

# SISTEM SUMBER MANUSIA

# User Guide For Department Payroll Clerk Backend (SAP GUI)

## Employee Movement (PA): Temporary Acting

VERSION: 1.0



#### **INTRODUCTION**

This user guide acts as a reference for **Department Payroll Clerk (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**.



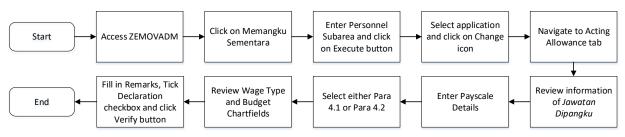
## **Table of Content**

Topics	Page	
Introduction	<u>2</u>	
Further Assistance	<u>2</u>	
Process Overview	<u>4</u>	
Maintain Application (Department Payroll Clerk)		
Verify Application	<u>5</u>	
Edit Reworked Application	<u>13</u>	
Reject Application	<u>21</u>	
Temporary Acting Allowance Report	<u>29</u>	

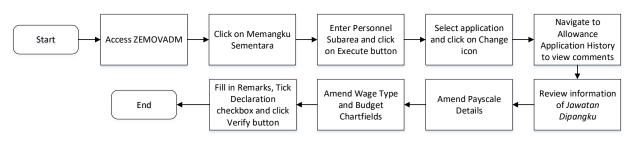


## **Process Overview**

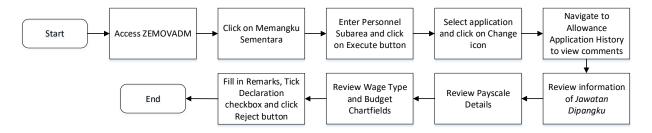
#### **Verify Application**



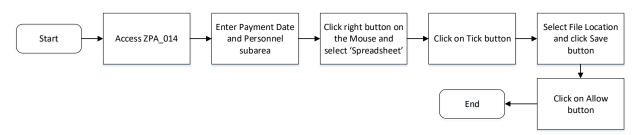
### **Edit Reworked Application**



### **Reject Application**



### **Temporary Acting Allowance Report**





VERIFY APPLICATION

Backend User

Department Payroll Clerk

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

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

≡ Menu Edit Eavorites Extras System Help	< 🗗 🗌 🚽 🗗 🗙
SAP Easy Access	
ZEMOVADM 🗸 📧 🖻 📩 🗱 🦧 V 🔨 More V	् ् 🖶 Exit
>[□ Favorites]	
V 🗇 SAP Menu	
> 🗋 Connector for Multi-Bank Connectivity	
> D Office	
> 🗋 Cross-Application Components	
> 🗅 Accounting	
> 🗋 Human Resources	
> 🗋 Information Systems	
>	
> 🗋 Tools	
> 🗅 WebClient UI Framework	

#### Note: Employee Movement Menu page will be displayed.

≡ System Help	°a >	_ 🗗 ×
< SAP E	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	
	Application Type:	
	Memangku Sementara	



2. Under Clerk/Officer: Application Type, click on Memangku Sementara.

≡ System Help	<	- ⊕ ×
< <b>SAP</b> E	Employee Movement Menu	
→ More →		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	
	Application Type:	2
	Memangku Sementara	

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

≡ Program Edit Goto System Help	< 🗠 🗆 🗕 🗧 ×
C SAP Employee Movement Application Type Selection	
✓ [] Save as Variant More ✓	Exit
*Personnel Area : Personnel Subarea : Employee Group : Employee Subgroup : Application Status : Application ID :	
	Execute



- 3. Enter **Personnel Area**.
- 4. Enter **Personnel Subarea** (Optional).
- 5. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗌 🗕 🖶 🗙
C SAP Employee Movement Application Type Selection	
✓ 間 Save as Variant More ~	Exit
*Personnel Area : 3 Personnel Subarea : 4 Employee Group : Employee Subgroup : Application Status : Application ID :	
	_
	5 Execute

Note: The Application List page will be displayed.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	
MS230000	1	Pending Verification by Clerk	T CISONNEL THO.	10 110.			
0	-			1000	1000		
0		and the second					
0							
0							
0							
0							
0		and the second se					
0		and the second se					
0		the second s					



- 6. Select an application with 'Pending Verification by Clerk' status.
- 7. Click on **Change** icon.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
MS230000	1	Pending Verification by Clerk 6				
		and the second se	1000			
0		AND DESCRIPTION OF	1000		second and	
0						
0		personal second second			10.000.00	
		and the second se				
			_			

Note: The Application List page will be displayed.

i) Department Payroll Clerk may review employee's information on each tab under

#### **Employee Details**.

System <u>H</u> elp		< 🗠 🗌 🗖
SAP	SAP	
$\sim$ Reject Verify More $\sim$		E
Application Type : MEMANGKU SEMENTARA	Appl. Date :	
Application ID :	Version : Status : Pending Verification by CL.	
Personnel No :		
IC No :		
Name :		
Employee Details	Download Service Record	
Employee Details           ✓ Basic Info         Performance         Unpaid Leaves         Grievance		
Basic Info Performance Unpaid Leaves Grievance	tes Examination Details 🗸 Education 🗸 Training	
Basic Info Performance Unpaid Leaves Grievance     Employee Group :	subgroup :	
Basic Info Performance Unpaid Leaves Grievance     Employee Group :     Personnel Area :     Position :	subgroup :	
Basic Info Performance Unpaid Leaves Grievance     Employee Group :     Personnel Area :     Position :	subgroup : Subgroup :	
Basic Info Performance Unpaid Leaves Grievance     Employee Group :     Personnel Area :     Position :     Pay Scale Group :	Est. Salary Scale :	
Basic Info Performance Unpaid Leaves Grievance Employee Group : Personnel Area : Position : Pay Scale Group : Date of Birth :	Est. Salary Scale : Salary (\$):	
Basic Info     Performance     Unpaid Leaves     Grievance       Employee Group :	Est. Salary Scale : Salary (\$):	
Basic Info     Performance     Unpaid Leaves     Grievance      Employee Group :     Personnel Area :     Position :     Pay Scale Group :     Date of Birth :     Date of Birth :	Est. Salary Scale : Salary (\$):	



