



SISTEM SUMBER MANUSIA

User Guide

For Department Payroll Officer

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0



INTRODUCTION

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



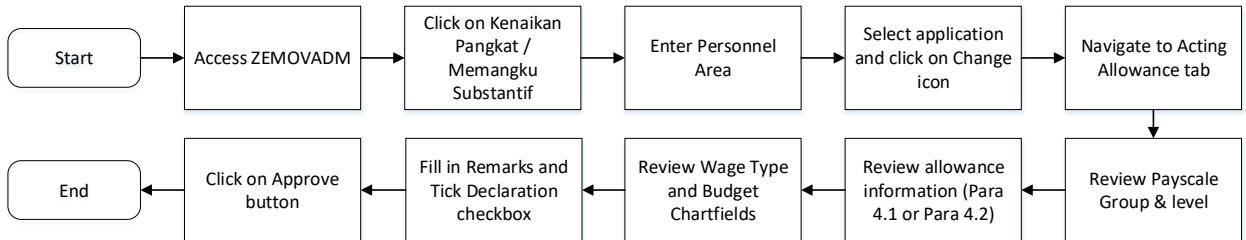
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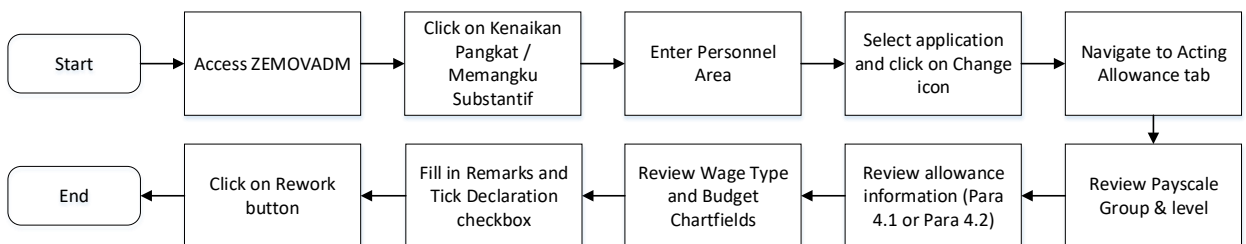


Process Overview

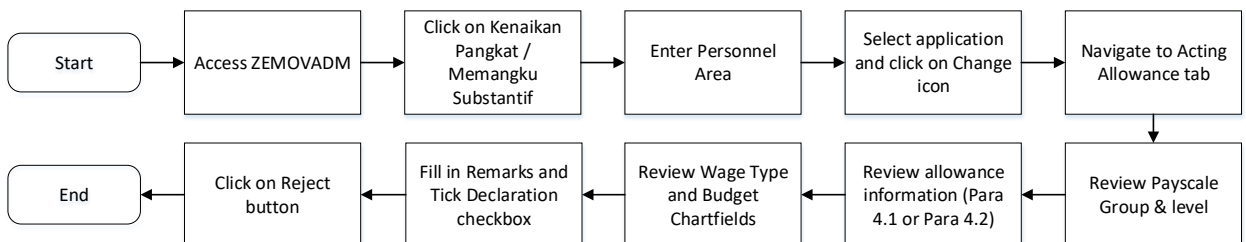
Approve Application



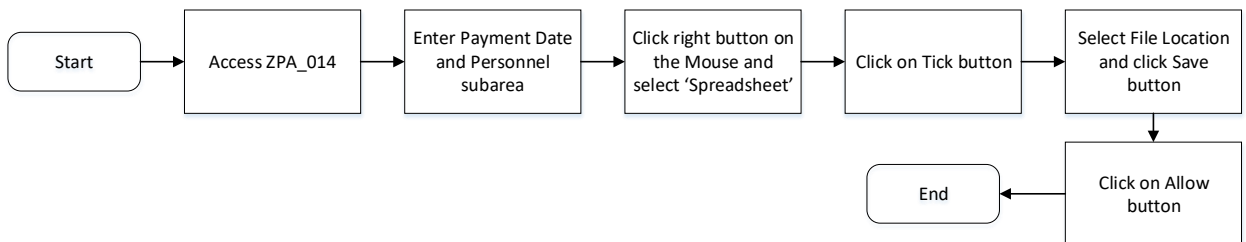
Rework Application



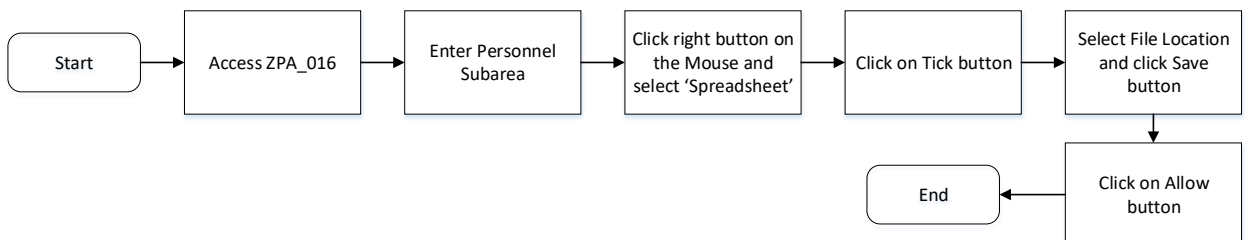
Reject Application



Acting Allowance Report



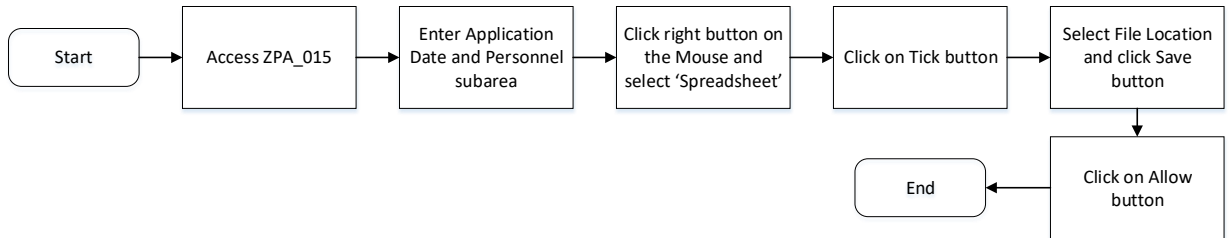
Basic Salary Locked Report





Process Overview

Promotion / Substantive Acting Application Report



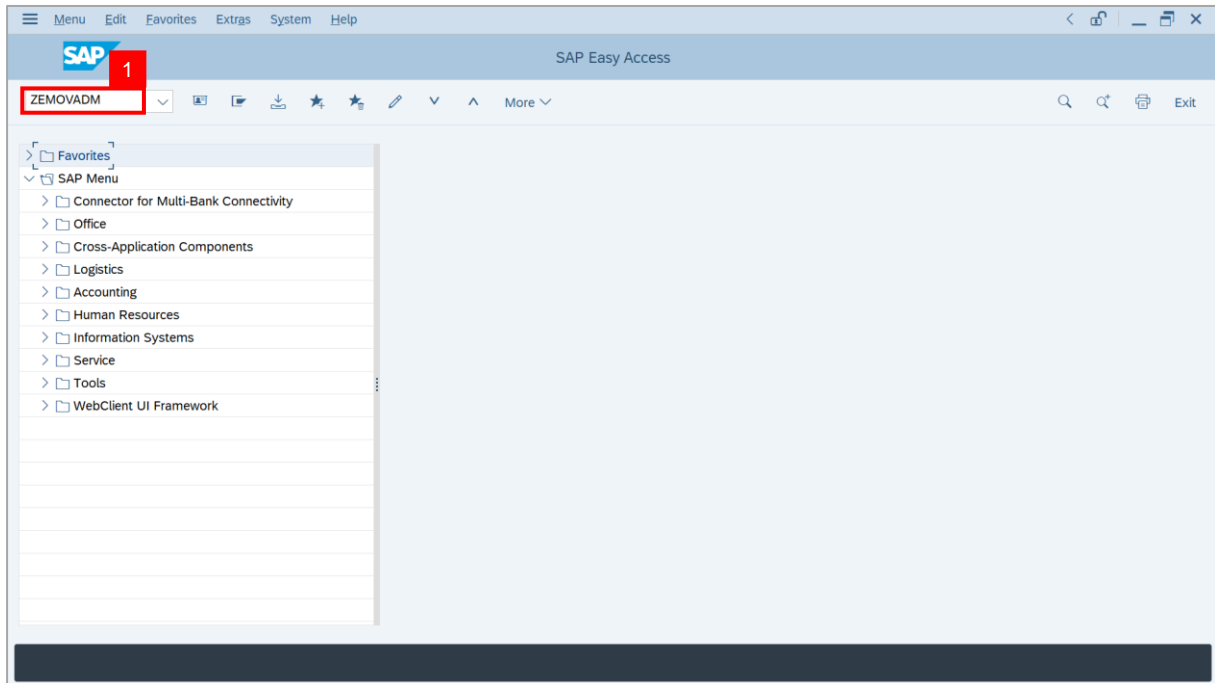
APPROVE APPLICATION

Backend User

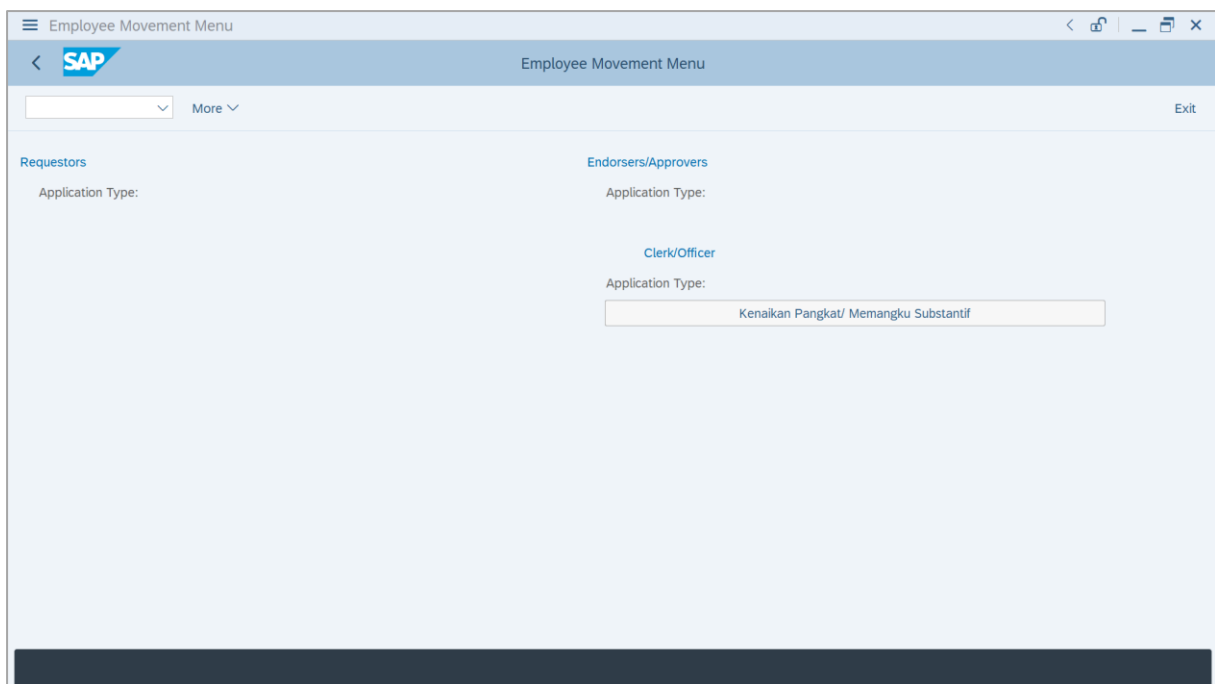
Department Payroll Officer

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

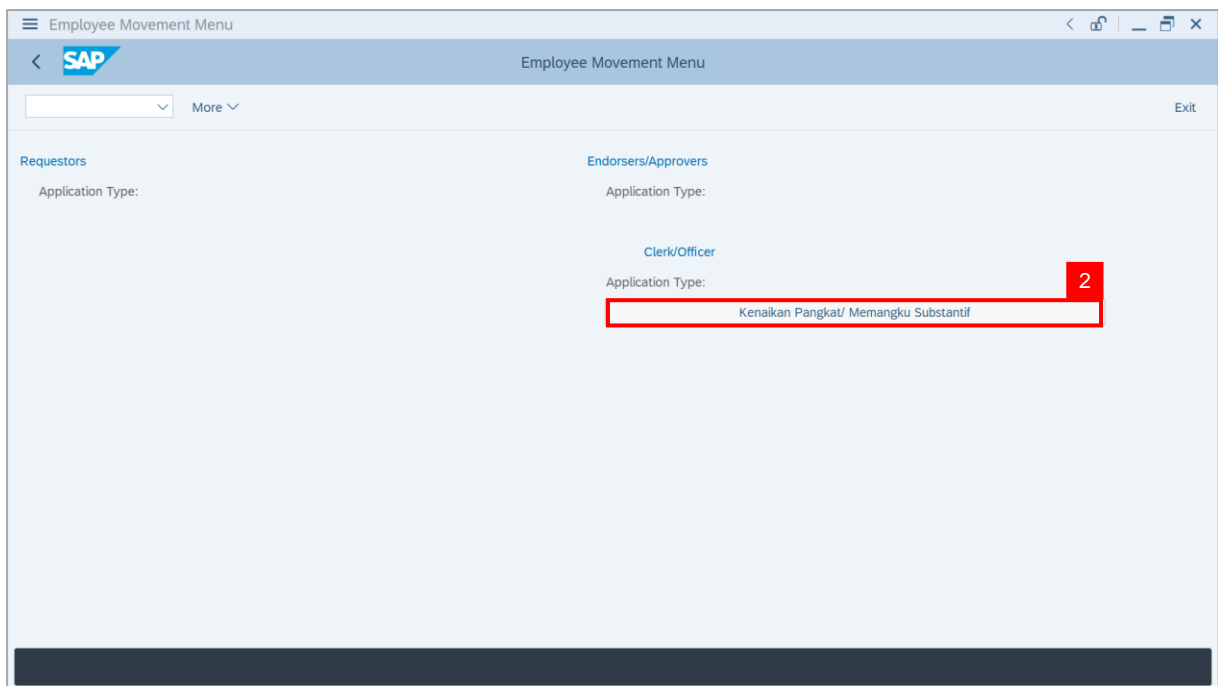
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



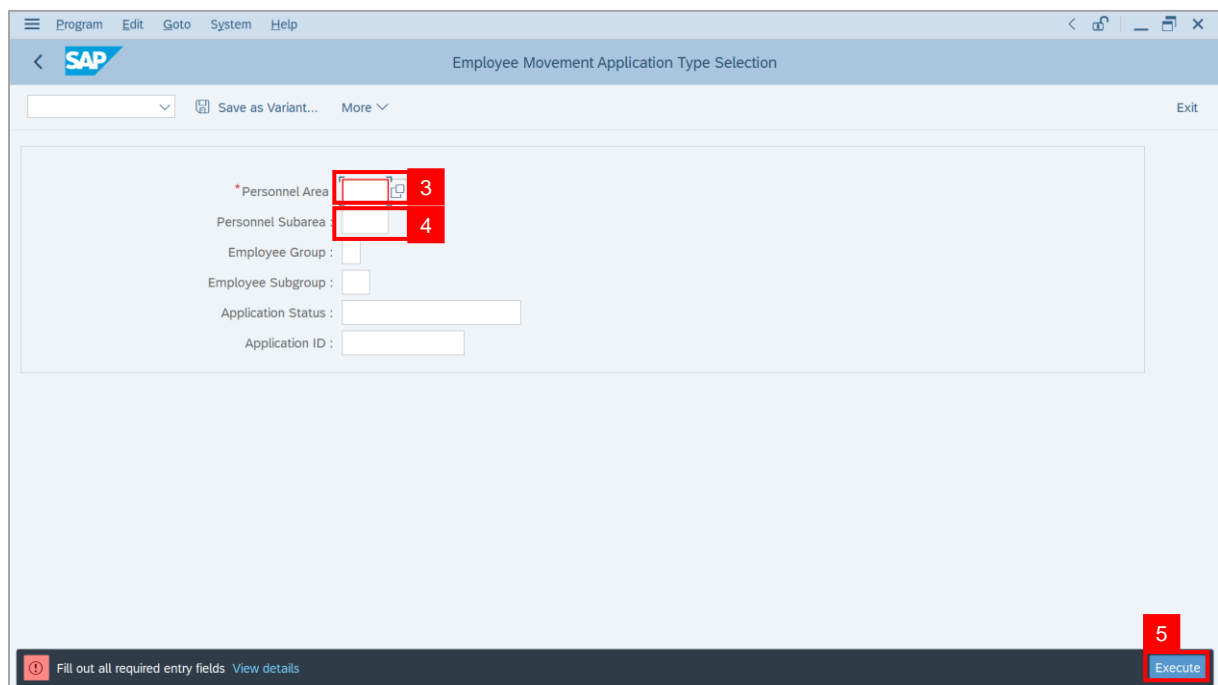
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is a label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

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

3. Enter **Personnel Area**.

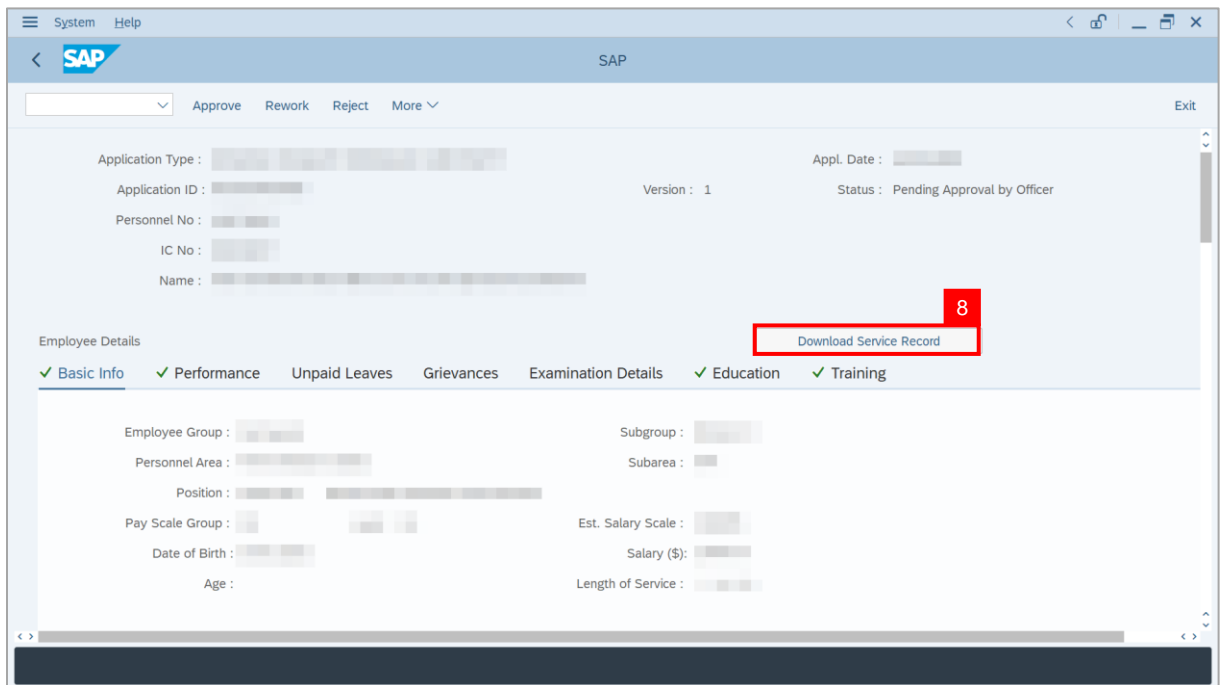
4. Enter **Personnel Subarea** (Optional).

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 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".

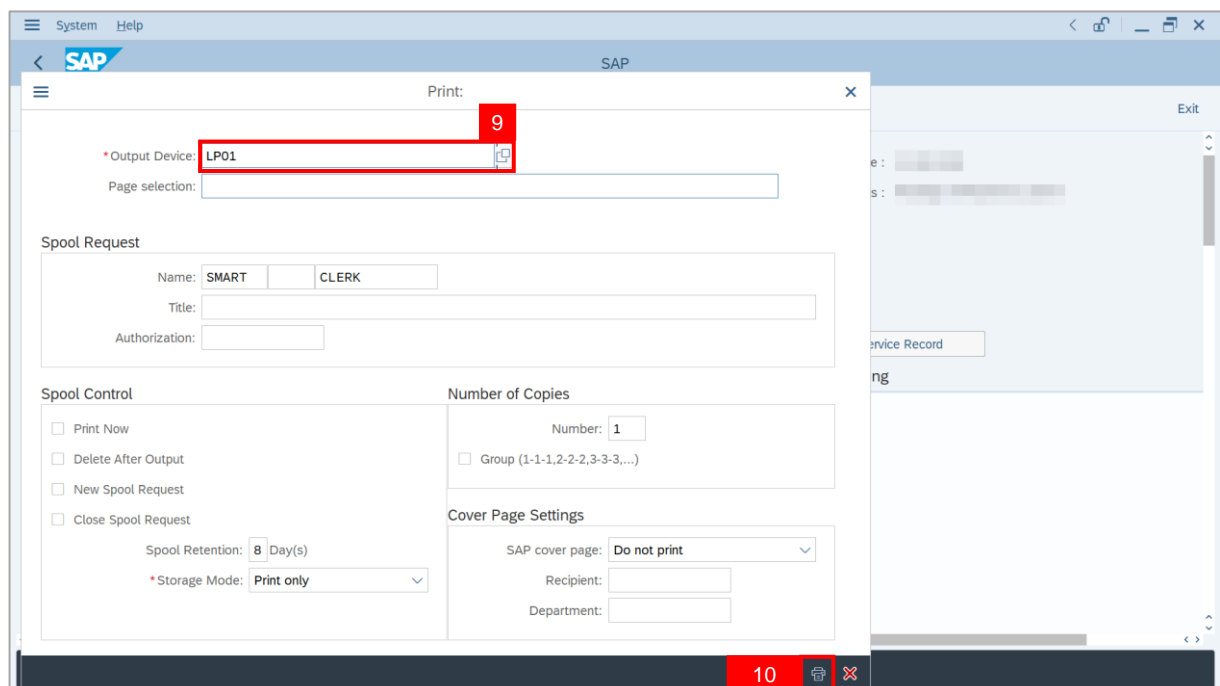
8. Click on **Download Service Record** button.



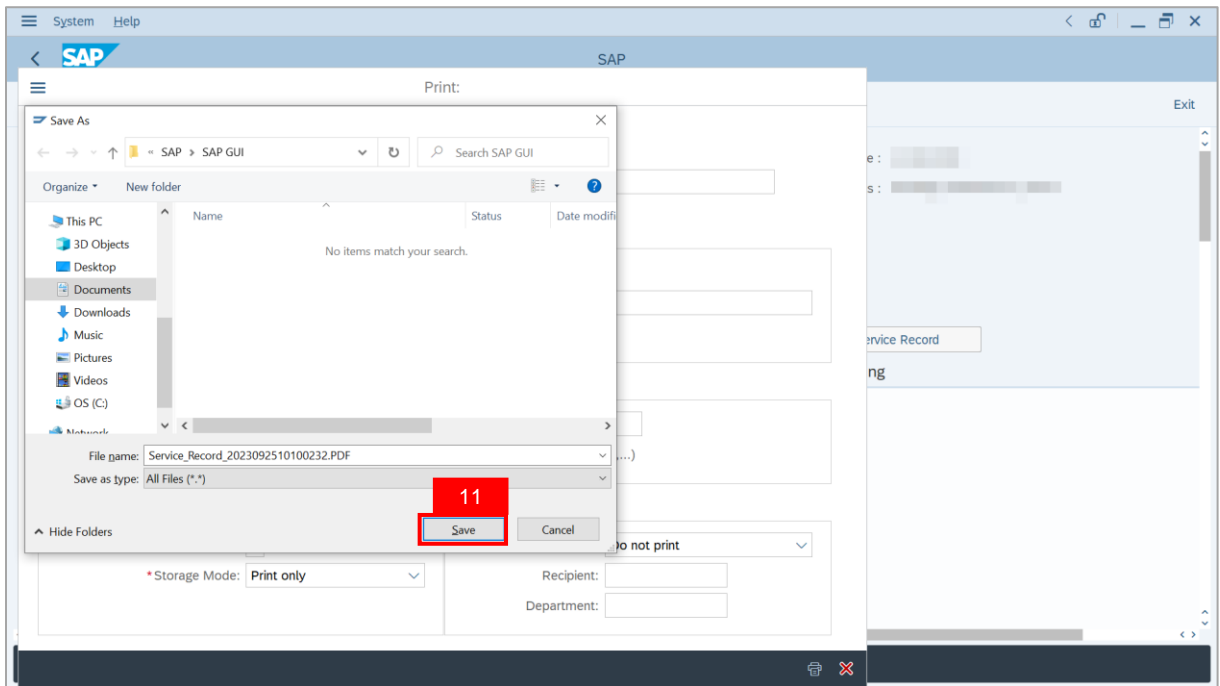
Note: The **Print** page will be displayed.

