



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**.



Table of Content

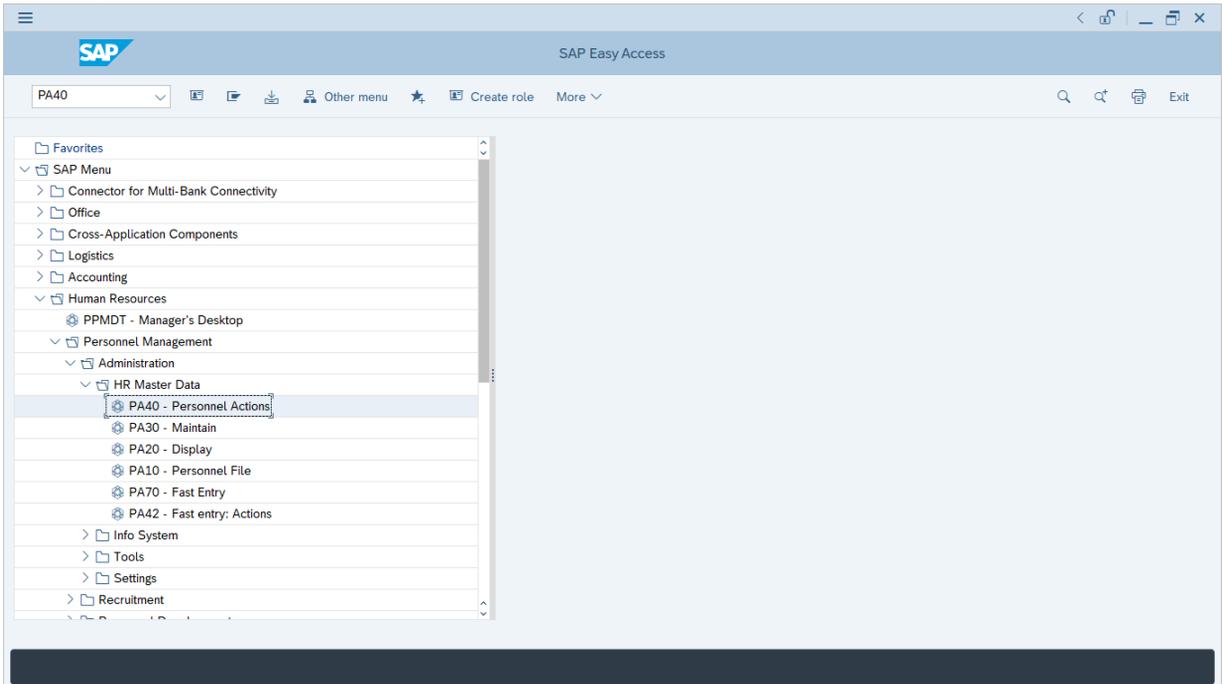
Topics	Page
Introduction	2
Copy Actions	4
Copy Organizational Assignment	12
View Action Overview	13

Copy Actions

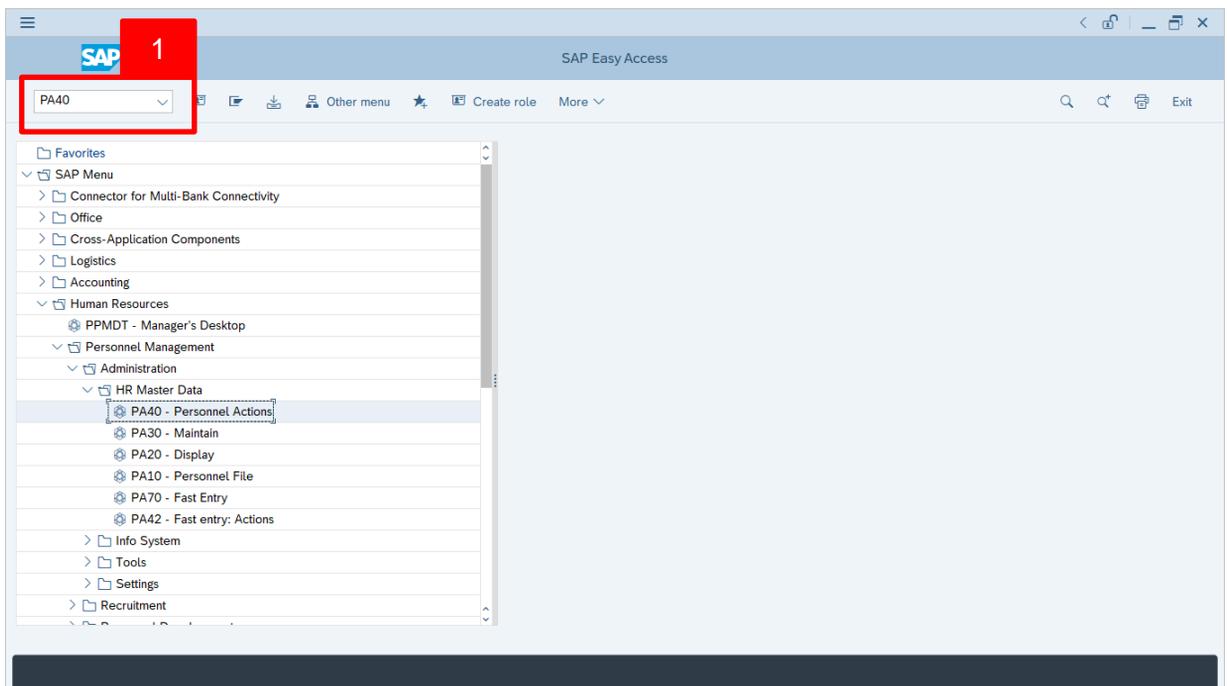
Backend User

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.

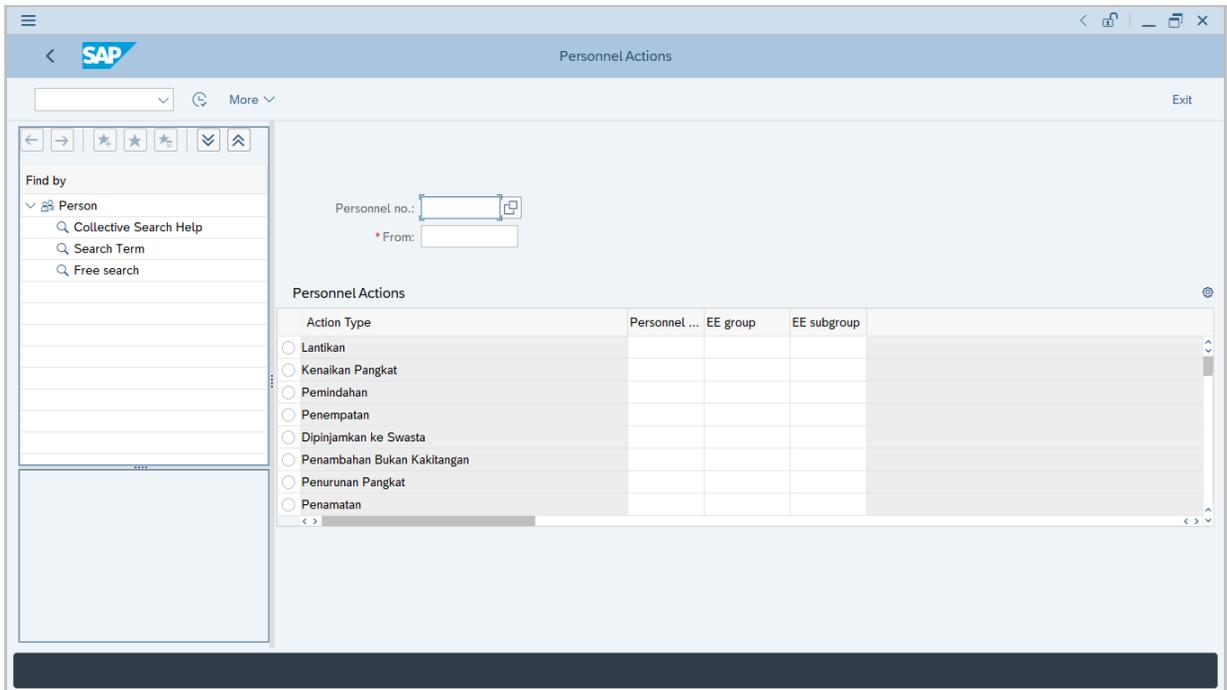


1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.

