SISTEM SUMBER MANUSIA

User Guide

Organizational Management for Back End User (SAP GUI)

Maintain Positions

VERSION: 2.0

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
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**.
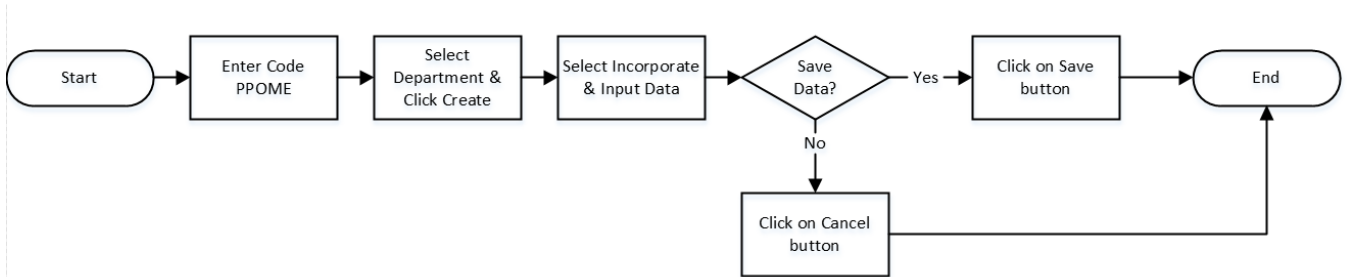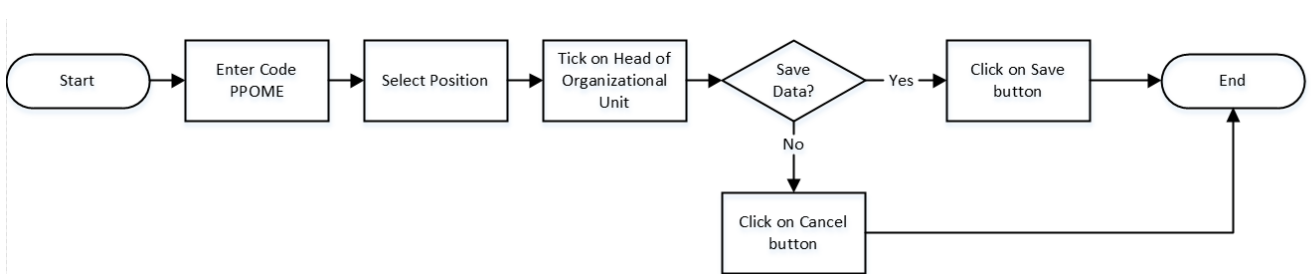
Table of Content

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0

Process Overview

Add Position to New Organization Unit

```
Start → Enter Code PPOME → Select Department & Click Create → Select Incorporate & Input Data → Save Data? → Yes → Click on Save button → End
                                                                          No → Click on Cancel button → End
```

Assign Head of Organizational Unit

```
Start → Enter Code PPOME → Select Position → Tick on Head of Organizational Unit → Save Data? → Yes → Click on Save button → End
                                                                          No → Click on Cancel button → End
```

Transfer Position to Another Organization/Department

```
Start → Enter Code PPOME → Select Position → Drag & Drop → Save Data? → Yes → Click on Save button → End
                                                                No → Click on Cancel button → End
```

Delimit Position

```
Start → Enter Code PPOME → Select Position & Click Delimit → Click on object & Enter Date → Save Data? → Yes → Click on Save button → End
                                                                          No → Click on Cancel button → End
```

Change Position Name

```
Start → Enter Code PPOME → Select Position & Click Display Period → Click on First Period & Make Changes → Save Data?
   Save Data? —YES→ Click on Save button → End
   Save Data? —NO→ Click on Cancel button → End
```

Assign Organizational Unit / Position to Another Organizational Unit via PPOME

```
Start → Enter Code PPOME → Select Organizational Unit → Click on Assign & Select Is line of Supervisor/ Position → Select Organizational Unit / Position → Save Data?
   Save Data? —YES→ Click on Save button → End
   Save Data? —NO→ Click on Cancel button → End
```

Assign Organizational Unit / Position to Another Organizational Unit via PP01

```
Start → Enter Code PP01 → Input Plan Version & Object ID → Select Relationships & Click on Create icon → Input Data & Select Organizational Unit/Position → Save?
   Save? —YES→ Click on Save → End
   Save? —NO→ Click on Cancel → End
```

Solving Head of Organizational Unit Issue

```
Start → Enter Code PP01 → Insert Plan Version & Object ID → Select Relationships & Click Overview → Select Relationships A012 & Click Delete → Save?
   Save? —YES→ Click on Save → End
   Save? —NO→ Click on Cancel → End
```

Add Positions	Backend User
	OM Administrator
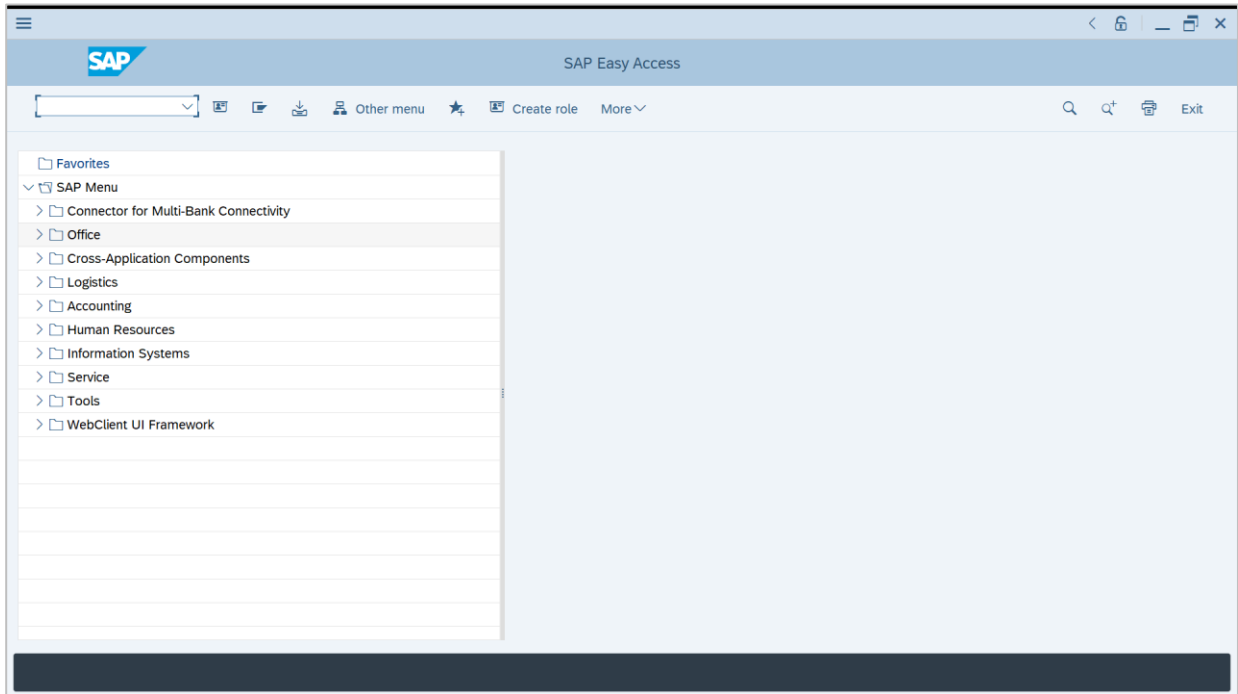
The SAP Easy Access page will appear

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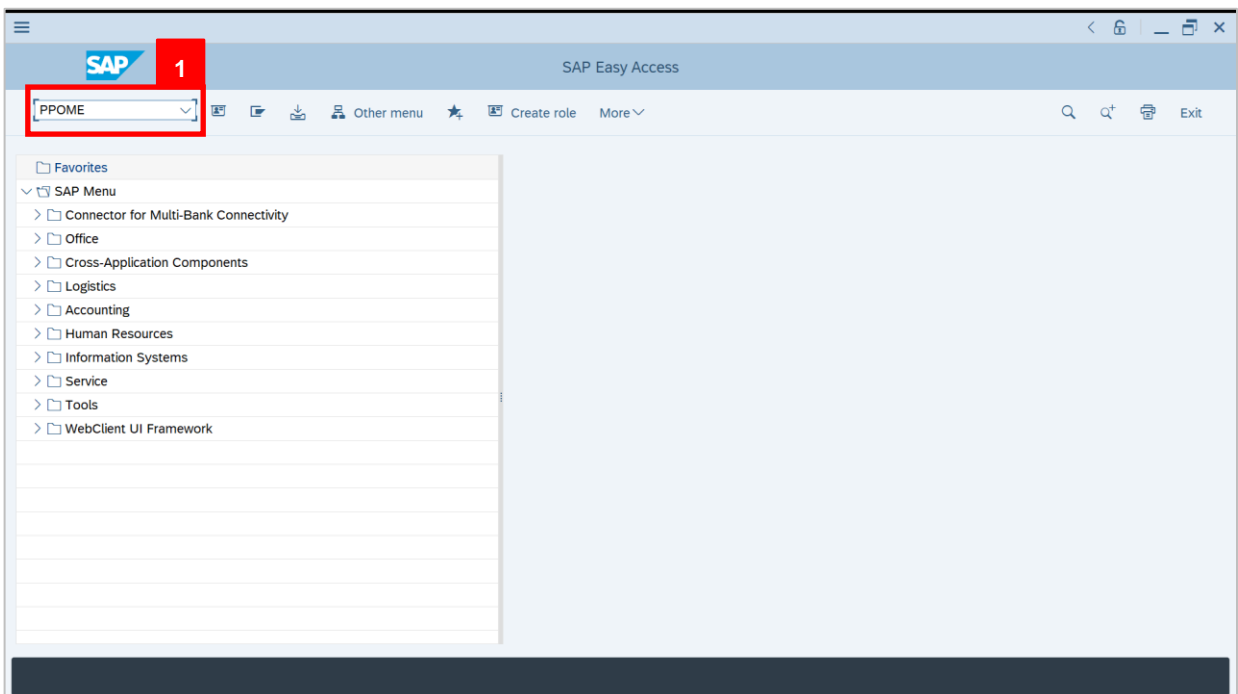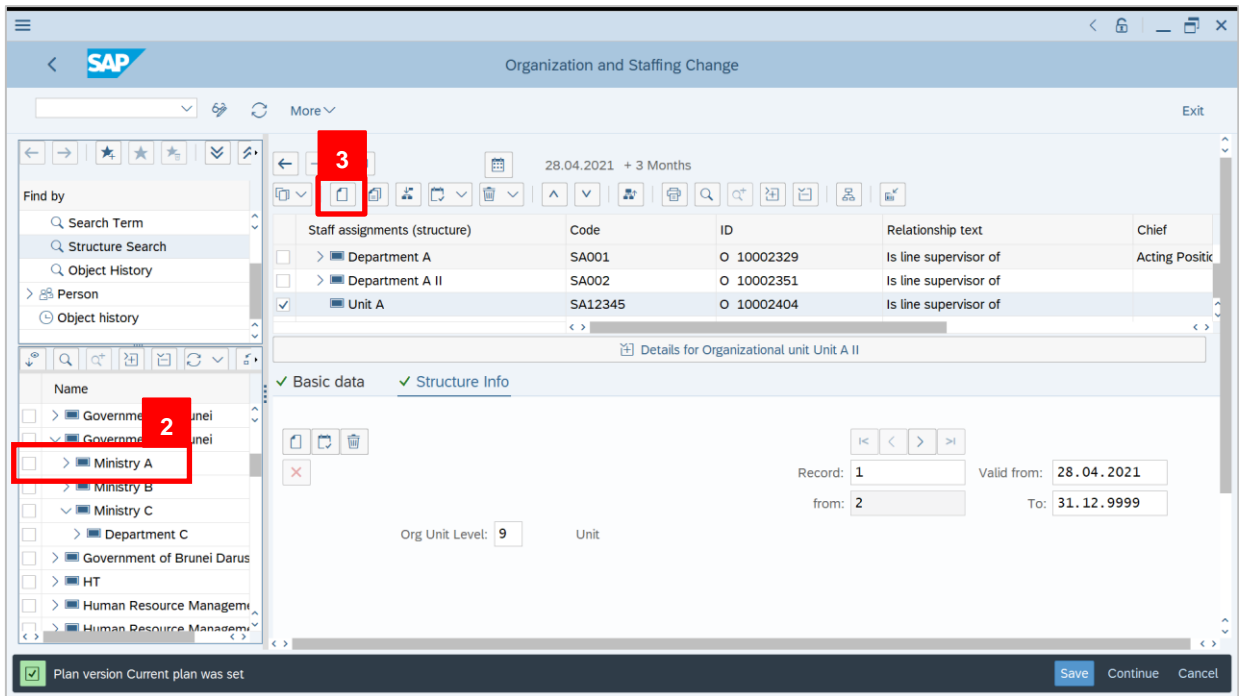
2. Tick selected department.

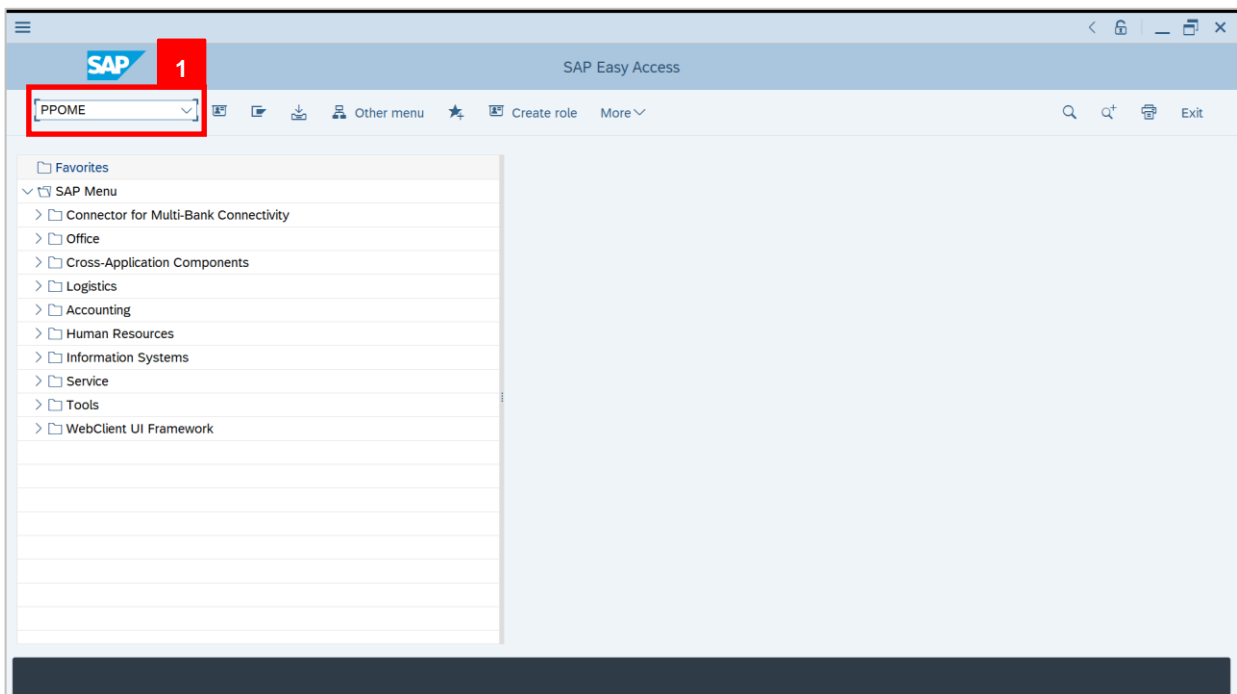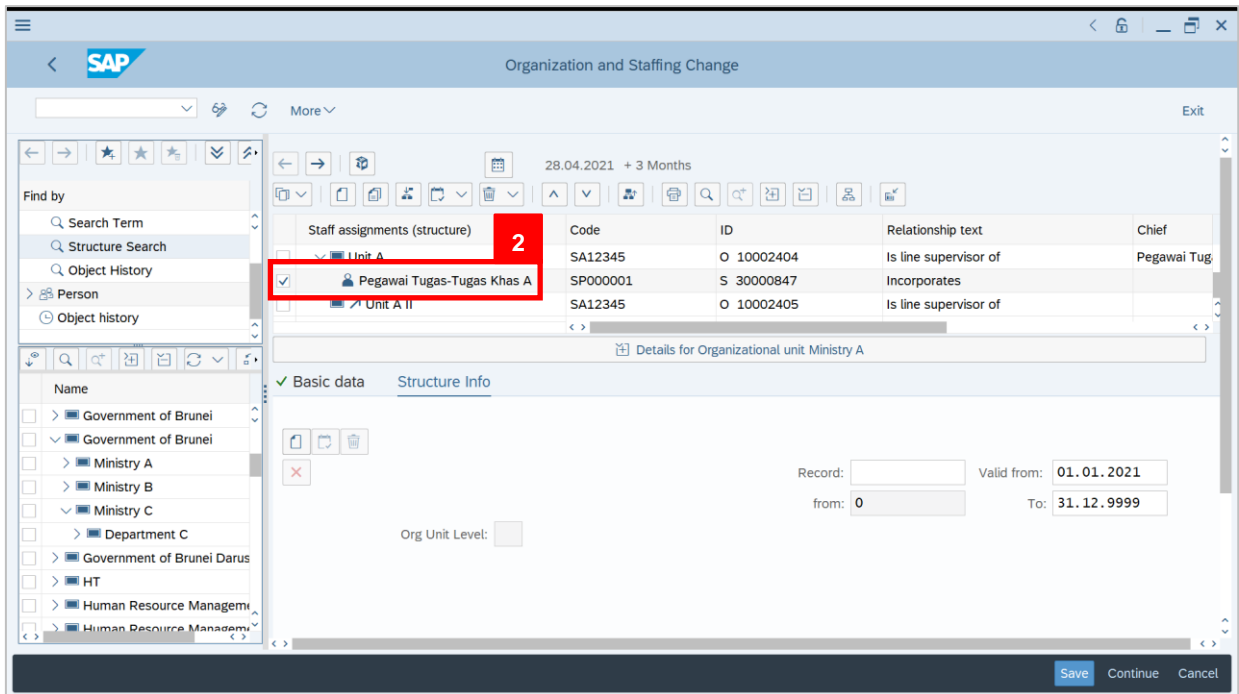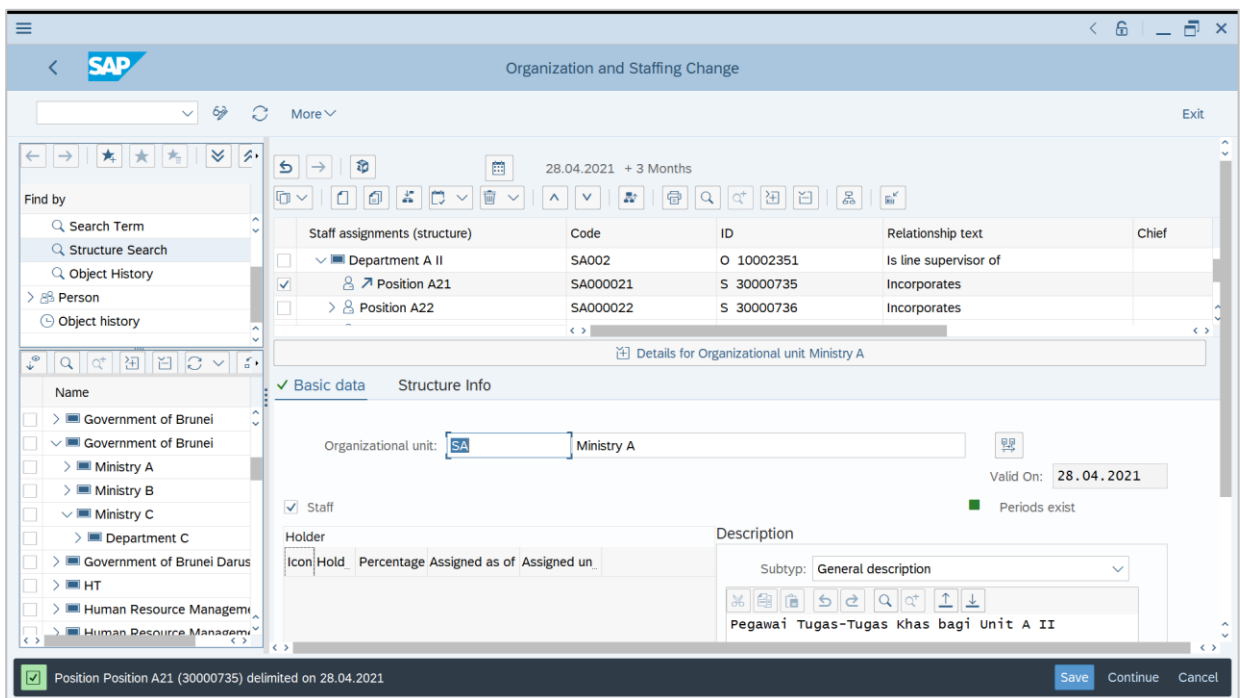3. Click on 🗋 icon to add positions to the new organizational unit.
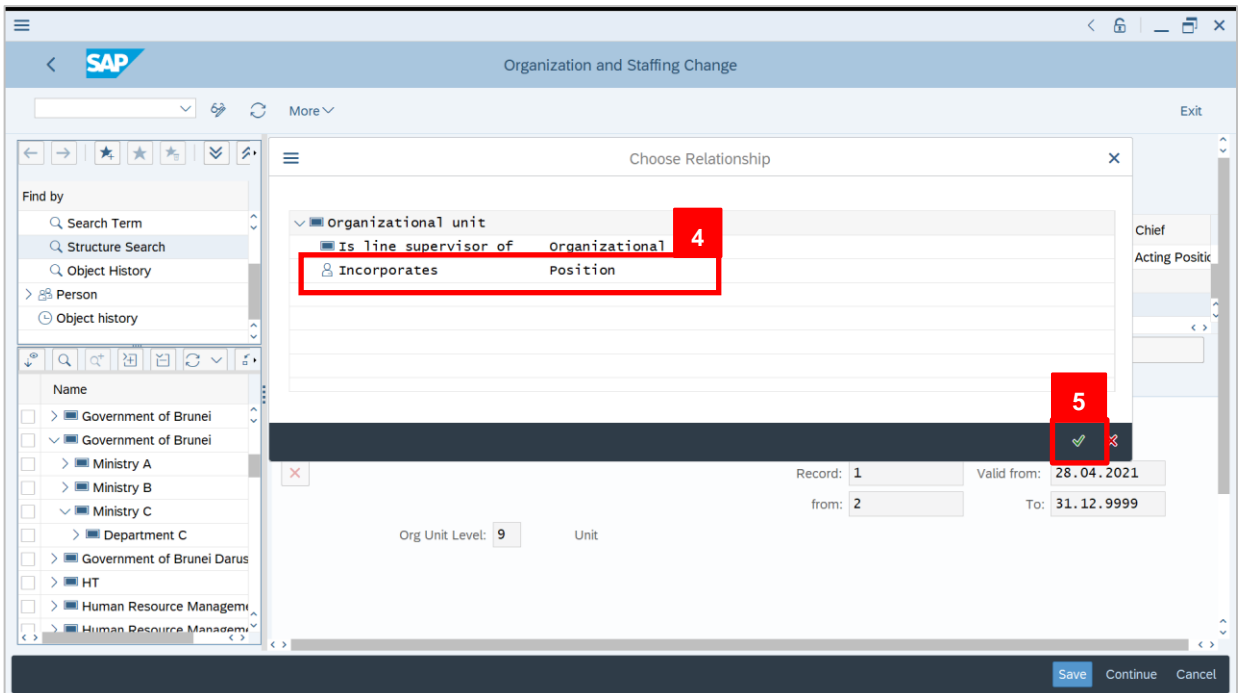
4. Select 👤 Incorporates   Position

5. Click on ✅ icon
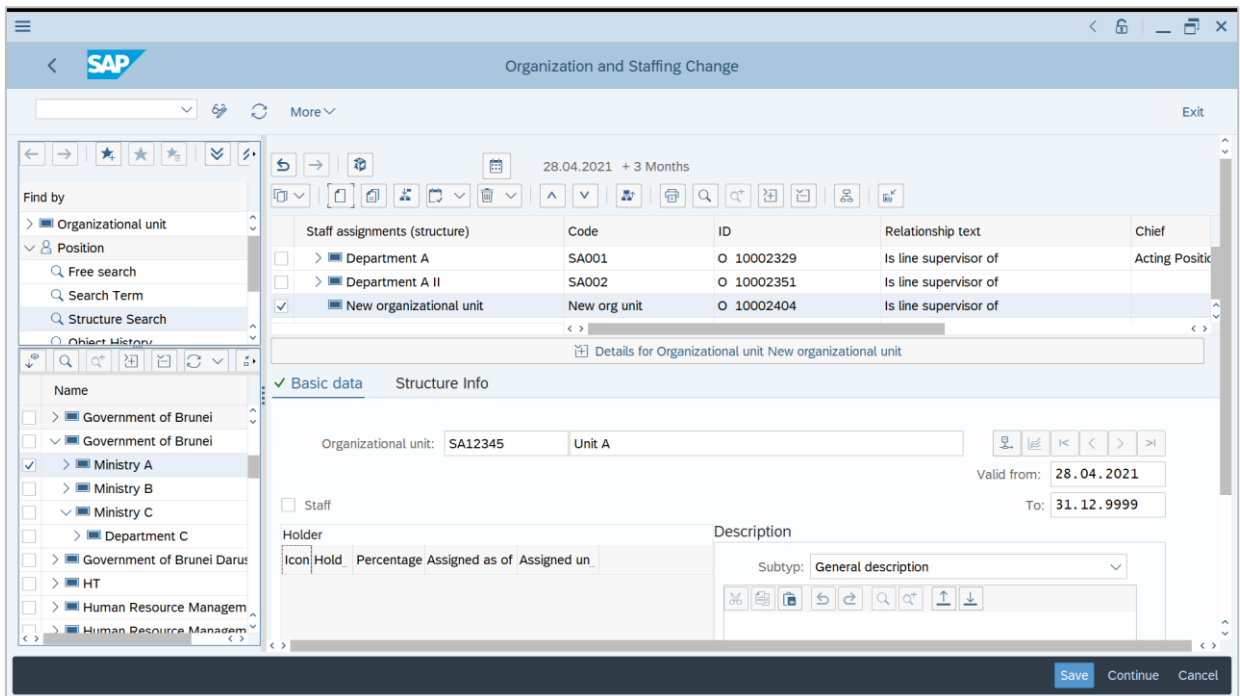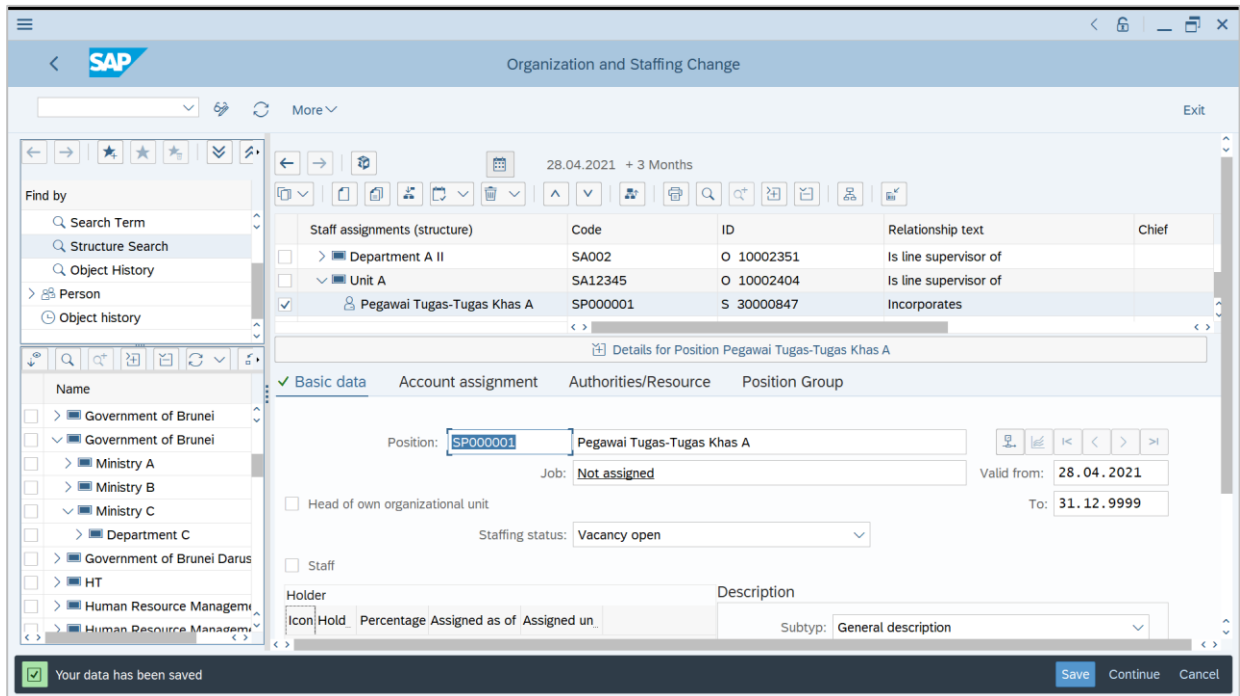
Outcome: The new position will appear under the unit.
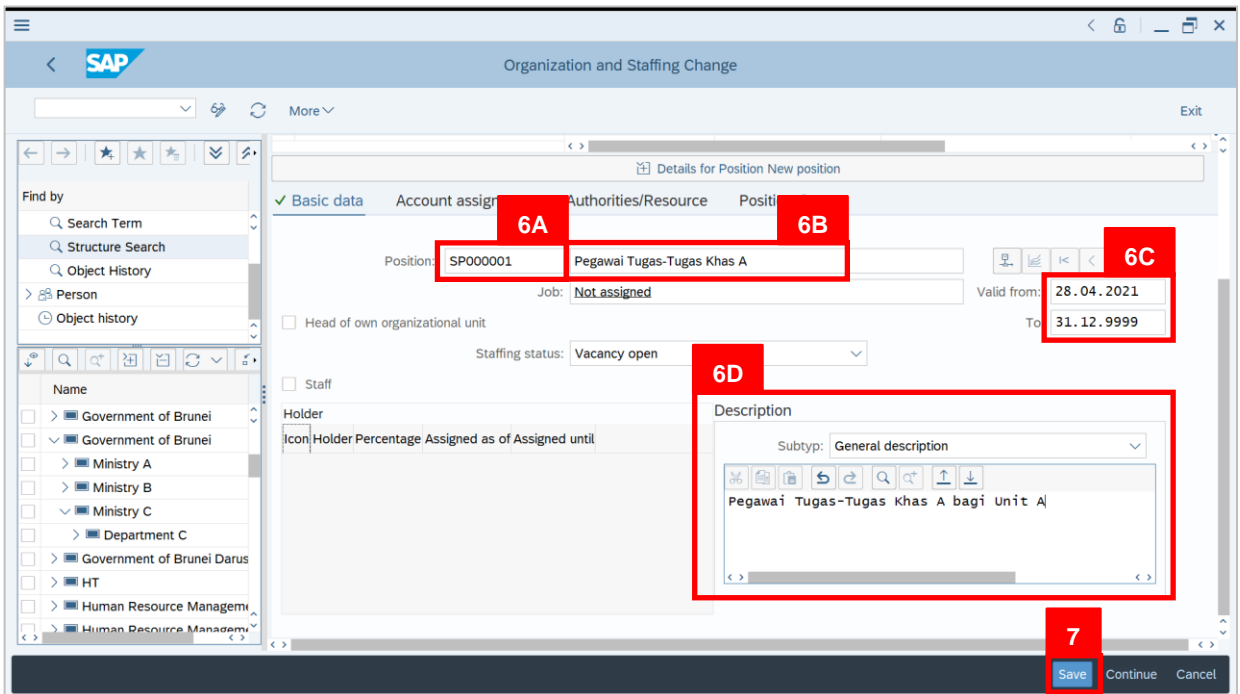
6. Fill in the following details under ✓ Basic data tab:

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

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.
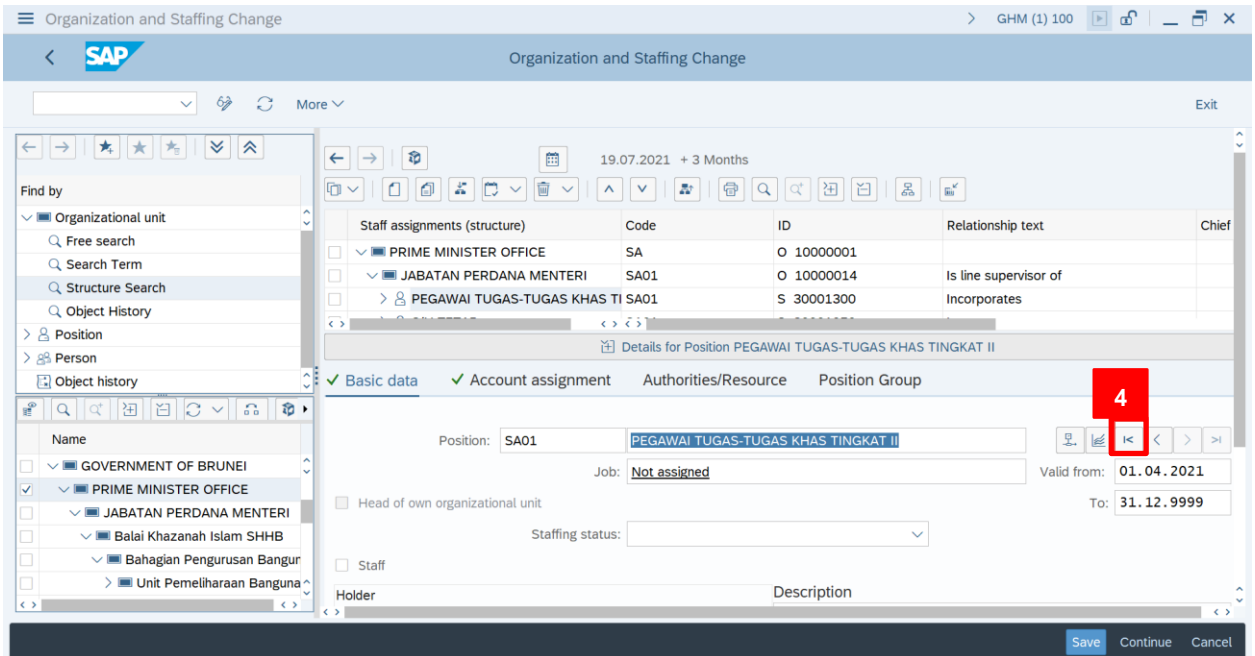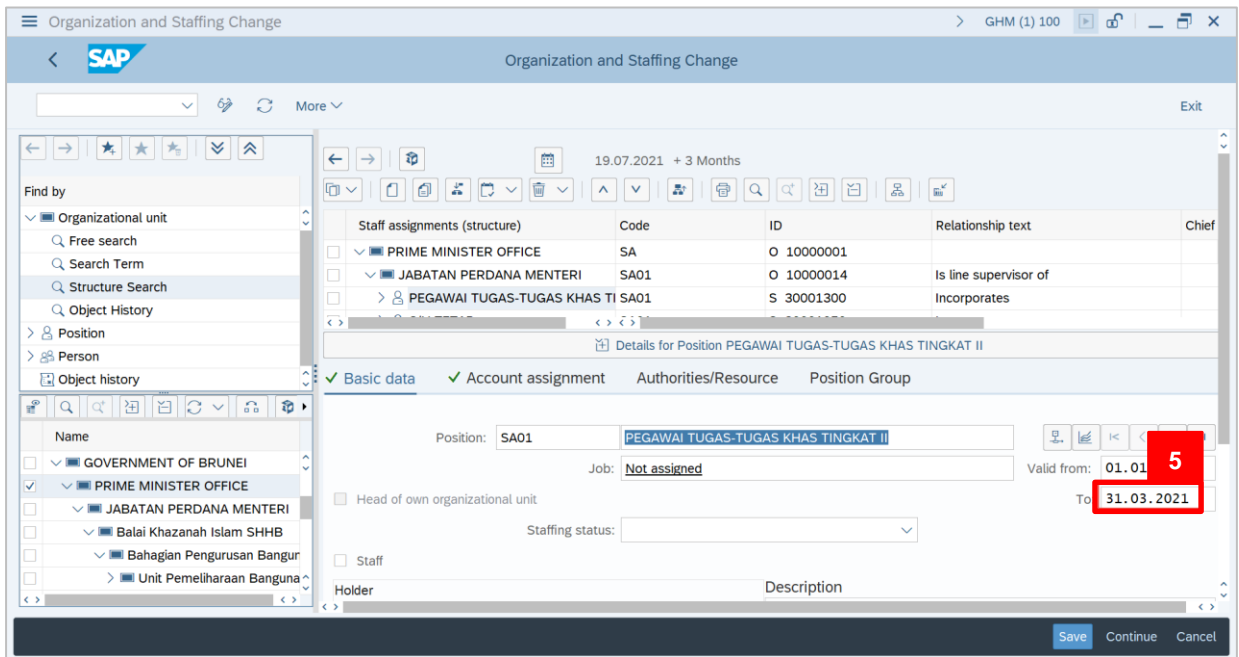
SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0
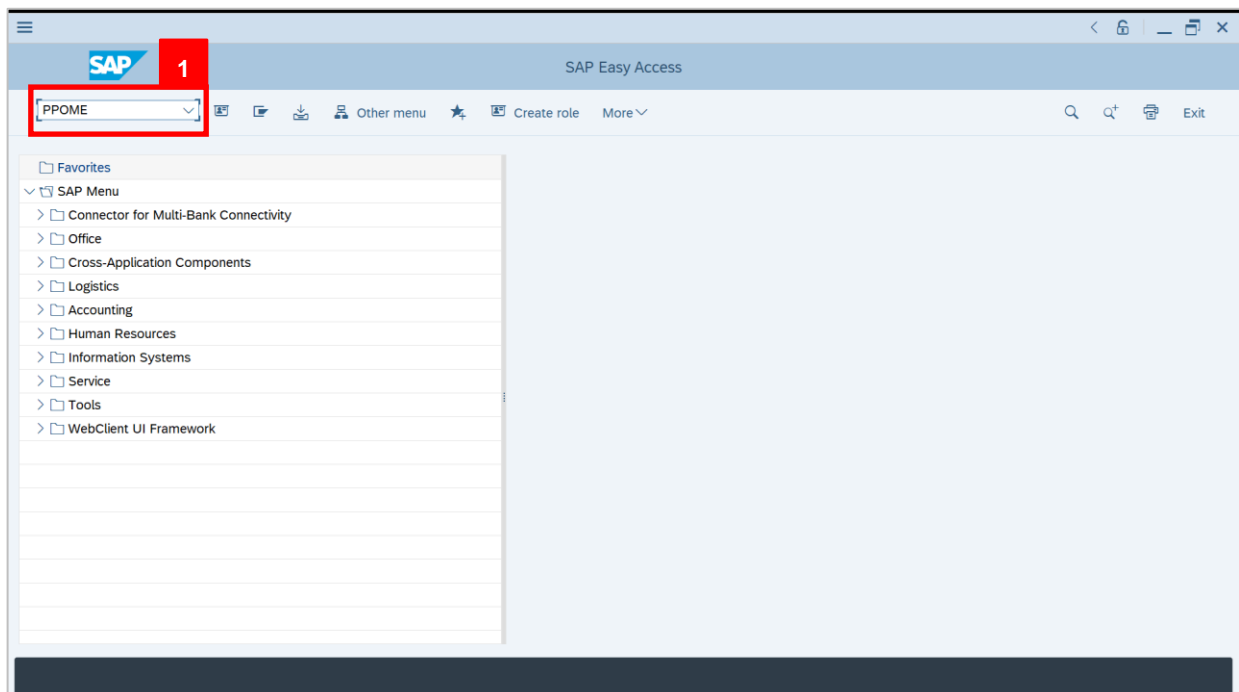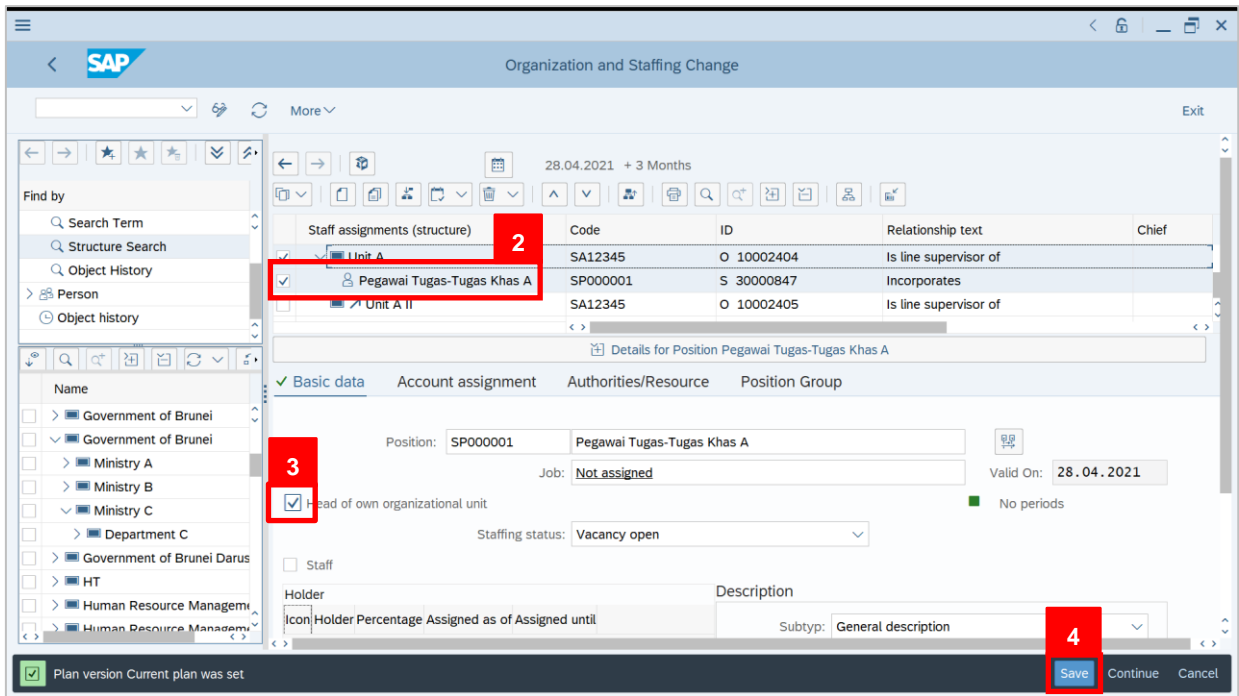
2. Tick selected department.

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

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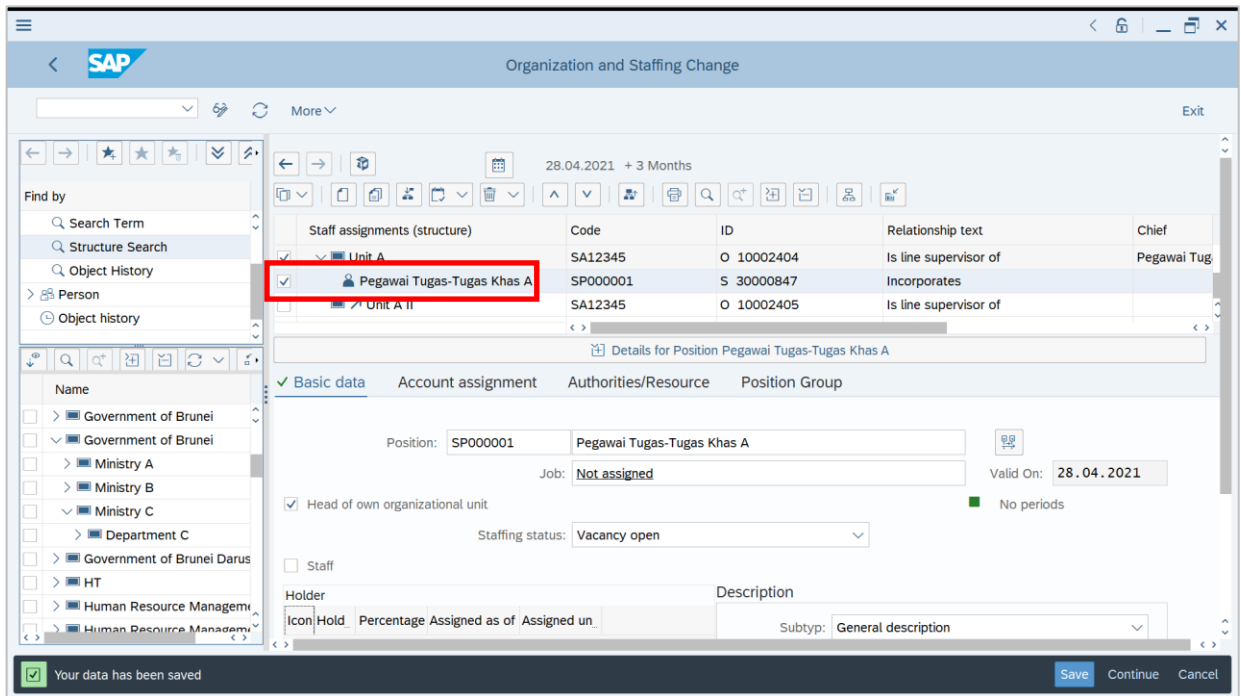
Outcome: Selected position will be updated as Head of organizational unit.

Sistem Sumber Manusia – Organizational Management

Transfer Position	Backend User
	OM Administrator
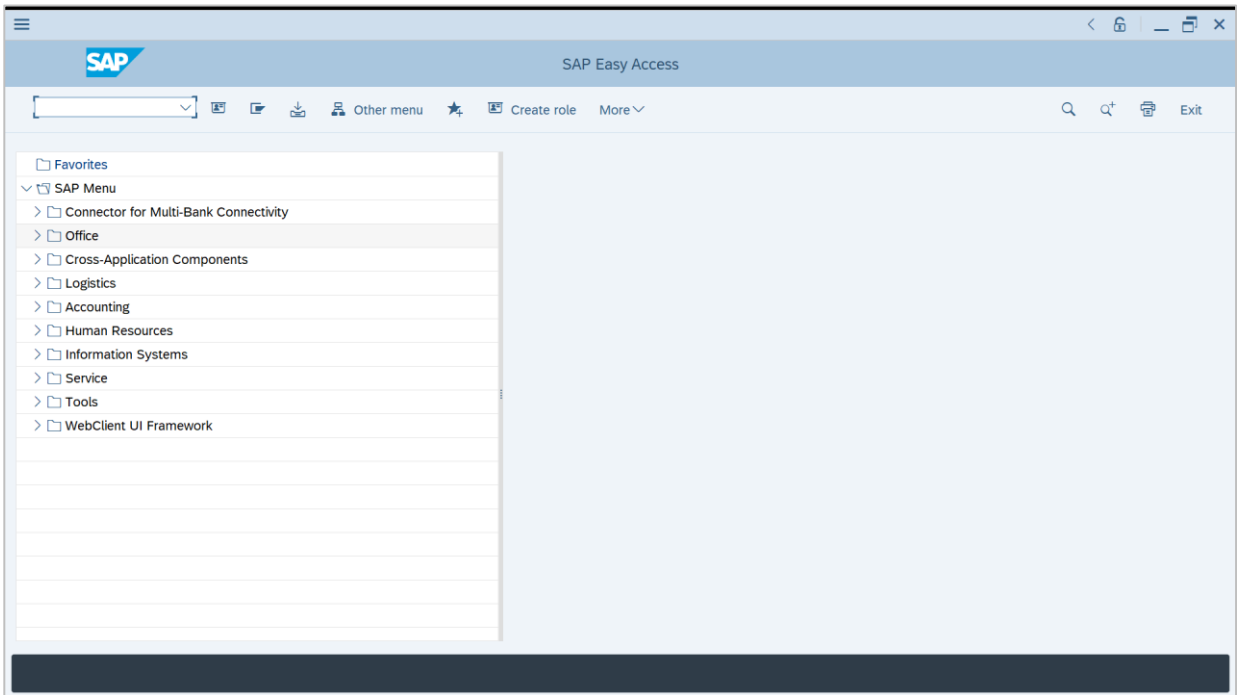
The SAP Easy Access page will appear

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

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0

2. Tick on selected positions to be transferred.
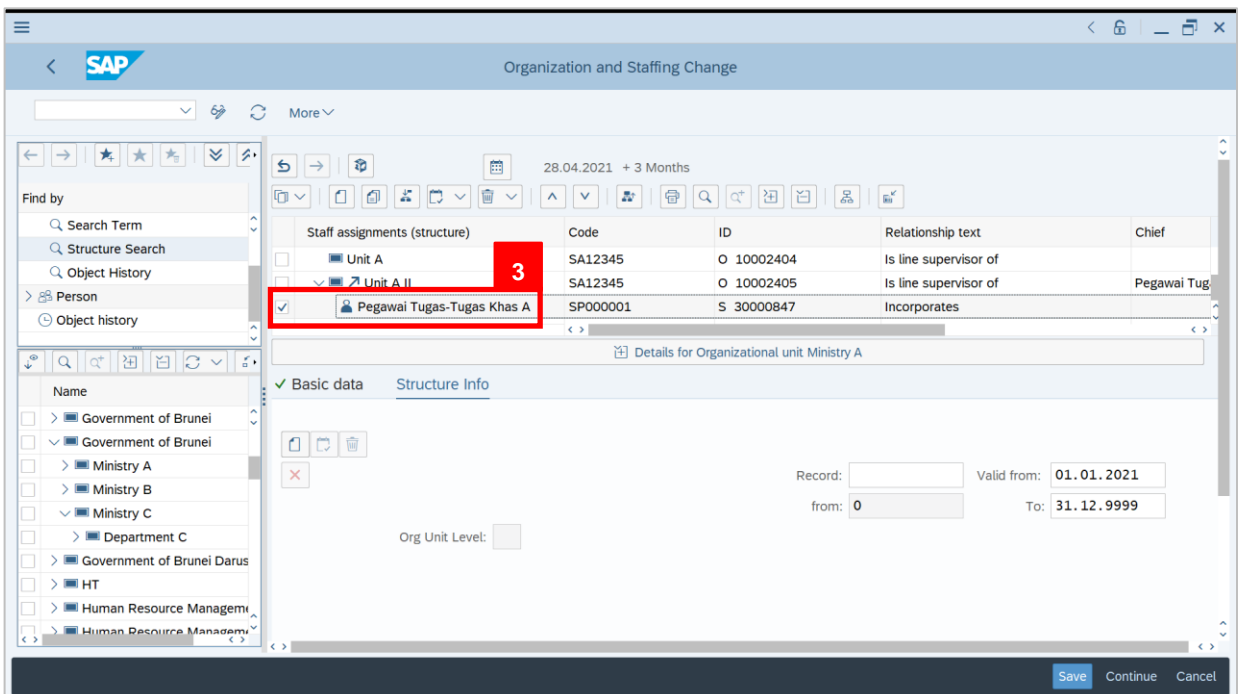
3. Drag and Drop the Position to the New Organization Unit
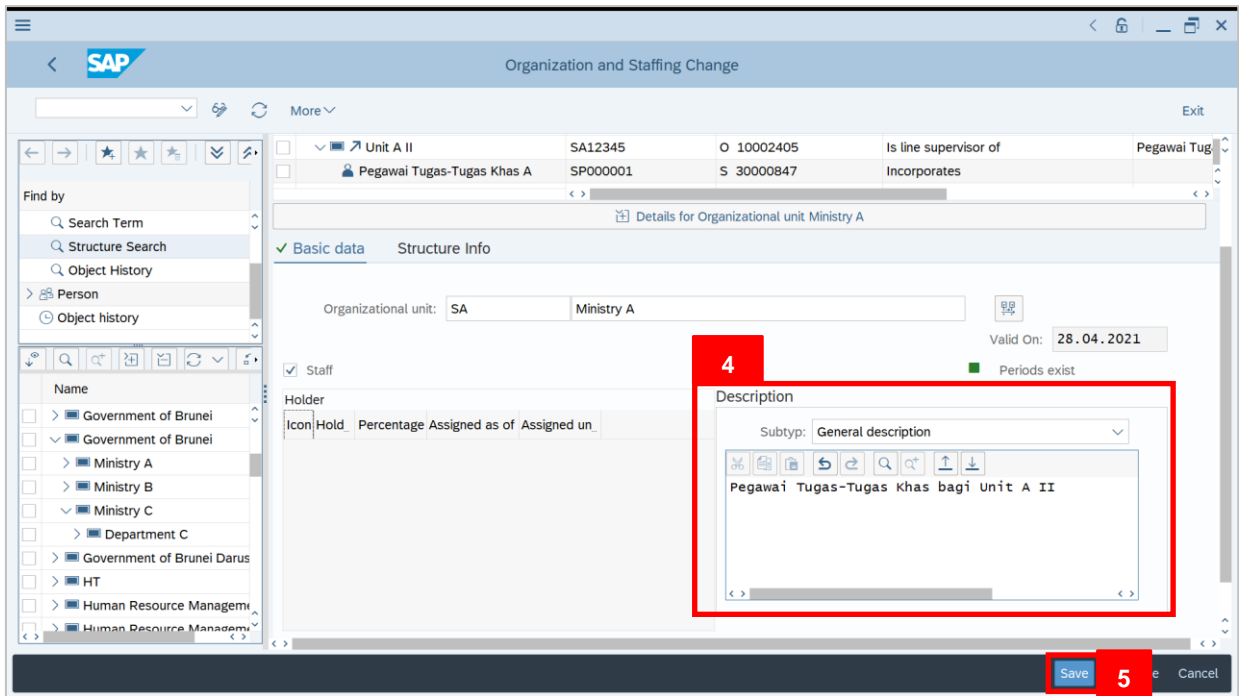
4. Under ✓ Basic data tab, enter any changes/additional information about the position.

5. Click Save
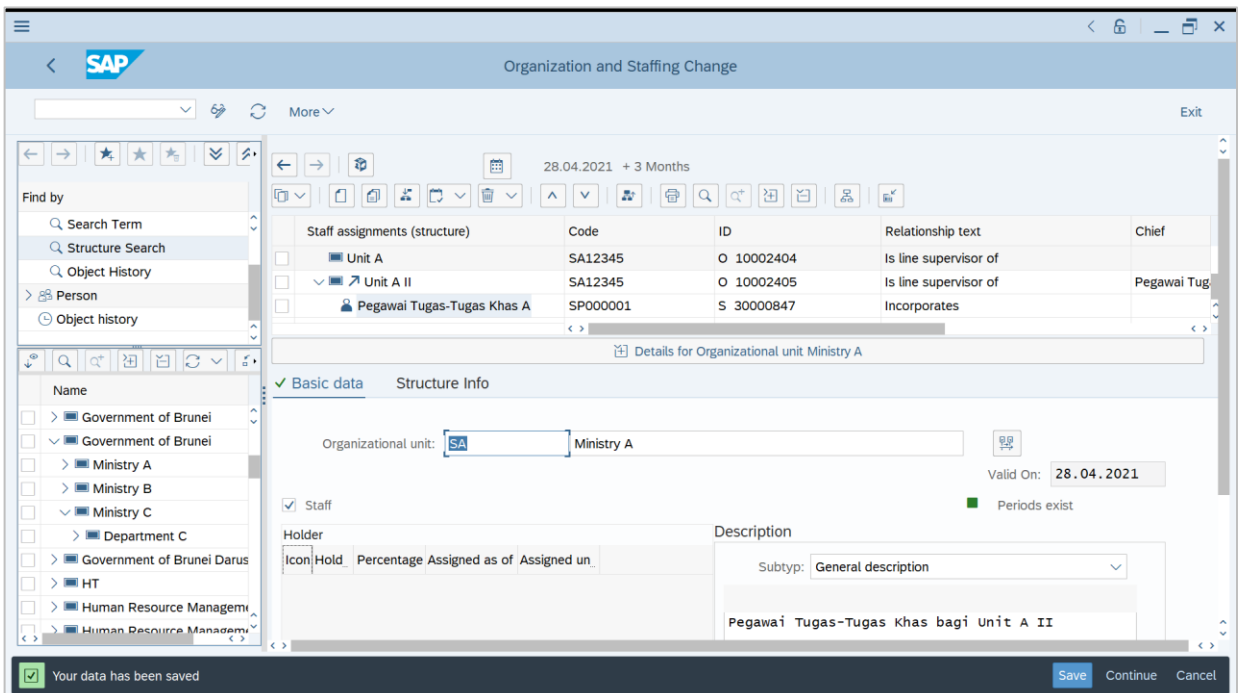
Outcome: Selected position is assigned to the new organizational unit.

