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**.
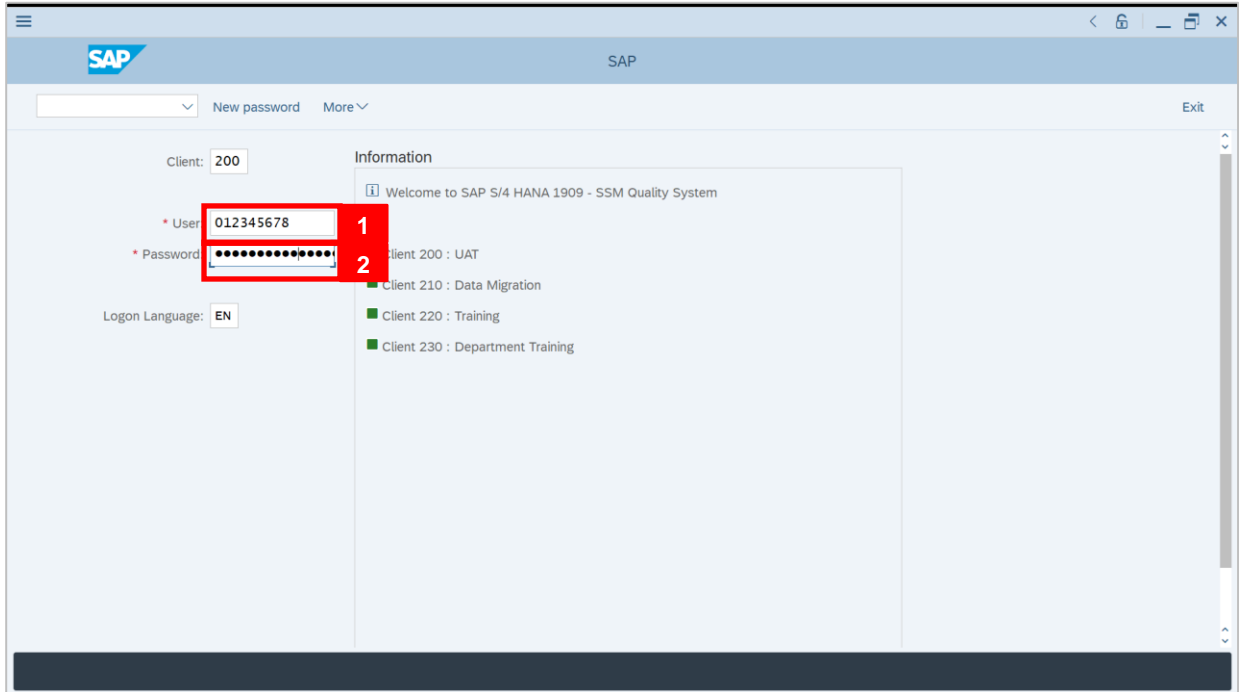
Table of Content

Sistem Sumber Manusia – Organizational Management

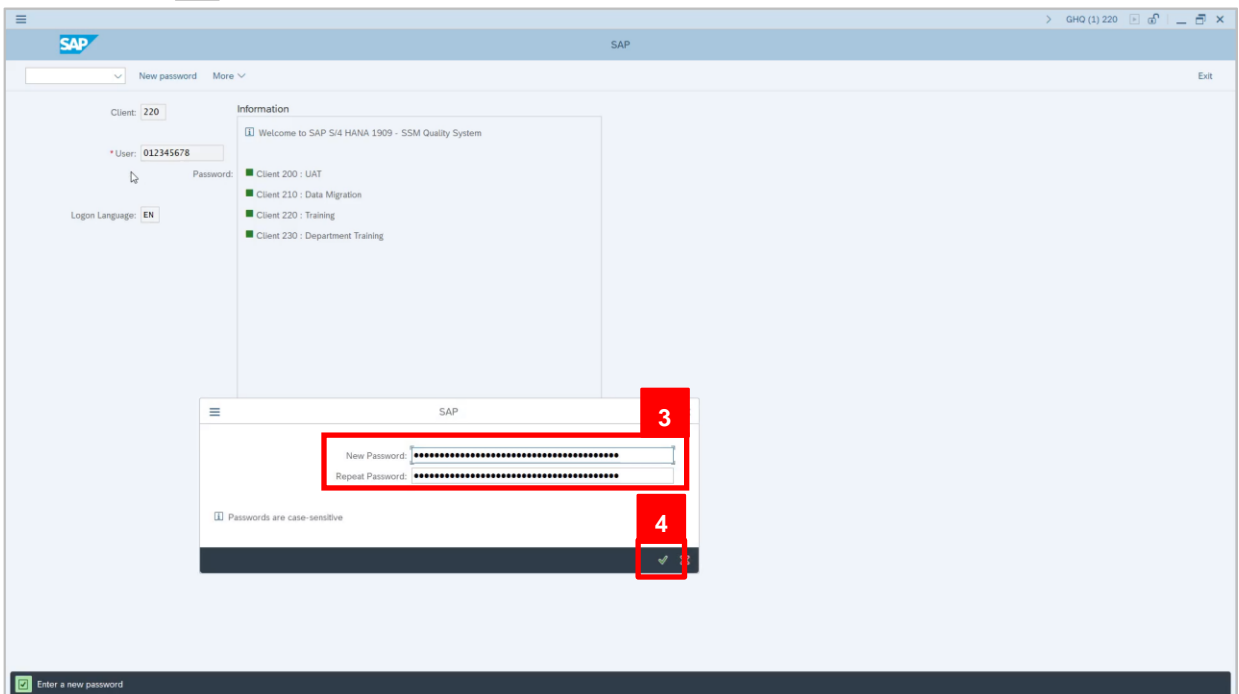| Log into SAP and Password Reset	Backend User
	-