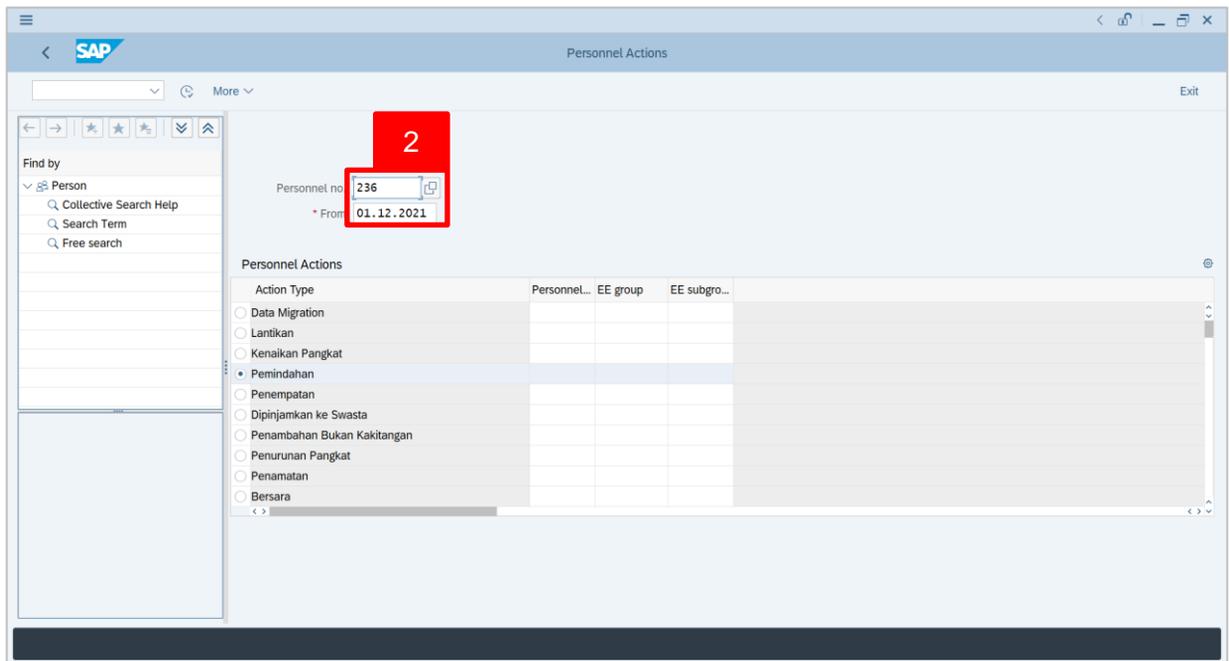


Note: Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions**

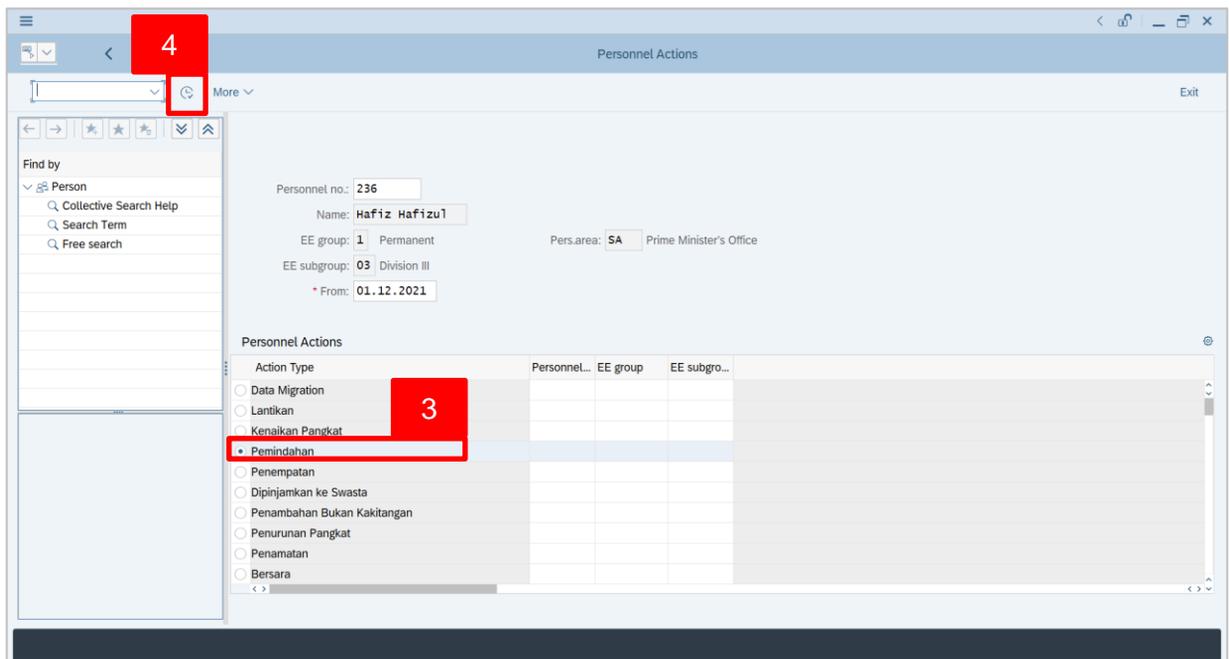
The **Personnel Actions (PA40)** page will be displayed.



Action Type	Personnel ...	EE group	EE subgroup
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			



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



3. Under **Personnel Actions** page, click on the  and select

4. Click on  icon.



The **Copy Actions** page will be displayed.

The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several input fields and buttons for user information and action details.

Personnel Data:

- Pers.No.: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- * Start: 01.12.2021 to: 31.12.2021

Personnel action:

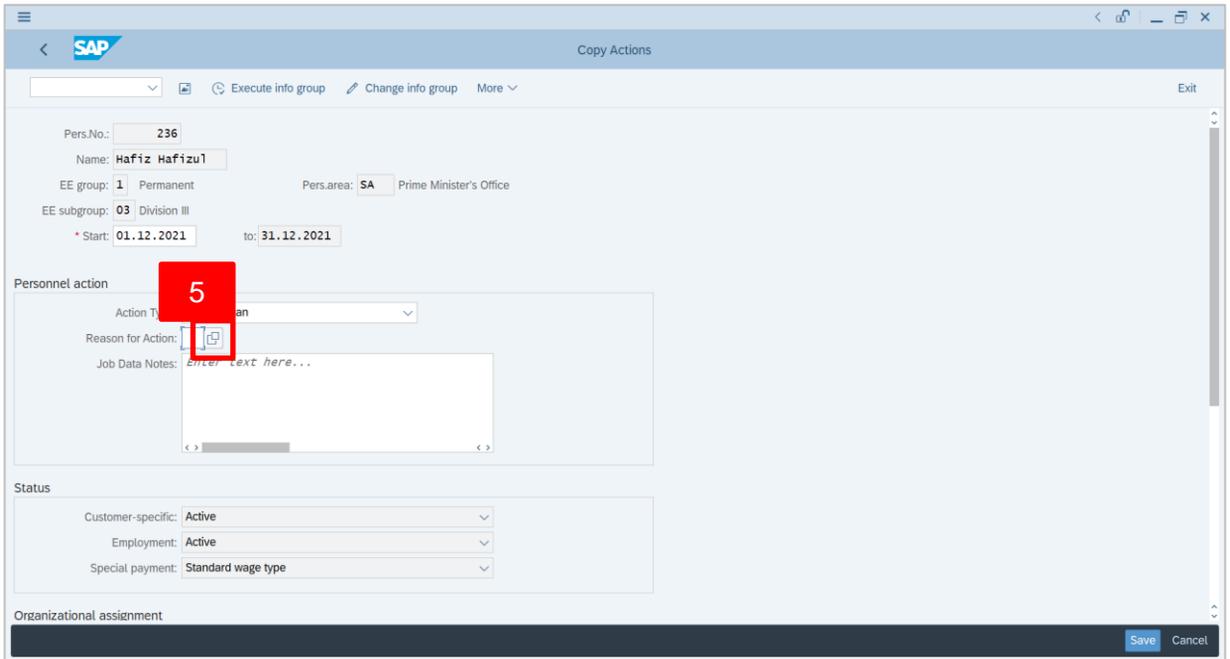
- Action Type: Pemindahan
- Reason for Action: (empty field)
- Job Data Notes: Enter text here... (text area)

Status:

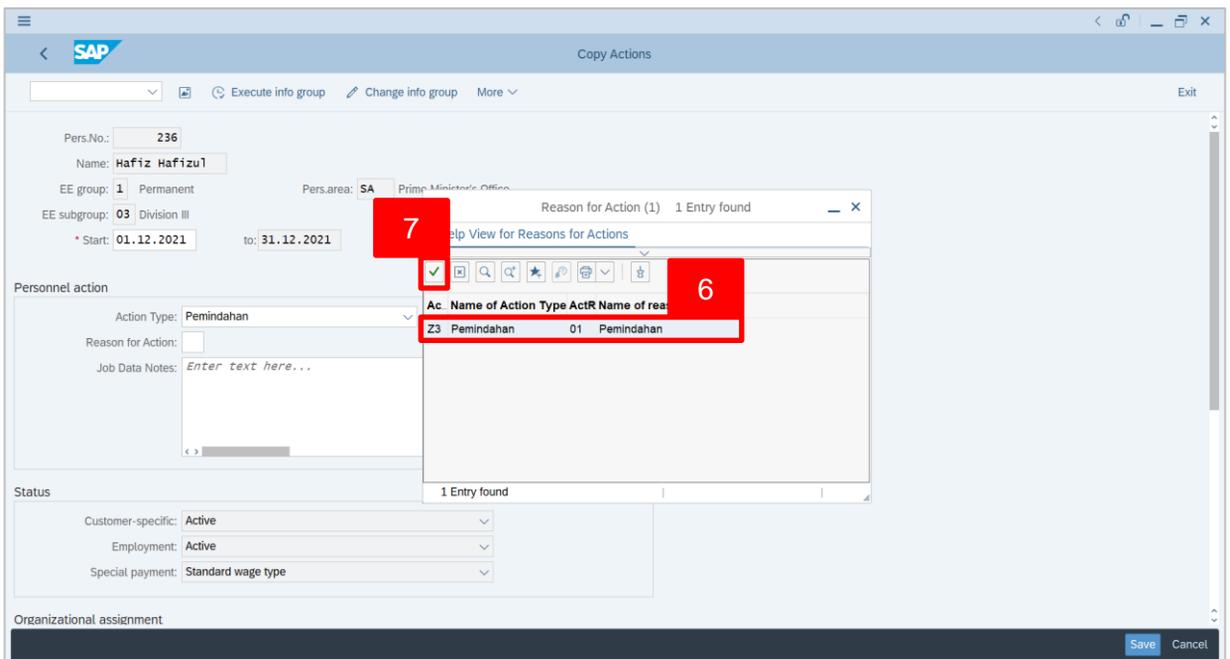
- Customer-specific: Active
- Employment: Active
- Special payment: Standard wage type

Organizational assignment: (empty field)

At the bottom right, there are 'Save' and 'Cancel' buttons.

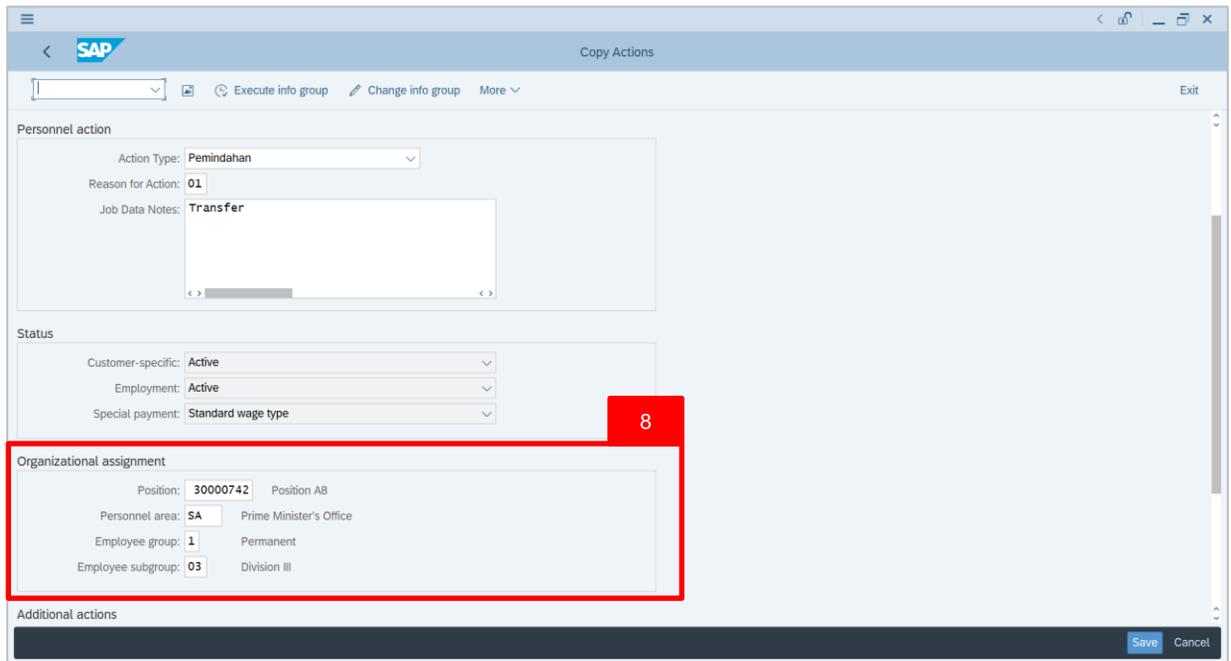


5. Under **Personnel action** section, click on  icon for Reason for Action.



6. Select **Reason for Action** option, for example: **Z3 Pemindahan**

7. Click on  icon.



Personnel action

Action Type: Pemindahan
Reason for Action: 01
Job Data Notes: Transfer

Status

Customer-specific: Active
Employment: Active
Special payment: Standard wage type

Organizational assignment

Position: 30000742 Position A8
Personnel area: SA Prime Minister's Office
Employee group: 1 Permanent
Employee subgroup: 03 Division III

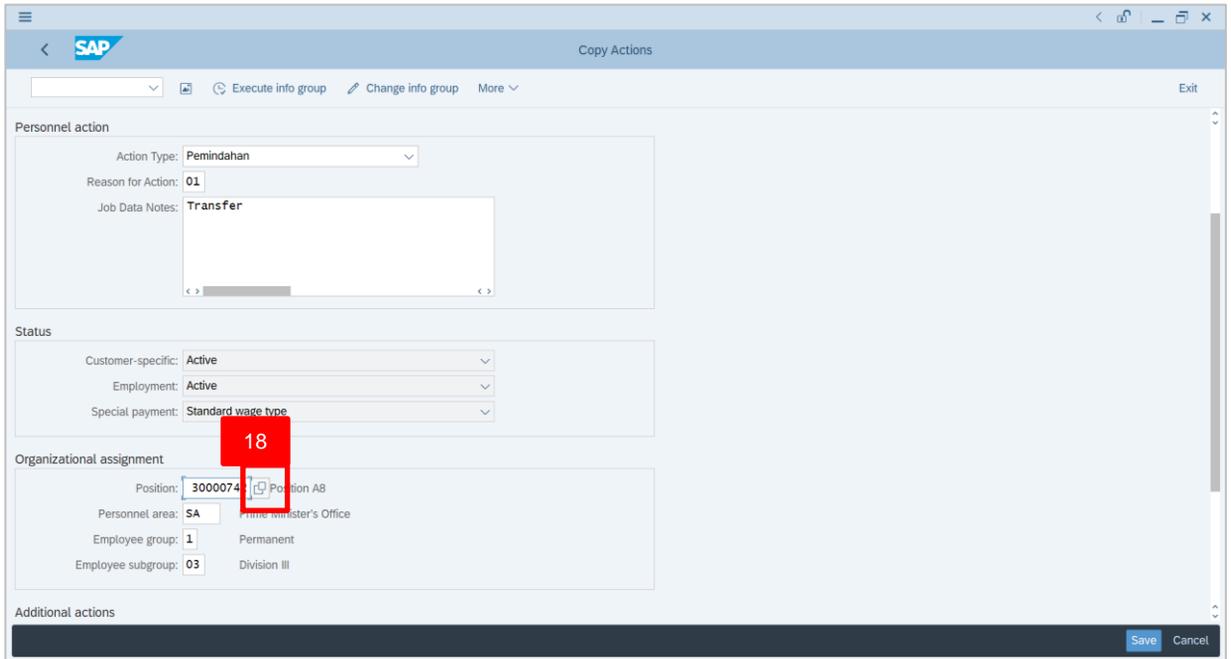
Additional actions

Save Cancel

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.



