



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for

Back End User (SAPGUI)

Perubahan Perkhidmatan (Change of Service)

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

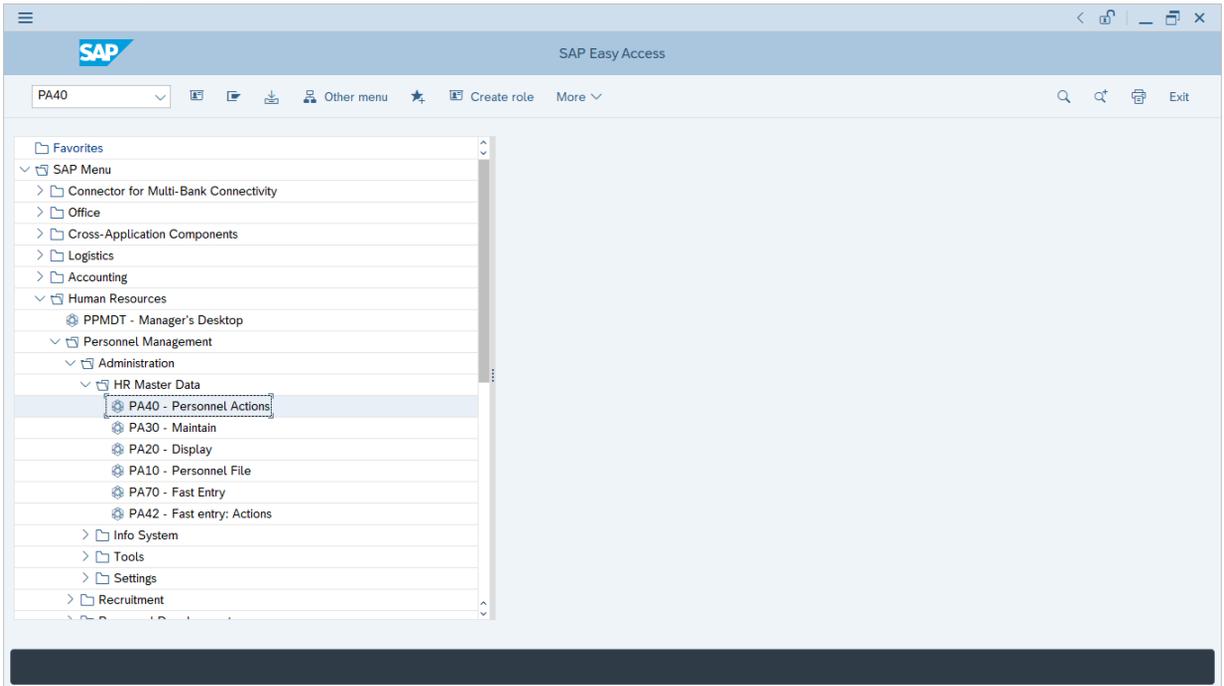
Topics	Page
Introduction	2
Copy Actions	4
Copy Organizational Assignment	11
View Action Overview	12

Copy Actions

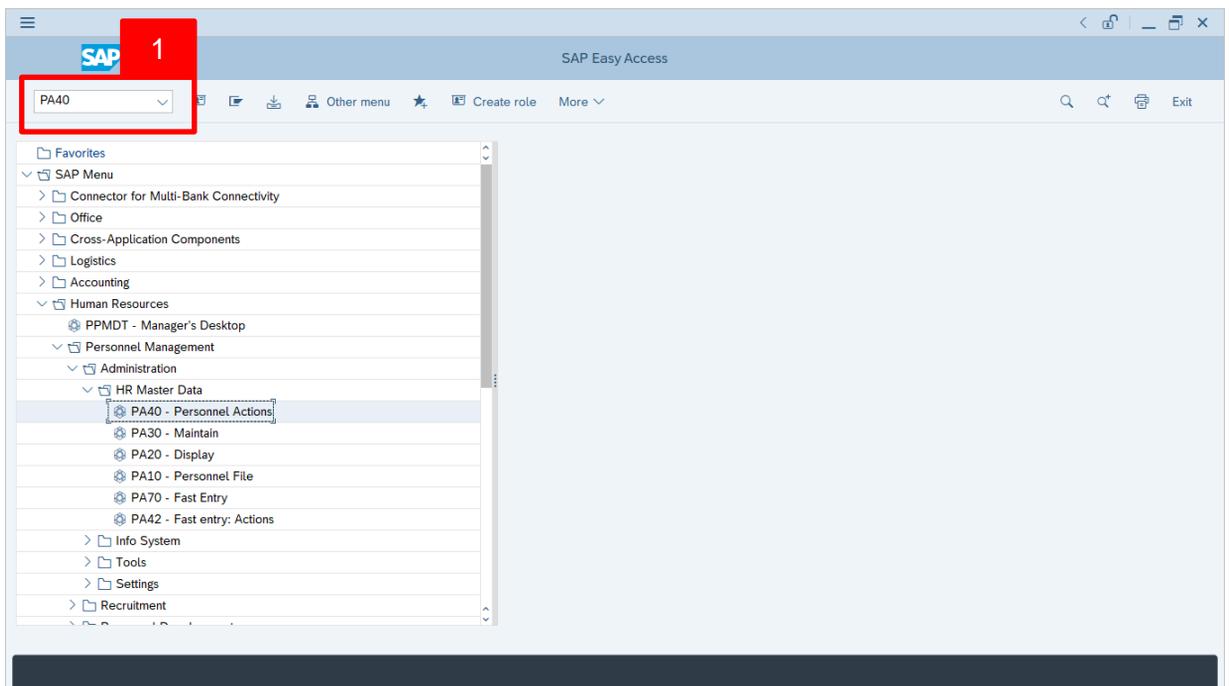
Backend User

Department HR Administrator and HR Administrator (JPA)

Note: For **Change of Service**, 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.

