



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Upload Employee Photo

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**.



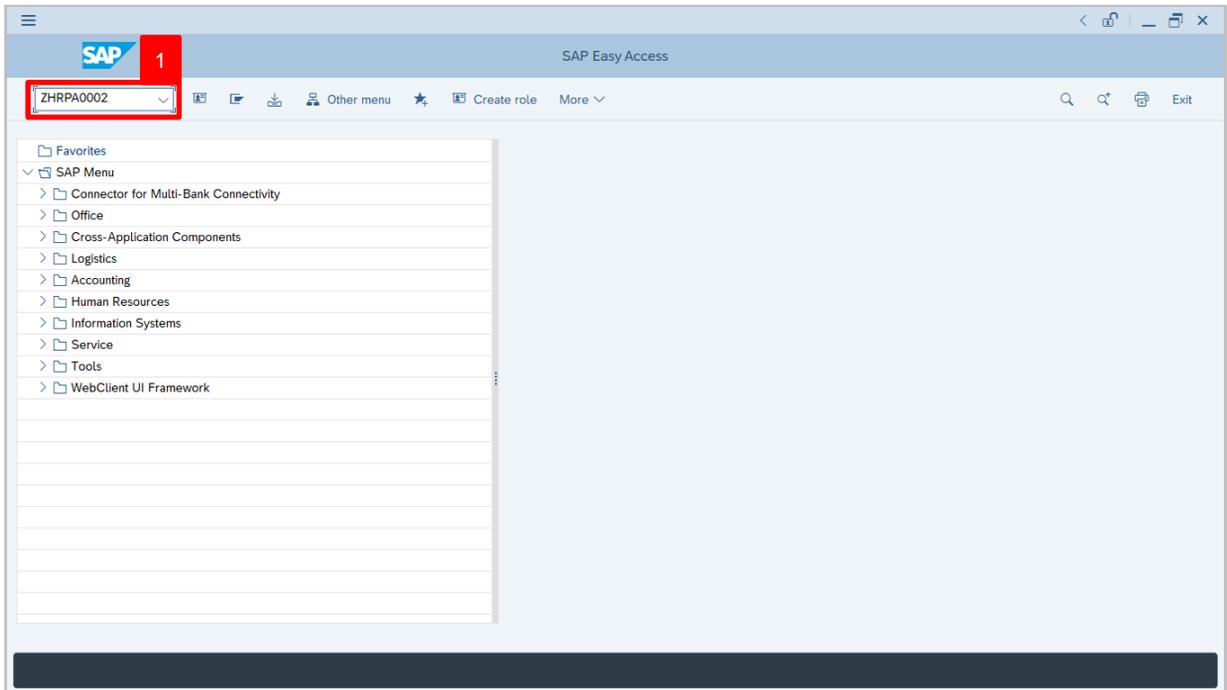
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Upload Employee Photo

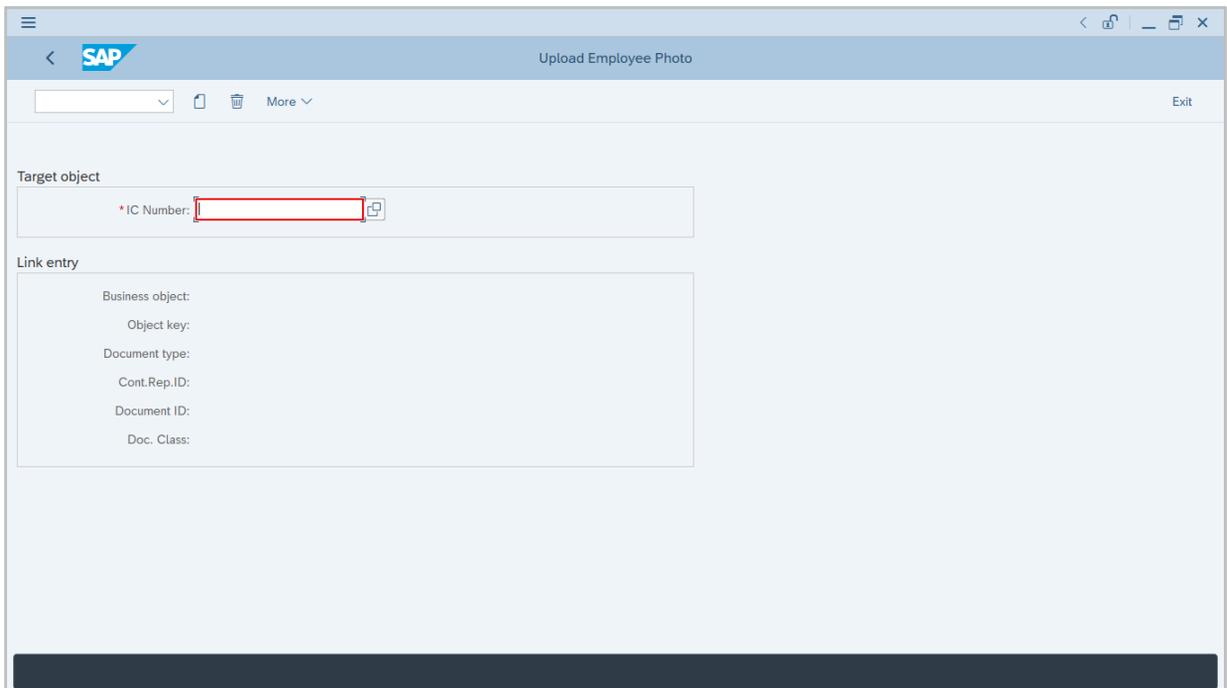
Back End User

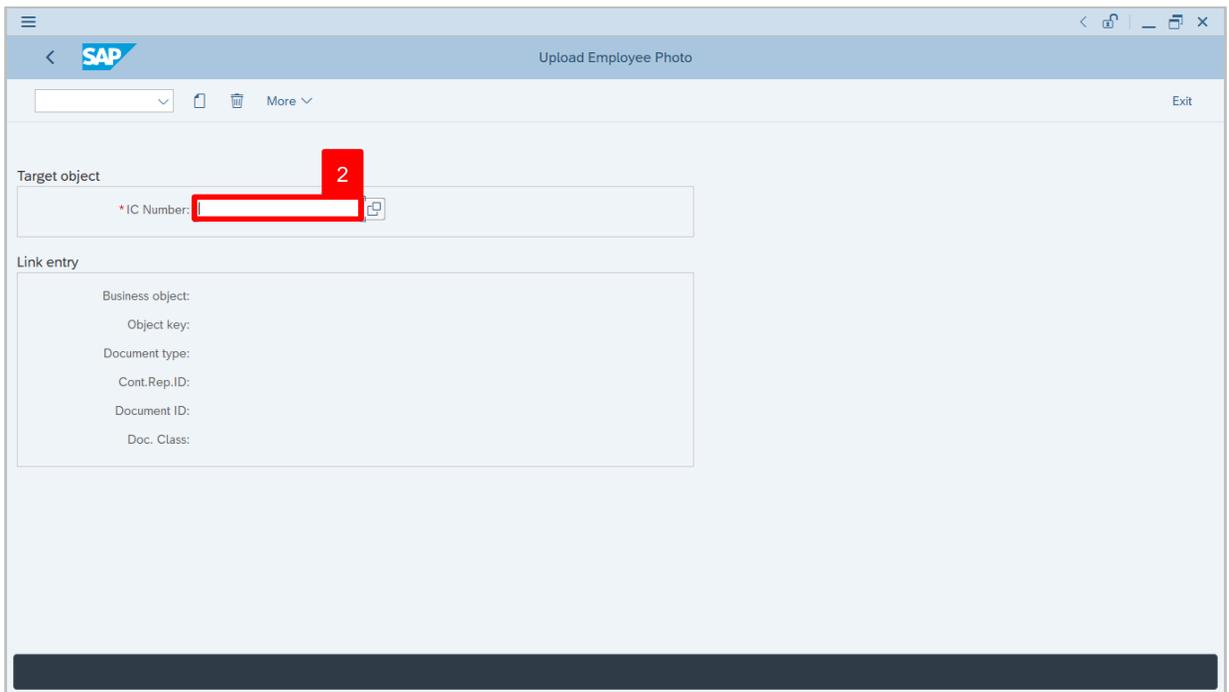
Department HR Administrator and HR Administrator (JPA)



1. Navigate to **Upload Employee Photo** page by entering transaction code, **ZHRPA0002** in the Search Bar and press **Enter** button on the keyboard.

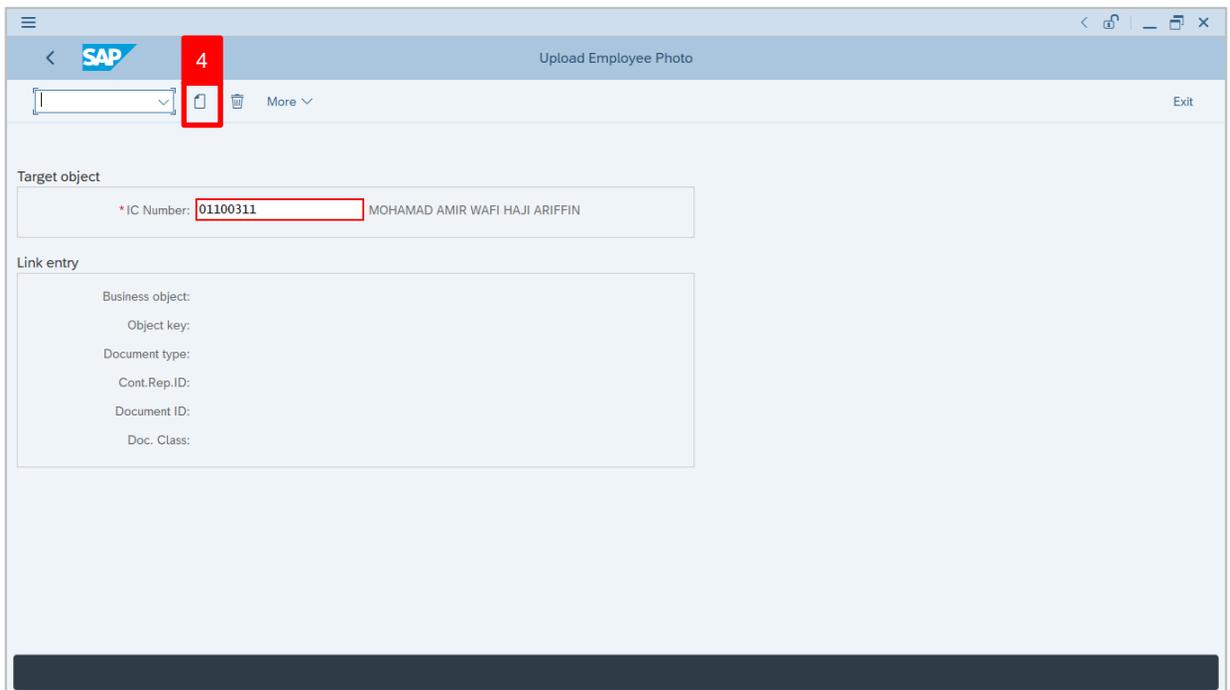
The **Upload Employee Photo** page will be displayed.



