



# **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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.



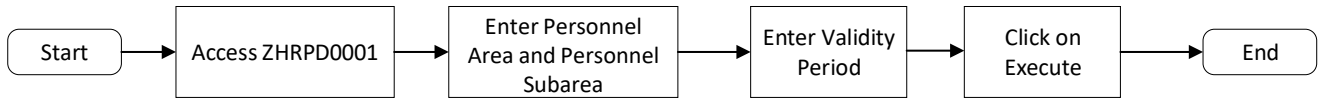
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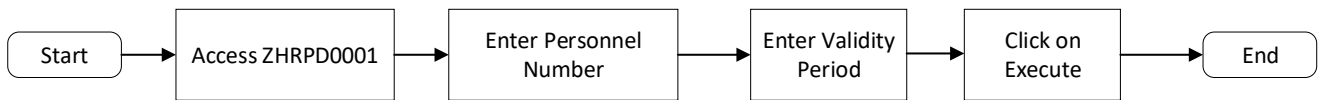


## Process Overview

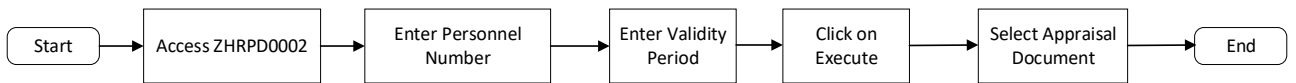
### Create Appraisal Document (Department)



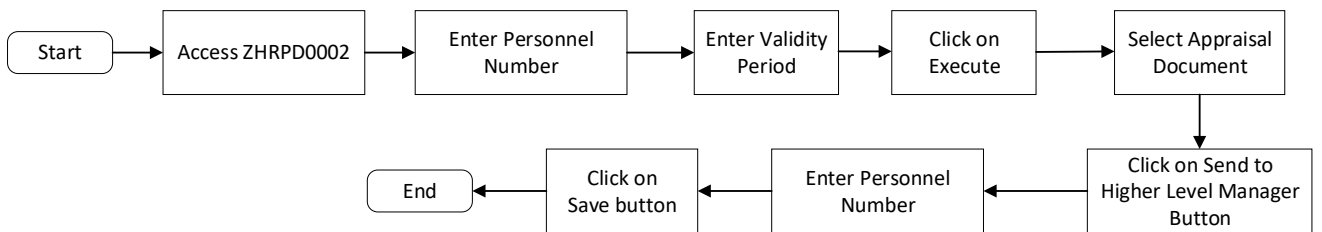
### Create Appraisal Document (Personnel)



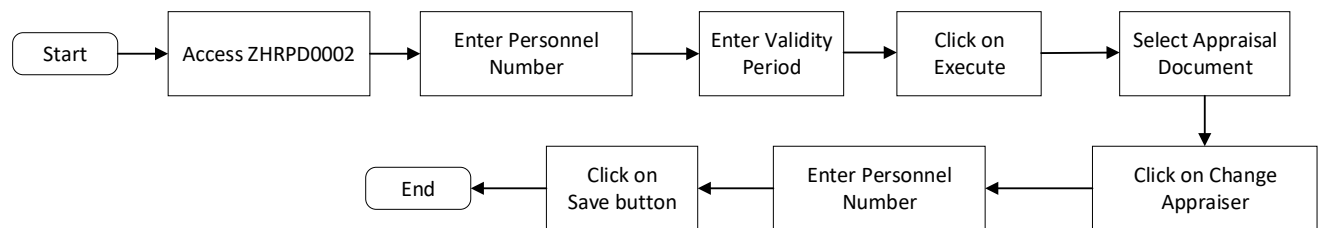
### Appraisal Document Report



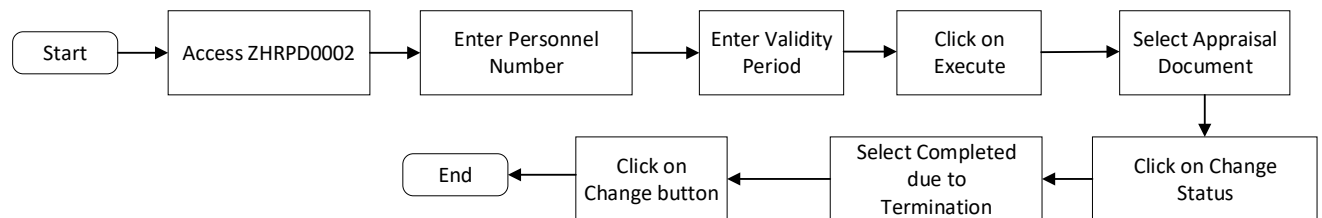
### Assign Second Appraiser



### Change Appraiser



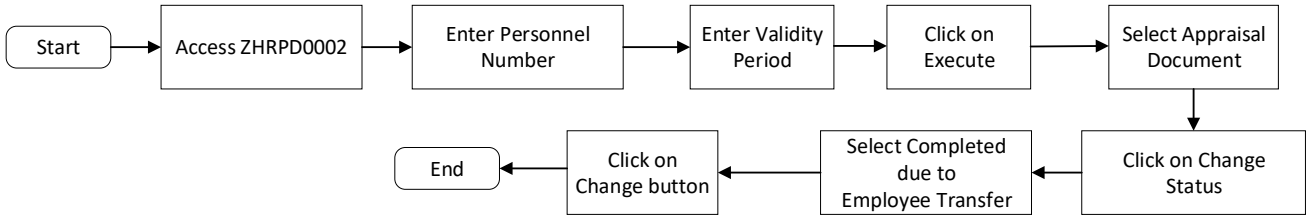
### Appraisal Document of Employee Termination



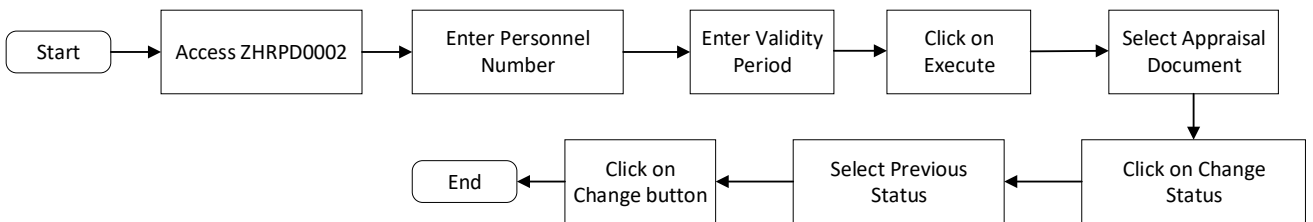


## Process Overview

### Appraisal Document of Employee Transfer



### Send Back Appraisal Document by HR Admin

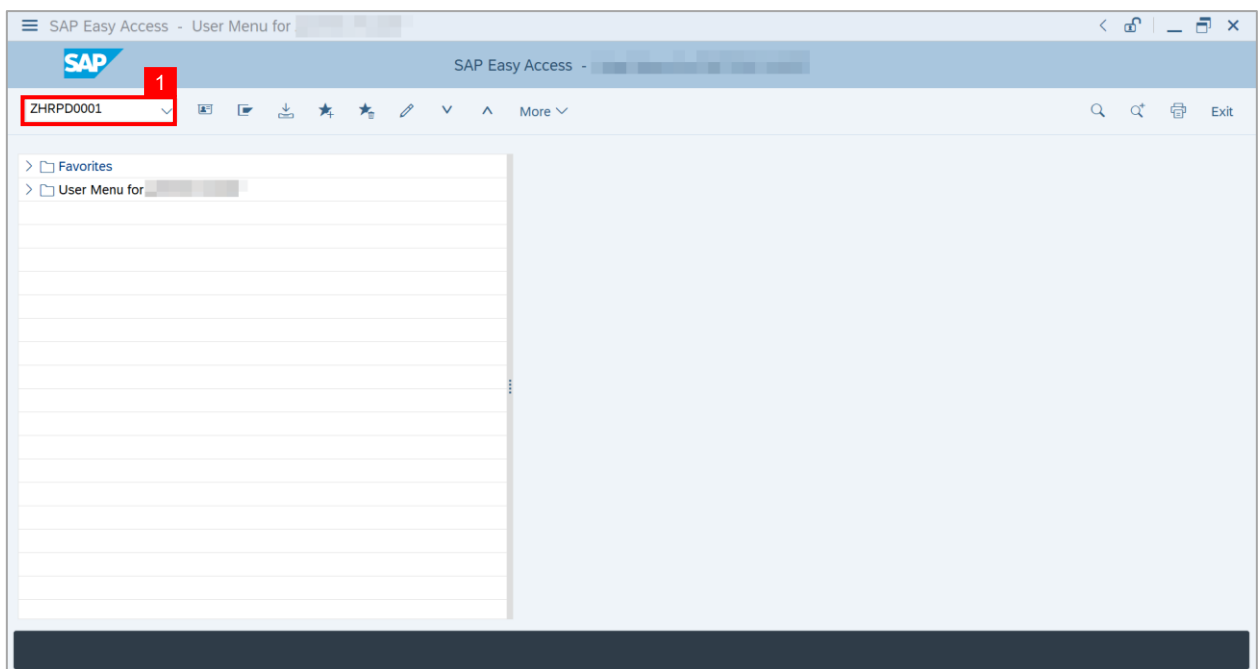


<b>CREATE APPRAISAL DOCUMENT (FOR DEPARTMENT)</b>	<b>Backend User</b>
	Department HR Admin

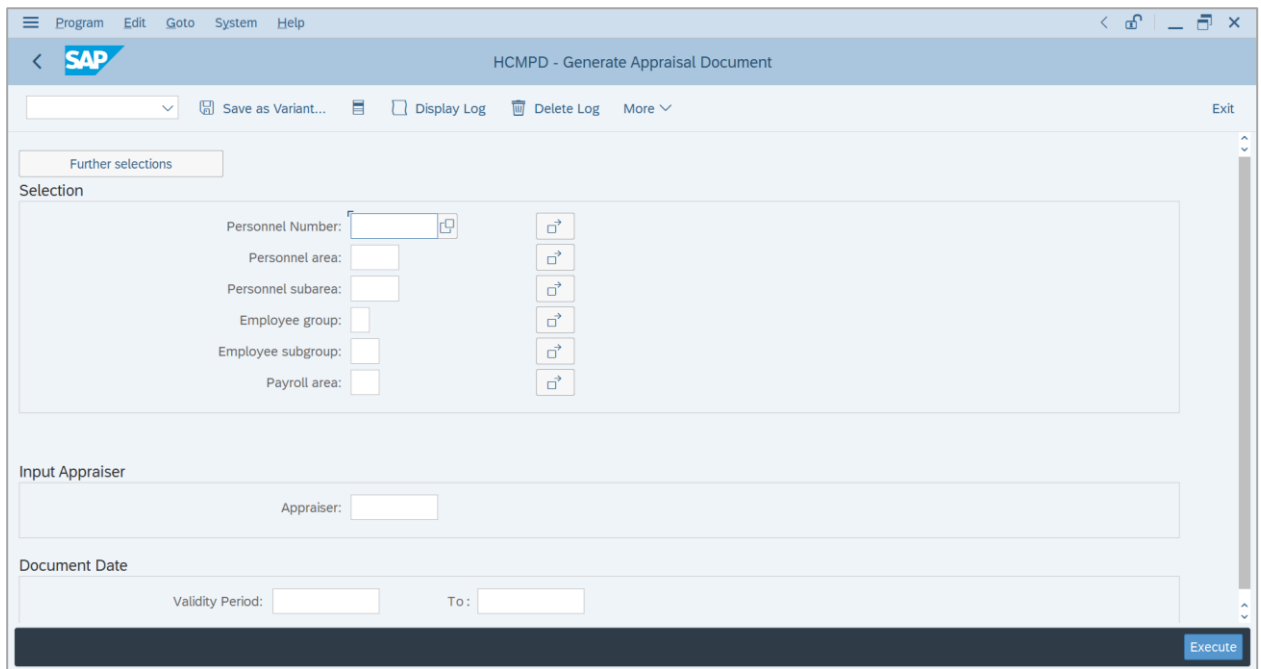
**Important Note:** This activity must be completed by the Dept. HR Admin **before every Appraisal year**. This is to give out the Appraisal template to all employees in the Department.

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.

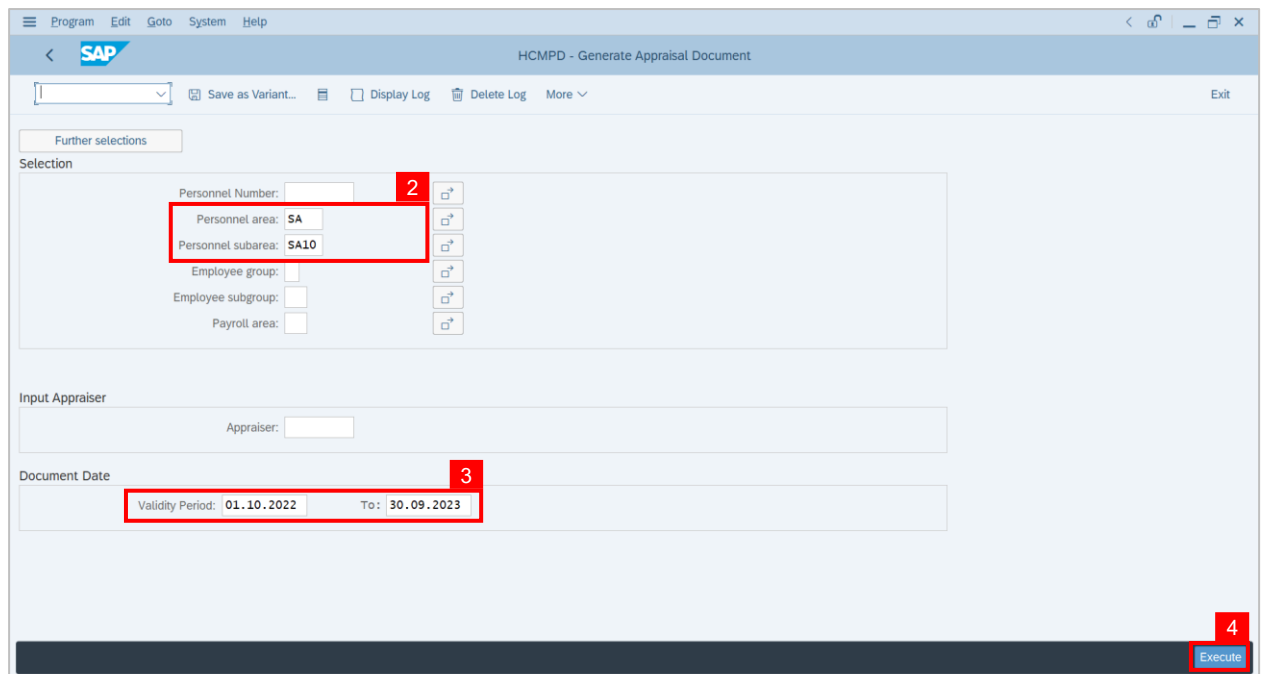


The screenshot shows the SAP HCMPD - Generate Appraisal Document form. The form is divided into several sections: Selection, Input Appraiser, and Document Date. The Selection section contains fields for Personnel Number, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area. The Input Appraiser section contains an Appraiser field. The Document Date section contains Validity Period and To fields. An Execute button is located at the bottom right of the form.

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.



The screenshot shows the SAP HCMPD - Generate Appraisal Document form with annotations. A red box highlights the Personnel area and Personnel subarea fields, with a red '2' next to it. Another red box highlights the Validity Period and To fields, with a red '3' next to it. A red '4' is placed above the Execute button.



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

Table with columns: Pers.No., Period, To, Employee Full Name, TemplateId, Appraisal Document Name, Appraiser, Message.

Pers.No.	Period	To	Employee Full Name	TemplateId	Appraisal Document Name	Appraiser	Message
10	01.10.2022	30.09.2023	AWANG	49	Borang Prestasi Pegawai - Bahagian	10	Appraisal document saved

Total Employee : 1



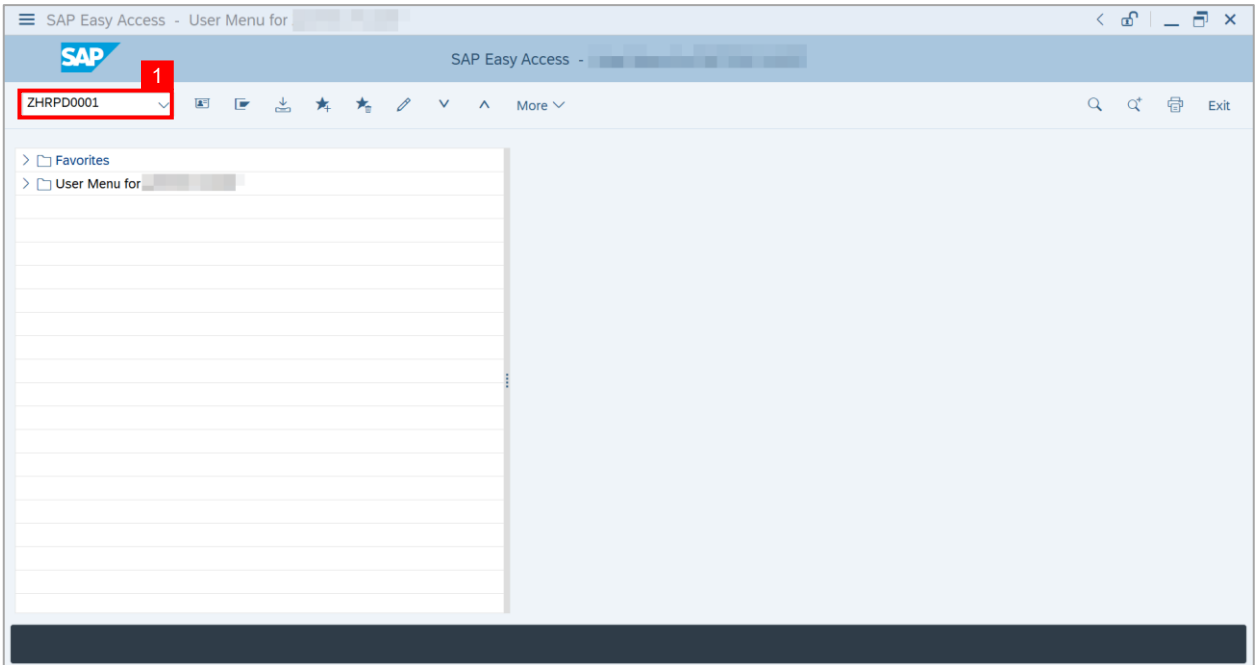
**CREATE APPRAISAL DOCUMENT (FOR PERSONNEL)**

