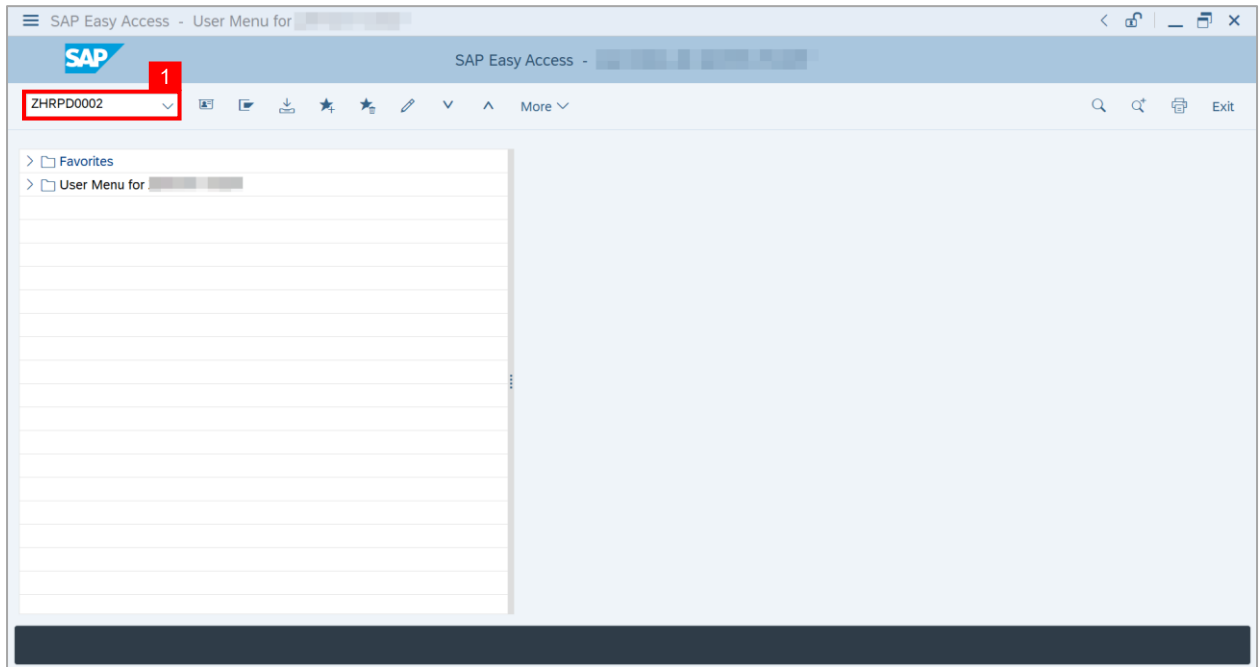# Sistem Sumber Manusia - Performance Appraisal

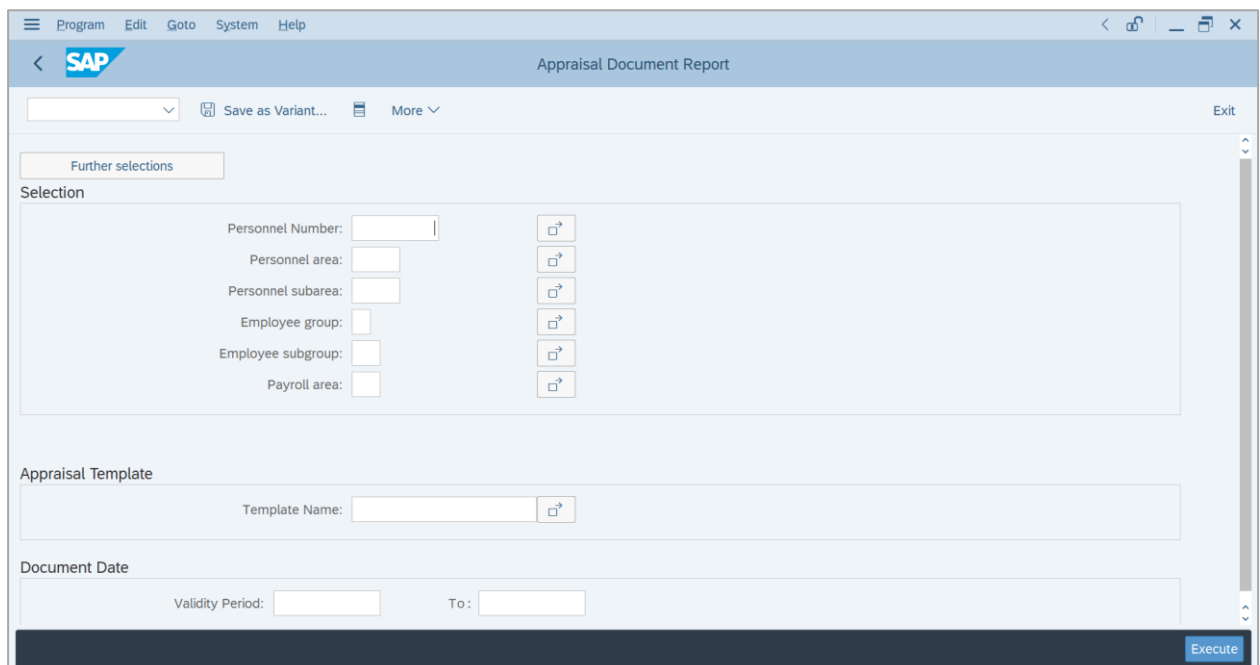| APPRAISAL DOCUMENT REPORT	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

