



SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for Back End User (SAPGUI)

Rekod Perkhidmatan (Service Record)

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

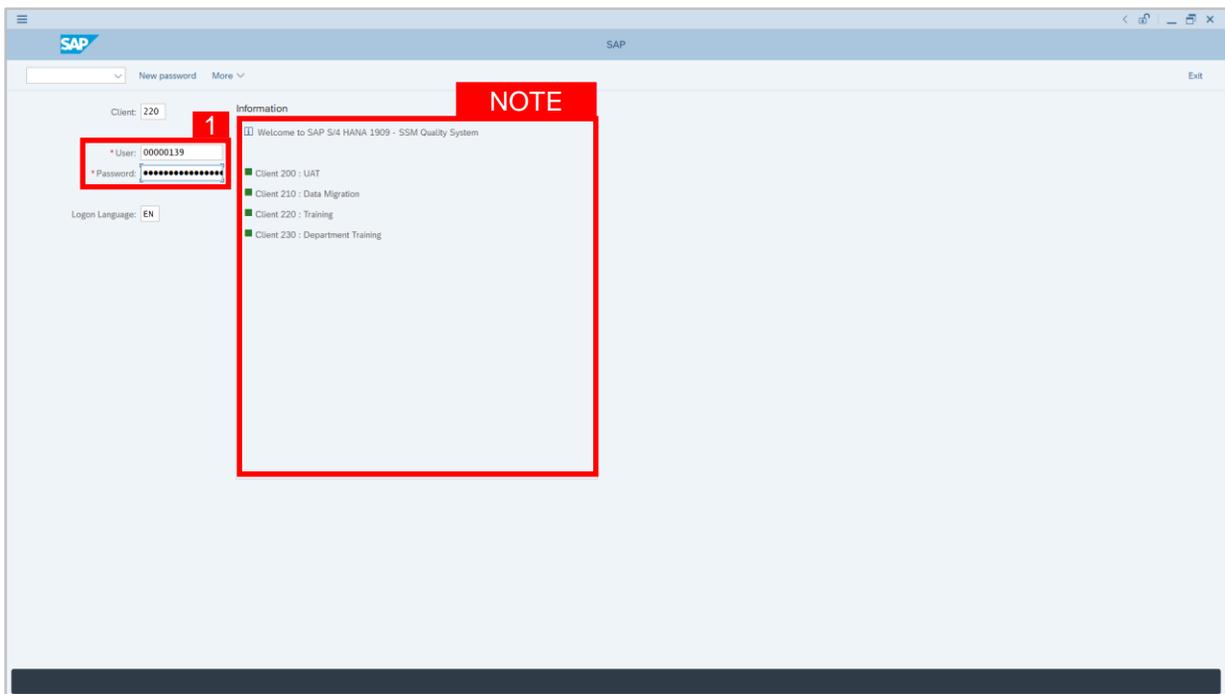
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



Table of Content

Topics	Page
Introduction	2
Generate Service Record in ZFR02	6

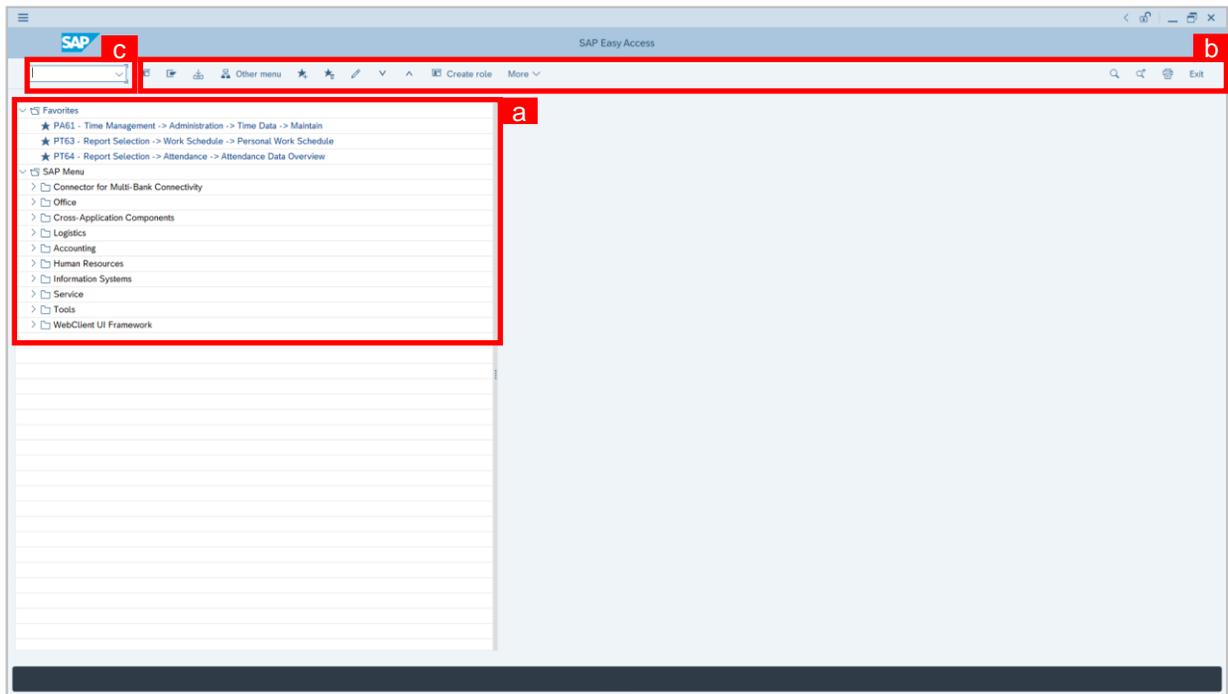
SAP GUI (Back-End) Log on	Back End User Department HR Administrator and HR Administrator (JPA)
--------------------------------------	--



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.



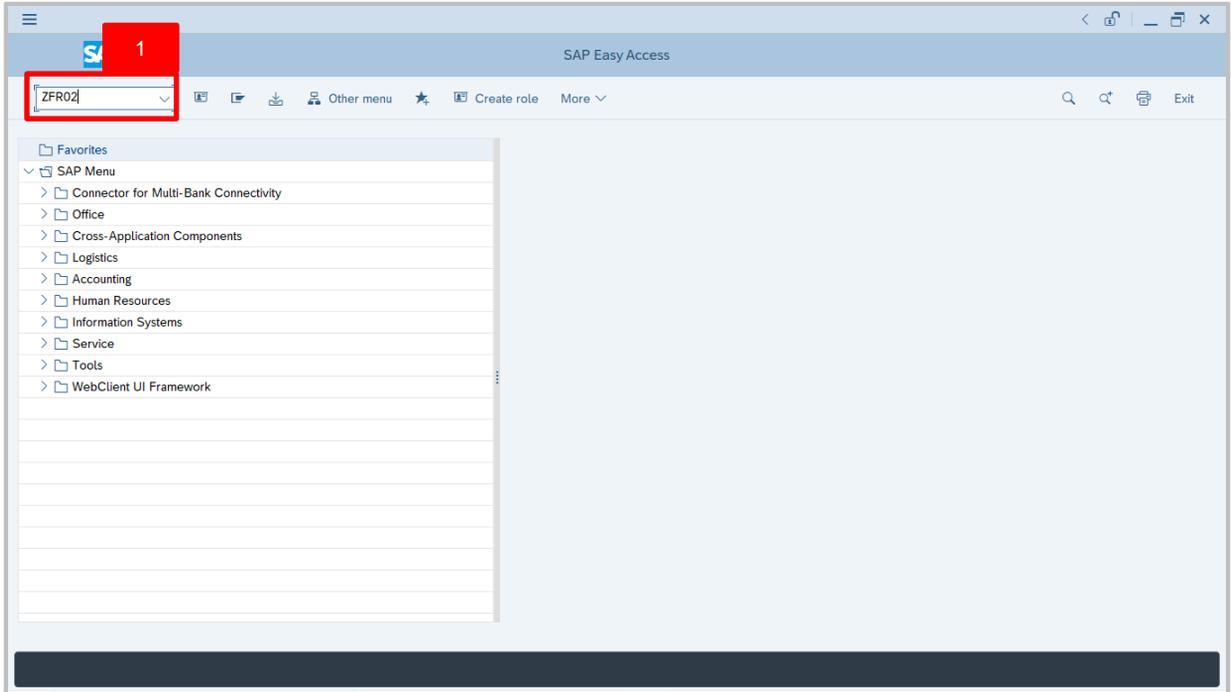
Note:

- 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.

