SISTEM SUMBER MANUSIA

User Guide

For Back End User (SAP GUI)

Department HRD Administrator

Succession Planning: Individual Development Plan (IDP)

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 Individual Development Plan.** In this user guide, it will show the users on how to:

1. Display PSCDF Catalog
2. Maintain Competencies for Employee and Position
3. Generate Report for PSCDF RCL & CCL
4. Generate Development Plan Status
5. Generate Development Plan Activity Status
6. Generate Search for Object Report
7. Assign Person to CSLP
8. Maintain CSLP Progress
9. Mass Assign Qualification

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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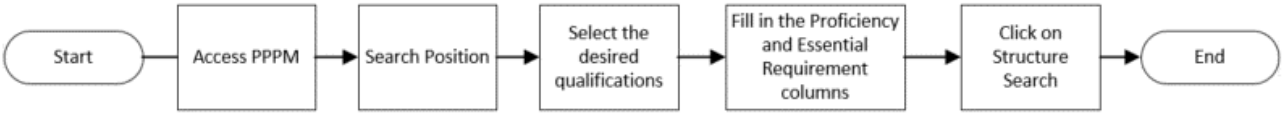
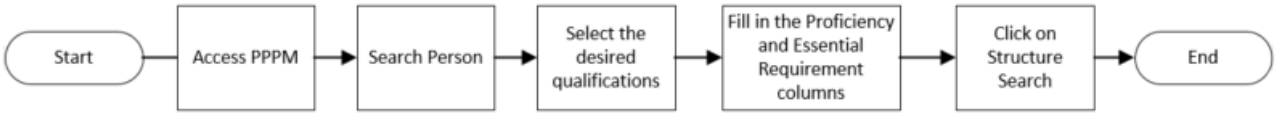
Process Overview

Display PSCDF Catalog

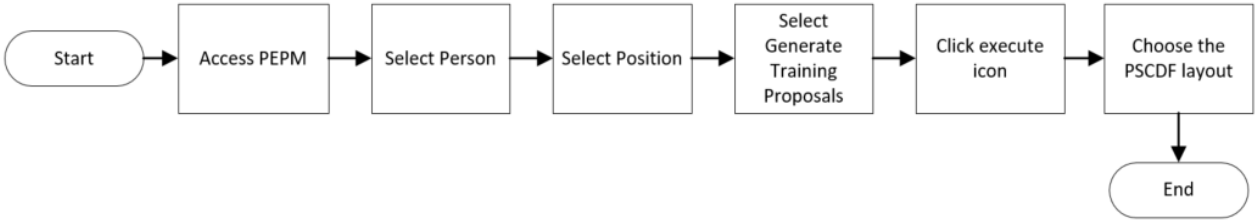
Maintain RCL for Position



Maintain CCL for Person

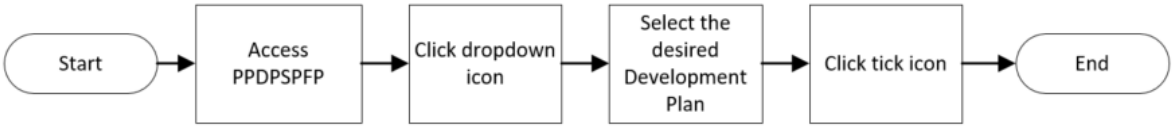


Profile Matchup Report

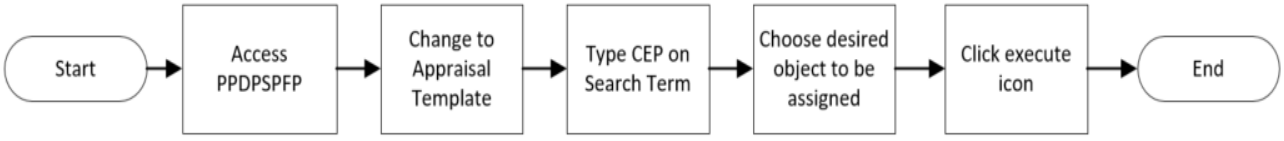


Generate Search for Object Report

Generate Development Plan Status

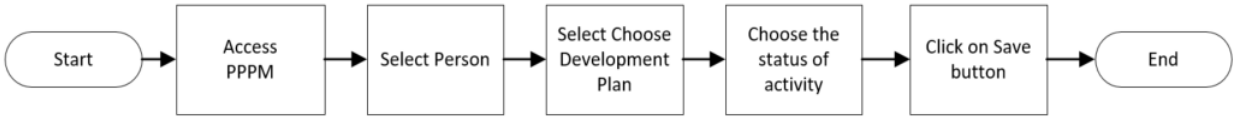


Generate Development Plan Activity Status

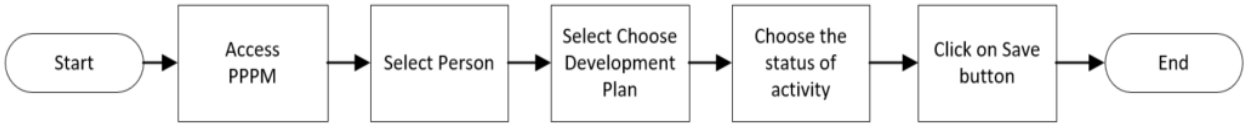


Generate Search for Object Report

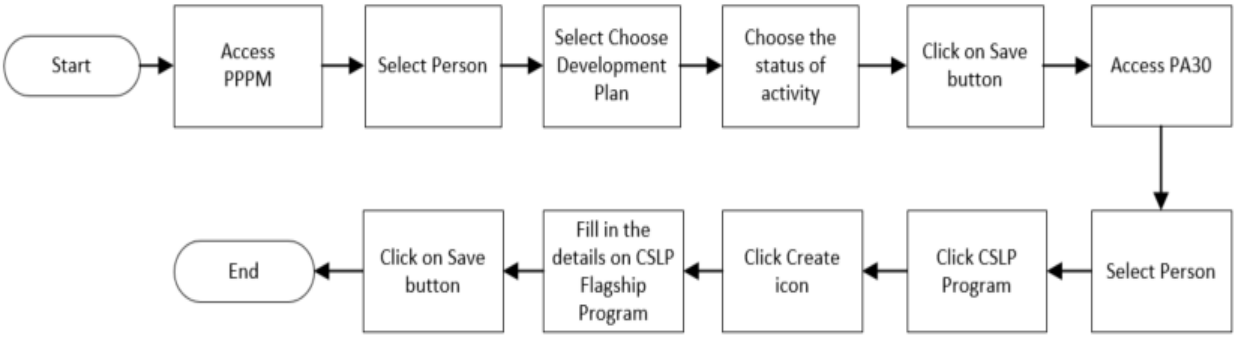
Assign Person to CSLP



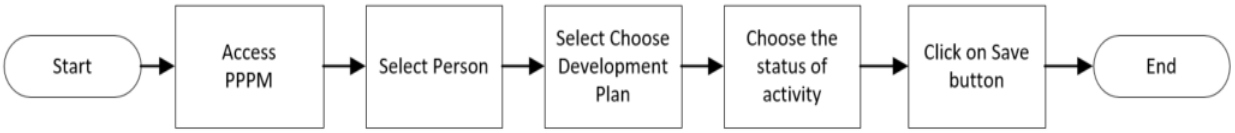
Mentoring Sessions



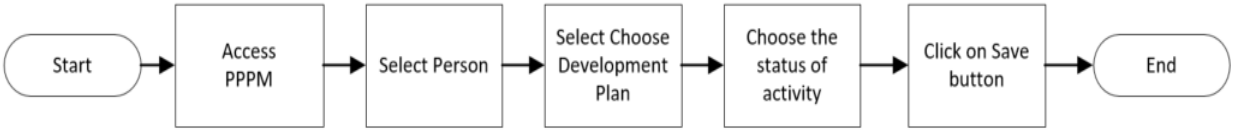
CEP Assessment



360 Assessment



Multi-Source Assessment



Mass Assign Qualification to Position

Mass Assign Qualification to Person

SAP ICONS

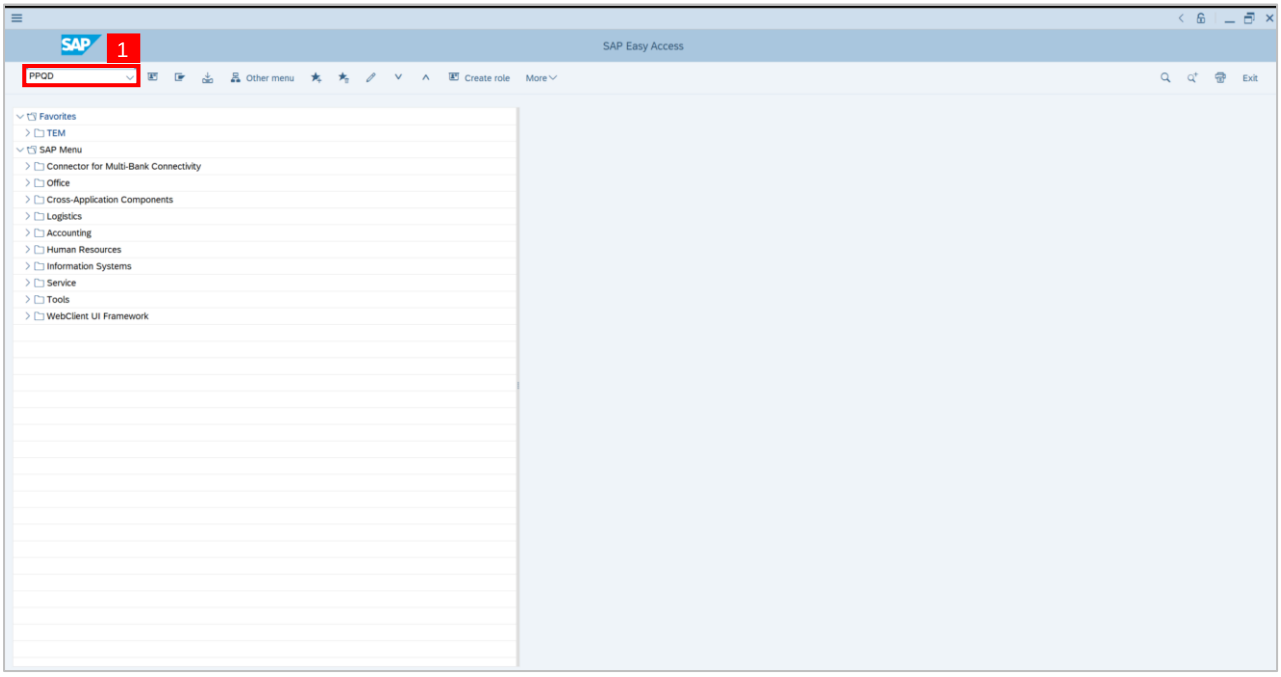
The table below shows the icons that are frequently used in the SAPGUI (Back-End) system:

Icon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
	Change	To edit the selected information.
	Copy	To copy the selected information.
	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
	Display/View	To view a specific information.
	Execute	To execute task.
	Previous Record & Next Record	Next Record: Infotype does not require any updates or changes. Acts as a skip button. Previous Record: Acts as a return/back button that brings user to the previous infotype page.

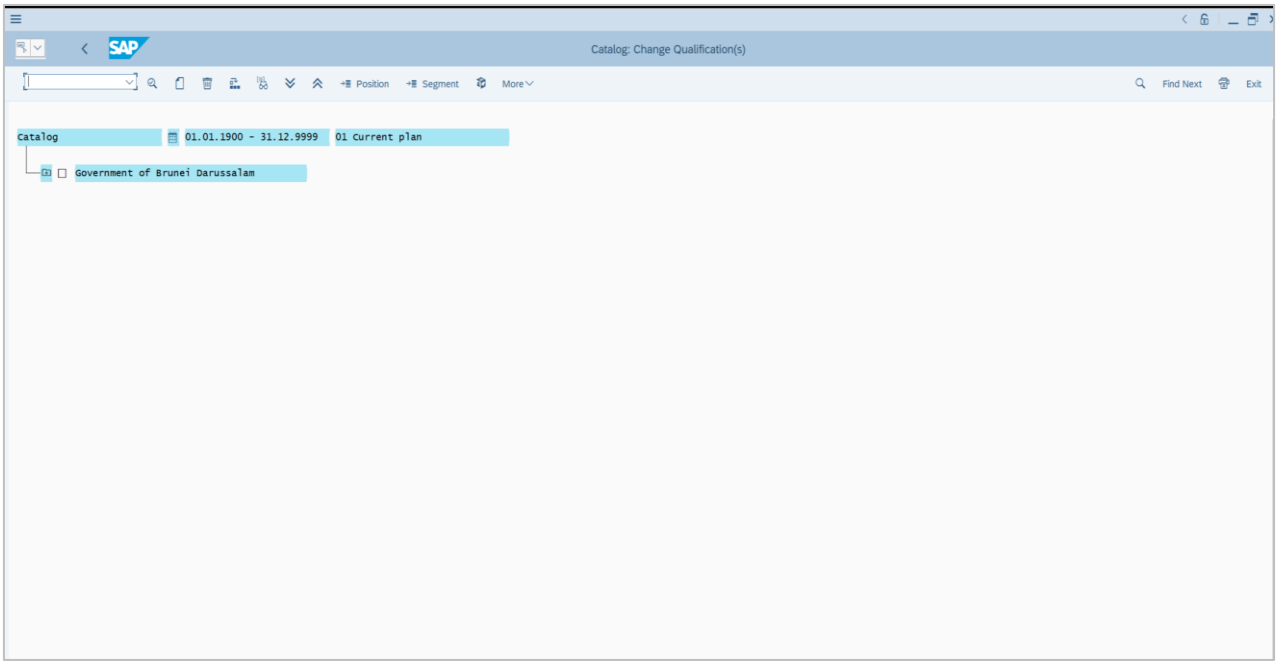
DISPLAY PSCDF CATALOG	Backend User
	Dept. HR Administrator

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

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

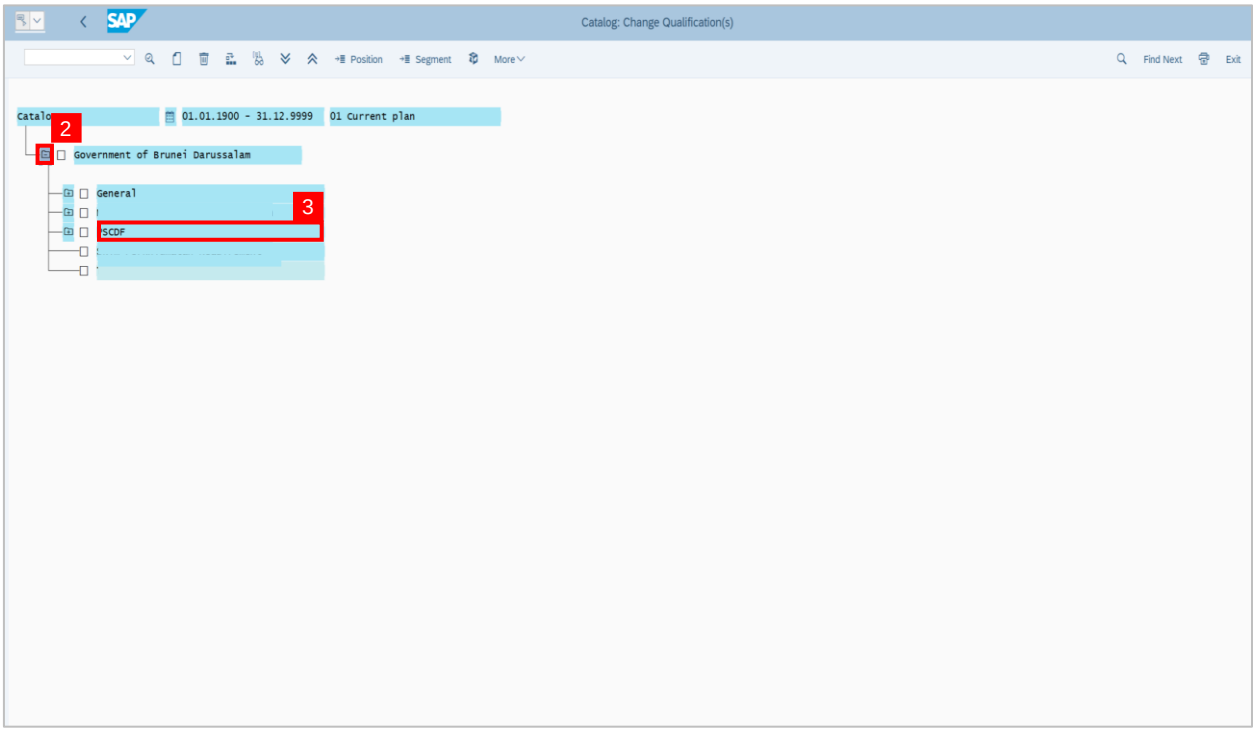


Note: Catalog: Change the Qualification(s) page will be displayed.



2. Click on the **dropdown** icon.

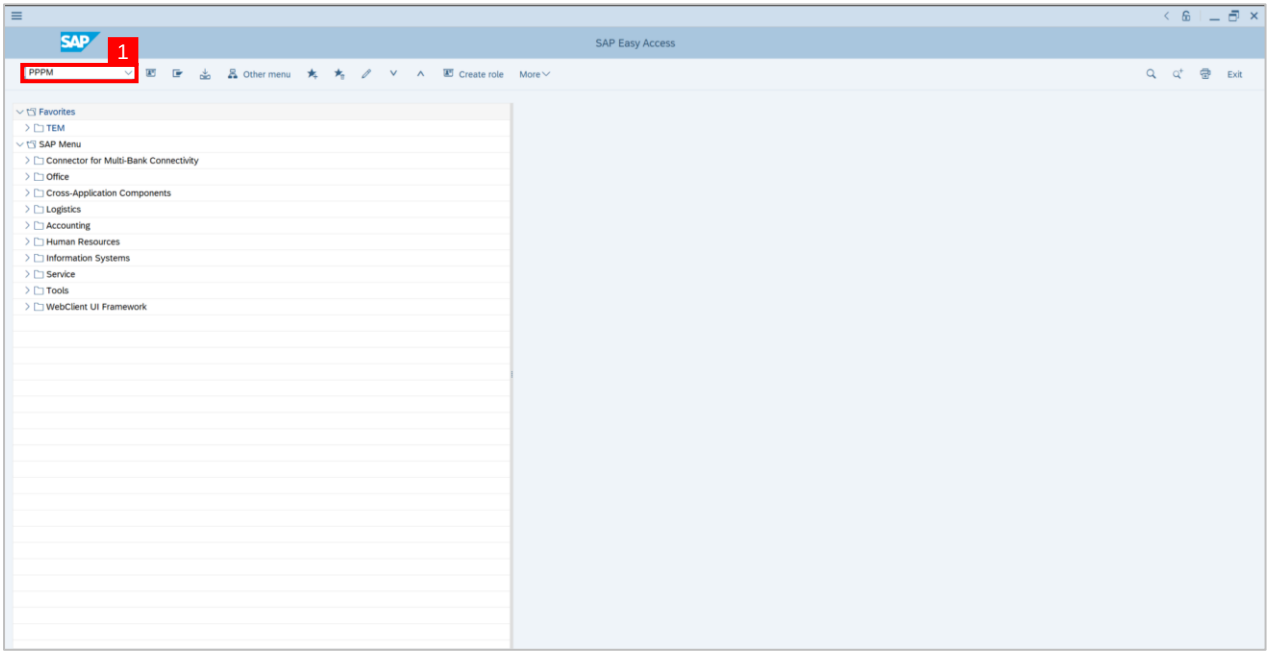
3. Navigate to **PSCDF folder.**



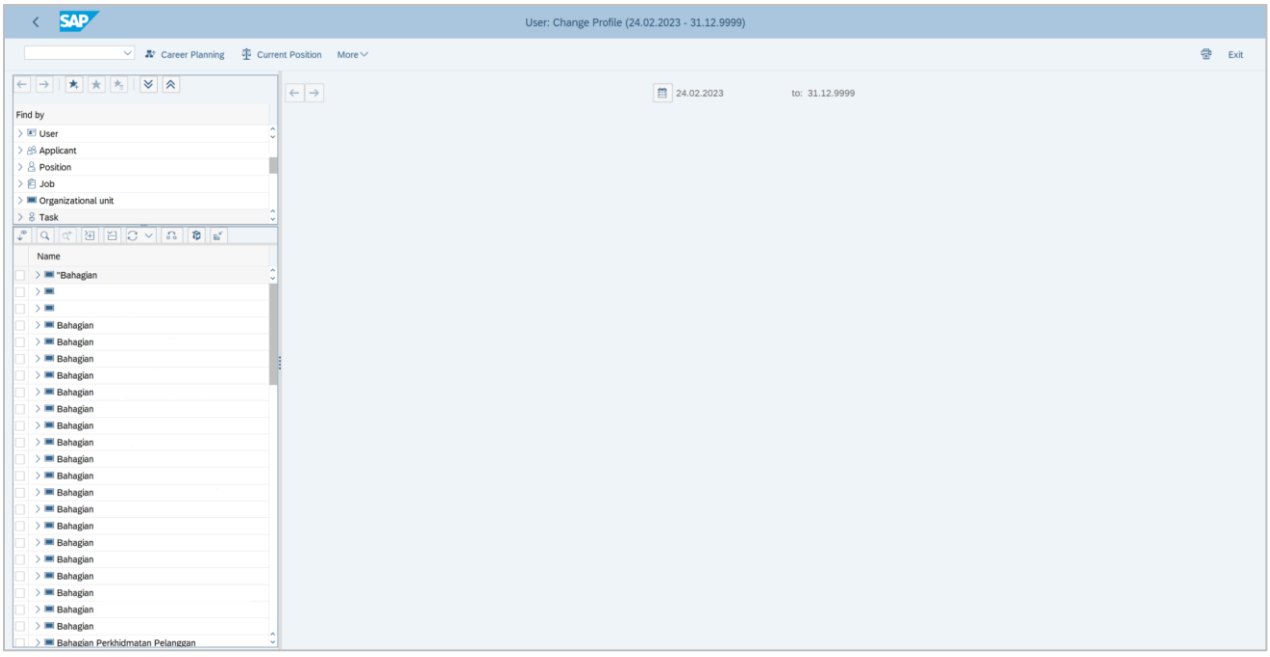
MAINTAIN COMPETENCIES (RCL) FOR POSITION	Backend User
	Dept. HR Administrator

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

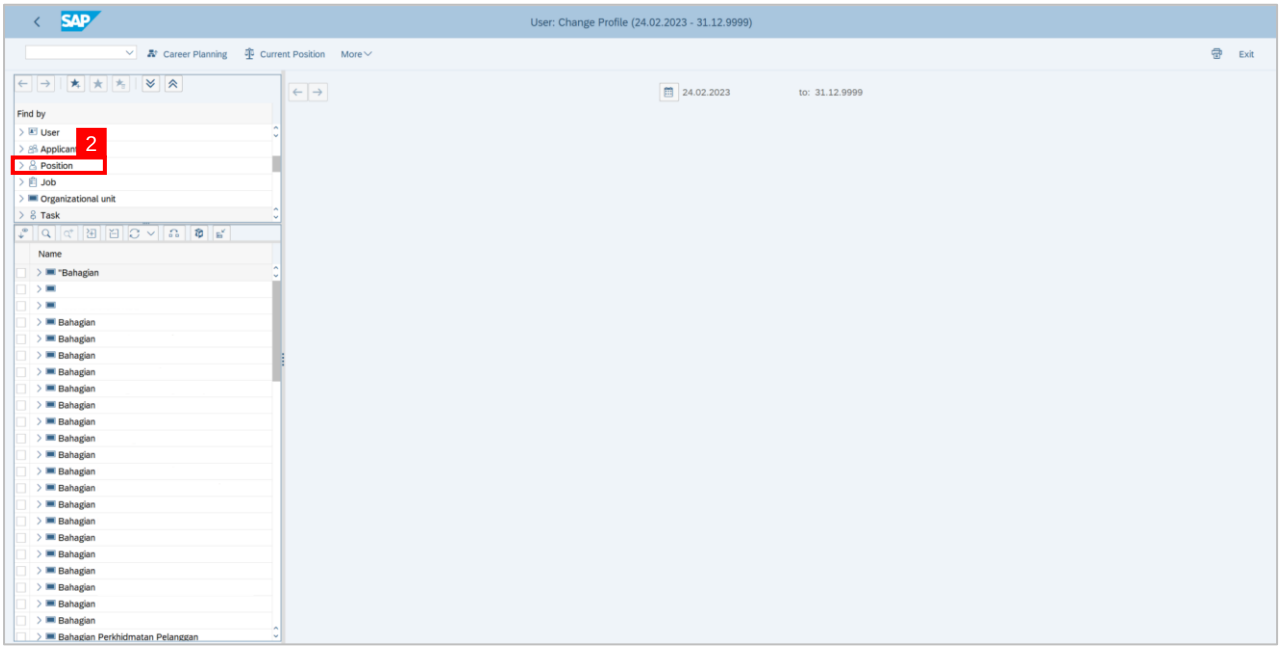
1. Enter **PPPM** in the search bar.



Note: User Change Profile page will be displayed.

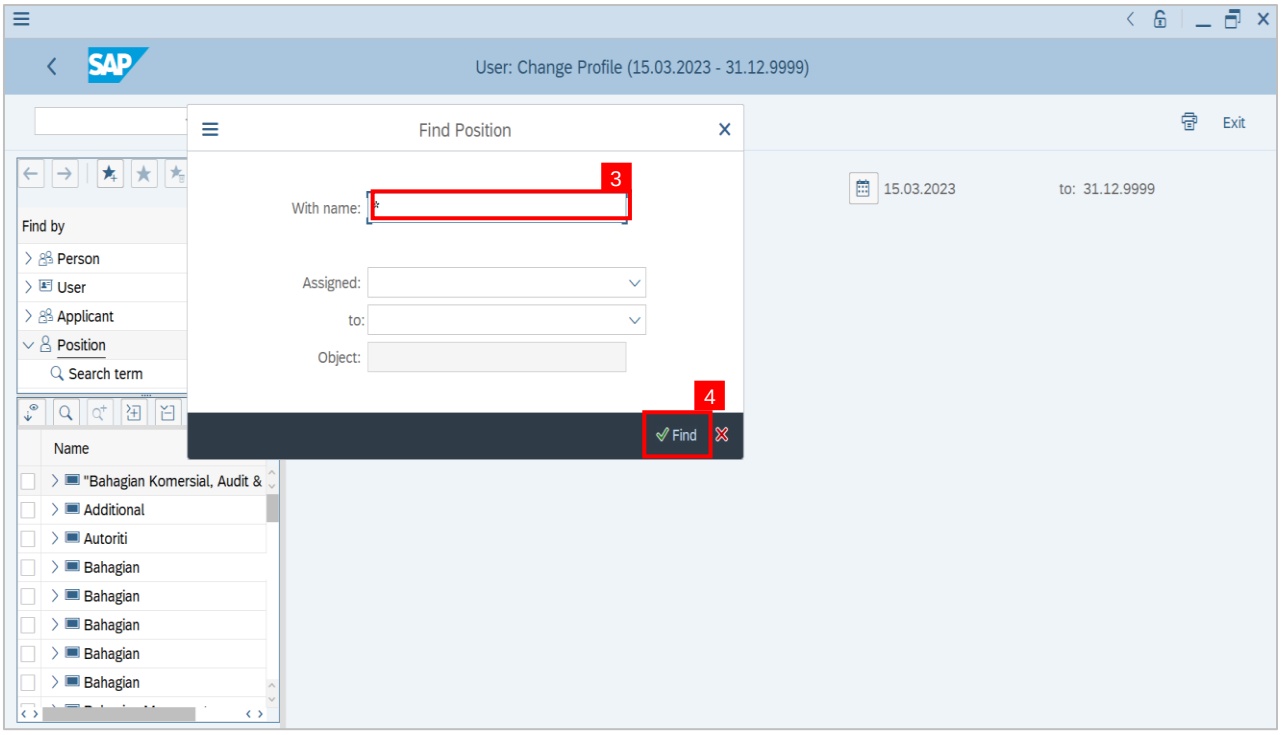


2. Navigate to **Find by** section, click on **Position** and double click on **Search Term**.



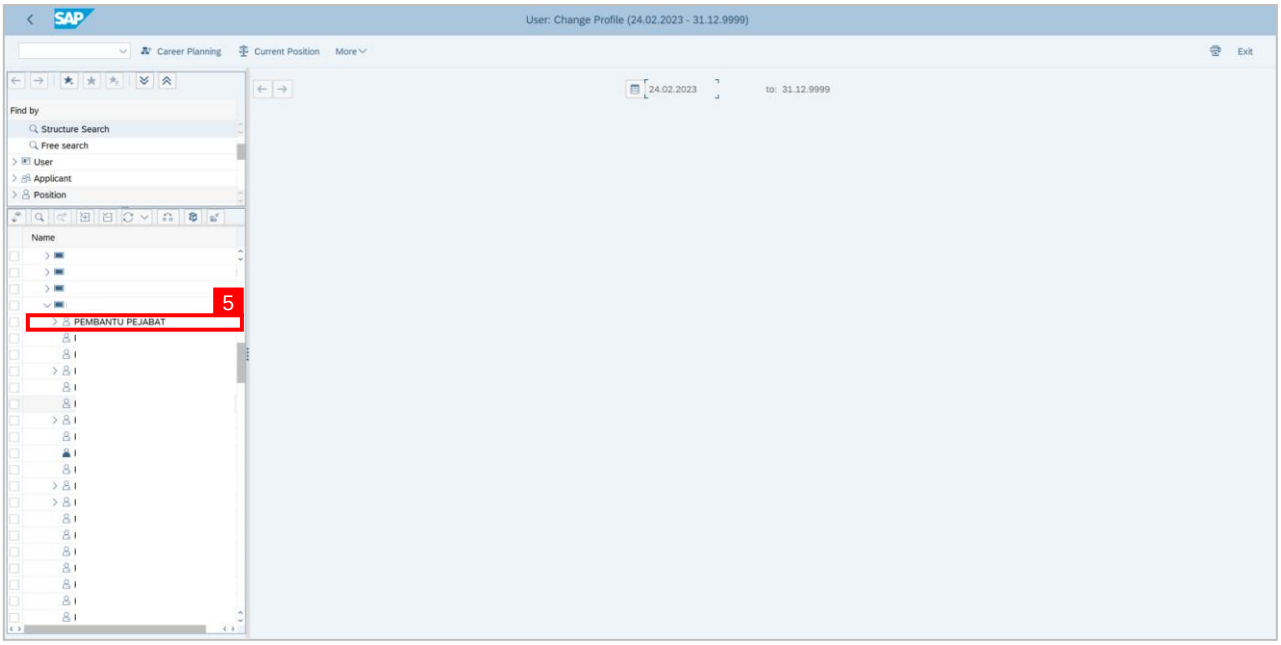
3. Fill in the **position** name.

4. Click on **Find** button.

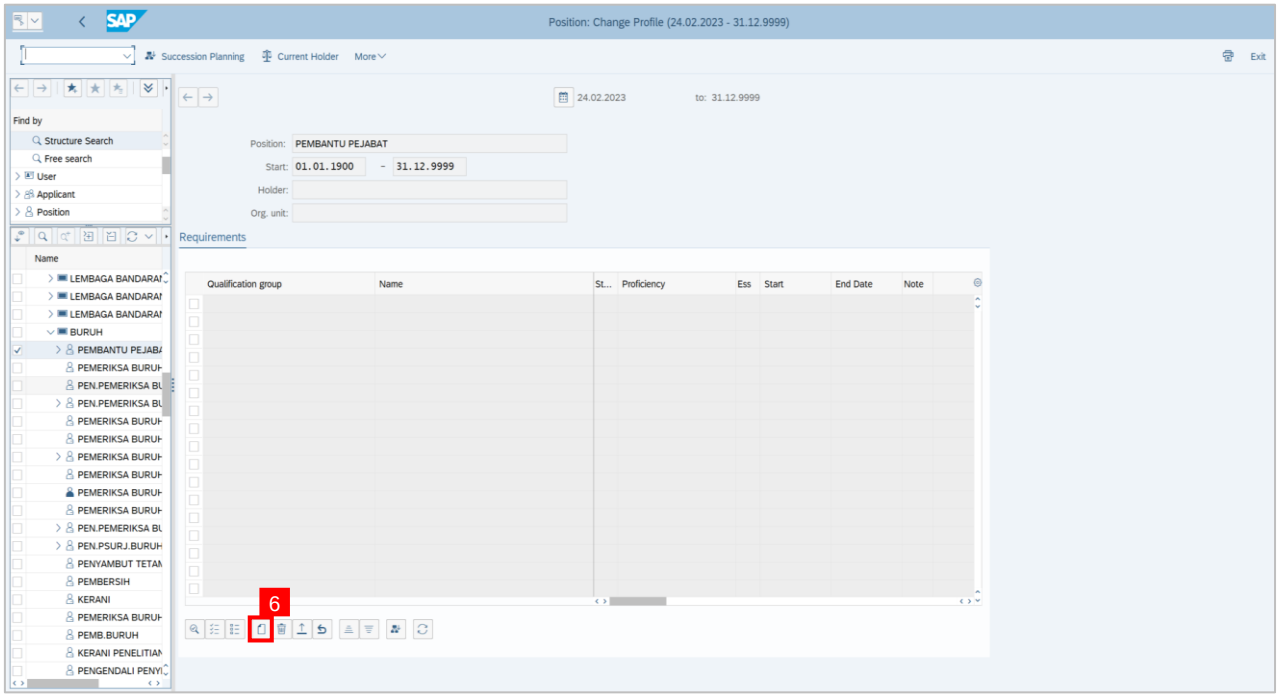


Note: List of positions will be displayed.

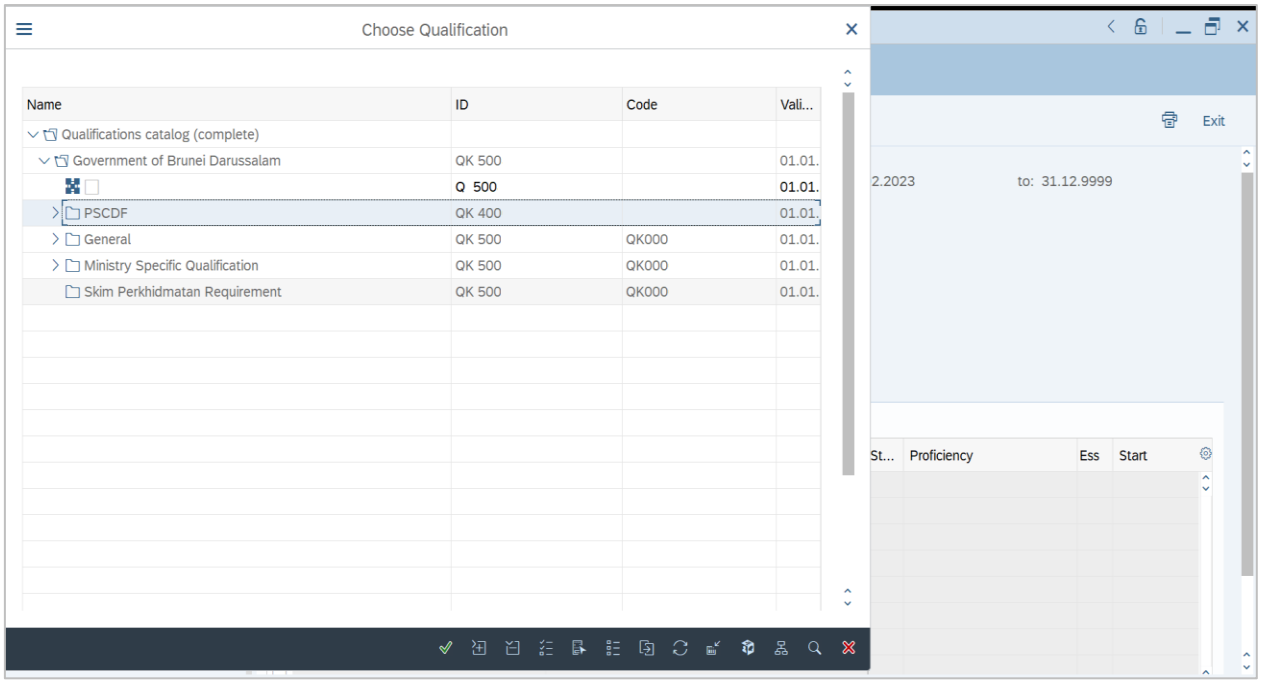
5. Select the **Position.**



6. Click on **create** icon.



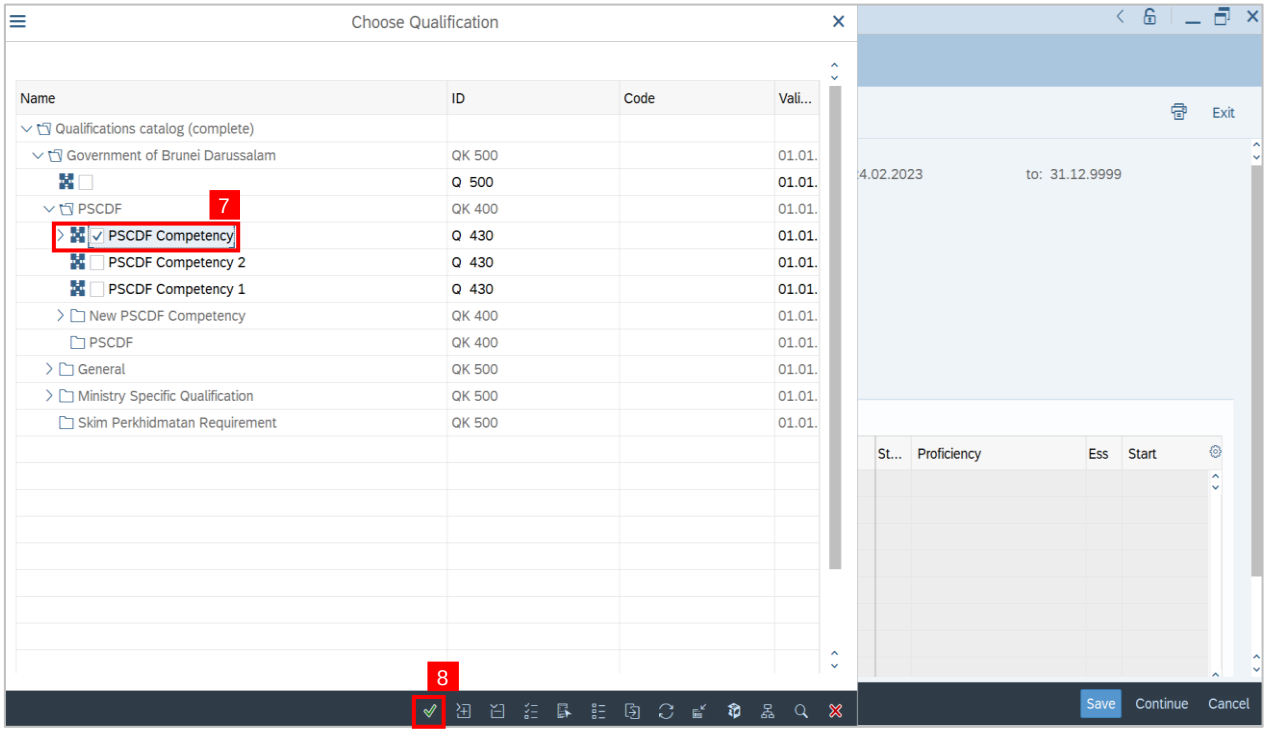
Note: Choose Qualification window will be displayed.



7. Click on the checkbox of selected **PSCDF qualification (s).**

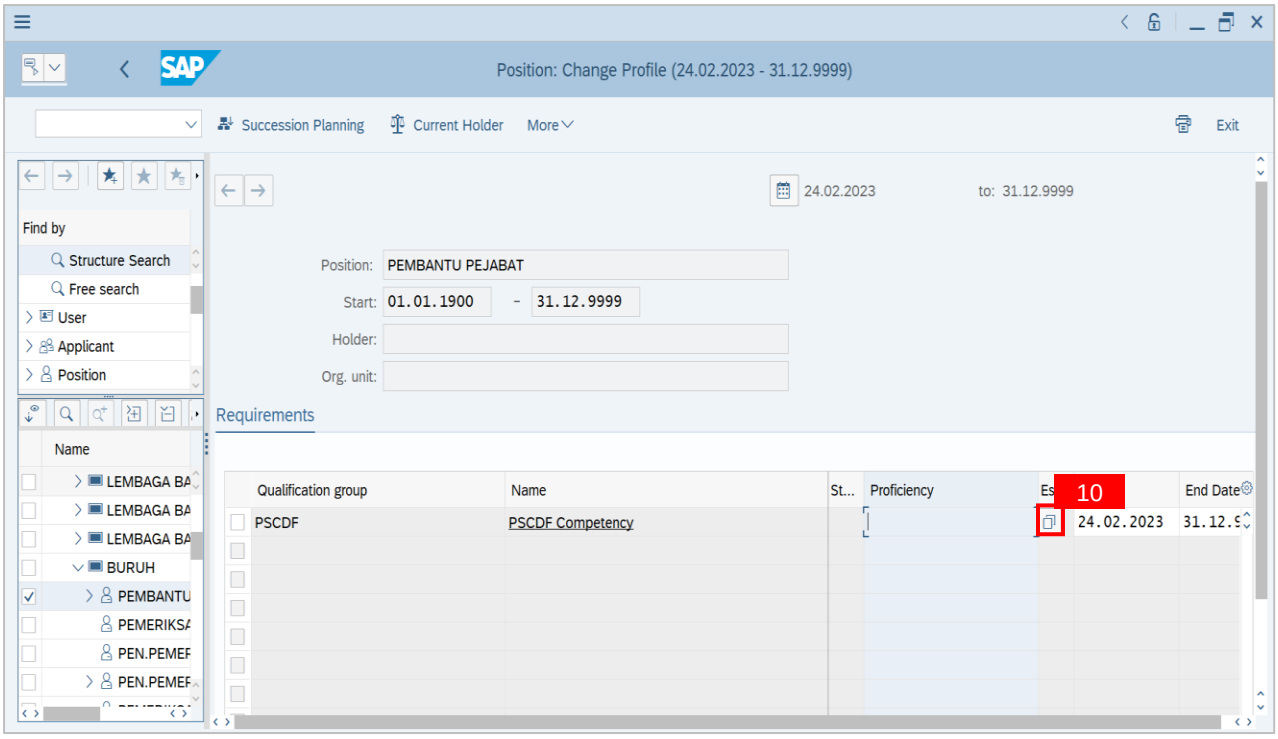
Note: Users may select more than one qualification at a time.

8. Click on **tick** button.

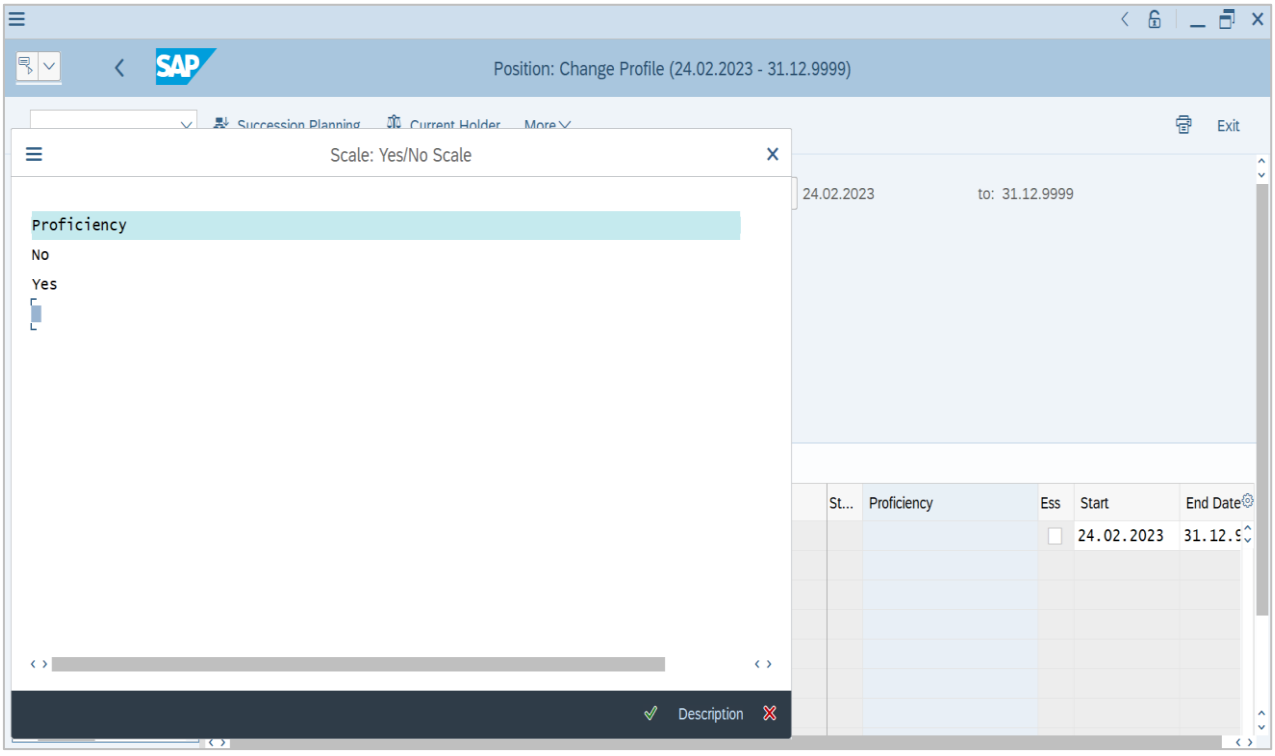


9. Navigate to **Proficiency column**.

10. Double click on **Search Option** button

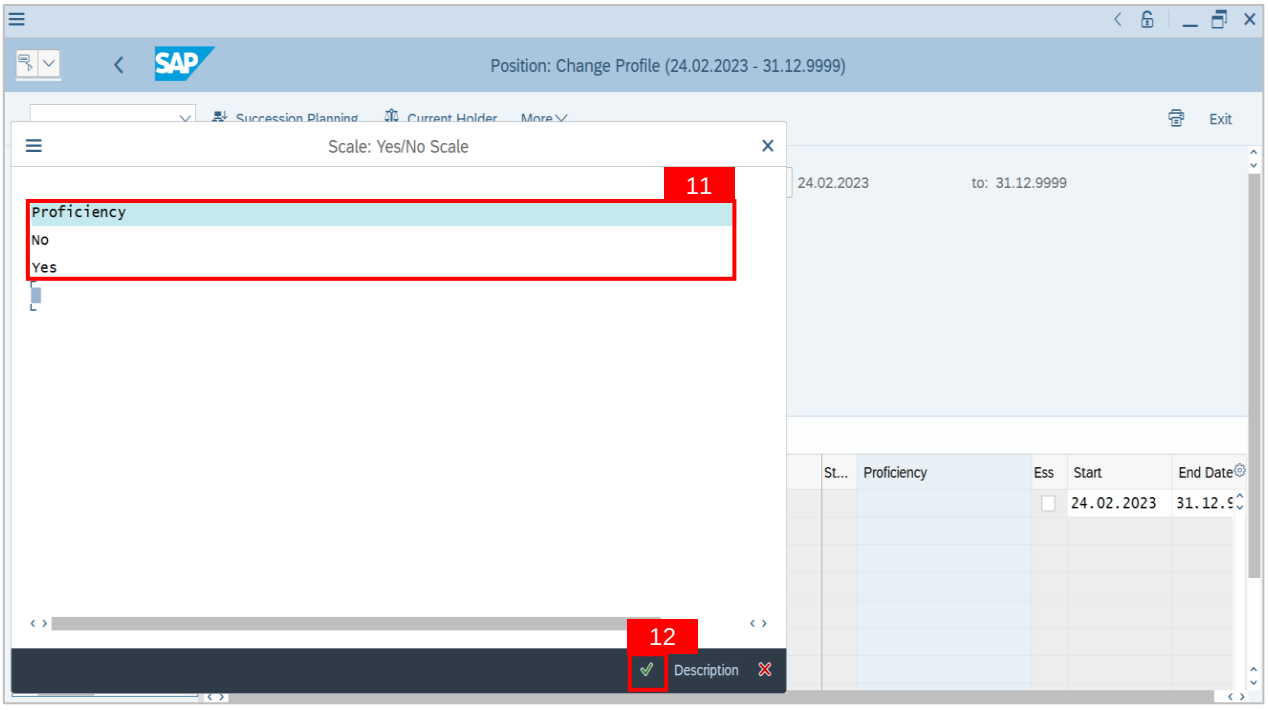


Note: Scale: Yes/No Scale window will be displayed.



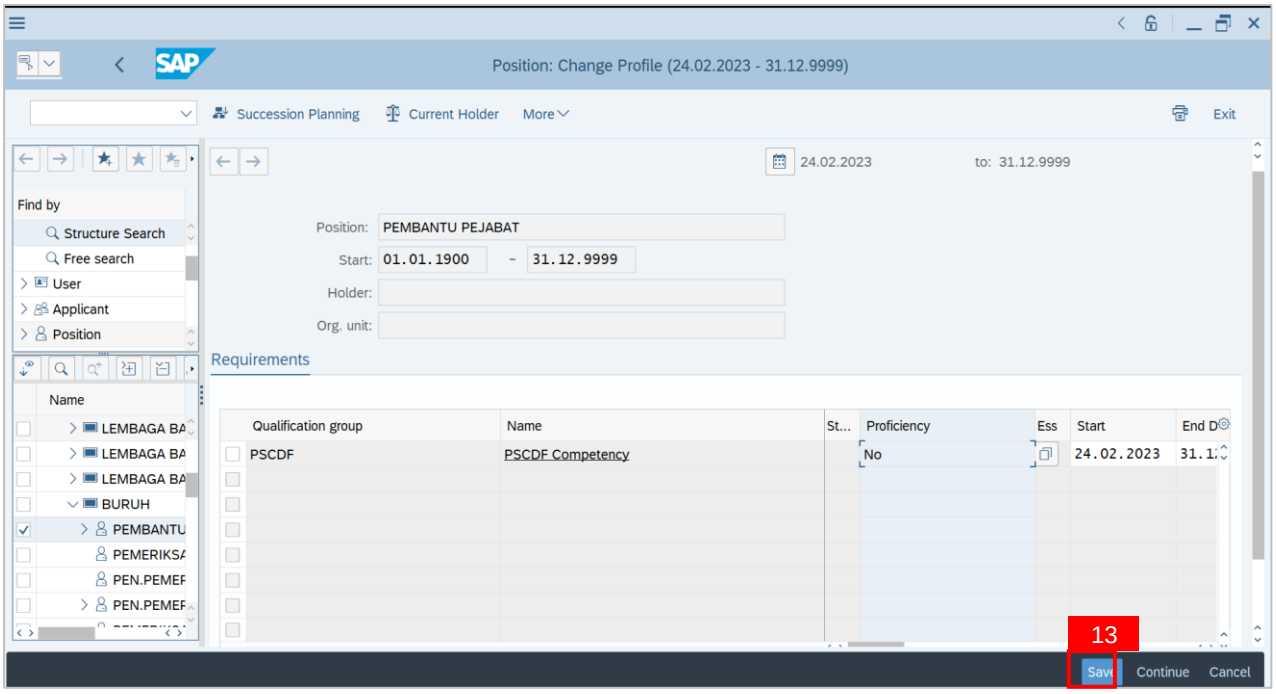
11. Click line **Proficiency Yes or No.**

12. Click on **tick** button**.**



13. Click on **Save** button.

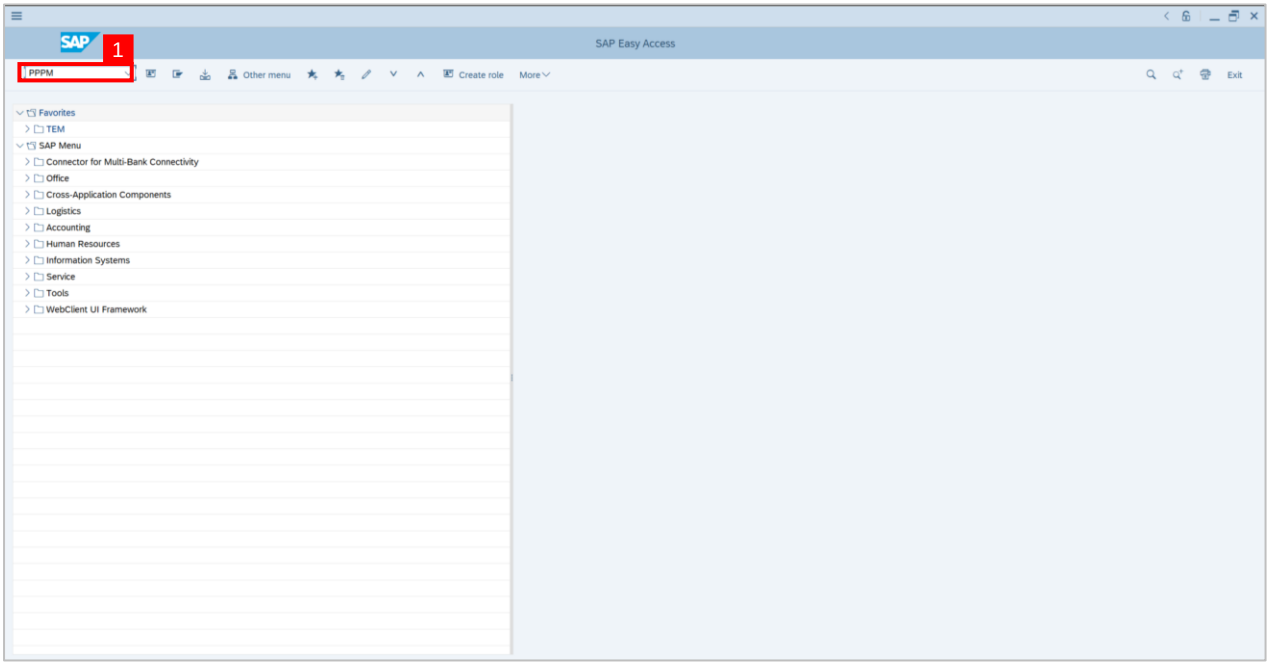
Outcome: The data has successfully been saved.



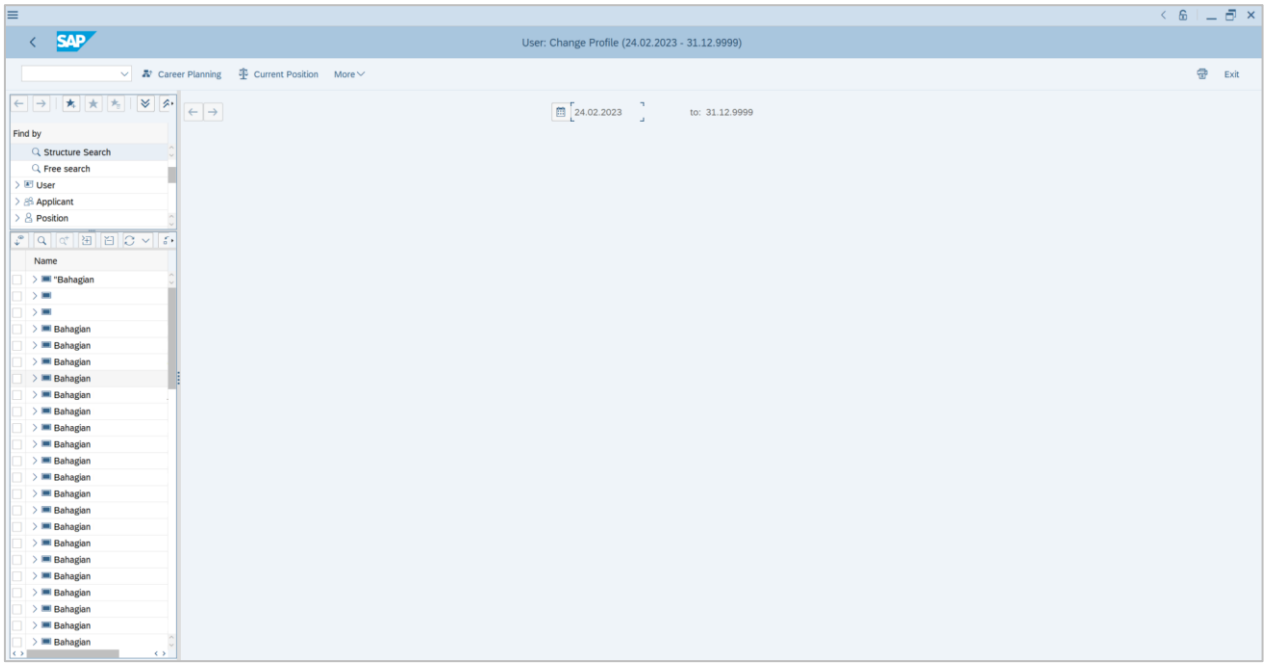
MAINTAIN COMPETENCIES (CCL) FOR EMPLOYEE	Backend User
	Dept. HR Administrator

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

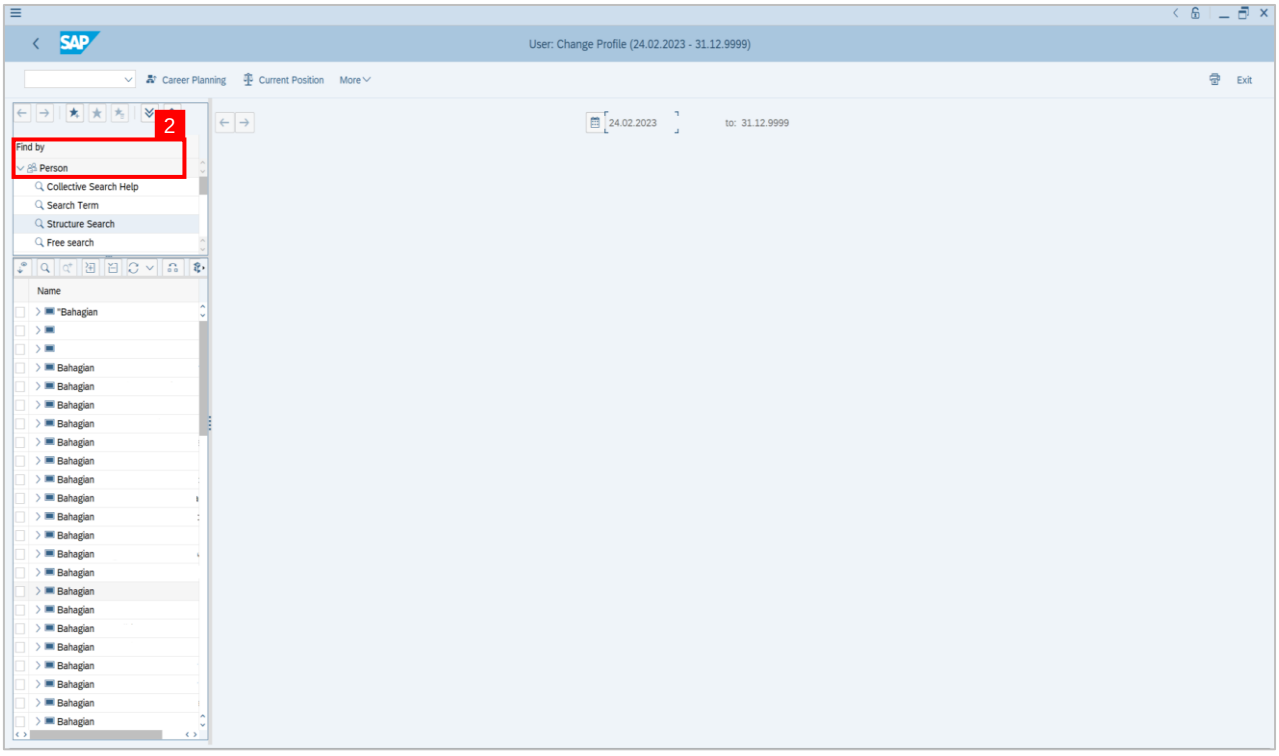
1. Enter **PPPM** in the search bar.