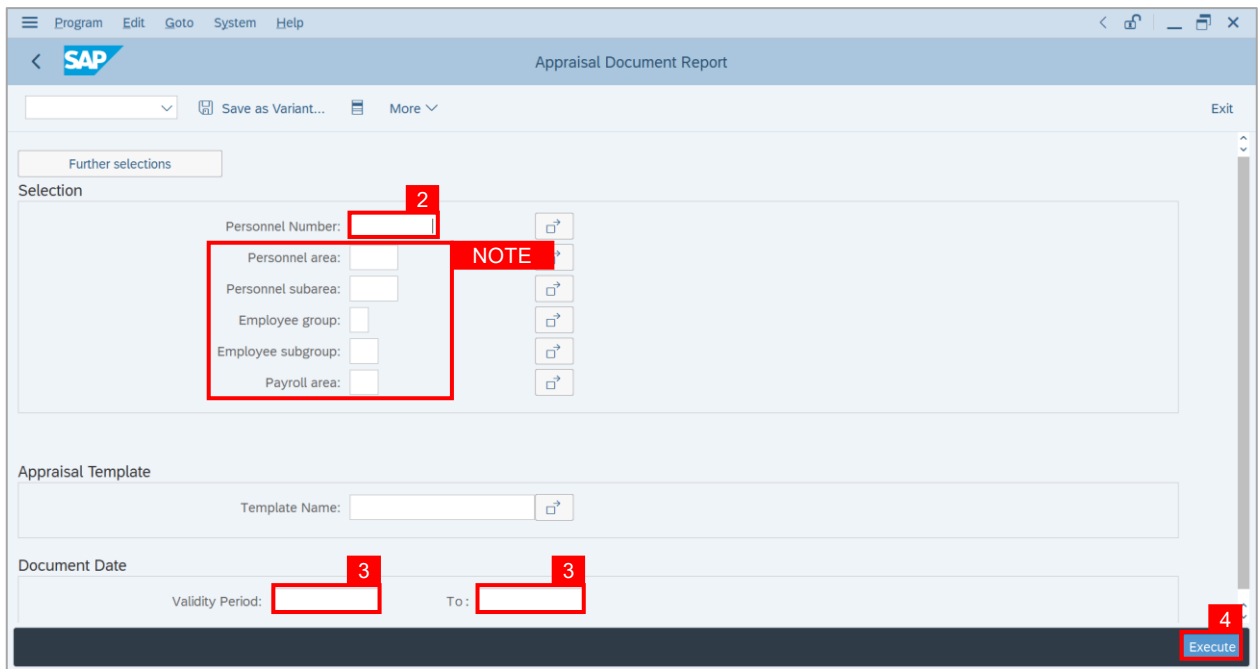**Note: Appraisal Document Report** page will be displayed.

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: Display Appraisal Document page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Outcome: Appraisal Document Detail page will be displayed.

Sistem Sumber Manusia - Performance Appraisal

ASSIGN SECOND APPRAISER	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

Note: Appraisal Document Report page will be displayed.

Sistem Sumber Manusia - Performance Appraisal

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: Display Appraisal Document page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Note: Appraisal Document Detail page will be displayed.

6. Click on **Send to Higher Level Manager.**

Note: Send to Higher Level Manager window will appear.

