SISTEM SUMBER MANUSIA

User Guide

Rehire after Retirement (SKS)

for Back End User (SAP GUI)

Role: JPA Endorser

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Rehire after Retirement (SKS) module**. In this user guide, it will show the users on how to:

1. View Notification via Front-End (FIORI)
2. Endorse Rehire after Retirement Application
3. Edit and Endorse Rehire after Retirement Application
4. Rework or Reject Rehire after Retirement Application
5. Generate Application Type Report

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 (www.ssm.gov.bn)
ESS	Employee Self Service
MSS	Manager Self Service

FURTHER ASSISTANCE

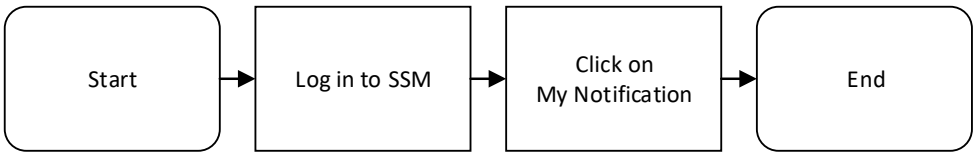
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

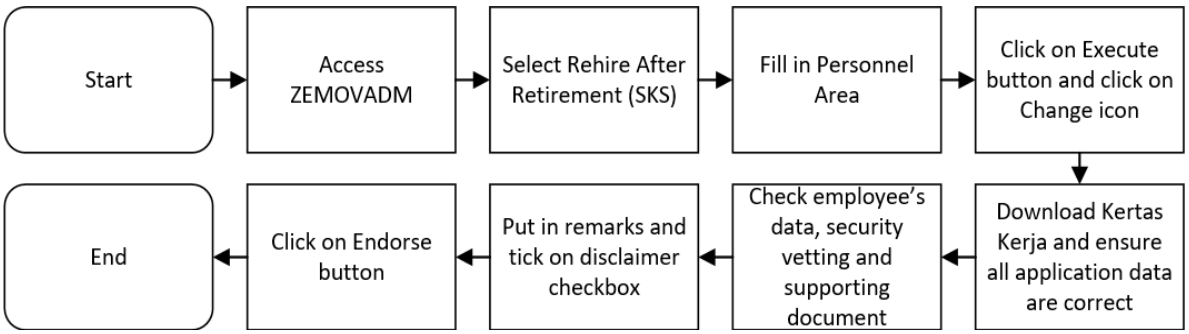
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
NOTIFICATION	
View Notification via Front-End (FIORI)	5
MAINTAIN APPLICATION – Rehire after Retirement Application	
Endorse Rehire after Retirement Application	7
Edit and Endorse Rehire after Retirement Application	14
Reject / Rework Rehire after Retirement Application	20
REPORT	
Generate Application Type Report	23

Process Overview

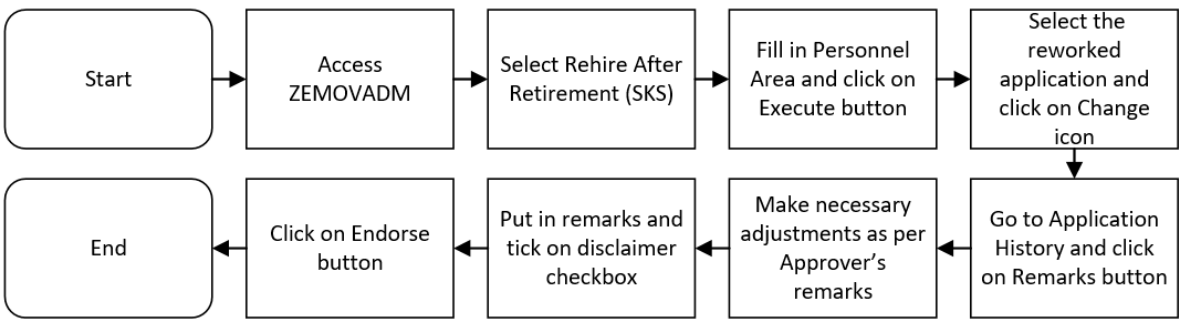
View Notification via Front-End (FIORI)



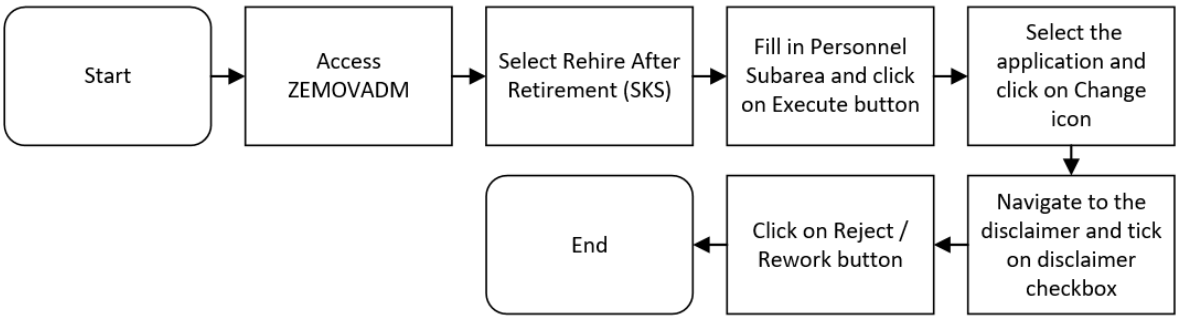
Endorse Rehire after Retirement (SKS) Application



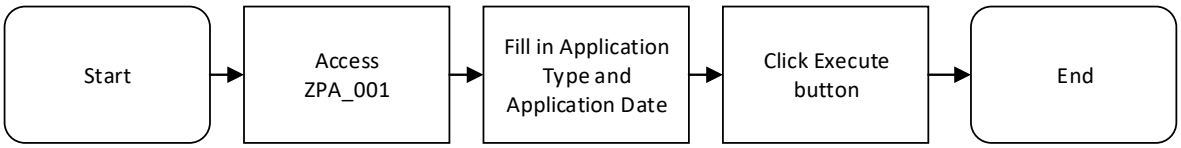
Edit and Endorse Rehire after Retirement (SKS) Application



Rework or Reject Rehire after Retirement (SKS) Application



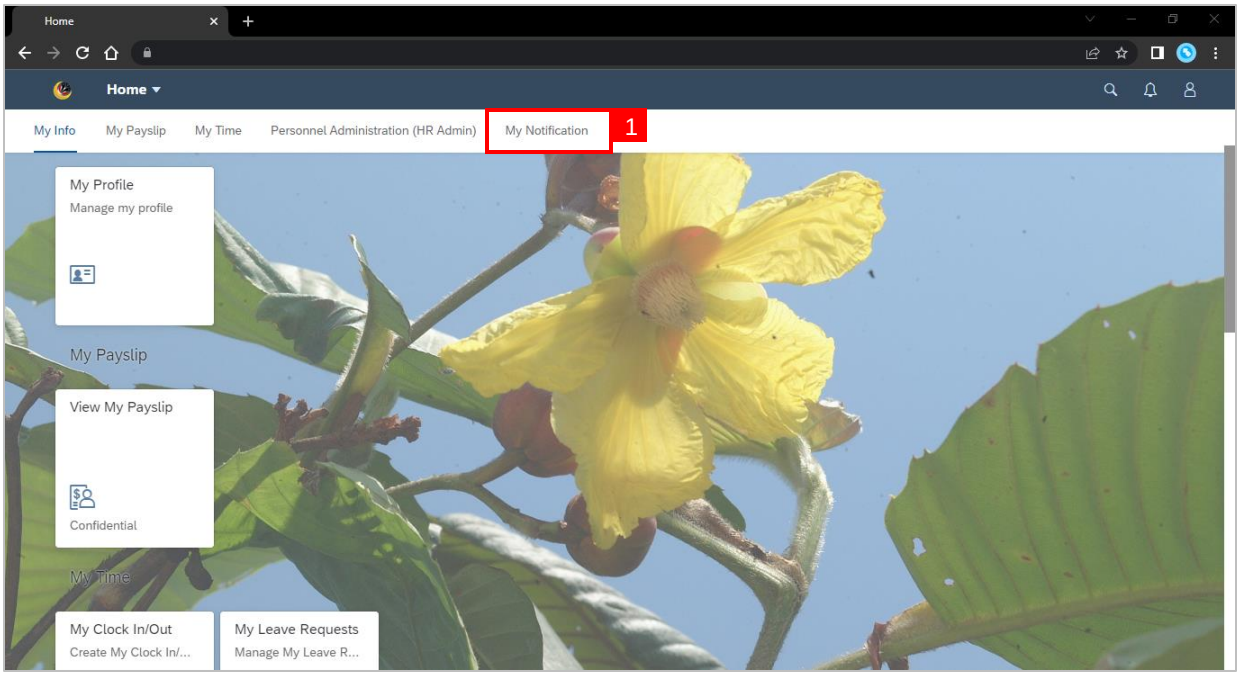
Generate Application Type Report



VIEW NOTIFICATION VIA FRONT END	Front-End User
	JPA Endorser

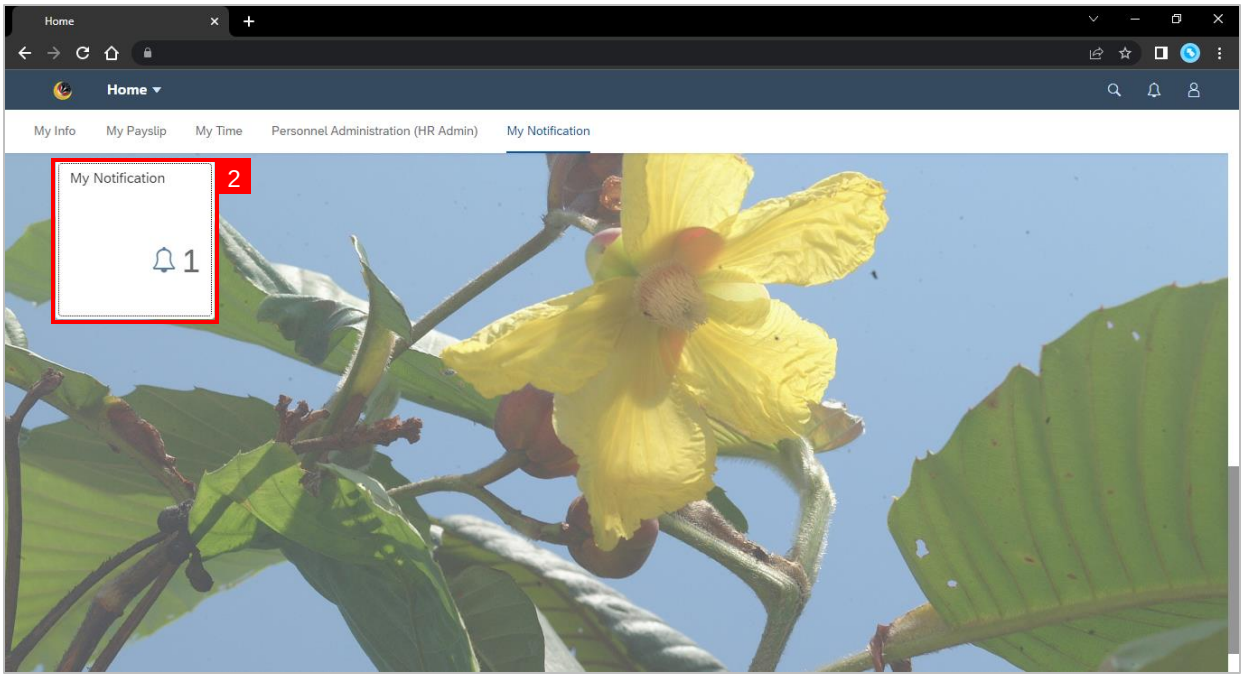
Log **into SSM (Front-End)** and proceed with the following steps.

1. Navigate to **My Notification** tab and click on it.



2. Click on **My Notification** tile.

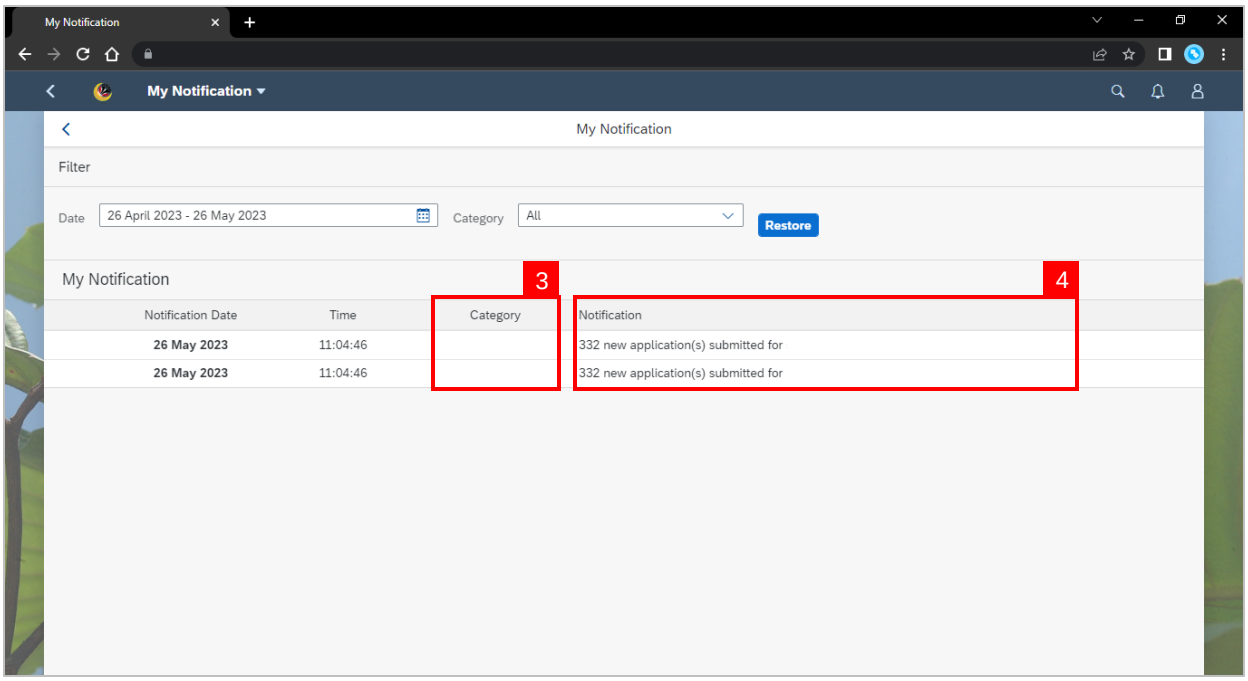
Note: The number shown on the tile indicates the total number of unread notification(s).