**Backend User**

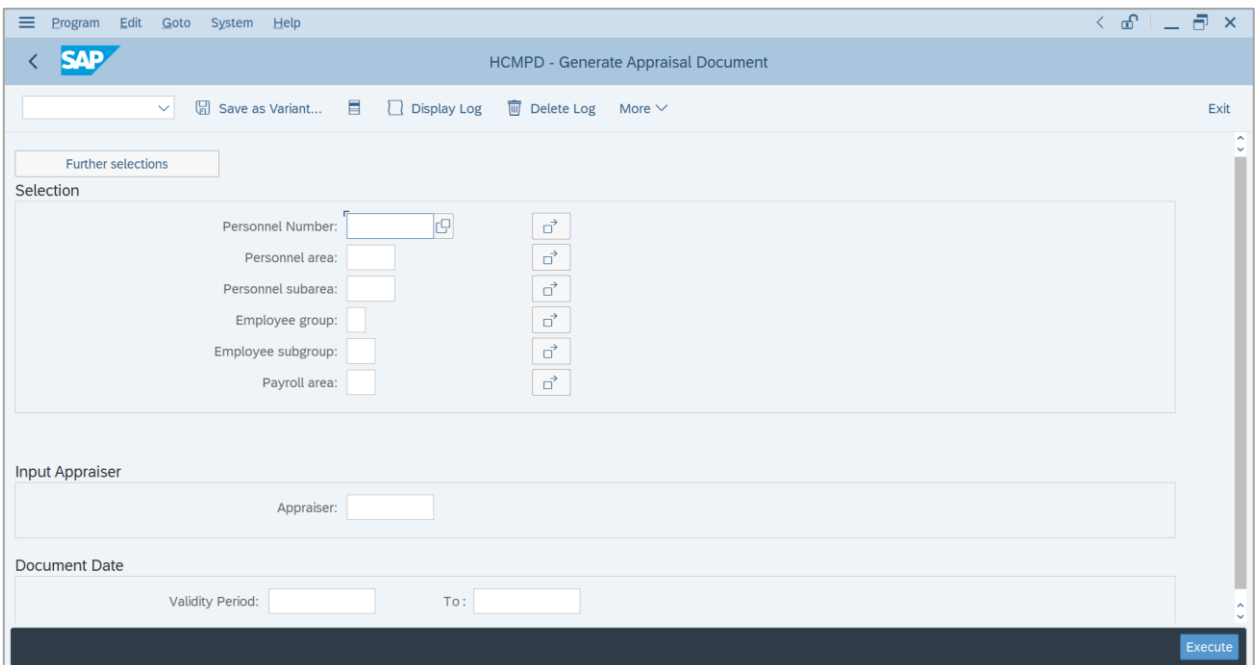
Department HR Admin

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.**

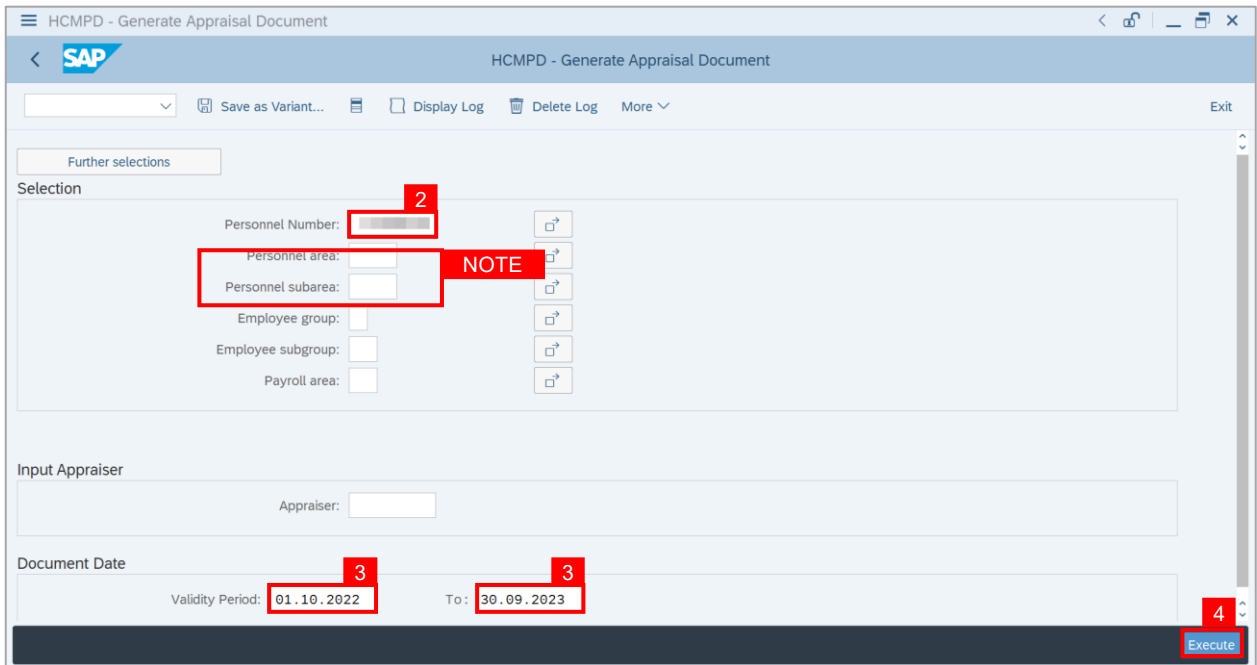


2. Enter the **Personnel Number**.

**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.



The screenshot displays the SAP HCMPD - Generate Appraisal Document interface. The 'Selection' section includes fields for Personnel Number, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area. A red box highlights the Personnel area and Personnel subarea fields, with a red 'NOTE' label pointing to them. The 'Document Date' section shows 'Validity Period' from 01.10.2022 to 30.09.2023. The 'Execute' button is highlighted with a red box and a red '4'.

**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.



Create Appraisal Document

SAP Create Appraisal Document

Search, Filter, Sort, Print, Mail, etc. More

### Create Appraisal Document

Pers.No.	Period	To	Employee Full Name	TemplateId	Appraisal Document Name	Appraiser	Message
10	01.10.2022	30.09.2023	AWANG	49	Borang Prestasi Pegawai - Bahagian	10	Appraisal document saved

Total Employee : 1

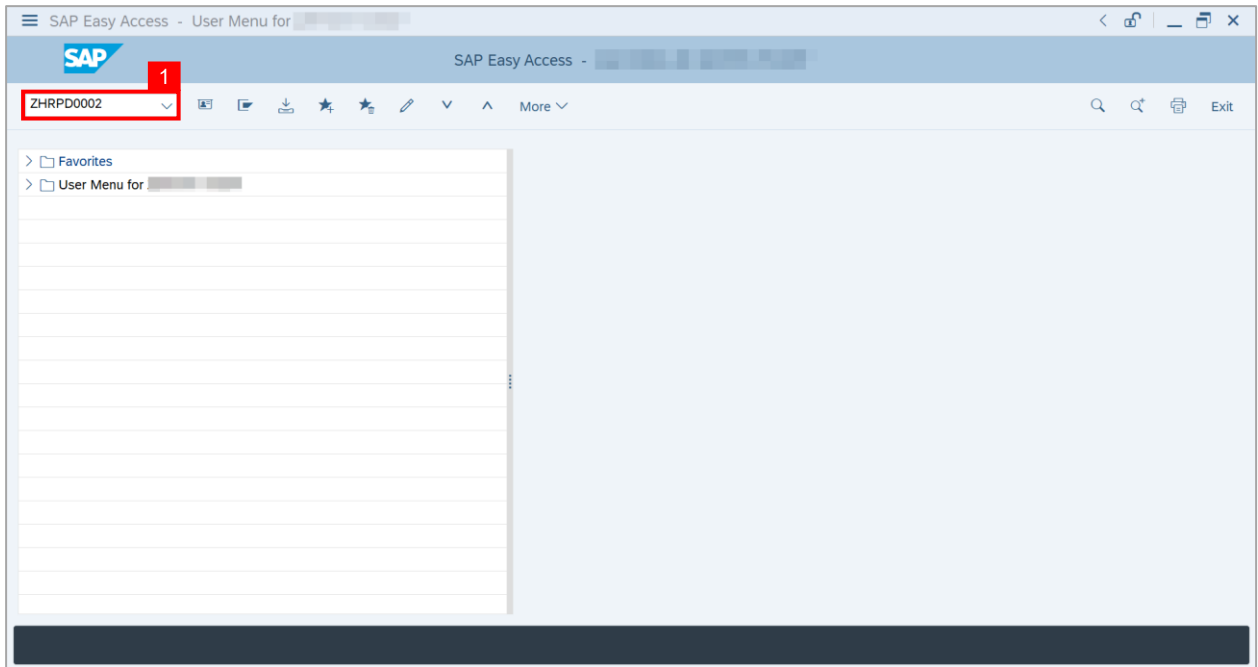
## APPRAISAL DOCUMENT REPORT

Backend User

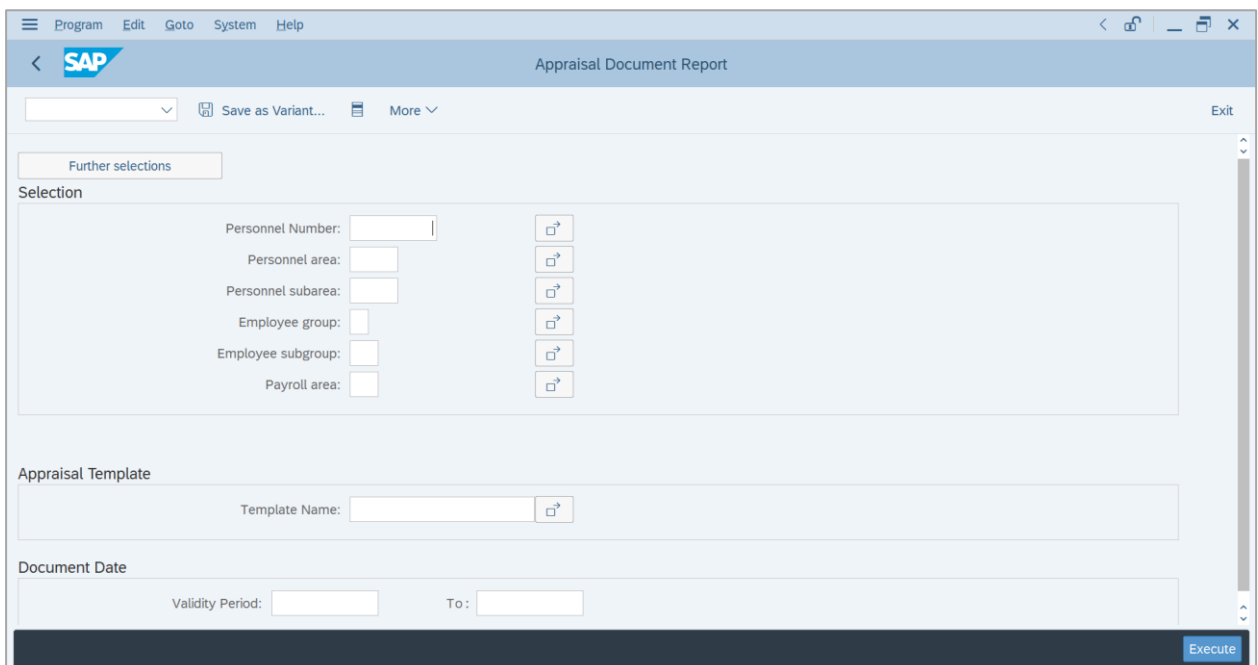
Department HR Admin

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.

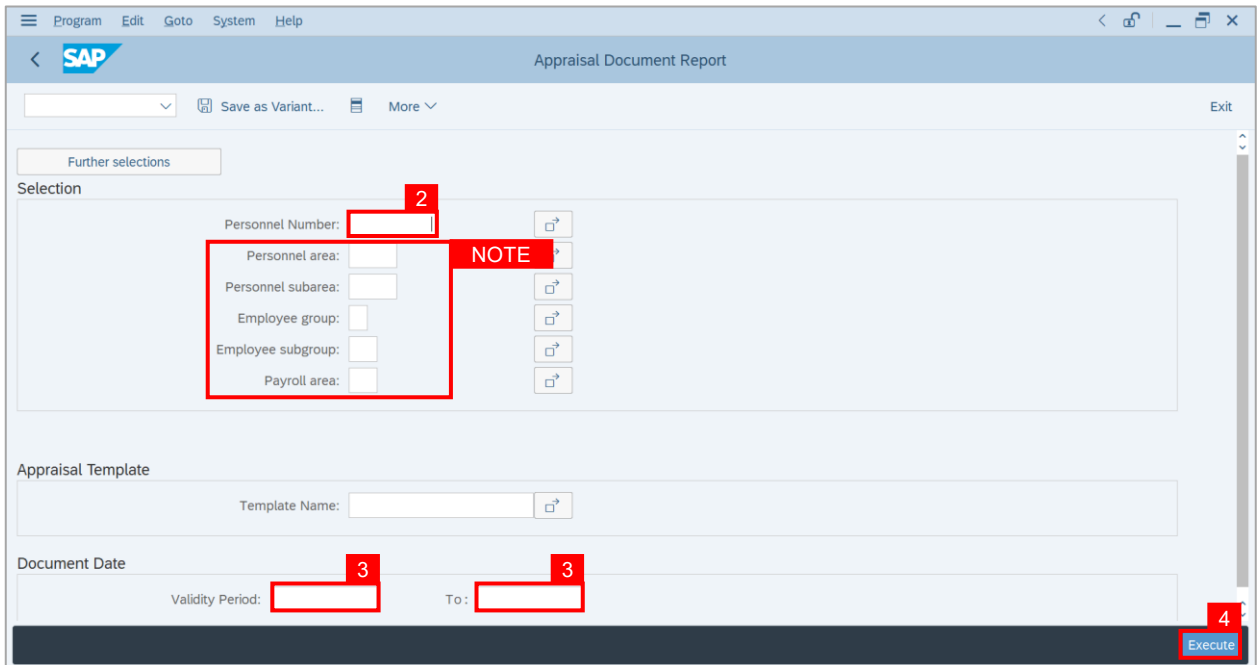


2. Enter the **Personnel Number**.

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

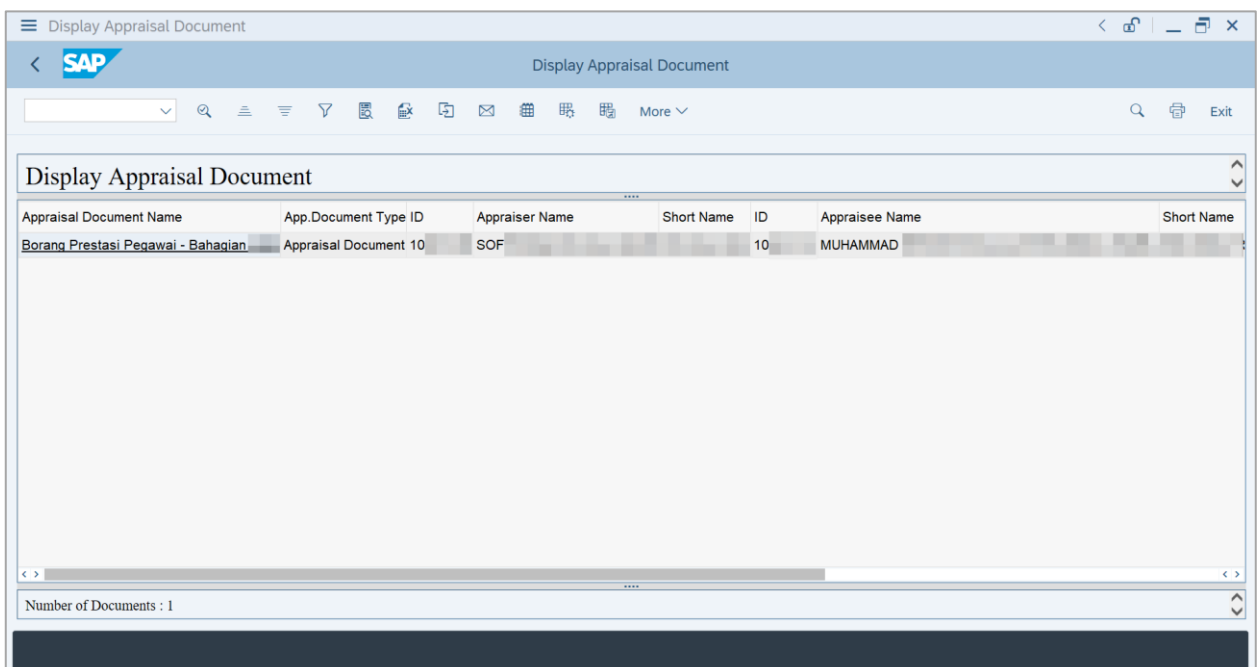
3. Under **Document Date**, enter the **Appraisal Period** as the **Validity Period**.

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



The screenshot shows the SAP 'Appraisal Document Report' form. The 'Selection' section contains several input fields: 'Personnel Number' (with a red box and number 2), 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area'. A red box labeled 'NOTE' is positioned over the 'Personnel area' field. The 'Document Date' section has 'Validity Period' and 'To' fields (both with red boxes and number 3). The 'Execute' button is highlighted with a red box and number 4.

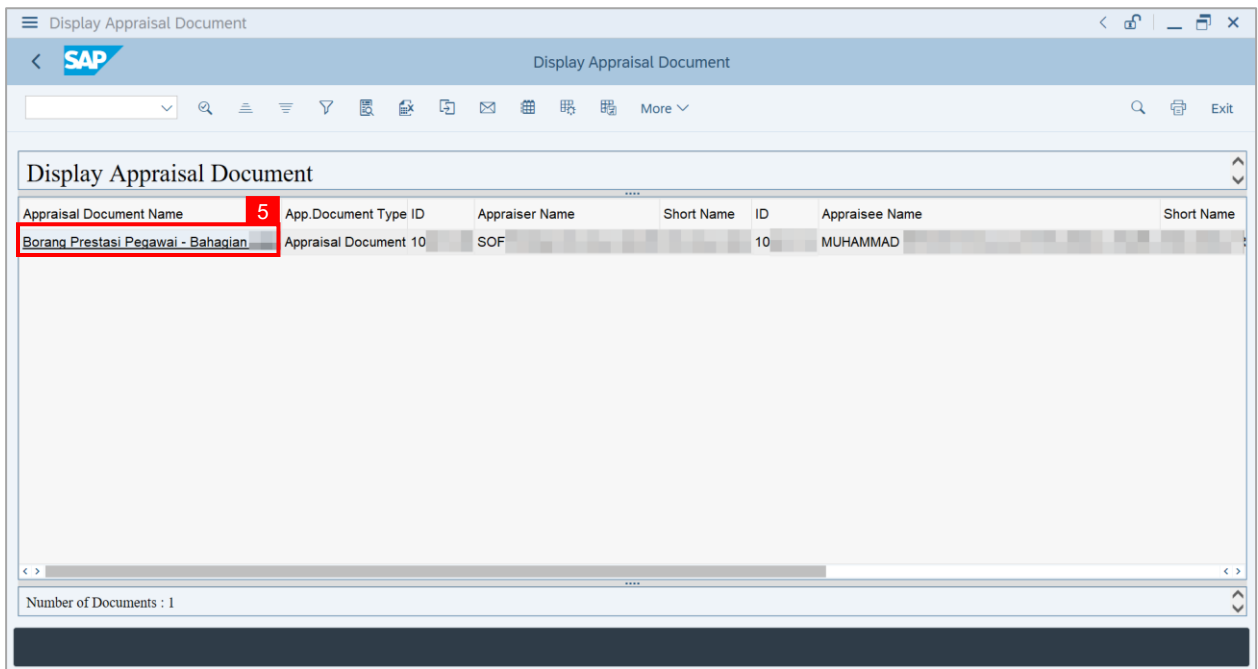
**Note:** Display Appraisal Document page will be displayed.



The screenshot shows the 'Display Appraisal Document' table in SAP. The table has the following columns: Appraisal Document Name, App.Document Type ID, Appraiser Name, Short Name, ID, Appraisee Name, and Short Name. The data row shows: 'Borang Prestasi Pegawai - Bahagian', 'Appraisal Document 10', 'SOF', '10', and 'MUHAMMAD'. The 'Number of Documents' is 1.

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF	10	MUHAMMAD		

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

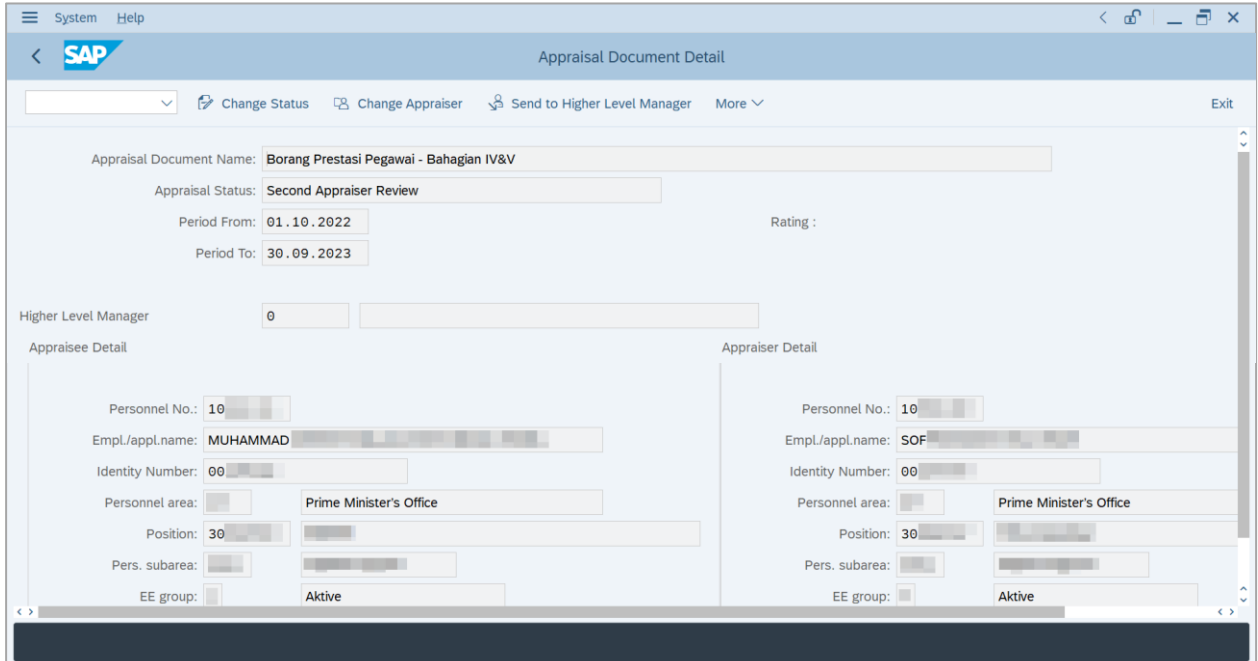


The screenshot shows the SAP 'Display Appraisal Document' interface. A table lists appraisal documents, with the first row highlighted in red and a red box containing the number '5' next to the 'Appraisal Document Name' column. The table contains the following data:

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF		10	MUHAMMAD	

At the bottom of the interface, it indicates 'Number of Documents : 1'.

