



SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

Maintain Employee Movement (PA)

Action Type Report

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Administrative Department Users** (back-end user) to manage **Employee Movement (PA)**. All Company and 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 will be 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
Glossary	2
Further Assistance	2
Process Overview	4
Add Transaction Code To Favorites	5
Action Type Report – Department HR Admin & JPA Approver	7

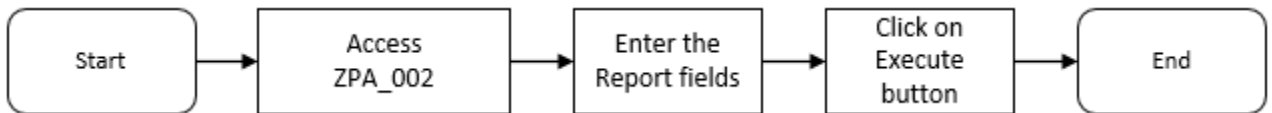


Process Overview

Add Transaction Code to Favorites



Generate Action Type Report via ZPA_002



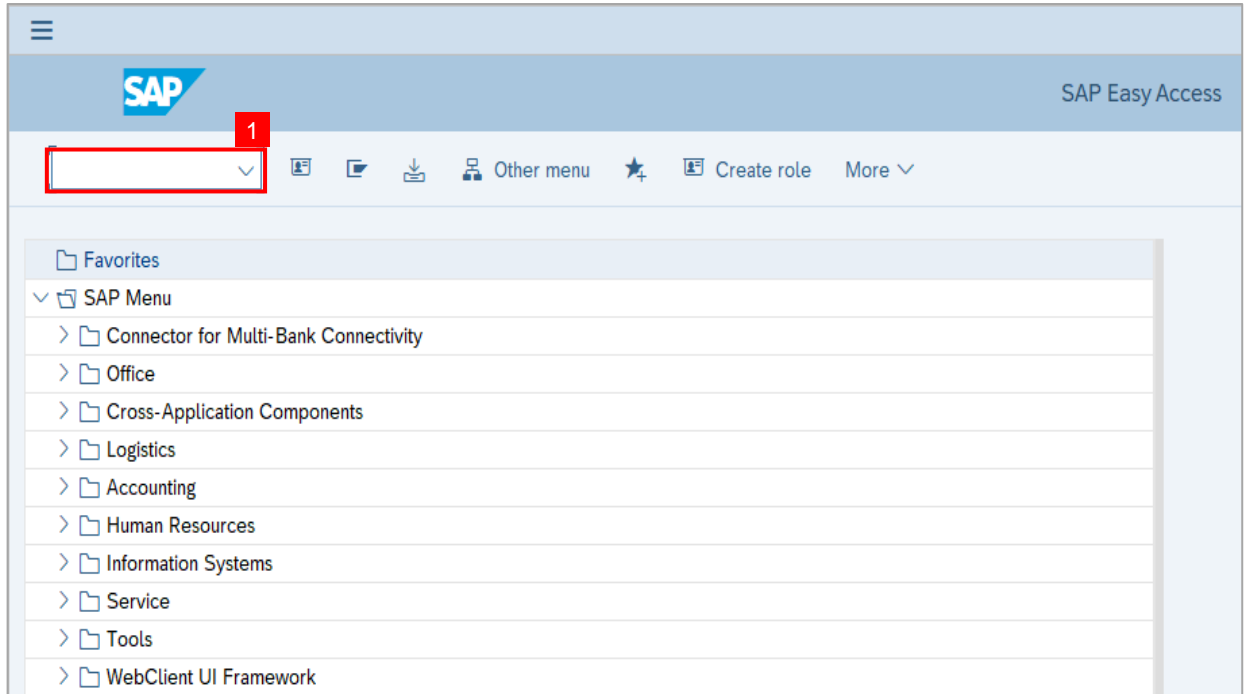
Add Transaction Code To Favorites

Backend User

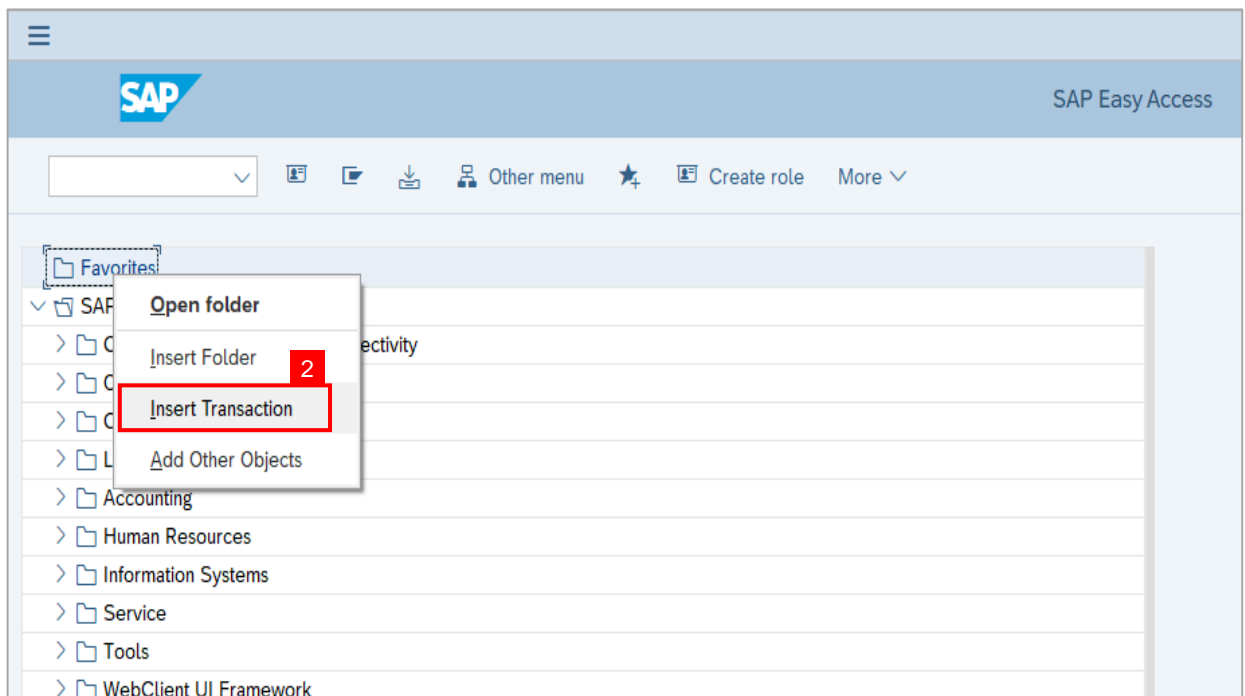
Department HR Administrator & JPA Approver

Log into SAP GUI (Back End) and proceed with the following steps.

1. Right click on the **Favorites** folder.



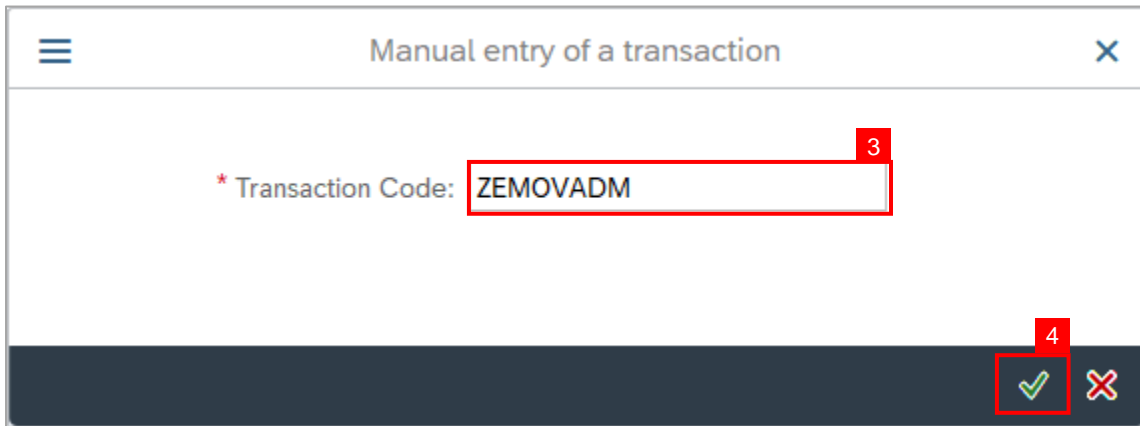
2. Click on **Insert Transaction**.



