



SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

Maintain Employee Movement (PA)

Probation Confirmation Application

(Penetapan Jawatan)

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

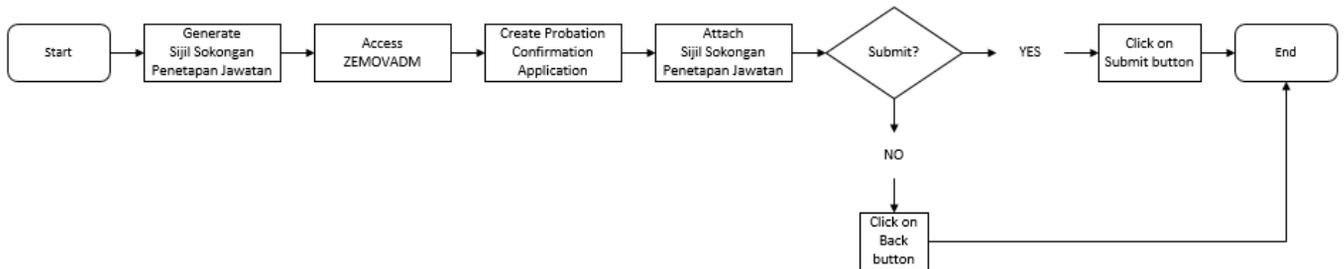
Add Transaction Code to Favorites



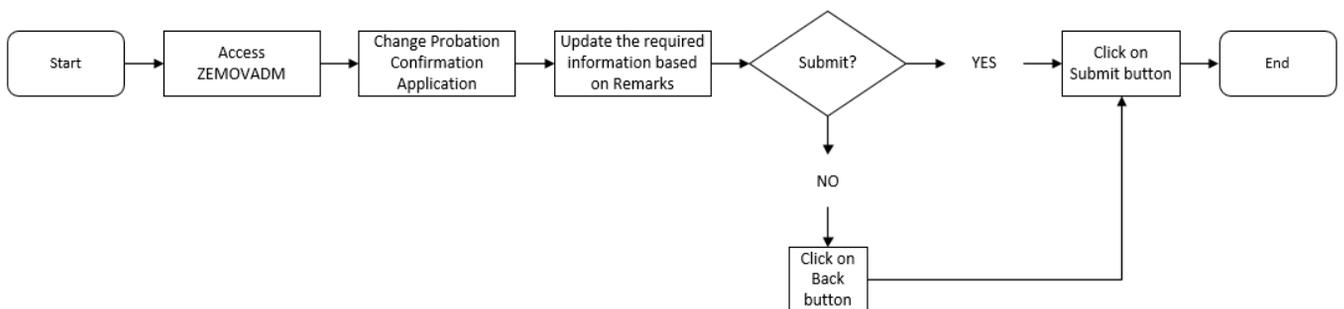
Generate Sijil Sokongan Penetapan Jawatan via ZFR03



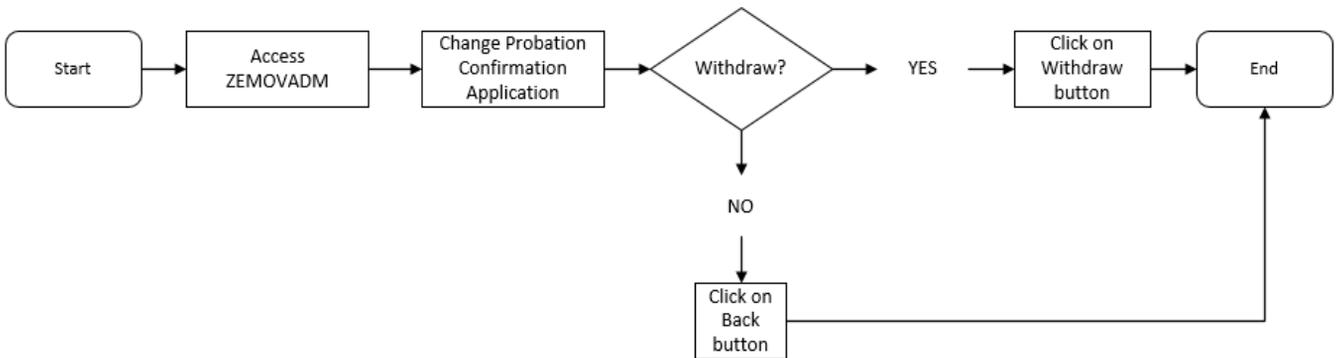
Create and Submit Probation Confirmation Application via ZEMOVADM



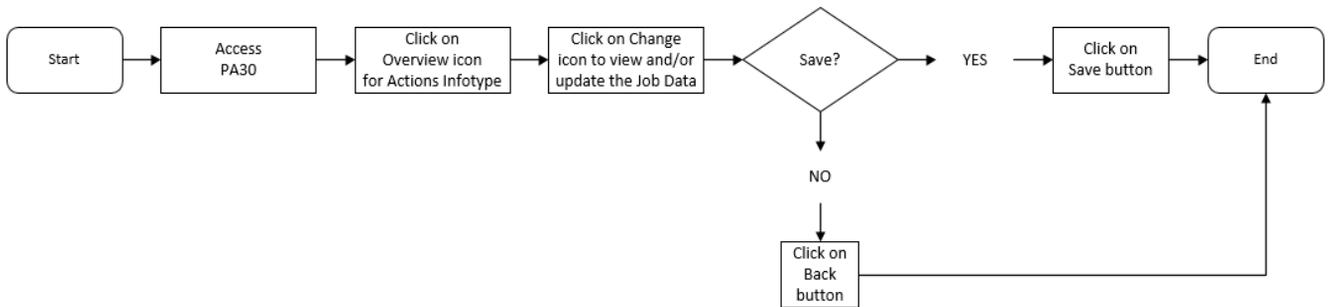
Resubmit Probation Application via ZEMOVADM



Withdraw Probation Application via ZEMOVADM



View Actions Infotype for Probation Job Data via PA30



Generate Kebenaran Penetapan Jawatan via ZFR03



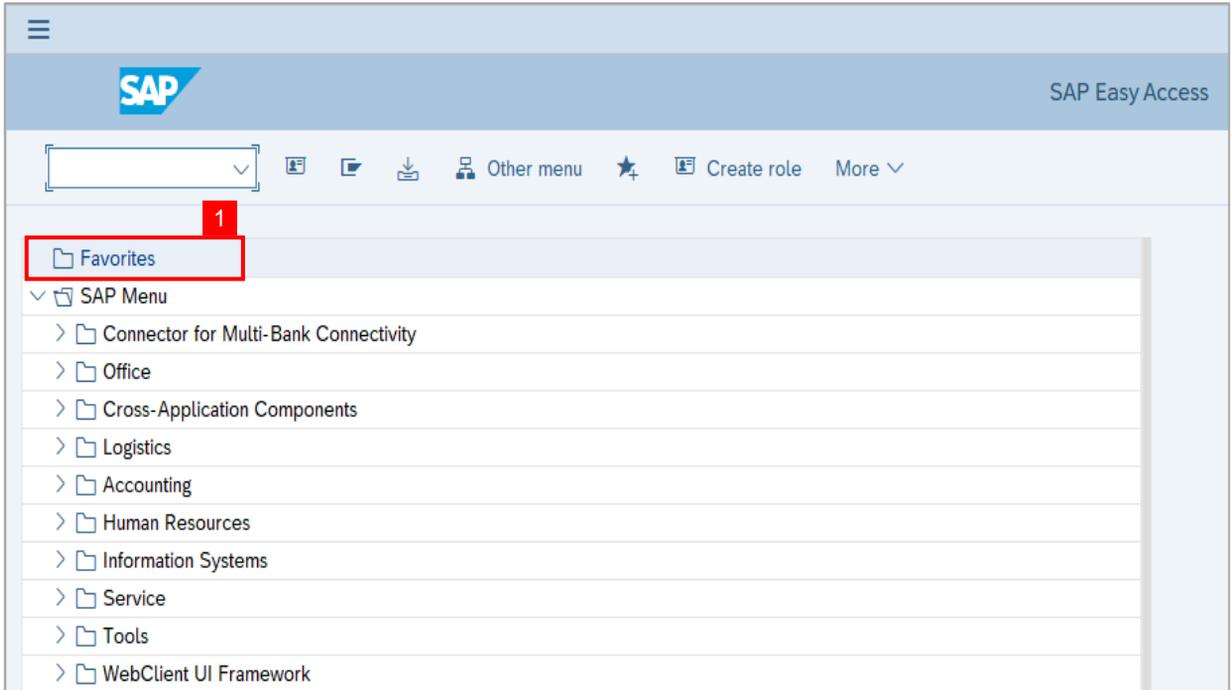
Add Transaction Code To Favorites

Backend User

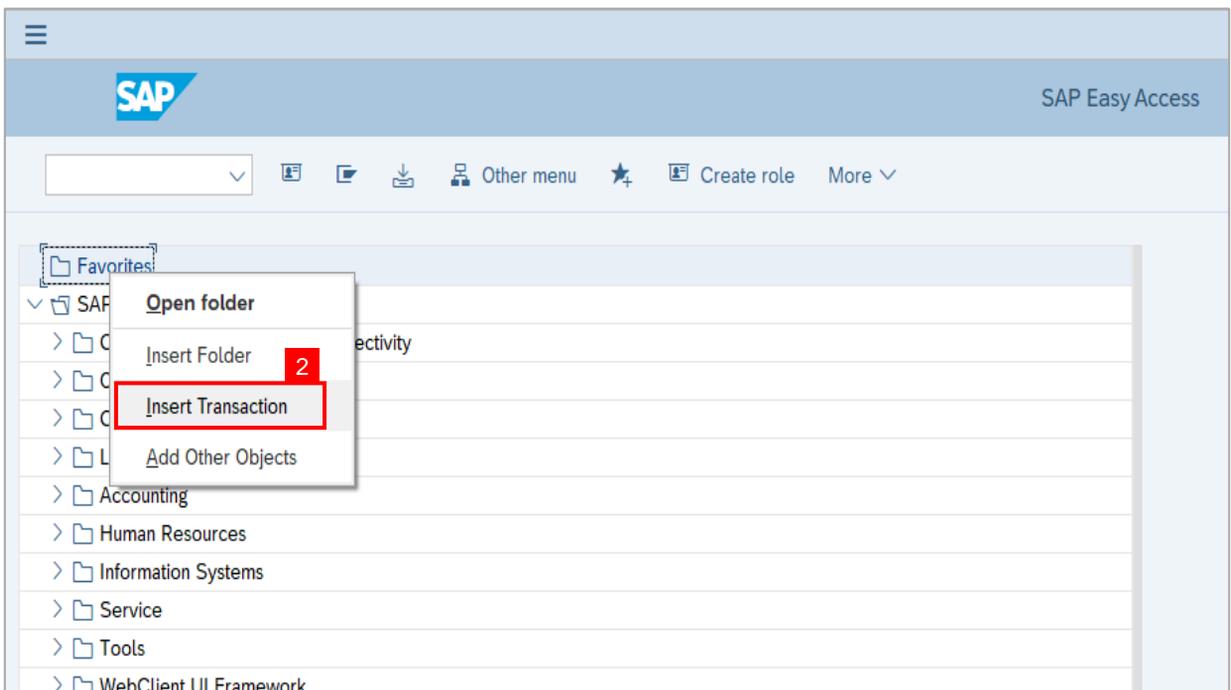
Department HR Administrator & JPA Approver

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

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



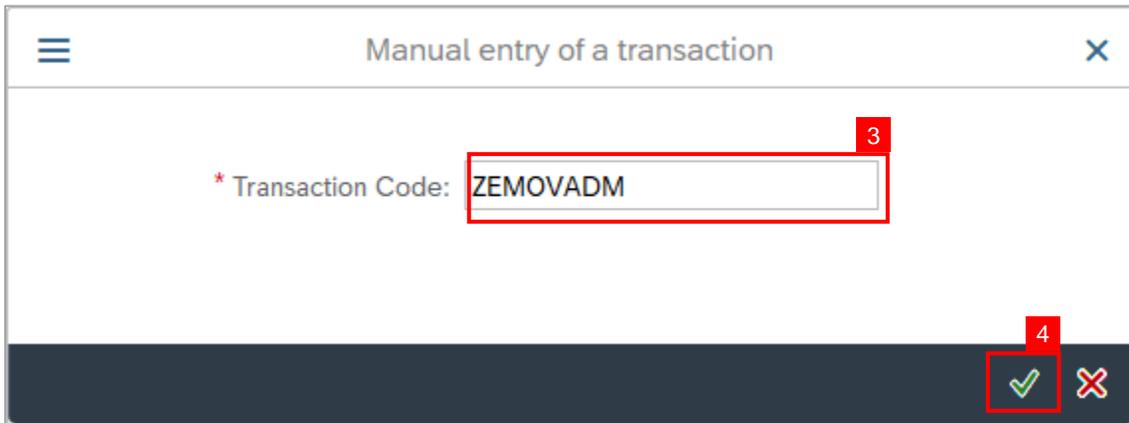
2. Click on **Insert Transaction**.



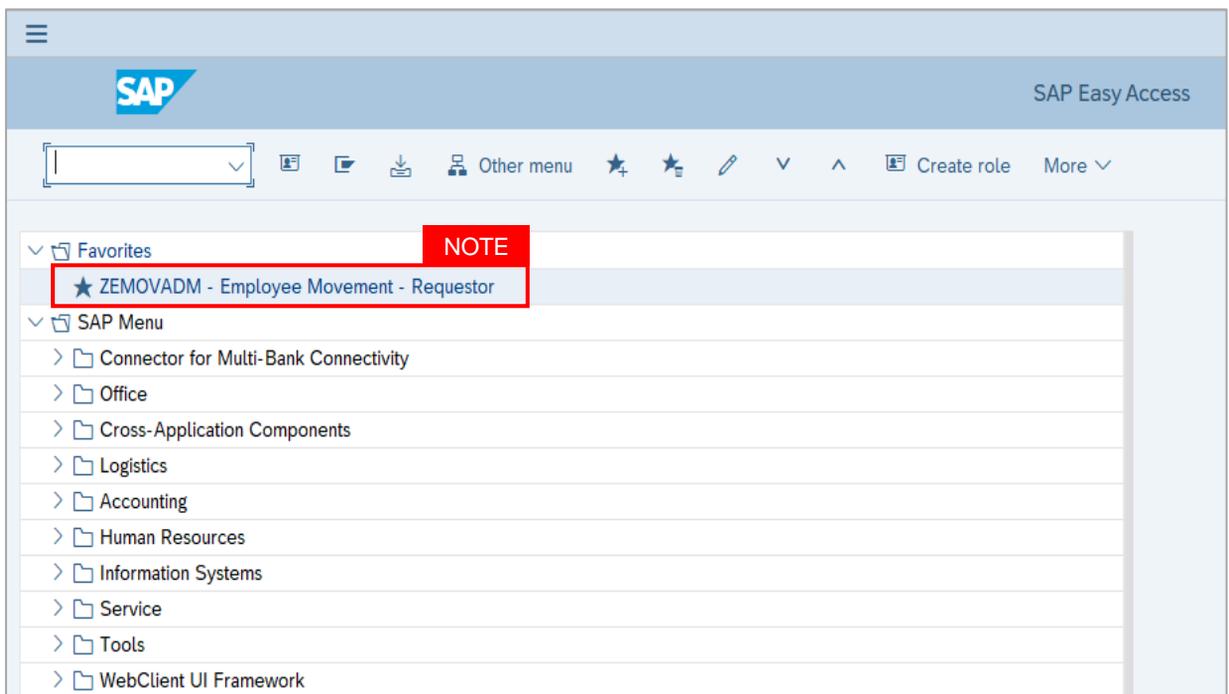
Note: Manual entry of a transaction will be displayed.