Generate Service Record in ZFR02

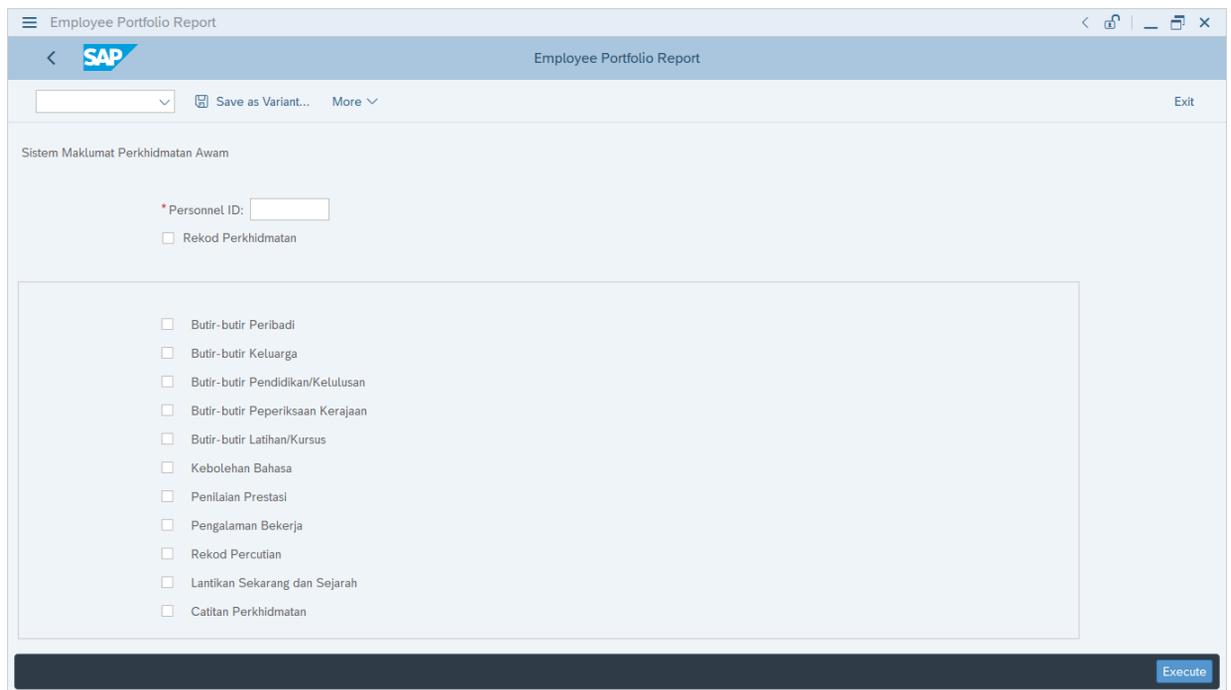
Back End User

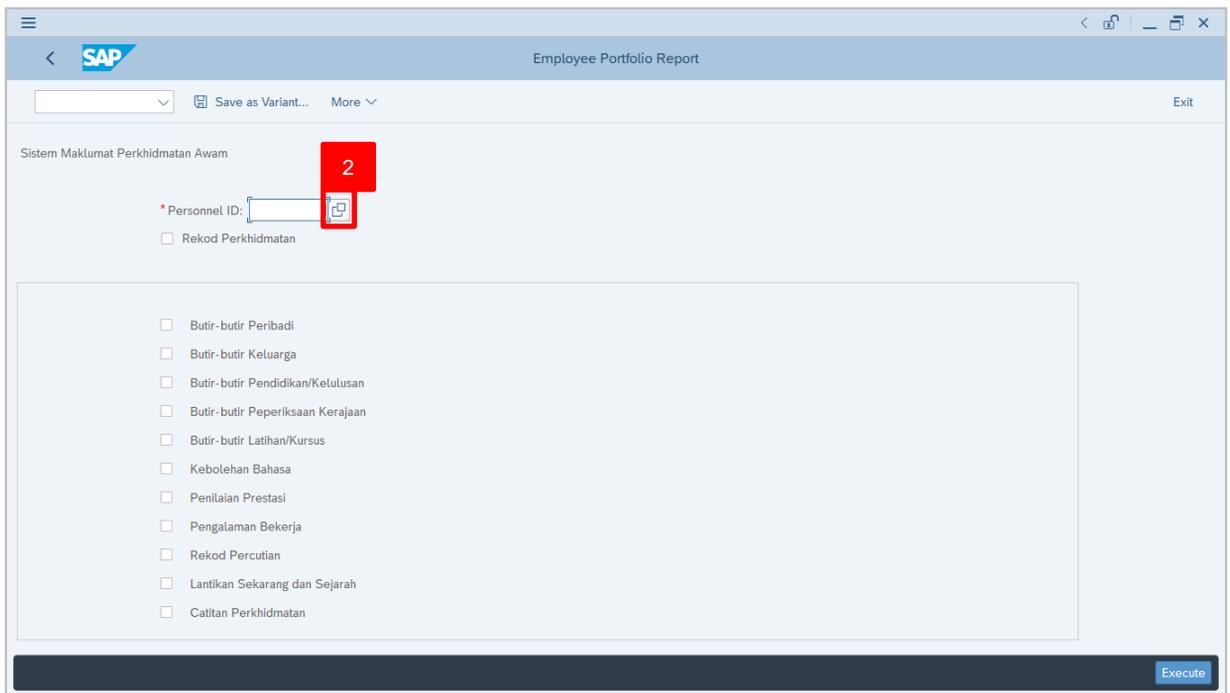
Department HR Administrator and HR Administrator (JPA)