Personnel action

Action Type: **Pemindahan**

Reason for Action: **01**

Job Data Notes: **Transfer**

Status

Customer-specific: **Active**

Employment: **Active**

Special payment: **Standard wage type**

Organizational assignment

Position: **3000074**  Position AB

Personnel area: **SA** **Prime Minister's Office**

Employee group: **1** **Permanent**

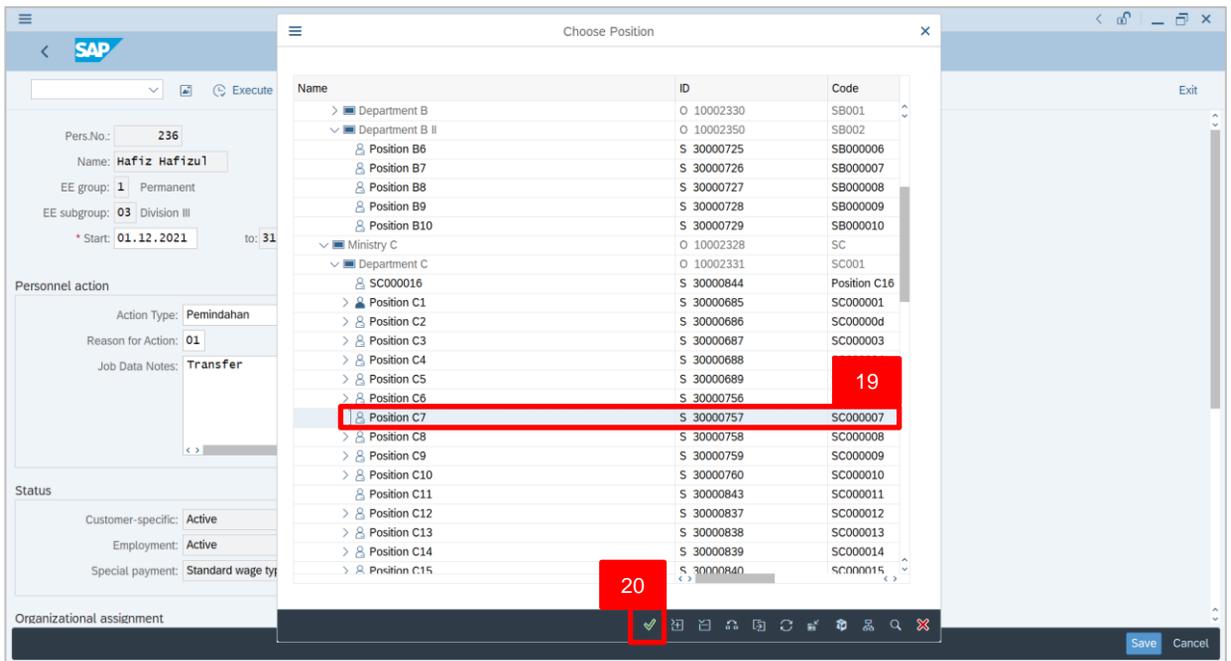
Employee subgroup: **03** **Division III**

Additional actions

18

Save Cancel

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



Choose Position

Name	ID	Code
> Department B	O 10002330	SB001
> Department B II	O 10002350	SB002
> Position B6	S 30000725	SB000006
> Position B7	S 30000726	SB000007
> Position B8	S 30000727	SB000008
> Position B9	S 30000728	SB000009
> Position B10	S 30000729	SB000010
> Ministry C	O 10002328	SC
> Department C	O 10002331	SC001
> SC000016	S 30000844	Position C16
> Position C1	S 30000685	SC000001
> Position C2	S 30000686	SC00000d
> Position C3	S 30000687	SC000003
> Position C4	S 30000688	
> Position C5	S 30000689	
> Position C6	S 30000756	
> Position C7	S 30000757	SC000007
> Position C8	S 30000758	SC000008
> Position C9	S 30000759	SC000009
> Position C10	S 30000760	SC000010
> Position C11	S 30000843	SC000011
> Position C12	S 30000837	SC000012
> Position C13	S 30000838	SC000013
> Position C14	S 30000839	SC000014
> Position C15	S 30000840	SC000015

Personnel action

Pers.No.: **236**

Name: **Hafiz Hafizu1**

EE group: **1** **Permanent**

EE subgroup: **03** **Division III**

* Start: **01.12.2021** to: **31**

Action Type: **Pemindahan**

Reason for Action: **01**

Job Data Notes: **Transfer**

Status

Customer-specific: **Active**

Employment: **Active**

Special payment: **Standard wage type**

Organizational assignment

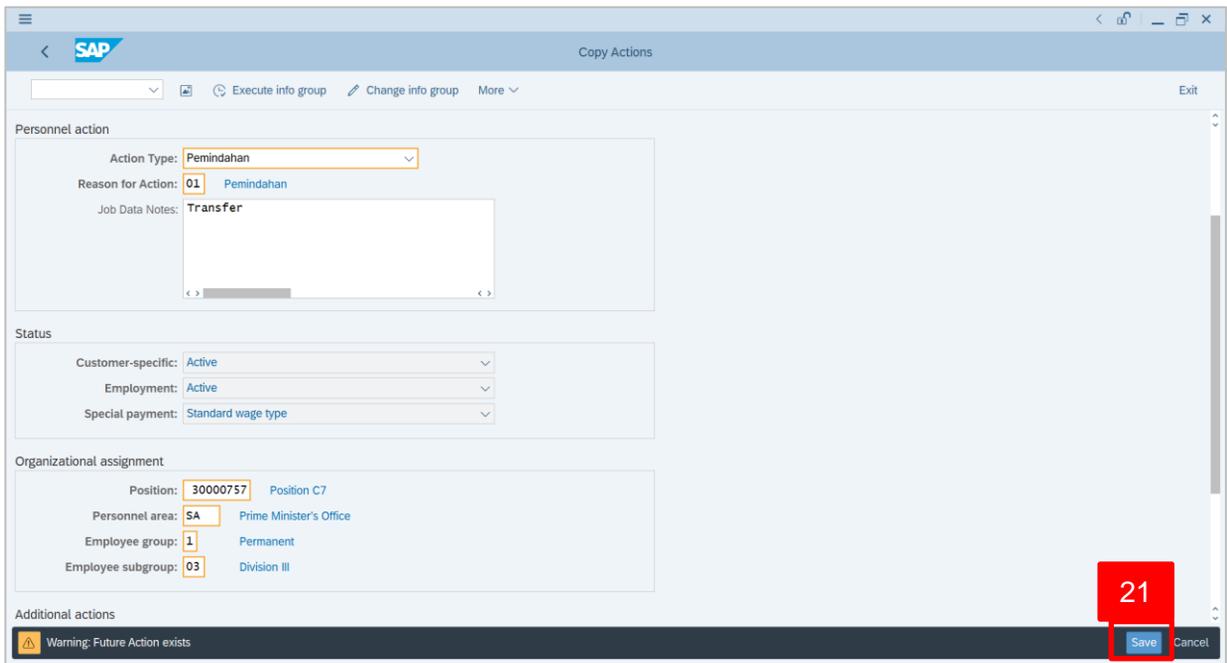
19

20

Save Cancel

19. Select Employee Position.

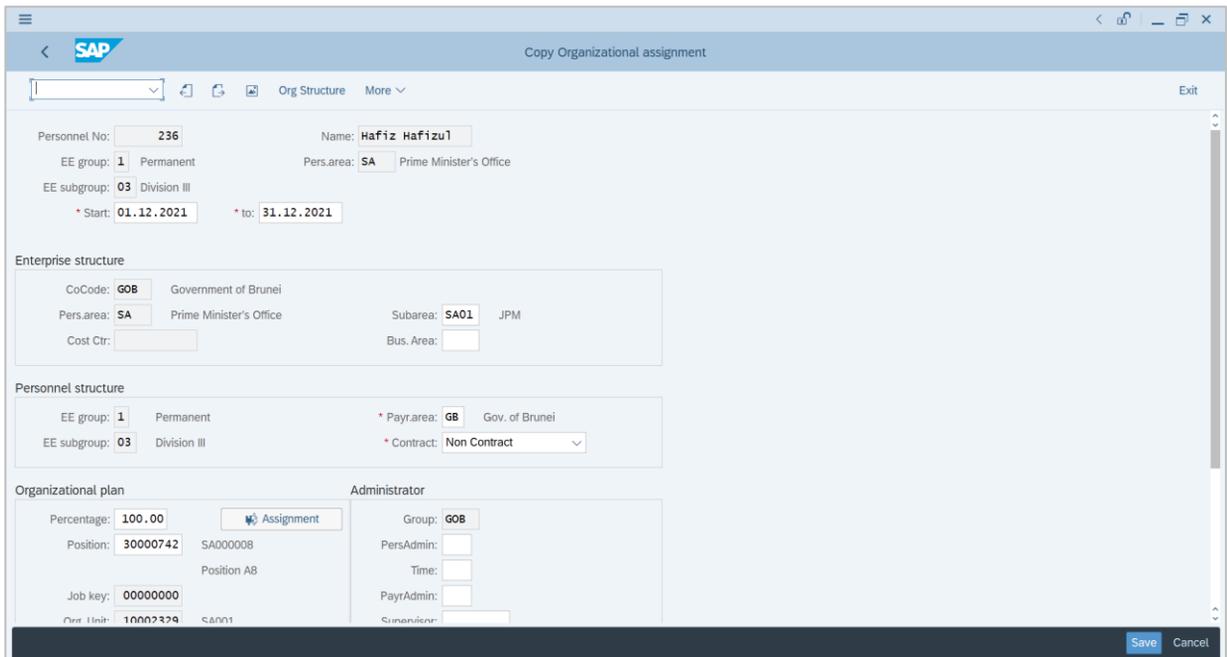
20. Click on  icon.



