



SISTEM SUMBER MANUSIA

User Guide (Scenario)

Role: Dept HR Admin

Back End User (SAP GUI)

Integration to Immigration:

Hiring New Employee

VERSION: 1.0



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INTRODUCTION

This user guide acts as a reference for Dept HR Administrators. In this user guide, it will inform the users on what to expect when:

1. Users enters correct IC Number & correct Birth date.
2. Users enters correct IC Number & wrong Birth date.
3. Users enters wrong IC Number & wrong Birth date.
4. Users enters IC Number which already belong to existing employee in SSM.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

FURTHER ASSISTANCE

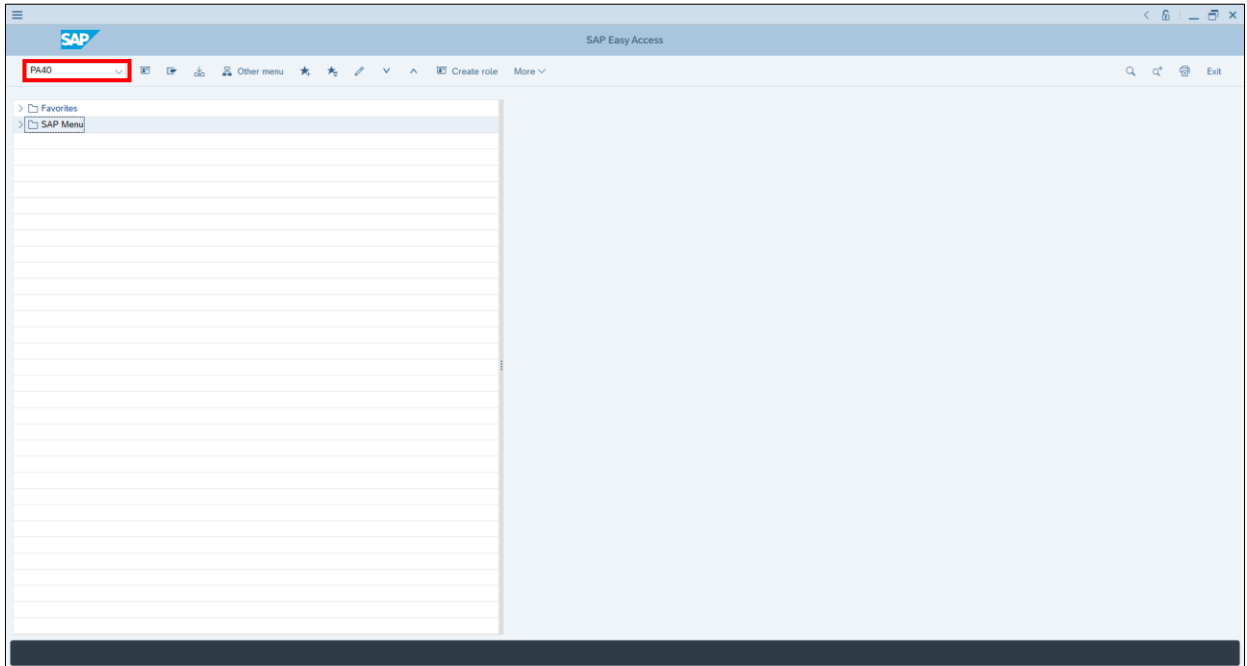
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