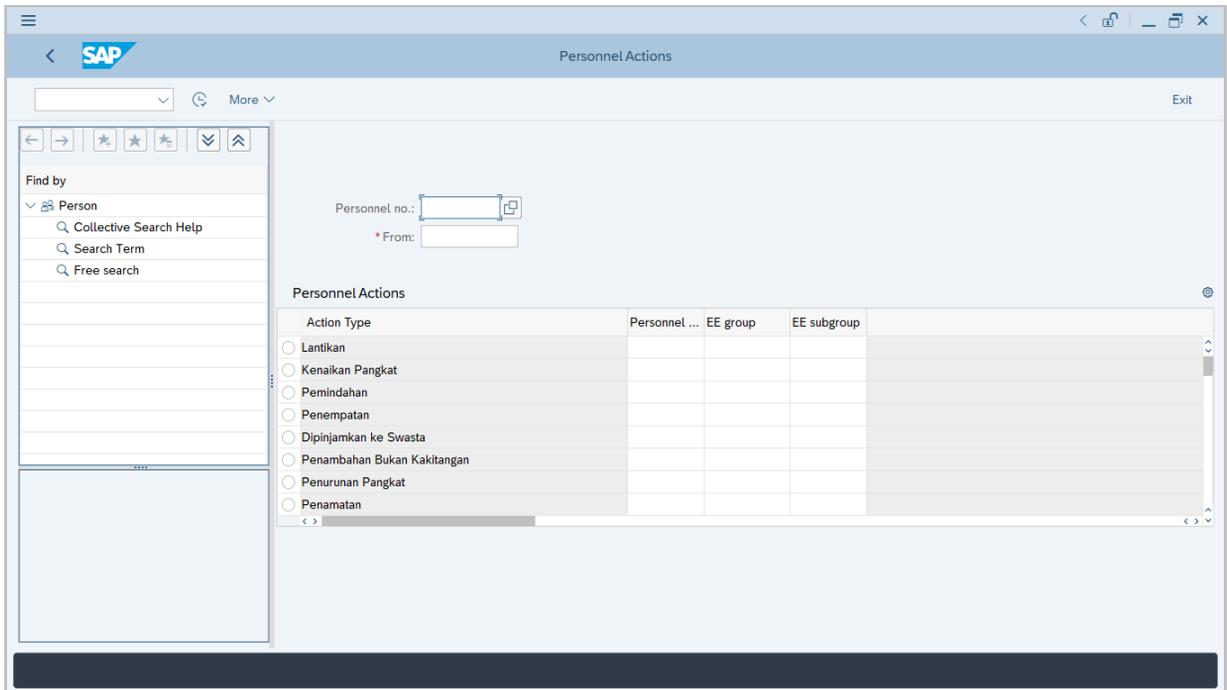


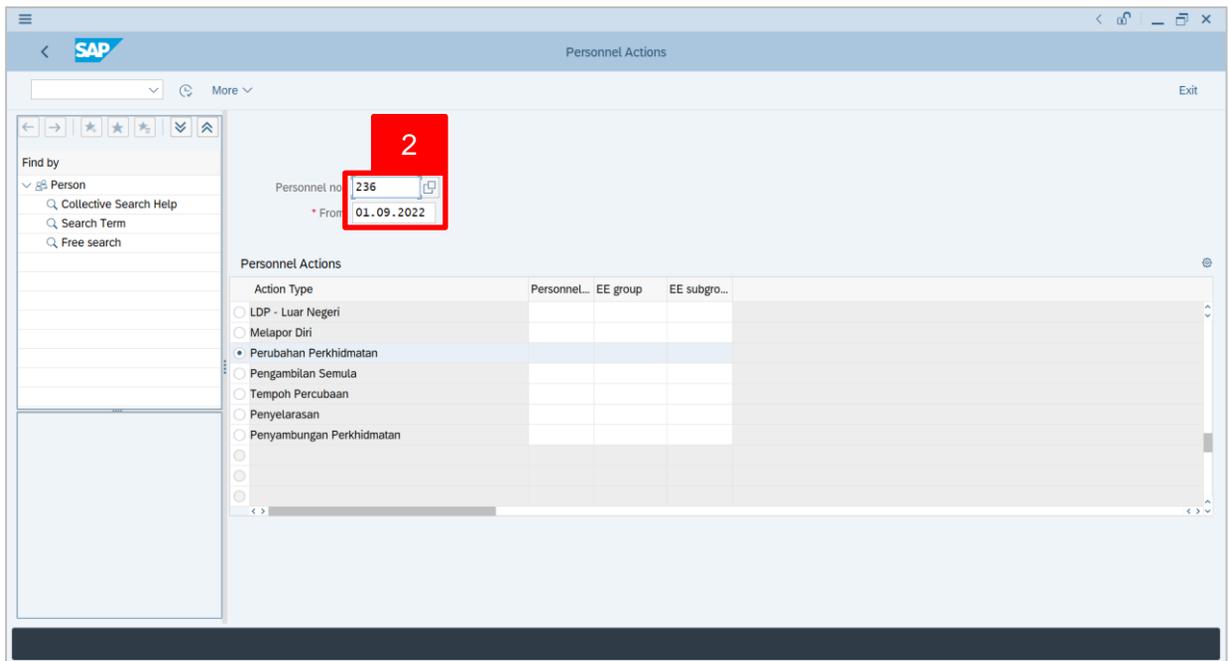
1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.



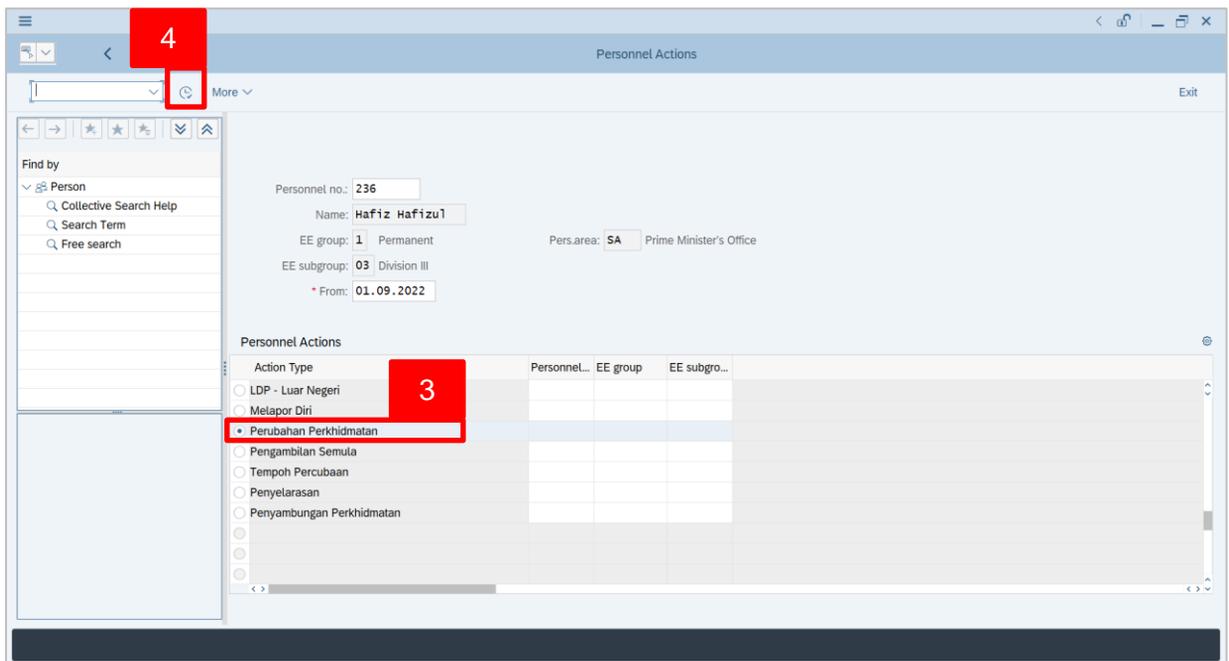
Note: Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA40 – Personnel Actions**

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





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 Perubahan Perkhidmatan

4. Click on  icon.

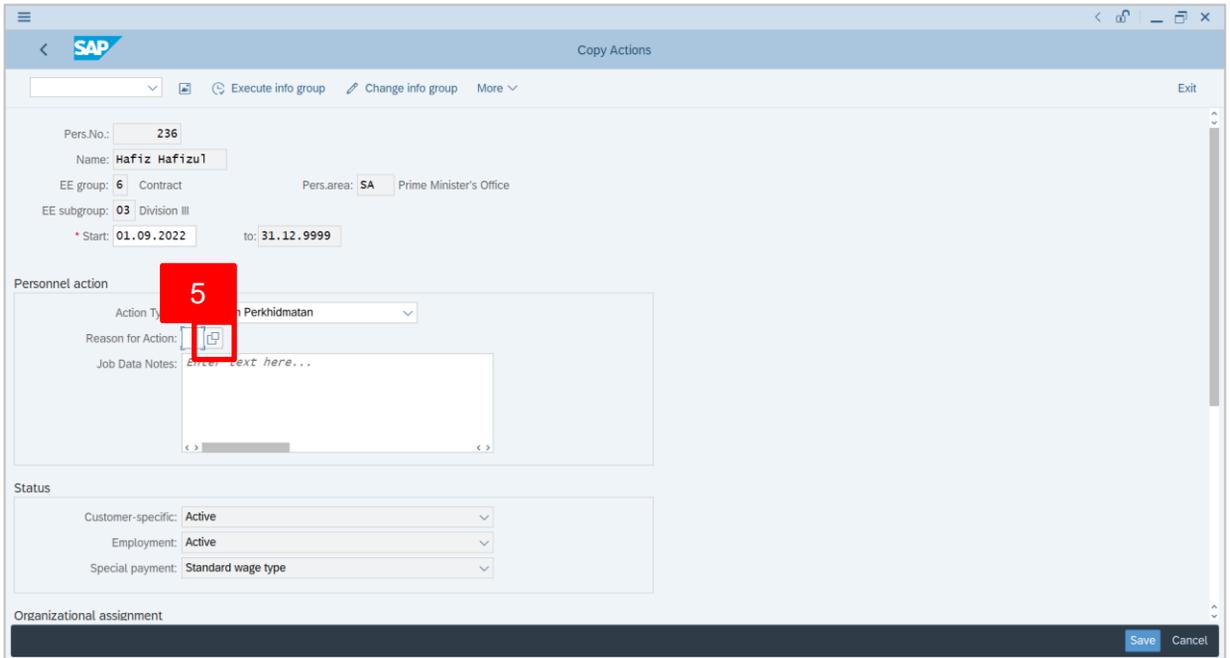


The **Copy Actions** page will be displayed.

