



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **For Back End User (SAP GUI)**

### **Maintain Succession Planning**

**VERSION: 1.0**



## INTRODUCTION

This user guide acts as a reference for participants that has joined the **Train the Trainer (TTT)** program on how they can use the features for **Succession Planning**. In this user guide, it will show the users on how to:

1. Assign Qualification to Person.
2. View Qualification Catalog.
3. Generate Profile Matchup Report.
4. Generate Career Planning Report.
5. Generate Succession Planning Report.
6. Generate Succession Overview for an Organizational Unit Report.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

## 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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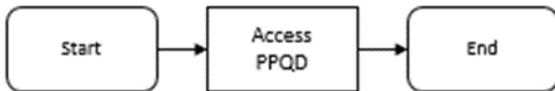
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## Process Overview

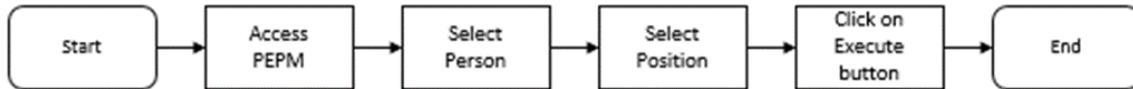
### Assign Qualification to Person



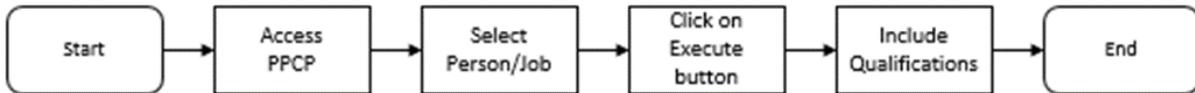
### View Qualification Catalog



### Generate Profile Matchup Report



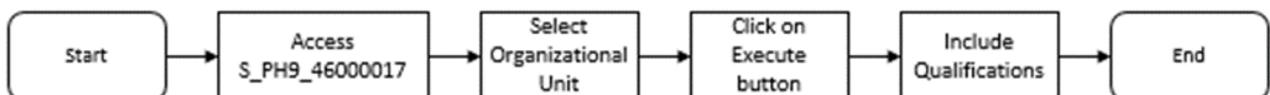
### Generate Career Planning Report



### Generate Succession Planning Report



### Generate Succession Overview for an Organizational Unit Report



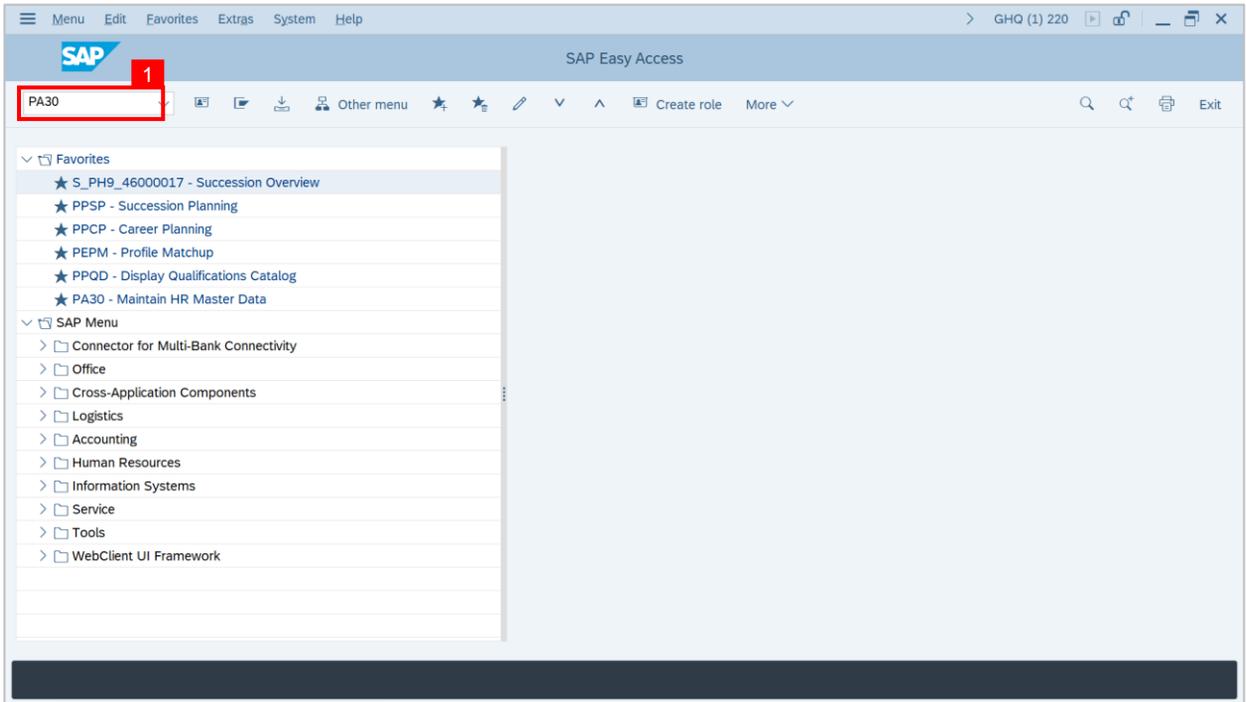
**ASSIGN QUALIFICATION  
TO PERSON**

**Backend User**

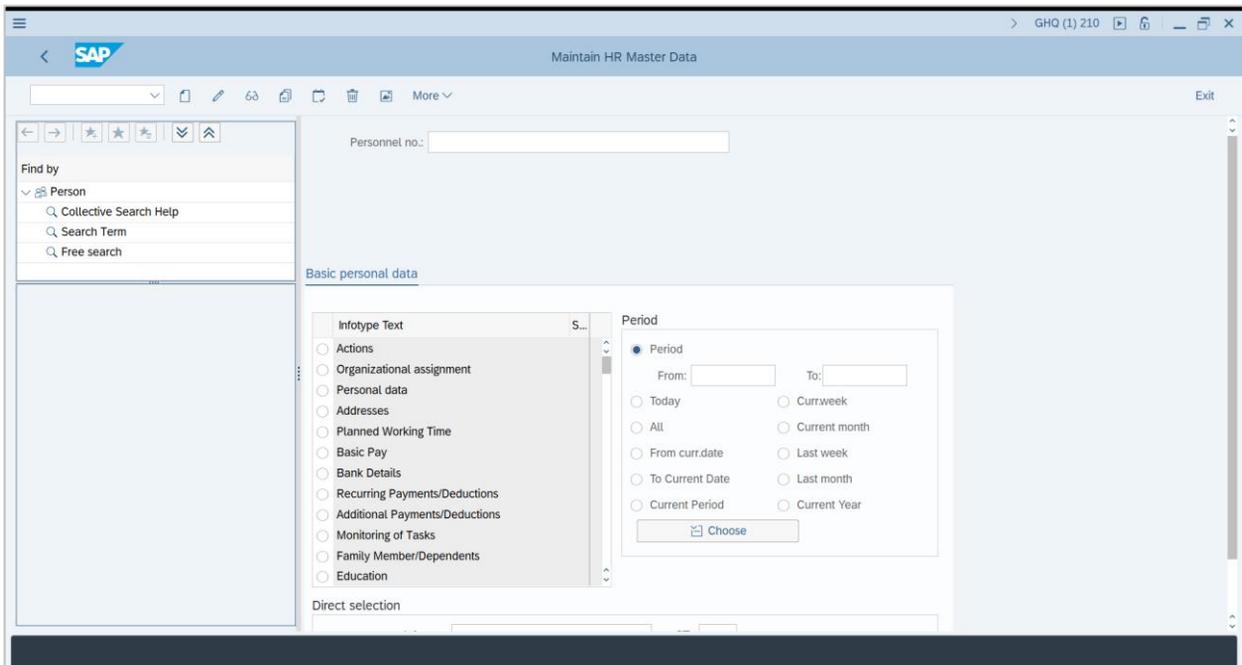
Department HR Development

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

1. Enter **PA30** in the search bar.

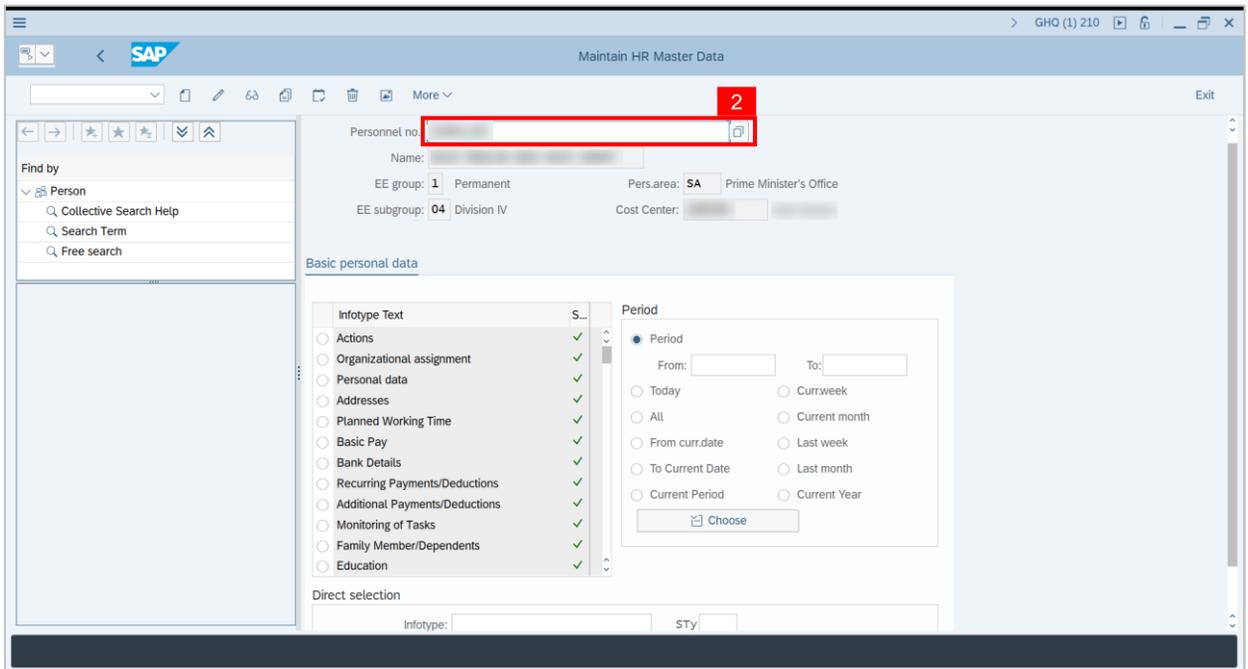


**Outcome: Maintain HR Master Data Page will be displayed.**



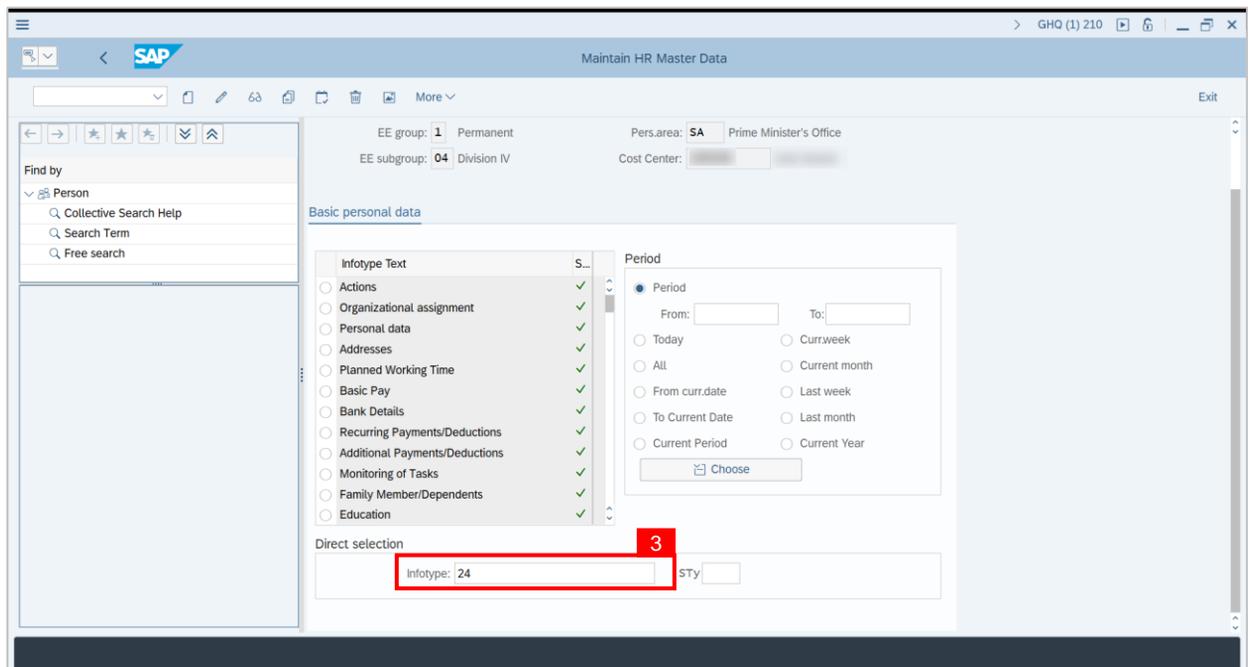
2. Enter **Personnel Number** and press Enter on the keyboard.

**Outcome:** The Personnel's details will be displayed.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personnel no.' field is highlighted with a red box and the number '2'. Below it, the 'Name' field is also highlighted. The 'EE group' is set to '1 Permanent' and 'EE subgroup' to '04 Division IV'. The 'Pers.area' is 'SA Prime Minister's Office'. The 'Basic personal data' section is visible, showing a list of infotypes with checkmarks and a 'Period' selection area.

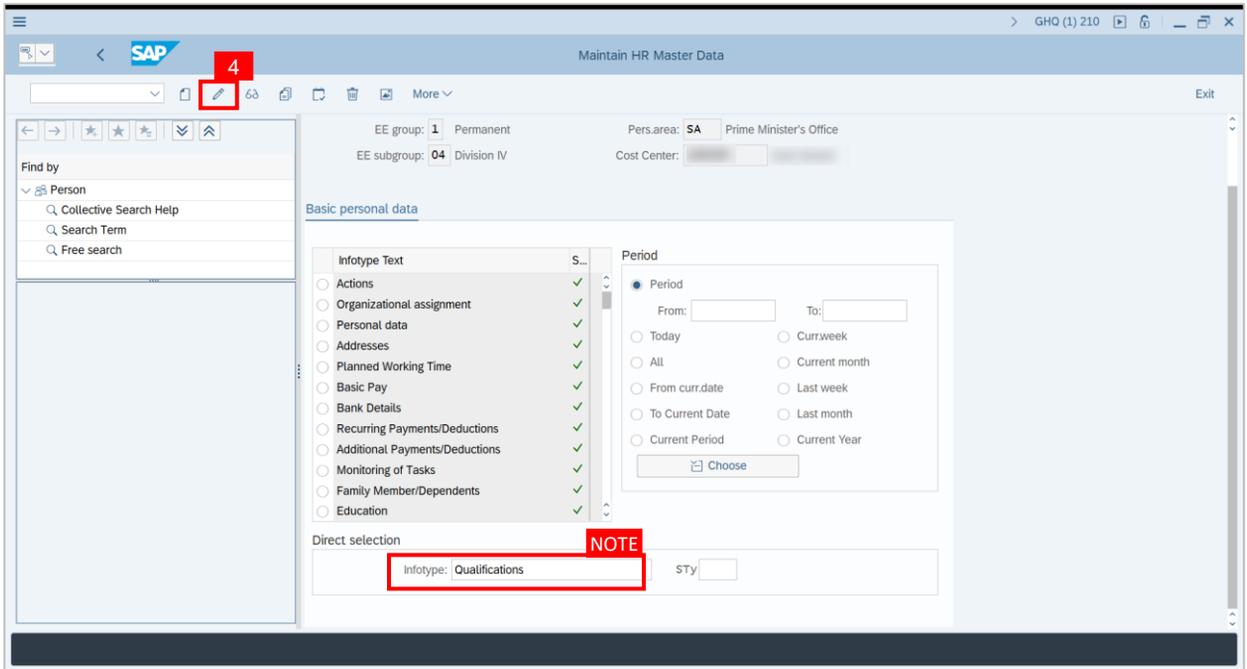
3. In the Direct Selection section, Fill '**24**' in the Infotype field and press Enter on the keyboard.



The screenshot shows the same SAP 'Maintain HR Master Data' interface. The 'Infotype' field in the 'Direct selection' section is highlighted with a red box and the number '24'. The 'EE group' is '1 Permanent' and 'EE subgroup' is '04 Division IV'. The 'Pers.area' is 'SA Prime Minister's Office'. The 'Basic personal data' section is visible, showing a list of infotypes with checkmarks and a 'Period' selection area.

