



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Service Extension (Contract) for Back End User (SAP GUI)**

**Role: JPA Endorser**

**VERSION: 1.0**

SSM\_UG\_Back\_End\_SAPGUI\_Service Extension\_Contract\_JPA\_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. Endorse Service Extension Application
3. Edit and Endorse Service Extension Application
4. Rework or Reject Service Extension 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
<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

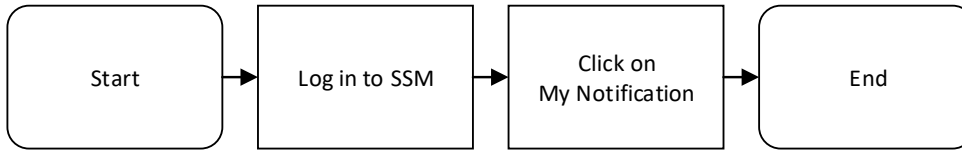
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **[ssm.helpdesk@dynamiktechnologies.com.bn](mailto:ssm.helpdesk@dynamiktechnologies.com.bn)**.

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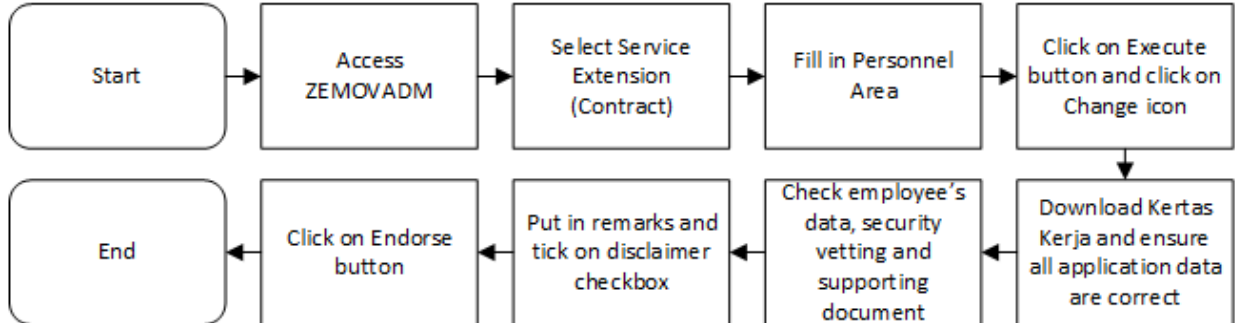
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## Process Overview

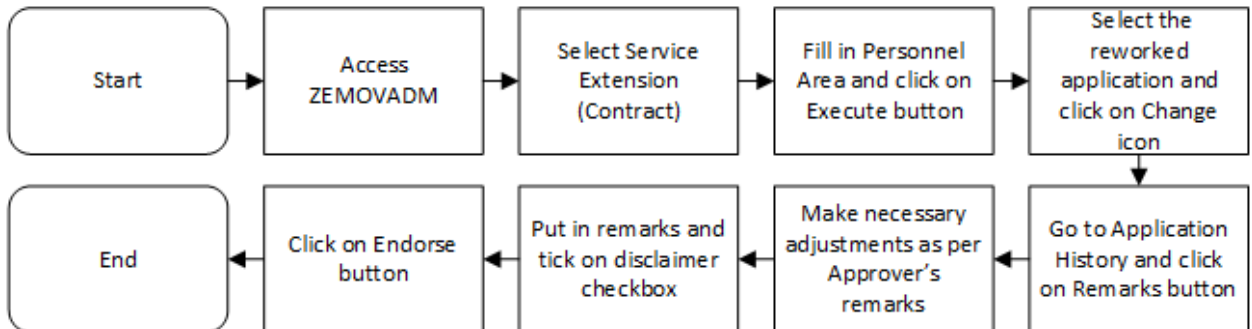
### View Notification via Front-End (FIORI)



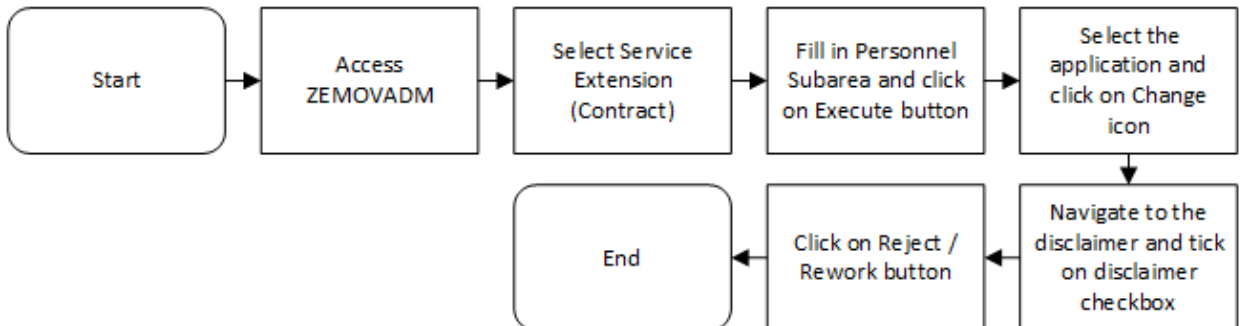
### Endorse Service Extension (Contract) Application



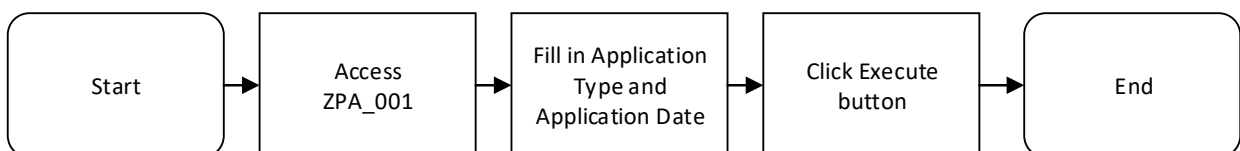
### Edit and Endorse Service Extension (Contract) Application



### Rework or Reject Service Extension (Contract) Application



### Generate Application Type Report



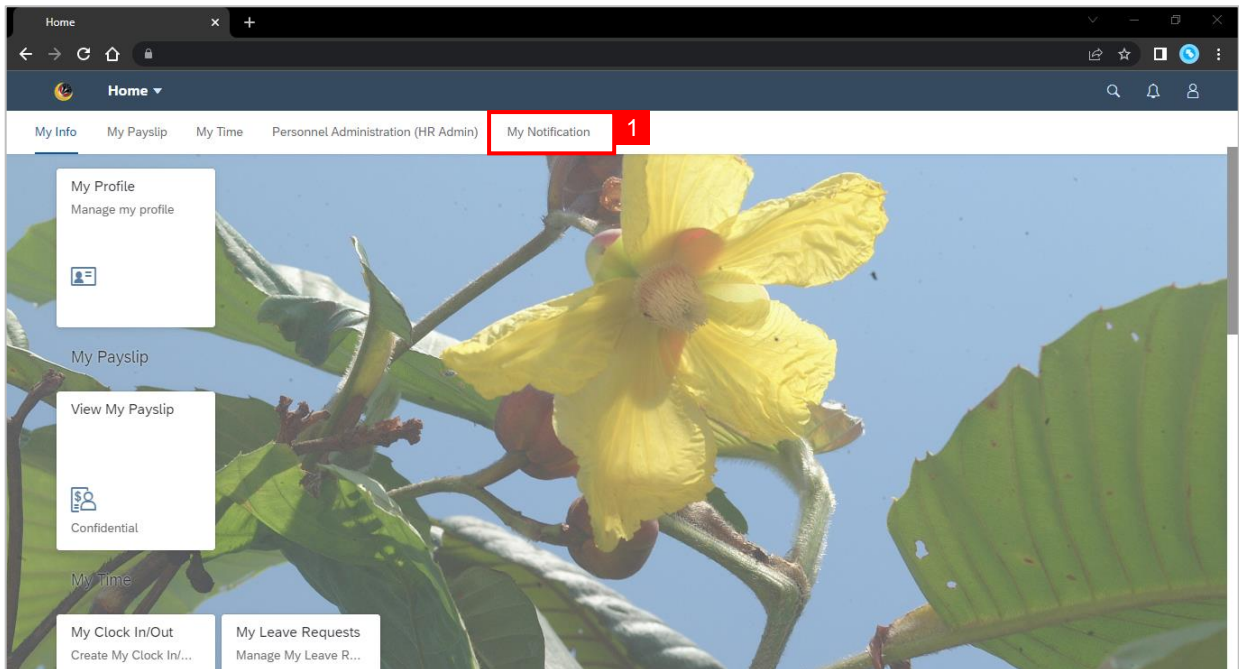
**VIEW NOTIFICATION VIA  
FRONT END**

**Front-End User**

JPA Endorser

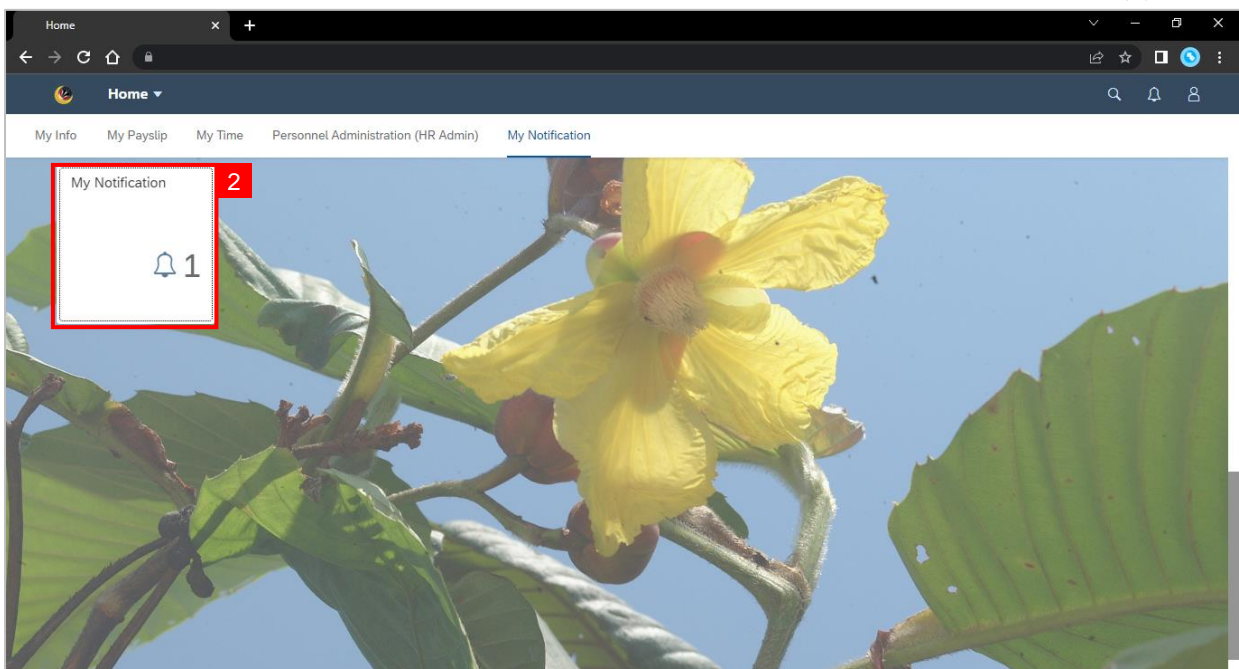
Log into **SSM (Front-End)** and proceed with the following steps.