Outcome: My Notification page will be displayed.

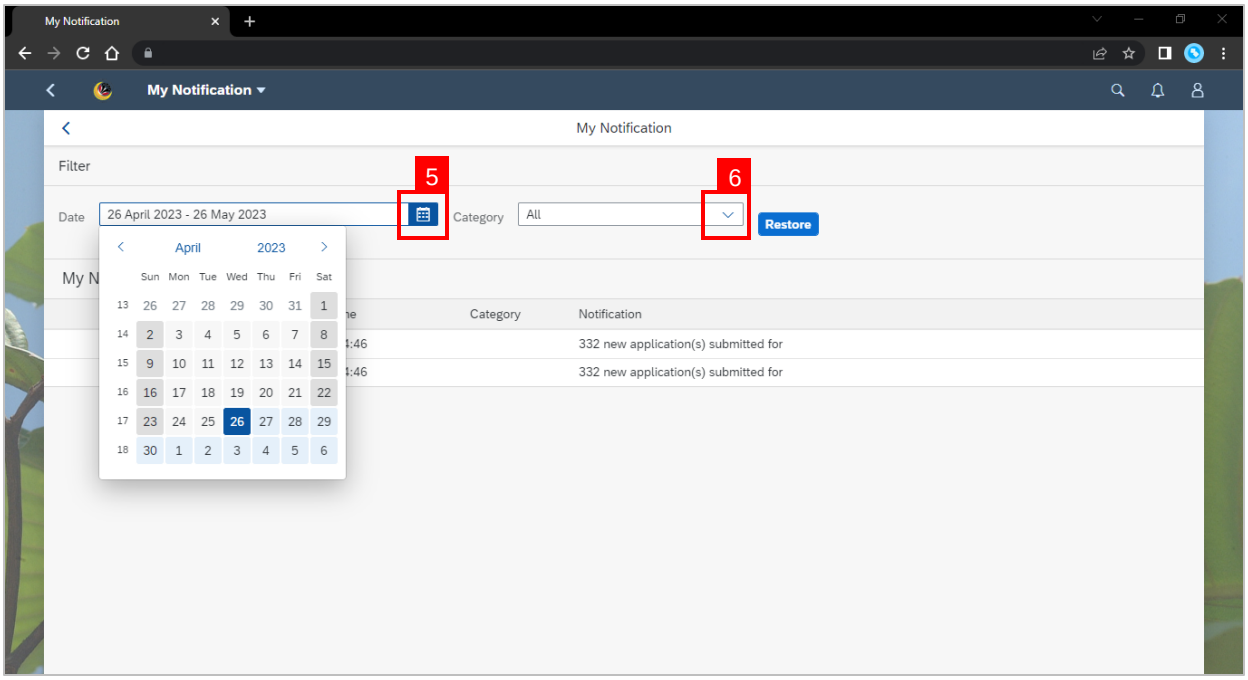
3. Under **Category** column, it will be shown as: (i) ***Pengambilan Semula Slps Bersara (SKS)*** or (ii) ***Penyambungan Perkhidmatan (SKS).***

4. Under **Notification** column, the total number of application(s) will be summarised.



5. Users may change the **Date** to view the notifications at a specific period.

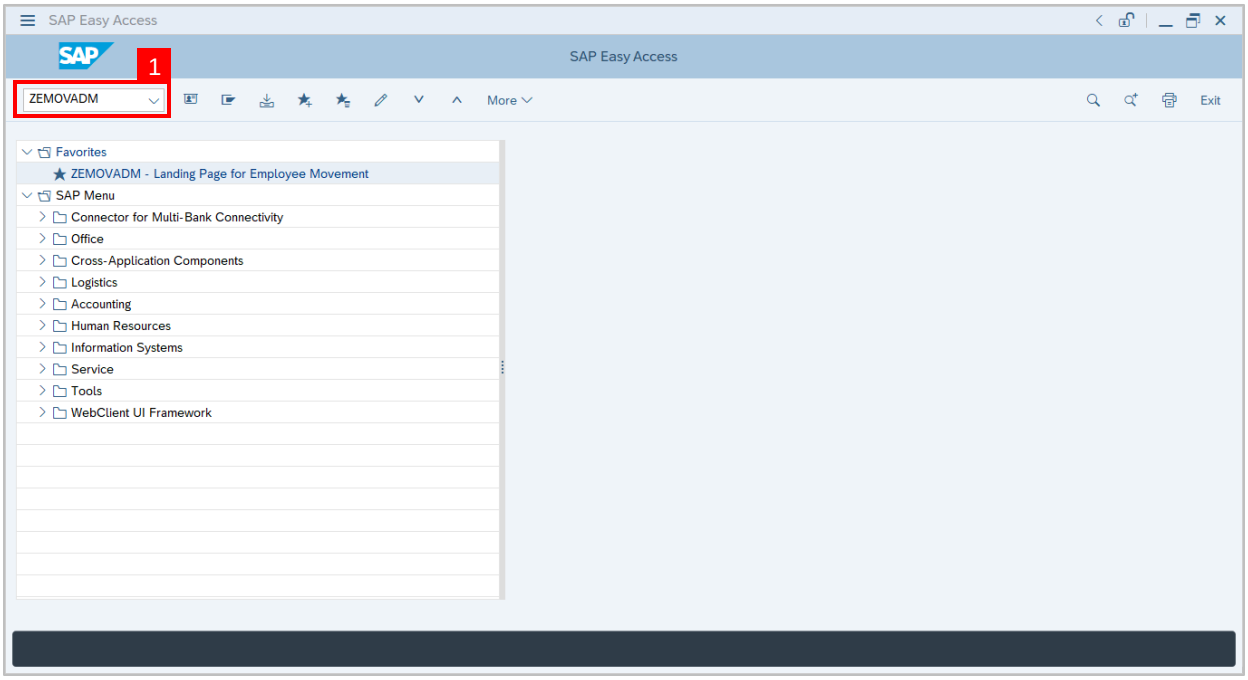
6. Users may also change the **Category** to view/filter specific category notifications.



ENDORSE REHIRE AFTER RETIREMENT APPLICATION	Back-End User
	JPA Endorser

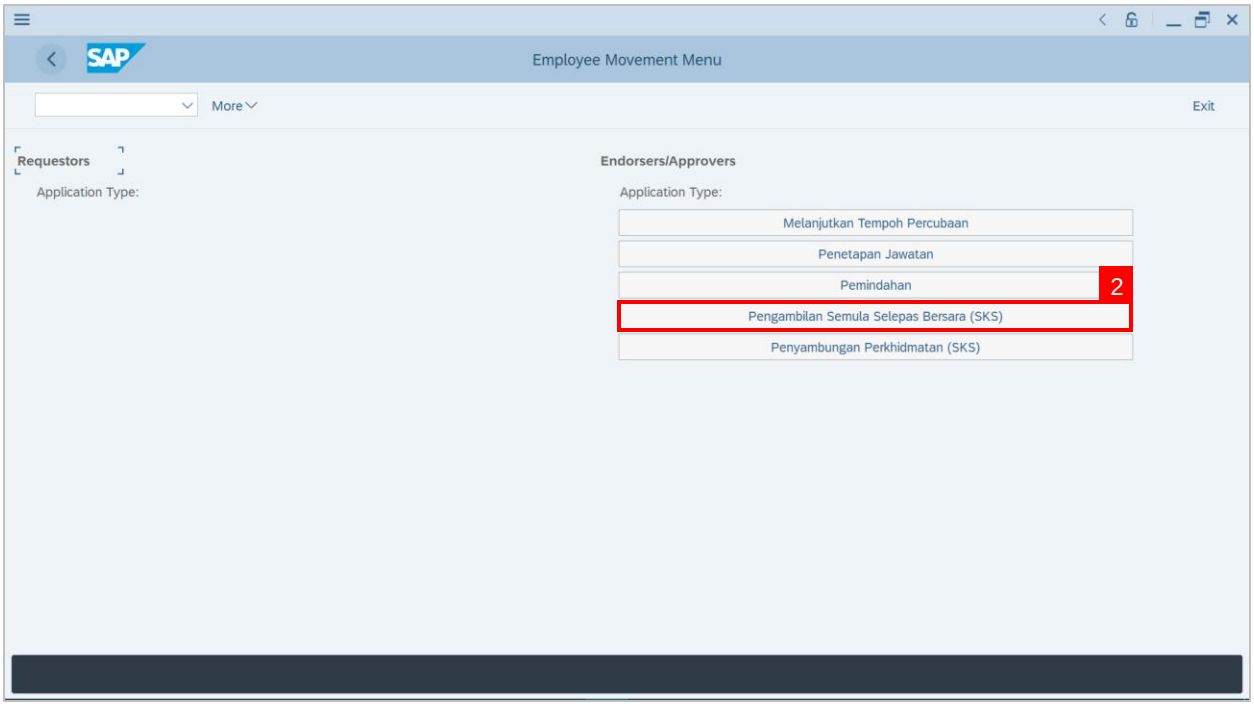
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

2. Click on **Pengambilan Semula Selepas Bersara (SKS)** button.

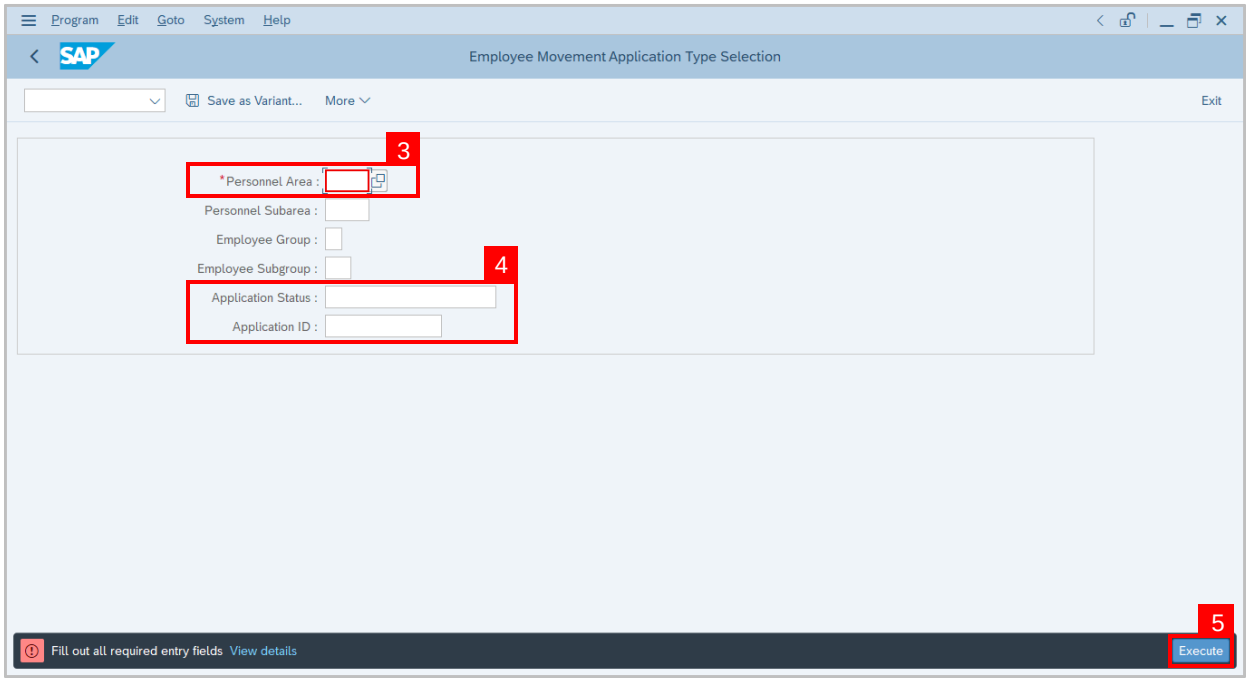


3. Fill in **Personnel Area.**

Note: Personnel Subarea, Employee Group, Employee Subgroup are optional to fill in.