Delimit Position	Backend User
	OM Administrator
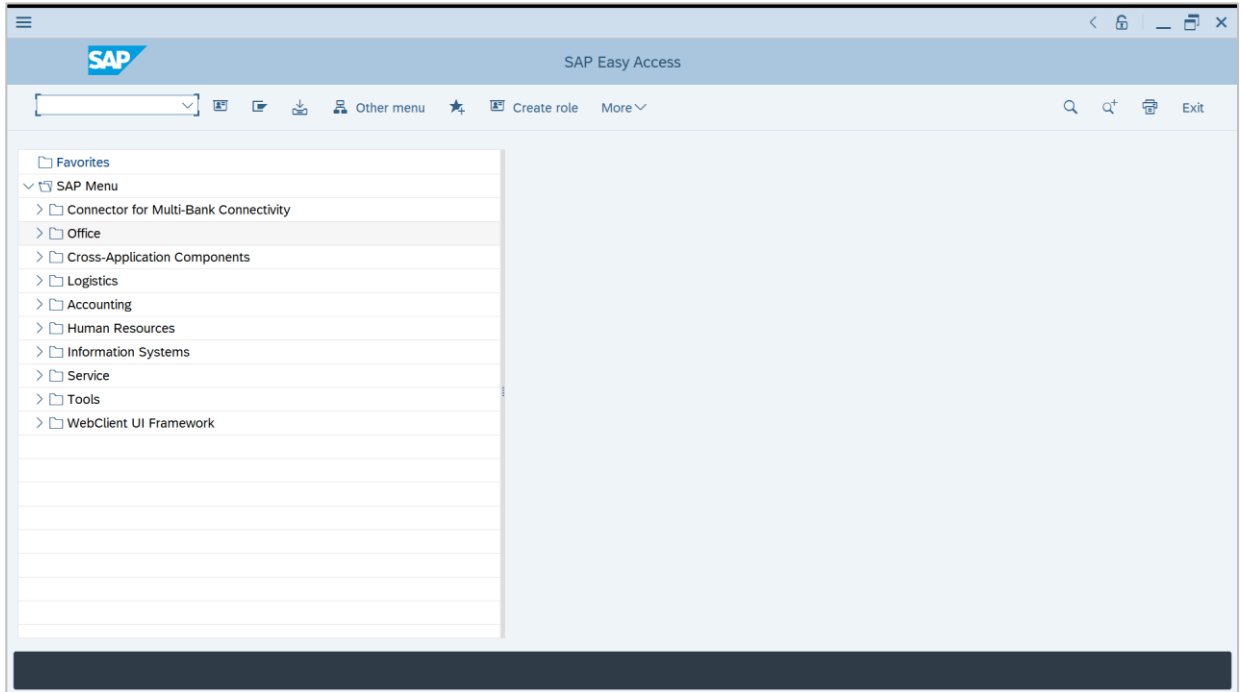
The SAP Easy Access page will appear

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

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0
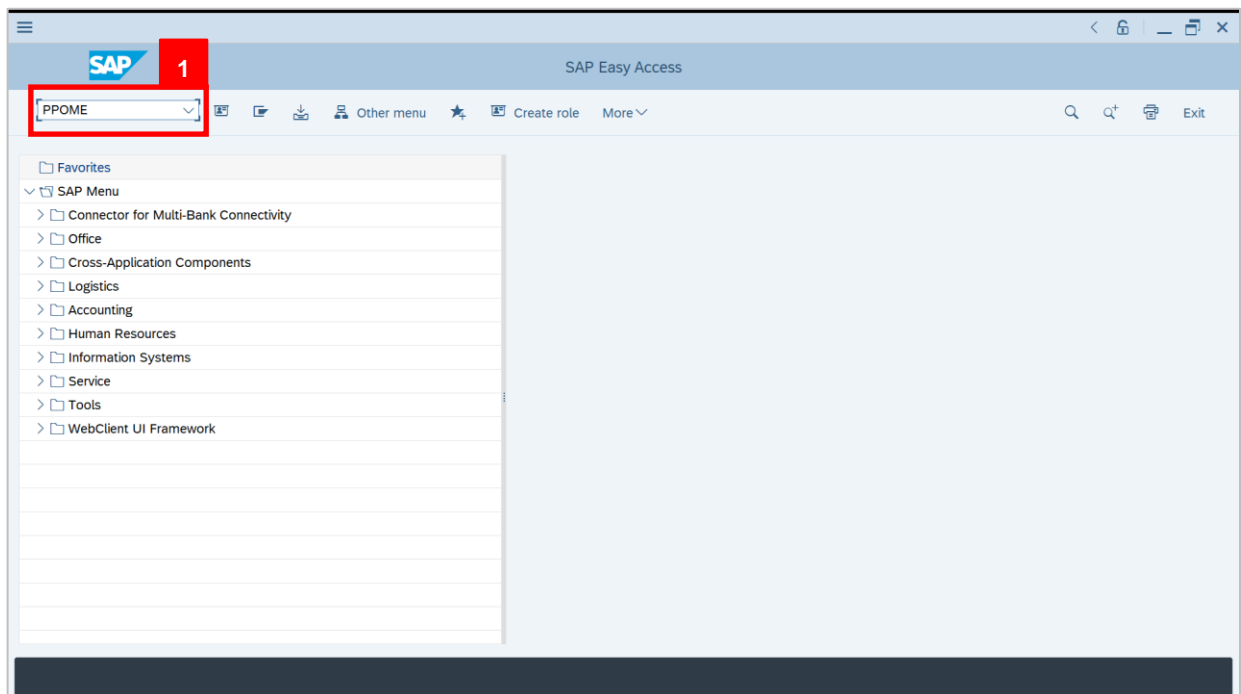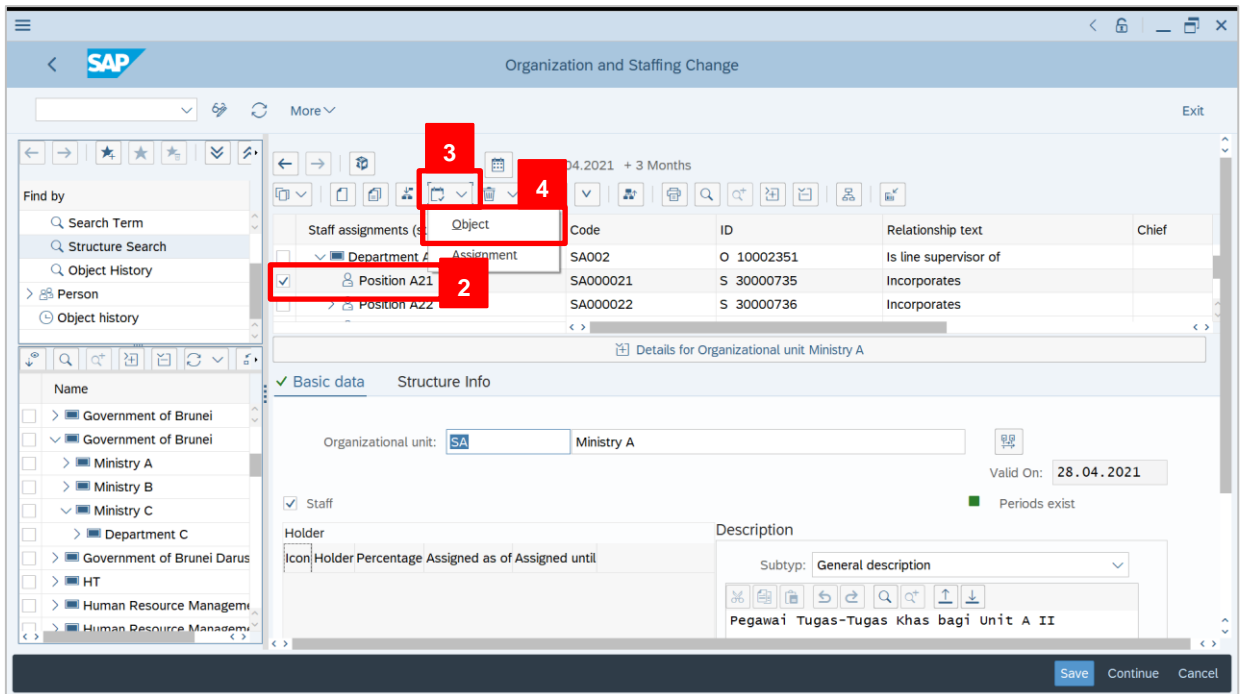
2. Tick selected department.

3. Click on [icon] icon

4. Select [Object]
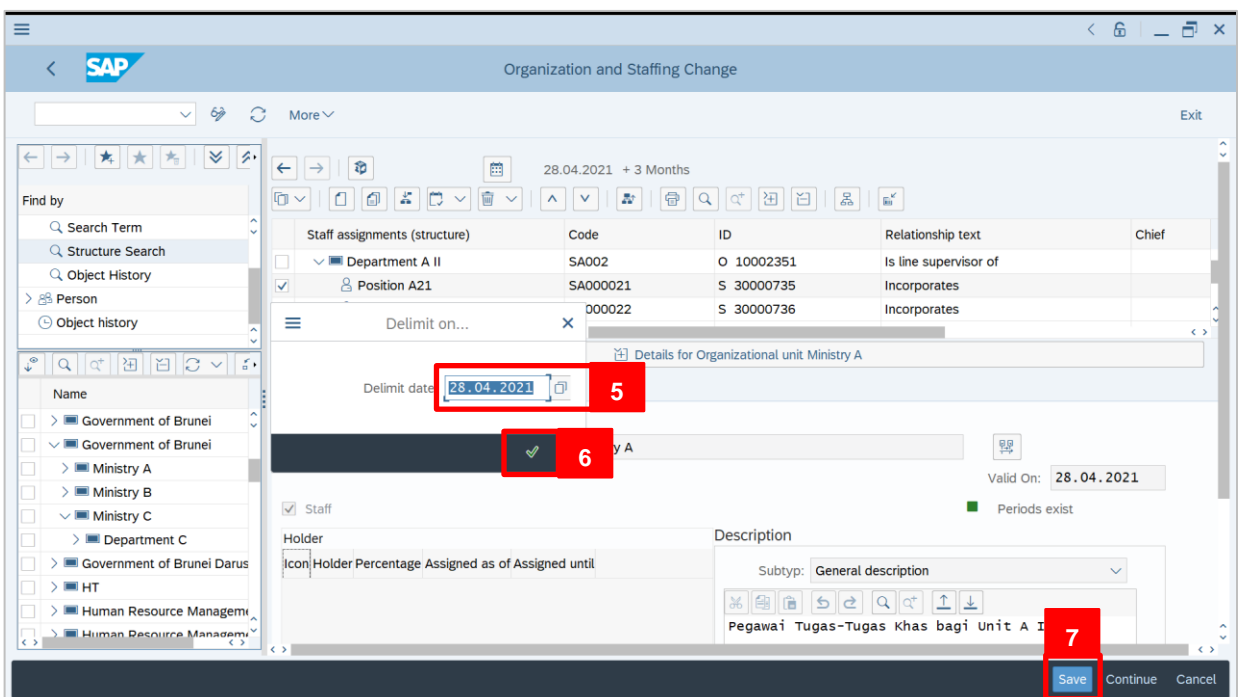
5. Fill in the delimit date.

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

6. Click on ✅ icon

7. Click Save

Outcome: The position is delimited.

Change Position Name	Backend User
	OM Administrator

Note: This is a guide on changing position name from PPOME and how to make the new updated name reflect to PA30.

The SAP Easy Access page will appear
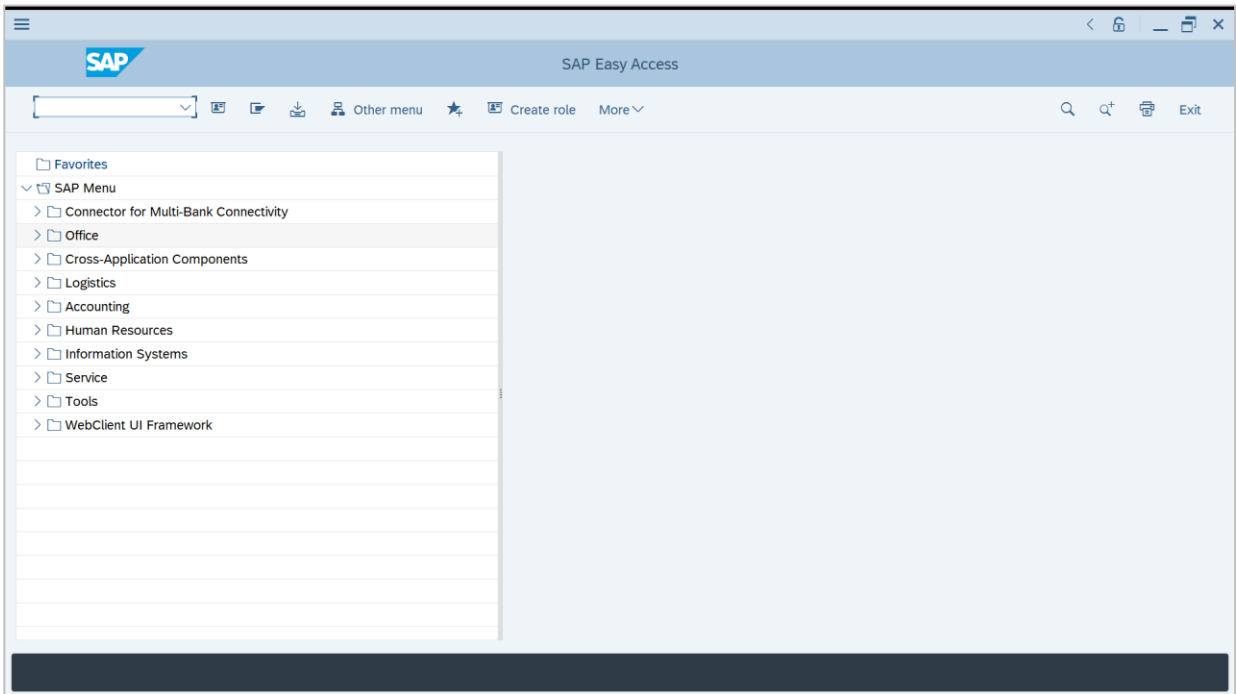
1. Navigate to **Personnel Actions** page by entering transaction code, **PPOME** in the Search Bar and press **Enter** button on the keyboard.
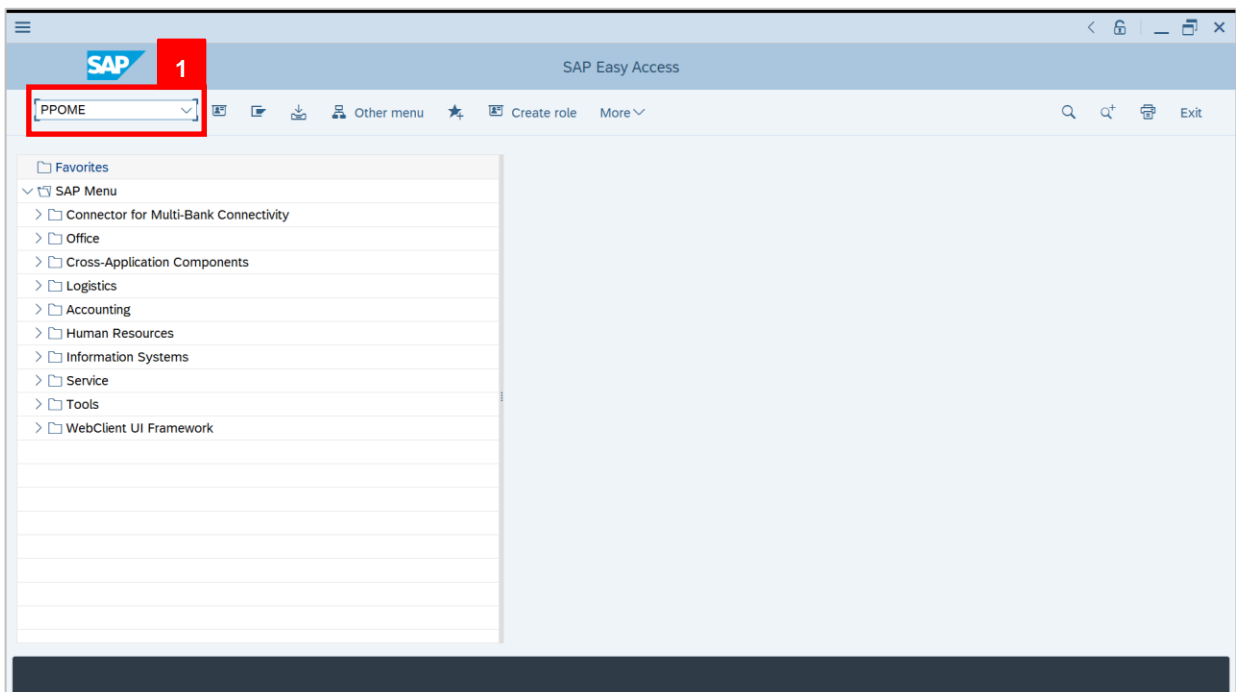
The SAP Easy Access page will appear
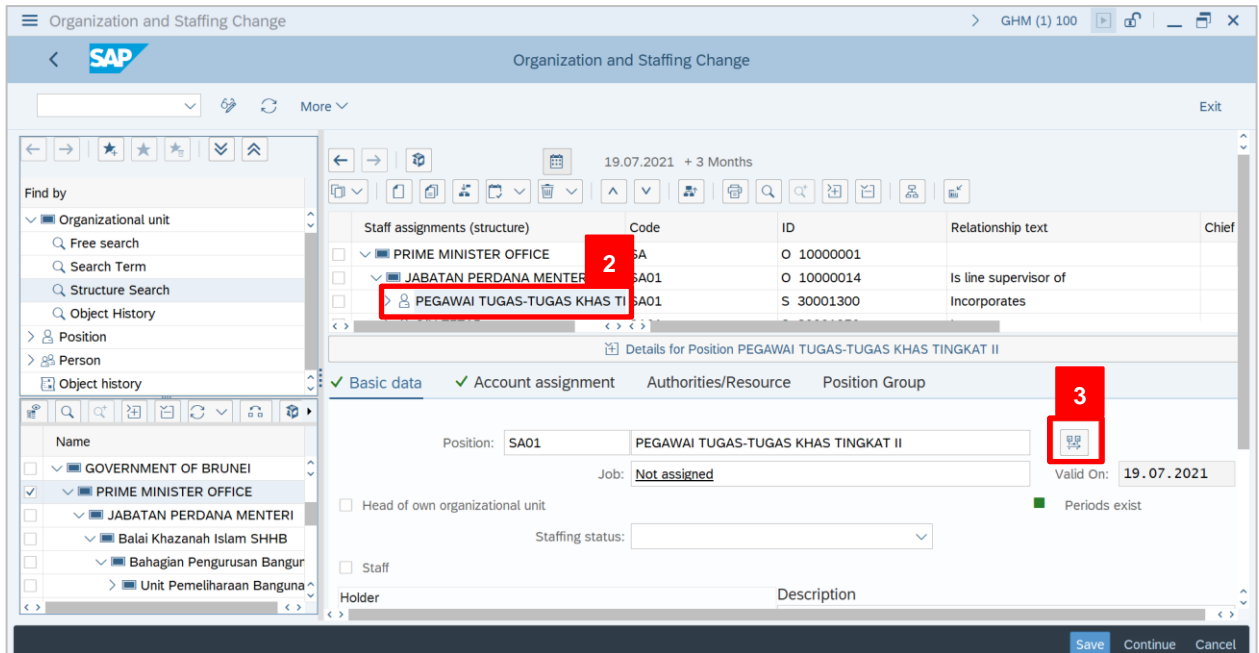
2. Click on the **Position** `> ⌂ PEGAWAI TUGAS-TUGAS KHAS TI`
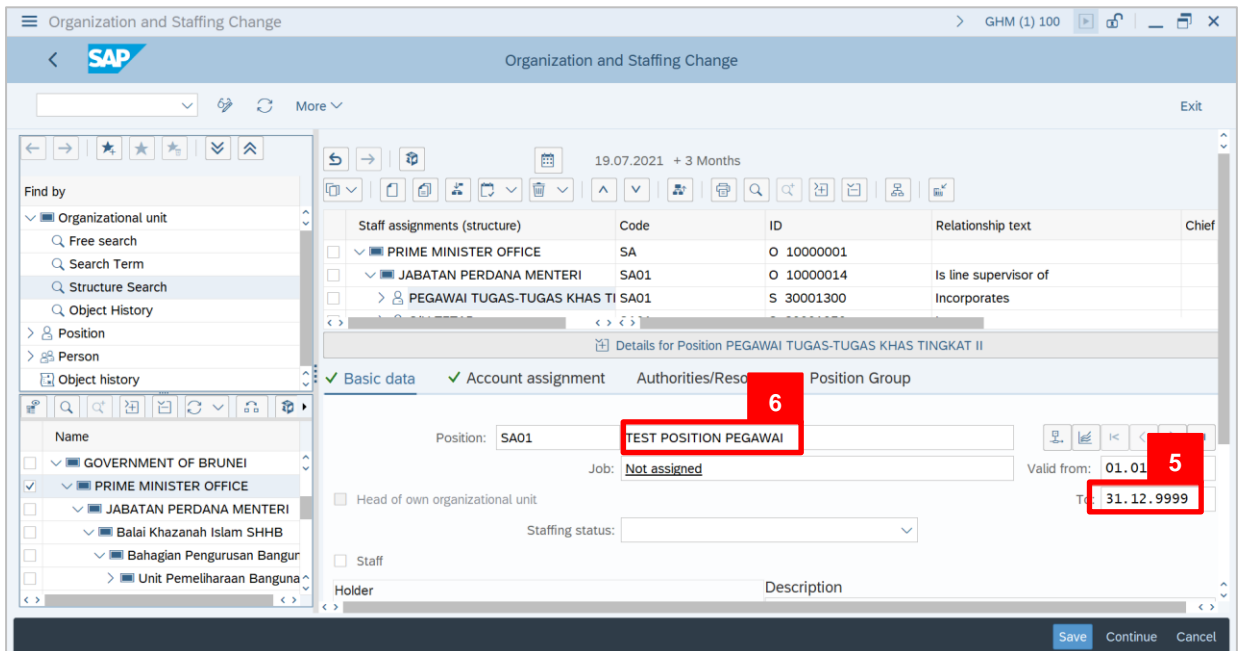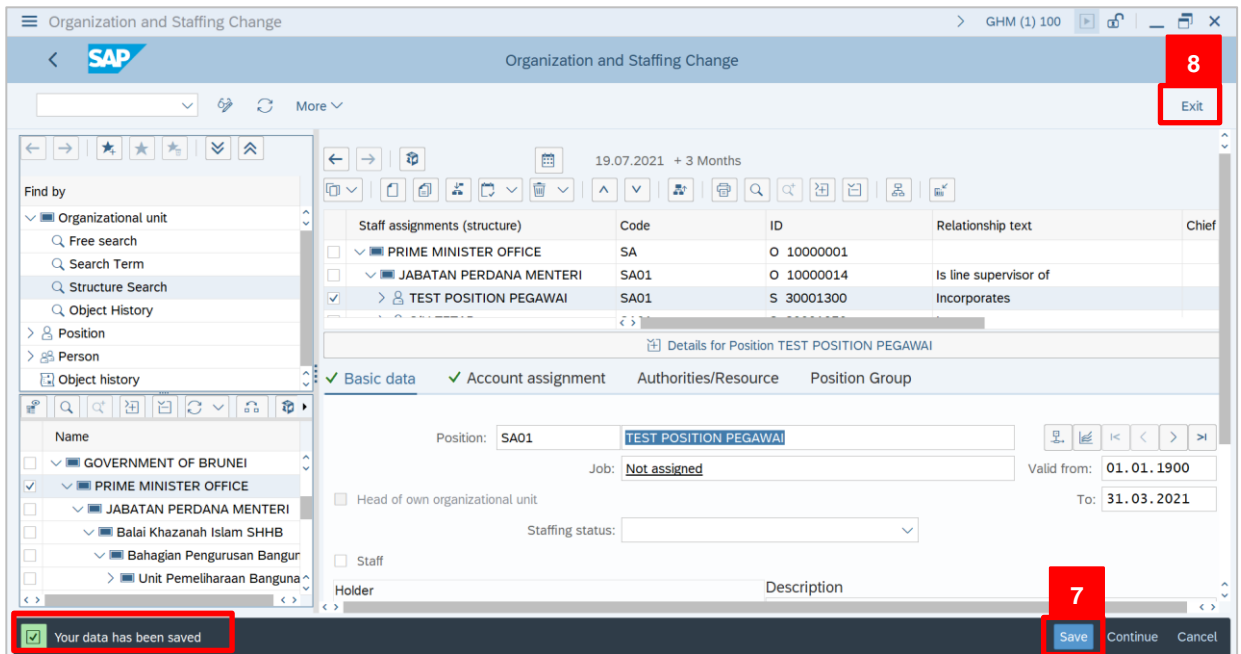
3. As the *Details for the Position xx* is displayed, click on the **Display Period** button.

4. Click on the **First Period** `|<` button.

5. Edit the **Date** in the **To** 31.12.9999

6. Edit the **Position** of the title name.

7. Click **Save** button only AFTER both **position name** and the **date** is changed.

8. Click **Exit** button.

Note: The following steps is to show that the changes in the position naming is reflected in the system.
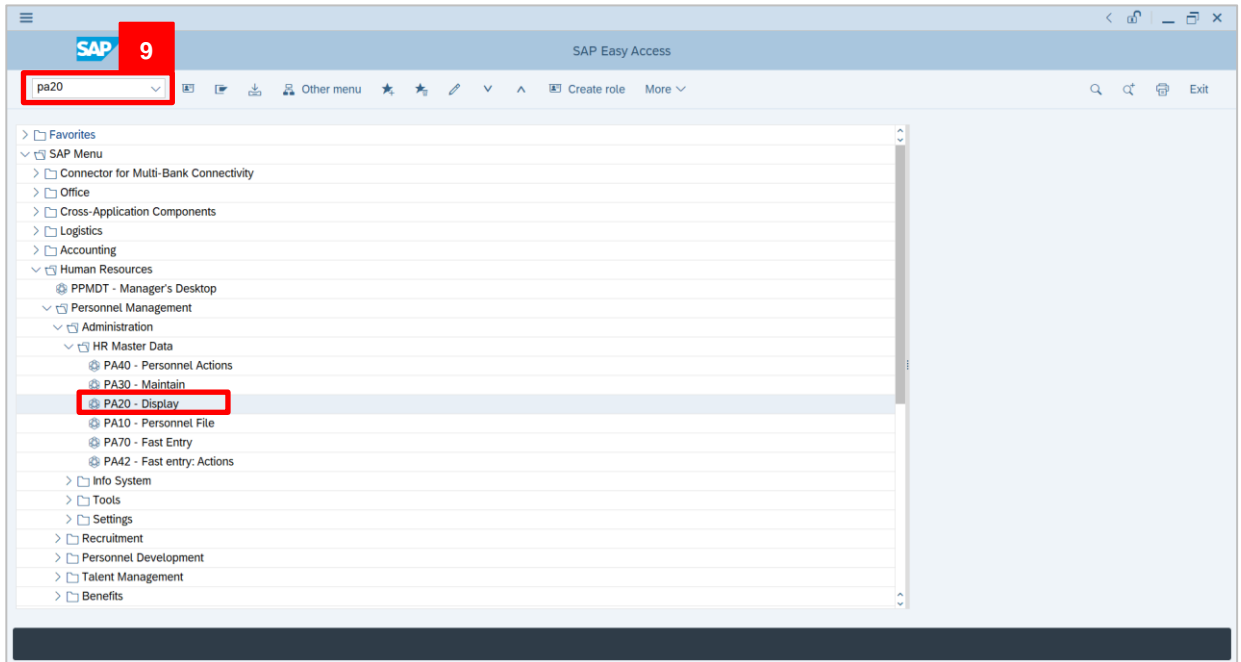
9. Navigate to **Display HR Master Data** page by entering transaction code, **PA20** in the Search Bar and press **Enter** button on the keyboard.

The **Display HR Master Data (PA20)** page will be displayed.
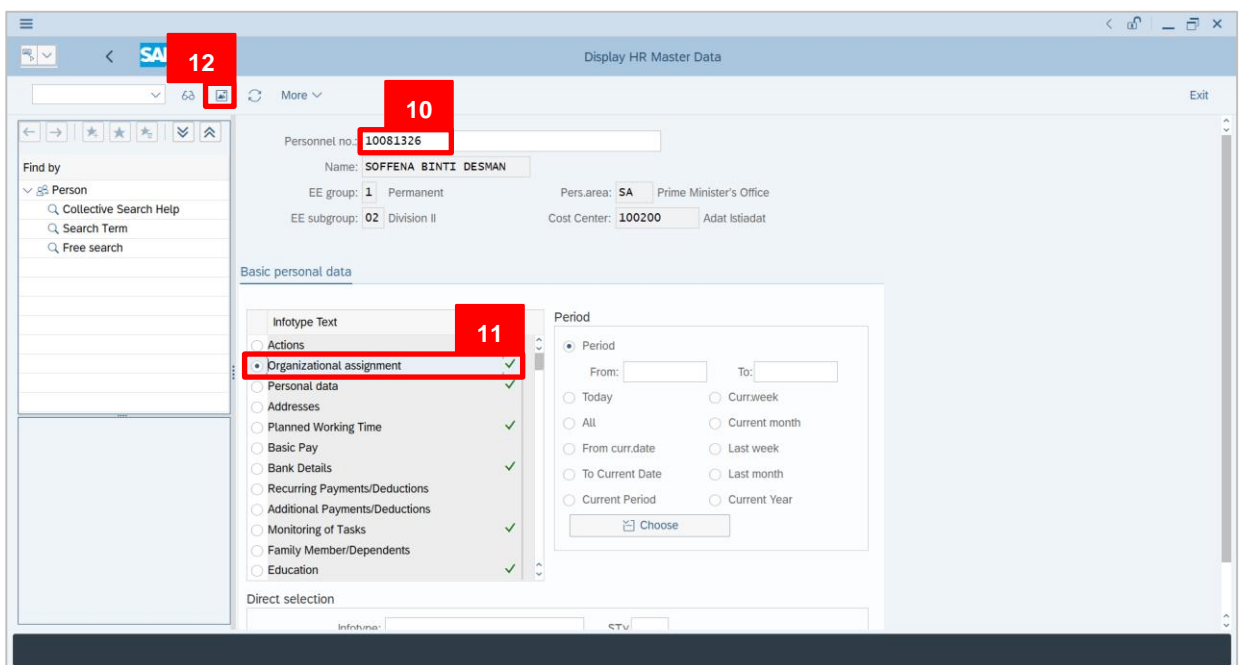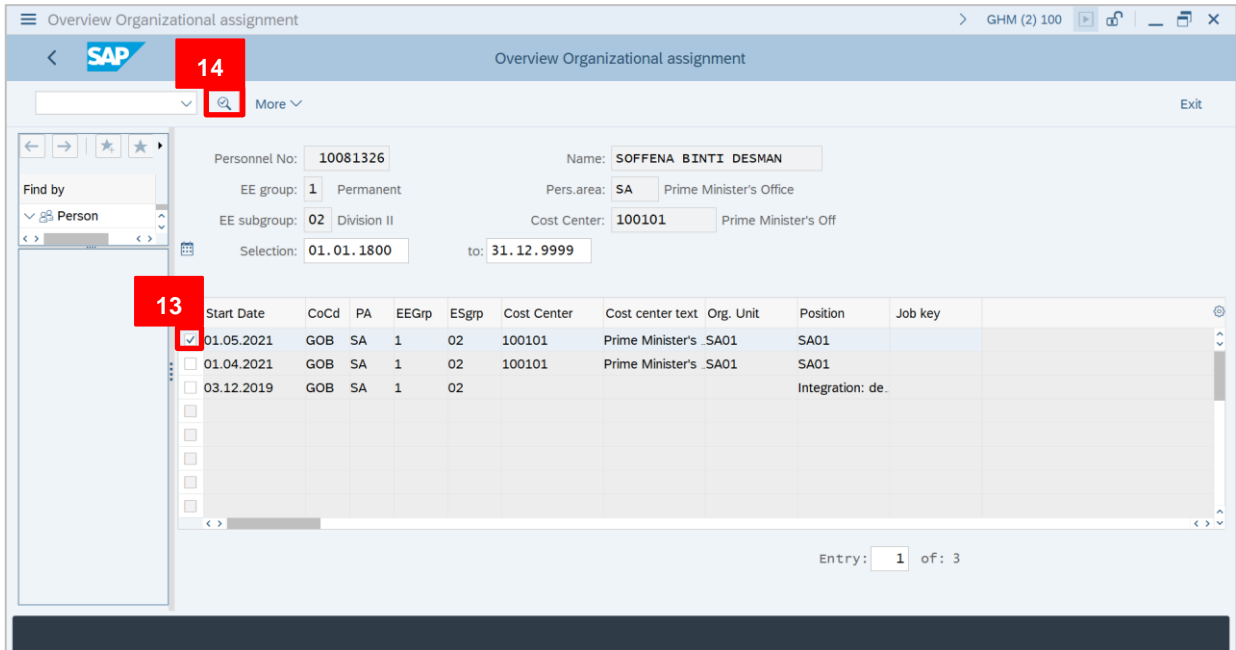
10. Enter the employee **Personnel Number**.