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

10. Click on **Print** icon.

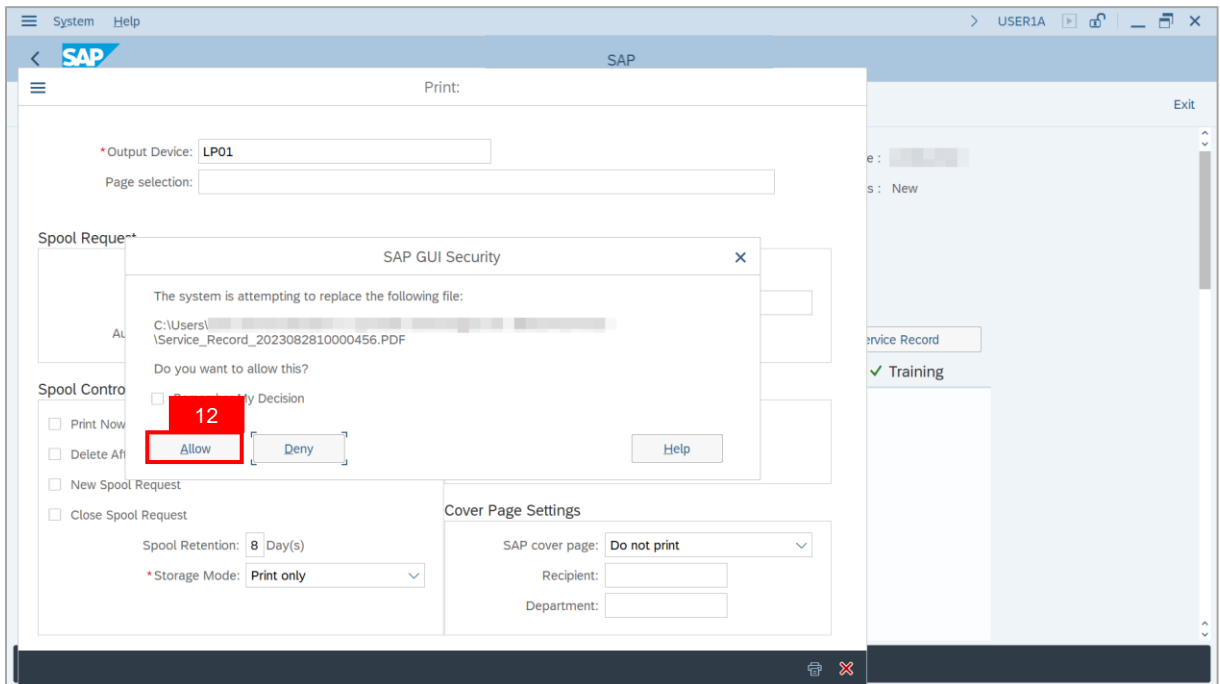


11. Select **File Location** and click on **Save** button.



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 GUI interface for an employee's service record. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The main area displays employee details such as 'Application Type', 'Application ID', 'Personnel No.', 'IC No.', and 'Name'. A 'Download Service Record' button is visible. Below this, there are tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Basic Info' tab is active, showing fields for 'Employee Group', 'Subgroup', 'Personnel Area', 'Subarea', 'Position', 'Pay Scale Group', 'Est. Salary Scale', 'Date of Birth', 'Salary (\$)', 'Age', and 'Length of Service'. At the bottom, a red-bordered message box states: 'Download 168 KB Service_Record_2023092510100232.PDF'.

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

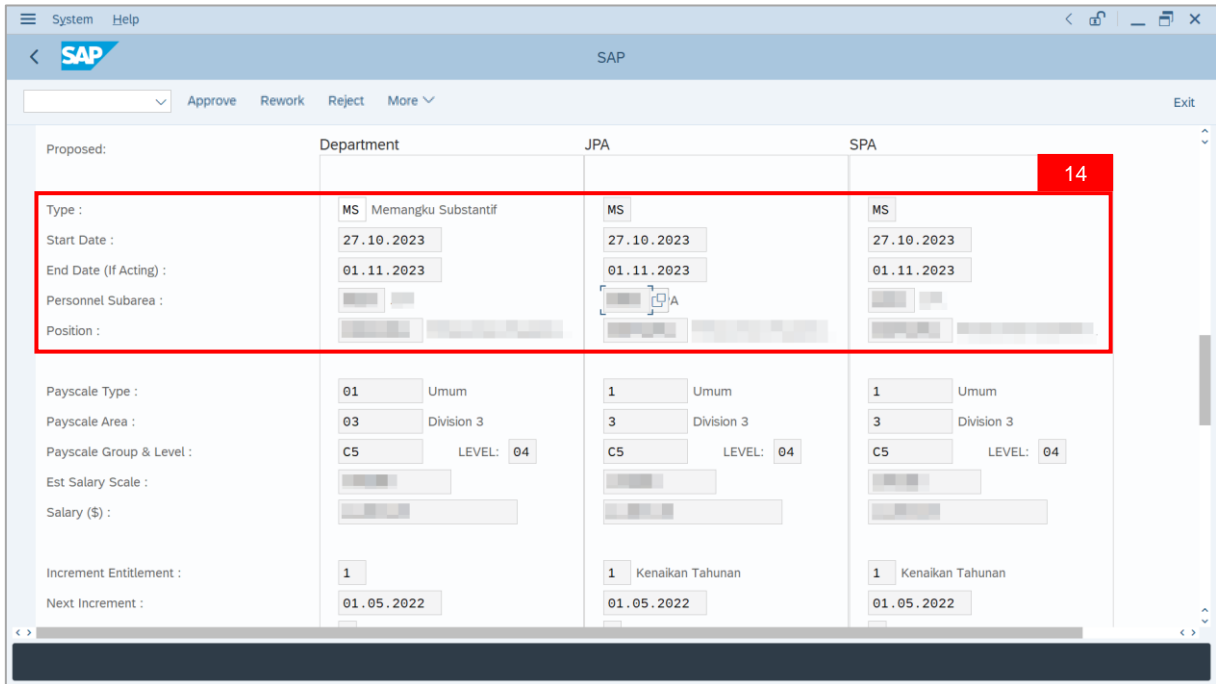
The screenshot shows the SAP GUI interface with the 'Application Detail' tab selected. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The main area displays application details such as 'Joined Date: 13.02.2008', 'Expected Retirement Date: 08.06.2042', 'Current Position Start Date', and 'Previous Confirmation Date'. Below this, there is a table with columns 'No.', 'Scheme Type', 'Begin Date', and 'End Date'. The table contains four rows of data:

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, there 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 Officer may review **Acting Type, Approved Acting Period, Personnel Subarea and Acting Position.**

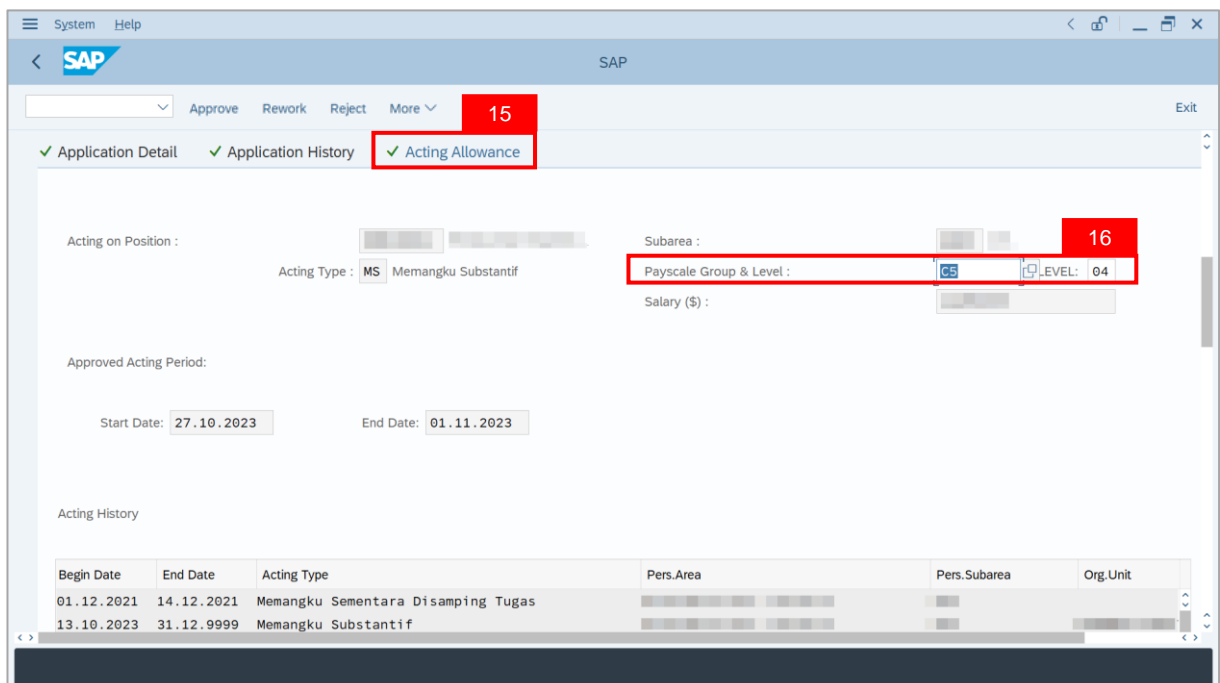


SAP GUI Screenshot showing Acting Allowance application details. A red box highlights the Acting Type, Start Date, End Date, and Personnel Subarea fields for three positions: Department, JPA, and SPA. A red '14' is in the top right corner.

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 :			
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. Review employee's **Payscale Group & Level (Gaji Permulaan Jawatan Dipangku).**



SAP GUI Screenshot showing the Acting Allowance application details. The 'Acting Allowance' tab is selected. A red box highlights the Payscale Group & Level field. A red '15' is in the top right corner, and a red '16' is in the Payscale Group & Level field.

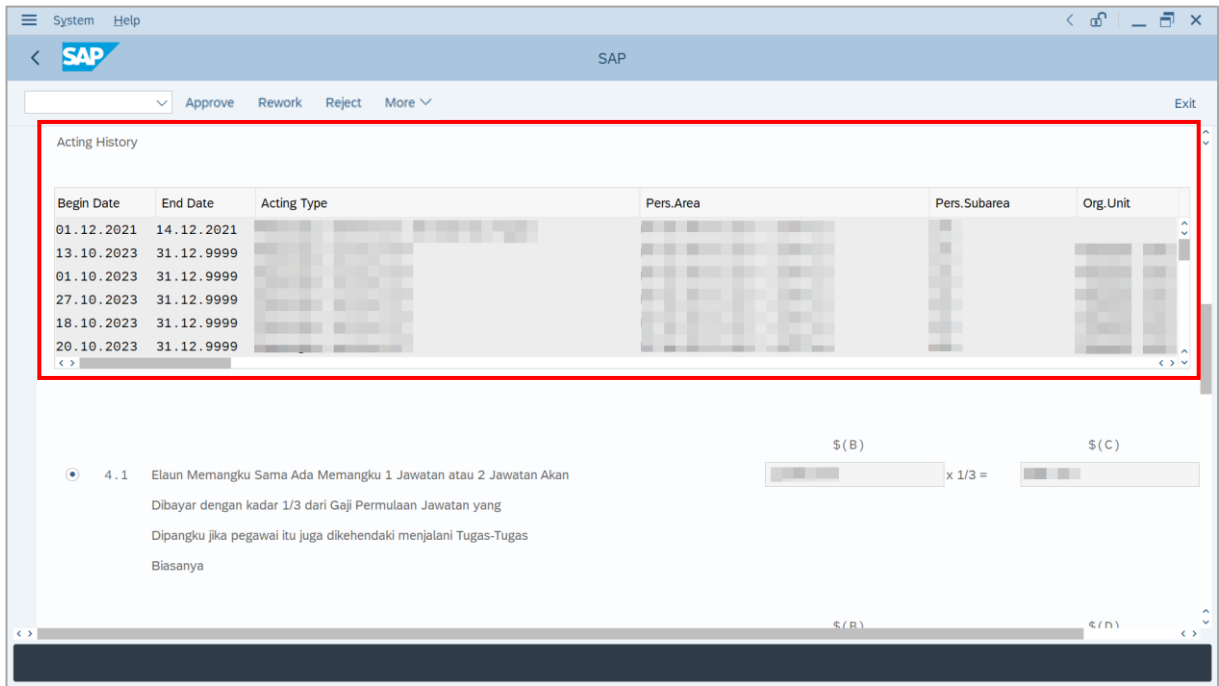
Acting on Position :
 Acting Type : MS | Memangku Substantif
 Subarea :
 Payscale Group & Level : C5 LEVEL: 04
 Salary (\$) :

Approved Acting Period:
 Start Date: 27.10.2023
 End Date: 01.11.2023

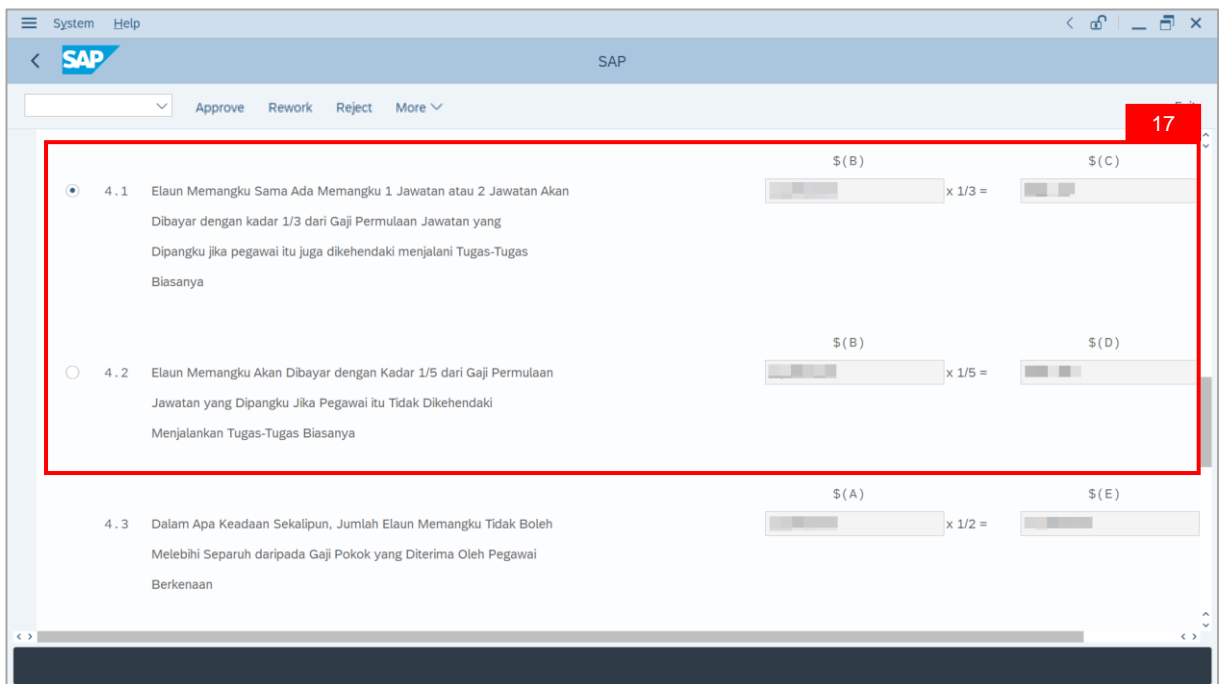
Acting History

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			

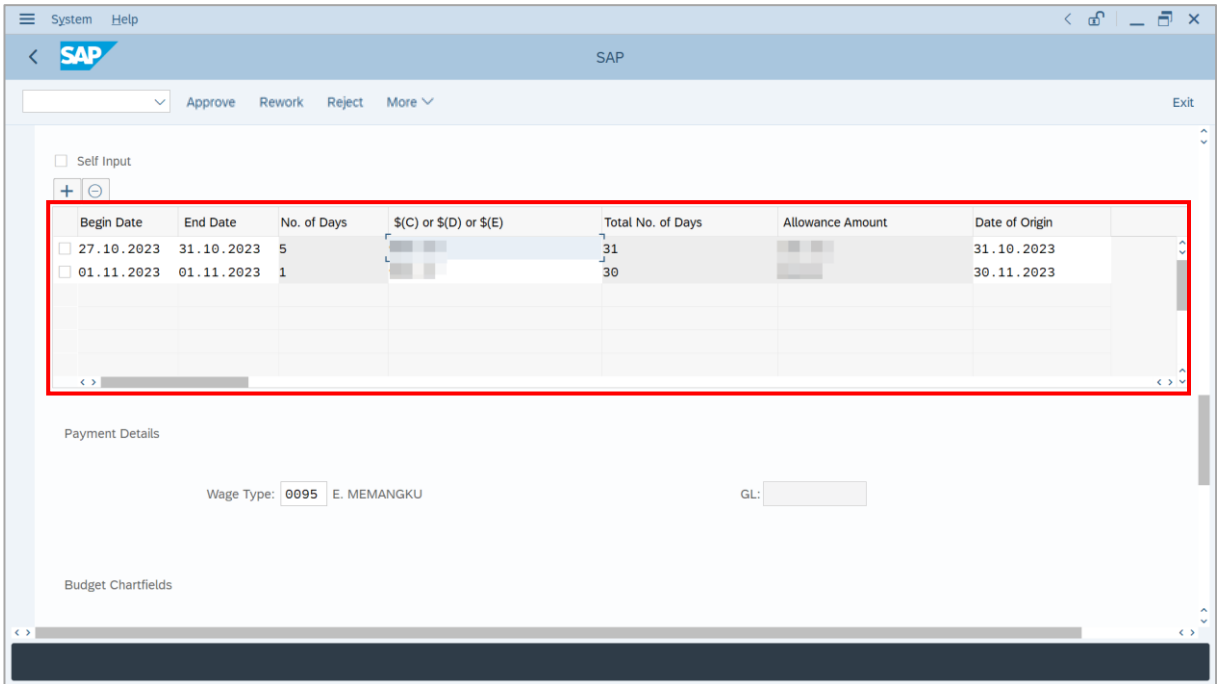
Note: Department Payroll Officer may review employee's **Acting History** to identify other approved acting of **Pegawai Memangku** within the same period. This serves as a reminder to adjust Acting allowance accordingly.



17. Review allowance information (either Para 4.1 or Para 4.2) entered by **Department Payroll Clerk**.



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



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

Payment Details

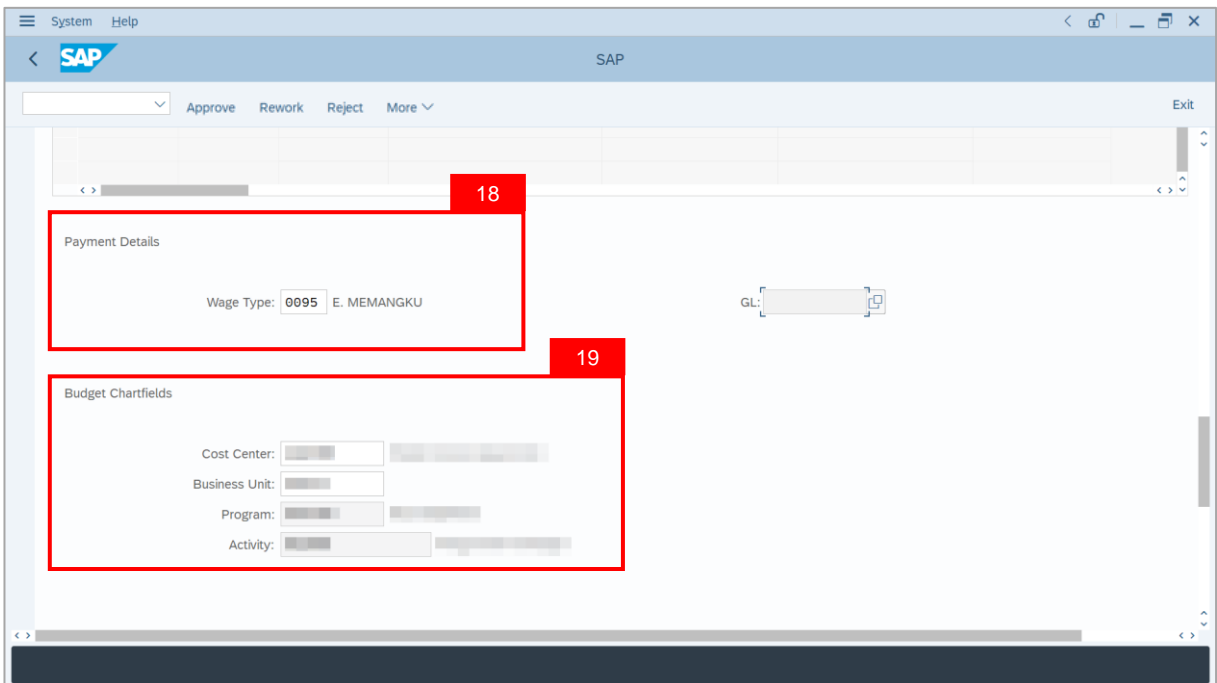
Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

18. Review employee's **Wage Type**.

19. Review the details under **Budget Chartfields**.



Payment Details

Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

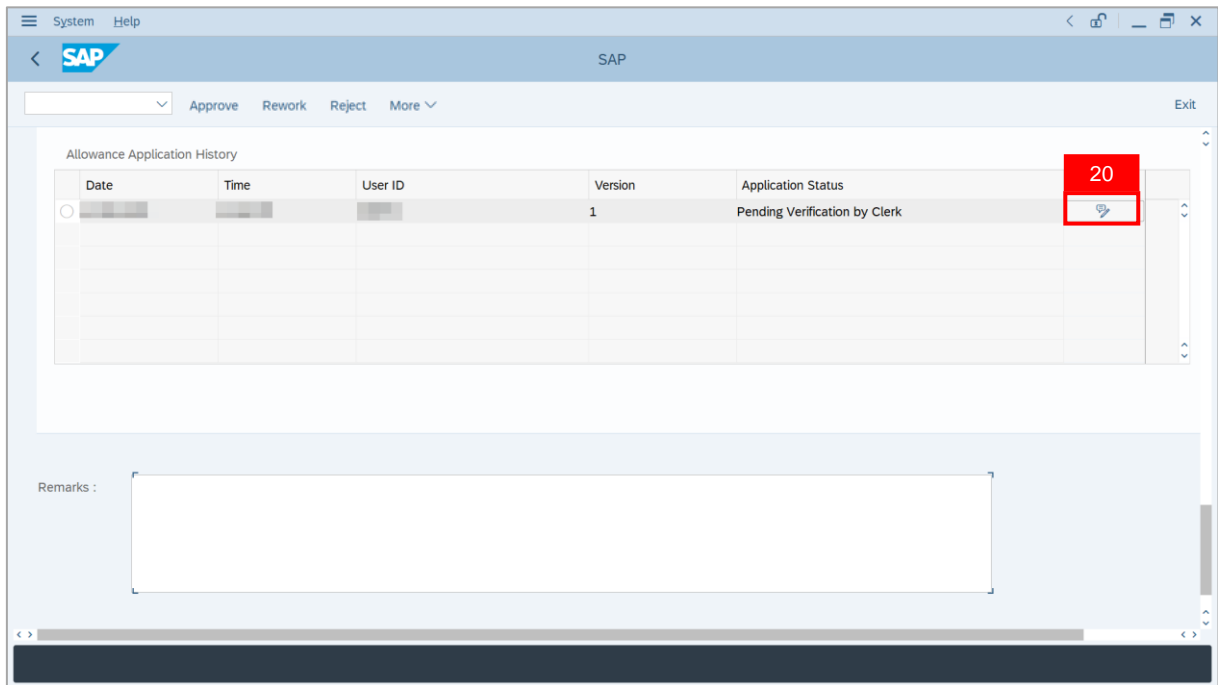
Cost Center: []

Business Unit: []

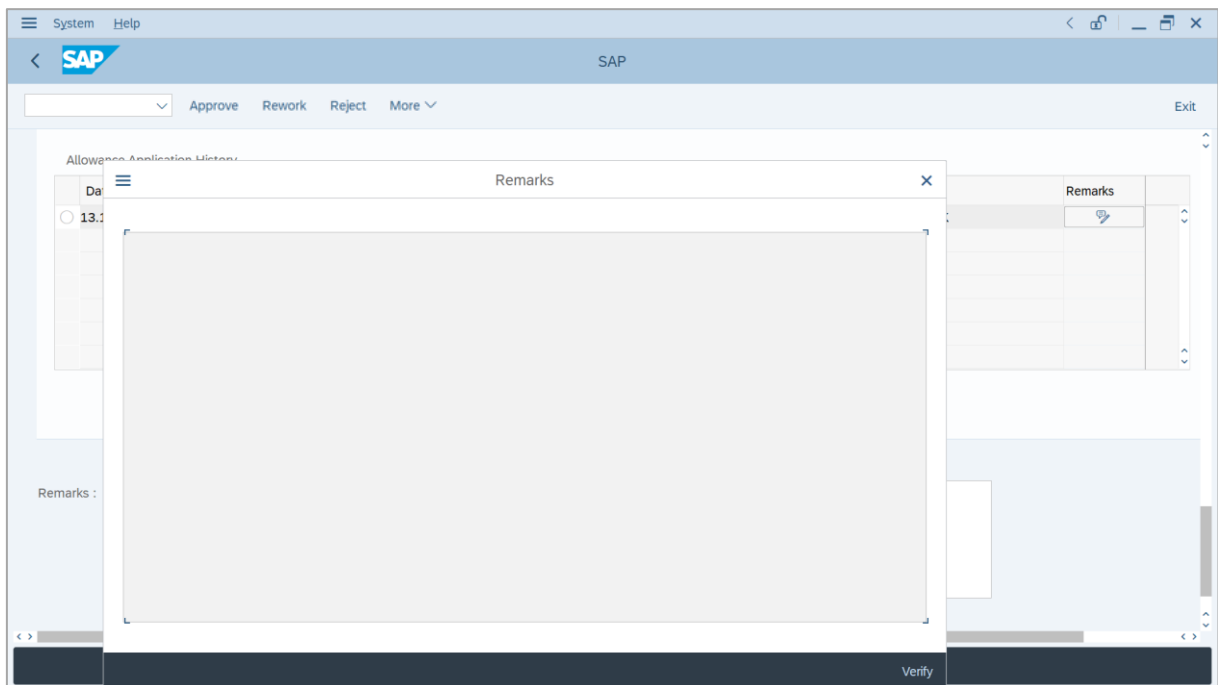
Program: []

Activity: []

