SISTEM SUMBER MANUSIA

User Guide

for Back End User (SAP GUI)

View Employee Movement (PA)

Probation Application Notification

Employee

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

Process Overview

Generate Kebenaran Penetapan Jawatan via Front End (ESS)
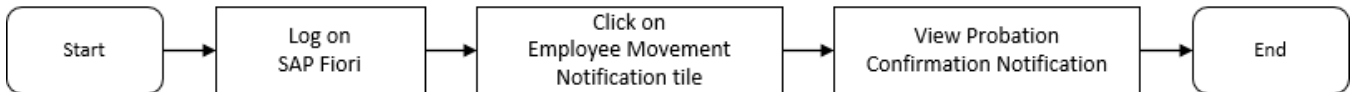
Start → Log on SAP Fiori → Click on My Profile tab → Click on Job Cerification tab → Select Kebenaran Penetapan Jawatan → Click on Download button → End

View Approved Probation Confirmation Notification via Front End

Start → Log on SAP Fiori → Click on Employee Movement Notification tile → View Probation Confirmation Notification → End

View Approved Probation Extension Notification via Front End

Start → Log on SAP Fiori → Click on Employee Movement Notification tile → View Probation Extension Notification → End

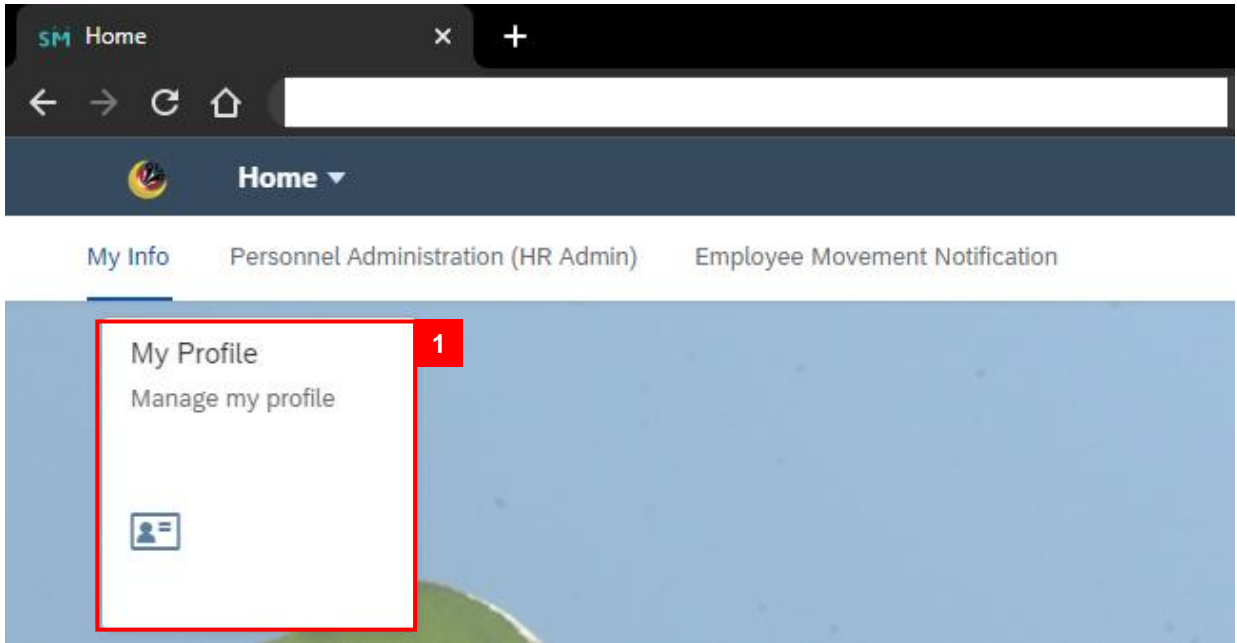# Sistem Sumber Manusia - Probation (Tempoh Percubaan)
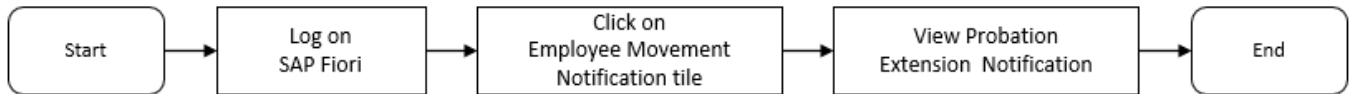
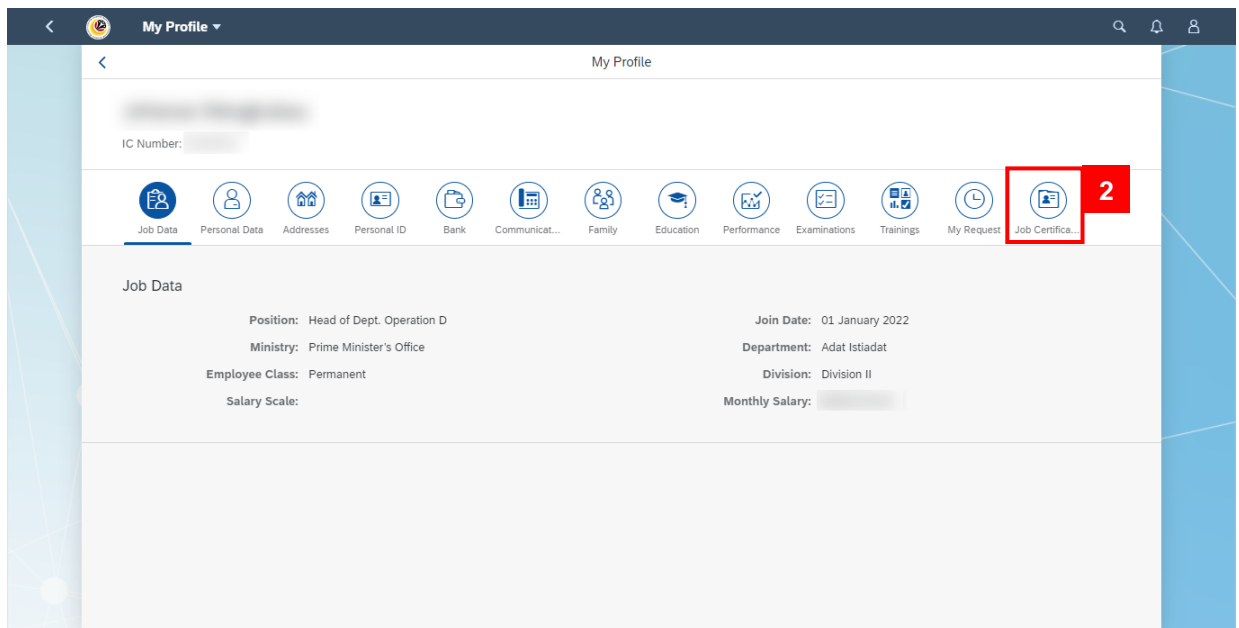| Generate Kebenaran Penetapan Jawatan via Front End	Front end User
	Employee

