SISTEM SUMBER MANUSIA

User Guide

Service Extension (SKS)

for Back End User (SAP GUI)

Role: SPA Approver

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 **Service Extension (SKS) module**. In this user guide, it will show the users on how to:

1. Approve Service Extension Application
2. Rework or Reject Service Extension Application
3. 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:

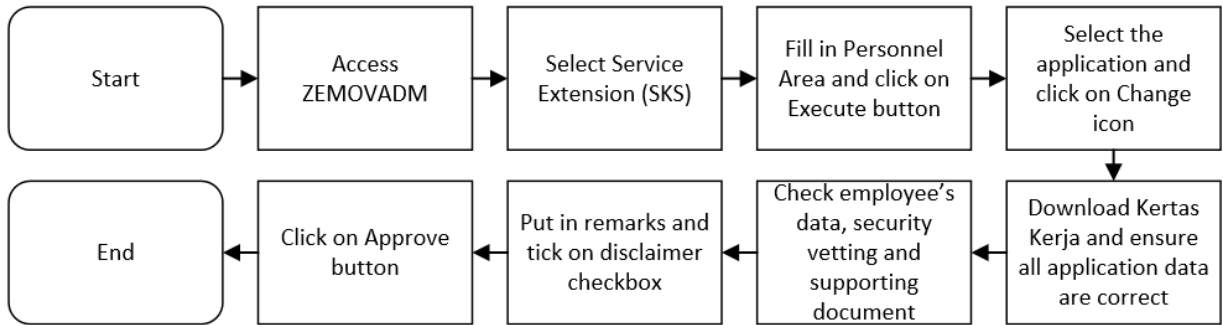| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal (www.ssm.gov.bn)
ESS	Employee Self Service
MSS	Manager Self Service

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**.
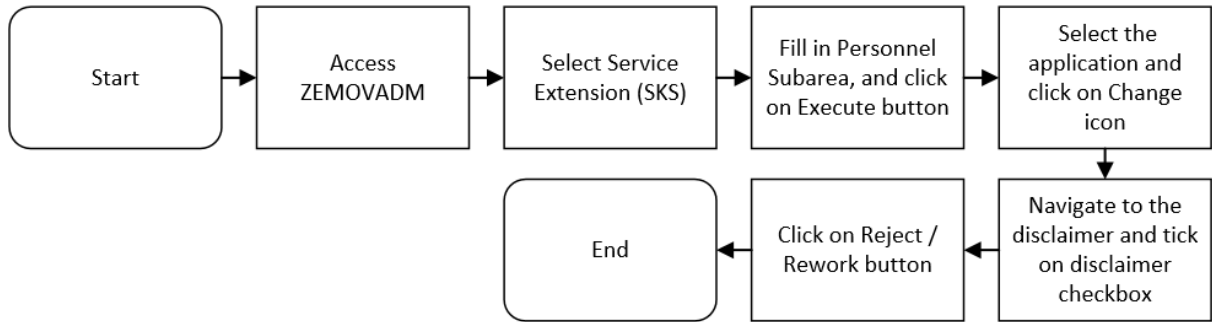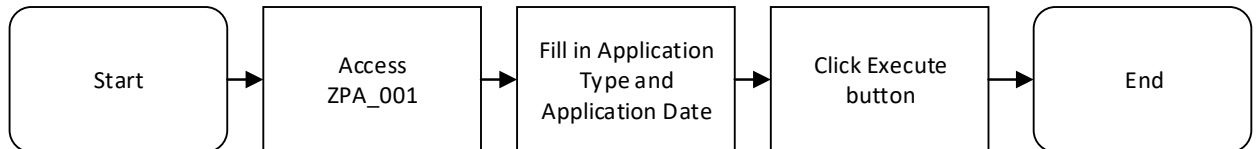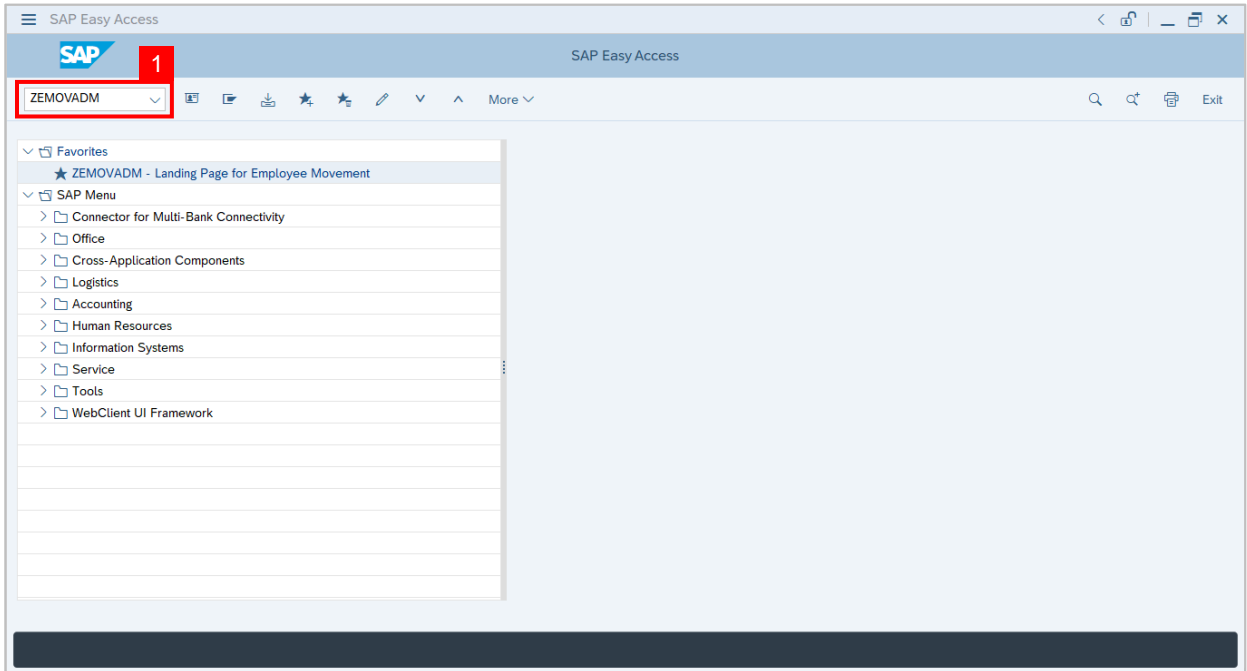
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Process Overview