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



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



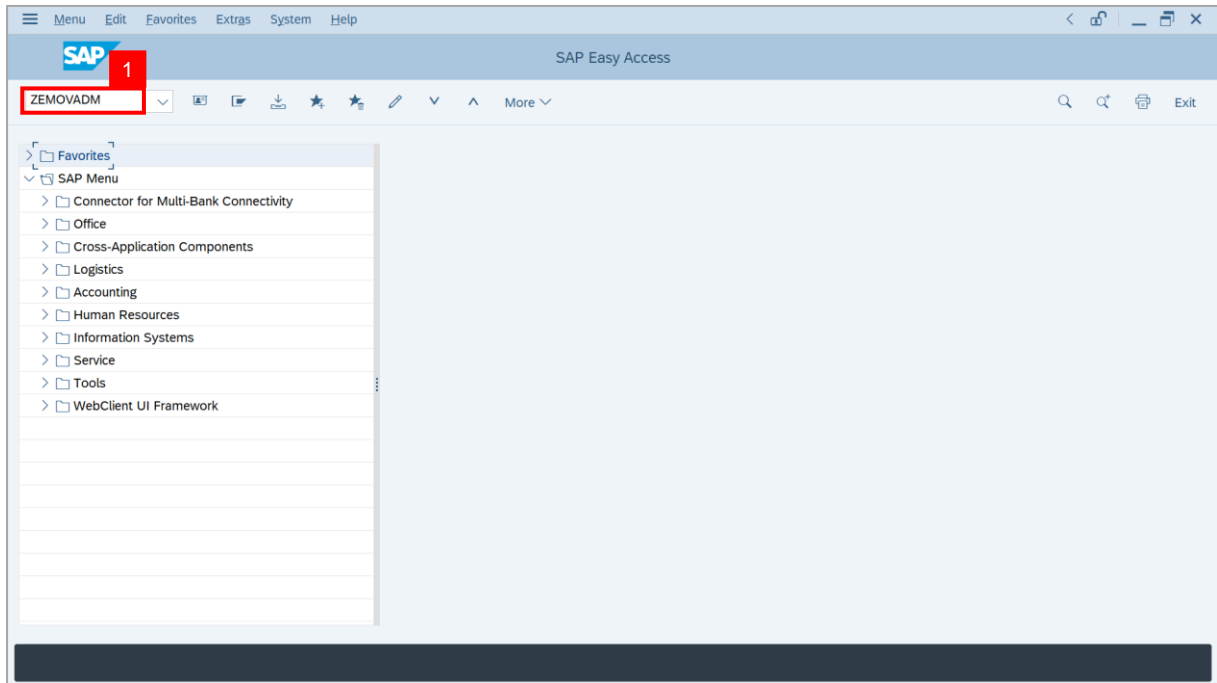
REWORK APPLICATION

Backend User

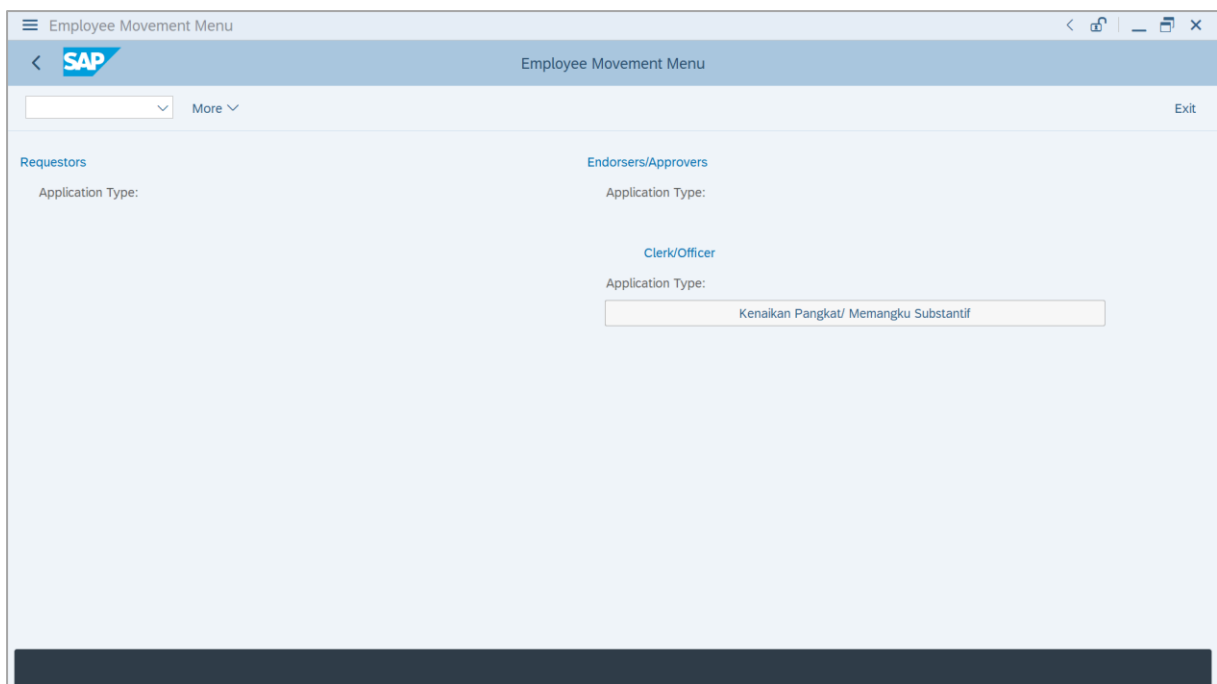
Department Payroll Officer

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

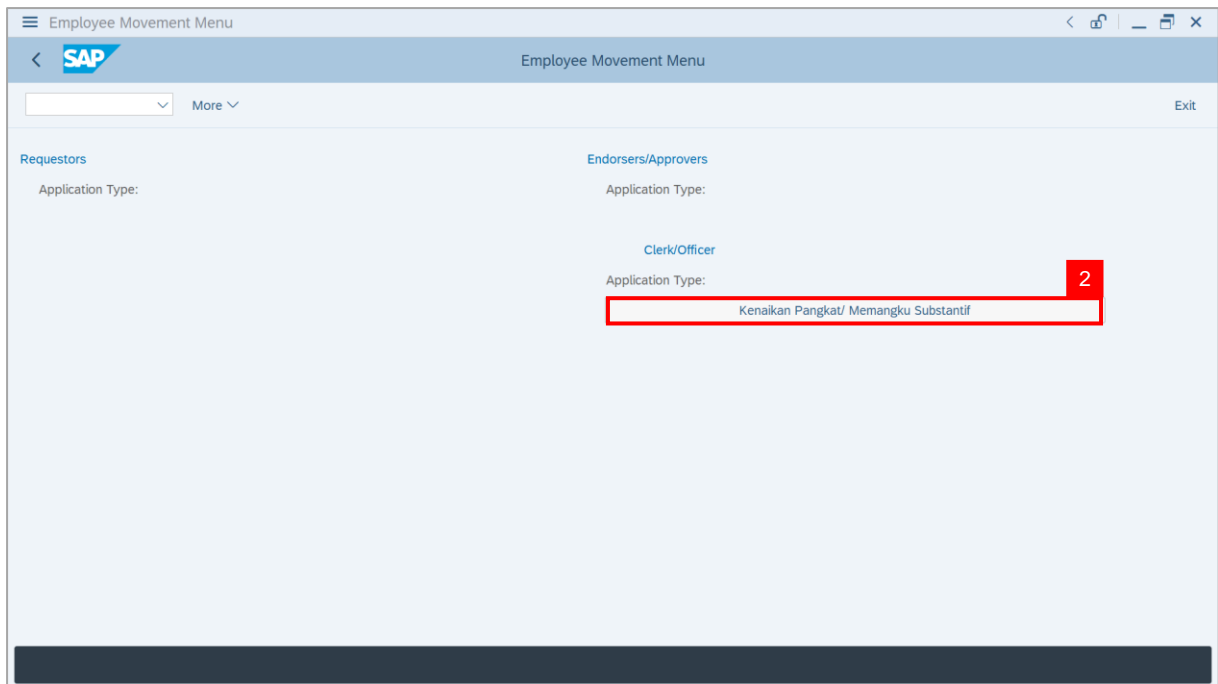
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



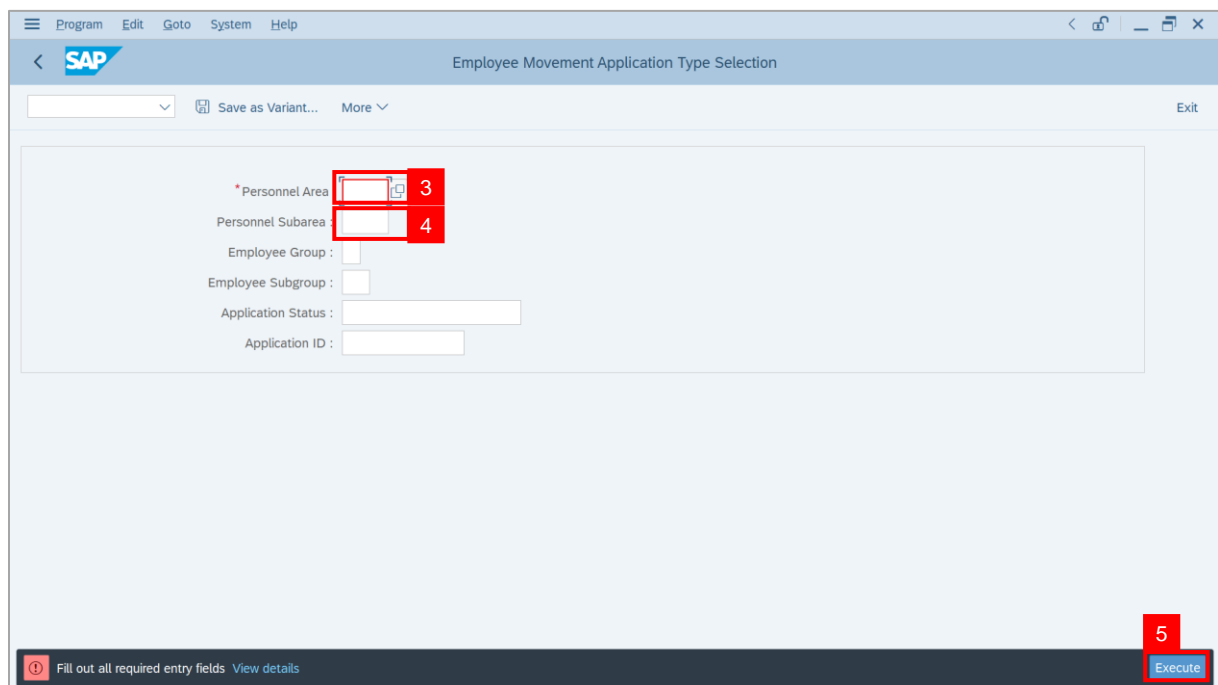
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is a label "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 the number "2" in a red square to its right. Below the input field, there is a label "Clerk/Officer" and another "Application Type:" label with a corresponding input field.

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

3. Enter **Personnel Area**.

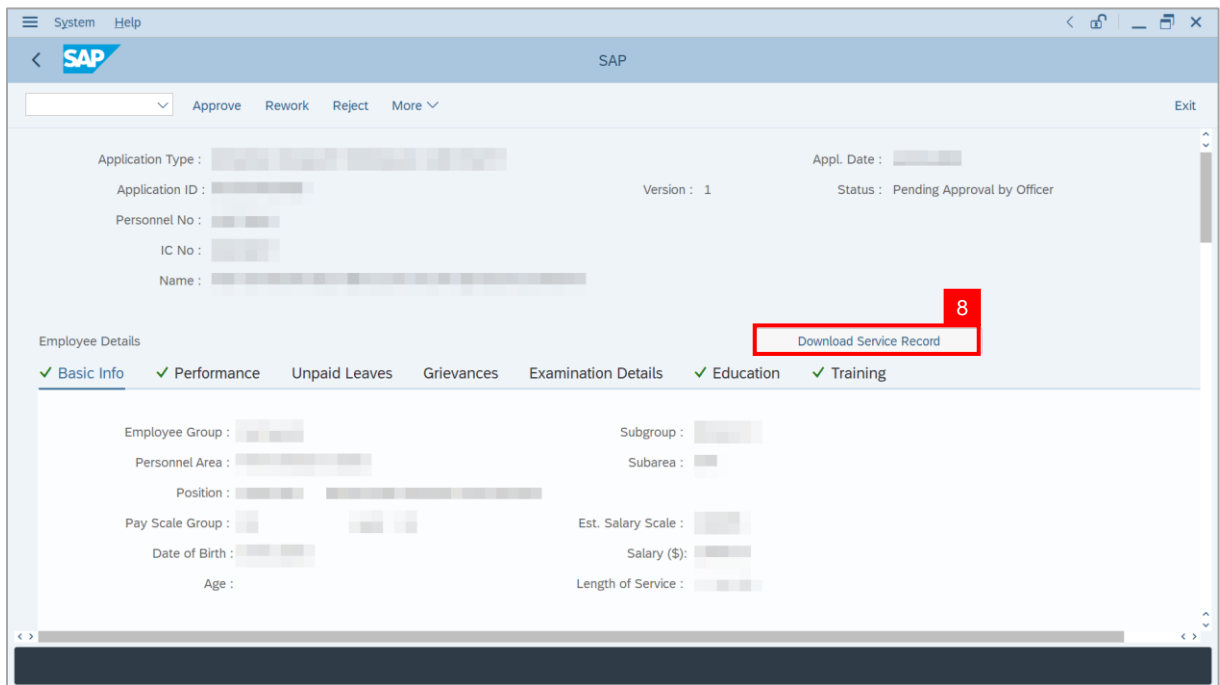
4. Enter **Personnel Subarea** (Optional).

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 a blue "Execute" button with a red box and number "5" above it. At the bottom left, there is a red warning icon and the text "Fill out all required entry fields. View details".

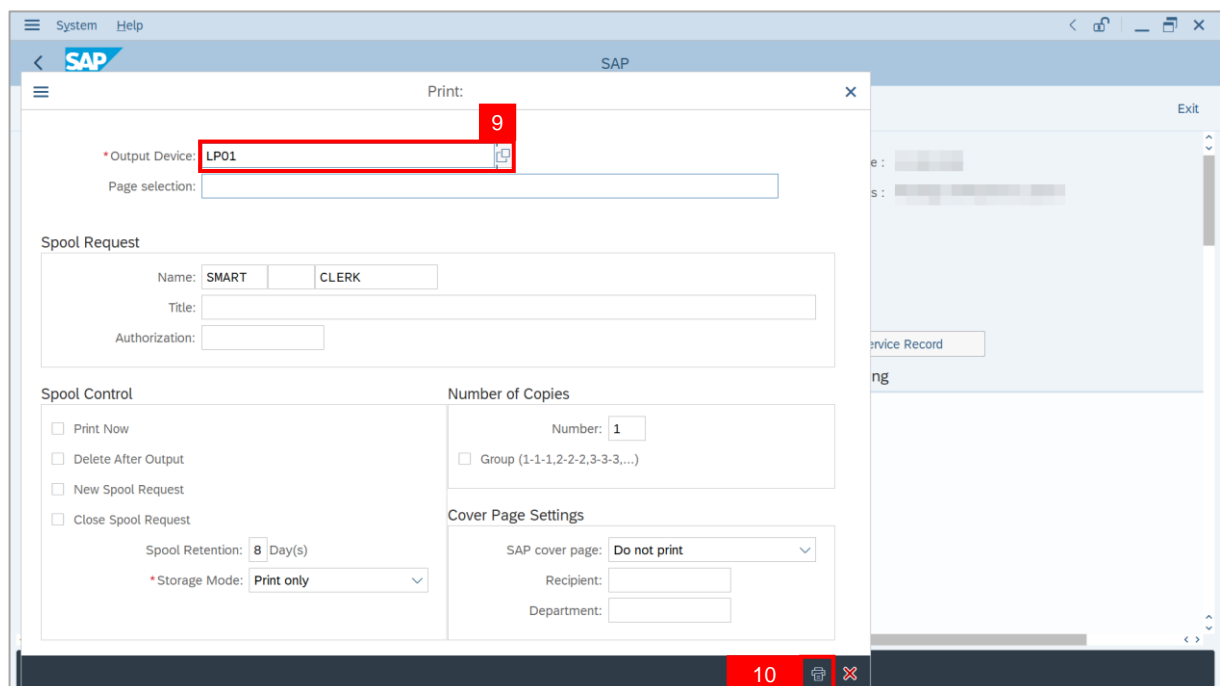
8. Click on **Download Service Record** button.



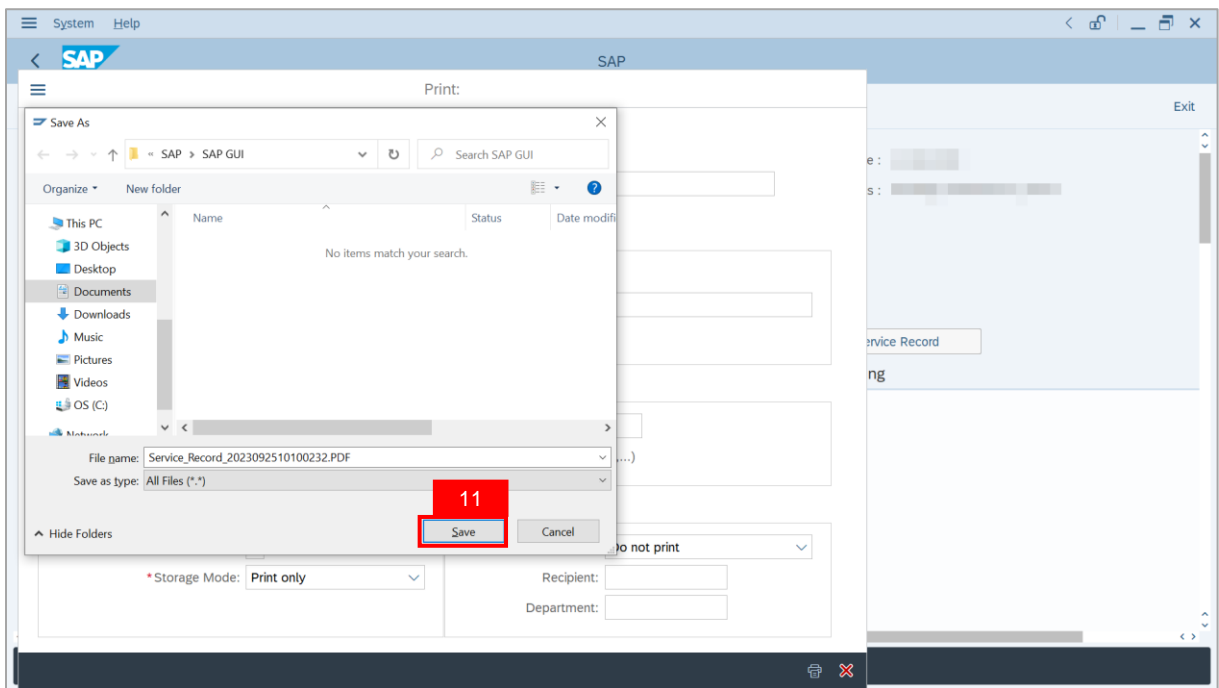
Note: The **Print** page will be displayed.

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

10. Click on **Print** icon.

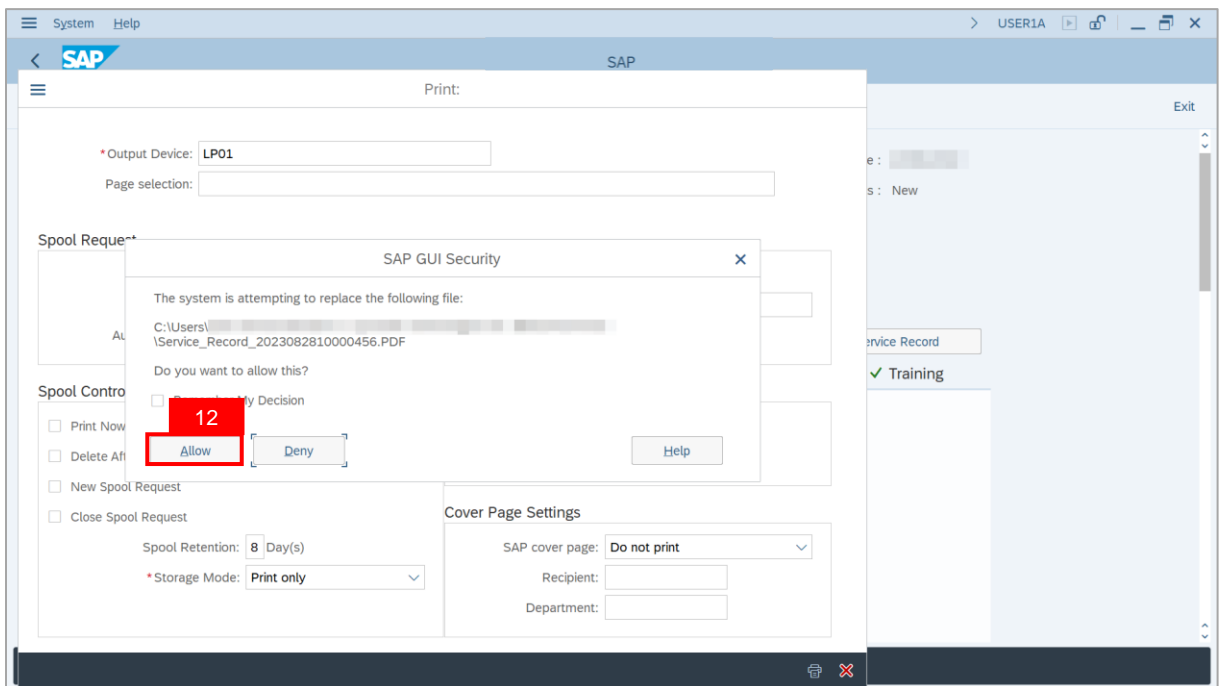


11. Select **File Location** and click on **Save** button.



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

12. Click on **Allow** button.





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

The screenshot shows the SAP application interface. At the top, there are navigation options: 'System' and 'Help'. Below that, a dropdown menu is set to 'SAP'. Action buttons include 'Approve', 'Rework', 'Reject', and 'More'. An 'Exit' button is in the top right corner.

Application details are displayed, including:

- Application Type: [Redacted]
- Application ID: [Redacted]
- Personnel No.: [Redacted]
- IC No.: [Redacted]
- Name: [Redacted]
- Version: 1
- Appl. Date: [Redacted]
- Status: [Redacted]

Under the 'Employee Details' section, there is a 'Download Service Record' button. Below this, several tabs are visible: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Basic Info' tab is active.

Employee details shown include:

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

A red box highlights a message at the bottom: 'Download 168 KB Service_Record_2023092510100232.PDF'.

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

The screenshot shows the SAP application interface with the 'Application Detail' tab selected. A red box highlights the number '13' in the top left corner.

Navigation options include 'System' and 'Help'. The dropdown menu is set to 'SAP'. Action buttons include 'Approve', 'Rework', 'Reject', and 'More'. An 'Exit' button is in the top right corner.

Application details shown include:

- Joined Date: 13.02.2008
- Expected Retirement Date: 08.06.2042
- Current Position Start Date: [Redacted]
- Previous Confirmation Date: [Redacted]

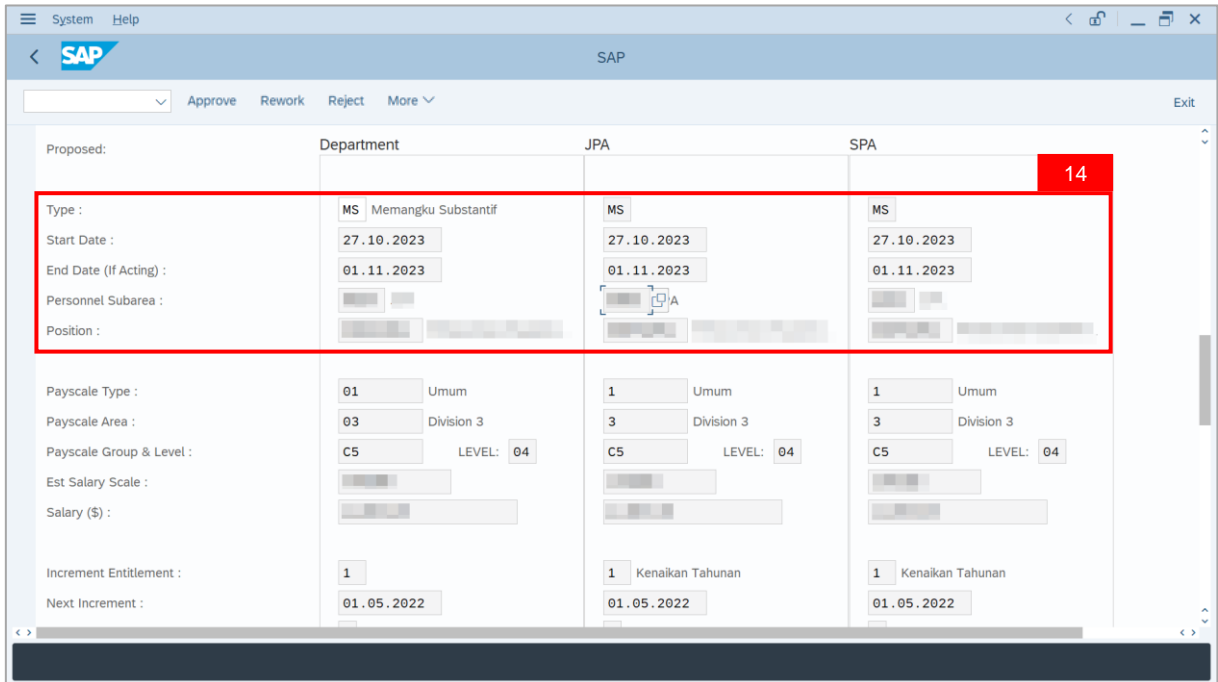
Below the details is a table with the following columns: No., Scheme Type, Begin Date, and End Date.