7. Enter the **Personnel Number** of the **Higher Level Manager.**

8. Click on the **Save** button.

Sistem Sumber Manusia - Performance Appraisal

Outcome: Appraisal Document has been sent to the **Second Appraiser.**

Sistem Sumber Manusia - Performance Appraisal

CHANGE APPRAISER	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

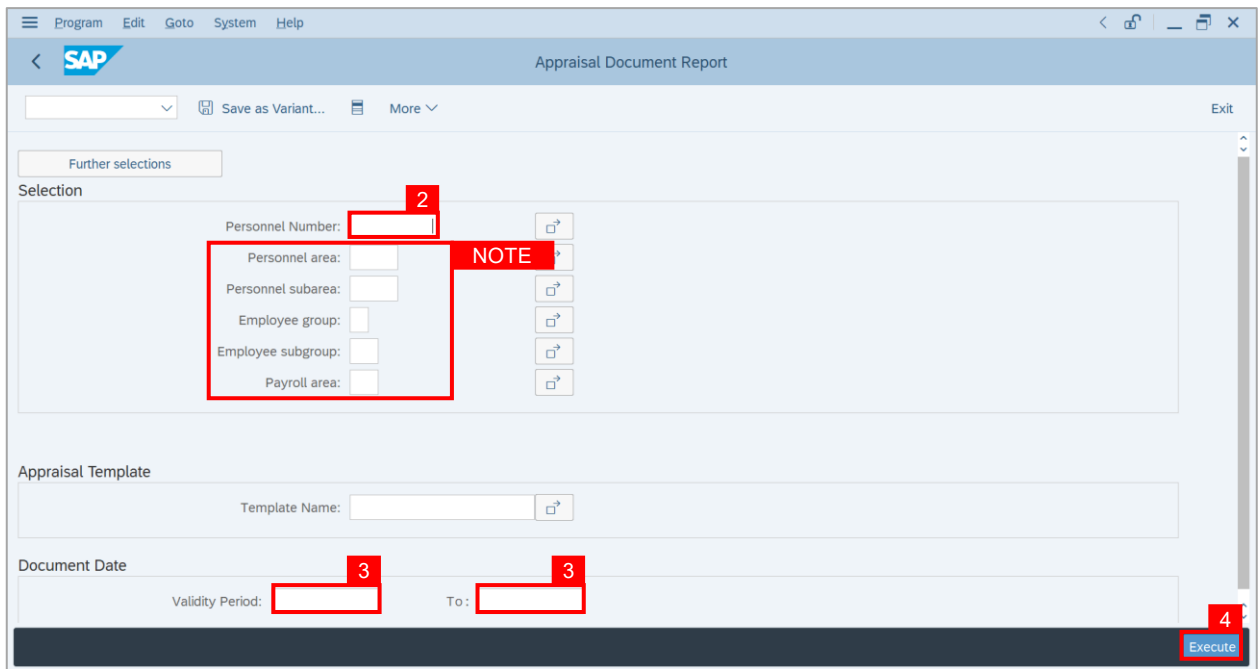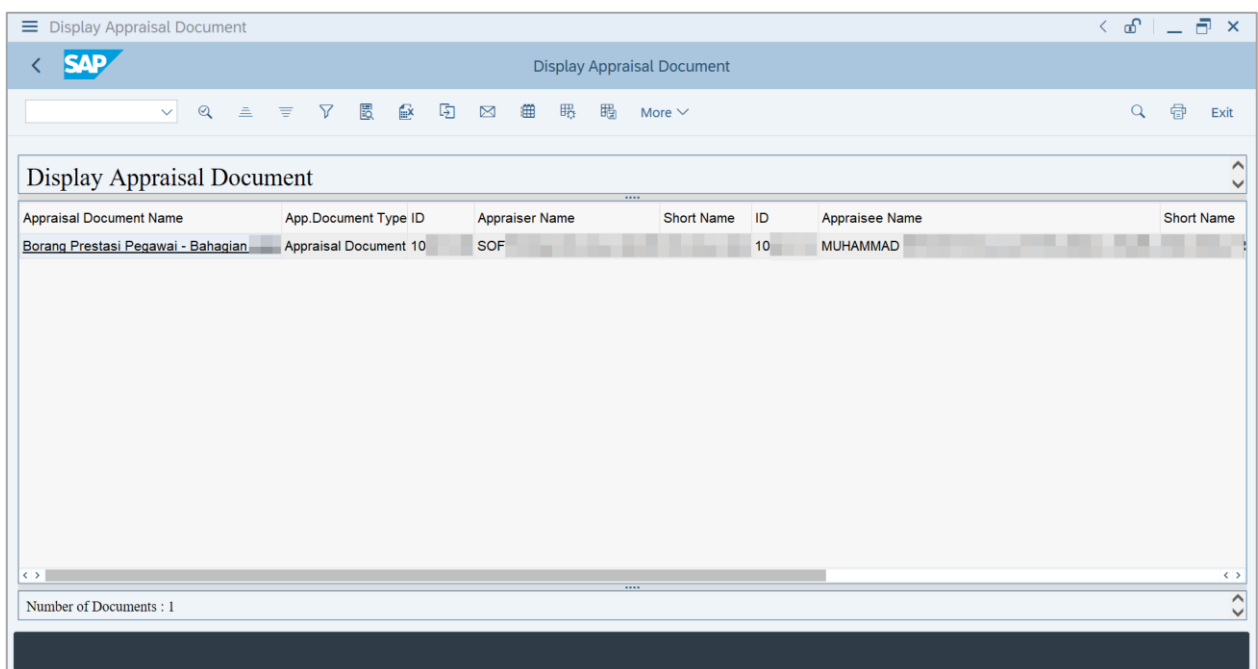**Note: Appraisal Document Report** page will be displayed.

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection

details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: Display Appraisal Document page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Note: Appraisal Document Detail page will be displayed.

6. Click on **Change Appraiser.**

Note: Change Appraiser window will appear.