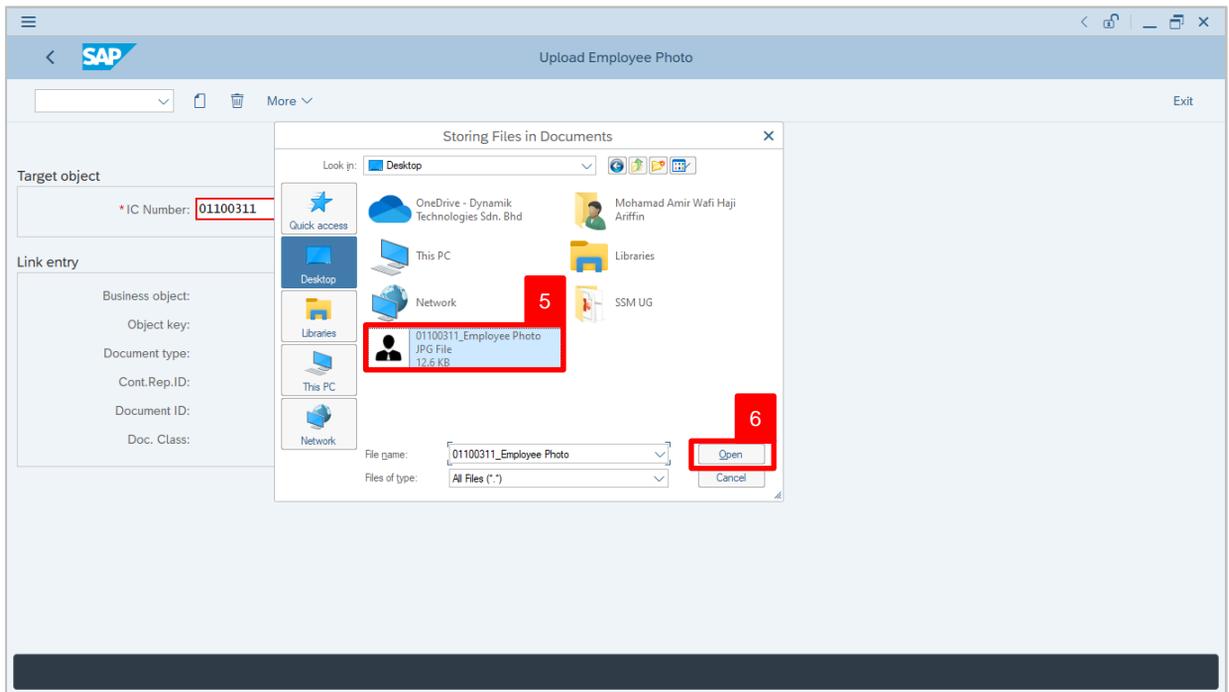


2. Under **Target object** section, enter the personnel IC Number.

3. Press **Enter** on the keyboard and personnel name will appear.

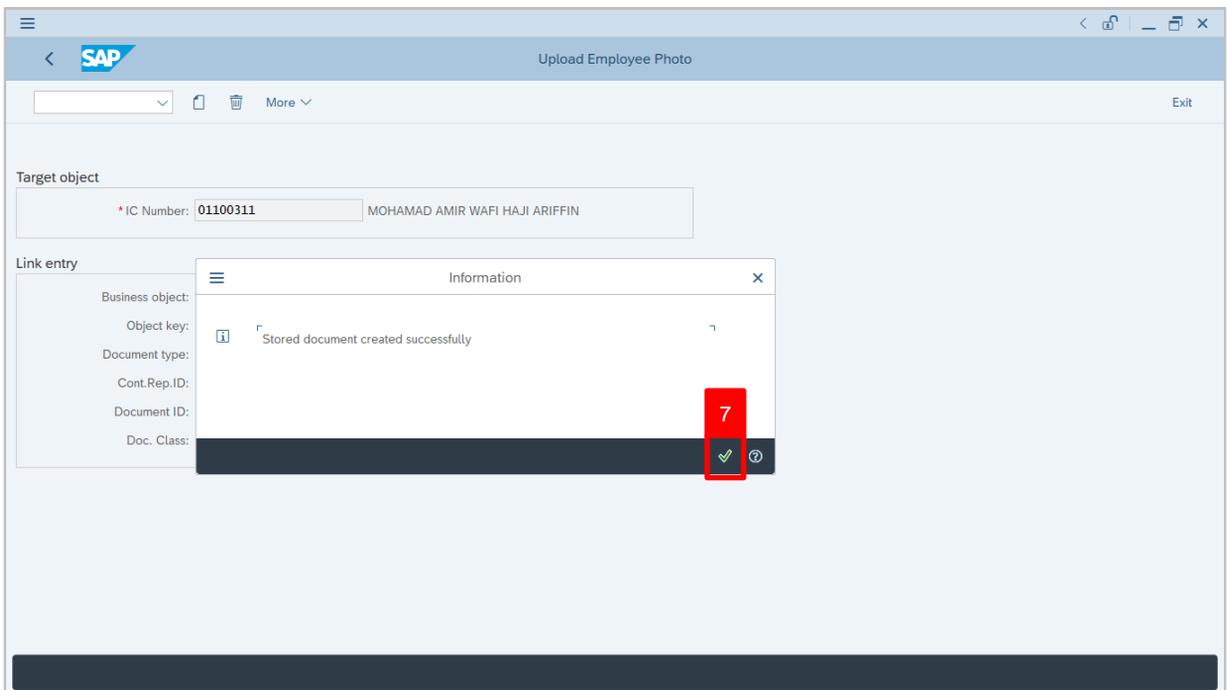


4. Click on  icon.



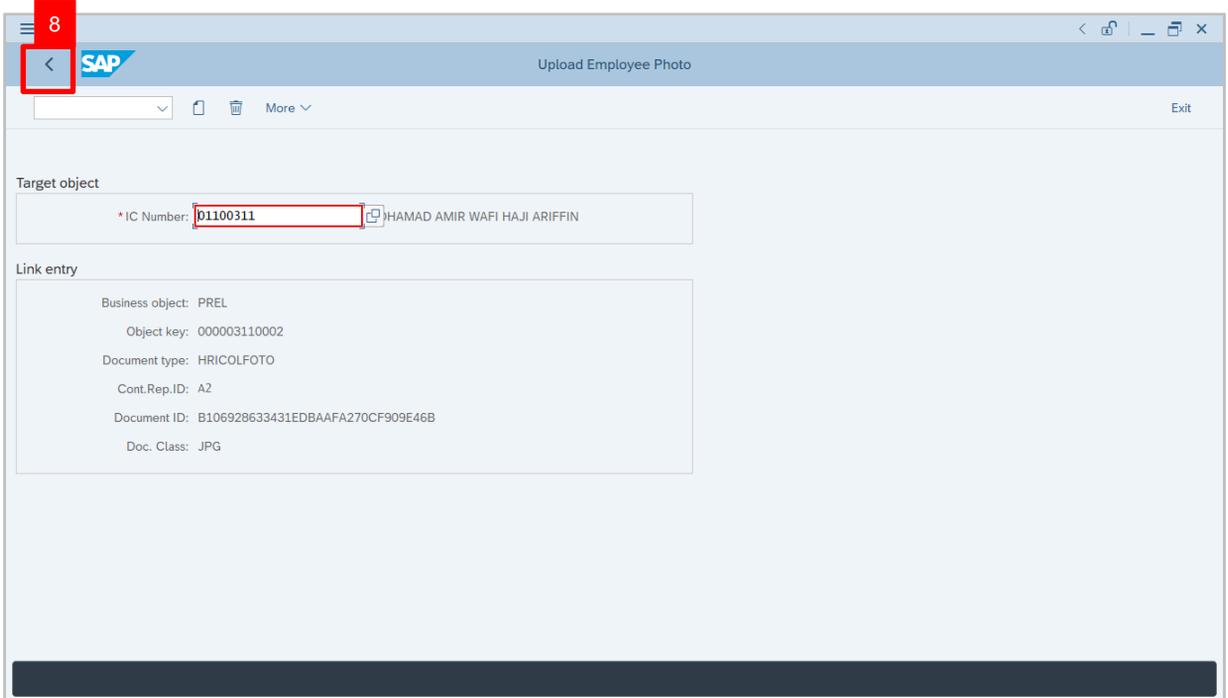
5. Identify and select the employee photo.

