



SISTEM SUMBER MANUSIA

User Guide

For JPA Endorser

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **JPA Endorser (Back End User)** to manage **Promotion / Substantive Acting module**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



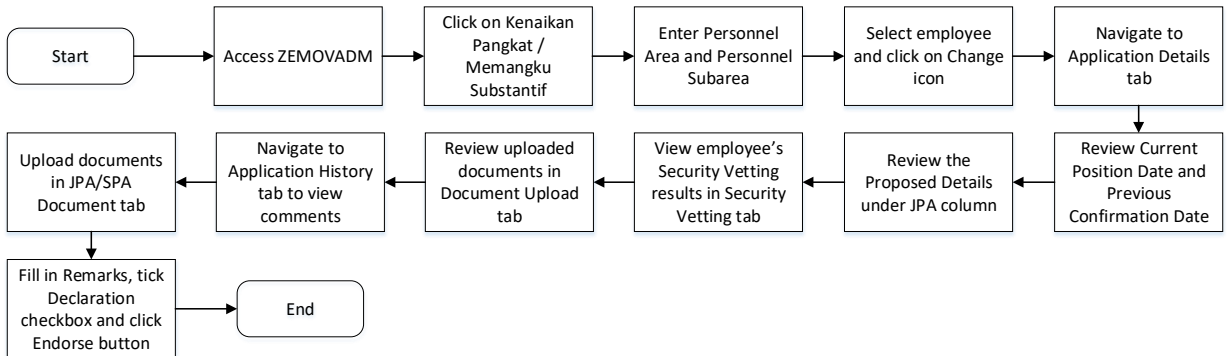
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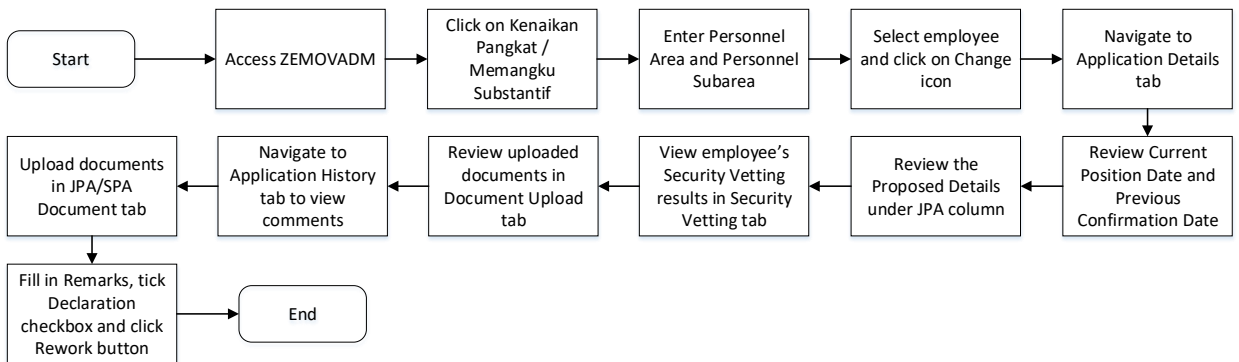


Process Overview

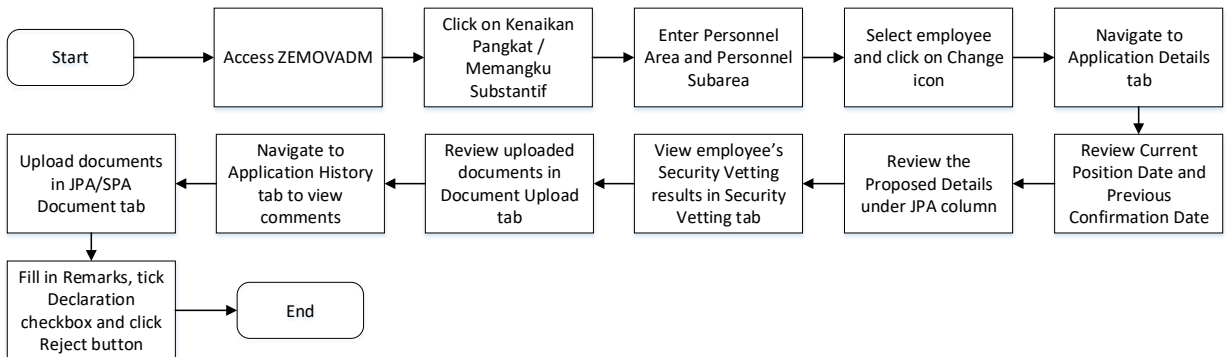
Endorse Application



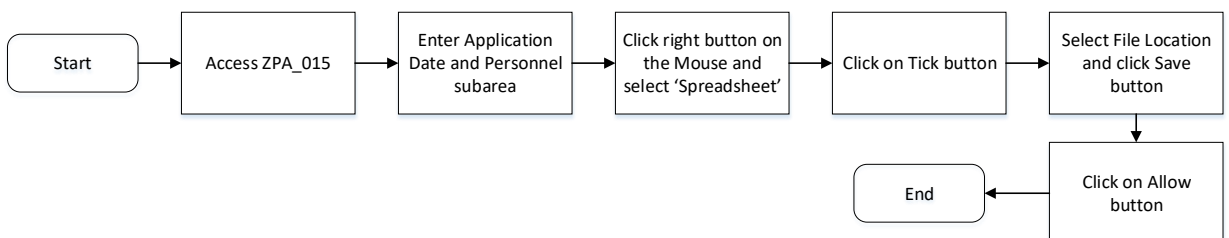
Rework Application



Reject Application



Promotion / Substantive Acting Application Report



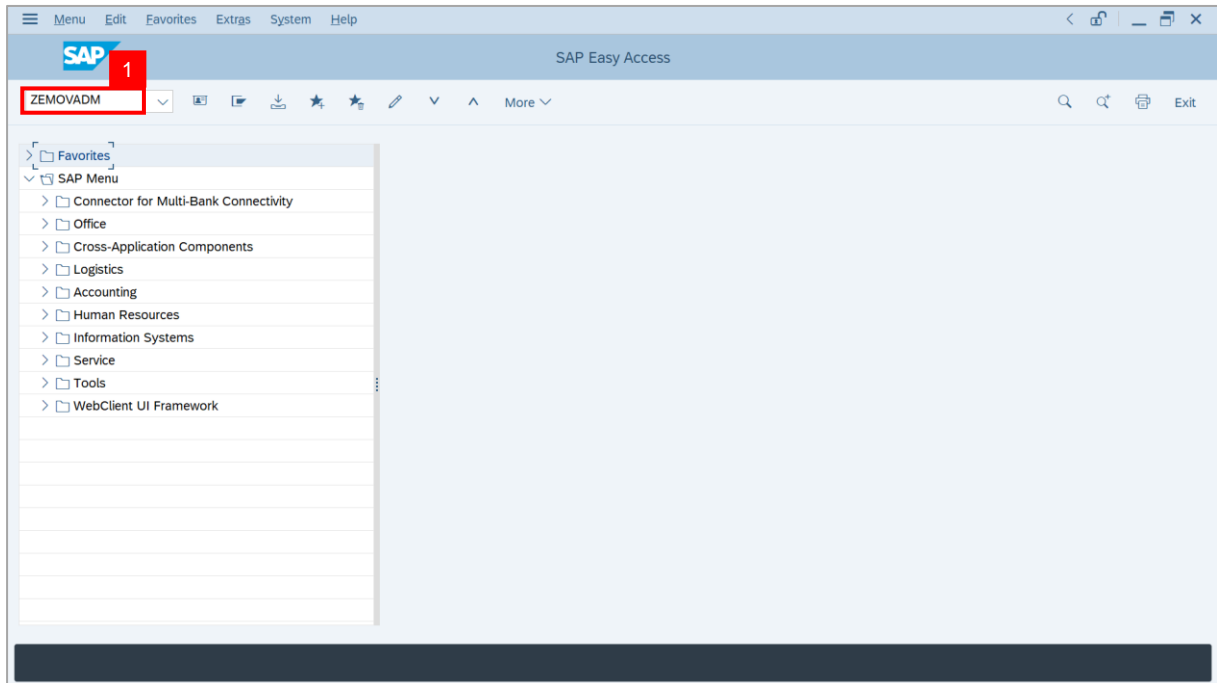
**ENDORSE
APPLICATION**

Backend User

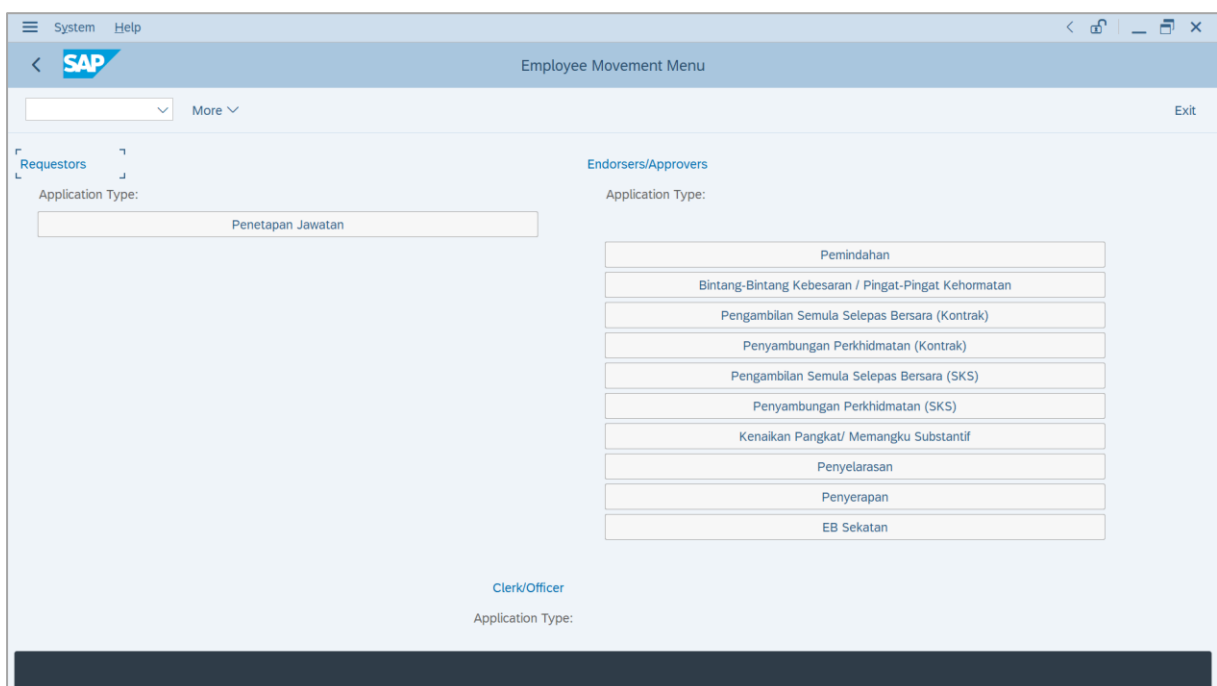
JPA Endorser

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

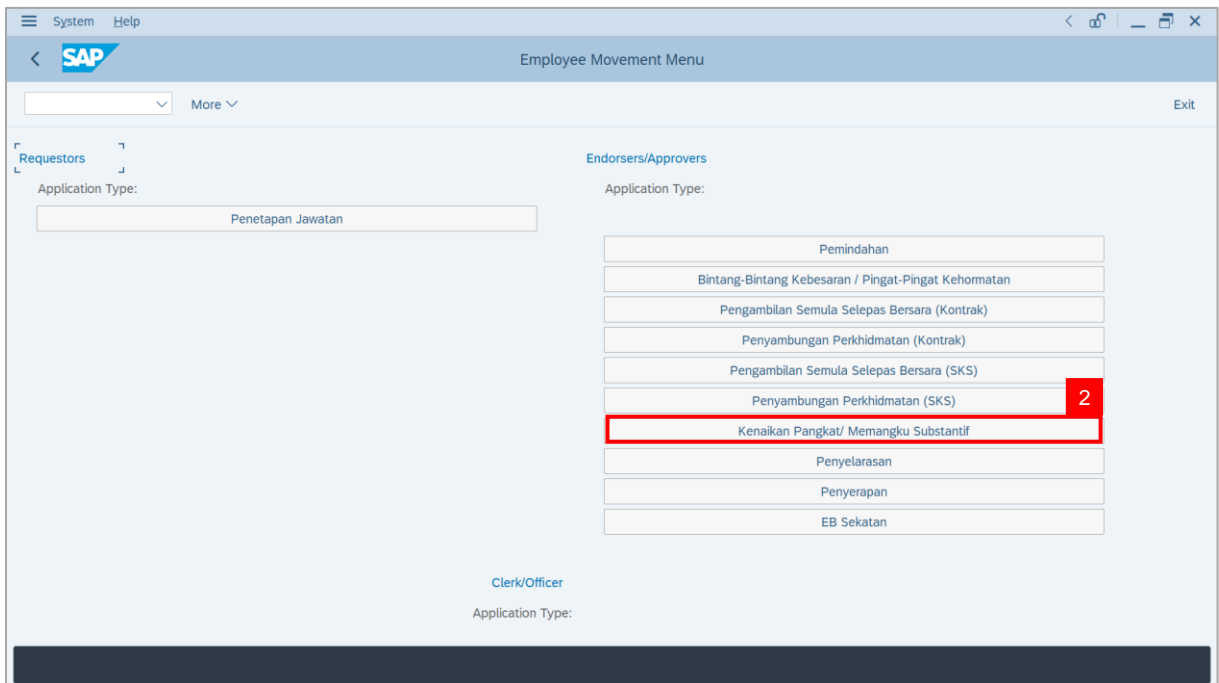
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



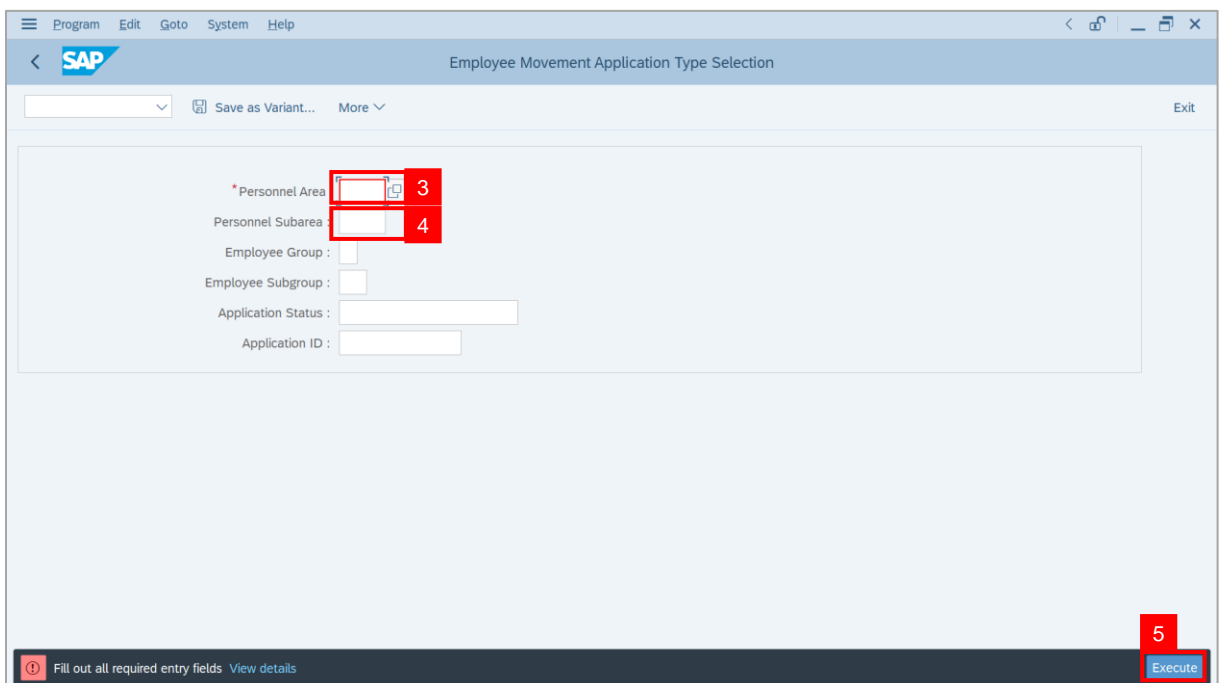
The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Penetapan Jawatan' selected. The 'Endorsers/Approvers' section has a list of application types. The 'Kenaikan Pangkat/ Memangku Substantif' option is highlighted with a red box and a red '2' next to it. Other options include 'Pemindahan', 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan', 'Pengambilan Semula Selepas Bersara (Kontrak)', 'Penyambungan Perkhidmatan (Kontrak)', 'Pengambilan Semula Selepas Bersara (SKS)', 'Penyambungan Perkhidmatan (SKS)', 'Penyelarasan', 'Penyerapan', and 'EB Sekatan'. The 'Clerk/Officer' section is empty.

Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

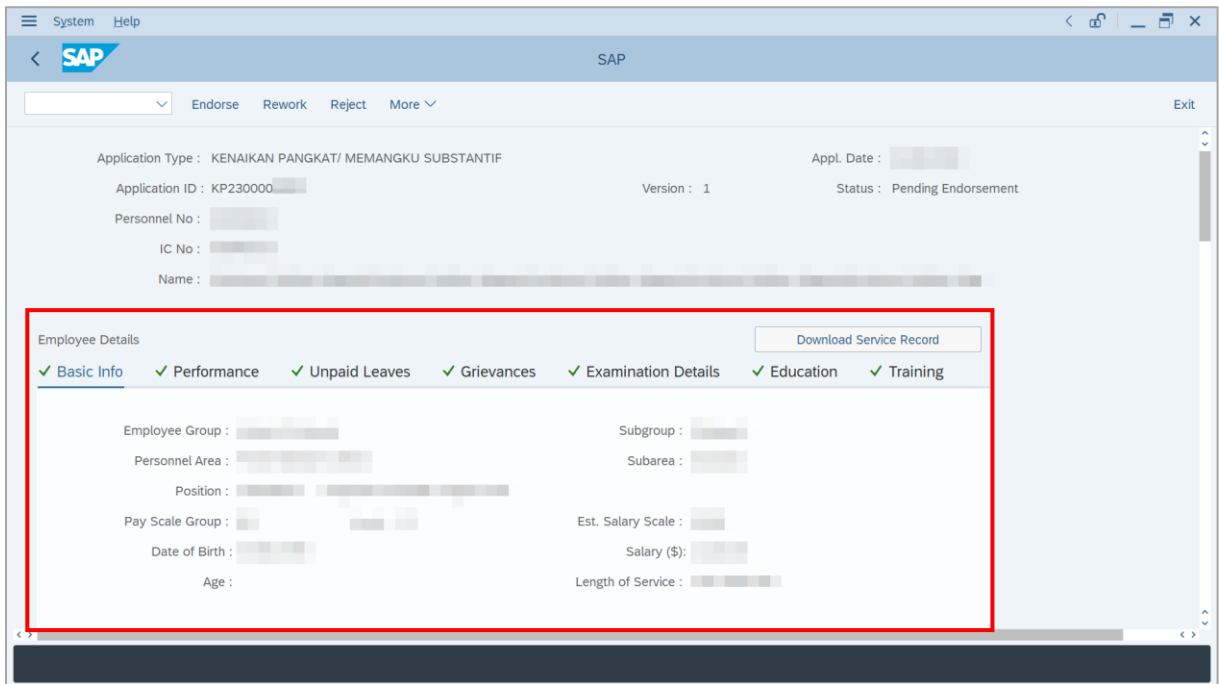
4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

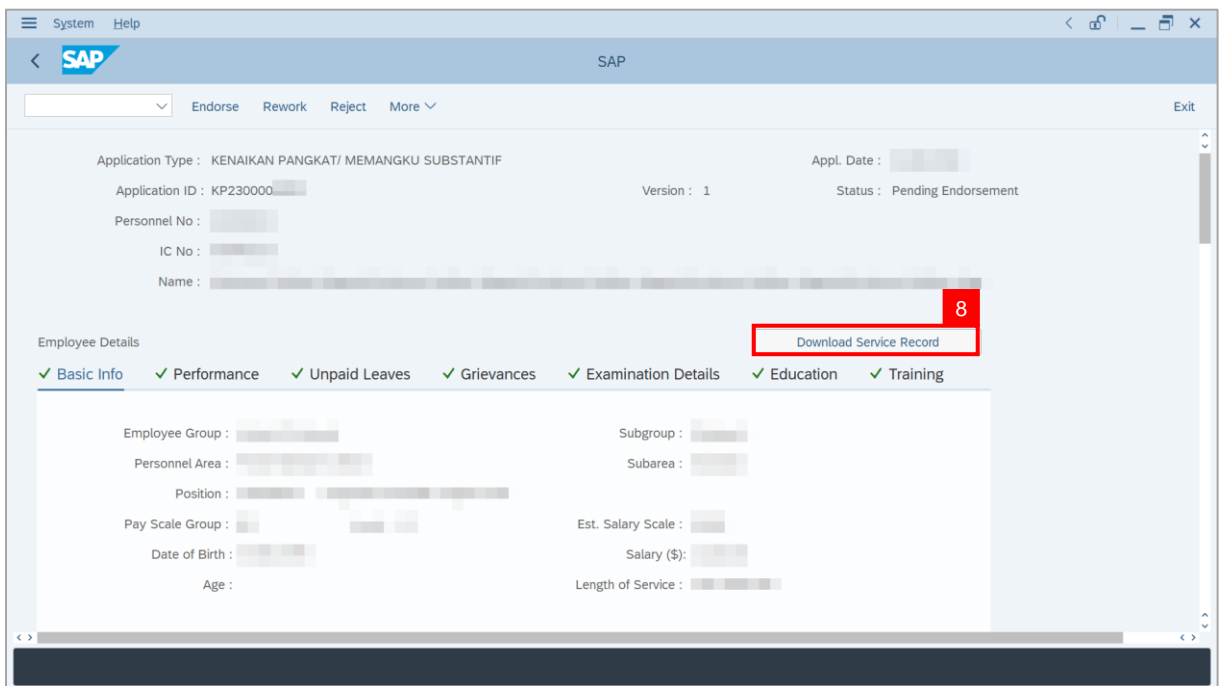


The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3' next to it. The 'Personnel Subarea' field is highlighted with a red box and a red '4' next to it. The 'Employee Group' and 'Employee Subgroup' fields are empty. The 'Application Status' field is empty. The 'Application ID' field is empty. The 'Execute' button is highlighted with a red box and a red '5' next to it. A message at the bottom left says 'Fill out all required entry fields. View details'.

Note: JPA Endorser may review employee's information on each tab under **Employee Details**.



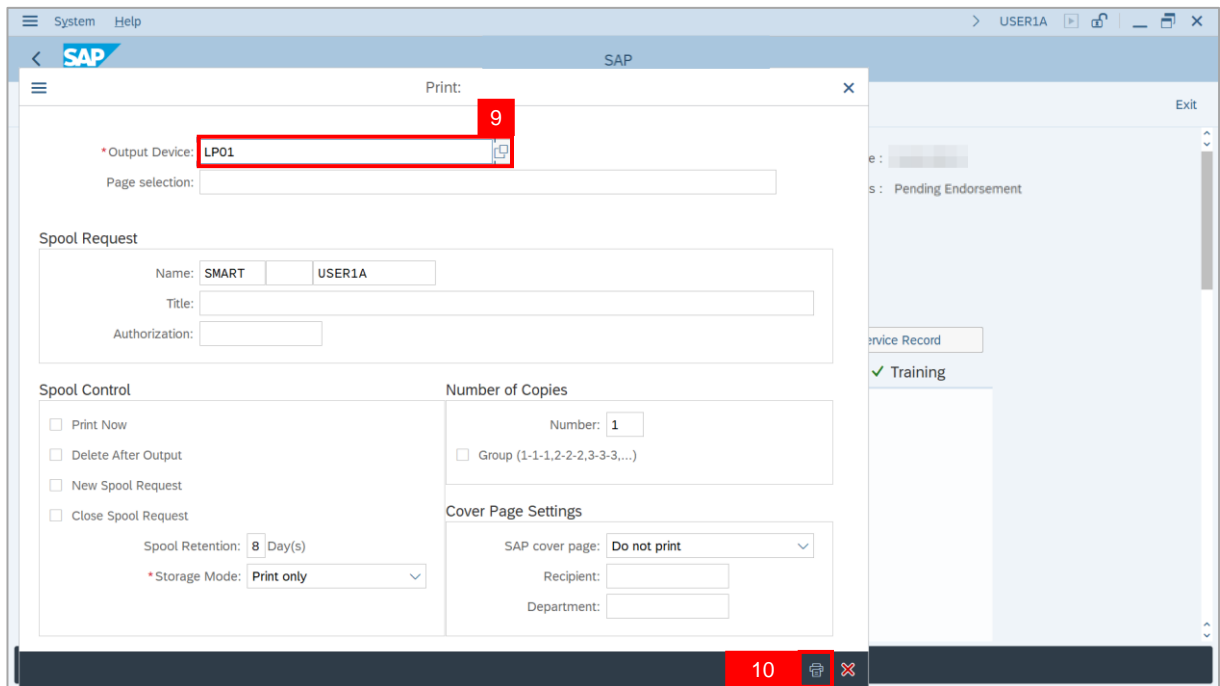
8. Click on **Download Service Record** button.



