



SISTEM SUMBER MANUSIA

User Guide

Service Extension (SKS)

for Back End User (SAP GUI)

Role: JPA Endorser

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Service Extension_SKS_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 (SKS) 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
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

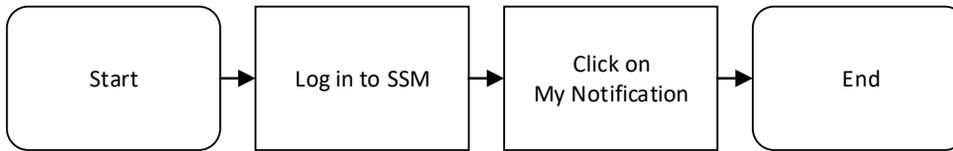
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

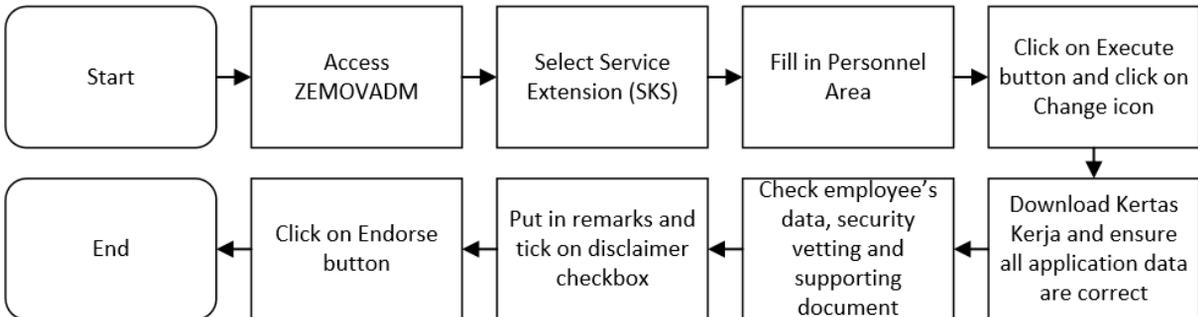
Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
NOTIFICATION	
View Notification via Front-End (FIORI)	5
MAINTAIN APPLICATION – Service Extension Application	
Endorse Service Extension Application	7
Edit and Endorse Service Extension Application	14
Reject / Rework Service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

Process Overview

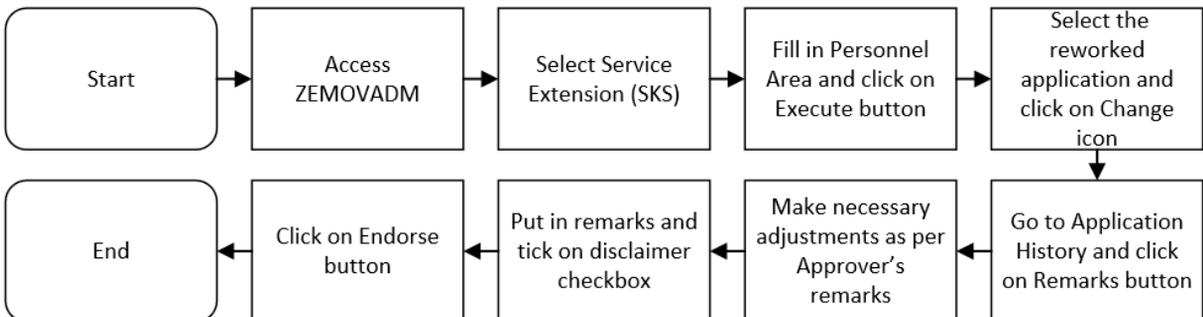
View Notification via Front-End (FIORI)



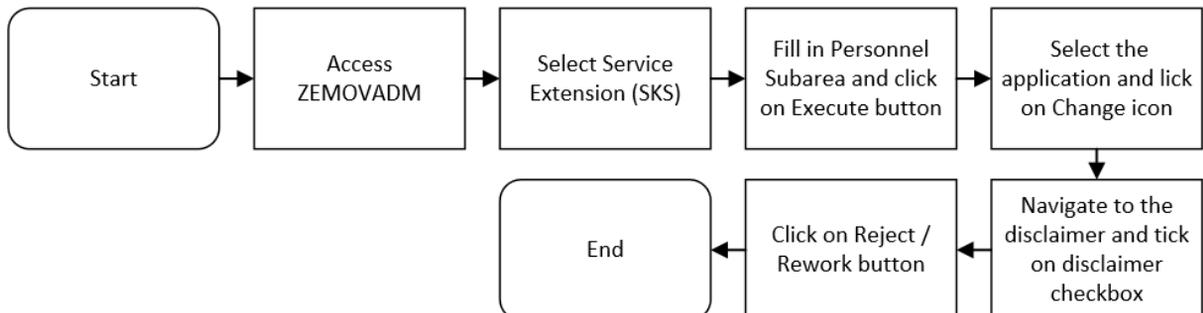
Endorse Service Extension (SKS) Application



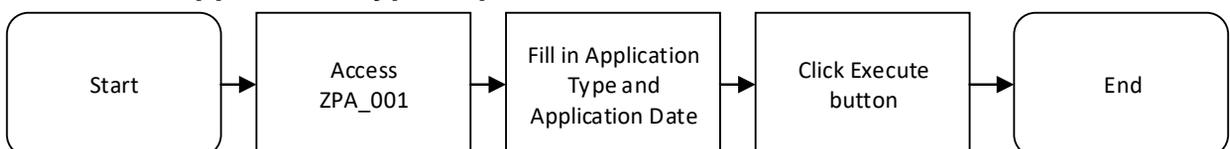
Edit and Endorse Service Extension (SKS) Application



Rework or Reject Service Extension (SKS) Application



Generate Application Type Report



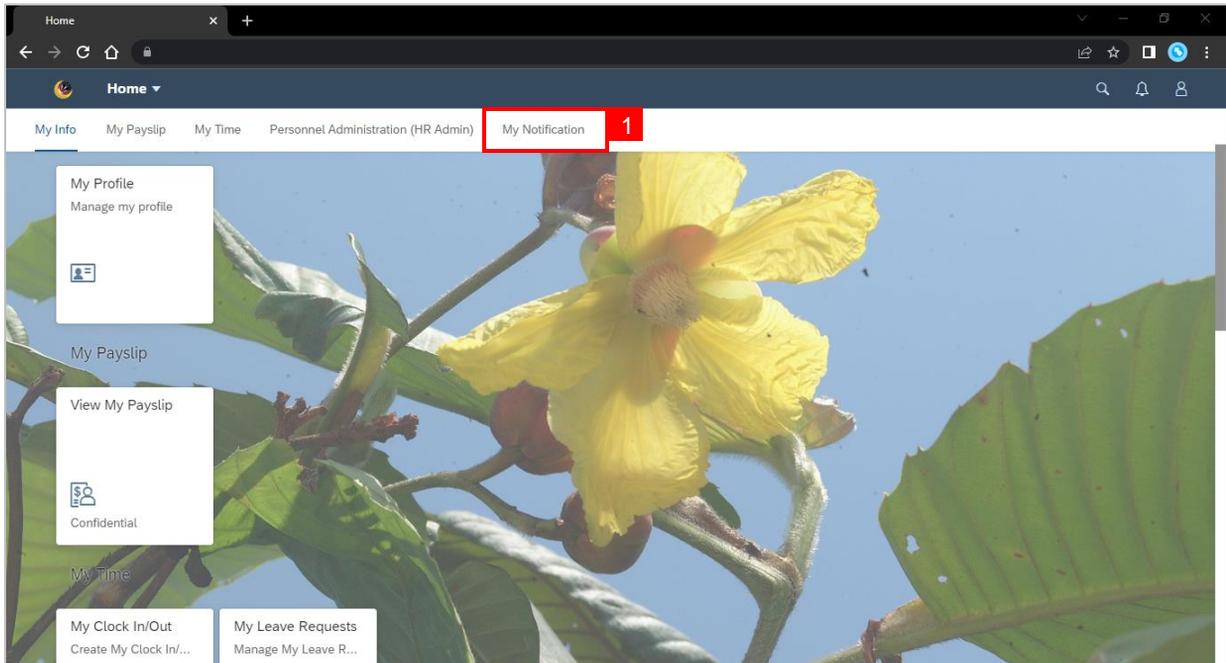
VIEW NOTIFICATION VIA FRONT END

Front-End User

JPA Endorser

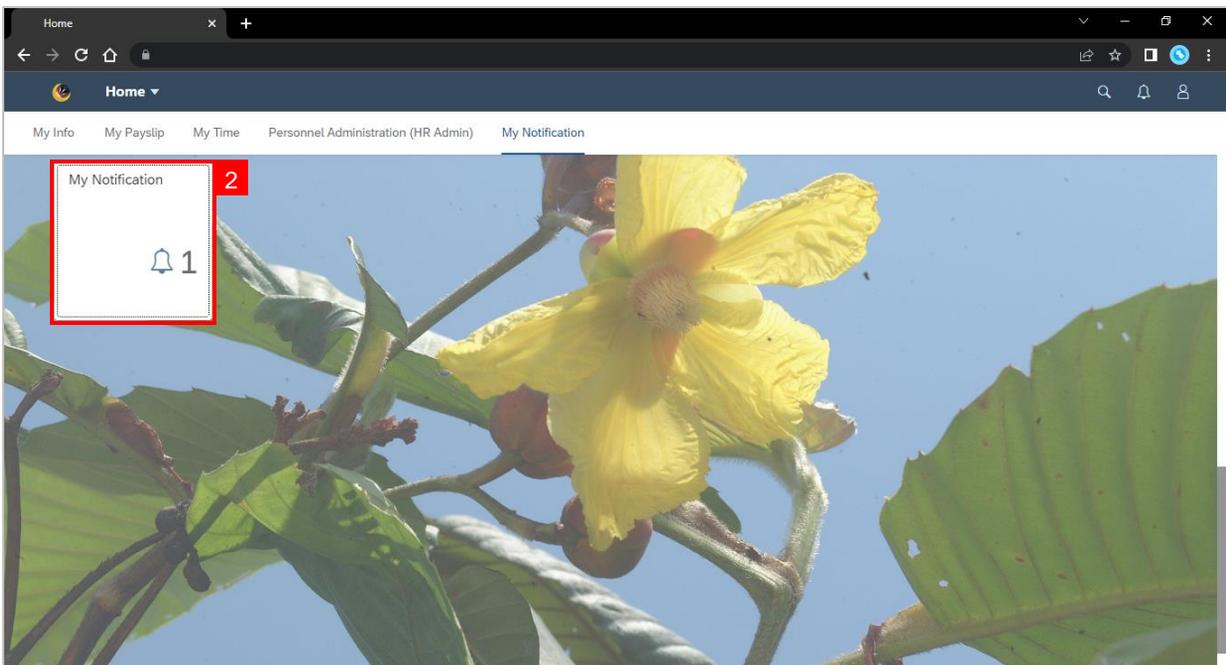
Log into **SSM (Front-End)** and proceed with the following steps.