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

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



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



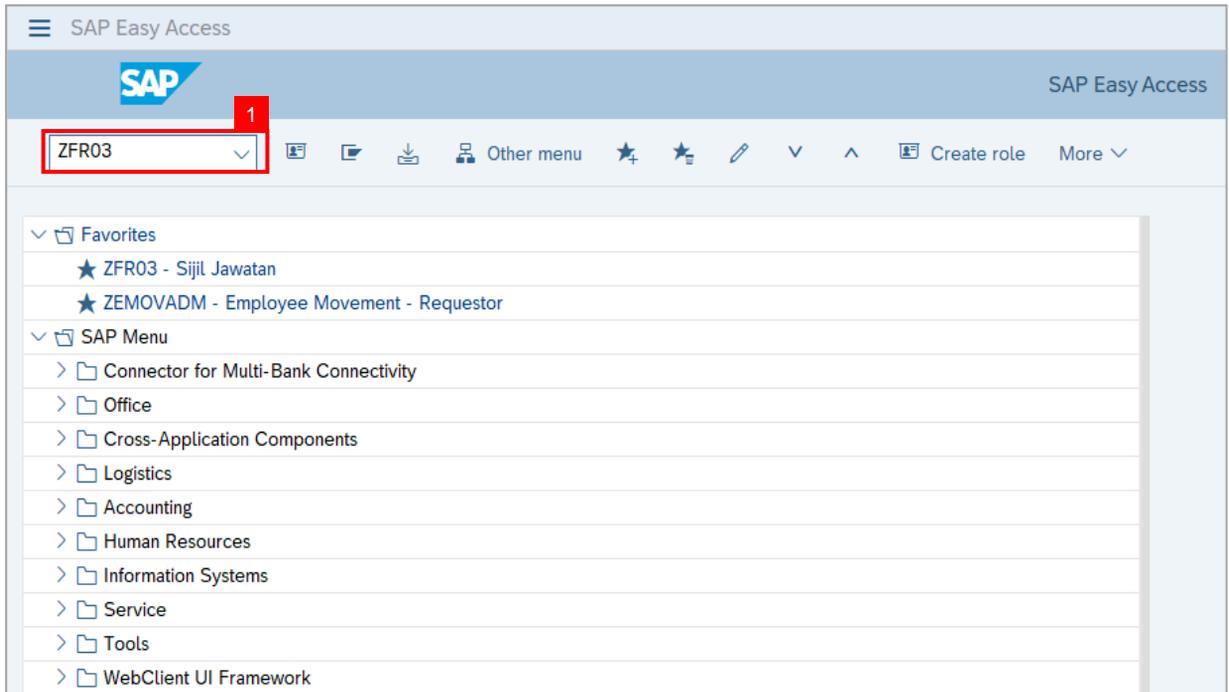
**Generate
Sijil Sokongan
Penetapan Jawatan**

Backend User

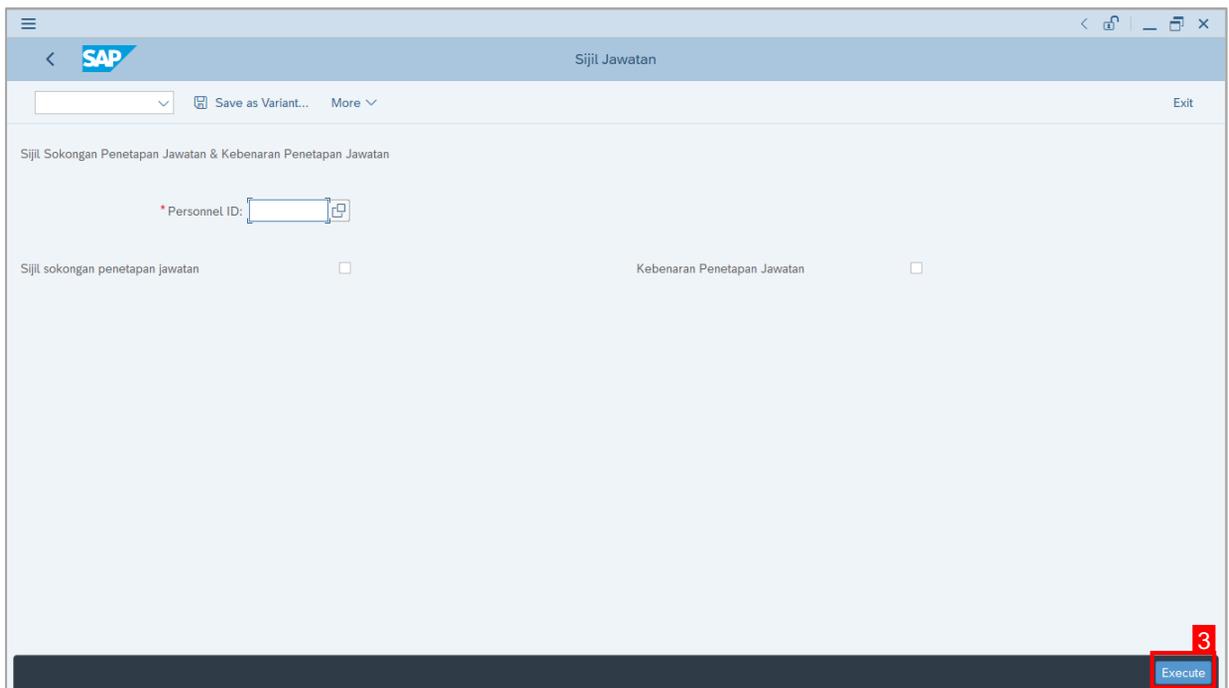
Department HR Administrator

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

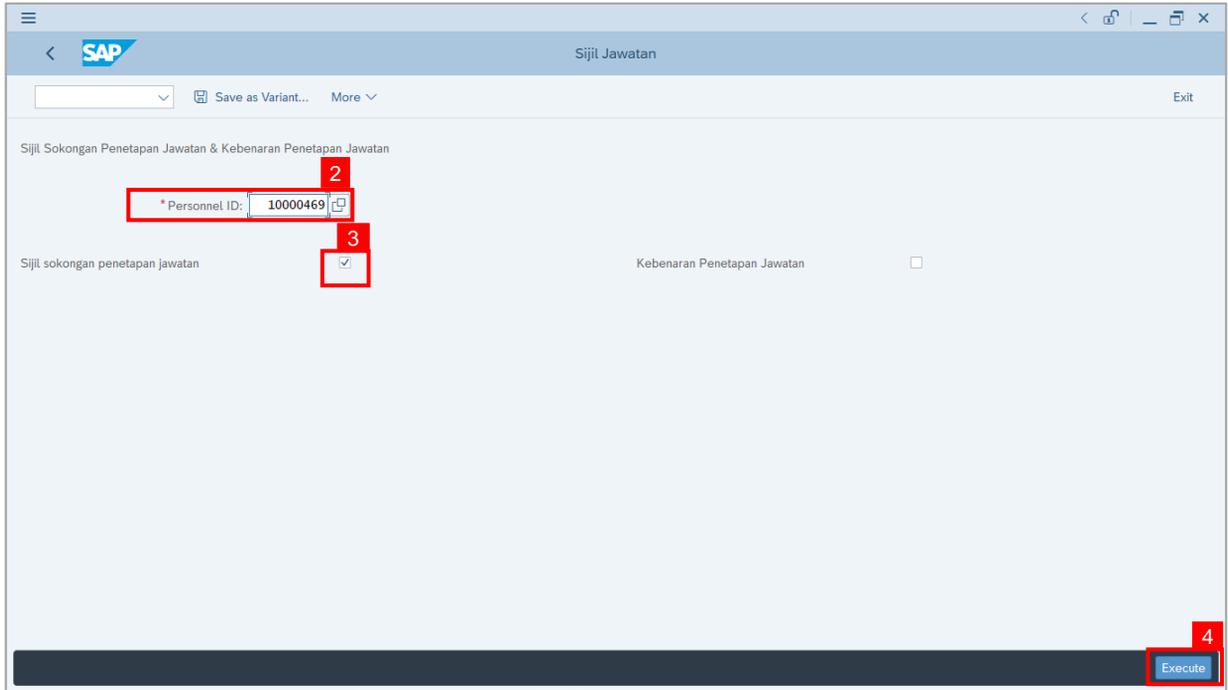
1. Enter transaction code **ZFR03** in the search bar.



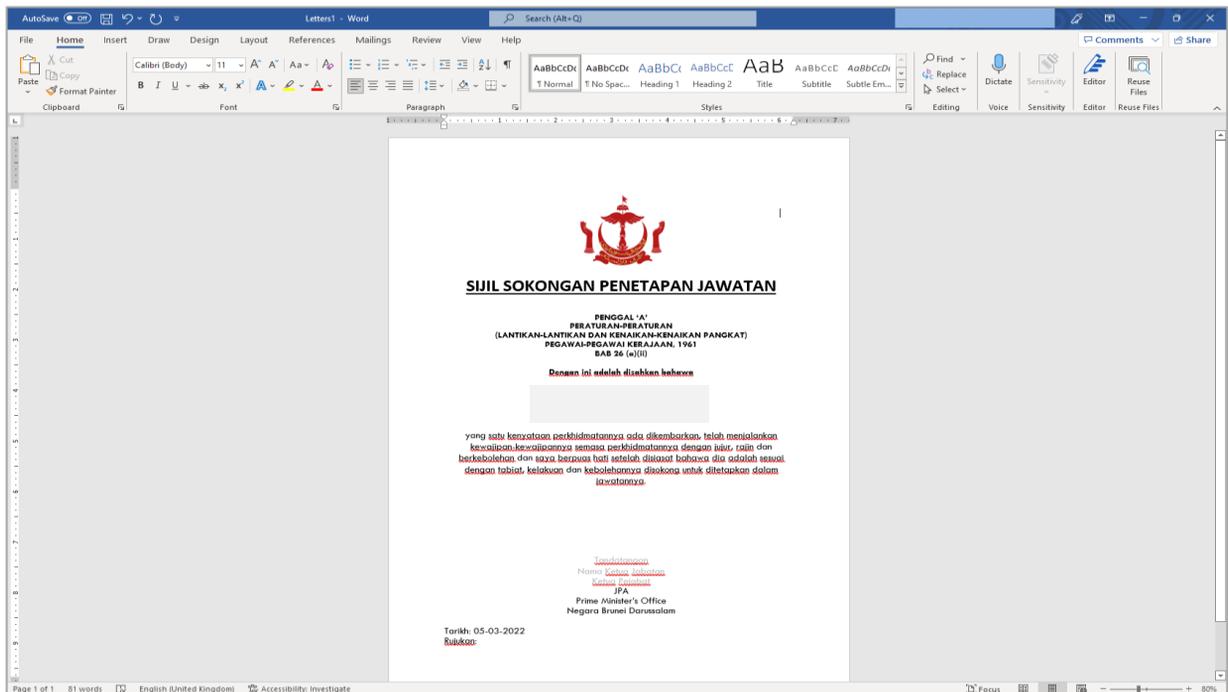
Note: The **Sijil Jawatan** page will be displayed.

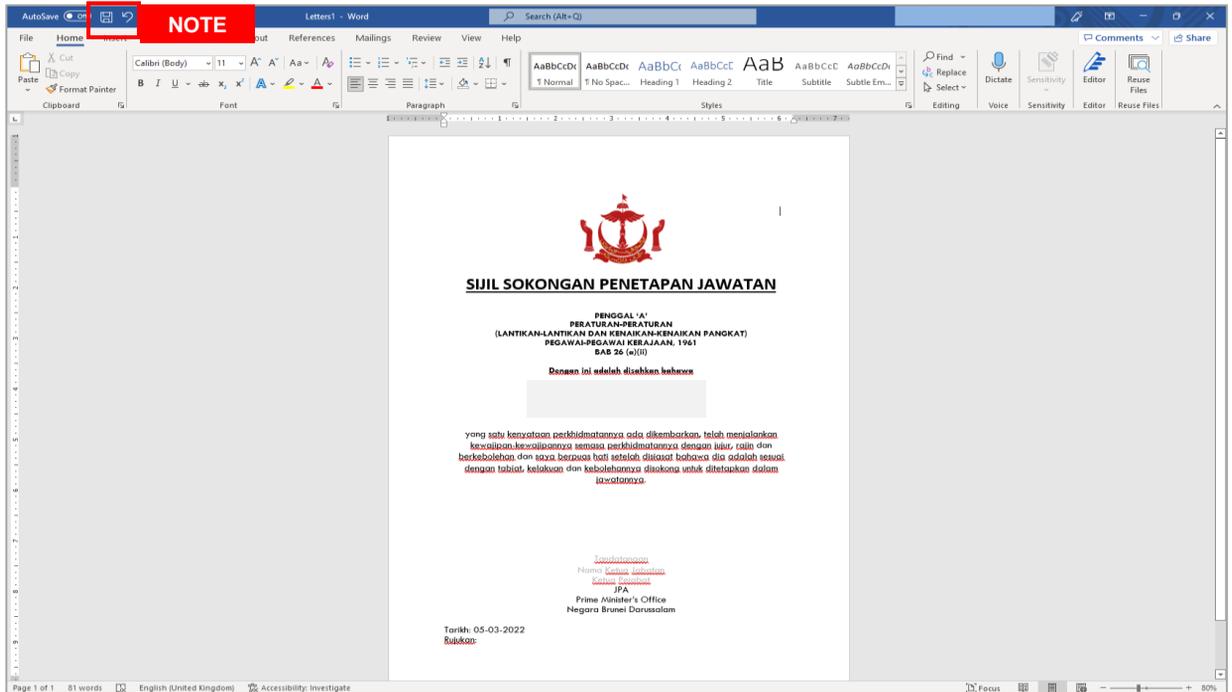


2. Enter the **Personnel ID (Personnel Number)**.
3. Click on **Sijil Sokongan Penetapan Jawatan** checkbox.
4. Click on **Execute** button.



Note: The **Sijil Sokongan Penetapan Jawatan** is generated in Word document format.





Note:

- i. Click on **Save** button to save the document.
- ii. Department HR Administrator (User) can share the digital file to Head of Department (HOD) for approval via digital signature and user attaches the Sijil Sokongan Penetapan Jawatan file to the probation application, or,
- iii. Department HR Administrator (User) can print the file, Head of Department (HOD) approves via traditional signature, then user scan the signed Sijil Sokongan Penetapan Jawatan, convert into PDF format and attach the file to the probation application.

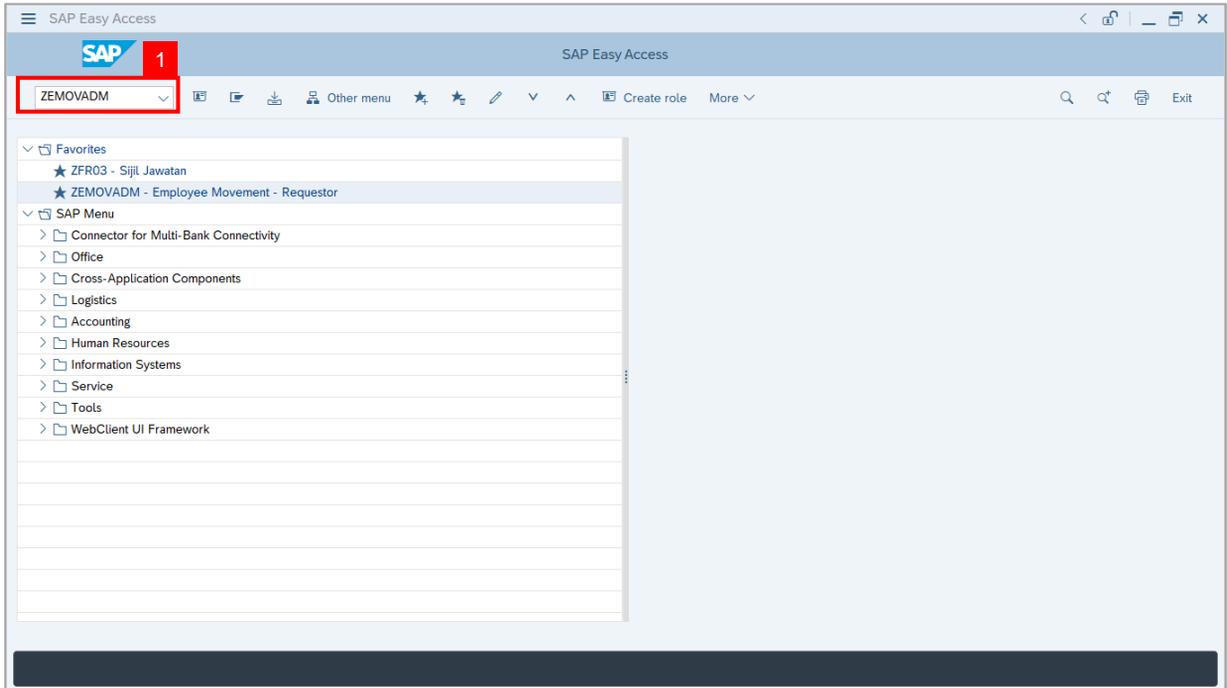
**Create and Submit
Probation Confirmation
Application**