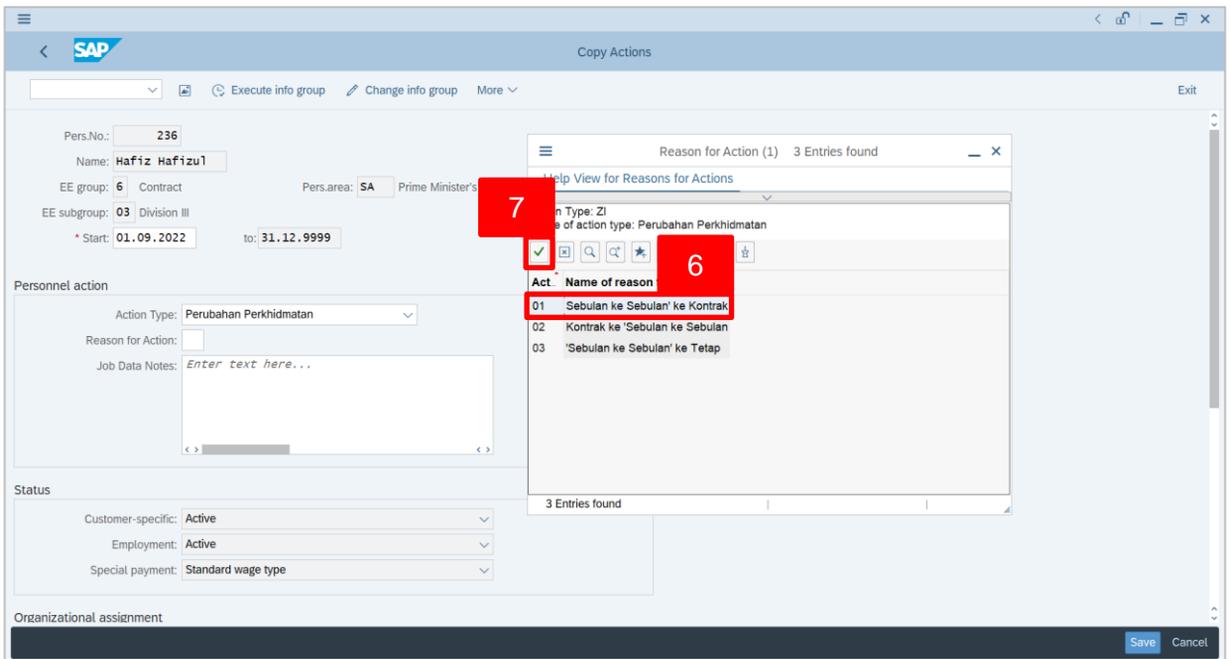
The screenshot shows the SAP 'Copy Actions' interface. At the top, there is a navigation bar with the SAP logo and the title 'Copy Actions'. Below this, there are several tabs: 'Execute info group', 'Change info group', and 'More'. The main content area is divided into several sections:

- Personnel Data:** Pers.No.: 236, Name: Hafiz Hafizu1, EE group: 6 Contract, Pers.area: SA Prime Minister's Office, EE subgroup: 03 Division III, * Start: 01.09.2022 to: 31.12.9999.
- Personnel action:** Action Type: Perubahan Perkhidmatan, Reason for Action: (empty), Job Data Notes: Enter text here... (text area).
- Status:** Customer-specific: Active, Employment: Active, Special payment: Standard wage type.
- Organizational assignment:** (empty section).

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

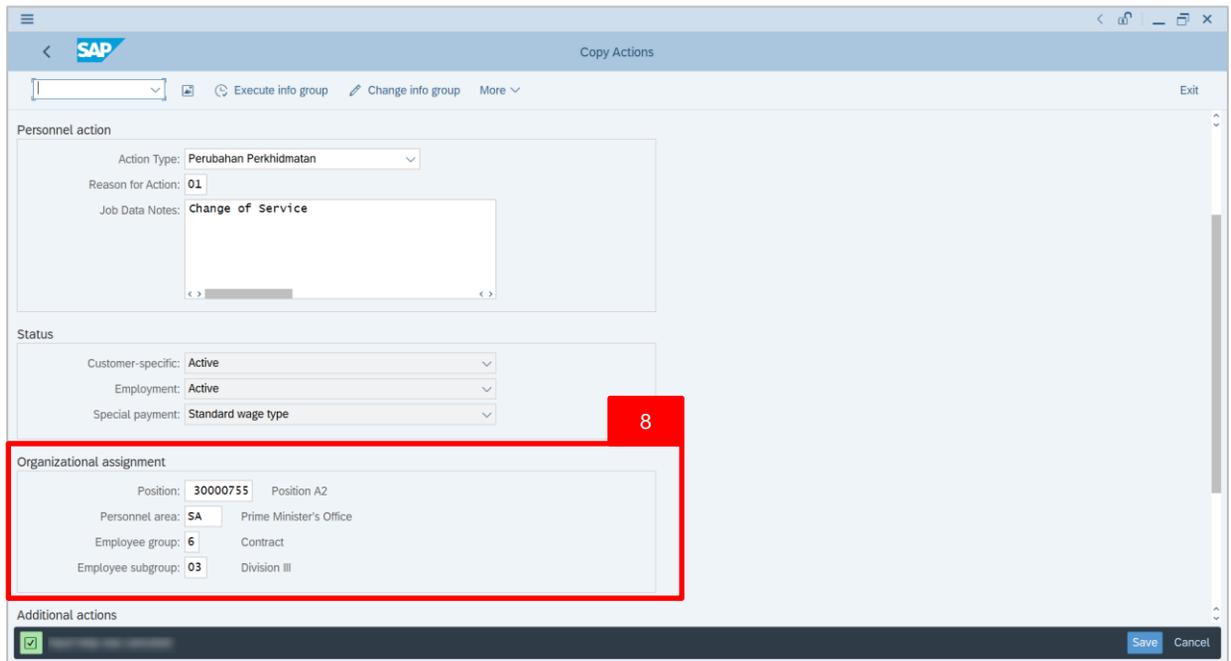


5. Under **Personnel action** section, click on  icon for Reason for Action.



6. Select **Reason for Action** option, for example: **01 Sebulan ke Sebulan ke Kontrak**

7. Click on  icon.



Personnel action

Action Type:

Reason for Action:

Job Data Notes:

Status

Customer-specific:

Employment:

Special payment:

Organizational assignment

Position: Position A2

Personnet area: Prime Minister's Office

Employee group: Contract

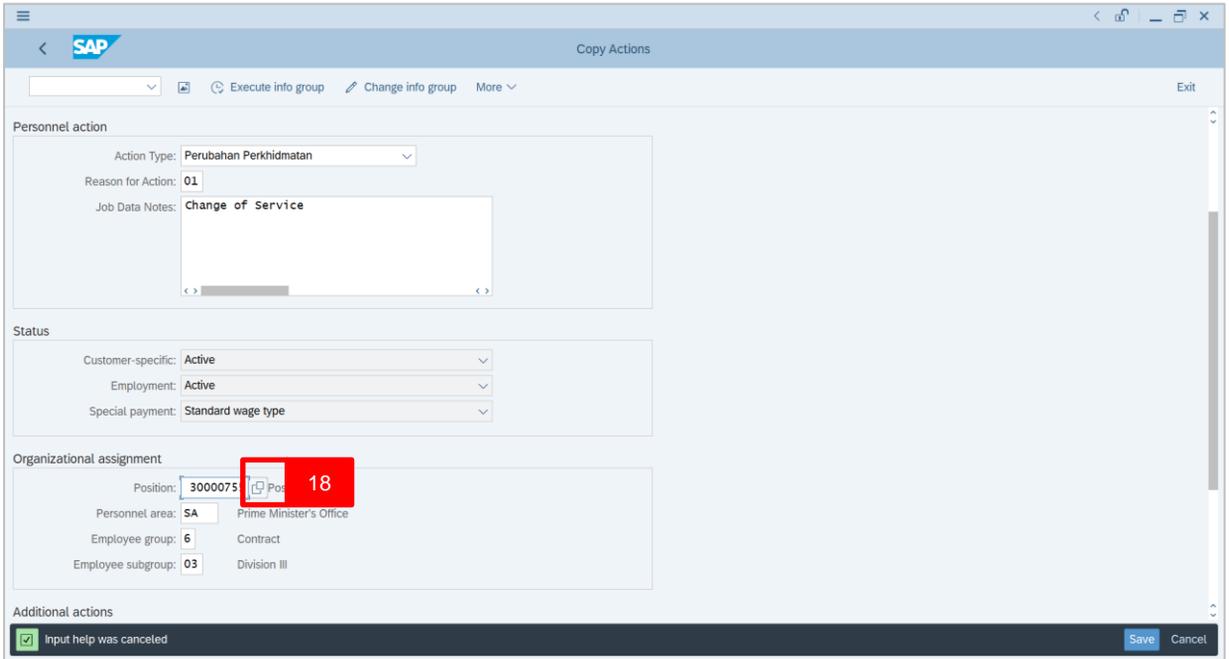
Employee subgroup: Division III

Additional actions

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: **Perubahan Perkhidmatan**