Approve Service Extension (SKS) Application

```
Start → Access ZEMOVADM → Select Service Extension (SKS) → Fill in Personnel Area and click on Execute button → Select the application and click on Change icon
↓
End ← Click on Approve button ← Put in remarks and tick on disclaimer checkbox ← Check employee's data, security vetting and supporting document ← Download Kertas Kerja and ensure all application data are correct
```

Rework or Reject Service Extension (SKS) Application

```
Start → Access ZEMOVADM → Select Service Extension (SKS) → Fill in Personnel Subarea, and click on Execute button → Select the application and click on Change icon
↓
End ← Click on Reject / Rework button ← Navigate to the disclaimer and tick on disclaimer checkbox
```

Generate Application Type Report

```
Start → Access ZPA_001 → Fill in Application Type and Application Date → Click Execute button → End
```

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APPROVE SERVICE EXTENSION APPLICATION	**Back-End User**
	SPA Approver

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.

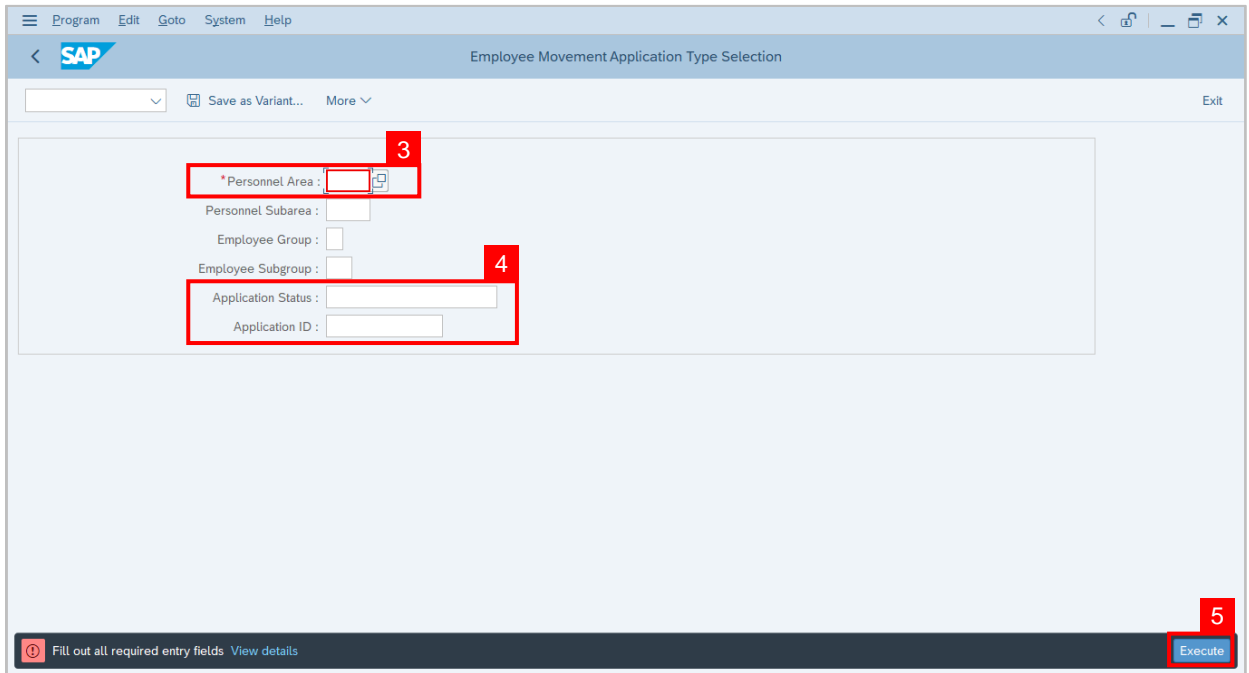2. Click on **Penyambungan Perkhidmatan (SKS)** button.
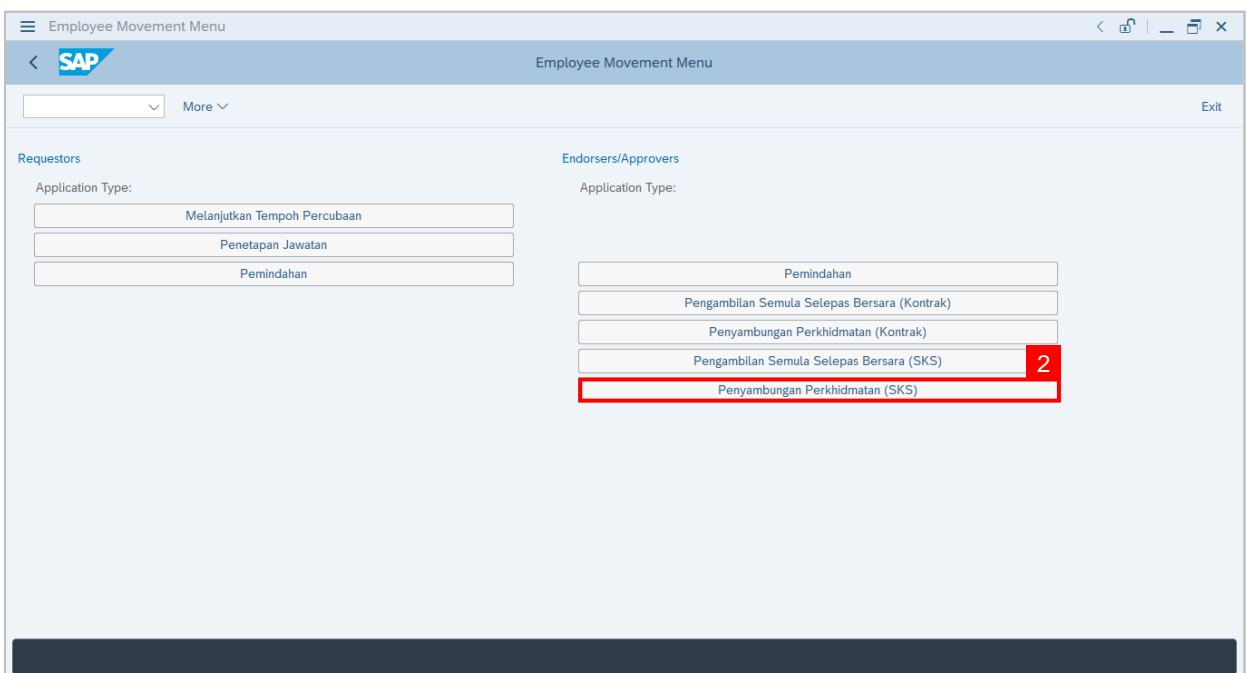
3. Fill in **Personnel Area.**

