



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**.



Table of Content

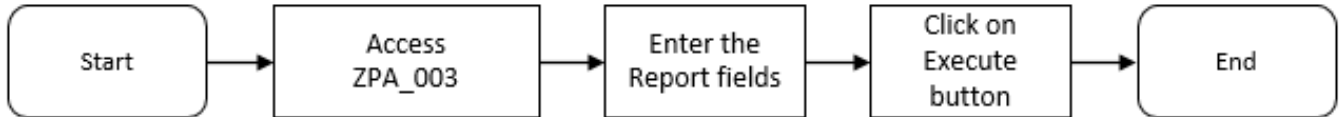
| Topics | Page |
|---|--------------------|
| Introduction | 2 |
| Glossary | 2 |
| Further Assistance | 2 |
| Process Overview | 4 |
| Add Transaction Code To Favorites | 5 |
| Generate Kertas Kerja – JPA Approver | 8 |
| Reject Probation Confirmation Application – JPA Approver | 12 |
| Rework Probation Confirmation Application – JPA Approver | 21 |
| Approve Probation Confirmation Application – JPA Approver | 30 |
| Reject Probation Extension Application – JPA Approver | 39 |
| Rework Probation Extension Application – JPA Approver | 48 |
| Approve Probation Extension Application – JPA Approver | 57 |
| Summary Report for Application – JPA Approver | 66 |

Process Overview

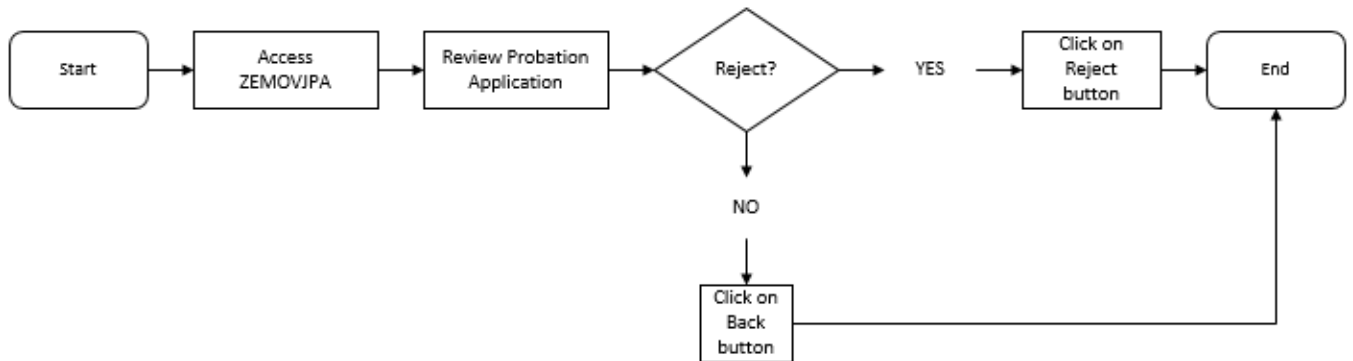
Add Transaction Code to Favourites



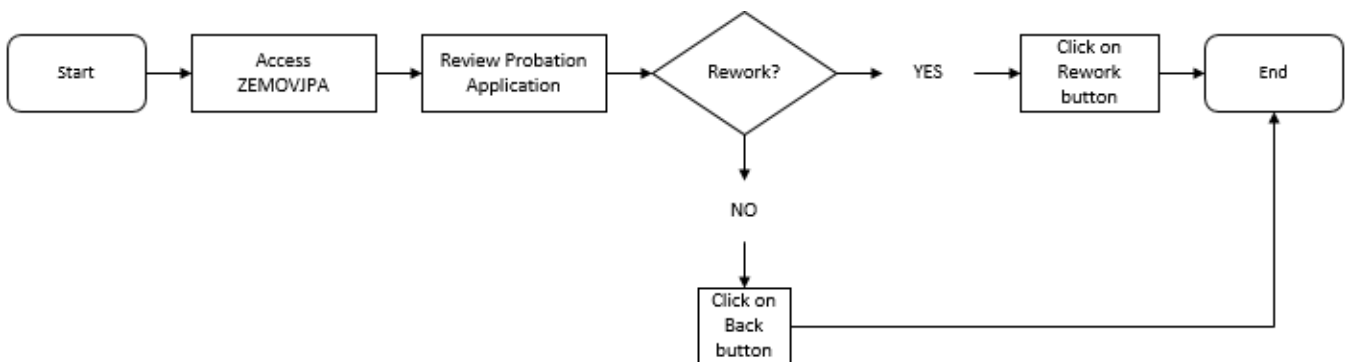
Generate Kertas Kerja via ZPA_003



Reject Probation Application in ZEMOVJPA

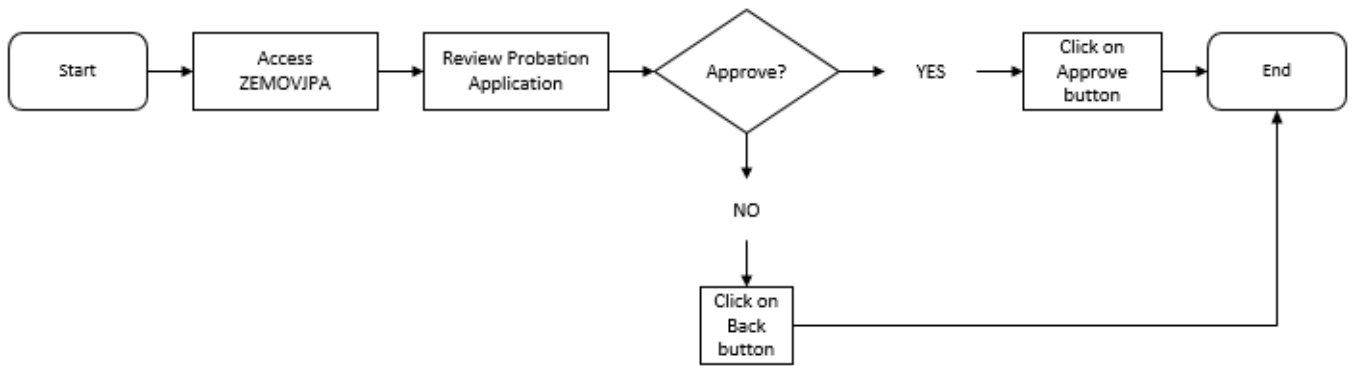


Rework Probation Application in ZEMOVJPA





Approve Probation Application in ZEMOVJPA



Generate Summary Report for Application via ZPA_004



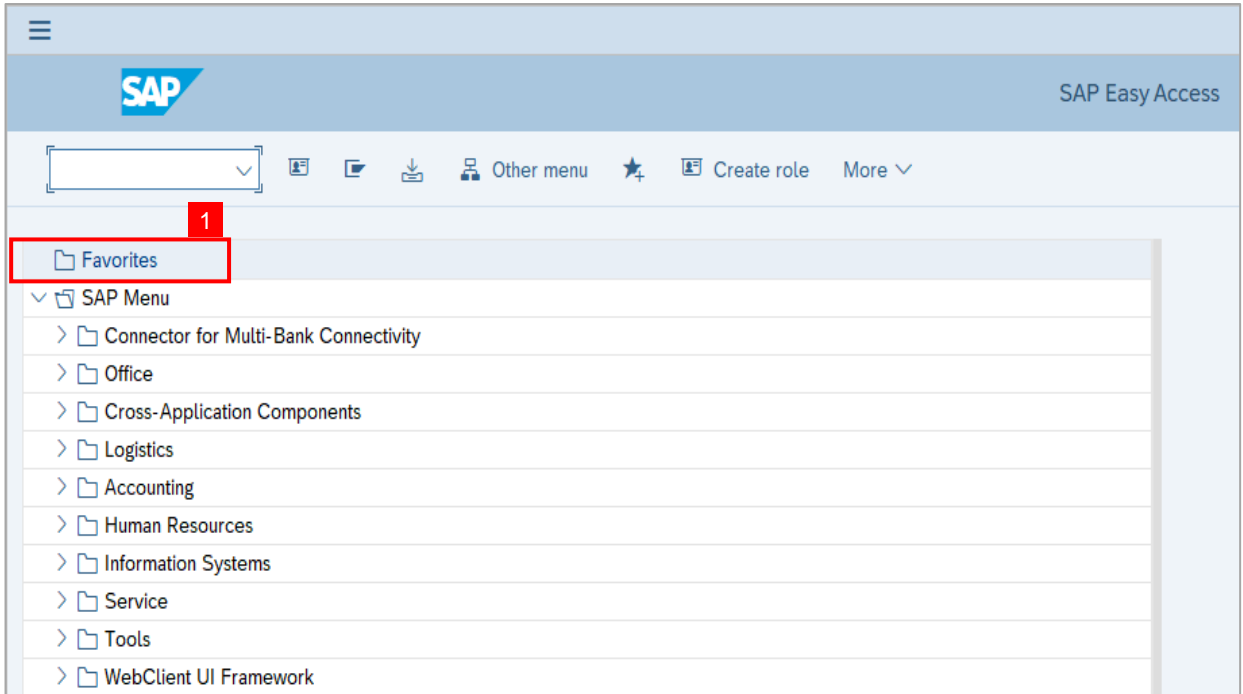
Add Transaction Code To Favorites

Backend User

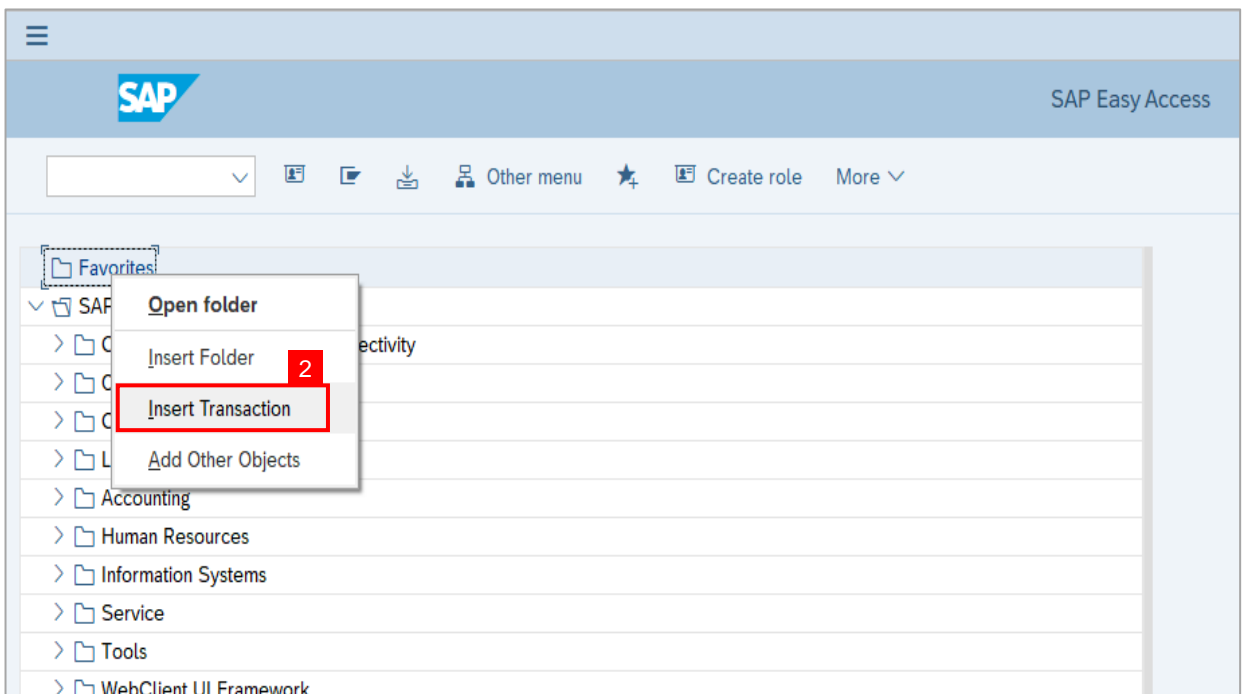
Department HR Administrator & JPA Approver

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

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

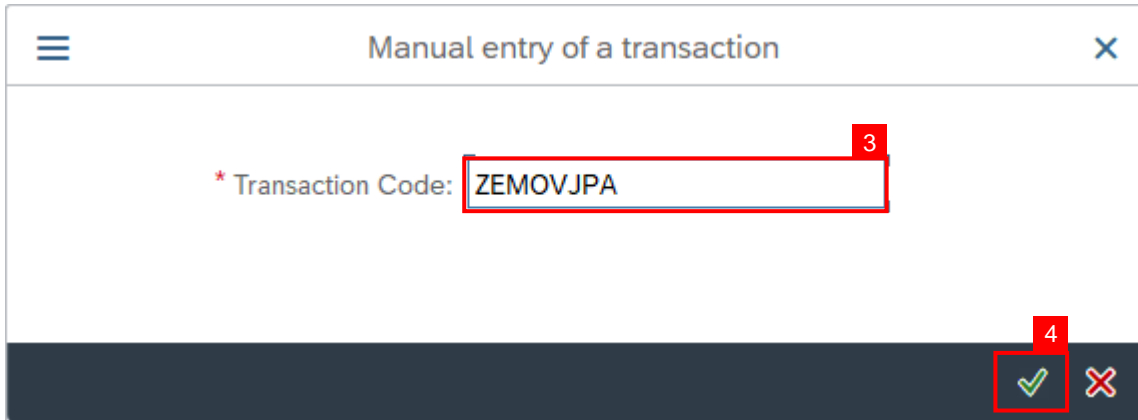


2. Click on **Insert Transaction**.

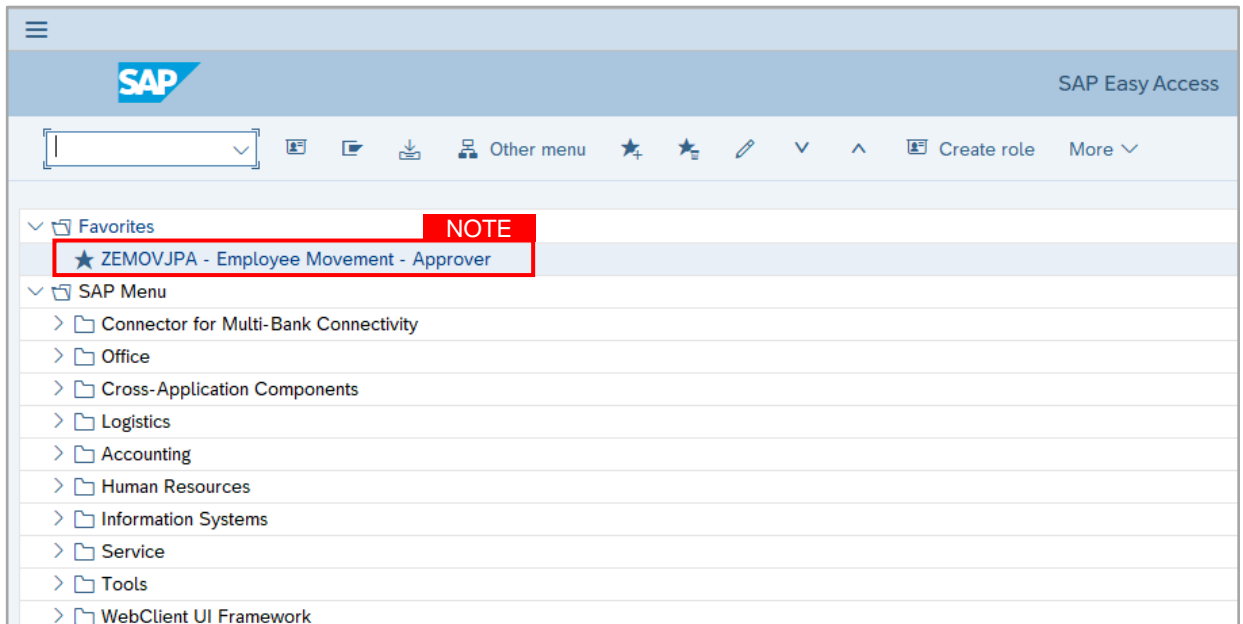


Note: Manual entry of a transaction will be displayed.

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



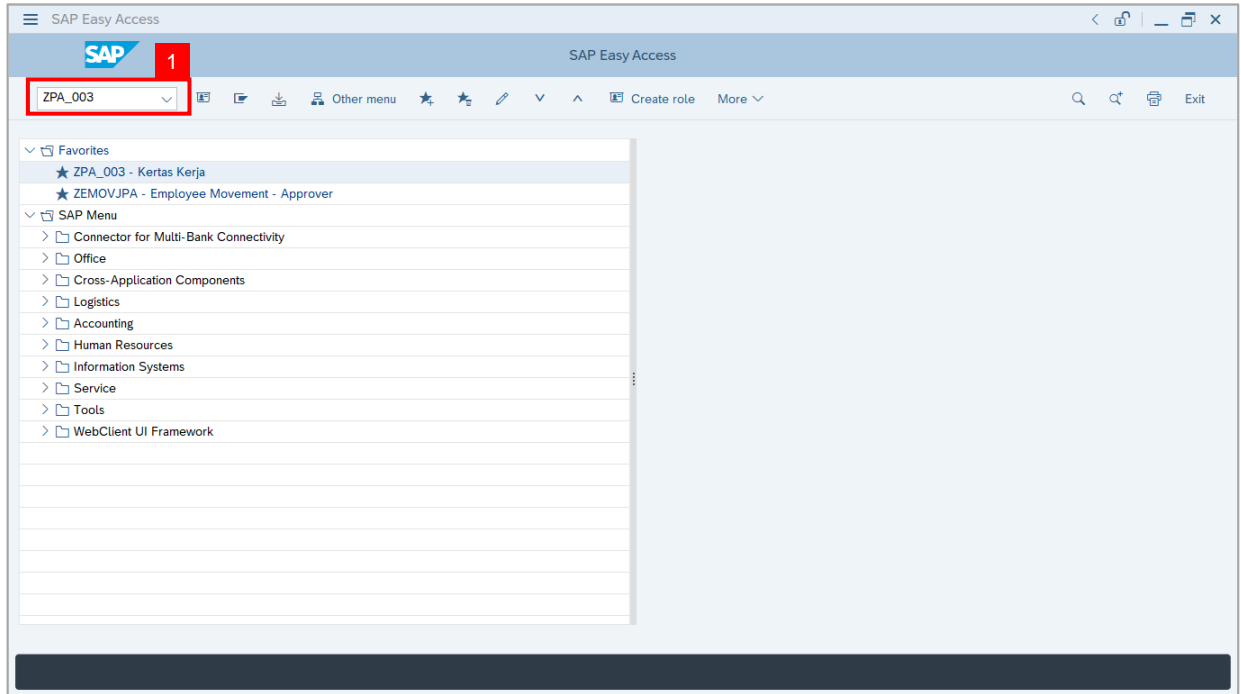
Generate Kertas Kerja

Backend User

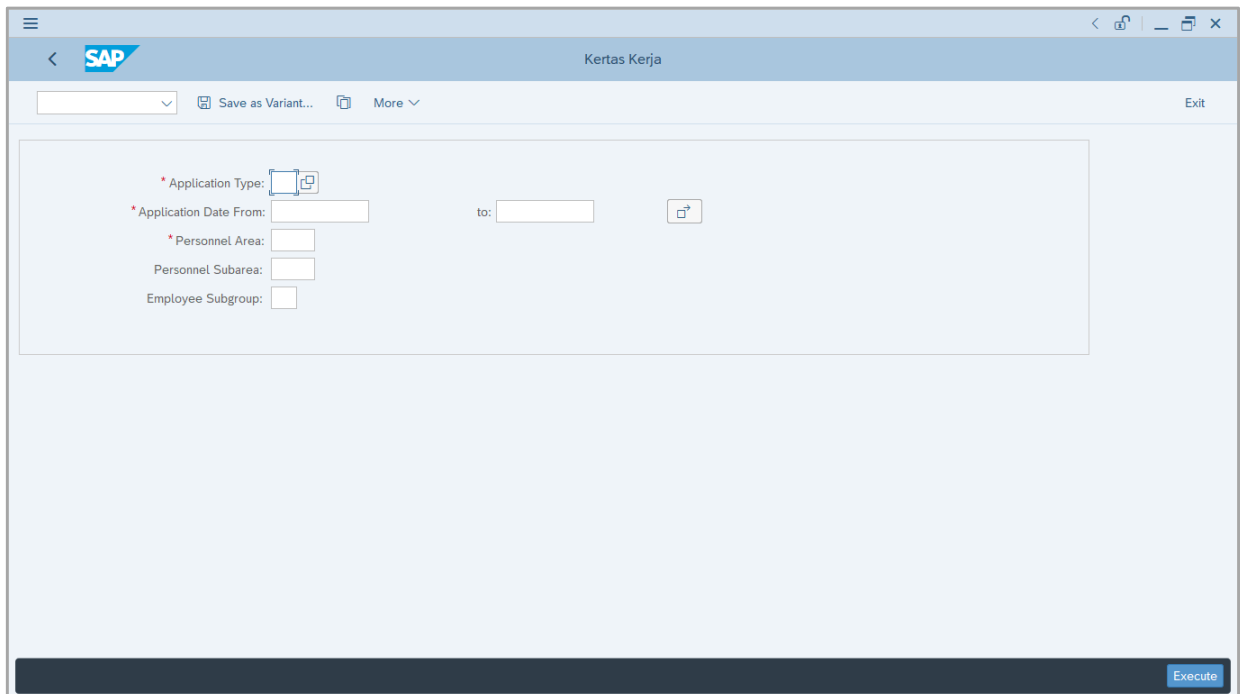
JPA Approver

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

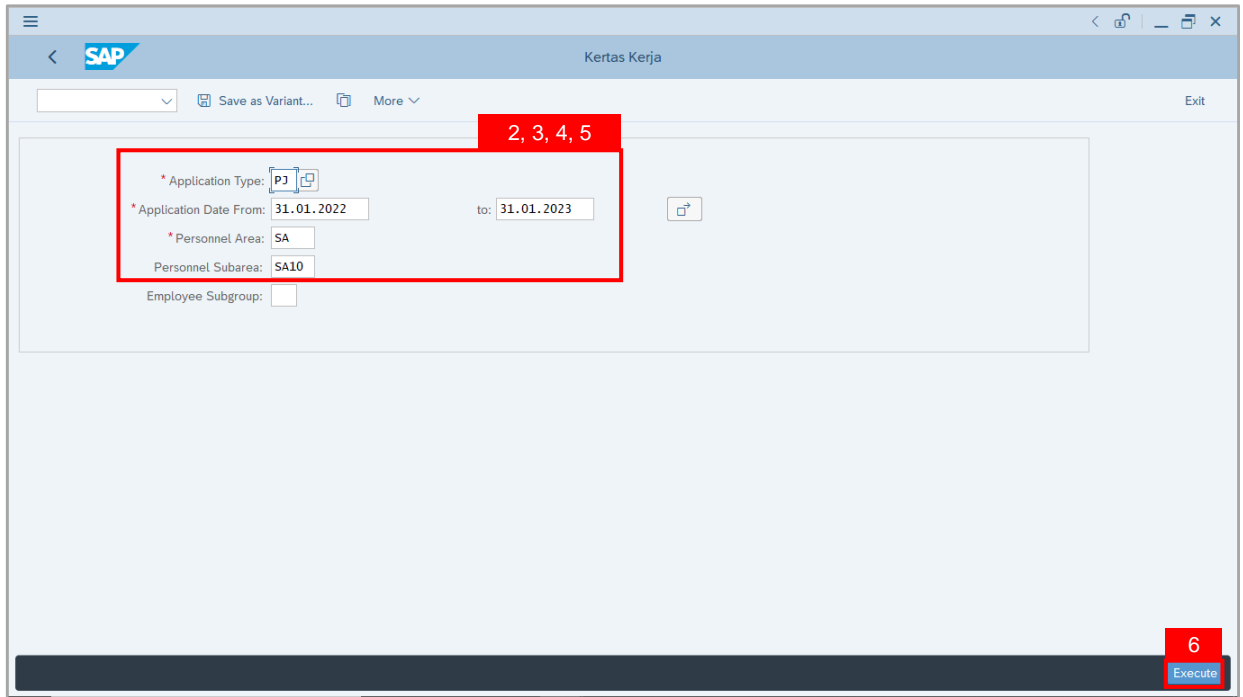
1. Enter transaction code **ZPA_003** in the search bar.



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

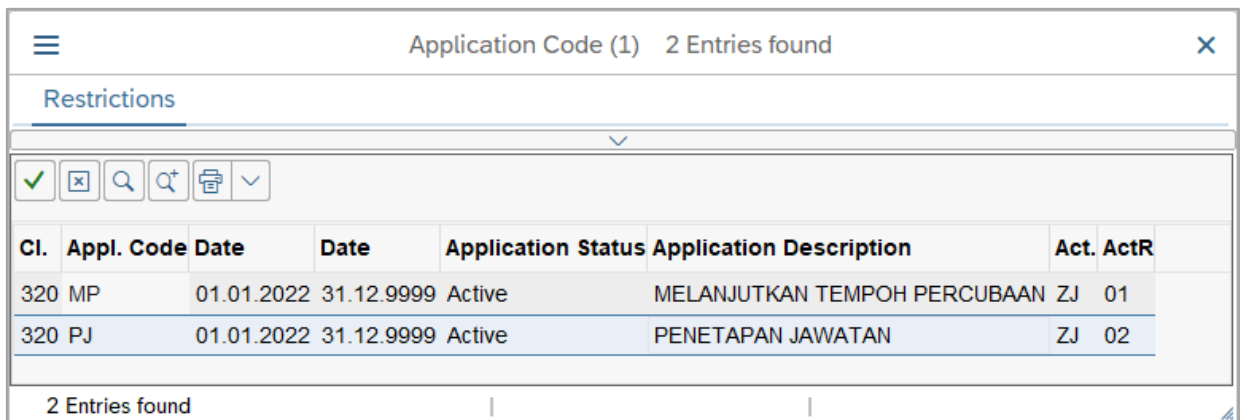


2. Enter the **Application Type**.
3. Enter the **Application Date From** and **To (Application Period)**.
4. Enter the **Personnel Area (Ministry)**.
5. (Optional) Enter the **Personnel Subarea (Department)**.
6. Click on **Execute** button.



The screenshot shows the SAP 'Kertas Kerja' (Job Ticket) form. A red box highlights the input fields for 'Application Type' (set to PJ), 'Application Date From' (31.01.2022), and 'Application Date To' (31.01.2023). A red box labeled '2, 3, 4, 5' encompasses these fields. The 'Personnel Area' is set to 'SA' and 'Personnel Subarea' is set to 'SA10'. A red box labeled '6' highlights the 'Execute' button at the bottom right of the form.

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

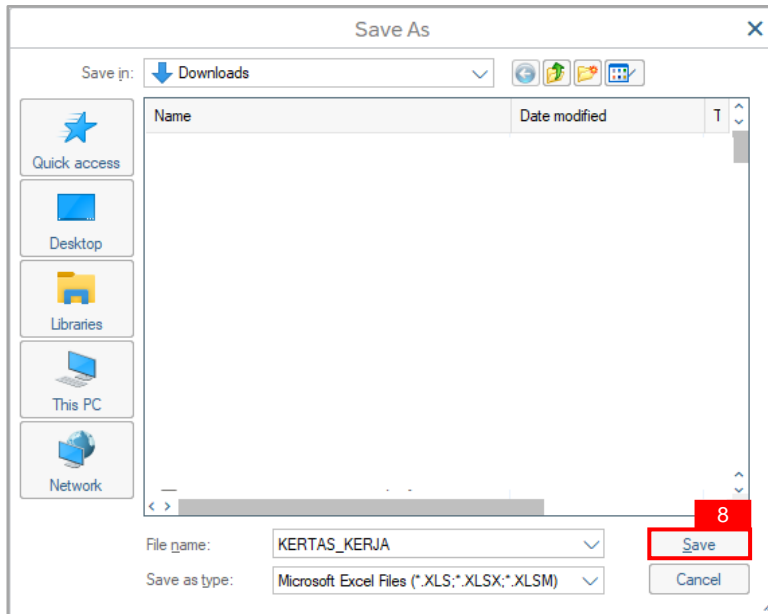


The screenshot shows the 'Application Code (1)' search results in SAP. The title bar indicates '2 Entries found'. The table below lists the search results:

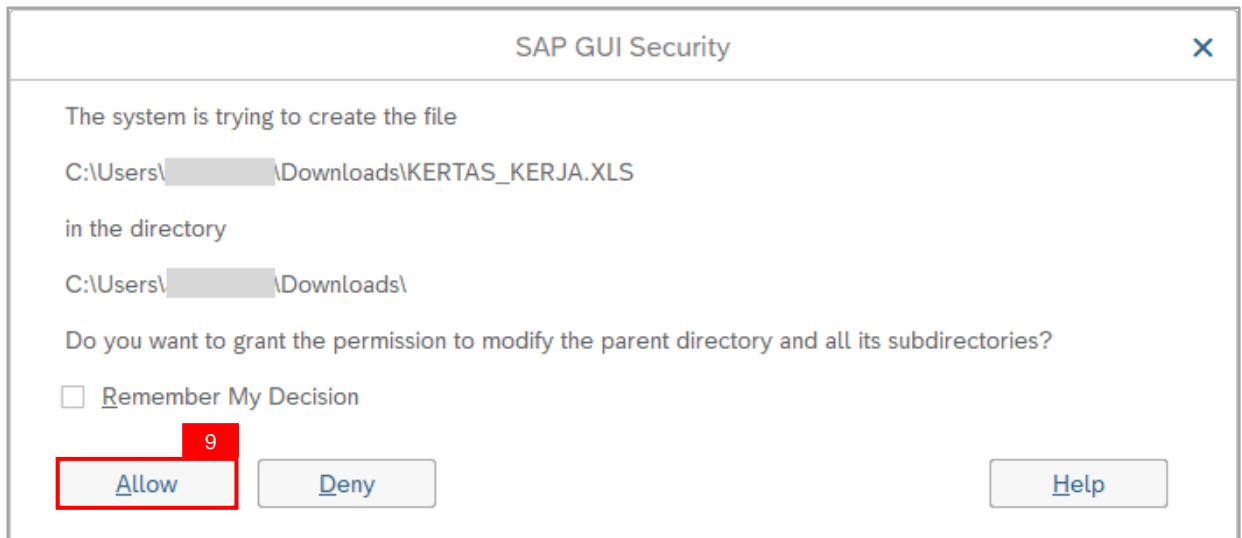
| Cl. | Appl. Code | Date | Date | Application Status | Application Description | Act. | ActR |
|-----|------------|------------|------------|--------------------|------------------------------|------|------|
| 320 | MP | 01.01.2022 | 31.12.9999 | Active | MELANJUTKAN TEMPOH PERCUBAAN | ZJ | 01 |
| 320 | PJ | 01.01.2022 | 31.12.9999 | Active | PENETAPAN JAWATAN | ZJ | 02 |

2 Entries found

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



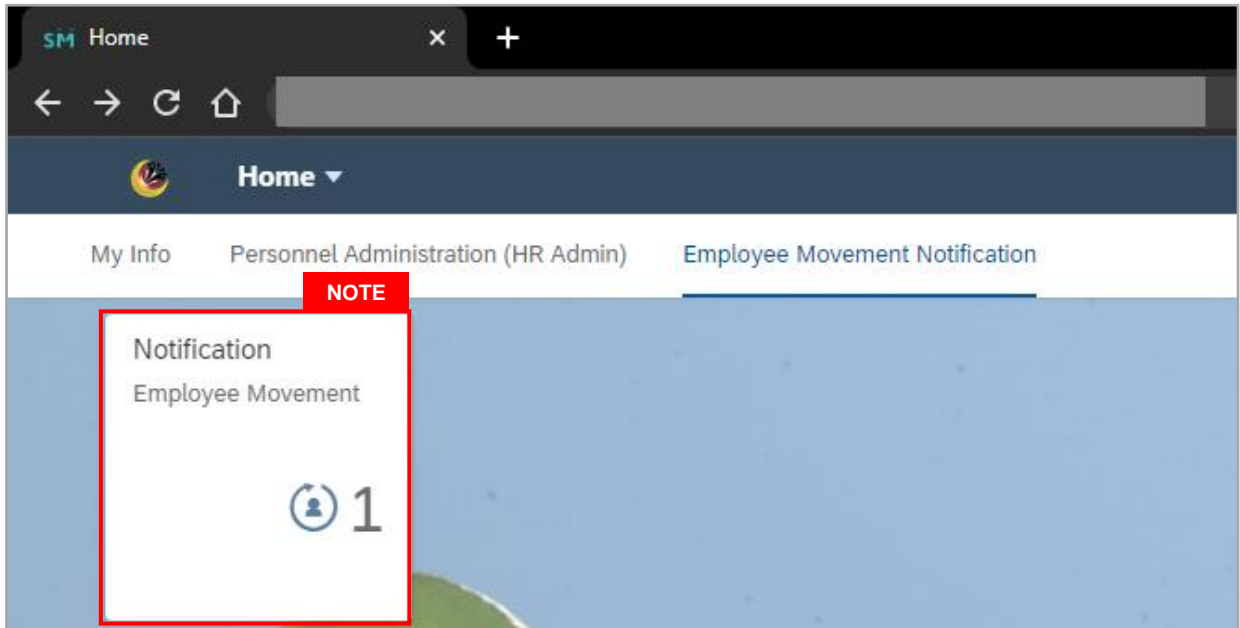
9. Click on **Allow** button for SAP GUI Security.



