SISTEM SUMBER MANUSIA

User Guide

For SPA Approver

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0

Sistem Sumber Manusia - Promotion / Substantive Acting

INTRODUCTION

This user guide acts as a reference for **SPA Approver (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**.
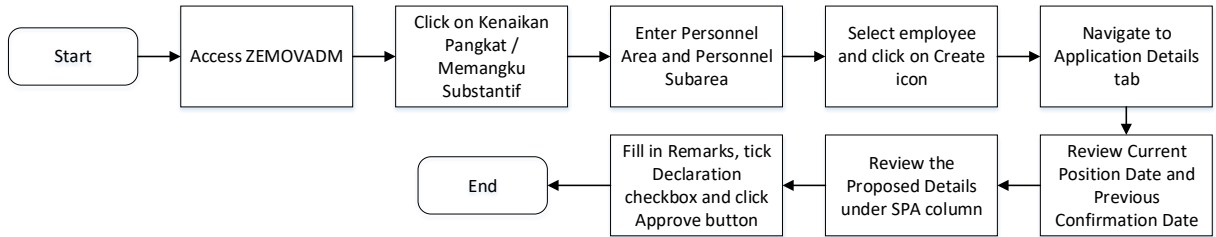
Table of Content

Process Overview

Approve Application

```
Start → Access ZEMOVADM → Click on Kenaikan Pangkat / Memangku Substantif → Enter Personnel Area and Personnel Subarea → Select employee and click on Create icon → Navigate to Application Details tab
→ Review Current Position Date and Previous Confirmation Date → Review the Proposed Details under SPA column → Fill in Remarks, tick Declaration checkbox and click Approve button → End
```

Rework Application

```
Start → Access ZEMOVADM → Click on Kenaikan Pangkat / Memangku Substantif → Enter Personnel Area and Personnel Subarea → Select employee and click on Create icon → Navigate to Application Details tab
→ Review Current Position Date and Previous Confirmation Date → Review the Proposed Details under SPA column → Fill in Remarks, tick Declaration checkbox and click Rework button → End
```

Reject Application

```
Start → Access ZEMOVADM → Click on Kenaikan Pangkat / Memangku Substantif → Enter Personnel Area and Personnel Subarea → Select employee and click on Create icon → Navigate to Application Details tab
→ Review Current Position Date and Previous Confirmation Date → Review the Proposed Details under SPA column → Fill in Remarks, tick Declaration checkbox and click Reject button → End
```

Promotion / Substantive Acting Application Report

```
Start → Access ZPA_015 → Enter Application Date and Personnel subarea → Click right button on the Mouse and select 'Spreadsheet' → Click on Tick button → Select File Location and click Save button
→ Click on Allow button → End
```

Sistem Sumber Manusia - Promotion / Substantive Acting

APPROVE APPLICATION	Backend User
	SPA Approver

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**.

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.