Note: User Change Profile page will be displayed.

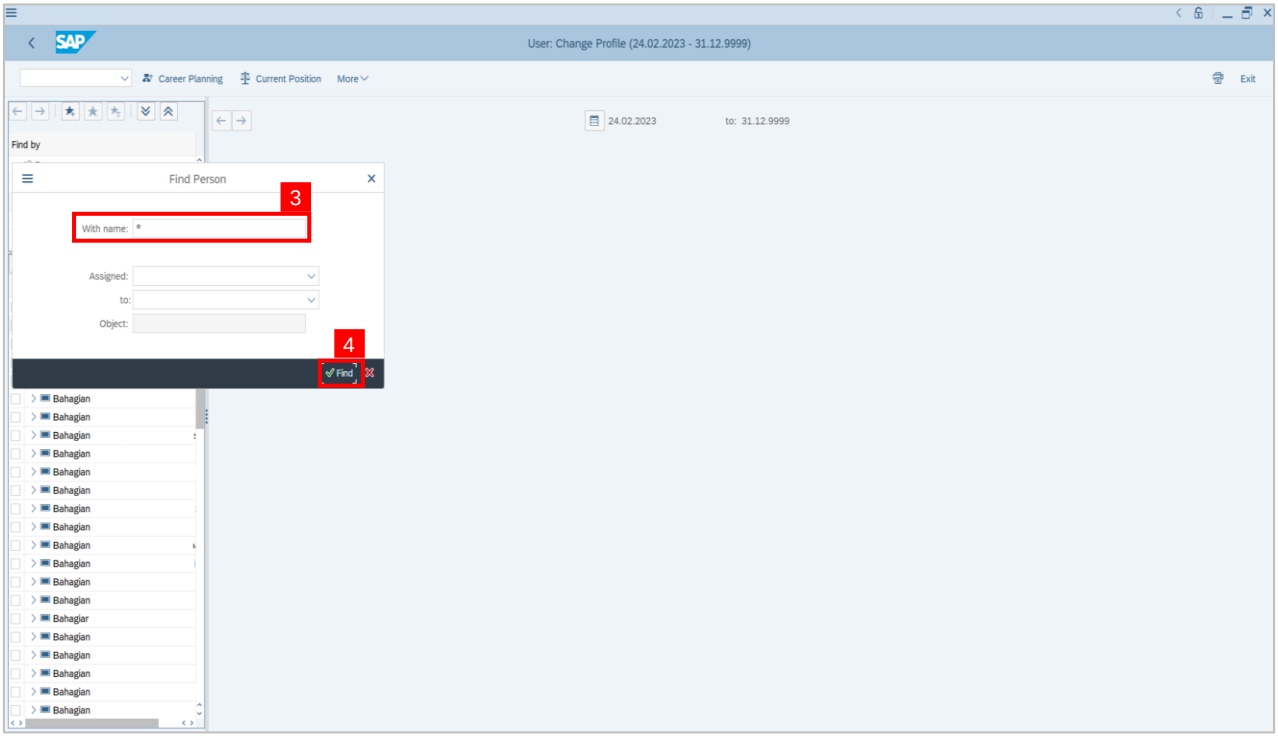


2. Navigate to **Find by** section and click on **Person**.



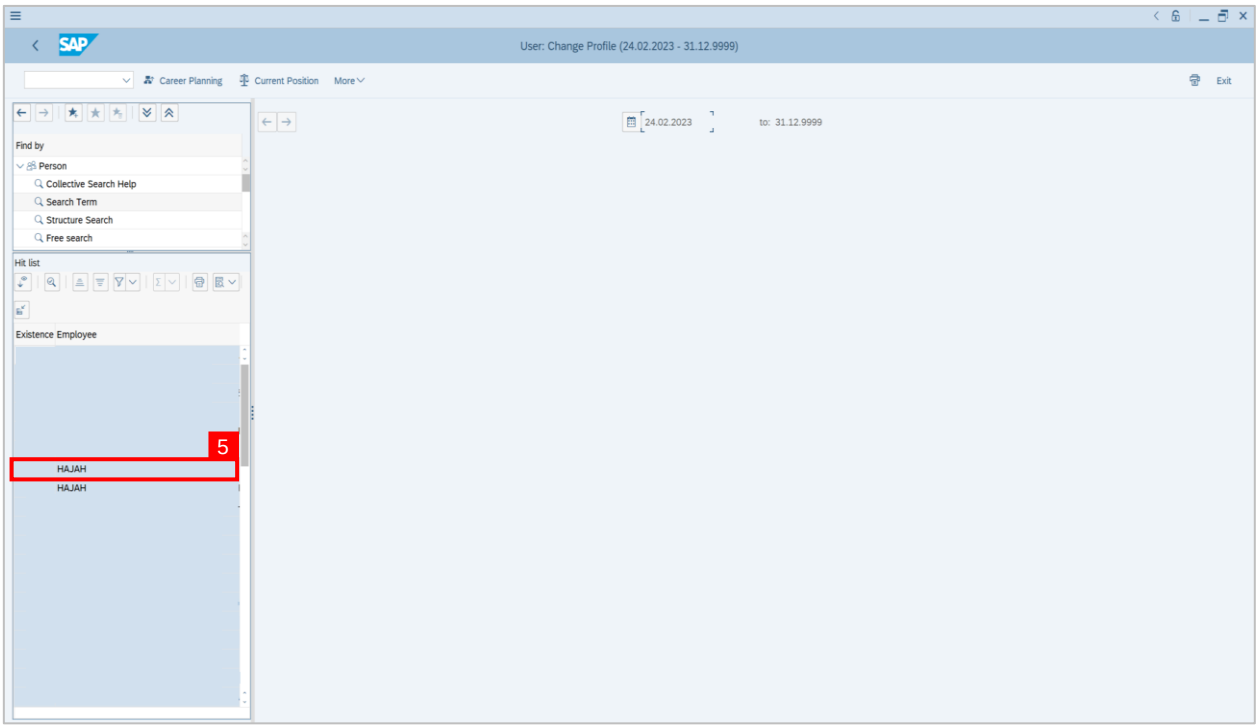
3. Double click on **Search Term** and fill in the name of **person.**

4. Click on **Find** button.

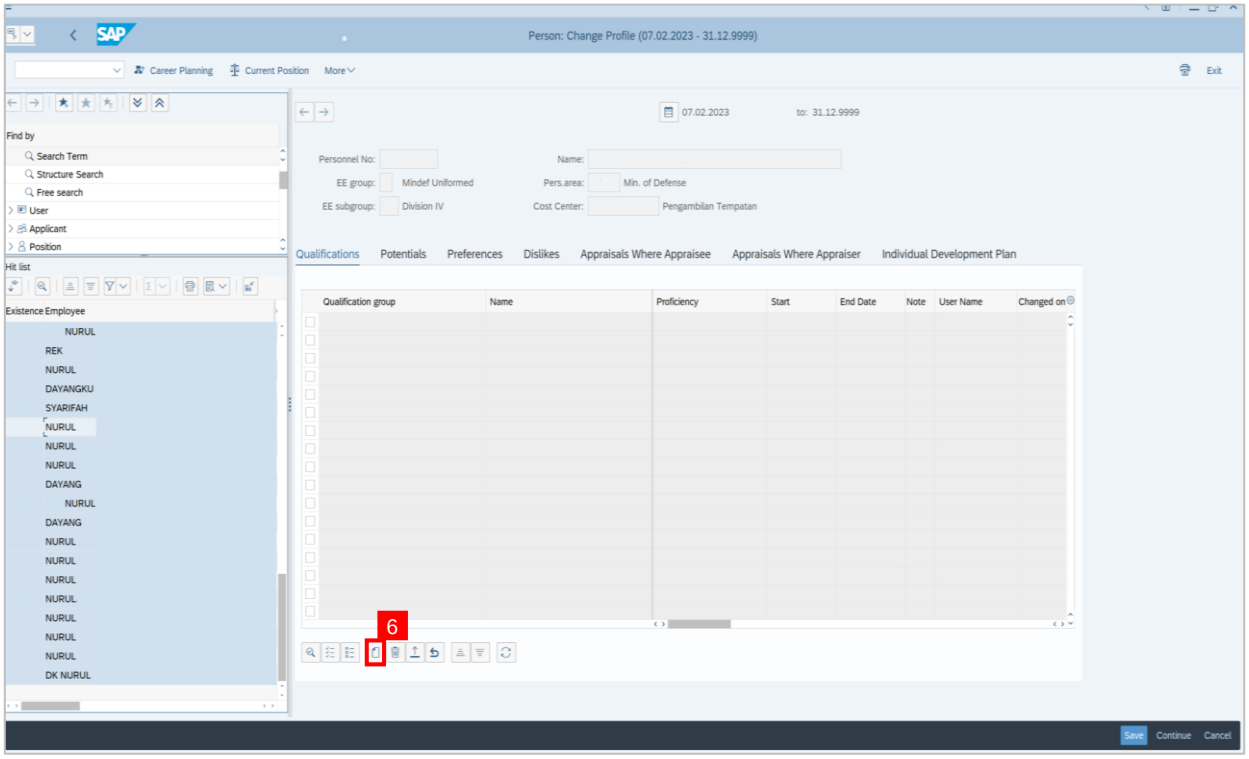


Note: List of persons will be displayed

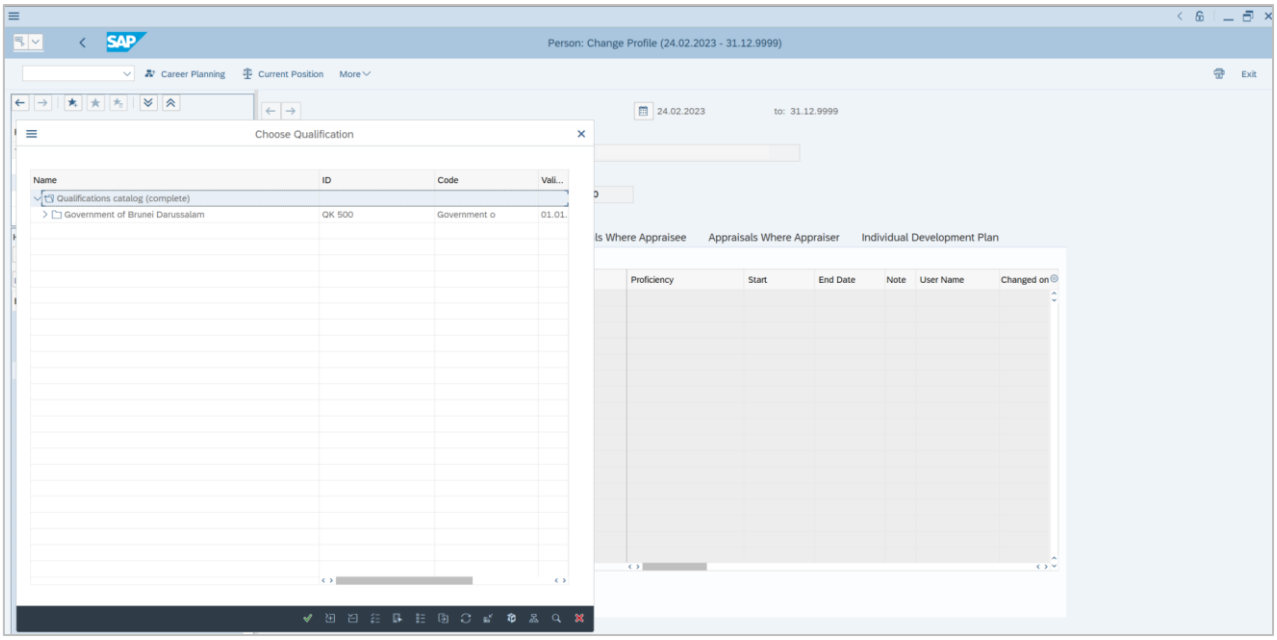
5. Select the **Person.**



6. Click on **create** icon.



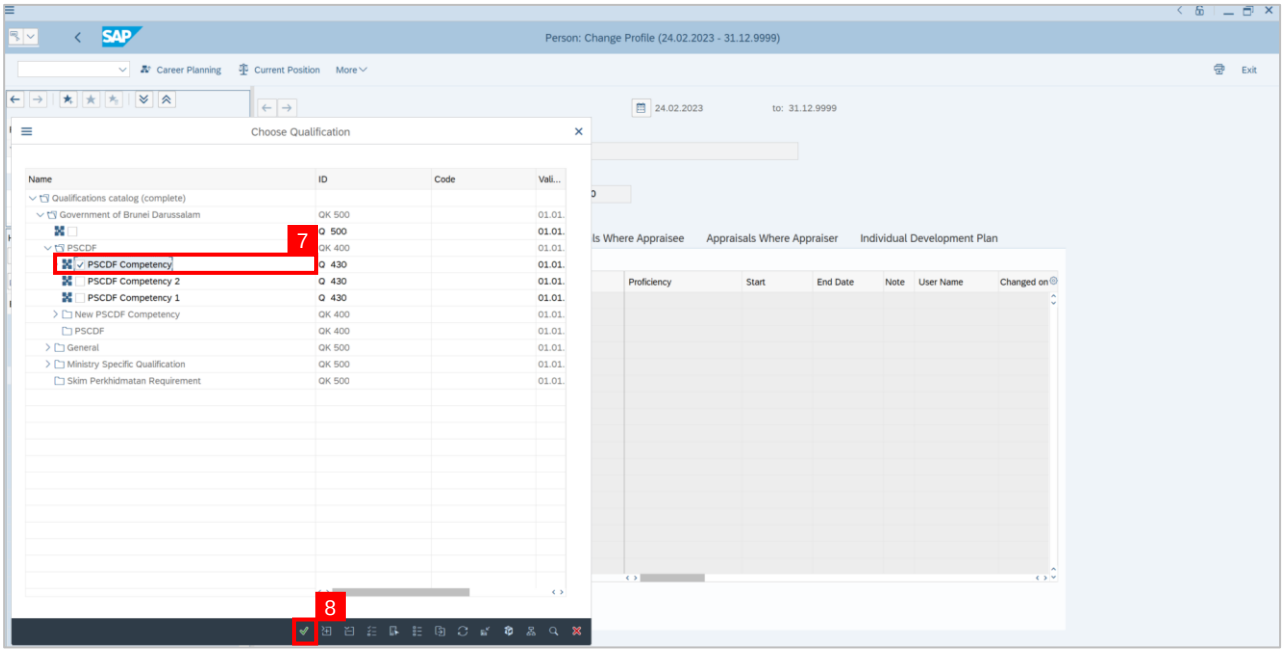
Note: Choose Qualification window will be displayed.



7. Click on the checkbox of selected **PSCDF qualification (s).**

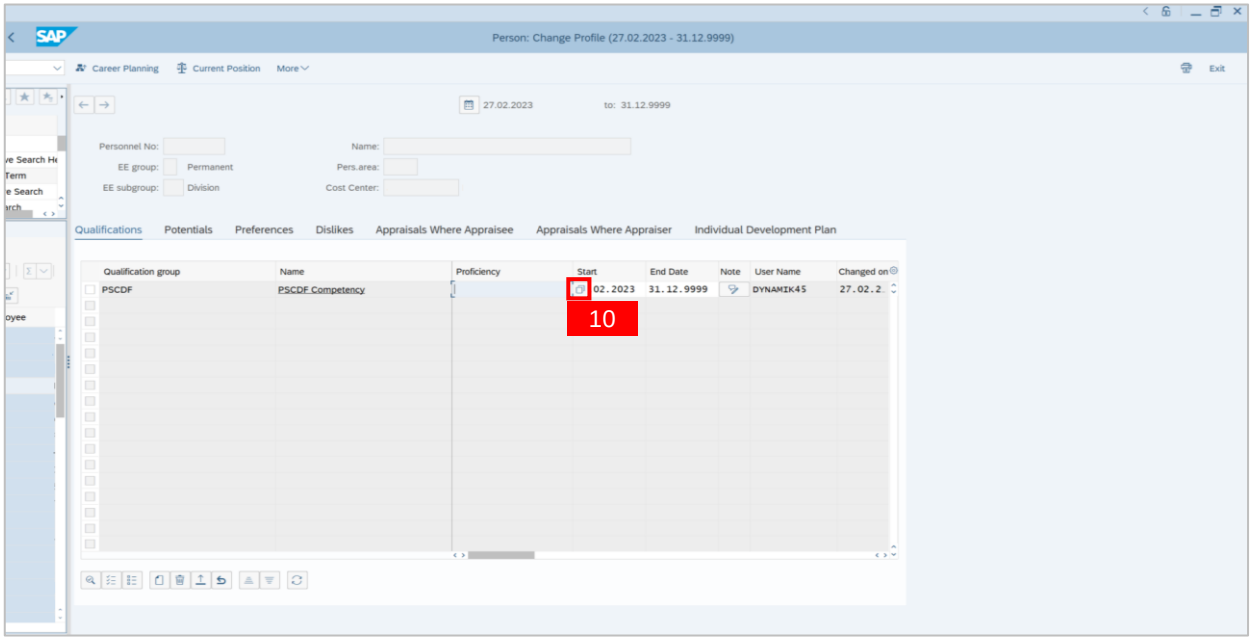
Note: Users may select more than one qualification at a time.

8. Click on **tick** button.

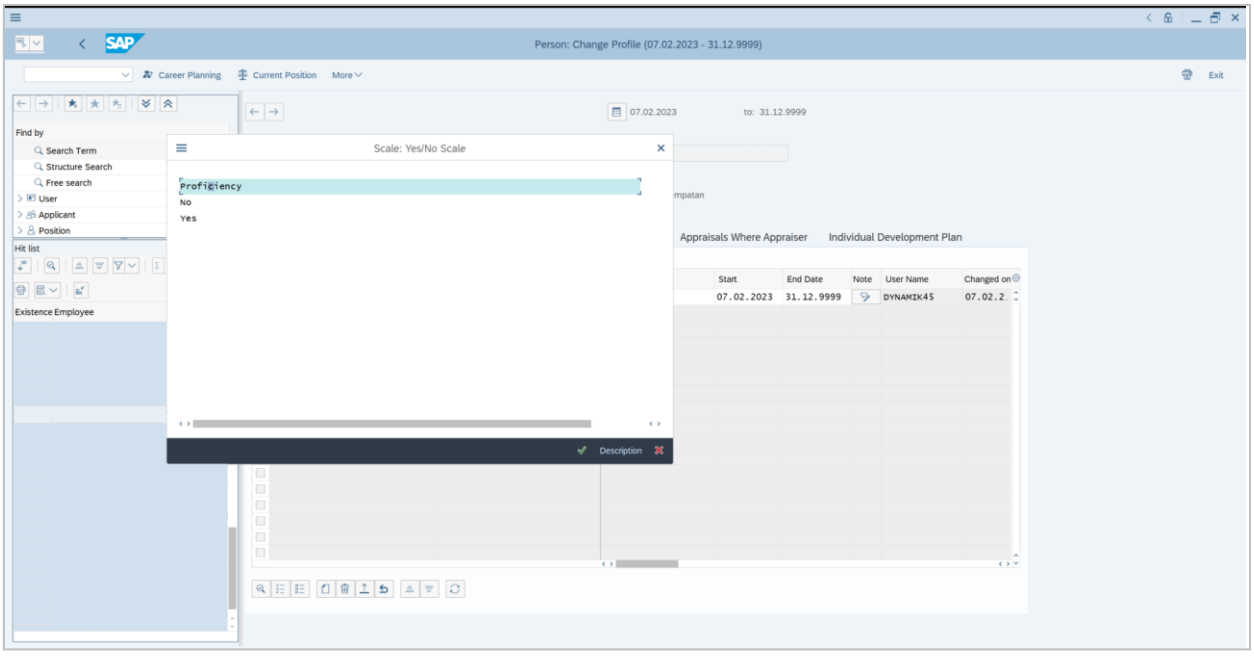


9. Navigate to **Proficiency column.**

10. Double click **Search Object** button**.**

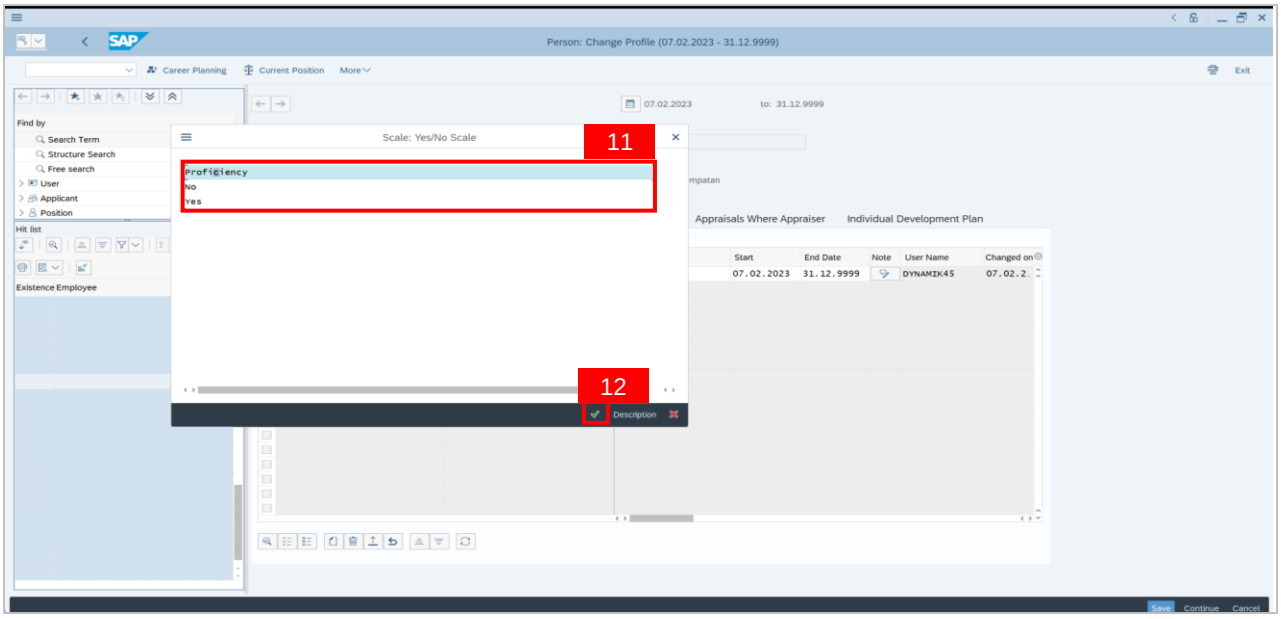


Note: Scale: Yes/No Scale window will be displayed.



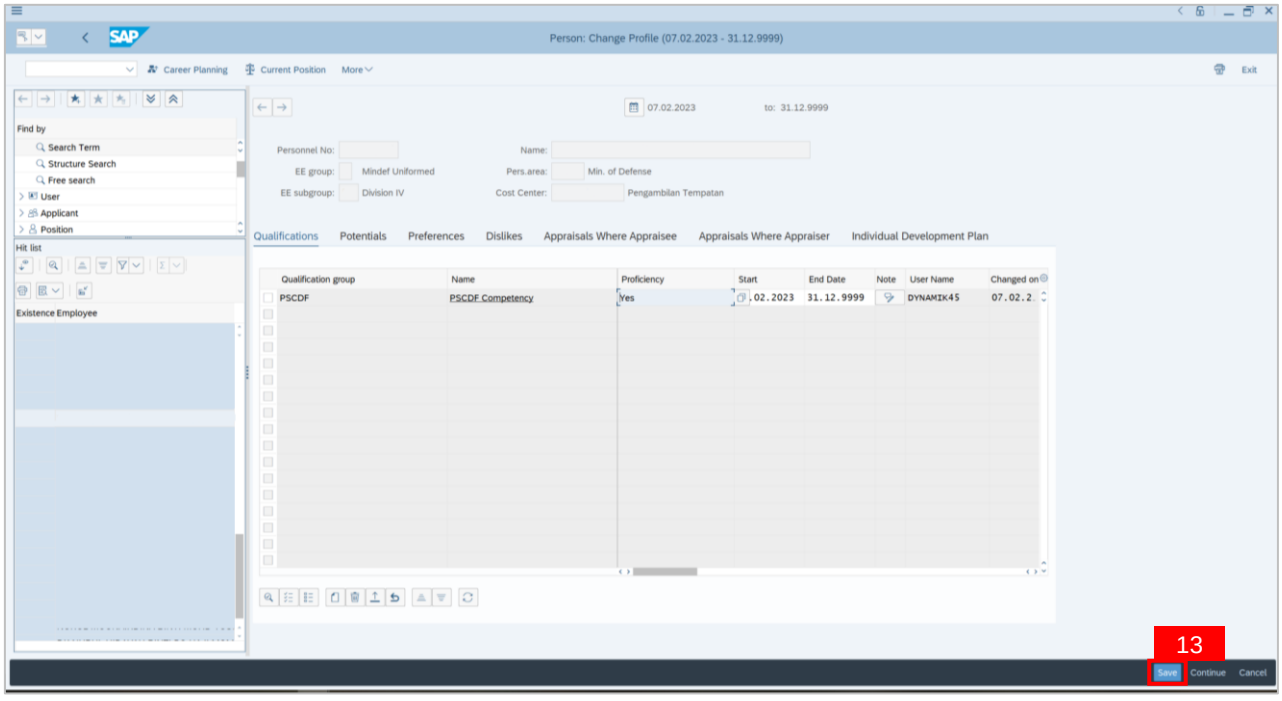
11. Click line **Proficiency Yes or No .**

12**.** Click on **tick** button**.**



13. Click on **Save** button**.**

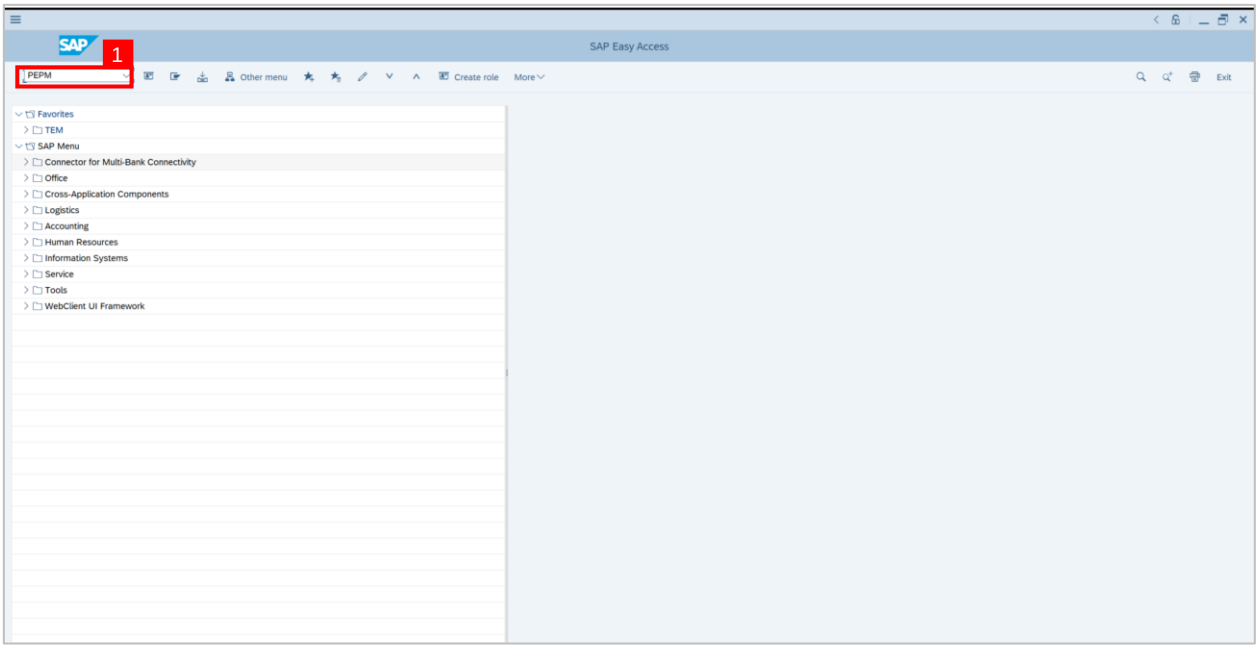
Outcome: The data has successfully been saved.



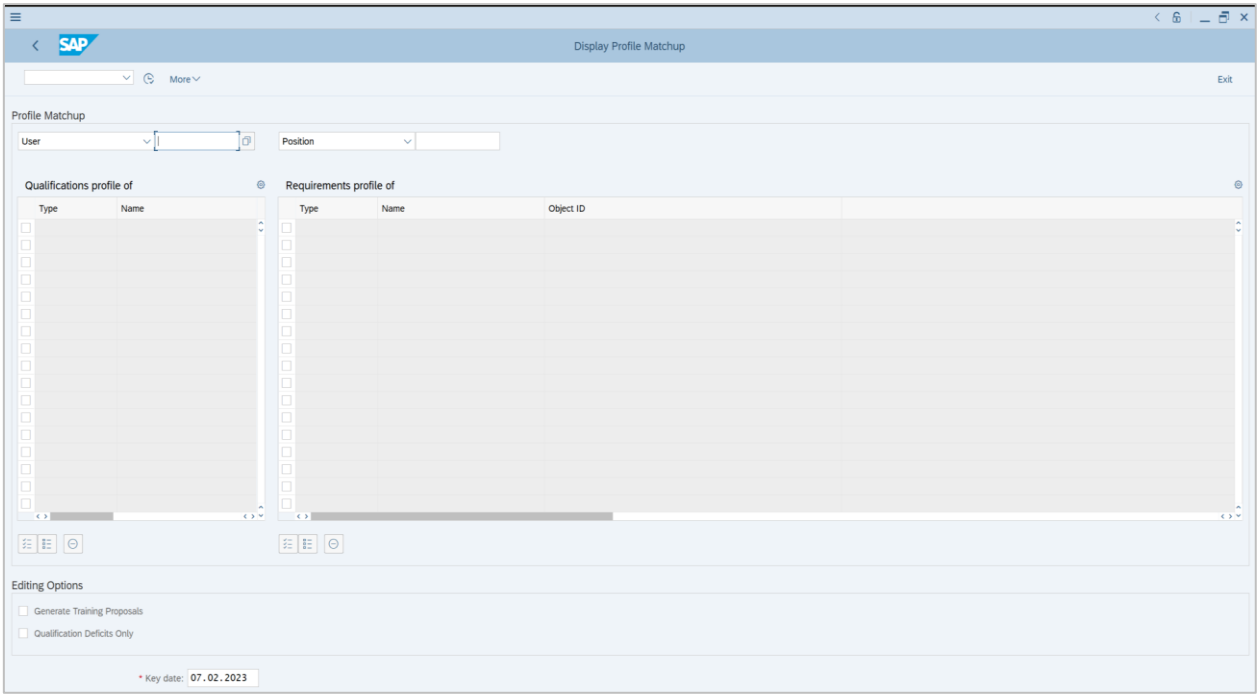
GENERATE PROFILE MATCHUP REPORT	**Backend User**
	Dept. HR Administrator

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

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

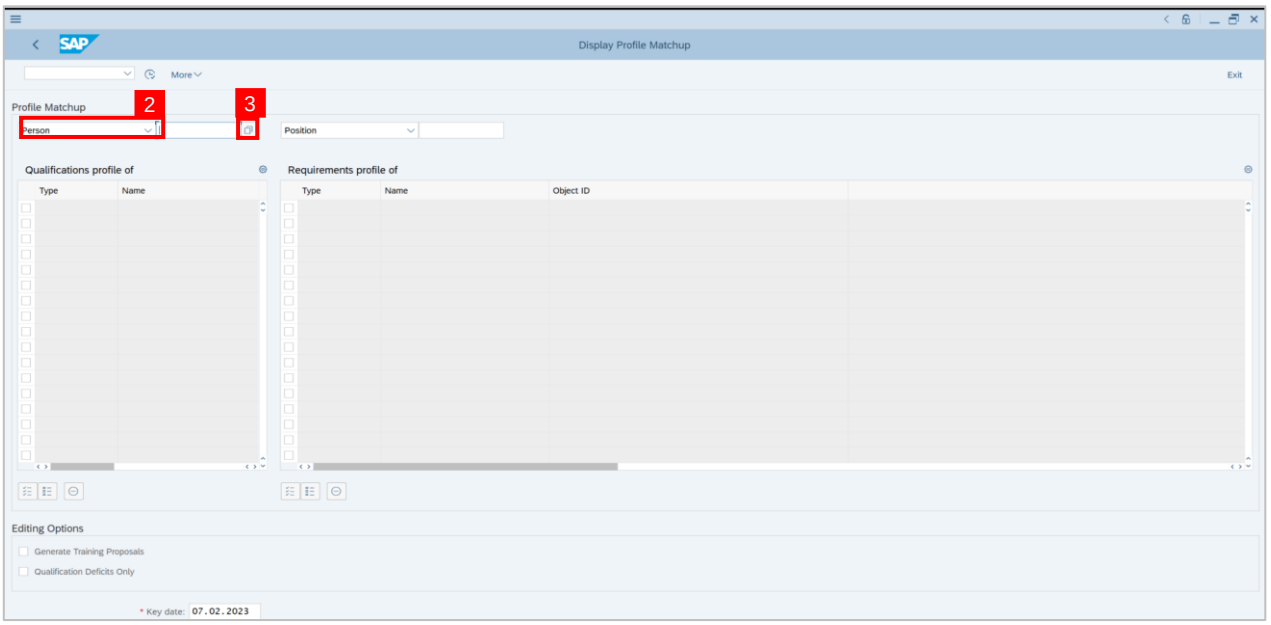


Note: Display Profile Matchup page will be displayed.



2. Navigate to **Profile Matchup** and select the option **Person** from the dropdown.

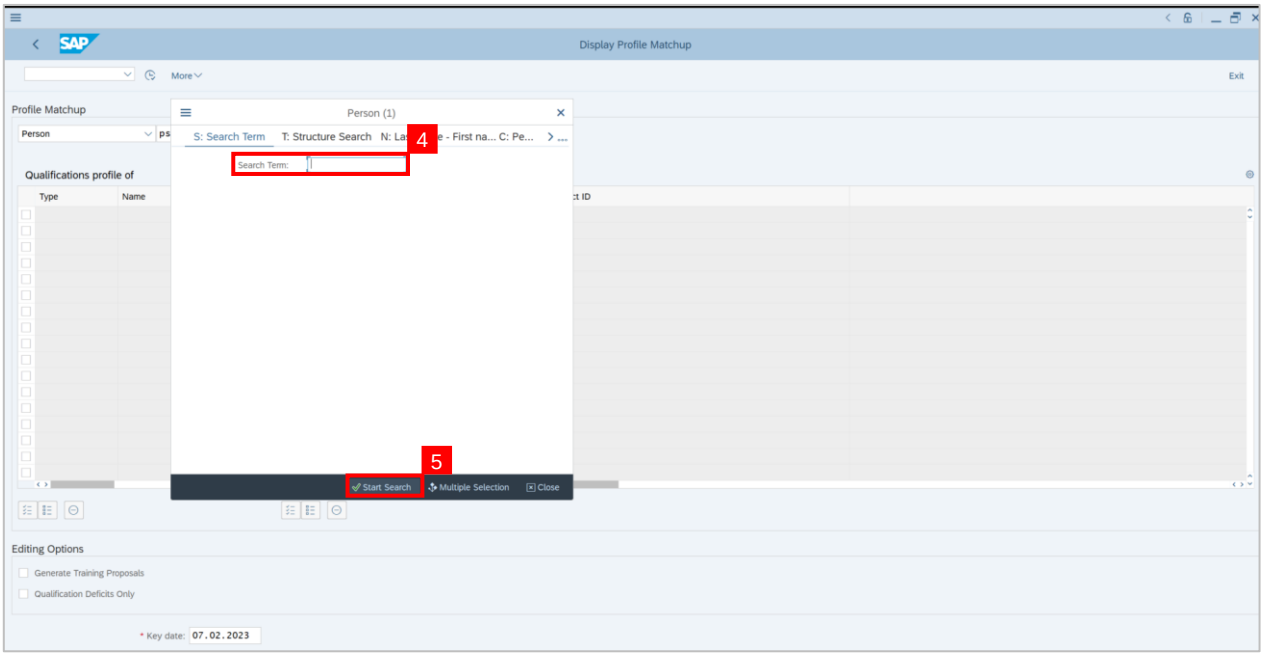
3. Click on the **Lookup icon** to select Personnel(s).



Note: Search Window will be displayed.

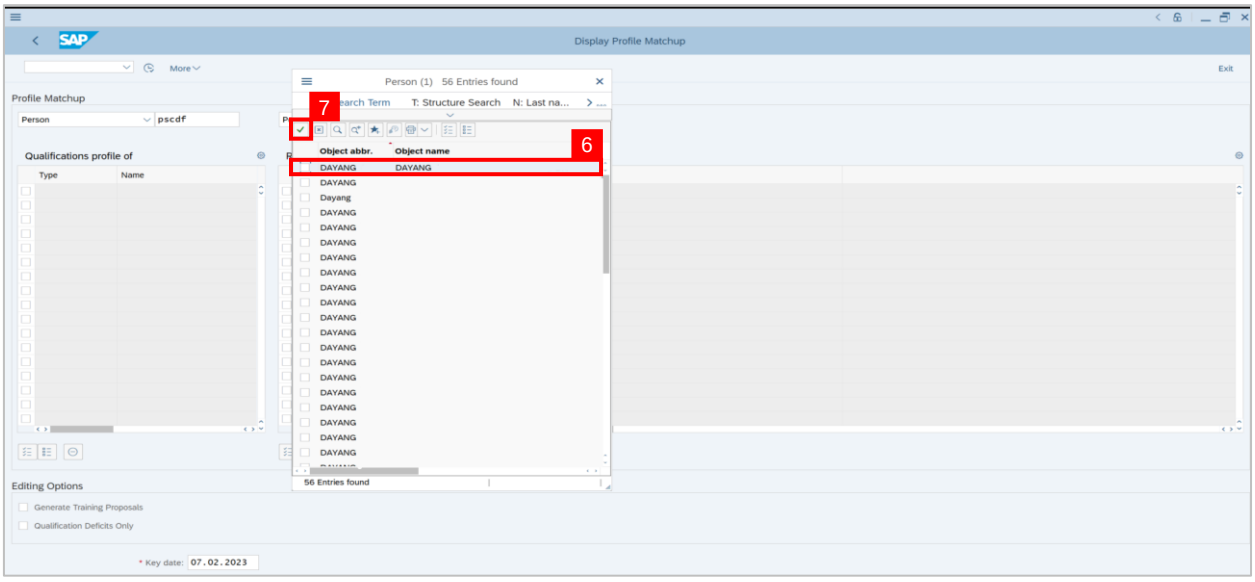
4. Fill in the name of the **person**.

5. Click on the **Start Search** button.



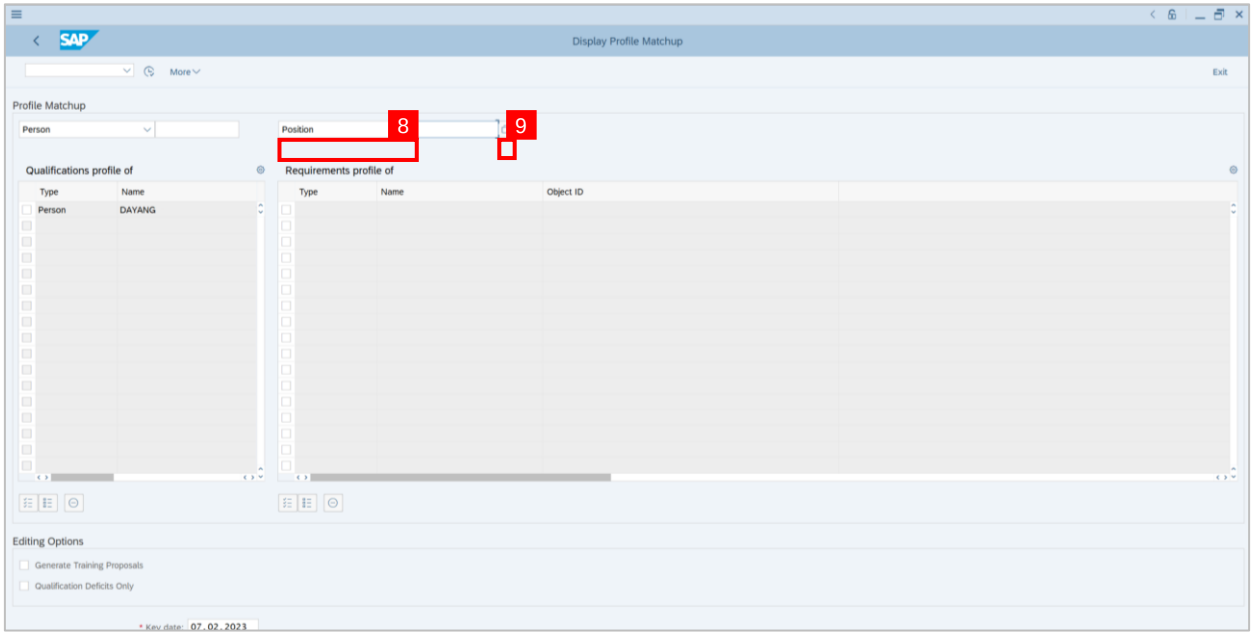
6. Choose and select the **Person**.

7. Click on **tick** icon.



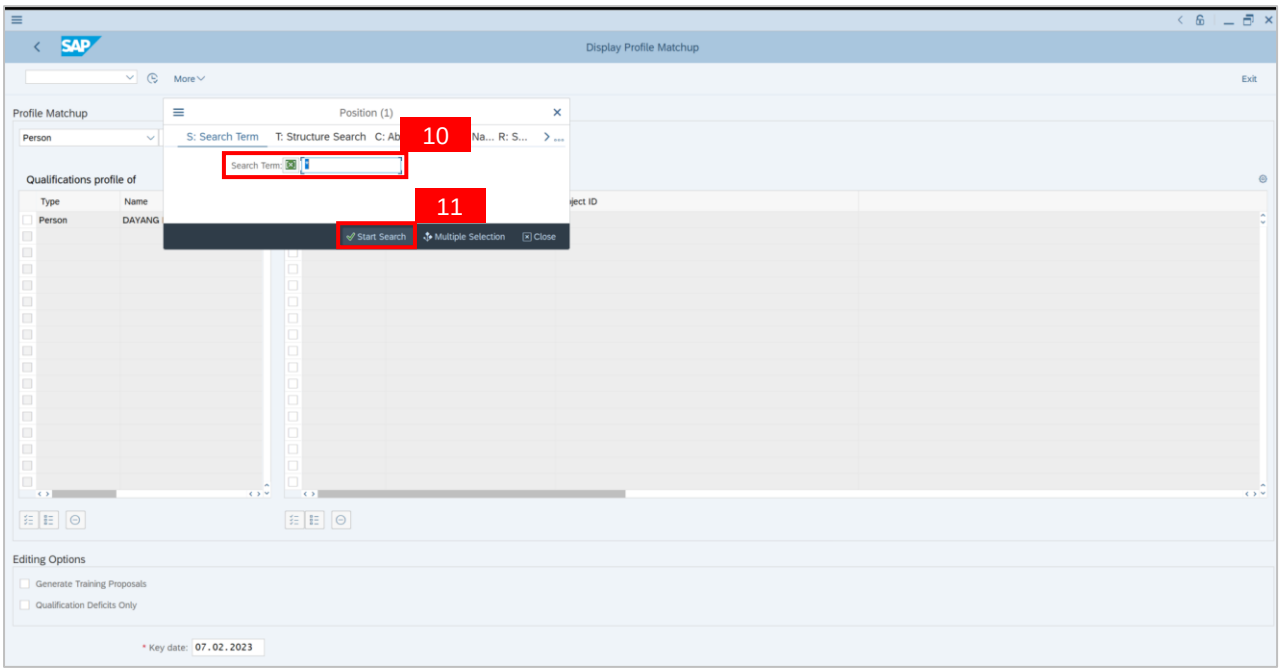
8. Choose **Position.**

9. Click on the **Search Term** icon.

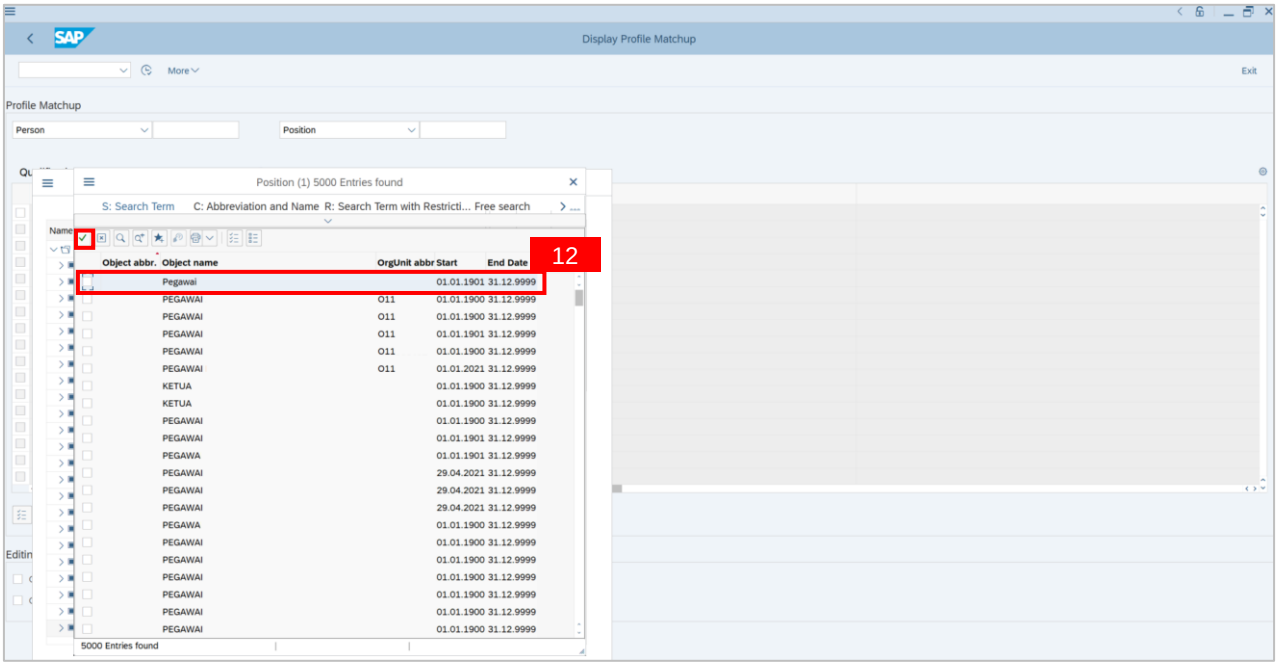


10. Fill in the name of **position**.

11. Click on the **Start Search** button.



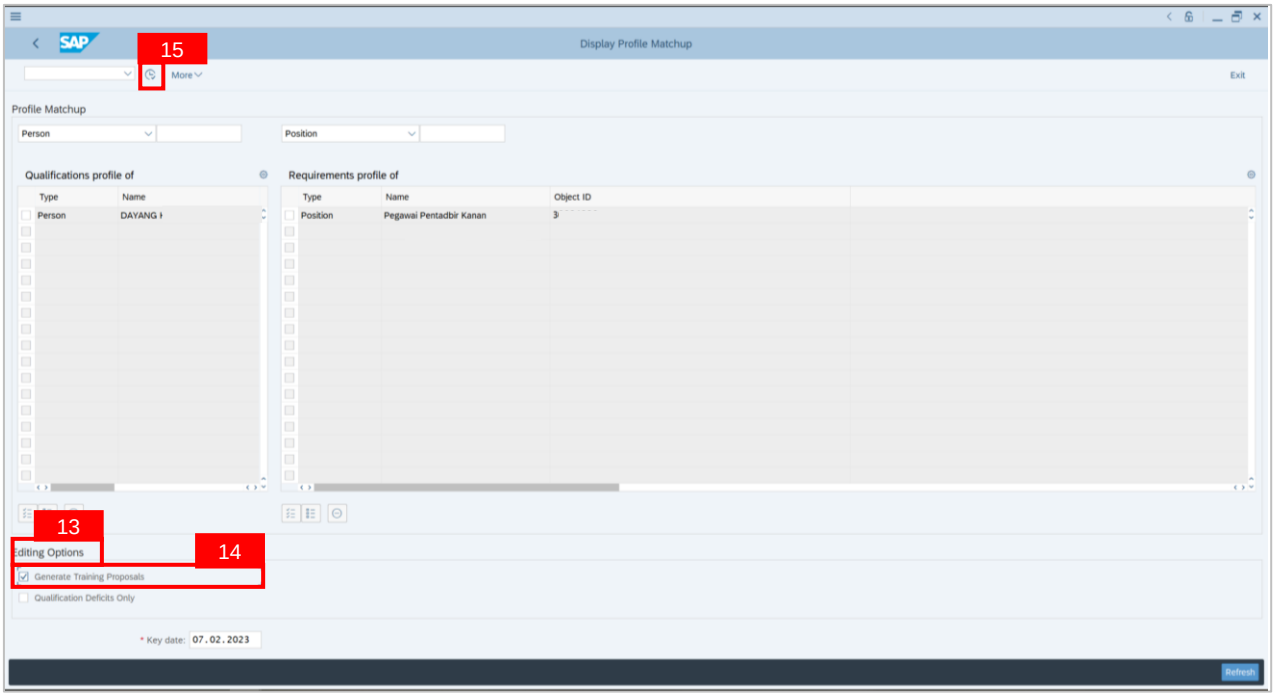
12. Select the **desired Position** and click on **tick** icon.



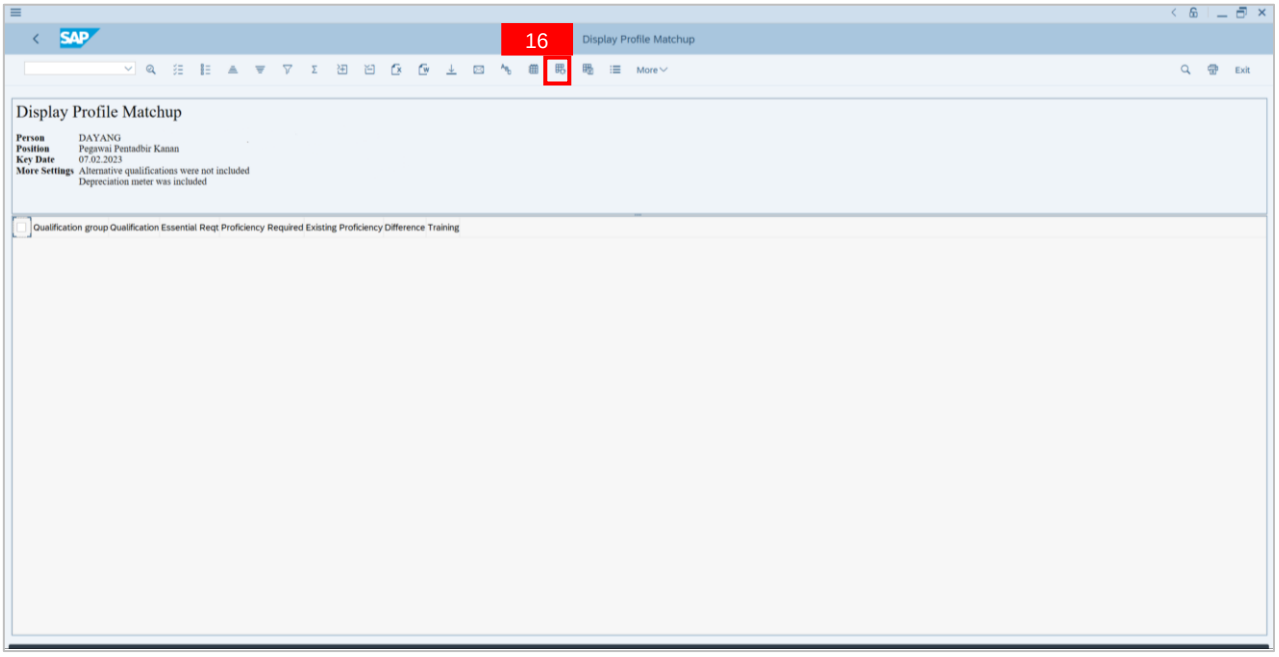
13. Navigate to **Editing Options.**

14. Tick the check box under **Generate Training Proposals.**

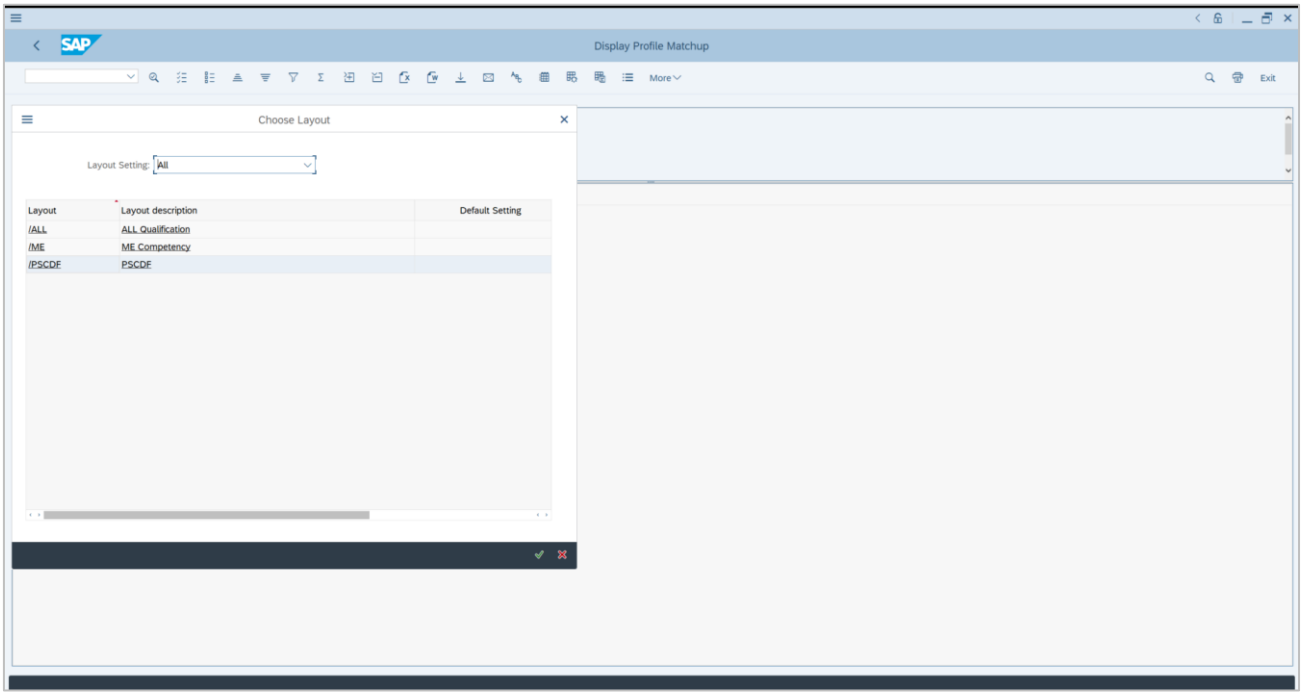
15. Click on the **execute** icon.