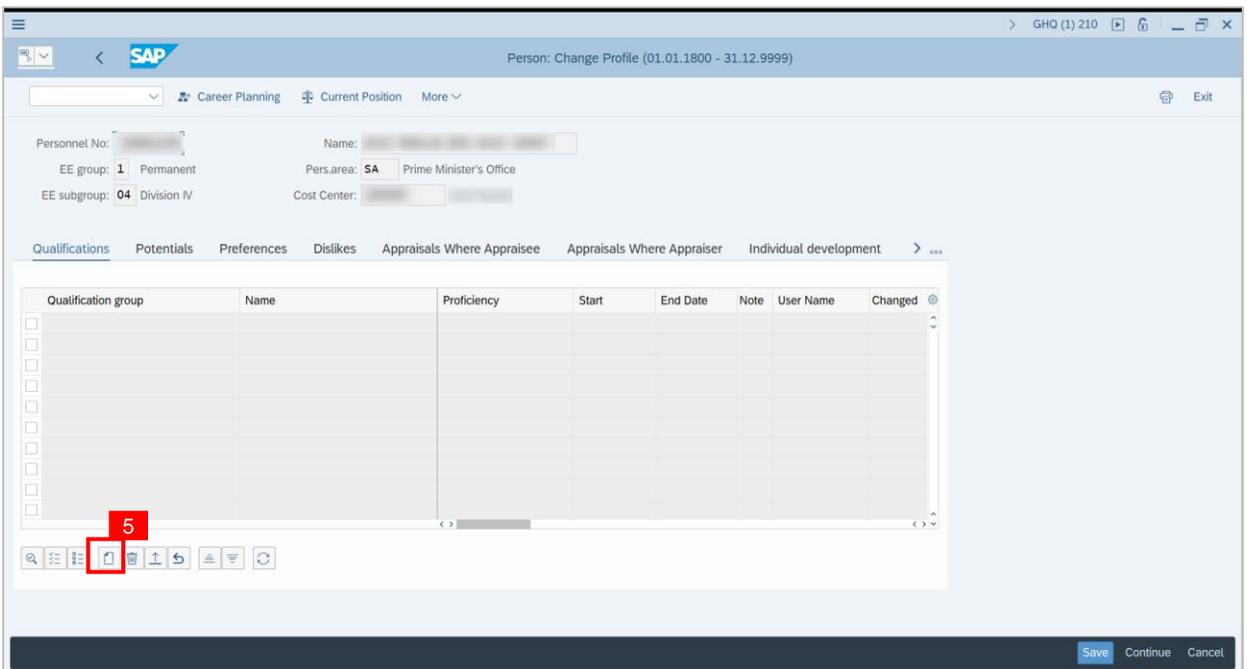
**Outcome:** 'Infotype:' field will be filled with 'Qualifications'.

4. Click on the **Change** icon.



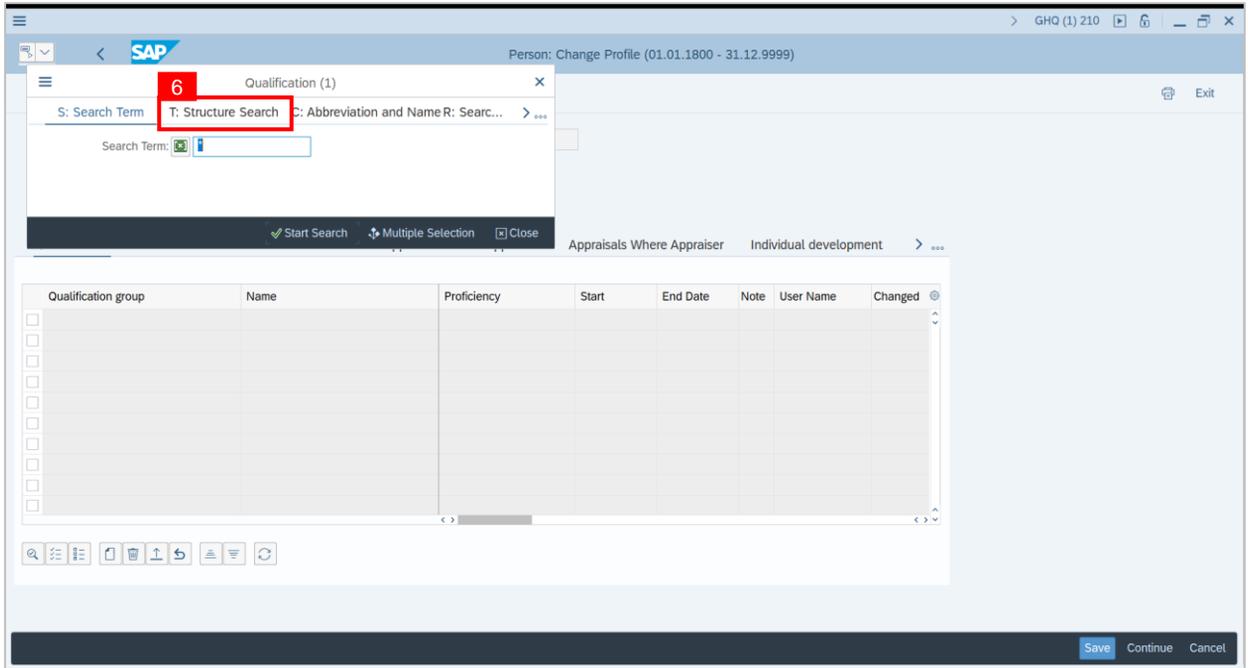
**Outcome: Person: Change Profile Page** will be displayed.

5. Click on the **Create** icon.

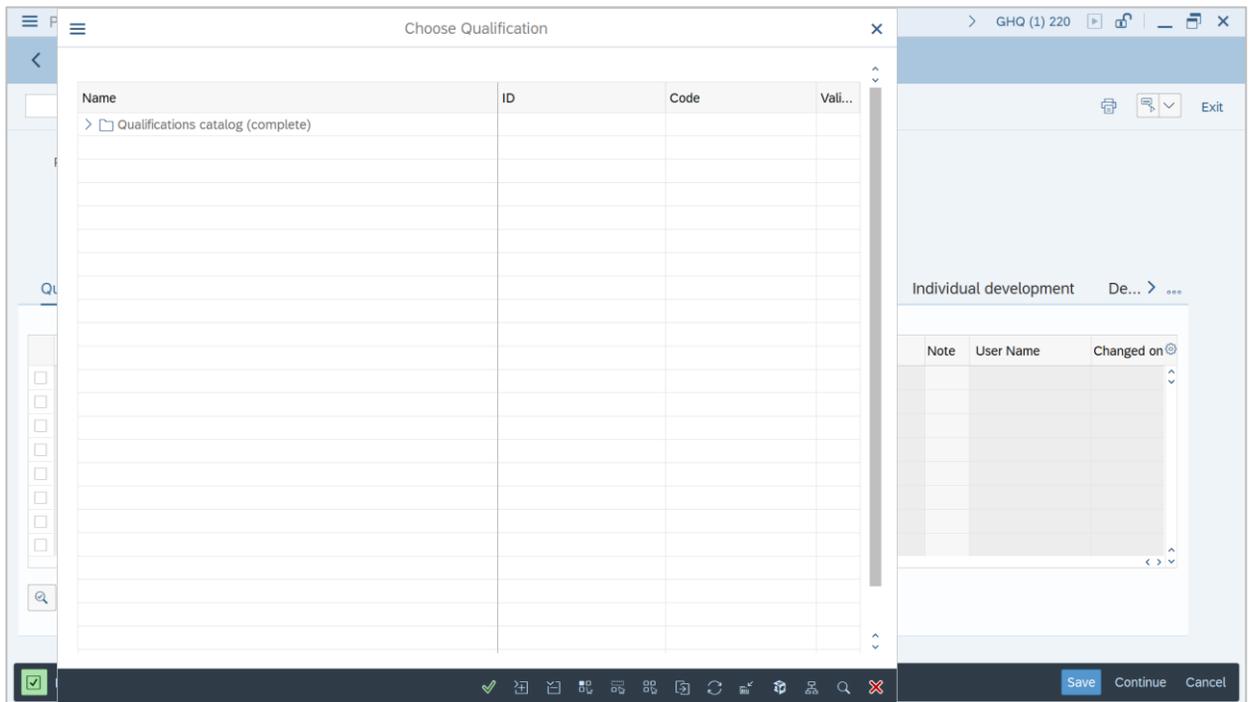


**Outcome:** Search window will be displayed.

6. Click on **T: Structure Search**.



**Outcome:** Qualification Catalog will be displayed.

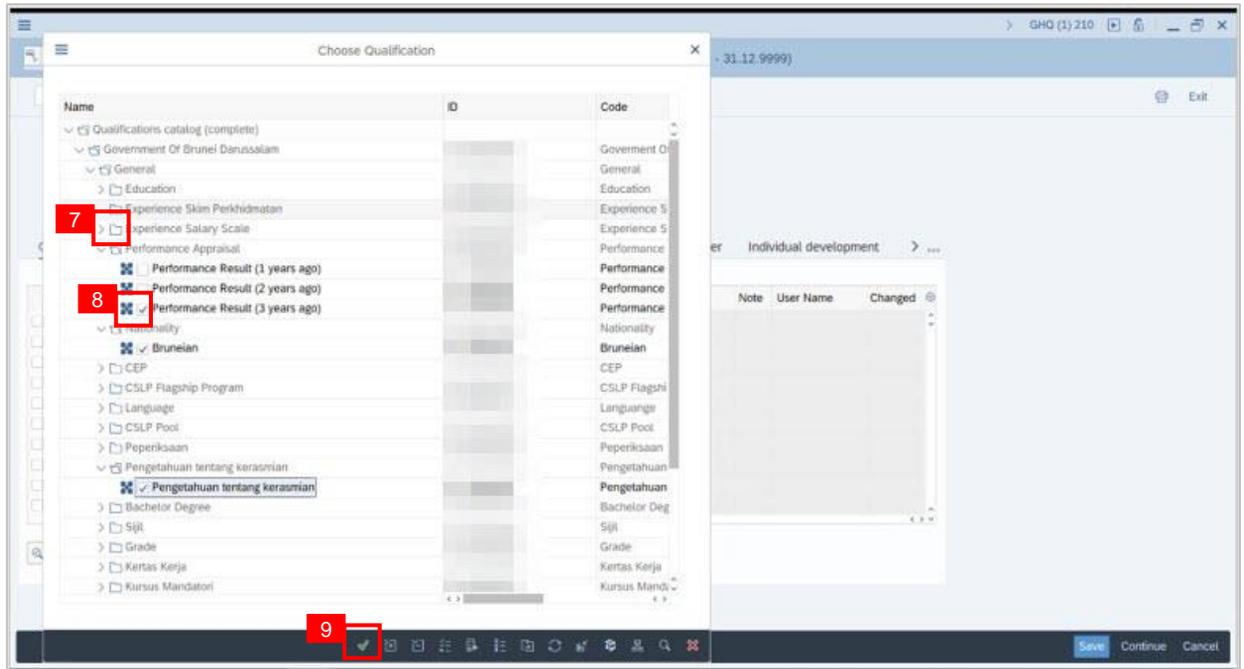


7. Click on the **Dropdown**  to display more qualification options.

8. Click on the **Checkbox**  to select the qualification.

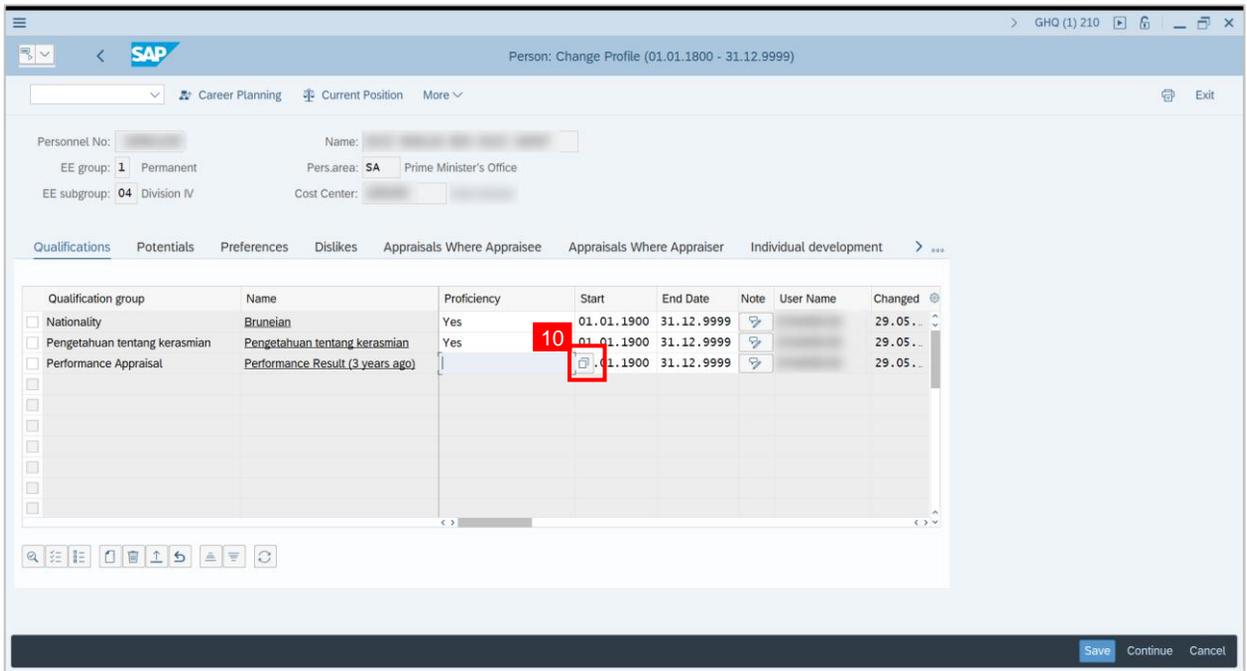
**Note:** More than one qualification can be added at a time.

9. Click on the **Continue**  button.



**Outcome:** You will be navigated back to the Change Profile Page with the chosen qualifications.

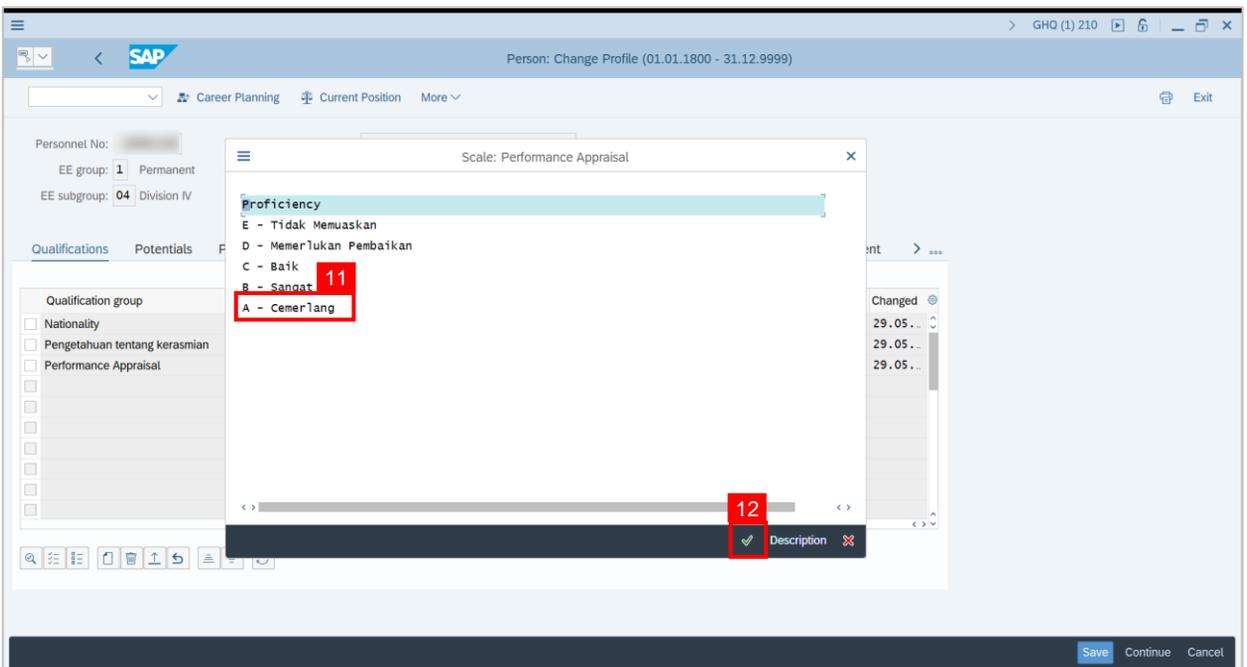
10. On the qualifications, under Proficiencies, click on the **Search Term**  **Icon**.



