



SISTEM SUMBER MANUSIA

User Guide

For Department Payroll Clerk

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Department Payroll Clerk (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**.



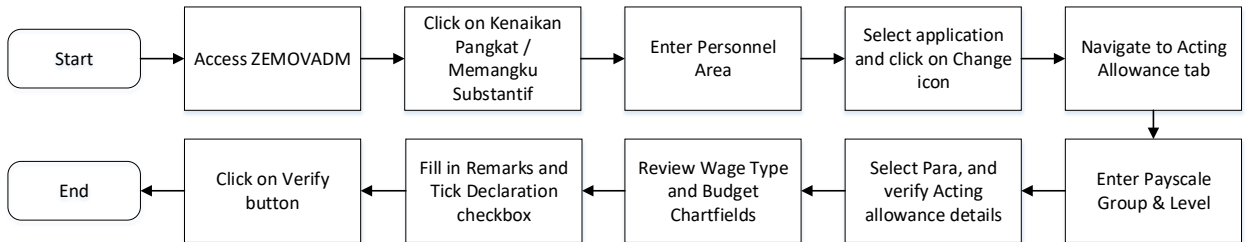
Table of Content

Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
Maintain Application (Department Payroll Clerk)	
Verify Application	6
Edit Reworked Application	17
Reject Application	25
Acting Allowance Report	36
Basic Salary Locked Report	41
Promotion & Substantive Acting Application Report	46

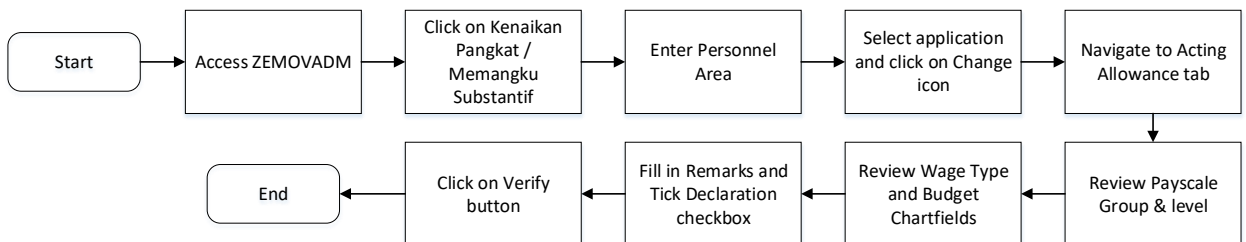


Process Overview

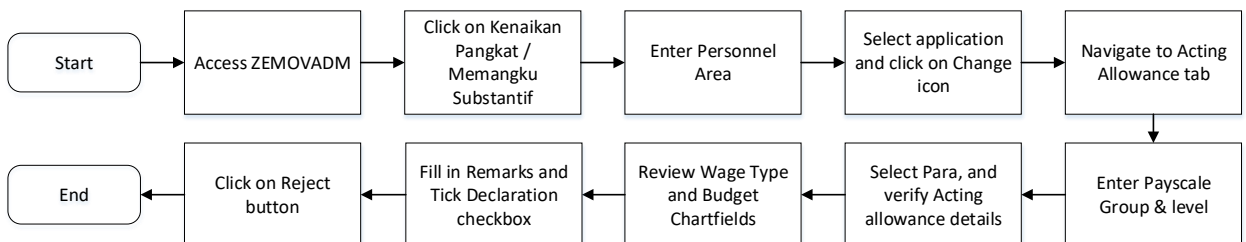
Verify Application



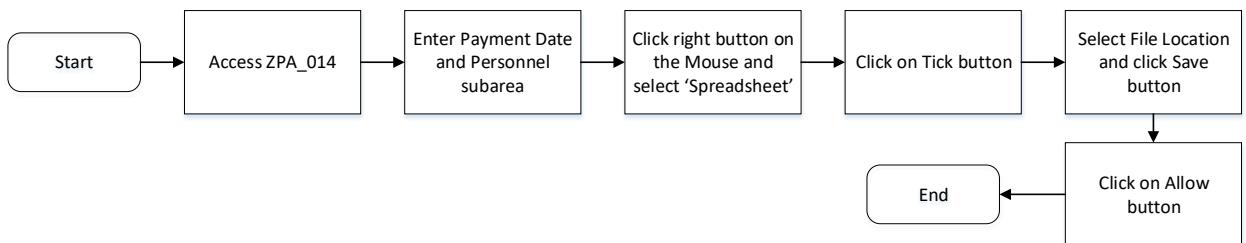
Edit Reworked Application



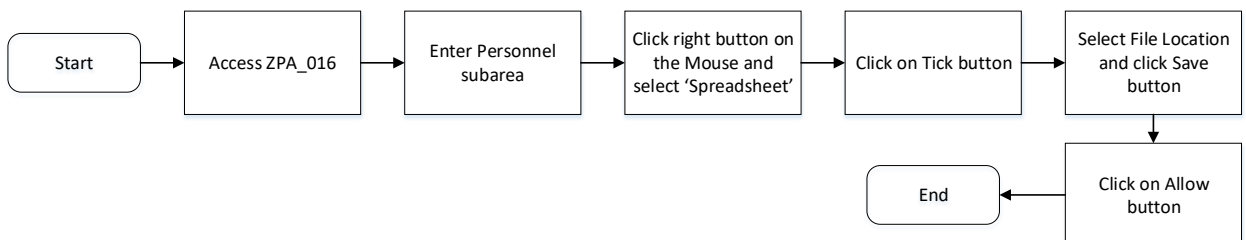
Reject Application



Acting Allowance Report



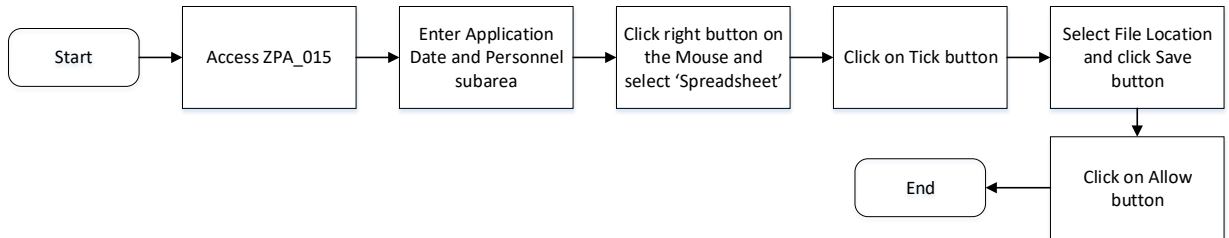
Basic Salary Locked Report





Process Overview

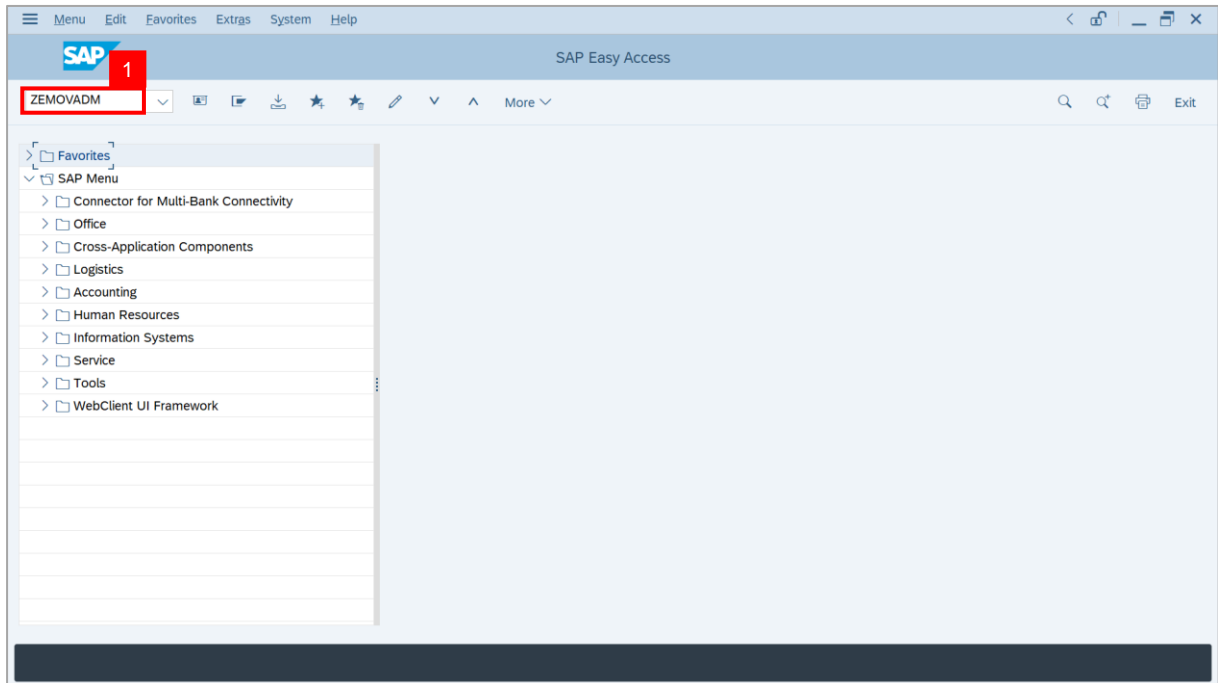
Promotion / Substantive Acting Application Report



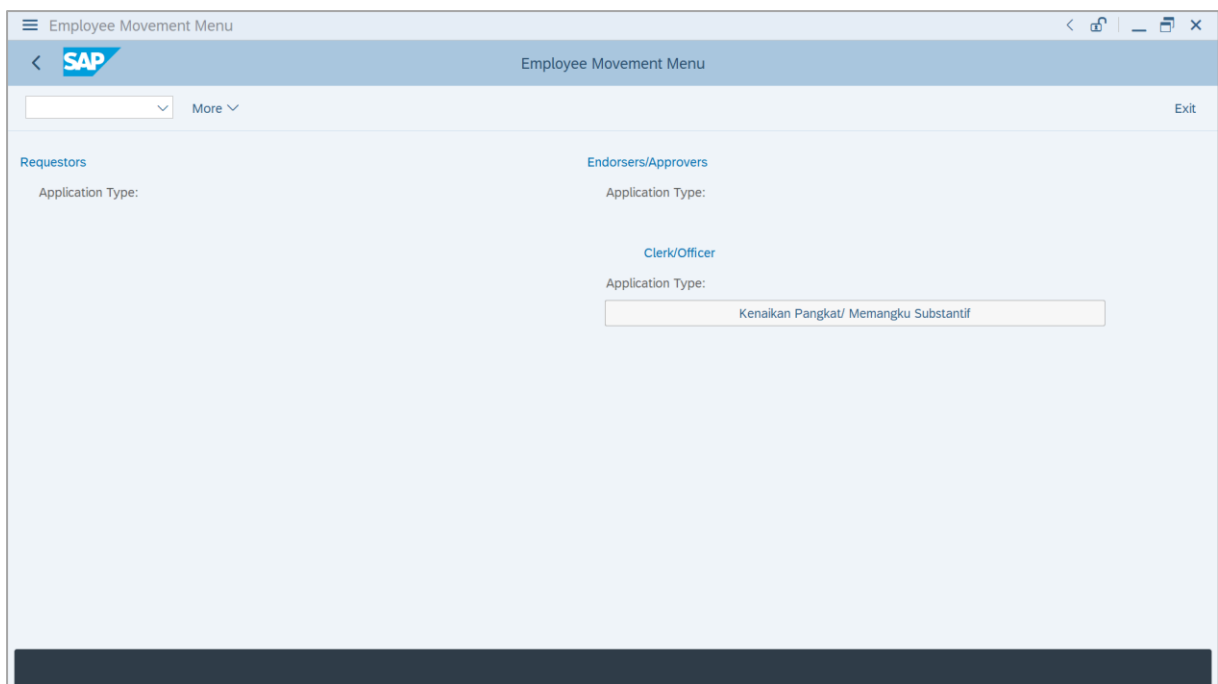
VERIFY APPLICATION	Backend User
	Department Payroll Clerk

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

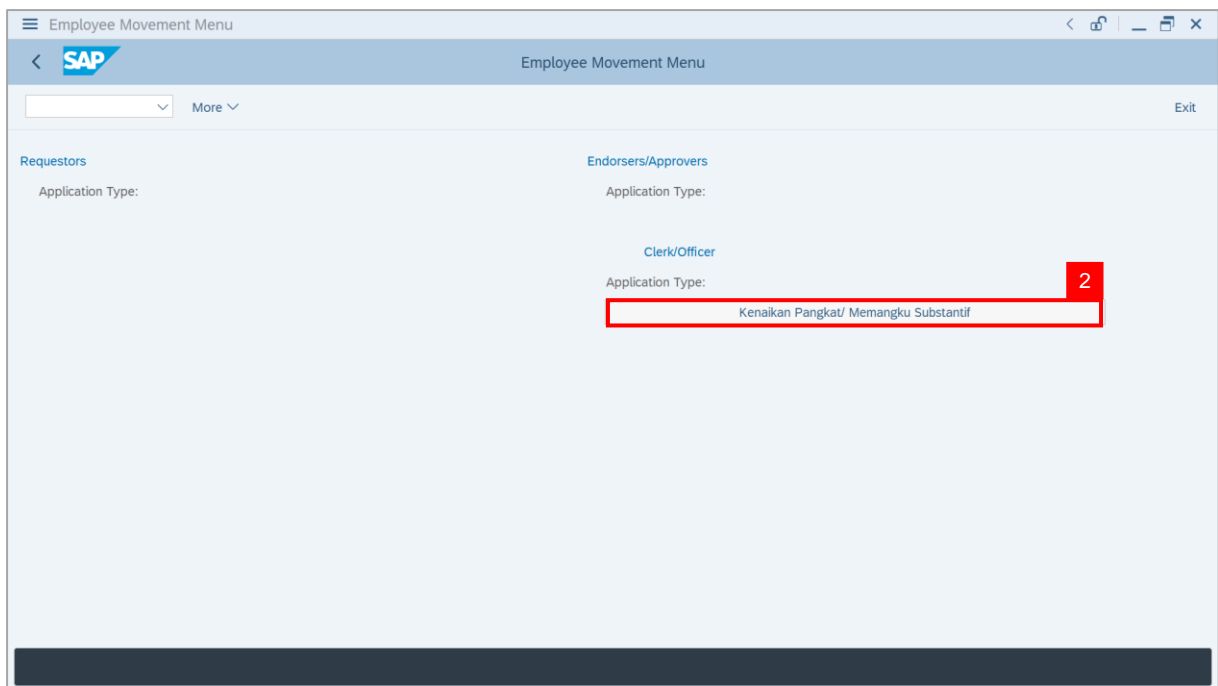
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



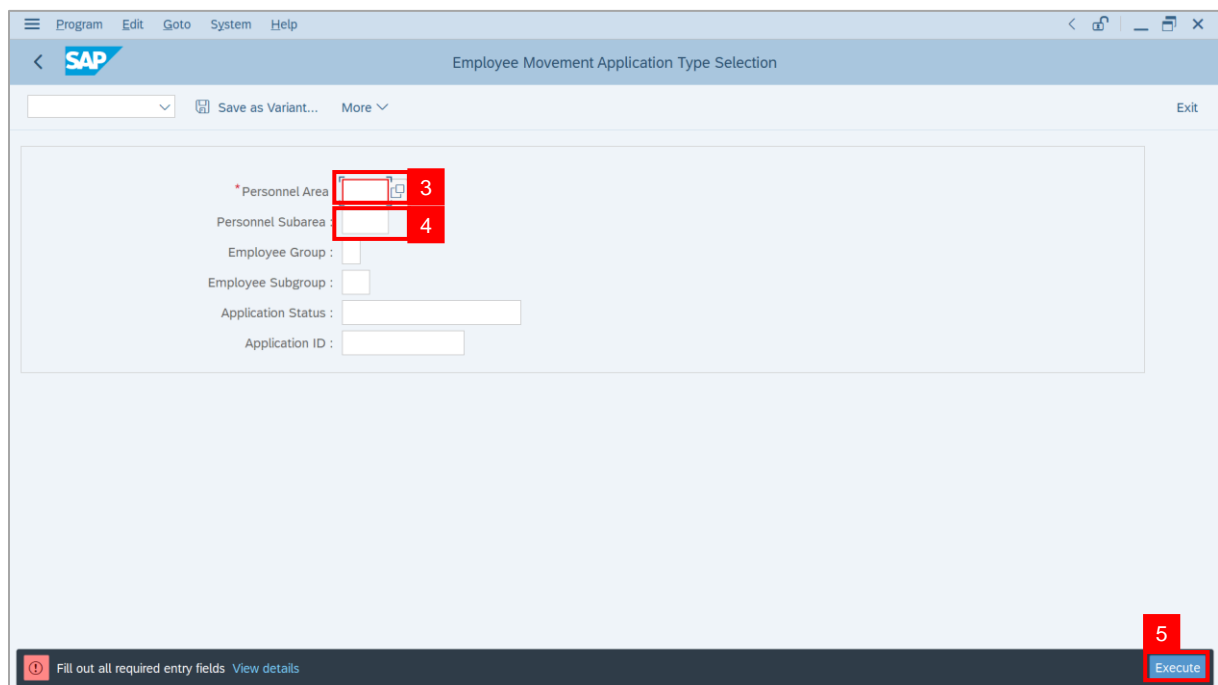
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is an "Application Type:" label. Under "Endorsers/Approvers", there is an "Application Type:" label. Below the "Endorsers/Approvers" label, there is a "Clerk/Officer" label and an "Application Type:" label. The "Application Type:" label is highlighted with a red box and a red number "2". The text "Kenaikan Pangkat/ Memangku Substantif" is entered in the text field below the "Application Type:" label.

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.

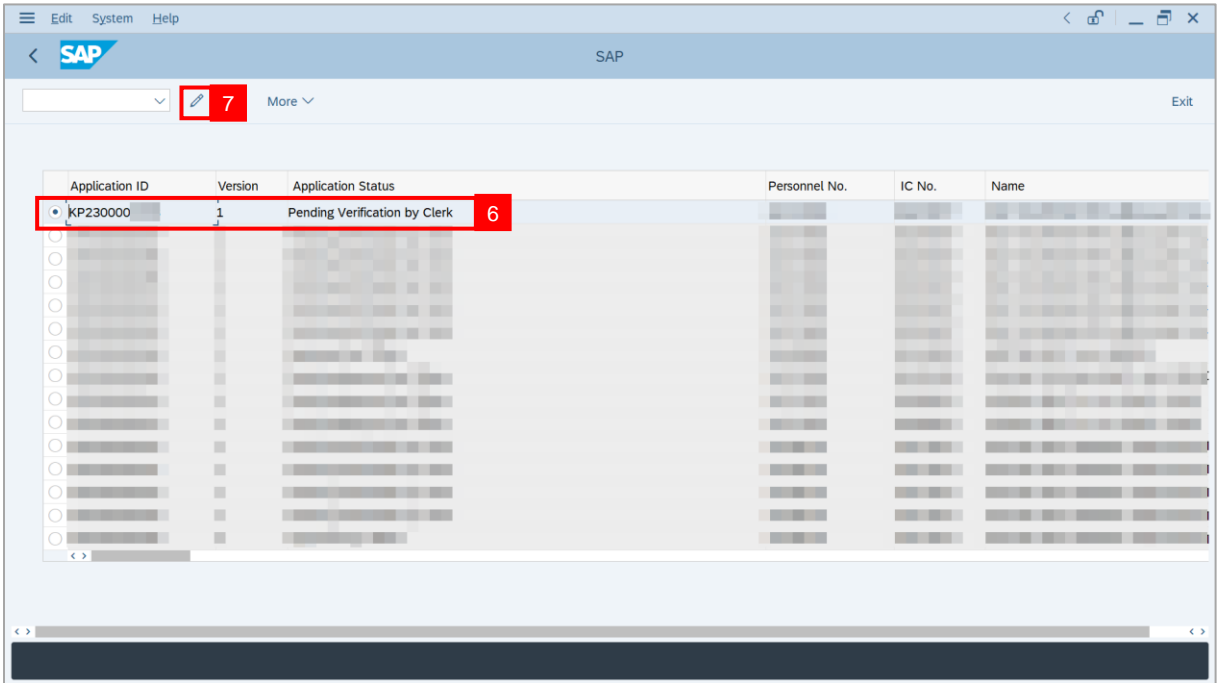


The screenshot shows the SAP Employee Movement Application Type Selection interface. The title bar reads "Employee Movement Application Type Selection". Below the title bar, there is a search bar, a "Save as Variant..." button, and an "Exit" button. The main content area contains several input fields: "Personnel Area" (with a red box and red number "3"), "Personnel Subarea" (with a red box and red number "4"), "Employee Group", "Employee Subgroup", "Application Status", and "Application ID". At the bottom right, there is an "Execute" button (with a red box and red number "5"). At the bottom left, there is a message: "Fill out all required entry fields. View details".

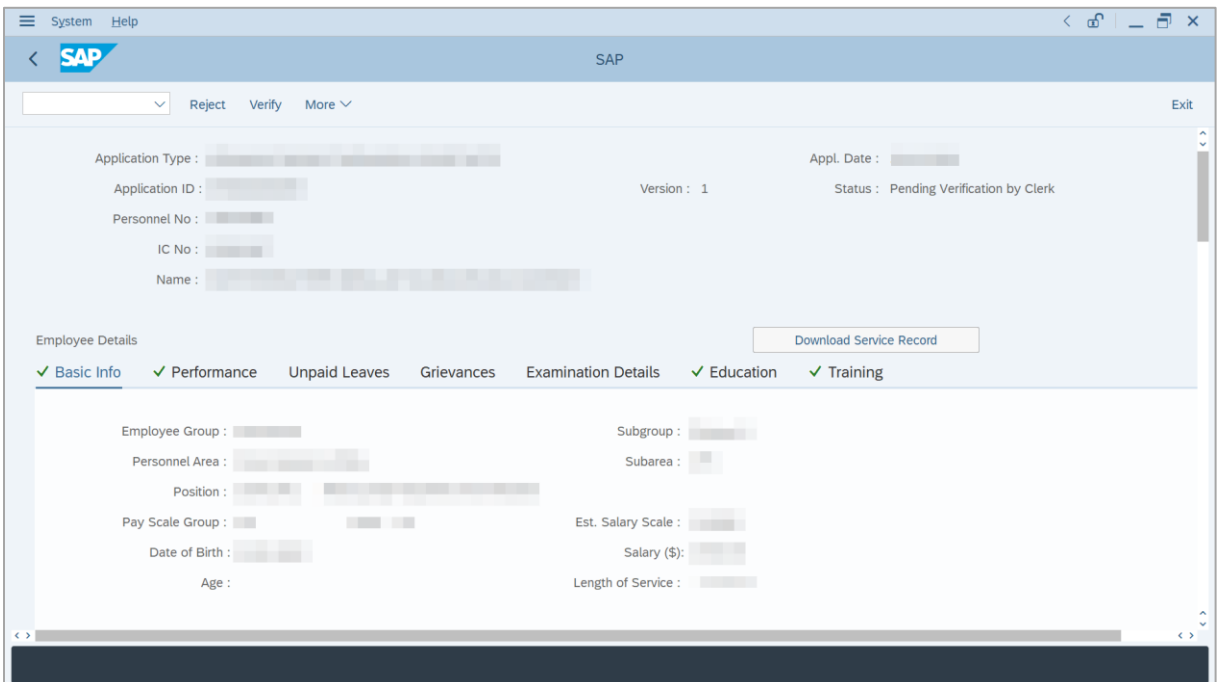
Note: The **Application List** page will be displayed.

6. Select an application with **Application Status** – ‘**Pending Verification by Clerk**’ and click on **Radio** button.

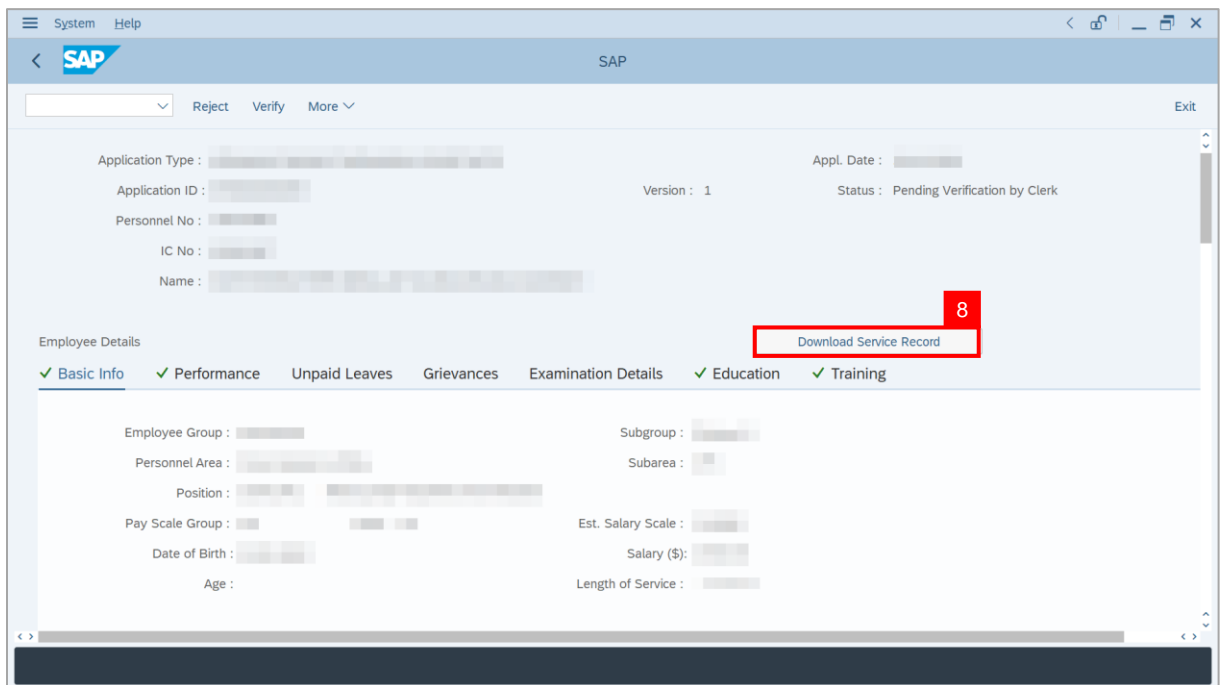
7. Click on **Change** icon.



Note: The **Application List** page will be displayed.



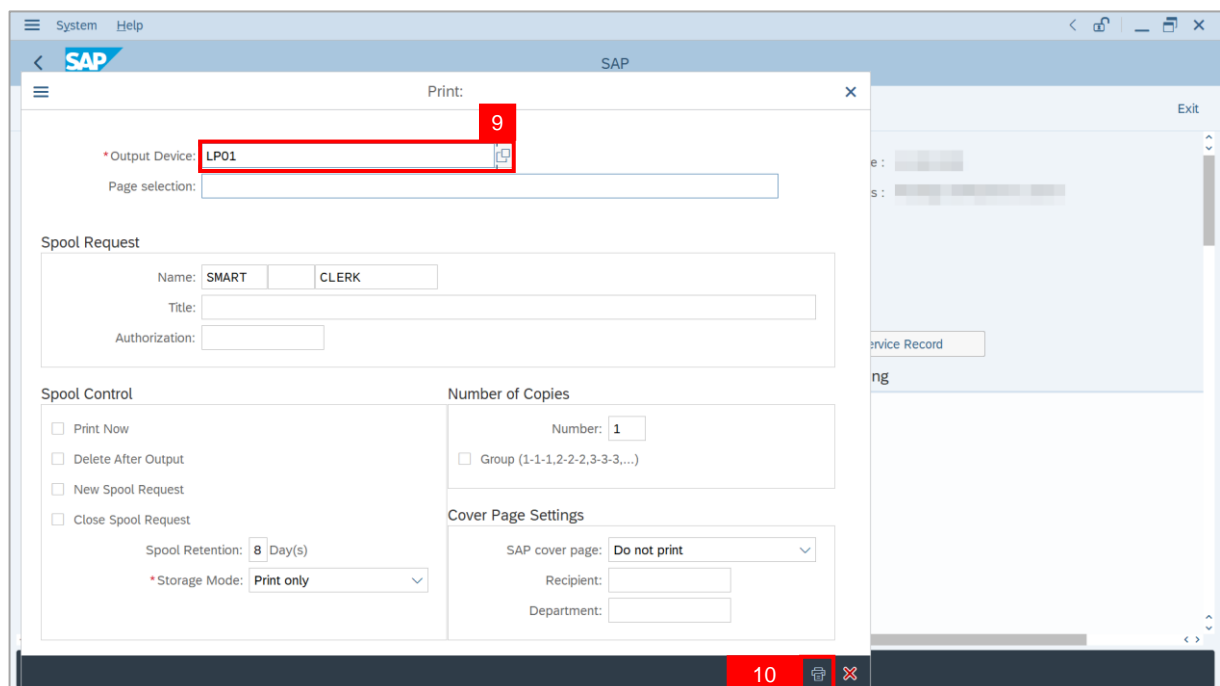
8. Click on **Download Service Record** button.