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

4. User may filter specific **Application Status / ID** when required.
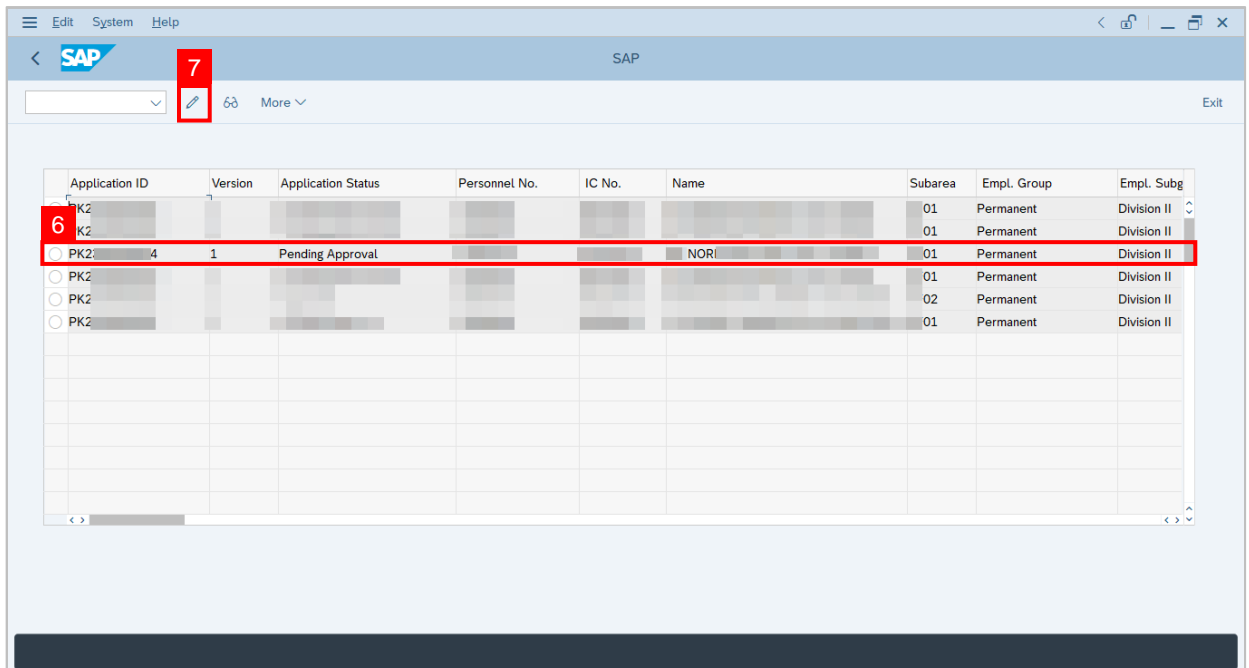
5. Click on **Execute** button.

Note: Application List – Approver page will be displayed.

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

7. Click on **change** icon to **approve** the application.
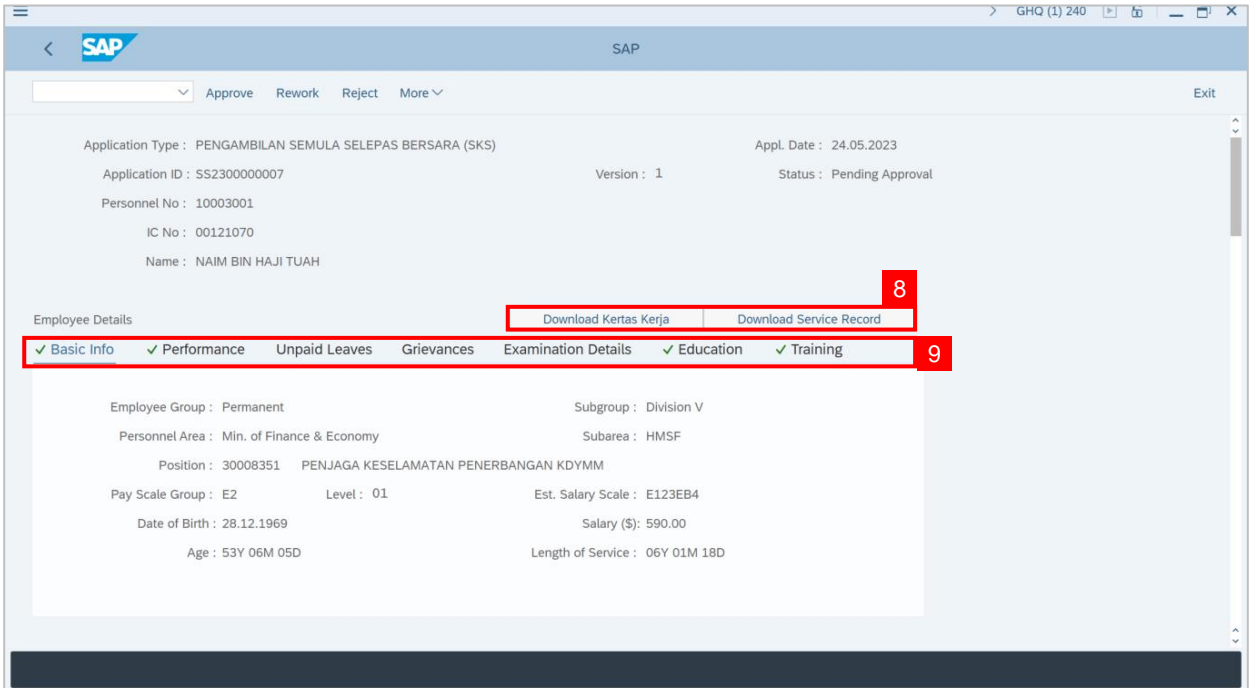
Note: Rehire after Retirement (SKS) Application page will be displayed.