8. Click on **Download Service Record** button to download employee's service record.

≡ System Help		< 🗠 🗌 🗕 🗗 🗙
< SAP	SAP	
✓ Reject Verify More ∨		Exit
Application Type : MEMANGKU SEMENTARA	Appl. Date :	0
Application ID :	Version : Status : Pending Verification by	/ CL.
Personnel No :		
IC No :		
Name :	_	
	8	
Employee Details	Download Service Record	
✓ Basic Info Performance Unpaid Leaves Grievances	Examination Details 🗸 Education 🗸 Training	
Employee Group :	Subgroup :	
Personnel Area :	Subarea :	
Position :		
Pay Scale Group :	Est. Salary Scale :	
Date of Birth :	Salary (\$):	
Age :	Length of Service :	
		0
		$\leftrightarrow$

9. Navigate to Acting Allowance tab.

Note: Department Payroll Clerk may review the details under Information of Position

Approved for Acting (Jawatan Dipangku).

Reject Verify More × Exit   ✓ Acting Allowance ✓ Application Detail ✓   ✓ Acting Allowance ✓ ✓ Allowance Status : Rejected by Clerk   Information of Position Approved for Acting (Jawatan Dipangku): Allowance Status : Rejected by Clerk Version : 1   Acting on Position : Acting Type : 02 Memangku Tidak Disamping Tugas Subarea (Jawatan Dipangku) : Implementer to the status in t	≡ System Help	< 🗠 🗌 🗕 🖻 ×
<ul> <li>✓ Acting Allowance</li> <li>✓ Application Detail ✓ Document Upload</li> <li>Information of Position Approved for Acting (Jawatan Dipangku):</li> <li>Acting on Position :</li> <li>Acting on Position :</li> <li>Acting Type : 02 Memangku Tidak Disamping Tugas</li> <li>Established Salary Scale:</li> <li>of Position Holder :</li> <li>Approved Acting Period:</li> <li>From : 15.11.2023 To : 13.12.2023</li> </ul>	< SAP	SAP
Information of Position Approved for Acting (Jawatan Dipangku):   Information of Position Approved for Acting (Jawatan Dipangku): Allowance Status : Rejected by Clerk.   Acting on Position :   Acting Type : 02 Memangku Tidak Disamping Tugas Current Position Holder :   Subarea (Jawatan Dipangku) :   Payscale Type :   Approved Acting Period:   From : 15.11.2023 To : 13.12.2023	9 Reject Verify More ∨	Exit
Acting on Position :   Acting Type: 02 Memangku Tidak Disamping Tugas   Established Salary Scale:   of Position Holder :   Approved Acting Period:   From: 15.11.2023   To: 13.12.2023	✓ Acting Allowance ✓ Application Detail ✓ Document Upload	* *
Acting Type: 02 Memangku Tidak Disamping Tugas   Established Salary Scale: Payscale Type:   of Position Holder: Payscale Type:   Approved Acting Period: Payscale Area :   From: 15.11.2023   To: 13.12.2023   Payscale Group & Level:	Information of Position Approved for Acting (Jawatan Dipangku):	
Established Salary Scale: Payscale Type : of Position Holder : Payscale Area : Approved Acting Period: From : 15.11.2023 To : 13.12.2023 Payscale Group & Level :	Acting on Position :	Current Position Holder :
of Position Holder : Payscale Area : Approved Acting Period: From : 15.11.2023 To : 13.12.2023 Payscale Group & Level :	Acting Type : 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangku) :
Approved Acting Period:     Payscale Area :       From : 15.11.2023     To : 13.12.2023   Payscale Group & Level :	Established Salary Scale:	Payscale Type :
		Payscale Area :
Starting Salary (\$) :	From: 15.11.2023 To : 13.12.2023	Payscale Group & Level :
		Starting Salary (\$) :



10. Select Payscale Type and Payscale Area.

11. Select Payscale Group and Payscale Level.

Note: This is the starting salary of the position being acted on (which acting allowance

should be calculated based on).

≡ System Help	< @   _ = = ×
< SAP	SAP
✓ Reject Verify More ✓	Exit
✓ Acting Allowance ✓ Application Detail ✓ Document Upload	÷
Information of Position Approved for Acting (Jawatan Dipangku):	Allowance Status : Rejected by Clerk Version : 1
Acting on Position :	Current Position Holder :
Acting Type: 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangku
Established Salary Scale: of Position Holder : Approved Acting Period:	Payscale Type :
From: 15.11.2023 To : 13.12.2023	Payscale Group & Level :
	Starting Salary (\$) :