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

| | |
|--|---------------------|
| Reject Probation Confirmation Application | Backend User |
| | JPA Approver |

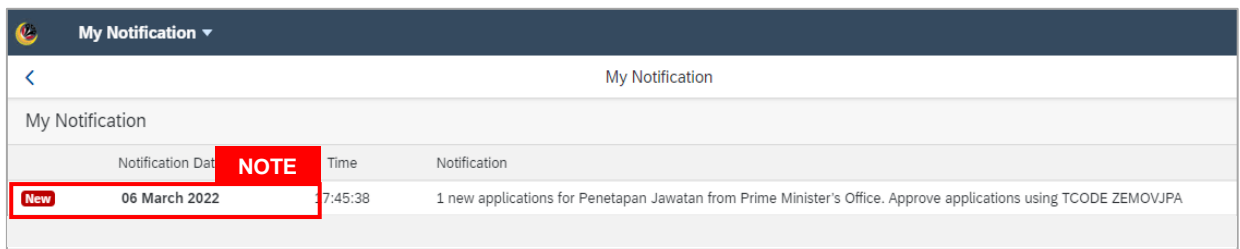
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

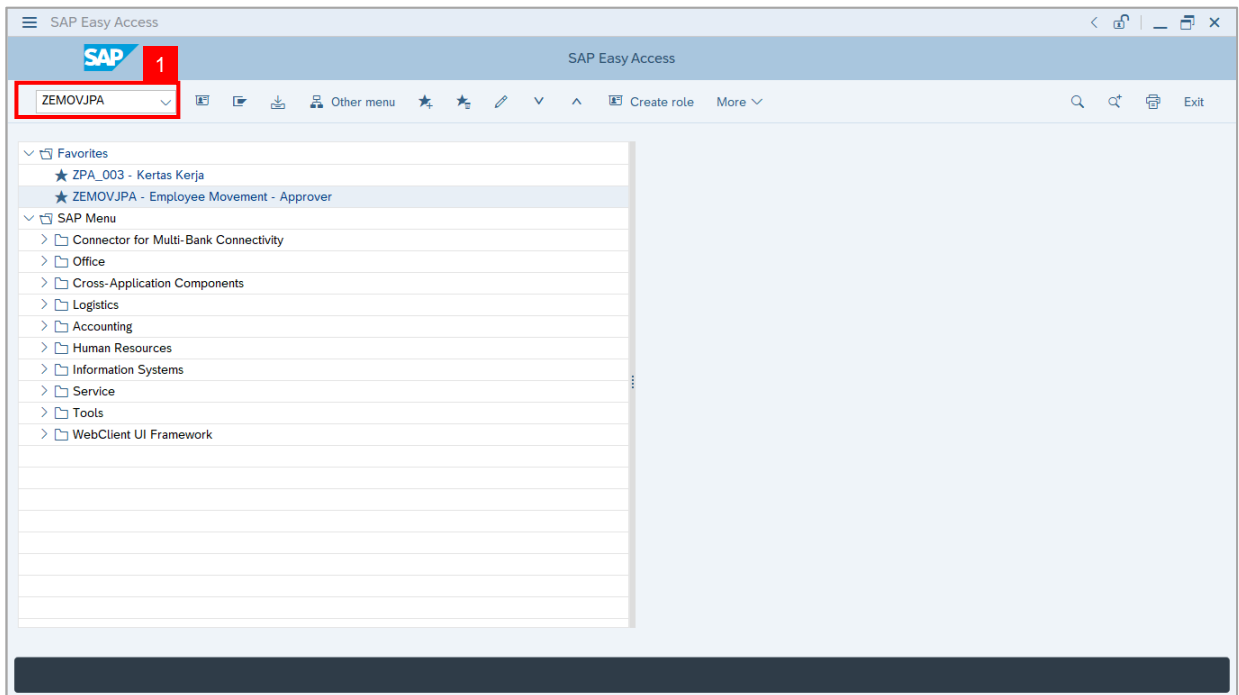


Note:

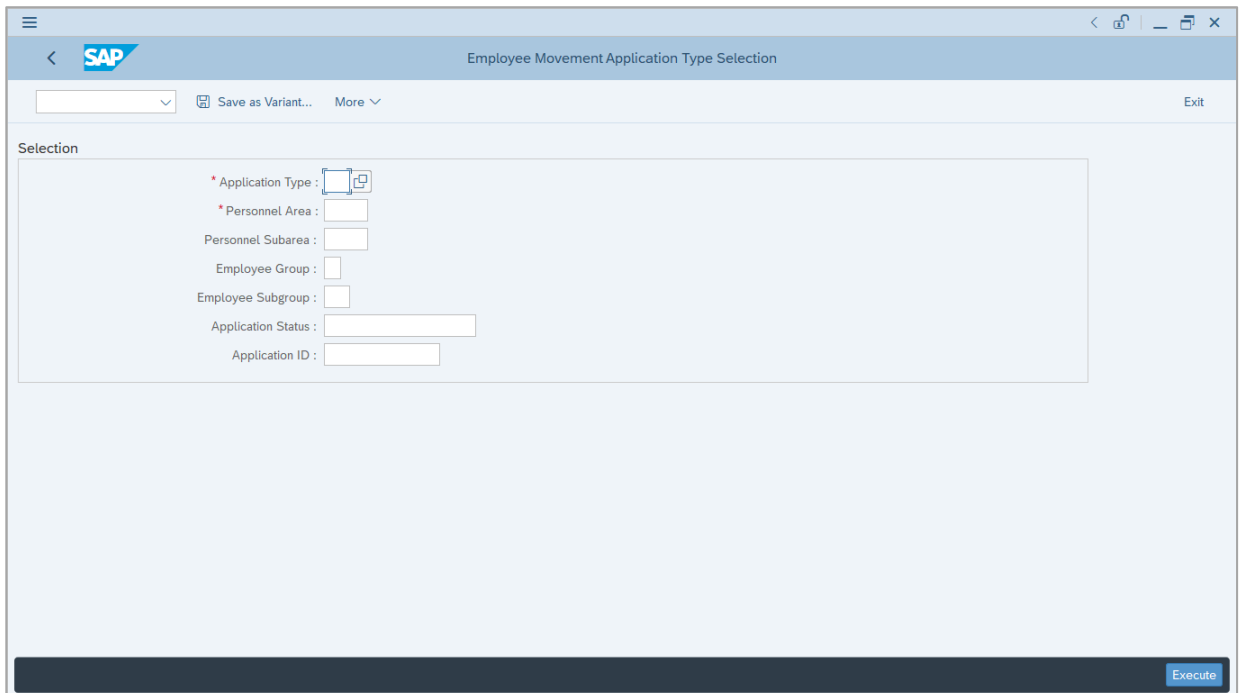
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

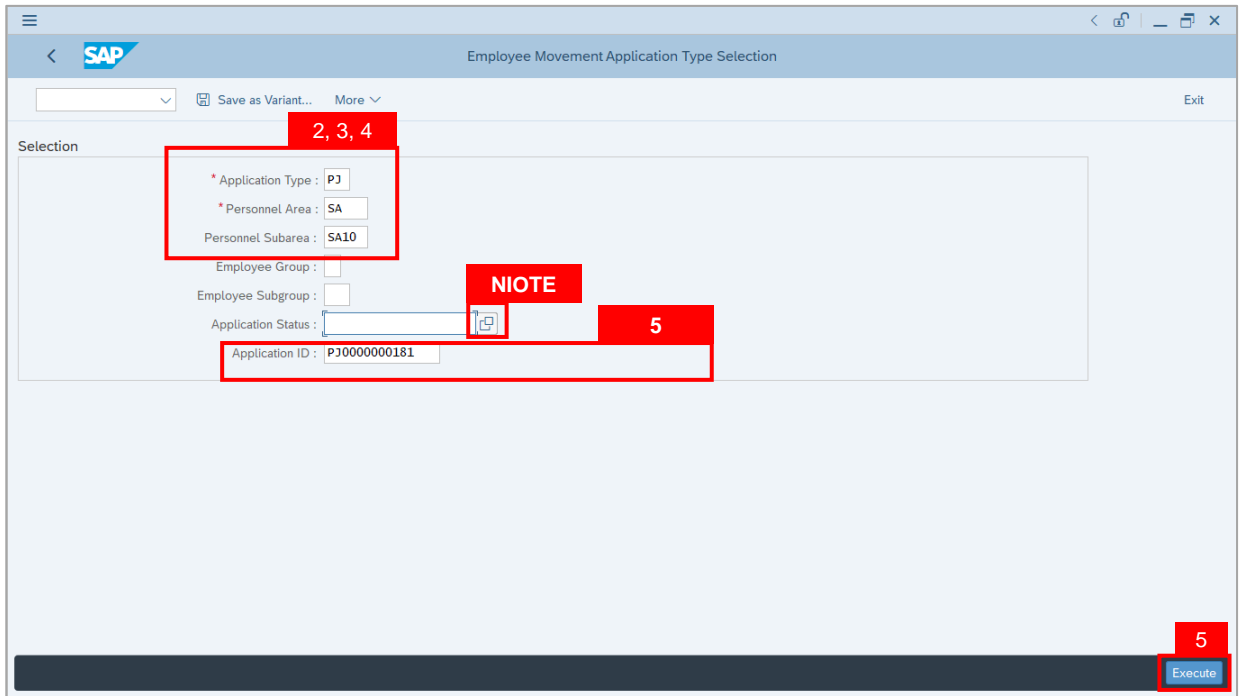
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.

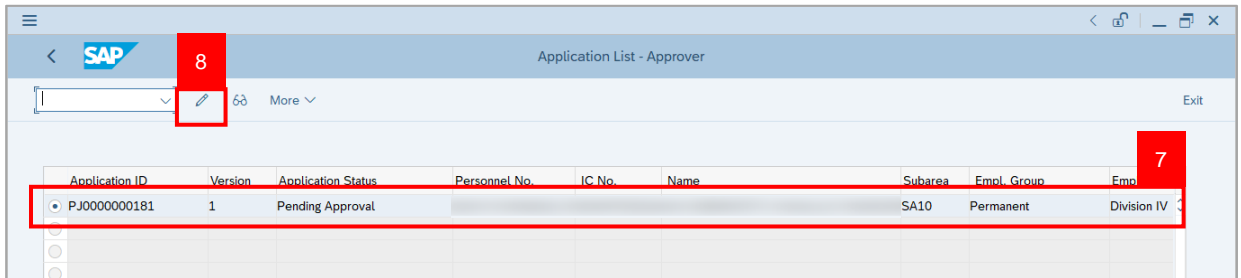
Application Status (1) 5 Entries found

Restrictions

| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------|------------------|
| 220 00 | P | | Pending Approval |
| 220 01 | W | | Rework |
| 220 02 | A | | Approved |
| 220 03 | R | | Rejected |
| 220 04 | X | | Withdrawn |

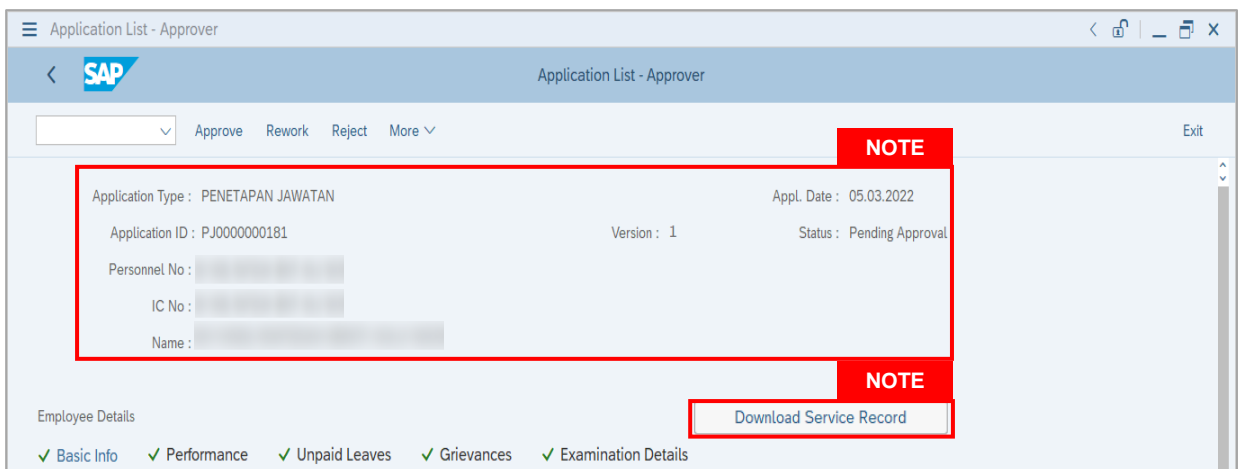
5 Entries found

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



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Emp. |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000181 | 1 | Pending Approval | | | | SA10 | Permanent | Division IV |

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



Application Type : PENETAPAN JAWATAN Appl. Date : 05.03.2022
Application ID : PJ0000000181 Version : 1 Status : Pending Approval
Personnel No : [REDACTED]
IC No : [REDACTED]
Name : [REDACTED]

Employee Details

Download Service Record

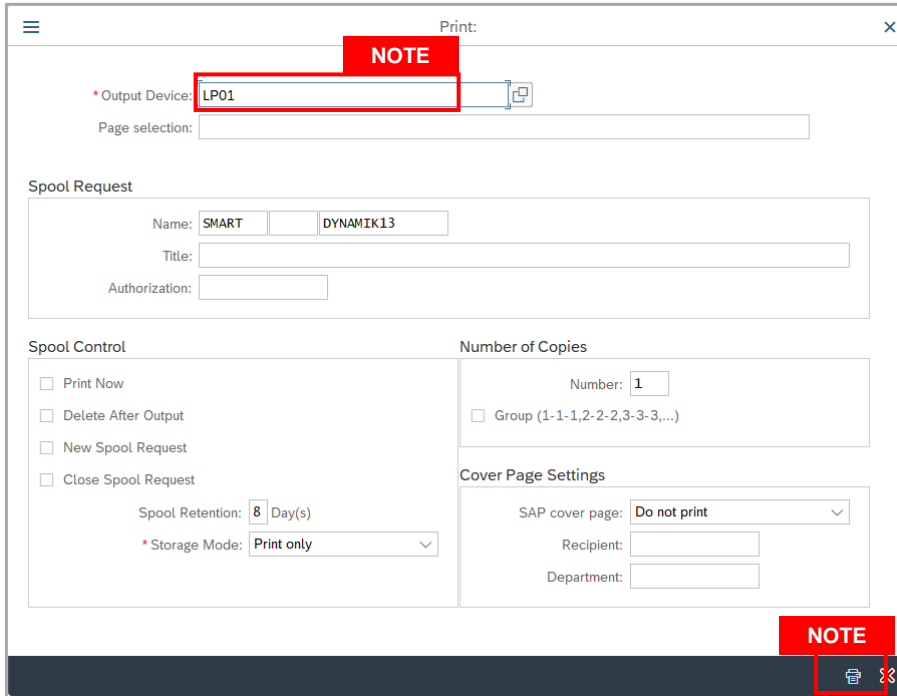
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

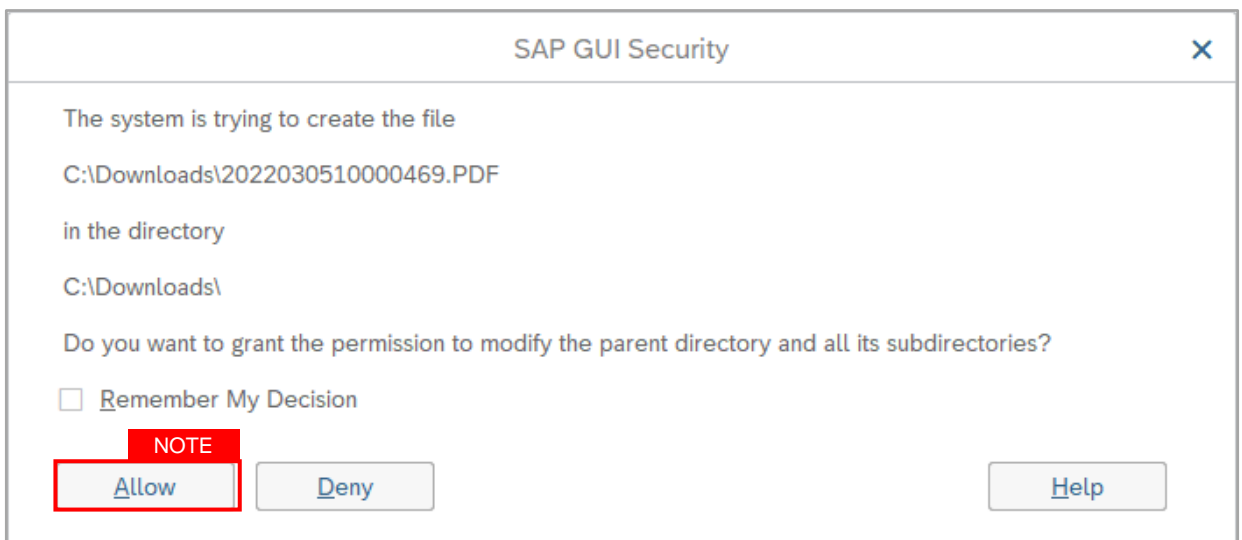
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

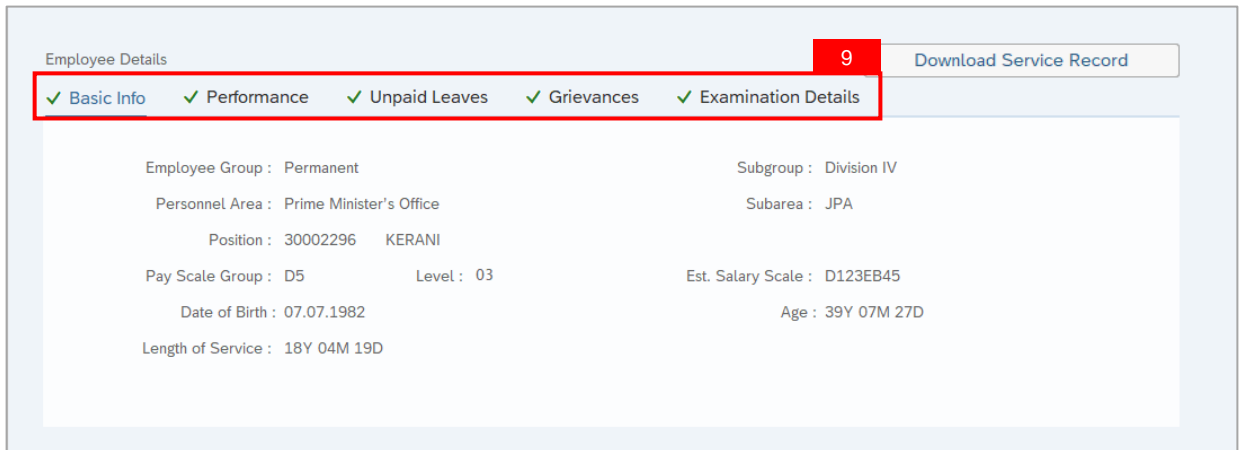
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

Allow Deny Help

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

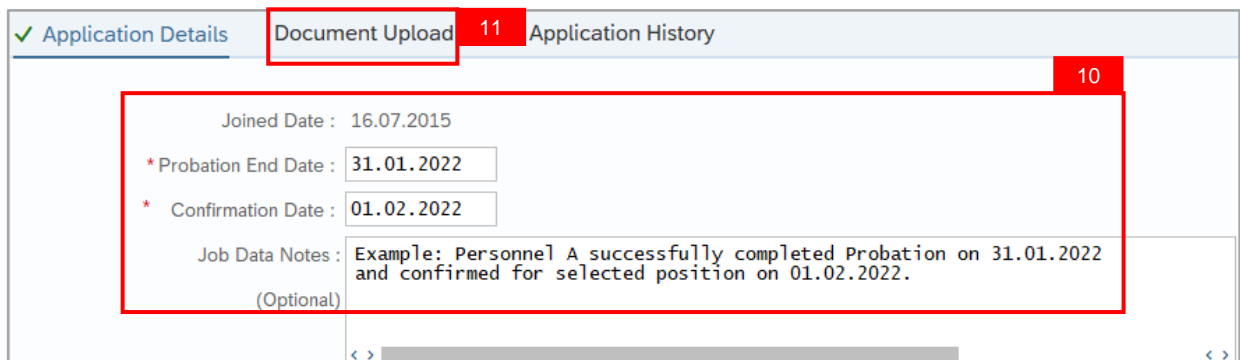


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is placed over the 'Examination Details' tab. Below the tabs, there is a 'Download Service Record' button. The main content area displays the following employee information:

| | |
|--|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV |
| Personnel Area : Prime Minister's Office | Subarea : JPA |
| Position : 30002296 KERANI | |
| Pay Scale Group : D5 | Level : 03 |
| | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D |
| Length of Service : 18Y 04M 19D | |

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

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

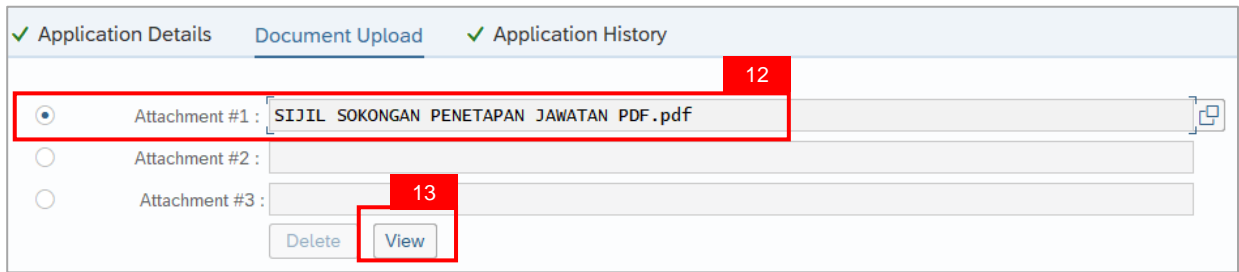


The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is placed over the 'Application History' tab. Below the tabs, there is a red box with the number '10' placed over the 'Job Data Notes' field. The main content area displays the following application details:

| | |
|------------------------|--|
| Joined Date : | 16.07.2015 |
| * Probation End Date : | <input type="text" value="31.01.2022"/> |
| * Confirmation Date : | <input type="text" value="01.02.2022"/> |
| Job Data Notes : | Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022. |
| (Optional) | |

12. Select **Attachment** to review.

13. Click on **View** button.

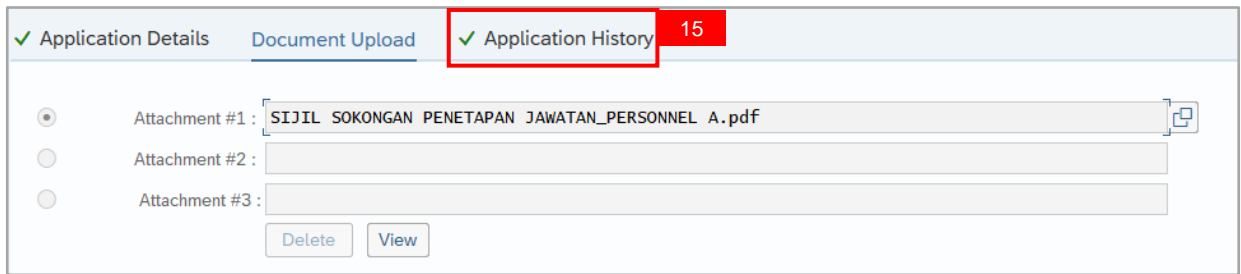


14. Click on **Allow** button.

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



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



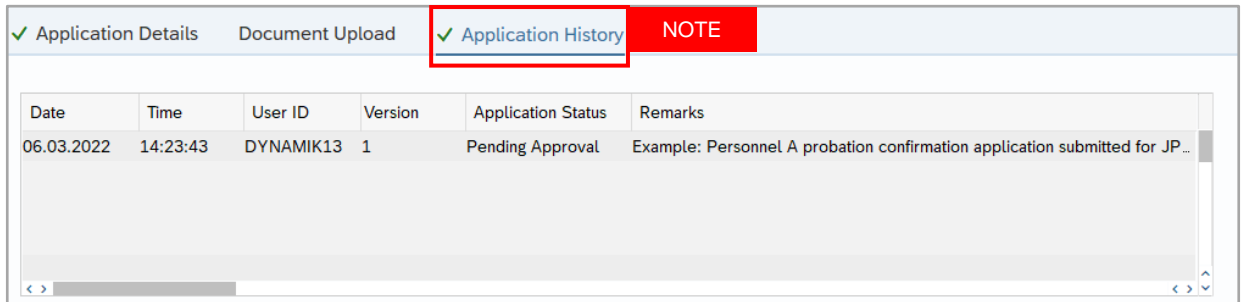
The screenshot shows the 'Application History' tab selected. It displays a list of attachments:

- Attachment #1: SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf
- Attachment #2: [Empty field]
- Attachment #3: [Empty field]

Buttons for 'Delete' and 'View' are visible below the attachments.

Note:

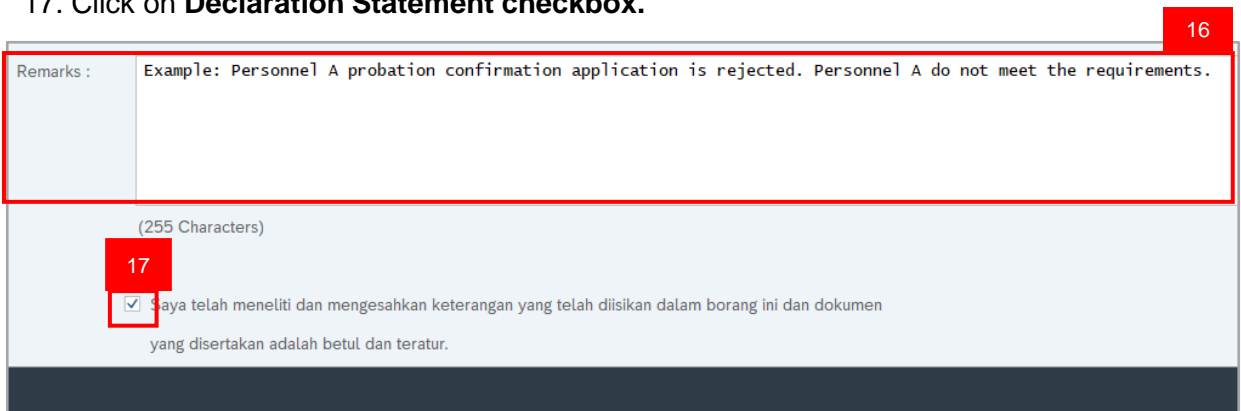
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|---|
| 06.03.2022 | 14:23:43 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation confirmation application submitted for JP... |

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

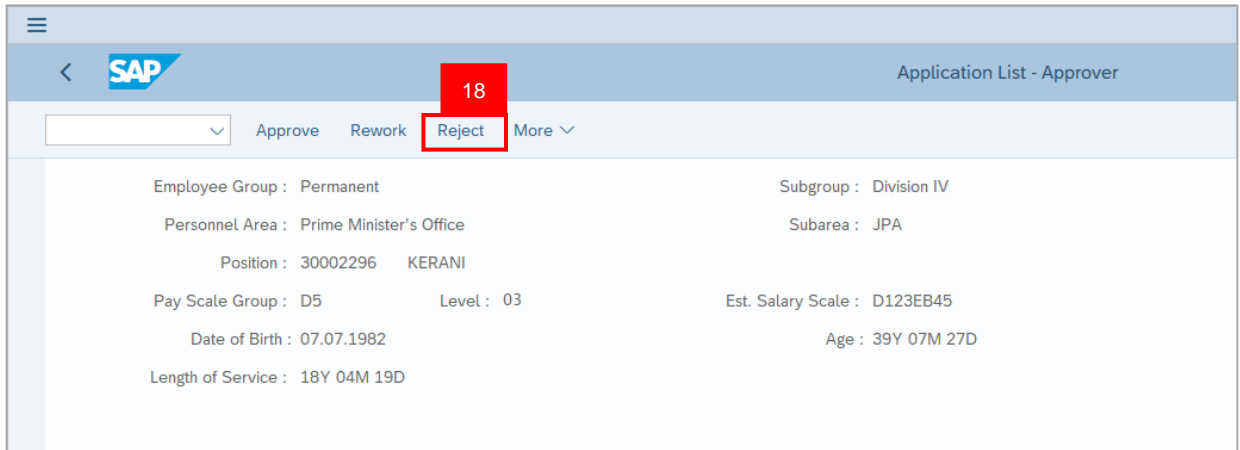
17. Click on **Declaration Statement** checkbox.



