

# SISTEM SUMBER MANUSIA

# User Guide Personnel Administration for Back End User (SAPGUI) Penamatan (Termination)

VERSION: 1.0



#### INTRODUCTION

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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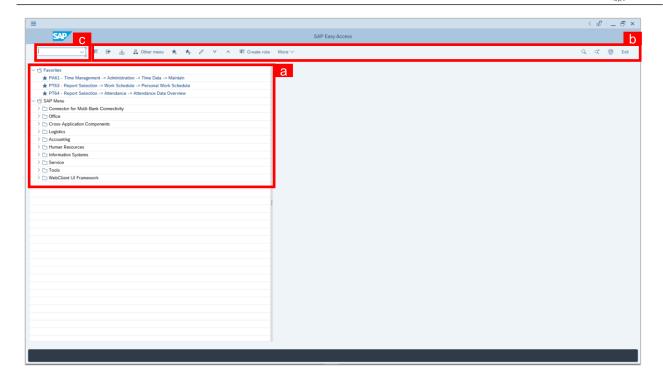


| SAP GUI (Back-End)                      | Back End User  |             |
|---|--|-------------|
| Log on                                  | Department HR Administrator and HR Administrator (JPA) |             |
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| SAP                                     | SAP  |             |
| → New password More →                   | NOTE   | Exit        |
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| *Password: Client 200 : UAT             | ieration   |             |
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| Client 230 : Depar                      | ment Training  |             |
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- 1. Fill in the User and Password.
- 2. Press Enter on the keyboard.
- 3. The home page will be displayed.

#### Note:

 The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.



#### Note:

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. A Search tool could be utilised to select a specific module of interest, contained in the system.

12



| Copy Actions       Department HR Administrator and HR Administrator (JPA)         Image: Solution of the sol   | Department HR Administrator and HR Administrator (JPA)         ■         ■         SAP         ■         SAP Easy Access   |   | Backen         | d User        |                               |              |
|--|--|---|----------------|---------------|-------------------------------|--------------|
| PA40     PA40     Image: Sape Sector for Multi-Bank Connectivity     Image: Sape Sector for Sape Sector for Multi-Bank Connectivity     Image: Sape Sector for   | PA40 Image: SAP Easy Access     PA40     Image: Sape Access     Image: Sape Access  <   | opy Actions                               | Departr        | nent HR       | Administrator and HR Administ | rator (JPA)  |
| PA40     PA40     Image: Sape Section of Multi-Bank Connectivity     Sape Menu     Some Core for Multi-Bank Connectivity     Connector for Multi-Bank Connector for Multi-Bank Connectivity     Connector for Multi-Bank   | PA40 SAP EasyAccess     PA40     Pavorites     SAP Menu     SAP Menu     Consector for Multi-Bank Connectivity     Connector for Multi-Bank Connectivity     Const-Application Components     PHA00 - Personnel Attoms     Pha00 - Personnel Attoms     Pha01 - Personnel File   Pha02 - Diplay     Pha03 - Past entry   Pha04 - Personnel File   Pha05 - Past entry   Pha05 - Past entry   Pha05 - Past entry   Pha05 - Past entry <t< th=""><th></th><th></th><th></th><th></th><th></th></t<>   |   |                |               |                               |              |
| PAd0 Image: Booten menu Imag  | PA40 Image: Content of Multi-Bank Connectivity   C Coss-Application Components   PA40-Dersonnel Actions   PA20-Display   PA20-Past Entry   PA30-Past Entry   PA30-Pas  |   |                |               |                               | < B   _ D,   |
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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

The Personnel Actions (PA40) page will be displayed.

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| < SAP   |   | Personnel Actions |          |             |           |
| V C More V  |   |                   |          |             | Exit      |
| ← → ★ ★ ♥ ♠<br>Find by<br>∨ & Person<br>Q Collective Search Help<br>Q Search Term | Personnel no.:  |                   |          |             |           |
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|   | Action Type Lantikan Kenaikan Pangkat Pemindahan Penempatan Dipinjamkan ke Swasta Penambahan Bukan Kakitangan Penurunan Pangkat Penamatan | Personnel         | EE group | EE subgroup |           |
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|   | Action Type Data Migration Lantikan Kenaikan Pangkat Pemindahan Dipinjamkan ke Swasta Penambahan Bukan Kakitangan Penurunan Pangkat | Personnel EE grou  | p EE subgroup | ;<br>       |
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2. Enter the Personnel number and the action From date. Press Enter on the keyboard.