4. User may filter specific **Application Status / ID** when required.

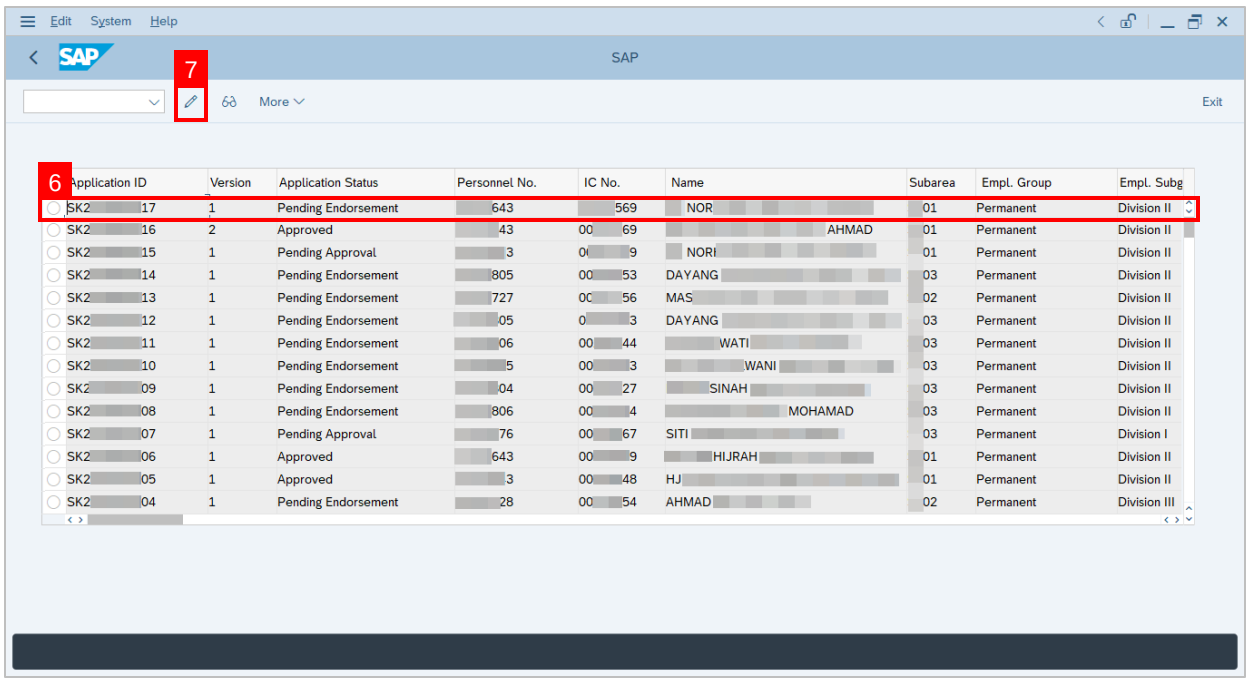
5. Click on **Execute** button.



Note: Application List – Endorser page will be displayed.

6. Select the correct **Application ID / Personnel Number** by clicking on the **radio button**.

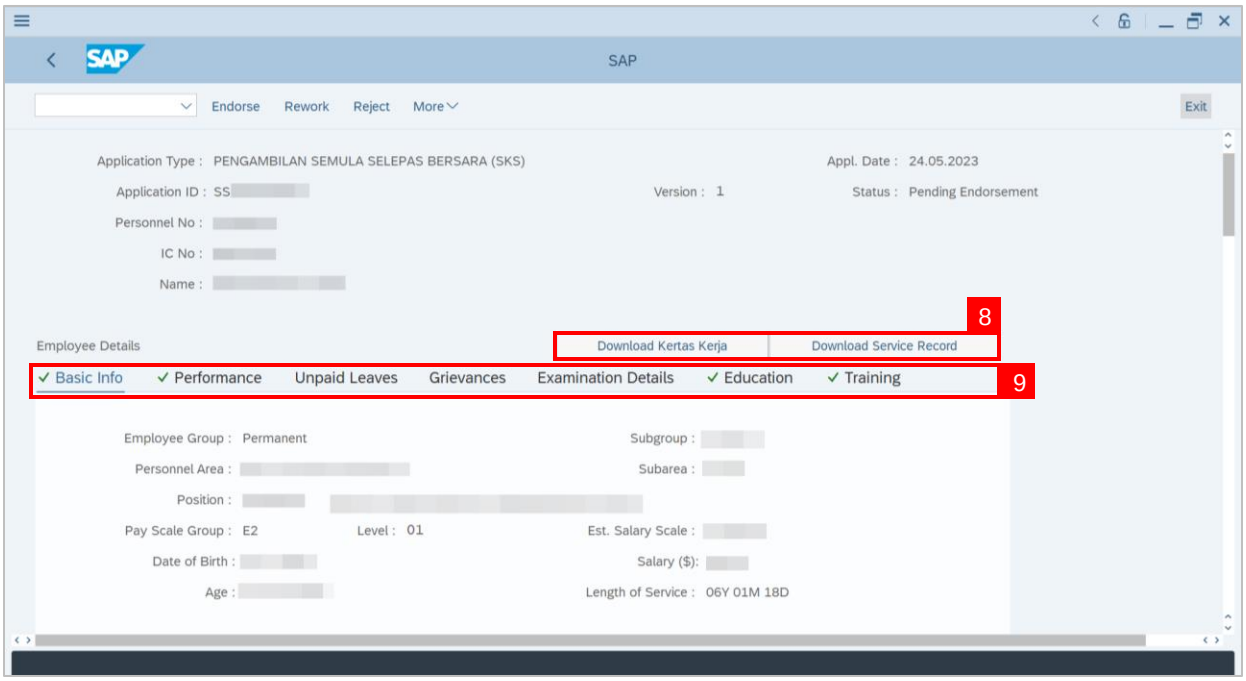
7. Click on **change** icon to **endorse** the application.



Note: Rehire after Retirement (SKS) Application page will be displayed.

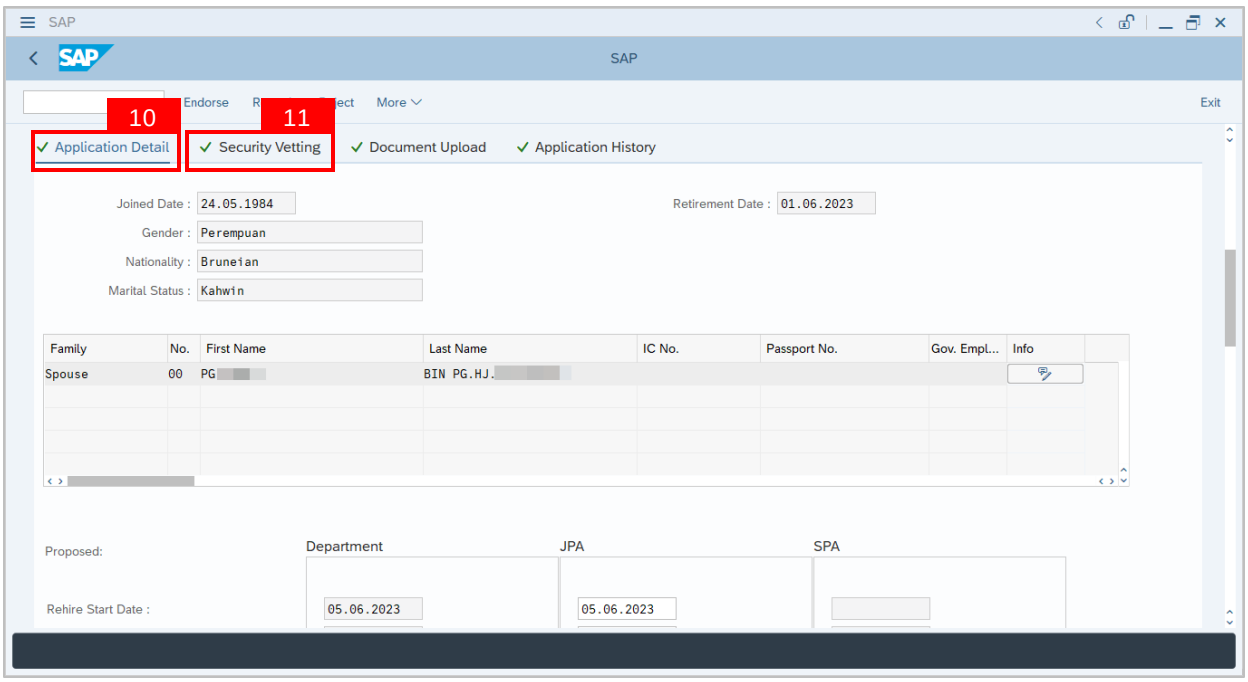
8. User can download **Kertas Kerja** and **Service Record**.

9. User can **check the employee details** from **each tab.**



10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Security Vetting** tab and click on it.



Note: Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies name will be displayed.

(ii) Only the **latest application result** will be shown along with the **Application ID, Memorandum Date** and **Valid To** date.

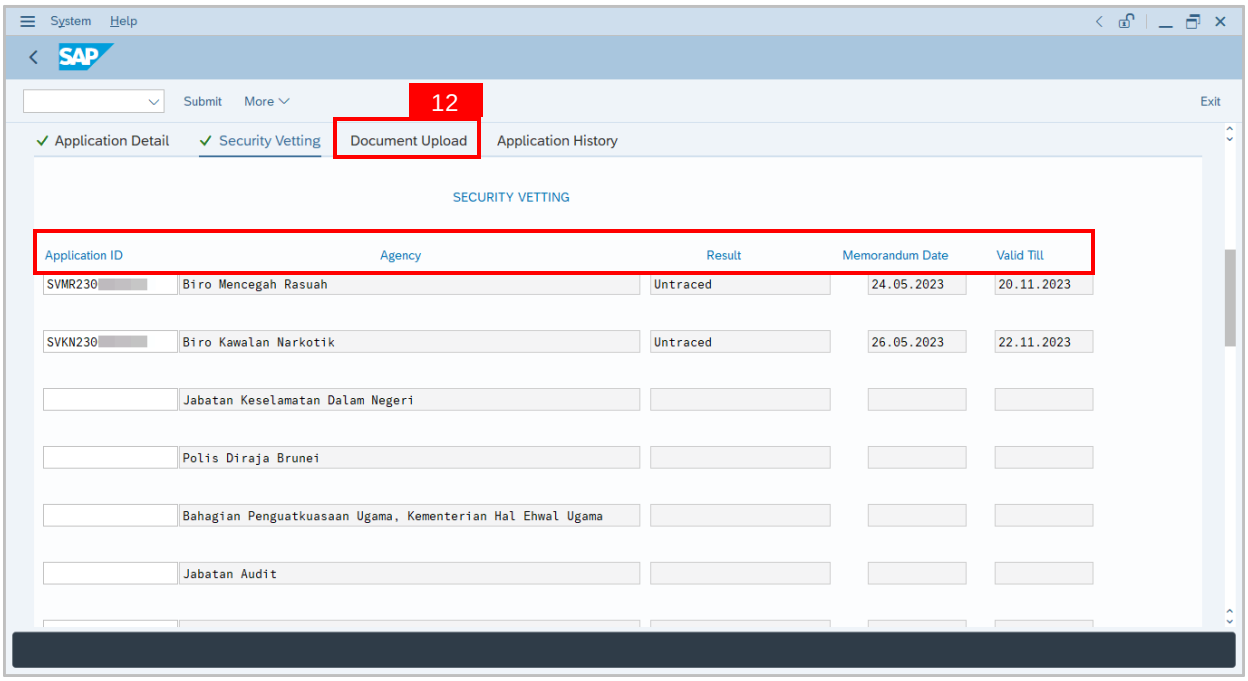
(iii) **JPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via ZVETREQUEST.

(iv) **JPA Security Vetting role** may view the result with attachment (if any) via ZVETDISPLAY.

(v) **JPA** may request the Security Vetting role and refer to Security Vetting User Guide for more information.

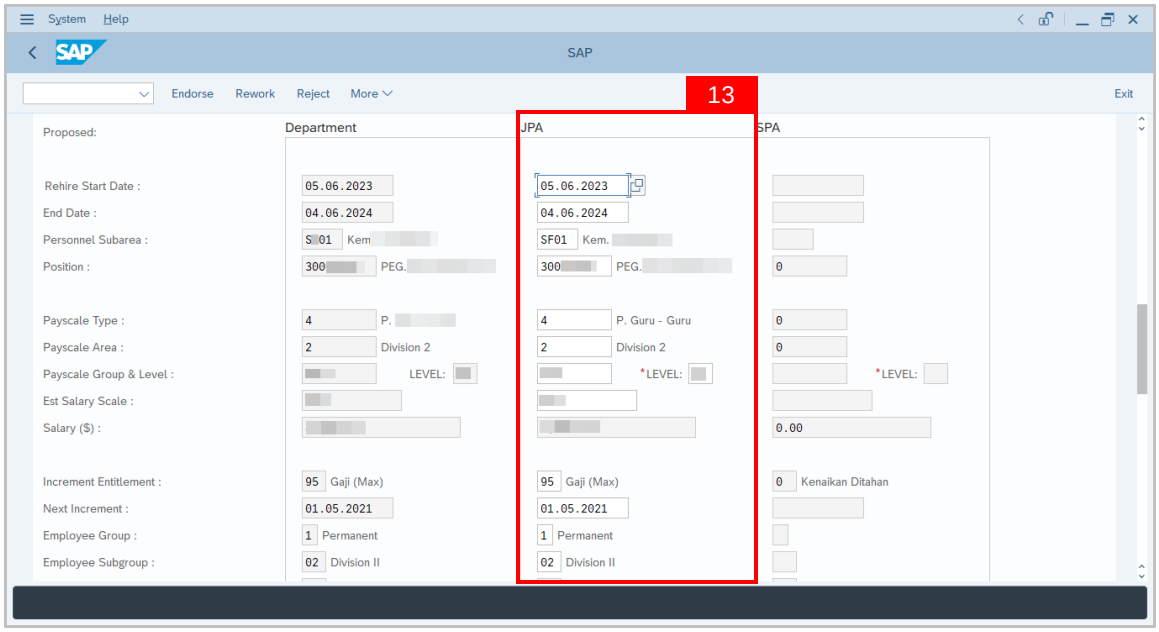
12. To upload any attachment, navigate to **JPA/SPA Document Upload** tab.

Note: JPA/SPA Document Upload tab will **not be accessible to Department HR Admin.**



Navigate to **Application Detail,** under **JPA column** and proceed with the next step.

