SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

Maintain Employee Movement (PA)

Probation Application Approval

JPA Approver

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**.

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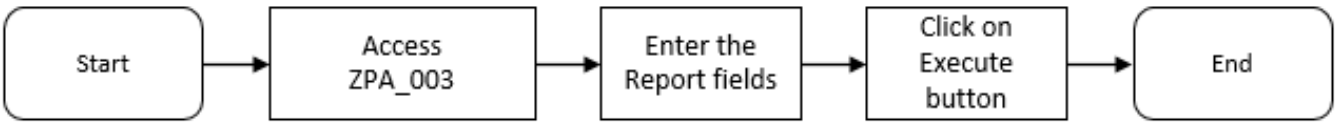
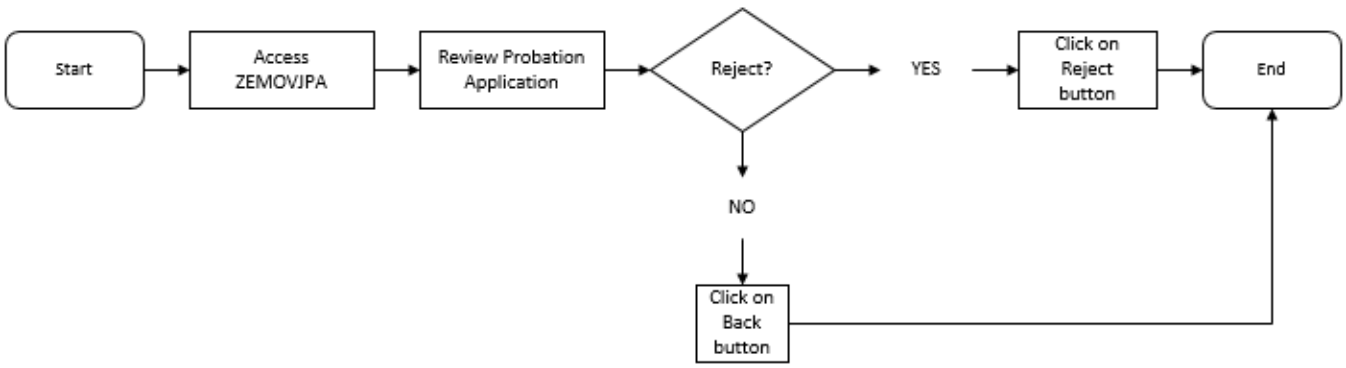
Process Overview

Add Transaction Code to Favourites

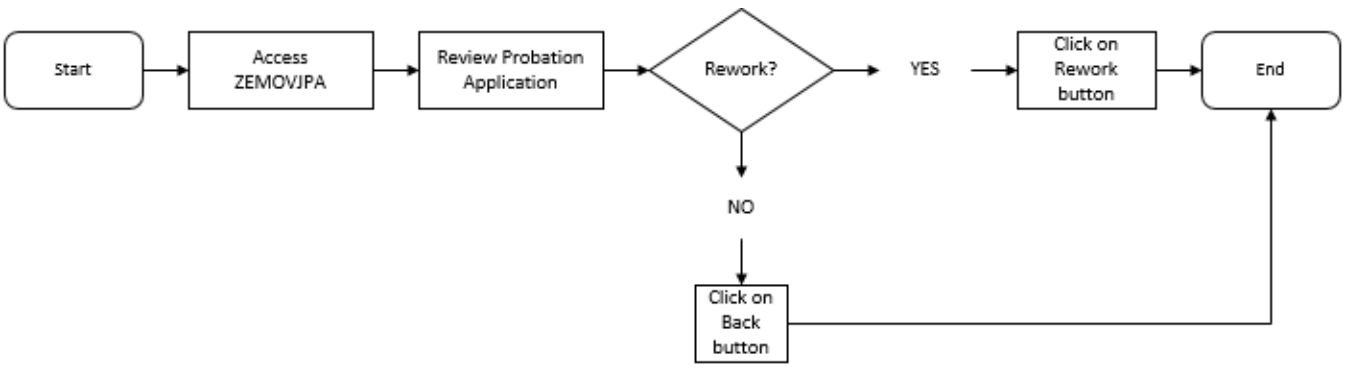
Generate Kertas Kerja via ZPA_003



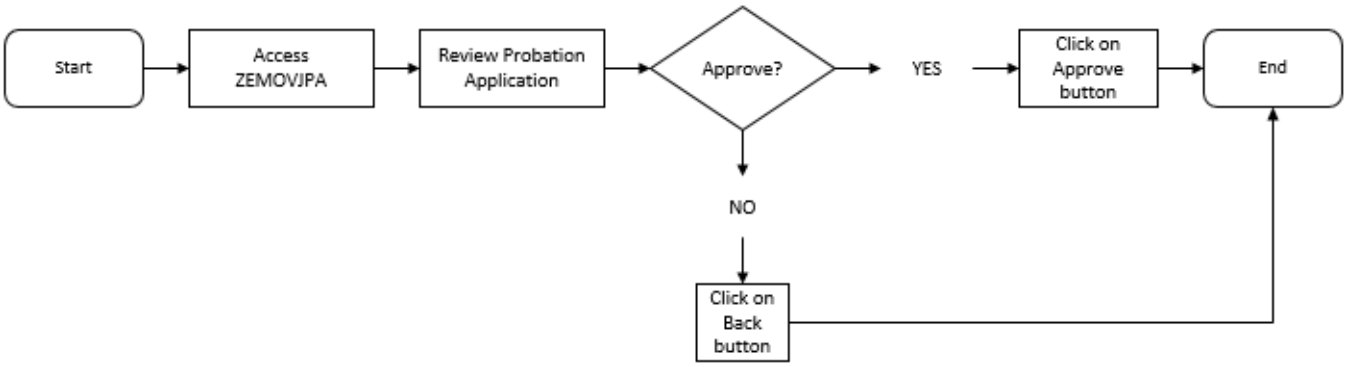
Reject Probation Application in ZEMOVJPA



Rework Probation Application in ZEMOVJPA



Approve Probation Application in ZEMOVJPA

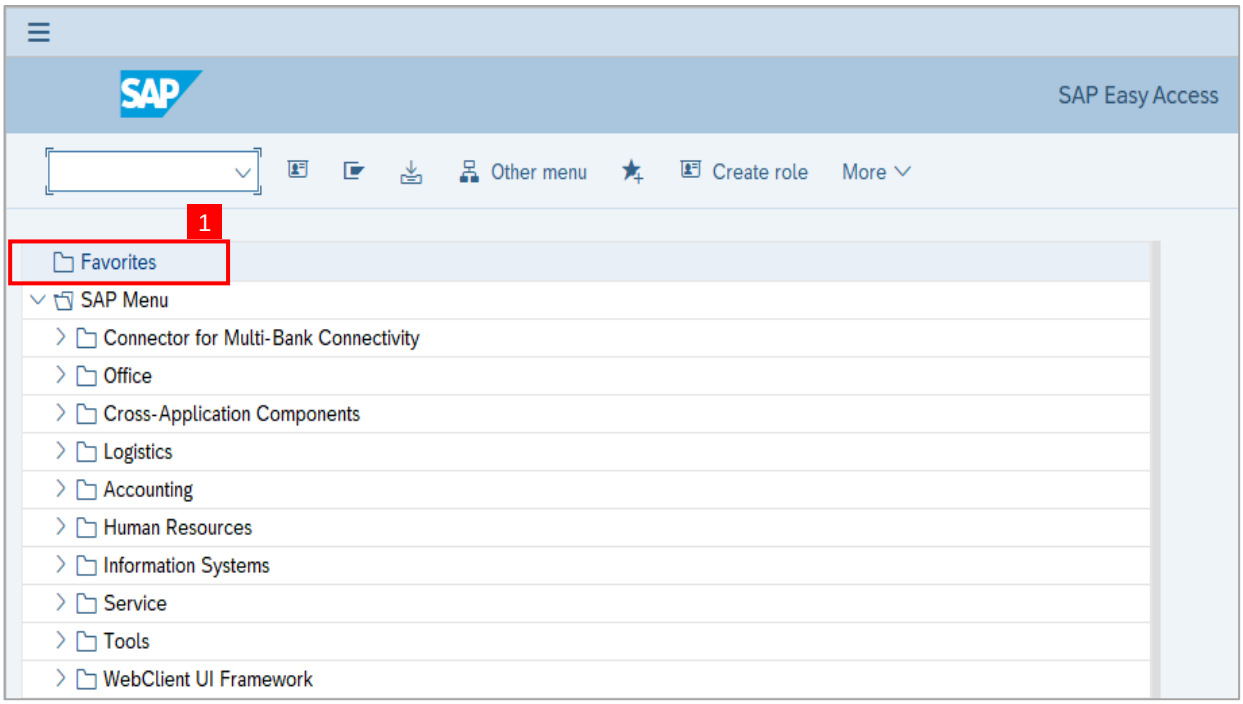


Generate Summary Report for Application via ZPA_004

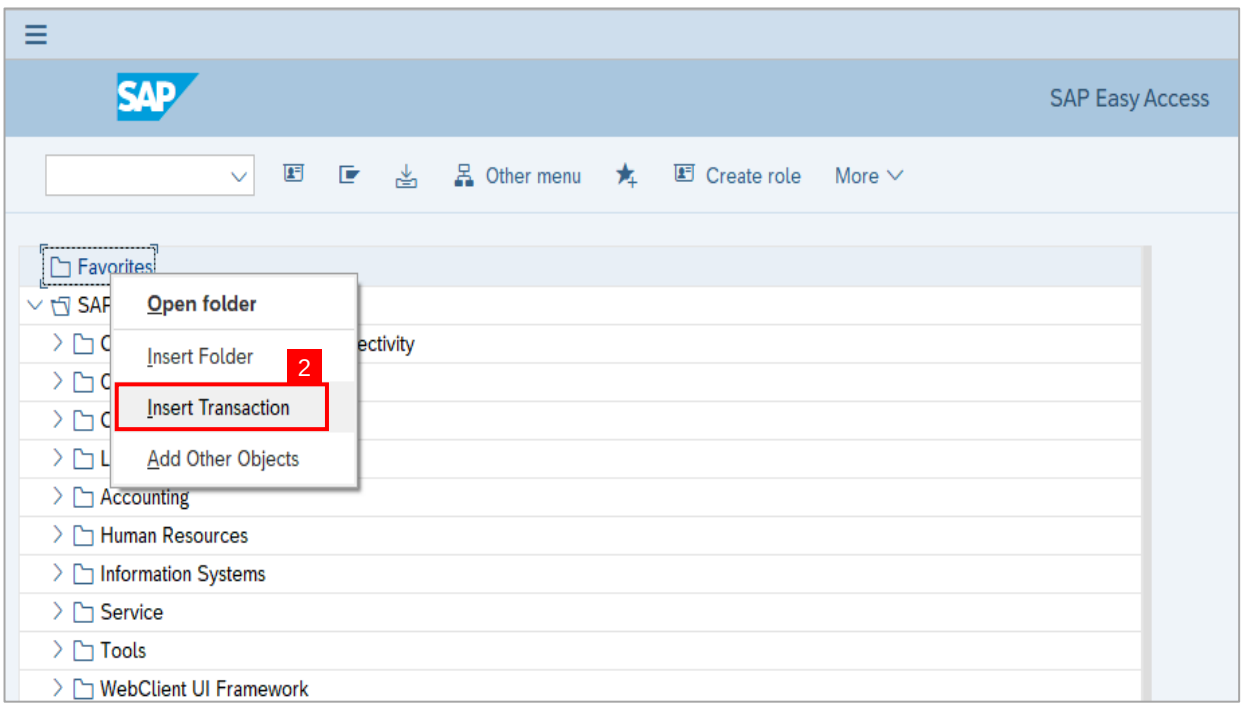
Add Transaction Code To Favorites	Backend User
	Department HR Administrator & JPA Approver

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

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



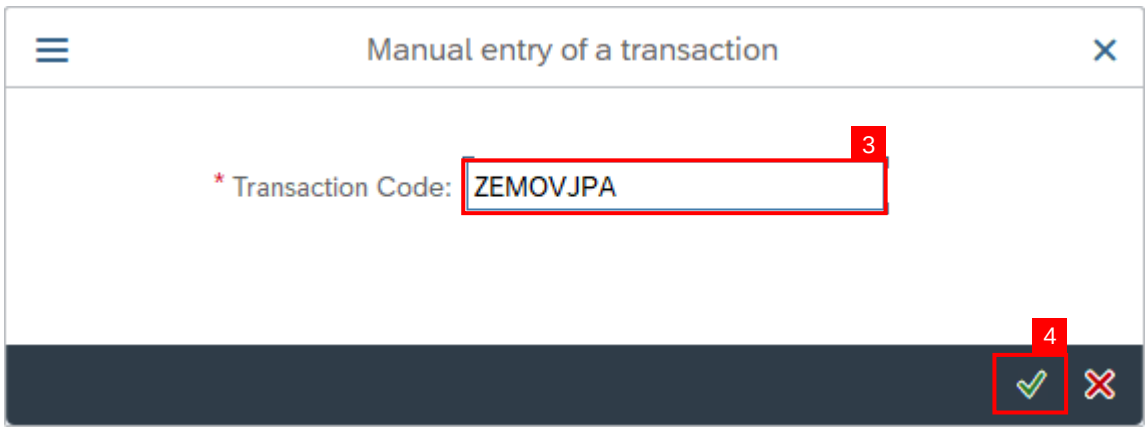
2. Click on **Insert Transaction**.



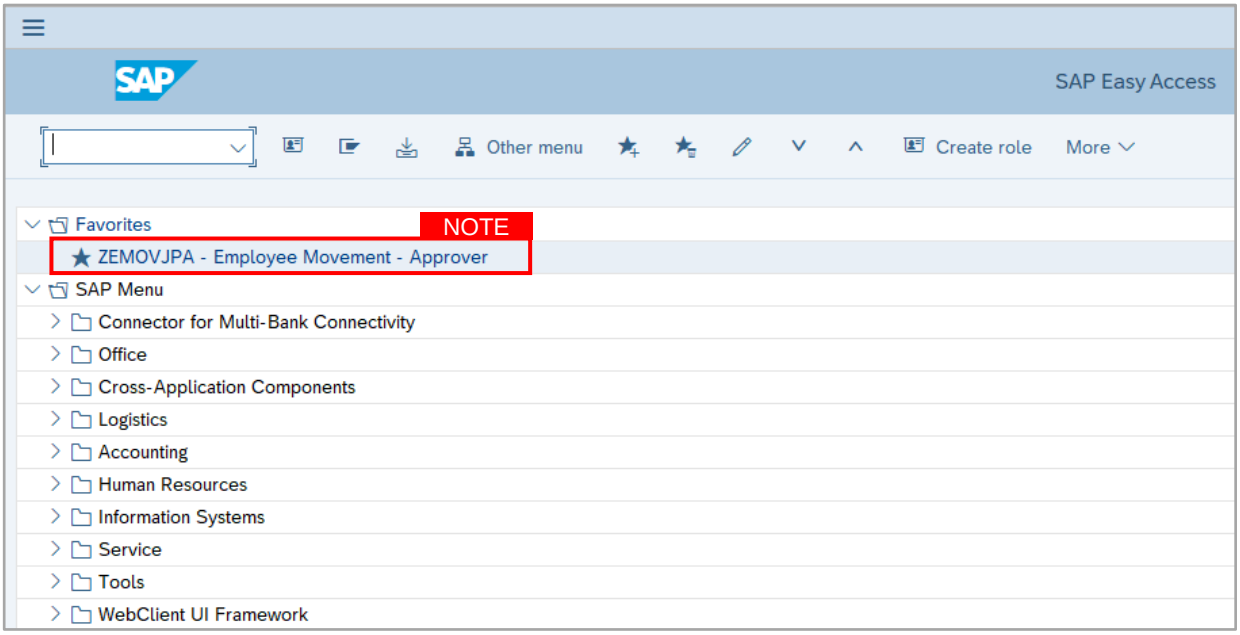
Note: Manual entry of a transaction will be displayed.

3. Enter Probation – Approver Transaction Code **ZEMOVJPA**

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



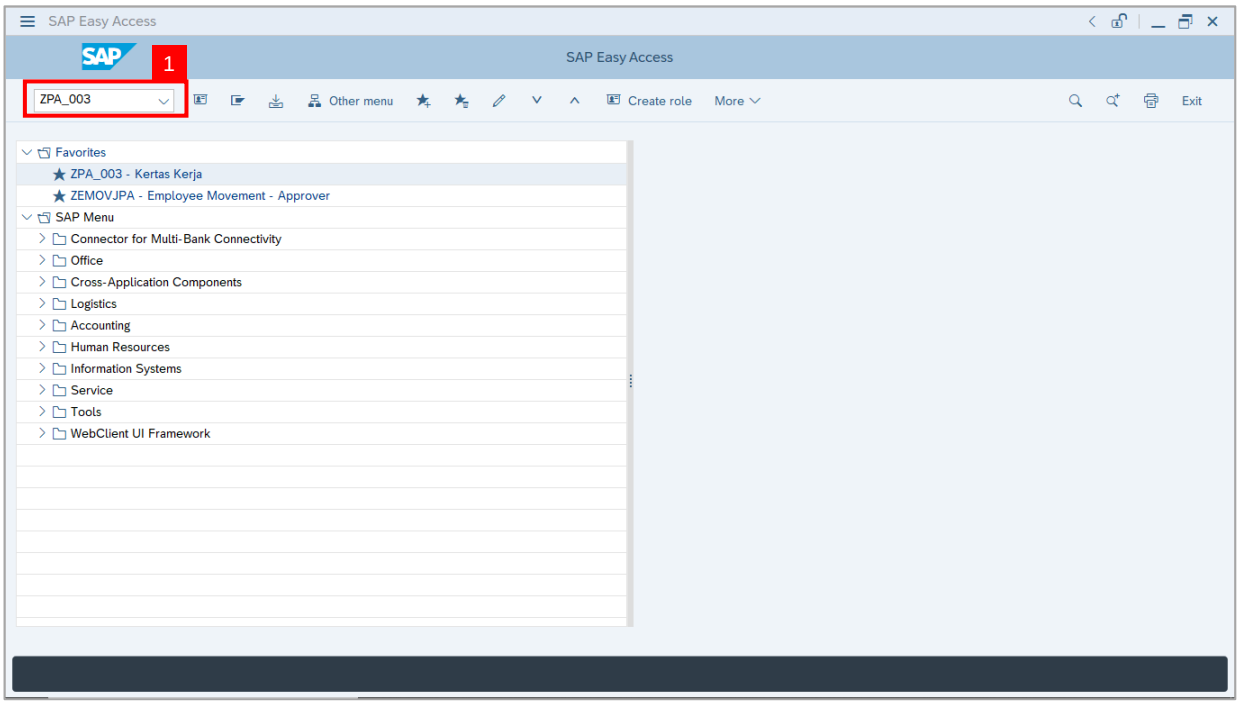
Note: Probation - Approver Transaction will be copied to your Favorites folder as Employee Movement - Requestor



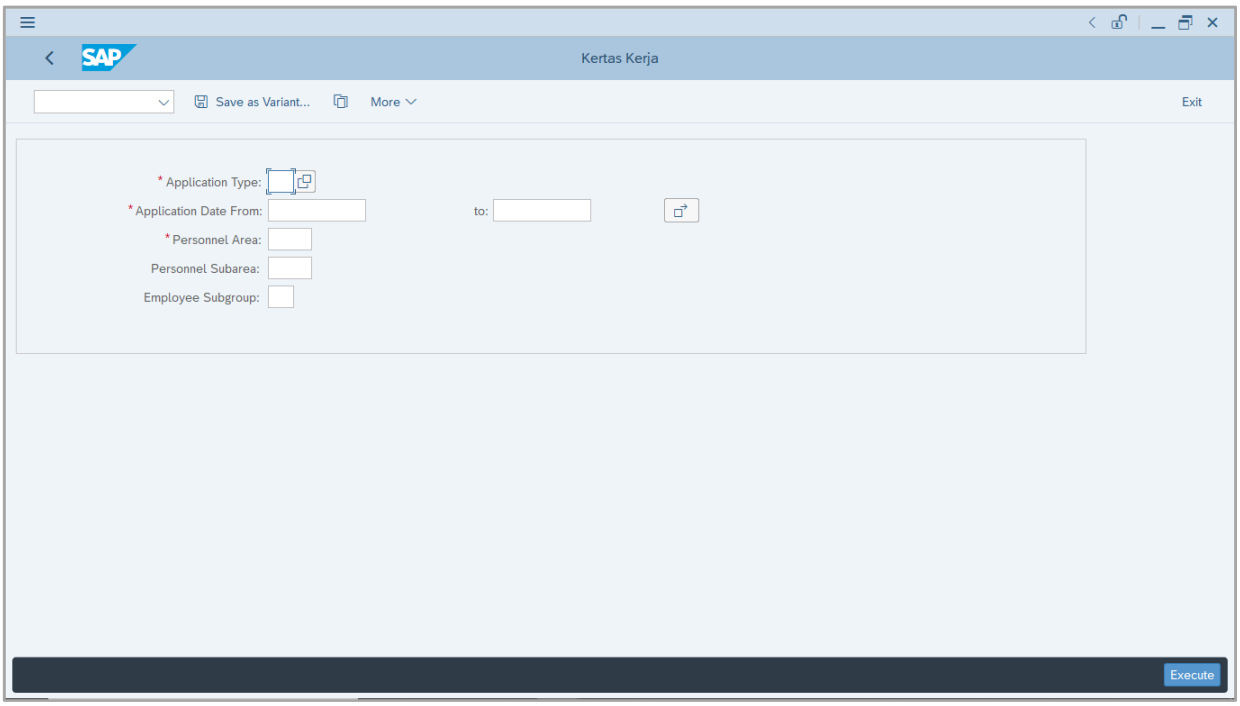
Generate Kertas Kerja	Backend User
	JPA Approver

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

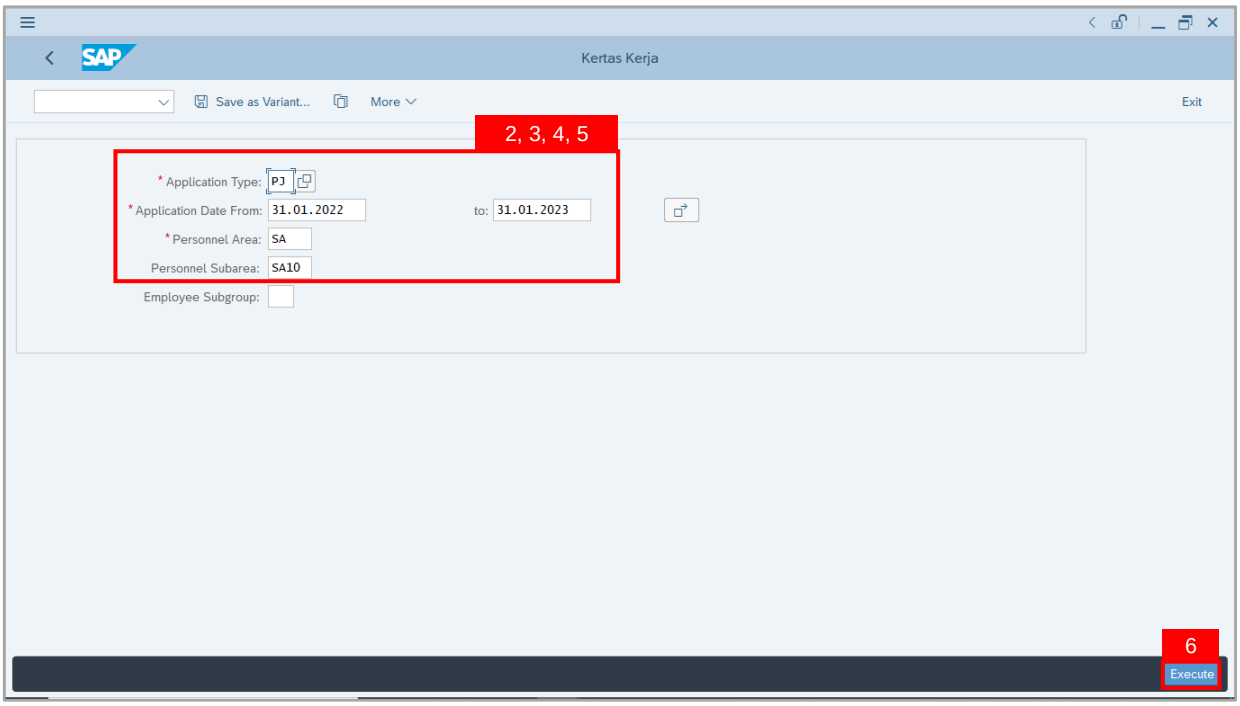
1. Enter transaction code **ZPA_003** in the search bar.



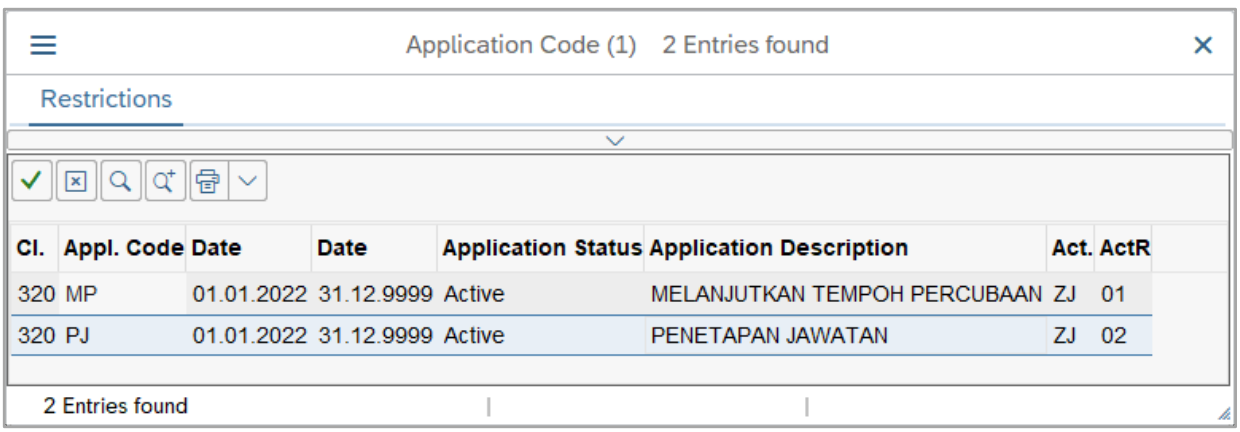
Note: The **Kertas Kerja** page will be displayed.



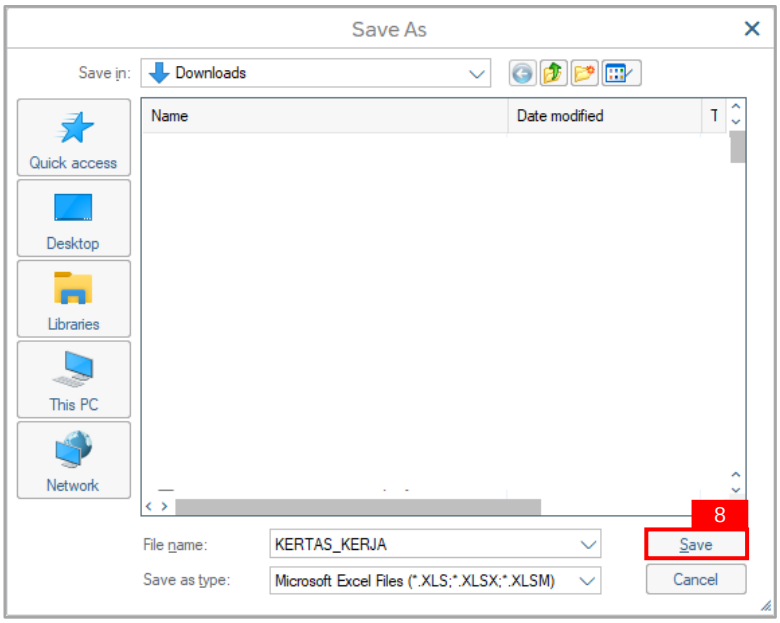
2. Enter the **Application Type.**
3. Enter the **Application Date From** and **To (Application Period).**
4. Enter the **Personnel Area (Ministry).**
5. (Optional) Enter the **Personnel Subarea (Department).**
6. Click on **Execute** button.