SCENARIO

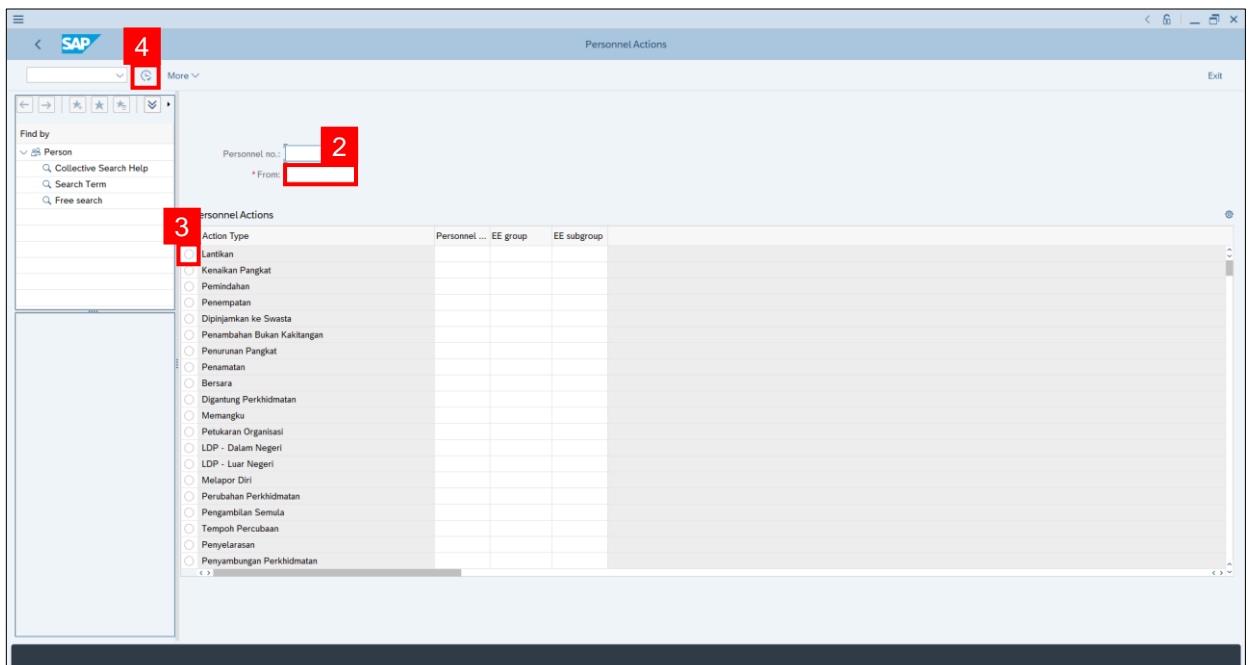
Backend User


DEPARTMENT HR ADMINISTRATOR

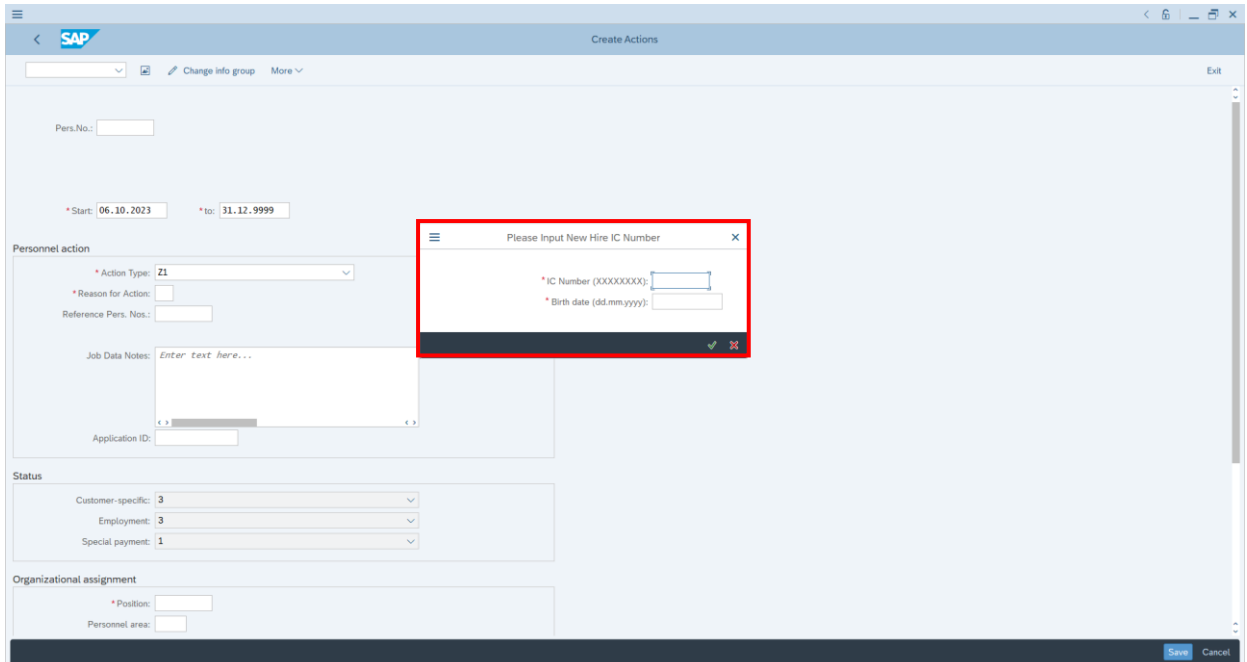
Scenario: Department HR Administrator hire new employee via T-code PA40.