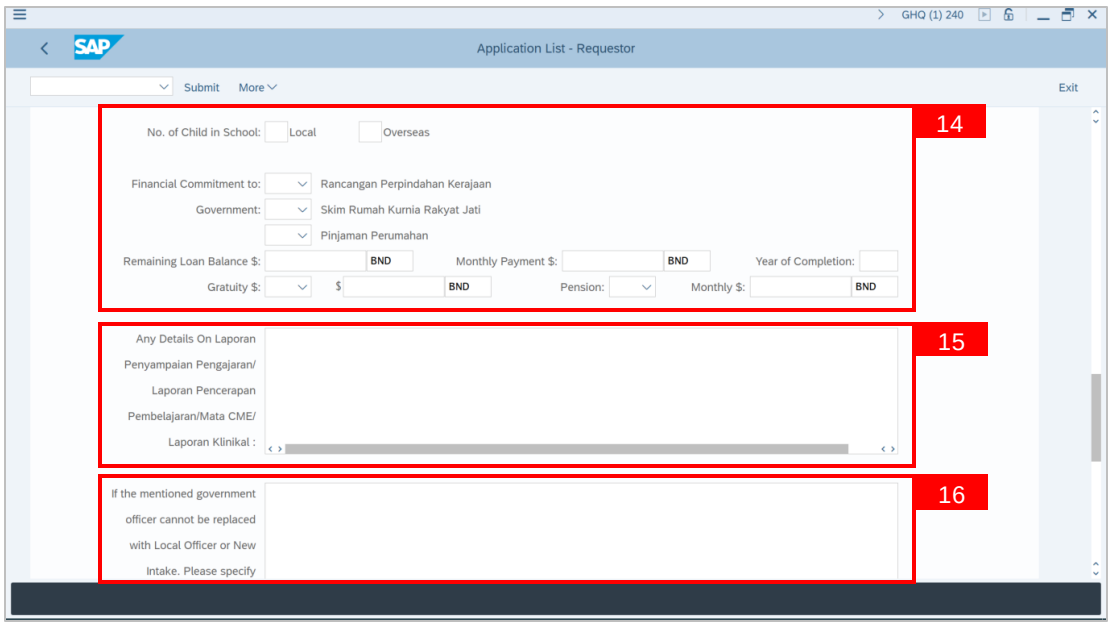
13. User may change the **proposed details** by **Department**, if necessary.



14. Navigate to **Pension Commitment details** to check for the details.

15. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

16. Navigate to **If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons** field to check for any remarks.



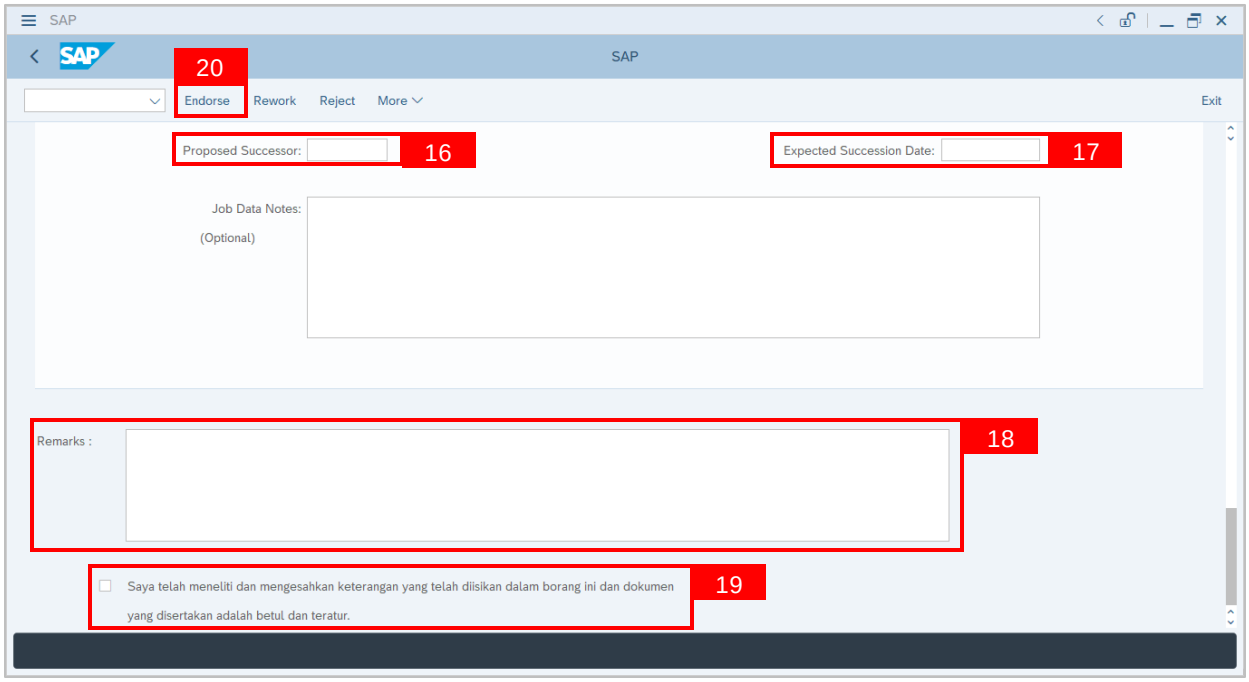
16. Verify to ensure the **Proposed Successor** user ID fits the criteria required for this position.

17. Verify the **Expected Succession Date** and user may change it, if needed.

18. Fill in **Remarks**, if any. It will appear at **Application History** for **Endorser** and **Approver** to view.

19. **Click on the checkbox** to agree with the disclaimer.

20. Click on **Endorse** button to endorse the application for **Rehire after Retirement (SKS).**



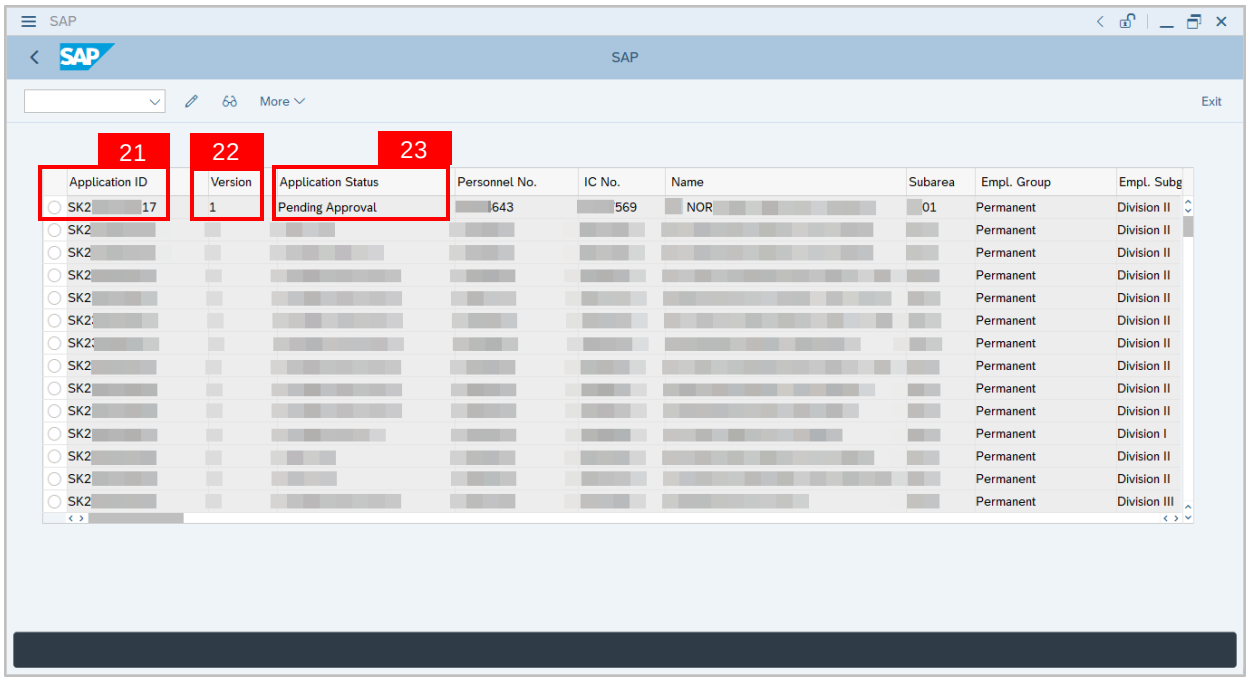
Note: Application List – Requestor will be displayed.

21. The **Application ID** will be auto-generated.

22. The **Version** number will be 1 (Version 1).

23. The **Application Status** will show as **Pending Approval**.

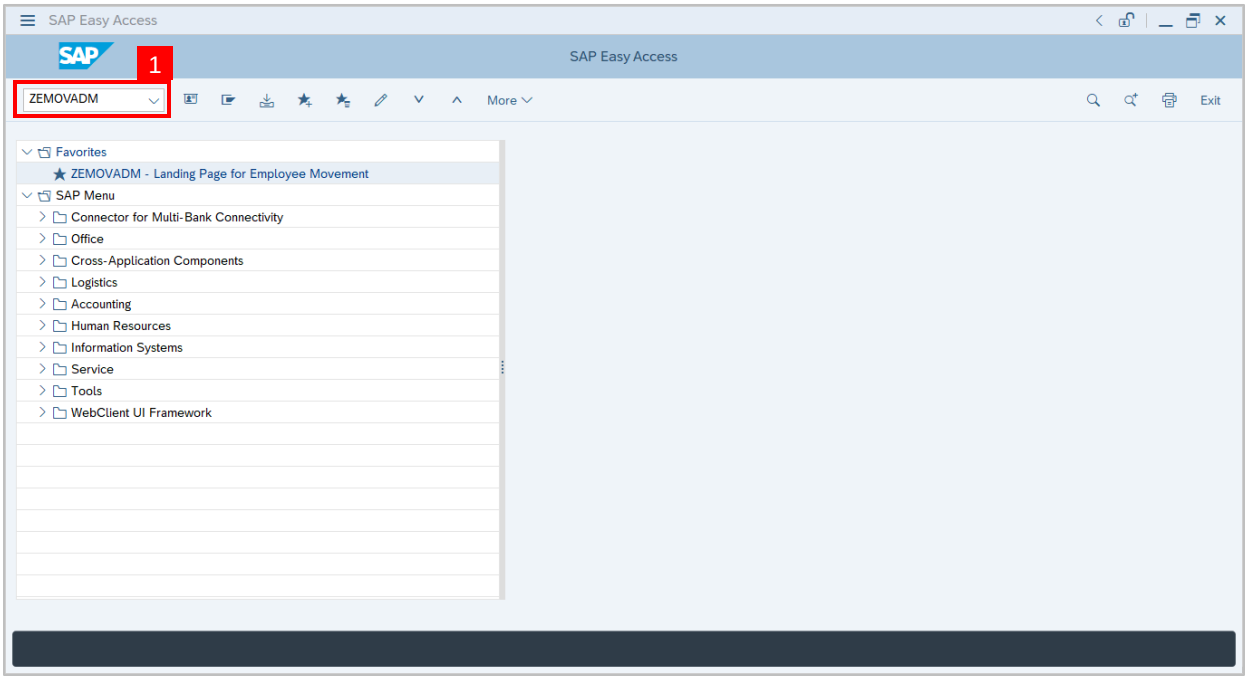
Outcome: Rehire after Retirement (SKS) Application has been successfully endorsed and subject for approval.


SAP
SAP
More
Exit
21
22
23
Application ID
Version
Application Status
Personnel No.
IC No.
Name
Subarea
Empl. Group
Empl. Subg
1
Pending Approval
Permanent
Division II
Division I
Division III

EDIT AND ENDORSE REHIRE AFTER RETIREMENT APPLICATION	Back-End User
	JPA Endorser

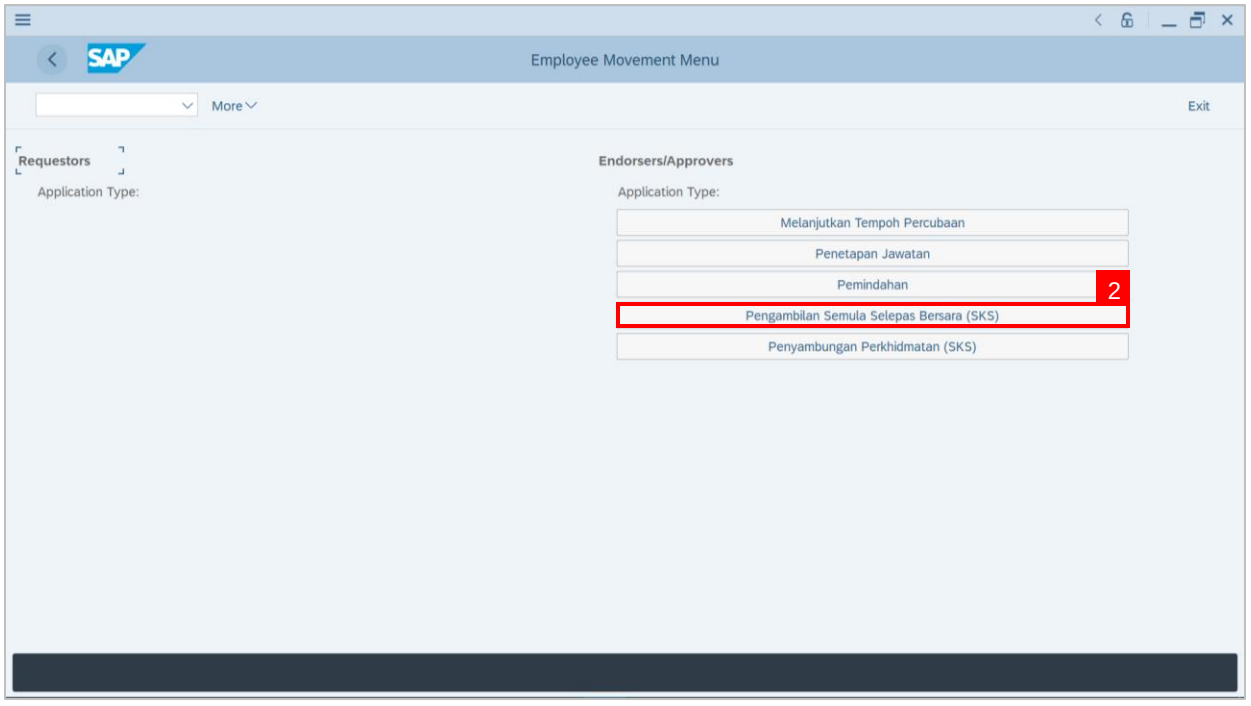
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