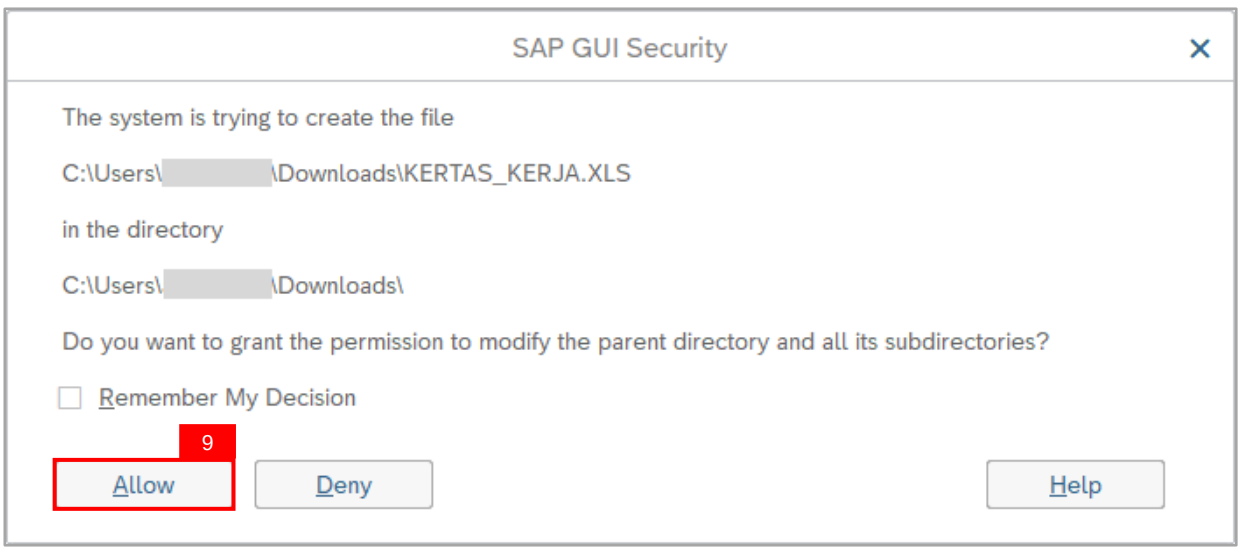
Note: JPA Approver (User) can click on **Lookup** icon for **Application Type (MP Melanjutkan Tempoh Percubaan or PJ Penetapan Jawatan).**



7. Select respective folder to save **Kertas Kerja** file into the device.
8. Click on **Save** button.



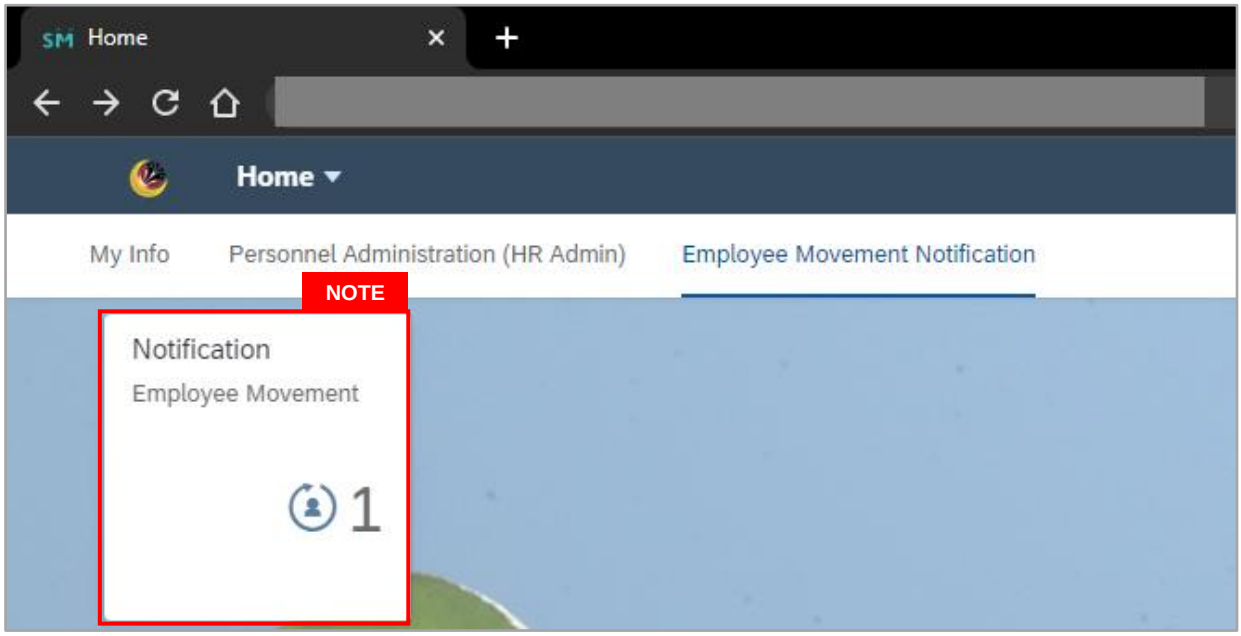
9. Click on **Allow** button for SAP GUI Security.



Outcome: The **Kertas Kerja** is downloaded into the device in Excel format.

Reject Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.

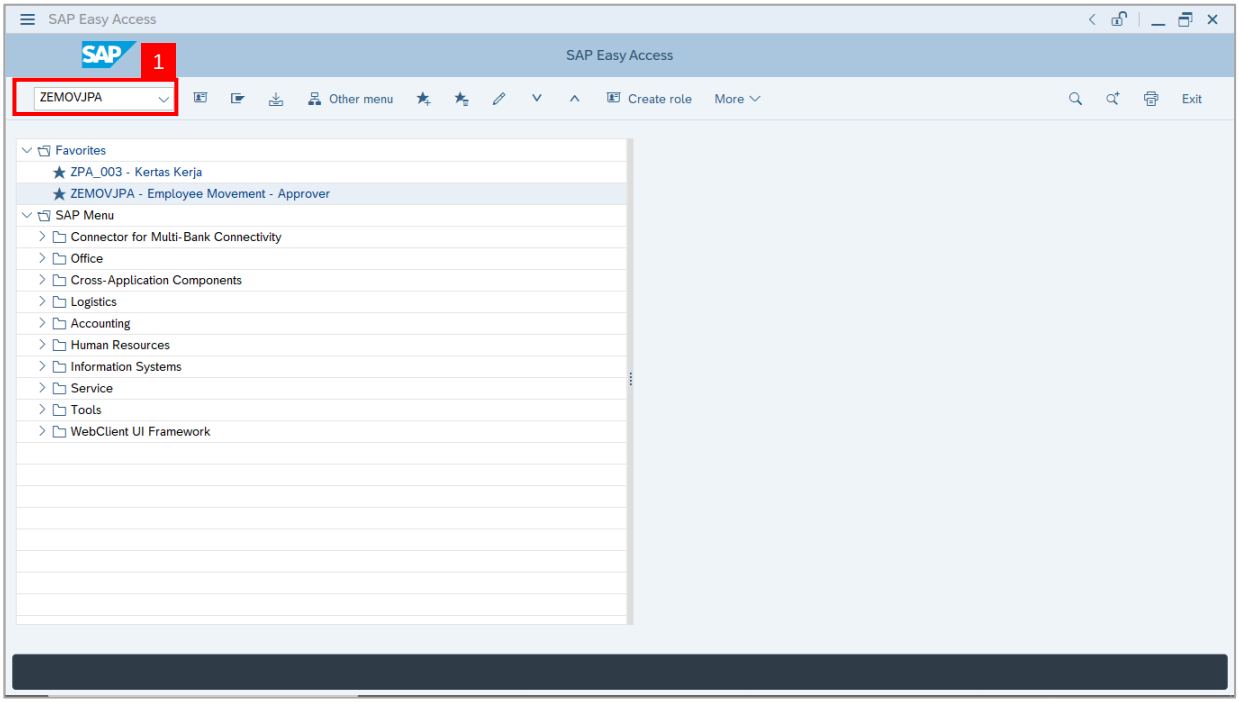
Note:

i. Unopened notifications will be marked with **New.**

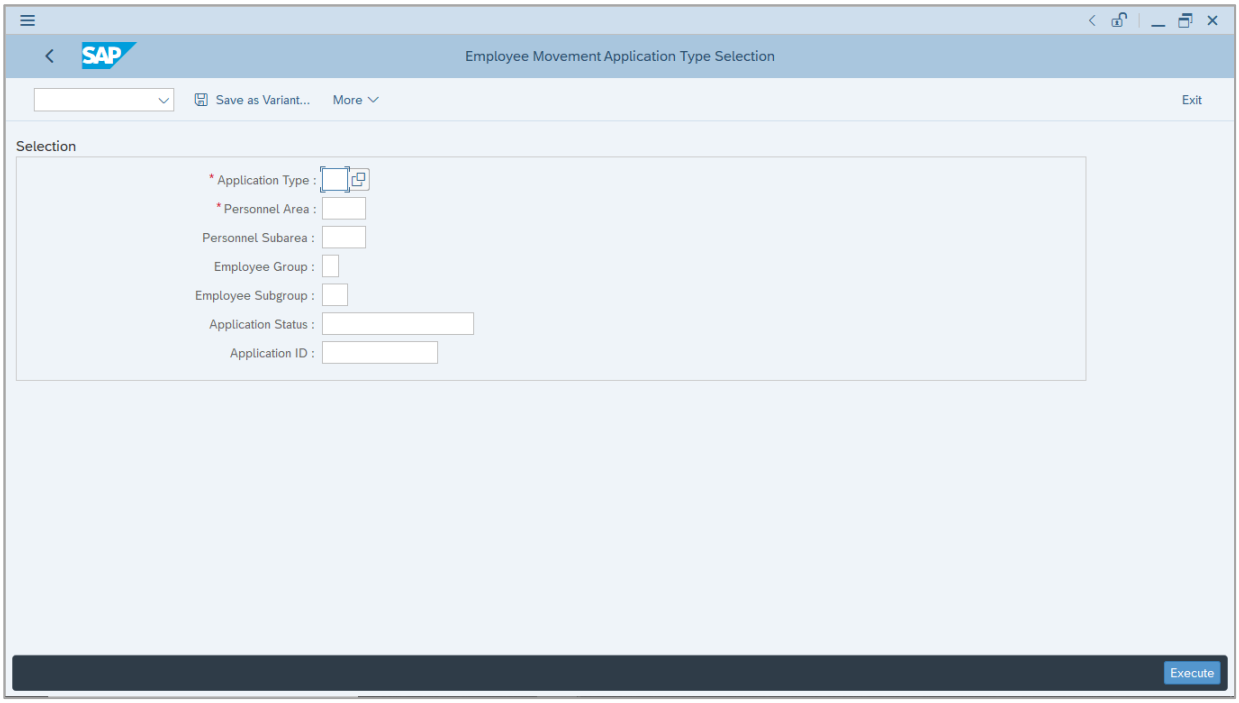
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

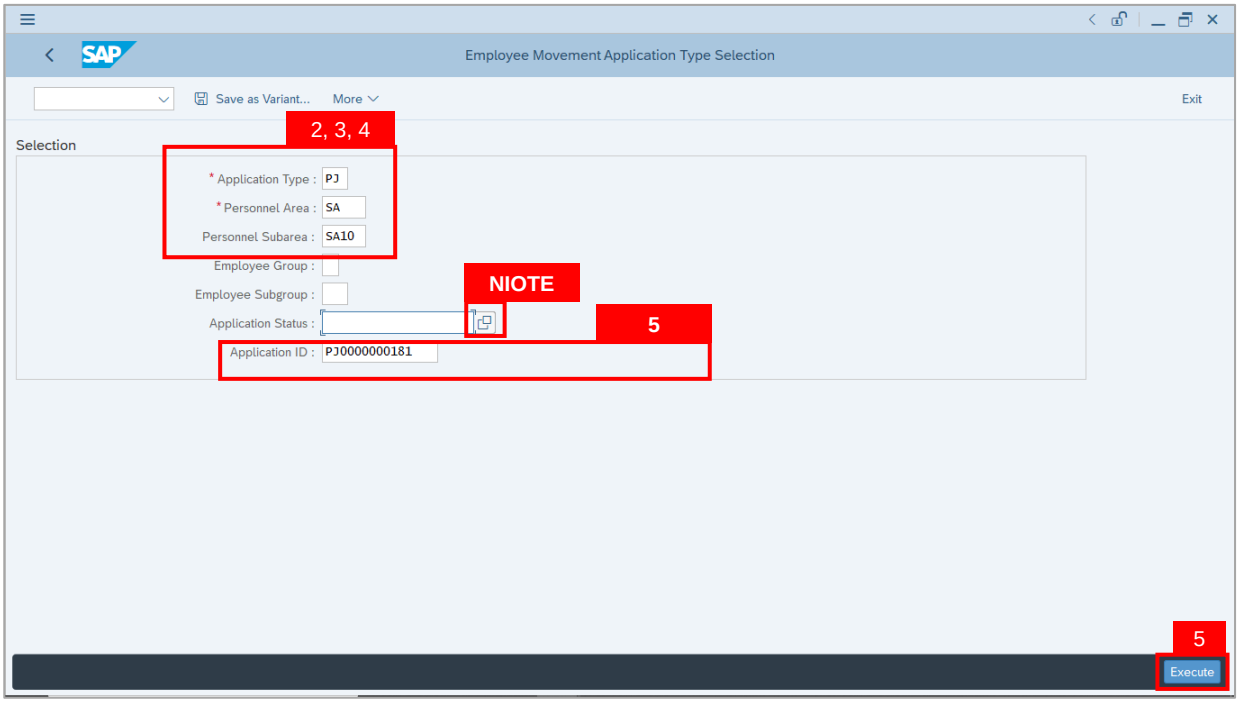
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry).**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

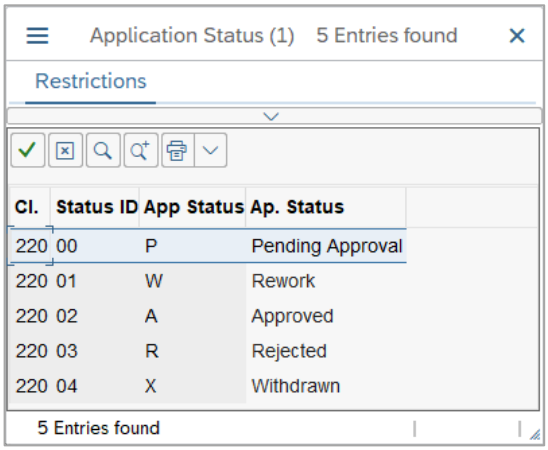


Note:

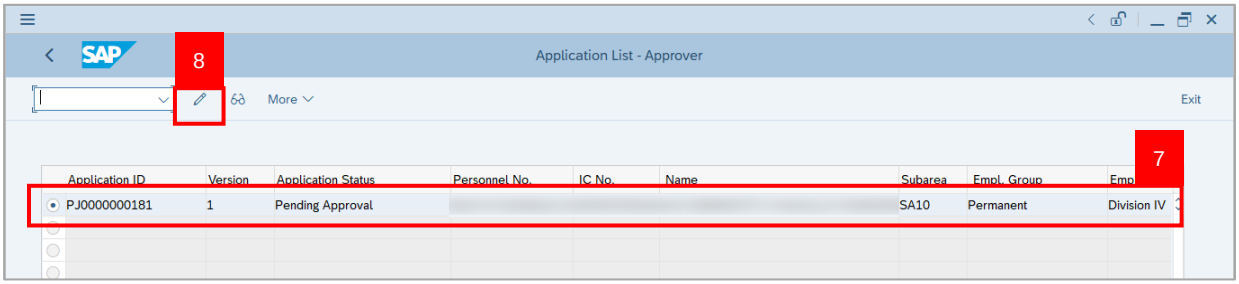
i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

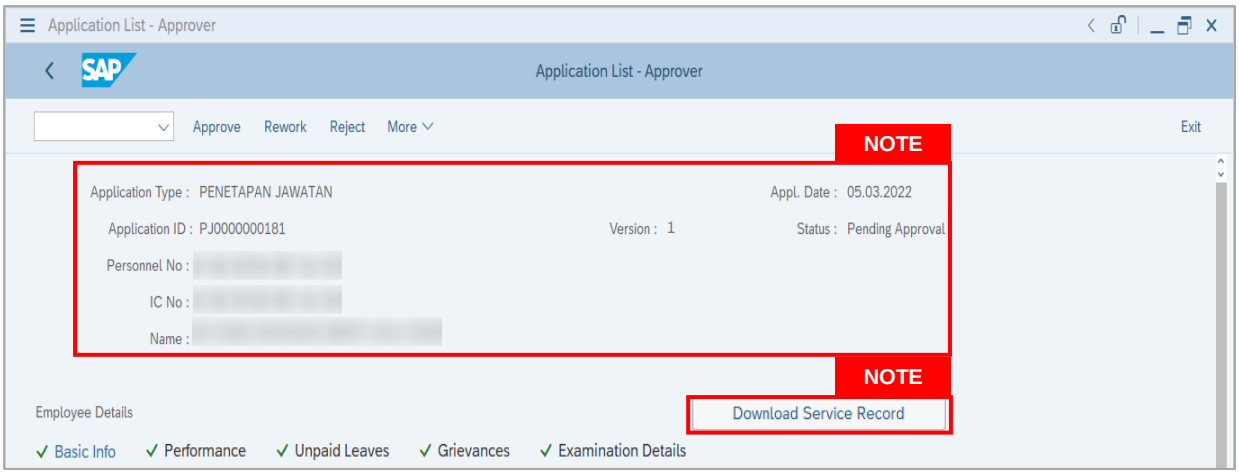
iii. User may leave **Application ID** field empty to view all applications submitted.



7. Select submitted application.
8. Click on **Change** icon.



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

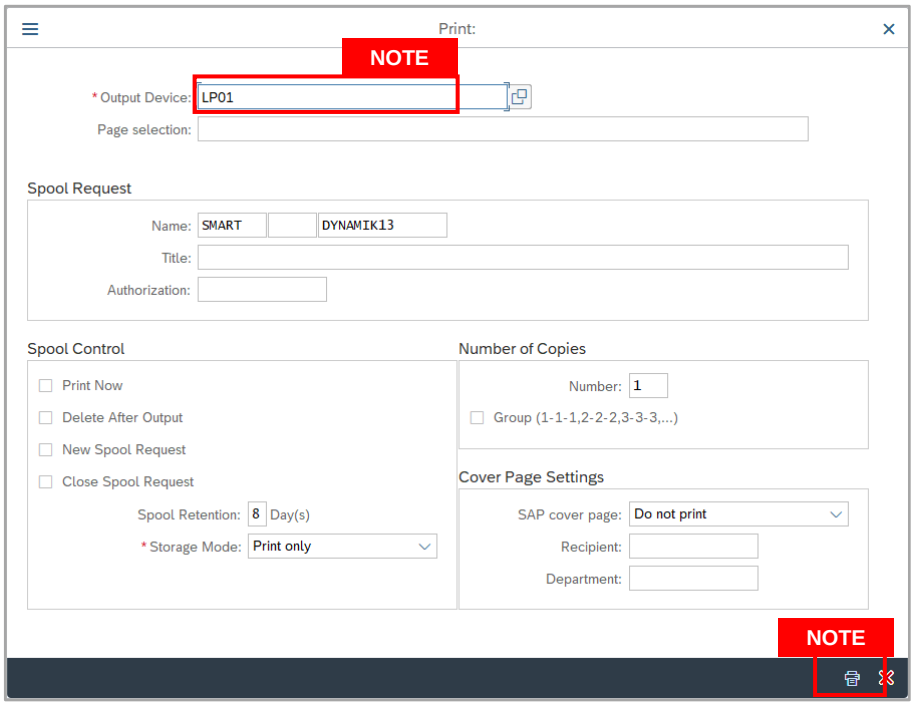
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

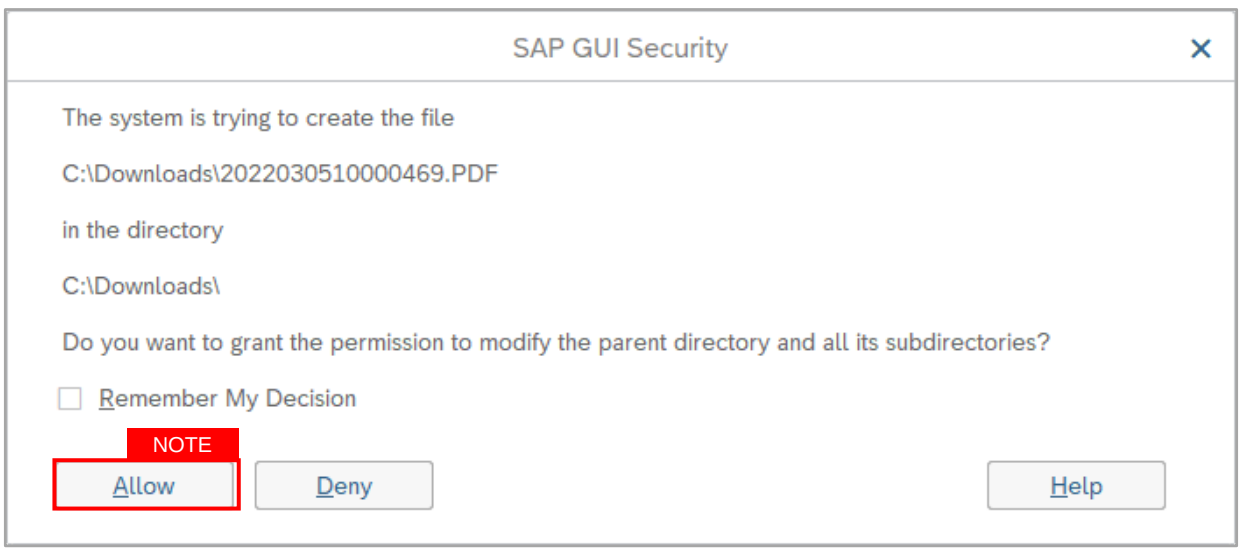
iv. Click on **Print** button



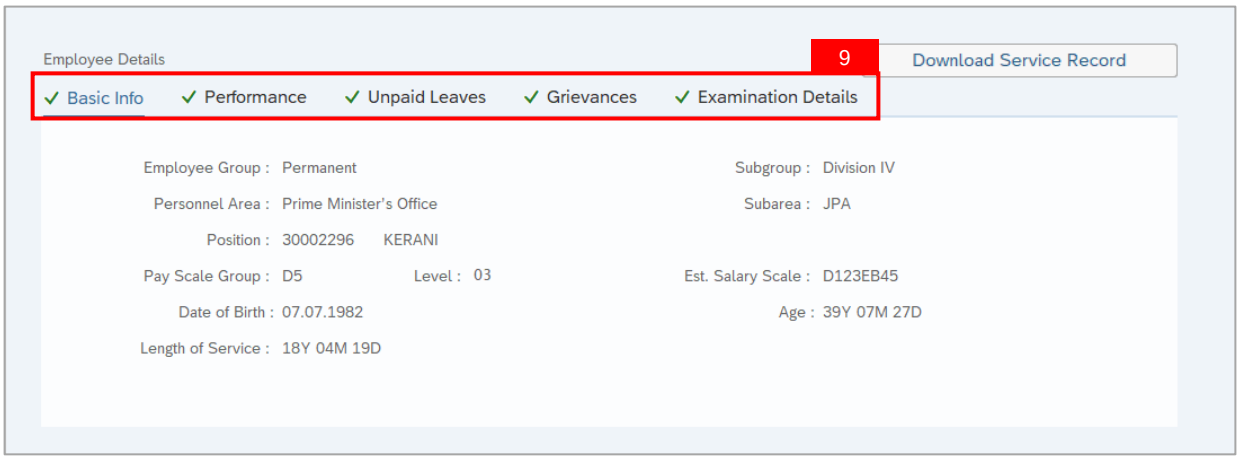
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

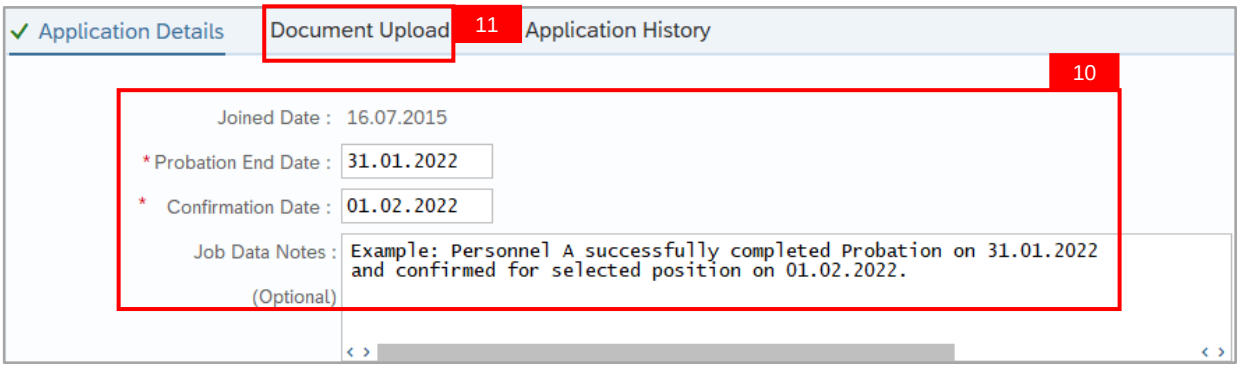


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

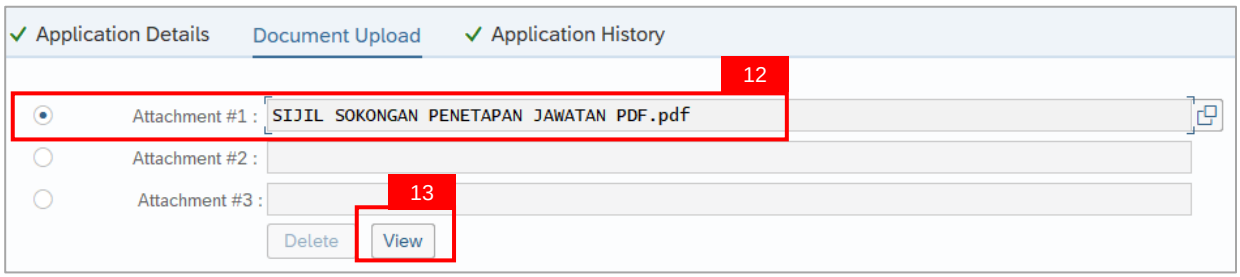


10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

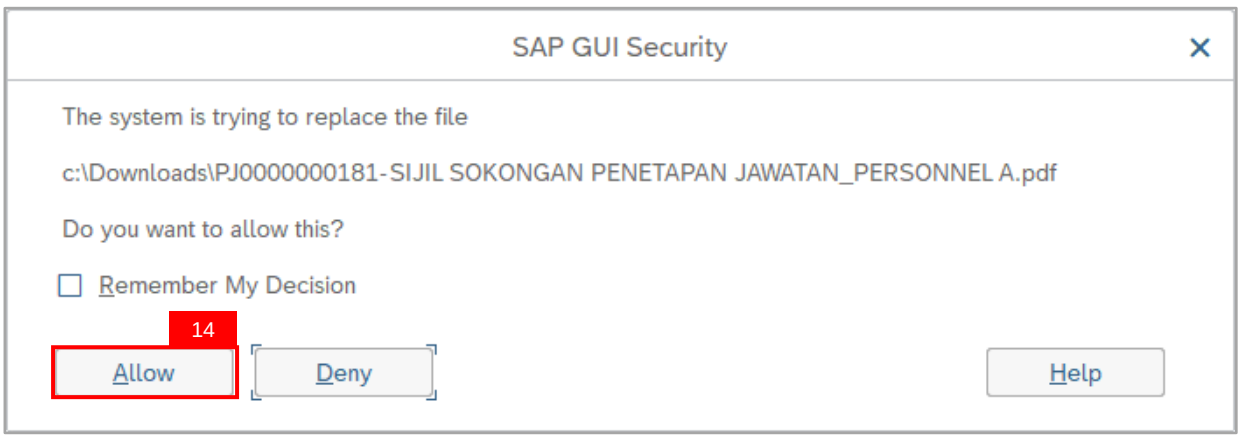


12. Select **Attachment** to review.
13. Click on **View** button.

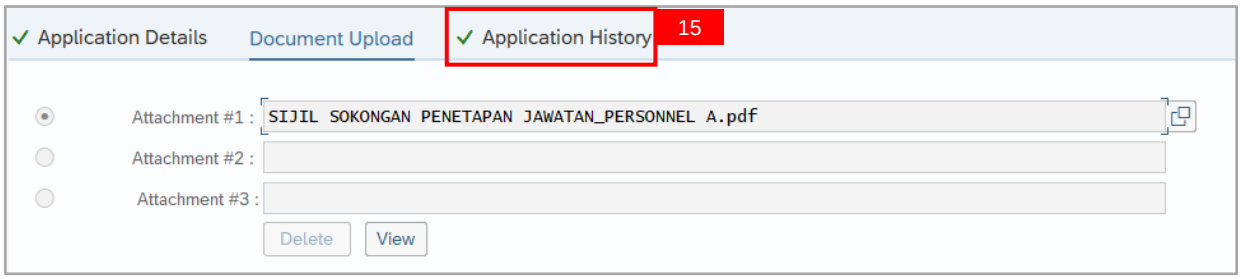


14. Click on **Allow** button.

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.



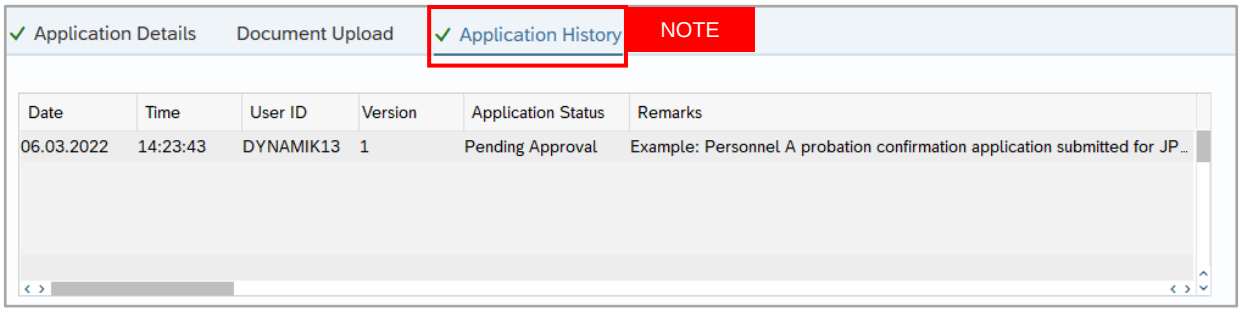
15. Click on **Application History** tab.