#### 12. Select either **Para 4.1** or **Para 4.2**.

System <u>F</u>	Terb					< 🗗	— é
SAP			SAP				
	✓ Reject Verit	fy More 🗸					
Other Appr	roved Acting Record (Pegav	vai Memangku):					
Start Date	End Date	Acting Type	Personnel Area	Personnel Subarea	Position		
$\langle \rangle$							<
Calculatio	on						12
Para							
• 4.1	Elaun Memangku sama ad	la memangku 1 jawatan atau 2 jawa	atan akan dibayar dengan	\$ (	В)	\$ (C)	
	kadar 1/3 dari gaji permula	aan jawatan yang dipangku jika pega	awai itu juga		× 1/-	3 =	
	dikehendaki menjalankan t	tugas-tugas biasanya.					
0 4.2	Elaun Memangku akan dib	ayar dengan kadar 1/5 dari gaji per	mulaan jawatan yang	\$ (	B)	\$ (D)	
	dipangku jika pegawai itu ti	idak dikehendaki menjalankan tuga:	s-tugas biasanya.		× 1/	5 =	
			boleh melebihi	\$ (	A)	\$ (E)	
4.3	Dalam apa keadaan sekali	ipun, jumlah elaun memangku tidak					
		ipun, jumlah elaun memangku tidak ok yang diterima oleh pegawai berk			x 1/	2 =	



13. Review and amend Acting allowance proposed from system calculation, if required.

i) If Department Payroll Clerk requires to amend the allowance details, tick the checkbox

**'Self Input'** and proceed to amend \$(C) or \$(D) or \$(E) column.

- ii) Department Payroll Clerk may also amend Date of Origin (i.e., Payment Date), if required.
- 14. Review and amend Wage Type, if required.

≡	System <u>H</u> elp						< 🗗	) _ 🗗 ×
<	SAP			SAP	2			
	∼ Rej	eject Verify More $\checkmark$						Exit
	Self Input			Formula: \$(C)or\$(D)or\$(E	i) x (No.of Days/Days in M	Month) = Allowance Amount(\$)	13	Ŷ
	Start Date	End Date	No.of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin	
	13.10.2023	31.10.2023	19		31			
	<pre>01.11.2023 01.12.2023</pre>	30.11.2023 14.12.2023	30 14		30 31			
	$\langle \rangle$		1					<> <sup>2</sup>
	Payment Details: Wage Typ	14 de : 0095 E. MEMANGK			G/L Accour	nt : B00101 Gaji		
	Budget Chartfields:							
	Cost Cente	er :						
	Business Un	nit :	_					
	Program	im :						
	Activit	ty :						÷
$\leftrightarrow$								$\sim$

15. Review and amend **Budget Chartfields**, if required.

≡	System <u>H</u> elp						< 🗗	_ 🗗 ×
<	SAP			SAF	, ,			
	∼ Reje	ct Verify More 🗸						Exit
	Self Input		F	Formula: \$(C)or\$(D)or\$(E	) x (No.of Days/Days in №	Month) = Allowance Amount(\$)		¢
	Start Date	End Date	No.of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin	
	13.10.2023	31.10.2023	19		31			
	01.11.2023	30.11.2023	30		30			
	01.12.2023	14.12.2023	14		31			
	$\langle \rangle$							\$
	Payment Details: Wage Type	: 0095 E. MEMANGKU		15	G/L Accour	nt : B00101 Gaji		
	Budget Chartfields:							
	Cost Center	:						
	Business Unit	:						
	Program							
	Activity							
$\sim$								



- 16. Enter the **Remarks** for employee's application.
- 17. Tick on **Declaration** checkbox.
- 18. Click on Verify button.

≡ System Help	< 🗠 📃 🖻 ×
K SAP SAP	
✓ Reject Verify More ✓	Exit
	\$
Remarks :	
	16
[뎃] Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan	
butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan	
undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib	
dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran	
vang mungkin telah dibuat.	17
	•

Outcome: The Application has successfully been verified and will be routed to Dept

~	66 1	More 🗸				
Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
				1000		
MS230000	1	Pending Approval by Officer				
0						
0						
0		and the second sec				
0						
<>						
$\langle \rangle$						

Payroll Officer for approval.



EDIT REWORKED APPLICATION Backend User

Department Payroll Clerk

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

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

≡ Menu Edit Eavorites Extras System Help	< 🗗 🗌 🚽 🗗 🗙
SAP Easy Access	
ZEMOVADM 🗸 📧 🖻 📩 🗱 🦧 V 🔨 More V	् ् 🖶 Exit
>[□ Favorites]	
V 🗇 SAP Menu	
> 🗋 Connector for Multi-Bank Connectivity	
> D Office	
> 🗋 Cross-Application Components	
> 🗅 Accounting	
> 🗋 Human Resources	
> 🗋 Information Systems	
>	
> 🗅 Tools	
> 🗅 WebClient UI Framework	

#### Note: Employee Movement Menu page will be displayed.

≡ System Help	ئە >	_ 🗗 ×
< SAP E	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	
	Application Type:	
	Memangku Sementara	



2. Under Clerk/Officer: Application Type, click on Memangku Sementara.

≡ System Help		< 📽 🗆 🗖 🗙
	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	_
	Application Type:	2
	Memangku Sementara	

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

	Ð×
C SAP Employee Movement Application Type Selection	
〜 間 Save as Variant More 〜	Exit
*Personnel Area :	
Application Status : Application ID :	
	Execute



- 3. Enter **Personnel Area**.
- 4. Enter **Personnel Subarea** (Optional).
- 5. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗆 🗕 🗧 🗙
SAP         Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area : 3 Personnel Subarea : 4 Employee Group : Employee Subgroup : Application Status :	
Application ID :	
	_
	5
	Execute

Note: The Application List page will be displayed.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
MS230000	1	Pending Verification by Clerk				
0		the state of the s	1000			
0						
0						
0						
0		personal second second			10.000.00	10 Bird 10
0		and the second se				



- 6. Select an application with 'Pending Verification by Clerk' status.
- 7. Click on Change icon.

7						
Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
MS230000	1	Pending Verification by Clerk 6				
0		the second se				
0			1000	1000		
0						
0						
0						
0		and the second sec			10.000.000	
0		and the second se				
$\langle \rangle$						

Note: The Application List page will be displayed.