Backend User

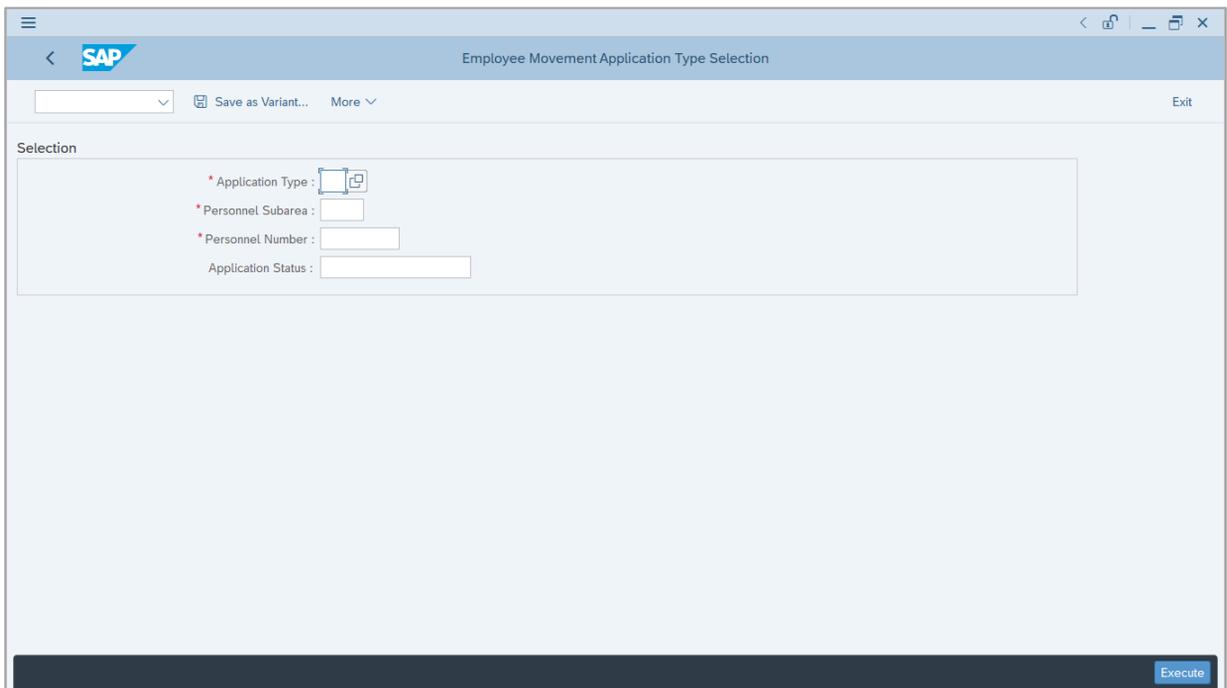
Department HR Administrator

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

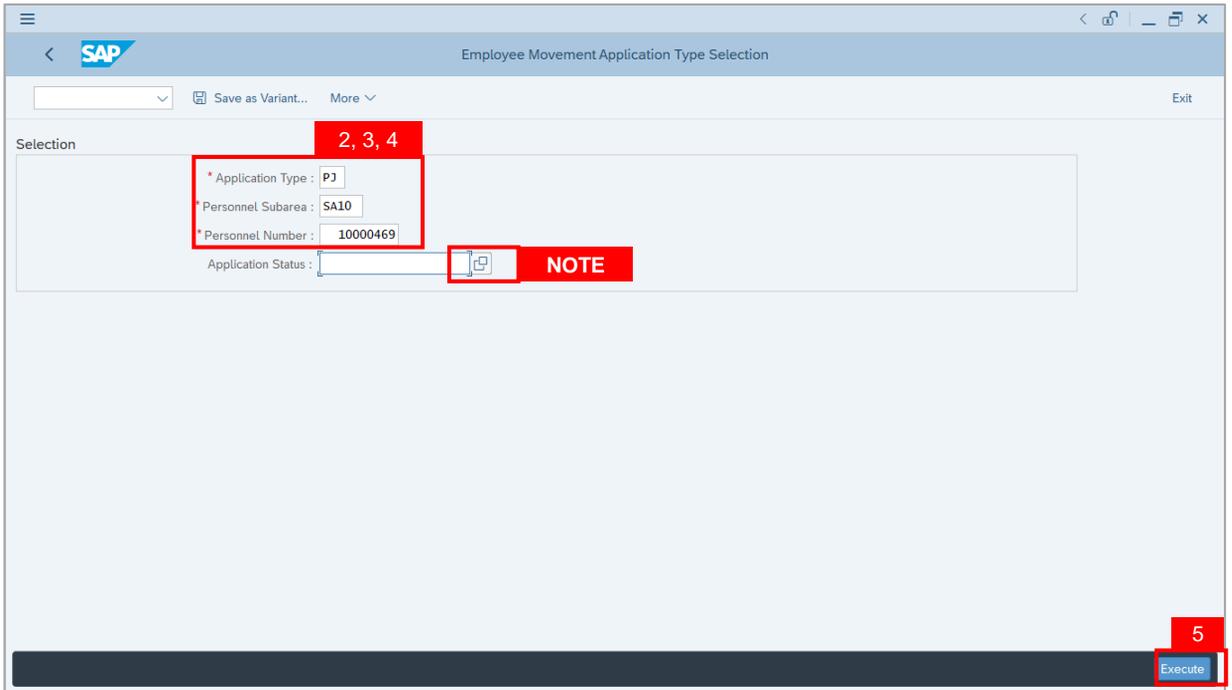
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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



Employee Movement Application Type Selection

Selection

* Application Type : PJ

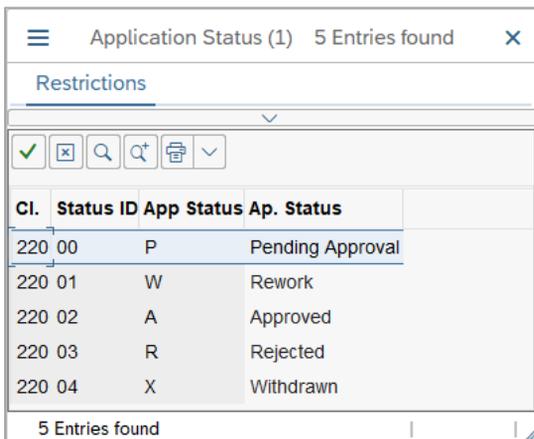
* Personnel Subarea : SA10

* Personnel Number : 10000469

Application Status : [NOTE]

Execute

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

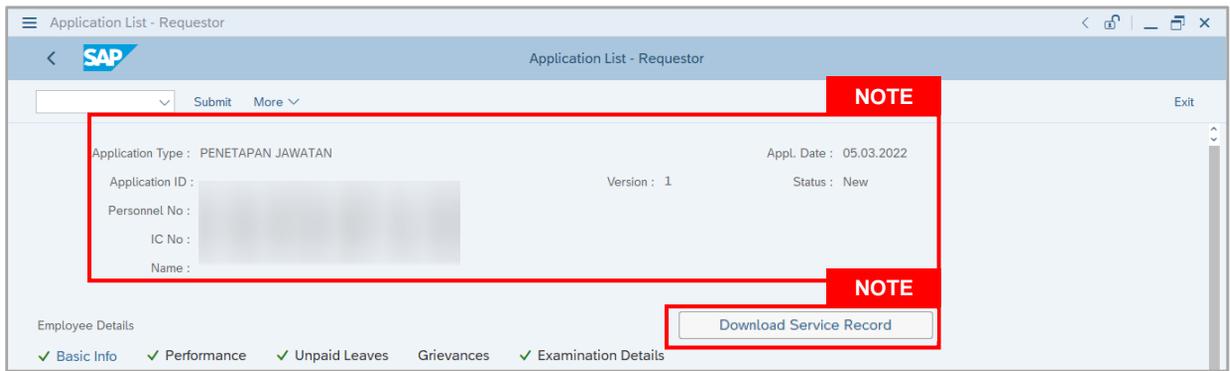


Application Status (1) 5 Entries found

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	

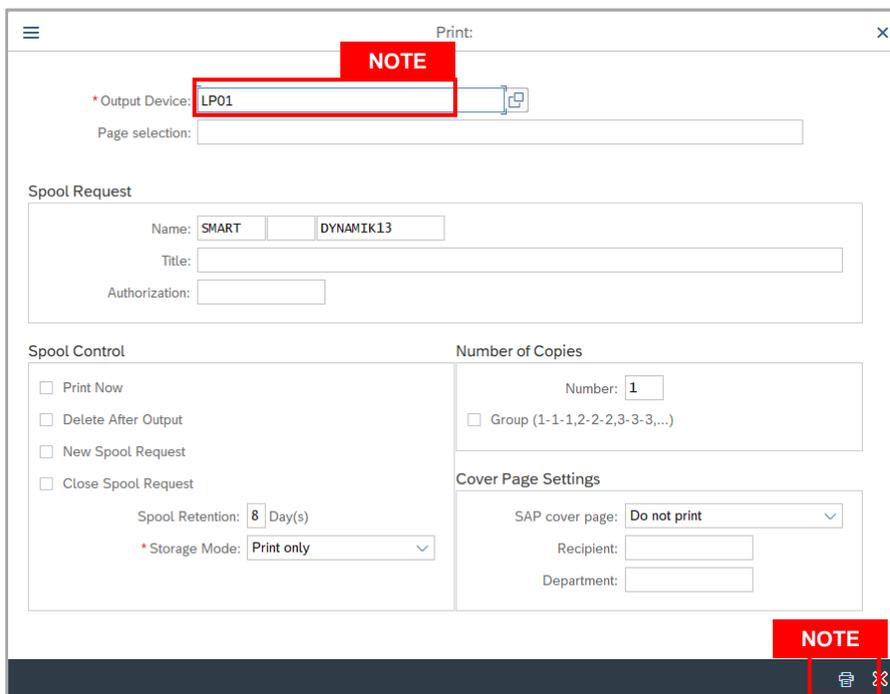
5 Entries found



The screenshot shows the SAP 'Application List - Requestor' interface. At the top, there are navigation icons and the SAP logo. Below that, there are tabs for 'Submit' and 'More'. A red box highlights the application details section, which includes: Application Type: PENETAPAN JAWATAN, Appl. Date: 05.03.2022, Application ID, Version: 1, Status: New, Personnel No., IC No., and Name. Another red box highlights the 'Download Service Record' button at the bottom right. A 'NOTE' label is placed above the application details and below the button. At the bottom, there are tabs for 'Employee Details', 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'.

Note:

- i. Department HR Administrator (User) can view personnel and application information at the top of the page. SSM will only generate **Application ID** after application submission.
- ii. Department HR Administrator (User) can download and view the personnel service record by click on **Download Service Record**.



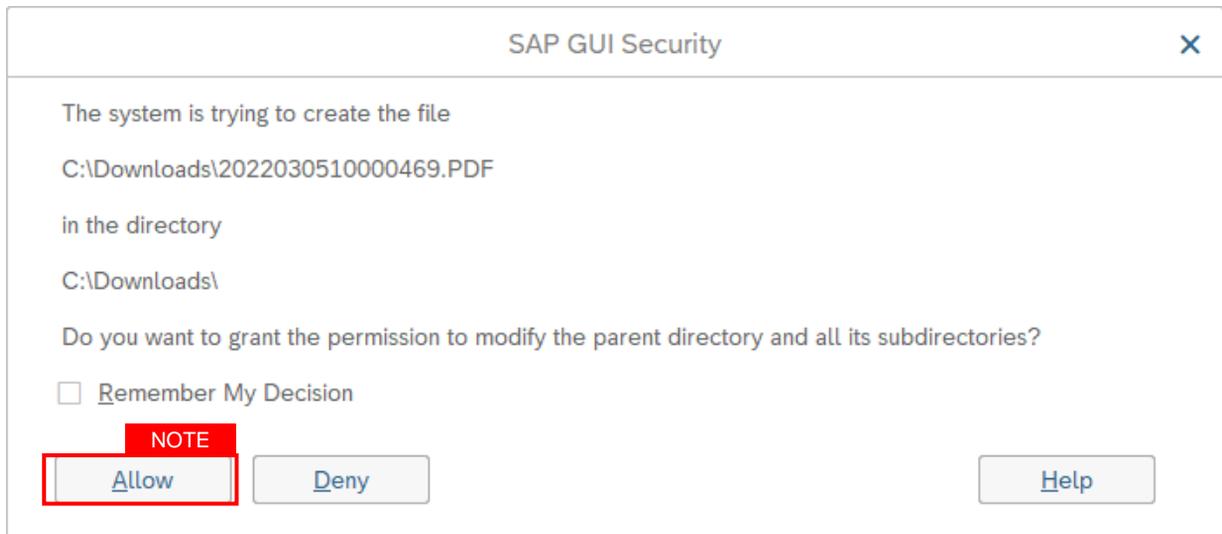
The screenshot shows the SAP 'Print' dialog box. At the top, there is a 'Print:' title bar and a close button. Below that, there is a red box highlighting the 'Output Device' field, which contains 'LP01'. A 'NOTE' label is placed above this field. Below the 'Output Device' field, there is a 'Page selection' field. The 'Spool Request' section contains fields for 'Name' (SMART and DYNAMIK13), 'Title', and 'Authorization'. The 'Spool Control' section contains checkboxes for 'Print Now', 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. The 'Number of Copies' section contains a 'Number' field with '1' and a 'Group' checkbox. The 'Cover Page Settings' section contains a 'SAP cover page' dropdown menu with 'Do not print' selected, and fields for 'Recipient' and 'Department'. A red box highlights the 'Print' button at the bottom right, with a 'NOTE' label above it.

Note:

- iii. Enter **LP01** for **Output Device**.
- iv. Click on **Print** button.



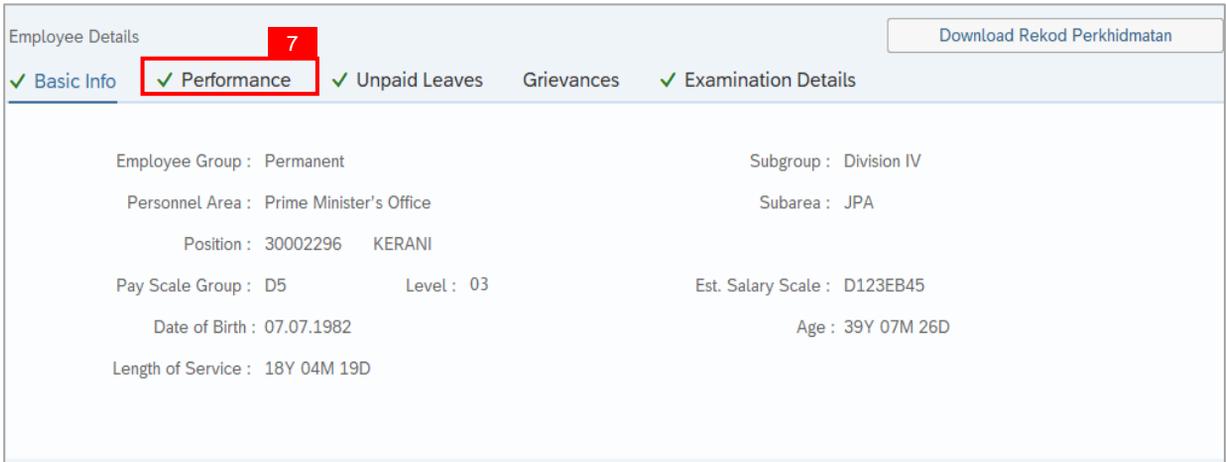
Note: Click on **Allow** button for SAP GUI Security.



The personnel **service record (Rekod Perkhidmatan)** is downloaded into the device.

Note: Personnel details are recorded under **Basic Info** tab.

7. Click on **Performance** tab.



Employee Details Download Rekod Perkhidmatan

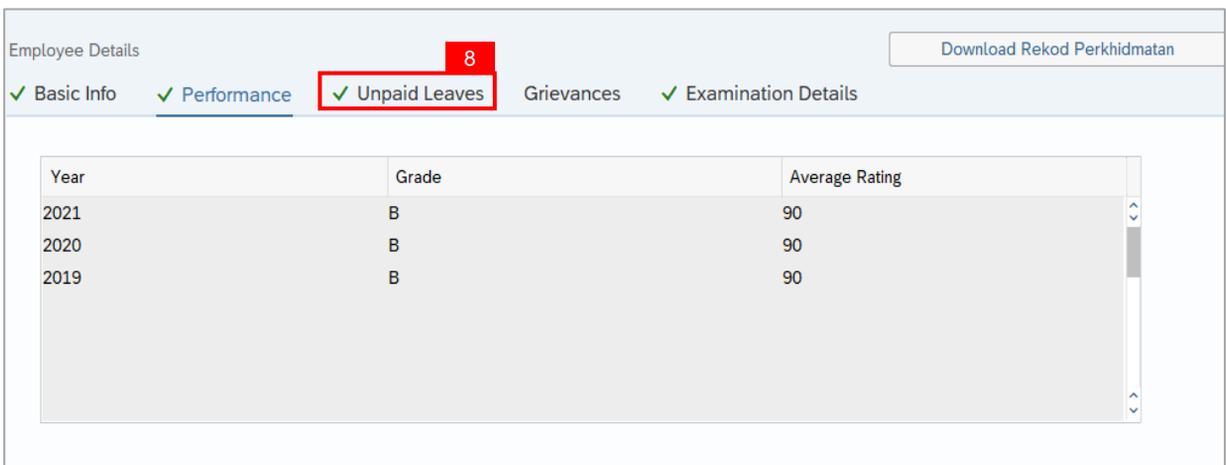
7

✓ 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 26D
Length of Service : 18Y 04M 19D

Note: Personnel performance (Prestasi) are recorded under **Performance** tab.

8. Click on **Unpaid Leaves** tab.



Employee Details Download Rekod Perkhidmatan

✓ Basic Info ✓ Performance **✓ Unpaid Leaves** 8 Grievances ✓ Examination Details

Year	Grade	Average Rating
2021	B	90
2020	B	90
2019	B	90

Note: Record will only appear under **Unpaid Leaves** tab if the personnel took Unpaid Leaves (Cuti Tanpa Gaji) during their probation period.