11. Under **Basic personal data section**, click on ⊙ and select Organizational assignment

12. Click on 🖼 icon.
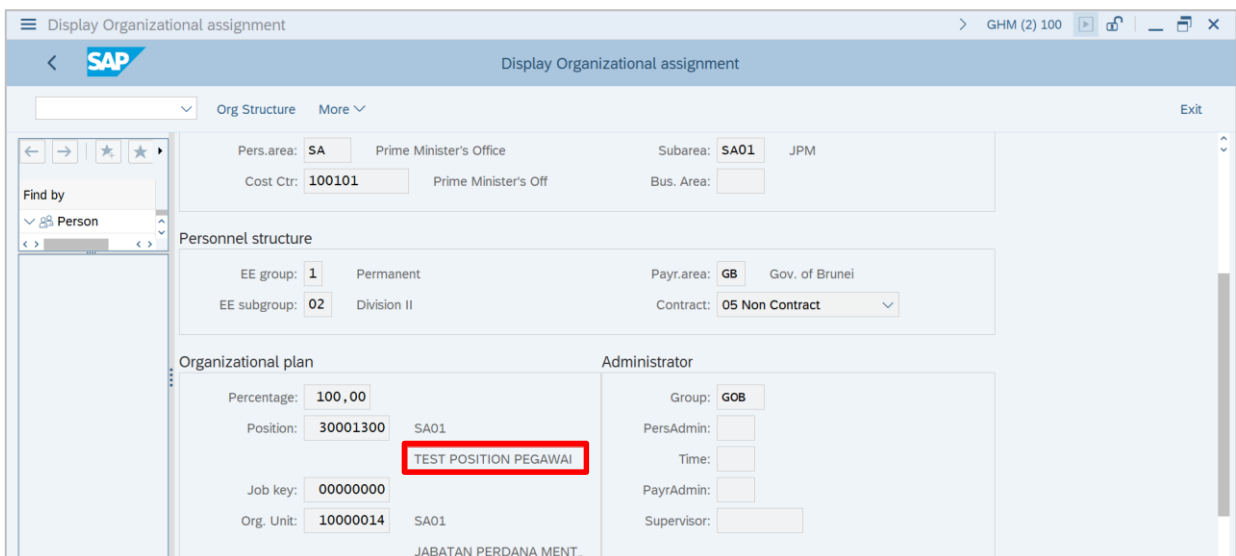
The **Overview Organizational Assignment** page will be displayed.

13. Select the Organizational Assignment with the recent date.

14. Click on 🔍 button.

New position title is displayed.

Sistem Sumber Manusia – Organizational Management

| Assign Org Unit / Position to Another Org Unit via PPOME	Backend User
	OM Administrator
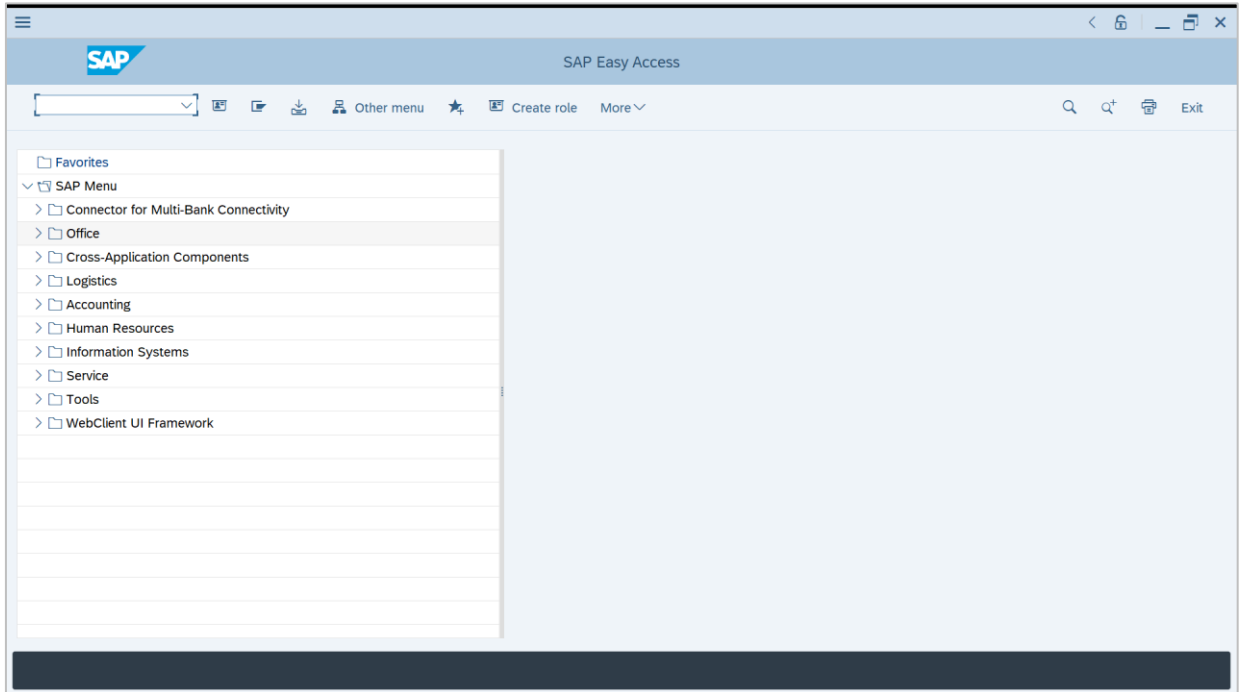
The SAP Easy Access page will appear

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

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0
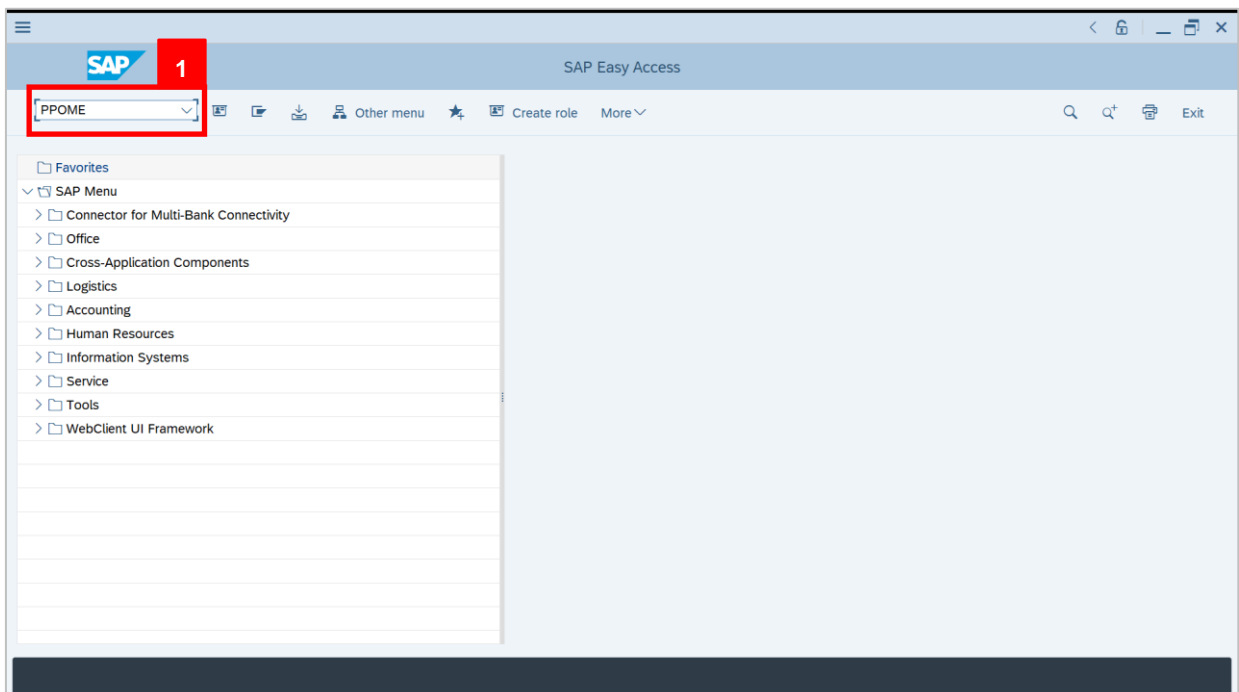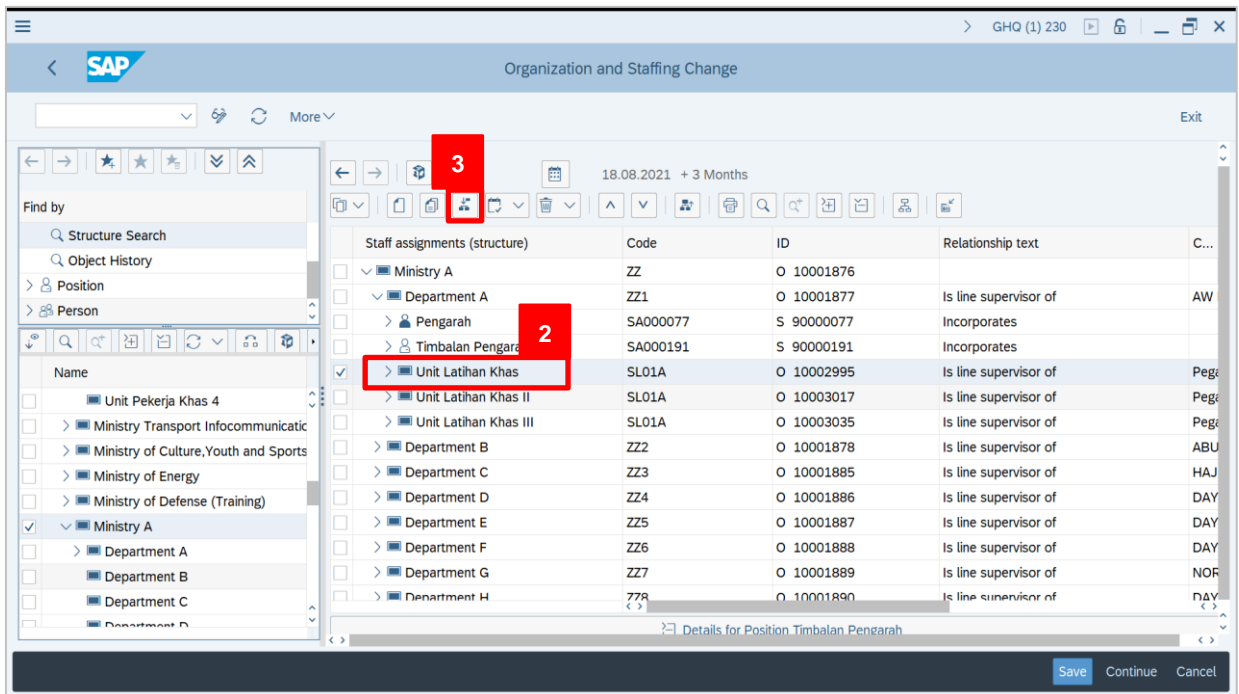
2. Click respective **Organizational Unit** destination.

3. Click icon.
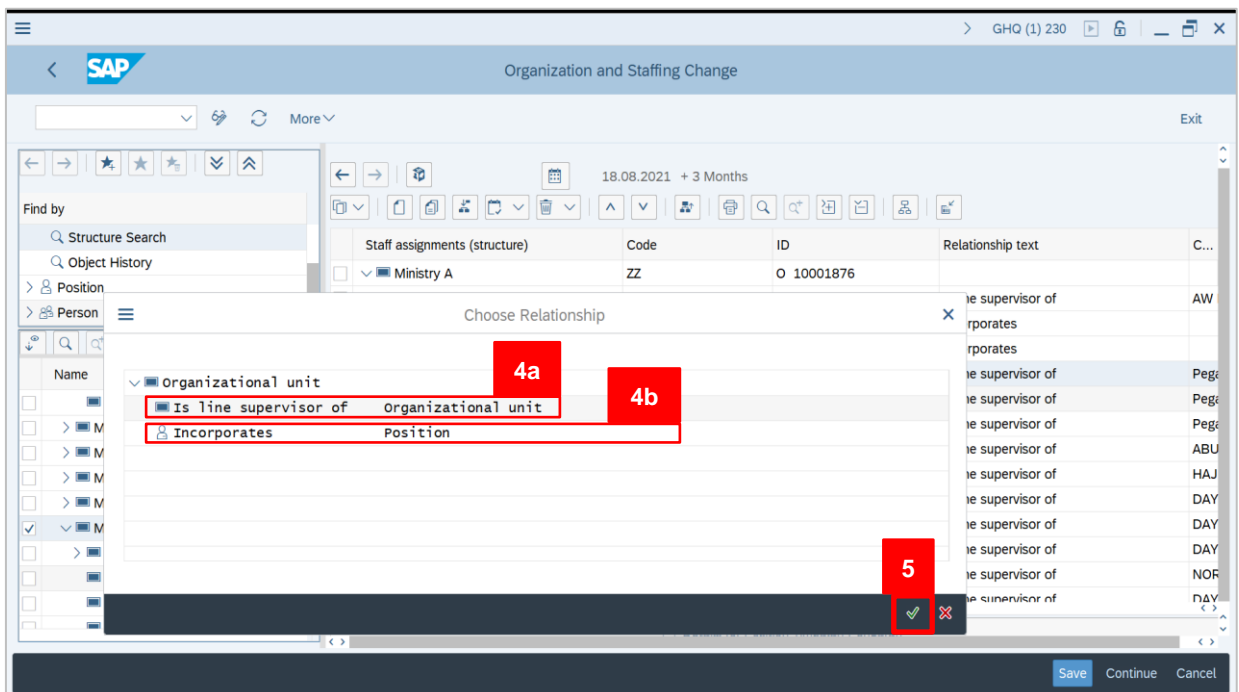
4. Under Choose Relationship, select

4a. **or**

4b.

5. Click on icon.
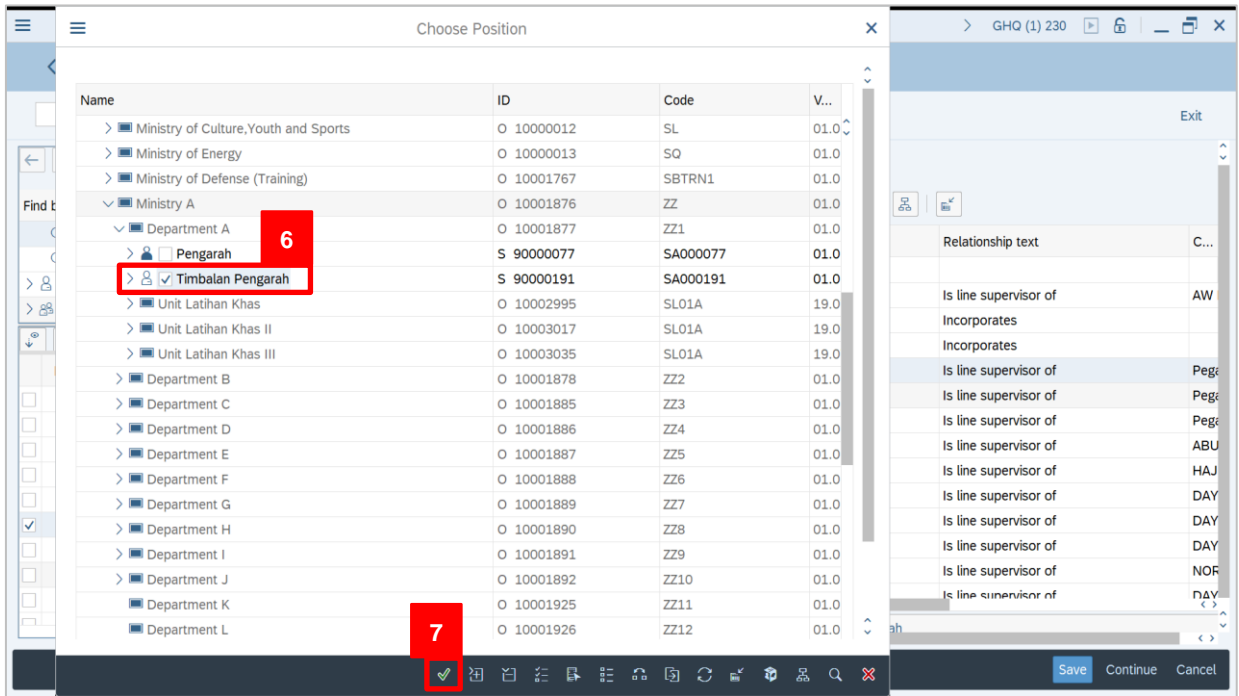
6. Select **Organizational Unit / Position**.

7. Click ✓ icon.
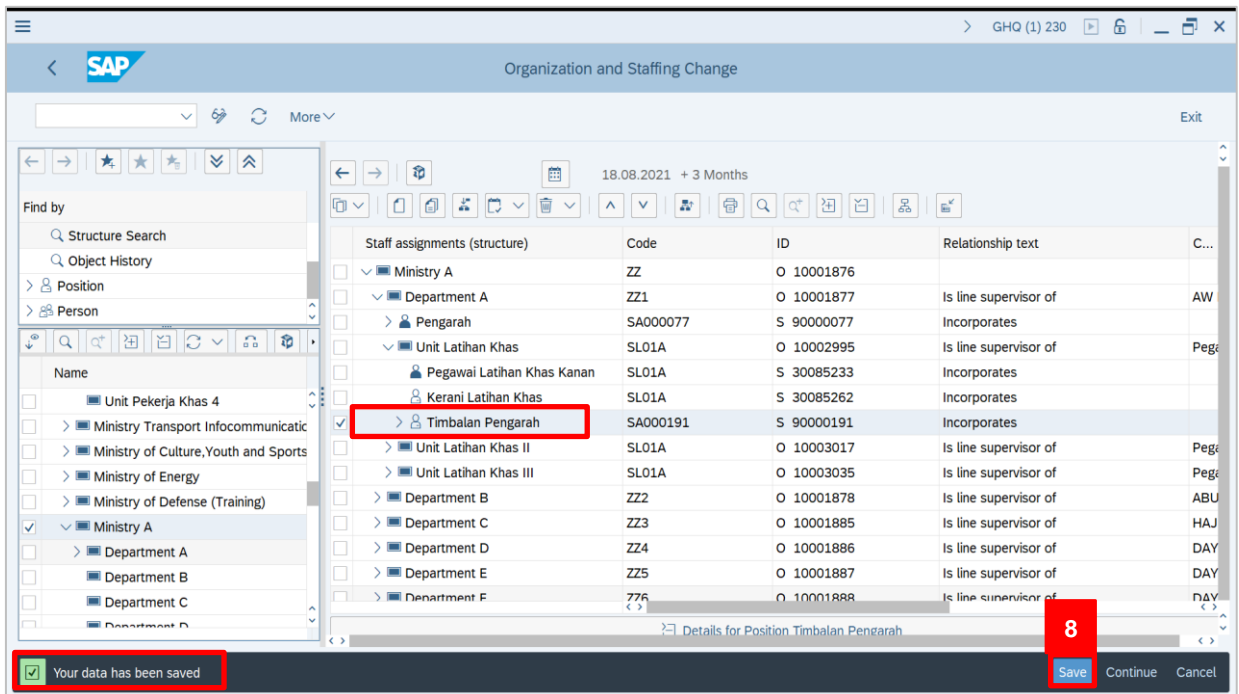
8. Click Save button.

Outcome : The position has been transferred to the new organizational unit.

Sistem Sumber Manusia – Organizational Management

Assign Org Unit / Position to Another Org Unit via PP01	Backend User
	OM Administrator
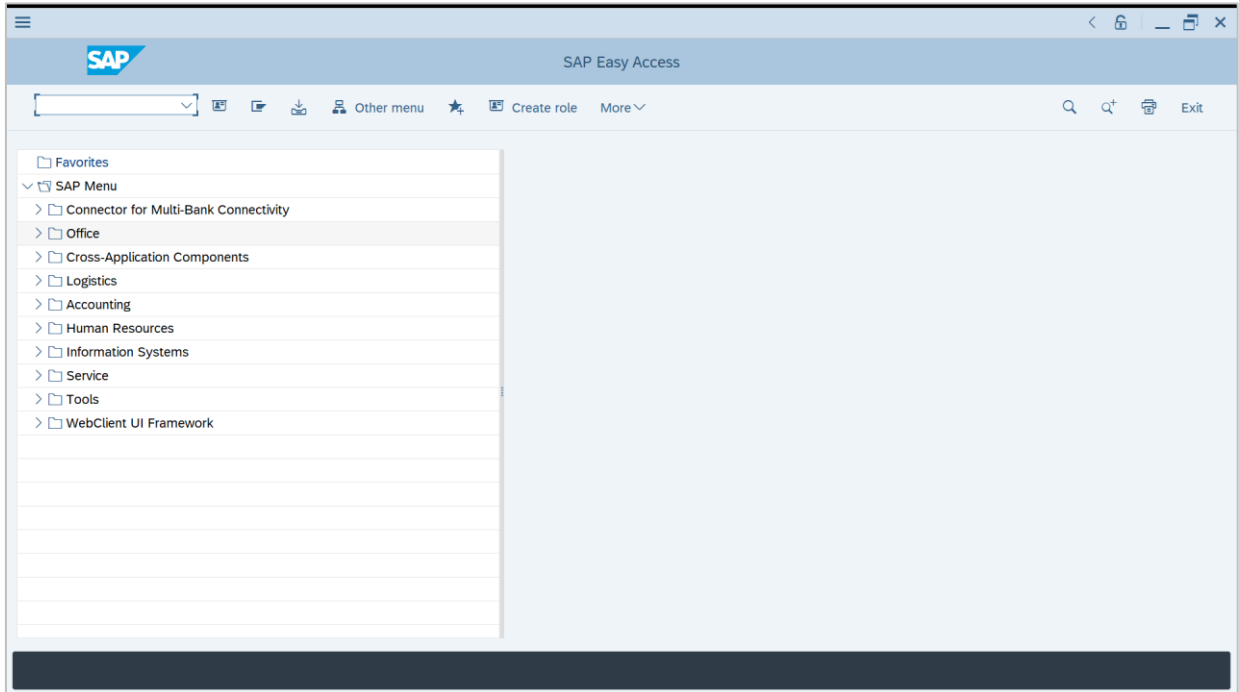
The SAP Easy Access page will appear

1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0
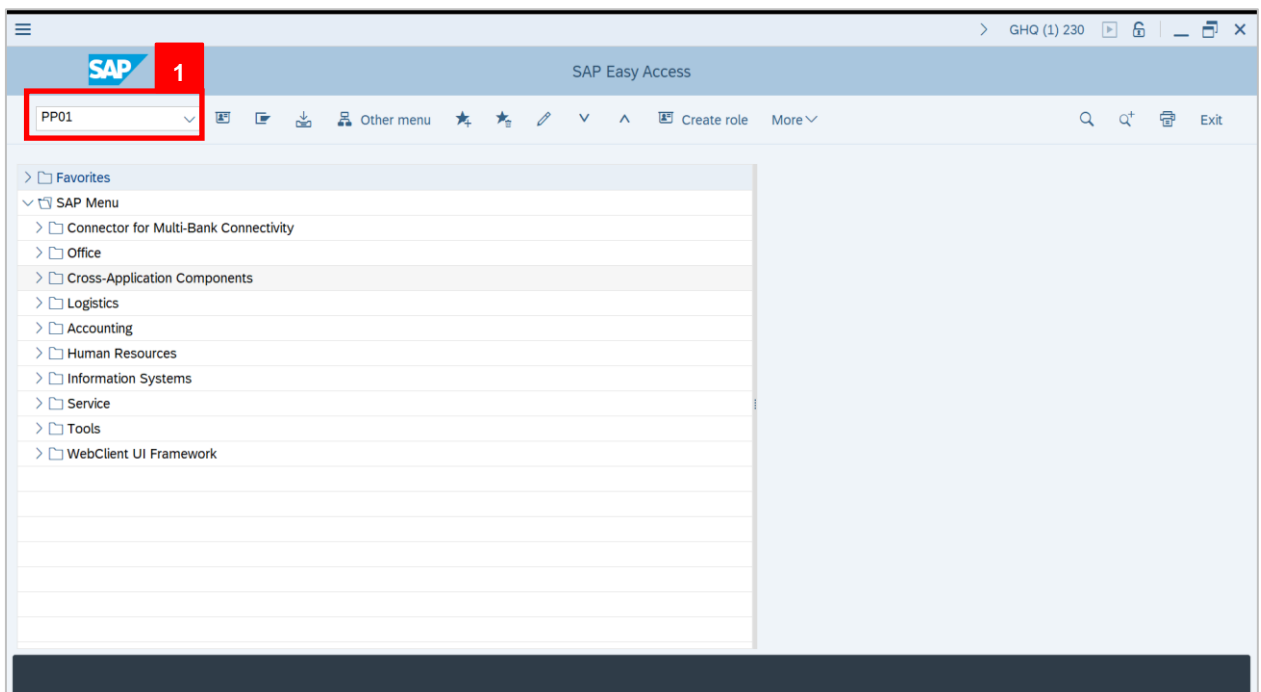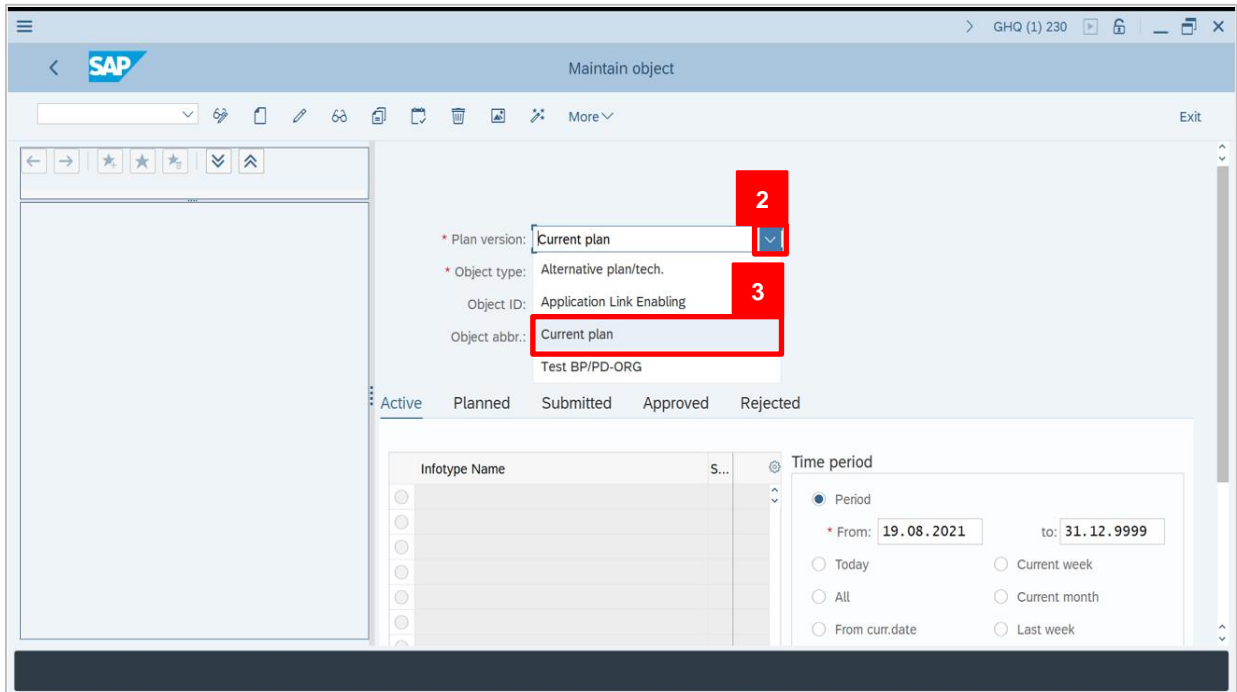
2. Under **Plan version**, click on [⌄] icon.

