

# SISTEM SUMBER MANUSIA

# User Guide Personnel Administration for Back End User (SAP GUI) Maintain Performance Management Infotype

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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## **Process Overview**

## Create Infotype Performance Management Data



## Copy Infotype Performance Management Data



## Change Infotype Performance Management Data





## **Process Overview**

## Delete Infotype Performance Management Data





# **SAP ICONS**

The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose			
	Overview	For an overall view of the selected infotype or action type.			
	Create	To input new information into the system.			
Ø	Change	To edit the selected information.			
	Сору	To copy the selected information.			
Ŵ	Delete	To delete the selected information.			
	Delimit	To limit the period of selected information.			
69	Display/View	To view a specific information.			
<b>(</b> - <b>)</b>	Execute	To execute task.			
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.			



SAP GUI (Back-End)	Back End User	
Log on	Department HR Administrator and HR Administrator (JPA)	
		< @   _ = ×
<u></u>	SAP	
→ New password More →	NOTE	Exit
Client: 220 Information	// HANA 1909 - SSM Quality System	
* User: 00000139		
* Password:	ieration	
Logon Language: EN Client 220 : Trainin		
Client 230 : Depar	ment 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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1. Navigate to Maintain HR Master Data page by entering transaction code, PA30 in the

Search Bar and press Enter button on the keyboard.

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	Family Member/Dependents	
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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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2. Under **Period** section, click on end select

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

3. Click on 🕒 icon for Personnel No.

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SSM\_UG\_PA\_Back End (SAP GUI)\_Maintain Performance Management Infotype\_v1.0



- 4. Enter the personnel IC Number.
- 5. Click on ✓ Start Search

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

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8. Press Enter button on the keyboard.



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Note: The personnel information will be displayed.

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13. User (HR Administrator) can enter the Start and To dates of Performance (Prestasi).

In other words, the start and end dates for the employee's evaluated performance.

14. Under **Performance Management** sections, enter details in the related fields as per example below:

Section	Field	Description	Example
Performance	Average Rating	Average rating given by the employee's evaluator	92
	Grade	Auto-filled in based on Average Rating score	A
	Year	Year of the evaluation	2020
Management	Appraiser	The name of evaluator	Abu Bakar bin Abdullah
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang.



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

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The List Performance Management page will be displayed.

#### Note:

- User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for Create <a>C</a> employee data is the same and applicable for the Infotypes in Maintain HR Master Data (PA30) page under Basic Personal Data section.







1. 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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2. Under **Period** section, click on end select

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

3. Click on 🕒 icon for Personnel No.

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- 4. Enter the personnel IC Number.
- 5. Click on ✓ Start Search

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8. Press Enter button on the keyboard.



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Note: The personnel information will be displayed.

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9. Under <b>Basic</b> 10. Click on	c personal data, click on  and select  Performance N icon.	/anagement



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#### The List Performance Management page will be displayed.

## Note:

 User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.



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The List Performance Management page will be displayed.

- 11. Select Performance Management to copy.
- 12. Click on 🗐 icon.

The Copy Performance Management page will be displayed.

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13. User (HR Administrator) can enter the Start and To dates of Performance (Prestasi).

In other words, the start and end dates for the employee's evaluated performance.

14. Under **Performance Management** sections, enter details in the related fields as per

Section	Field	Description	Example
	AverageAverage rating given byRatingthe employee's evaluator		92
	Grade	Auto-filled in based on Average Rating score	A
Performance	Year	Year of the evaluation	2021
wanagement	Appraiser	The name of evaluator	Abu Bakar bin Abdullah
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang.

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## Note:

- User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for Copy employee data is the same and applicable for the Infotypes in Maintain HR Master Data (PA30) page under Basic Personal Data section.



# Change Performance<br/>Management InfotypeBack End UserDepartment HR Administrator and HR Administrator (JPA)



1. 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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2. Under **Period** section, click on end select

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

3. Click on 🕒 icon for Personnel No.

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- 4. Enter the personnel IC Number.
- 5. Click on ✓ Start Search

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

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8. Press Enter button on the keyboard.



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Find by Search Term Collective Search Help Search Term Free search	Personnel no.: 1015 Name: Amir Abdullah EE group: 1 Permanent EE subgroup: 03 Division III Basic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks Family Member/Decendents	Pers.area:       SA       Prime Minister's Office         Period       Period         Period       From::       01.01.1800         Today       Curr.week         All       Current month         From curr.date       Last week         To Current Date       Last month         Current Period       Current Year         Choose       Current Year	\$
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Note: The personnel information will be displayed.

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9. Under <b>Basic</b> 10. Click on	c personal data, click on  and select  Performance N icon.	/anagement

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The List Performance Management page will be displayed.

## Note:

 User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.



The List Performance Management page will be displayed.

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11. Select Performance Management to change or edit.

12. Click on 🥒 icon.

The Change Performance Management page will be displayed.

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	Appraiser:	ABU BAKAR BIN ABDULLAH	
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*Note:* Change (edit) may be required if there are data that needs to be amended.

13. User (HR Administrator) can enter the Start and To dates of Performance (Prestasi).

In other words, the start and end dates for the employee's evaluated performance.

14. Under Performance Management sections, enter details in the related fields as per

Section	Field	Description	Example	
	Average Rating	Average rating given by the employee's evaluator	92 (change to 85)	
	Grade	Auto-filled in based on Average Rating score	A (change to B)	
Performance	Year	Year of the evaluation	2021	
wanagement	Appraiser	The name of evaluator	Abu Bakar bin Abdullah	
	Remarks	Any comments given by evaluator to the evaluated employee	Cemerlang (change to Sangat Baik)	



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15. Press Enter	on the keyboard and click Save	

The List Performance Management page will be displayed.

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#### Note:

- User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for Change employee data is the same and applicable for the Infotypes in Maintain HR Master Data (PA30) page under Basic Personal Data section.





1. 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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2. Under **Period** section, click on end select

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

3. Click on 🕒 icon for Personnel No.

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- 4. Enter the personnel IC Number.
- 5. Click on ✓ Start Search

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

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8. Press Enter button on the keyboard.



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Note: The personnel information will be displayed.

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9. Under <b>Basic</b> 10. Click on	c personal data, click on  and select  Performance N icon.	/anagement

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The List Performance Management page will be displayed.

## Note:

 User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.



The List Performance Management page will be displayed.

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- 11. Select Performance Management to delete
- 12. Click on 🔟 icon.

The **Delete Performance Management** page will be displayed.

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Note: User (HR Administrator) needs to check the Performance (Prestasi) details before

deleting.

13. Click on 🔟 icon.

## The List Performance Management page will be displayed.

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	Start Date	End Date	Ту	Subtype Description	Ave	Gra	Perf	Appraiser (Manager)	٢
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Record deleted View details									

## Note:

- User (HR Administrator) needs to clear the Sty (Subtype) field and press Enter on the keyboard. This is to ensure that all Performance Management Subtypes would be visible or displayed and available to be maintained.
- The method or steps for Delete method or steps for Delete employee data is the same and applicable for the Infotypes in Maintain HR Master Data (PA30) page under Basic Personal Data section.