The screenshot shows the 'Remarks' field with the text: "Example: Personnel A probation confirmation application is rejected. Personnel A do not meet the requirements." Below the field, it indicates "(255 Characters)".

Below the remarks field, there is a checkbox labeled "17" which is checked. The text next to it reads: "Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur."

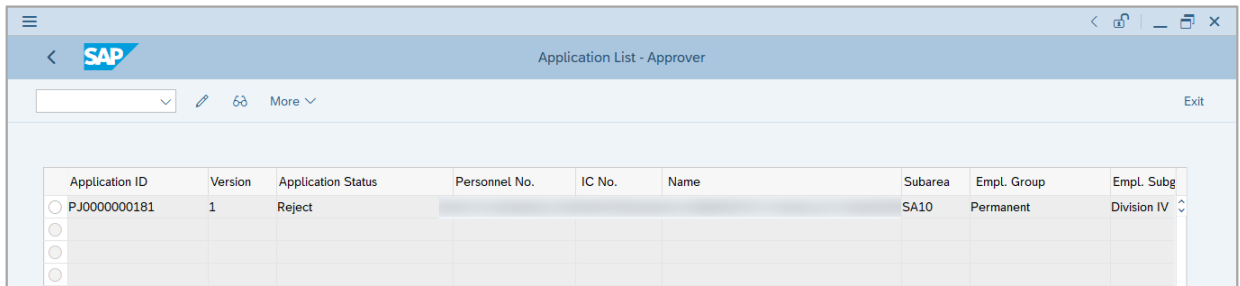
18. Click on **Reject** button.



The screenshot shows the SAP Application List - Approver interface. The 'Reject' button is highlighted with a red box and the number '18'. The application details are as follows:

| | |
|--|------------------------|
| Employee Group : Permanent | Subgroup : Division IV |
| Personnel Area : Prime Minister's Office | Subarea : JPA |
| Position : 30002296 KERANI | |
| Pay Scale Group : D5 | Level : 03 |
| Est. Salary Scale : D123EB45 | |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D |
| Length of Service : 18Y 04M 19D | |

Outcome: Application is successfully rejected by JPA Approver.



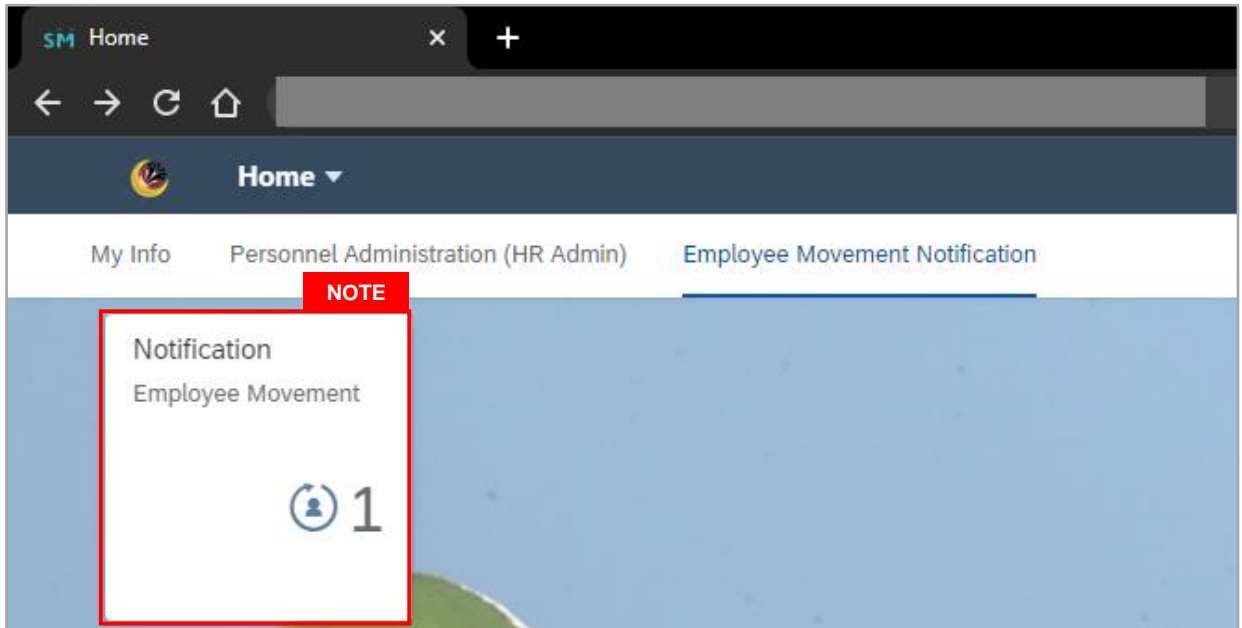
The screenshot shows the SAP Application List - Approver interface with a table of application records. The first record is highlighted, showing the application status as 'Reject'.

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000181 | 1 | Reject | | | | SA10 | Permanent | Division IV |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| | |
|--|---------------------|
| Rework Probation Confirmation Application | Backend User |
| | JPA Approver |

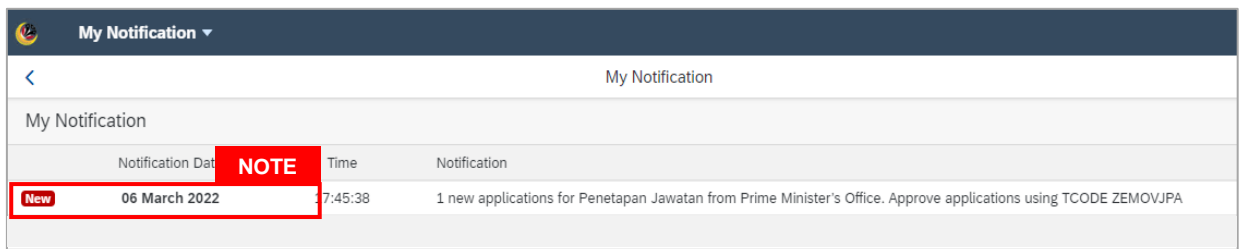
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

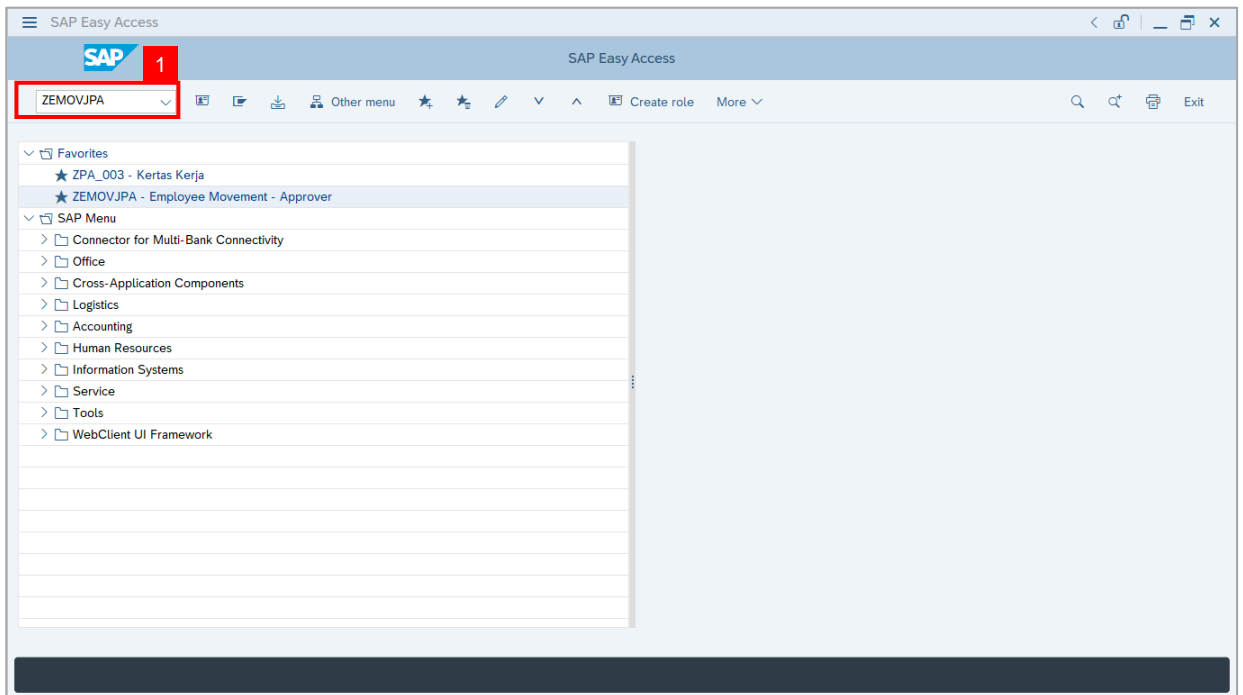


Note:

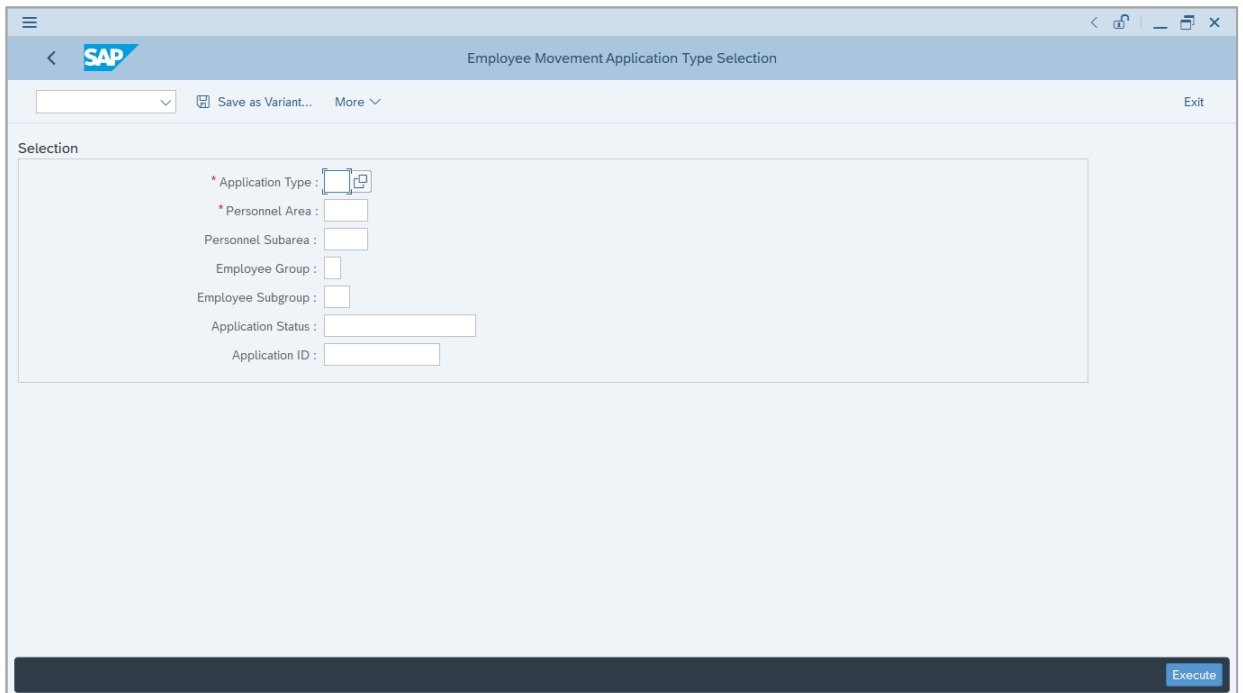
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

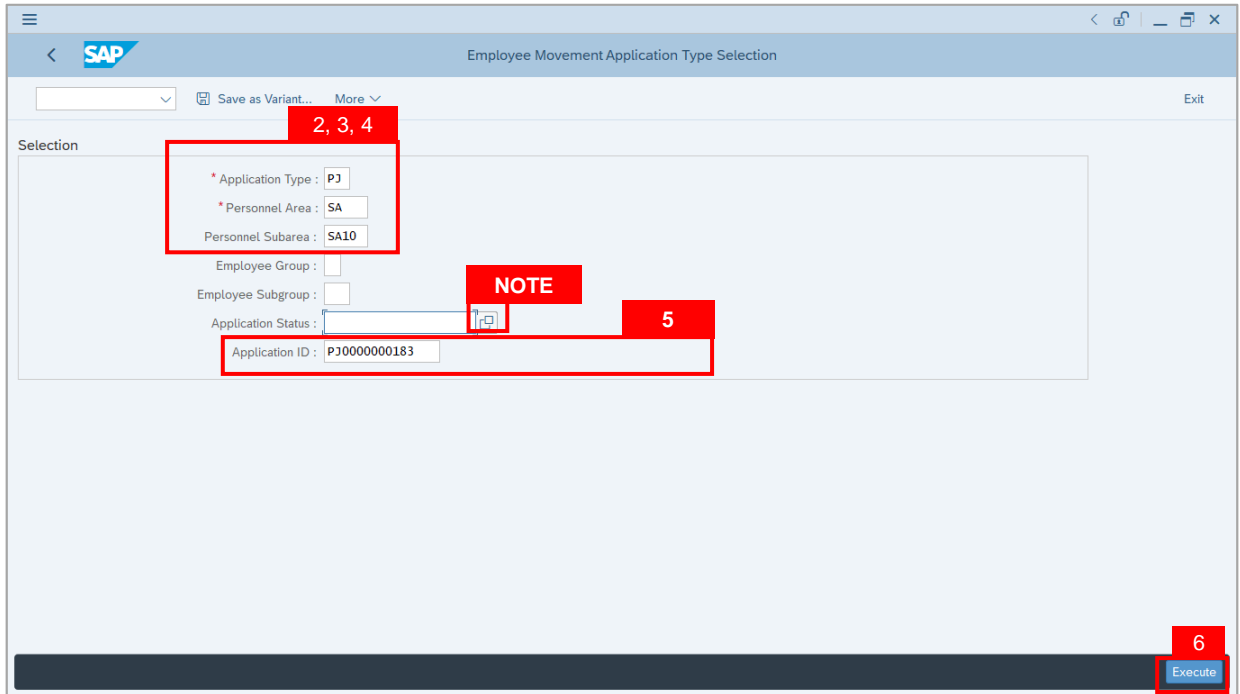
1. Enter transaction code **ZEMOVJPA** in the search bar.



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

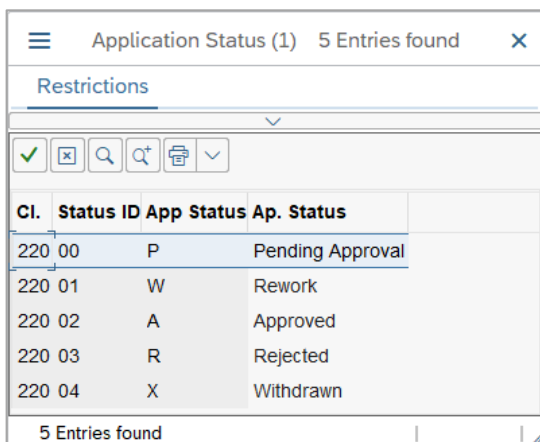


2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. (Optional) Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on **Execute** button.



Note:

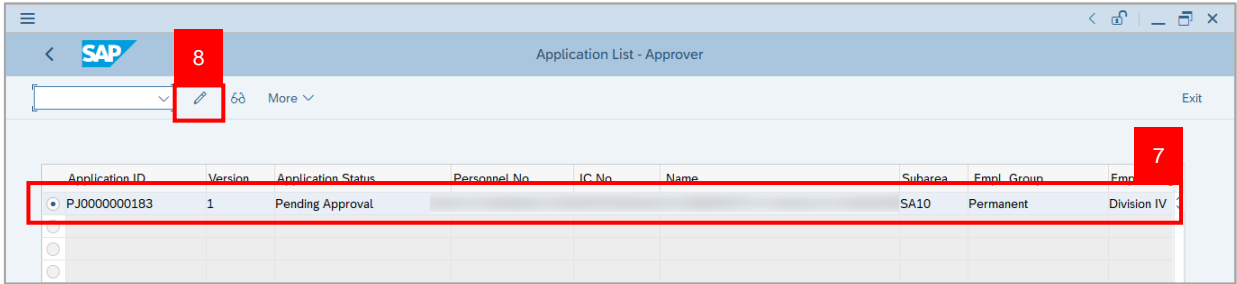
- i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- ii. Submitted applications can be further filtered with **Application ID**.
- iii. User may leave **Application ID** field empty to view all applications submitted.



| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------------|------------|
| 220_00 | P | Pending Approval | |
| 220_01 | W | Rework | |
| 220_02 | A | Approved | |
| 220_03 | R | Rejected | |
| 220_04 | X | Withdrawn | |

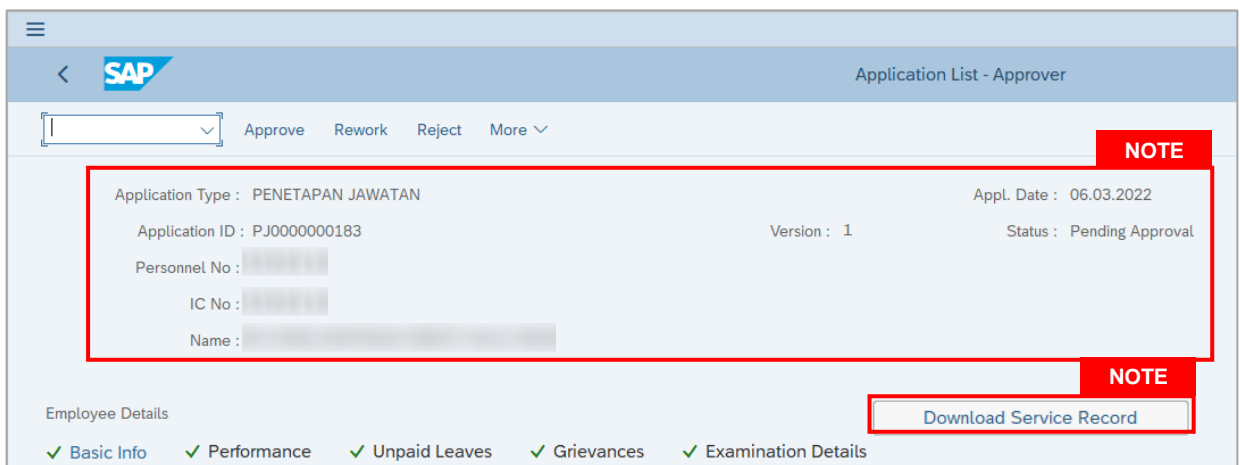
7. Select submitted application.

8. Click on **Change** icon



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Eme |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000183 | 1 | Pending Approval | | | | SA10 | Permanent | Division IV |

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



Application Type : PENETAPAN JAWATAN
Application ID : PJ0000000183
Personnel No :
IC No :
Name :

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

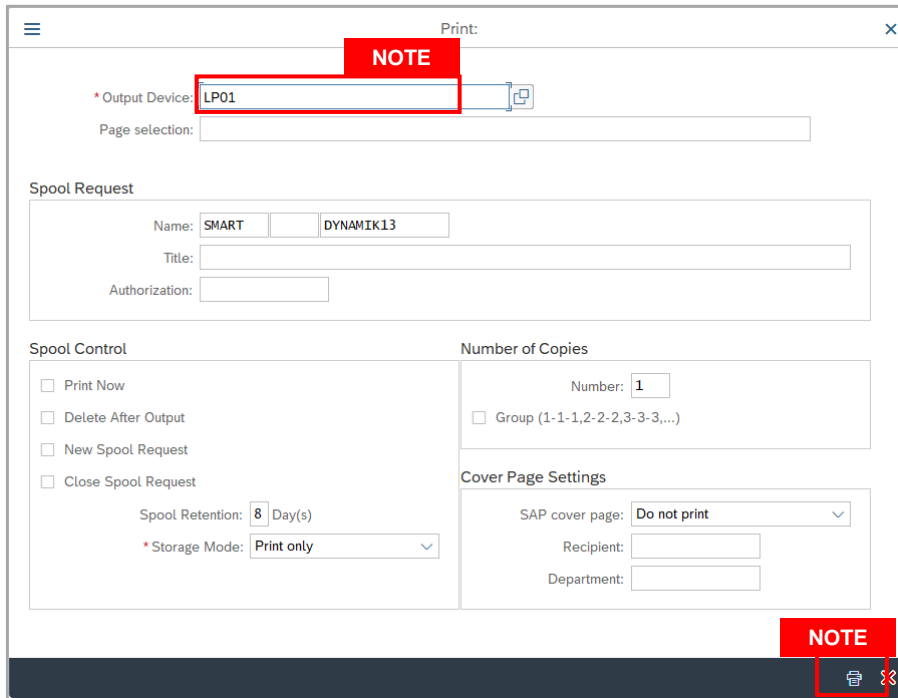
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01 [Copy]

Page selection: []

Spool Request

Name: SMART [] DYNAMIK13 []

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only [v]

Number of Copies

Number: 1 []

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print [v]

Recipient: []

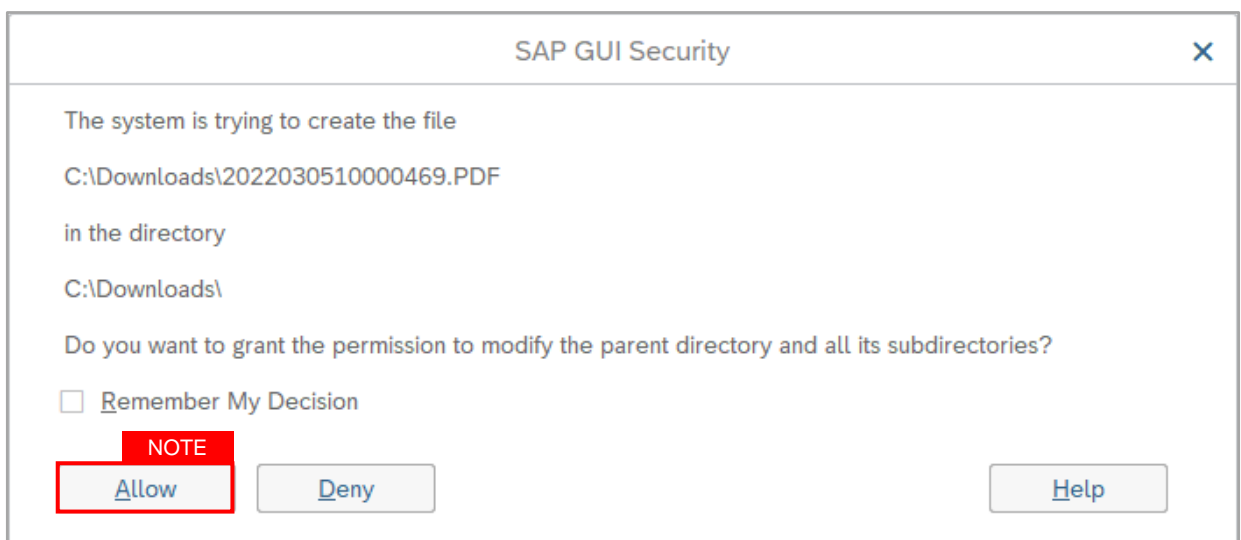
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

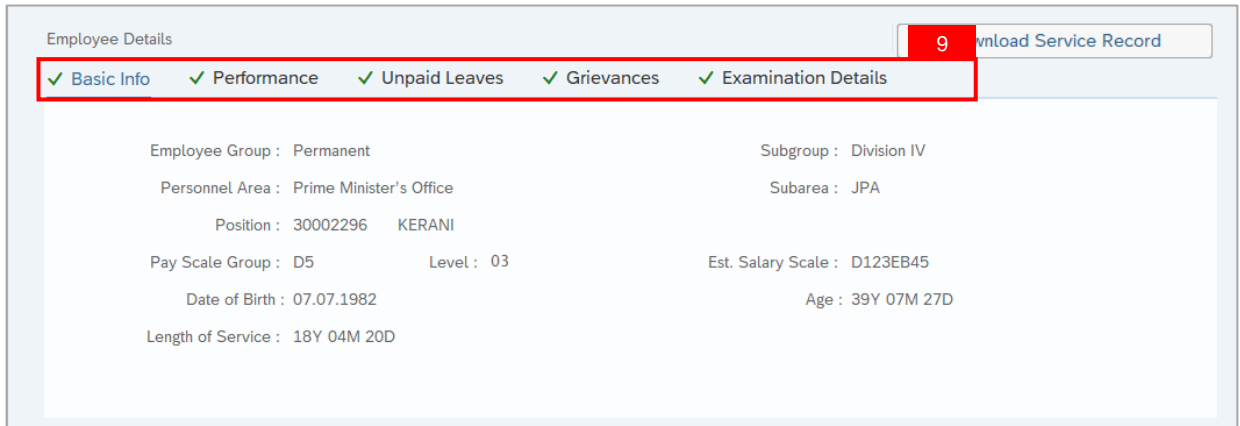
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

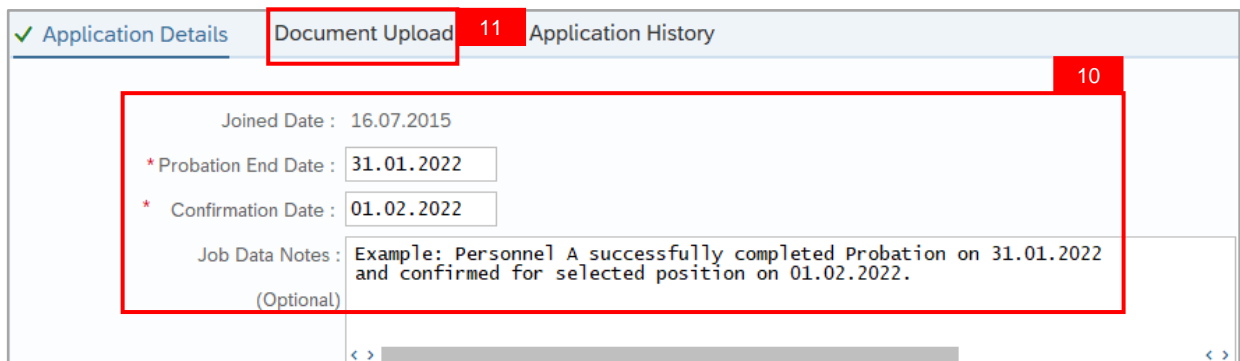


The screenshot shows the 'Employee Details' page. At the top, there are tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details', all with green checkmarks. A red box highlights these tabs. To the right, there is a 'Download Service Record' button with a red '9' next to it. Below the tabs, the employee's details are displayed in a grid format:

| | | |
|--|------------------------|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV | |
| Personnel Area : Prime Minister's Office | Subarea : JPA | |
| Position : 30002296 KERANI | | |
| Pay Scale Group : D5 | Level : 03 | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D | |
| Length of Service : 18Y 04M 20D | | |

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

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



The screenshot shows the 'Application Details' page. At the top, there are tabs for 'Application Details', 'Document Upload', and 'Application History'. A red box highlights the 'Document Upload' tab, which has a red '11' next to it. Below the tabs, the application details are displayed:

Joined Date : 16.07.2015

* Probation End Date :

* Confirmation Date :

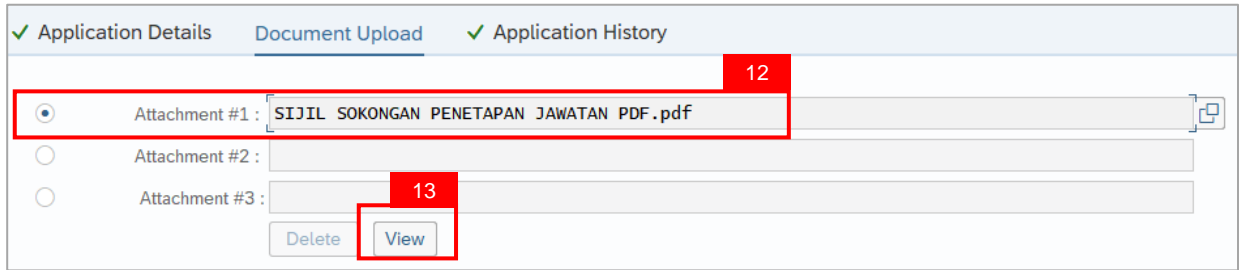
Job Data Notes :

(Optional)

A red box highlights the 'Probation End Date', 'Confirmation Date', and 'Job Data Notes' fields. A red '10' is visible in the top right corner of the page content area.