7. Enter the **Personnel Number** of the **new appraiser.**

8. Click on the **Save** button.

Sistem Sumber Manusia - Performance Appraisal

Outcome: Appraiser has been **changed.**

Sistem Sumber Manusia - Performance Appraisal

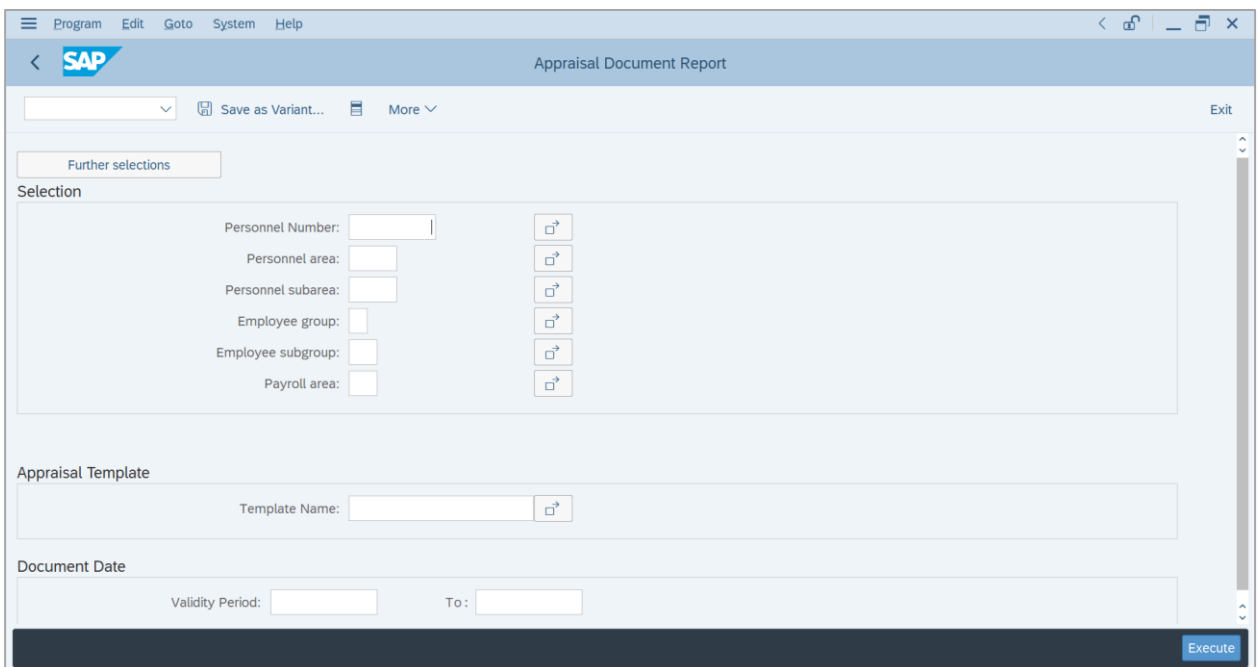| APPRAISAL DOCUMENT OF EMPLOYEE TERMINATION	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

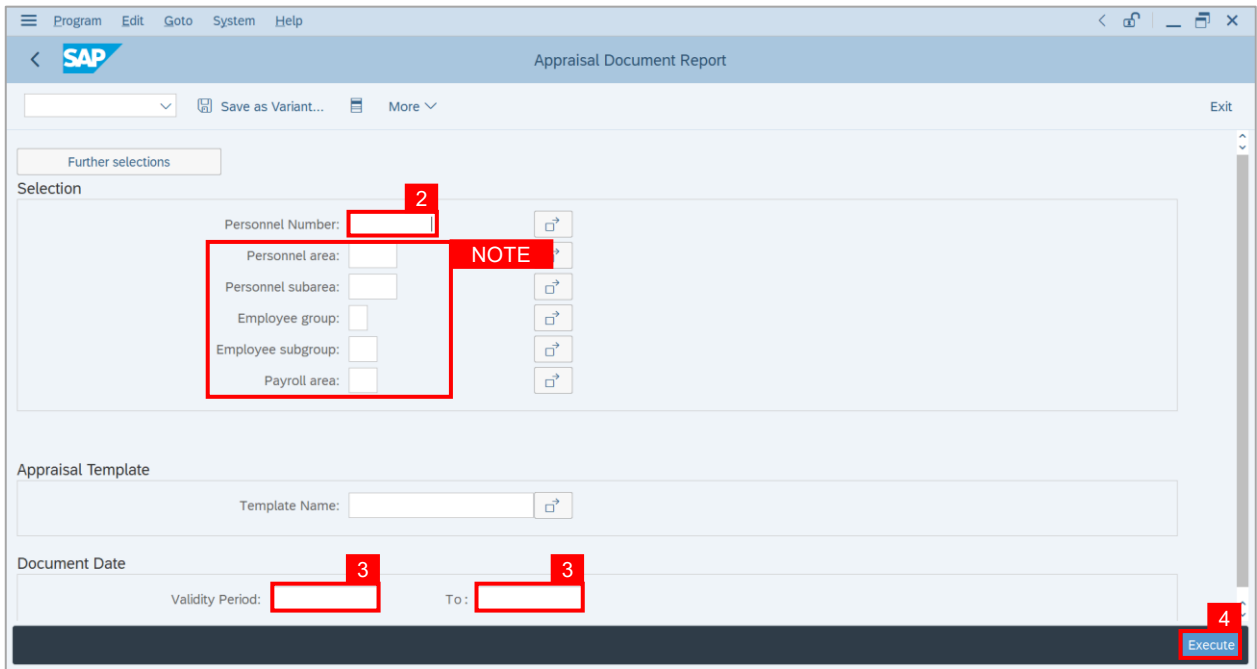**Note: Appraisal Document Report** page will be displayed.