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	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
01.03.2021	31.03.2021	Umum	Division 3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
01.02.2021	28.02.2021	Umum	Division 3	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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

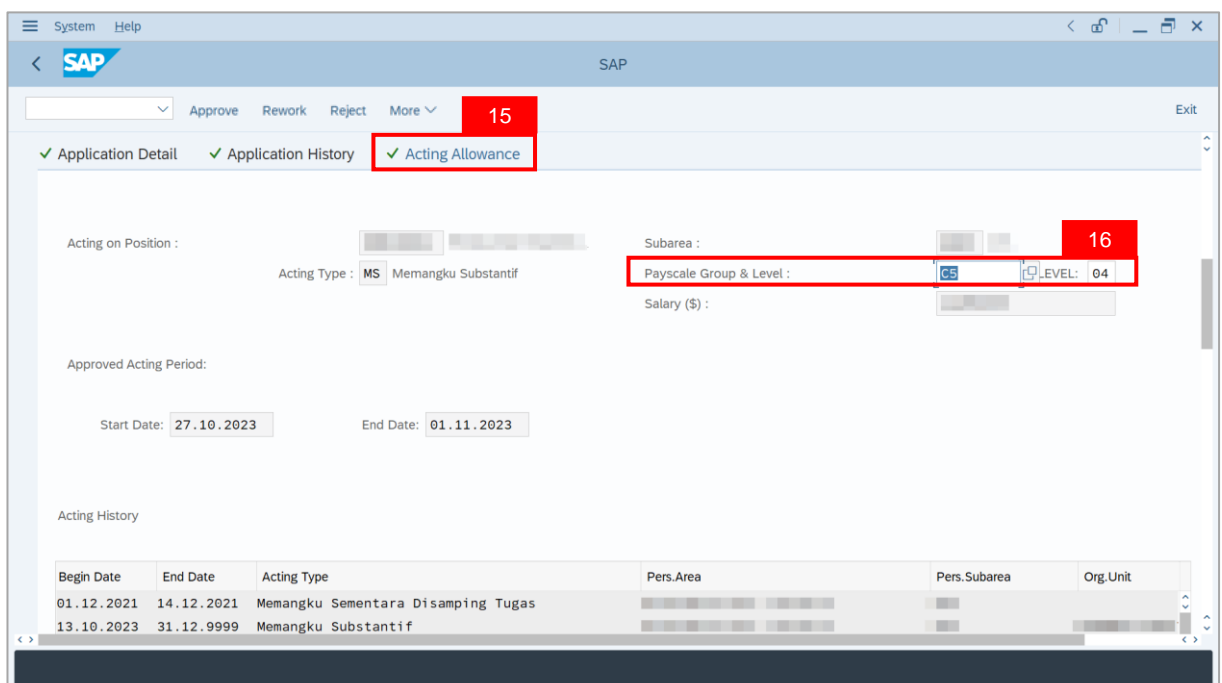


SAP GUI Screenshot showing Acting Allowance details for three positions: Department, JPA, and SPA. A red box highlights the Acting Type, Start Date, End Date, Personnel Subarea, and Position fields for each position. A red '14' is in the top right corner.

Field	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 :	[Redacted]	[Redacted] A	[Redacted]
Position :	[Redacted]	[Redacted]	[Redacted]
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 :	[Redacted]	[Redacted]	[Redacted]
Salary (\$) :	[Redacted]	[Redacted]	[Redacted]
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. Review employee's **Payscale Group & Level (Gaji Permulaan Jawatan Dipangku).**



SAP GUI Screenshot showing the Acting Allowance application details. The 'Acting Allowance' tab is selected. A red box highlights the Payscale Group & Level field, showing 'C5' and 'LEVEL: 04'. A red '16' is in the top right corner.

Acting on Position : [Redacted] Subarea : [Redacted]

Acting Type : MS | Memangku Substantif

Payscale Group & Level : C5 LEVEL: 04

Salary (\$) : [Redacted]

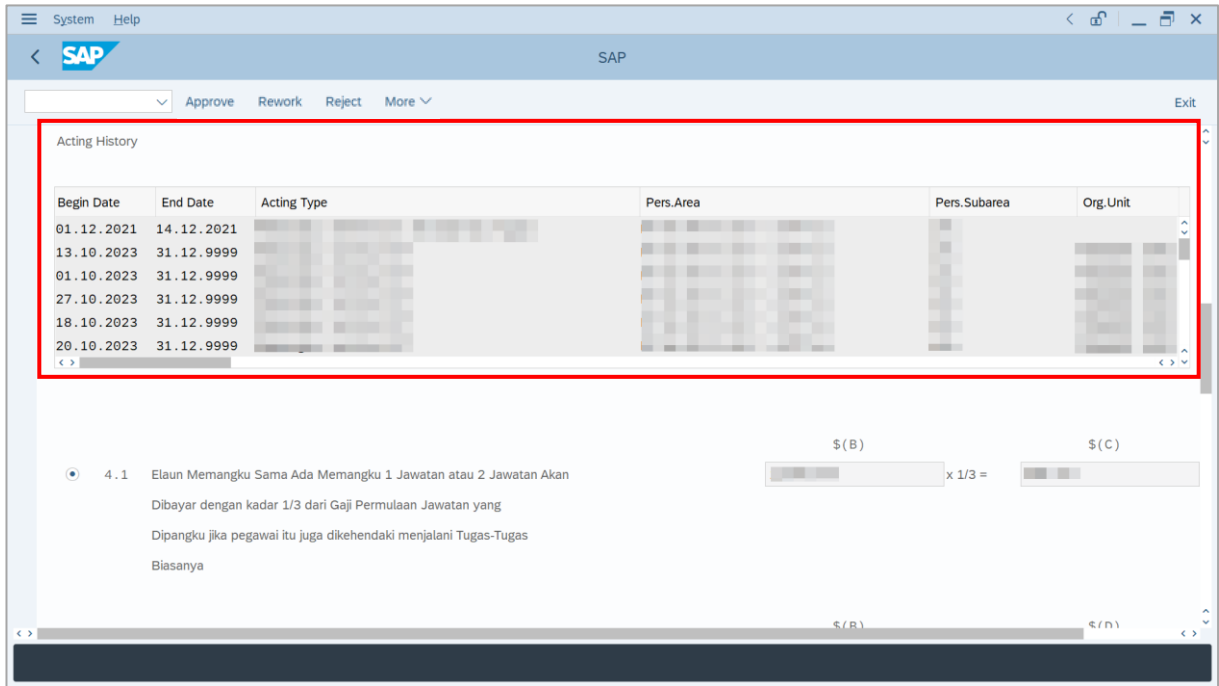
Approved Acting Period:

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	[Redacted]	[Redacted]	[Redacted]
13.10.2023	31.12.9999	Memangku Substantif	[Redacted]	[Redacted]	[Redacted]

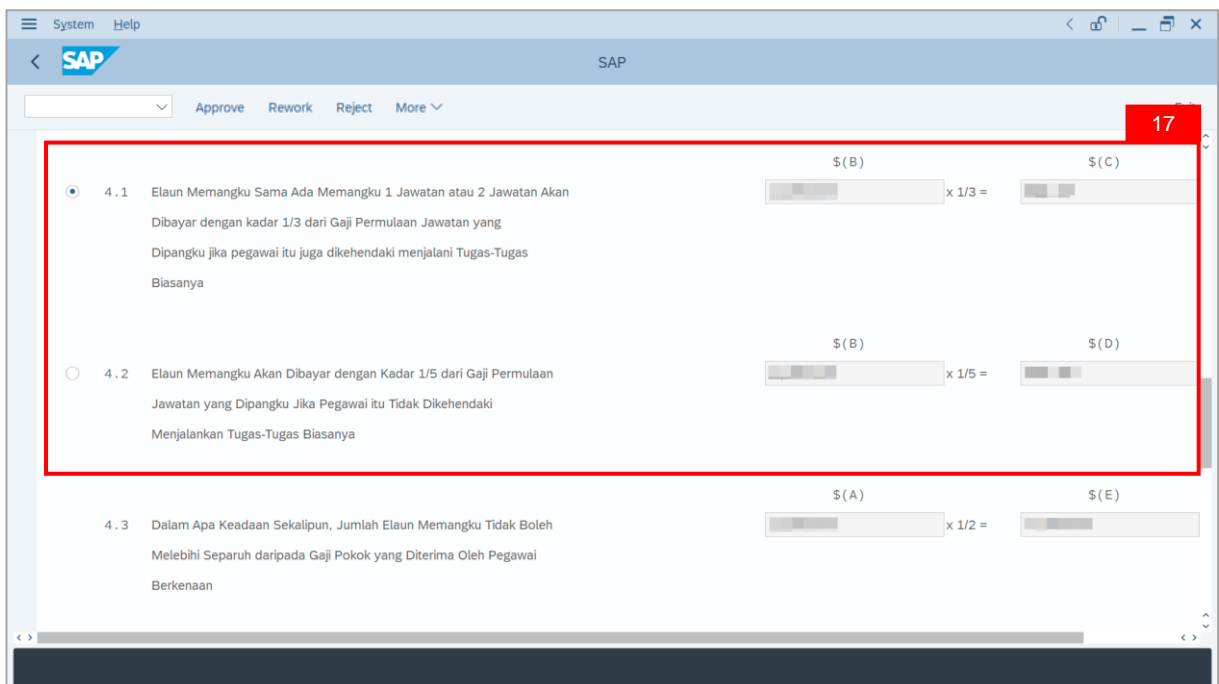
Note: Department Payroll Officer may review employee's **Acting History** to identify other approved acting of **Pegawai Memangku** within the same period. This serves as a reminder to adjust Acting allowance accordingly.



The screenshot shows the SAP 'Acting History' table. The table has the following columns: Begin Date, End Date, Acting Type, Pers.Area, Pers.Subarea, and Org.Unit. The data rows are:

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				

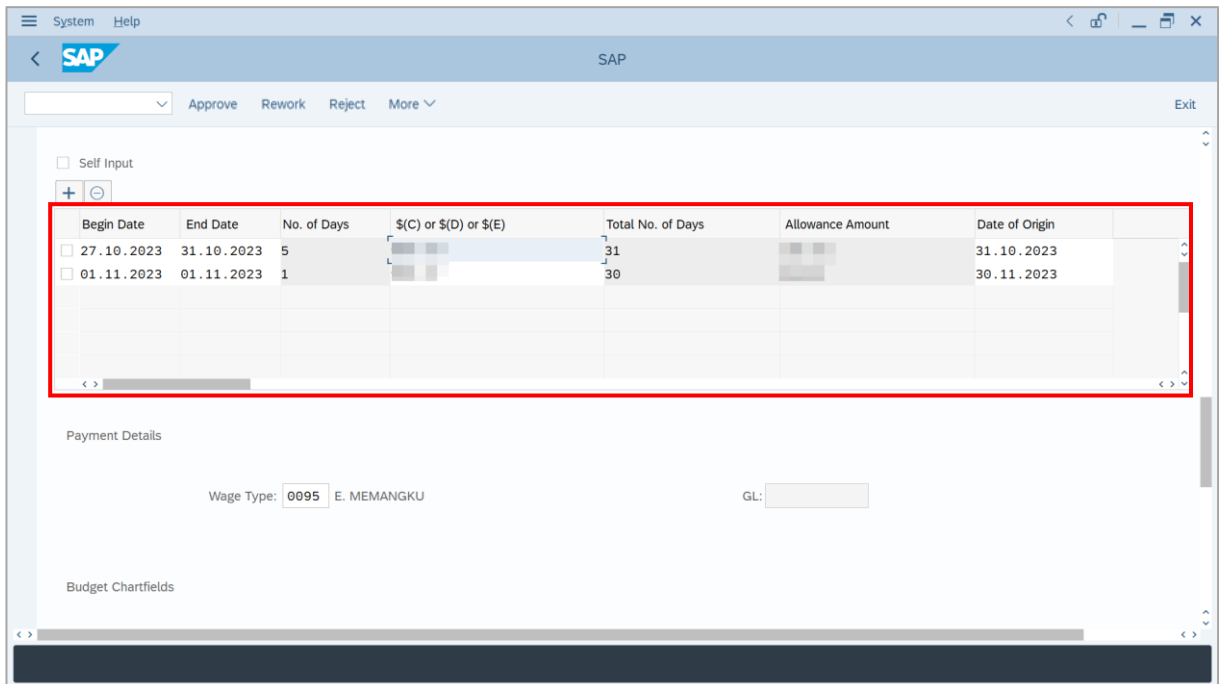
17. Review allowance information (either Para 4.1 or Para 4.2) entered by **Department Payroll Clerk**.



The screenshot shows the SAP allowance information screen. A red box highlights the allowance information for Para 4.1 and Para 4.2. The allowance information is as follows:

- Para 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. Allowance: $\$(B) \times 1/3 = \(C) .
- Para 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. Allowance: $\$(B) \times 1/5 = \(D) .
- Para 4.3:** Dalam Apa Keadaan Sekalipun, Jumlah Elaun Memangku Tidak Boleh Melebihi Separuh daripada Gaji Pokok yang Diterima Oleh Pegawai Berkecuali. Allowance: $\$(A) \times 1/2 = \(E) .

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



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

Payment Details

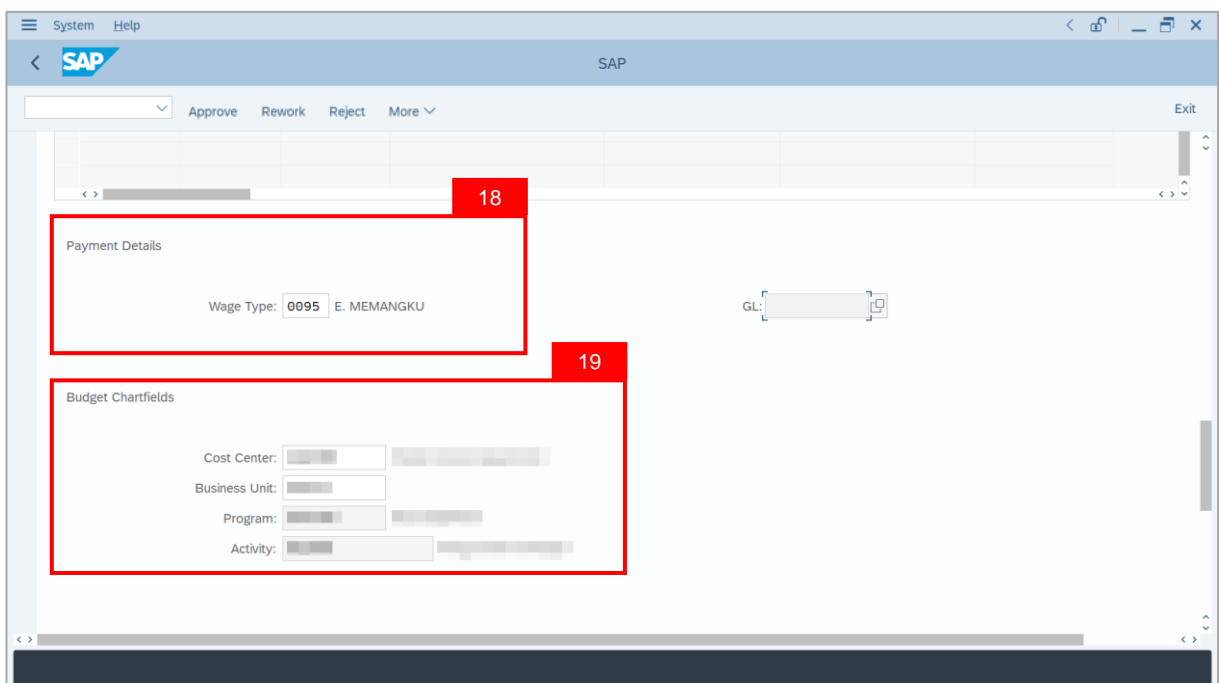
Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

18. Review employee's **Wage Type**.

19. Review the details under **Budget Chartfields**.



Payment Details

Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

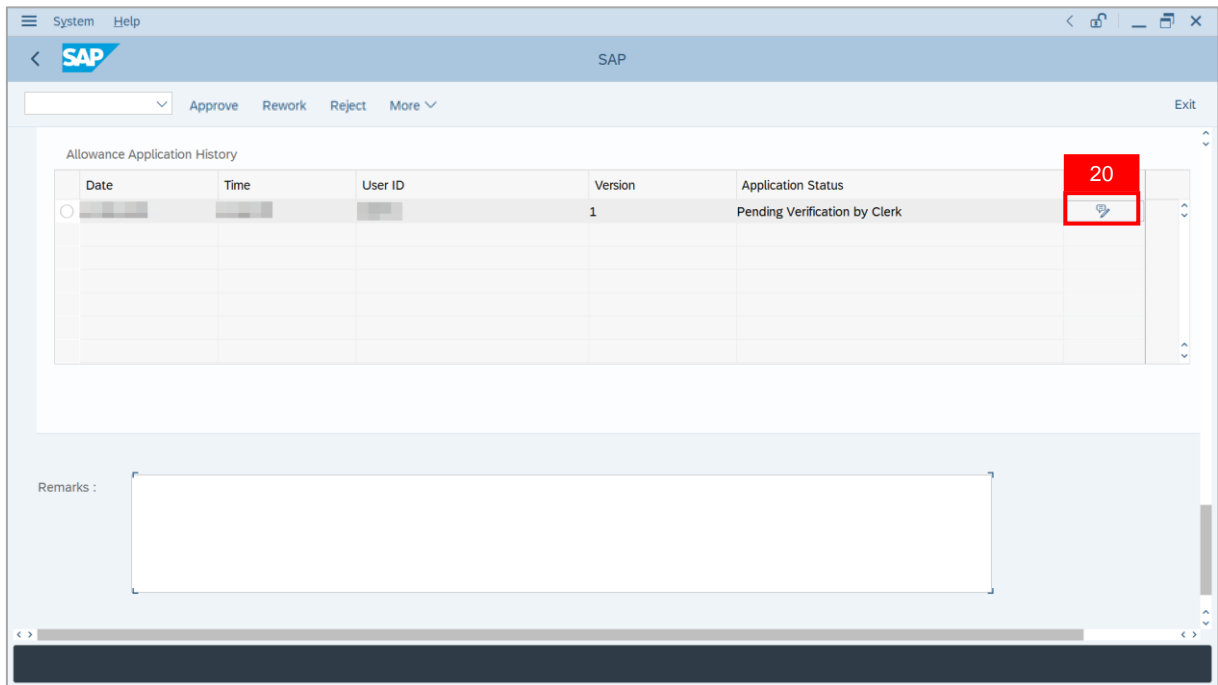
Cost Center: []

Business Unit: []

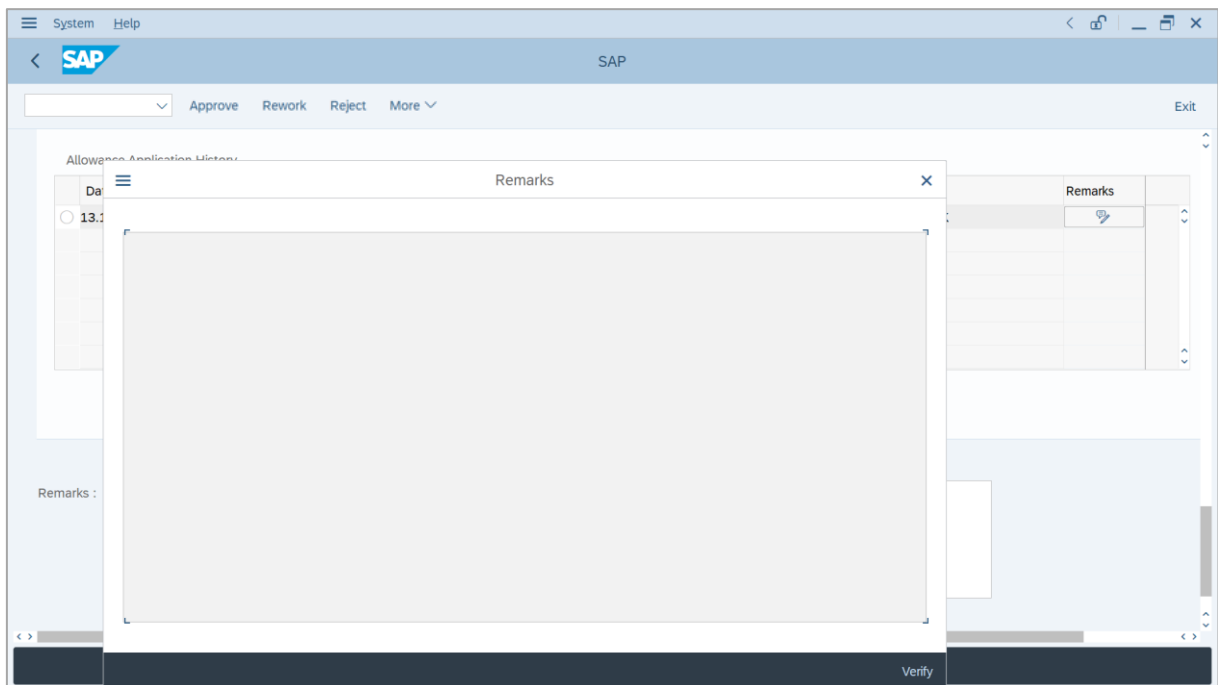
Program: []

Activity: []

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



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



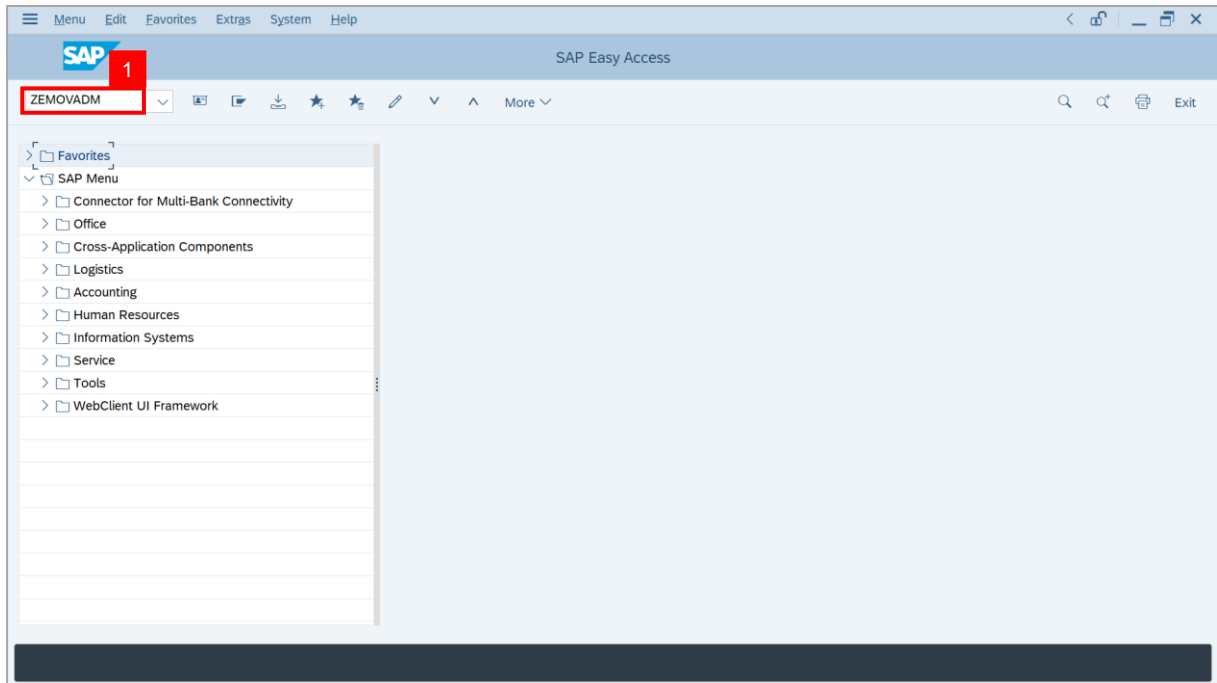
REJECT APPLICATION

Backend User

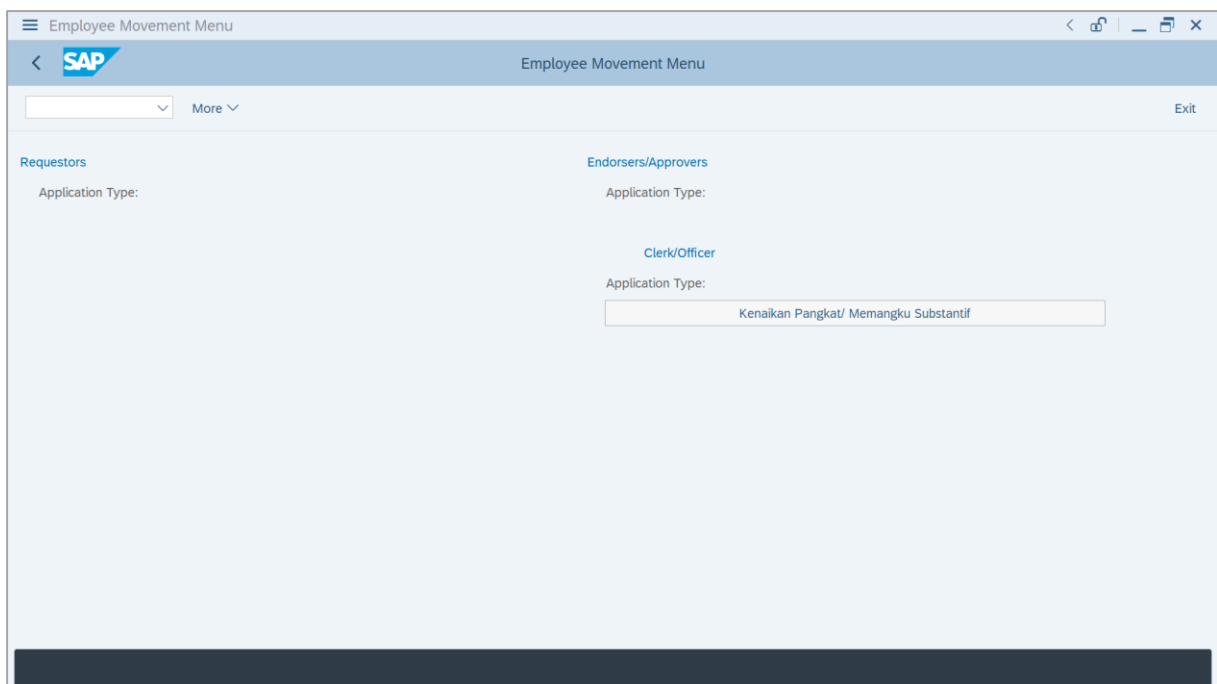
Department Payroll Officer

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

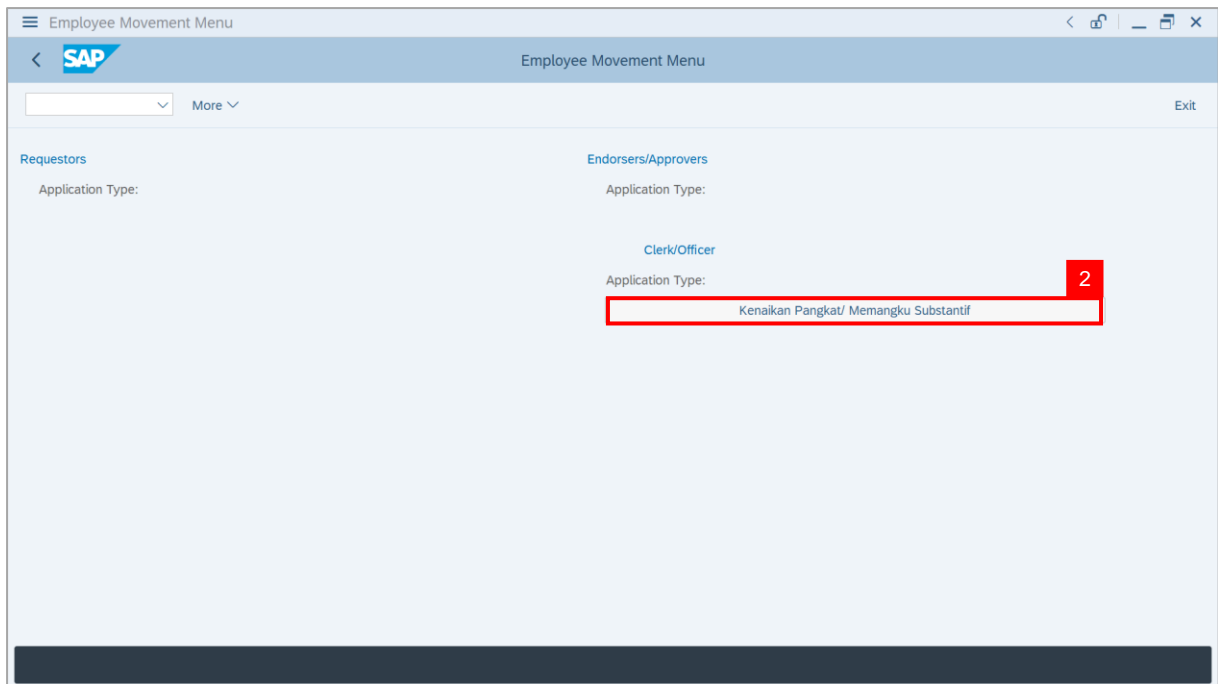
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