**Outcome: Appraisal Document Detail** page will be displayed.



The screenshot shows the SAP 'Appraisal Document Detail' interface. The details are as follows:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian IV&V
- Appraisal Status: Second Appraiser Review
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating: (empty)
- Higher Level Manager: 0

The interface is split into two columns: Appraisee Detail and Appraiser Detail.

Appraisee Detail	Appraiser Detail
Personnel No.: 10	Personnel No.: 10
Empl./appl.name: MUHAMMAD	Empl./appl.name: SOF
Identity Number: 00	Identity Number: 00
Personnel area: Prime Minister's Office	Personnel area: Prime Minister's Office
Position: 30	Position: 30
Pers. subarea:	Pers. subarea:
EE group: Aktive	EE group: Aktive

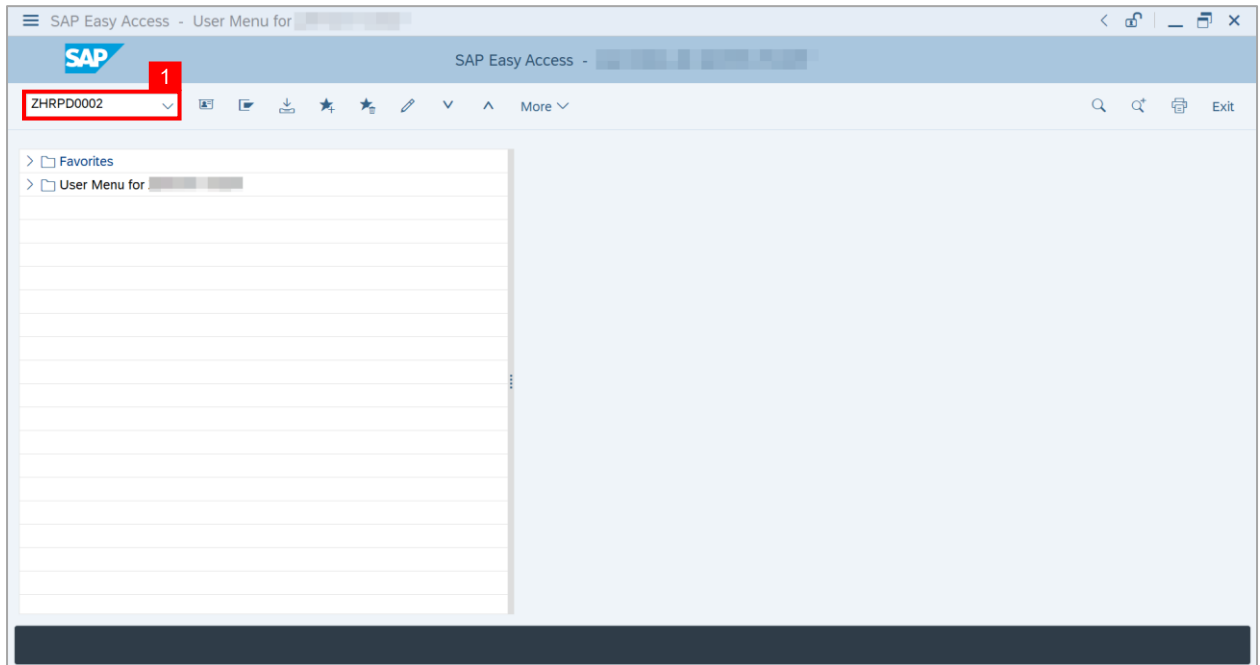
**ASSIGN SECOND APPRAISER**

**Backend User**

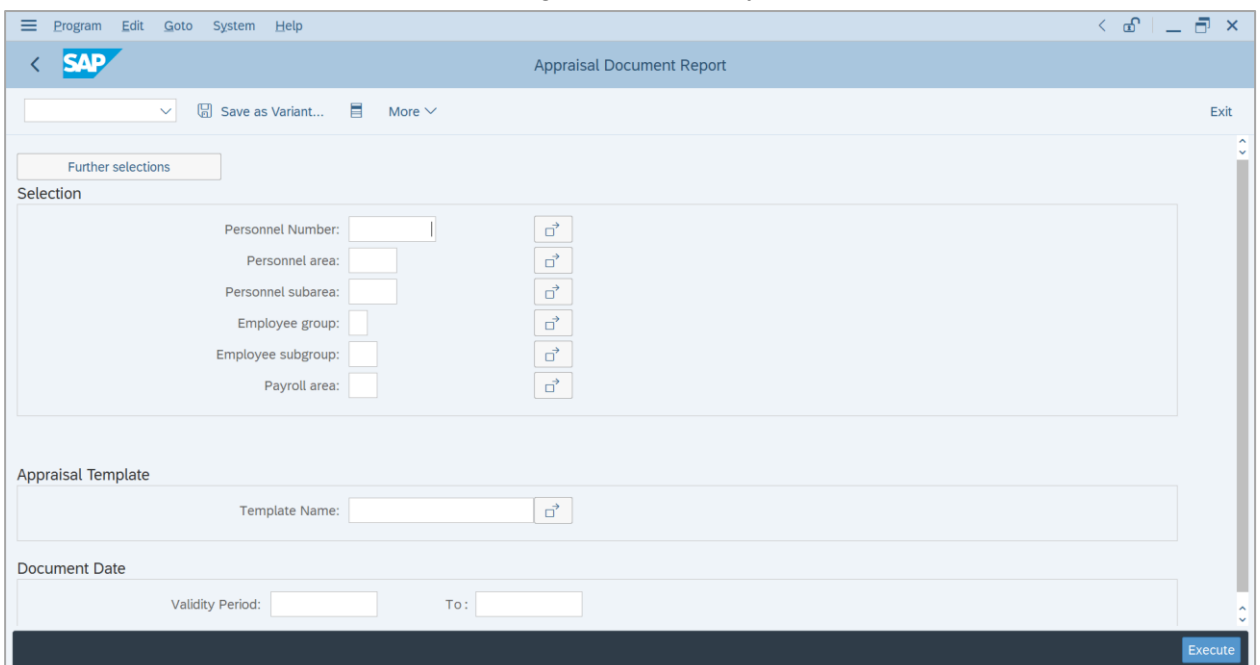
Department HR Admin

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.

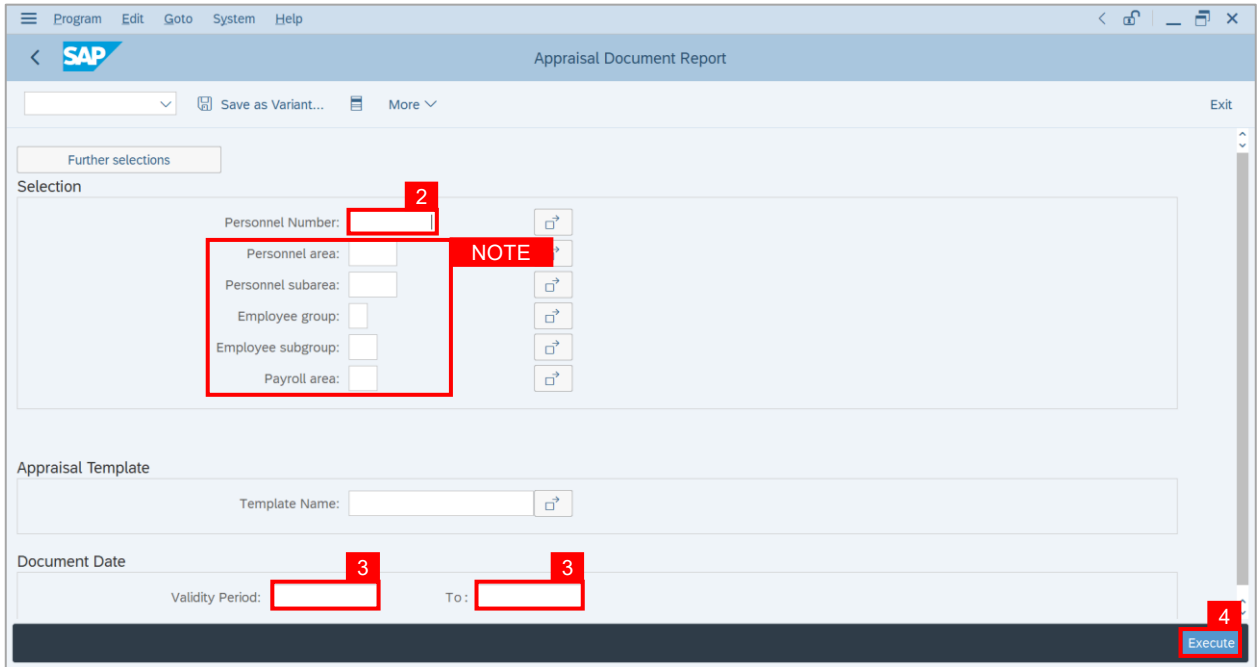


2. Enter the **Personnel Number**.

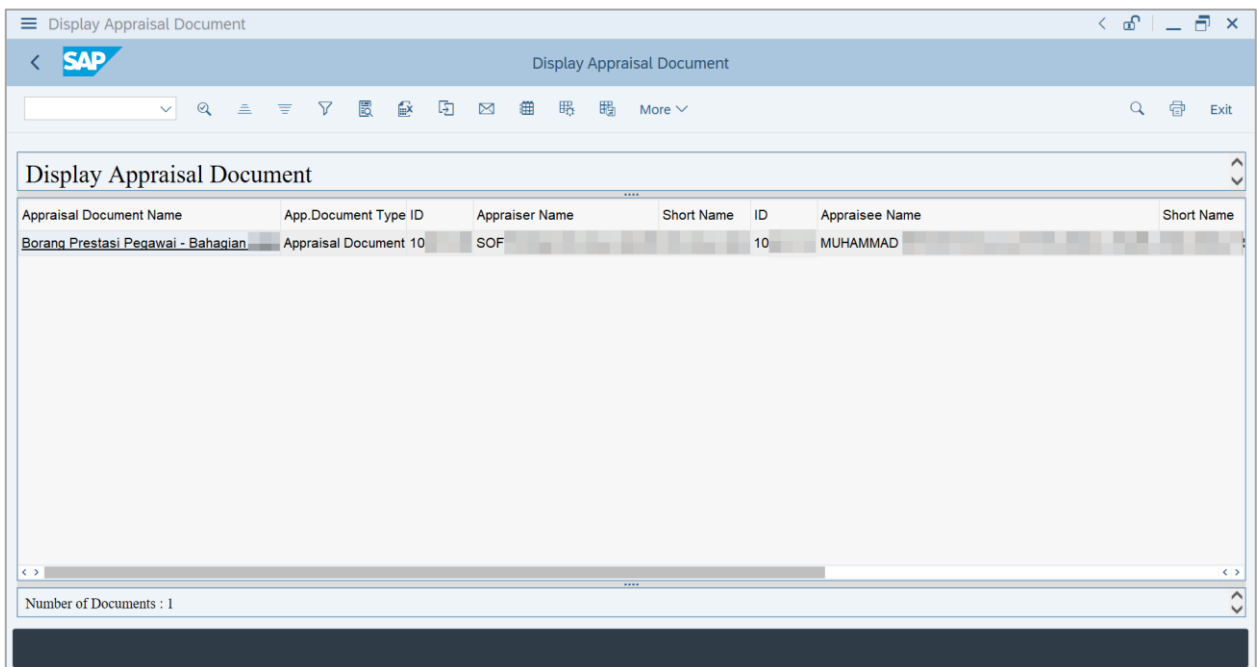
**Note:** if **Personnel Number** is entered, user may **not** be required to fill in other selection details.

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.

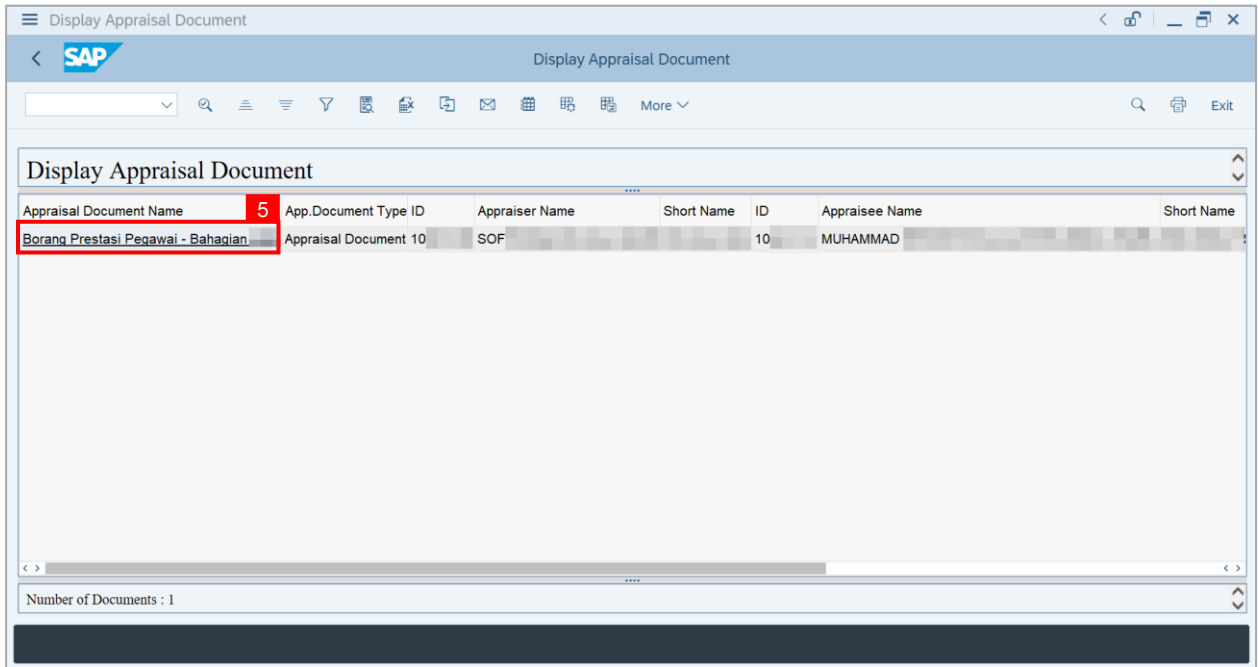


Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraiser Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF	10	MUHAMMAD	MUHAMMAD	MUHAMMAD

Number of Documents : 1



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

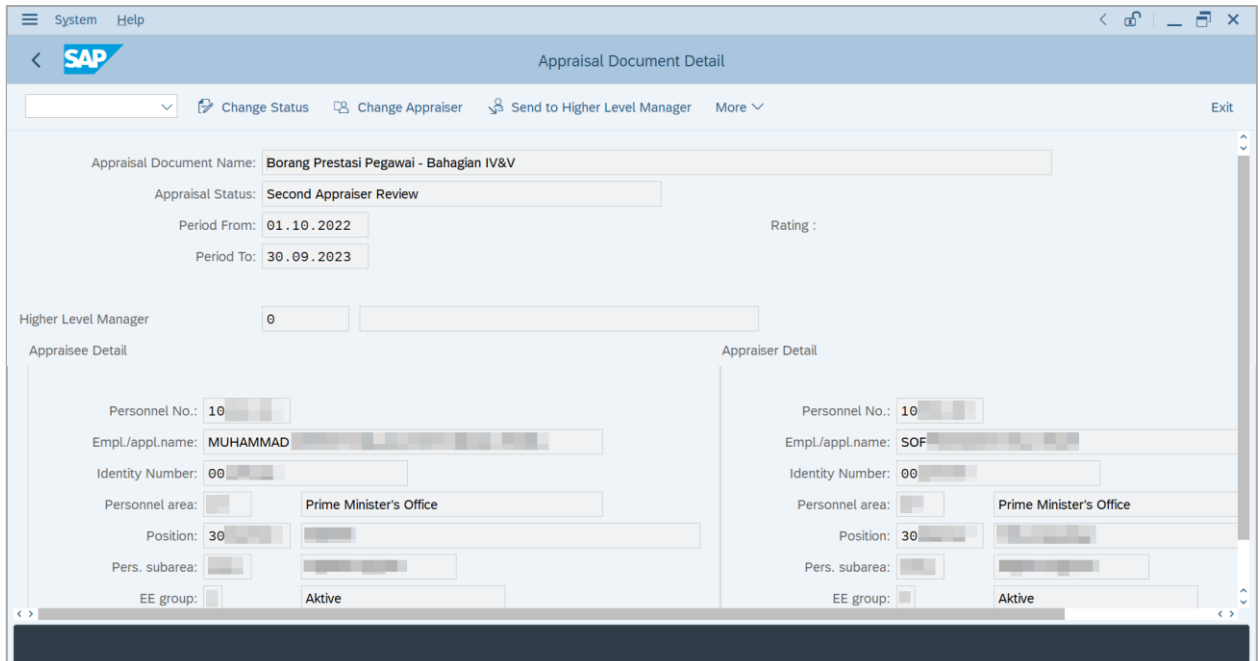


The screenshot shows the SAP 'Display Appraisal Document' interface. The title bar reads 'Display Appraisal Document'. Below the SAP logo, there is a search bar and a toolbar with various icons. The main content area displays a table with the following data:

Appraisal Document Name	App.Document Type	ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document	10	SOF		10	MUHAMMAD	

At the bottom of the table, it indicates 'Number of Documents : 1'.