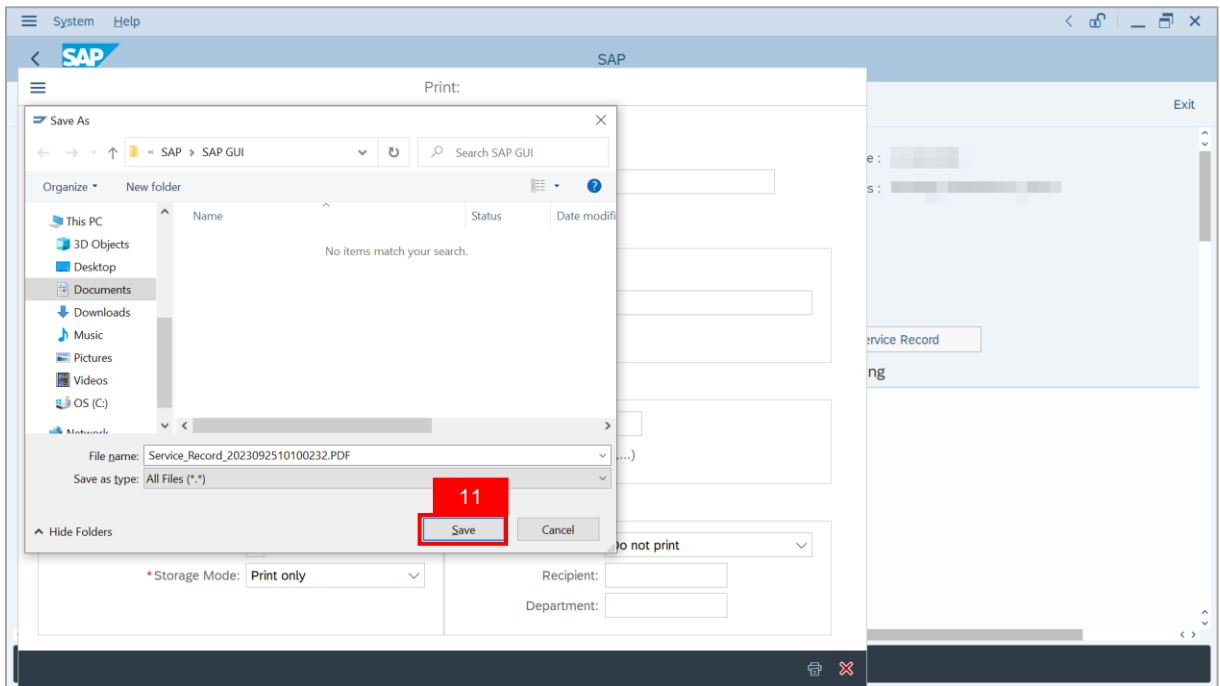
Note: The **Print** page will be displayed.

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

10. Click on **Print** icon.

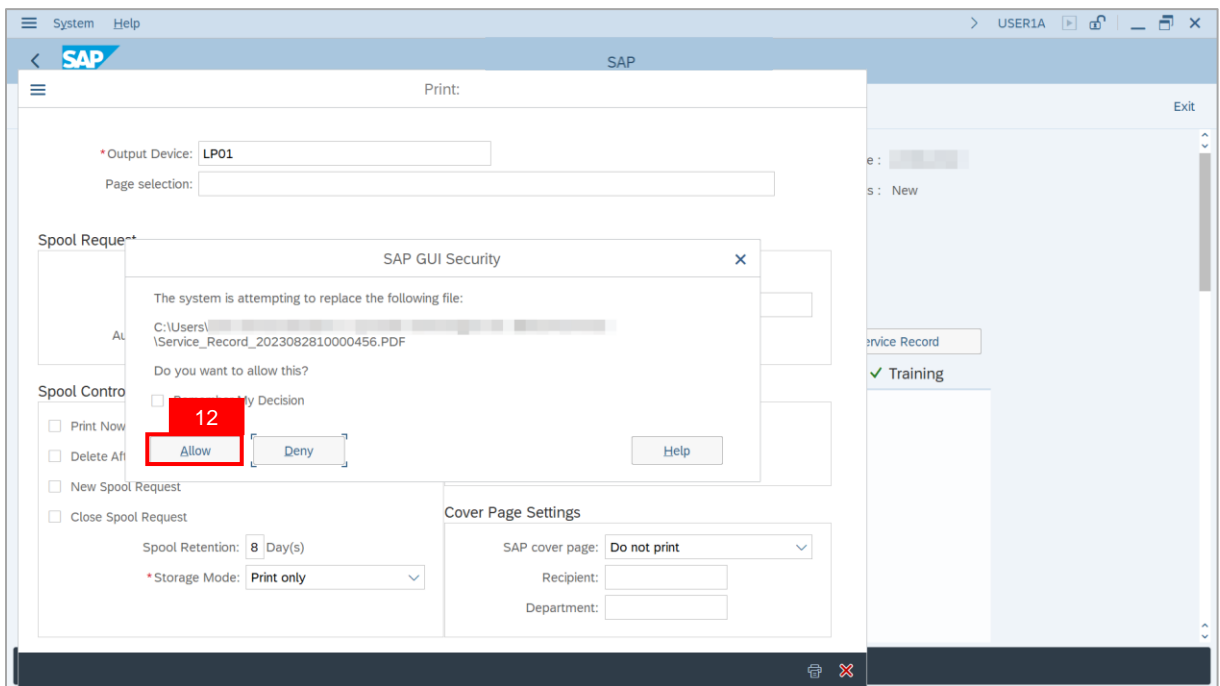


11. Select **File Location** and click on **Save** button.



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

12. Click on **Allow** button.





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

The screenshot shows the SAP Employee Details page. At the top, there are fields for Application Type, Application ID, Personnel No., IC No., and Name. Below these are Employee Details tabs: Basic Info, Performance, Unpaid Leaves, Grievances, Examination Details, Education, and Training. A 'Download Service Record' button is visible. At the bottom, a green confirmation message states: 'Download 168 KB Service_Record_2023092510100232.PDF'.

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

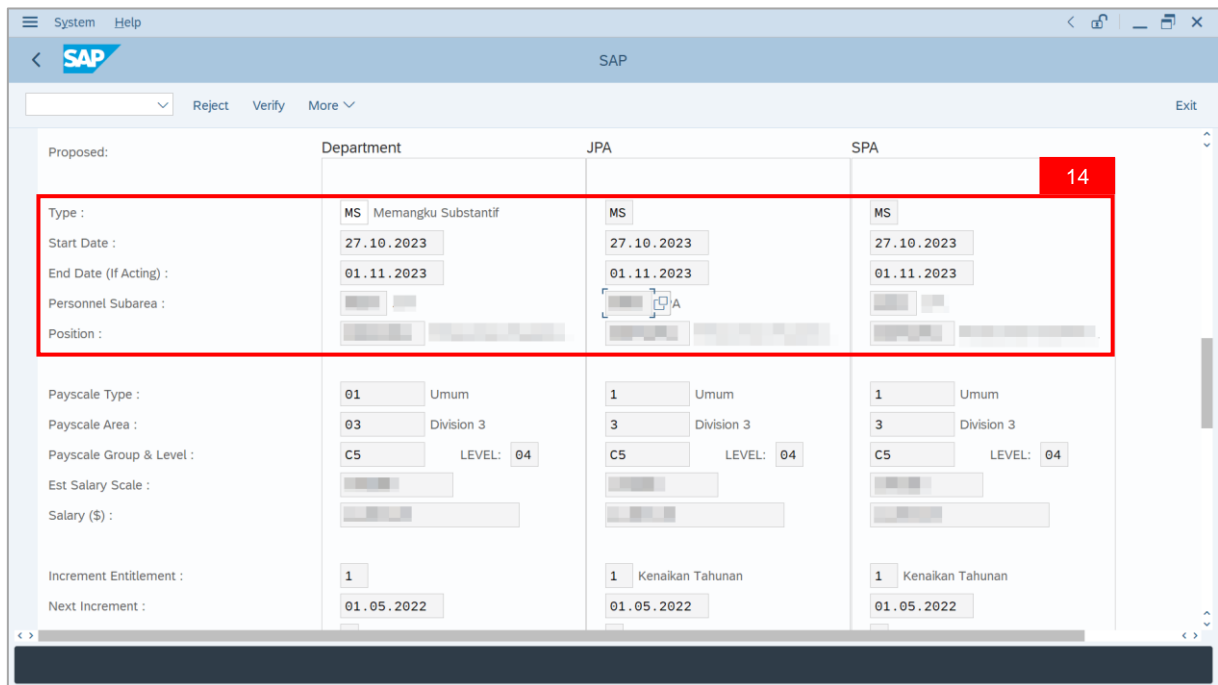
The screenshot shows the SAP Application Detail page. The 'Application Detail' tab is selected and highlighted with a red box. The page displays various dates: Joined Date (13.02.2008), Expected Retirement Date (08.06.2042), Current Position Start Date, and Previous Confirmation Date. Below this is a table of application records:

No.	Scheme Type	Begin Date	End Date
1	TAP	01.06.2021	31.12.9999
2	SCP	01.06.2021	31.12.9999
3	SPK	01.05.2023	31.12.9999
4	SPK	01.05.2023	31.12.9999

Below the table is a 'Salary Record' section with a table showing salary details:

Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary
01.01.2021	31.01.2021	Umum	Division 3					
01.03.2021	31.03.2021	Umum	Division 3					
01.02.2021	28.02.2021	Umum	Division 3					

14. Payroll Clerk may review **Acting Type**, **Approved Acting Period**, **Personnel Subarea** and **Acting Position**.

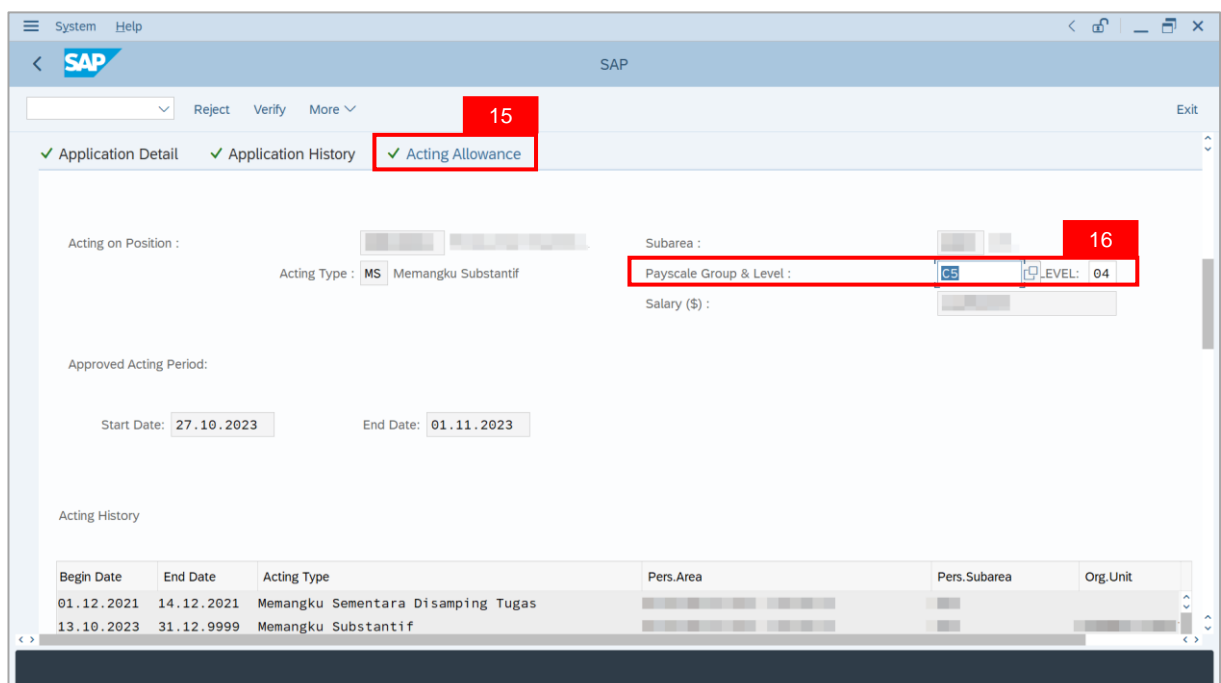


Proposed:

	Department	JPA	SPA
Type :	MS Memangku Substantif	MS	MS
Start Date :	27.10.2023	27.10.2023	27.10.2023
End Date (If Acting) :	01.11.2023	01.11.2023	01.11.2023
Personnel Subarea :		A	
Position :			
Payscale Type :	01 Umum	1 Umum	1 Umum
Payscale Area :	03 Division 3	3 Division 3	3 Division 3
Payscale Group & Level :	C5 LEVEL: 04	C5 LEVEL: 04	C5 LEVEL: 04
Est Salary Scale :			
Salary (\$) :			
Increment Entitlement :	1	1 Kenaikan Tahunan	1 Kenaikan Tahunan
Next Increment :	01.05.2022	01.05.2022	01.05.2022

15. Navigate to **Acting Allowance** tab.

16. Select **Payscale Group & Level** (Gaji Permulaan Jawatan Dipangku).



Application Detail Application History **Acting Allowance**

Acting on Position :

Acting Type : MS Memangku Substantif

Subarea :

Payscale Group & Level : C5 LEVEL: 04

Salary (\$) :

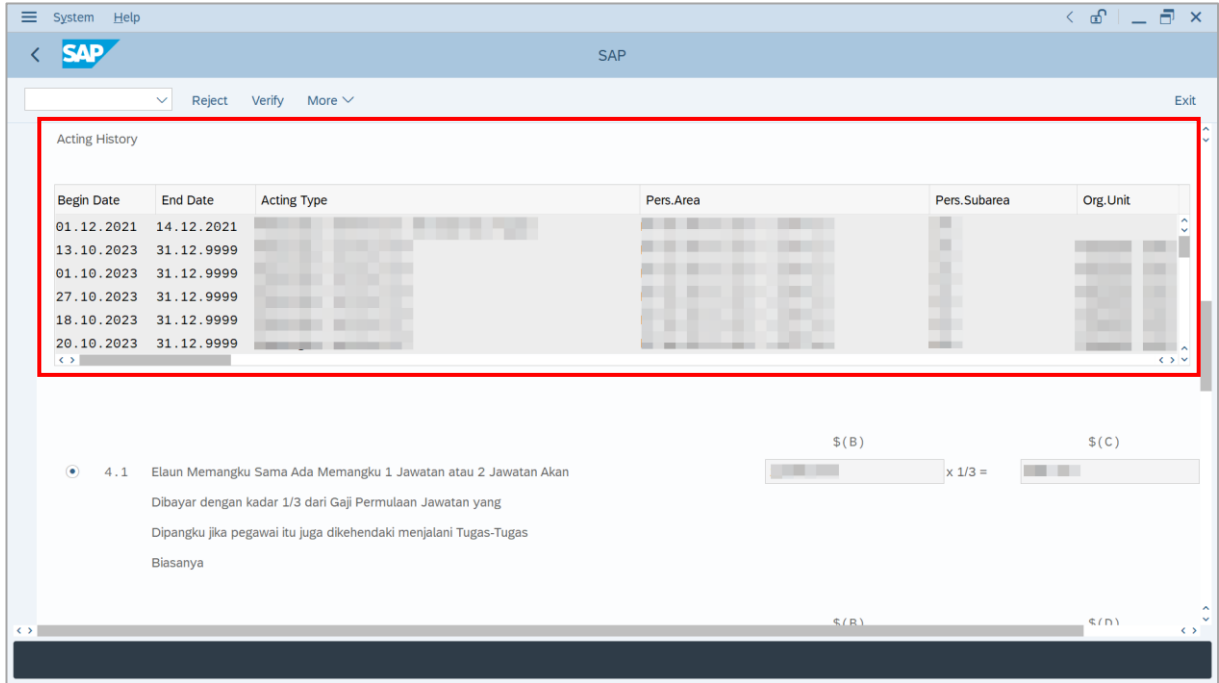
Approved Acting Period:

Start Date: 27.10.2023 End Date: 01.11.2023

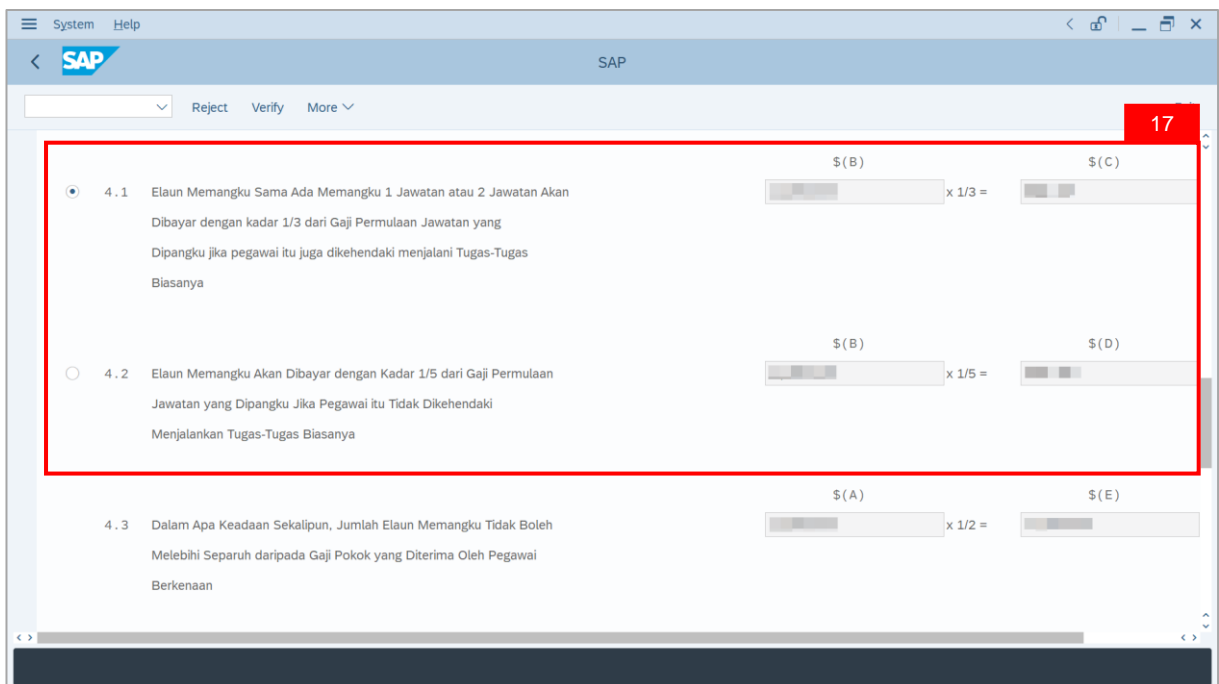
Acting History

Begin Date	End Date	Acting Type	Pers.Area	Pers.Subarea	Org.Unit
01.12.2021	14.12.2021	Memangku Sementara Disamping Tugas			
13.10.2023	31.12.9999	Memangku Substantif			

Note: Payroll Clerk may review employee's **Acting History** to identify other approved acting of **Pegawai Memangku** within the same period. This serves as a reminder to adjust acting allowance accordingly.



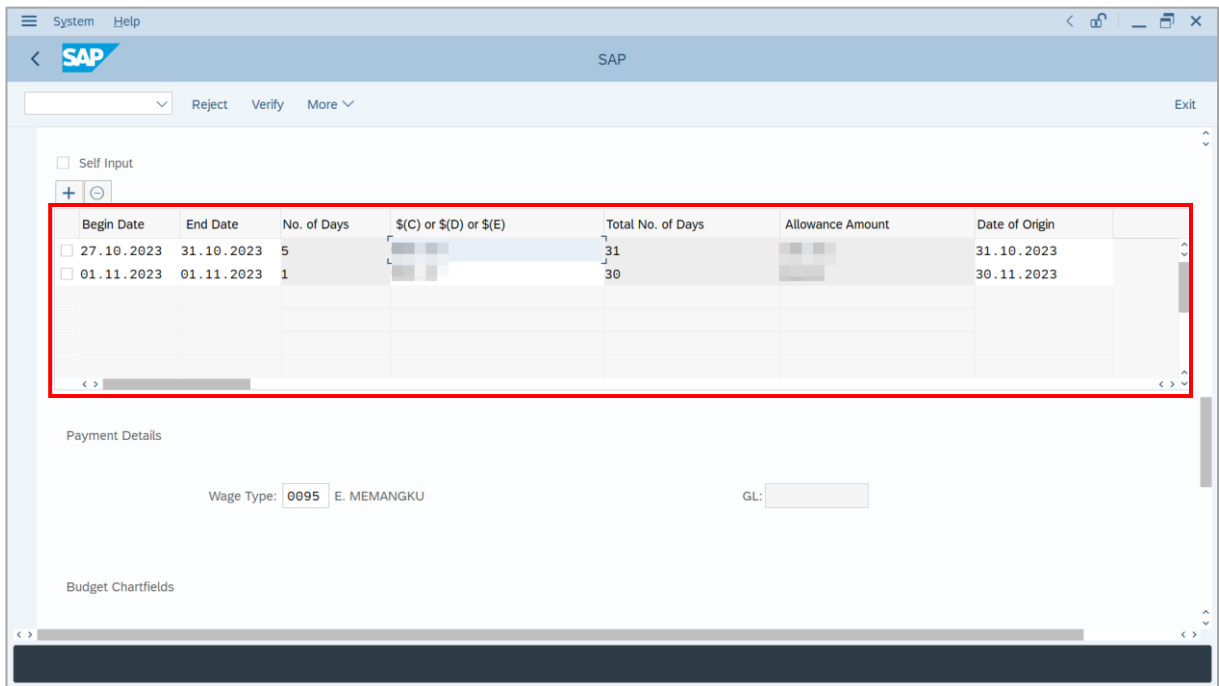
17. Select either **Paragraph 4.1** or **Paragraph 4.2** and click on **Radio** button.



Note: Department Payroll Clerk may review Acting allowance proposed from system calculation.

i) If **Department Payroll Clerk** requires to amend the allowance details, tick the checkbox **'Self Input'** and proceed to amend **\$(C) or \$(D) or \$(E)** column. System will auto-calculate the allowance amount, based on the amount entered in **\$(C) or \$(D) or \$(E)** column.

ii) Department Payroll Clerk may also amend Date of Origin (i.e. Payment Date), if required.



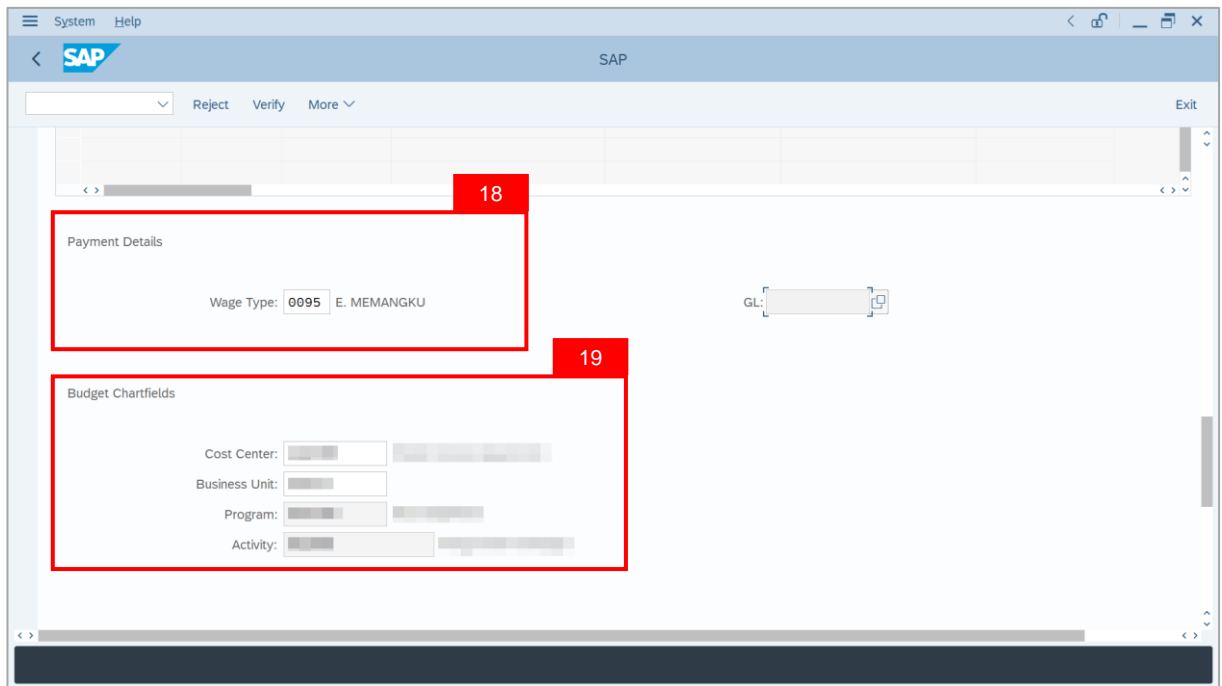
The screenshot displays the SAP GUI interface for managing allowance details. A table is shown with the following columns: Begin Date, End Date, No. of Days, \$(C) or \$(D) or \$(E), Total No. of Days, Allowance Amount, and Date of Origin. The table contains two rows of data, with the first row highlighted in blue. Below the table, there are sections for Payment Details (Wage Type: 0095 E. MEMANGKU, GL:) and Budget Chartfields.

Begin Date	End Date	No. of Days	\$(C) or \$(D) or \$(E)	Total No. of Days	Allowance Amount	Date of Origin
27.10.2023	31.10.2023	5		31		31.10.2023
01.11.2023	01.11.2023	1		30		30.11.2023

18. Review and amend employee's **Wage Type**, if required.

19. Review and amend the details under **Budget Chartfields**, if required.

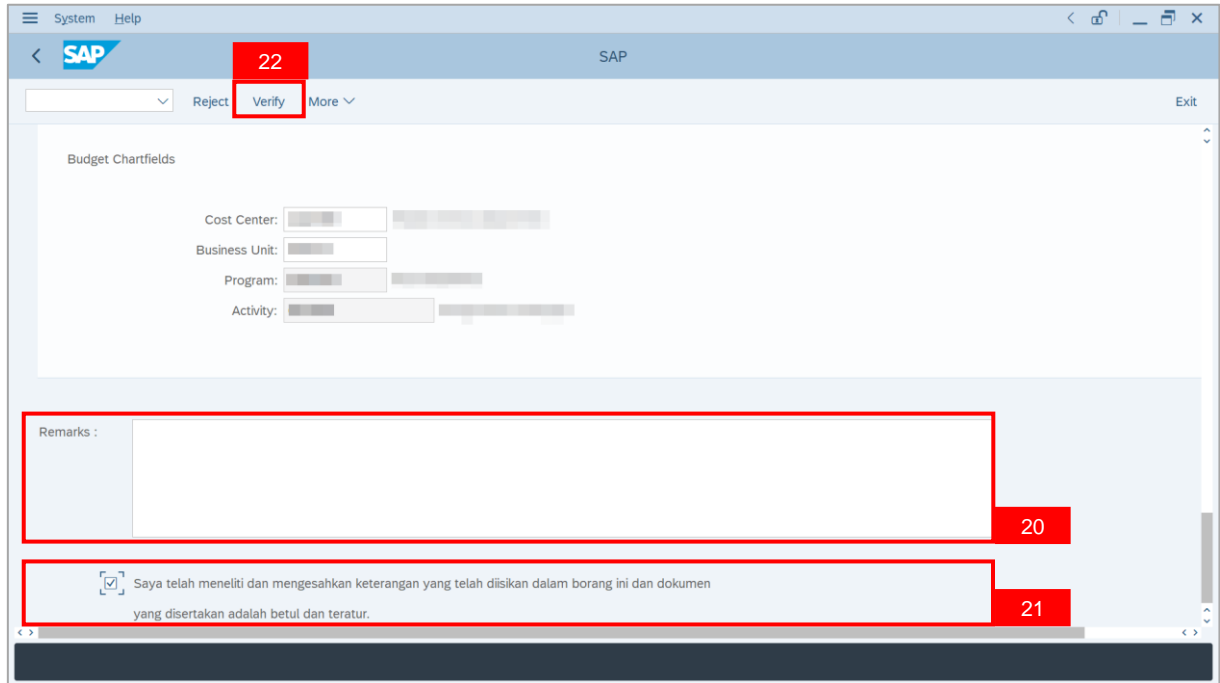
Note: **Budget Chartfield** is auto-populated by system based on Acting position (Jawatan Dipangku). **Department Payroll Clerk** may amend, if required.