3. Select **Current Plan.**
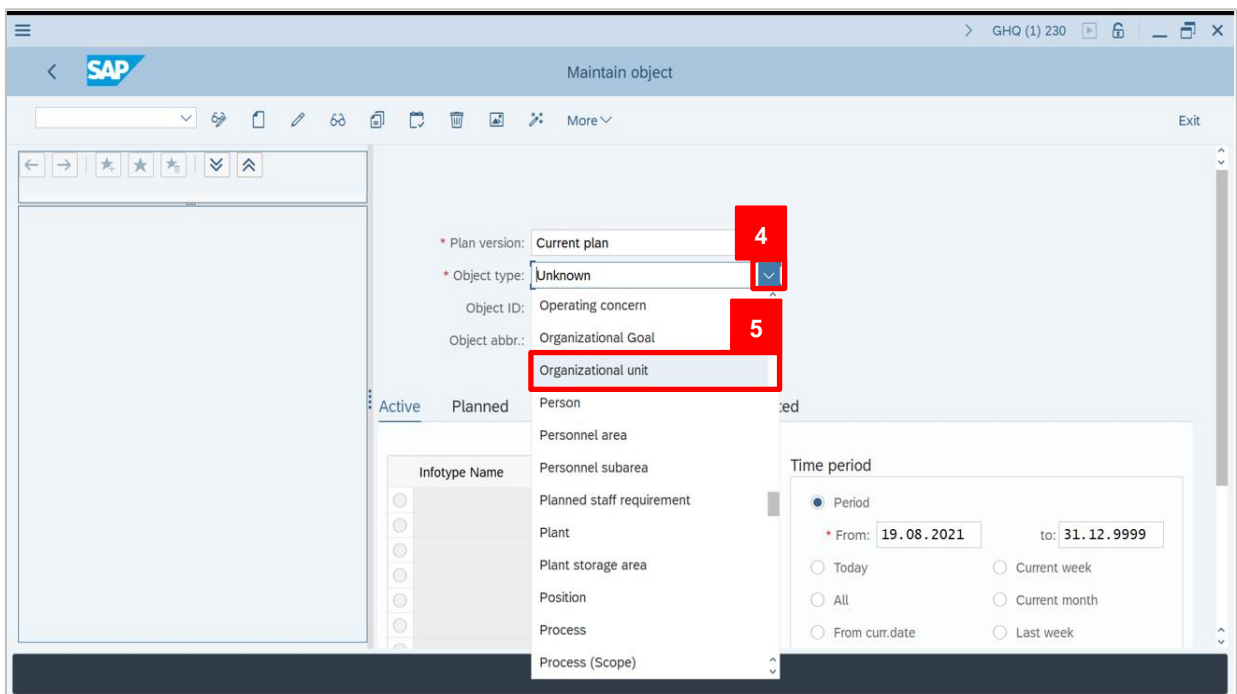
4. Under **object type**, click on [⌄] icon.

5. Select **Organizational unit.**
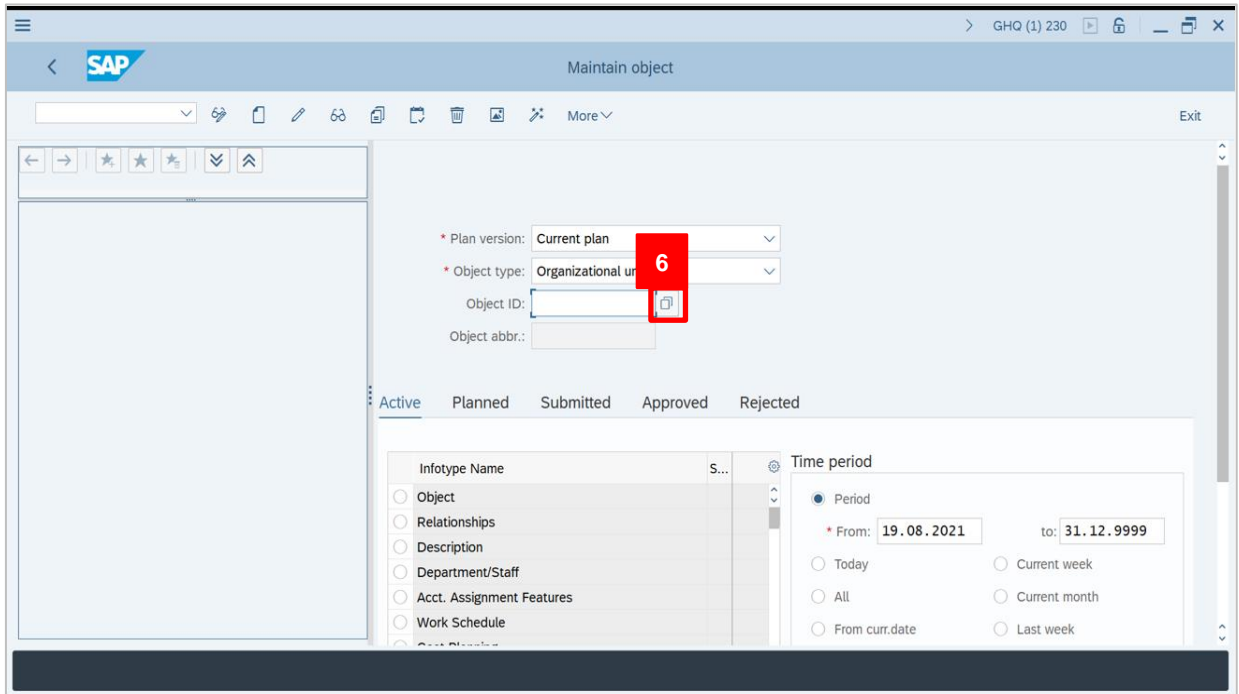
6. Under **objective ID**, click [icon] icon.
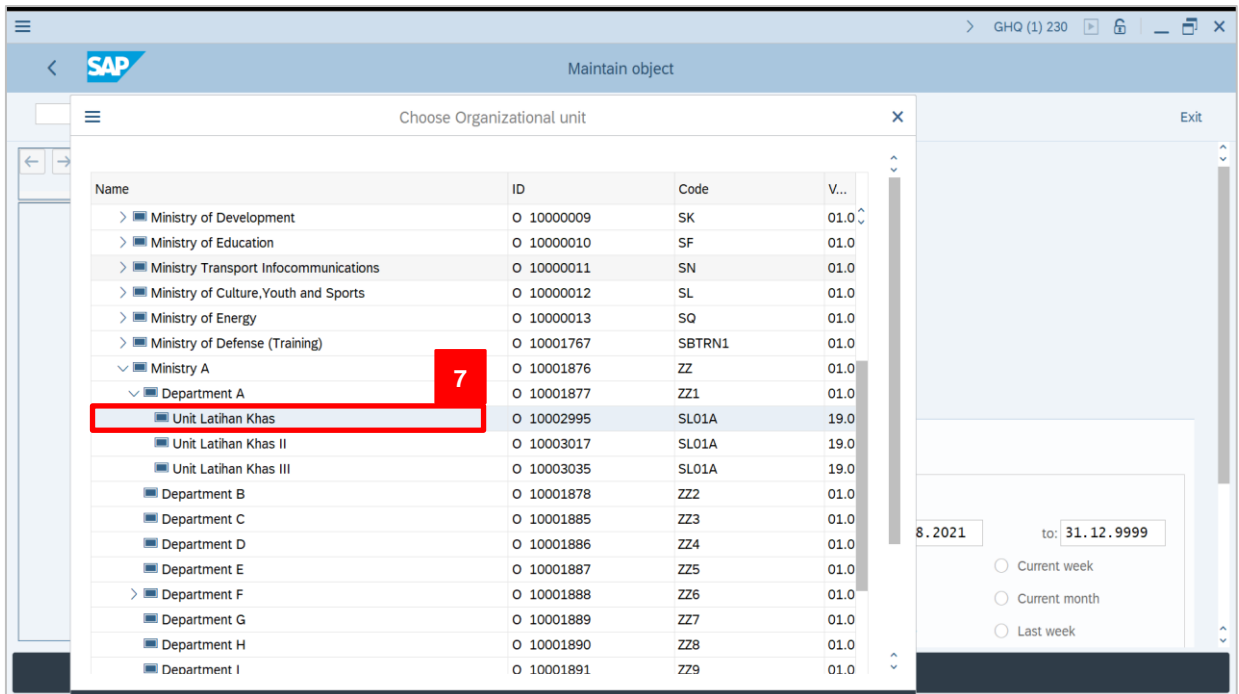
7. Select respective **Organizational Unit.**
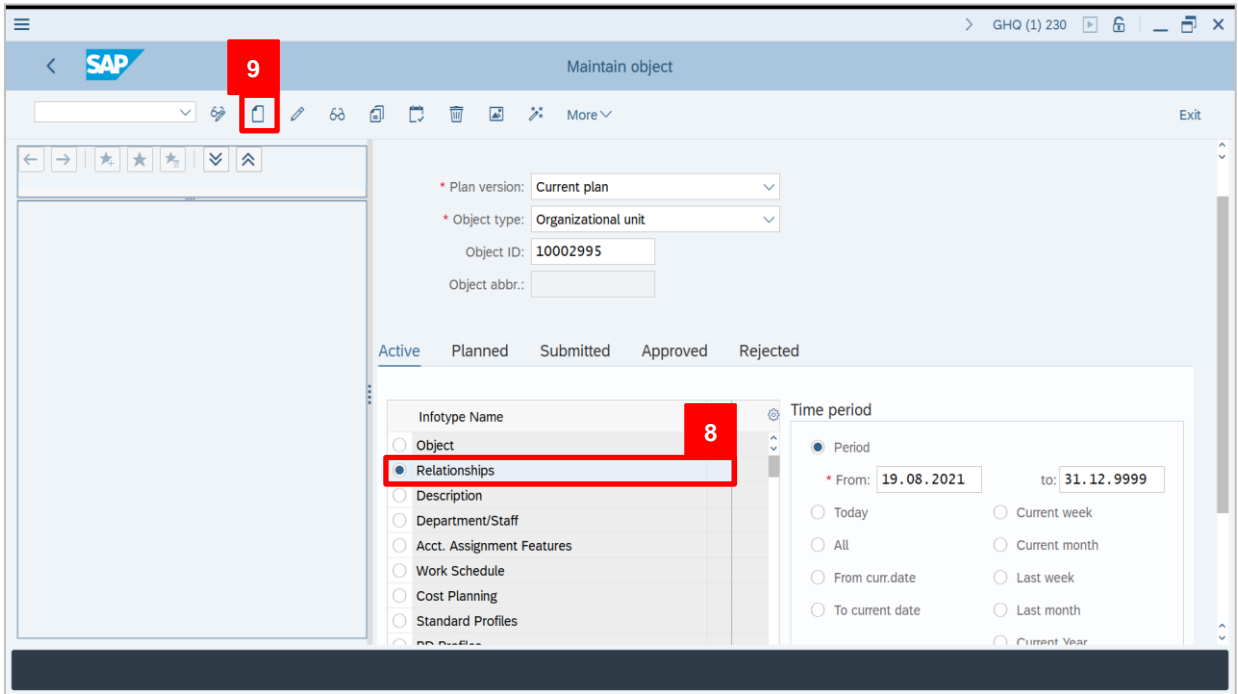
8. Under **Active tab**, select **Relationships**.

9. Click on [ ] icon.
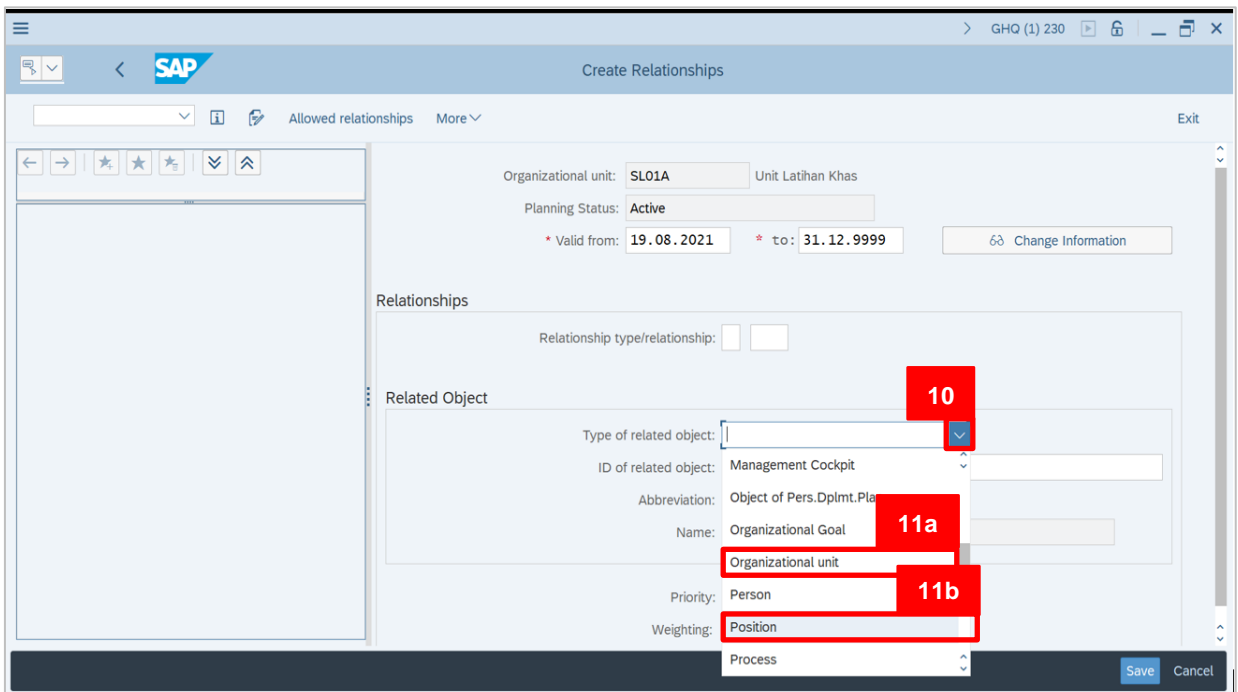
Outcome : Create Relationships page will be shown.

10. Under **Type of related object**, click on [ ] icon.

11a. Select **Organizational Unit** if the target object is organizational unit.

11b. Select **Position** if the target object is position.
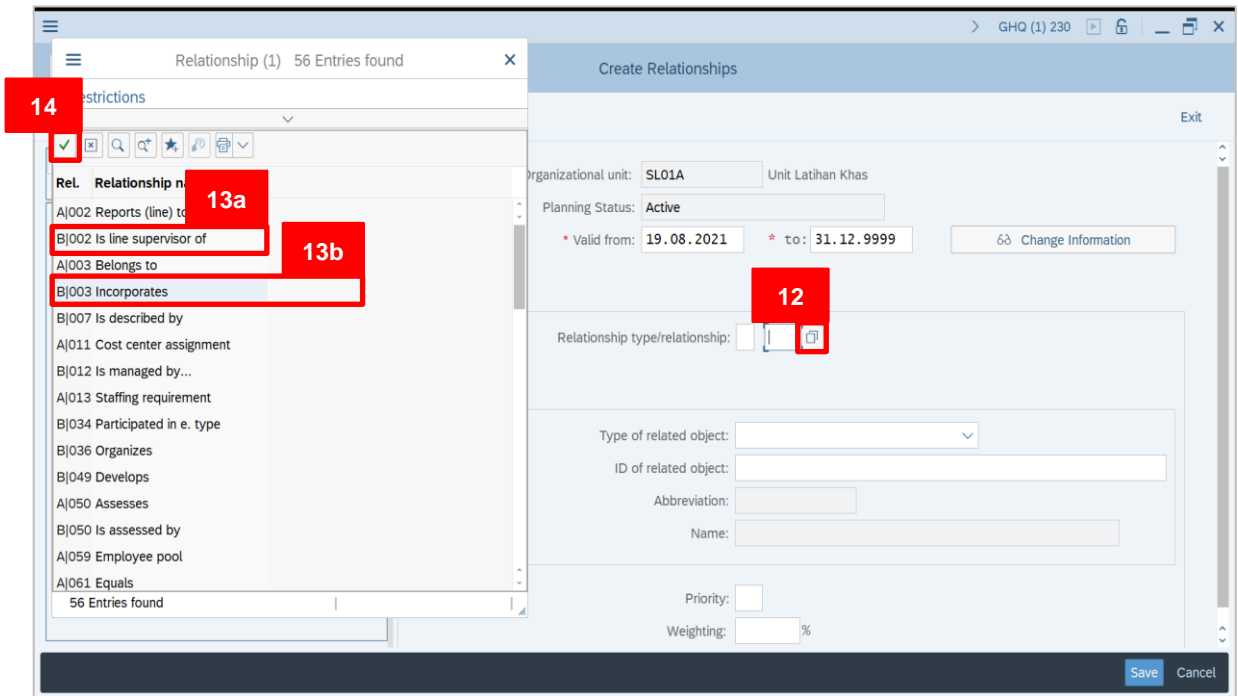
12. Under relationship type, click on ⬜ icon.

13a. If you choose **organizational unit**, select **B|002 Is line supervisor of.**

13b. If you choose **position**, select **B|003 Incorporates.**

14. Click ✓ button.
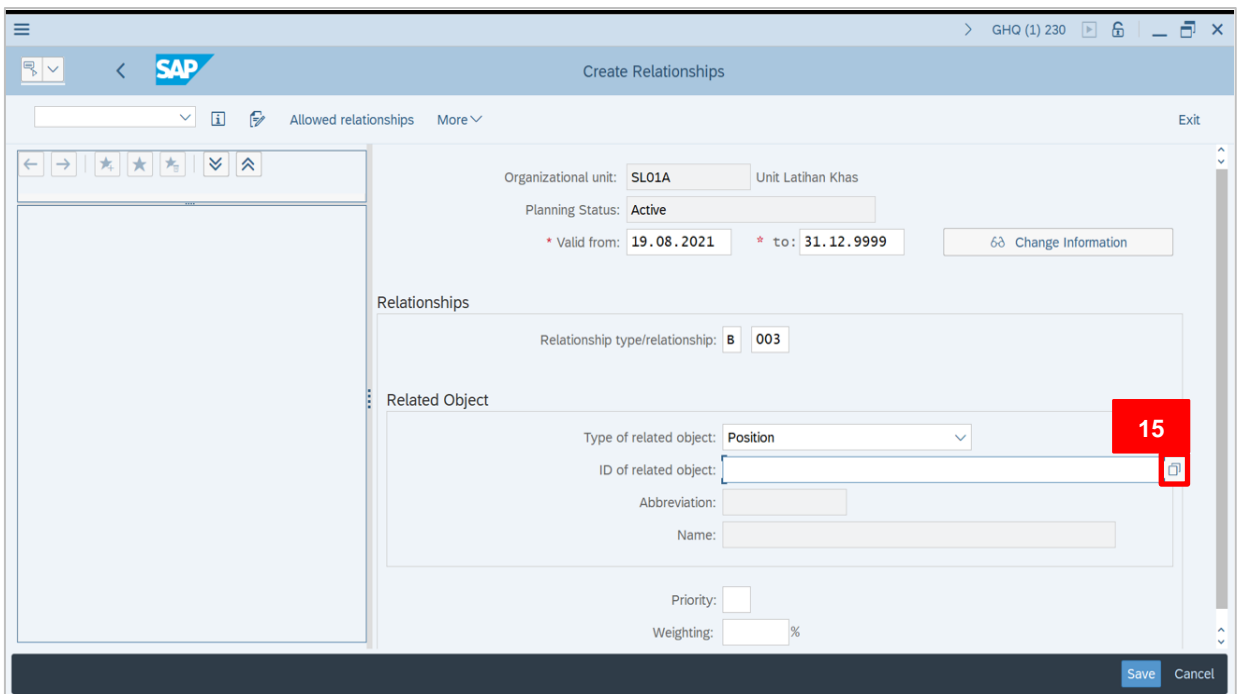
15. Click ⬜ icon.
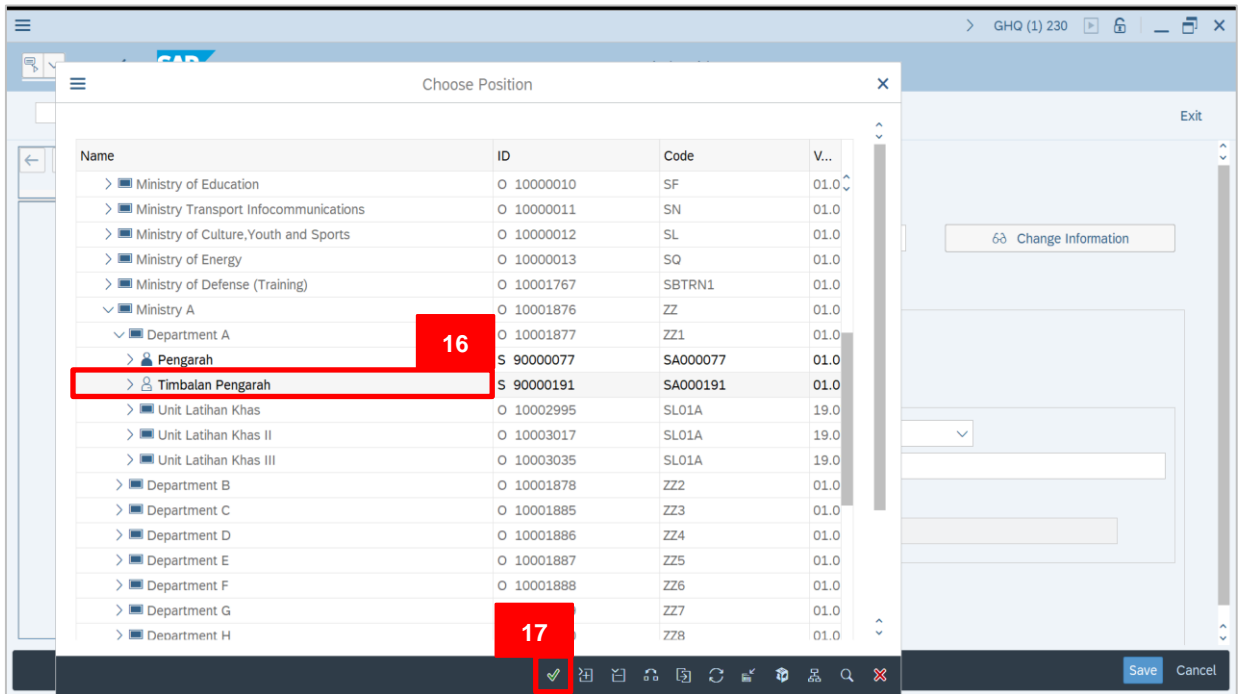
16. Select respective **organizational unit/position** to be assign.
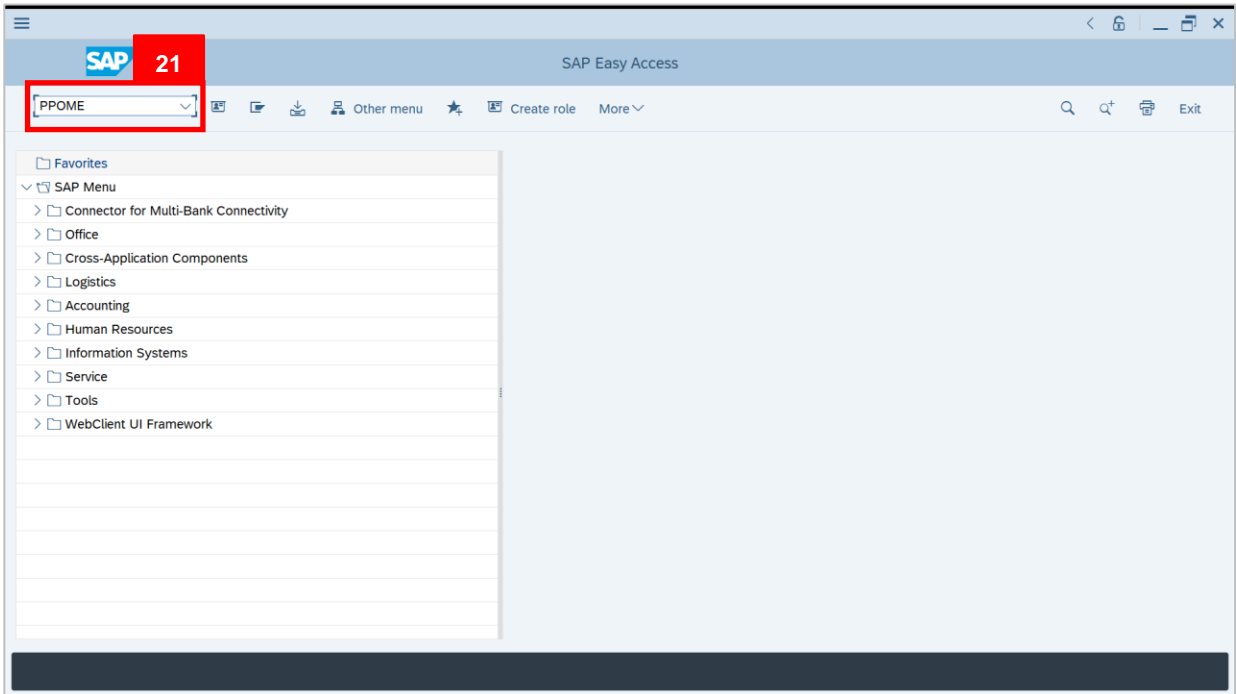
17. Click on ✅ icon
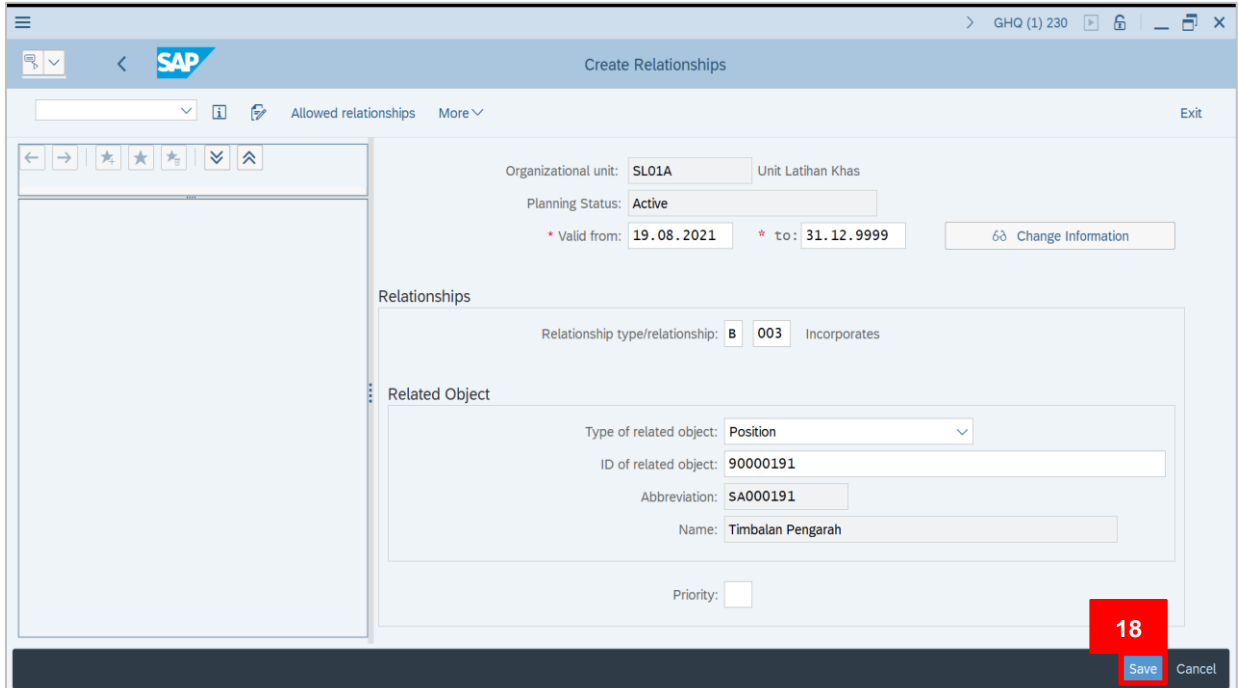
18. Click Save button.
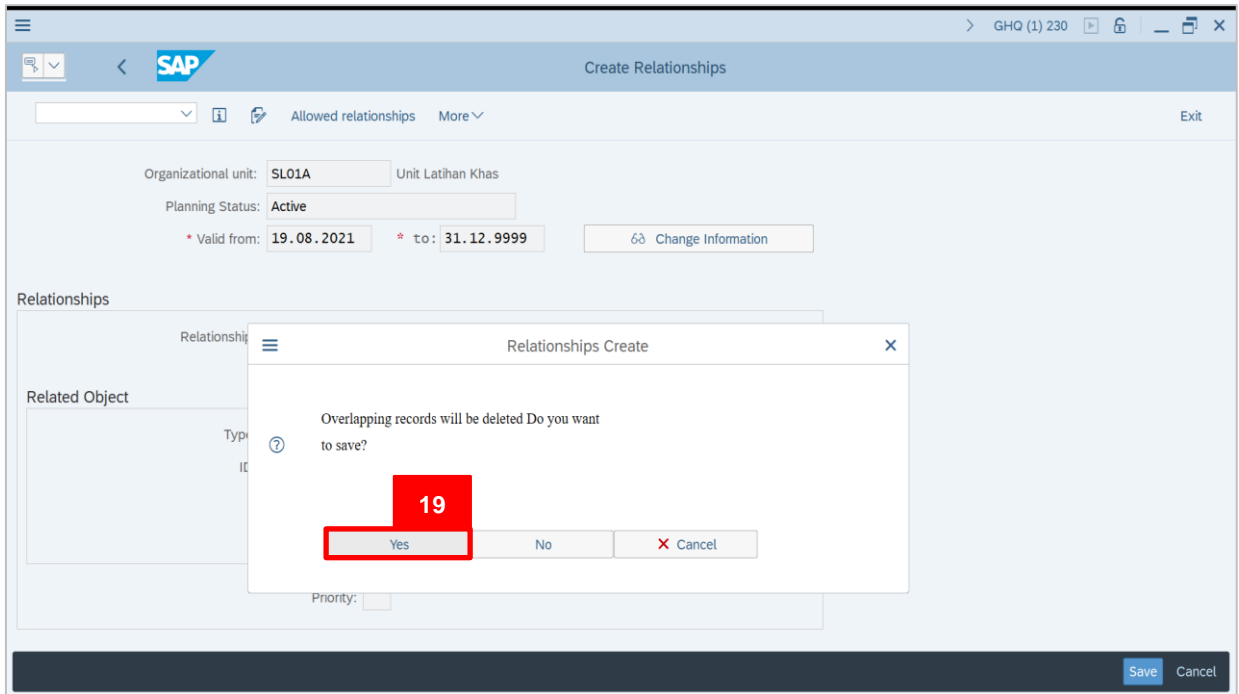
19. Select Yes to continue.
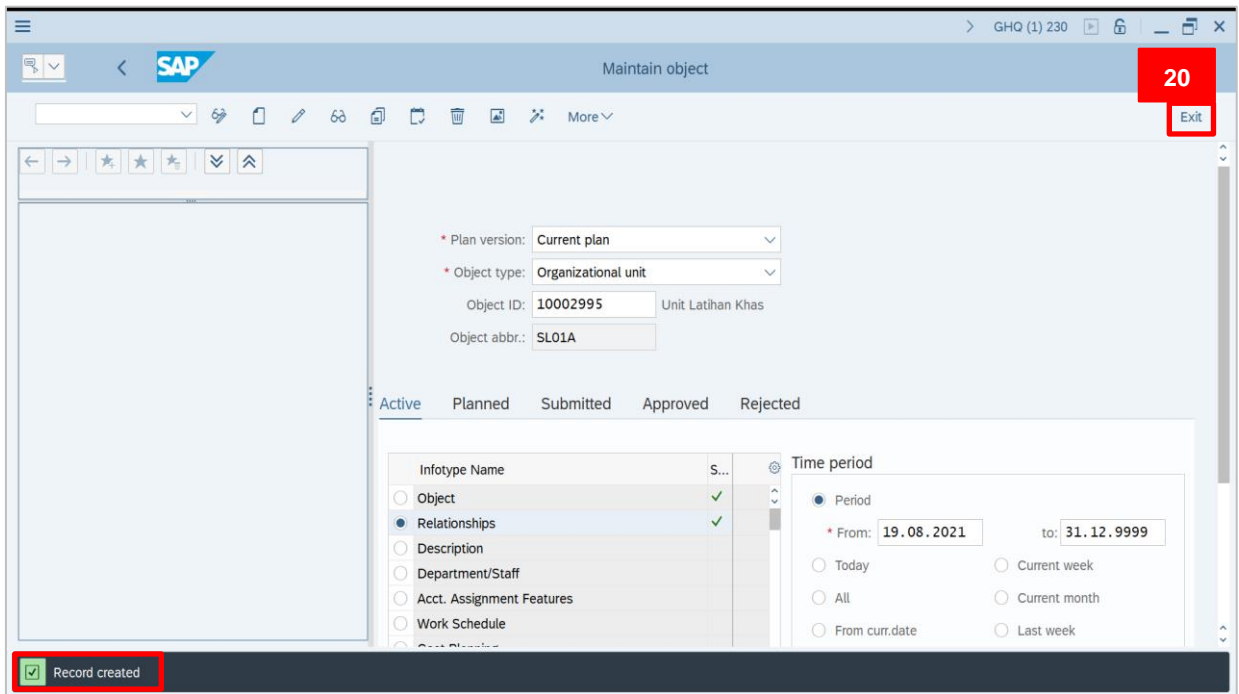
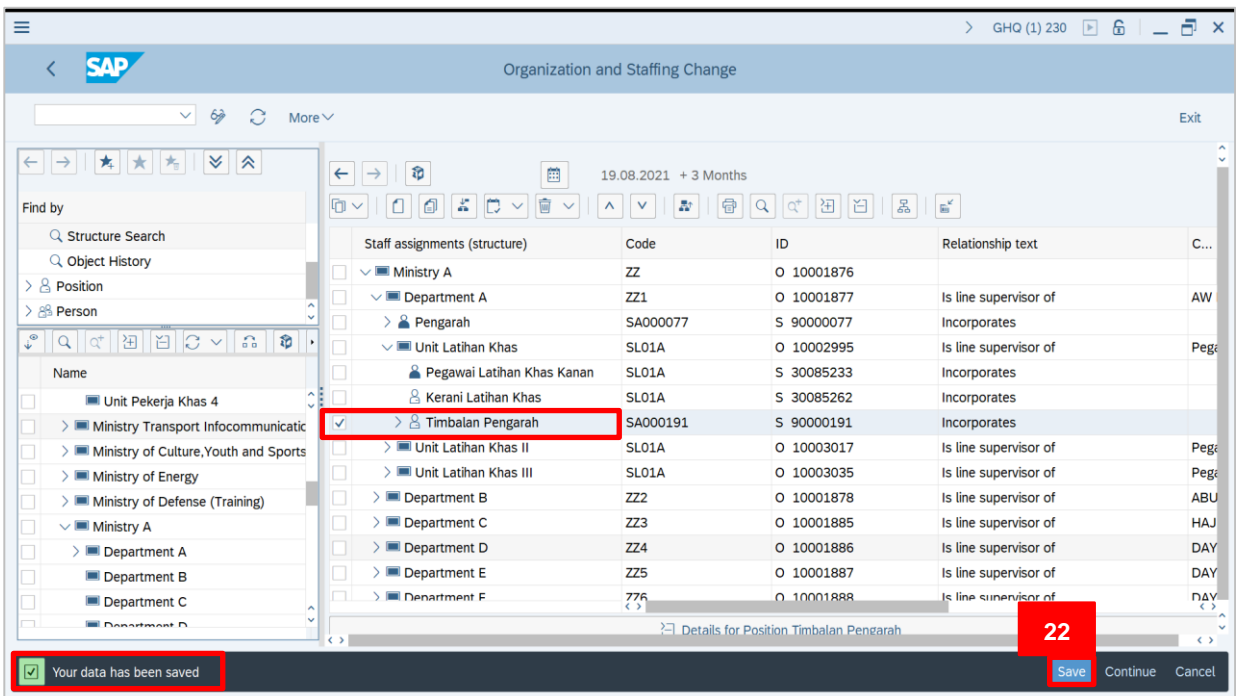Outcome : Record have been created.

