

# EMPLOYEE MOVEMENT: REHIRE AFTER RETIREMENT AND SERVICE EXTENSION (CONTRACT)

Role: Department HRD Administrator

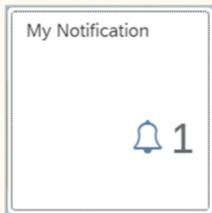


It is also known as **Pengambilan Semula Selepas Bersara** and **Penyambungan Perkhidmatan** for both **month-to-month** and **contract employees** where, the reasons for action on Service Extension are:

- **Extension (Penyambungan / Lanjutan)**
- **Renewal (Pembaharuan)**

## Display Notification

**1** Logon to SSM and navigate to My Notification tile.

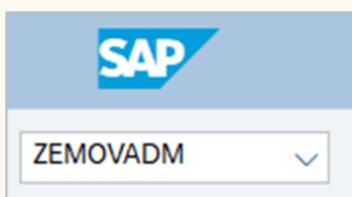


**2** User may view the notifications. The notifications are summarised by categories.

Notification Date	Time	Category	Notification
26 May 2023	11:04:46		332 new application(s) submitted for
26 May 2023	11:04:46		332 new application(s) submitted for

## Generate Application Type Report

**1** In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.

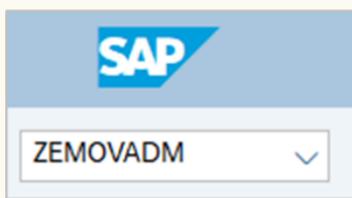


**2** Fill in **Application Type**, **Application Date From** and **To**.

Click **Execute** button.

## Create and Submit Application

**1** In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



**2** Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (Kontrak)**.

**3** Fill in **Personnel Subarea** and **Personnel Number**.

Click **Execute** button.

**4** Click **Create** icon. Ensure **Employee Details** and **Application Details** are correct.

**5** Fill in **Rehire Start Date** and **End Date**.

**6** Fill in **Proposed Successor**, **Expected Succession Date** and **Remarks**.

**7** Click on **disclaimer checkbox**.

Click **Submit** button.

**8** **Application ID** and **Pending Endorsement status** will be displayed.

Application ID	Application Date	Personnel No.	App. Type	Status	Start Date	End Date
123456789	26/05/2023	12345678	Pengambilan Semula Selepas Bersara (Kontrak)	Pending Endorsement	26/05/2023	26/05/2023

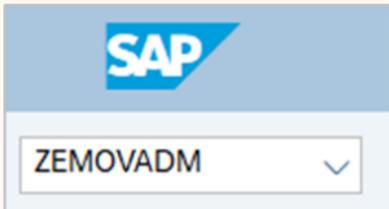
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## Edit and Submit Application

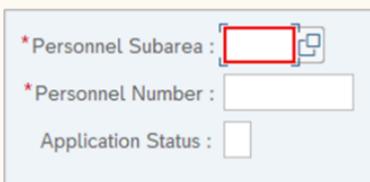
**1** In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



**2** Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (Kontrak)**.



**3** Fill in **Personnel Subarea** and **Personnel Number**.



Click **Execute** button.

**4** Click **Change** icon. Navigate to **Application History** and amend according to Endorser's remarks.

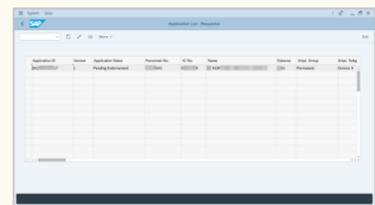
Application History

**5** Click on **disclaimer checkbox**.



Click **Submit** button.

**6** **Application ID** and **Pending Endorsement status** will be displayed.



## Withdraw Application

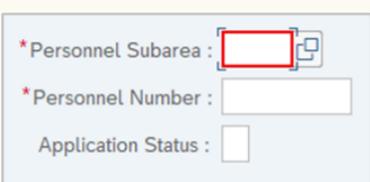
**1** In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



**2** Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (Kontrak)**.



**3** Fill in **Personnel Subarea** and **Personnel Number**.



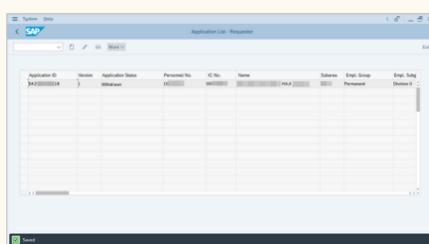
Click **Execute** button.

**4** Select an application. Click on **disclaimer checkbox**.



Click **Withdraw** button.

**5** **Application ID** and **Withdrawn status** will be displayed.



Please refer to the **User Guide** for a step-by-step guide. **Rehire After Retirement and Service Extension (Contract) User Guide** is available on **SSM Info Website**: [www.jpa.gov.bn/SSM](http://www.jpa.gov.bn/SSM)