SISTEM SUMBER MANUSIA

User Guide

For *Ketua Bahagian*

Backend (SAP GUI)

Employee Movement (PA):

Temporary Acting

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for *Ketua Bahagian* **(Back End User)** to manage **Temporary Acting module.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

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:

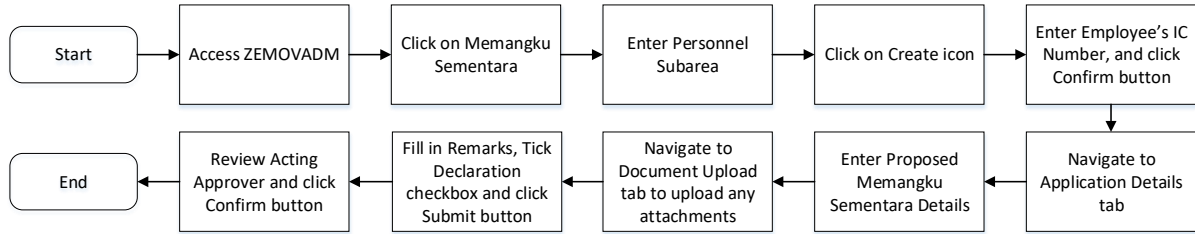| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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**.
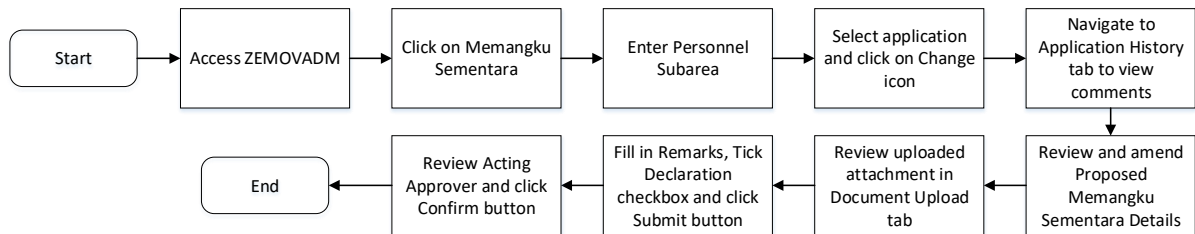
Table of Content

Process Overview

Submit Application

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Subarea → Click on Create icon → Enter Employee's IC Number, and click Confirm button
```

```
End ← Review Acting Approver and click Confirm button ← Fill in Remarks, Tick Declaration checkbox and click Submit button ← Navigate to Document Upload tab to upload any attachments ← Enter Proposed Memangku Sementara Details ← Navigate to Application Details tab
```

Edit Reworked Application

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Subarea → Select application and click on Change icon → Navigate to Application History tab to view comments
```

```
End ← Review Acting Approver and click Confirm button ← Fill in Remarks, Tick Declaration checkbox and click Submit button ← Review uploaded attachment in Document Upload tab ← Review and amend Proposed Memangku Sementara Details
```

Withdraw Reworked Application

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Subarea → Select application and click on Change icon → Navigate to Application History tab to view comments
```

```
End ← Fill in Remarks, Tick Declaration checkbox and click Withdraw button ← Review uploaded attachment in Document Upload tab ← Review and amend Proposed Memangku Sementara Details
```

Temporary Acting Application Report

```
Start → Access ZPA_017 → Enter Application Date and Personnel subarea → Click right button on the Mouse and select 'Spreadsheet' → Click on Tick button → Select File Location and click Save button
```

