



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Service Extension (Contract)**

### **for Back End User (SAP GUI)**

**Role: Department HR Admin**

**VERSION: 1.0**

SSM\_UG\_Back\_End\_SAPGUI\_Service Extension\_Contract\_Dept HR Admin\_v1.0

## INTRODUCTION

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

1. View Notification via Front-End (FIORI)
2. Create and Submit Service Extension Application
3. Edit (Rework) and Submit Service Extension Application
4. Withdraw Service Extension Application
5. Generate Application Type Report
6. Additional Information: Approve Employee's Basic Pay

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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal ( <a href="http://www.ssm.gov.bn">www.ssm.gov.bn</a> )
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

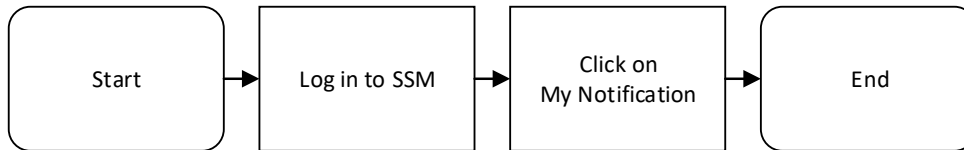
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **[ssm.helpdesk@dynamiktechnologies.com.bn](mailto:ssm.helpdesk@dynamiktechnologies.com.bn)**.

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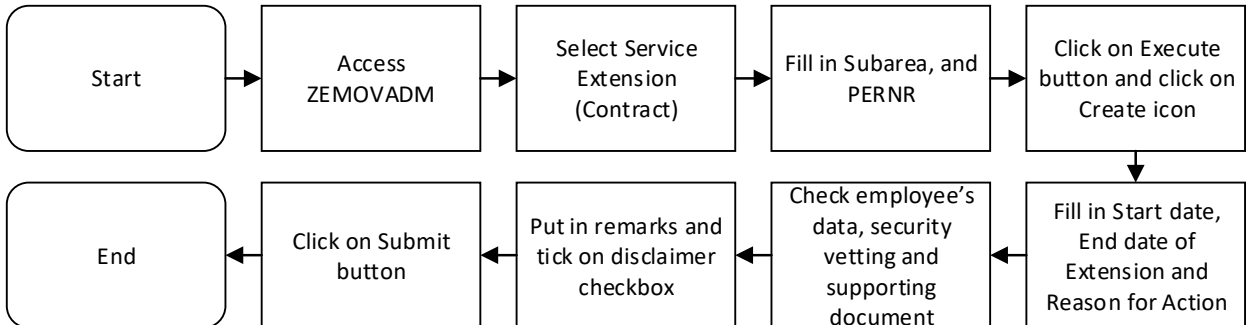
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## Process Overview

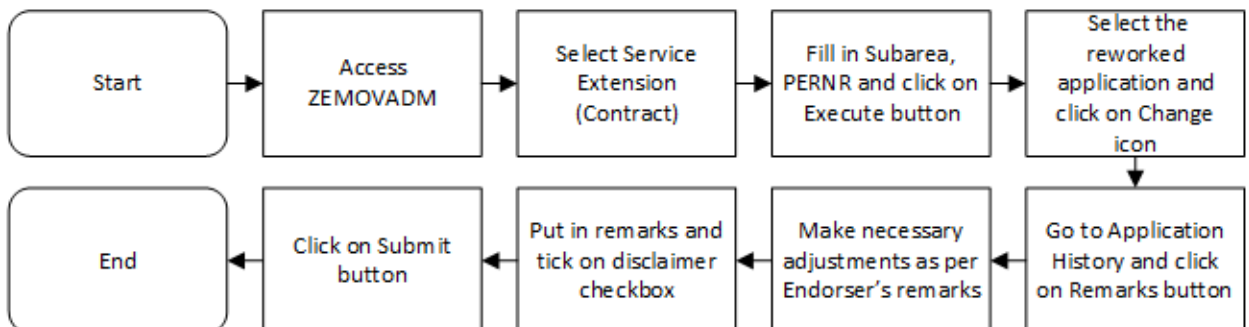
### View Notification via Front-End (FIORI)



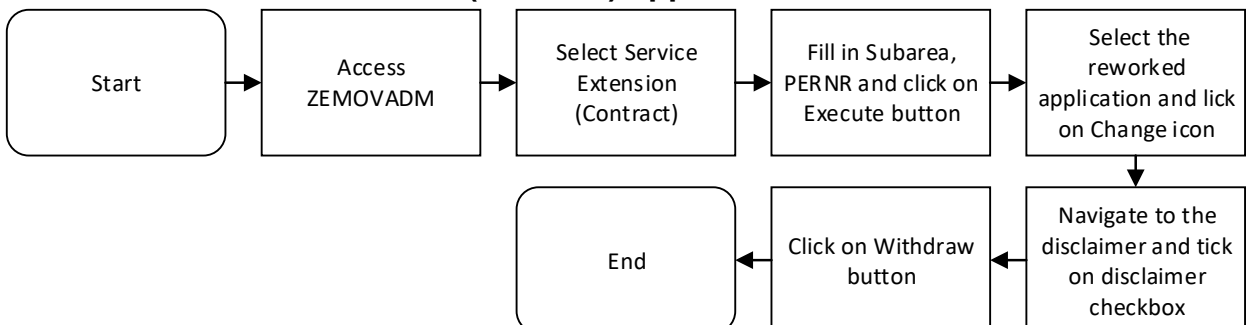
### Create and Submit Service Extension (Contract) Application



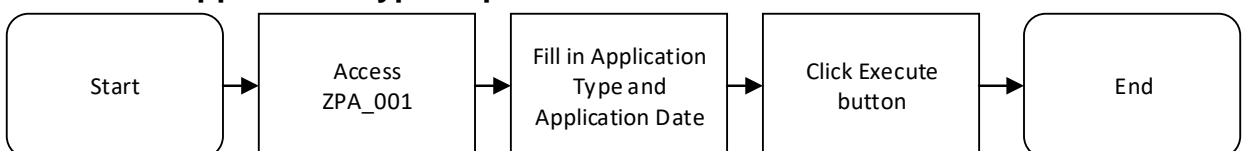
### Edit and Submit Service Extension (Contract) Application



### Withdraw Service Extension (Contract) Application



### Generate Application Type Report



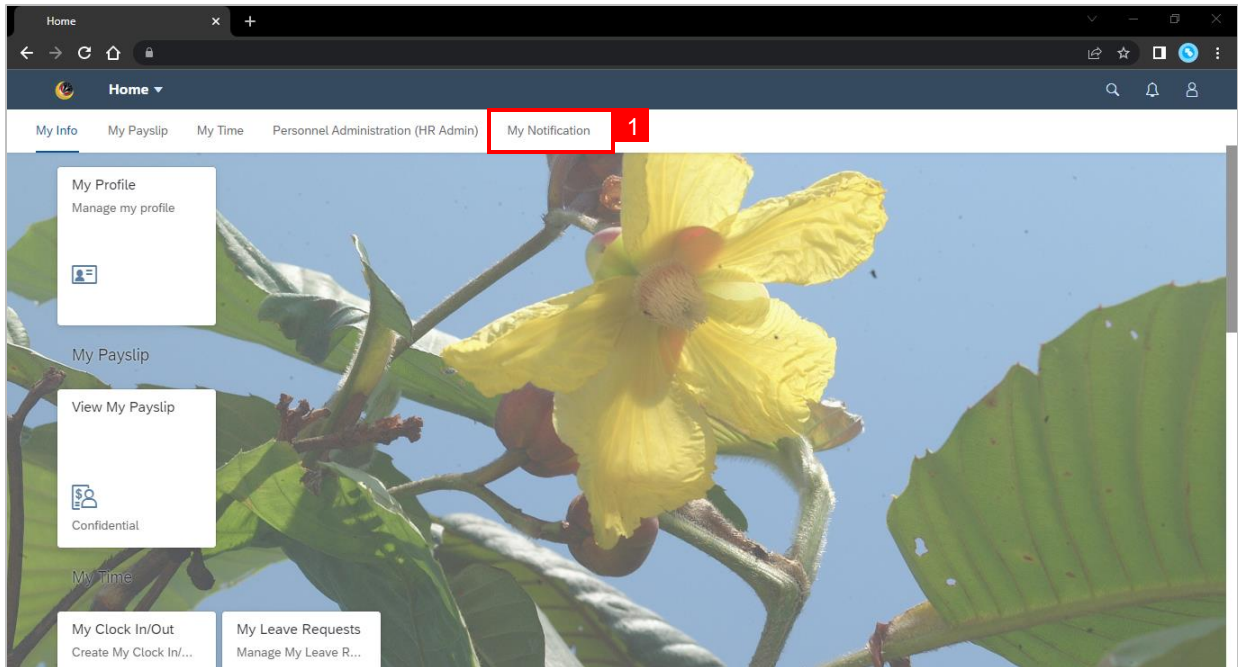
**VIEW NOTIFICATION VIA FRONT END**

**Front-End User**

Department HR Administrator

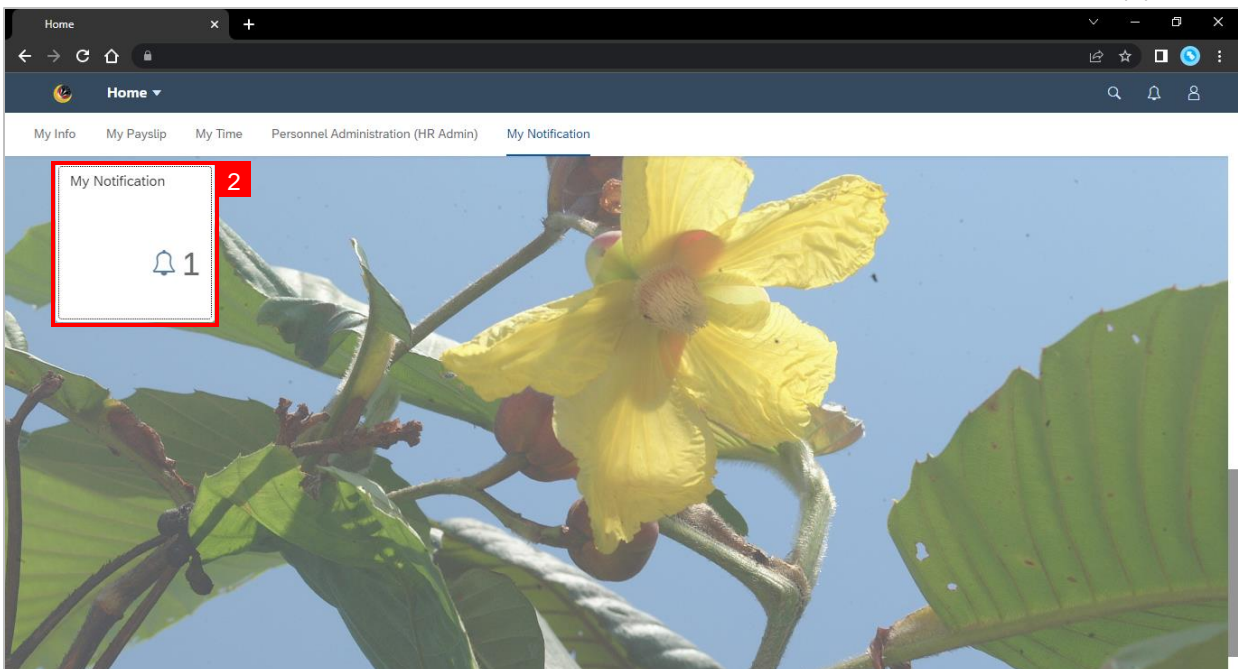
Log into **SSM (Front-End)** and proceed with the following steps.