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

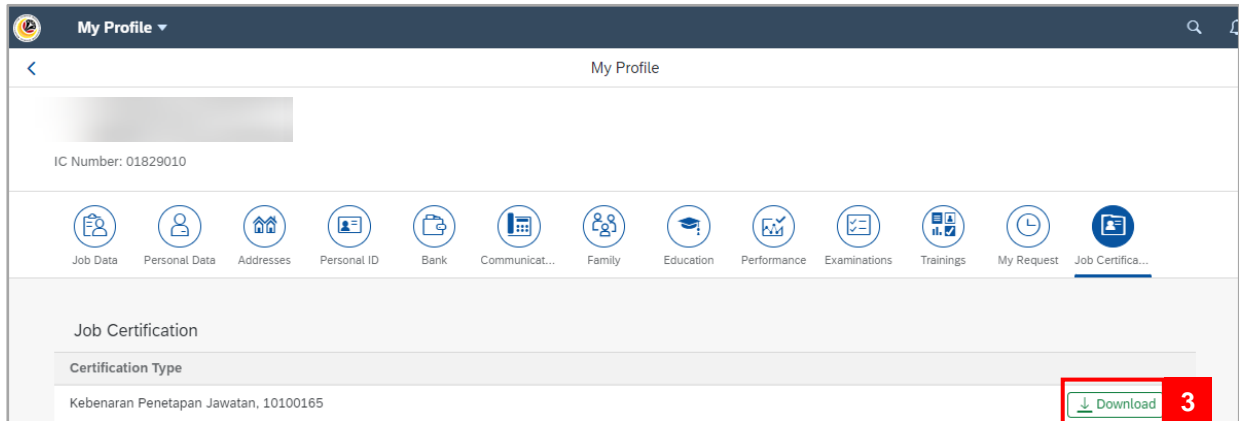1. In **Employee Self-Service (ESS)** home page, click on **My Profile t**ile.

The **My Profile** page will be displayed

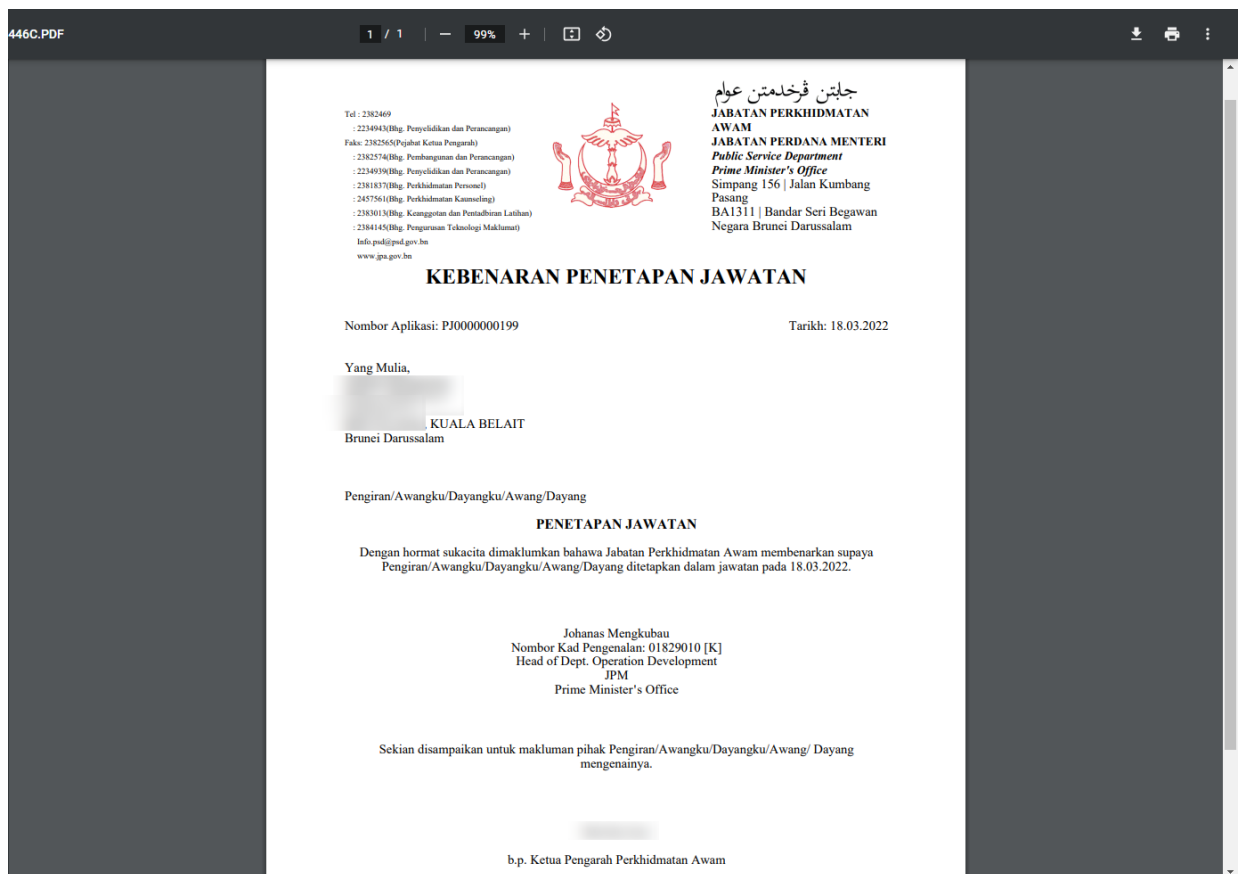2. Click on **Job Certification** tab.