```
End ← Click on Allow button
```

Sistem Sumber Manusia - Temporary Acting

SUBMIT APPLICATION	Backend User
	Ketua Bahagian

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

1. Enter **ZEMOVADM** in the search bar.

Note: Employee Movement Menu page will be displayed.

2. Under **Requestors: Application Type**, click on **Memangku Sementara**.

Note: **The Employee Movement Application: Type Selection** page will be displayed.

3. Enter **Personnel Subarea**.

4. Enter **Application Status** (Optional).

5. Click on **Execute** button.

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

6. Click on **Create** icon.

7. Enter **Employee's IC Number (*Pegawai Memangku*).**

8. Click on **Tick** button.
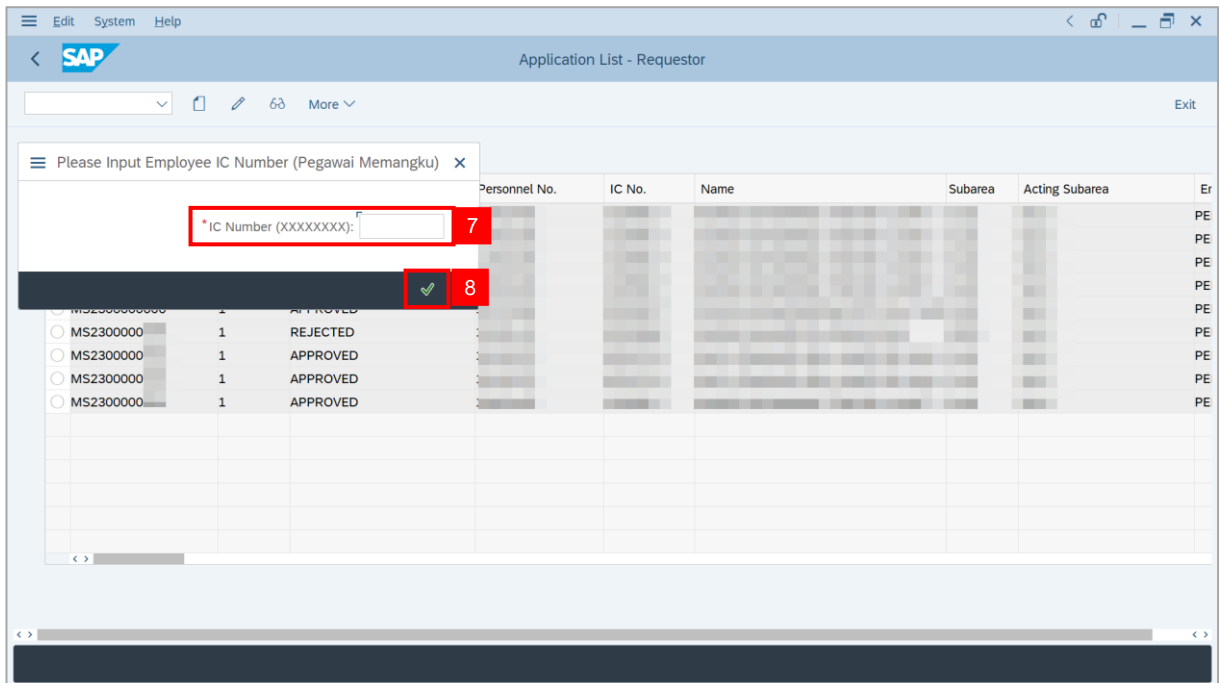
Note: **The Proposed Employee Details** page will be displayed.

9. Click on **Confirm** button.
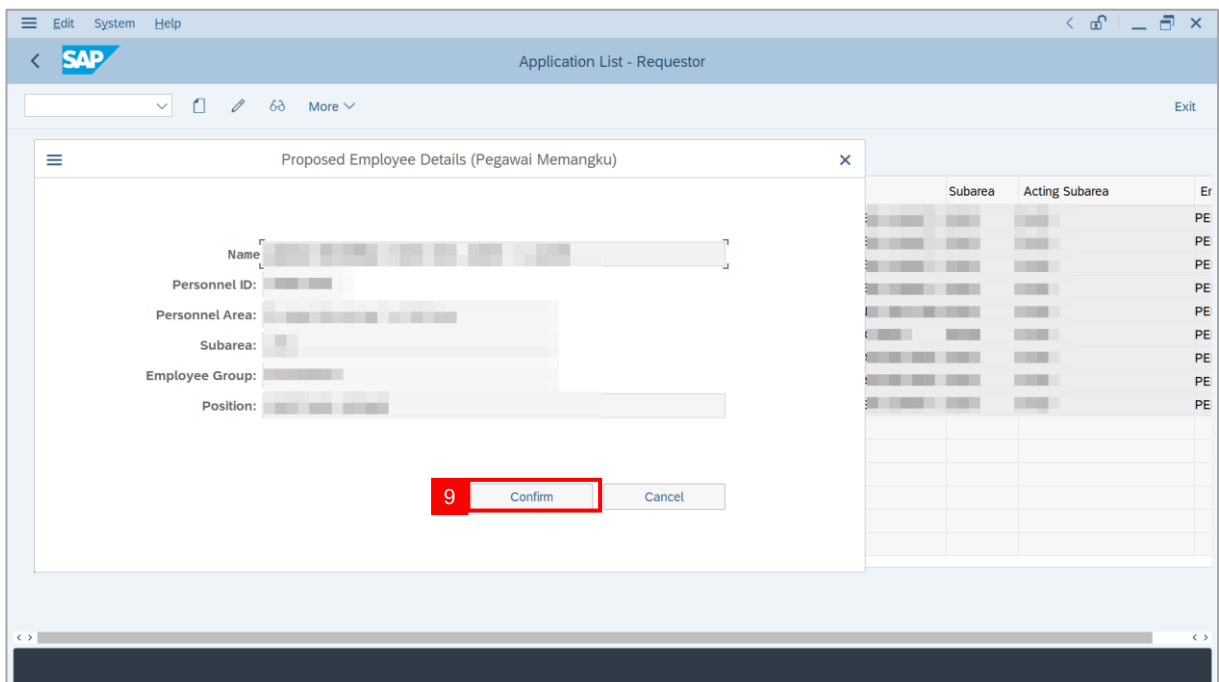
Note: The **Application List – Requestor** page will be displayed.

i) *Ketua Bahagian* may review employee's information on each tab under **Employee Details**.
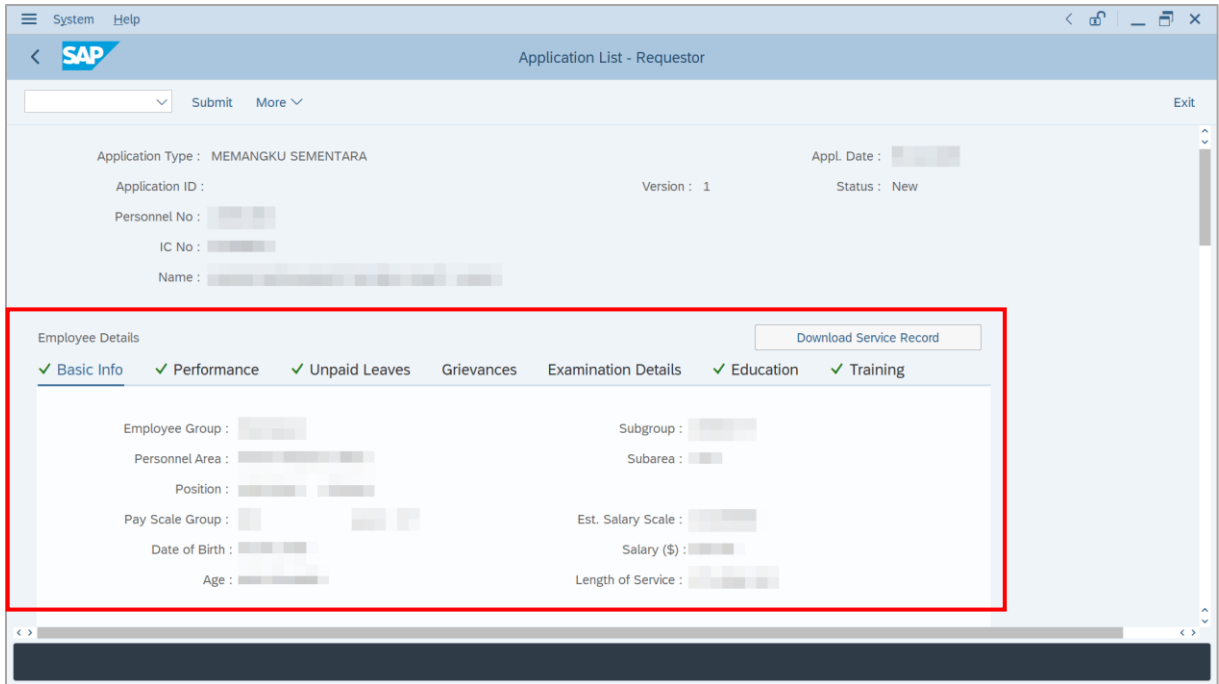
10. Click on **Download Service Record** button.
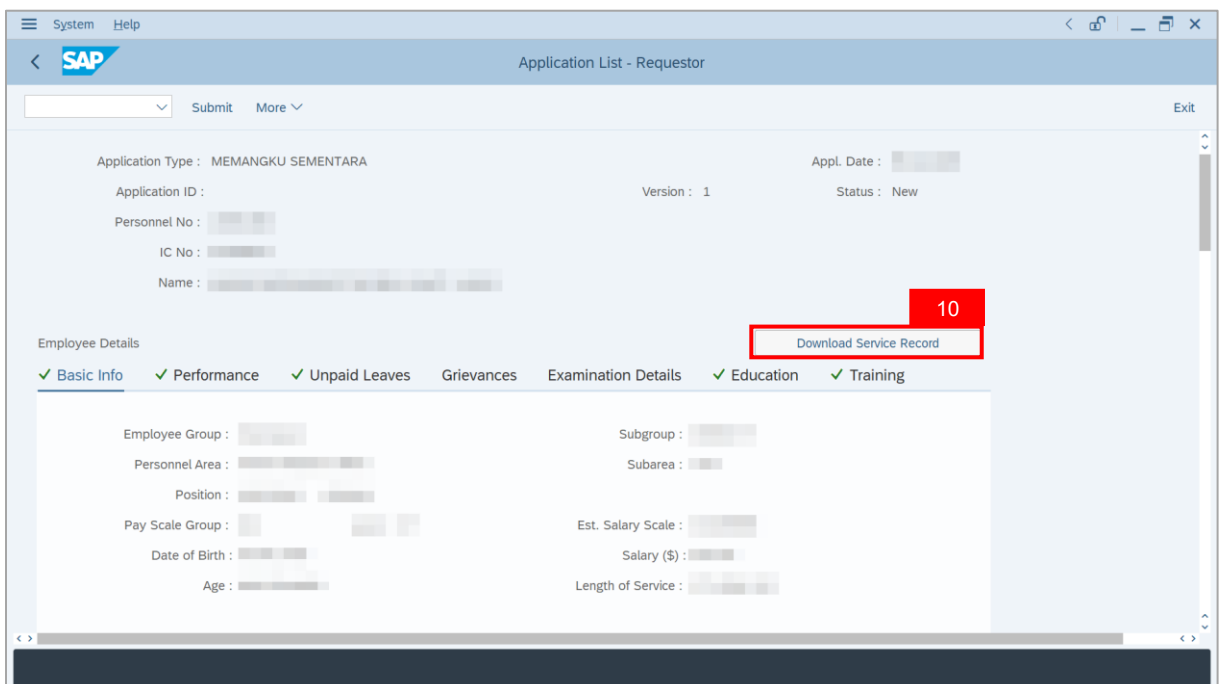
Note: The **Print** page will be displayed.

11. Enter '**LP01**' under **Output Device**.

12. Click on **Print** icon.
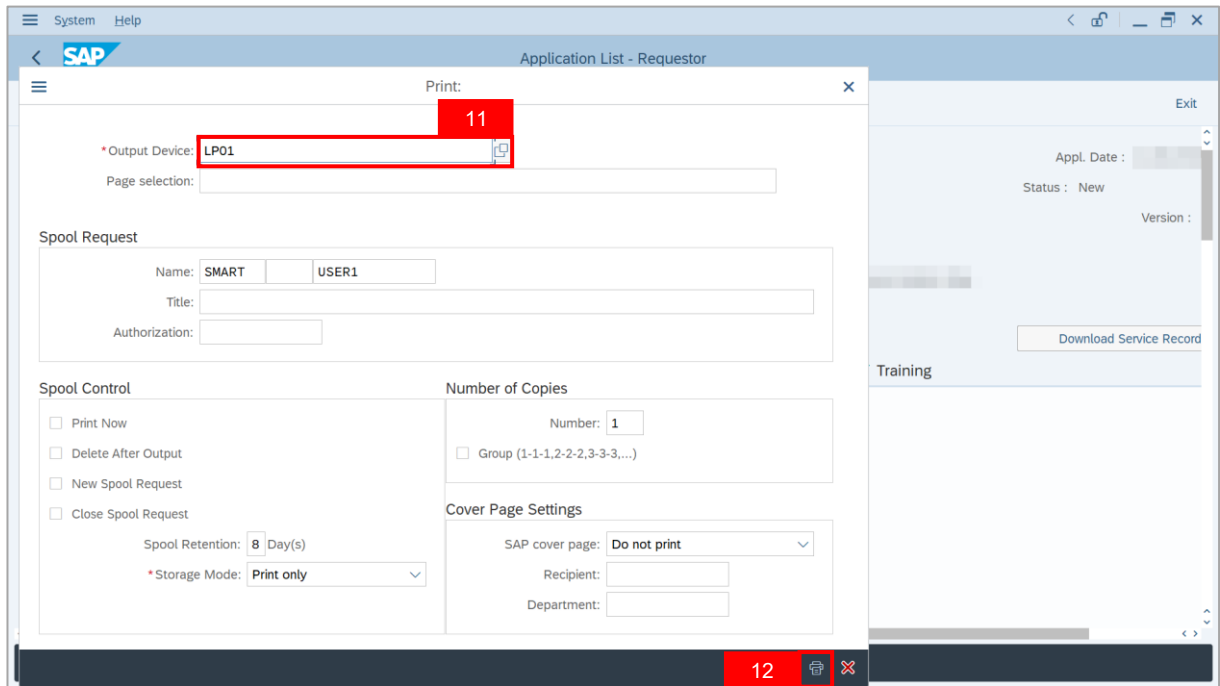
13. Select **File Location** and click on **Save** button.
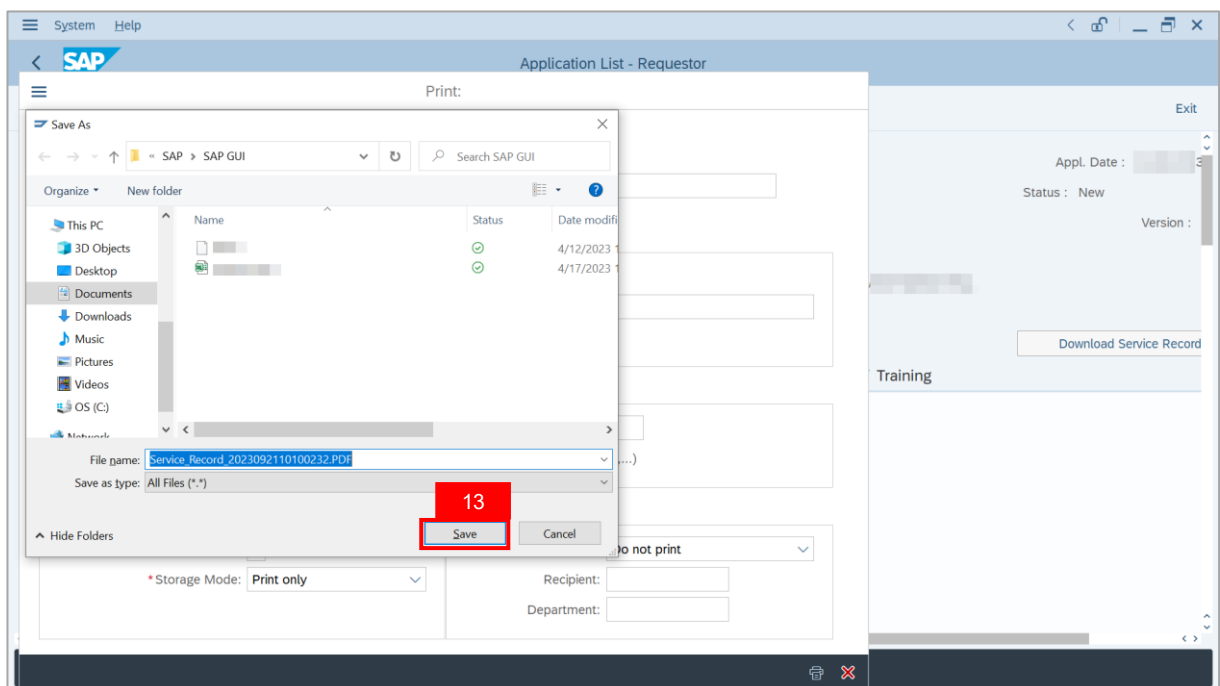