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



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

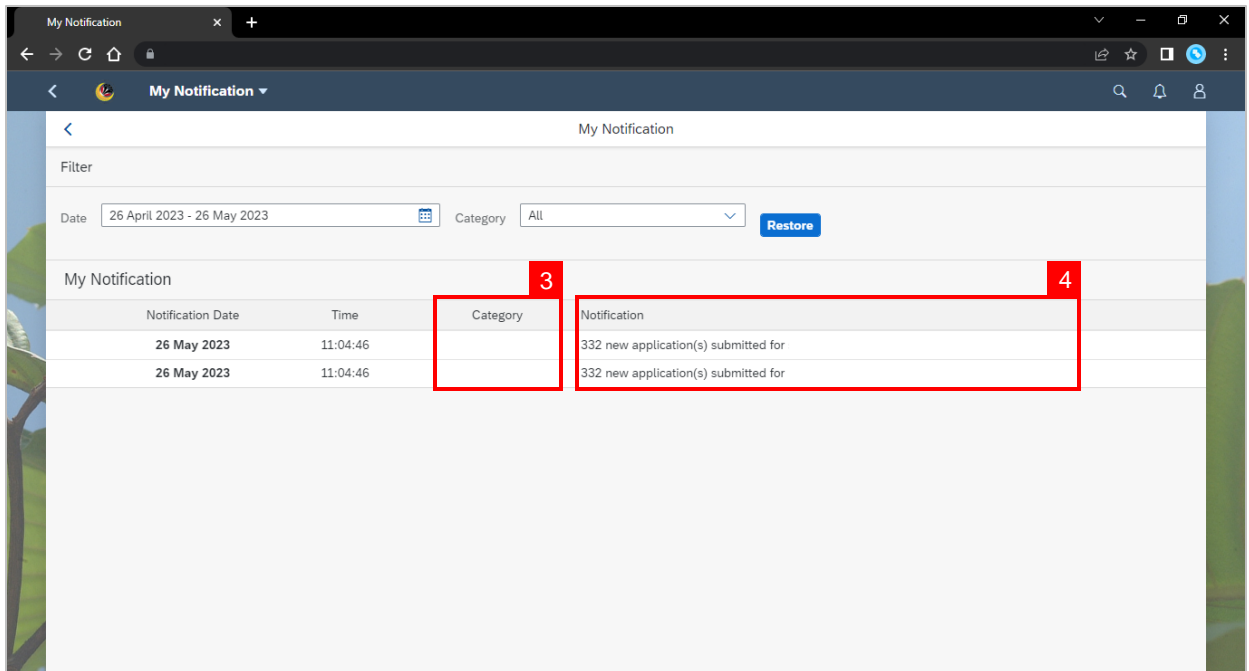
**Note:** The number shown on the tile indicates the total number of unread notification(s).



**Outcome:** My Notification page will be displayed.

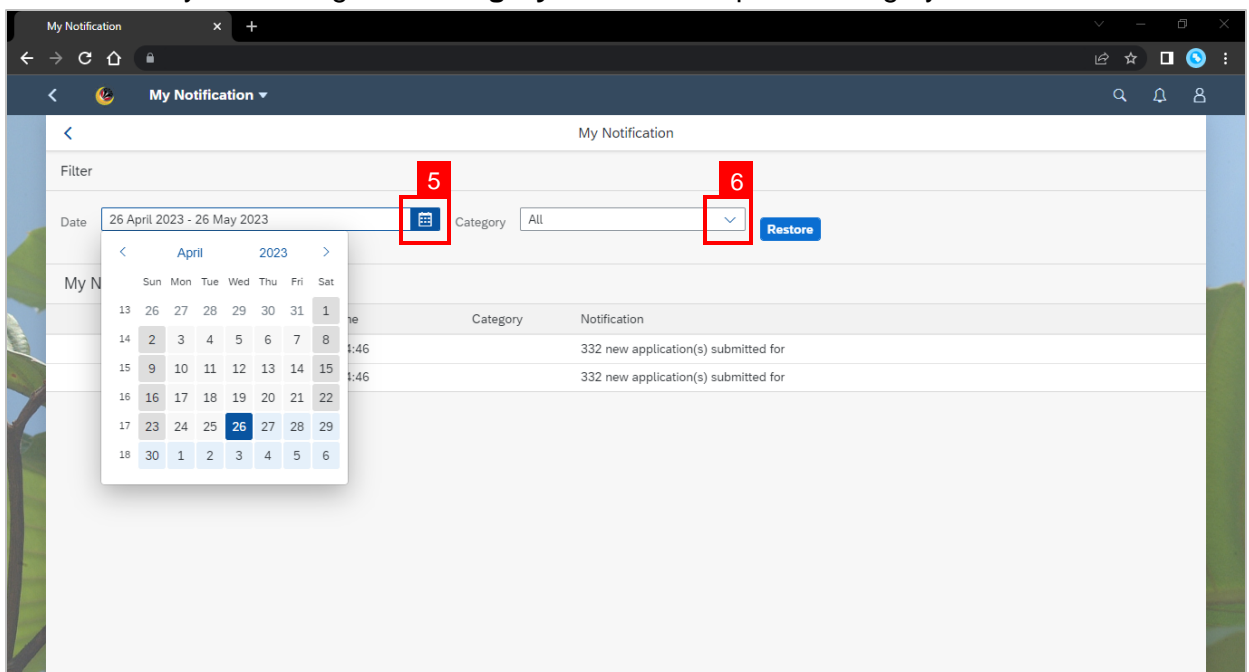
3. Under **Category** column, it will be shown as: (i) **Pengambilan Semula Slps Bersara (Kontrak)** or (ii) **Penyambungan Perkhidmatan (Kontrak)**.

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.



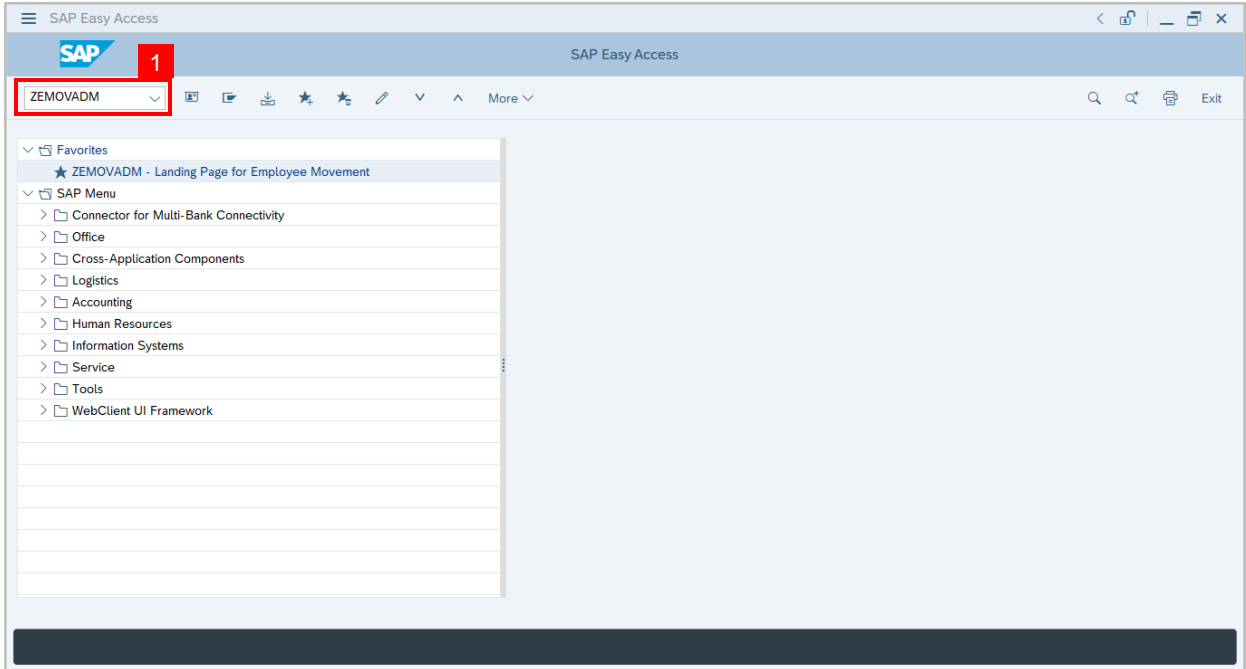
**CREATE AND SUBMIT  
SERVICE EXTENSION  
APPLICATION**

**Back-End User**

Department HR Administrator

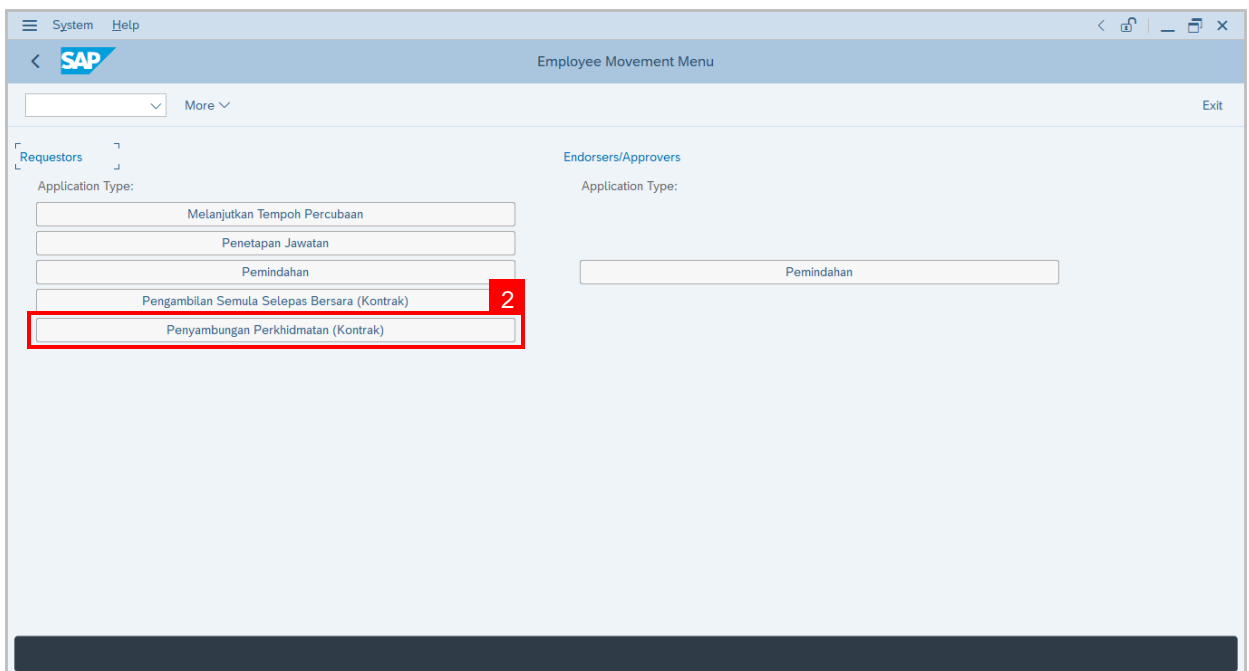
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



**Note:** Employee Movement page will be displayed.

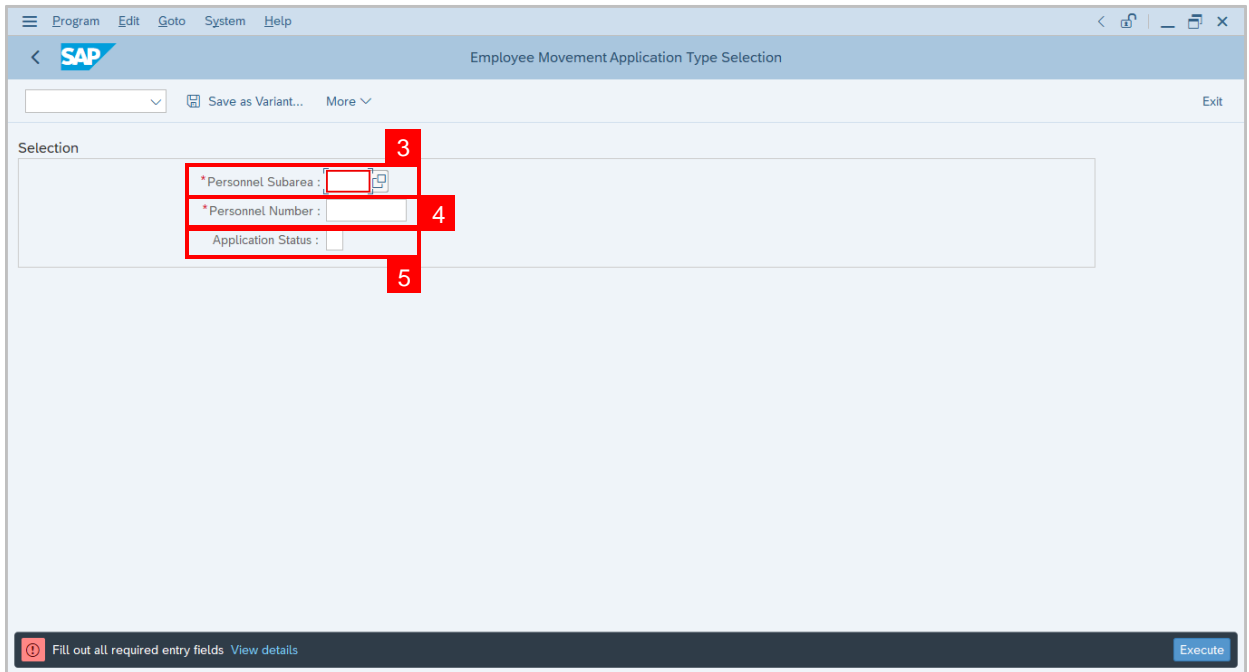
2. Click on **Penyambungan Perkhidmatan (Kontrak)** button.