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

6. Select an employee with **Application Status** – **'Pending Approval'** and click on **Radio** button.

7. Click on **Change** icon.

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

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

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

10. Review and amend **Proposed** *Kenaikan Pangkat / Memangku Subtantif* **Details** under **SPA** column, if required.
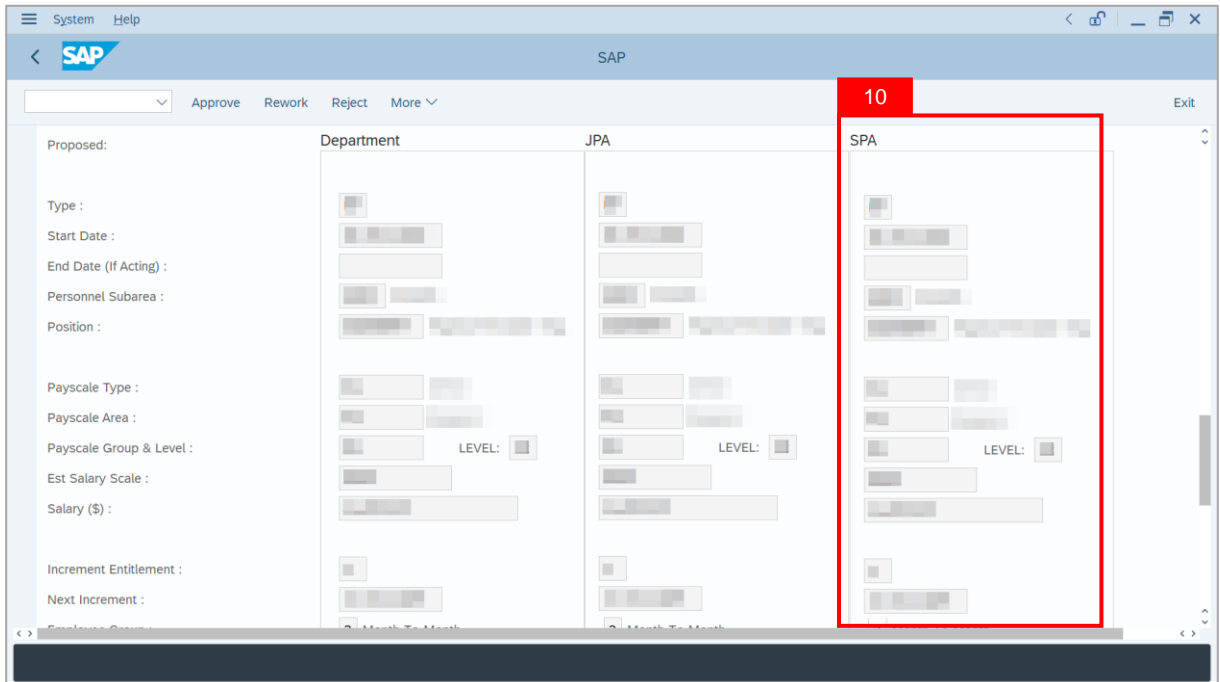
Note (i): For **Promotion** application, **SPA Approver** is expected to ensure the proposed *Subarea*, *Position*, *Payscale Type*, *Payscale Area*, *Payscale Group & Level*, *Established Salary Scale*, *Increment Entitlement*, *Next Increment*, *Employee Group* and *Employee Subgroup* is correct for promoting employee.
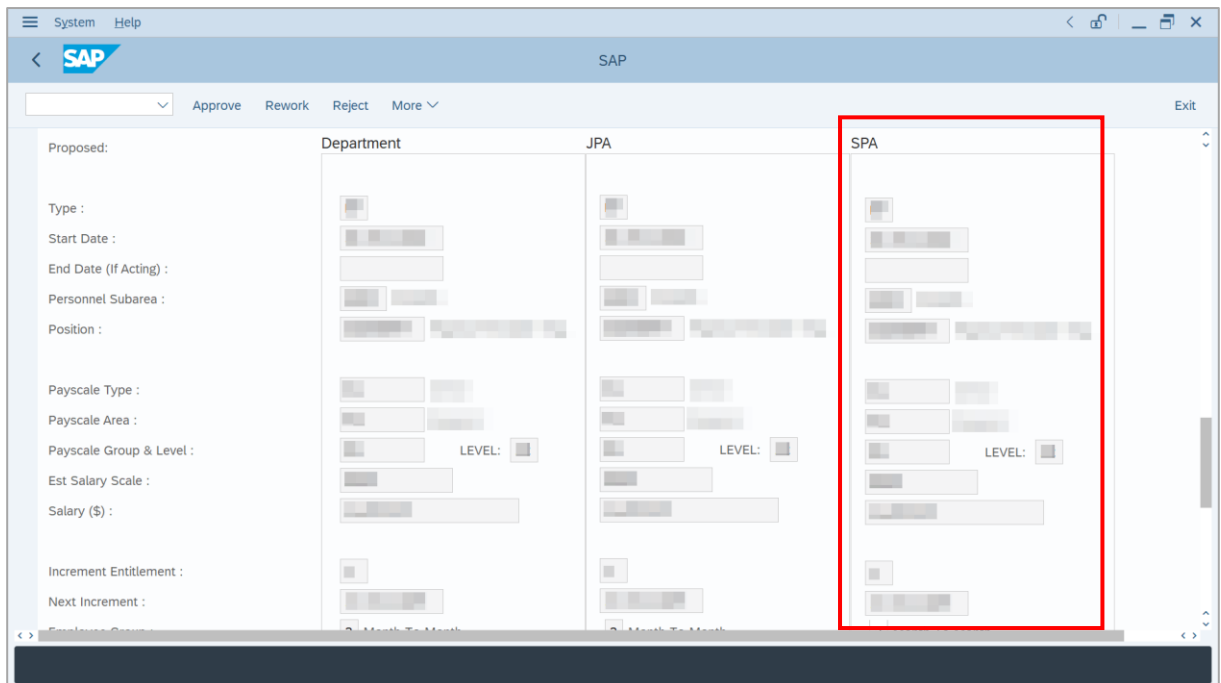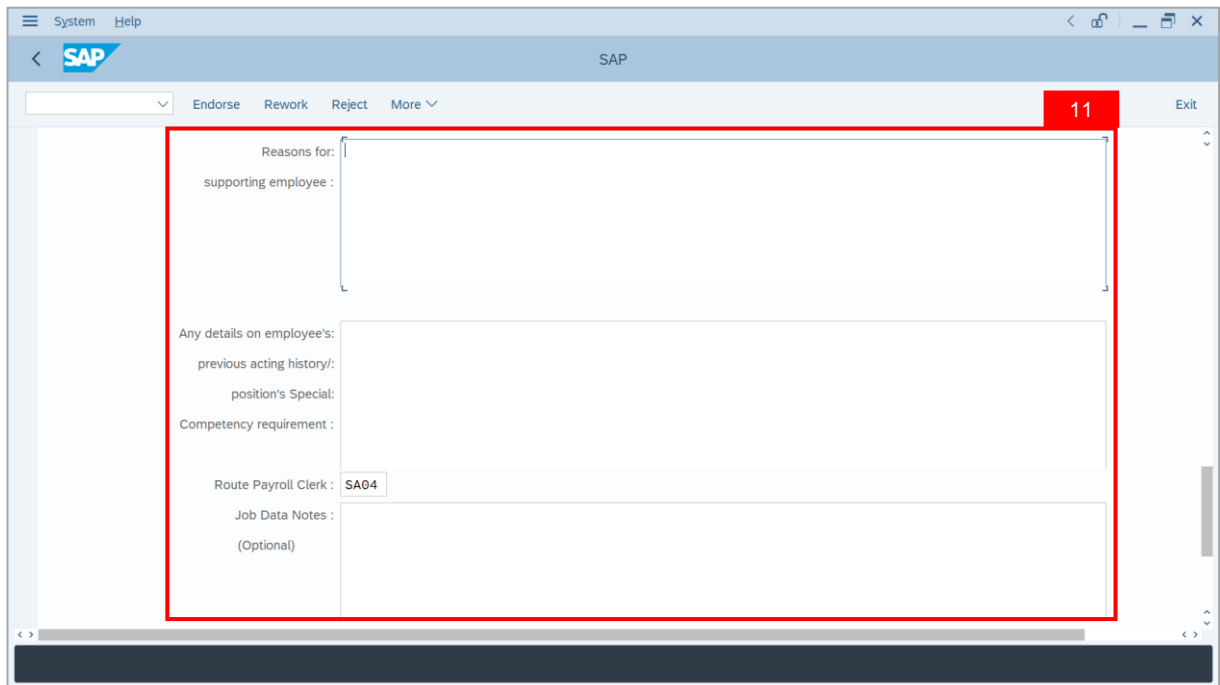
Note (ii): For **Substantive Acting** application, **SPA Approver** is expected to ensure that *Subarea*, *Position*, *Payscale Type*, *Payscale Area*, *Payscale Group & Level*, *Established Salary Scale*, *Increment Entitlement*, *Next Increment*, *Employee Group* and *Employee Subgroup* *are* correct for supporting employee to perform substantive acting.