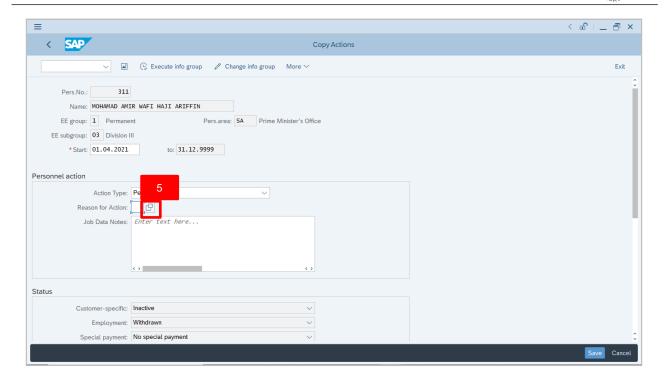
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| <b>₽</b> < <mark>5</mark> 4                                   |                                    | Personnel Actions  |                      |           |
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| Find by   |                                    |                    |                      |           |
| ∨ 88 Person   | Personnel no.: 311                 |                    |                      |           |
| Collective Search Help  | Name: MOHAMAD AMIR WAFI HAJI       | ARIFFIN            |                      |           |
| Q Search Term   | EE group: 1 Permanent              |                    | me Minister's Office |           |
| C Free search   |                                    | Perstalea.         |                      |           |
|   | EE subgroup: 03 Division III       |                    |                      |           |
|   | * From: 01.04.2021                 |                    |                      |           |
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|   | O Digantung Perkhidmatan           |                    |                      |           |
|   | Memangku                           |                    |                      |           |
|   | O Petukaran Organisasi             |                    |                      |           |
|   | LDP - Dalam Negeri                 |                    |                      |           |
|   | LDP - Luar Negeri     Melapor Diri |                    |                      |           |
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- 3. Under **Personnel Actions** page, click on the 💽 and select Penamatan
- 4. Click on 🕞 icon.



The Copy Actions page will be displayed.

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| < SAP  | Copy Actions   |             |
|  | $\bigcirc$ Execute info group $ {\mathscr O} \ {\rm Change info group}  {\rm More} \ {\bf \lor}$ | Exit        |
| Pers.No.: 311<br>Name: MOHAMAD AMI<br>EE group: 1 Permaner<br>EE subgroup: 03 Division II<br>* Start: 01.04.2021 | R WAFI HAJI ARIFFIN<br>nt Pers.area: SA Prime Minister's Office                                  | 0           |
| Personnel action<br>Action Type:<br>Reason for Action:<br>Job Data Notes:  | Penamatan ~  |             |
|  | 0  |             |
| Status   |  |             |
| Customer-specific:   | Inactive V   |             |
| Employment:  | Withdrawn V  |             |
| Special payment:   | No special payment V   | ¢           |
|  |  | Save Cancel |



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

≡ < 🖻 | \_ 🗗 × < SAP = Reason for Action (1) 8 Entries found \_ × ✓ ☑ ( Execute info gr Exit Help View for Reasons for Actions : Z7 ion type: Penamatan Pers.No.: 311 Name: MOHAMAD AMIR WAFI HAJI ARIF EE group: 1 Permanent 6 Act. Name of reason for action EE subgroup: 03 Division III to: 31. Menamatkan Perkhidmatan \* Start: 01.04.2021 Ditamatkan Perkhidmatan 03 Pemendekan Kontrak Personnel action 04 Penamatan Kontrak 05 Penamatan Sebulan ke Sebulan Action Type: Penamatan 06 Medical Board Reason for Action: 07 Meninggal Dunia Job Data Notes: Enter text here. 08 Tamat Pinjaman dari Swasta 8 Entries found  $\leftrightarrow$ Status Customer-specific: Inactive Employment: Withdrawn Special payment: No special payment

- 6. Select 01 Menamatkan Perkhidmatan.
- 7. Click on 🖌 icon.