20. Enter the **Remarks** for employee's application.

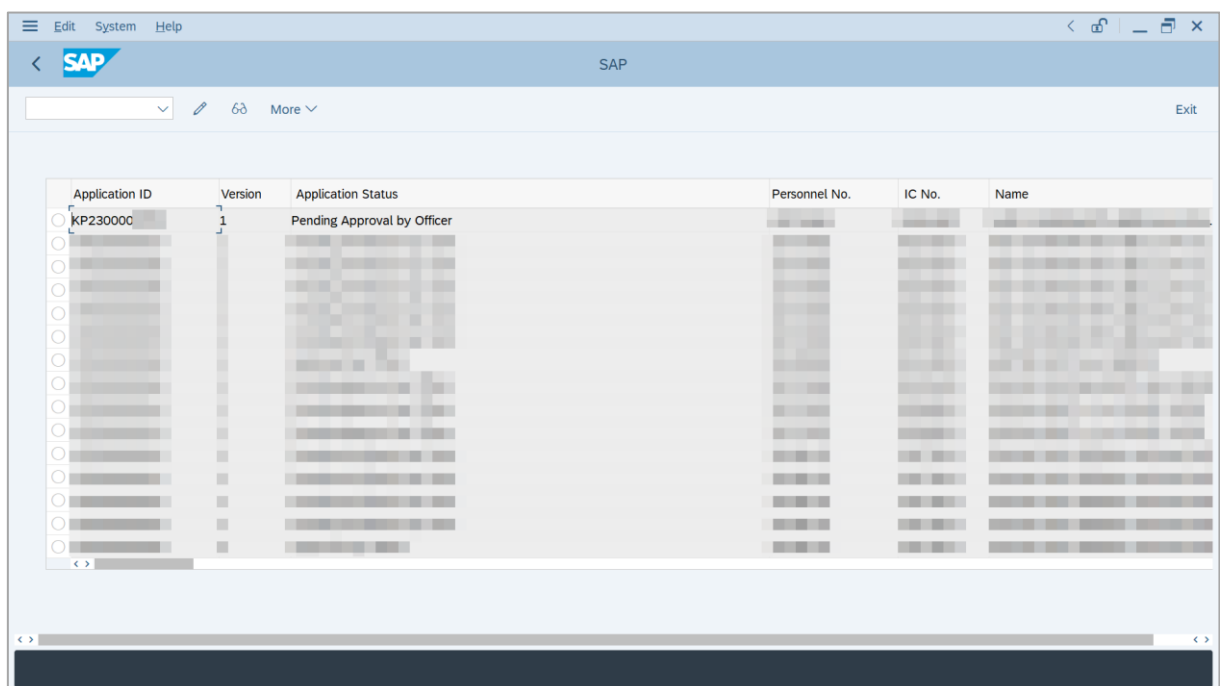
21. Tick on **Declaration** checkbox.

22. Click on **Verify** button.



The screenshot shows the SAP GUI interface. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it, the SAP logo is visible. A dropdown menu is open, showing 'Reject', 'Verify' (highlighted with a red box and labeled '22'), and 'More'. Below the navigation bar, there are several input fields for 'Budget Chartfields': 'Cost Center', 'Business Unit', 'Program', and 'Activity'. Below these fields, there is a 'Remarks' field (labeled '20') and a 'Declaration' checkbox (labeled '21') with the text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

Outcome: The Application has successfully been verified to **Department Payroll Officer**.



The screenshot shows the SAP GUI interface displaying a table of application records. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., and Name. The first row is highlighted and shows the following data:

Application ID	Version	Application Status	Personnel No.	IC No.	Name
KP230000	1	Pending Approval by Officer			

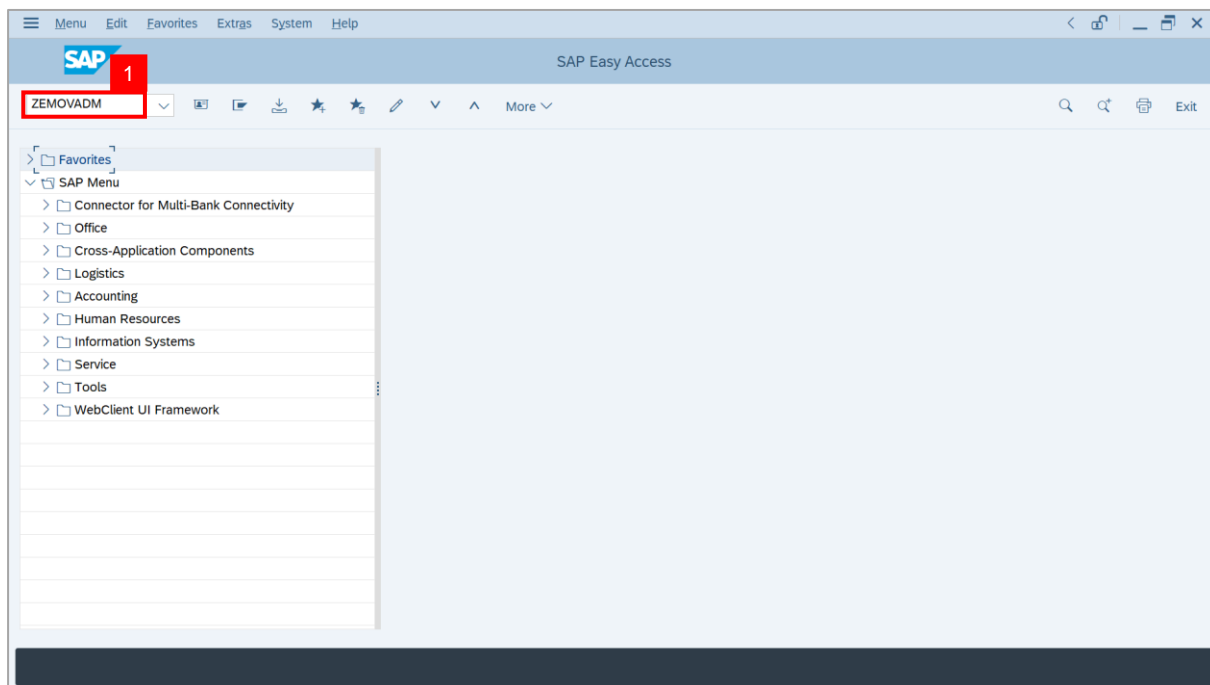
EDIT REWORKED APPLICATION

Backend User

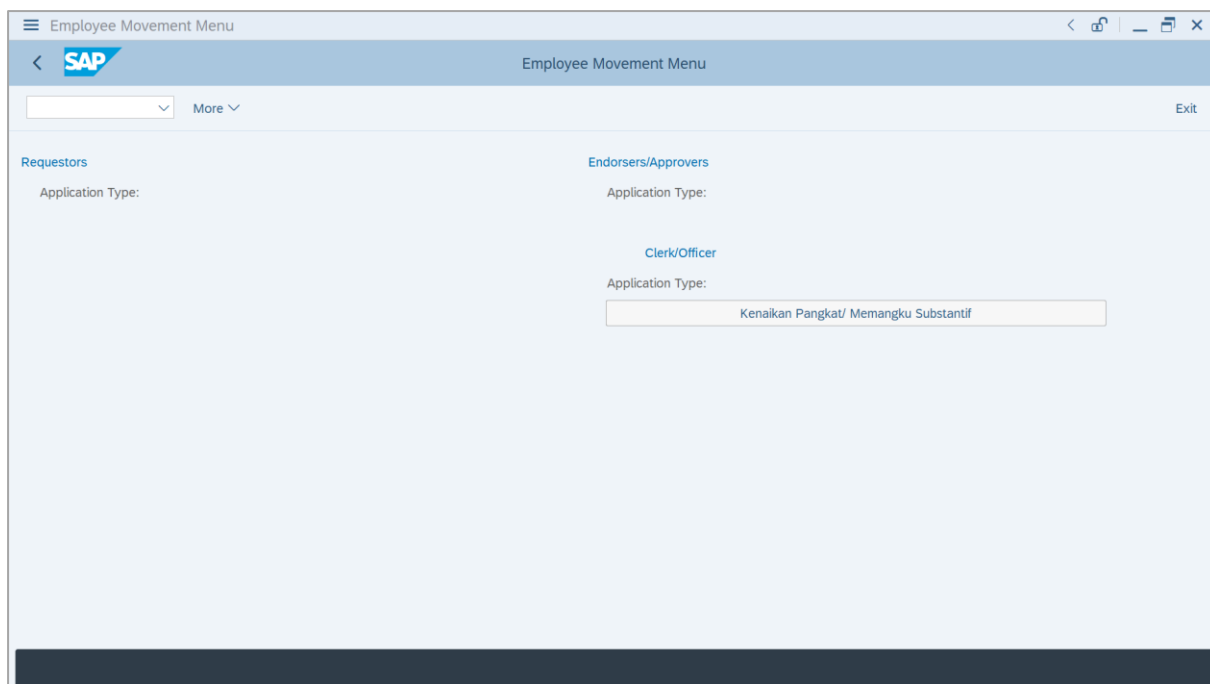
Department Payroll Clerk

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

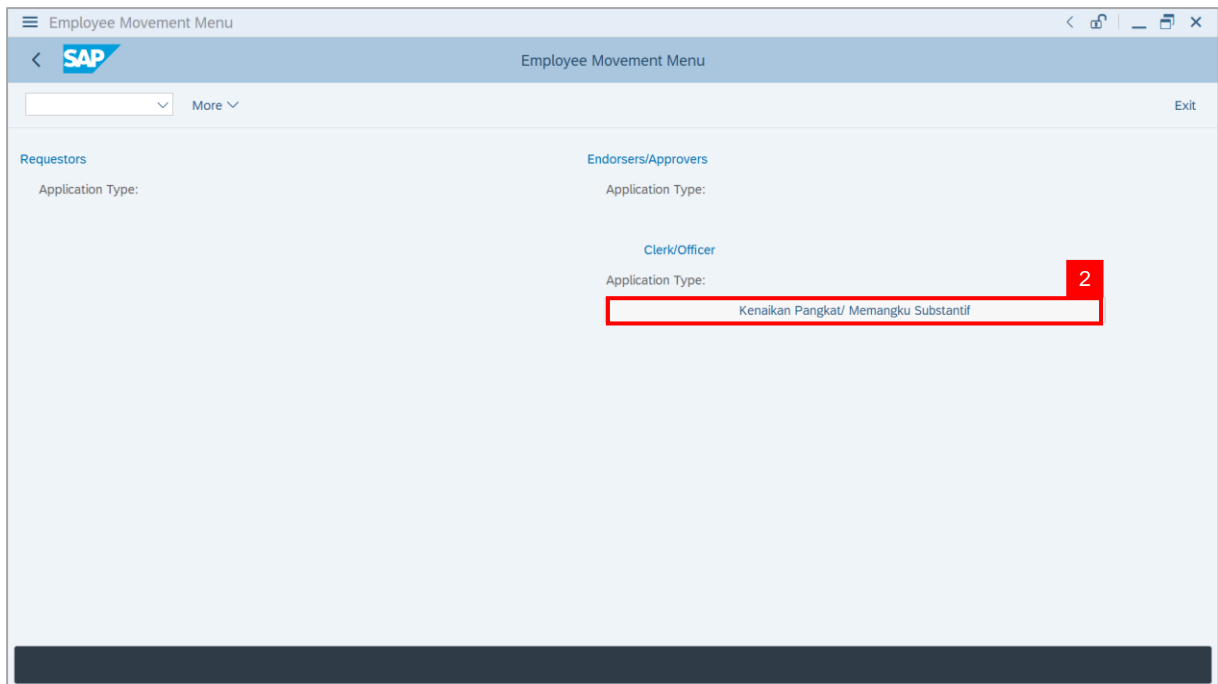
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



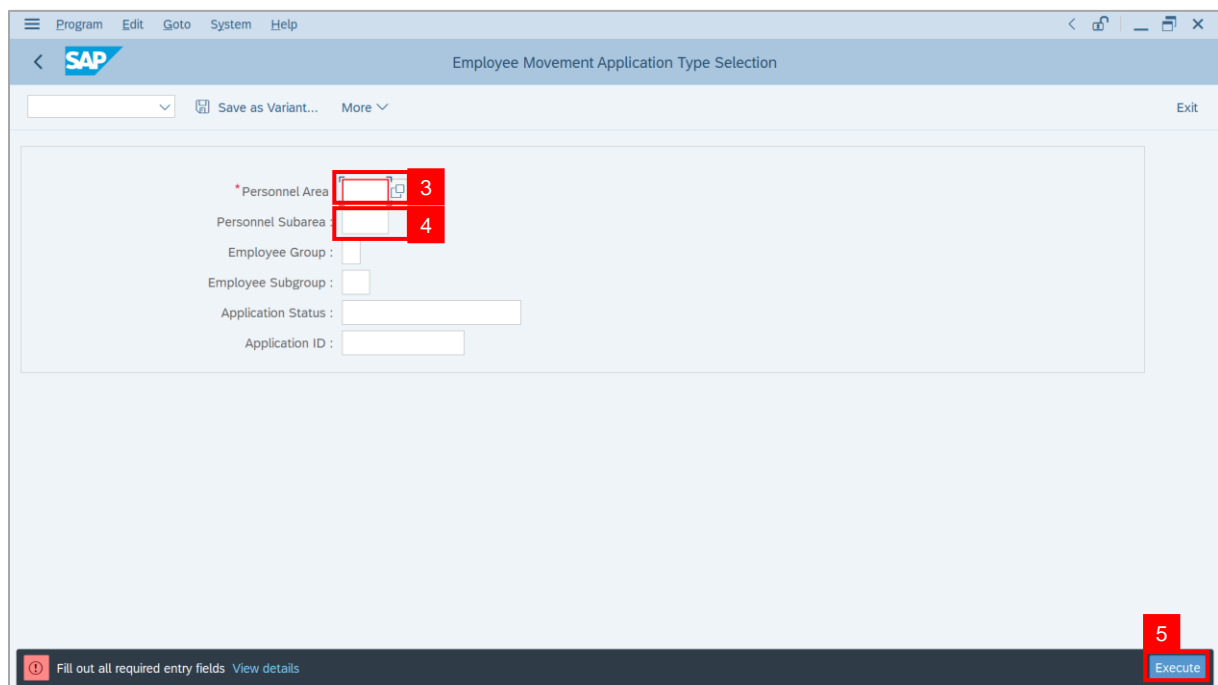
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is an "Application Type:" label. Under "Endorsers/Approvers", there is an "Application Type:" label. Below the "Endorsers/Approvers" label, there is a "Clerk/Officer" label and an "Application Type:" label. The "Application Type:" field is highlighted with a red box and contains the text "Kenaikan Pangkat/ Memangku Substantif". A red box with the number "2" is placed over the text in the field.

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.

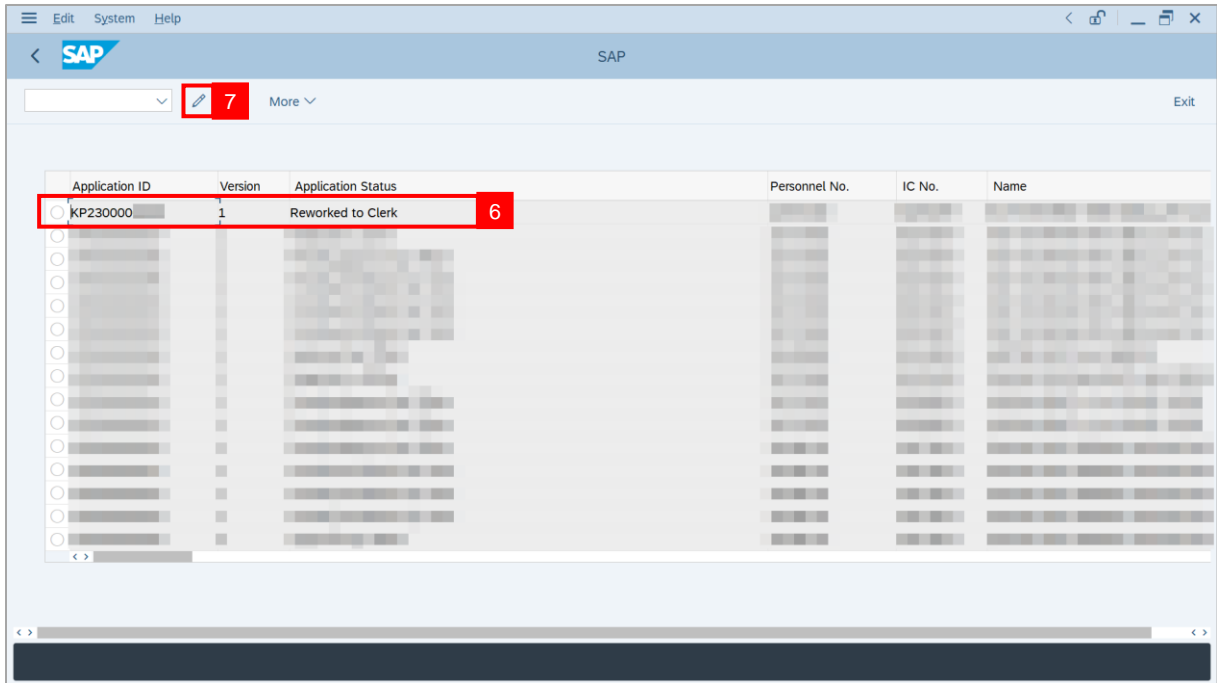


The screenshot shows the SAP Employee Movement Application Type Selection interface. The title bar reads "Employee Movement Application Type Selection". Below the title bar, there is a search bar, a "Save as Variant..." button, and an "Exit" button. The main content area contains several input fields: "Personnel Area" (with a red box and number "3"), "Personnel Subarea" (with a red box and number "4"), "Employee Group", "Employee Subgroup", "Application Status", and "Application ID". At the bottom right, there is an "Execute" button with a red box and number "5". At the bottom left, there is a message: "Fill out all required entry fields. View details".

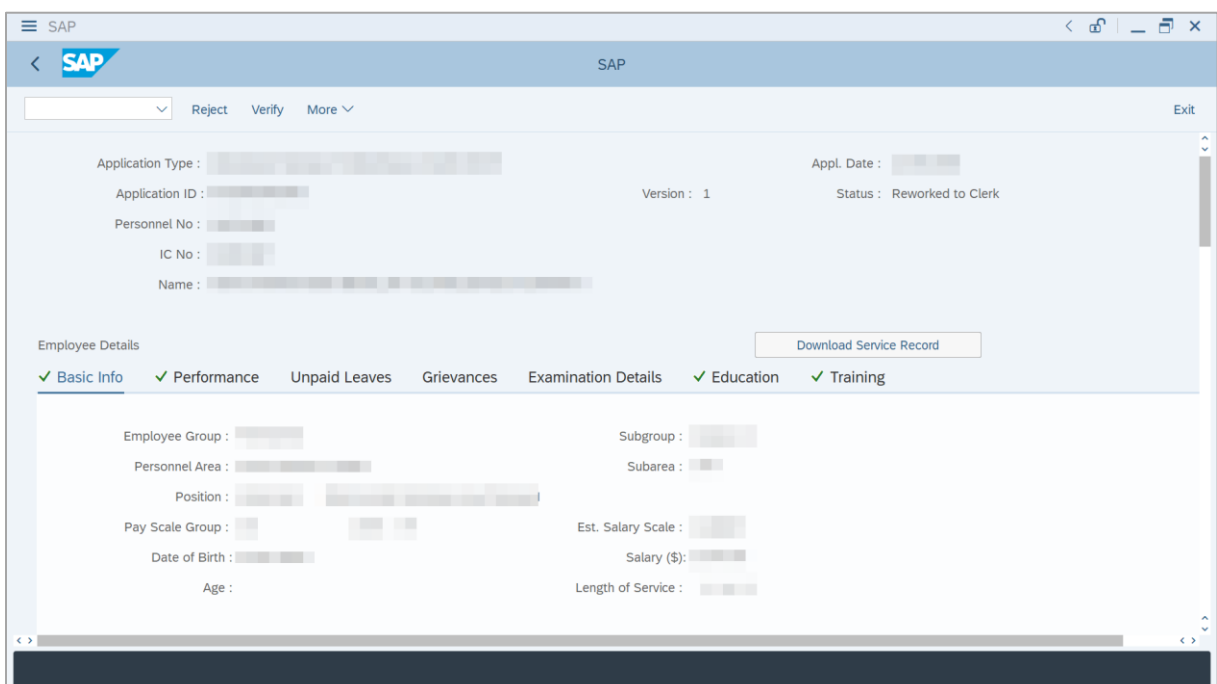
Note: The **Application List** page will be displayed.

6. Select an application with **Application Status** – ‘**Reworked to Clerk**’ and click on **Radio** button.

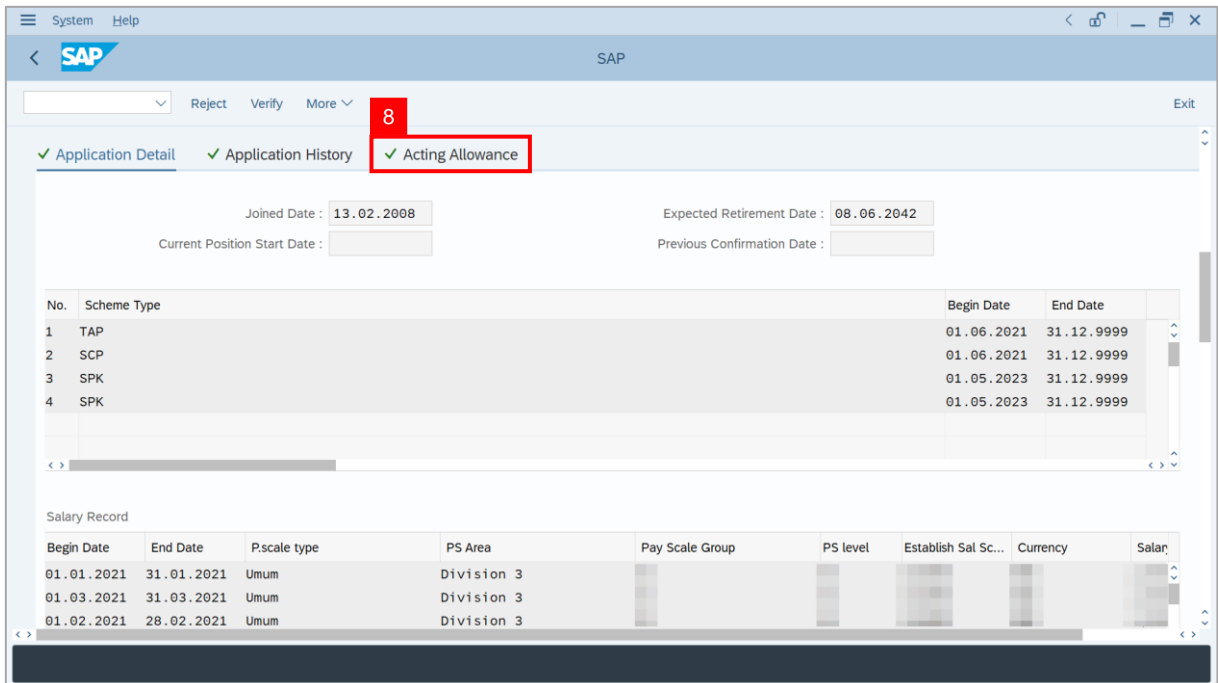
7. Click on **Change** icon.



Note: The **Application List** page will be displayed.



8. Navigate to **Acting Allowance** tab.

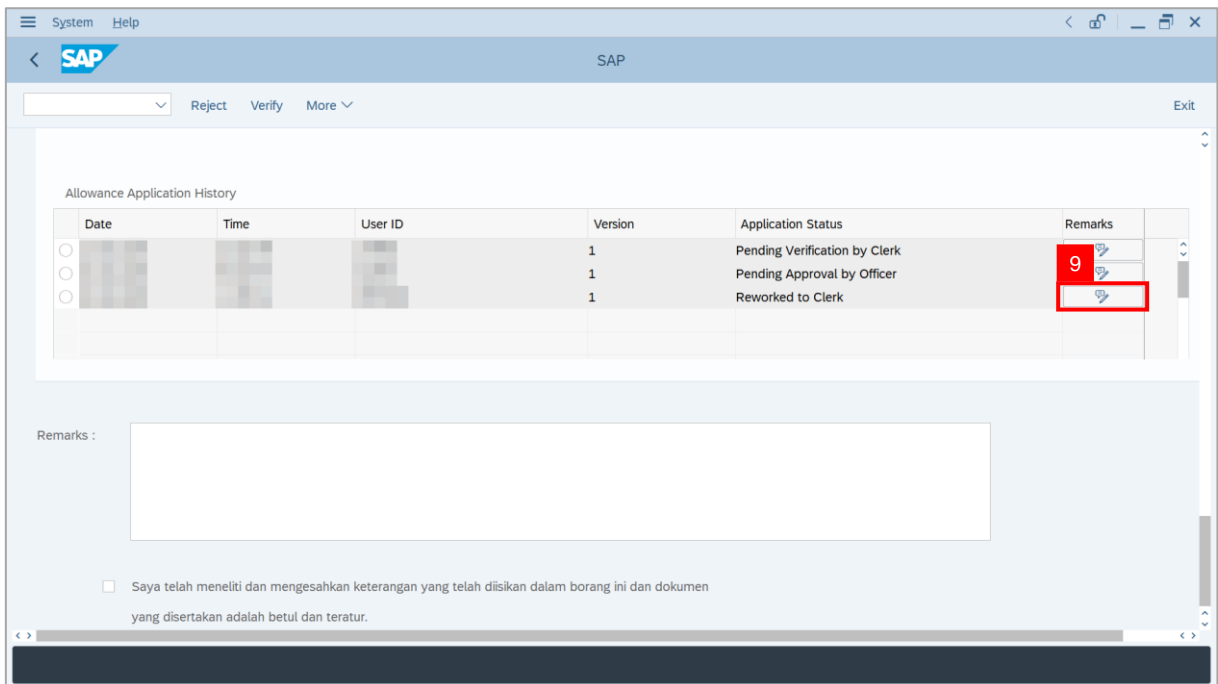


The screenshot shows the SAP GUI interface with the 'Acting Allowance' tab selected. The interface includes a navigation bar with 'Application Detail', 'Application History', and 'Acting Allowance' tabs. Below the tabs, there are input fields for 'Joined Date' (13.02.2008), 'Expected Retirement Date' (08.06.2042), 'Current Position Start Date', and 'Previous Confirmation Date'. A table lists application details with columns for 'No.', 'Scheme Type', 'Begin Date', and 'End Date'. Below this is a 'Salary Record' table with columns for 'Begin Date', 'End Date', 'P.scale type', 'PS Area', 'Pay Scale Group', 'PS level', 'Establish Sal Sc...', 'Currency', and 'Salan'.