12. Select **Attachment** to review

13. Click on **View** button.

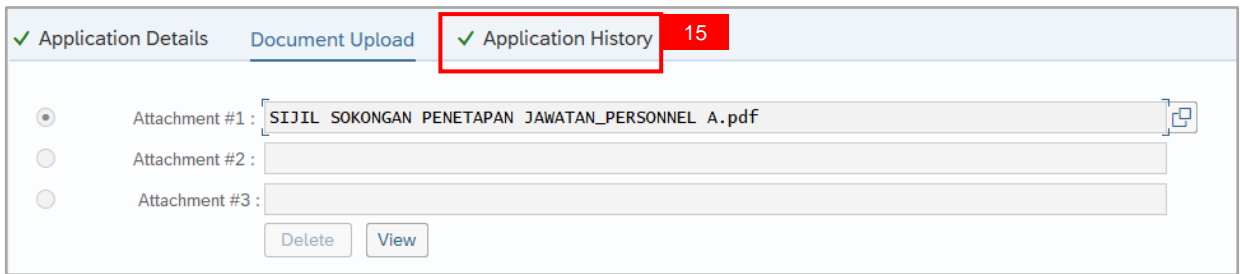


14. Click on **Allow** button

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

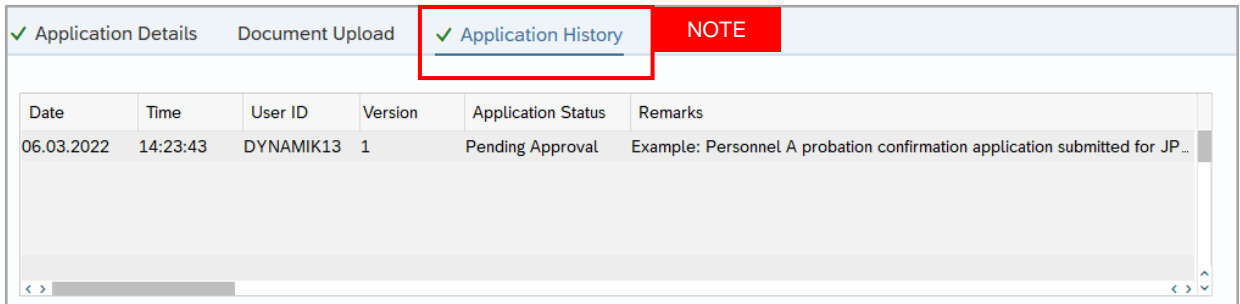


15. Click on **Application History** tab.



Note:

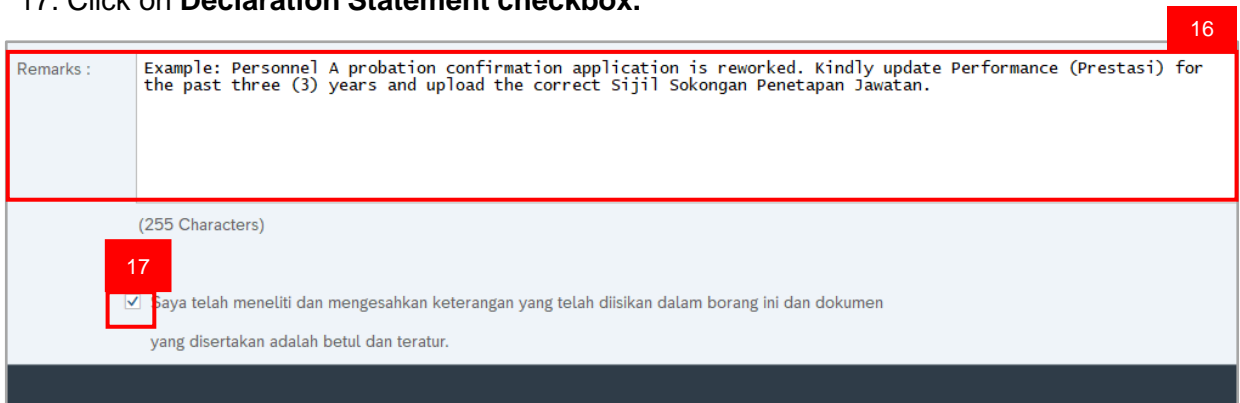
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|---|
| 06.03.2022 | 14:23:43 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation confirmation application submitted for JP... |

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

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



18. Click on **Rework** button.

Application List - Approver

Approve **Rework** Reject More ▾

Employee Group : Permanent Subgroup : Division IV
 Personnel Area : Prime Minister's Office Subarea : JPA
 Position : 30002296 KERANI
 Pay Scale Group : D5 Level : 03 Est. Salary Scale : D123EB45
 Date of Birth : 07.07.1982 Age : 39Y 07M 27D
 Length of Service : 18Y 04M 20D

Outcome: Application is successfully reworked by JPA Approver.

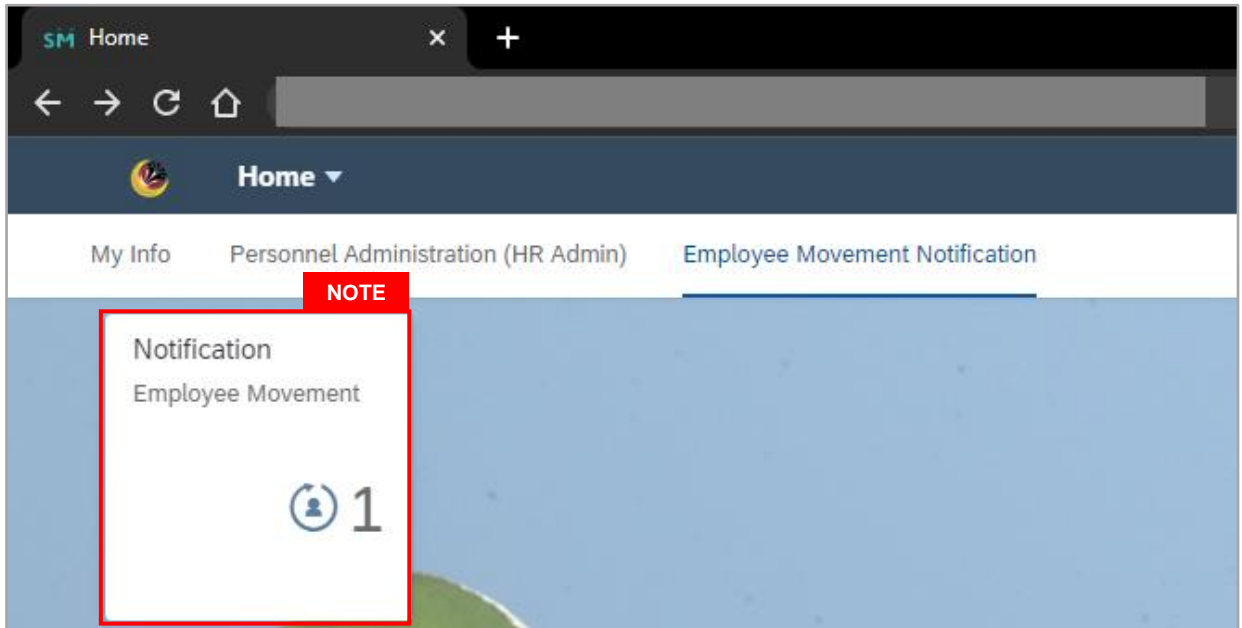
Application List - Approver

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000183 | 1 | Rework | | | | SA10 | Permanent | Division IV |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| | |
|---|---------------------|
| Approve Probation Confirmation Application | Backend User |
| | JPA Approver |

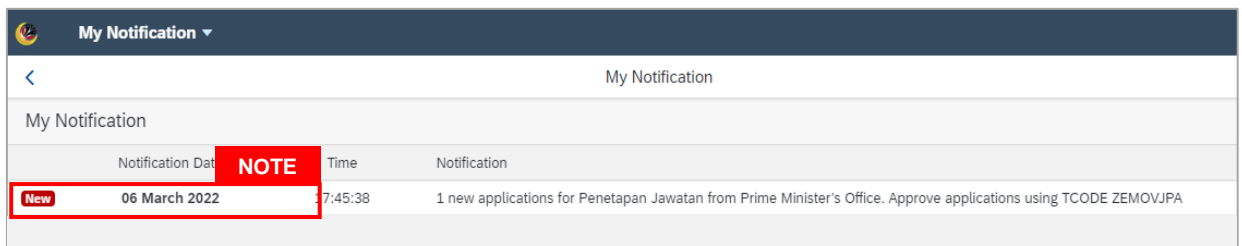
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

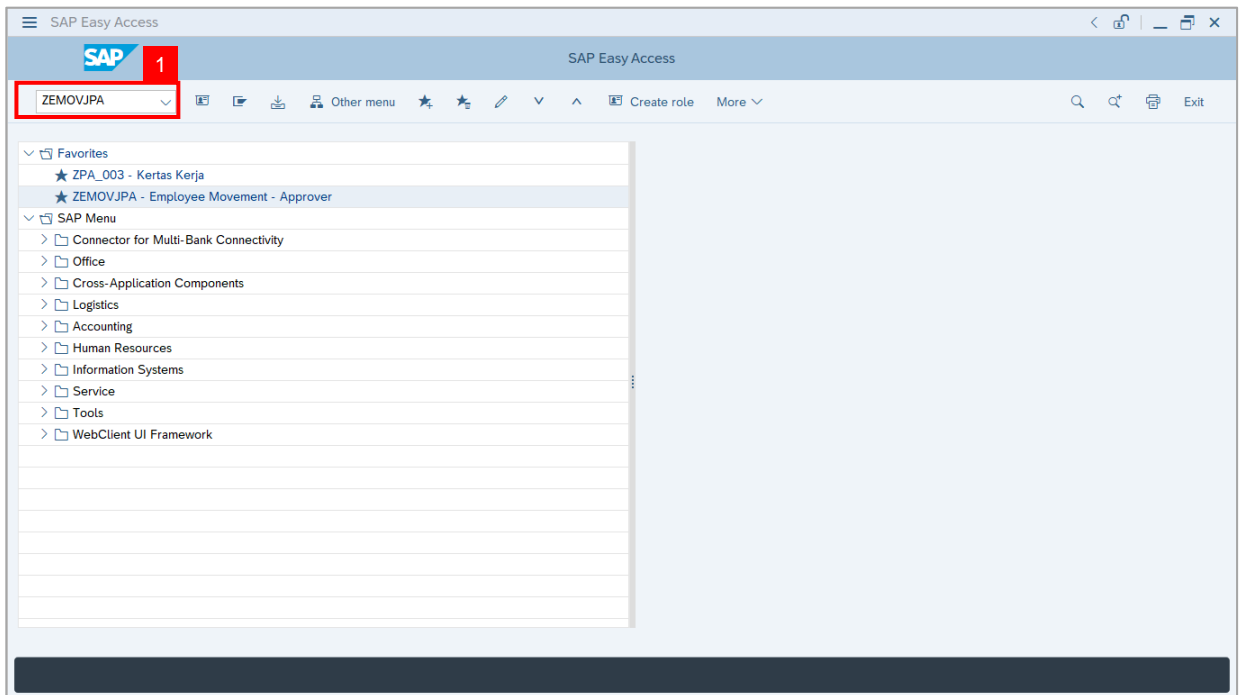


Note:

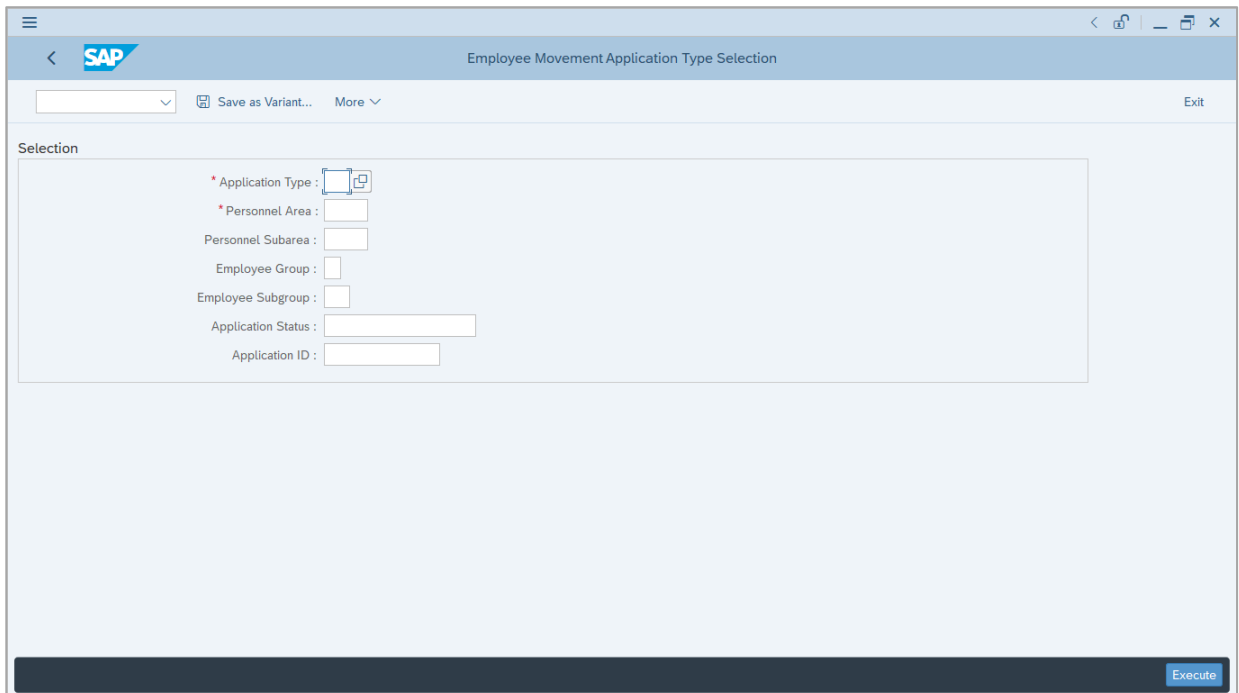
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

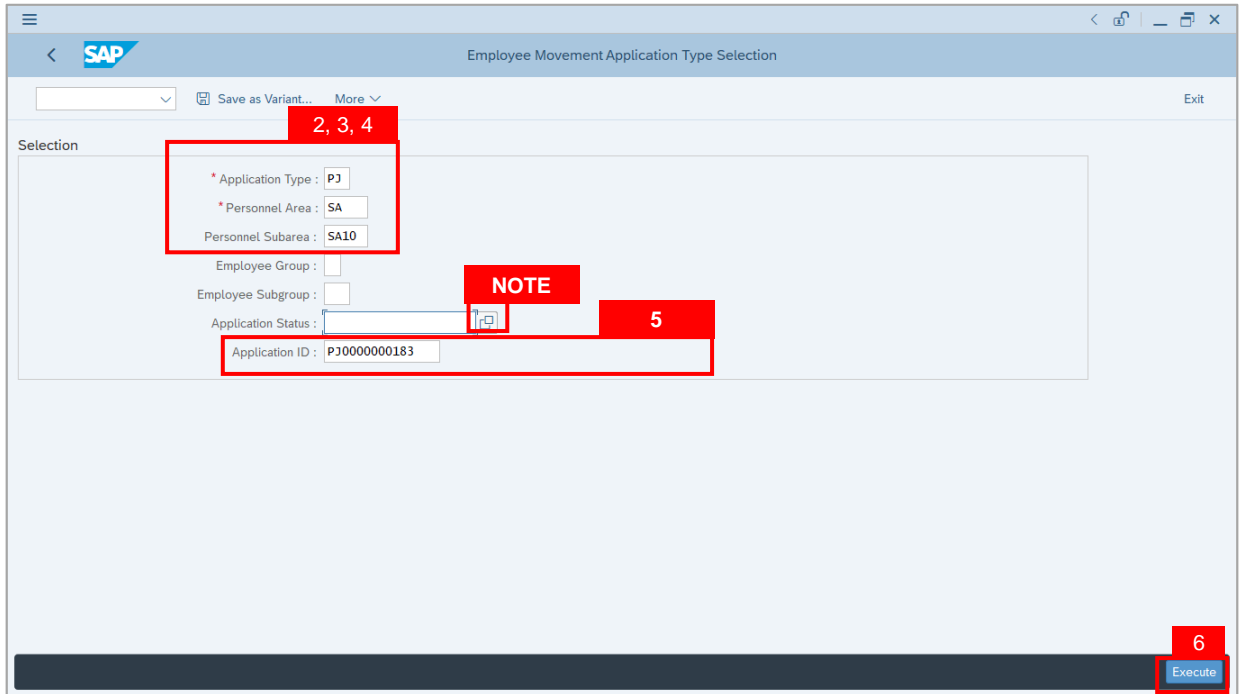
1. Enter transaction code **ZEMOVJPA** in the search bar.



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

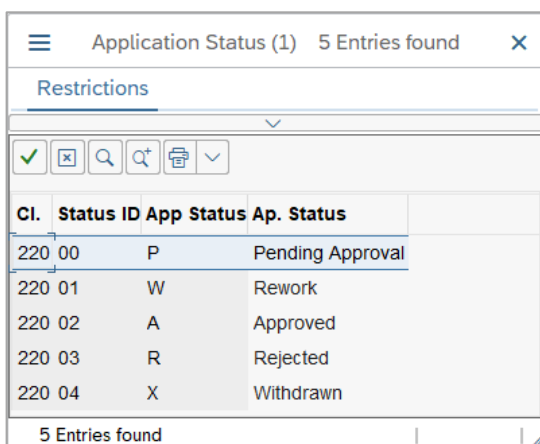


2. Enter **PJ - Penetapan Jawatan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. (Optional) Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on **Execute** button.



Note:

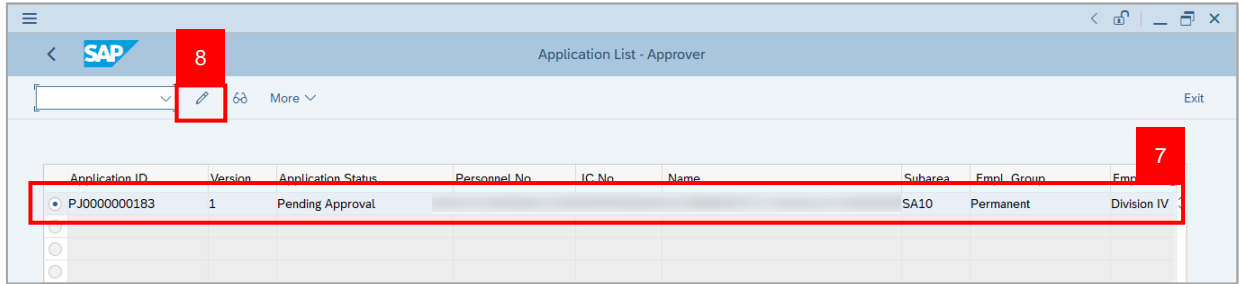
- i. JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- ii. Submitted applications can be further filtered with **Application ID**.
- iii. User may leave **Application ID** field empty to view all applications submitted.



| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------------|------------|
| 220 00 | P | Pending Approval | |
| 220 01 | W | Rework | |
| 220 02 | A | Approved | |
| 220 03 | R | Rejected | |
| 220 04 | X | Withdrawn | |

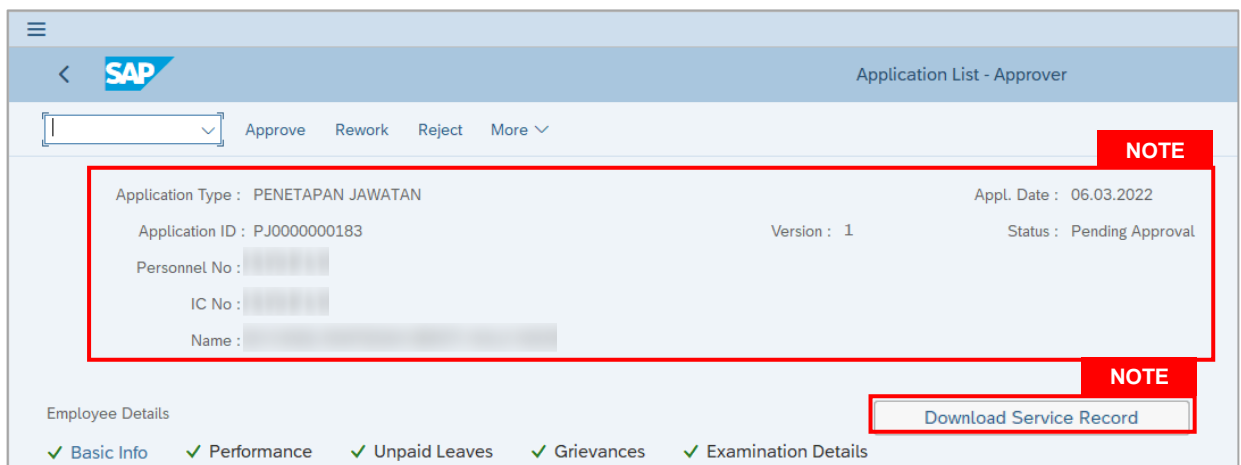
7. Select submitted application.

8. Click on **Change** icon



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Eme |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000183 | 1 | Pending Approval | | | | SA10 | Permanent | Division IV |

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



Application Type : PENETAPAN JAWATAN
Application ID : PJ0000000183
Personnel No :
IC No :
Name :

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

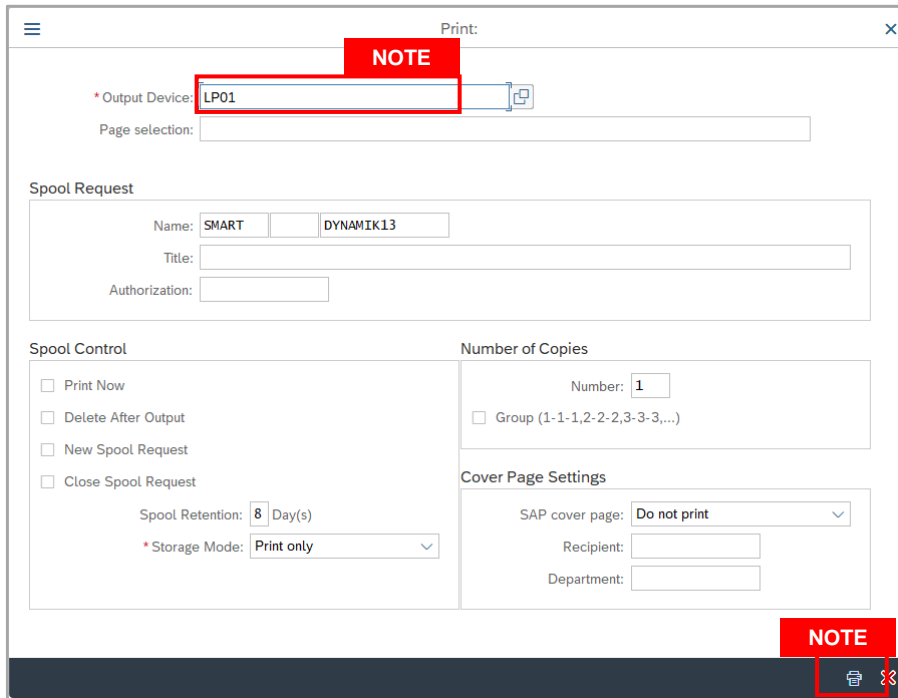
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

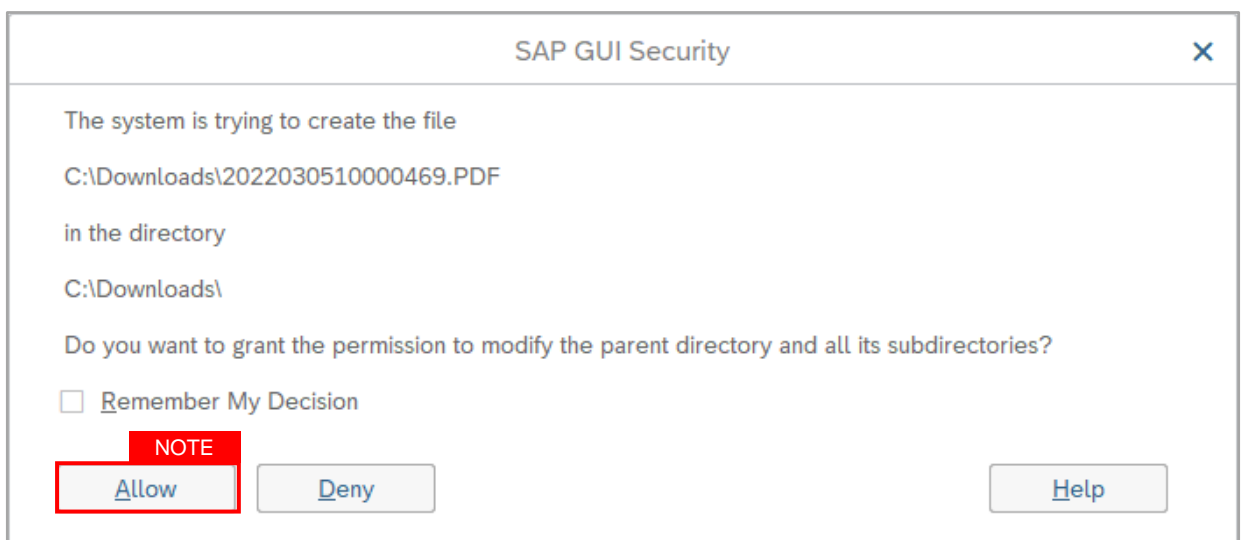
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

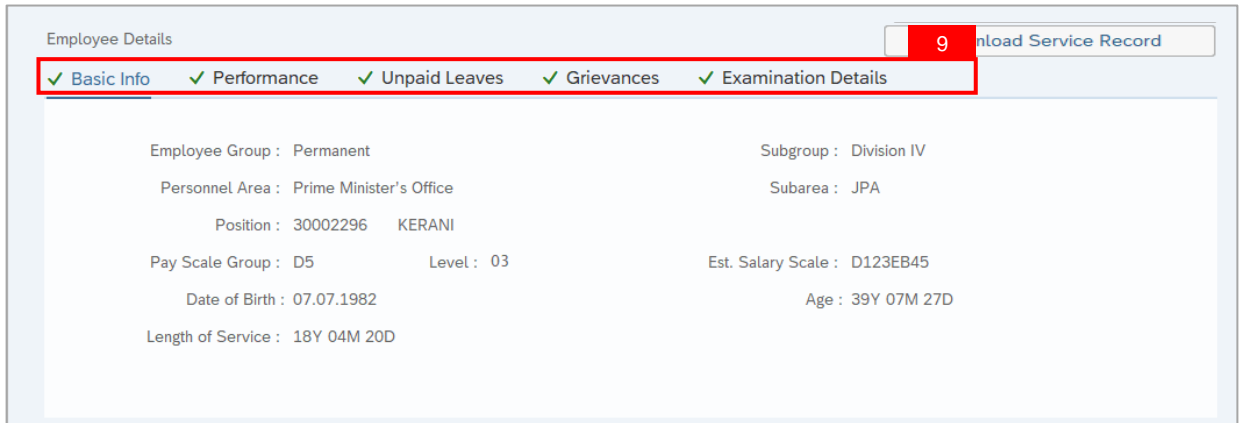
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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



Employee Details

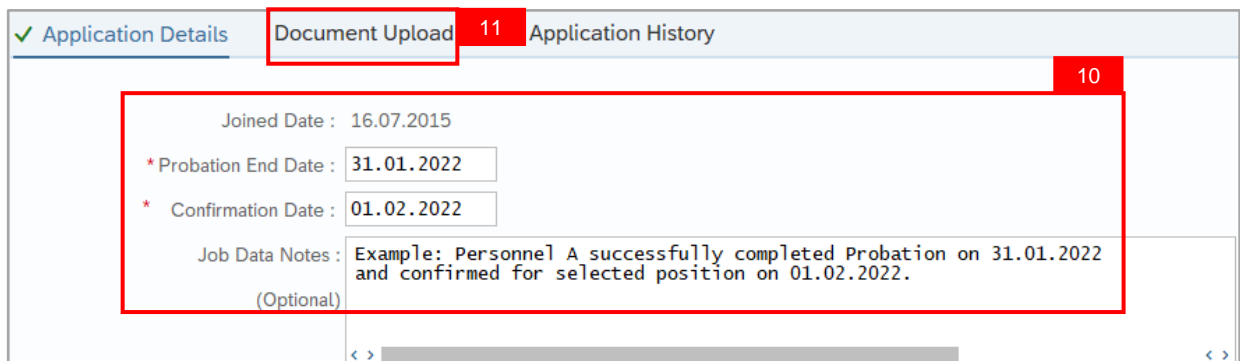
9 Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

Employee Group : Permanent Subgroup : Division IV
Personnel Area : Prime Minister's Office Subarea : JPA
Position : 30002296 KERANI
Pay Scale Group : D5 Level : 03 Est. Salary Scale : D123EB45
Date of Birth : 07.07.1982 Age : 39Y 07M 27D
Length of Service : 18Y 04M 20D

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

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



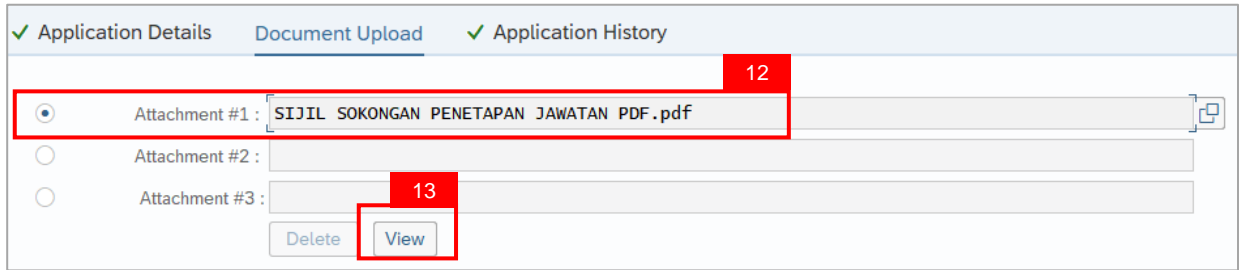
✓ Application Details Document Upload 11 Application History

10

Joined Date : 16.07.2015
* Probation End Date : 31.01.2022
* Confirmation Date : 01.02.2022
Job Data Notes : Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022.
(Optional)

12. Select **Attachment** to review

13. Click on **View** button.



✓ Application Details | Document Upload | ✓ Application History

Attachment #1 : SIJIL SOKONGAN PENETAPAN JAWATAN PDF.pdf

Attachment #2 :

Attachment #3 :

Delete View

14. Click on **Allow** button

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



SAP GUI Security

The system is trying to replace the file

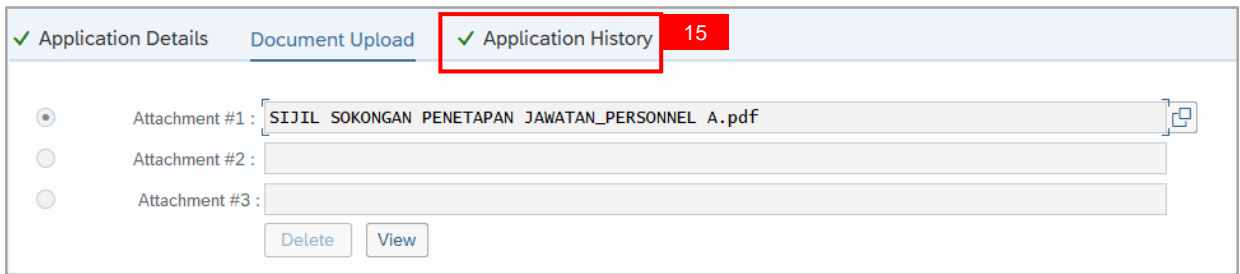
c:\Downloads\PJ0000000181-SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf

Do you want to allow this?