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



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

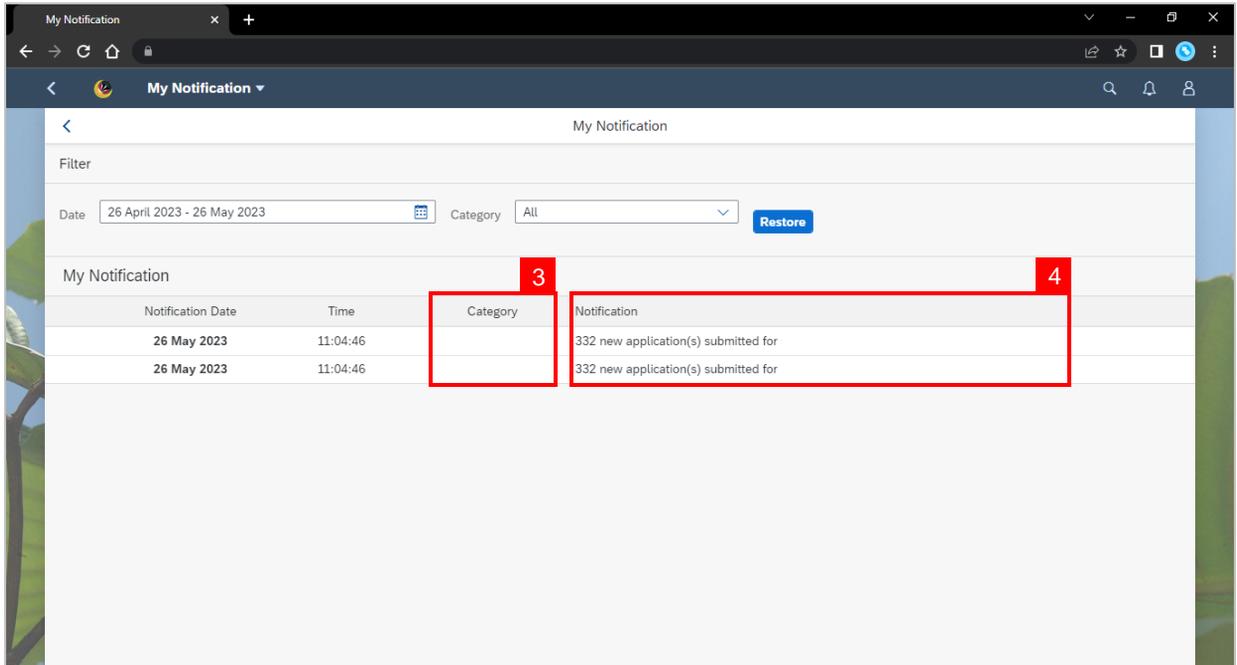
Note: The number shown on the tile indicates the total number of unread notification(s).



Outcome: My Notification page will be displayed.

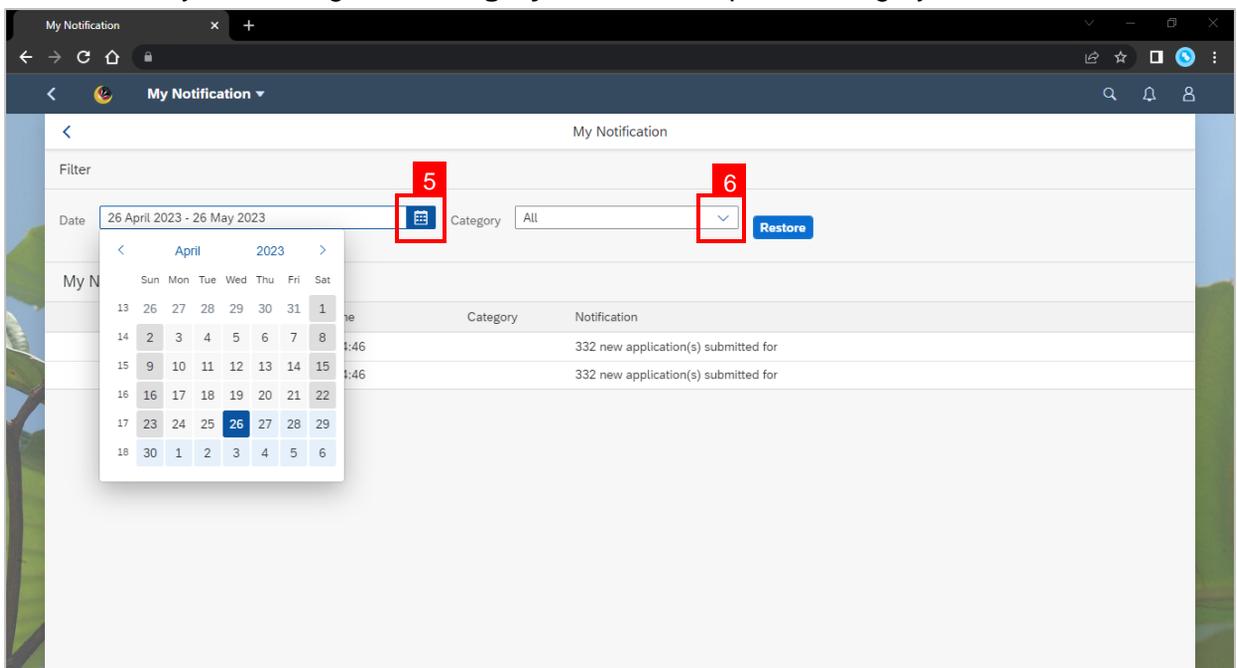
3. Under **Category** column, it will be shown as: (i) ***Pengambilan Semula Slps Bersara (SKS)*** or (ii) ***Penyambungan Perkhidmatan (SKS)***.

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.



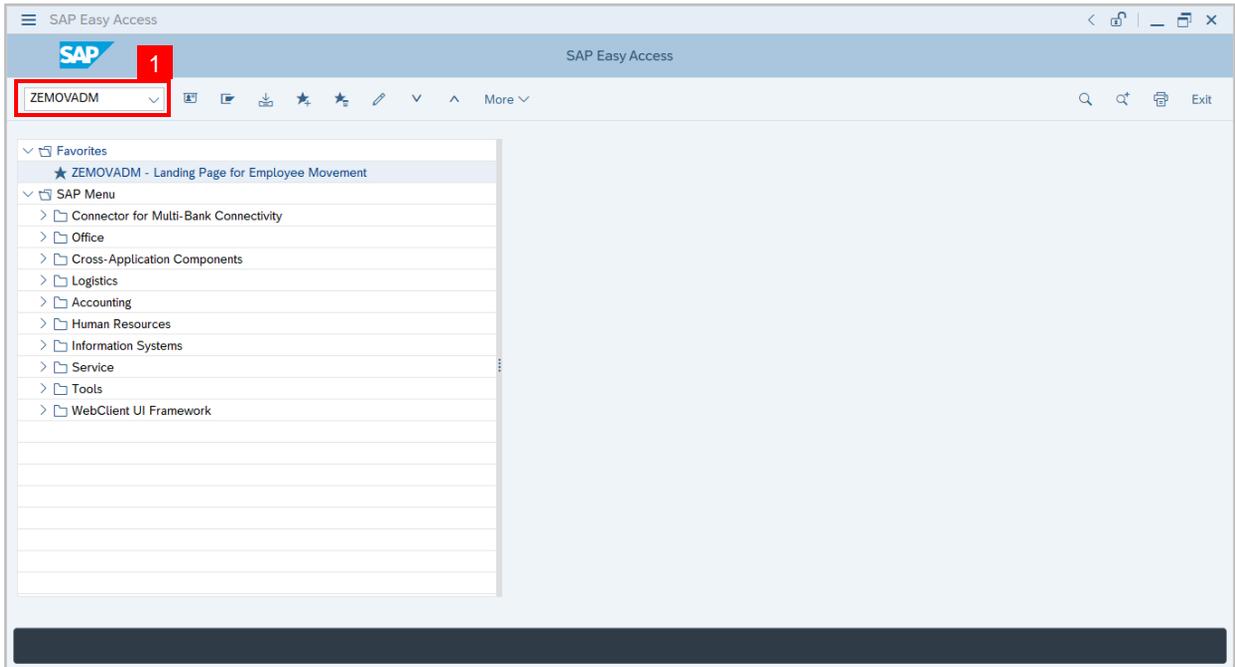
**ENDORSE SERVICE
EXTENSION APPLICATION**