2. Fill in employee hiring date in **From:**
3. Click on **radio button** for Lantikan.
4. Click on **Execute** icon.



Note: Dept HR Administrator will now be required to input IC Number & Date of Birth of employee to be hired. Once filled in, click  button.



Note: The outcome varies based on the input provided by the Department HR Administrator, as outlined below:

- I. Dept HR Admin enters correct IC Number & correct Birth date.
- II. Dept HR Admin enters correct IC Number & wrong Birth date.
- III. Dept HR Admin enters wrong IC Number & wrong Birth date.
- IV. Dept HR Admin enters IC Number which already belong to existing employee in SSM.

**CORRECT IC
NUMBER & CORRECT
BIRTH DATE**

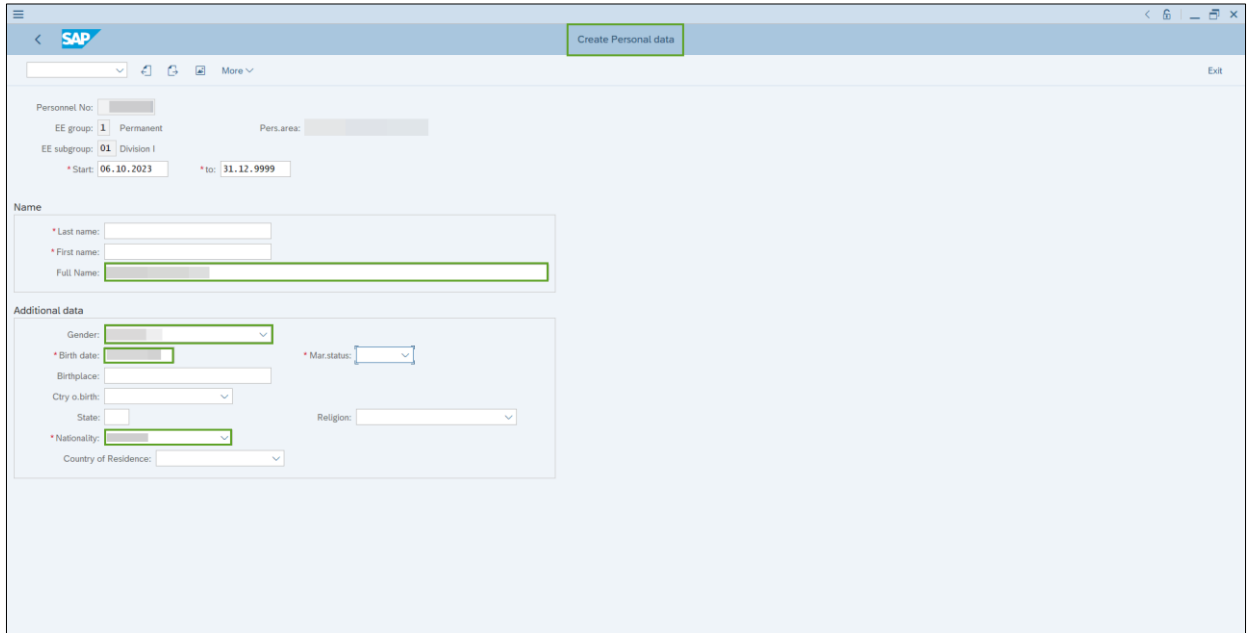
Backend User

DEPARTMENT HR ADMINISTRATOR

Outcome: Dept HR Administrator may proceed hiring employee with already **auto-populated information** via NIH (National Information Hub) below:-

- **Personal data page:** Full Name, Gender, Birth date & Nationality.
- **Personal IDs page:** ID Number, Place of Issue, Country of Issue & IC Colour.
- **Addresses page:** Street and House No, 2nd Address Line & Country Key.