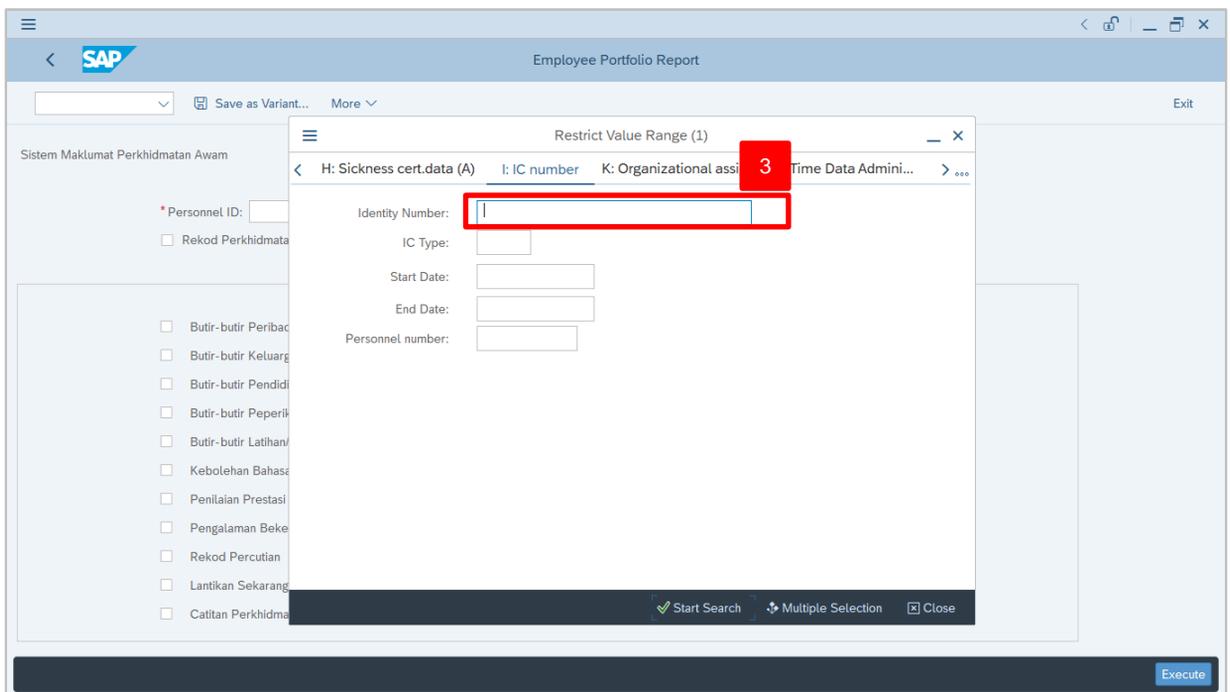
1. Navigate to **Employee Portfolio Report** page by entering transaction code, **ZFR02** in the Search Bar and press **Enter** button on the keyboard.

The **Employee Portfolio Report (ZFR02)** page will be displayed.

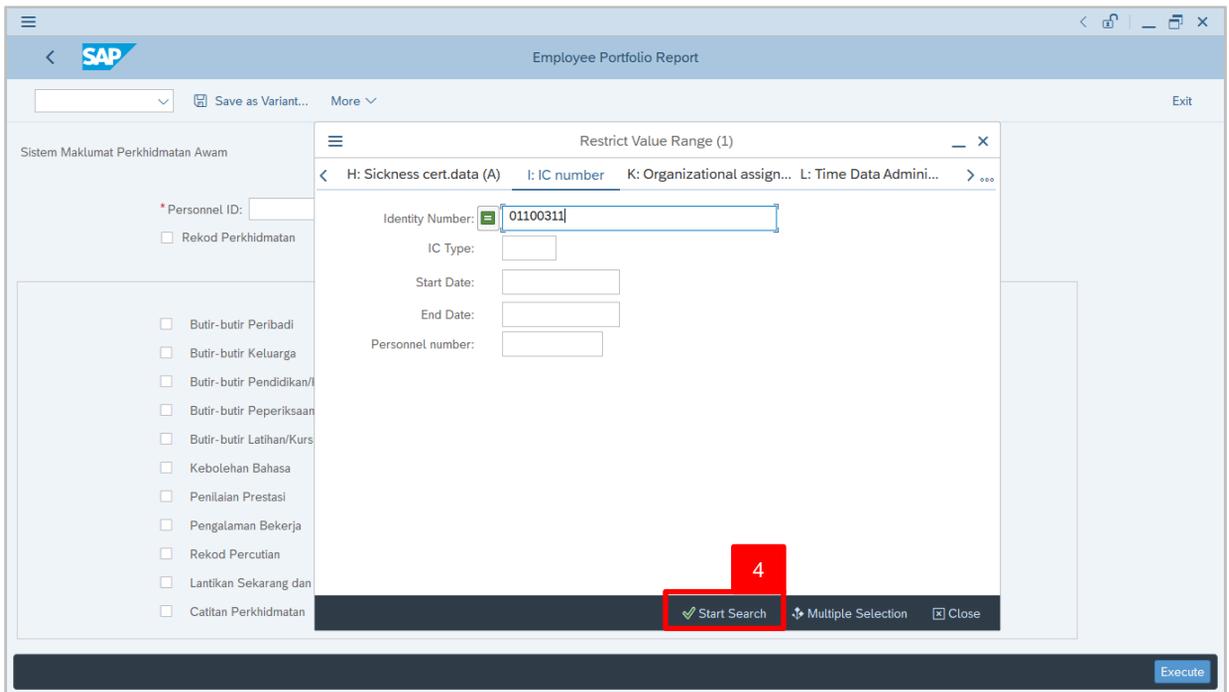




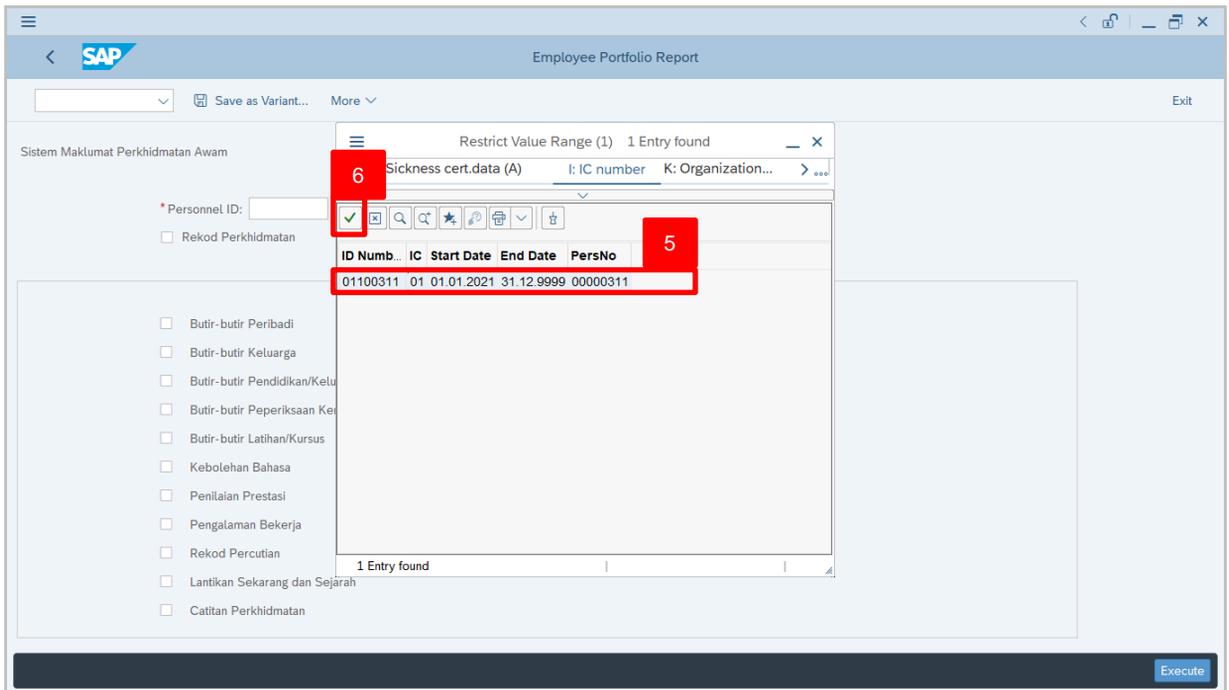
2. Under **Sistem Maklumat Perkhidmatan Awam** section, click on  for Personnel ID.