No.	Scheme Type	Begin Date	End Date
1	TAP	01.06.2021	31.12.9999
2	SCP	01.06.2021	31.12.9999
3	SPK	01.05.2023	31.12.9999
4	SPK	01.05.2023	31.12.9999

Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salan
01.01.2021	31.01.2021	Umum	Division 3					
01.03.2021	31.03.2021	Umum	Division 3					
01.02.2021	28.02.2021	Umum	Division 3					

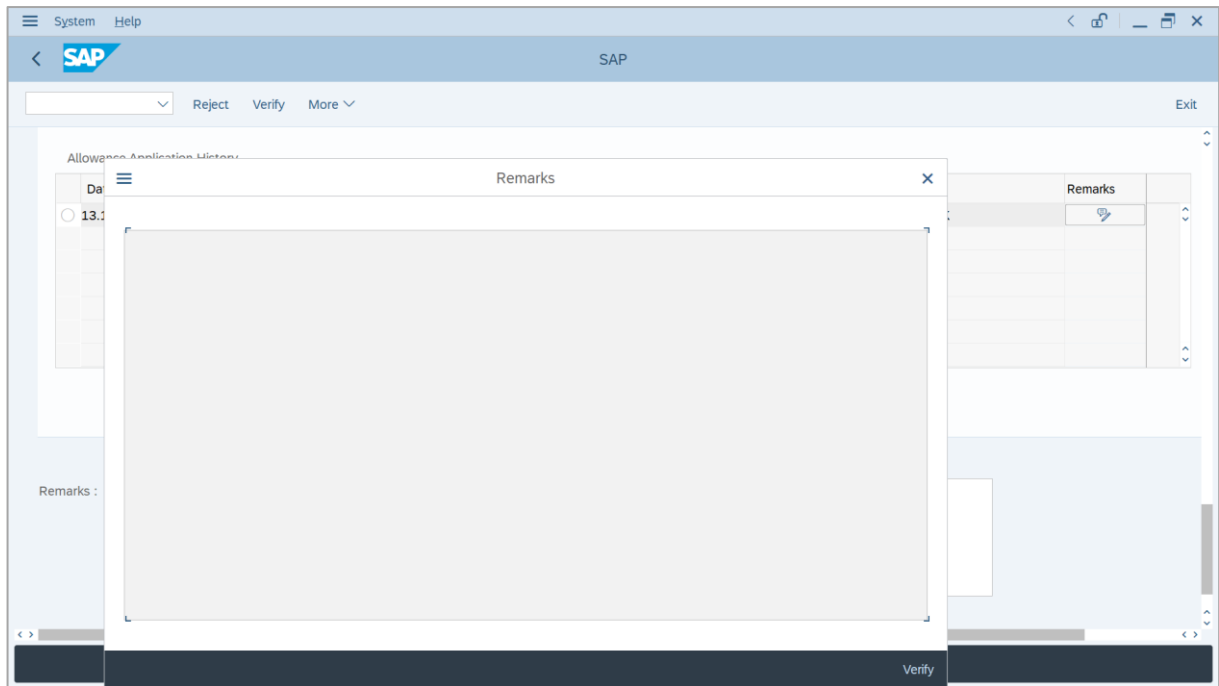
9. Under **Allowance Application History**, click on **Remarks** button to view any comments made by **Department Payroll Officer**.



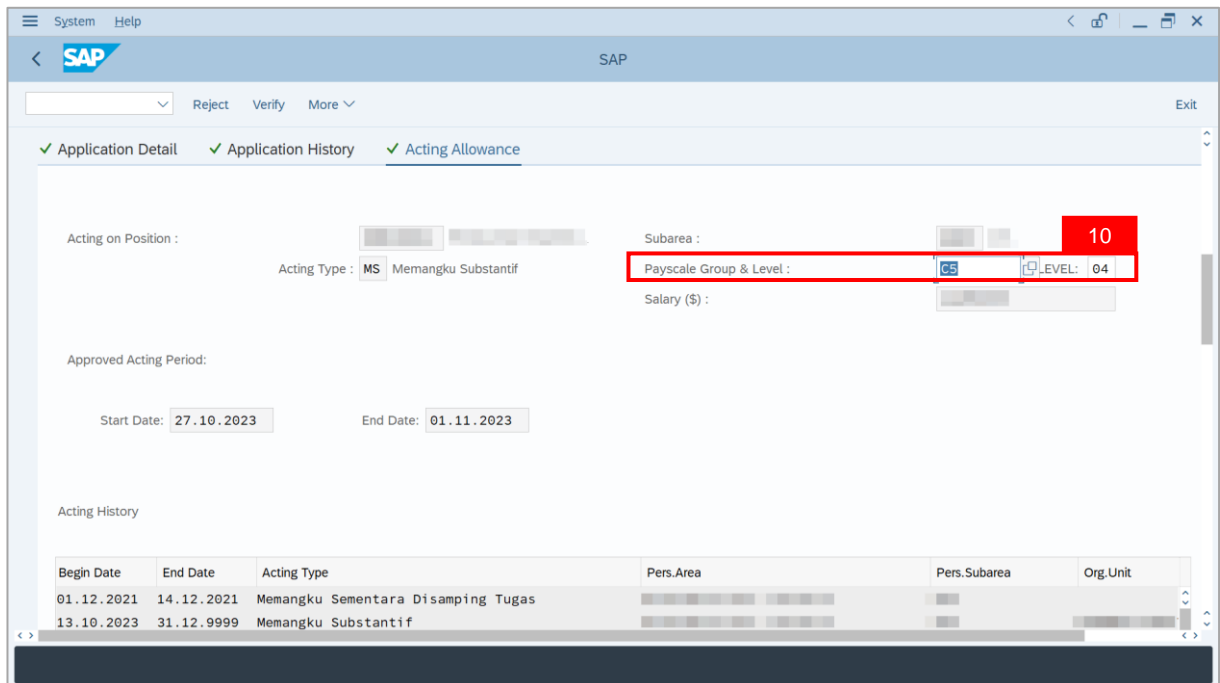
The screenshot shows the 'Allowance Application History' table in the SAP GUI. The table has columns for 'Date', 'Time', 'User ID', 'Version', 'Application Status', and 'Remarks'. The 'Remarks' column contains three entries: 'Pending Verification by Clerk', 'Pending Approval by Officer', and 'Reworked to Clerk'. A red box highlights the 'Remarks' button for the second entry. Below the table is a 'Remarks' text area and a checkbox with the text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

Date	Time	User ID	Version	Application Status	Remarks
			1	Pending Verification by Clerk	
			1	Pending Approval by Officer	
			1	Reworked to Clerk	

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



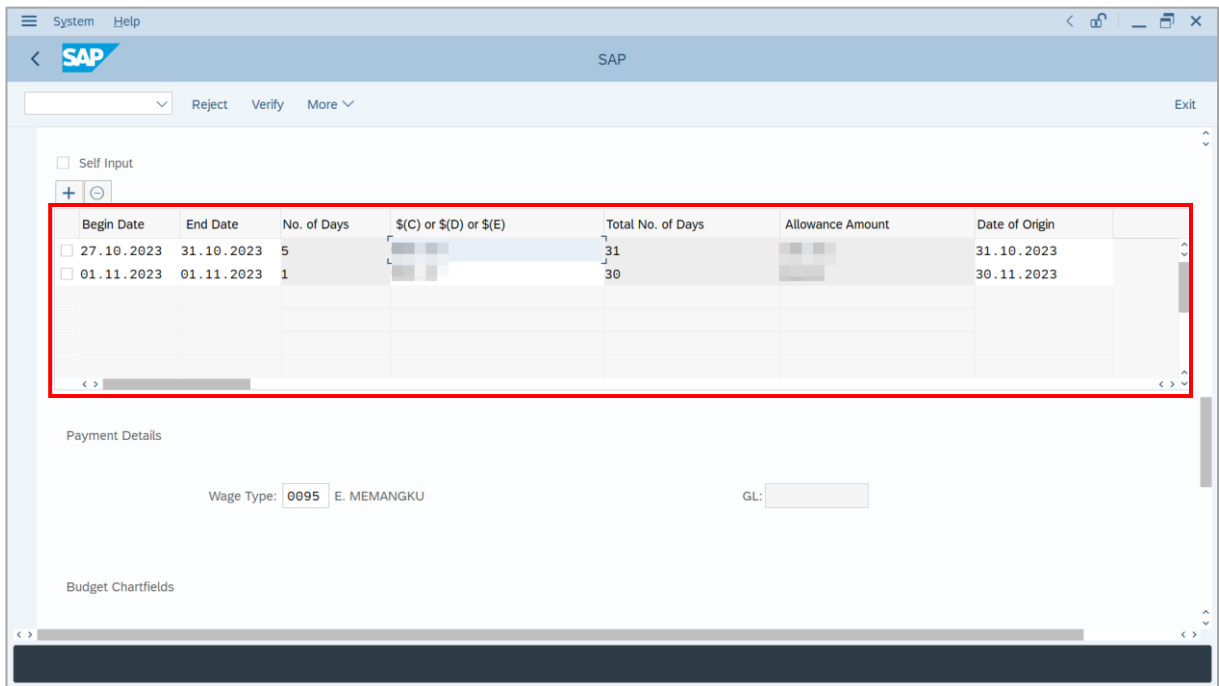
10. Review and amend **Payscale Group & Level (Gaji Permulaan Jawatan Dipangku)**, if required.



Note: Department Payroll Clerk may review Acting allowance proposed from system calculation.

i) If **Department Payroll Clerk** requires to amend the allowance details, tick the checkbox **'Self Input'** and proceed to amend **\$(C) or \$(D) or \$(E)** column. System will auto-calculate the allowance amount, based on the amount entered in **\$(C) or \$(D) or \$(E)** column.

ii) Department Payroll Clerk may also amend Date of Origin (i.e. Payment Date), if required.



Begin Date	End Date	No. of Days	\$(C) or \$(D) or \$(E)	Total No. of Days	Allowance Amount	Date of Origin
<input type="checkbox"/> 27.10.2023	31.10.2023	5		31		31.10.2023
<input type="checkbox"/> 01.11.2023	01.11.2023	1		30		30.11.2023

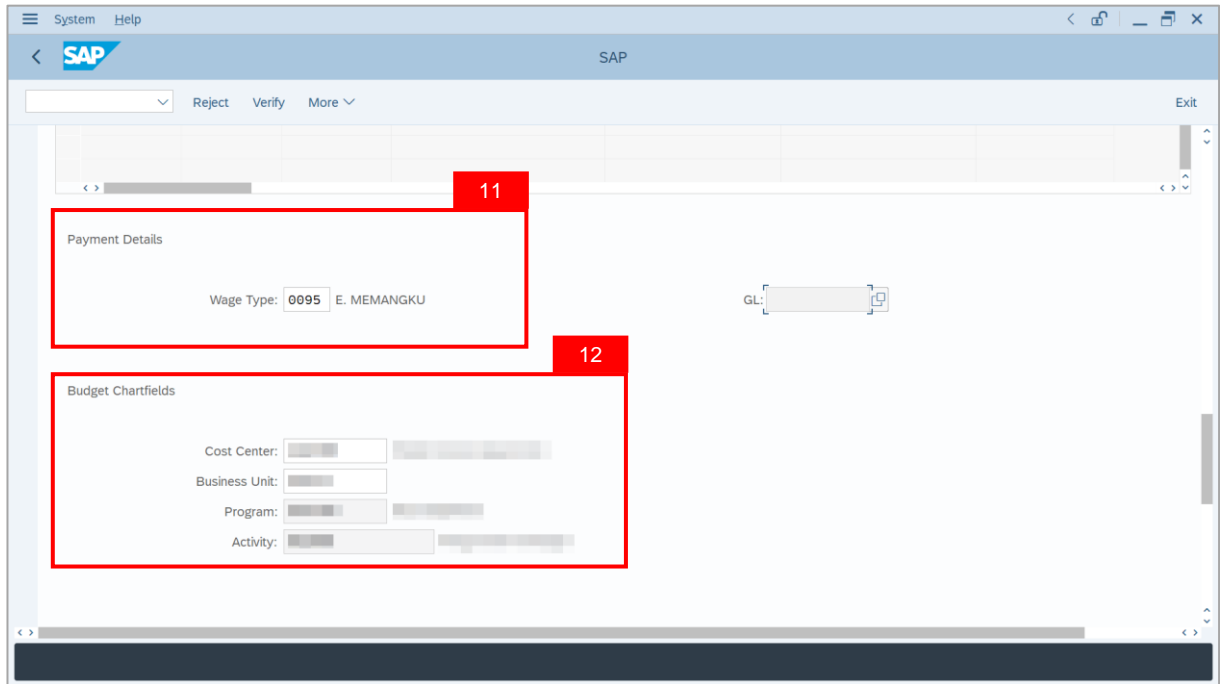
Payment Details

Wage Type: 0095 E. MEMANGKU GL: []

Budget Chartfields

11. Review and amend employee's **Wage Type** (if required).

12. Review and amend the details under **Budget Chartfields** (if required).

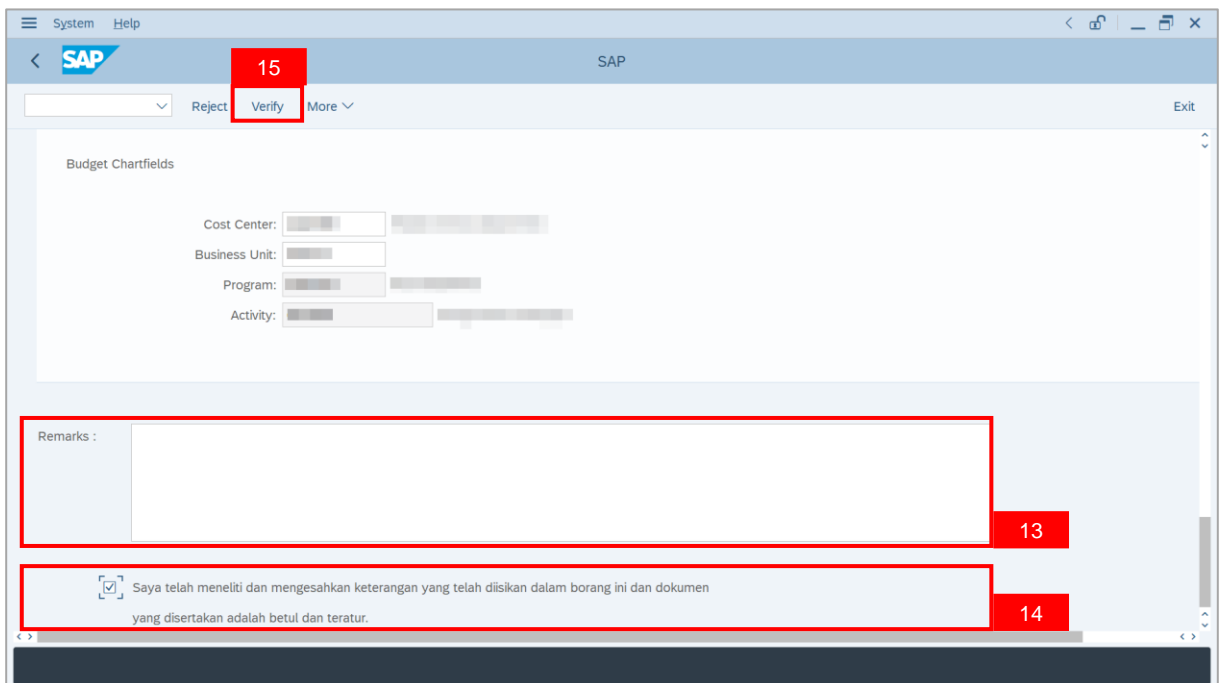


The screenshot shows the SAP GUI interface. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it, a toolbar contains 'Reject', 'Verify', and 'More' buttons. The main content area is divided into two sections: 'Payment Details' and 'Budget Chartfields'. The 'Payment Details' section shows 'Wage Type: 0095 E. MEMANGKU'. The 'Budget Chartfields' section shows fields for 'Cost Center', 'Business Unit', 'Program', and 'Activity', each with a dropdown menu. Red boxes highlight these sections, with the number '11' next to the Wage Type field and '12' next to the Budget Chartfields section.

13. Enter the **Remarks** for employee's application.

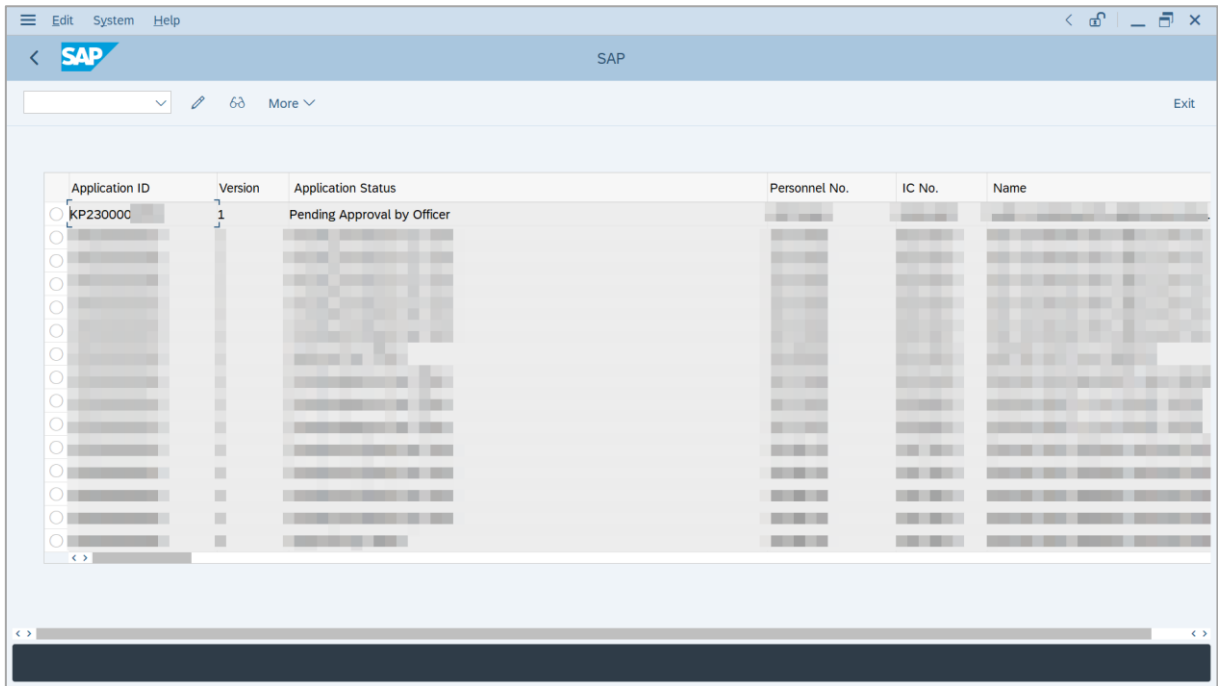
14. Tick on **Declaration** checkbox.

15. Click on **Verify** button.



The screenshot shows the SAP GUI interface. The 'Verify' button in the toolbar is highlighted with a red box and the number '15'. Below the 'Budget Chartfields' section, there is a 'Remarks' field, which is highlighted with a red box and the number '13'. Below the 'Remarks' field, there is a 'Declaration' checkbox, which is checked, and a text box containing the text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' This text box is highlighted with a red box and the number '14'.

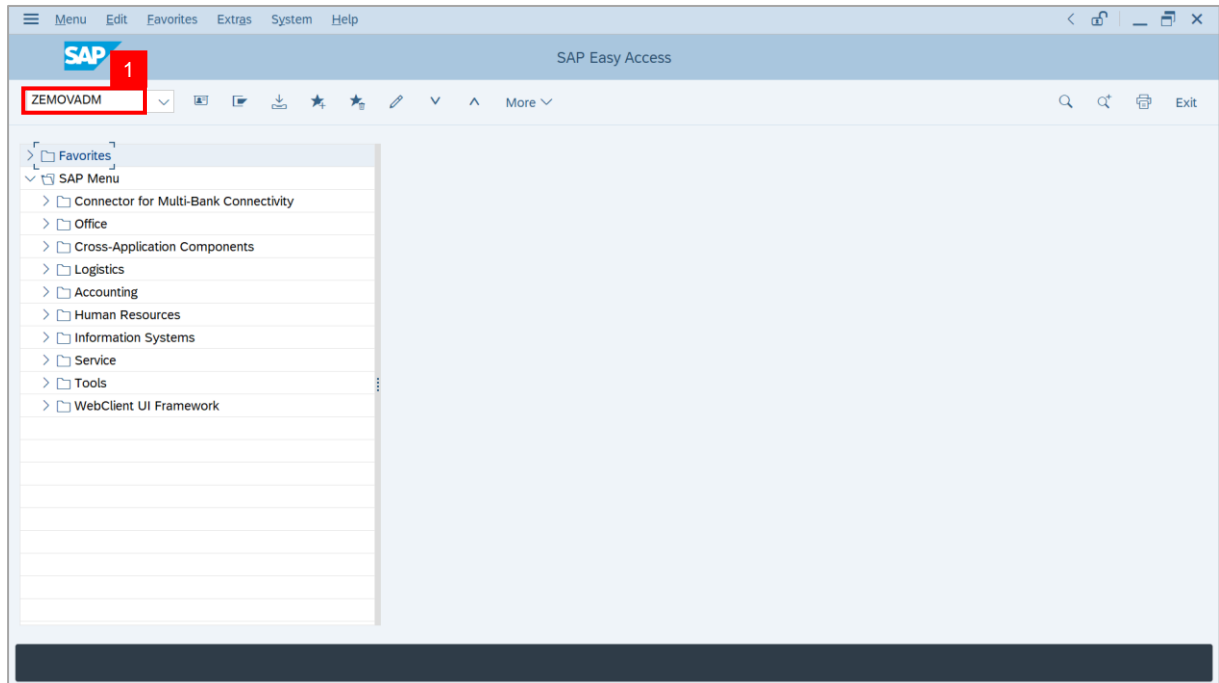
Outcome: The Application has successfully been verified to **Department Payroll Officer**.



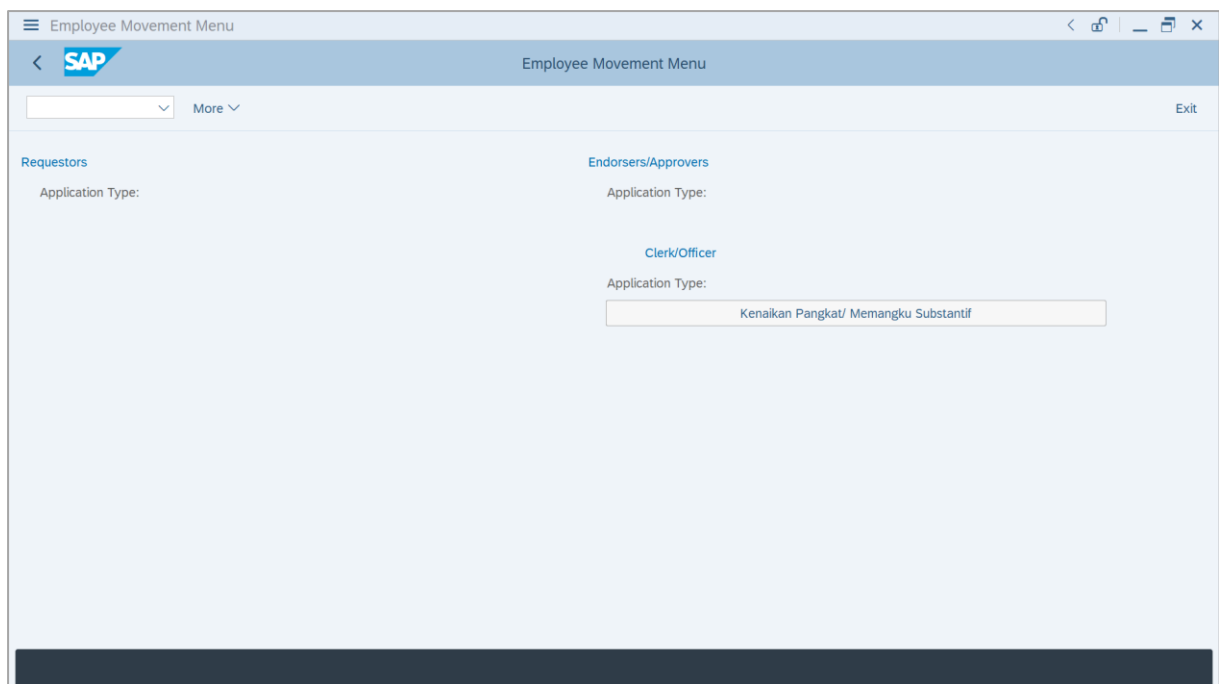
REJECT APPLICATION	Backend User
	Department Payroll Clerk

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

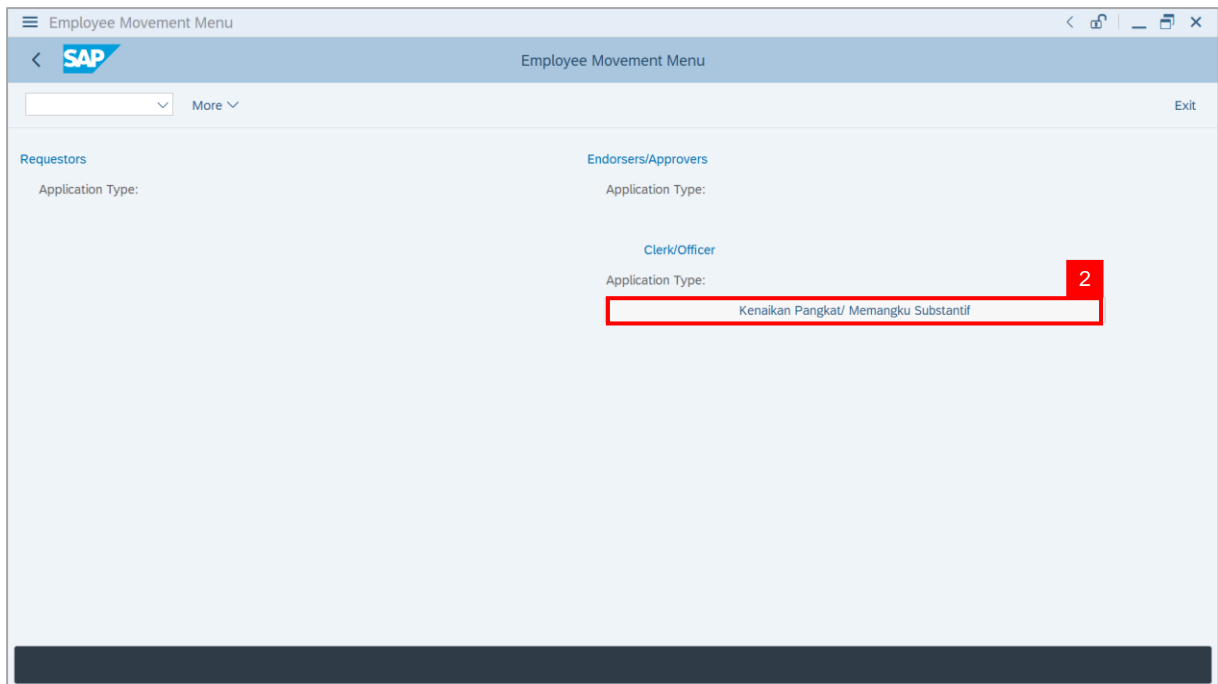
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



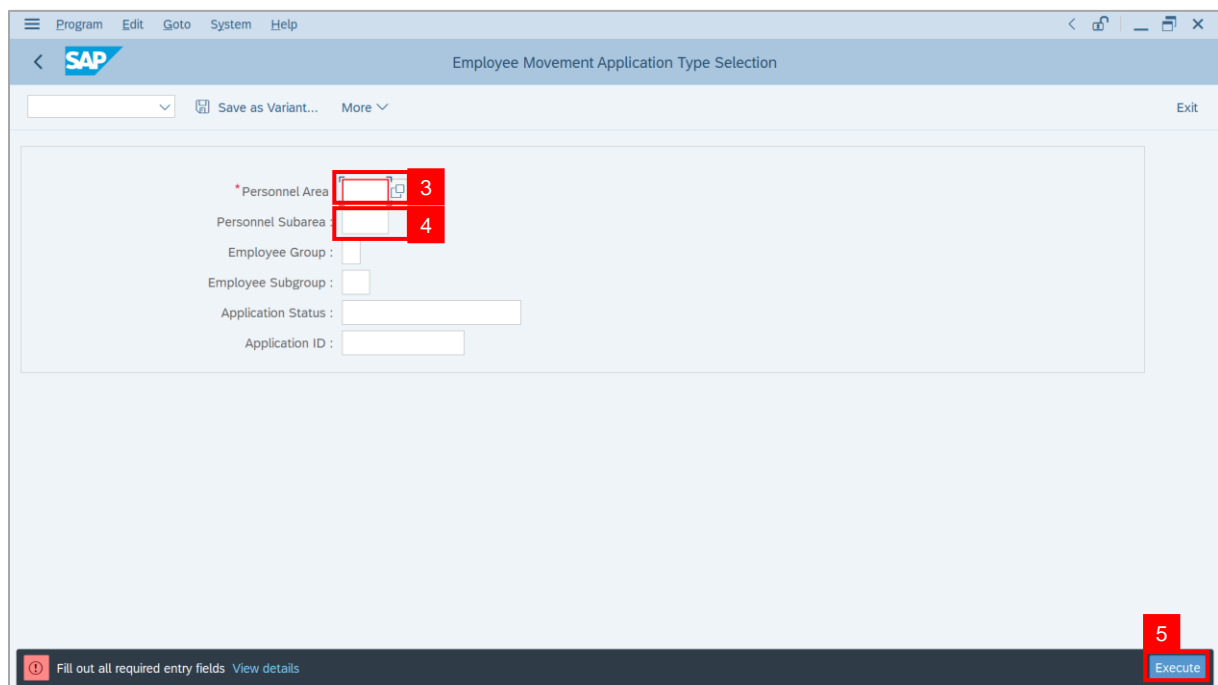
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is a label "Application Type:". Under "Endorsers/Approvers", there is a label "Application Type:" and a text input field containing "Kenaikan Pangkat/ Memangku Substantif". A red box highlights this input field with a red number "2" in the top right corner. Below the input field, there is a label "Clerk/Officer" and another "Application Type:" label.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.