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



The screenshot shows the SAP 'Appraisal Document Detail' interface. The title bar reads 'Appraisal Document Detail'. Below the SAP logo, there is a toolbar with buttons for 'Change Status', 'Change Appraiser', and 'Send to Higher Level Manager'. The main content area displays the following details:

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian IV&V  
Appraisal Status: Second Appraiser Review  
Period From: 01.10.2022  
Period To: 30.09.2023  
Rating :  
Higher Level Manager: 0

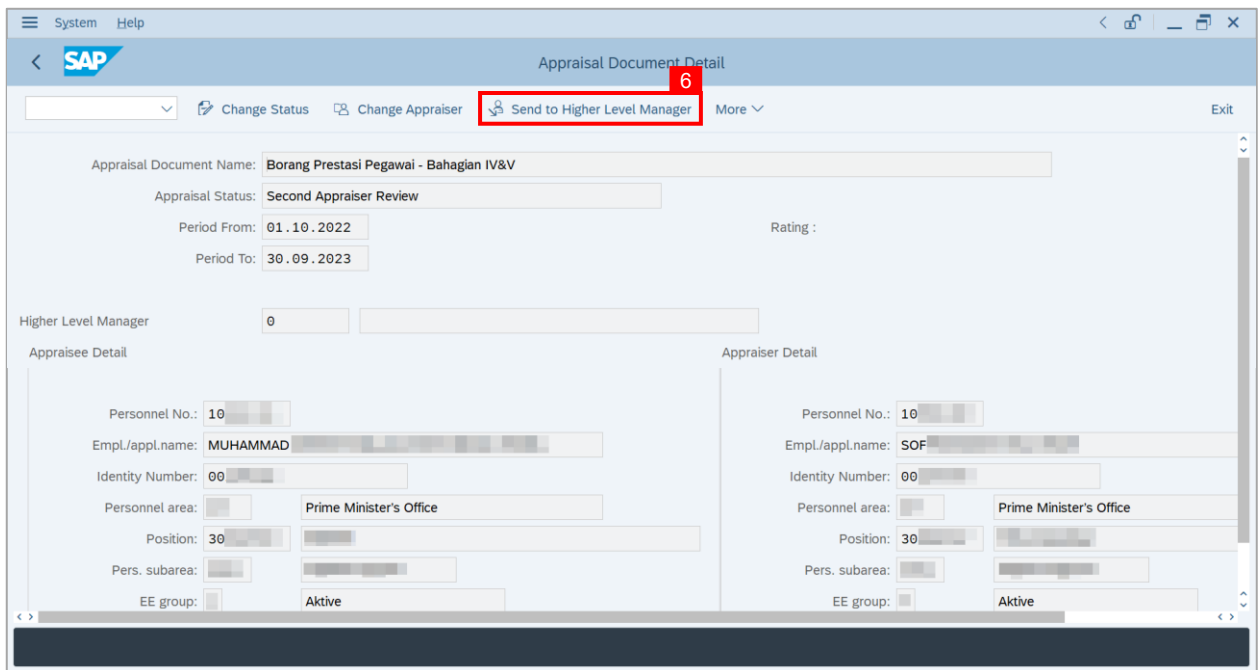
**Appraisee Detail**

Personnel No.: 10  
Empl./appl.name: MUHAMMAD  
Identity Number: 00  
Personnel area: Prime Minister's Office  
Position: 30  
Pers. subarea:  
EE group: Aktive

**Appraiser Detail**

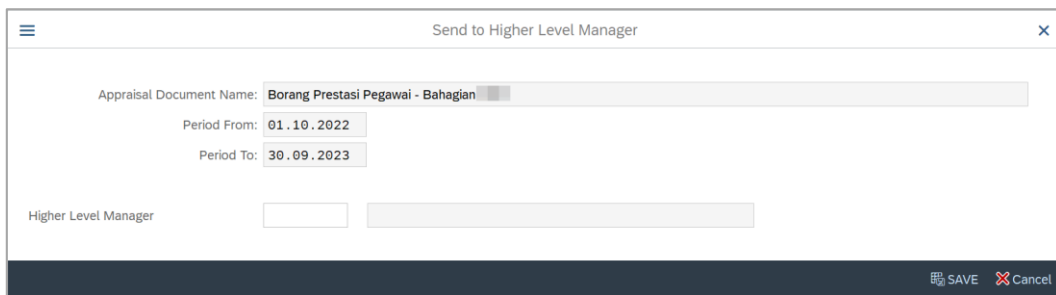
Personnel No.: 10  
Empl./appl.name: SOF  
Identity Number: 00  
Personnel area: Prime Minister's Office  
Position: 30  
Pers. subarea:  
EE group: Aktive

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



The screenshot shows the SAP 'Appraisal Document Detail' window. At the top, there is a navigation bar with 'System Help' and a search icon. Below this, there are buttons for 'Change Status', 'Change Appraiser', and 'Send to Higher Level Manager'. The 'Send to Higher Level Manager' button is highlighted with a red box and a red number '6'. The main area of the window displays appraisal details: 'Appraisal Document Name: Borang Prestasi Pegawai - Bahagian IV&V', 'Appraisal Status: Second Appraiser Review', 'Period From: 01.10.2022', 'Period To: 30.09.2023', and 'Rating:'. Below this, there are sections for 'Appraisee Detail' and 'Appraiser Detail', each containing fields for Personnel No., Empl./appl.name, Identity Number, Personnel area, Position, Pers. subarea, and EE group.

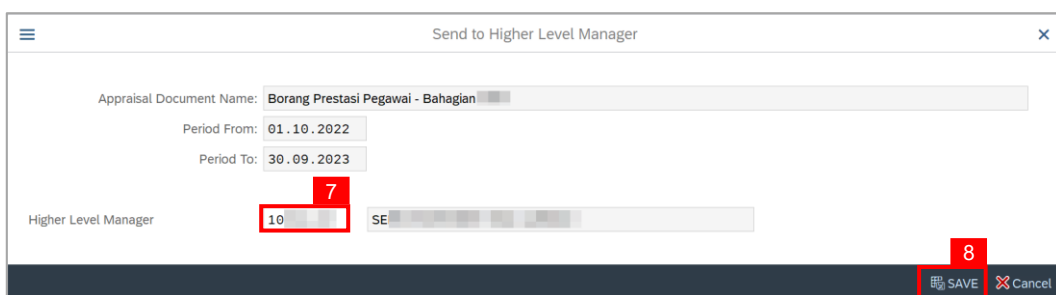
**Note:** Send to Higher Level Manager window will appear.



The screenshot shows the 'Send to Higher Level Manager' dialog box. It contains the same appraisal details as the previous screenshot: 'Appraisal Document Name: Borang Prestasi Pegawai - Bahagian', 'Period From: 01.10.2022', 'Period To: 30.09.2023', and 'Higher Level Manager' field. At the bottom right, there are 'SAVE' and 'Cancel' buttons.

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

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



The screenshot shows the 'Send to Higher Level Manager' dialog box with the 'Higher Level Manager' field filled with '10' and 'SE'. The '10' is highlighted with a red box and a red number '7'. At the bottom right, the 'SAVE' button is highlighted with a red box and a red number '8'.



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

The screenshot shows the SAP 'Appraisal Document Detail' interface. At the top, there are navigation options: 'System', 'Help', and a search bar. Below this, there are action buttons: 'Change Status', 'Change Appraiser', 'Send to Higher Level Manager', and 'More'. The main content area is divided into several sections:

- Appraisal Document Name:** Borang Prestasi Pegawai - Bahagian
- Appraisal Status:** Second Appraiser Review
- Period From:** 01.10.2022
- Period To:** 30.09.2023
- Rating:** (empty field)
- Higher Level Manager:** 10 SE

The bottom section is split into two columns: 'Appraisee Detail' and 'Appraiser Detail'. Both columns contain the following fields:

- Personnel No.:** 10
- Empl./appl.name:** MUHAMMAD (Appraisee) / SOF (Appraiser)
- Identity Number:** 00
- Personnel area:** Prime Minister's Office
- Position:** 30
- Pers. subarea:** (empty)
- EE group:** Aktive

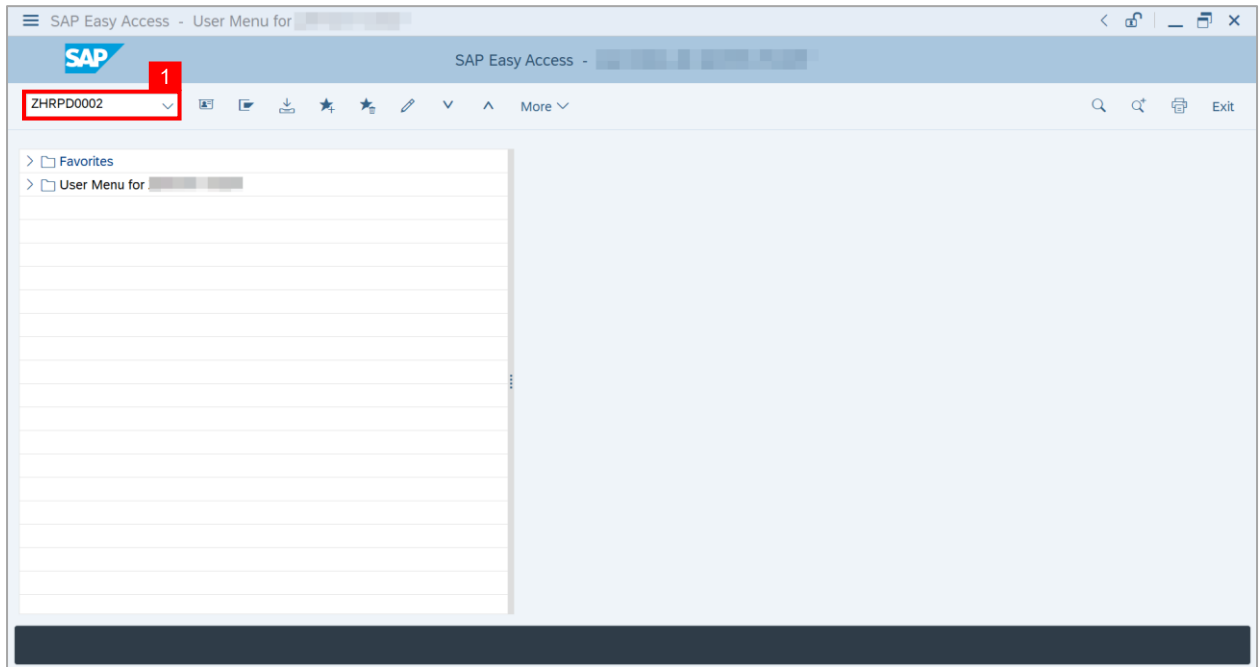
**CHANGE APPRAISER**

**Backend User**

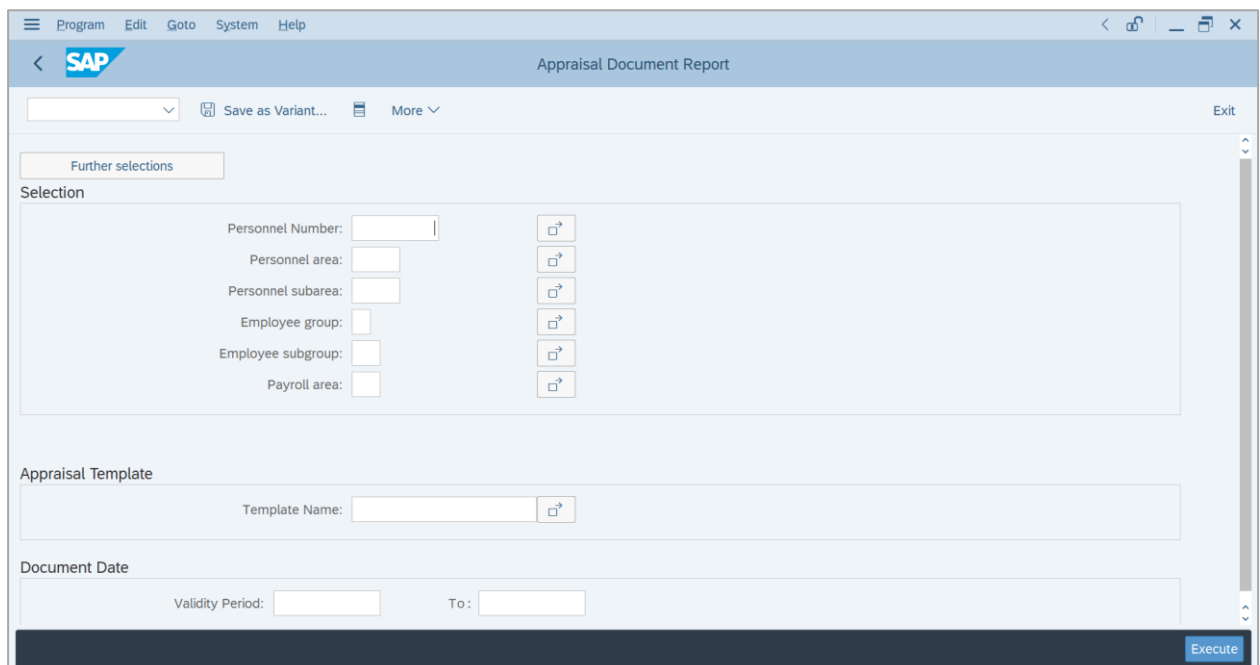
Department HR Admin

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.

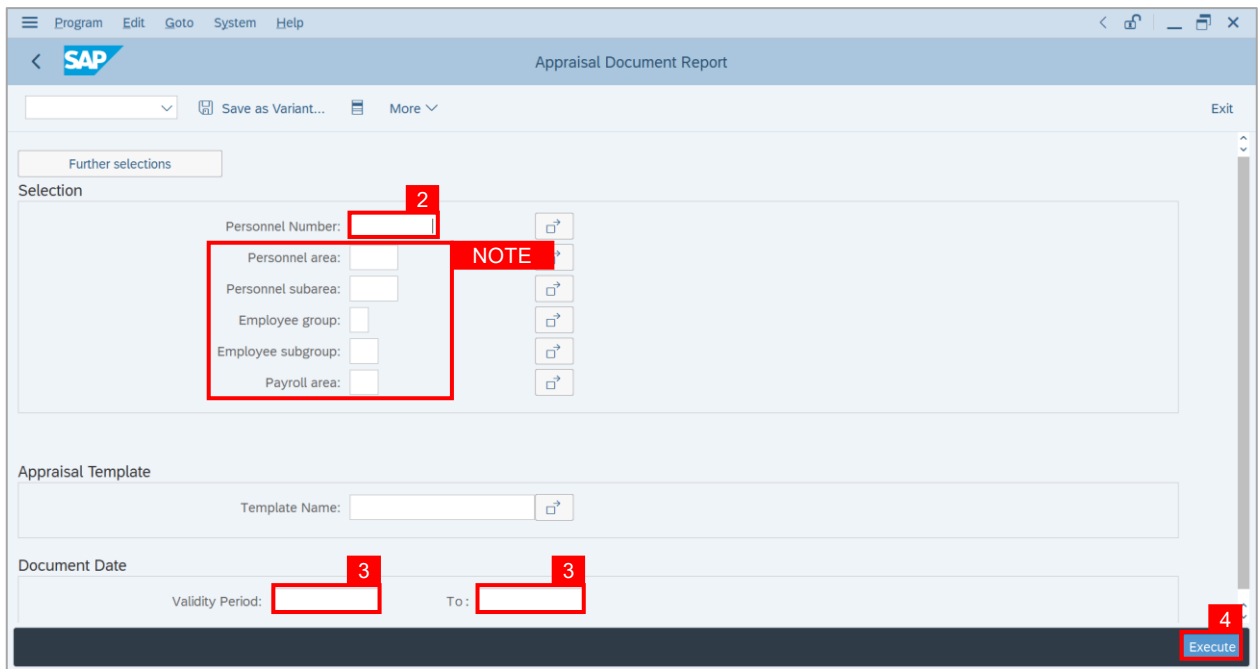


2. Enter the **Personnel Number**.

**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.



Appraisal Document Report

Further selections

Selection

Personnel Number:  **2**

Personnel area:  **NOTE**

Personnel subarea:

Employee group:

Employee subgroup:

Payroll area:

Appraisal Template

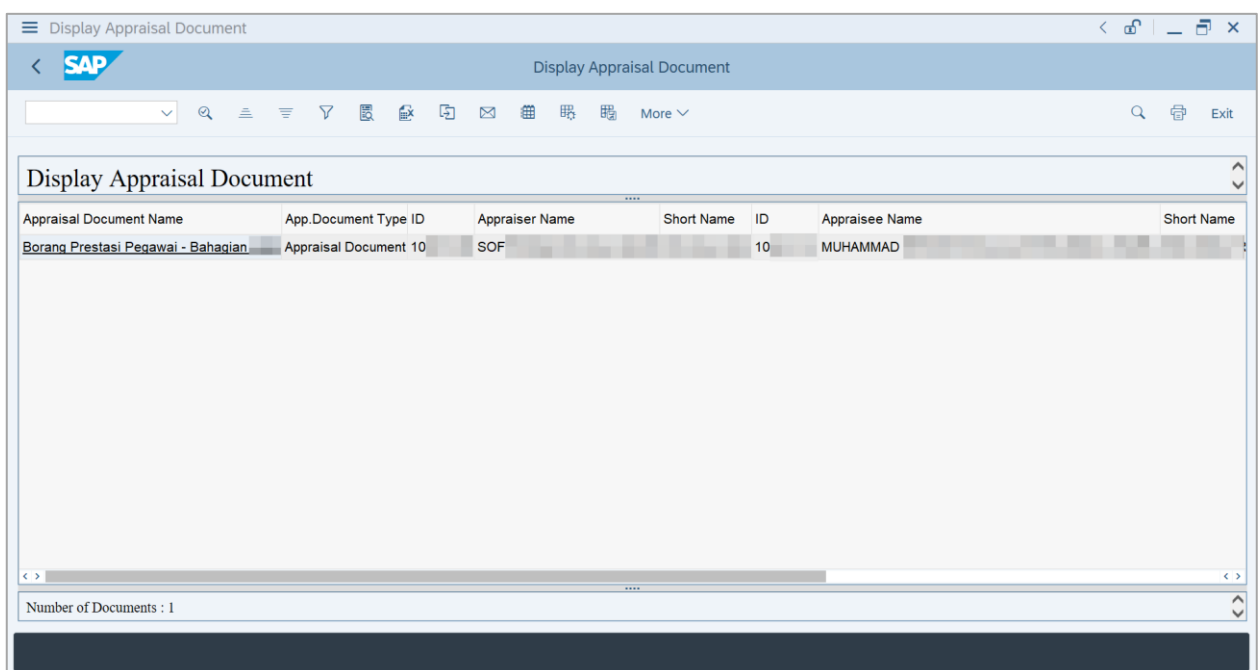
Template Name:

Document Date

Validity Period:  **3** To:  **3**

**Execute** **4**

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

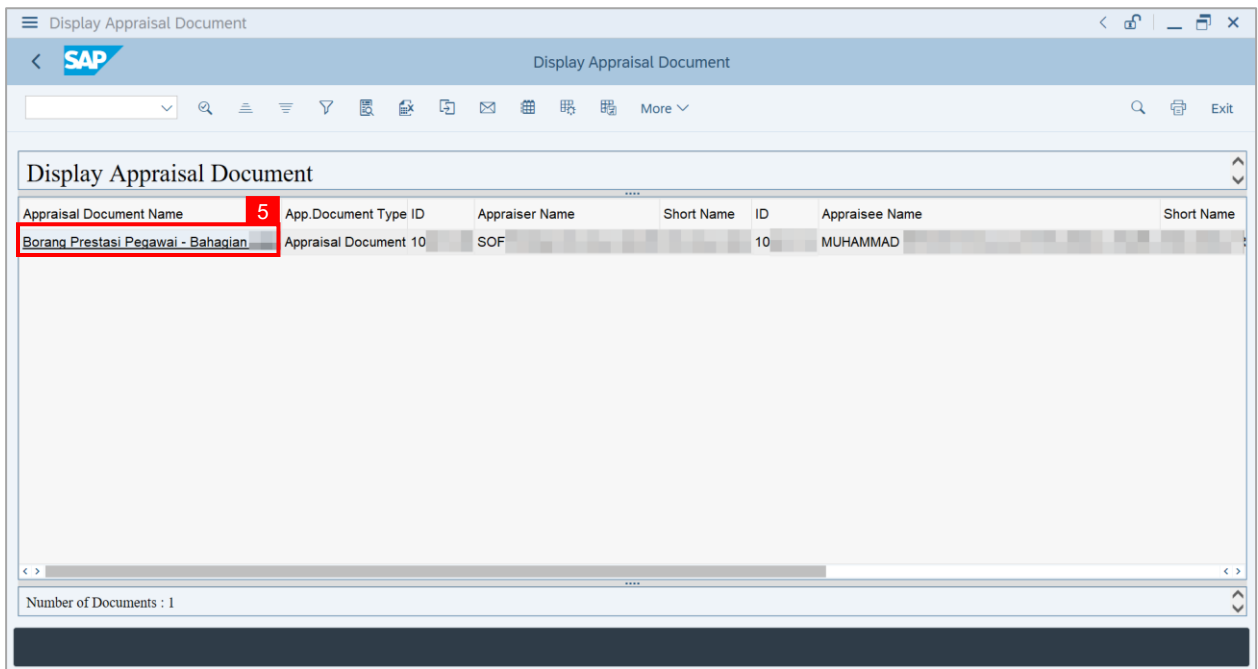


Display Appraisal Document

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraiser Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF	10	MUHAMMAD		

Number of Documents : 1

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

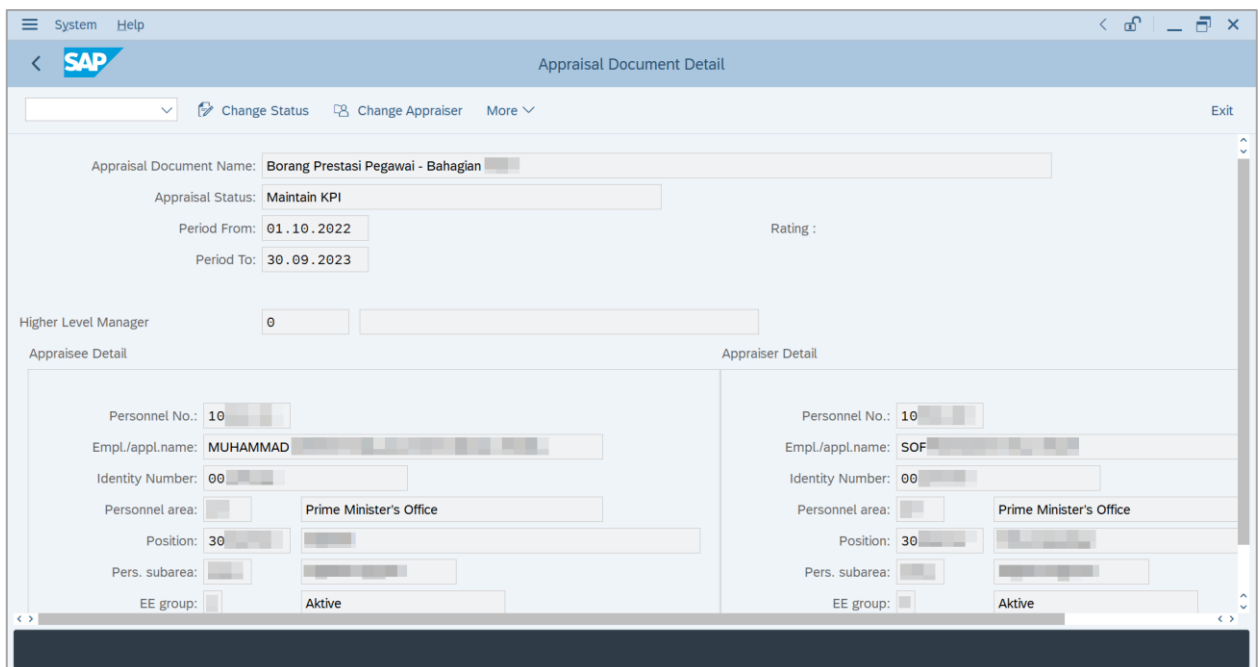


The screenshot shows the SAP 'Display Appraisal Document' interface. A table lists appraisal documents, with the first entry highlighted in red. The table has the following columns: Appraisal Document Name, App.Document Type ID, Appraiser Name, Short Name, ID, Appraisee Name, and Short Name.