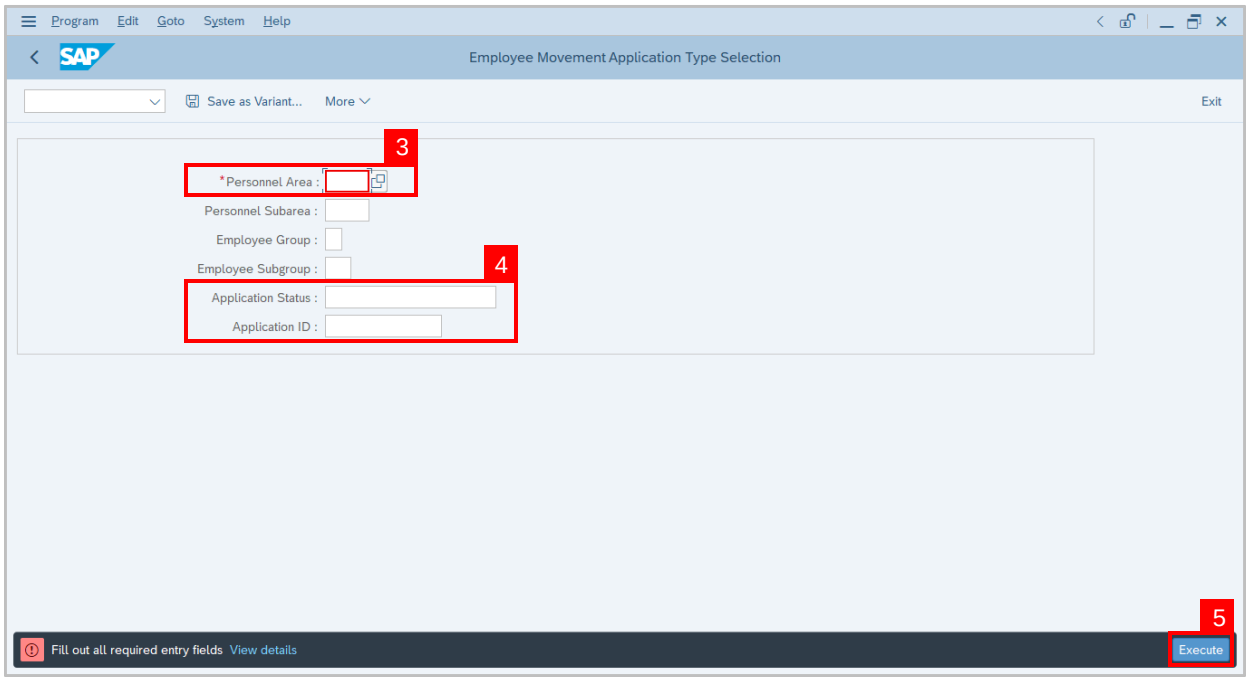
2. Click on **Pengambilan Semula Selepas Bersara (SKS)** button.



3. Fill in **Personnel Area.**

4. User may filter specific **Application Status / ID** when required.

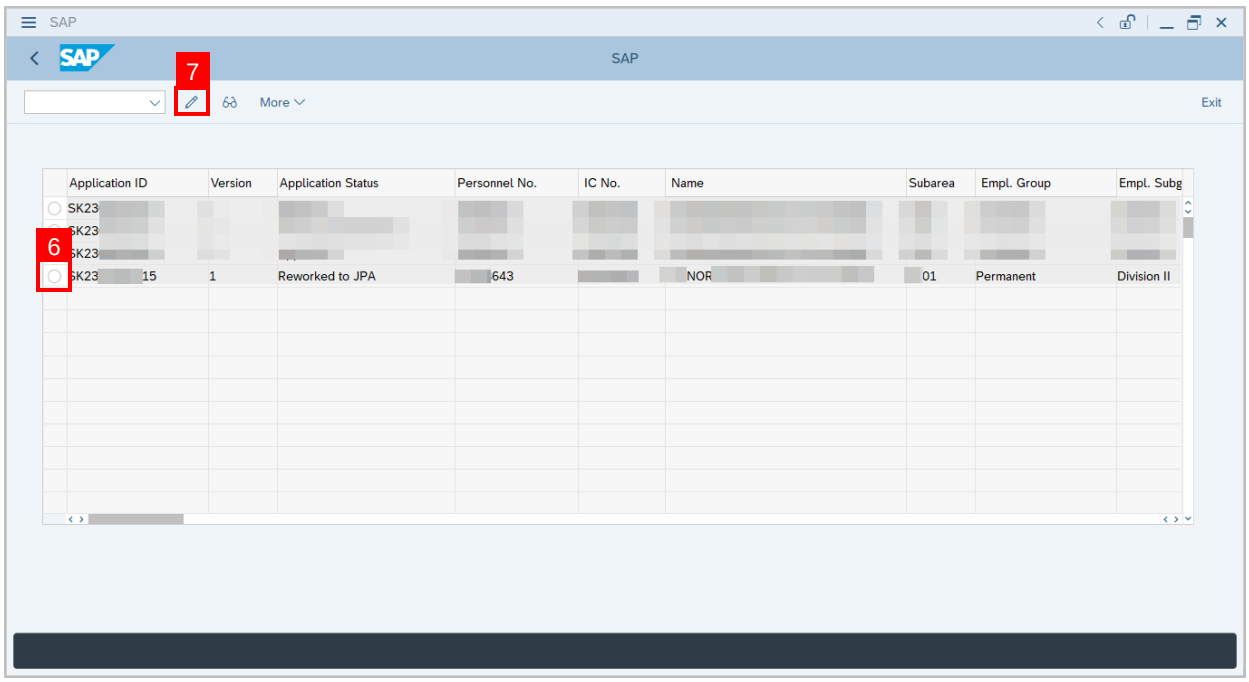
5. Click on **Execute** button.



Note: Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application (Application Status: Reworked to JPA).

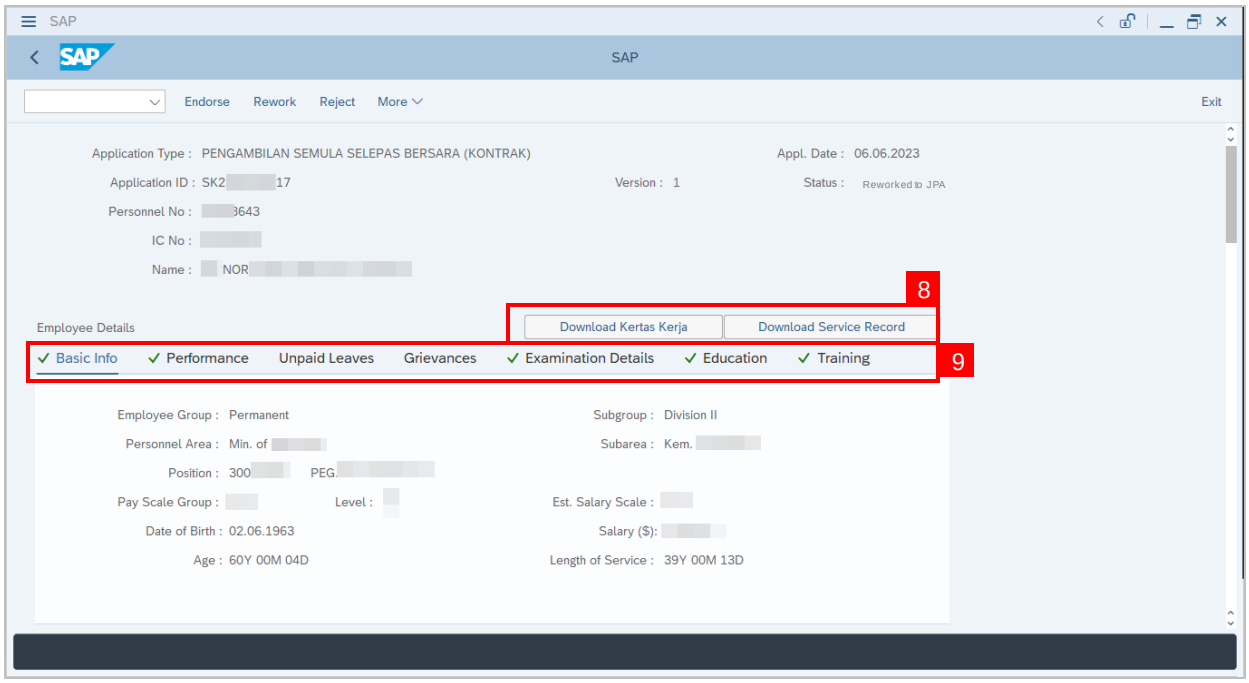
7. Click on **change** icon to rework on / edit the application.



8. User can download the **Kertas Kerja** and **Service Record**.

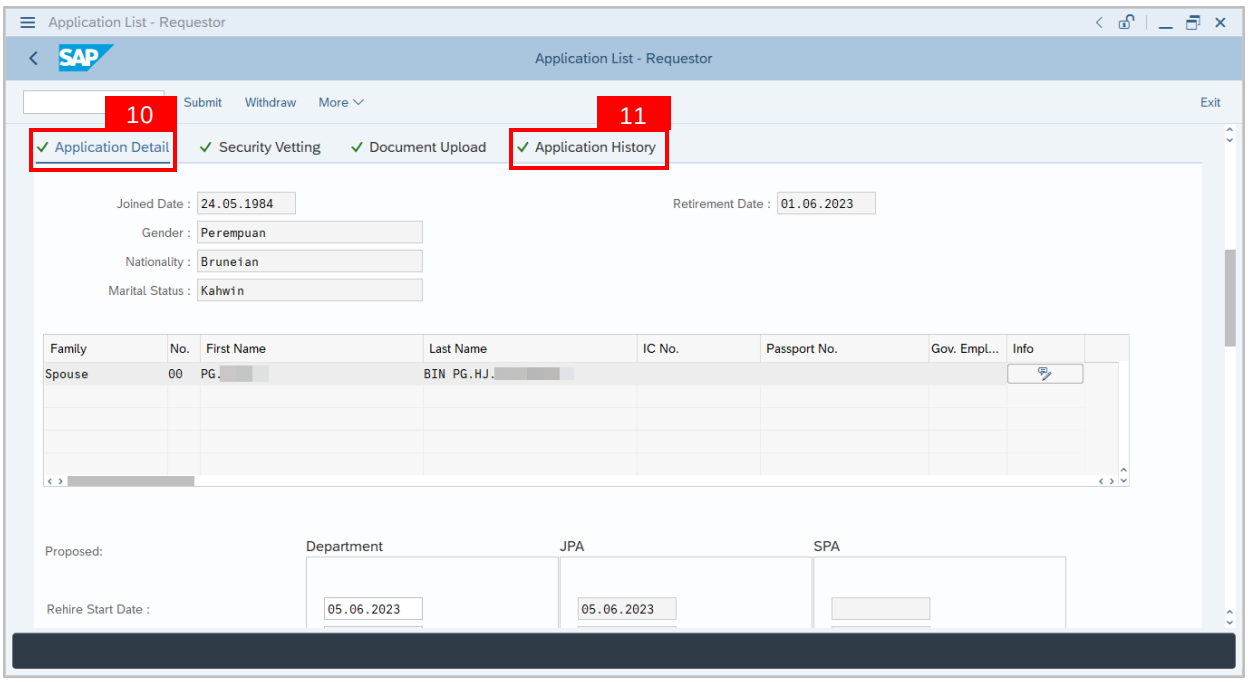
9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



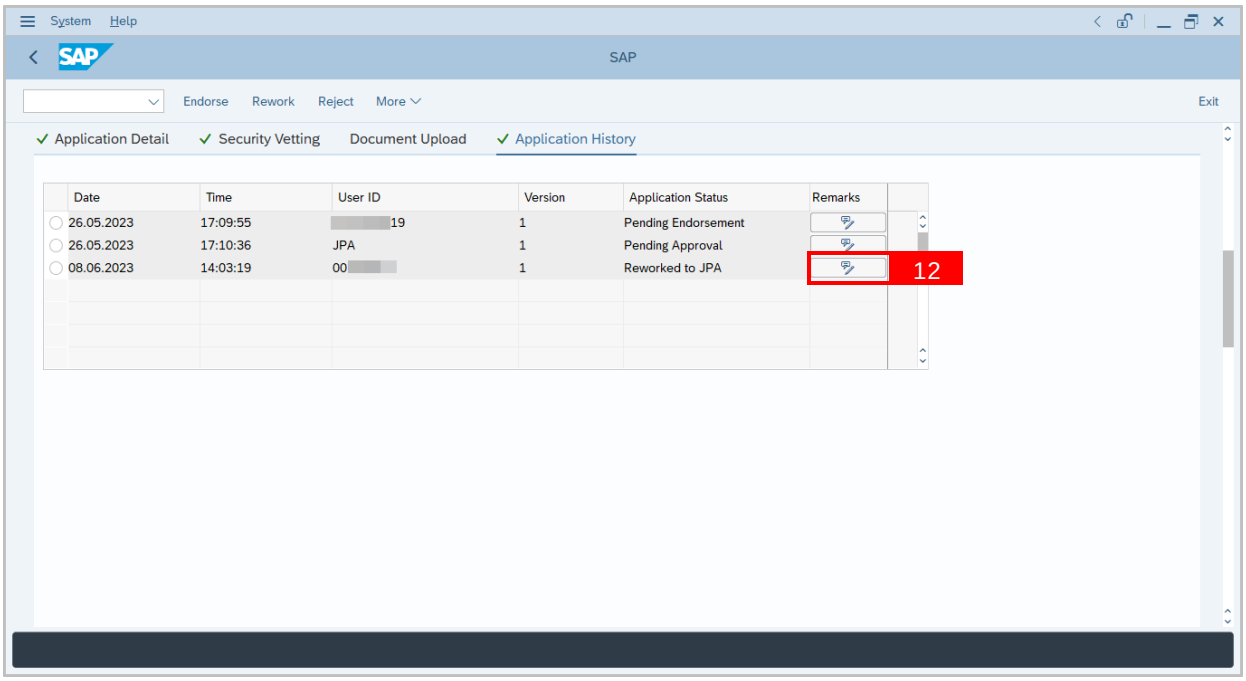
10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Application History** tab and click on it.