3. Enter the personnel Identity Card (IC) Number.

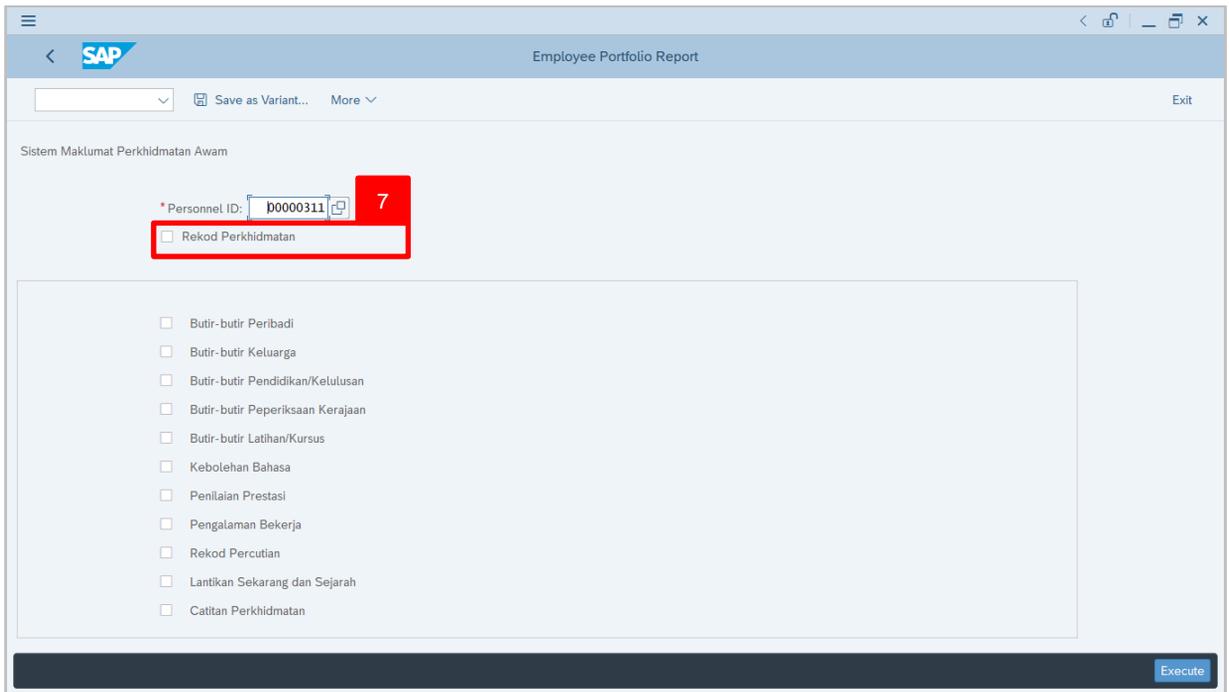


4. Click on 

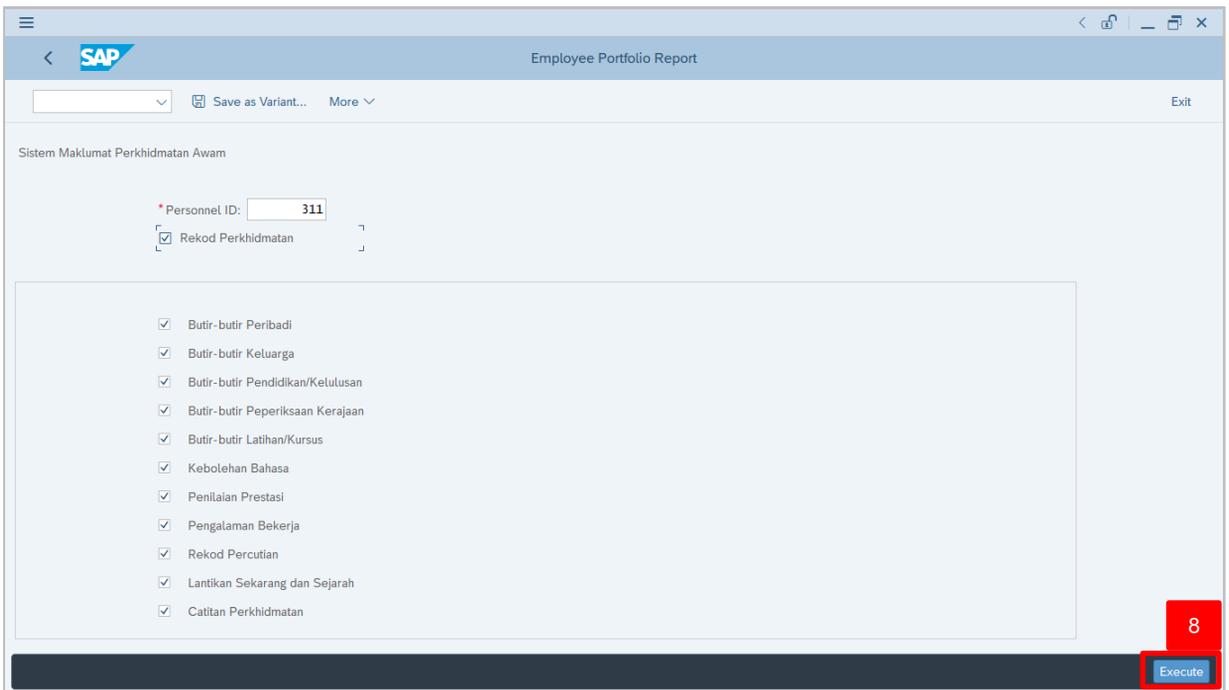


5. Select the searched personnel.

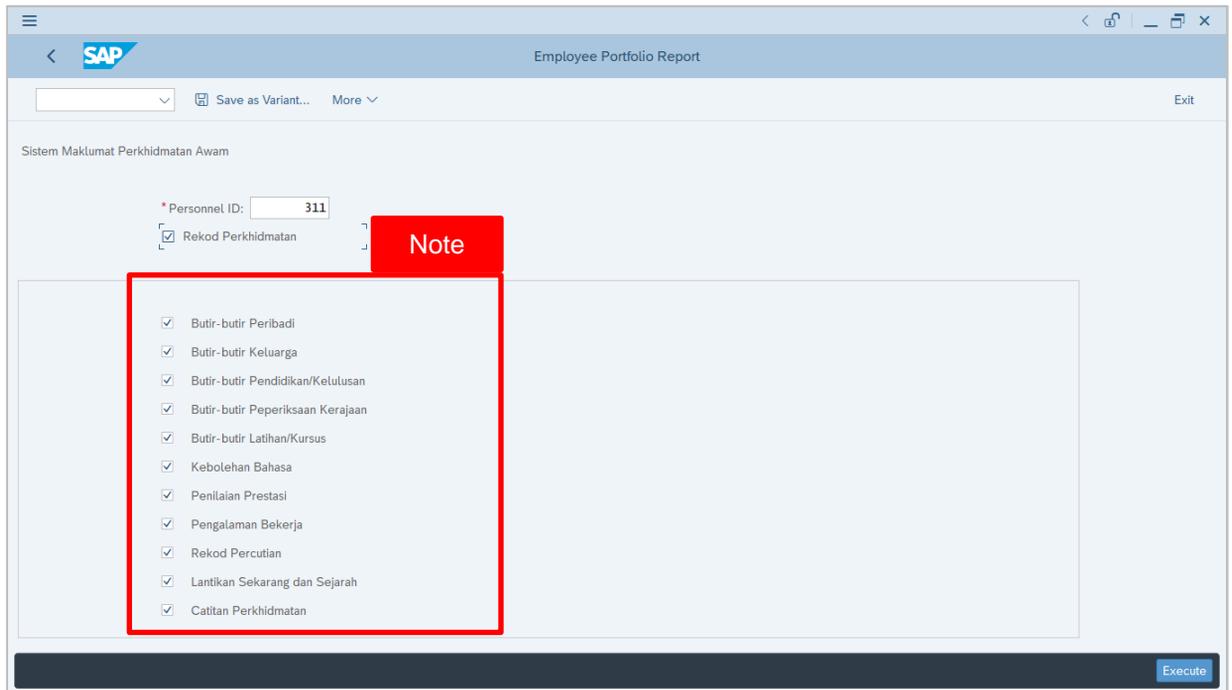
6. Click on  icon.