3. Fill in **Personnel Subarea**.

4. Fill in **Personnel Number**.

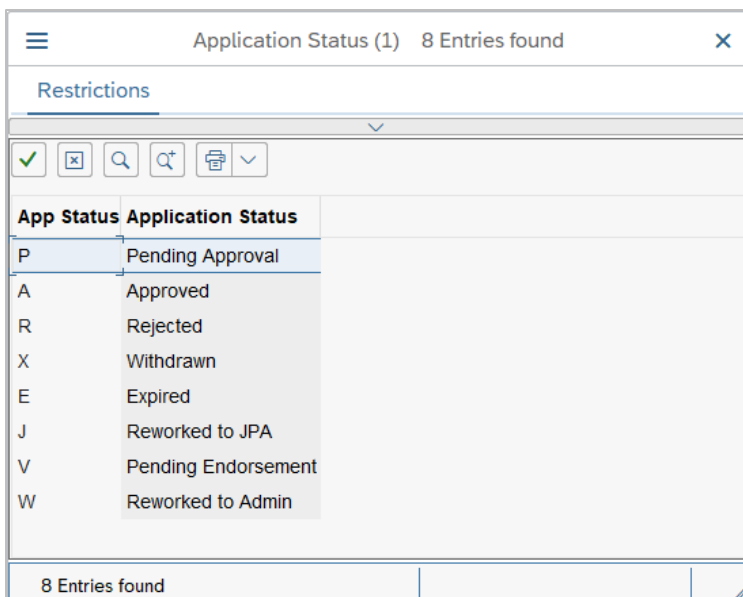
5. User may filter specific **Application Status** when required.



**Note:** Application Status pop-up window will be displayed.

User may select any of the eight (8) Application Status. E.g. To display application(s) with Pending Approval status only, user should select Pending Approval.

To see **all statuses**, user **should leave the field blank**.



App Status	Application Status
P	Pending Approval
A	Approved
R	Rejected
X	Withdrawn
E	Expired
J	Reworked to JPA
V	Pending Endorsement
W	Reworked to Admin



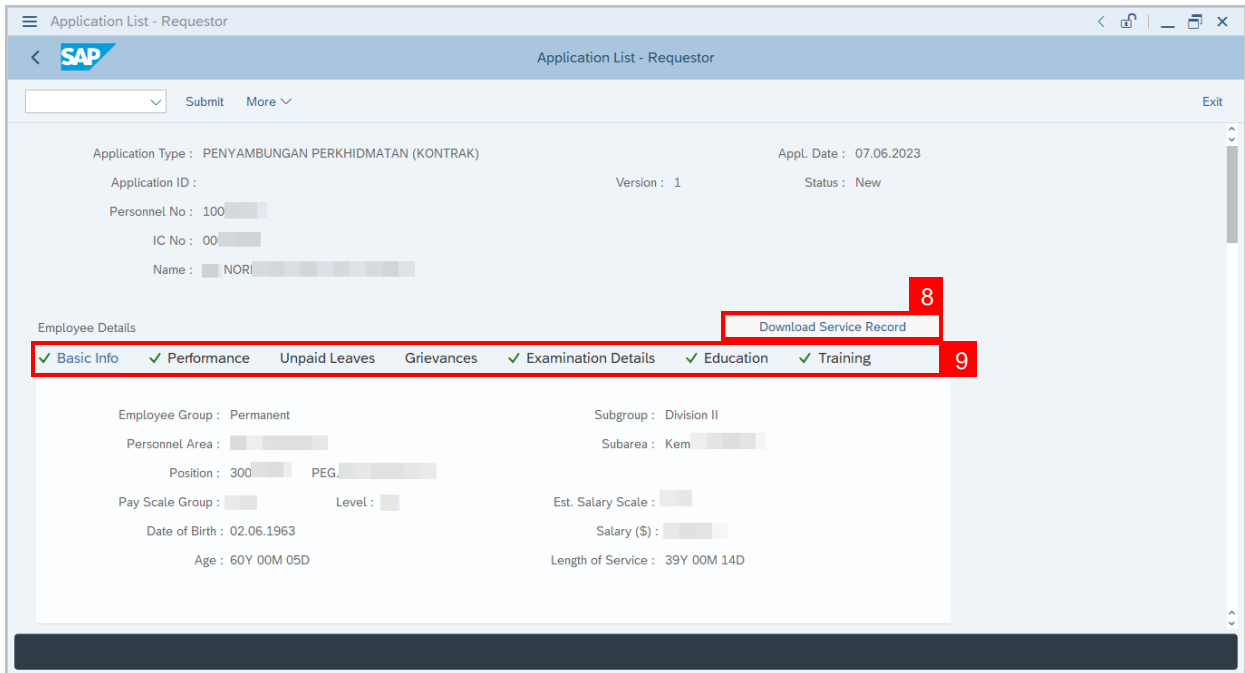


8. User can download the **Service Record**.

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.

The green tick icon represent that there is information stored.



Application List - Requestor

Application Type : PENYAMBUNGAN PERKHIDMATAN (KONTRAK) Appl. Date : 07.06.2023

Application ID : Version : 1 Status : New

Personnel No : 100 IC No : 00 Name : NORI

Employee Details

Download Service Record

✓ Basic Info ✓ Performance Unpaid Leaves Grievances ✓ Examination Details ✓ Education ✓ Training

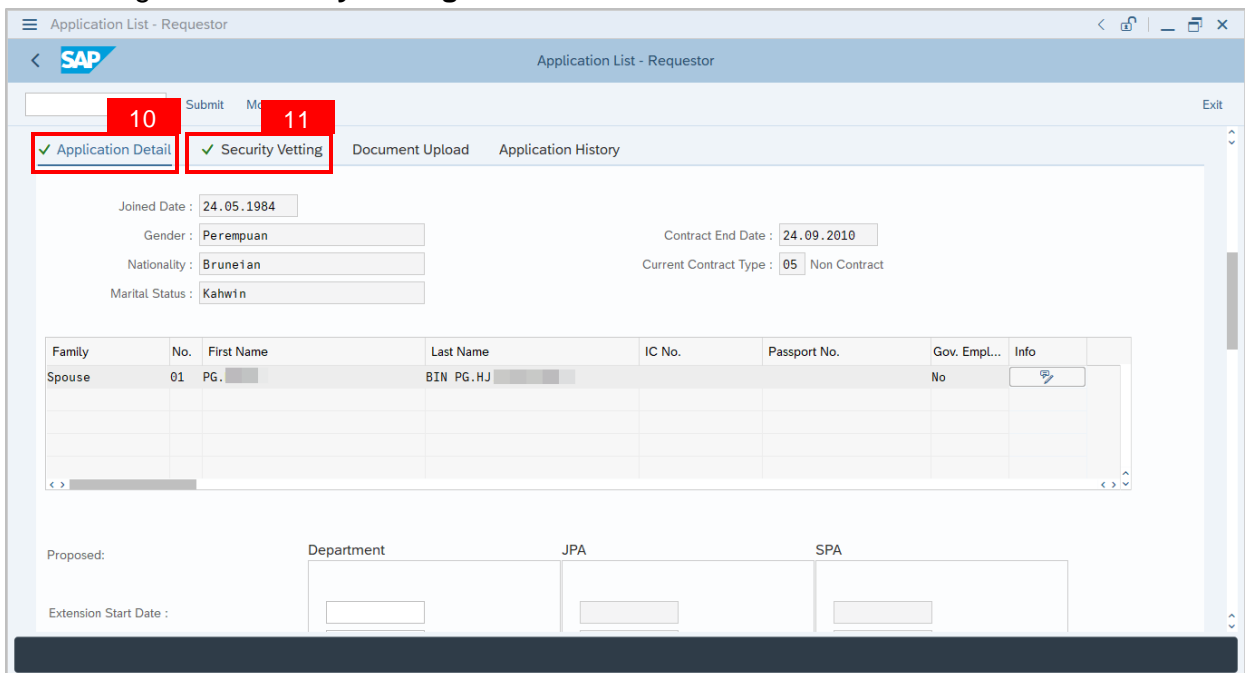
Employee Group : Permanent Subgroup : Division II

Personnel Area : Position : 300 PEG. Pay Scale Group : Level : Est. Salary Scale :

Date of Birth : 02.06.1963 Salary (\$) : Age : 60Y 00M 05D Length of Service : 39Y 00M 14D

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

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



Application List - Requestor

Application List - Requestor

Application Detail Security Vetting Document Upload Application History

Joined Date : 24.05.1984 Gender : Perempuan Contract End Date : 24.09.2010

Nationality : Bruneian Current Contract Type : 05 Non Contract

Marital Status : Kahwin

Family	No.	First Name	Last Name	IC No.	Passport No.	Gov. Empl...	Info
Spouse	01	PG.	BIN PG.HJ			No	

Proposed: Department JPA SPA

Extension Start Date :

**Note:** Security Vetting tab will be displayed.

(i) **Extension Start Date** and **End Date** at **Application Detail** for **Department** must be filled in before clicking on **Security Vetting** tab.

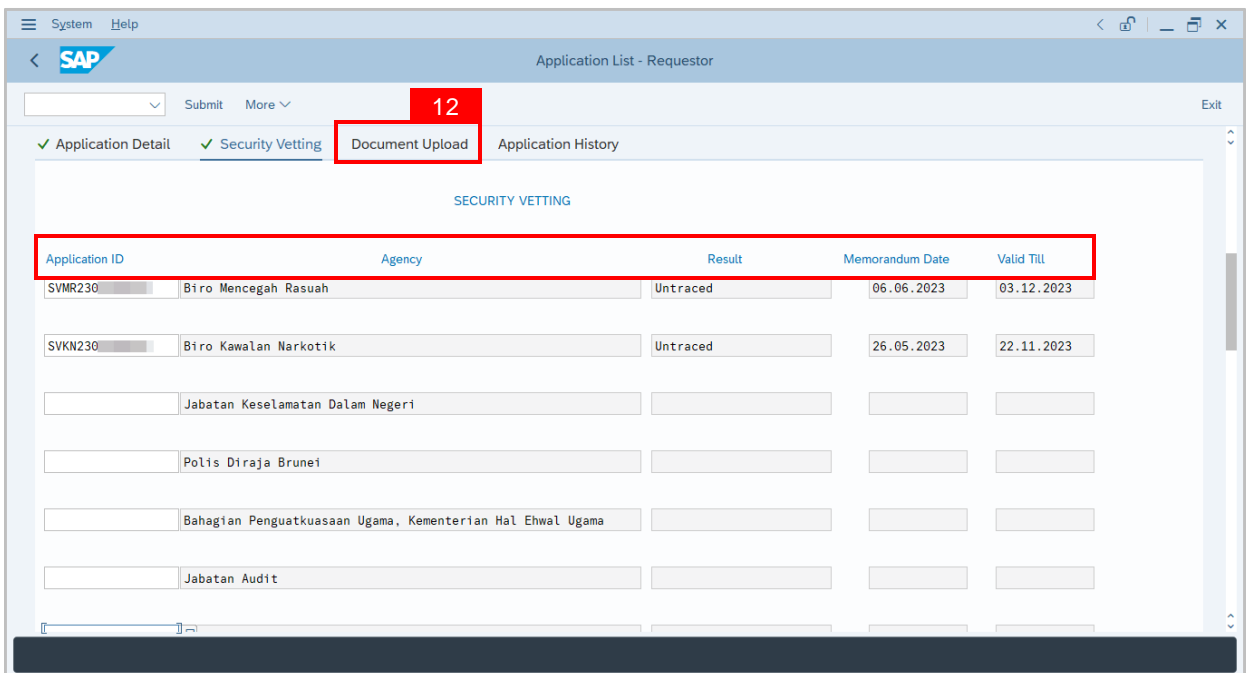
(ii) All eight (8) Security Vetting agencies name will be displayed.