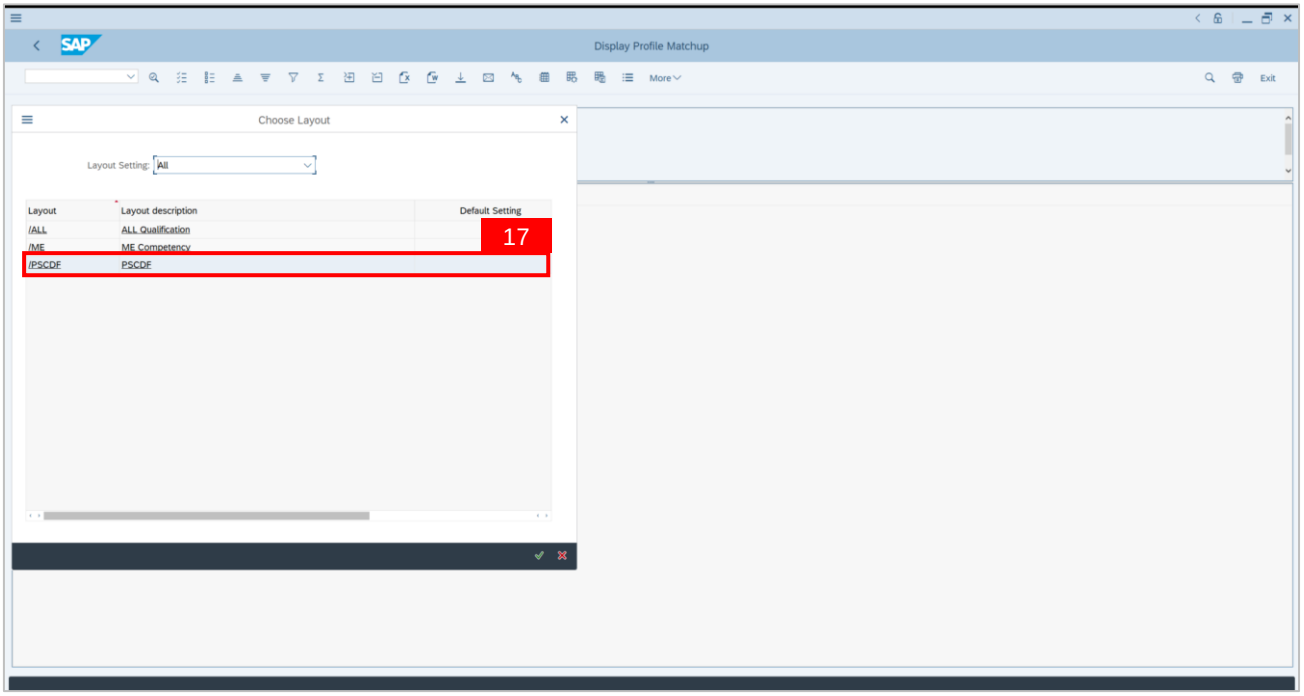
16. Click on **Select Layout** icon to choose **Layout**.



Note: Choose Layout window will be displayed.

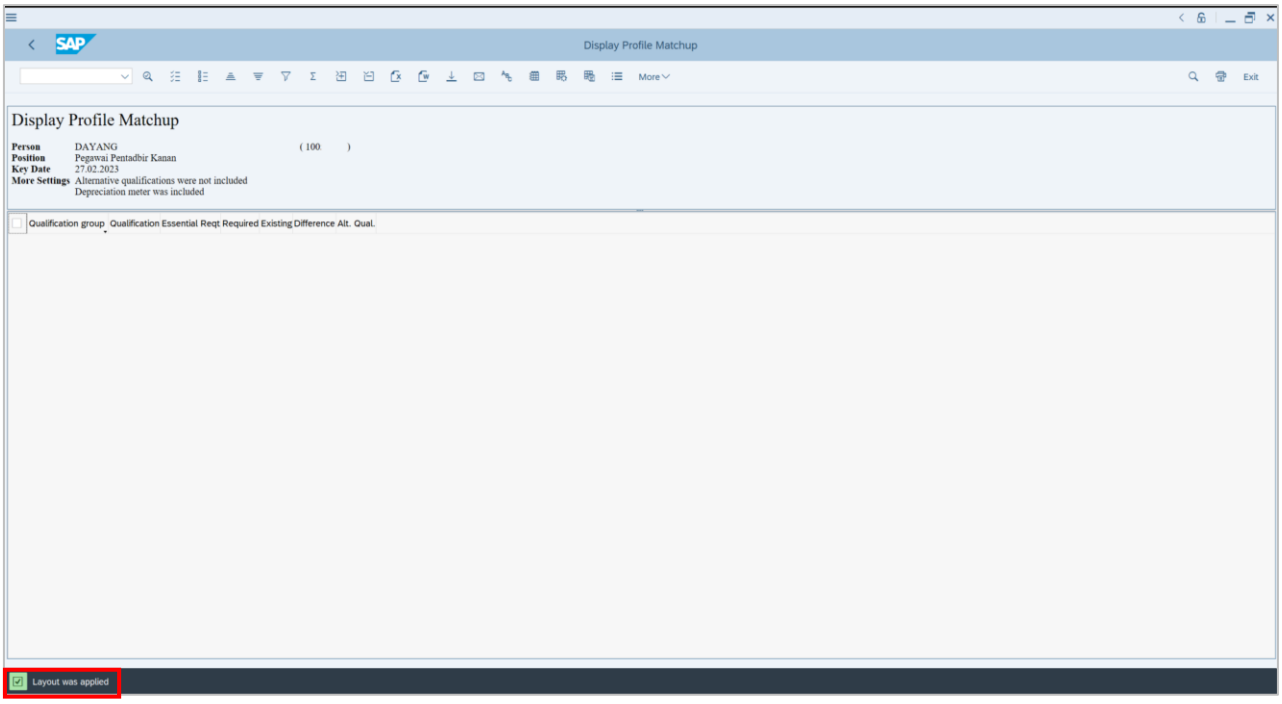


17. Select the **PSCDF** layout.



Outcome: Profile Match Up page will be displayed.

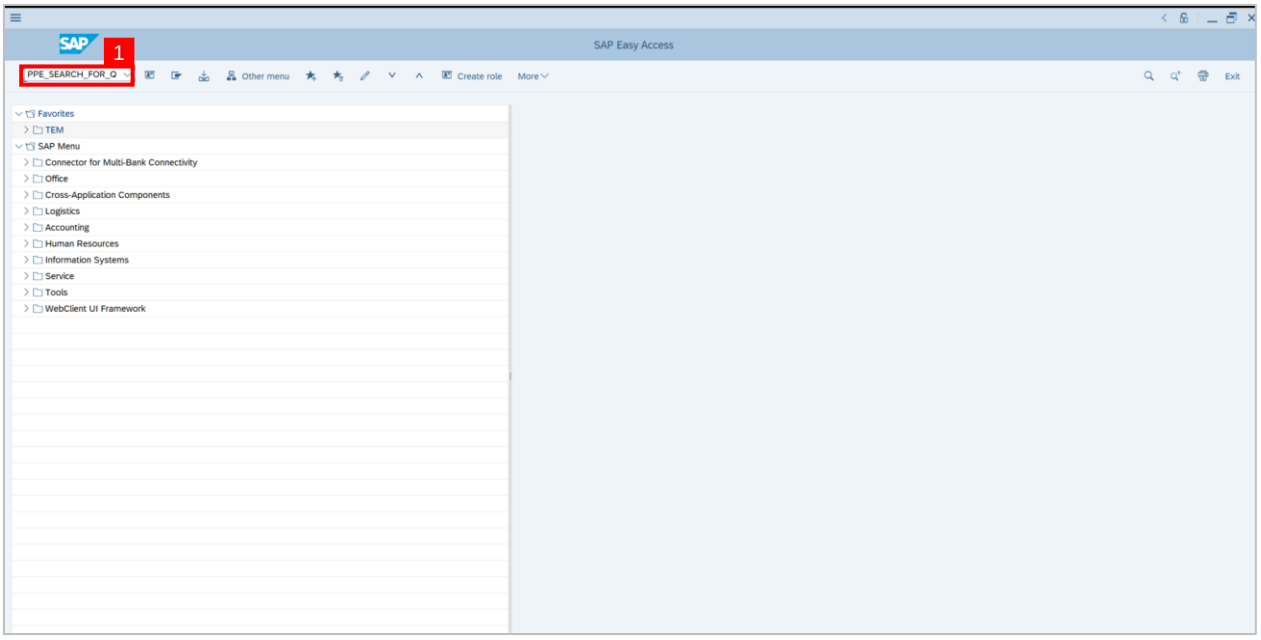
HR admin can generate the report to view competency gap and suggest / recommend to assessor on which training the employee need to attend (out of system).



GENERATE SEARCH FOR OBJECT REPORT	Backend User
	Dept. HR Administrator

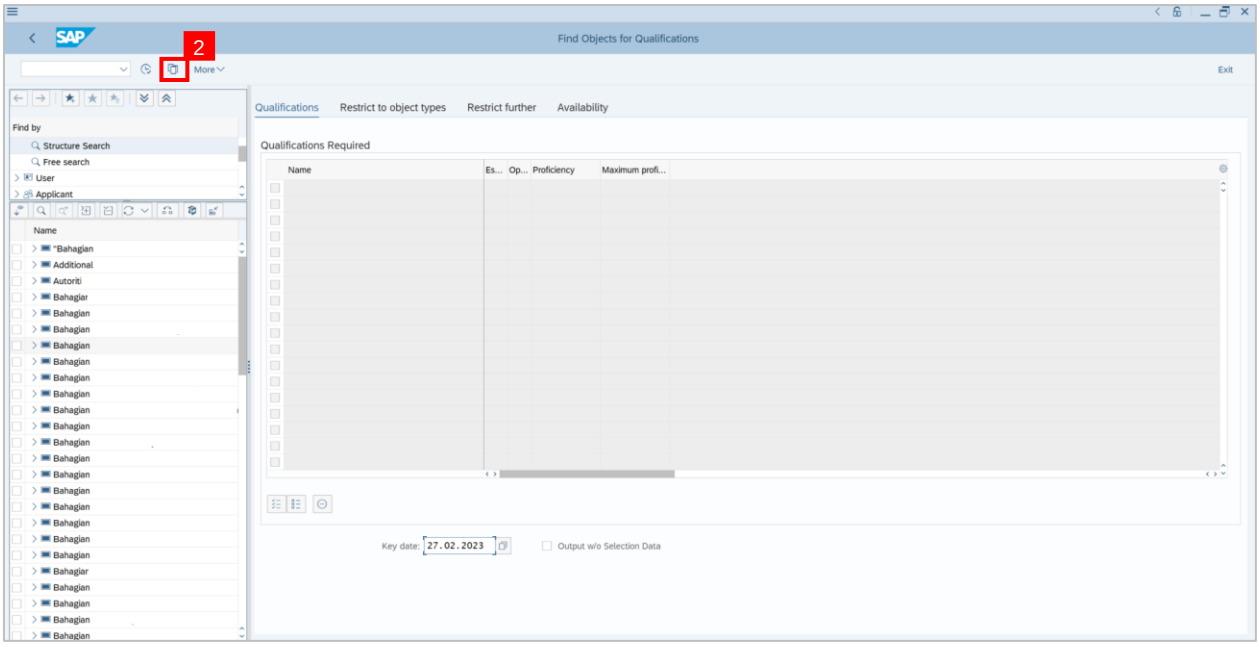
Log into SAP GUI (Back End) and proceed with the following steps.

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



Note: Find Objects for Qualifications page will be displayed.

2. Click on the **Get Variant** icon.

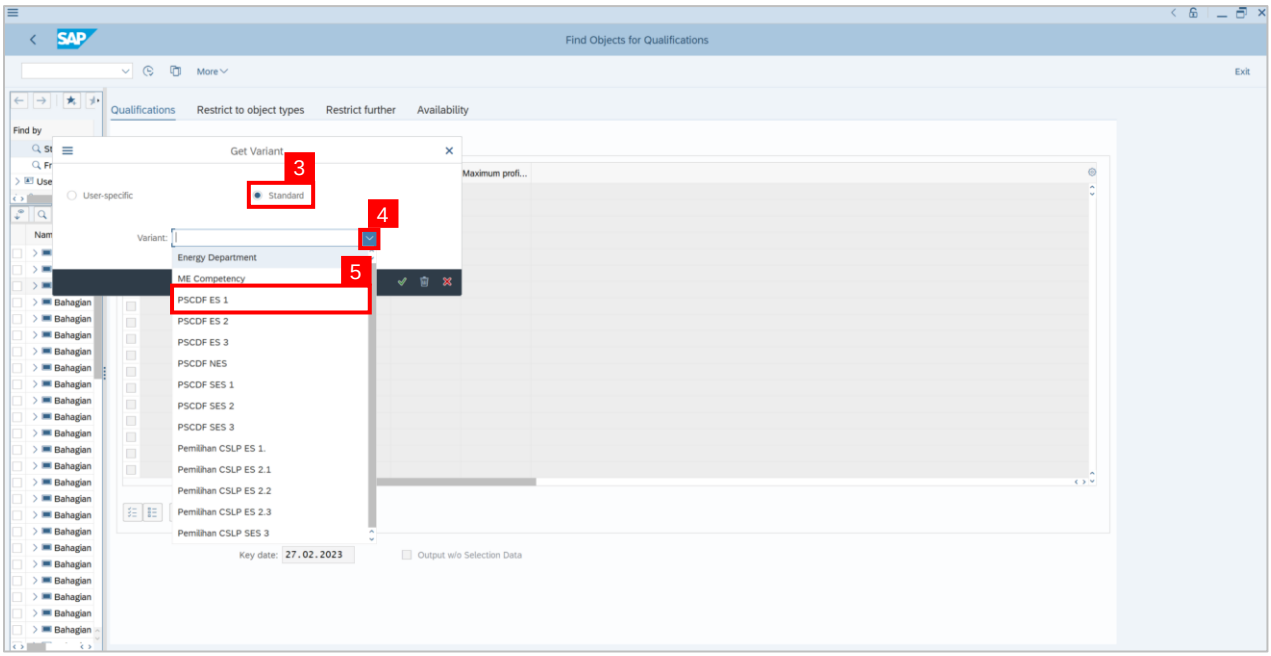


Note: Get Variant page will be displayed.

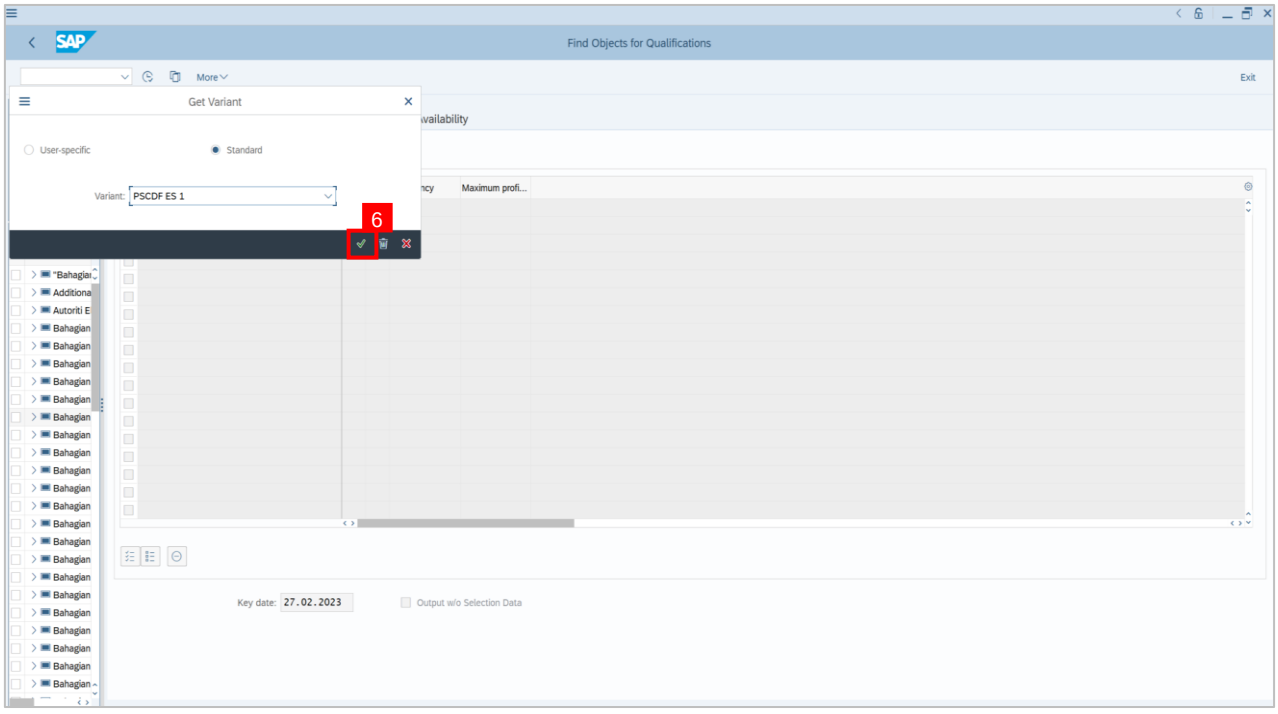
3. Select **Standard** (to show a list of available standard variants)**.**

4. Click on the **dropdown** icon.

5. Select the **preferred variant.**



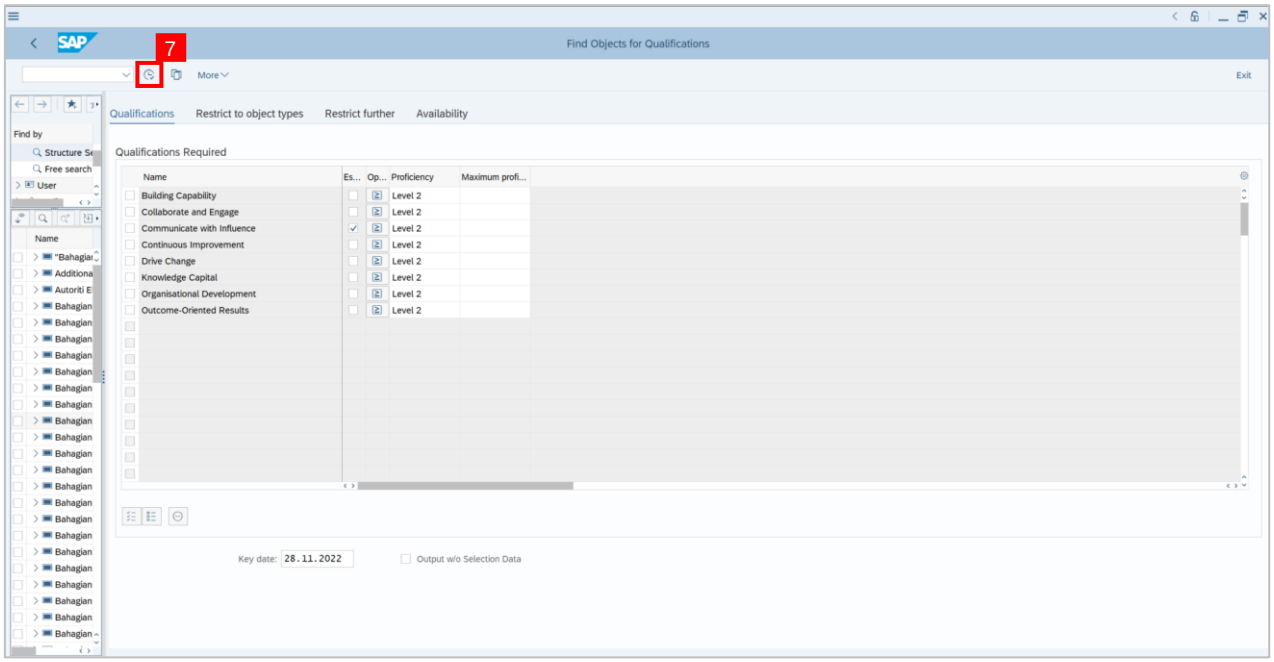
6. Click on the **tick** button.



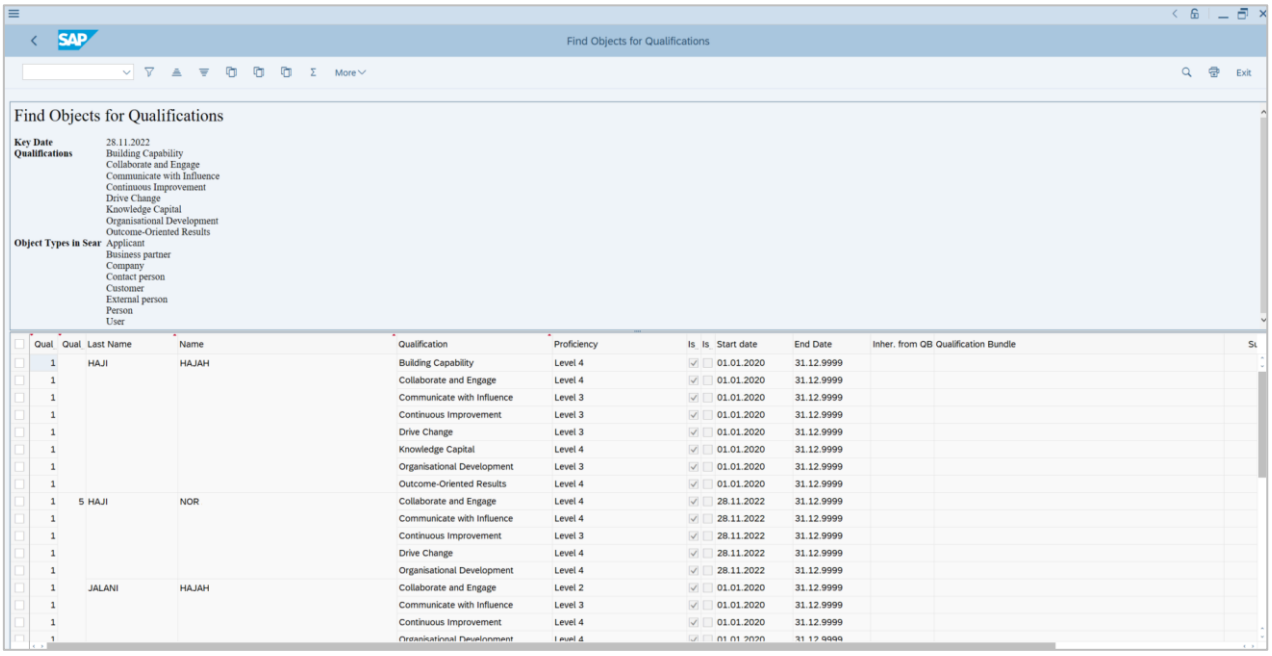
Note: Proficiency of the Qualification page will be displayed.

Users may update Proficiency of the Qualification accordingly.

7. Click on the **execute** icon.



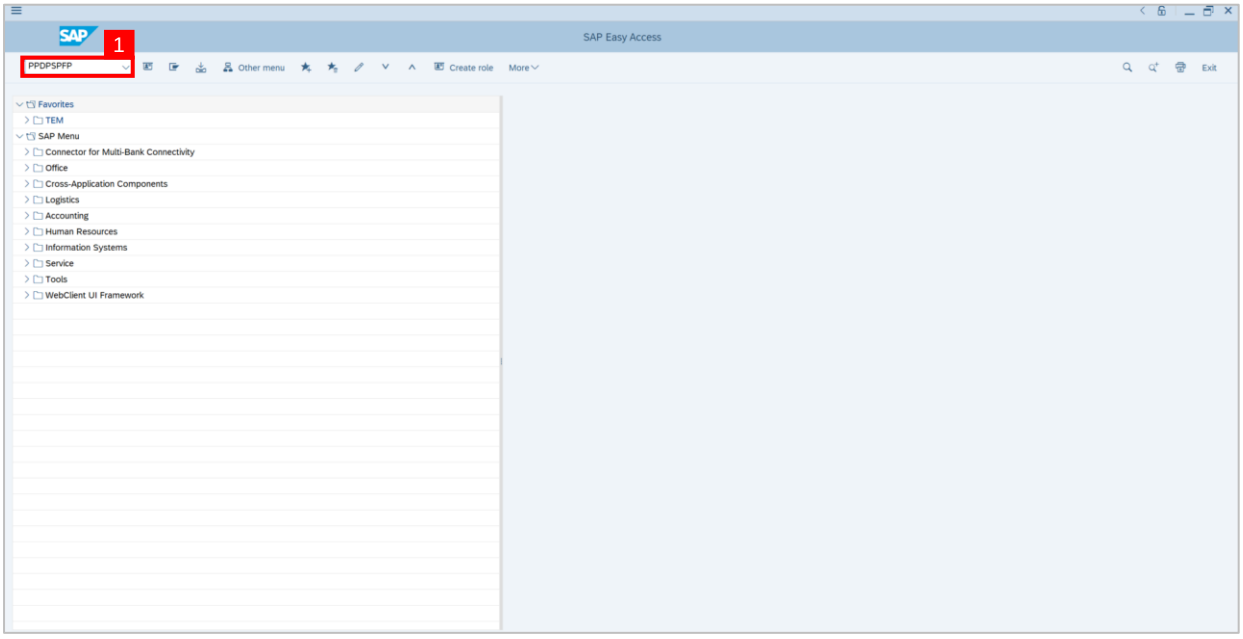
Outcome: Find Objects for Qualification Report page will be displayed.



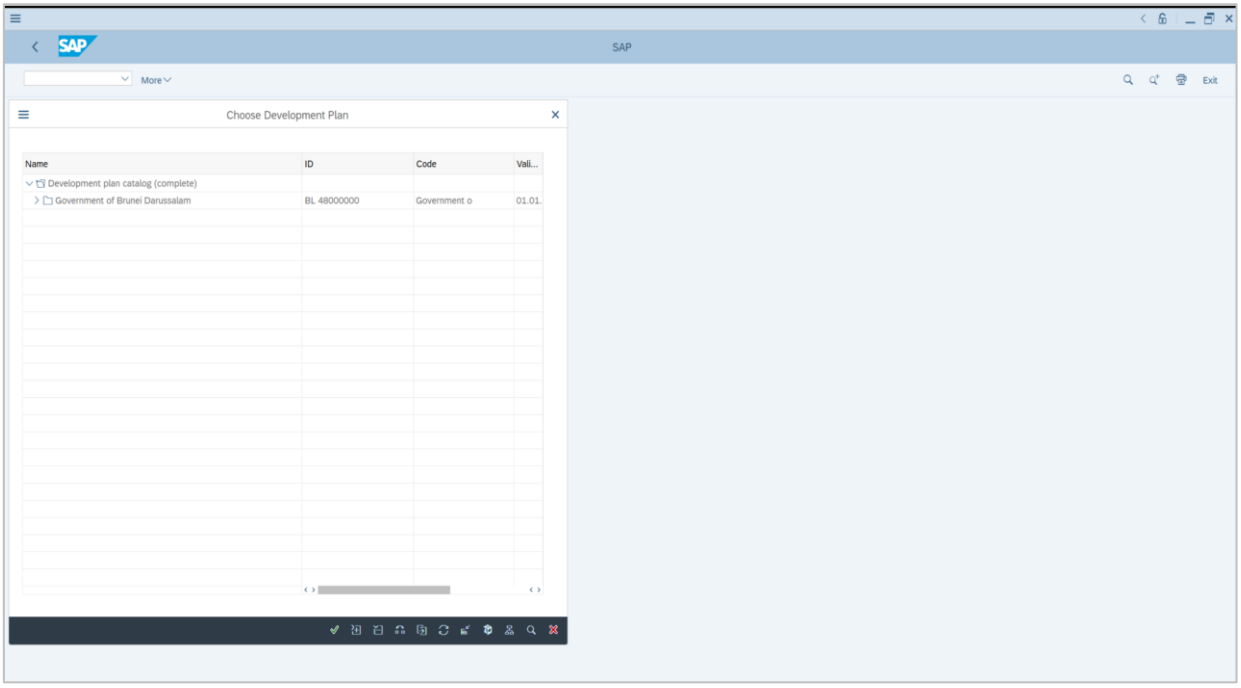
GENERATE DEVELOPMENT PLAN STATUS	Backend User
	Dept. HR Administrator

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

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



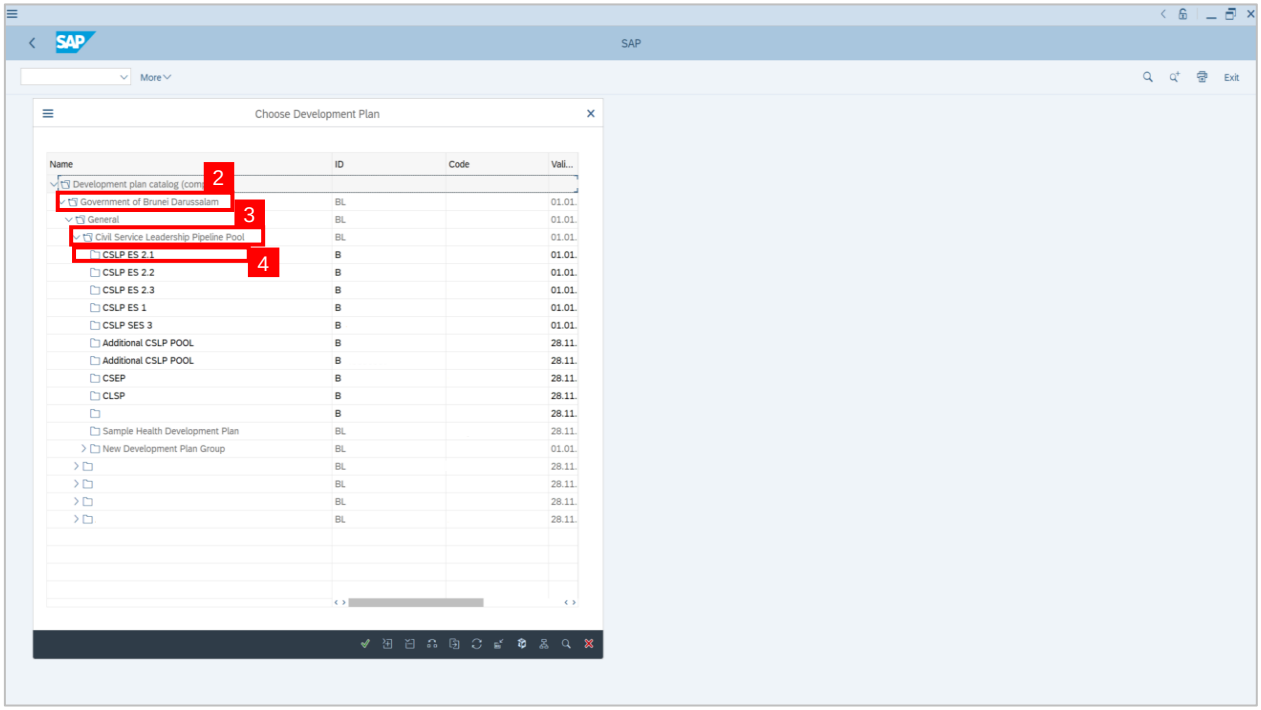
Note: Choose development plan page will be displayed.



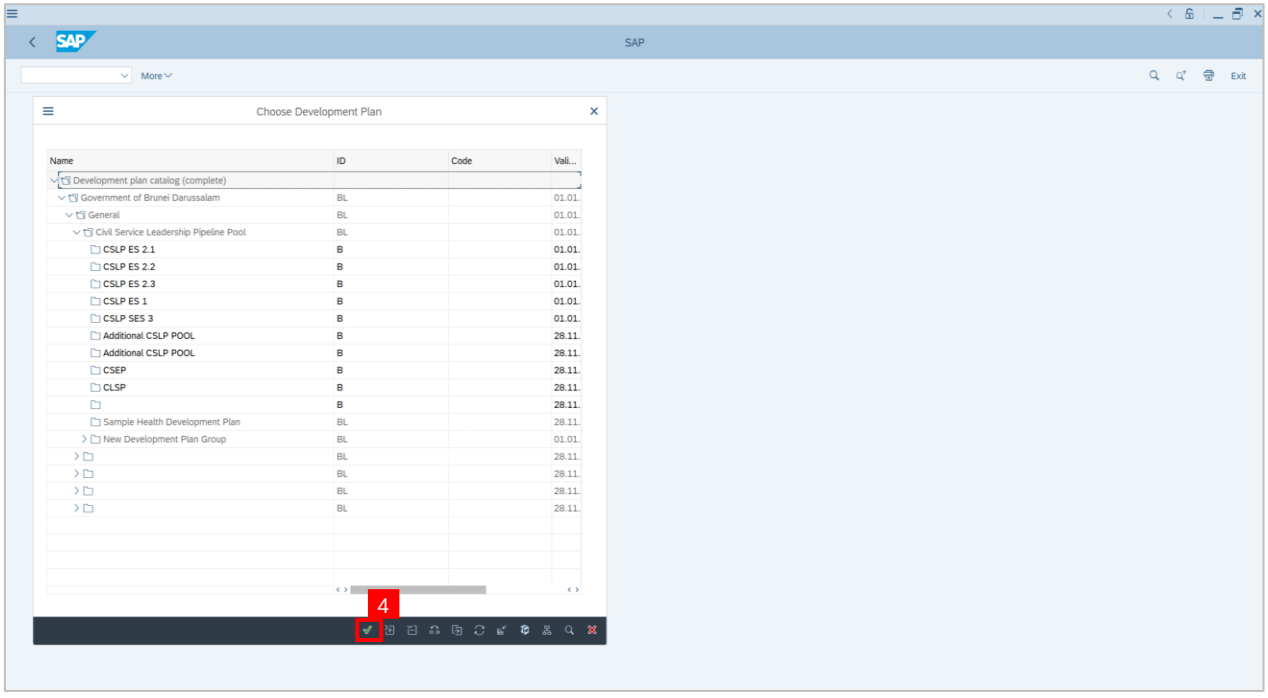
2. Click on **Government of Brunei Darussalam.**

3. Click on **Civil Service Leadership Pipeline Pool.**

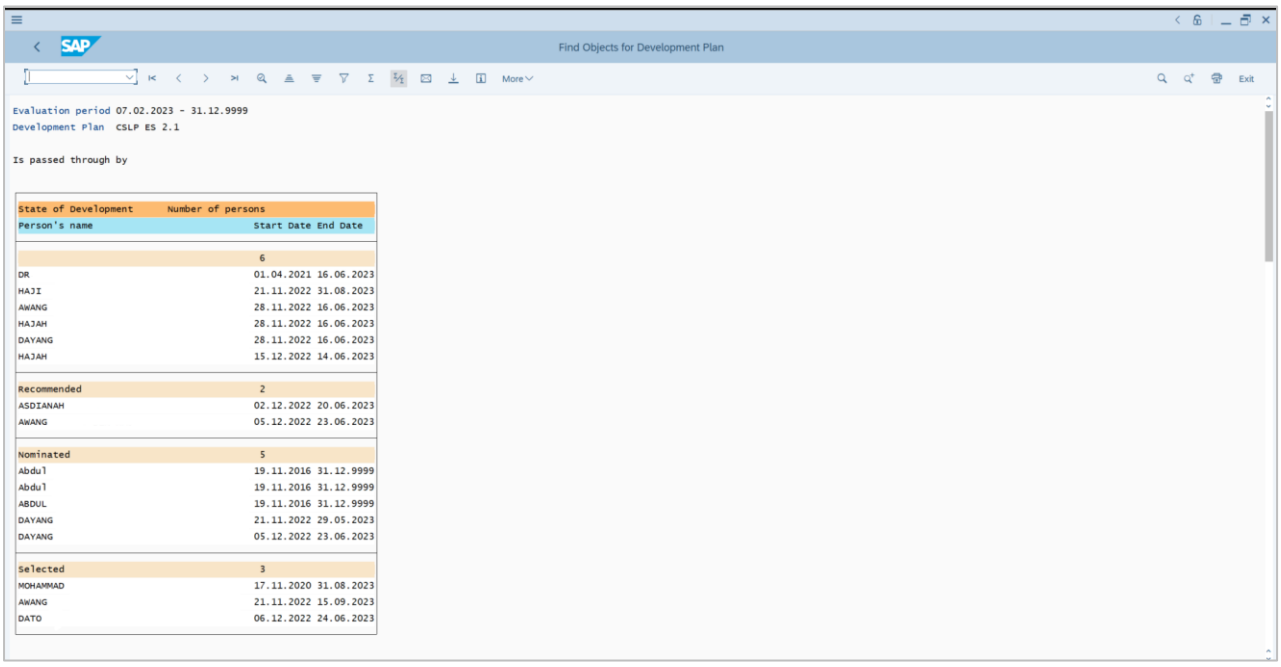
4. Select the desired **Development Plan**. For example: **CSLP ES 2.1**



5. Click on the **tick** button.



Outcome: Find Objects Development page will be displayed.

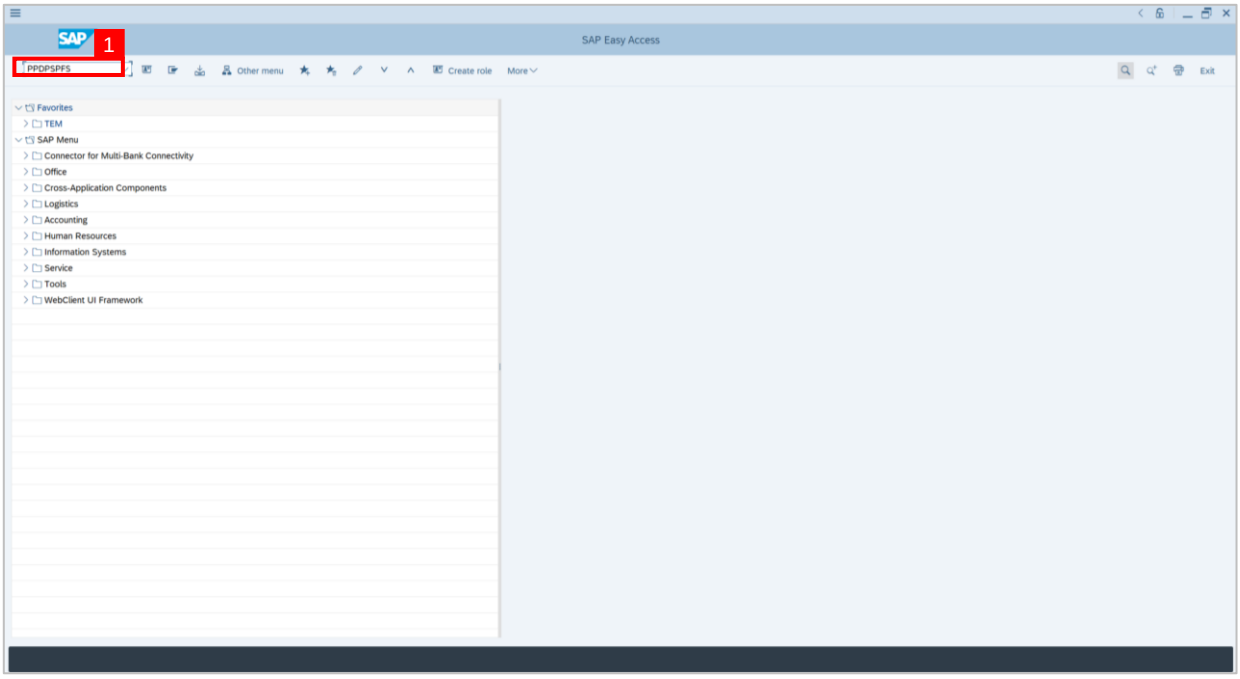


GENERATE DEVELOPMENT PLAN ACTIVITY STATUS	Backend User
	Dept. HR Administrator

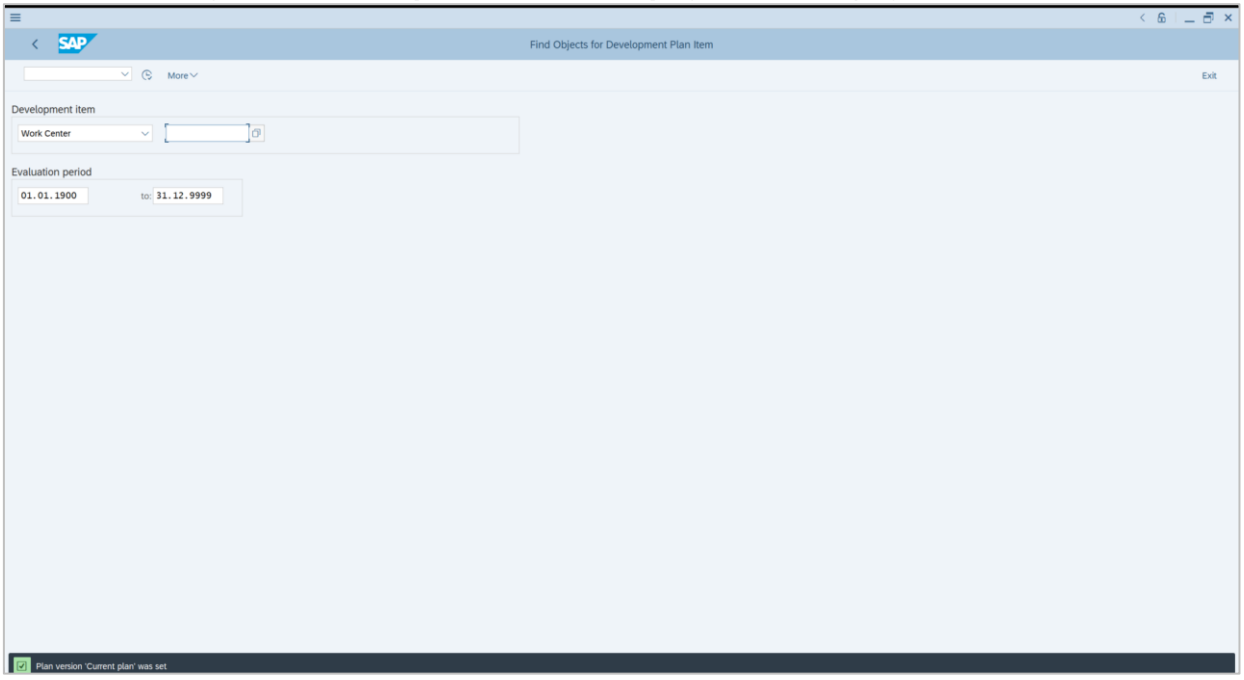
Log into SAP GUI (Back End) and proceed with the following steps.

Scenario: To find out employee activity status for Appraisal (CEP).

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

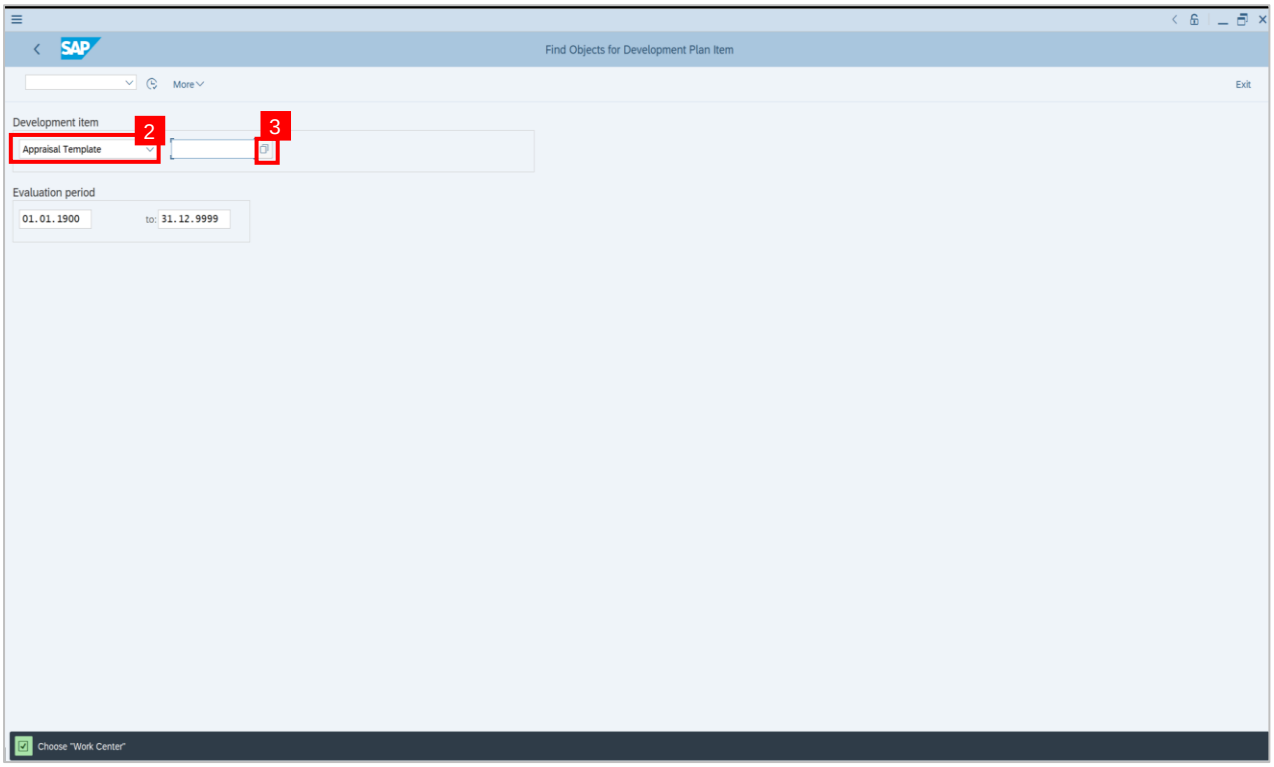


Note: Find Object for Development Plan Item page will be displayed.

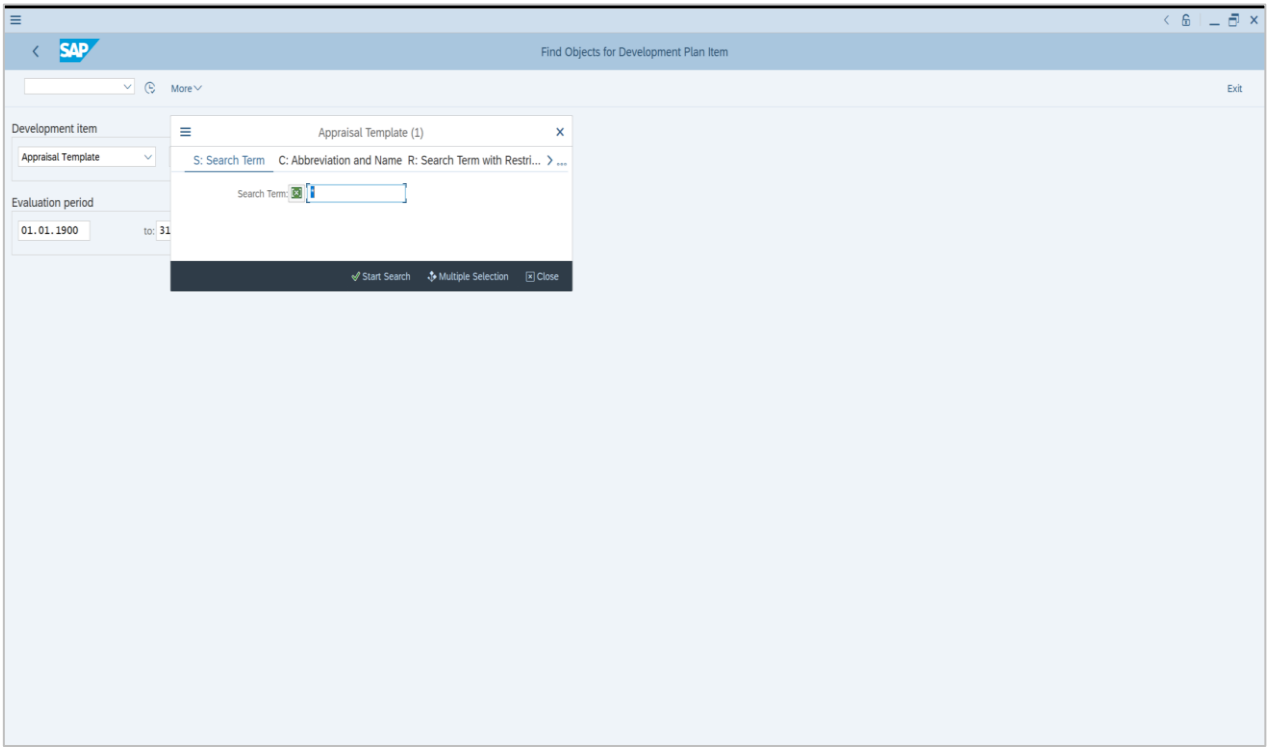


2. Change Development Plan Item to **Appraisal Template.**

3. Click on the **Search Term** icon.

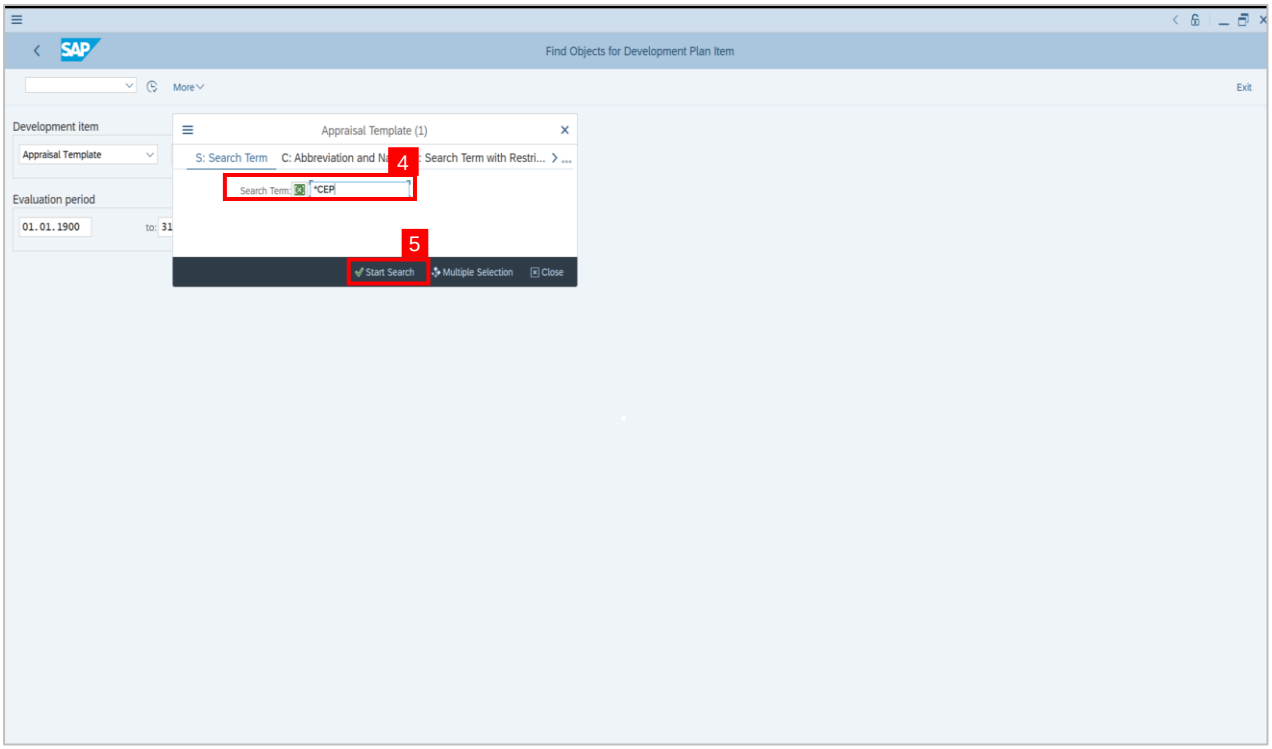


Note: Appraisal Template window will be displayed.

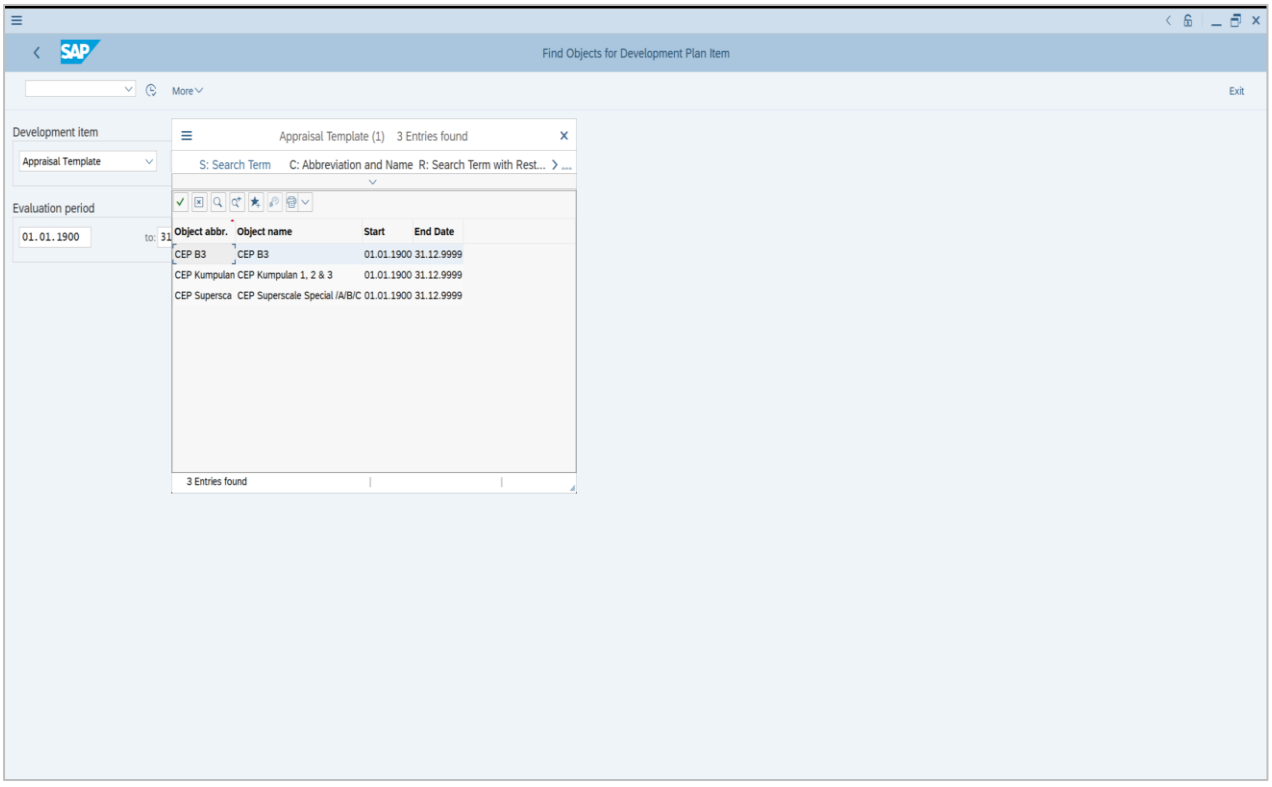


4. Type **CEP** on **Search Term.**

5. Click on the **Start Search** button.

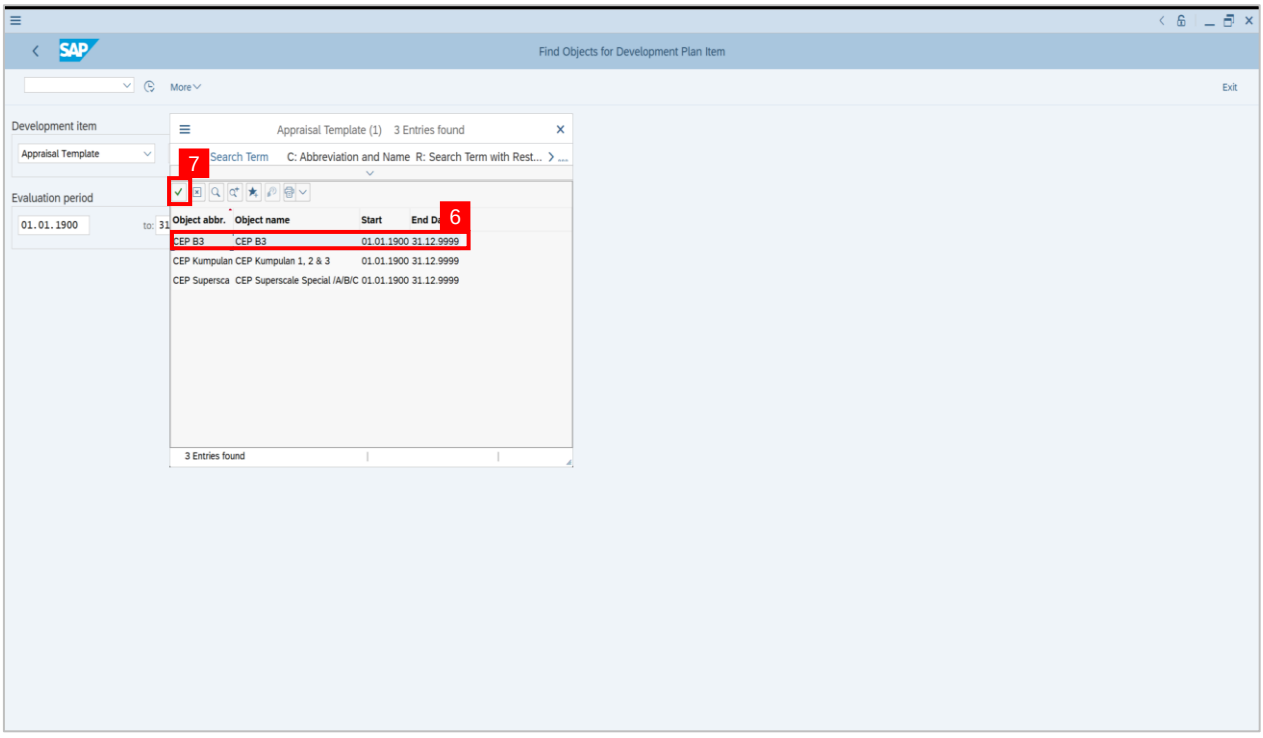


Note: Appraisal Template window will be displayed.