Note:

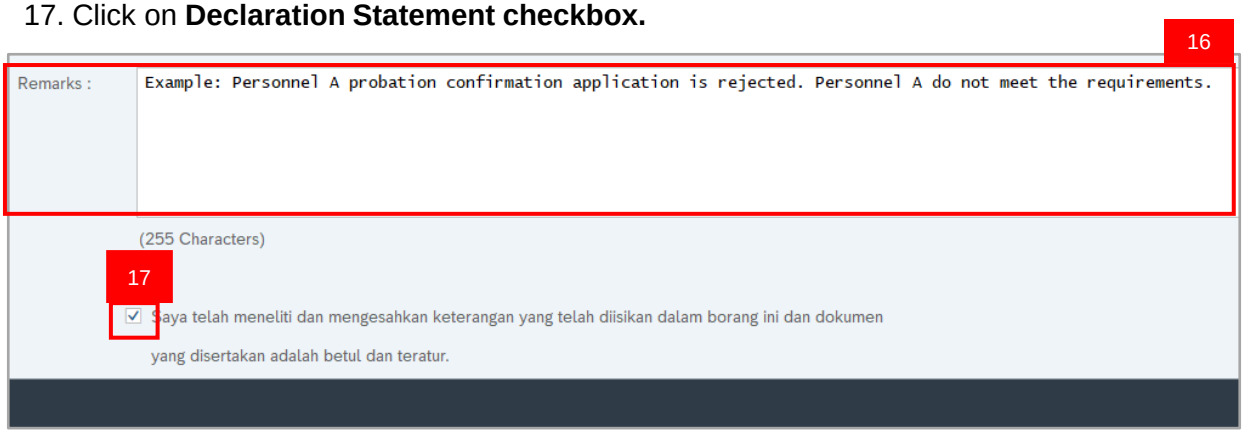
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

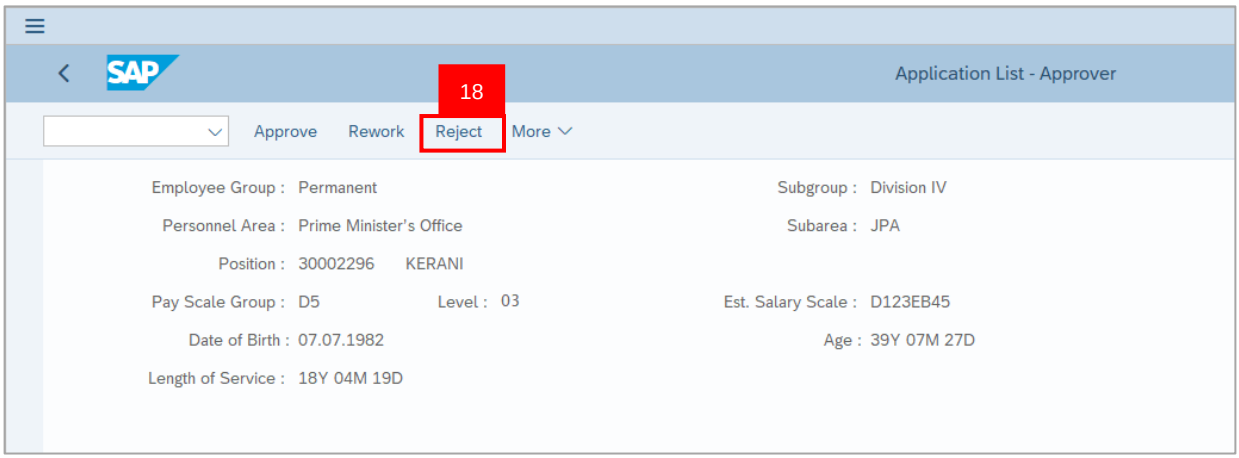


16. Enter the **Remarks (Comments).**

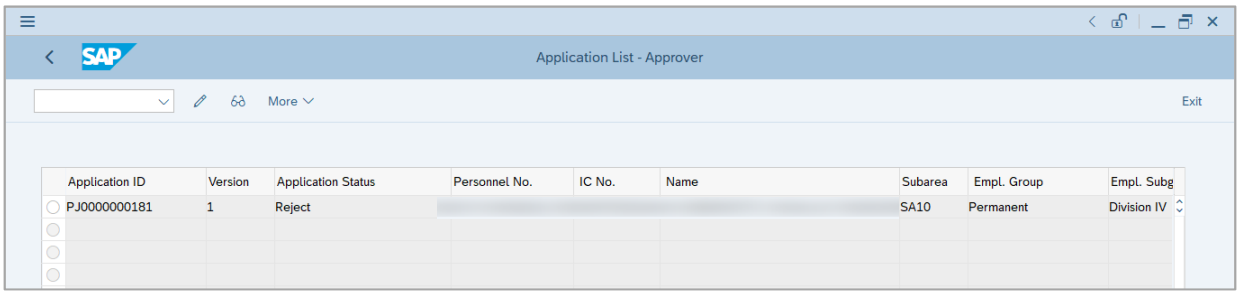
17. Click on **Declaration Statement checkbox.**



18. Click on **Reject** button.



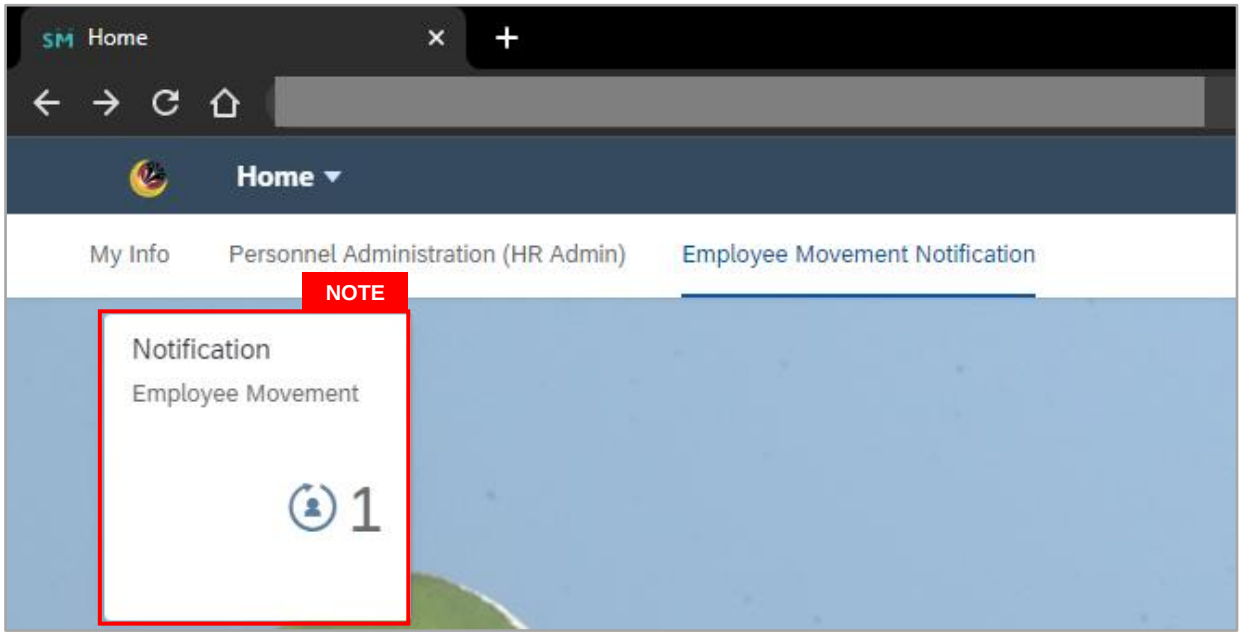
Outcome: Application is successfully rejected by JPA Approver.



Note: Department HR Admin can submit a new application if required.

Rework Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.

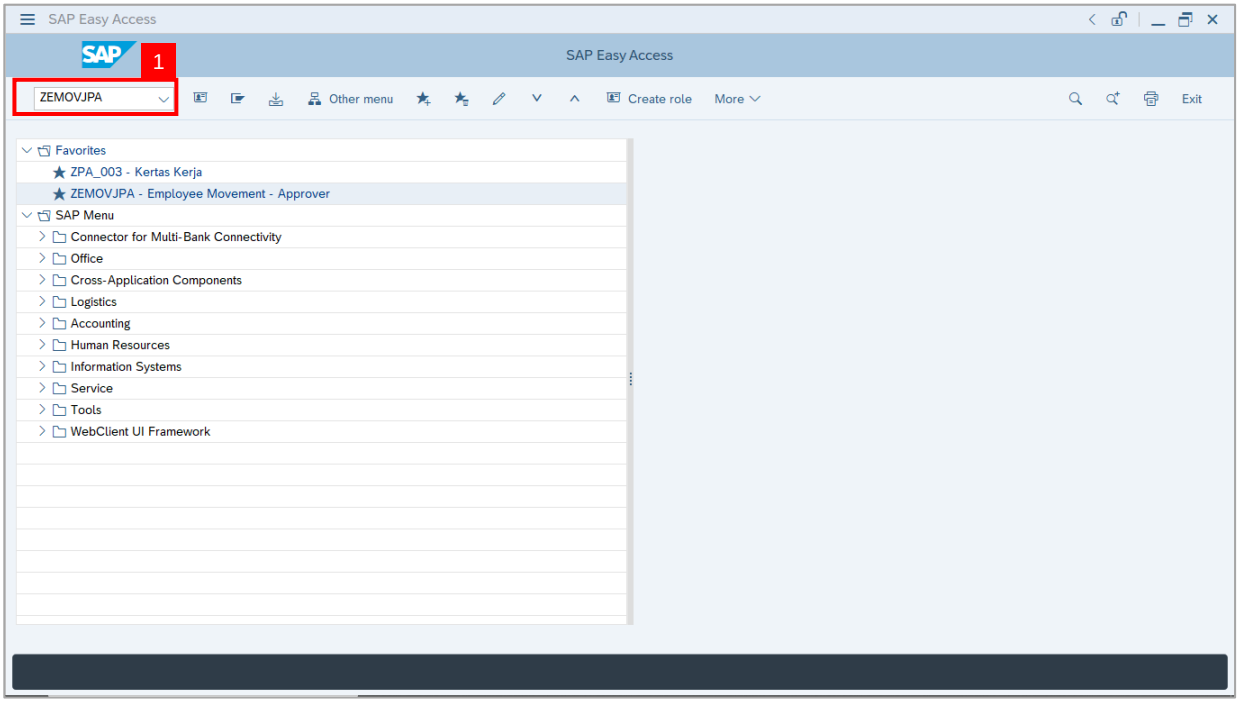
Note:

i. Unopened notifications will be marked with **New.**

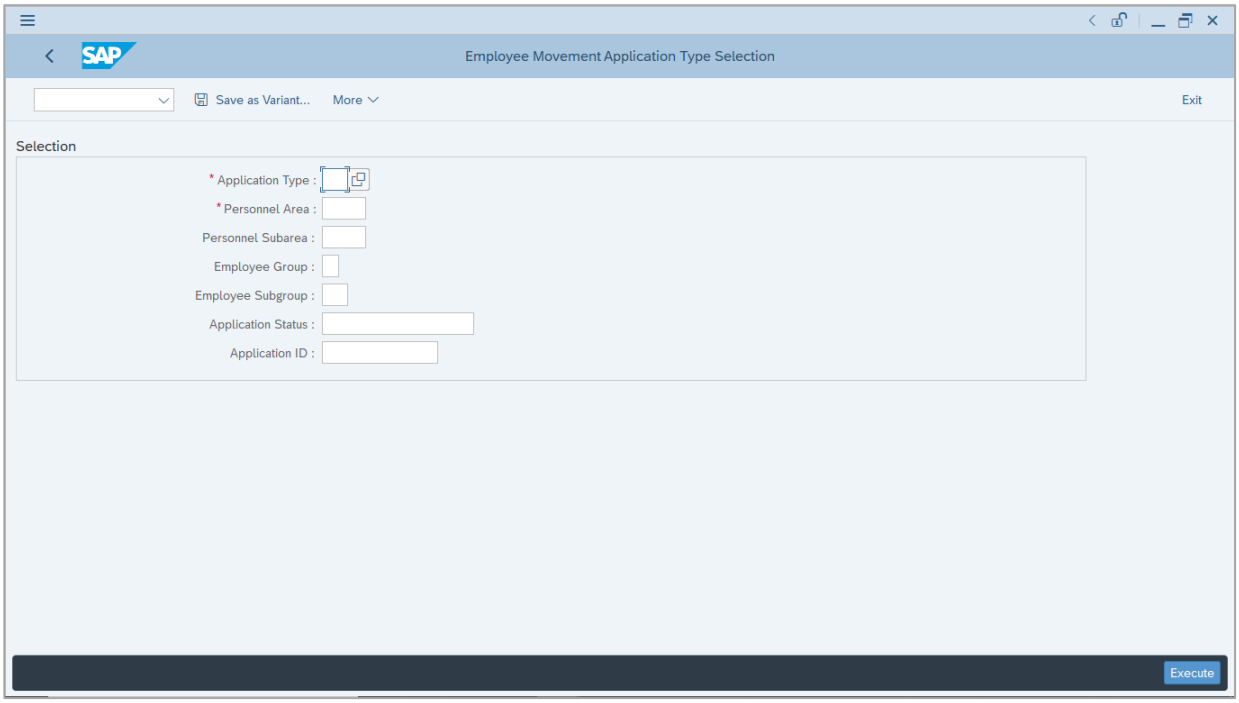
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

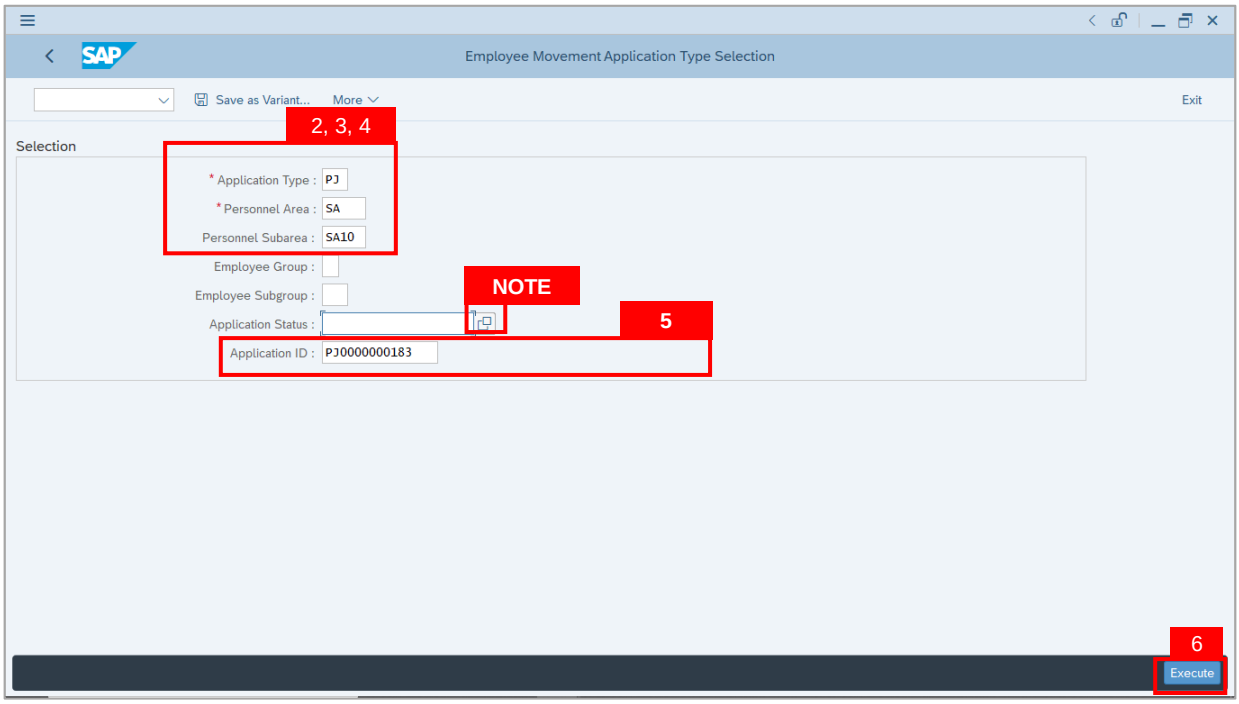
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry).**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

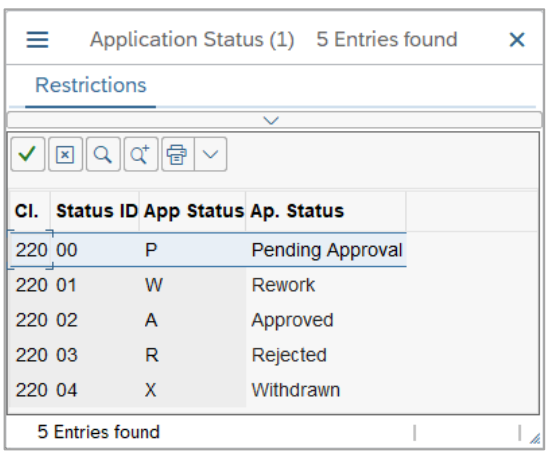


Note:

i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

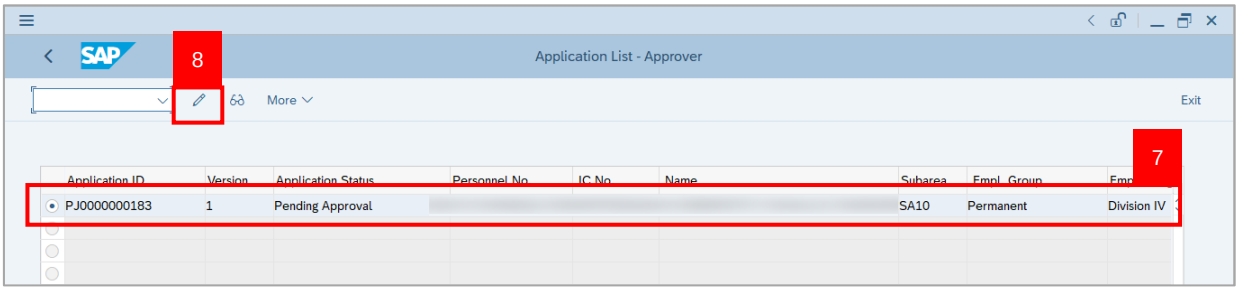
ii. Submitted applications can be further filtered with **Application ID**.

iii. User may leave **Application ID** field empty to view all applications submitted.

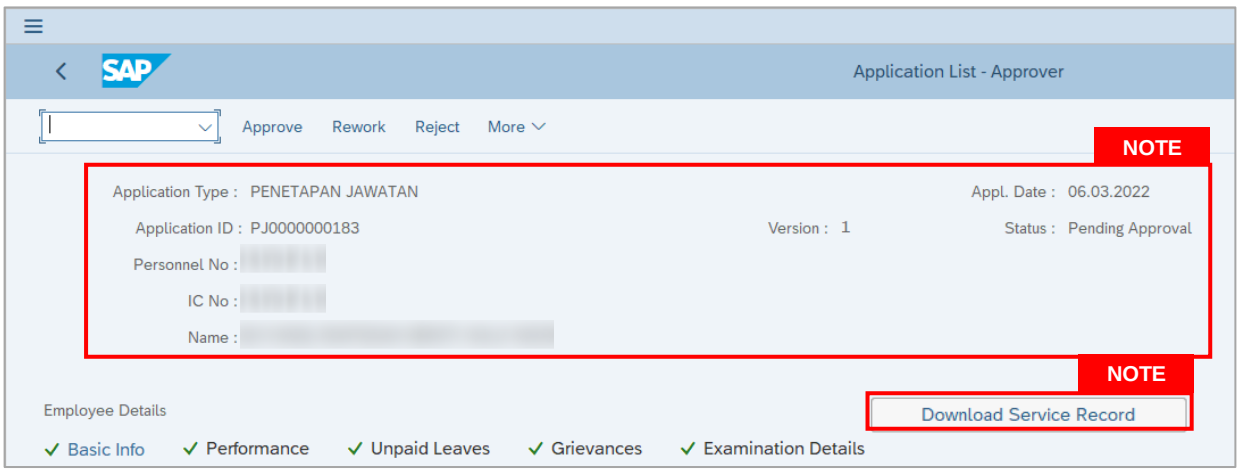


7. Select submitted application.

8. Click on **Change** icon



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

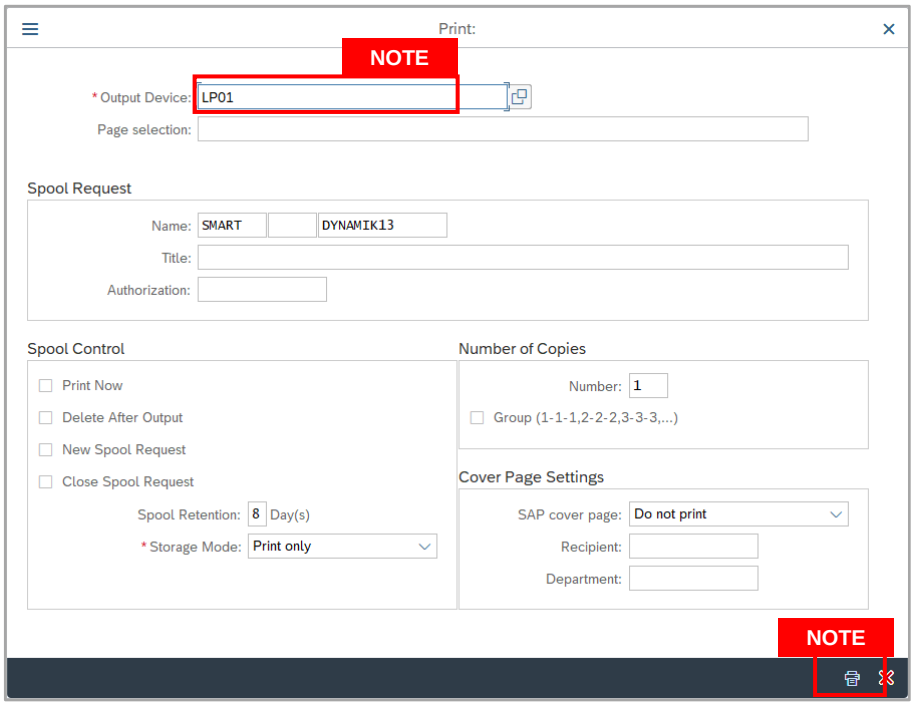
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

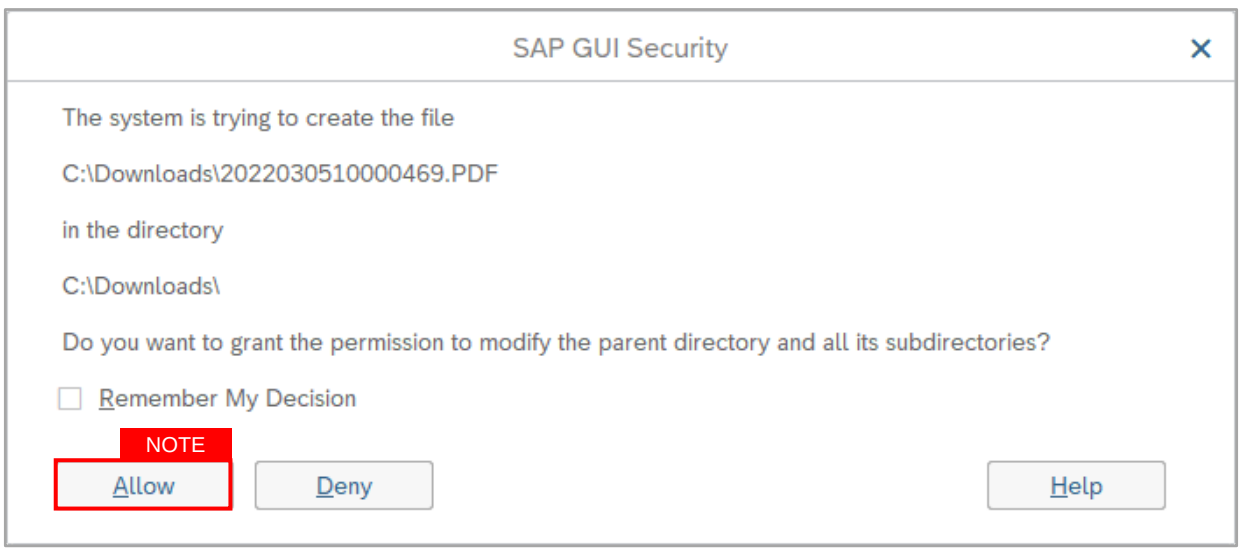
iv. Click on **Print** button.



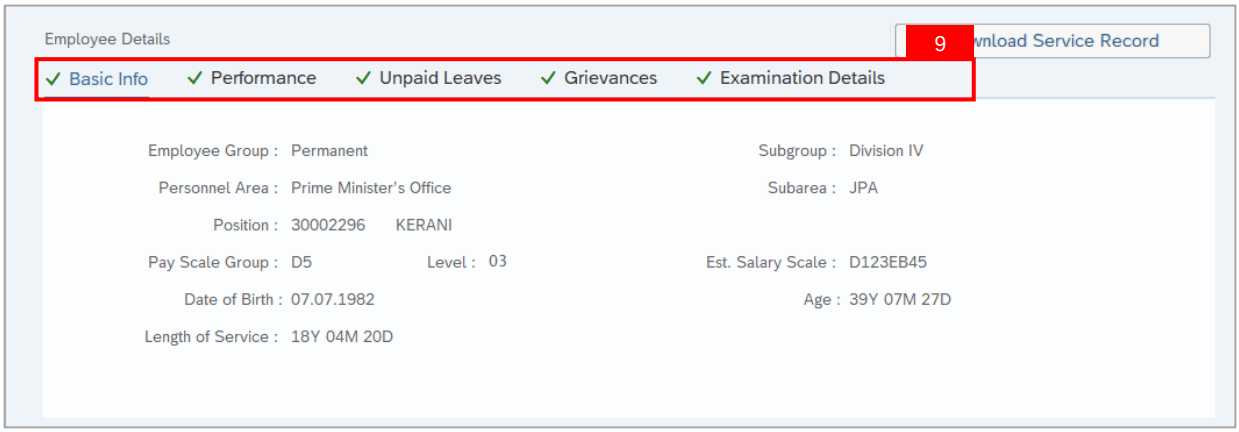
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

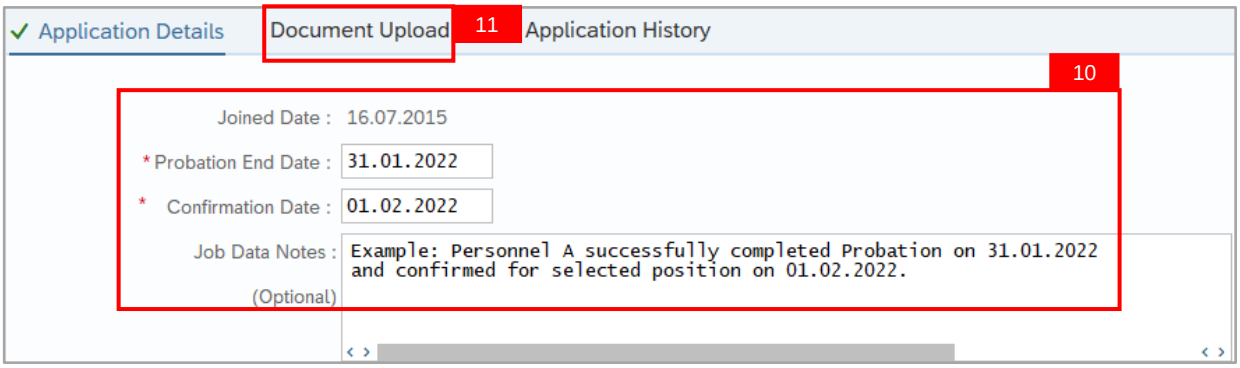


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

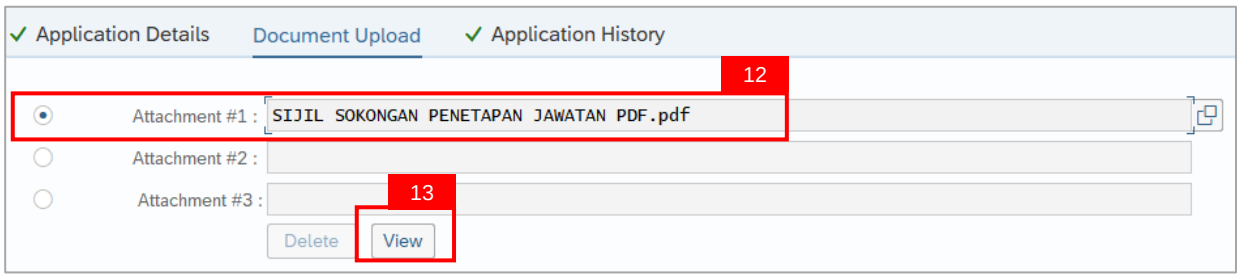


10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

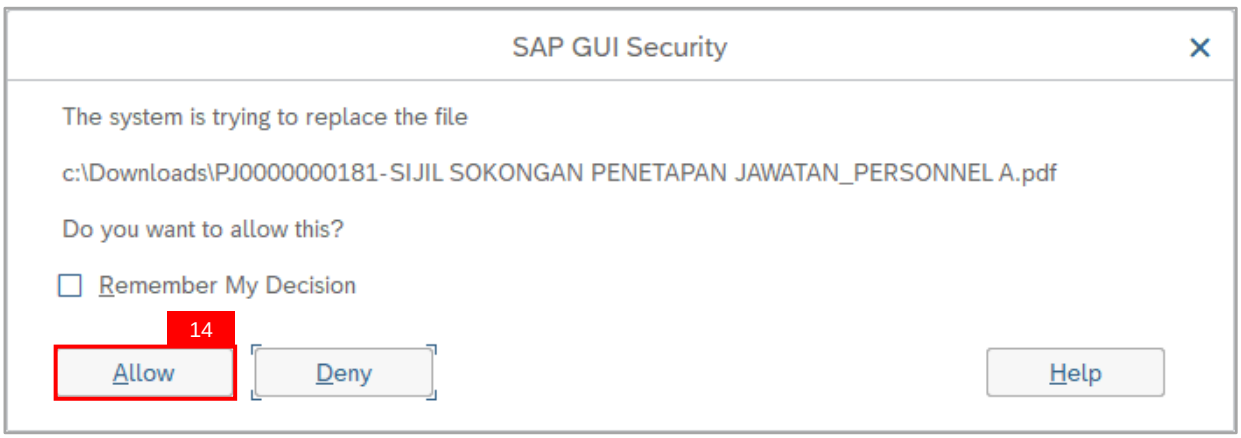


12. Select **Attachment** to review
13. Click on **View** button.

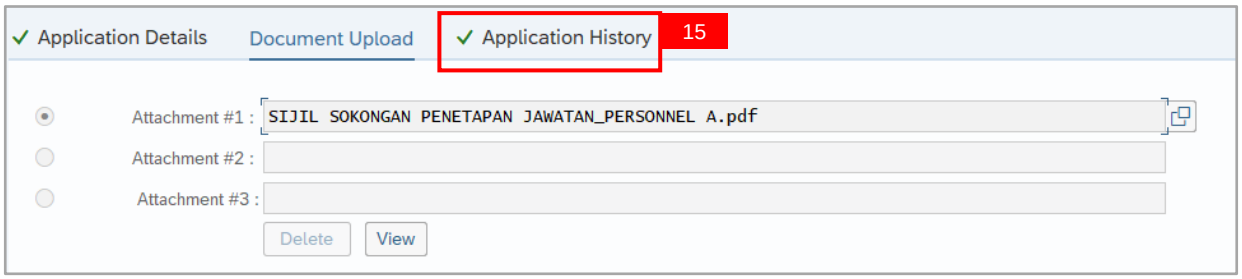


14. Click on **Allow** button

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.