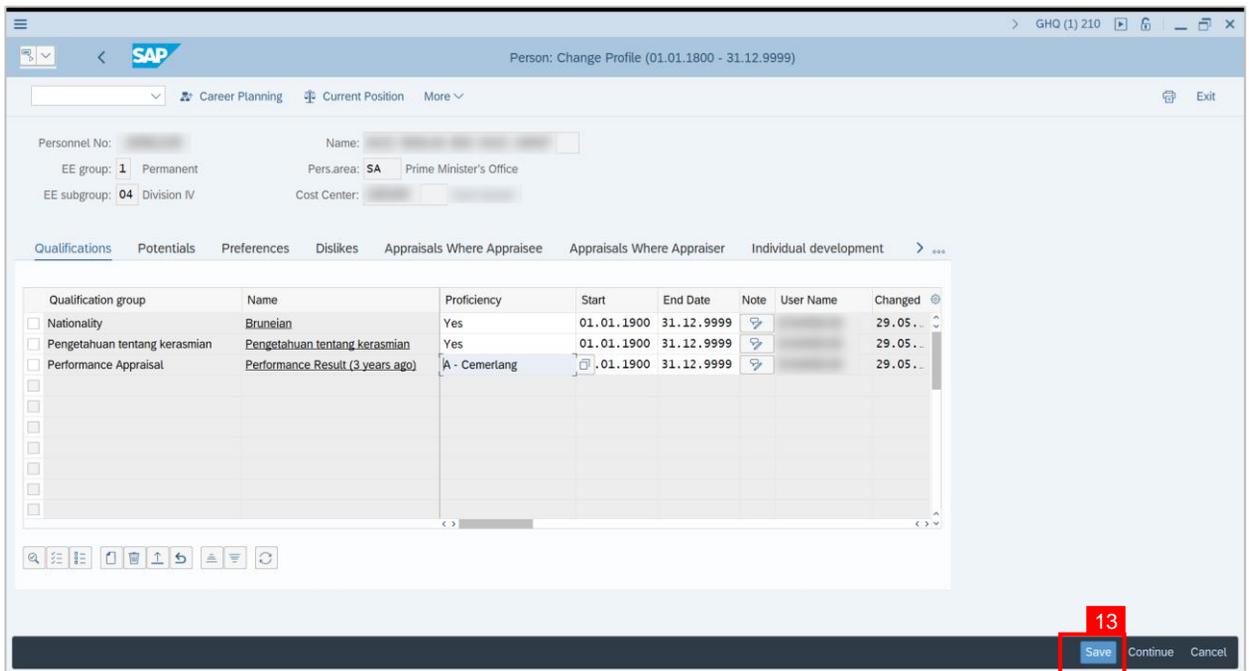
**Outcome:** Proficiency list of the specific Qualification will be displayed

11. Click on a **Proficiency**.

12. Click on the **Continue**  **Icon**.



13. Click on **Save** button .



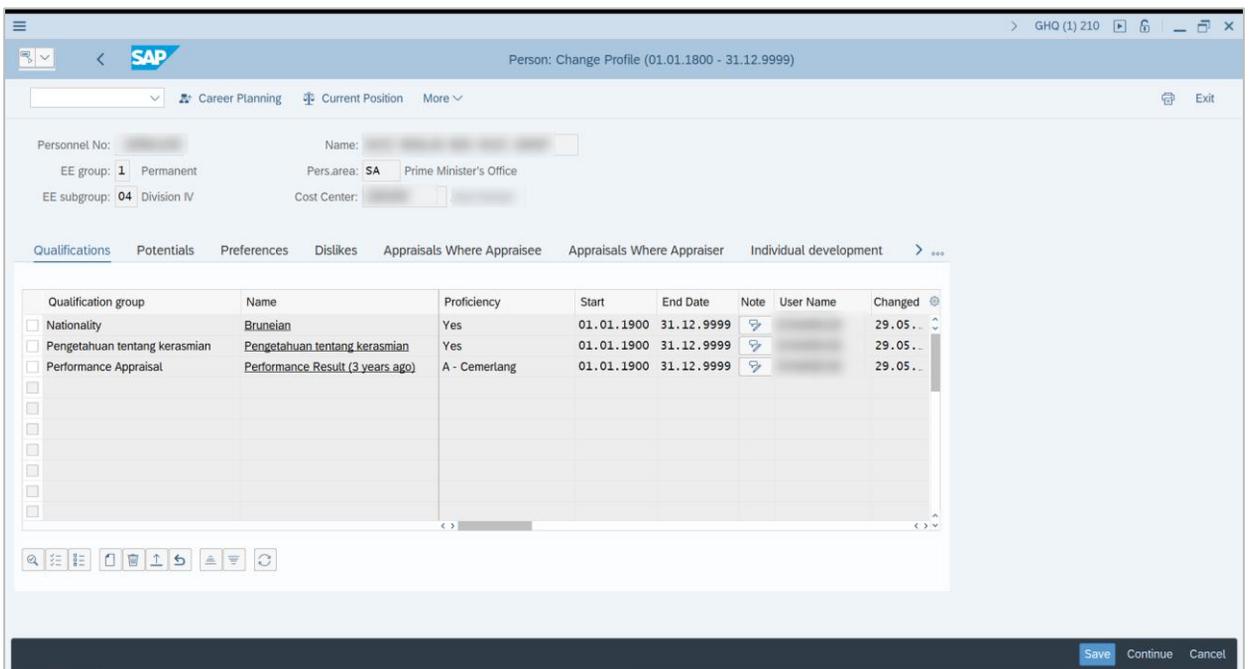
Personnel No: [redacted] Name: [redacted]  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

13 Save Continue Cancel

**Outcome:** Person qualifications has been saved.



Personnel No: [redacted] Name: [redacted]  
EE group: 1 Permanent Pers.area: SA Prime Minister's Office  
EE subgroup: 04 Division IV Cost Center: [redacted]

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual development > ...

Qualification group	Name	Proficiency	Start	End Date	Note	User Name	Changed
<input type="checkbox"/> Nationality	Bruneian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian	Yes	01.01.1900	31.12.9999		[redacted]	29.05..
<input type="checkbox"/> Performance Appraisal	Performance Result (3 years ago)	A - Cemerlang	01.01.1900	31.12.9999		[redacted]	29.05..

Save Continue Cancel

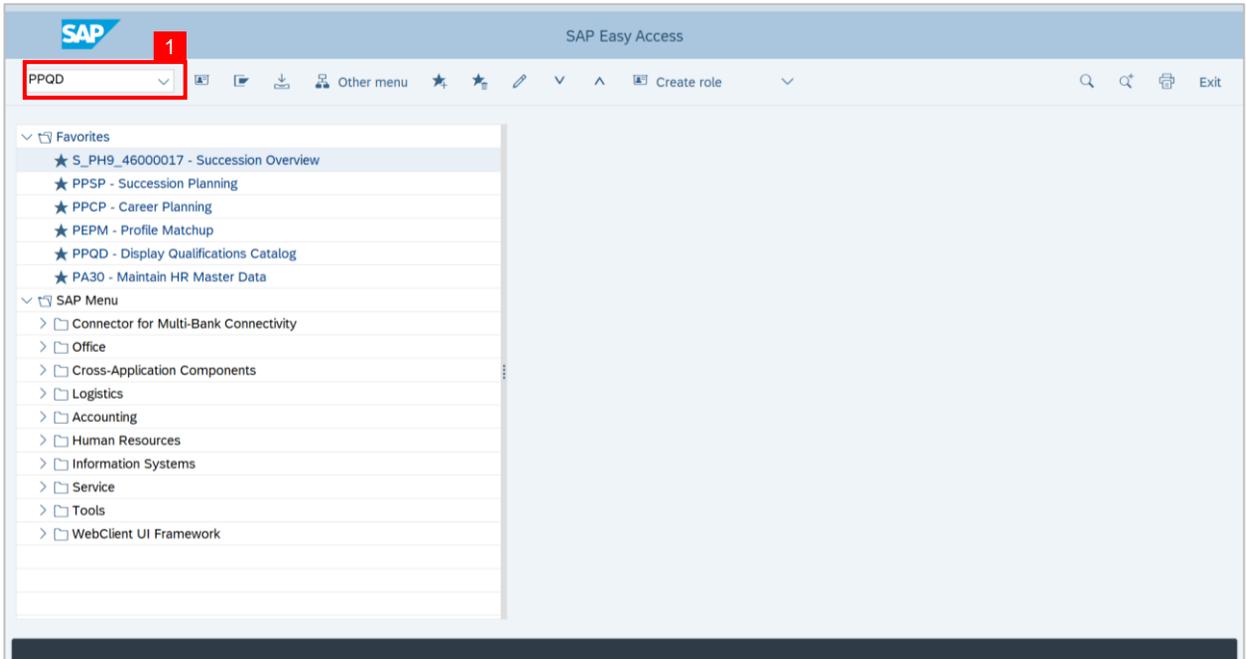
**VIEW QUALIFICATION  
CATALOG**

**Backend User**

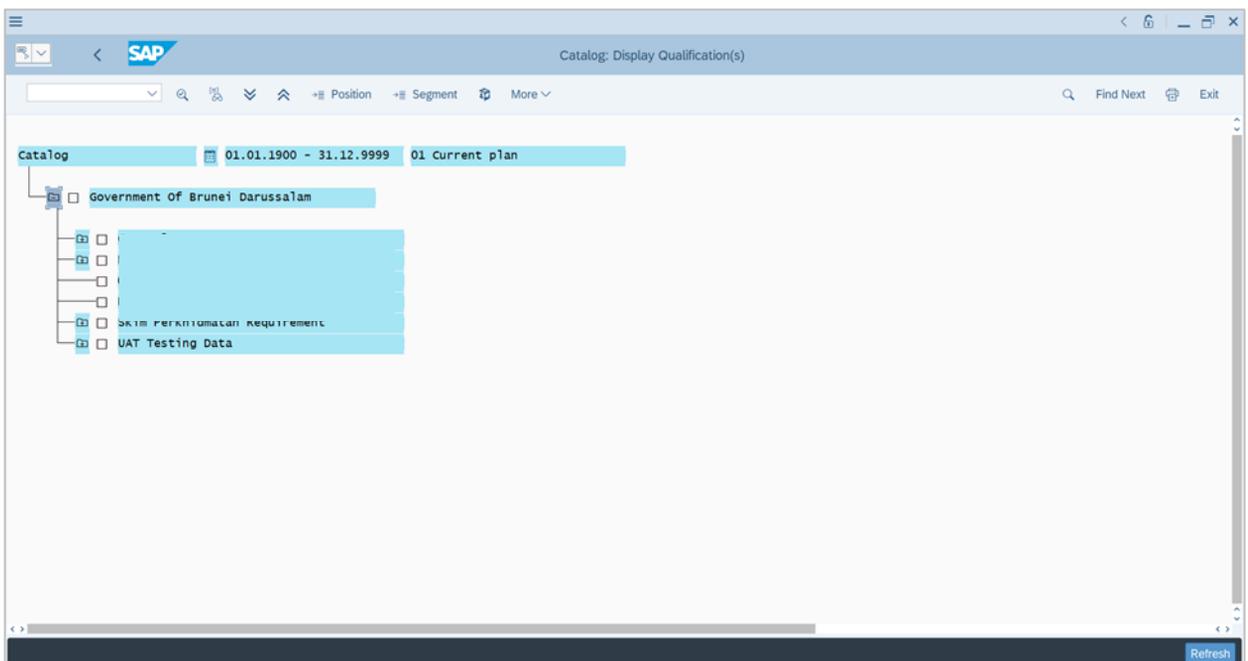
Department HR Development

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

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



**Outcome: Catalog: Display Qualification(s)** will be displayed. Users may click on the dropdown icon beside the qualification group to view the qualifications.



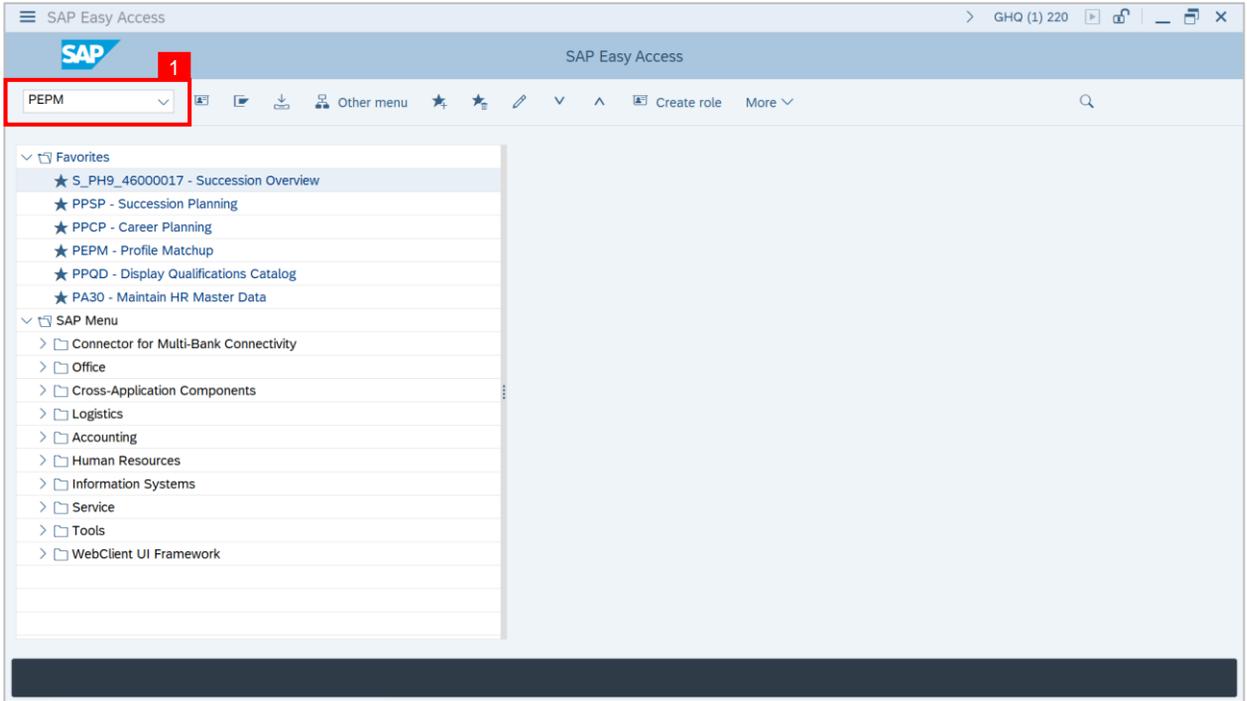
**GENERATE PROFILE  
MATCHUP REPORT**

**Backend User**

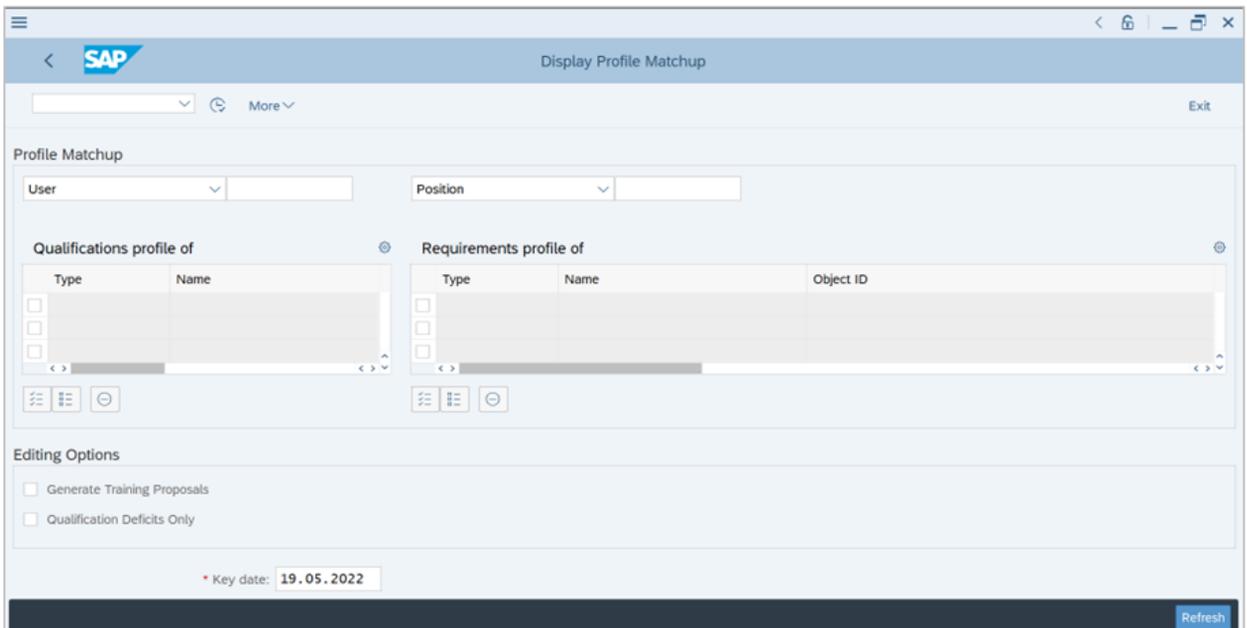
Department HR Development

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

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

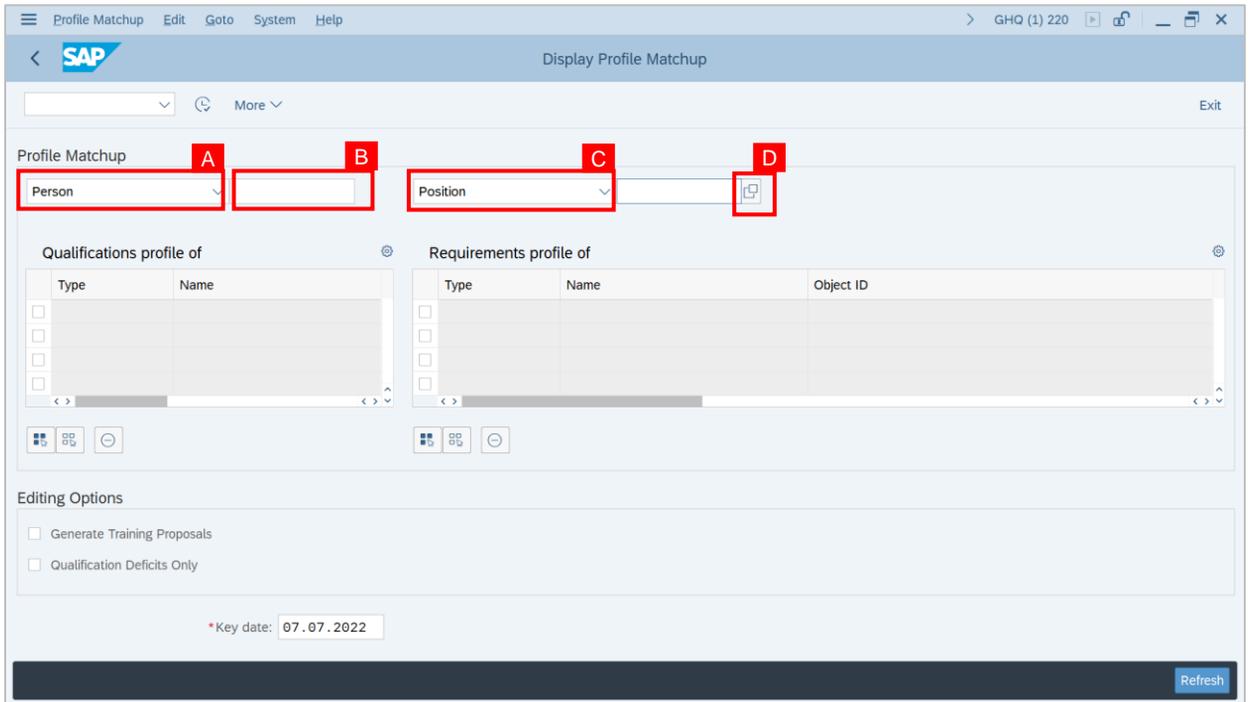


**Outcome: Display Profile Matchup Page** will be displayed.



**Note:** Navigate to **Profile Matchup**.

- A. Select the option **Person** from the dropdown.
- B. Click on the **Textbox** and enter the **assigned personnel number** in the **data sheet**, then press **Enter** on the keyboard.
- C. Select the option **Position** from the dropdown
- D. Click on the **Search Term** Icon.