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

Note: SPA may download **Kertas Kerja** generated by the system, if required.
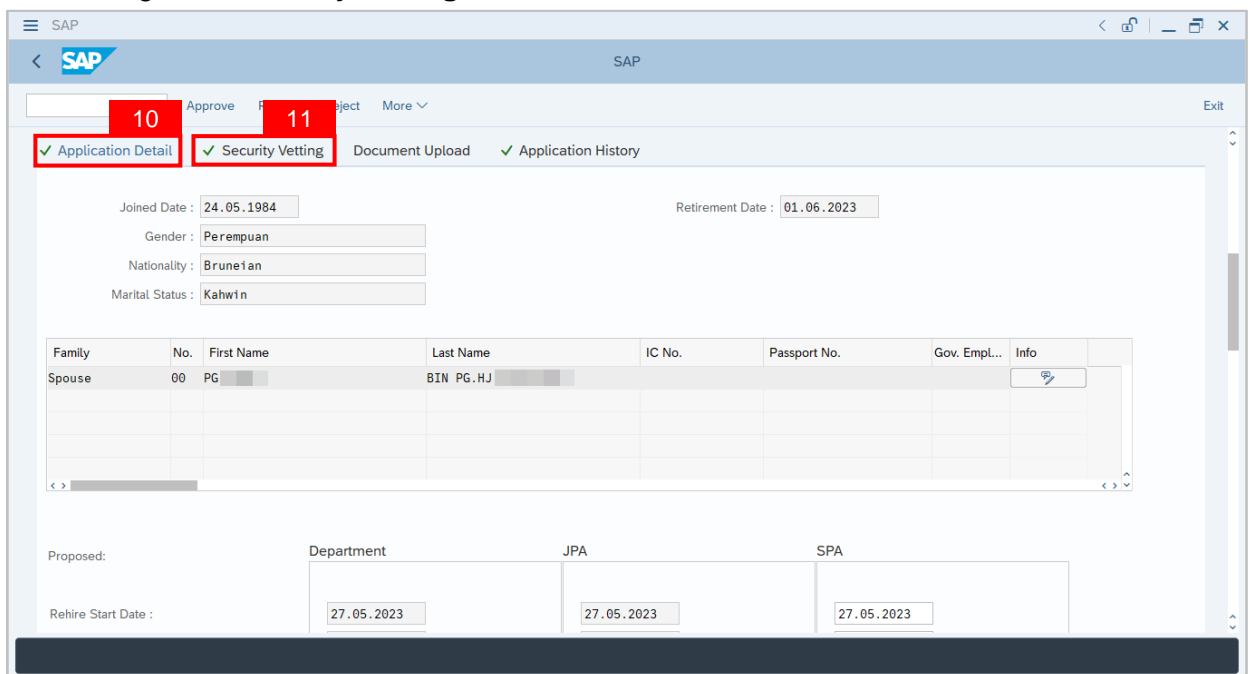
9. User can **check the employee details** from **each tab.**

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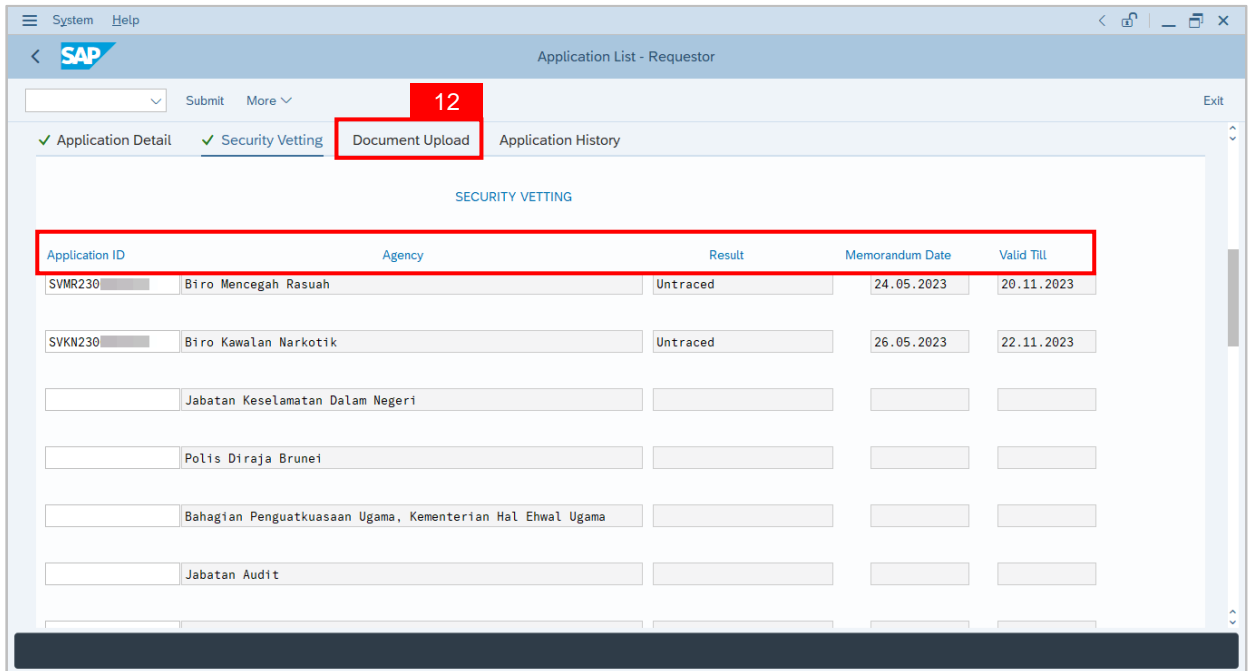
(iii) **JPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

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

(v) **SPA** 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.