≡ System Help			< 📽 🗆 🗖 🗙
< SAP	SAP		
✓ Reject Verify More ✓			Exit
Application Type : MEMANGKU SEMENTARA		Appl. Date :	
Application ID :	Version :	Status : Pending Verification by Cl.	
Personnel No :			
IC No :			
Name :			
Employee Details		Download Service Record	
✓ Basic Info Performance Unpaid Leaves Grievances	Examination Details	✓ Training	
· · · · · · · · · · · · · · · · · · ·		5	
Employee Group :	Subgroup :		
Personnel Area :	Subarea :	-	
Position :			
Pay Scale Group :	Est. Salary Scale :		
Date of Birth :	Salary (\$):		
Age :	Length of Service :		
			,
			$\sim$



- 8. Under Acting Allowance tab, navigate to Allowance Application History.
- 9. Click on **Remarks** button to view the comments entered by **Department Payroll Officer**.

≡	System <u>H</u> elp					< 🗠 📃 🖻 ×	
<	SAP			SAP			
	~	App Rework	Reject More $\vee$			Exit	
[	Allowance Application					_	Ŷ
	Date	Time	User ID	Version	Application Status	Remarks 9	
				1	Pending Approval by Officer	÷	
						¢	
							d
R	emarks :						l
							l
							1
	L						
$\bigcirc$						< >	Ŷ
	-						-

Note: The Remarks page will be displayed.

		k Reject More∨					
Allowance Applicatio	on History	User ID	Version	Application Status		Remarks	
○ 28.1 <b>三</b>	Time		emarks	Application Status	×		]
marks :							



10. Under Acting Allowance tab, navigate to Information of Position Approved for

#### Acting (Jawatan Dipangku).

≡ System <u>H</u> elp	< 🖸 🗌 🚽
< SAP	SAP
✓ Reject Verify More ✓	Exit
✓ Acting Allowance ✓ Application Detail ✓ Document Upload	\$
Information of Position Approved for Acting (Jawatan Dipangku):	Allowance Status : Pending Verification by Clerk Version : 1
Acting on Position :	Current Position Holder :
Acting Type : 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangku) :
Established Salary Scale: of Position Holder :	Payscale Type :
	Payscale Area :
Approved Acting Period: From : 13.10.2023 To : 14.12.2023	Payscale Group & Level :
0	Starting Salary (\$) :

- 11. Amend Payscale Type and Payscale Area.
- 12. Amend Payscale Group and Payscale Level.

≡ System Help	< 🖸 🗌 📥 🔁
< SAP	SAP
✓ Reject Verify More ✓	Exit
✓ Acting Allowance ✓ Application Detail ✓ Document Upload	÷
Information of Position Approved for Acting (Jawatan Dipangku):	Allowance Status : Pending Verification by Clerk Version : 1
Acting on Position :	Current Position Holder :
Acting Type: 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangk <mark>11)</mark>
Established Salary Scale: of Position Holder : Approved Acting Period: From : 13.10.2023 To : 14.12.2023	Payscale Type : 12 Payscale Area : 12 Payscale Group & Level :
0	Starting Salary (\$) :



13. Amend Budget Chartfields.

						< 🗗	—
SAP			SAF	<b>b</b>			
✓ Re	eject Verify More 🗸	,					
Self Input			Formula: \$(C)or\$(D)or\$(E	) x (No.of Days/Days in I	Month) = Allowance Amount(\$)		
+ Θ							
Start Date	End Date	No.of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin	
13.10.2023	31.10.2023	19		31			
01.11.2023	30.11.2023	30		30			
01.12.2023	14.12.2023	14		31			
$\bigcirc$							
Payment Details:							
Payment Details:	pe : 0095 E. MEMANG	κυ	13	G/L Accou	nt : B00101 Gaji		
Payment Details:	pe : 0095 E. MEMANG	KU	13	G/L Accou	nt : B00101 Gaji		
Payment Details: Wage Tyj		KU	13	G/L Accoun	nt : B00101 Gaji		
Payment Details: Wage Tyy Budget Chartfields:	ter :	KU	13	G/L Accour	nt : B00101 Gaji		
Payment Details: Wage Typ Budget Chartfields: Cost Cent Business U	ter :	KU	13	G/L Accou	nt : B00101 Gaji		
Payment Details: Wage Typ Budget Chartfields: Cost Cent Business U Progra	ter :	KU	13	G/L Accou	nt : B00101 Gaji		
Payment Details: Wage Typ Budget Chartfields: Cost Cent Business U Progra	ter :	KU	13	G/L Accou	nt : 800101 Gaji		

- 14. Enter the **Remarks** for employee's application.
- 15. Tick on **Declaration** checkbox.
- 16. Click on **Verify** button.

≡ System Help	< 🔓 📃 🖻 🗙
< 54P 54P	
✓         Reject         Verify         More ∨	Exit
	\$
Remarks :	
	14
[····································	
butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan	
undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib	
dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran	
yang mungkin telah dibuat.	15 🔉
	$\sim$



Outcome: The Application has successfully been verified.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
	P	Allowance Status	Personnet No.	IC NO.	Name	Route to Subalea
0		and the second se	10000	1000		
O MS230000	1	Pending Approval by Officer				
0						
0		Construction of the				
0						
0		in the second se				
0		the second s				
0						
$\langle \rangle$						