Note: The **SAP GUI Security** page will be displayed.

14. Click on **Allow** button.
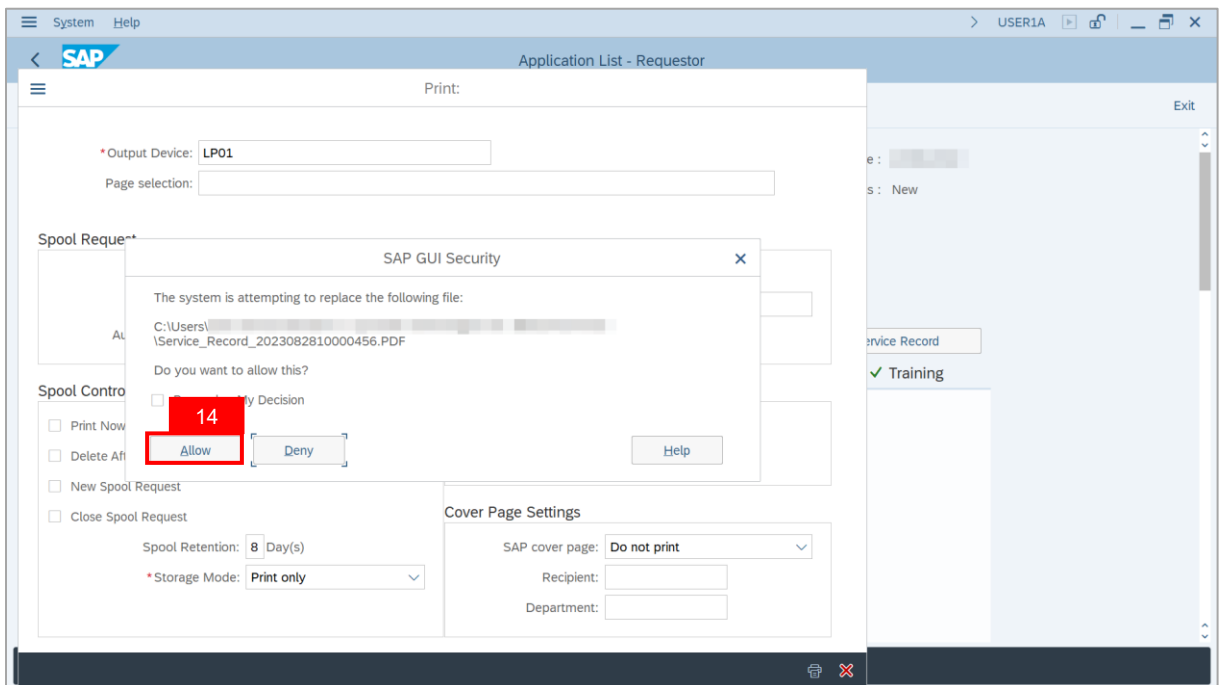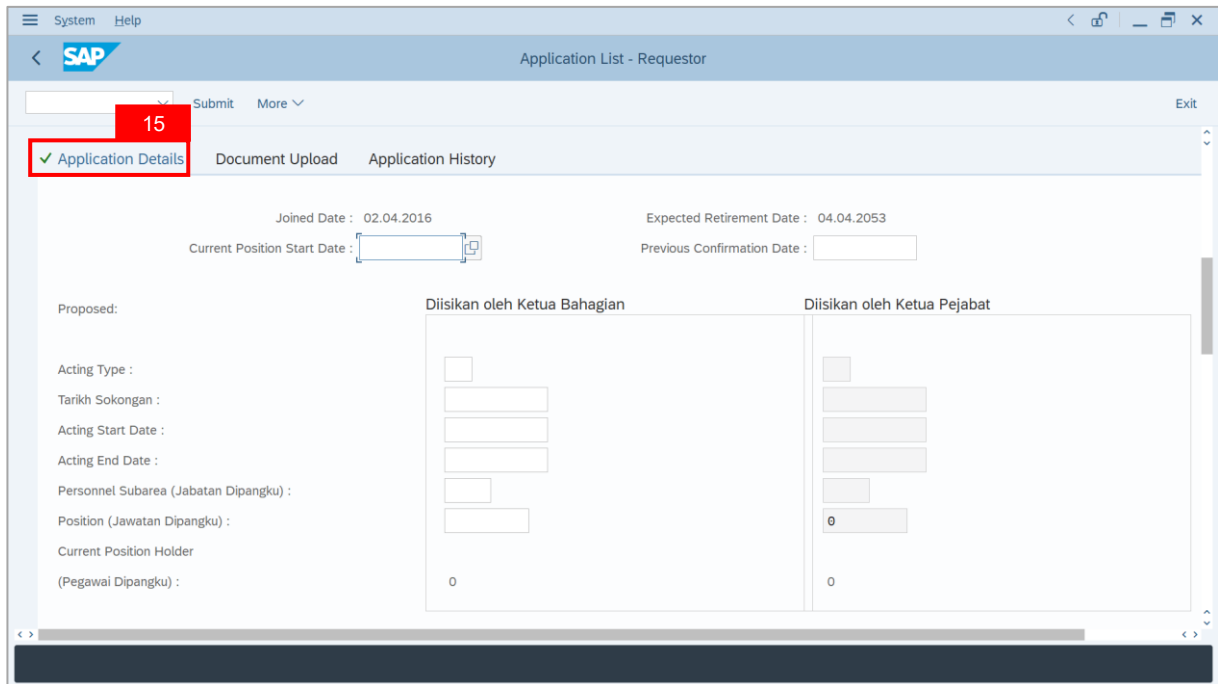
Note: The **Service Record** has successfully been downloaded.
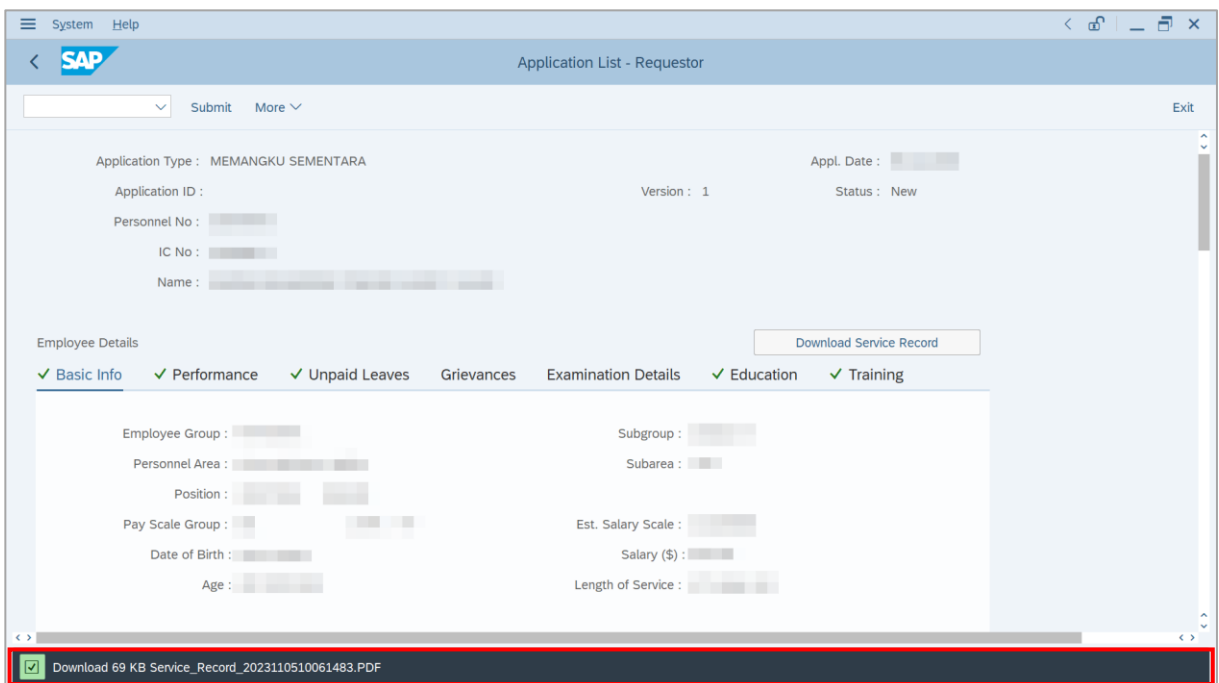
15. Navigate to **Application Details** tab.

Note: *Ketua Bahagian* may review employee's **Joined Date** and **Expected Retirement Date**.

16. Enter **Current Position Start Date**.

17. Enter **Previous Confirmation Date**.

18. *Ketua Bahagian* may fill in the empty fields of **Proposed Temporary Acting details** under *Ketua Bahagian* column.
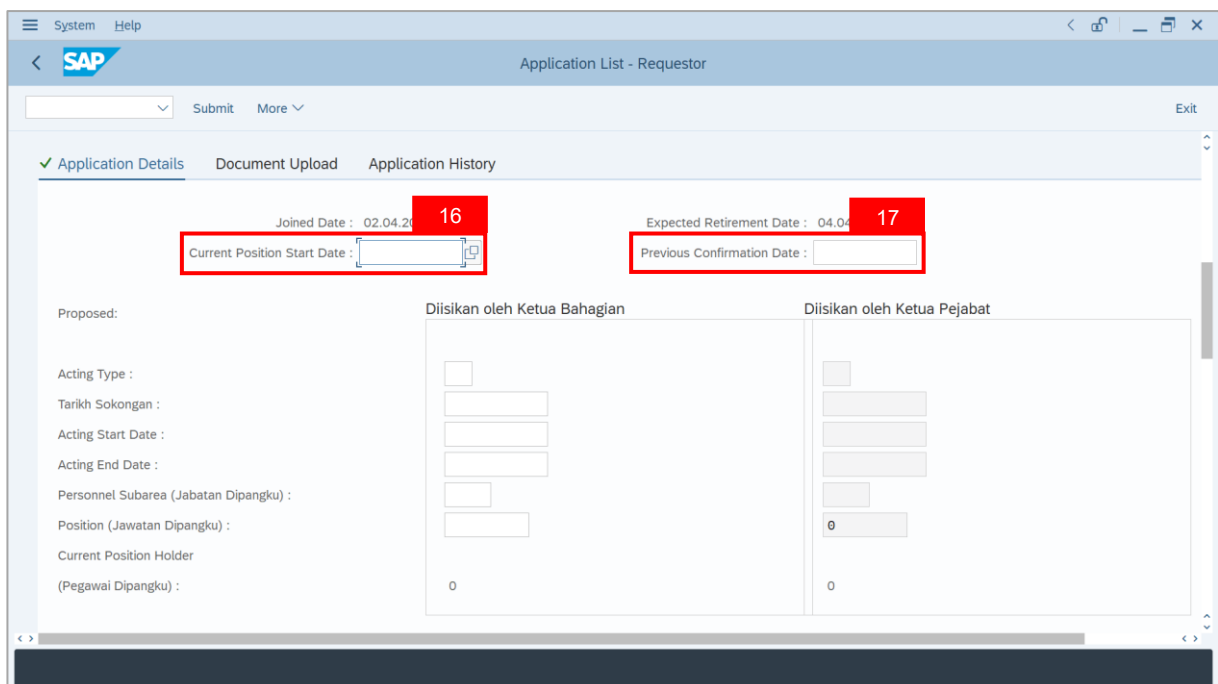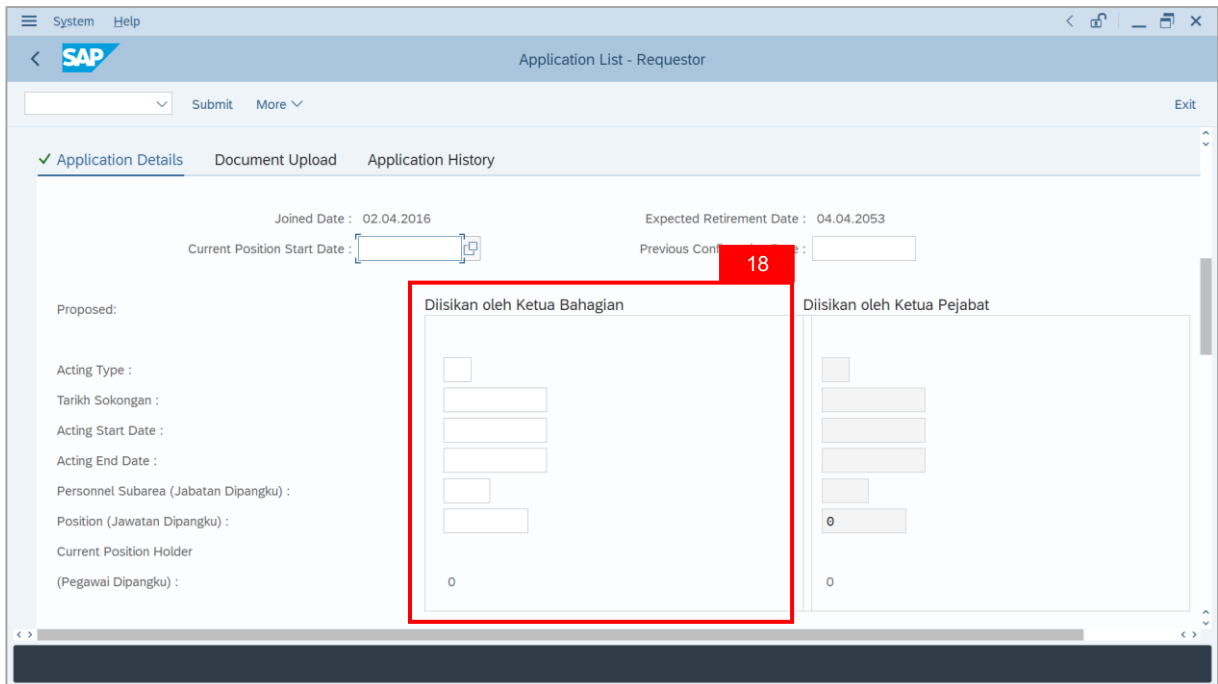
19. *Ketua Bahagian* may review the details under **Current Position Holder Leave Record (Pegawai Dipangku)**.

20. Enter the **Reason for supporting employee**.

21. Enter employee's **Previous acting history / Competency's requirement** (Optional).

22. Review **Approver details** auto-populated by system.
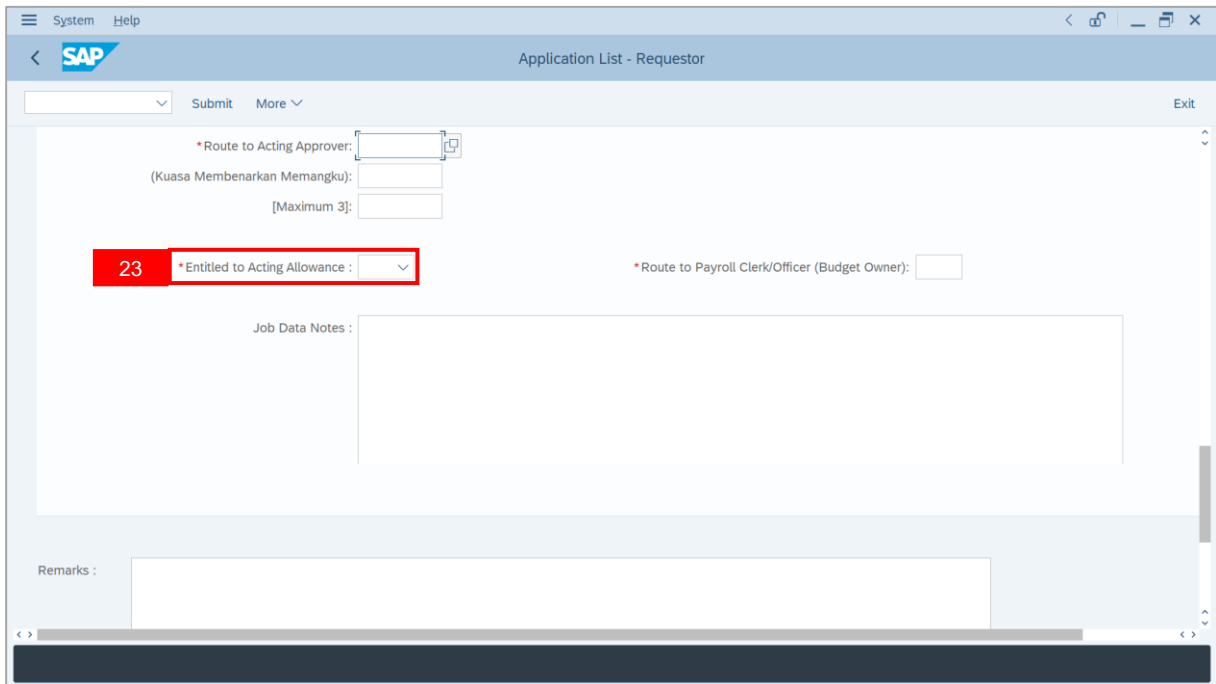
Note: If the auto-populated **Acting Approver** is not correct, select a Personnel Number as

an **Acting Approver (Kuasa Membenarkan Memangku)** for this Acting Application.

23. Select the **Entitlement of employee to Acting Allowance**.

Note: **'Yes'** means system will route allowance application to **Payroll Clerk** and **Officer**, while **'No'** means system will not route allowance application and process is considered complete after approved by **Acting Approver (Kuasa Membenarkan Memangku)**.