Back-End User

JPA Endorser

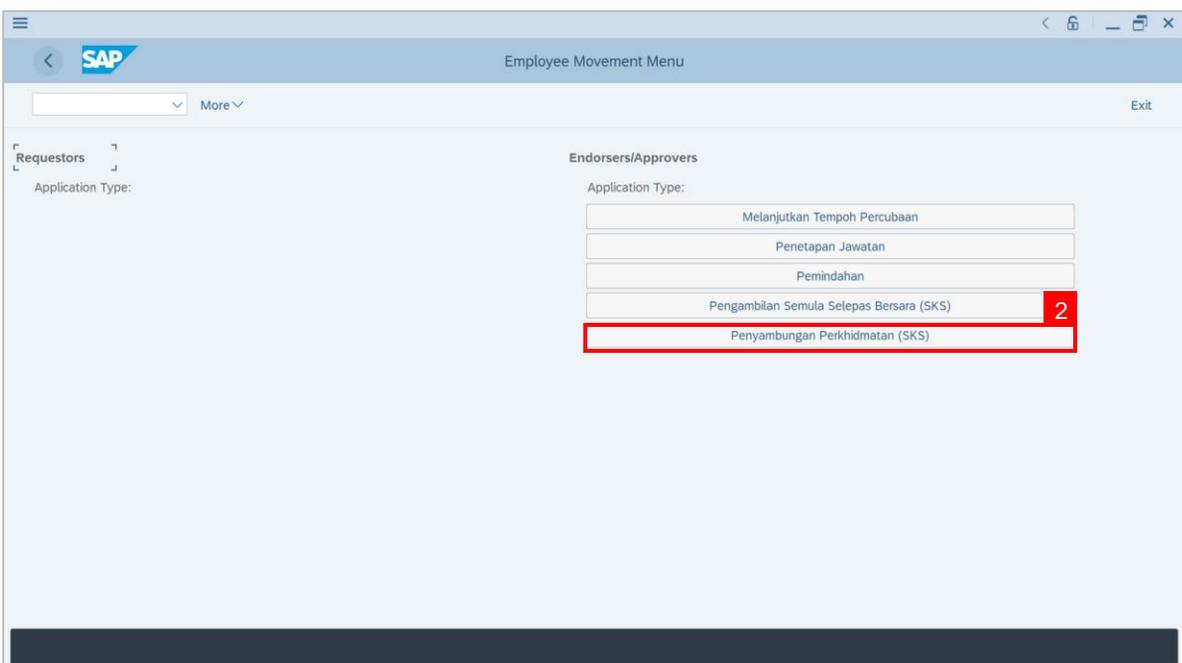
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

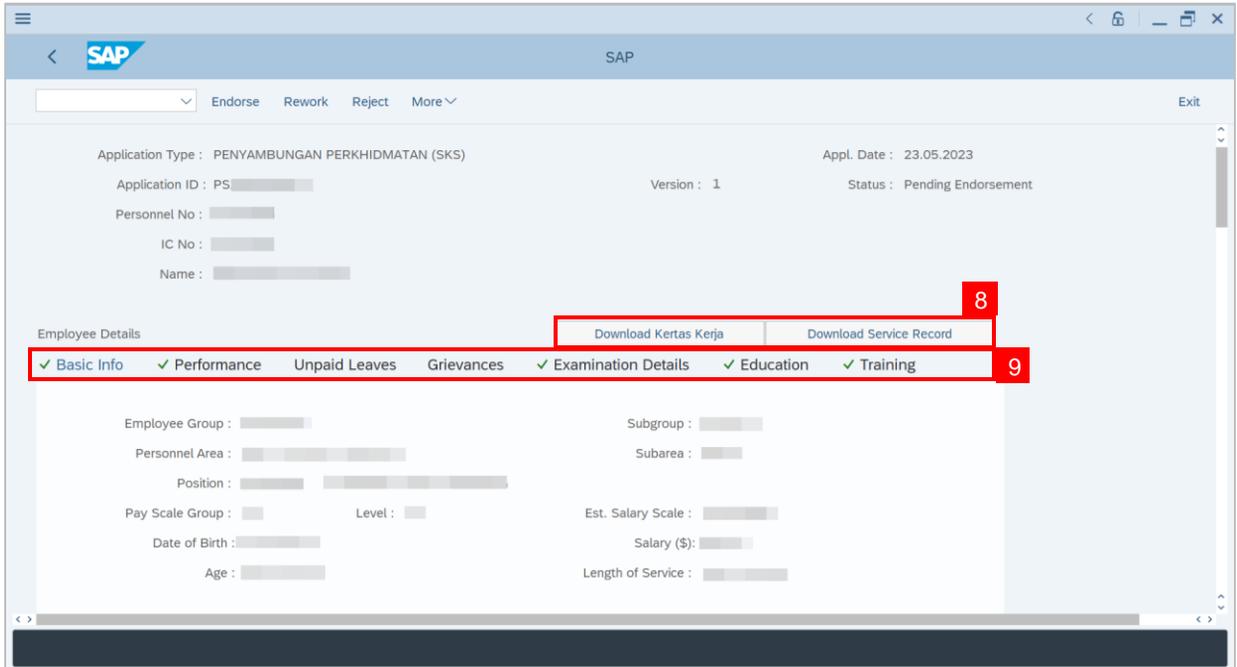
2. Click on **Penyambungan Perkhidmatan (SKS)** button.



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

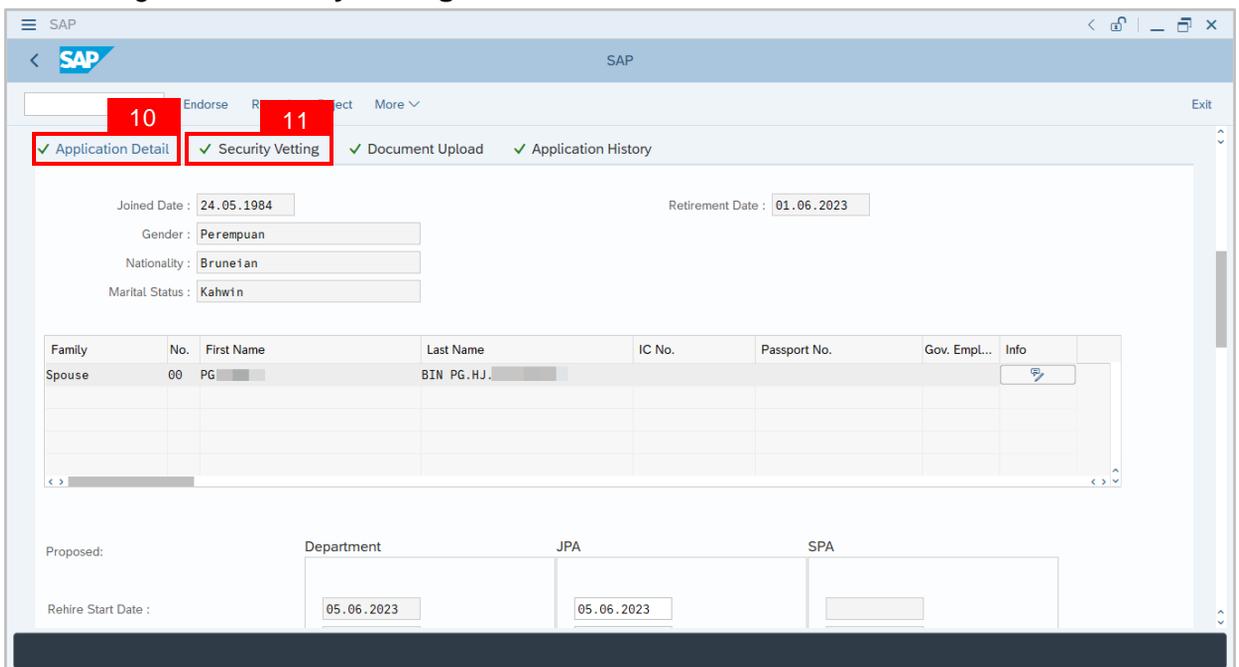
8. User can download **Kertas Kerja** and **Service Record**.

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.

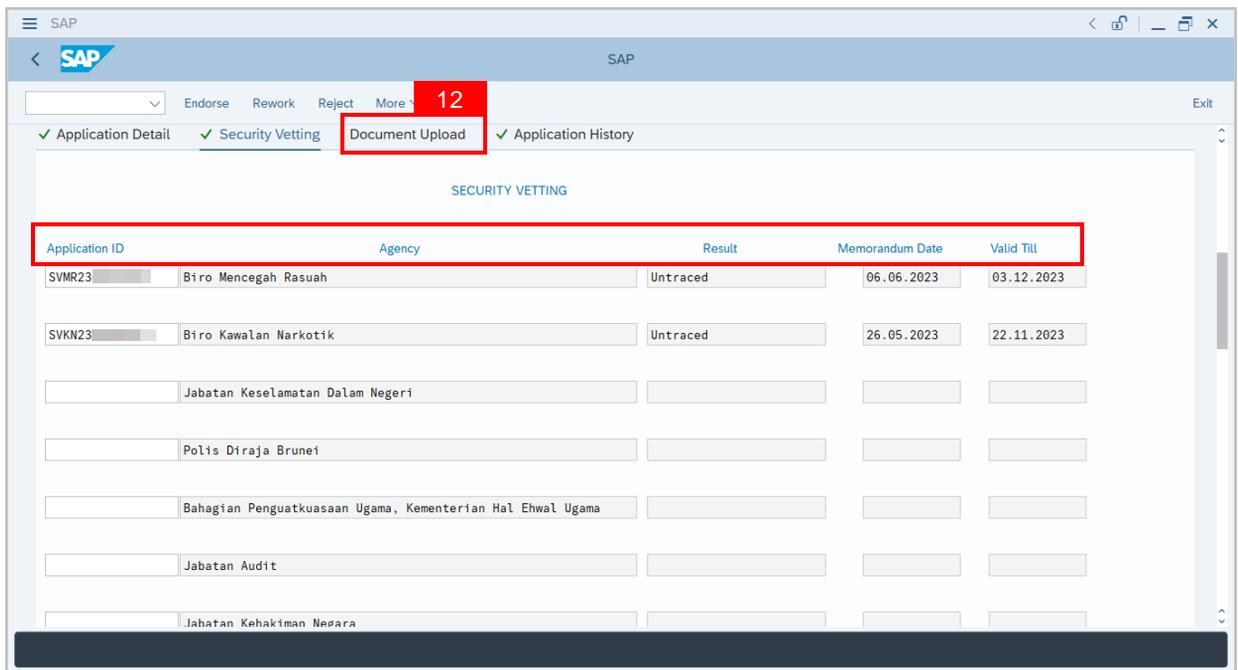
(iii) **JPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

(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**.