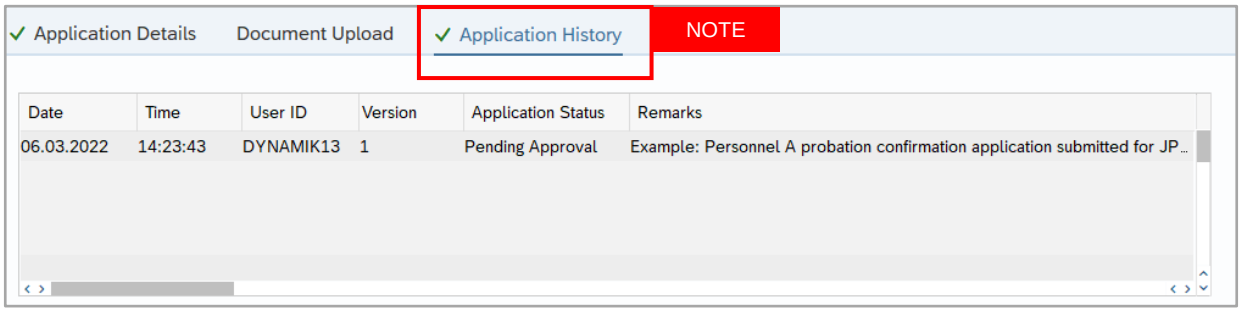
15. Click on **Application History** tab.



Note:

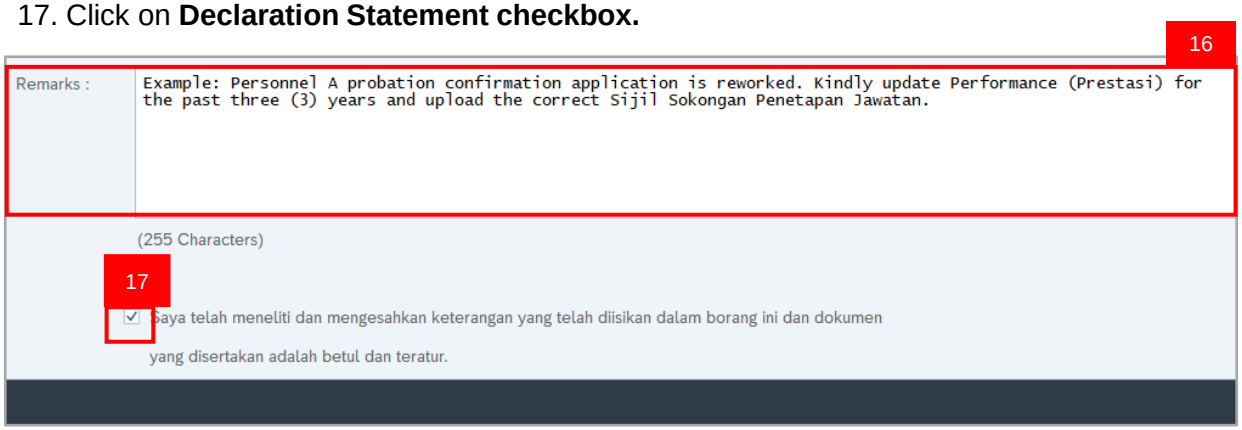
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

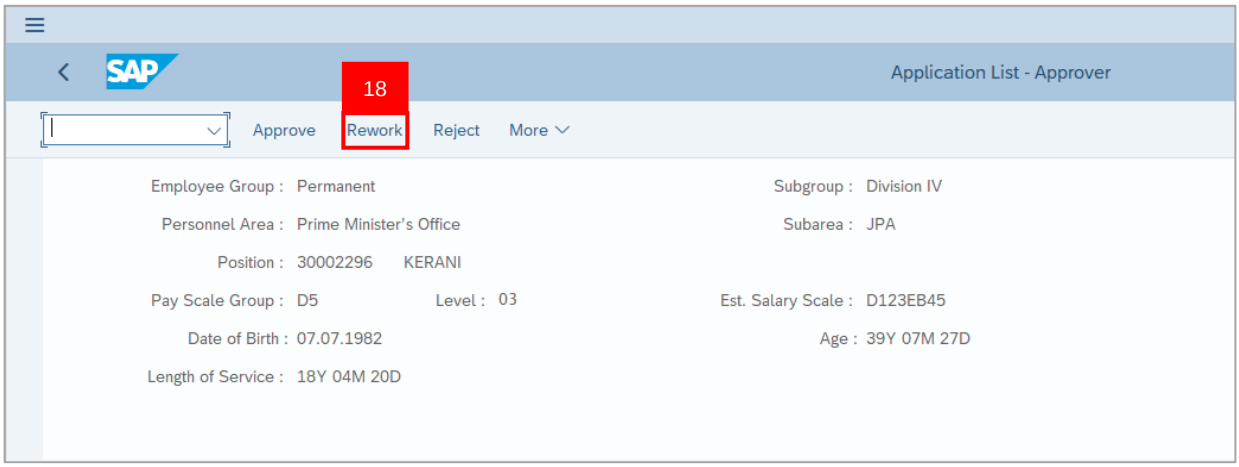


16. Enter the **Remarks (Comments).**

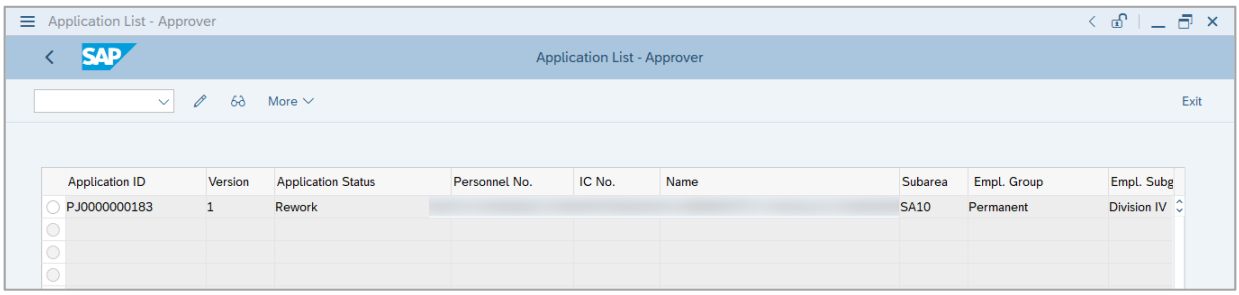
17. Click on **Declaration Statement checkbox.**



18. Click on **Rework** button.



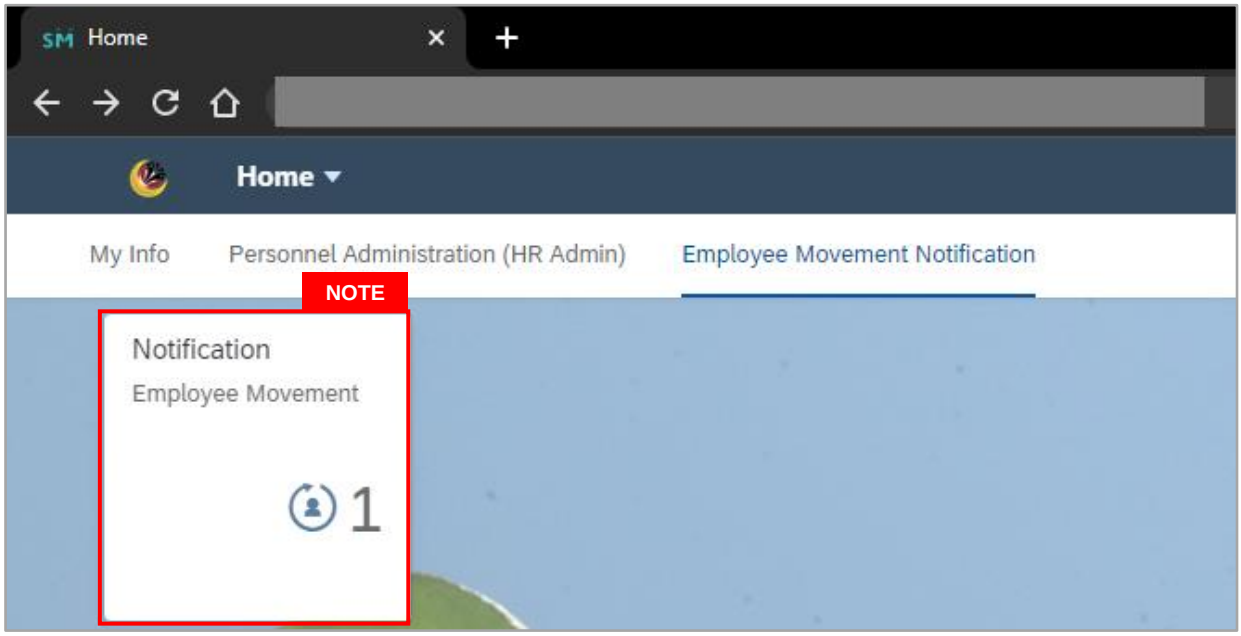
Outcome: Application is successfully reworked by JPA Approver.



Note: Department HR Admin can resubmit or withdraw the reworked application.

Approve Probation Confirmation Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.

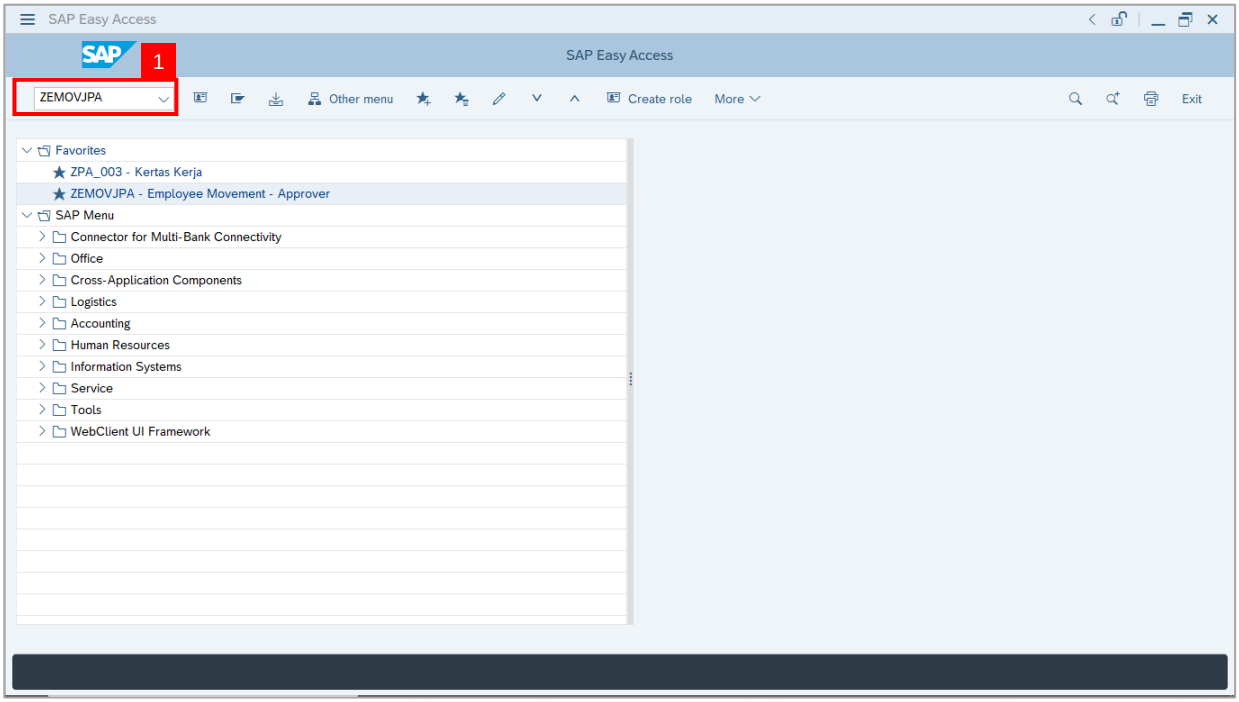
Note:

i. Unopened notifications will be marked with **New.**

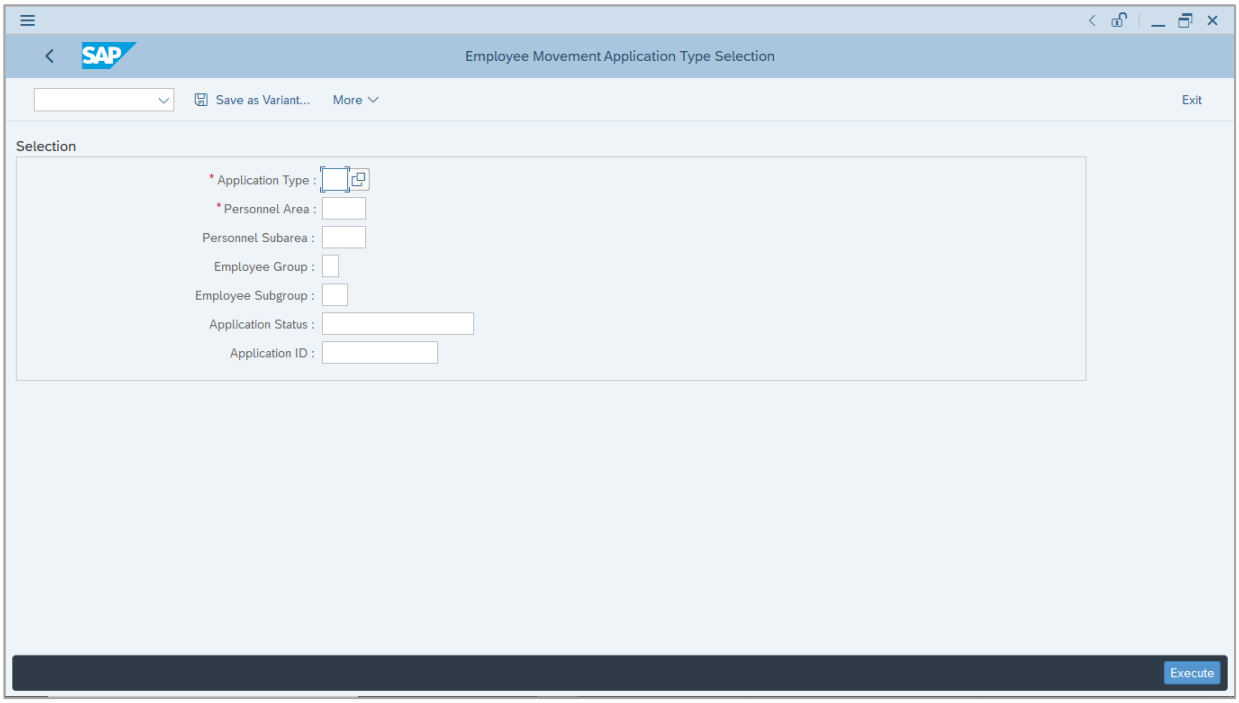
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

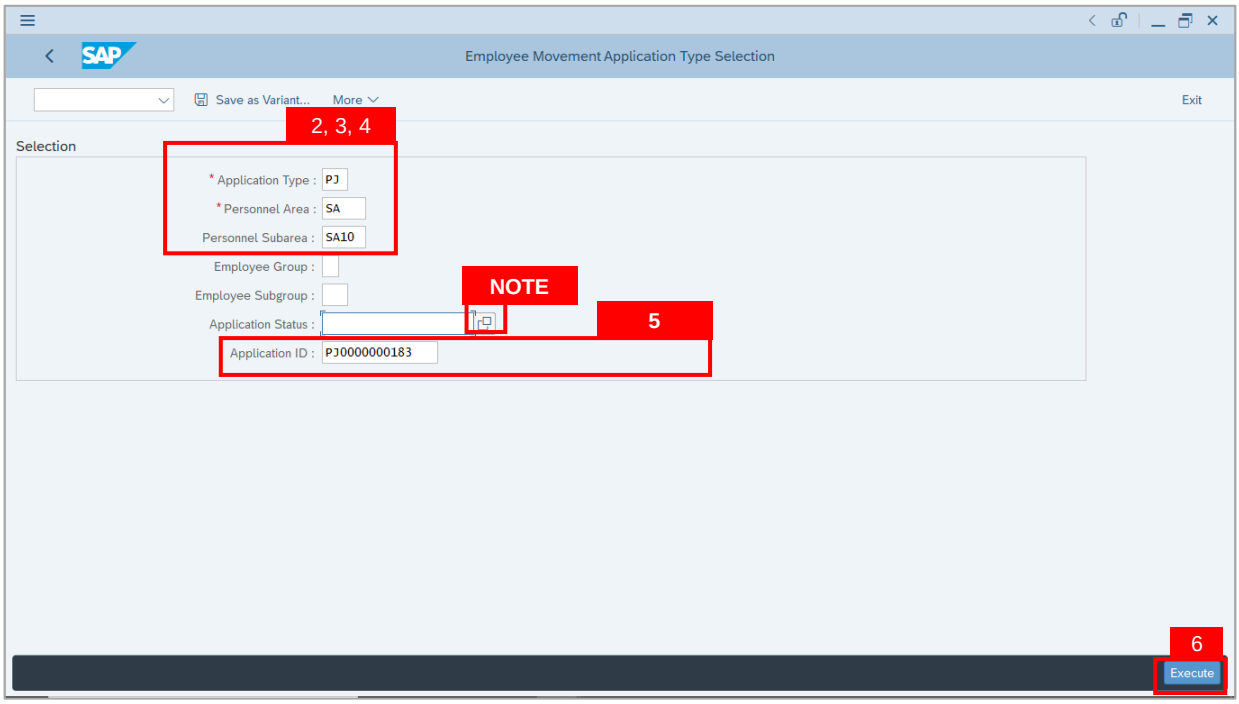
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry).**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

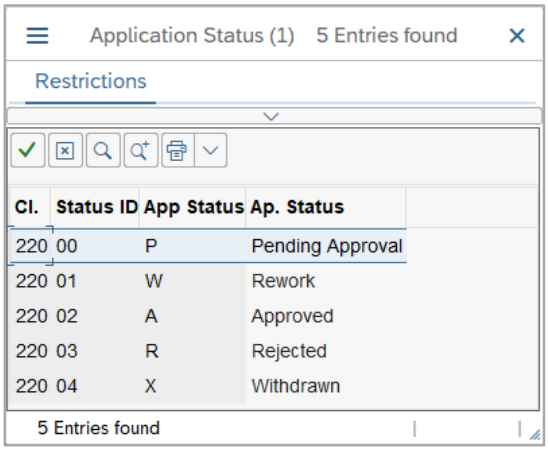


Note:

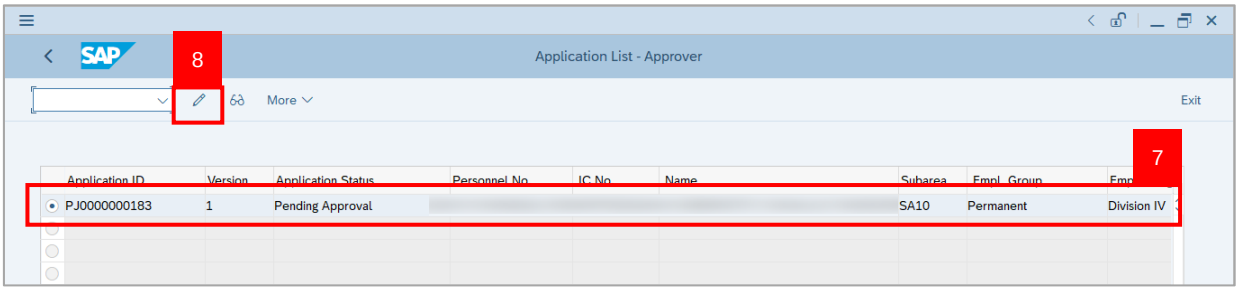
i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

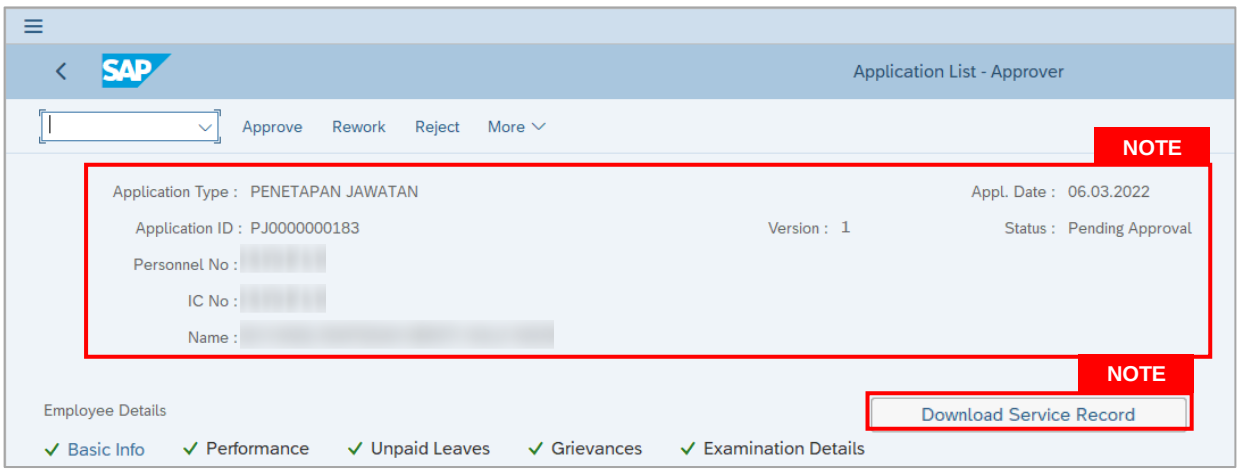
iii. User may leave **Application ID** field empty to view all applications submitted.



7. Select submitted application.
8. Click on **Change** icon



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

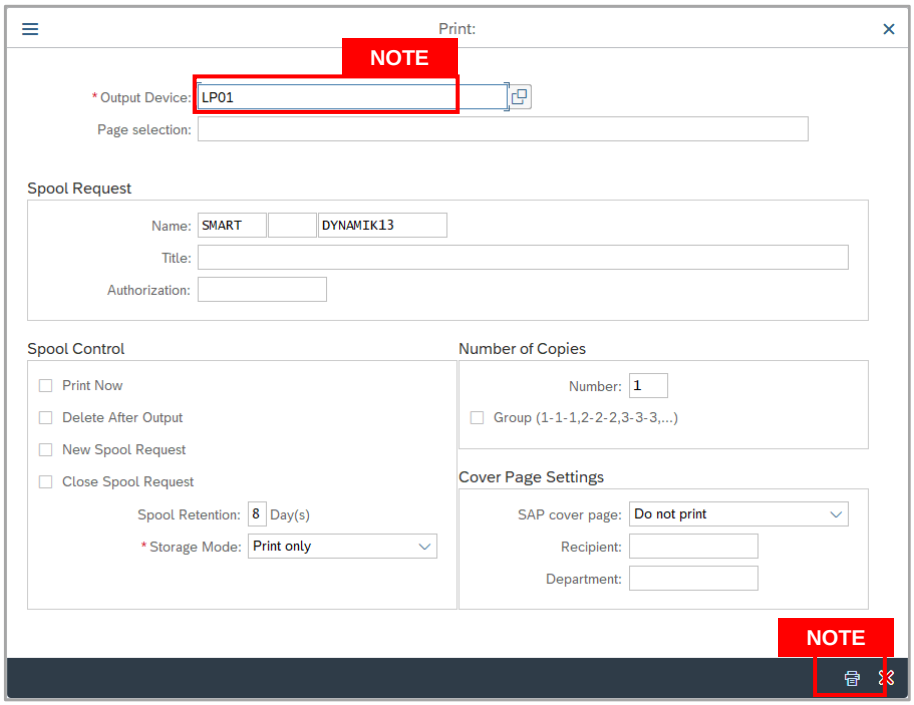
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

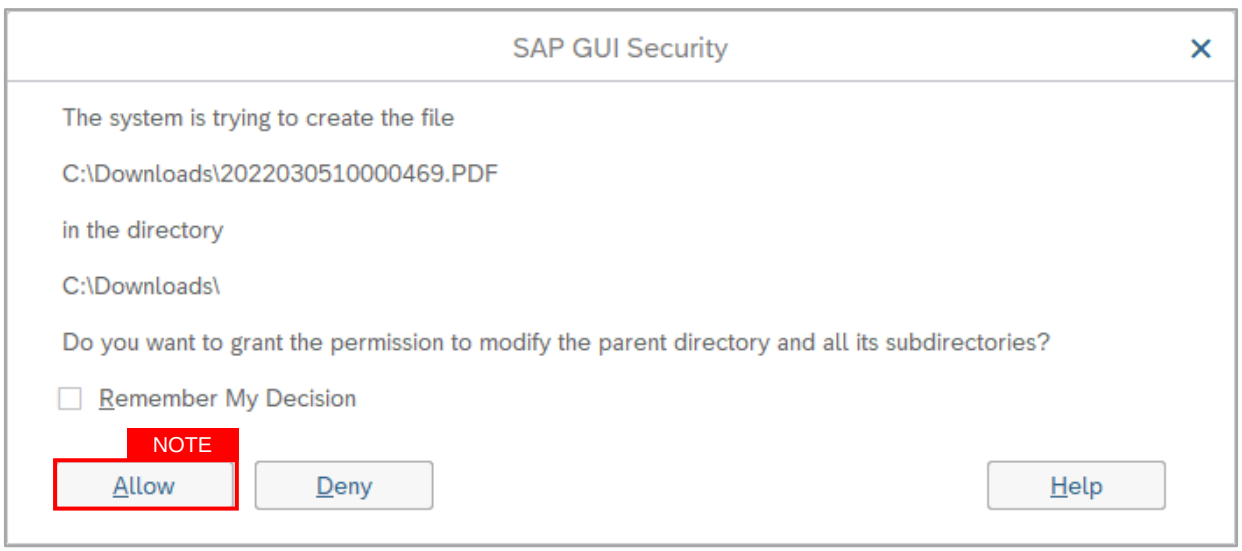
iv. Click on **Print** button.



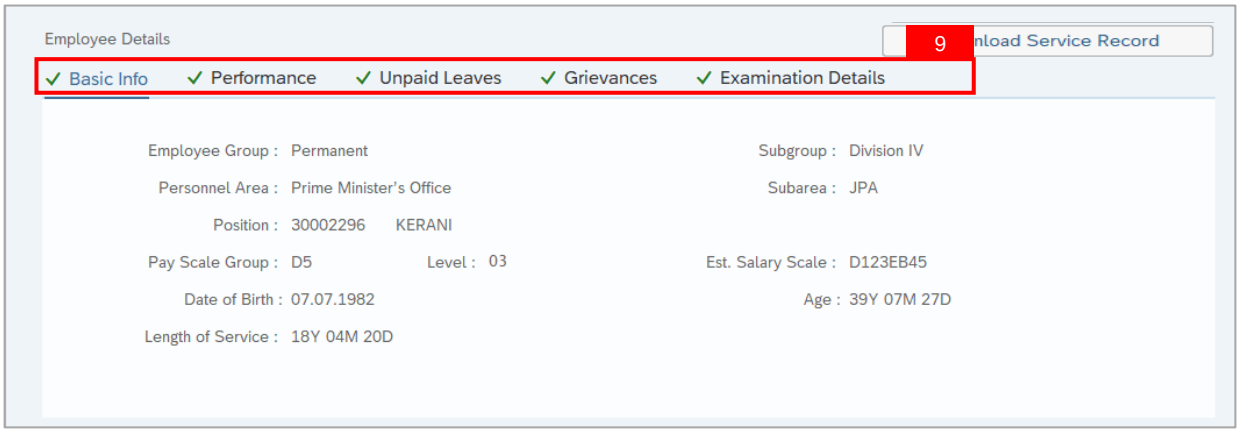
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

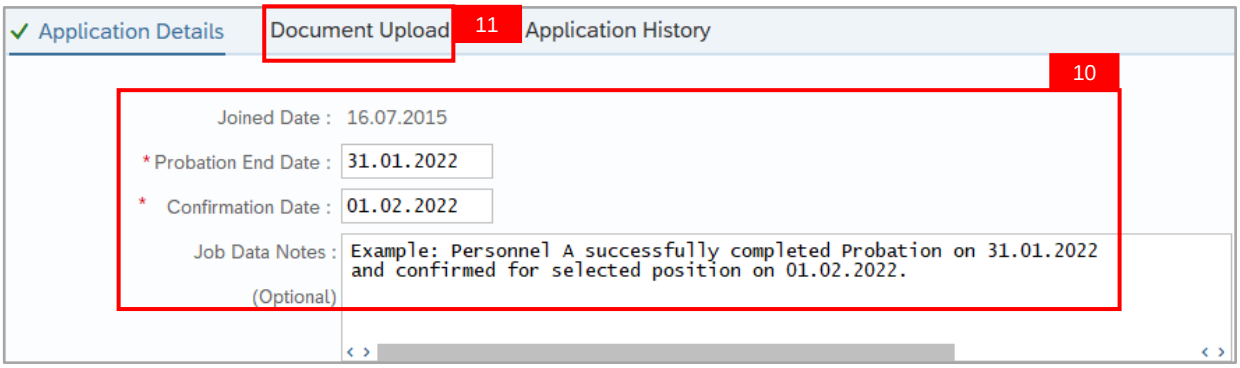


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.