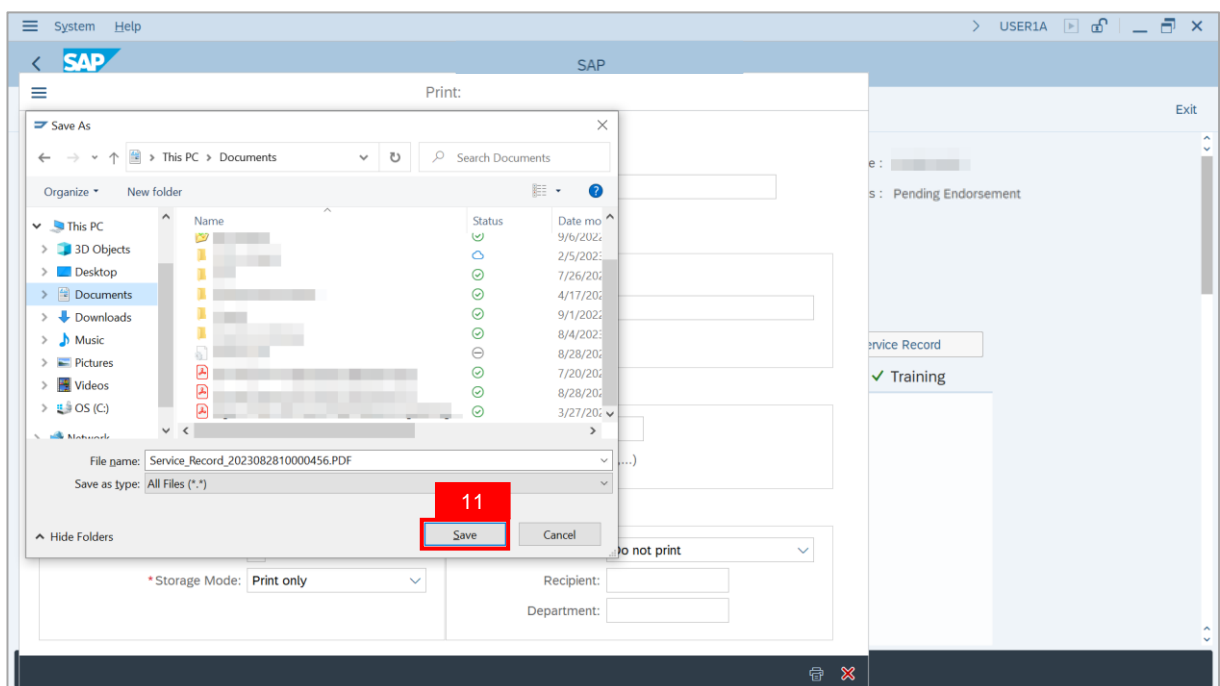
Note: The **Print** page will be displayed.

9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

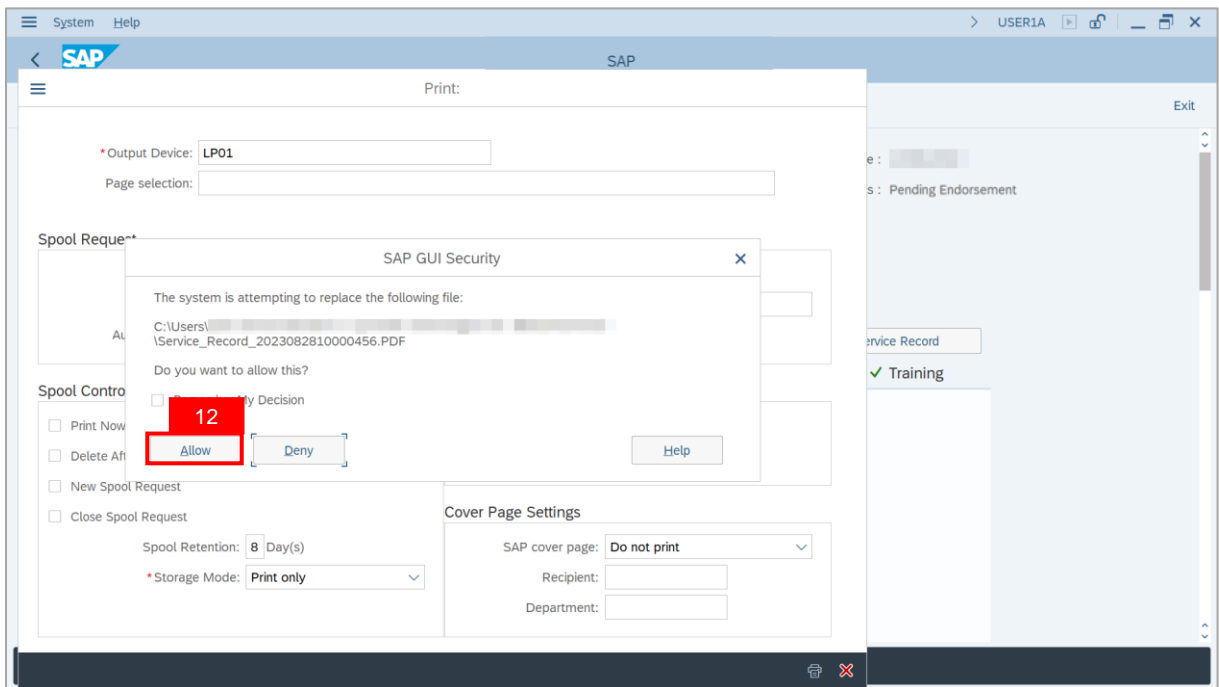


11. Select **File Location** and click on **Save** button.

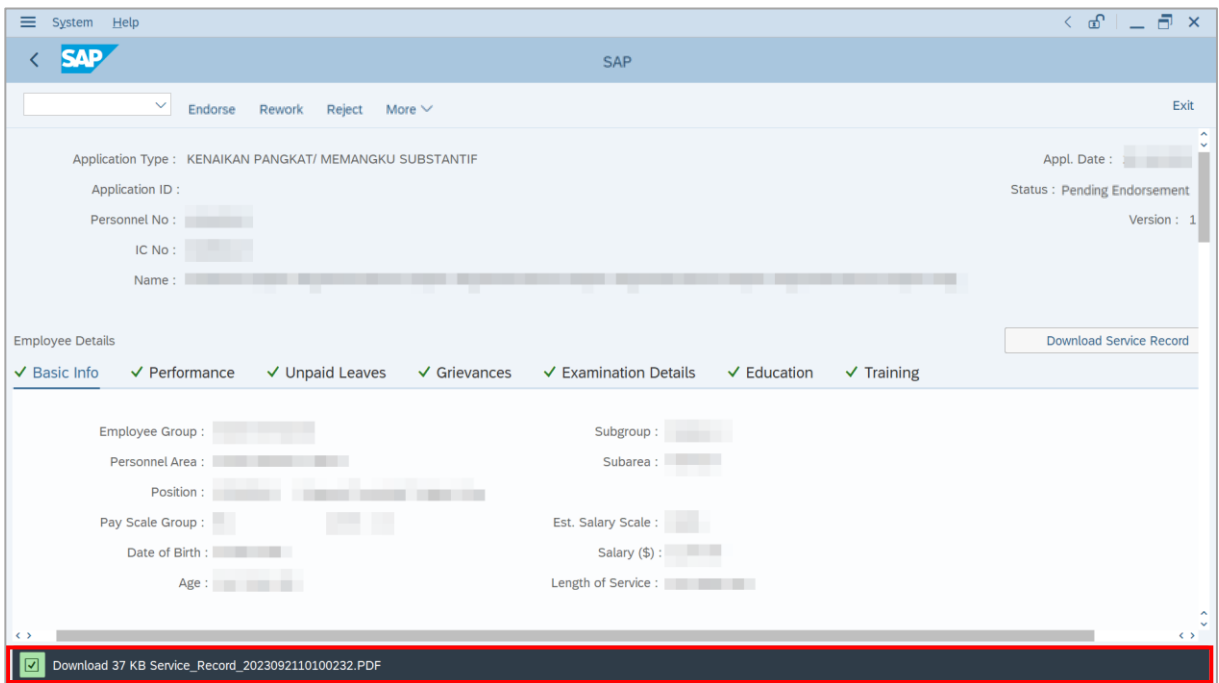


Note: The **SAP GUI Security** page will be displayed.

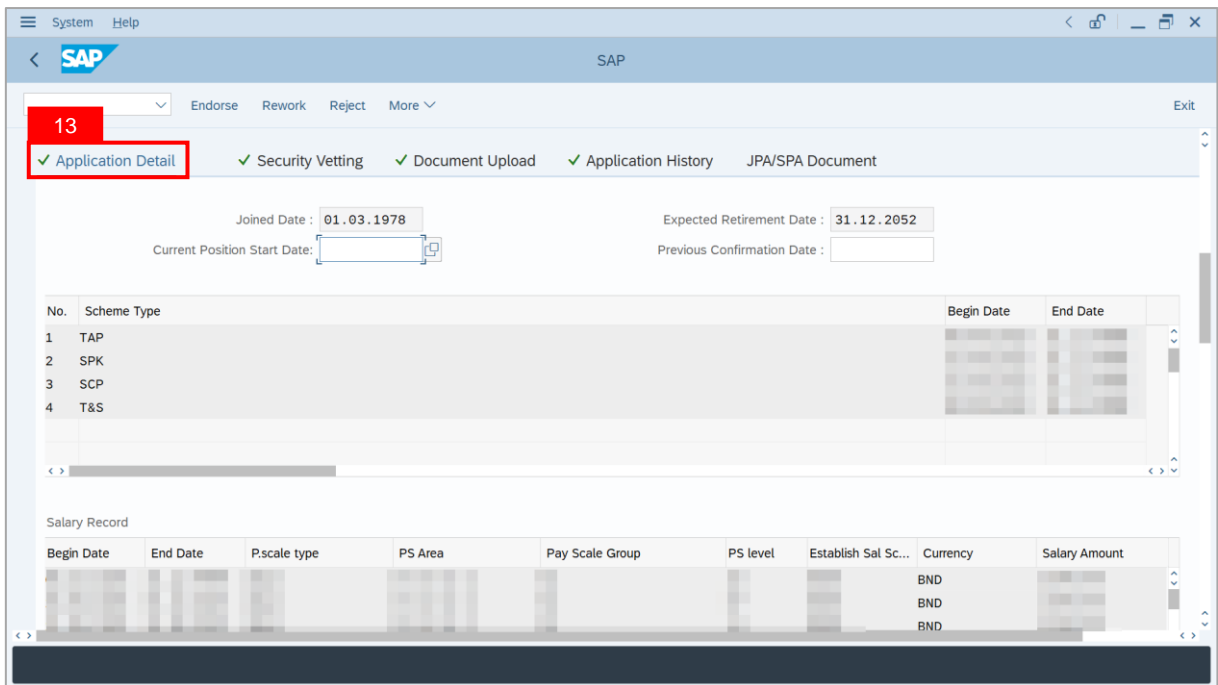
12. Click on **Allow** button.



Note: The **Service Record** has successfully been downloaded.

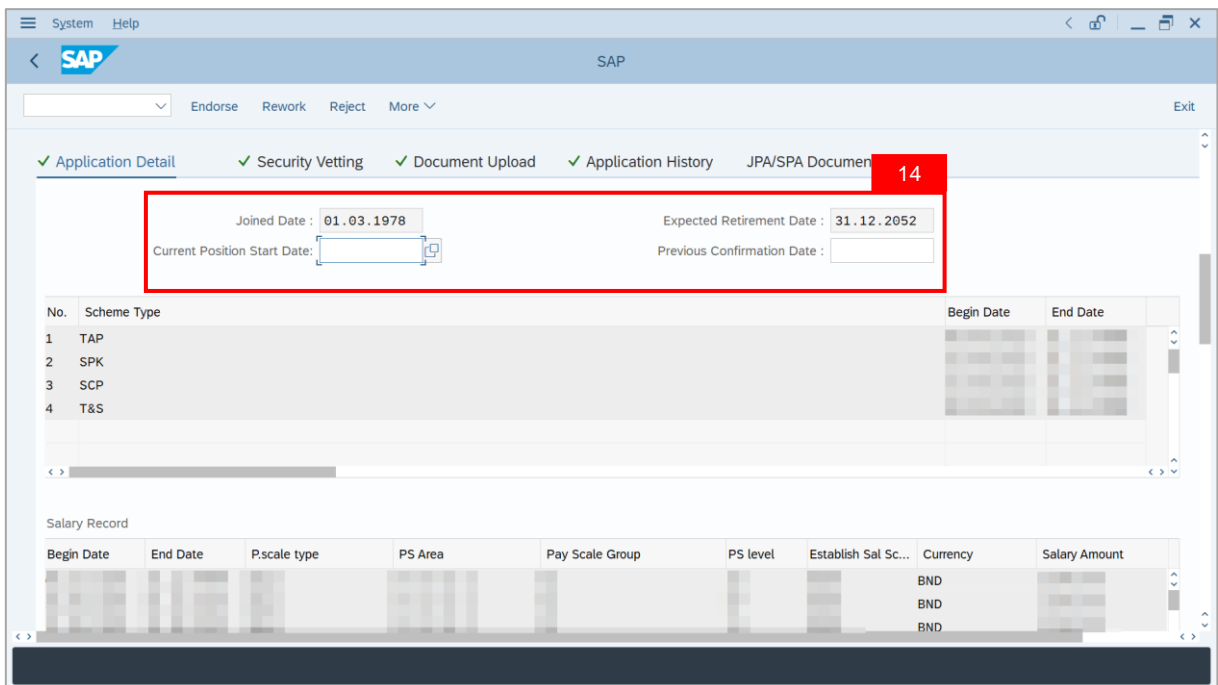


13. Navigate to **Application Detail** tab.



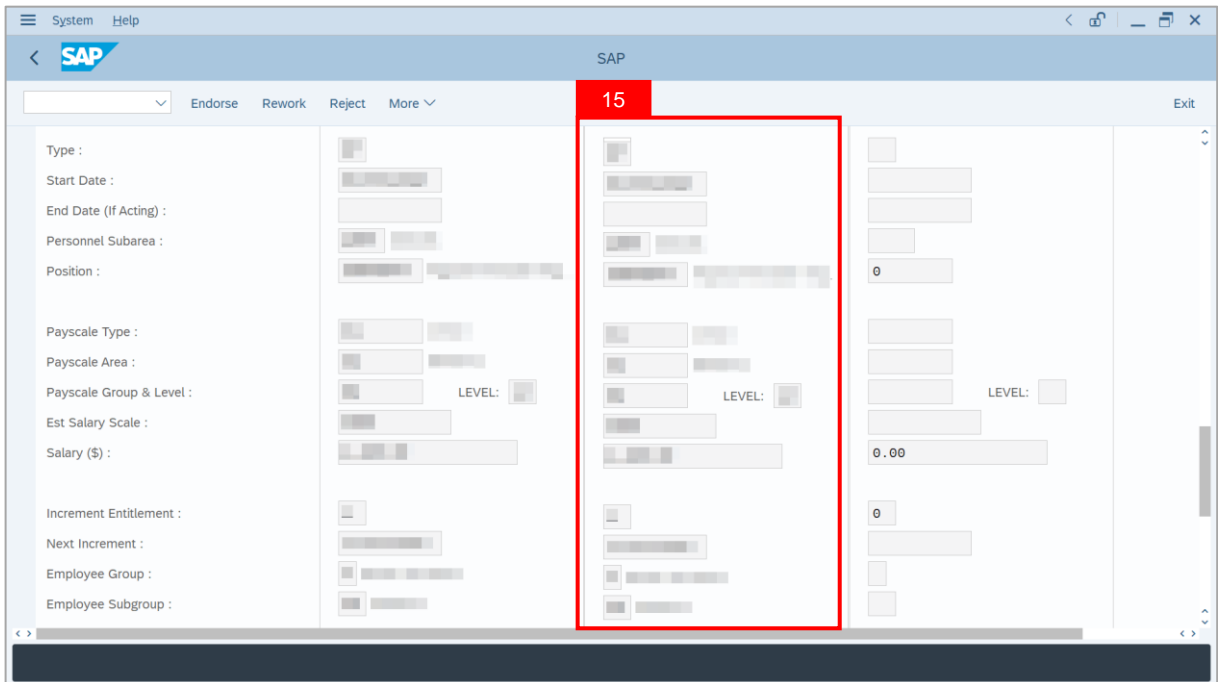
The screenshot shows the SAP GUI interface for the 'Application Detail' tab. The 'Application Detail' tab is highlighted with a red box and the number '13'. Below the tabs, there are several input fields: 'Joined Date' (01.03.1978), 'Expected Retirement Date' (31.12.2052), 'Current Position Start Date', and 'Previous Confirmation Date'. Below these fields is a table with columns 'No.', 'Scheme Type', 'Begin Date', and 'End Date'. The table contains four rows: 1 TAP, 2 SPK, 3 SCP, and 4 T&S. Below the table is a 'Salary Record' section with columns: 'Begin Date', 'End Date', 'Pscale type', 'PS Area', 'Pay Scale Group', 'PS level', 'Establish Sal Sc...', 'Currency', and 'Salary Amount'. The 'Currency' column shows 'BND' for three rows.

14. **JPA Endorser** may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.



The screenshot shows the same SAP GUI interface as in the previous image, but with a red box highlighting the 'Joined Date', 'Expected Retirement Date', 'Current Position Start Date', and 'Previous Confirmation Date' fields. A red box with the number '14' is also present in the top right corner of the main content area.

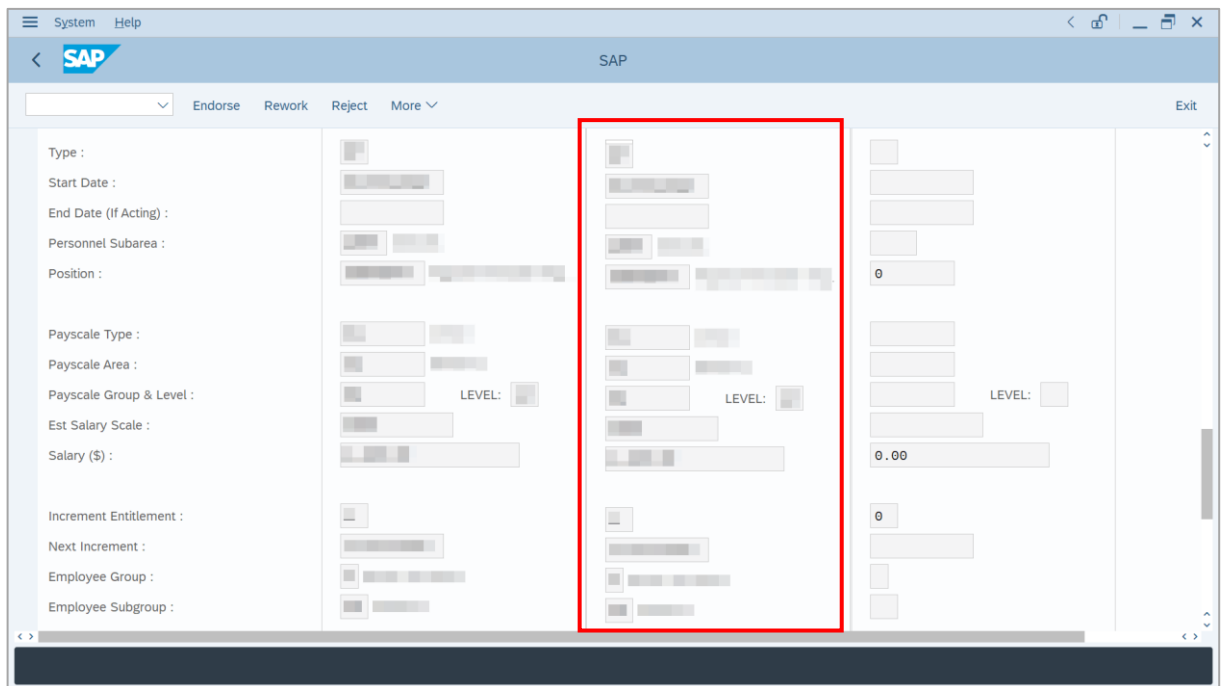
15. Review and amend **Proposed *Kenaikan Pangkat / Memangku Substantif*** Details under **JPA** column, if required.



The screenshot displays the SAP GUI interface for a promotion application. The top navigation bar includes 'System' and 'Help' menus. Below the navigation bar, there are buttons for 'Endorse', 'Rework', 'Reject', and 'More'. The main content area is divided into several columns. The middle column, which is highlighted with a red box and labeled '15', contains the primary data fields for the promotion application. These fields include: Type, Start Date, End Date (If Acting), Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level (with a 'LEVEL:' dropdown), Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, and Employee Subgroup. The rightmost column contains additional fields, including a 'LEVEL:' dropdown and a salary field showing '0.00'. The bottom of the screen shows a dark blue bar with navigation arrows.

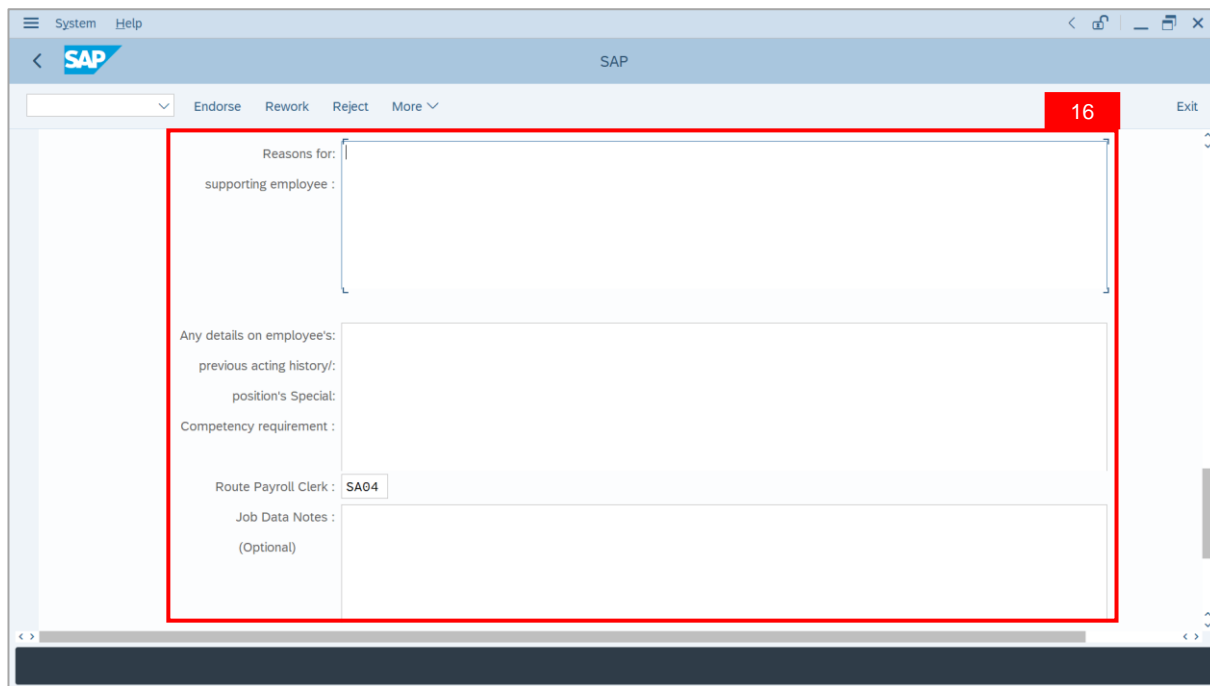
Note (i): Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's Application** page.

Note (ii): For **Promotion** application, **JPA Endorser** is expected to ensure the proposed **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group** and **Employee Subgroup** entered by **Department HR Administrator** is correct for promoting employee.



Note (iii): For **Substantive Acting** application, **JPA Endorser** is expected to ensure that **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group** and **Employee Subgroup** entered by **Department HR Administrator** is correct for supporting employee to perform substantive acting. The entered Salary information (**Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale**) is expected to be the starting salary of the position for acting allowance calculation.

