



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Organizational Management for Back End User (SAP GUI)**

#### **Maintain Positions**

VERSION: 1.0

## INTRODUCTION

This user guide acts as a reference for **Organizational Management Department Users** (back-end user) to manage **Organizational Management**. 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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

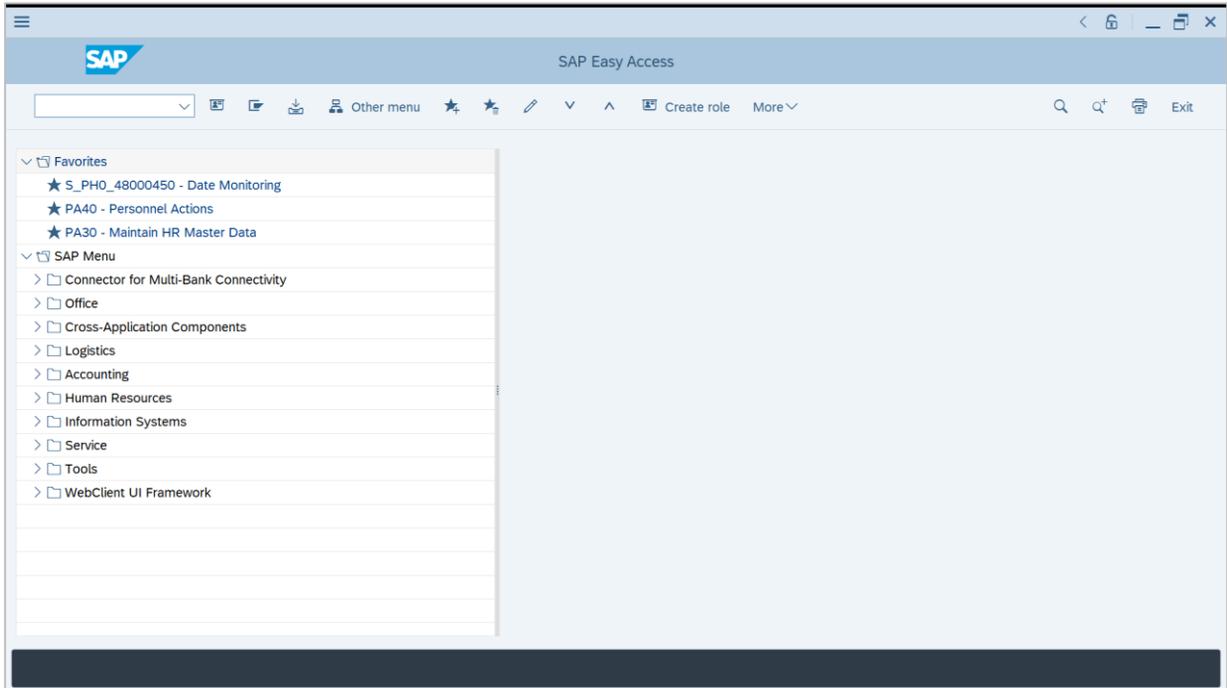
## Table of Content

Topics	Page
Introduction	<a href="#">2</a>
Glossary	<a href="#">2</a>
Further Assistance	<a href="#">2</a>
Add Positions to New Organization Unit	<a href="#">4</a>
Assign Head of Organizational Unit	<a href="#">8</a>
Transfer Position to Another Organization/Department	<a href="#">10</a>
Delimit Position	<a href="#">13</a>