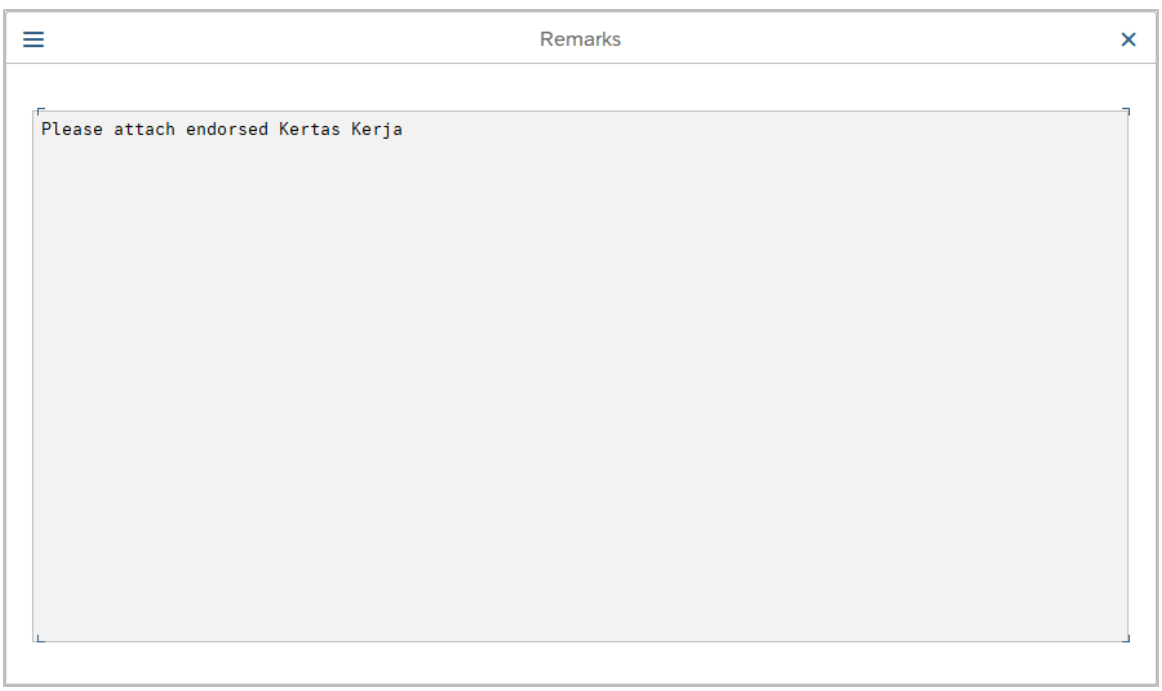


Note: Application History tab will be displayed.

12. Click on **remarks** button to view the remarks from SPA Approver what needs to be reworked on.



Note: Remarks pop-up window will be displayed.



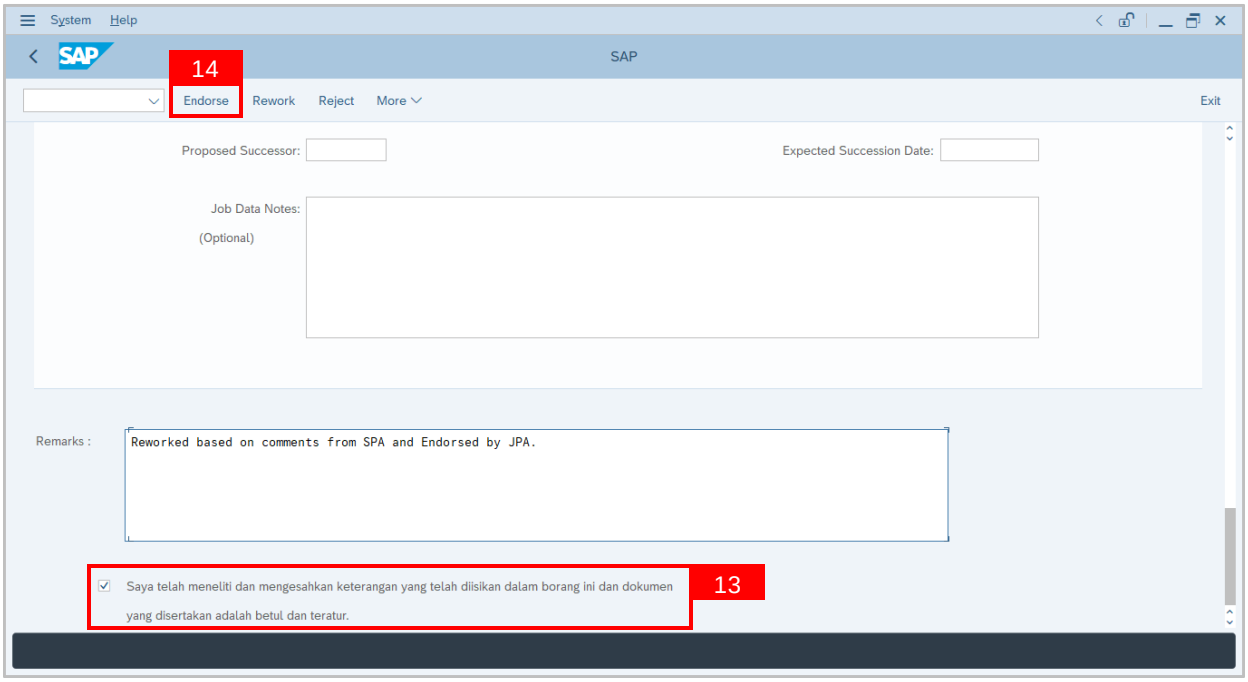
Navigate to **Application Detail,** under **Department column** and proceed with the adjustments required.

Note: JPA Endorser can only adjust the details under JPA column except for the greyed-out fields.

Once all the adjustments have been made, proceed with the next step:

13. **Click on the checkbox** to agree with the disclaimer.

14. Click on **Endorse** button to submit the application.



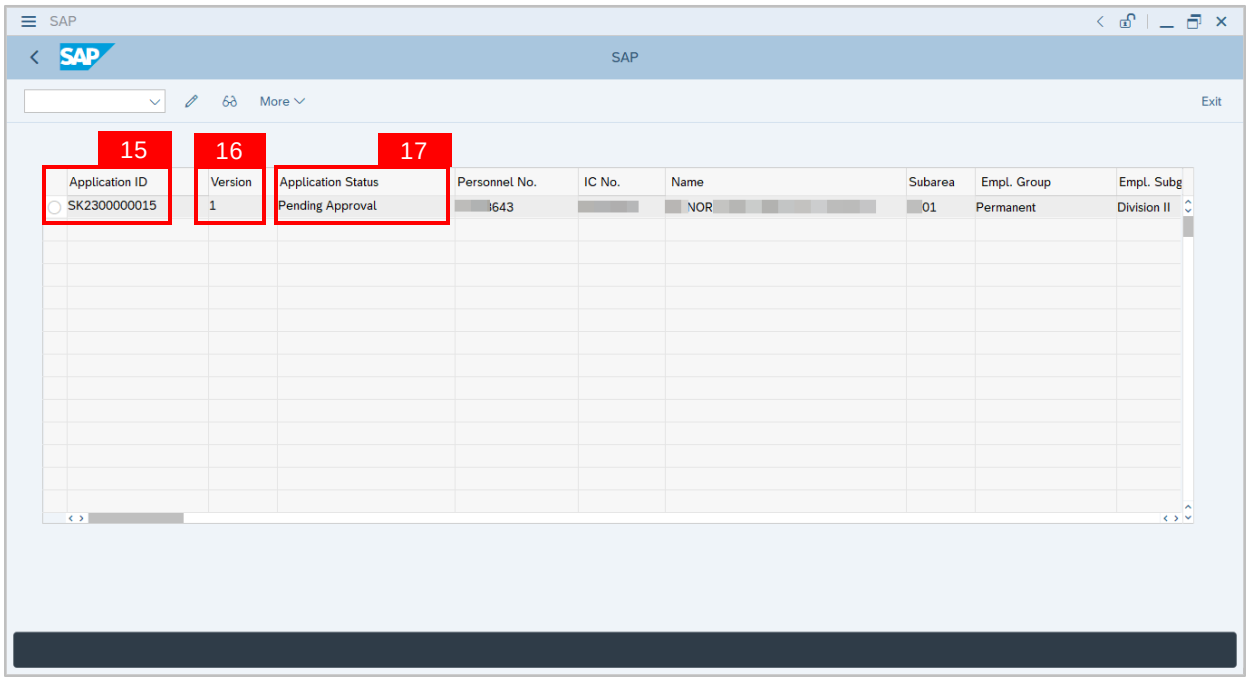
Note: Application List – Requestor will be displayed.

15. The **Application ID** will remain the same.

16. The **Version** number will be 1 (Version 1).

17. The **Application Status** will show as **Pending Endorsement**.

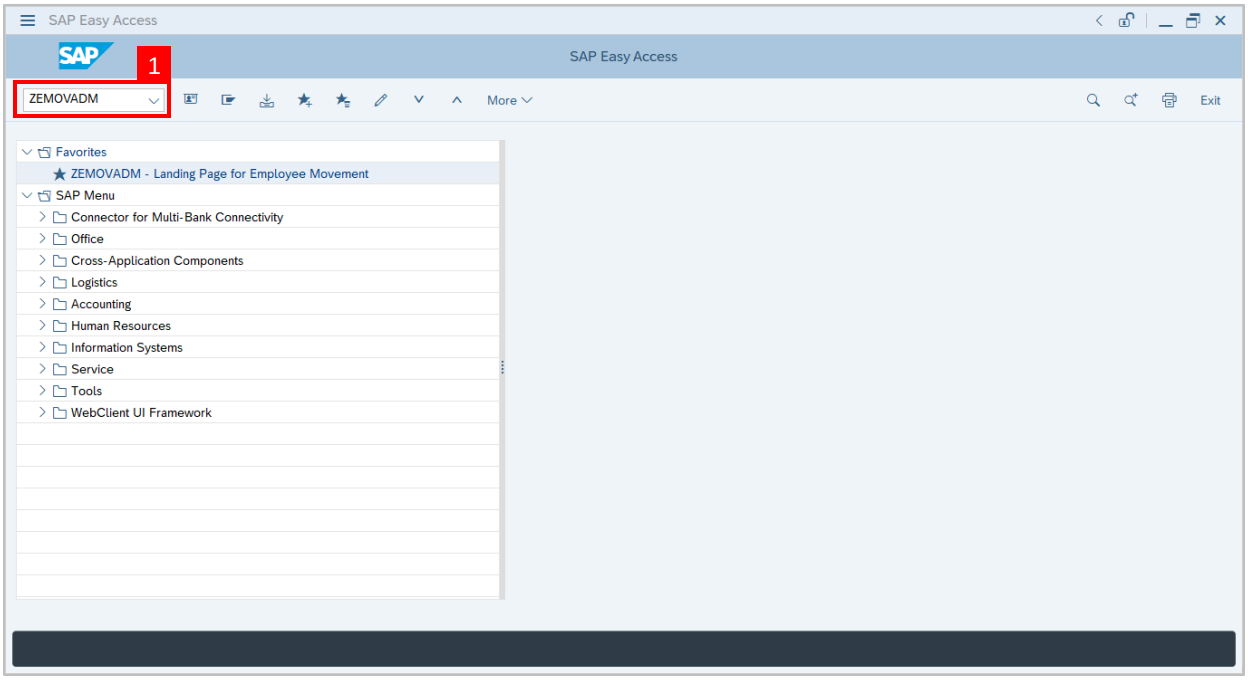
Outcome: Rehire after Retirement (SKS) Application has been successfully reworked and submitted for endorsement.