9. Click on **Grievances** tab.



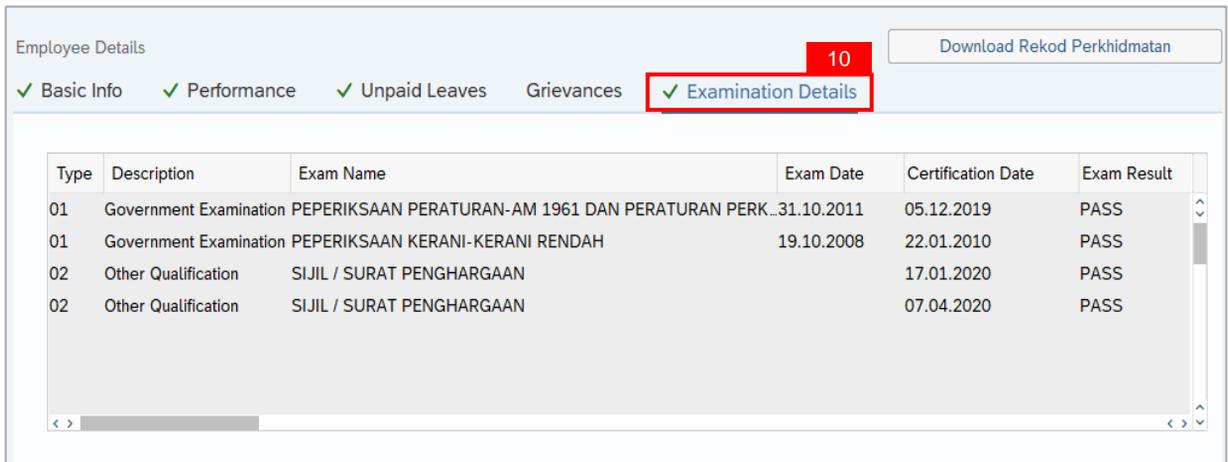
Employee Details Download Service Record

✓ Basic Info Performance ✓ Unpaid Leaves **Grievances** 9 ✓ Examination Details

Start Date	Grievance Type	Status	Stage	Result
------------	----------------	--------	-------	--------

Note: Record will only appear under **Grievances** tab if the personnel have any Grievances (Tatatertib) during their probation period.

10. Click on **Examination Details** tab.



Employee Details

Download Rekod Perkhidmatan

Basic Info
 Performance
 Unpaid Leaves
 Grievances
 Examination Details

Type	Description	Exam Name	Exam Date	Certification Date	Exam Result
01	Government Examination	PEPERIKSAAN PERATURAN-AM 1961 DAN PERATURAN PERK...	31.10.2011	05.12.2019	PASS
01	Government Examination	PEPERIKSAAN KERANI-KERANI RENDAH	19.10.2008	22.01.2010	PASS
02	Other Qualification	SIJIL / SURAT PENGHARGAAN		17.01.2020	PASS
02	Other Qualification	SIJIL / SURAT PENGHARGAAN		07.04.2020	PASS

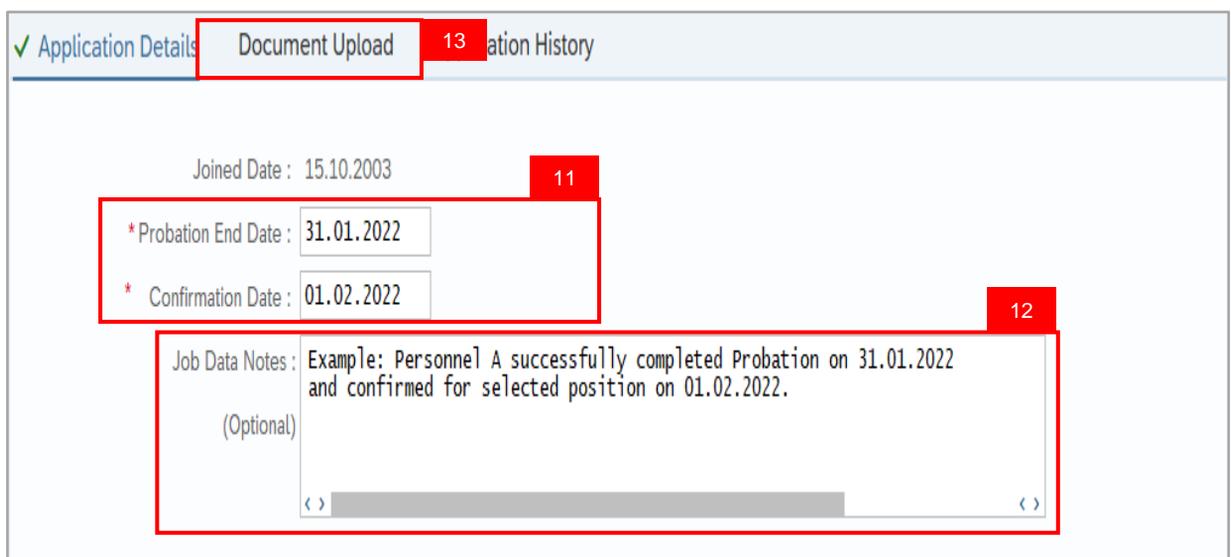
Note:

- i. Personnel examination (Government or Other Qualification) are recorded under **Examination Details** tab.
- ii. Records under **Basic Info** tab, **Performance** tab, **Grievances** tab and **Examination Details** tab can be maintained via **PA30 Maintain HR Master Data** page. While records under **Unpaid Leaves** tab can be maintained via **PA61 Maintain Time Data** page.

11. Under **Application Details** tab, ensure **Probation End Date** and **Confirmation Date** are correct.

12. (Optional) Enter the **Job Data Notes**.

13. Click on **Document Upload** tab.



Application Details
 Document Upload
 Probation History

Joined Date : 15.10.2003

* Probation End Date : 31.01.2022

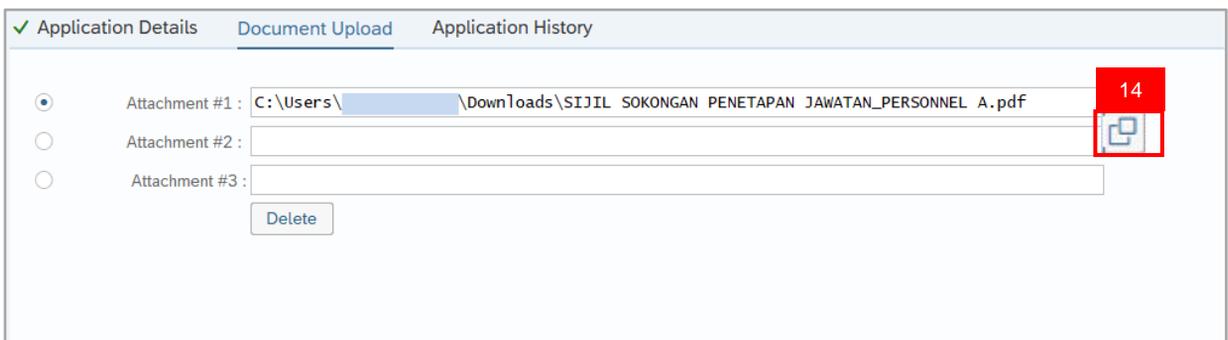
* Confirmation Date : 01.02.2022

Job Data Notes : Example: Personnel A successfully completed Probation on 31.01.2022 and confirmed for selected position on 01.02.2022.
(Optional)

Note:

- i. Department HR Administrator (User) can update the probation **Confirmation Date** if required. For example, Confirmation Date is on Sunday or public holiday, the user can update the date to Monday or working day.
- ii. Once approved, **Job Data Notes** entered will be reflected in **Actions** Infotype via **PA30**.

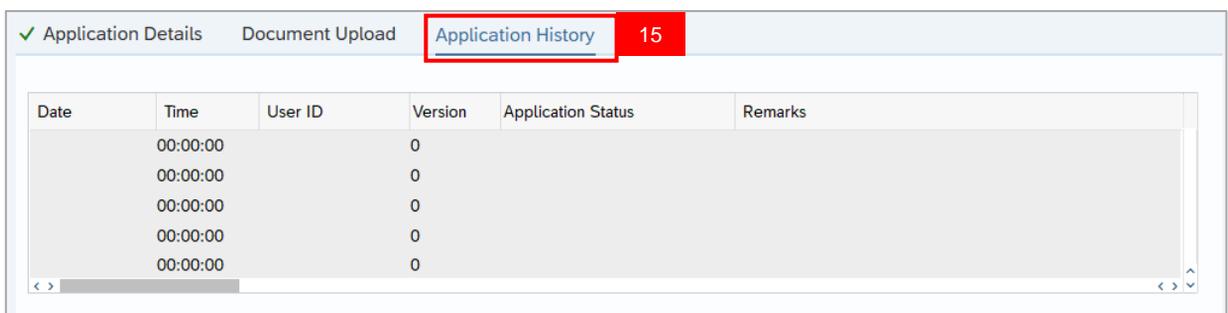
14. Under **Document Upload** tab, click on **Lookup** icon to upload **Sijil Sokongan Penetapan Jawatan** from device.



Note:

- i. Document upload format are either **PDF, PNG or JPG** format with file size **3.5MB**.
- ii. Department HR Administrator (User) can upload other relevant documents if required.

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



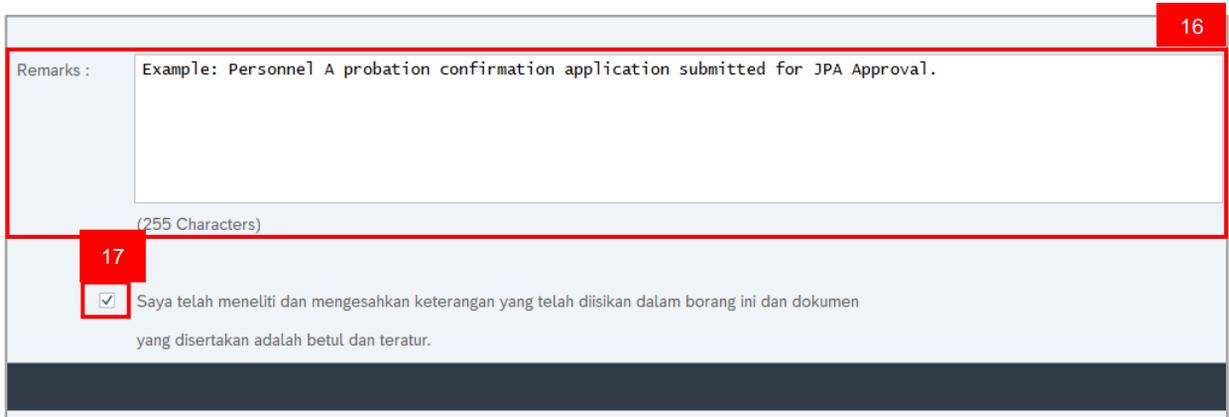
Date	Time	User ID	Version	Application Status	Remarks
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		
	00:00:00		0		

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.



16

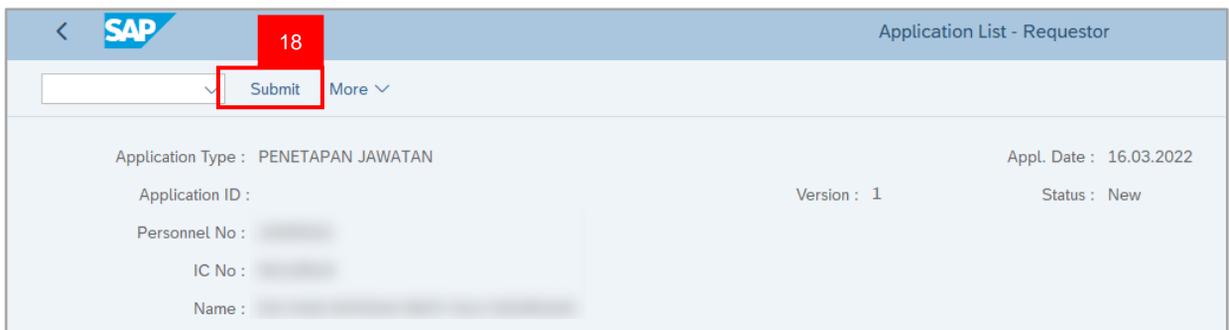
Remarks: Example: Personnel A probation confirmation application submitted for JPA Approval.

(255 Characters)

17

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

18. Click on **Submit** button.



< SAP 18 Application List - Requestor

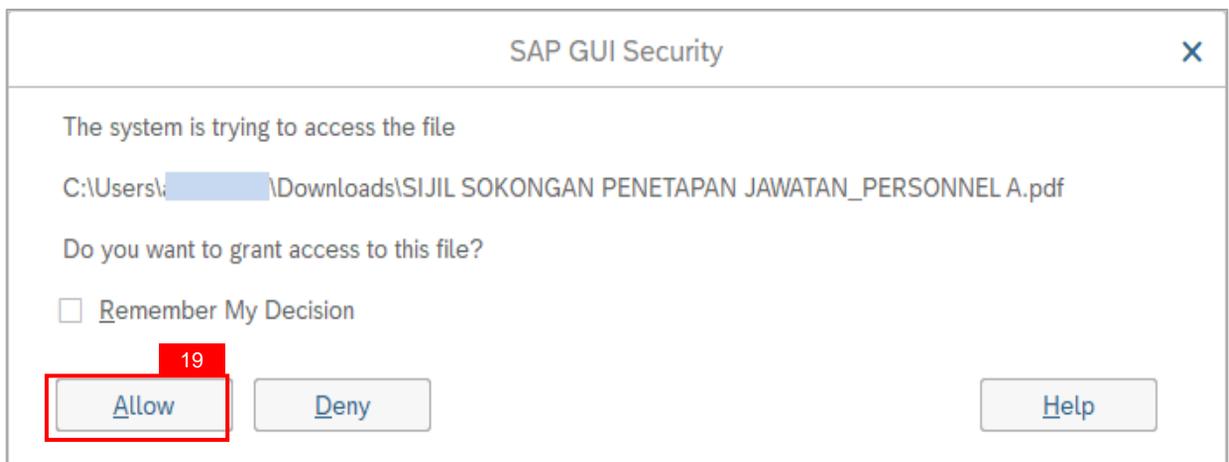
Submit More

Application Type : PENETAPAN JAWATAN Appl. Date : 16.03.2022

Application ID : Version : 1 Status : New

Personnel No :
IC No :
Name :

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



SAP GUI Security

The system is trying to access the file

C:\Users\ \Downloads\SIJIL SOKONGAN PENETAPAN JAWATAN_PERSONNEL A.pdf

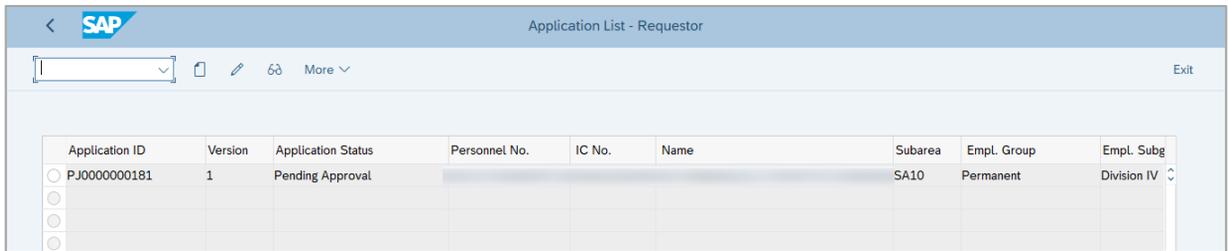
Do you want to grant access to this file?

Remember My Decision

19

Allow Deny Help

Outcome: Application is successfully submitted to JPA Approver.



The screenshot shows the SAP 'Application List - Requestor' interface. It features a search bar at the top left, a toolbar with icons for copy, edit, refresh, and a 'More' dropdown, and an 'Exit' button at the top right. Below the toolbar is a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row of data shows an Application ID of PJ0000000181, Version 1, and Application Status 'Pending Approval'. The Subarea is SA10, Empl. Group is Permanent, and Empl. Subg is Division IV.

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

Note: Application ID is generated for the submitted probation confirmation application with **Pending Approval** status.