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF		10	MUHAMMAD	

Number of Documents : 1

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



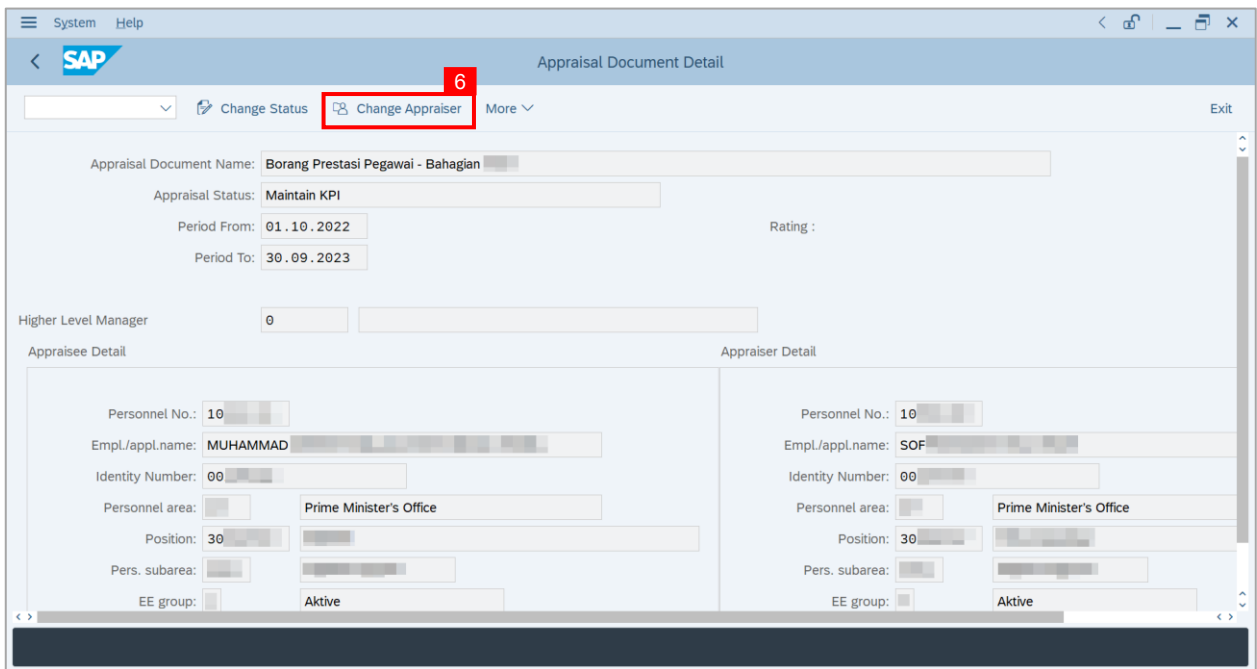
The screenshot shows the 'Appraisal Document Detail' page in SAP. It displays the following information:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Appraisal Status: Maintain KPI
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating :
- Higher Level Manager: 0

The page is divided into two main sections: Appraisee Detail and Appraiser Detail.

Appraisee Detail		Appraiser Detail	
Personnel No.:	10	Personnel No.:	10
Empl./appl.name:	MUHAMMAD	Empl./appl.name:	SOF
Identity Number:	00	Identity Number:	00
Personnel area:	Prime Minister's Office	Personnel area:	Prime Minister's Office
Position:	30	Position:	30
Pers. subarea:		Pers. subarea:	
EE group:	Aktive	EE group:	Aktive

## 6. Click on **Change Appraiser**.



The screenshot shows the SAP 'Appraisal Document Detail' window. At the top, there are navigation buttons: 'Change Status' and 'Change Appraiser'. The 'Change Appraiser' button is highlighted with a red box and the number '6'. Below the buttons, the appraisal details are displayed:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Appraisal Status: Maintain KPI
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating: (empty)
- Higher Level Manager: 0

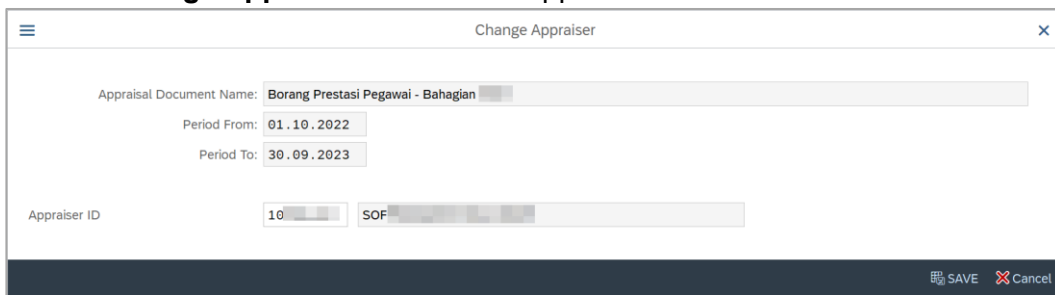
Below these details are two columns: 'Appraisee Detail' and 'Appraiser Detail'. The 'Appraisee Detail' column shows:

- Personnel No.: 10
- Empl./appl.name: MUHAMMAD
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea: (empty)
- EE group: Aktive

The 'Appraiser Detail' column shows:

- Personnel No.: 10
- Empl./appl.name: SOF
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea: (empty)
- EE group: Aktive

**Note:** Change Appraiser window will appear.



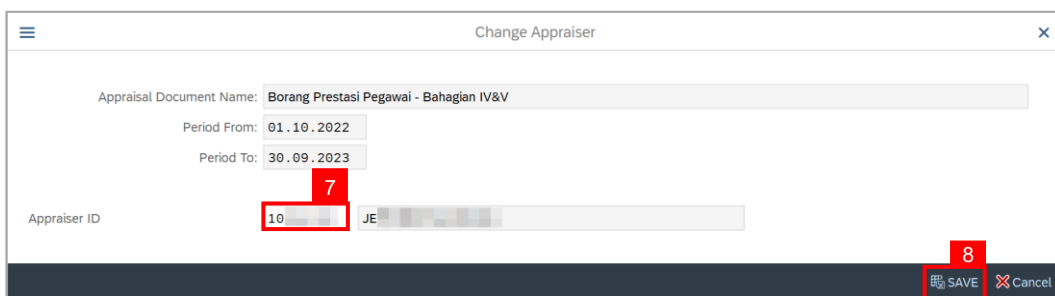
The screenshot shows the 'Change Appraiser' window. It contains the following information:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Period From: 01.10.2022
- Period To: 30.09.2023
- Appraiser ID: 10 SOF

At the bottom right, there are two buttons: 'SAVE' and 'Cancel'.

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

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



The screenshot shows the 'Change Appraiser' window with the following changes:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian IV&V
- Period From: 01.10.2022
- Period To: 30.09.2023
- Appraiser ID: 10 JE

The '10' in the Appraiser ID field is highlighted with a red box and the number '7'. At the bottom right, the 'SAVE' button is highlighted with a red box and the number '8'.



**Outcome: Appraiser has been changed.**

The screenshot displays the SAP 'Appraisal Document Detail' interface. At the top, there are navigation options: 'System', 'Help', and 'Appraisal Document Detail'. Below this, there are action buttons: 'Change Status', 'Change Appraiser', and 'More'. The main content area is divided into several sections:

- Appraisal Document Name:** Borang Prestasi Pegawai - Bahagian
- Appraisal Status:** Maintain KPI
- Period From:** 01.10.2022
- Period To:** 30.09.2023
- Rating:** (empty field)
- Higher Level Manager:** 0

The interface is split into two columns for details:

Appraisee Detail	Appraiser Detail
Personnel No.: 10	Personnel No.: 10
Empl./appl.name: MUHAMMAD	Empl./appl.name: JE
Identity Number: 00	Identity Number: 00
Personnel area: Prime Minister's Office	Personnel area: Prime Minister's Office
Position: 30	Position: 30
Pers. subarea:	Pers. subarea:
EE group: Aktive	EE group: Aktive



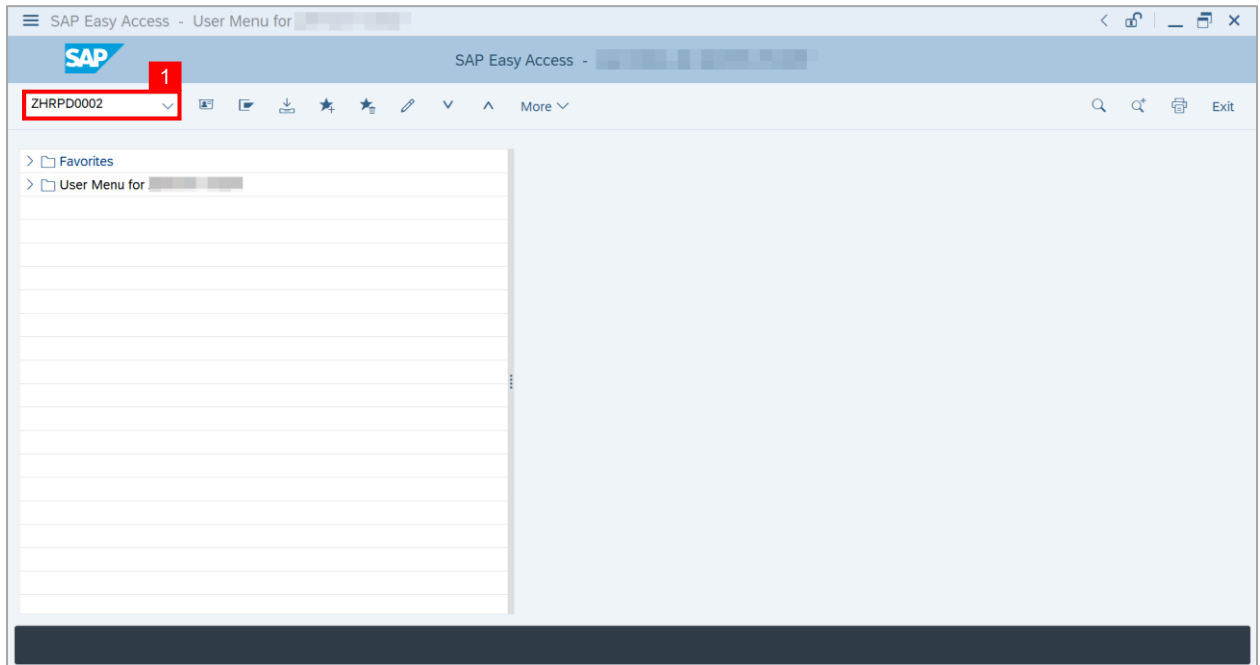
**APPRAISAL DOCUMENT  
OF EMPLOYEE  
TERMINATION**

**Backend User**

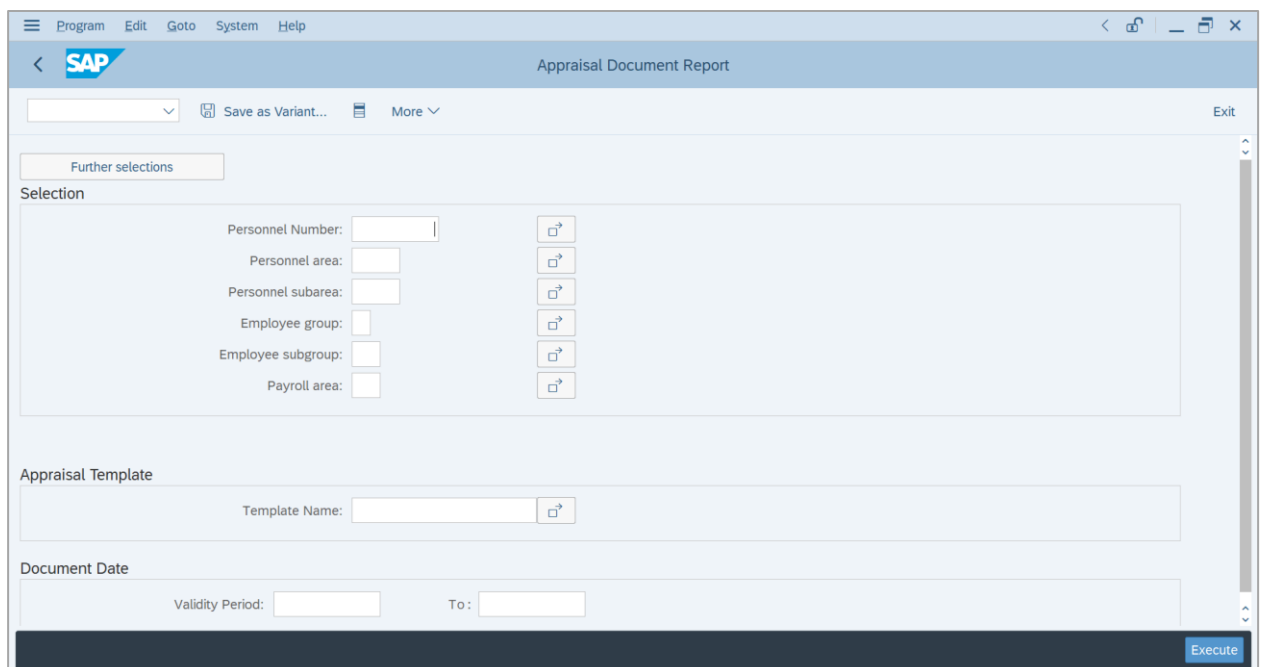
Department HR Admin

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.

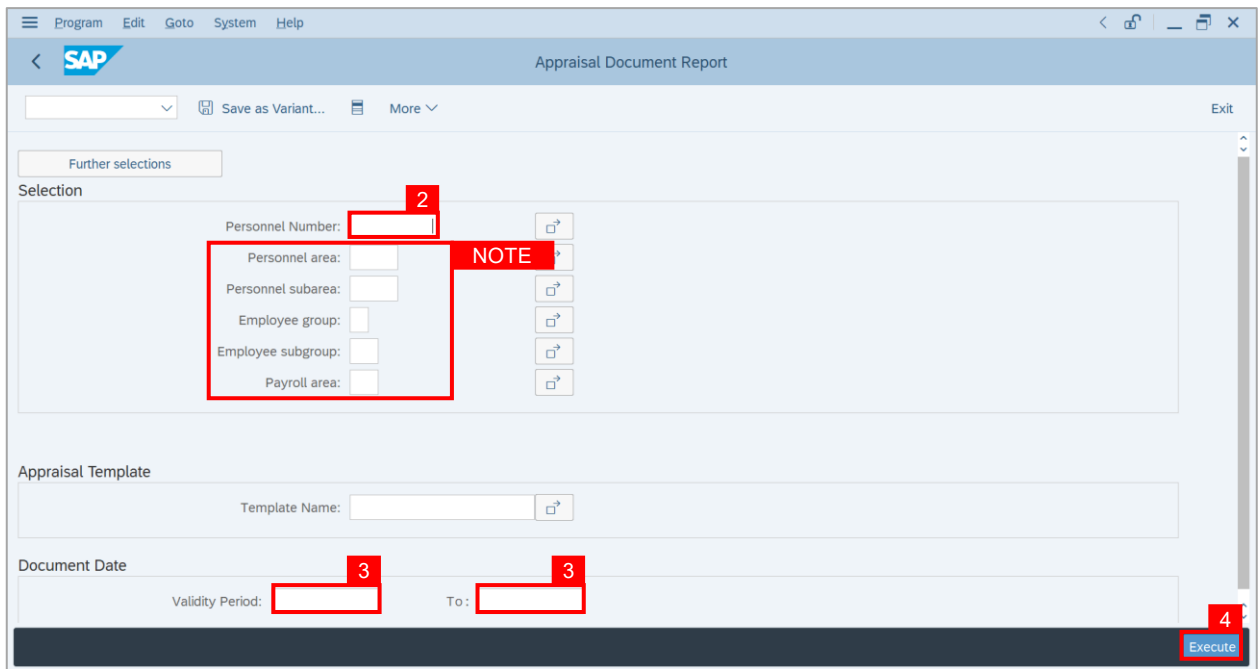


2. Enter the **Personnel Number**.

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

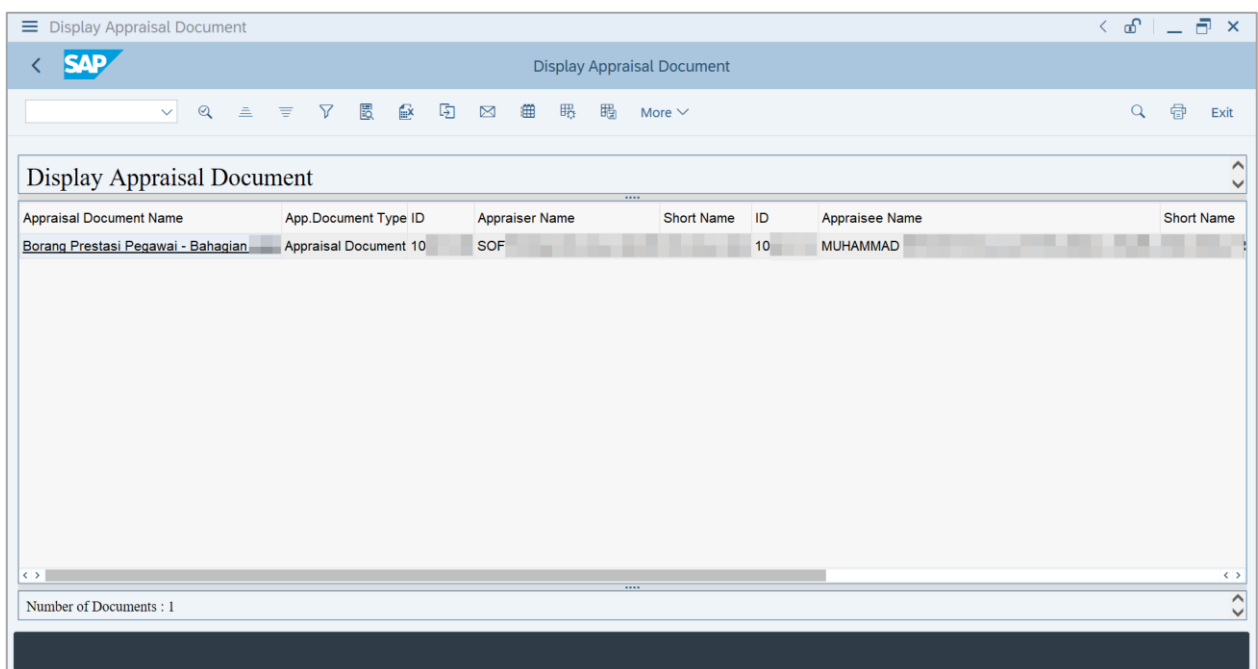
3. Under **Document Date**, enter the **Appraisal Period** as the **Validity Period**.

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



The screenshot shows the SAP 'Appraisal Document Report' form. The 'Selection' section contains several input fields: 'Personnel Number' (annotated with a red '2'), 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area'. A red box highlights these fields, and a red 'NOTE' label points to the 'Personnel Number' field. The 'Document Date' section has 'Validity Period' and 'To' fields (both annotated with a red '3'). At the bottom right, there is an 'Execute' button (annotated with a red '4').