#### Note:

- Job Data Notes are optional to fill in.
- 8. Press Enter on the keyboard and click Save

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| ~ ×  | (S) Execute info group   | Exit         |
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| Status   |  |              |
| Customer-specific:   | Inactive V   |              |
| Employment:  | Withdrawn V  | 8            |
| Special payment:   | No special payment   | <sup>©</sup> |
| Record valid from 01.01.202  | 21 to 31.12.9999 delimited at end View details   | Save Cancel  |

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

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| Personnel No: 311 Name<br>EE group: 1 Permanent Pers.area<br>EE subgroup: 03 Division III<br>• Start: 01.04.2021 • to: 31.12.9999<br>Enterprise structure | 2: MOHAMAD AMIR WAFI HAJI ARIFFIN<br>2: SA Prime Minister's Office | C           |
| CoCode: GOB Government of Brunei<br>Pers.area: SA Prime Minister's Office<br>Cost Ctr:  | Subarea: [SA01][C] JPM<br>Bus. Area:                               |             |
| Personnel structure<br>EE group: 1 Permanent<br>EE subgroup: 03 Division III  | * Payr.area: 6B Gov. of Brunei<br>* Contract: Non Contract ~       |             |
| Position: 30000845 Position A15<br>Job key:<br>Org. Unit: 10002329 Department A   | Administrator<br>Group: 608<br>PersAdmin:<br>Time:                 | ÷           |
| Record created View details   |  | Save Cancel |



| Copy Organizational  | Backend User  |                  |
|--|---|------------------|
| Assignment   | Department HR Administrator and HR Adm                  | inistrator (JPA) |
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| < SAP  | Copy Organizational assignment                          |                  |
| ✓ < □ ▲ 0  | g Structure More $\vee$                                 | Exit             |
| Personnel No: 311  | Name: MOHAMAD AMIR WAFI HAJI ARIFFIN                    |                  |
| EE group: 1 Permanent<br>EE subgroup: 03 Division III<br>* Start: 01.04.2021 *to: 31 | Pers.area: SA Prime Minister's Office                   |                  |
| interprise structure   |   |                  |
| CoCode: COB Government of Brunel Pers.area: SA Prime Minister's Office Cost Ctr:     |   |                  |
| Personnel structure  |   |                  |
| EE group: 1 Permanent<br>EE subgroup: 03 Division III                                | Payr.area: GB Gov. of Brunei     Contract: Non Contract |                  |
| Organizational plan  | Administrator   |                  |
| Position: 30000845 Position A15  | Group: GOB  |                  |
| Job key:   | PersAdmin:  |                  |
| Org. Unit: 10002329 Department A   | Time:   | Save Cancel      |
|  |   |                  |