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection details.
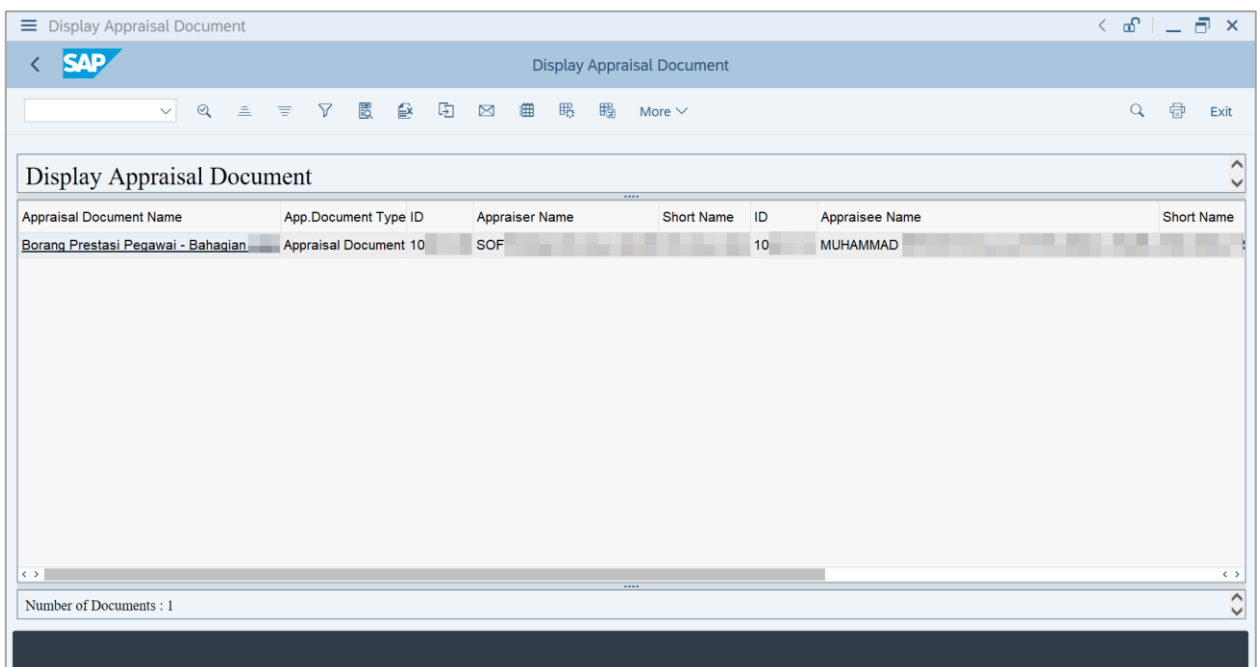
3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: **Display Appraisal Document** page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Note: Appraisal Document Detail page will be displayed.

6. Click on **Change Status.**

Note: Appraisal Document Status window will appear.

7. Select the **Radio** button on **10: Completed due to Termination.**

8. Click on the **Change** button.
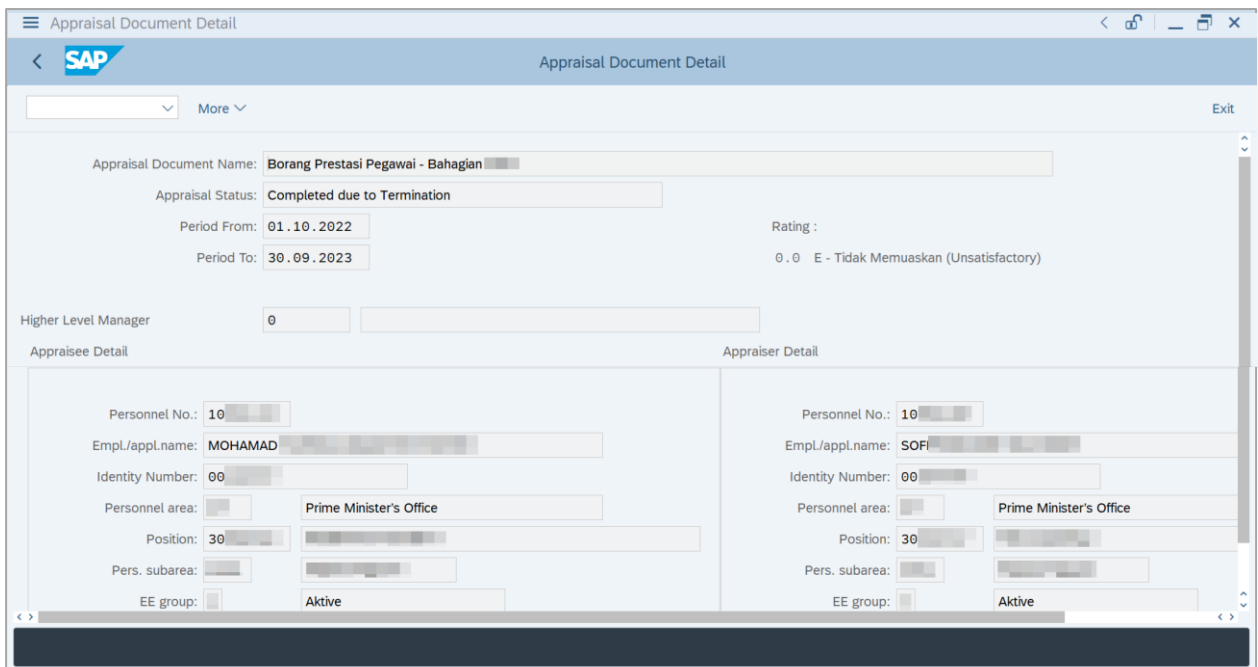
Outcome: Appraisal document has been **completed** due to **Termination.**

Sistem Sumber Manusia - Performance Appraisal

APPRAISAL DOCUMENT OF EMPLOYEE TRANSFER	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

Note: Appraisal Document Report page will be displayed.