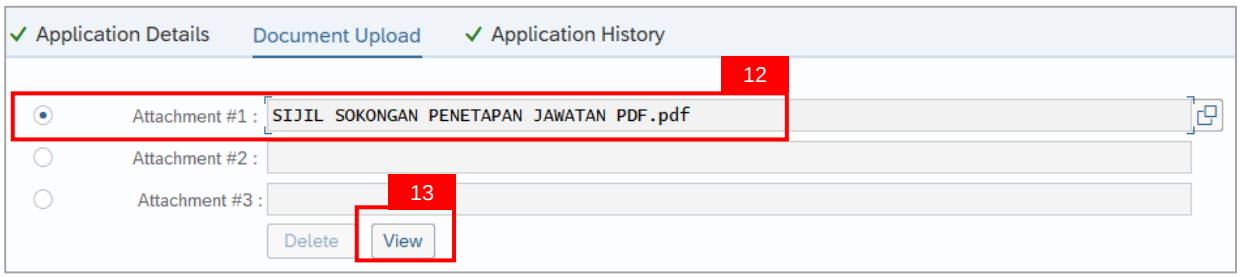


10. Review the **Application Details** tab (**Probation End Date, Confirmation Date** and **Job Data Notes**).

11. Click on **Document Upload** tab.

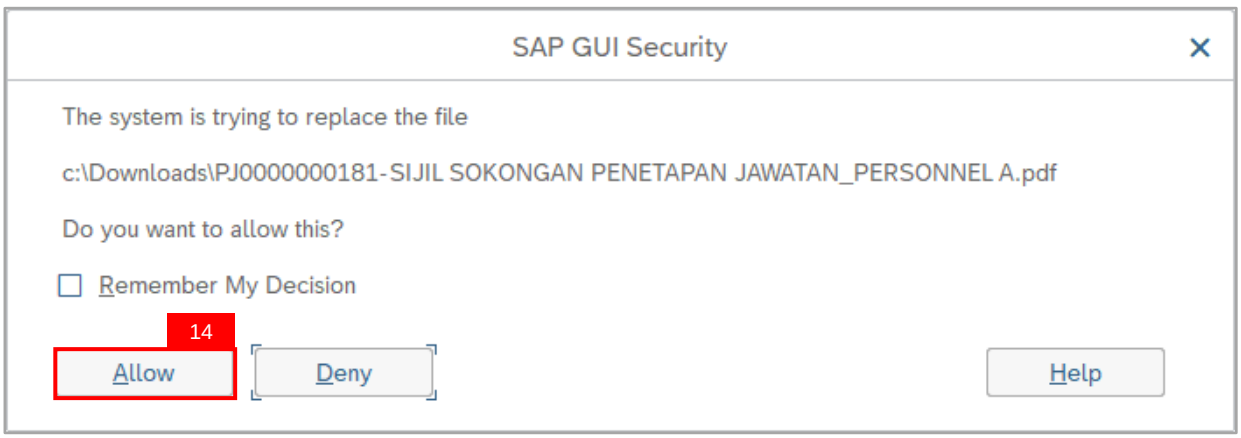


12. Select **Attachment** to review
13. Click on **View** button.

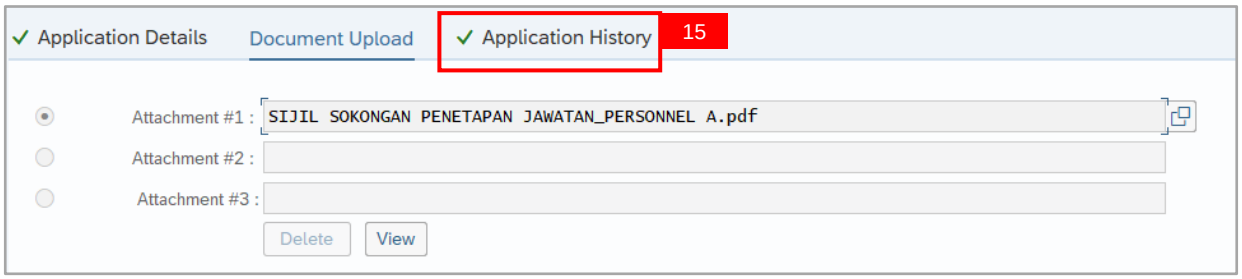


14. Click on **Allow** button

Note: The personnel **Sijil Sokongan Penetapan Jawatan (Attachment)** is downloaded into the device for review.



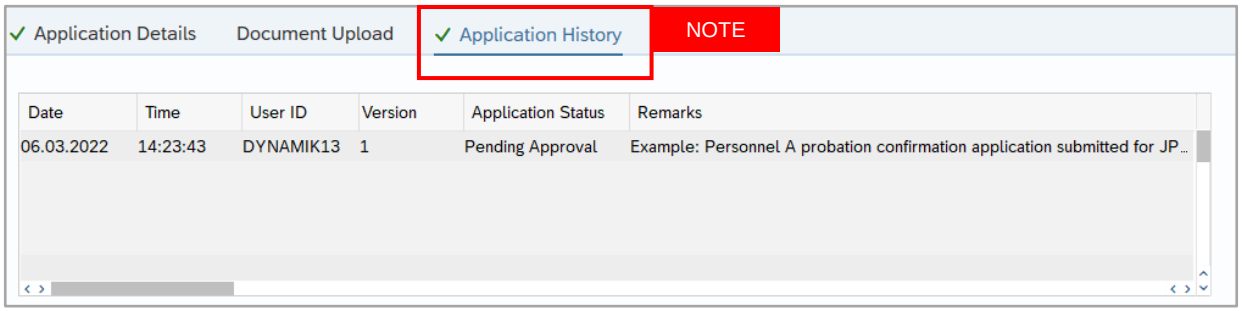
15. Click on **Application History** tab.



Note:

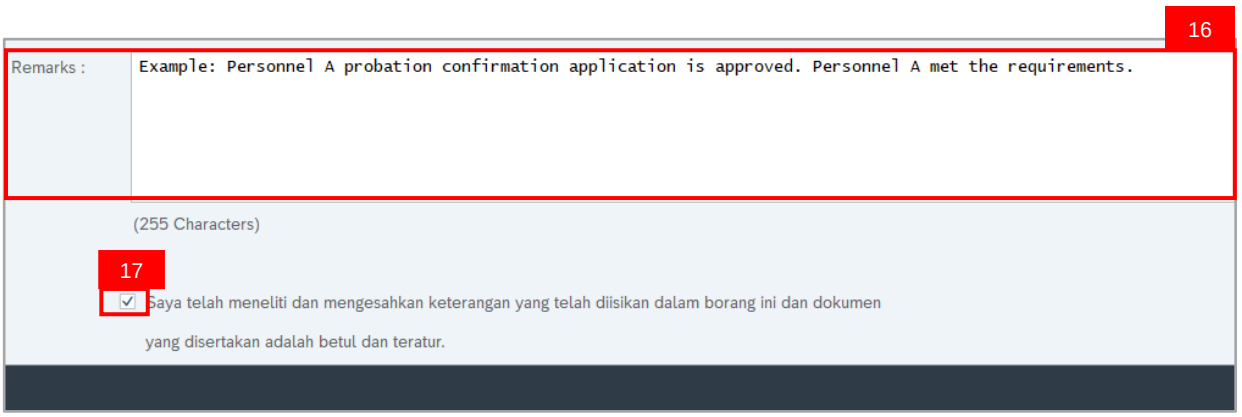
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

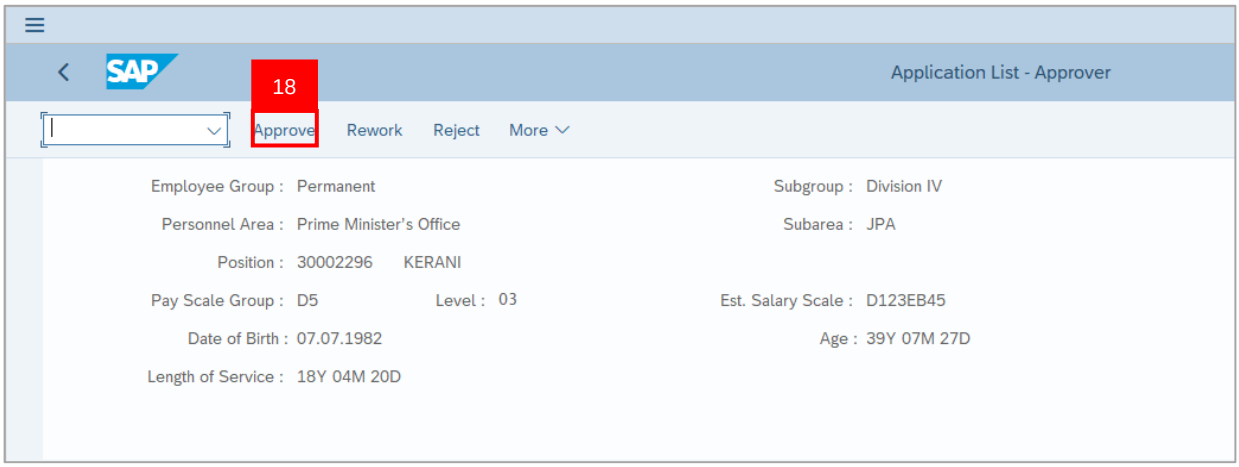


16. Enter the **Remarks (Comments).**

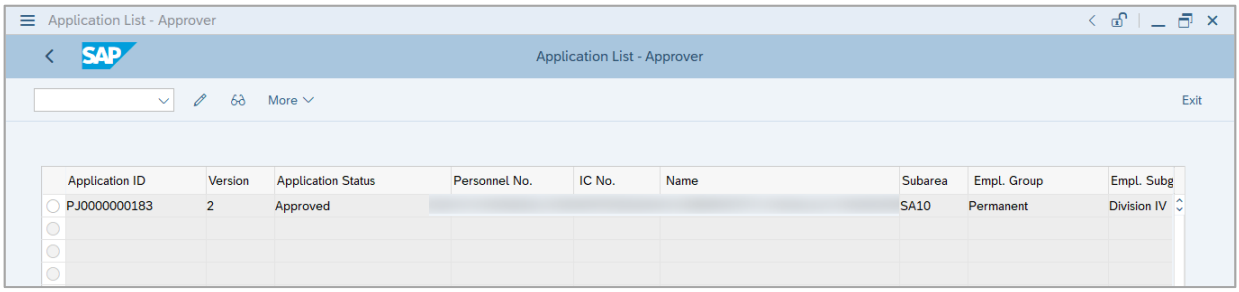
17. Click on **Declaration Statement checkbox.**



18. Click on Approve button.



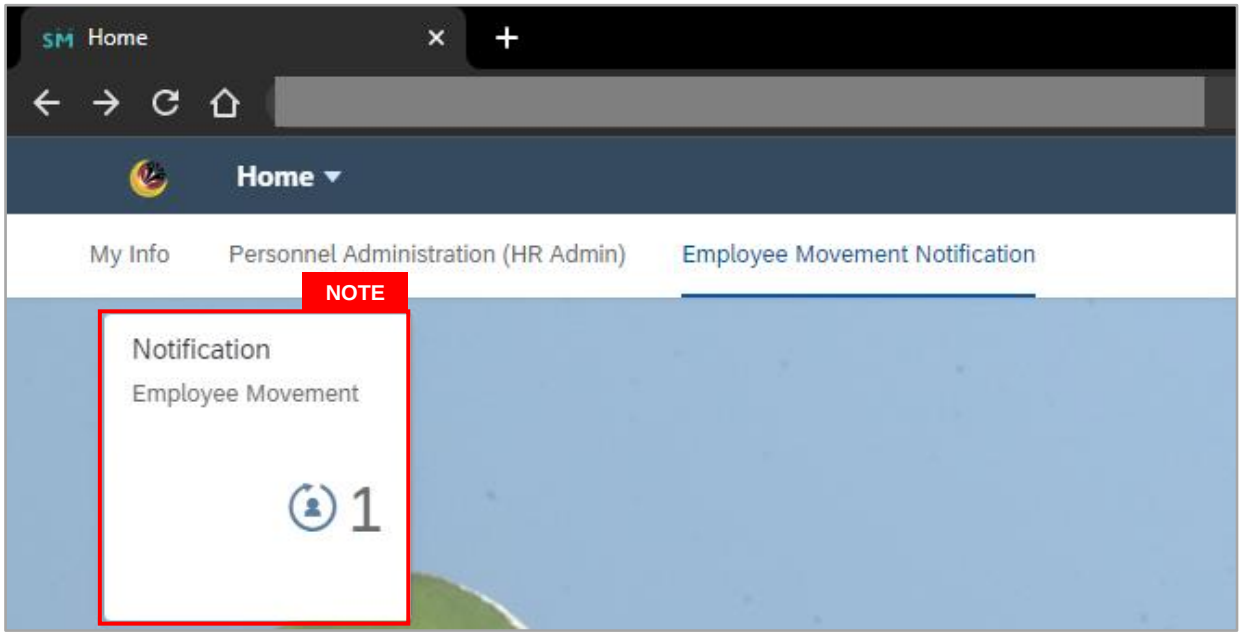
Outcome: Application is successfully approved by JPA Approver.



Note: Approved probation confirmation application means that Probation Confirmation job data is automatically recorded by SSM. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

Reject Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



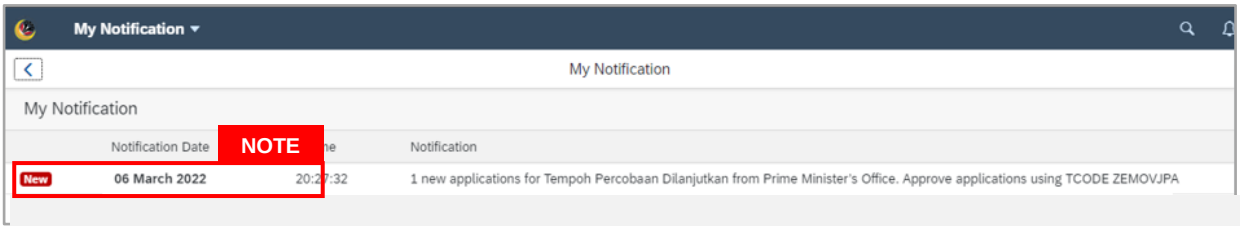
Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.



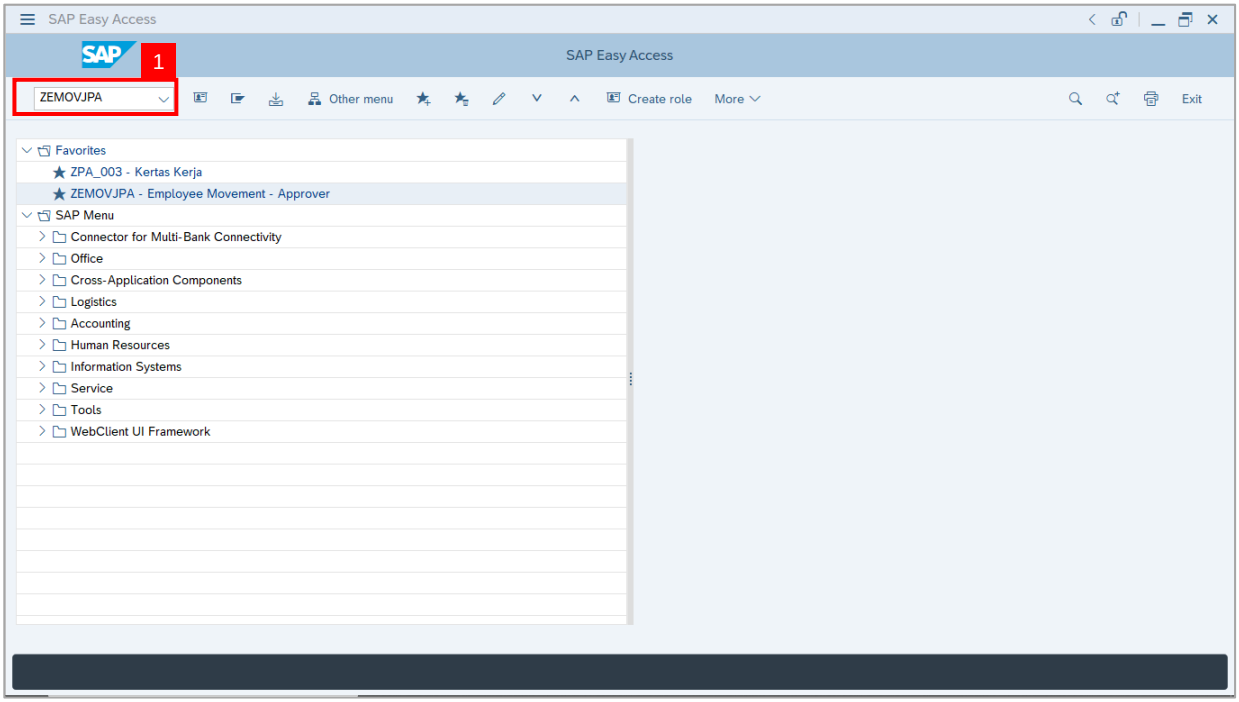
Note:

i. Unopened notifications will be marked with **New.**

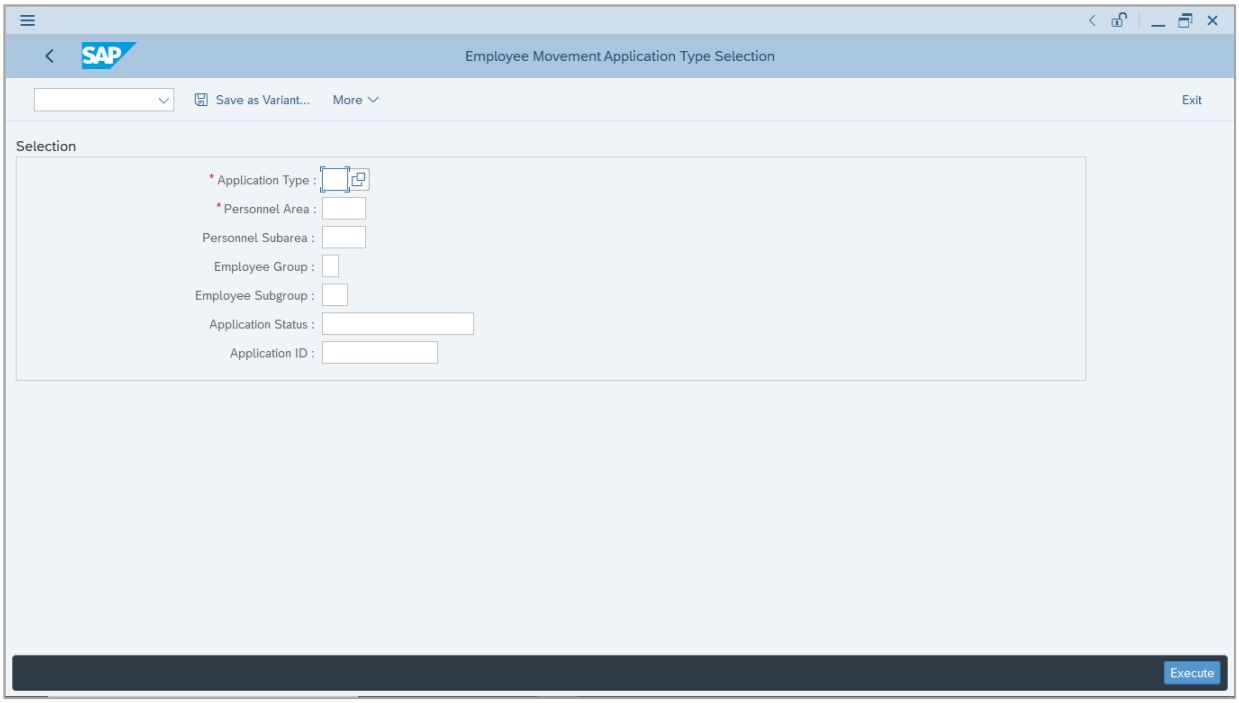
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

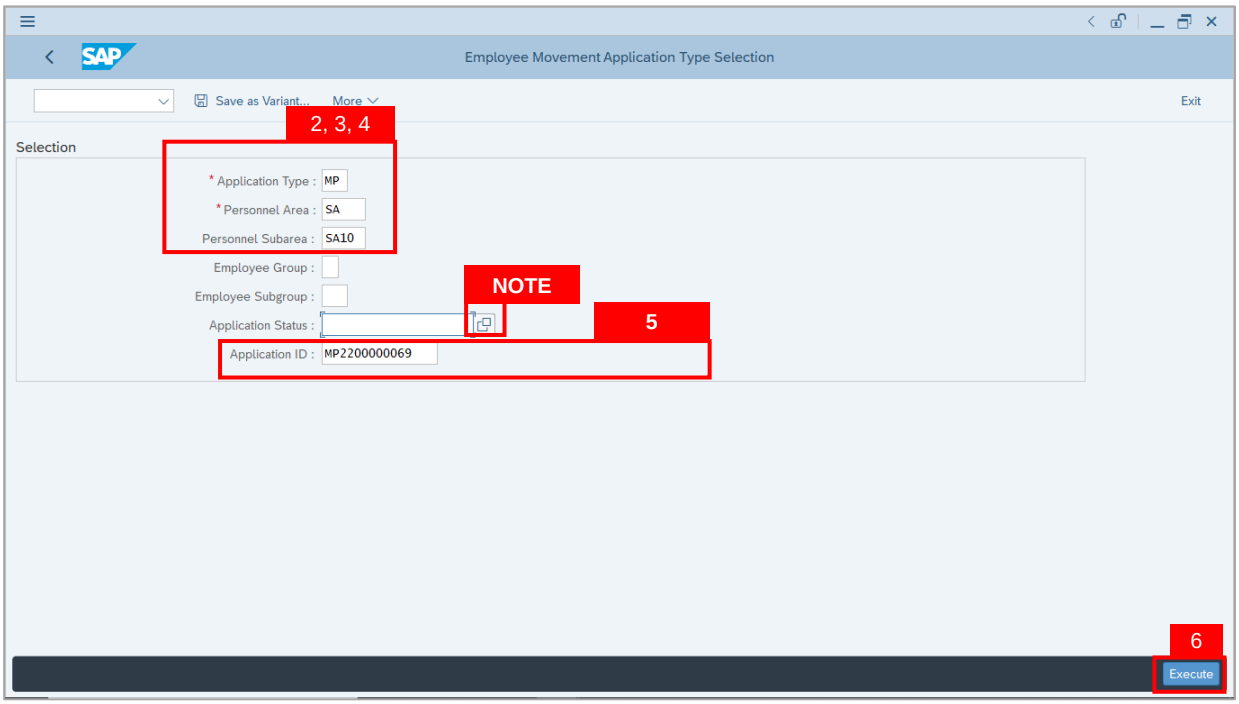
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.
3. Enter the **Personnel Area (Ministry).**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

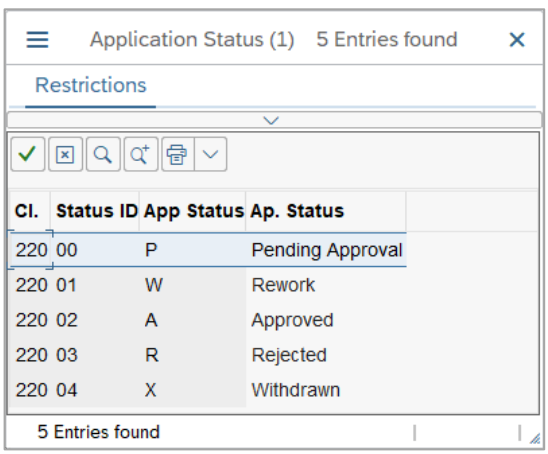


Note:

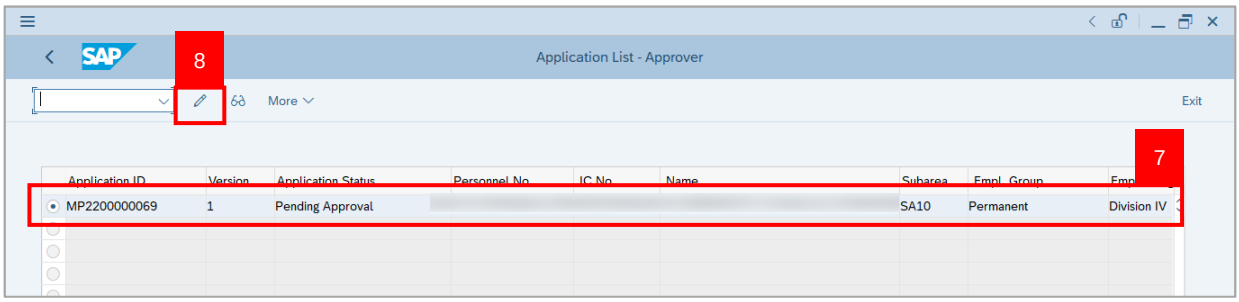
i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

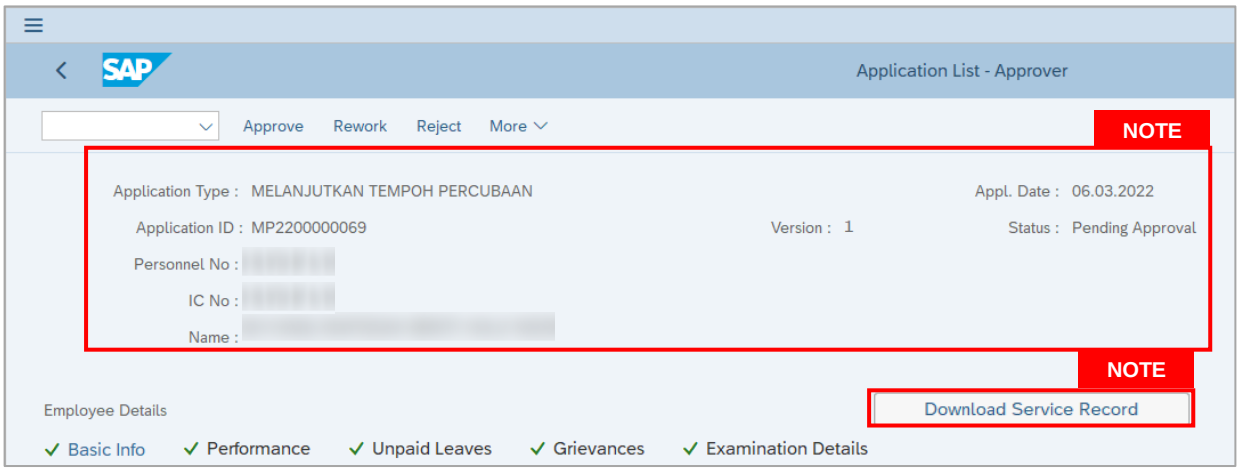
iii. User may leave **Application ID** field empty to view all applications submitted.



7. Select submitted application.
8. Click on **Change** icon.



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

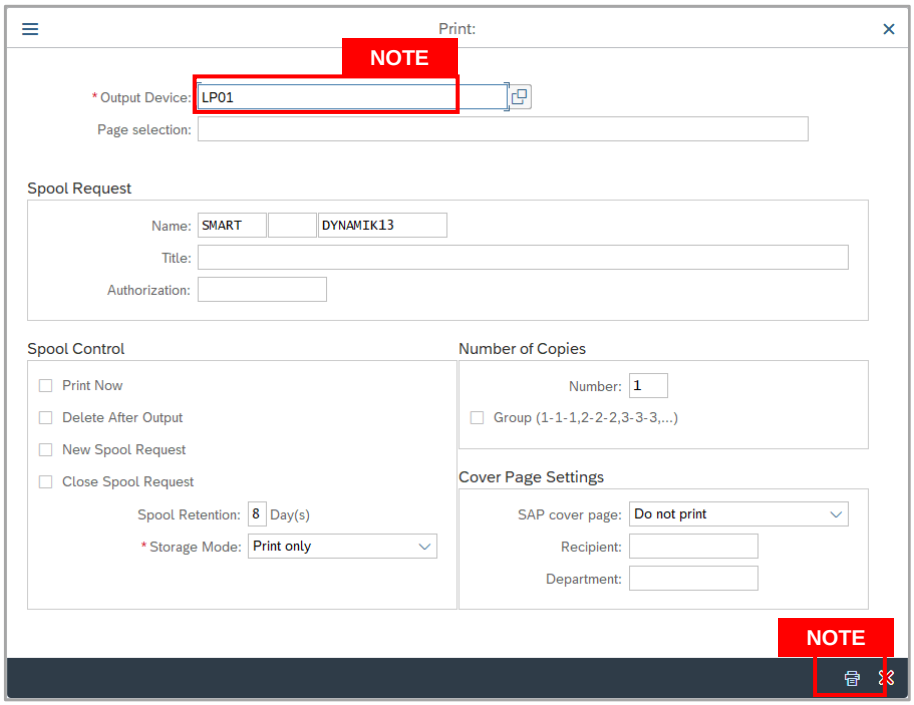
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

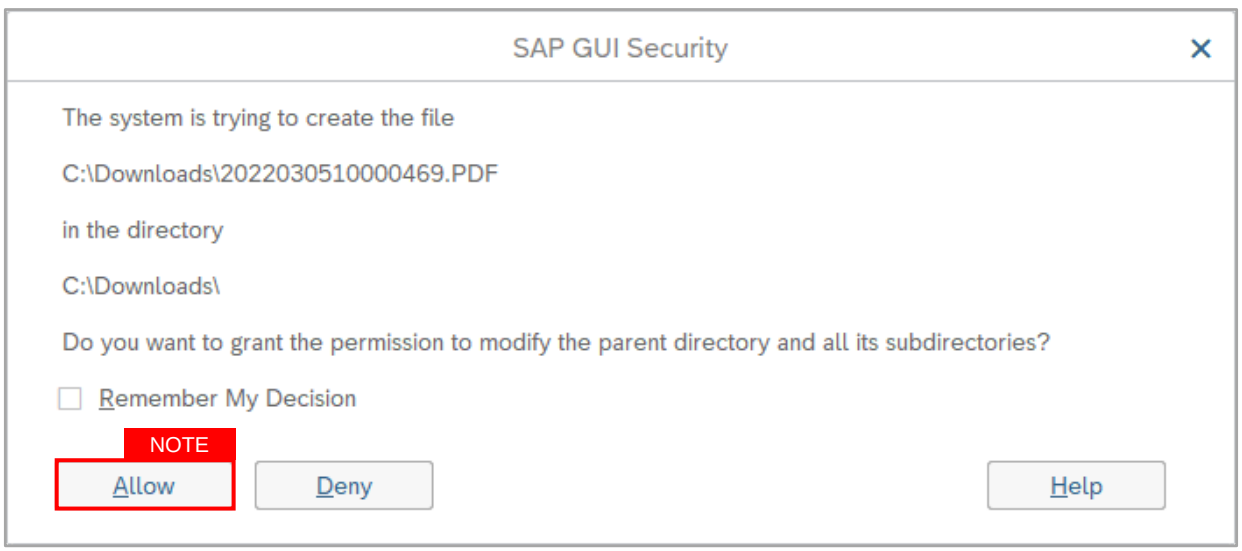
iv. Click on **Print** button.