The entered Salary information (*Payscale Type*, *Payscale Area*, *Payscale Group & Level*, *Established Salary Scale*) is expected to be the starting salary of the position for acting allowance calculation.

Information approved by **SPA** is considered final and system will update employee's data such as promotion/substantive acting start date, salary for promotion, or employee subgroup (i.e., division level) to promote employee.

11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.

12. Navigate to **Document Upload** tab.

13. Select **Attachment** and click on **Radio** button.

14. Click **View** button to download **Attachment**.

Note: **SPA Approver** can choose to download **Attachment** and/or **SPA Attachment**.
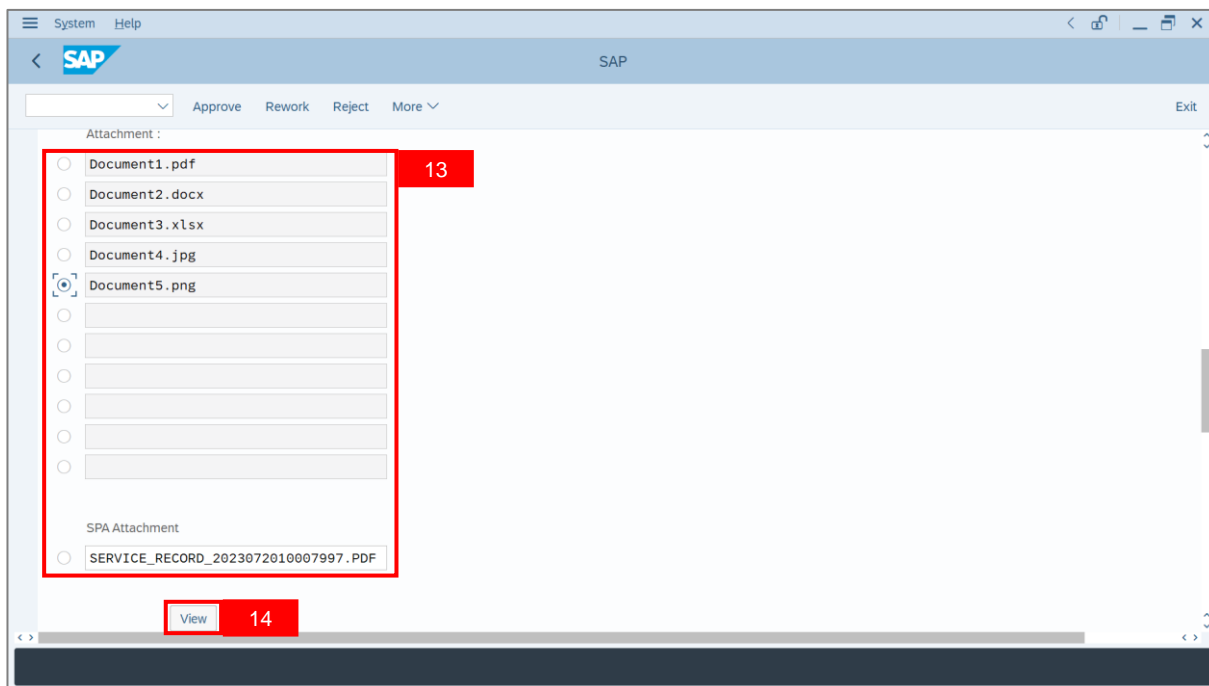
15. Navigate to **JPA/SPA Document** tab to download **Attachment** between **JPA Endorser**

and/or **SPA Approver** only.

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

17. Tick on **Declaration** checkbox.

18. Click on **Approve** button.

Outcome: The **Application** has successfully been approved.
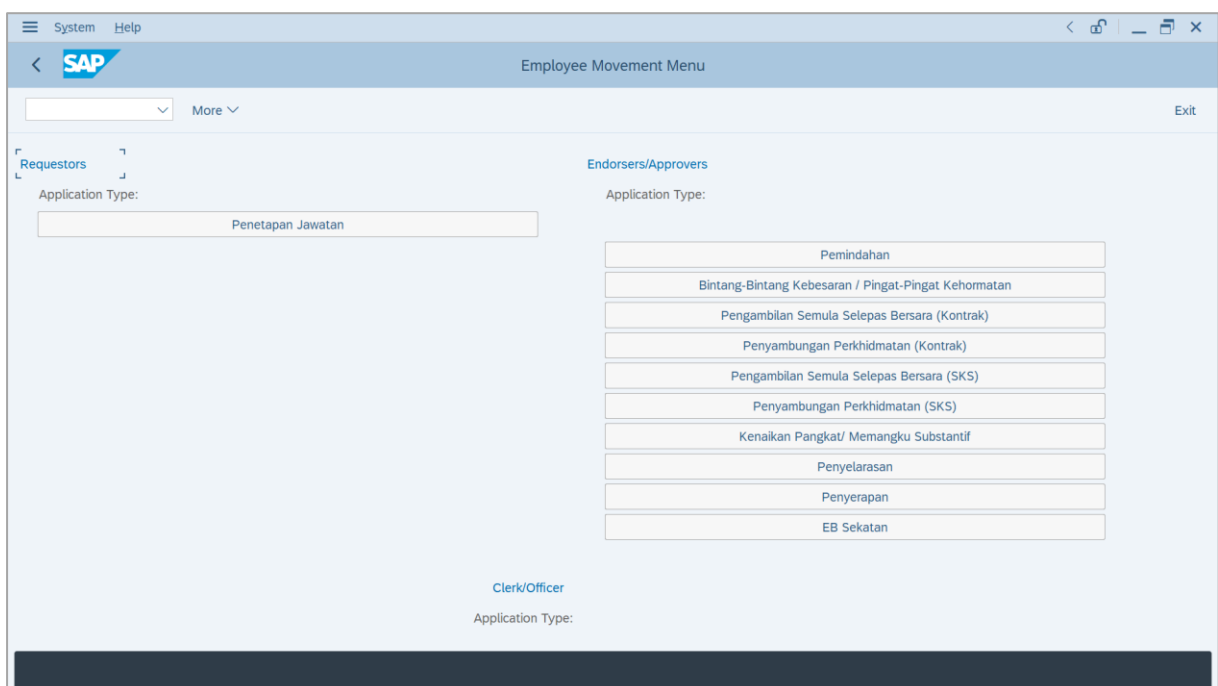
REWORK APPLICATION	**Backend User**
	SPA Approver