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



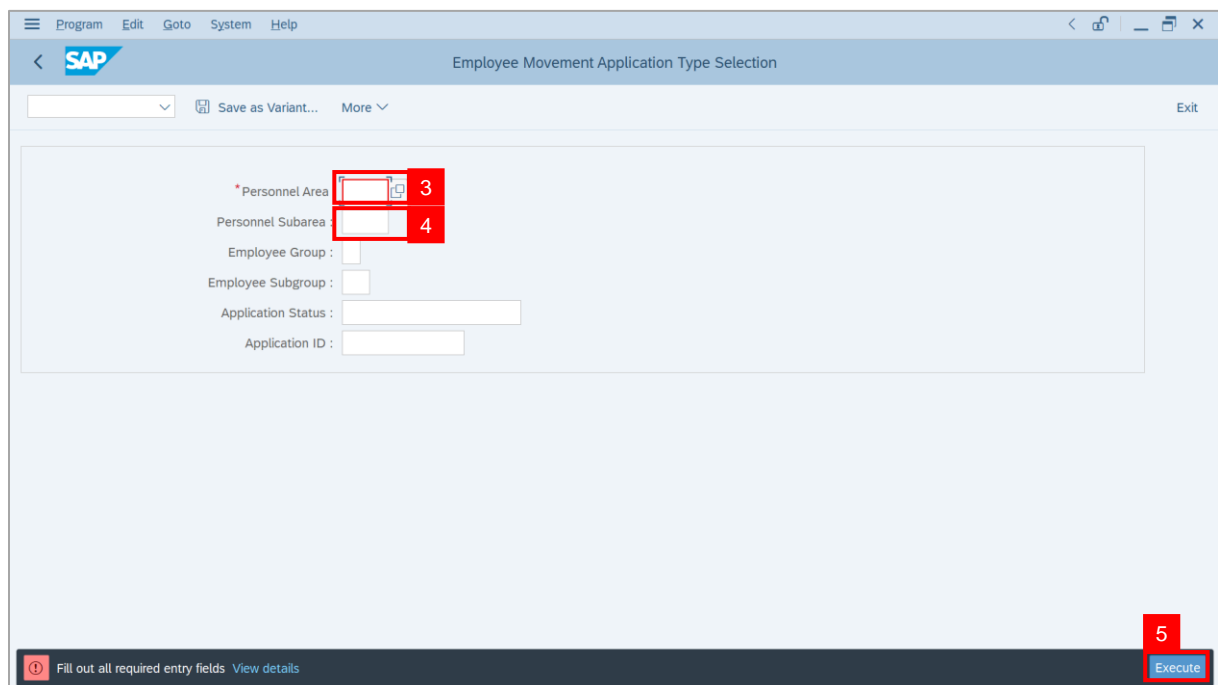
The screenshot shows the SAP Employee Movement Menu interface. The title bar reads "Employee Movement Menu". Below the title bar, there is a search bar and an "Exit" button. The main content area is divided into two columns: "Requestors" and "Endorsers/Approvers". Under "Requestors", there is a label "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 with a corresponding input field.

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

3. Enter **Personnel Area**.

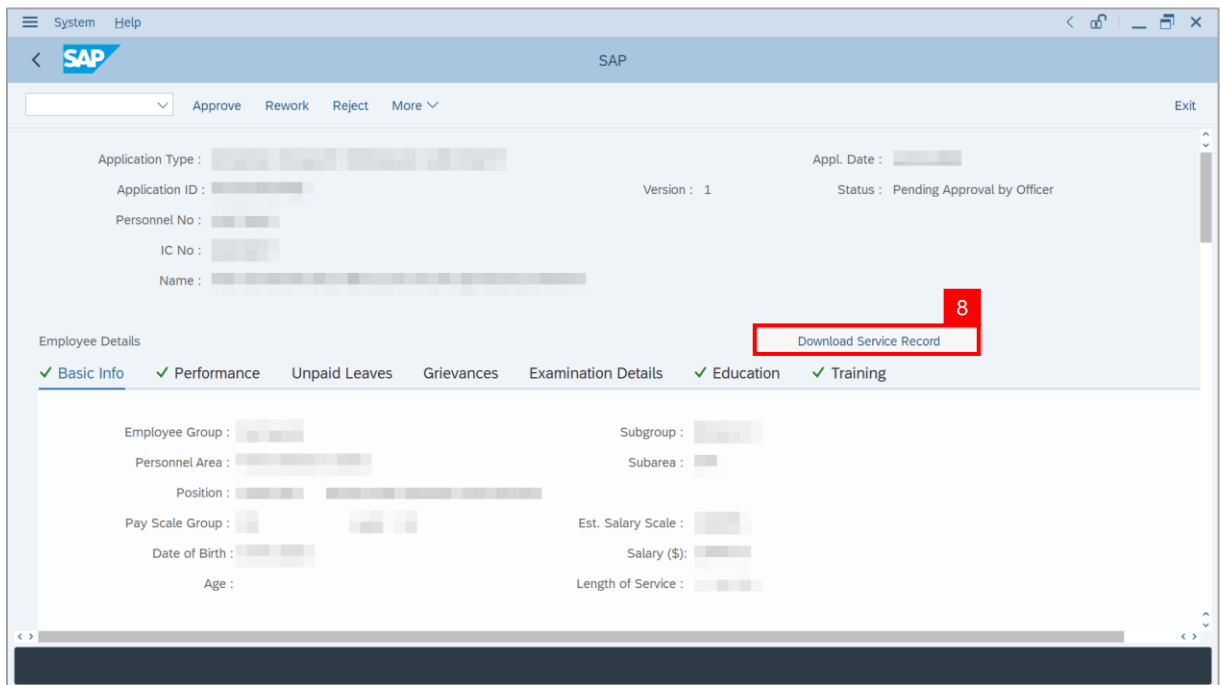
4. Enter **Personnel Subarea** (Optional).

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 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".

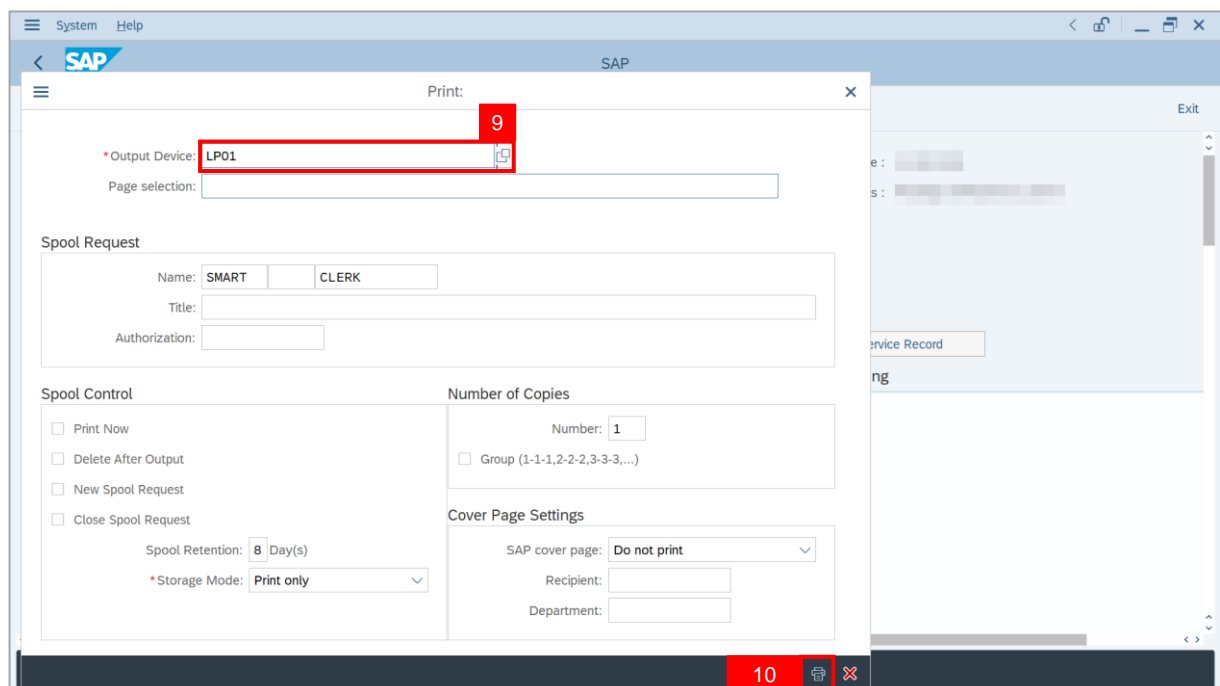
8. Click on **Download Service Record** button.



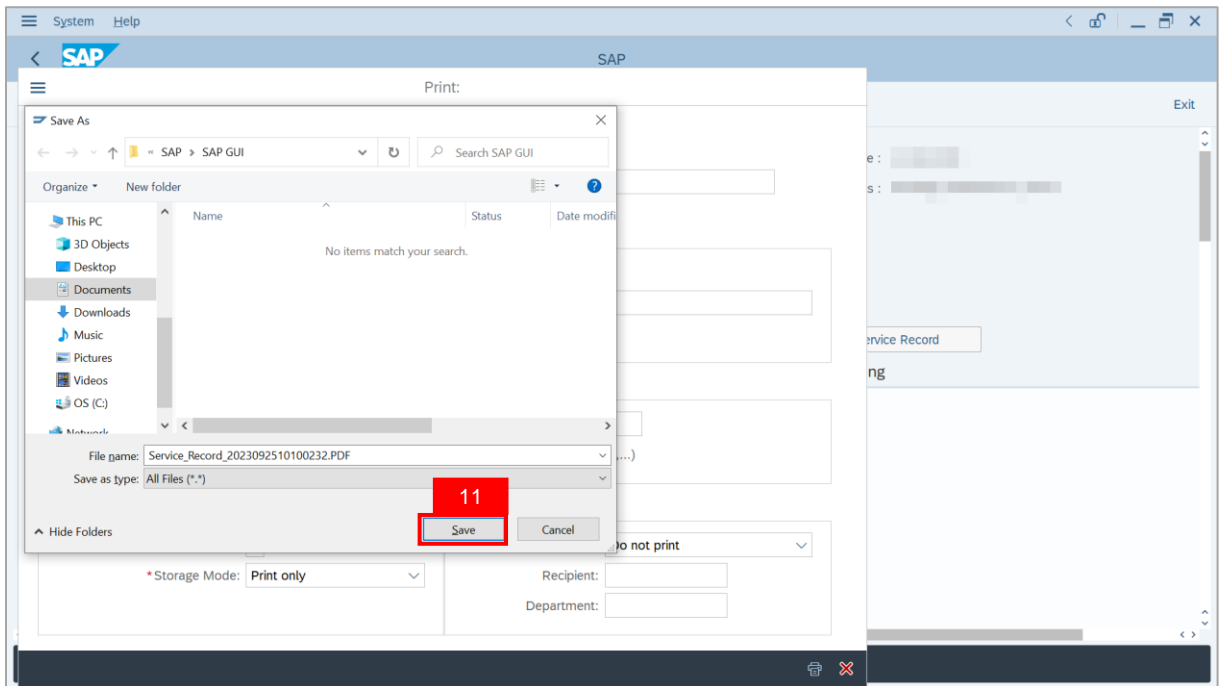
Note: The **Print** page will be displayed.

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

10. Click on **Print** icon.

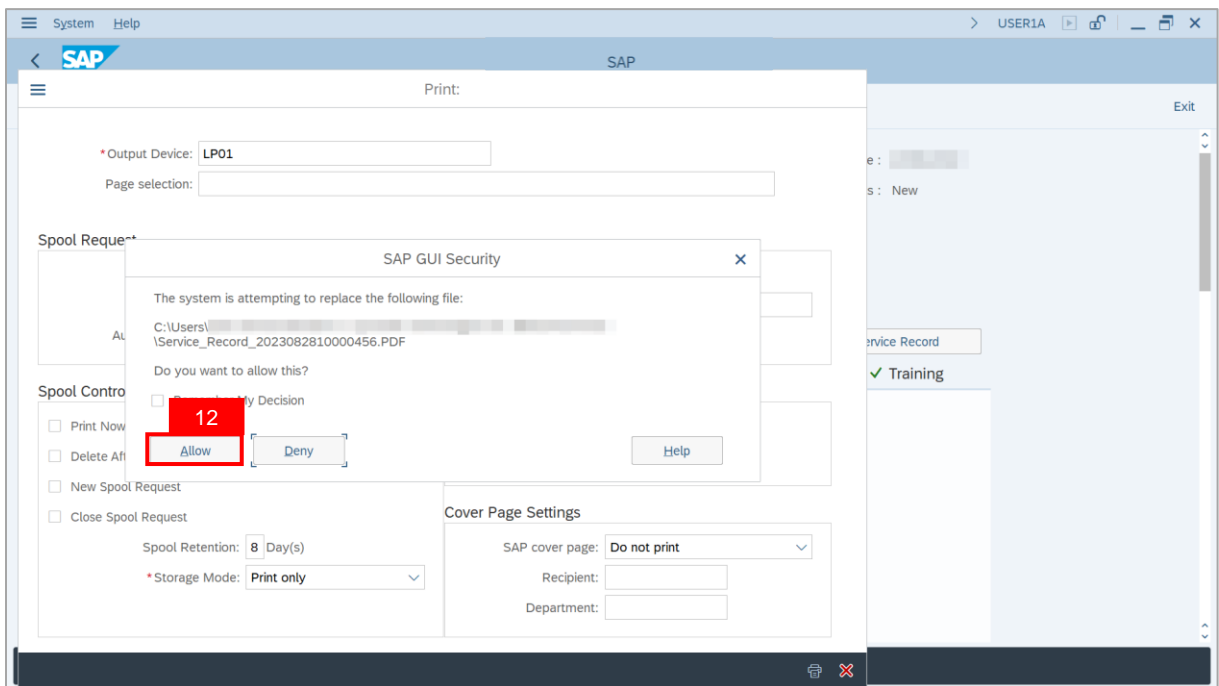


11. Select **File Location** and click on **Save** button.



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 interface for an employee's application. At the top, there are navigation buttons: 'Approve', 'Rework', 'Reject', and 'More'. Below this, the application details are displayed, including 'Application Type', 'Application ID', 'Personnel No.', 'IC No.', and 'Name'. A 'Download Service Record' button is visible in the 'Employee Details' section. At the bottom of the screen, a green confirmation message states: 'Download 168 KB Service_Record_2023092510100232.PDF'.

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

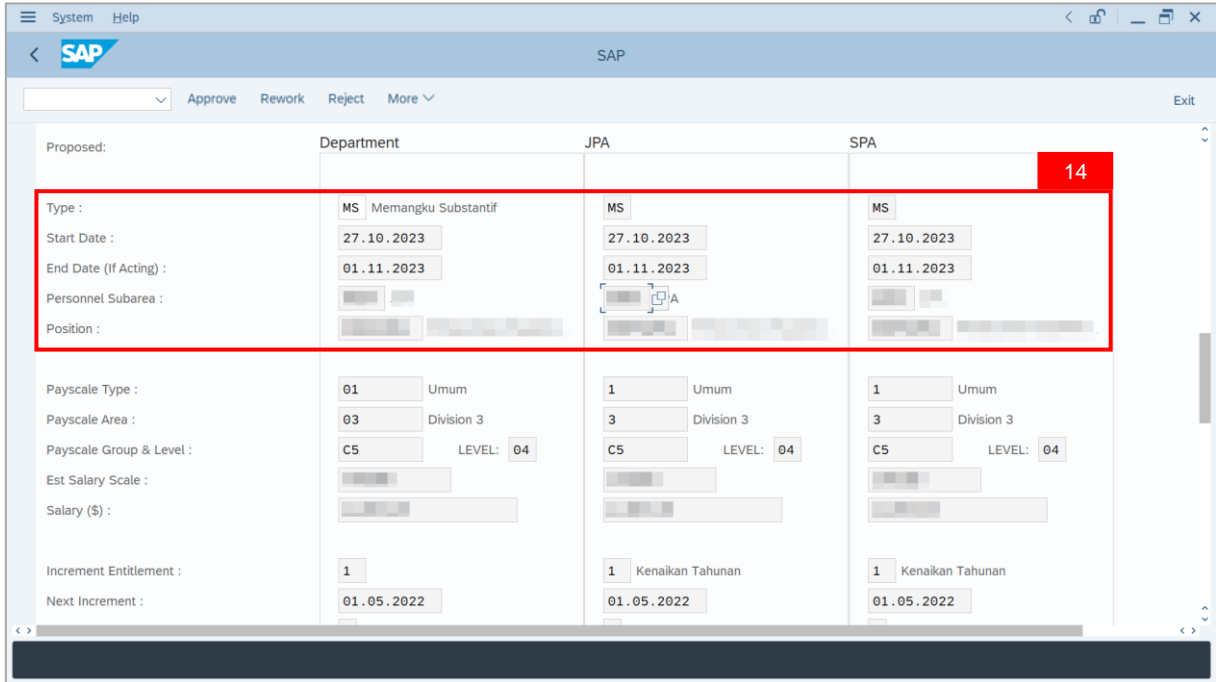
The screenshot shows the SAP interface with the 'Application Detail' tab selected, highlighted with a red box. The number '13' is also visible in a red box. Below the tabs, there are fields for 'Joined Date' (13.02.2008), 'Expected Retirement Date' (08.06.2042), 'Current Position Start Date', and 'Previous Confirmation Date'. A table lists application schemes with columns for 'No.', 'Scheme Type', 'Begin Date', and 'End Date'.

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, there is a 'Salary Record' section with a table showing salary details for different periods.

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 Officer may review **Acting Type, Approved Acting Period, Personnel Subarea and Acting Position.**

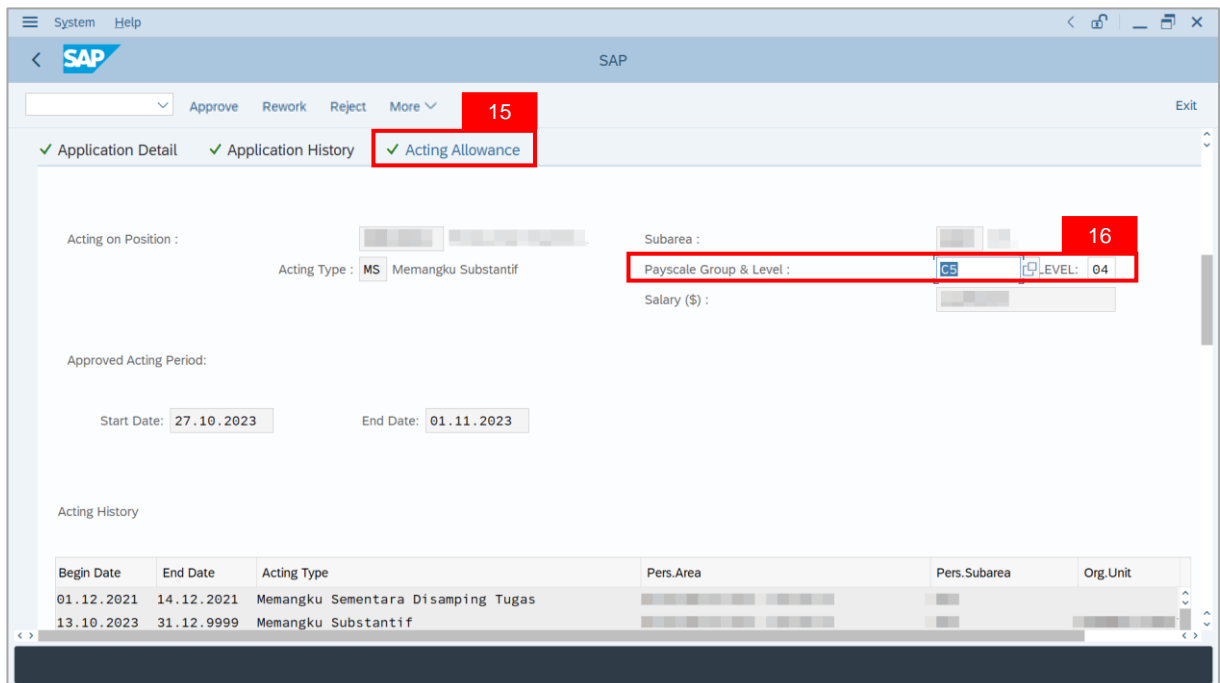


SAP GUI Screenshot showing Acting Allowance details for three positions: Department, JPA, and SPA. A red box highlights the Acting Type, Start Date, End Date, Personnel Subarea, and Position fields for each position. A red box with the number 14 is in the top right corner.

Field	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 :	[Redacted]	[Redacted] A	[Redacted]
Position :	[Redacted]	[Redacted]	[Redacted]
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 :	[Redacted]	[Redacted]	[Redacted]
Salary (\$) :	[Redacted]	[Redacted]	[Redacted]
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. Review employee's **Payscale Group & Level (Gaji Permulaan Jawatan Dipangku).**



SAP GUI Screenshot showing the Acting Allowance application details. The 'Acting Allowance' tab is selected. A red box highlights the Payscale Group & Level field, showing C5 and LEVEL: 04. A red box with the number 16 is in the top right corner.