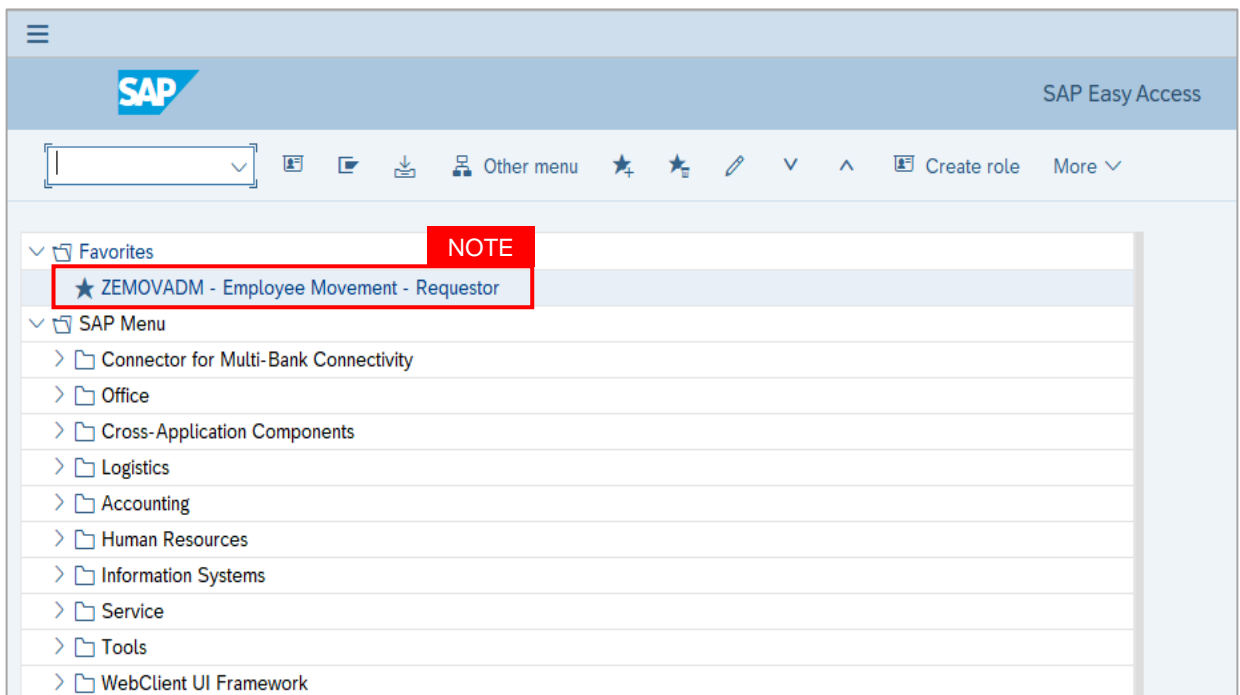
Note: Manual entry of a transaction will be displayed.

3. Enter Probation – Requestor Transaction Code **ZEMOVADM**

4. Click on **Continue** (Tick) icon.



Note: Probation - Requestor Transaction will be copied to your Favorites folder as Employee Movement - Requestor