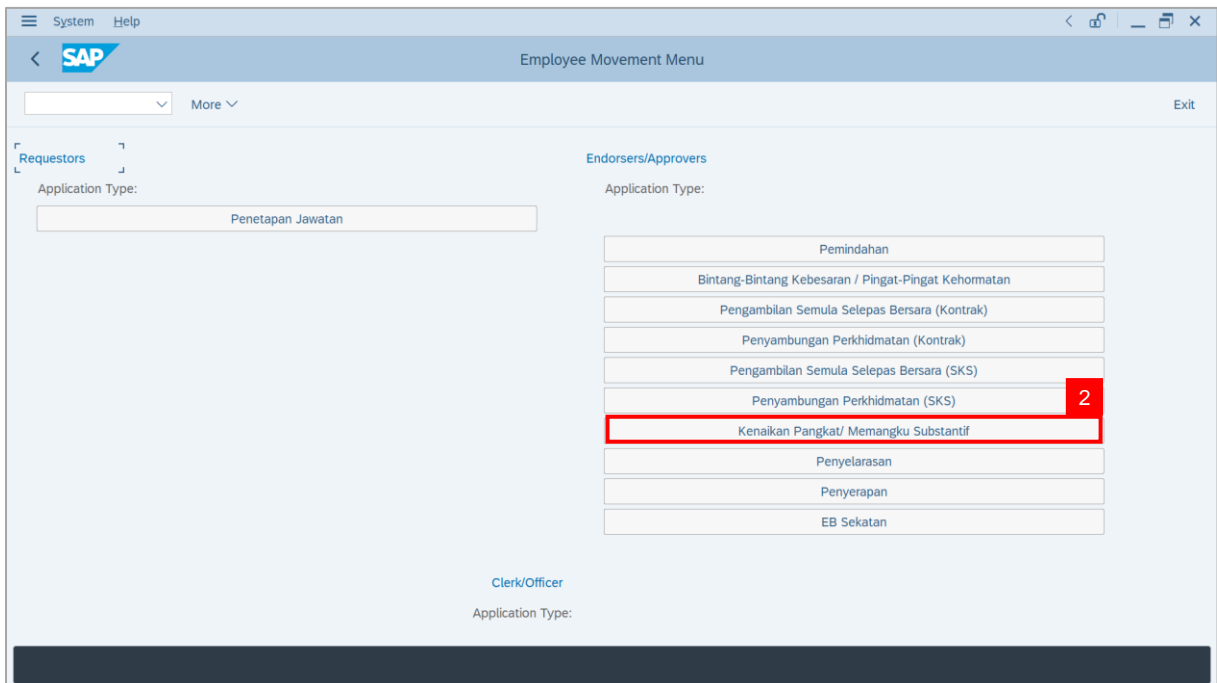Log into SAP GUI (Back End) and proceed with the following steps.

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

Note: Employee Movement Menu page will be displayed.

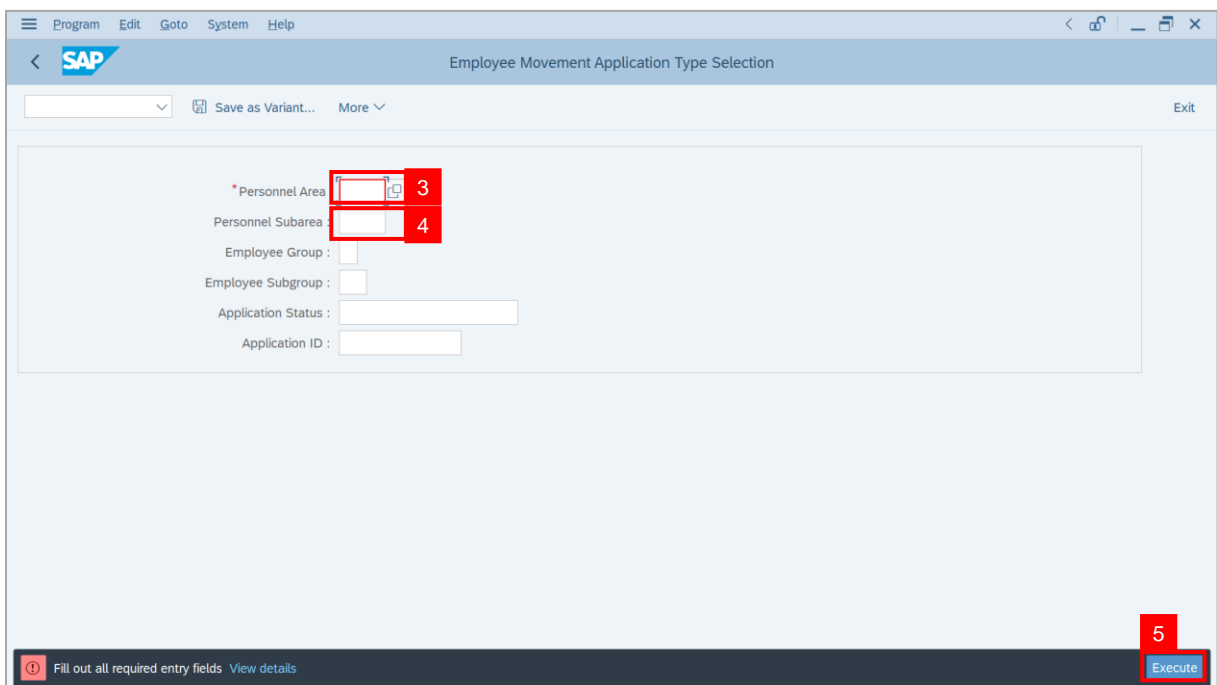2. Click on **Kenaikan Pangkat / Memangku Substantif**.