Additional Notes: Any mandatory field without auto-populated value from NIH, Dept HR Admin will require to fill in manually.



The screenshot shows the SAP GUI 'Create Personal data' form. The form is divided into several sections:

- Personnel No:** A text field with a greyed-out value.
- EE group:** A dropdown menu set to '1 Permanent'.
- Pers.area:** A text field with a greyed-out value.
- EE subgroup:** A dropdown menu set to '01 Division I'.
- * Start:** A date field set to '06.10.2023'.
- * to:** A date field set to '31.12.9999'.
- Name:** A section with three fields: '* Last name', '* First name', and 'Full Name'. The 'Full Name' field is highlighted with a green border.
- Additional data:** A section with several fields: 'Gender' (dropdown), '* Birth date' (date field), 'Birthplace' (text field), 'City o.birth' (dropdown), 'State' (dropdown), '* Nationality' (dropdown), 'Country of Residence' (dropdown), '* Mar.status' (dropdown), and 'Religion' (dropdown).

SAP Display Personal IDs

Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers. area: [redacted]
EE subgroup: 01 Division I
From: 06.10.2023 to: 31.12.9999 chg.: [redacted]

Personal IDs

ID type: IC

ID number: [redacted]

Author: [redacted]

Date of issue: [redacted]
Valid to: [redacted]
Place of issue: [redacted]
Country of issue: [redacted]

Additional fields

IC Colour: [redacted]

SAP Create Addresses

Personnel No: [redacted] Name: [redacted]
EE group: 1 Permanent Pers. area: [redacted]
EE subgroup: 01 Division I
* Start: 06.10.2023 * to: 31.12.9999

Address

* Address type: Home Address

Street and House No.: [redacted]
2nd Address Line: [redacted]
Postal code / city: [redacted]
District: [redacted]

* Country Key: Brunei Darussalam


Additional fields

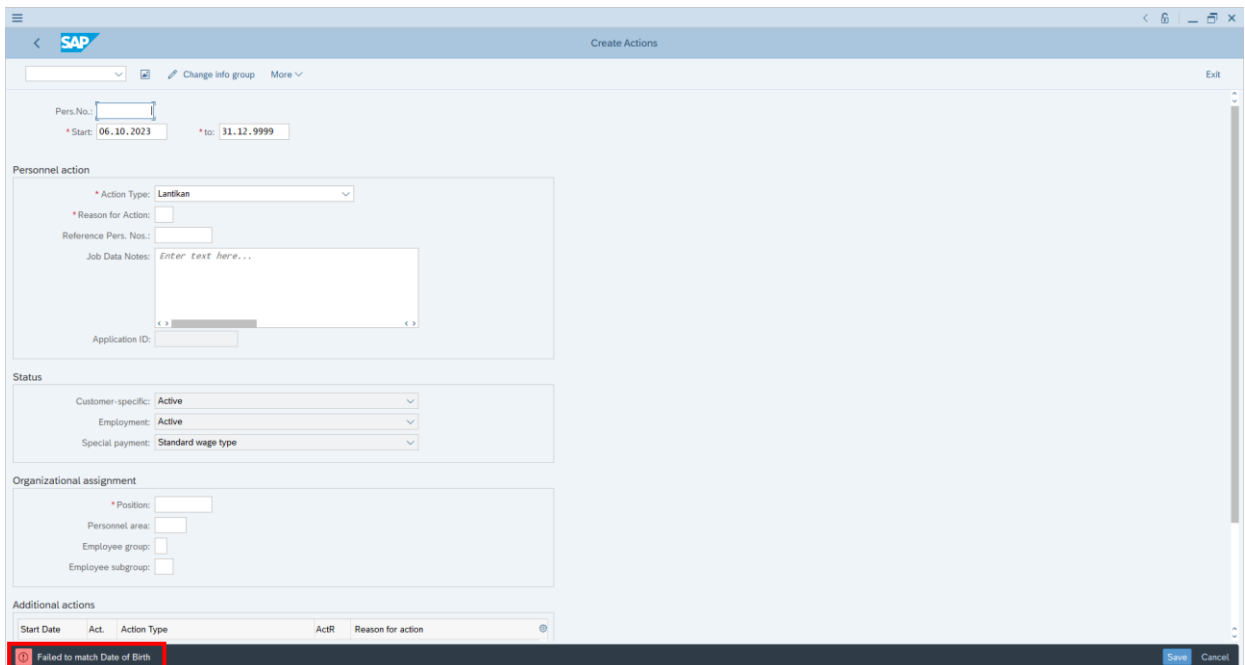
Government Housing: [redacted]
Distance in KM: [redacted]