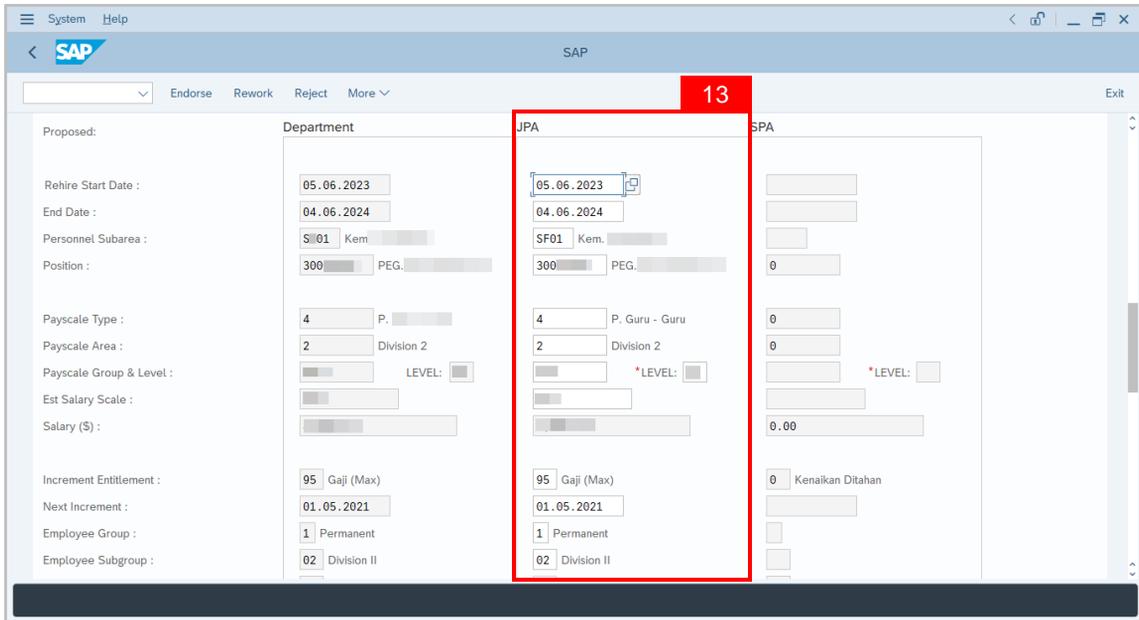


The screenshot shows the SAP Security Vetting application list. The 'Document Upload' tab is highlighted with a red box and the number '12'. The table below lists the applications with columns for Application ID, Agency, Result, Memorandum Date, and Valid Till.

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.

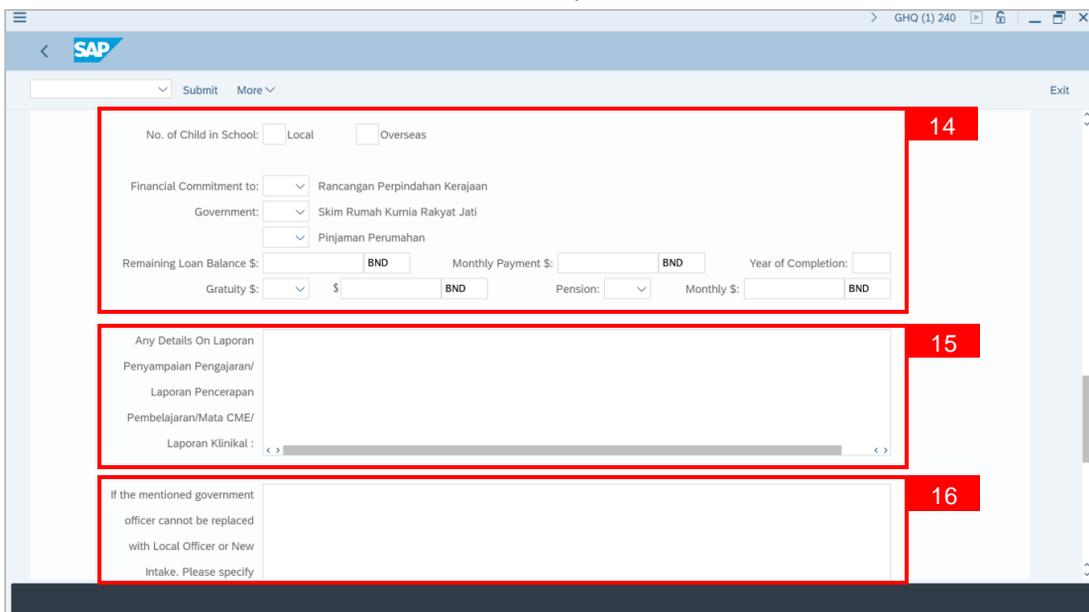


The screenshot shows the SAP Application Detail form. The JPA column is highlighted with a red box, and a red number '13' is placed above it. The form displays data for Department, JPA, and SPA columns, including fields for Hire Start Date, End Date, Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, and Employee Subgroup.

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

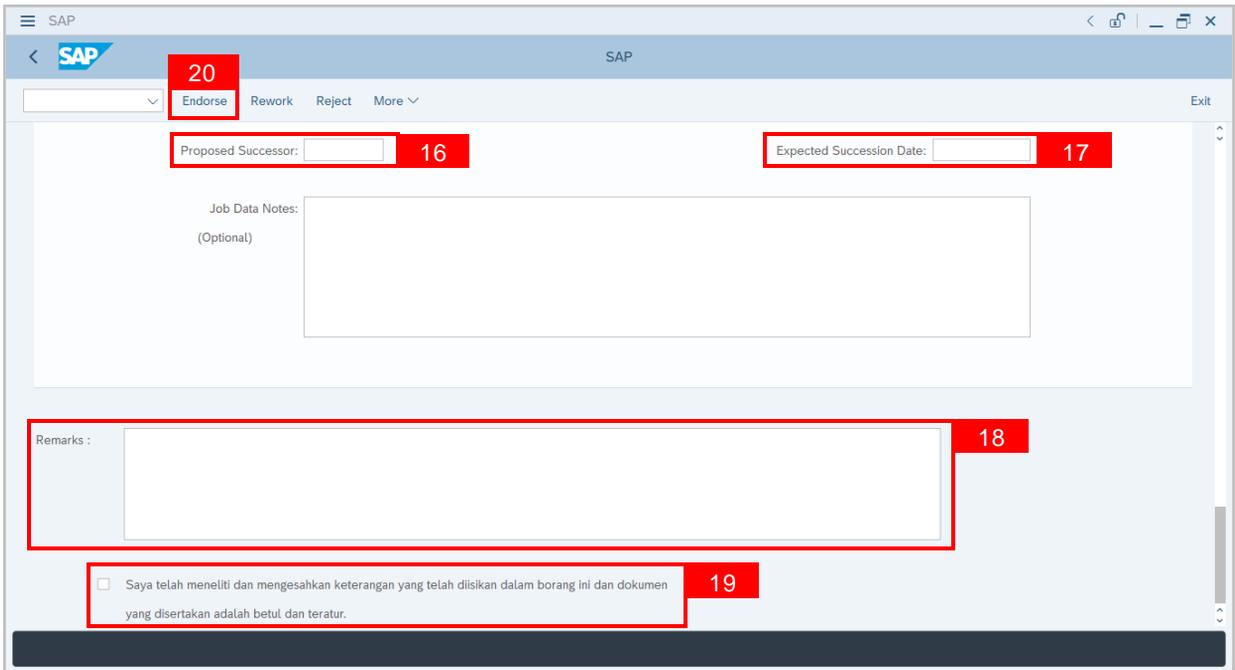
15. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

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



The screenshot shows the SAP Pension Commitment details form. Three sections are highlighted with red boxes and labeled with red numbers: 14 (No. of Child in School), 15 (Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal), and 16 (If the mentioned government officer cannot be replaced with Local Officer or New Intake). The form includes fields for Financial Commitment to, Government, Remaining Loan Balance, Gratuity, Pension, and Monthly Payment.

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 **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 (SKS)**.



The screenshot shows the SAP Service Extension (SKS) application form. The form is titled "SAP" and has a navigation bar with "Endorse", "Rework", "Reject", and "More" buttons. The "Endorse" button is highlighted with a red box and the number 20. Below the navigation bar, there are two input fields: "Proposed Successor:" (16) and "Expected Succession Date:" (17). Below these fields is a "Job Data Notes:" (Optional) text area. Below the text area is a "Remarks:" text area (18). At the bottom of the form, there is a checkbox (19) 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.