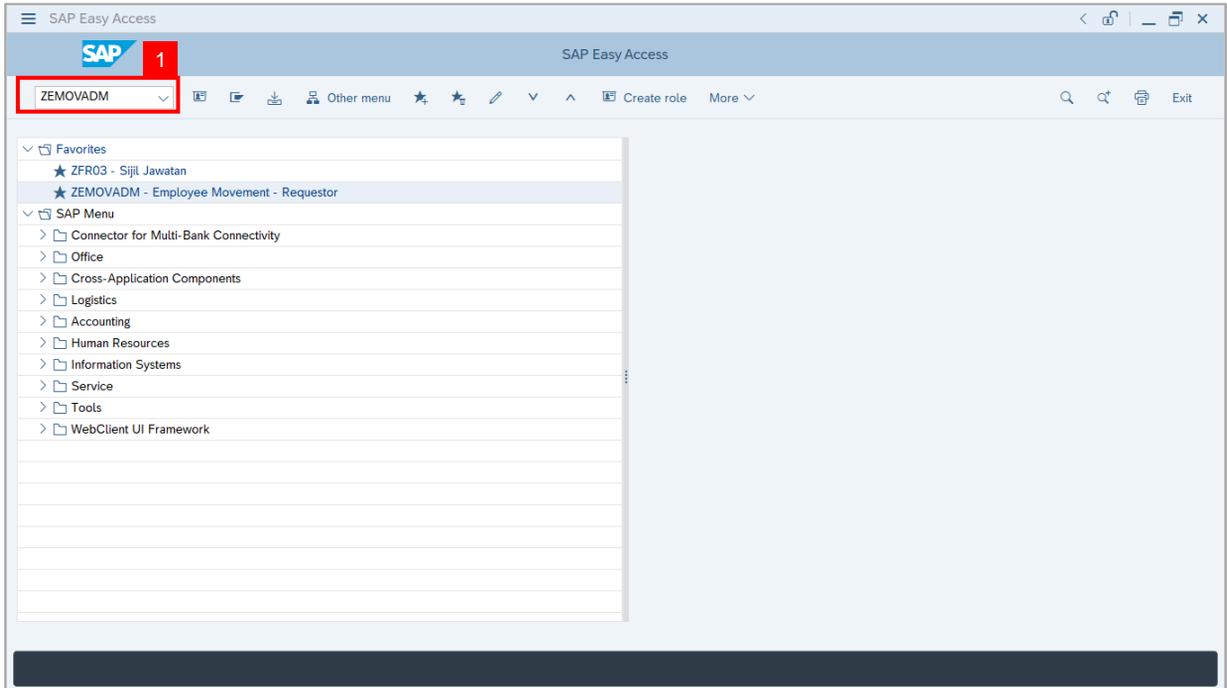
**Resubmit Probation
Confirmation Application**

Backend User

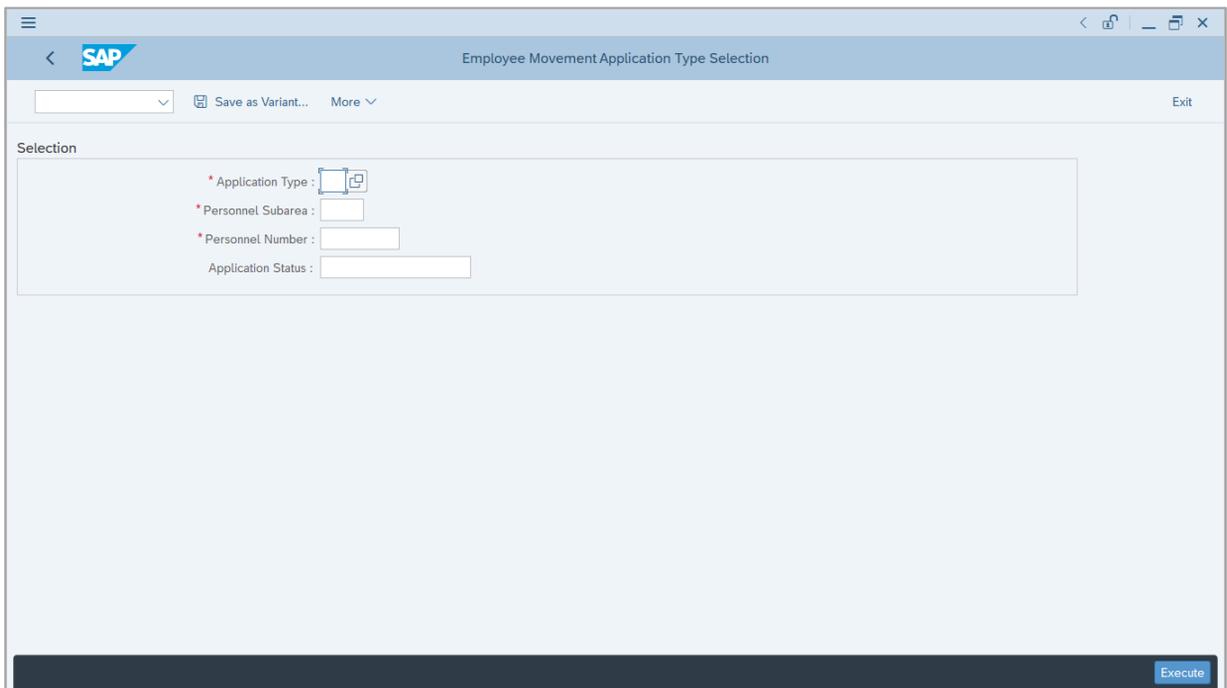
Department HR Administrator

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

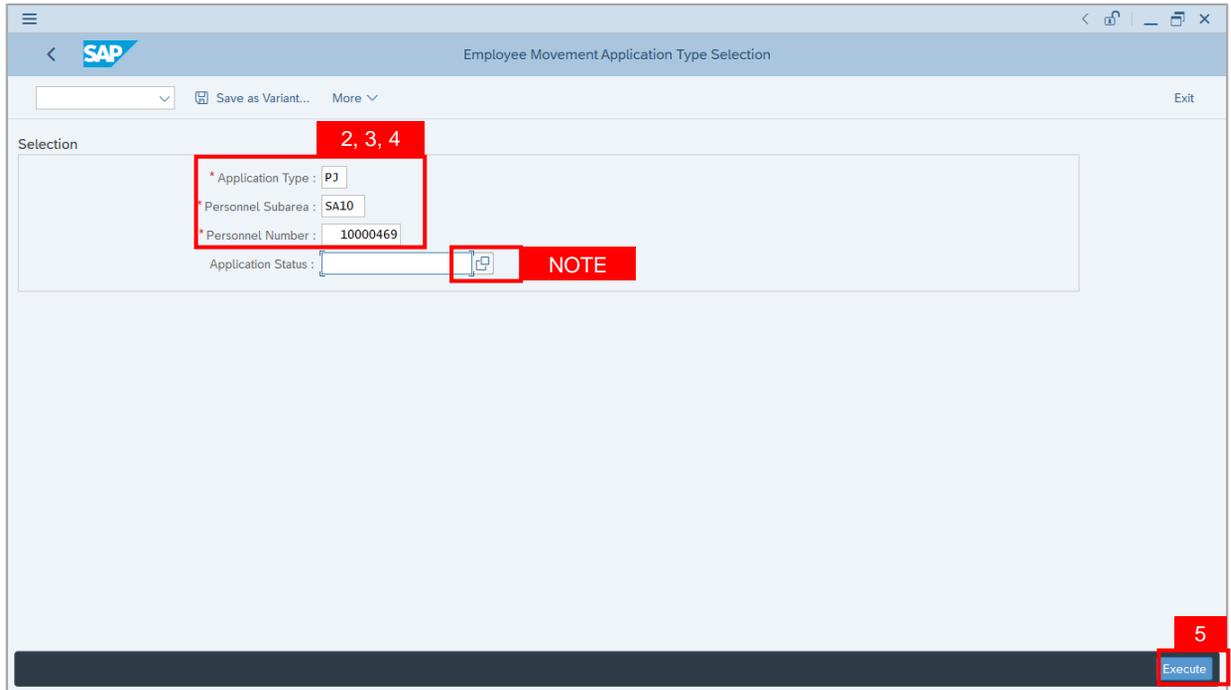
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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



Employee Movement Application Type Selection

Selection

* Application Type : PJ

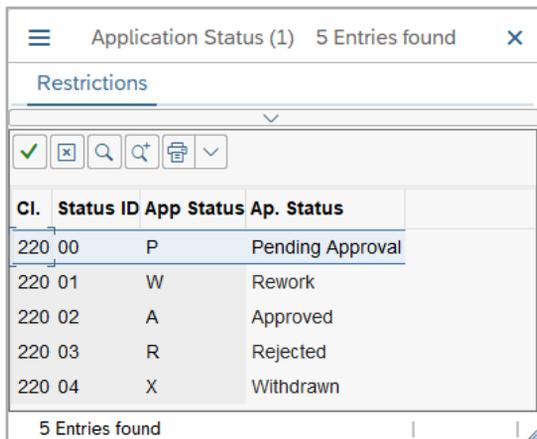
* Personnel Subarea : SA10

* Personnel Number : 10000469

Application Status :  NOTE

Execute

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



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

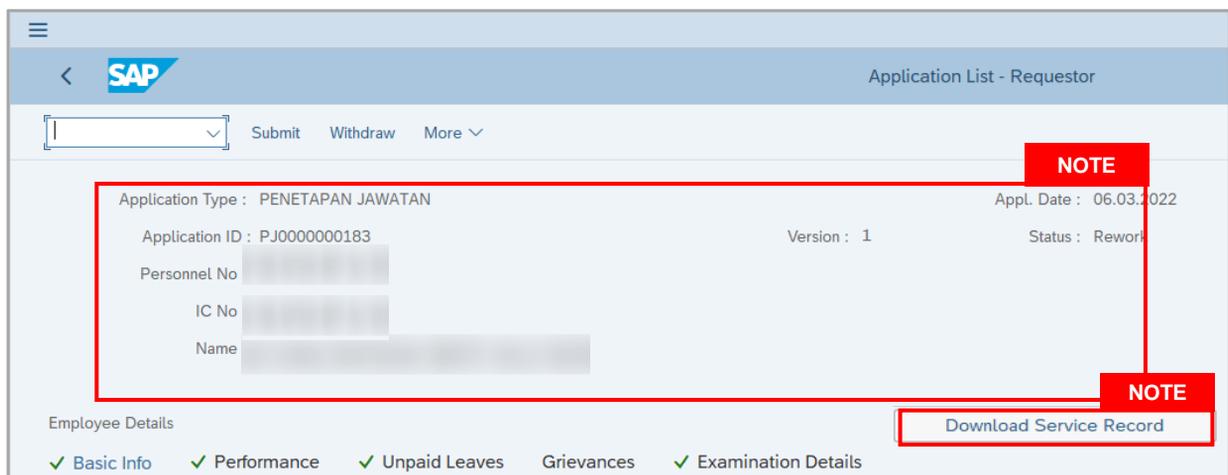
6. Select the application with **Application Status, Rework**.

7. Click on **Change** icon.



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

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



Application Type : PENETAPAN JAWATAN
Appl. Date : 06.03.2022

Application ID : PJ0000000183
Version : 1
Status : Rework

Personnel No : [Redacted]
IC No : [Redacted]
Name : [Redacted]

Employee Details

Download Service Record

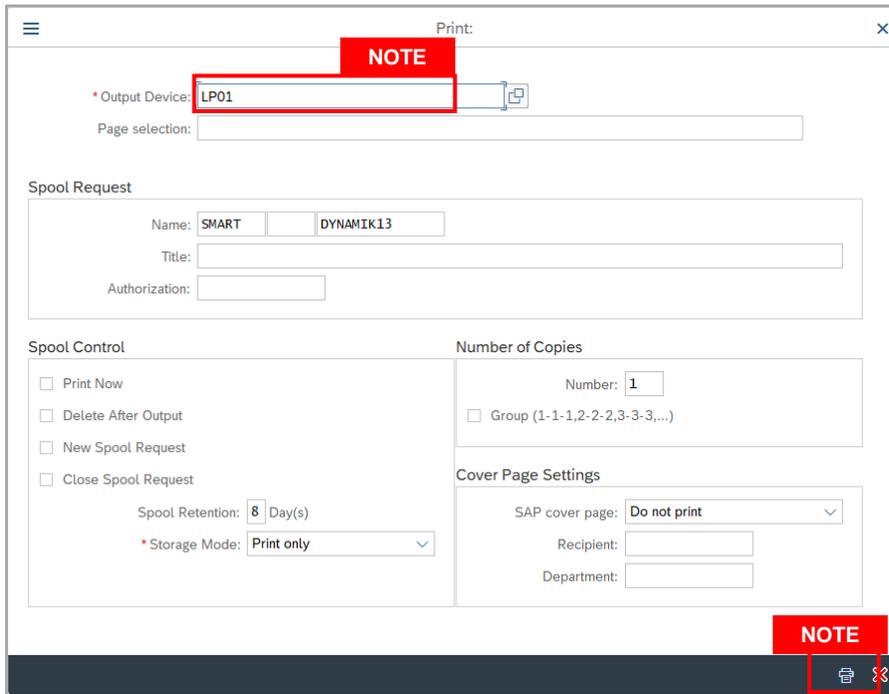
Basic Info Performance Unpaid Leaves Grievances Examination Details

Note:

- Department HR Administrator (User) can view personnel and application information at the top of the page.
- Department HR Administrator (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: []

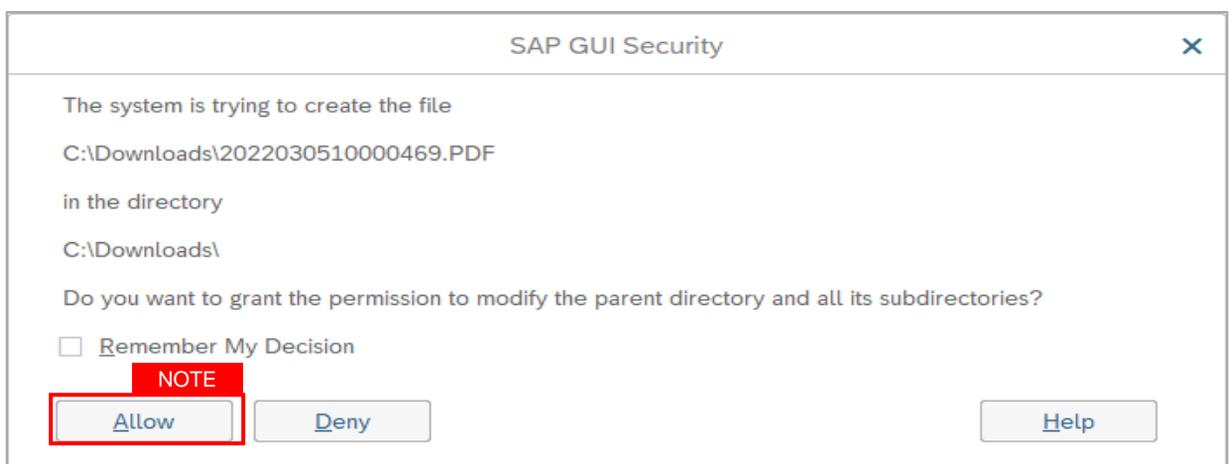
Department: []

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\

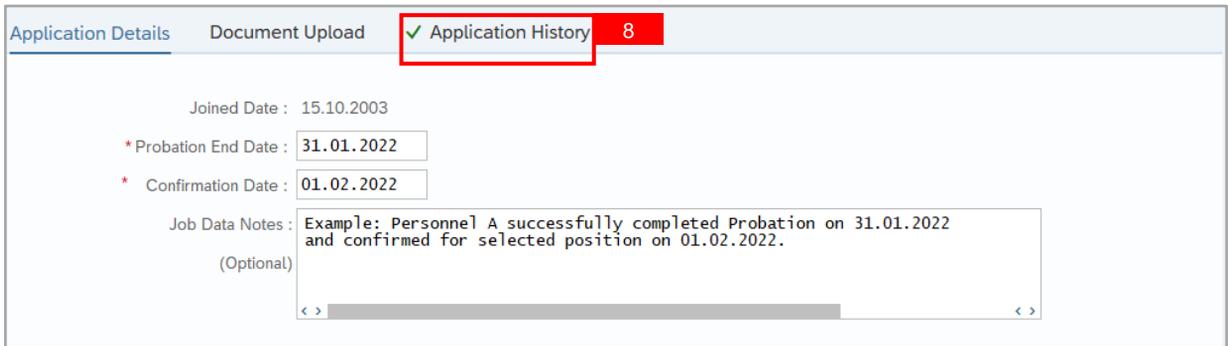
Do you want to grant the permission to modify the parent directory and all its subdirectories?

Remember My Decision

NOTE

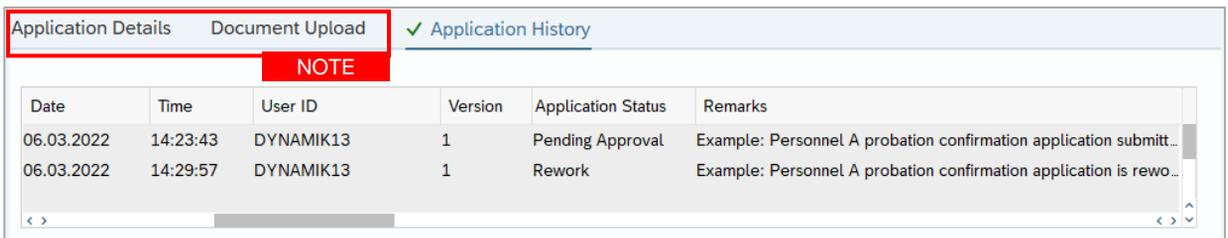
[Allow] [Deny] [Help]

8. Click on **Application History** tab to view **Remarks (comments)** from JPA Approver.



Note:

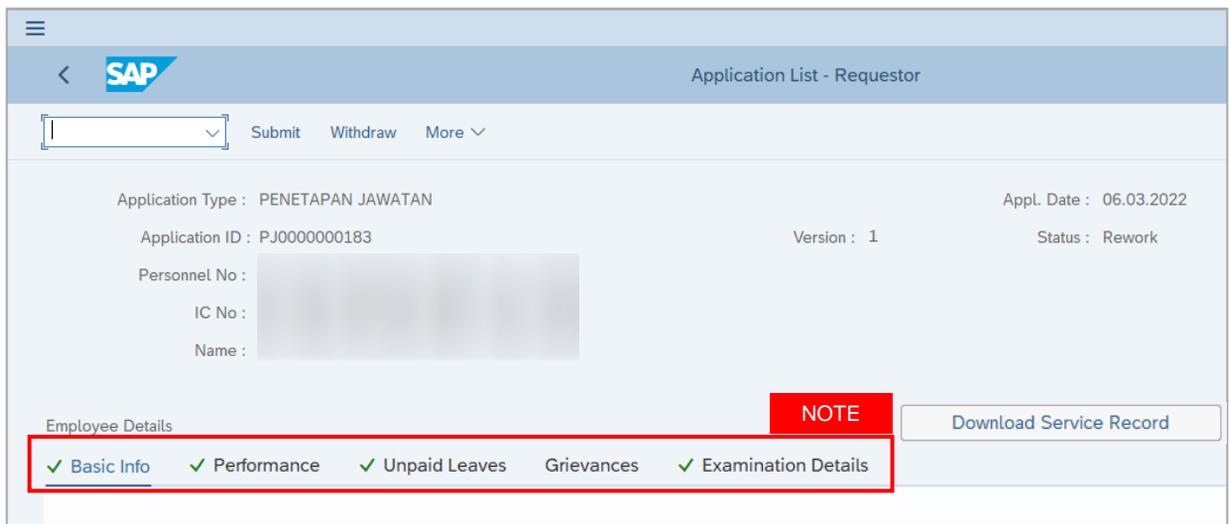
- i. **Application History** tab records the details of submission, application status and remarks (comments).
- ii. Comments from **Remarks** field are recorded under **Application History** tab.