24. Select the **Subarea** which will pay acting allowance for the employee.

Note: The selected subarea will be routed for allowance verification and approval.

25. Enter **Job Data Notes** (Optional).

26. Navigate to **Document Upload** tab.

27. Click on **Lookup** icon to upload **Attachment**.

28. Select **File** to be uploaded.

29. Click on **Open** button.
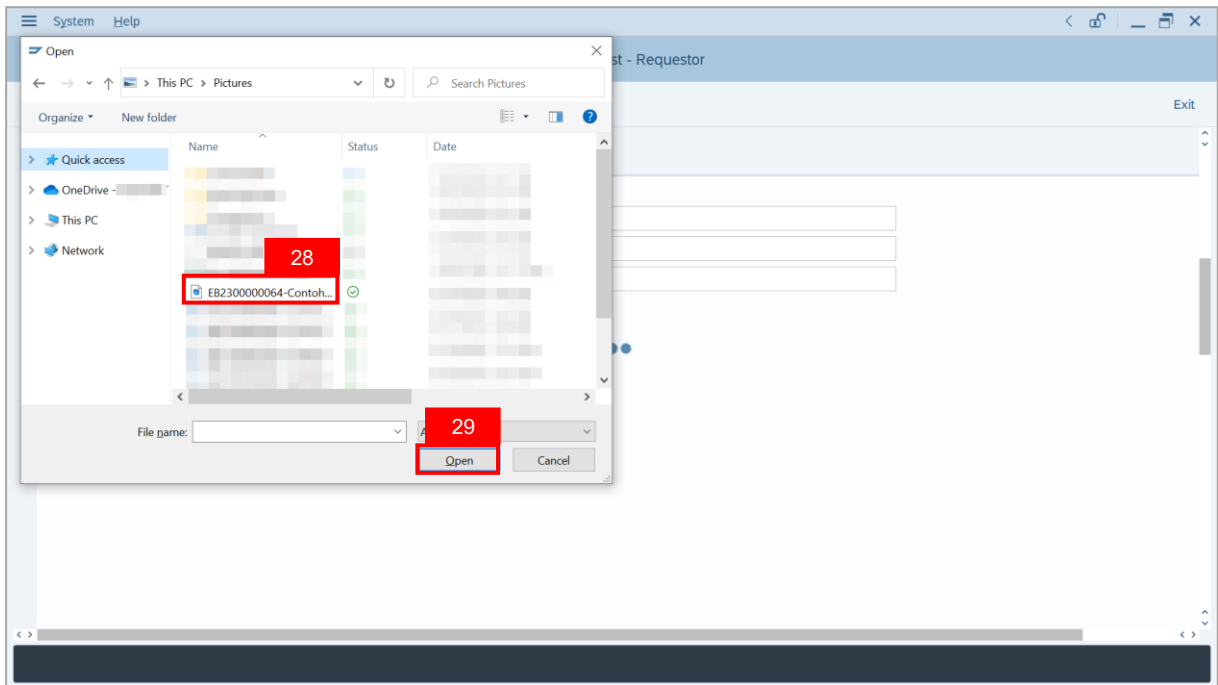
Note: The **SAP GUI Security** message will be displayed.

30. Click on **Allow** button.
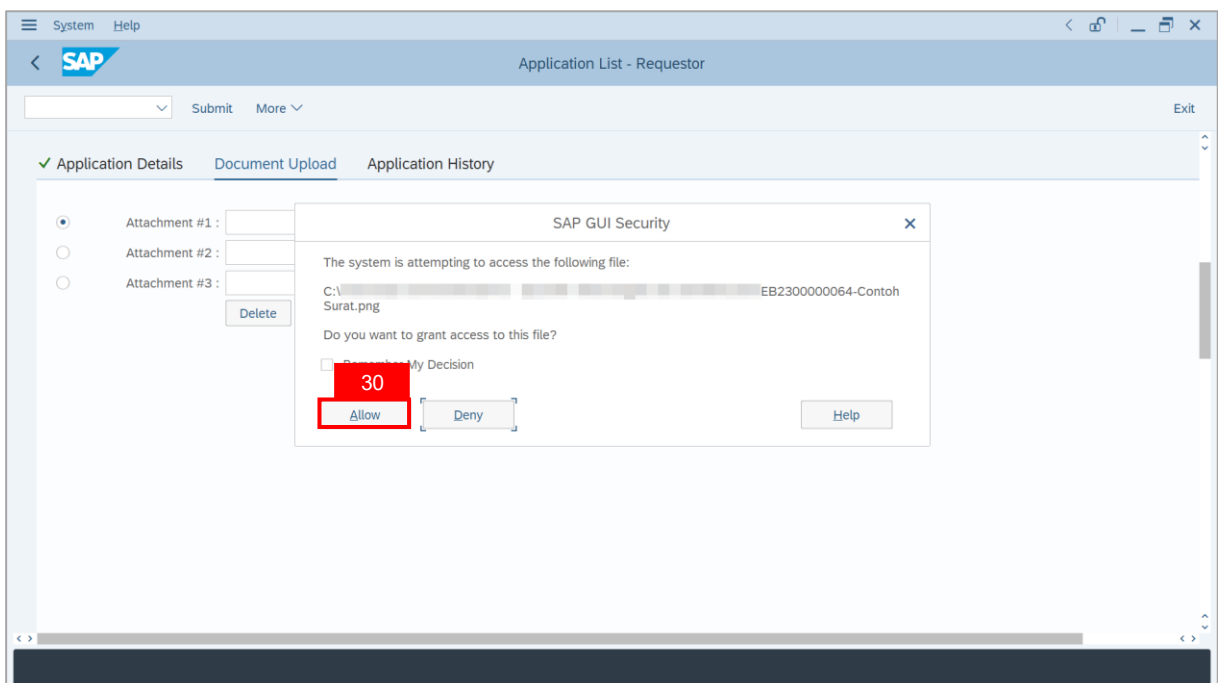
Note: The **File Attachment** has successfully been uploaded.
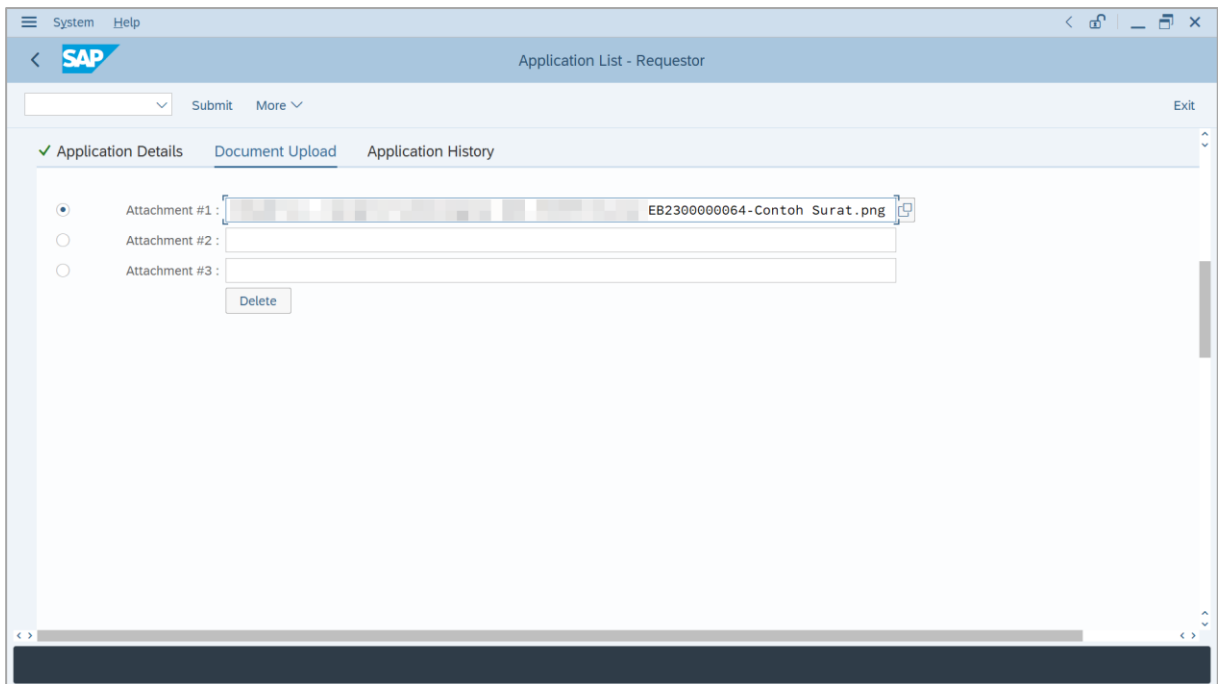
31. Enter the **Remarks** for employee's application.

32. Tick on **Declaration** checkbox.

33. Click on **Submit** button.
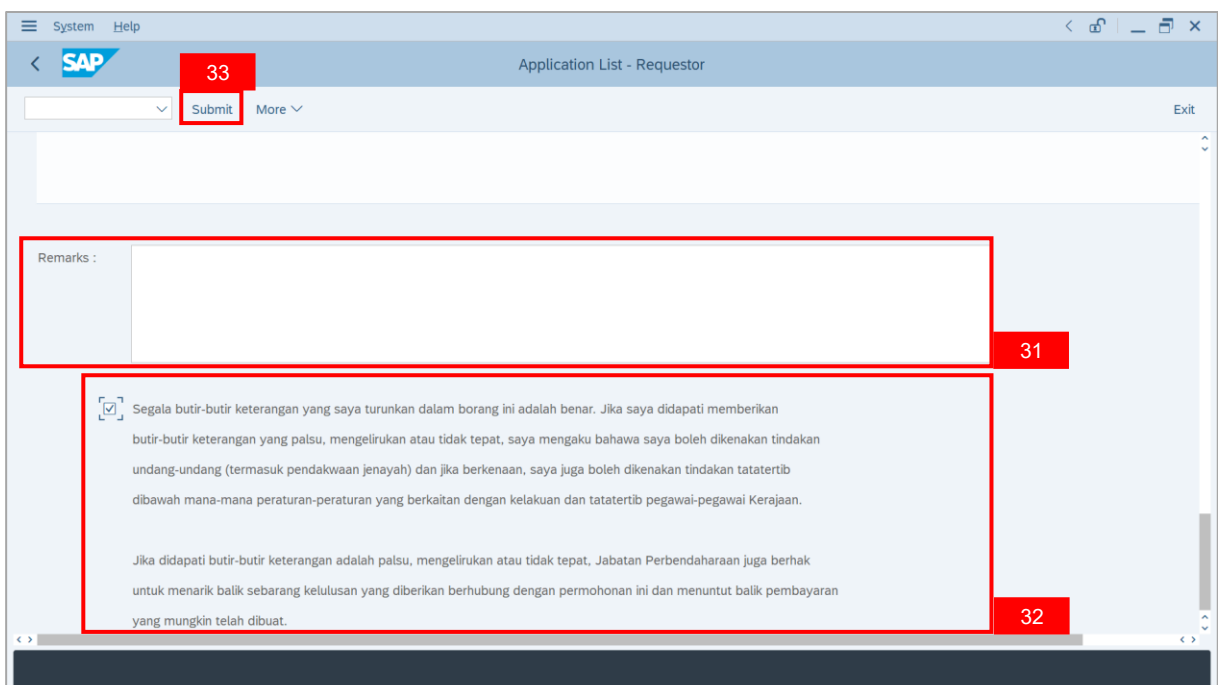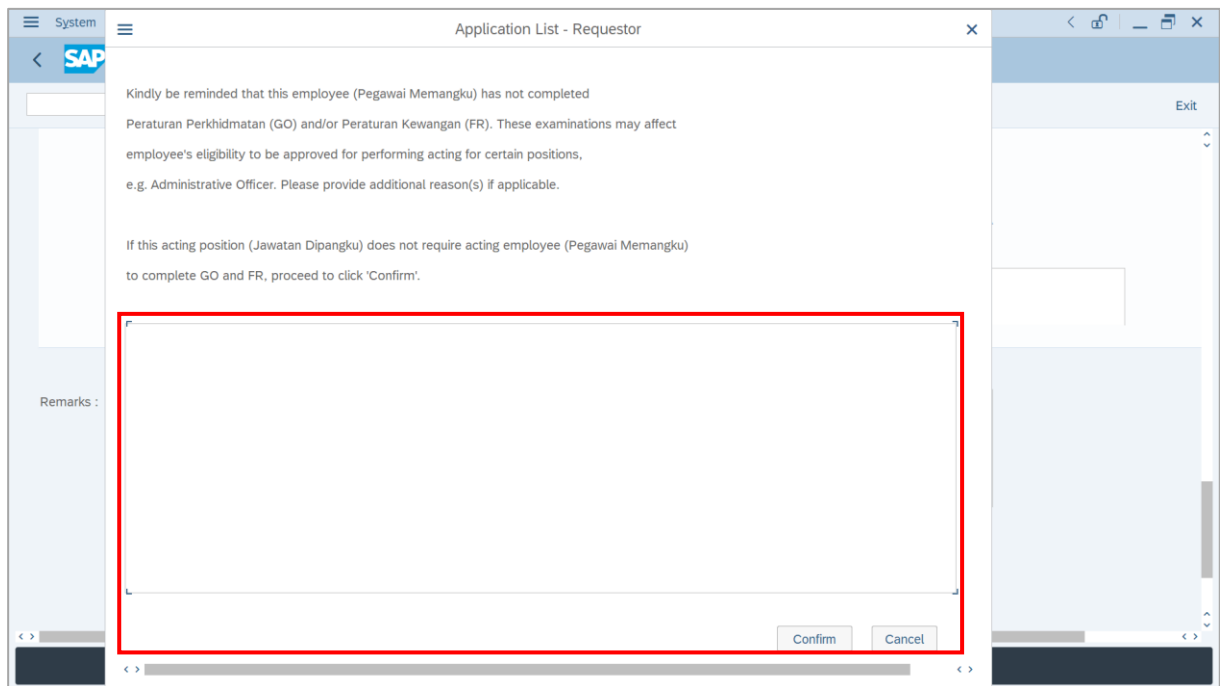
Note: The *Kuasa Membenarkan Memangku* page will be displayed. The selected Personnel Number may be reviewed before submitting the application.

34. Click **Confirm** button.

Note: If the employee has not completed *Peraturan Perkhidmatan* and/or *Peraturan Kewangan* examination, a pop-up message will appear.

i)   Type the **Additional reasonings** on why the employee is supported for acting.

ii)   Type **'Not applicable'**, if the position does not require completion of both examinations.

iii) Click **Confirm** button.