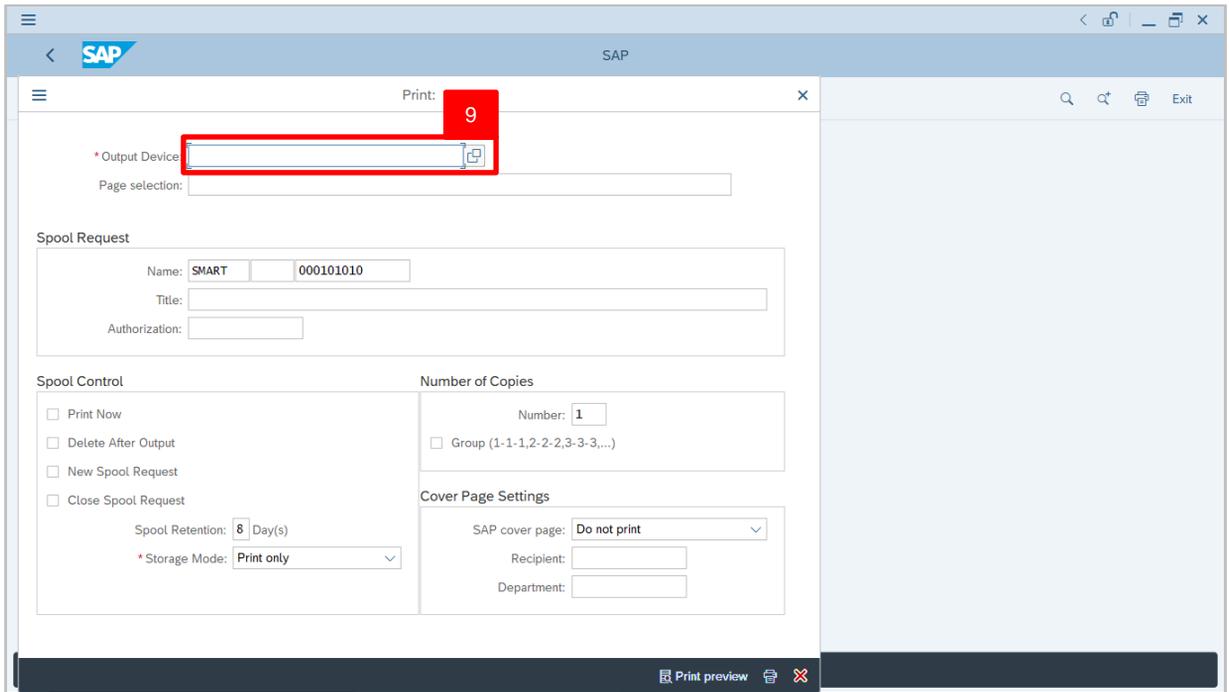
7. Under **Sistem Maklumat Perkhidmatan Awam** section, click on Rekod Perkhidmatan



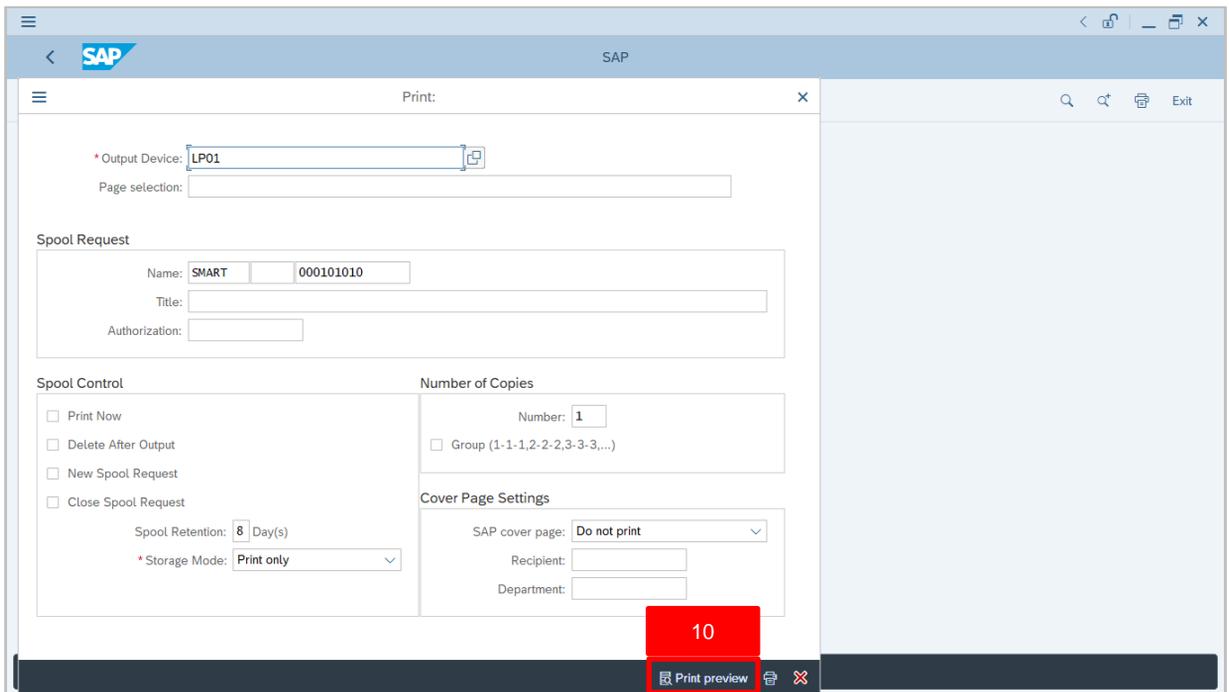
8. Click



Note: The contents of *Rekod Perkhidmatan* (Service Record) would be determined and selected at **Employee Portfolio Report (ZFR02)** page. User (HR Administrator) may tick or untick the record contents or details accordingly.

