

SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAP GUI)

Date Monitoring Report

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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Client 230 : Depar	sent Training	

- 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.



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the Search Bar and press Enter button on the keyboard.

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Note: Under **Period** section, user (HR Administrator) can select the task period for task report. This means that the report generated contains data from the selected timeframe only.

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2. Under Period section, select Current Year.



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Note: Under Selection section, user (HR Administrator) can fill in the relevant fields for task

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3. Under Selection section, click on

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6. Under **Selection** section, click on ⊡ for **Personnel Subarea**.



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9. Under Selection section, click on 🕒 for Employee Group.



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12. Under Selection section, click on 📴 for Employee Subgroup.



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13. Select Employee Subgroup.

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Note: Under **Program Selections** section, user (HR Administrator) can fill in the relevant fields (such as Task Type and the dates) for task report. This means that the report generated contains data based on the completed fields only.

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15. Under **Program Selections** section, click on 📴 for **Task Type**.



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16. Select Task Type.

17. Click on 🗸 icon.

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Note: Under Program Selections section, the "to" fields can be filled in for data range.

This means that the report generated contains data based on the range filled in.

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18. Under Output Format section, select SAP List Viewer. The report will be generated in

SAP List Viewer format.

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Note: This will allow user (HR Administrator) to execute the saved variant during next report

generation.

The Variant Attributes page will be displayed.

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20. In Variant Attributes page, fill in the following details:

Field	Mandatory (?)	Description	Example
Variant Name	\checkmark	Name to save the Variant as	SA01_CY_01
Description	~	Brief description that helps HR Administrator to identify the Variant. For example; Personnel Subarea, Period and Task Type.	SA01 Curr Yr End Probation



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Outcome: Variant is saved and ready to be executed.

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The Task Monitoring page will be displayed.

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22. Click Execute

Outcome: Variant is executed, and task monitoring report is generated.

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Note: The empty space under Task date means that there are multiple personnel with the

same tasks on the same date.

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Note: The task **Reminder** date means that user (HR Administrator) will be notified on the reminder dates via government email (.gov.bn or .edu.bn only) on the personnel with the selected task type. In this case, a list of personnel who would complete or end their probation period on their respective Task dates.



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- 25. Enter the specific Task date or the date range.
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Note: The method or steps for generate **Task Monitoring Report (Date Monitoring Report)** is the **same and applicable** for other **Task Types** (such as Retirement date and End of Contract date) in **Task Monitoring (S_PH0_48000450)** page.