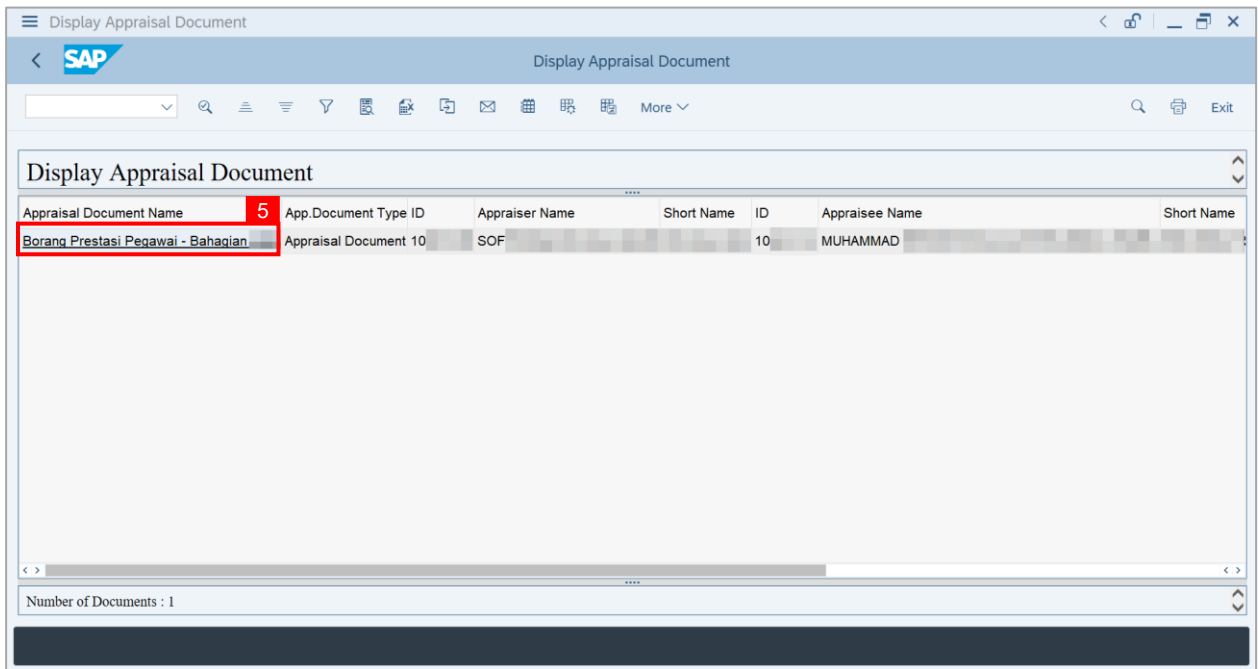
**Note:** Display Appraisal Document page will be displayed.



The screenshot shows the 'Display Appraisal Document' table in SAP. The table has the following columns: Appraisal Document Name, App.Document Type, ID, Appraiser Name, Short Name, ID, Appraisee Name, and Short Name. The data row shows: Borang Prestasi Pegawai - Bahagian, Appraisal Document, 10, SOF, MUHAMMAD, 10, MUHAMMAD. Below the table, it indicates 'Number of Documents : 1'.

Appraisal Document Name	App.Document Type	ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document	10	SOF	MUHAMMAD	10	MUHAMMAD	

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

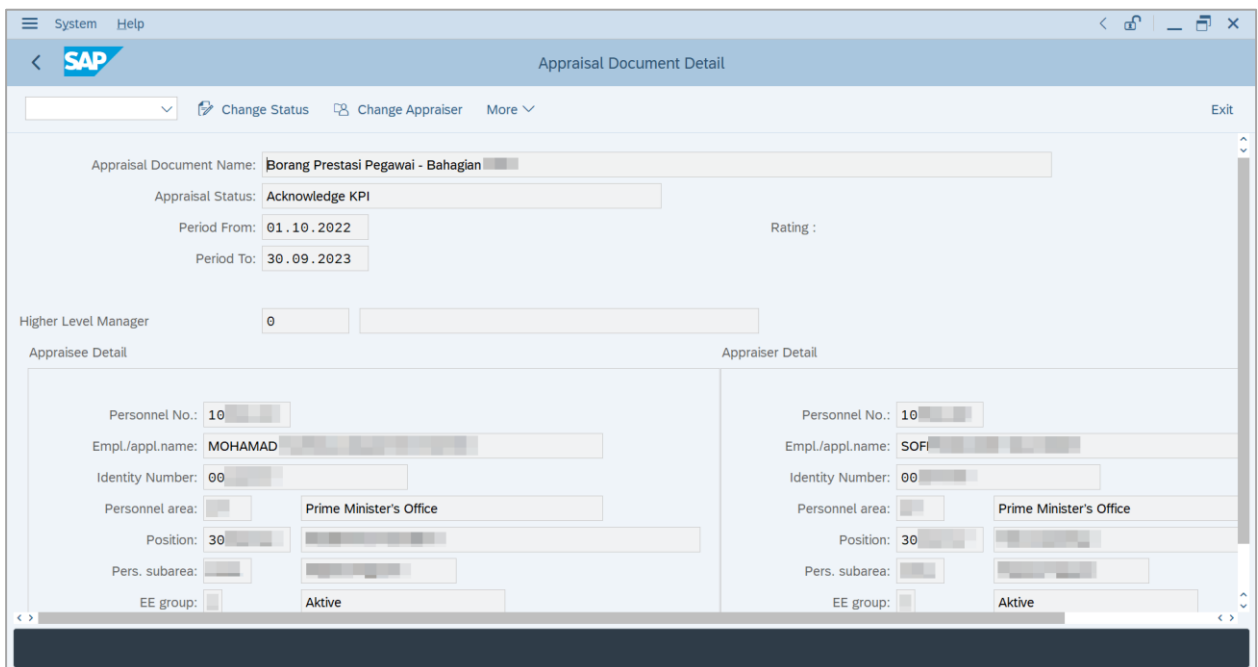


The screenshot shows the SAP 'Display Appraisal Document' window. A table lists appraisal documents, with the first row highlighted in red. The table has the following columns and data:

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF		10	MUHAMMAD	

Below the table, it indicates 'Number of Documents : 1'.

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



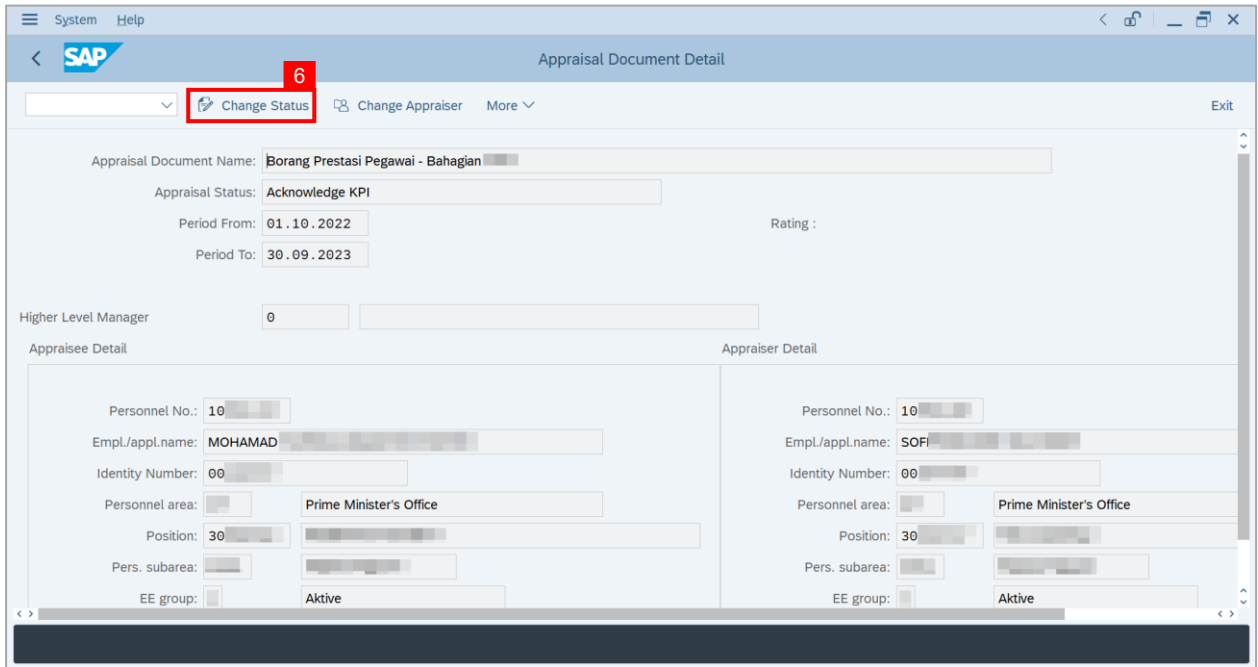
The screenshot shows the 'Appraisal Document Detail' page in SAP. The details are as follows:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Appraisal Status: Acknowledge KPI
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating: (empty field)
- Higher Level Manager: 0

The page is divided into two sections: 'Appraisee Detail' and 'Appraiser Detail'.

Appraisee Detail		Appraiser Detail	
Personnel No.:	10	Personnel No.:	10
Empl./appl.name:	MOHAMAD	Empl./appl.name:	SOF
Identity Number:	00	Identity Number:	00
Personnel area:	Prime Minister's Office	Personnel area:	Prime Minister's Office
Position:	30	Position:	30
Pers. subarea:		Pers. subarea:	
EE group:	Aktive	EE group:	Aktive

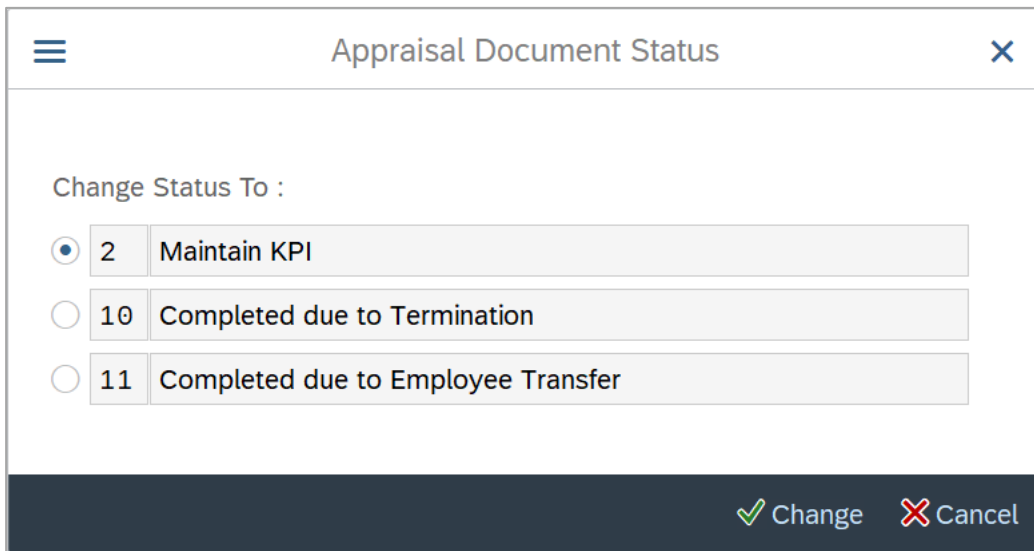
## 6. Click on **Change Status**.



The screenshot shows the SAP 'Appraisal Document Detail' window. The 'Change Status' button is highlighted with a red box and a red '6'. The window displays the following information:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Appraisal Status: Acknowledge KPI
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating: (blank)
- Higher Level Manager: 0
- Appraisee Detail:
  - Personnel No.: 10
  - Empl./appl.name: MOHAMAD
  - Identity Number: 00
  - Personnel area: Prime Minister's Office
  - Position: 30
  - Pers. subarea: (blank)
  - EE group: Aktive
- Appraiser Detail:
  - Personnel No.: 10
  - Empl./appl.name: SOFI
  - Identity Number: 00
  - Personnel area: Prime Minister's Office
  - Position: 30
  - Pers. subarea: (blank)
  - EE group: Aktive

**Note:** Appraisal Document Status window will appear.

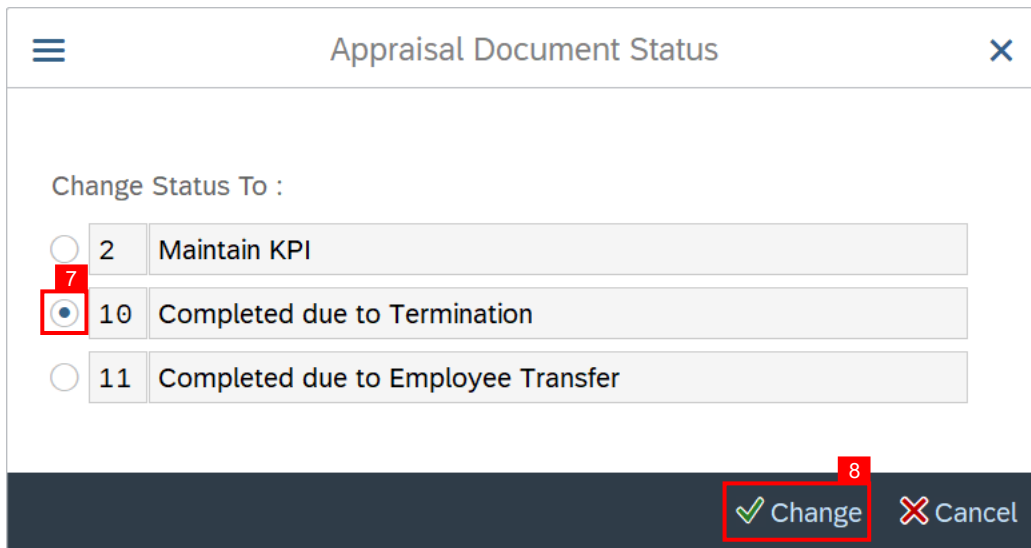


The screenshot shows the 'Appraisal Document Status' dialog box. It contains the following information:

- Change Status To :
- 2 Maintain KPI
- 10 Completed due to Termination
- 11 Completed due to Employee Transfer
- Buttons:  Change  Cancel

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

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



Appraisal Document Status

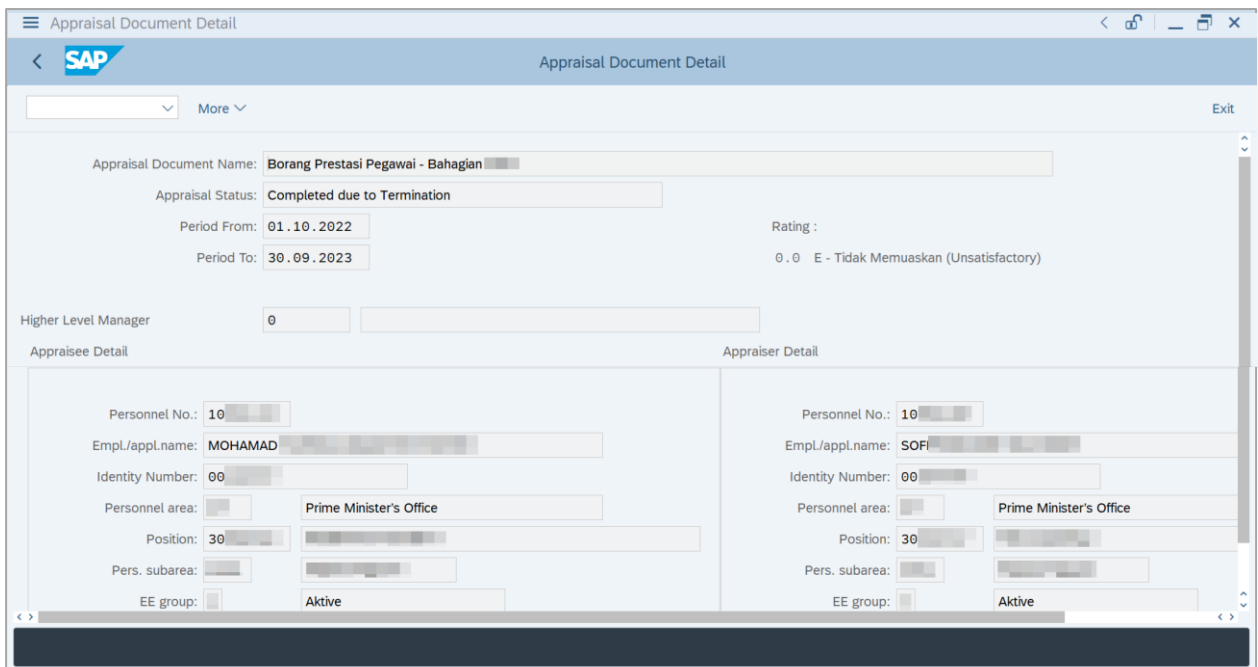
Change Status To :

2 Maintain KPI

10 Completed due to Termination

11 Completed due to Employee Transfer

**Outcome: Appraisal document has been completed due to Termination.**



Appraisal Document Detail

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian

Appraisal Status: Completed due to Termination

Period From: 01.10.2022 Rating: 0.0 E - Tidak Memuaskan (Unsatisfactory)

Period To: 30.09.2023

Higher Level Manager: 0

Appraisee Detail

Personnel No.: 10

Empl./appl.name: MOHAMAD

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

Appraiser Detail

Personnel No.: 10

Empl./appl.name: SOFI

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

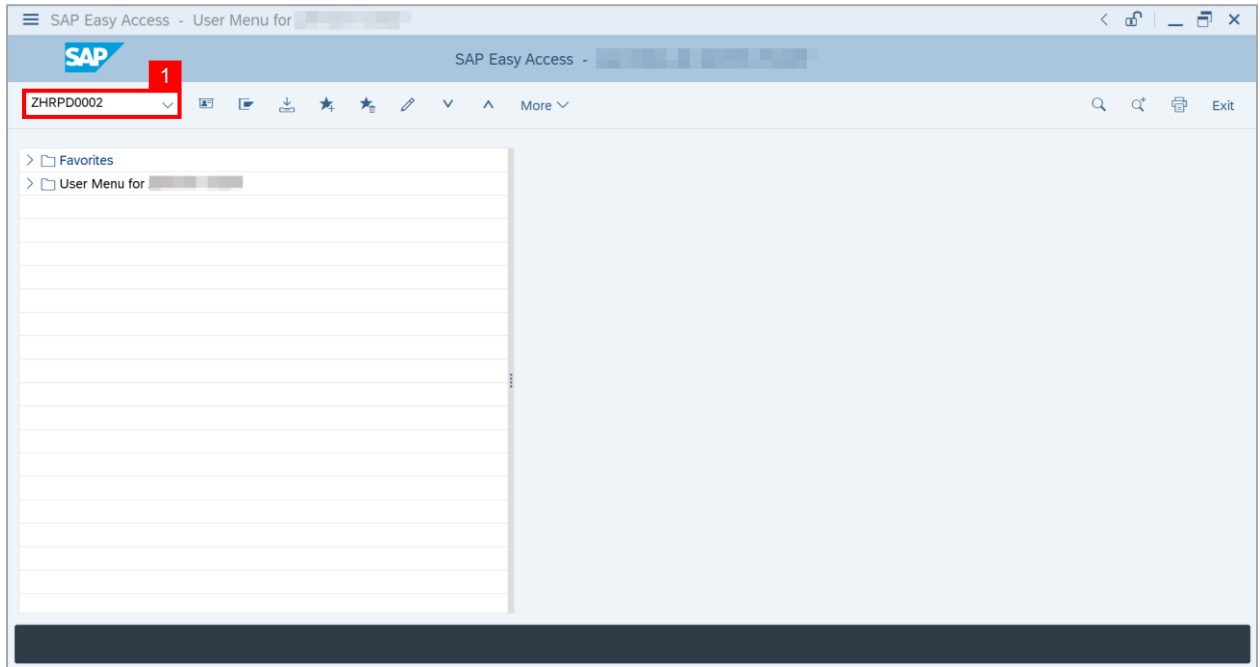
## APPRAISAL DOCUMENT OF EMPLOYEE TRANSFER

Backend User

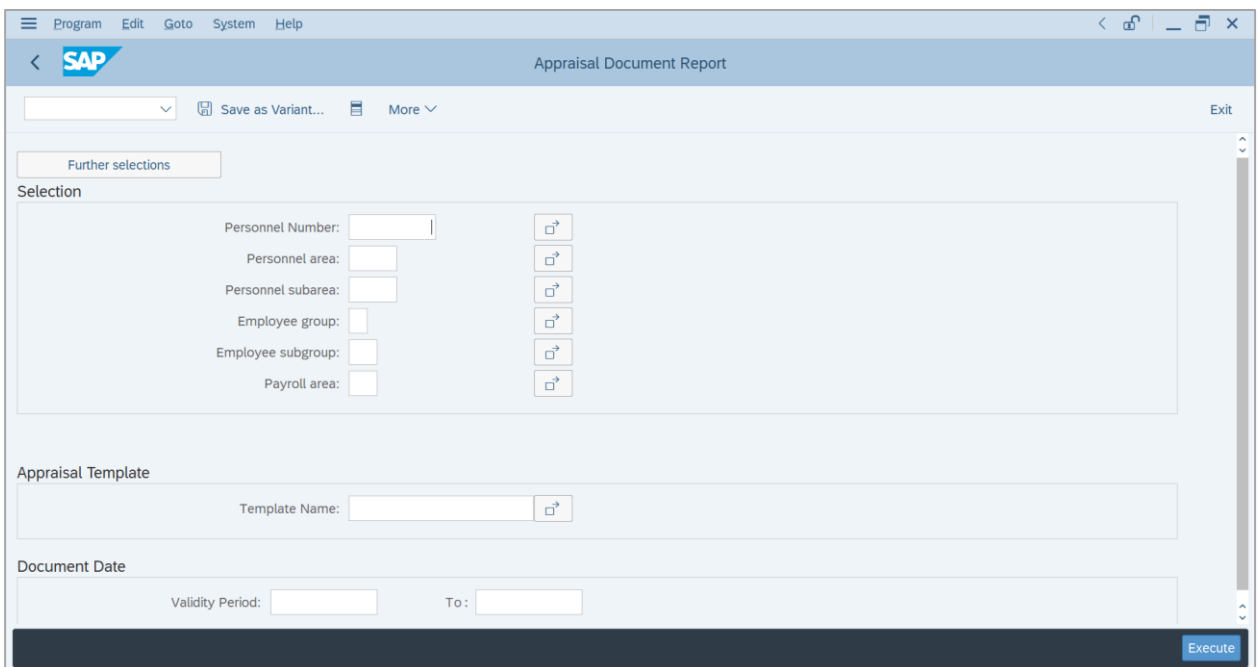
Department HR Admin

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.