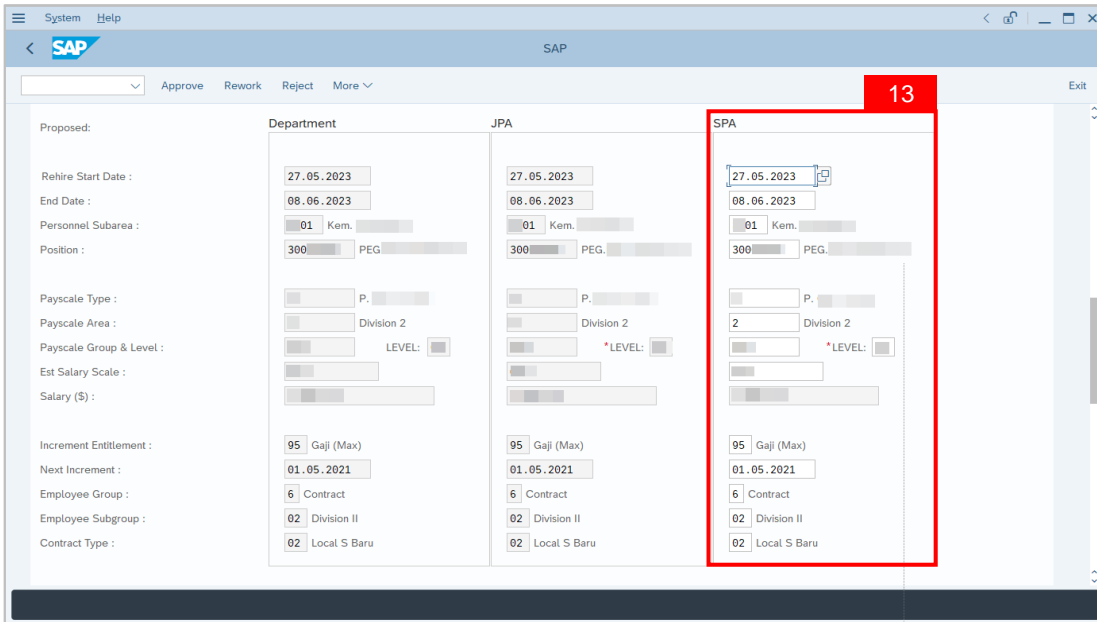**Note: JPA/SPA Document Upload** tab **will not be accessible to Department HR Admin.**

Application ID	Agency	Result	Memorandum Date	Valid Till
SVMR230	Biro Mencegah Rasuah	Untraced	24.05.2023	20.11.2023
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 **SPA column** and proceed with the next step.

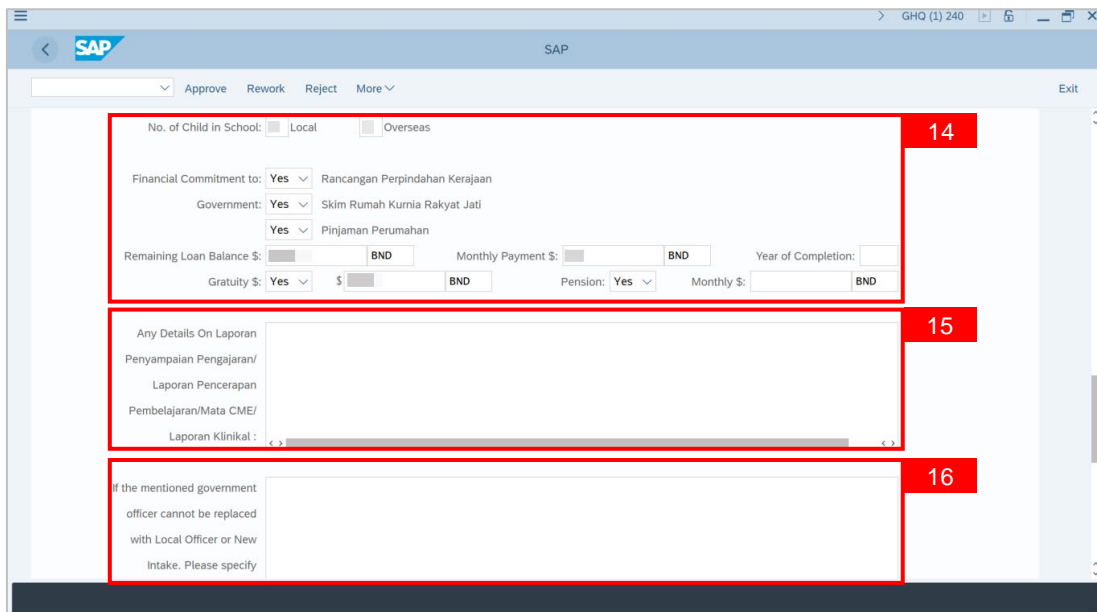13. User may change the **proposed details** by **JPA**, if necessary.

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. Fill in **If the mentioned government officer cannot be replaced with Local Officer or**

New Intake. Please specify reasons field to check for any remarks.

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

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

19. Fill in **Remarks**, if any. It will appear at **Application History** for **Approver** and **Department HR Administrator** to view.

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

21. Click on **Approve** button to Approve the application for **Service Extension (SKS).**

Note: Application List – Requestor will be displayed.