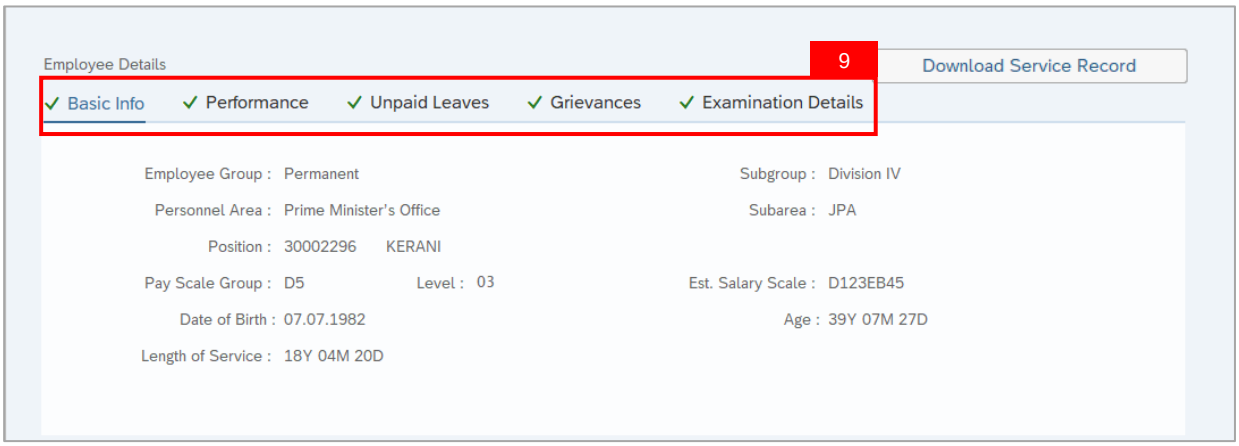
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

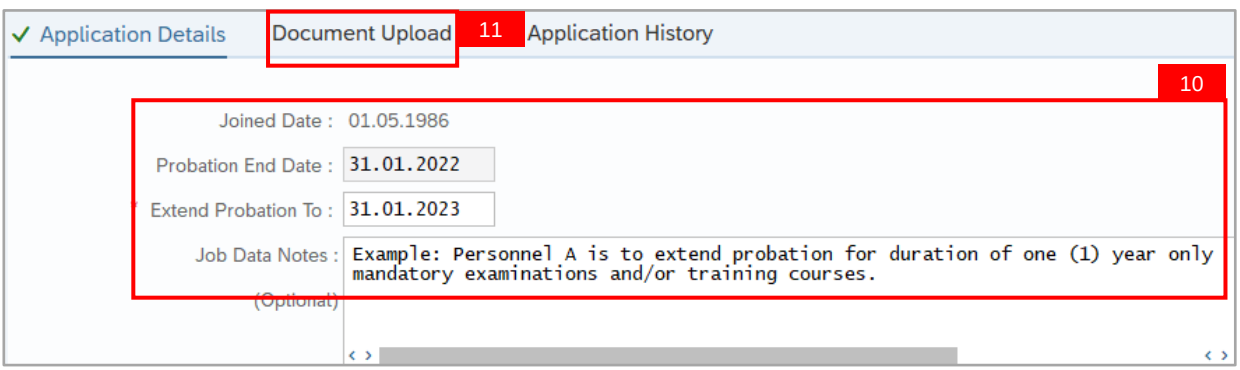


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.



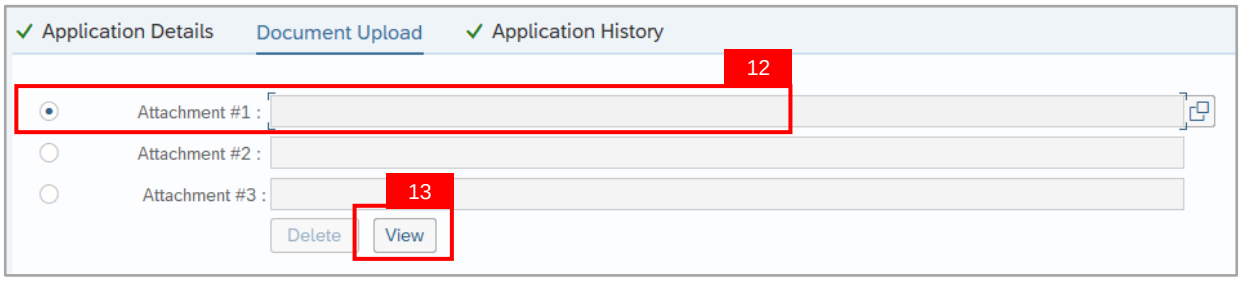
10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.



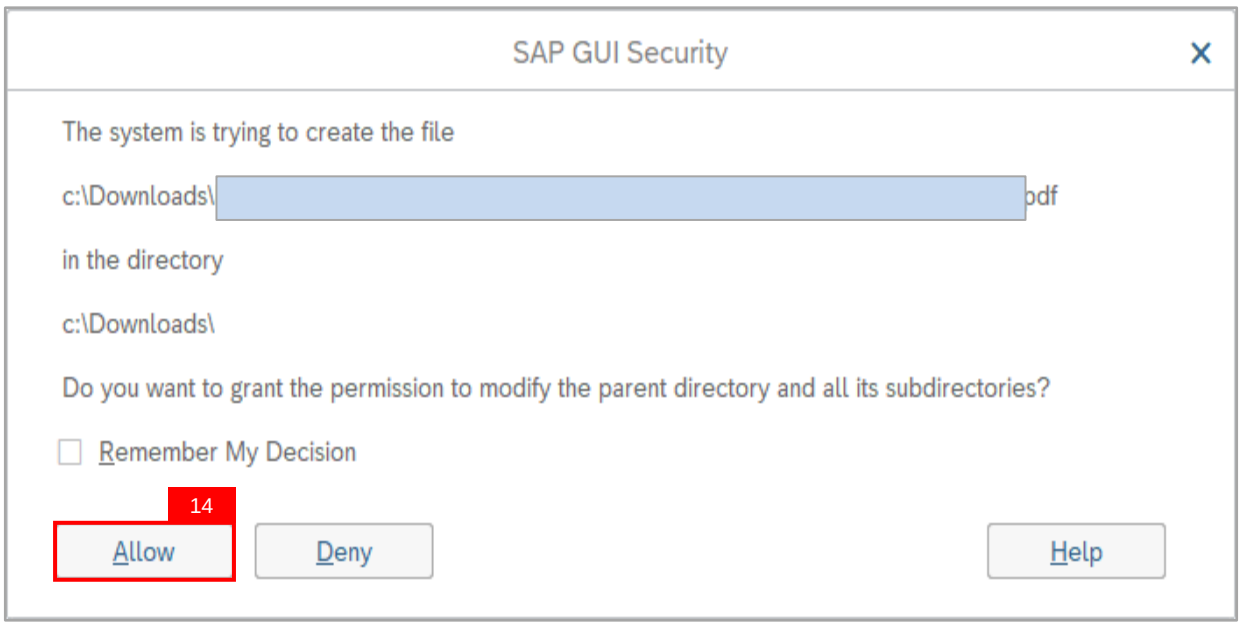
12. Select **Attachment** to review (if any).

13. Click on **View** button.

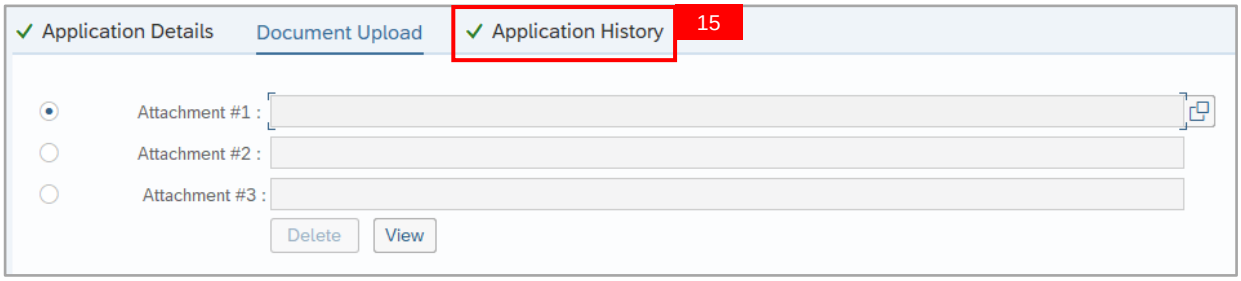


14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.



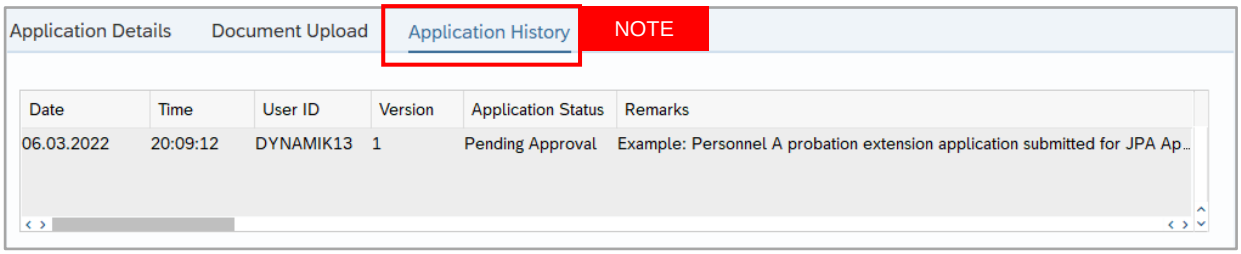
15. Click on **Application History** tab.



Note:

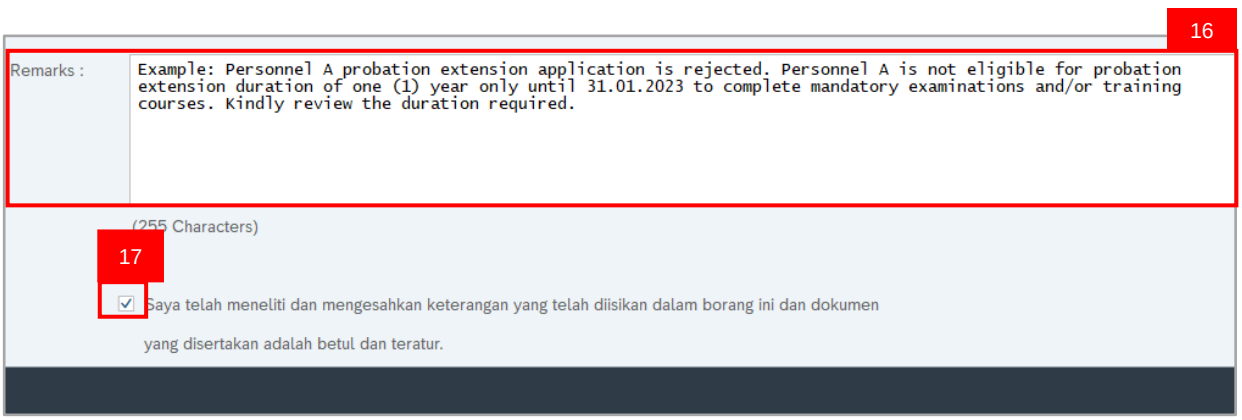
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.



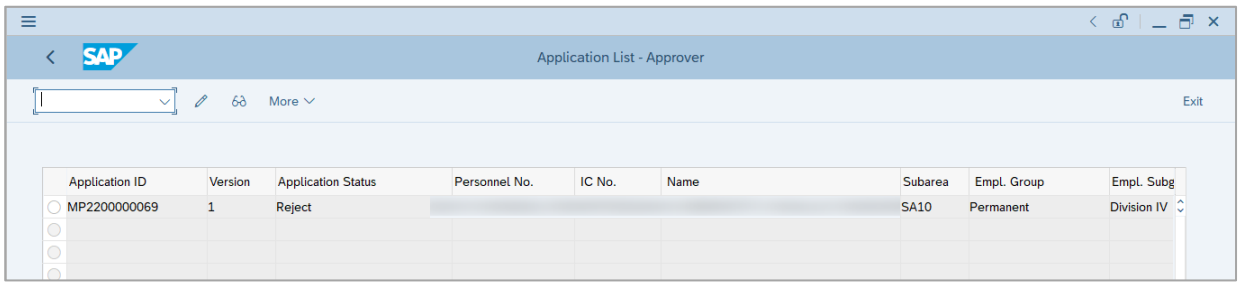
16. Enter the **Remarks (Comments).**

17. Click on **Declaration Statement checkbox.**



18. Click on **Reject** button.

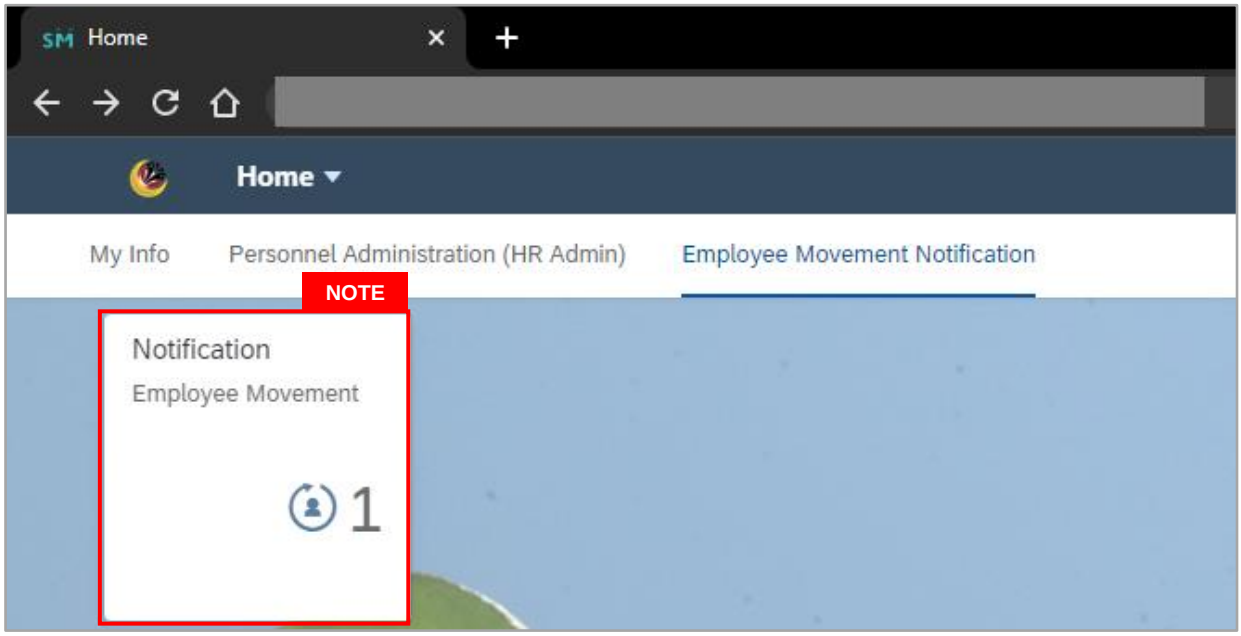
Outcome: Application is successfully rejected by JPA Approver.



Note: Department HR Admin can submit a new application if required.

Rework Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



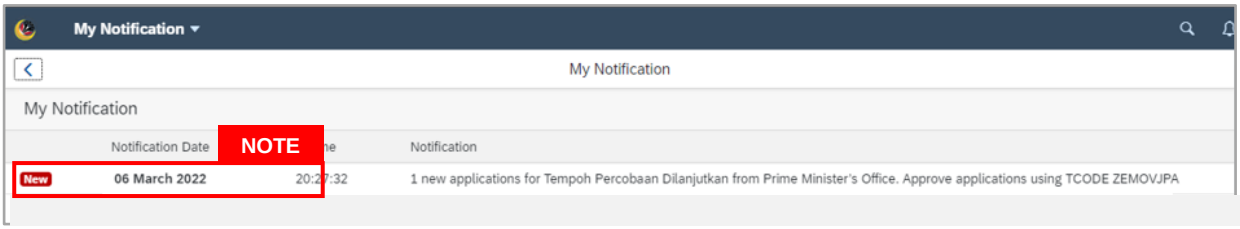
Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.



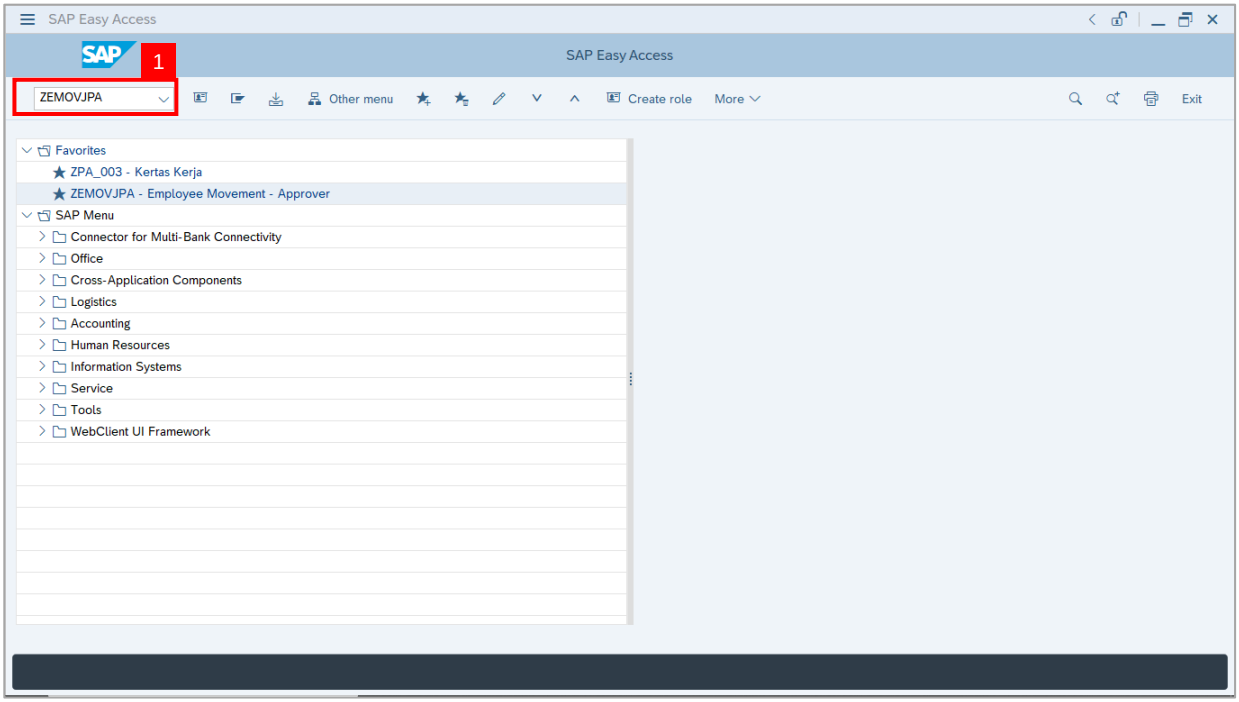
Note:

i. Unopened notifications will be marked with **New.**

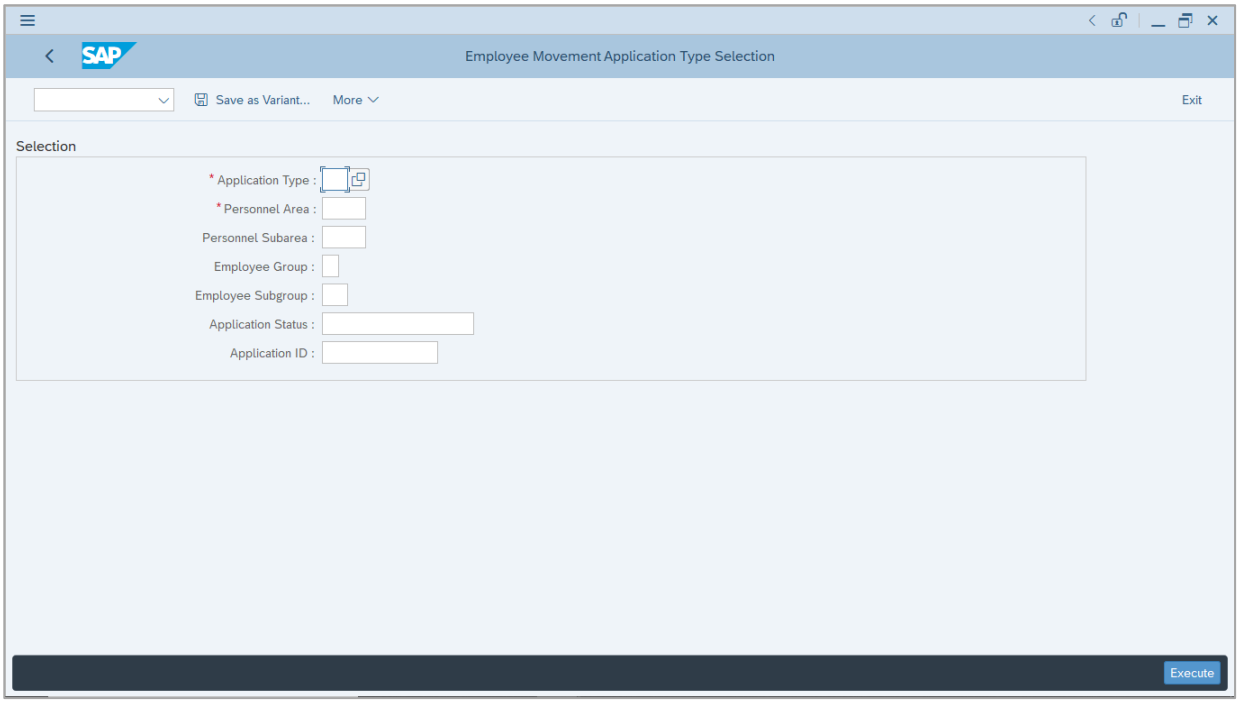
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

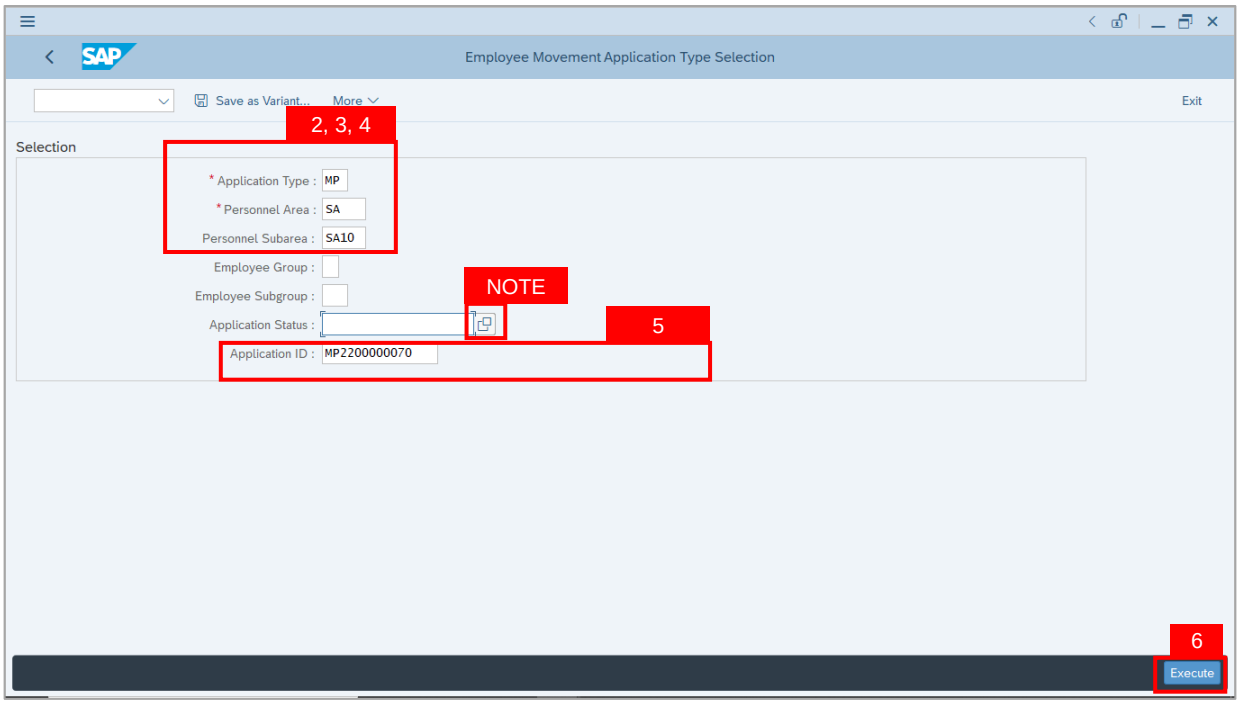
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

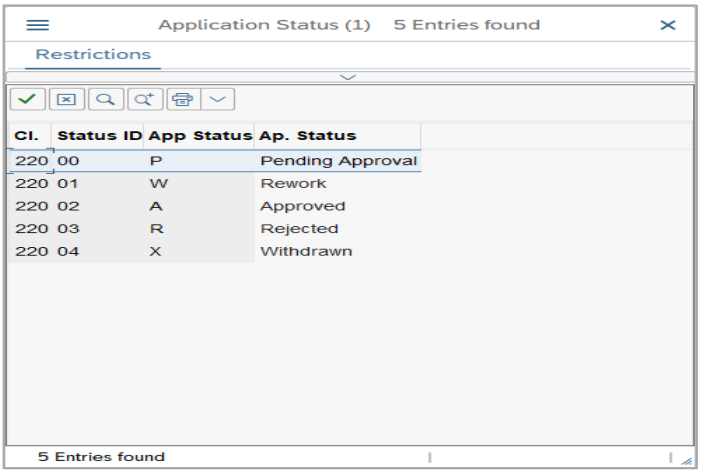


Note:

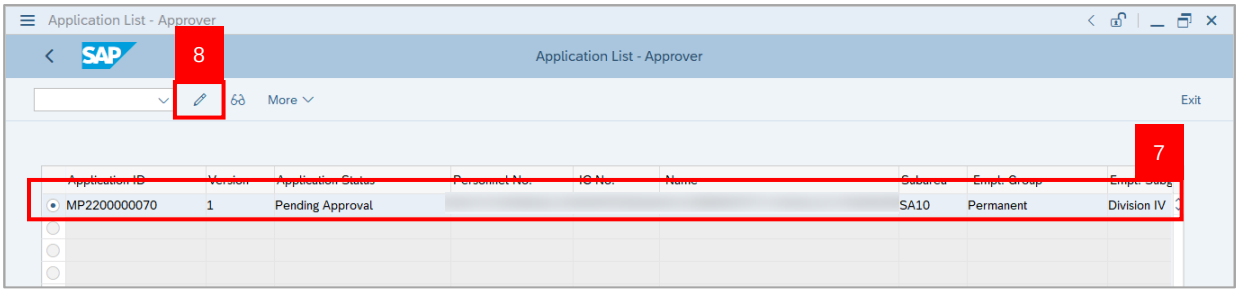
i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

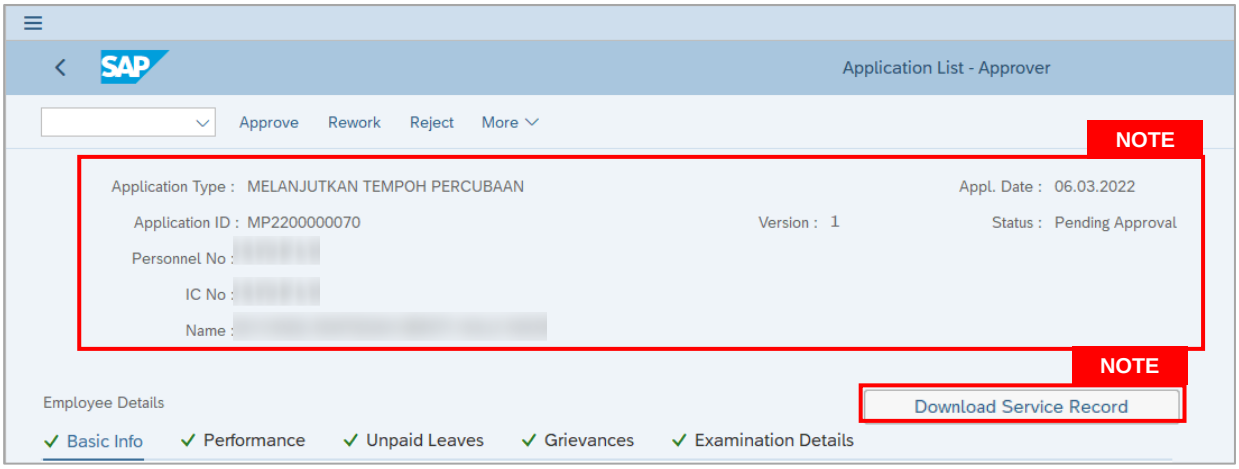
iii. User may leave **Application ID** field empty to view all applications submitted.



7. Select submitted application.
8. Click on **Change** icon.



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

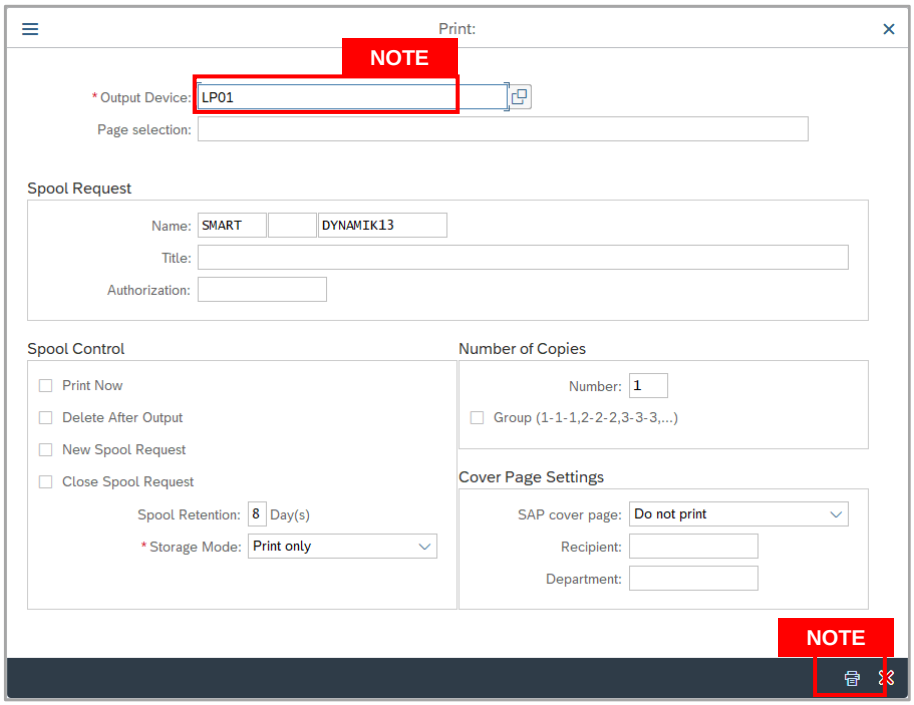
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

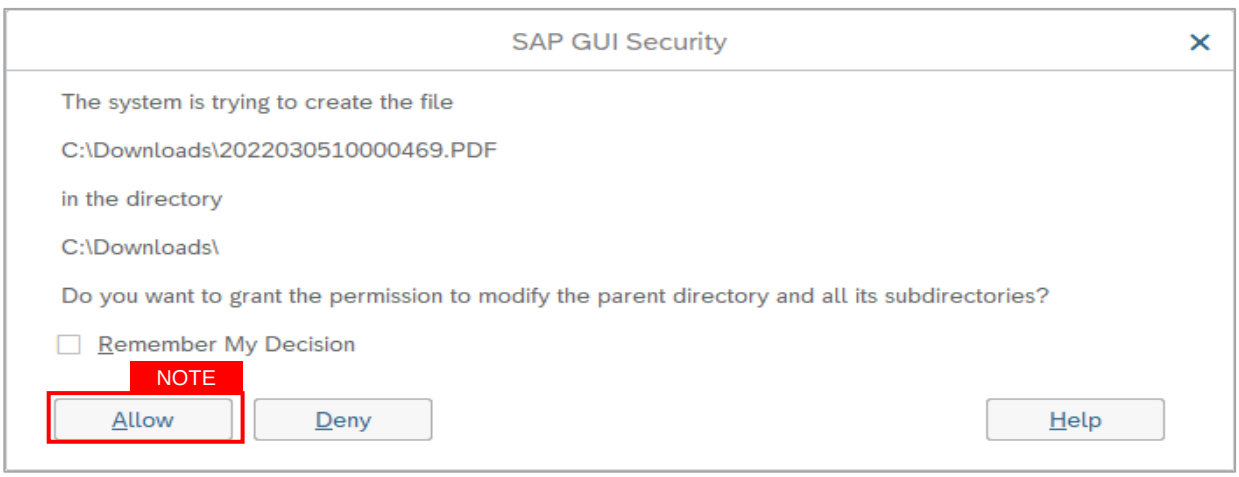
iv. Click on **Print** button.