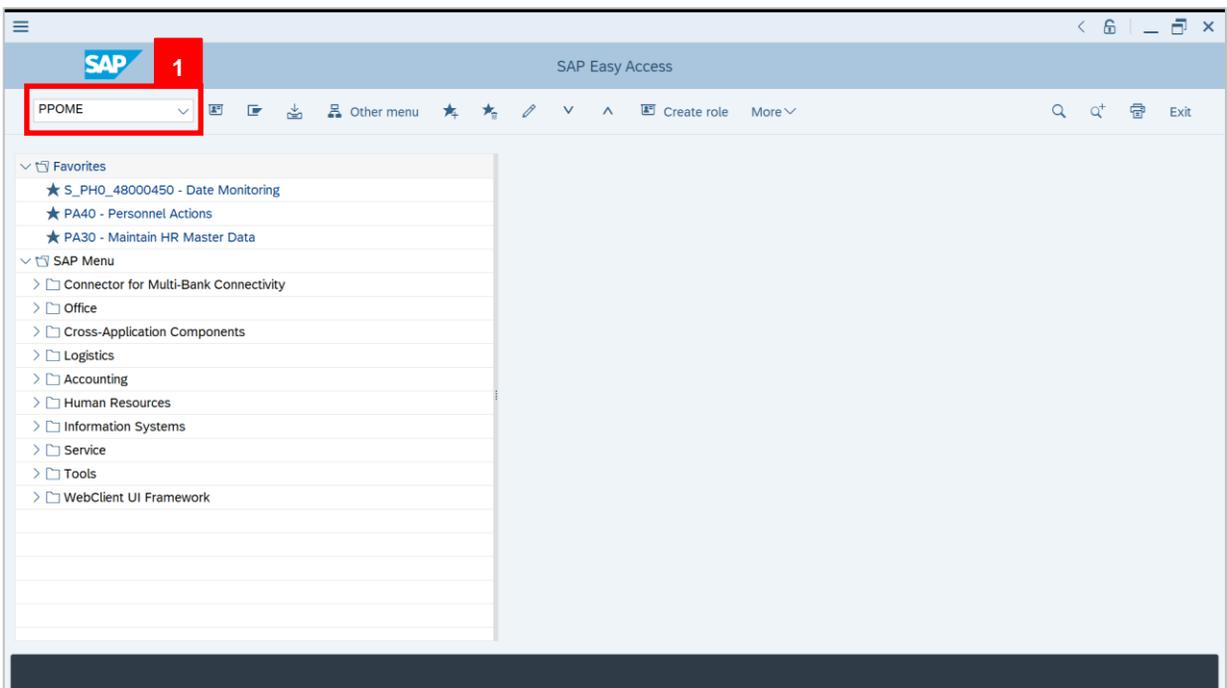
**Add Positions****Backend User**

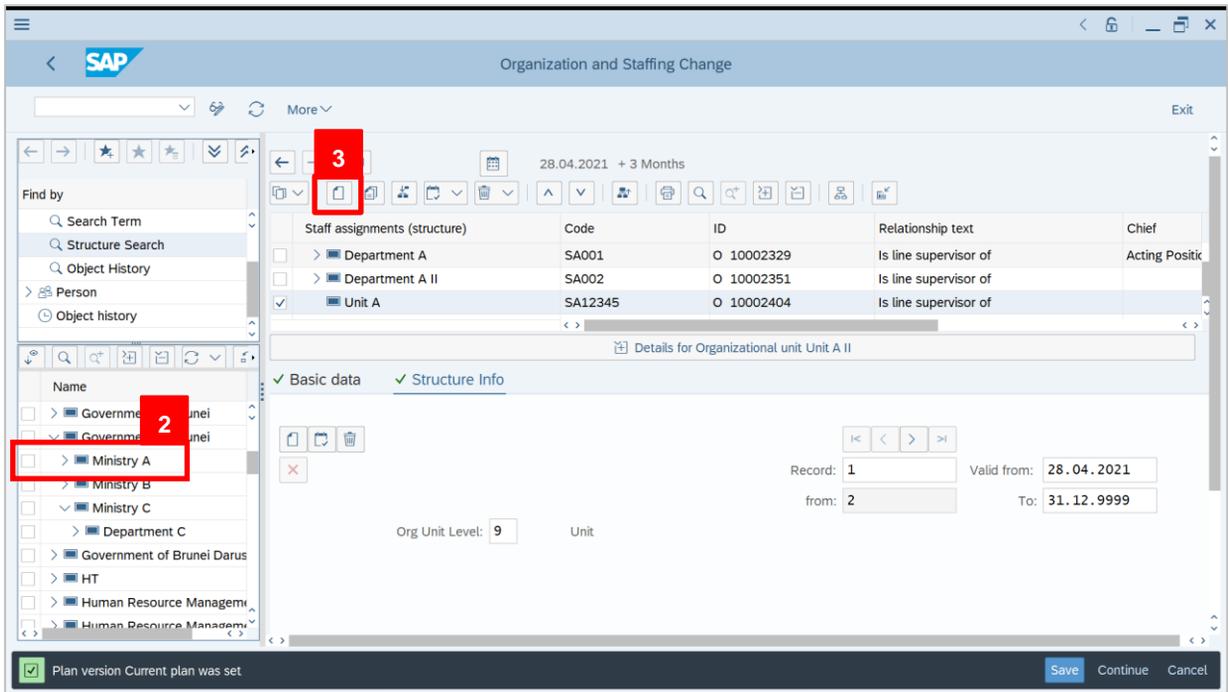
OM Administrator

The **SAP Easy Access** page will appear



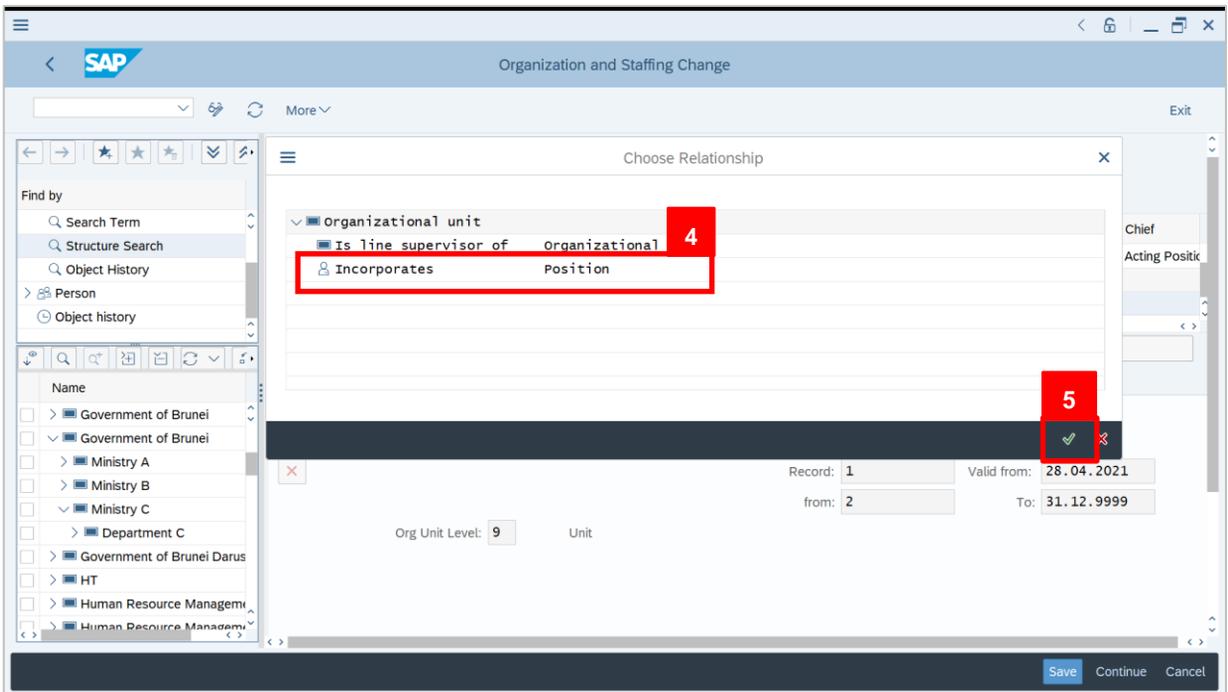
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.