Date	Time	User ID	Version	Application Status	Remarks
06.03.2022	14:23:43	DYNAMIK13	1	Pending Approval	Example: Personnel A probation confirmation application submitt...
06.03.2022	14:29:57	DYNAMIK13	1	Rework	Example: Personnel A probation confirmation application is rewo...

Note:

- i. Under **Application Details** tab, ensure **Probation End Date**, **Confirmation Date** and **Job Data Notes** are correct.
- ii. Under **Document Upload** tab, ensure **Sijil Sokongan Penetapan Jawatan** and any other relevant documents are correctly uploaded.
- iii. Department HR Administrator (User) can update the probation **Confirmation Date** if required. For example, Confirmation Date is on Sunday or public holiday, the user can update the date to Monday or working day.
- iv. Once approved, **Job Data Notes** entered will be reflected in **Actions** Infotype via **PA30**.
- v. Document upload format are either **PDF, PNG or JPG** format with file size **3.5MB**.
- vi. Department HR Administrator (User) can upload other relevant documents if required



The screenshot shows the SAP 'Application List - Requestor' interface. At the top, there is a search bar and buttons for 'Submit', 'Withdraw', and 'More'. The main content area displays application details: 'Application Type : PENETAPAN JAWATAN', 'Application ID : PJ0000000183', 'Personnel No : [blurred]', 'IC No : [blurred]', 'Name : [blurred]', 'Version : 1', 'Appl. Date : 06.03.2022', and 'Status : Rework'. Below this, there is a 'NOTE' button and a 'Download Service Record' button. A red box highlights the 'Employee Details' section, which includes tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', and 'Examination Details'. The 'Basic Info' tab is currently selected.

Note:

- i. Personnel details are recorded under **Basic Info** tab.
- ii. Personnel performance (Prestasi) are recorded under **Performance** tab.
- iii. Record will only appear under **Unpaid Leaves** tab if the personnel took Unpaid Leaves (Cuti Tanpa Gaji) during their probation period.
- iv. Record will only appear under **Grievances** tab if the personnel have any Grievances (Tatatertib) during their probation period.
- v. Personnel examination (Government or Other Qualification) are recorded under **Examination Details** tab.
- vi. Records under **Basic Info** tab, **Performance** tab, **Grievances** tab and **Examination Details** tab can be maintained via **PA30 Maintain HR Master Data** page. While records under **Unpaid Leaves** tab can be maintained via **PA61 Maintain Time Data** page.

9. After all the required changes and updates are completed, enter the **Remarks (Comments)**.

10. Click on **Declaration Statement checkbox**.

9

Remarks : Example: Personnel A probation confirmation application resubmitted for JPA Approval. Personnel information have been updated and correct documents are attached.

(255 Characters)

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

11. Click on **Submit** button.

SAP
Application List - Requestor

11
Submit
Withdraw
More

Employee Group : Permanent Subgroup : Division IV

Personnel Area : Prime Minister's Office Subarea : JPA

Position : 30002296

Pay Scale Group : D5 Level : 03 Est. Salary Scale : D123EB45

Date of Birth : 07.07.1982 Age :

Length of Service : 18Y 04M 20D

Outcome: Application is successfully resubmitted to JPA Approver.

SAP
Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
○ PJ0000000183	2	Pending Approval	10000469	00292563	MOHAMMAD SAMRI B IN SALLEH/BAKARSA10		Permanent	Division IV
○								
○								
○								
○								
○								

Note:

- i. Resubmitted probation confirmation application with **Pending Approval** status becomes **Version 2**.
- ii. Version number only changes when the application with the same **Application ID** is resubmitted.

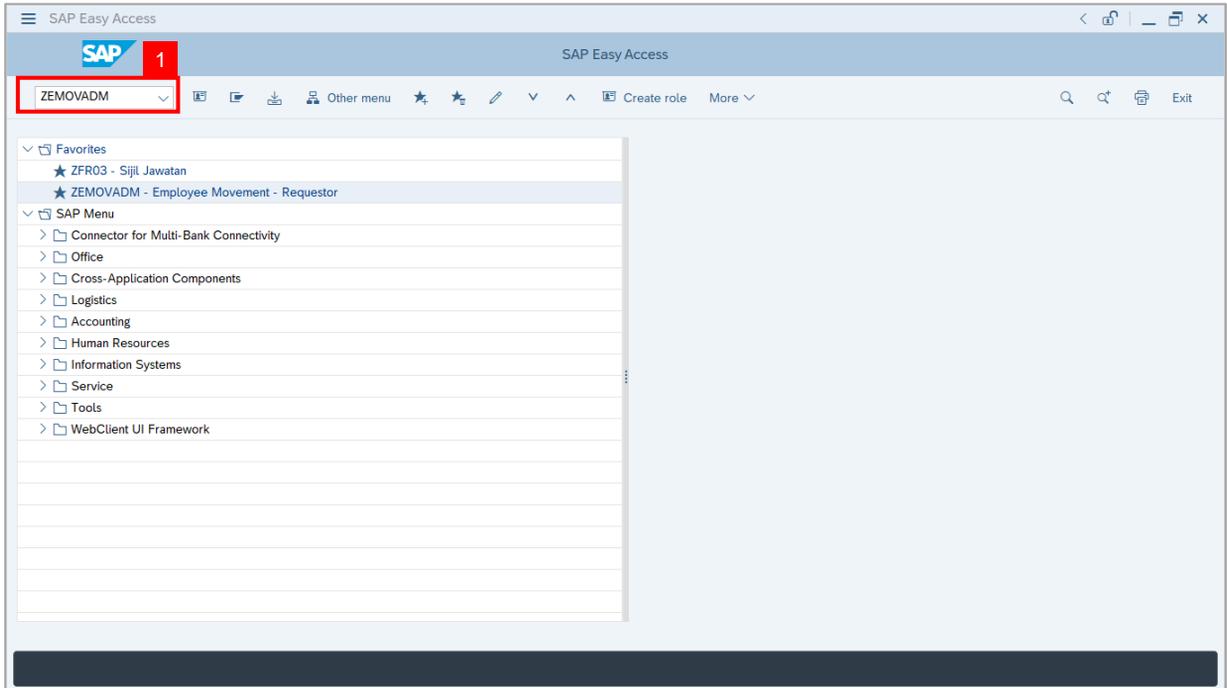
**Withdraw Probation
Confirmation Application**

Backend User

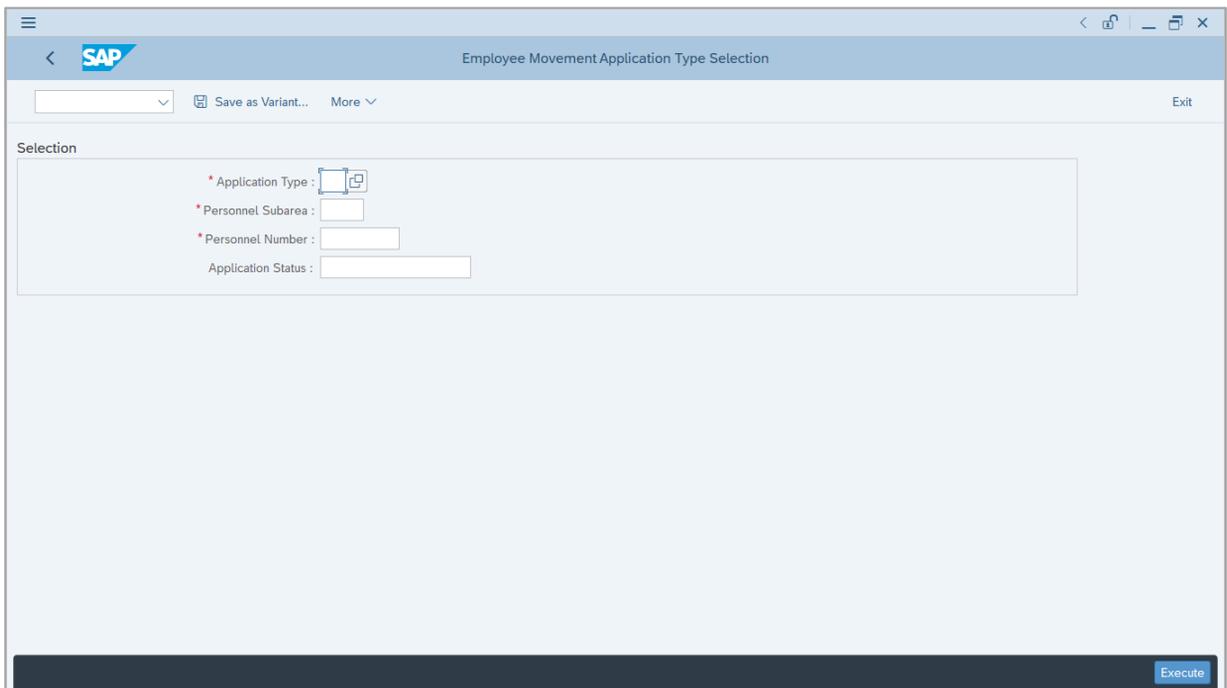
Department HR Administrator

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

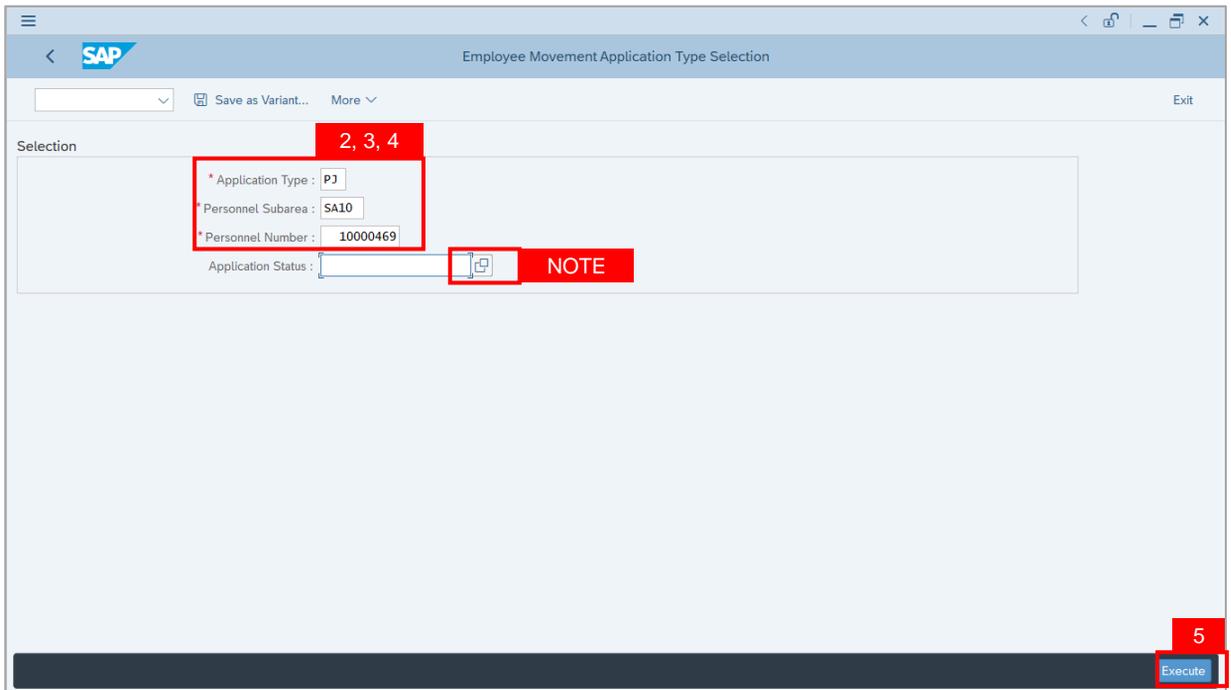
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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



Employee Movement Application Type Selection

Selection

* Application Type : PJ

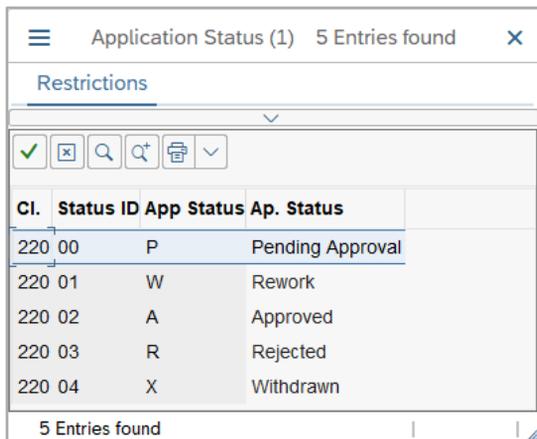
* Personnel Subarea : SA10

* Personnel Number : 10000469

Application Status : [Lookup] NOTE

Execute

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



Application Status (1) 5 Entries found

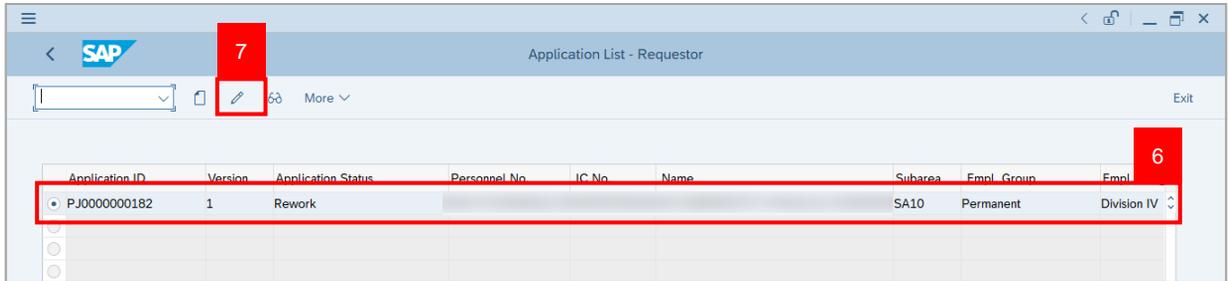
Restrictions

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

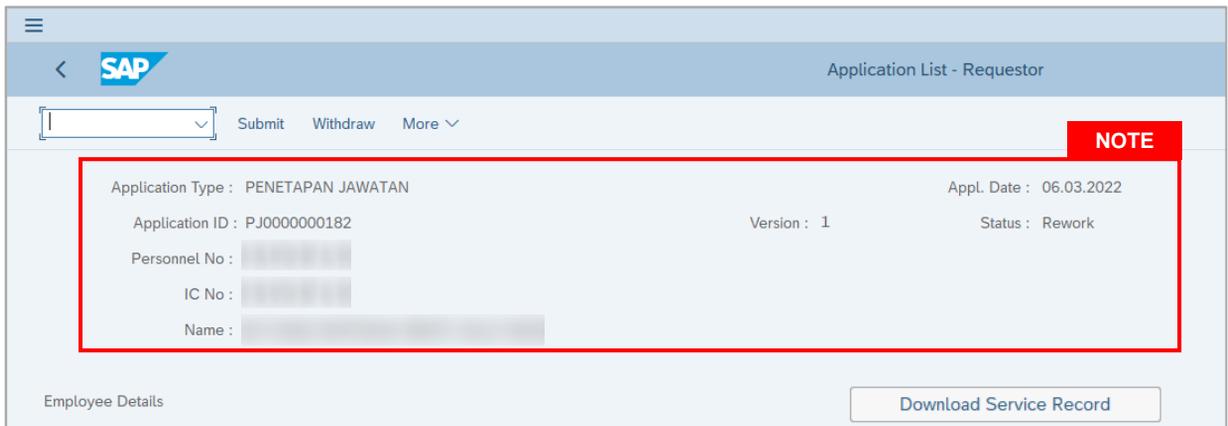
5 Entries found

6. Select the application with **Application Status, Rework**.

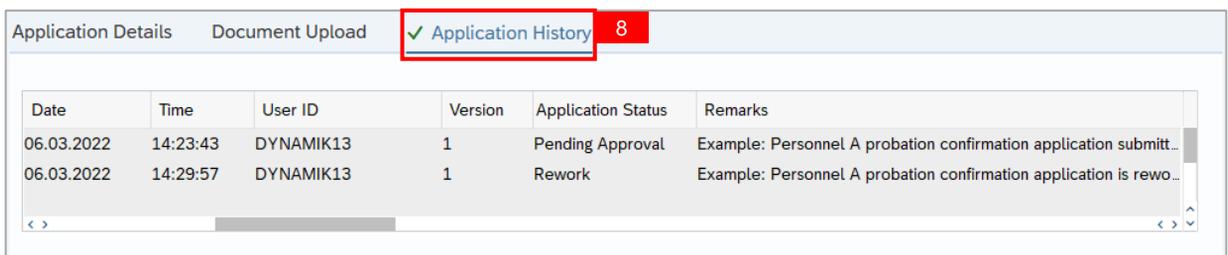
7. Click on **Change** icon.