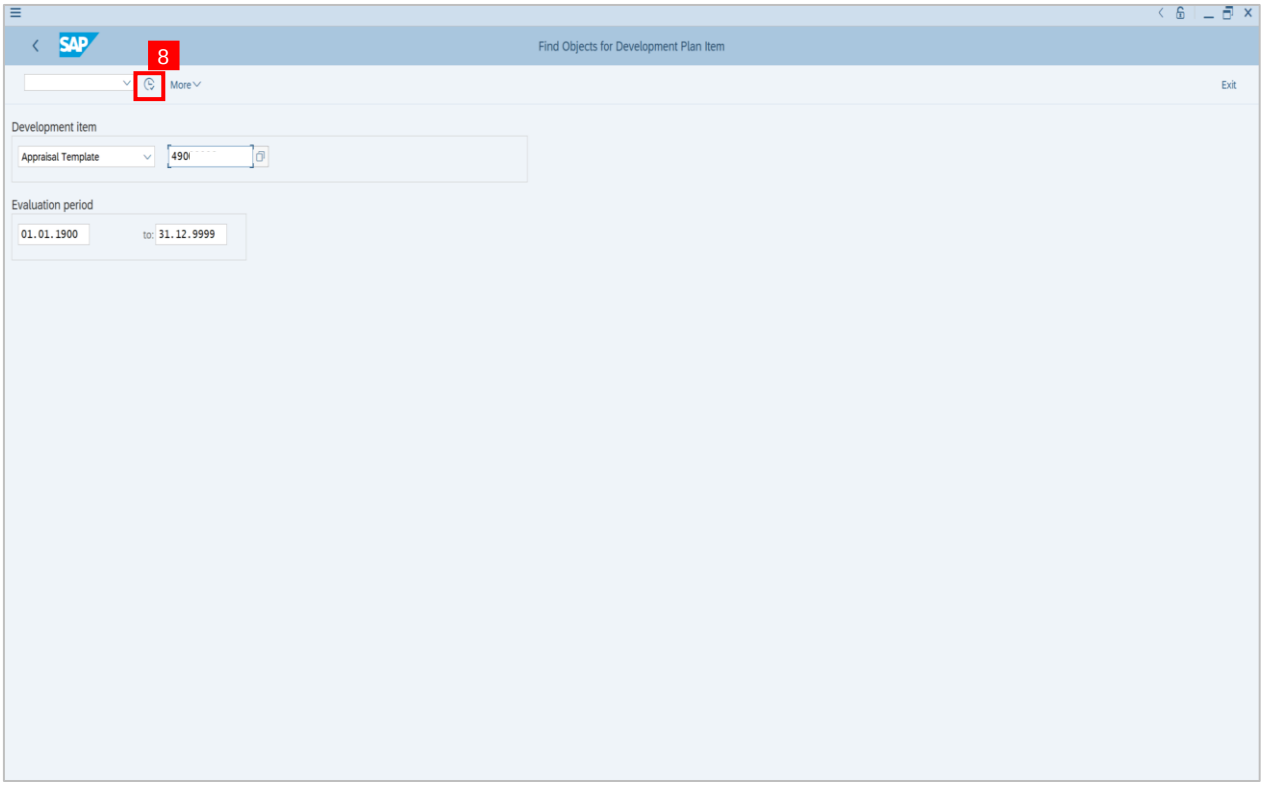


6. Choose **desire object** to be assigned.

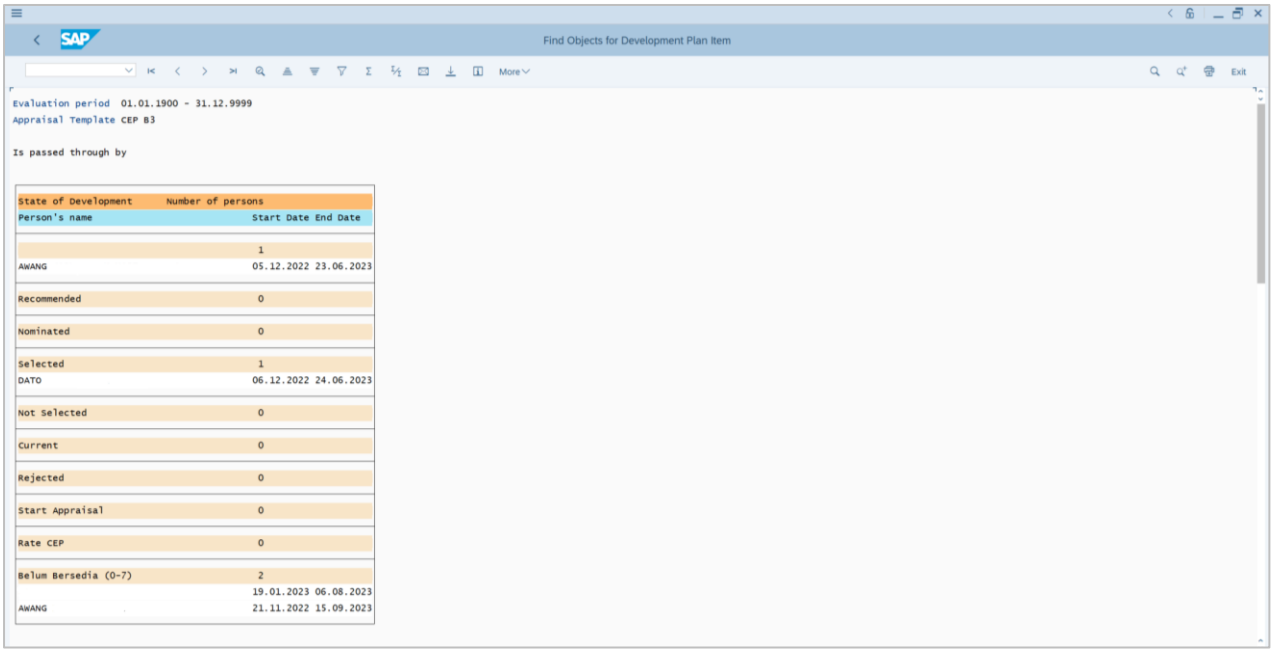
7. Click on the **tick** icon.



8. Click on the **execute** icon.



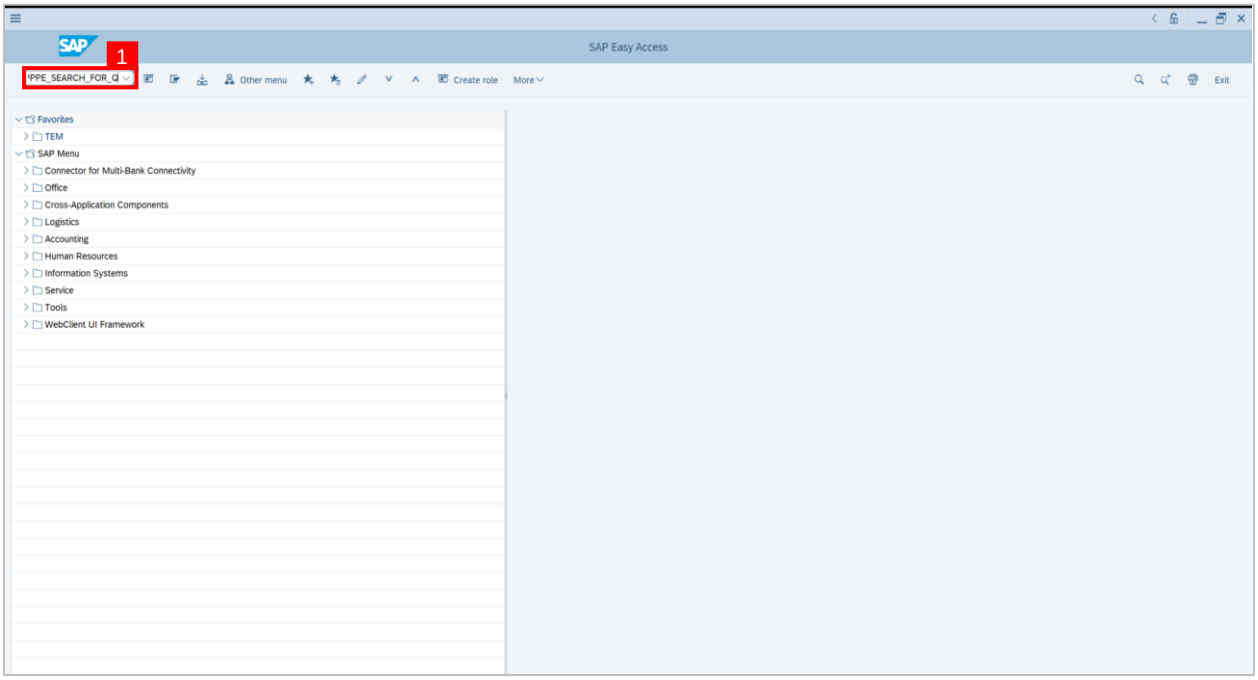
Outcome: **Find Object for Development Plan Item page** will be displayed.



GENERATE SEARCH FOR OBJECT REPORT	Backend User
	Dept. HR Administrator

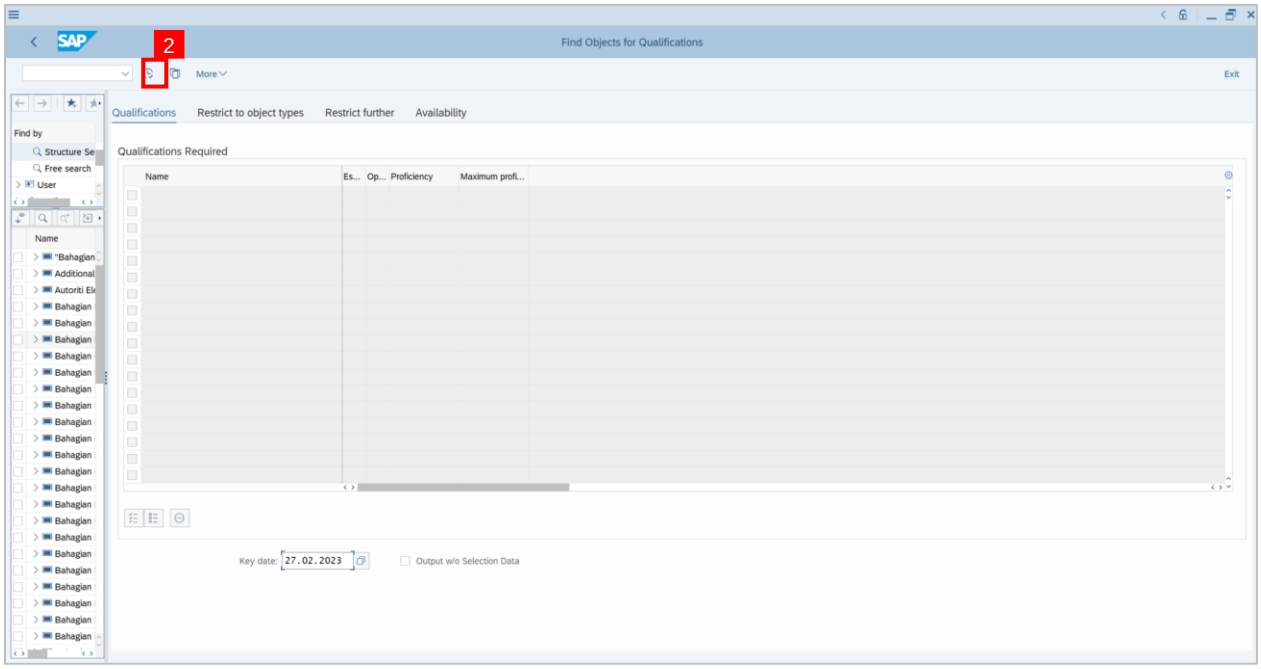
Log into SAP GUI (Back End) and proceed with the following steps.

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



Note: Find Objects for Qualifications page will be displayed.

2. Click on the **Get Variant** icon.

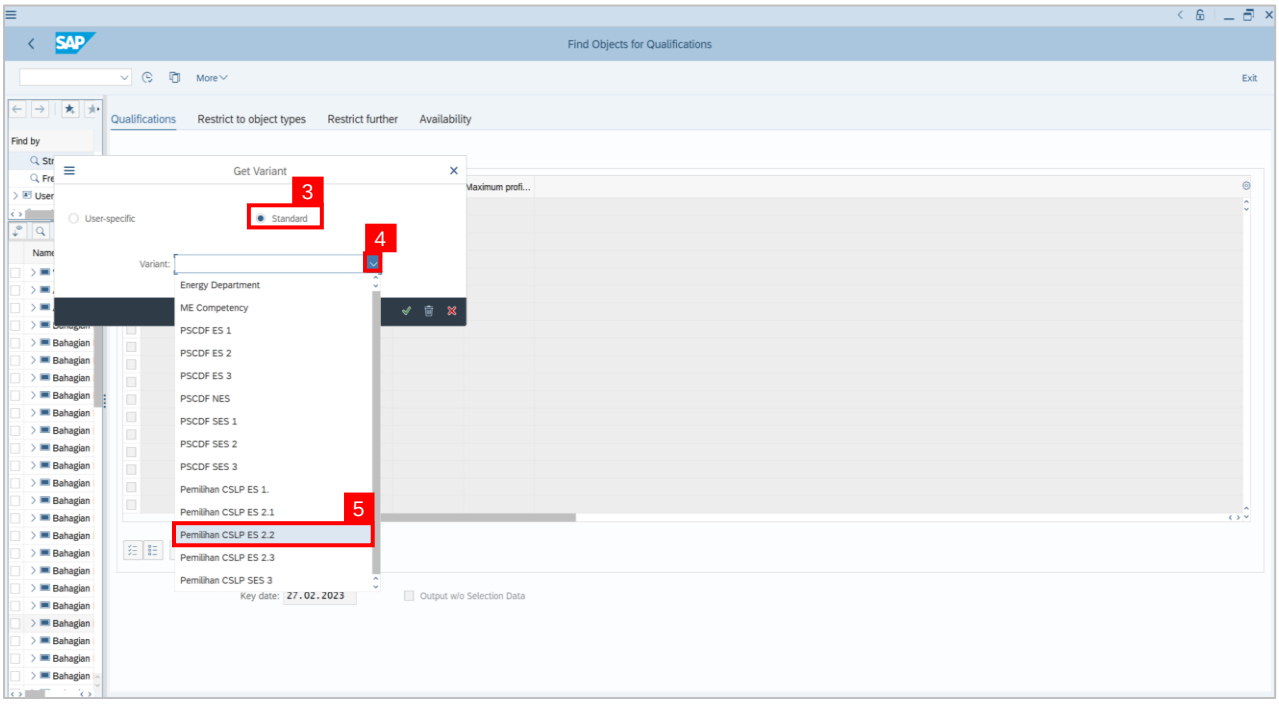


Note: Get Variant window will be displayed**.**

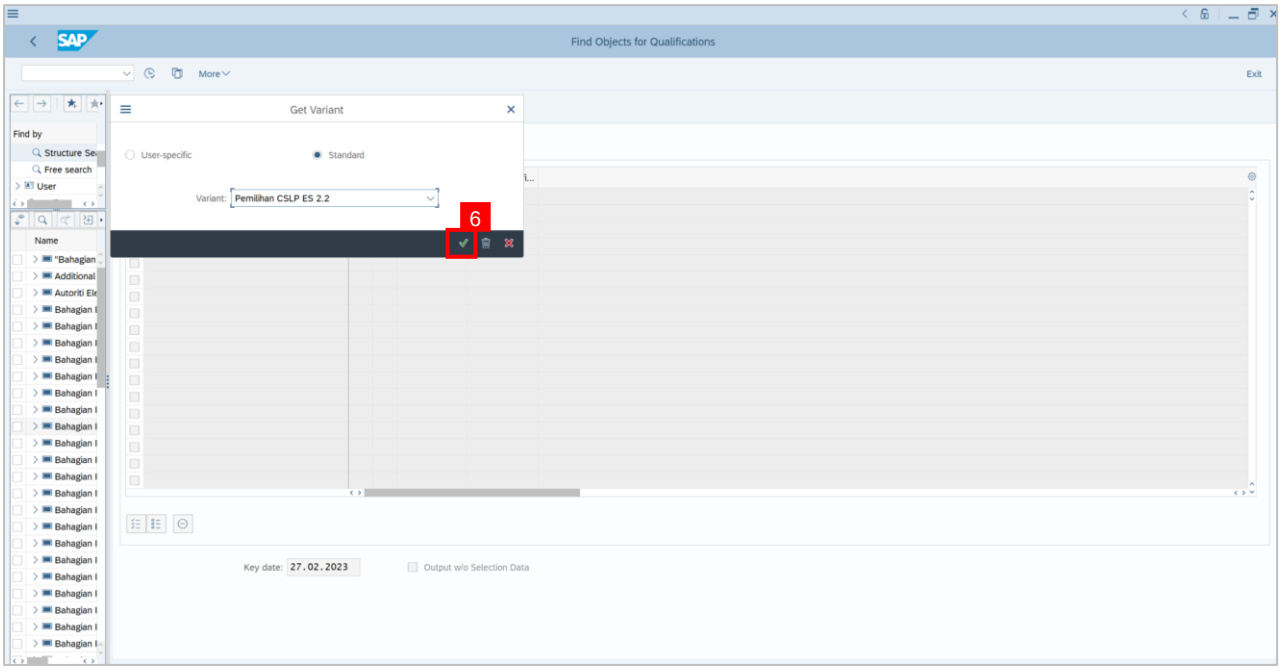
3. Select **Standard.**

4. Click on the **dropdown** icon.

5. Select. For example: ***Pemilihan CSLP ES 2.2*.**

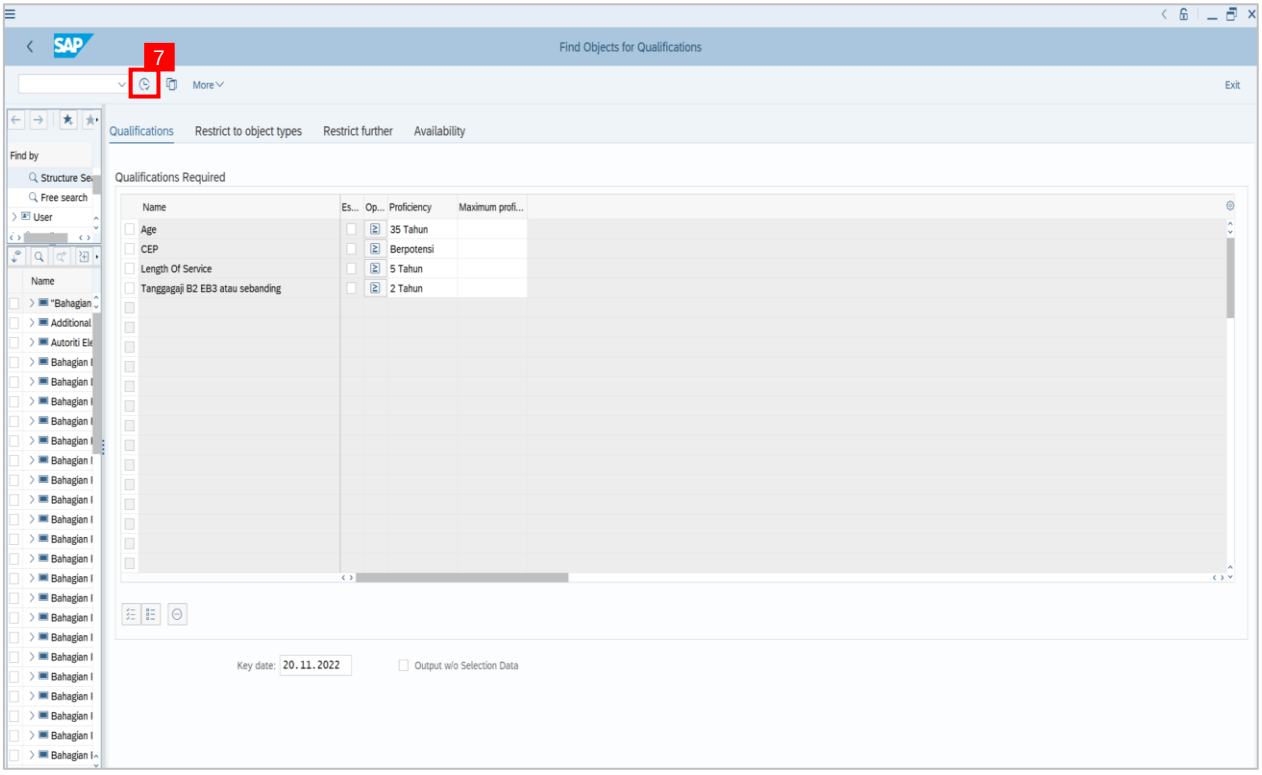


6. Click on the **tick** button.

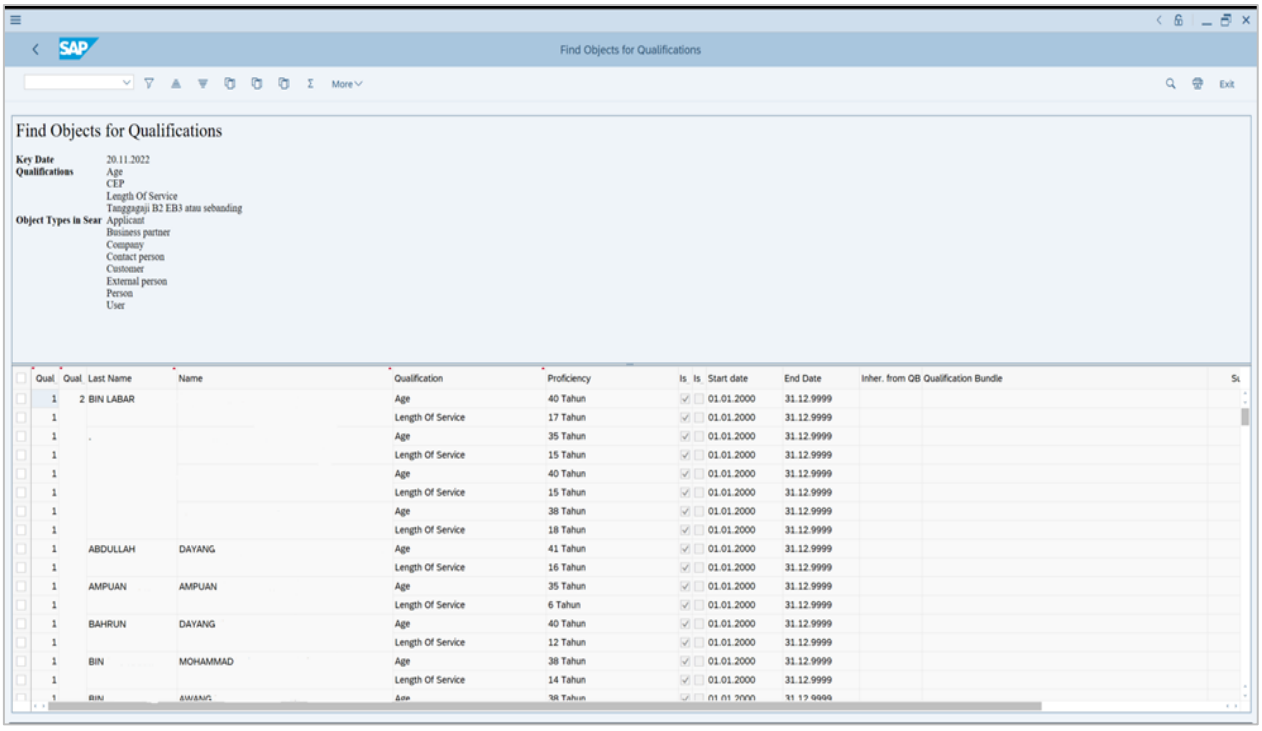


Note: Proficiency of the Qualification window will be displayed.

7. Click on the **Execute** icon.



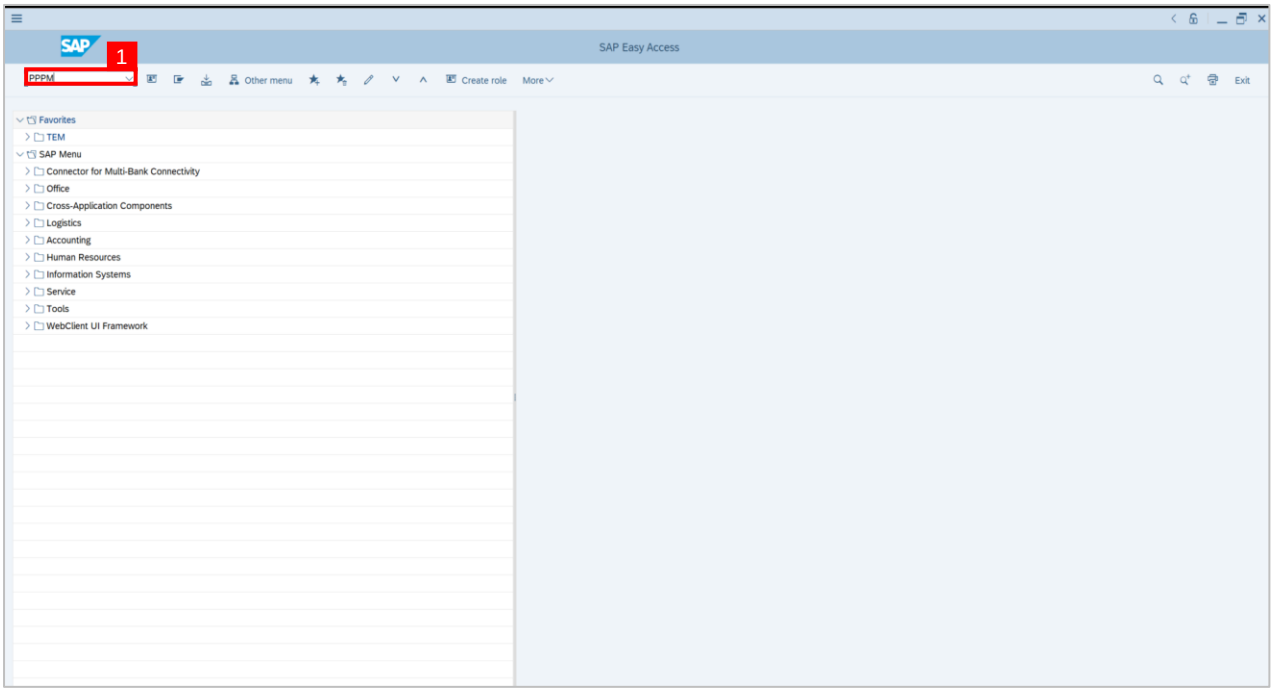
Note: Find Object for Qualifications window will be displayed.



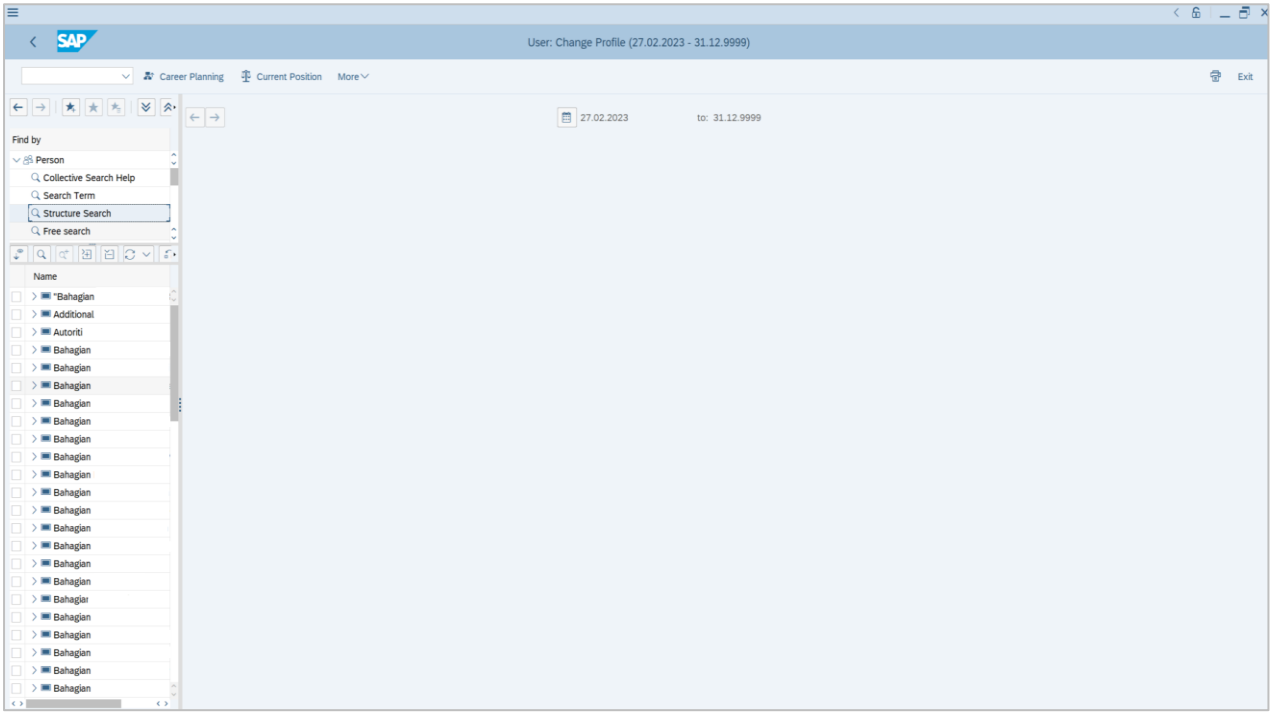
ASSIGN PERSON TO CSLP	Backend User
	Dept. HR Administrator

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

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

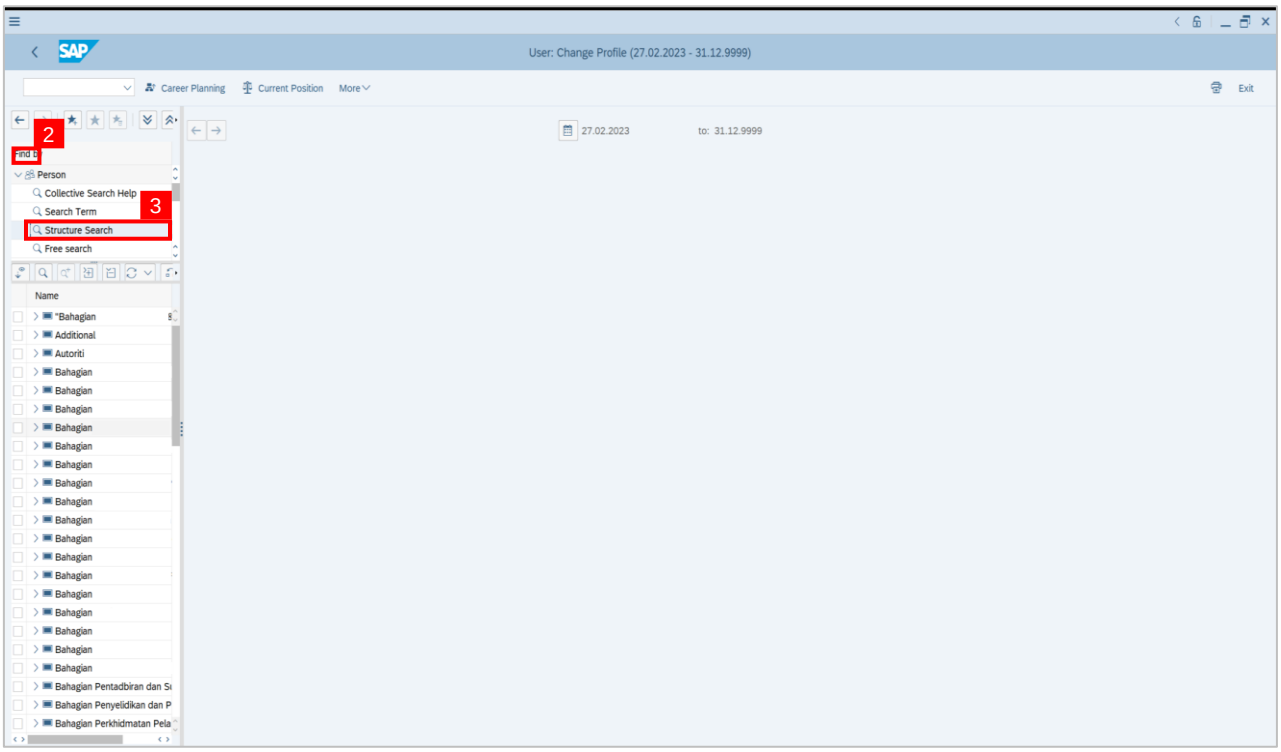


Note: User: Change Profile page will be displayed.

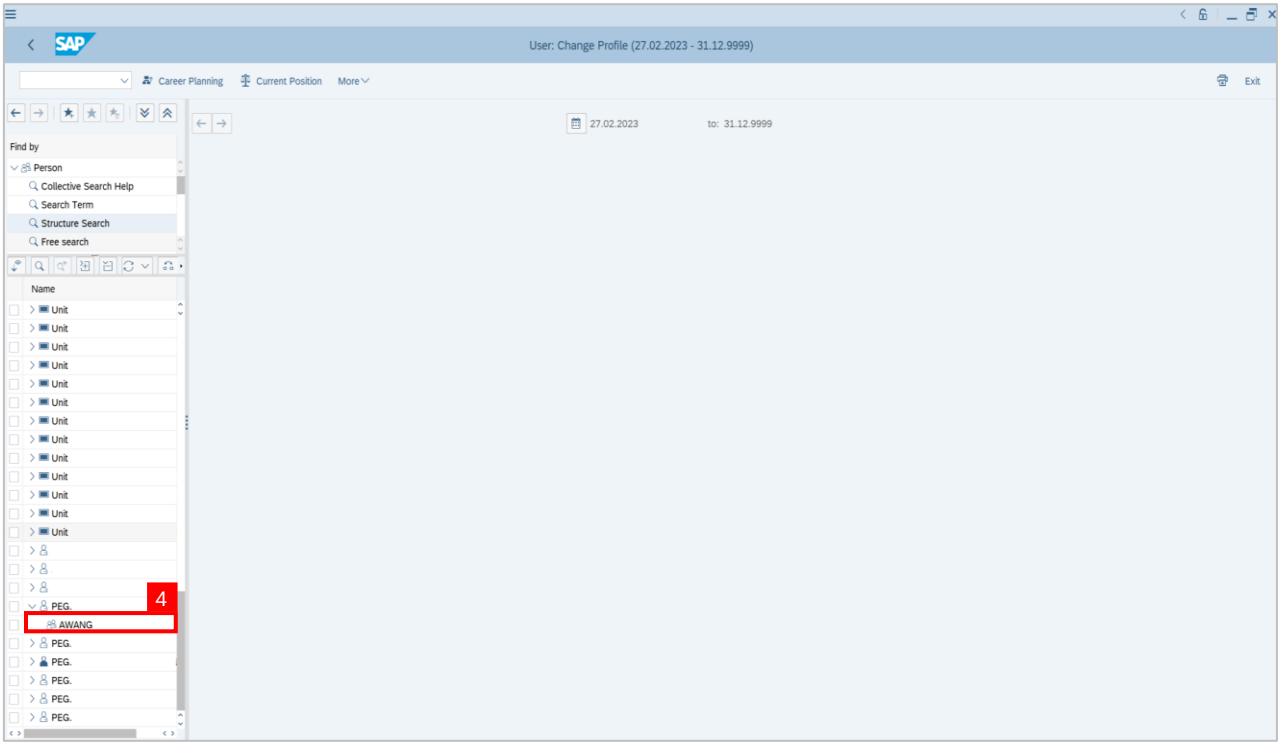


2. Navigate to **Person** and click on the **dropdown** icon.

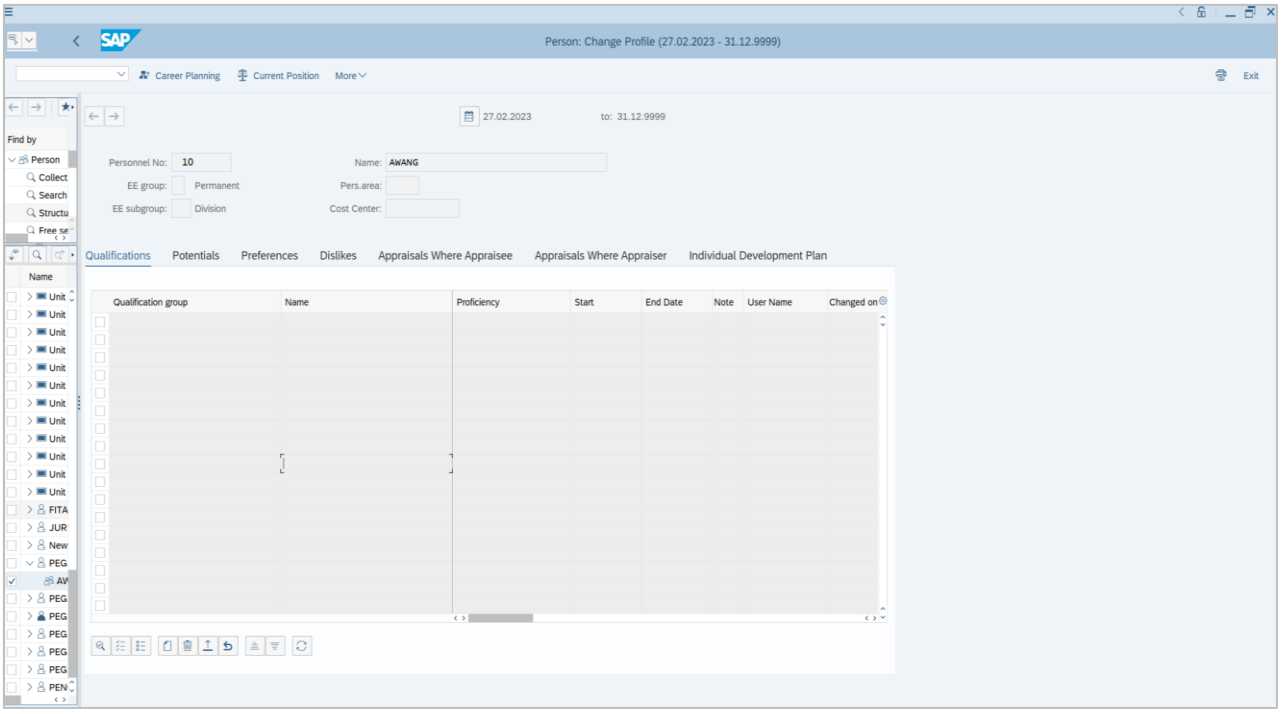
3. Click on the **Structure Search.**



4. **Double click** on the selected person.

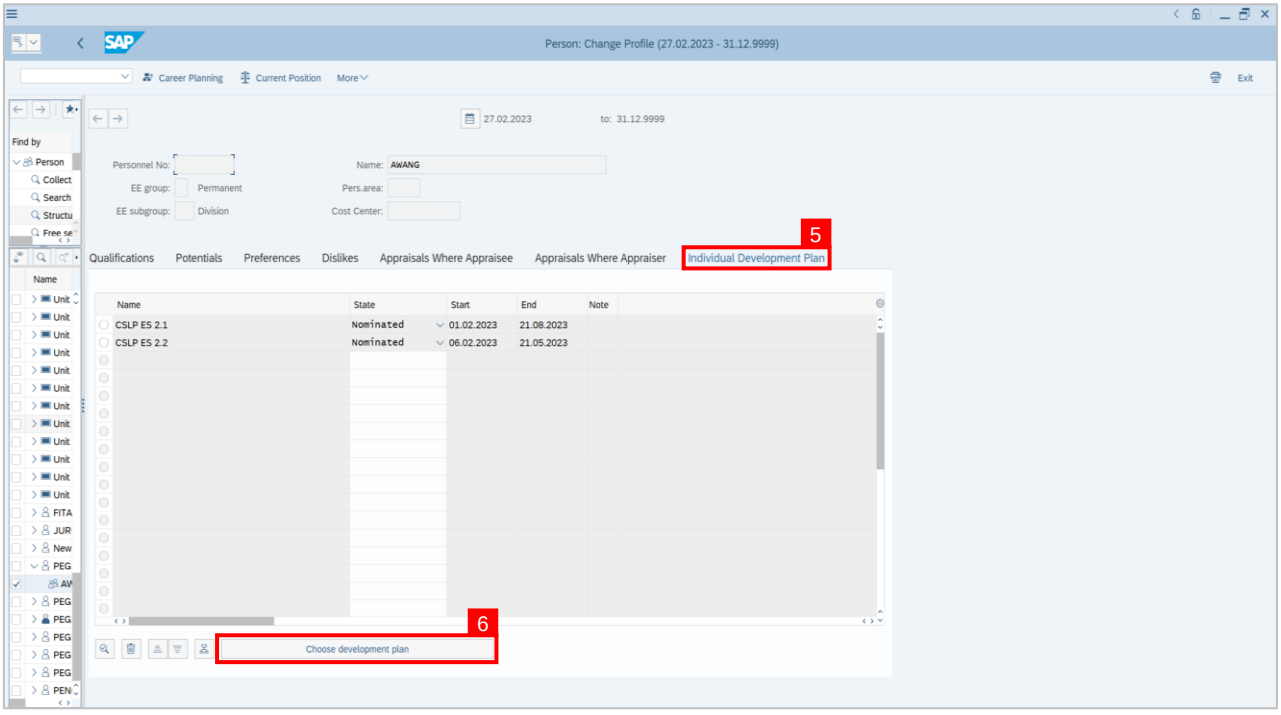


Note: Person: Change Profile page will be displayed.

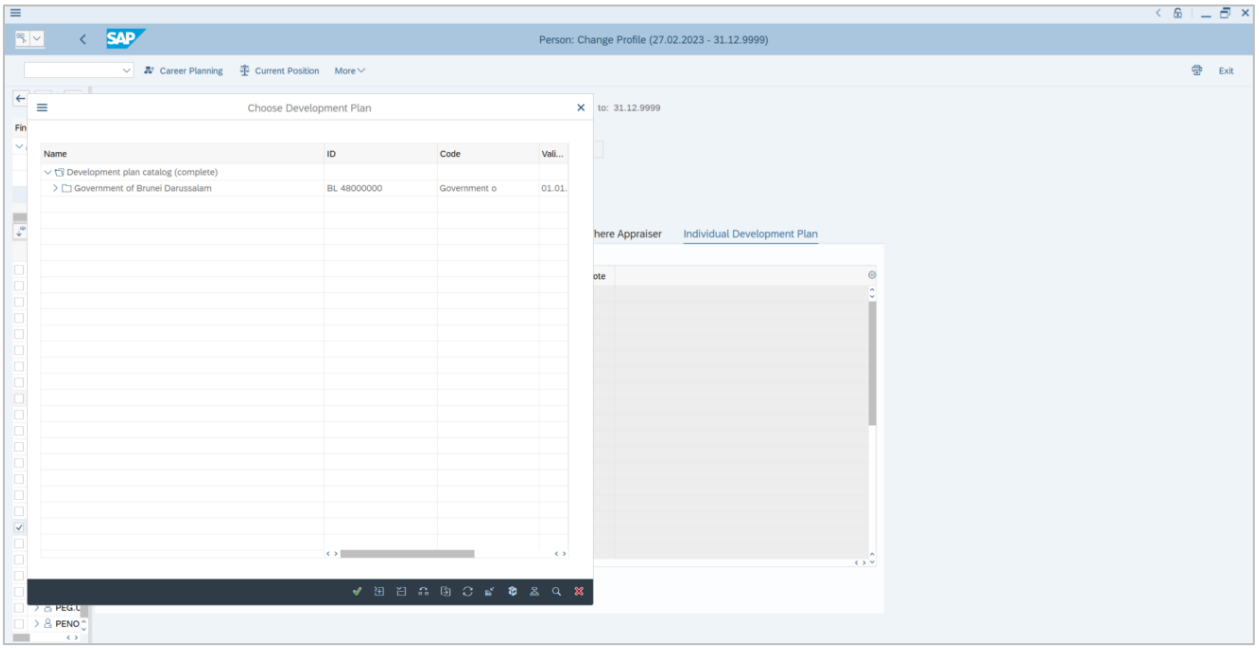


5. In **Individual Development Plan** tab.

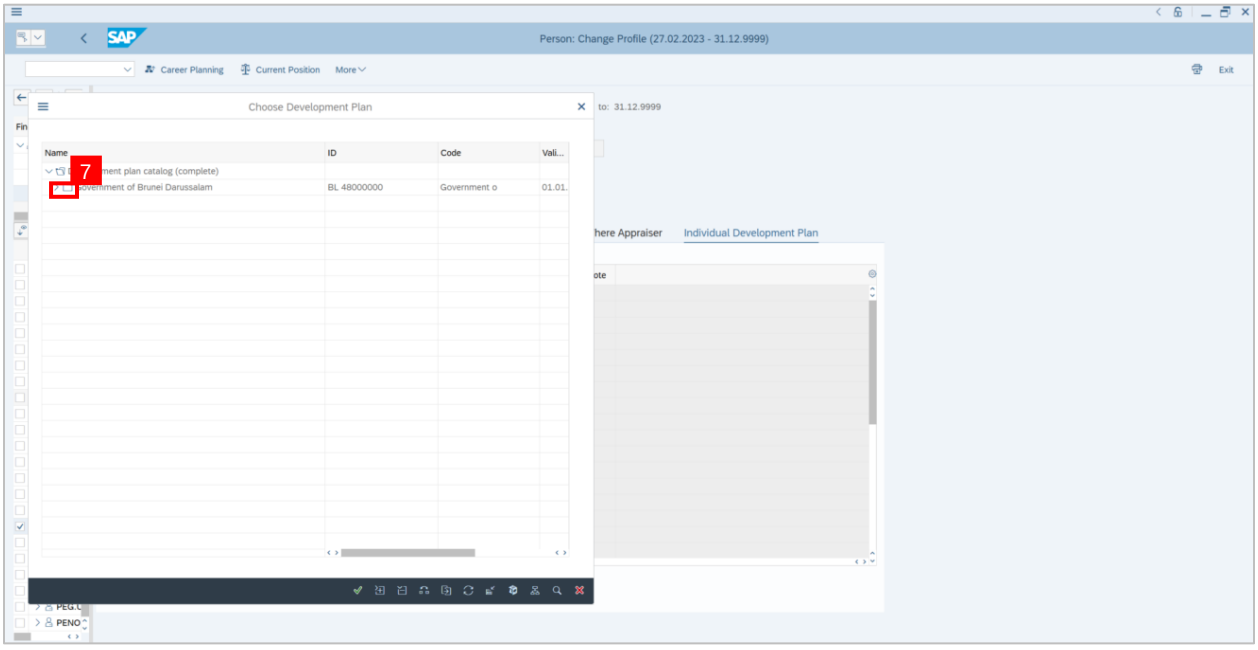
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

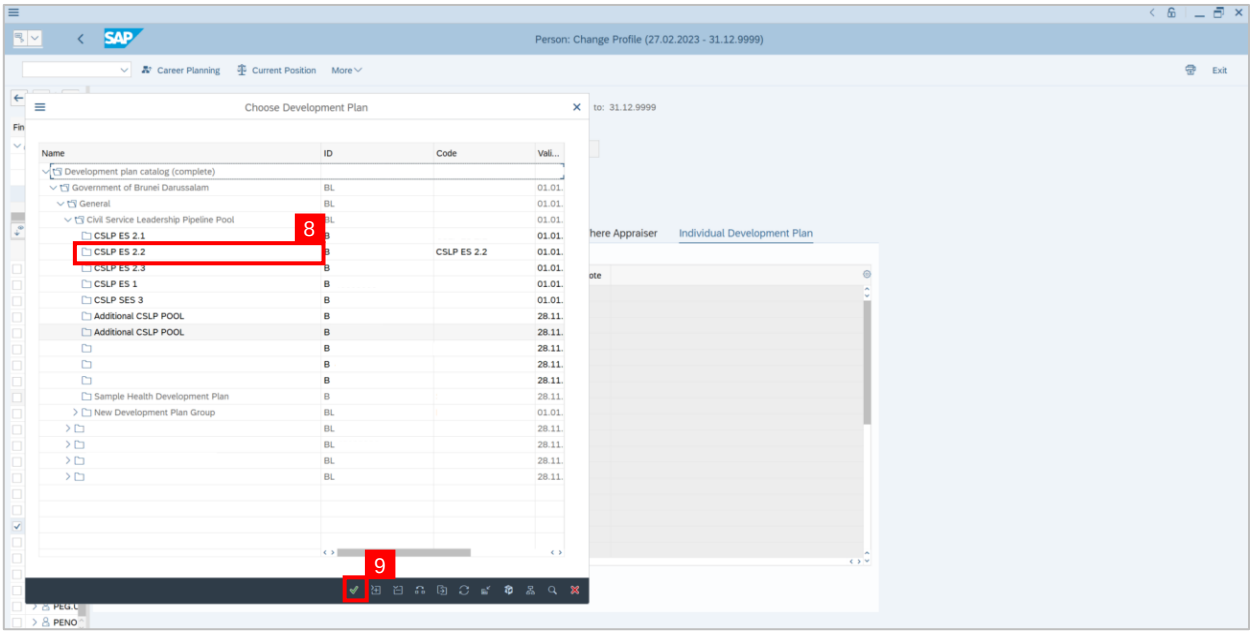


7. Click on the **dropdown** icon to display more qualification options.

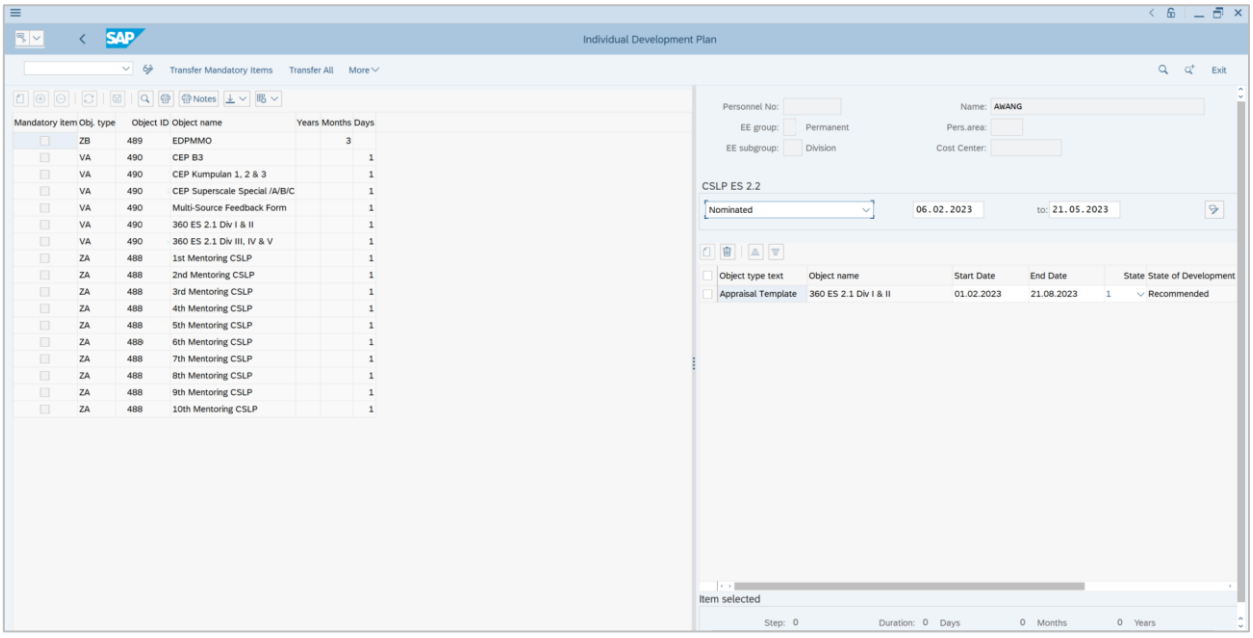


8. **Double click** on **CSLP ES 2.2**

9. Or click **CSLP ES 2.2** and click on the **tick** icon.

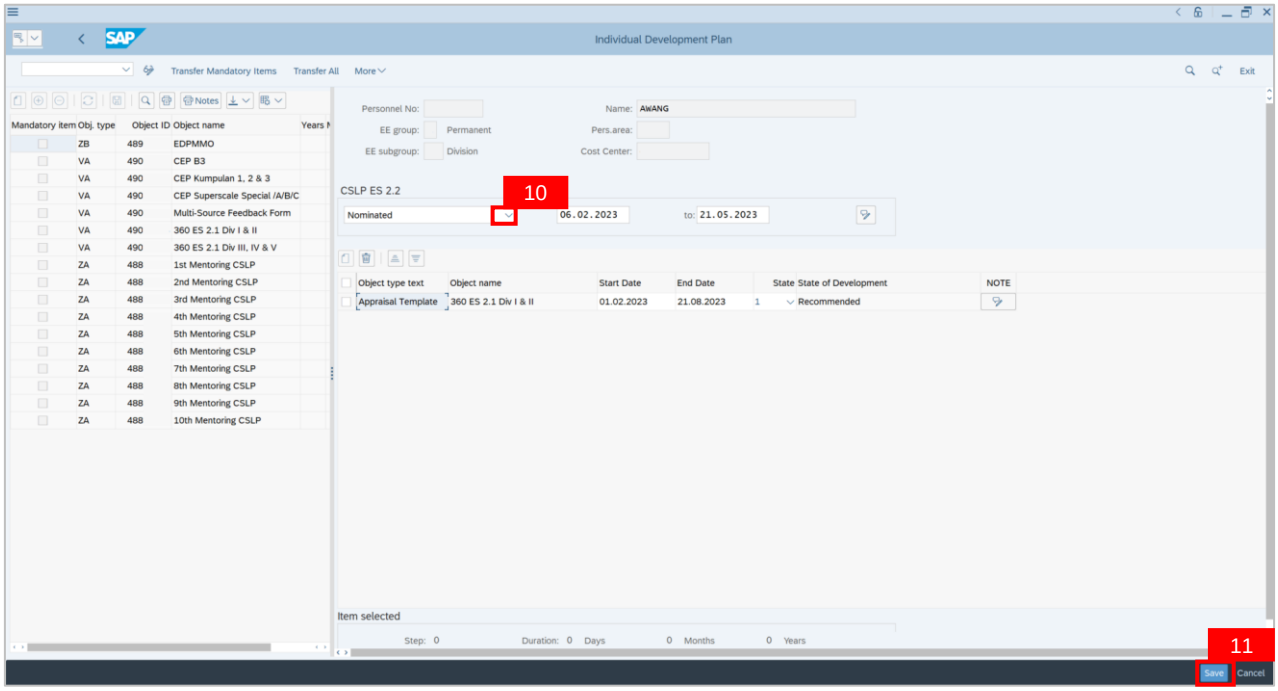


Note: Individual Development Plan page will be displayed.



10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated.**

11. Click on **Save** button.

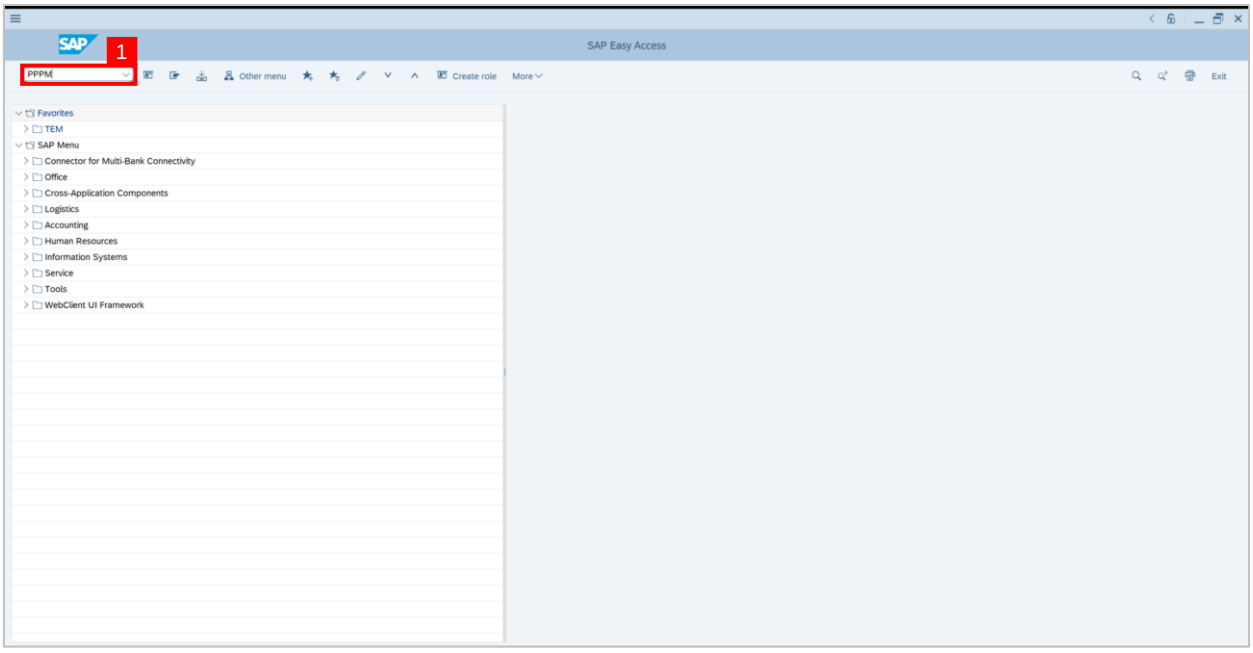


Outcome: Successfully assigned Individual to CSLP Program.