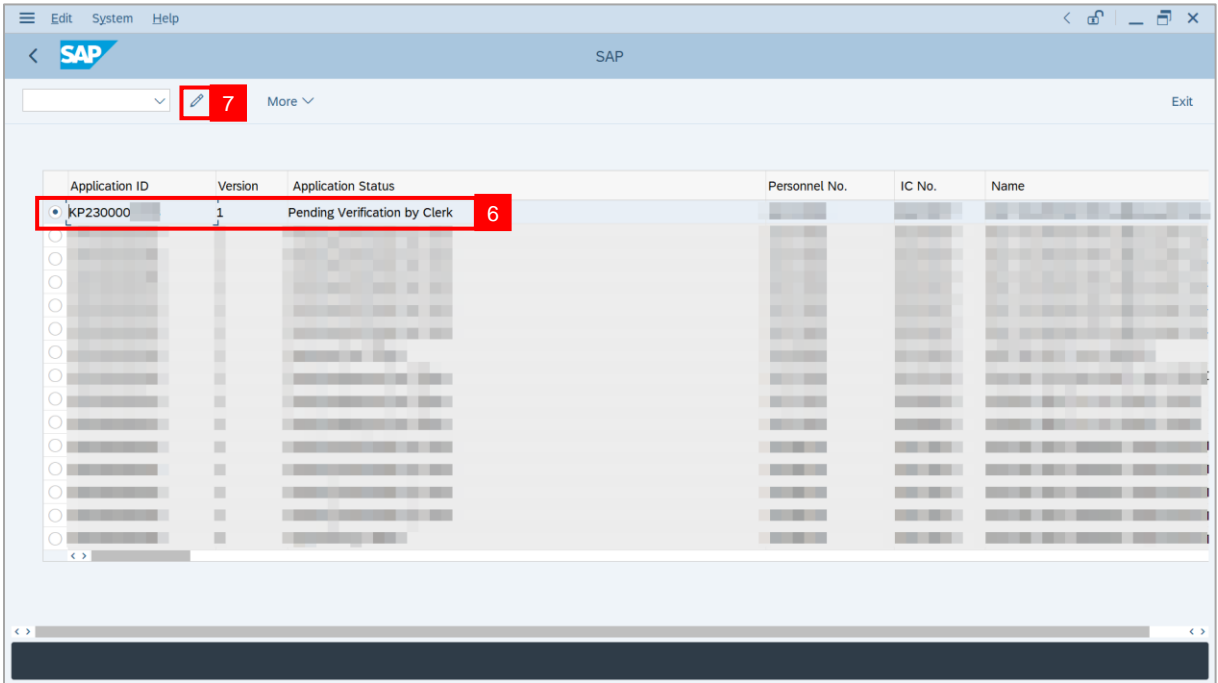


The screenshot shows the SAP Employee Movement Application Type Selection interface. The title bar reads "Employee Movement Application Type Selection". Below the title bar, there is a search bar, a "Save as Variant..." button, and an "Exit" button. The main content area contains several input fields: "Personnel Area" (with a red box and number "3"), "Personnel Subarea" (with a red box and number "4"), "Employee Group", "Employee Subgroup", "Application Status", and "Application ID". At the bottom right, there is a blue "Execute" button with a red box and number "5". At the bottom left, there is a red warning icon and the text "Fill out all required entry fields. View details".

Note: The **Application List** page will be displayed.

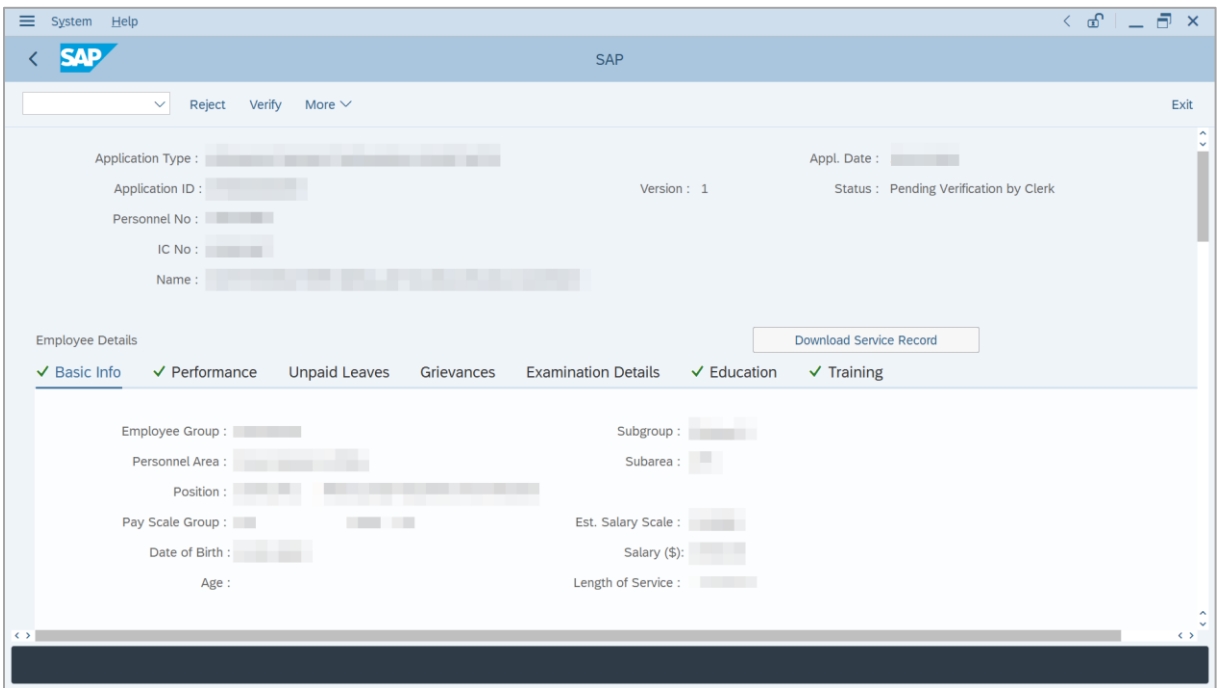
6. Select an application with **Application Status** – ‘**Pending Verification by Clerk**’ and click on **Radio** button.

7. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name
KP230000	1	Pending Verification by Clerk			

Note: The **Application List** page will be displayed.



Application Type :
 Application ID :
 Personnel No :
 IC No :
 Name :

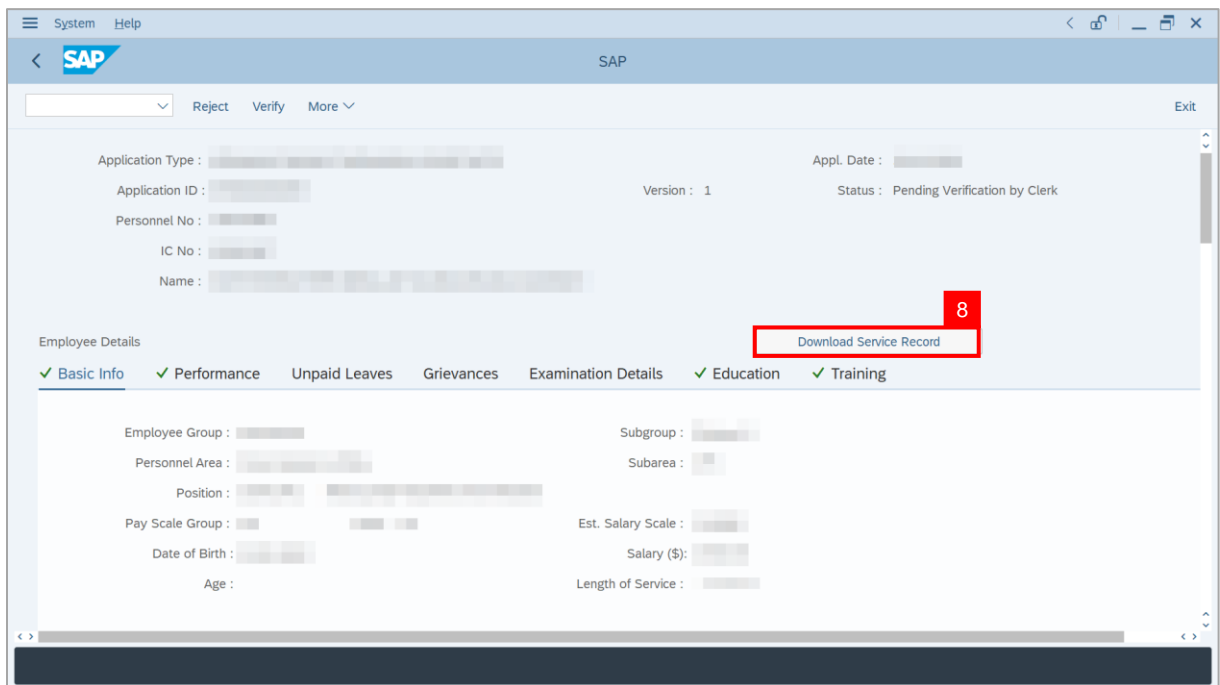
Appl. Date :
 Version : 1
 Status : Pending Verification by Clerk

Employee Details Download Service Record

Basic Info
 Performance
 Unpaid Leaves
 Grievances
 Examination Details
 Education
 Training

Employee Group :
 Subgroup :
 Personnel Area :
 Subarea :
 Position :
 Pay Scale Group :
 Date of Birth :
 Age :
 Est. Salary Scale :
 Salary (\$) :
 Length of Service :

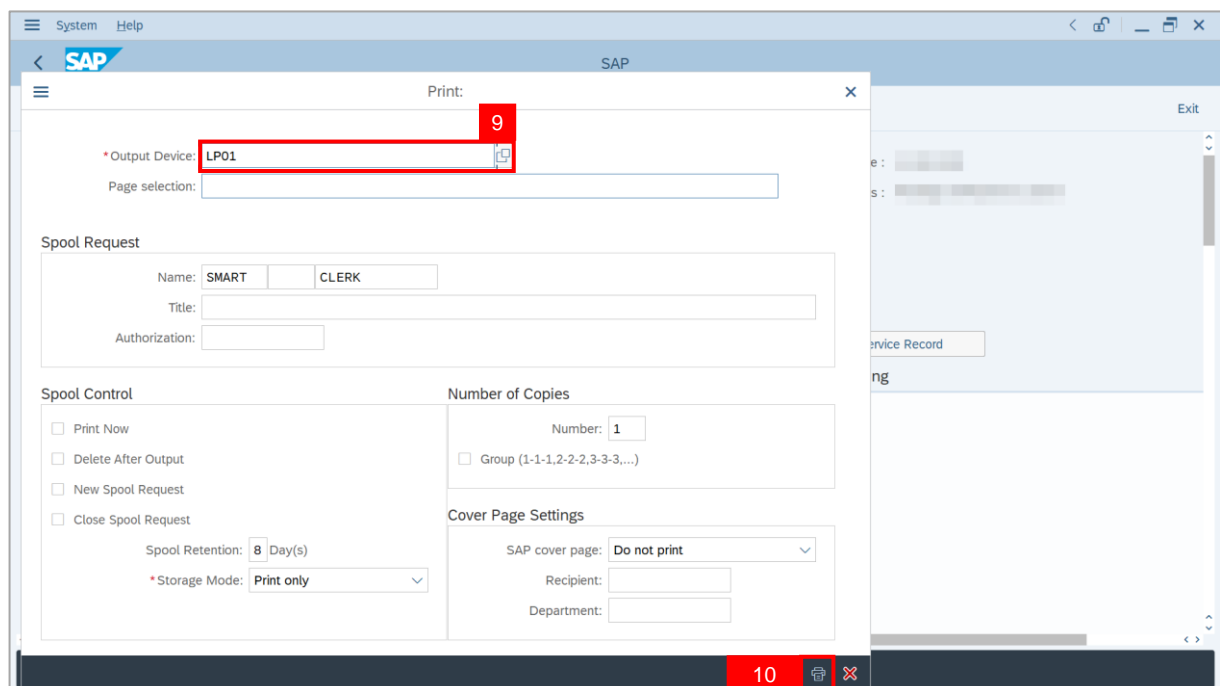
8. Click on **Download Service Record** button.



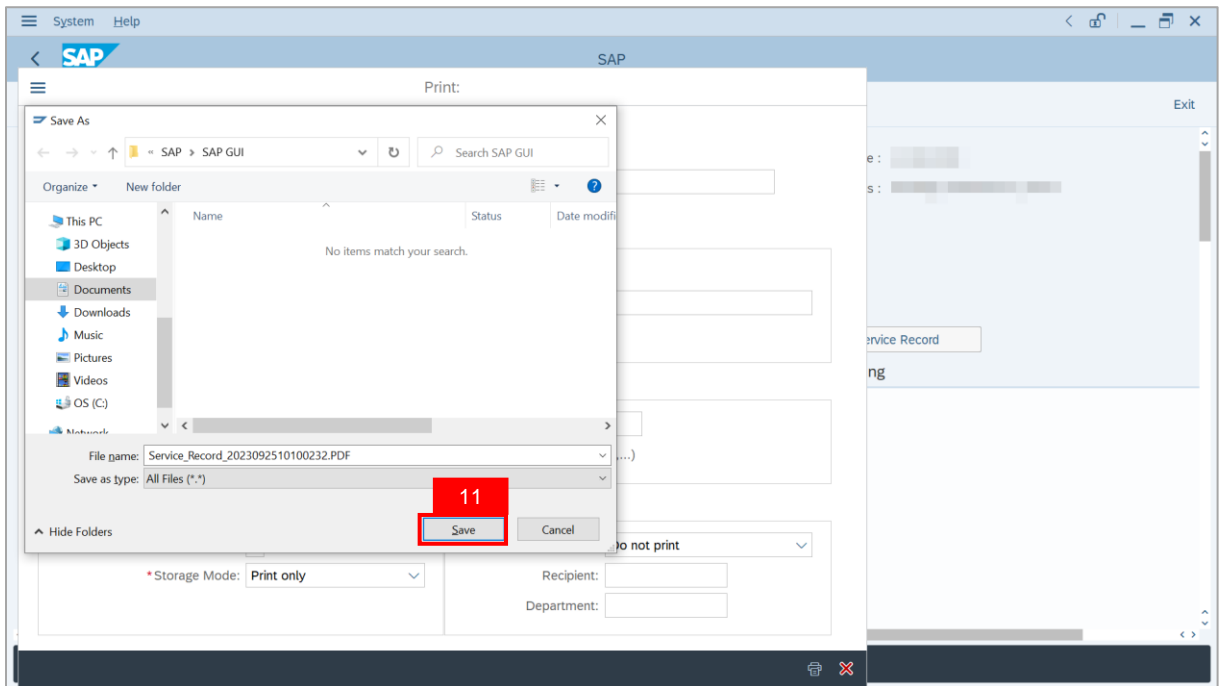
Note: The **Print** page will be displayed.

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

10. Click on **Print** icon.

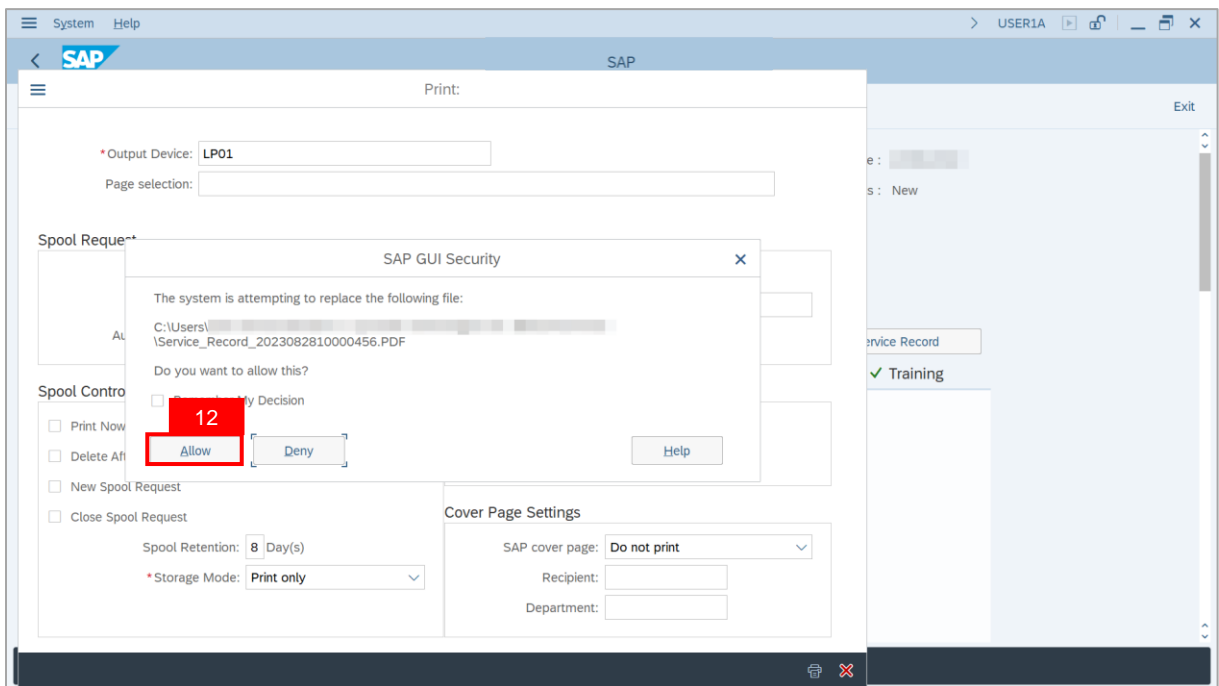


11. Select **File Location** and click on **Save** button.



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

12. Click on **Allow** button.





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

The screenshot shows the SAP application details page. At the top, there are fields for Application Type, Application ID, Personnel No., IC No., and Name. Below these are Employee Details tabs: Basic Info, Performance, Unpaid Leaves, Grievances, Examination Details, Education, and Training. A 'Download Service Record' button is visible. At the bottom, a green confirmation message states: 'Download 168 KB Service_Record_2023092510100232.PDF'.

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

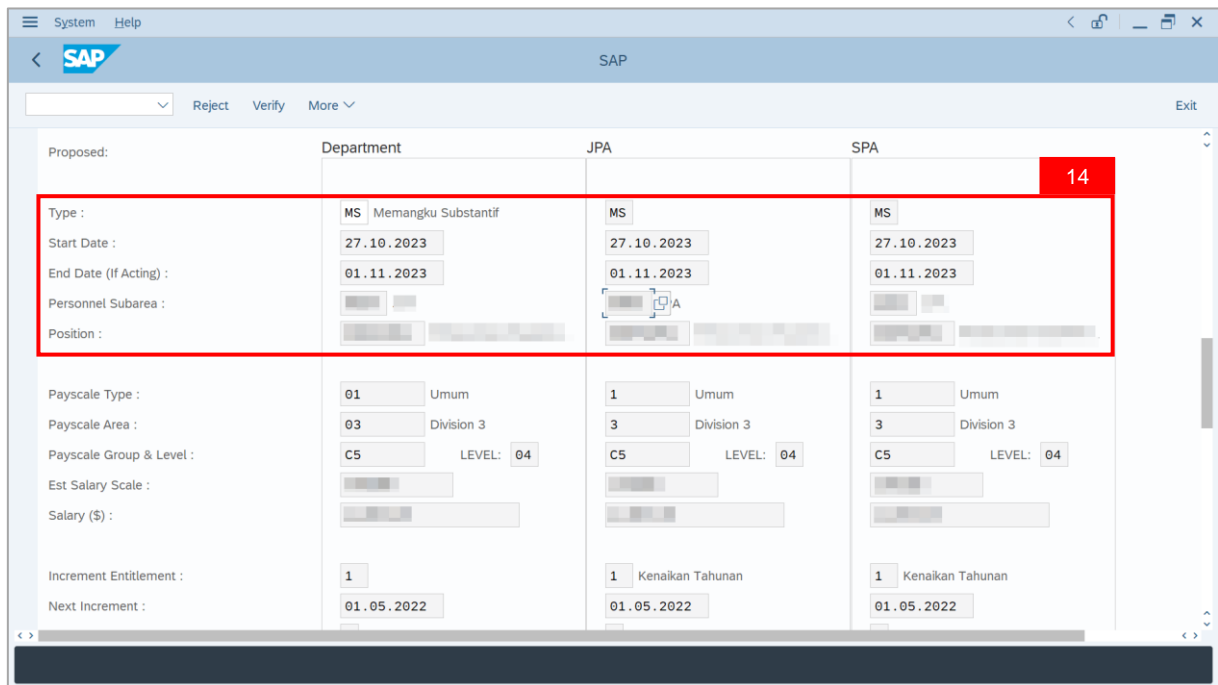
The screenshot shows the SAP application details page with the 'Application Detail' tab selected. The number '13' is highlighted in a red box next to the tab. Below the tabs, there are fields for Joined Date (13.02.2008), Expected Retirement Date (08.06.2042), Current Position Start Date, and Previous Confirmation Date. A table lists application schemes:

No.	Scheme Type	Begin Date	End Date
1	TAP	01.06.2021	31.12.9999
2	SCP	01.06.2021	31.12.9999
3	SPK	01.05.2023	31.12.9999
4	SPK	01.05.2023	31.12.9999

Below the table is a 'Salary Record' section with a table showing salary details:

Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary
01.01.2021	31.01.2021	Umum	Division 3					
01.03.2021	31.03.2021	Umum	Division 3					
01.02.2021	28.02.2021	Umum	Division 3					

14. Department Payroll Clerk may review **Acting Type**, **Approved Acting Period**, **Personnel Subarea** and **Acting Position**.



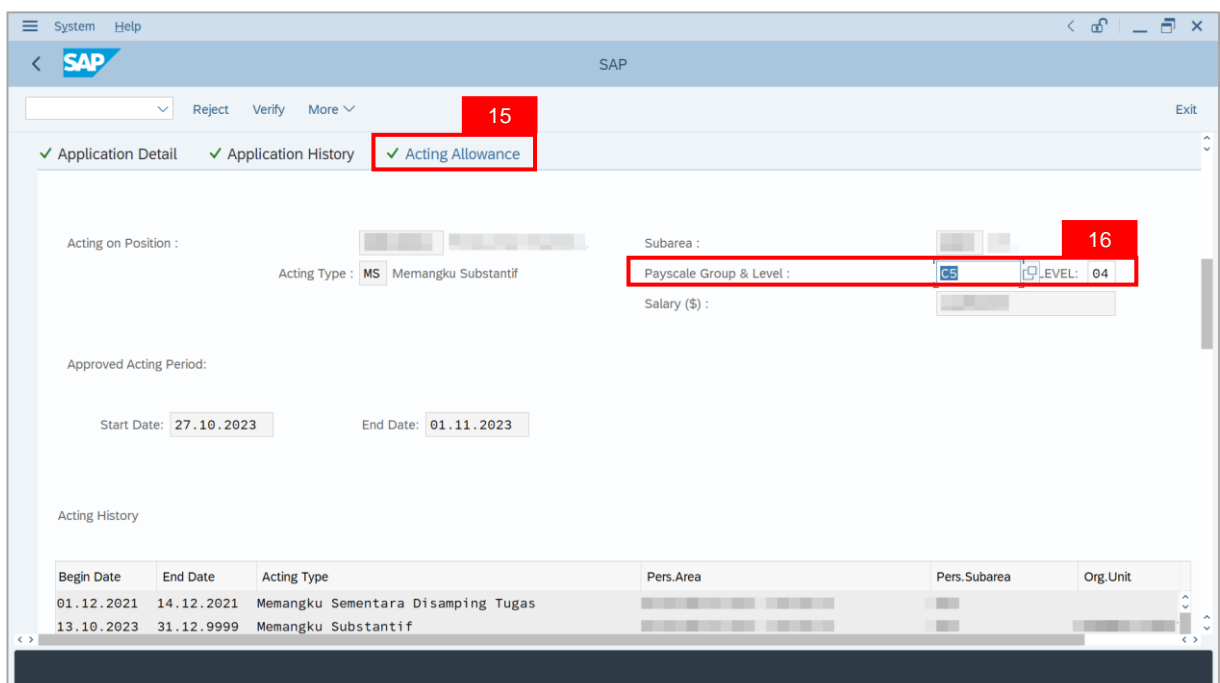
The screenshot shows the SAP GUI 'Proposed' tab for a promotion application. The fields are organized into three columns: Department, JPA, and SPA. A red box highlights the following fields:

- Type : MS Memangku Substantif
- Start Date : 27.10.2023
- End Date (If Acting) : 01.11.2023
- Personnel Subarea : [Field]
- Position : [Field]

Other visible fields include Payscale Type (01 Umum), Payscale Area (03 Division 3), Payscale Group & Level (C5 LEVEL: 04), Est Salary Scale, Salary (\$), Increment Entitlement (1), and Next Increment (01.05.2022).

15. Navigate to **Acting Allowance** tab.

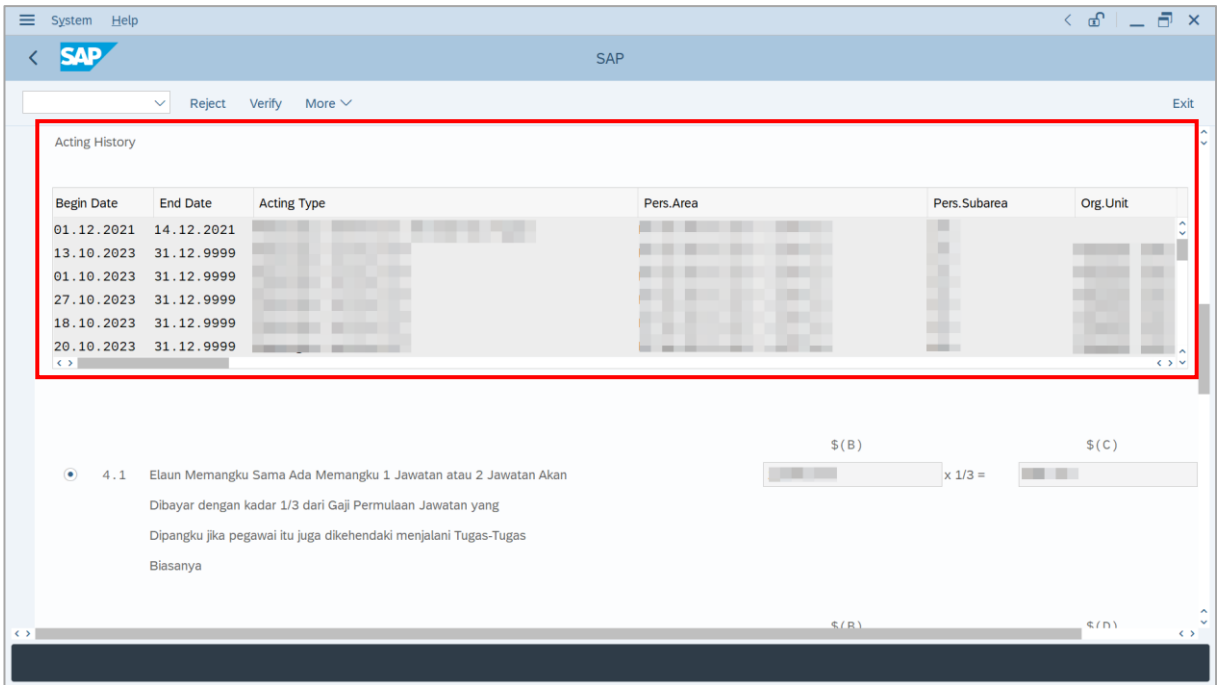
16. Select **Payscale Group & Level**.