1. If there are no changes in Copy Organizational Assignment page, press Enter on the

keyboard and click Save

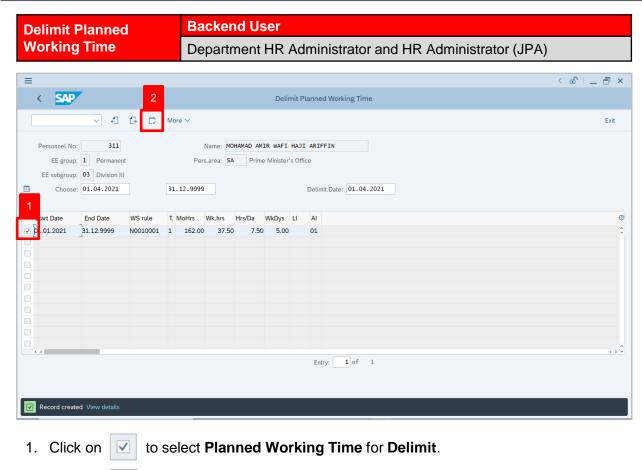
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|---|-------------|
| Copy Organizational assignment  |             |
| $\checkmark$ $\checkmark$ $\checkmark$ Org Structure More $\checkmark$  | Exit        |
| Personnel No:     311     Name:     MOHAMAD AMIR WAFI HAJI ARIFFIN       EE group:     1     Permanent     Pers.area:     SA       EE subgroup:     03     Division III       *Start:     01.04.2021     + to:     31.12.9999 | \$          |
| Enterprise structure  |             |
| CoCode: 60B Government of Brunei  |             |
| Pers.area: SA Prime Minister's Office Subarea: SA01 JPM Cost Ctr: Bus. Area:  |             |
| Personnel structure   |             |
| EE group: 1 Permanent * Payr.area: GB Gov. of Brunei  |             |
| EE subgroup: 03 Division III *Contract: Non Contract ~  |             |
| Organizational plan Administrator   |             |
| Position: 30000845 Position A15 Group: G0B  |             |
| Job key: PersAdmin:   |             |
| Org. Unit: 10002329 Department A Time:  | Ĵ           |
| ▲ Record valid from 01.01.2021 to 31.12.9999 delimited at end View details  | Save Cancel |



The **Delimit Planned Working Time** page will be displayed.

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| < SAP   |                   |                                       | Delin            | nit Planned Workin | g Time    |           |
|   | < 4 6 C           | 🕽 More 🗸                              |                  |                    |           | Exit      |
| Personnel No:<br>EE group:<br>EE subgroup:<br>Choose: |                   | Name: M<br>Pers.area: S<br>31.12.9999 | OHAMAD AMIR WAFI |                    | 1.04.2021 |           |
| Start Date  | End Date WS rule  |                                       | Hrs/Da WkDys     | LI AI              |           | ۵         |
|   | 31.12.9999 N00100 | 01 1 162.00 37.5                      | 0 7.50 5.00      | 01                 |           | С         |
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| Record created  | View details      |                                       |                  |                    |           |           |





2. Click on 📋 icon.

#### The **Delimit Communication** page will be displayed.

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| < SAP         | •   |      |                             | Delimit Commun          | nication       |           |                   |
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| EE subgroup:  | 311<br>1 Permanent<br>03 Division III<br>01.04.2021 | ŀ    | Name: Pers.area: 1          |                         | ate: 01.04.202 | 021       |                   |
| Start Date    | End Date  |      | Name                        | System ID               | LI             |           | ,                 |
| 01.01.2021    |   |      | ESS/MSS ID                  | 01100311                |                |           |                   |
|               |   |      | Office Email<br>Home Number | AMIR.ARIFFIN@PMO.GOV.BN |                |           |                   |
| 01.01.2021    |   |      | Office Number               | 2382227<br>2382238      |                |           |                   |
| 01.01.2021    |   |      | Mobile Number               | 8000311                 |                |           |                   |
| 01.01.2021    | 31.12.9999  | 0023 | Nobite Number               | 8000311                 |                |           |                   |
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| Communicat            | ion              | Department HR Admin                   | istrator and HR Adminis | strator (JPA) |
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| ~                     | < 6 🛱 Ma         | pre 🗸                                 |                         | Exi           |
|                       |                  |                                       |                         |               |
| Personnel No:         | 311              | Name: MOHAMAD AMIR WAFI HAJI ARIFF    | EN                      |               |
| EE group: 1 Perm      | nanent           | Pers.area: SA Prime Minister's Office |                         |               |
| EE subgroup: 03 Divis | on III           |                                       |                         |               |
| Choose: 01.04.2       | 021 to: 32       | .12.9999 STy.: Delim                  | t.Date: 01.04.2021      |               |
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| 01.01.2021 31.12.999  | 9 0023 Mobile N  | lumber 8000311                        |                         |               |
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Click on to select 0001 ESS/MSS ID for Delimit.
 Click on icon.