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



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

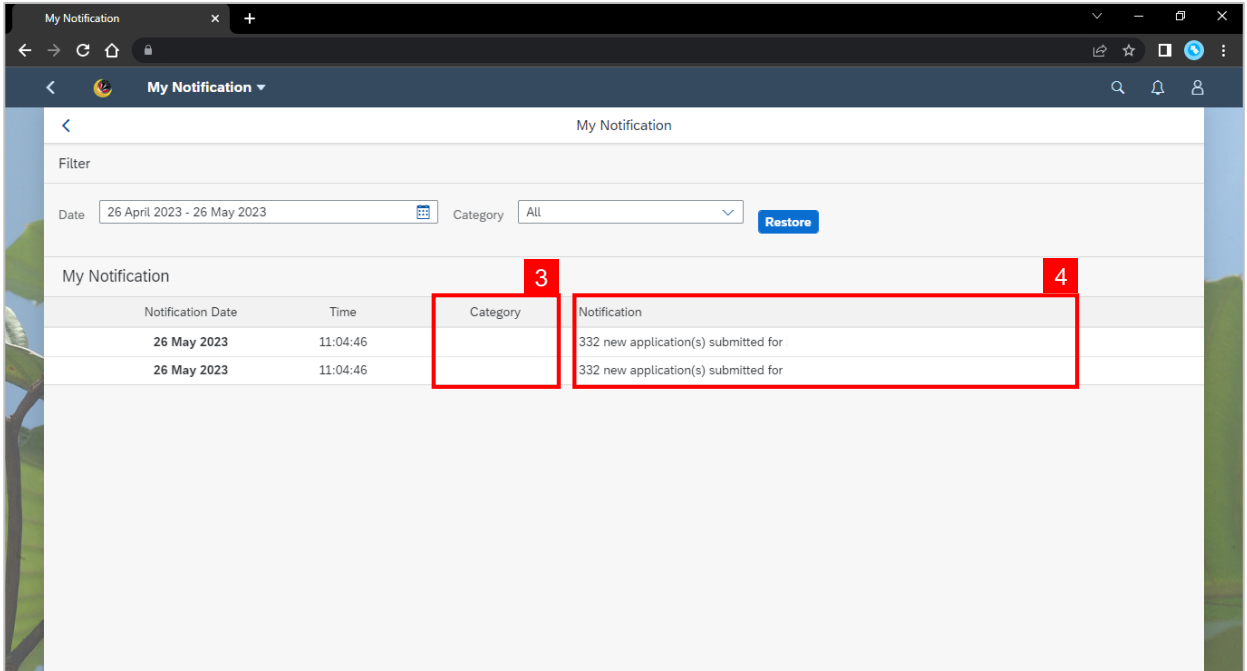
**Note:** The number shown on the tile indicates the total number of unread notification(s).



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

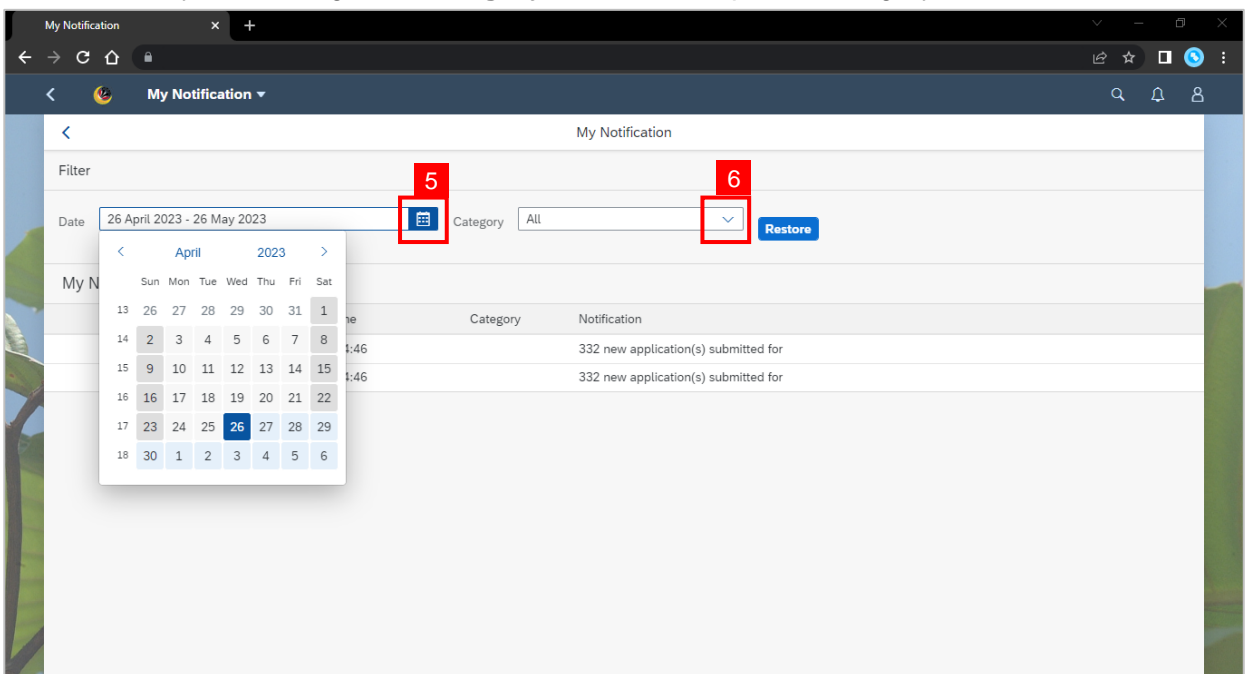
3. Under **Category** column, it will be shown as: (i) **Pengambilan Semula Slps Bersara (Kontrak)** or (ii) **Penyambungan Perkhidmatan (Kontrak)**.

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.



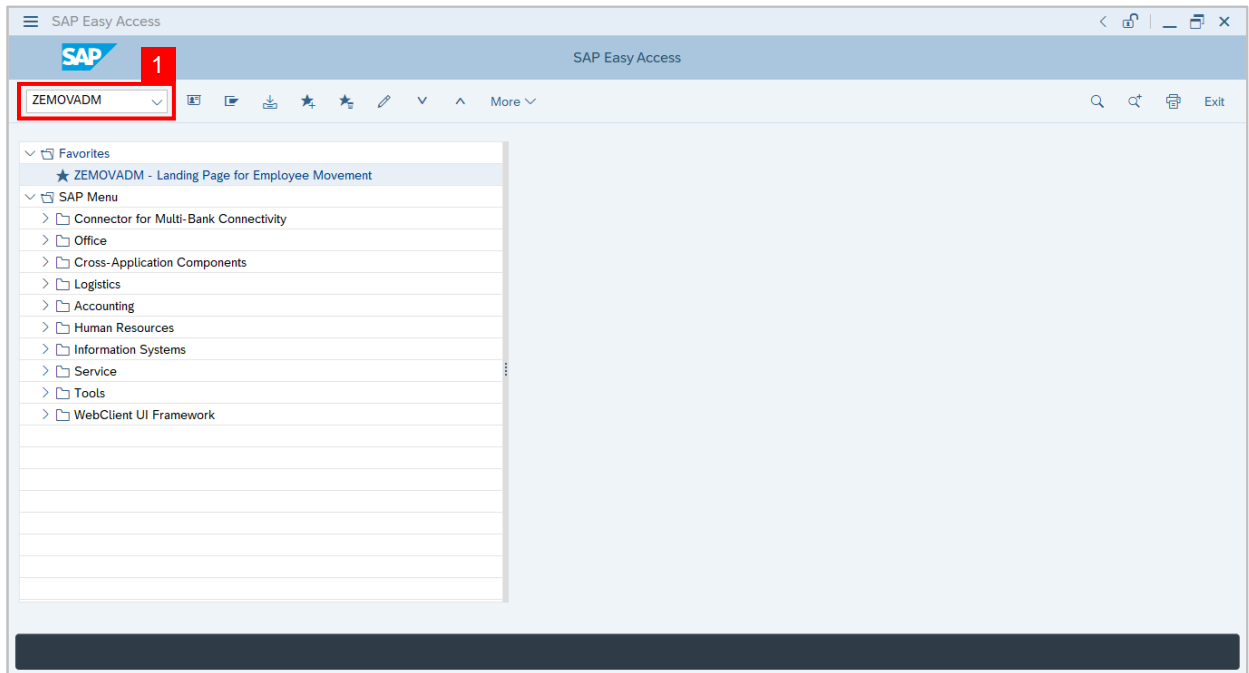
**ENDORSE SERVICE  
EXTENSION APPLICATION**

**Back-End User**

JPA Endorser

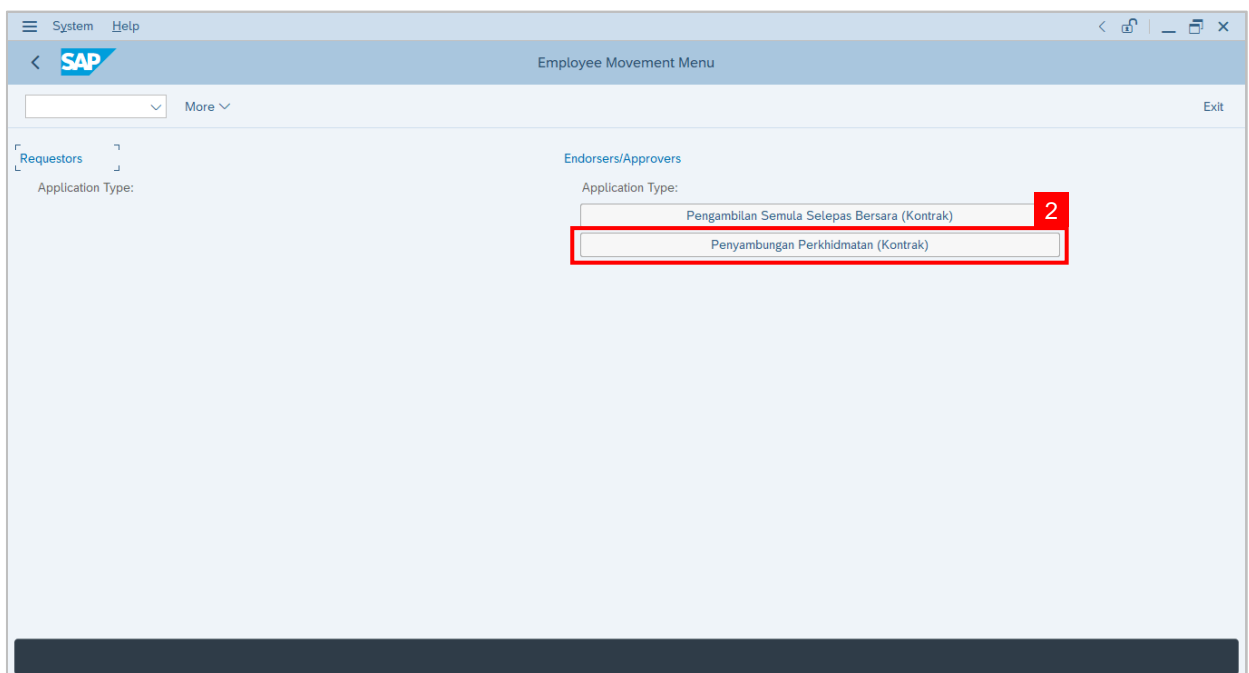
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