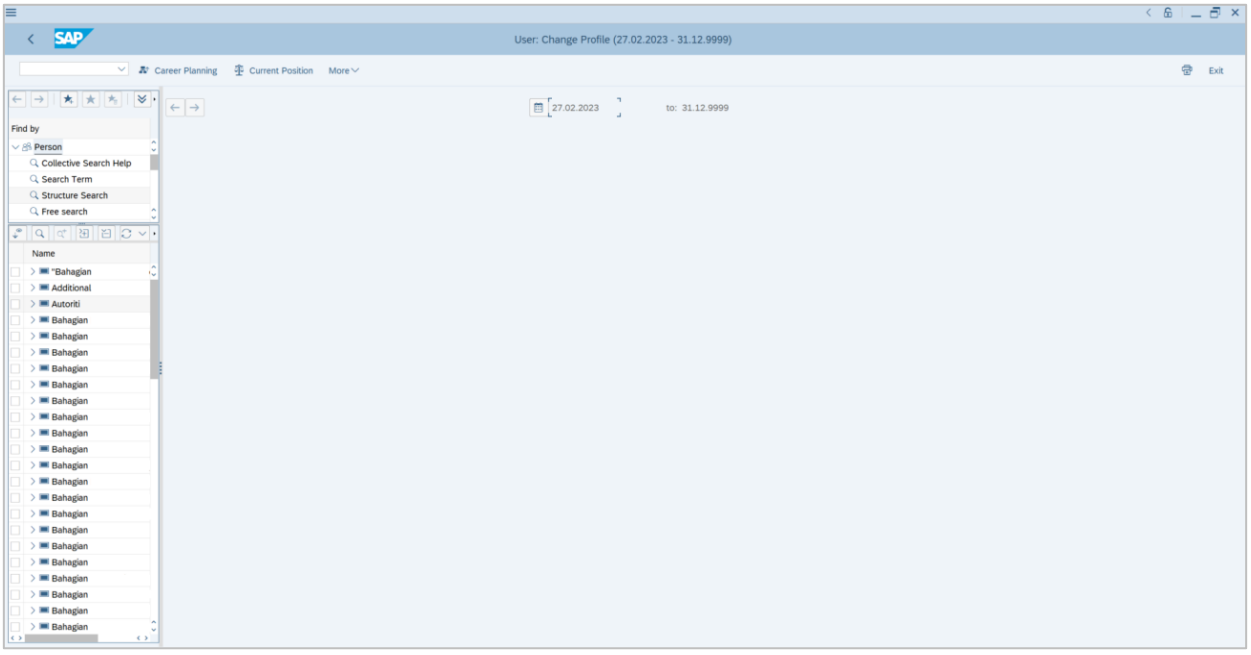
MENTORING SESSION	Backend User
	Dept. HR Administrator

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

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

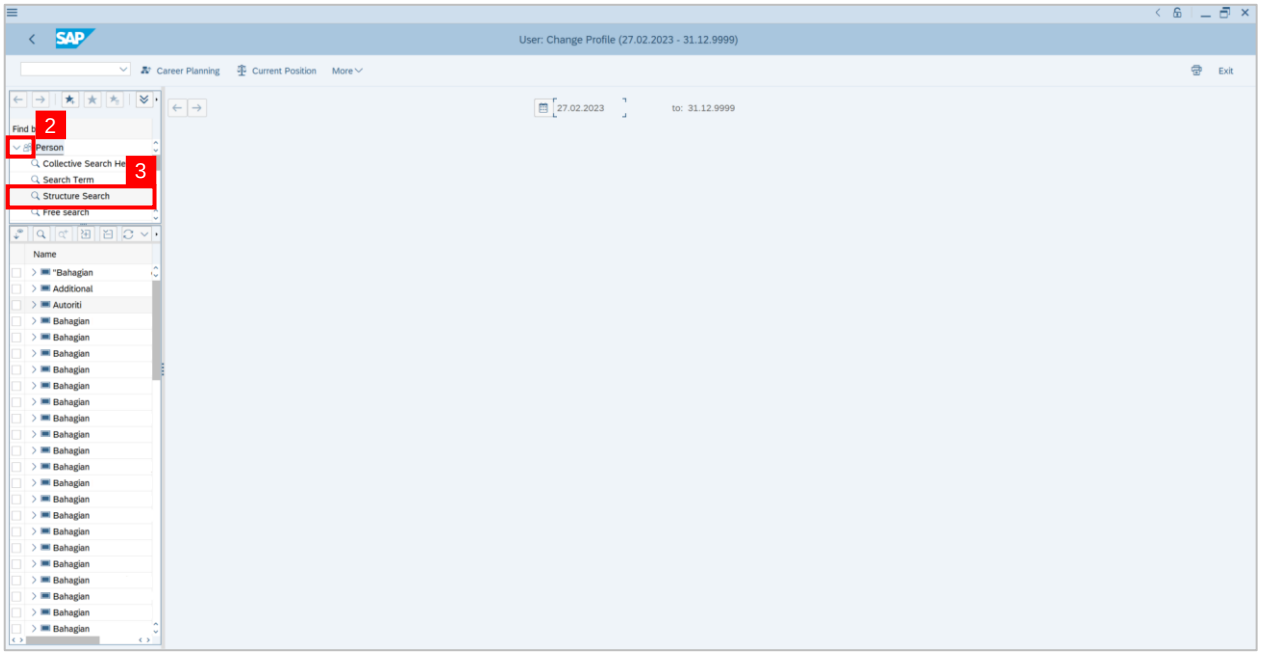


Note: User: Change Profile page will be displayed.

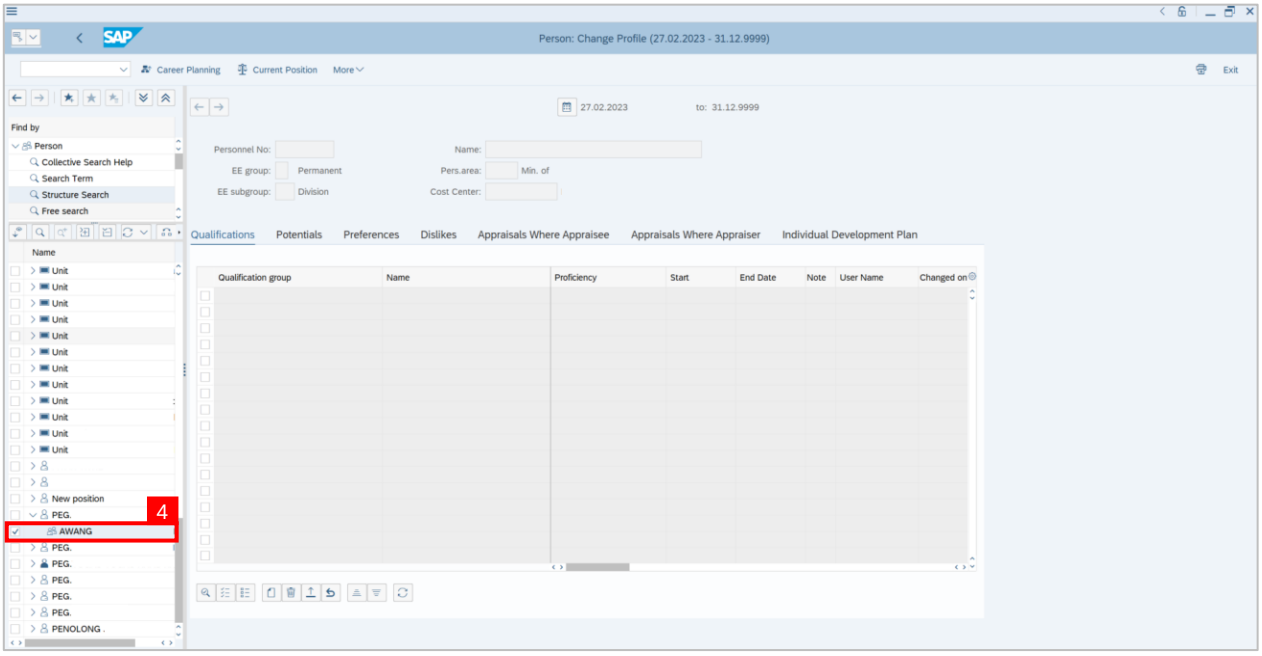


2. Navigate to **Person** and click on the **dropdown** icon.

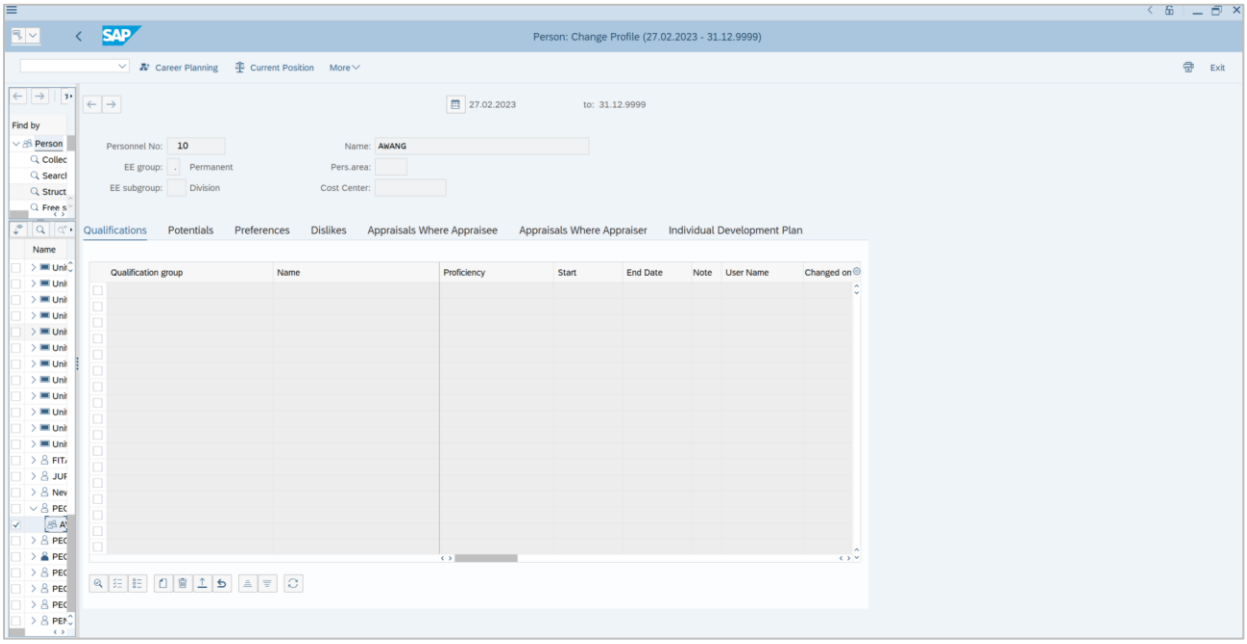
3. Click on the **Structure Search.**



4. **Double click** on the selected person.

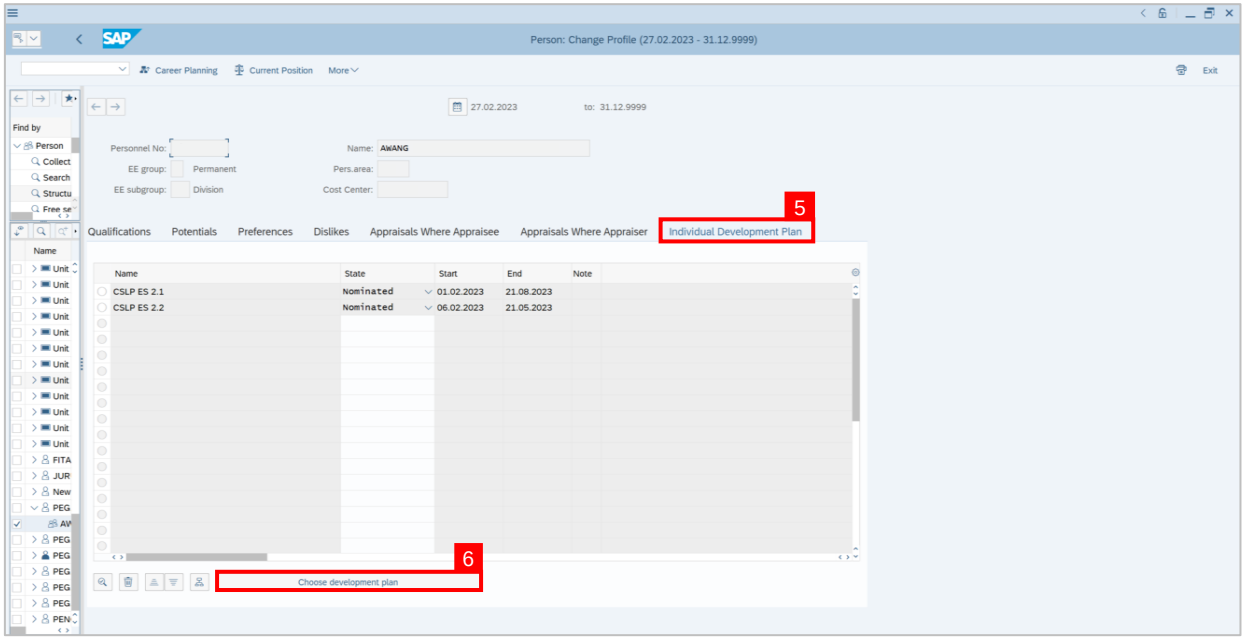


Note: Person: Change Profile page will be displayed.

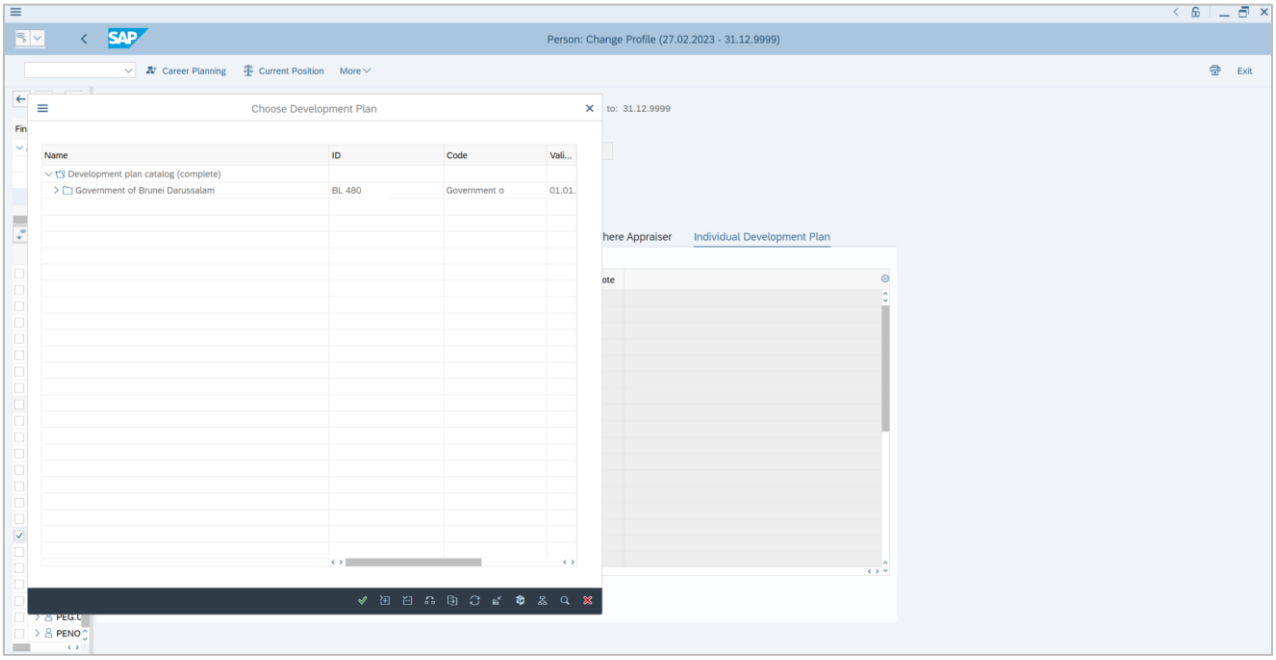


5. In **Individual Development Plan** tab.

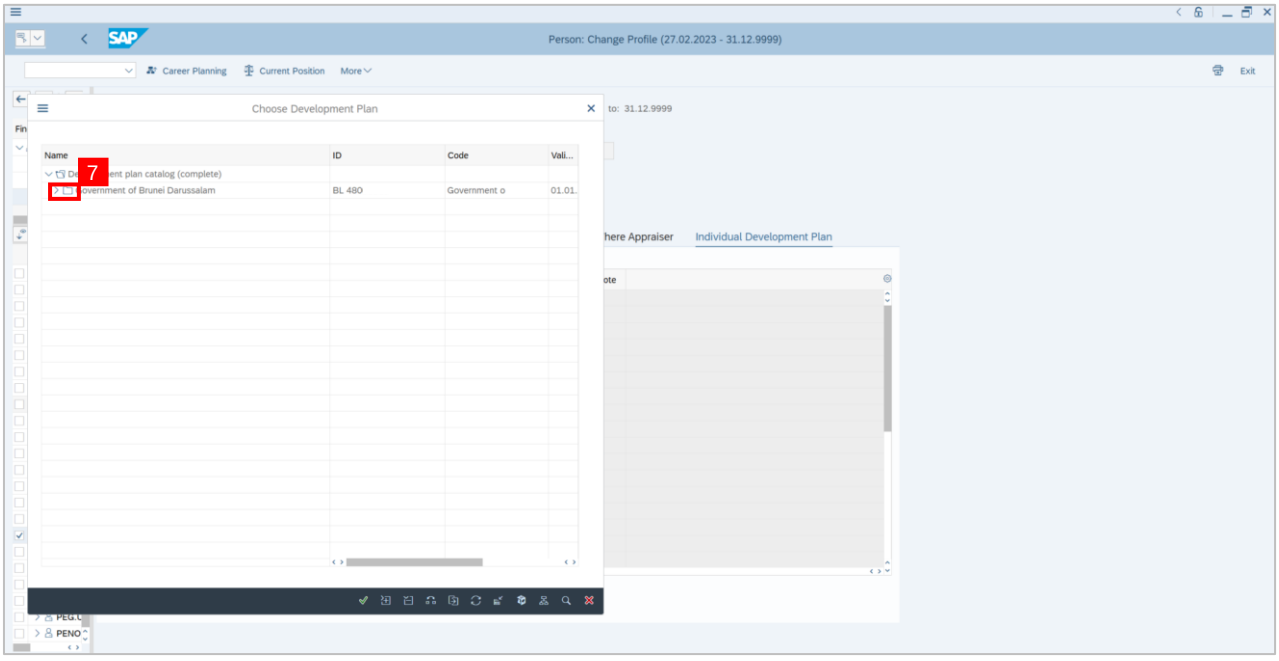
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

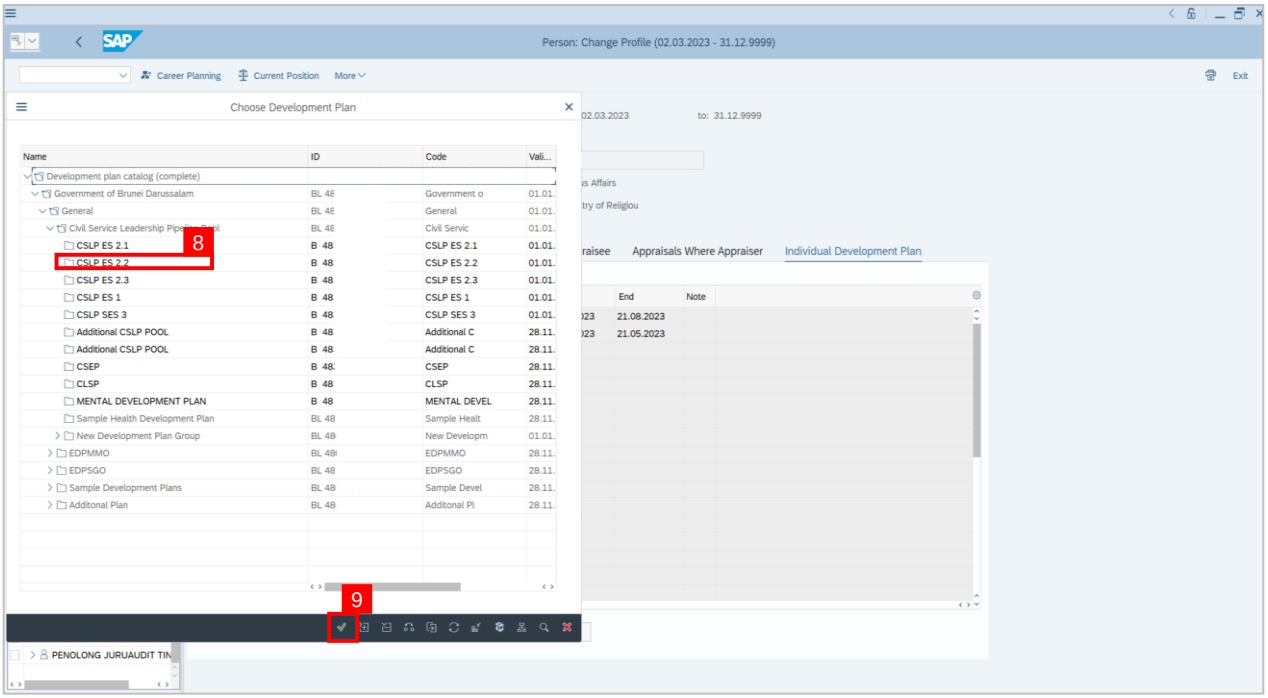


7. Click on the **dropdown** icon to display more qualification options.



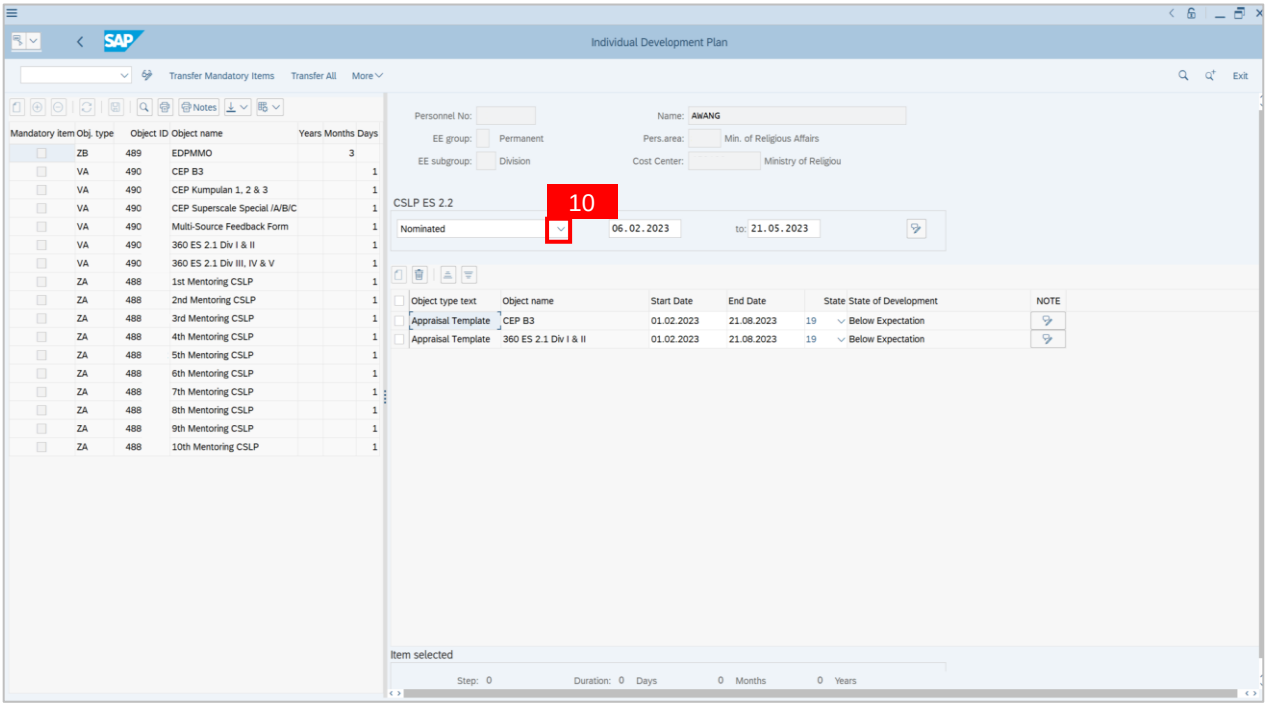
8. **Double click** on **CSLP 2.2**

9. Or click **CSLP 2.2** and click the **tick** icon.

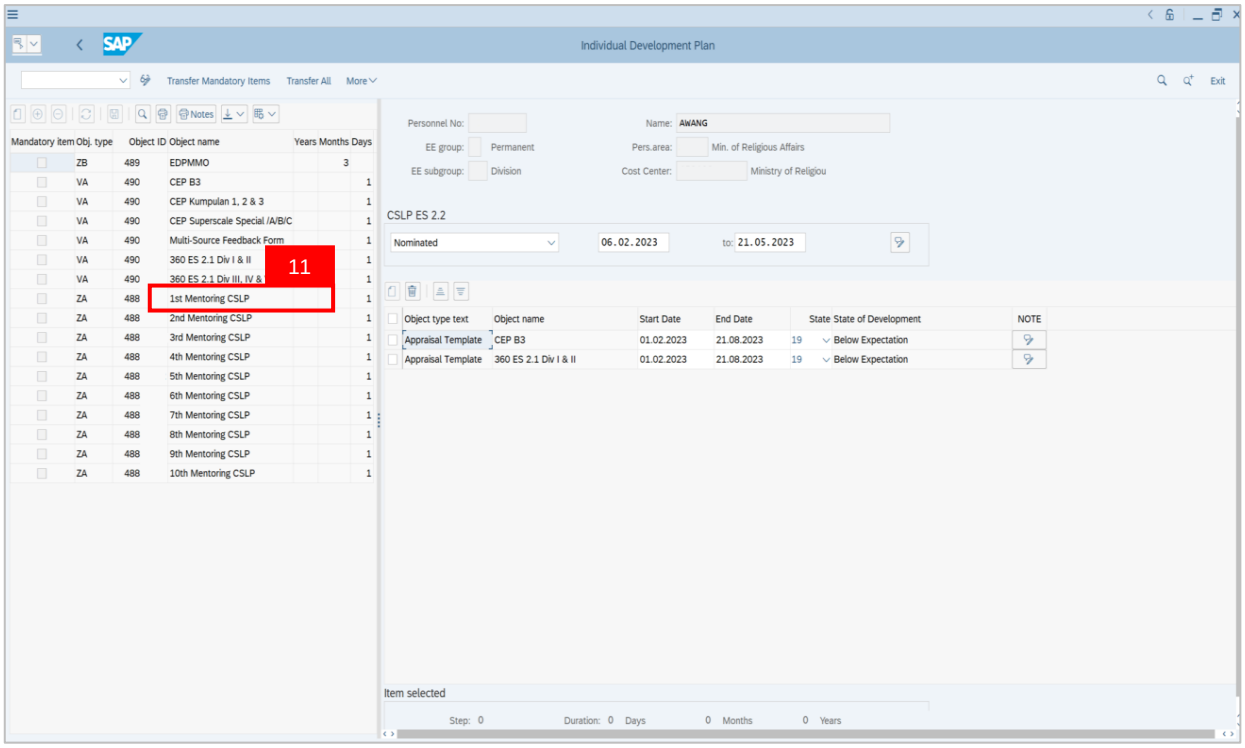


Note: Individual Development Plan page will be displayed

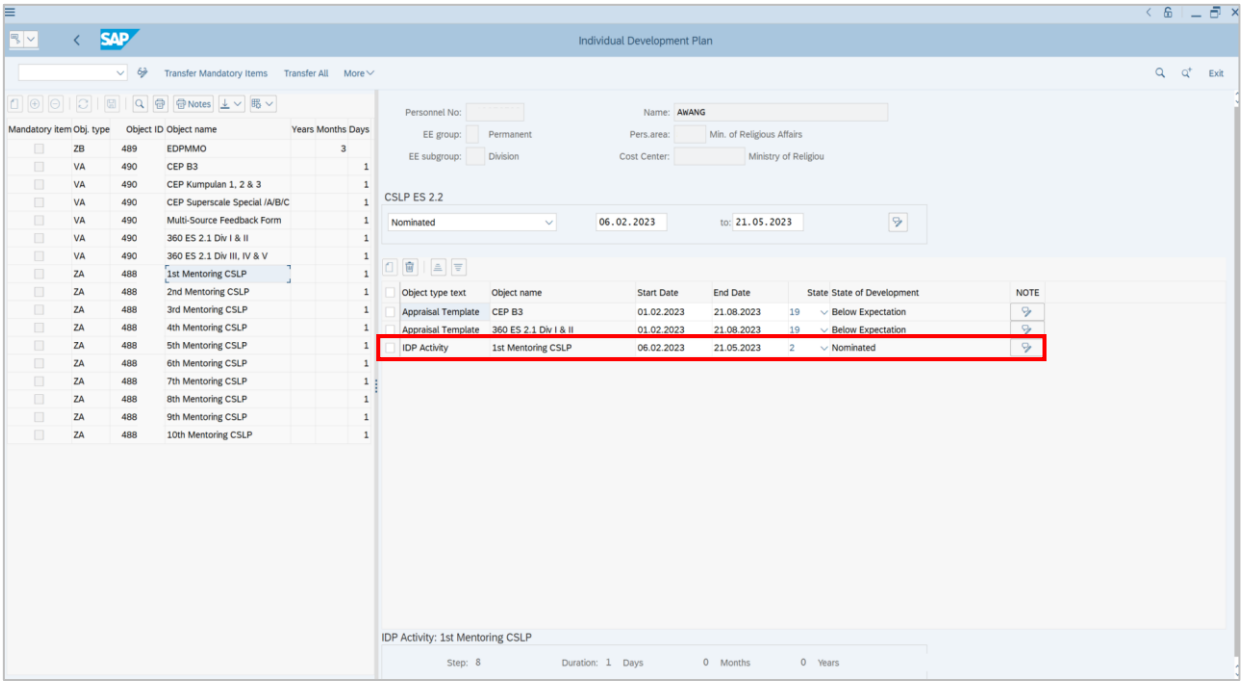
10. Click on the **dropdown** icon to choose the status of the activity. For example: **Nominated.**



11. Click on the activity for the individual. For example: **1st Monitoring CSLP.**

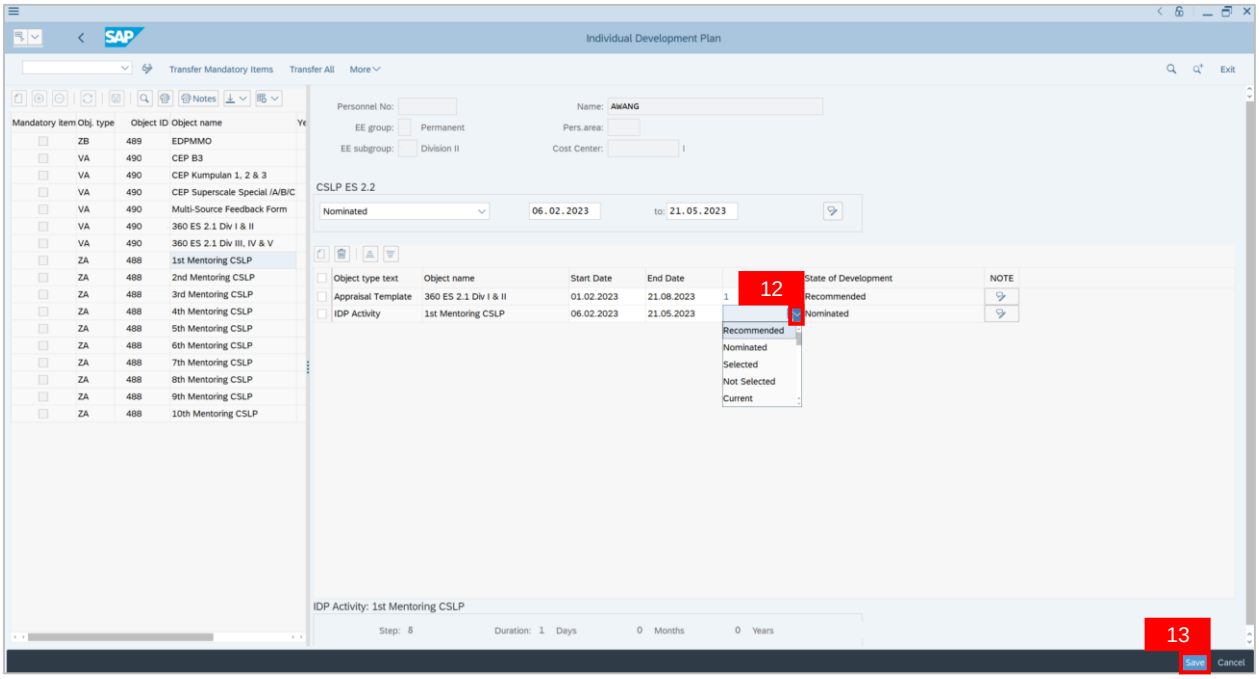


Note: The selected activity will be shown.



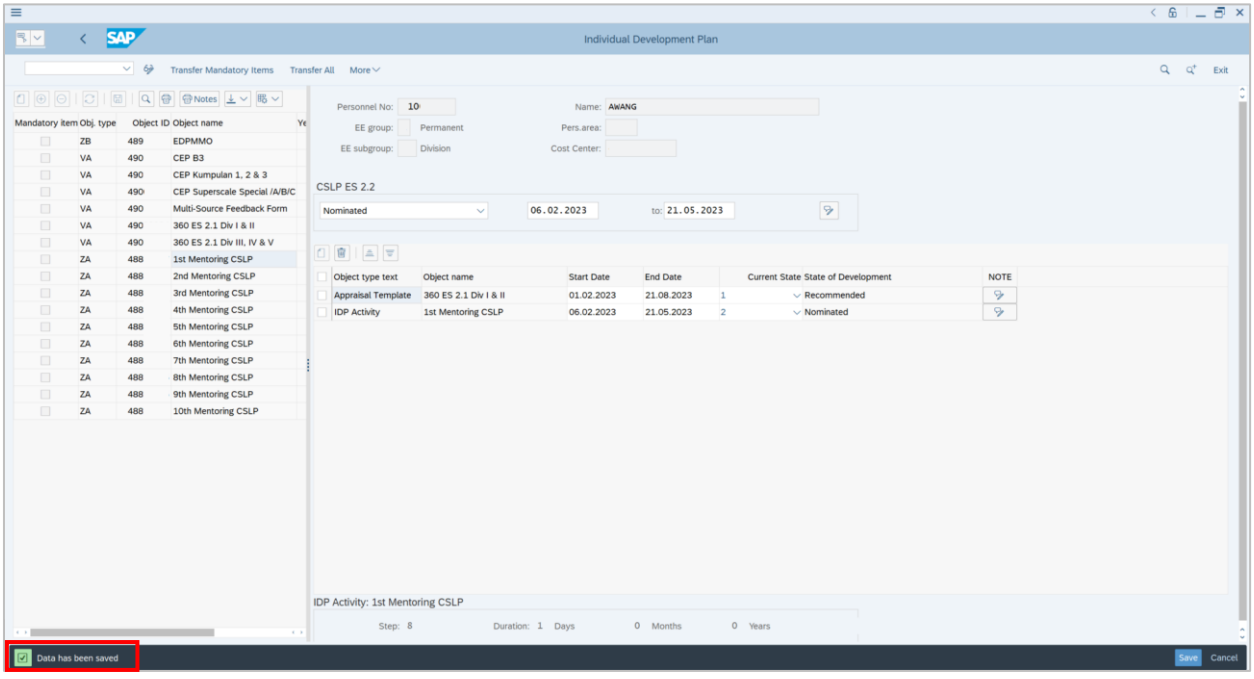
12. Click on the **dropdown** icon to choose the current state. For example: **Nominated.**

13. Click on **Save** button.



Note: The State of Development will be automatically changed to Nominated.

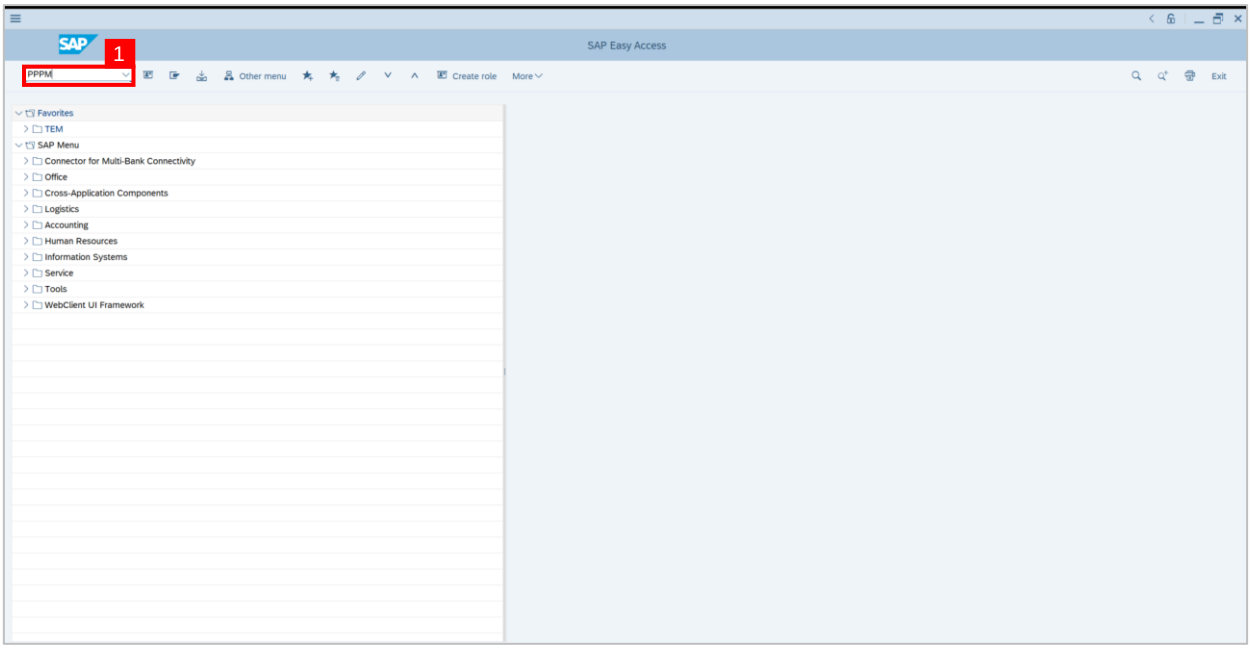
Outcome: Successfully assigned an individual for Mentoring.



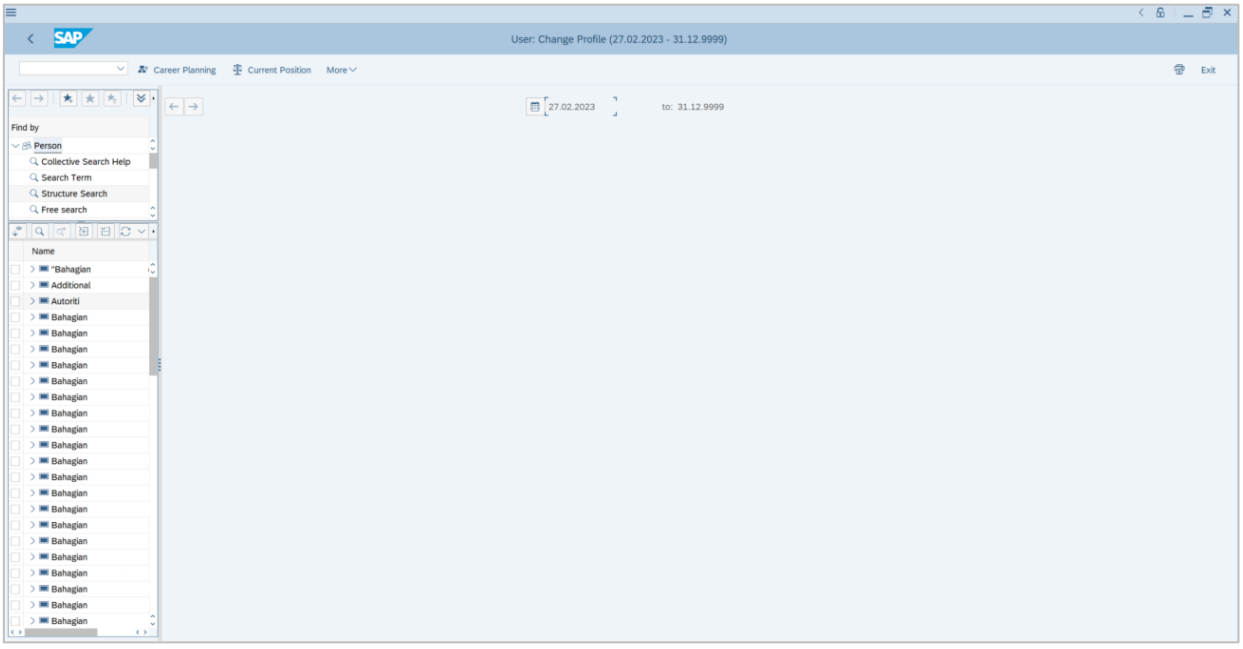
CEP ASSESSMENT	Backend User
	Dept. HR Administrator

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

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

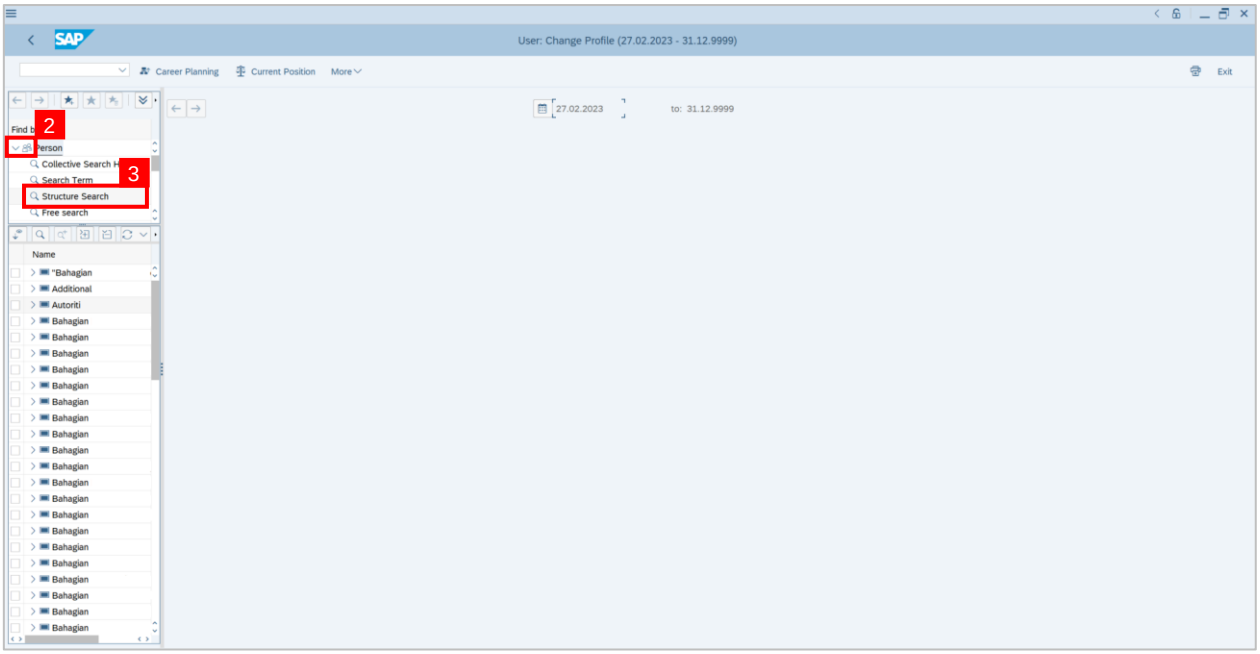


Note: User: Change Profile page will be displayed.

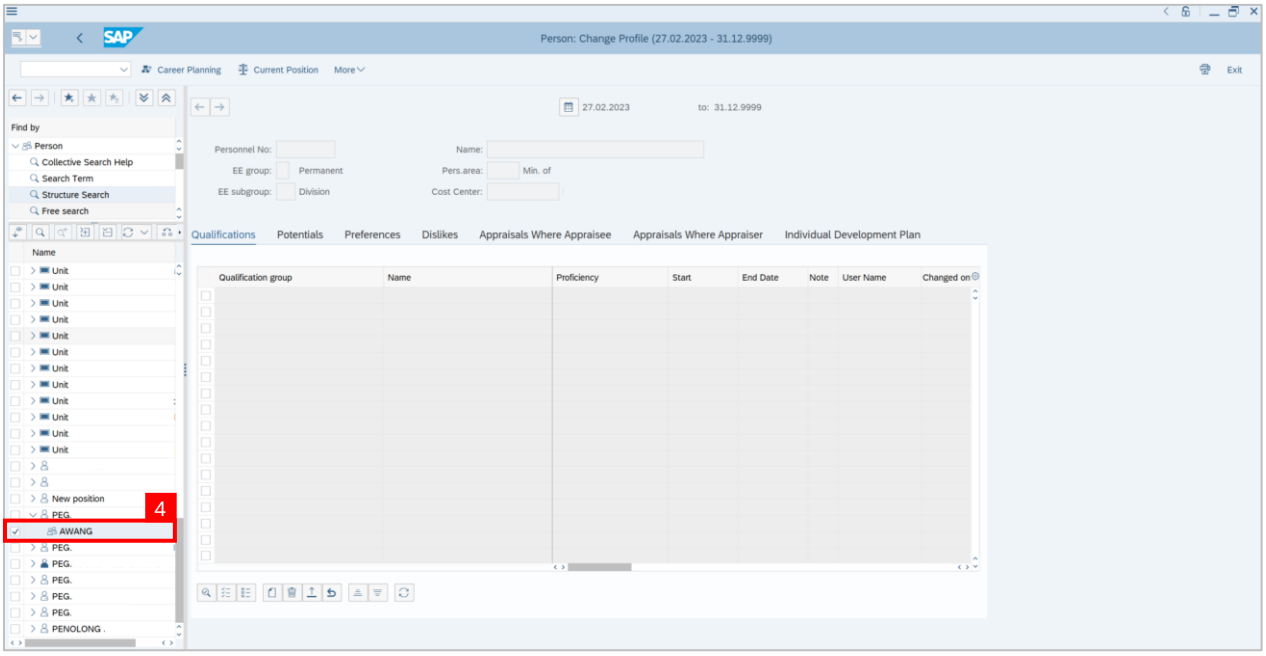


2. Navigate to **Person** and click on the **dropdown** icon.

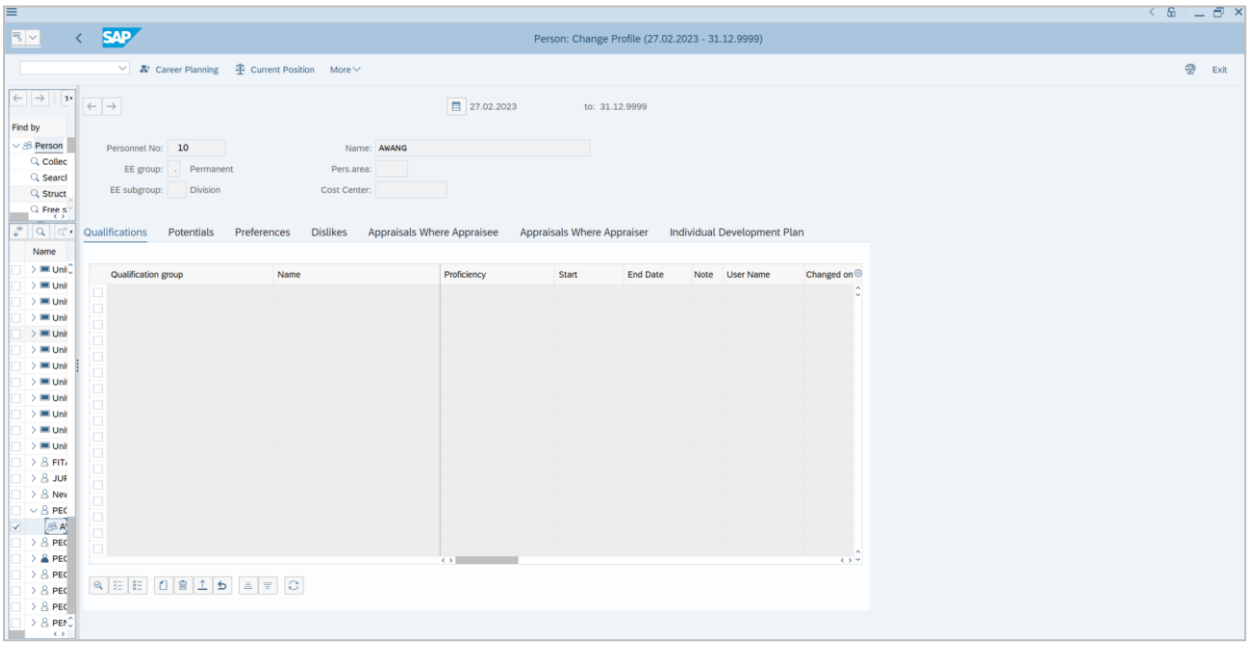
3. Click on the **Structure Search.**



4. **Double click** on the selected person.

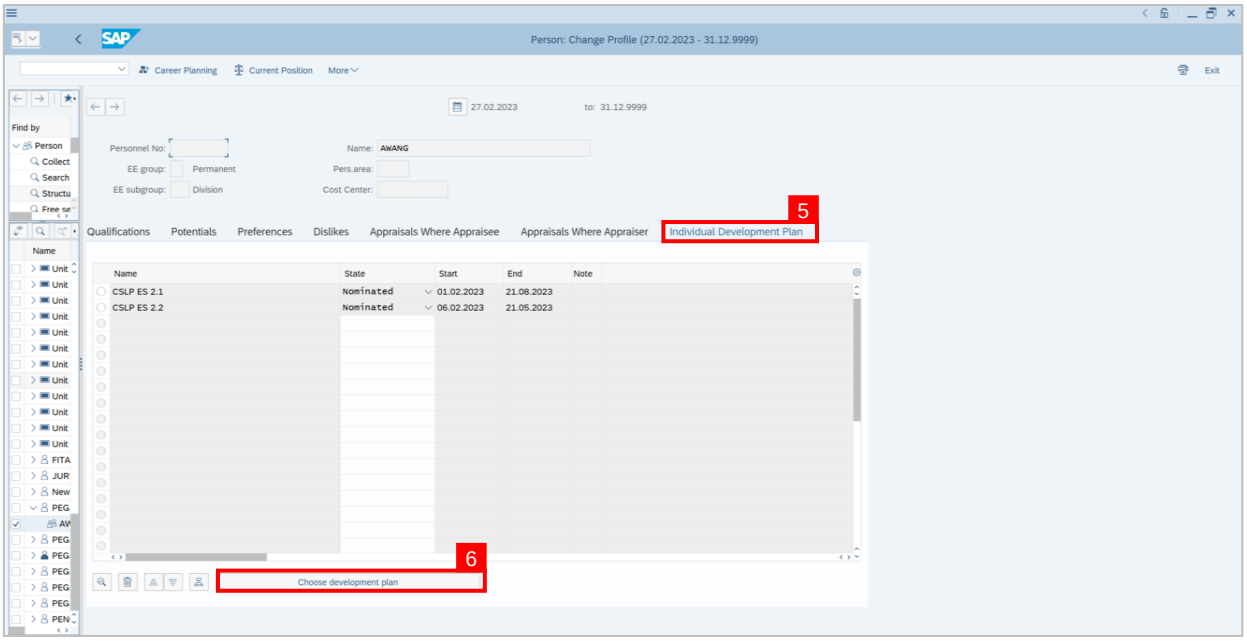


Note: Person: Change Profile page will be displayed.