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 (SKS) 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

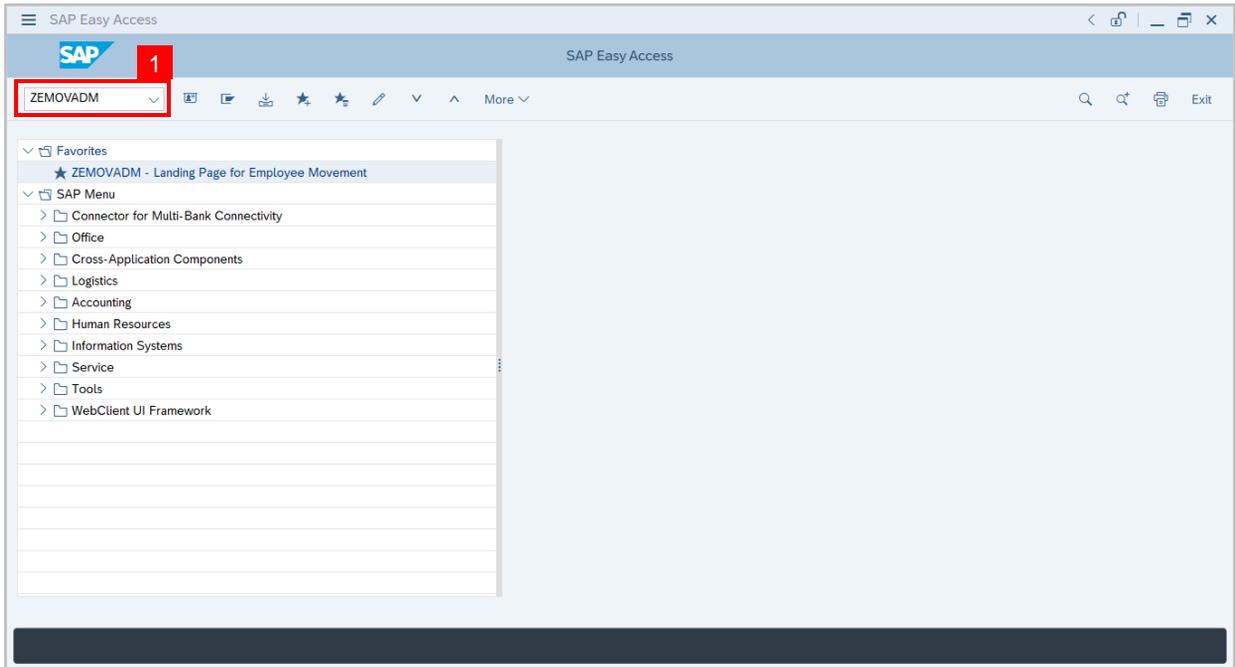
**EDIT AND ENDORSE
SERVICE EXTENSION
APPLICATION**

Back-End User

JPA Endorser

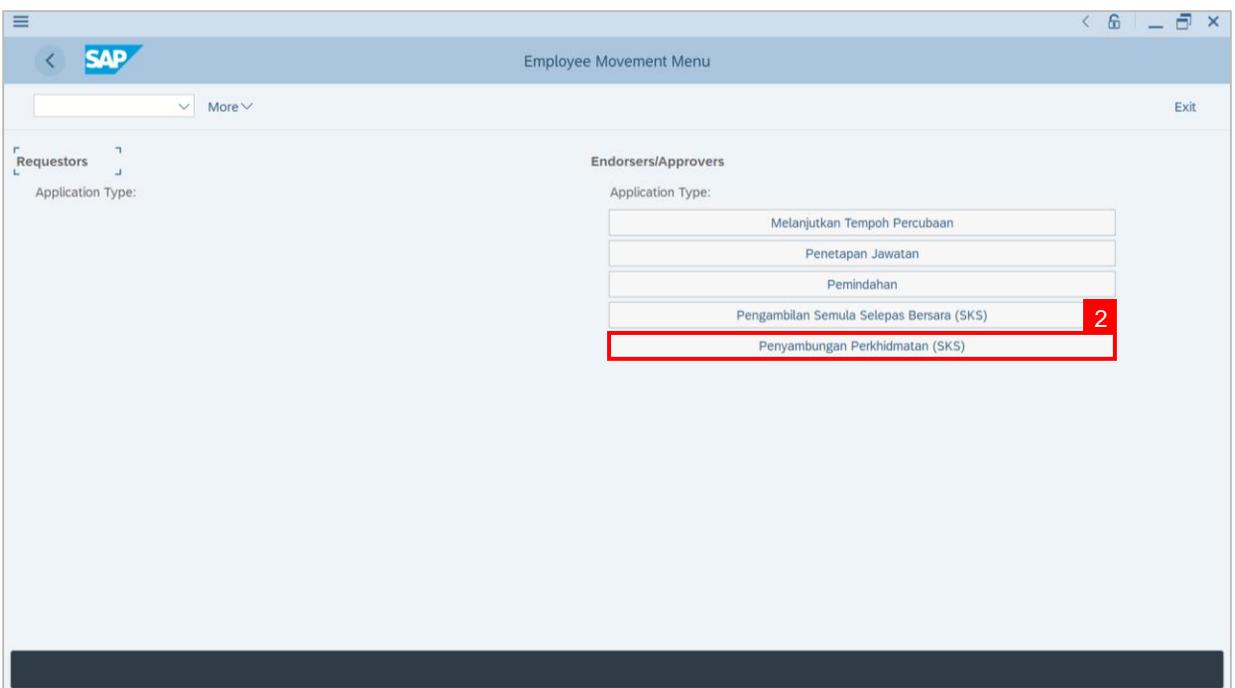
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

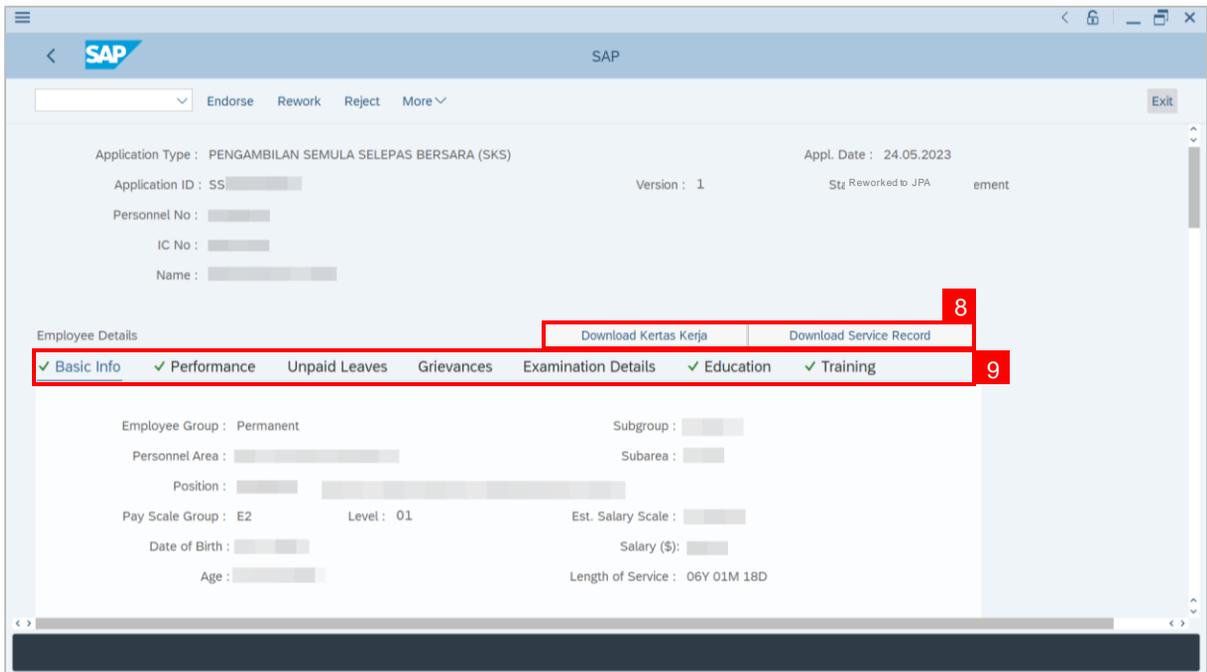
2. Click on **Penyambungan Perkhidmatan (SKS)** button.



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.

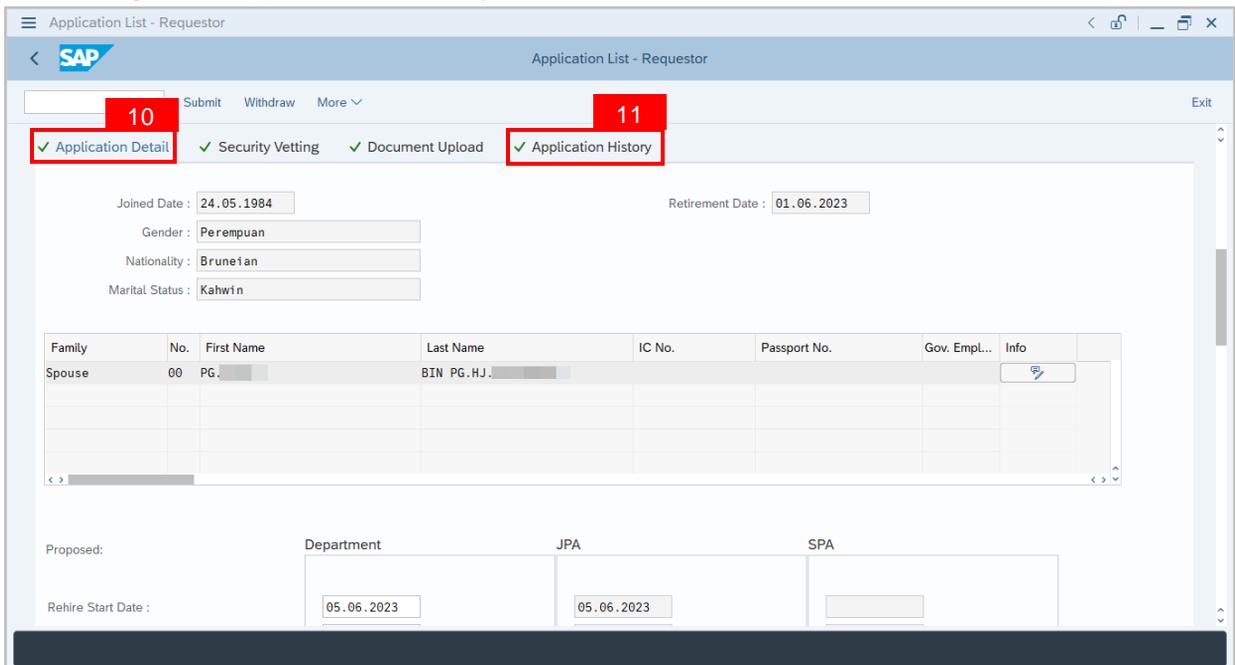
Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



The screenshot shows the SAP Employee Details page. At the top, there are buttons for 'Endorse', 'Rework', 'Reject', and 'More'. The application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)' and the application date is '24.05.2023'. The application ID is 'SS', version is '1', and it is 'Reworked to JPA'. The employee's name, IC No., and Personnel No. are redacted. Below the application details, there are two buttons: 'Download Kertas Kerja' (labeled 8) and 'Download Service Record'. A red box highlights the navigation tabs: 'Basic Info' (checked), 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education' (checked), and 'Training' (checked) (labeled 9). The employee details section includes: Employee Group: Permanent, Subgroup: [redacted], Personnel Area: [redacted], Subarea: [redacted], Position: [redacted], Pay Scale Group: E2, Level: 01, Est. Salary Scale: [redacted], Date of Birth: [redacted], Salary (\$): [redacted], Age: [redacted], and Length of Service: 06Y 01M 18D.