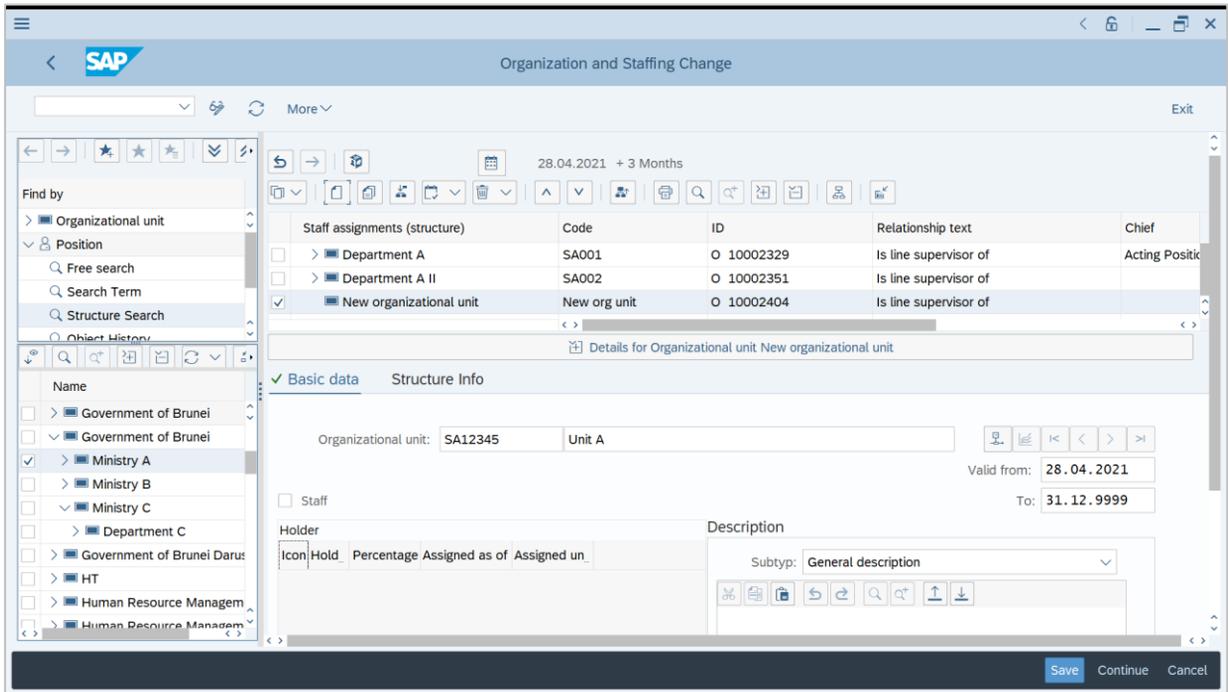
2. Tick selected department.

3. Click on  icon to add positions to the new organizational unit.

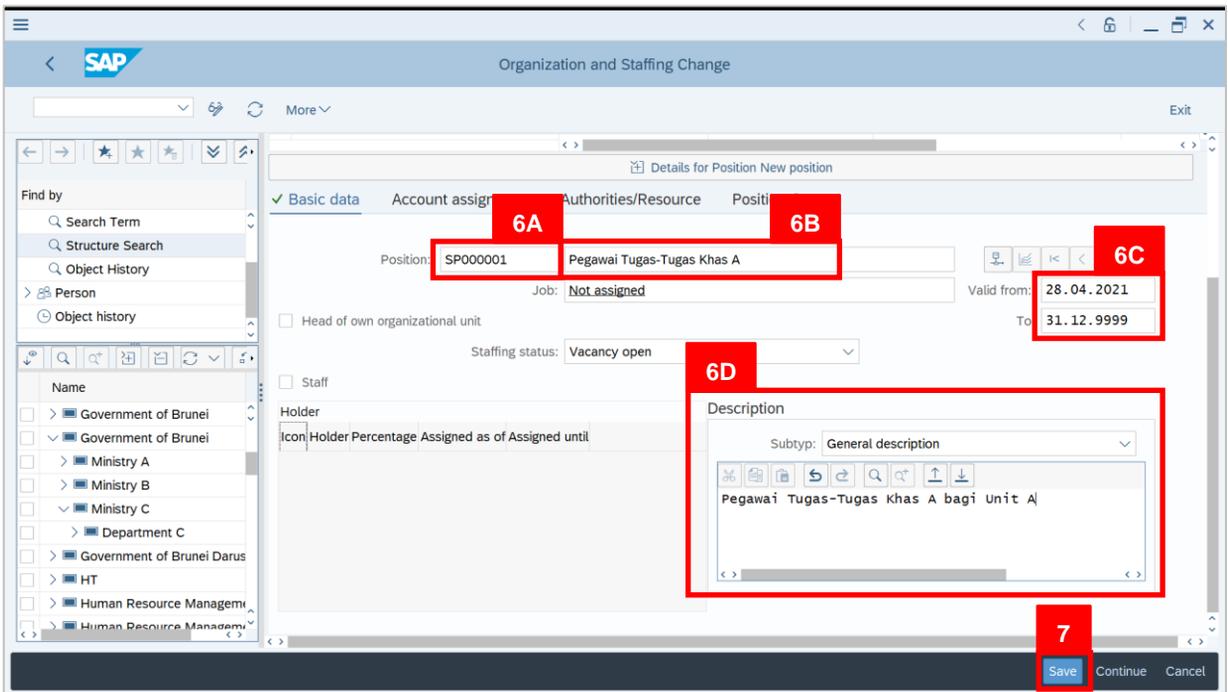


4. Select  Incorporates Position

5. Click on  icon



Outcome: The new position will appear under the unit.