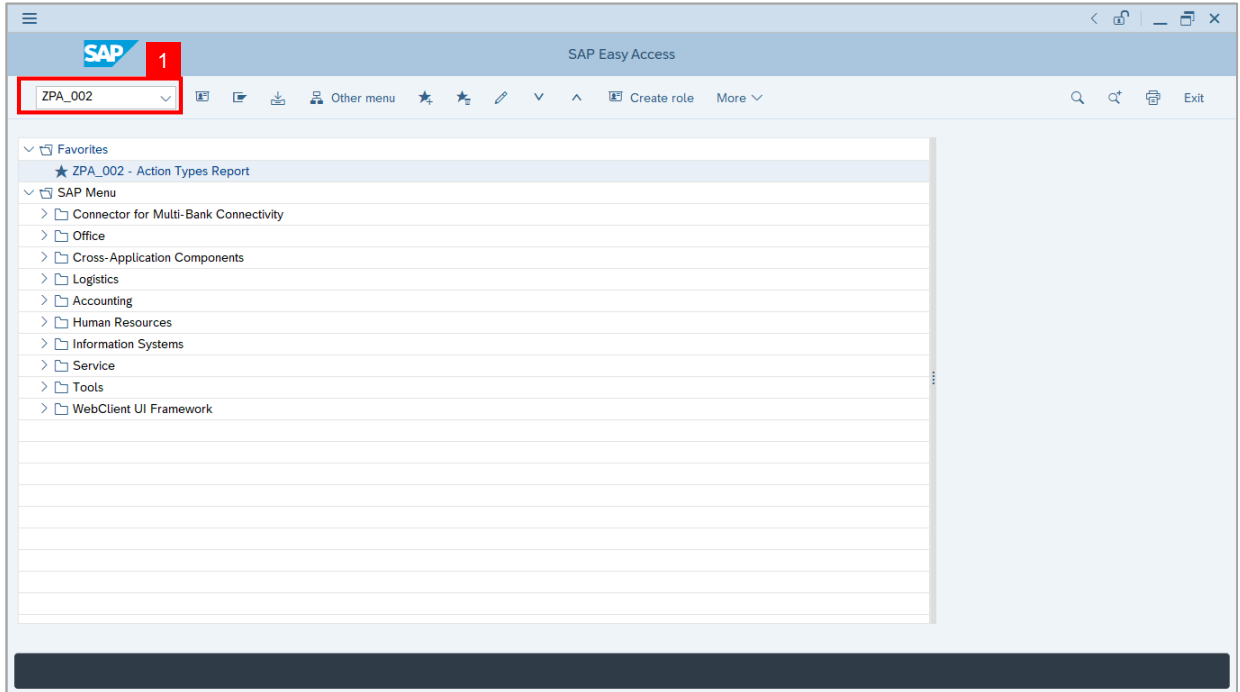
Action Types Report

Backend User

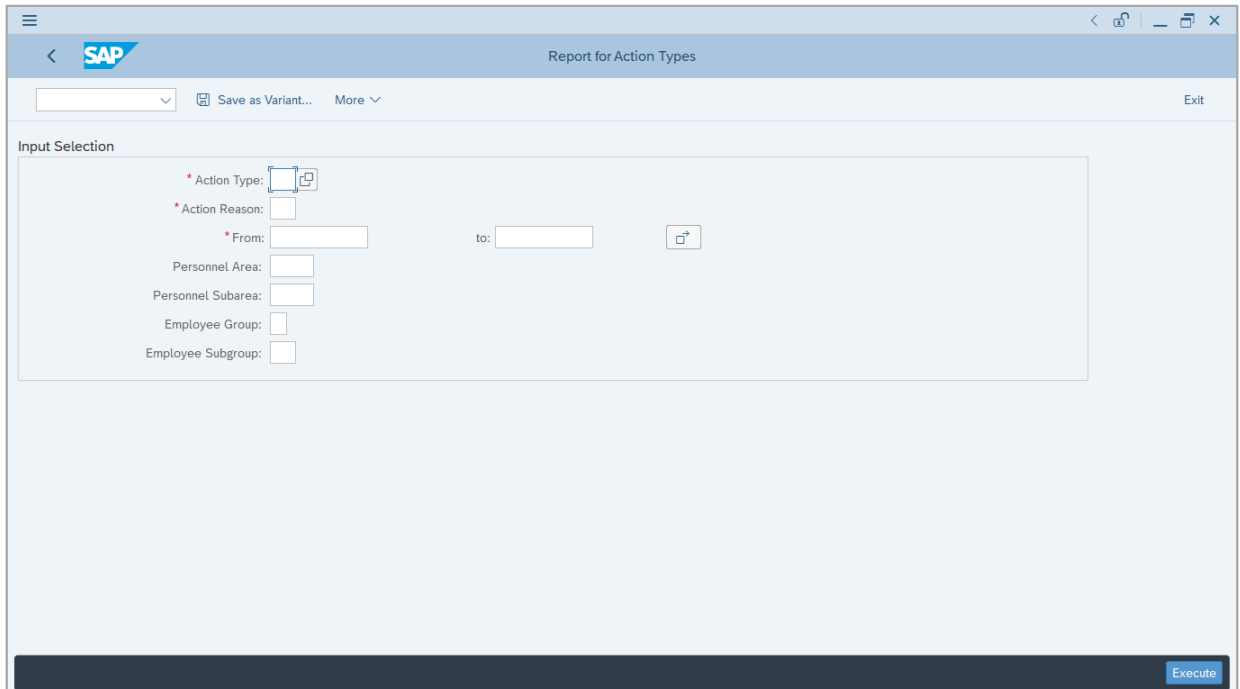
Department HR Administrator and JPA Approver