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.

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

6. Select an employee with **Application Status** – **'Pending Approval'** and click on **Radio** button.

7. Click on **Change** icon.

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

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

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

10. Review **Proposed** *Kenaikan Pangkat / Memangku Subtantif* **Details** under **SPA**
column, if required.

11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.

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

13. Tick on **Declaration** checkbox.

14. Click on **Rework** button.

Outcome: The **Application** has successfully been reworked to **JPA Endorser**.

Sistem Sumber Manusia - Promotion / Substantive Acting

| REJECT APPLICATION	**Backend User**
	SPA Approver

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**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea**.

5. Click on **Execute** button.

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

6. Select an employee with **Application Status** – **'Pending Approval'** and click on **Radio**

button.

7. Click on **Change** icon.

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

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

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

10. Review **Proposed** *Kenaikan Pangkat / Memangku Subtantif* **Details** under **SPA** column, if required.

11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.

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

13. Tick on **Declaration** checkbox.

14. Click on **Reject** button.

Outcome: The **Application** has successfully been rejected.

Sistem Sumber Manusia - Promotion / Substantive Acting

PROMOTION/ SUBSTANTIVE ACTING APPLICATION REPORT	Backend User
	SPA Approver

Log into SAP GUI (Back End) and proceed with the following steps.
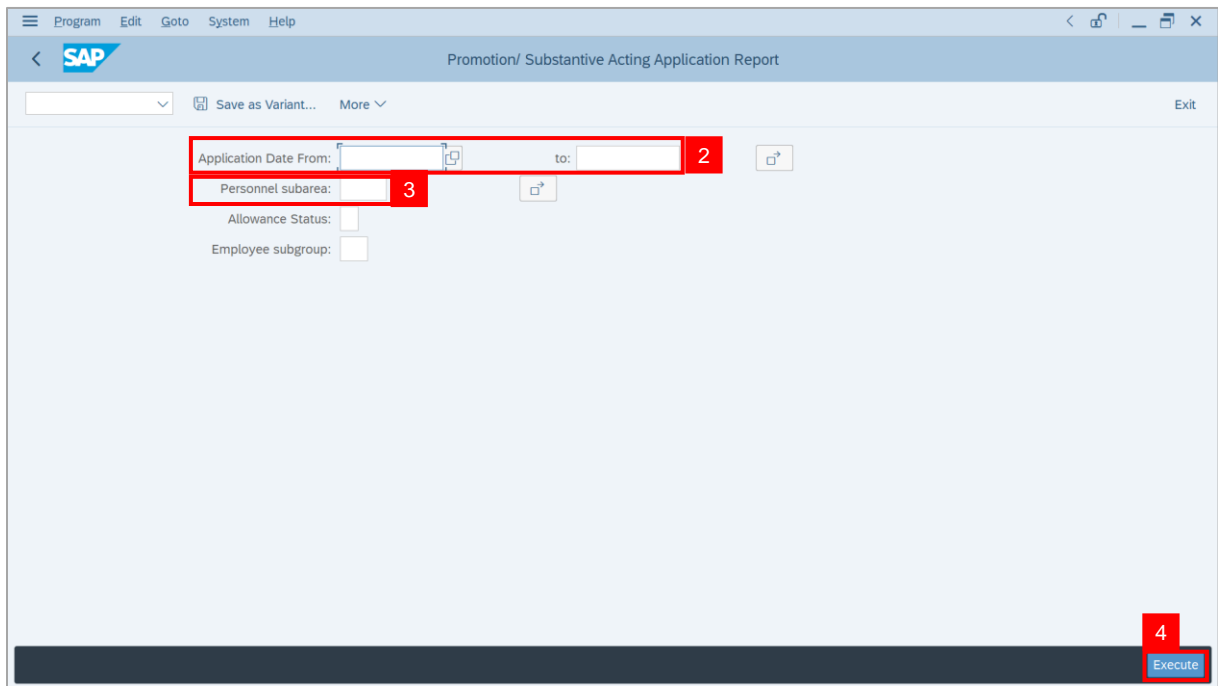
1. Enter **ZPA_015** in the search bar.
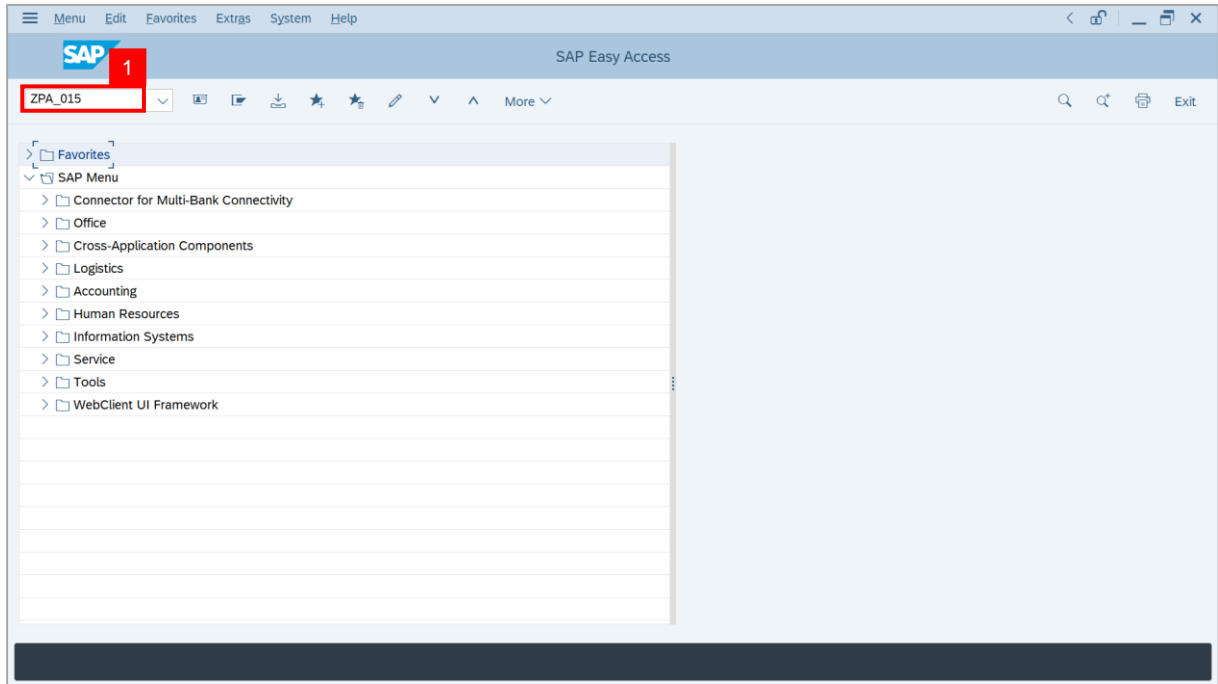
Note: The **Promotion / Substantive Acting Application Report** page will be displayed.
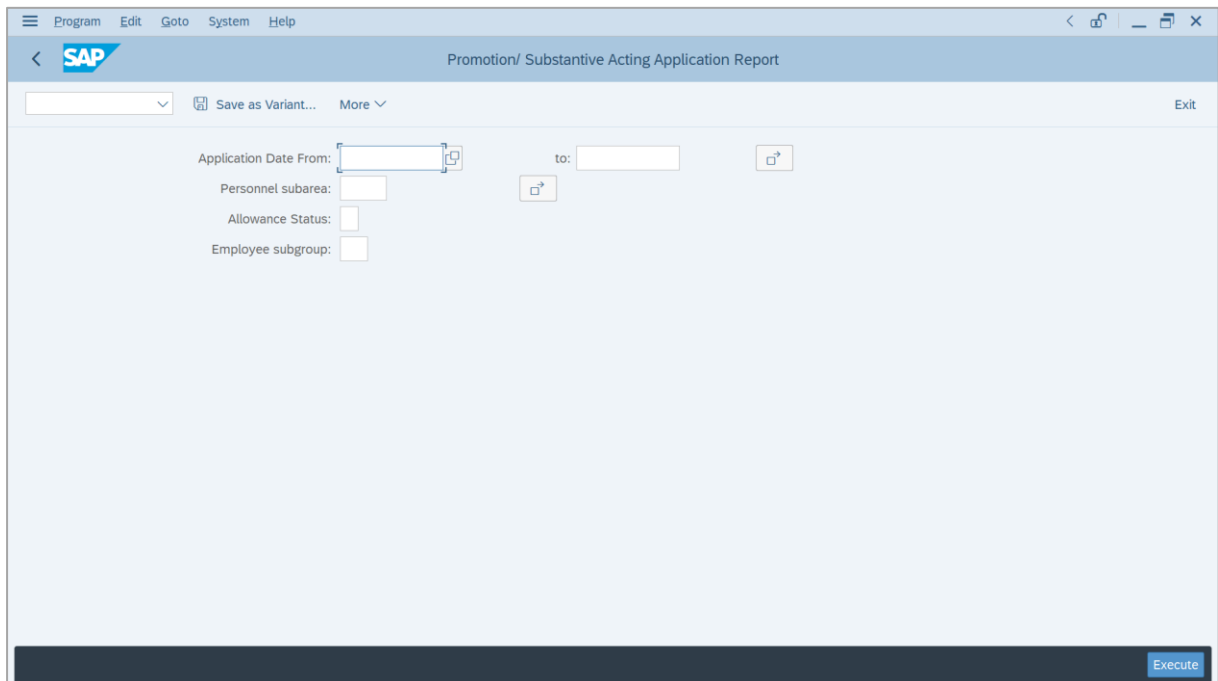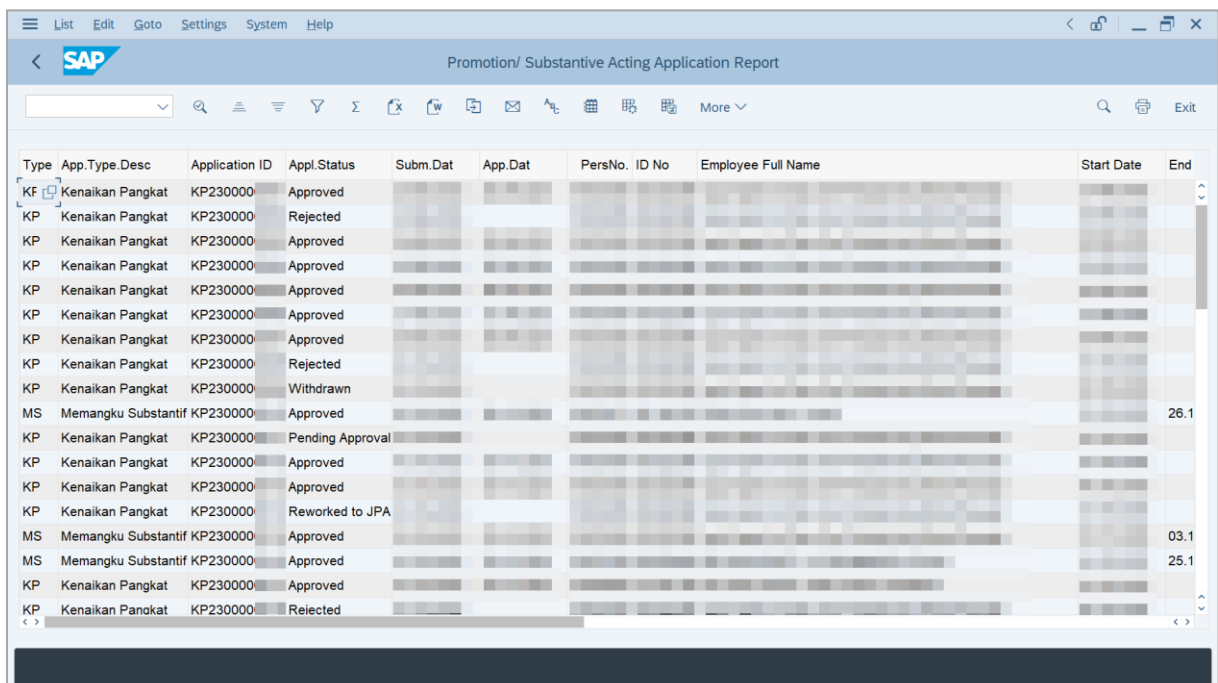
2. Enter **Application Date** of Promotion/Substantive Acting.