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

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

(v) **Department Security Vetting Requestor role** may view the result with attachment (if any) via ZVETDISPLAY.

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



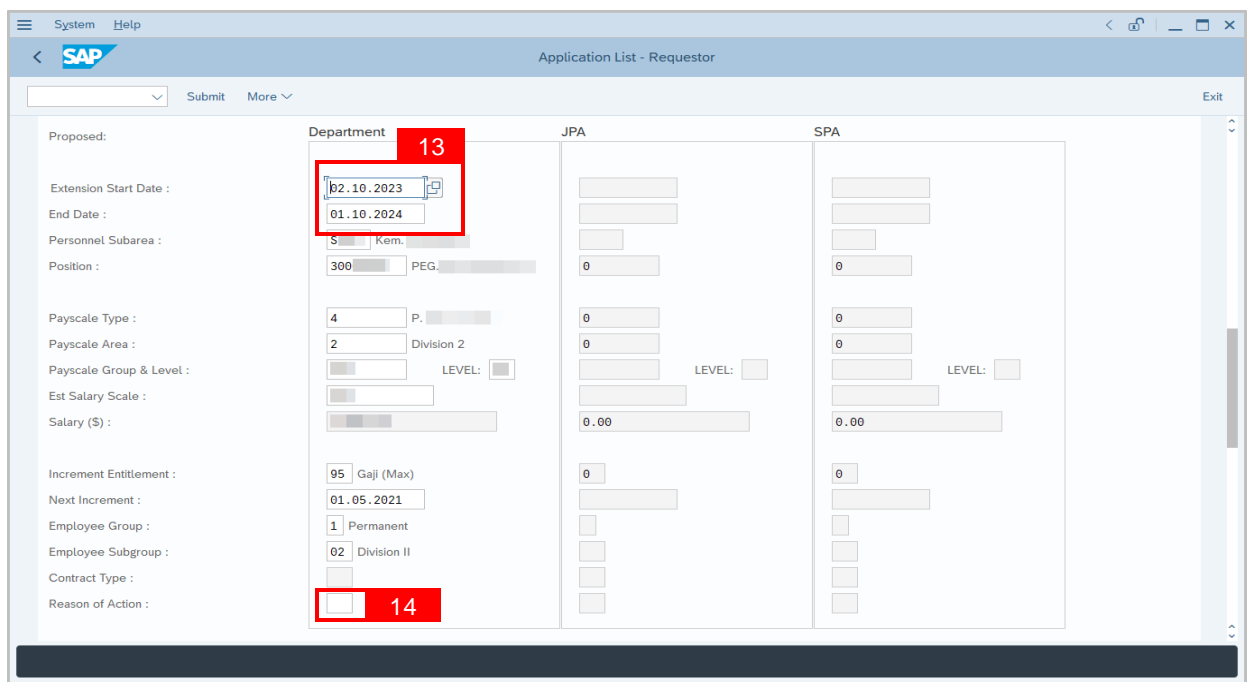
Application ID	Agency	Result	Memorandum Date	Valid Till
SVMR230	Biro Mencegah Rasuah	Untraced	06.06.2023	03.12.2023
SVKN230	Biro Kawalan Narkotik	Untraced	26.05.2023	22.11.2023
	Jabatan Keselamatan Dalam Negeri			
	Polis Diraja Brunei			
	Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugama			
	Jabatan Audit			

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

13. Fill in the **Extension Start Date** and **End Date**.

14. Select the **Reason of Action** for Service Extension.

**Note:** The employee existing SSM data will be pulled and auto-fill the fields under **Department column**.

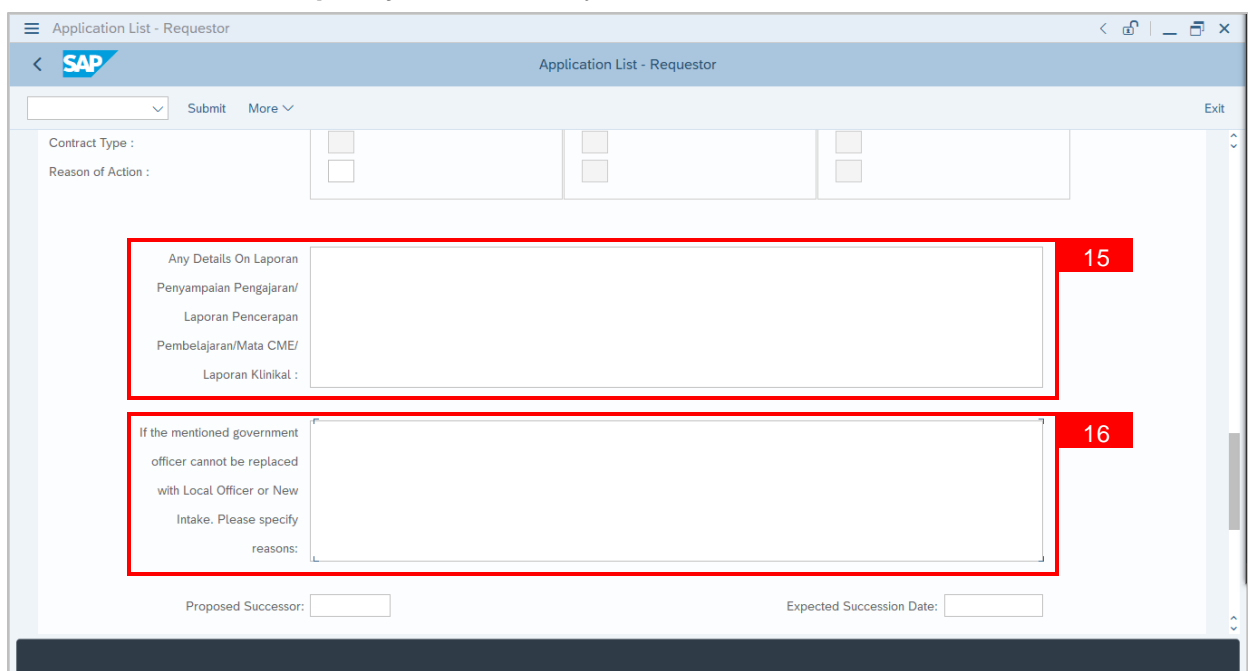


The screenshot shows the SAP 'Application List - Requestor' form. The 'Department' column is highlighted with a red box labeled '13'. Within this column, the 'Extension Start Date' field is set to '02.10.2023' and the 'End Date' field is set to '01.10.2024', both highlighted with a red box. The 'Reason of Action' field at the bottom of the Department column is highlighted with a red box labeled '14'. The 'JPA' and 'SPA' columns contain various input fields for job details, including salary and position information.

**Note:** Department HR Administrator may adjust the details under Department column except for the greyed-out fields.

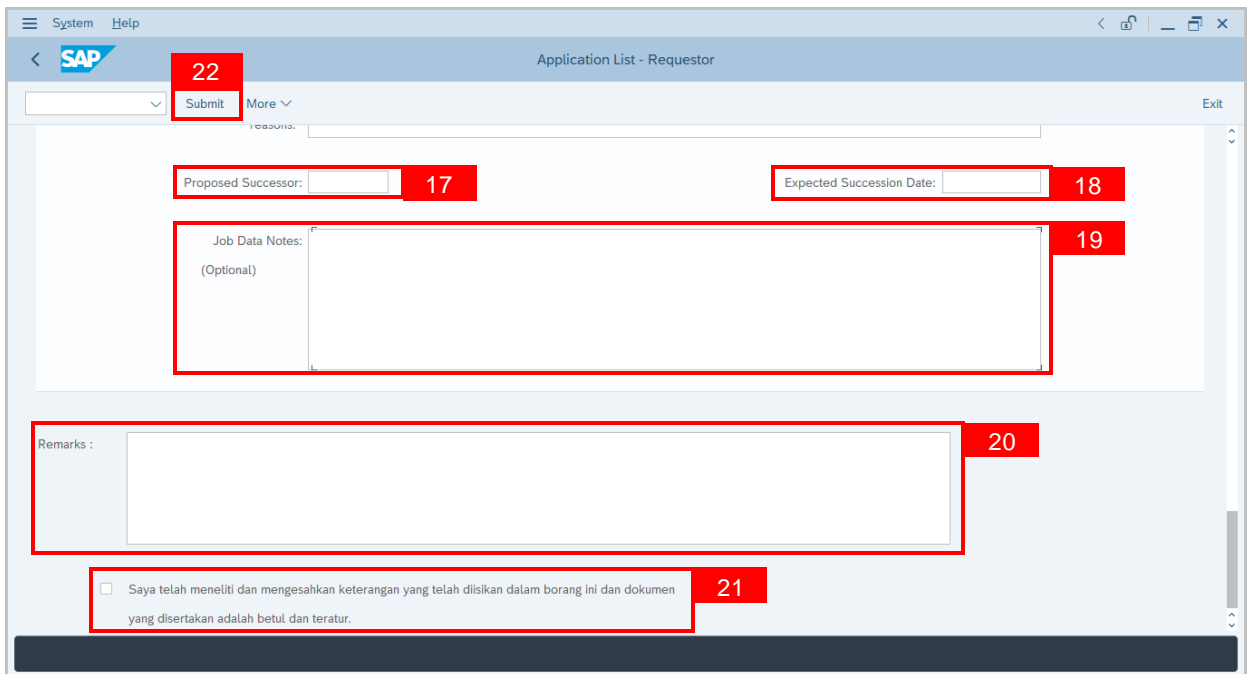
15. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** and fill in the remarks (if any).

16. Fill in **If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons** if any.



The screenshot shows the lower portion of the SAP 'Application List - Requestor' form. Two large text input areas are highlighted with red boxes. The first box, labeled '15', is for 'Any Details On Laporan Penyampaian Pengajaran/ Laporan Pencerapan Pembelajaran/Mata CME/ Laporan Klinikal :'. The second box, labeled '16', is for 'If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons:'. Below these boxes are fields for 'Proposed Successor:' and 'Expected Succession Date:'.

17. Fill in the **Proposed Successor IC number** (6 digits without '-'), if any.
18. Fill in the **Expected Succession Date**, if any.
19. Fill in **Job Data Notes**, if any. It will appear at the employee's job data in PA30.
20. Fill in **Remarks**, if any. It will appear at **Application History** for **Endorser** and **Approver** to view.
21. **Click on the checkbox** to agree with the disclaimer.
22. Click on **Submit** button to submit the application for **Service Extension (Contract)**.



The screenshot shows the SAP 'Application List - Requestor' form. Red boxes and numbers highlight the following elements:

- 22**: The 'Submit' button at the top left.
- 17**: The 'Proposed Successor' input field.
- 18**: The 'Expected Succession Date' input field.
- 19**: The 'Job Data Notes' text area.
- 20**: The 'Remarks' text area.
- 21**: 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.'

**Note:** Application List – Requestor will be displayed.

23. The **Application ID** will be auto-generated.
24. The **Version** number will be 1 (Version 1).
25. The **Application Status** will show as **Pending Endorsement**.