6. Click 



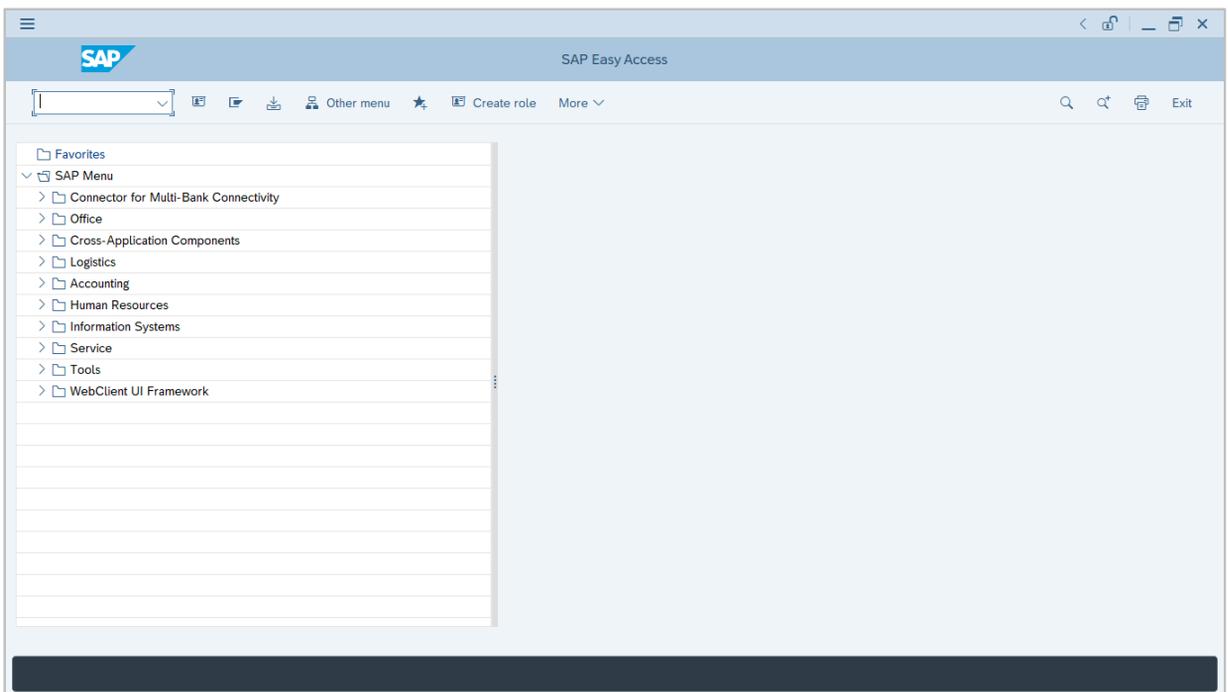
7. Click on 

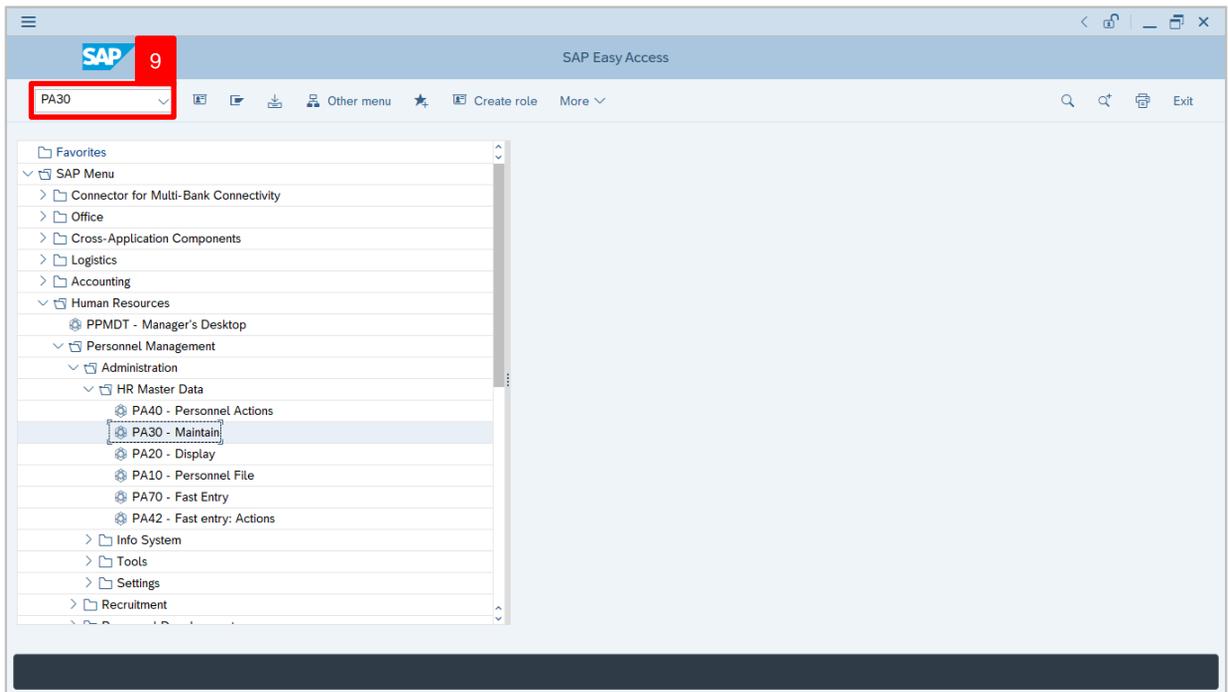
Outcome: Employee photo is uploaded, and photo details will be displayed under **Link entry** section.



8. To check if employee photo is uploaded, click on  icon to go back to **SAP Easy Access** page.

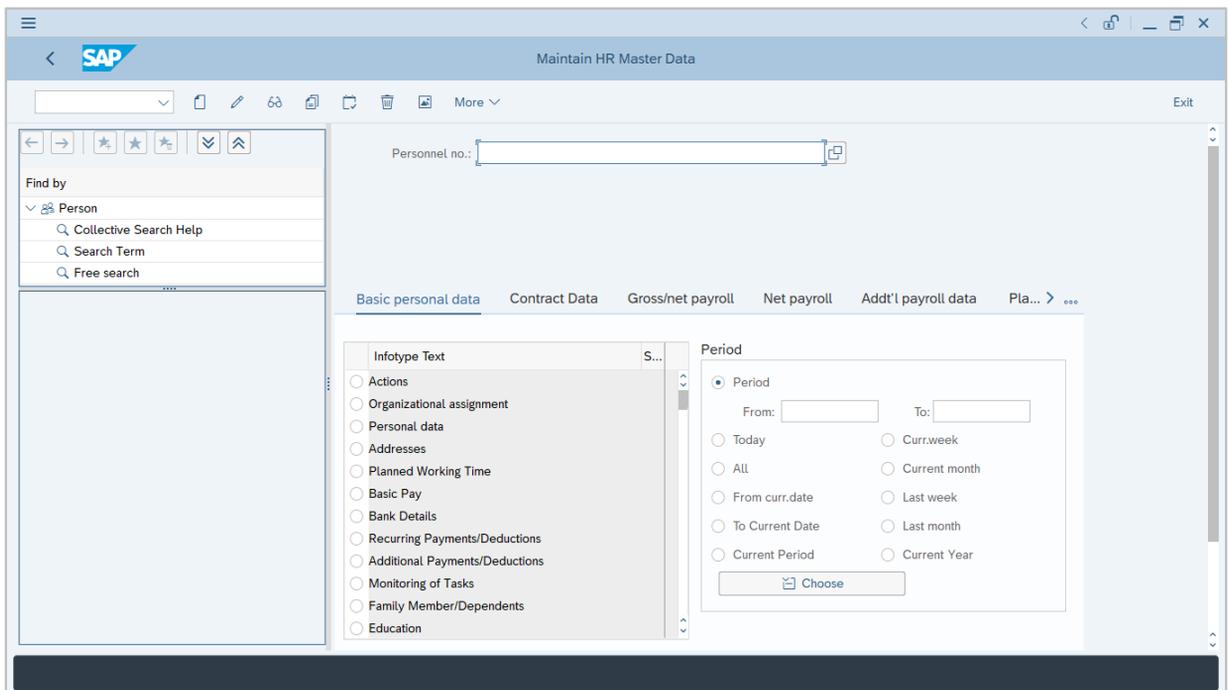
The **SAP Easy Access** page will be displayed.





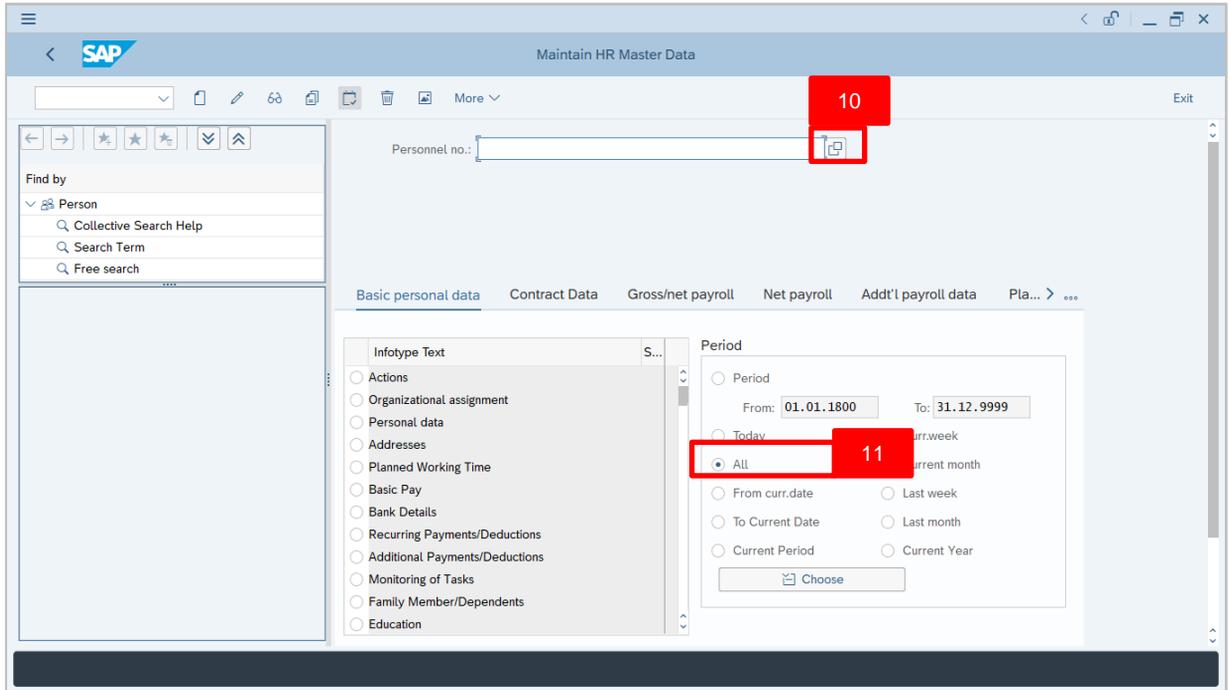
9. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



Note:

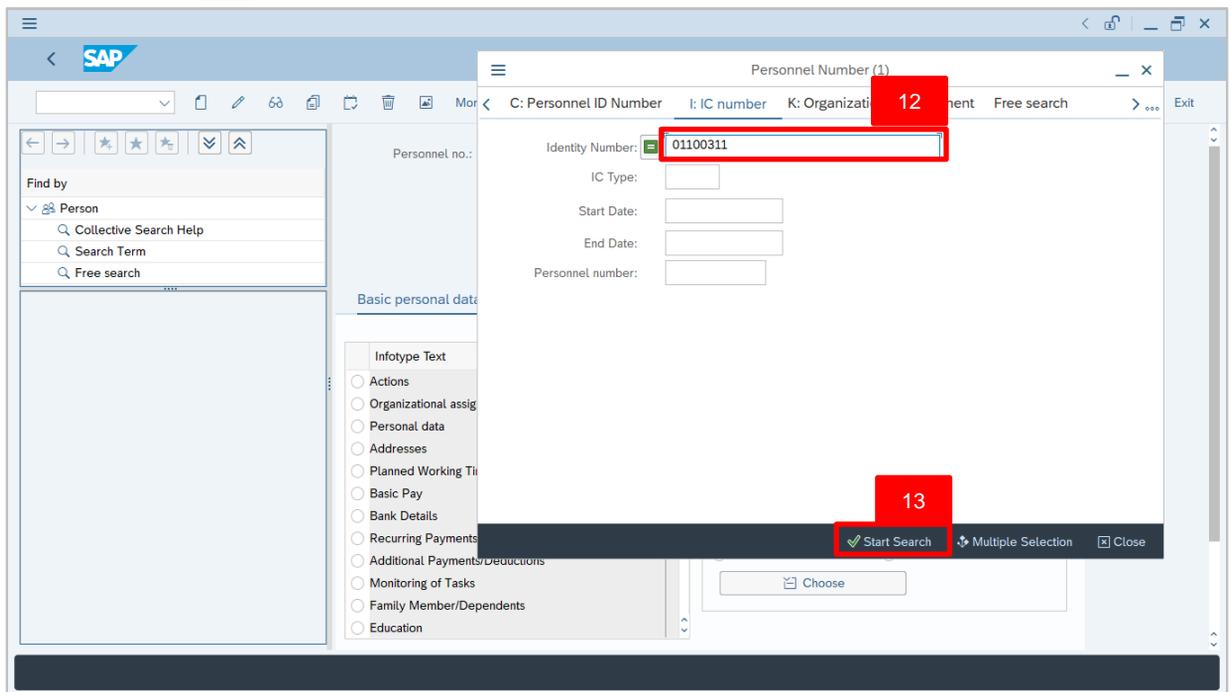
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