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: Display Appraisal Document page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Appraisal Document Detail page will be displayed.

6. Click on **Change Status.**

Note: Appraisal Document Status window will appear.

7. Select the **Radio** button on **11: Completed due to Employee Transfer.**

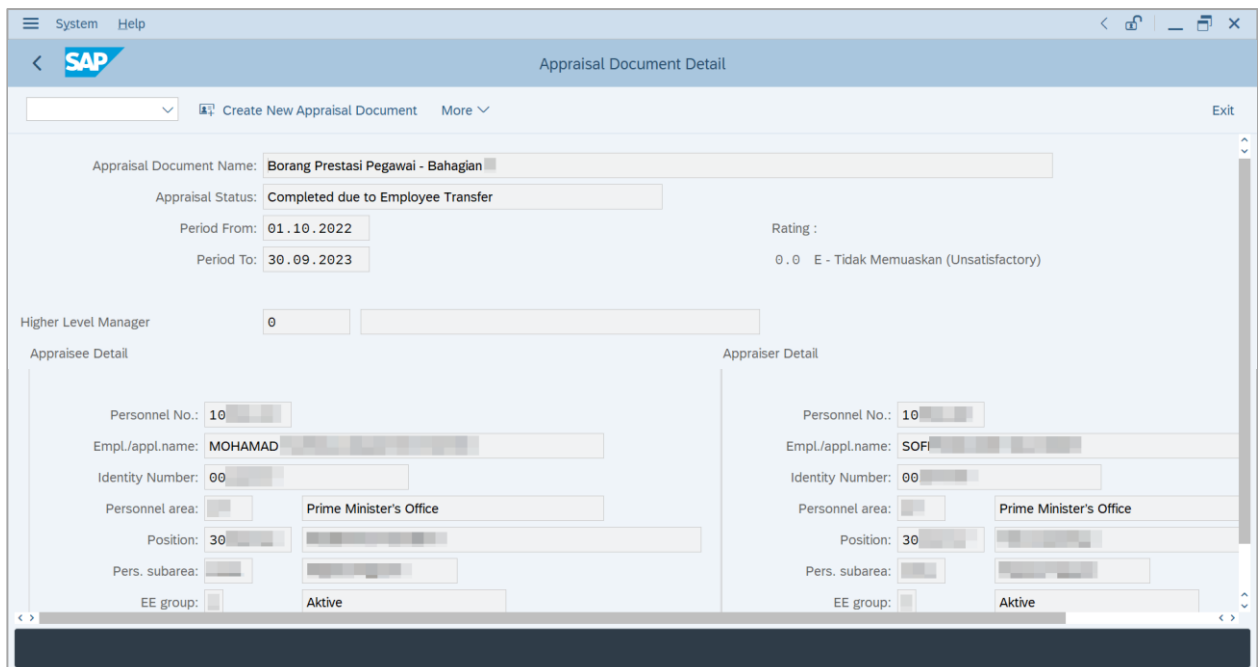8. Click on the **Change** button.