3. Enter **Personnel subarea**.

4. Click on **Execute** button.

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

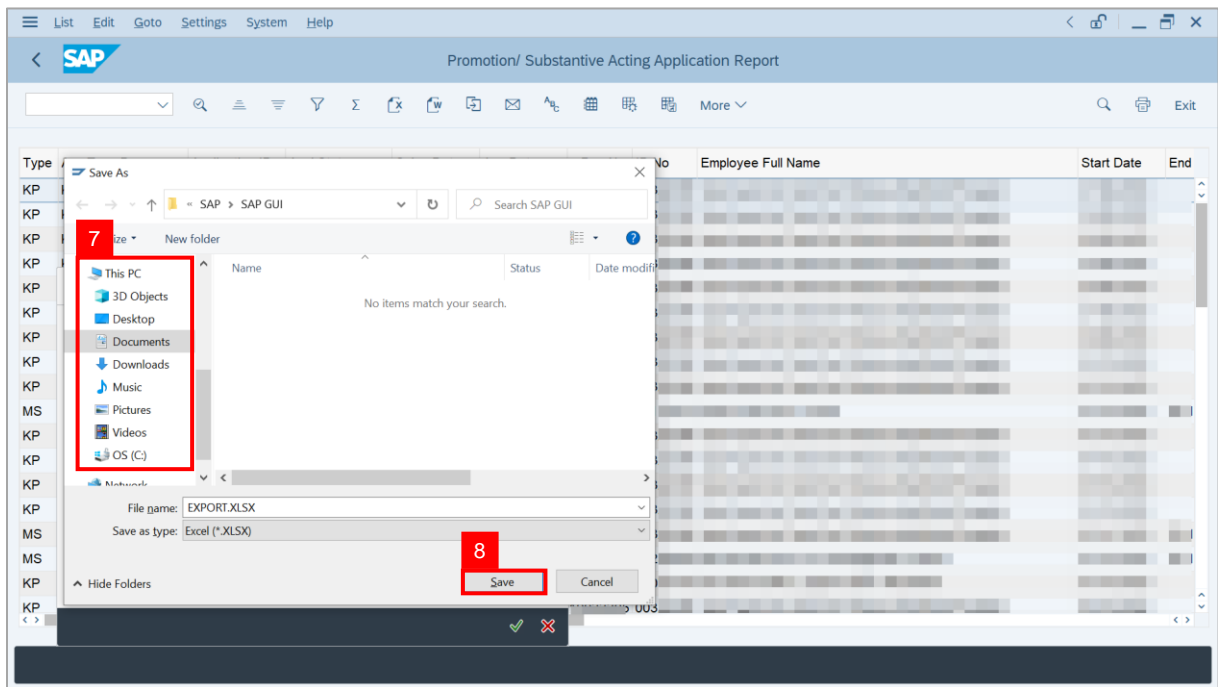5. Click the right button on the **Mouse** and select **'Spreadsheet'.**
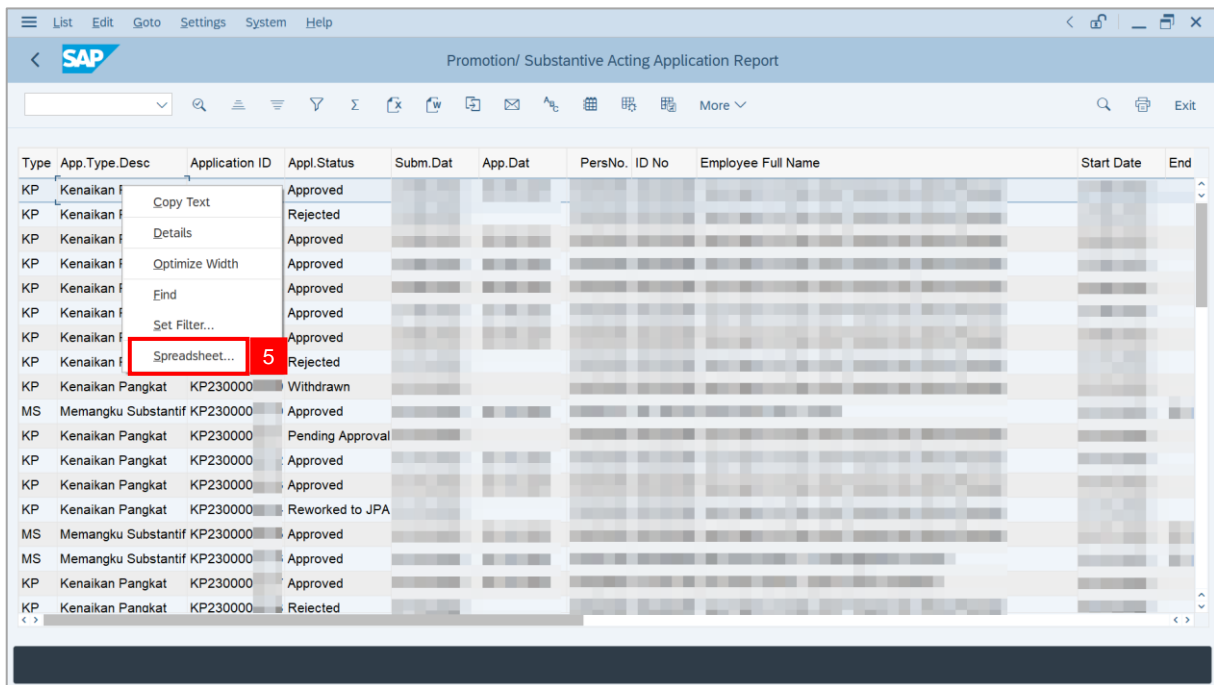
Note: The **Select Spreadsheet** message will be displayed.