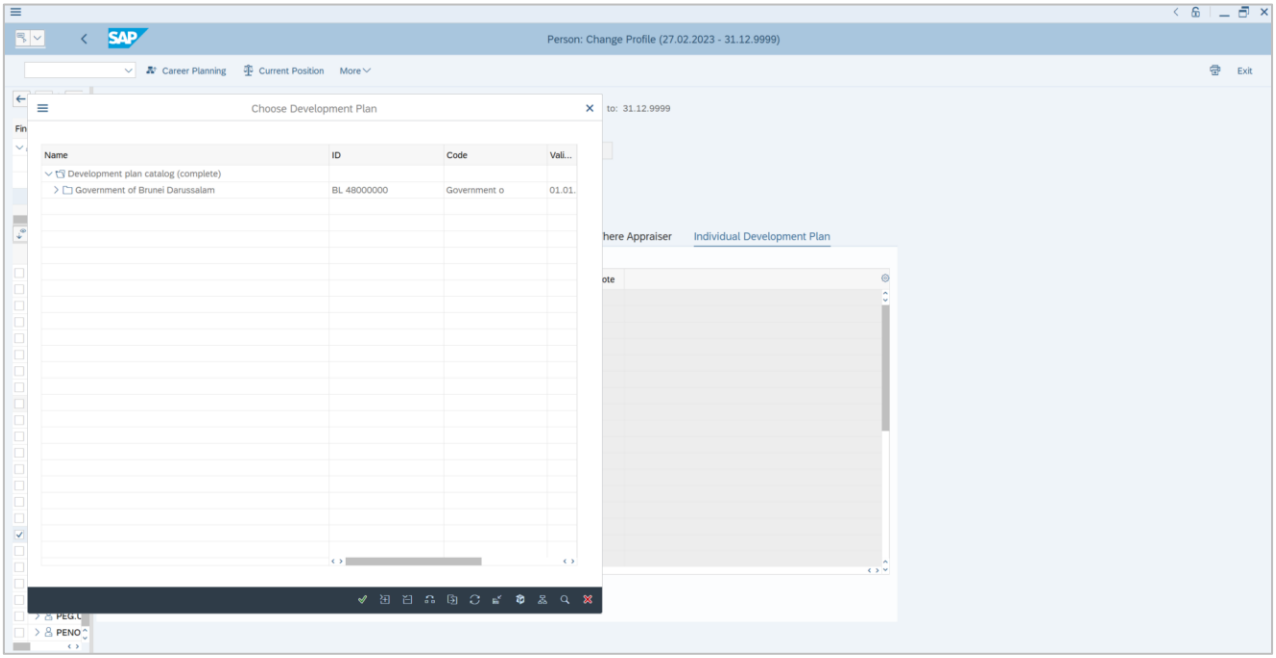


5. In **Individual Development Plan** tab.

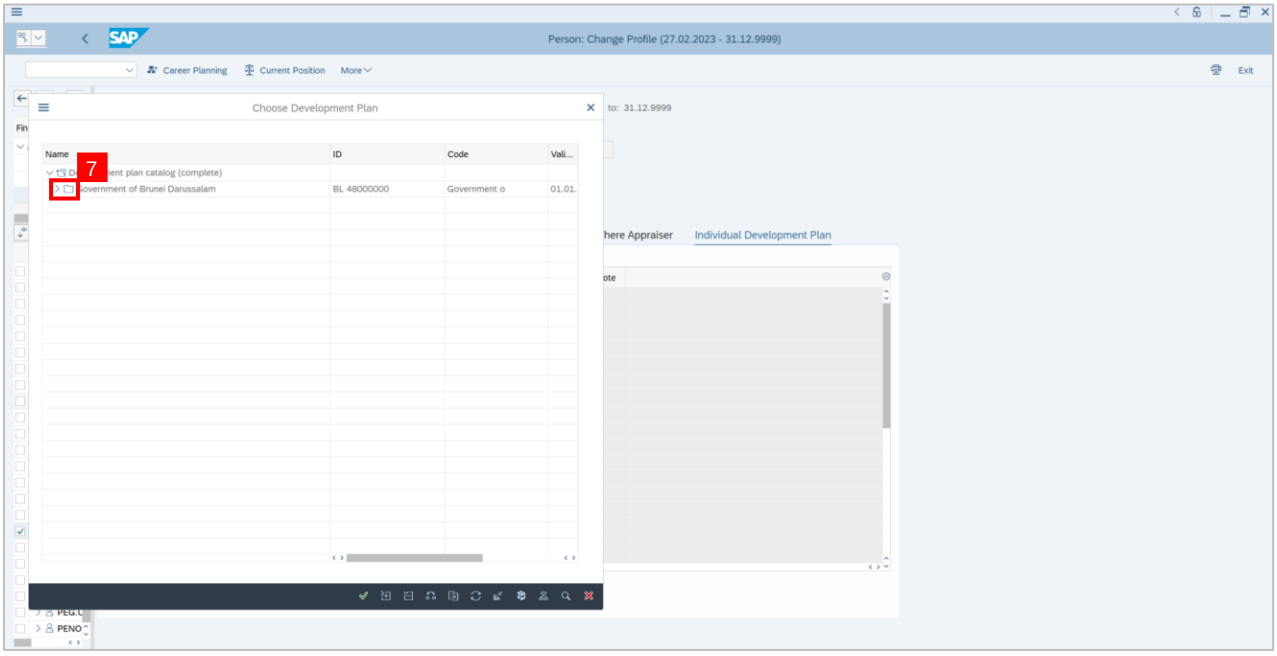
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

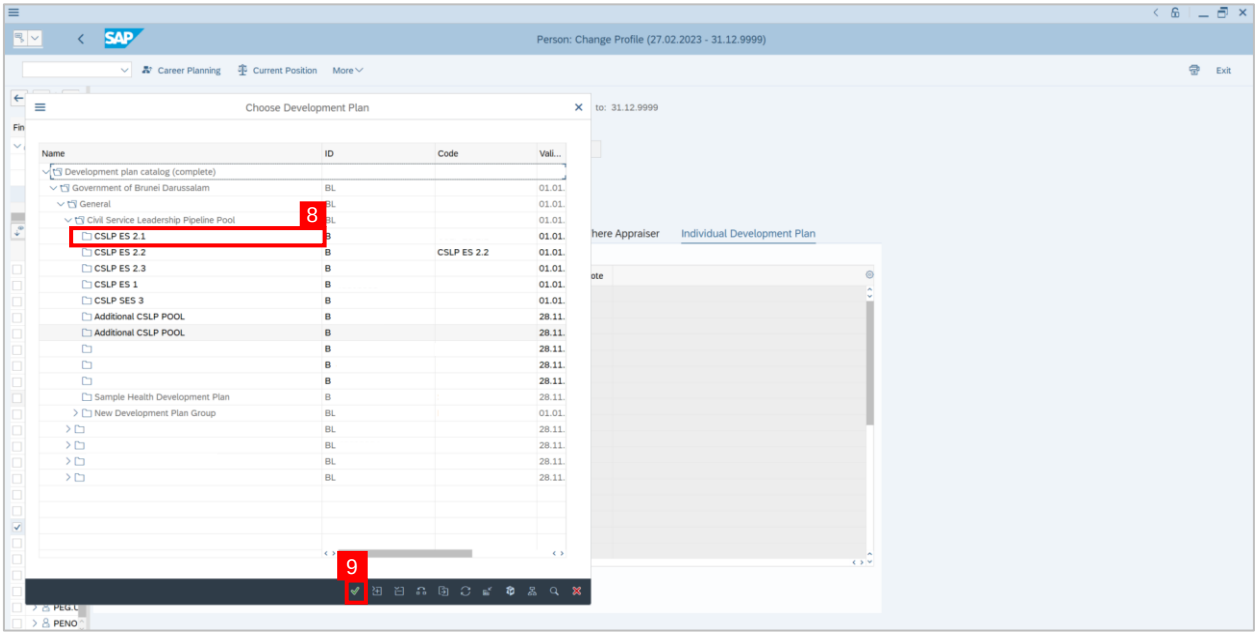


7. Click on the **dropdown** icon to display more qualification options.

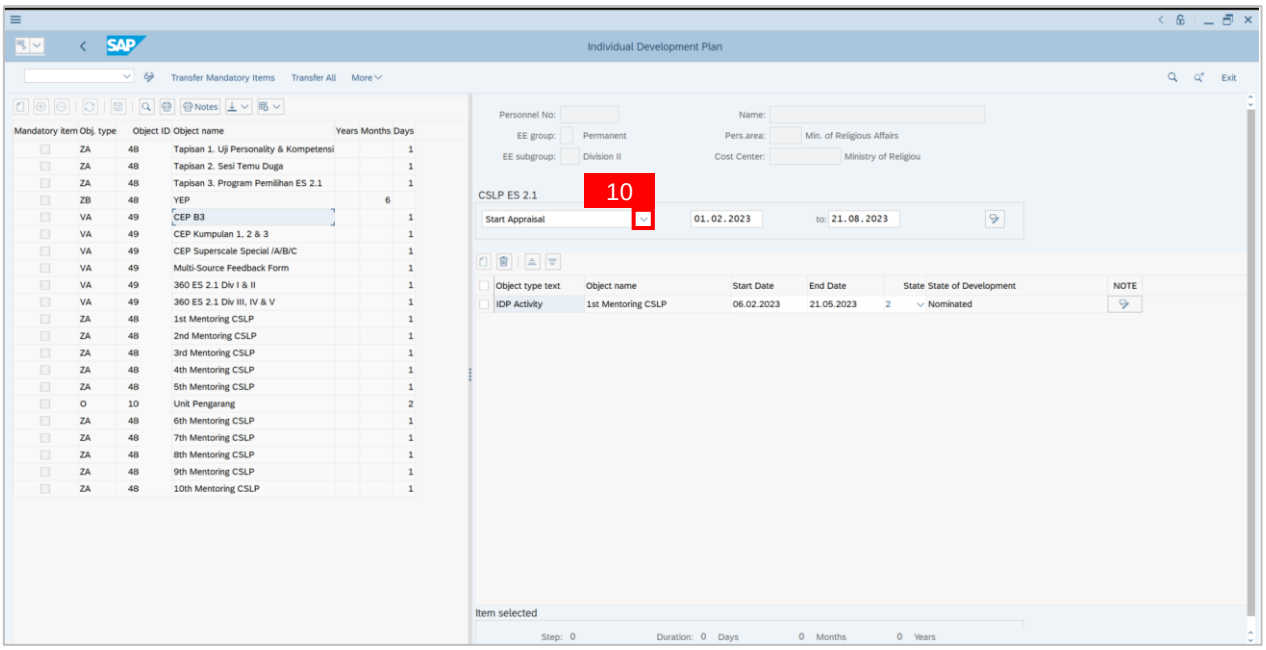


8. **Double click** on **CSLP ES 2.1**

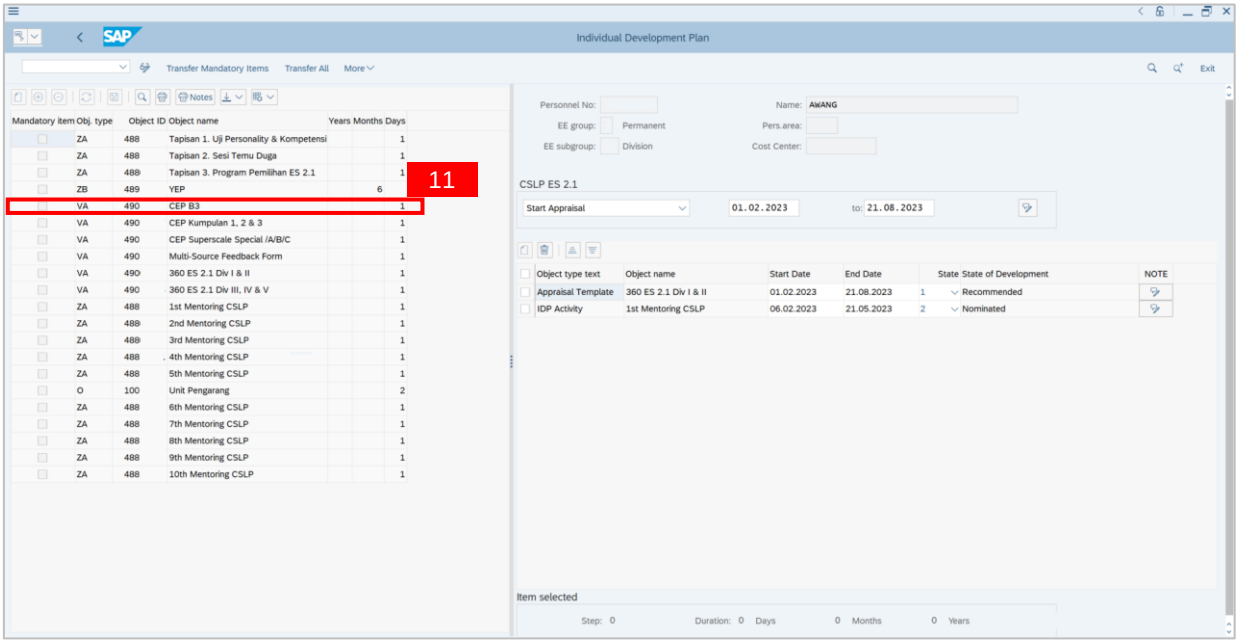
9. Or click on **CSLP ES 2.1** and click on the **tick** icon.



10. Choose the status of activity by clicking the **dropdown** icon. For example: **Start Appraisal.**

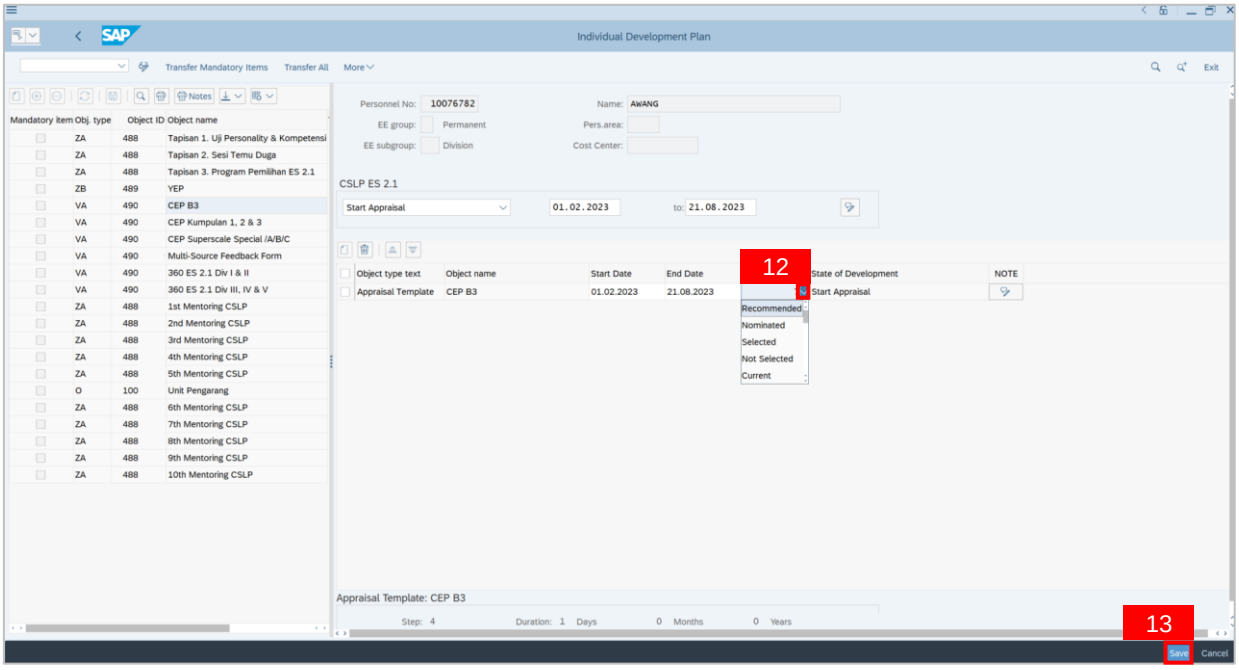


11. Click on the activity for the individual. For example: **CEP B3**

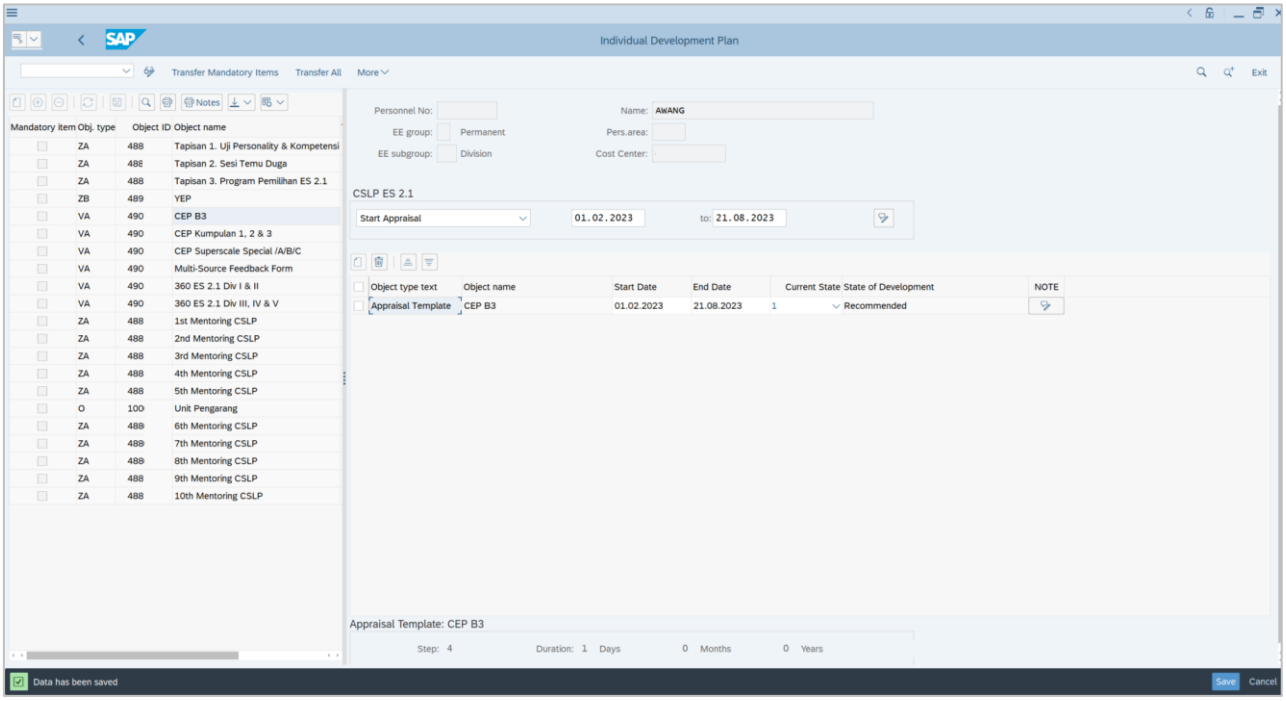


12. Click the **dropdown** icon to choose the current state. For example: **Recommended.**

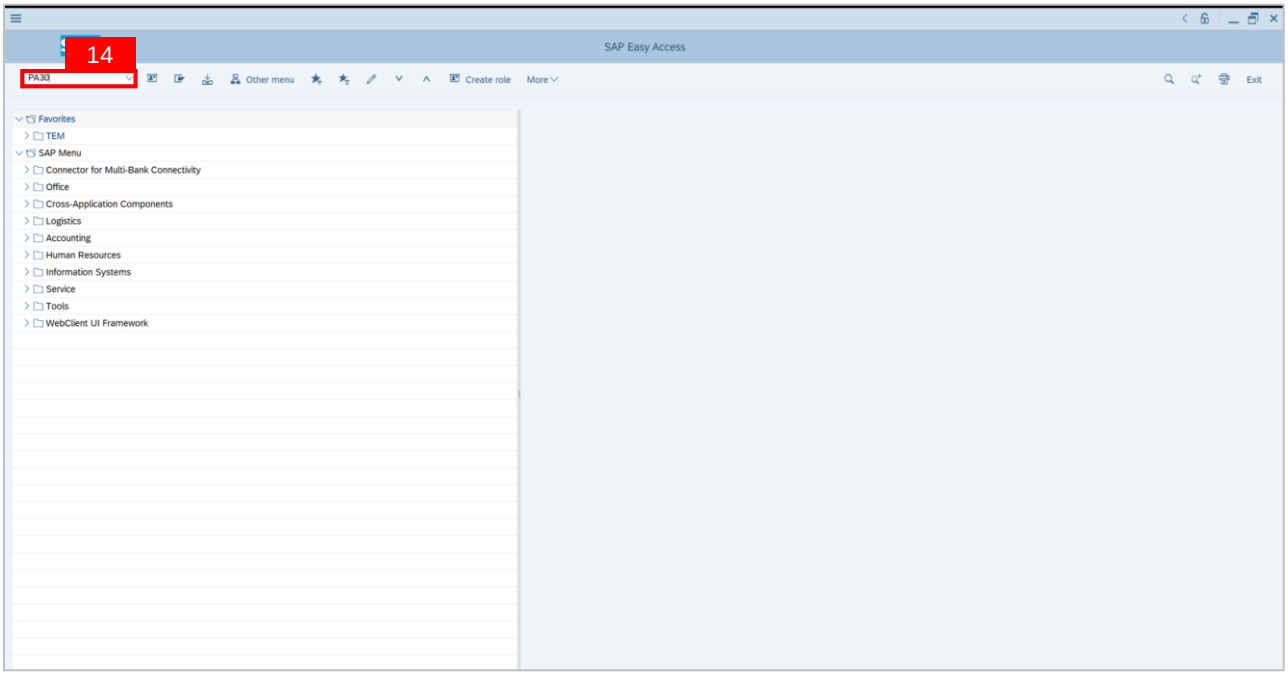
13. Click on **Save** button.



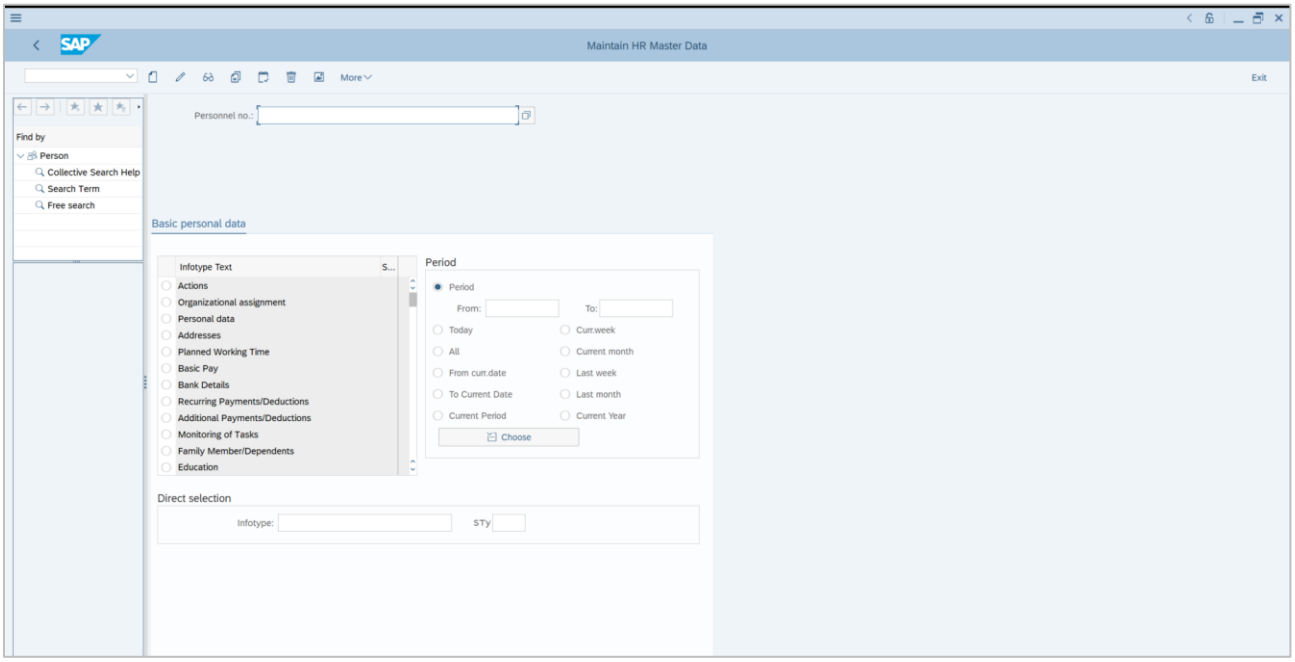
Note: Successfully assigned an individual for CEP Assessment.



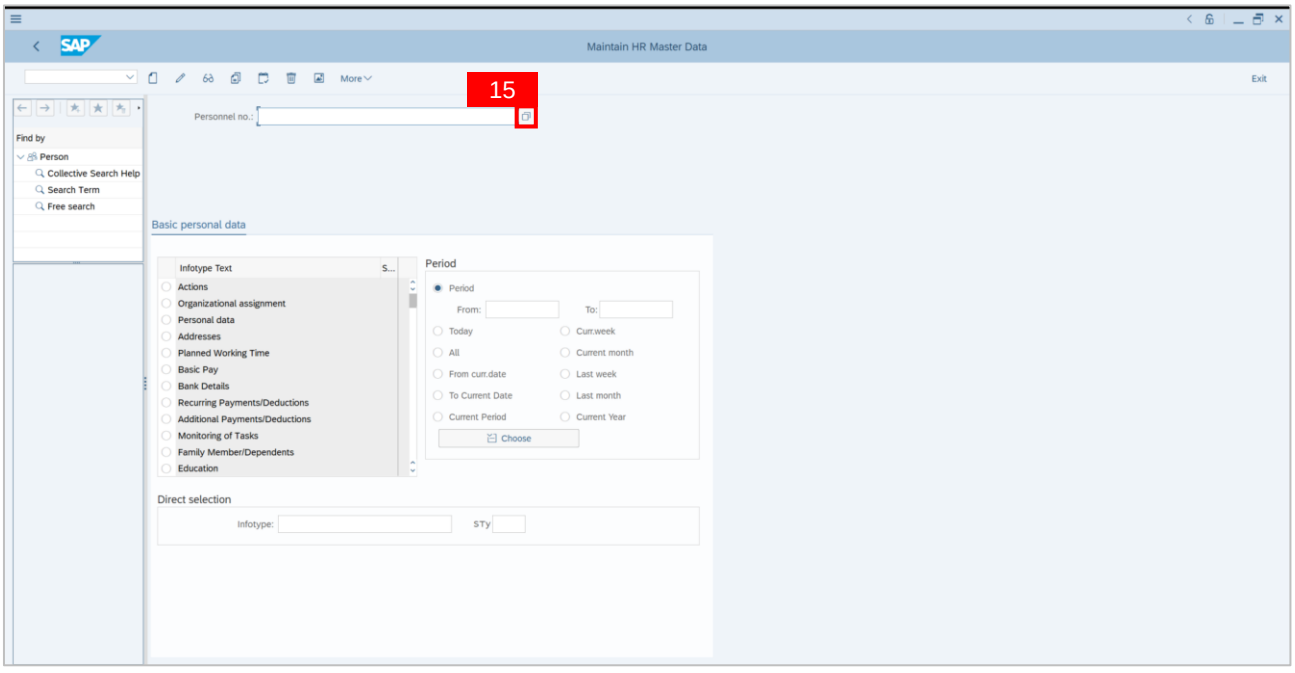
14. Enter **PA30** in the search bar.



Note: Maintain HR Master Data page will be displayed.

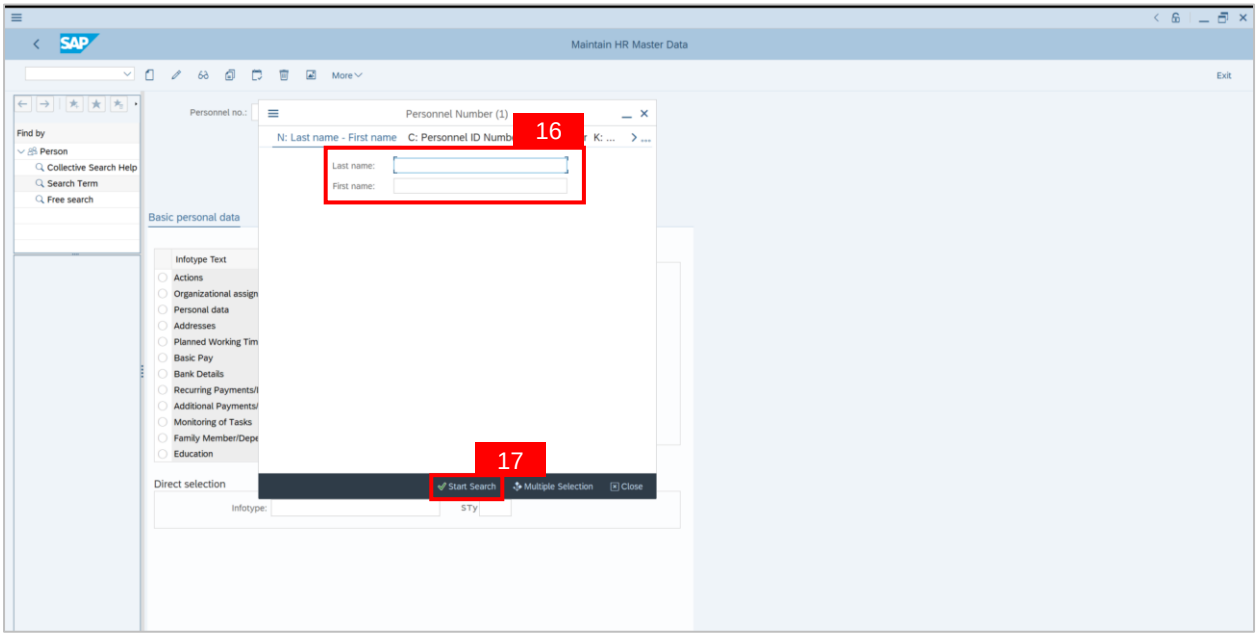


15. Click on **Search Object** icon to search for **Personnel no.**



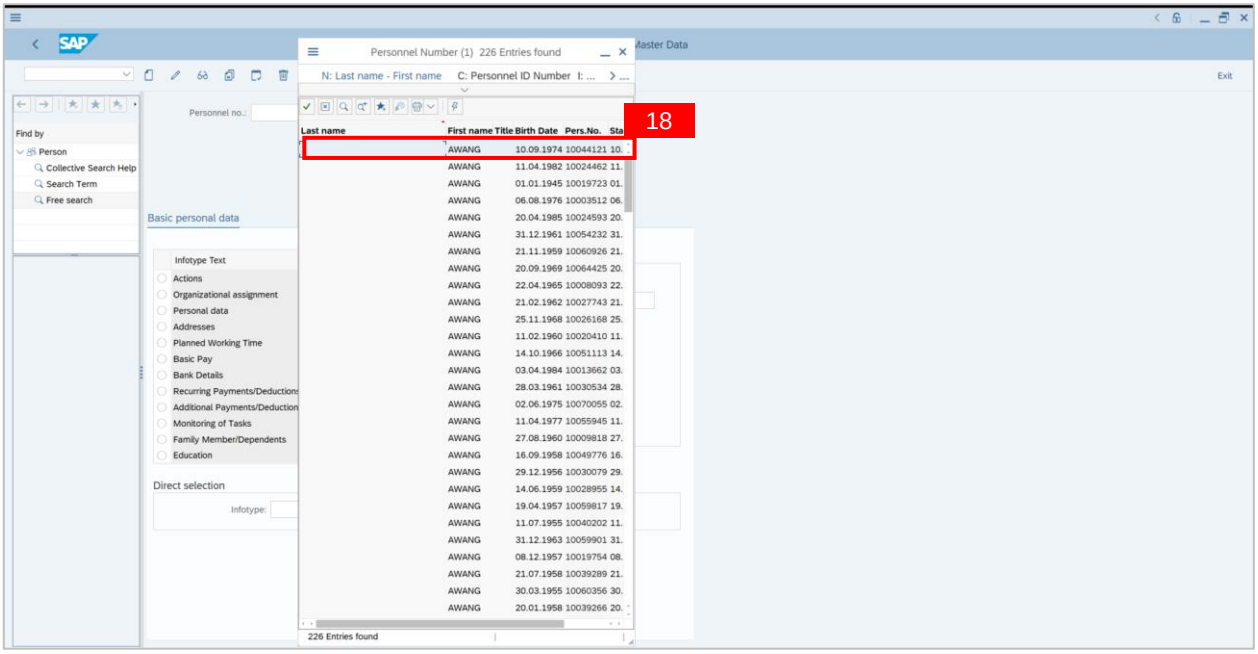
16. Fill in the **Last Name** and **First Name.**

17. Click on **Start Search** button.

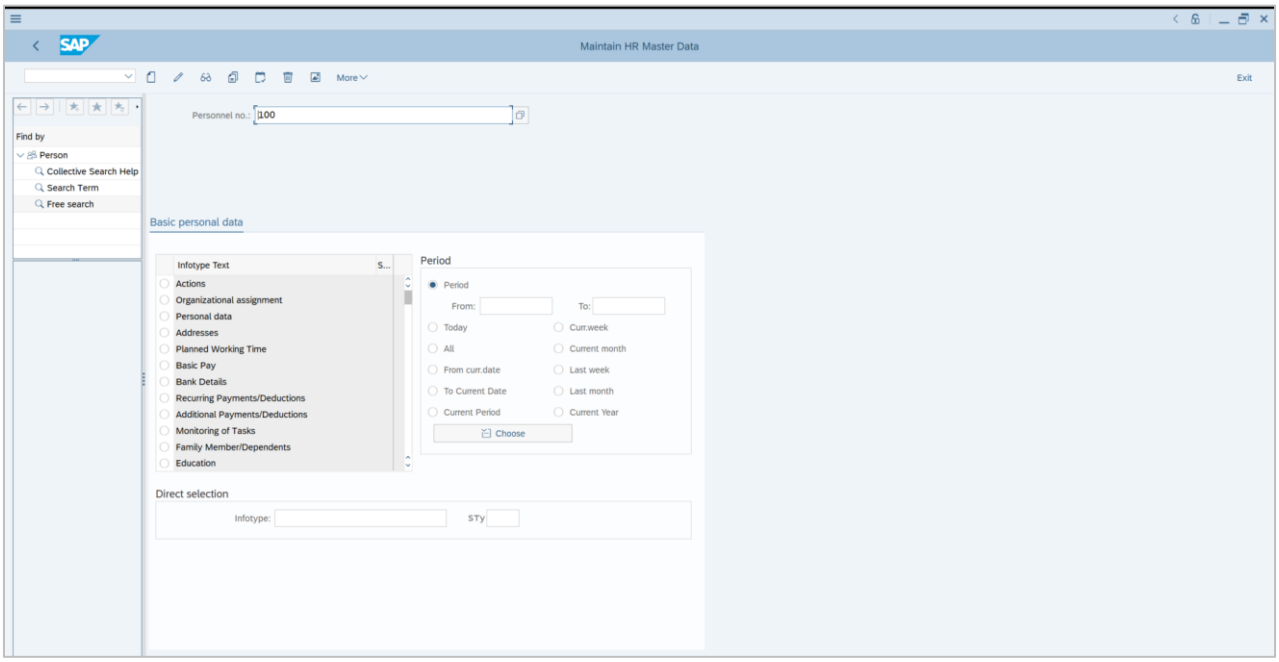


Note: List of names will be displayed.

18. **Double click** on the selected individual on the names listed.

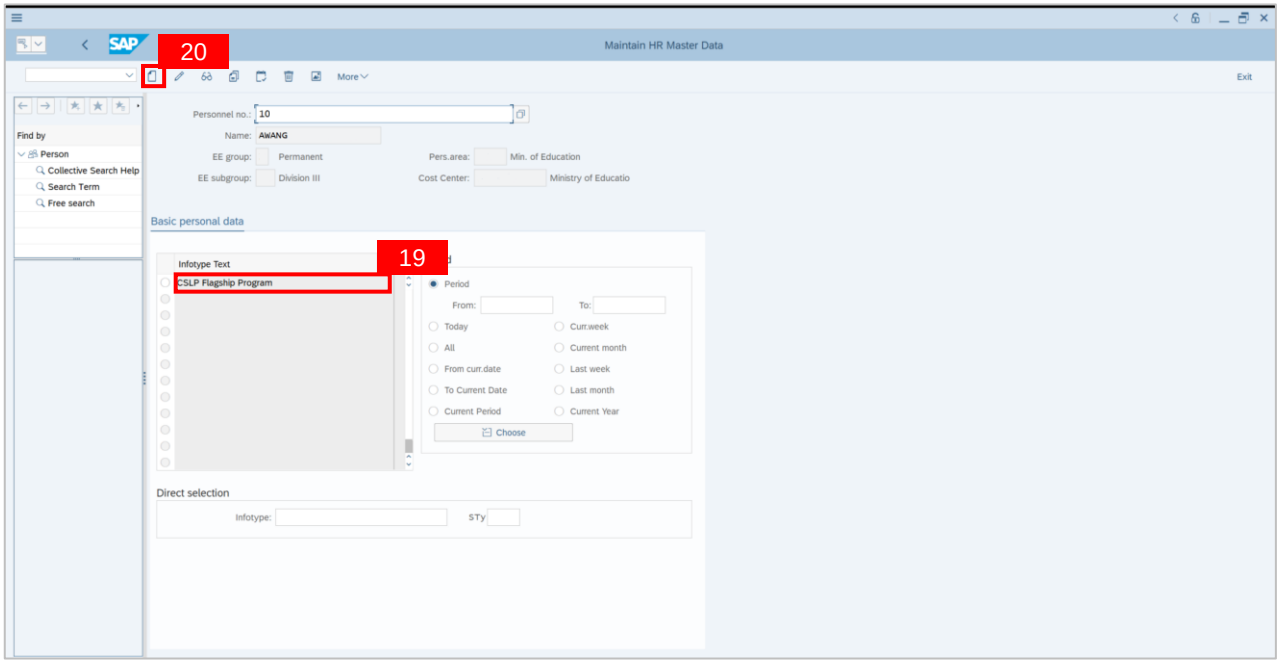


Note: Personnel no. will be shown in the Maintain HR Master Data page.

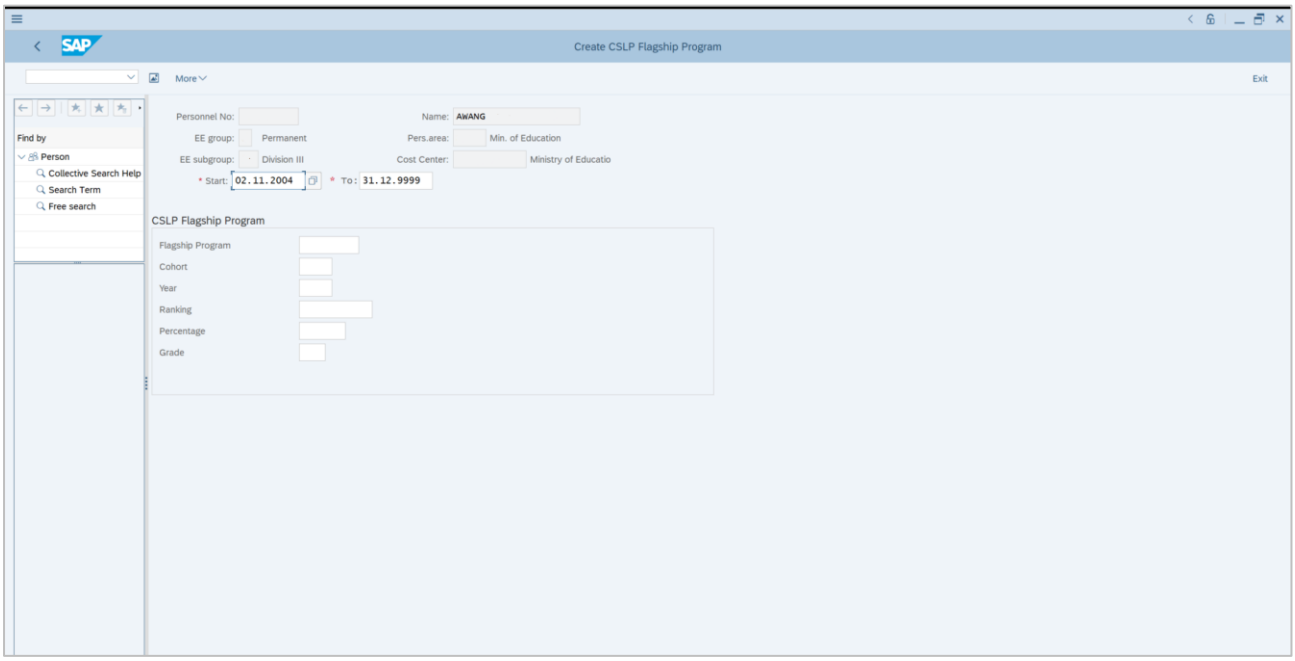


19. Navigate to **Infotype Text** and click on **CSLP Program** radio button.

20. Click on the **create** icon.



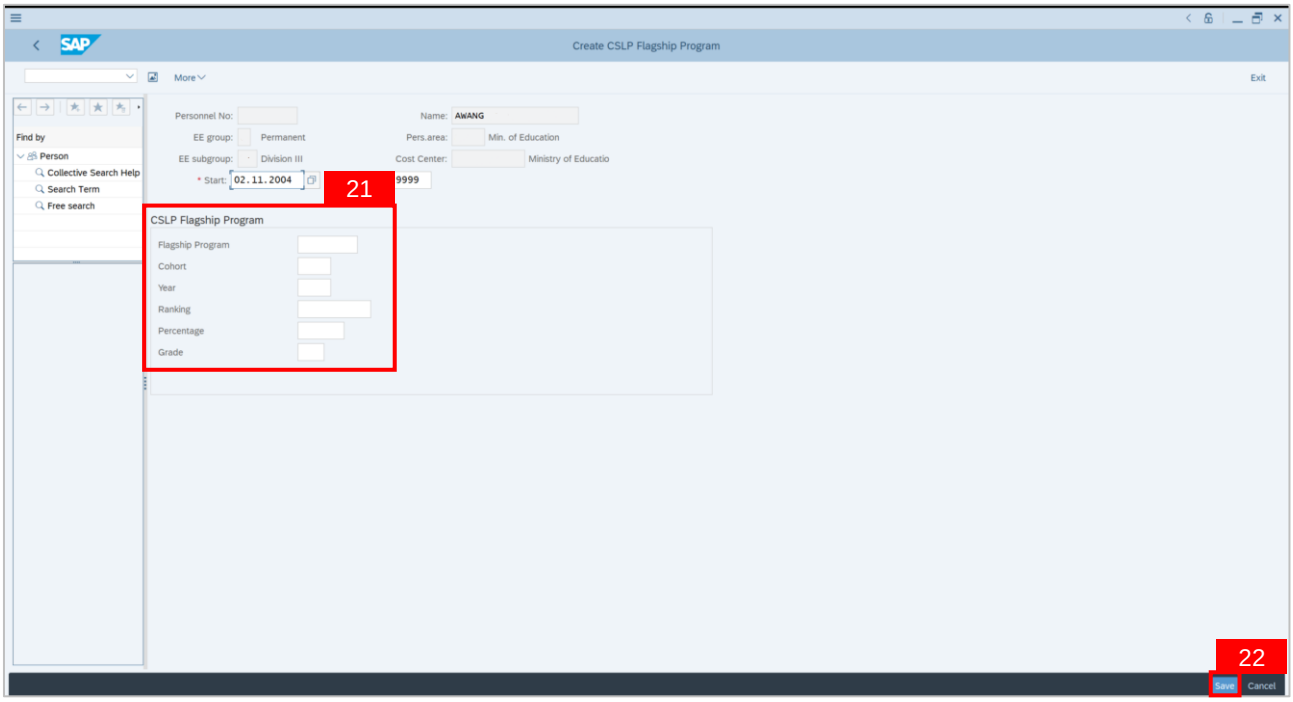
Note: Personnel no. will be shown in the Maintain HR Master Data page.



21. Fill in the details on **CSLP Flagship Program.**

22. Click on **Save** button.

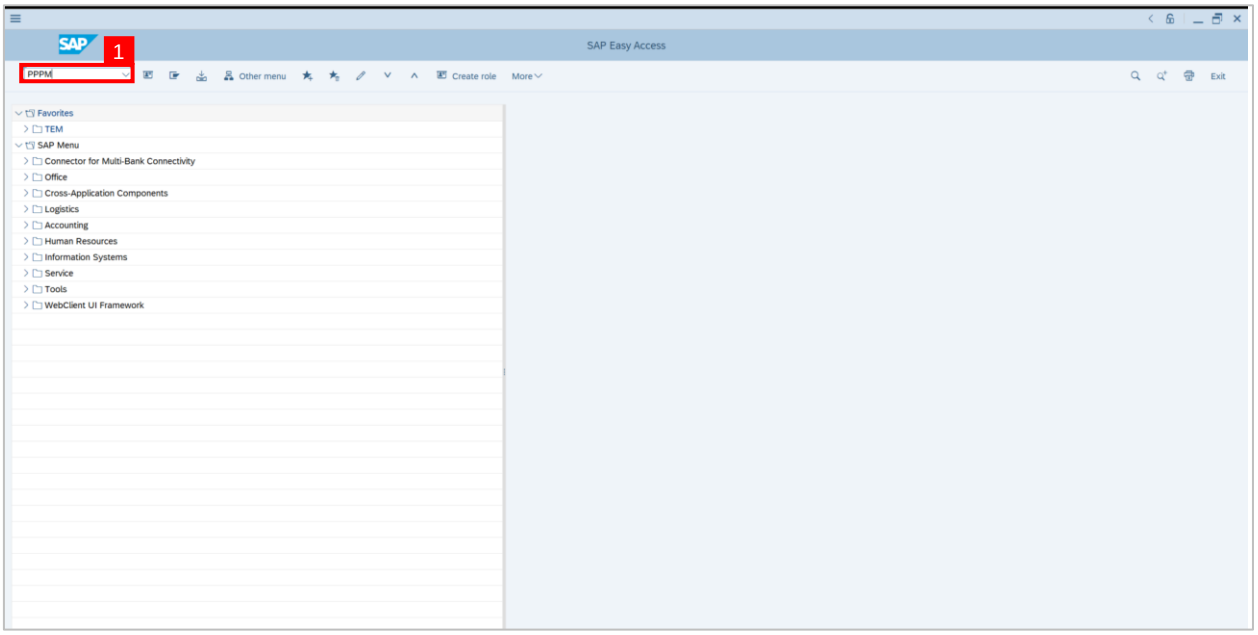
Outcome: Details of the CSLP Flagship Program is successfully recorded.



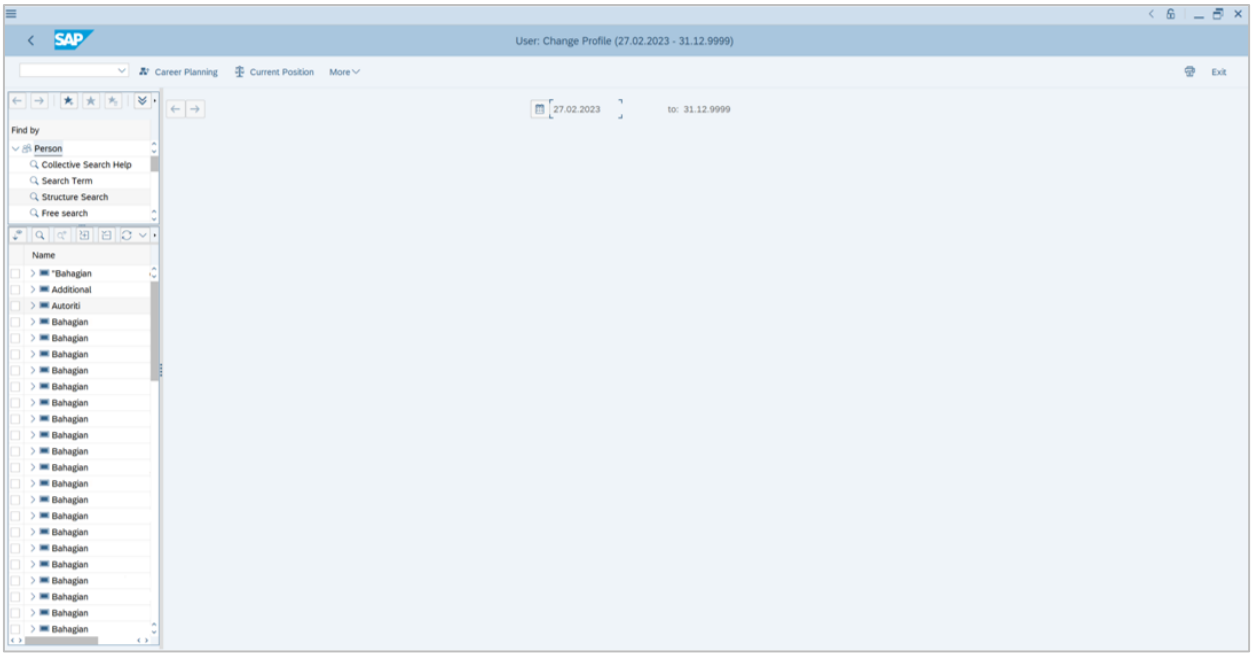
360 ASSESSMENT	Backend User
	Dept. HR Administrator

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

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

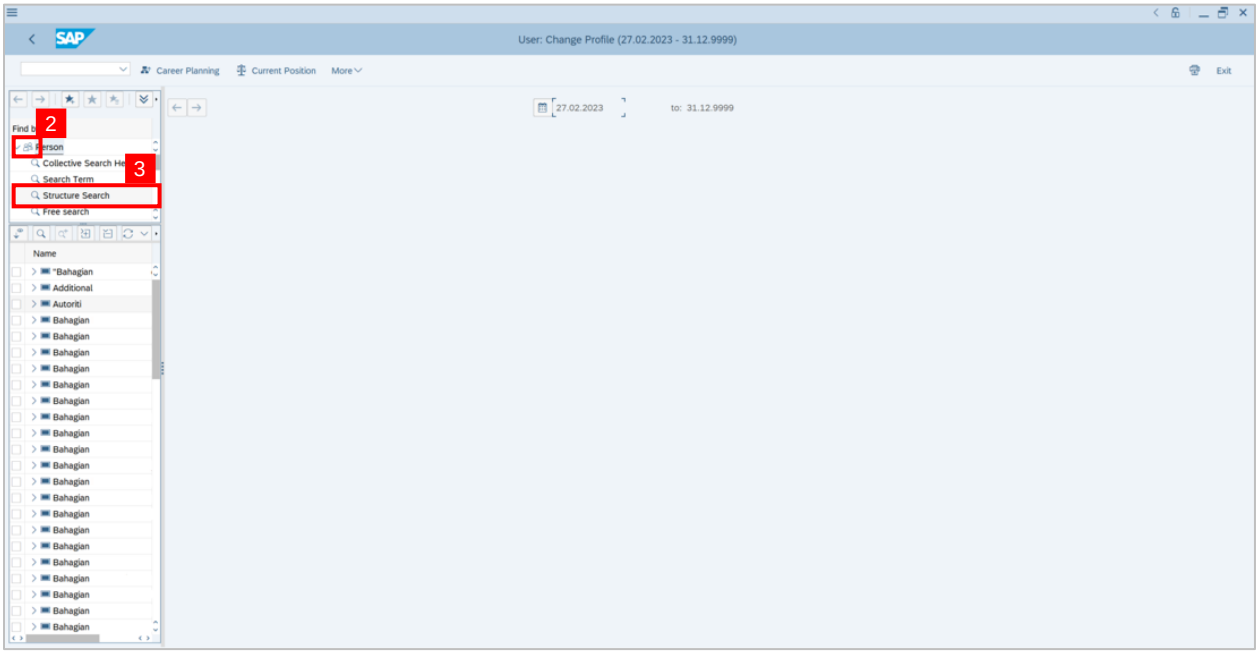


Note: User: Change Profile page will be displayed.

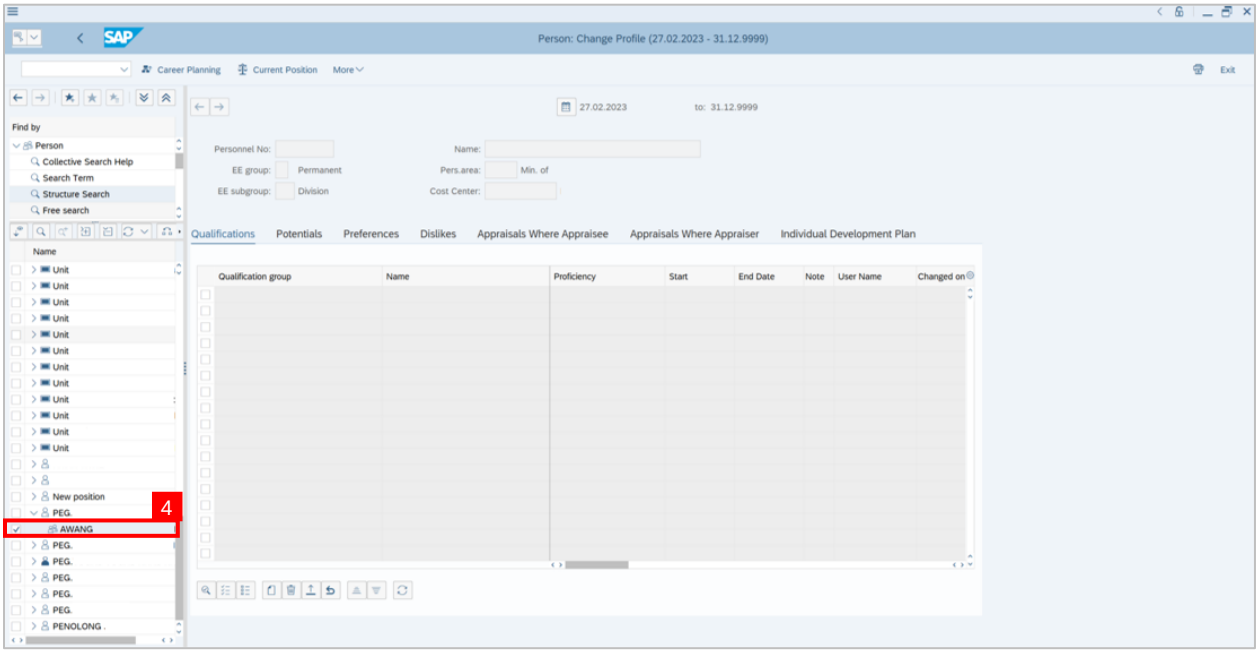


2. Navigate to **Person** and click on the **dropdown** icon.

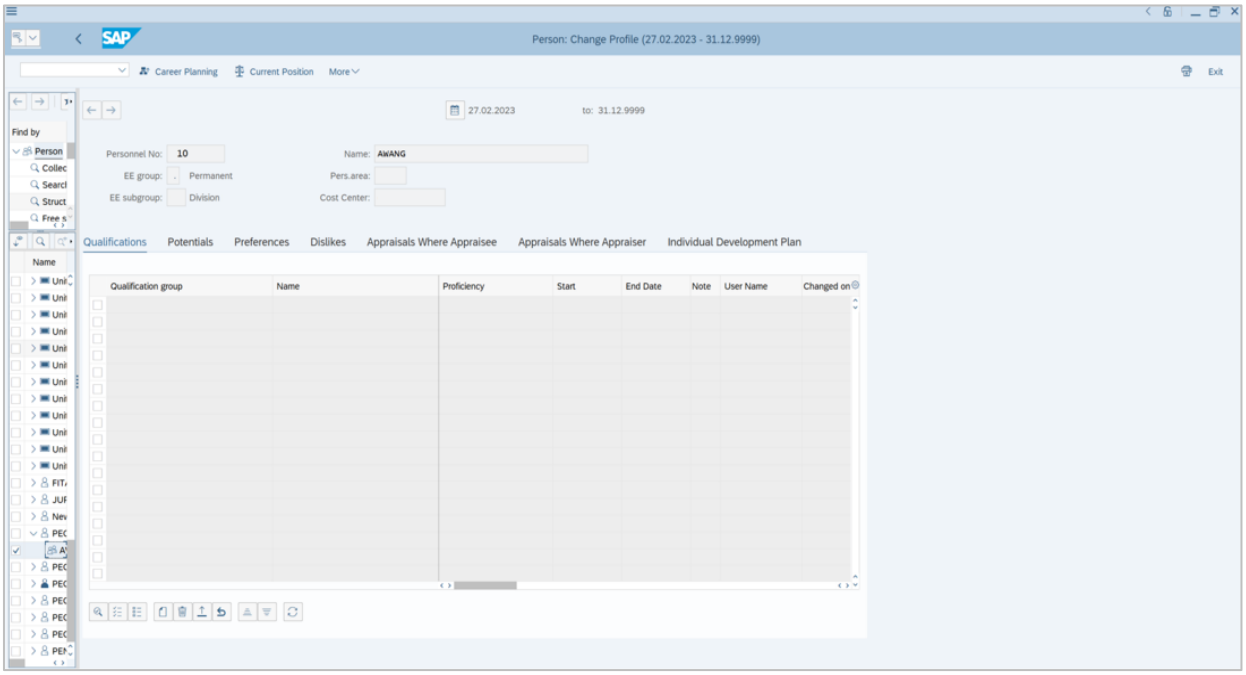
3. Click on **Structure Search.**



4. **Double click** on the selected person.

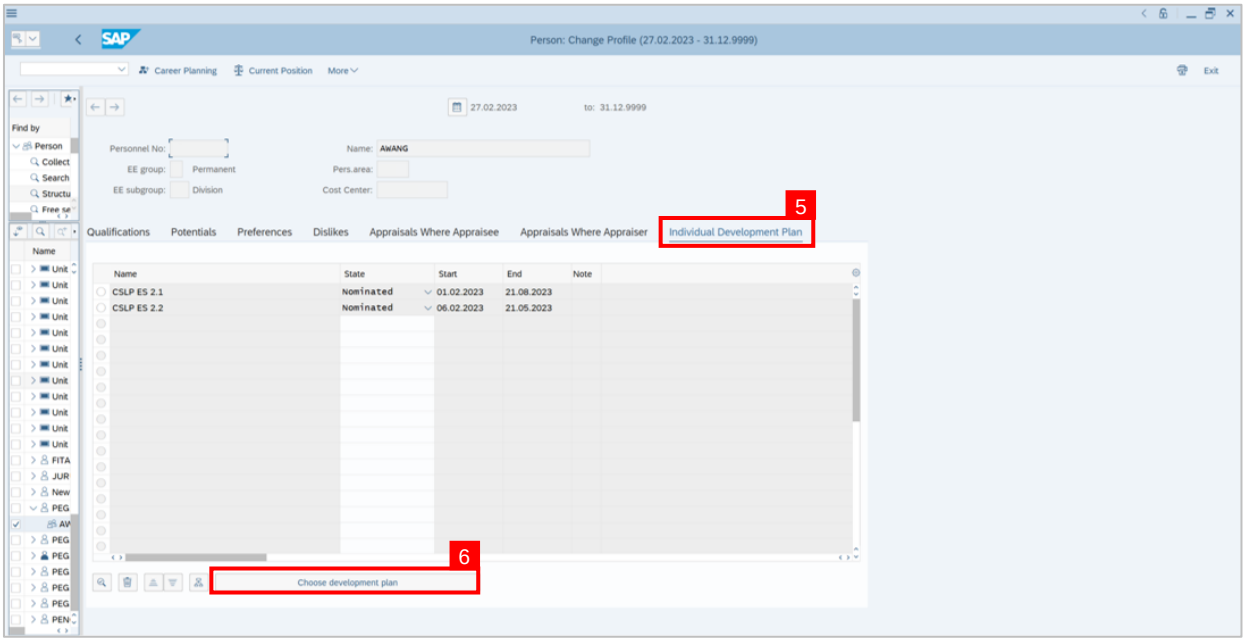


Note: Person: Change Profile page will be displayed.