Outcome: Appraisal document has been **completed** due to **Employee Transfer.**
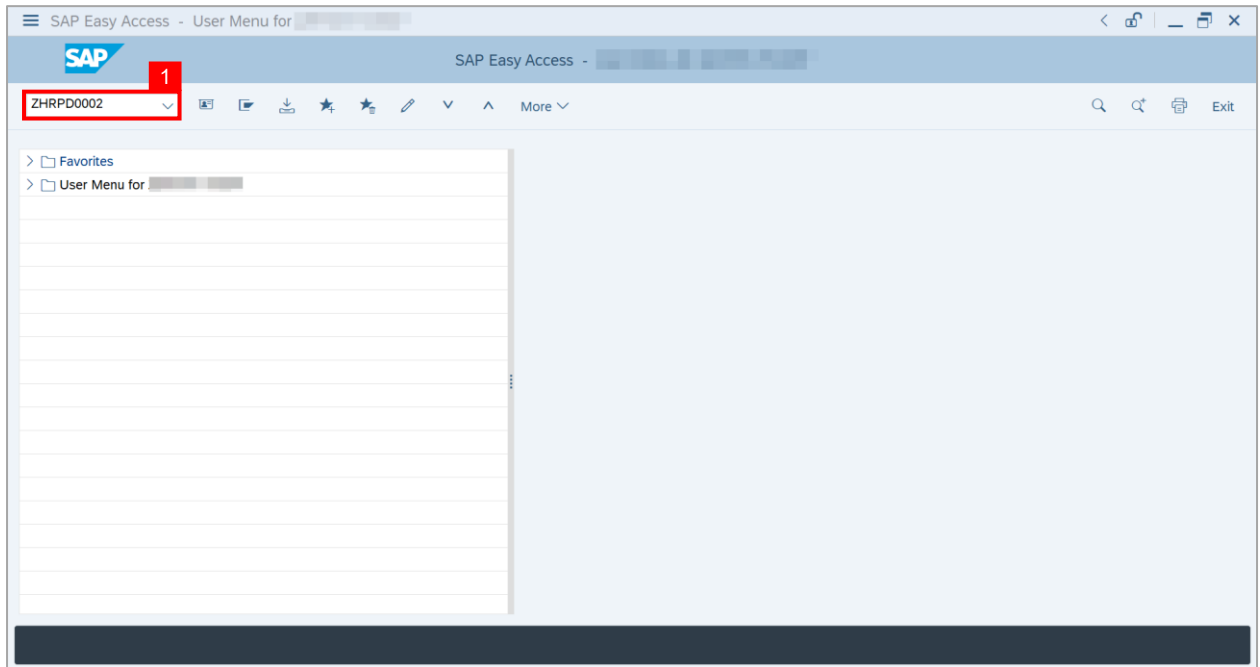
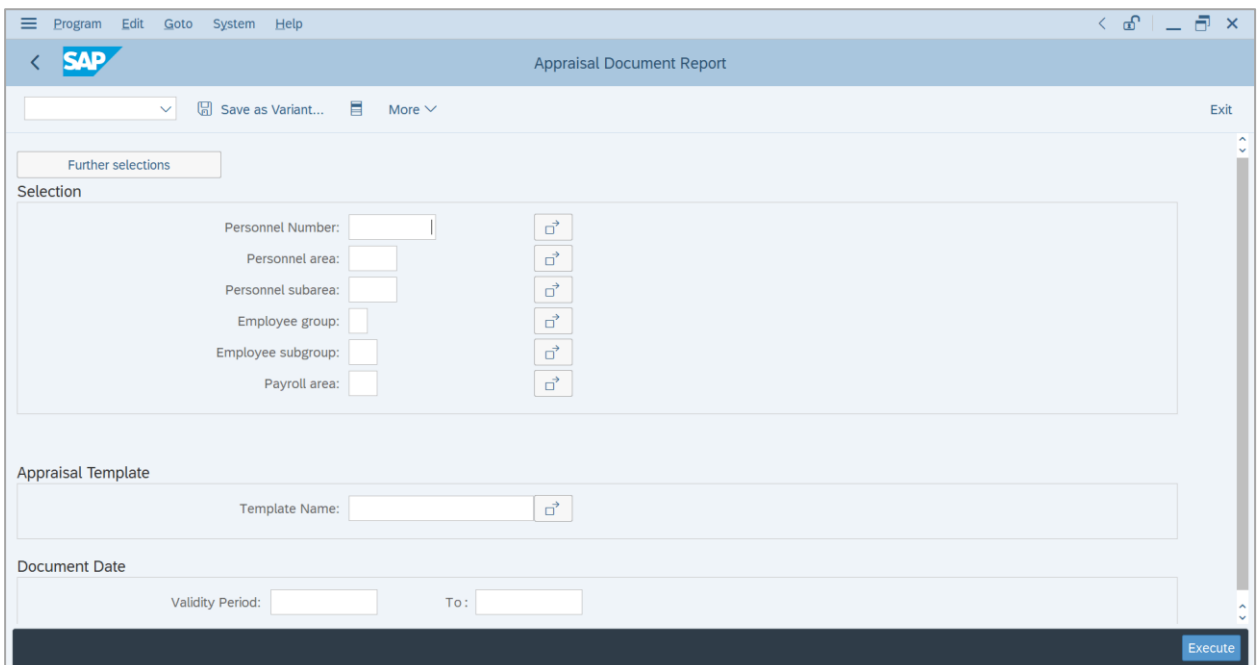| SEND BACK APPRAISAL DOCUMENT HR ADMIN	Backend User
	Department HR Admin