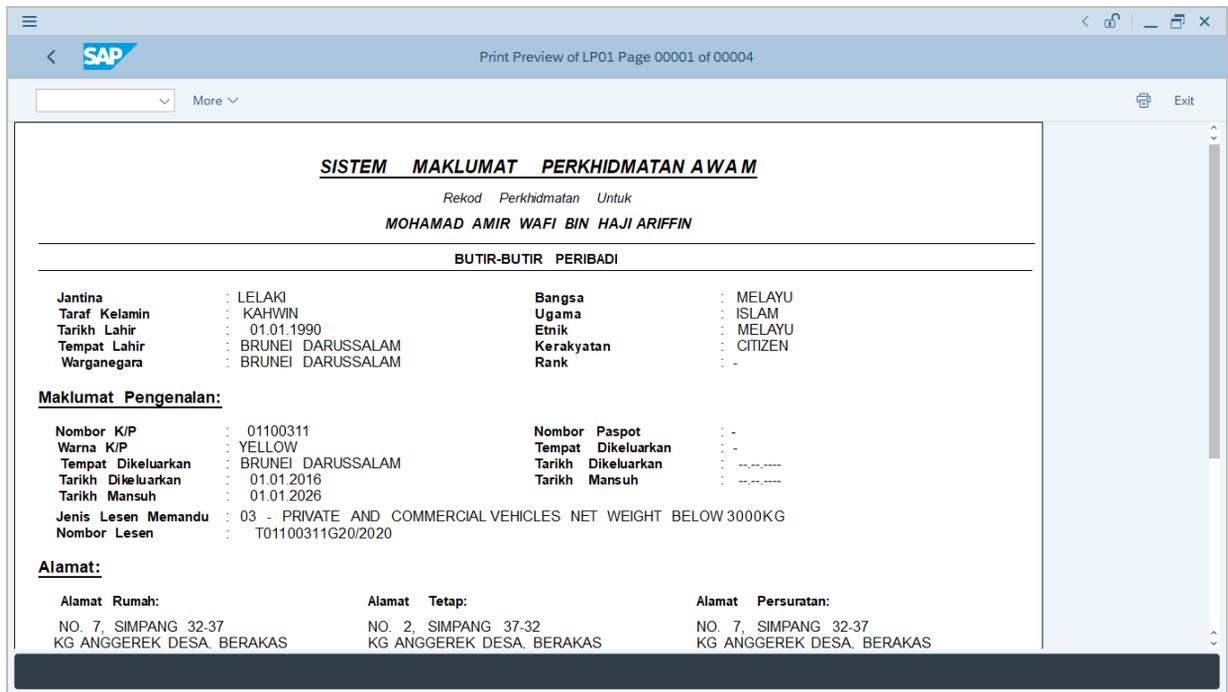


9. Enter the Output Device code for Printing, LP01



10. Click on Print preview for *Rekod Perkhidmatan* (Service Record).

The Print Preview of LP01 Page will be displayed.



SISTEM MAKLUMAT PERKHIDMATAN AWAM
 Rekod Perkhidmatan Untuk
MOHAMAD AMIR WAFI BIN HAJI ARIFFIN

BUTIR-BUTIR PERIBADI

Jantina	: LELAKI	Bangsa	: MELAYU
Taraf Kelamin	: KAHWIN	Ugama	: ISLAM
Tarikh Lahir	: 01.01.1990	Etnik	: MELAYU
Tempat Lahir	: BRUNEI DARUSSALAM	Kerakyatan	: CITIZEN
Warganegara	: BRUNEI DARUSSALAM	Rank	: -

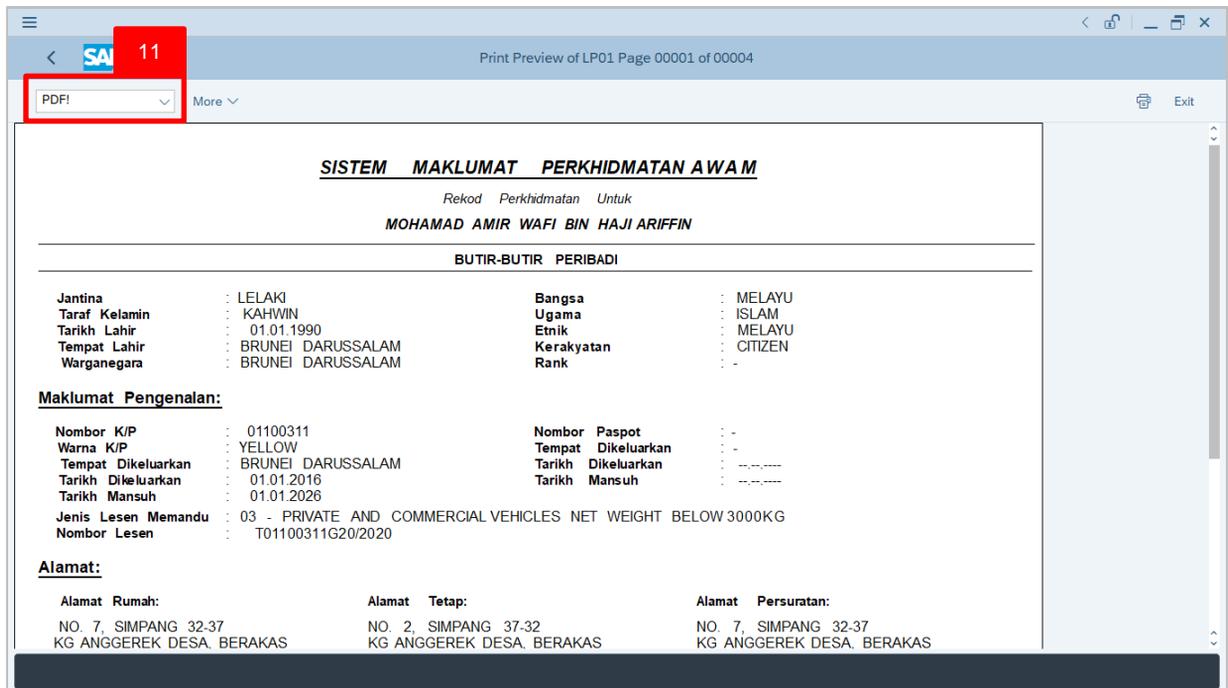
Maklumat Pengenalan:

Nombor K/P	: 01100311	Nombor Paspot	: -
Warna K/P	: YELLOW	Tempat Dikeluarkan	: -
Tempat Dikeluarkan	: BRUNEI DARUSSALAM	Tarikh Dikeluarkan	: -----
Tarikh Dikeluarkan	: 01.01.2016	Tarikh Mansuh	: -----
Tarikh Mansuh	: 01.01.2026		
Jenis Lesen Memandu	: 03 - PRIVATE AND COMMERCIAL VEHICLES NET WEIGHT BELOW 3000KG		
Nombor Lesen	: T01100311G20/2020		

Alamat:

Alamat Rumah:	Alamat Tetap:	Alamat Persuratan:
NO. 7, SIMPANG 32-37 KG ANGGEREK DESA, BERAKAS	NO. 2, SIMPANG 37-32 KG ANGGEREK DESA, BERAKAS	NO. 7, SIMPANG 32-37 KG ANGGEREK DESA, BERAKAS

User may scroll down the Print Preview of LP01 Page.



SISTEM MAKLUMAT PERKHIDMATAN AWAM
 Rekod Perkhidmatan Untuk
MOHAMAD AMIR WAFI BIN HAJI ARIFFIN

BUTIR-BUTIR PERIBADI

Jantina	: LELAKI	Bangsa	: MELAYU
Taraf Kelamin	: KAHWIN	Ugama	: ISLAM
Tarikh Lahir	: 01.01.1990	Etnik	: MELAYU
Tempat Lahir	: BRUNEI DARUSSALAM	Kerakyatan	: CITIZEN
Warganegara	: BRUNEI DARUSSALAM	Rank	: -