**REJECT APPLICATION** 

Backend User

Department Payroll Clerk

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

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

<u>Menu Edit Eavorites Extras System Help</u>		< 1	ഹി.	- 6	ī ×
SAP 1	SAP Easy Access				
ZEMOVADM 🗸 📧 💽 📩 🍂 🎓 🗸 🔺 Mor	2 🗸	Q	$\mathbf{Q}^{*}_{\mathbf{t}}$	đ	Exit
> [ ] Favorites]					
✓ <sup>™</sup> SAP Menu					
> 🗋 Connector for Multi-Bank Connectivity					
> 🗅 Office					
> Cross-Application Components					
>  Logistics					
>  Accounting					
> 🗅 Human Resources					
> 🗅 Information Systems					
>  Service					
> 🗅 Tools					
>  WebClient UI Framework					

#### Note: Employee Movement Menu page will be displayed.

≡ System Help	ئە >	_ 🗗 ×
< SAP E	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	
	Application Type:	
	Memangku Sementara	



2. Under Clerk/Officer: Application Type, click on Memangku Sementara.

≡ System Help		< 📽 🗆 🗖 🗙
	Employee Movement Menu	
✓ More ✓		Exit
Requestors Application Type:	Endorsers/Approvers Application Type:	
Melanjutkan Tempoh Percubaan		
Penetapan Jawatan		
Pemindahan	Pemindahan	
	EB Sekatan	
	Clerk/Officer	_
	Application Type:	2
	Memangku Sementara	

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

Erogram Edit Goto System Help	< 🖻 🗆 🖻 🗙
C SAP Employee Movement Application Type Selection	
V 関 Save as Variant More >	Exit
*Personnel Area : Personnel Subarea : Employee Group : Employee Subgroup : Application Status : Application ID :	
	Execute



- 3. Enter **Personnel Area**.
- 4. Enter **Personnel Subarea** (Optional).
- 5. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗆 🗕 🗧 🗙
SAP         Employee Movement Application Type Selection	
✓ 🔄 Save as Variant More ✓	Exit
*Personnel Area : 3 Personnel Subarea : 4 Employee Group : Employee Subgroup : Application Status :	
Application ID :	
	_
	5
	Execute

Note: The Application List page will be displayed.

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
MS230000	1	Pending Verification by Clerk				
0		the state of the s	1000			
0						
0						
0						
0		personal second second			10.000.00	10 Bird 10
0		and the second se				



- 6. Select an application with 'Pending Verification by Clerk' status.
- 7. Click on Change icon.

7	63	More 🗸				
7	00	More ~				
Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea
MS230000	1	Pending Verification by Clerk 6				
0				1000		
0						
0						
0						
0		and the second se				
0		and the second s			and the second second	
< >						

Note: The Application List page will be displayed.

≡ System Help			< 📽 🗆 🗖 🗙
< SAP	SAP		
✓ Reject Verify More ✓			Exit
Application Type : MEMANGKU SEMENTARA		Appl. Date :	
Application ID :	Version :	Status : Pending Verification by Cl.	
Personnel No :			
IC No :			
Name :			
Employee Details		Download Service Record	
✓ Basic Info Performance Unpaid Leaves Grievances	Examination Details	✓ Training	
· · · · ·		5	
Employee Group :	Subgroup :		
Personnel Area :	Subarea :	-	
Position :			
Pay Scale Group :	Est. Salary Scale :		
Date of Birth :	Salary (\$):		
Age :	Length of Service :		
			,
			$\sim$



- 8. Under Acting Allowance tab, navigate to Allowance Application History.
- 9. Click on **Remarks** button to view the comments entered by **Department Payroll Officer**.

≡	System <u>H</u> elp					< 🗗 🗌 🕹	
<	SAP			SAP			
	~	App Rework	Reject More 🗸			Exit	
	Allowance Application	n History				``	Ŷ
	Date	Time	User ID	Version	Application Status	Remarks 9	
		1000		1	Pending Approval by Officer	₽/ ≎	
						\$	
							J
R	emarks :						
							l
	L						
$\bigcirc$							Ŷ
							1
	-						

Note: The Remarks page will be displayed.

$\sim$	Approve Rework	rk Reject More 🗸				
	Approve Renot	K Reject More -				
Allowance Applicatio	on History					
Date	Time	User ID	Version	Application Status		Remarks
○ 28.1		F	Remarks		×	<b>P</b>
· · · · ·						
marks :						
marks :						
marks :						
marks :						



10. Under Acting Allowance tab, navigate to Information of Position Approved for

#### Acting (Jawatan Dipangku).

≡ System <u>H</u> elp	< 🖸 🗌 🚽
< SAP	SAP
✓ Reject Verify More ✓	Exit
✓ Acting Allowance ✓ Application Detail ✓ Document Upload	\$
Information of Position Approved for Acting (Jawatan Dipangku):	Allowance Status : Pending Verification by Clerk Version : 1
Acting on Position :	Current Position Holder :
Acting Type : 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangku) :
Established Salary Scale: of Position Holder :	Payscale Type :
	Payscale Area :
Approved Acting Period: From : 13.10.2023 To : 14.12.2023	Payscale Group & Level :
0	Starting Salary (\$) :

- 11. Amend Payscale Type and Payscale Area.
- 12. Amend Payscale Group and Payscale Level.