10. Under **Period** section, click on  and select **All**

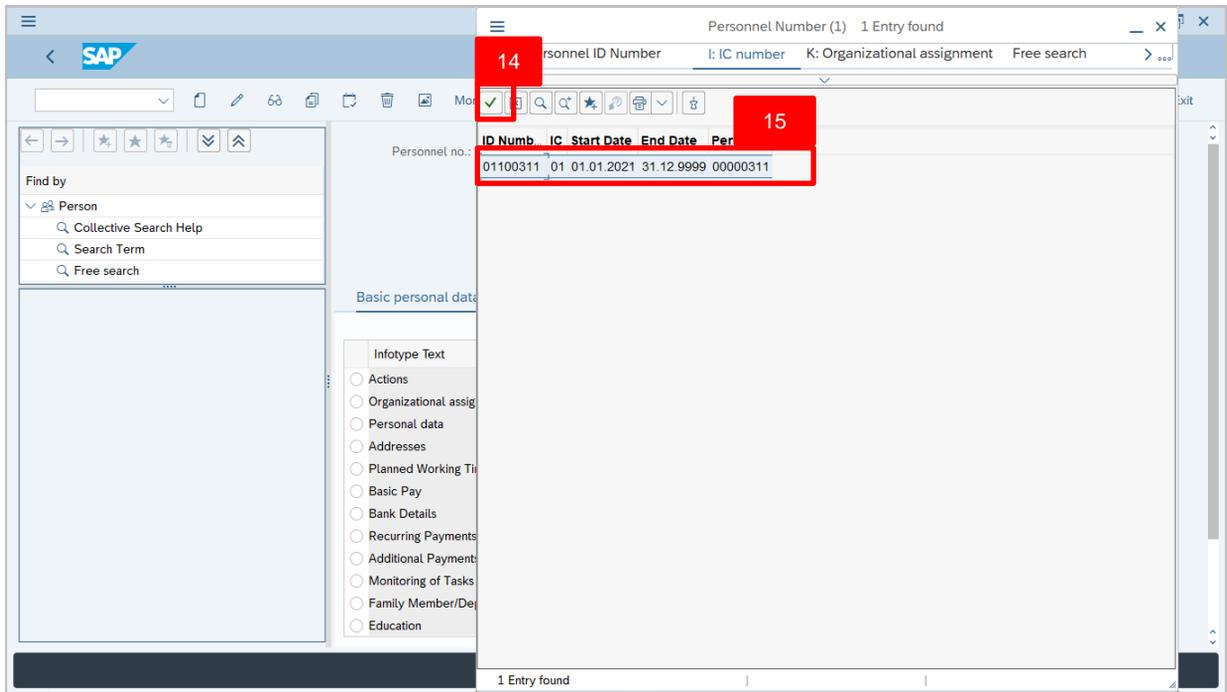
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

11. Click on  icon for Personnel No.



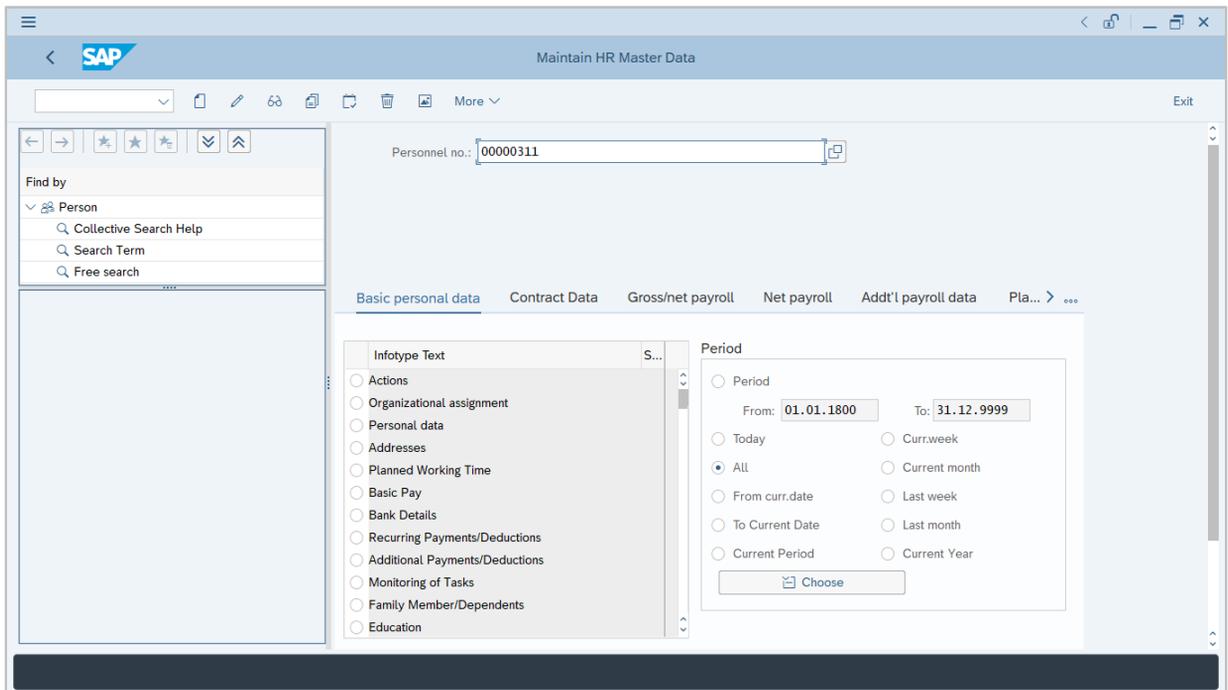
12. Enter the personnel IC Number.

13. Click on Start Search



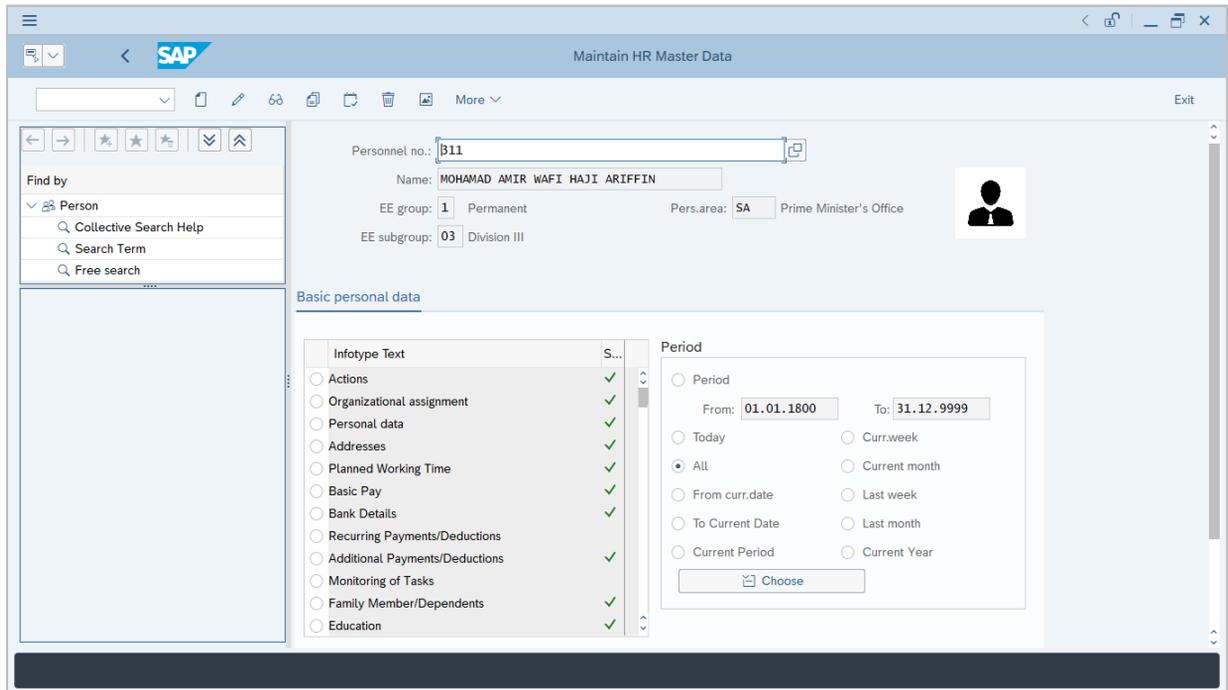
14. Select the searched personnel.

15. Click on icon.



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

The personnel information and uploaded employee photo will be displayed..



The screenshot displays the SAP 'Maintain HR Master Data' interface. The main area shows the following information for personnel number B11:

- Personnel no.: B11
- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III

A placeholder for an employee photo is visible on the right. Below this, the 'Basic personal data' section is active, showing a list of data categories with checkboxes and a 'Period' selection window.

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Addresses	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Basic Pay	✓
<input type="radio"/> Bank Details	✓
<input type="radio"/> Recurring Payments/Deductions	✓
<input type="radio"/> Additional Payments/Deductions	✓
<input type="radio"/> Monitoring of Tasks	✓
<input type="radio"/> Family Member/Dependents	✓
<input type="radio"/> Education	✓

The 'Period' window is open, showing the following options:

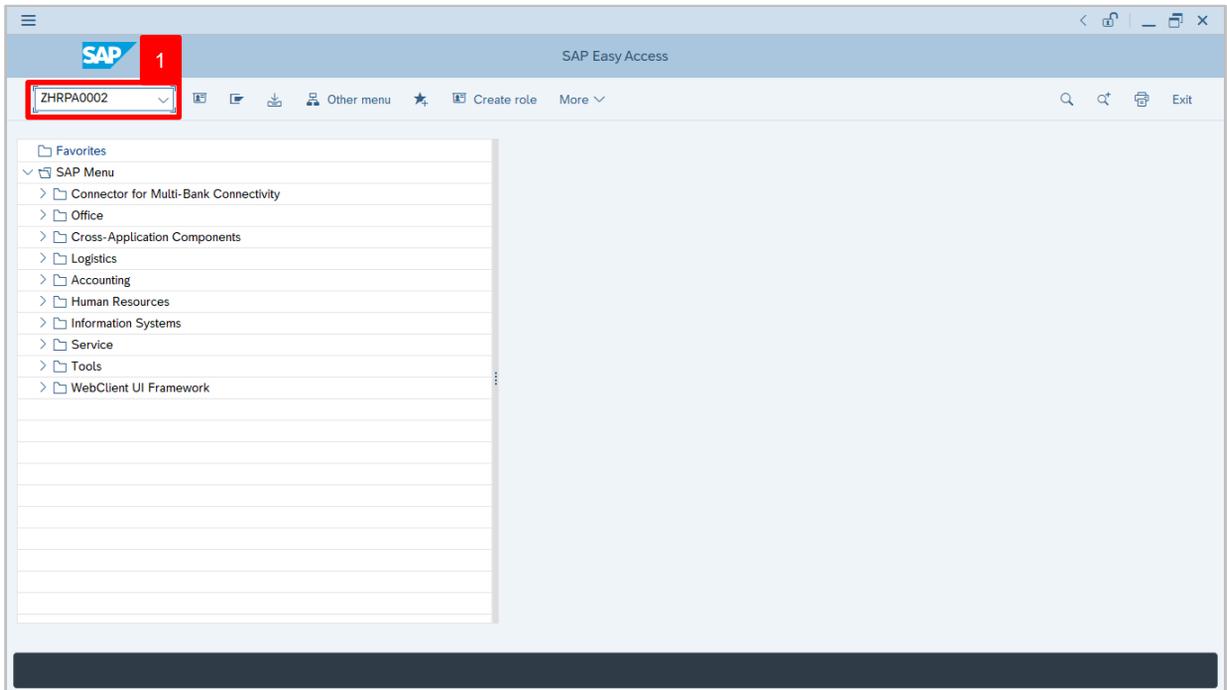
- Period: From: 01.01.1800 To: 31.12.9999
- Today
- Curr.week
- All
- Current month
- From curr.date
- Last week
- To Current Date
- Last month
- Current Period
- Current Year

A 'Choose' button is located at the bottom of the period selection window.