1. Enter Employee's **IC Number** in **User** box

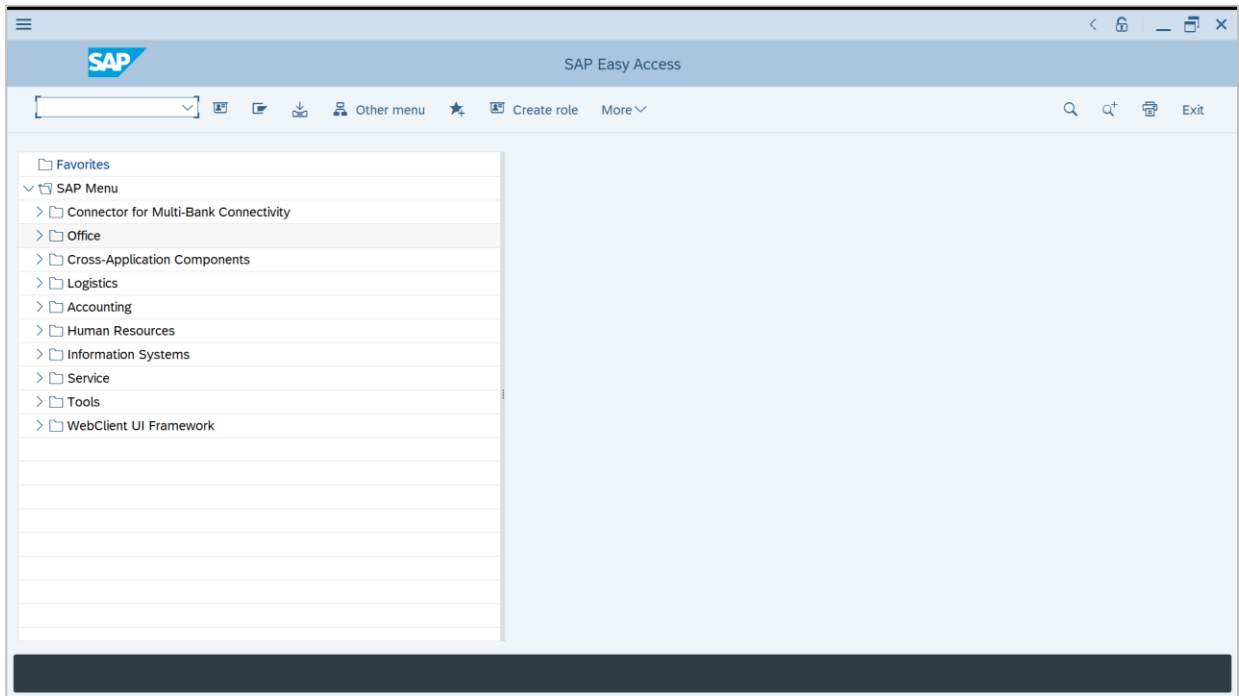2. Enter the provided **Password** and click **Enter** on the keyboard

Note: For first time log in, the system will automatically ask to change password
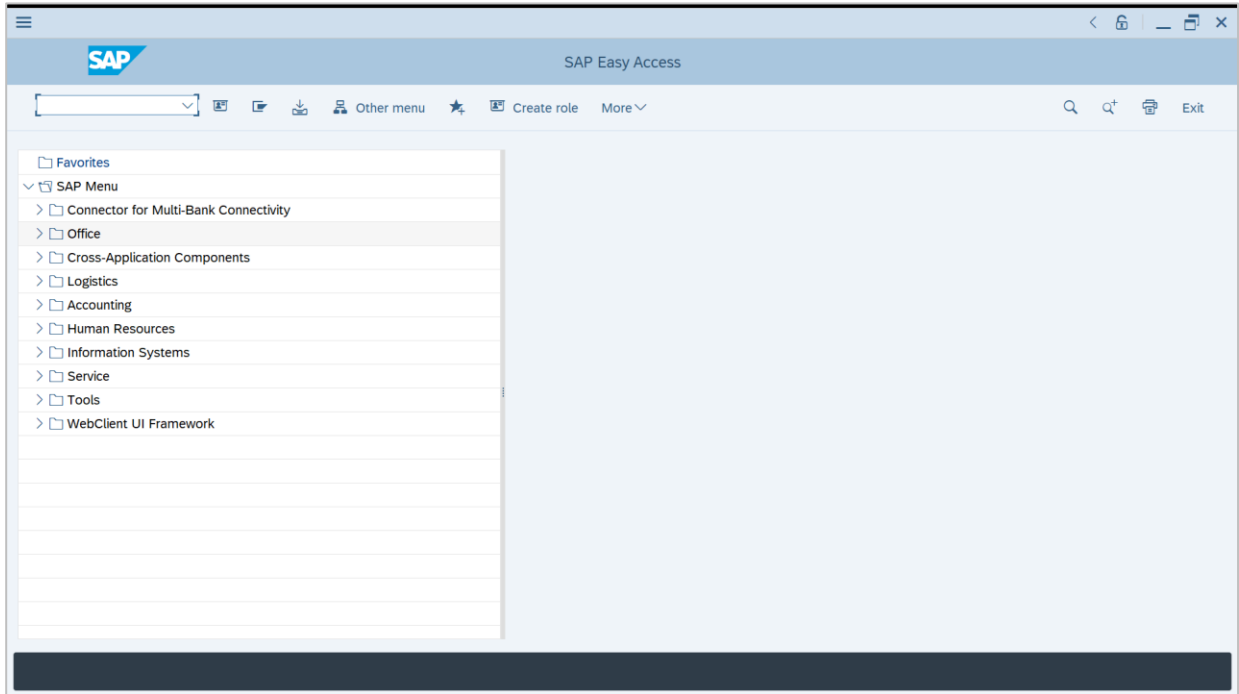
3. Enter new password