Acting on Position : [Redacted] Subarea : [Redacted]

Acting Type : MS | Memangku Substantif

Payscale Group & Level : C5 LEVEL: 04

Salary (\$) : [Redacted]

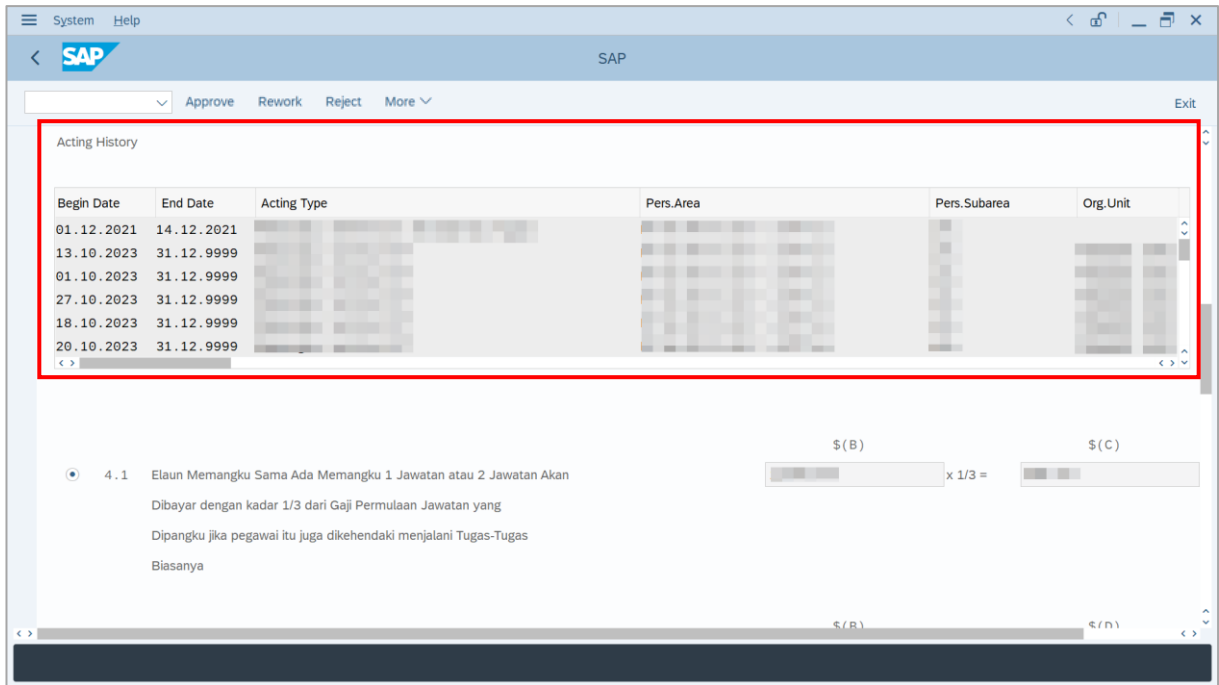
Approved Acting Period:

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	[Redacted]	[Redacted]	[Redacted]
13.10.2023	31.12.9999	Memangku Substantif	[Redacted]	[Redacted]	[Redacted]

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

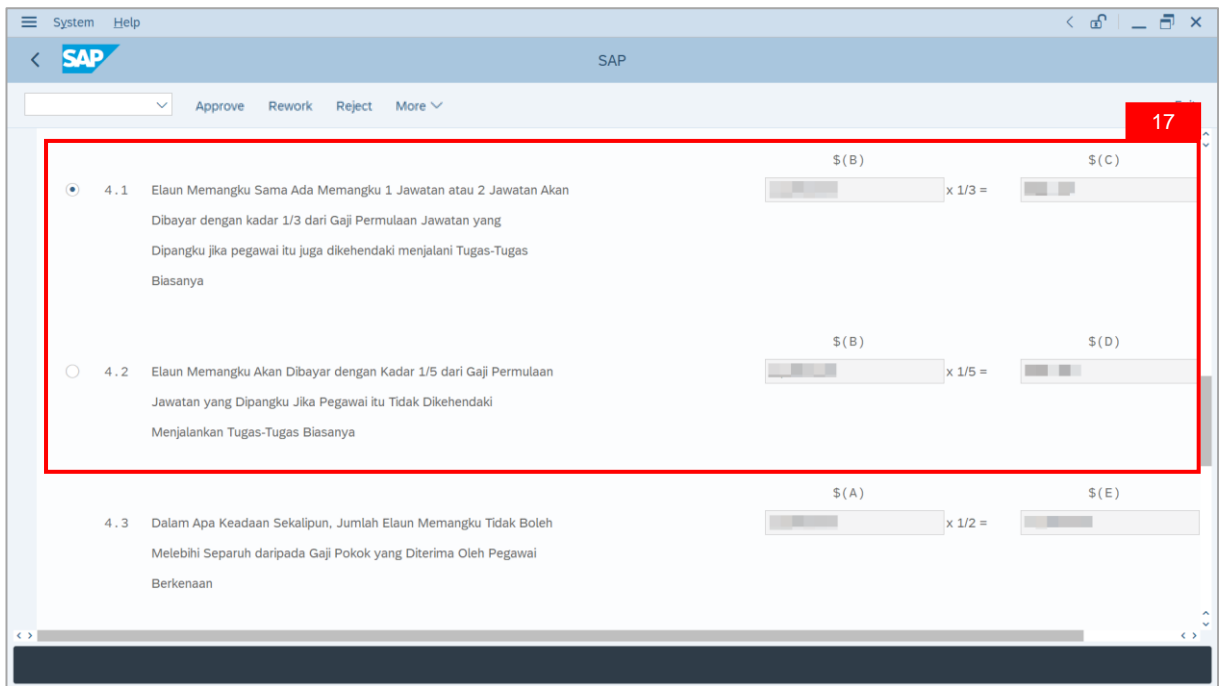


The screenshot shows the SAP 'Acting History' table. The table has the following columns: Begin Date, End Date, Acting Type, Pers.Area, Pers.Subarea, and Org.Unit. The data rows are as follows:

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				

Below the table, there is a radio button selected for option 4.1. The text for 4.1 is: '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'. To the right of this text are two input fields labeled \$(B)\$ and \$(C)\$, with a multiplier 'x 1/3 ='. Below this, there are labels \$(B)\$ and \$(D)\$.

17. Review allowance information (either Para 4.1 or Para 4.2) entered by **Department Payroll Clerk**.

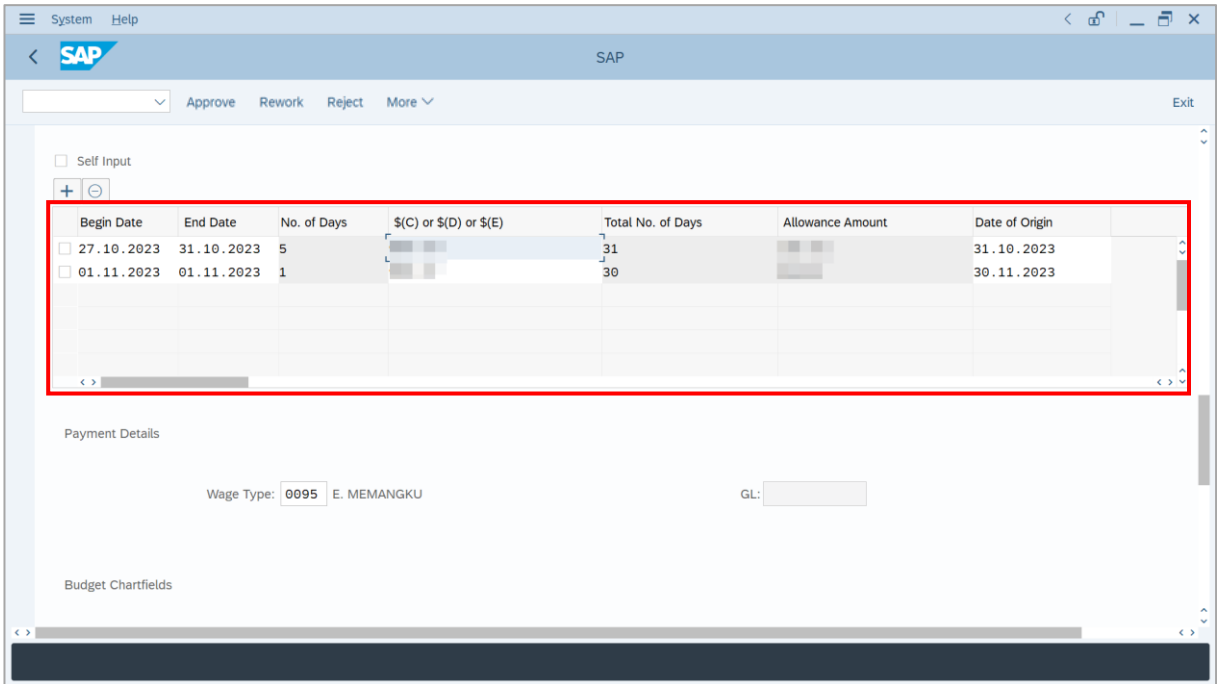


The screenshot shows the SAP allowance information form. A red box highlights the form content. The form has three radio button options:

- 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. To the right are input fields for \$(B)\$ and \$(C)\$ with a multiplier 'x 1/3 ='. Below are labels \$(B)\$ and \$(D)\$.
- 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. To the right are input fields for \$(B)\$ and \$(D)\$ with a multiplier 'x 1/5 ='. Below are labels \$(B)\$ and \$(D)\$.
- 4.3 Dalam Apa Keadaan Sekalipun, Jumlah Elaun Memangku Tidak Boleh Melebihi Separuh daripada Gaji Pokok yang Diterima Oleh Pegawai Berkenaan. To the right are input fields for \$(A)\$ and \$(E)\$ with a multiplier 'x 1/2 ='. Below are labels \$(A)\$ and \$(E)\$.

A red box with the number '17' is located in the top right corner of the form area.

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



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

Payment Details

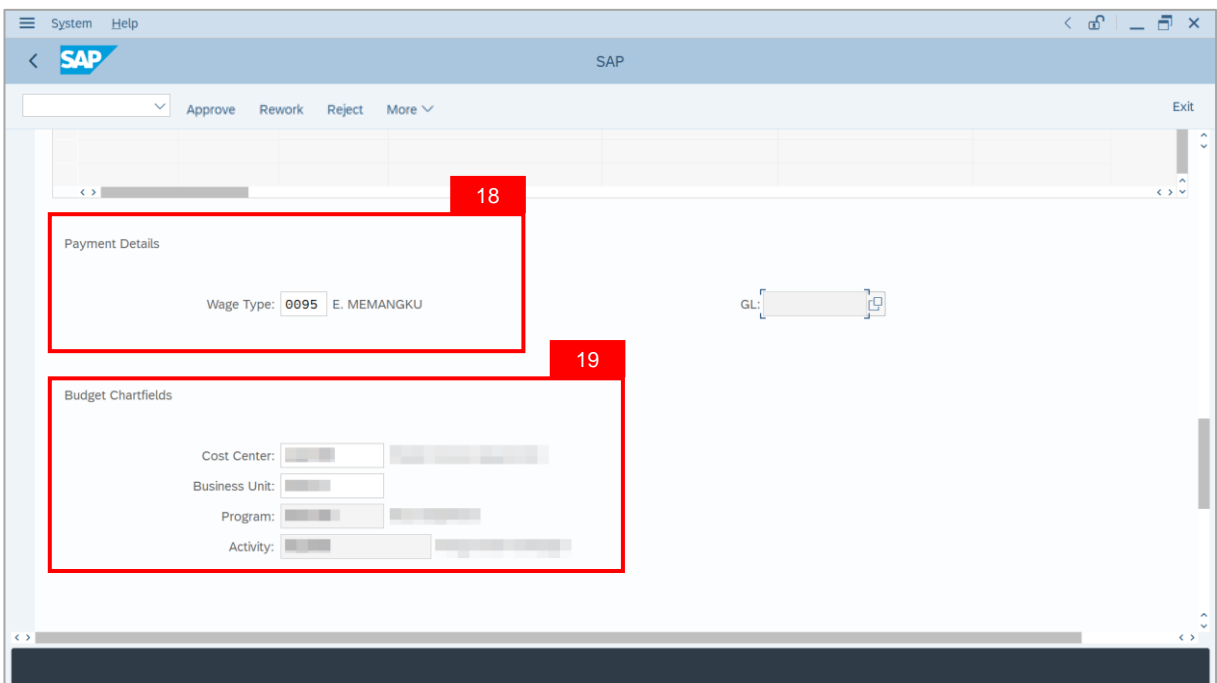
Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

18. Review employee's **Wage Type**.

19. Review the details under **Budget Chartfields**.



Payment Details

Wage Type: 0095 E. MEMANGKU

GL: []

Budget Chartfields

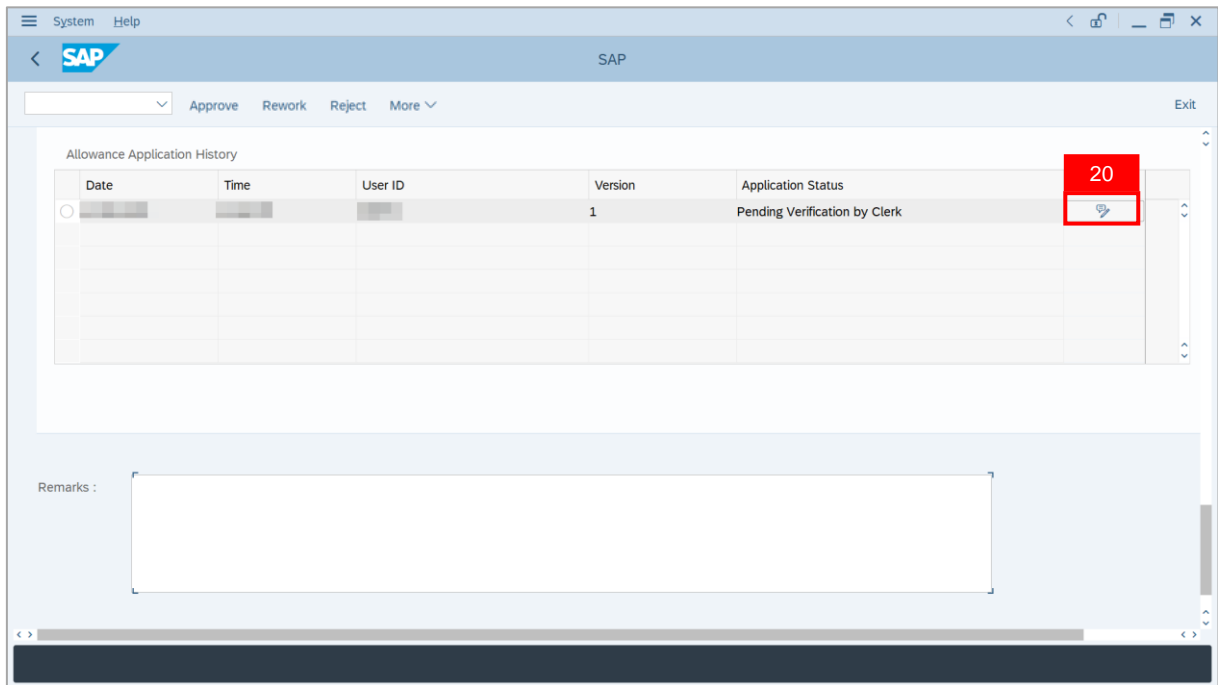
Cost Center: []

Business Unit: []

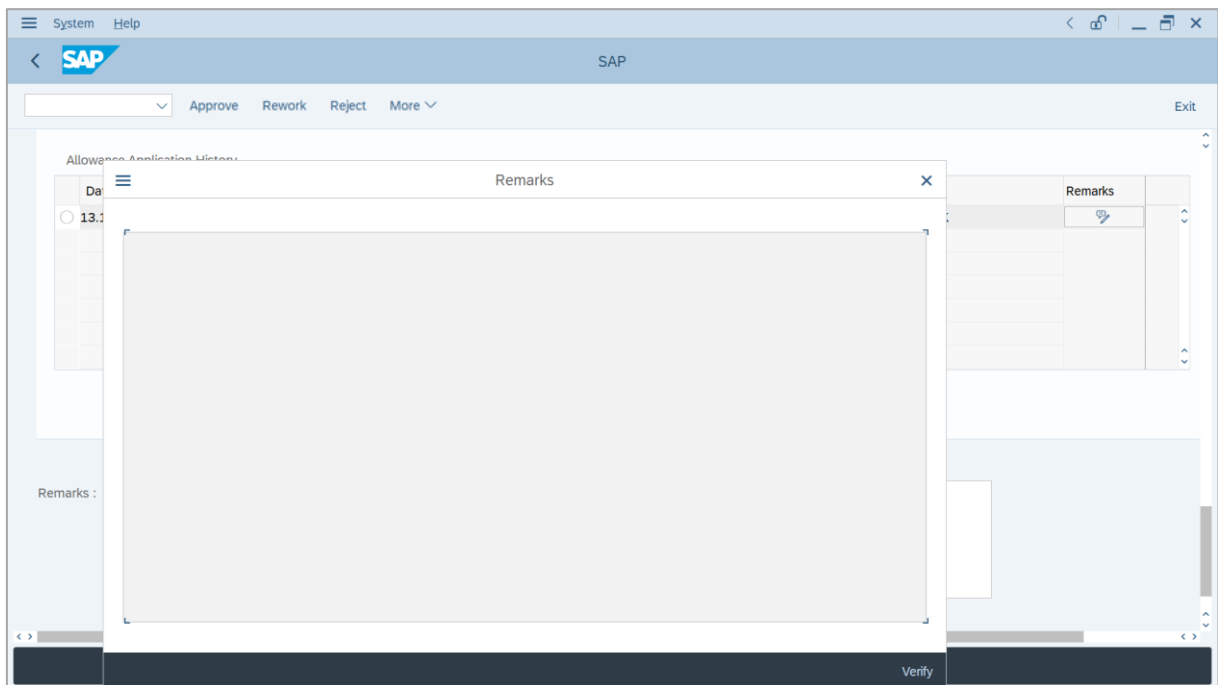
Program: []

Activity: []

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



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



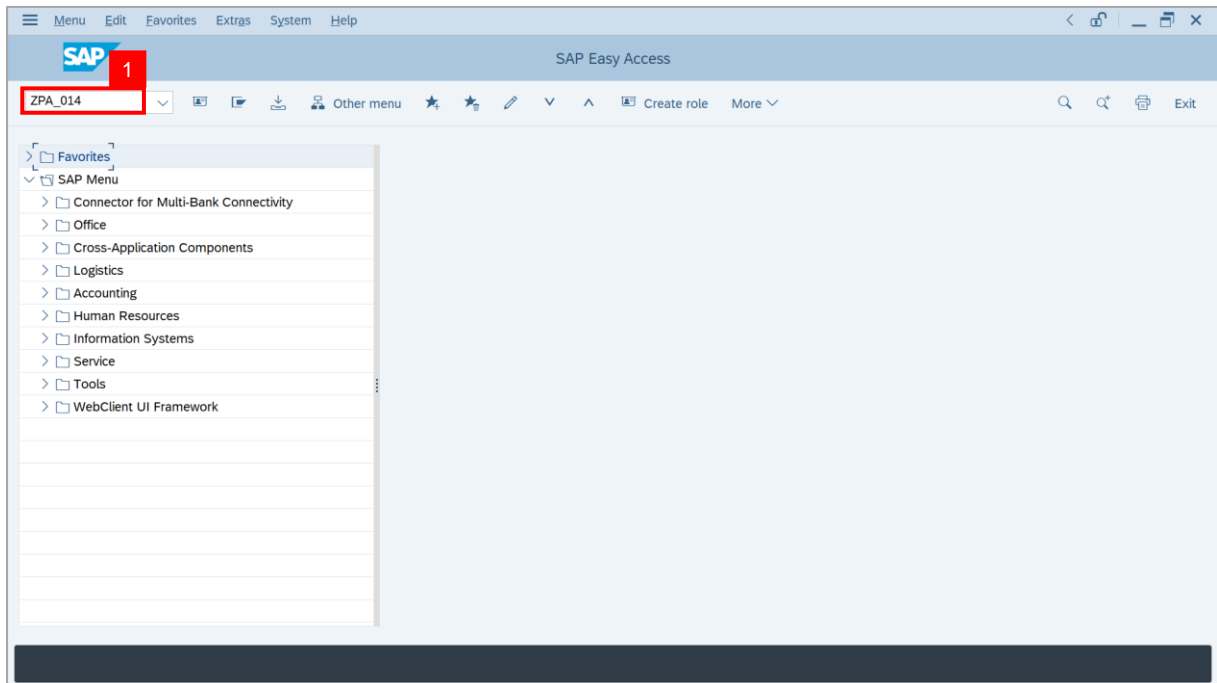
ACTING ALLOWANCE REPORT

Backend User

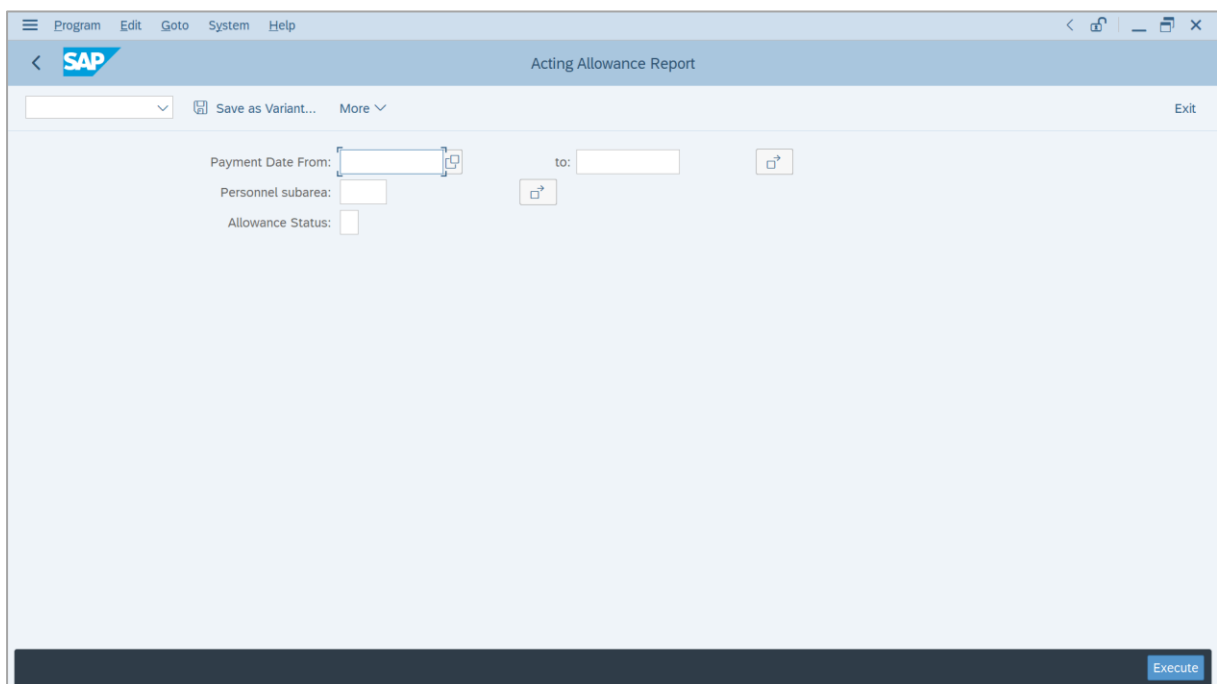
Department Payroll Officer

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

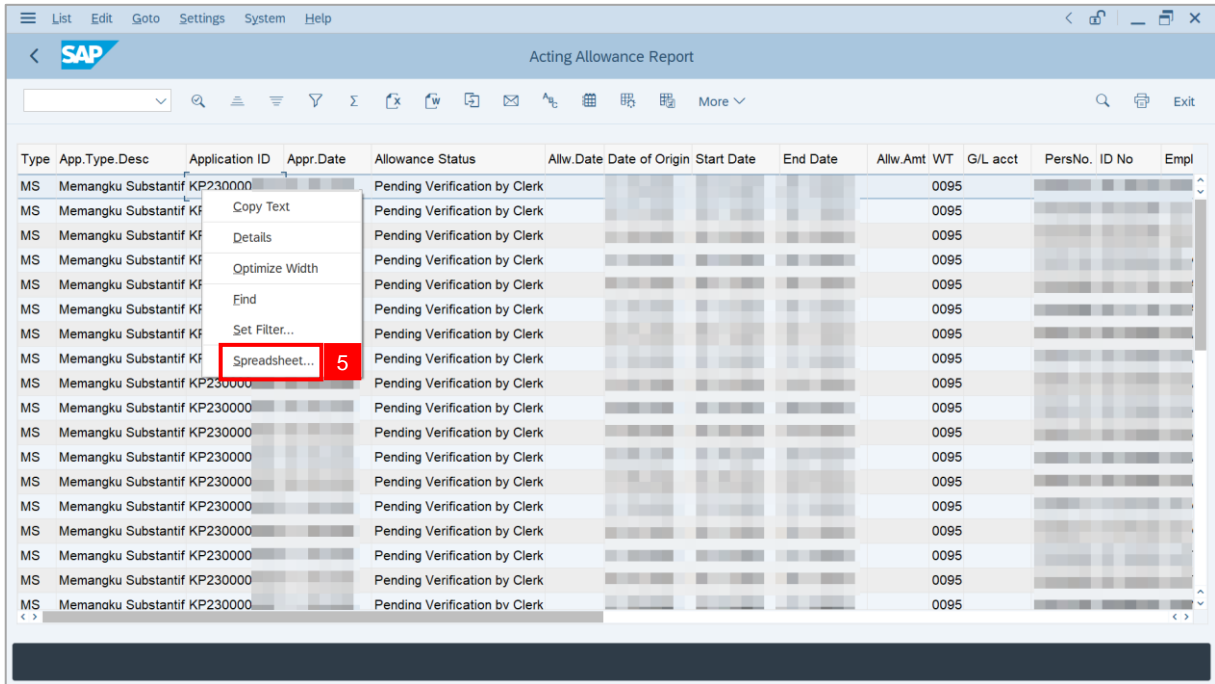
1. Enter **ZPA_014** in the search bar.