Delete Employee Photo

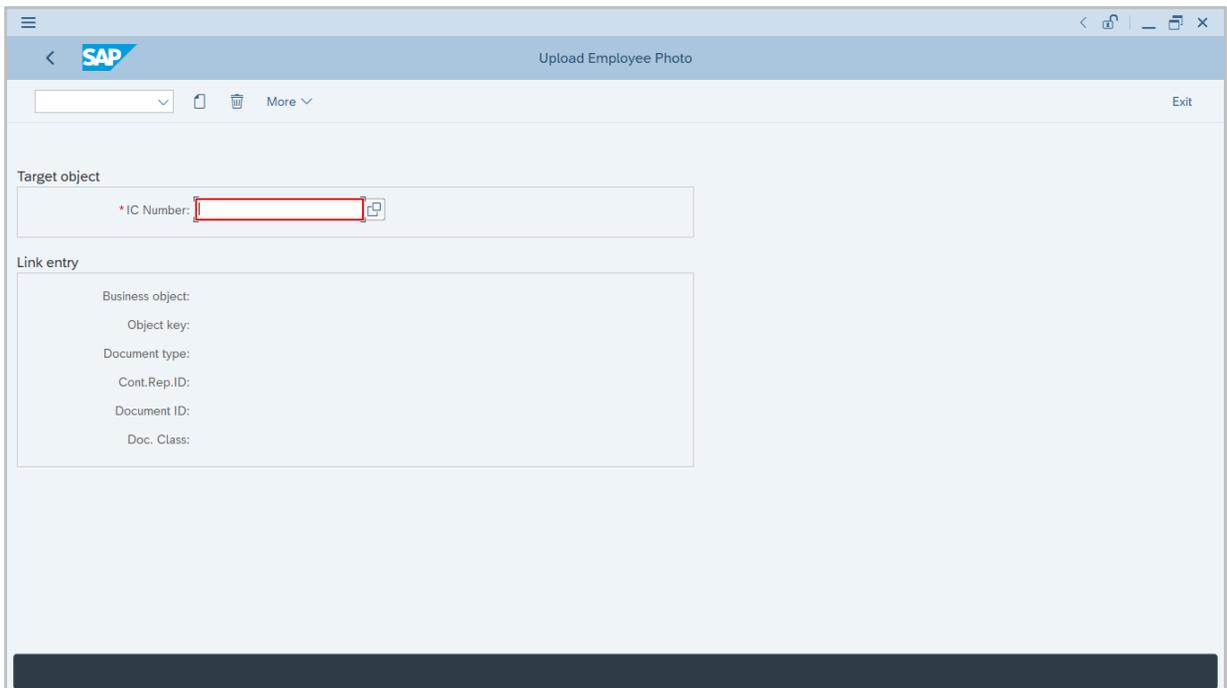
Back End User

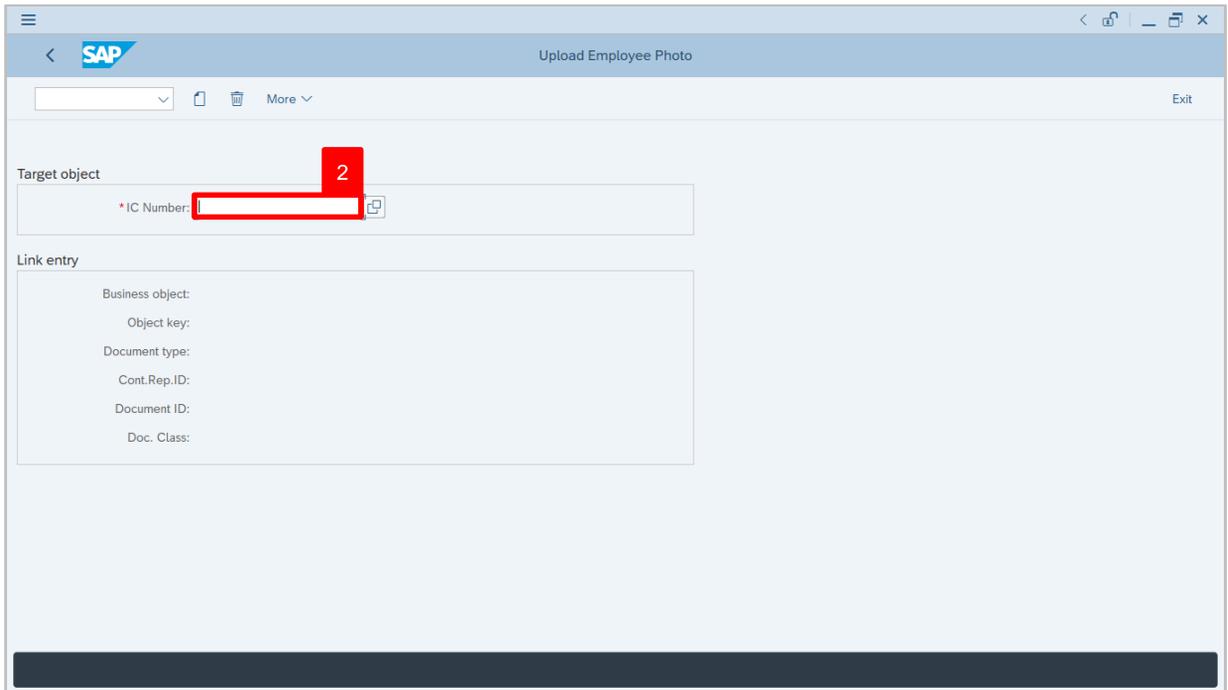
Department HR Administrator and HR Administrator (JPA)



1. Navigate to **Upload Employee Photo** page by entering transaction code, **ZHRPA0002** in the Search Bar and press **Enter** button on the keyboard.

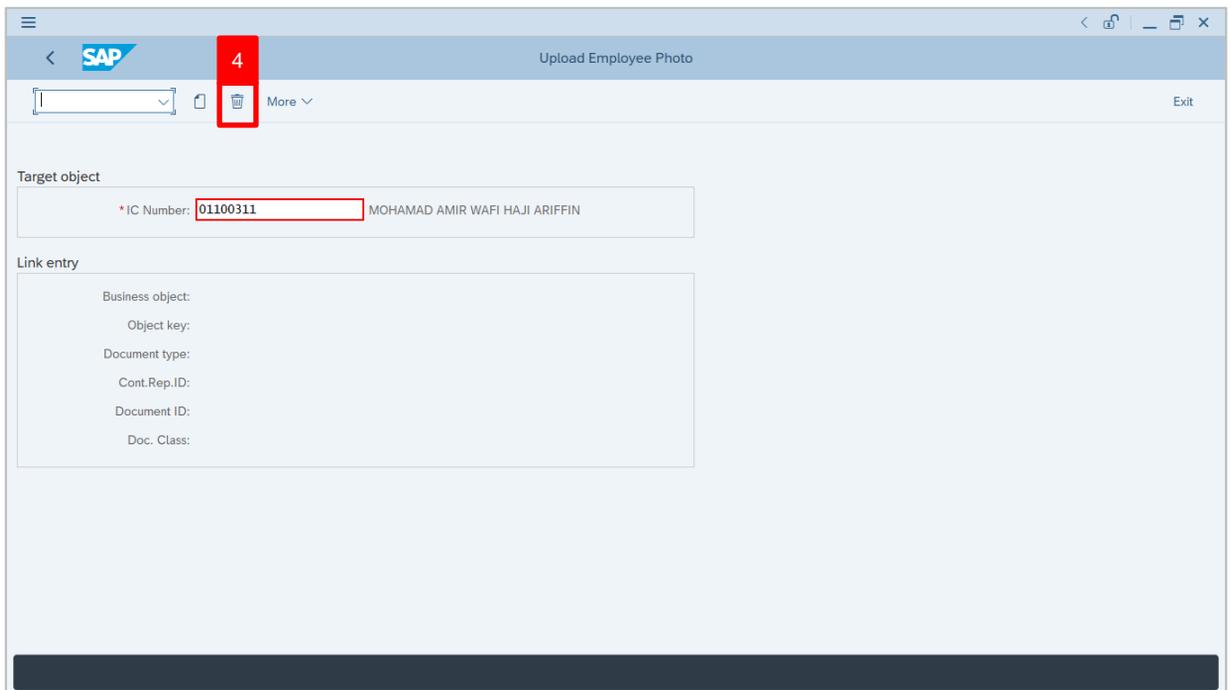
The **Upload Employee Photo** page will be displayed.