Log into SAP GUI (Back End) and proceed with the following steps.

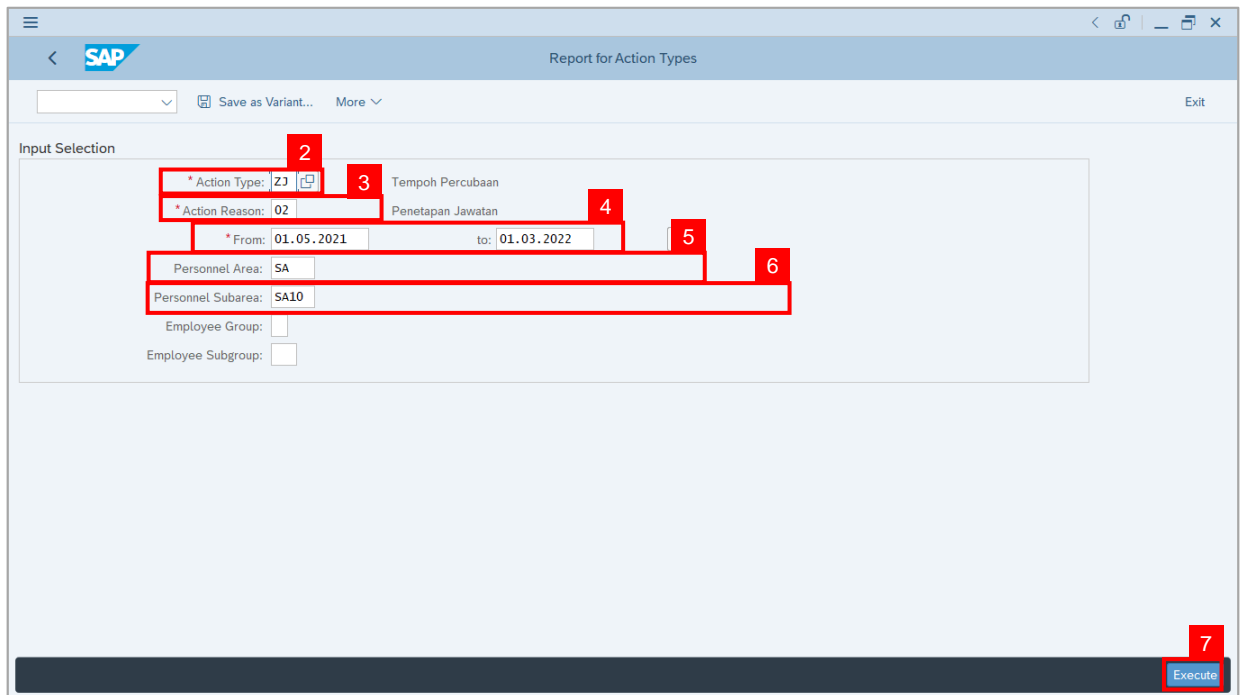
1. Enter transaction code **ZPA_002** in the search bar.