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

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

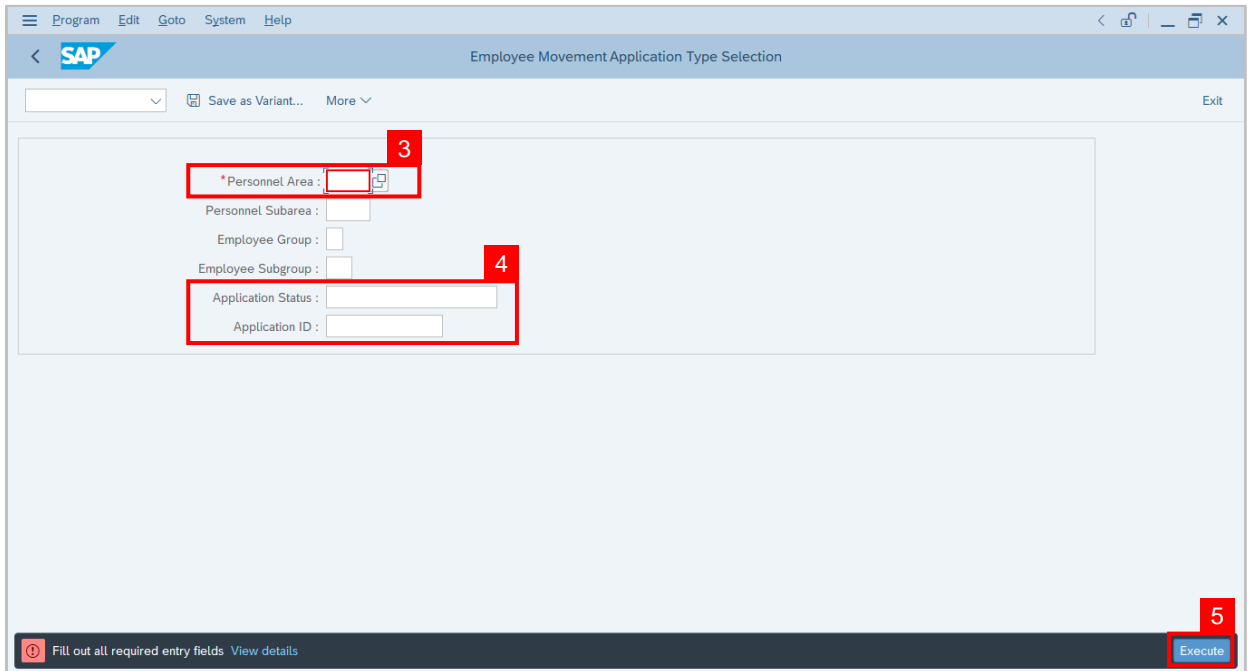


### 3. Fill in **Personnel Area**.

**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.

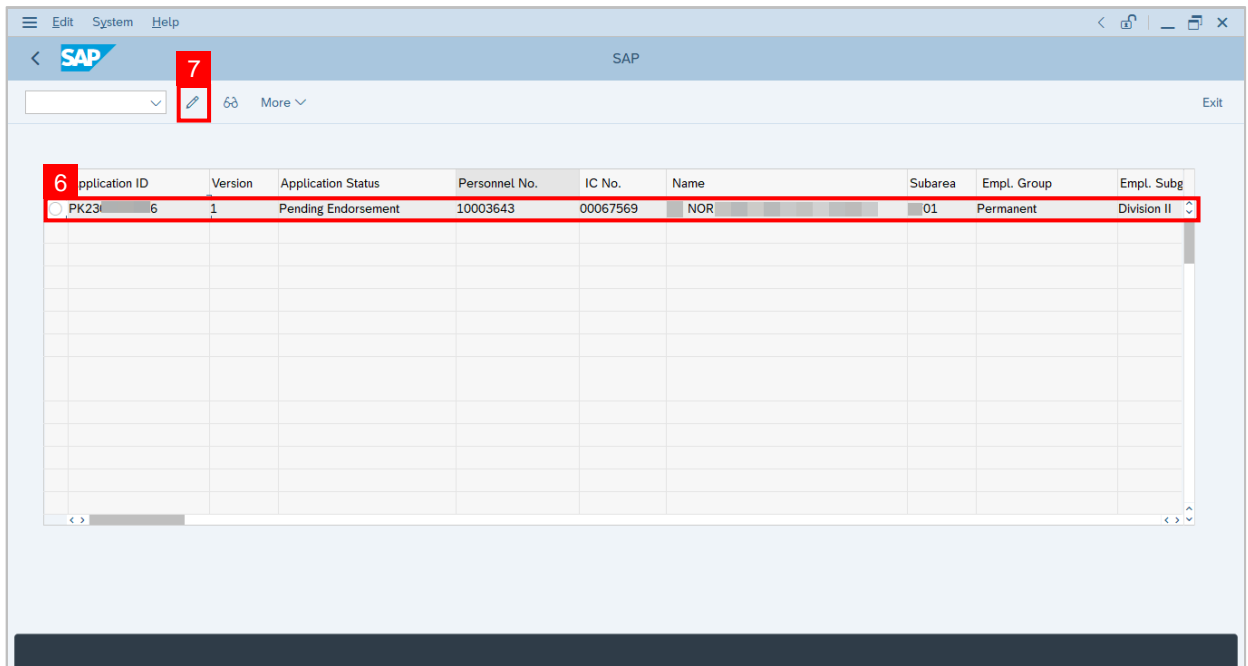


The screenshot shows the SAP Employee Movement Application Type Selection form. The form contains several input fields: \*Personnel Area (annotated with 3), Personnel Subarea, Employee Group, Employee Subgroup, Application Status (annotated with 4), and Application ID. At the bottom right, there is an "Execute" button (annotated with 5). A status bar at the bottom left indicates "Fill out all required entry fields" and "View details".

**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.



The screenshot shows the SAP Application List - Endorser page. The table below displays the application list. The first row is highlighted with a red box (annotated with 6) and has a radio button selected. A change icon (annotated with 7) is visible in the top right corner of the table header area.

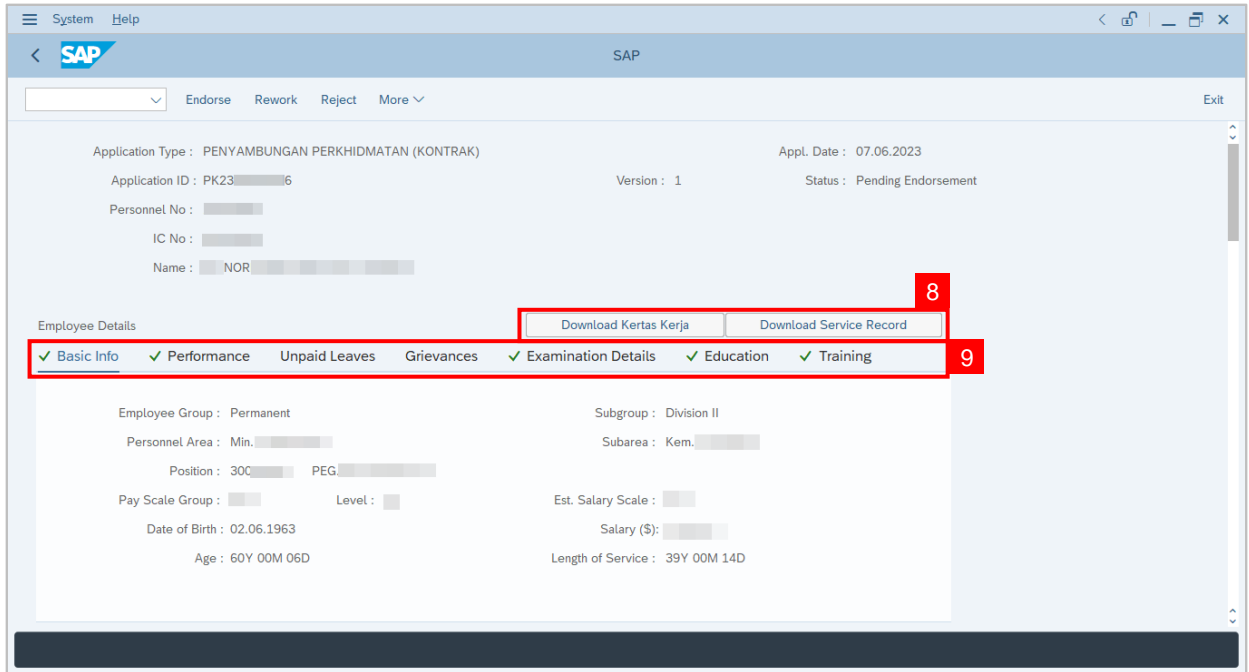
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg	
<input checked="" type="radio"/> PK23l	6	1	Pending Endorsement	10003643	00067569	NOR	01	Permanent	Division II



**Note:** Service Extension (Contract) Application page will be displayed.

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

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



Application Type : PENYAMBUNGAN PERKHIDMATAN (KONTRAK) Appl. Date : 07.06.2023  
Application ID : PK23-6 Version : 1 Status : Pending Endorsement  
Personnel No :  
IC No :  
Name : NOR

Employee Details

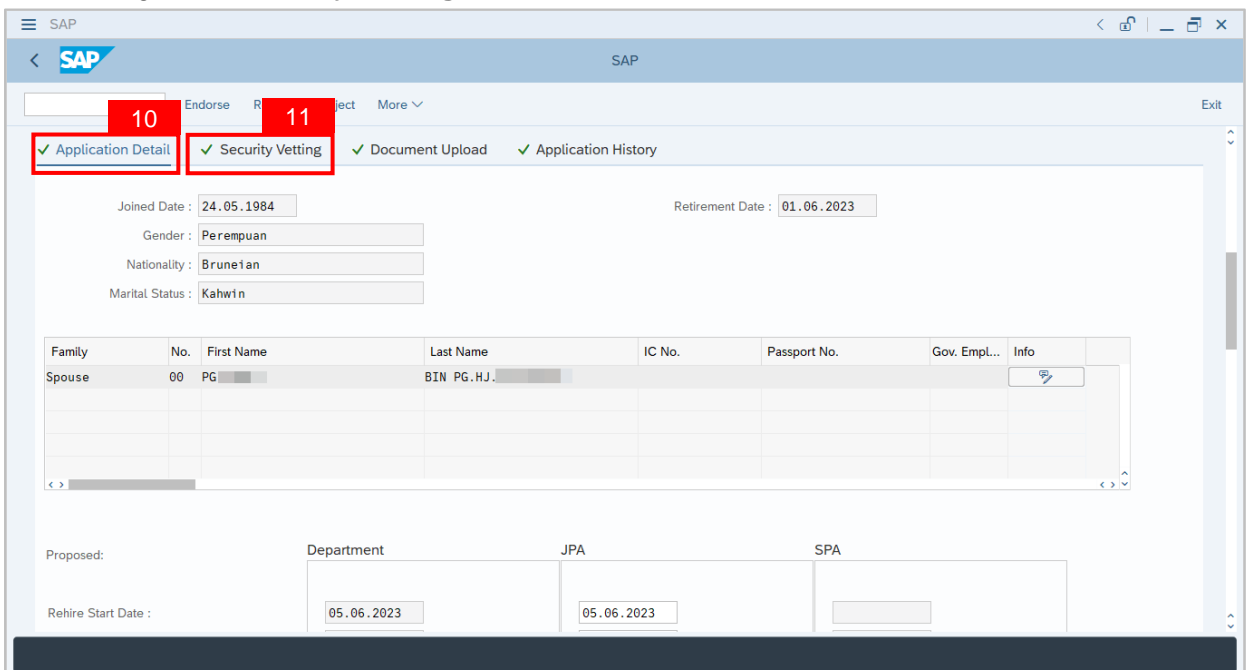
Download Kertas Kerja Download Service Record

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

Employee Group : Permanent Subgroup : Division II  
Personnel Area : Min. Subarea : Kem.  
Position : 300 PEG  
Pay Scale Group : Level : Est. Salary Scale :  
Date of Birth : 02.06.1963 Salary (\$) :  
Age : 60Y 00M 06D 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 Detail Security Vetting Document Upload Application History

Joined Date : 24.05.1984 Retirement Date : 01.06.2023  
Gender : Perempuan  
Nationality : Bruneian  
Marital Status : Kahwin

Family	No.	First Name	Last Name	IC No.	Passport No.	Gov. Empl...	Info
Spouse	00 PG		BIN PG.HJ.				

Proposed: Department JPA SPA  
Rehire Start Date : 05.06.2023 05.06.2023

**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.

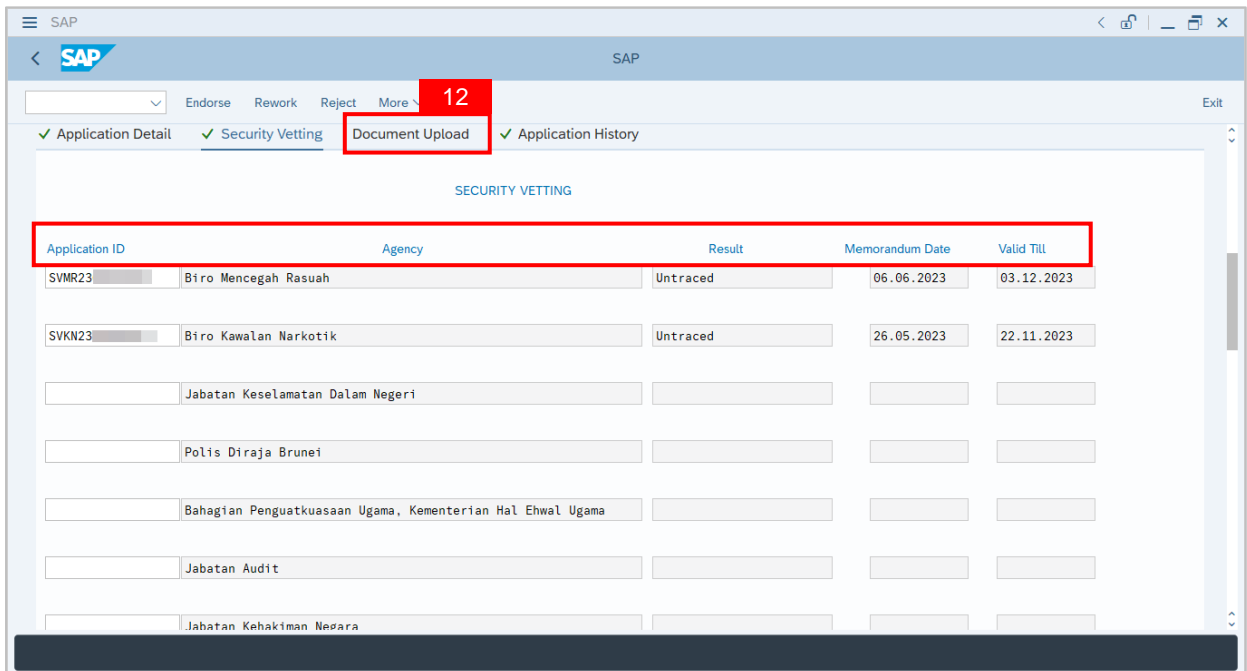
(iii) **JPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via ZVETREQUEST.

(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.

