

# SISTEM SUMBER MANUSIA

# User Guide Personnel Administration for Back End User (SAPGUI) Bersara

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 **respective module owner**.

### 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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2. Click on the **Delimit**  $\sqcup$  button.



**Delimit Personal IDs** 

Backend User

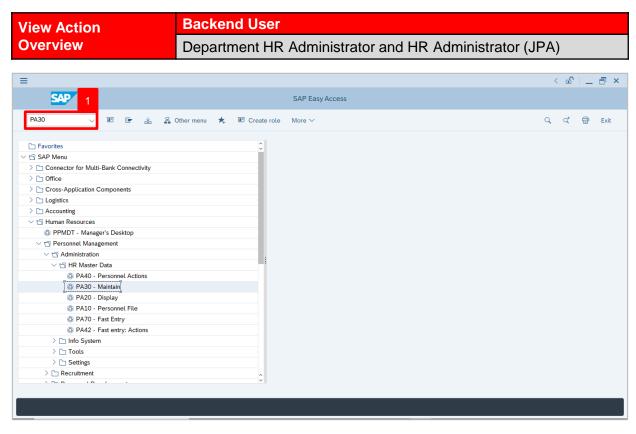
Department HR Administrator and HR Administrator (JPA)

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2. Click on the **Delimit**  $\sqcup$  button.





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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< SAP	Maintain HR Master Data	
Find by Collective Search Help Search Term Free search	Personnel no.:     Personnel no.:     Personnel no.:     Personnel no.:     Basic personal data     Contract Data     Gross/net payroll     Net payroll     Addt'l payroll data     Period     Period     Organizational assignment   Personal data   Addresses   Planned Working Time   Basic Pay   Bask Details   Recurring Payments/Deductions   Additional Payments/Deductions   Additional Payments/Deductions   Additional Payments/Deductions   Current Period   Current Year   Monitoring of Tasks   Family Member/Dependents   Education	Exit
		· · · · · · · · · · · · · · · · · · ·



### 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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< SAP	Maintain HR Master Data	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Personnel no.:	Exit
Q Collective Search Help Q Search Term Q Free search	Basic personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla >	
	Infotype Text       S       Period         Actions       Organizational assignment       Period         Personal data       Addresses       To: 31.12.9999         Addresses       To: To: 31.12.9999         Planned Working Time       Saic Pay         Bank Details       Current month         Recurring Payments/Deductions       To Current Date         Additional Payments/Deductions       Current Period         Monitoring of Tasks       Current Period         Family Member/Dependents       Current Year	\$

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

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

3. Click on 📴 icon for Personnel No.

Maintain HR Master Data		> GHQ (1) 200 💽 🔐 🗌 🚍
By K SAP	Maintain HR Master Data	
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$\leftarrow \rightarrow   \star \star \star   \otimes \otimes$	Personnel no.: = Personnel Number (1)	
Find by	Name: < C: Personnel ID Number I: IC number K: Organizationa 4 Free s >	
Person Q Collective Search Help	EE group: Identity Number: 01100007	
Search Term     Free search	EE subgroup: IC Type:	
Q Free search	Basic personal data Start Date:	
	End Date:	
	Infotype Text Personnel number:	
	Actions	
	Organizational as     Personal data	
	Addresses	
	O Planned Working	
	O Basic Pay	
	Bank Details	
	Recurring Paymer     Additional Paymer	
	Monitoring of Task	
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	Direct selection 🖉 Start Search 🗘 Multiple Selection 🗵 Close	
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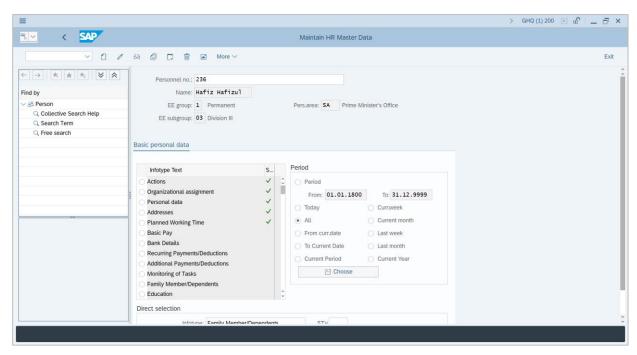


- 4. Enter the personnel IC Number.
- 5. Click on 🗹 icon.

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<u>⊪</u> < ₩	7	2: Personnel ID Number I: IC number K: Organizationa	l assignm Free >	
· · · · · · · · · · · · · · · · · · ·				Exit
Find by            × ⑧ Person             Q Collective Search Help             Q Search Term             Q Free search	Personnel no t	mber IC Start Date End Date F		
	Education Direct selection			
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- 6. Select the searched personnel.
- 7. Click on 🗹 icon.





The personnel information will be displayed.

	> GHQ (1) 200 🗈 🗗 🔔 🏹
Maintain HR Master Data	
	Exit
Person       236         Search Term       EE group: 1         Preserent       Basic personal data         Infotype Text       9         Period       Period         Organizational assignment       Period         Presonal data       9         Period       Period         Period       Current Period         Period       Current Period         Period       Period         Period       Period         Period       Current P	3

9. Under **Basic personal data**, click on elect Actions

10. Click on 🖾 icon.



The List Actions page will be displayed.

≡	> GHQ (1) 200 🕑	• • – – • ×
< SAP	List Actions	
× / 6		Exit
← →     ★     ★     ★       Find by       ∨ ⊗ Person       Q Collective Search Help       Q Search Term       Q Free search	Pers.No.     236       Name:     Hafiz Hafizul       EE group:     1       Permanent     Pers.area:       SA     Prime Minister's Office       EE subgroup:     03       Division III     Eise Subgroup:       Choose:     01.01.1800       to:     31.12.9999	
	Start Date     Action Type     Reason for action       01.01.2022     Bersara     Bersara Awal - Pencen       01.02.2021     Lantikan     Lantikan	© 0
	Entry: B of: 2	¢.

User can view the personnel actions in this page.