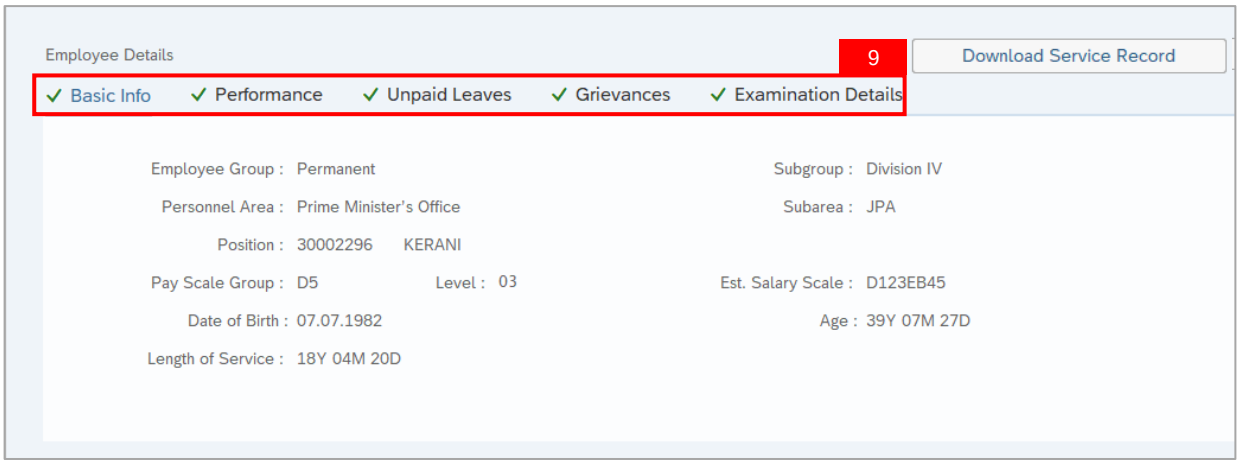
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

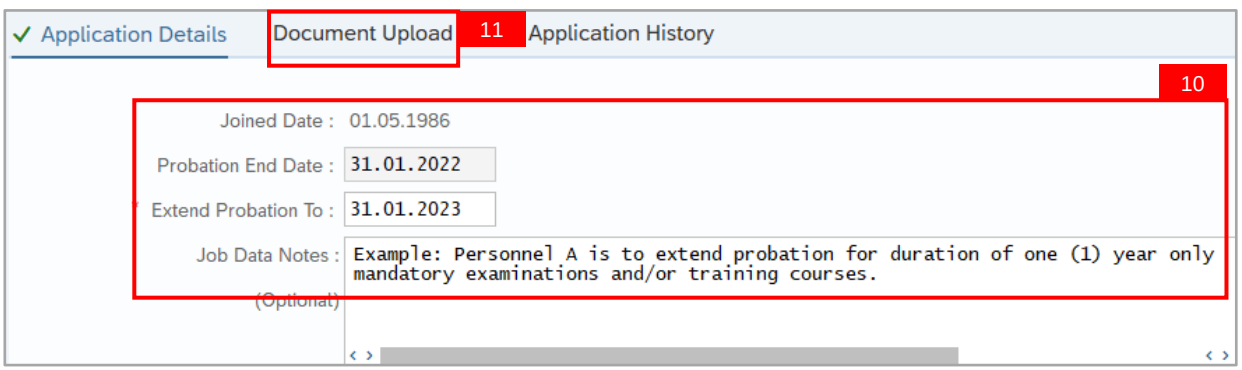


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.



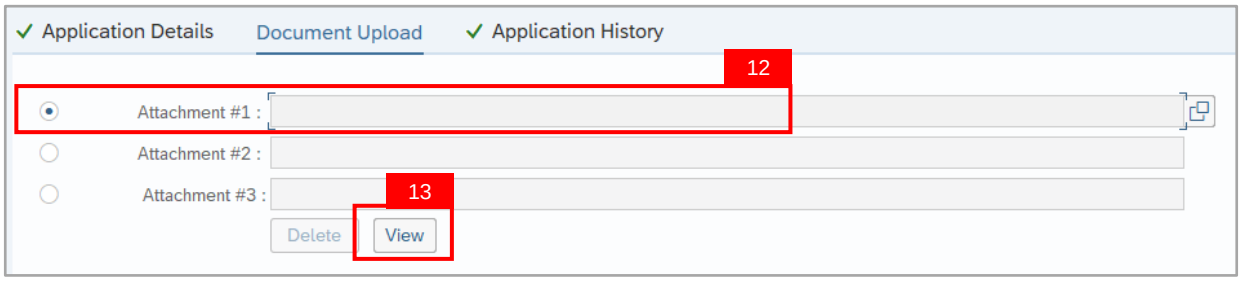
10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.



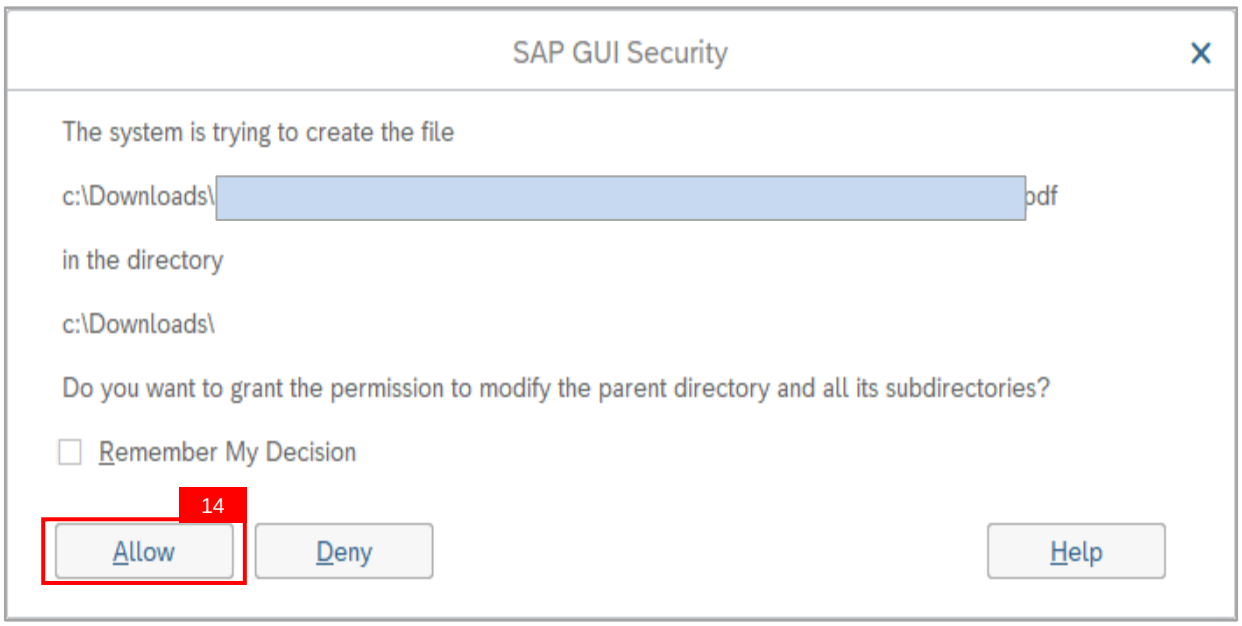
12. Select **Attachment** to review (if any).

13. Click on **View** button.

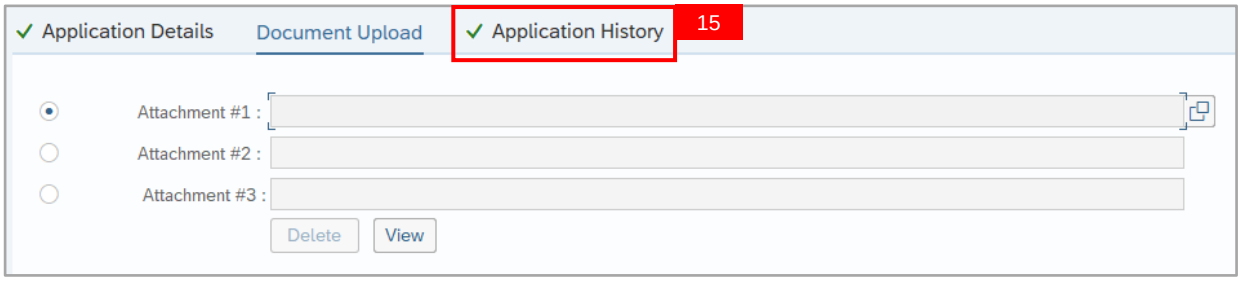


14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.



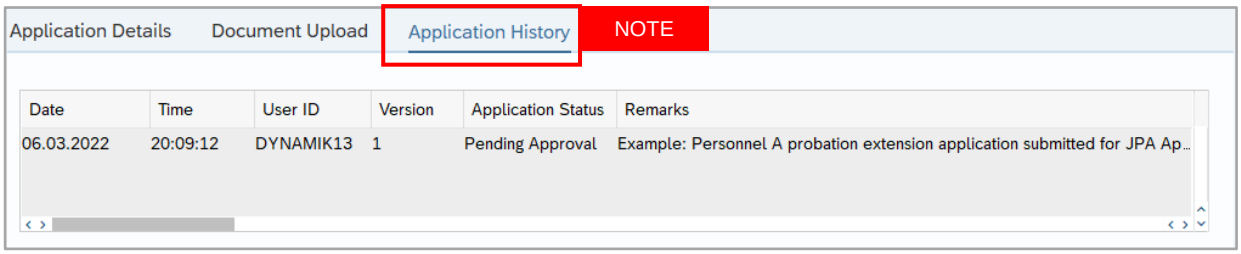
15. Click on **Application History** tab.



Note:

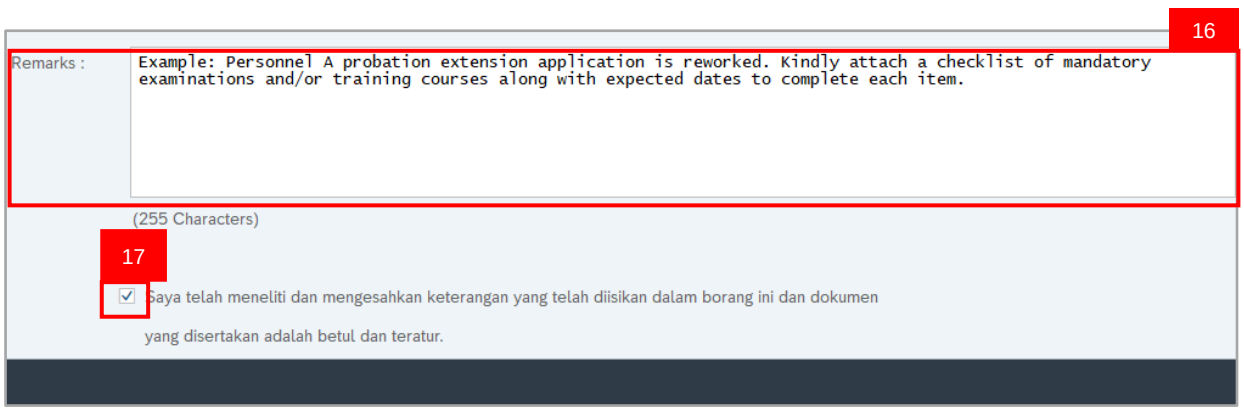
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.

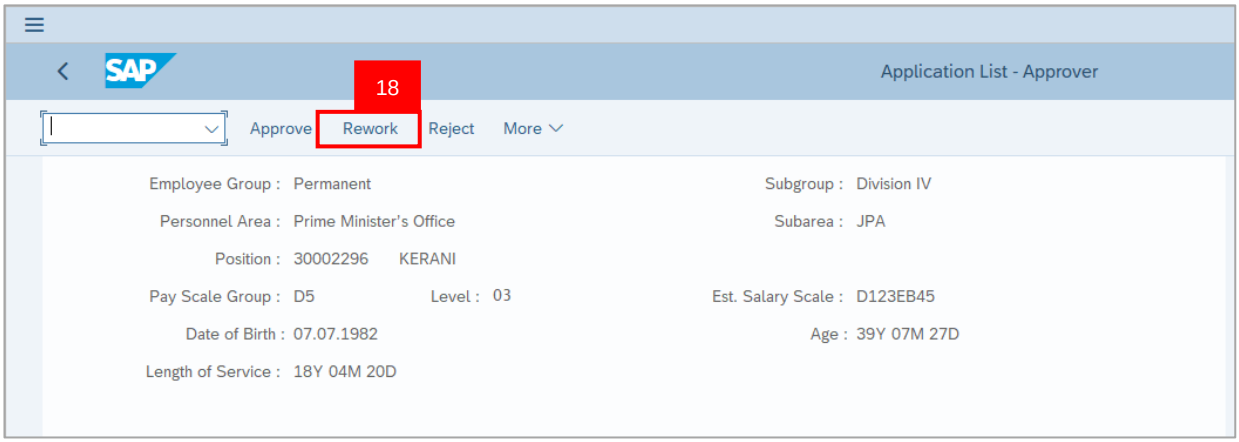


16. Enter the **Remarks (Comments).**

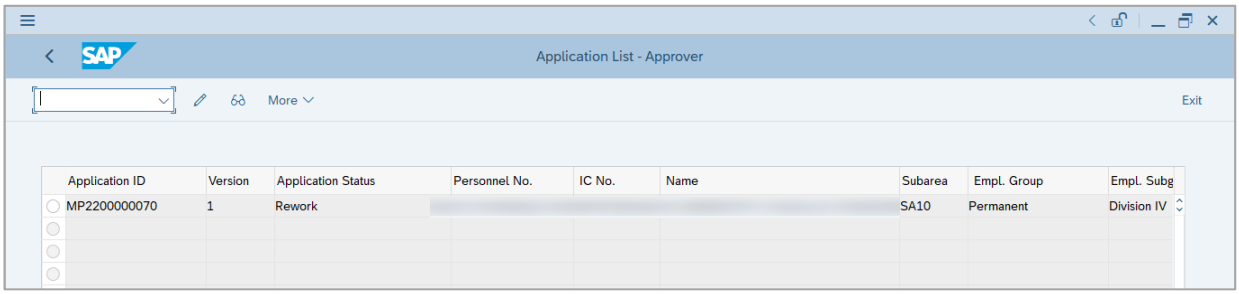
17. Click on **Declaration Statement checkbox.**



18. Click on **Rework** button.



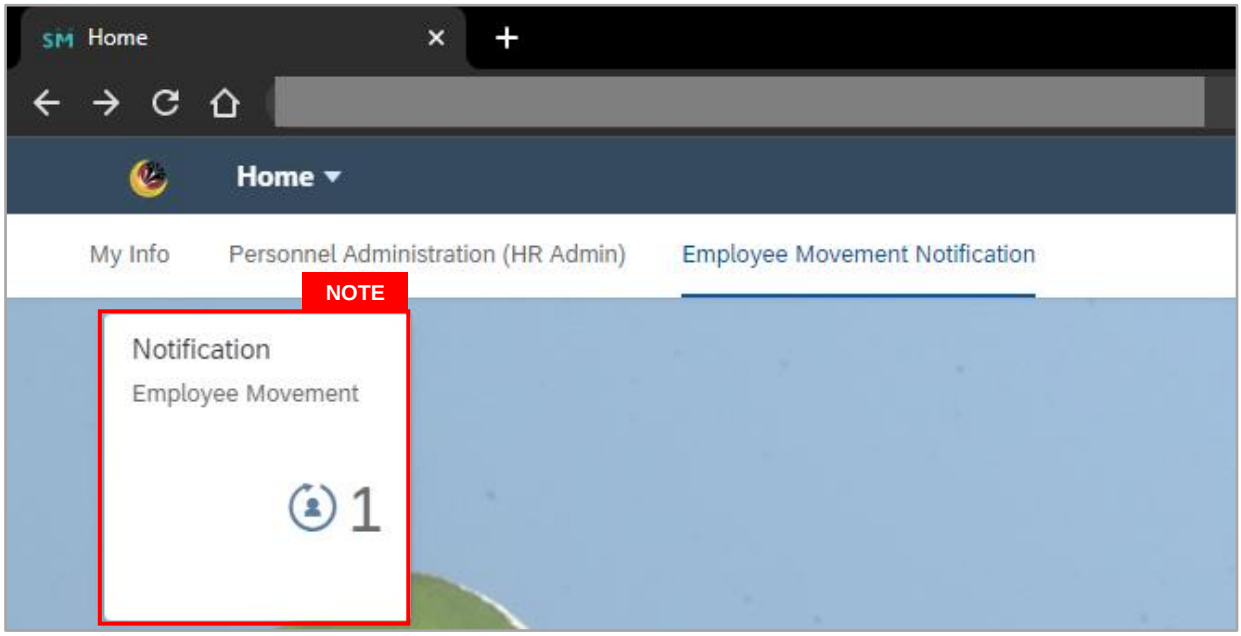
Outcome: Application is successfully reworked by JPA Approver.



Note: Department HR Admin can resubmit or withdraw the reworked application.

Approve Probation Extension Application	Backend User
	JPA Approver

Log into SAP Fiori (Front End) and proceed with the following steps.



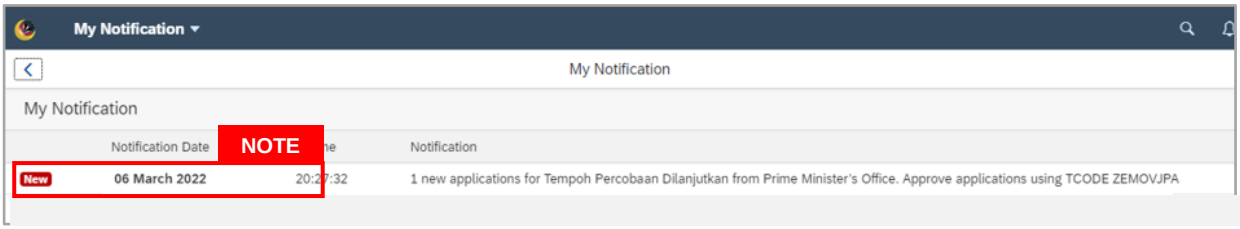
Note:

i. JPA Approver (User) receives notification on submitted applications via Employee Self-Service (ESS) under **Employee Movement Notification Tile**.

ii. The badge number indicates the number of unopened notifications.

iii. Click on **Employee Movement Notification Tile** to view the notifications.

The **My Notifications** page will be displayed.



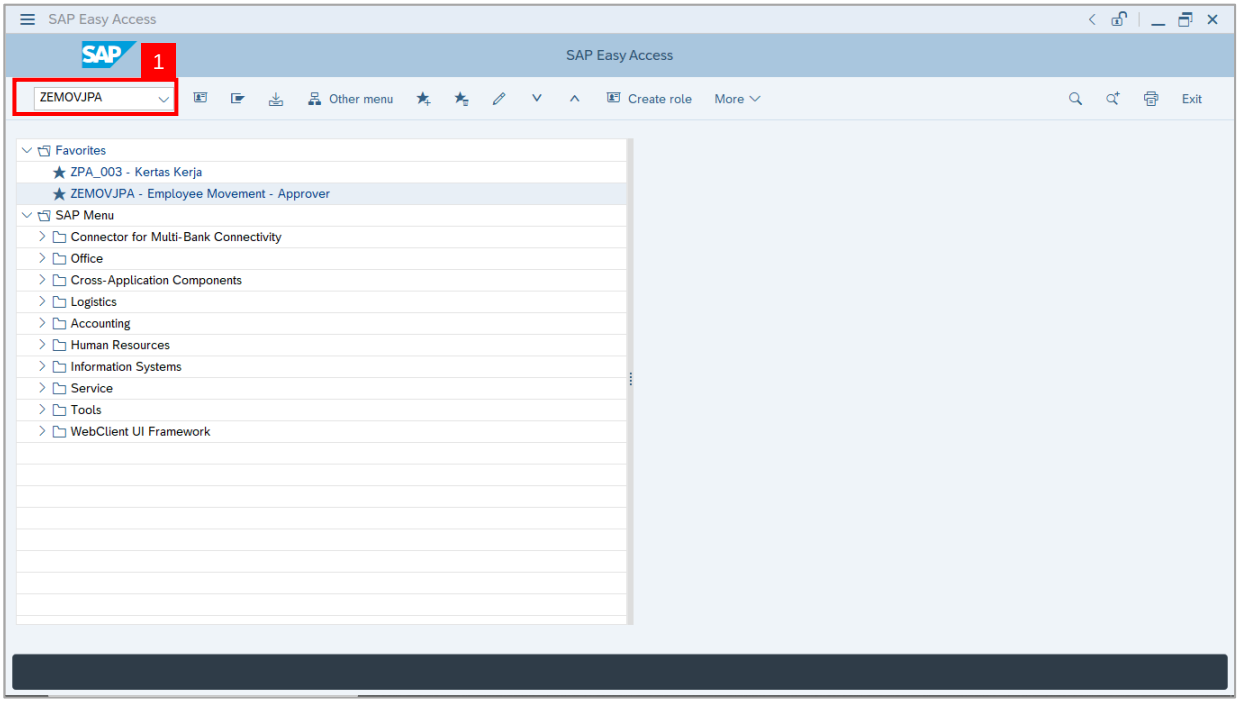
Note:

i. Unopened notifications will be marked with **New.**

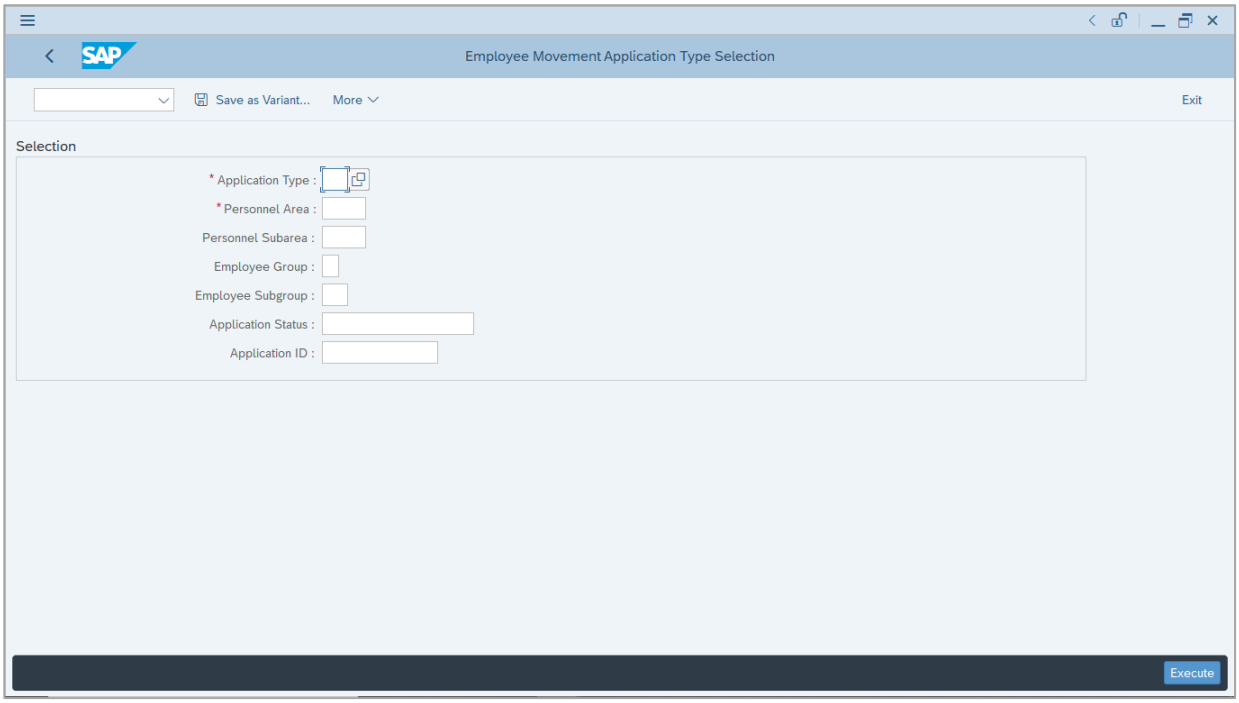
ii. Opened notifications will remain recorded in the **My Notifications** page.

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

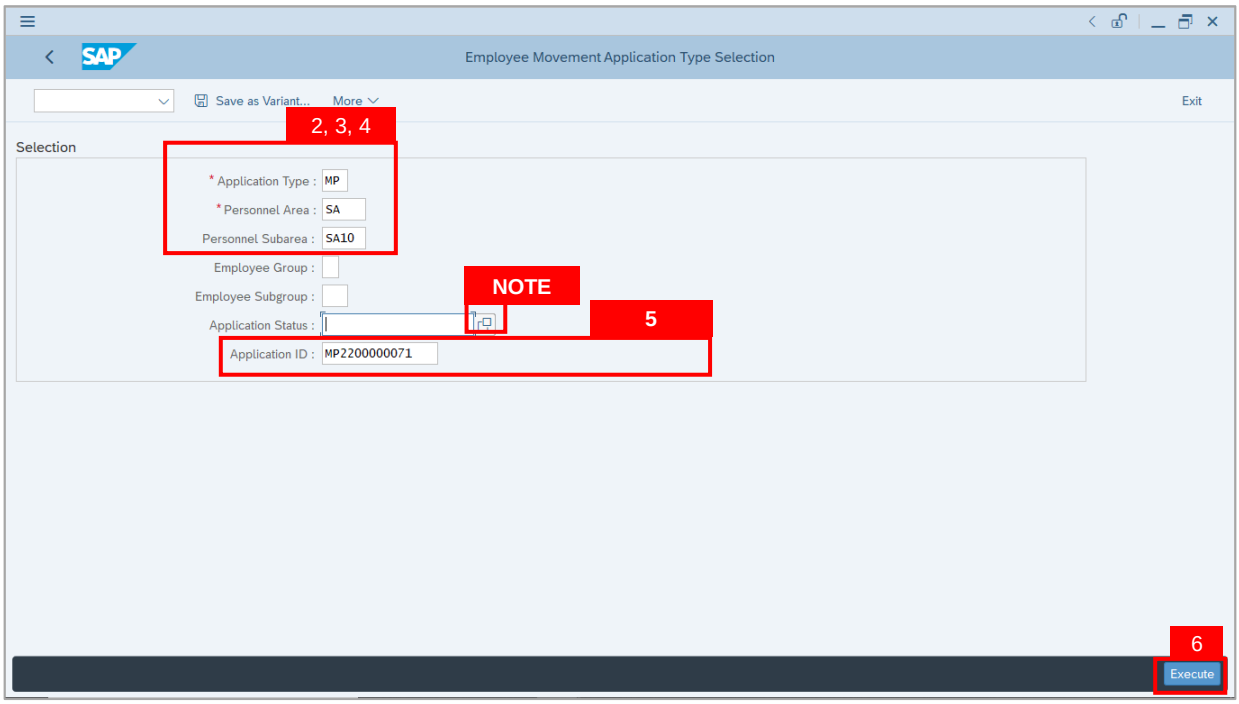
1. Enter transaction code **ZEMOVJPA** in the search bar.



Note: The **Employee Movement Application Type Selection** page will be displayed.



2. Enter **MP – Melanjutkan Tempoh Percubaan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**
4. (Optional) Enter the **Personnel Subarea (Department).**
5. (Optional) Enter the **Application ID.**
6. Click on **Execute** button.

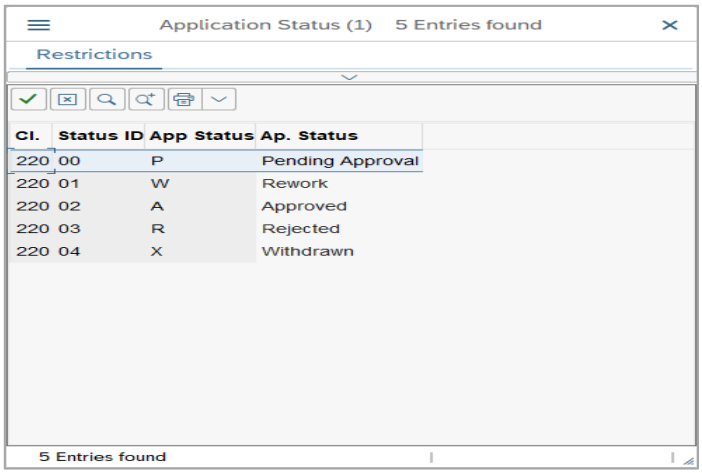


Note:

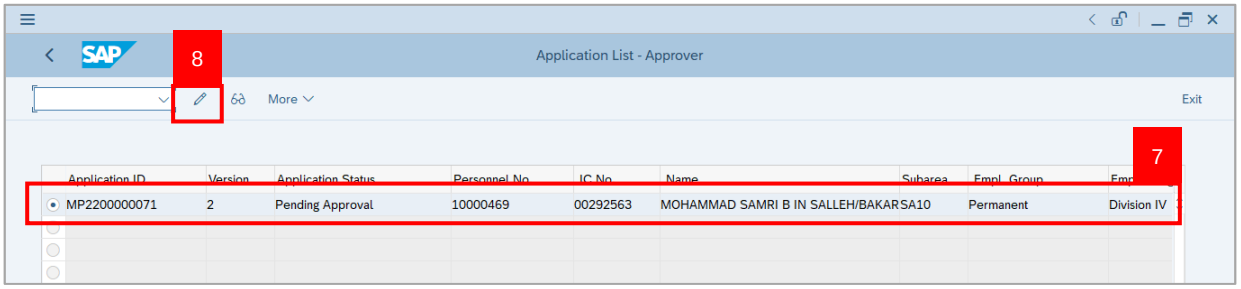
i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

ii. Submitted applications can be further filtered with **Application ID**.