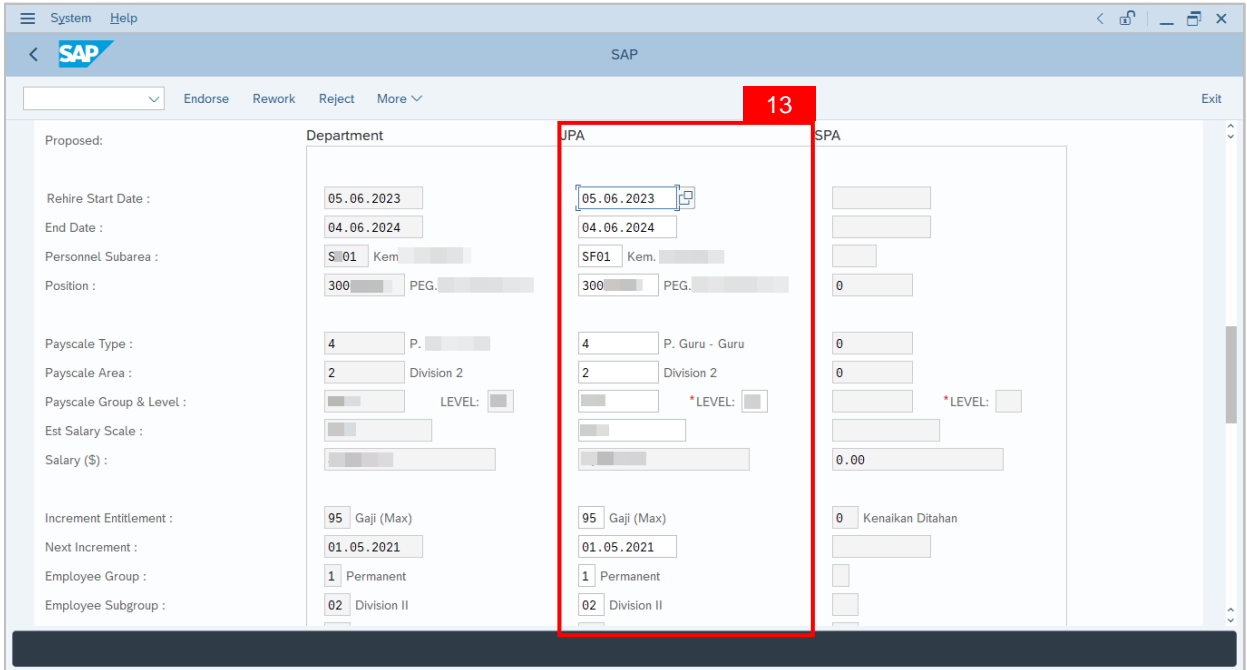


The screenshot shows the SAP Security Vetting application list. The 'Document Upload' tab is highlighted with a red box and the number '12'. The table below shows the application details for two agencies: Biro Mencegah Rasuah and Biro Kawalan Narkotik. The table has columns for Application ID, Agency, Result, Memorandum Date, and Valid Till.

Application ID	Agency	Result	Memorandum Date	Valid Till
SVMR23	Biro Mencegah Rasuah	Untraced	06.06.2023	03.12.2023
SVKN23	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			
	Jabatan Kehakiman Negara			

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

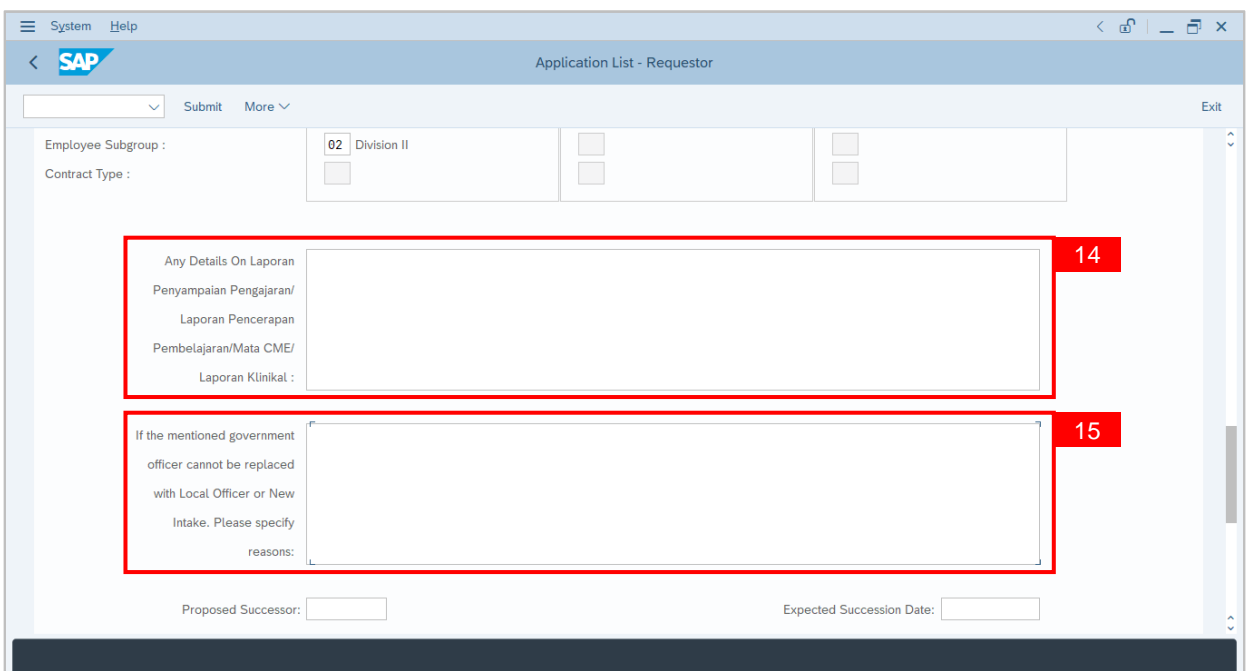
13. User may change the **proposed details** by **Department**, if necessary.



The screenshot shows the SAP 'Application Detail' form for the 'JPA' column. A red box highlights the JPA column, and a red number '13' is placed above it. The form displays various fields for dates, personnel subarea, position, payscale, and salary. The 'Department' column is also visible, showing similar fields for comparison.

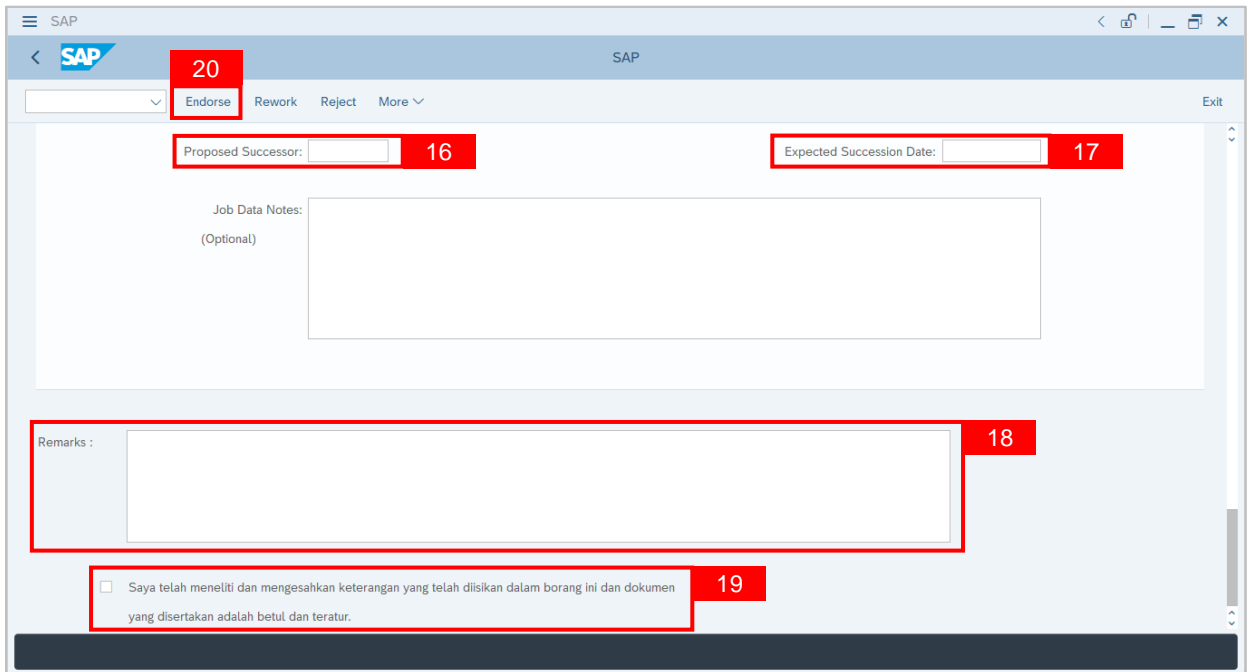
14. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Penerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

15. 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.



The screenshot shows the SAP 'Application List - Requestor' form. Two red boxes highlight specific fields: 'Any Details On Laporan Penyampaian Pengajaran/ Laporan Penerapan Pembelajaran/Mata CME/ Laporan Klinikal' (labeled 14) and 'If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons:' (labeled 15). The form also includes fields for 'Employee Subgroup' and 'Contract Type'.

16. Verify to ensure the **Proposed Successor** user ID fits the criteria required for this position.
17. Review the **Expected Succession Date** and user may change it, if needed.
18. Fill in **Remarks**, if any. It will appear at **Application History** for **Approver** and **Department HR Administrator** to view.
19. **Click on the checkbox** to agree with the disclaimer.
20. Click on **Endorse** button to endorse the application for **Service Extension (Contract)**.



The screenshot shows the SAP application form interface. At the top, there is a navigation bar with the SAP logo and a menu icon. Below the navigation bar, there is a toolbar with buttons for 'Endorse', 'Rework', 'Reject', and 'More'. The 'Endorse' button is highlighted with a red box and labeled '20'. Below the toolbar, there are two input fields: 'Proposed Successor:' and 'Expected Succession Date:'. Both fields are highlighted with red boxes and labeled '16' and '17' respectively. Below these fields is a large text area for 'Job Data Notes: (Optional)'. Below the text area is a 'Remarks:' field, which is highlighted with a red box and labeled '18'. At the bottom of the form, there is 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.' This checkbox is highlighted with a red box and labeled '19'. The 'Endorse' button is also highlighted with a red box and labeled '20'.

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

21. The **Application ID** will remain the same.
22. The **Version** number will be 1 (Version 1).
23. The **Application Status** will show as **Pending Approval**.

**Outcome:** **Service Extension (Contract) Application has been successfully endorsed and subject for approval.**

SAP

SAP

Application ID: SK2-17 (21)

Version: 1 (22)

Application Status: Pending Approval (23)

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
SK2-17	1	Pending Approval	643	569	NOR	01	Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division I
SK2							Permanent	Division II
SK2							Permanent	Division II
SK2							Permanent	Division III