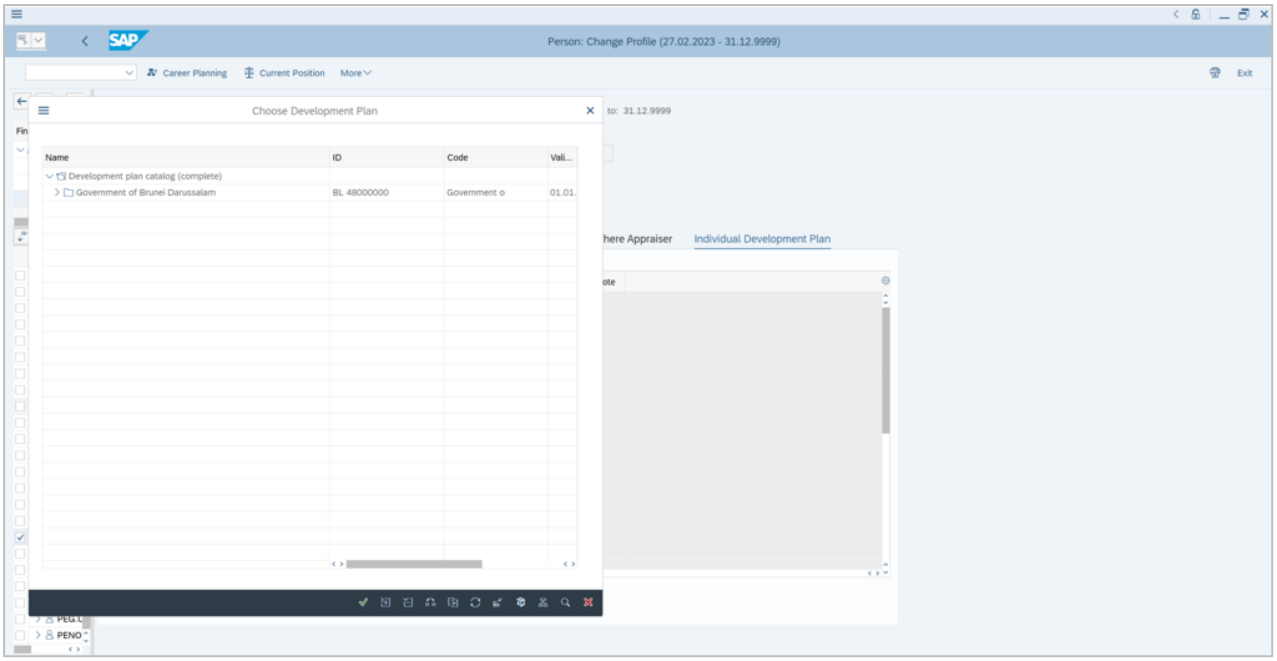


5. In **Individual Development Plan** tab.

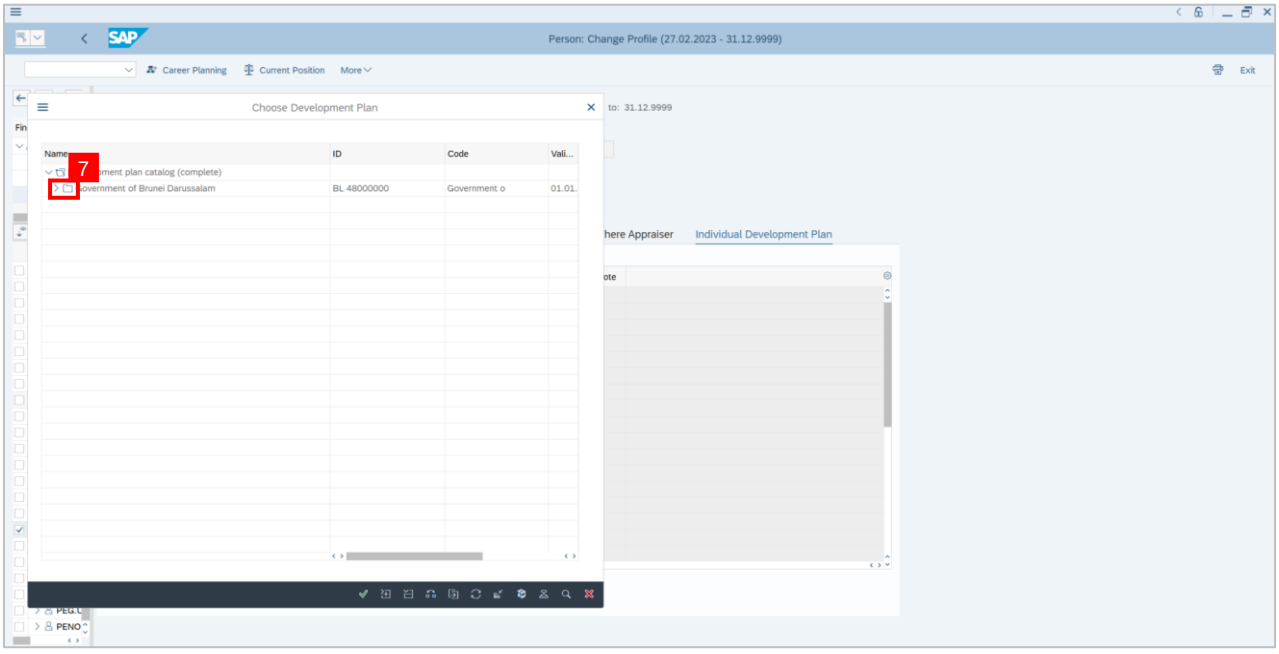
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

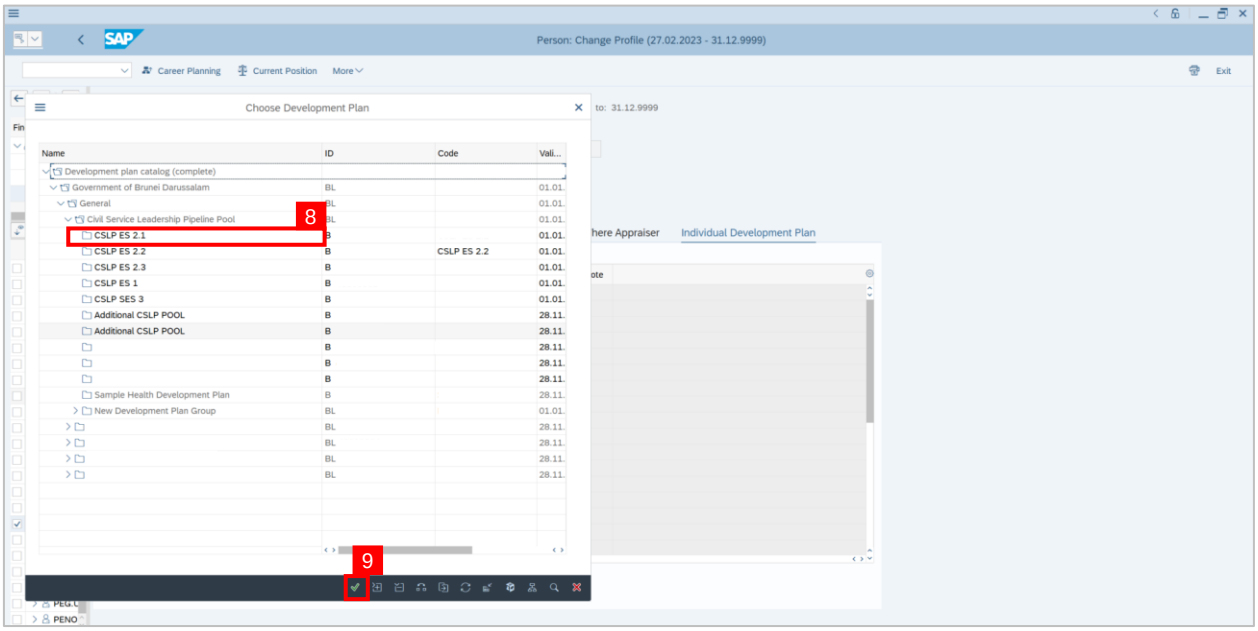


7. Click on the **dropdown** icon to display more qualification options.

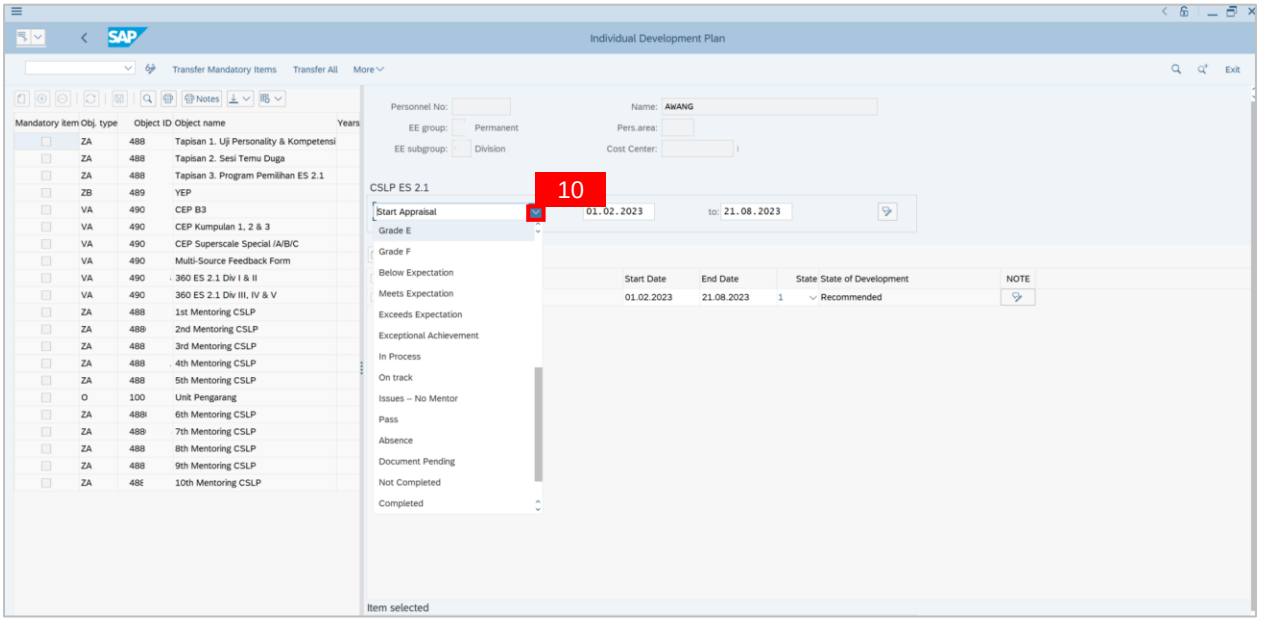


8. **Double click** on **CSLP ES 2.1**

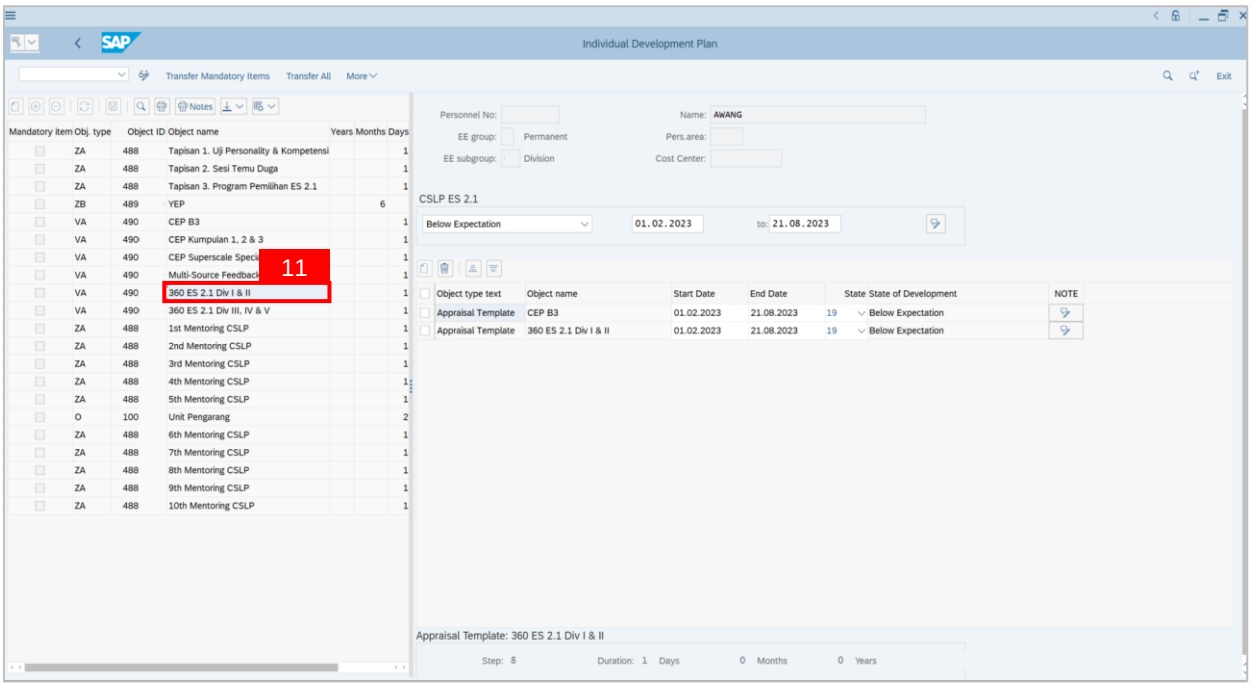
9. Or click **CSLP ES 2.1** and click the **tick** icon.



10. Choose the status of activity by clicking the **dropdown** icon. For example: **Below Expectation / Meets Expectation / Exceeds Expectation / Exceptional Achievement.**

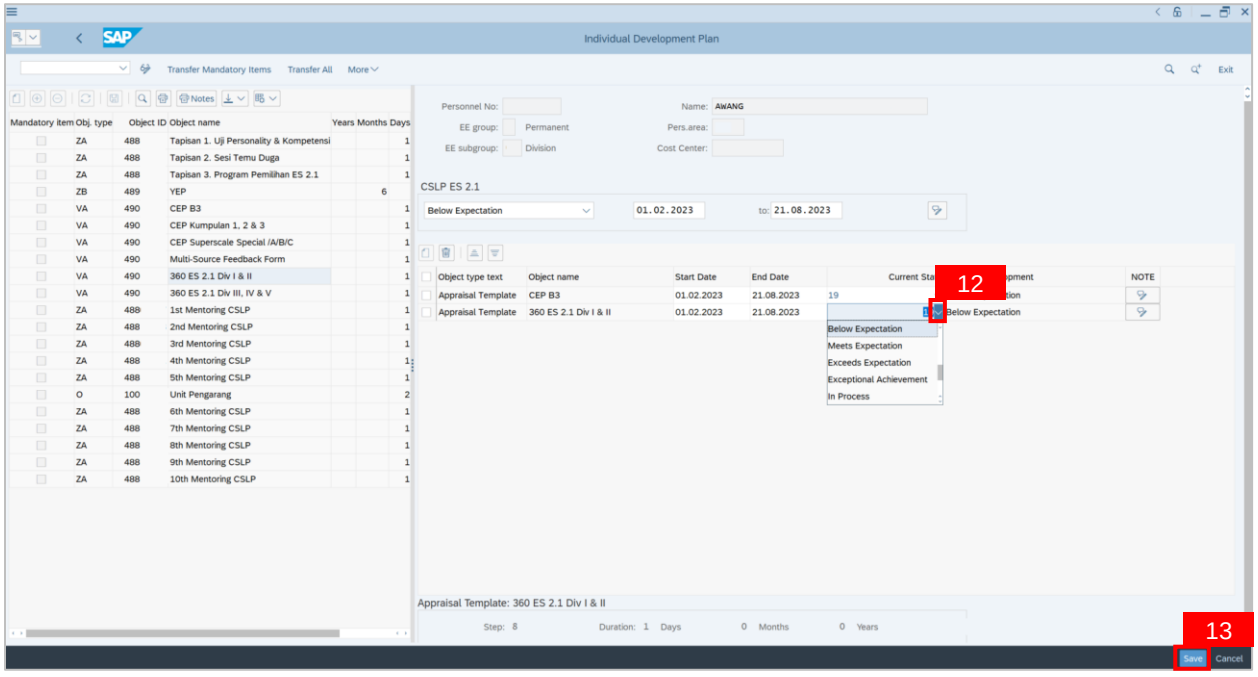


11. Click on the activity for the individual. For example: **360 ES 2.1 Div I & II.**

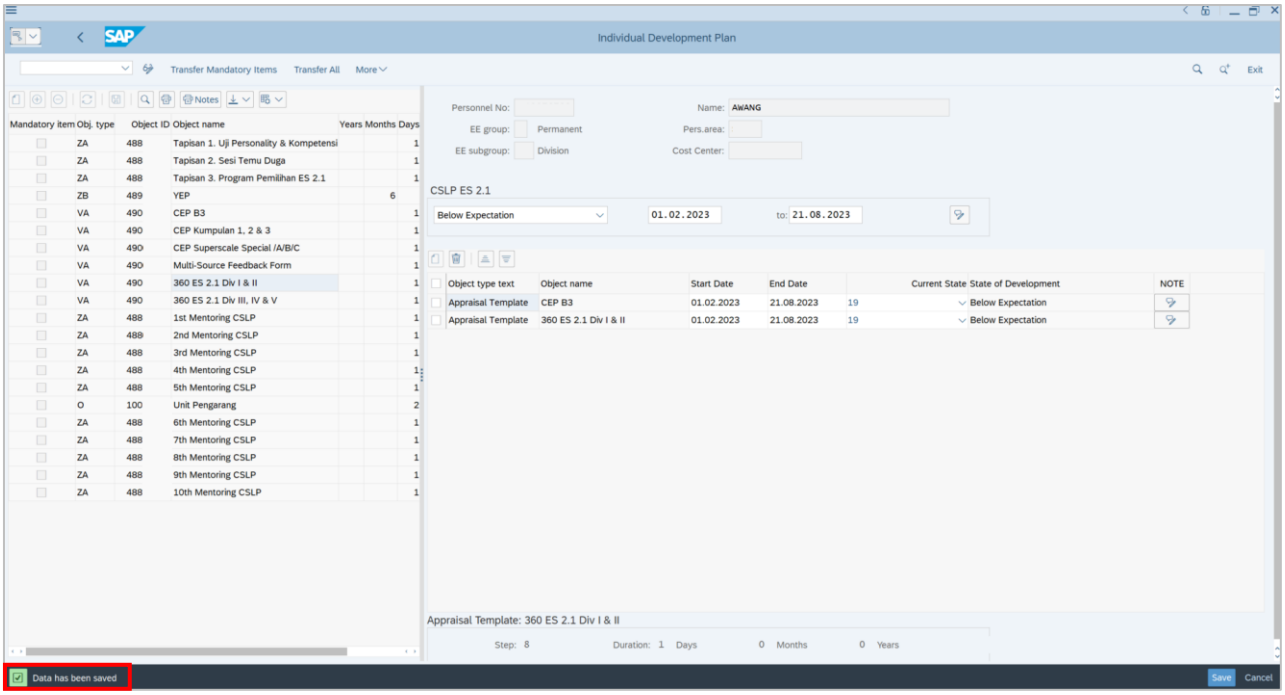


12. Click on the **dropdown** icon to choose the current state. For example: **Below Expectation / Meets Expectation / Exceeds Expectation / Exceptional Achievement.**

13. Click on **Save** button.



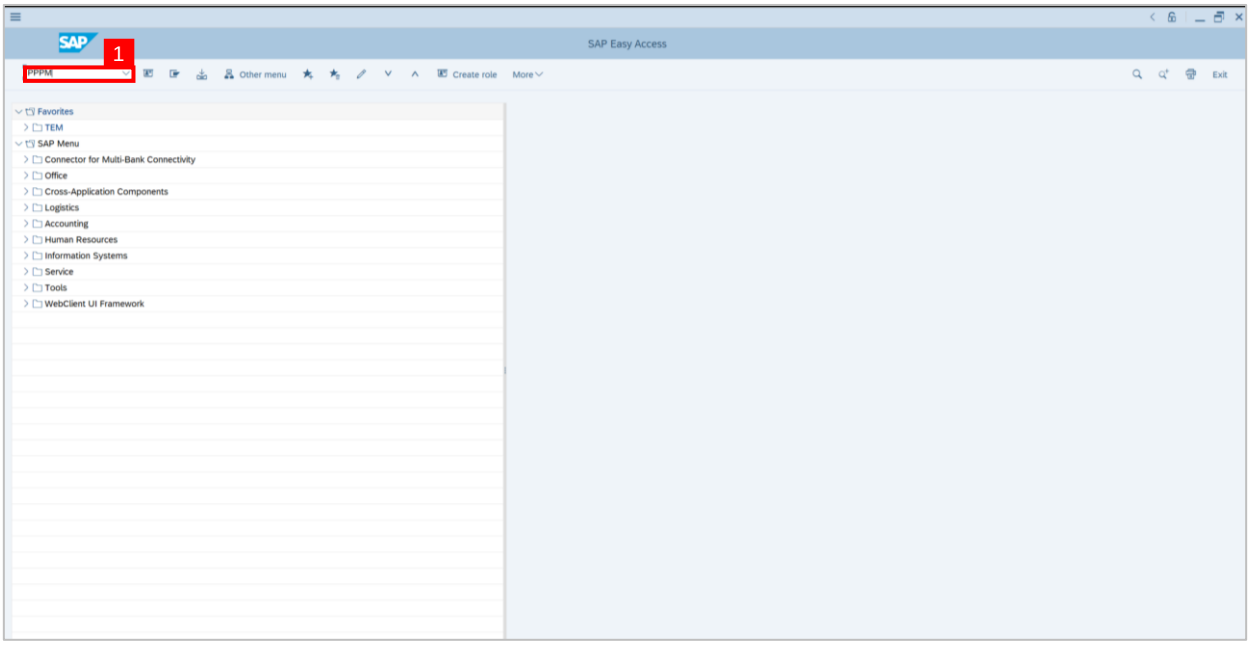
Outcome: Successfully assigned an individual for 360 Assessment.



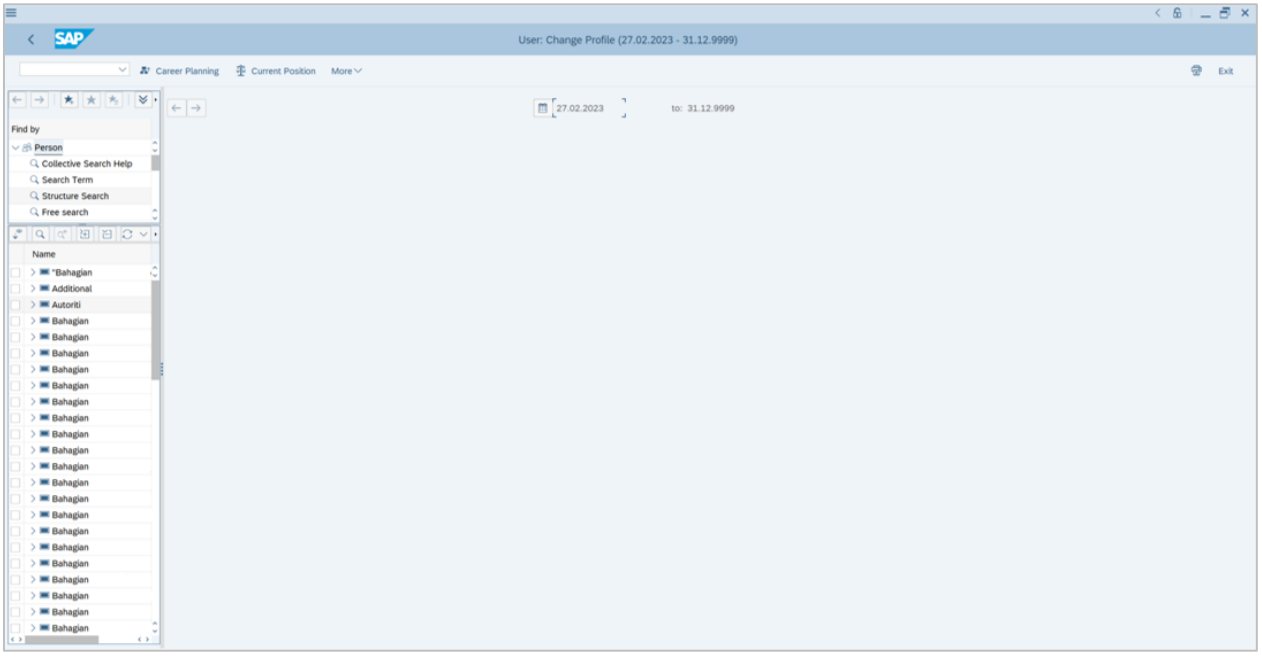
MULTI-SOURCE ASSESSMENT	Backend User
	Dept. HR Administrator

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

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

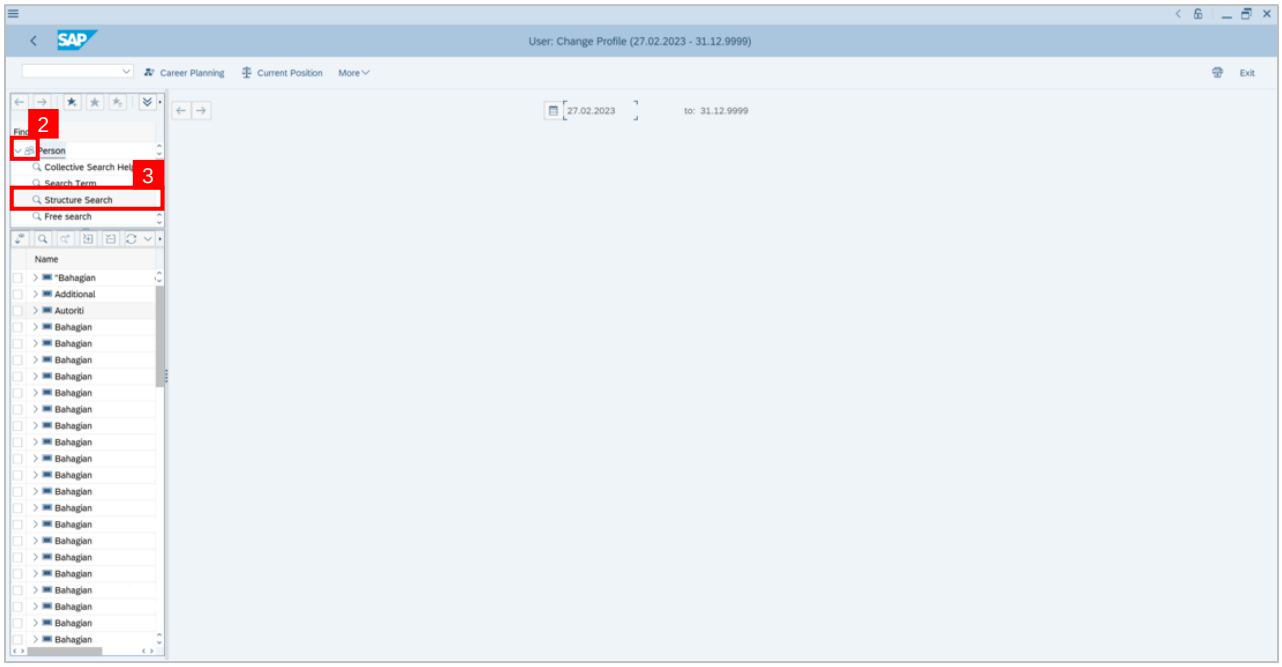


Note: User: Change Profile window will be displayed.

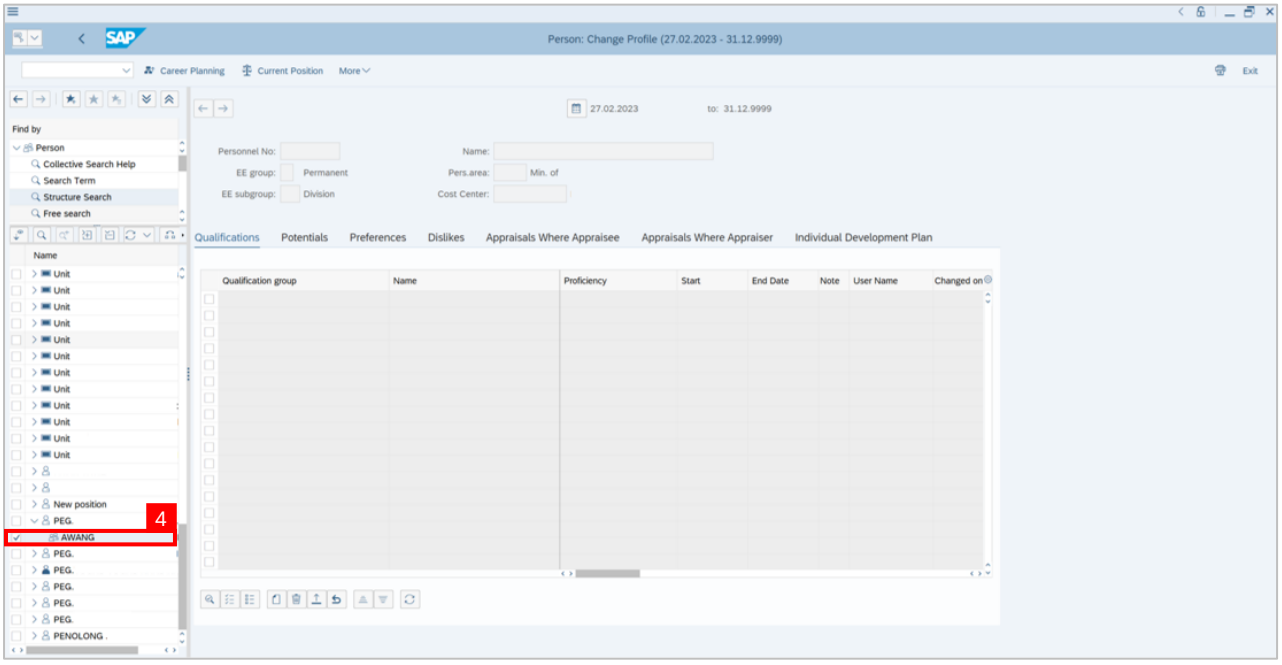


2. Navigate to **Person** and click on the **dropdown** icon.

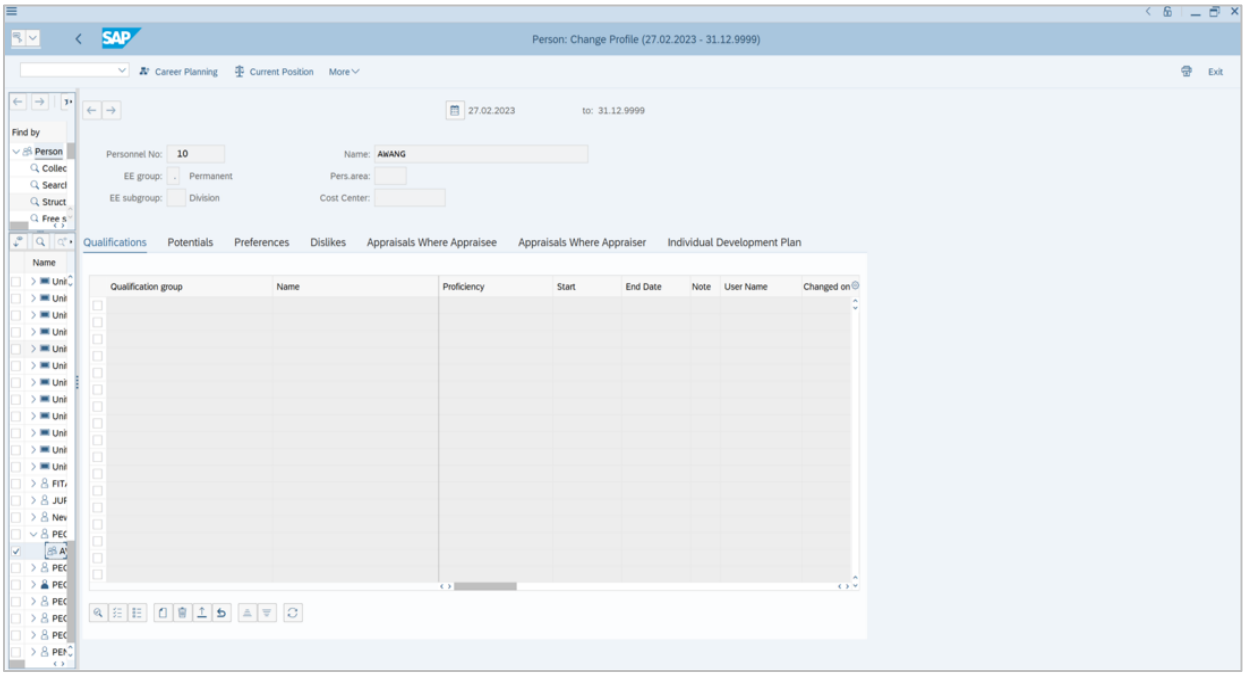
3. Click on the **Structure Search.**



4. **Double click** on the selected person.

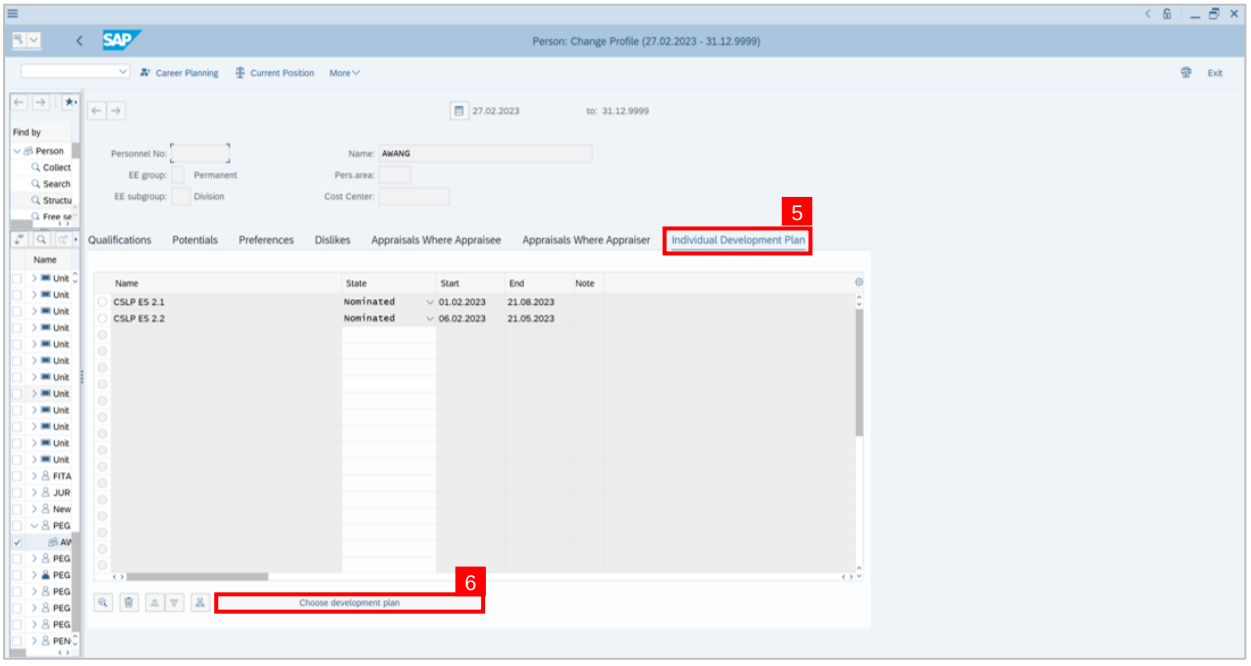


Note: Person: Change Profile page will be displayed.

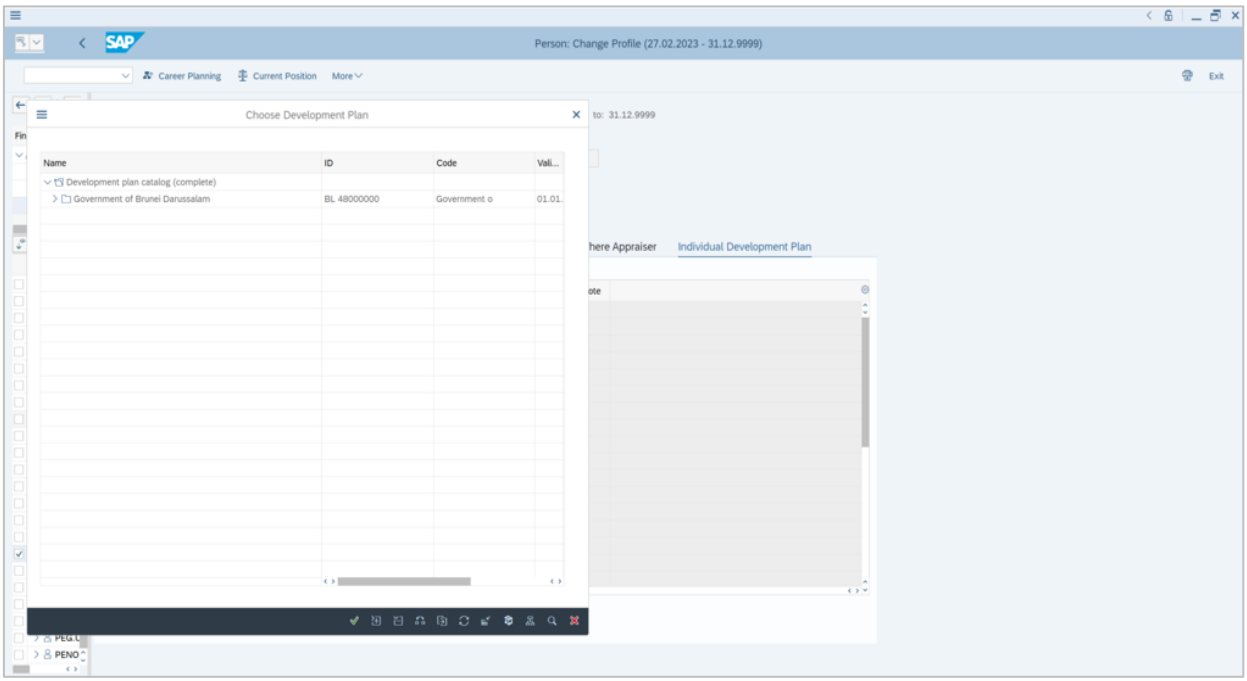


5. In **Individual Development Plan** tab.

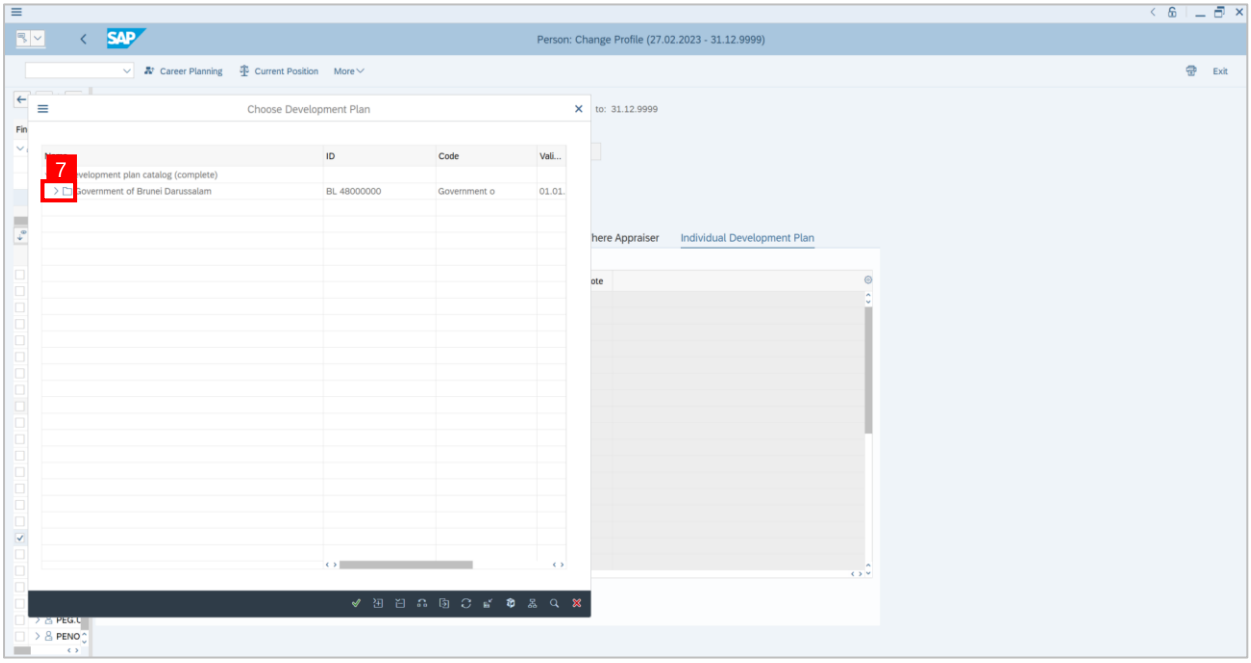
6. Navigate to **Choose development plan** and click on it.



Note: Choose Qualification window will be displayed.

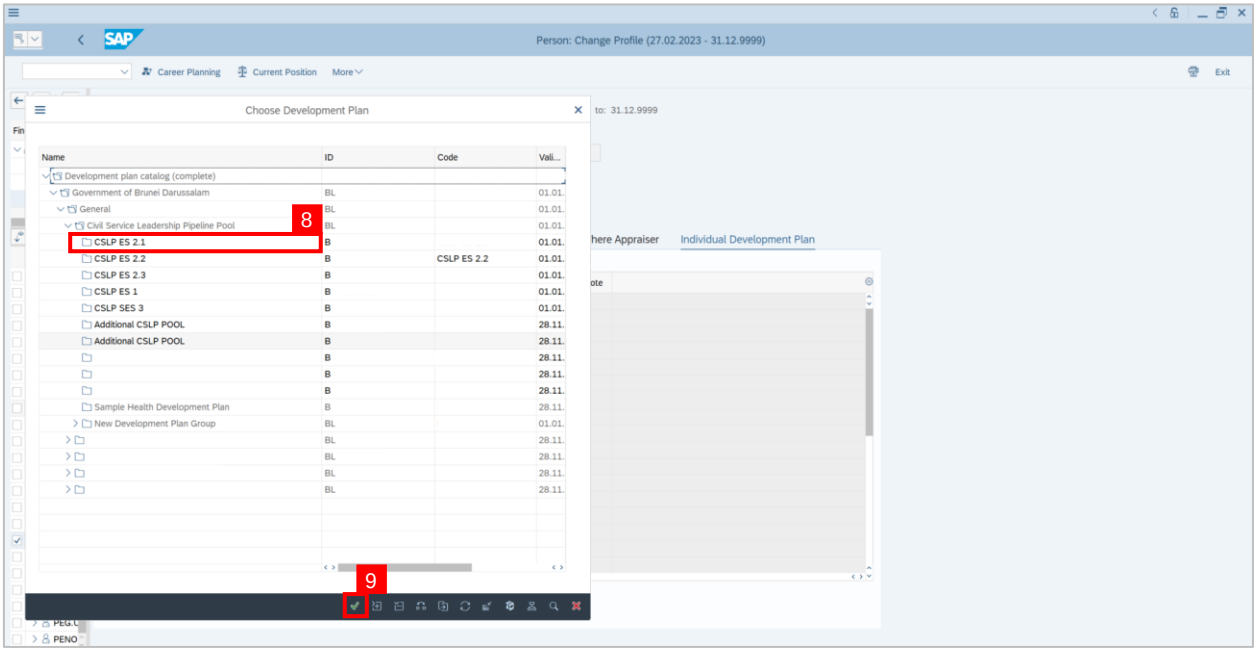


7. Click on the **dropdown** icon to display more qualification options.

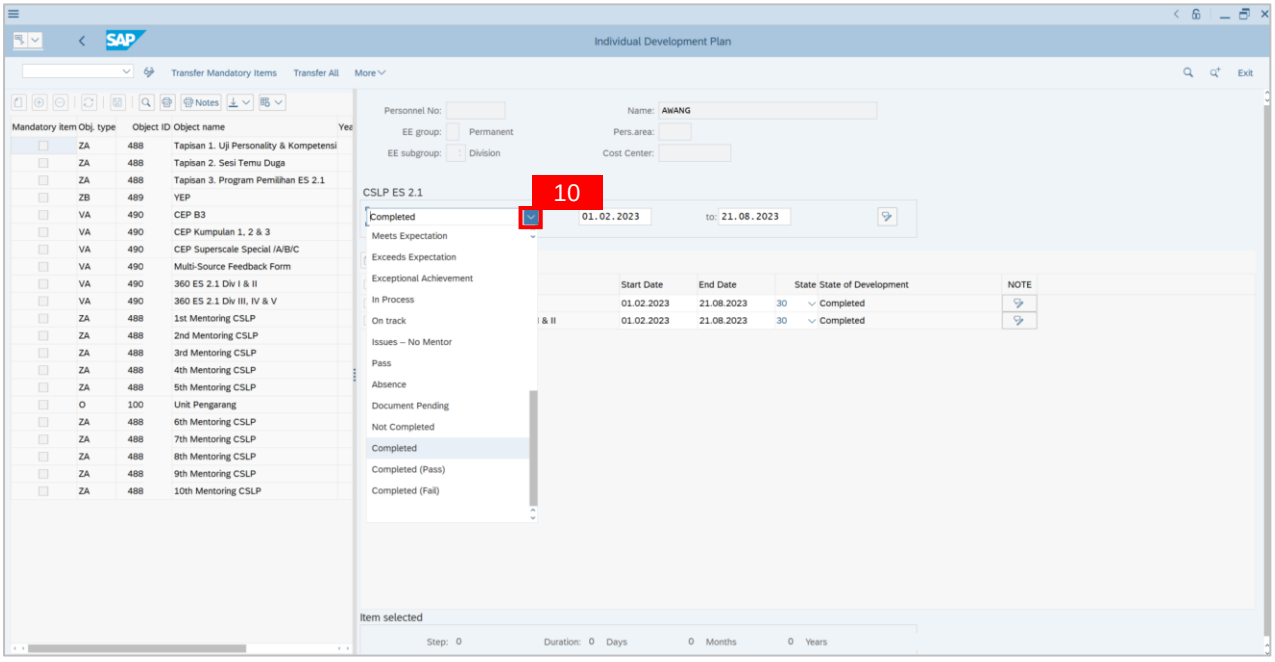


8. **Double click** on **CSLP ES 2.1**

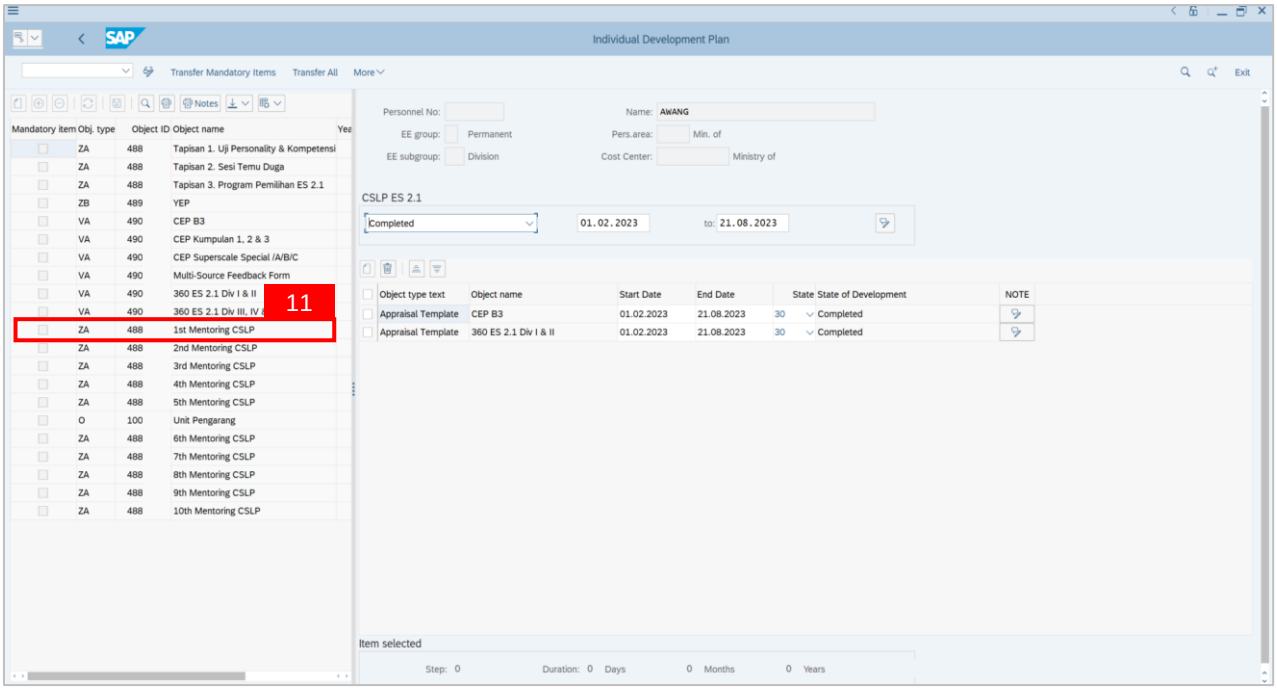
9. Or click **CSLP ES 2.1** and click on the **tick** icon.



10. Choose the status of activity by clicking the **dropdown** icon. For example: **Completed / Not Completed.**



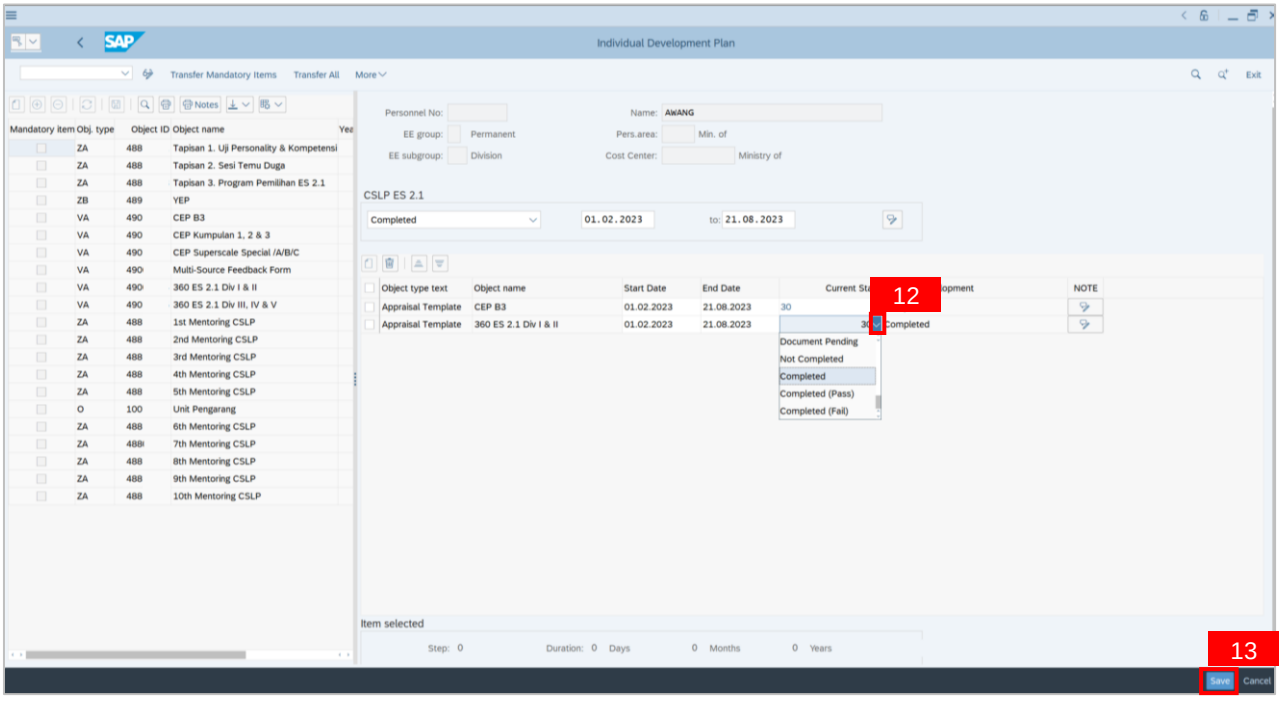
11. Click on the activity for the individual. For example: **1st Mentoring CSLP**



12. Click the **dropdown** icon to choose the current state. For example: **Complete / Not Complete.**

13. Click on **Save** button.

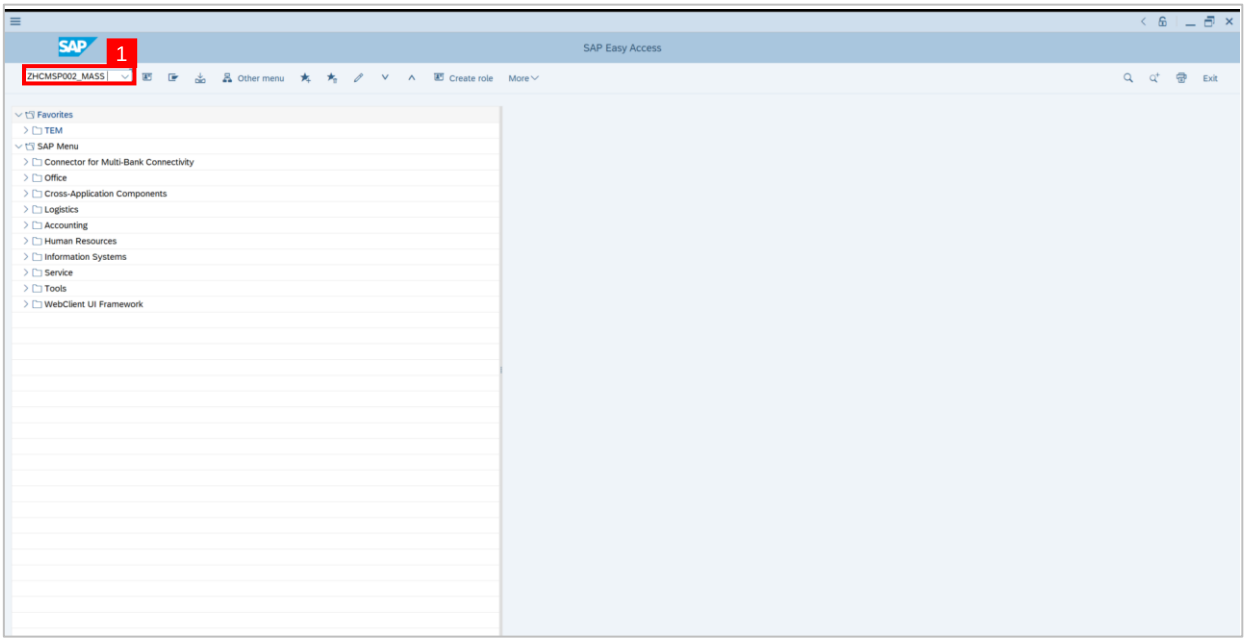
Outcome: Successfully assigned an individual for Multi-Source Assessment.



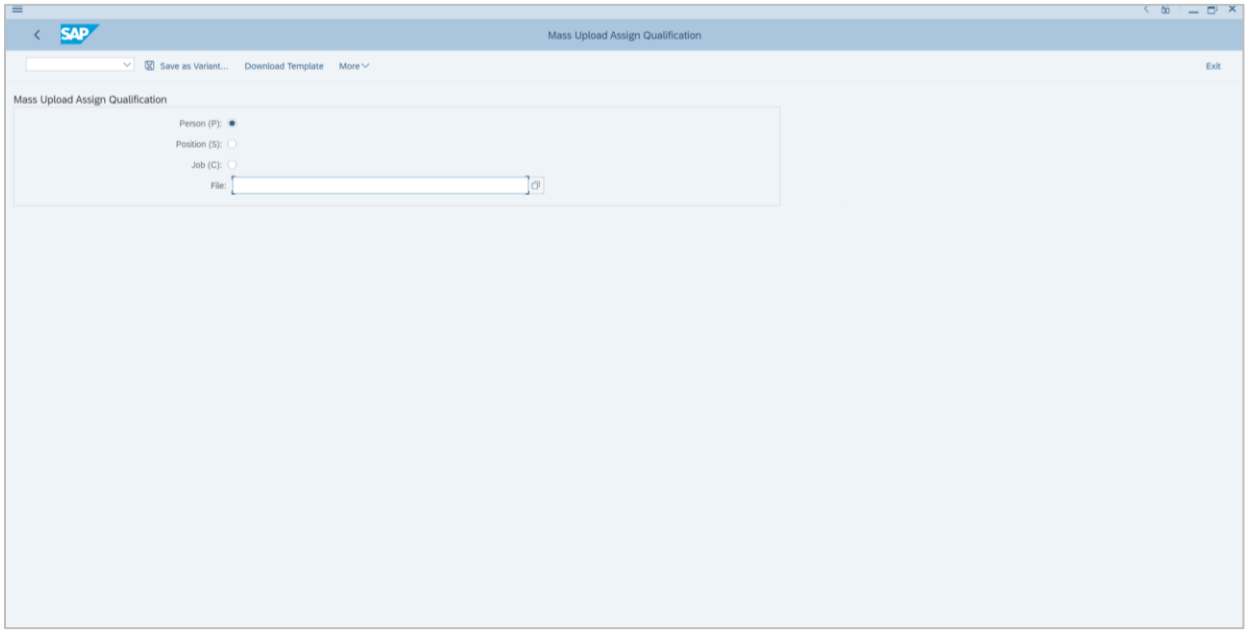
MASS ASSIGN QUALIFICATION TO POSITION	Backend User
	Dept. HR Administrator

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

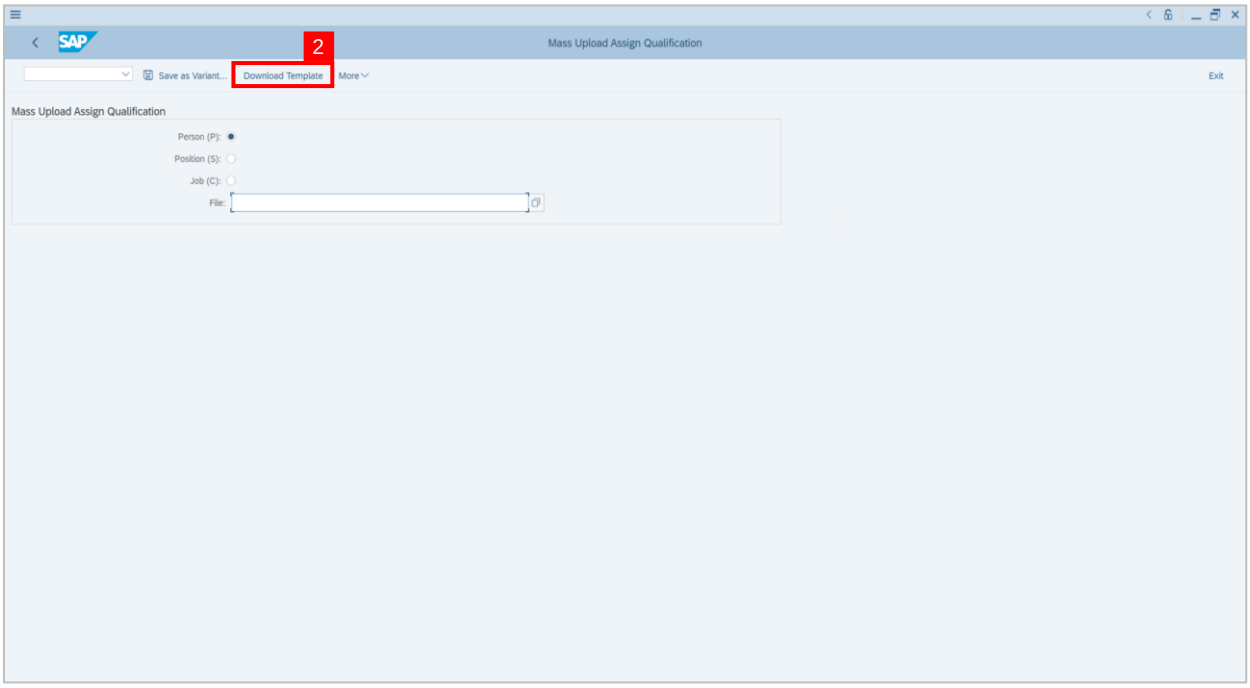
1. Enter **ZHCMSP002_MASS** in the search bar.