≡ System Help	< @   _ = ×
< SAP	SAP
✓ Reject Verify More ✓	Exit
✓ Acting Allowance ✓ Application Detail ✓ Document Upload	÷
Information of Position Approved for Acting (Jawatan Dipangku):	Allowance Status : Pending Verification by Clerk Version : 1
Acting on Position :	Current Position Holder :
Acting Type : 02 Memangku Tidak Disamping Tugas	Subarea (Jawatan Dipangki 11
Established Salary Scale: of Position Holder : Approved Acting Period: From : 13.10.2023 To : 14.12.2023	Payscale Type : Payscale Area : Payscale Group & Level : Payscale Gro
	Starting Salary (\$) :



13. Amend Budget Chartfields.

						< 🖻	
SAP			SAF				
✓ Re	ject Verify More $\smallsetminus$	/					
Self Input			Formula: \$(C)or\$(D)or\$(E	) x (No.of Days/Days in I	Month) = Allowance Amount(\$)		
+ Θ							
Start Date	End Date	No.of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin	
13.10.2023	31.10.2023	19		31			
01.11.2023	30.11.2023	30		30			
01.12.2023	14.12.2023	14		31			
$\langle \rangle$							
Payment Details:							
	e : 0095 E. MEMANG	ĸu		G/L Accour	nt : B00101 Gaji		
	e : 0095 E. MEMANG	κυ	13	G/L Accour	nt : B00101 Gaji		
Wage Typ	e : 0095 E. MEMANG	κυ	13	G/L Accou	nt : B00101 Gaji		
Wage Typ Budget Chartfields:		KU	13	G/L Accou	nt : B00101 Gaji		
Wage Tyr Budget Chartfields: Cost Cent	er :	κυ	13	G/L Accou	nt : B00101 Gaji		
Wage Typ Budget Chartfields:	er :	KU	13	G/L Accou	nt : B00101 Gaji		
Wage Tyr Budget Chartfields: Cost Cent Business U	er :	KU	13	G/L Accou	nt : B00101 Gaji		
Wage Tyr Budget Chartfields: Cost Cent Business UI Progra	er :	ĸu	13	G/L Accou	nt : B00101 Gaji		
Wage Tyr Budget Chartfields: Cost Cent Business UI Progra	er :	ĸu	13	G/L Accou	nt : B00101 Gaji		

- 14. Enter the **Remarks** for why the application is rejected.
- 15. Tick on **Declaration** checkbox.
- 16. Click on **Reject** button.

E System Help	< 🗗 📃 🗗 🗙
< 54P 54P	
Reject Verify More V	Exit
	Ŷ
Remarks :	7
Remarks :	
	14
[] Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan	
butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan	
undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib	
dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.	
Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak	
untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran	
yang mungkin telah dibuat.	15 🗘



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

Version       Allowance Status       Personnel No.       IC No.       Name       RouteTo Subarea         15230000       1       Pending Approval by Officer       Image: Status       Image: Status </th
1 Pending Approval by Officer



TEMPORARY ACTING ALLOWANCE REPORT Backend User Department Payroll Clerk

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

1. Enter **ZPA\_014** in the search bar.

Menu Edit Eavorites Extras System Help	< 🗗 🗌 🗖
SAP Easy Access - User Menu for	
💶 🖅 🗷 🕼 Other menu 🕏 🏂 🧷 V \land 🗵 Create role More 🗸	Q Q* @ E
] Favorites	
J user Menu for	

Note: The Temporary Acting Allowance Report page will be displayed.

≡ <u>P</u> rogram <u>E</u> dit <u>G</u> oto System <u>H</u> elp		< 📽 💷 🗗 🗙
< SAP	Acting Allowance Report	
$\checkmark$ 🖫 Save as Variant More $\checkmark$		Exit
Payment Date From:	to:	
Promotion/Substantive Acting	Temporary Acting	
		Execute



- 2. Enter Payment Date of Acting (Optional).
- 3. Enter Personnel subarea (Optional).
- 4. Tick Temporary Acting checkbox.
- 5. Click on **Execute** button.

≡ Program Edit Goto System Help	< 🗠 🗆 🗕 🛪
Acting Allowance Report	
✓ 聞 Save as Variant More ✓	Exit
Payment Date From:  Image: Constraint of the second secon	
Promotion/Substantive Acting	
	5 Execute

#### Note: The Temporary Acting Allowance Report page will be displayed.

= 1	<u>List Edit G</u> oto <u>S</u> et	tings System	<u>H</u> elp									< a	б I —	ð ×
<	SAP				Acti	ng Allowan	ce Report							
	~ @	₫ ≞ ≡	γ Σ	í× í• 5	M ^4	; 🏛 A	品間	More $\checkmark$					Q 🖶	Exit
	App.Type.Desc	Application ID	Appr.Date	Allowance Status		Allw.Date Da	ate of Origir	n Start Date	End Date	Allw.Amt WT	G/L acct	PersNo.	ID No	Emplo
M: []	Memangku Sementara I	MS230000	27.10.2023	Pending Approval b	y Officer	31	.10.2023	13.10.2023	31.10.2023					(and the second
MS	Memangku Sementara I	MS230000	27.10.2023	Pending Approval b	y Officer	30	.11.2023	01.11.2023	09.11.2023					
MS	Memangku Sementara I	MS230000	27.10.2023	Pending Approval b	y Officer	31	.10.2023	11.10.2023	31.10.2023	10.00				
MS	Memangku Sementara I	MS230000	27.10.2023	Pending Approval b	y Officer	30	.11.2023	01.11.2023	16.11.2023	1000		100		
MS	Memangku Sementara I	MS230000	28.10.2023	Pending Verification	n by Clerk	30	.11.2023	10.11.2023	30.11.2023					
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval b	y Officer	31	.10.2023	11.10.2023	31.10.2023					
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval b	y Officer	30	.11.2023	01.11.2023	16.11.2023					
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification	n by Clerk	30	.11.2023	02.11.2023	30.11.2023					
MS	Memangku Sementara I	MS230000	11.11.2023	Pending Verification	n by Clerk	30	.11.2023	15.11.2023	30.11.2023			10.00		
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk		31	.10.2023	13.10.2023	31.10.2023	100		1000		
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk		30	.11.2023	01.11.2023	30.11.2023					
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval b	y Officer	31	.10.2023	12.10.2023	31.10.2023			1000		
MS	Memangku Sementara I	MS230000	28.10.2023	Pending Approval b	y Officer	30	.11.2023	01.11.2023	16.11.2023					
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval b	y Officer	31	.10.2023	01.10.2023	11.10.2023					
MS	Memangku Sementara I	MS230000	28.10.2023	Pending Approval b	y Officer	30	.11.2023	01.11.2023	30.11.2023			10.00		
MS	Memangku Sementara I	MS230000	28.10.2023	Pending Verification	n by Clerk	30	.11.2023	01.11.2023	15.11.2023					
							_							
$\langle \rangle$														< >
													_	