Outcome: The **Application** has successfully been submitted to **Acting Approver**.

Sistem Sumber Manusia - Temporary Acting

EDIT REWORKED APPLICATION	Backend User
	Ketua Bahagian

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

1. Enter **ZEMOVADM** in the search bar.

Note: Employee Movement Menu page will be displayed.

2. Under **Requestors: Application Type**, click on **Memangku Sementara**.

Note: **The Employee Movement Application: Type Selection** page will be displayed.

3. Enter **Personnel Subarea**.

4. Enter **Application Status** (Optional).

5. Click on **Execute** button.

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

6. Select the application with **'Reworked to Admin'** status and click on **Change** icon.

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

7. Navigate to **Application History** tab.

8. Click on **Remarks** button to view any comments made by **Acting Approver** (*Ketua Pejabat*) on why this application is reworked.
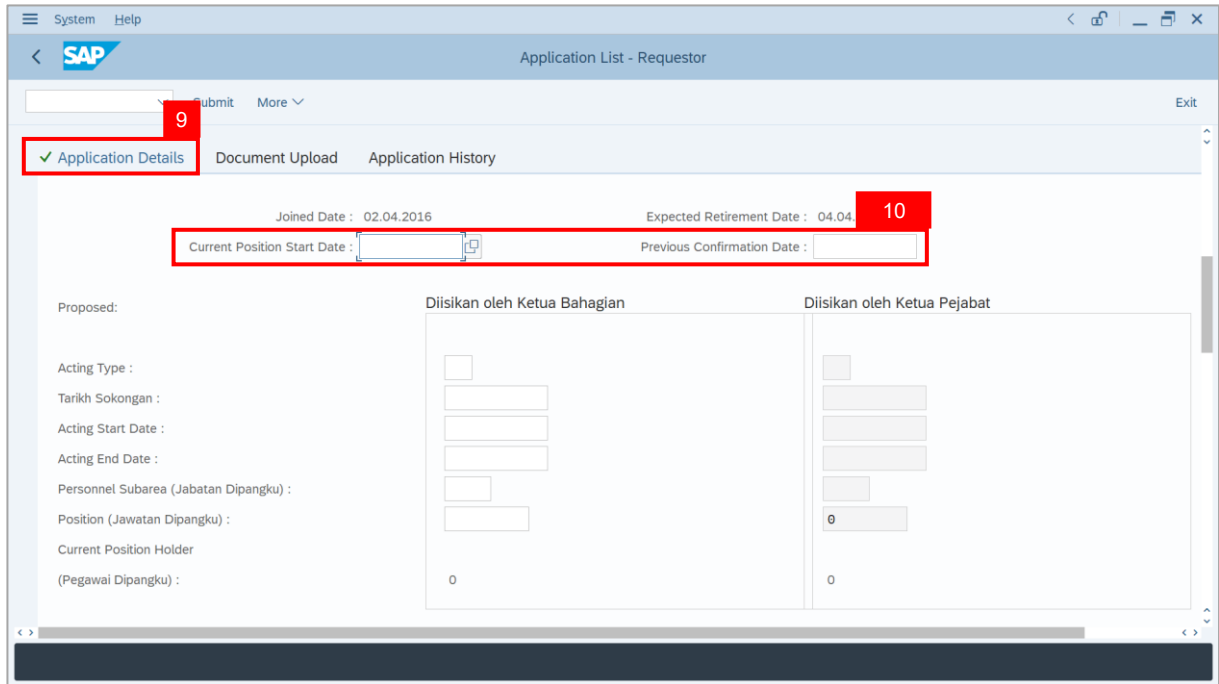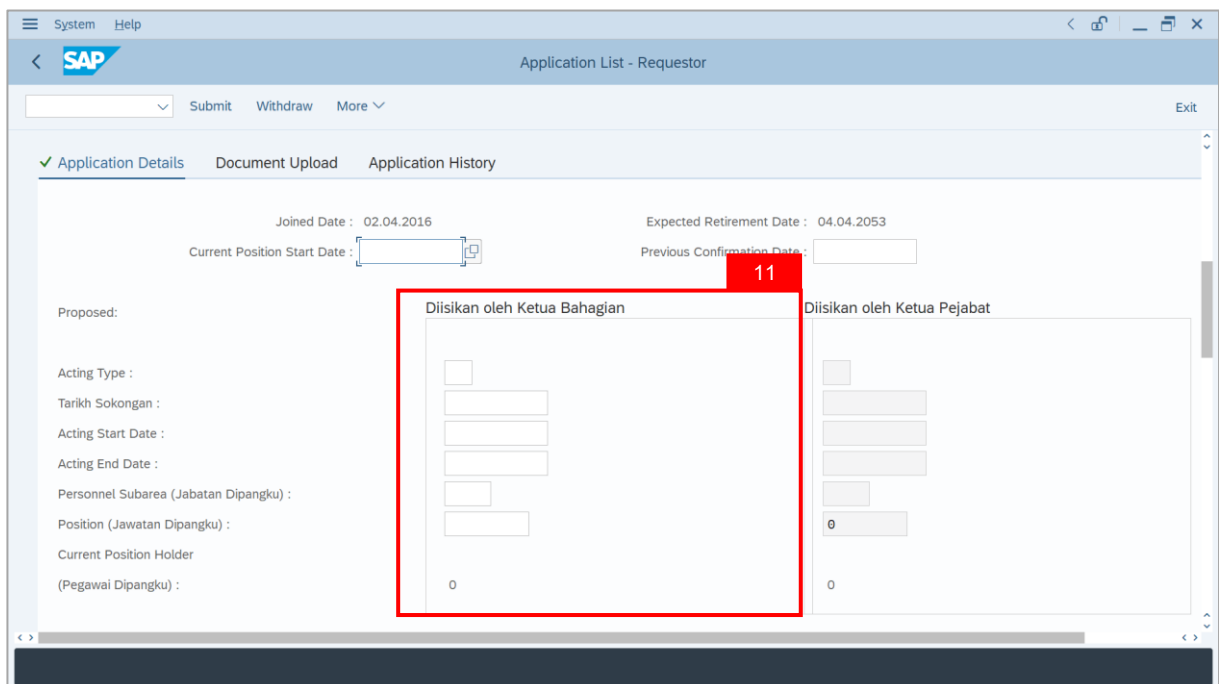
9. Navigate to **Application Details** tab.

10. Review and amend employee's **Current Position Start Date** and **Previous Confirmation Date**.
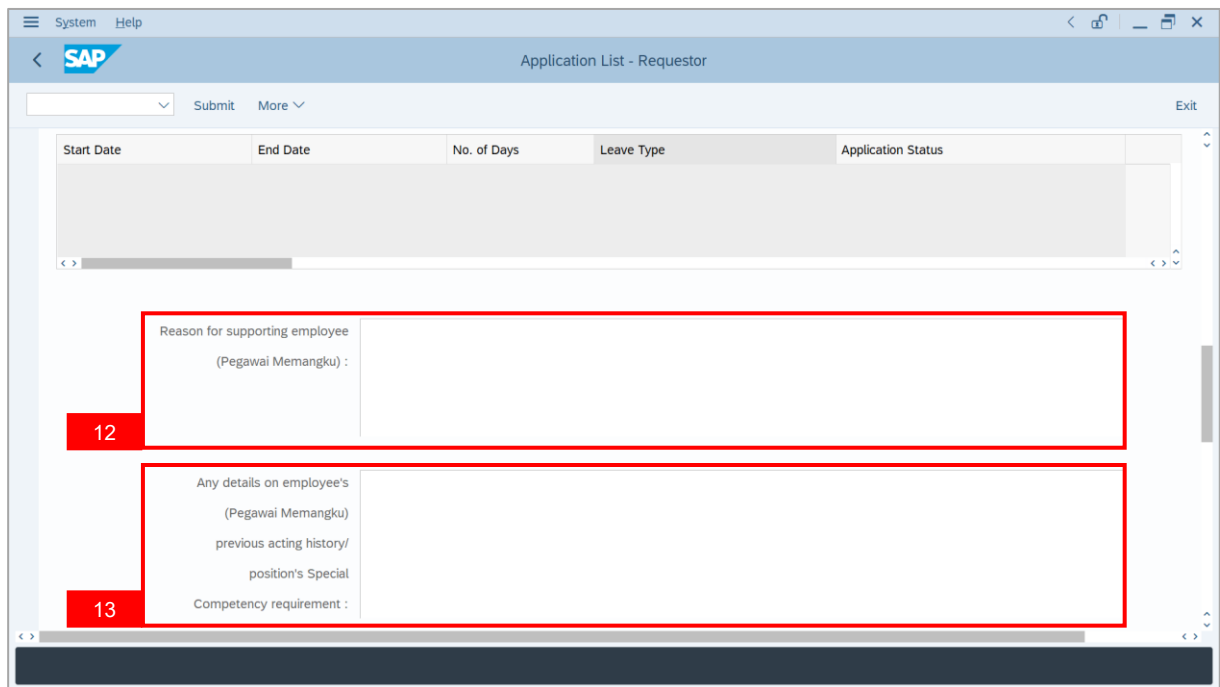
11. *Ketua Bahagian* may review and amend in the **Proposed Temporary Acting details** based on remarks from *Ketua Pejabat*.

12. Enter the **Reason for supporting employee**.