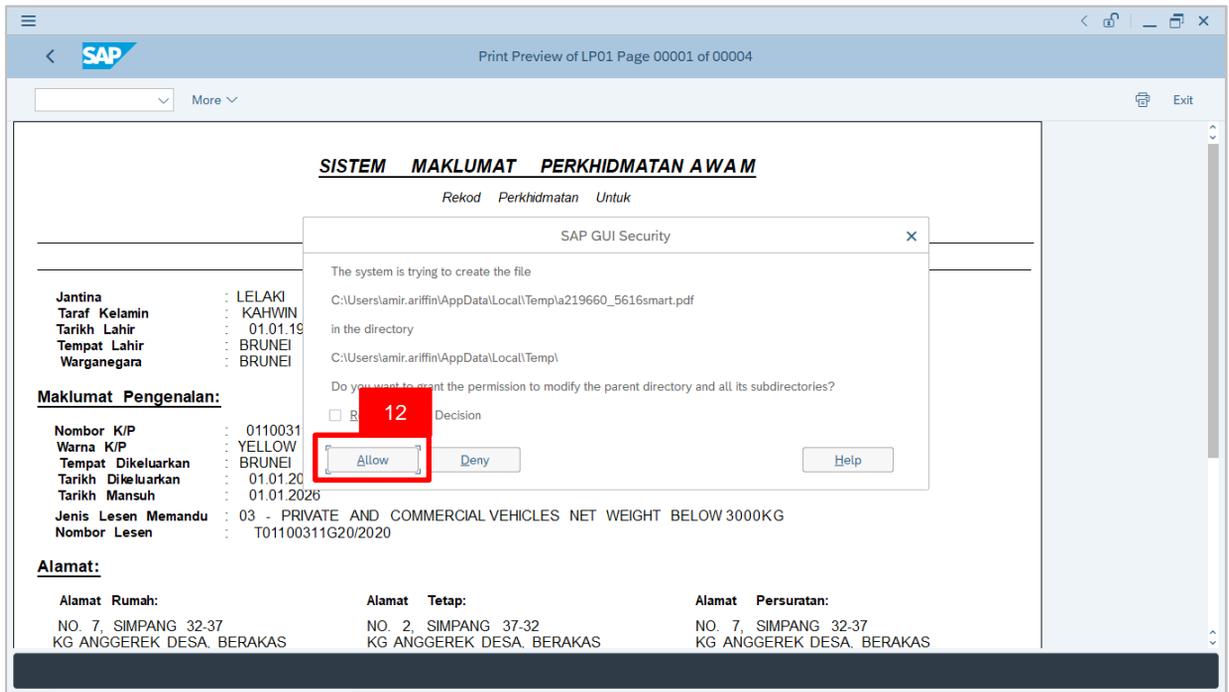
Maklumat Pengenalan:

Nombor K/P	: 01100311	Nombor Paspot	: -
Warna K/P	: YELLOW	Tempat Dikeluarkan	: -
Tempat Dikeluarkan	: BRUNEI DARUSSALAM	Tarikh Dikeluarkan	: -----
Tarikh Dikeluarkan	: 01.01.2016	Tarikh Mansuh	: -----
Tarikh Mansuh	: 01.01.2026		
Jenis Lesen Memandu	: 03 - PRIVATE AND COMMERCIAL VEHICLES NET WEIGHT BELOW 3000KG		
Nombor Lesen	: T01100311G20/2020		

Alamat:

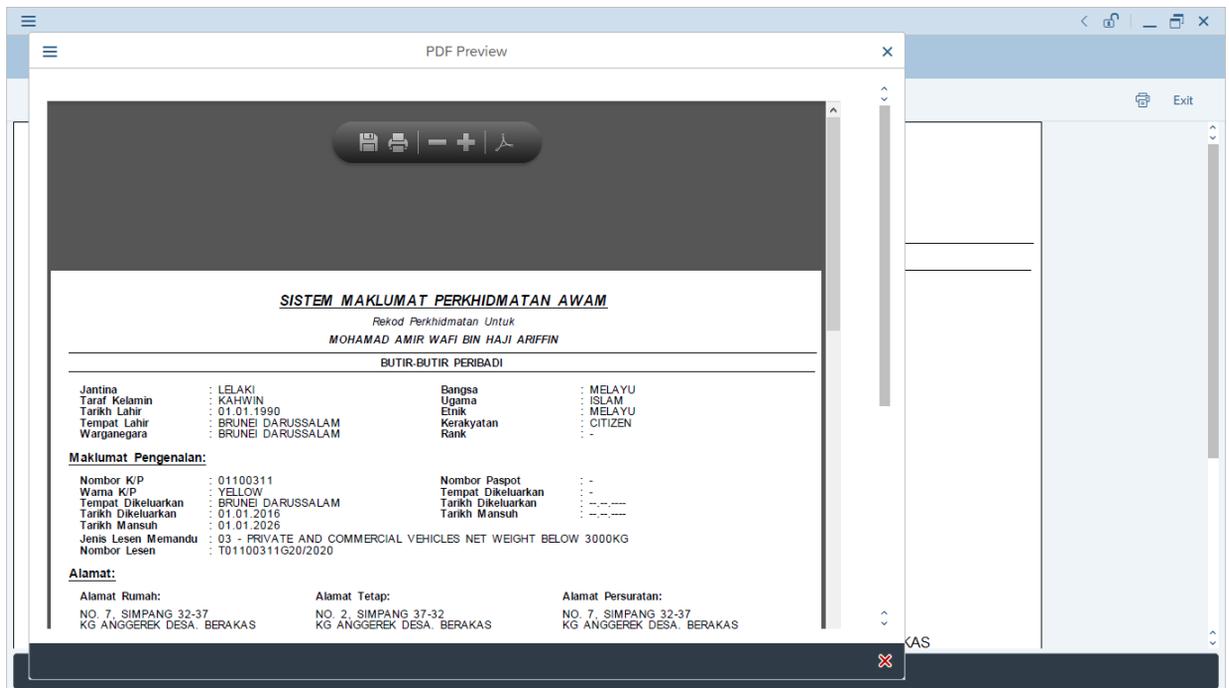
Alamat Rumah:	Alamat Tetap:	Alamat Persuratan:
NO. 7, SIMPANG 32-37 KG ANGGEREK DESA, BERAKAS	NO. 2, SIMPANG 37-32 KG ANGGEREK DESA, BERAKAS	NO. 7, SIMPANG 32-37 KG ANGGEREK DESA, BERAKAS