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

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

24. The **Application Status** will show as **Approved**.

Outcome: Service Extension (SKS) Application has been successfully approved.
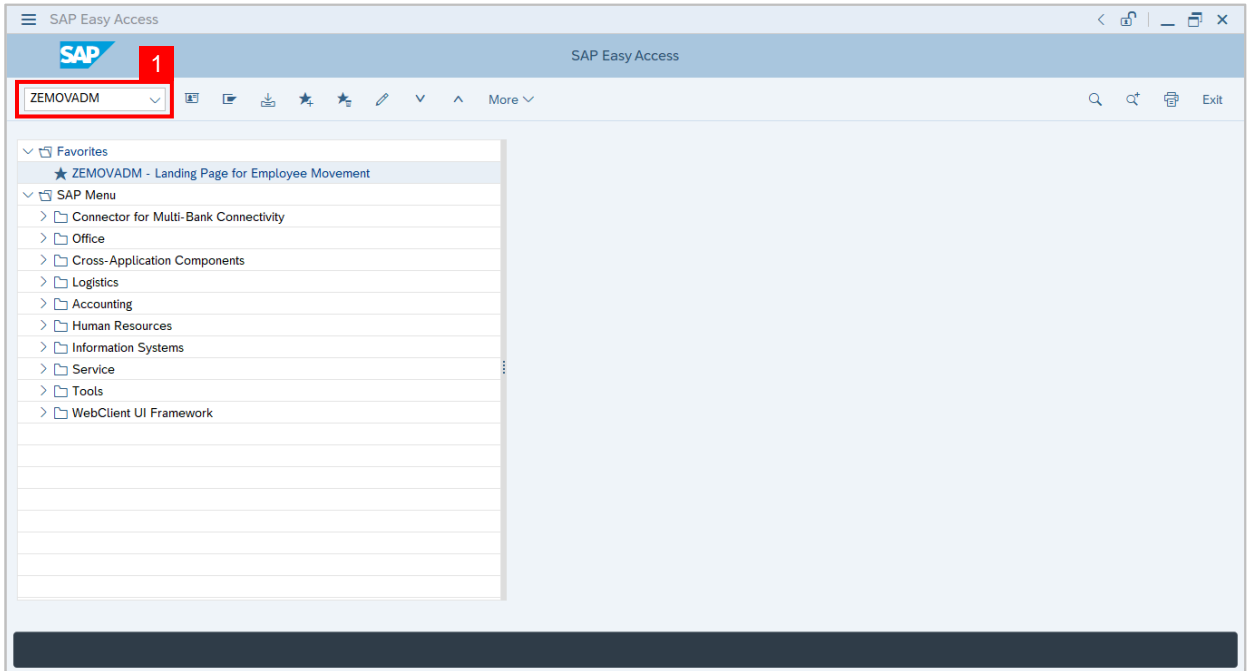
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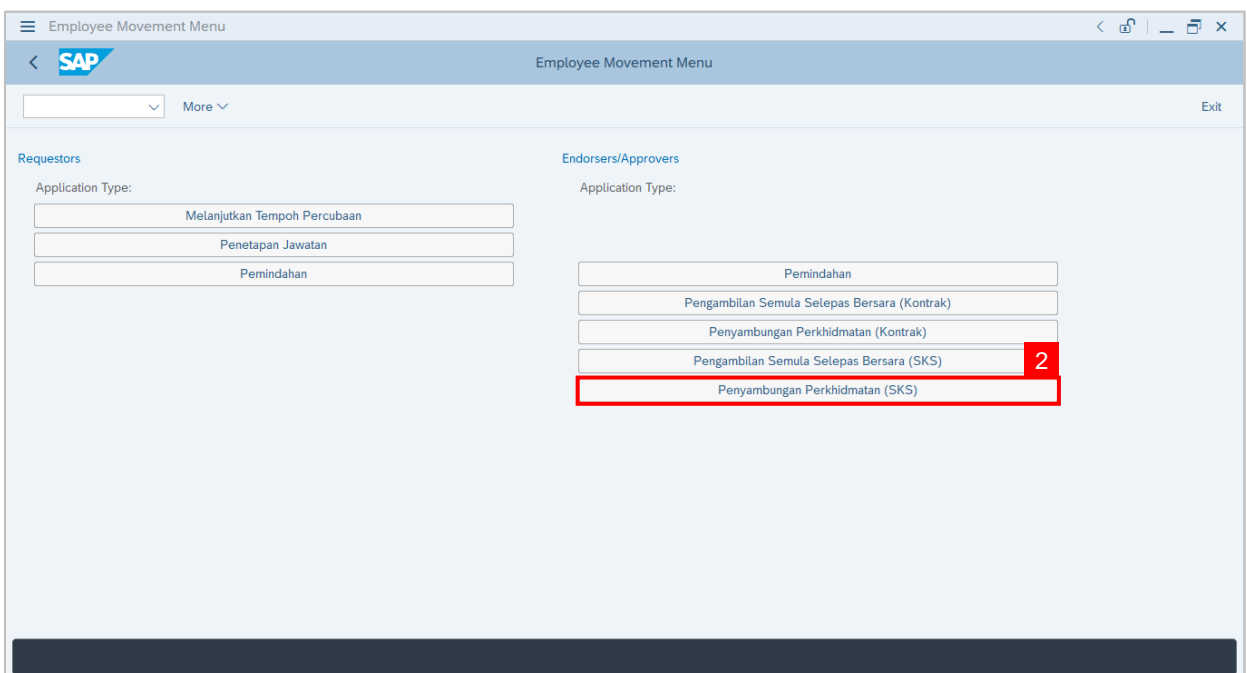| REWORK / REJECT SERVICE EXTENSION APPLICATION	Back-End User
	SPA Approver