**CORRECT IC
NUMBER & WRONG
BIRTH DATE**

Backend User

DEPARTMENT HR ADMINISTRATOR

Outcome: Dept HR Administrator will encounter error  Failed to match Date of Birth however Dept HR Admin may still proceed to complete hiring employee **without data being auto-populated** via NIH.



The screenshot shows the SAP GUI 'Create Actions' screen. The interface includes fields for 'Pers.No.', '* Start: 06.10.2023', and '* to: 31.12.9999'. The 'Personnel action' section has a dropdown for '* Action Type: Lantikan', a field for '* Reason for Action', and a text area for 'Job Data Notes'. The 'Status' section has dropdowns for 'Customer-specific: Active', 'Employment: Active', and 'Special payment: Standard wage type'. The 'Organizational assignment' section has fields for '* Position:', 'Personnel area:', 'Employee group:', and 'Employee subgroup:'. At the bottom, there is a table for 'Additional actions' with columns 'Start Date', 'Act.', 'Action Type', 'ActR', and 'Reason for action'. A red box highlights an error message at the bottom left: 'Failed to match Date of Birth'.


Note: This error will cause for system to send email notification to system administrator.

**WRONG IC NUMBER
& WRONG BIRTH
DATE**

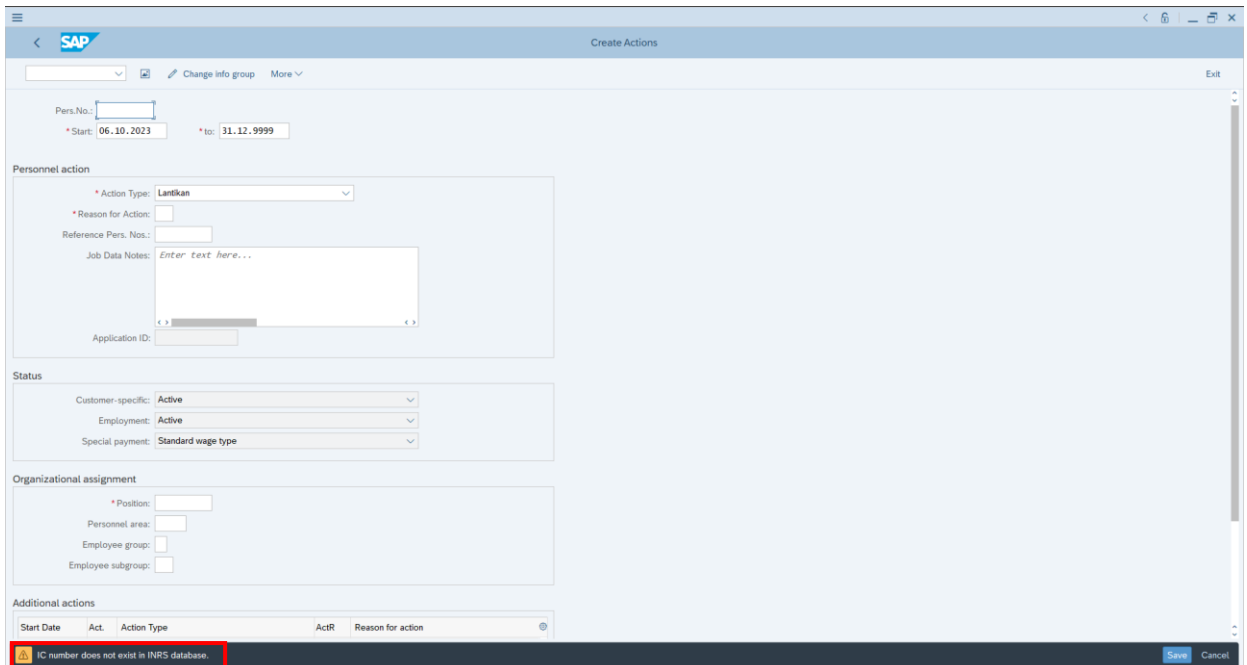
Backend User

DEPARTMENT HR ADMINISTRATOR

Outcome: Dept HR Administrator will encounter error

 IC number does not exist in INRS database.

however Dept HR Admin may still proceed to complete hiring employee **without data being auto-populated** via NIH.