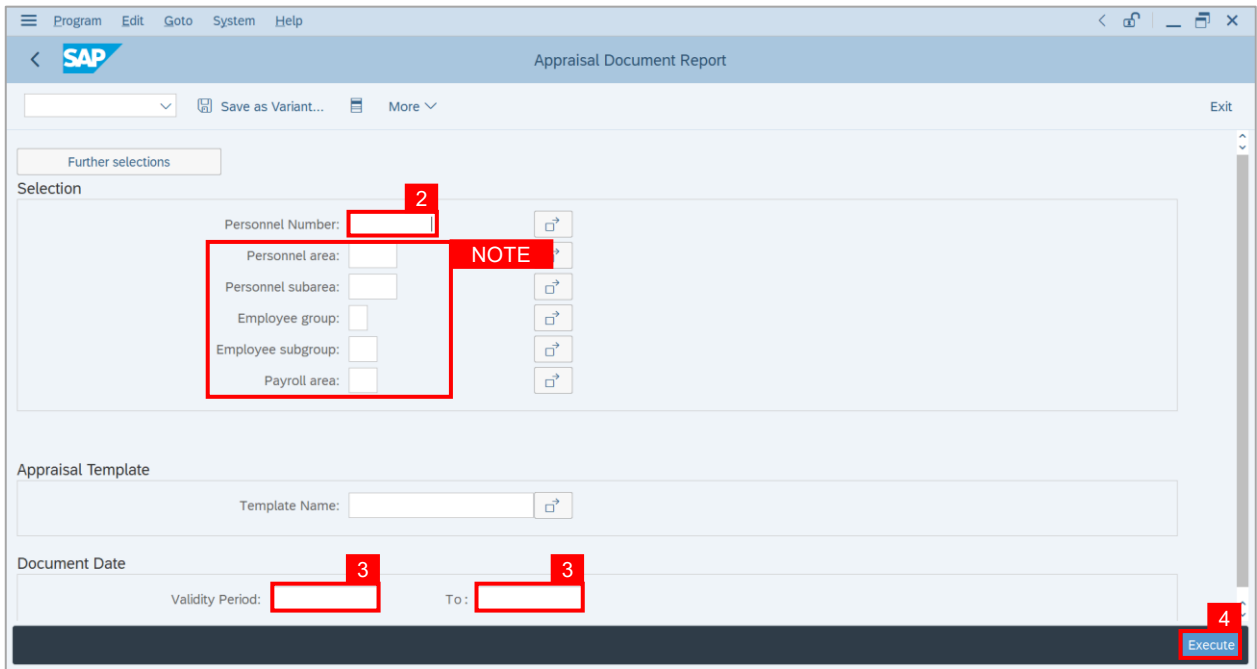


2. Enter the **Personnel Number**.

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

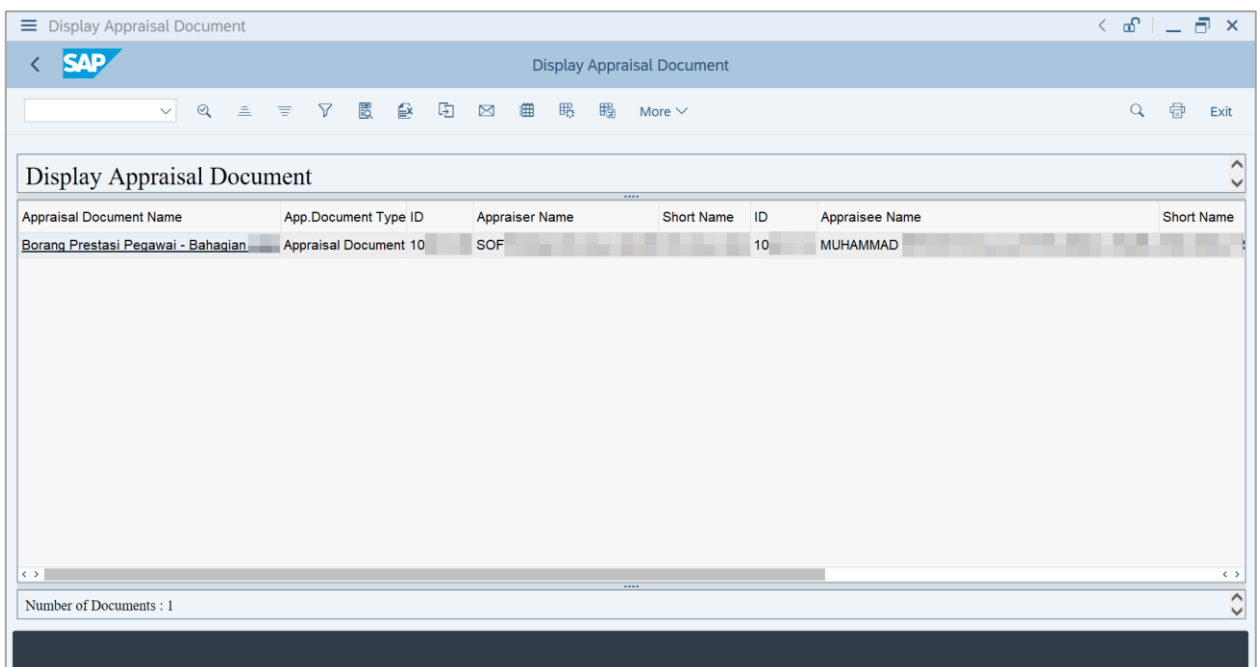
3. Under **Document Date**, enter the **Appraisal Period** as the **Validity Period**.

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



The screenshot shows the SAP 'Appraisal Document Report' form. The 'Selection' section contains several input fields: 'Personnel Number' (with a red box and '2' above it), 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area'. A red box highlights these fields, and a red 'NOTE' label is placed next to it. The 'Document Date' section has 'Validity Period' and 'To' fields (both with red boxes and '3' above them). The 'Execute' button is highlighted with a red box and '4' above it.

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

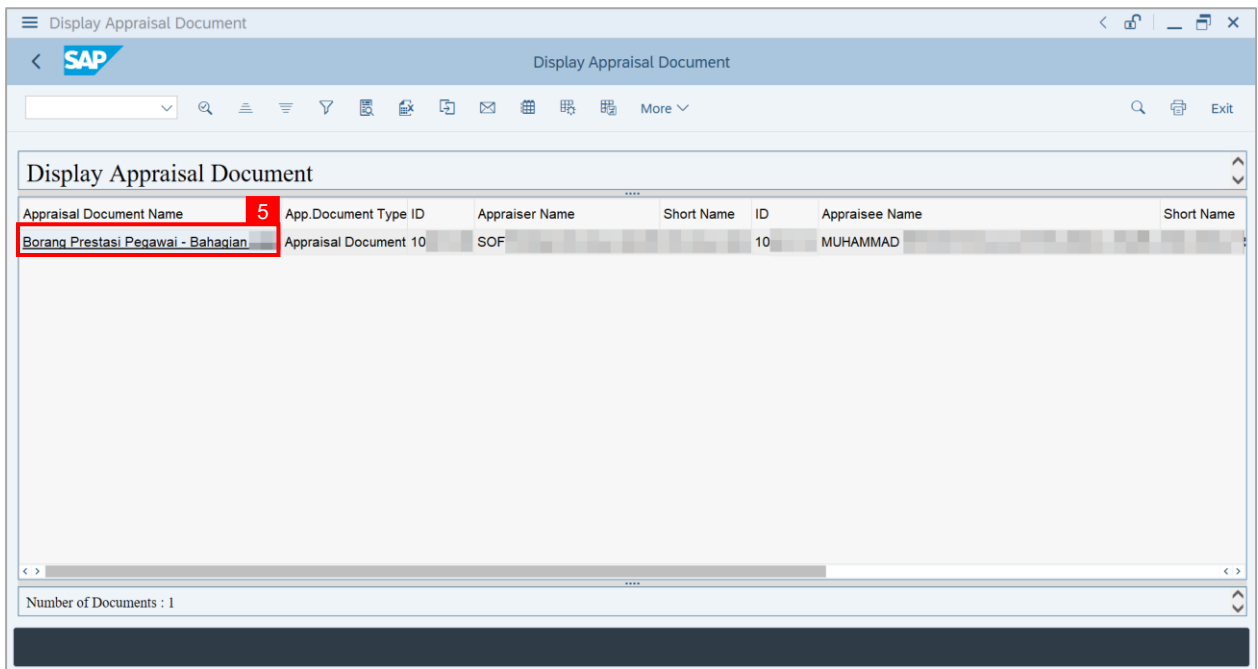


The screenshot shows the 'Display Appraisal Document' table in SAP. The table has the following columns: Appraisal Document Name, App.Document Type ID, Appraiser Name, Short Name, ID, Appraisee Name, and Short Name. The data row shows: Borang Prestasi Pegawai - Bahagian, Appraisal Document 10, SOF, 10, MUHAMMAD.

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF	10	MUHAMMAD		

Number of Documents : 1

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

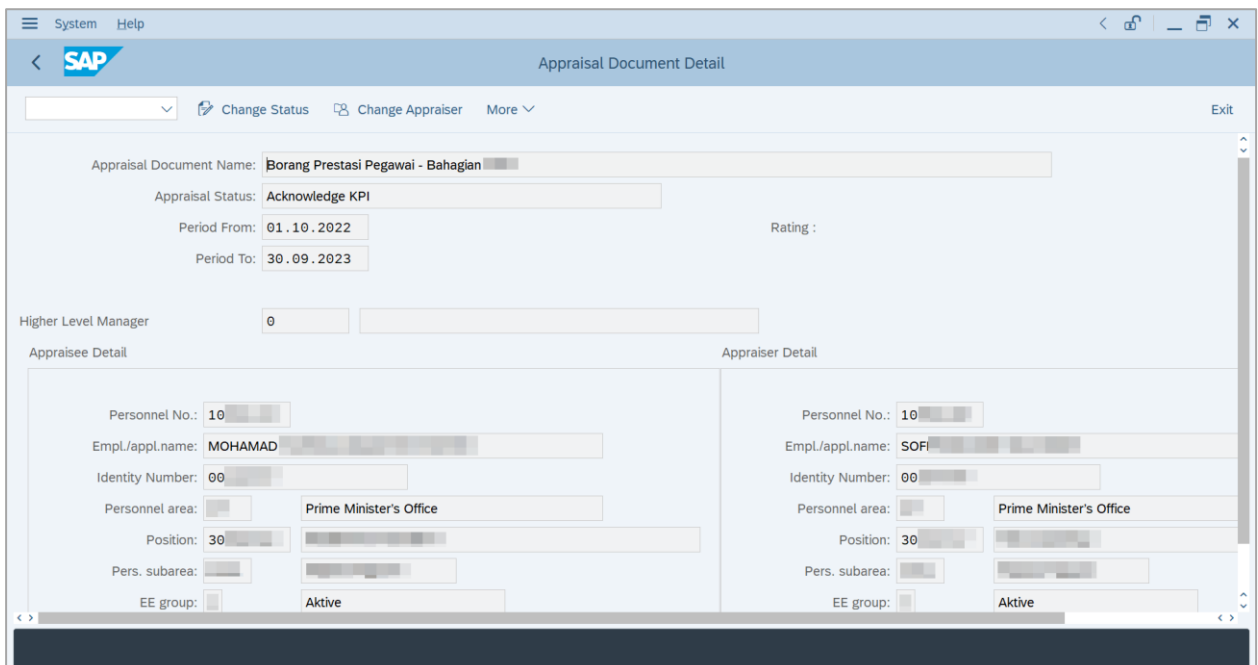


The screenshot shows the SAP 'Display Appraisal Document' interface. The title bar reads 'Display Appraisal Document'. Below the title bar is a search and filter toolbar. The main content area displays a table with the following data:

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF		10	MUHAMMAD	

At the bottom of the interface, it indicates 'Number of Documents : 1'.

## Appraisal Document Detail page will be displayed.



The screenshot shows the SAP 'Appraisal Document Detail' interface. The title bar reads 'Appraisal Document Detail'. Below the title bar is a toolbar with 'Change Status', 'Change Appraiser', and 'More' options. The main content area displays the following details:

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian

Appraisal Status: Acknowledge KPI

Period From: 01.10.2022

Period To: 30.09.2023

Rating :

Higher Level Manager: 0

Appraisee Detail:

- Personnel No.: 10
- Empl/appl.name: MOHAMAD
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea:
- EE group: Aktive

Appraiser Detail:

- Personnel No.: 10
- Empl/appl.name: SOF
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea:
- EE group: Aktive



## 6. Click on **Change Status**.

System Help

SAP Appraisal Document Detail

6 Change Status Change Appraiser More

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian

Appraisal Status: Acknowledge KPI

Period From: 01.10.2022 Rating :

Period To: 30.09.2023

Higher Level Manager: 0

Appraisee Detail Appraiser Detail

Personnel No.: 10 Empl./appl.name: MOHAMAD Identity Number: 00 Personnel area: Prime Minister's Office Position: 30 Pers. subarea: EE group: Aktive

Personnel No.: 10 Empl./appl.name: SOFI Identity Number: 00 Personnel area: Prime Minister's Office Position: 30 Pers. subarea: EE group: Aktive

**Note:** Appraisal Document Status window will appear.

Appraisal Document Status

Change Status To :

2 Maintain KPI

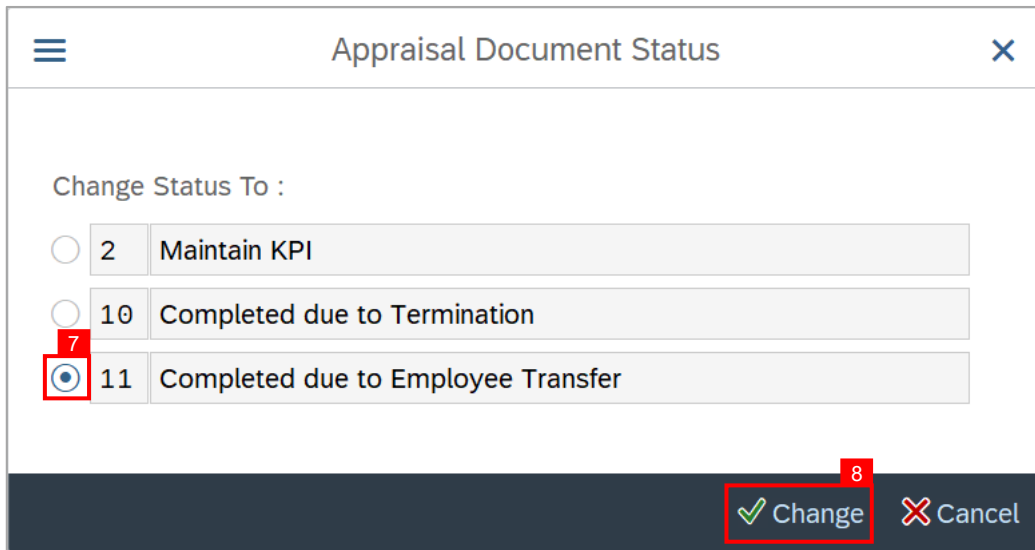
10 Completed due to Termination

11 Completed due to Employee Transfer

Change Cancel

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

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



Appraisal Document Status

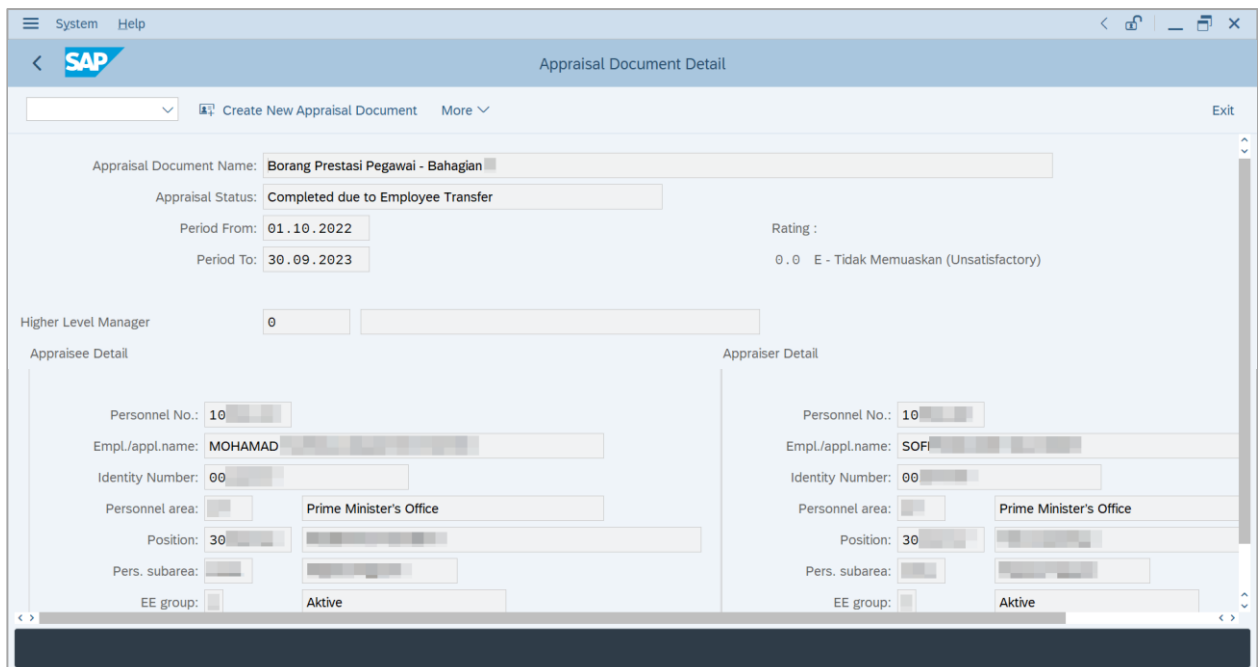
Change Status To :

2 Maintain KPI

10 Completed due to Termination

11 Completed due to Employee Transfer

**Outcome: Appraisal document has been completed due to Employee Transfer.**



System Help

SAP Appraisal Document Detail

Create New Appraisal Document More

Exit

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian

Appraisal Status: Completed due to Employee Transfer

Period From: 01.10.2022 Rating: 0,0 E - Tidak Memuaskan (Unsatisfactory)