Remember My Decision

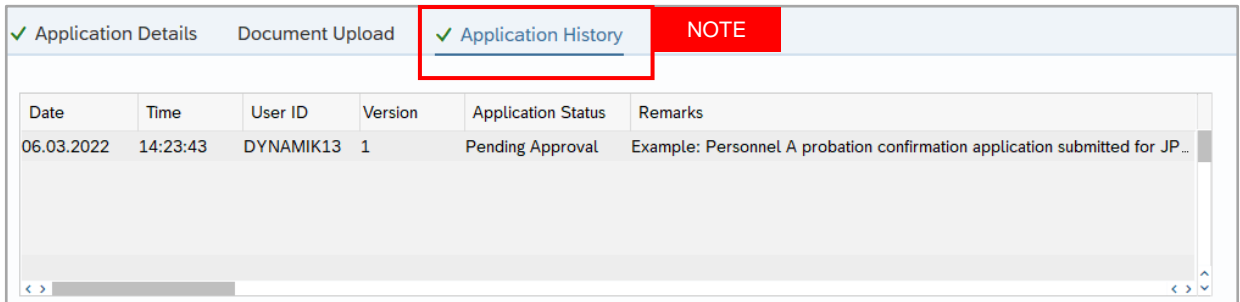
Allow Deny Help

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



Note:

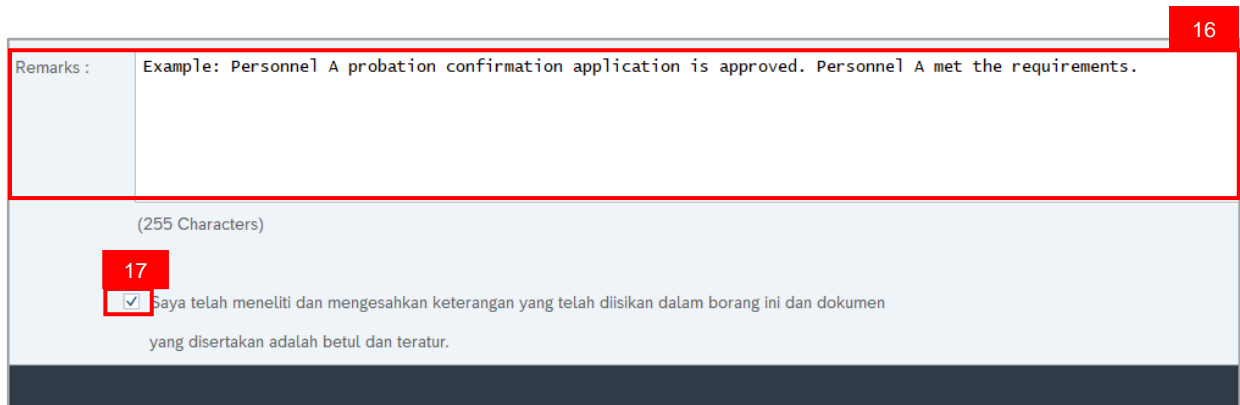
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



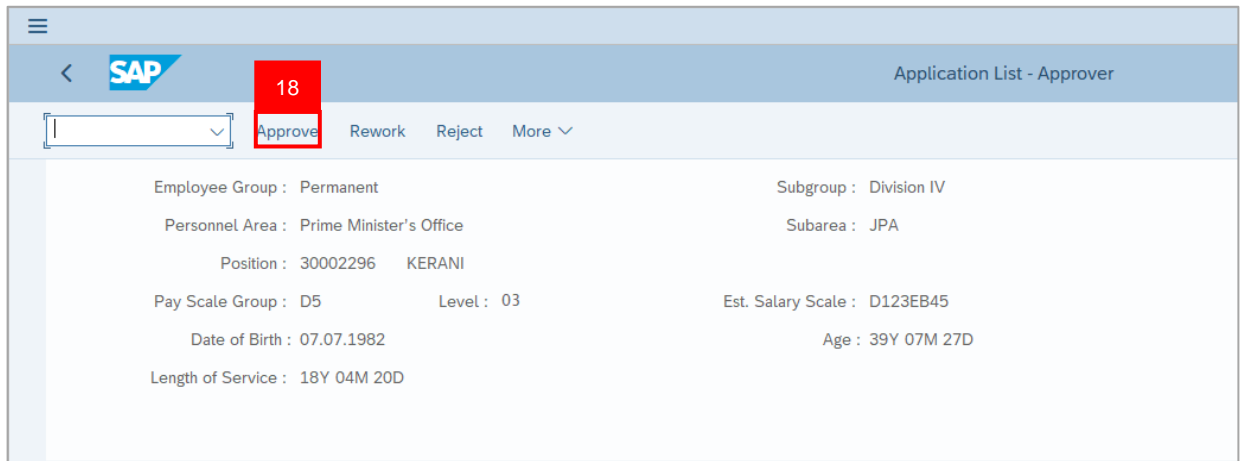
| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|---|
| 06.03.2022 | 14:23:43 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation confirmation application submitted for JP... |

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

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



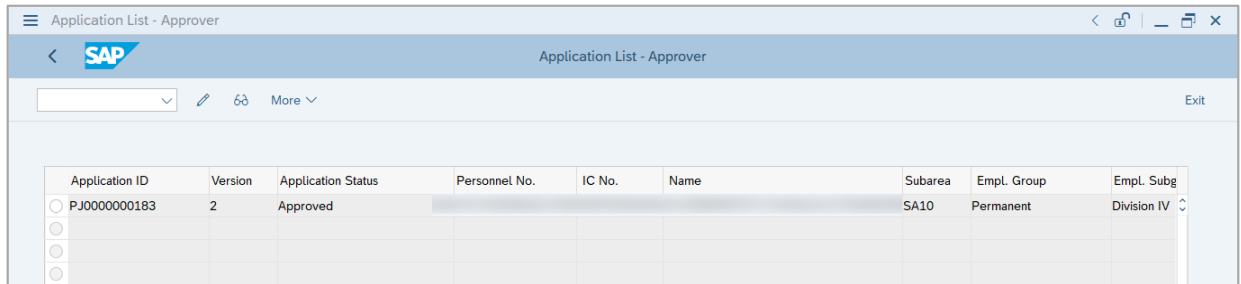
18. Click on Approve button.



Employee Group : Permanent
 Personnel Area : Prime Minister's Office
 Position : 30002296 KERANI
 Pay Scale Group : D5 Level : 03
 Date of Birth : 07.07.1982
 Length of Service : 18Y 04M 20D

Subgroup : Division IV
 Subarea : JPA
 Est. Salary Scale : D123EB45
 Age : 39Y 07M 27D

Outcome: Application is successfully approved by JPA Approver.



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| PJ0000000183 | 2 | Approved | | | | SA10 | Permanent | Division IV |

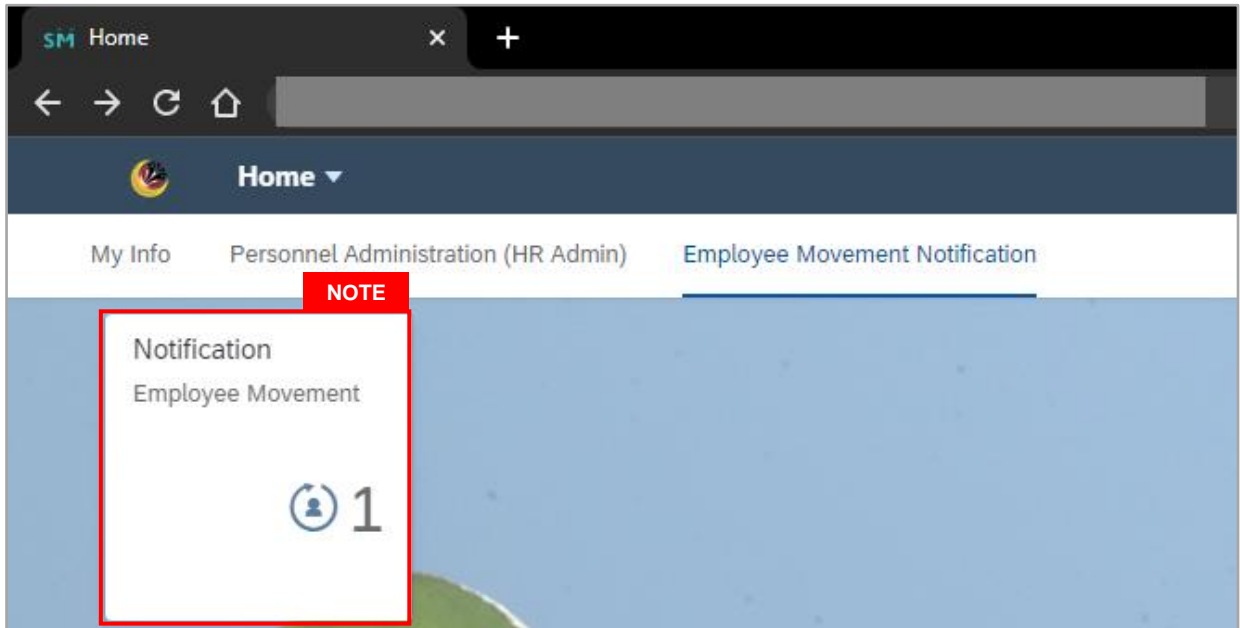
Note: Approved probation confirmation application means that Probation Confirmation job data is automatically recorded by SSM. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

**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.

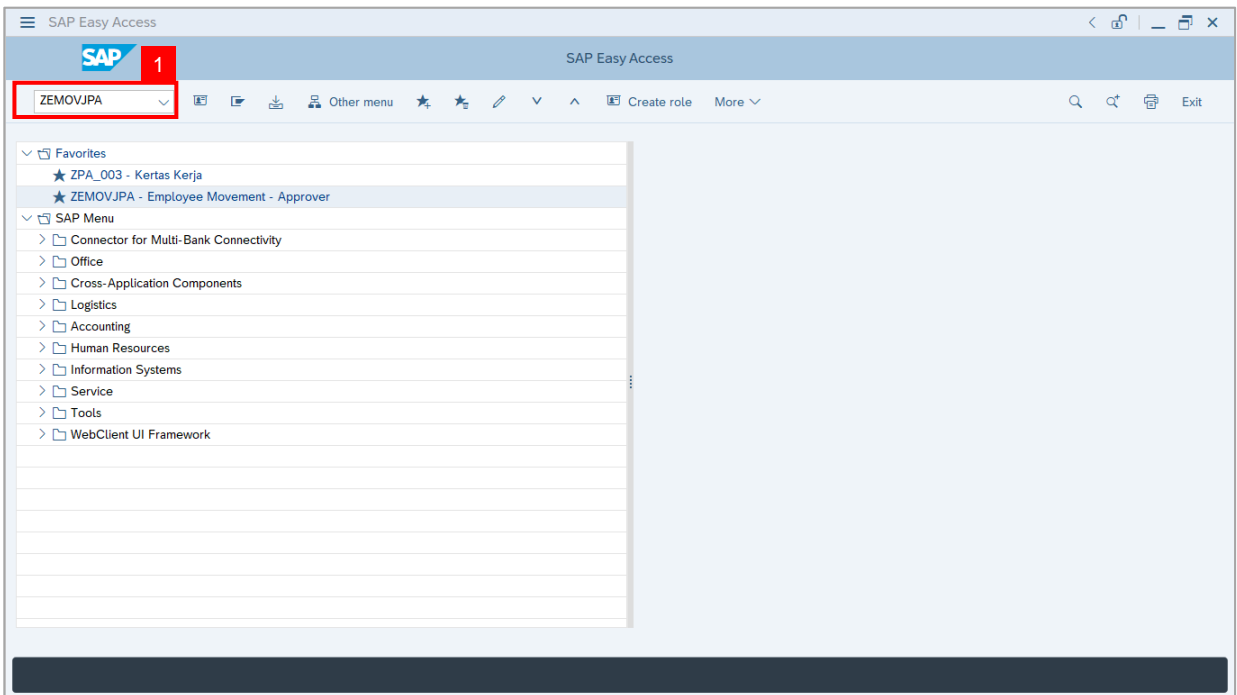


Note:

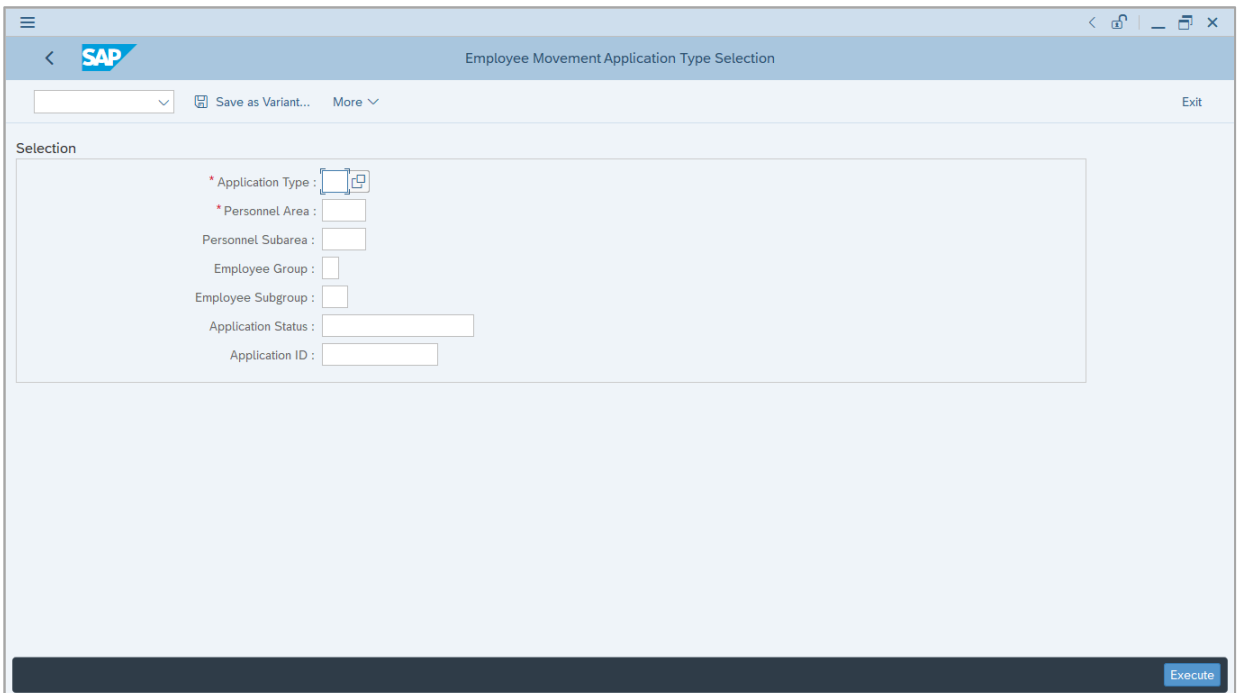
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

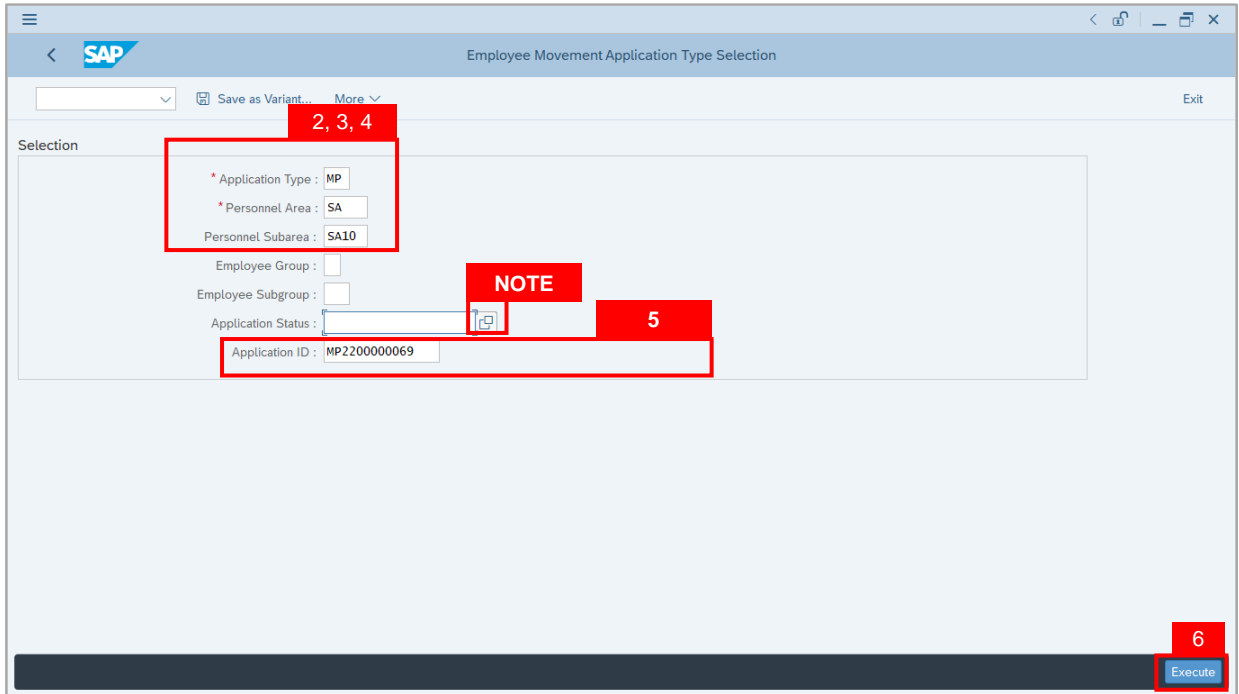
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.

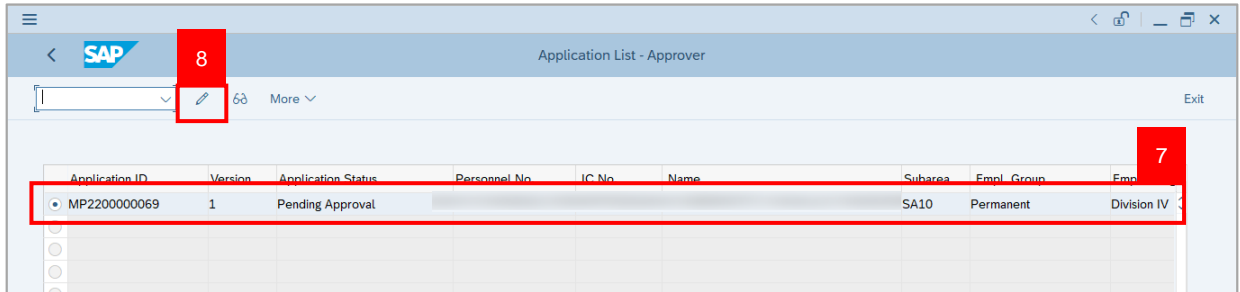
Application Status (1) 5 Entries found

Restrictions

| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------|------------------|
| 220 00 | P | | Pending Approval |
| 220 01 | W | | Rework |
| 220 02 | A | | Approved |
| 220 03 | R | | Rejected |
| 220 04 | X | | Withdrawn |

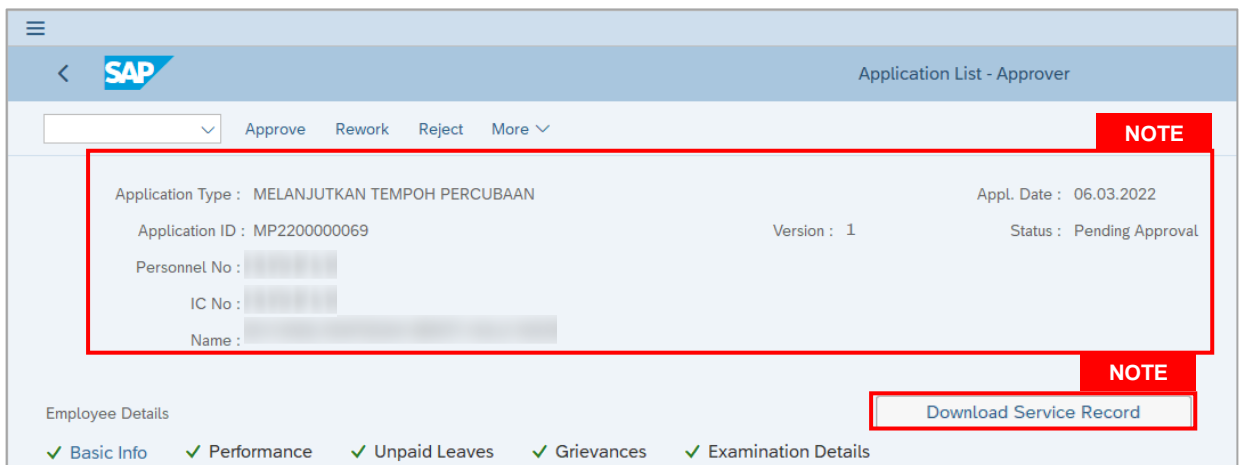
5 Entries found

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



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Emp. |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| MP220000069 | 1 | Pending Approval | | | | SA10 | Permanent | Division IV |

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN
Application ID : MP220000069
Personnel No : [REDACTED]
IC No : [REDACTED]
Name : [REDACTED]

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details

Download Service Record

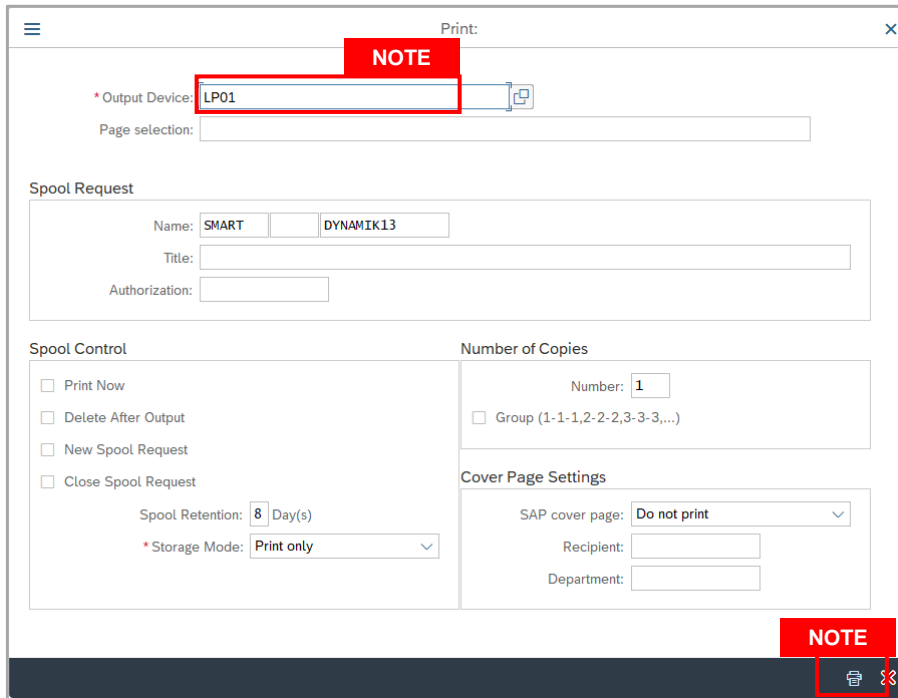
Basic Info Performance Unpaid Leaves Grievances Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01 [Copy]

Page selection: []

Spool Request

Name: SMART [] DYNAMIK13 []

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only [v]

Number of Copies

Number: 1 []

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print [v]

Recipient: []

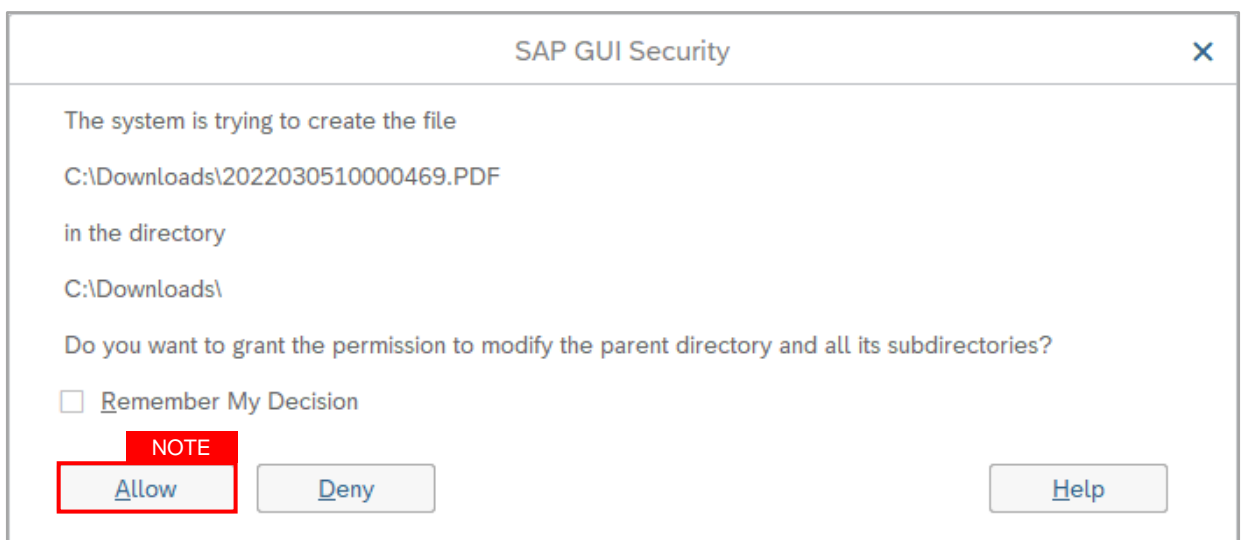
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

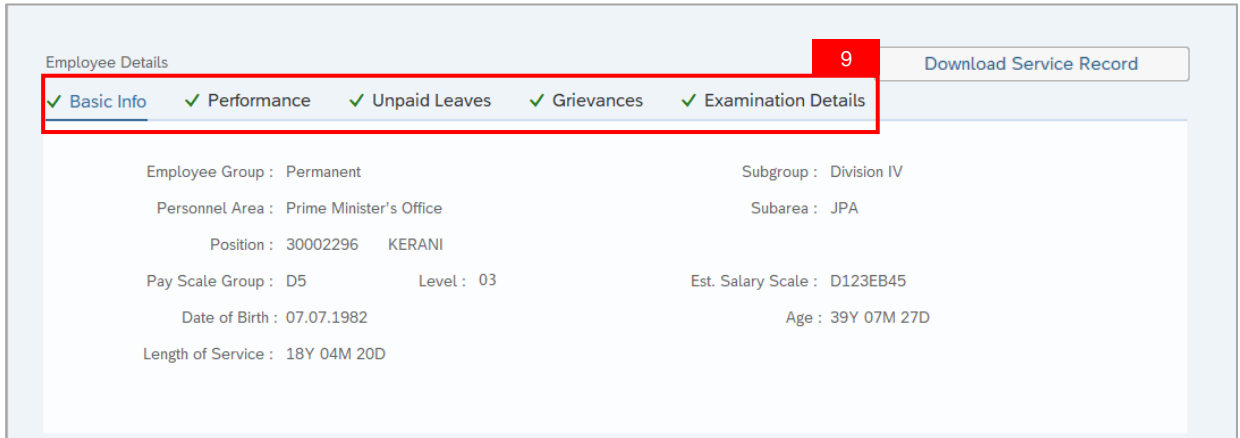
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

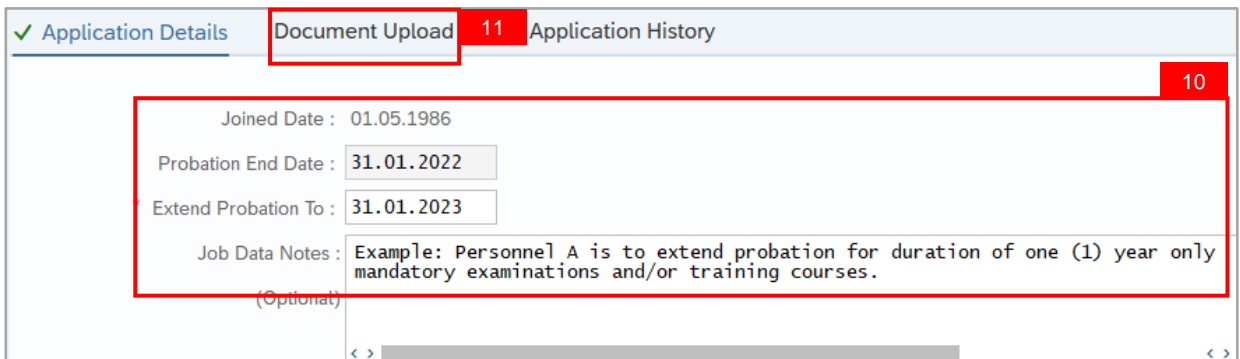


The screenshot shows the 'Employee Details' page. At the top, there are five tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is positioned above the 'Examination Details' tab. To the right of the tabs is a 'Download Service Record' button. Below the tabs, the employee's details are displayed in a grid format:

| | | |
|--|------------------------|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV | |
| Personnel Area : Prime Minister's Office | Subarea : JPA | |
| Position : 30002296 KERANI | | |
| Pay Scale Group : D5 | Level : 03 | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D | |
| Length of Service : 18Y 04M 20D | | |

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

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

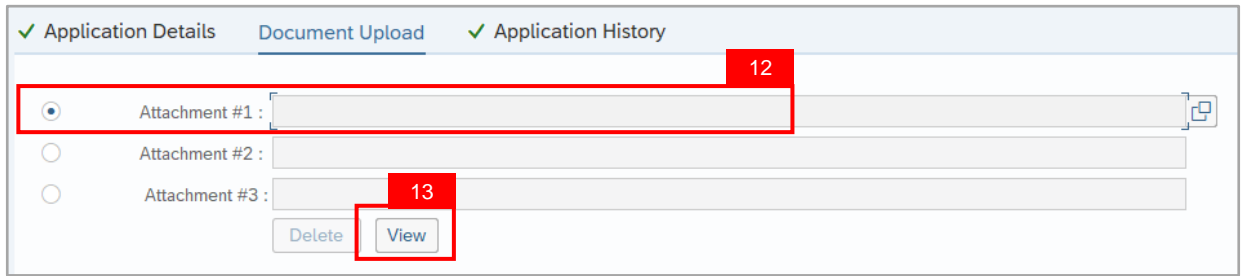


The screenshot shows the 'Application Details' page. At the top, there are three tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is positioned above the 'Application History' tab. A red box with the number '10' is positioned above the 'Job Data Notes' field. The 'Job Data Notes' field contains the following text:

Job Data Notes : Example: Personnel A is to extend probation for duration of one (1) year only mandatory examinations and/or training courses.
(Optional)

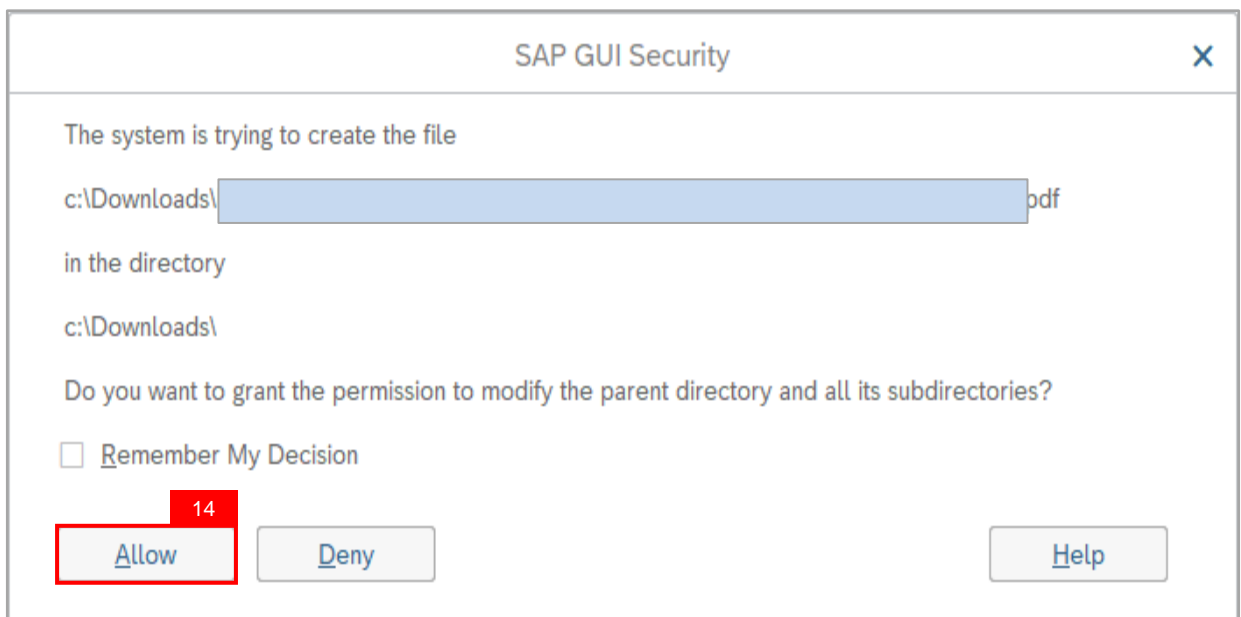
12. Select **Attachment** to review (if any).