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

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

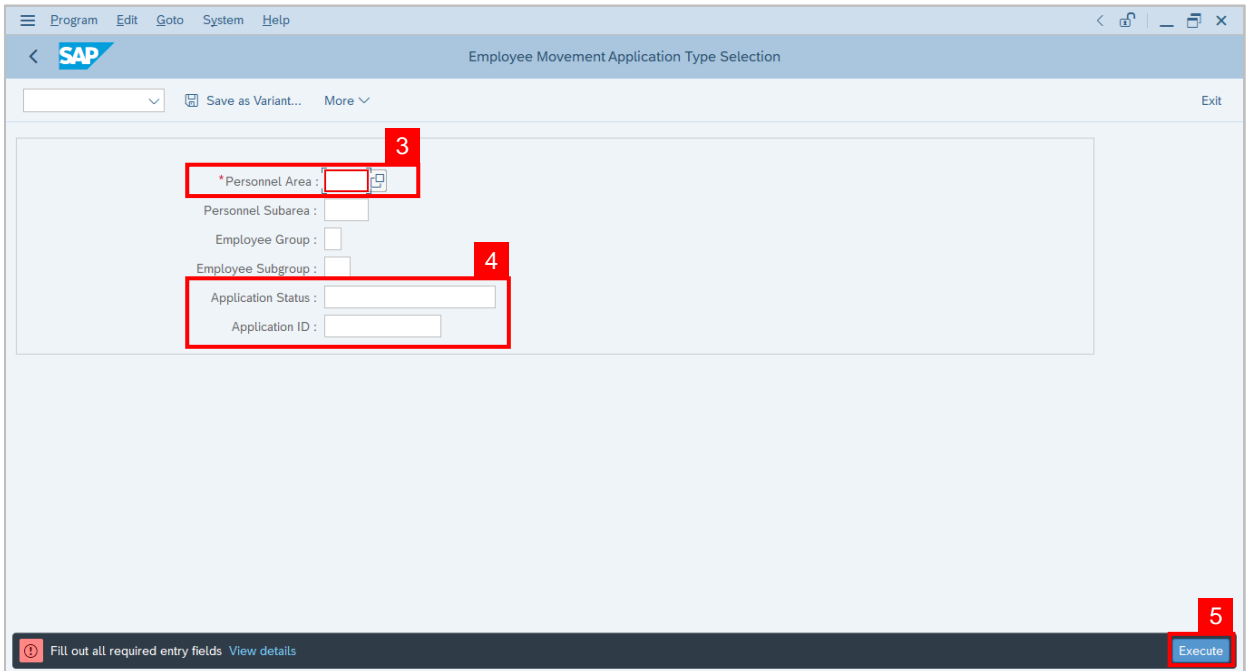**Note:** Employee Movement page will be displayed.

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

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 rework / reject 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.
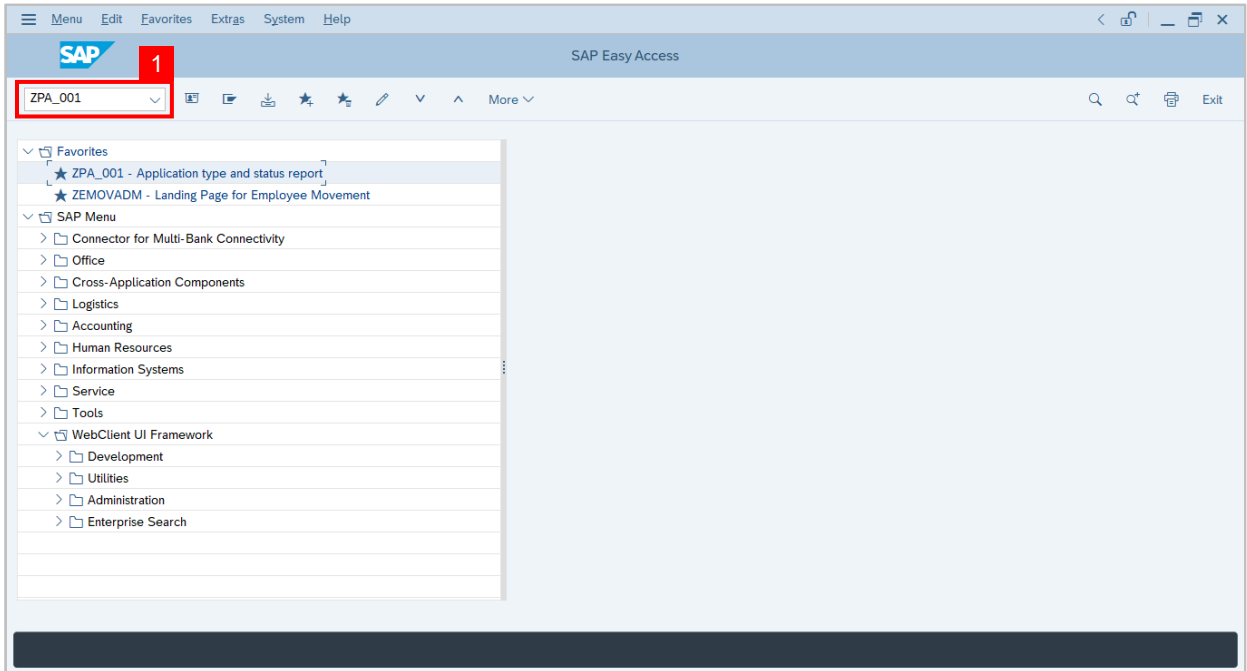
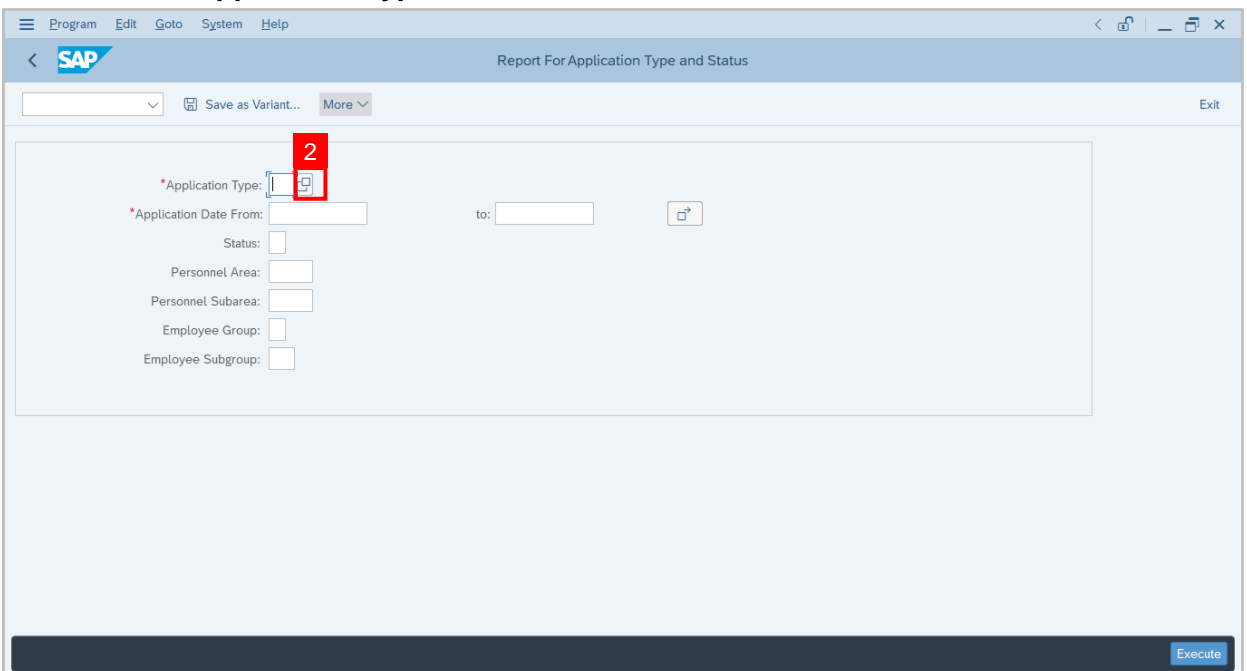| GENERATE APPLICATION TYPE REPORT	Back-End User
	SPA Approver

