

SISTEM SUMBER MANUSIA

User Guide Personnel Administration for Back End User (SAPGUI) Memangku (Acting)

VERSION: 1.1



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	AP 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**.

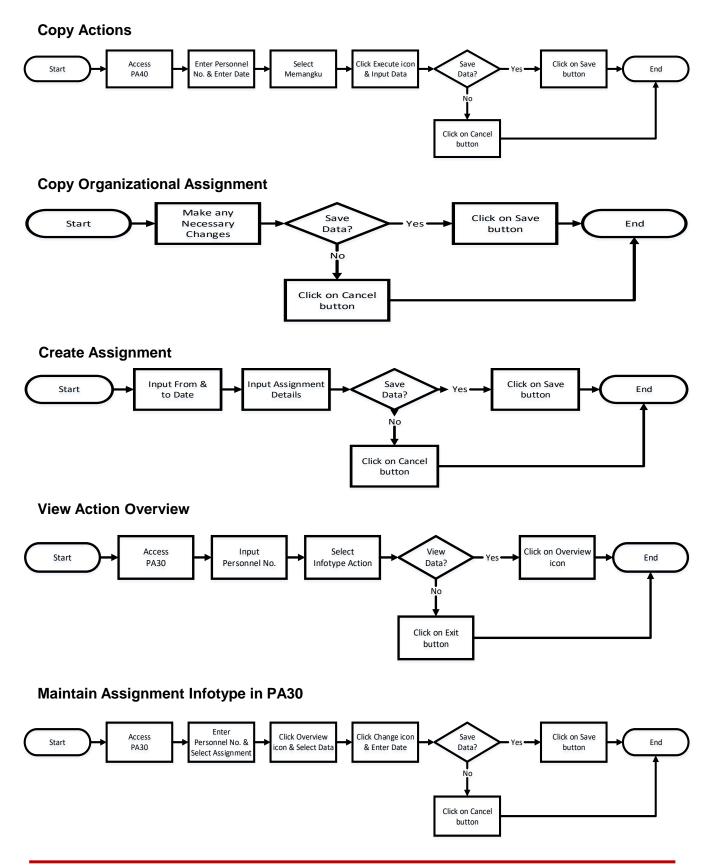


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Process Overview



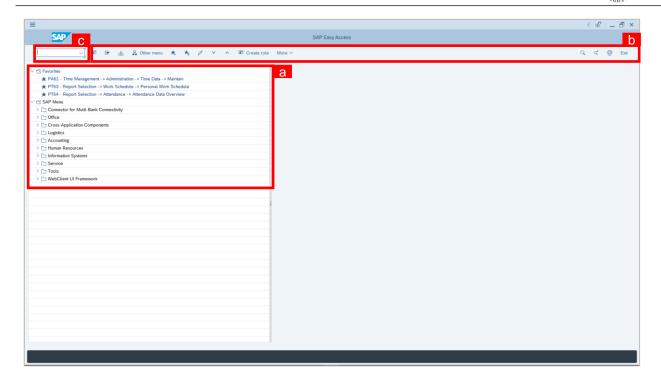


SAP GUI (Back-End)	Back End User	
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- 1. Fill in the User and Password.
- 2. Press Enter on the keyboard.
- 3. The home page will be displayed.

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 **Personnel Actions** page by entering transaction code, **PA40** in the Search

Bar and press **Enter** button on the keyboard.

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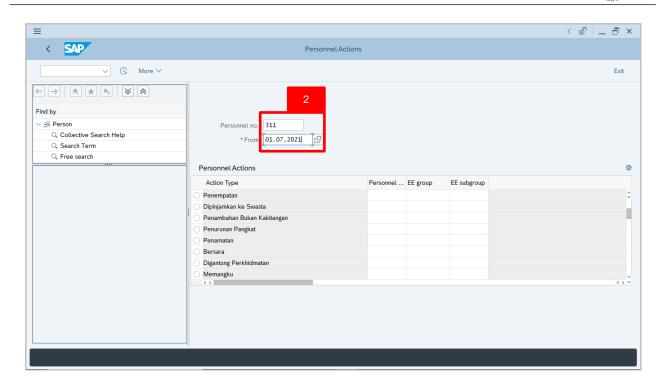


Note:

Click on SAP Menu > Human Resources > Personnel Management >
 Administration > HR Master Data > PA40 – Personnel Actions

The Personnel Actions (PA40) page will be displayed.

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2. Enter the Personnel number and the action From date. Press Enter on the

keyboard.

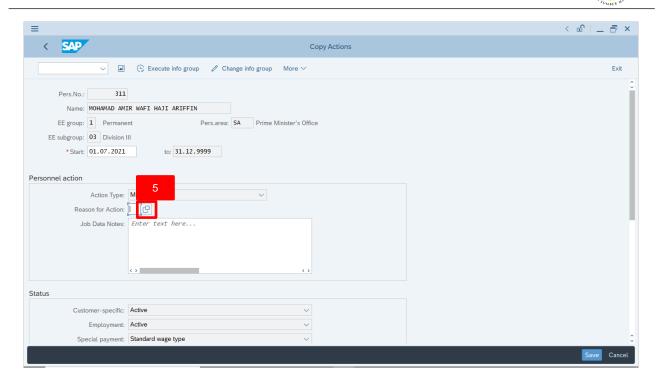
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- 3. Under Personnel Actions page, click on the 💽 and select Memangku
- 4. Click on 🕞 icon.



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5. Under **Personnel action** section, click on ⊡ icon for Reason for Action.