20. Click on Exit button.

19. In the search bar, type **PPOME** and press **Enter** button on the keyboard.

22. Click Save button.

Outcome : The Position has been transferred to the new organizational unit.
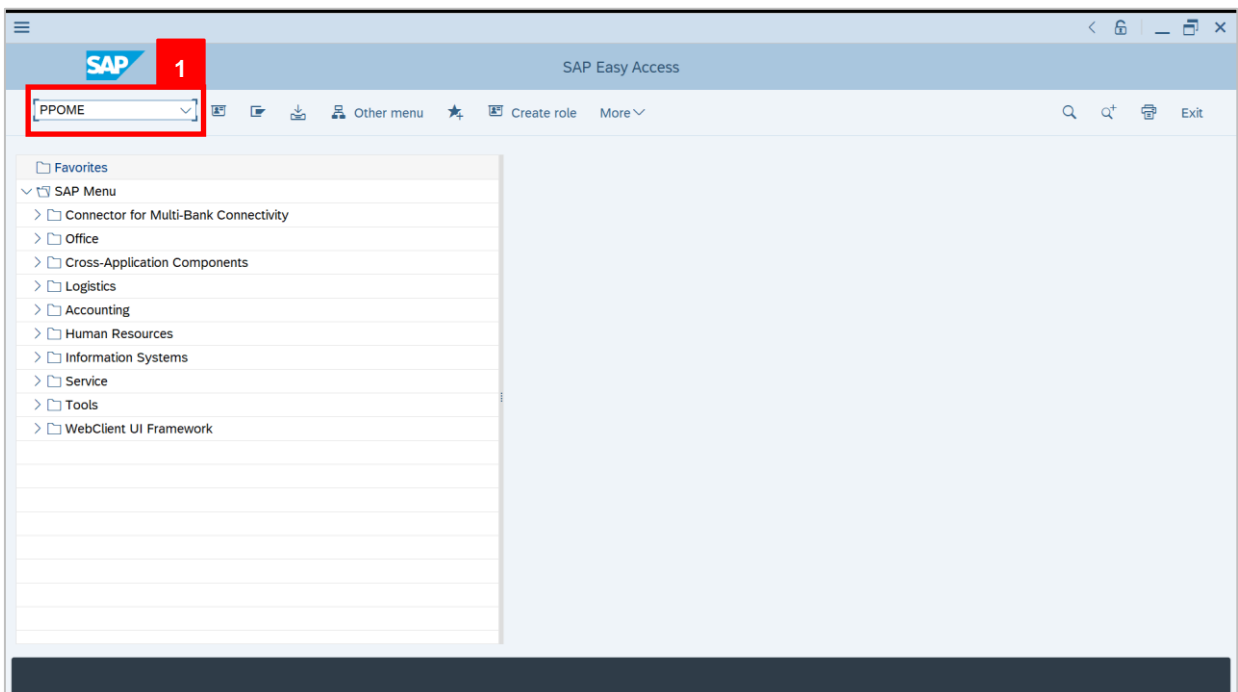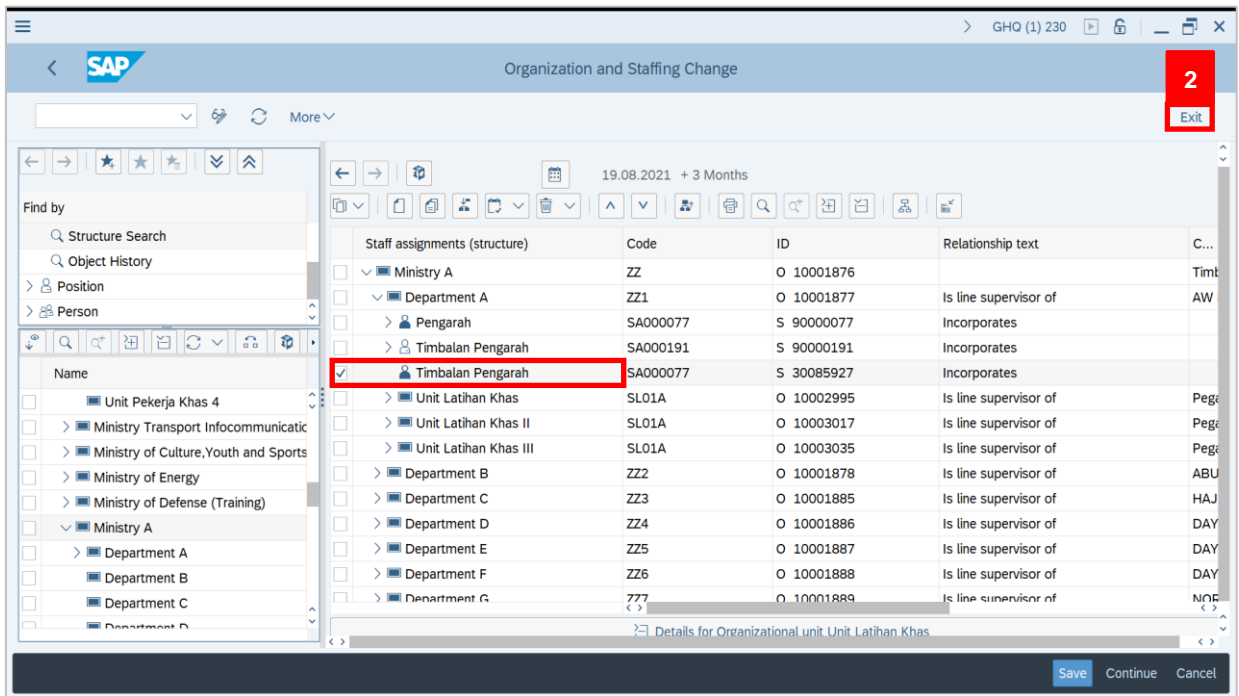
Solving Head of Organizational Unit Issue	Backend User
	OM Administrator
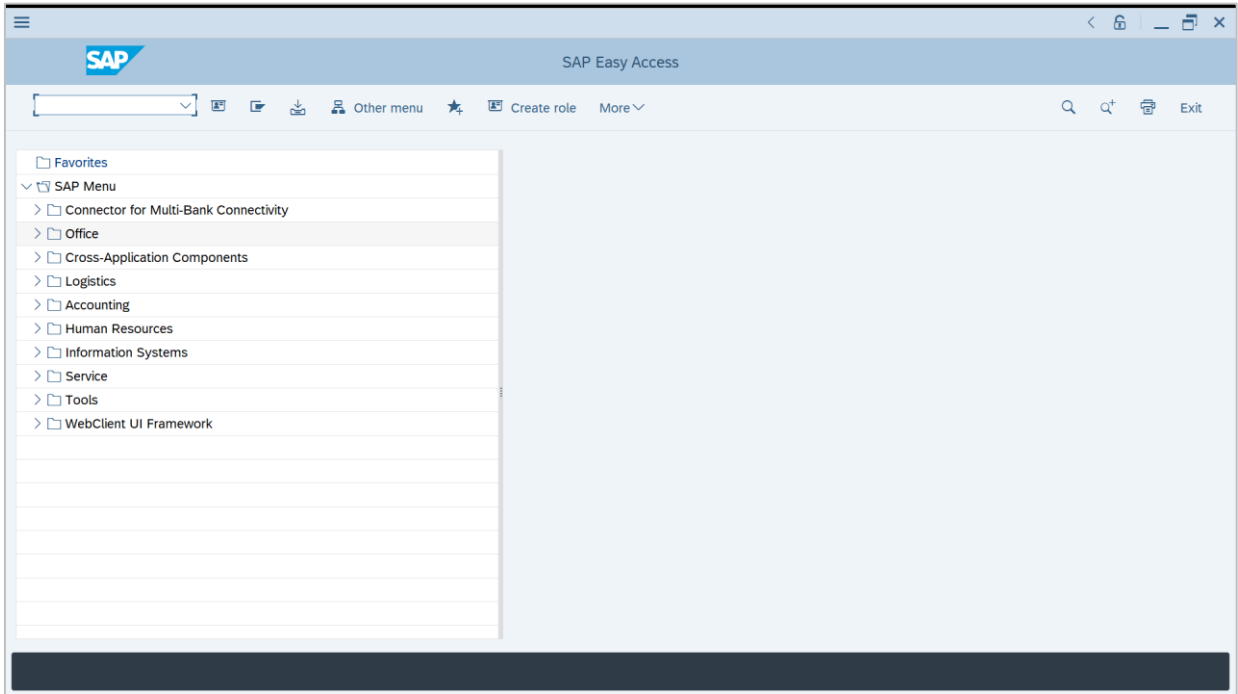
The SAP Easy Access page will appear

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

This issue comes from unsynchronized relationships between **A003 position to organizational unit (Belongs to)** and **A012 position to organizational unit (Manages…)**.

2. Click on ⬚ Exit ⬚ button.
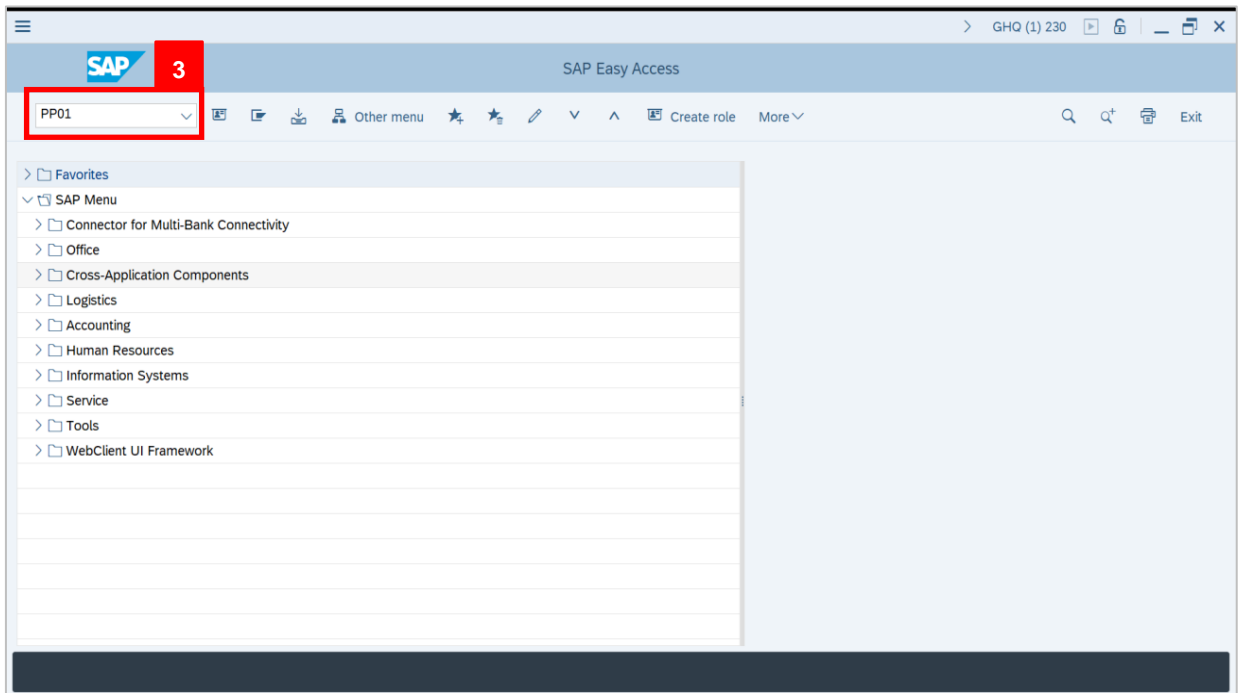
3. Search on bar **PP01** and press **Enter** button on the keyboard.
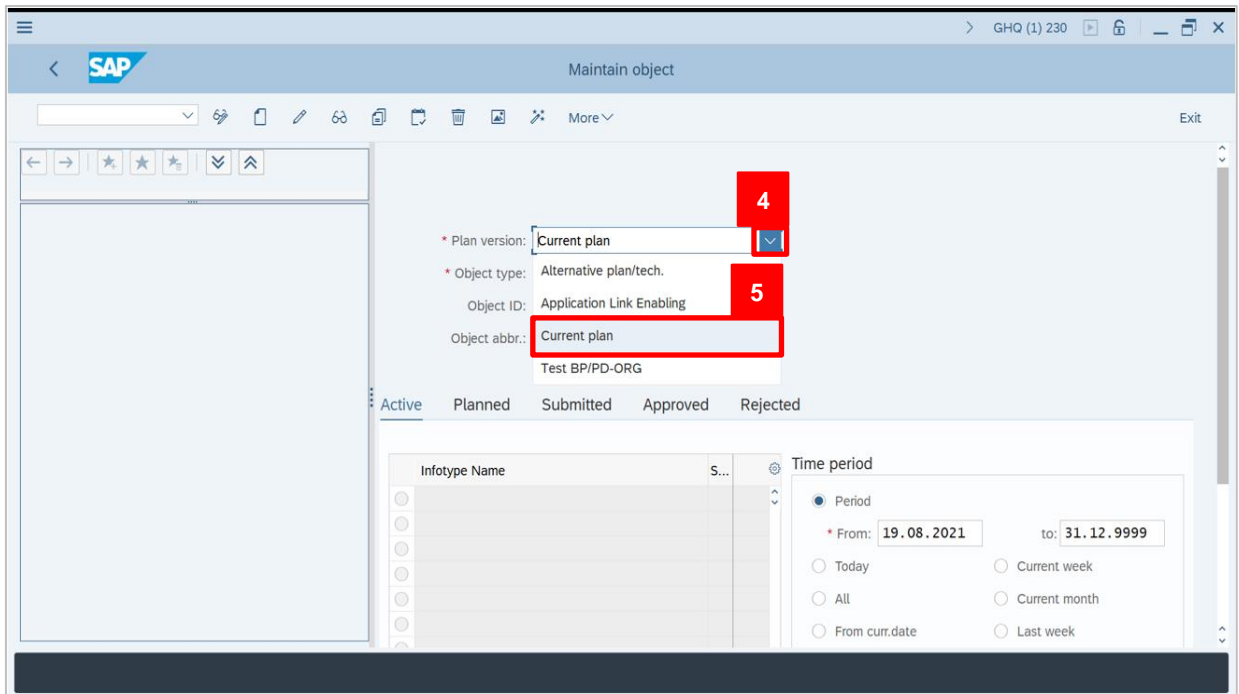
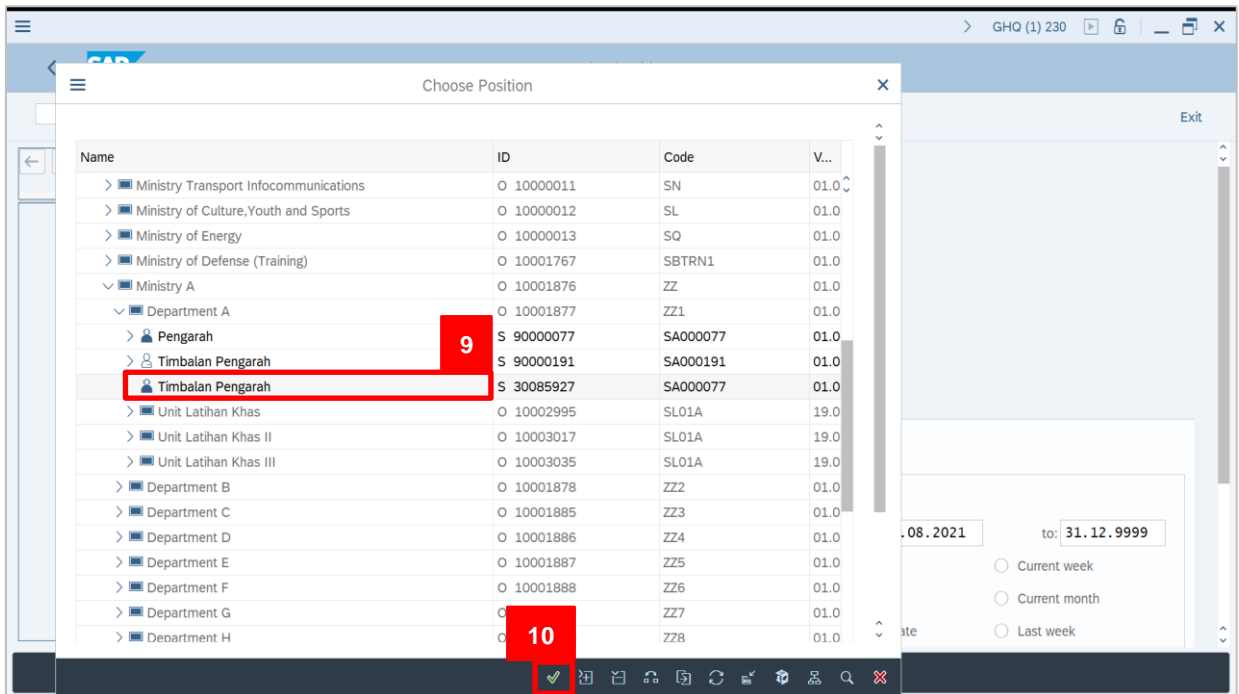4. Under **Plan version**, click on ☑ icon.