The **Report for Action Types** page will be displayed.



2. Enter the **Action Type**.
3. Enter the **Action Reason**.
4. Enter the **Action Date From and To (Action Type Period)**.
5. Enter the **Personnel Area (Ministry)**.
6. Enter the **Personnel Subarea (Department)**.
7. Click on **Execute** button.



The screenshot shows the SAP 'Report for Action Types' interface. The 'Input Selection' section contains the following fields:

- * Action Type: ZJ (Tempoh Percubaan) - Callout 2
- * Action Reason: 02 (Penetapan Jawatan) - Callout 3
- * From: 01.05.2021 to: 01.03.2022 - Callout 4
- Personnel Area: SA - Callout 5
- Personnel Subarea: SA10 - Callout 6
- Employee Group: []
- Employee Subgroup: []

The 'Execute' button is located at the bottom right of the form area, with callout 7.

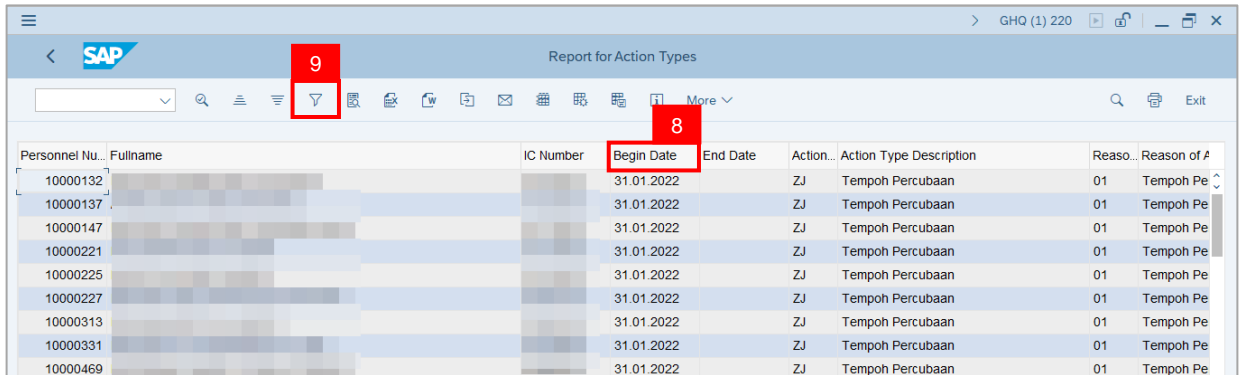
Note:

- The report would generate the recorded job data or personnel movement under **Actions Infotype** in **PA30 Maintain HR Master Data** page.
- The **Action Date From and To (Action Type Period)** allows the user to generate report based on the job data's **Start date (Effective date)**

The **Report for Action Types** page will be displayed.