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

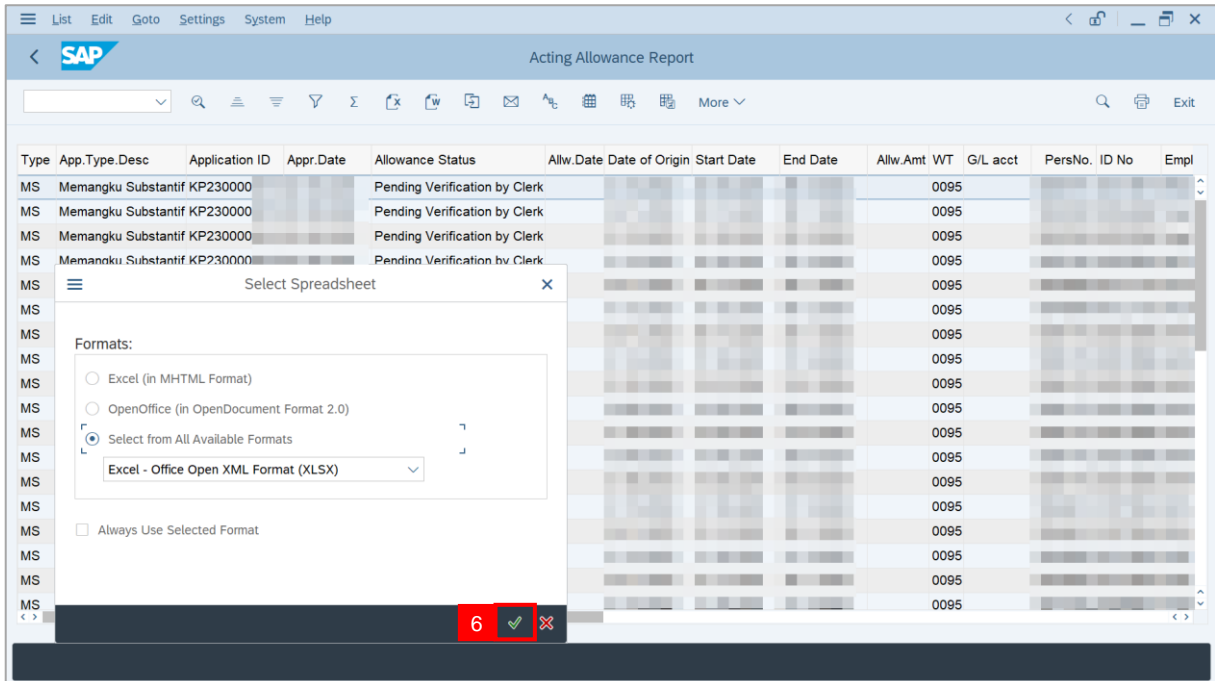


5. Click the right button on the **Mouse** and select '**Spreadsheet**'.



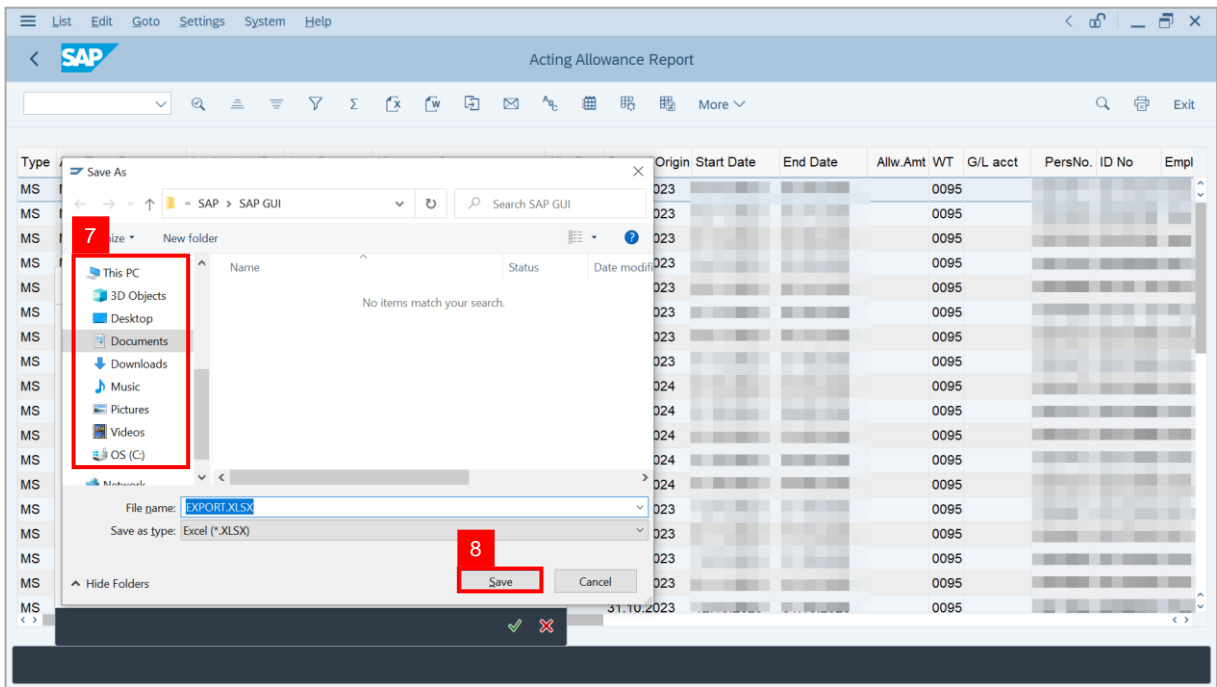
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



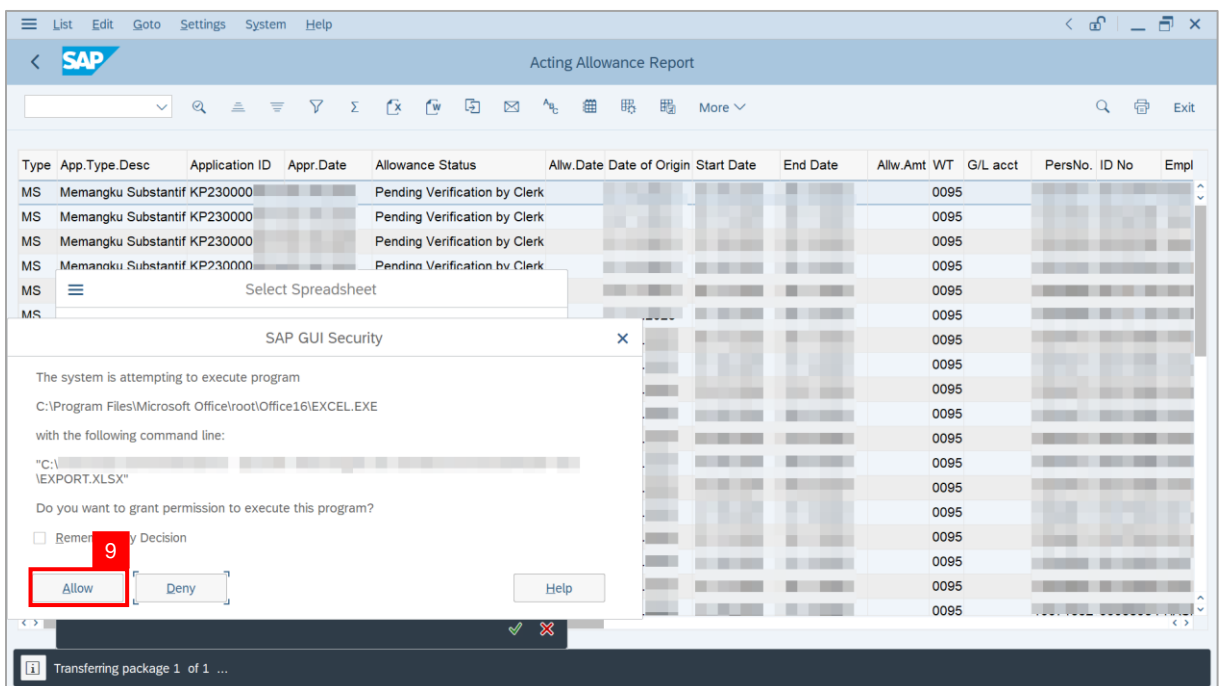
7. Select **File Location**.

8. Click on **Save** button.



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

9. Click on **Allow** icon.



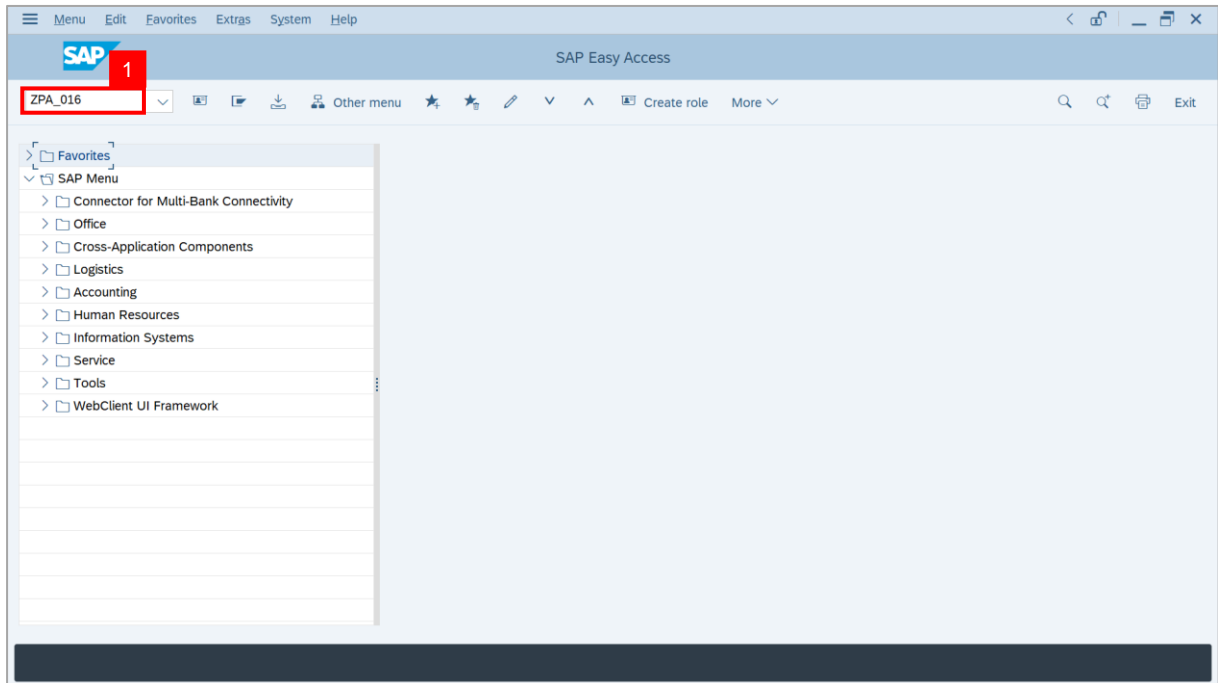
**BASIC SALARY
LOCKED REPORT**

Backend User

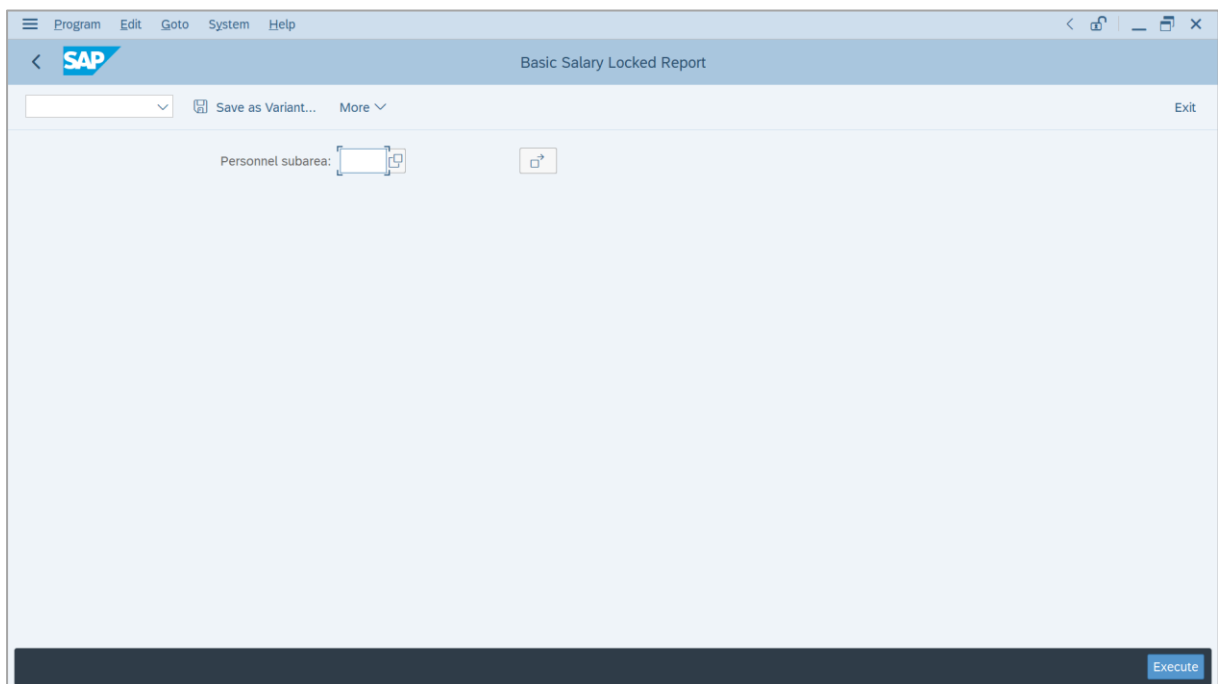
Department Payroll Officer

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

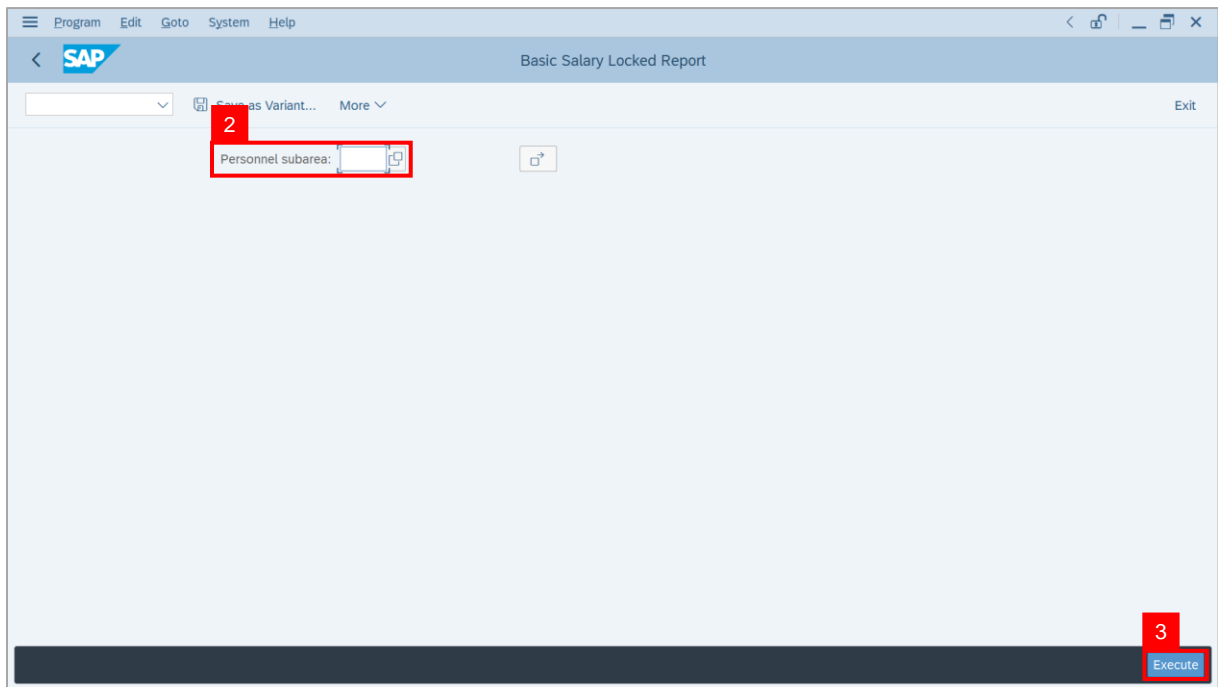
1. Enter **ZPA_016** in the search bar.



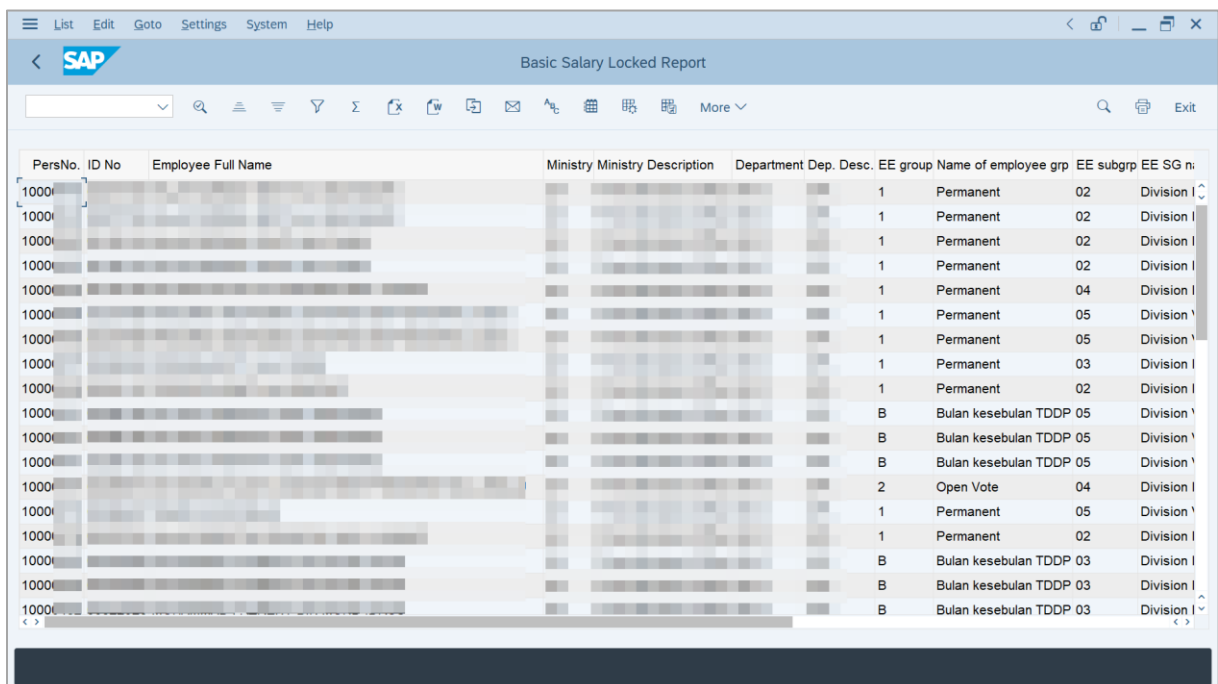
Note: The **Basic Salary Locked Report** page will be displayed.



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

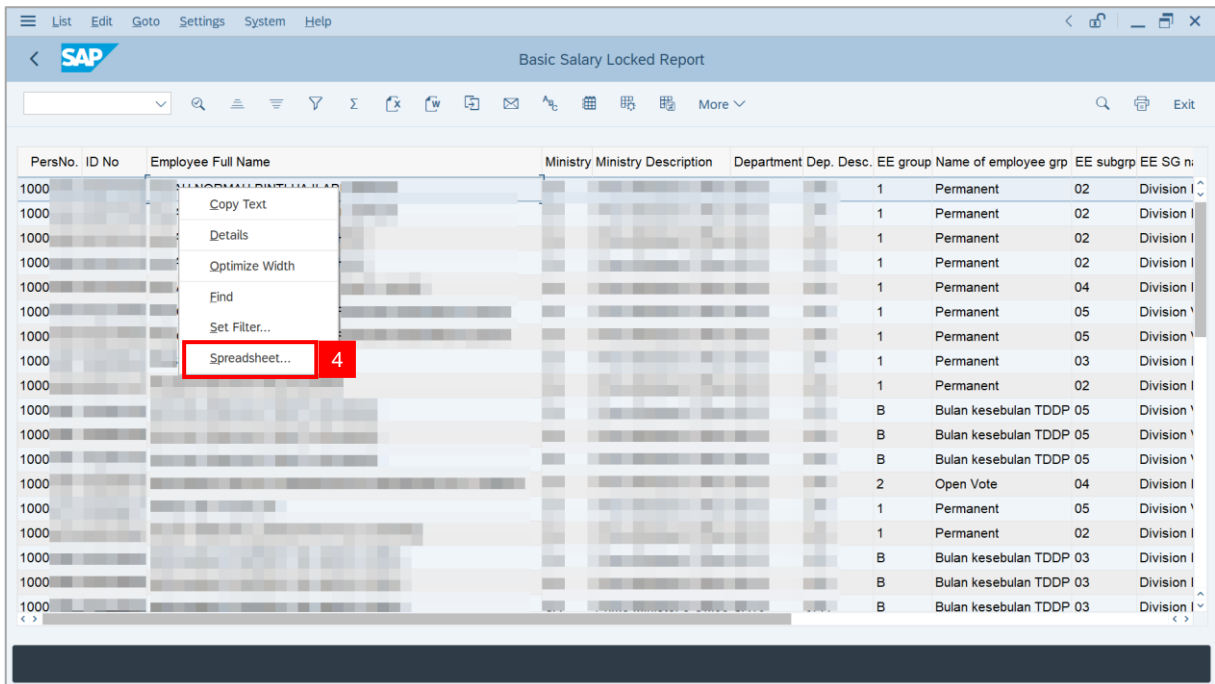


Note: The **Basic Salary Locked Report** page will be displayed. This report assists **Department Payroll Clerk** and **Department Payroll Officer** to identify **Basic Pay (Salary)** record which has pending unlock status.



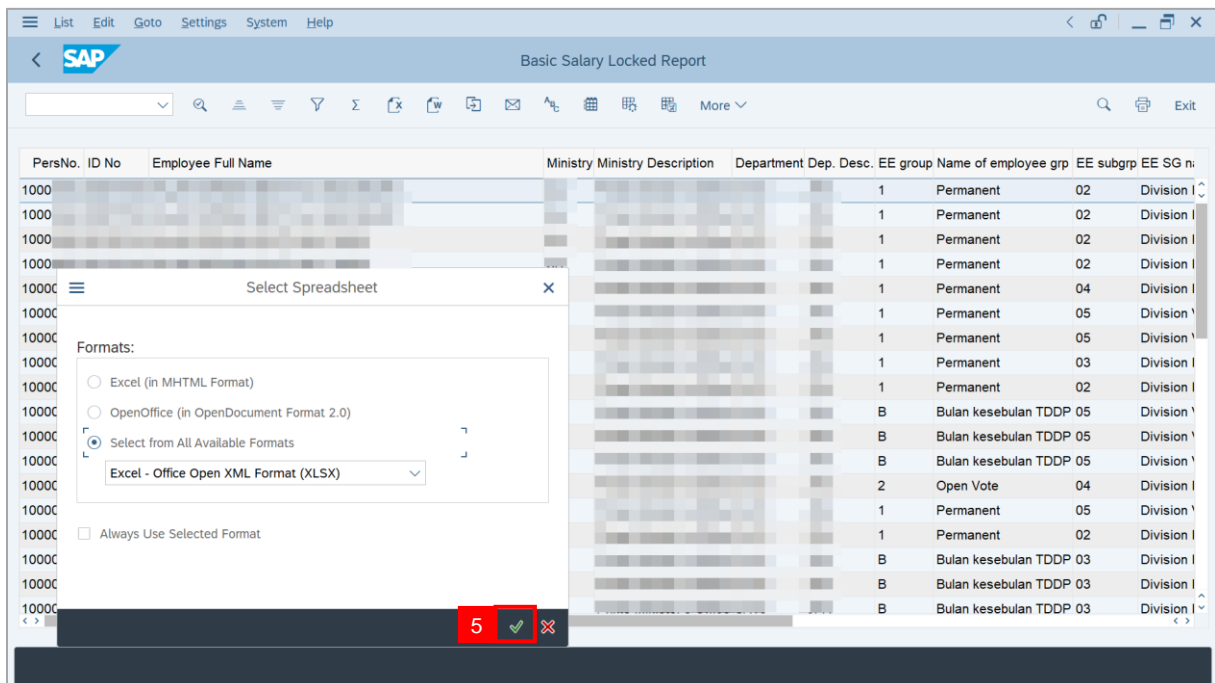
PersNo.	ID No	Employee Full Name	Ministry	Ministry Description	Department	Dep. Desc.	EE group	Name of employee grp	EE subgrp	EE SG n:
10000							1	Permanent	02	Division I
10000							1	Permanent	02	Division I
10000							1	Permanent	02	Division I
10000							1	Permanent	02	Division I
10000							1	Permanent	04	Division I
10000							1	Permanent	05	Division I
10000							1	Permanent	05	Division I
10000							1	Permanent	03	Division I
10000							1	Permanent	02	Division I
10000							B	Bulan kesebulan TDDP	05	Division I
10000							B	Bulan kesebulan TDDP	05	Division I
10000							B	Bulan kesebulan TDDP	05	Division I
10000							2	Open Vote	04	Division I
10000							1	Permanent	05	Division I
10000							1	Permanent	02	Division I
10000							B	Bulan kesebulan TDDP	03	Division I
10000							B	Bulan kesebulan TDDP	03	Division I
10000							B	Bulan kesebulan TDDP	03	Division I

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



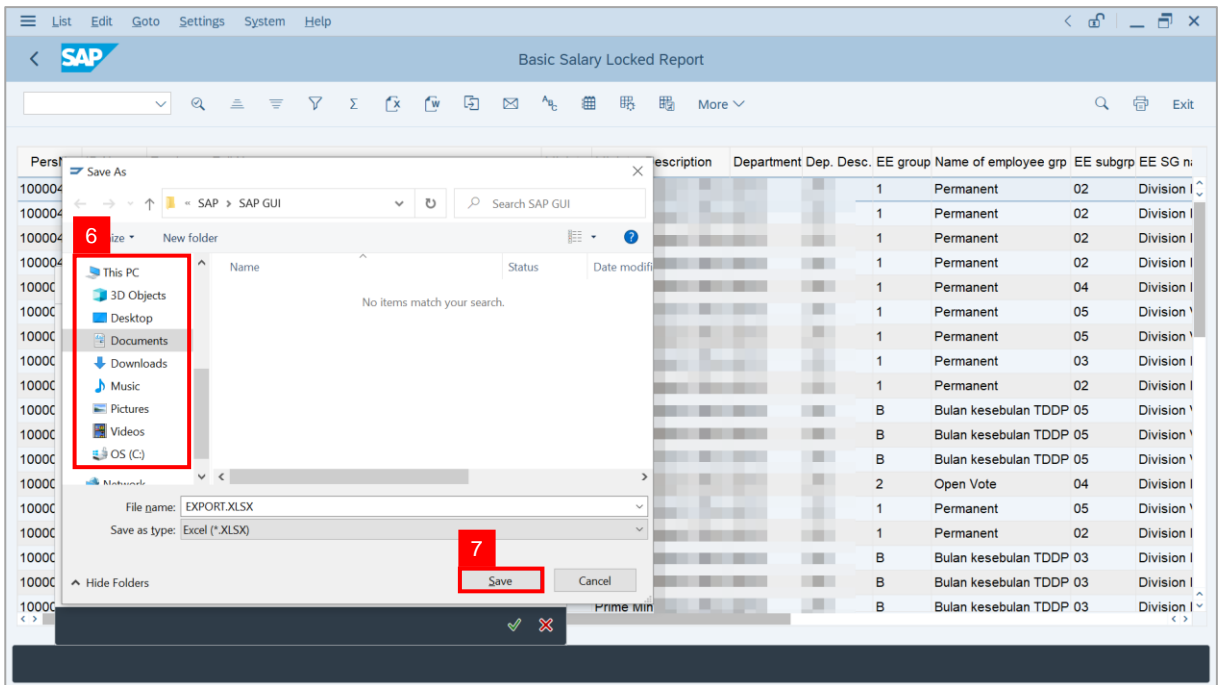
Note: The **Select Spreadsheet** message will be displayed.