13. Click on **View** button.

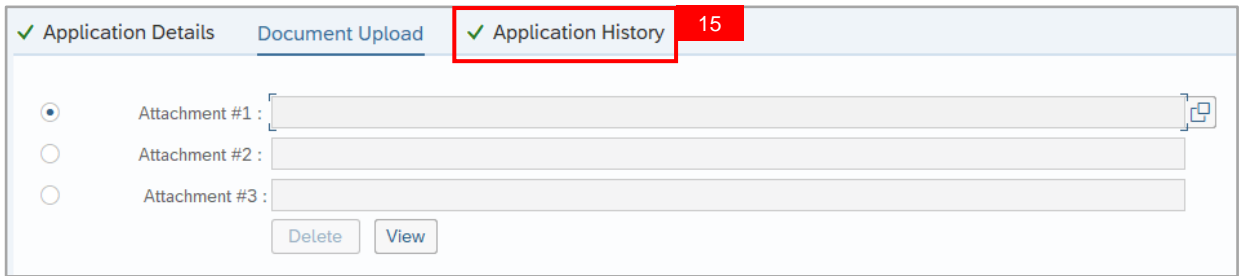


14. Click on **Allow** button for SAP GUI Security. (This message appears if any document is uploaded as part of the application)

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

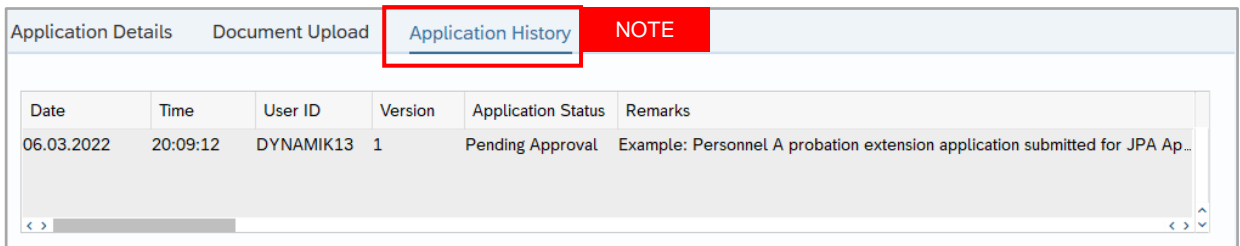


15. Click on **Application History** tab.



Note:

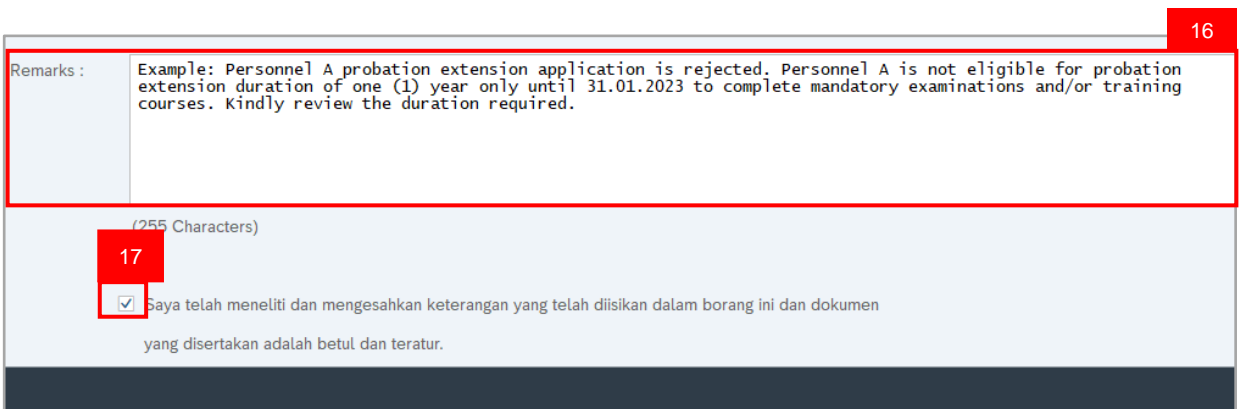
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|--|
| 06.03.2022 | 20:09:12 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation extension application submitted for JPA Ap... |

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

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

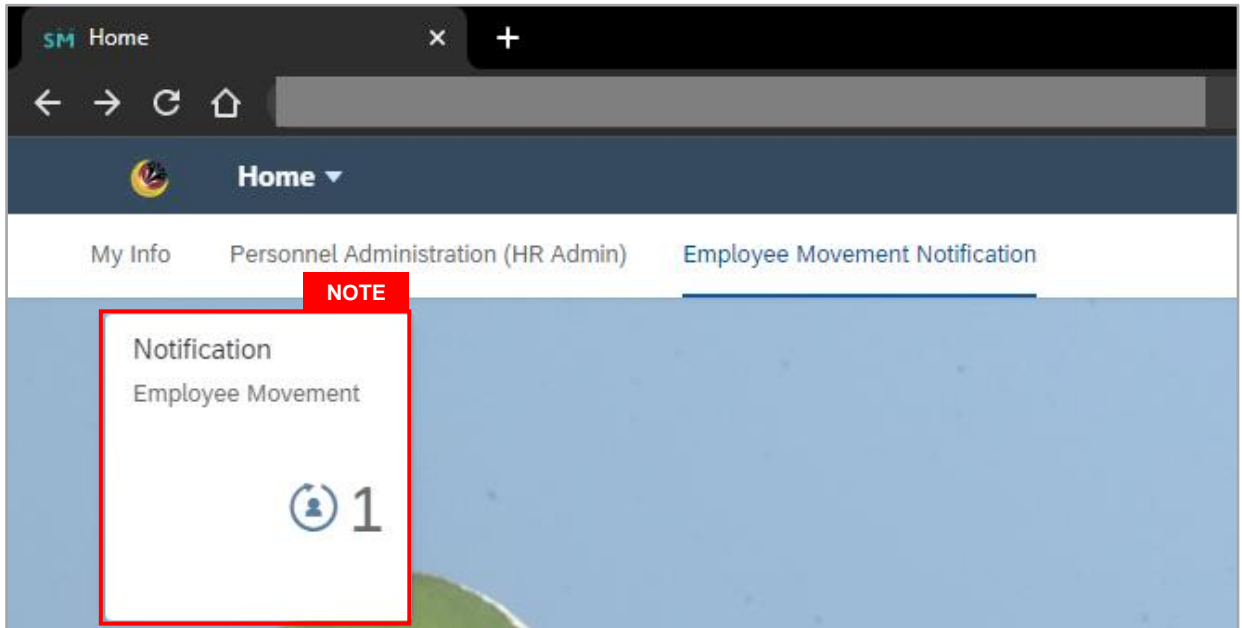


**Rework Probation
Extension Application**

Backend User

JPA Approver

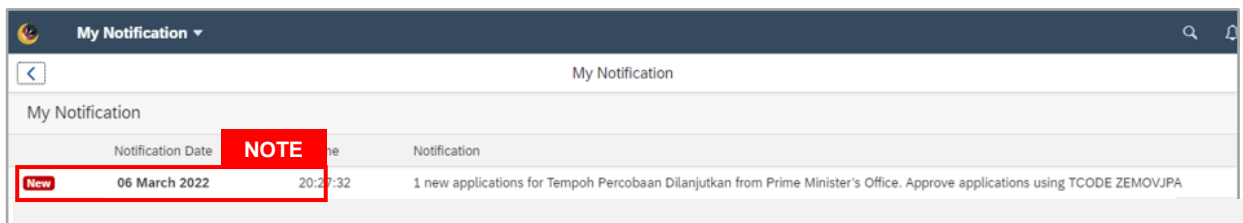
Log into SAP Fiori (Front End) and proceed with the following steps.



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.

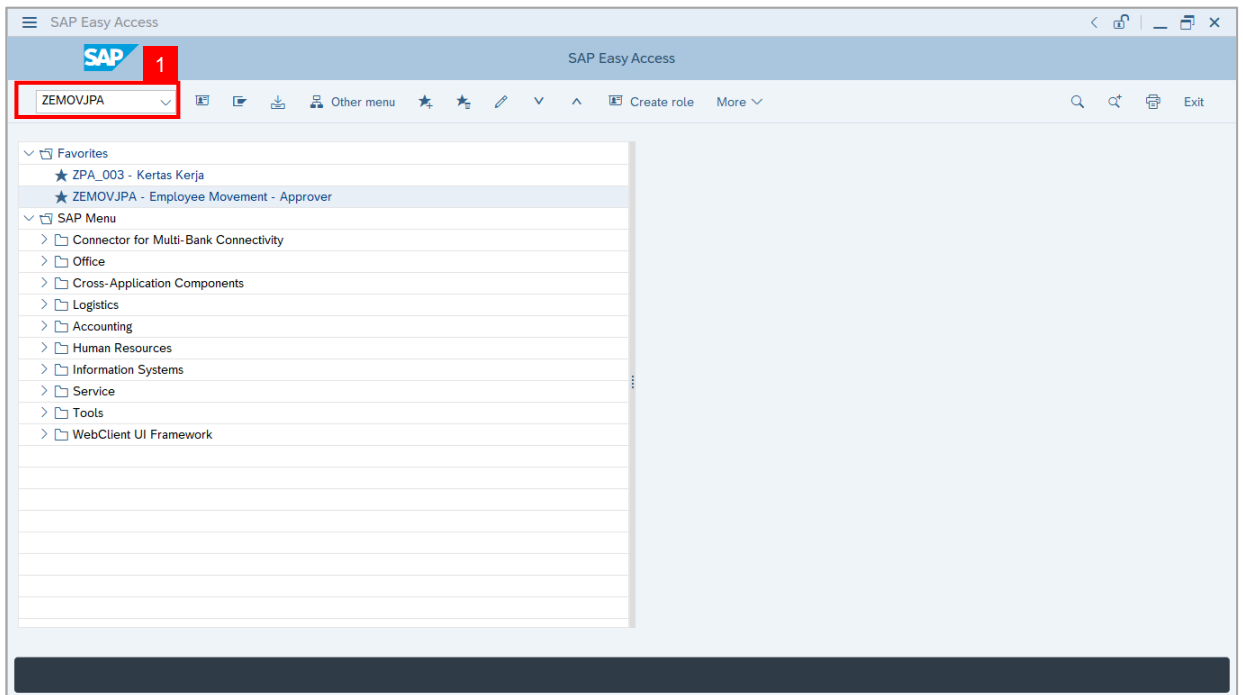


Note:

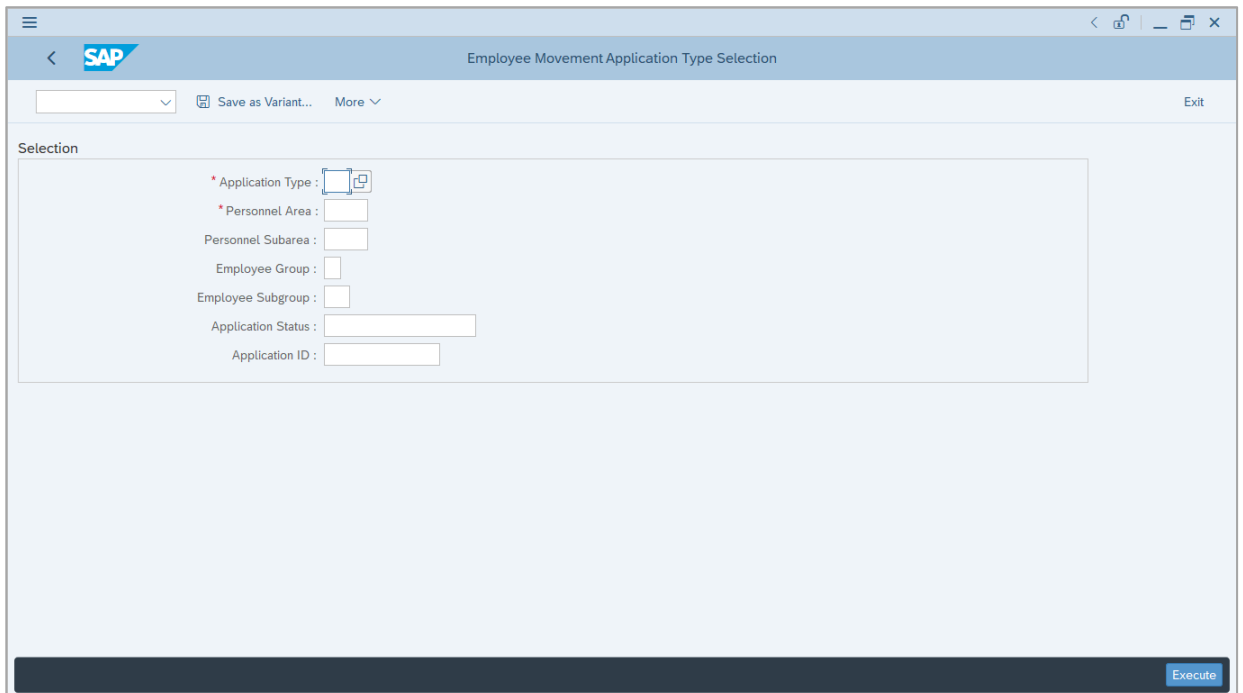
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

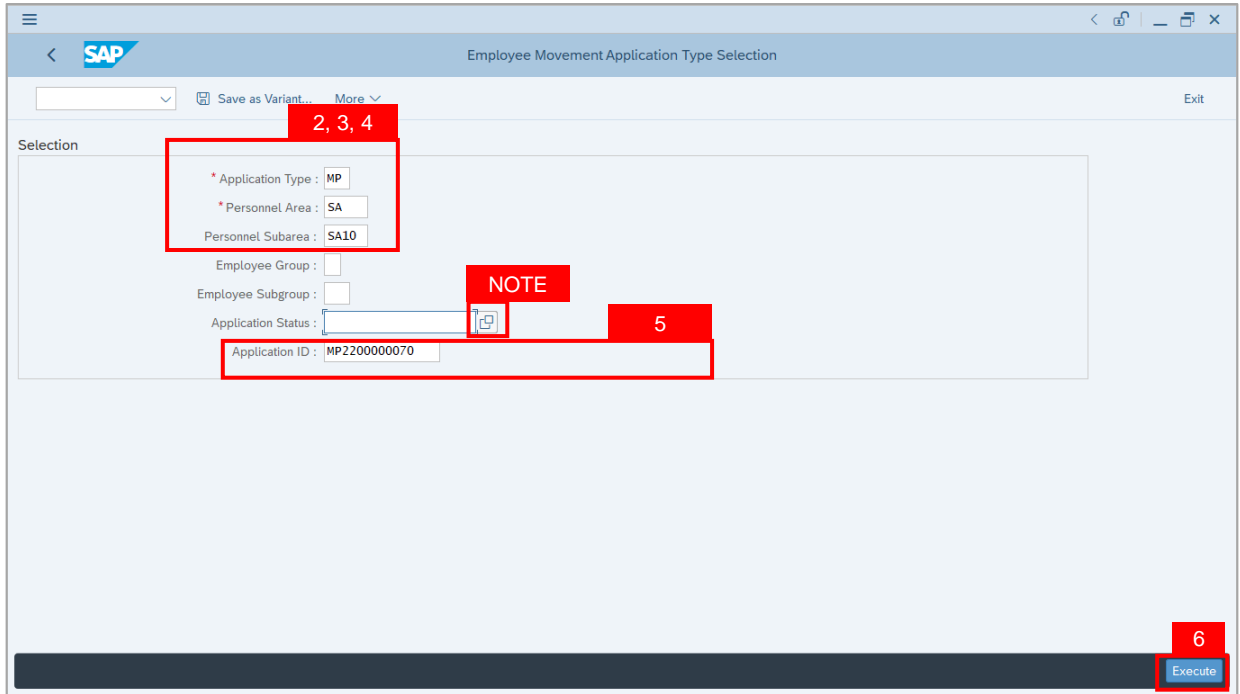
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.



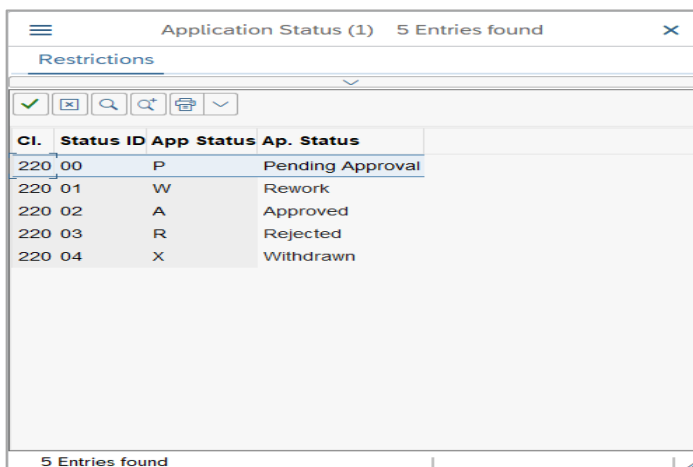
The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The 'Selection' section contains the following fields:

- Application Type:** MP (Annotated with red box and '2, 3, 4')
- Personnel Area:** SA (Annotated with red box and '2, 3, 4')
- Personnel Subarea:** SA10 (Annotated with red box and '2, 3, 4')
- Employee Group:** (Empty)
- Employee Subgroup:** (Empty)
- Application Status:** (Empty, with a 'NOTE' annotation and a '5' annotation next to the lookup icon)
- Application ID:** MP2200000070 (Annotated with red box and '5')

The 'Execute' button is located at the bottom right, annotated with a red box and '6'.

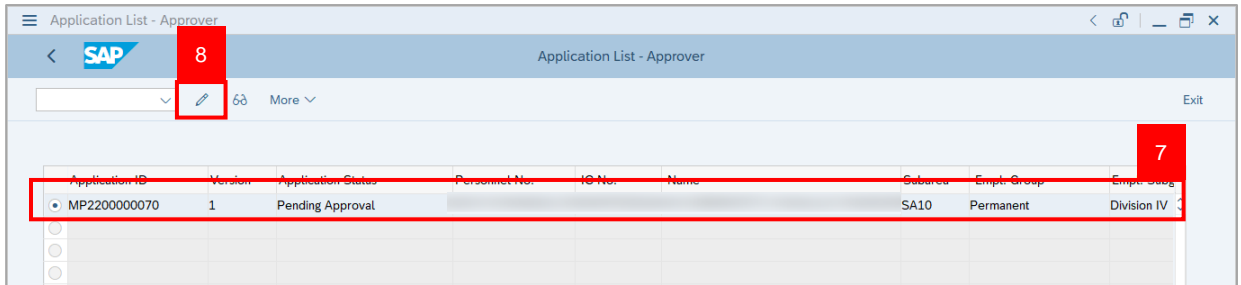
Note:

- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



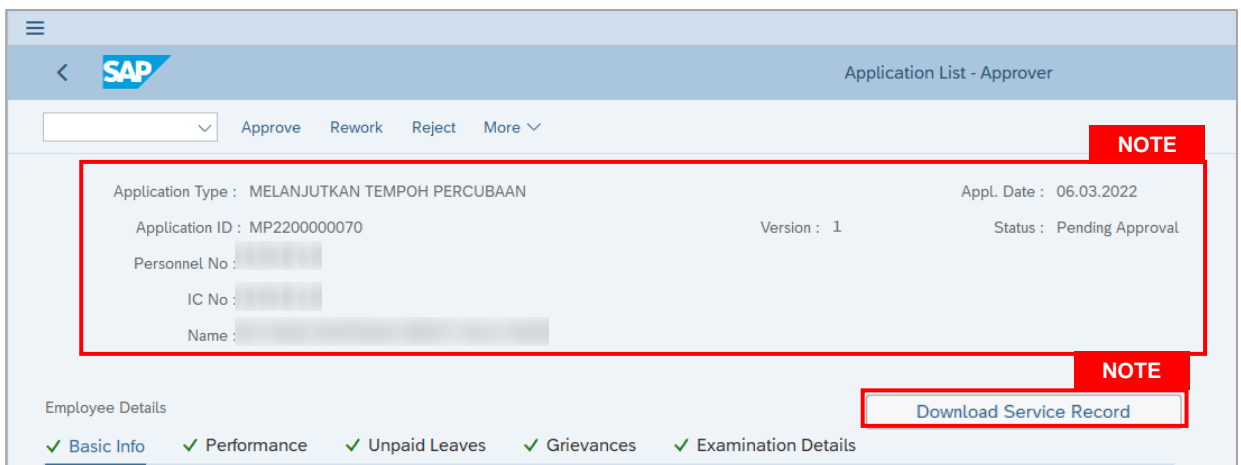
| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------|------------------|
| 220_00 | P | | Pending Approval |
| 220_01 | W | | Rework |
| 220_02 | A | | Approved |
| 220_03 | R | | Rejected |
| 220_04 | X | | Withdrawn |

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



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| MP2200000070 | 1 | Pending Approval | | | | SA10 | Permanent | Division IV |

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN
Application ID : MP2200000070
Personnel No : [REDACTED]
IC No : [REDACTED]
Name : [REDACTED]

Appl. Date : 06.03.2022
Version : 1
Status : Pending Approval

Employee Details
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details

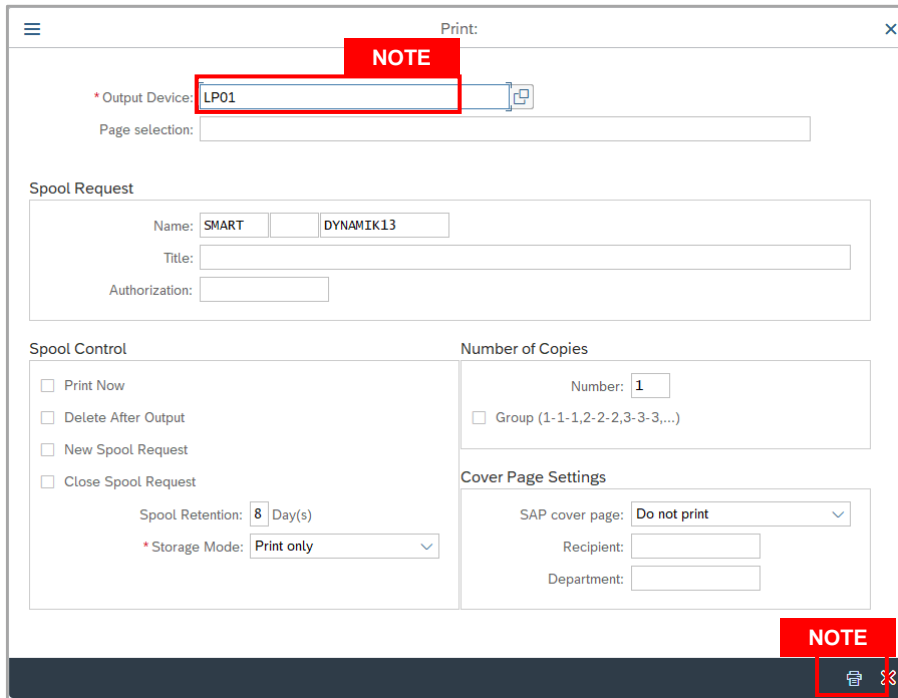
[Download Service Record](#)

Note:

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



Print: [X]

NOTE

* Output Device: LP01

Page selection: []

Spool Request

Name: SMART DYNAMIK13

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

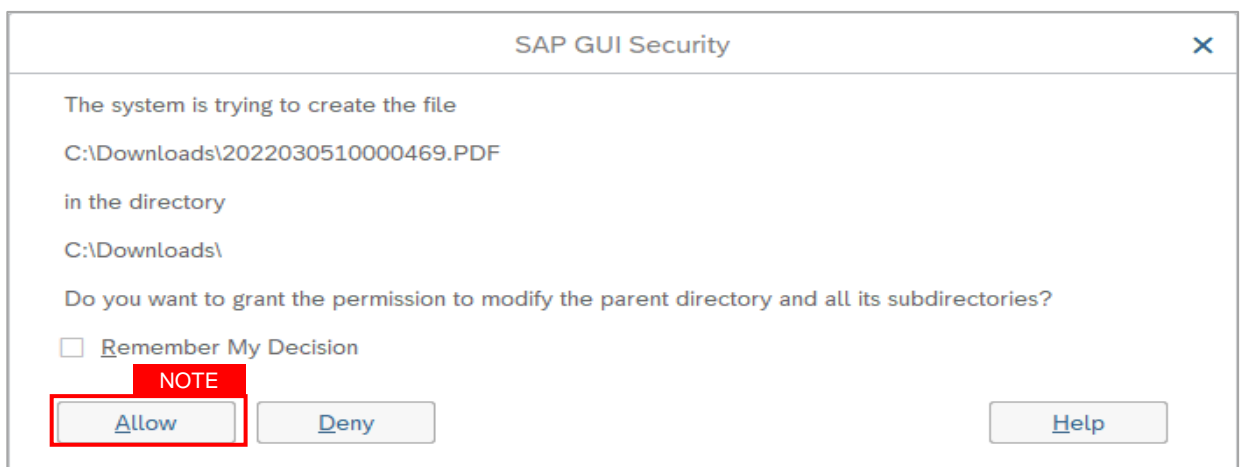
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

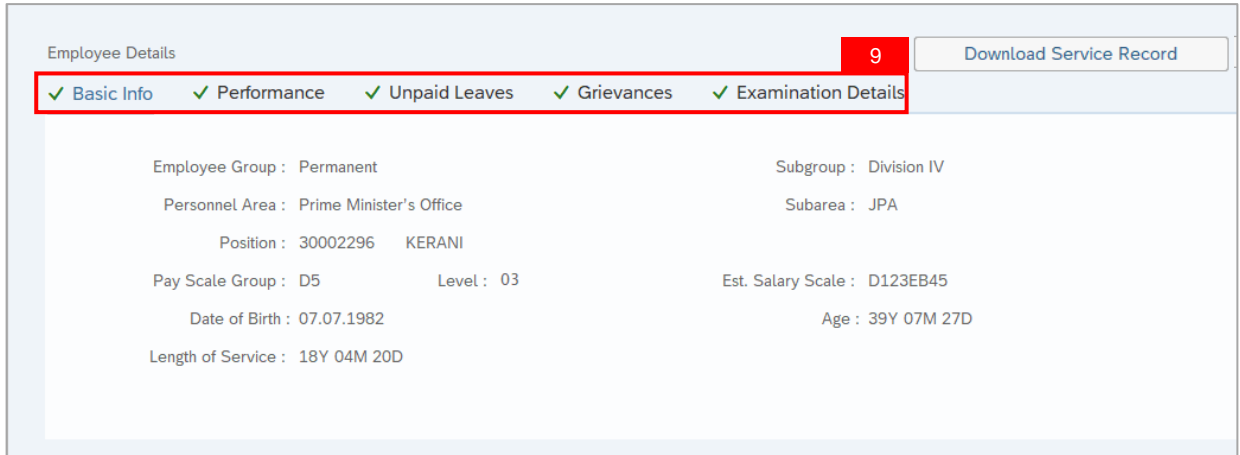
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