8. To further filter the report, click on any tab. Example, select **Begin Date** tab.

9. Click on **Filter** icon.

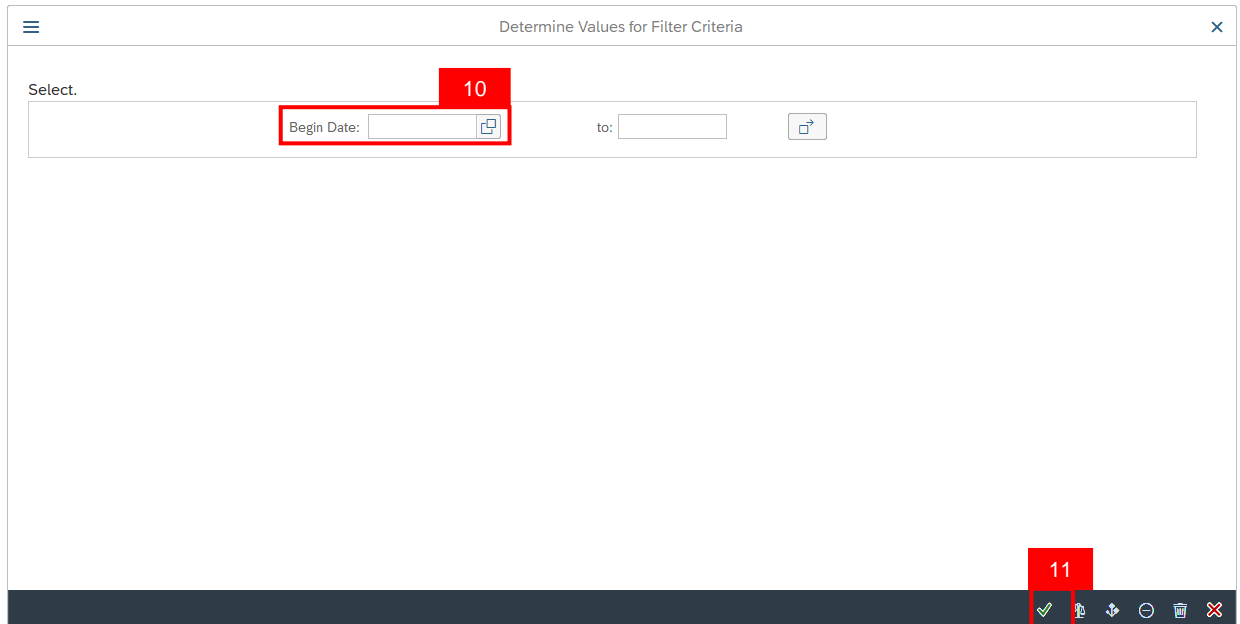


The screenshot shows the SAP 'Report for Action Types' interface. A table lists personnel records with columns for Personnel Number, Fullname, IC Number, Begin Date, End Date, Action, Action Type Description, Reason, and Reason of Action. A red box labeled '9' highlights the filter icon in the top toolbar. Another red box labeled '8' highlights the 'Begin Date' column header.

Personnel Nu...	Fullname	IC Number	Begin Date	End Date	Action...	Action Type Description	Reaso...	Reason of A
10000132			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000137			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000147			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000221			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000225			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000227			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000313			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000331			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe
10000469			31.01.2022		ZJ	Tempoh Percubaan	01	Tempoh Pe