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

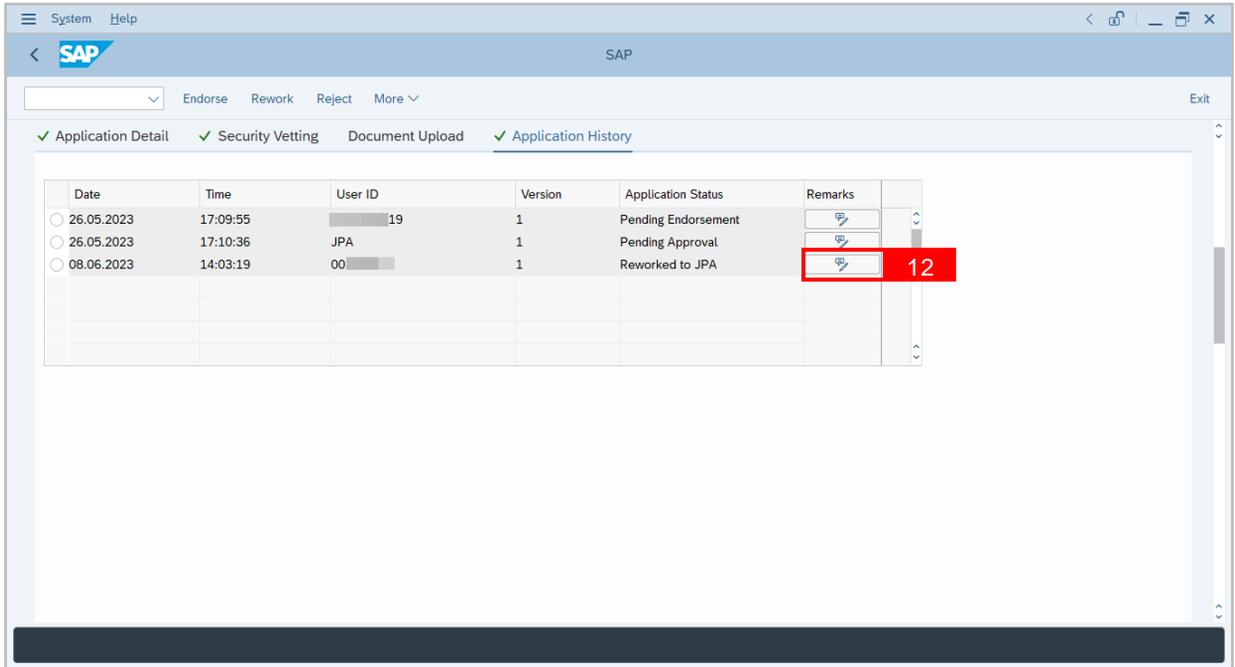
11. Navigate to **Application History** tab and click on it.



The screenshot shows the SAP Application List - Requestor page. At the top, there are buttons for 'Submit', 'Withdraw', and 'More'. The application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)' and the application date is '24.05.2023'. The application ID is 'SS', version is '1', and it is 'Reworked to JPA'. The employee's name, IC No., and Personnel No. are redacted. Below the application details, there are two buttons: 'Download Kertas Kerja' (labeled 8) and 'Download Service Record'. A red box highlights the navigation tabs: 'Application Detail' (checked) (labeled 10), 'Security Vetting', 'Document Upload', and 'Application History' (checked) (labeled 11). The employee details section includes: Joined Date: 24.05.1984, Retirement Date: 01.06.2023, Gender: Perempuan, Nationality: Brunetan, Marital Status: Kahwin. Below the employee details, there is a table with columns: Family, No., First Name, Last Name, IC No., Passport No., Gov. Empl..., and Info. The table contains one row for the spouse: Family: Spouse, No.: 00, First Name: PG., Last Name: BIN PG.HJ., IC No.: [redacted], Passport No.: [redacted], Gov. Empl...: [redacted], Info: [redacted]. Below the table, there are sections for 'Proposed:' and 'Rehire Start Date:'. The 'Proposed:' section has buttons for 'Department', 'JPA', and 'SPA'. The 'Rehire Start Date:' section has buttons for '05.06.2023', '05.06.2023', and [redacted].

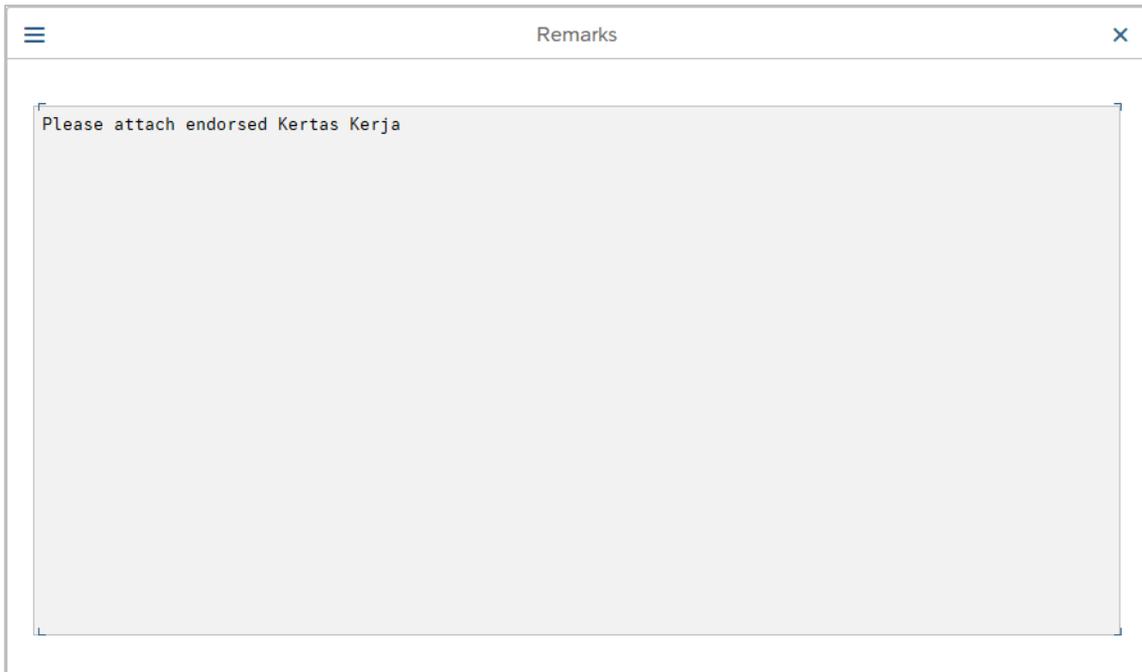
Note: Application History tab will be displayed.

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



Date	Time	User ID	Version	Application Status	Remarks
26.05.2023	17:09:55	19	1	Pending Endorsement	
26.05.2023	17:10:36	JPA	1	Pending Approval	
08.06.2023	14:03:19	00	1	Reworked to JPA	12

Note: Remarks pop-up window will be displayed.



Remarks

Please attach endorsed Kertas Kerja

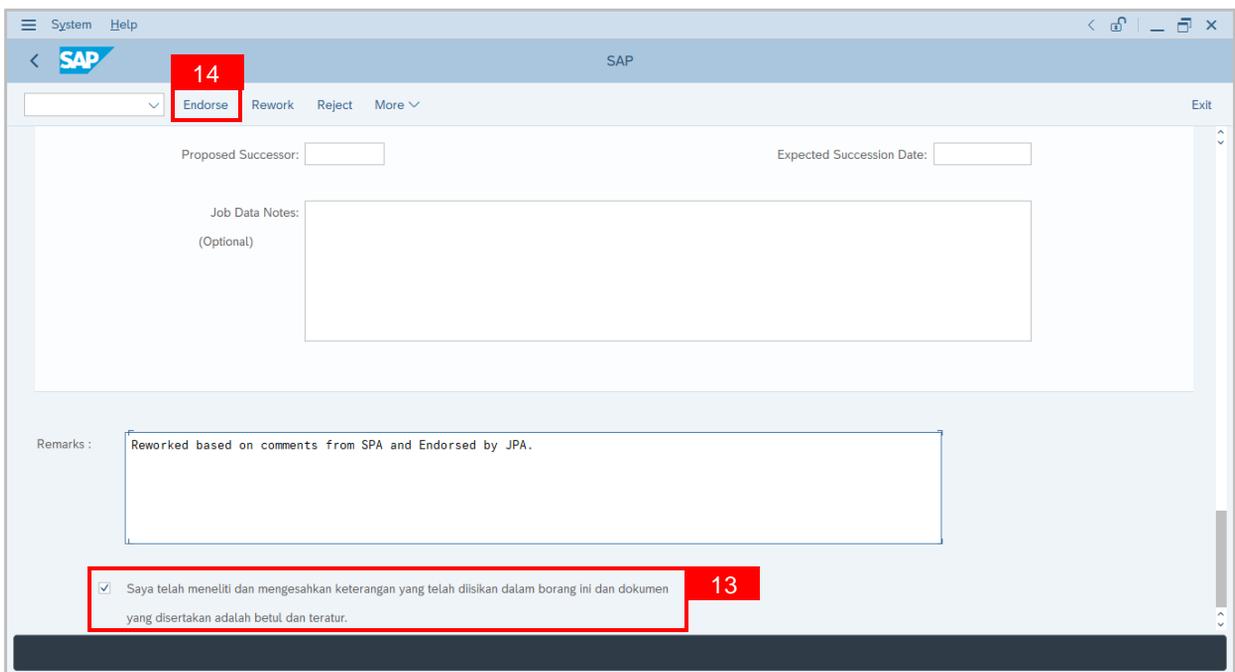
Navigate to **Application Detail**, under **Department column** and proceed with the adjustments required.