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



8. Click on **Application History** tab to view **Remarks (comments)** from JPA Approver.



Note:

- Application History** tab records the details of submission, application status and remarks (comments).
- Comments from **Remarks** field are recorded under **Application History** tab.
- Department HR Administrator (User) can withdraw the application based on the **Remarks (comments)**

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

10. Click on **Declaration Statement checkbox**.

8

Remarks : Example: Personnel A probation confirmation application is withdrawn due to *insert reason*

(255 Characters)

9

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

11. Click on **Withdraw** button.

Application List - Requestor

Application List - Requestor

<

10

Employee Group : Permanent Subgroup : Division IV

Personnel Area : Prime Minister's Office Subarea : JPA

Position : 30002296

Pay Scale Group : D5 Level : 03 Est. Salary Scale : D123EB45

Date of Birth : 07.07.1982 Age :

Length of Service : 18Y 04M 20D

Outcome: Application is successfully withdrawn.

Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input type="radio"/> PJ000000182	1	Withdrawn				SA10	Permanent	Division IV
<input type="radio"/>								
<input type="radio"/>								
<input type="radio"/>								

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

SSM_UG_PA_Back End (SAP GUI)_Maintain Probation Confirmation (Penetapan Jawatan) Application_v1.0

31

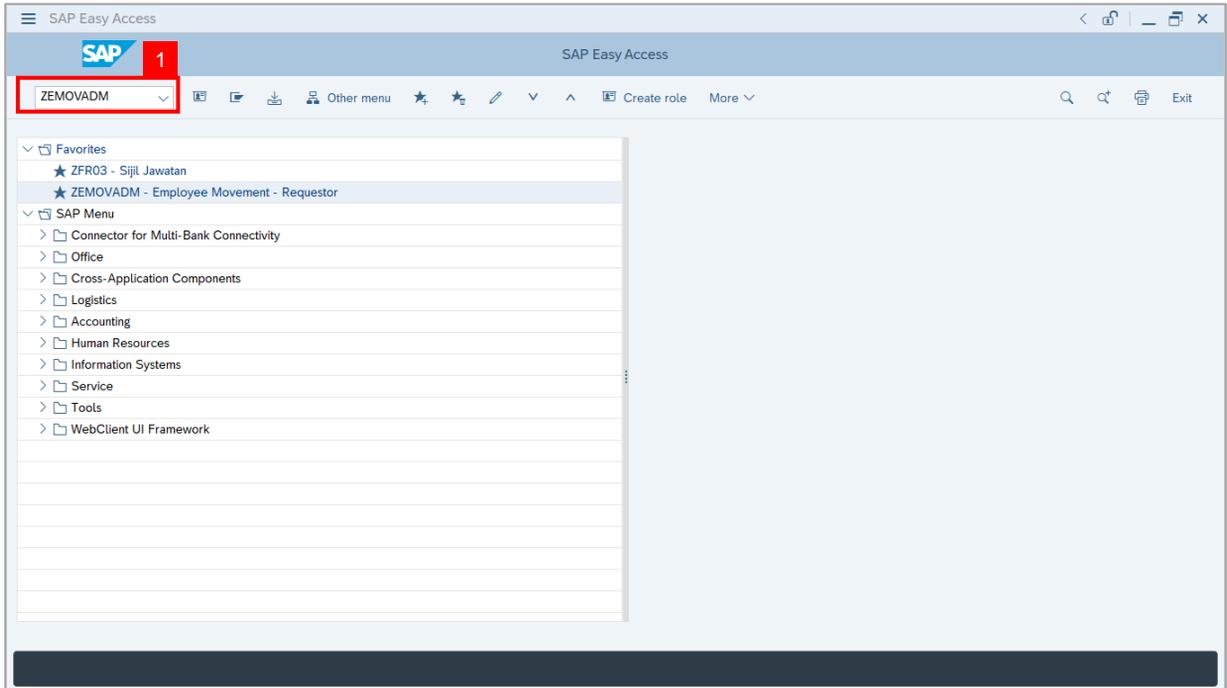
View Actions Infotype for Probation Confirmation Job Data

Backend User

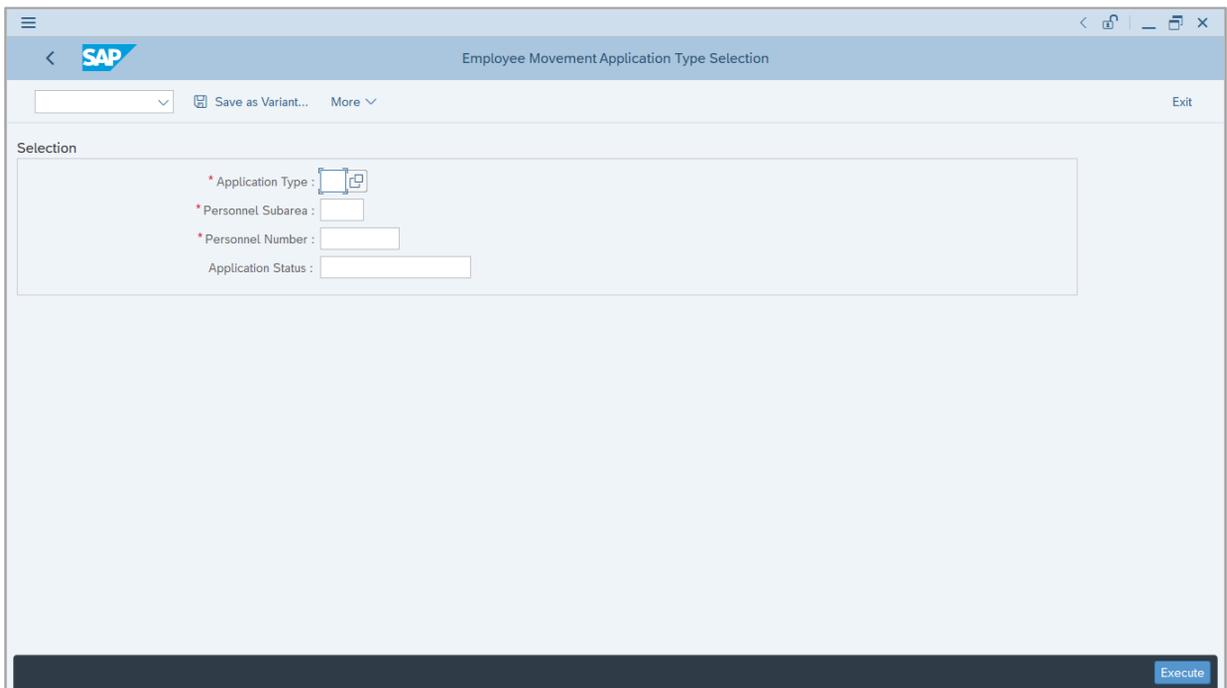
Department HR Administrator

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

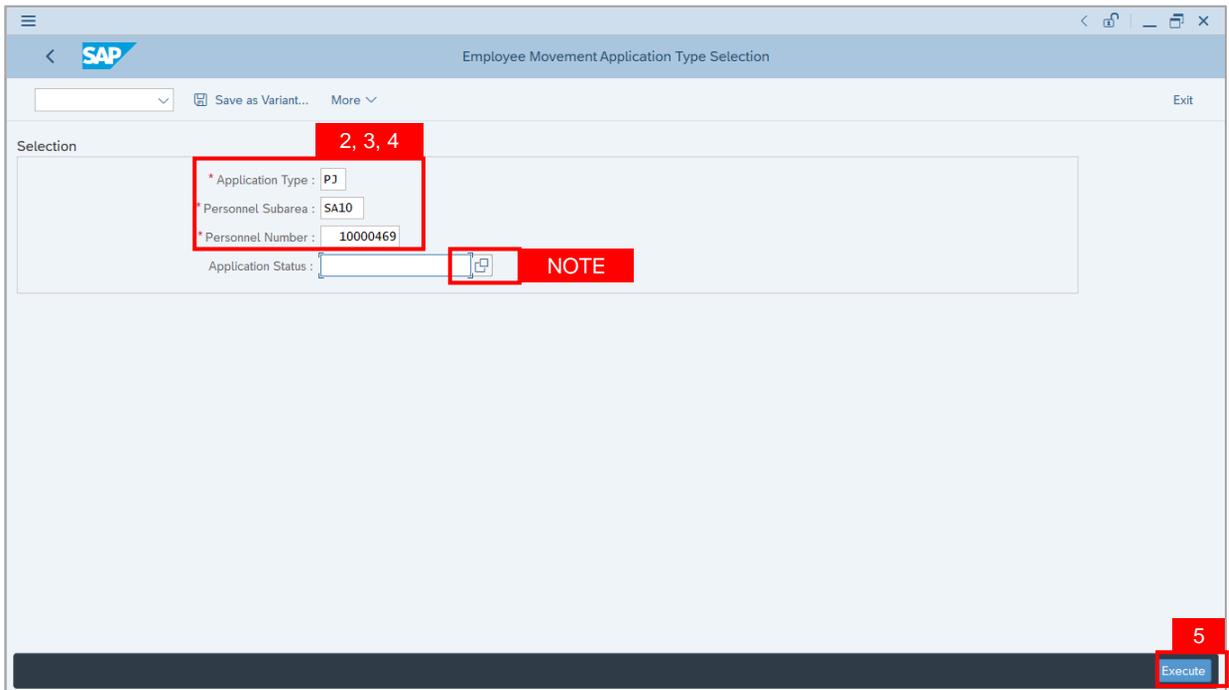
1. Enter transaction code **ZEMOVADM** in the search bar.



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



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



Employee Movement Application Type Selection

Selection

* Application Type : PJ

* Personnel Subarea : SA10

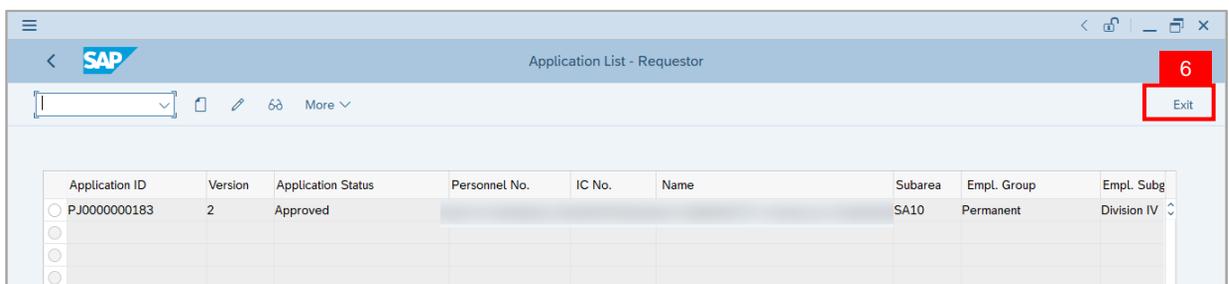
* Personnel Number : 10000469

Application Status : [NOTE]

Execute

Note: (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.

6. Click on **Exit** button to go back to SAP Menu.



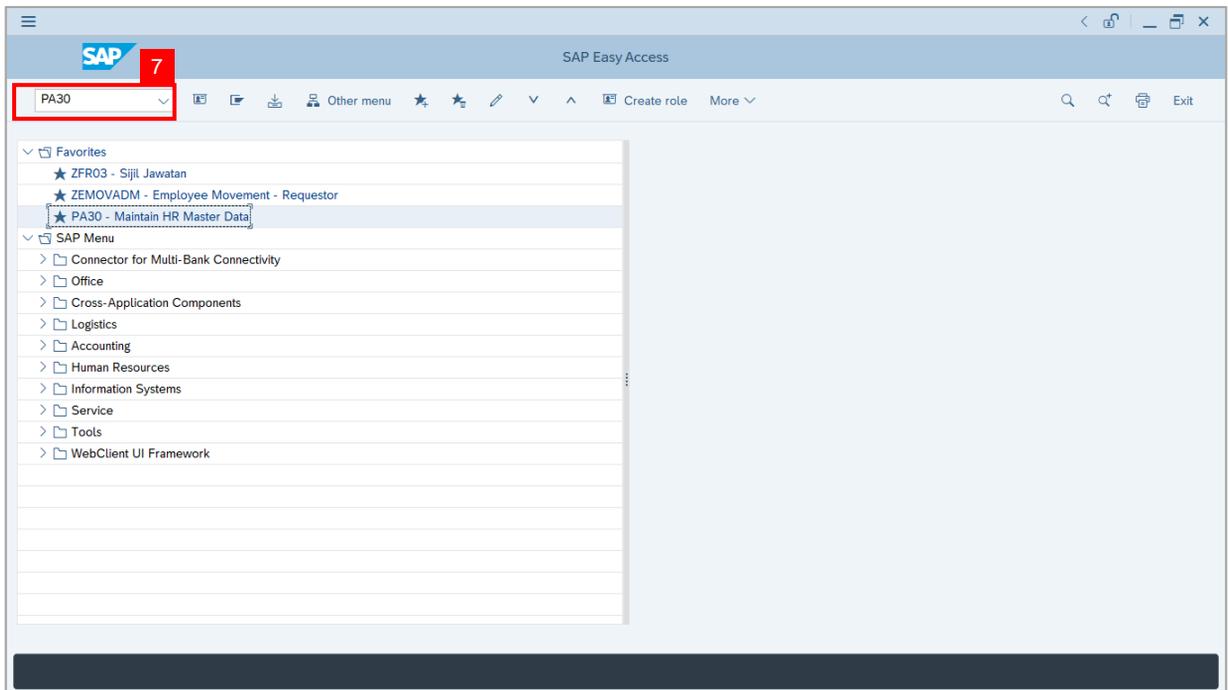
Application List - Requestor

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

Exit

Note: The **Application Status** for submitted probation confirmation application is **Approved**. Department HR Administrator can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

7. Enter transaction code **PA30** in the search bar.

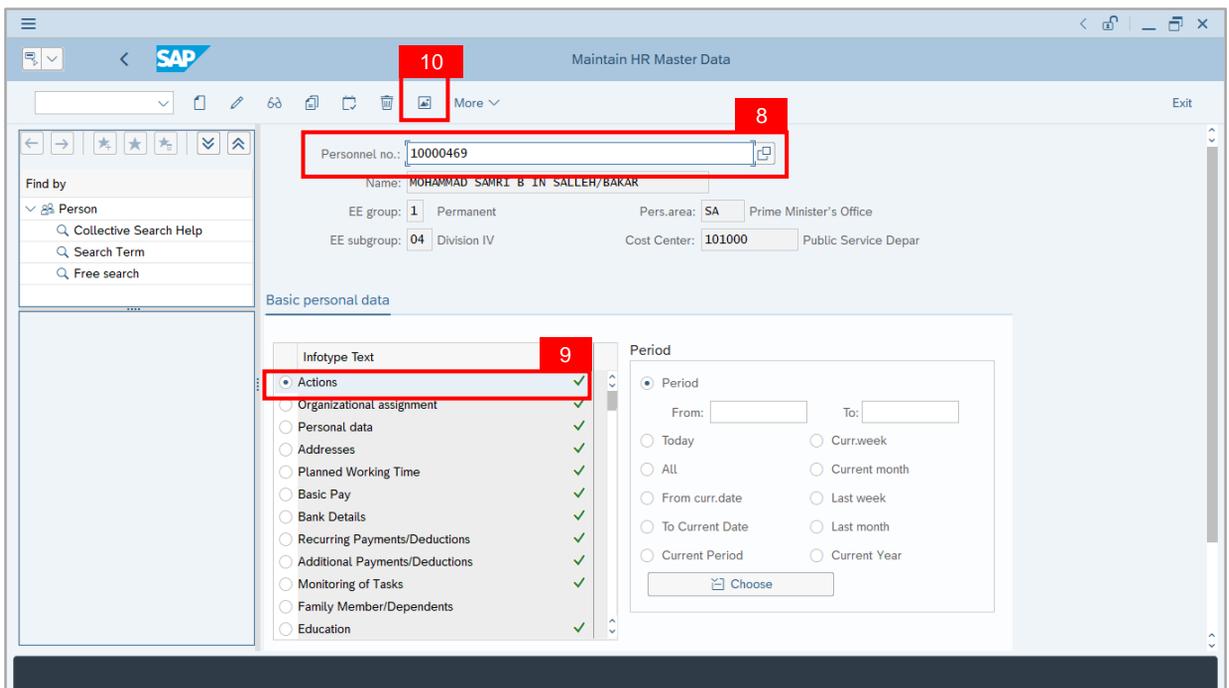


Note: The **Maintain HR Master Data** page will be displayed.