Reason for Action: **01**

Job Data Notes: **Change of Service**

Status

Customer-specific: **Active**

Employment: **Active**

Special payment: **Standard wage type**

Organizational assignment

Position: **3000075**  **18**

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

Employee group: **6** Contract

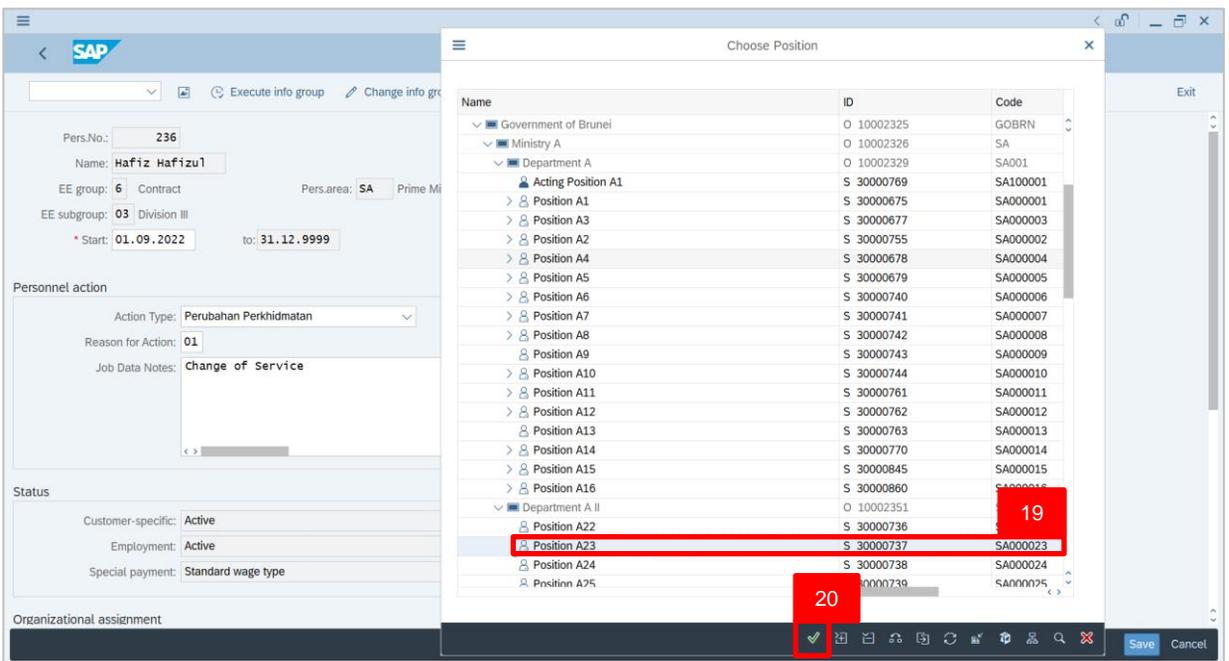
Employee subgroup: **03** Division III

Additional actions

Input help was canceled

Save **Cancel**

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



Choose Position

Name	ID	Code
Government of Brunei	0 10002325	GOBRN
Ministry A	0 10002326	SA
Department A	0 10002329	SA001
Acting Position A1	S 30000769	SA100001
Position A1	S 30000675	SA000001
Position A3	S 30000677	SA000003
Position A2	S 30000755	SA000002
Position A4	S 30000678	SA000004
Position A5	S 30000679	SA000005
Position A6	S 30000740	SA000006
Position A7	S 30000741	SA000007
Position A8	S 30000742	SA000008
Position A9	S 30000743	SA000009
Position A10	S 30000744	SA000010
Position A11	S 30000761	SA000011
Position A12	S 30000762	SA000012
Position A13	S 30000763	SA000013
Position A14	S 30000770	SA000014
Position A15	S 30000845	SA000015
Position A16	S 30000860	SA000016
Department A II	0 10002351	SA000017
Position A22	S 30000736	SA000018
Position A23	S 30000737	SA000023
Position A24	S 30000738	SA000024
Position A25	S 30000739	SA000025

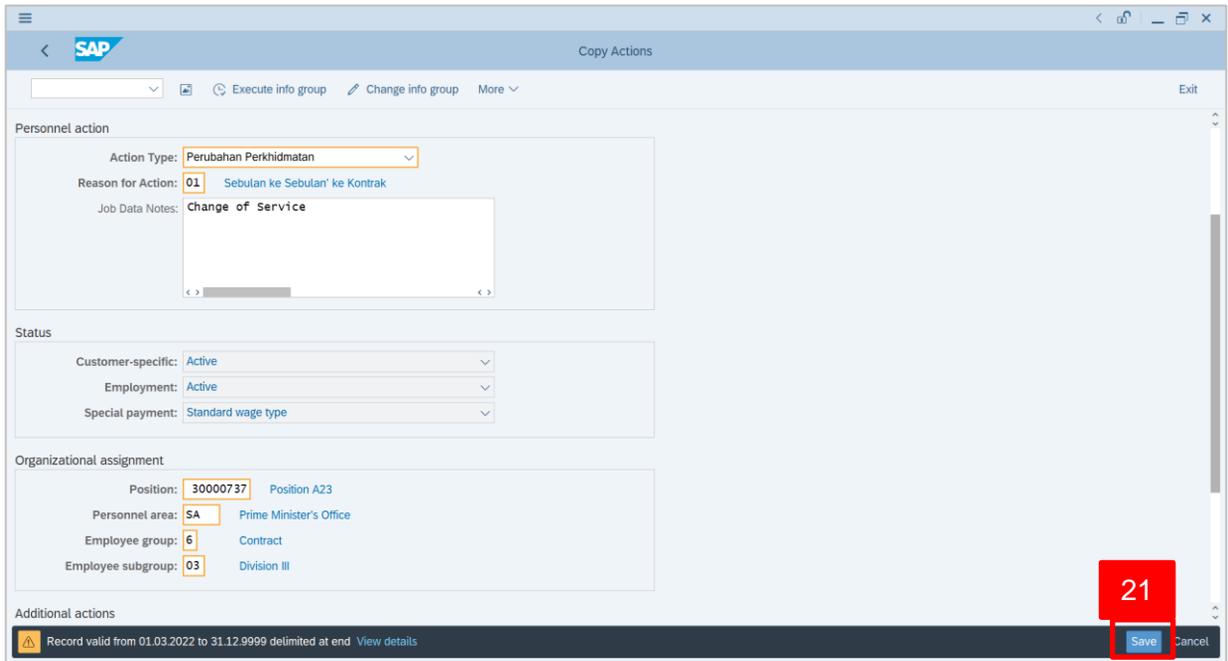
19

20

Save **Cancel**

19. Select Employee Position.

20. Click on  icon.



Personnel action

Action Type:

Reason for Action: Sebulan ke Sebulan ke Kontrak

Job Data Notes:

Status

Customer-specific:

Employment:

Special payment:

Organizational assignment

Position: Position A23

Personnel area: Prime Minister's Office

Employee group: Contract

Employee subgroup: Division III

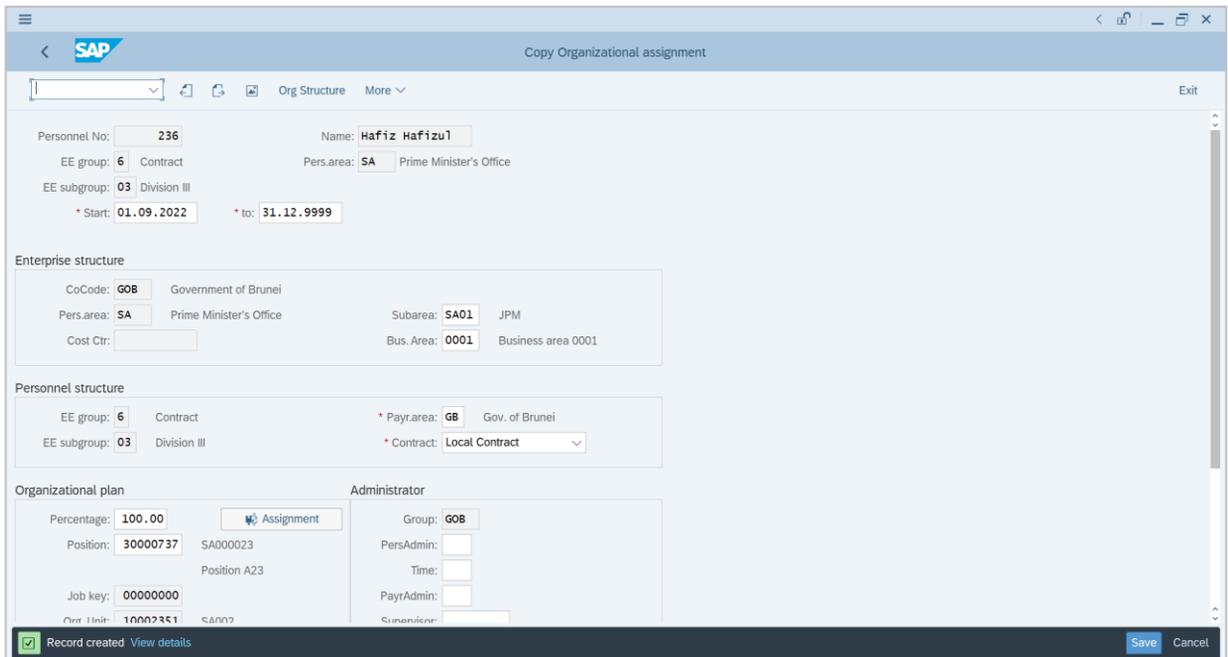
Additional actions

Record valid from 01.03.2022 to 31.12.9999 delimited at end [View details](#)

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

Outcome: Record is created.

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



Copy Organizational assignment

Personnel No: Name:

EE group: Contract Pers.area: Prime Minister's Office

EE subgroup: Division III

* Start: * to:

Enterprise structure

CoCode: Government of Brunei

Pers.area: Prime Minister's Office Subarea: JPM

Cost Ctr: Bus. Area: Business area 0001

Personnel structure

EE group: Contract * Payr.area: Gov. of Brunei

EE subgroup: Division III * Contract:

Organizational plan Administrator

Percentage:

Position: SA000023 Position A23

Job key:

Group:

PersAdmin:

Time:

PayrAdmin:

Supervisor:

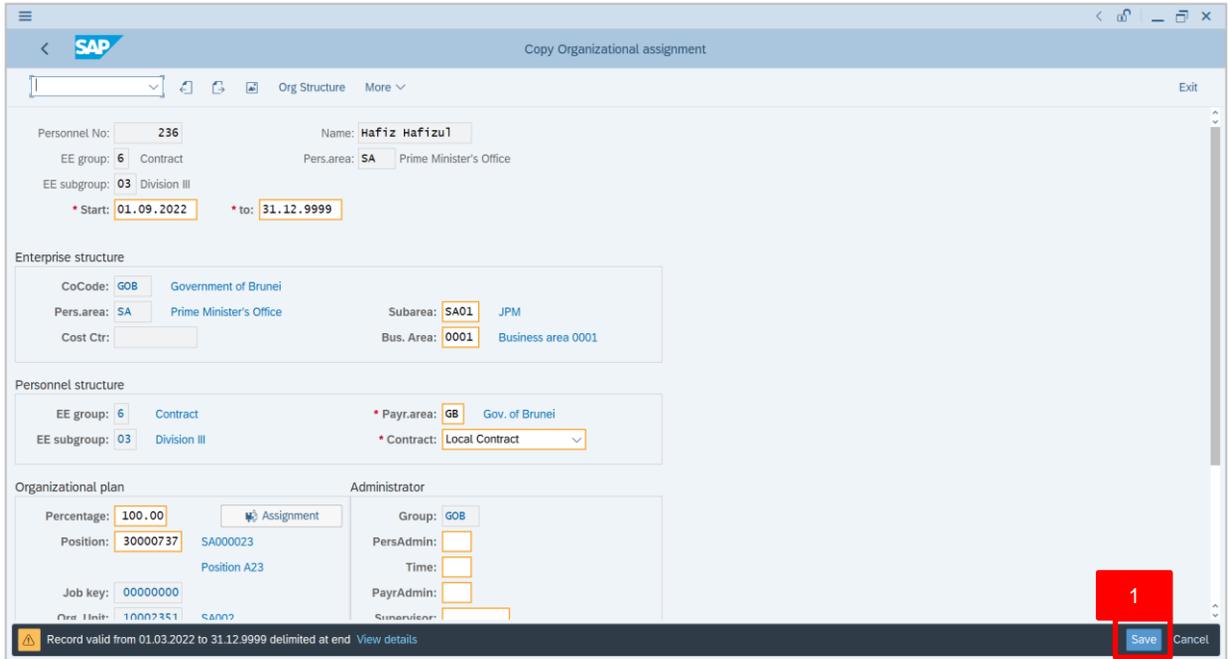
Record created [View details](#)

Copy Organizational Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

Note: For **Change of Service**, 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' screen. Key fields include:

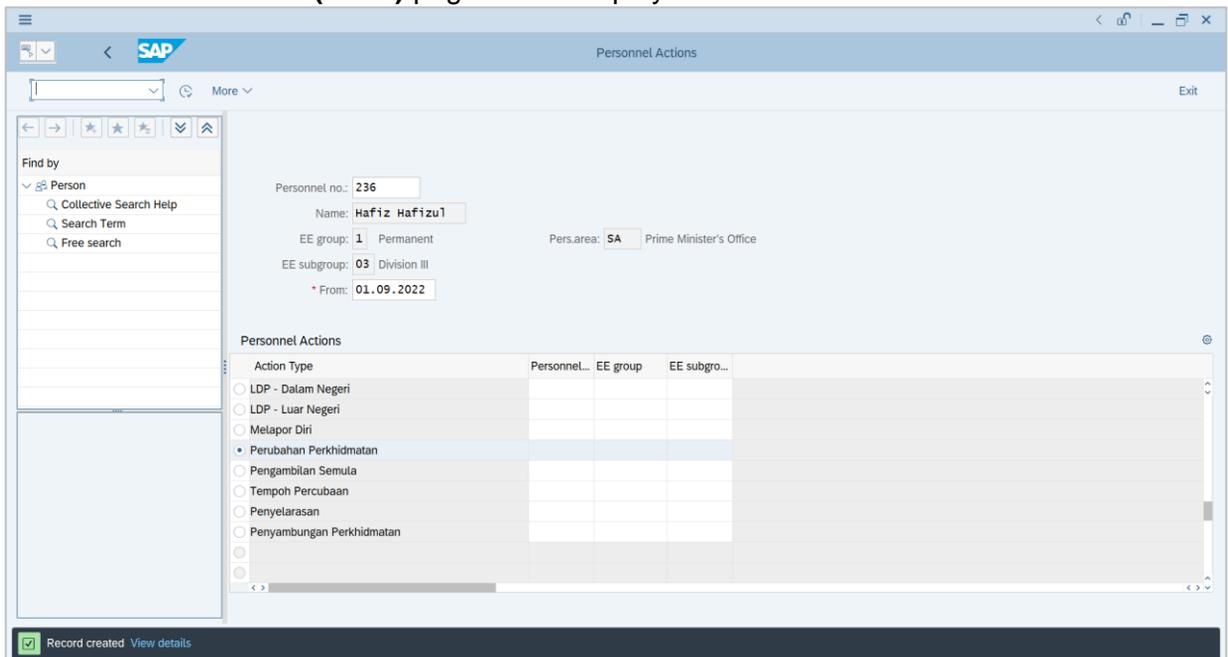
- Personnel No: 236, Name: Hafiz Hafizu1
- EE group: 6 Contract, Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III
- Start: 01.09.2022, to: 31.12.9999
- Enterprise structure: CoCode: GOB Government of Brunei, Pers.area: SA Prime Minister's Office, Subarea: SA01 JPM, Cost Ctr: , Bus. Area: 0001 Business area 0001
- Personnel structure: EE group: 6 Contract, EE subgroup: 03 Division III, Payr.area: GB Gov. of Brunei, Contract: Local Contract
- Organizational plan: Percentage: 100.00, Position: 30000737 SA000023 Position A23, Job key: 00000000, Group: GOB
- Administrator: PersAdmin: , Time: , PayrAdmin: , Supervisor:

A red box 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' screen. 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: 01.09.2022

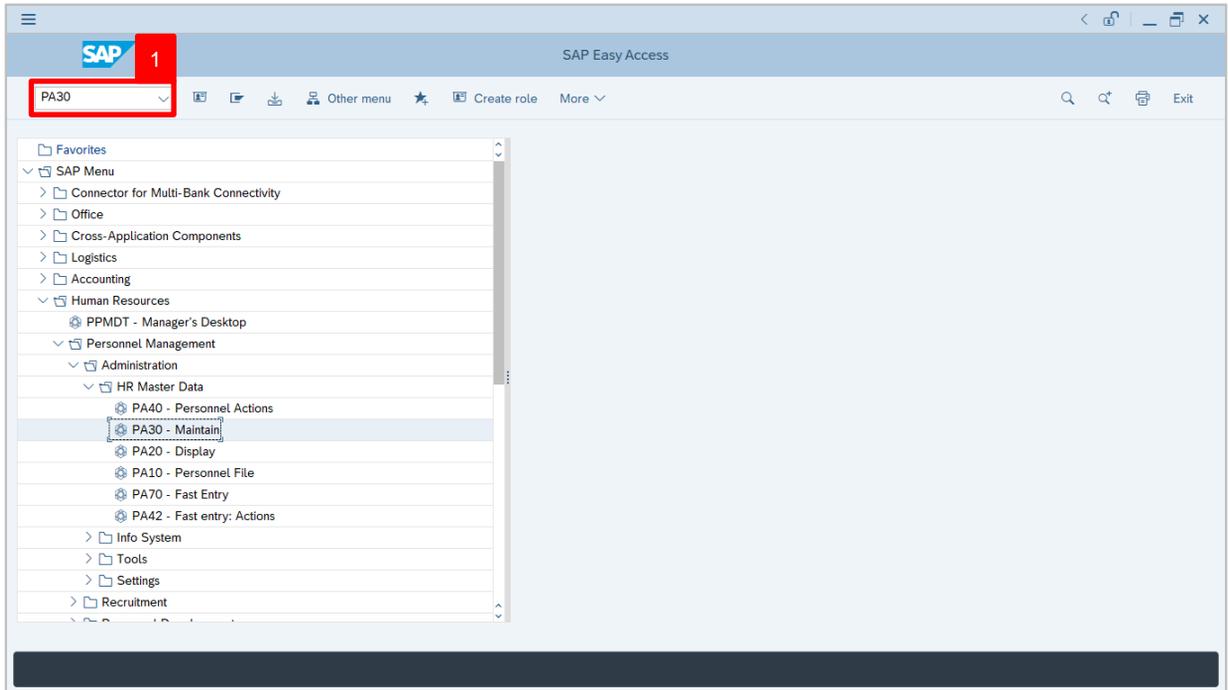
The 'Personnel Actions' table is visible, with the following columns: Action Type, Personnel..., EE group, EE subgro... The 'Perubahan Perkhidmatan' (Change of Service) radio button is selected.

A green checkmark and 'Record created' message are visible at the bottom left of the screen.

**View Action
Overview**

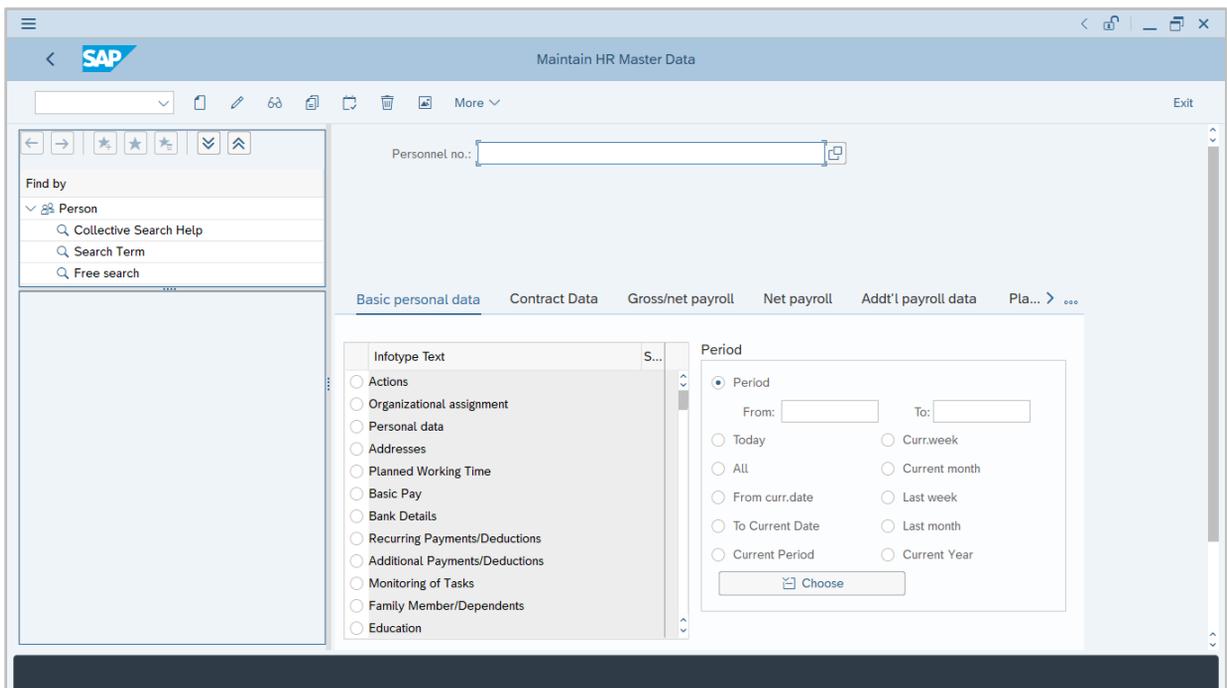
Back End User

Department HR Administrator and HR Administrator (JPA)



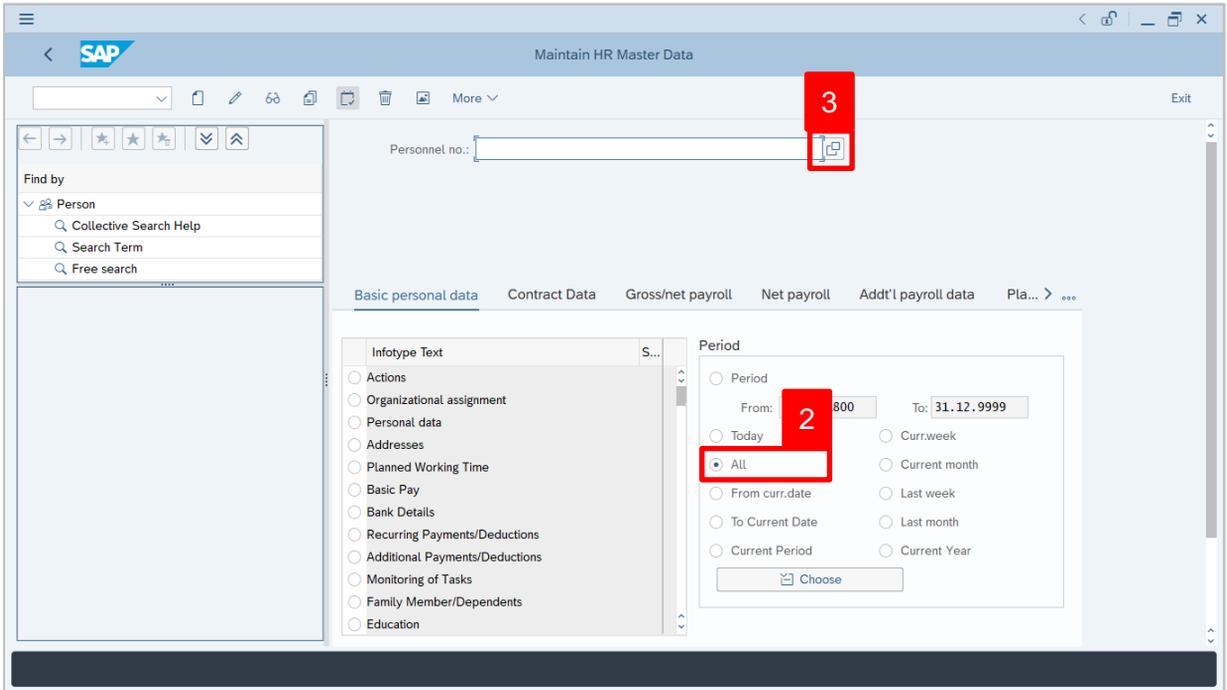
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