6. Click the right button on the **Mouse** and select 'Spreadsheet'.

≡	<u>L</u> ist <u>E</u> dit <u>G</u> oto <u>S</u> ettings S <u>y</u> sten	n <u>H</u> elp						< 🗠 🗌 🗕	Ð×
<	SAP		Actir	ng Allowance Repor	t				
	✓ Q ≜ =	γΣ	(x (v 5 🖂 ^c	; 🏛 略 略	More 🗸			Q 🛱	exit
Туре	App.Type.Desc Application ID	Appr.Date	Allowance Status	Allw.Date Date of Origi	n Start Date	End Date	Allw.Amt WT G/L acct	PersNo. ID No	Employ
MS	Memanaku Sementara MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	13.10.2023	31.10.2023			
MS	Men Copy Text 00	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	09.11.2023			
MS	Men Details 00	27.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023	and the second		
MS	Men Optimize Width 00	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023	the second second		
MS	Men DO	28.10.2023	Pending Verification by Clerk	30.11.2023	10.11.2023	30.11.2023			
MS	Men 00	28.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023			
MS	Men Set Filter 00	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023			
MS	Men <u>Spreadsheet</u> 600	28.10.2023	Pending Verification by Clerk	30.11.2023	02.11.2023	30.11.2023	100 March 100		
MS	Memangku Sementara MS230000	11.11.2023	Pending Verification by Clerk	30.11.2023	15.11.2023	30.11.2023			
MS	Memangku Sementara MS230000	28.10.2023	Rejected by Clerk	31.10.2023	13.10.2023	31.10.2023			
MS	Memangku Sementara MS230000	28.10.2023	Rejected by Clerk	30.11.2023	01.11.2023	30.11.2023	100 C		
MS	Memangku Sementara MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	12.10.2023	31.10.2023			
MS	Memangku Sementara MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023			
MS	Memangku Sementara MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	01.10.2023	11.10.2023			
MS	Memangku Sementara MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	30.11.2023			
MS	Memangku Sementara MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	01.11.2023	15.11.2023	and the second second		
		_		_					$\langle \rangle$

- Note: The Select Spreadsheet message will be displayed.
- 7. Click on **Tick** button.

<	SAP							1	Actin	ig Allo	wance	Report								
	~	@ ≞	=	$\nabla$	Σ	Č×	<b>i</b> 9		^ <sub>B</sub> _	⊞	賬	暍	More $\checkmark$					Q	. ē	Exit
ype /	App.Type.Desc	Applicat	ion ID	Appr.Da	ate	Allowa	ince Status		A	llw.Dat	e Date	of Origin	n Start Date	End Date	Allw.Amt V	VT G/La	acct Pe	rsNo. ID	) No	Emplo
IS	=		Soloct	Spread	shoot				×		31.10	0.2023	13.10.2023	31.10.2023						
IS	=		Select	Spread	sneet				^		30.11	1.2023	01.11.2023	09.11.2023	100		1.11			
IS											31.10	0.2023	11.10.2023	31.10.2023	1000					
IS	Formats:										30.11	1.2023	01.11.2023	16.11.2023						
IS	O Excel (in MH	ITML Forma	t)								30.11	.2023	10.11.2023	30.11.2023						
IS			,		2)						31.10	0.2023	11.10.2023	31.10.2023						
IS	OpenOffice (				))		-				30.11	1.2023	01.11.2023	16.11.2023						
IS	<ul> <li>Select from I</li> </ul>	All Available	Formats	5							30.11	.2023	02.11.2023	30.11.2023				10.1		
IS	Excel - Offic	e Open XM	L Forma	t (XLSX)		~					30.11	1.2023	15.11.2023	30.11.2023						
IS											31.10	0.2023	13.10.2023	31.10.2023						
IS	Always Use Se	lected Form	aat								30.11	1.2023	01.11.2023	30.11.2023		-				
IS	Always Use Se	ected Form	nat								31.10	0.2023	12.10.2023	31.10.2023						
IS											30.11	.2023	01.11.2023	16.11.2023						
IS											31.10	0.2023	01.10.2023	11.10.2023	100					
S							7	~	×		30.11	.2023	01.11.2023	30.11.2023	1000					
IS .	J.						<u> </u>	, i	~		30.11	.2023	01.11.2023	15.11.2023						
																				<



- 8. Select File Location.
- 9. Click on **Save** button.