21. Press **Enter** on the keyboard and click 

Outcome: Record is created.

The **Copy Organizational Assignment** page will be displayed.

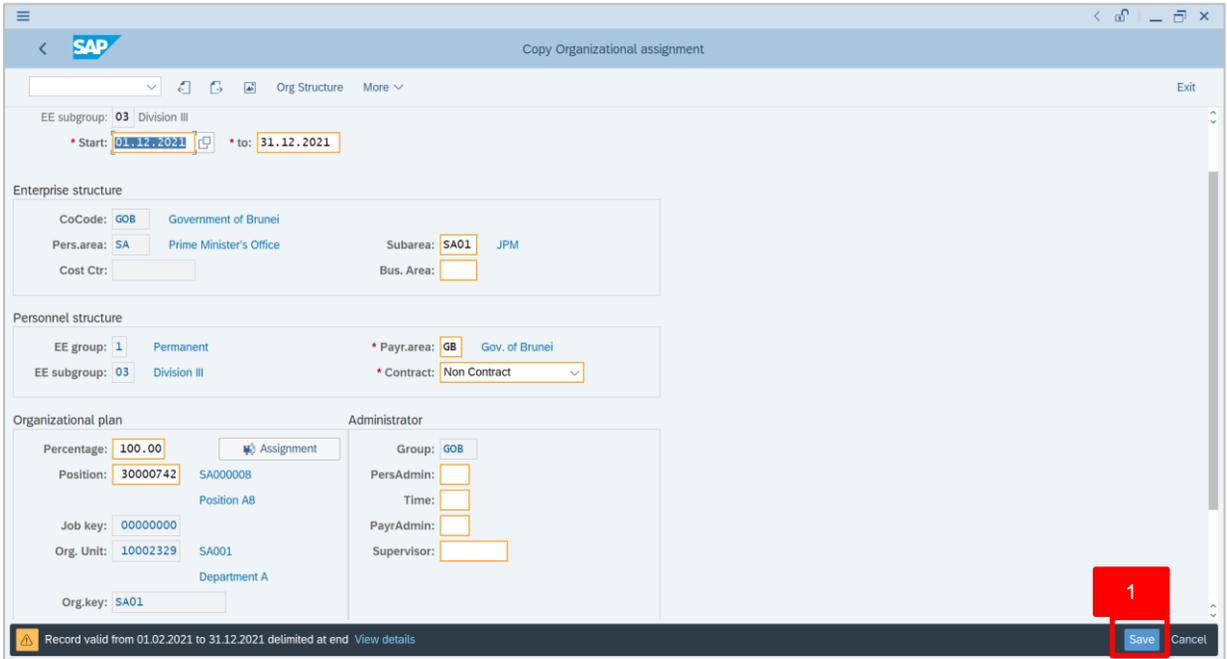


Copy Organizational Assignment

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.



The screenshot shows the SAP 'Copy Organizational assignment' interface. Key fields include:

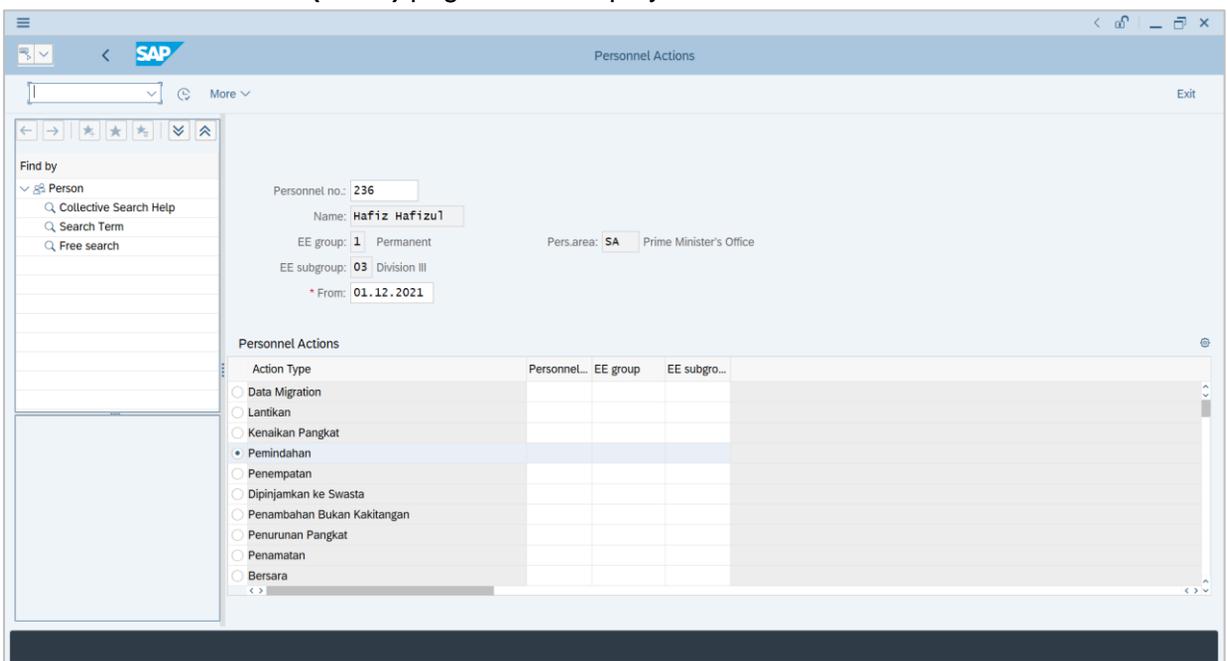
- EE subgroup: 03 Division III
- Start: 01.12.2021, To: 31.12.2021
- Enterprise structure: CoCode: GOB (Government of Brunei), Pers.area: SA (Prime Minister's Office), Subarea: SA01 (JPM)
- Personnel structure: EE group: 1 Permanent, Payr.area: GB (Gov. of Brunei), EE subgroup: 03 Division III, Contract: Non Contract
- Organizational plan: Percentage: 100.00, Position: 30000742 (SA000008), Job key: 00000000, Org. Unit: 10002329 (SA001), Department A
- Administrator: Group: GOB, PersAdmin, Time, PayrAdmin, Supervisor

A red box with the number '1' highlights the 'Save' button at the bottom right of the screen.

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.