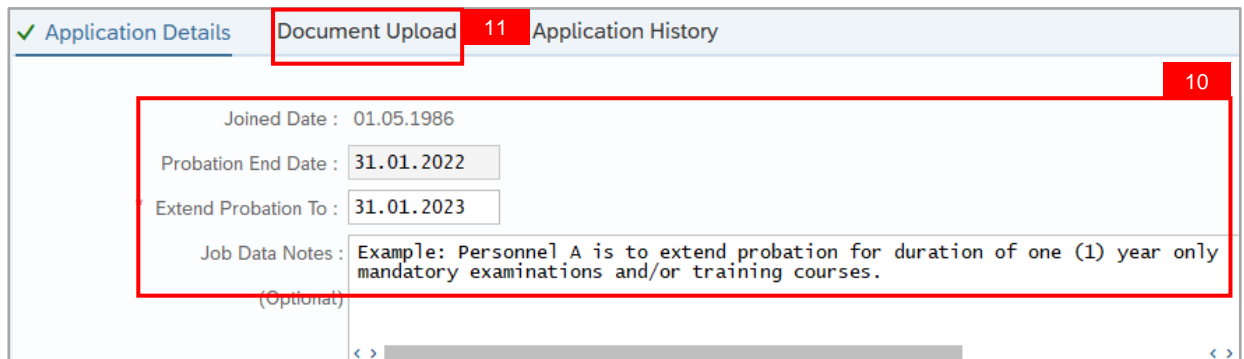


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. A red box with the number '9' is placed over the 'Examination Details' tab. To the right of the tabs is a 'Download Service Record' button. Below the tabs, the employee details are displayed in a grid format:

| | |
|--|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV |
| Personnel Area : Prime Minister's Office | Subarea : JPA |
| Position : 30002296 KERANI | |
| Pay Scale Group : D5 | Level : 03 |
| | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D |
| Length of Service : 18Y 04M 20D | |

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

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

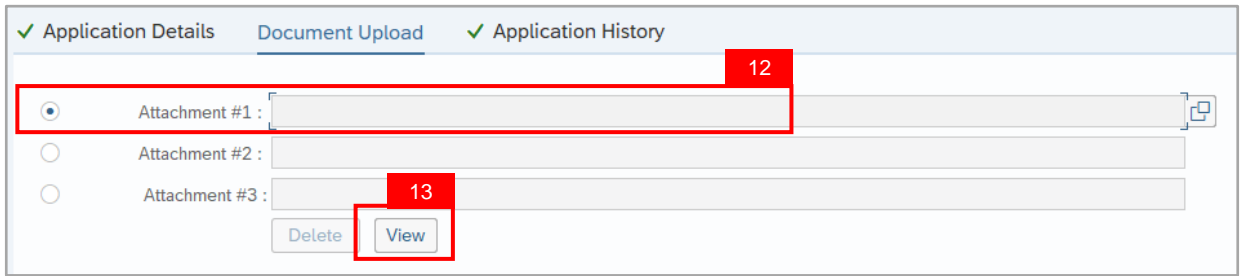


The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. A red box with the number '11' is placed over the 'Application History' tab. Below the tabs, the application details are displayed in a grid format:

| |
|---|
| Joined Date : 01.05.1986 |
| Probation End Date : <input type="text" value="31.01.2022"/> |
| Extend Probation To : <input type="text" value="31.01.2023"/> |
| Job Data Notes : <input type="text" value="Example: Personnel A is to extend probation for duration of one (1) year only mandatory examinations and/or training courses."/> |
| (Optional) |

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

13. Click on **View** button.



✓ Application Details Document Upload ✓ Application History

Attachment #1 : [Red box 12] [File icon]

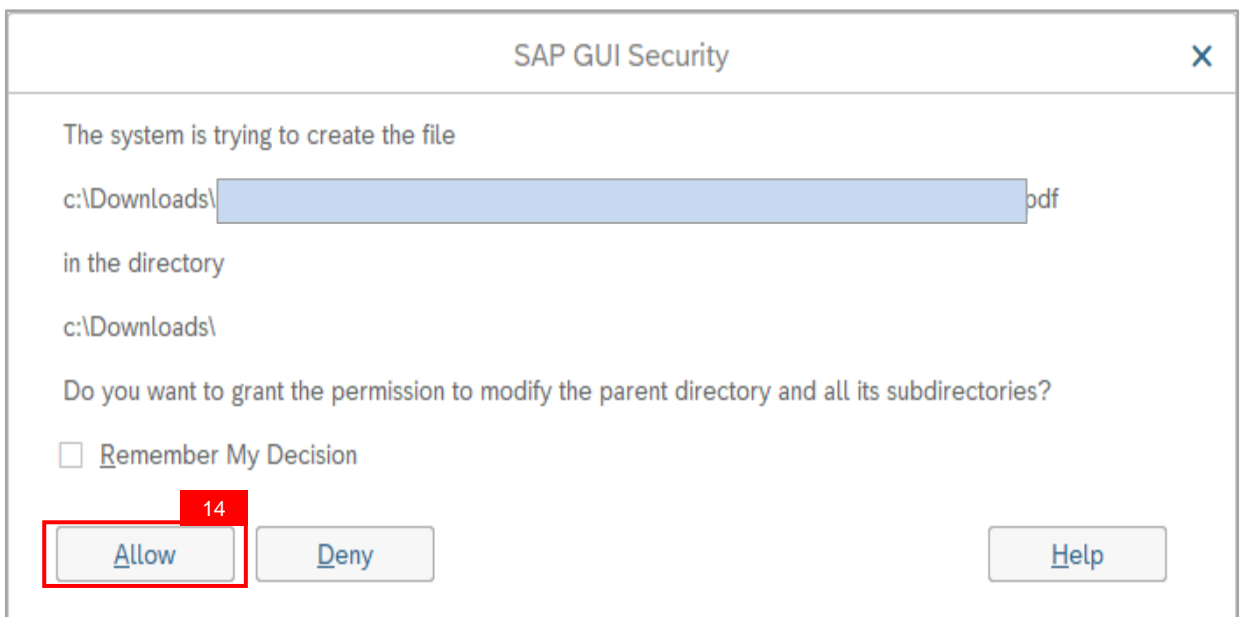
Attachment #2 :

Attachment #3 :

Delete View [Red box 13]

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.



SAP GUI Security [Close]

The system is trying to create the file

c:\Downloads\[Redacted]pdf

in the directory

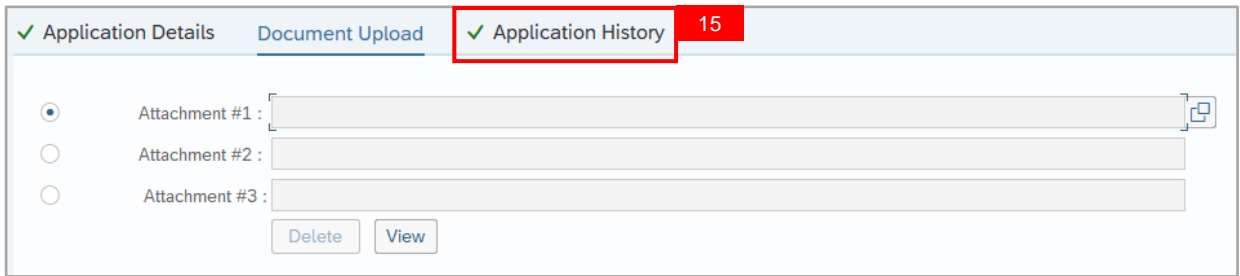
c:\Downloads\

Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

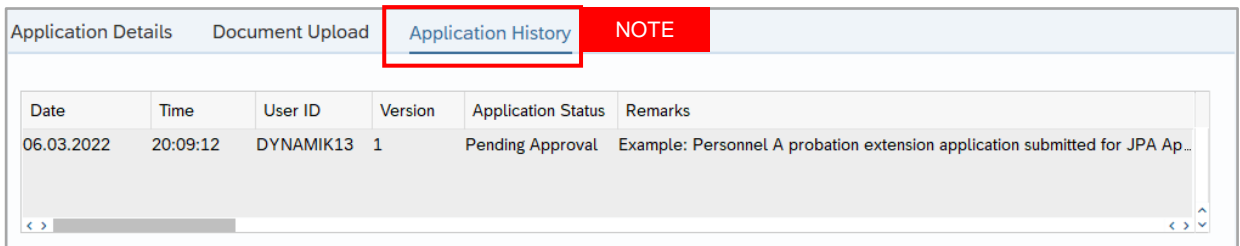
Allow [Red box 14] Deny Help

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



Note:

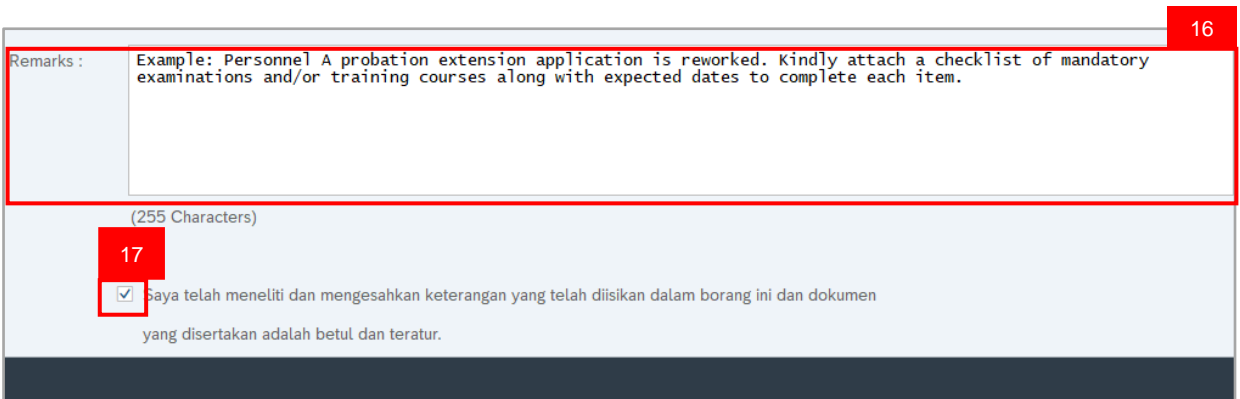
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



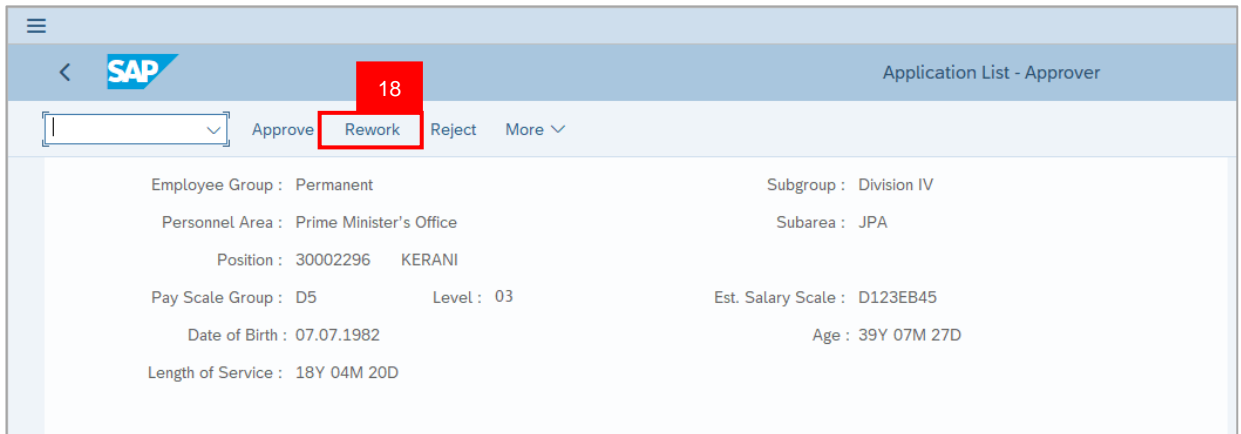
| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|--|
| 06.03.2022 | 20:09:12 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation extension application submitted for JPA Ap... |

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

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



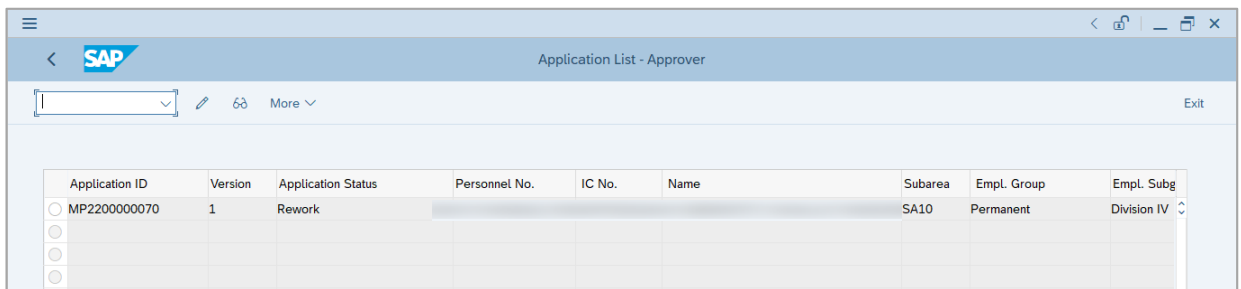
18. Click on **Rework** button.



The screenshot shows the SAP 'Application List - Approver' interface. At the top, there is a navigation bar with the SAP logo and the title 'Application List - Approver'. Below this, there is a search field and a set of action buttons: 'Approve', 'Rework', 'Reject', and 'More'. The 'Rework' button is highlighted with a red box and the number '18' is written above it. Below the buttons, the details of the application are displayed in a grid-like format:

| | |
|--|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV |
| Personnel Area : Prime Minister's Office | Subarea : JPA |
| Position : 30002296 KERANI | |
| Pay Scale Group : D5 | Level : 03 |
| | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D |
| Length of Service : 18Y 04M 20D | |

Outcome: Application is successfully reworked by JPA Approver.



The screenshot shows the SAP 'Application List - Approver' interface with a table of application data. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row of data is highlighted:

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| MP220000070 | 1 | Rework | | | | SA10 | Permanent | Division IV |

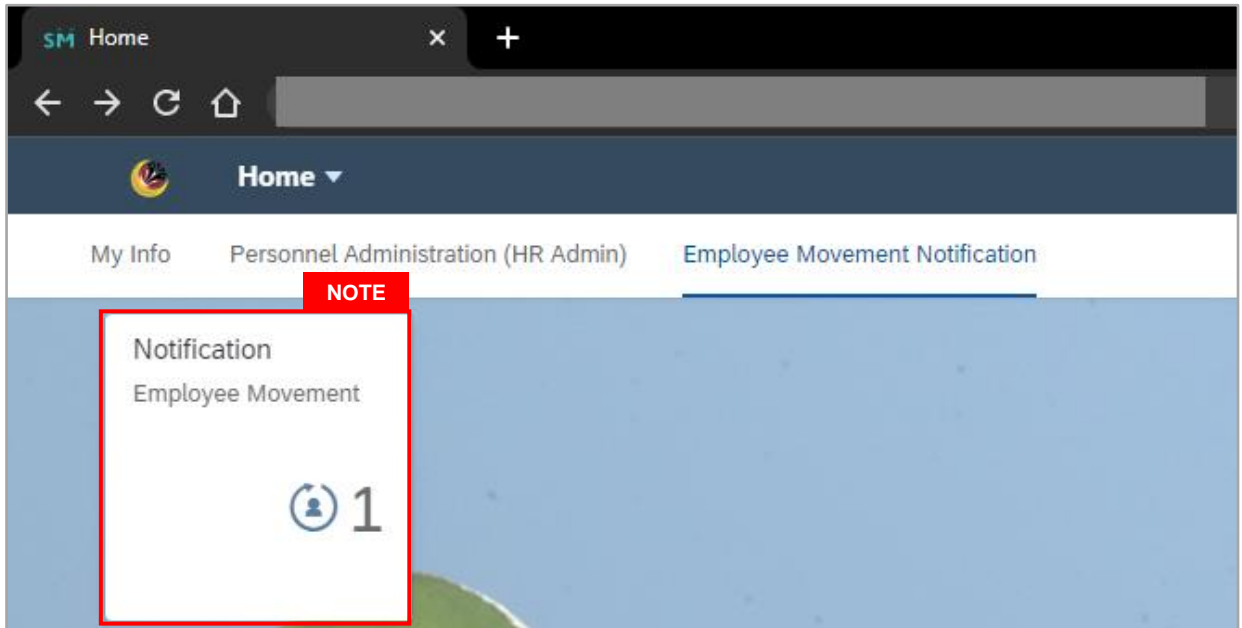
Note: Department HR Admin can resubmit or withdraw the reworked application.

**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.

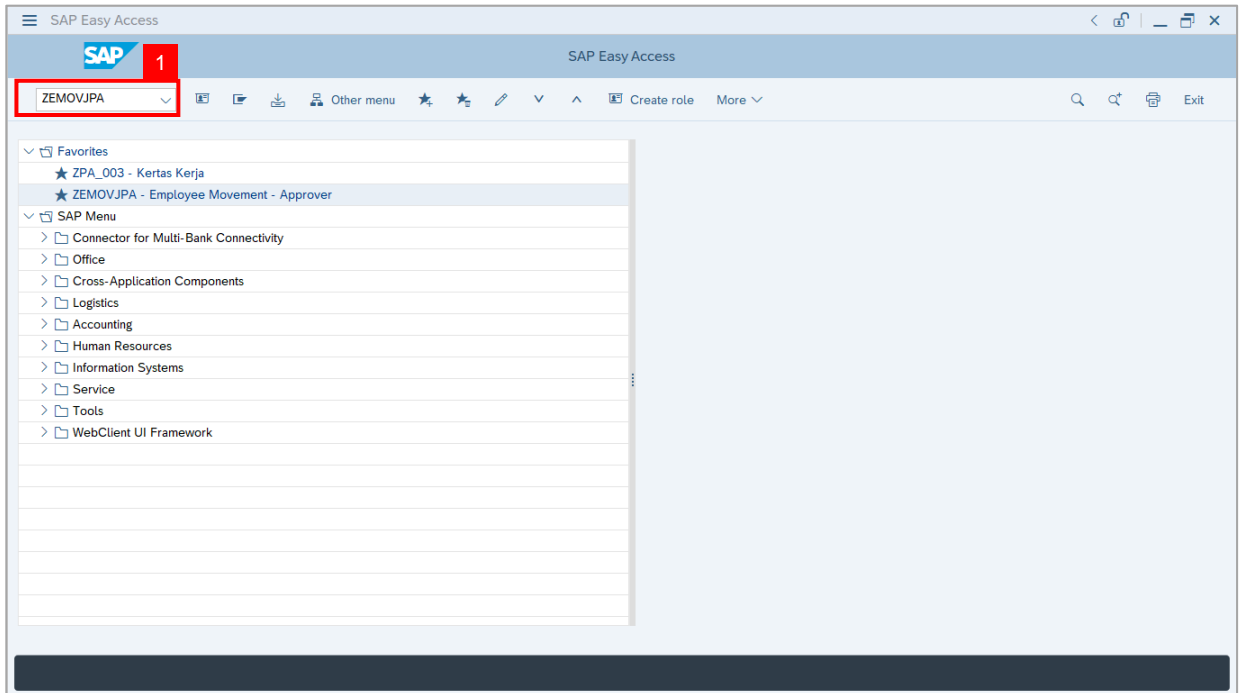


Note:

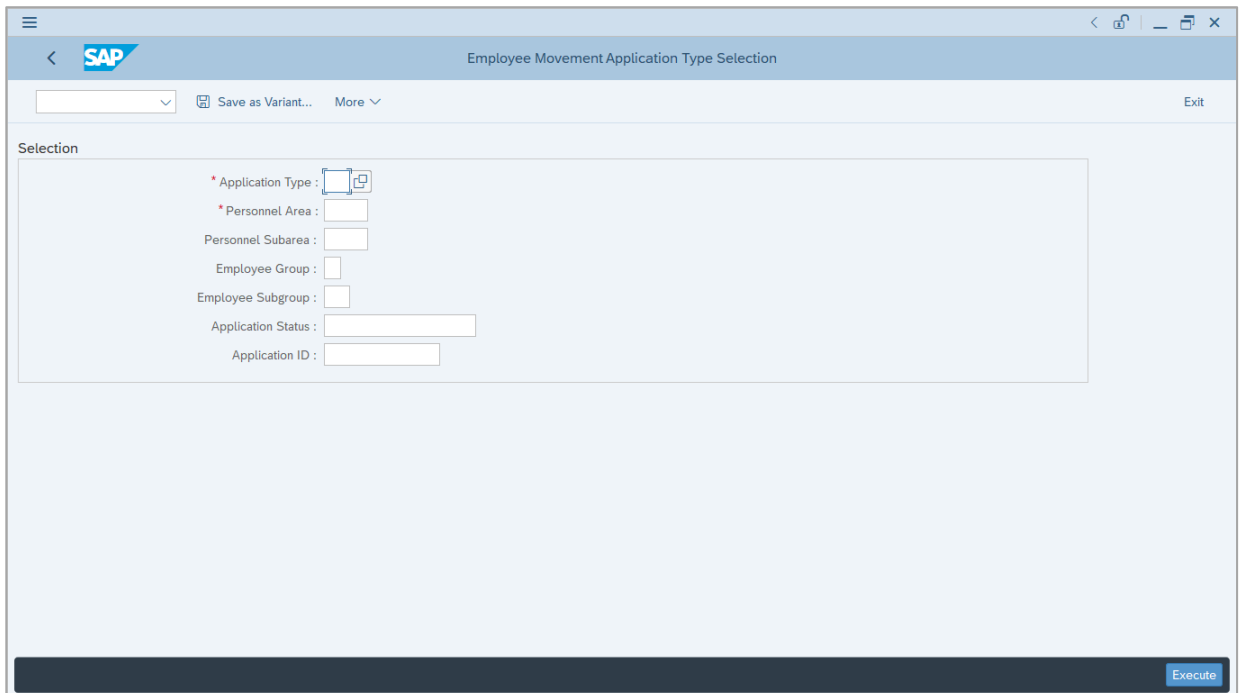
- i. Unopened notifications will be marked with **New**.
- ii. Opened notifications will remain recorded in the **My Notifications** page.

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

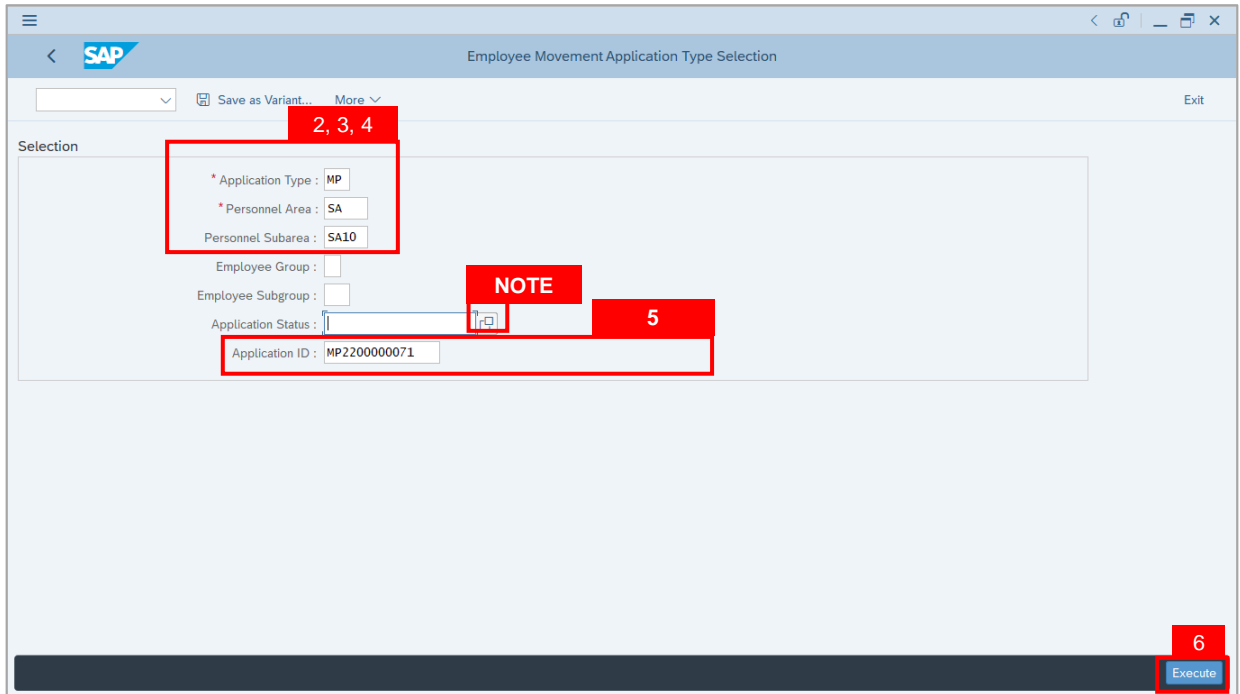
1. Enter transaction code **ZEMOVJPA** in the search bar.



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.



2, 3, 4

NOTE

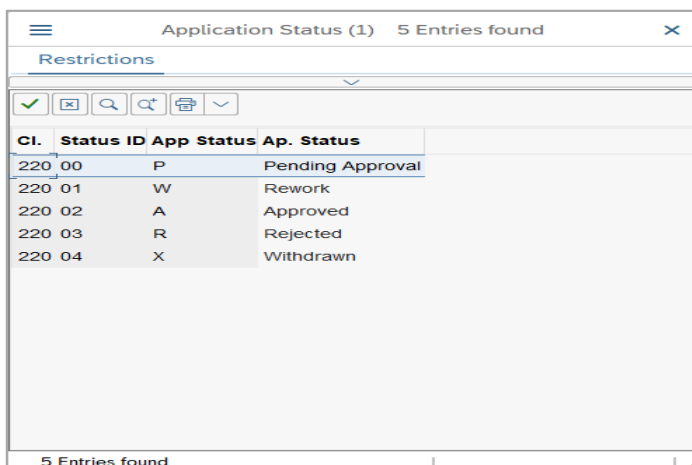
5

6

Execute

Note:

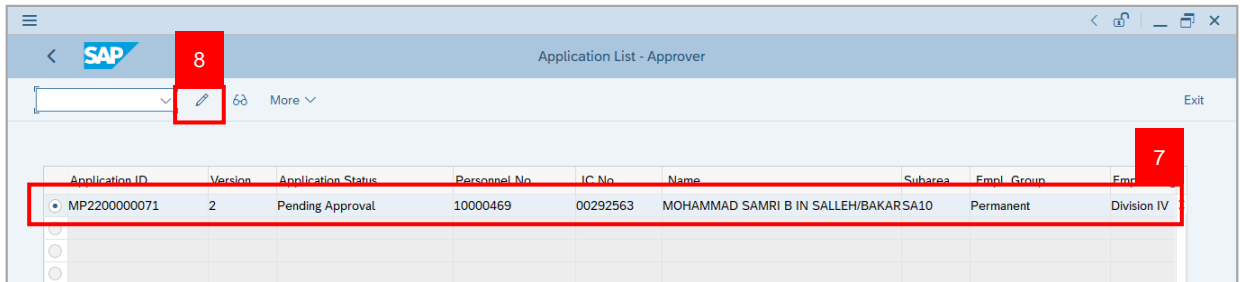
- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



| Cl. | Status ID | App Status | Ap. Status |
|--------|-----------|------------|------------------|
| 220 00 | P | | Pending Approval |
| 220 01 | W | | Rework |
| 220 02 | A | | Approved |
| 220 03 | R | | Rejected |
| 220 04 | X | | Withdrawn |

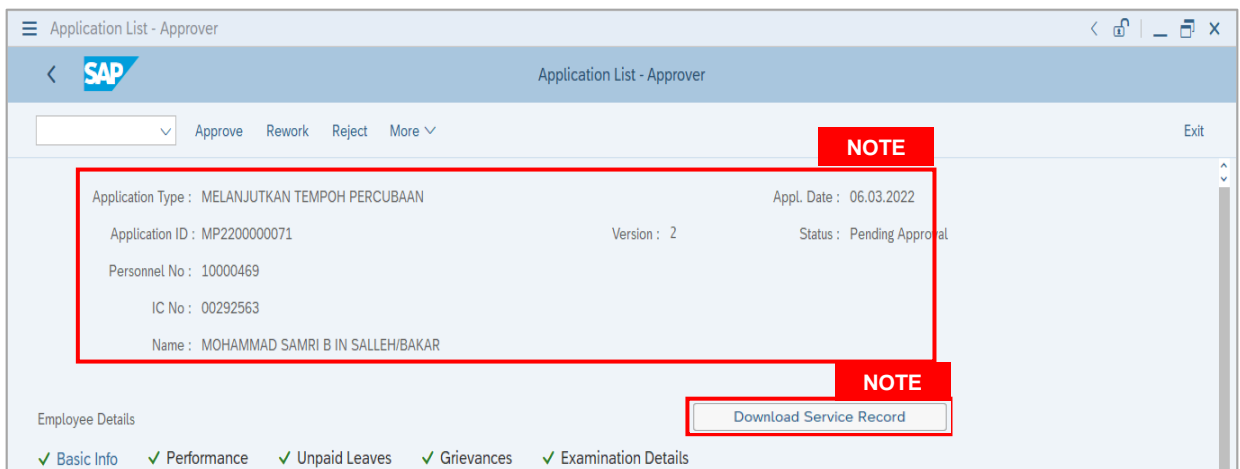
7. Select submitted application.