<	SAP						,	Acting	Allowar	ice Report	t						
	~ @	. A 7	$\nabla$	Σ	x n	y [ź		А <sub>Вс</sub>	<b>#</b> 1	8 暍	More ∨					Q 🖶	Exit
pe 🥏	" Save As									< of Origi	n Start Date	End Date	Allw.Amt W	G/L acct	PersNo.	ID No	Empl
5 <sub>4</sub>		cuments > SAP		~	ق	Q	Search SAI	Р		0.2023	13.10.2023	31.10.2023					
6	8 nize - New folder								- 0	1.2023	01.11.2023	09.11.2023	100.00		1000		
S				~				8==		0.2023	11.10.2023	31.10.2023					
s	<b>^</b>	Name					Status		Date mo	<sup>difi</sup> 1.2023	01.11.2023	16.11.2023					
s		📜 SAP GUI					$\odot$			231.2023	10.11.2023	30.11.2023					
s		EXPORT.XL	.SX				$\odot$		12/4/202	<sup>23</sup> 0.2023	11.10.2023	31.10.2023					
s										1.2023	01.11.2023	16.11.2023					
s	1000									1.2023	02.11.2023	30.11.2023					
s										1.2023	15.11.2023	30.11.2023					
s	📥 OneDrive - Dynam									0.2023	13.10.2023	31.10.2023					
s										1.2023	01.11.2023	30.11.2023					
s	S This PC	<								> 0.2023	12.10.2023	31.10.2023					
s	File name: EXPO	RT.XLSX								1.2023	01.11.2023	16.11.2023					
s	Save as type: Excel (					_				0.2023	01.10.2023	11.10.2023	100.00				
S	Sare as type: Dicer (	in tear ty				9				1.2023	01.11.2023	30.11.2023					
s	Hide Folders						Save	0	ancel	1.2023	01.11.2023	15.11.2023					
Ĺ	Hide Folders						Jave		dricer								
>																	

Note: The SAP GUI Security page will be displayed.

10. Click on Allow icon.

<u> </u>	ist <u>E</u> dit <u>G</u> oto	<u>S</u> ettings Syst	em <u>H</u> elp											< (	ഹ –	ð×
<	SAP					Ac	ting Allo	wance	Repor	t						
	~	Q =	= V	Σ 🖍	(w 🗗		∿. ⊞	賬	暍	More 🗸					Q 🗇	e Exit
Туре	App.Type.Desc	Application I	D Appr.Date	e Allov	vance Status		Allw.Da	ite Date	of Origi	n Start Date	End Date	Allw.Amt WT	G/L acct	PersNo.	ID No	Empl
MS	_	Cold	ect Spreadsh	aaat				31.10	0.2023	13.10.2023	31.10.2023					
MS	≡	Sele	et spreadsr	leet				30.11	1.2023	01.11.2023	09.11.2023		100			
MS			SAD		ritu e				~	11.10.2023	31.10.2023	1000				
MS			SAP	GUI Secu	nty				×	01.11.2023	16.11.2023	100				
MS	The system is a	ttempting to rep	ace the follow	ving file:						10.11.2023	30.11.2023					
MS	C:\						EXPO	ORT.XLS	x	11.10.2023	31.10.2023					
NS	Do you want to	allow this?								01.11.2023	16.11.2023					
MS										02.11.2023	30.11.2023			100		
MS	10	ly Decision								15.11.2023	30.11.2023					
MS		r	7							13.10.2023	31.10.2023					
MS	Allow	<u>D</u> eny					Ŀ	lelp		01.11.2023	30.11.2023					
MS								•		12.10.2023	31.10.2023					
MS								30.11	1.2023	01.11.2023	16.11.2023					
MS								31.10	0.2023	01.10.2023	11.10.2023	100			-	
MS						✓ >	\$	30.11	1.2023	01.11.2023	30.11.2023					
MS								30.11	1.2023	01.11.2023	15.11.2023					
$\rightarrow$			_	_												<
i 1	Fransferring package	1 of 1														



Outcome: The Acting Application Report has successfully been downloaded.

	<u>List E</u> dit <u>G</u> oto <u>S</u> ettin	gs System	<u>H</u> elp								< 🖻	) — I	∃ ×
<	SAP			Act	ting Allowar	nce Repor	t						
	~ @	≜ ₹	γΣ	6 6 9 × *	% <b>∰</b> (	- 15 - 15 - 15 - 15 - 15 - 15 - 15 - 15	More 🗸				C	<b>\</b> 🖶	Exit
Туре	App.Type.Desc App	plication ID	Appr.Date	Allowance Status	Allw.Date D	ate of Origi	n Start Date	End Date	Allw.Amt W1	G/L acct	PersNo.	D No	Emplo
MS	Memangku Sementara MS	230000	27.10.2023	Pending Approval by Officer	3	1.10.2023	13.10.2023	31.10.2023					
MS	Memangku Sementara MS	230000	27.10.2023	Pending Approval by Officer	3	0.11.2023	01.11.2023	09.11.2023					
MS	Memangku Sementara MS	230000	27.10.2023	Pending Approval by Officer	3	1.10.2023	11.10.2023	31.10.2023	100.00				
MS	Memangku Sementara MS	230000	27.10.2023	Pending Approval by Officer	3	0.11.2023	01.11.2023	16.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Verification by Clerk	3	0.11.2023	10.11.2023	30.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	1.10.2023	11.10.2023	31.10.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	0.11.2023	01.11.2023	16.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Verification by Clerk	3	0.11.2023	02.11.2023	30.11.2023					1
MS	Memangku Sementara MS	230000	11.11.2023	Pending Verification by Clerk	3	0.11.2023	15.11.2023	30.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Rejected by Clerk	3	1.10.2023	13.10.2023	31.10.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Rejected by Clerk	3	0.11.2023	01.11.2023	30.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	1.10.2023	12.10.2023	31.10.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	0.11.2023	01.11.2023	16.11.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	1.10.2023	01.10.2023	11.10.2023					
MS	Memangku Sementara MS	230000	28.10.2023	Pending Approval by Officer	3	0.11.2023	01.11.2023	30.11.2023	100.00				
MS	Memangku Sementara MS	230000	28.10.2023	Pending Verification by Clerk	3	0.11.2023	01.11.2023	15.11.2023					
<						_							<
													¢