Profile Matchup

Person

Position

Qualifications profile of

Type	Name

Requirements profile of

Type	Name	Object ID

Editing Options

Generate Training Proposals

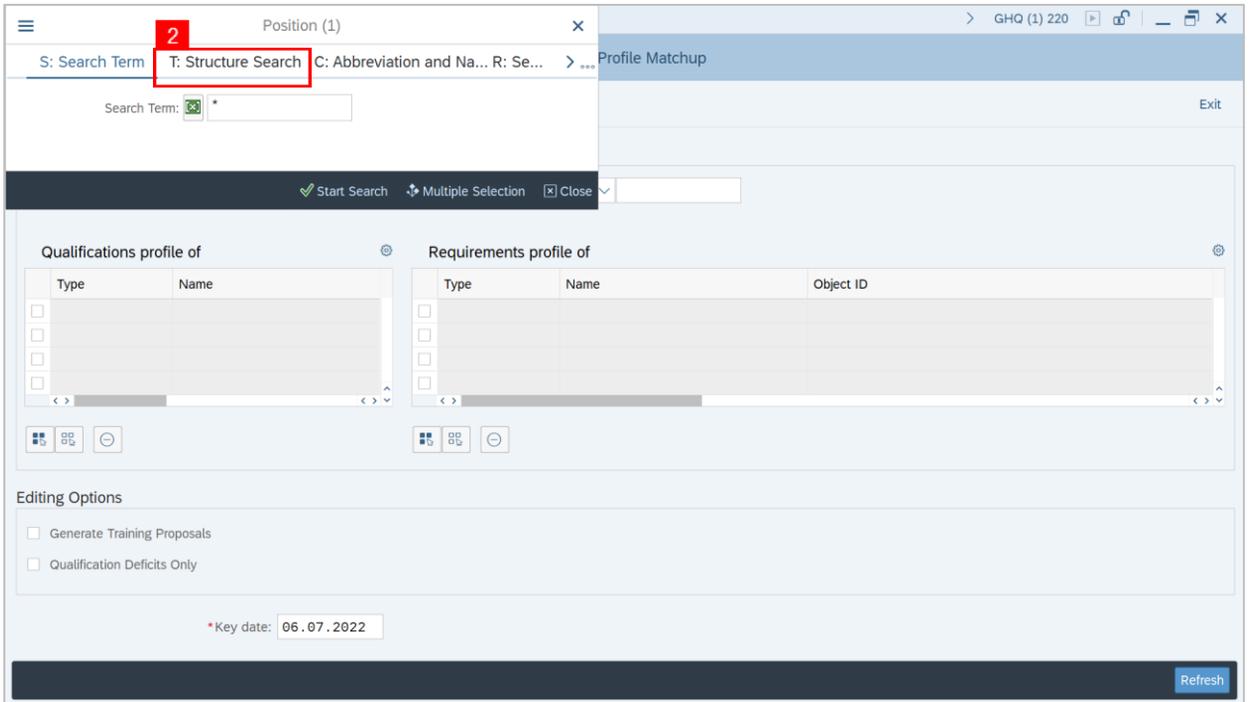
Qualification Deficits Only

\*Key date: 07.07.2022

Refresh

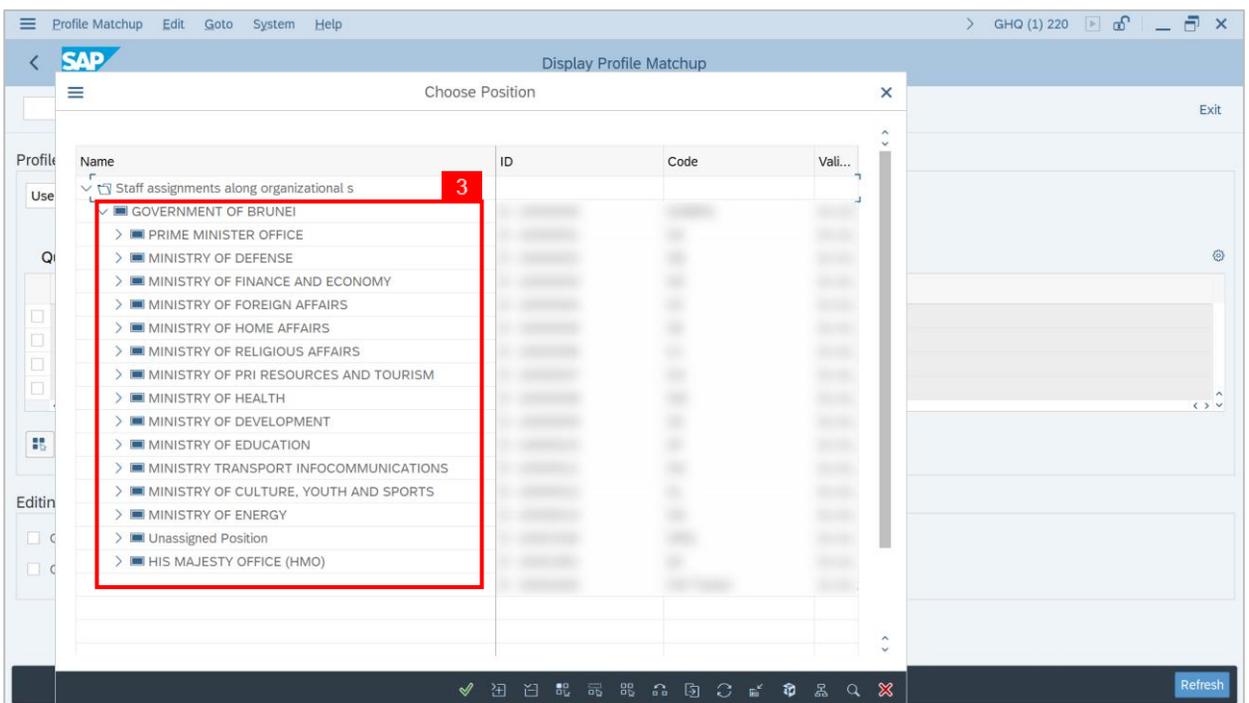
**Outcome:** Search window will be displayed.

2. Click on the **T: Structure Search** tab.



**Outcome:** Choose Position Page will be displayed.

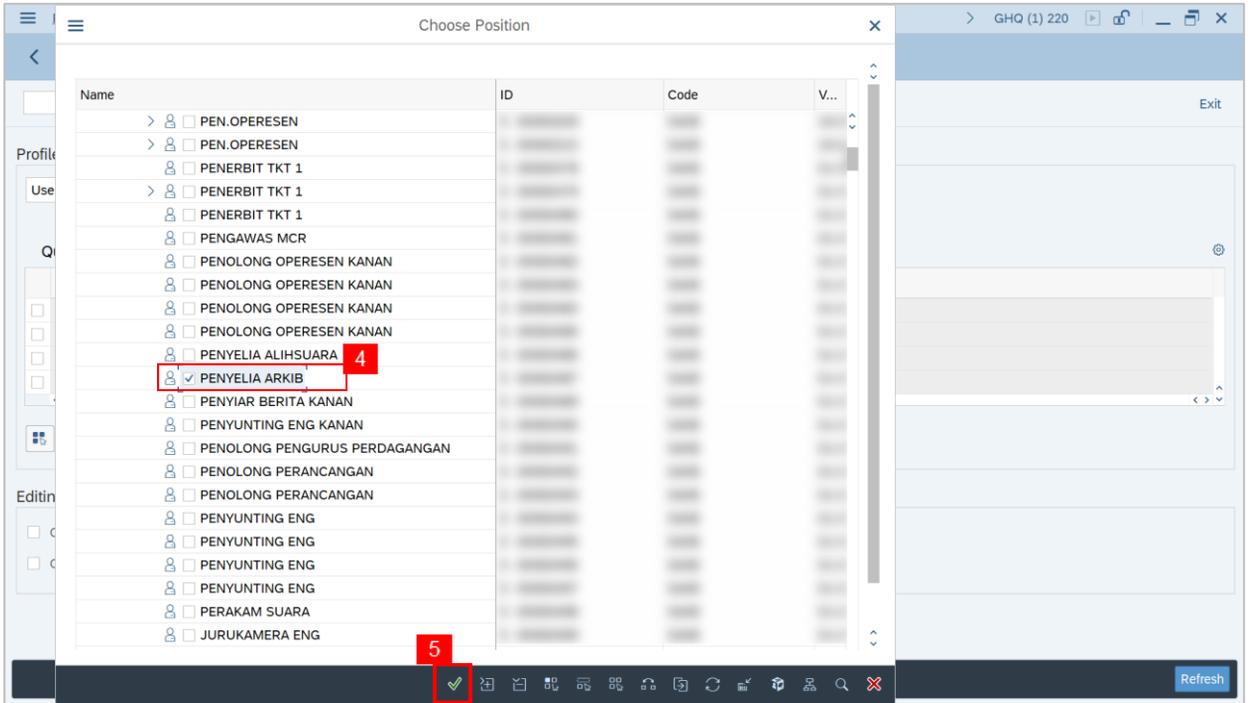
3. Select a **Position** under **GOVERNMENT OF BRUNEI**.



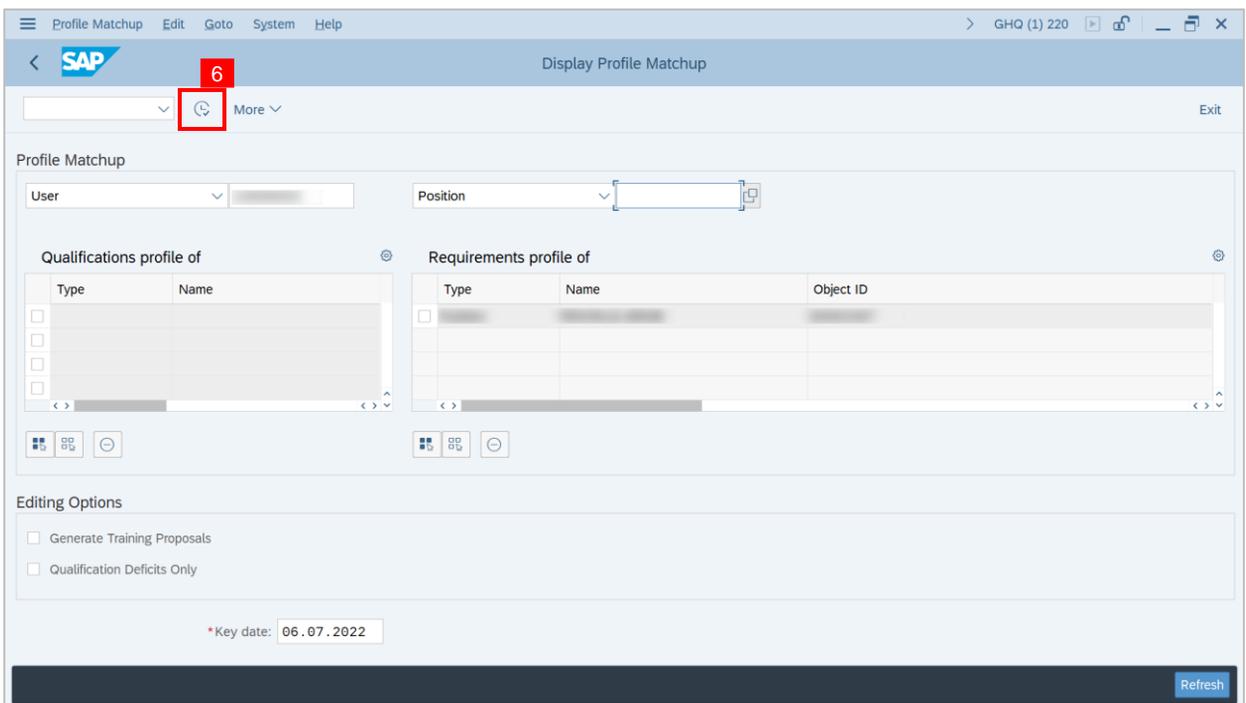
**Outcome:** A view page of Positions will be displayed.

4: Select the **Position** by clicking on the **checkbox** beside the position.

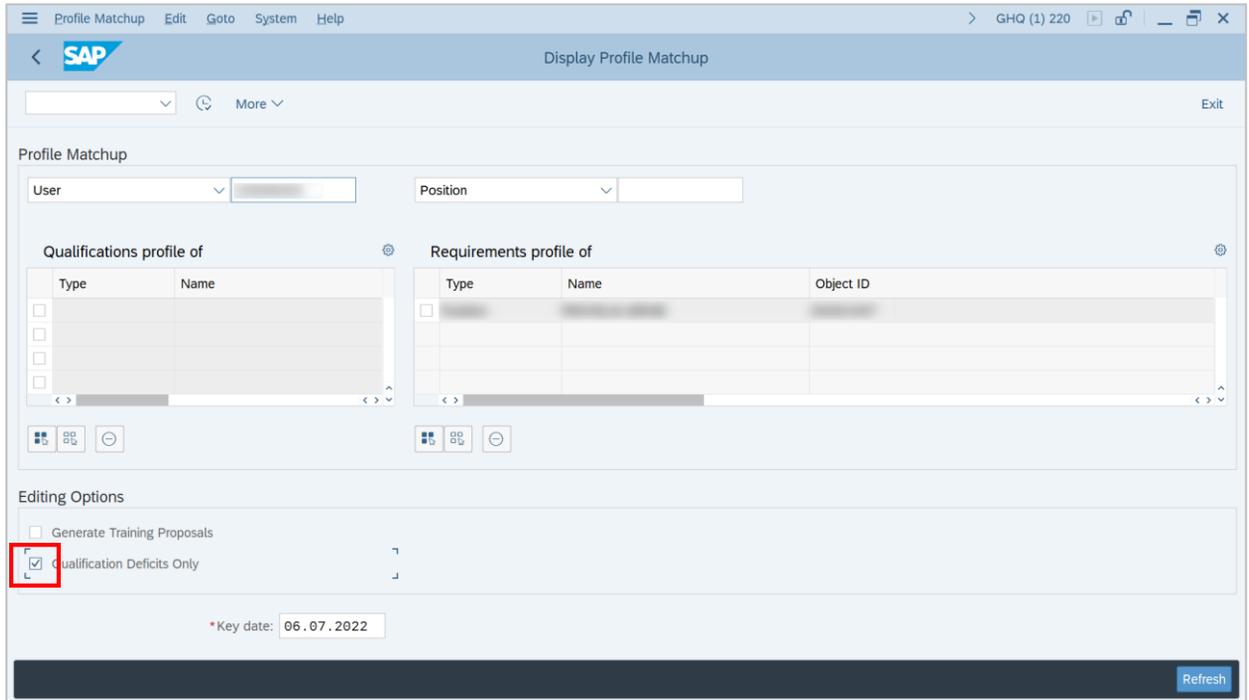
5: Click on the **Continue**  Icon.



6. Click on the **Execute**  Icon to generate the **Profile Matchup** report.



**Additional:** Navigate to **Editing Options** and click on the **Qualification Deficits Only** checkbox to generate a **Profile Matchup** report with deficits qualification only.



The screenshot shows the SAP Profile Matchup interface. At the top, there is a navigation bar with 'Profile Matchup', 'Edit', 'Goto', 'System', and 'Help'. The main title is 'Display Profile Matchup'. Below this, there are input fields for 'User' and 'Position'. The interface is divided into two main sections: 'Qualifications profile of' and 'Requirements profile of', each with a table for selection. The 'Qualifications profile of' table has columns for 'Type' and 'Name'. The 'Requirements profile of' table has columns for 'Type', 'Name', and 'Object ID'. Below these tables is the 'Editing Options' section, which contains two checkboxes: 'Generate Training Proposals' (unchecked) and 'Qualification Deficits Only' (checked). The 'Qualification Deficits Only' checkbox is highlighted with a red box. At the bottom, there is a 'Key date' field with the value '06.07.2022' and a 'Refresh' button.