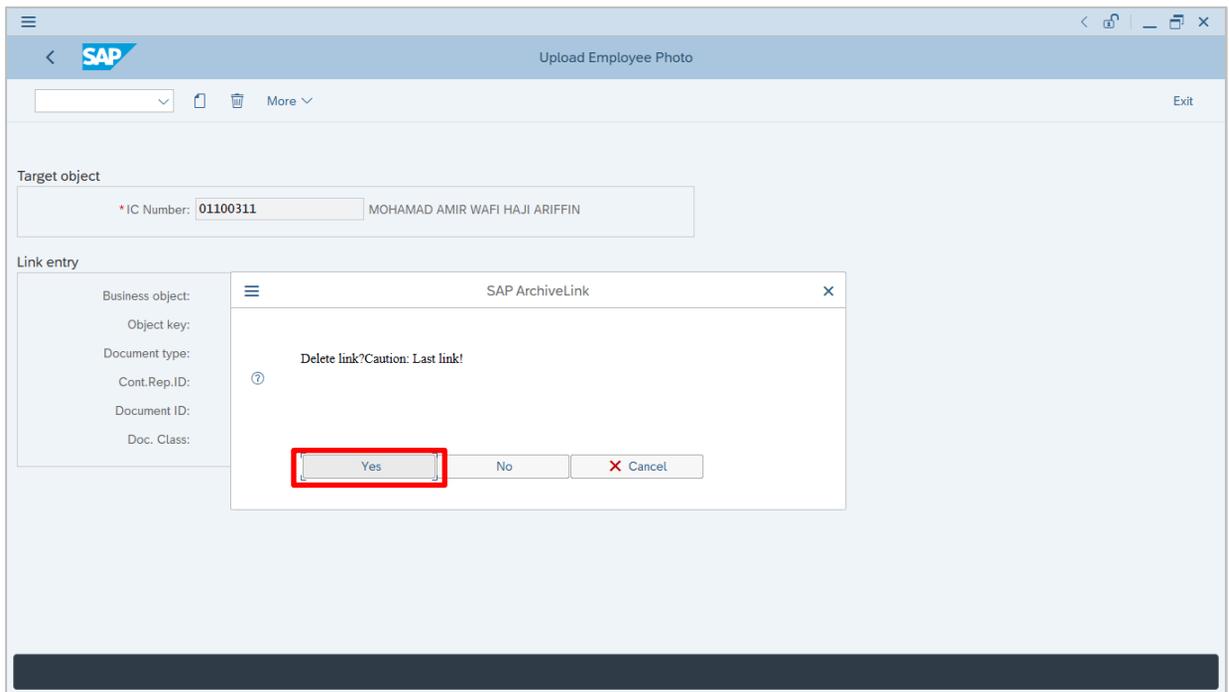


2. Under **Target object** section, enter the personnel IC Number.

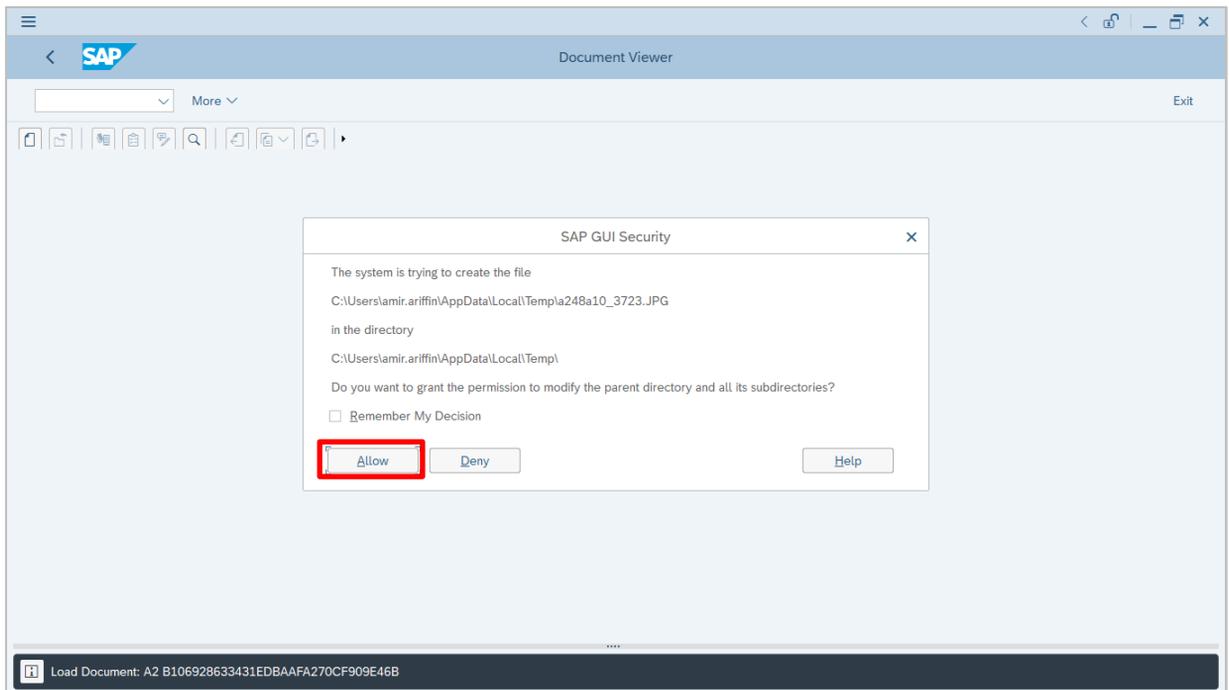
3. Press **Enter** on the keyboard and personnel name will be displayed.



4. Click on  icon.

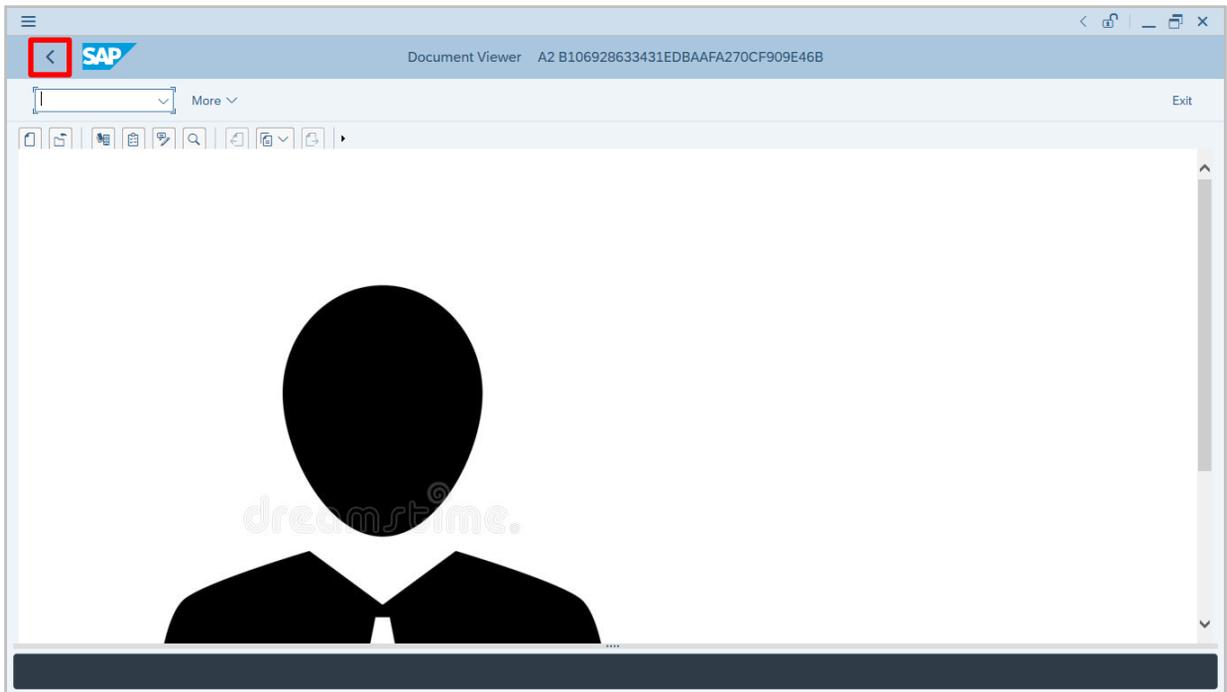


5. Click  to delete link.

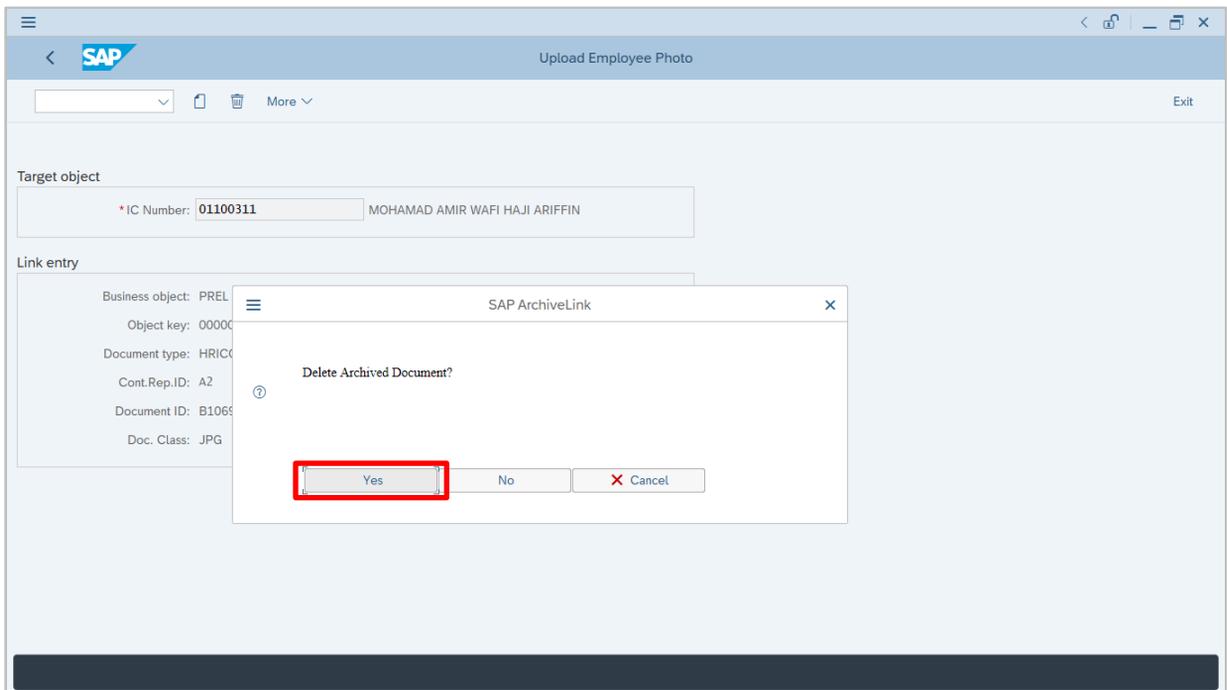


6. Click  to view the employee photo document.

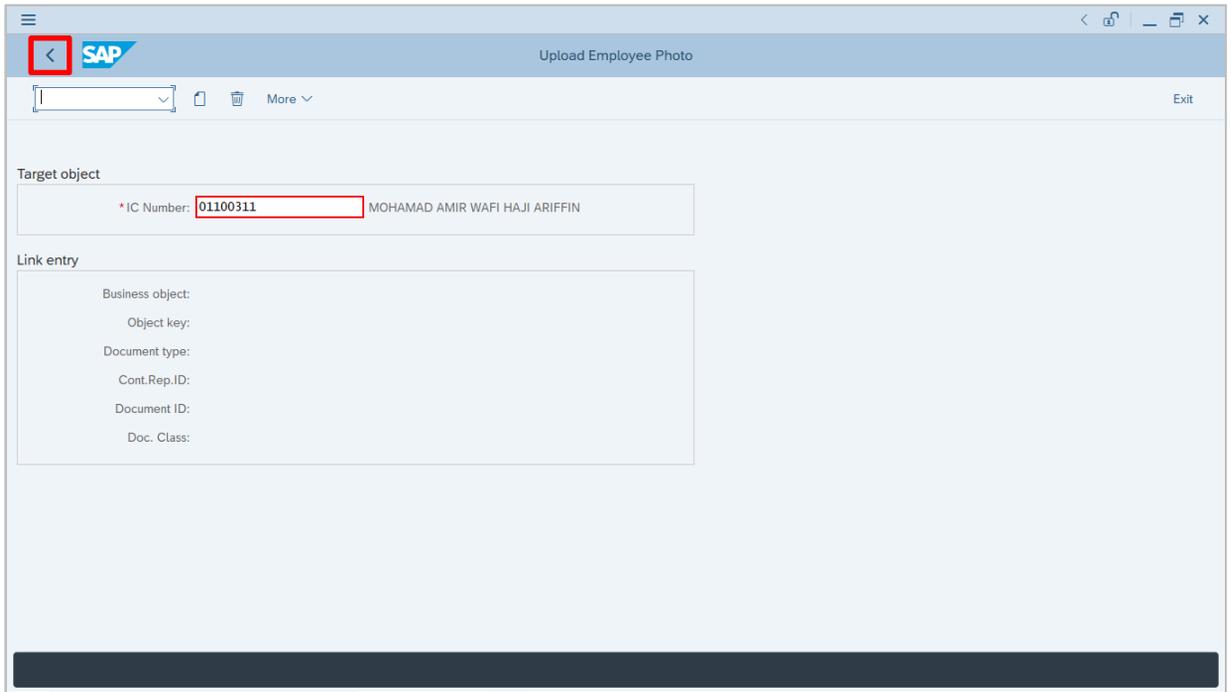
The **Uploaded Employee Photo** will be displayed.