13. Enter employee's **Previous acting history / Competency's requirement** (Optional).

14. Review **Approver details** auto-populated by system.

Note: If auto-populated **Acting Approver** is not correct, select a Personnel Number as an

Acting Approver (*Kuasa Membenarkan Memangku*) for this Acting Application.

15. Select the **Entitlement of employee to Acting Allowance**.

Note: **'Yes'** means system will route allowance application to **Payroll Clerk** and **Officer**, while **'No'** means system will not route allowance application and process is considered complete after approved by **Acting Approver** (*Kuasa Membenarkan Memangku*).

16. Select the **Subarea** which will pay acting allowance for the employee.

Note: The selected subarea will be routed for allowance verification and approval.

17. Enter **Job Data Notes** (Optional).

18. Navigate to **Document Upload** tab.

19. Click on **Lookup** icon to upload **Attachment**.

20. Select **File** to be uploaded.

21. Click on **Open** button.
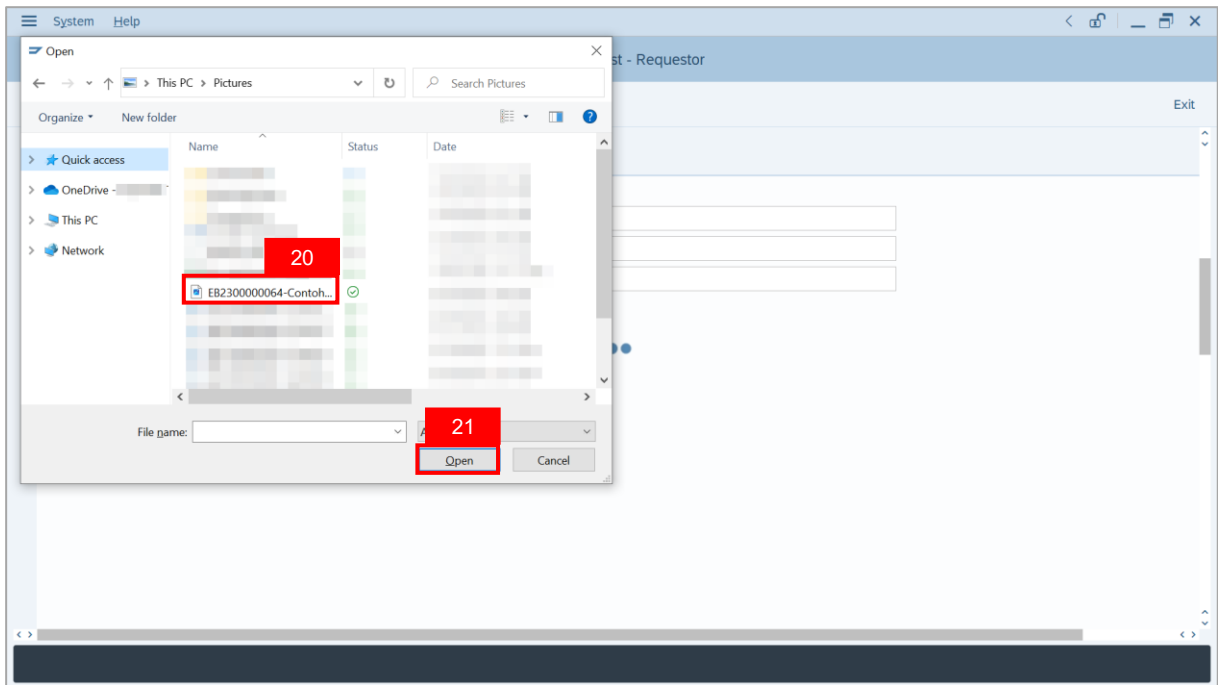
Note: The **SAP GUI Security** message will be displayed.
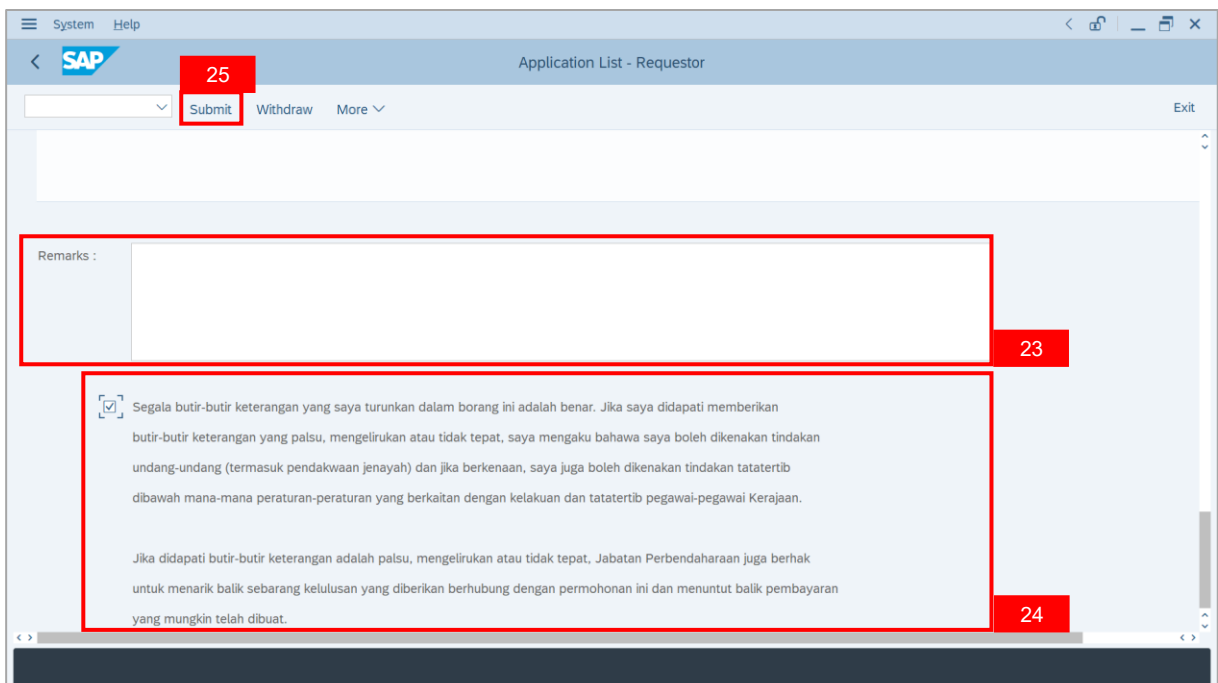
22. Click on **Allow** button.
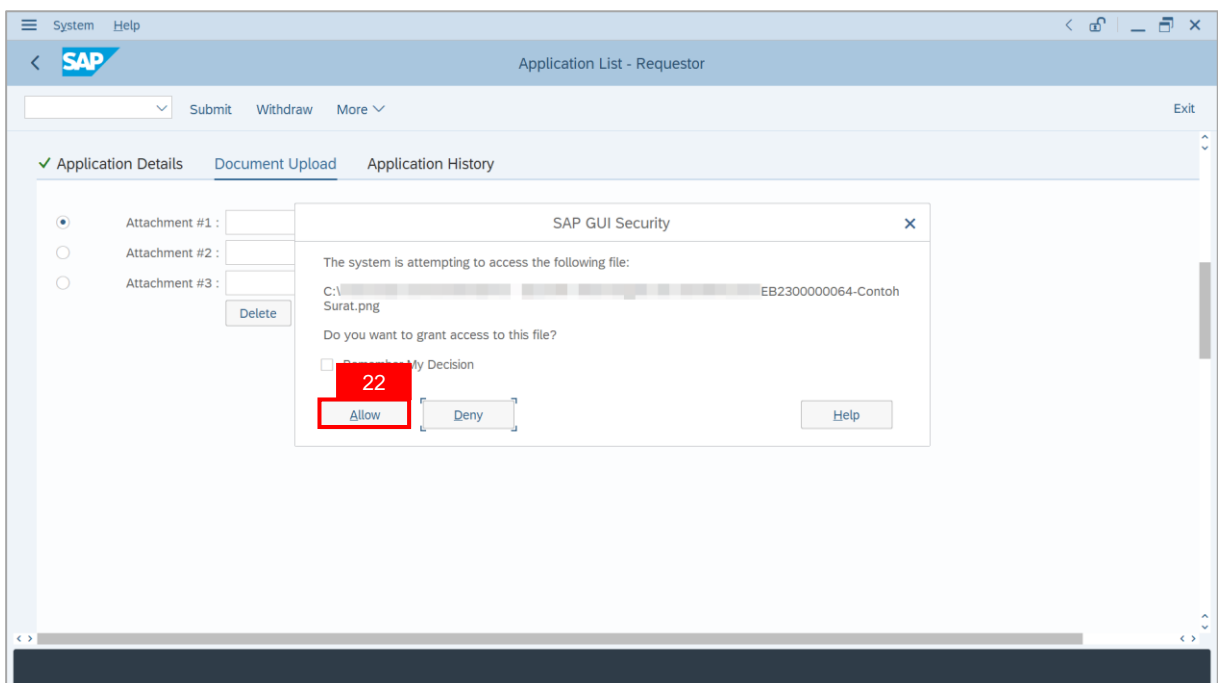
Note: The **File Attachment** has successfully been uploaded.
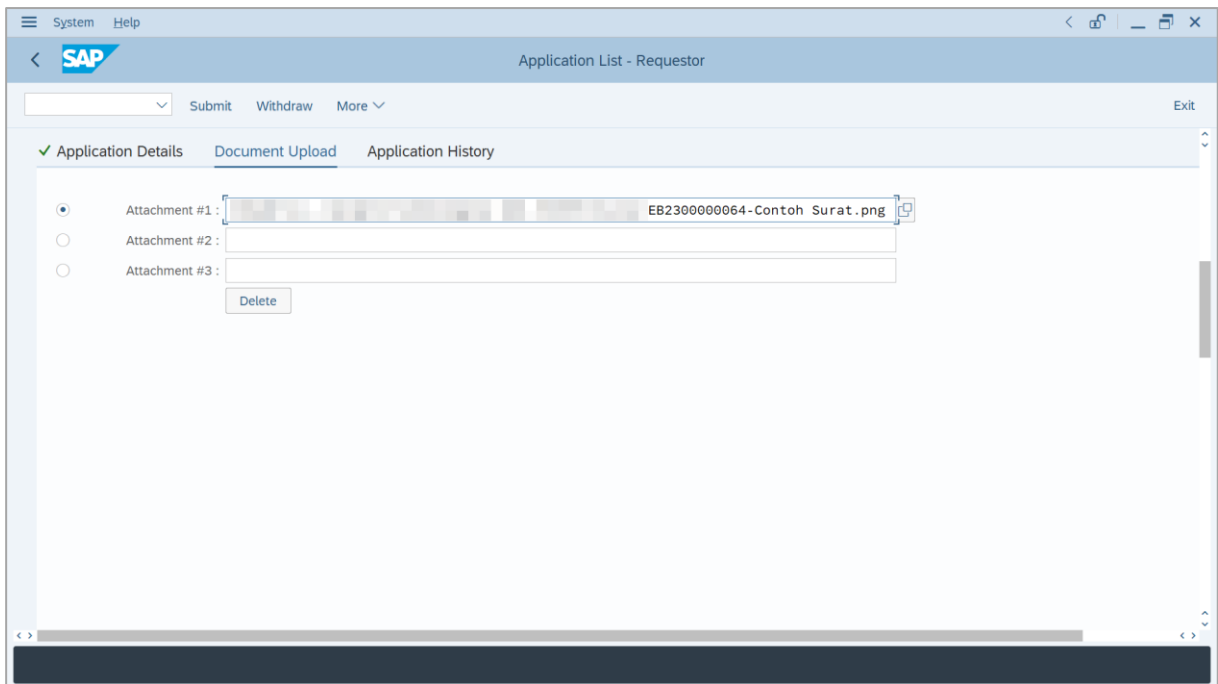
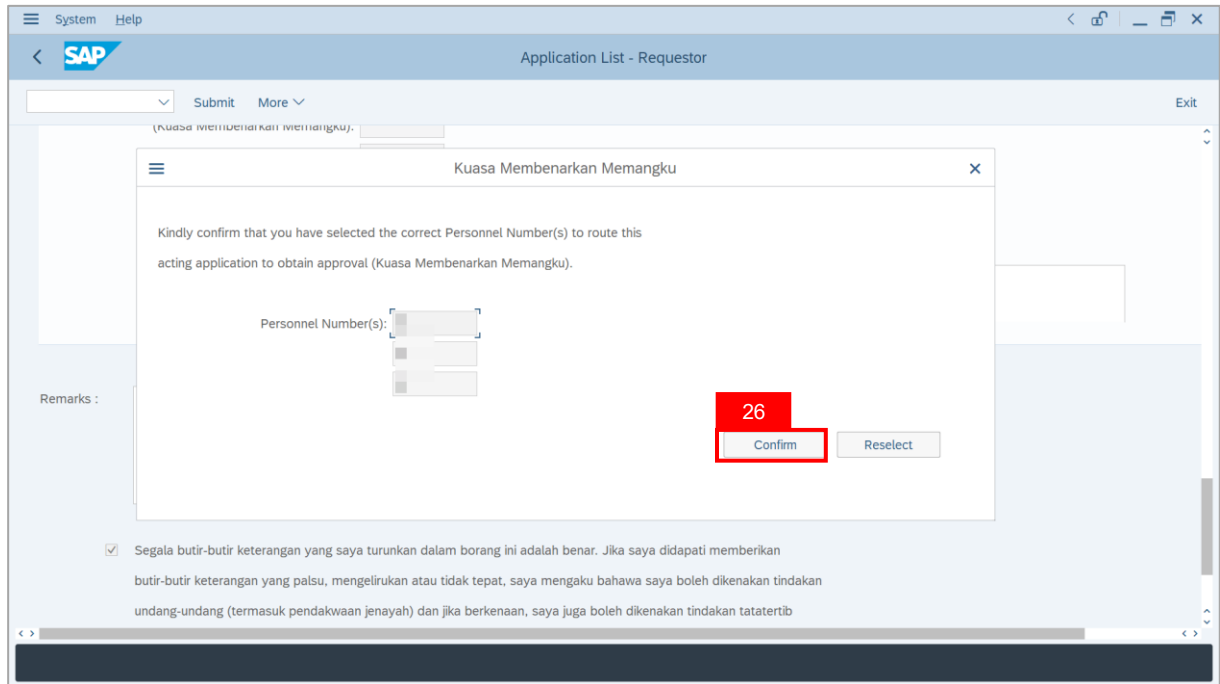23. Enter the **Remarks** employee's application.
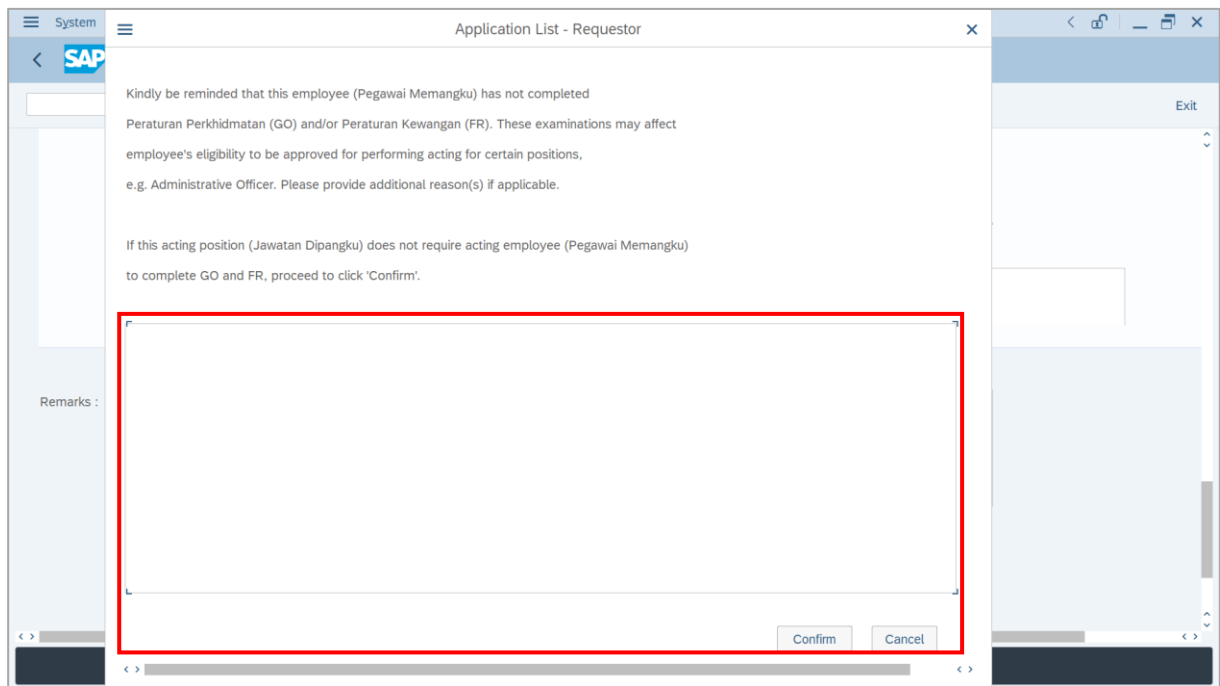
24. Tick on **Declaration** checkbox.