Note:

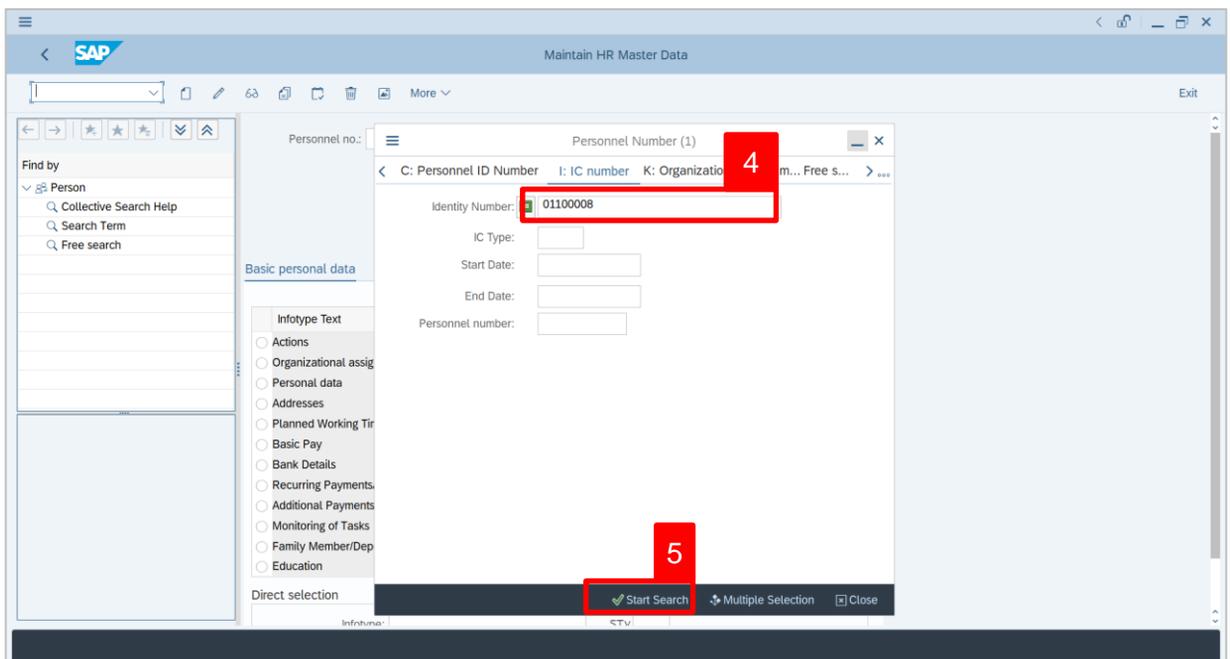
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



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

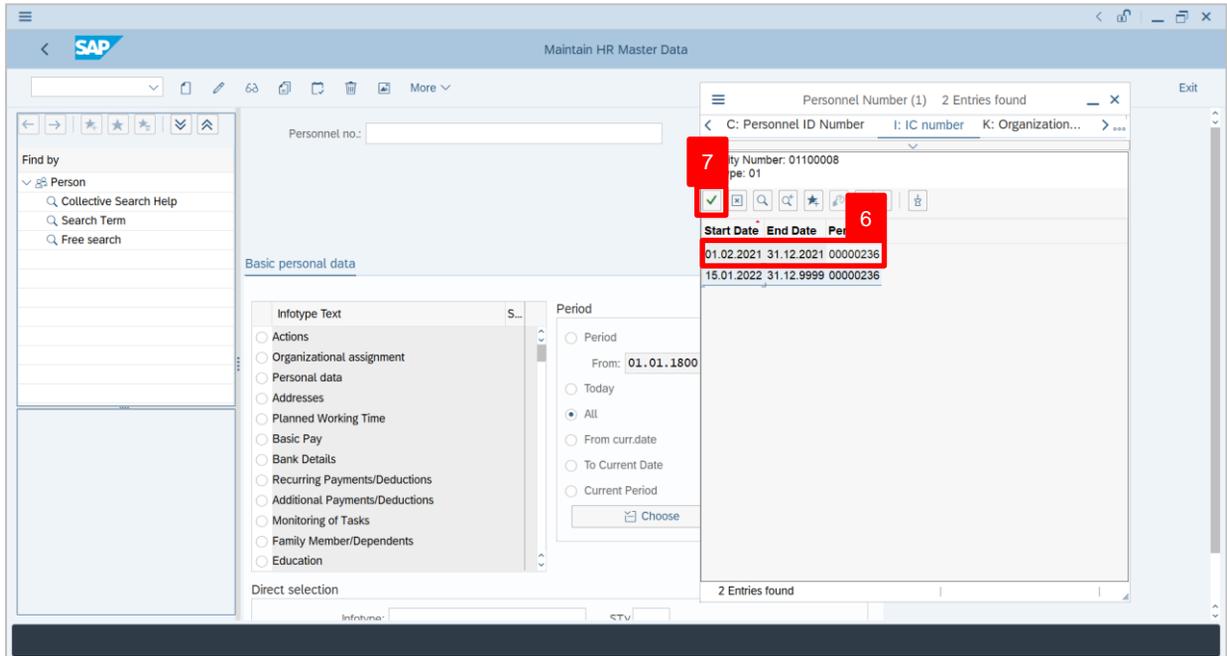
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

3. Click on  icon for Personnel No.



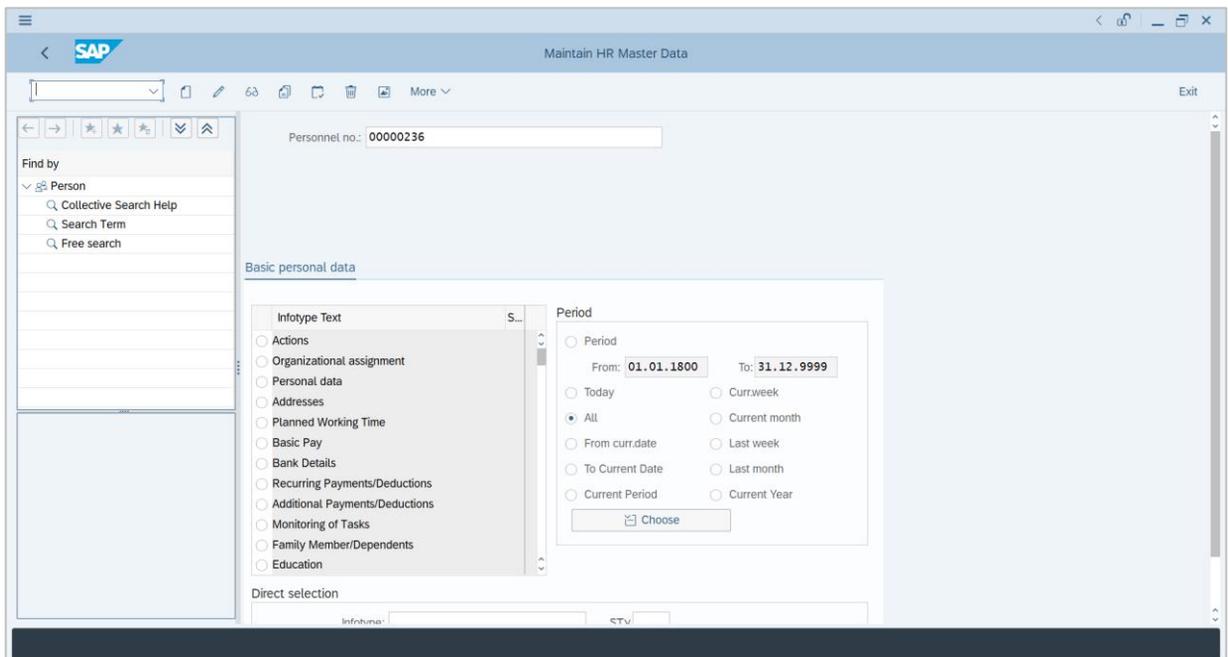
4. Enter the personnel IC Number.