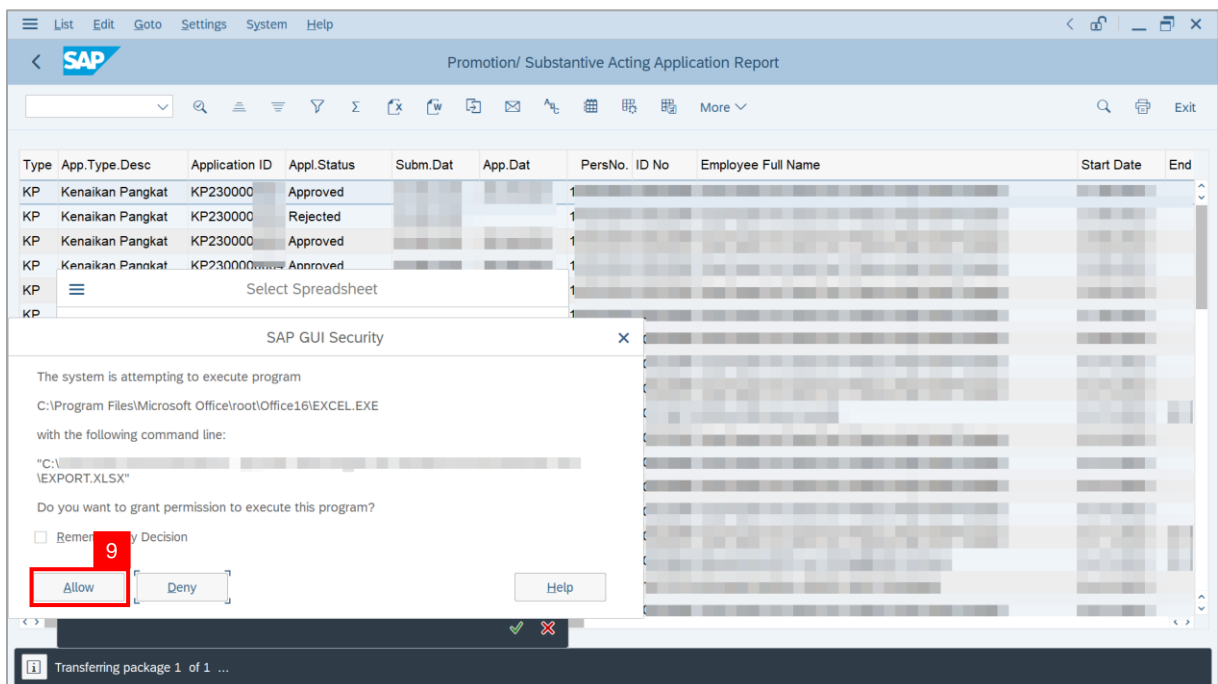
6. Click on **Tick** button.
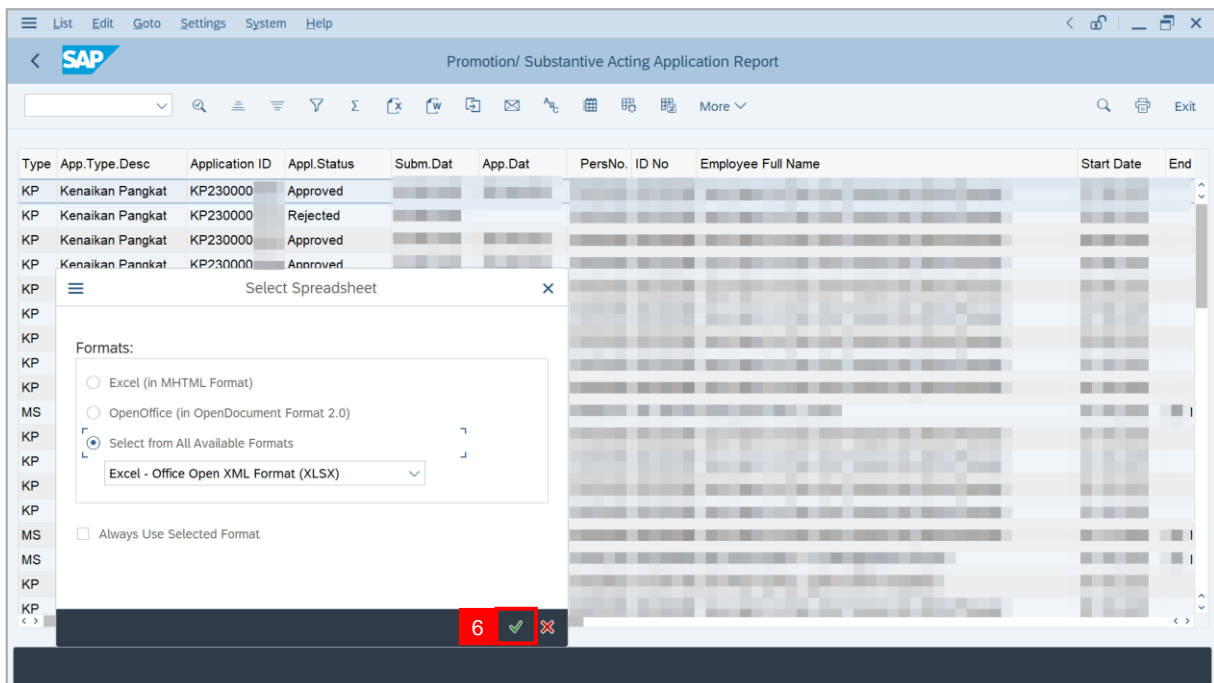
7. Select **File Location**.

8. Click on **Save** button.

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

9. Click on **Allow** icon.

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