6. Fill in the following details under **Basic data** tab:

6A	CODE	SP000001
6B	Position Short Name	Pegawai Tugas-Tugas Khas A
6C	Valid From	28.04.2021 (*Today's date)
6D	Position Description	Pegawai Tugas-Tugas Khas A bagi Unit A

7. Click **Save**

Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
Department A II	SA002	O 10002351	Is line supervisor of	
Unit A	SA12345	O 10002404	Is line supervisor of	
<b>Pegawai Tugas-Tugas Khas A</b>	<b>SP000001</b>	<b>S 30000847</b>	<b>Incorporates</b>	

Details for Position Pegawai Tugas-Tugas Khas A

Basic data Account assignment Authorities/Resource Position Group

Position: **SP000001** Pegawai Tugas-Tugas Khas A

Job: **Not assigned** Valid from: **28.04.2021**

Head of own organizational unit  To: **31.12.9999**

Staffing status: **Vacancy open**

Staff

Holder	Description
Icon Hold Percentage Assigned as of Assigned un	Subtyp: General description

Your data has been saved Save Continue Cancel

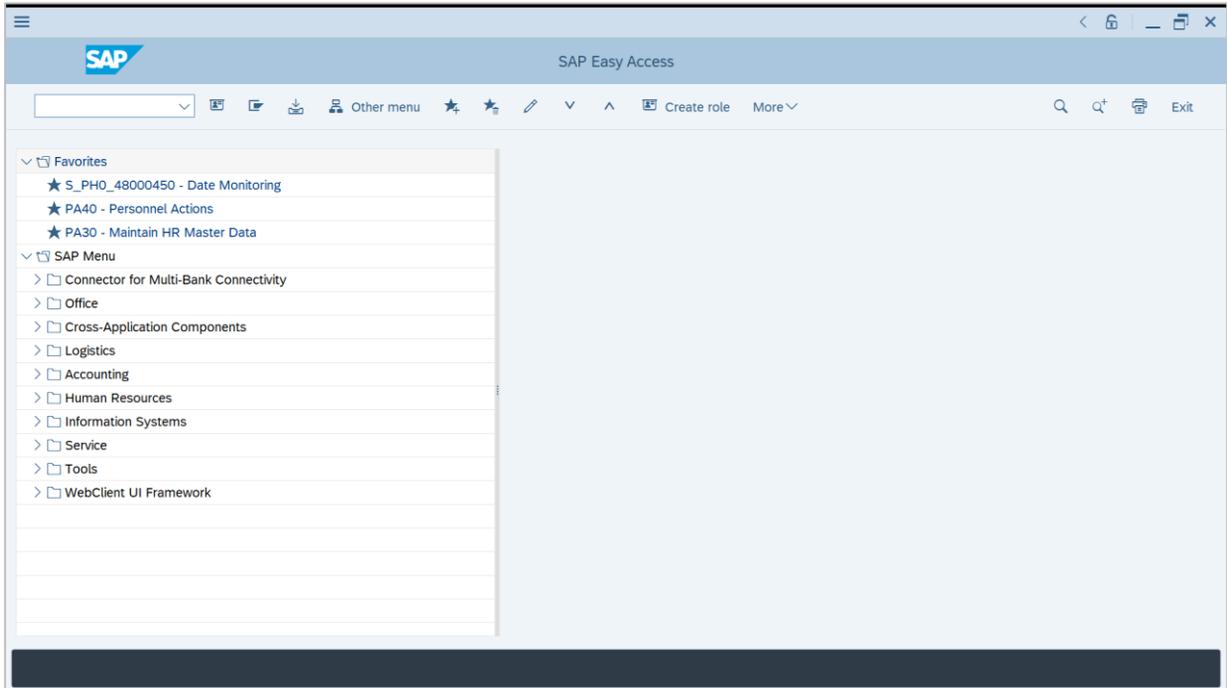
Outcome: Data for the position will be updated.