16. Review the following details entered by **Department HR Administrator**.



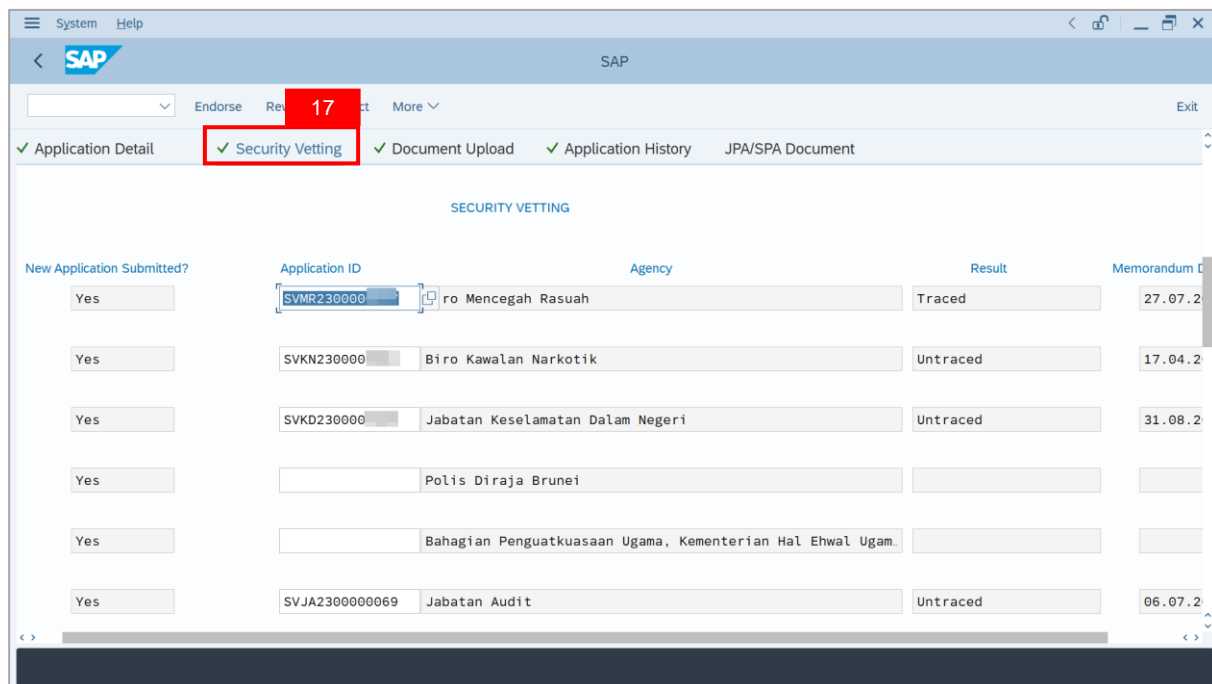
Reasons for supporting employee :

Any details on employee's previous acting history/ position's Special: Competency requirement :

Route Payroll Clerk : SA04

Job Data Notes : (Optional)

17. Navigate to **Security Vetting** tab.



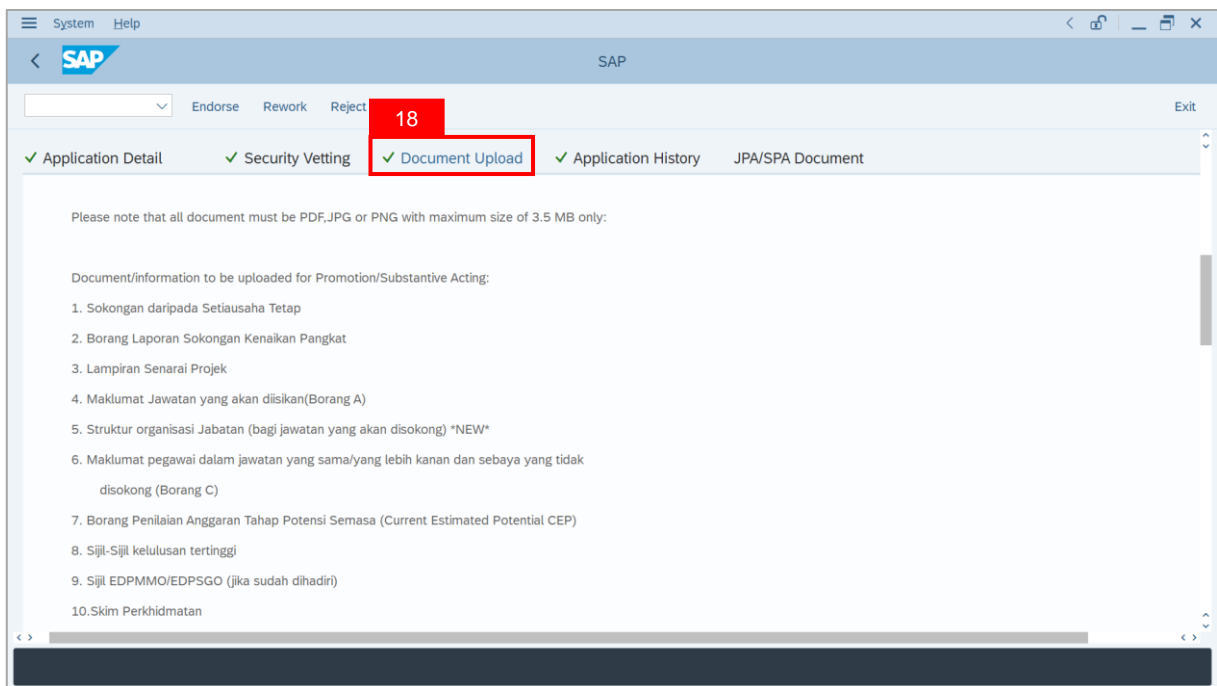
New Application Submitted?	Application ID	Agency	Result	Memorandum
Yes	SVMR230000	Biro Mencegah Rasuah	Traced	27.07.2
Yes	SVKN230000	Biro Kawalan Narkotik	Untraced	17.04.2
Yes	SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	31.08.2
Yes		Polis Diraja Brunei		
Yes		Bahagian Penguatkuasaan Agama, Kementerian Hal Ehwal Ugama		
Yes	SVJA2300000069	Jabatan Audit	Untraced	06.07.2

Note (i): JPA Endorser can view **Security Vetting results** updated by Security Vetting agencies.

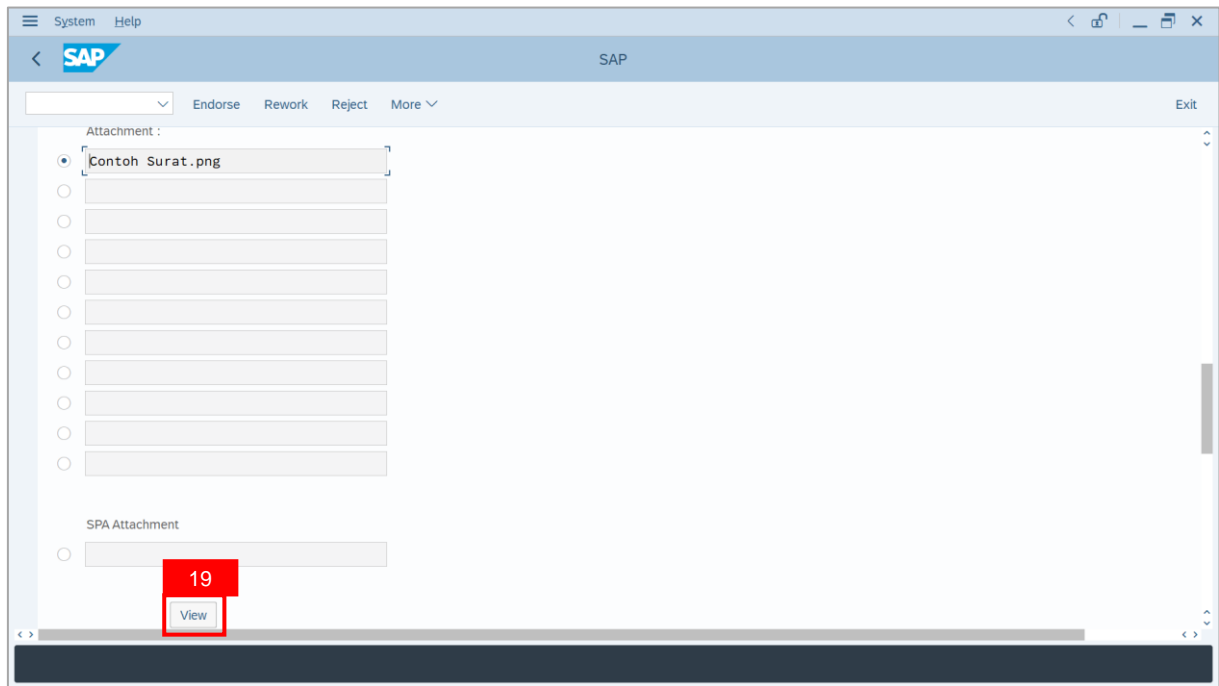
Note (ii): If there is “**Yes**” under **New Application Submitted** but no result shown, it means that Security Vetting application result is pending from Security Vetting agencies.

Note (iii): If there is **no previous Security Vetting results**, requestors may apply for Security Vetting.

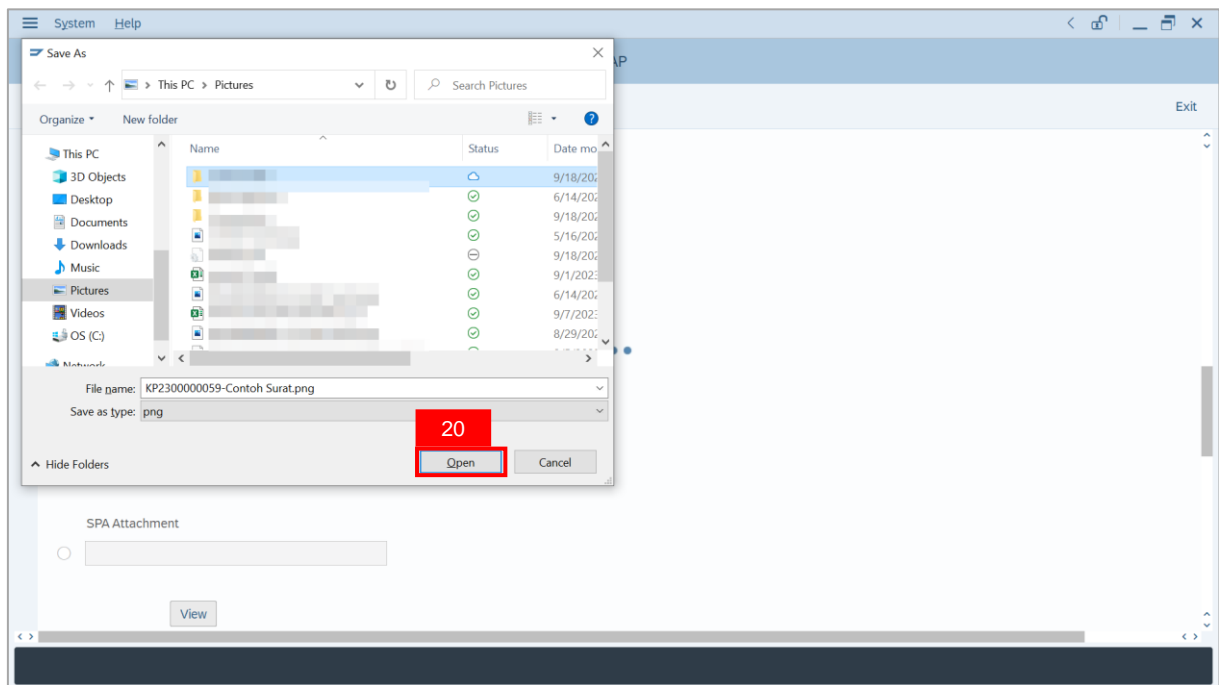
18. Navigate to **Document Upload** tab.



19. Select **Attachment** and click on **View** button.

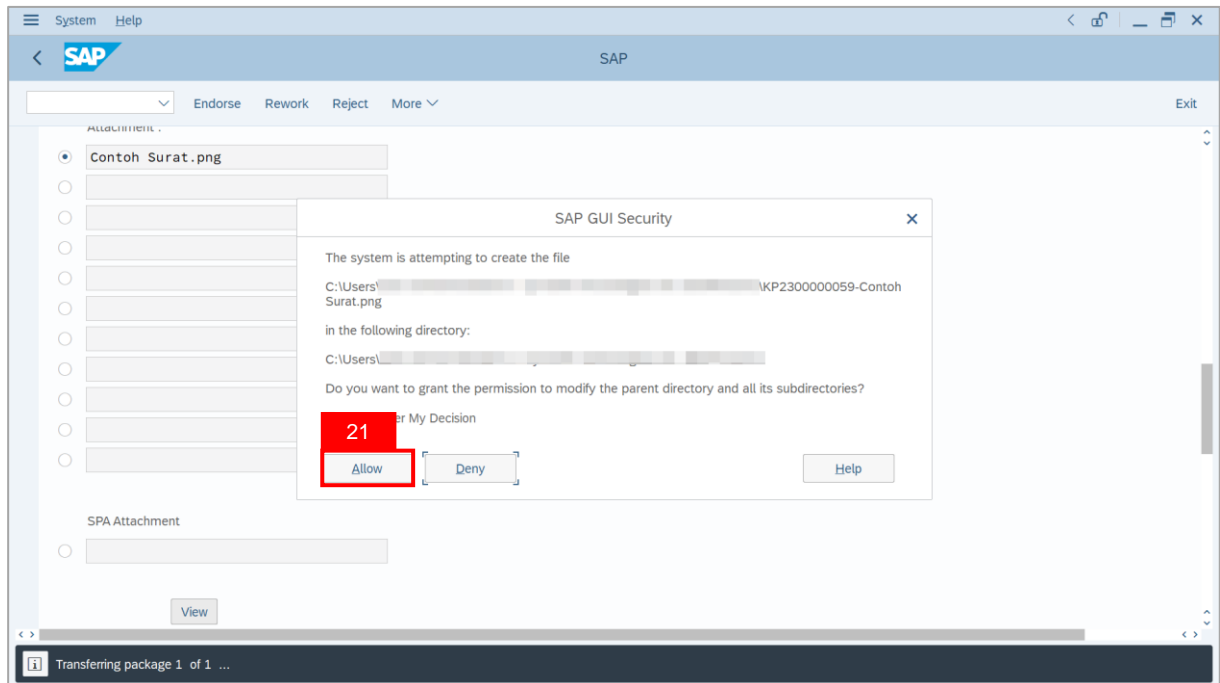


20. Select **File Location** and click on **Save** button.

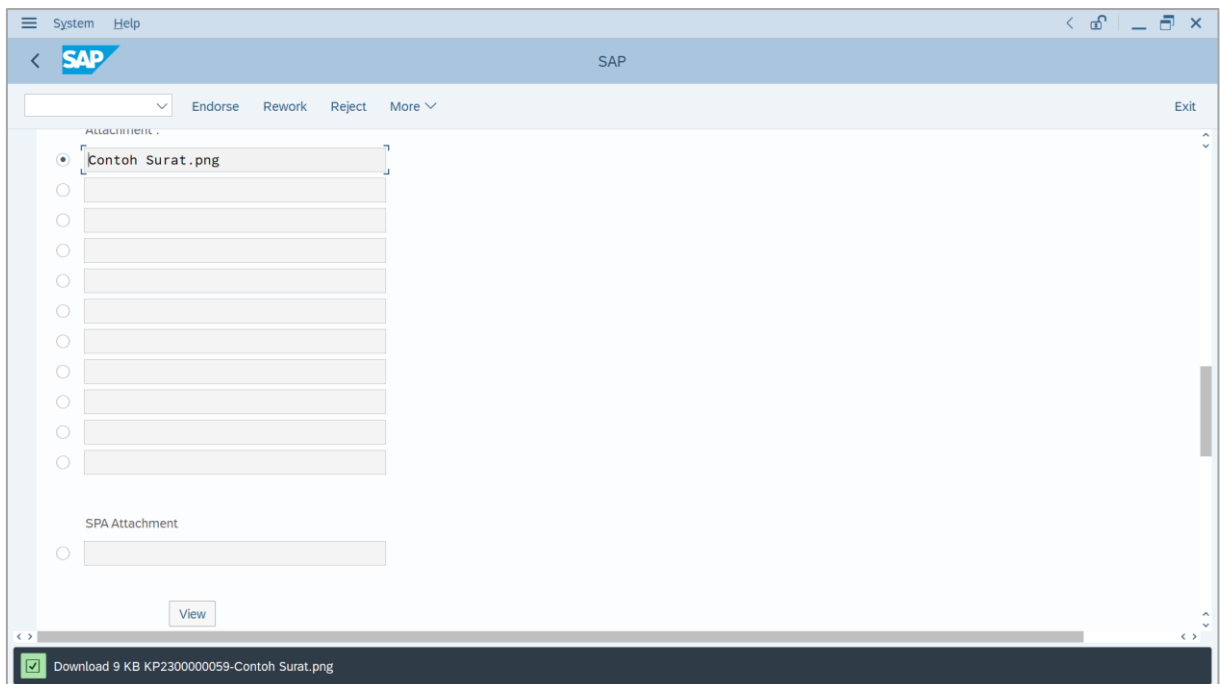


Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

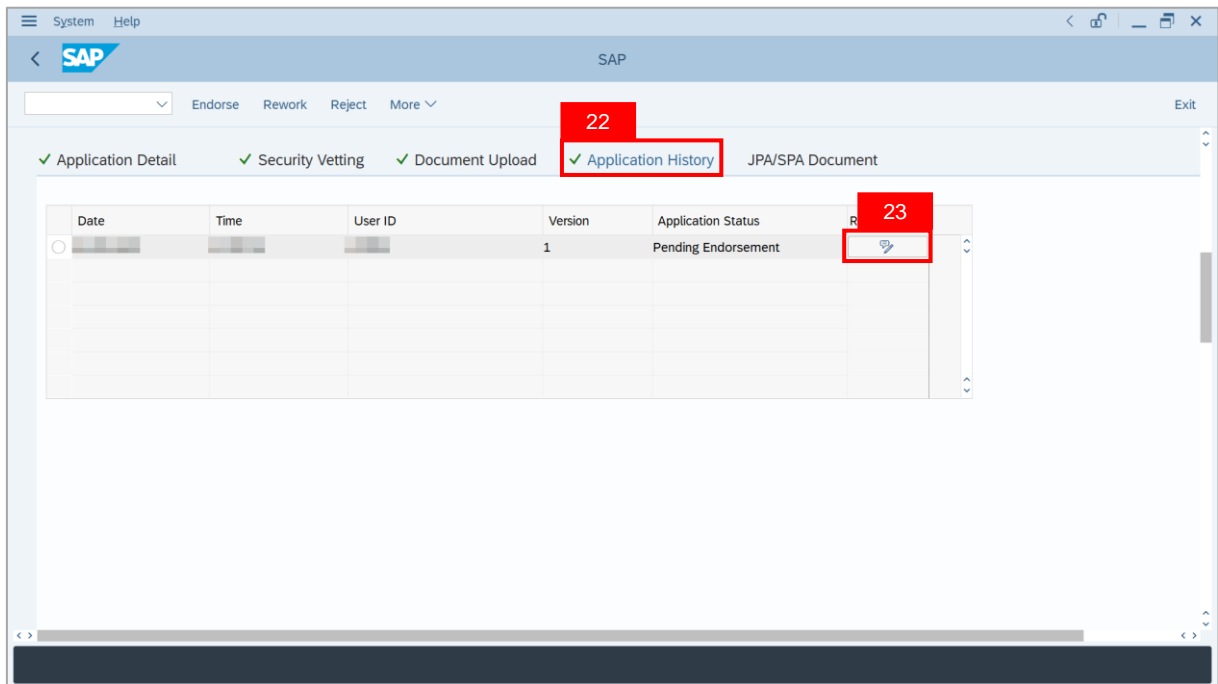


Note: The **Attachment** has successfully been downloaded.

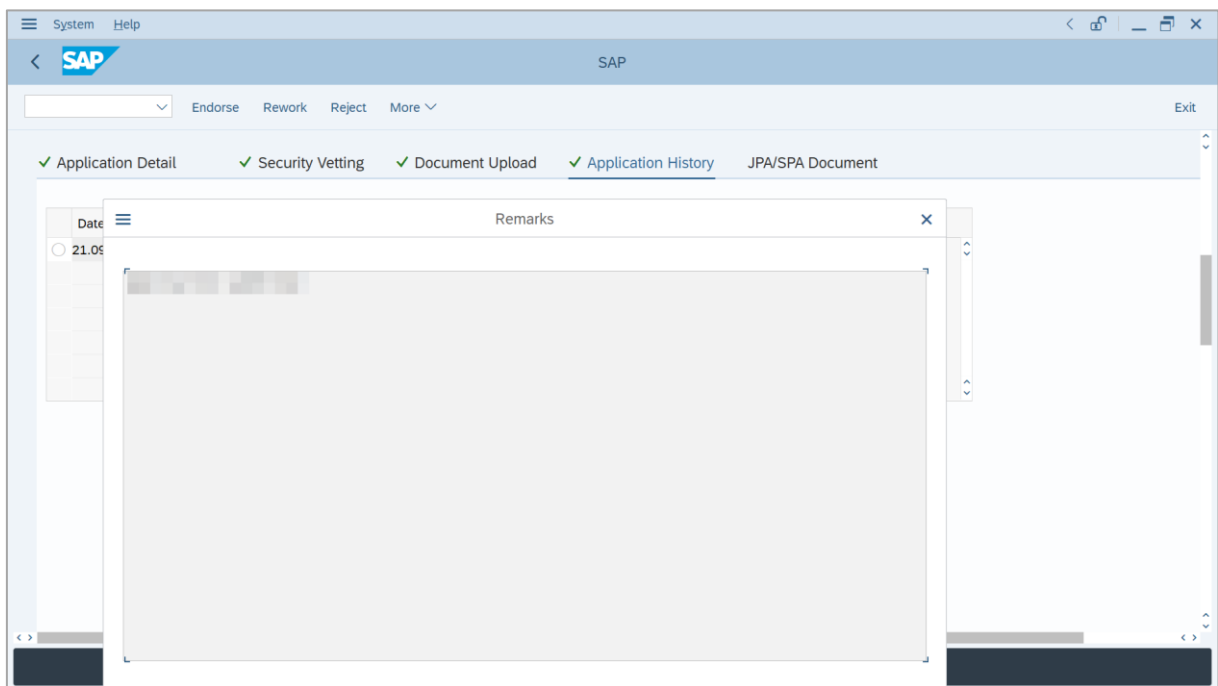


22. Navigate to **Application History** tab.

23. Click on **Remarks** button to view any comments made by **Department HR Administrator**.



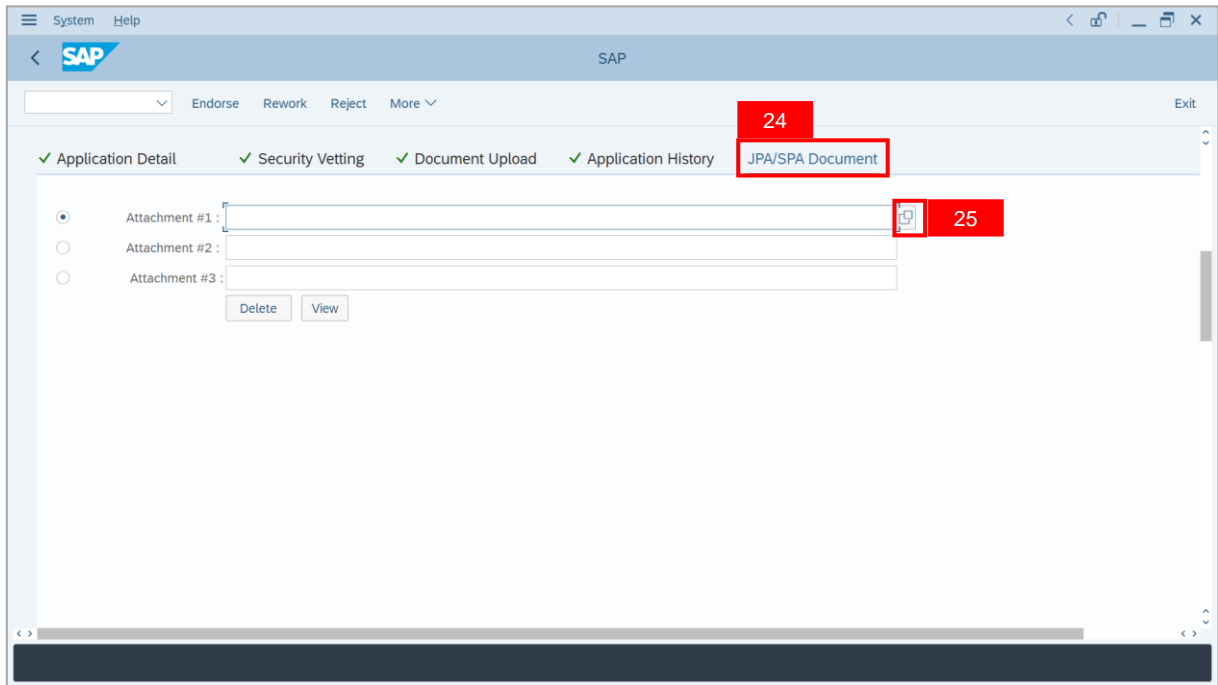
Note: The **Remarks** page will be displayed.