The screenshot shows the SAP GUI 'Create Actions' screen. The interface includes fields for 'Pers.No.', 'Start' (06.10.2023), and 'Ed' (31.12.9999). The 'Personnel action' section contains 'Action Type' (Lantik), 'Reason for Action', 'Reference Pers. Nos.', 'Job Data Notes', and 'Application ID'. The 'Status' section has 'Customer-specific' (Active), 'Employment' (Active), and 'Special payment' (Standard wage type). The 'Organizational assignment' section includes 'Position', 'Personnel area', 'Employee group', and 'Employee subgroup'. At the bottom, the 'Additional actions' table is visible. A red box highlights an error message at the bottom left: 'IC number does not exist in INRS database.' The 'Save' and 'Cancel' buttons are at the bottom right.


Note: This error will cause for system to send email notification to system administrator.

**IC NUMBER ALREADY
EXIST IN SSM**

Backend User


DEPARTMENT HR ADMINISTRATOR

Outcome: Dept HR Administrator will encounter error

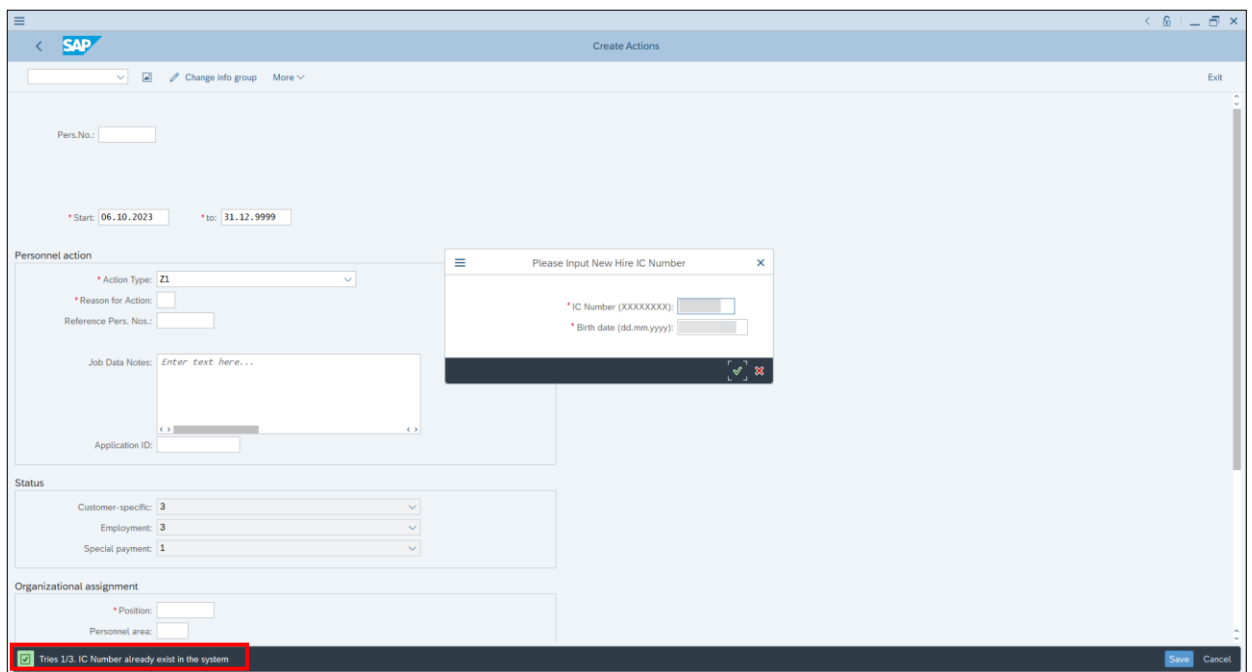
 Tries 1/3. IC Number already exist in the system


notifying that IC Number already exist in the system. This error means that there is already existing employee in SSM with the same IC Number. Should the Department HR