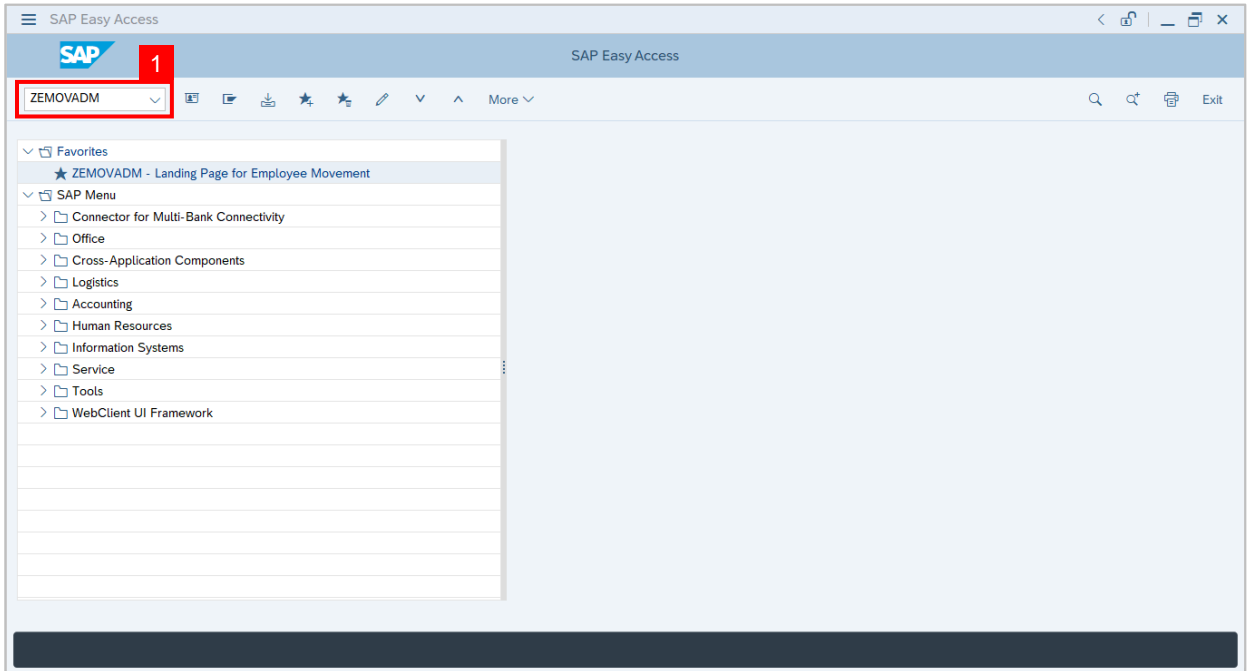
**EDIT AND ENDORSE  
SERVICE EXTENSION  
APPLICATION**

**Back-End User**

JPA Endorser

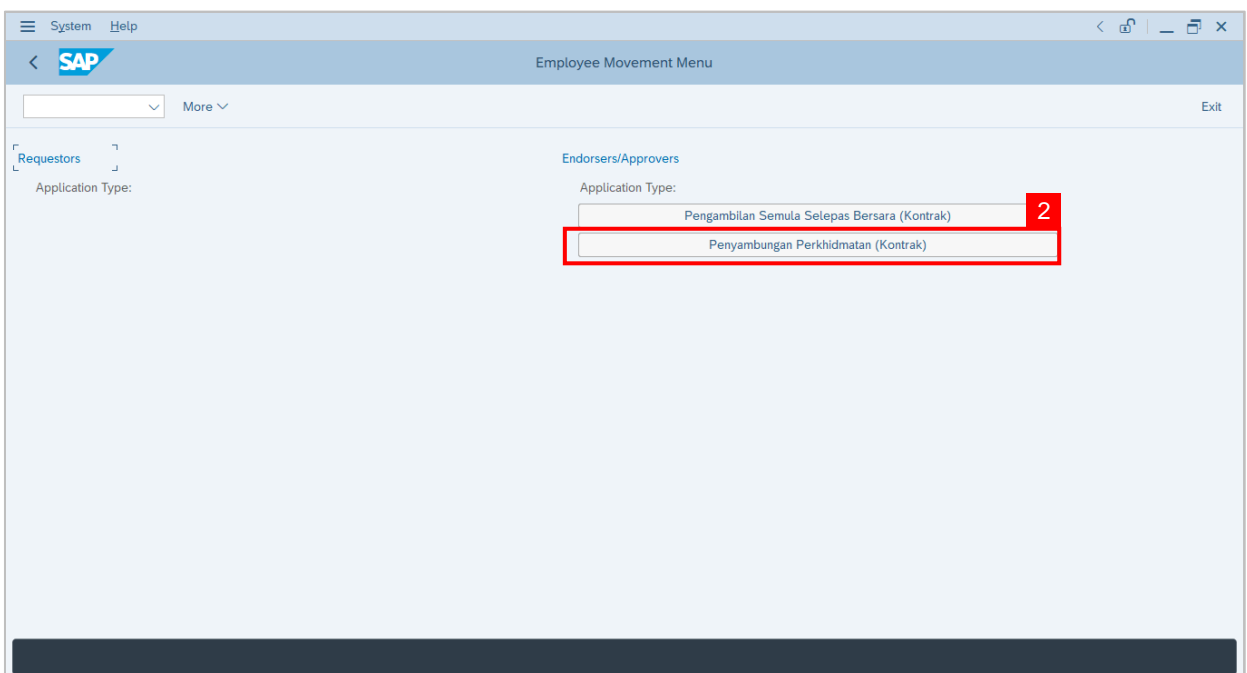
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



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

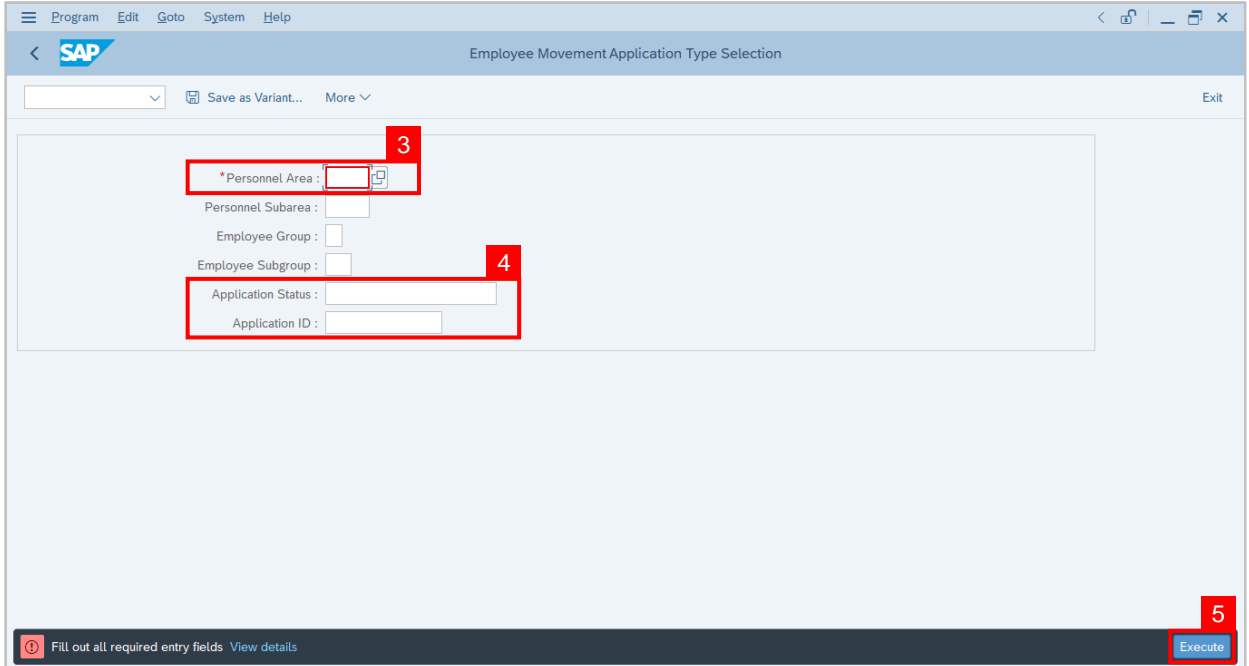
2. Click on **Penyambungan Perkhidmatan (Kontrak)** button.



3. Fill in **Personnel Area**.

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

5. Click on **Execute** button.

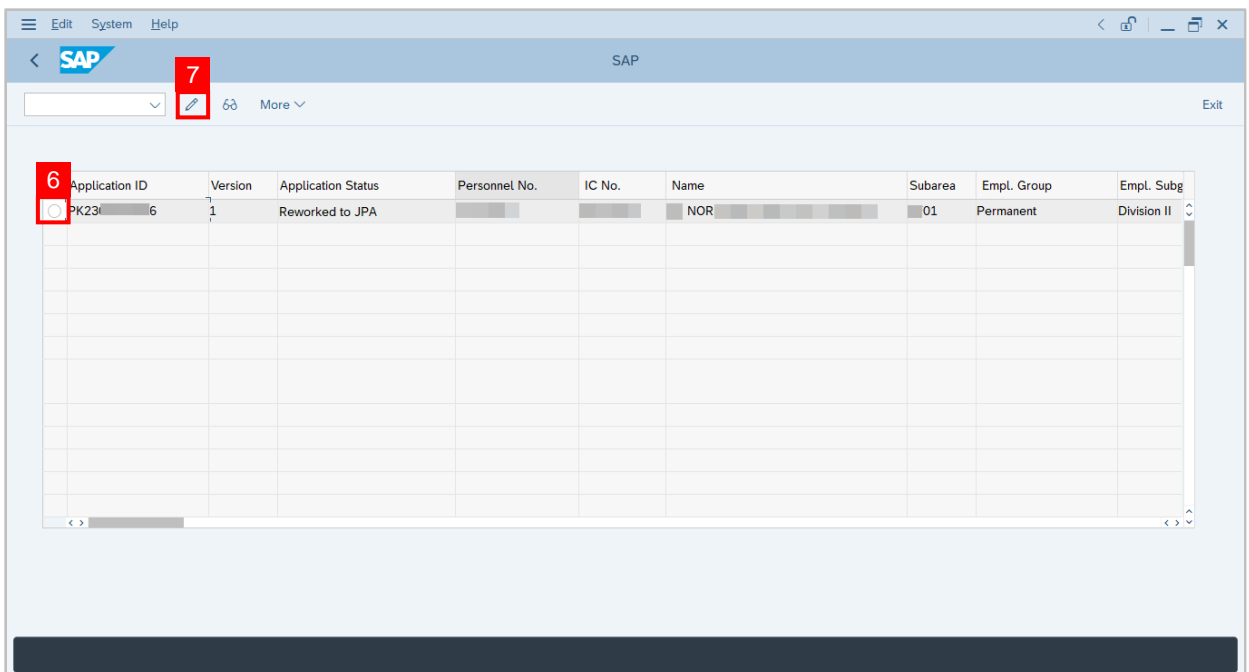


The screenshot shows the SAP 'Employee Movement Application Type Selection' form. It contains several input fields: Personnel Area, Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. Three red boxes with numbers 3, 4, and 5 are overlaid on the form. Box 3 points to the Personnel Area field, box 4 points to the Application Status and Application ID fields, and box 5 points to the Execute button at the bottom right. A status bar at the bottom left says 'Fill out all required entry fields View details'.

**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.



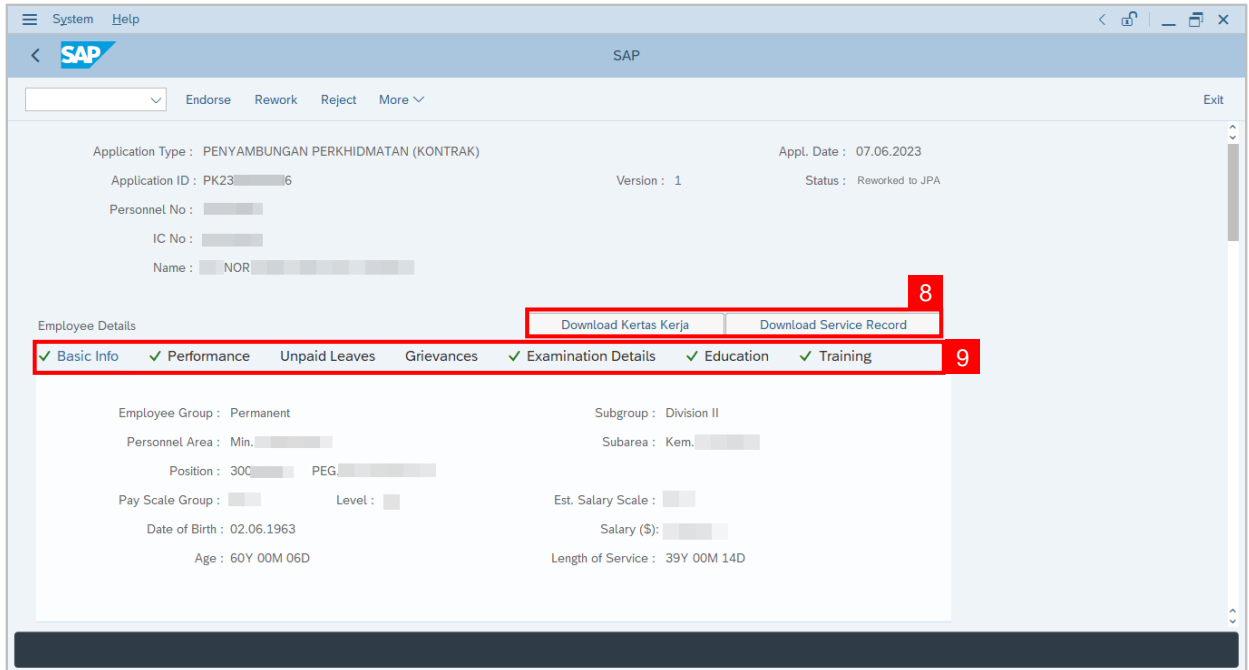
The screenshot shows the SAP application list table. A red box with number 6 highlights the radio button in the first column of the first row. Another red box with number 7 highlights the change icon in the second column of the first row.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK23010006	1	Reworked to JPA			NOR	01	Permanent	Division II

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.

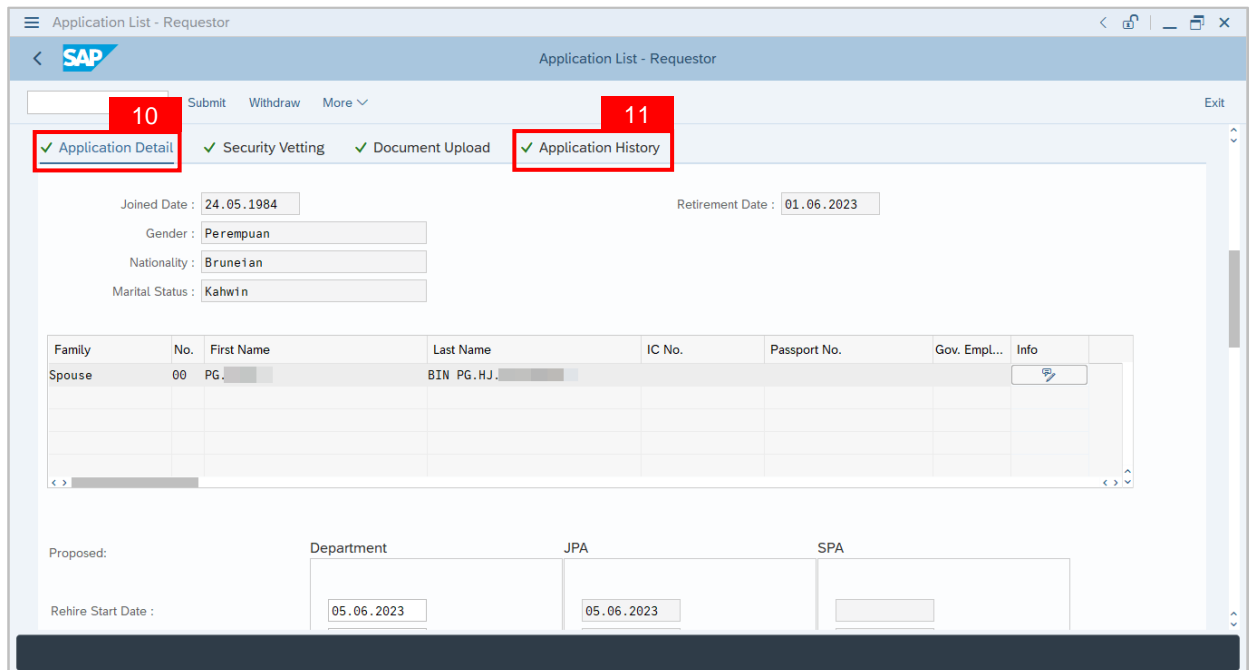
**Note:** If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



The screenshot shows the SAP Employee Details page. At the top, there are navigation buttons: Endorse, Rework, Reject, and More. Below this, application details are shown: Application Type: PENYAMBUNGAN PERKHIDMATAN (KONTRAK), Application ID: PK23..., Version: 1, Status: Reworked to JPA, and Appl. Date: 07.06.2023. The employee's name is NOR. Two buttons, 'Download Kertas Kerja' and 'Download Service Record', are highlighted with a red box and labeled with a red '8'. Below the employee details, a horizontal tab bar is shown with 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Basic Info' tab is selected and highlighted with a red box and labeled with a red '9'.

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

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

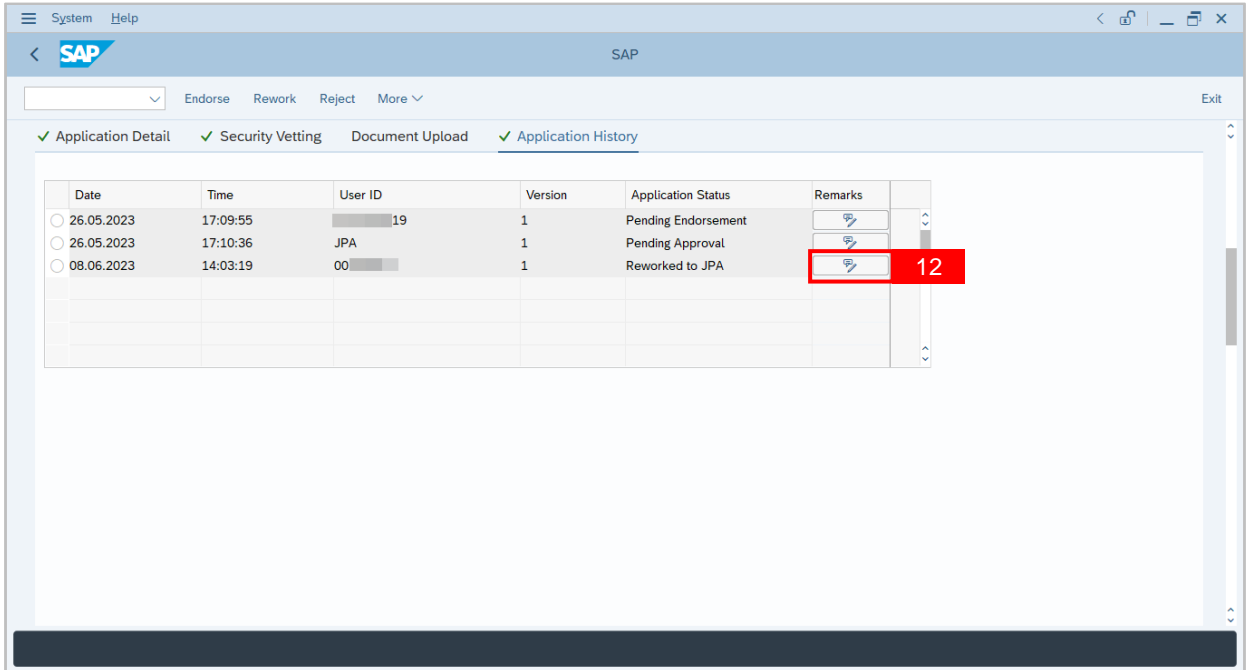


The screenshot shows the SAP Application List - Requestor page. At the top, there are navigation buttons: Submit, Withdraw, and More. Below this, application details are shown: Joined Date: 24.05.1984, Retirement Date: 01.06.2023, Gender: Perempuan, Nationality: Brunetan, and Marital Status: Kahwin. A table lists family members, with one entry for a Spouse (No. 00, First Name PG., Last Name BIN PG. HJ.). Two tabs, 'Application Detail' and 'Application History', are highlighted with red boxes and labeled with red '10' and '11' respectively. Below the table, there are fields for 'Proposed: Department' (JPA, SPA) and 'Rehire Start Date' (05.06.2023).



**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.

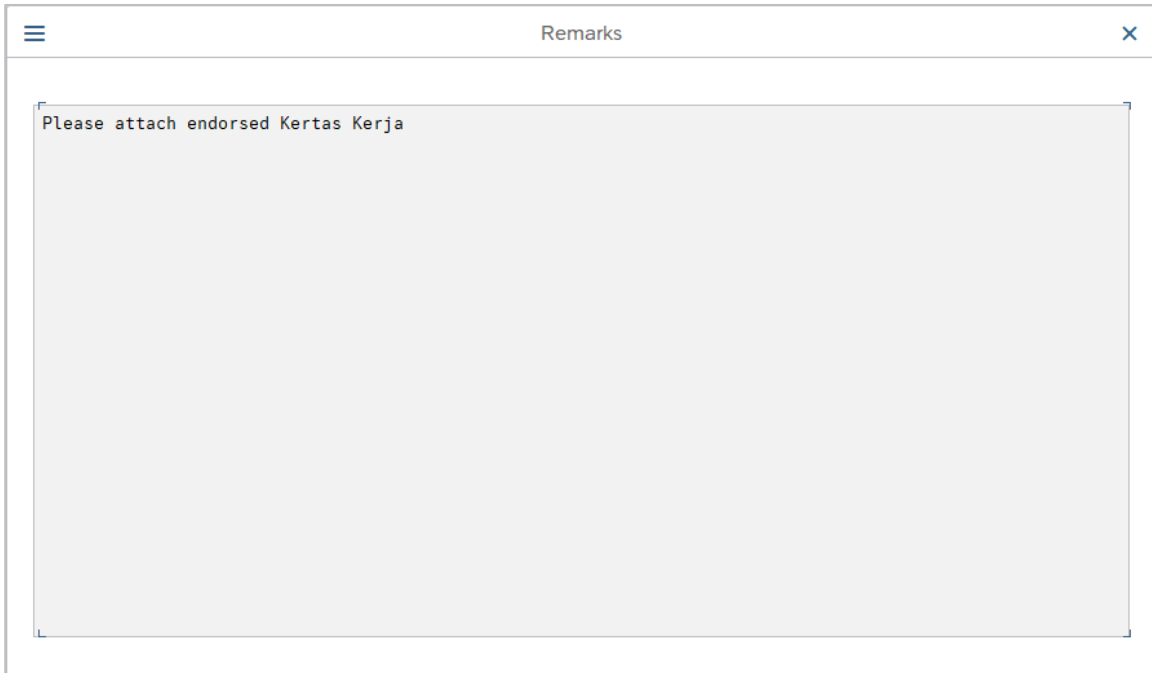


The screenshot shows the SAP Application History interface. At the top, there are navigation options: 'System', 'Help', and 'SAP'. Below that, there are action buttons: 'Endorse', 'Rework', 'Reject', and 'More'. The 'Application History' tab is selected. The table below contains the following data:

Date	Time	User ID	Version	Application Status	Remarks
26.05.2023	17:09:55	[redacted]19	1	Pending Endorsement	[remarks icon]
26.05.2023	17:10:36	JPA	1	Pending Approval	[remarks icon]
08.06.2023	14:03:19	00[redacted]	1	Reworked to JPA	[remarks icon]

The 'remarks' button for the row dated 08.06.2023 is highlighted with a red box and the number 12.

**Note:** Remarks pop-up window will be displayed.



The screenshot shows a 'Remarks' pop-up window. The window title is 'Remarks'. The text inside the window reads: 'Please attach endorsed Kertas Kerja'.

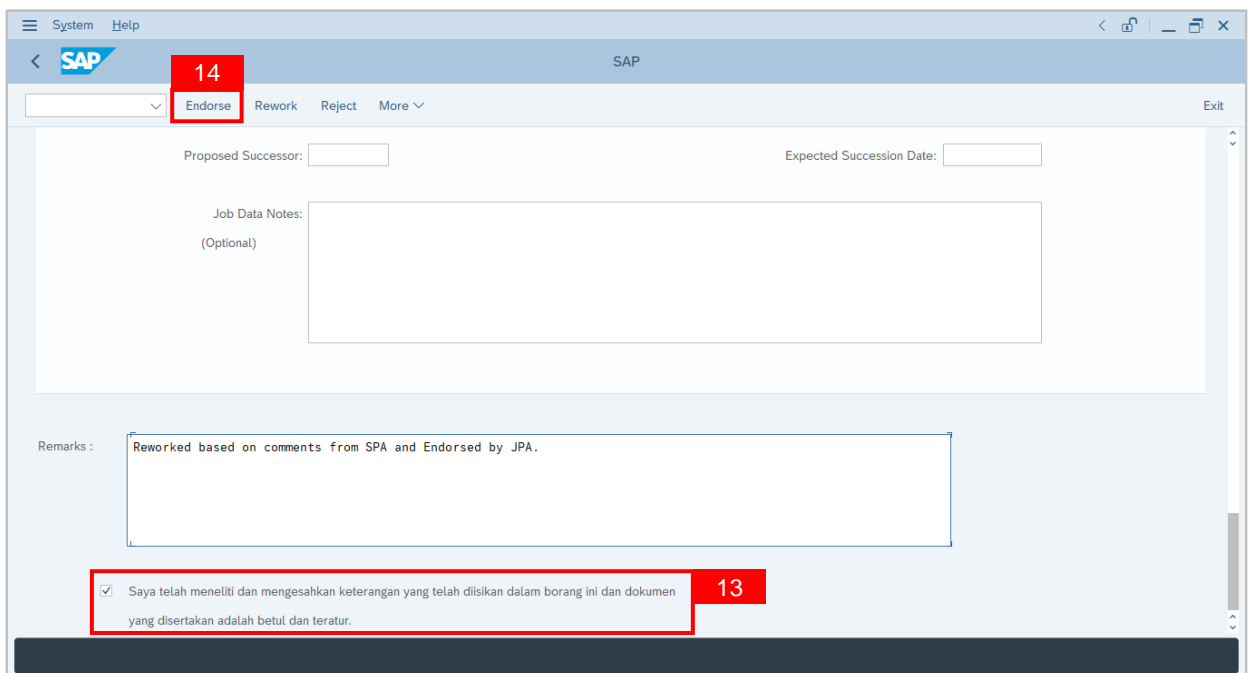
Navigate to **Application Detail**, under **Department** column and proceed with the adjustments required.