The screenshot shows the SAP 'Personnel Actions' (PA40) interface. Key fields include:

- Personnel no.: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent, Pers.area: SA (Prime Minister's Office)
- EE subgroup: 03 Division III
- From: 01.12.2021

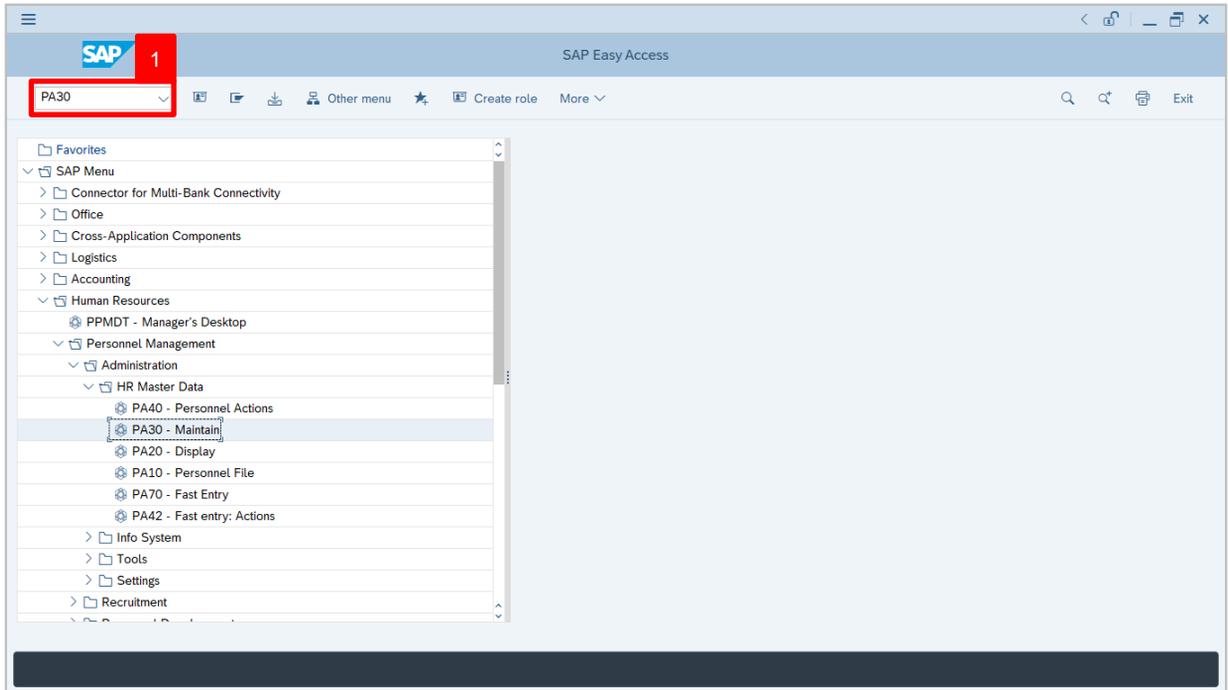
The 'Personnel Actions' table is visible, with 'Pemindahan' (Transfer) selected as the action type.

Action Type	Personnel...	EE group	EE subgro...
<input type="radio"/> Data Migration			
<input type="radio"/> Lantikan			
<input type="radio"/> Kenaikan Pangkat			
<input checked="" type="radio"/> Pemindahan			
<input type="radio"/> Penempatan			
<input type="radio"/> Dipinjamkan ke Swasta			
<input type="radio"/> Penambahan Bukan Kakitangan			
<input type="radio"/> Penurunan Pangkat			
<input type="radio"/> Penamatan			
<input type="radio"/> Bersara			

**View Action
Overview**

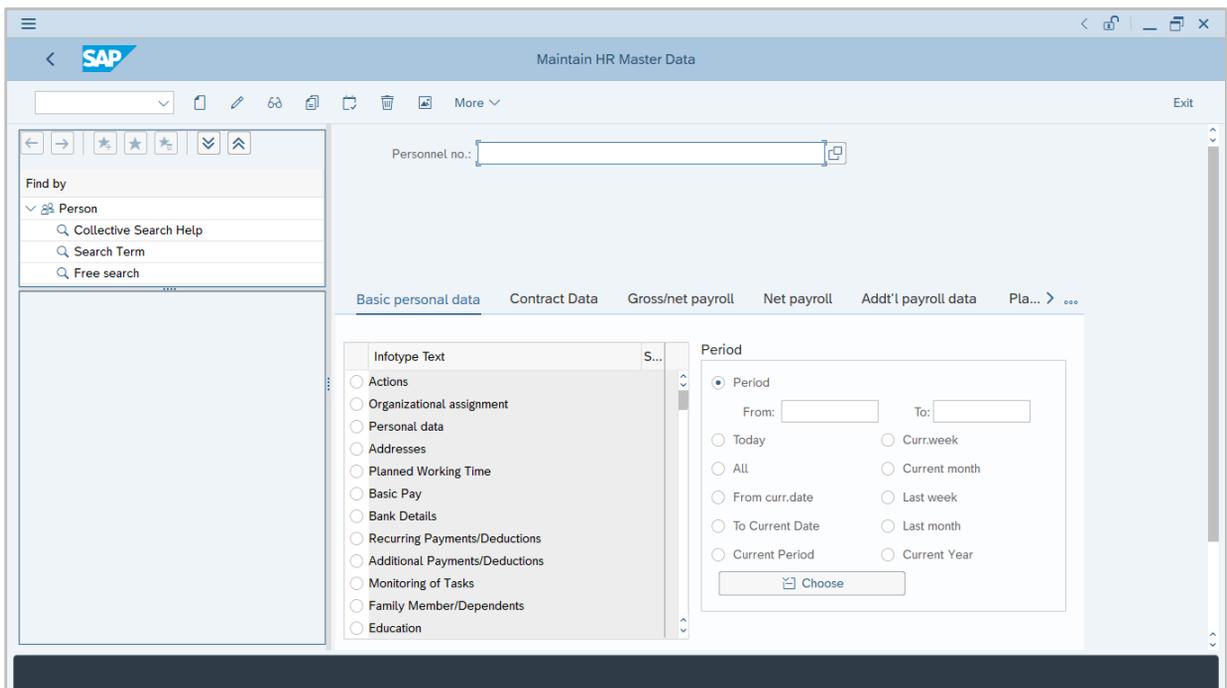
Back End User

Department HR Administrator and HR Administrator (JPA)



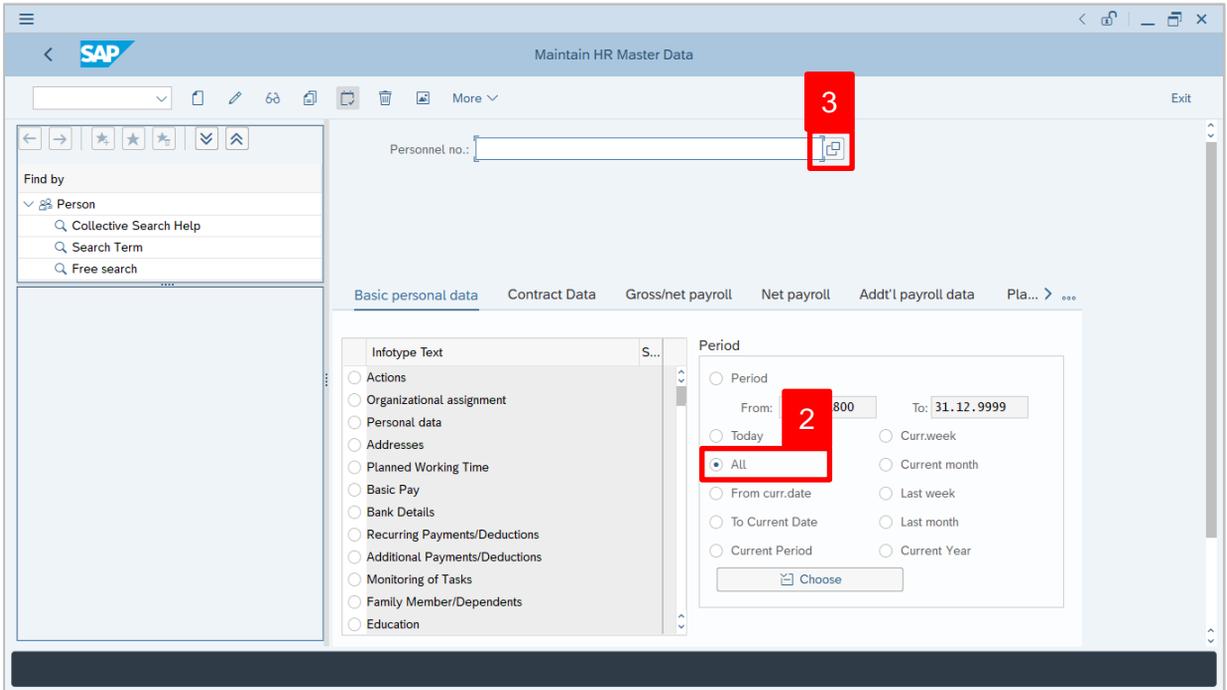
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



Note:

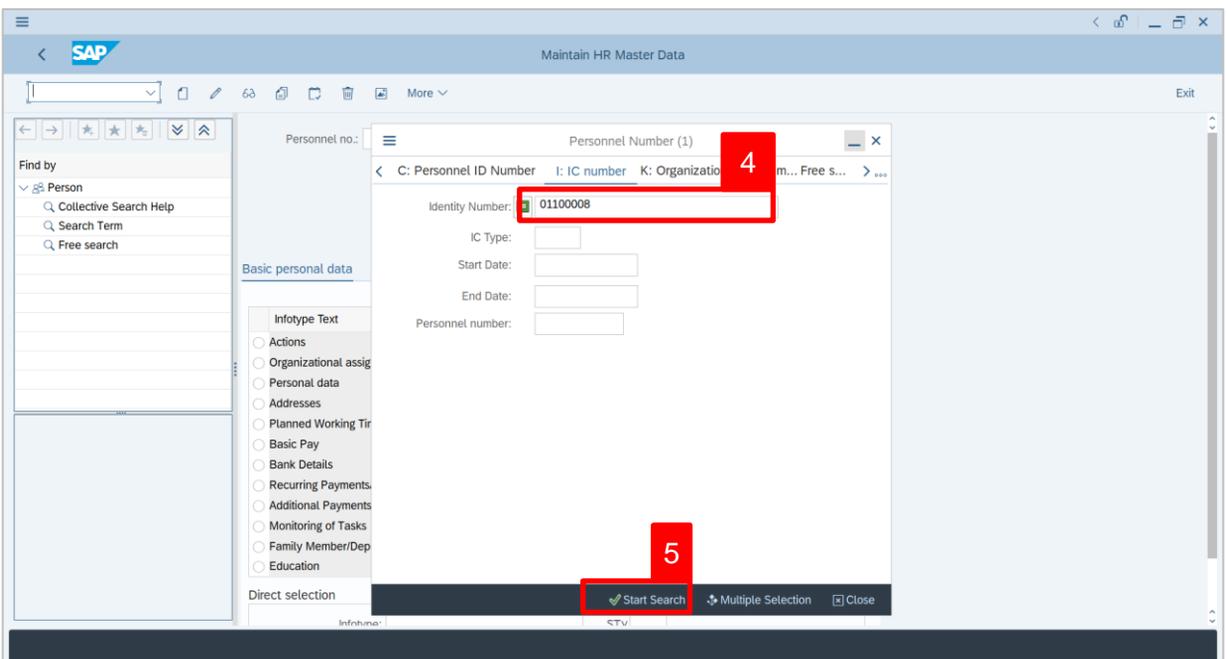
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



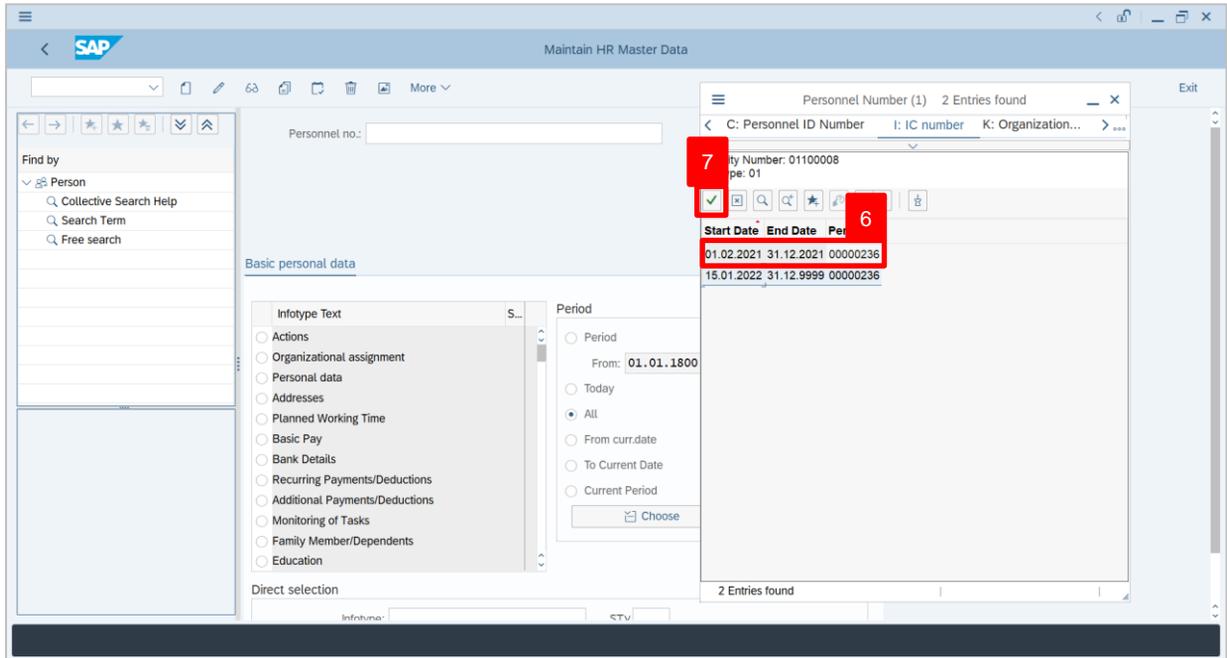
2. Under **Period** section, click on  and select 

All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

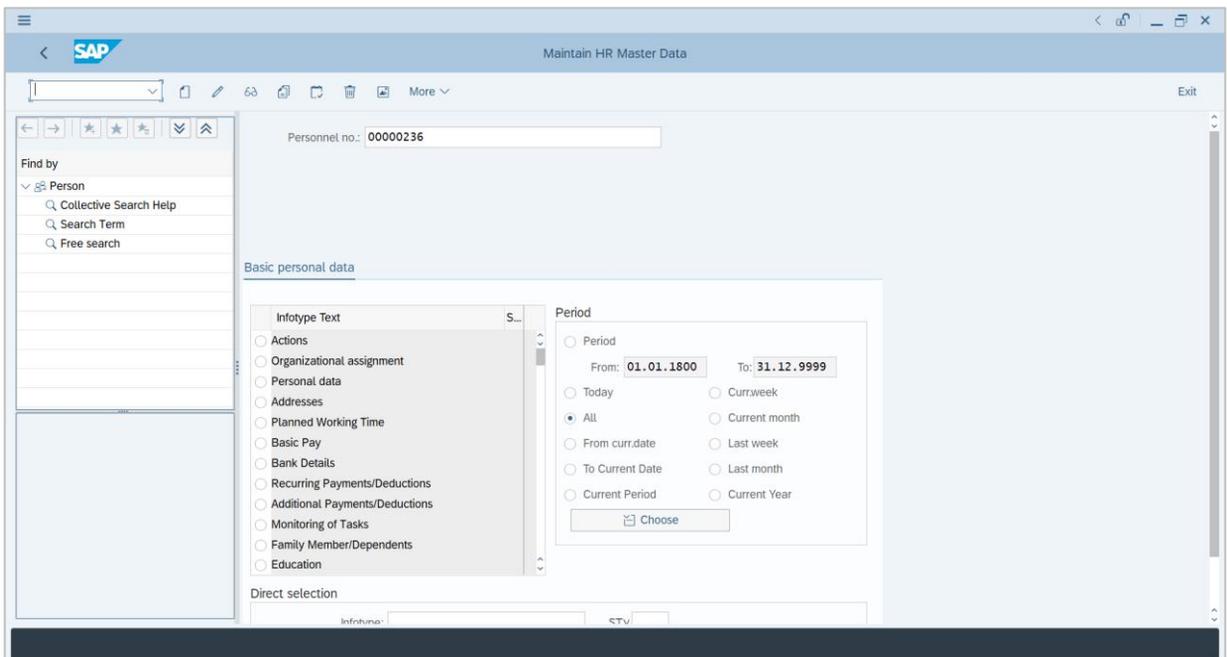
3. Click on  icon for Personnel No.



