

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**.



Table of Content

Topics	Page
Introduction	2
Copy Actions	<u>4</u>
Copy Organizational Assignment	<u>11</u>
Delimit Planned Working Time	<u>12</u>
Delimit Communication	<u>13</u>
Delimit Personal IDs	<u>14</u>
View Action Overview	<u>15</u>



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- 3. Under **Personnel Actions** page, click on the one and select Bersara
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- 6. Select Reason for Action option, for example: 01 Bersara Awal Pencen
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2. Click on the **Delimit** \sqcup button.



Delimit Personal IDs

Backend User

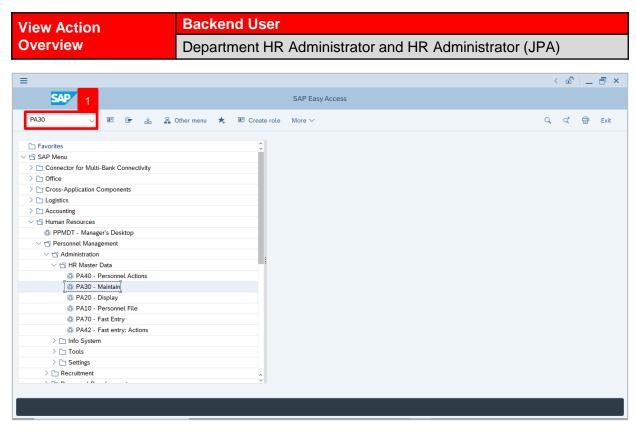
Department HR Administrator and HR Administrator (JPA)

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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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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 **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.

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By K SAP	Maintain HR Master Data	
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$\leftarrow \rightarrow \star \star \star \otimes \otimes$	Personnel no.: = Personnel Number (1)	
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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:	
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	Infotype Text Personnel number:	
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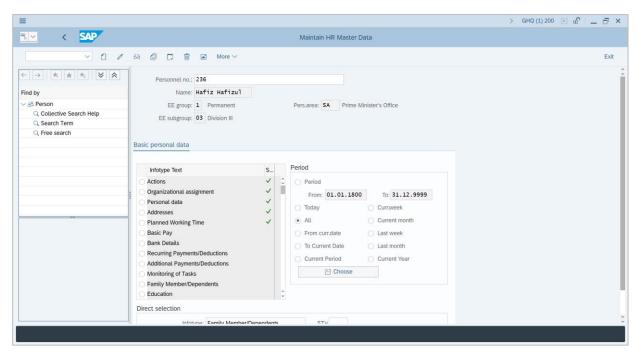


- 4. Enter the personnel IC Number.
- 5. Click on 🗹 icon.

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





The personnel information will be displayed.

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Maintain HR Master Data	
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9. Under **Basic personal data**, click on elect Actions

10. Click on 🖾 icon.



The List Actions page will be displayed.

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× / 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	
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User can view the personnel actions in this page.