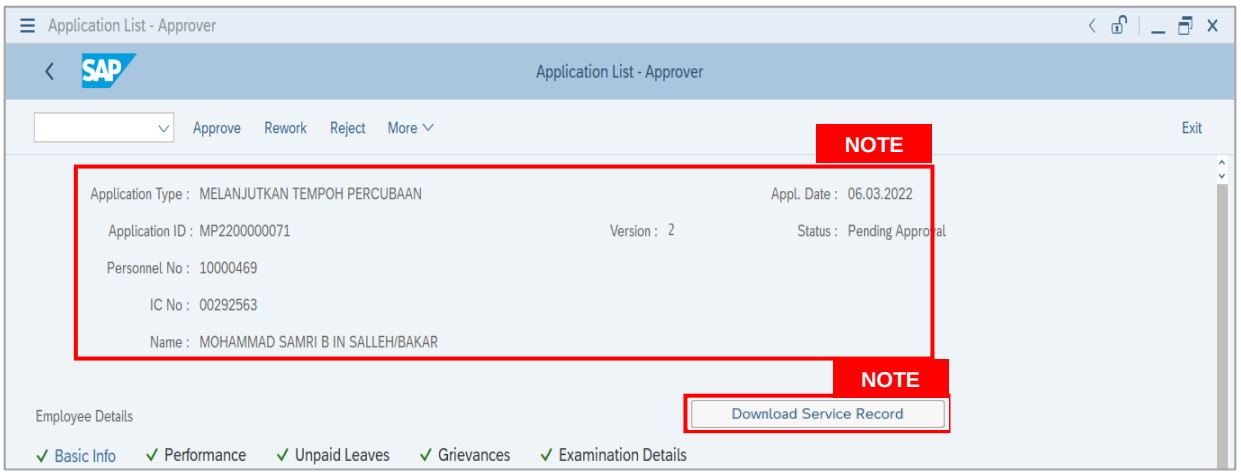
iii. User may leave **Application ID** field empty to view all applications submitted.



7. Select submitted application.
8. Click on **Change** icon.



Note: The **Application List Approver (Personnel Application)** page will be displayed.



Note:

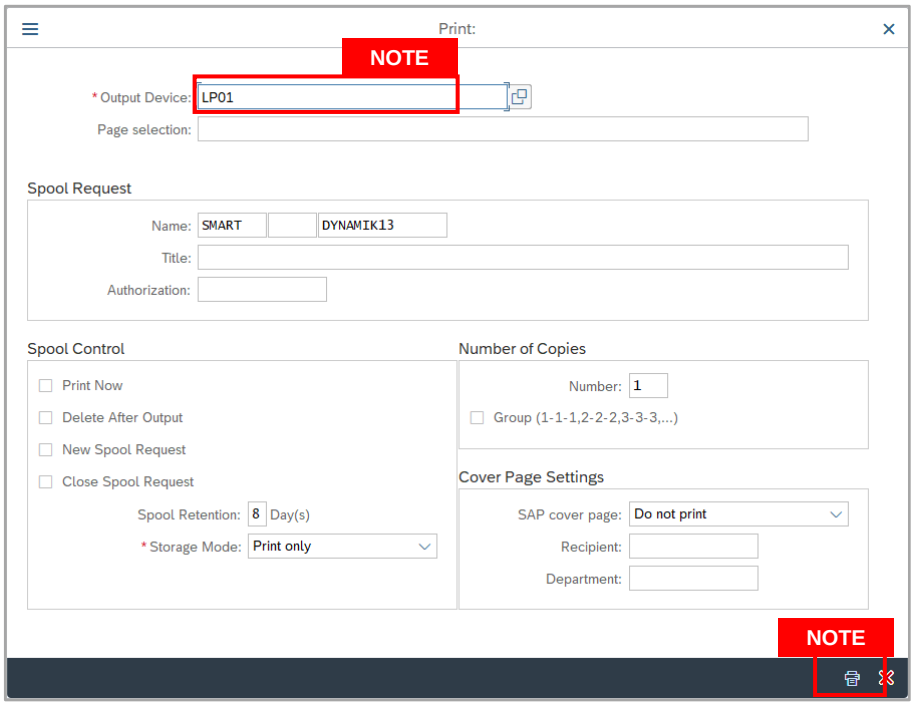
i. JPA Approver (User) can view personnel and application information at the top of the page.

ii. JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.

Note:

iii. Enter **LP01** for **Output Device**.

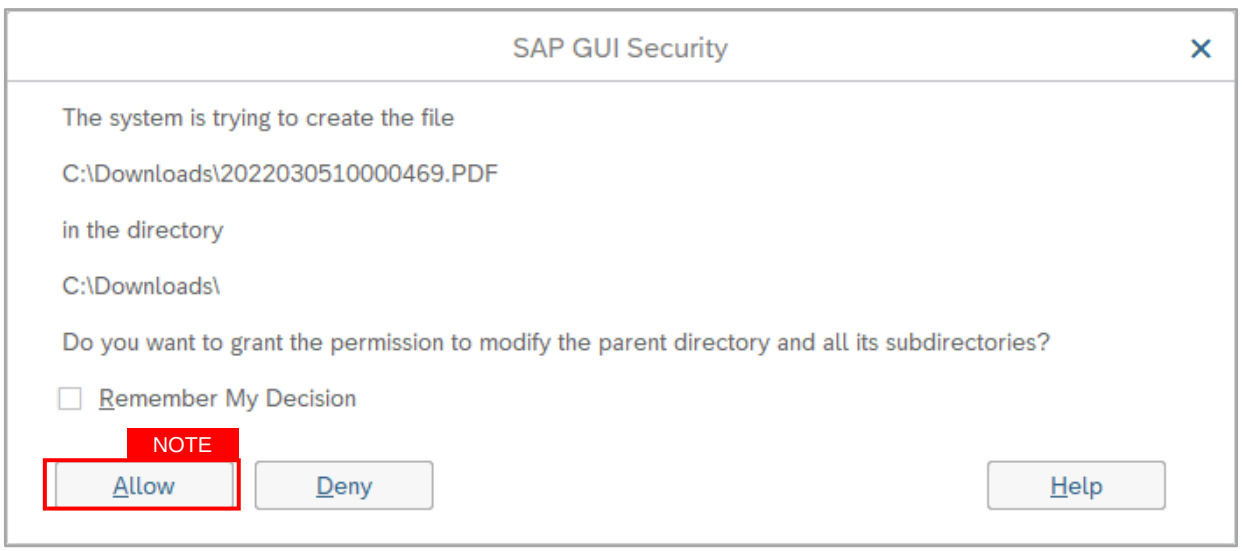
iv. Click on **Print** button.



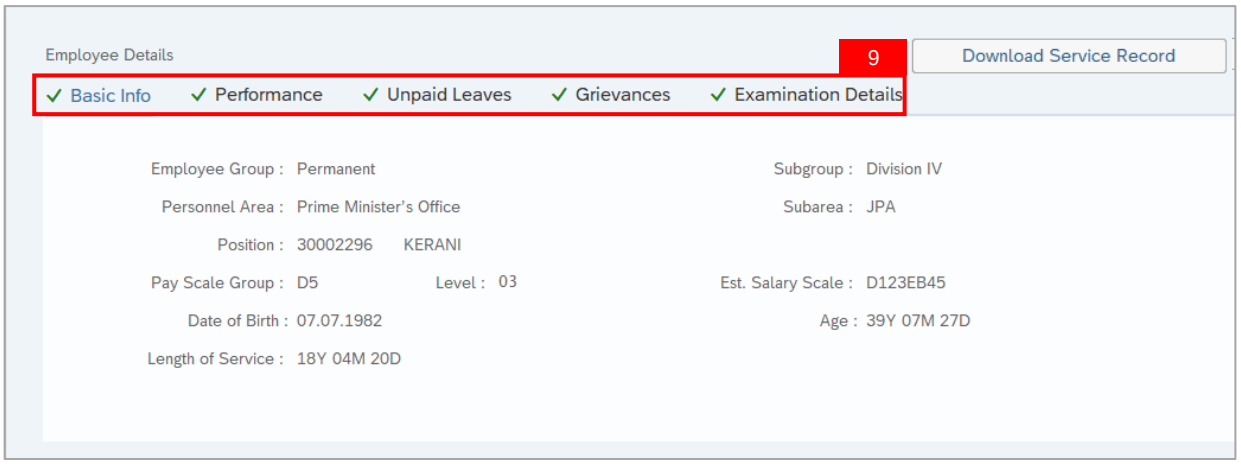
Note:

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

vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..

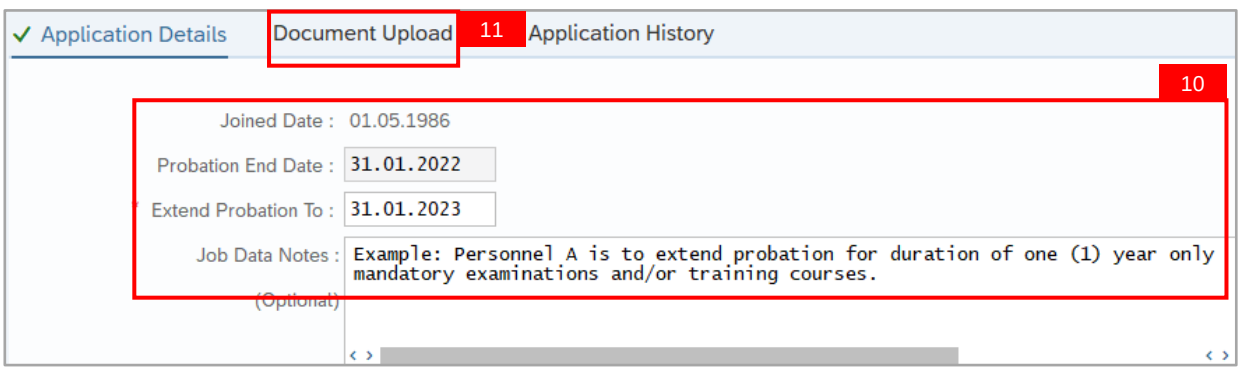


9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab and **Examination Details** tab) of submitted probation confirmation application.



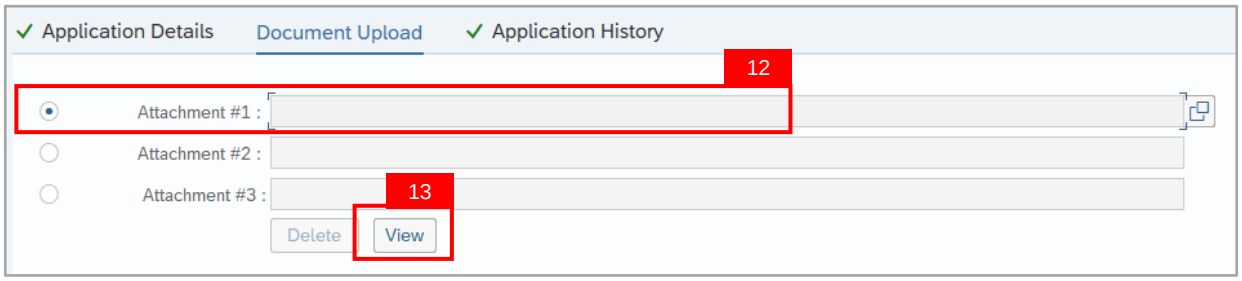
10. Review the **Application Details** tab (**Probation End Date, Extend Probation To date** and **Job Data Notes**).

11. Click on **Document Upload** tab.



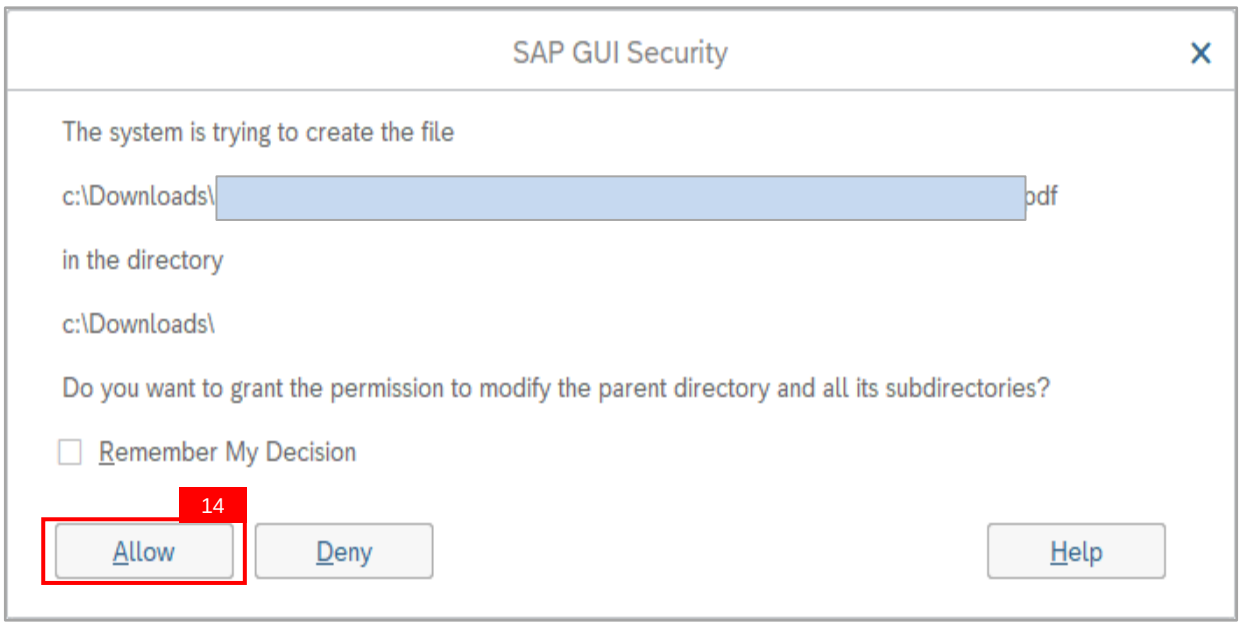
12. Select **Attachment** to review (if any).

13. Click on **View** button.

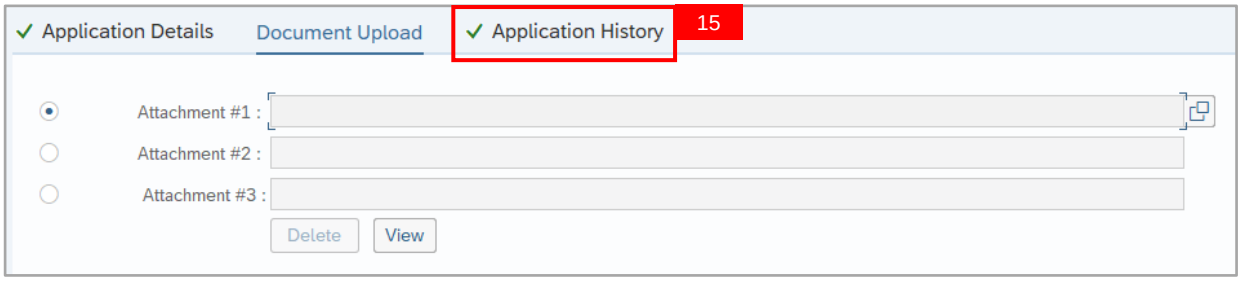


14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

Note: The personnel **document** is downloaded into the device for review.



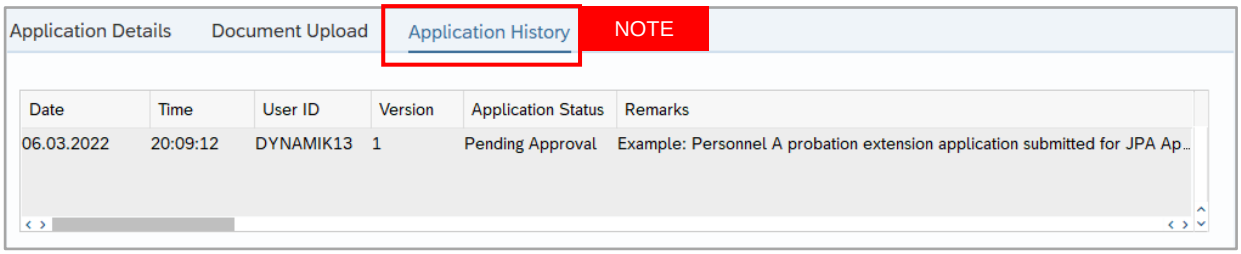
15. Click on **Application History** tab.



Note:

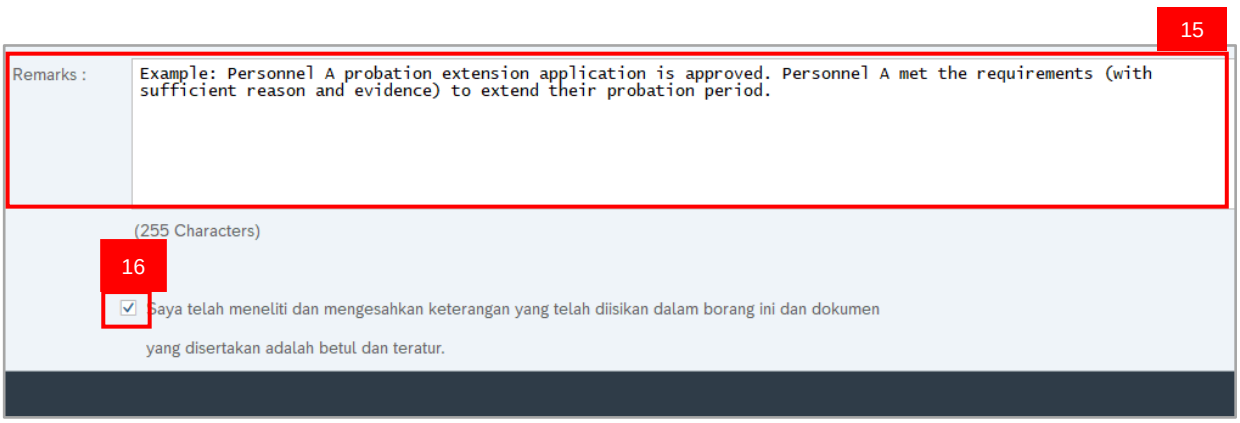
i. **Application History** tab records the details of submission, application status and remarks (comments).

ii. Comments from **Remarks** field are recorded under **Application History** tab.



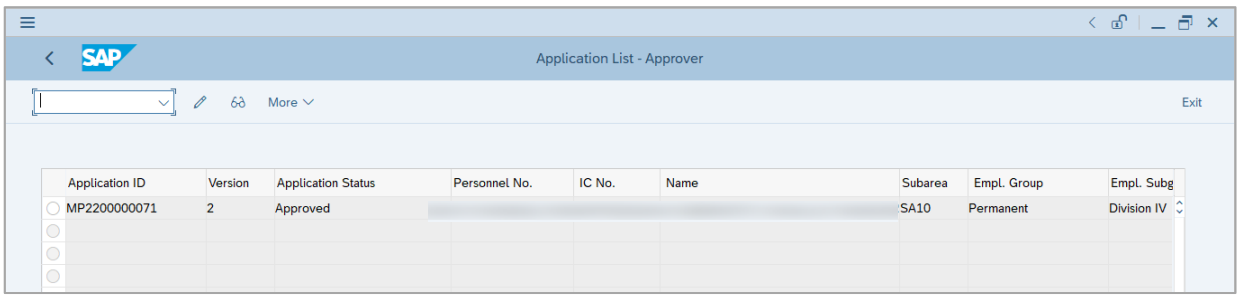
15. Enter the **Remarks (Comments).**

16. Click on **Declaration Statement checkbox.**



18. Click on Approve button.

Outcome: Application is successfully approved by JPA Approver.

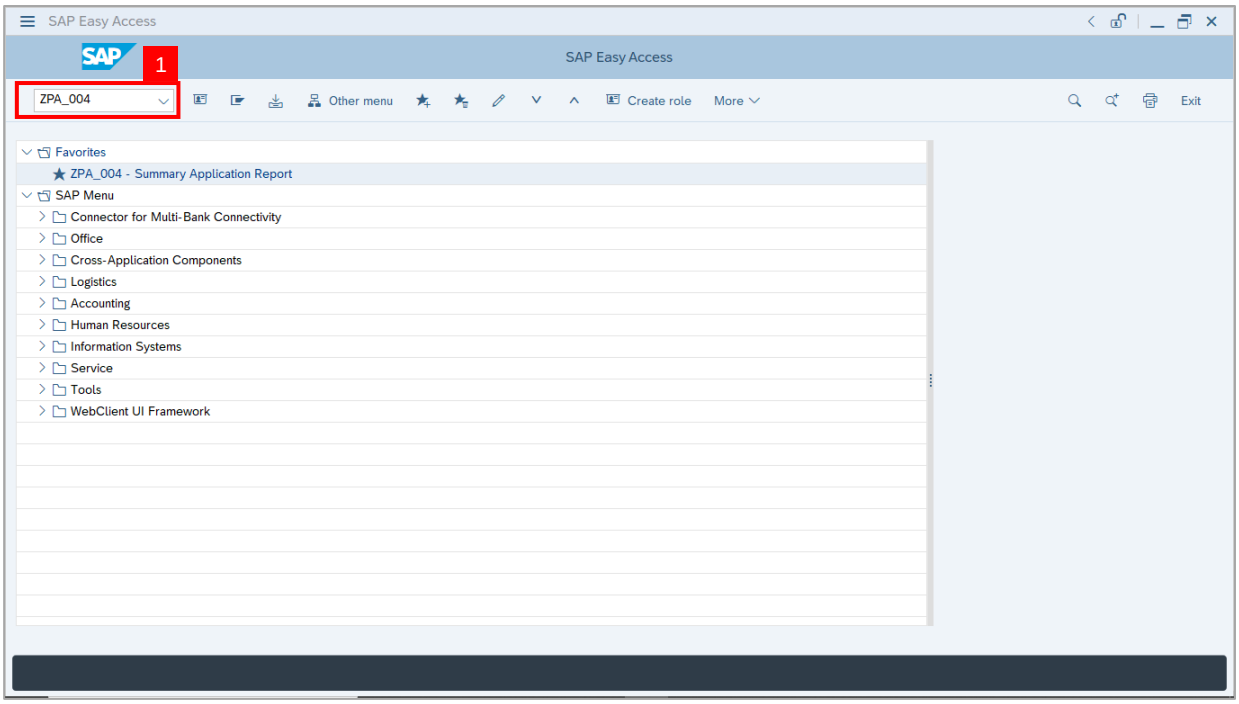


Note: Approved probation confirmation application means that Probation Extension job data is automatically recorded by SSM. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

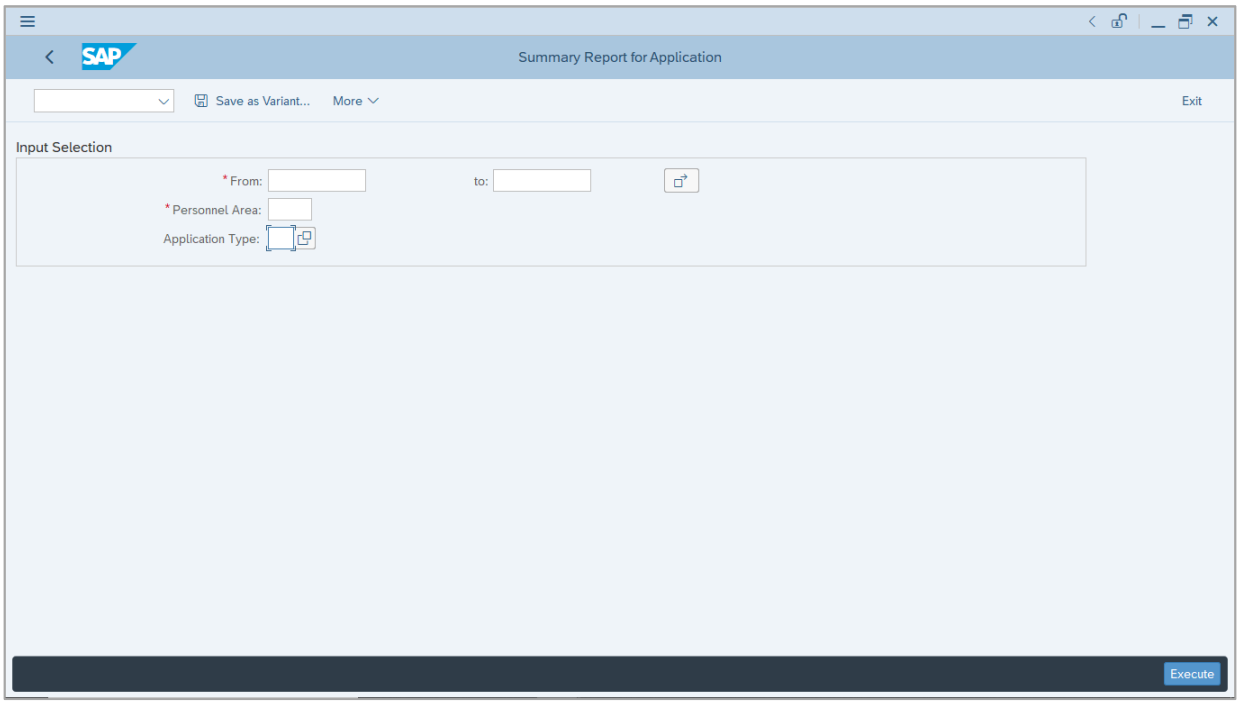
Summary Report for Application	Backend User
	JPA Approver

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

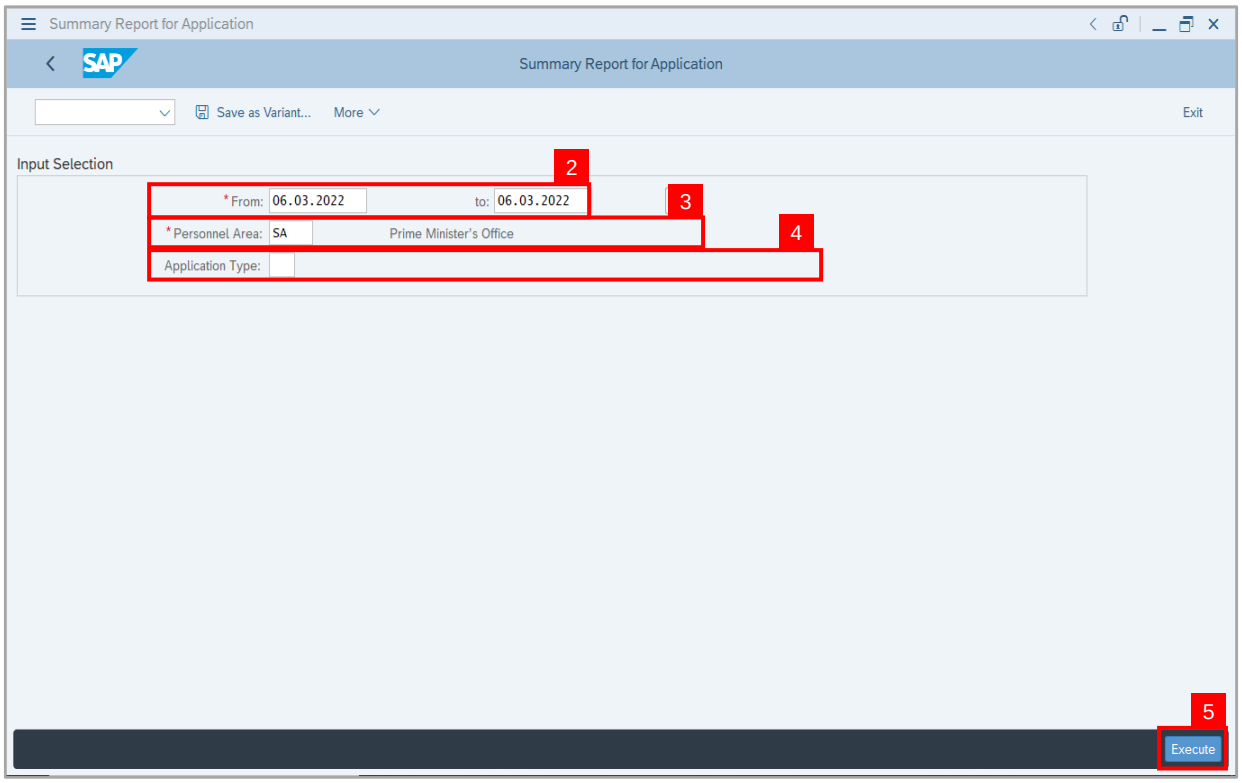
1. Enter transaction code **ZPA_004** in the search bar.



The **Summary Report for Application** page will be displayed.



2. Enter the **Application Date From and To (Submitted Application Period)**
3. Enter the **Personnel Area (Ministry).**
4. (Optional) Enter the **Application Type**
5. Click on **Execute** button.



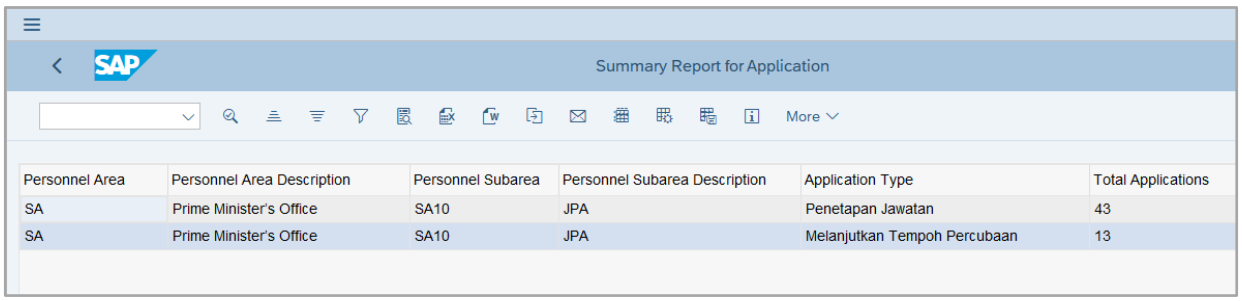
Note:

i. JPA Approver (User) can click on **Search** icon for **Application Type** to filter report results.

ii. The report would generate the number of submitted applications for the selected **Personnel Area (Ministry).**

iii. The **Application Date From and To (Submitted Application Period)** allows the user to generate report based on the submitted applications within the timeframe.

The **Summary Report for Application** page will be displayed.



Personnel Area	Personnel Area Description	Personnel Subarea	Personnel Subarea Description	Application Type	Total Applications
SA	Prime Minister's Office	SA10	JPA	Penetapan Jawatan	43
SA	Prime Minister's Office	SA10	JPA	Melanjutkan Tempoh Percubaan	13