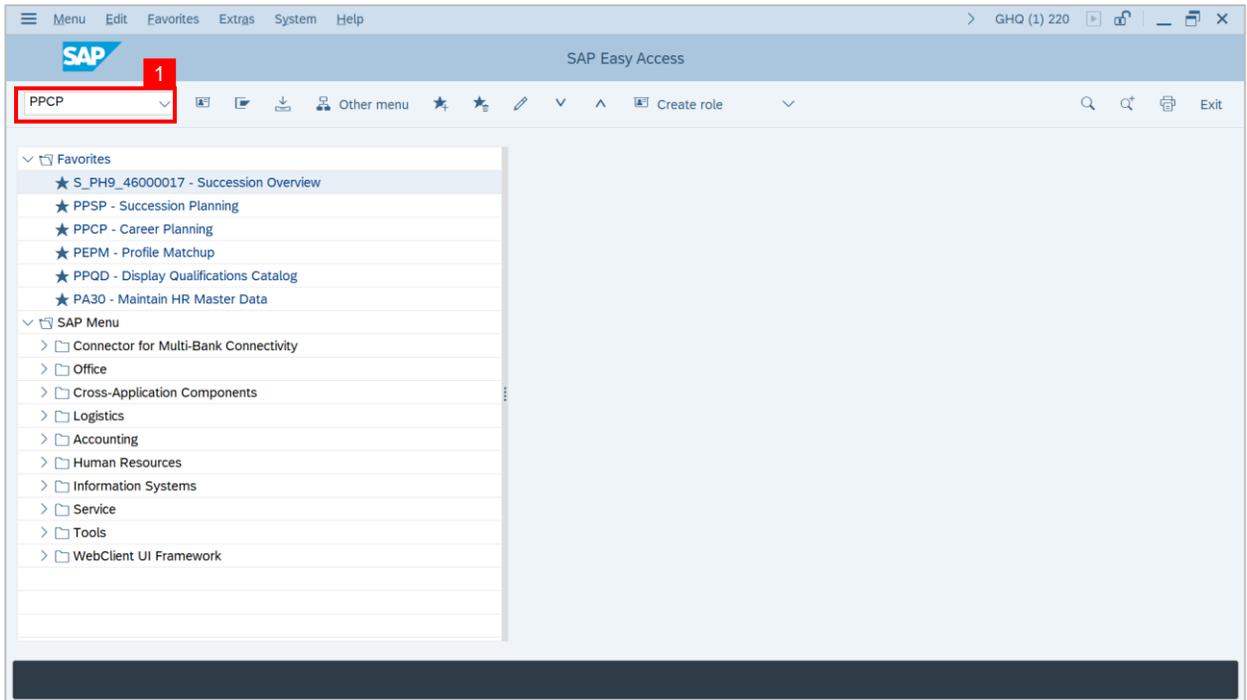
**GENERATE CAREER  
PLANNING REPORT**

**Backend User**

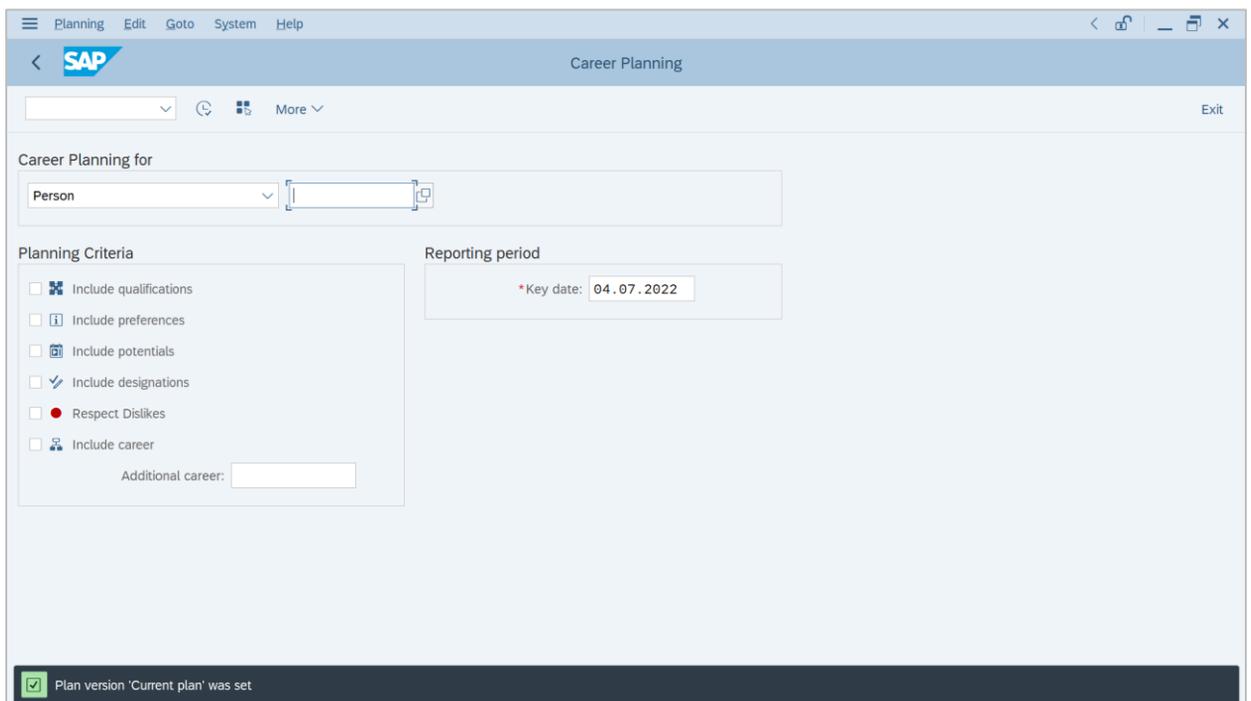
Department HR Development

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

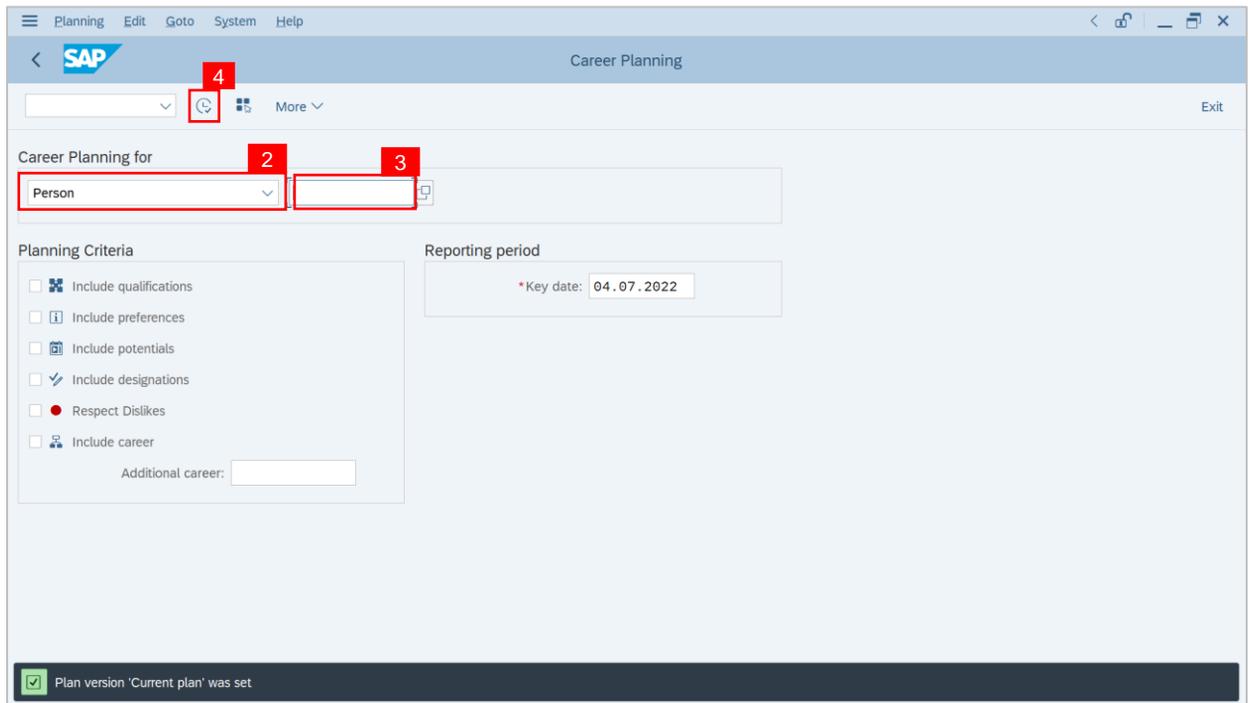
1. Enter **PPCP** in the search bar.



**Outcome: Career Planning Page will be displayed.**

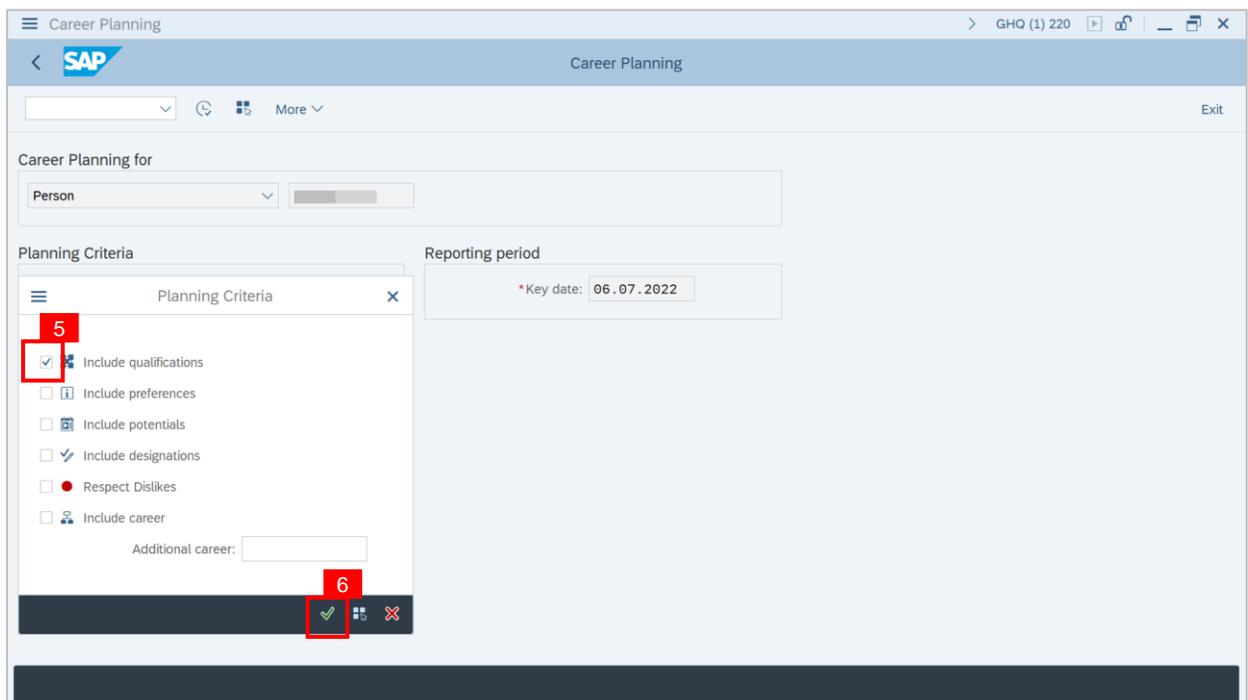


2. Navigate to **Career Planning for**, then select option **Person** from the dropdown.
3. Click on the **Textbox** and enter the **assigned personnel number** in the **data sheet**, then press **Enter** on the keyboard.
4. Click on the **Clock Icon** to execute.



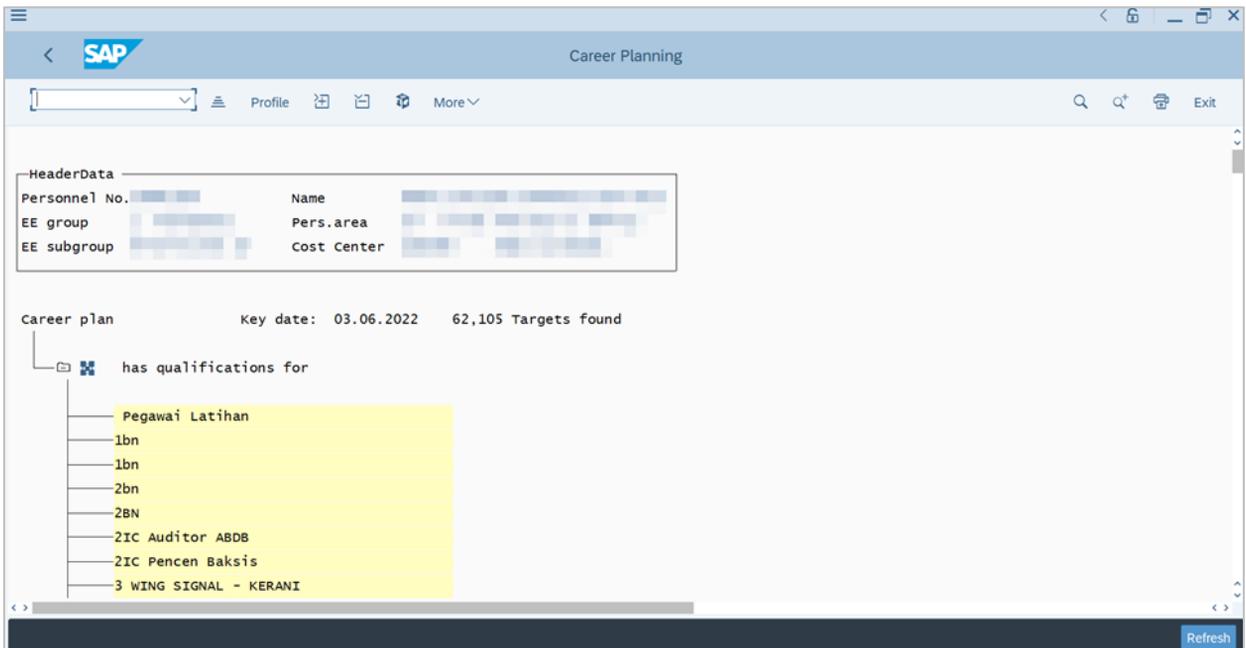
The screenshot shows the SAP Career Planning interface. The 'Career Planning for' dropdown is set to 'Person' (labeled 2). A text input field is empty (labeled 3). A clock icon is highlighted with a red box and the number 4. The 'Planning Criteria' section is visible with several checkboxes. The 'Reporting period' section shows a key date of 04.07.2022. A status bar at the bottom indicates 'Plan version 'Current plan' was set'.

5. Select the **planning Criteria** by **clicking** on the **checkbox** beside the criteria.
6. Click the **Tick icon**.



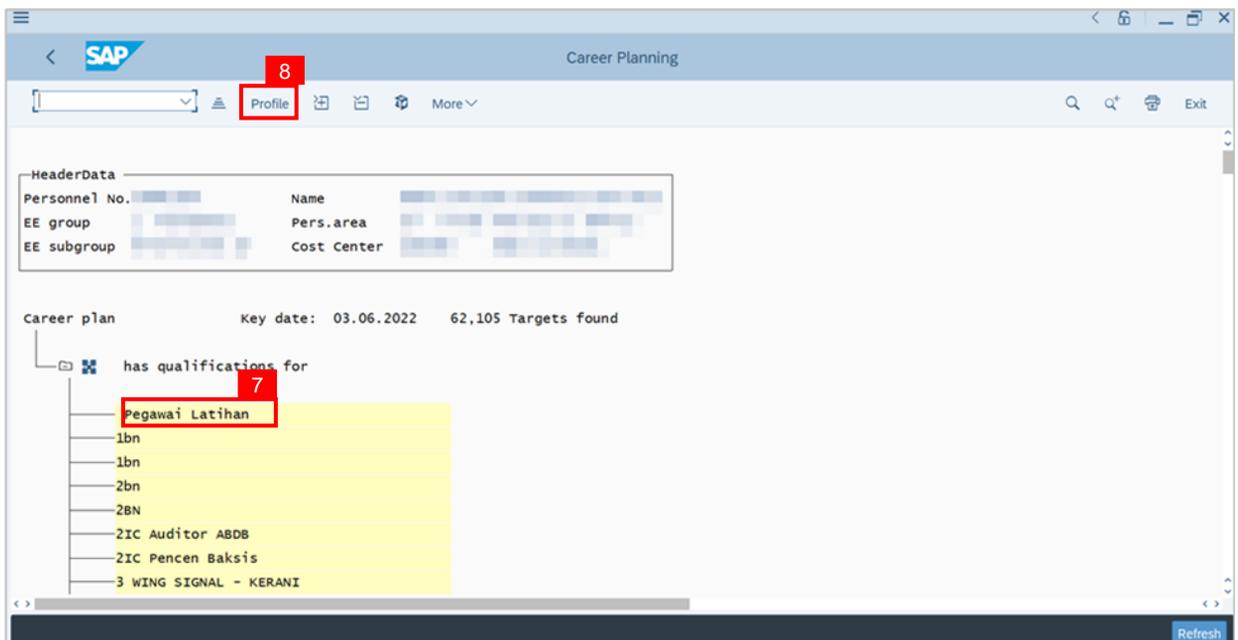
The screenshot shows the SAP Career Planning interface. The 'Career Planning for' dropdown is set to 'Person'. The 'Planning Criteria' dialog box is open, and the checkbox for 'Include qualifications' is checked (labeled 5). The 'Reporting period' section shows a key date of 06.07.2022. A tick icon is highlighted with a red box and the number 6. The status bar at the bottom is visible.

Outcome: Career Planning Page will be displayed.