The screenshot shows the SAP GUI 'Acting Allowance' tab. The 'Acting Allowance' tab is selected and highlighted with a red box. The 'Payscale Group & Level' field is highlighted with a red box and labeled '16'. The 'Acting Type' is MS Memangku Substantif. The 'Approved Acting Period' shows Start Date: 27.10.2023 and End Date: 01.11.2023. The 'Acting History' table is visible at the bottom.

Begin Date	End Date	Acting Type	Pers.Area	Pers.Subarea	Org.Unit
01.12.2021	14.12.2021	Memangku Sementara Disamping Tugas			
13.10.2023	31.12.9999	Memangku Substantif			

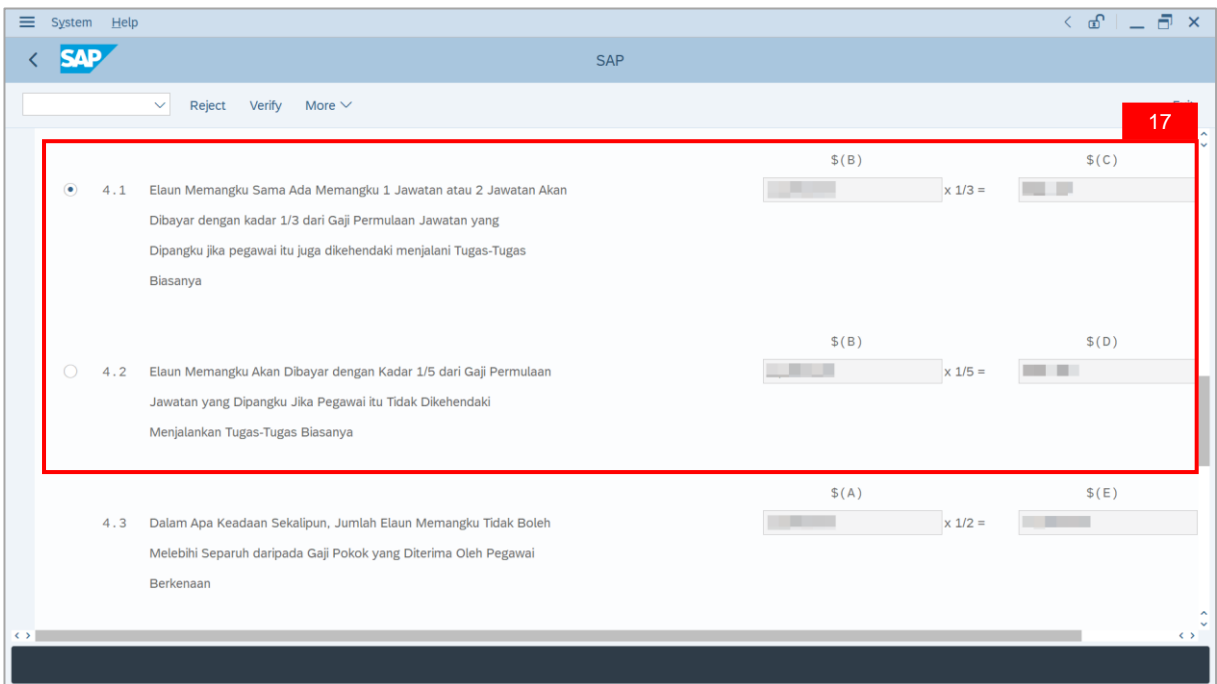
Note: Department Payroll Clerk may review employee's Acting History.



The screenshot shows the SAP 'Acting History' table with the following columns: Begin Date, End Date, Acting Type, Pers.Area, Pers.Subarea, and Org.Unit. The table contains several rows of data, with the first row showing dates 01.12.2021 and 14.12.2021. Below the table, there is a radio button selected for '4.1' and a calculation field showing $\$(B) \times 1/3 = \(C) .

Begin Date	End Date	Acting Type	Pers.Area	Pers.Subarea	Org.Unit
01.12.2021	14.12.2021				
13.10.2023	31.12.9999				
01.10.2023	31.12.9999				
27.10.2023	31.12.9999				
18.10.2023	31.12.9999				
20.10.2023	31.12.9999				

17. Select either **Paragraph 4.1** or **Paragraph 4.2** and click on **Radio** button.



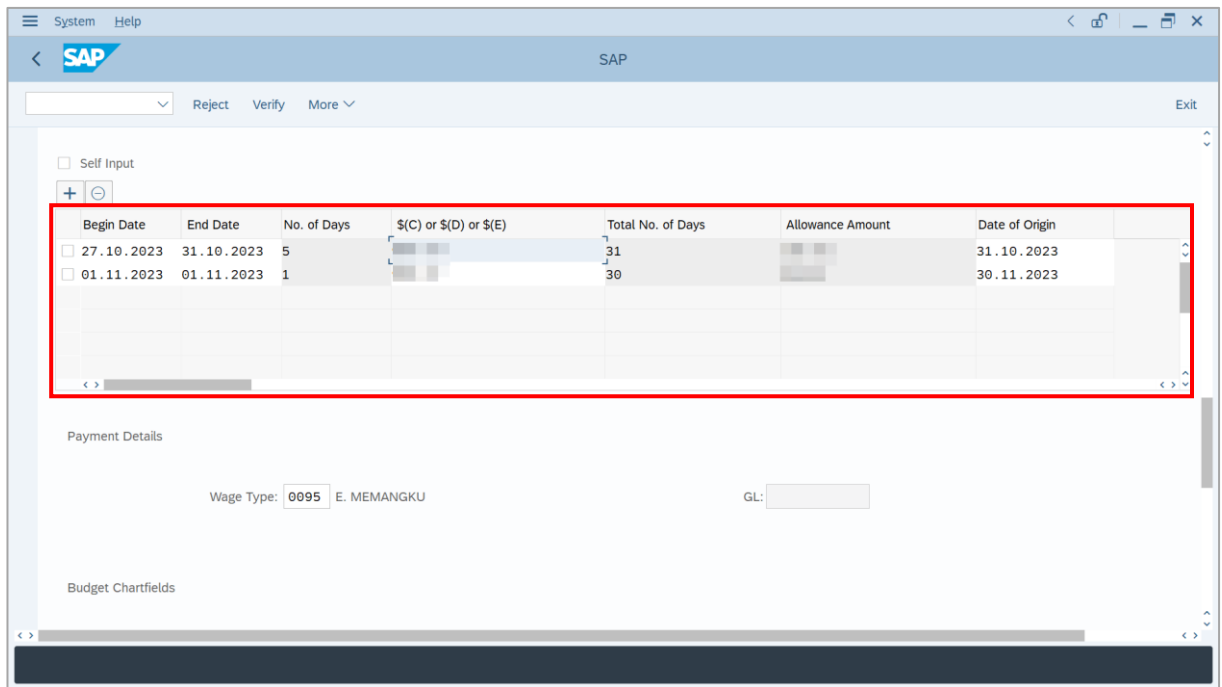
The screenshot shows the SAP 'Acting History' selection screen with three radio buttons. The first radio button is selected for '4.1' and is highlighted with a red box. A red box with the number '17' is also present in the top right corner of the screen. The calculation field for the selected option shows $\$(B) \times 1/3 = \(C) .

4.1 Elaun Memangku Sama Ada Memangku 1 Jawatan atau 2 Jawatan Akan
 Dibayar dengan kadar 1/3 dari Gaji Permulaan Jawatan yang
 Dipangku jika pegawai itu juga dikehendaki menjalani Tugas-Tugas
 Biasanya

4.2 Elaun Memangku Akan Dibayar dengan Kadar 1/5 dari Gaji Permulaan
 Jawatan yang Dipangku Jika Pegawai itu Tidak Dikehendaki
 Menjalankan Tugas-Tugas Biasanya

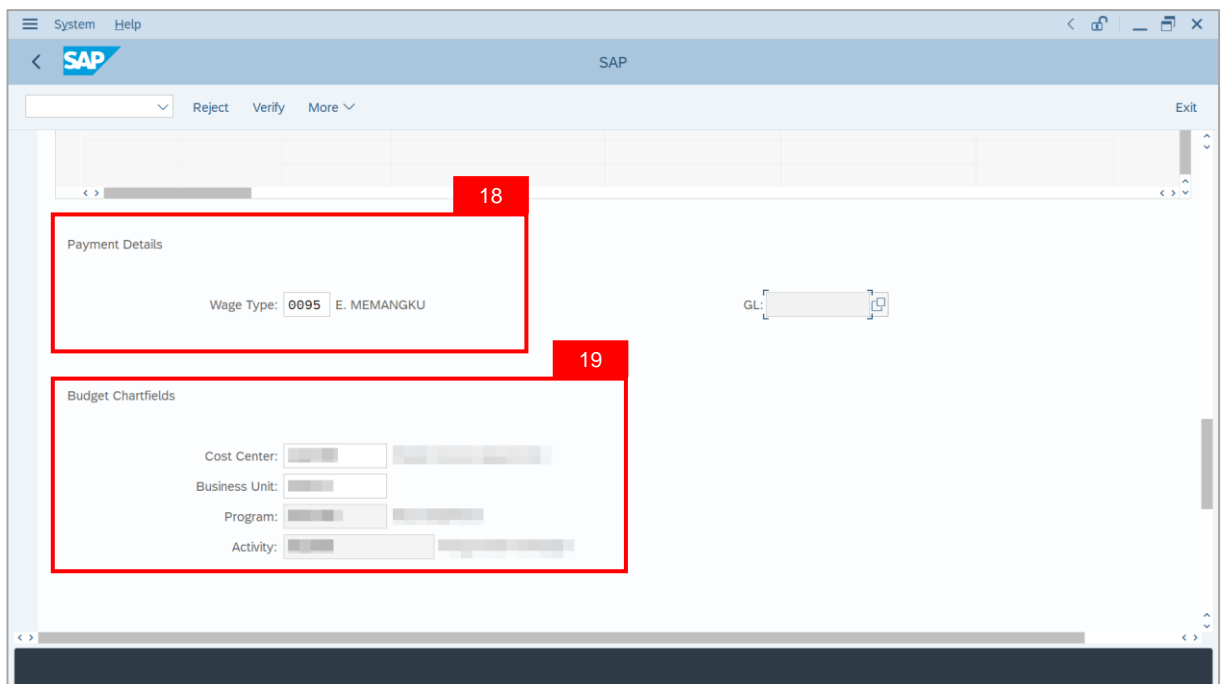
4.3 Dalam Apa Keadaan Sekalipun, Jumlah Elaun Memangku Tidak Boleh
 Melebihi Separuh daripada Gaji Pokok yang Diterima Oleh Pegawai
 Berkenaan

Note: Department Payroll Clerk may review acting allowance proposed from system calculation .

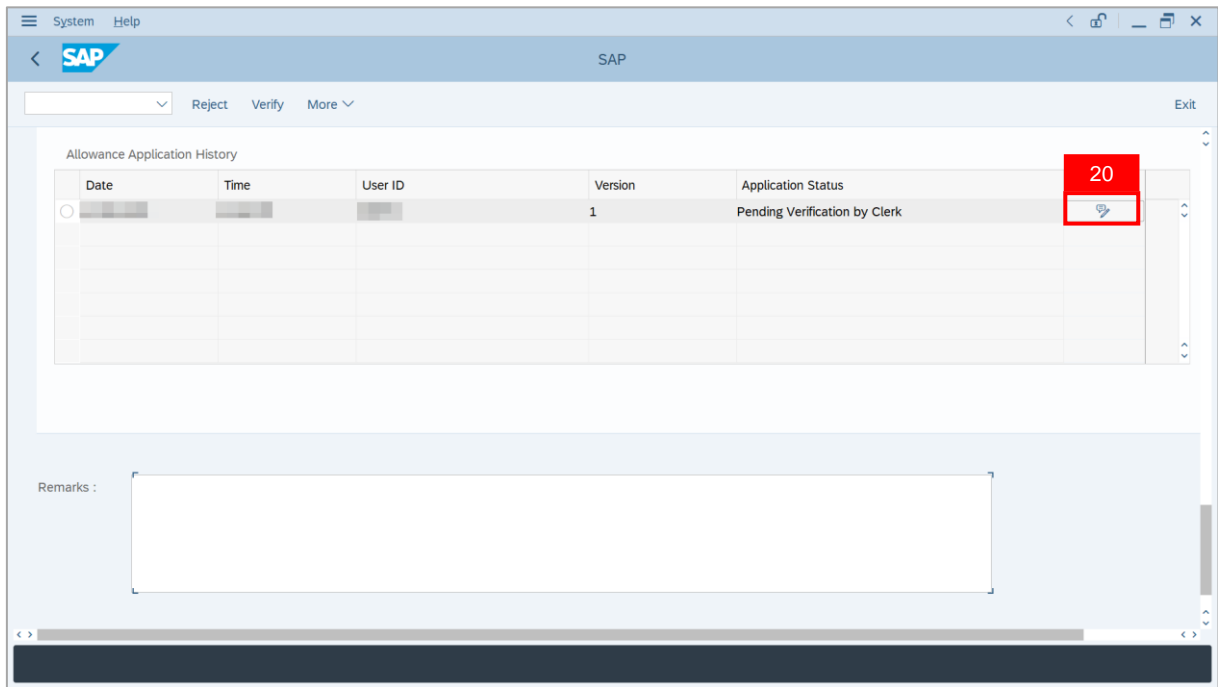


18. Review and amend employee's **Wage Type** (if required).

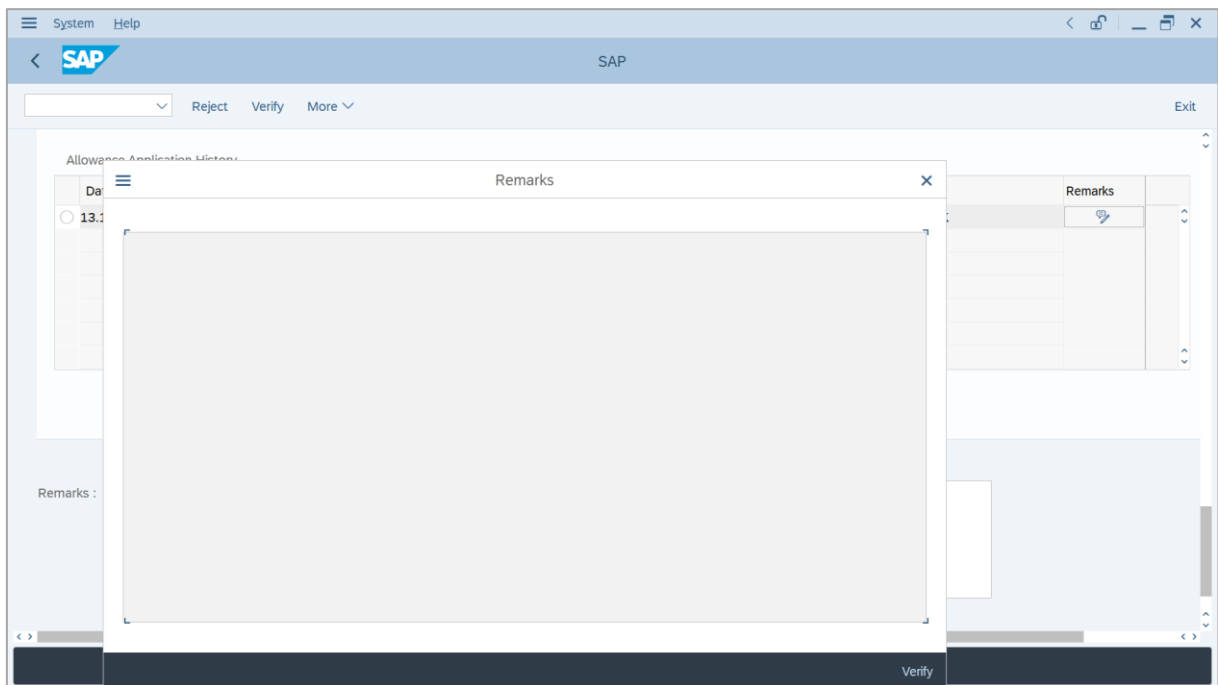
19. Review and amend the details under **Budget Chartfields** (if required).



20. Under **Allowance Application History**, click on **Remarks** button to view any comments made by **Department Payroll Officer**.



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



- 21. Enter the **Remarks** for why application is rejected.
- 22. Tick on **Declaration** checkbox.
- 23. Click on **Reject** button.

Budget Chartfields

Cost Center: [] []

Business Unit: []

Program: [] []

Activity: [] []

Remarks : []

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

Outcome: The Application has successfully been rejected.

Application ID	Version	Application Status	Personnel No.	IC No.	Name
[]	[]	[]	[]	[]	[]
KP230000	1	Rejected by Clerk	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]

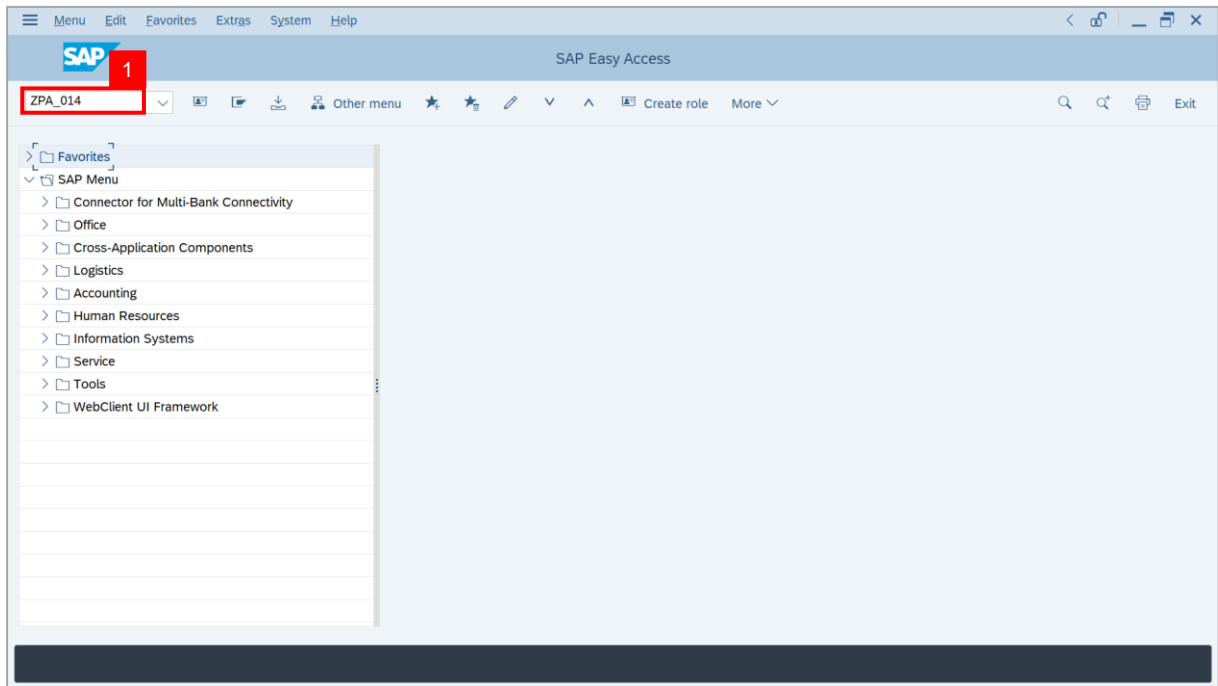
ACTING ALLOWANCE REPORT

Backend User

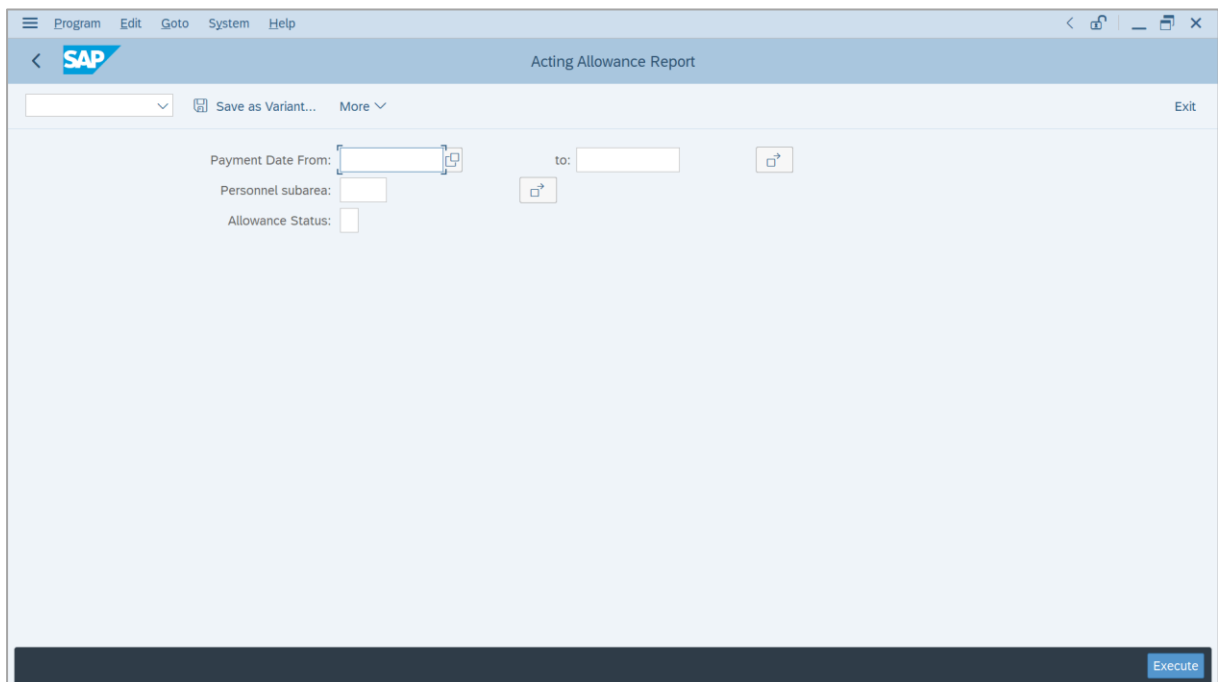
Department Payroll Clerk

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

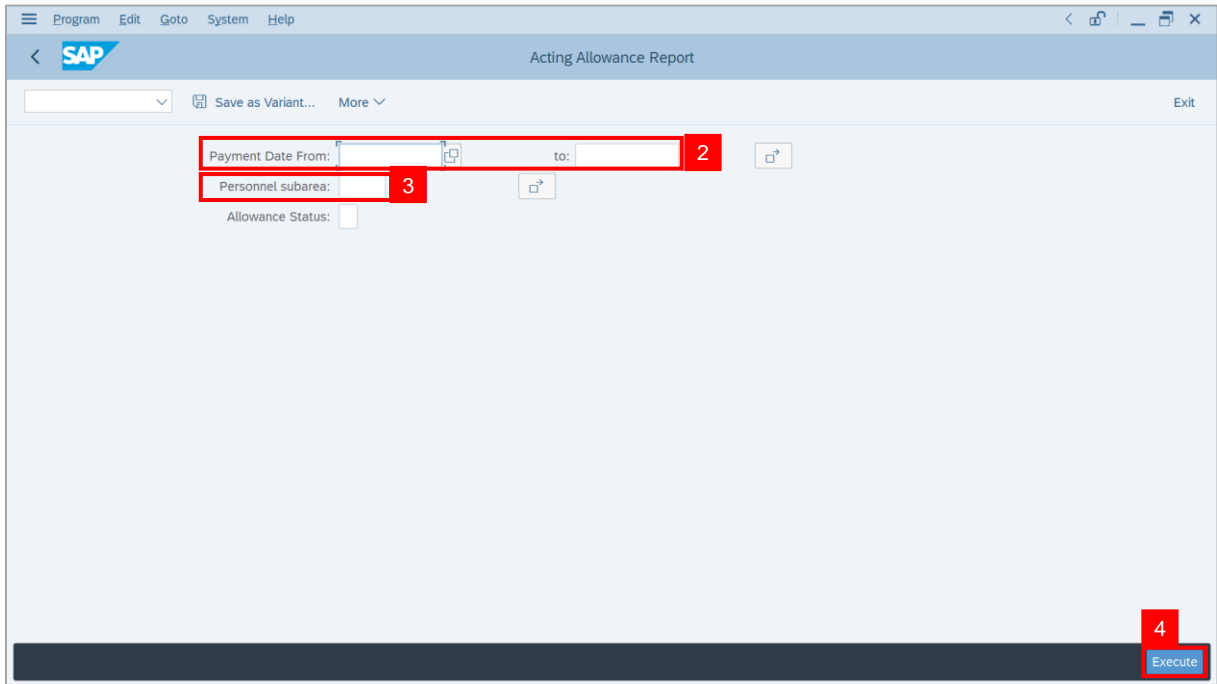
1. Enter **ZPA_014** in the search bar.



Note: The **Acting Allowance Report** page will be displayed.



2. Enter **Payment Date** for Acting allowance.
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



Acting Allowance Report

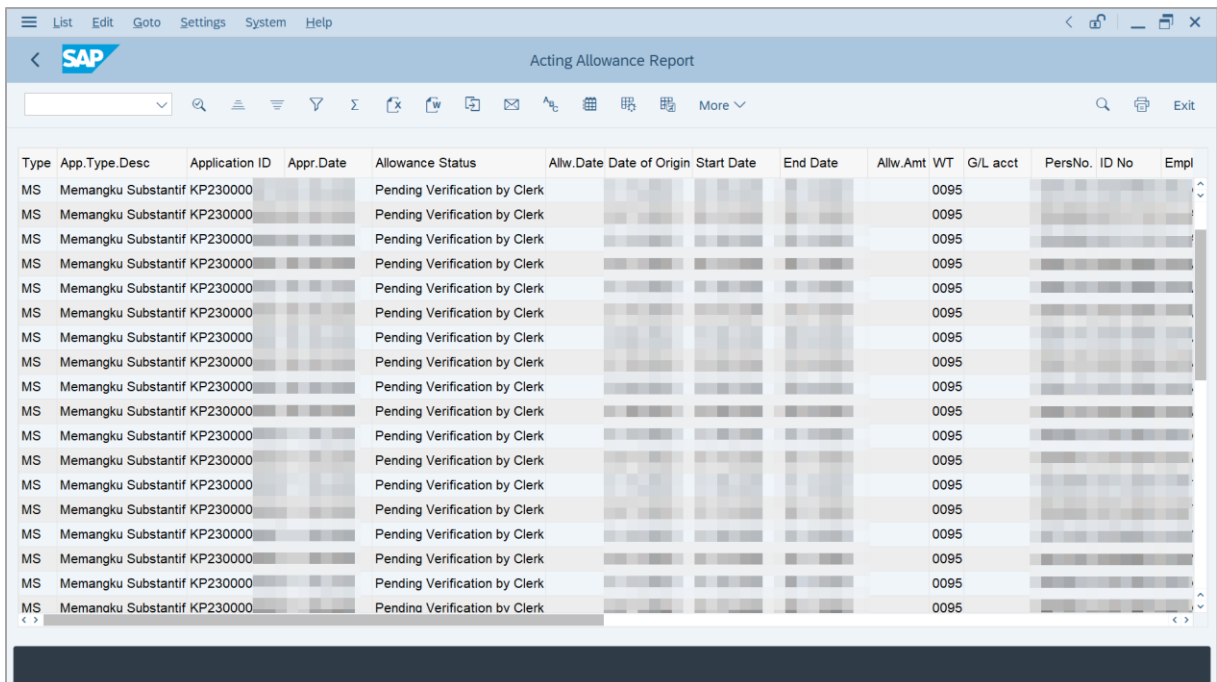
Payment Date From: [] to: [] **2**

Personnel subarea: [] **3**

Allowance Status: []

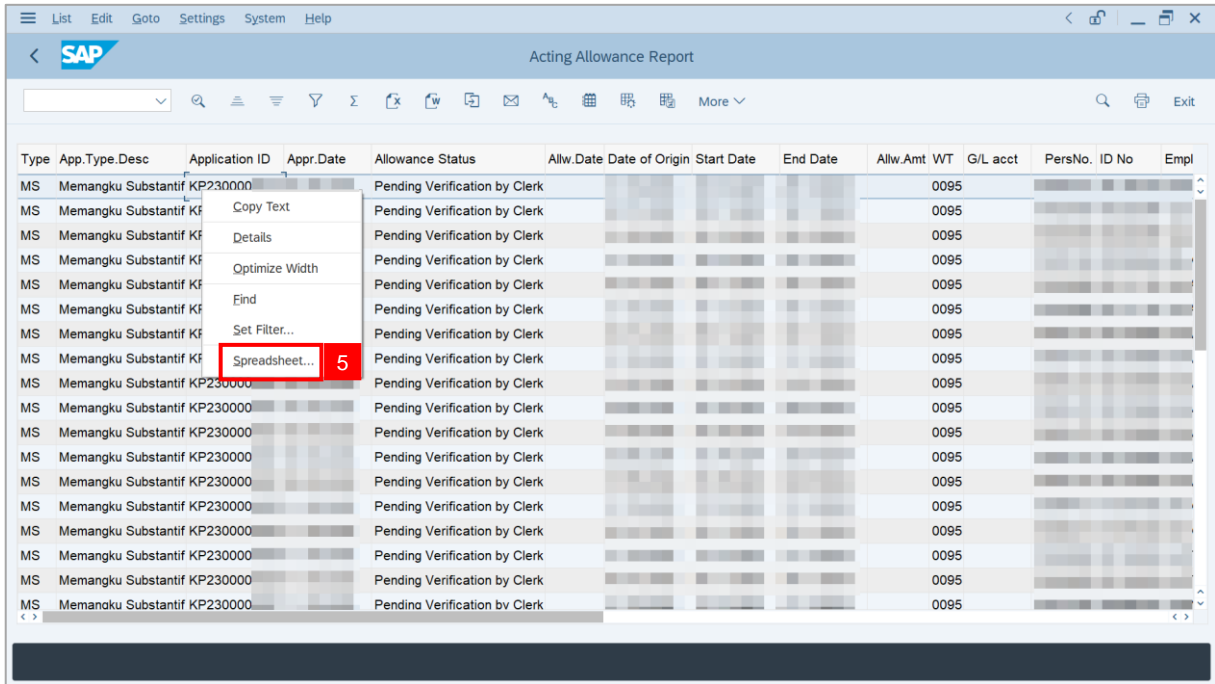
4 Execute

Note: The **Acting Allowance Report** page will be displayed.