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

1. Enter **ZHRPD0002** in the search bar.

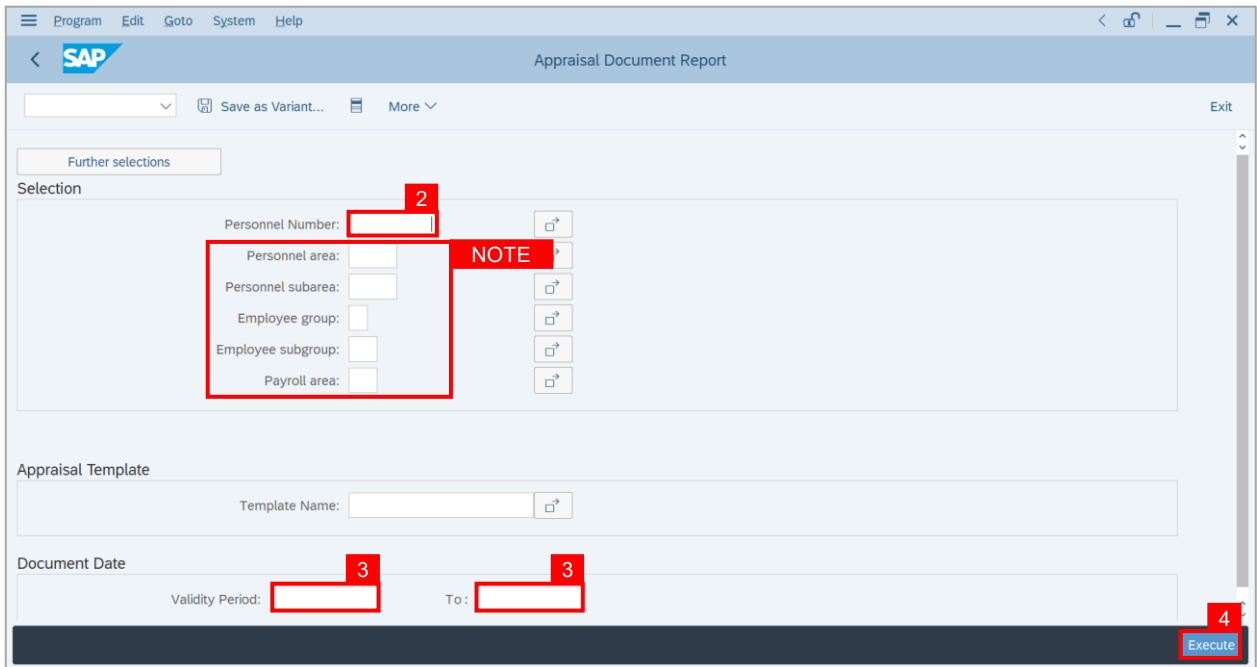**Note: Appraisal Document Report** page will be displayed.

2. Enter the **Personnel Number.**

Note: if **Personnel Number** is entered, user may **not** be required to fill in other selection
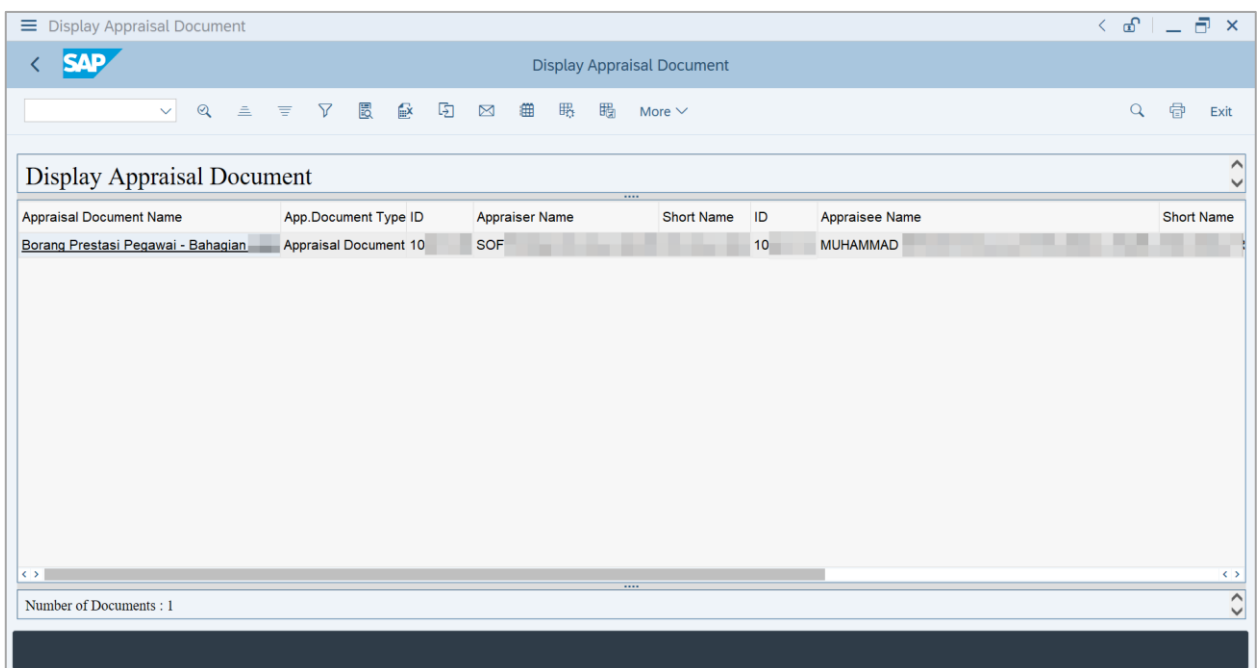
details.

3. Under **Document Date,** enter the **Appraisal Period** as the **Validity Period.**

4. Click on the **Execute** button.

Note: **Display Appraisal Document** page will be displayed.

5. Click on **Borang Prestasi Pegawai – Bahagian.**

Note: Appraisal Document Detail page will be displayed.

6. Click on **Change Status.**

Note: Appraisal Document Status window will appear.

7. Select the **Radio** button on **6: Final Assessment (Previous Status).**

8. Click on the **Change** button.

Outcome: Appraisal document has been **changed** to the **previous status.**