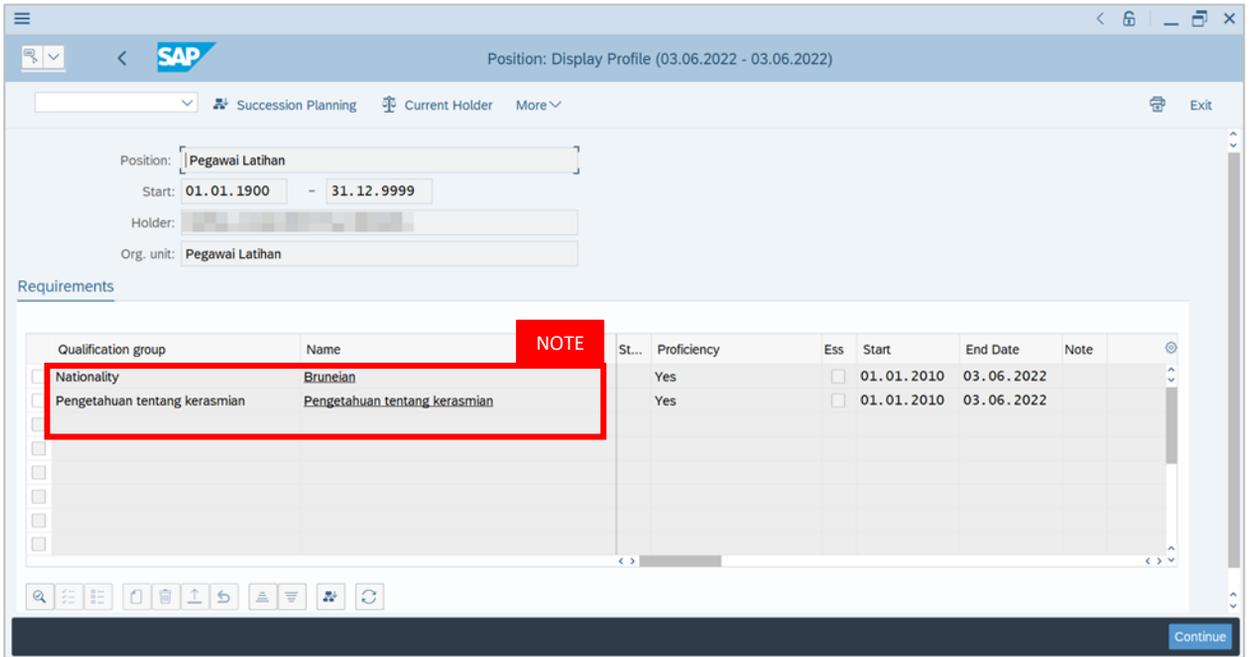


7. Select one of the Qualifications.

8. Click on the **Profile** button.



**Outcome: Position: Display Profile Page** will be displayed.



The screenshot shows the SAP Succession Planning 'Position: Display Profile' page for the position 'Pegawai Latihan'. The page includes fields for Position, Start date (01.01.1900 - 31.12.9999), Holder, and Org. unit (Pegawai Latihan). Below these fields is a 'Requirements' table with columns for Qualification group, Name, St..., Proficiency, Ess, Start, End Date, and Note. A red box highlights the first two rows of the table, and a red 'NOTE' label points to the 'Name' column.

Qualification group	Name	St...	Proficiency	Ess	Start	End Date	Note
Nationality	Bruneian		Yes	<input type="checkbox"/>	01.01.2010	03.06.2022	
Pengetahuan tentang kerasmian	Pengetahuan tentang kerasmian		Yes	<input type="checkbox"/>	01.01.2010	03.06.2022	

**Note:** User will be able to view qualification set to the position.

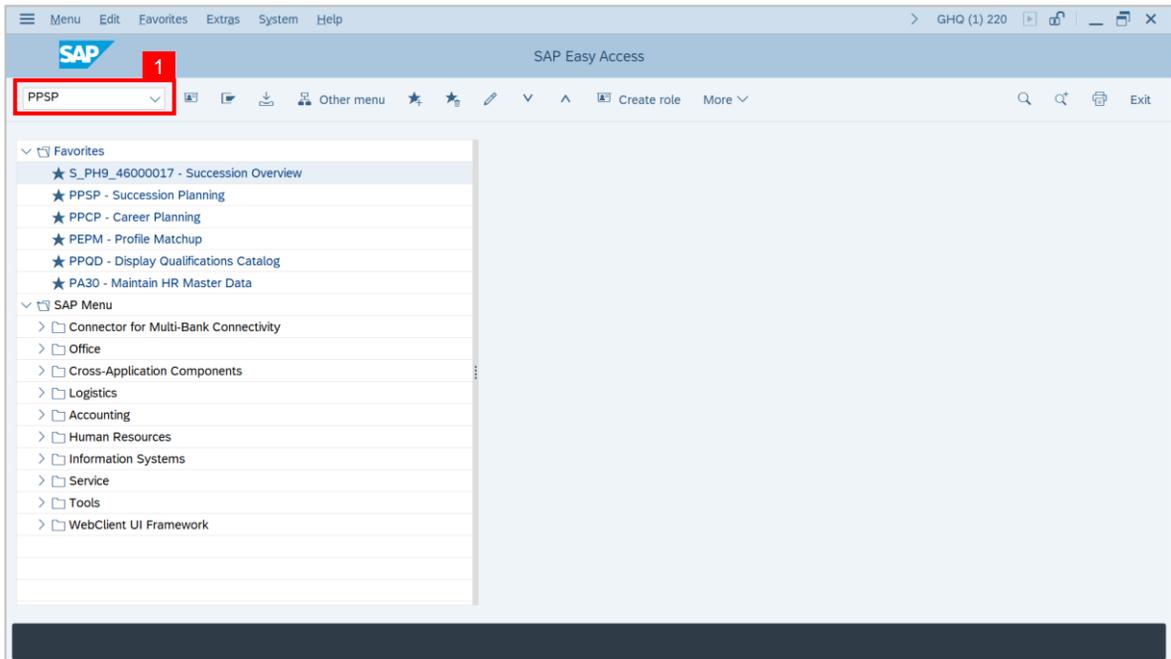
**GENERATE  
SUCCESSION  
PLANNING REPORT**

**Backend User**

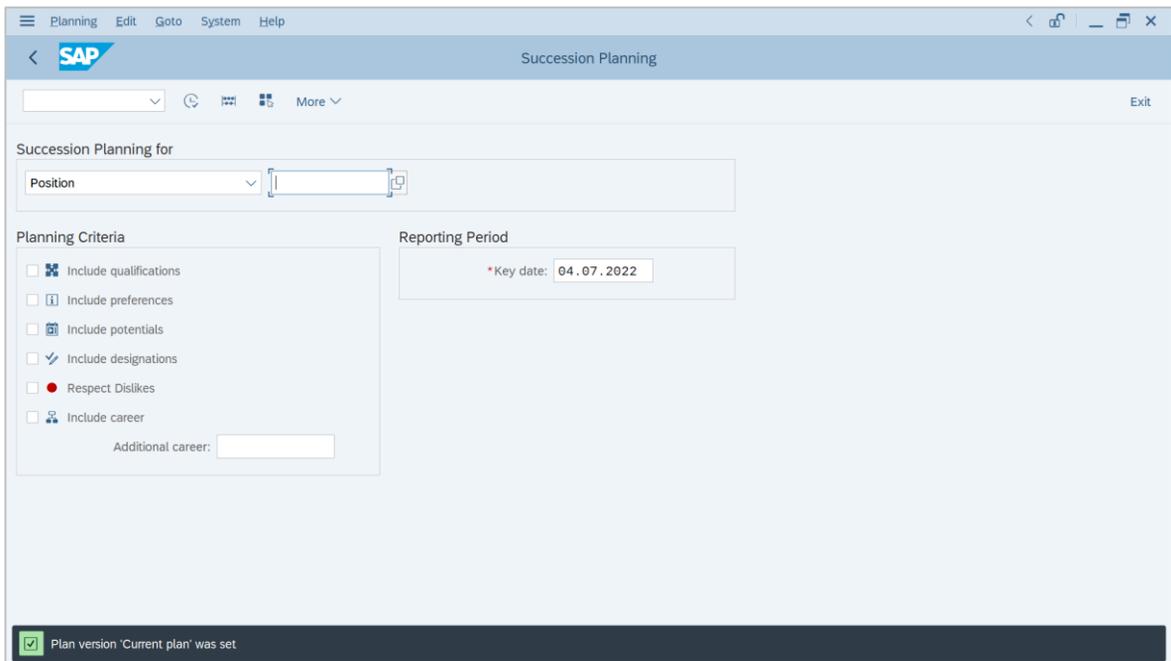
Department HR Development

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

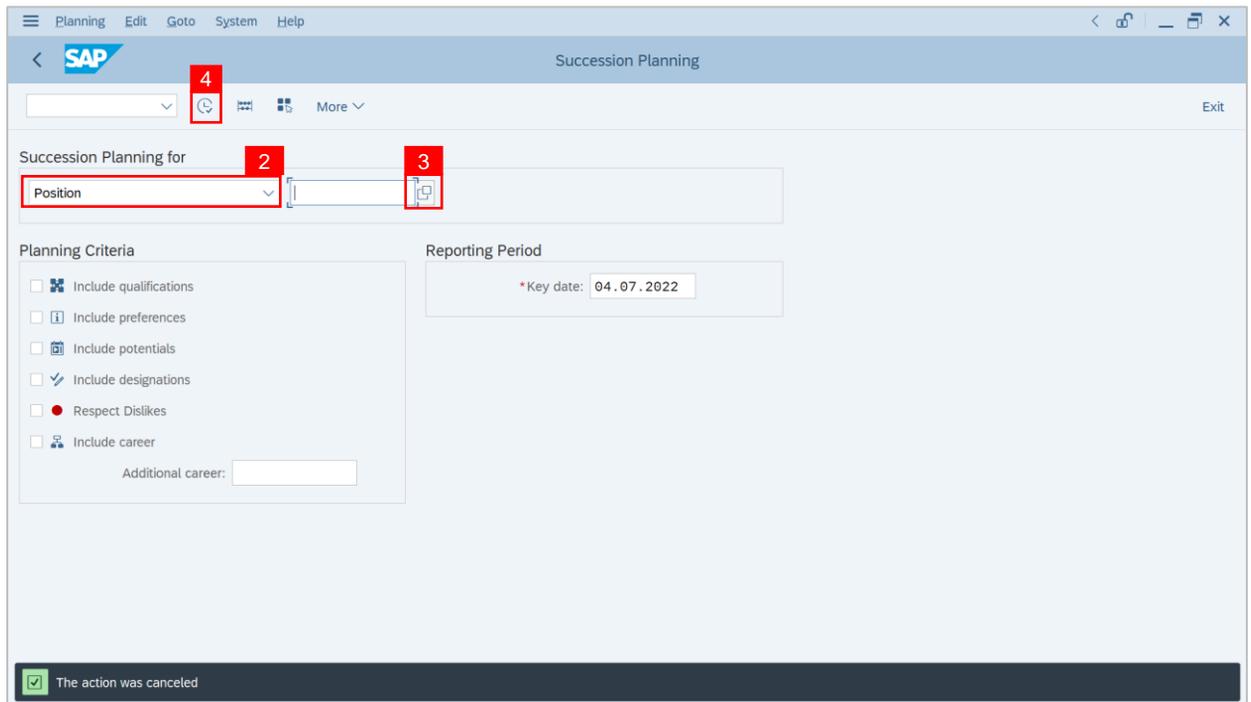
1. Enter **PPSP** in the search bar.



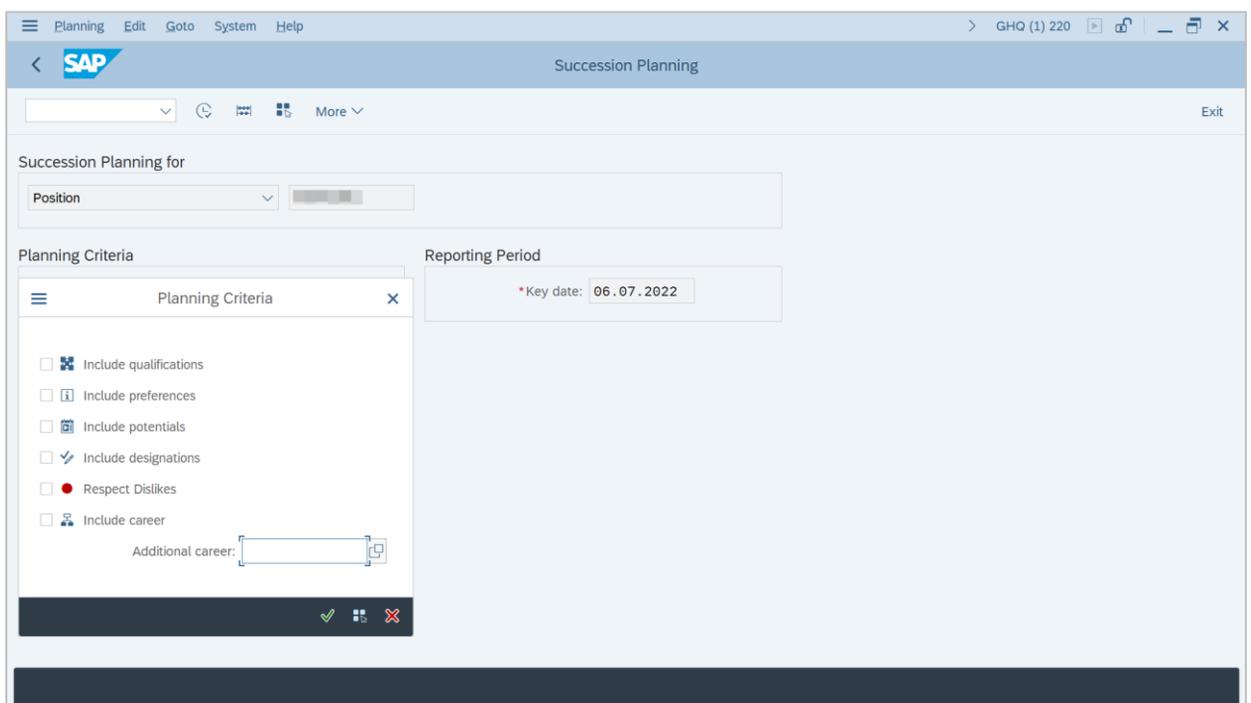
**Outcome: Succession Planning Page will be displayed.**



2. Navigate to **Succession Planning for** and select **Position**.
3. **Click** on the **icon** beside the textbox to choose the **Position**.
4. **Click** on the **Clock** Icon to execute.