4. Click on ✅

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

Sistem Sumber Manusia – Organizational Management
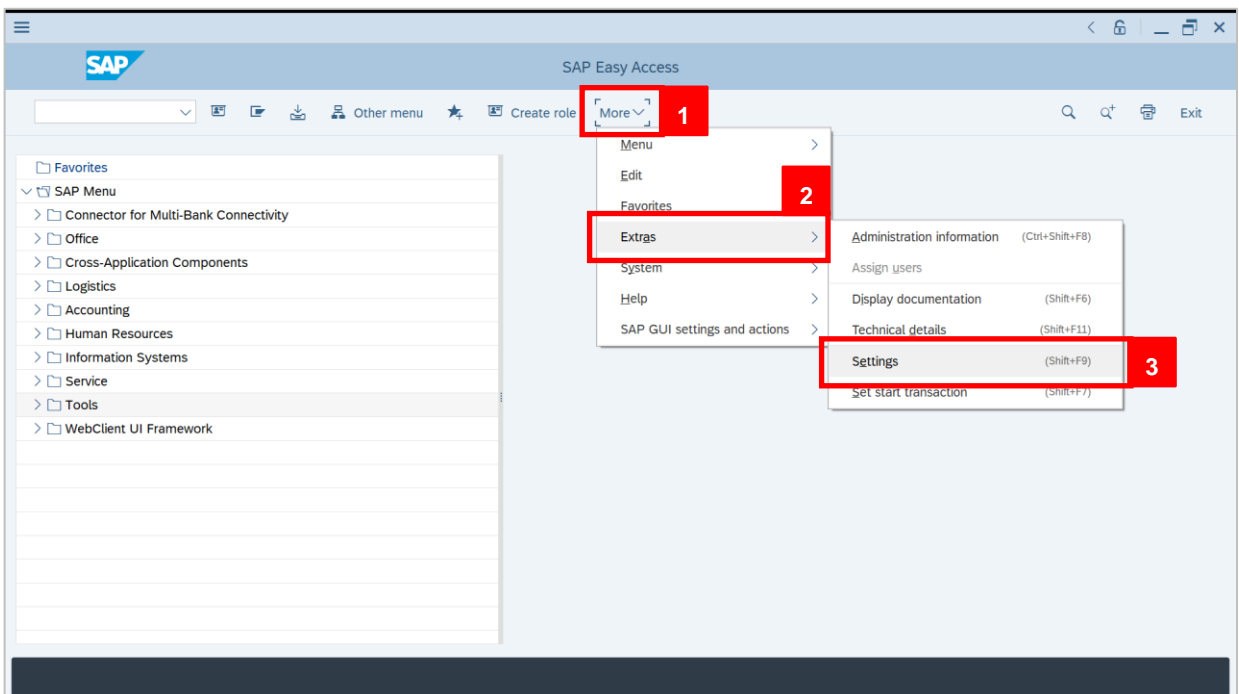
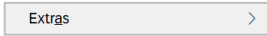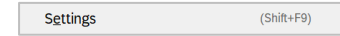| Display SAP Transaction Code	Backend User
	-