8. Click on **Change** icon.



| Application ID | Version | Application Status | Personnel No | IC No | Name | Subarea | Empl. Group | Emp |
|----------------|---------|--------------------|--------------|----------|--------------------------------------|---------|-------------|-------------|
| MP2200000071 | 2 | Pending Approval | 10000469 | 00292563 | MOHAMMAD SAMRI B IN SALLEH/BAKARSA10 | | Permanent | Division IV |

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



Application Type : MELANJUTKAN TEMPOH PERCUBAAN Appl. Date : 06.03.2022
Application ID : MP2200000071 Version : 2 Status : Pending Approval
Personnel No : 10000469
IC No : 00292563
Name : MOHAMMAD SAMRI B IN SALLEH/BAKAR

Employee Details

Download Service Record

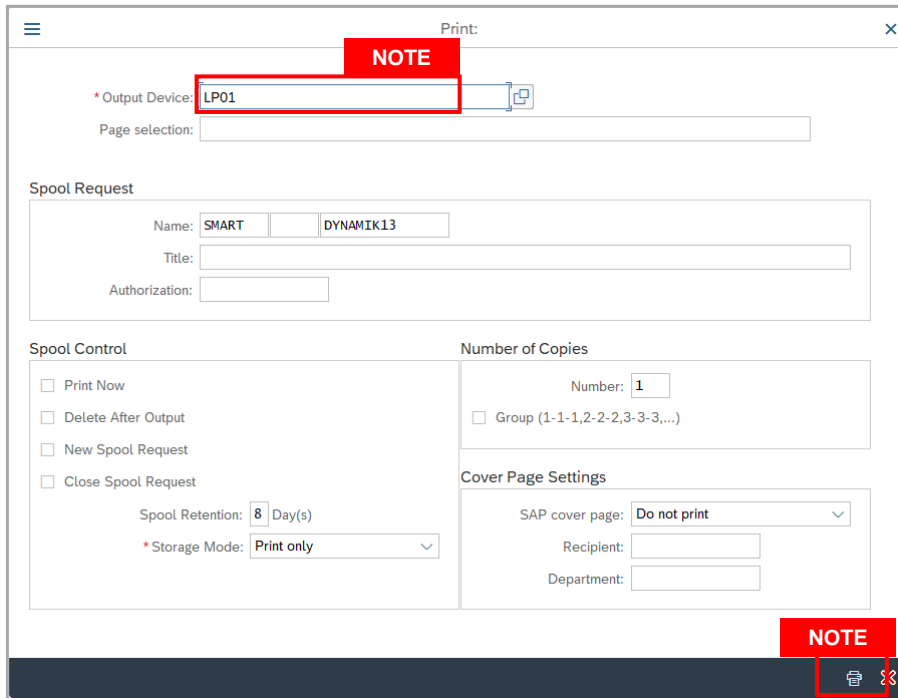
Basic Info Performance Unpaid Leaves Grievances Examination Details

Note:

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



Print: [X]

NOTE

* Output Device: LP01 [Copy]

Page selection: []

Spool Request

Name: SMART [] DYNAMIK13 []

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

* Storage Mode: Print only [v]

Number of Copies

Number: 1 []

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print [v]

Recipient: []

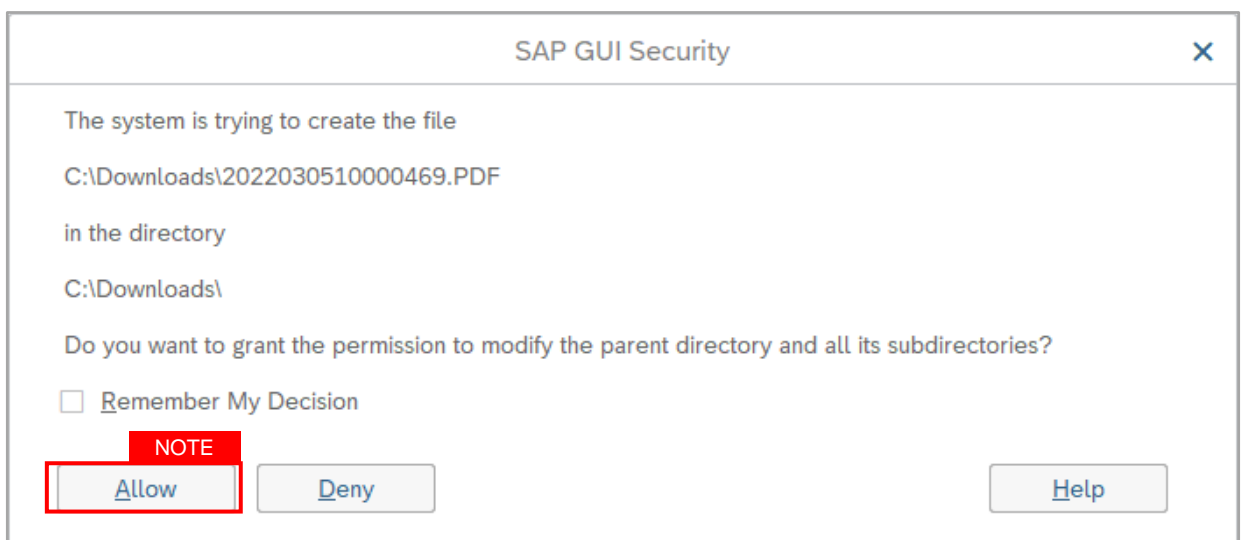
Department: []

NOTE

[Print] [Cancel]

Note:

- v. Click on **Allow** button for SAP GUI Security.
- vi. The personnel **Service Record (Rekod Perkhidmatan)** is downloaded into the device..



SAP GUI Security [X]

The system is trying to create the file

C:\Downloads\2022030510000469.PDF

in the directory

C:\Downloads\

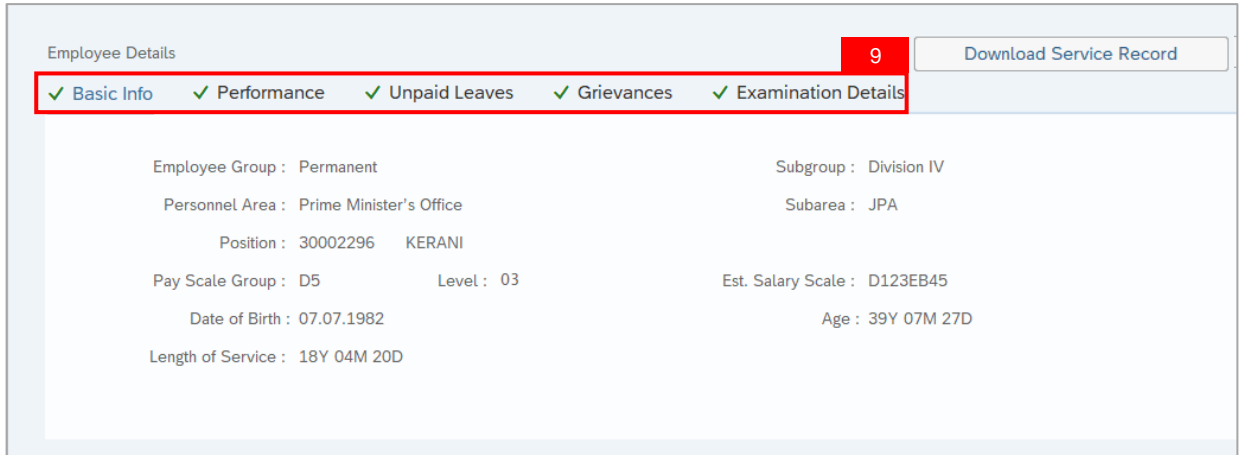
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

[Allow] [Deny] [Help]

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

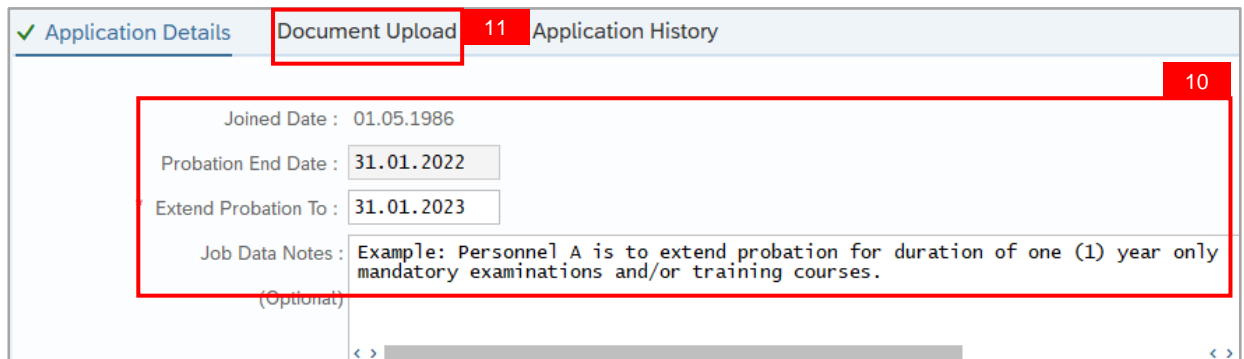


The screenshot shows the 'Employee Details' page. At the top, there is a navigation bar with tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is selected and highlighted with a red box. To the right of the tabs is a 'Download Service Record' button. Below the tabs, the employee's details are displayed in a grid format:

| | |
|--|------------------------------|
| Employee Group : Permanent | Subgroup : Division IV |
| Personnel Area : Prime Minister's Office | Subarea : JPA |
| Position : 30002296 KERANI | |
| Pay Scale Group : D5 | Level : 03 |
| | Est. Salary Scale : D123EB45 |
| Date of Birth : 07.07.1982 | Age : 39Y 07M 27D |
| Length of Service : 18Y 04M 20D | |

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

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

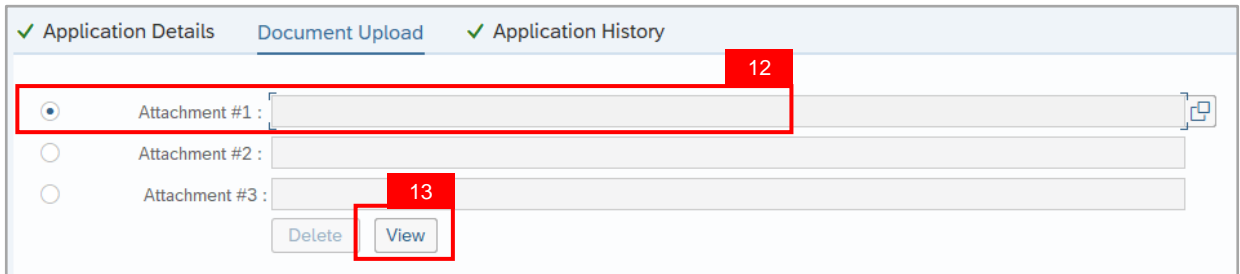


The screenshot shows the 'Application Details' page. At the top, there is a navigation bar with tabs: 'Application Details', 'Document Upload', and 'Application History'. The 'Document Upload' tab is selected and highlighted with a red box. Below the tabs, the application details are displayed in a grid format:

| |
|--|
| Joined Date : 01.05.1986 |
| Probation End Date : 31.01.2022 |
| Extend Probation To : 31.01.2023 |
| Job Data Notes : Example: Personnel A is to extend probation for duration of one (1) year only mandatory examinations and/or training courses. |
| (Optional) |

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

13. Click on **View** button.



✓ Application Details Document Upload ✓ Application History

Attachment #1 : [Red box 12]

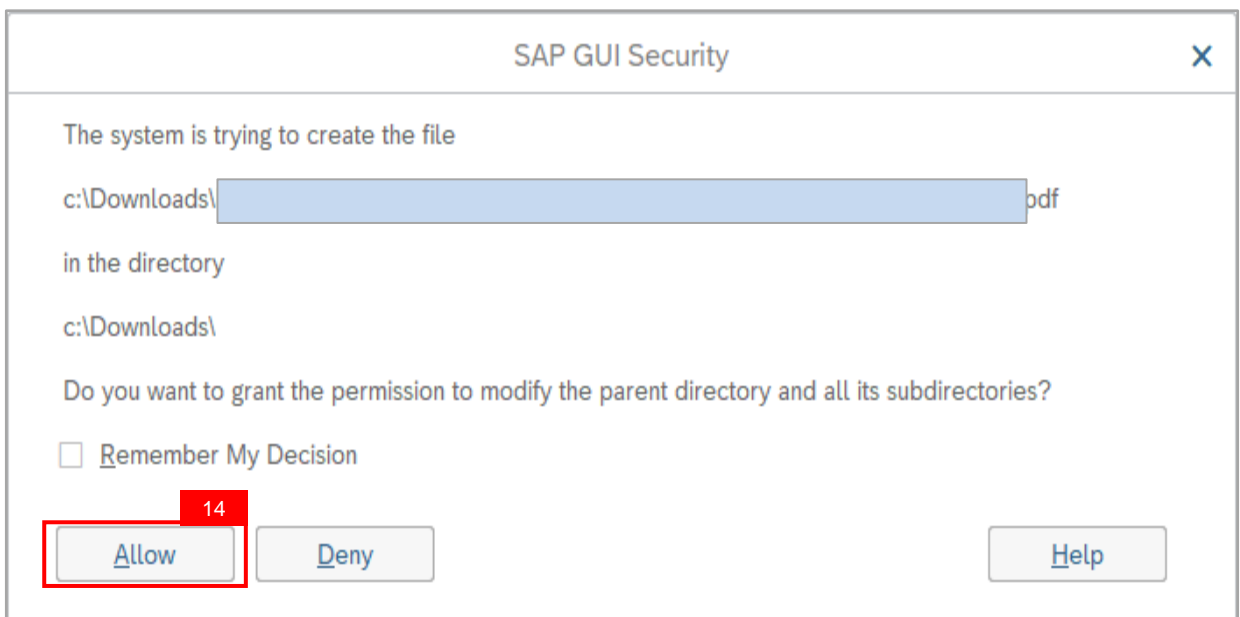
Attachment #2 :

Attachment #3 :

[Red box 13]

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.

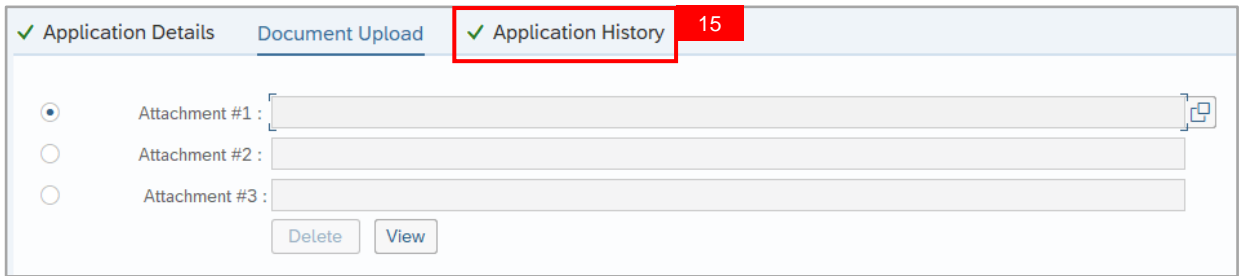


SAP GUI Security

The system is trying to create the file
c:\Downloads\[redacted].pdf
in the directory
c:\Downloads\
Do you want to grant the permission to modify the parent directory and all its subdirectories?
 Remember My Decision

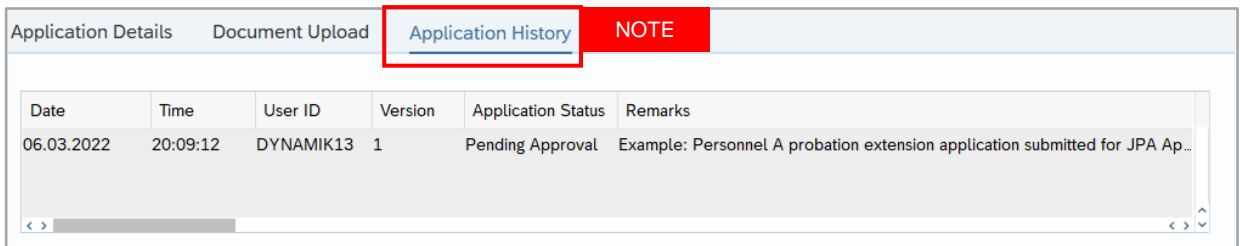
[Red box 14]

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



Note:

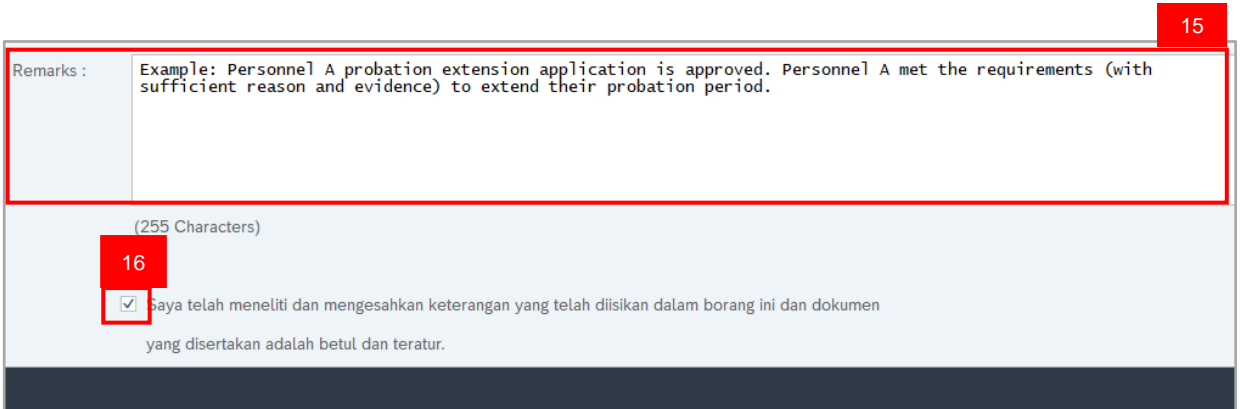
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|-----------|---------|--------------------|--|
| 06.03.2022 | 20:09:12 | DYNAMIK13 | 1 | Pending Approval | Example: Personnel A probation extension application submitted for JPA Ap... |

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

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

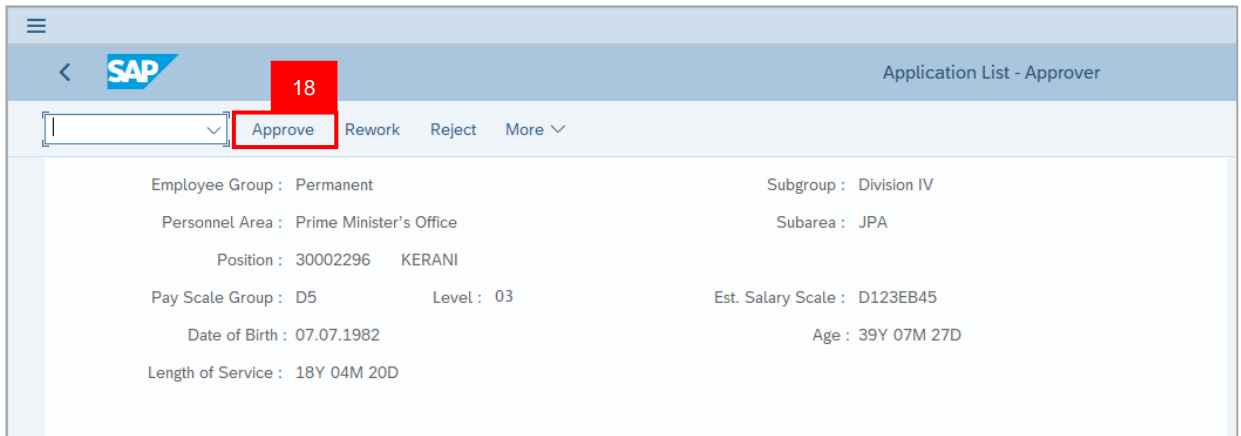


Remarks : Example: Personnel A probation extension application is approved. Personnel A met the requirements (with sufficient reason and evidence) to extend their probation period.

(255 Characters)

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

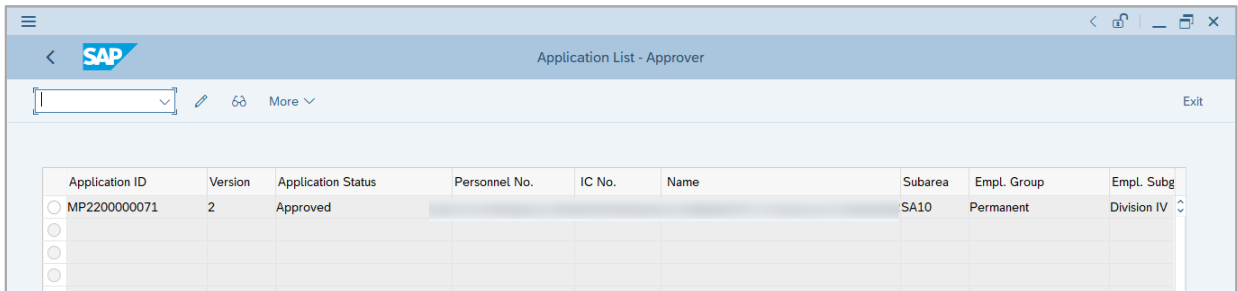
18. Click on Approve button.



Application List - Approver

Employee Group : Permanent Subgroup : Division IV
 Personnel Area : Prime Minister's Office Subarea : JPA
 Position : 30002296 KERANI
 Pay Scale Group : D5 Level : 03 Est. Salary Scale : D123EB45
 Date of Birth : 07.07.1982 Age : 39Y 07M 27D
 Length of Service : 18Y 04M 20D

Outcome: Application is successfully approved by JPA Approver.



| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|--------------------|---------------|--------|------|---------|-------------|-------------|
| MP2200000071 | 2 | Approved | | | | SA10 | Permanent | Division IV |

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.

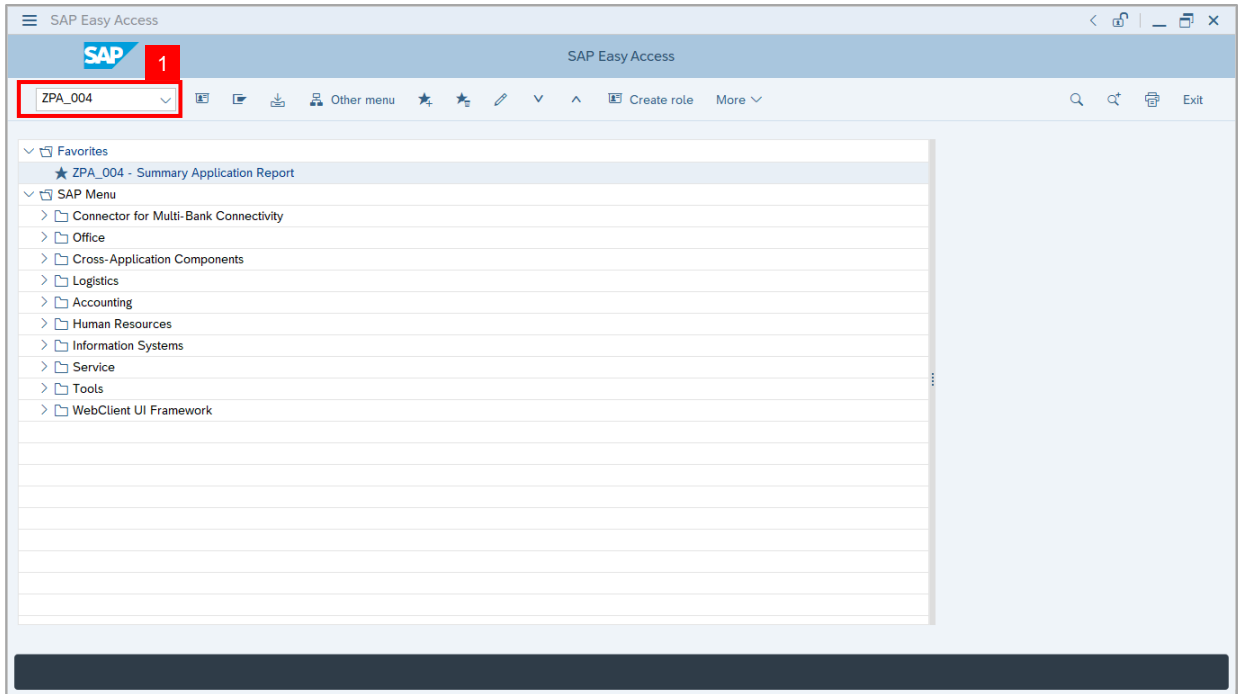
Summary Report for Application

Backend User

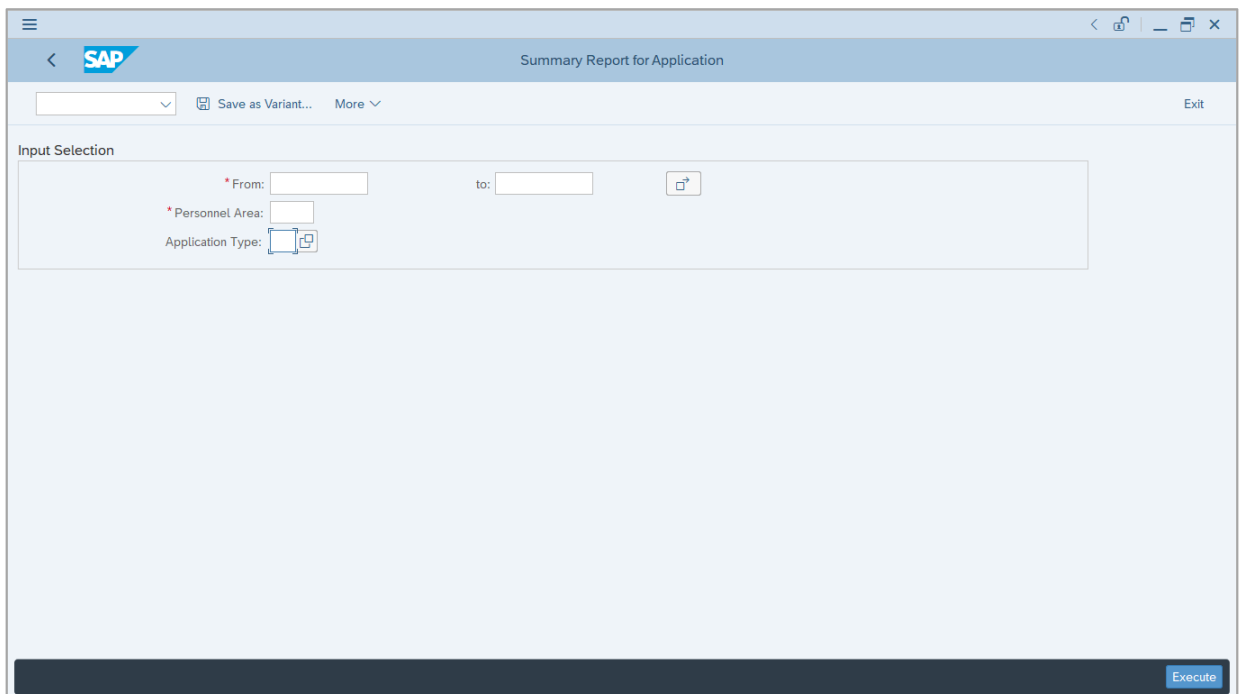
JPA Approver

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

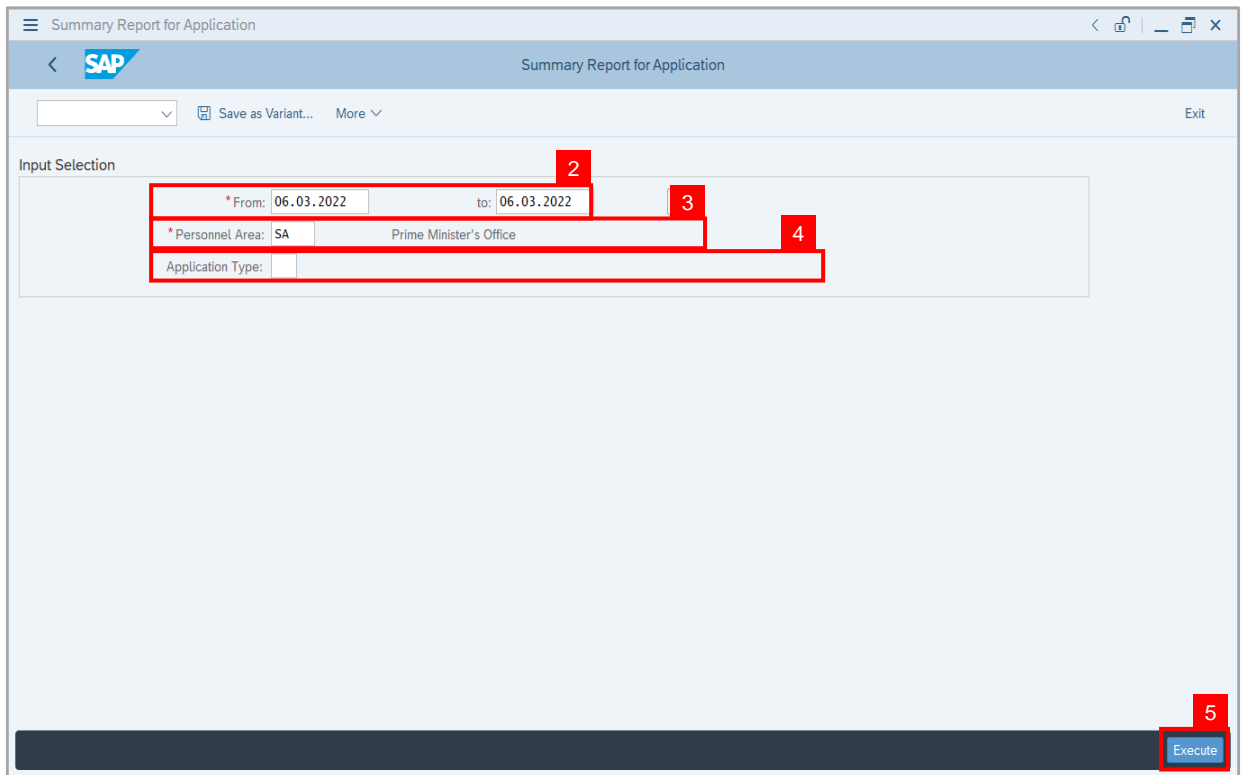
1. Enter transaction code **ZPA_004** in the search bar.



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.



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

- * From: 06.03.2022 (Callout 2)
- to: 06.03.2022 (Callout 3)
- * Personnel Area: SA Prime Minister's Office (Callout 4)
- Application Type: (Callout 4)

An 'Execute' button is located at the bottom right of the interface (Callout 5).

Note:

- JPA Approver (User) can click on **Search** icon for **Application Type** to filter report results.
- The report would generate the number of submitted applications for the selected **Personnel Area (Ministry)**.
- 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 |