5. Click on 

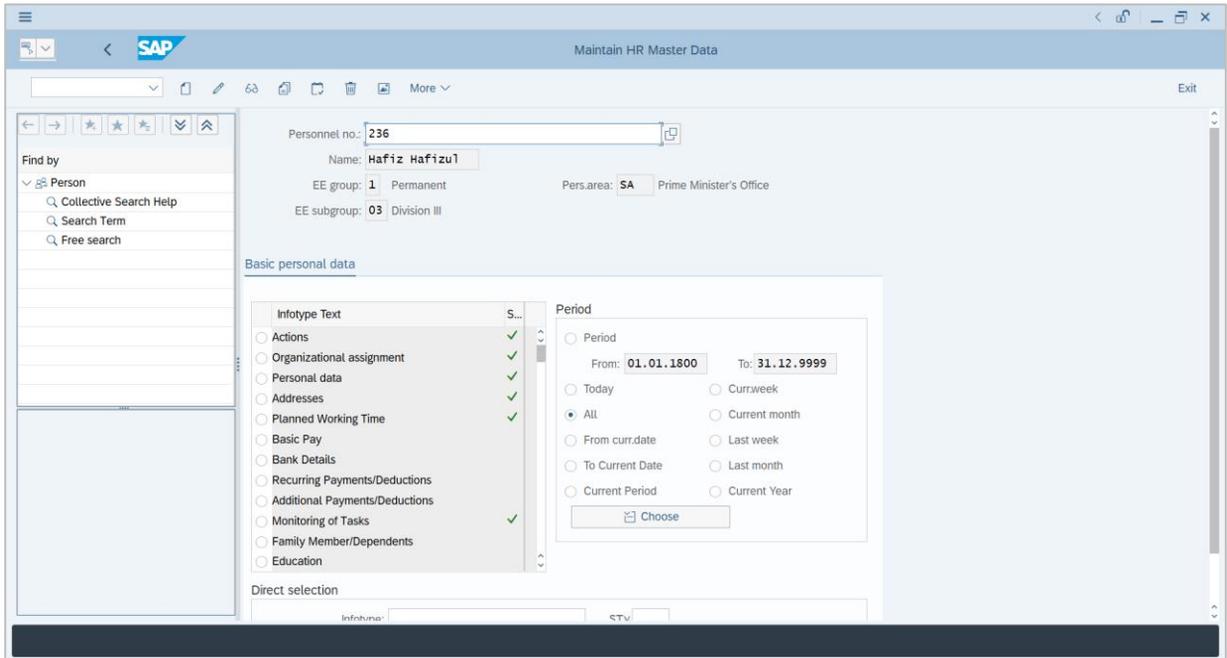


6. Select the searched personnel.

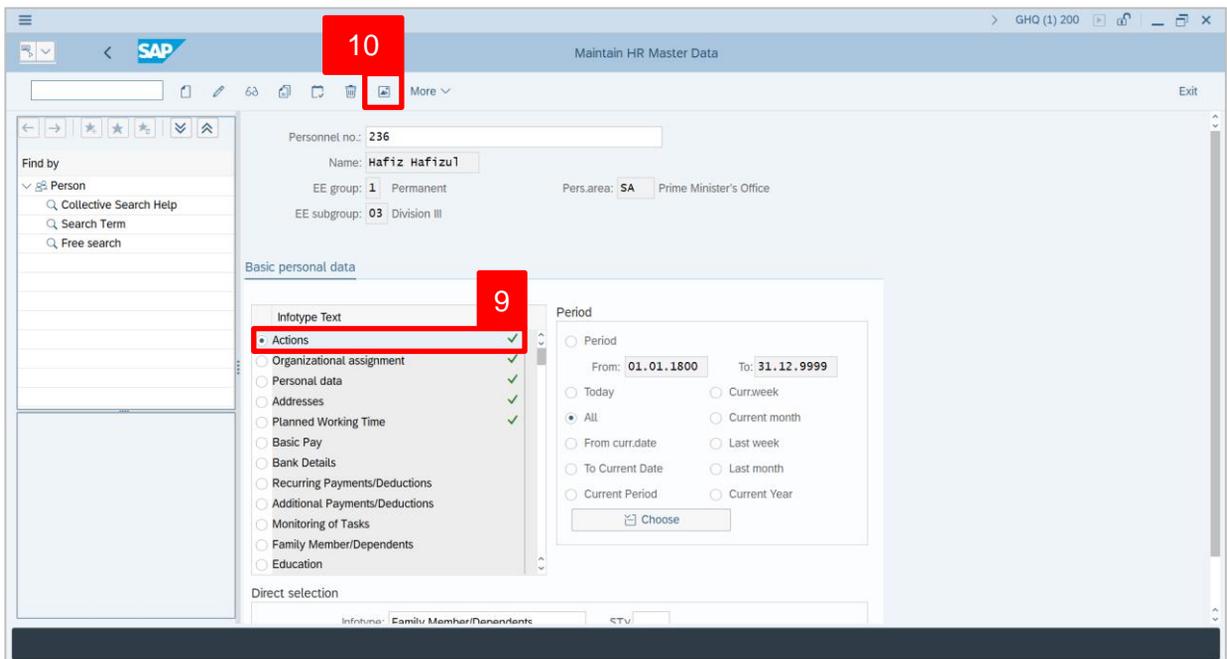
7. Click on  icon.



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



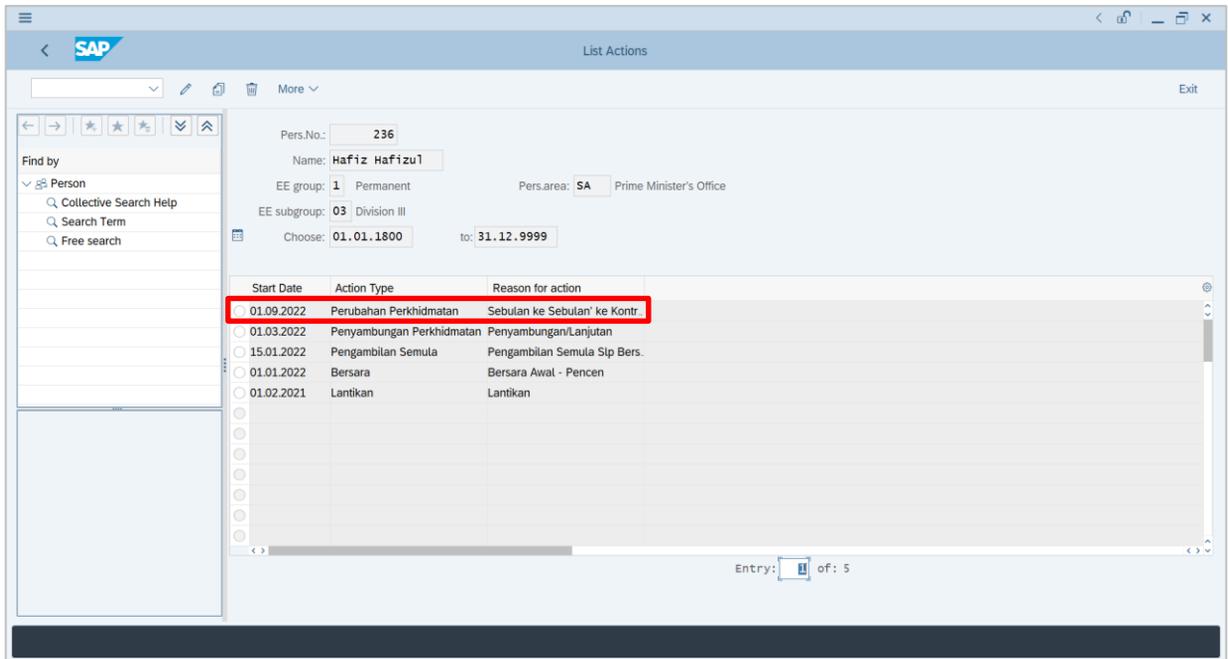
Note: The personnel information will be displayed.



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 page for a specific employee. The employee's details are as follows:

- Pers.No.: 236
- Name: Hafiz Hafizul
- 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 checked="" 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 Slp Bers.
<input type="radio"/> 01.01.2022	Bersara	Bersara Awal - Pencen
<input type="radio"/> 01.02.2021	Lantikan	Lantikan

At the bottom right of the table, it shows "Entry: 1 of: 5".

User can view the personnel actions in this page.