7. Click on  icon to go back to proceed with photo deletion.

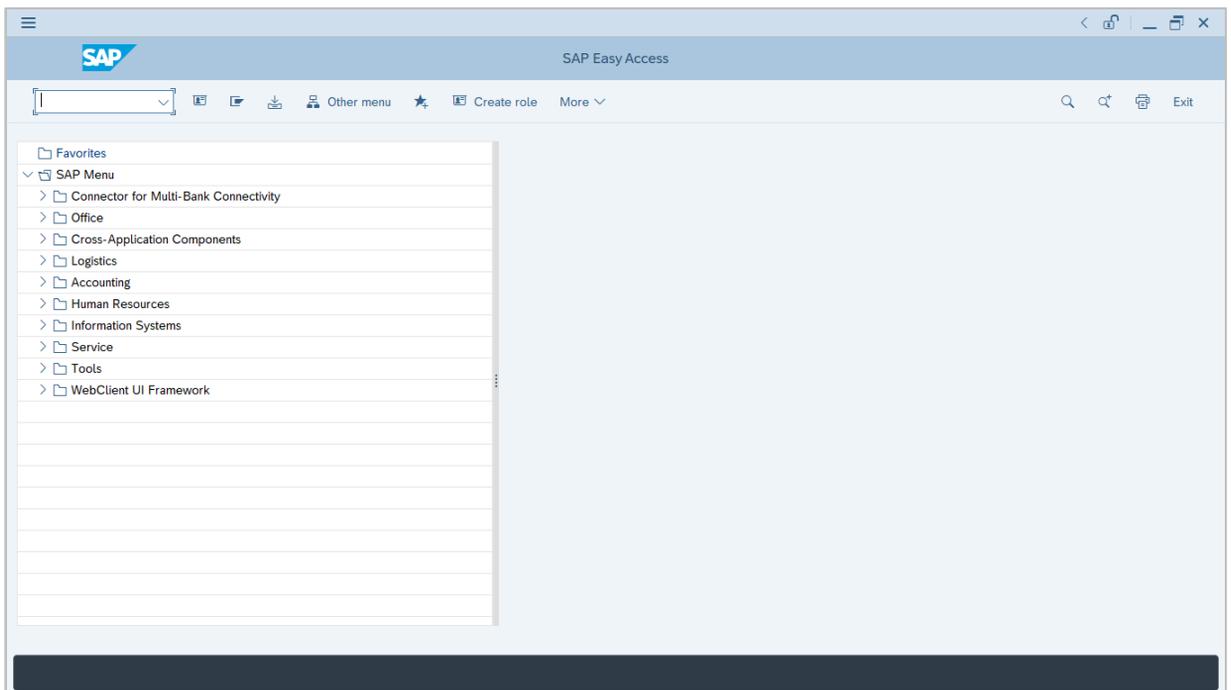


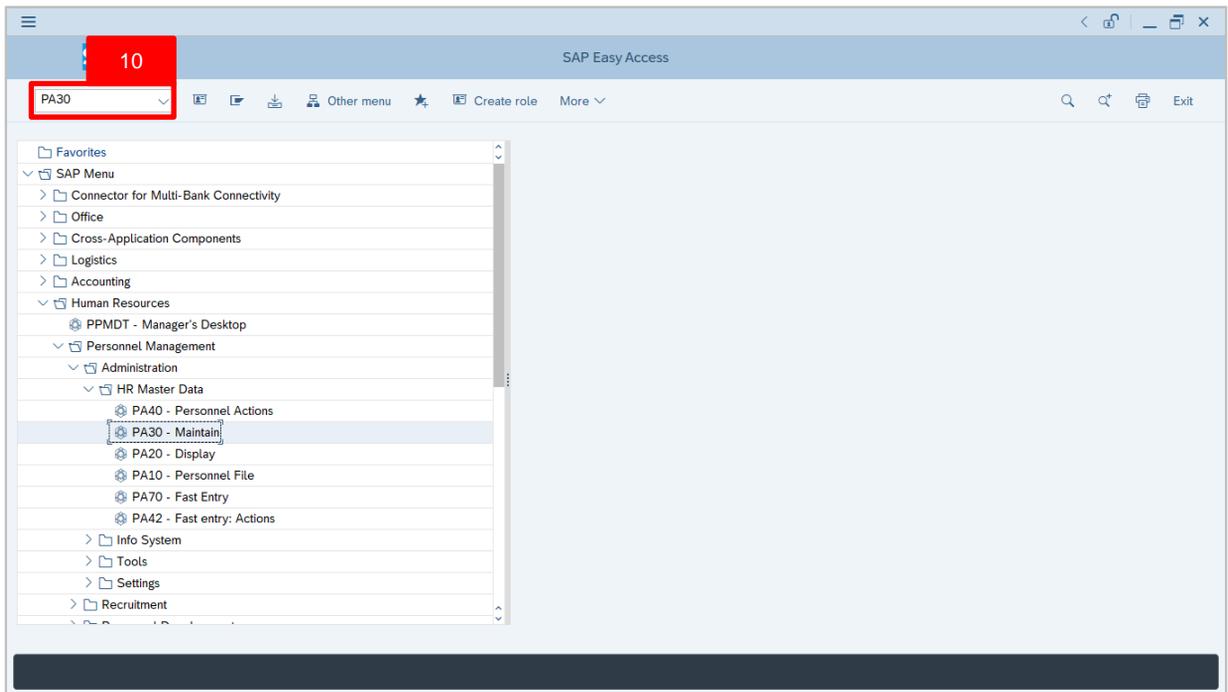
8. Click  to delete archived document.



9. To check if employee photo is deleted, click on  icon to go back to **SAP Easy Access** page.

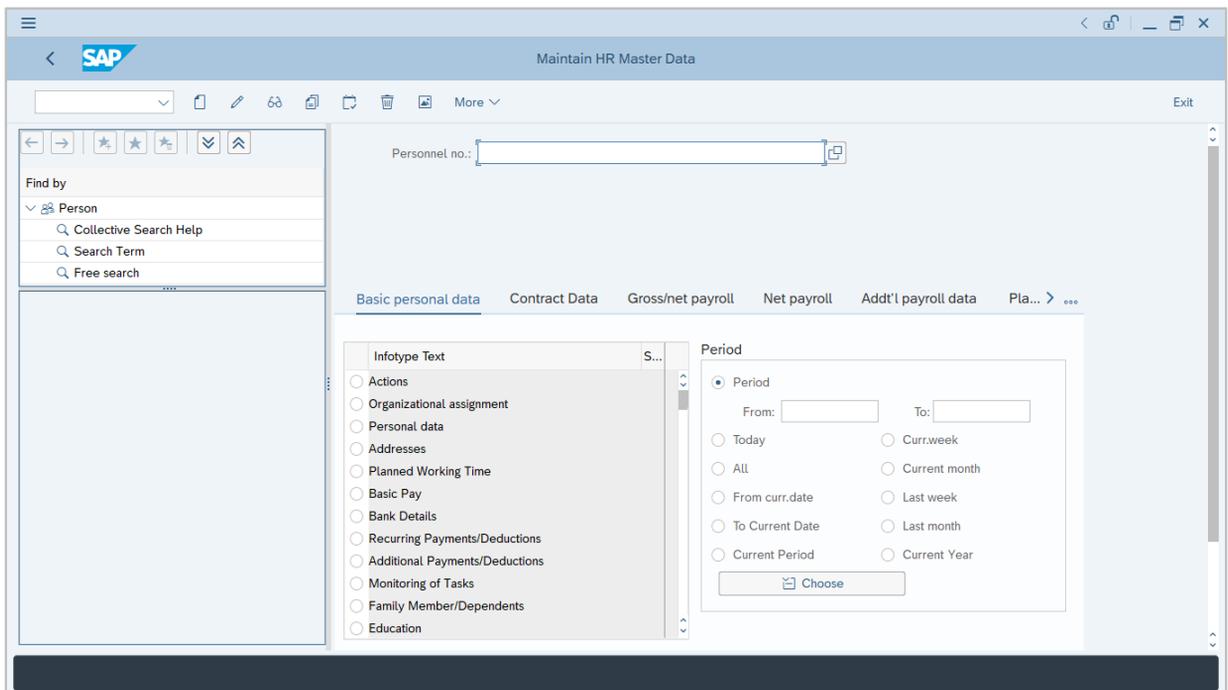
The **SAP Easy Access** page will be displayed.





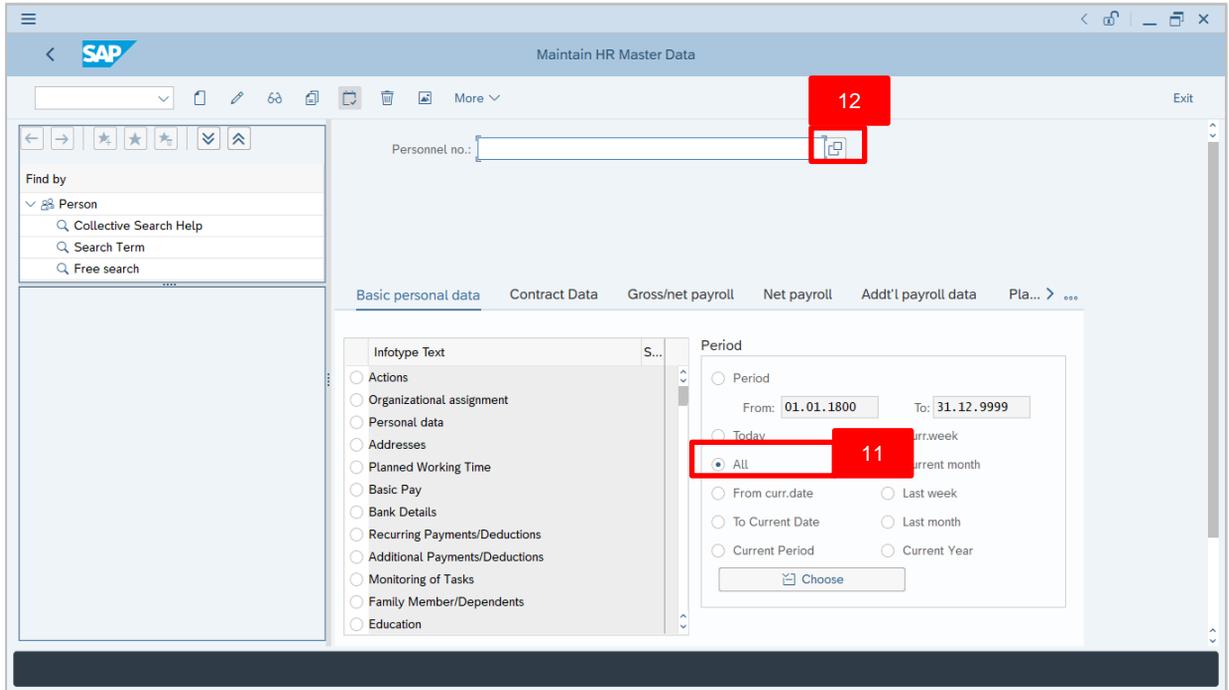
10. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

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



Note:

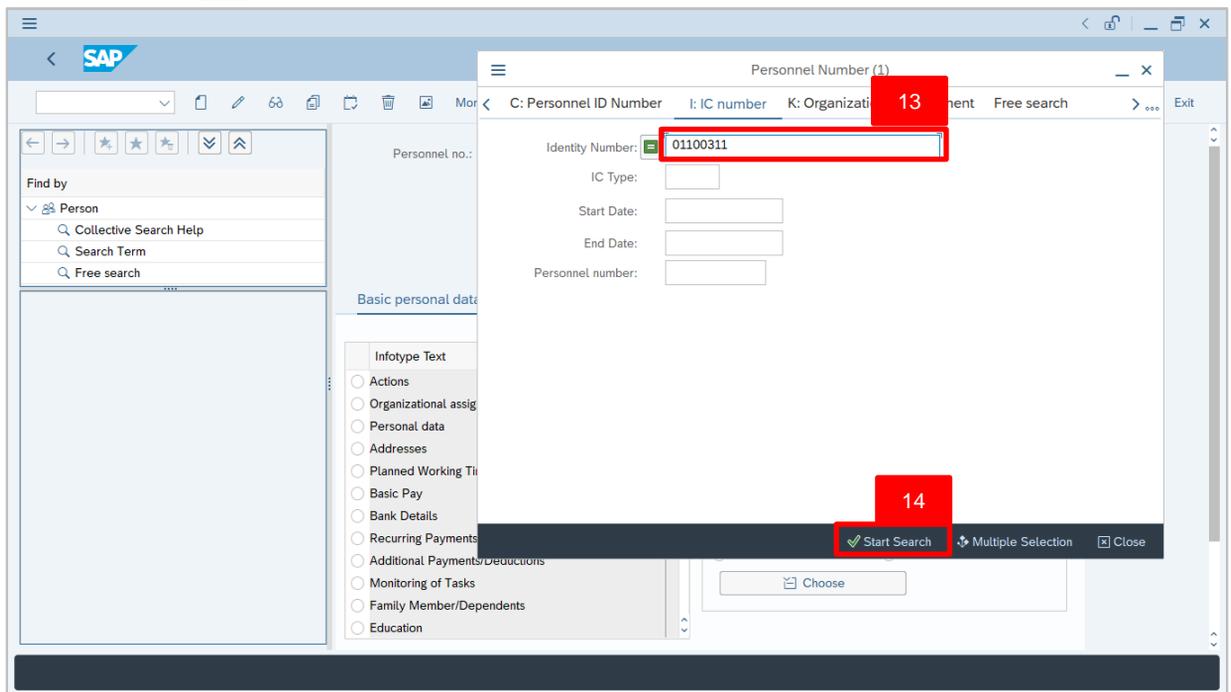
- Click on **SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain**
- User may search for the personnel using their IC number via the Lookup icon.



11. Under **Period** section, click on and select **All**

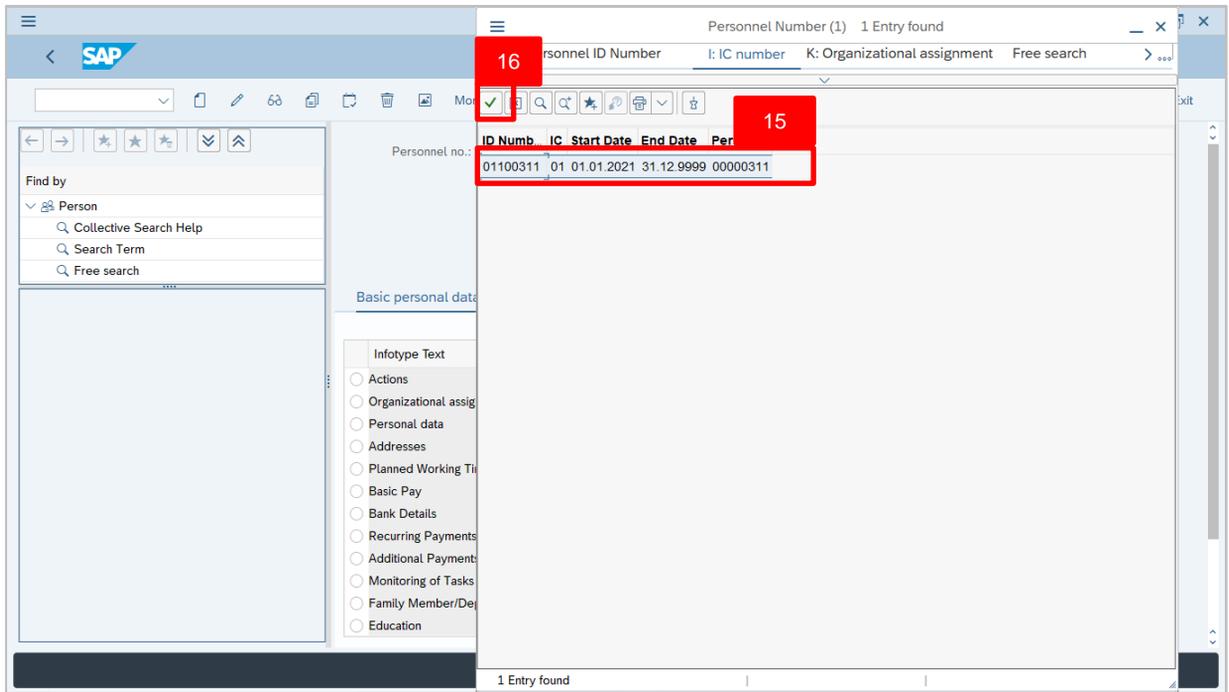
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.

12. Click on  icon for Personnel No.



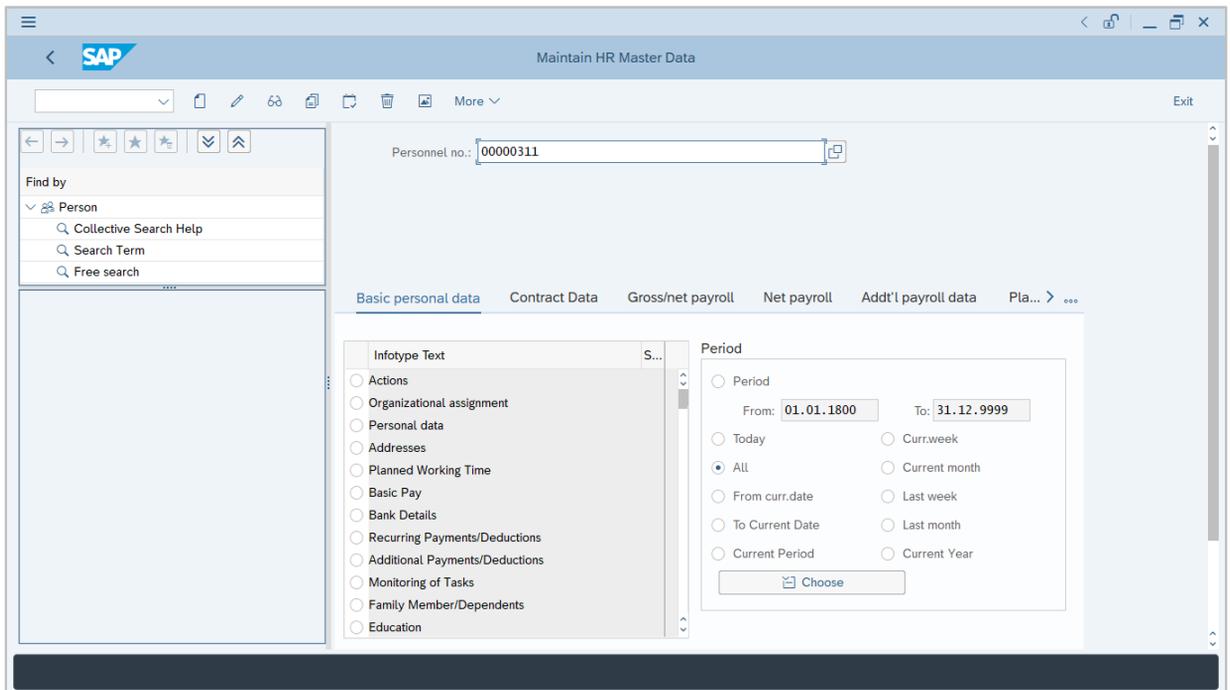
13. Enter the personnel IC Number.

14. Click on 



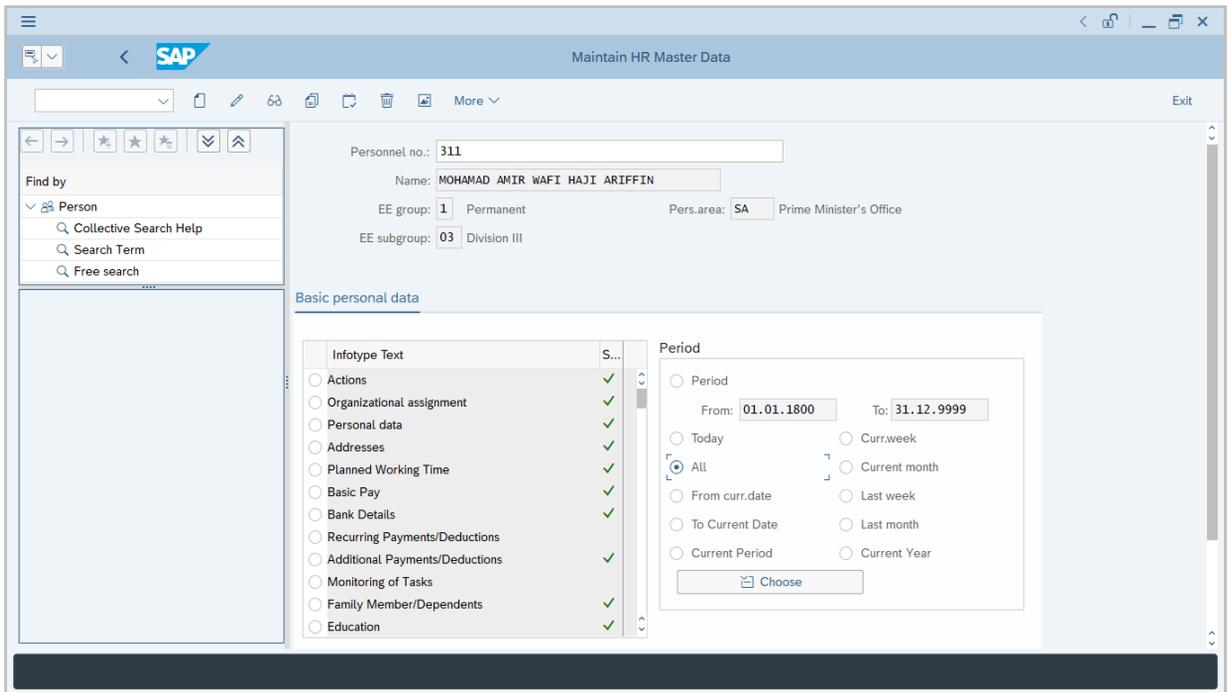
15. Select the searched personnel.

16. Click on  icon.



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

The personnel information without employee photo will be displayed..



The screenshot shows the SAP 'Maintain HR Master Data' interface. The main area displays the following information for Personnel no. 311:

- Name: MOHAMAD AMIR WAFI HAJI ARIFFIN
- EE group: 1 Permanent
- Pers.area: SA Prime Minister's Office
- EE subgroup: 03 Division III

The 'Basic personal data' section is expanded, showing a list of infotypes with their status:

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Addresses	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Basic Pay	✓
<input type="radio"/> Bank Details	✓
<input type="radio"/> Recurring Payments/Deductions	✓
<input type="radio"/> Additional Payments/Deductions	✓
<input type="radio"/> Monitoring of Tasks	✓
<input type="radio"/> Family Member/Dependents	✓
<input type="radio"/> Education	✓

The 'Period' section is also visible, showing a date range from 01.01.1800 to 31.12.9999. The 'All' radio button is selected.