24. Navigate to **JPA/SPA Document** tab.

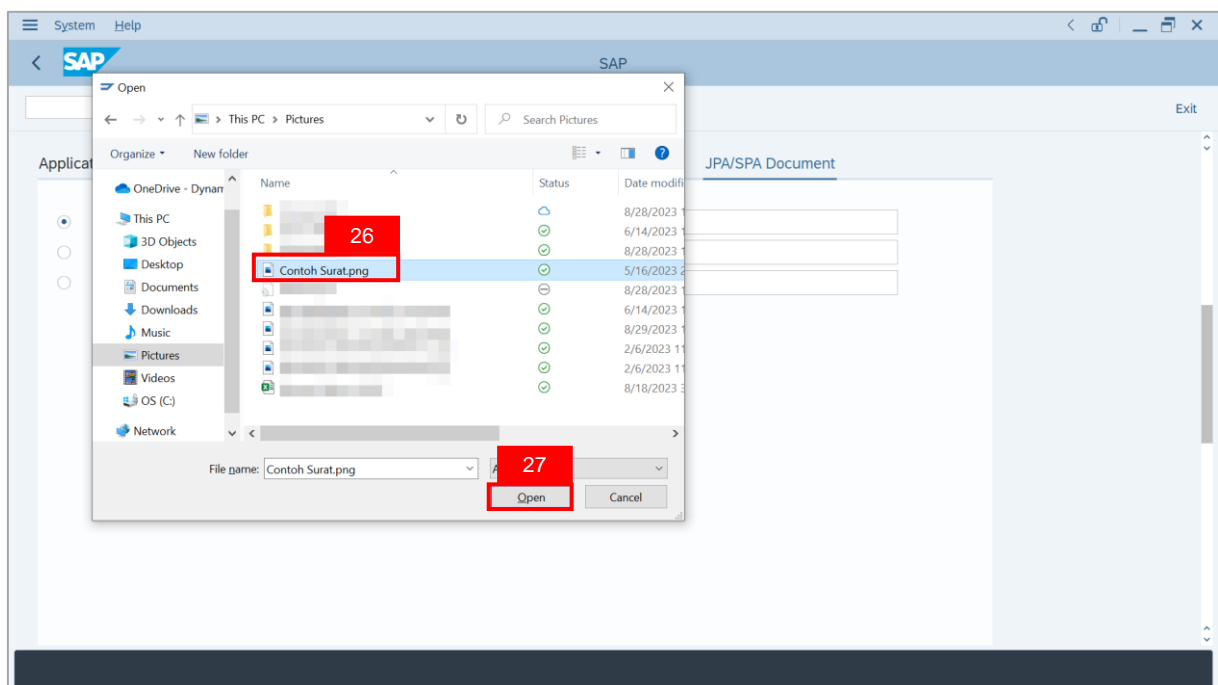
25. Click on **Lookup** icon to upload **Attachment**.

Note: Supported document format is **PNG, JPG, and PDF**.



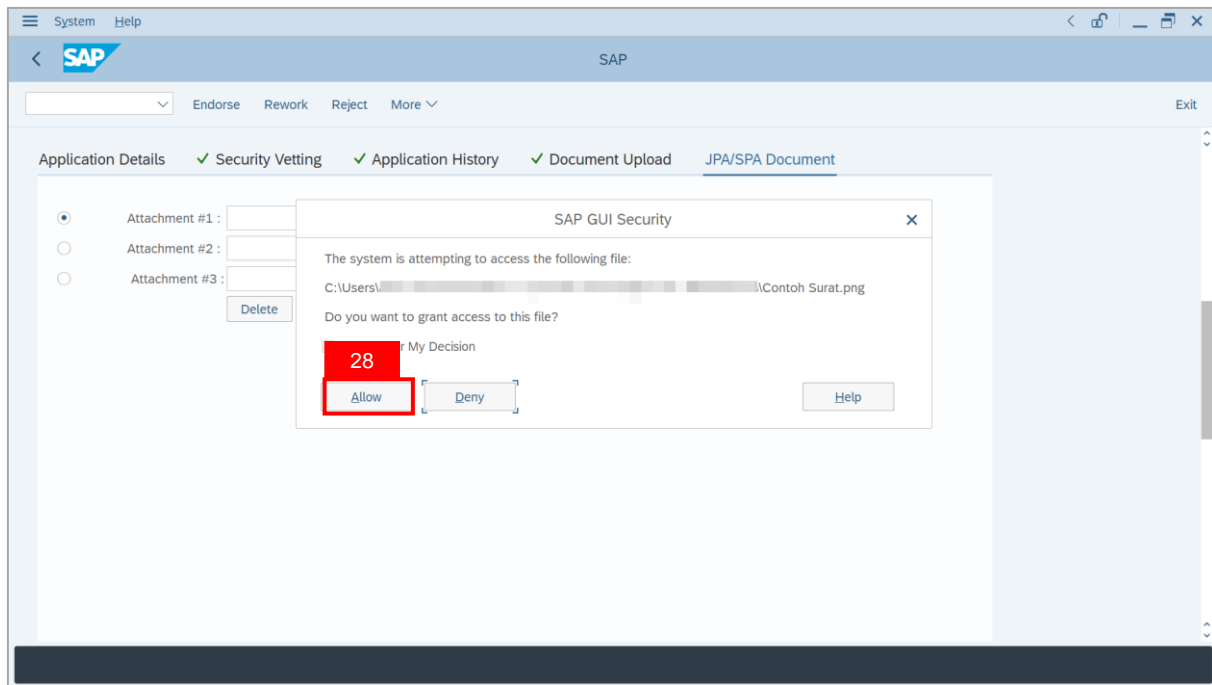
26. Select **File** to be uploaded.

27. Click on **Open** button.

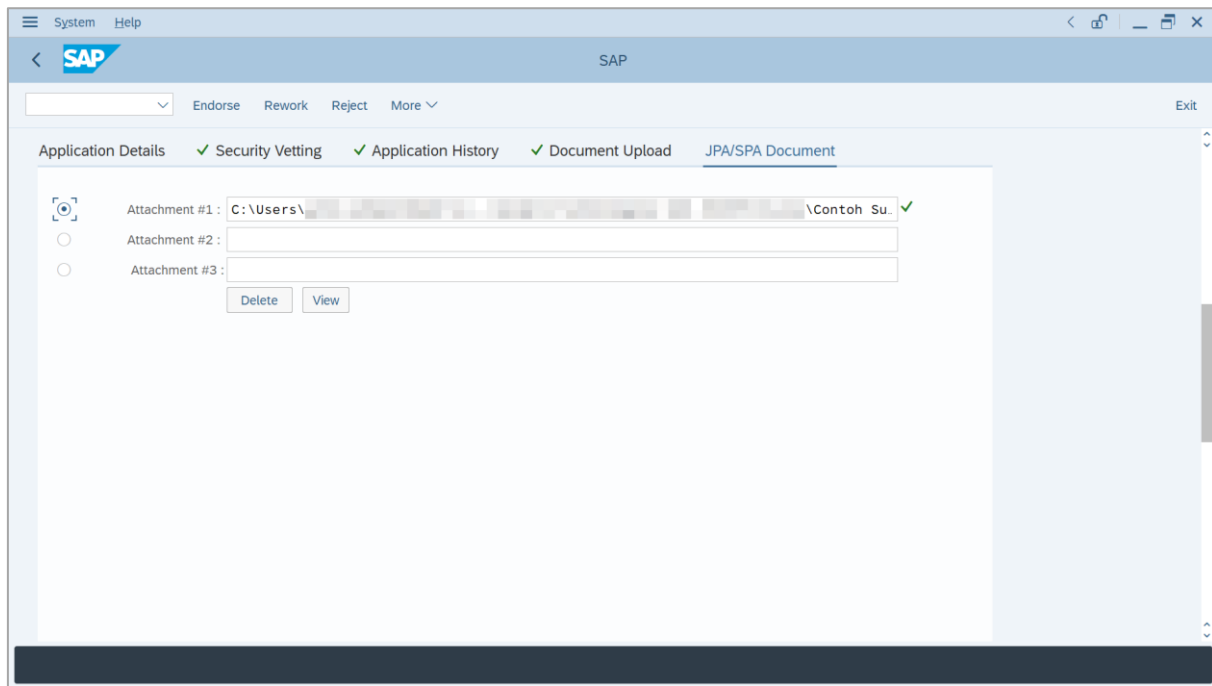


Note: The **SAP GUI Security** message will be displayed.

28. Click on **Allow** button.



Note: The **File** has successfully been uploaded by **JPA Endorser**.



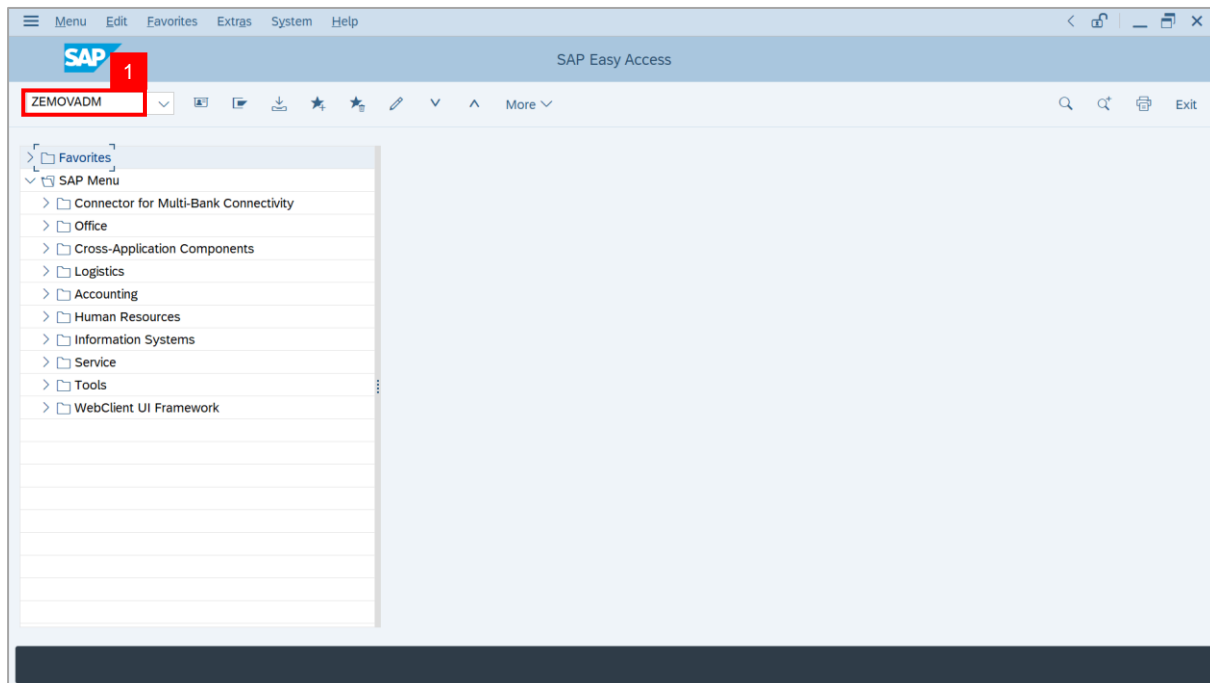
REWORK APPLICATION

Backend User

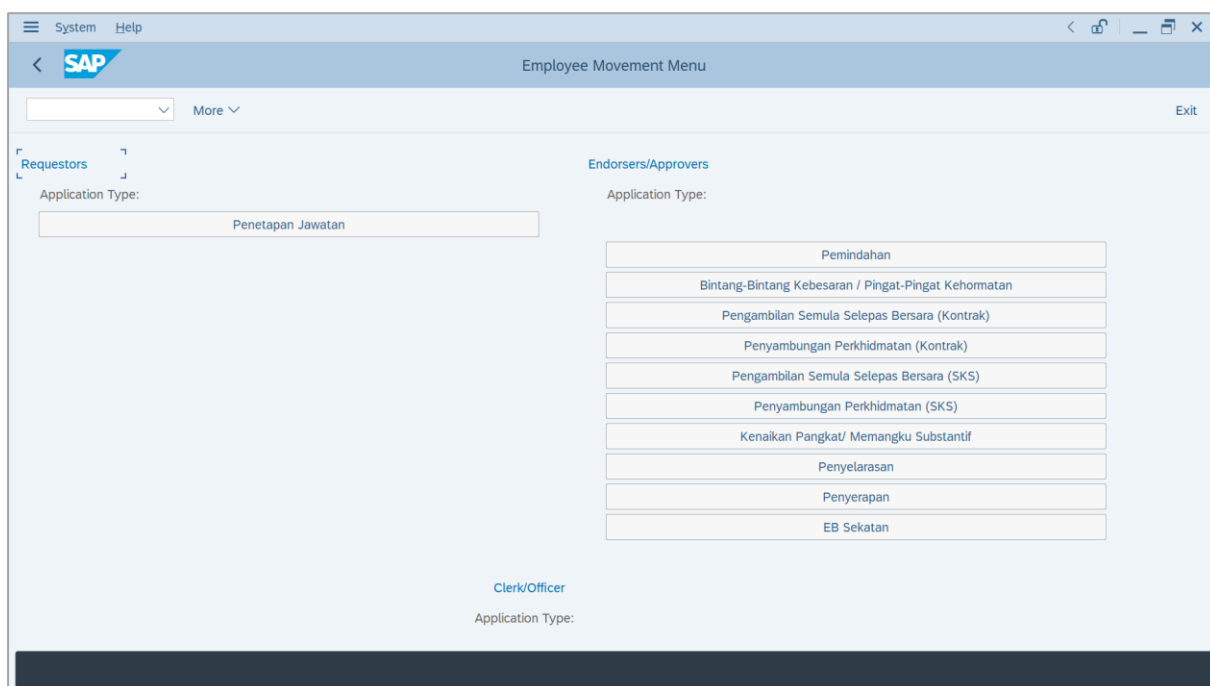
JPA Endorser

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

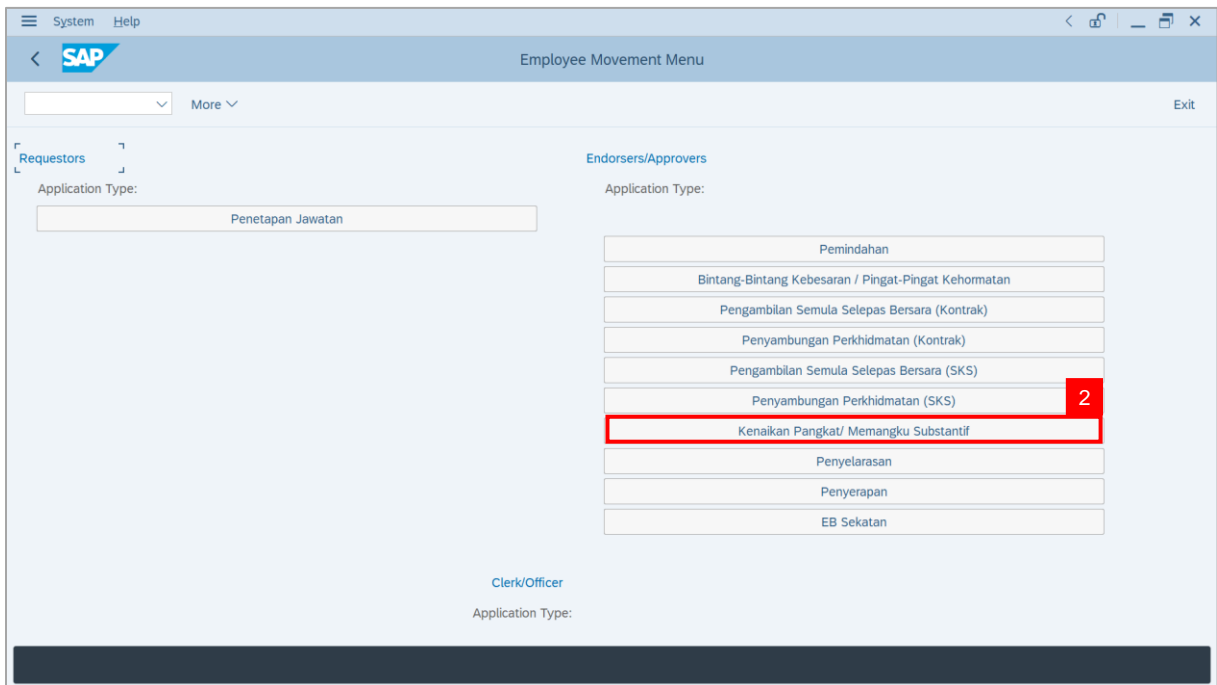
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Penetapan Jawatan' selected. The 'Endorsers/Approvers' section has a list of application types. The 'Kenaikan Pangkat/ Memangku Substantif' option is highlighted with a red box and a red '2' in the top right corner.

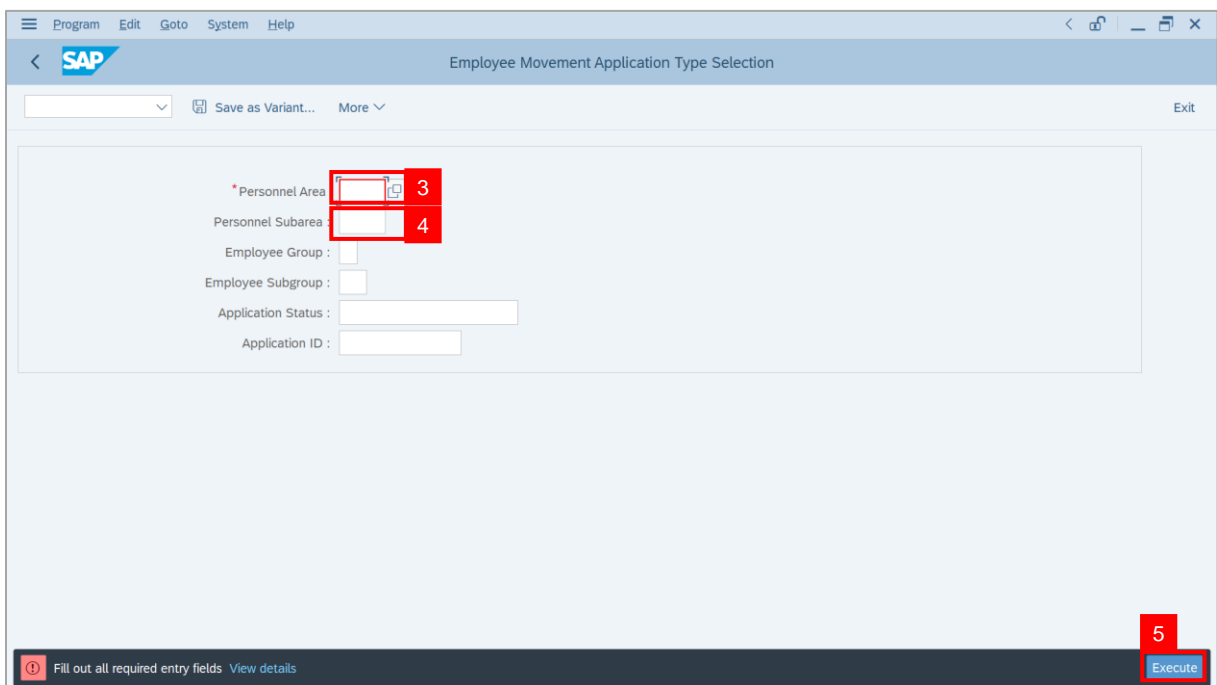
Application Type
Pemindahan
Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan
Pengambilan Semula Selepas Bersara (Kontrak)
Penyambungan Perkhidmatan (Kontrak)
Pengambilan Semula Selepas Bersara (SKS)
Penyambungan Perkhidmatan (SKS)
Kenaikan Pangkat/ Memangku Substantif
Penyelarasan
Penyerapan
EB Sekatan

Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3'. The 'Personnel Subarea' field is highlighted with a red box and a red '4'. The 'Execute' button is highlighted with a red box and a red '5'.

* Personnel Area: 3

Personnel Subarea: 4

Employee Group:

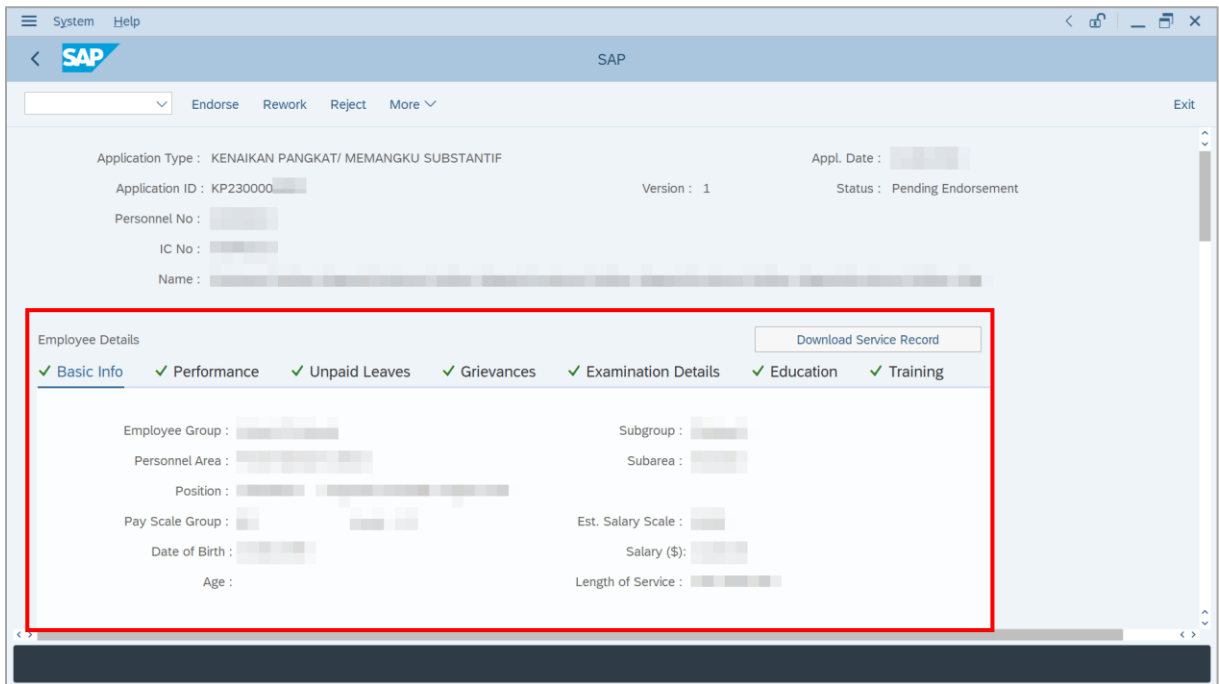
Employee Subgroup:

Application Status:

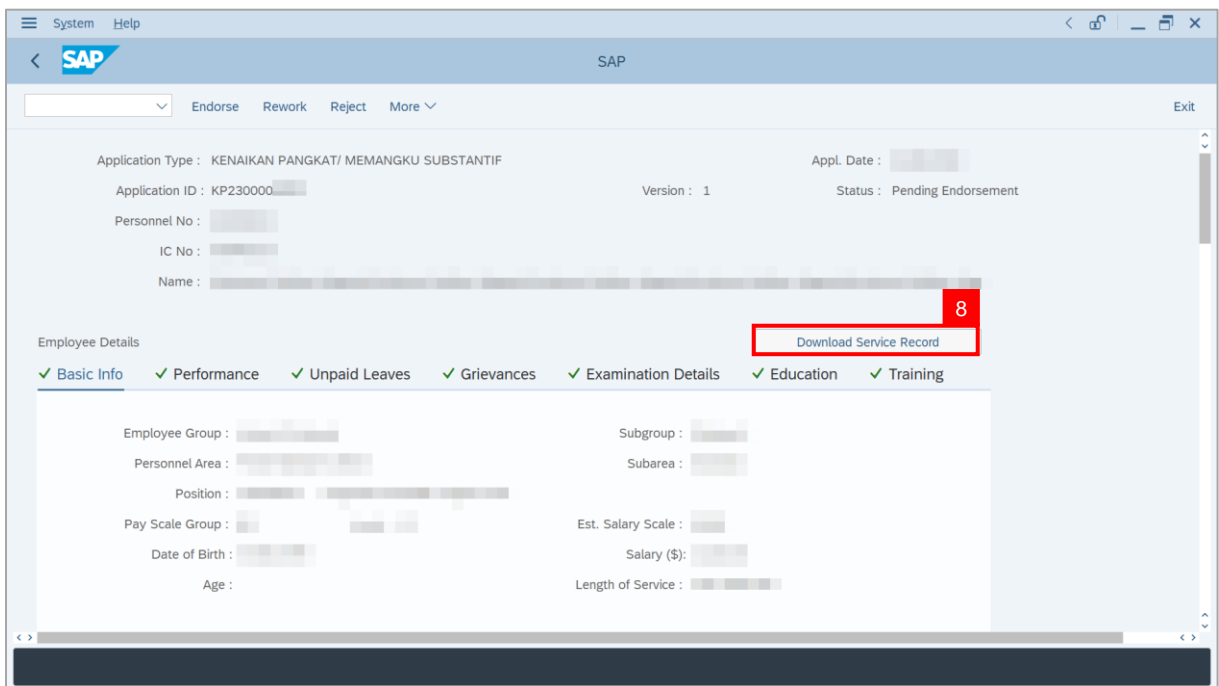
Application ID:

Execute 5

Note: JPA Endorser may review employee's information on each tab under **Employee Details**.