5. Click on **Tick** button.



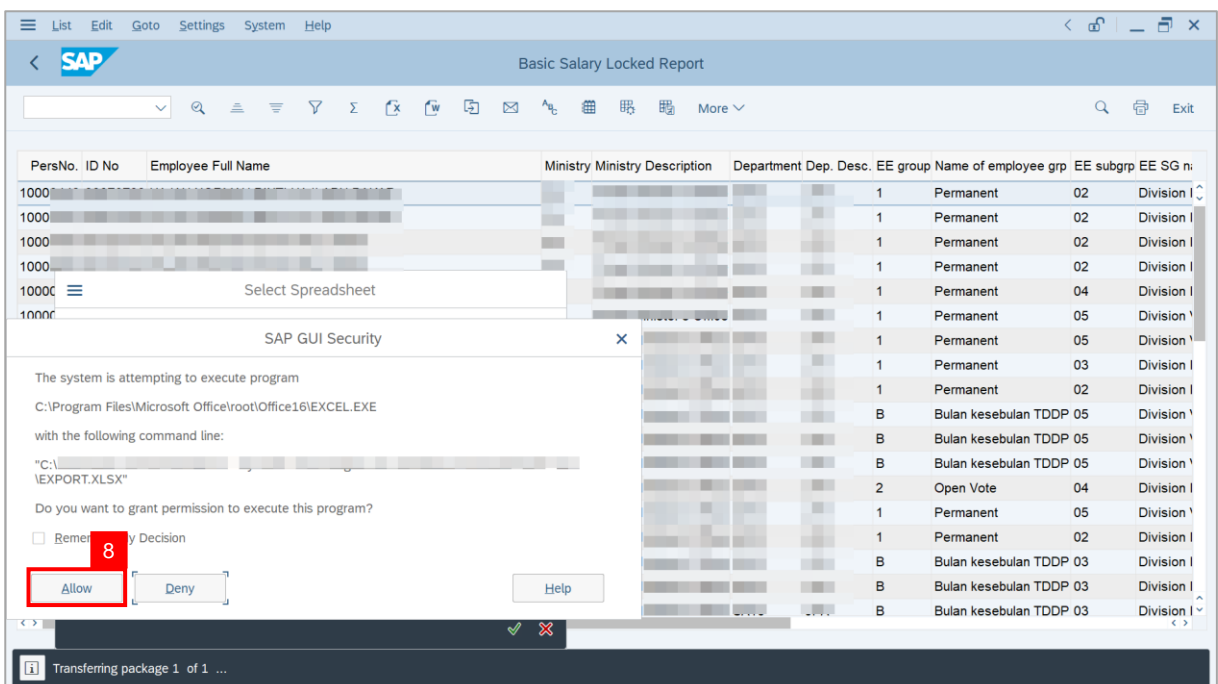
6. Select **File Location**.

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 displays employee data with columns for 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 data is partially obscured by blurring. At the bottom, a download button is visible with the text 'Download 9 KB C: \... \EXPORT.XLSX'.

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

Download 9 KB C: \... \EXPORT.XLSX

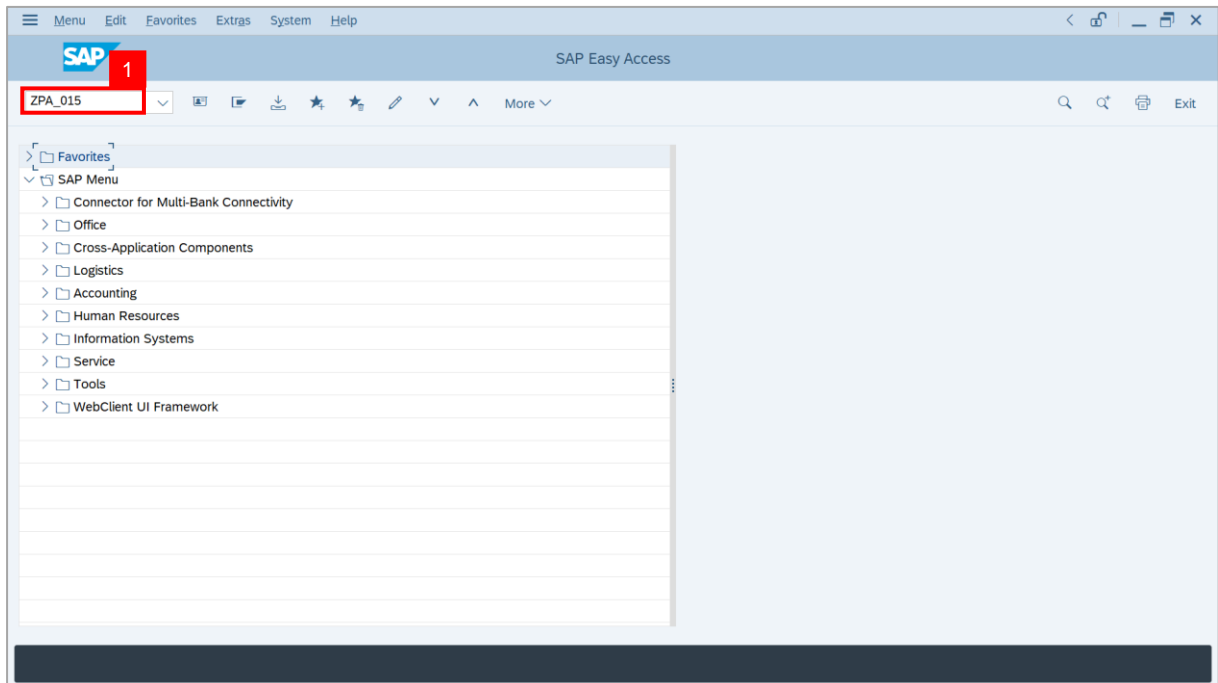
**PROMOTION/
SUBSTANTIVE ACTING
APPLICATION REPORT**

Backend User

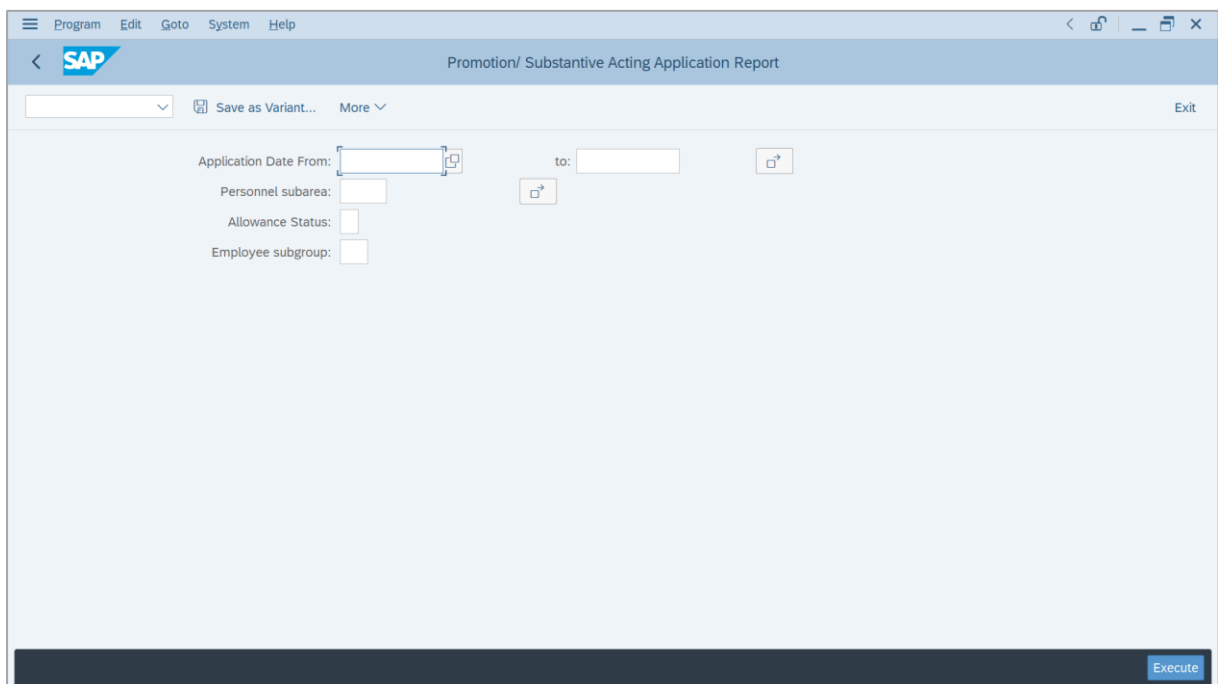
Department Payroll Officer

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

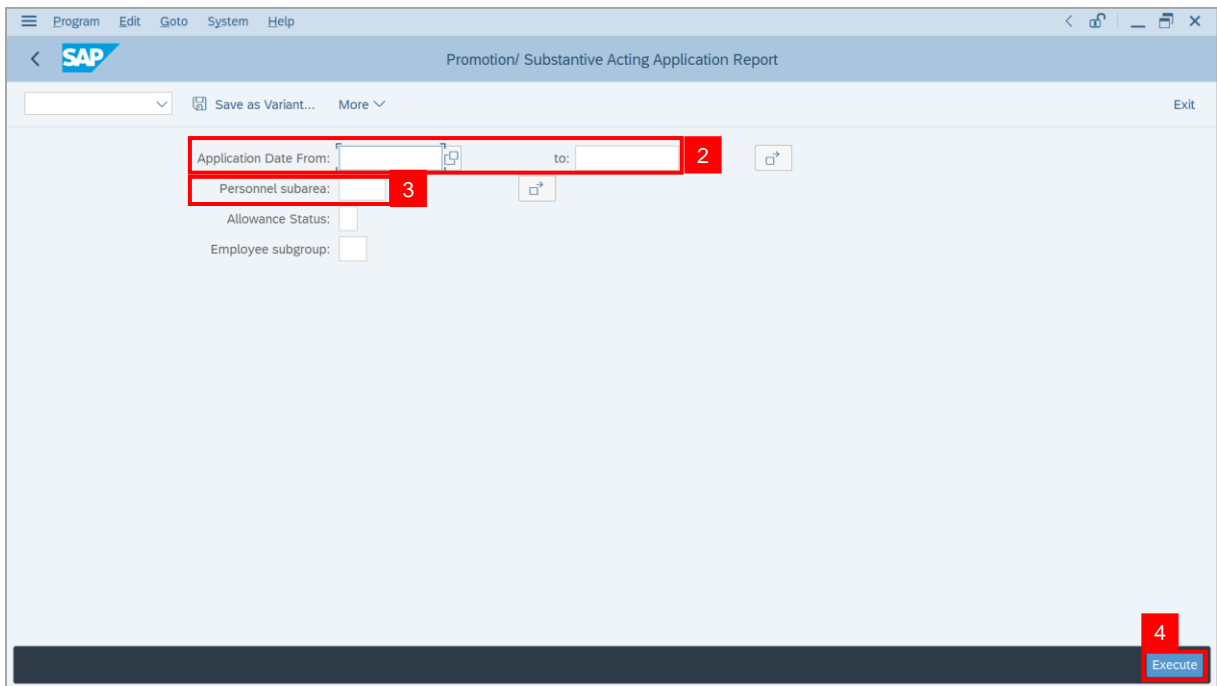
1. Enter **ZPA_015** in the search bar.



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

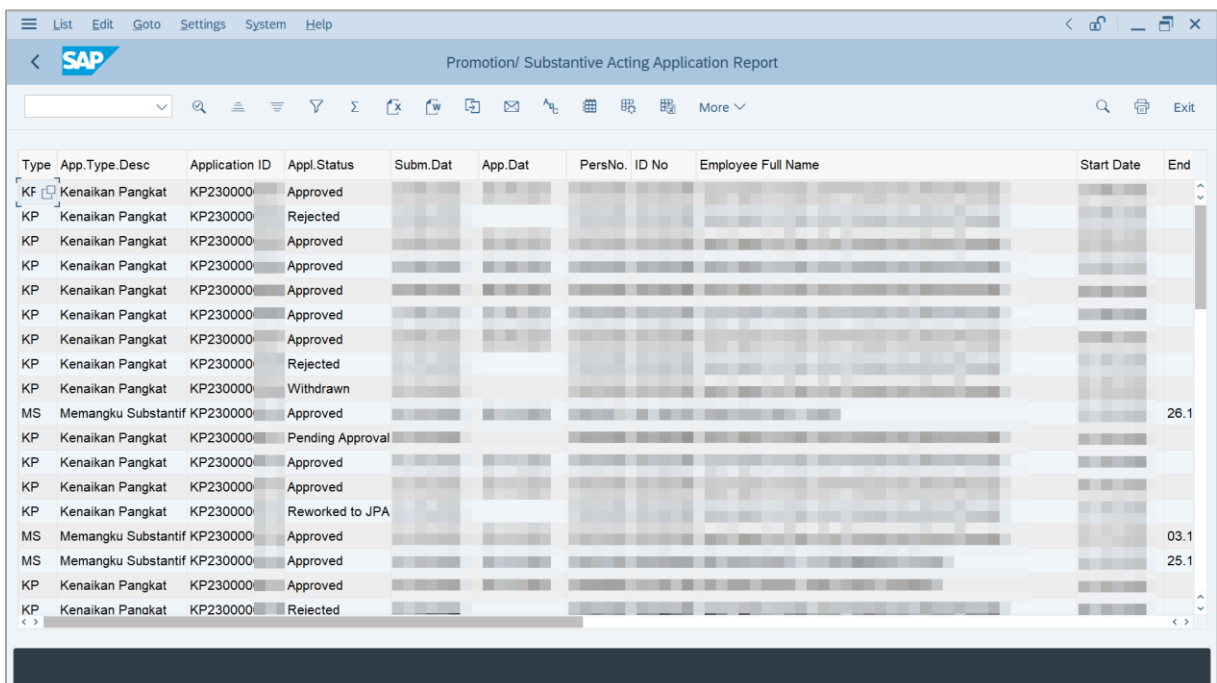


2. Enter **Application Date** of Promotion/Substantive Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report'. The top bar includes 'Program Edit Goto System Help'. 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 and number 2), 'Personnel subarea:' (with a red box and number 3), 'Allowance Status:' (checkbox), and 'Employee subgroup:' (checkbox). At the bottom right, there is an 'Execute' button (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 for the 'Promotion/ Substantive Acting Application Report' table. The top bar includes 'List Edit Goto Settings System Help'. Below the title bar, there are various icons for filtering and sorting. 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 table contains multiple rows of data, including 'Kenaikan Pangkat' and 'Memangku Substantif' entries.

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							

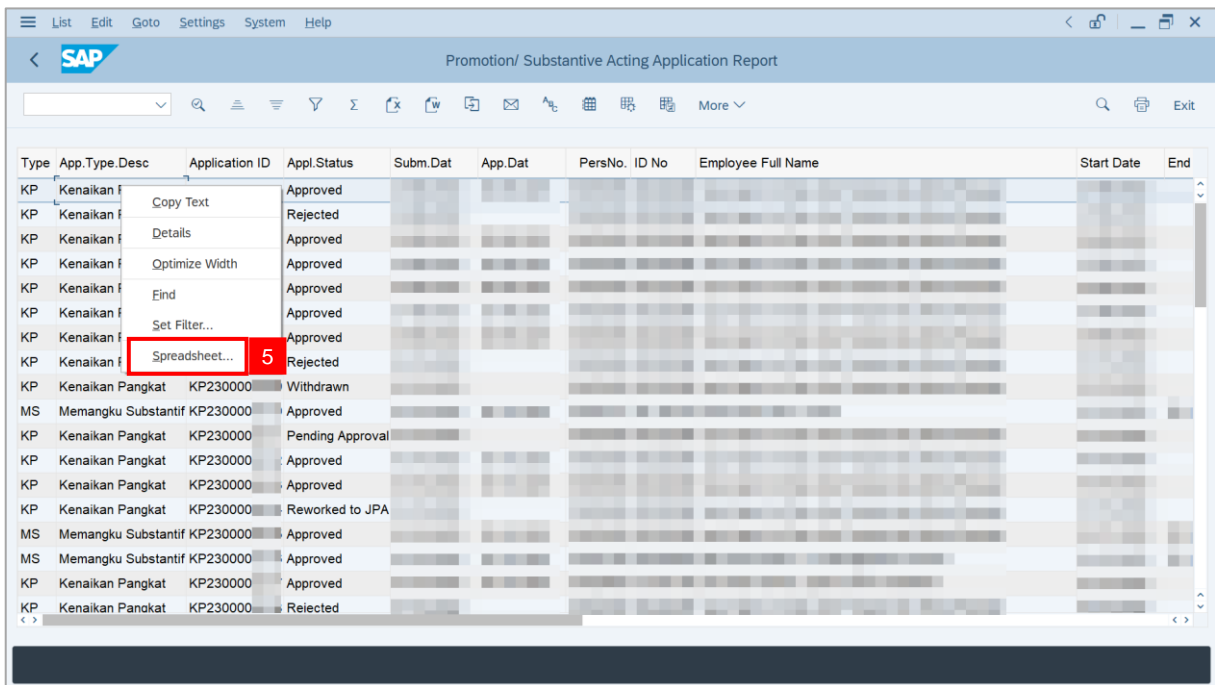


Note: This report assists **Department Payroll Clerk** and **Department Payroll Officer** to identify **backdated salary increment**.

- 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**.

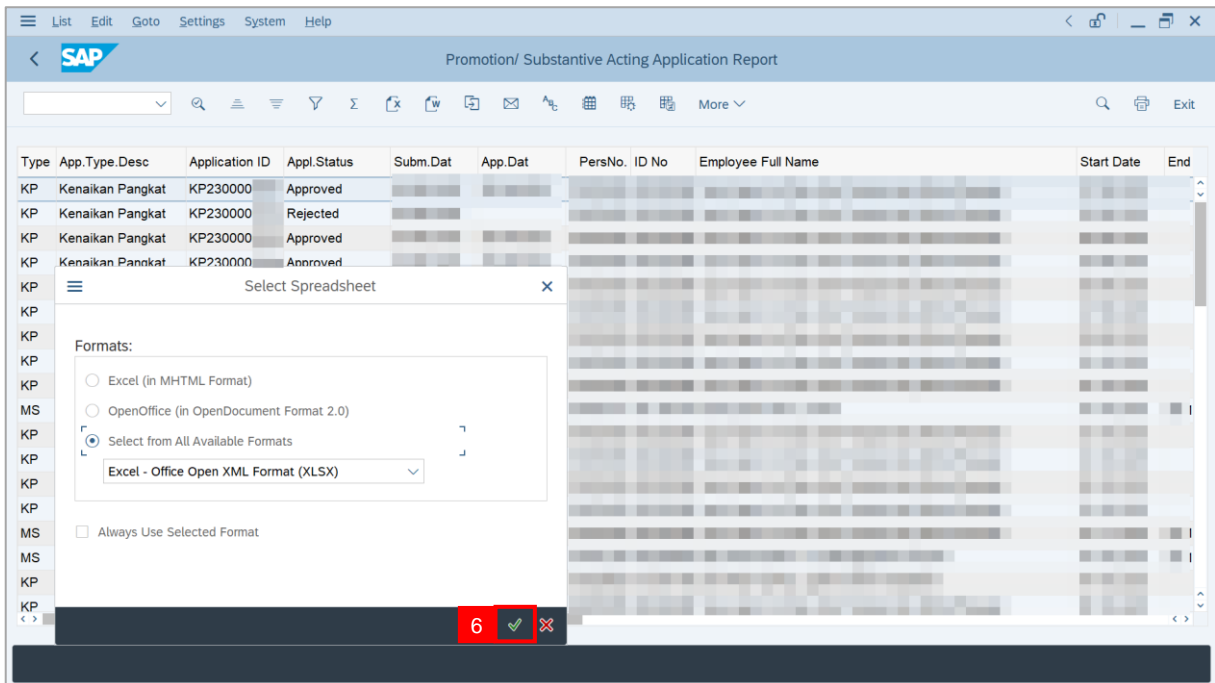
Type	App.Type.Desc	Application ID	Appl.Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KF	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan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



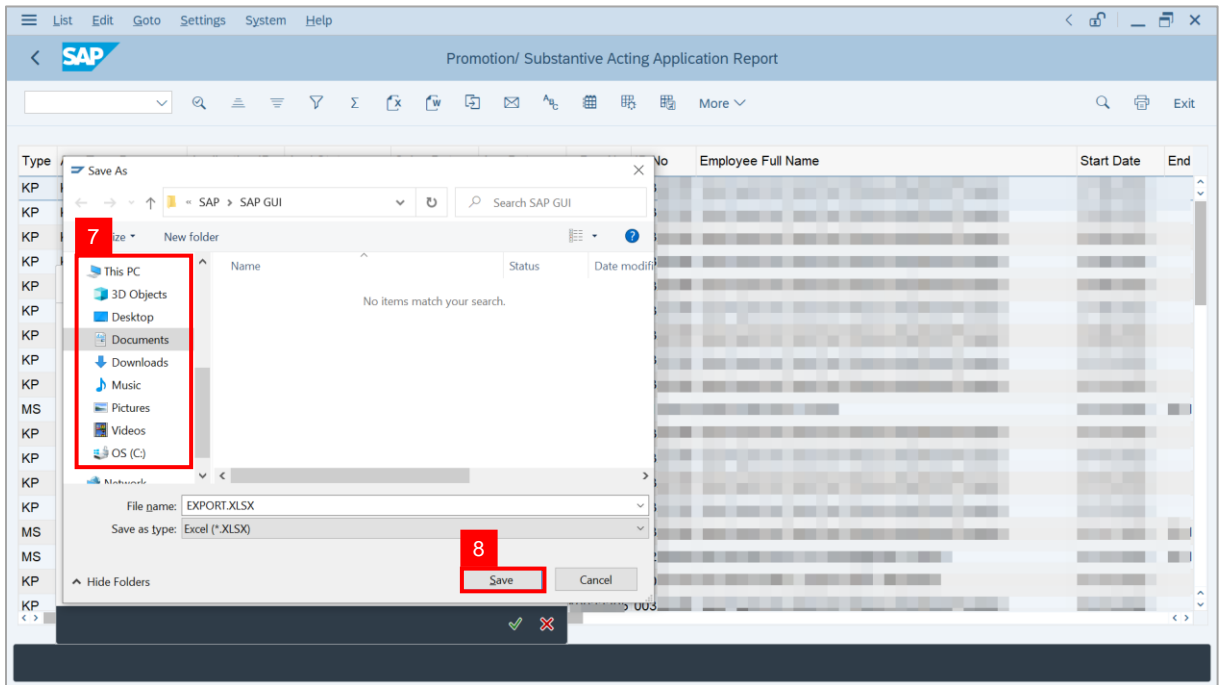
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



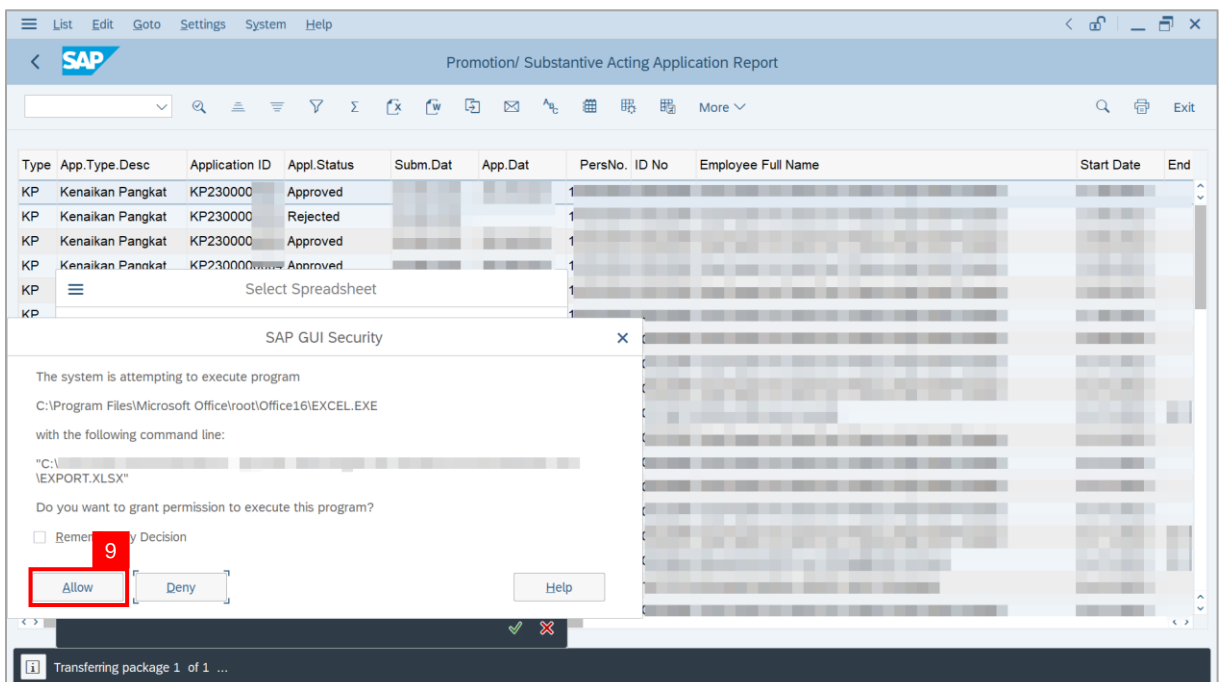
7. Select **File Location**.

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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