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- 6. Select 01 Memangku Disamping Tugas.
- 7. Click on 🖌 icon.



Note:

- Job Data Notes are optional to fill in.
- 8. Press Enter on the keyboard and click Save

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Record created View details	Save Cancel



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The Subtypes for Infotype "Assignment" (1) will appear.

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- 2. Select the Assignment subtype.
- 3. Click on 🗸 icon.

The Create Assignment page will be displayed.

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Assignment 0007 Memangku Sementara Disamping Tugas Personnel area Personnel subarea Organizational unit Position	
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Create Assignment

Backend User

Department HR Administrator and HR Administrator (JPA)

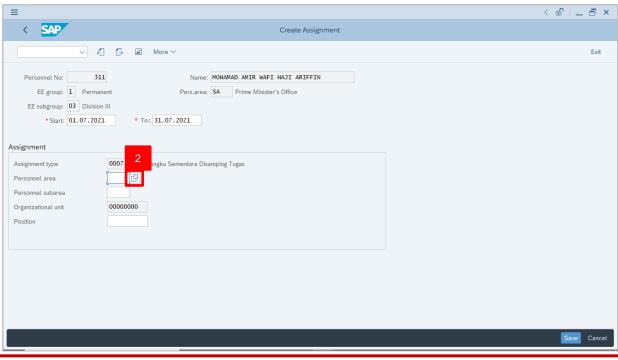
Note: Create **Assignment** page is to enter the employee designated position / department / ministry information.

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Create Assignment	
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Record created View details	Save Cancel

1. Enter the assignment end date.

Note:

 User may edit the assignment end date via Assignment Infotype in Maintain HR Master (PA30) page.





2. Under **Assignment** section, click on 🕑 icon for Personnel Area.

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	SE Min. of Home Affairs GOB 99	
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Assignment type	SH Min. of Primary Resources GOB 99 SJ Min. of Religious Affairs GOB 99	
Personnel area	SK Min. of Development GOB 99	
Personnel subarea	SL Min. of Culture, Youth & Sport GOB 99	
Organizational unit	SM Min. of Health GOB 99	
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- 3. Select the Personnel Area.
- 4. Click on 🗸 icon.

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5. Under **Assignment** section, click on 🗗 icon for Personnel Subarea.



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EE subgroup: 03 Division I		÷
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	SA04 Narcotics	
Assignment	SA05 ACB	
Assignment type	0 SA06 ISD	
Personnel area	SA07 Council	
	SA08 RTB	
Personnel subarea	SA09 Info	
Organizational unit	0 SA10 JPA	
Position	SA11 MSD	
	SA12 RBPF	
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	SA15 TENAGA	
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	SA18 Law	
	SA19 JUDL	
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- 6. Select the Personnel Subarea.
- 7. Click on 🗹 icon.

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Assignment type 0007 Memangku Sementara Disamping Tugas Personnel area SA Personnel subarea SA01 Organizational unit 0000000 Position Image: Comparison of the second	
	Save Cancel

8. Under **Assignment** section, click on ⊡ icon for Position.

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- 9. Select the Position for Memangku (Acting).
- 10. Click on 🗹 icon.

Note:

- If the position entered is from another unit, department or ministry, the leave application and approval process will be based on the position.
- Under Organisational Management (OM) module, the selected position is linked to the personnel only within the duration (Start and To dates) entered in Assignment Infotype.
- Once the assignment (Acting) duration ends, the position and leave process is no longer linked to the personnel.



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11. Press Enter on the keyboard and click Save

Outcome: Record is created.

The **Personnel Actions (PA40)** page will be displayed.

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	EE subgroup: 03 Division III			
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PA70 - Fast Entry				
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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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< SAP	Maintain HR Master Data	
✓ 1 / 63 a		Exit
	Personnel no.:	0
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Q Collective Search Help		
Q Search Term		
Q Free search		
	Basic personal data Contract Data Gross/net payroll Net payroll Addt'l payroll data Pla > Infotype Text S Period Organizational assignment Personal data Period Personal data Addresses Current month Basic Pay Bank Details Current Date Last week Bank Details To Current Date Last month Current Period Current Year Choose Family Member/Dependents Choose Education	°

2. Under **Period** section, click on 💽 and 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.
- Click on 🗸 icon. 5.

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6. Select the searched personnel. 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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10. Click on 🔝 icon.

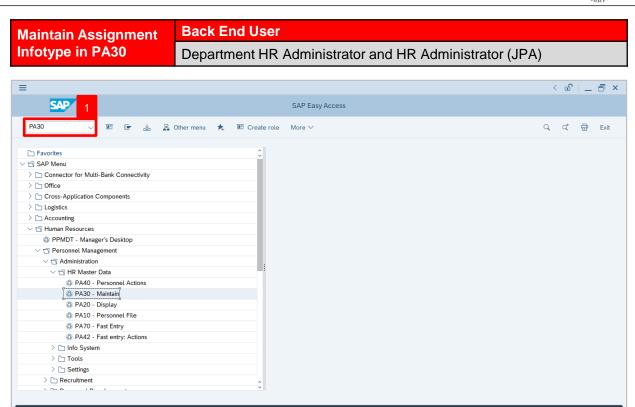


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User can view the personnel actions in this page.





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 💽 and 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.
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8. Press Enter button on the keyboard.



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10. Click on 📧 icon.



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The Change Assignment page will be displayed.

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		Save Cancel

User can edit the personnel assignment details in this page.