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, the SAP logo is visible. The main form area contains several fields: 'Proposed Successor' and 'Expected Succession Date' (both empty text boxes), and 'Job Data Notes (Optional)' (a large empty text area). Below these is a 'Remarks' field containing the text 'Reworked based on comments from SPA and Endorsed by JPA.'. 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.' (I have researched and confirmed the information provided in this form and the documents attached are correct and accurate). The checkbox is checked. To the right of the checkbox is a red box with the number '13'. Above the 'Endorse' button, there is a red box with the number '14'.

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: Service Extension (SKS) Application has been successfully reworked and pending for approval.



SAP

SAP

Application ID: SK2300000015

Version: 1

Application Status: Pending Approval

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

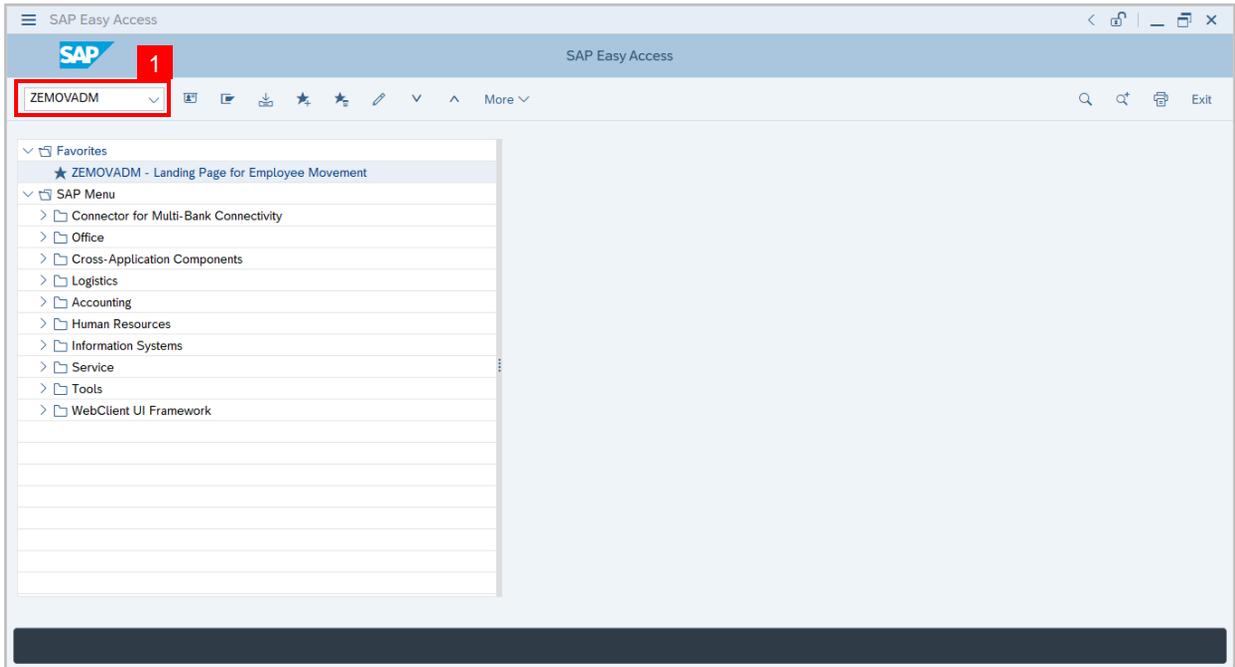
**REWORK / REJECT
SERVICE EXTENSION
APPLICATION**

Back-End User

JPA Endorser

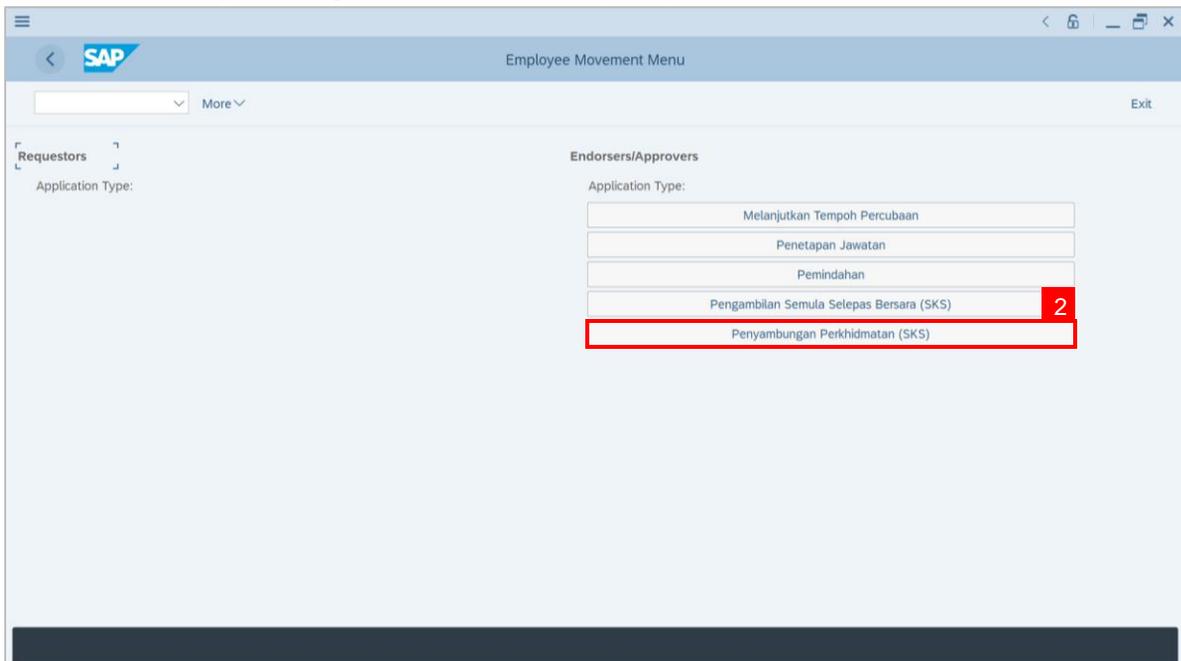
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

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



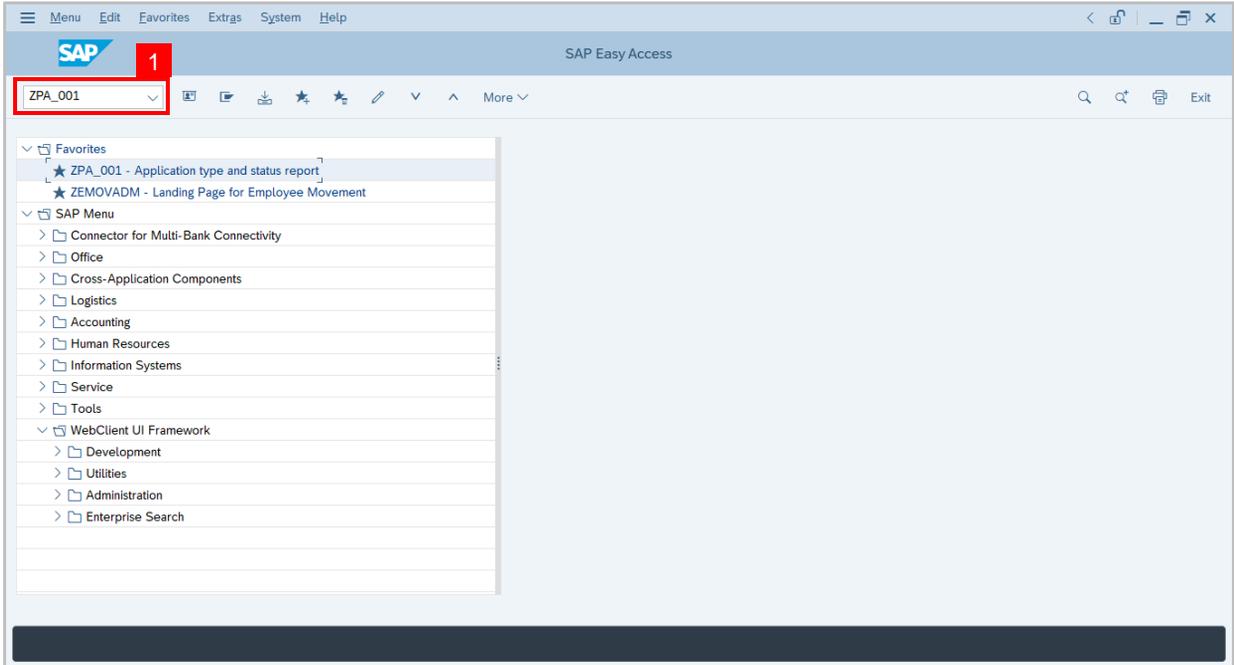
**GENERATE APPLICATION
TYPE REPORT**

Back-End User

JPA Endorser

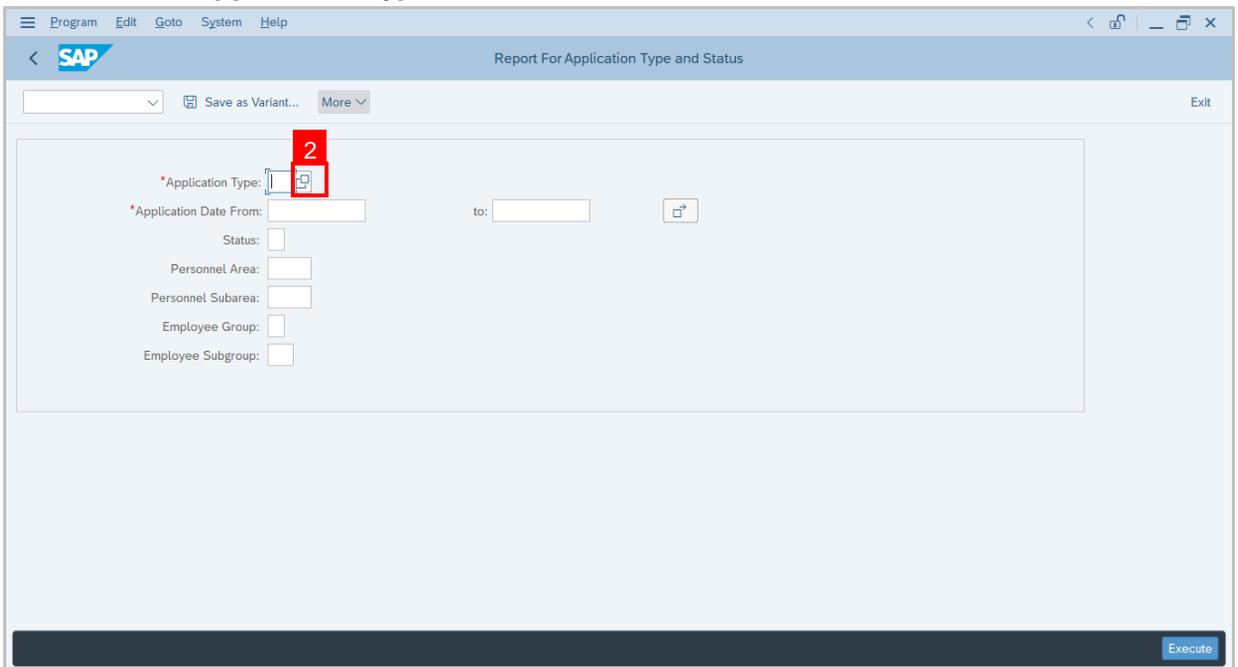
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



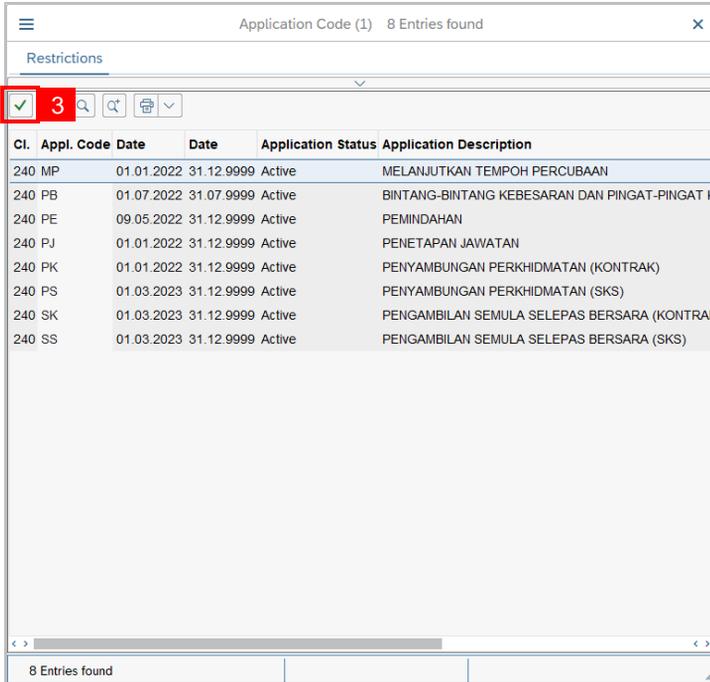
Note: Employee Movement page will be displayed.

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**.

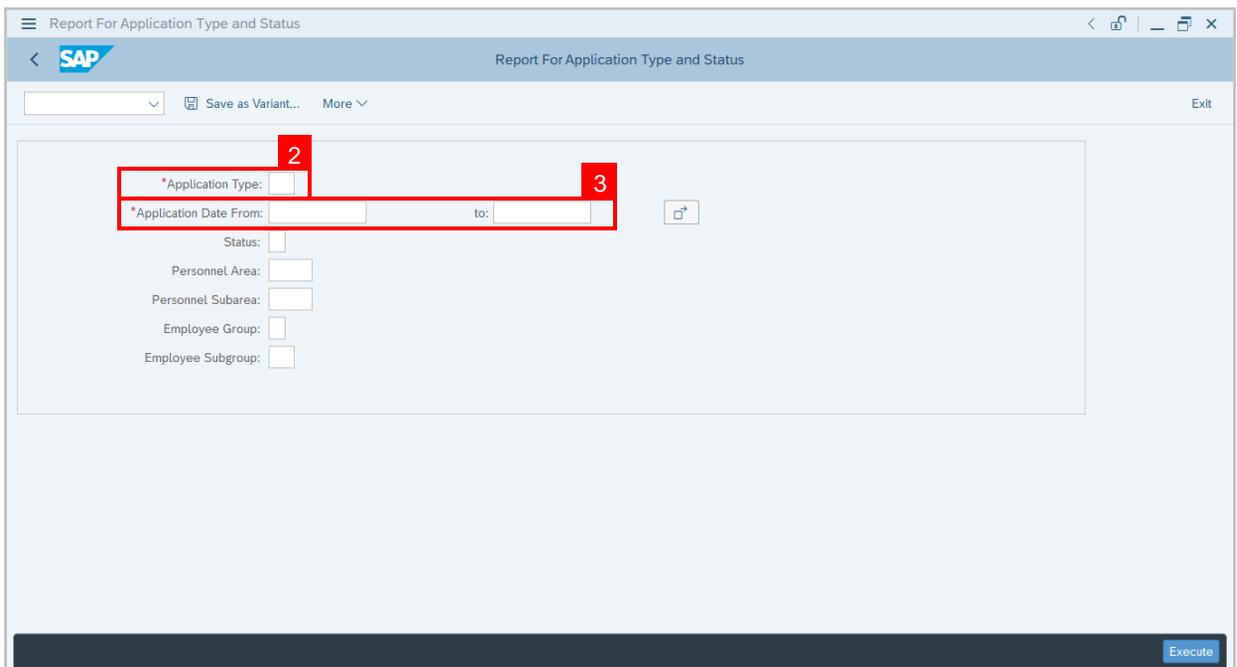


Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN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

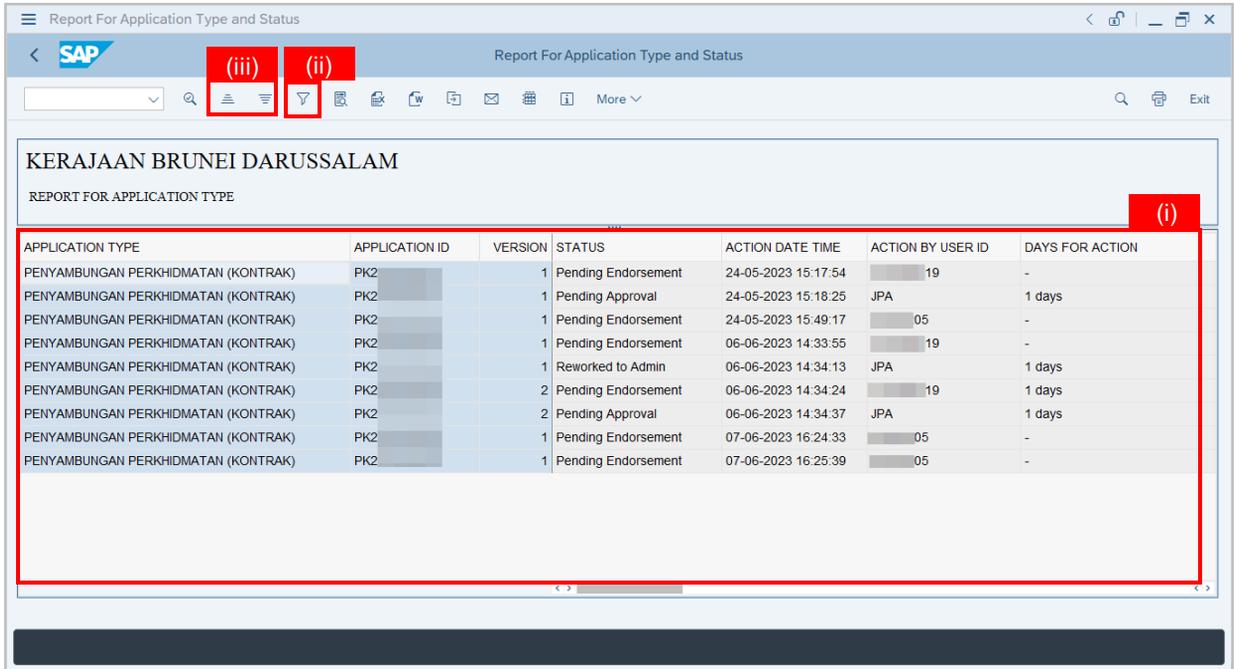
Employee Subgroup:

Execute

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.



The screenshot displays the SAP interface for the report 'Report For Application Type and Status'. The report title is 'KERAJAAN BRUNEI DARUSSALAM REPORT FOR APPLICATION TYPE'. The table below shows application details with columns for Application Type, Application ID, Version, Status, Action Date Time, Action By User ID, and Days for Action. Annotations (i), (ii), and (iii) are placed on the interface to indicate where users can interact with the report: (i) points to the table area for right-clicking to download; (ii) points to the filter icon; and (iii) points to the sort icons.

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	-