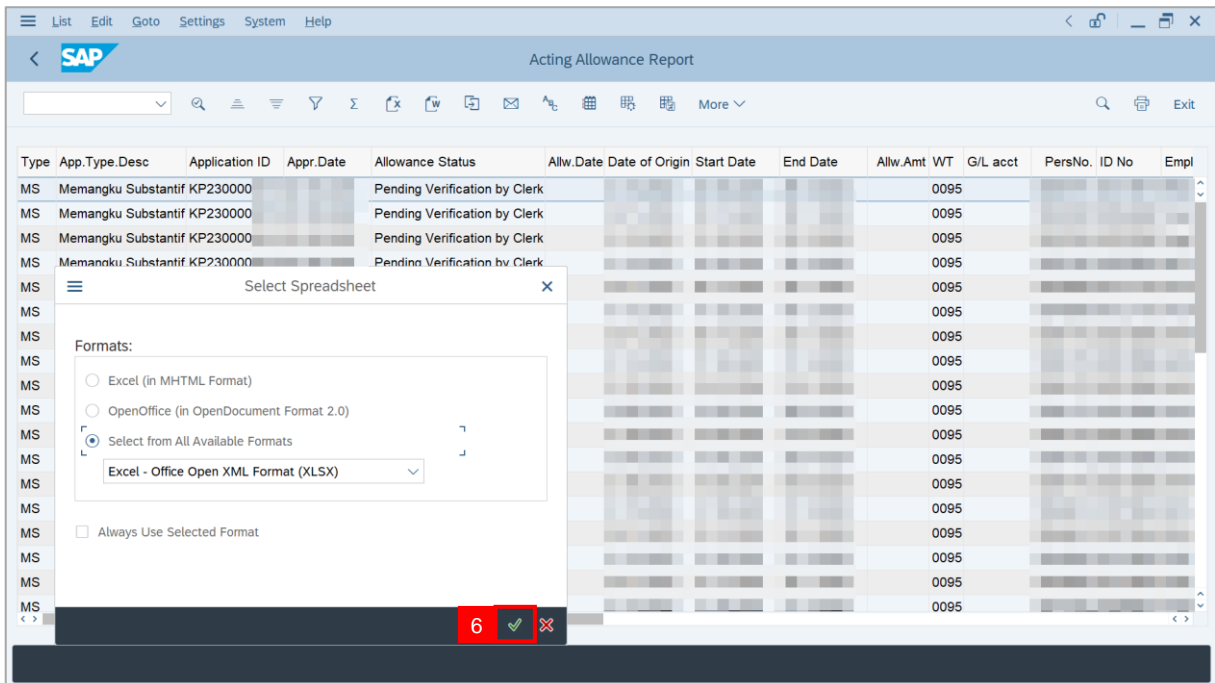
Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Empl
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					
MS	Memangku Substantif KP230000			Pending Verification by Clerk					0095					

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



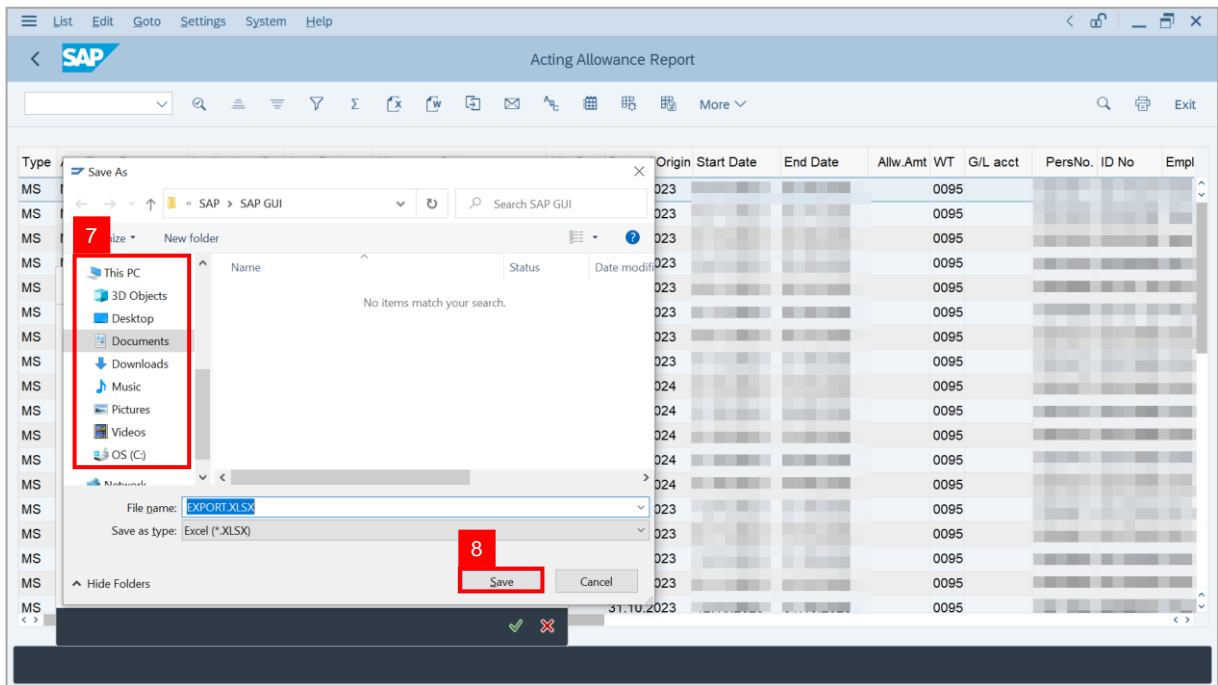
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



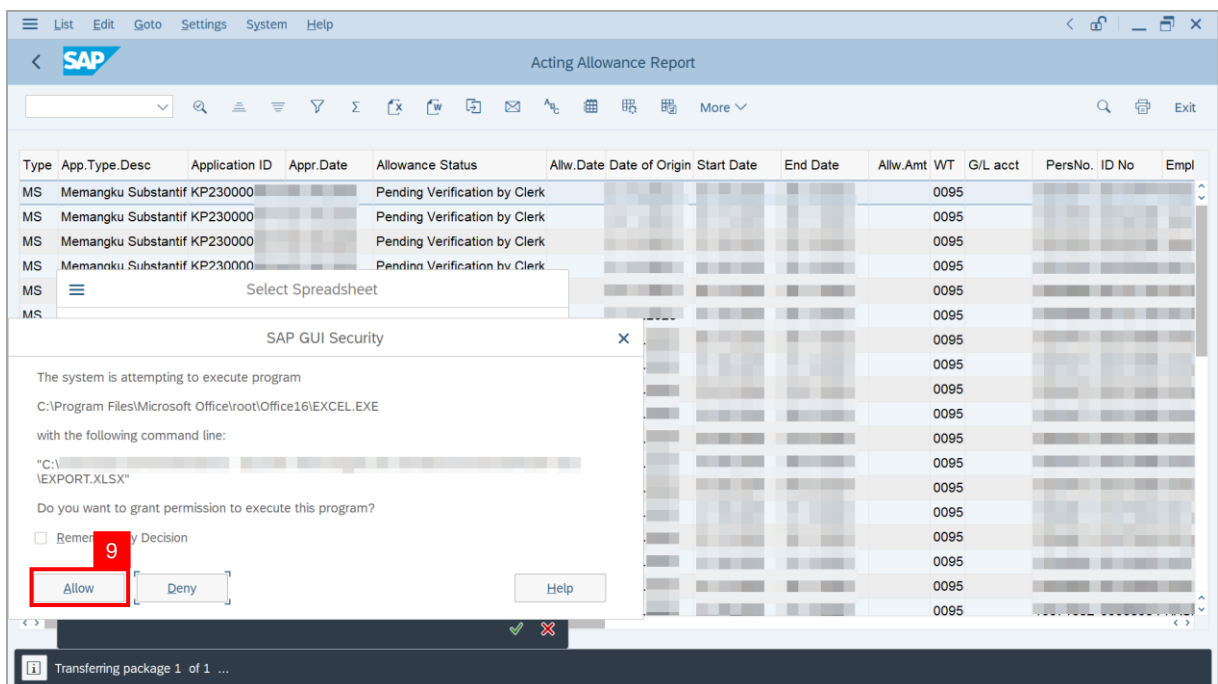
7. Select **File Location**.

8. Click on **Save** button.



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

9. Click on **Allow** icon.





Outcome: The Acting Allowance Report has successfully been downloaded.

SAP GUI Screenshot: Acting Allowance Report

Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Alw.Date	Date of Origin	Start Date	End Date	Alw.Amt	WT	G/L acct	PersNo.	ID No	Empl
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					
MS	Memangku Substantif	KP230000		Pending Verification by Clerk					0095					

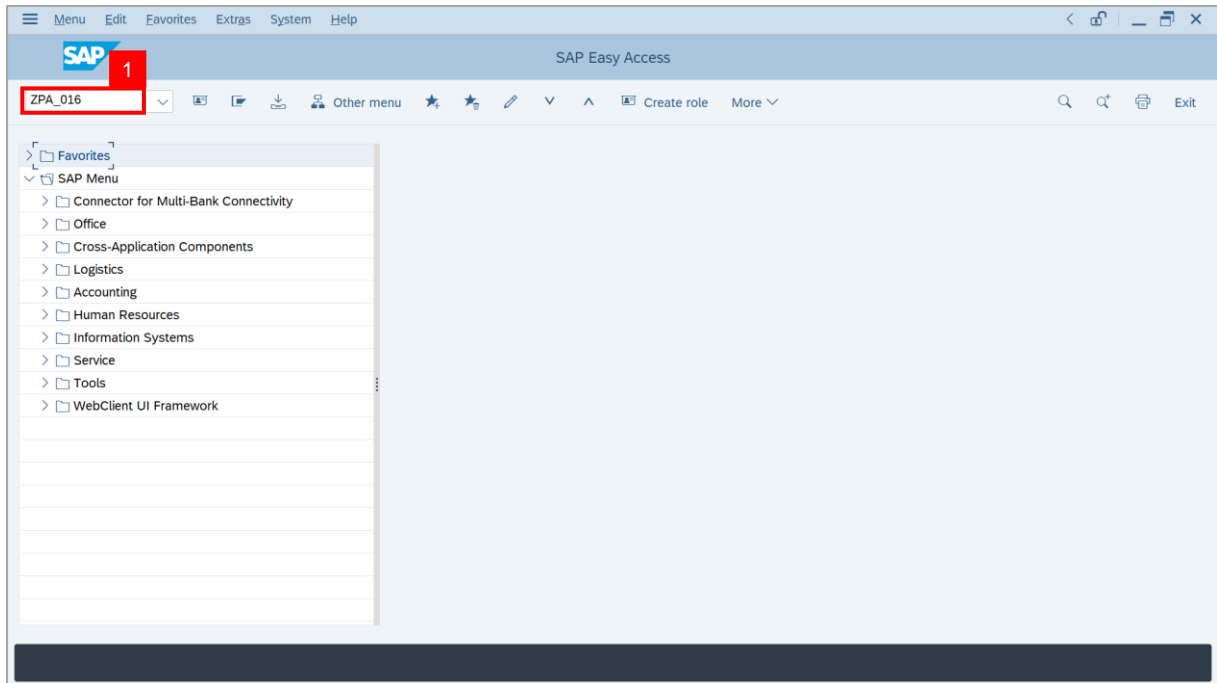
Download 7 KB C:\... \EXPORT.XLSX



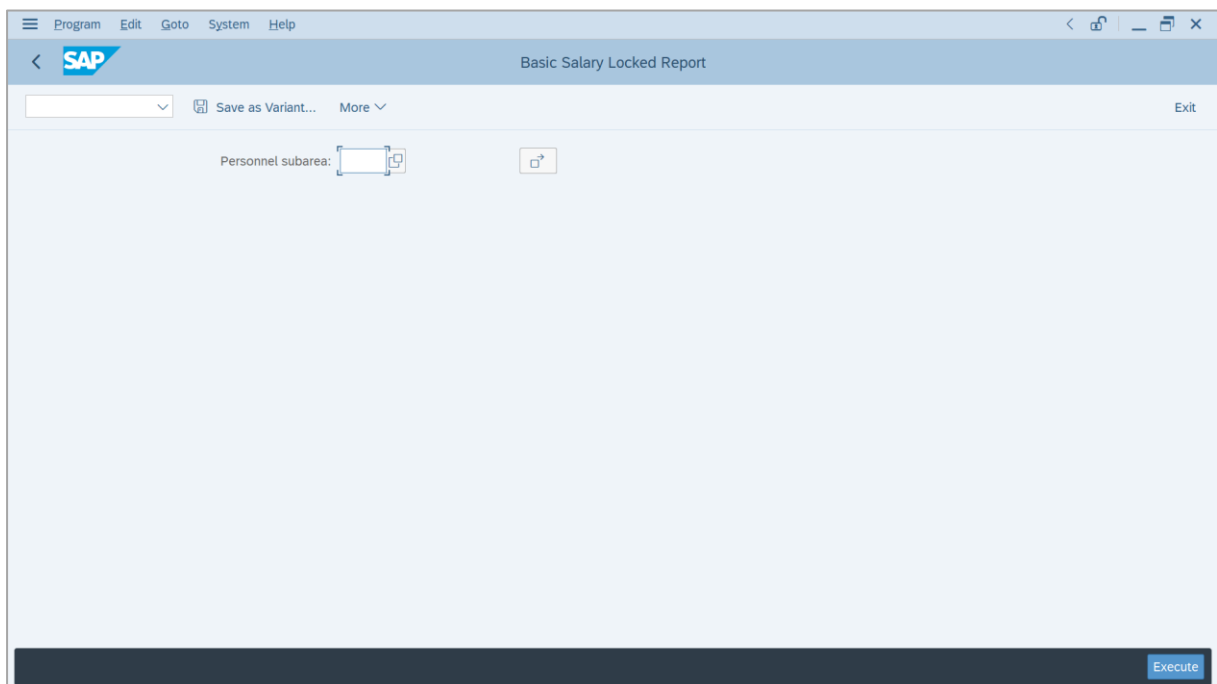
BASIC SALARY LOCKED REPORT	Backend User
	Department Payroll Clerk

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

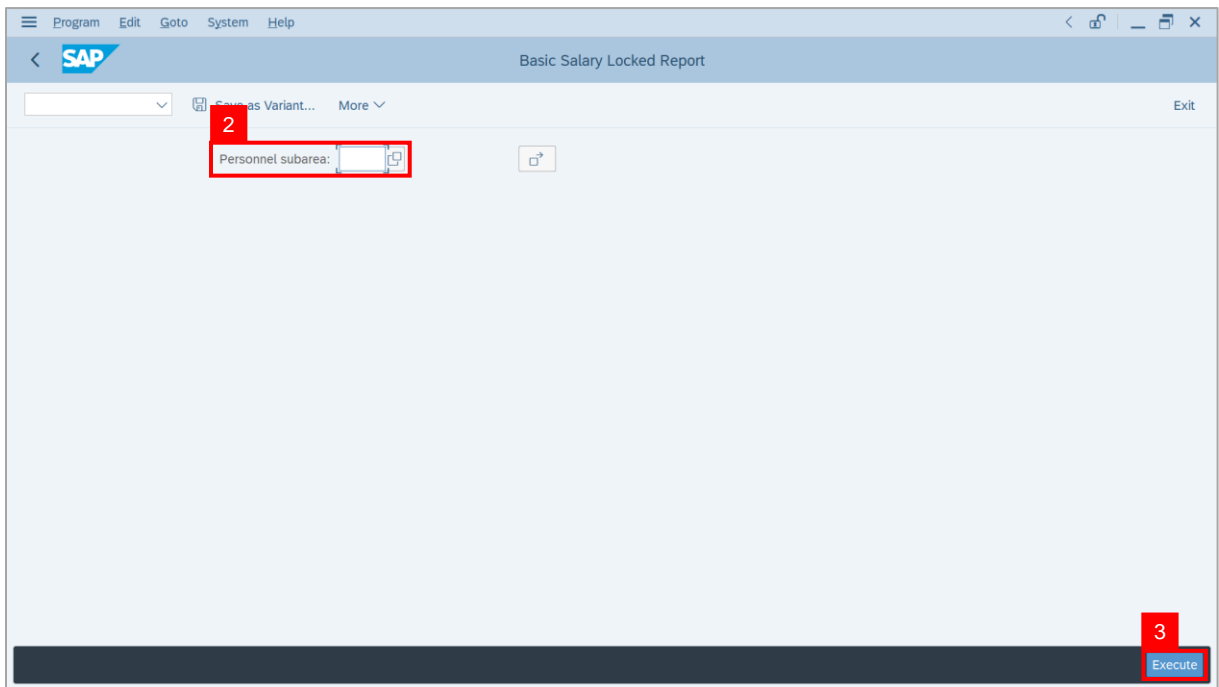
1. Enter **ZPA_016** in the search bar.



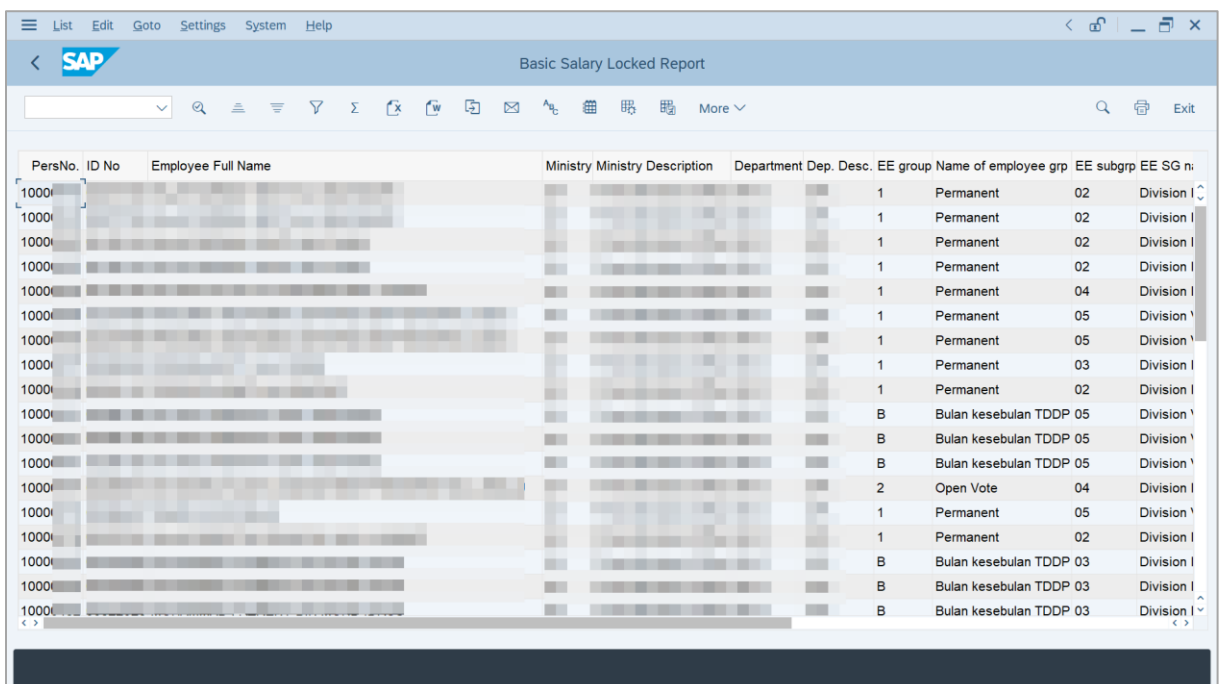
Note: The **Basic Salary Locked Report** page will be displayed.



2. Enter **Personnel subarea**.
3. Click on **Execute** button.



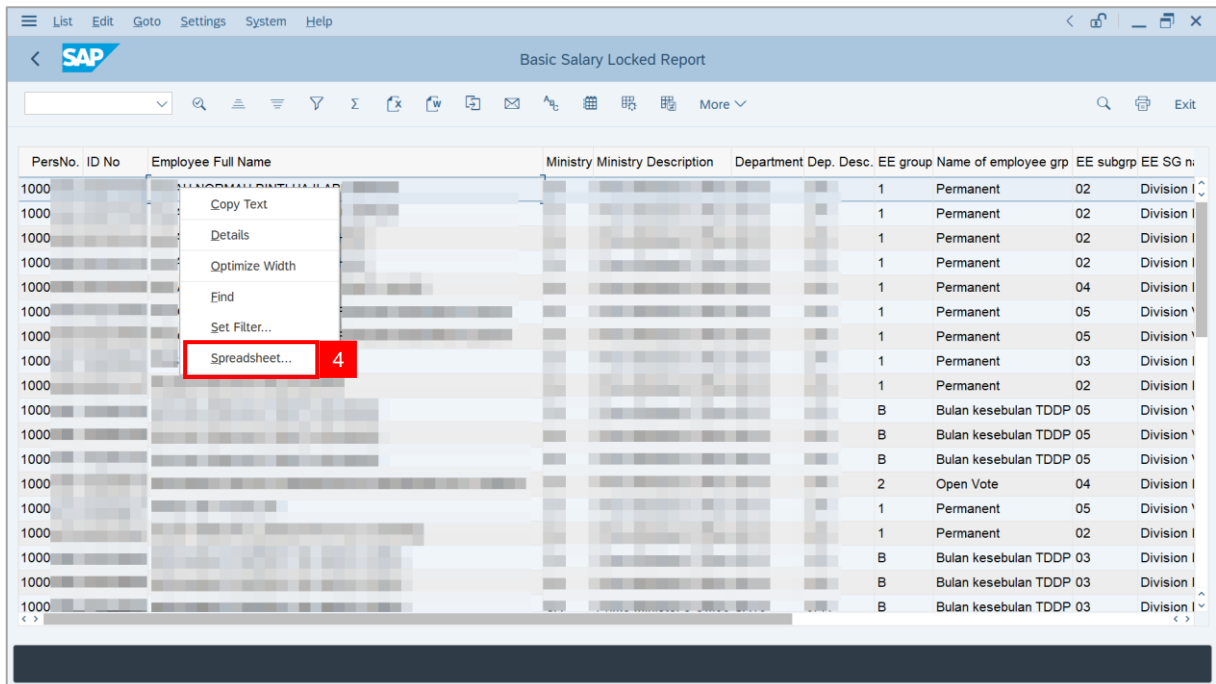
Note: The **Basic Salary Locked Report** page will be displayed. This report assists **Department Payroll Clerk** and **Department Payroll Officer** to identify **Basic Pay (Salary)** record which has pending unlock status.



The screenshot shows the output of the 'Basic Salary Locked Report' in SAP. The table displays the following columns: PersNo., ID No., Employee Full Name, Ministry, Ministry Description, Department, Dep. Desc., EE group, Name of employee grp, EE subgrp, and EE SG n. The table contains multiple rows of data, with the first few rows showing 'Permanent' employees in 'Division I' and 'Division I'. The last few rows show 'Bulan kesebulan TDDP' employees in 'Division I'.

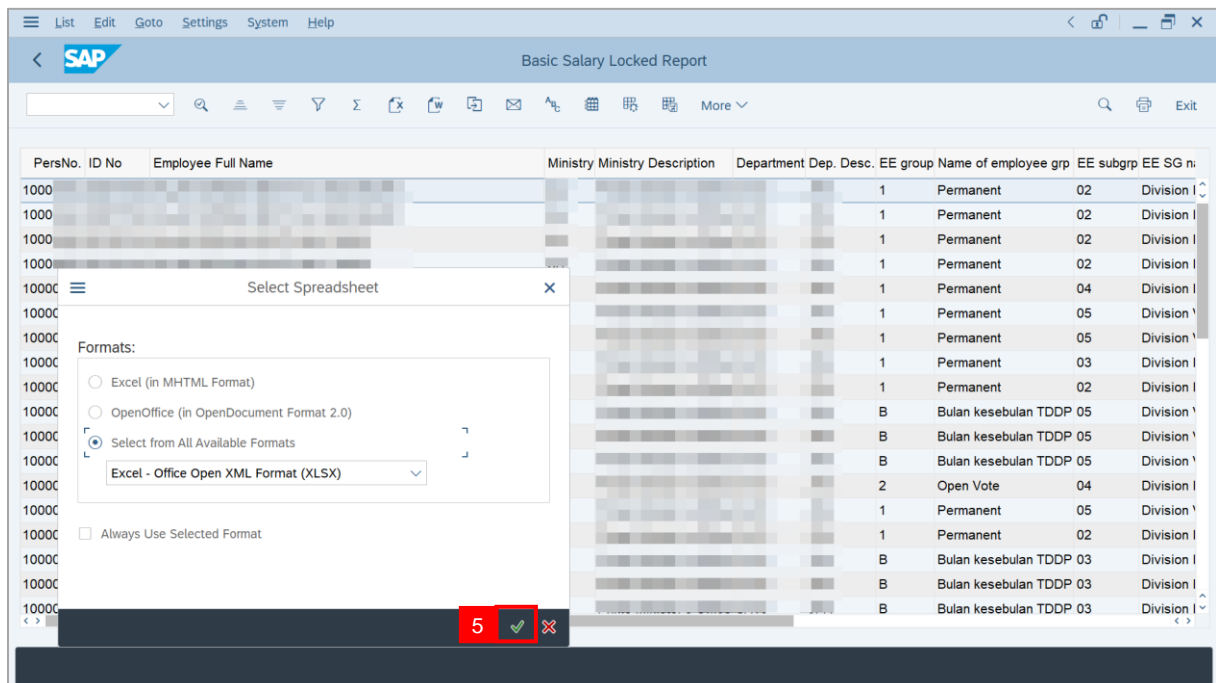
PersNo.	ID No	Employee Full Name	Ministry	Ministry Description	Department	Dep. Desc.	EE group	Name of employee grp	EE subgrp	EE SG n
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	04	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	03	Division I
1000							1	Permanent	02	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							2	Open Vote	04	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	02	Division I
1000							B	Bulan kesebulan TDDP	03	Division I
1000							B	Bulan kesebulan TDDP	03	Division I
1000							B	Bulan kesebulan TDDP	03	Division I

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



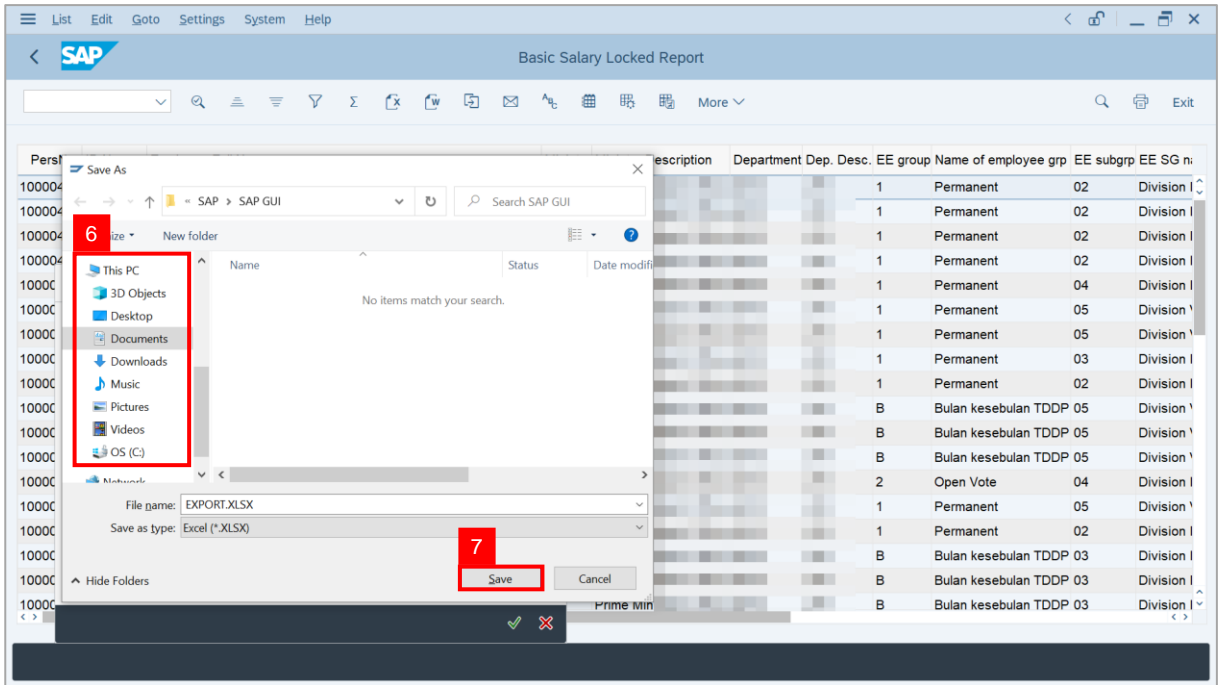
Note: The **Select Spreadsheet** message will be displayed.