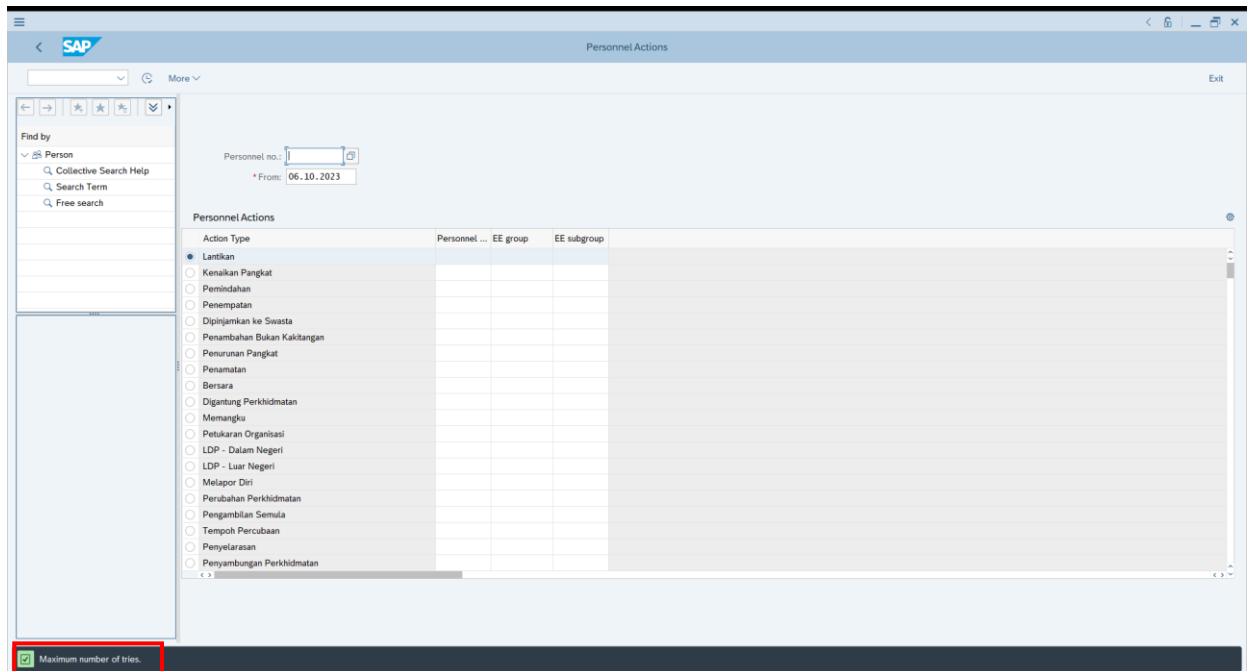
Administrator repeatedly enter IC Number which exist in SSM, the system will issue error

 Maximum number of tries.

upon reaching three attempts and redirect to the Personnel Actions page.



The screenshot shows the SAP GUI 'Create Actions' window. The main form contains fields for 'Pers.No.', 'Start' (06.10.2023), 'to' (31.12.9999), 'Personnel action' (Action Type: Z1), 'Reason for Action', 'Reference Pers. Nos.', 'Job Data Notes', 'Application ID', 'Status' (Customer-specific: 3, Employment: 3, Special payment: 1), and 'Organizational assignment' (Position, Personnel area). A modal dialog box titled 'Please Input New Hire IC Number' is open, showing fields for 'IC Number (XXXXXXXX)' and 'Birth date (dd.mm.yyyy)'. At the bottom left, a red-bordered error message box displays:  Tries 1/3. IC Number already exist in the system. The 'Save' and 'Cancel' buttons are visible at the bottom right.



Note: Kindly ensure that the IC Number and Date of Birth entered during hiring is correct.

System Administrator will be notified if there are repeated occurrence of IC number and DOB entered that does not match with data from NIH to aid system administrator's verification with NIH on data.