**Outcome:** **Service Extension (Contract) Application has been successfully submitted for endorsement.**



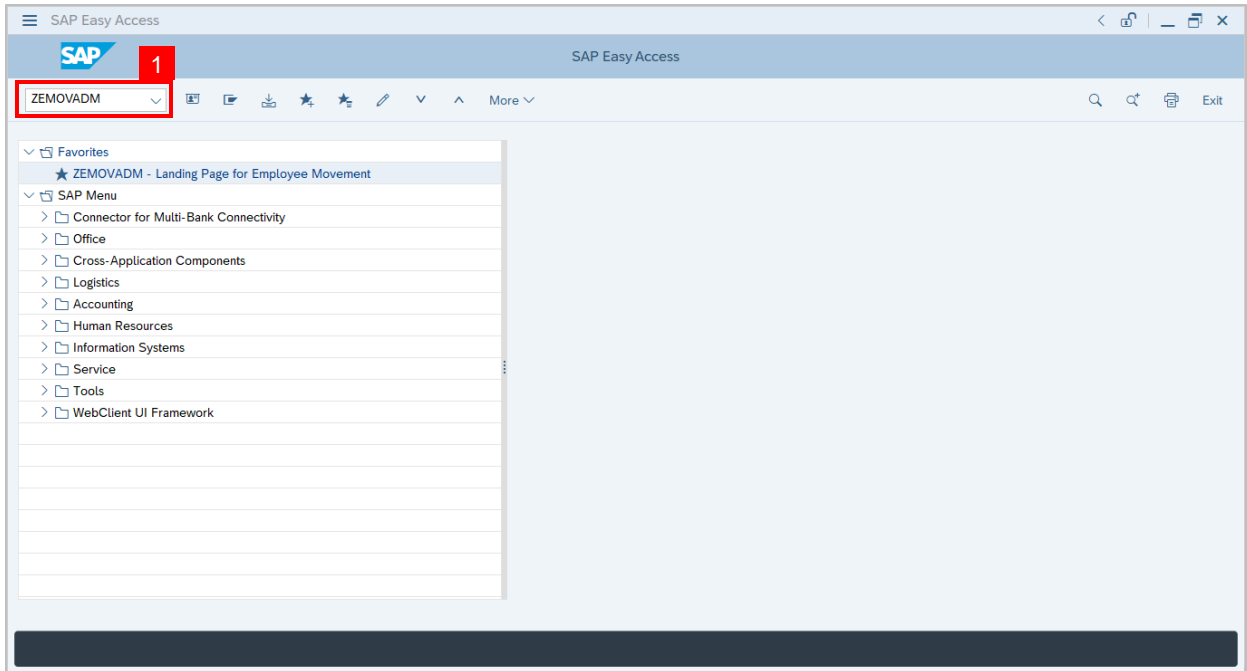
**EDIT AND SUBMIT SERVICE  
EXTENSION APPLICATION**

**Back-End User**

Department HR Administrator

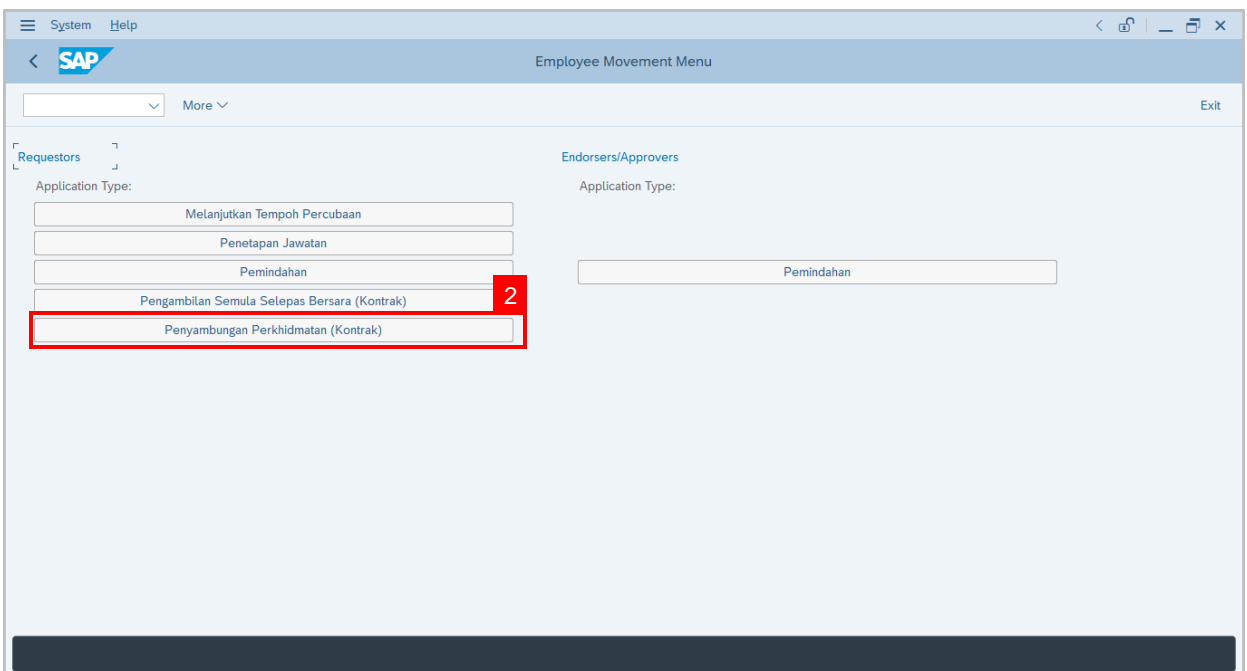
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



**Note:** Employee Movement page will be displayed.

2. Click on **Service Extension (Kontrak)** button.



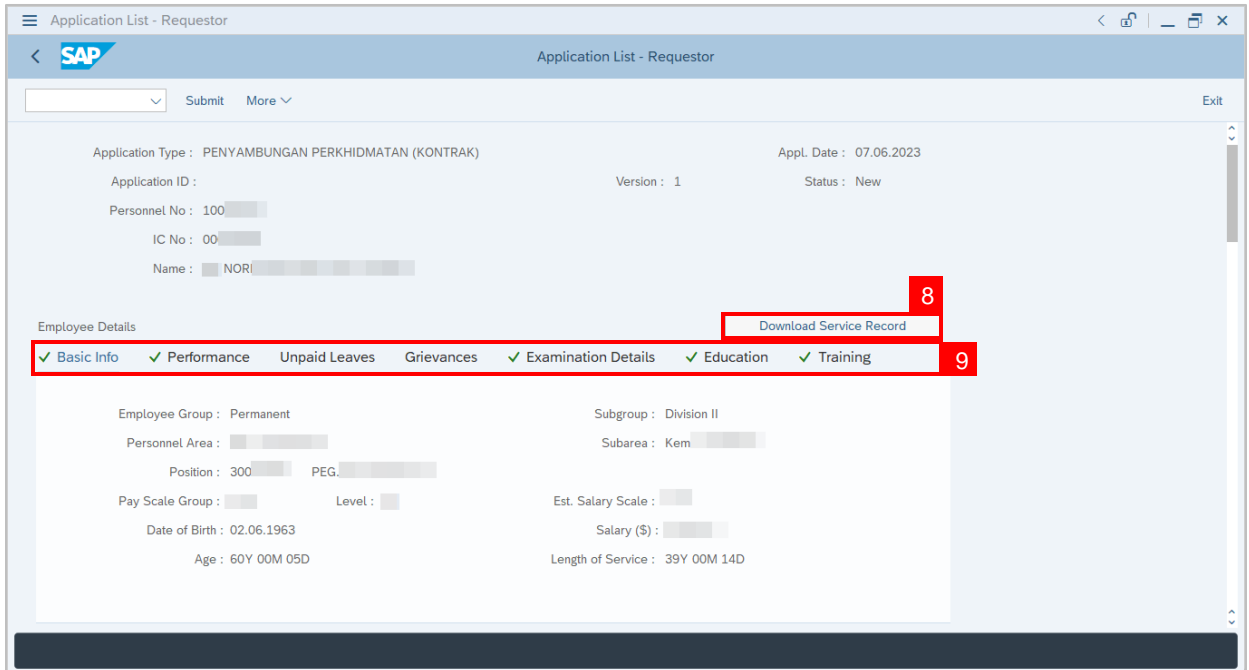




8. User can download the **Service Record**.

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

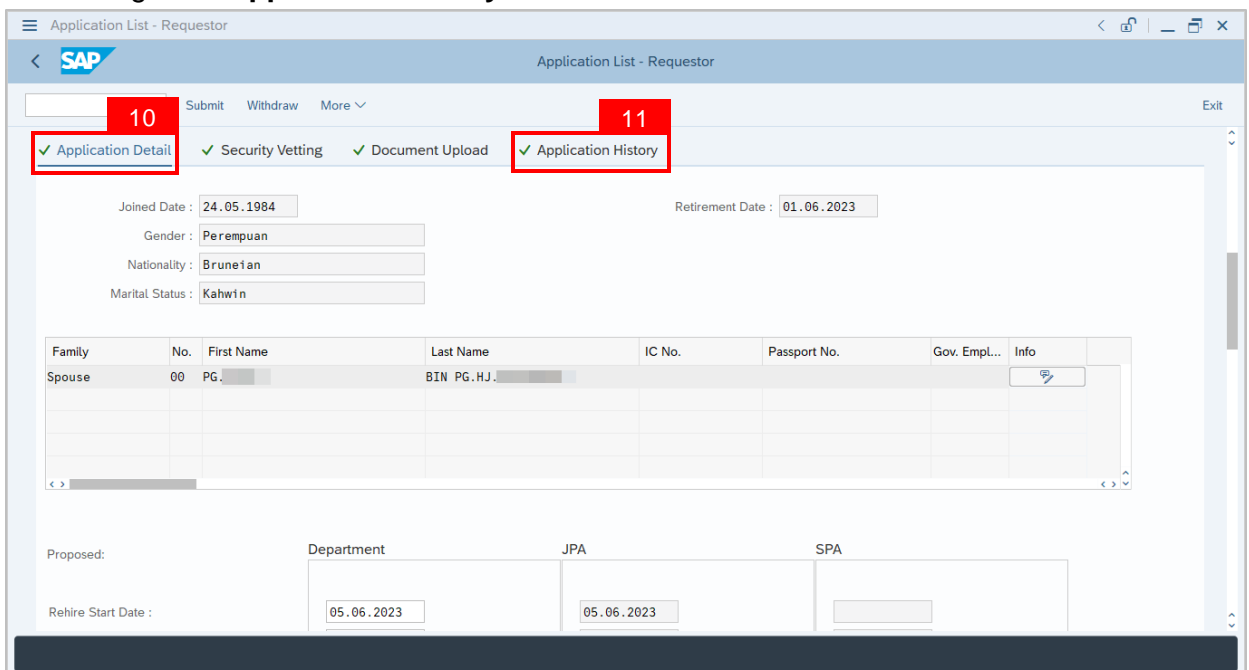
**Note:** If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



The screenshot shows the SAP 'Application List - Requestor' interface. At the top, there are navigation buttons and a search bar. Below that, application details are displayed: Application Type: PENYAMBUNGAN PERKHIDMATAN (KONTRAK), Appl. Date: 07.06.2023, Application ID, Version: 1, Status: New, Personnel No: 100, IC No: 00, and Name: NORI. A red box labeled '8' highlights the 'Download Service Record' button. Below this is a tabbed interface with 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. A red box labeled '9' highlights the 'Basic Info' tab. The 'Basic Info' section contains fields for Employee Group (Permanent), Subgroup (Division II), Personnel Area, Subarea (Kem), Position (300 PEG.), Pay Scale Group, Level, Est. Salary Scale, Date of Birth (02.06.1963), Salary (\$), Age (60Y 00M 05D), and Length of Service (39Y 00M 14D).

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

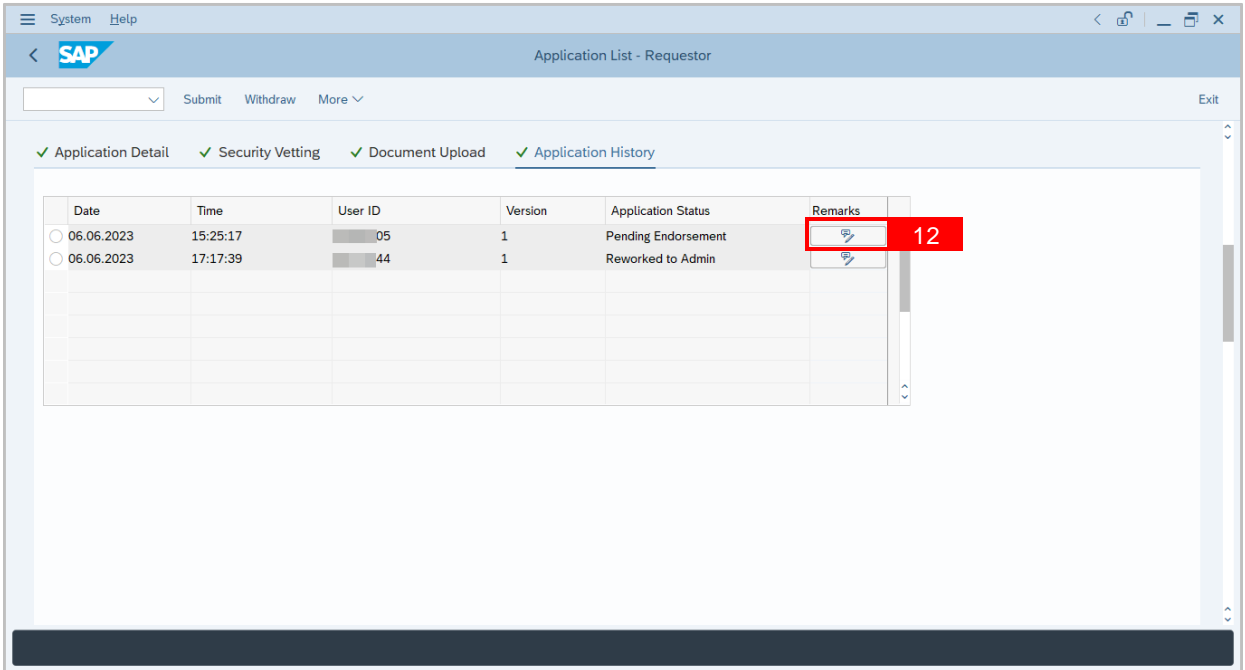
11. Navigate to **Application History** tab and click on it.