10. Enter the filter values or click on **Lookup** icon to select the values.

11. Click on **Tick** button.

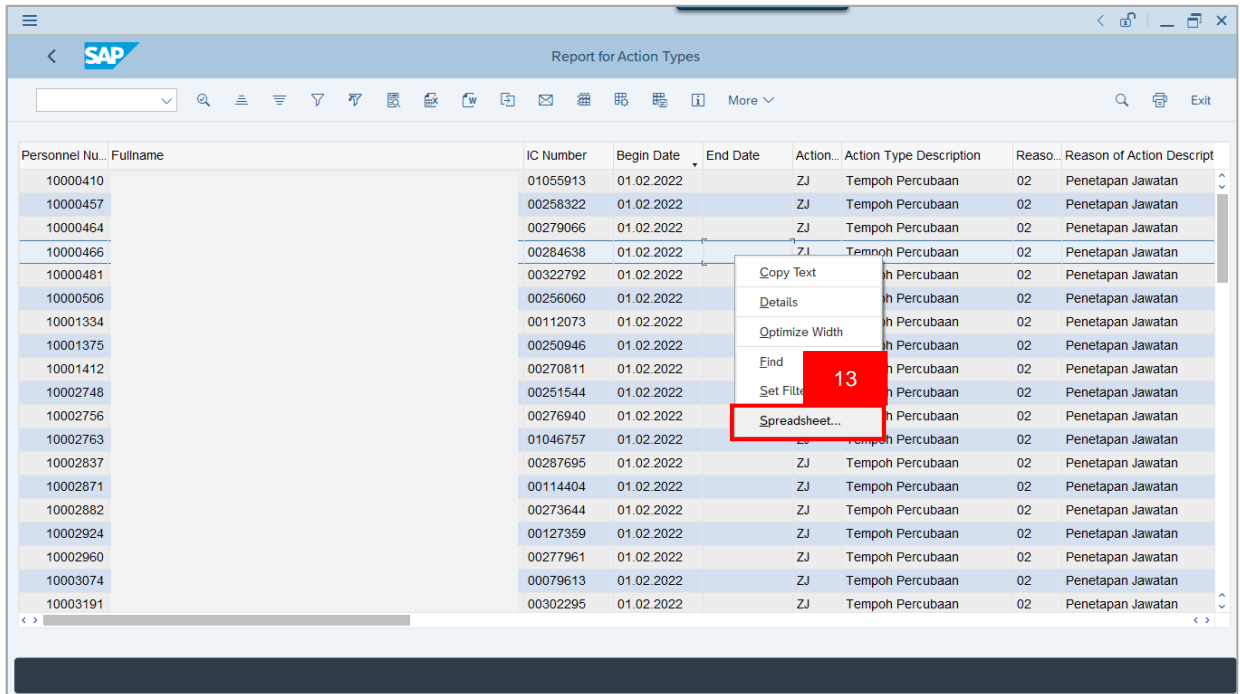


The screenshot shows the 'Determine Values for Filter Criteria' dialog box. It contains a 'Select.' label and a text input field with 'Begin Date:' followed by a date picker icon. A red box labeled '10' highlights the date picker icon. At the bottom right, there is a 'Tick' button (checkmark icon) highlighted with a red box labeled '11'.

The **Report for Action Types (Filtered)** page will be displayed.

12. To export or save the report, place the mouse cursor onto the report and press **Right Click** button.

13. Click on **Spreadsheet**.

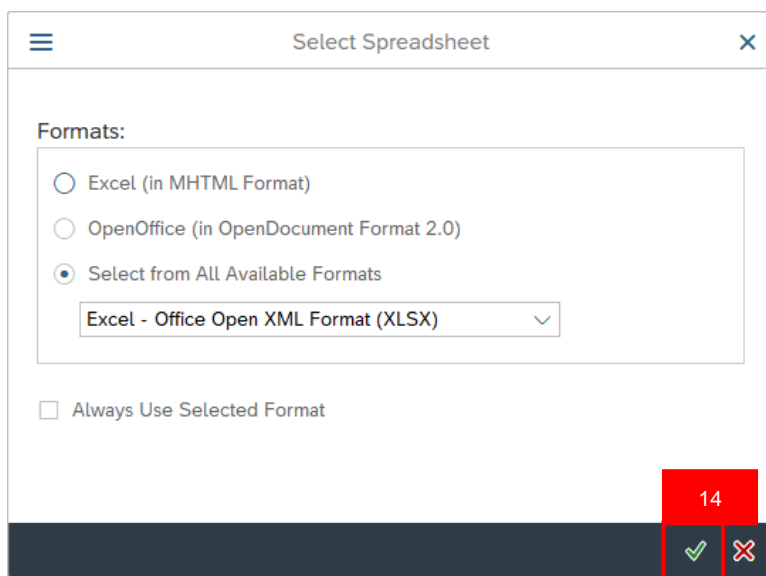


The screenshot shows the SAP GUI interface for the 'Report for Action Types' page. The table displays personnel data with columns for Personnel No., Fullname, IC Number, Begin Date, End Date, Action, Action Type Description, Reason, and Reason of Action Description. A context menu is open over the table, and the 'Spreadsheet...' option is highlighted with a red box and the number 13.

Personnel No...	Fullname	IC Number	Begin Date	End Date	Action	Action Type Description	Reason	Reason of Action Description
10000410		01055913	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10000457		00258322	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10000464		00279066	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10000466		00284638	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10000481		00322792	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10000506		00256060	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10001334		00112073	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10001375		00250946	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10001412		00270811	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002748		00251544	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002756		00276940	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002763		01046757	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002837		00287695	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002871		00114404	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002882		00273644	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002924		00127359	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10002960		00277961	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10003074		00079613	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan
10003191		00302295	01.02.2022		ZJ	Tempoh Percubaan	02	Penetapan Jawatan

14. Click on **Tick** button.

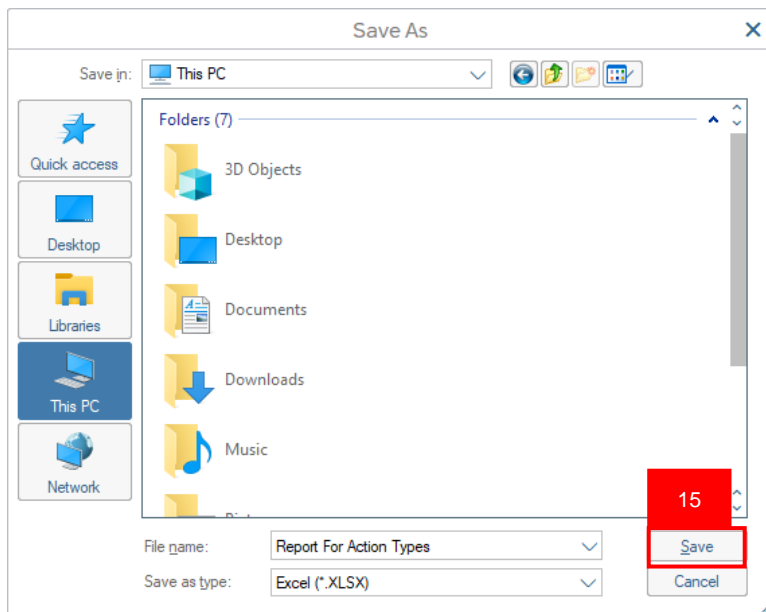
Note: The report will be exported in Excel format.