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

3. For **Kebenaran Penetapan Jawatan**, click on **Download** button.

The **Kebenaran Penetapan Jawatan** page will be displayed in PDF format.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

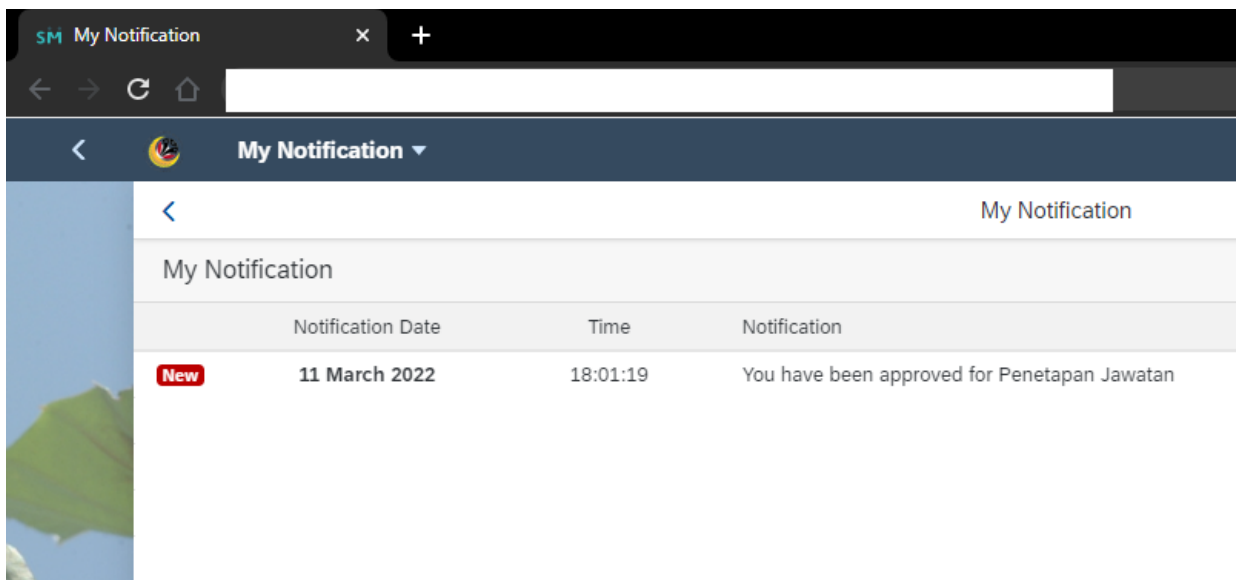| View Approved Probation Confirmation Notification via Front End	Front end User
	Employee