**Assign Head of  
Organizational Unit**

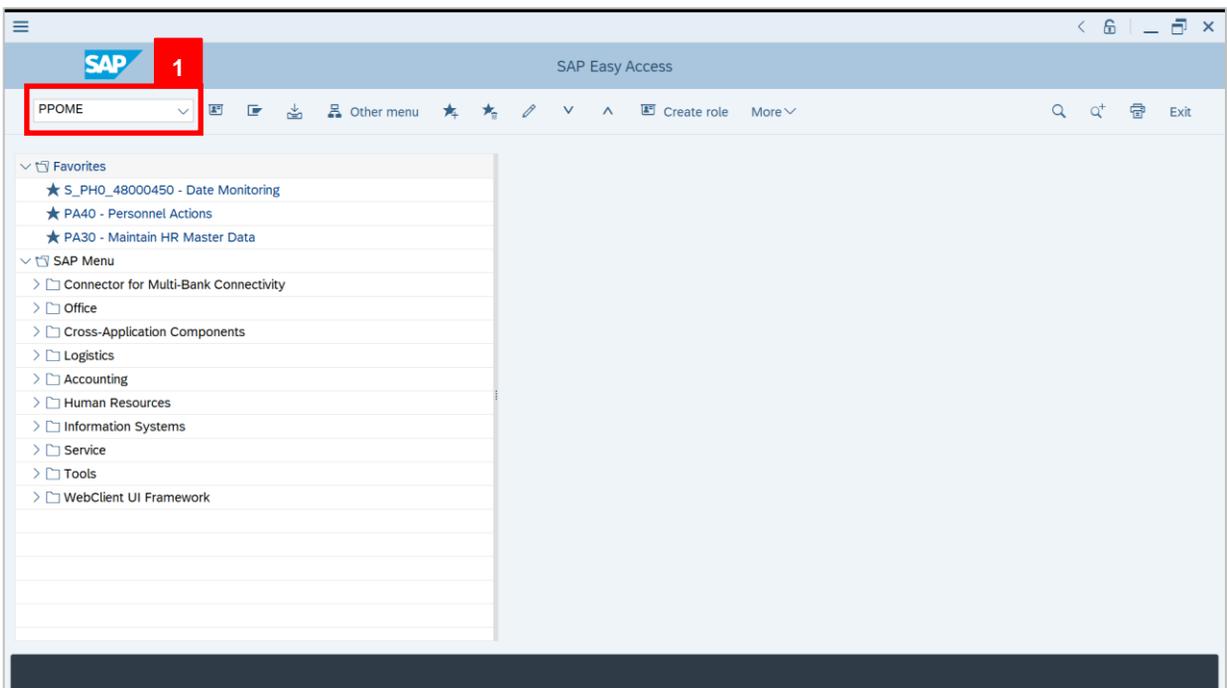
**Backend User**

OM Administrator

The **SAP Easy Access** page will appear



1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
Unit A	SA12345	O 10002404	Is line supervisor of	
<input checked="" type="checkbox"/> Pegawai Tugus-Tugas Khas A	SP000001	S 30000847	Incorporates	
Unit A II	SA12345	O 10002405	Is line supervisor of	

Details for Position Pegawai Tugus-Tugas Khas A

Basic data Account assignment Authorities/Resource Position Group

Position: SP000001 Pegawai Tugus-Tugas Khas A

Job: Not assigned Valid On: 28.04.2021

Head of own organizational unit No periods

Staffing status: Vacancy open

Staff

Holder Percentage Assigned as of Assigned until Description Subtype: General description

Save Continue Cancel

2. Tick selected department.

3. Under  Basic data tab, tick  icon to make Head of own organizational unit.

4. Click

Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
<input checked="" type="checkbox"/> Unit A	SA12345	O 10002404	Is line supervisor of	Pegawai Tug
<input checked="" type="checkbox"/> Pegawai Tugus-Tugas Khas A	SP000001	S 30000847	Incorporates	
<input type="checkbox"/> Unit A II	SA12345	O 10002405	Is line supervisor of	

Details for Position Pegawai Tugus-Tugas Khas A

Basic data Account assignment Authorities/Resource Position Group

Position: SP000001 Pegawai Tugus-Tugas Khas A

Job: Not assigned Valid On: 28.04.2021

Head of own organizational unit No periods

Staffing status: Vacancy open

Staff

Holder Percentage Assigned as of Assigned until Description Subtype: General description

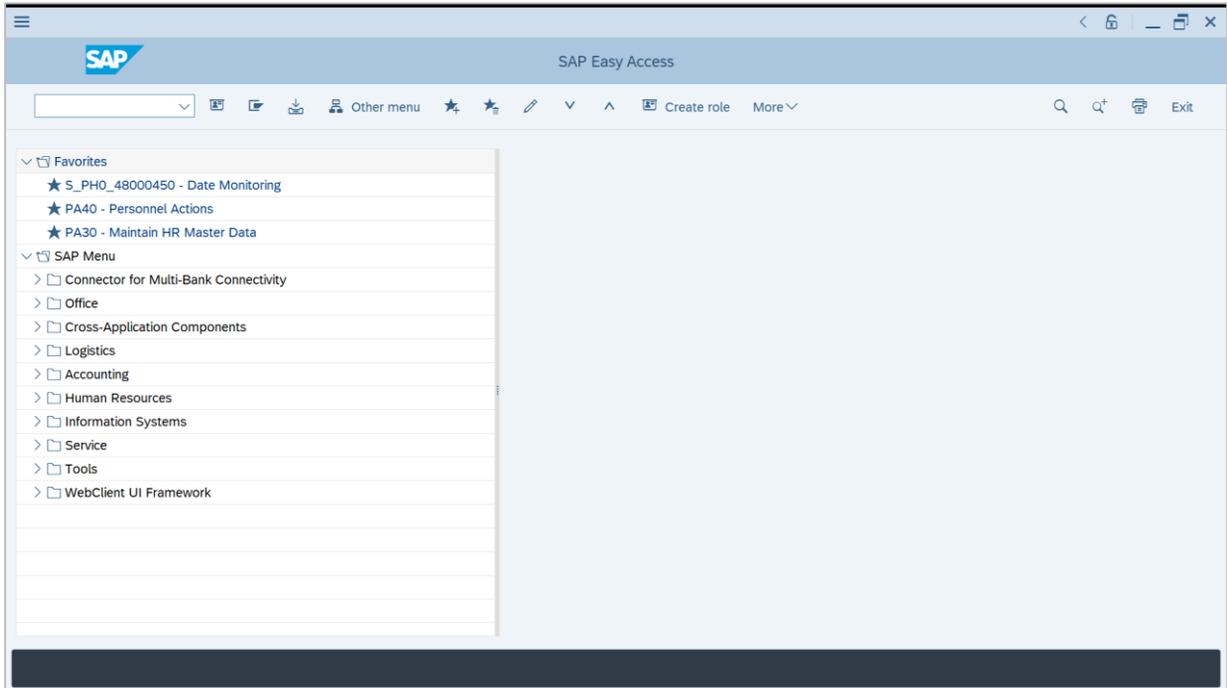
Your data has been saved Save Continue Cancel

Outcome: Selected position will be updated as Head of organizational unit.