The screenshot shows the SAP 'Application List - Requestor' interface with the 'Application Detail' tab selected. A red box labeled '10' highlights the 'Application Detail' tab. Below the tabs, personal information is displayed: Joined Date: 24.05.1984, Retirement Date: 01.06.2023, Gender: Perempuan, Nationality: Brunetan, and Marital Status: Kahwin. A table lists family members with columns for Family, No., First Name, Last Name, IC No., Passport No., Gov. Empl..., and Info. The first row shows a Spouse with No. 00, First Name PG., and Last Name BIN PG. HJ. A red box labeled '11' highlights the 'Application History' tab. At the bottom, there are sections for 'Proposed:' with Department (JPA, SPA) and 'Rehire Start Date:' with dates (05.06.2023).

**Note:** Application History tab will be displayed.

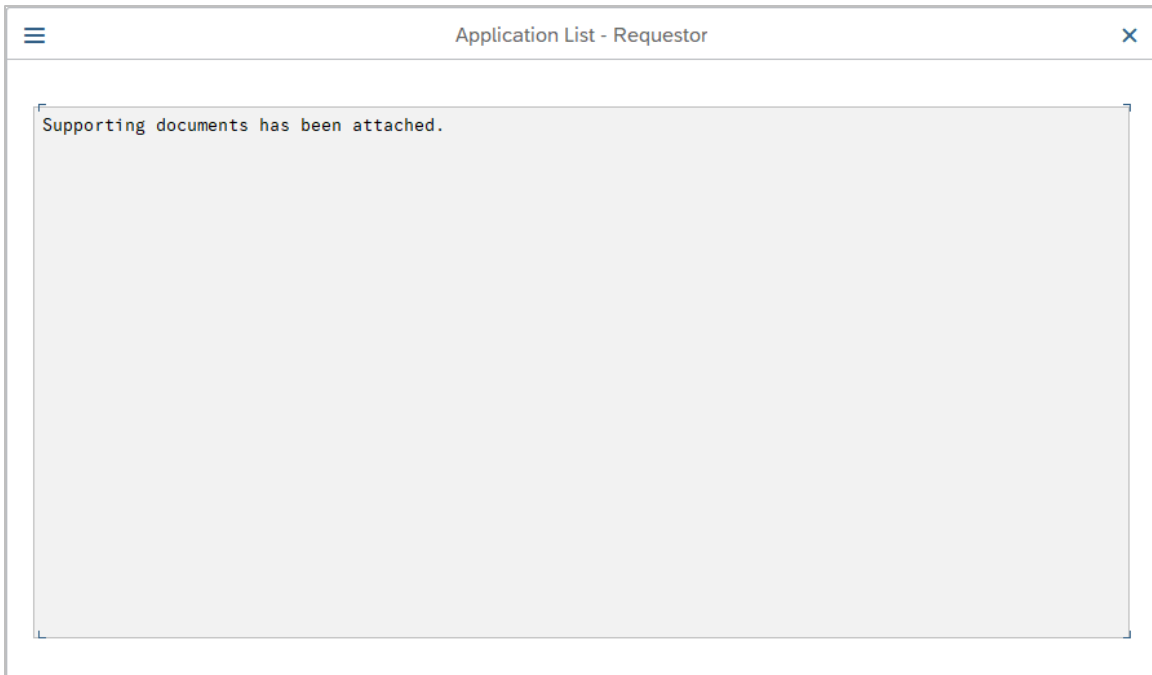
12. Click on **remarks** button to view the remarks from JPA Endorser what needs to be reworked on.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application History' tab is selected. A table displays application records with columns: Date, Time, User ID, Version, Application Status, and Remarks. The first record is highlighted, and a red box is drawn around the 'Remarks' column header. A red '12' is placed to the right of the table.

Date	Time	User ID	Version	Application Status	Remarks
06.06.2023	15:25:17	05	1	Pending Endorsement	
06.06.2023	17:17:39	44	1	Reworked to Admin	

**Note:** Application List – Requestor remarks pop-up window will be displayed.



The screenshot shows a pop-up window titled 'Application List - Requestor'. The window contains a single line of text: 'Supporting documents has been attached.'

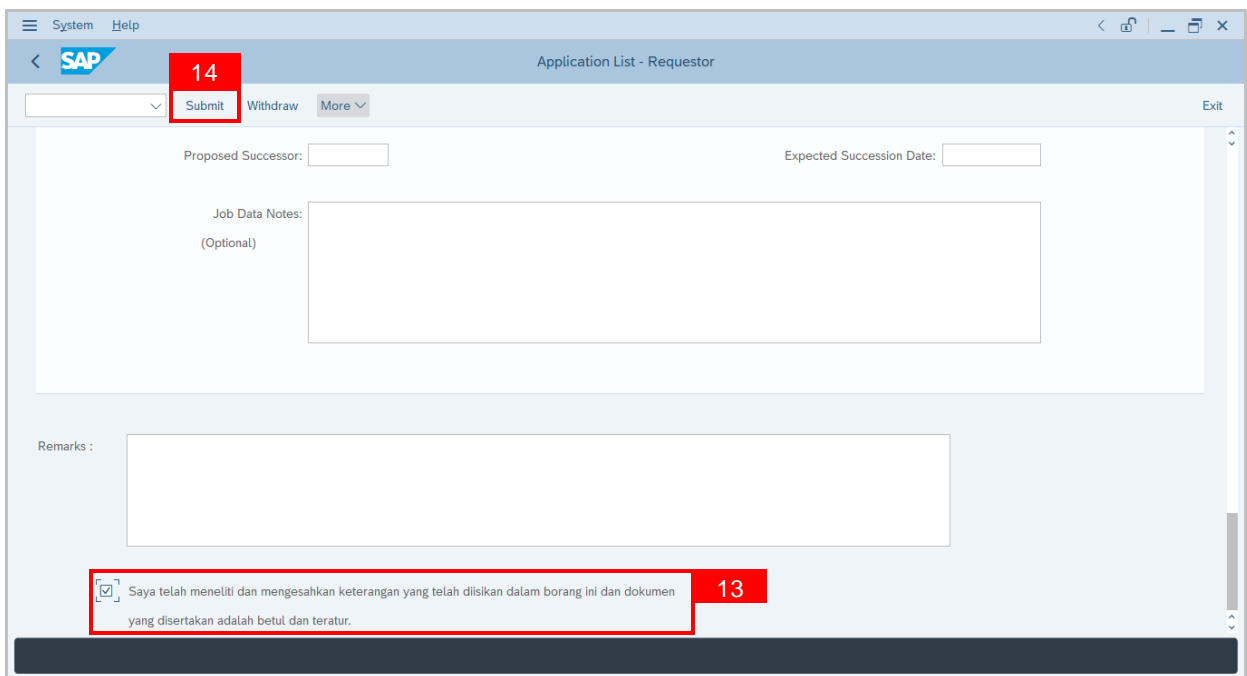
Navigate to **Application Detail**, under **Department column** and proceed with the adjustments required.

**Note:** Department HR Administrator can only adjust the details under Department 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 **Submit** button to submit the application for **Service Extension (Contract)**.



The screenshot shows the SAP 'Application List - Requestor' form. At the top, there are navigation buttons: 'Submit' (highlighted with a red box and the number 14), 'Withdraw', and 'More'. Below these are input fields for 'Proposed Successor' and 'Expected Succession Date'. A large text area for 'Job Data Notes (Optional)' is present. At the bottom, there is a 'Remarks' field containing a disclaimer text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' This text is highlighted with a red box and the number 13.

**Note:** Application List – Requestor will be displayed.

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

16. The **Version** number will be 2 (Version 2).

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

**Outcome:** **Service Extension (Contract) Application** has been successfully reworked and submitted for endorsement.



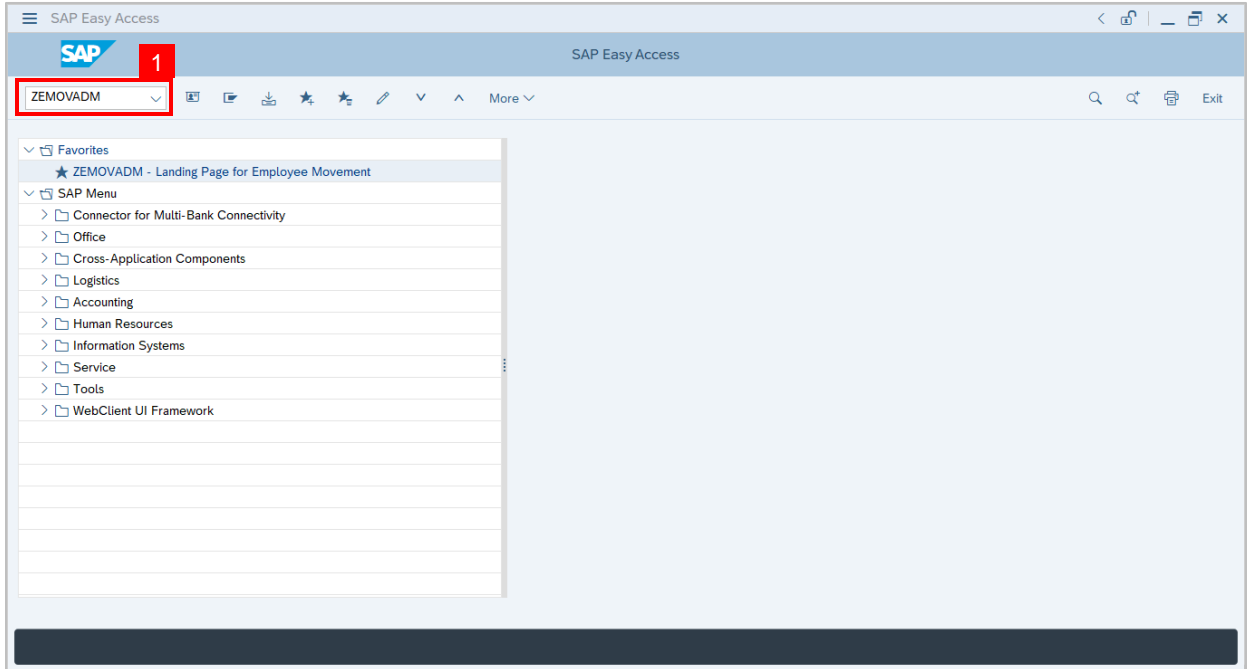
**WITHDRAW SERVICE  
EXTENSION APPLICATION**