#### The **Delimit Grievances NA** page will be displayed.

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| < SAP   |                            | Delimit Grievances NA   |             |
| <   | G D More ∨                 |   | Exit        |
| Personnel No: 311<br>EE group: 1 Perman<br>EE subgroup: 03 Division<br>Choose: 01.04.2021 | ent Pers.area: SA Prime    | IR WAFI HAJI ARIFFIN<br>Minister's Office<br>Delimit.date: 01.04.2021 |             |
| Grie Start Date End   | Date R Name                | Description   | (           |
| 04 01.03.2021 31.12   | 00Unsatisfactory Behaviour |   |             |
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|   | Backend User   |           |
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| =   |  | < 🗗 🗌 🗖 × |
| < SAP 2   | Delimit Grievances NA  |           |
| ✓ < ☐ D More  | ×  | Exit      |
| Personnel No:         311           EE group:         1         Permanent           EE subgroup:         03         Division III           Image: Choose:         01.04.2021         to:         31.3 | Name:       MOHAMAD AMIR WAFI HAJI ARIFFIN         Pers.area:       SA       Prime Minister's Office         2.9999       STy.:       Delimit.date:       01.04.2021 |           |
| ie Start Date End Date R Name   | Description  | 0         |
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| Records delimited   | Entry: 1 of 1  |           |

#### Note:

- User (HR Administrator) need to delimit Grievance Infotype only IF the Reason for Action selected at Copy Actions page for *Penamatan* (Termination) Action Type is 'Dismissal' OR,
- The personnel has ongoing Grievance at the time of *Penamatan* (Termination) which would prompt the **Delimit Grievance NA** page for user (HR Administrator) to delimit existing Grievances.
- Otherwise, the **Delimit Personal IDs** page will be displayed.
- 1. Click on

to select Grievance for Delimit.

2. Click on 💭 icon.



The **Delimit Personal IDs** page will be displayed.

| Delimit Perso | onal IDs  |         |   |                   |                        |  | < 🗗 🗌 🗖 🗙 |
|---------------|---|---------|---|-------------------|------------------------|--|-----------|
| < SAP         | •   |         |   | Delimit Pers      | sonal IDs              |  |           |
|               | ~ <   | ₿ D     | More $\checkmark$   |                   |                        |  | Exit      |
| EE subgroup:  | 311<br>1 Permanent<br>03 Division III<br>01.04.2021 |         | Name: MOHAMAD AMI<br>Pers.area: SA Prime<br>o: 31.12.9999 STy.: | Minister's Office | IN<br>Date: 01.04.2021 |  |           |
| Start Date    | End Date  | IC Type | Description   | ID Number         | Lock Indicator         |  | ٥         |
| 01.01.2021    | 31.12.9999  | 01      | IC  | 01100311          |                        |  | 0         |
| 28.07.2020    | 31.12.9999  | 05      | Driving License   | T01100311G20/2020 | )                      |  |           |
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| Delimit   | Backend User   |                          |                        |             |
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| Communication   | Department HR Admir  | nistrator and I          | HR Administrator (JPA) |             |
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| < <b>SAP</b> 2  | Delimit Per  | rsonal IDs               |                        |             |
| ✓ ④ ∯ More  | • ~  |                          |                        | Exit        |
| Personnel No: 311<br>EE group: 1 Permanent<br>EE subgroup: 03 Division III<br>Choose: 01.04.2021 to: 31.1 | Name: MOHAMAD AMIR WAFI HAJI ARIFF<br>Pers.area: SA Prime Minister's Office<br>12.9999 STy.: Delimit | FIN<br>LDate: 01.04.2021 |                        |             |
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| 1. Click on 🔽 to sel  | lect 01 IC for Delimit.  |                          |                        |             |

2. Click on 📋 icon.

The Personnel Actions (PA40) page will be displayed.