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

1. In **Employee Self-Service (ESS)** home page, click on **Employee Movement Notification t**ile.
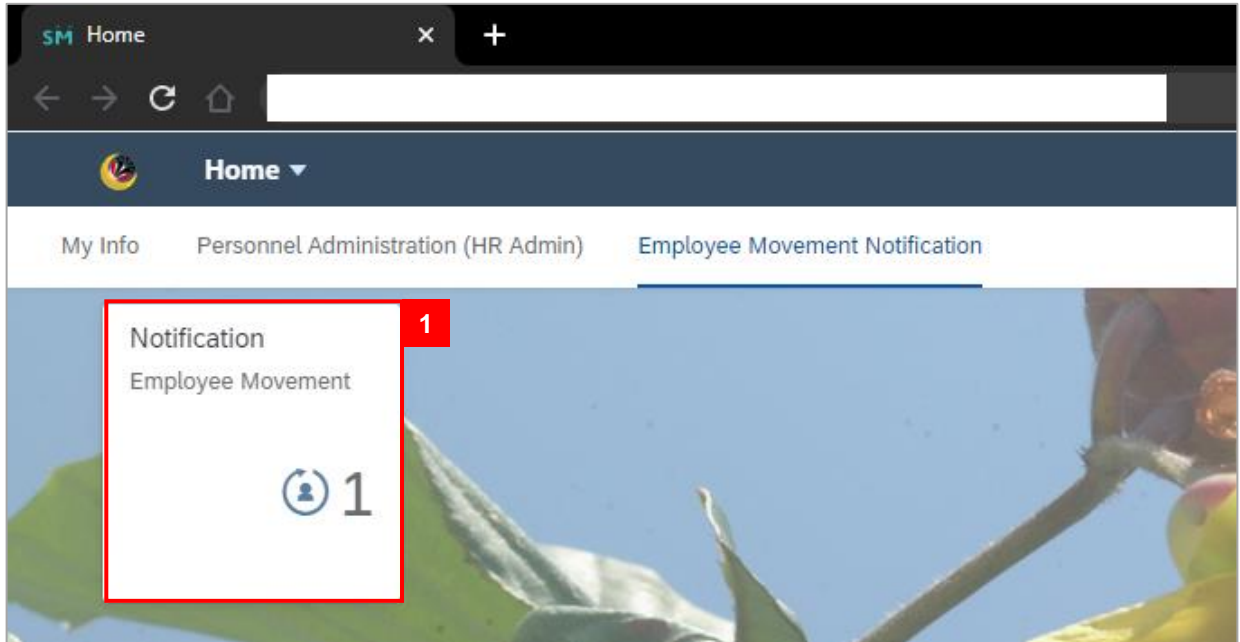
Note: The badge number one (1) indicates one unopened notification.

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

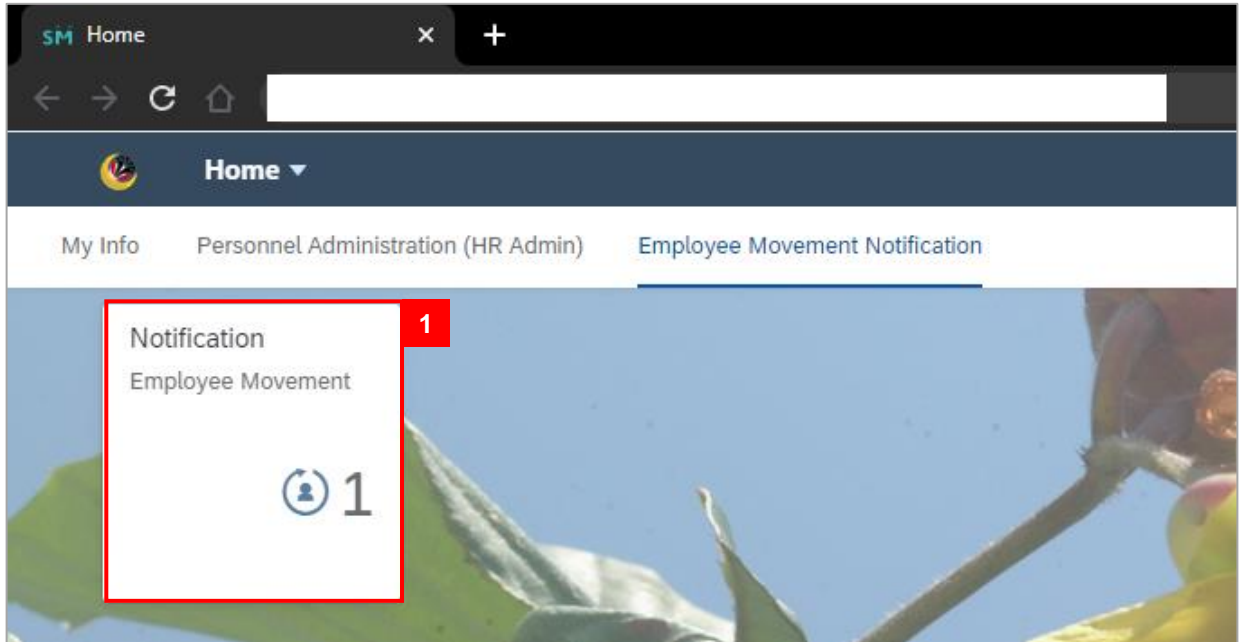**Note:** The notification indicates the personnel Probation Confirmation has been approved.