**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.



The screenshot shows the SAP application detail form. At the top, there is a navigation bar with 'System' and 'Help' menus. Below that, there is a 'SAP' logo and a '14' in a red box next to the 'Endorse' button. The form contains several fields: 'Proposed Successor', 'Expected Succession Date', 'Job Data Notes (Optional)', and 'Remarks'. The 'Remarks' field contains the text 'Reworked based on comments from SPA and Endorsed by JPA.' At the bottom, there is a checkbox with a checkmark and the text 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' This checkbox is highlighted with a red box and labeled '13' in a red box.

**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.**



SAP

SAP

Application ID: SK2300000015 (15)

Version: 2 (16)

Application Status: Pending Approval (17)

Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
643		NOR	01	Permanent	Division II

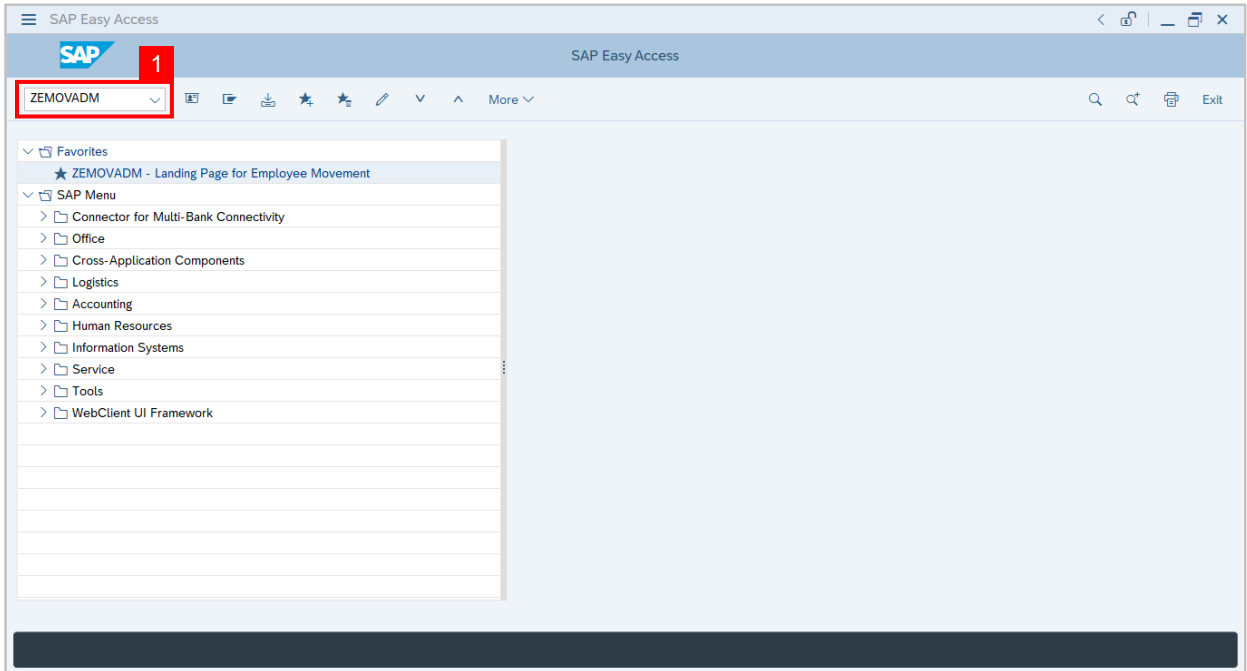
**REWORK / REJECT  
SERVICE EXTENSION  
APPLICATION**

**Back-End User**

JPA Endorser

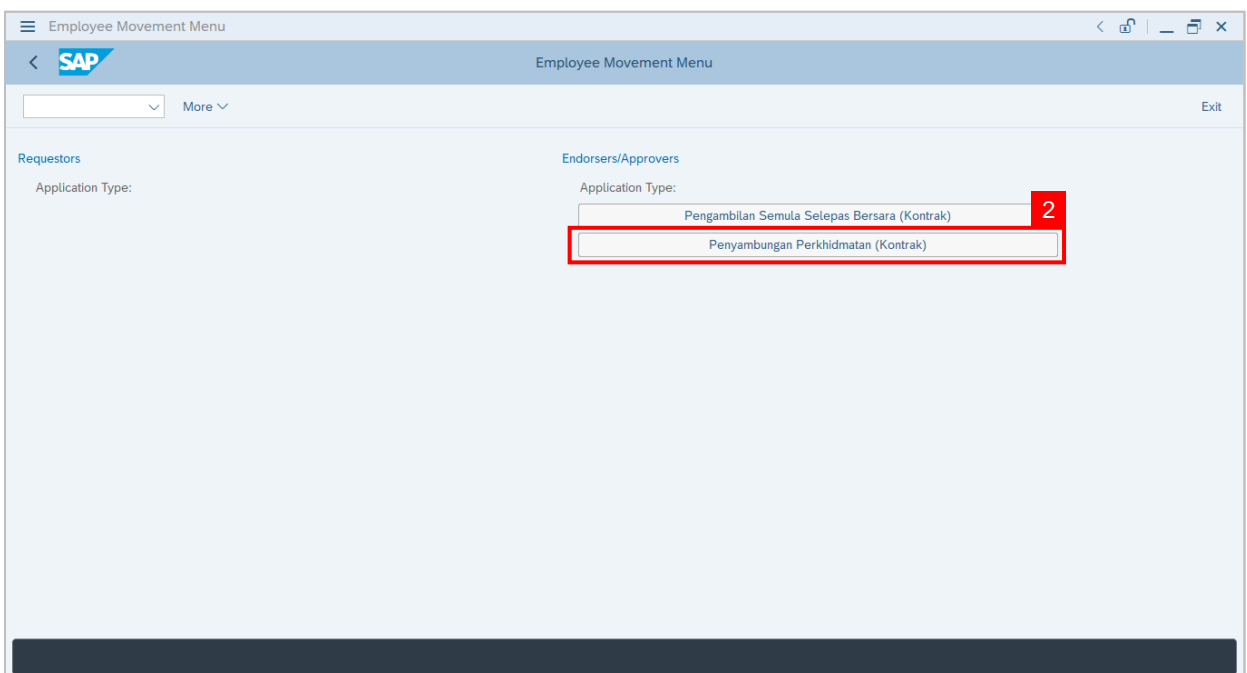
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



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

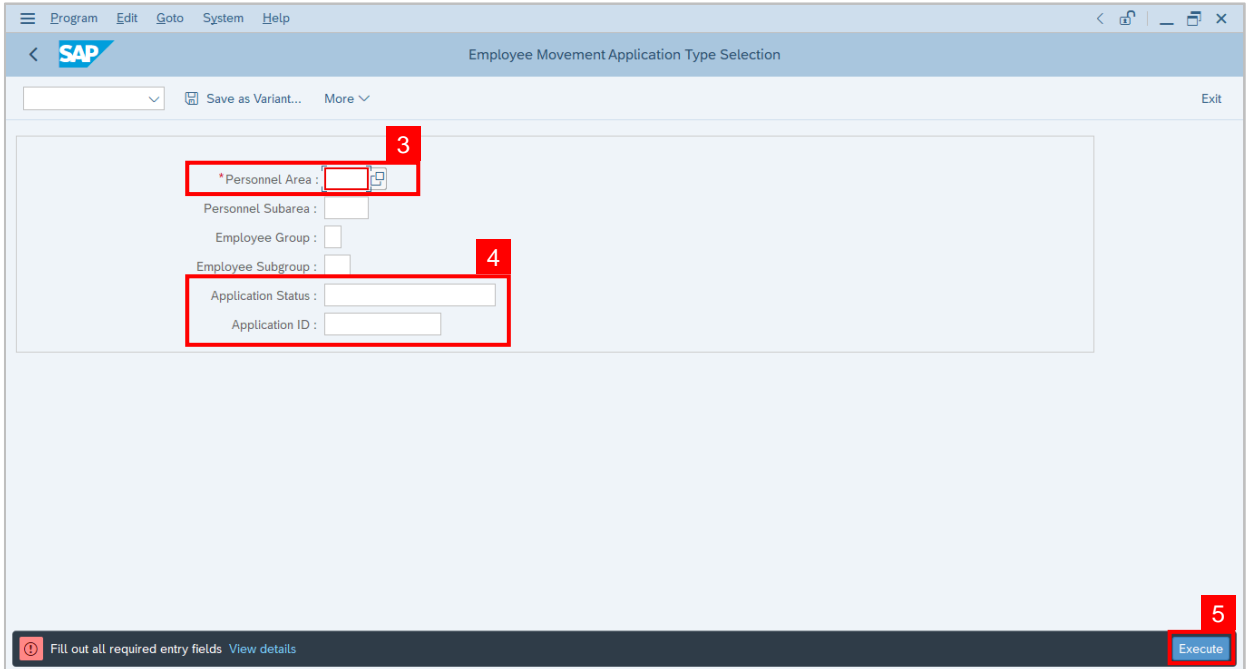
2. Click on **Penyambungan Perkhidmatan (Kontrak)** button.



3. Fill in **Personnel Area**.

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

5. Click on **Execute** button.



SAP Employee Movement Application Type Selection

Personnel Area:   (3)

Personnel Subarea:

Employee Group:

Employee Subgroup:

Application Status:  (4)

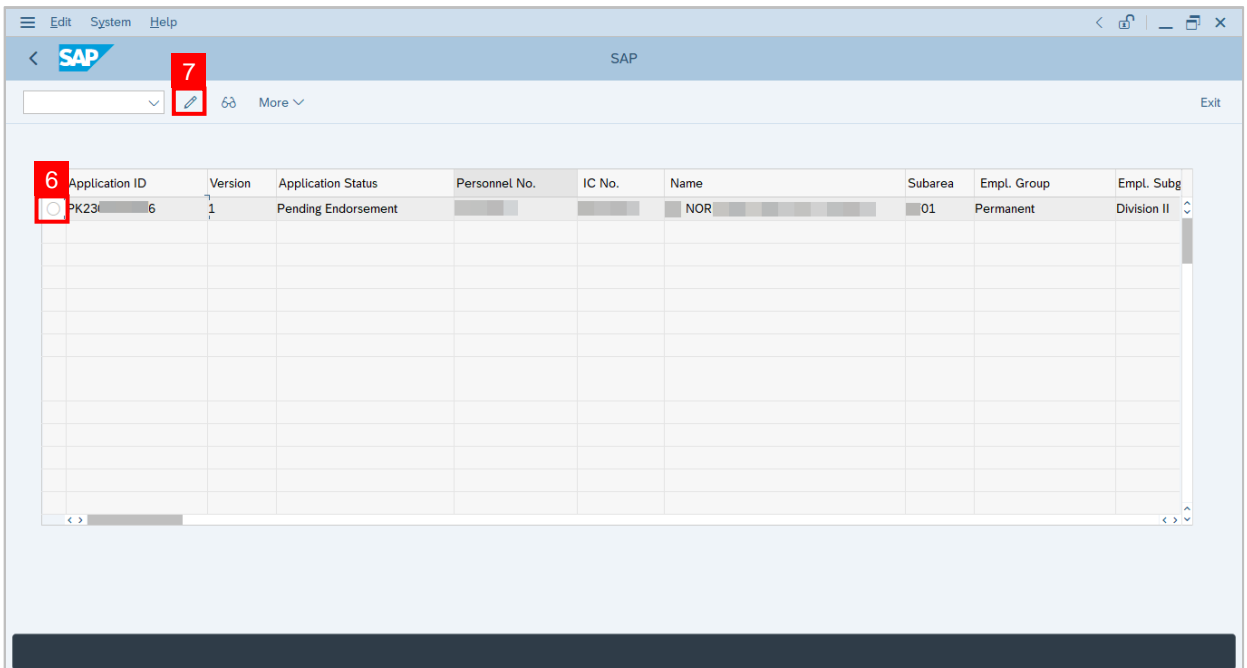
Application ID:

Fill out all required entry fields [View details](#)  (5)

**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 rework / reject the application.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK236	6	1			NOR	01	Permanent	Division II

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.

The screenshot shows the SAP application form. At the top, there are buttons for 'Endorse', 'Rework', and 'Reject'. The 'Rework' button is highlighted with a red box and the number '10'. Below these buttons are fields for 'Proposed Successor', 'Expected Succession Date', and 'Job Data Notes (Optional)'. At the bottom, there is a 'Remarks' field with a red box and the number '9' next to it. Below the 'Remarks' field, there is a disclaimer checkbox with the number '8' next to it, and 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 page will be displayed.