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| R ✓ < SAP  |   | Personnel Actions  |                       |           |
| V C More   | ~   |                    |                       | Exit      |
| ← → ★ ★ ★ ♥ ♠<br>Find by<br>∨ ℬ Person<br>Q Collective Search Help<br>Q Search Term<br>Q Free search | Personnel no.: 311<br>Name: MOHAMAD AMIR WAFI HAJI A<br>EE group: 1 Permanent<br>EE subgroup: 03 Division III<br>* From: 01.04.2021 |                    | ime Minister's Office | <b>P</b>  |
|  | Personnel Actions   |                    |                       | 0         |
|  | Action Type   | Personnel EE group | EE subgroup           |           |
|  | Penamatan   |                    |                       | •         |
|  | Bersara   |                    |                       |           |
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|  | Memangku  |                    |                       |           |
|  | Petukaran Organisasi  |                    |                       |           |
|  | LDP - Dalam Negeri  |                    |                       |           |
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| Minut Antine One  | Back Er        | nd User       |  |                          |
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| 🗅 Favorites   |                | ¢             |  |                          |
| ✓ ☐ SAP Menu  |                |               |  |                          |
| > 🗅 Connector for Multi-Bank Connectivity   |                |               |  |                          |
| > 🗅 Office  |                |               |  |                          |
| Cross-Application Components  |                |               |  |                          |
| > 🗅 Logistics   |                |               |  |                          |
| > 🗅 Accounting  |                |               |  |                          |
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| PPMDT - Manager's Desktop   |                |               |  |                          |
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| PA40 - Personnel Actions  |                |               |  |                          |
| 🚯 PA30 - Maintain   |                |               |  |                          |
| A20 - Display   |                |               |  |                          |
| PA10 - Personnel File   |                |               |  |                          |
| PA70 - Fast Entry     A |                |               |  |                          |
| PA42 - Fast entry: Actions  |                |               |  |                          |
| > 🗅 Info System   |                |               |  |                          |
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| > C Settings  |                |               |  |                          |
| > Carl Recruitment  |                | <b>0</b>      |  |                          |
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 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  |             |
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| $\div \rightarrow   \bigstar \bigstar \bigstar   \bigotimes \bigotimes$  | Personnel no.:   |             |
| Find by  |  |             |
| A Person     A  A     A     A     A   A |  |             |
| Q Collective Search Help   |  |             |
| 🔍 Search Term  |  |             |
| Q Free search  |  |             |
|  | Infotype Text       S         Actions       • Period         Organizational assignment       • To:         Personal data       • To:         Addresses       • Today         Planned Working Time       • All         Bask Details       • Alditional Payments/Deductions         Additional Payments/Deductions       • To Current Date         Monitoring of Tasks       • To Choose         Family Member/Dependents       • Choose |             |



#### 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   |             |
|   | Image: Description of the second | Exit        |
| Find by<br>✓ ℬ Person<br>Q Collective Search Help<br>Q Search Term<br>Q Free search<br> | Basic personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla >   |             |
|   | Infotype Text     S       Organizational assignment     Period       Personal data     From: [01.01,1800     To: [31.12,9999]       Addresses     Curr.week       Planned Working Time     Basic Pay       Basic Pay     All       Basic Details     Current month       Recurring Payments/Deductions     To Current Date       Additional Payments/Deductions     Current Period       Monitoring of Tasks     Choose       Family Member/Dependents     Image: Choose  | 0           |
|   |   |             |