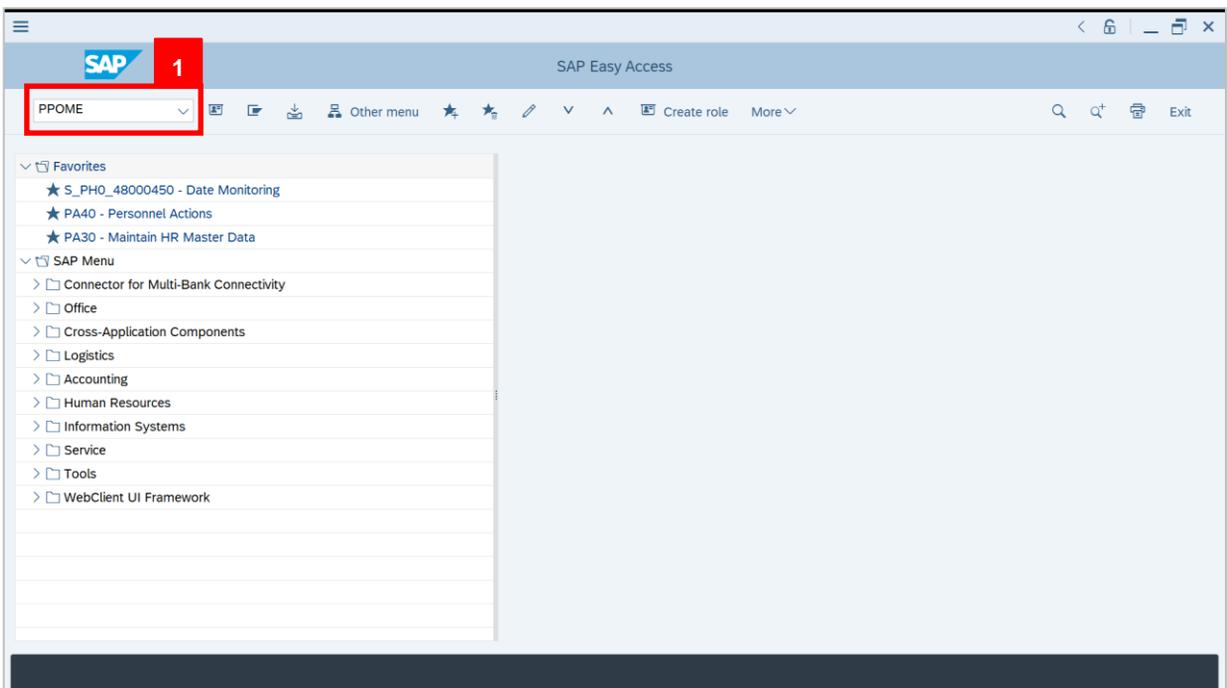
**Transfer Position****Backend User**

OM Administrator

The **SAP Easy Access** page will appear



1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.



Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
Unit A	SA12345	O 10002404	Is line supervisor of	Pegawai Tug
<input checked="" type="checkbox"/> Pegawai Tugas-Tugas Khas A	SP000001	S 30000847	Incorporates	
Unit A II	SA12345	O 10002405	Is line supervisor of	

Details for Organizational unit Ministry A

Basic data Structure Info

Record: Valid from: 01.01.2021  
from: 0 To: 31.12.9999

Org Unit Level:

Save Continue Cancel

2. Tick on selected positions to be transferred.

Organization and Staffing Change

28.04.2021 + 3 Months

Staff assignments (structure)	Code	ID	Relationship text	Chief
Unit A	SA12345	O 10002404	Is line supervisor of	Pegawai Tug
Unit A II	SA12345	O 10002405	Is line supervisor of	
<input checked="" type="checkbox"/> Pegawai Tugas-Tugas Khas A	SP000001	S 30000847	Incorporates	

Details for Organizational unit Ministry A

Basic data Structure Info

Record: Valid from: 01.01.2021  
from: 0 To: 31.12.9999

Org Unit Level:

Save Continue Cancel

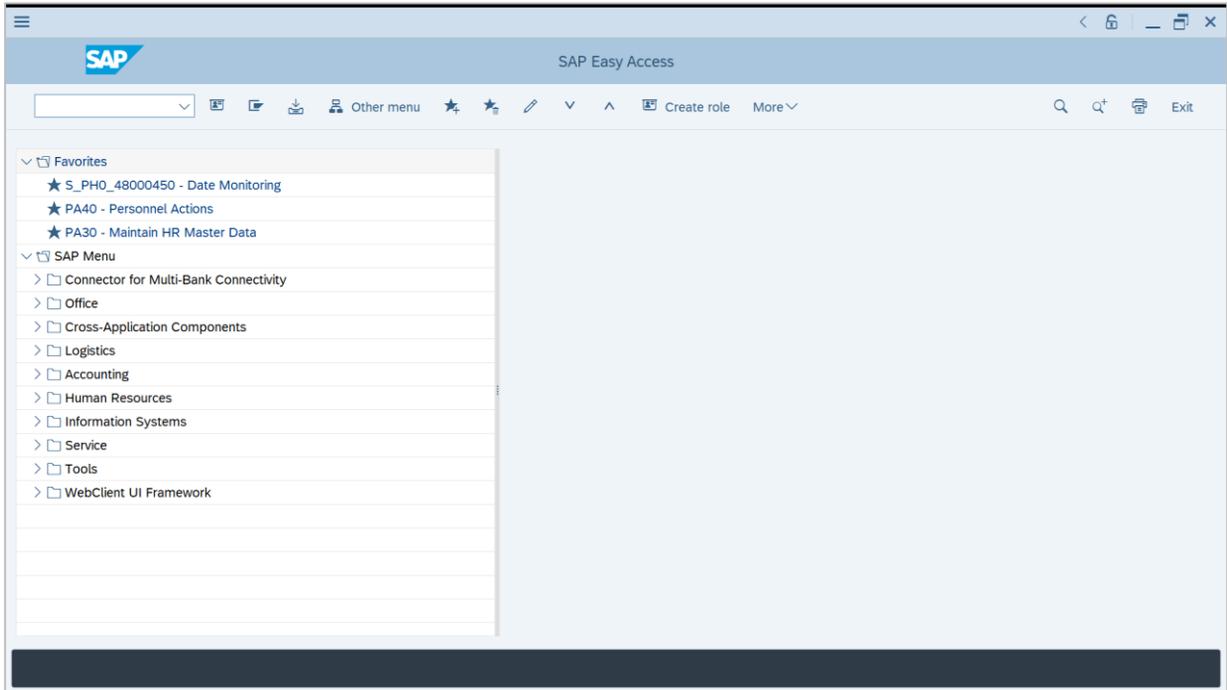
3. Drag and Drop the Position to the New Organization Unit