Period To: 30.09.2023

Higher Level Manager: 0

Appraisee Detail

Personnel No.: 10

Empl./appl.name: MOHAMAD

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

Appraiser Detail

Personnel No.: 10

Empl./appl.name: SOFI

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

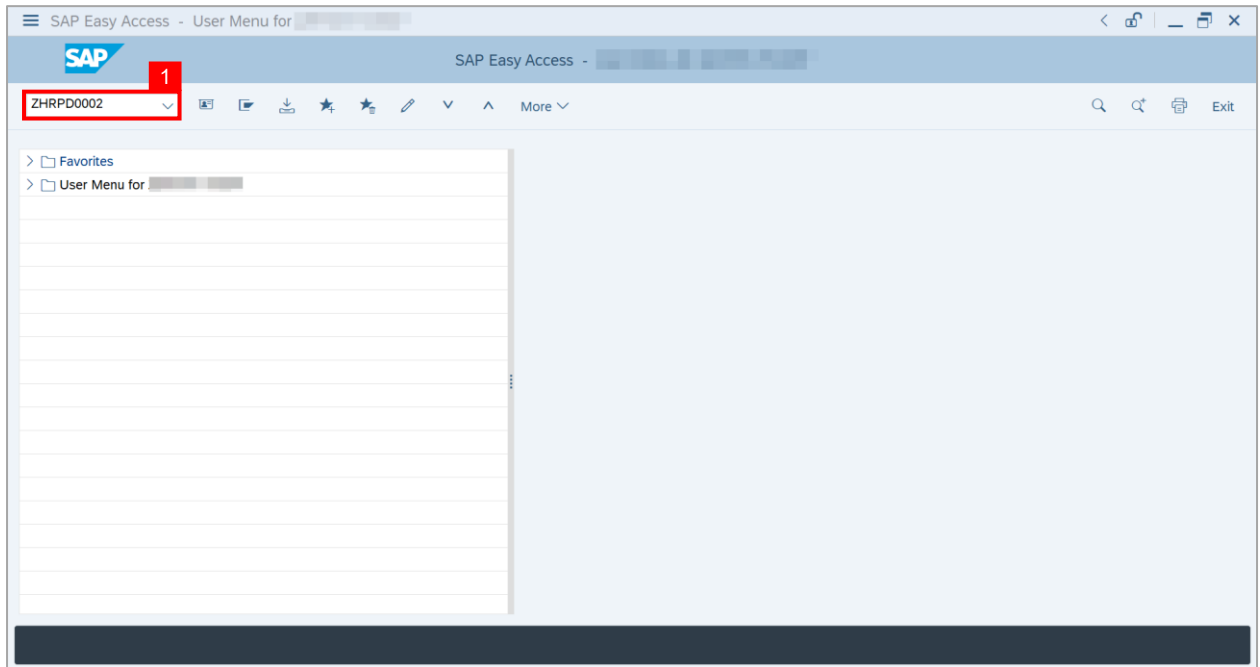
**SEND BACK APPRAISAL  
DOCUMENT HR ADMIN**

**Backend User**

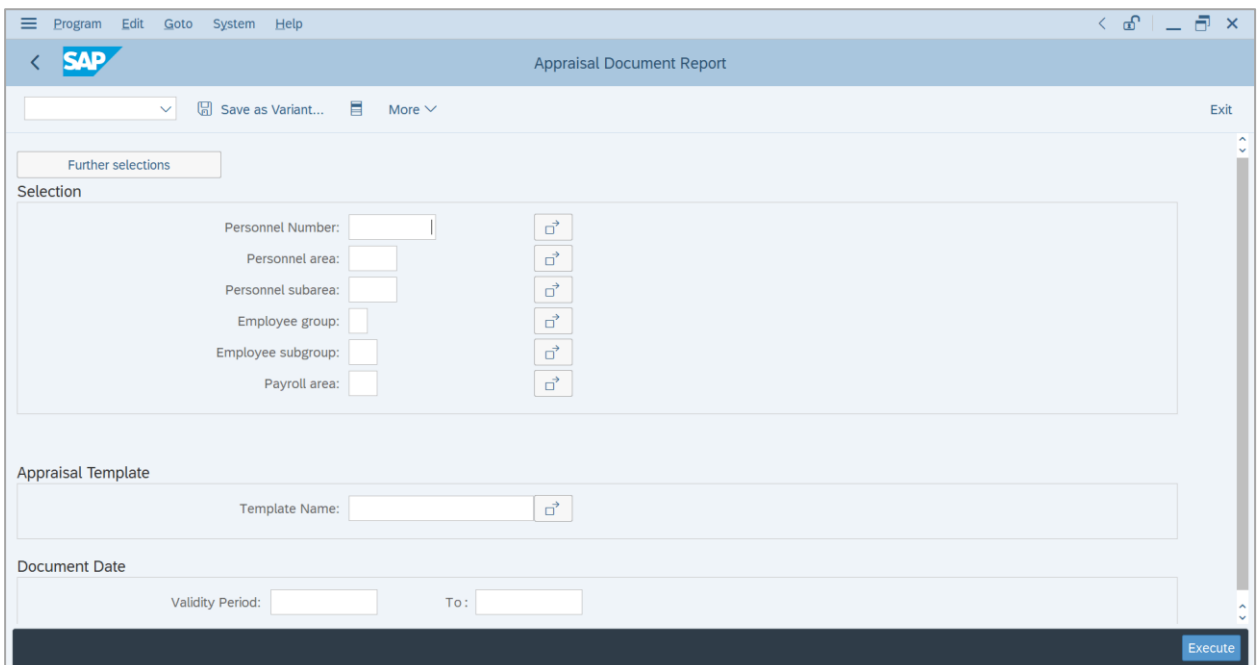
Department HR Admin

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.

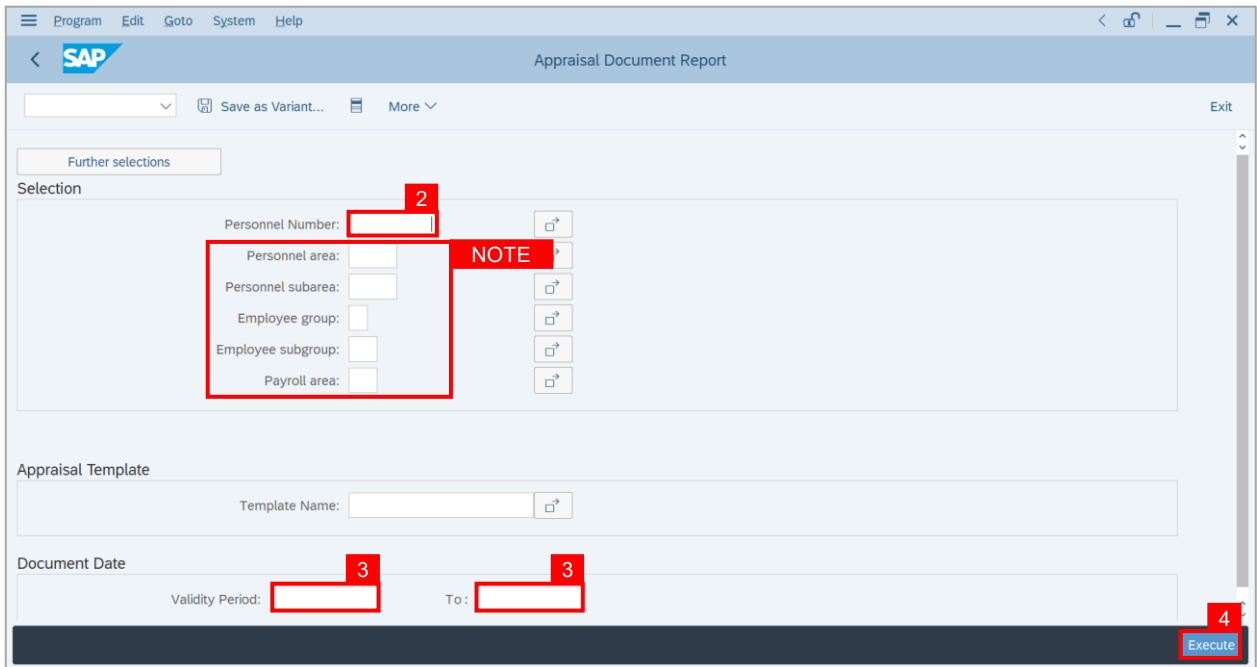


2. Enter the **Personnel Number**.

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

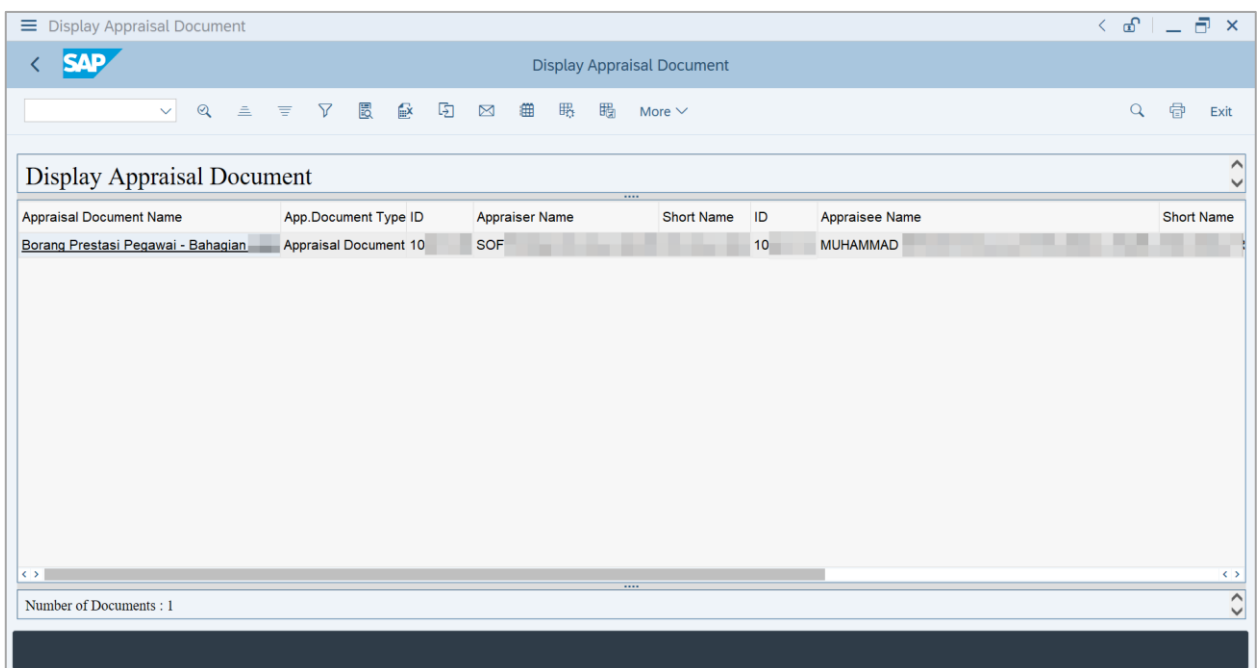
3. Under **Document Date**, enter the **Appraisal Period** as the **Validity Period**.

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



The screenshot shows the SAP 'Appraisal Document Report' form. The 'Selection' section contains several input fields: 'Personnel Number' (with a red box and '2' above it), 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Payroll area'. A red box highlights these fields, and a red 'NOTE' label is placed next to it. The 'Document Date' section has 'Validity Period' and 'To' fields (both with red boxes and '3' above them). The 'Execute' button is highlighted with a red box and '4' next to it.

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

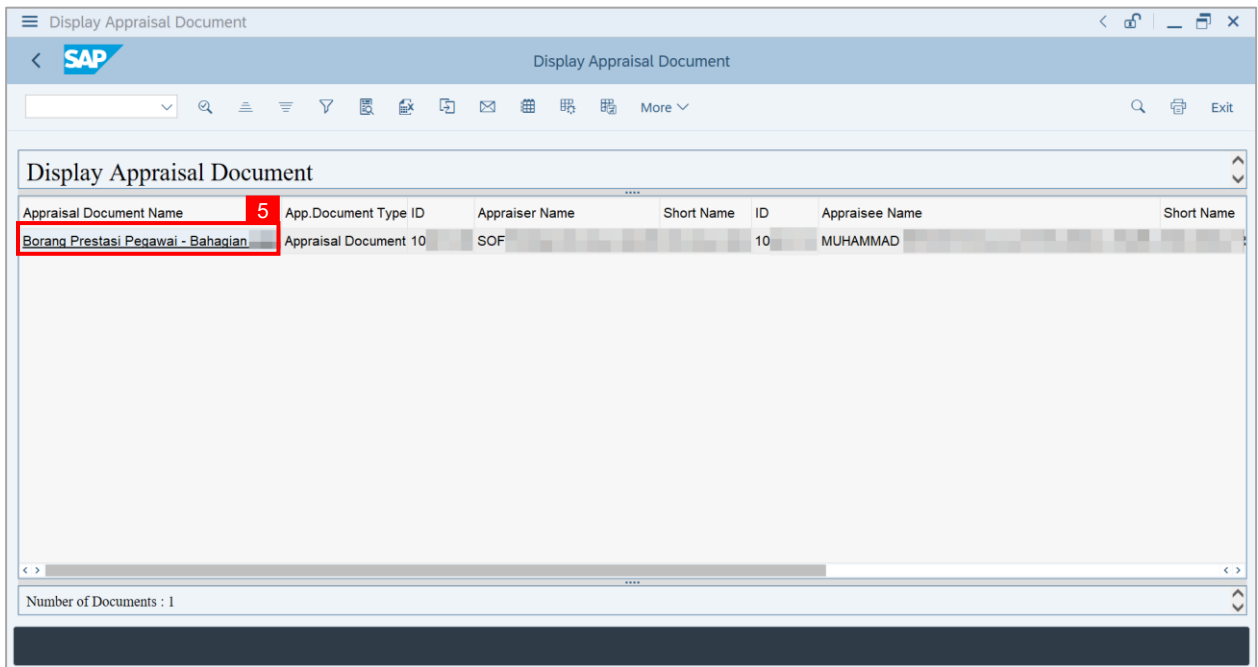


The screenshot shows the 'Display Appraisal Document' table in SAP. The table has the following columns: Appraisal Document Name, App.Document Type ID, Appraiser Name, Short Name, ID, Appraiser Name, and Short Name. The data row shows: Borang Prestasi Pegawai - Bahagian, Appraisal Document 10, SOF, 10, MUHAMMAD.

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraiser Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF	10	MUHAMMAD		

Number of Documents : 1

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

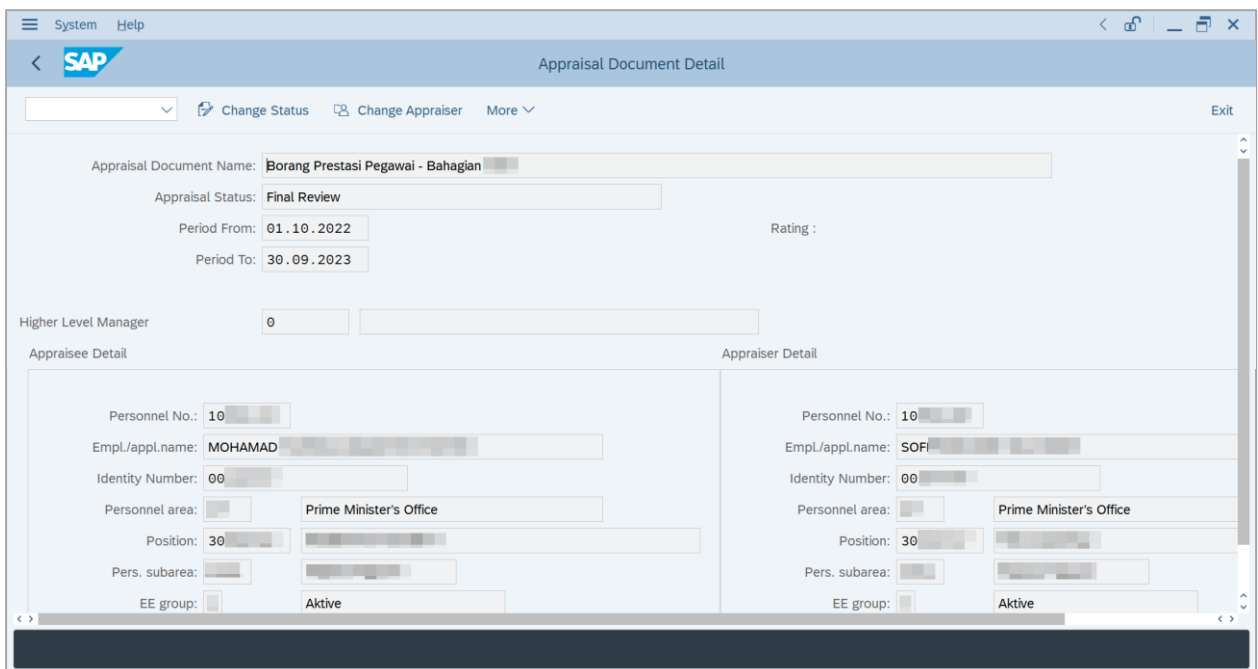


The screenshot shows the SAP 'Display Appraisal Document' interface. The main table contains the following data:

Appraisal Document Name	App.Document Type ID	Appraiser Name	Short Name	ID	Appraisee Name	Short Name
Borang Prestasi Pegawai - Bahagian	Appraisal Document 10	SOF		10	MUHAMMAD	

Number of Documents : 1

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



The screenshot shows the 'Appraisal Document Detail' page in SAP. The details are as follows:

- Appraisal Document Name: Borang Prestasi Pegawai - Bahagian
- Appraisal Status: Final Review
- Period From: 01.10.2022
- Period To: 30.09.2023
- Rating :
- Higher Level Manager: 0

The page is divided into two sections: Appraisee Detail and Appraiser Detail.

**Appraisee Detail:**

- Personnel No.: 10
- Empl./appl.name: MOHAMAD
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea:
- EE group: Aktive

**Appraiser Detail:**

- Personnel No.: 10
- Empl./appl.name: SOFI
- Identity Number: 00
- Personnel area: Prime Minister's Office
- Position: 30
- Pers. subarea:
- EE group: Aktive

## 6. Click on **Change Status**.

System Help

SAP Appraisal Document Detail

Change Status Change Appraiser More

Appraisal Document Name: Borang Prestasi Pegawai - Bahagian

Appraisal Status: Final Review

Period From: 01.10.2022 Rating :

Period To: 30.09.2023

Higher Level Manager: 0

Appraisee Detail

Personnel No.: 10

Empl./appl.name: MOHAMAD

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

Appraiser Detail

Personnel No.: 10

Empl./appl.name: SOF

Identity Number: 00

Personnel area: Prime Minister's Office

Position: 30

Pers. subarea:

EE group: Aktive

**Note:** Appraisal Document Status window will appear.

Appraisal Document Status

Change Status To :

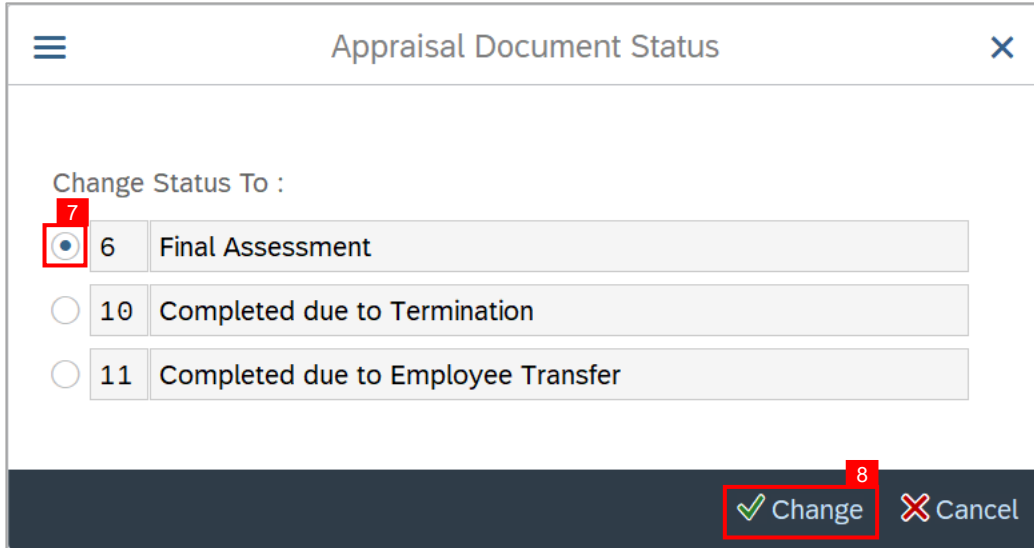
6 Final Assessment

10 Completed due to Termination

11 Completed due to Employee Transfer

Change Cancel

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.**