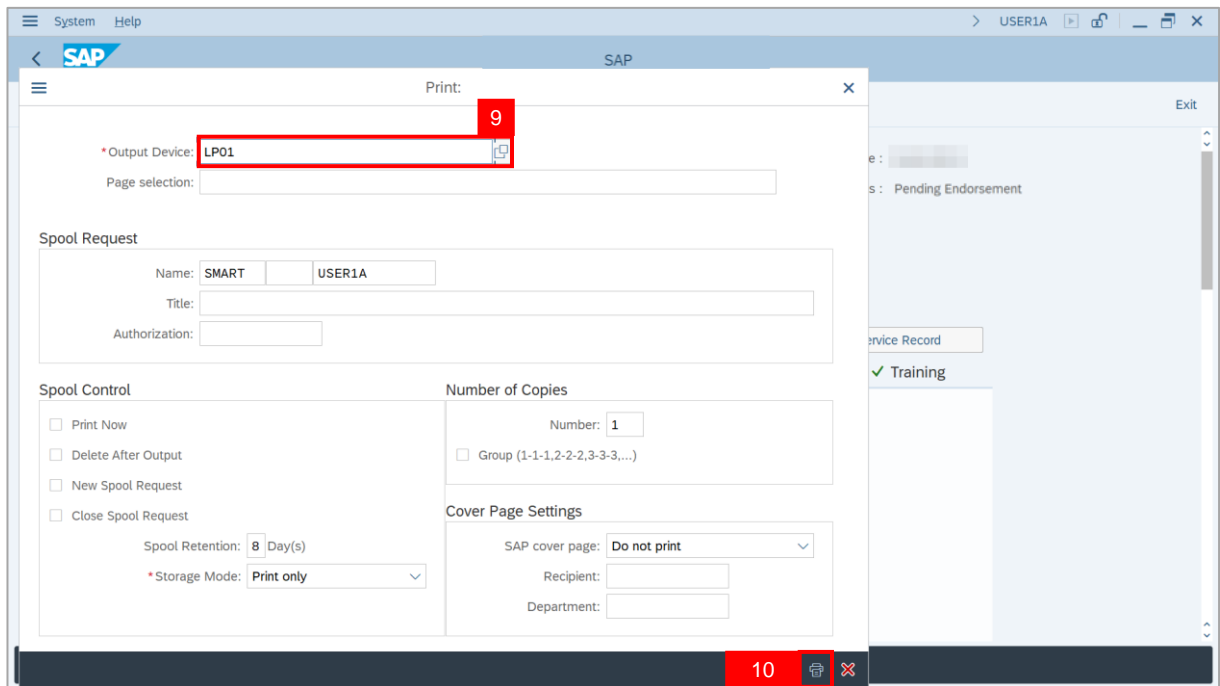
8. Click on **Download Service Record** button.



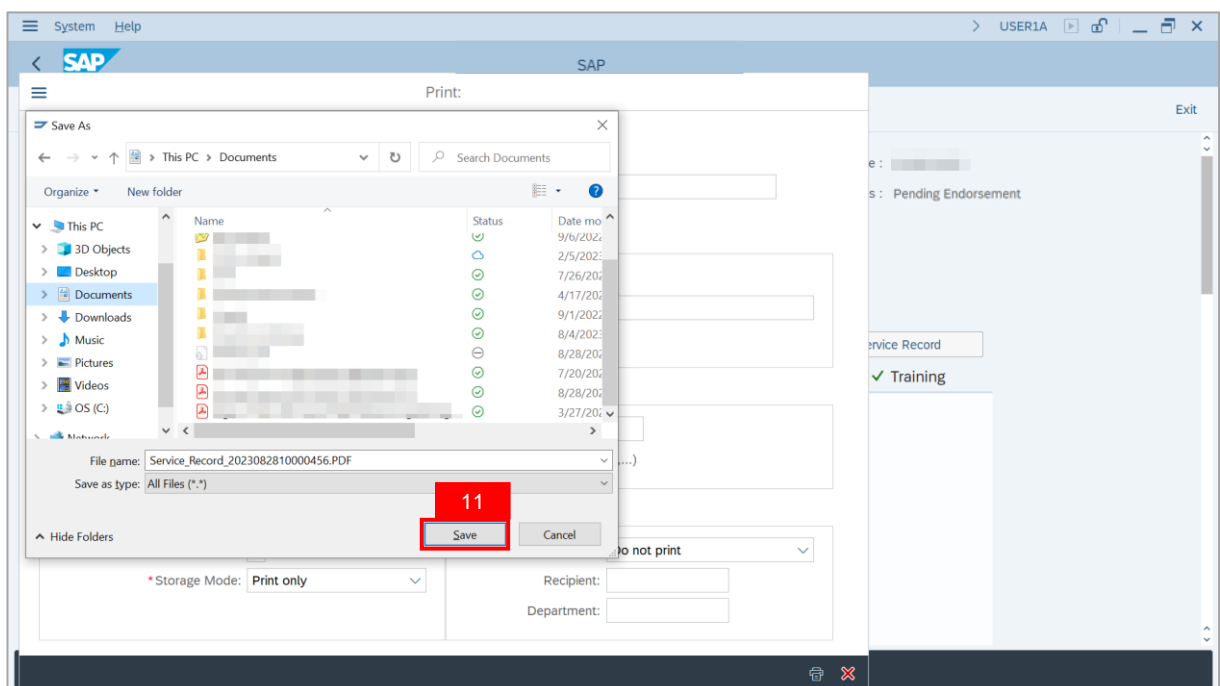
Note: The **Print** page will be displayed.

9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

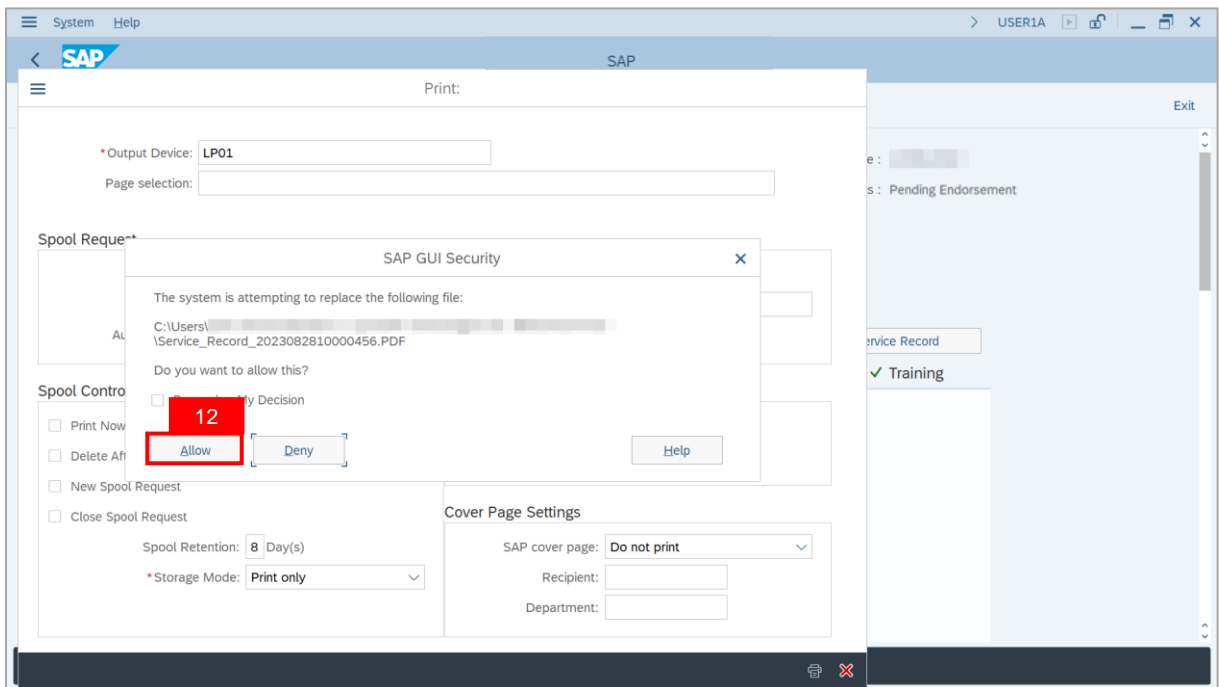


11. Select **File Location** and click on **Save** button.

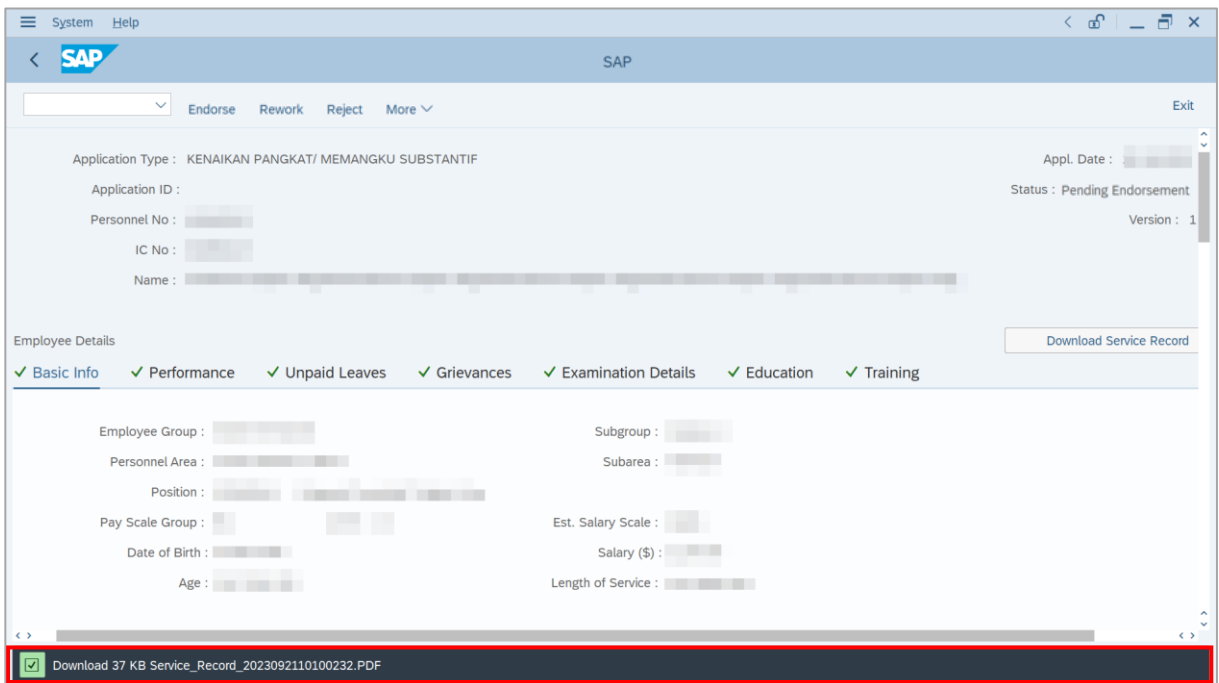


Note: The **SAP GUI Security** page will be displayed.

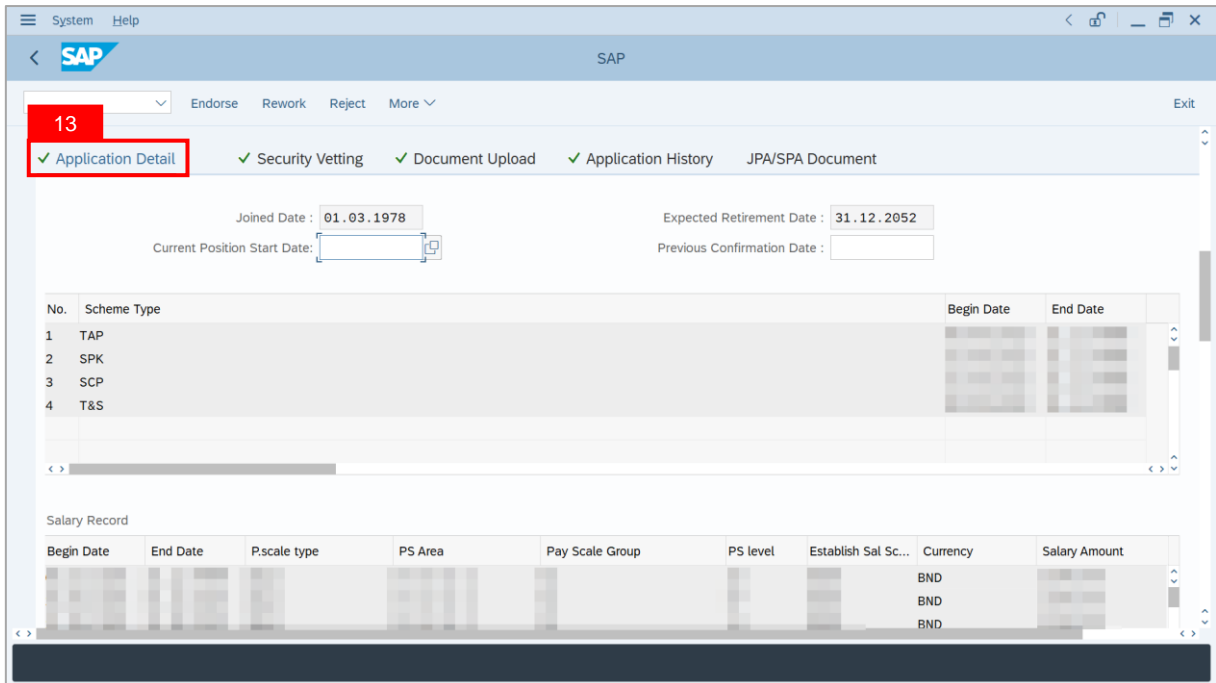
12. Click on **Allow** button.



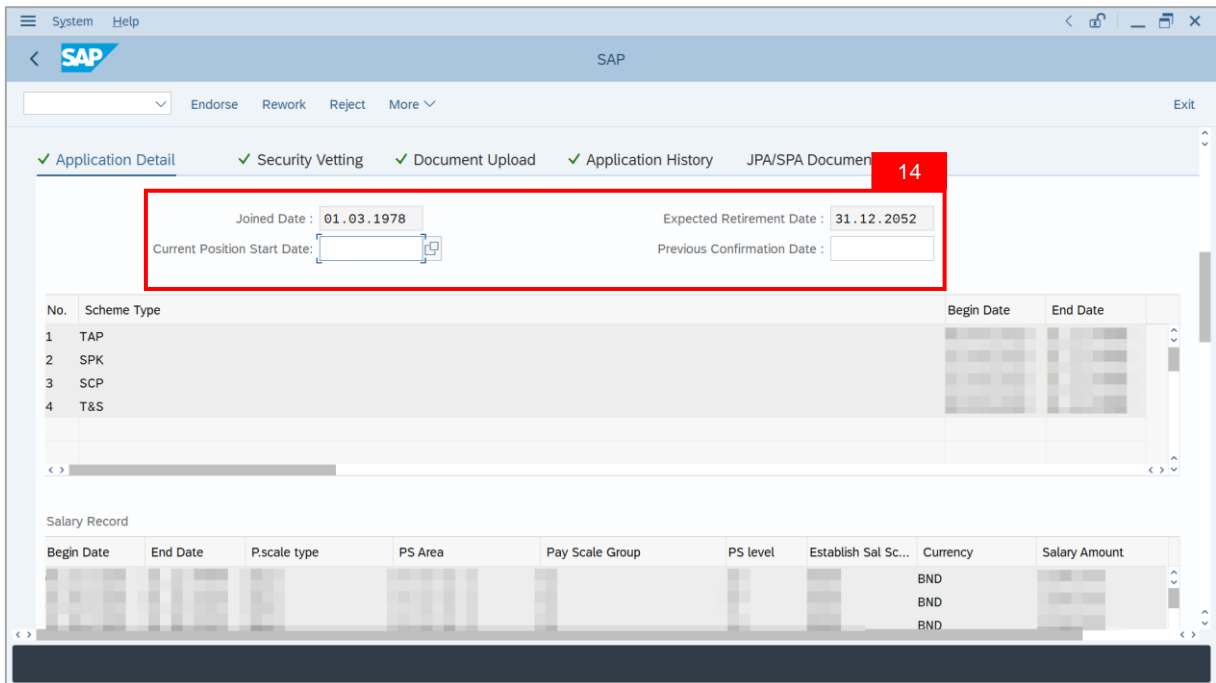
Note: The **Service Record** has successfully been downloaded.



13. Navigate to **Application Detail** tab.

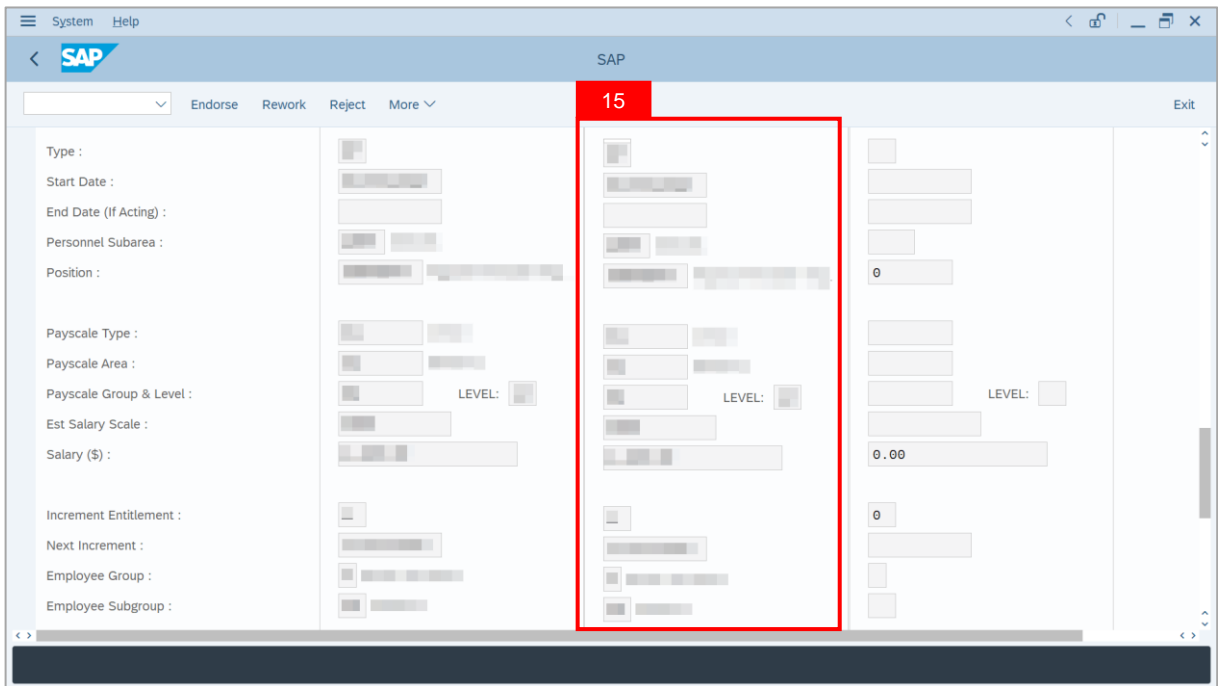


14. **JPA Endorser** may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.

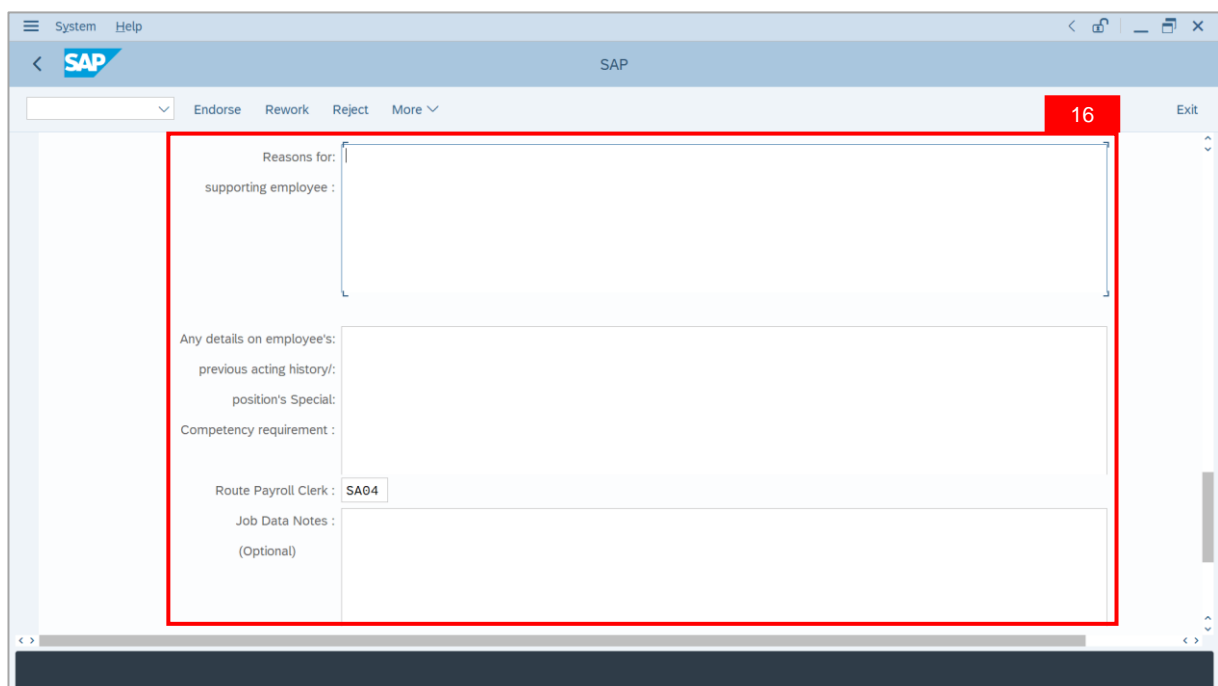


15. Review and amend **Proposed *Kenaikan Pangkat / Memangku Substantif*** Details under **JPA** column, if required.

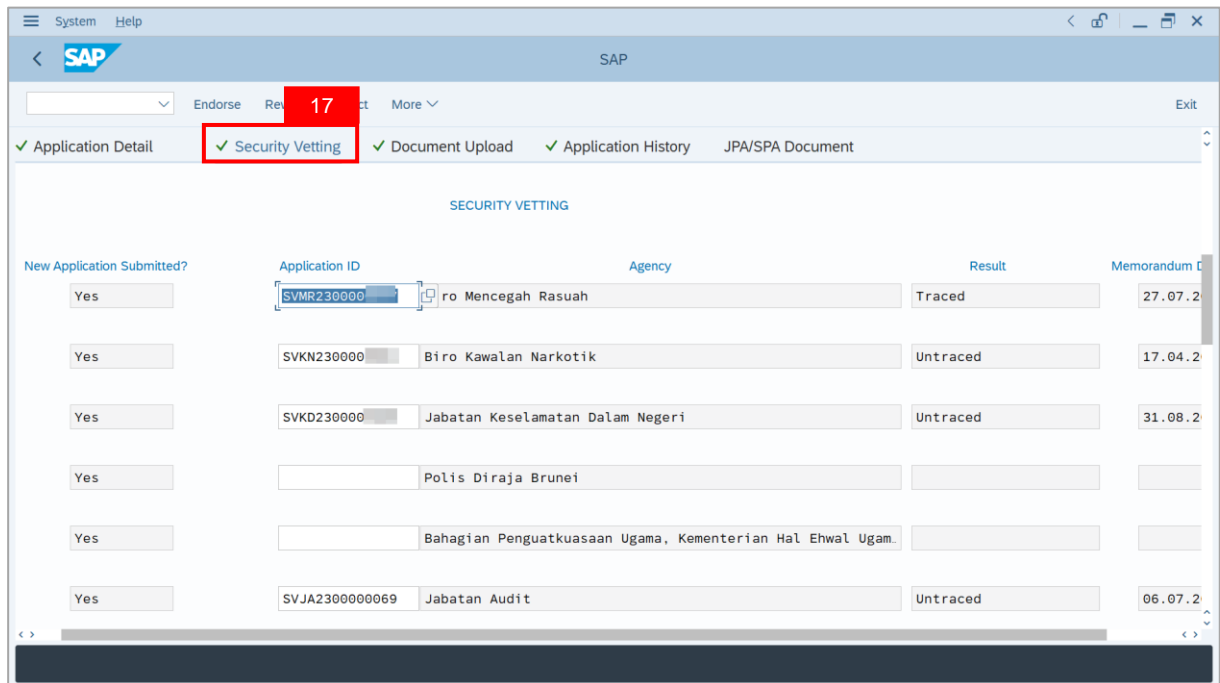
Note: Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's Application** page.



16. Review the following details entered by **Department HR Administrator**.



17. Navigate to **Security Vetting** tab.



The screenshot shows the SAP Security Vetting application list. The 'Security Vetting' tab is selected and highlighted with a red box. The table below displays the application details.