**Back-End User**

Department HR Administrator

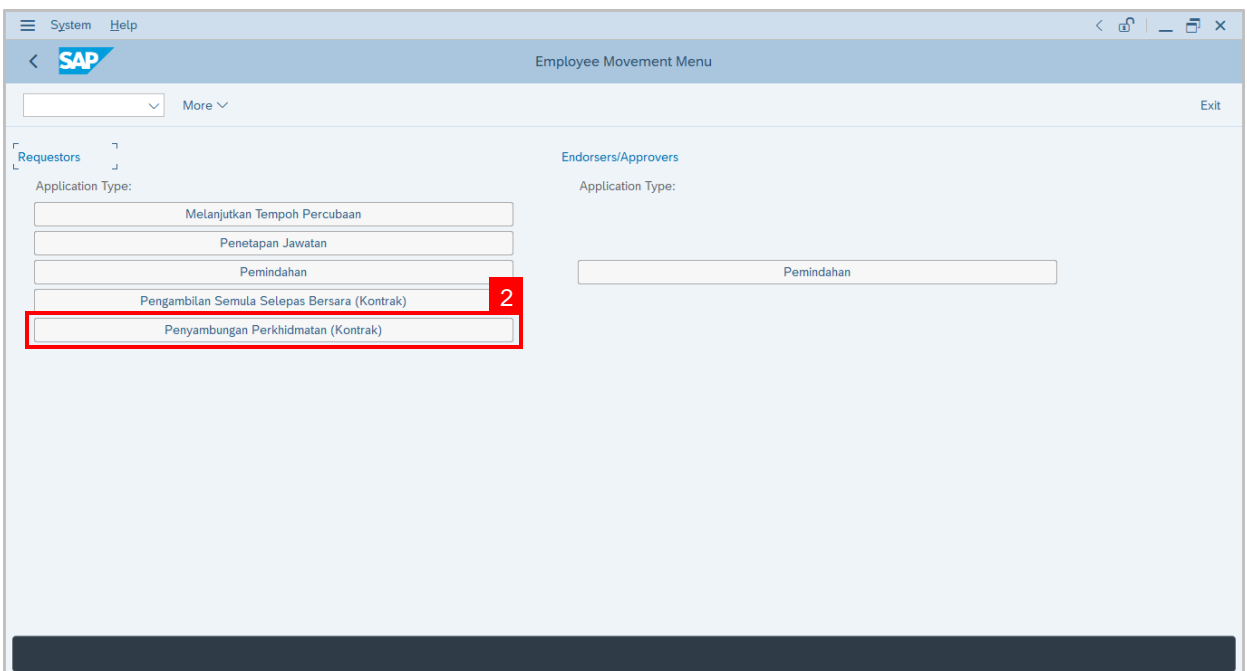
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



**Note:** Employee Movement page will be displayed.

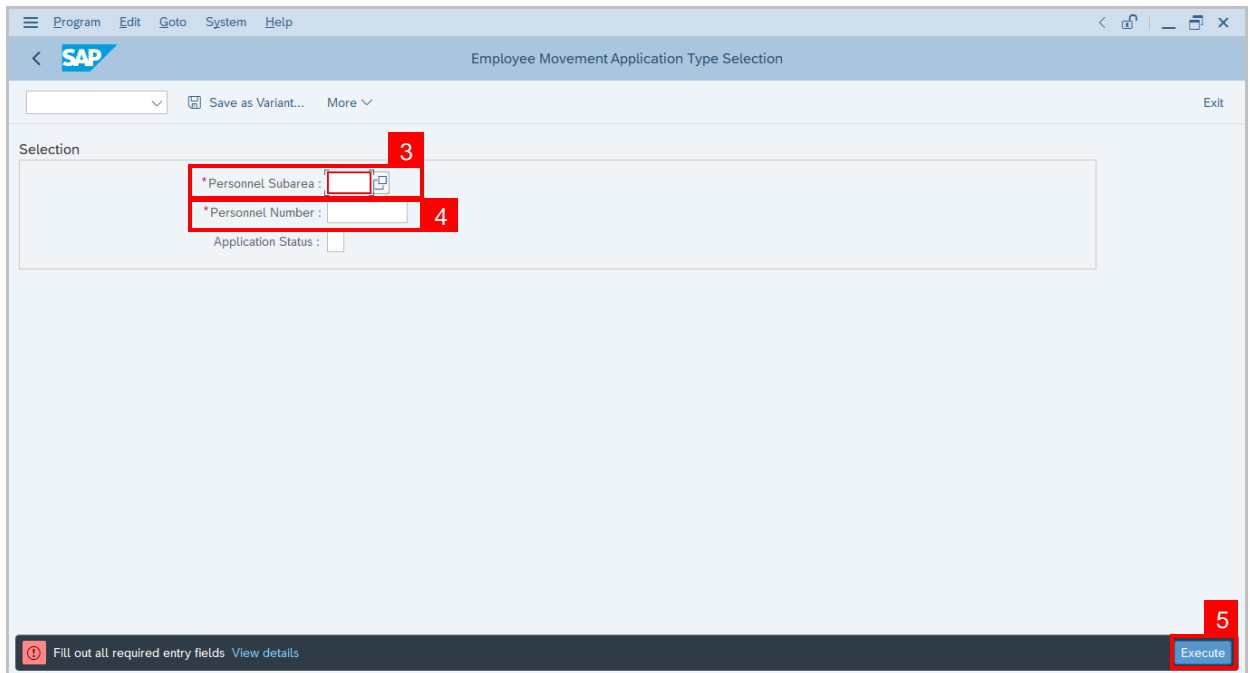
2. Click on **Service Extension (Kontrak)** button.



3. Fill in **Personnel Subarea**.

4. **Personnel Number**.

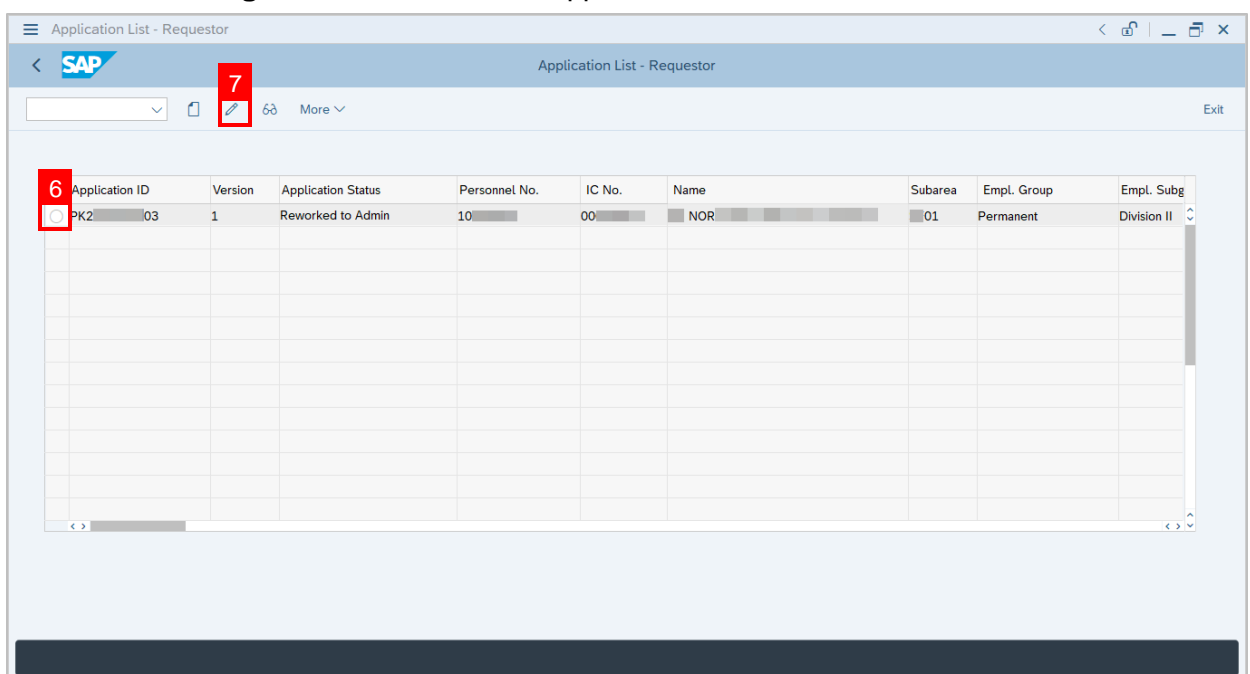
5. Proceed to click **Execute** button.



**Note:** Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application to be **withdrawn**.

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



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK2-03	1	Reworked to Admin	10	00	NOR	01	Permanent	Division II



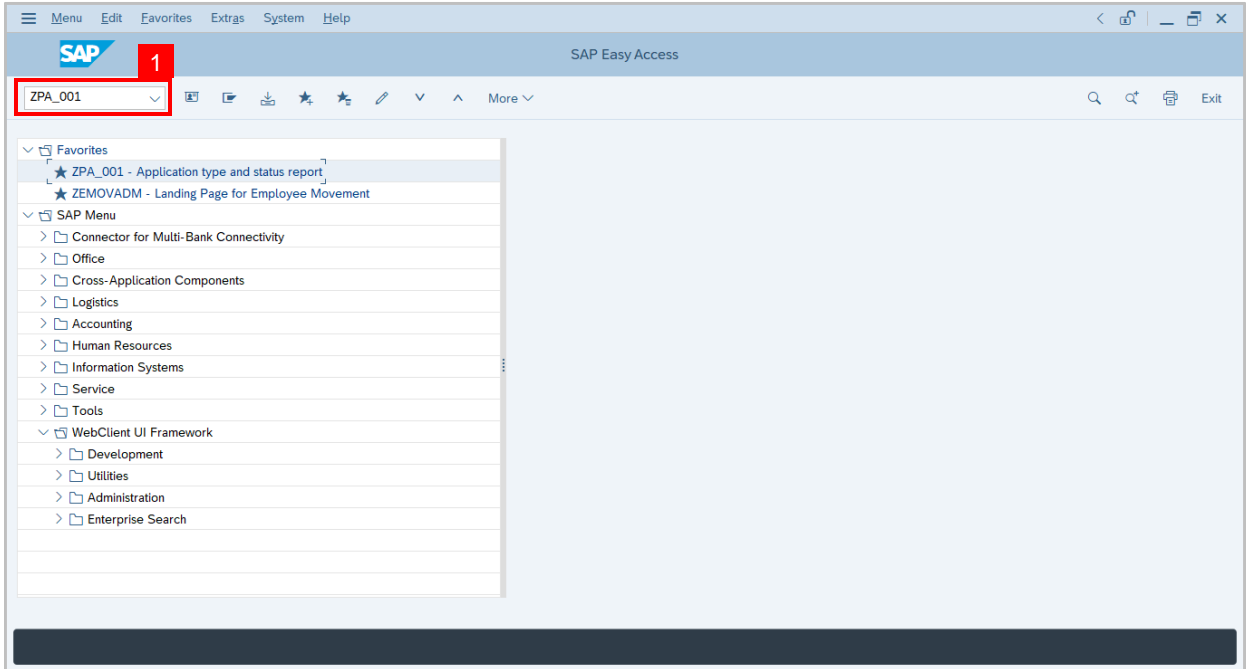
**GENERATE APPLICATION  
TYPE REPORT**

**Back-End User**

Department HR Administrator

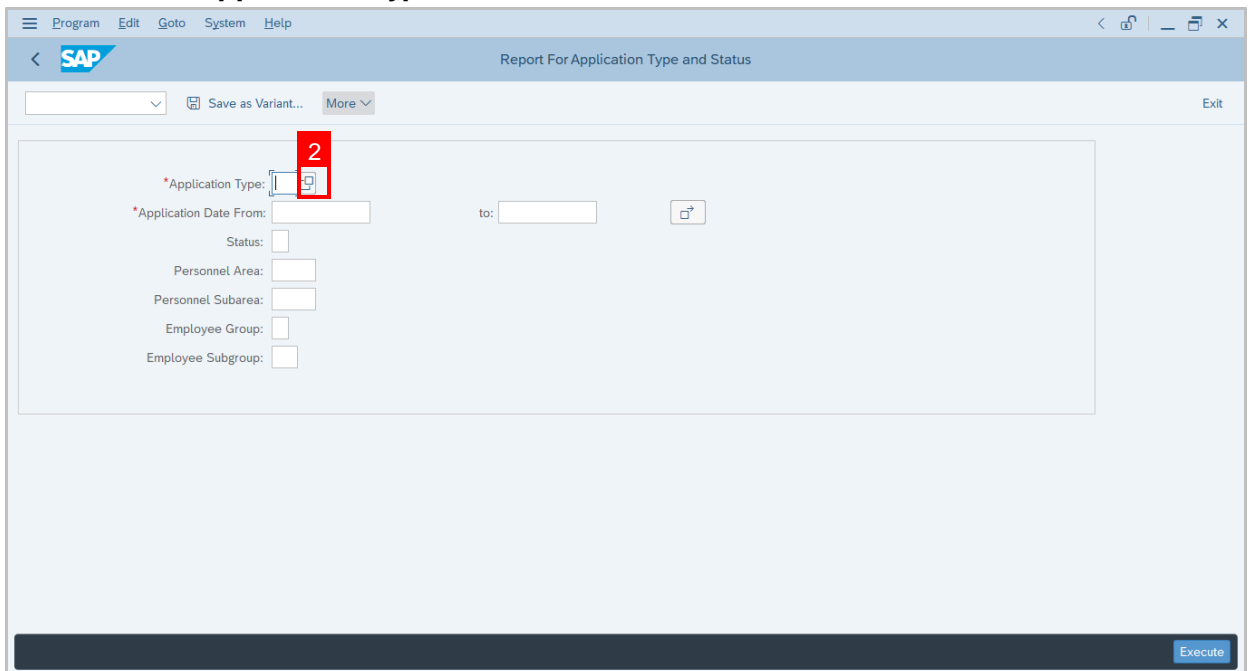
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZPA\_001** in the search bar.