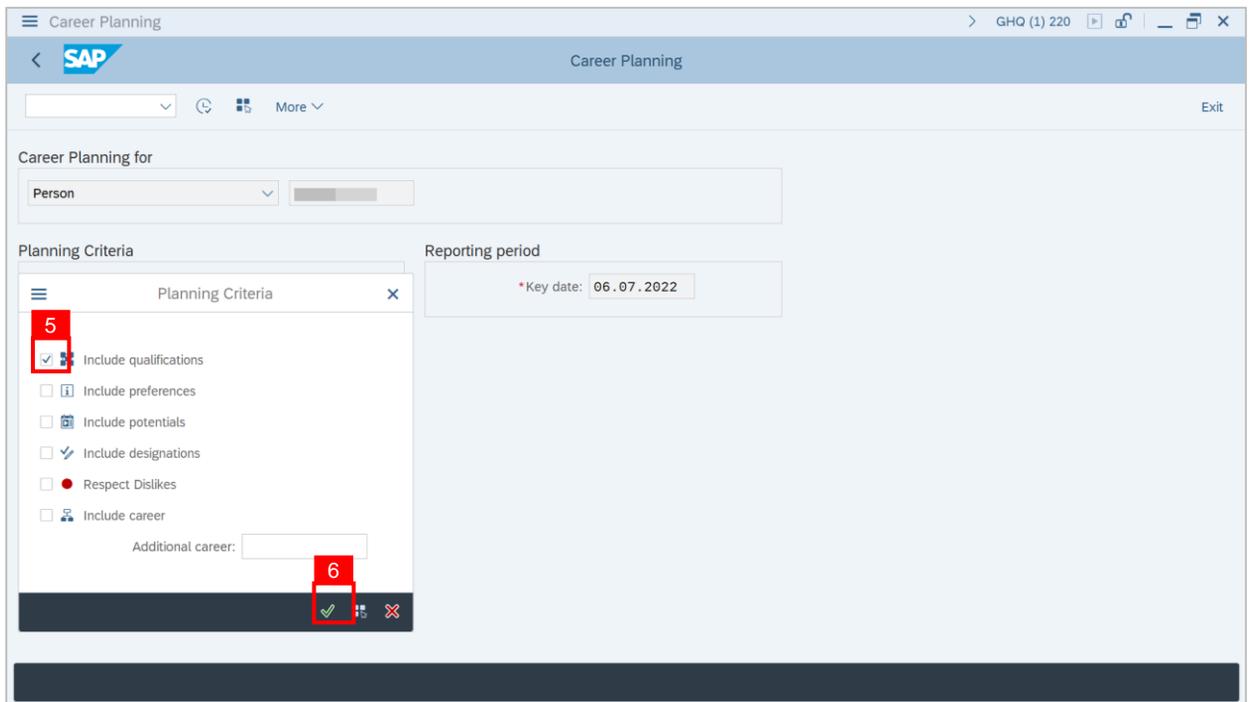


**Outcome: Succession Overview for Organization Unit will be displayed.**

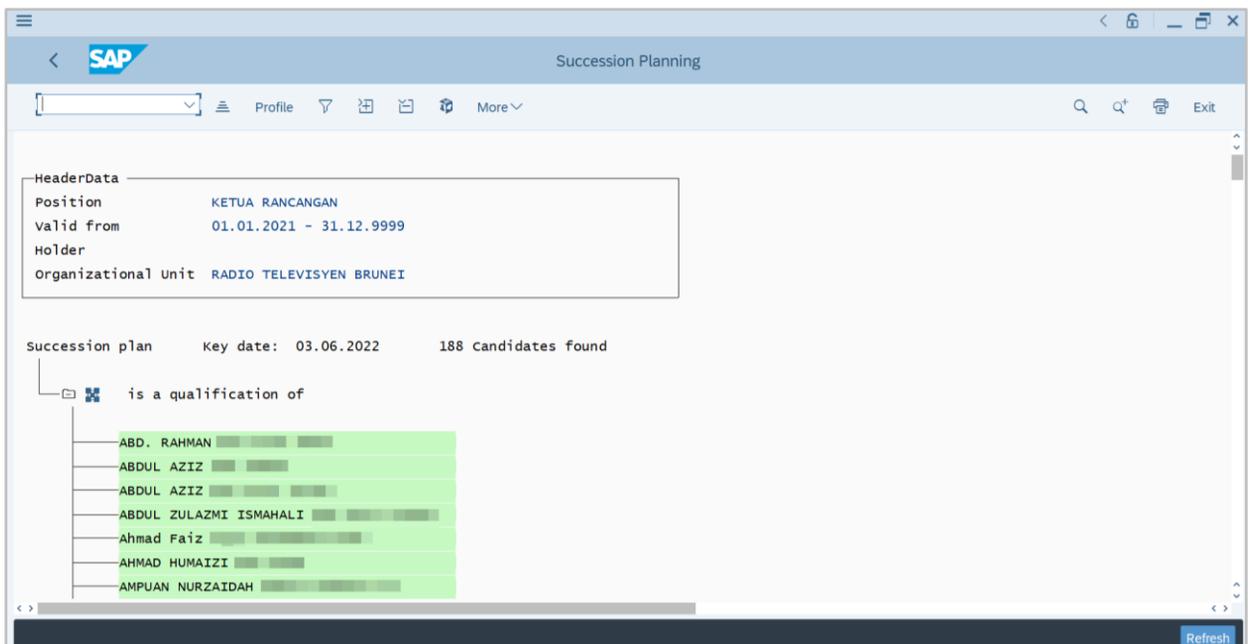


5. Select the **Planning Criteria** by **clicking** on the **checkbox** beside the criteria.

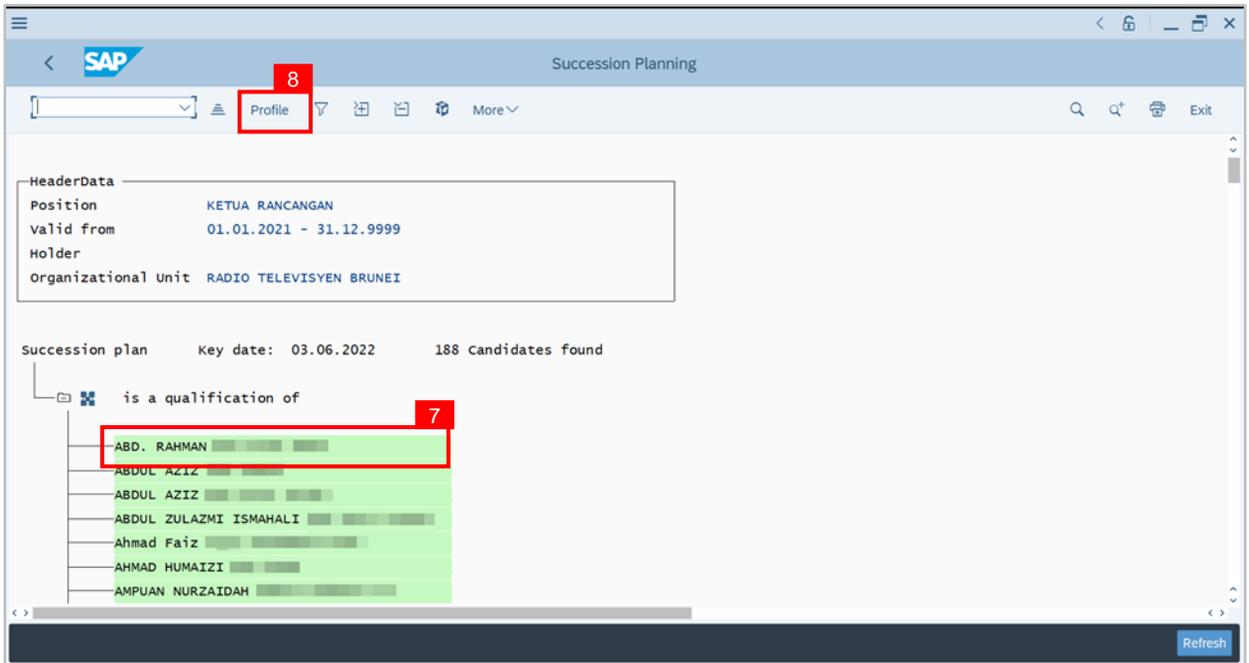
6. Click the **Tick icon**.



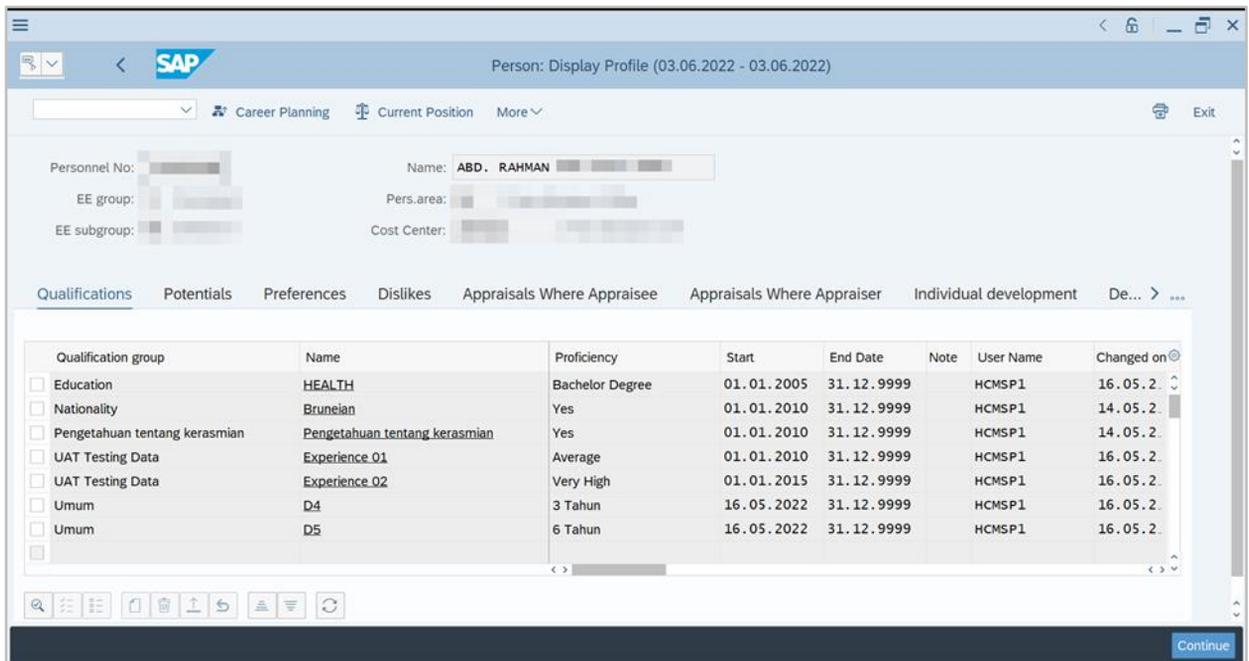
**Outcome: Ranking list of Candidate has been displayed.**



7. Select one of the **Personnel**.
8. Click on the **Profile** button.



**Outcome: Person: Display Profile Page** has been displayed.



**Note:** User can view employee's qualification.

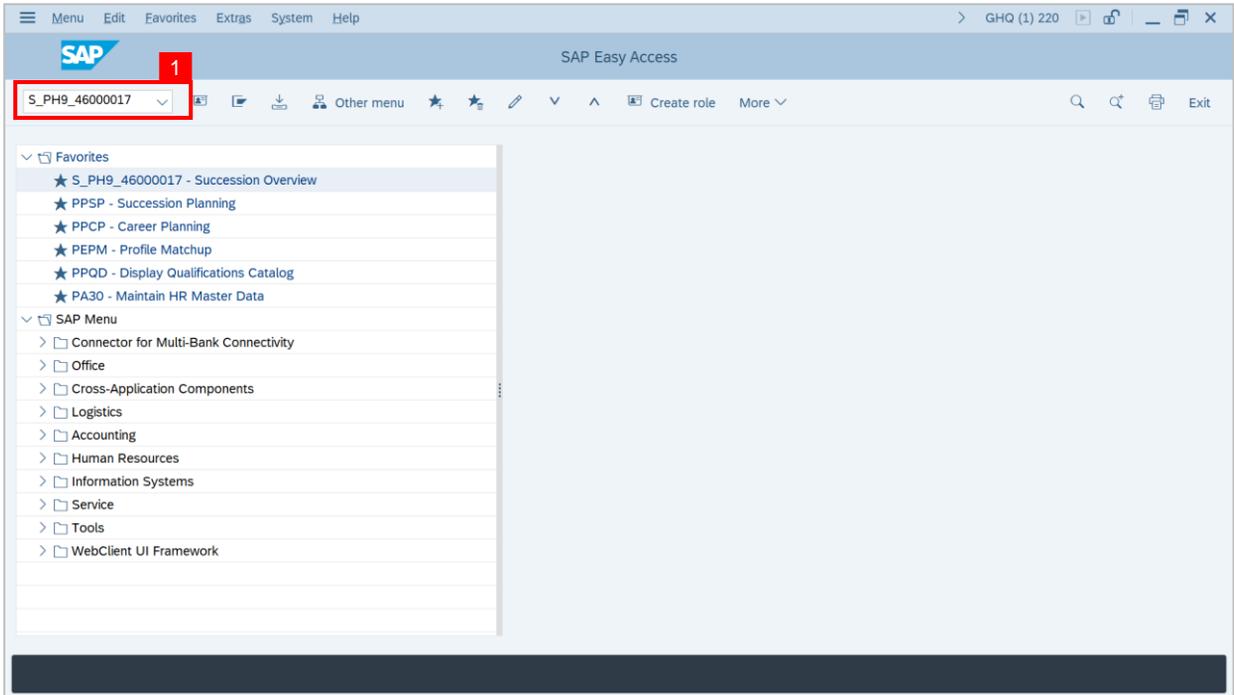
**GENERATE SUCCESSION OVERVIEW FOR AN ORG. UNIT REPORT**

**Backend User**

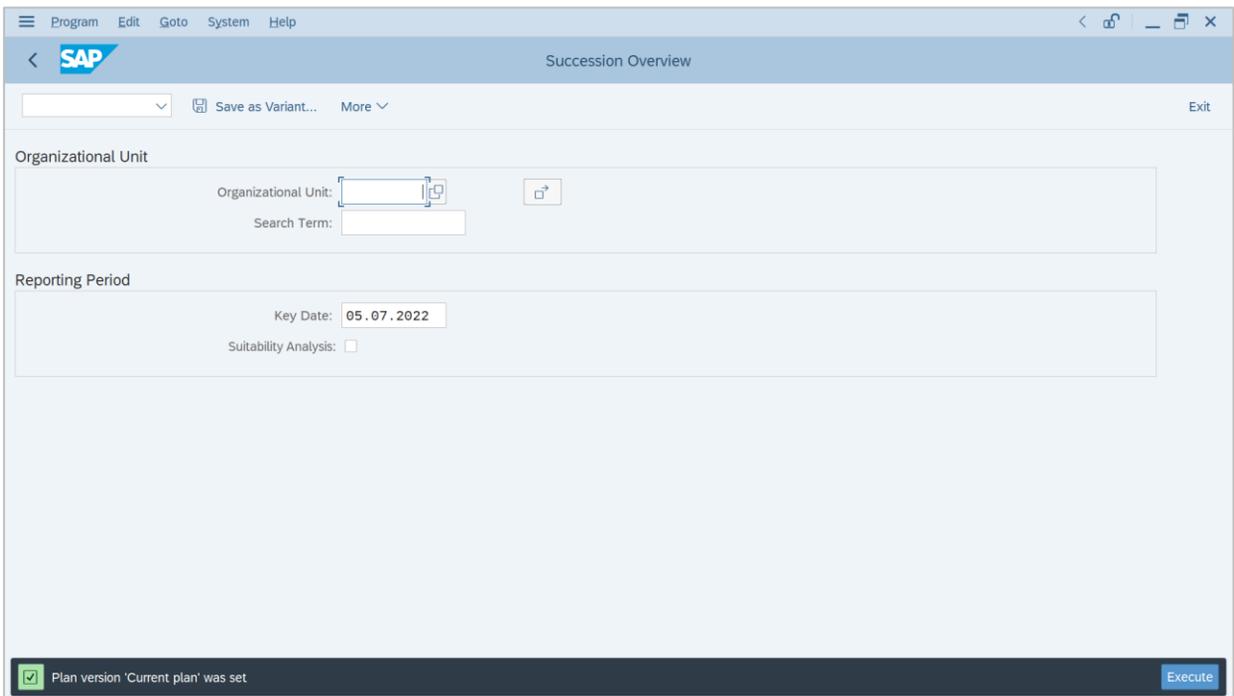
Department HR Development

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

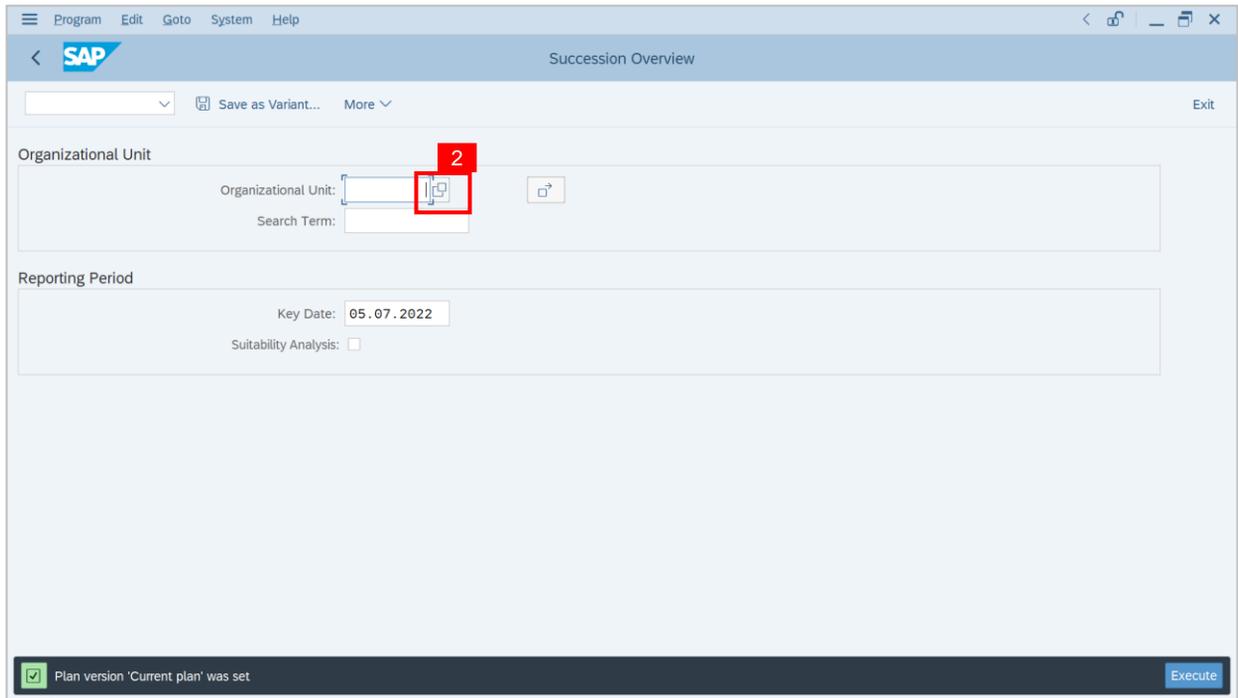
1. Enter **S\_PH9\_46000017** in the search bar.