5. Click on **Tick** button.



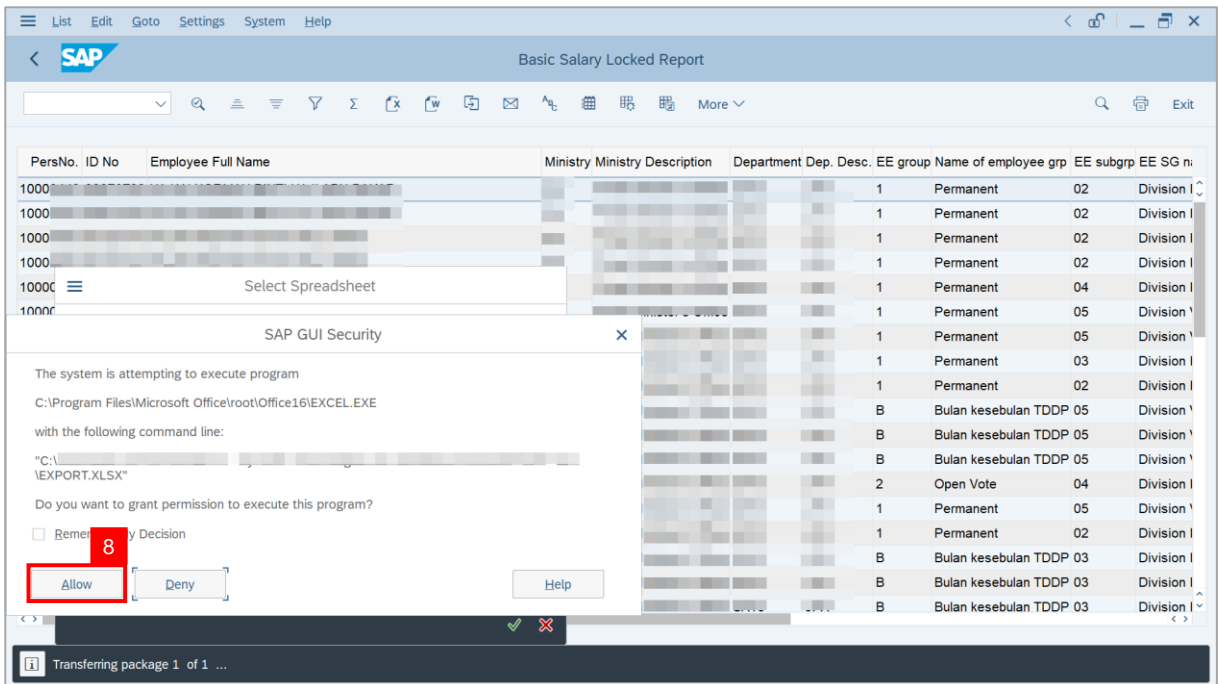
6. Select **File Location**.

7. Click on **Save** button.



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

8. Click on **Allow** icon.





Outcome: The **Basic Salary Locked Report** has successfully been downloaded.

The screenshot shows the SAP 'Basic Salary Locked Report' interface. The table below represents the data displayed in the report. At the bottom of the interface, there is a download button labeled 'Download 9 KB C:...' and an 'EXPORT.XLSX' option.

PersNo.	ID No	Employee Full Name	Ministry	Ministry Description	Department	Dep. Desc.	EE group	Name of employee grp	EE subgrp	EE SG n:
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	02	Division I
1000							1	Permanent	04	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	03	Division I
1000							1	Permanent	02	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							B	Bulan kesebulan TDDP	05	Division I
1000							2	Open Vote	04	Division I
1000							1	Permanent	05	Division I
1000							1	Permanent	02	Division I
1000							B	Bulan kesebulan TDDP	03	Division I
1000							B	Bulan kesebulan TDDP	03	Division I
1000							B	Bulan kesebulan TDDP	03	Division I

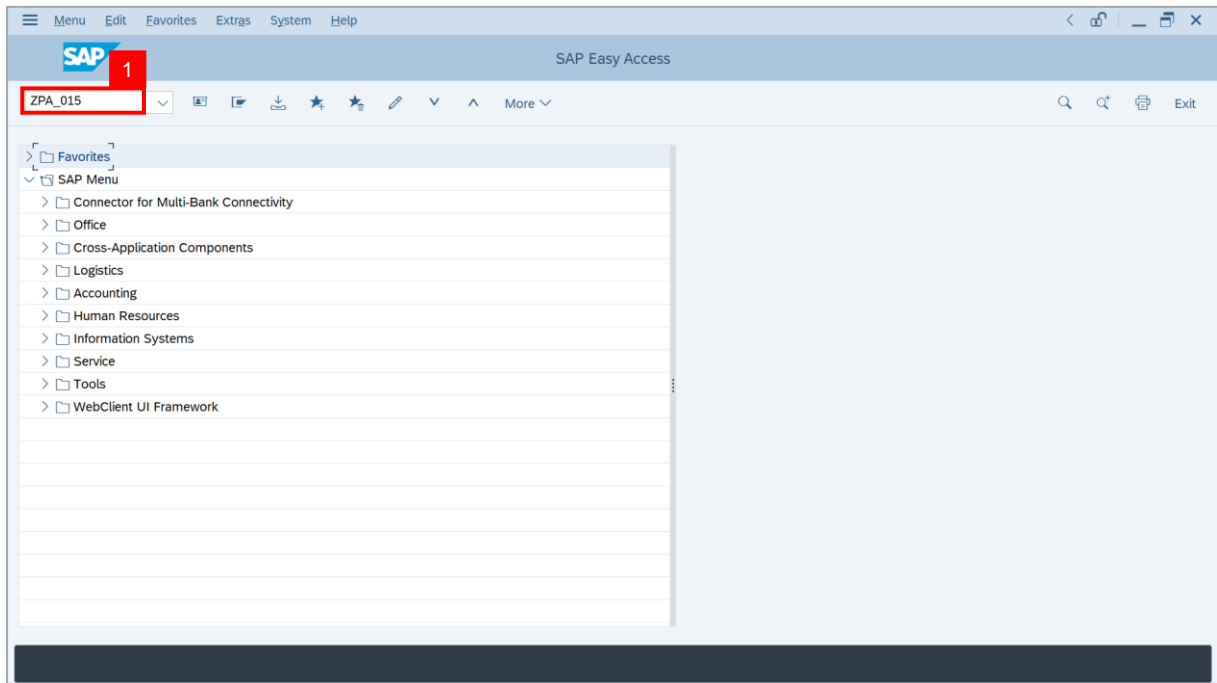
**PROMOTION/
SUBSTANTIVE ACTING
APPLICATION REPORT**

Backend User

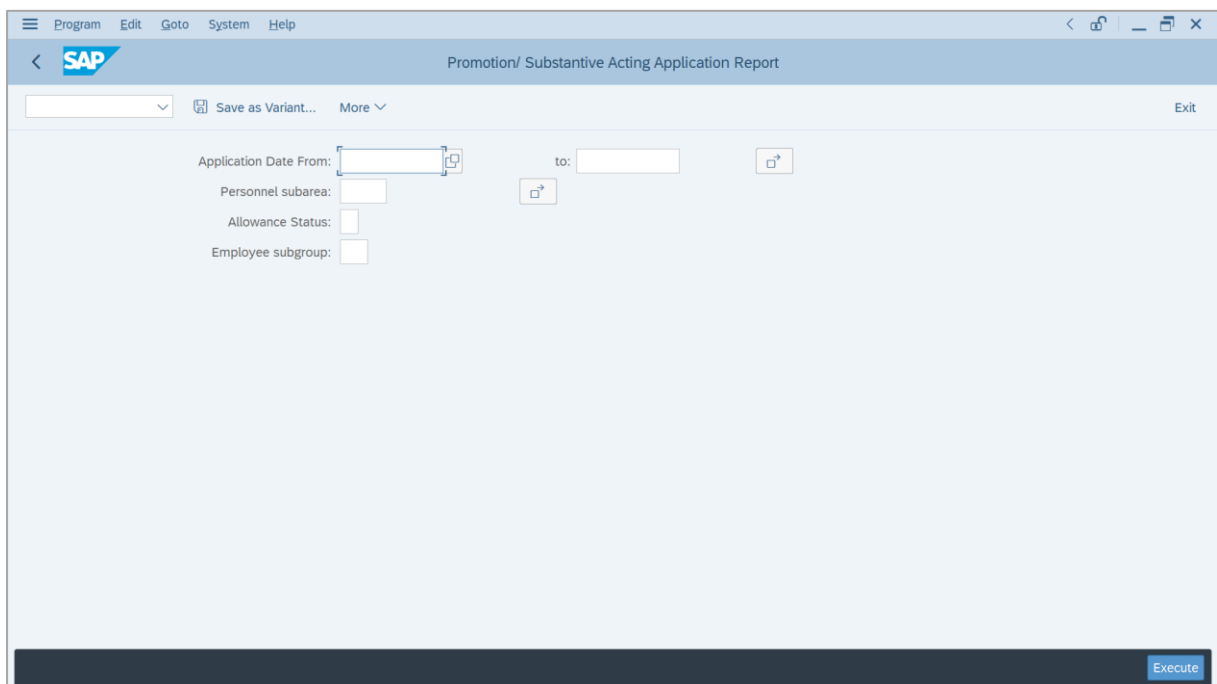
Department Payroll Clerk

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

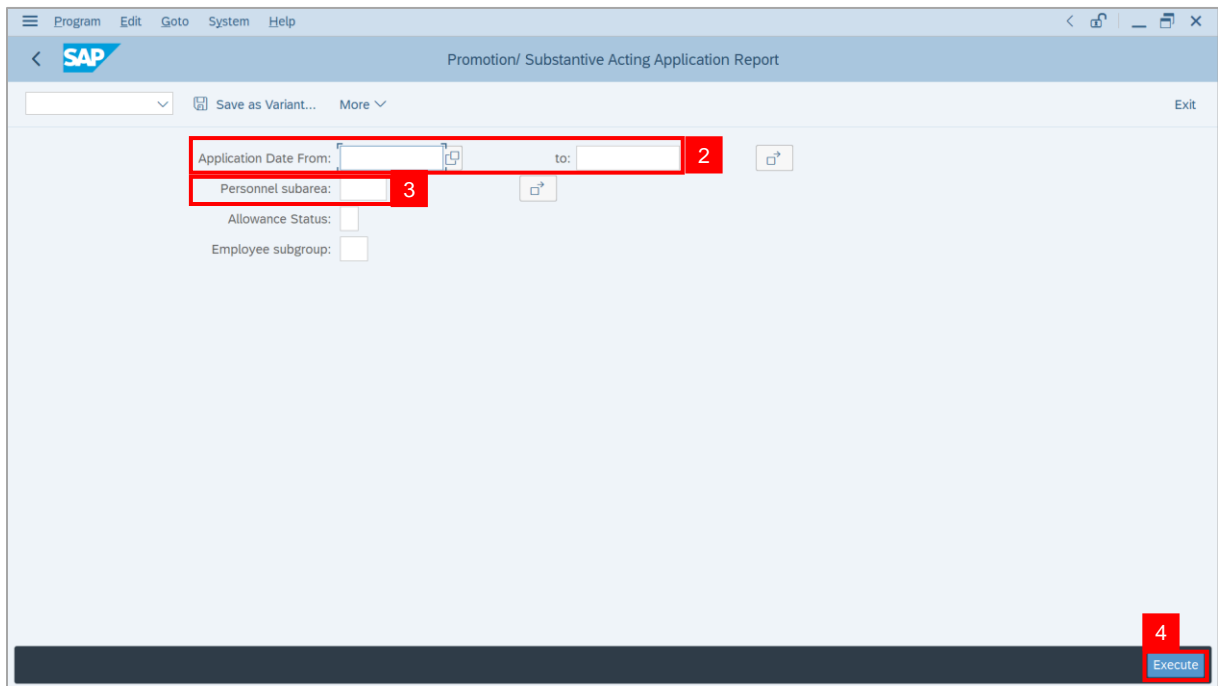
1. Enter **ZPA_015** in the search bar.



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

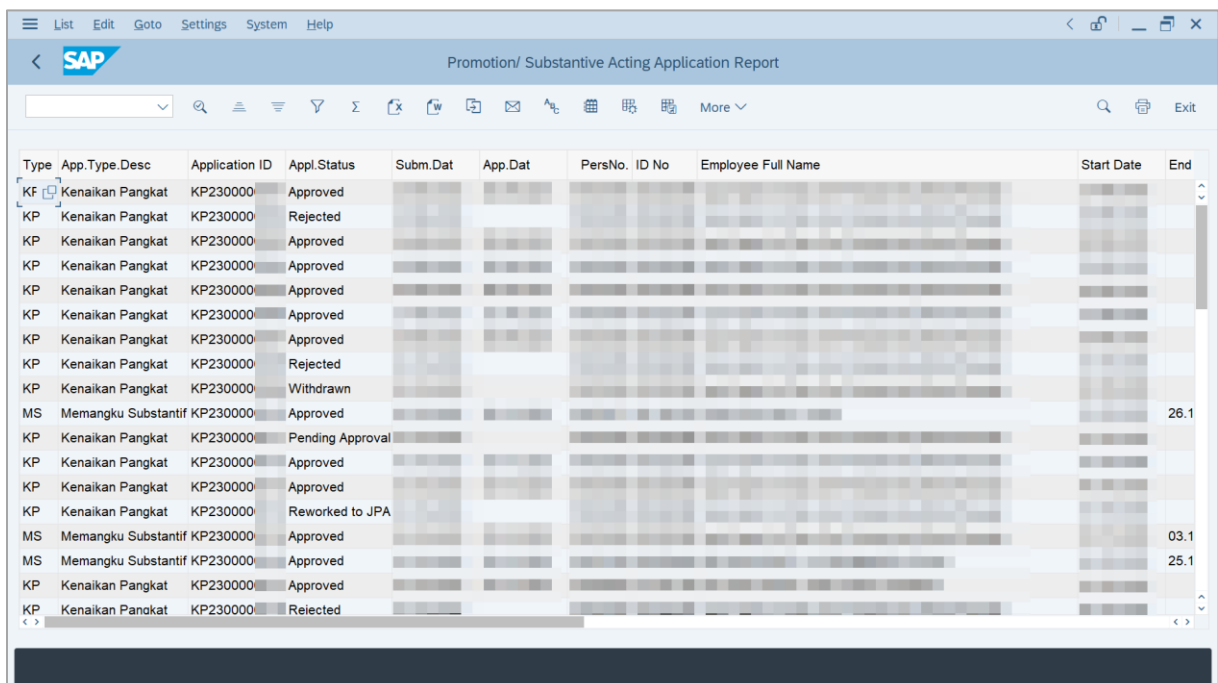


2. Enter **Application Date** of Promotion/Substantive Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report'. The top bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar, there are options for 'Save as Variant...' and 'More'. The main area contains several input fields: 'Application Date From:' and 'to:' (with a red box labeled '2' around the 'to:' field), 'Personnel subarea:' (with a red box labeled '3' around the field), 'Allowance Status:' (checkbox), and 'Employee subgroup:' (checkbox). At the bottom right, there is a red box labeled '4' around the 'Execute' button.

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. The data rows show various application statuses such as 'Approved', 'Rejected', 'Withdrawn', 'Pending Approval', and 'Reworked to JPA'.

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							

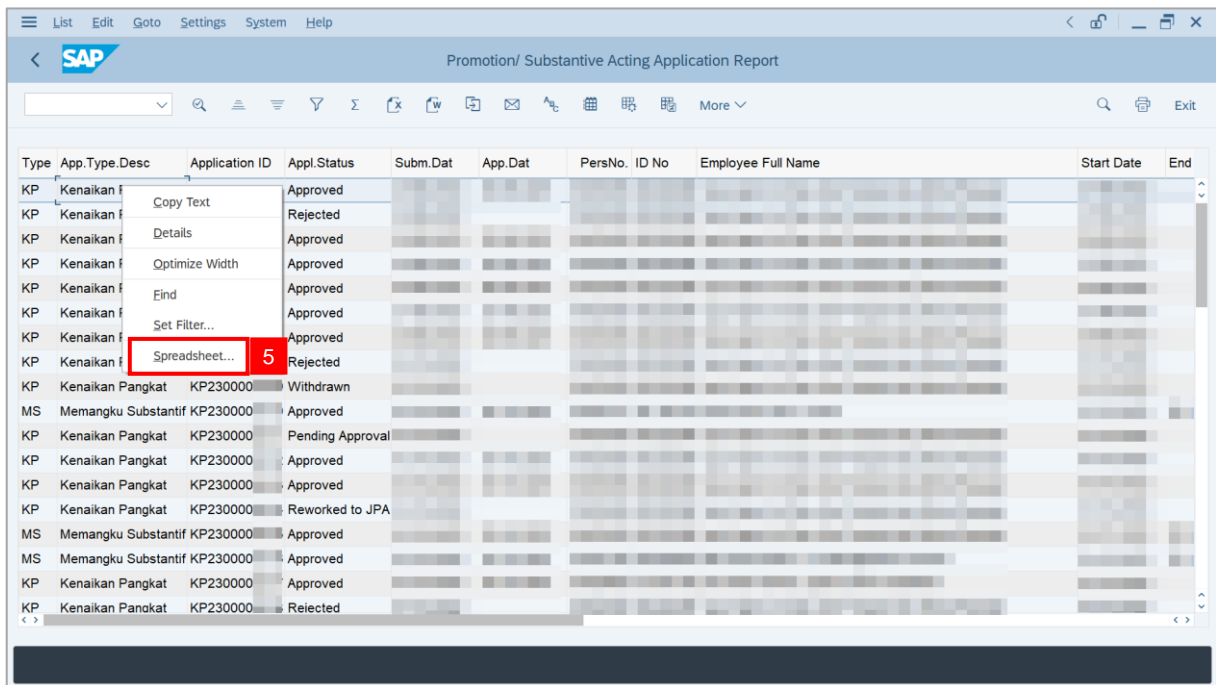


Note: This report assists **Department Payroll Clerk** and **Department Payroll Officer** to identify **backdated salary increment**.

- i) If the **Start Date** precedes the **Approved Date**, the salary increment is required to be calculated by **Department Payroll Clerk**, and added into **One-time Payment (Additional Payment / Deduction)** infotype via **PA30**.

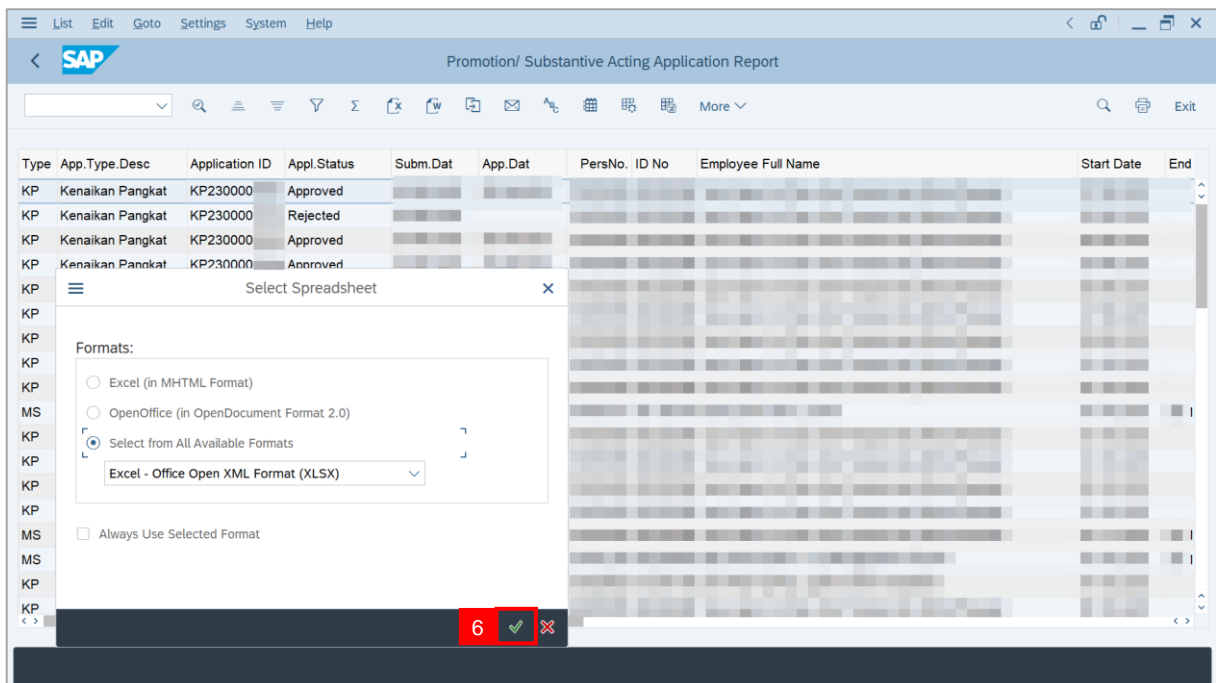
Type	App.Type.Desc	Application ID	Appl.Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KF	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan 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'**.



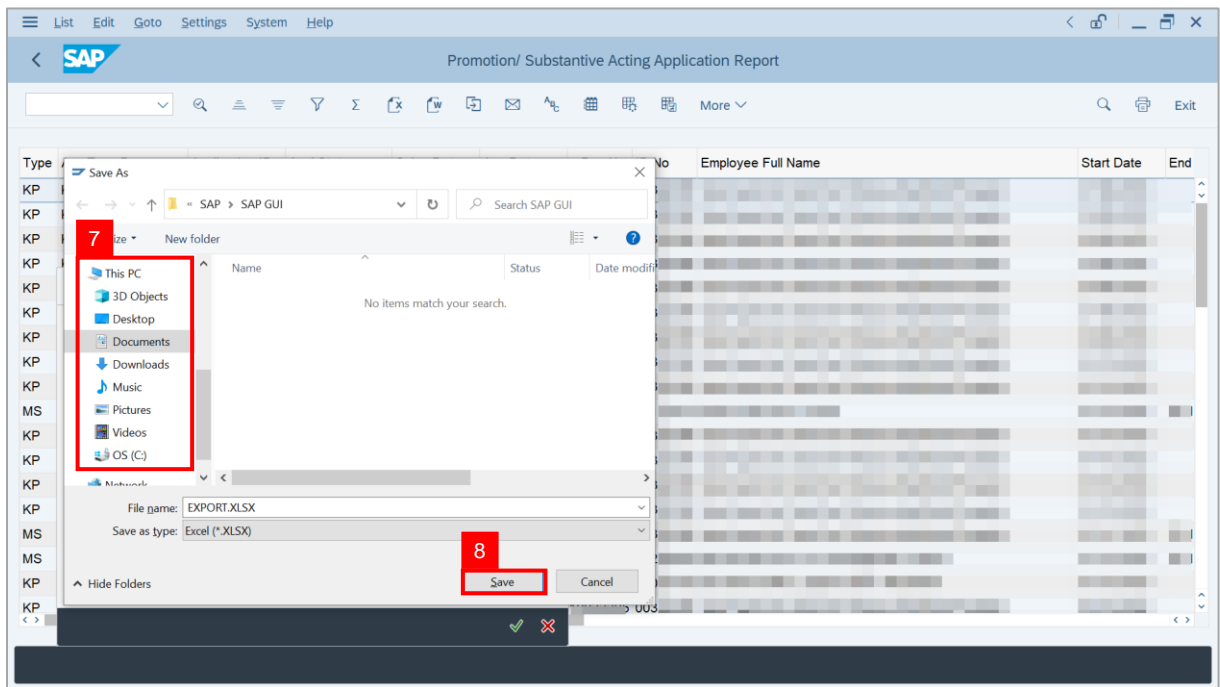
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



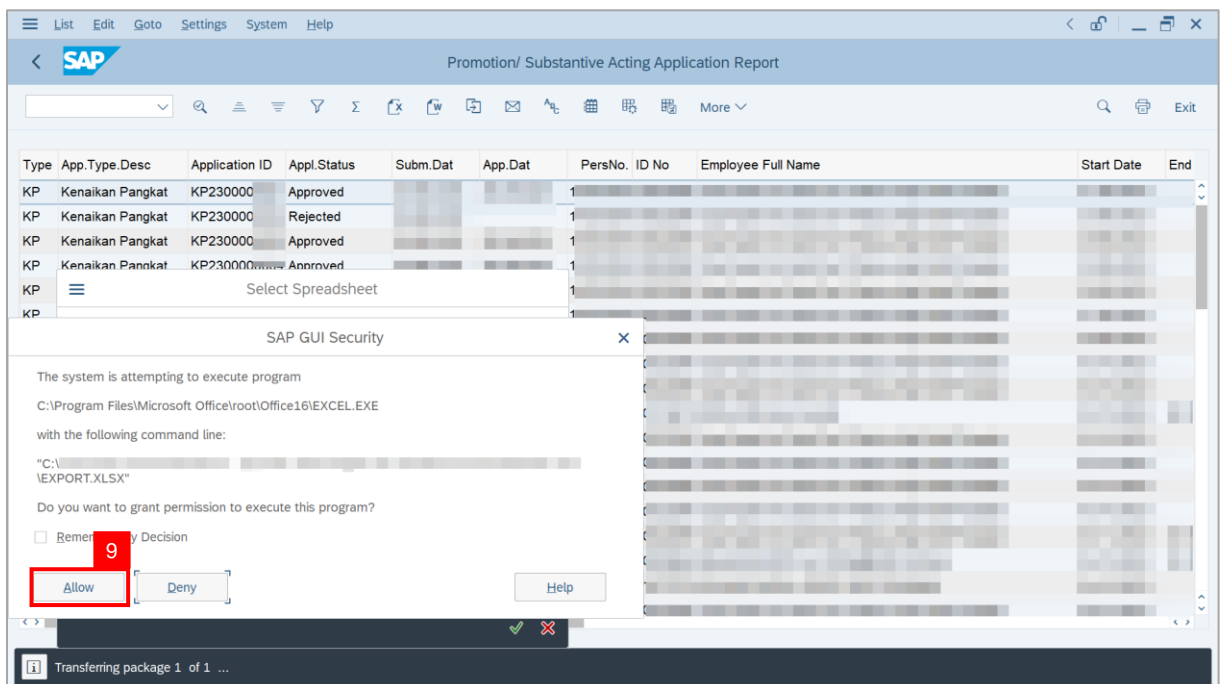
7. Select **File Location**.

8. Click on **Save** button.



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

9. Click on **Allow** icon.





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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