Sistem Sumber Manusia - Probation (Tempoh Percubaan)

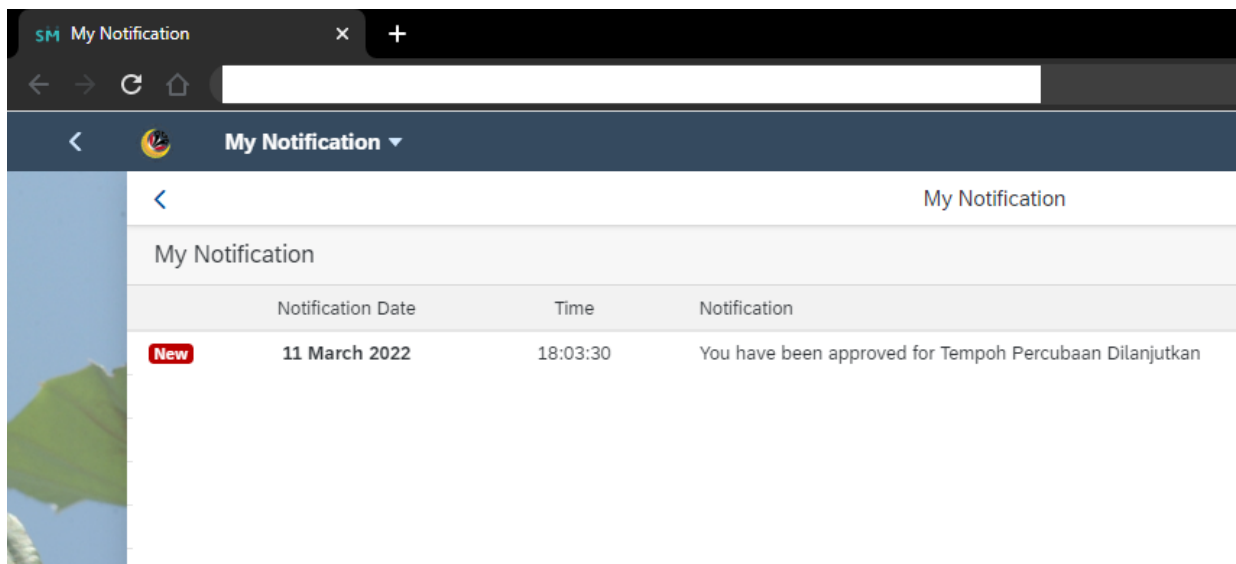| View Approved Probation Extension Notification via Front End	Front end User
	Employee

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

1. In **Employee Self-Service (ESS)** home page, click on **Employee Movement Notification t**ile.

Note: The badge number one (1) indicates one unopened notification.

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

Note: The notification indicates the personnel Probation Extension has been approved.