SAP
SAP
More
Exit
15
16
17
Application ID
Version
Application Status
Personnel No.
IC No.
Name
Subarea
Empl. Group
Empl. Subg
SK2300000015
1
Pending Approval
643
NOR
01
Permanent
Division II

REWORK / REJECT REHIRE AFTER RETIREMENT APPLICATION	Back-End User
	JPA Endorser

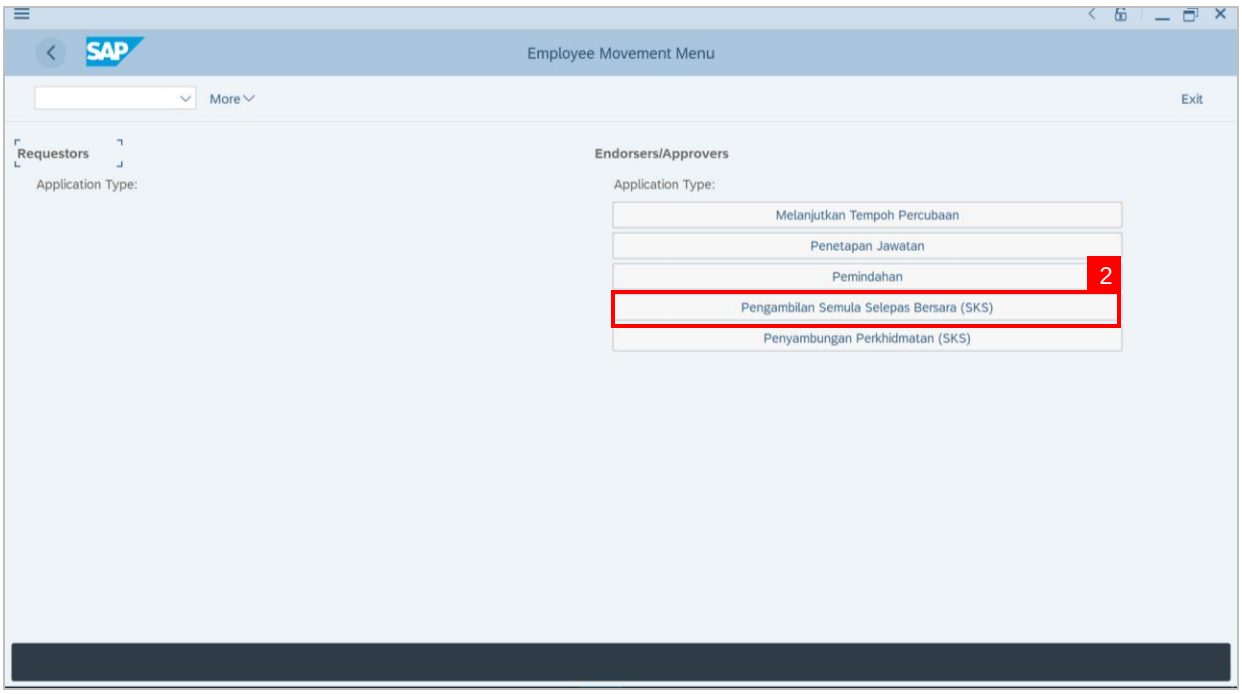
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

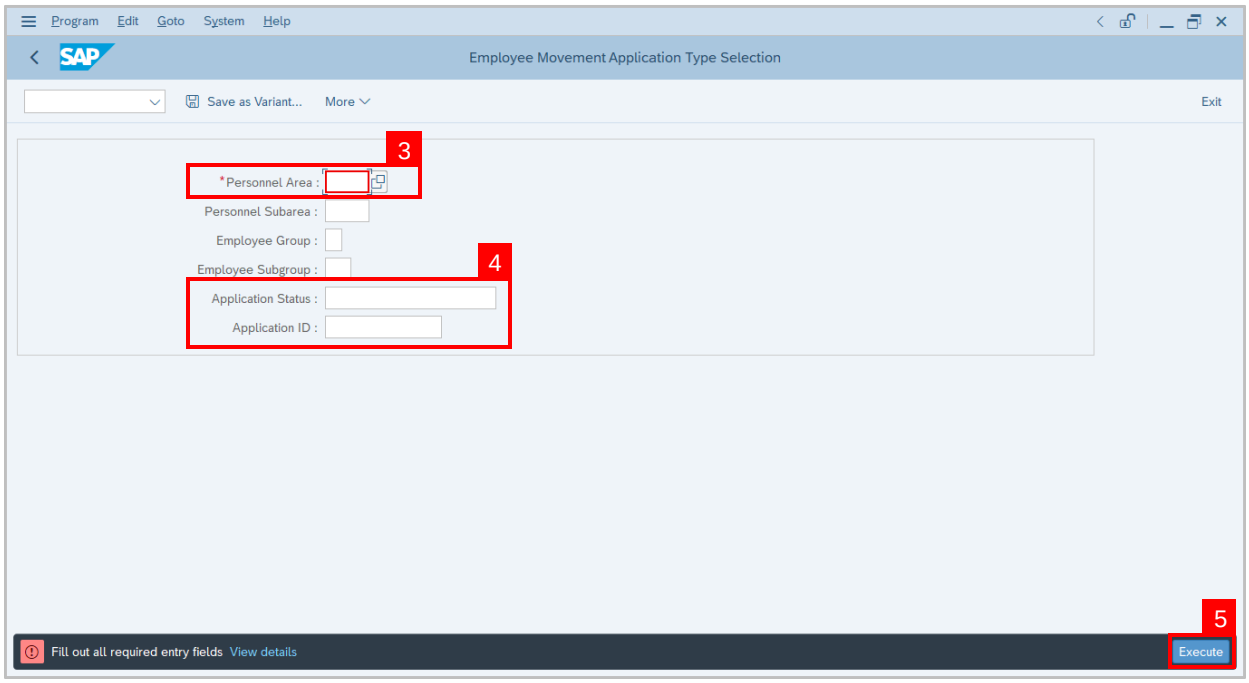
2. Click on **Pengambilan Semula Selepas Bersara (SKS)** button.



3. Fill in **Personnel Area.**

4. User may filter specific **Application Status / ID** when required.

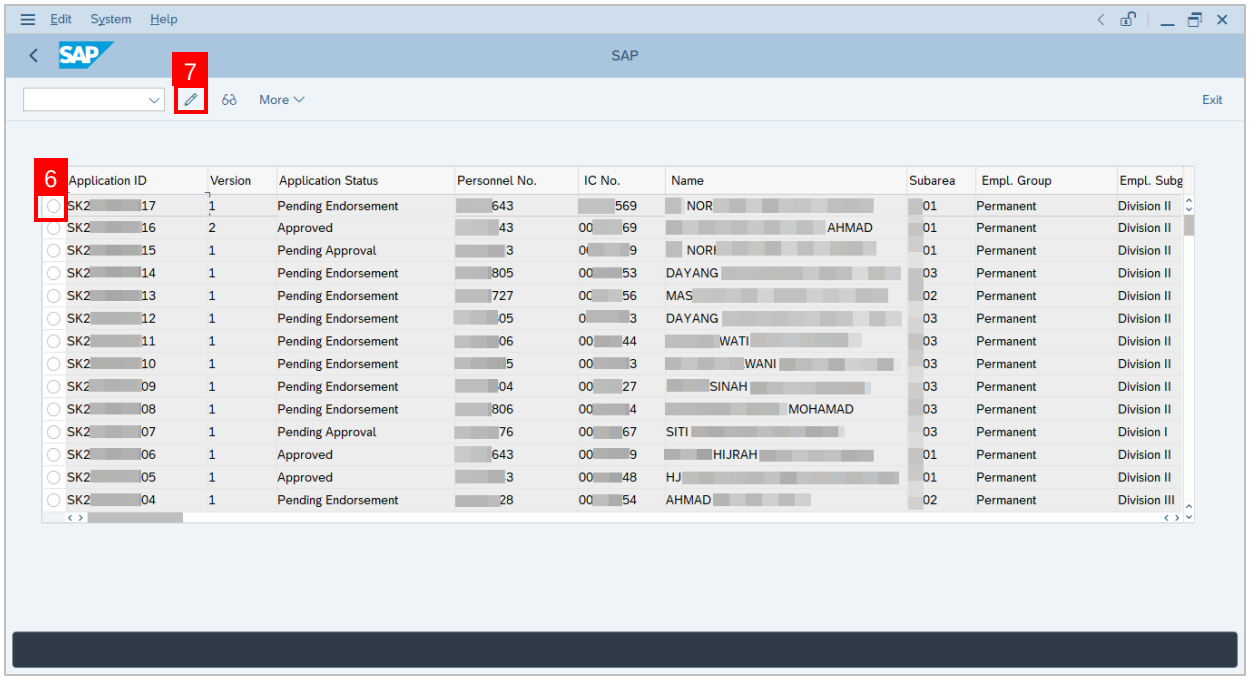
5. Click on **Execute** button.



Note: Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application to be **reworked / rejected**.

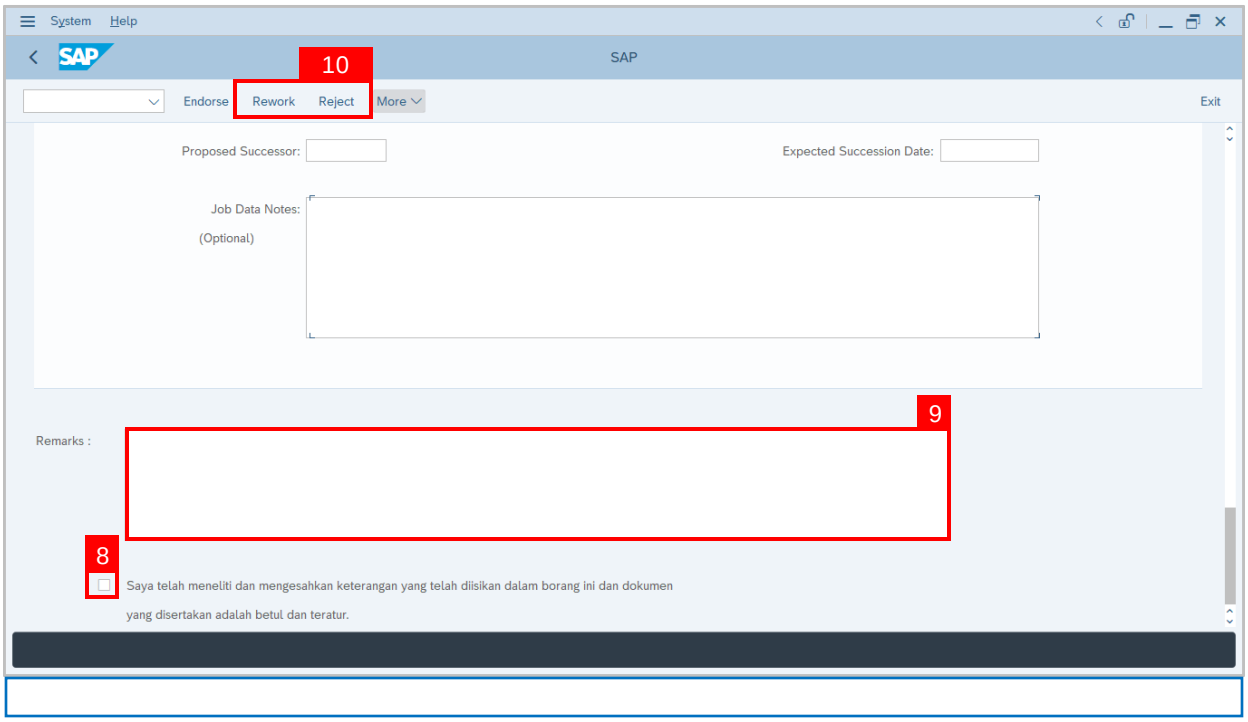
7. Click on **change** icon to withdraw the application.



8. Navigate to the bottom of the page and **click on the disclaimer checkbox.**

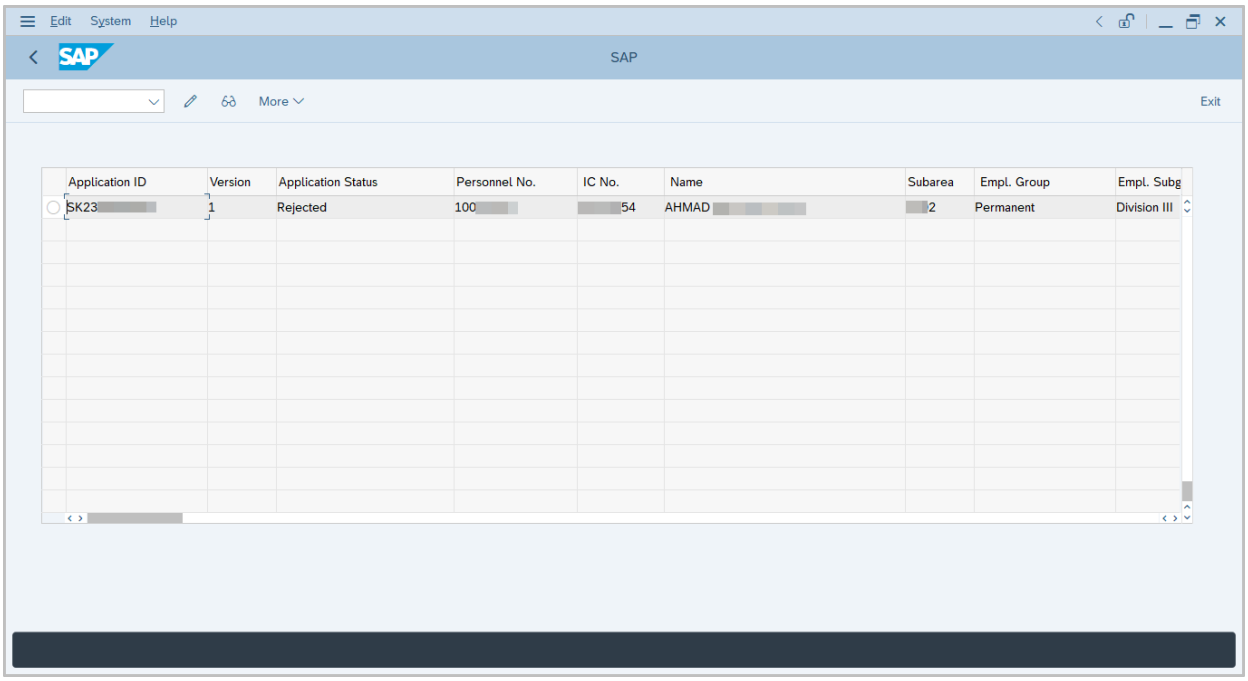
9. Fill in **Remarks** inside the box.

10. Click on **Rework / Reject** button.



Note: Application List – Requestor page will be displayed.