8. Enter the **Personnel Number**.

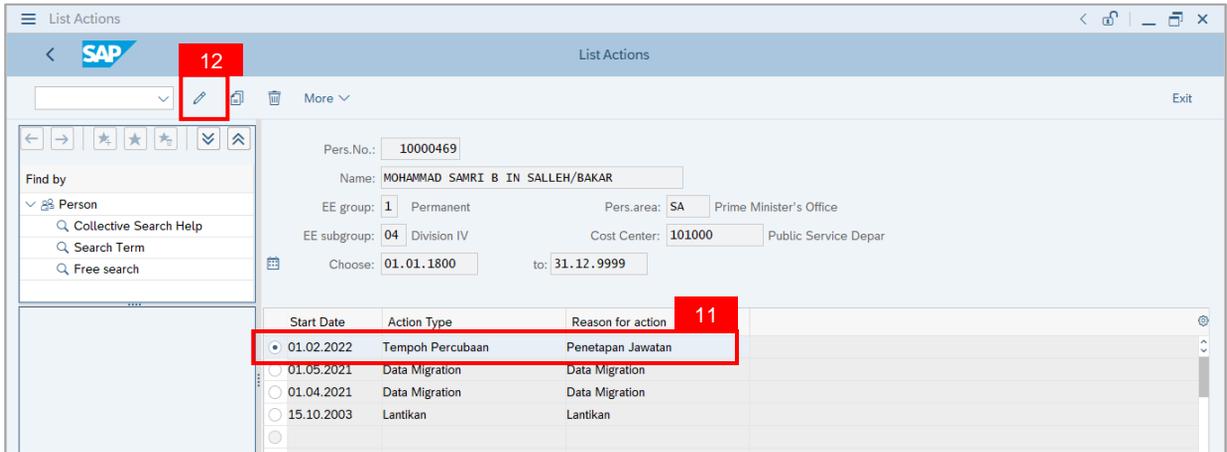
9. Under **Basic Personal Data** section, select **Actions** Infotype.

10. Click on **Overview** icon.



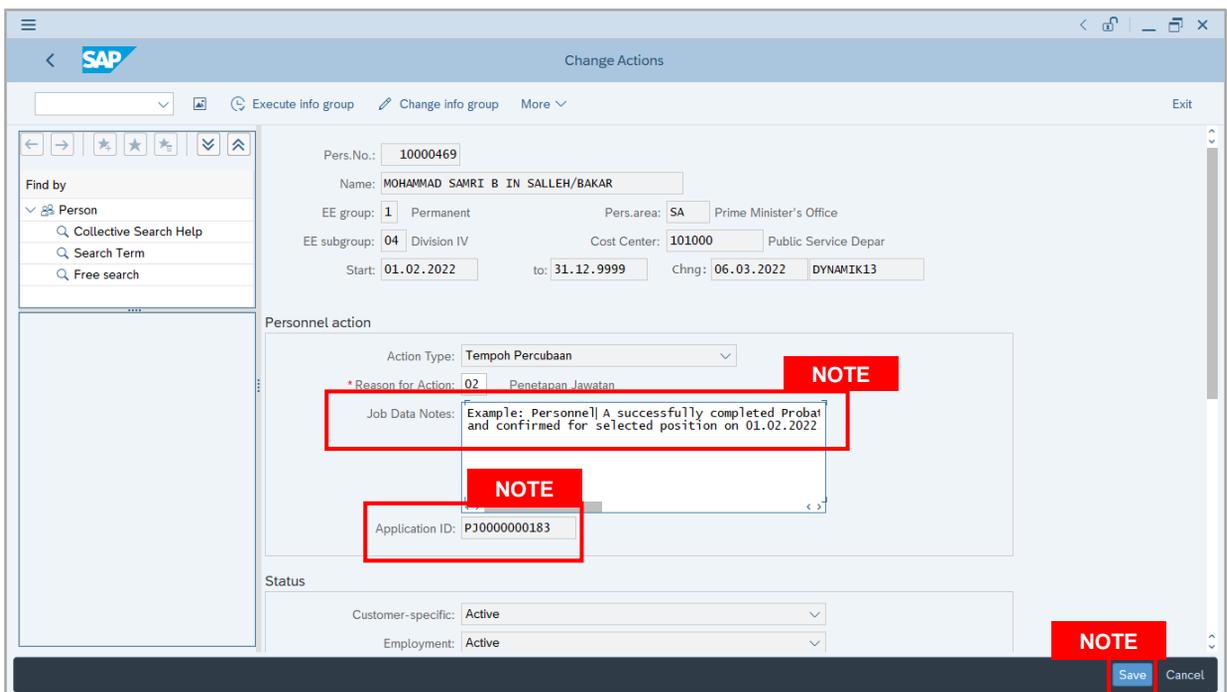
Note: The **List Actions** page will be displayed.

11. Select the probation confirmation job data. (**Tempoh Percubaan – Penetapan Jawatan**)
12. Click on **Change** icon to view the recorded job data.



Start Date	Action Type	Reason for action
01.02.2022	Tempoh Percubaan	Penetapan Jawatan
01.05.2021	Data Migration	Data Migration
01.04.2021	Data Migration	Data Migration
15.10.2003	Lantikan	Lantikan

Note: The **Change Actions** page will be displayed.



Personnel action

Action Type: Tempoh Percubaan

* Reason for Action: 02 Penetapan Jawatan

Job Data Notes: Example: Personnel A successfully completed Probation and confirmed for selected position on 01.02.2022

Application ID: P30000000183

Status

Customer-specific: Active

Employment: Active

Save Cancel

Note:

- i. Department HR Administrator (User) can update the **Job Data Notes** if required.
- ii. Click on **Save** button if there are any updates to the **Job Data Notes**.
- iii. **Application ID** refers to the submitted and approved application for Probation Confirmation. (**Application ID** can not be changed).

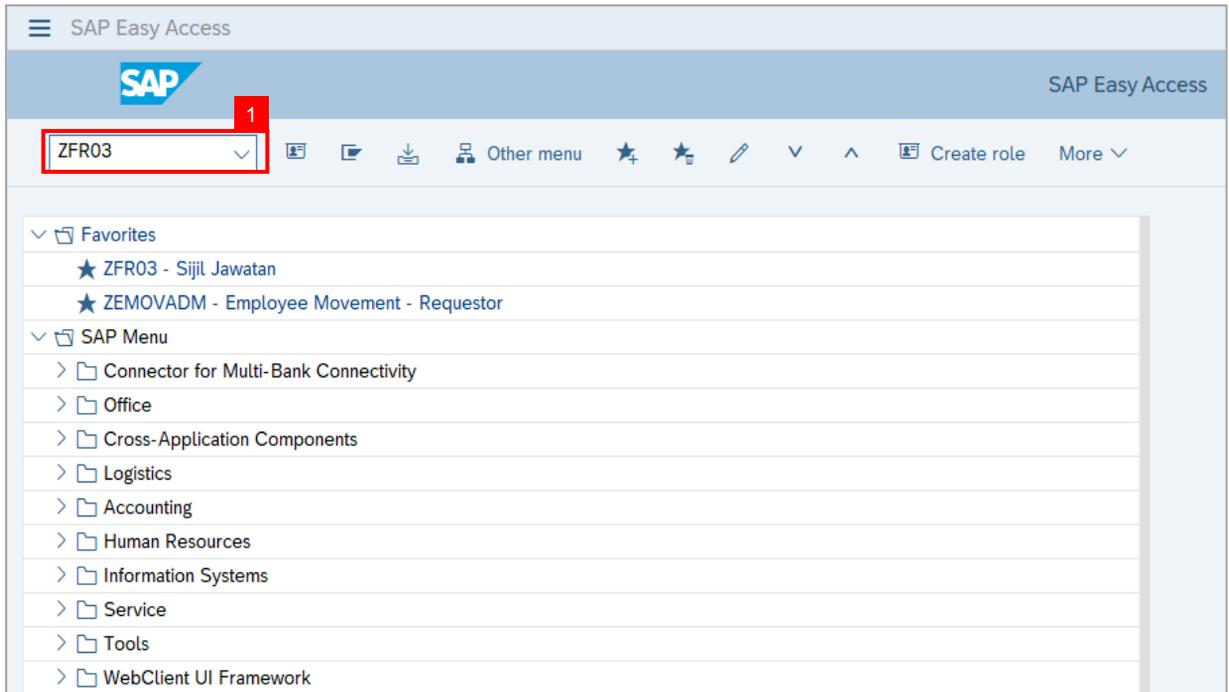
**Generate Kebenaran
Penetapan Jawatan**

Backend User

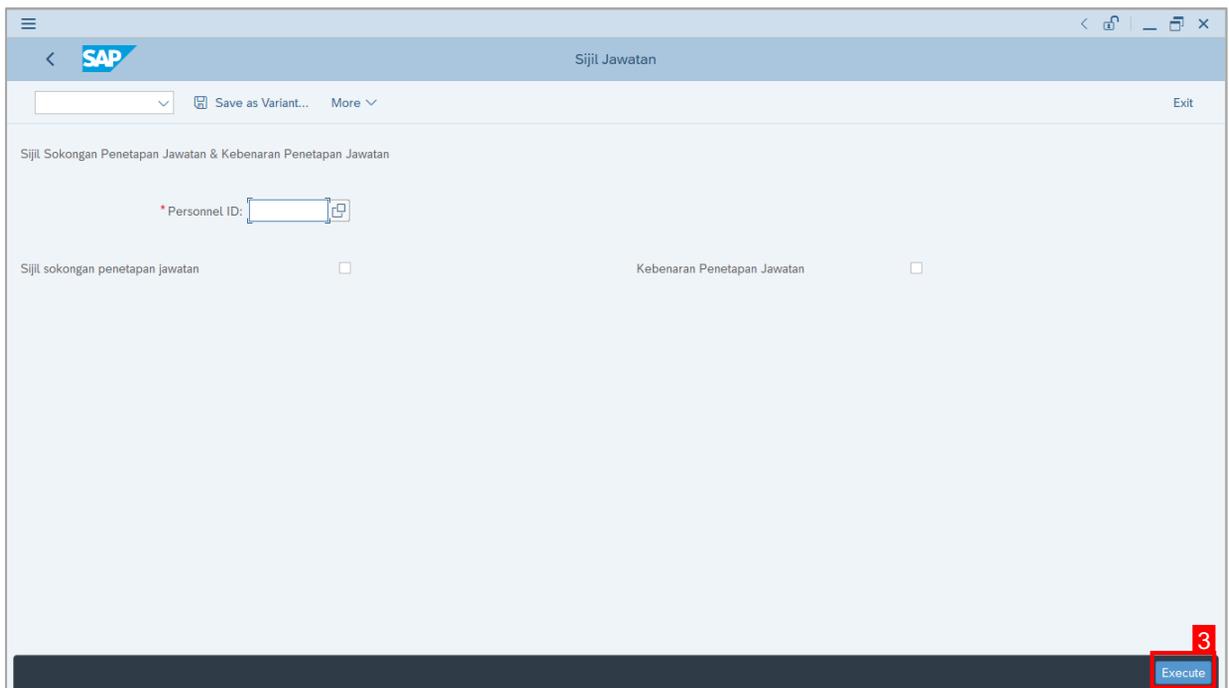
Department HR Administrator

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

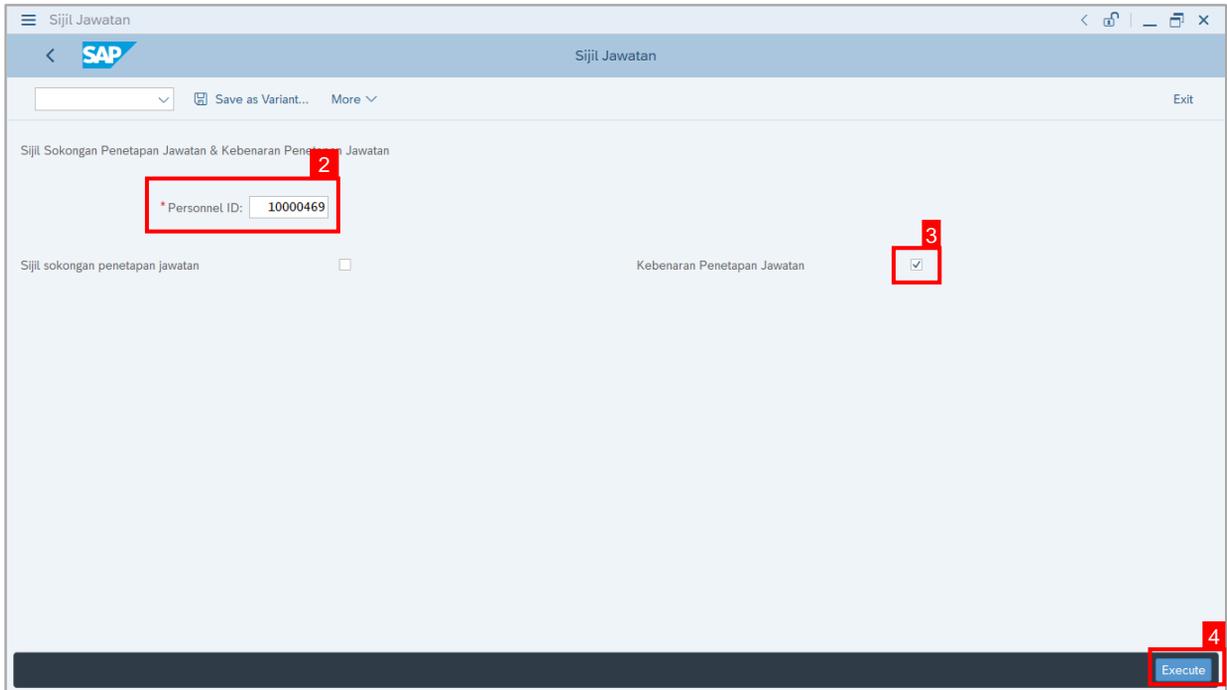
1. Enter transaction code **ZFR03** in the search bar.



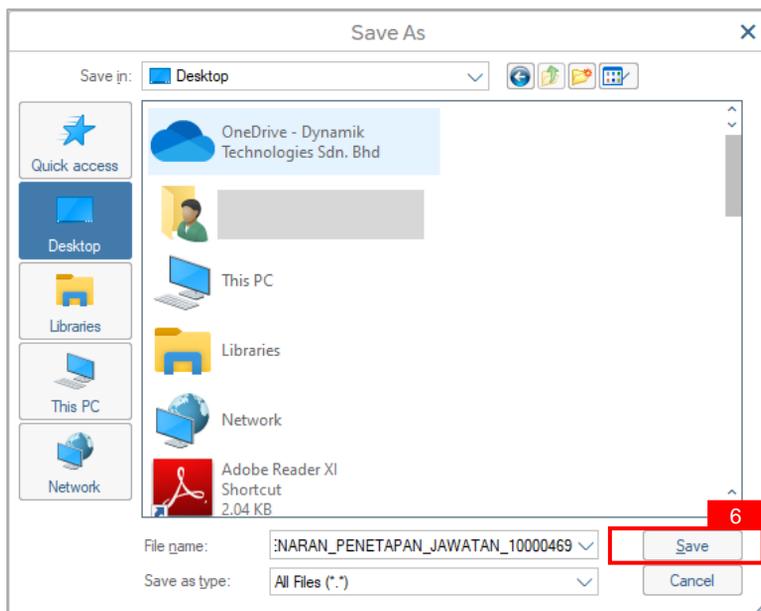
Note: The **Sijil Jawatan** page will be displayed.



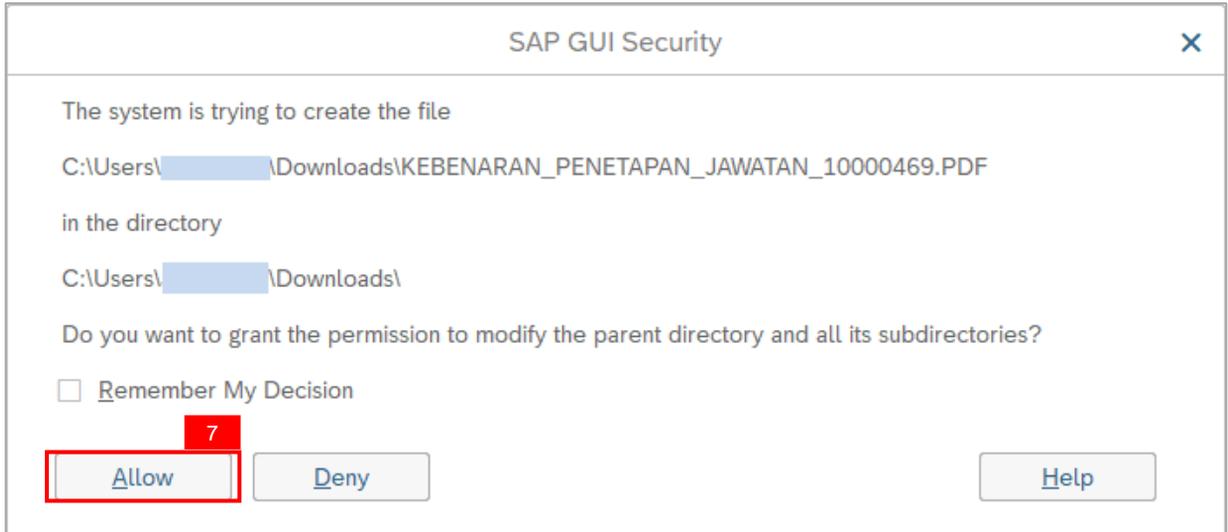
2. Enter the **Personnel ID (Personnel Number)**.
3. Click on **Sijil Sokongan Penetapan Jawatan** checkbox.
4. Click on **Execute** button.



5. Select respective folder to save **Kebenaran Penetapan Jawatan** file into the device.
6. Click on **Save** button.



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



Note: The **Kebenaran Penetapan Jawatan** is downloaded into the device.