The SAP Easy Access page will appear
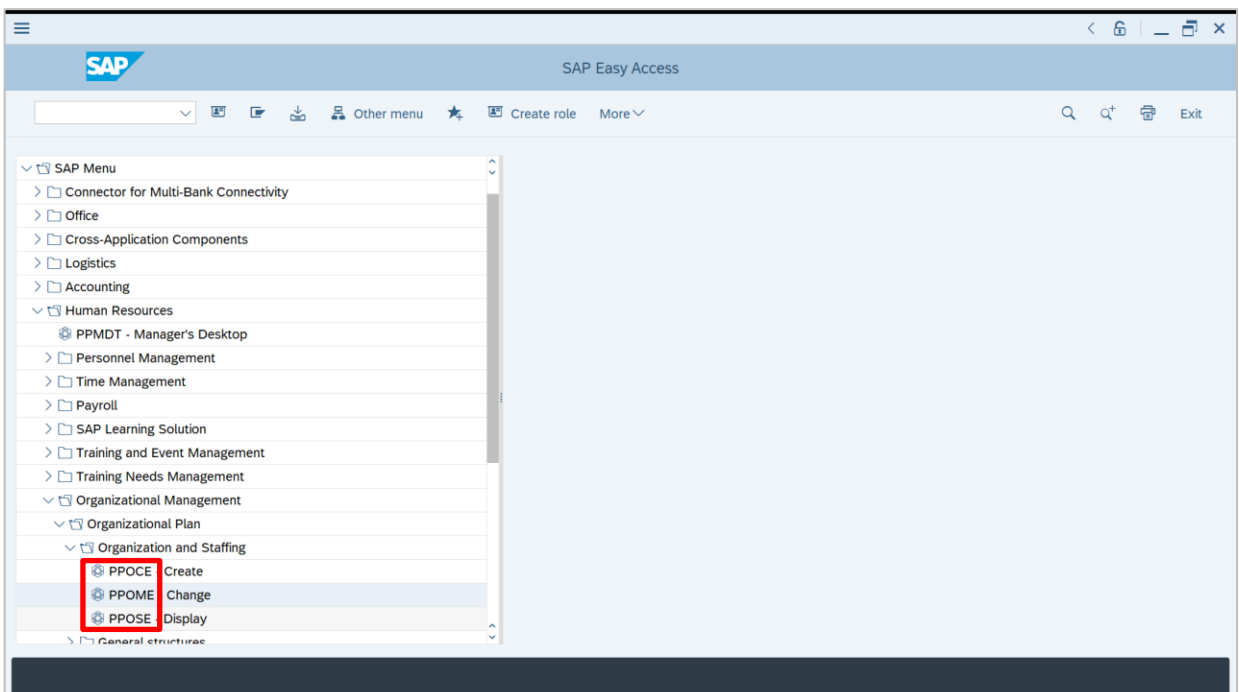

By default, SAP does not show transaction's code.

To enable Transaction code:

1. Click More ∨

2. Click Extras >

3. Select Settings (Shift+F9)
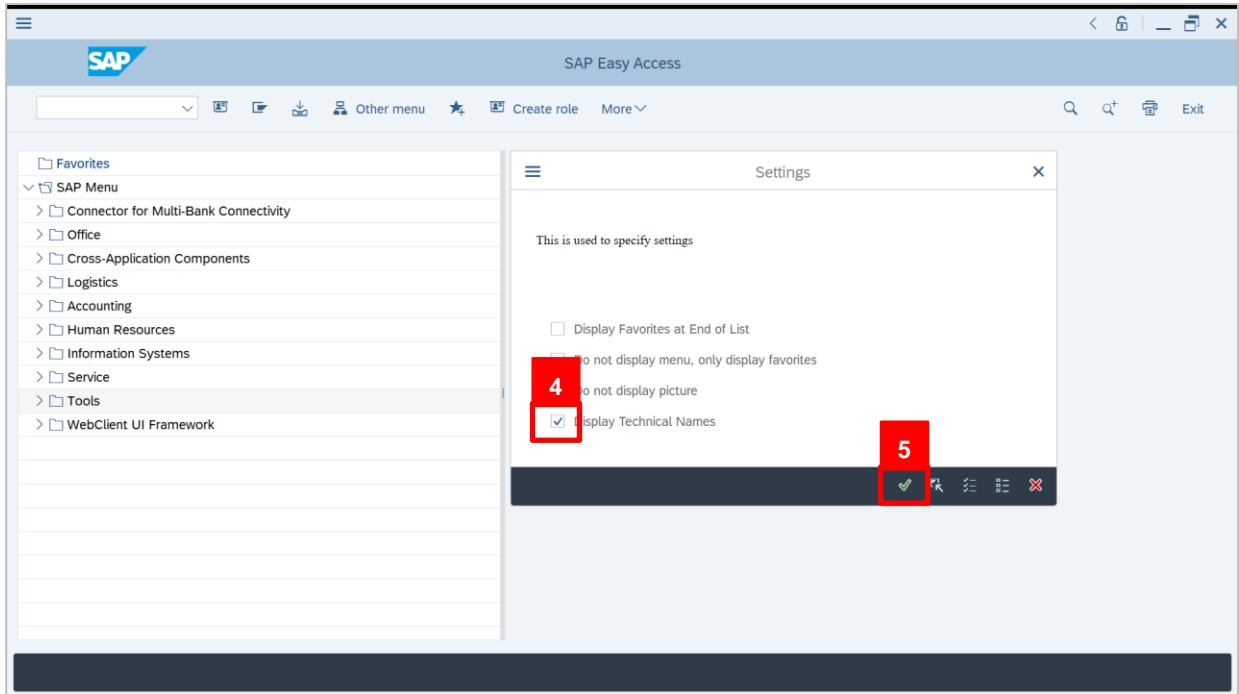
4. Tick ✓ icon to Display Technical Names.

5. Tick ✓ icon.

Outcome: Transaction codes are now enabled.

Sistem Sumber Manusia – Organizational Management

Organizing and Staffing Change Page	Backend User
	-

The SAP Easy Access page will appear
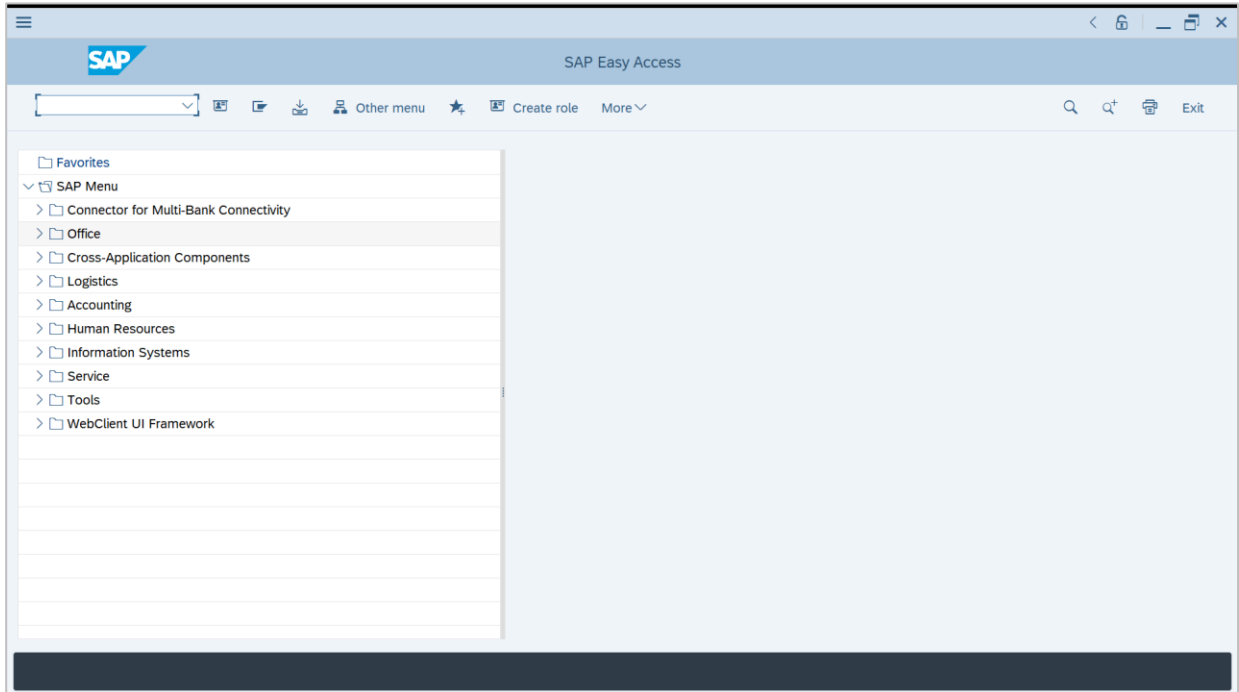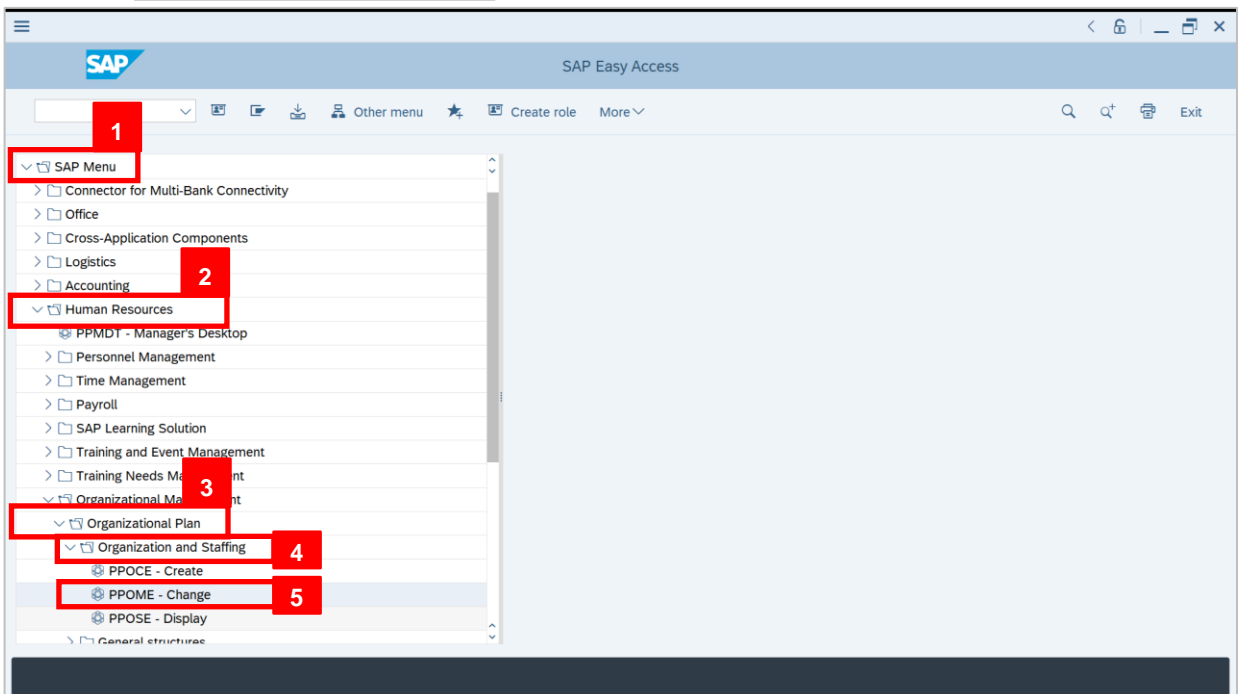
On the SAP page, go to:

1. Click ⌄ 🗂 SAP Menu

2. Click ⌄ 🗂 Human Resources

3. Click 　[∨ 🗀 Organizational Plan]

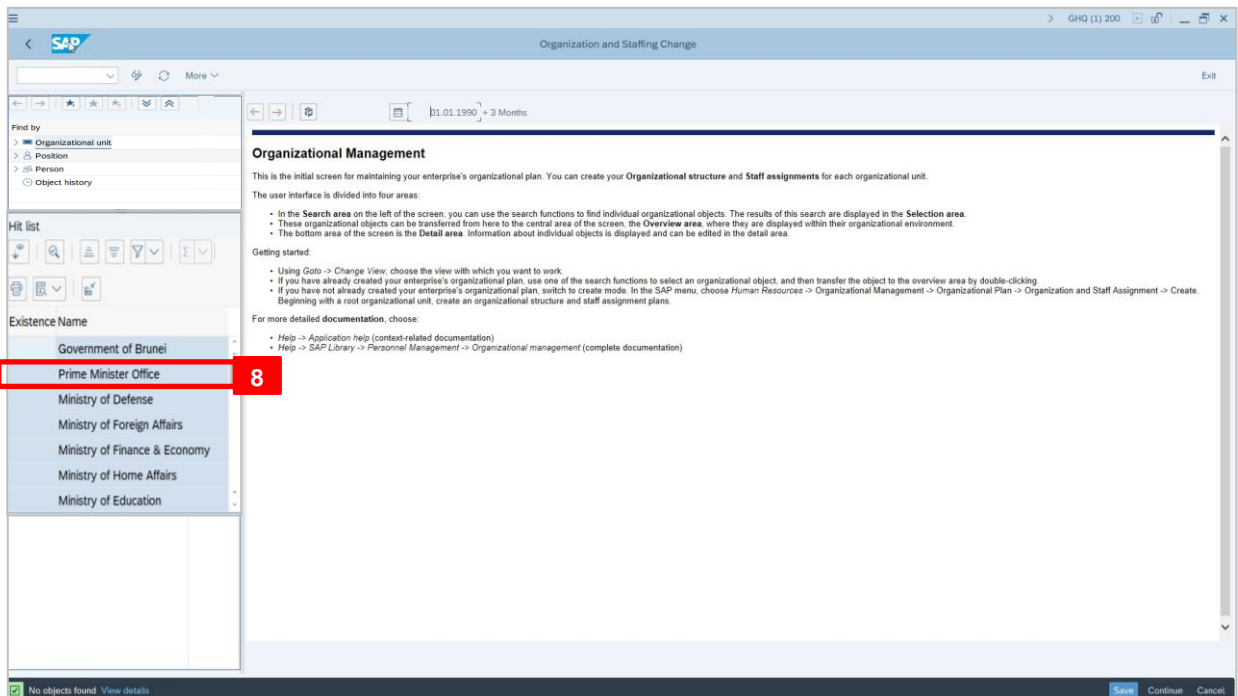4. Click 　[∨ 🗀 Organization and Staffing]

5. Under 　[∨ 🗀 Organization and Staffing] , click on 　[⚙ PPOME - Change]
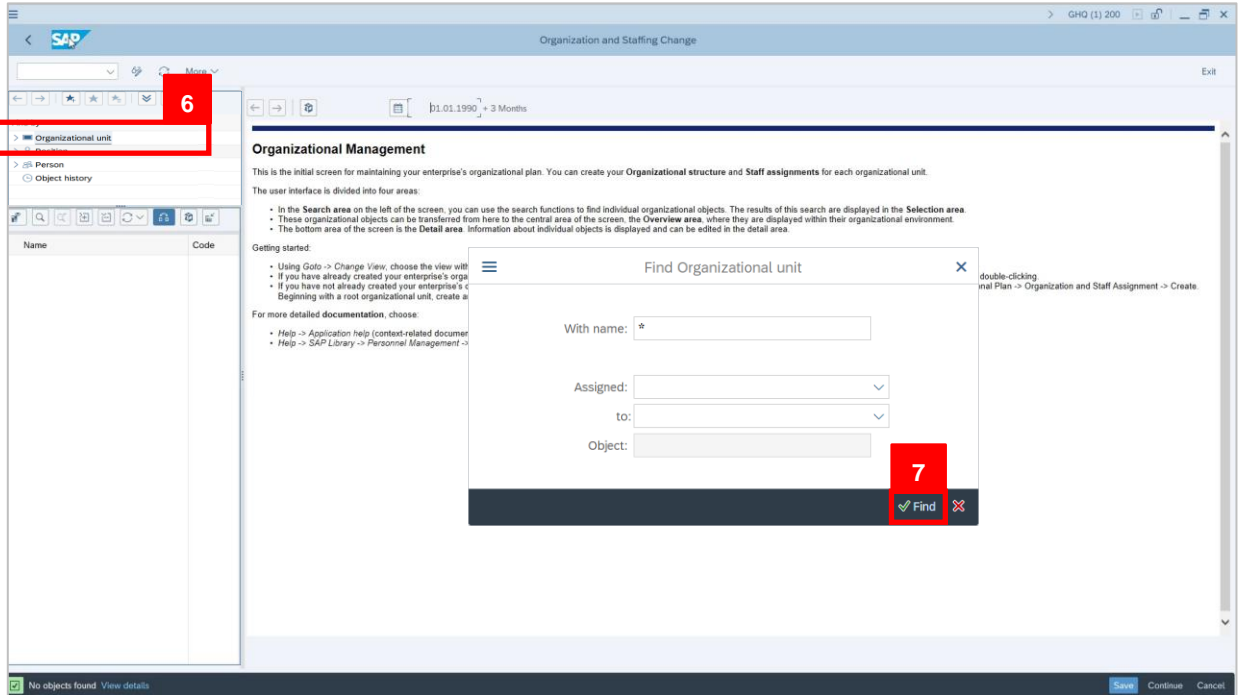
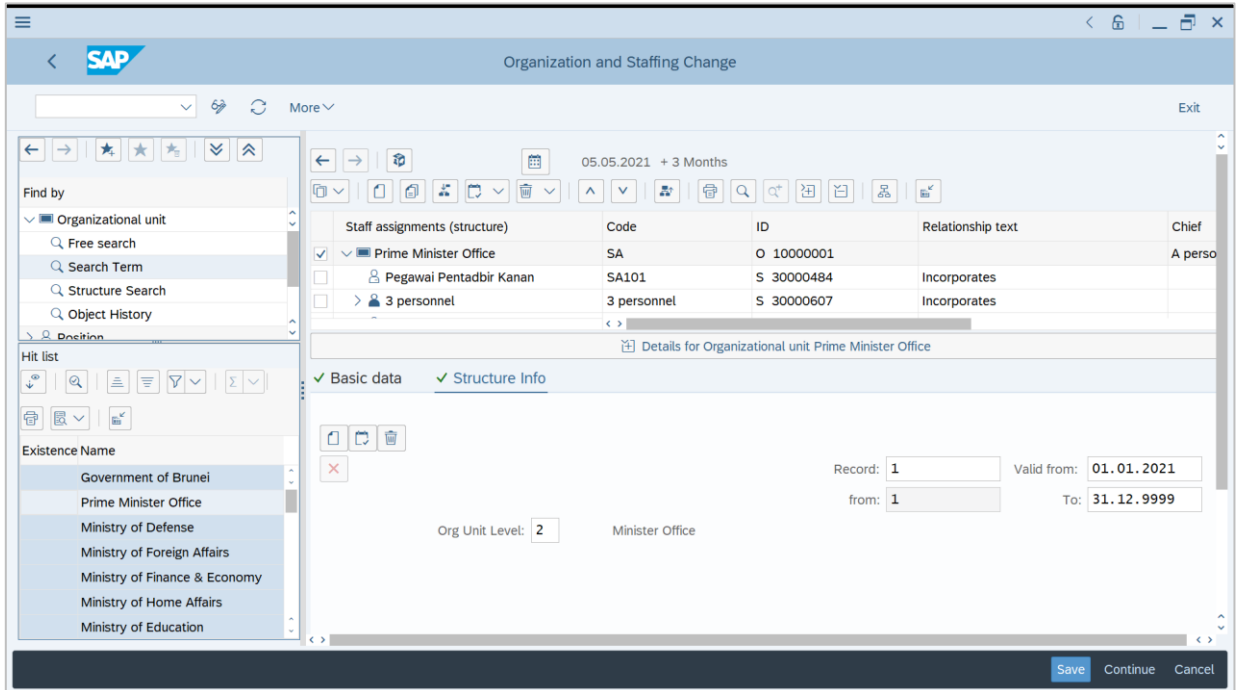Outcome: Organization and Staffing page will be displayed.

6. Click on 　[∨ 🔲 Organizational unit]

7. Click 　[✔ Find] 　icon under **Find Organizational unit**.

Outcome: List of ministries will be displayed.
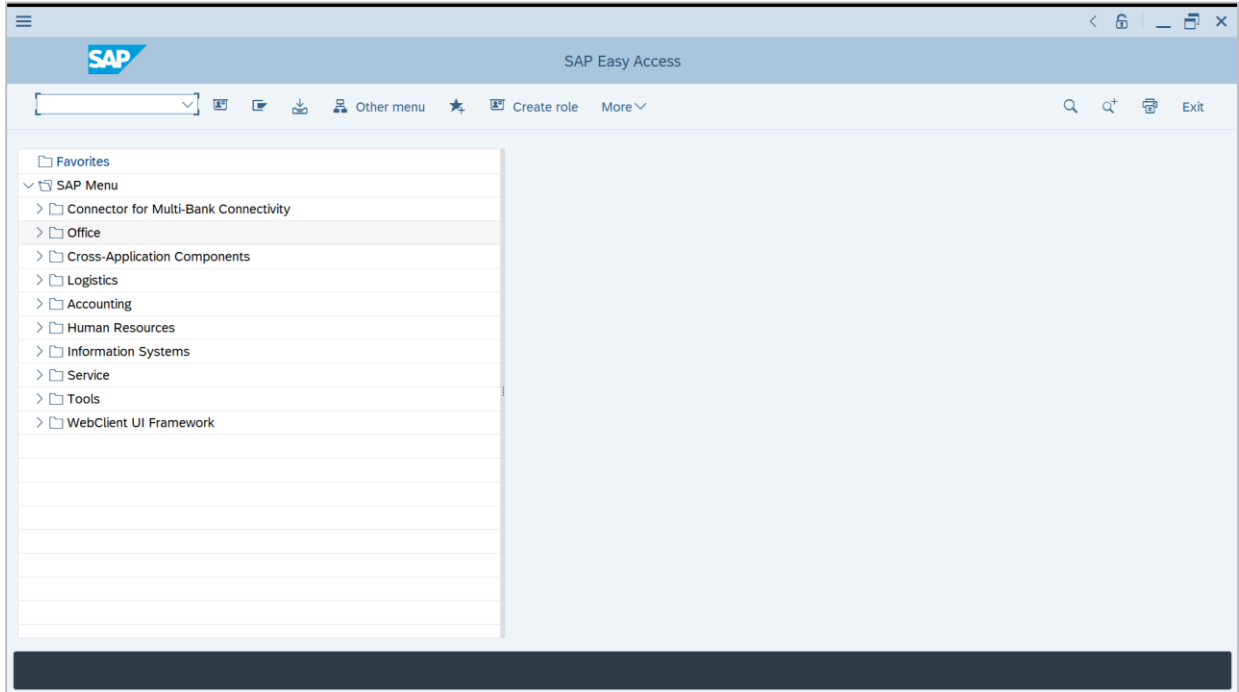
8. Click on respective ministry.

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

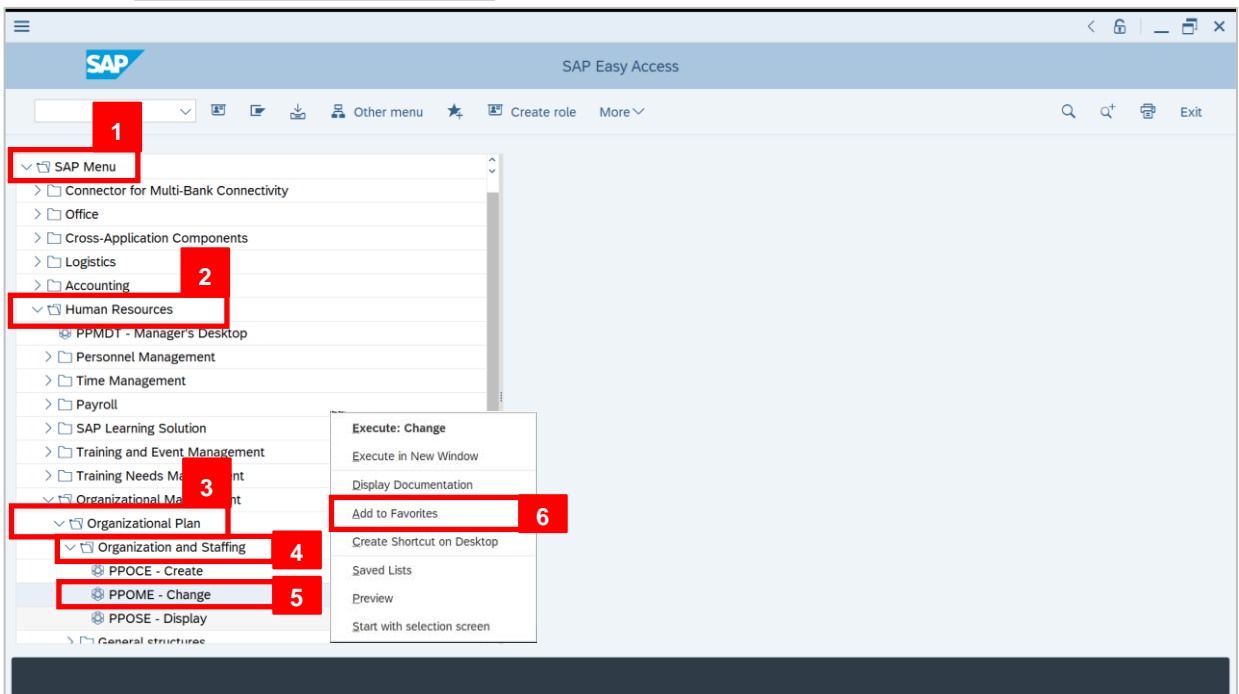| Add Transaction Code PPOME As Favourite	Backend User
	-

The SAP Easy Access page will appear

On the SAP page, go to:

1. Click ∨ ⬚ SAP Menu

2. Click ∨ ⬚ Human Resources

SSM_UG_OM_Back End (SAP GUI)_SAP Log On_v1.0

3. Click [∨ ⬚ Organizational Plan]

4. Click [∨ ⬚ Organization and Staffing]

5. Under [∨ ⬚ Organization and Staffing] , right click on [⚙ PPOME - Change]

6. Select [Add to Favorites]
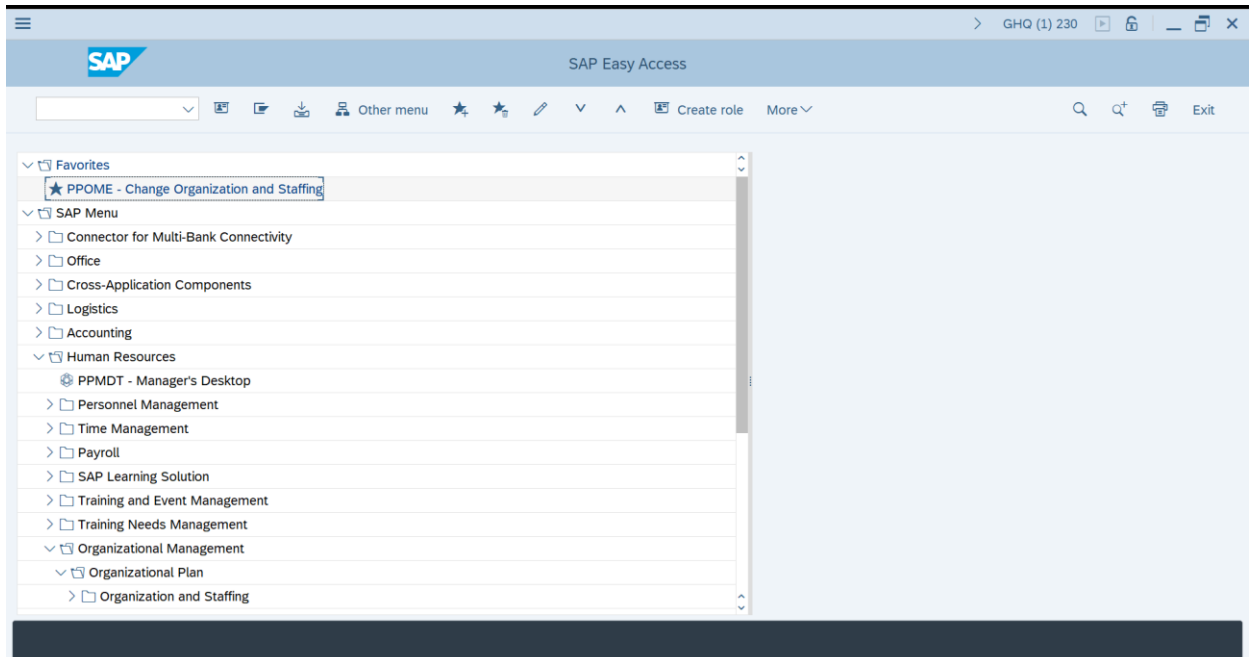
Outcome: PPOME – Change Organization and Staffing will be displayed under [∨ ⬚ Favorites]