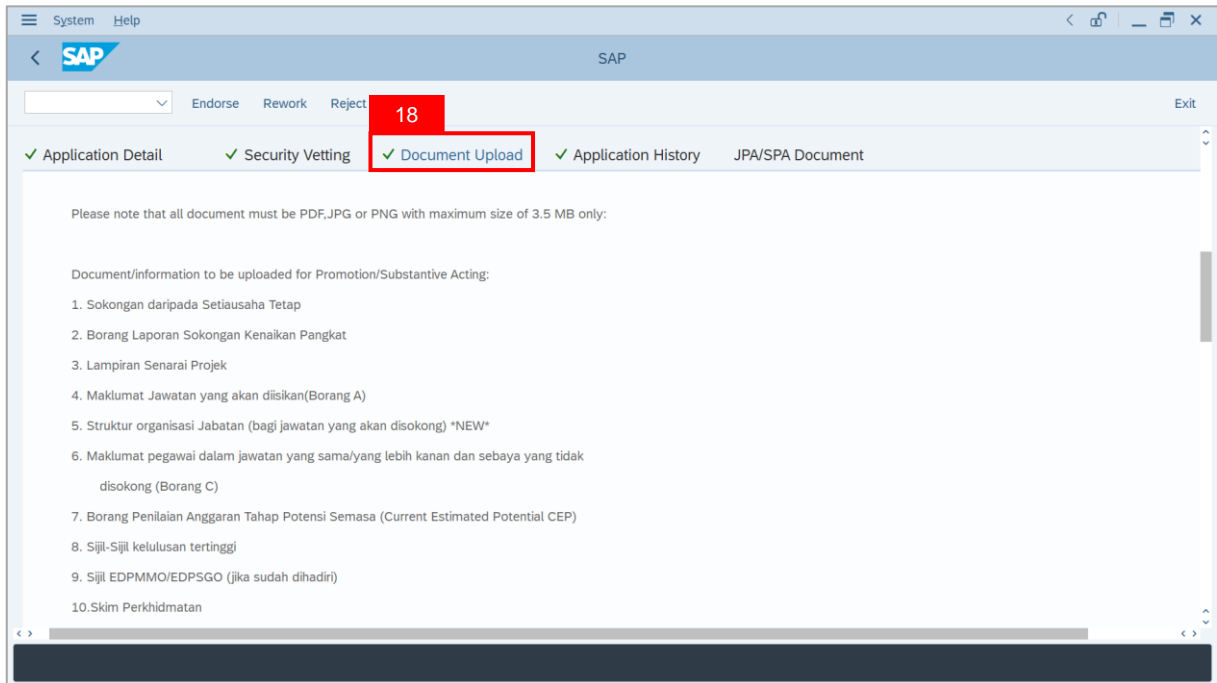
New Application Submitted?	Application ID	Agency	Result	Memorandum D
<input type="checkbox"/>	SVMR230000	ro Mencegah Rasuah	Traced	27.07.2
<input type="checkbox"/>	SVKN230000	Biro Kawalan Narkotik	Untraced	17.04.2
<input type="checkbox"/>	SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	31.08.2
<input type="checkbox"/>		Polis Diraja Brunei		
<input type="checkbox"/>		Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugam.		
<input type="checkbox"/>	SVJA2300000069	Jabatan Audit	Untraced	06.07.2

Note (i): JPA Endorser can view Security Vetting results updated by Security Vetting agencies.

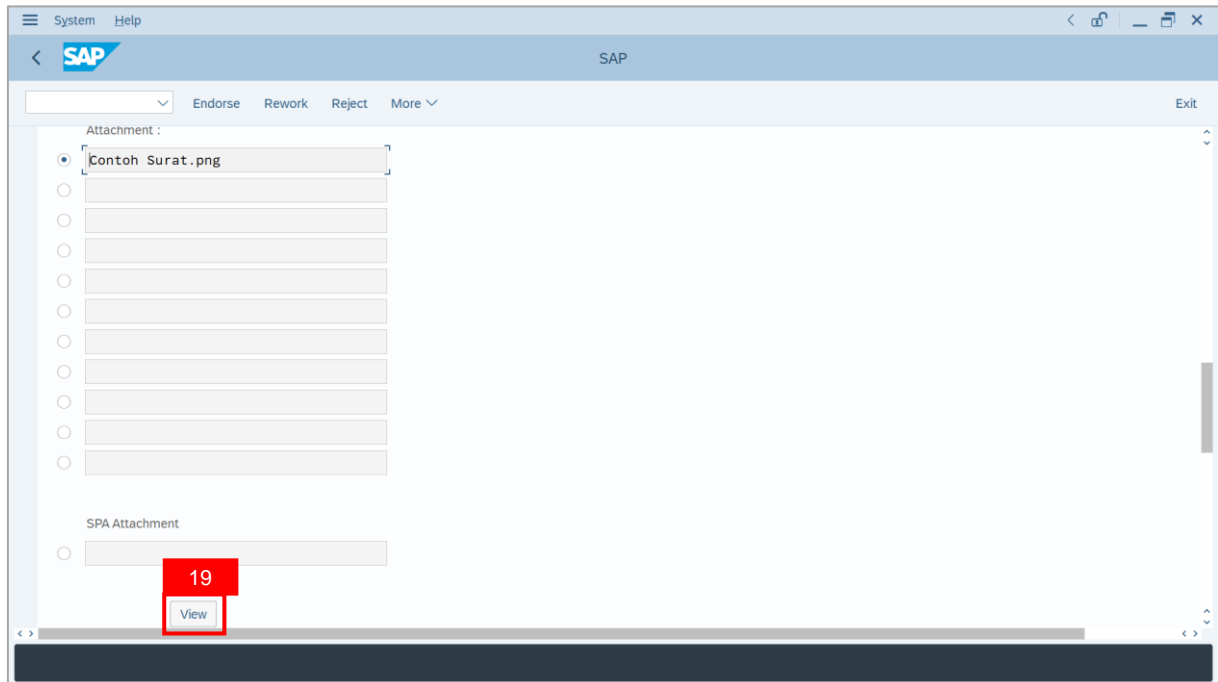
Note (ii): If there is an Application ID being displayed but no result shown, it means that Security Vetting application result is pending from Security Vetting agencies.

Note (iii): If there is no previous Security Vetting results, requestors may apply for Security Vetting.

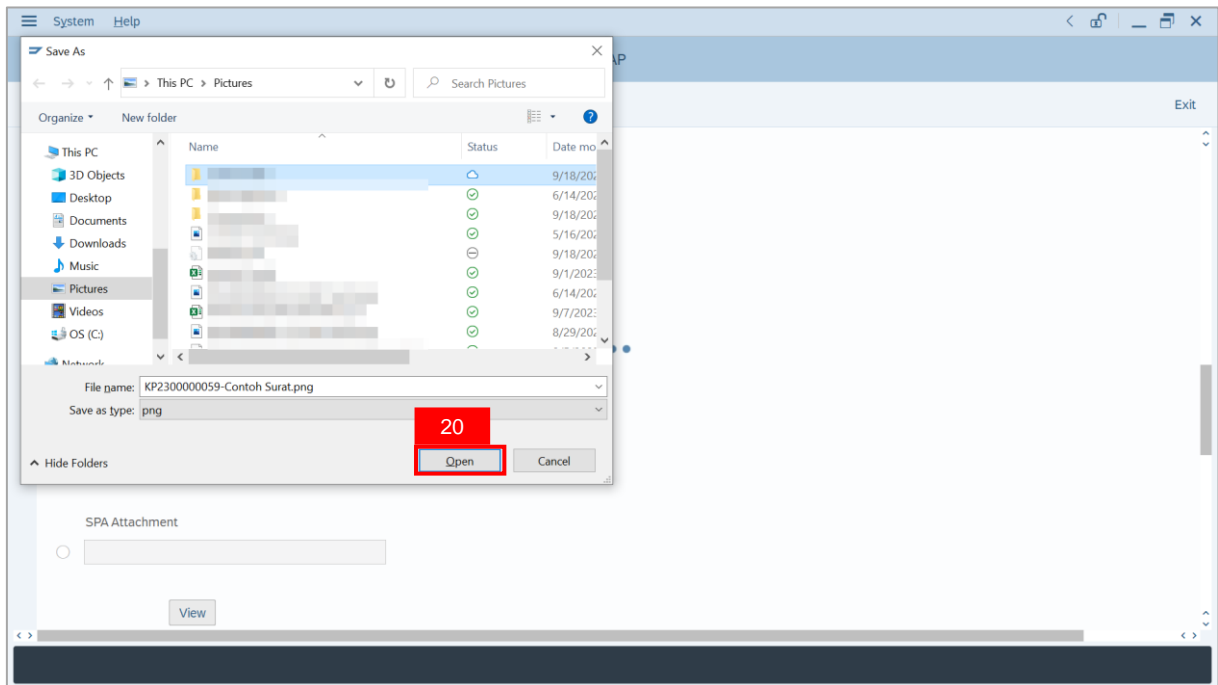
18. Navigate to **Document Upload** tab.



19. Select **Attachment** and click on **View** button.

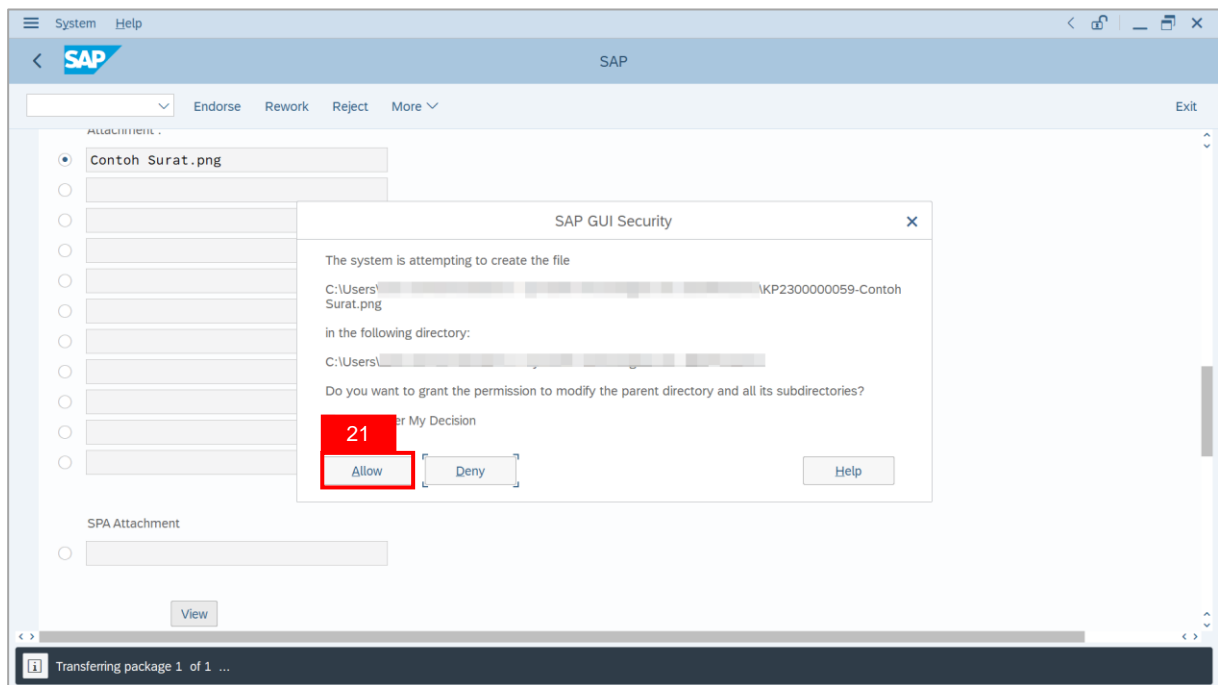


20. Select **File Location** and click on **Save** button.

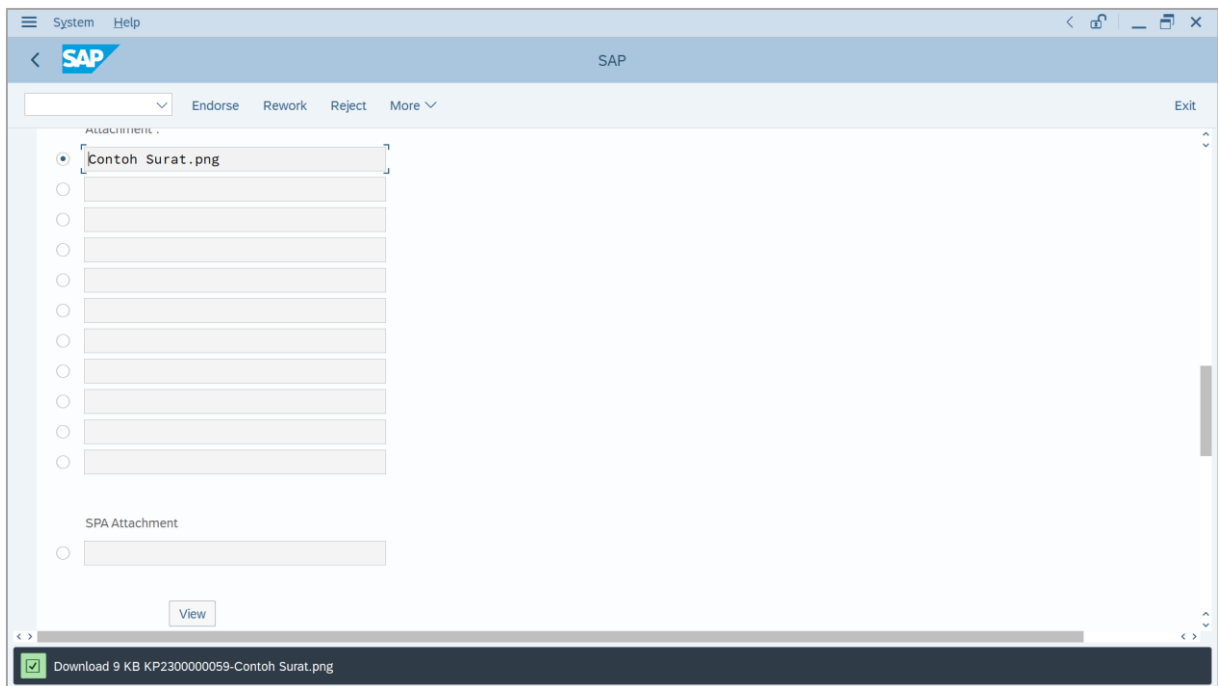


Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

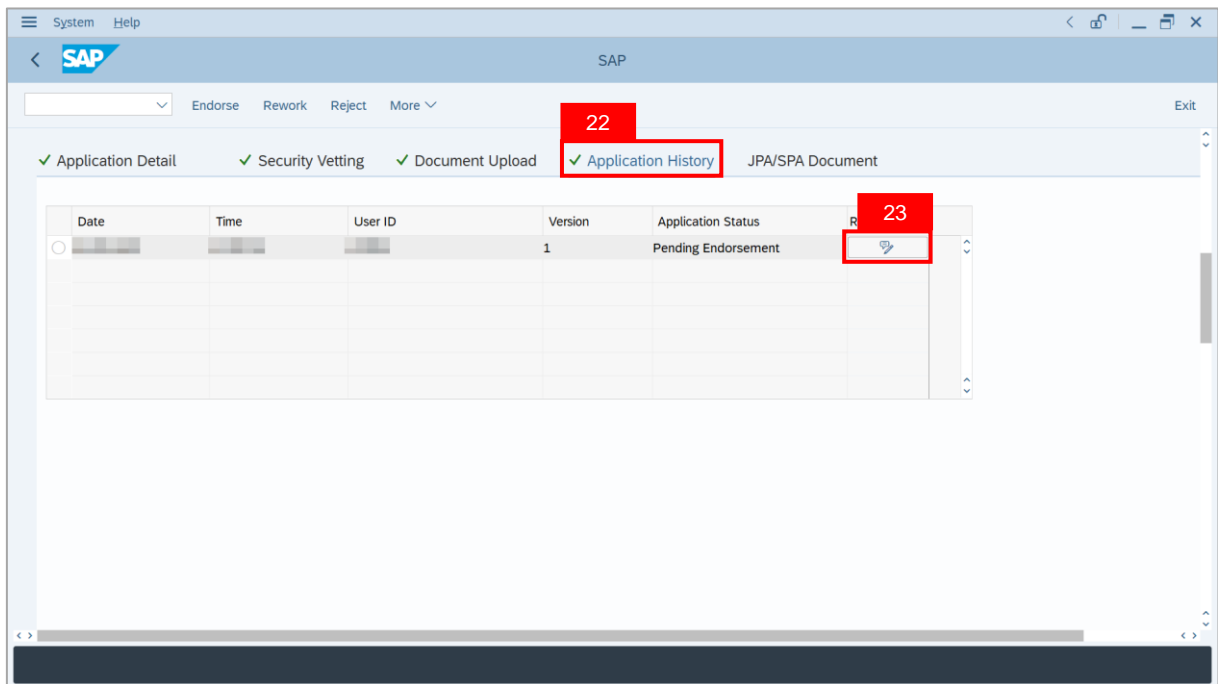


Note: The **Attachment** has successfully been downloaded.

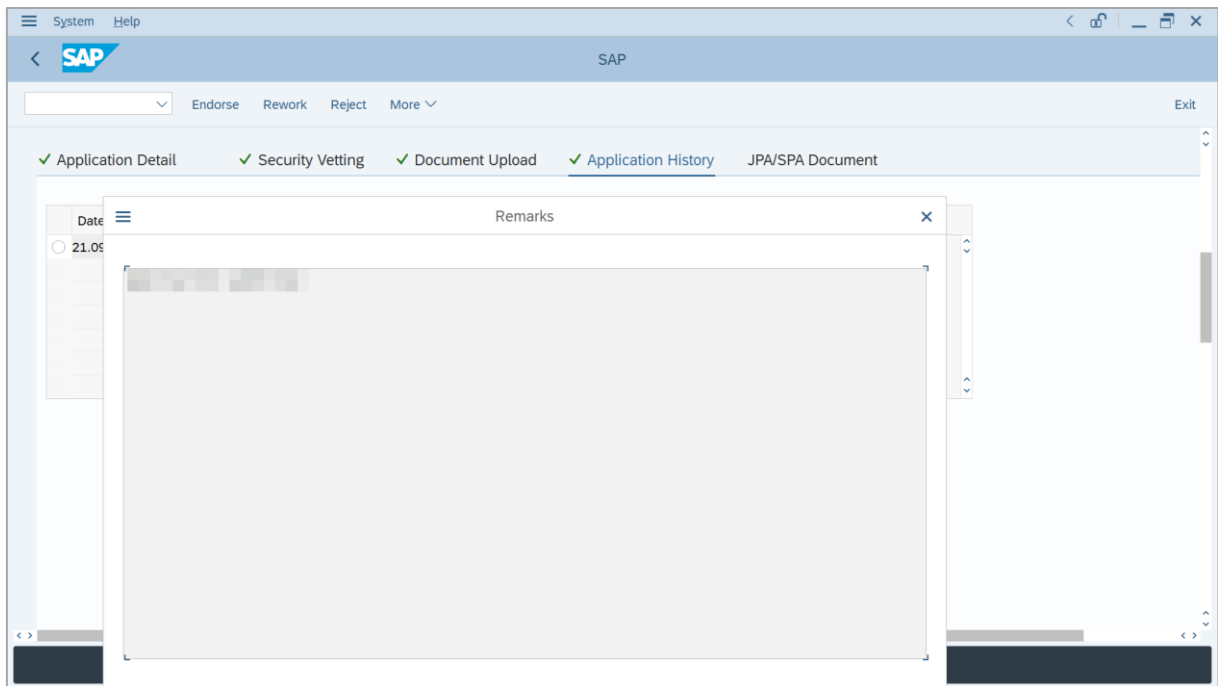


22. Navigate to **Application History** tab.

23. Click on **Remarks** button to view any comments made by **Department HR Administrator**.



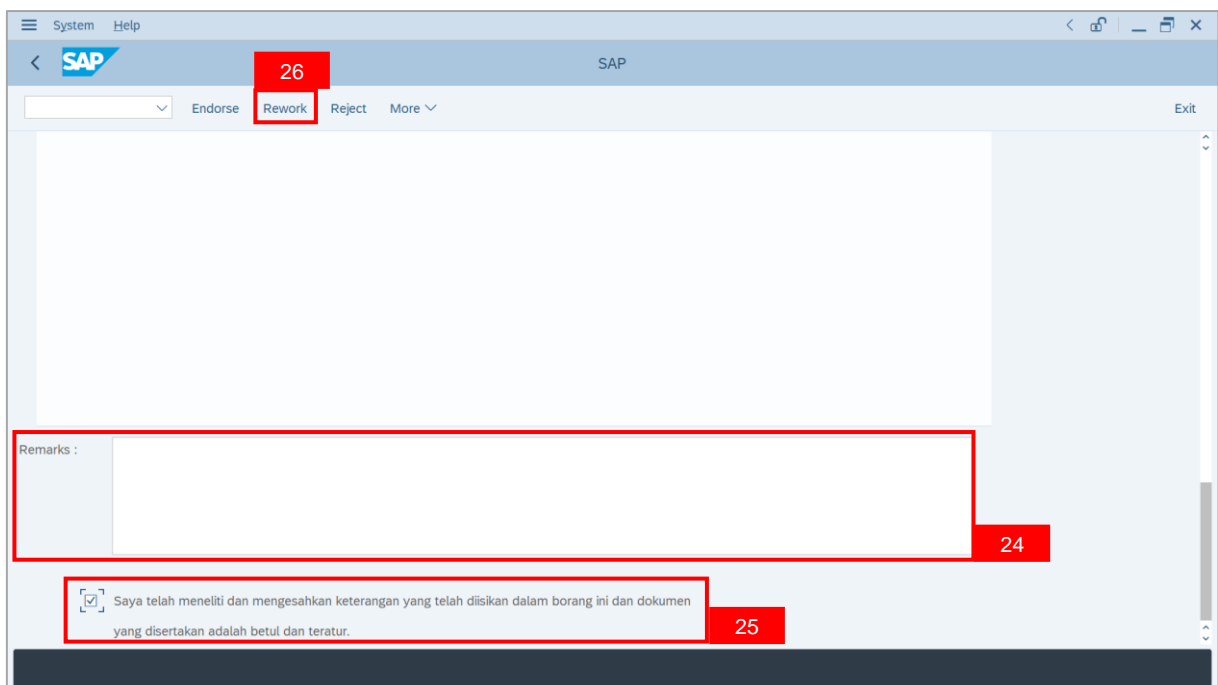
Note: The **Remarks** page will be displayed.



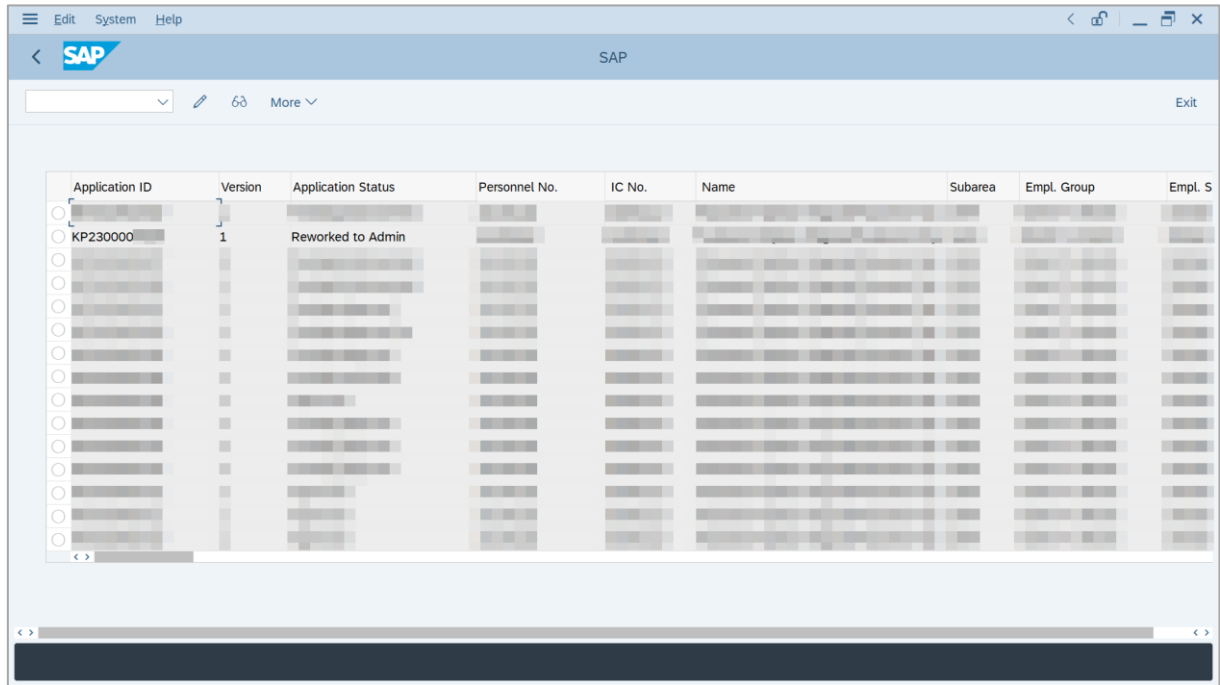
24. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.