**Outcome:** The application has been Rejected / Reworked.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PK23	6	1			NOR	01	Permanent	Division II

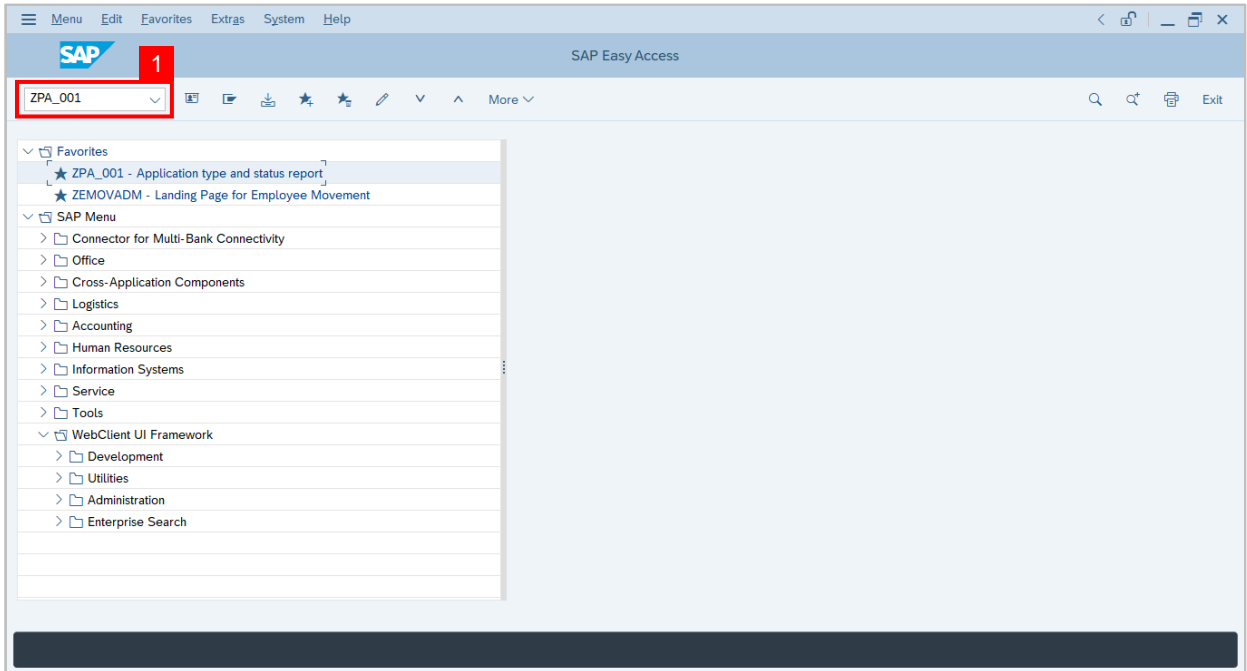
**GENERATE APPLICATION  
TYPE REPORT**

**Back-End User**

JPA Endorser

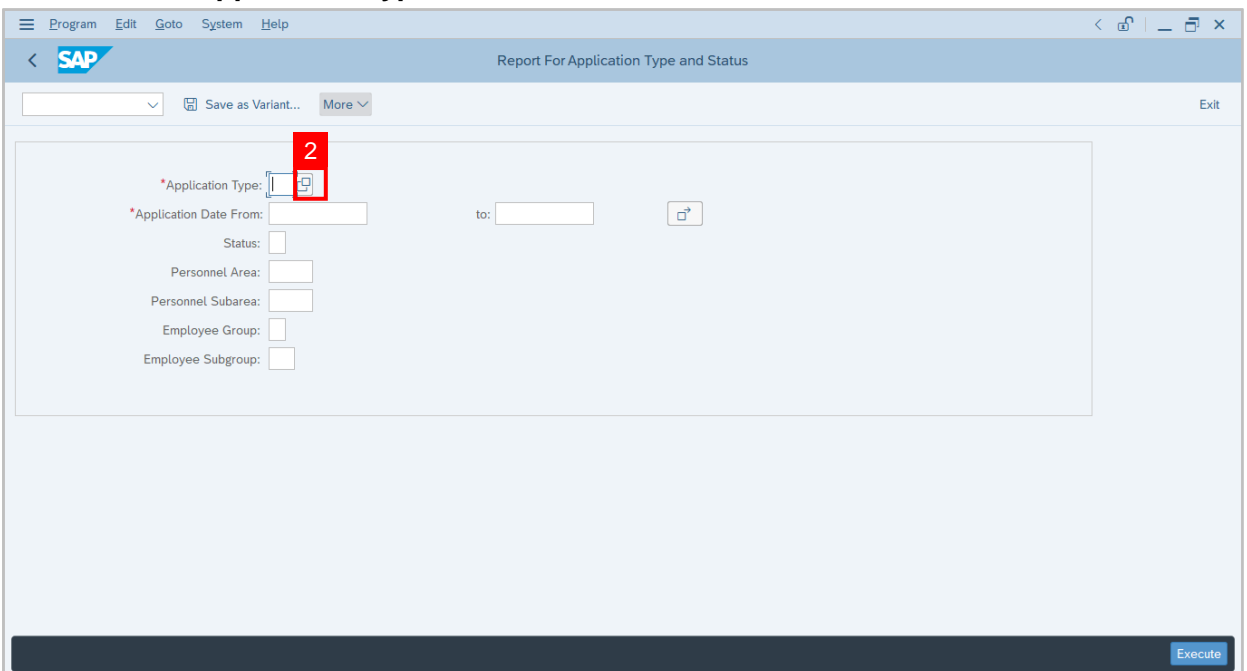
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



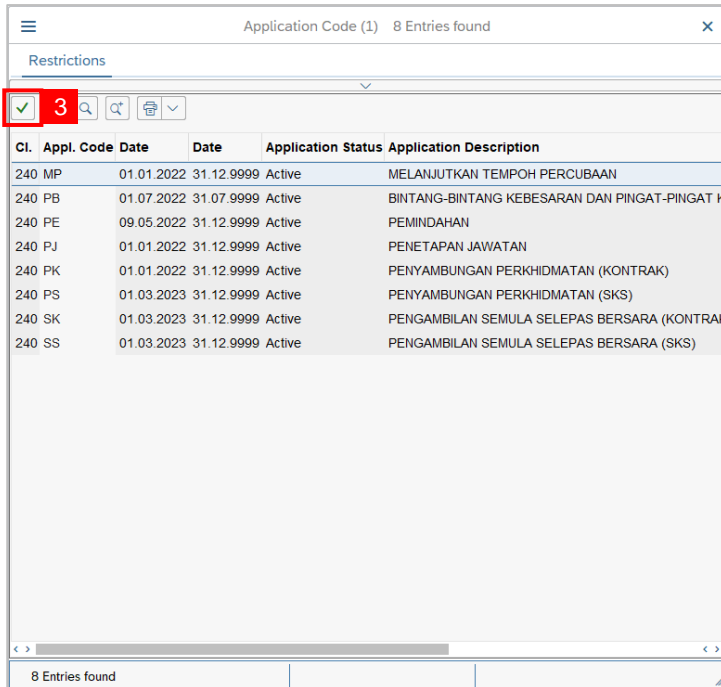
**Note:** Employee Movement page will be displayed.

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**.



Application Code (1) 8 Entries found

Restrictions

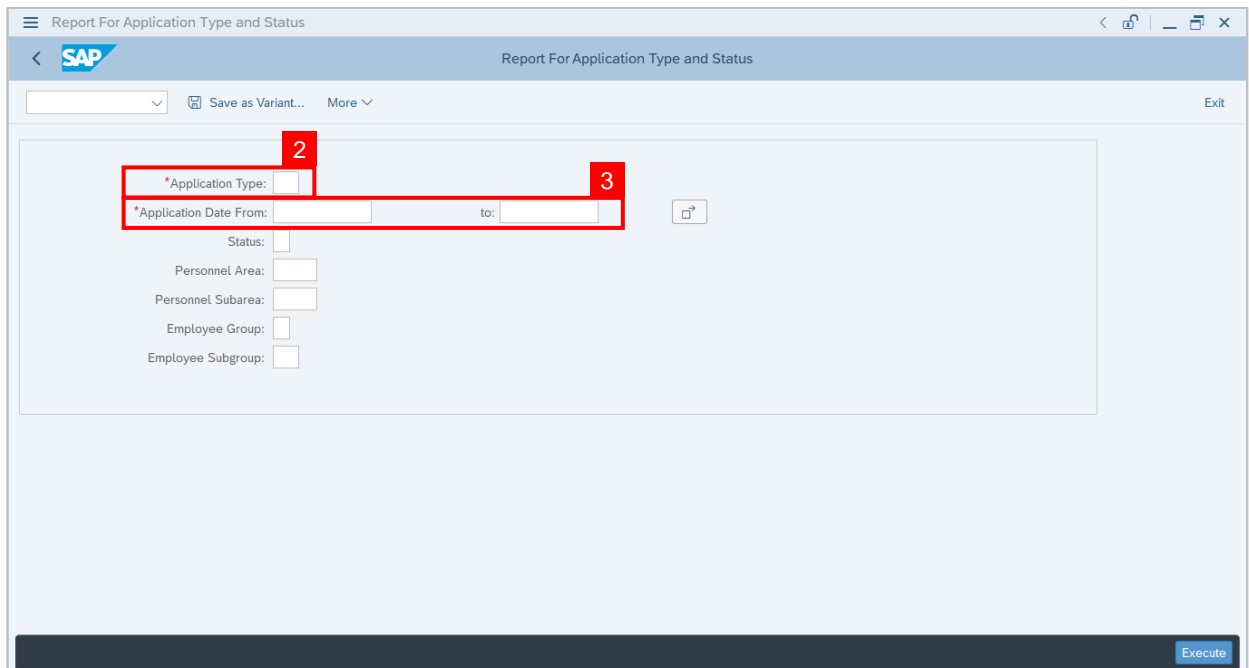
Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN 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)

8 Entries found

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:

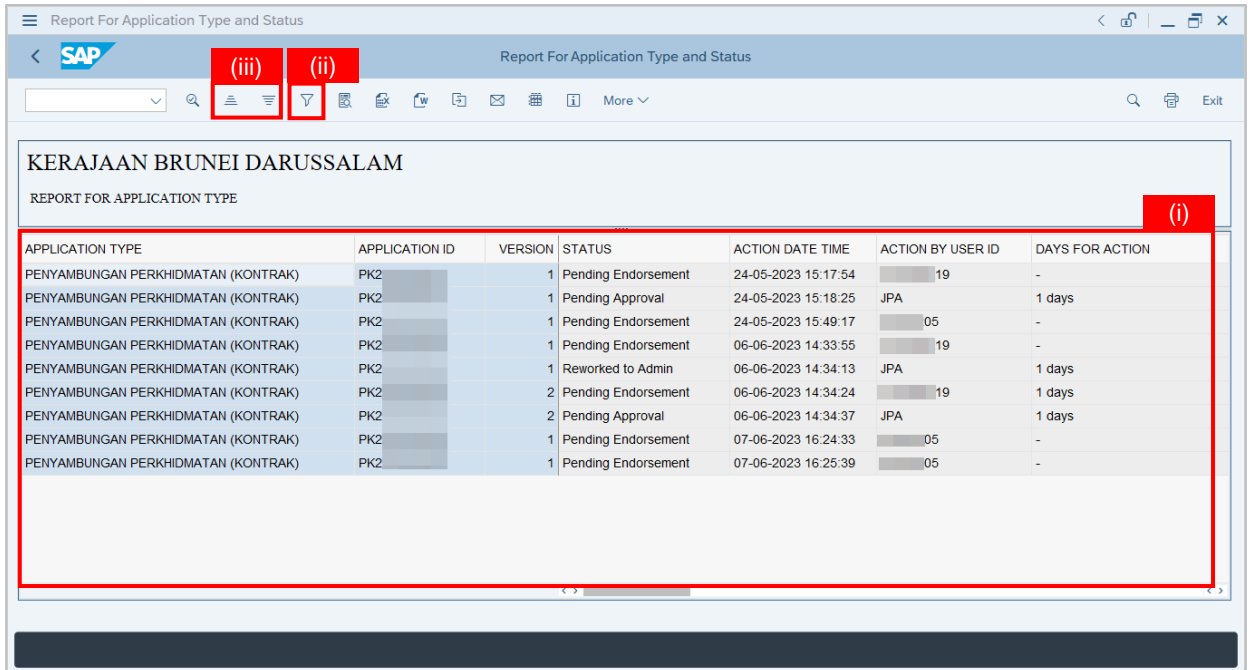
Execute



**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.



KERAJAAN BRUNEI DARUSSALAM  
REPORT FOR APPLICATION TYPE

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	-