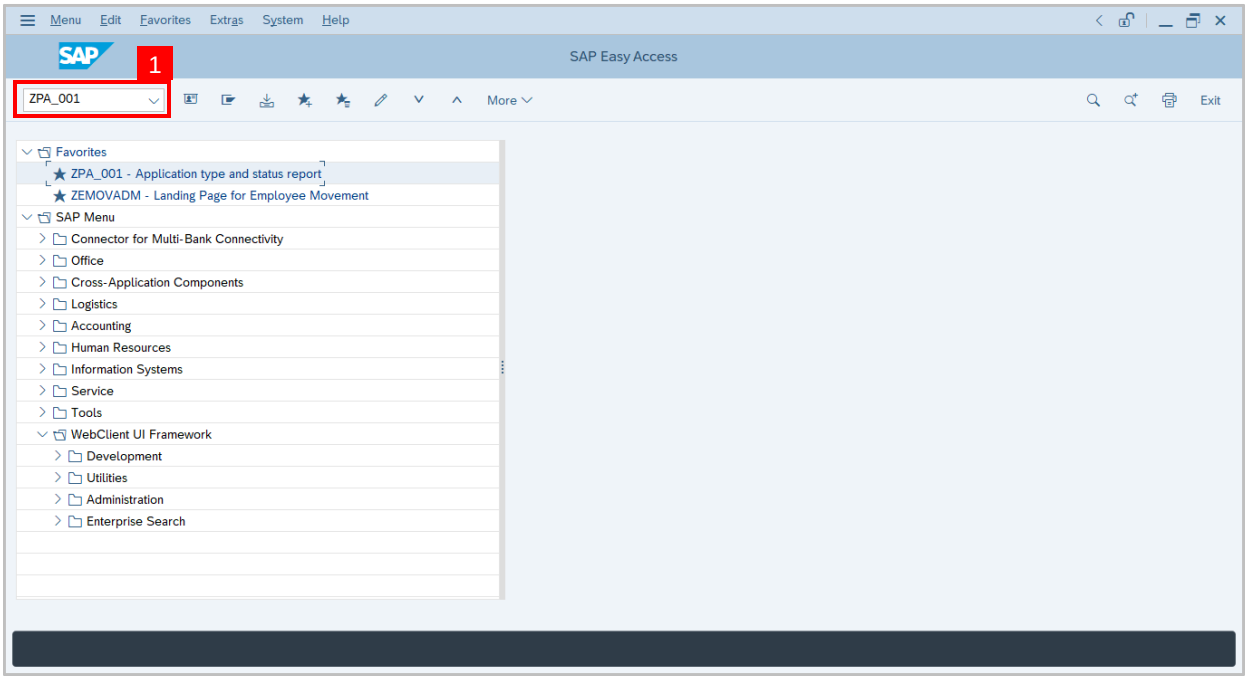
Outcome: The application has been Rejected / Reworked.



GENERATE APPLICATION TYPE REPORT	Back-End User
	JPA Endorser

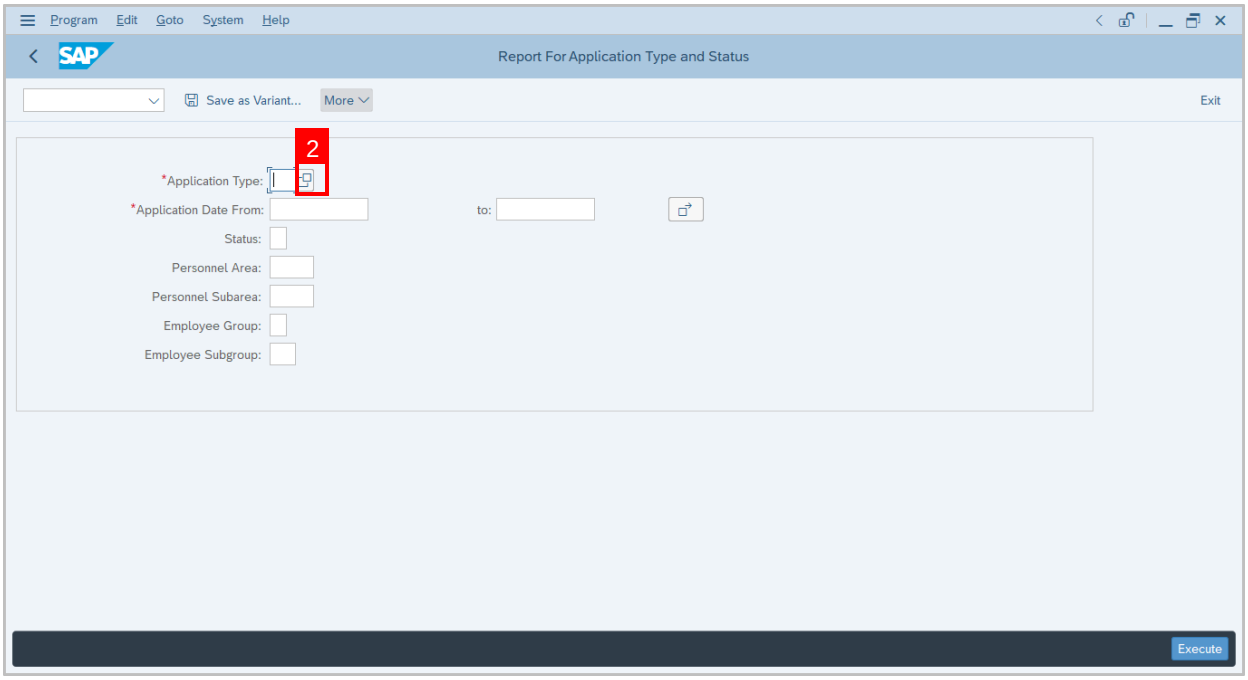
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZPA_001** in the search bar.



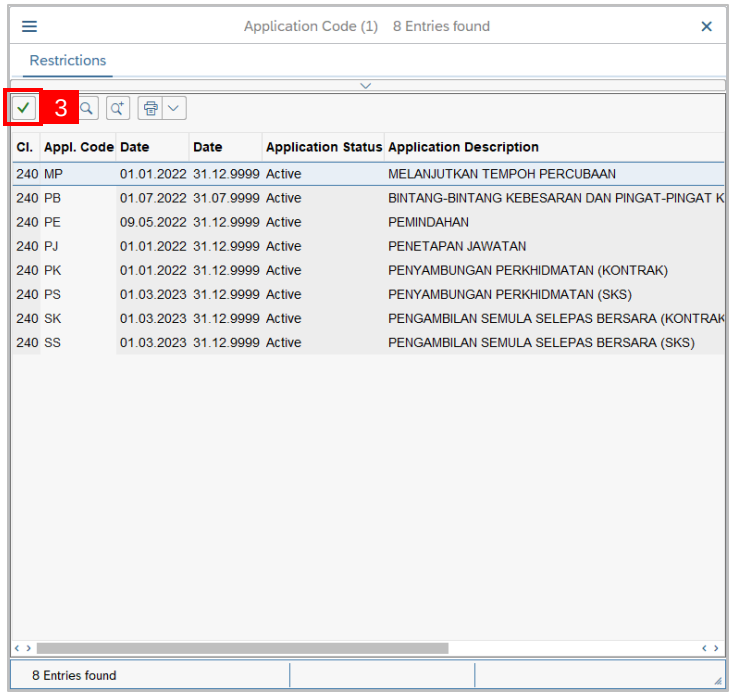
Note: Employee Movement page will be displayed.

2. Select the **Application Type**.



Note: Application Code (1) pop-up window will be displayed.

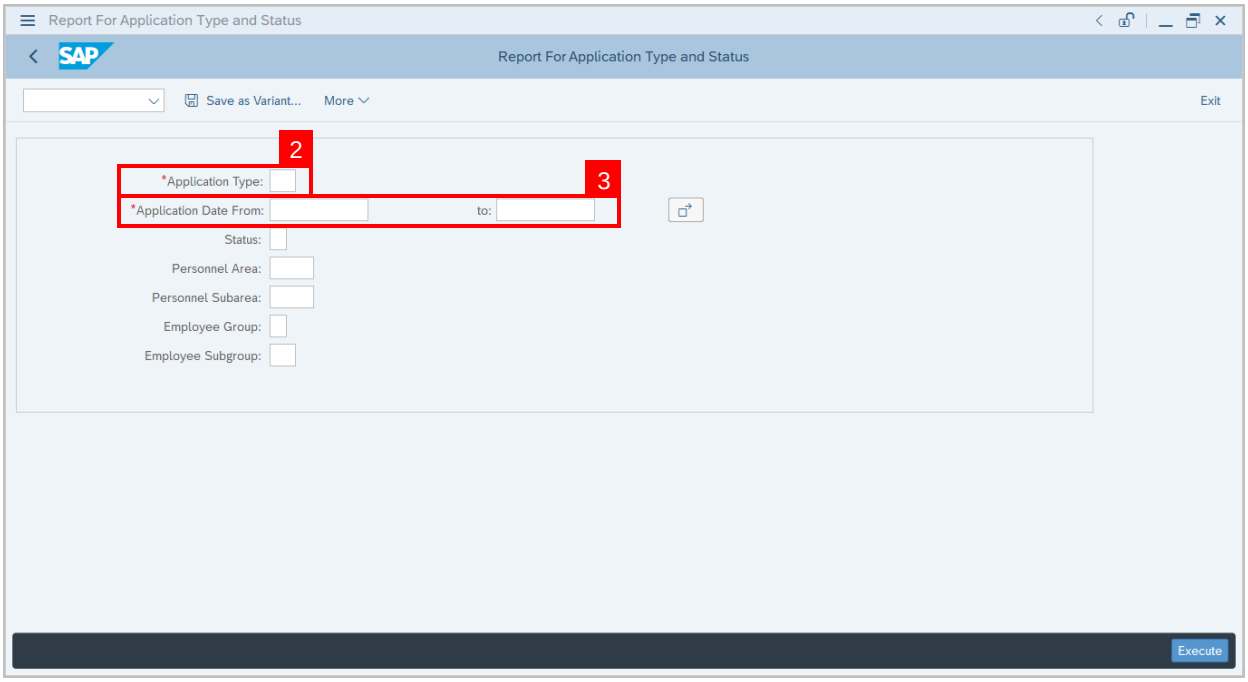
3. Select any of the required application type and click on the **copy / green tick icon.**



4. Fill in **Application Date From:** and **to:**

Note: The Application Date has a **restriction of 1 year period.**

5. Click on **Execute** button.



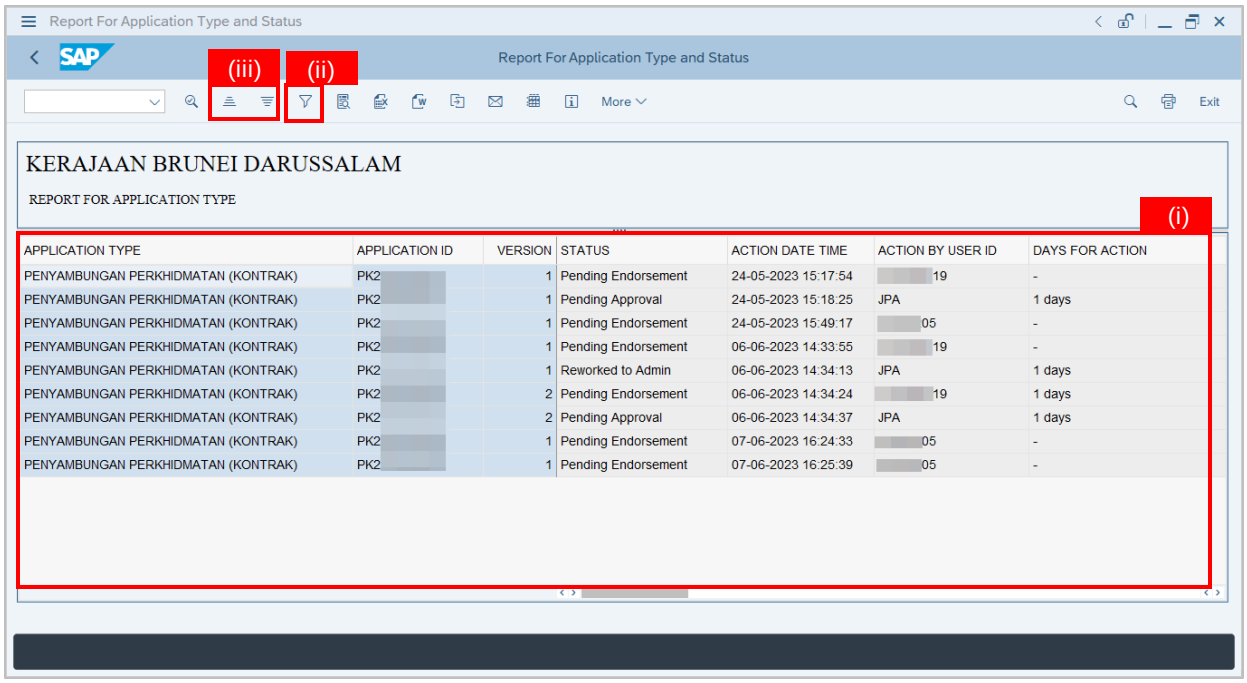
Outcome: Report For Application Type and Status is generated.

Note:

(i) To download the report, right click anywhere on the report and click **Spreadsheet...**

(ii) To set a filter on the report, user may click on the Filter icon.

(iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.



APPLICATION TYPE	APPLICATION ID	VERSION	STATUS	ACTION DATE TIME	ACTION BY USER ID	DAYS FOR ACTION
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Endorsement	24-05-2023 15:17:54	19	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Approval	24-05-2023 15:18:25	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Endorsement	24-05-2023 15:49:17	05	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Endorsement	06-06-2023 14:33:55	19	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Reworked to Admin	06-06-2023 14:34:13	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	2	Pending Endorsement	06-06-2023 14:34:24	19	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	2	Pending Approval	06-06-2023 14:34:37	JPA	1 days
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Endorsement	07-06-2023 16:24:33	05	-
PENYAMBUNGAN PERKHIDMATAN (KONTRAK)	PK2	1	Pending Endorsement	07-06-2023 16:25:39	05	-