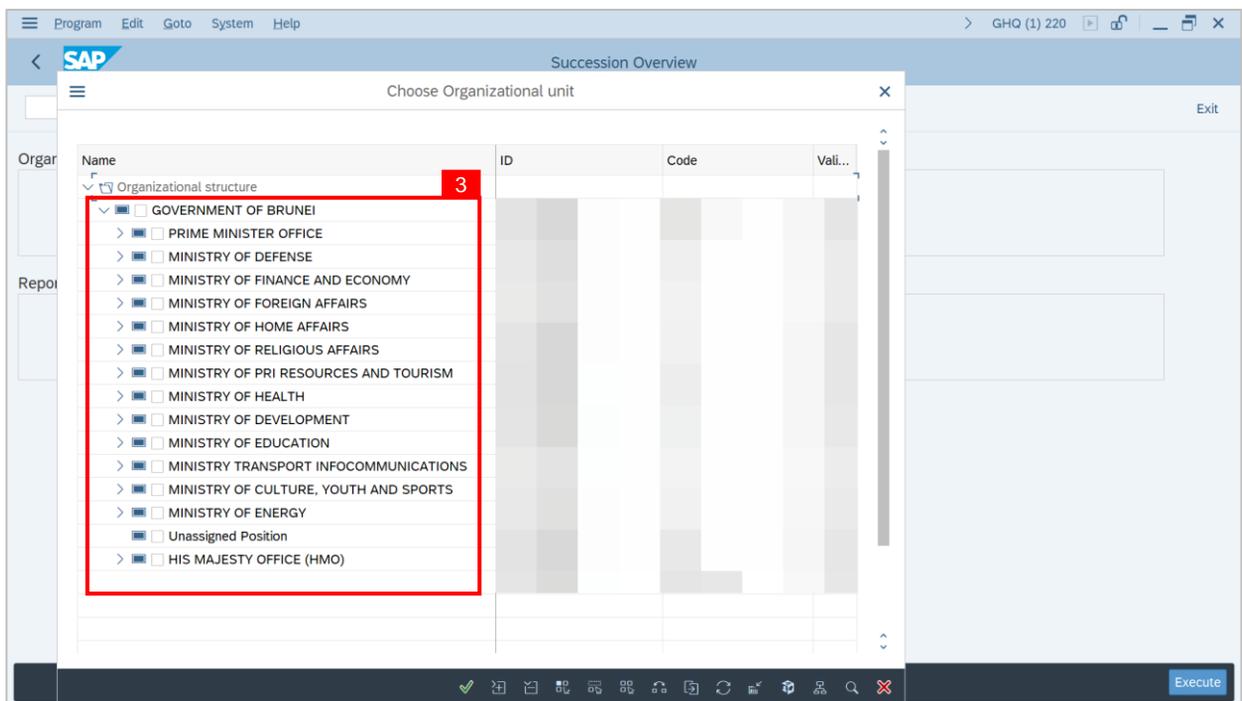
**Outcome: Succession Overview Page** will be displayed.



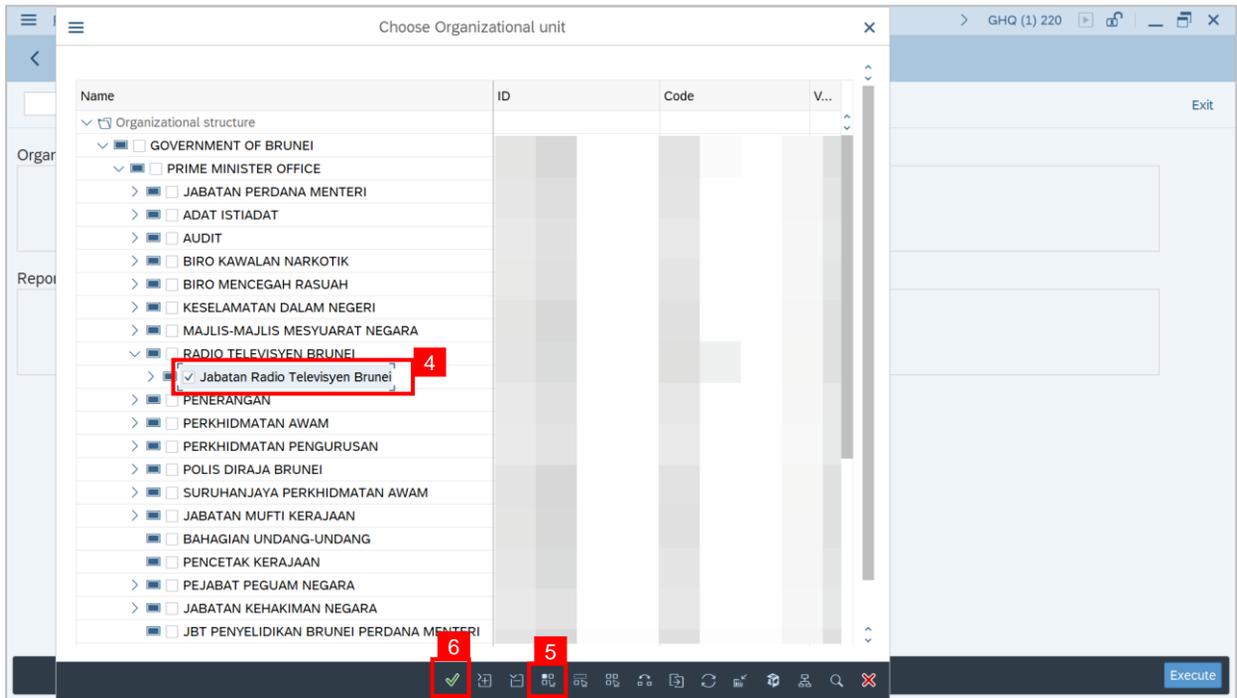
## 2. Click on the **Search Term Icon** for **Organisational Unit**.



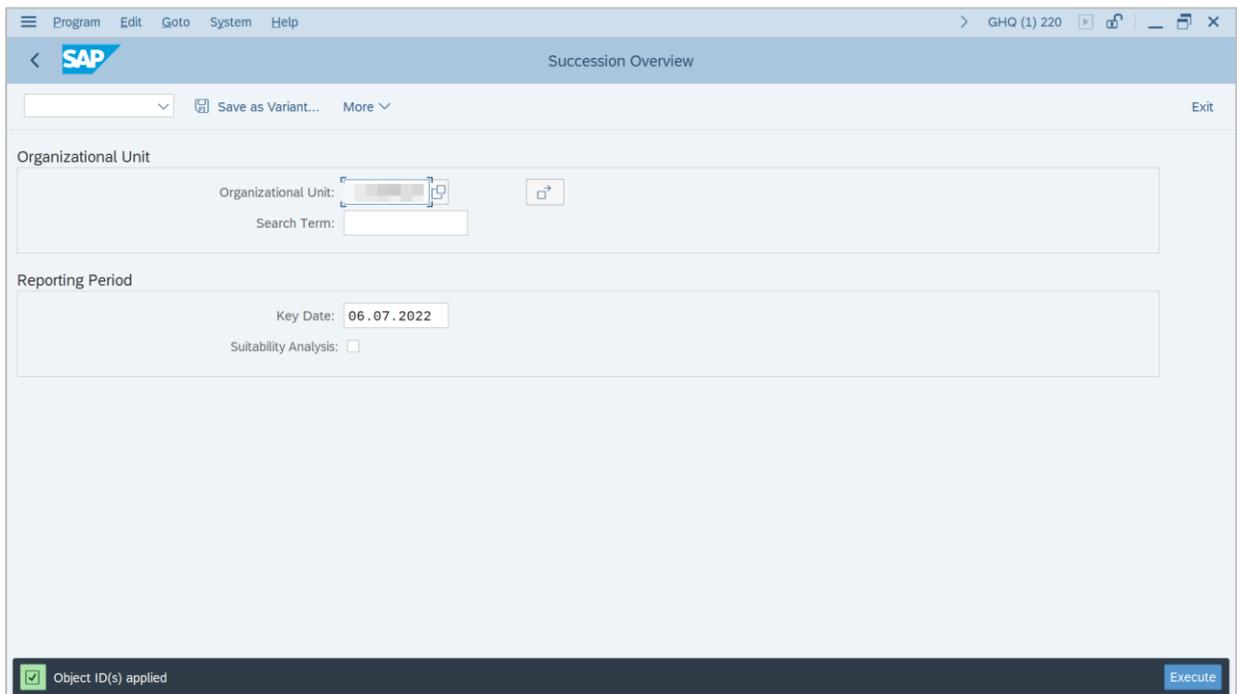
## 3. Select the **Organizational Unit** under **GOVERNMENT OF BRUNEI**.



4. Select the **Organizational Unit**.
5. Click on the **Select Subtree Icon**.
6. Click on the **Continue Icon**.

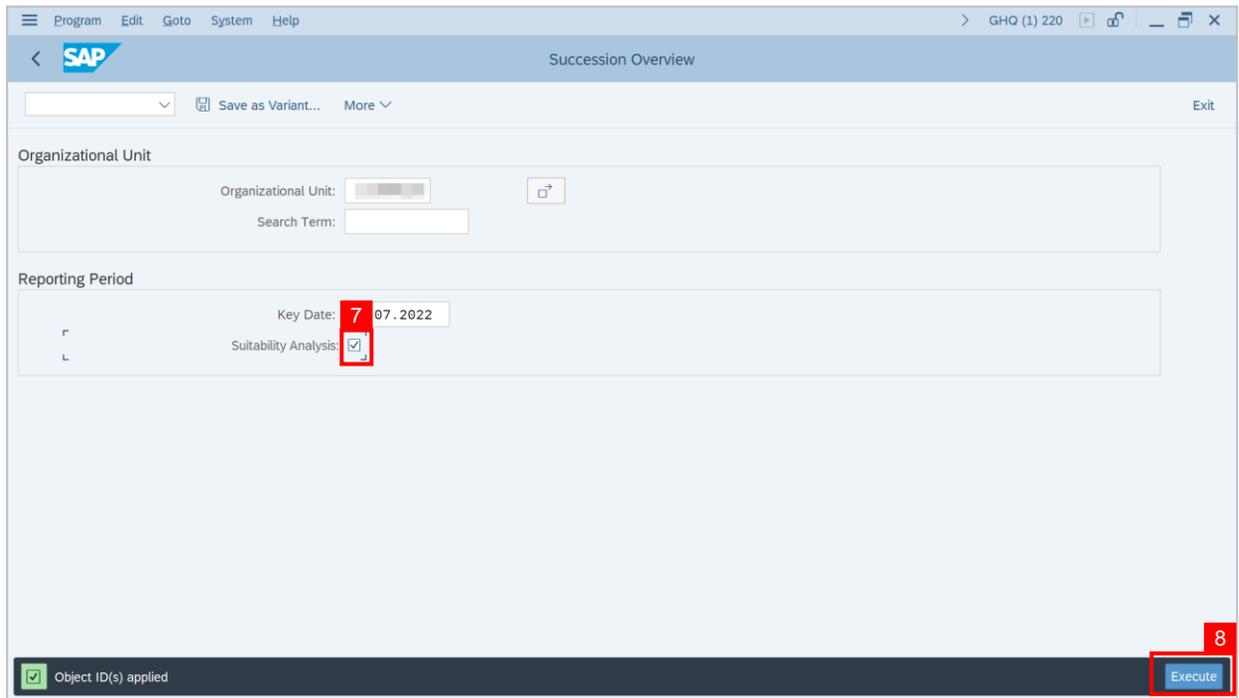


**Outcome: Succession Overview Page** will be displayed.



7. Navigate to **Reporting Period** and tick on the **Suitability Analysis** box.

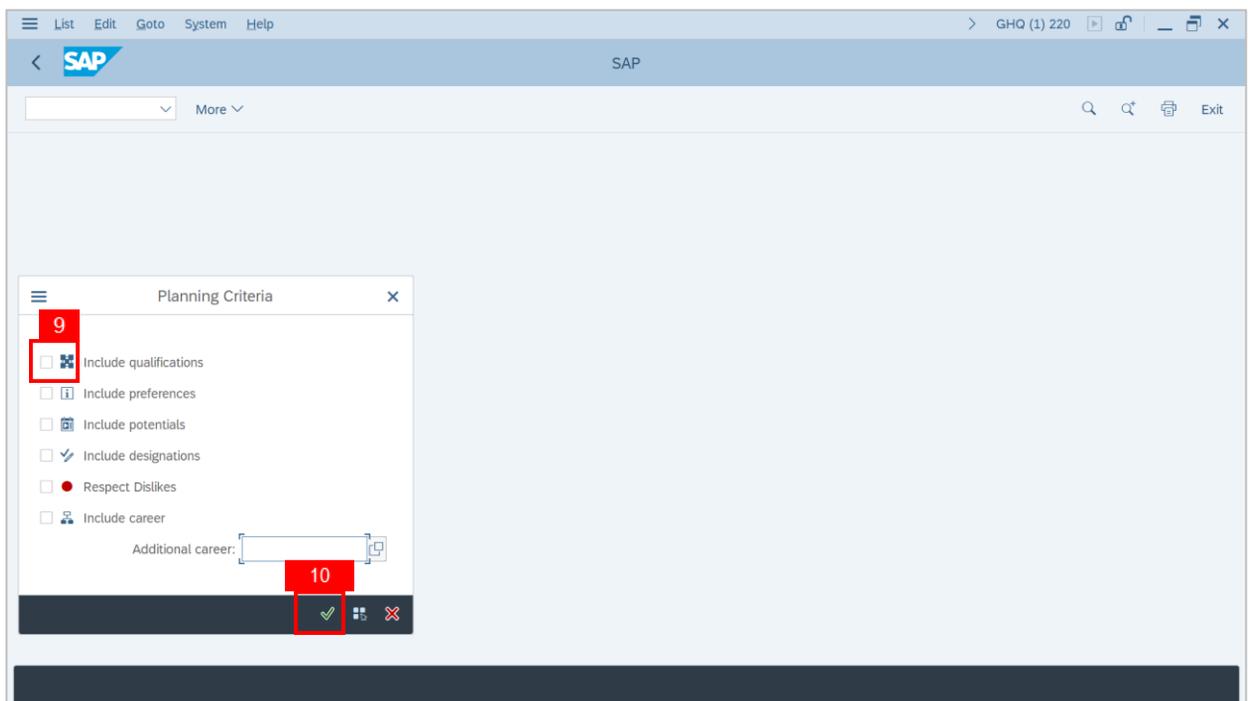
8. Click on the **Execute** button.



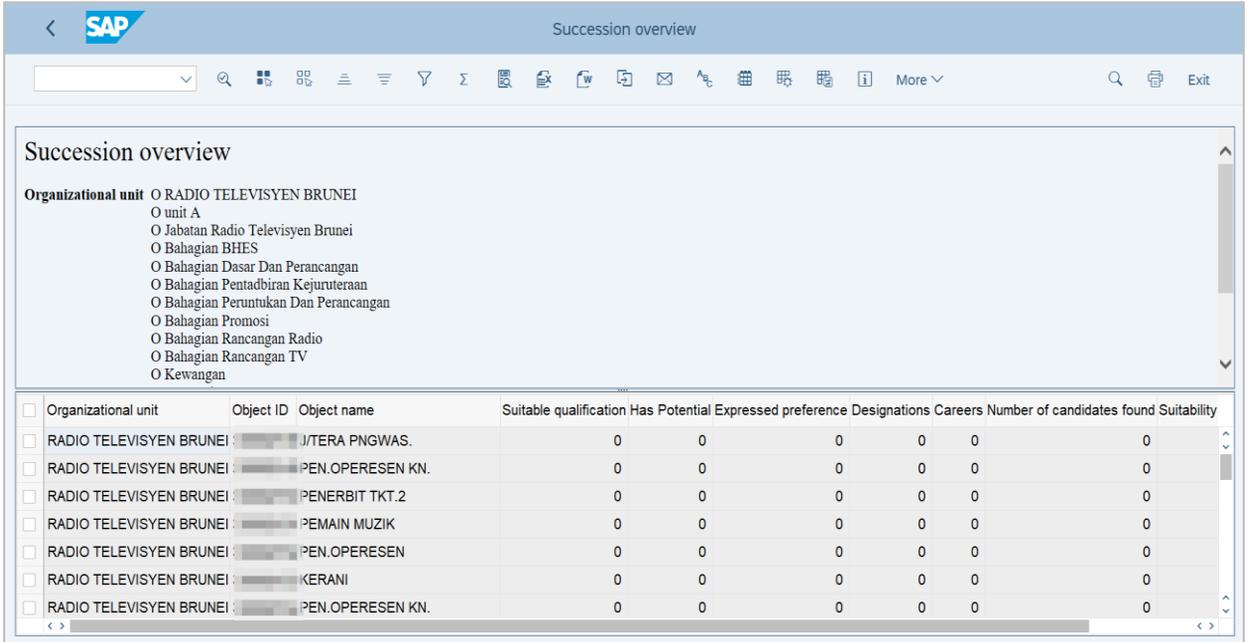
**Outcome:** A view page for **Planning Criteria** will be displayed.

9. Check the **Planning Criteria** by clicking the **checkbox** beside the criteria then

10. Click the **Tick icon**.



**Outcome:** Succession Overview for Organizational Unit has been successfully generated.



The screenshot shows the SAP Succession Overview interface. At the top, there is a navigation bar with the SAP logo and the title 'Succession overview'. Below this is a toolbar with various icons for search, filters, and actions. The main content area is titled 'Succession overview' and contains a tree view of organizational units under 'RADIO TELEVISYEN BRUNEI'. Below the tree view is a table with the following columns: Organizational unit, Object ID, Object name, Suitable qualification, Has Potential, Expressed preference, Designations, Careers, Number of candidates found, and Suitability.

Organizational unit	Object ID	Object name	Suitable qualification	Has Potential	Expressed preference	Designations	Careers	Number of candidates found	Suitability
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		J/TERA PNGWAS.	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		PEN. OPERESEN KN.	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		PENERBIT TKT.2	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		PEMAIN MUZIK	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		PEN. OPERESEN	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		KERANI	0	0	0	0	0	0	0
<input type="checkbox"/> RADIO TELEVISYEN BRUNEI		PEN. OPERESEN KN.	0	0	0	0	0	0	0

**Note:** Navigate to the table column and double-click the desired column to view the list of employees whose qualification matched with the position in the Organizational Unit.