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

| ind by IC Type:   | =             |                                    |   | < 🖻   🗕 🗗 :    |
|---|---------------|------------------------------------|---|----------------|
| Ind by   Personnel no.:   Identity Number:   Olloo311 IC Type: Start Date: End Date: Personnel number: Personnel number: Personnel number: Personal dat: Actions Organizational assig Personal dat: Actions Conganizational assig Personal dat: Actions Organizational assig Personal dat: Actions Conganizational assig Personal dat: Additional Payments/Decoucours Multiple Selection Close | < SAP         | =                                  | Personnel Number (1)  | _ ×            |
| ind by  | ✓ 1 / 60 1    | ট 👼 🖬 Mor < C: Personnel ID Number | I: IC number K: Organizational a 4 nent Free sea  | rch > Exit     |
| ind by  |               | Personnel no : Identity Number:    | 1100311   |                |
| Collective Search Help   Search Term   Free search     Basic personal date     Infotype Text   Actions   Organizational assig   Personal data   Addresses   Planned Working Th   Basic Pay   Close     Additional Payments/Deductions   Monitoring of Tasks   Family Member/Dependents  | Find by       |                                    |   |                |
| Q. Search Term   Q. Free search     Basic personal date     Infotype Text     Actions   Organizational assig   Personal data   Addresses     Planned Working Til   Basic Pay   Basic Pay   Basic Pay   Basic Pay   Basic Pay   Close     Additional Payments/Deductions     Monitoring of Tasks     Family Member/Dependents  | ✓ A Person    | Start Date:                        |   |                |
| Basic personal date Infotype Text Actions Organizational assig Personal data Addresses Planned Working Ti Basic Pay Bank Details Recurring Payments Additional Payments/Decouctions Monitoring of Tasks Family Member/Dependents  |               | End Date:                          |   |                |
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| <ul> <li>Addresses</li> <li>Planned Working Tit</li> <li>Basic Pay</li> <li>Bank Details</li> <li>Recurring Payments</li> <li>Additional Payments/Defluctuons</li> <li>Additional Payments/Defluctuons</li> <li>Family Member/Dependents</li> </ul>   |               |                                    |   |                |
| <ul> <li>Planned Working Tr</li> <li>Basic Pay</li> <li>Bank Details</li> <li>Recurring Payments</li> <li>Additional Payments/Deductions</li> <li>Monitoring of Tasks</li> <li>Family Member/Dependents</li> </ul>  |               |                                    |   |                |
| Basic Pay       5         Bank Details       ✓ Start Search         Recurring Payments       ✓ Start Search         Additional Payments/Deductions       Multiple Selection         Monitoring of Tasks           Family Member/Dependents  |               | <u> </u>                           |   |                |
| Bank Details       Recurring Payments       Additional Payments/Deductions       Monitoring of Tasks       Family Member/Dependents   |               |                                    | 5   |                |
| Additional Payments/Deductions       Monitoring of Tasks       Family Member/Dependents   |               |                                    |   |                |
| Family Member/Dependents  |               |                                    | V Start Search Start Search Start Search Search Search Search Search Start Search Sea | tion 🛛 🔄 Close |
|   |               | Monitoring of Tasks                | ∐ Choose  |                |
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- 4. Enter the personnel IC Number.
- 5. Click on 🖌 icon.

| =   |  | =   | Personnel Nur | mber (1) 1 Entry found       | _           | ×ī×  |
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| < SAP   |  | 7 Personnel ID Number   | I: IC number  | K: Organizational assignment | Free search |      |
|   |  |   |               | ~                            |             |      |
| ✓ 🖞 🖉 6∂ 🗐  | 🛱 🗑 🖬 Mor                                | <ul> <li>✓ I</li> <li>Q</li> <li></li> <li><!--</td--><td>]</td><td></td><td></td><td>Exit</td></li></ul> | ]             |                              |             | Exit |
| $\left( \begin{array}{c} \leftarrow \end{array} \right) \not \approx \not $ | Personnel no.:                           | ID Numb IC Start Date End Date  | PersNo 6      |                              |             | 0    |
| Find by   |  | 01100311 01 01.01.2021 31.12.9999   | 00000311      |                              |             |      |
| ✓ ≗ Person  |  |   |               |                              |             |      |
| Q Collective Search Help  |  |   |               |                              |             |      |
| Q Search Term   |  |   |               |                              |             |      |
| C Free search   |  |   |               |                              |             |      |
|   | Basic personal data                      |   |               |                              |             |      |
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|   | Infotype Text                            |   |               |                              |             |      |
| 1   | Actions                                  |   |               |                              |             |      |
|   | <ul> <li>Organizational assig</li> </ul> |   |               |                              |             |      |
|   | O Personal data                          |   |               |                              |             |      |
|   | Addresses                                |   |               |                              |             |      |
|   | Planned Working Til                      |   |               |                              |             |      |
|   | <ul> <li>Basic Pay</li> </ul>            |   |               |                              |             |      |
|   | Bank Details                             |   |               |                              |             |      |
|   | Recurring Payments                       |   |               |                              |             |      |
|   | Additional Payment:                      |   |               |                              |             |      |
|   | Monitoring of Tasks                      |   |               |                              |             |      |
|   | Family Member/De                         |   |               |                              |             |      |
|   | Education                                |   |               |                              |             | 0    |
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|   |  | 1 Entry found   |               |                              |             |      |