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

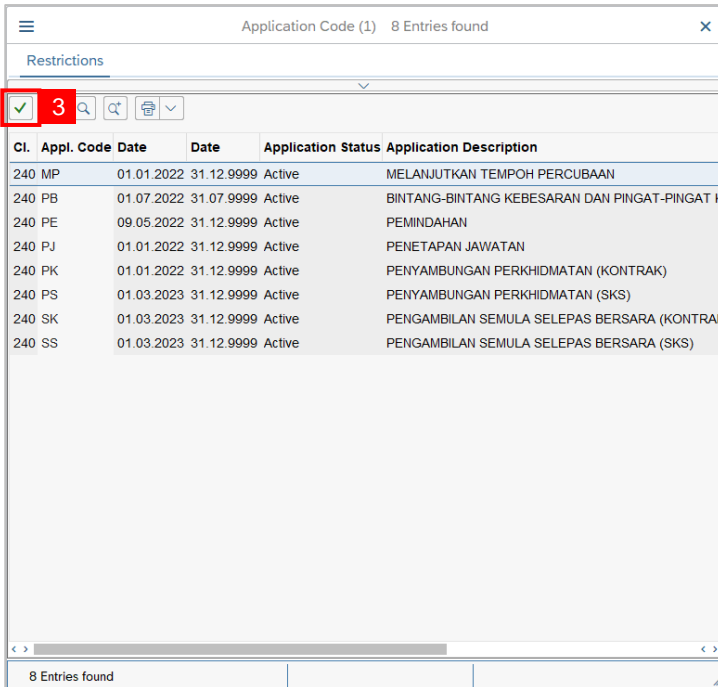1. Enter transaction code (t-code) **ZPA_001** in the search bar.

Note: Employee Movement page will be displayed.

2. Select the **Application Type**.

Note: Applicationn 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)

Application Code (1) 8 Entries found

Restrictions

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

Report For Application Type and Status

Save as Variant...   More ∨   Exit

*Application Type:
*Application Date From: to:
Status:
Personnel Area:
Personnel Subarea:
Employee Group:
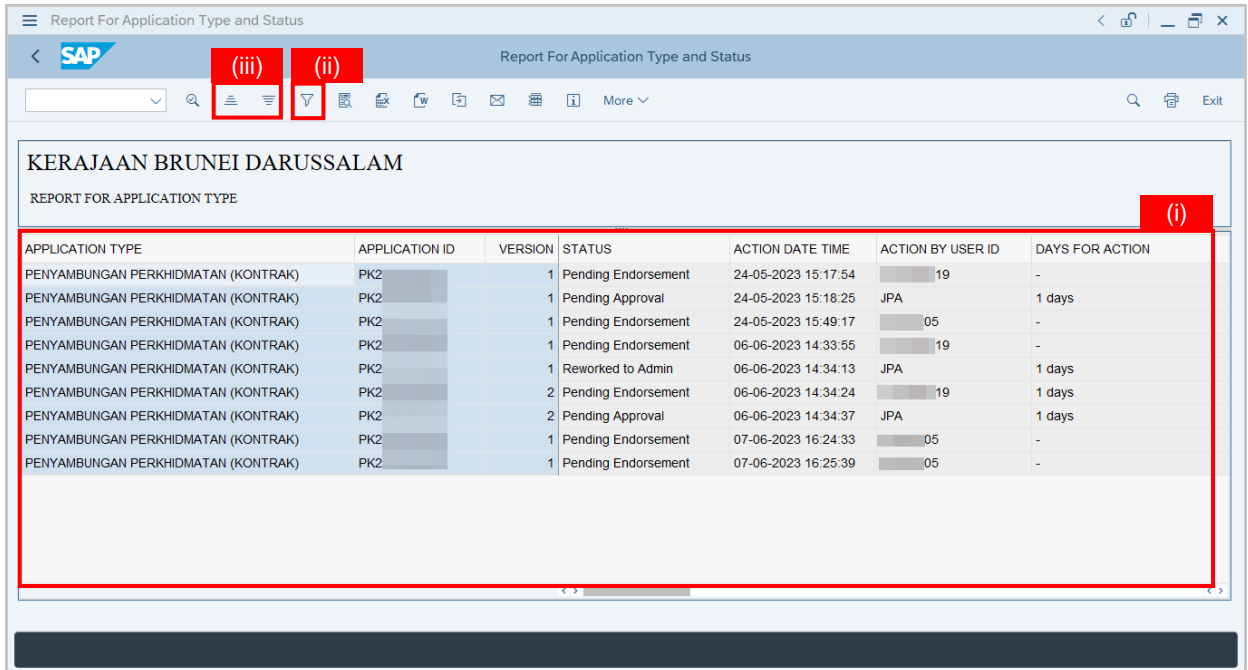Employee Subgroup:

Execute

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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**.**