25. Click on **Submit** button.

Note: The *Kuasa Membenarkan Memangku* page will be displayed. The selected Personnel Number may be reviewed before submitting the application.

26. Click **Confirm** button.

Sistem Sumber Manusia - Temporary Acting

Note: If the employee has not completed **Peraturan Perkhidmatan** and/or **Peraturan Kewangan** examination, a pop-up message will appear.

i)   Type the **additional reasonings** on why the employee is supported for acting.

ii) Type **'Not applicable'**, if the position does not require completion of both examinations.

iii) Click **Confirm** button.

Outcome: The **Application** has successfully been submitted to **Acting Approver**.

| WITHDRAW REWORKED APPLICATION	Backend User
	Ketua Bahagian

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

1. Enter **ZEMOVADM** in the search bar.

Note: Employee Movement Menu page will be displayed.

2. Under **Requestors: Application Type**, click on **Memangku Sementara**.

Note: **The Employee Movement Application: Type Selection** page will be displayed.

3. Enter **Personnel Subarea**.

4. Enter **Application Status** (Optional).

5. Click on **Execute** button.

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

6. Select the application with **'Reworked to Admin'** status and click on **Change** icon.

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

7. Navigate to **Application History** tab.

8. Click on **Remarks** button to view any comments made by *Ketua Jabatan*.
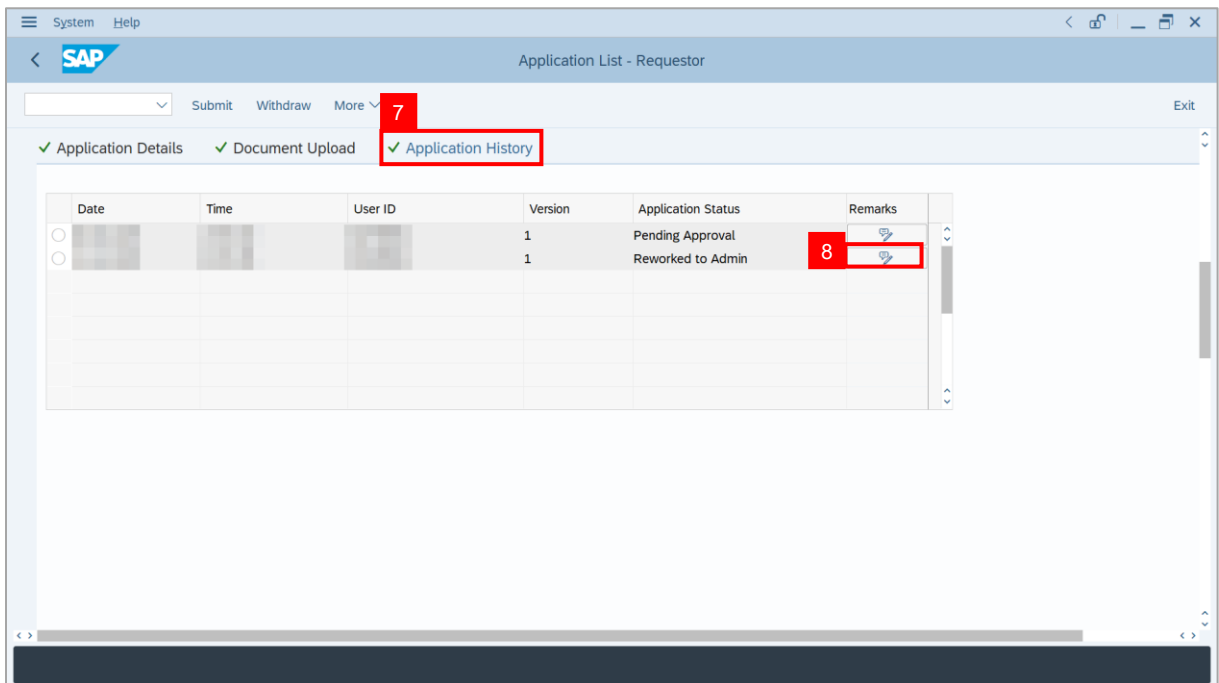
9. Enter the **Remarks** for why the application is withdrawn.

10. Tick on **Declaration** checkbox.

11. Click on **Withdraw** button.

Outcome: The **Application** has successfully been withdrawn.

TEMPORARY ACTING APPLICATION REPORT	Backend User
	Ketua Bahagian

Log into SAP GUI (Back End) and proceed with the following steps.
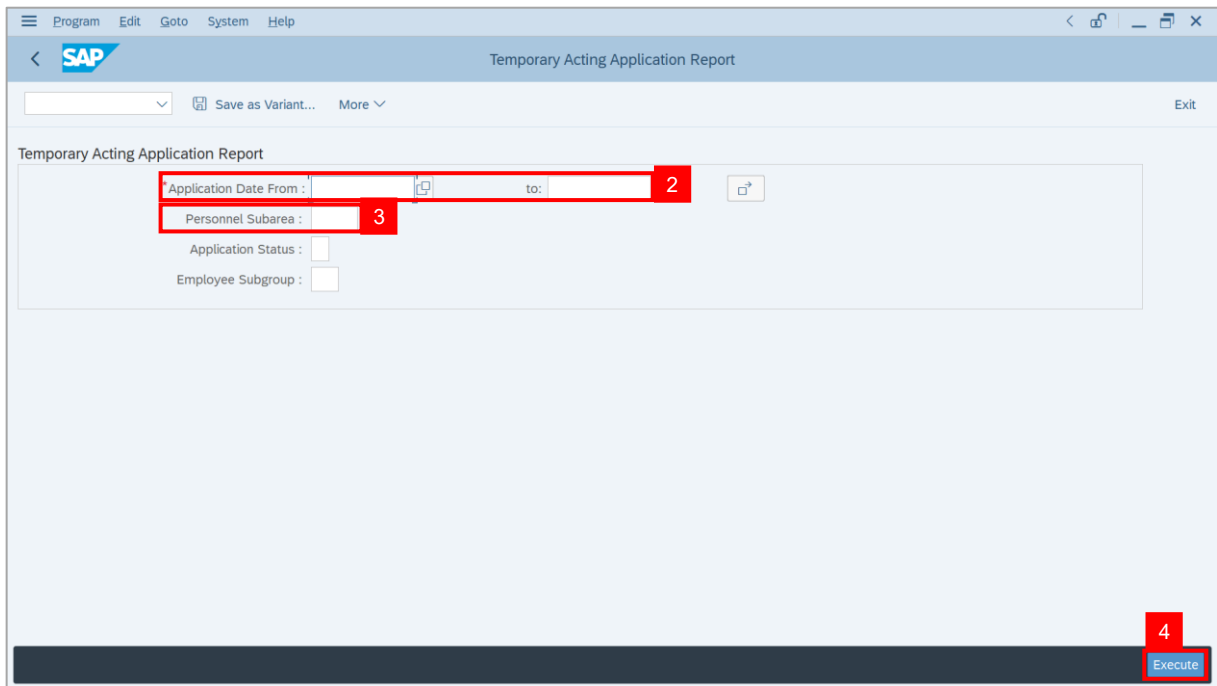
1. Enter **ZPA_017** in the search bar.
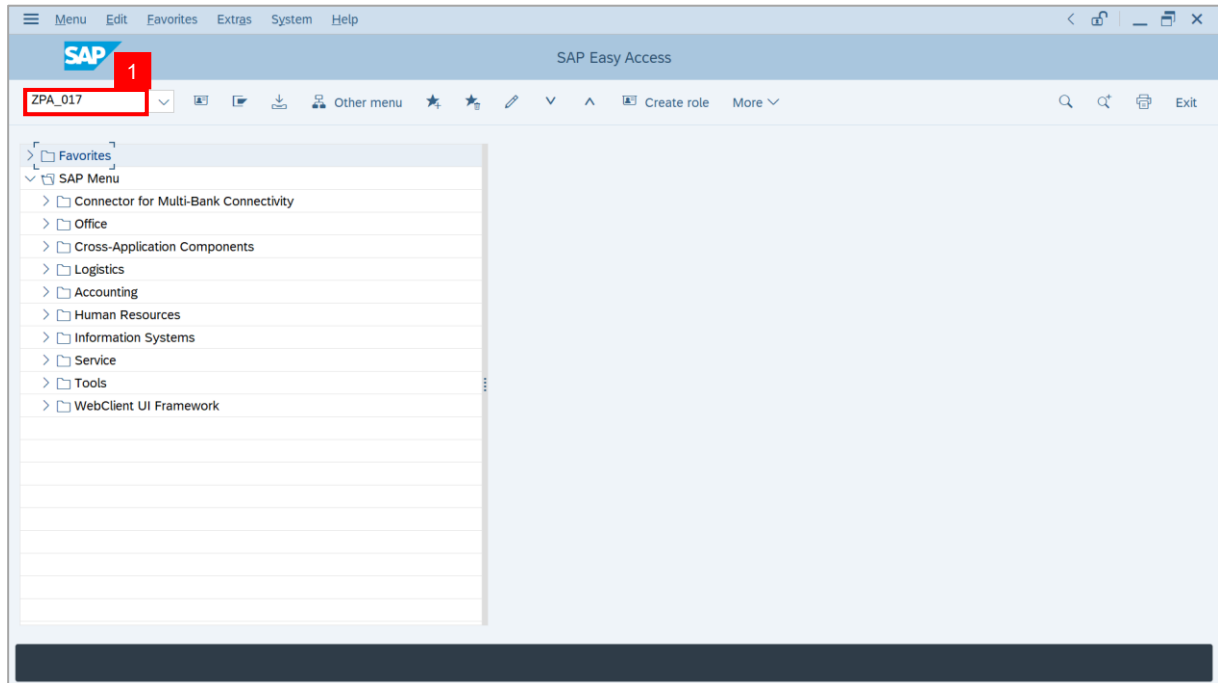
Note: The **Temporary Acting Application Report** page will be displayed.
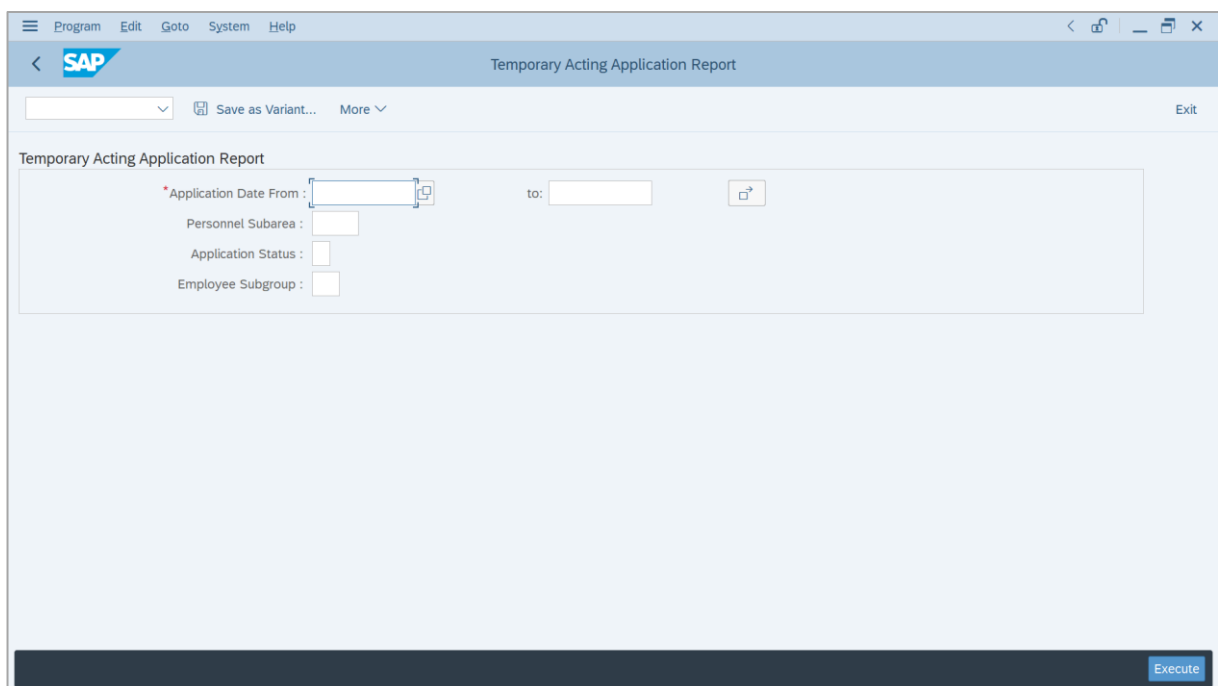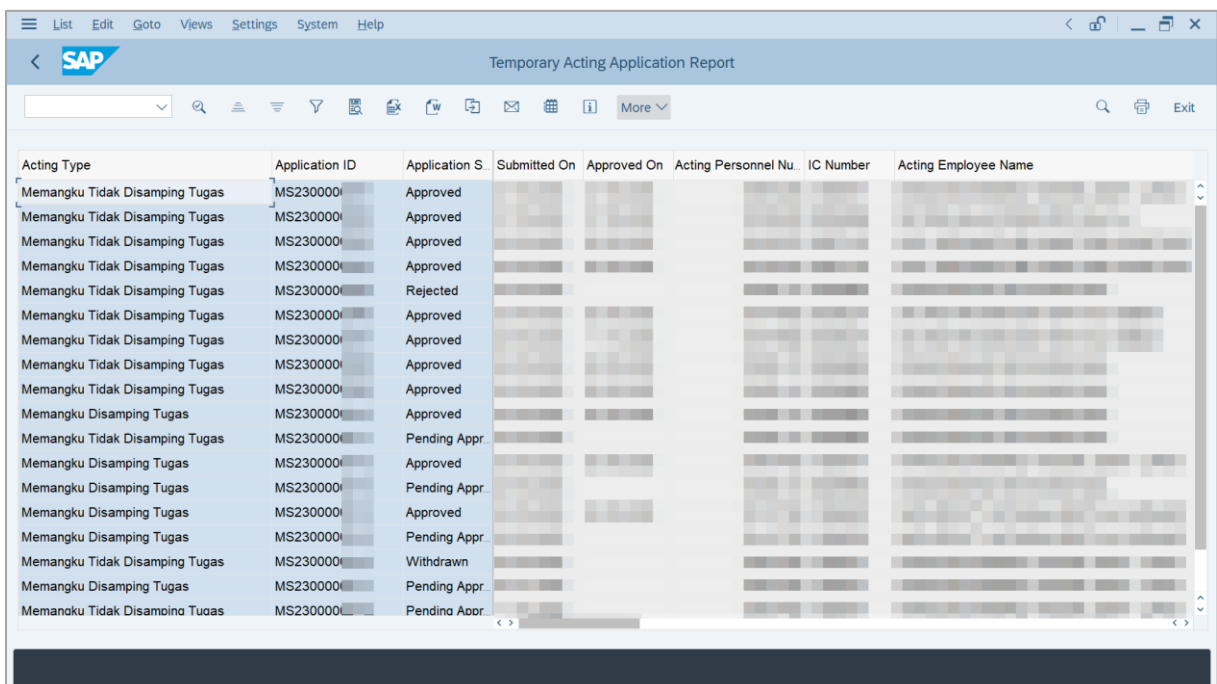
2. Enter **Application Date** of Temporary Acting (Optional).

3. Enter **Personnel subarea** (Optional)**.**

4. Click on **Execute** button.

Note: The **Temporary Application Report** page will be displayed.

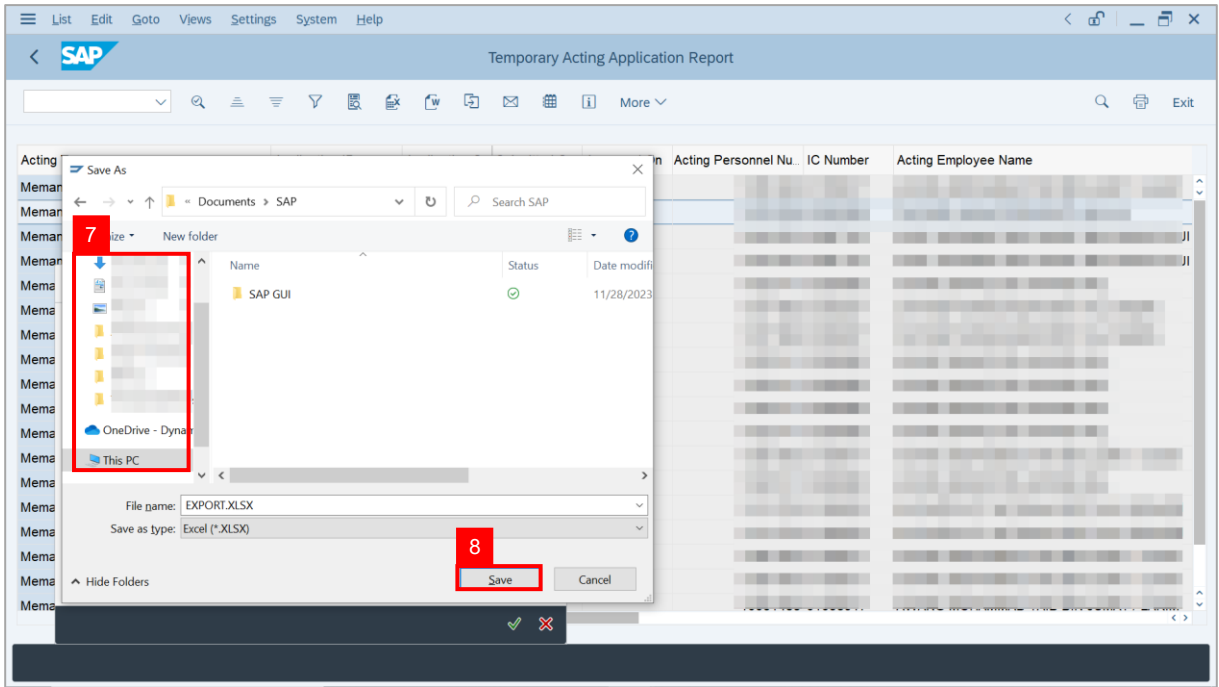5. Click the right button on the **Mouse** and select **'Spreadsheet'.**
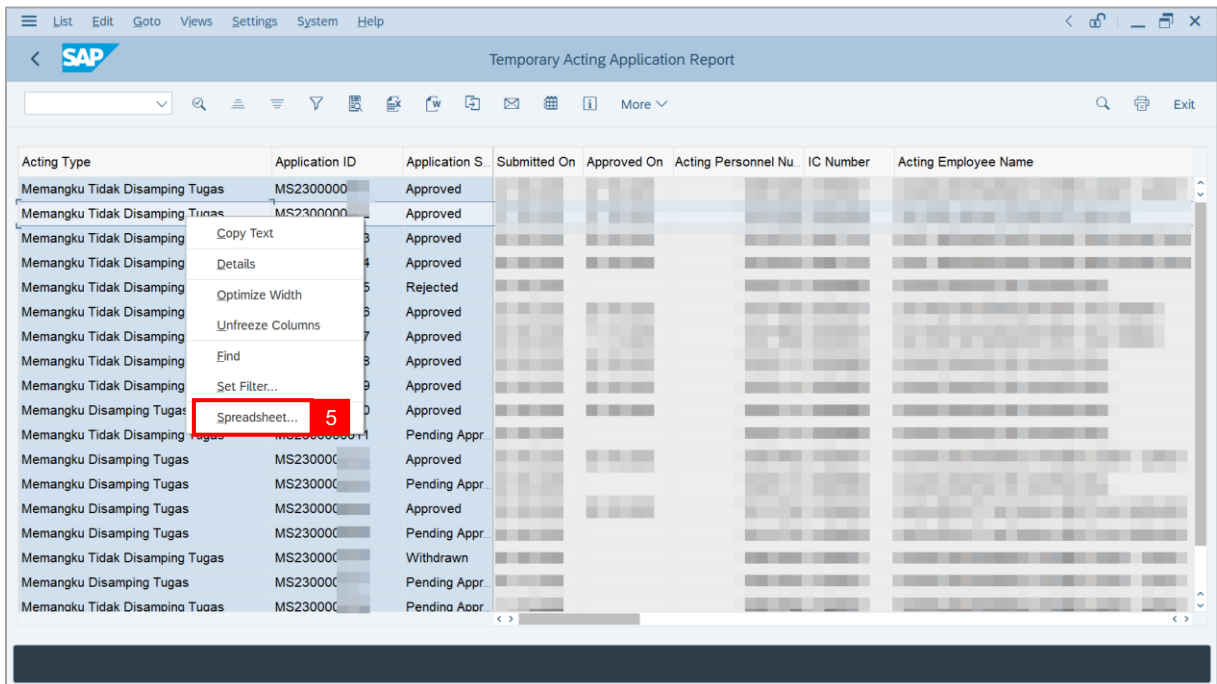
Note: The **Select Spreadsheet** message will be displayed.
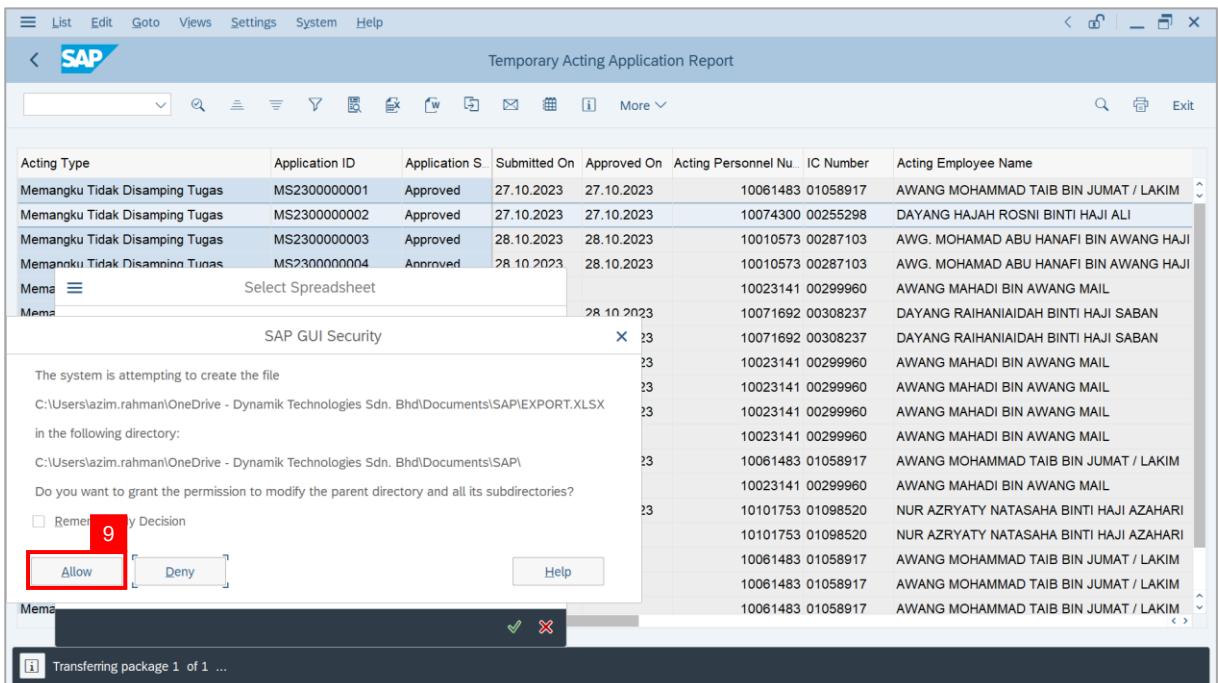
6. Click on **Tick** button.
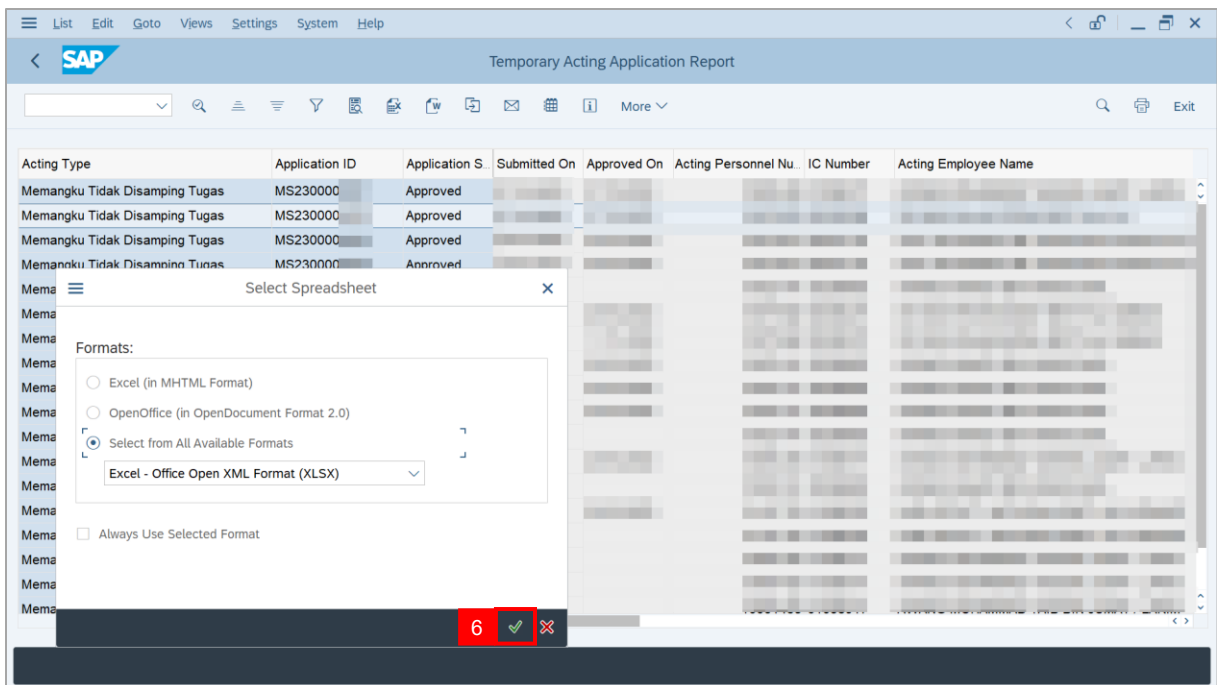
7. Select **File Location**.
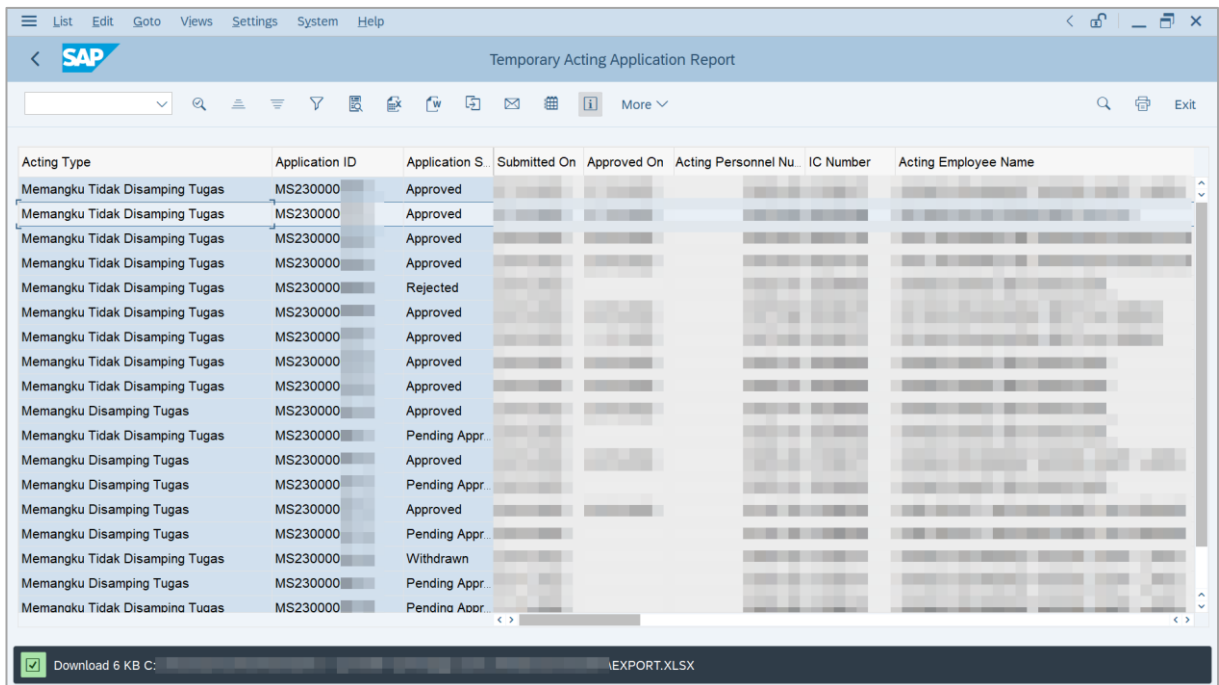
8. Click on **Save** button.

Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.

Outcome: The **Temporary Acting Application Report** has successfully been downloaded.