25. Tick on **Declaration** checkbox.

26. Click on **Rework** button.



Outcome: The **Application** has successfully been reworked to **Department HR Administrator**.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
○ KP230000	1	Reworked to Admin						
○								
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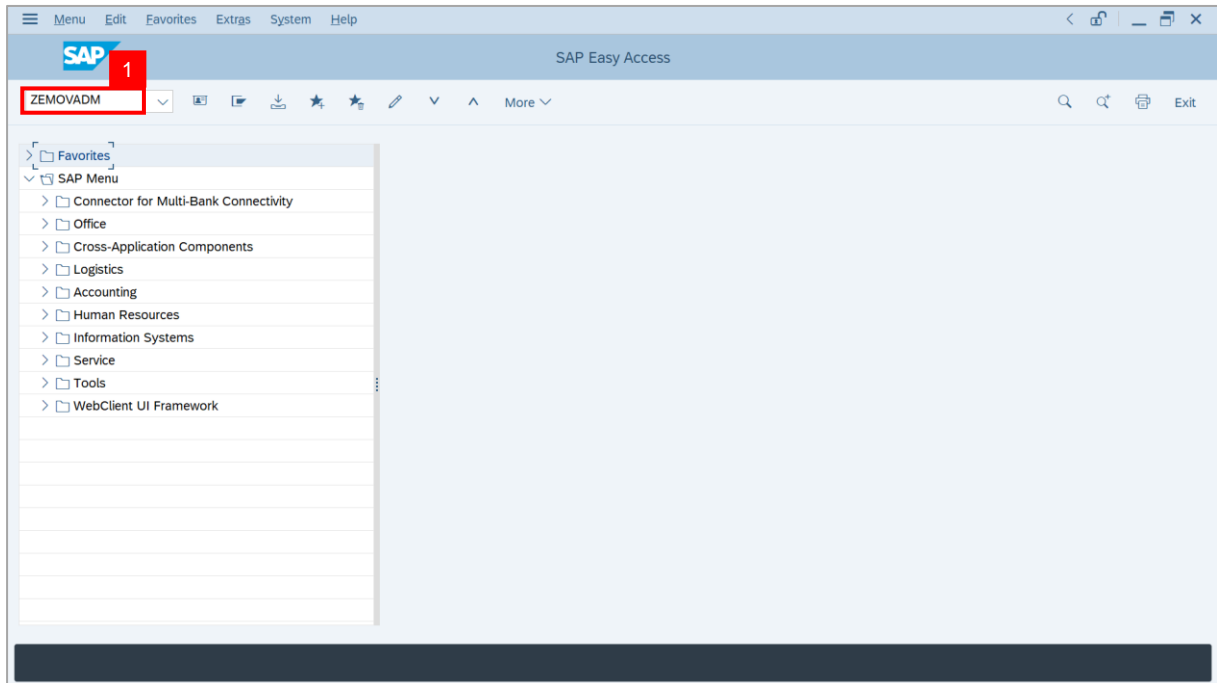
REJECT APPLICATION

Backend User

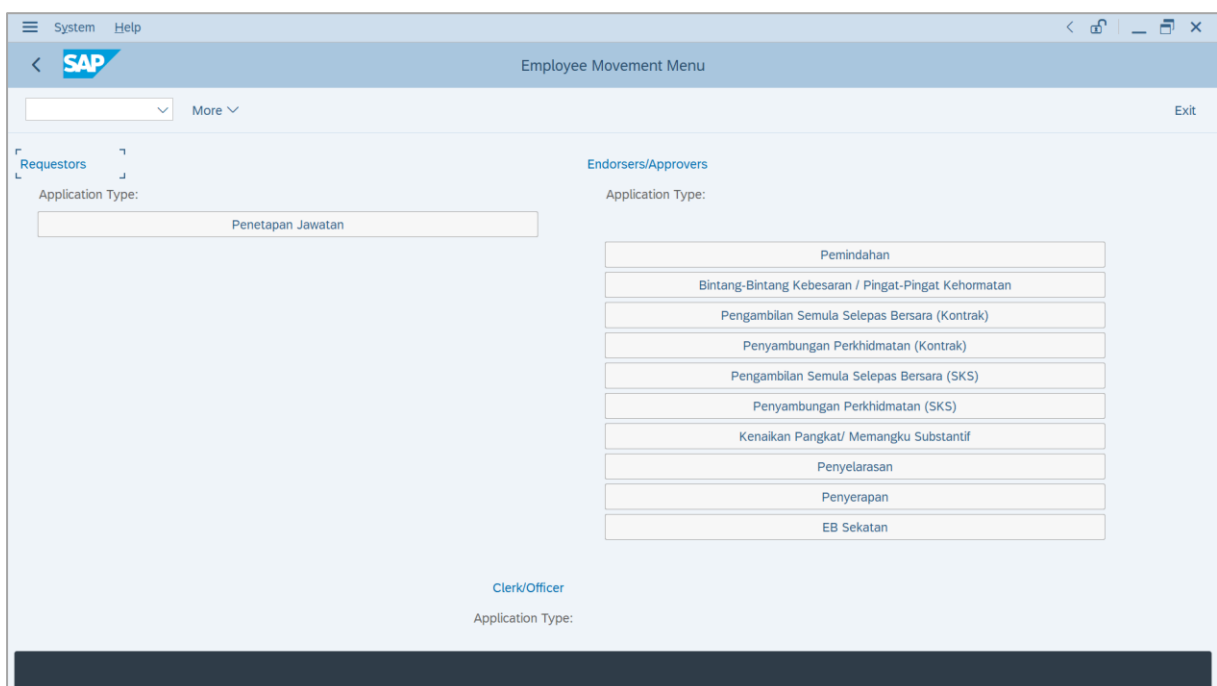
JPA Endorser

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

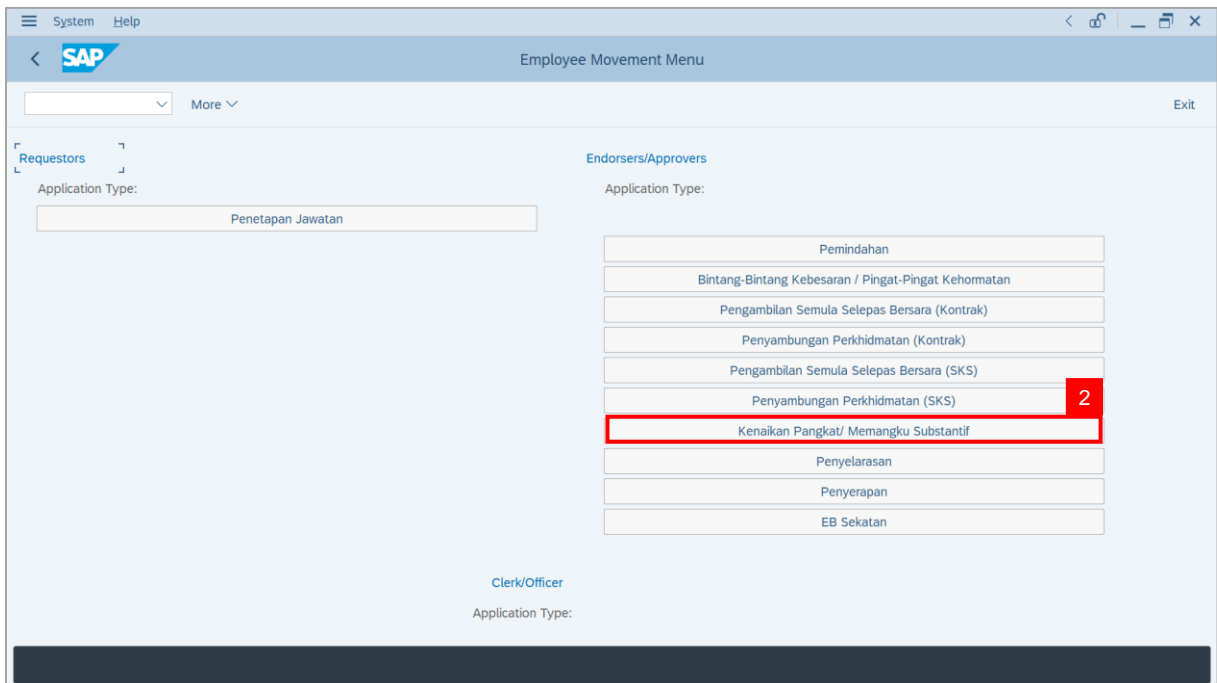
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



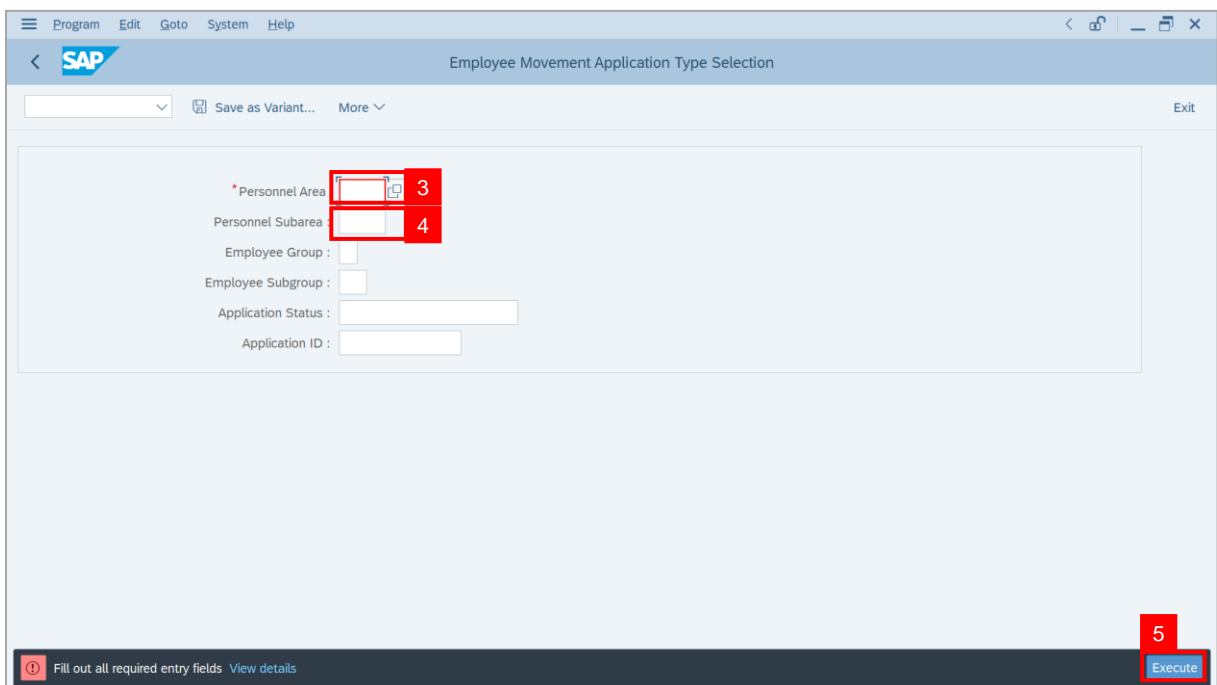
The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Application Type: Penetapan Jawatan'. The 'Endorsers/Approvers' section has a list of application types. The option 'Kenaikan Pangkat/ Memangku Substantif' is highlighted with a red box and a red '2' next to it. Other options include 'Pemindahan', 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan', 'Pengambilan Semula Selepas Bersara (Kontrak)', 'Penyambungan Perkhidmatan (Kontrak)', 'Pengambilan Semula Selepas Bersara (SKS)', 'Penyambungan Perkhidmatan (SKS)', 'Penyelarasan', 'Penyerapan', and 'EB Sekatan'. The 'Clerk/Officer' section is empty.

Note: The Employee Movement Application Type Selection page will be displayed.

3. Enter **Personnel Area**.

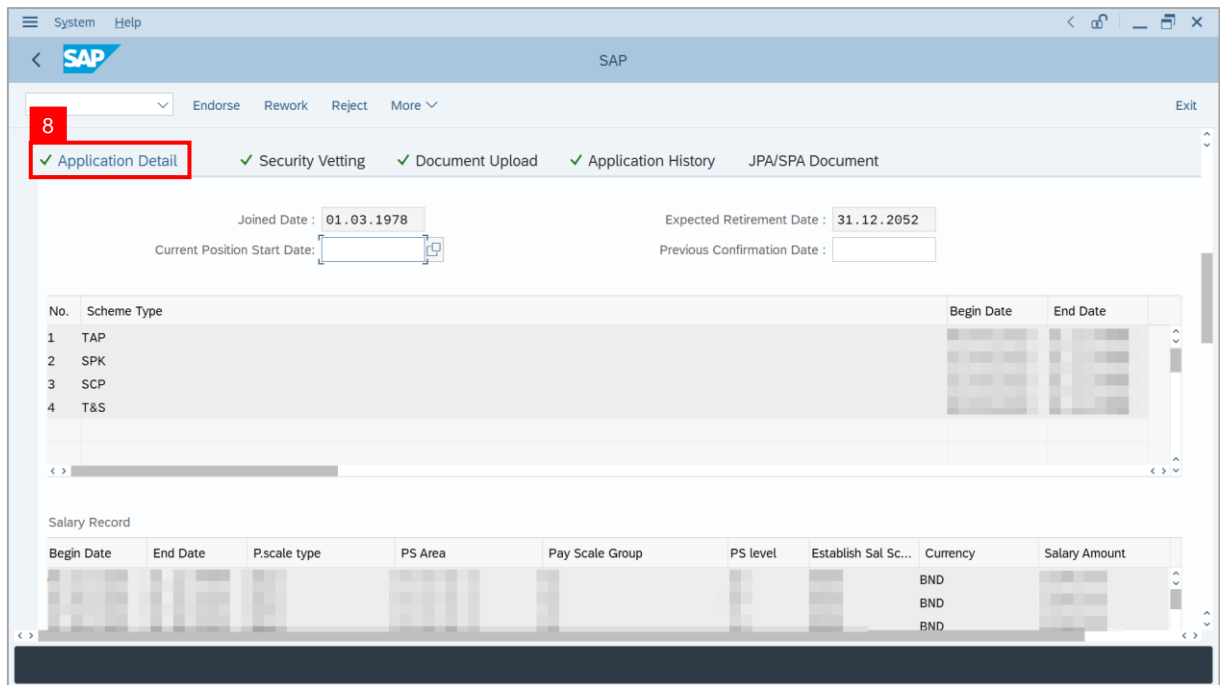
4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3' next to it. The 'Personnel Subarea' field is highlighted with a red box and a red '4' next to it. The 'Employee Group' and 'Employee Subgroup' fields are empty. The 'Application Status' field is empty. The 'Application ID' field is empty. The 'Execute' button is highlighted with a red box and a red '5' next to it. A message at the bottom left says 'Fill out all required entry fields. View details'.

8. Navigate to **Application Detail** tab.



System Help

SAP

Endorse Rework Reject More

Exit

8

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

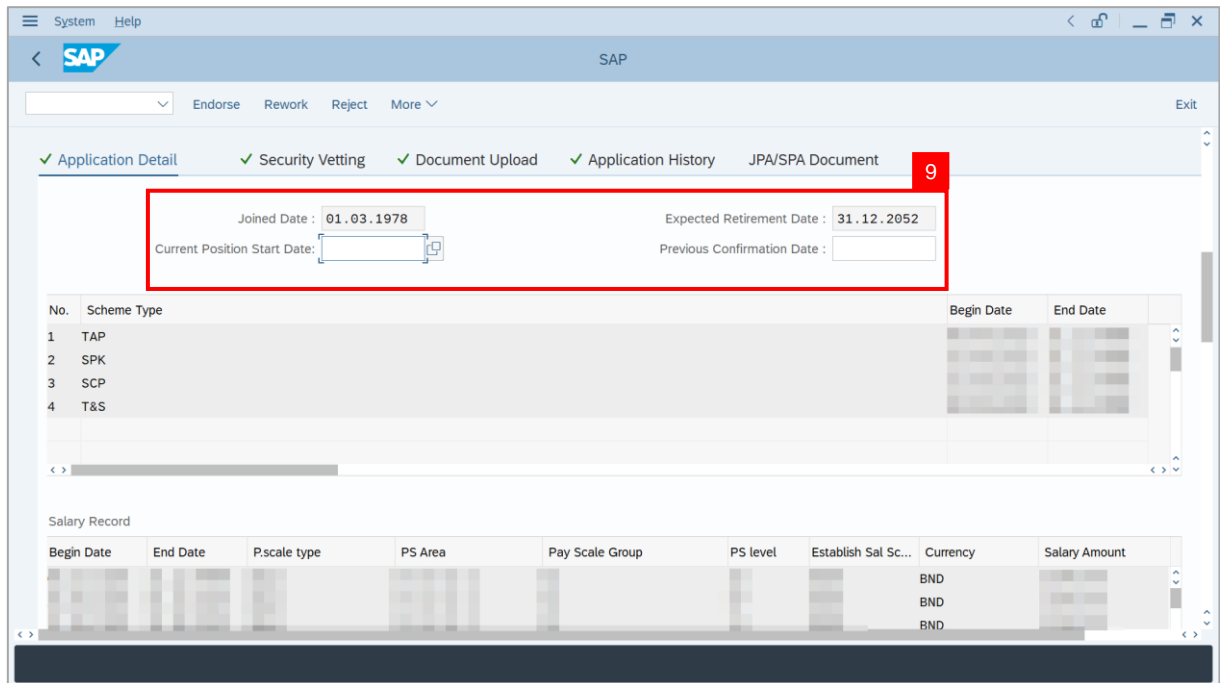
Current Position Start Date: Previous Confirmation Date:

No.	Scheme Type	Begin Date	End Date
1	TAP		
2	SPK		
3	SCP		
4	T&S		

Salary Record

Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary Amount
							BND	
							BND	
							BND	

9. **JPA Endorser** may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.



System Help

SAP

Endorse Rework Reject More

Exit

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

9

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

Current Position Start Date: Previous Confirmation Date:

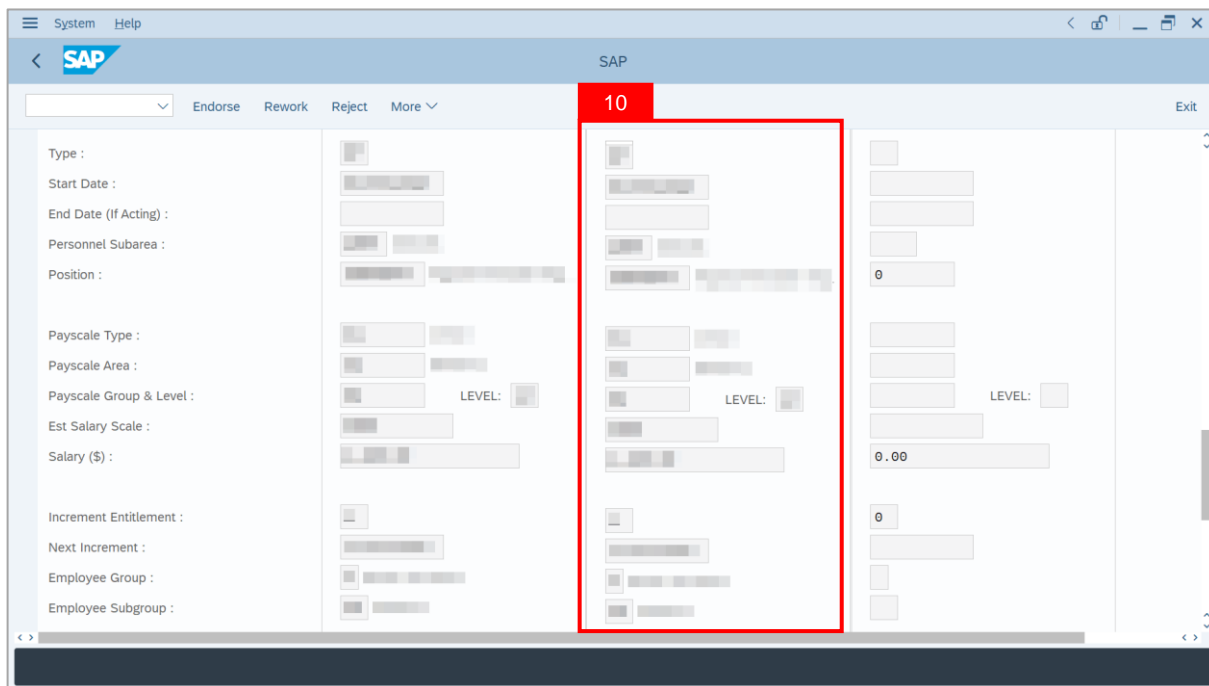
No.	Scheme Type	Begin Date	End Date
1	TAP		
2	SPK		
3	SCP		
4	T&S		

Salary Record

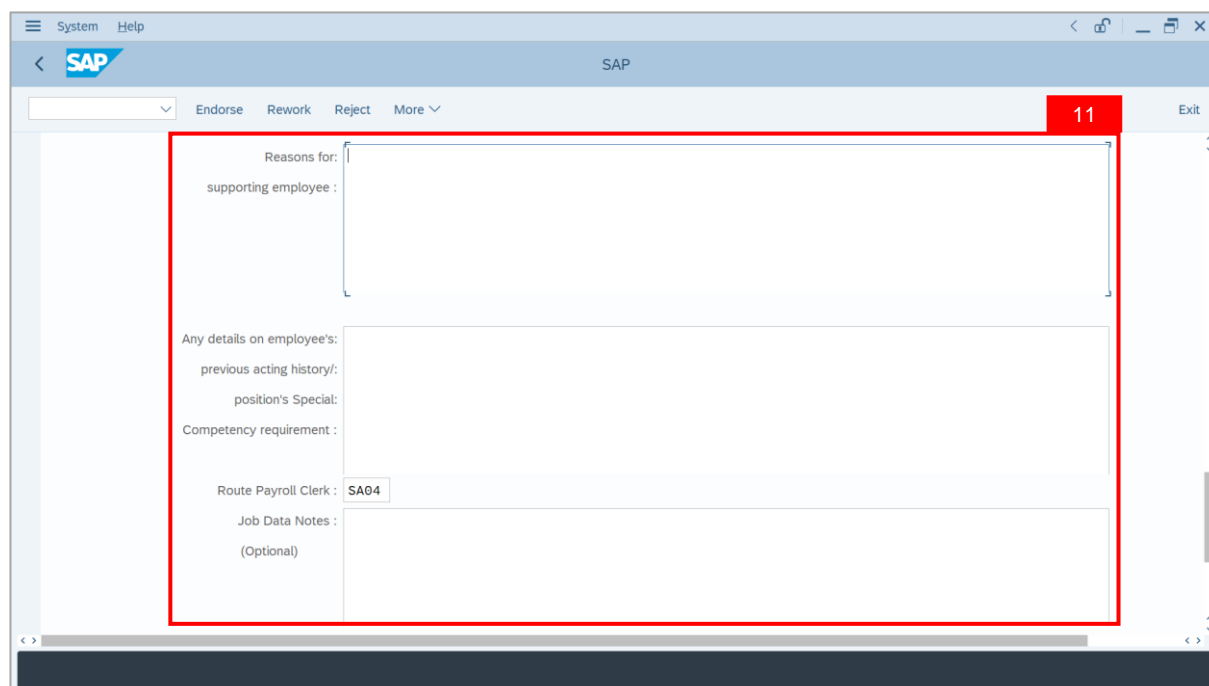
Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary Amount
							BND	
							BND	
							BND	

10. Review and amend **Proposed Kenaikan Pangkat / Memangku Substantif Details** under **JPA** column, if required.

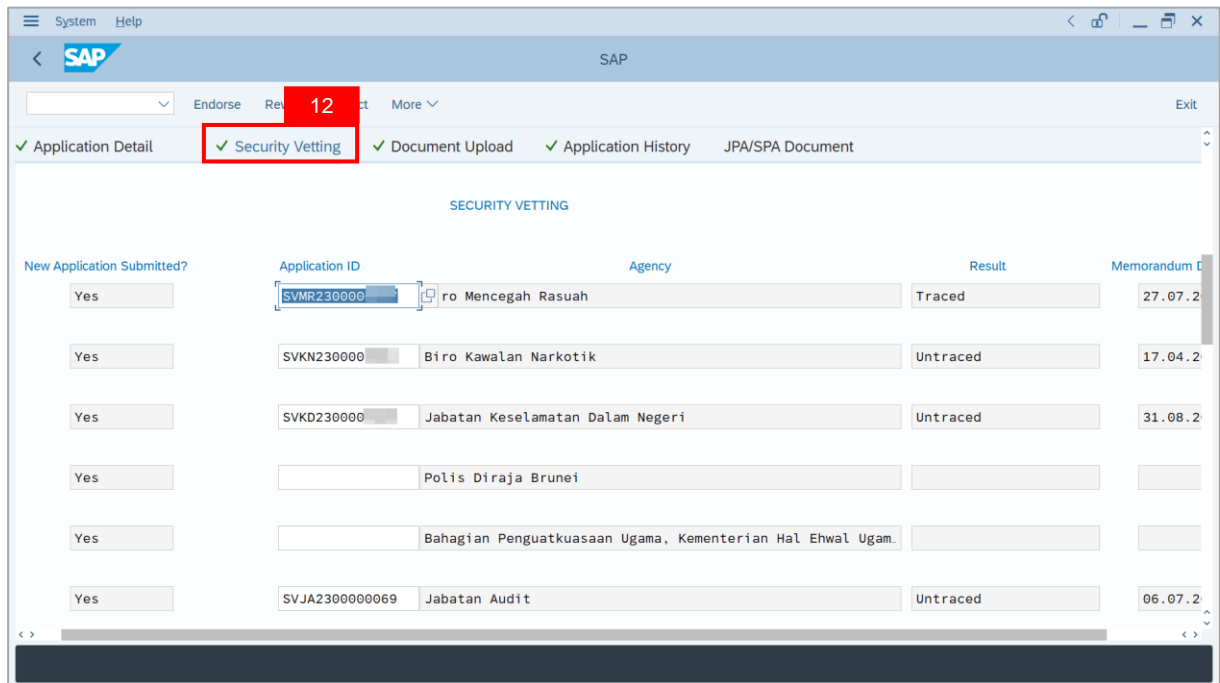
Note: Any amendments made by **JPA Endorser** will be reflected in **SPA Approver's Application** page.