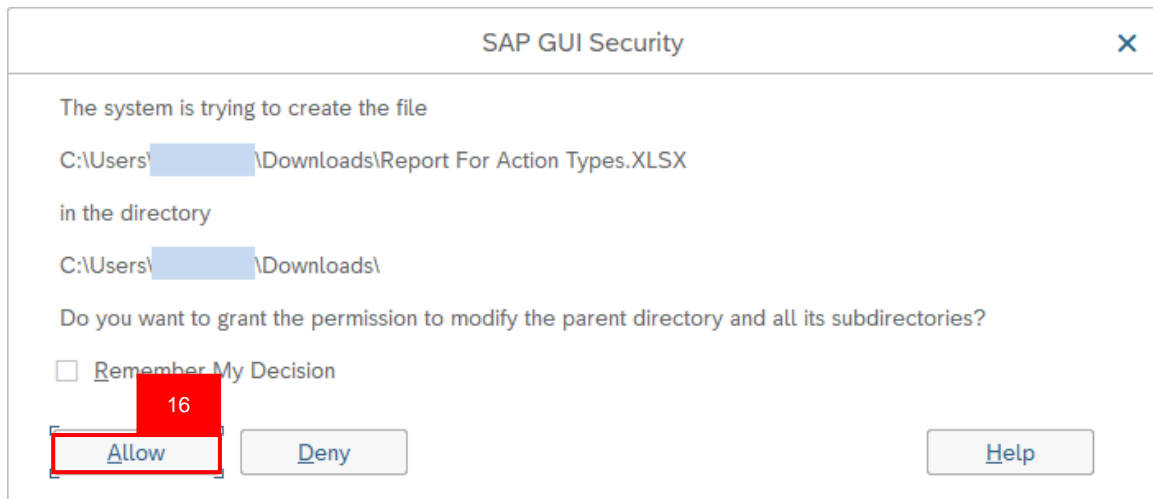
The screenshot shows the 'Select Spreadsheet' dialog box in SAP. Under the 'Formats:' section, the 'Excel - Office Open XML Format (XLSX)' option is selected. A red box with the number 14 highlights the 'Always Use Selected Format' checkbox, which is currently unchecked. At the bottom, there are two buttons: a green checkmark (Tick) and a red X (Cancel).

15. Click on Save button.

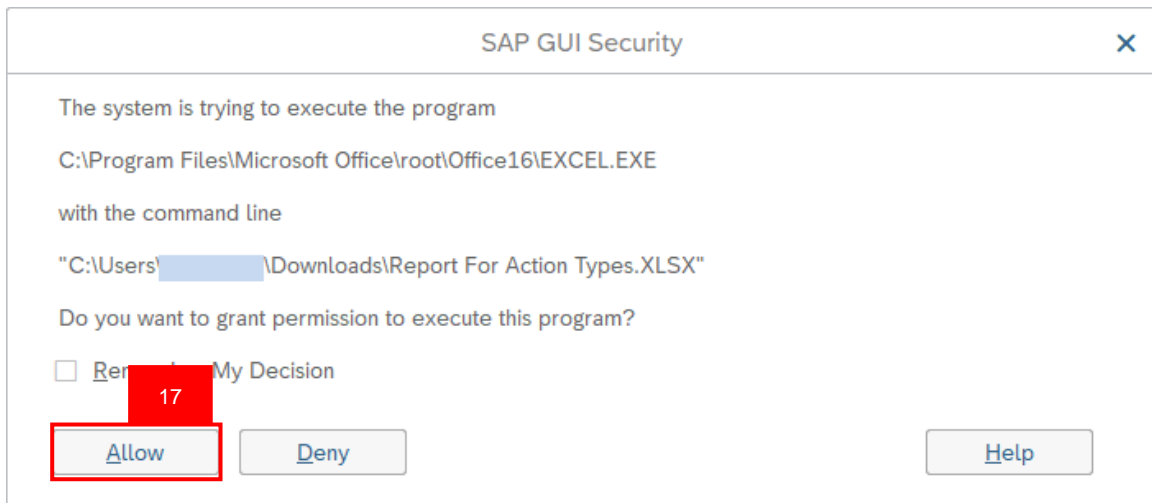
Note: User can rename to appropriate naming convention and select the folder for saving.



16. Click on **Allow** button for SAP GUI Security.



17. Click on **Allow** button for SAP GUI Security.



Outcome: The **Report for Action Types** is downloaded into the device.