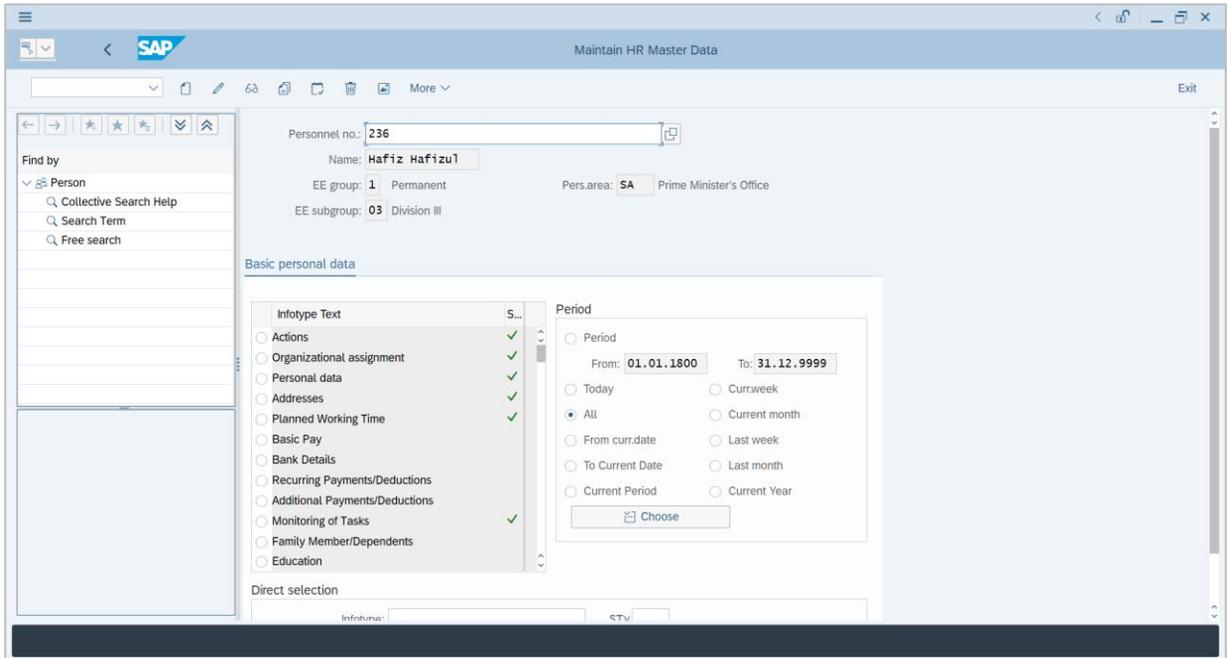
4. Enter the personnel IC Number.
5. Click on 



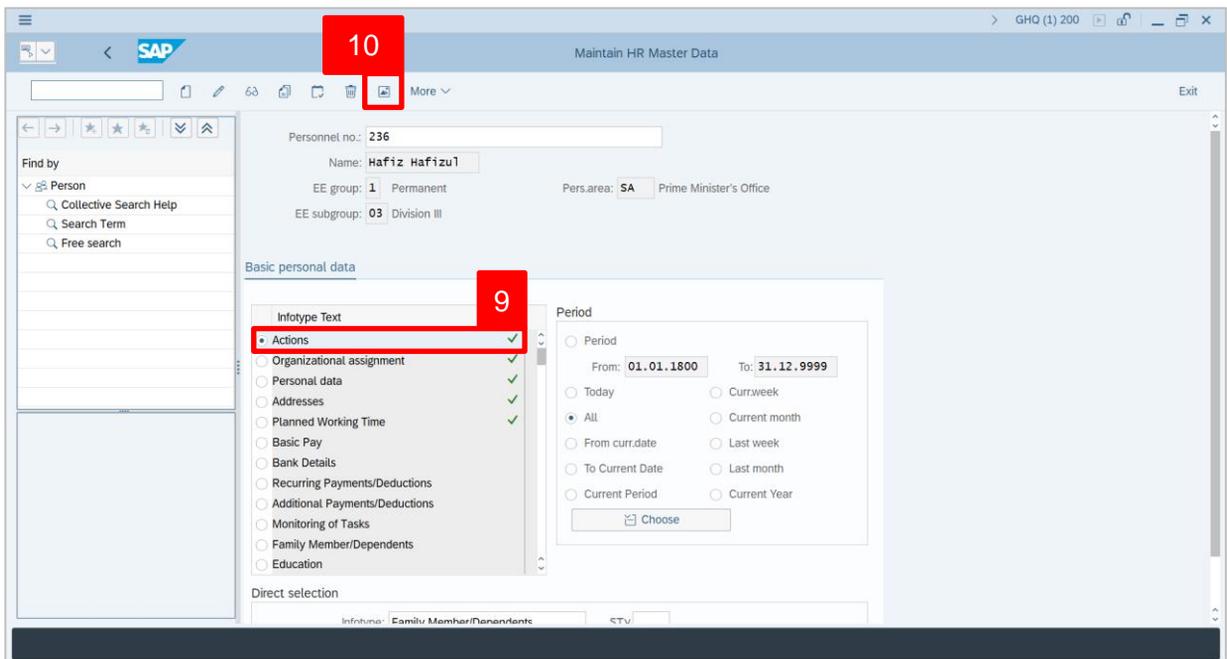
6. Select the searched personnel.
7. Click on  icon.



8. Press **Enter** button on the keyboard.



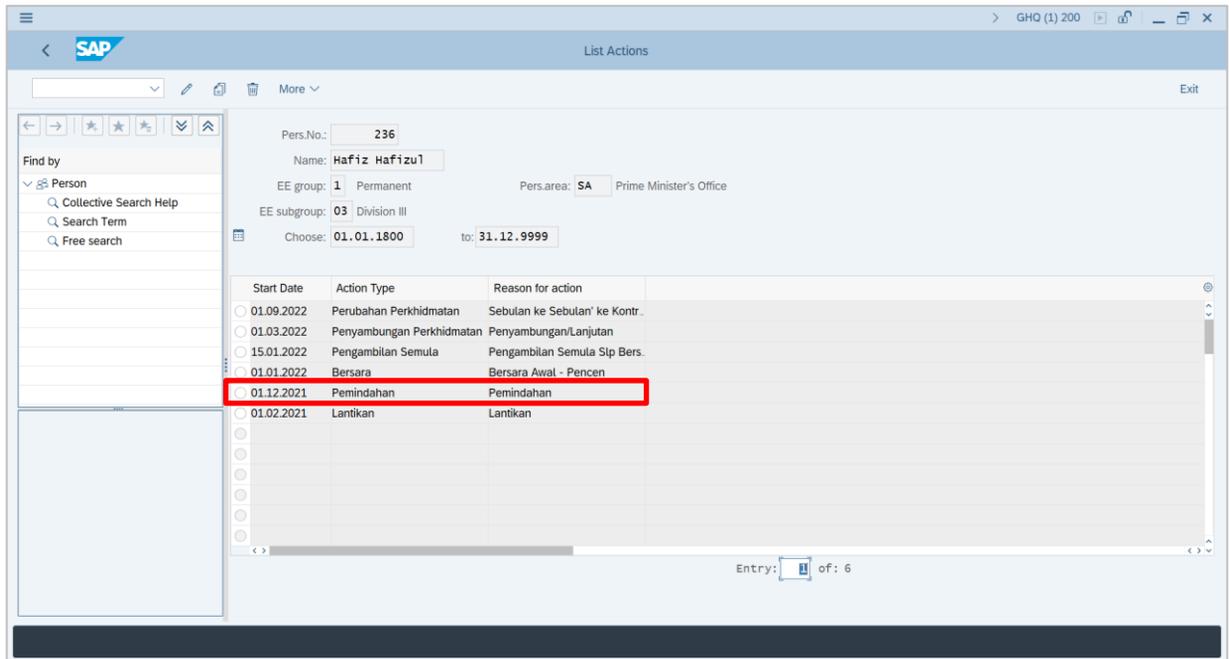
Note: The personnel information will be displayed.



9. Under **Basic personal data**, click on  and select **Actions**

10. Click on  icon.

The **List Actions** page will be displayed.



The screenshot shows the SAP 'List Actions' interface for a specific employee. The employee's details are as follows:

- Pers.No.: 236
- Name: Hafiz Hafizu1
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Choose: 01.01.1800 to: 31.12.9999

The main table displays the following actions:

Start Date	Action Type	Reason for action
<input type="radio"/> 01.09.2022	Perubahan Perkhidmatan	Sebulan ke Sebulan' ke Kontr.
<input type="radio"/> 01.03.2022	Penyambungan Perkhidmatan	Penyambungan/Lanjutan
<input type="radio"/> 15.01.2022	Pengambilan Semula	Pengambilan Semula Slip Bers.
<input type="radio"/> 01.01.2022	Bersara	Bersara Awal - Pencen
<input type="radio"/> 01.12.2021	Pemindahan	Pemindahan
<input type="radio"/> 01.02.2021	Lantikan	Lantikan

The entry for '01.12.2021 Pemindahan' is highlighted with a red box. The interface also shows a search sidebar on the left and a status bar at the bottom indicating 'Entry: 1 of: 6'.

User can view the personnel actions in this page.