11. Review the following details entered by **Department HR Administrator**.



12. Navigate to **Security Vetting** tab.



The screenshot shows the SAP Security Vetting interface. The 'Security Vetting' tab is selected and highlighted with a red box and the number '12'. Below the navigation bar, there is a table with the following columns: 'New Application Submitted?', 'Application ID', 'Agency', 'Result', and 'Memorandum D'. The table contains six rows of data.

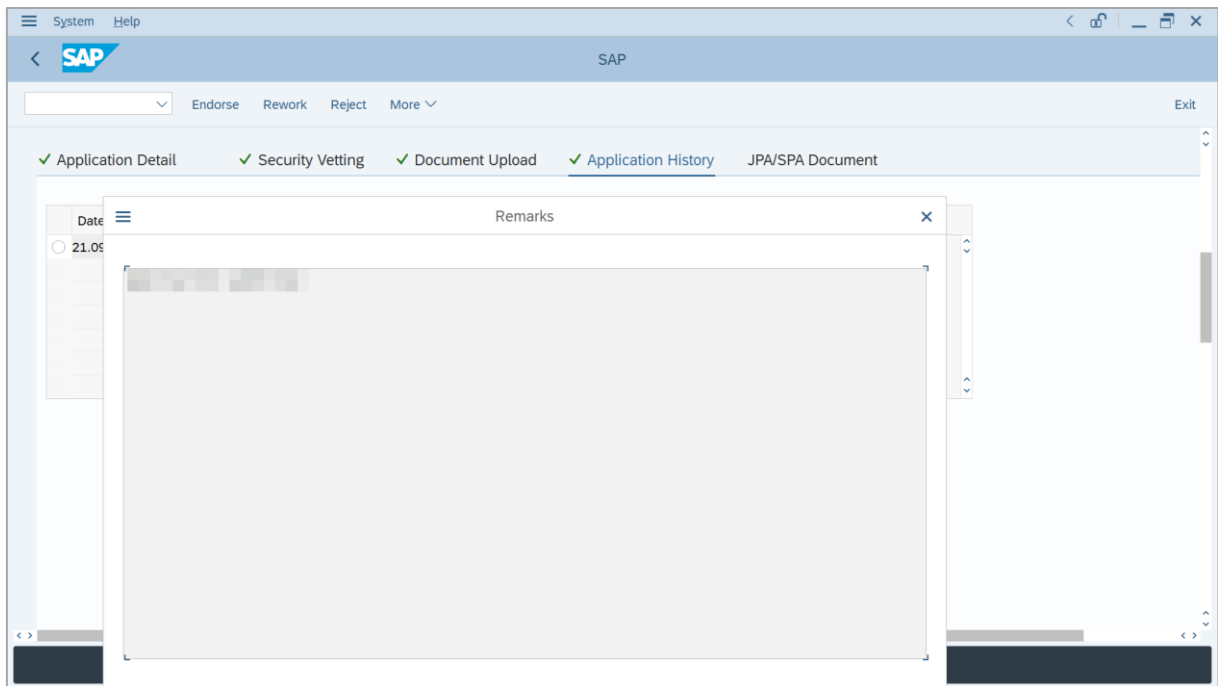
New Application Submitted?	Application ID	Agency	Result	Memorandum D
<input type="checkbox"/>	SVMR230000	ro Mencegah Rasuah	Traced	27.07.2
<input type="checkbox"/>	SVKN230000	Biro Kawalan Narkotik	Untraced	17.04.2
<input type="checkbox"/>	SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	31.08.2
<input type="checkbox"/>		Polis Diraja Brunei		
<input type="checkbox"/>		Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugam.		
<input type="checkbox"/>	SVJA2300000069	Jabatan Audit	Untraced	06.07.2

Note (i): JPA Endorser can view Security Vetting results updated by Security Vetting agencies.

Note (ii): If there is an Application ID being displayed but no result shown, it means that Security Vetting application result is pending from Security Vetting agencies.

Note (iii): If there is no previous Security Vetting results, requestors may apply for Security Vetting.

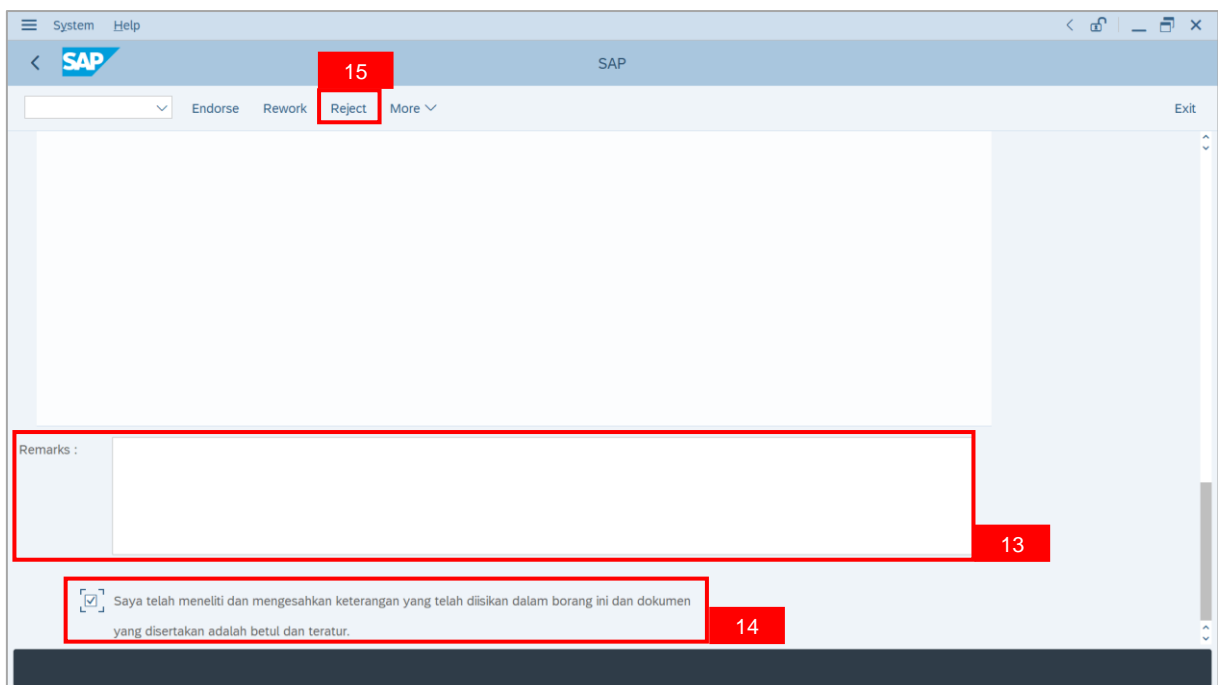
Note: The **Remarks** page will be displayed.



13. Enter the **Remarks** for why the application is rejected.

14. Tick on **Declaration** checkbox.

15. Click on **Reject** button.



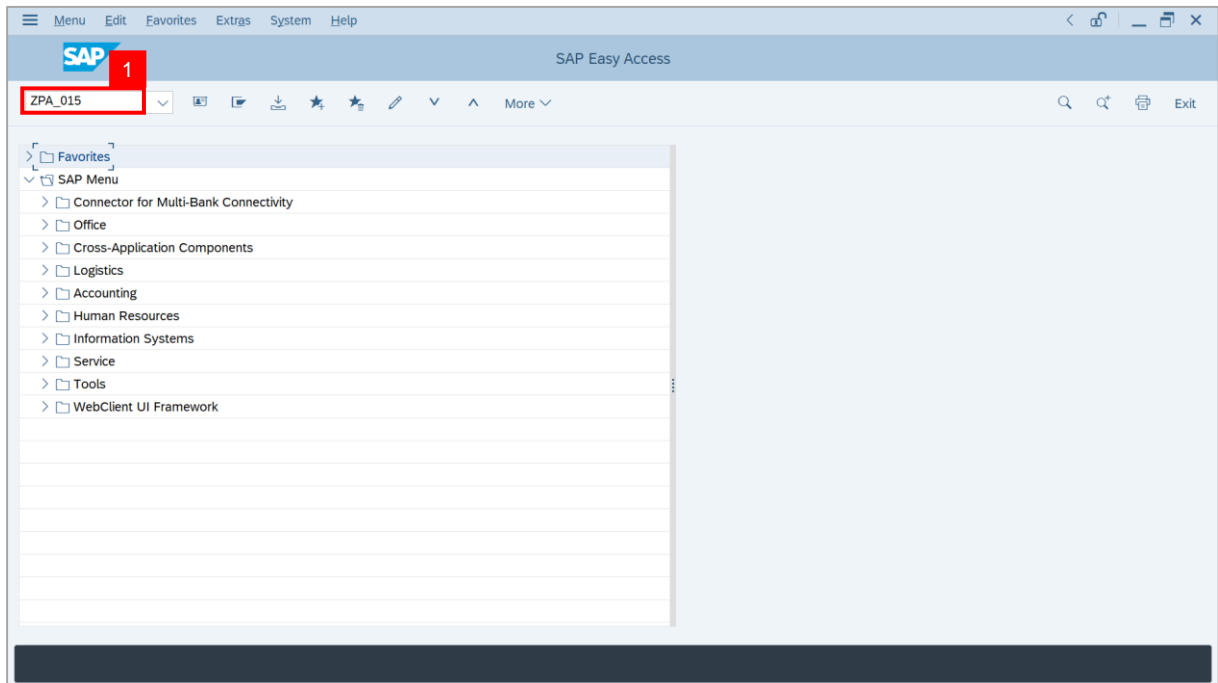
**PROMOTION/
SUBSTANTIVE ACTING
APPLICATION REPORT**

Backend User

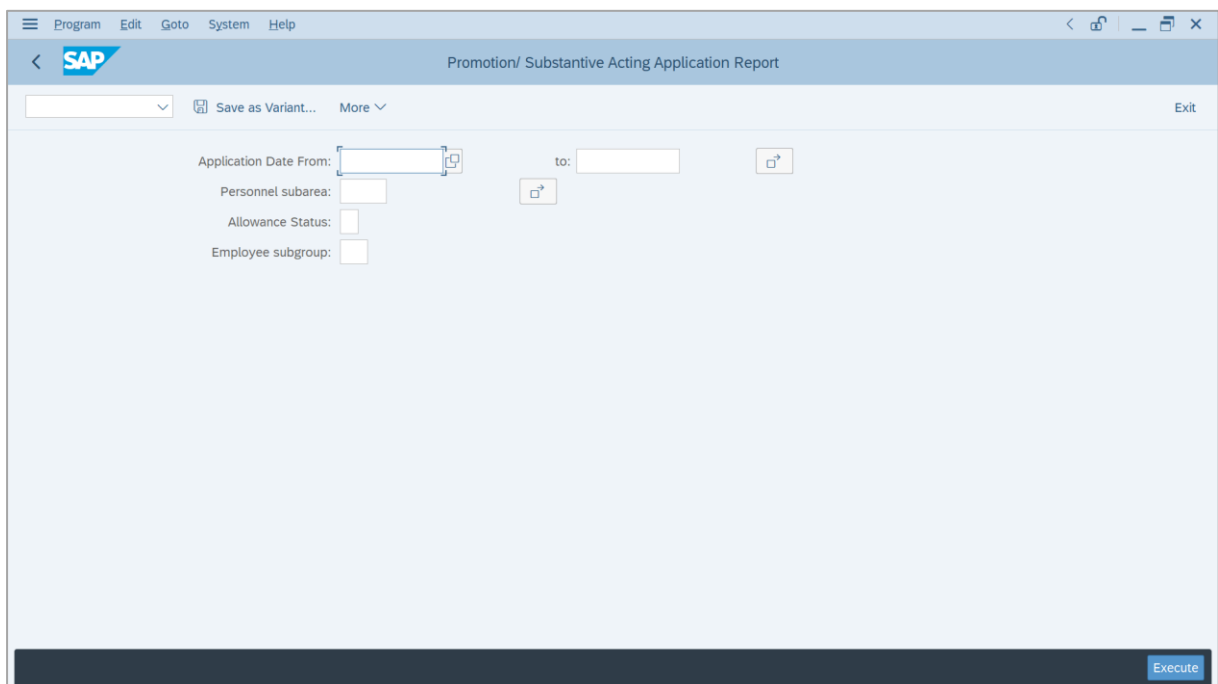
JPA Endorser

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

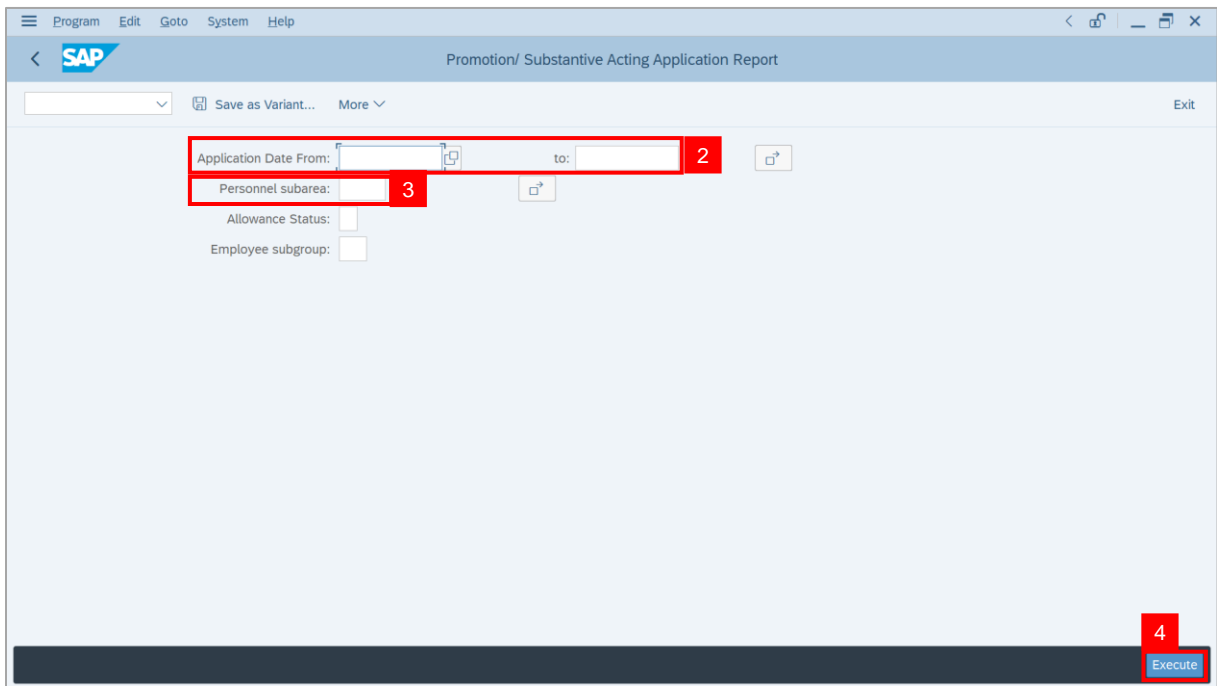
1. Enter **ZPA_015** in the search bar.



Note: The **Promotion / Substantive Acting Application Report** page will be displayed.



2. Enter **Application Date** of Promotion/Substantive Acting.
3. Enter **Personnel subarea**.
4. Click on **Execute** button.

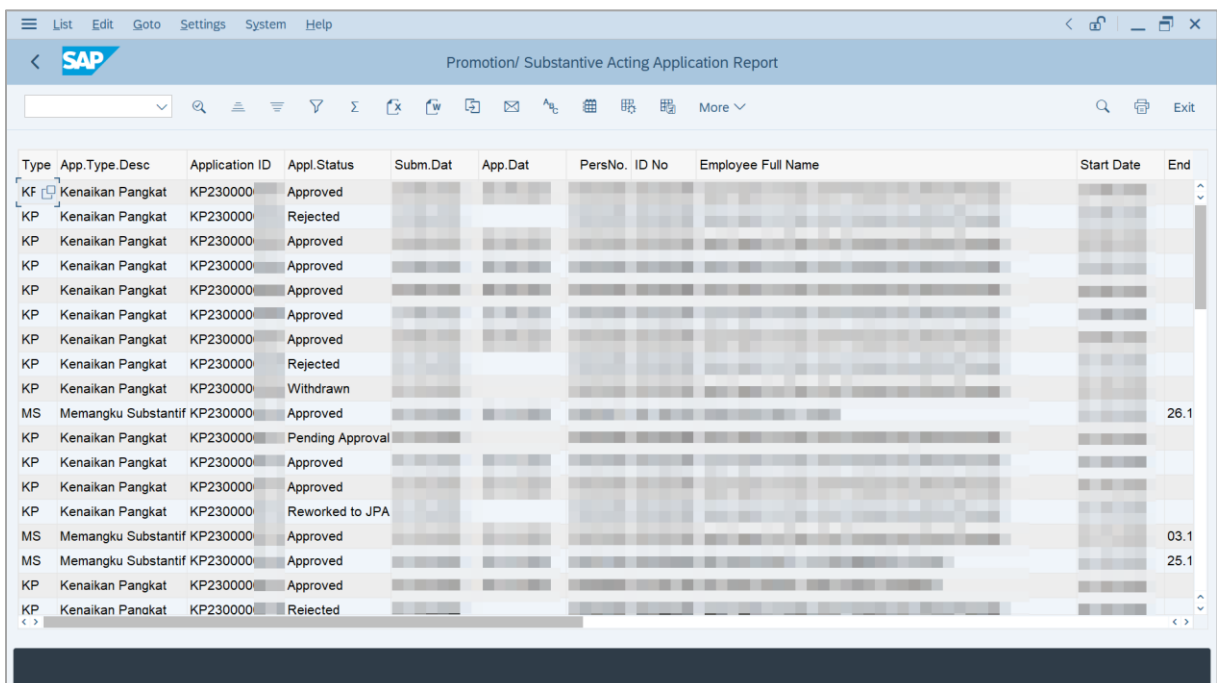


The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report'. The top bar includes 'Program Edit Goto System Help' and 'Save as Variant... More'. The main area contains the following fields:

- Application Date From: [] to: [] (highlighted with a red box and number 2)
- Personnel subarea: [] (highlighted with a red box and number 3)
- Allowance Status:
- Employee subgroup:

The 'Execute' button is located at the bottom right of the screen, highlighted with a red box and number 4.

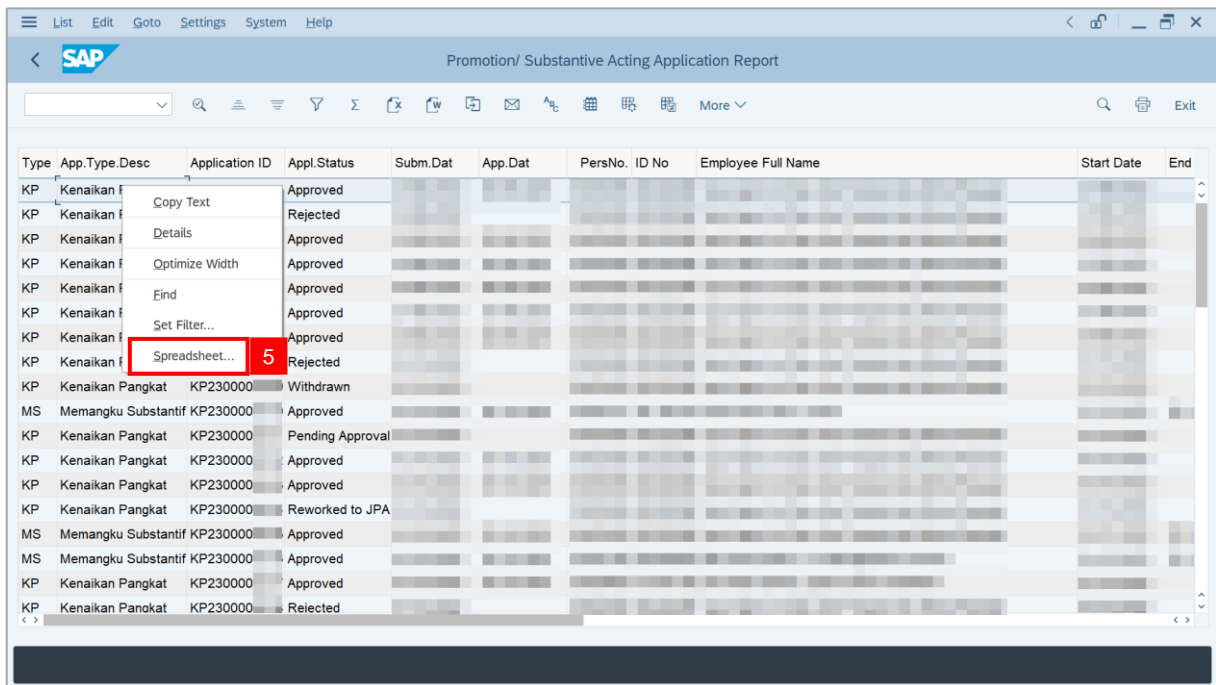
Note: The **Promotion / Substantive Acting Application Report** page will be displayed.



The screenshot shows the SAP GUI interface displaying the 'Promotion/ Substantive Acting Application Report' table. The table has the following columns: Type, App.Type.Desc, Application ID, Appl.Status, Subm.Dat, App.Dat, PersNo., ID No, Employee Full Name, Start Date, and End.

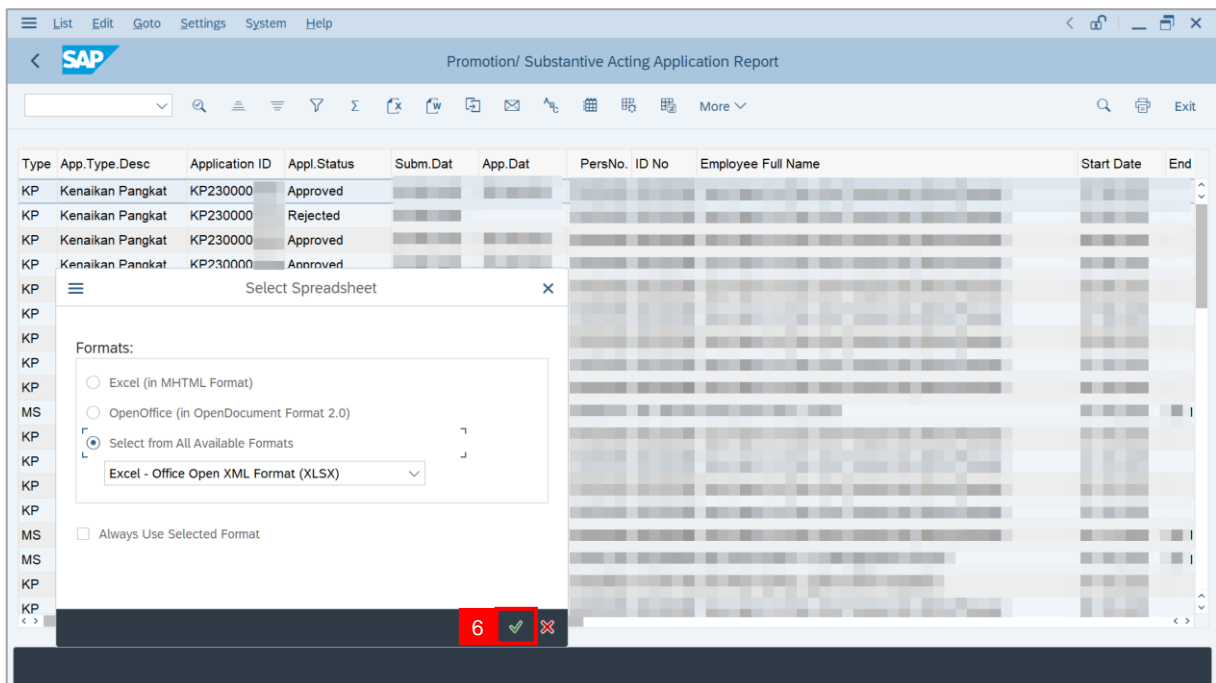
Type	App.Type.Desc	Application ID	Appl.Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KF	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Withdrawn							
MS	Memangku Substantif	KP230000	Approved							26.1
KP	Kenaikan Pangkat	KP230000	Pending Approval							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Reworked to JPA							
MS	Memangku Substantif	KP230000	Approved							03.1
MS	Memangku Substantif	KP230000	Approved							25.1
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							

5. Click the right button on the **Mouse** and select **'Spreadsheet'**.



Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.





Outcome: The **Promotion / Substantive Acting Application Report** has successfully been downloaded.

Type	App.Type.Desc	Application ID	Appl Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Withdrawn							
MS	Memangku Substantif	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Pending Approval							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Reworked to JPA							
MS	Memangku Substantif	KP230000	Approved							
MS	Memangku Substantif	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							

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