5. Select **Current plan.**
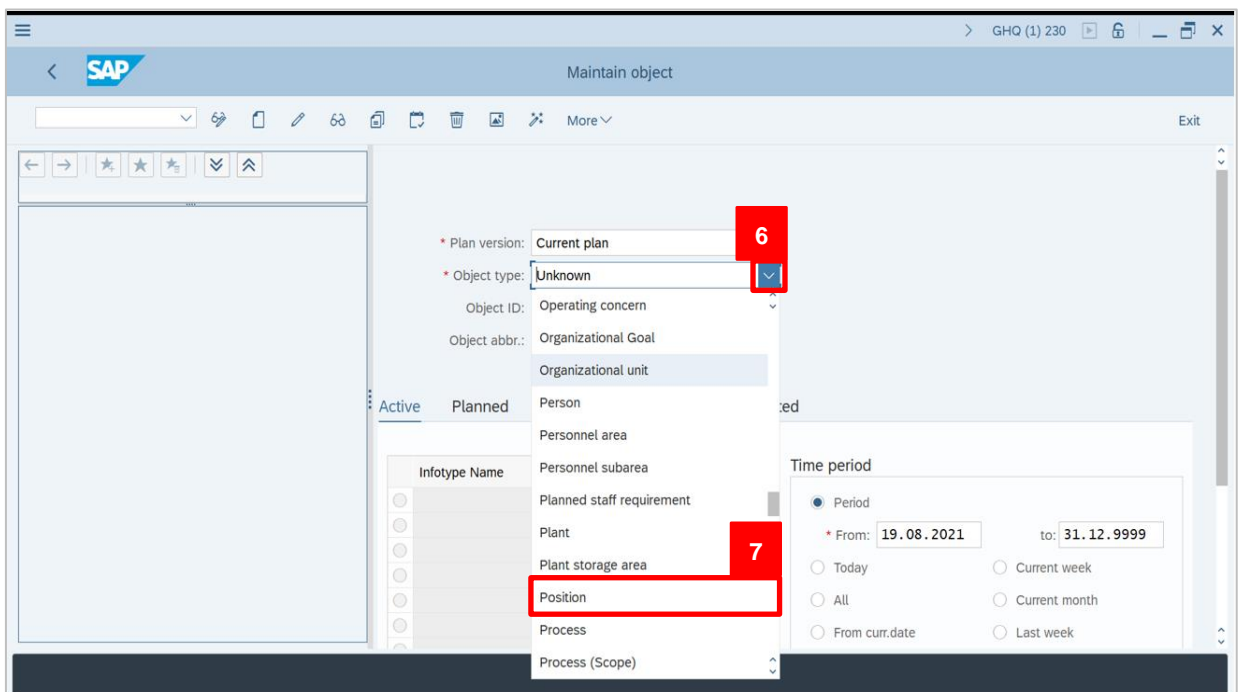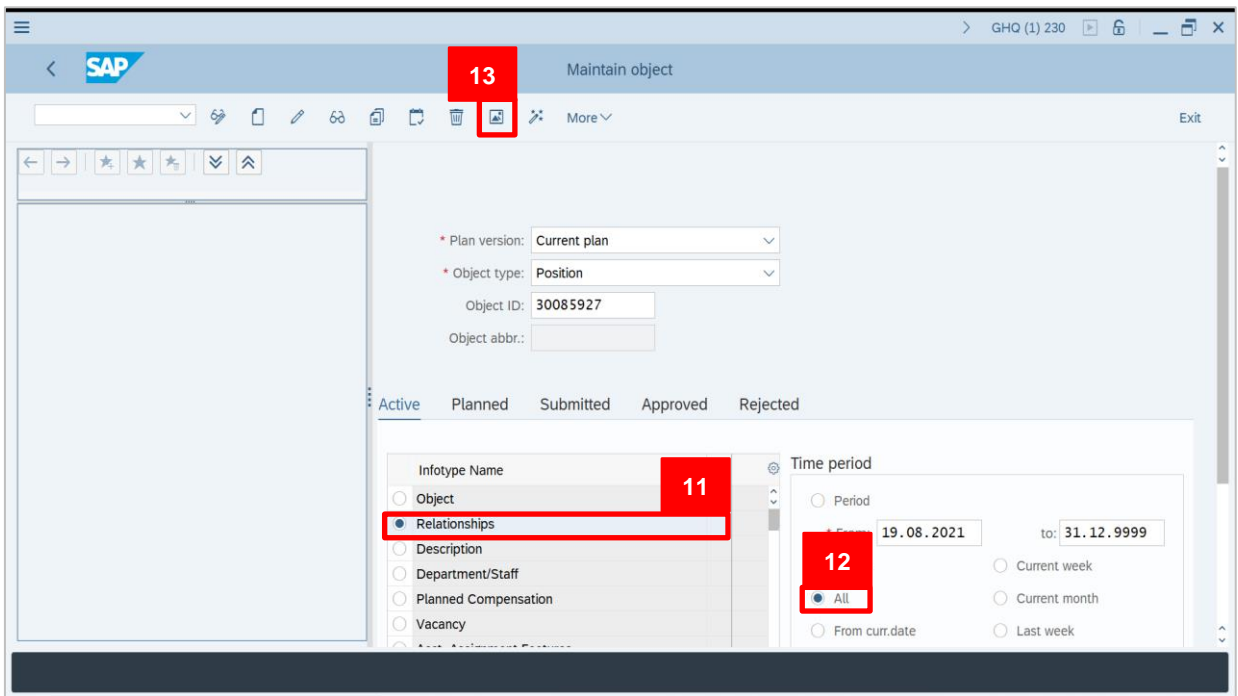

6. Object type, click ☑ icon.

7. Select **Position.**
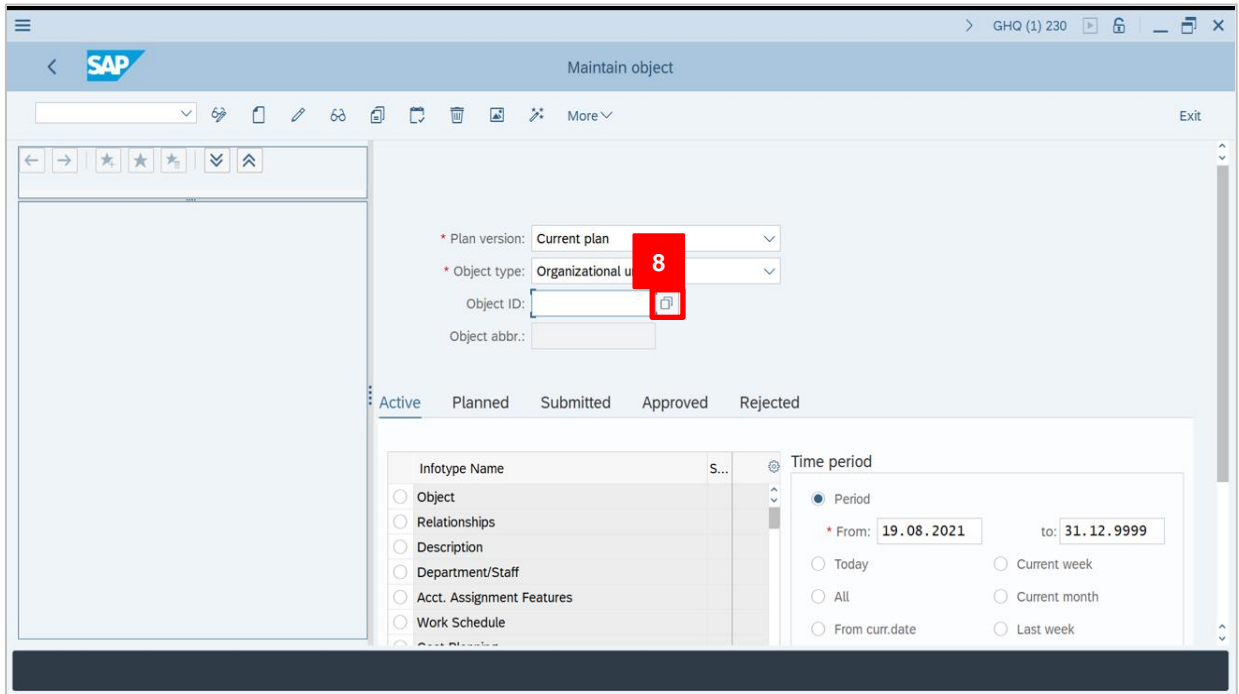
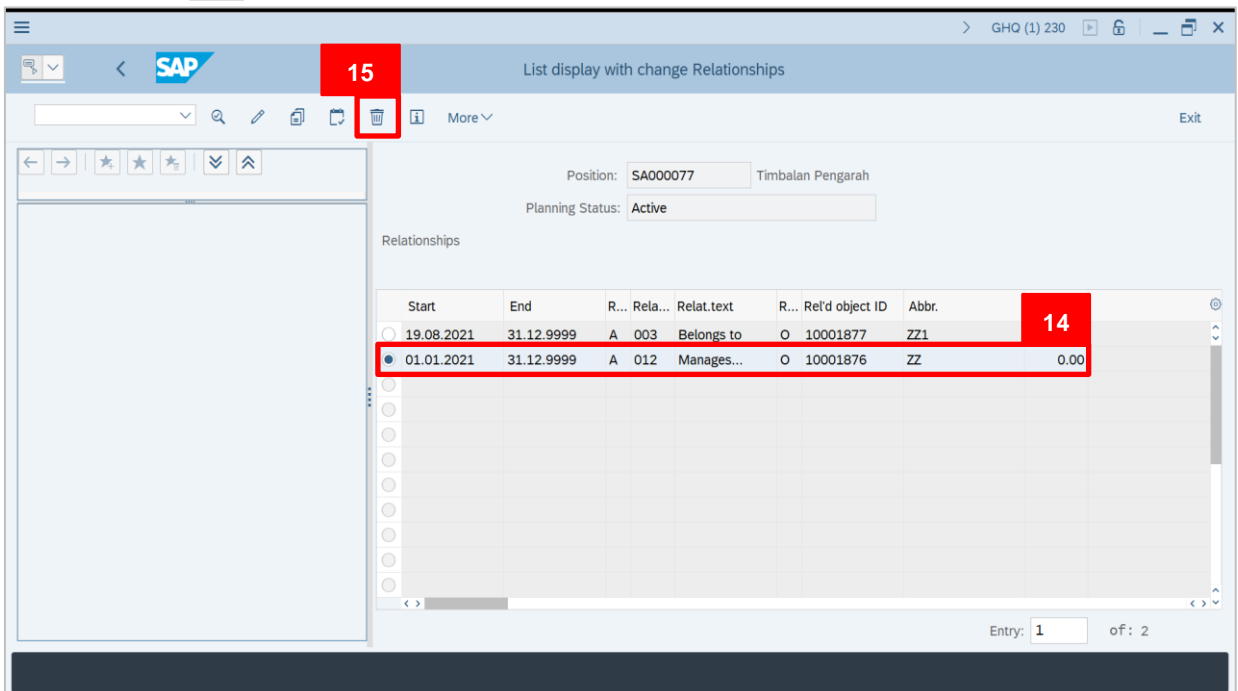8. Under **objective ID**, click icon.

9. Select respective **Position.**

10. Click on icon.

11. Under **Active tab**, select **Relationships**.

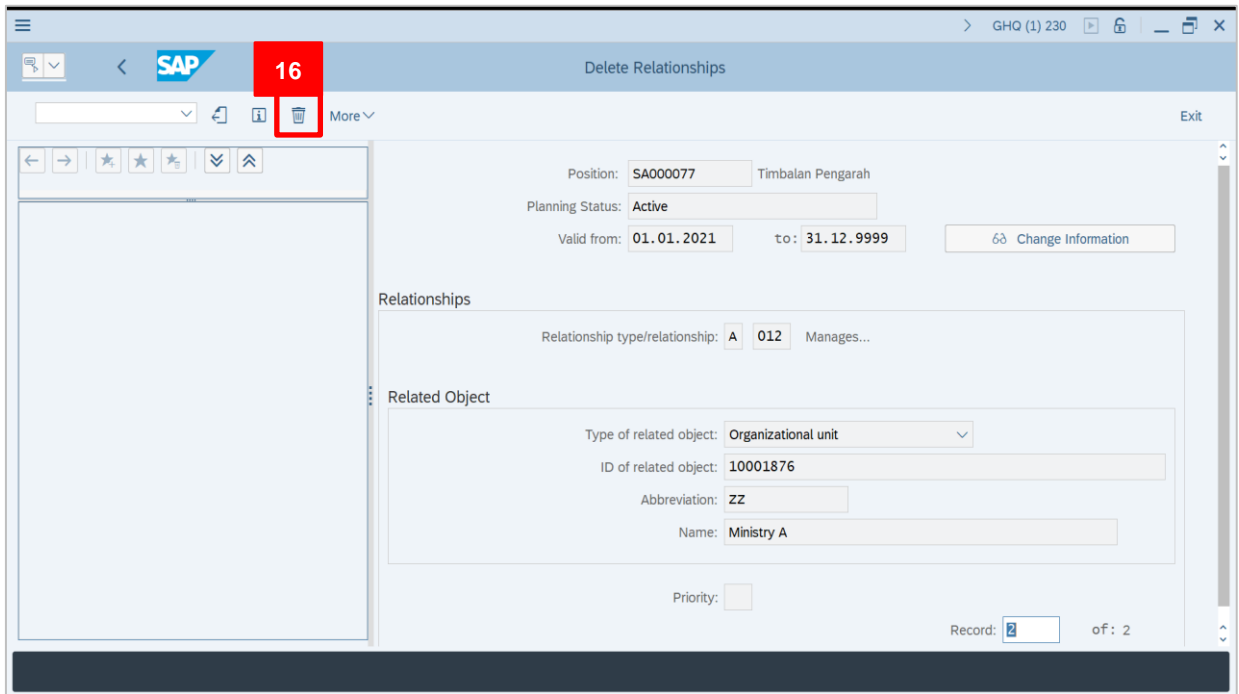12. Under **Time period**, Select **ALL**.
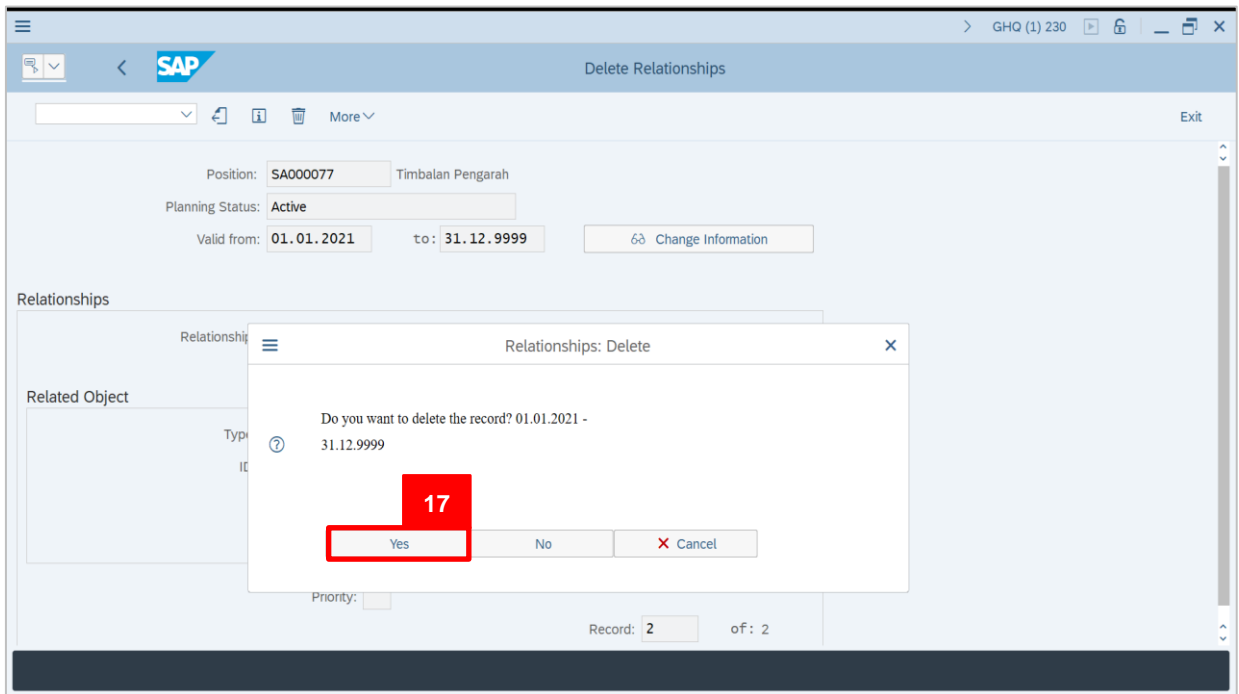
13. Click on [icon] icon.

If this position as a chief of current organization unit, **relationship A012 (Manages…)** and **A003 (Belongs to)** should be with the **same ID** of Organizational Unit.
If its different, delete **relationships A012**.
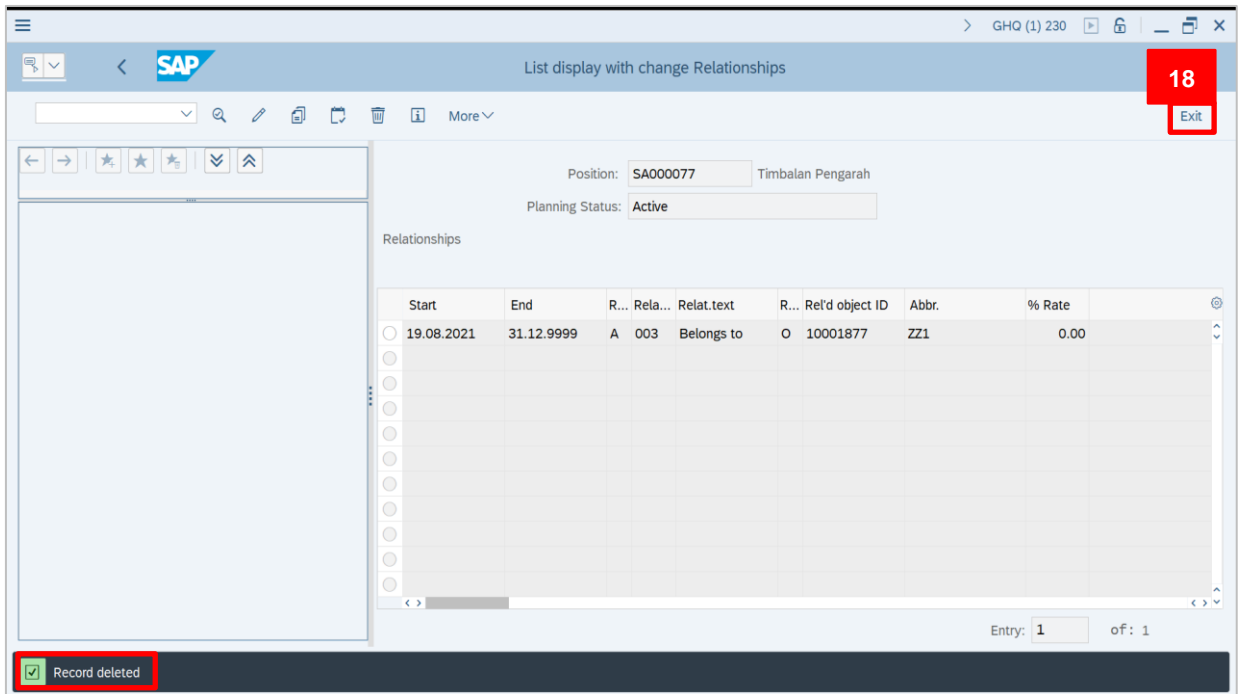
14. Select **relationships A012.**

15. Click on [icon] icon.

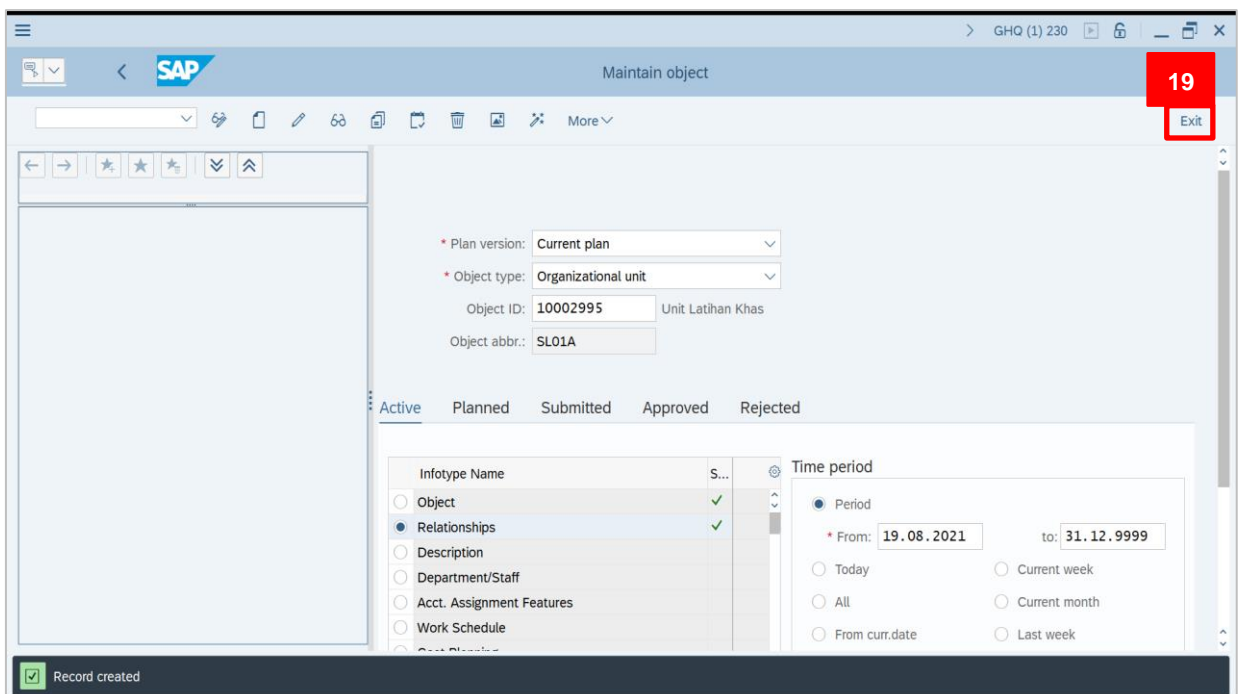16. Click on 🗑 icon again.

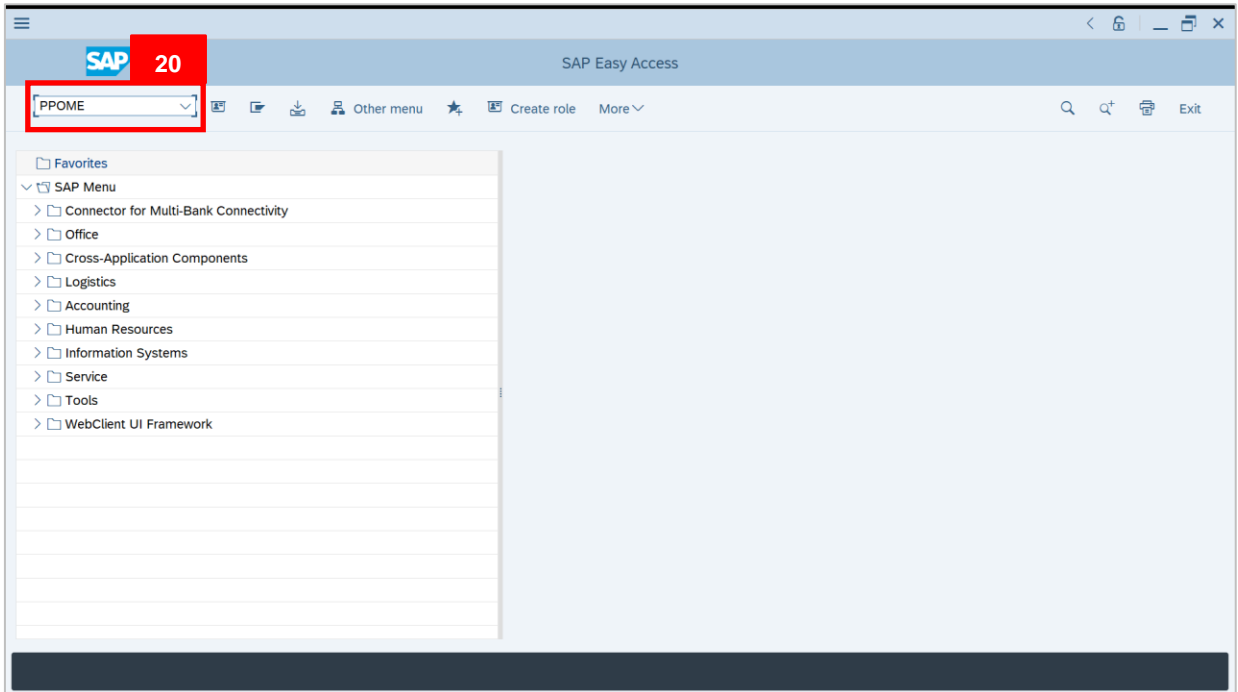17. Select   Yes   button to confirm.

Outcome: Record has been deleted.

18. Click Exit icon.
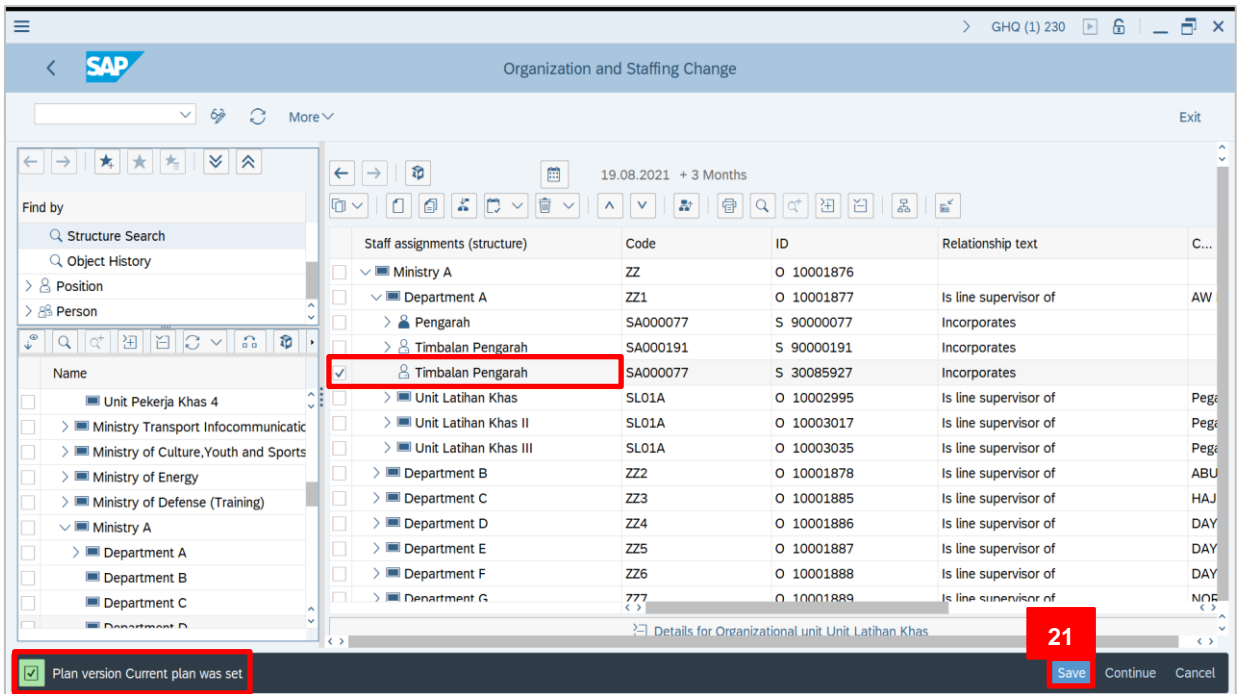

19. Select Exit icon again.

20. On the search bar, type **PPOME** and click **Enter** on your keyboard.

Outcome : The blue icon of position has been removed successfully.
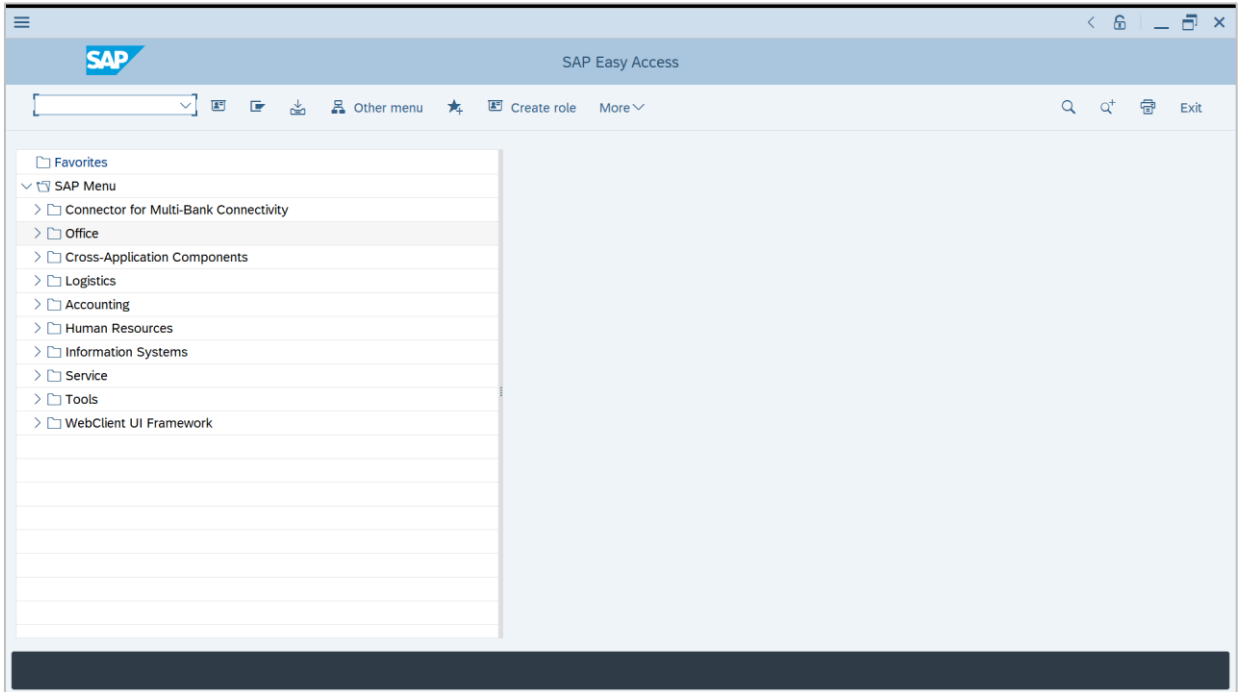
21. Click **Save** icon.

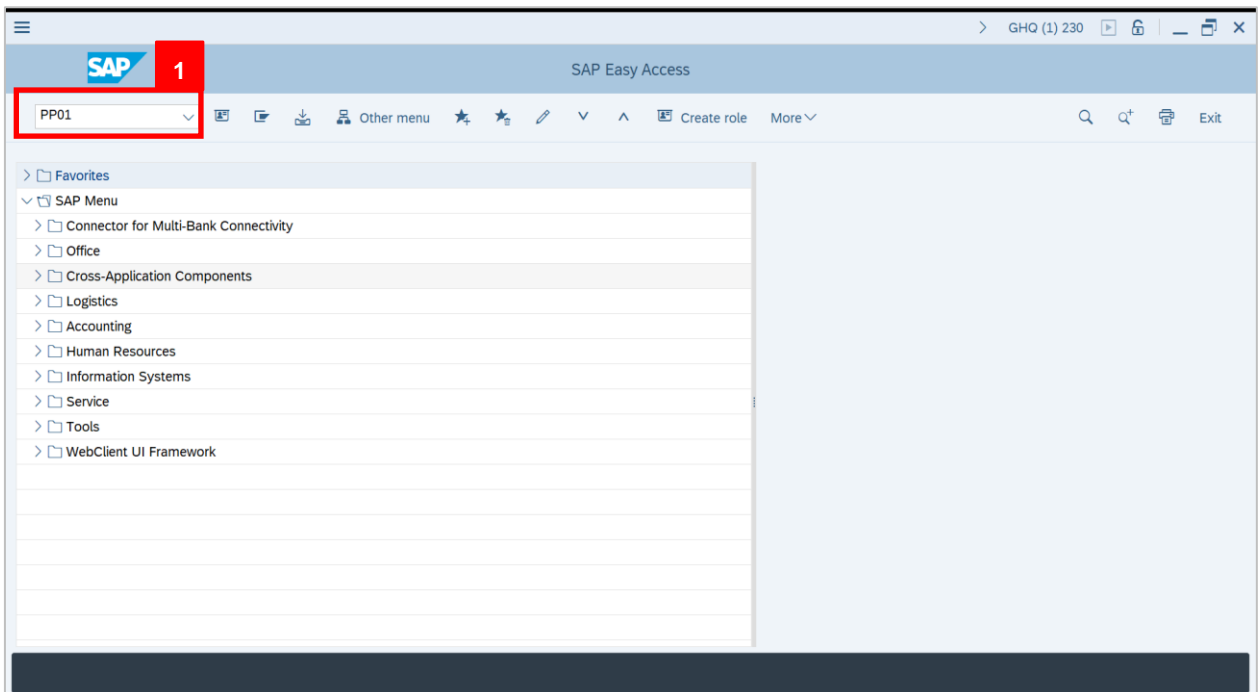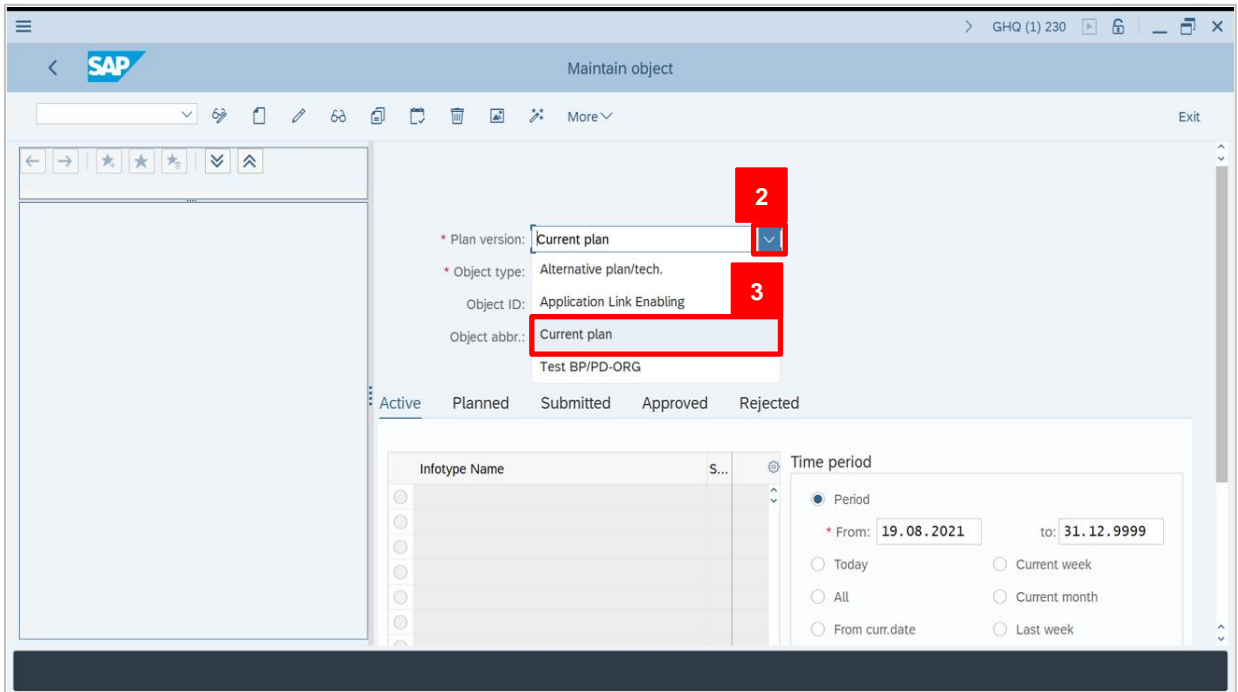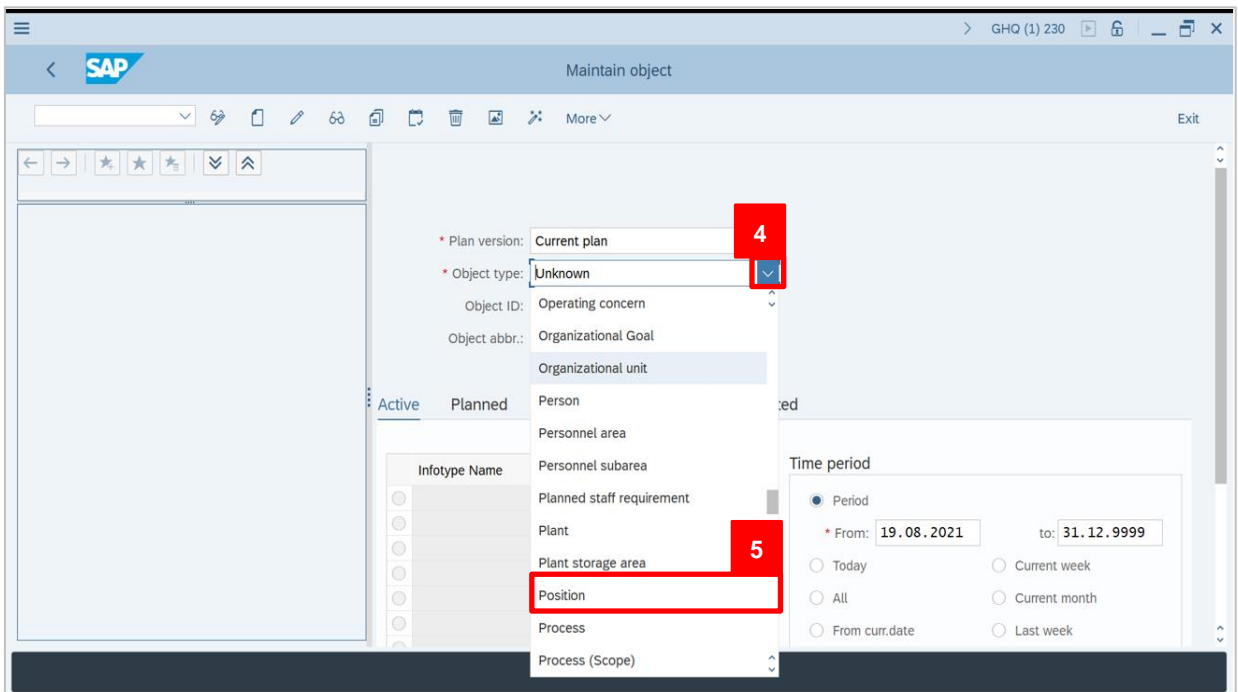| Delete holders of position if the position ID has two or more holders	Backend User
	OM Administrator

The SAP Easy Access page will appear

1. Navigate to **Personnel Actions** page by entering transaction code, **PP01** in the Search Bar and press **Enter** button on the keyboard.
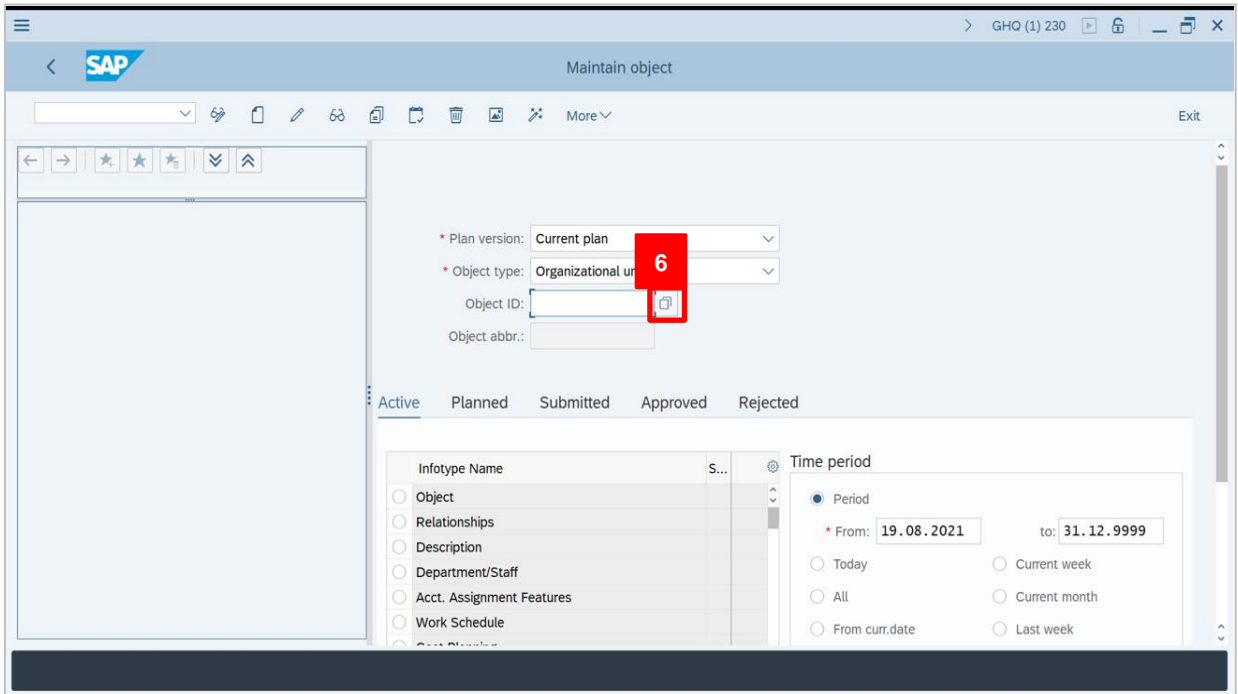
2. Under **Plan version**, click on [∨] icon.
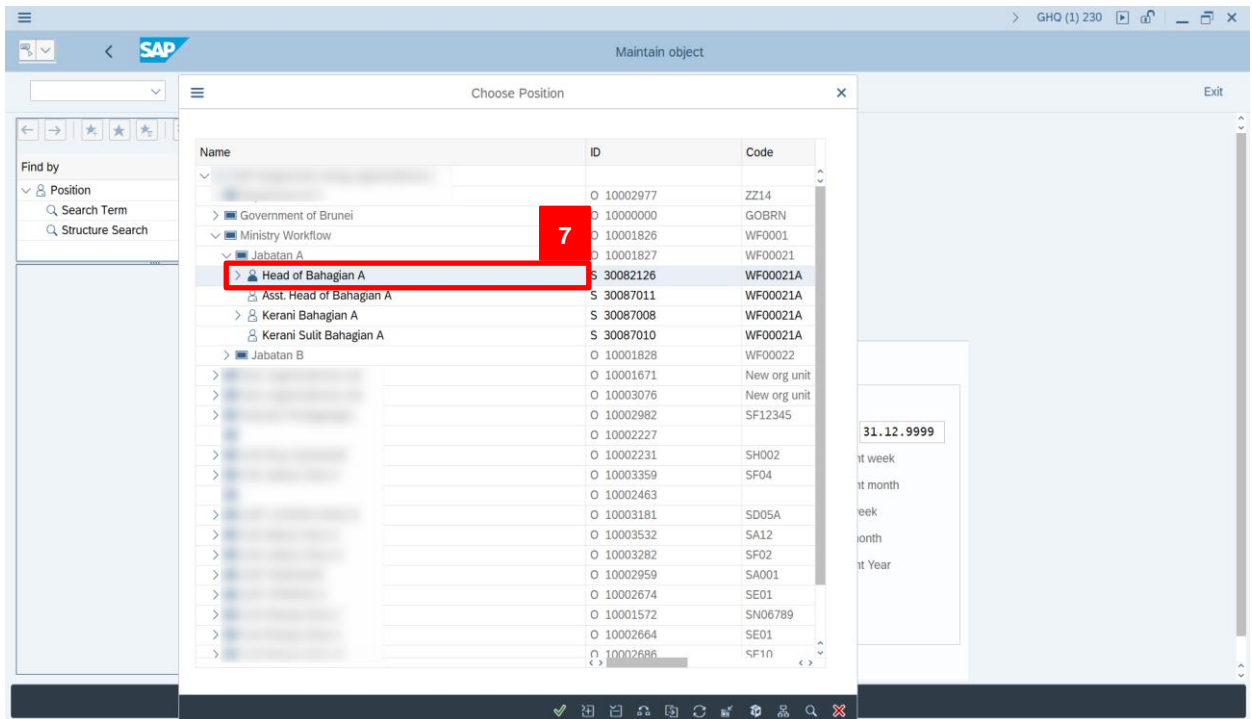
3. Select **Current Plan.**
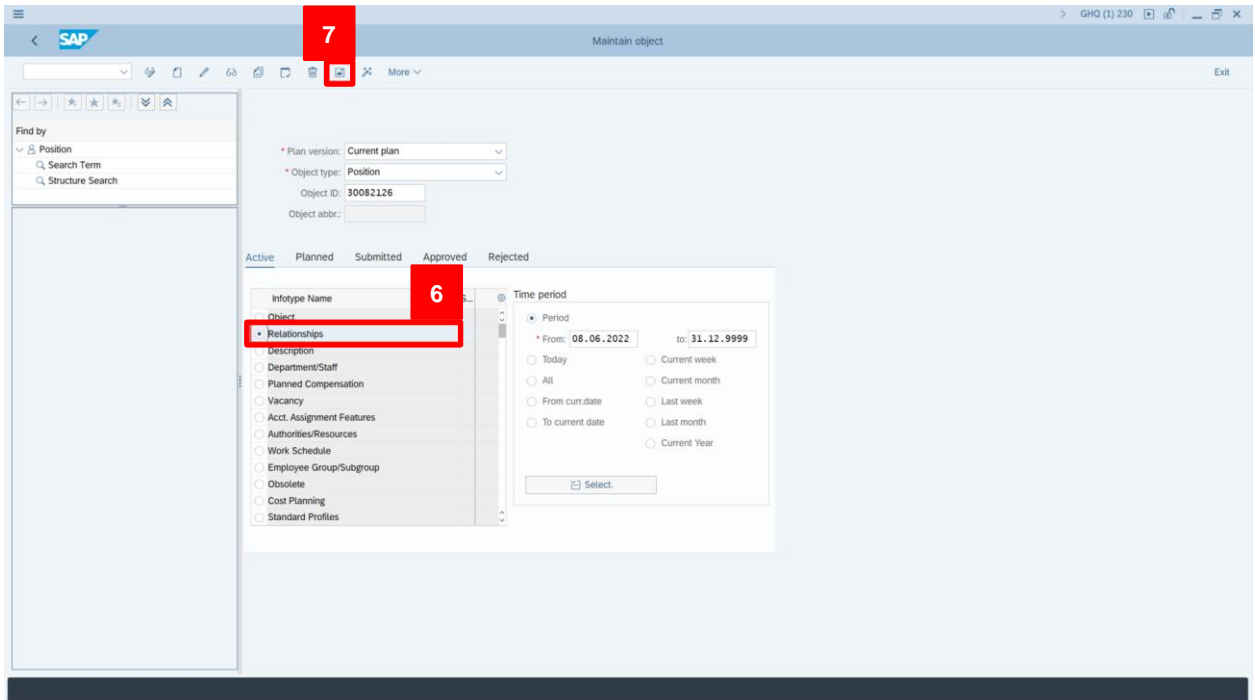

4. Under **object type**, click on [∨] icon.

5. Select **Position.**

6. Under **objective ID**, click icon.
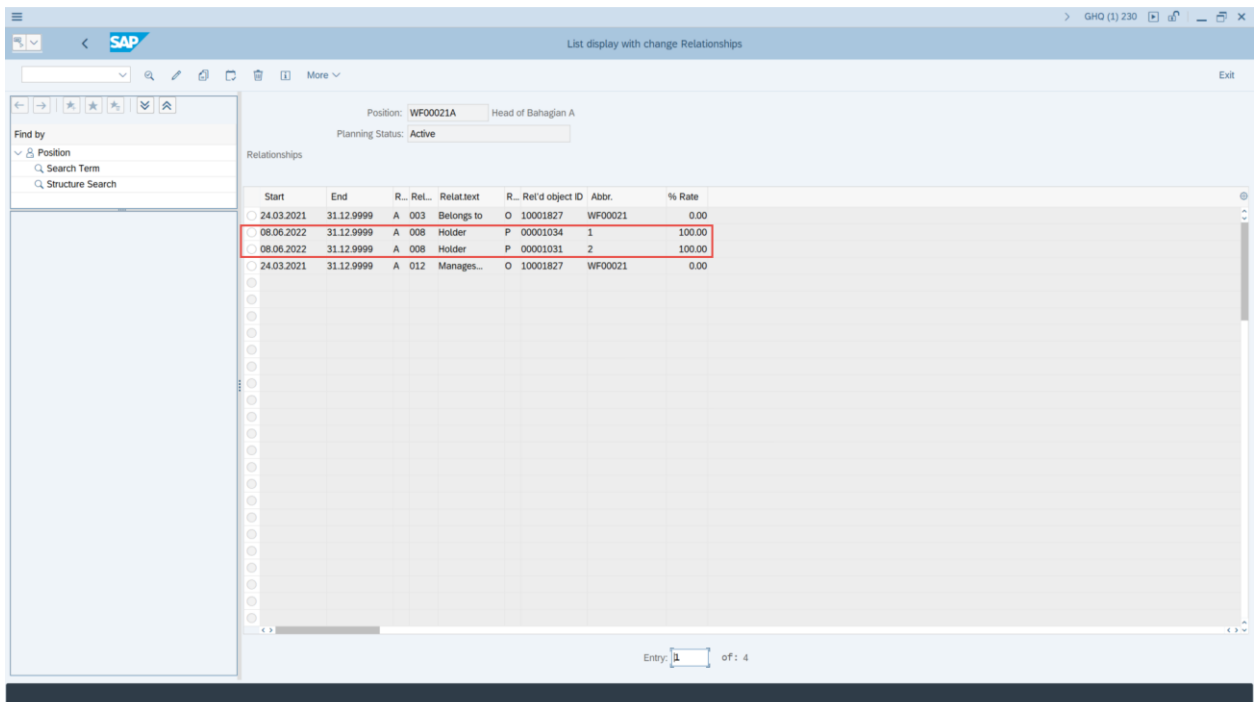

7. Select and double click respective **Position.**

Sistem Sumber Manusia – Organizational Management

6. Under Active, select **Relationship.**

7. Click on 🖼 icon.

Outcome : The relationship types of the Position ID. The image shows 2 Personnel holding the same Position ID.

Notes:
Belongs to Relationship: Determines the position ID belongs to which Organizational Unit.
Holder Relationship: Determines who is holding the Position ID.
Cost Center Relationship: Determines the Cost Center of the Position ID.

Sistem Sumber Manusia – Organizational Management

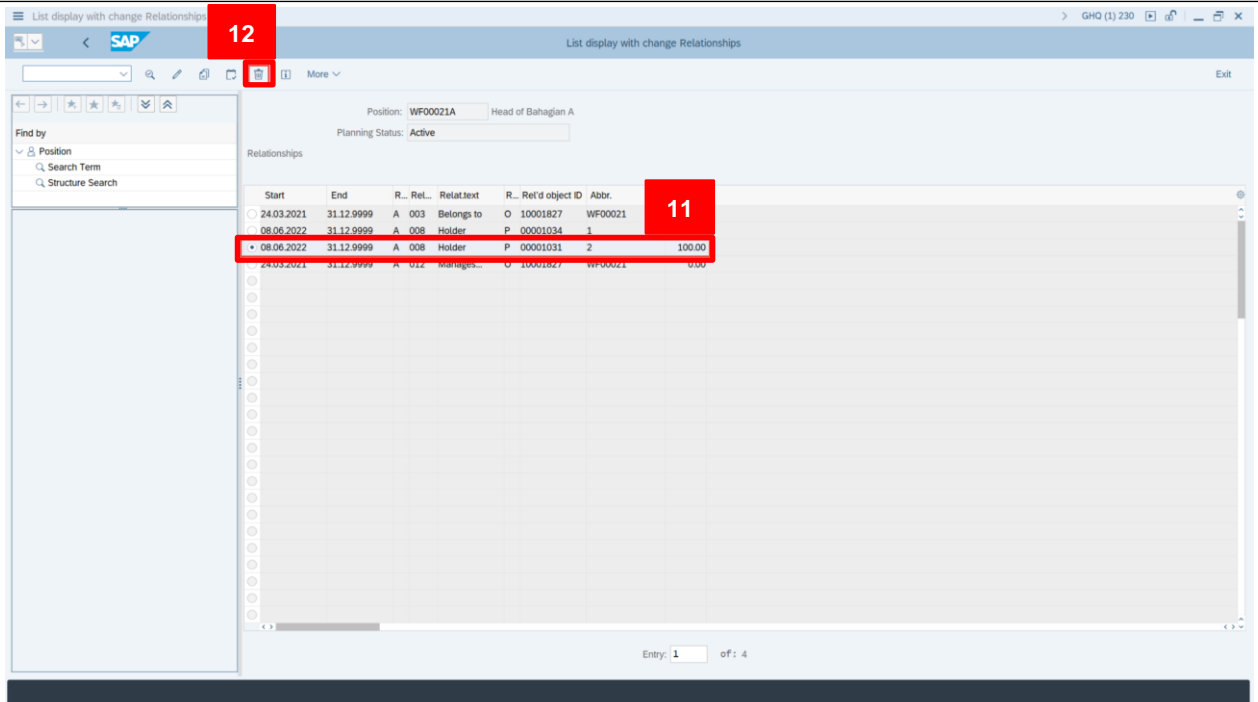8. Select the first holder record to check the details.

9. Click on 🔍 icon.

Outcome : The details of the first holder.

10. Click on ＜ icon.

Notes:
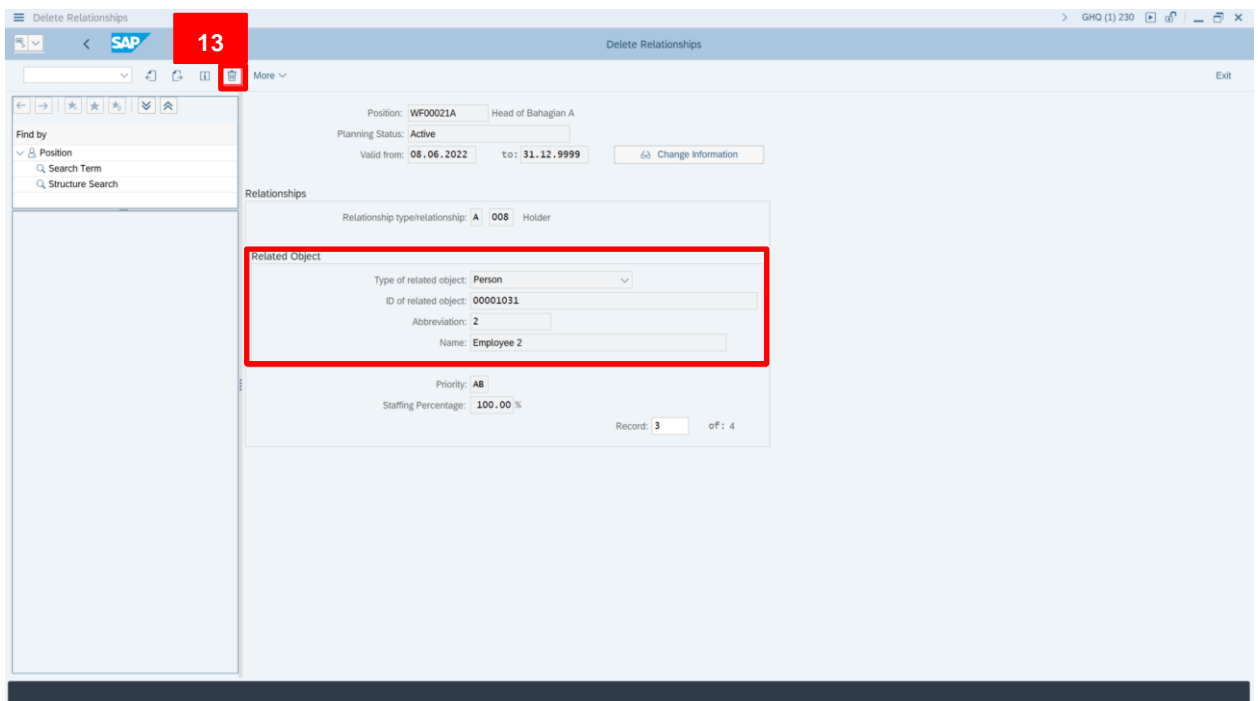Repeat the Step 8 to Step 10 for second holder record to check the details.

SSM_UG_OM_Back End (SAP GUI)_Maintain Positions_v2.0

11. Select the record holder that not holding the Position ID**.**

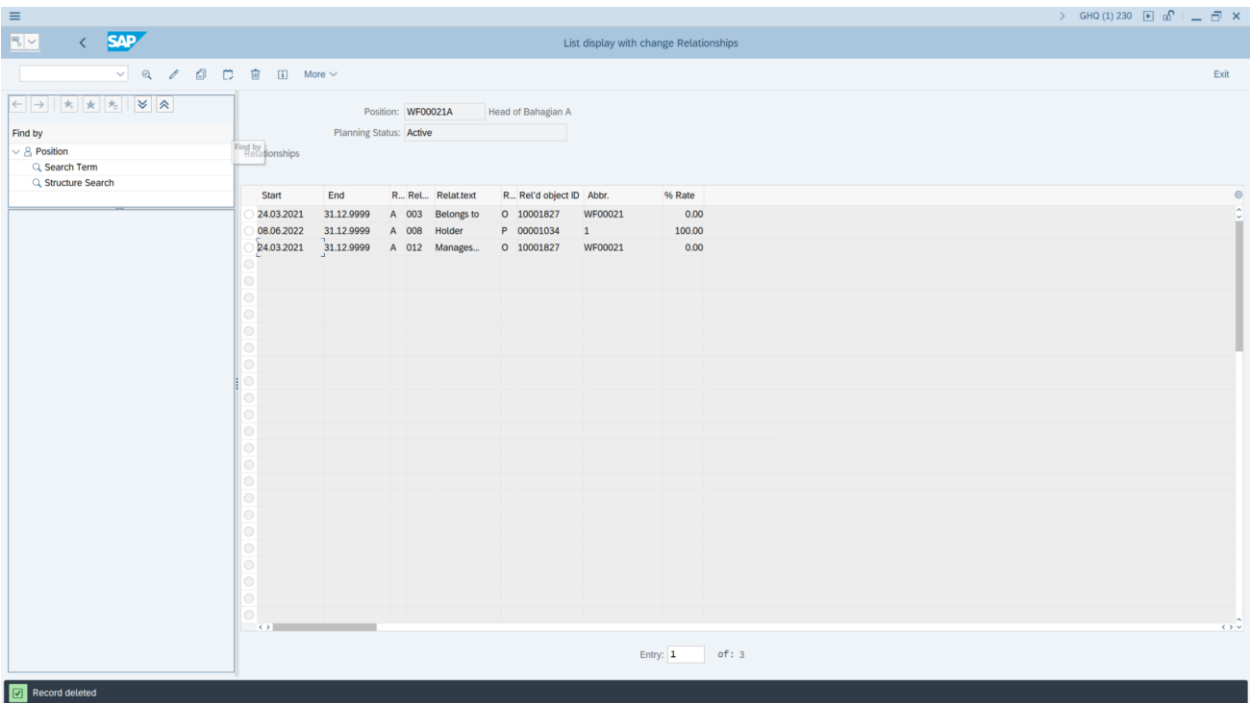12. Click on 🗑 icon.

Note : Double check the details under **Related Object** before the next step.

13. Click on 🗑 icon.
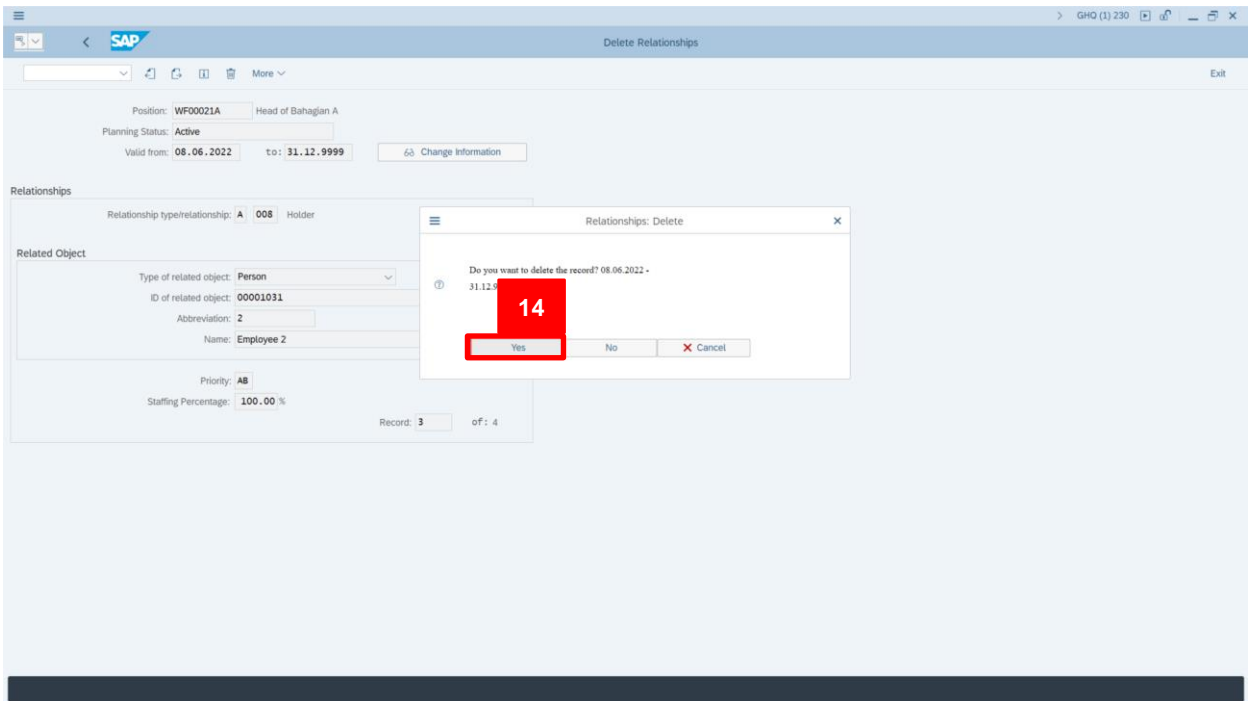
14. Click on [Yes] to confirm delete the record**.**

Outcome : The recorded second holder will not appear in the list and will be reflected in PPOME as shown on the next page.

Note : As for the second holder, HR Administration need to assign the user in the correct position ID which the user hold to. Refer to Personnel Administration User Guides.