

# SISTEM SUMBER MANUSIA

**User Guide** 

# Organizational Management for Back End User (SAP GUI)

# SAP Log On

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
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**.



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Log into SAP and Password Reset Backend User

- 1. Enter Employee's IC Number in User box
- 2. Enter the provided Password and click Enter on the keyboard

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SAP	SAP	
~	New password More ∨	Exit
Client:	200 Information      I Welcome to SAP S/4 HANA 1909 - SSM Quality System	÷
* User		
* Password		
Logon Language:	EN Client 210 : Data Migration	
	Client 230 : Department Training	
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Note: For first time log in, the system will automatically ask to change password

- 3. Enter new password
- 4. Click on 🗹

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Client 220 *User: 012345678 > Passor Logon Language: EN	Information II Welccome to SAP 5/4 HANA 1909 - SSM Quality System Client 220 : UAT Client 220 : UAT Client 220 : Training Client 220 : Department Training	3
Enter a new password		



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SAP Menu			
> 🗀 Connector for Multi-Bank Connectivity			
> 🗋 Office			
>  Cross-Application Components			
> 🗀 Logistics			
> 🗋 Accounting			
> 🗋 Human Resources			
> 🗀 Information Systems			
> 🗀 Service			
> 🗀 Tools			
> 🗀 WebClient UI Framework			

Outcome: The SAP Easy Access page will appear after logging on.



Display SAP B Transaction Code -

Backend User

#### The SAP Easy Access page will appear

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By default, SAP does not show transaction's code.

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Connector for Multi-Bank Connectivity     Office     Extras	Administration information (Ctrl+Shift+F8)
Cross-Application Components     Di Logistics     Di Accounting	Assign users     Display documentation (Shift+F6)
> D Human Resources     SAP GUI setting       > D Information Systems     SAP GUI setting	gs and actions > Technical details (Shift+F11) Settings (Shift+F9) 3
> 🗅 Service	Set start transaction (Shift+F7)
> 🗅 WebClient UI Framework	



To enable Transaction code:			
1. Click More ~			
2. Click Extras			
3. Select Settings (Shift+F9)			
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> T WebClient UI Framework	I splay Technical Names 5 ✓ K ≶≣ #Ξ &		
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<ul> <li>4. Tick ✓ icon to Display Technic</li> <li>5. Tick ✓ icon.</li> </ul>	cal Names.	_	
	cal Names.	< 6-	_ @ ×
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5. Tick icon.	SAP Easy Access		

Outcome: Transaction codes are now enabled.



Organizing and<br/>Staffing ChangeBackend UserPage-

The SAP Easy Access page will appear

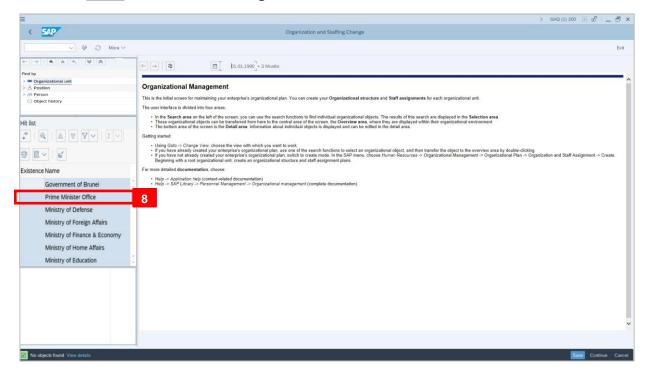
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On the SAP page, go to:		
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2. Click Var Human Resources	
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C Office Cross-Application Components C Logistics	
Carl Accounting	
C Time Management     Payroll     SAP Learning Solution	
C Training and Event Management     C Training Needs Magnetic Action of the second seco	
C Organization and Staffing     C Organization and Staffing     PPOCE - Create     PPOCE - Change     PPOSE - Display	
S PPOSE - Display	

3. Click $\sim$ $\Box$ Organization	nal Plan		
4. Click	and Staffing		
5. Under 🛛 🗸 🖄 Organizatio	n and Staffing	, click on 🔅 PPOME - Change	
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v ∲ Q Mana v			Exit
	(1.01.1990) + 3 Months		
> Corganizational unit	romont		^ ^
> # Person		create your Organizational structure and Staff assignments for each organizational unit.	
The user interface is divided into f			
These organizational object	ts can be transferred from here to the central area o	to find individual organizational objects. The results of this search are displayed in the Selection of the screen, the Overview area, where they are displayed within their organizational environme objects is displayed and can be edited in the detail area.	area. mL
Name Code Getting started:	_	Find Operation in the set	Y.
Using <i>Goto</i> -> <i>Change</i> View     If you have already created     If you have not already created	your enterprise's orga ted your enterprise's c	Find Organizational unit	X double-clicking. inal Plan -> Organization and Staff Assignment -> Create.
Beginning with a root organ For more detailed documentation	, choose:		
Help -> Application help (ct     Help -> SAP Library -> Per	intext-related documer Wi sonnel Management ->	ith name: *	
	4	Assigned: V	
		to:	
		Object:	
		7	_
		✓ Find	×
			×
V objects found View dotails			Save Continue Cancel

Outcome: Organization and Staffing page will be displayed.

- 6. Click on V 
  Organizational unit
- 7. Click
- <sup>Find</sup> icon under Find Organizational unit.





Outcome: List of ministries will be displayed.

8. Click on respective ministry.

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Find by		V   🛃   🖶 Q	(* 건 건   몳	E C	
✓ ■ Organizational unit	Staff assignments (structure)	Code	ID	Relationship text	Chief
Q Free search	V Prime Minister Office	SA	O 10000001		A perso
Q Search Term	Pegawai Pentadbir Kanan	SA101	S 30000484	Incorporates	
Q Structure Search	> 🚔 3 personnel	3 personnel	S 30000607	Incorporates	
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Prime Minister Office			from: 1	To:	31.12.9999
Ministry of Defense	Org Unit Level: 2	Minister Office			
Ministry of Foreign Affairs					
Ministry of Finance & Economy					
Ministry of Home Affairs					
Ministry of Education					Û
				Save	e Continue Cancel

Outcome: New Organization and Staffing Change page will be displayed.



Add Transaction Code PPOME As Favourite Backend User

The SAP Easy Access page will appear

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#### On the SAP page, go to:

1. Click SAP Menu		
2. Click Human Resour	rces	
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✓ <sup>™</sup> SAP Menu	· · · · · · · · · · · · · · · · · · ·	
Connector for Multi-Bank Connectivity     Diffice		
Cross-Application Components		
> C Logistics		
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$\sim$ 🗇 Human Resources		
PPMDT - Manager's Desktop		
> 🗋 Personnel Management		
> 🗋 Time Management		
> 🗅 Payroll		
> C SAP Learning Solution	Execute: Change	
C Training and Event Management     D Training Needs Management	Execute in New Window	
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✓ <sup>™</sup> Organizational Plan	Add to Favorites 6	
✓ <sup>[</sup> ] Organization and Staffing 4	Create Shortcut on Desktop	
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3. Click V 🖸 Organizational Plan	
4. Click VI Organization and Staffing	
5. Under Vill Organization and Staffing , right click on PPOME - Change	
6. Select Add to Favorites	
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Outcome: PPOME – Change Organization and Staffing will be displayed under v 🖾 Favorites