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

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| < SAP                    | Maintain HR Master Data   |           |
| ✓ 1 / 60 fl              | Ċ 🗑 🖬 More ∨  | Exit      |
|                          | Personnel no.: [00000311 ]]]  |           |
| ind by                   |   |           |
| ✓ 2월 Person              |   |           |
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| Q Search Term            |   |           |
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|                          | Basic personal data       Contract Data       Gross/net payroll       Net payroll       Addt'l payroll data       Pla > ***         Infotype Text       S        Period        Period <th></th> |           |

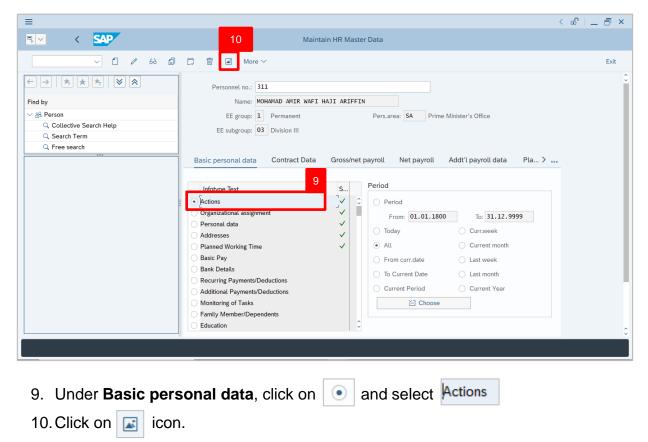
8. Press Enter button on the keyboard.



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| B⊻ < SAP  | Maintain HR Master Data   |             |
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| Find by<br>Collective Search Help<br>Search Term<br>Free search | Personnel no:       311         Name:       MOHAMAD AMIR WAFI HAJI ARIFFIN         EE group:       1         Personant       Pers.area:         SA       Prime Minister's Office         EE subgroup:       03         Division III       Personal data         Infotype Text       S         Actions       Image: Contract Data         Groganizational assignment       Image: Contract Data         Personal data       Image: Contract Data         Panned Working Time       Image: Contract Data         Basic Pay       Sank Details         Recurring Payments/Deductions       Image: Contract Data         Additional Payments/Deductions       Image: Contract Data         Additional Payments/Deductions       Image: Contract Data         Monitoring of Tasks       Image: Choose         Family Member/Dependents       Image: Choose |             |
|   |   |             |

#### Note:

• The personnel information will be displayed.





The List Actions page will be displayed.

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|--|--------------|------------------------|----------------------------|-------------------|-------------|
| < SAP  |              |                        | List Actions               |                   |             |
| · / 1  | More 🗸       |                        |                            |                   | Exit        |
| $\leftarrow \rightarrow   \bigstar \bigstar   \bigotimes \bigotimes$ | Pers.No.:    | 311                    |                            |                   |             |
| Find by  | Name:        | MOHAMAD AMIR WAFI HAJI | ARIFFIN                    |                   |             |
| ∨ & Person   | EE group:    | 1 Permanent            | Pers.area: SA Prime        | Minister's Office |             |
| Q Collective Search Help   | EE subgroup: | 03 Division III        |                            |                   |             |
| Q Search Term<br>Q Free search                                       |              |                        | 31.12.9999                 |                   |             |
|  |              |                        |                            |                   |             |
|  | Start Date   | Action Type            | Reason for action          |                   | ۰           |
|  | 01.04.2021   | Penamatan              | Menamatkan Perkhidmatan    |                   | 0           |
|  |              | Lantikan               | Lantikan beserta percubaan |                   | ×           |
|  |              |                        |                            |                   |             |
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|  |              |                        |                            | Entry: [] of: 2   |             |
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User can view the personnel actions in this page.