11. Enter **PDF!** into the Search bar to convert Rekod Perkhidmatan (Service Record) into PDF format.

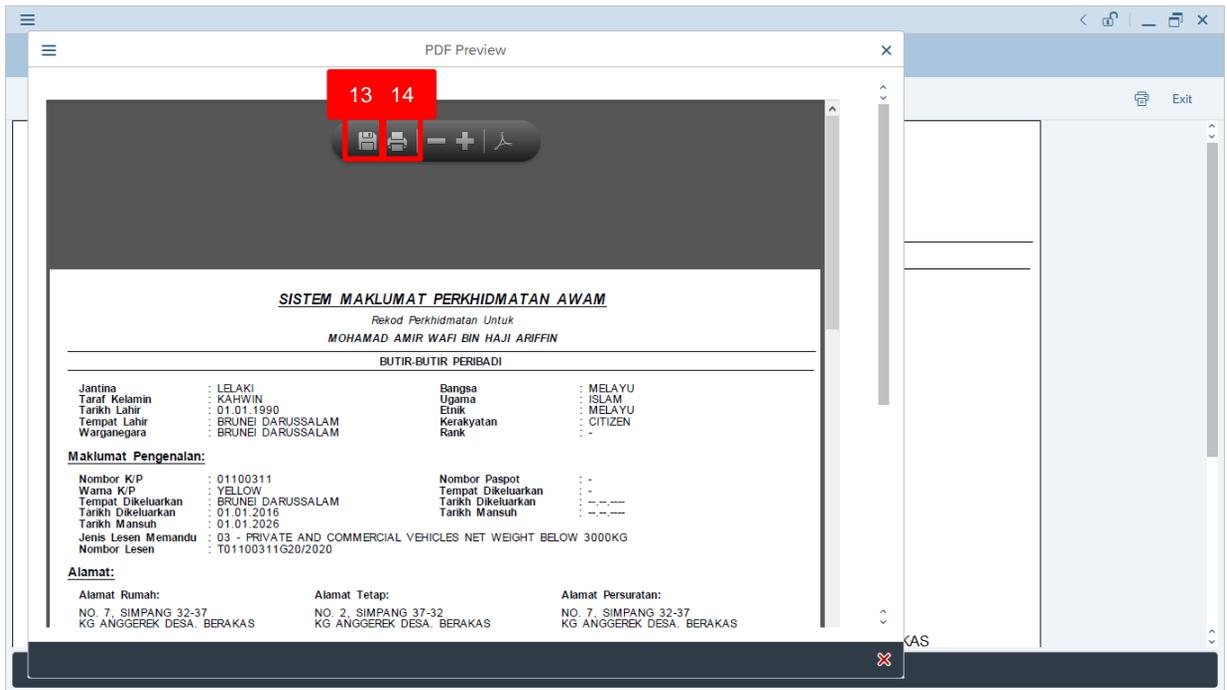


12. Click on for SAP GUI to create the file in PDF format.

The **PDF Preview** will be displayed.



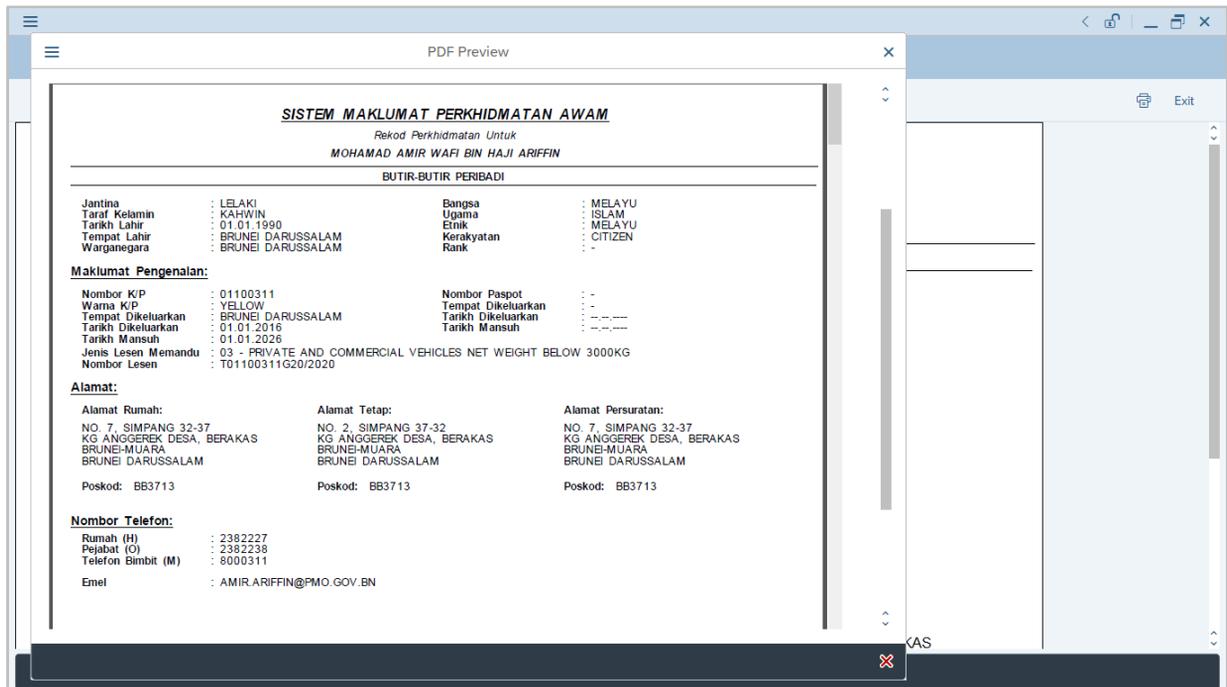
User may scroll down the PDF Preview.



13. Click on  to save *Rekod Perkhidmatan* (Service Record)

14. Click on  to print *Rekod Perkhidmatan* (Service Record)

User (HR Administrator) can scroll down the *Rekod Perkhidmatan* (Service Record) to view the contents. The following is an example for the searched personnel.



Note:

- If there are any inaccurate or missing information, the user (HR administrator) is to maintain (such as create, edit or delete) the fields via respective Infotype in **Maintain HR Master Data (PA30)** page.
- The contents of the *Rekod Perkhidmatan* (Service Record) are selected at the **Employee Portfolio Report (ZFR02)** page.

PDF Preview

BUTIR-BUTIR KELUARGA

Maklumat Suami/Isteri:

Nombor Urutan	: 01	Taraf Kelamin	: VERH
Nama	: NUR SYIQAH ABDULLAH	Tarikh Lahir	: 01.02.1990
Nombor K/P	: 01113113	Tempat Lahir	: BRUNEI DARUSSALAM
Nombor Pasport	: -	Warganegara	: BRUNEIAN
Jantina	: FEMALE	Tarikh Meninggal	: -

Maklumat Anak:

Nombor Urutan	: 01	Jantina	: MALE
Nama	: HARIS MOHAMAD AMIR WAFI	Tarikh Lahir	: 01.03.2018
Nombor Surat Beranak	: -	Tempat Lahir	: BRUNEI DARUSSALAM
Nombor K/P	: -	Warganegara	: BRUNEIAN
Nombor Pasport	: -	Tarikh Meninggal	: -

BUTIR-BUTIR PENDIDIKAN / KELULUSAN

Maklumat Pendidikan Tertinggi:

Bidang Pendidikan	: ACCOUNT/BUSINESS/FINANCE/BANK
Nama Peperiksaan	: BA (HONS) IN BUSINESS MANAGEMENT
Pusat Pengajian	: UNIVERSITY OF BRUNEI DARUSSALAM
Gred/Pangkat	: SECOND CLASS UPPER (2.1)
Tarikh Dianugerahkan	: 31.08.2015
Catitan	: -

BUTIR-BUTIR PEPERIKSAAN KERAJAAN

Maklumat Peperiksaan Kerajaan:

TIDAK ADA DATA

Maklumat Peperiksaan Lain:

TIDAK ADA DATA

BUTIR-BUTIR LATIHAN / KURSUS

PDF Preview

TIDAK ADA DATA

KEBOLEHAN BAHASA

Bahasa/Loghat:	Menulis:	Bertutur:	Membaca:
ENGLISH	BAIK	BAIK	BAIK
MELAYU BRUNEI	FASIH	FASIH	FASIH

PENILAIAN PRESTASI

TIDAK ADA DATA

PENGALAMAN KERJA

Tarikh Mula	: 01.01.2016	Hingga	: 31.12.2020
Nama Majikan	: ANALYST		
Jawatan	: -		
Butir-Butir Pekerjaan	: -		

REKOD PERCUTIAN

TIDAK ADA DATA

LANTIKAN SEKARANG DAN SEJARAH LANTIKAN BAGI PEGAWAI KERAJAAN

Tarikh Mula:	01.07.2021	Jawatan	: POSITION A15
Kementerian/Jabatan:	JPM, PRIME MINISTER'S OFFICE	Tanggungaji	: C5
		Gaji Sekarang	: 3,320.00

Tarikh Mula: Hingga: Jabatan: Jawatan: Tanggagaji/Gaji Terakhir:

