

# SISTEM SUMBER MANUSIA

# User Guide Personnel Administration for Back End User (SAPGUI) Pemindahan (Transfer)

VERSION: 1.0



#### PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration.** All 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 are 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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#### **Copy Actions**

**Backend User** 

Department HR Administrator and HR Administrator (JPA)

Note: For Transfer, please change the relevant details such as Position, Personnel Area,

**Employee Group** or **Sub-group** in the **Organizational Assignment** according to the employee letter of approval.

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1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search

Bar and press Enter button on the keyboard.

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Note: Click on SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions

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The Personnel Actions (PA40) page will be displayed.



2. Enter the Personnel number and the action From date. Press Enter on the keyboard.

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- 3. Under **Personnel Actions** page, click on the 💽 and select
- 4. Click on 🕒 icon.



The Copy Actions page will be displayed.



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5. Under **Personnel action** section, click on 🛄 icon for Reason for Action.

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- 6. Select Reason for Action option, for example: Z3 Pemindahan
- 7. Click on 🗹 icon.



8. Scroll down **Copy Actions** page and complete fields under **Organizational Assignment** section.

#### Note:

• When HR Administrator click on ⊡ icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.



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# 18. Under Organizational assignment section, click on 📴 icon for Position

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Name: Hafiz Hafizul	A Position B7	S 30000726	SB000007	
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EE subgroup: 03 Division III	🔒 Position B9	S 30000728	SB000009	
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Employment: Active	> 🔒 Position C14	S 30000839	SC000014	
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#### 19. Select Employee Position.

20. Click on 🖌 icon.



Outcome: Record is created.

The Copy Organizational Assignment page will be displayed.

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Copy Organizational	Backend User
Assignment	Department HR Administrator and HR Administrator (JPA)

Note: For Transfer, please change the relevant details such as Position, Personnel Area,

**Employee Group** or **Sub-group** in the **Organizational Assignment** according to the employee letter of approval.

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Department A Org.key: SA01		
Record valid from 01.02.2021 to 31.12.2021 delimited at end	View details	Save Cancel

1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click **Save** 

Outcome: Record is created.

The Personal Action (PA40) page will be displayed.

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1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

The Maintain HR Master Data (PA30) page will be displayed.

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#### Note:

- Click on SAP Menu > Human Resources > Personnel Management > Administration
   > HR Master Data > PA30 Maintain
- User may search for the personnel using their IC number via the Lookup icon.

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2. Under <b>Period</b> section	on, click on 💿 and se	elect	

- All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
- 3. Click on 🕒 icon for Personnel No.

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- 4. Enter the personnel IC Number.
- 5. Click on ✓ Start Search



- 6. Select the searched personnel.
- 7. Click on 🗹 icon.



8. Press Enter button on the keyboard.





Note: The personnel information will be displayed.

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10. Click on 📧 icon.



The List Actions page will be displayed.

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· · · · ·	] 🗑 More $\sim$	Exit
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	Start Date     Action Type     Reason for action       01.09.2022     Perubahan Perkhidmatan     Sebulan ke Sebulan' ke Kontr.       01.03.2022     Penyambungan Perkhidmatan     Penyambungan/Lanjutan       15.01.2022     Pengambilan Semula     Pengambilan Semula Sip Bers.       01.01.2022     Bersara     Bersara       01.01.2021     Permindahan     Permindahan       01.01.2021     Lantikan     Lantikan	
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User can view the personnel actions in this page.