**Note:** Employee Movement page will be displayed.

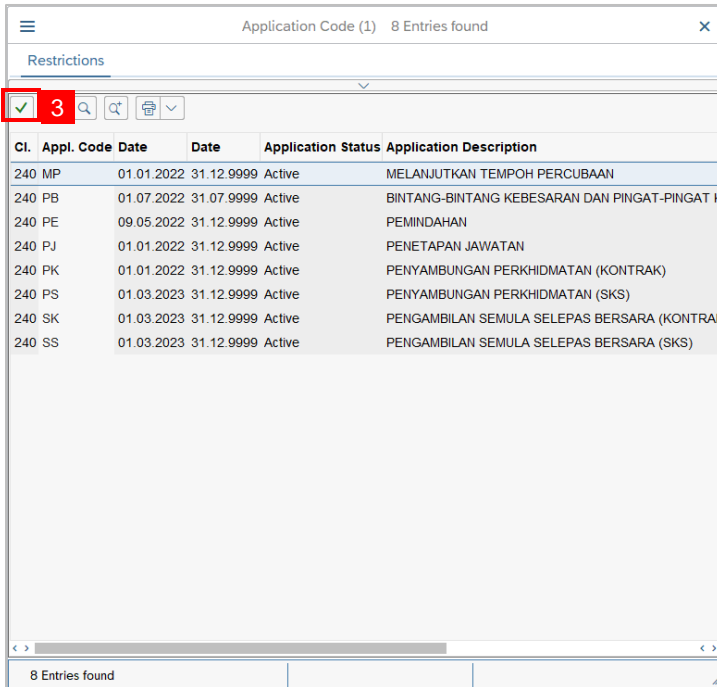
2. Select the **Application Type**.





**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**.

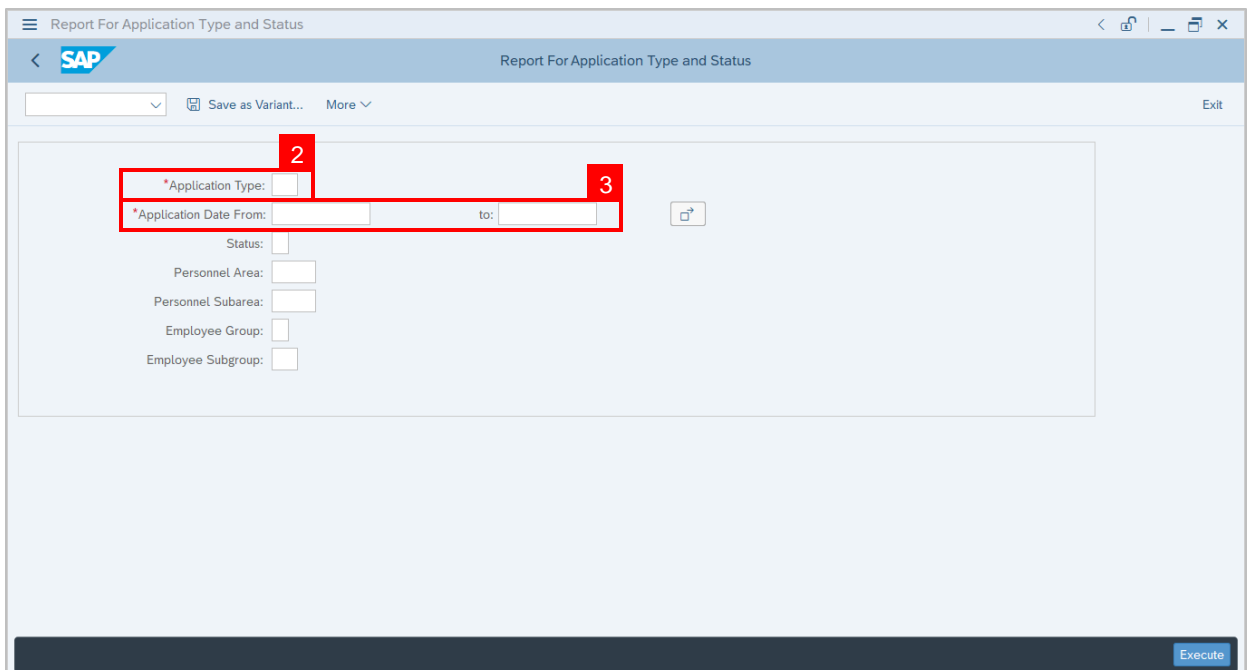


Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN JAWATAN
240	PK	01.01.2022	31.12.9999	Active	PENYAMBUNGAN PERKHIDMATAN (KONTRAK)
240	PS	01.03.2023	31.12.9999	Active	PENYAMBUNGAN PERKHIDMATAN (SKS)
240	SK	01.03.2023	31.12.9999	Active	PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK
240	SS	01.03.2023	31.12.9999	Active	PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)

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

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

5. Click on **Execute** button.



Report For Application Type and Status

SAP Report For Application Type and Status

Save as Variant... More

Exit

\*Application Type:  2

\*Application Date From:  to:  3

Status:

Personnel Area:

Personnel Subarea:

Employee Group:

Employee Subgroup:

Execute

<b>ADDITIONAL INFORMATION: APPROVE EMPLOYEE'S BASIC PAY</b>	<b>Back-End User</b>
	Department Payroll Officer

Once approved by SPA, the employee's **basic pay record will be locked in PA30.**

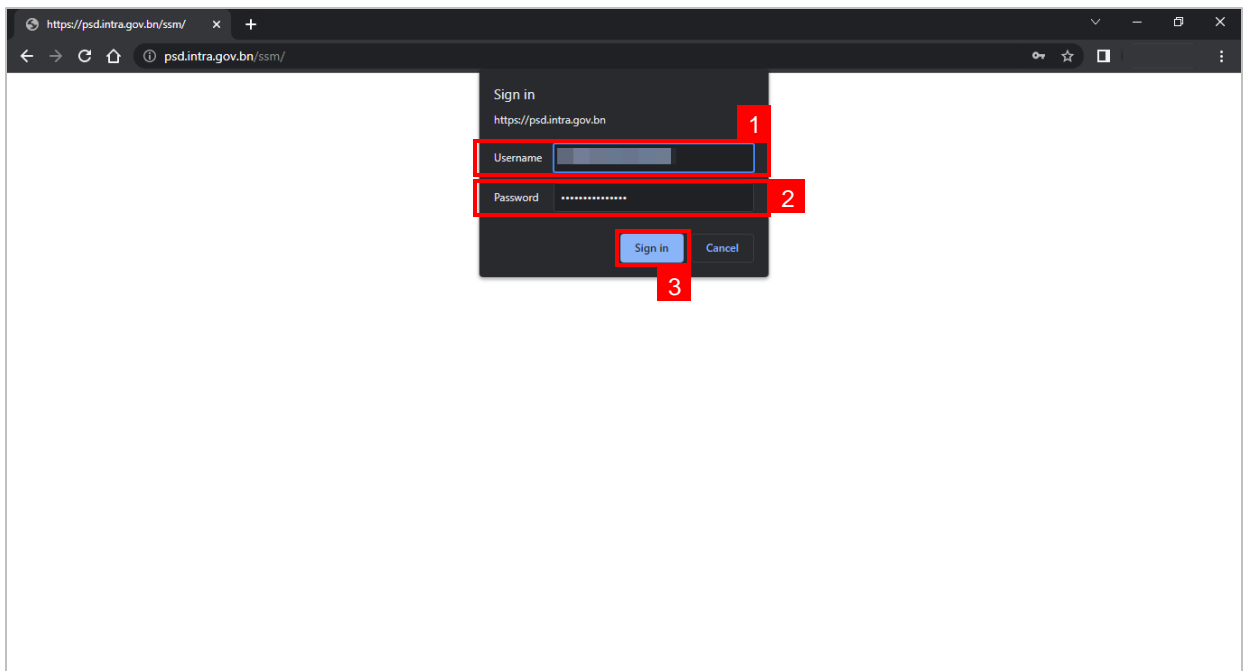
**Basic pay record** can only be unlocked / approved by **Department Payroll Officer.**

To unlock / approve the **basic pay record**, **Department Payroll Officer** can follow the steps in **Payroll User Guide** available in **JPA Intra Website: Maintain Basic Pay (IT0008).**

To visit **JPA Intra Website**, click on this link: <https://psd.intra.gov.bn/ssm/>

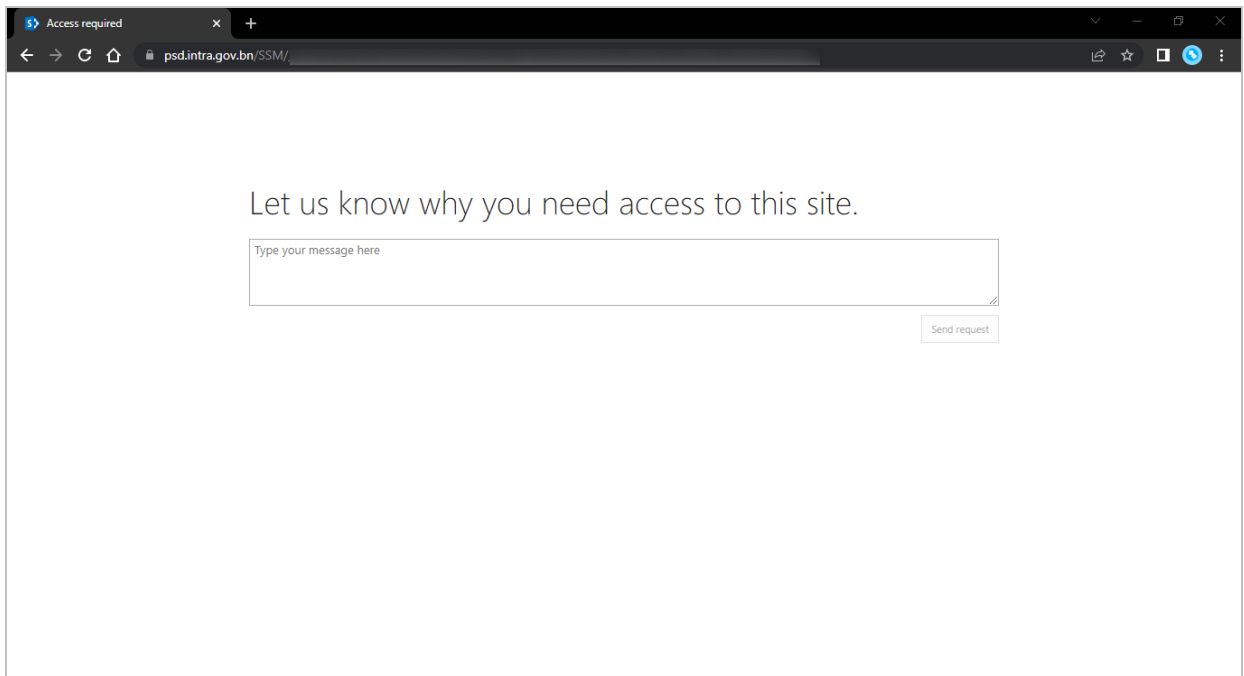
**Note:** A Sign in pop-up window will be displayed.

1. Enter **Username**.
2. Enter **Password**.
3. Click on **Sign In** button.



**Note:** JPA Intra Website page will be displayed.

If user does not have access to the website, an **Access required** page will be displayed.



**Note:** If the Payroll Officer, Payroll Clerk and Finance Officer is **unable to access** the website, please contact **JPA Helpdesk** via email at [ssm.info@psd.gov.bn](mailto:ssm.info@psd.gov.bn) to request for access.