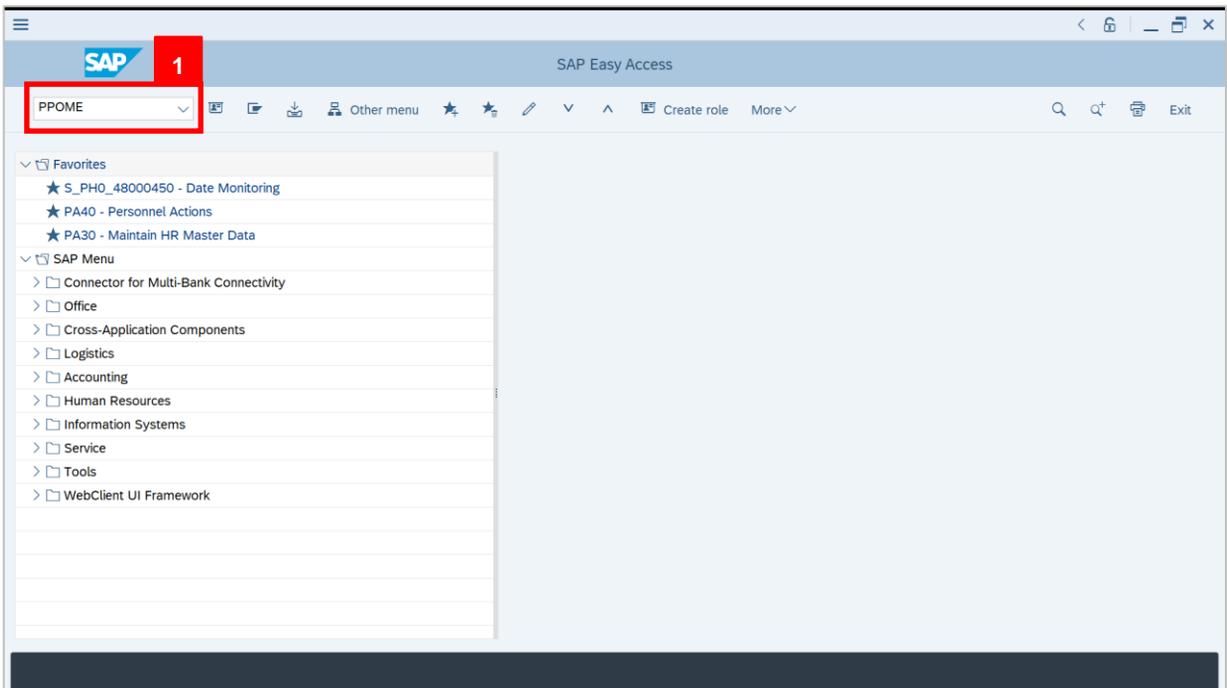
**Delimit Position****Backend User**

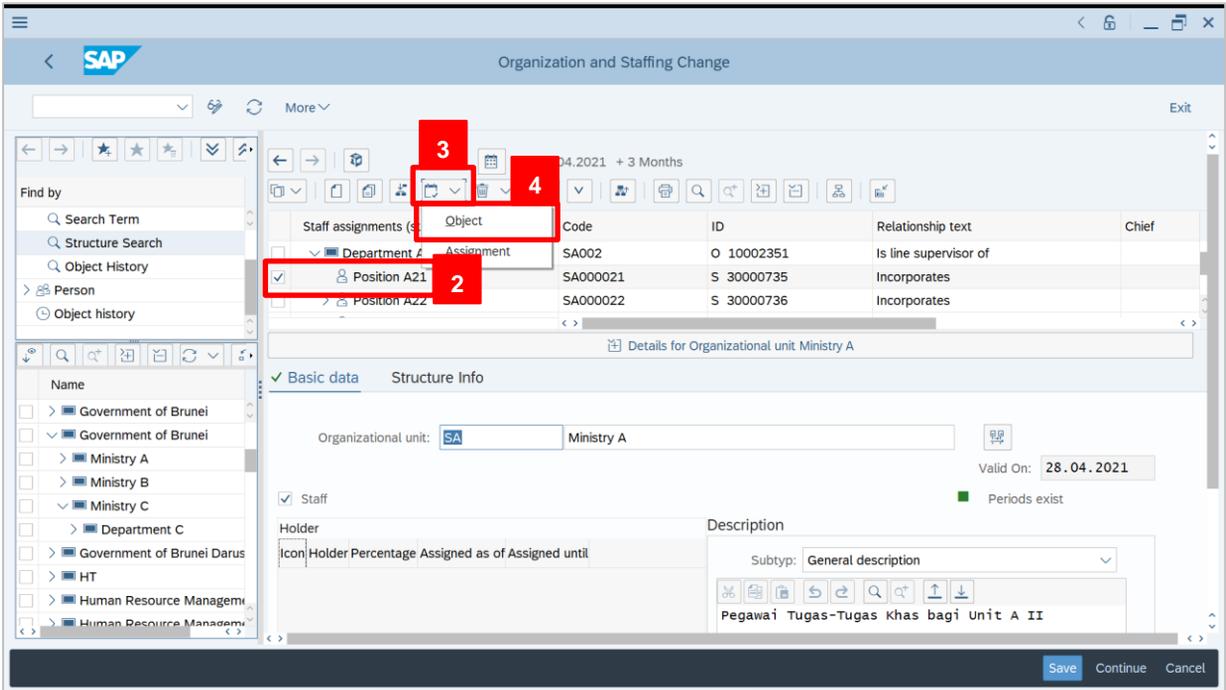
OM Administrator

The **SAP Easy Access** page will appear



1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.

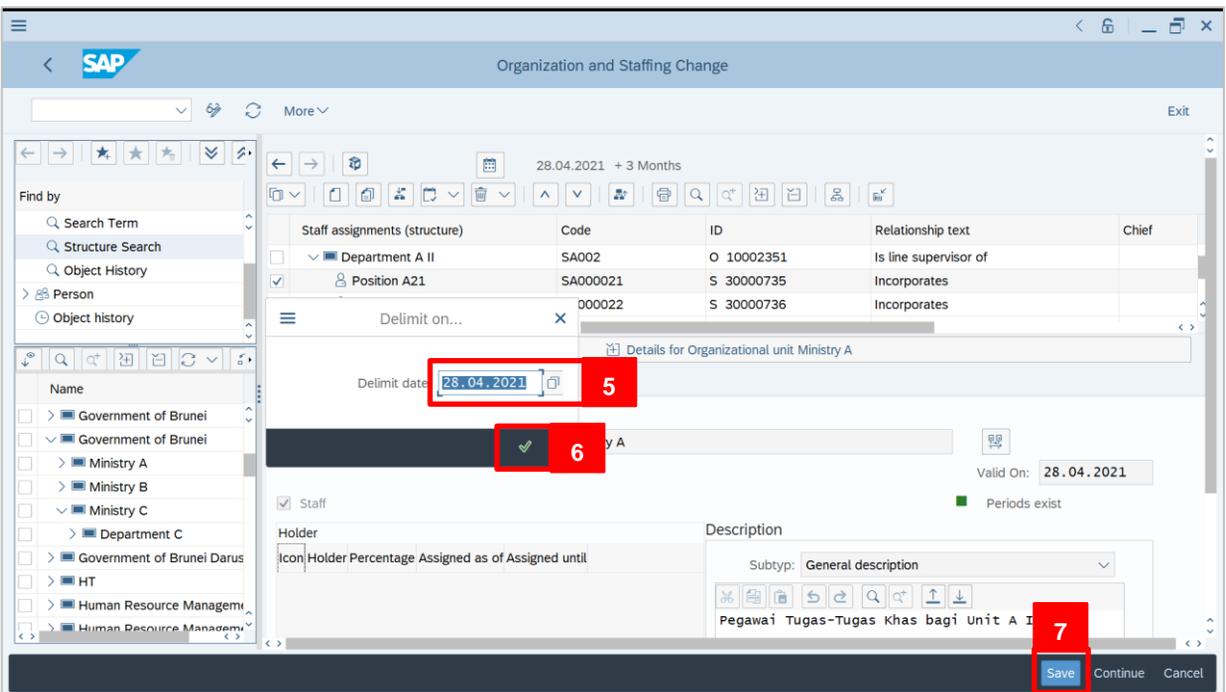




2. Tick selected department.

3. Click on  icon

4. Select



5. Fill in the delimit date.

**Note:** Delimit date should be the last day the Position is functioning.

6. Click on  icon

7. Click 

Outcome: The position is delimited.

The screenshot displays the SAP GUI interface for the 'Organization and Staffing Change' transaction. The main window shows a table of staff assignments with the following data:

Staff assignments (structure)	Code	ID	Relationship text	Chief
Department A II	SA002	O 10002351	Is line supervisor of	
<input checked="" type="checkbox"/> Position A21	SA000021	S 30000735	Incorporates	
<input type="checkbox"/> Position A22	SA000022	S 30000736	Incorporates	

Below the table, the 'Basic data' tab is active, showing the 'Organizational unit' as 'SA Ministry A' and the 'Valid On' date as '28.04.2021'. The 'Staff' checkbox is checked, and the 'Periods exist' indicator is green. The description field contains 'Pegawai Tugas-Tugas Khas bagi Unit A II'. The status bar at the bottom of the window displays a green checkmark and the message: 'Position Position A21 (30000735) delimited on 28.04.2021'. Buttons for 'Save', 'Continue', and 'Cancel' are visible in the bottom right corner.