

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**.



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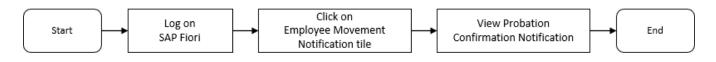
SUMBER MARIES

Process Overview

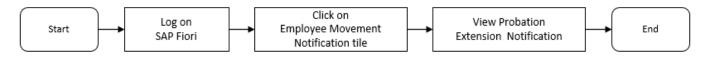
Generate Kebenaran Penetapan Jawatan via Front End (ESS)



View Approved Probation Confirmation Notification via Front End



View Approved Probation Extension Notification via Front End



Sistem Sumber Manusia - Probation (Tempoh Percubaan)



Generate Kebenaran	Front end User
Penetapan Jawatan via Front End	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 tile.

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My Info P	ersonnel Administration (HR Admin)	Employee Movem	ent Notification	
My Profil Manage m				
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The My Profile page will be displayed

2. Click on Job Certification tab.

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	<							My Pro	file							
		IC Number:														
		Job Data	Personal Data	Addresses	Personal ID	Bank	Communicat	Family	Education	Performance	Examinations	Trainings	(b) My Request	Job Certifica	2	
		Job Data														
			Posi	ition: Head	of Dept. Operat	ion D				Join	Date: 01 Janu	ary 2022				
			Mini	istry: Prime	Minister's Offic	e				Depart	ment: Adat Ist	iadat				
			Employee C	lass: Perma	nent					Div	ision: Division	11				
			Salary S	cale:						Monthly S	alary:					



The My Profile page will be displayed.

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

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<							My Prof	ile						
	IC Number: 018	829010												
	Job Data	Personal Data	Addresses	Personal ID	Bank	Communicat	Family	Education	Performance	Examinations	Trainings	(b) My Request	Job Certifica	
	Job Certi	fication												
	Certification	n Type												
	Kebenaran F	Penetapan Jav	vatan, 10100:	165									(<u>↓</u> Download	3

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

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	Nombor Aplikasi: PJ0000000199 Tarikh: 18.03.2022	
	Yang Mulia, KUALA BELAIT Brunei Darussalam	
	Pengiran/Awangku/Dayangku/Awang/Dayang	
	PENETAPAN JAWATAN	
	Dengan hormat sukacita dimaklumkan bahawa Jabatan Perkhidmatan Awam membenarkan supaya Pengiran/Awangku/Dayangku/Awang/Dayang ditetapkan dalam jawatan pada 18.03.2022.	
	Johanas Mengkubau Nombor Kad Pengenalan: 01829010 [K] Head of Dept. Operation Development JPM Prime Minister's Office	
	Sekian disampaikan untuk makluman pihak Pengiran/Awangku/Dayangku/Awang/ Dayang mengenainya.	
	b.p. Ketua Pengarah Perkhidmatan Awam	

Sistem Sumber Manusia - Probation (Tempoh Percubaan)



confirmation Notification via	Front end User
Confirmation Notification via Front End	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 tile.

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My I	nfo Personnel Administration (H	HR Admin) Employee Movement Notification
	Notification Employee Movement	

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

The My Notification page will be displayed	•

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<	۲	My Notification -		
	<			My Notification
	My N	lotification		
		Notification Date	Time	Notification
	New	11 March 2022	18:01:19	You have been approved for Penetapan Jawatan

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 User
Extension Notification via Front End	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 tile.

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My I	nfo Personnel Administration (HR Admin)	Employee Movement Notification
	Notification Employee Movement	

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

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<	ا 🍪	My Notification 🔻		
	<			My Notification
	My Not	ification		
		Notification Date	Time	Notification
	New	11 March 2022	18:03:30	You have been approved for Tempoh Percubaan Dilanjutkan

The My Notification page will be displayed.

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