

# 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	Back End User	
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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.

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- 2. Under Target object section, enter the personnel IC Number.
- 3. Press Enter on the keyboard and personnel name will appear.

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- 5. Identify and select the employee photo.
- 6. Click Open

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7. Click on	$\checkmark$	

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.

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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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#### 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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10. Under Period section, click on 
and select
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All data within this timeframe (From 01.01.1800 to 31.12.9999) will be available.

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- 12. Enter the personnel IC Number.
- 13. Click on ✓ Start Search

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14. Select the searched personnel.

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16. Press Enter button on the keyboard.



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

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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.

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- 2. Under Target object section, enter the personnel IC Number.
- 3. Press Enter on the keyboard and personnel name will be displayed.

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4. Click on 🔟 icon.	



5. Click Yes to delete link.

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	<u>Remember My Decision</u>
	F Allow Deny
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6. Click <u>Allow</u> to view the employee photo document.

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The Uploaded Employee Photo will be displayed.



7. Click on <i>icon to go back to proceed with photo deletion.</i>

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8. Click Yes to delete archived document.



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9. To check if employee photo is deleted, click on

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Easy Access page.

The SAP Easy Access page will be displayed.

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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.

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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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11. Under Period section, click on on and select

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

12. Click on 🕑 icon for Personnel No.

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13. Enter the personnel IC Number.

14. Click on ✓ Start Search

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15. Select the searched personnel.

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17. Press Enter button on the keyboard.



The personnel information without employee photo will be displayed..

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