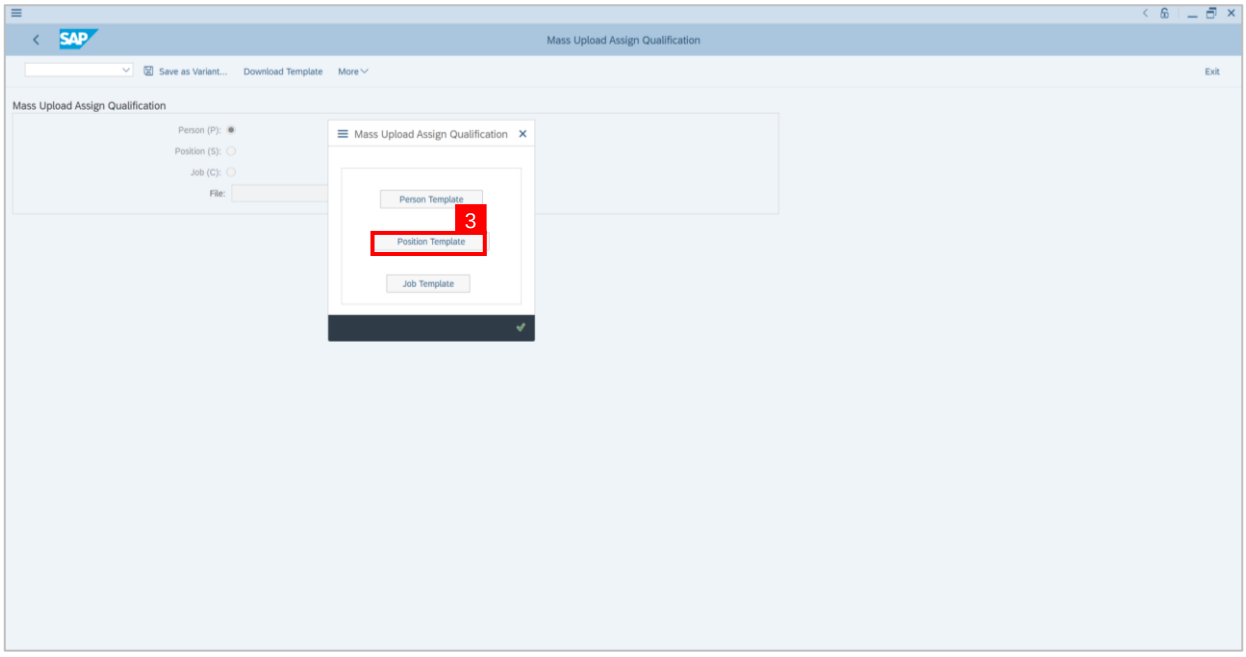
Note: Mass Upload Assign Qualification page will be displayed.



2. Click on **Download Template**.

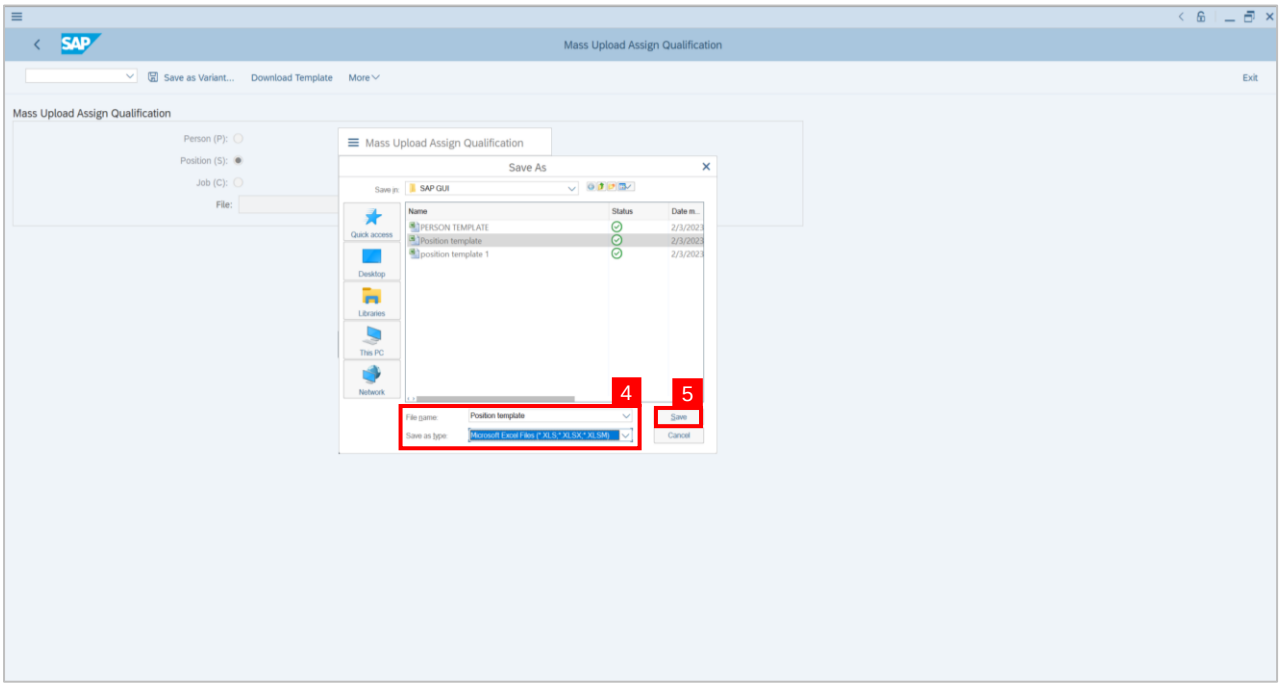


3. Click on **Position Template.**



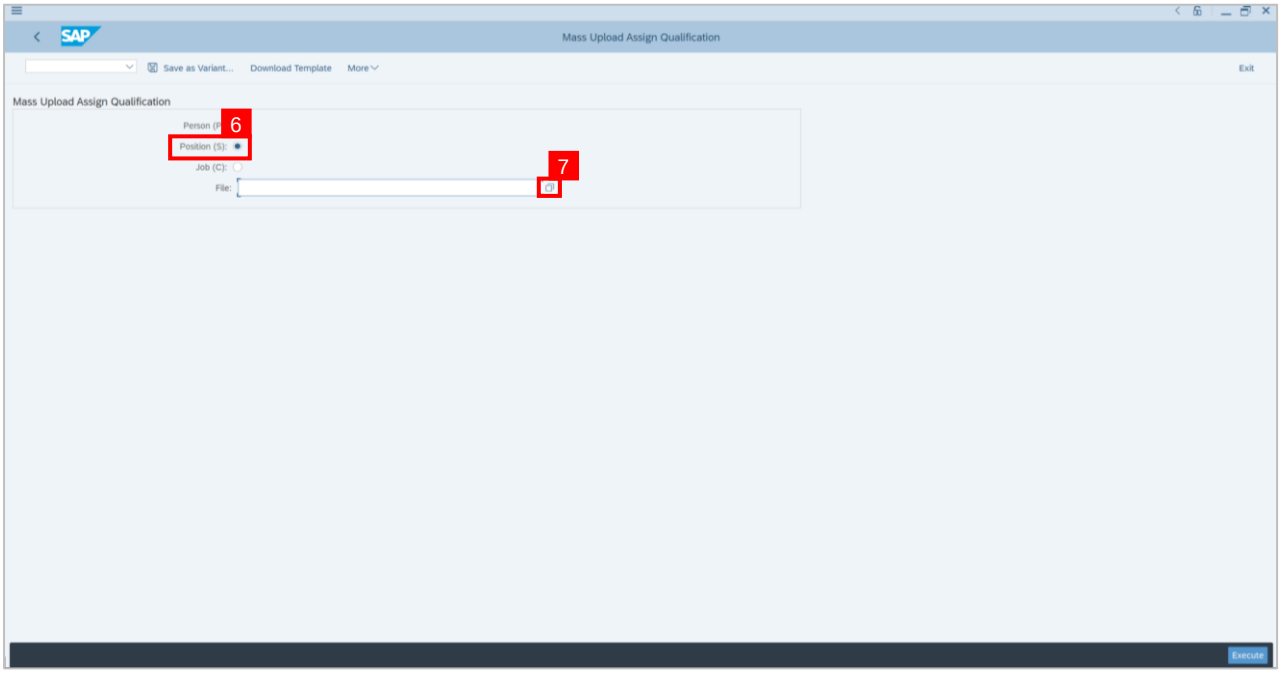
4. Change file type to **Excel.**

5. Click on **Save** button.



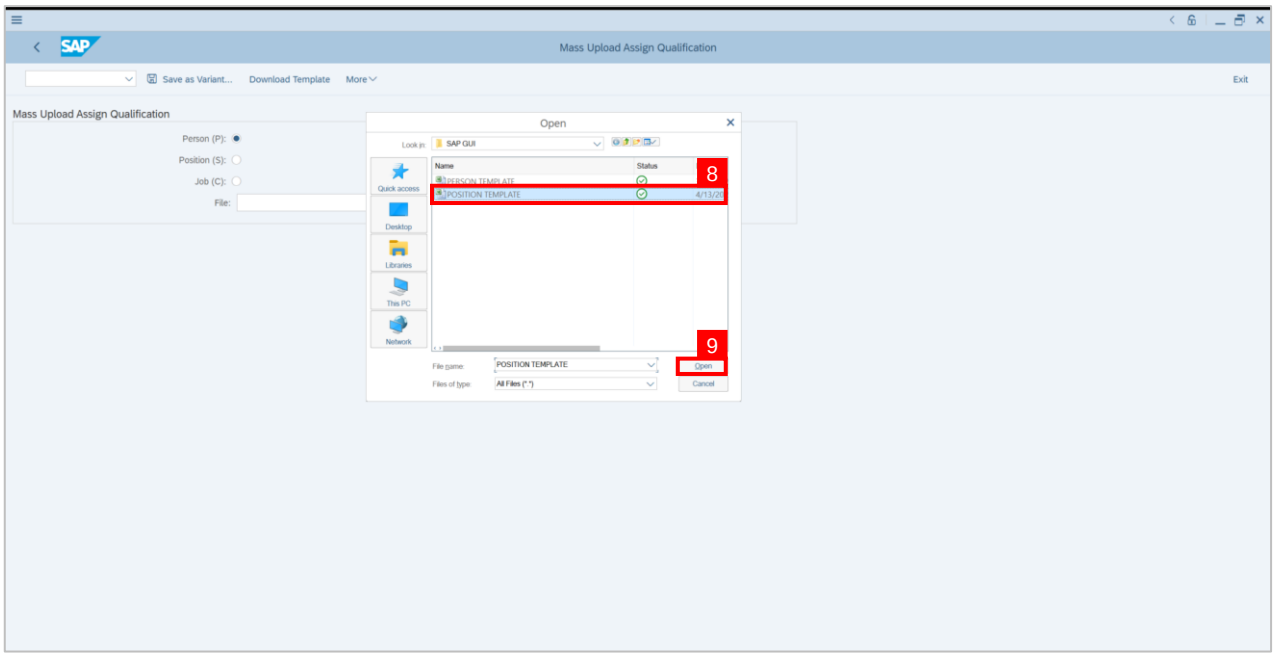
6. Click **Position**

7. Click the icon to upload the **file**.

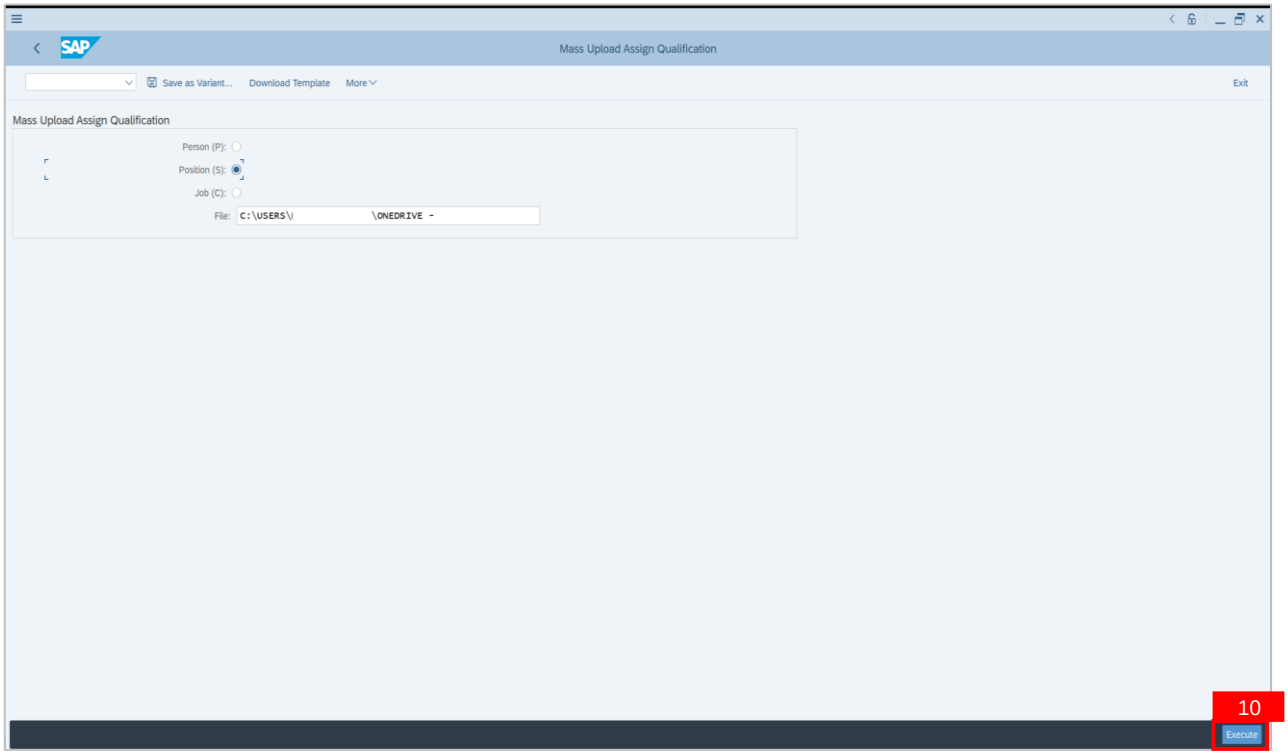


8. Select the **file.**

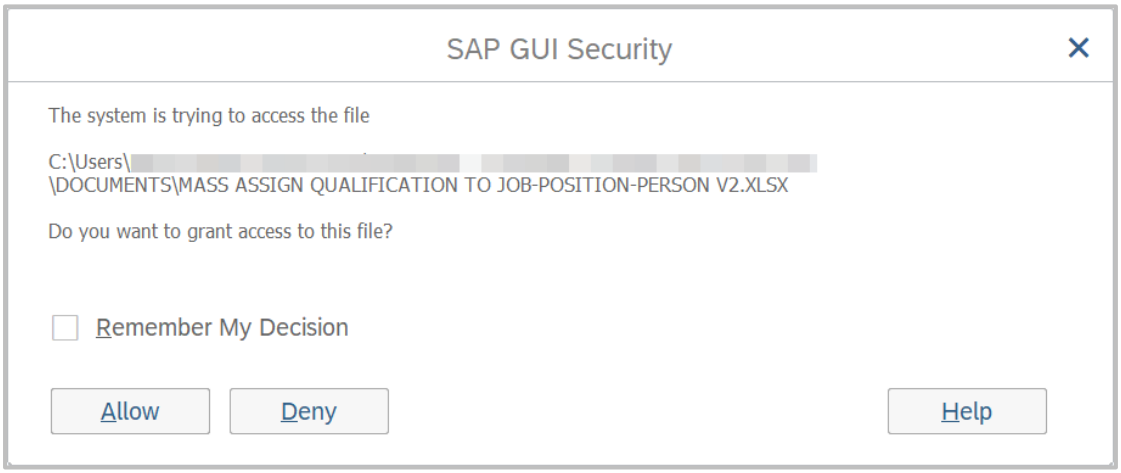
9. Click on **Open** button



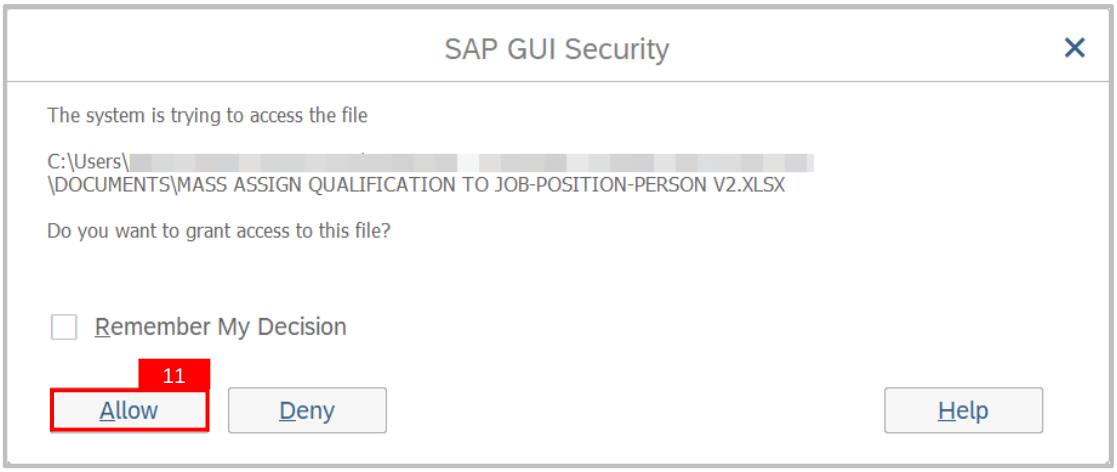
10. Once uploaded, click on **execute** button.



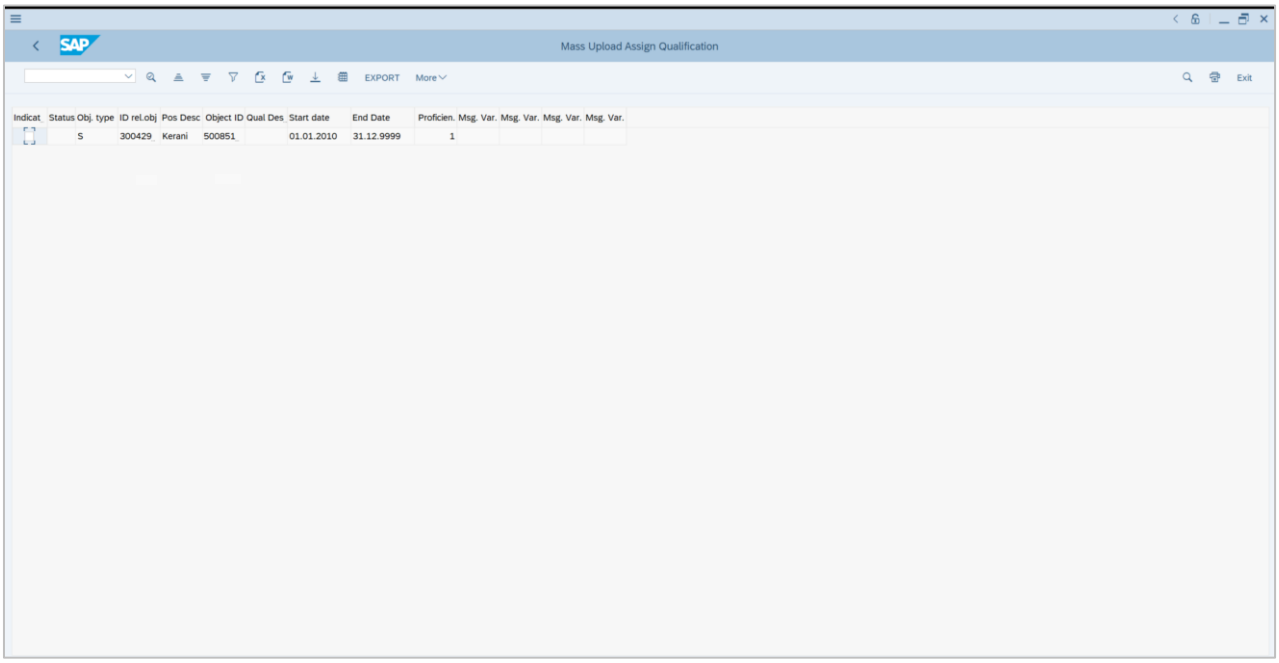
Note: SAP GUI Security window will be displayed.



11. Click on the **Allow** button.

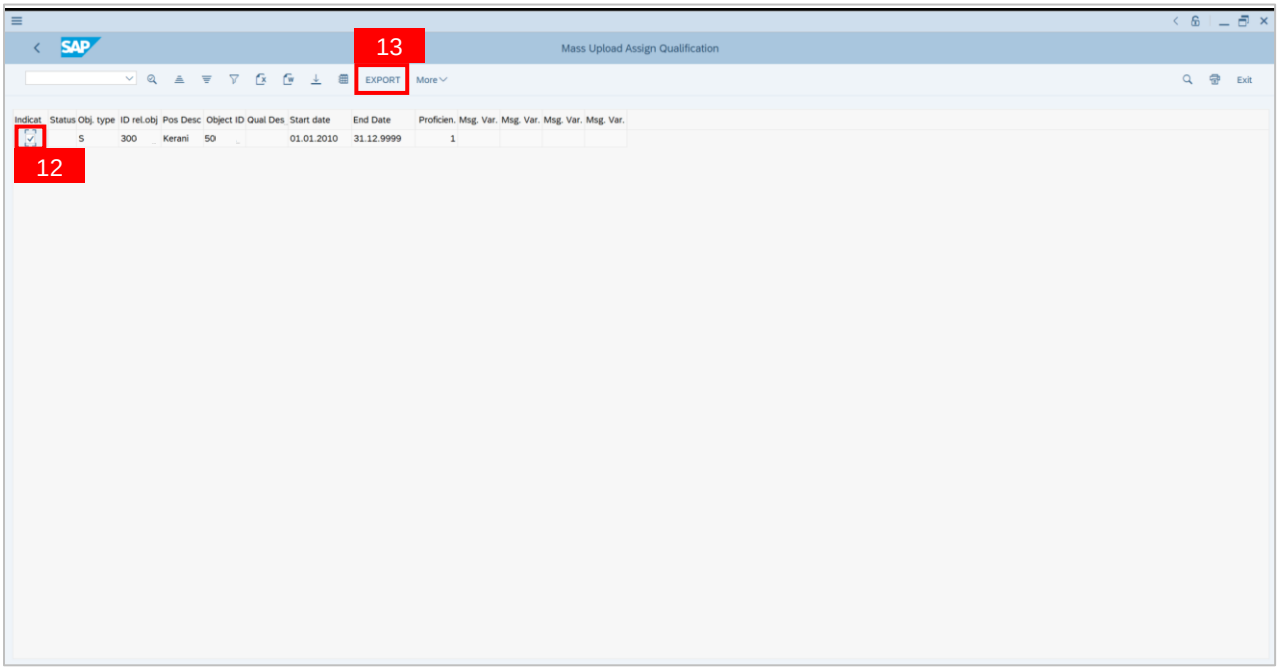


Note: List of Qualification and Job page will be displayed.

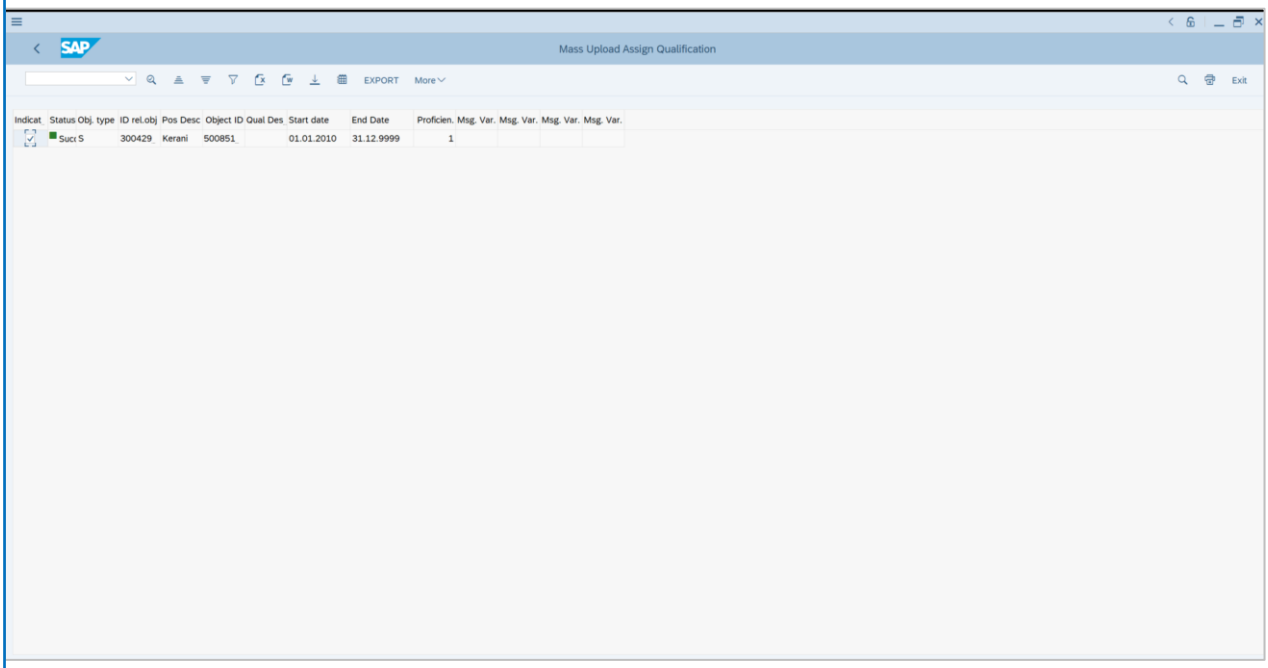


12. Select the Qualification desired to be assigned.

13. Click on **export** button.



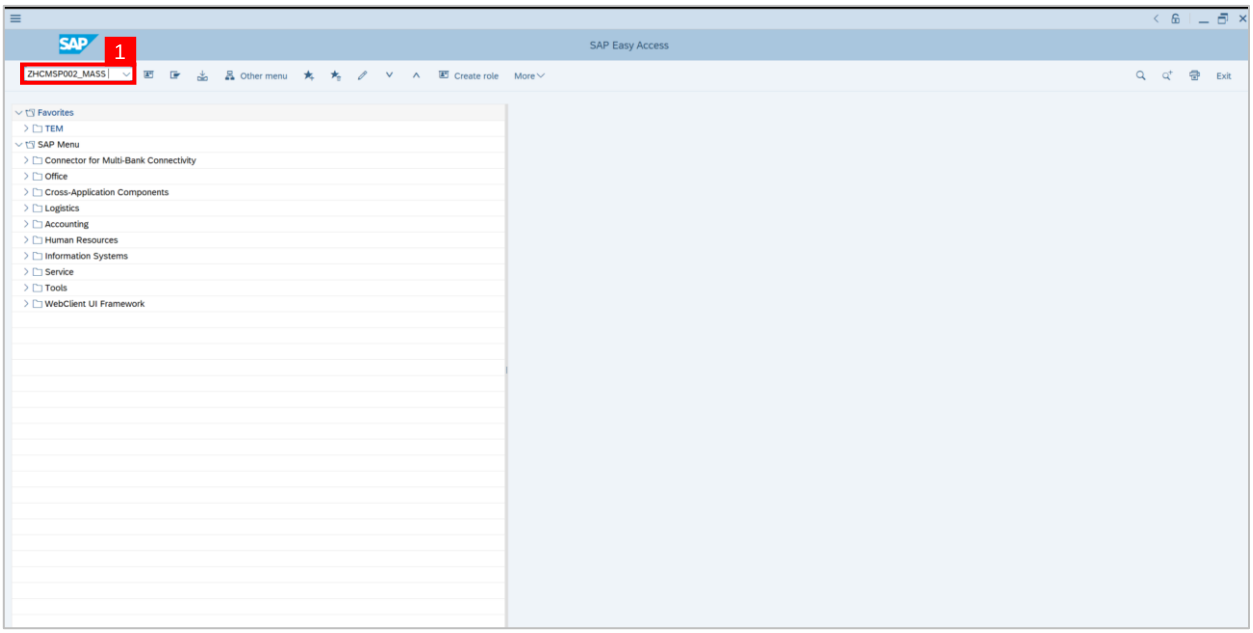
Outcome : Mass Assign Qualification to Job has been successfully assigned.



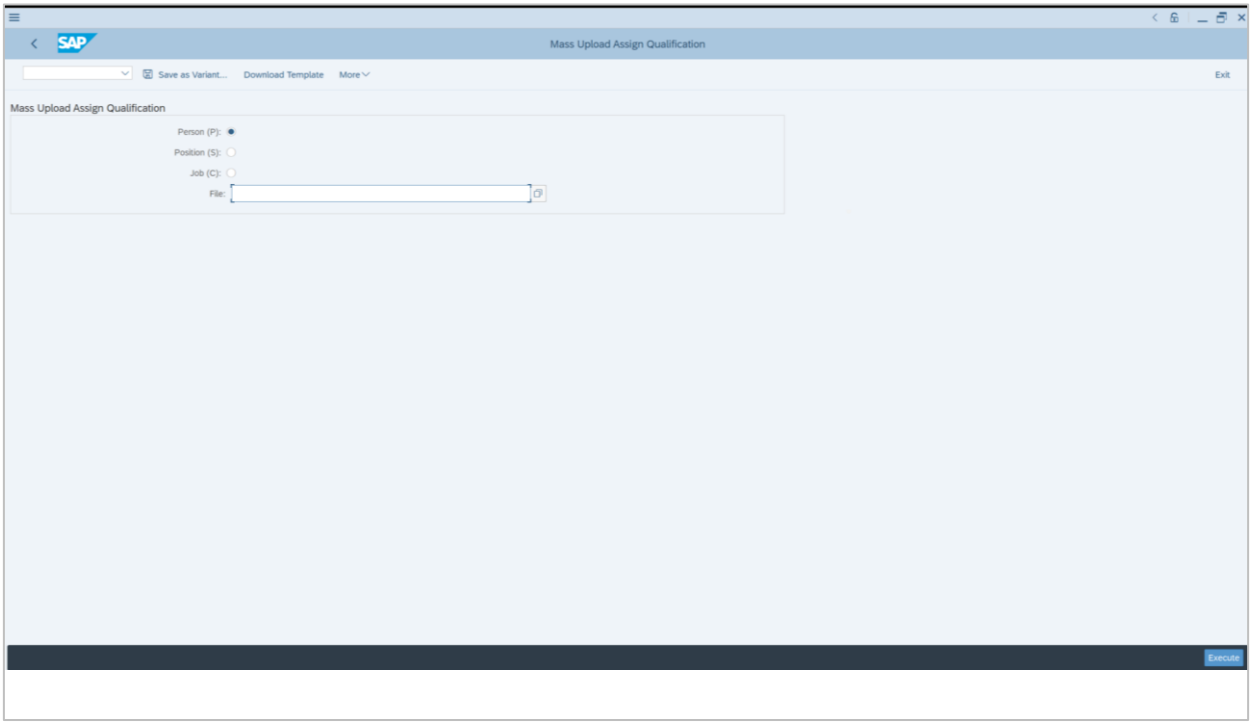
MASS ASSIGN QUALIFICATION TO PERSON	Backend User
	Dept. HR Administrator

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

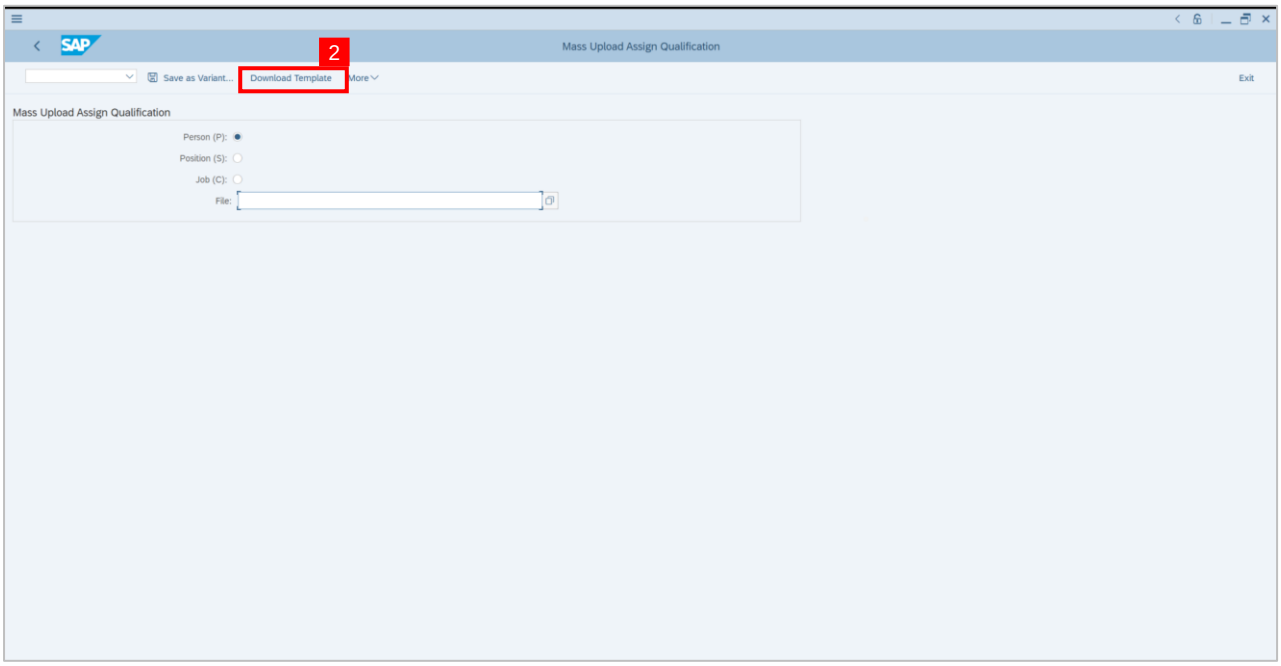
1. Enter **ZHCMSP002_MASS** in the search bar.



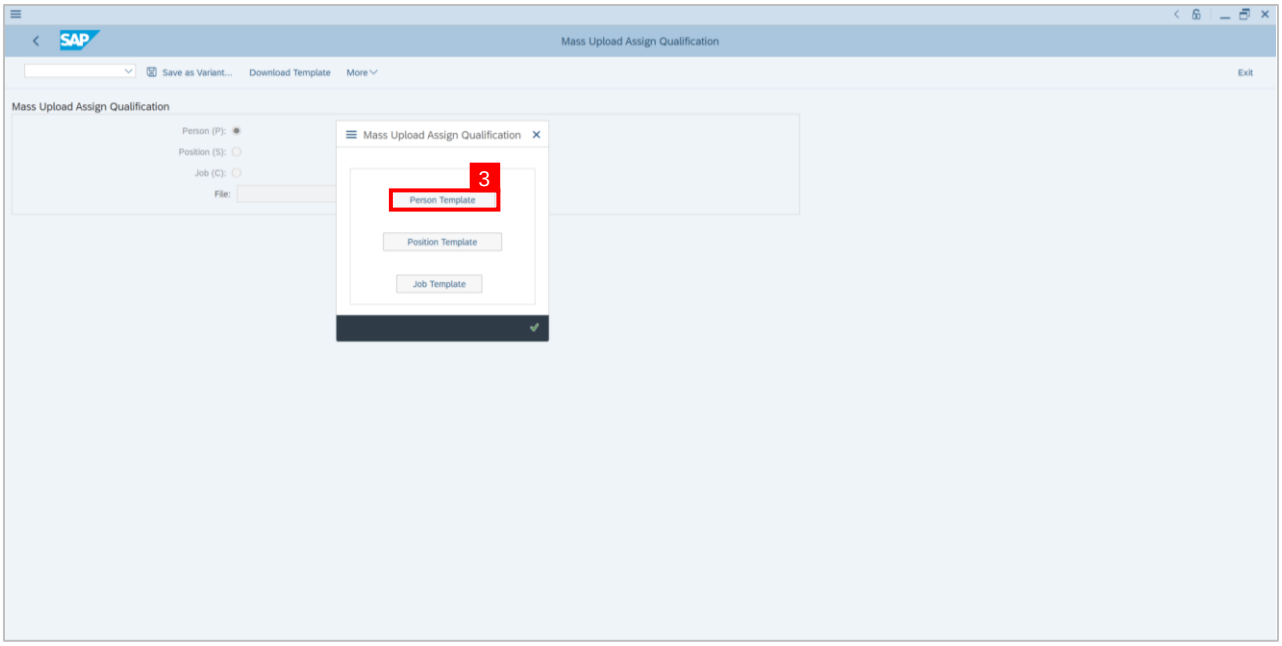
Note: Mass Upload Assign Qualification page will be displayed.



2. Click on **Download Template**.

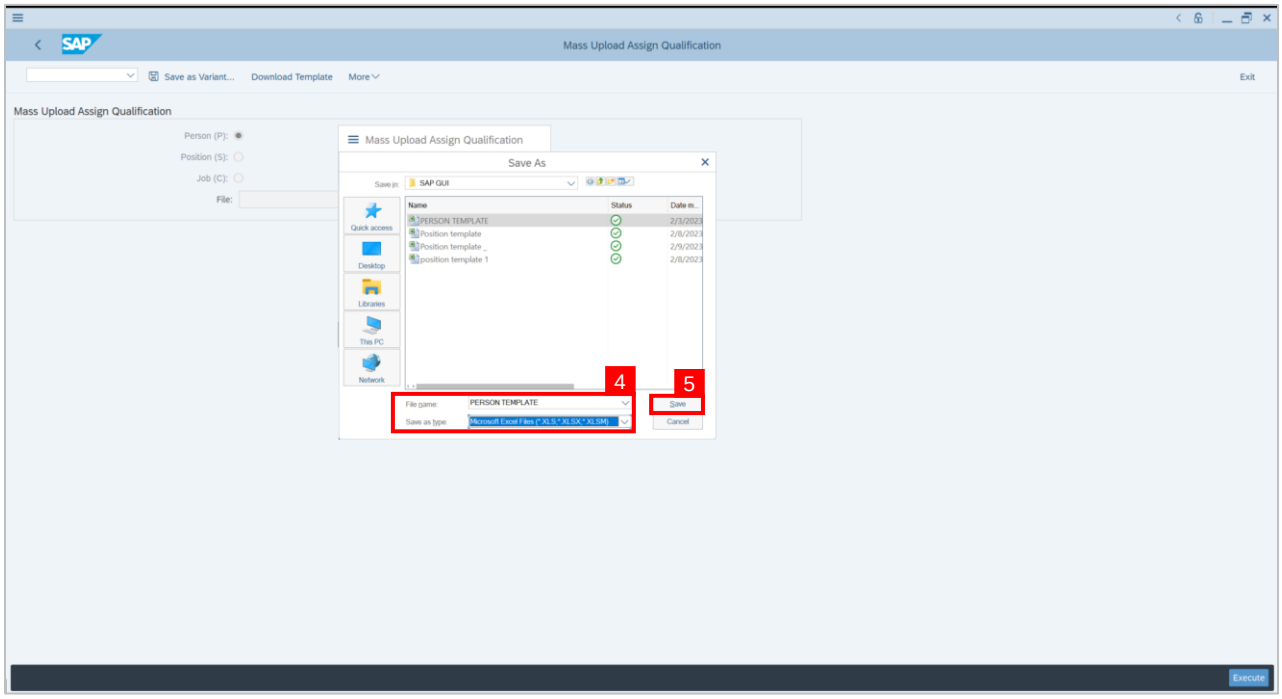


3. Click on **Person Template.**



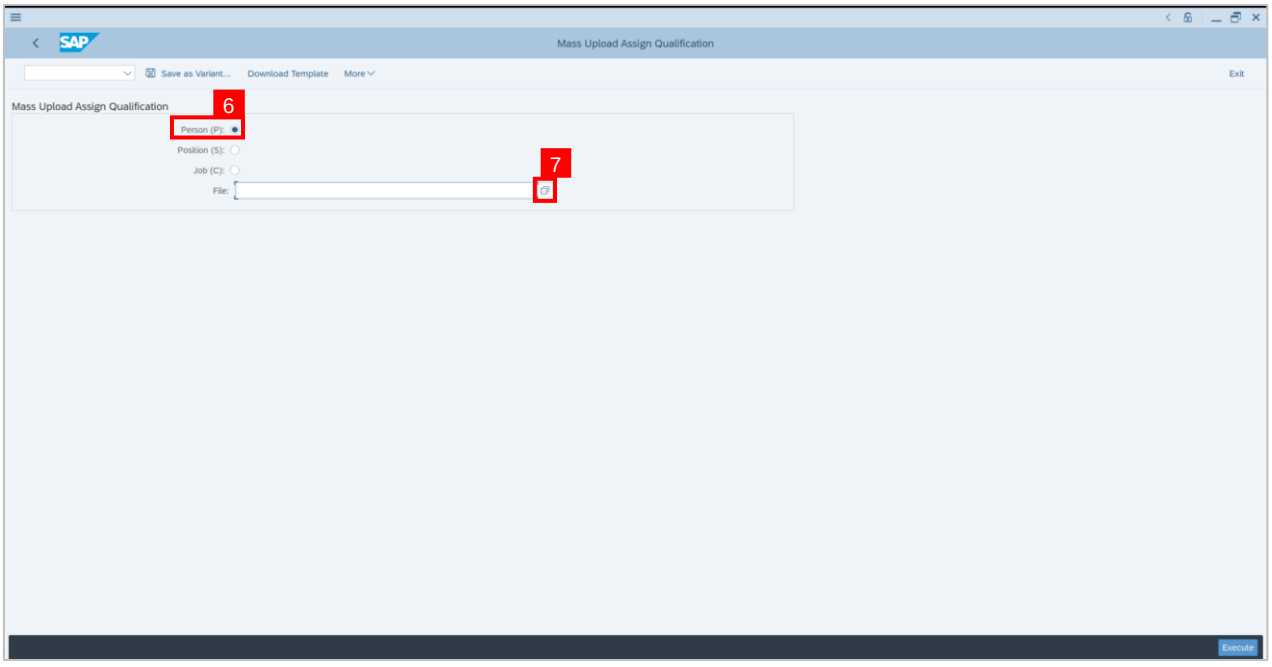
4. **Change** file type (Save as type) to **Microsoft Excel.**

5. Click on **Save** button.



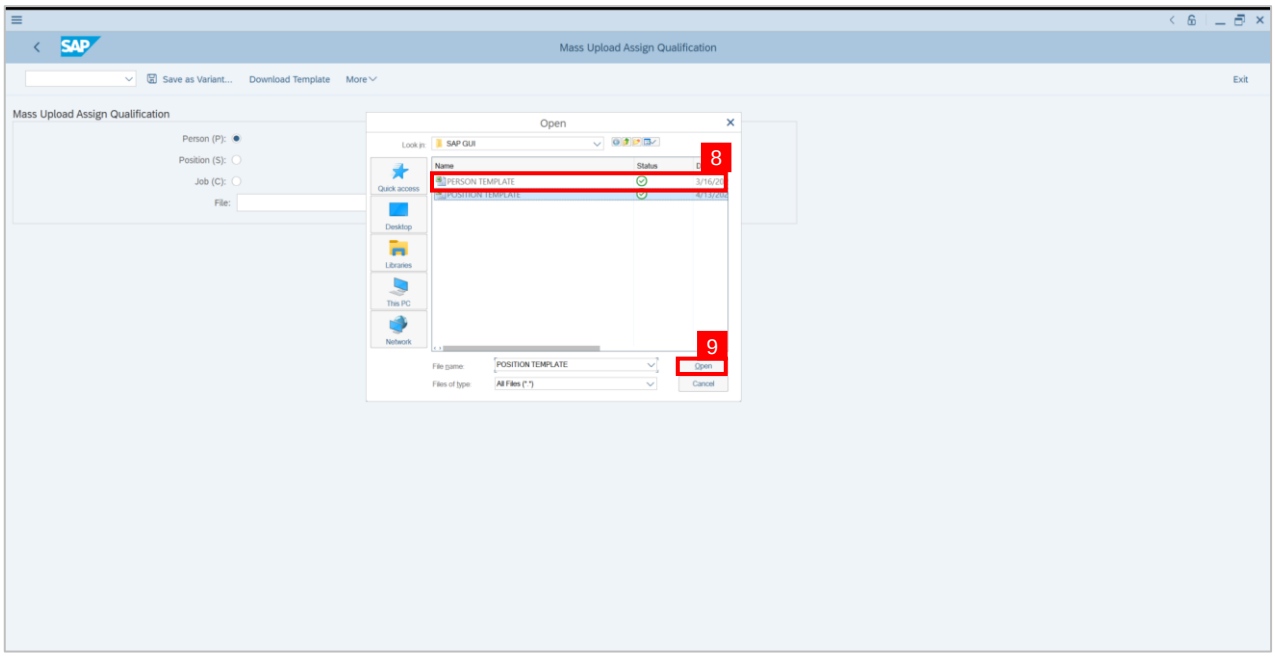
6. Click **Person**.

7. Upload the template by clicking on **look up button.**

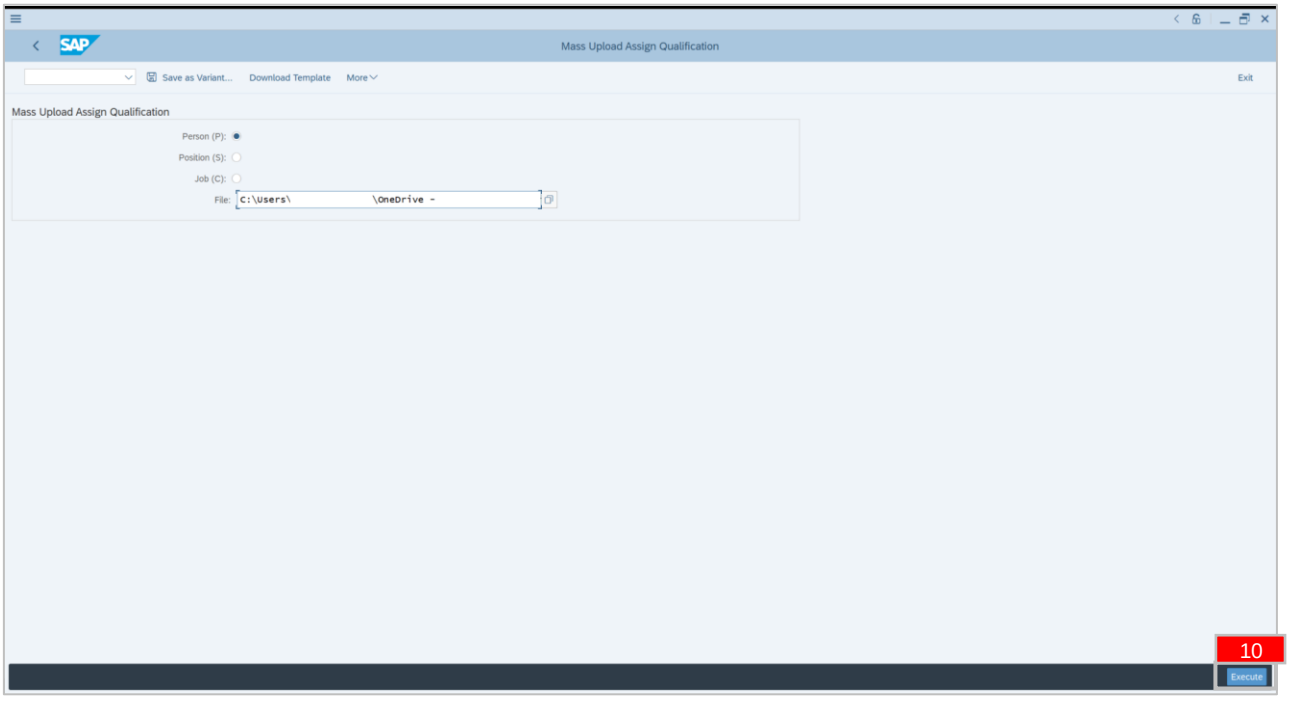


8. Select the **Excel file / Template**.

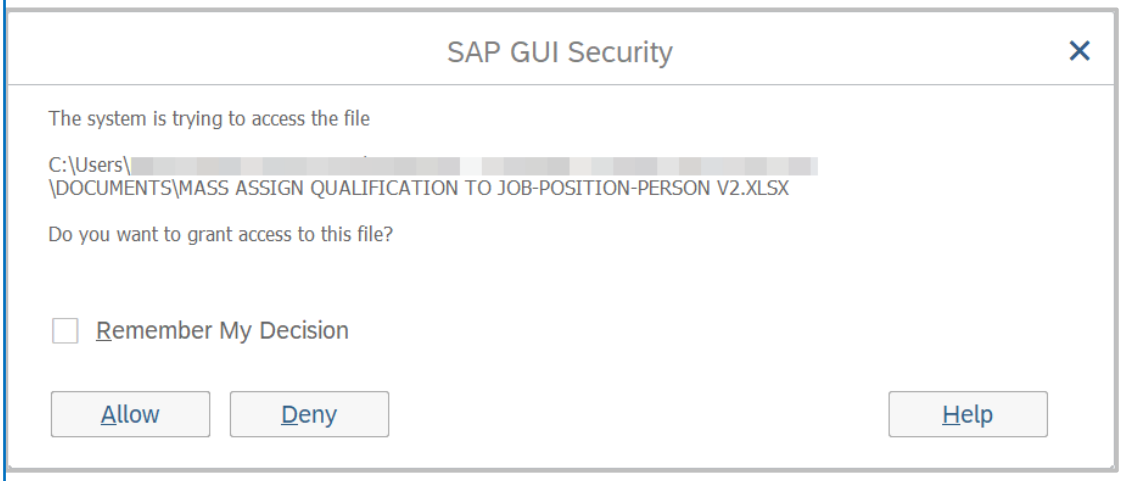
9. Click on **Open** button.



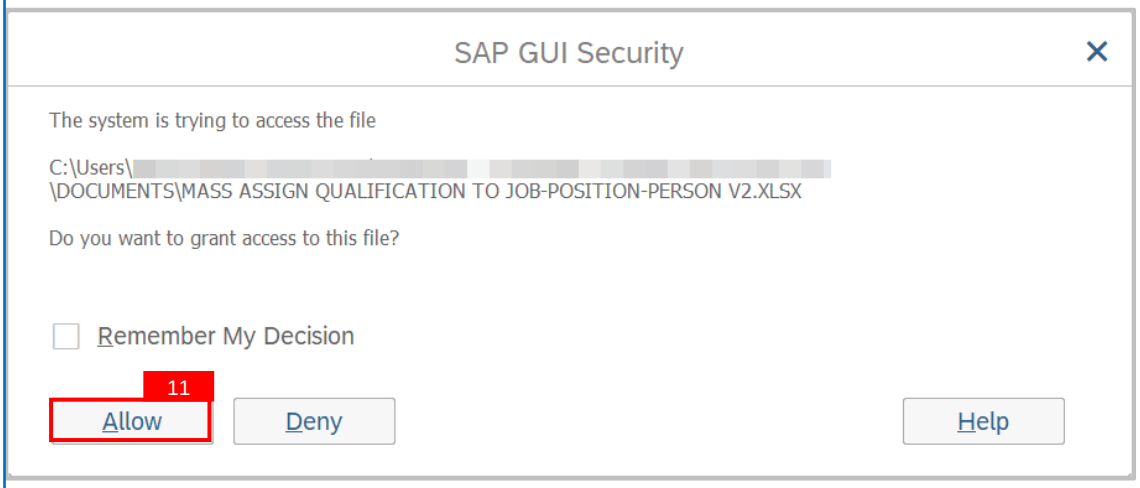
10. Once uploaded, click on **execute** button.



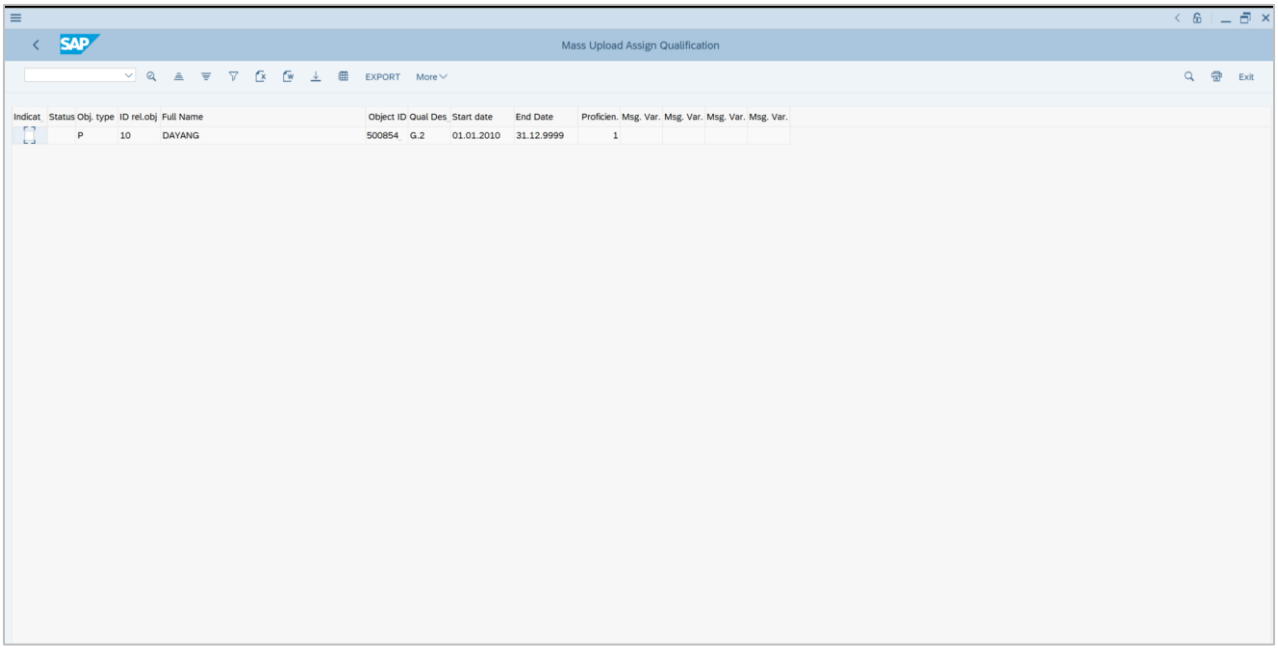
Note: SAP GUI Security window will be displayed.



11. Click on the **Allow** button.

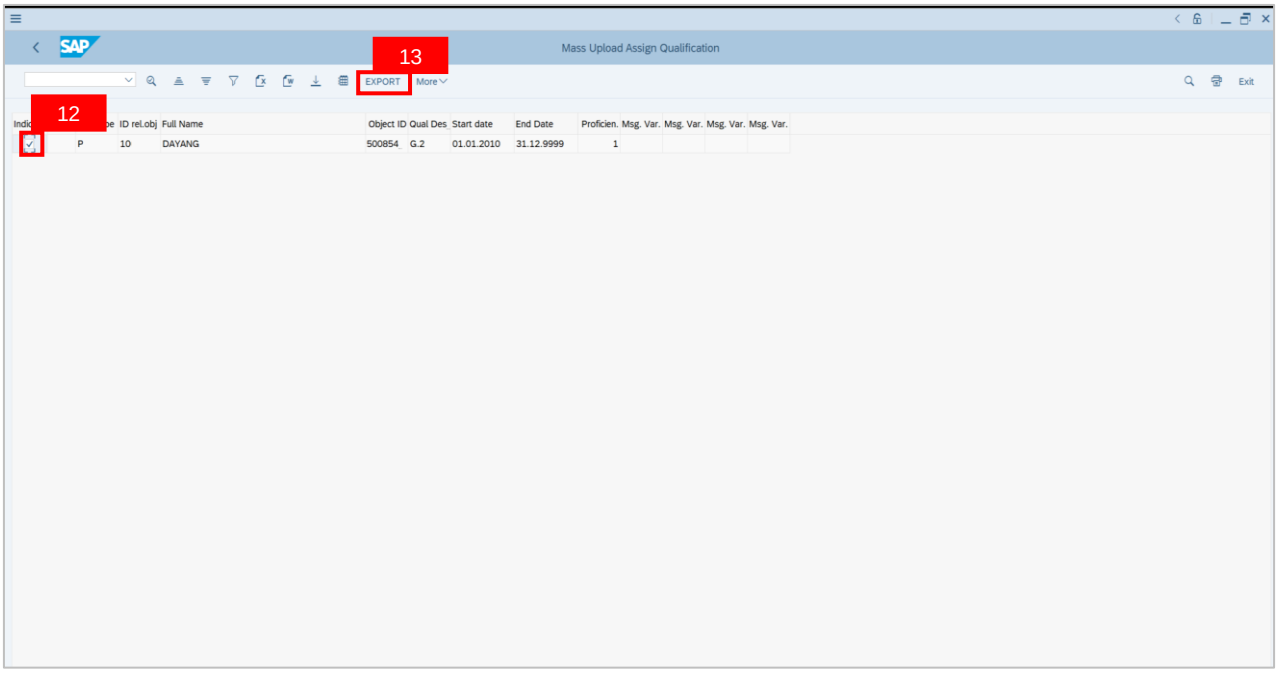
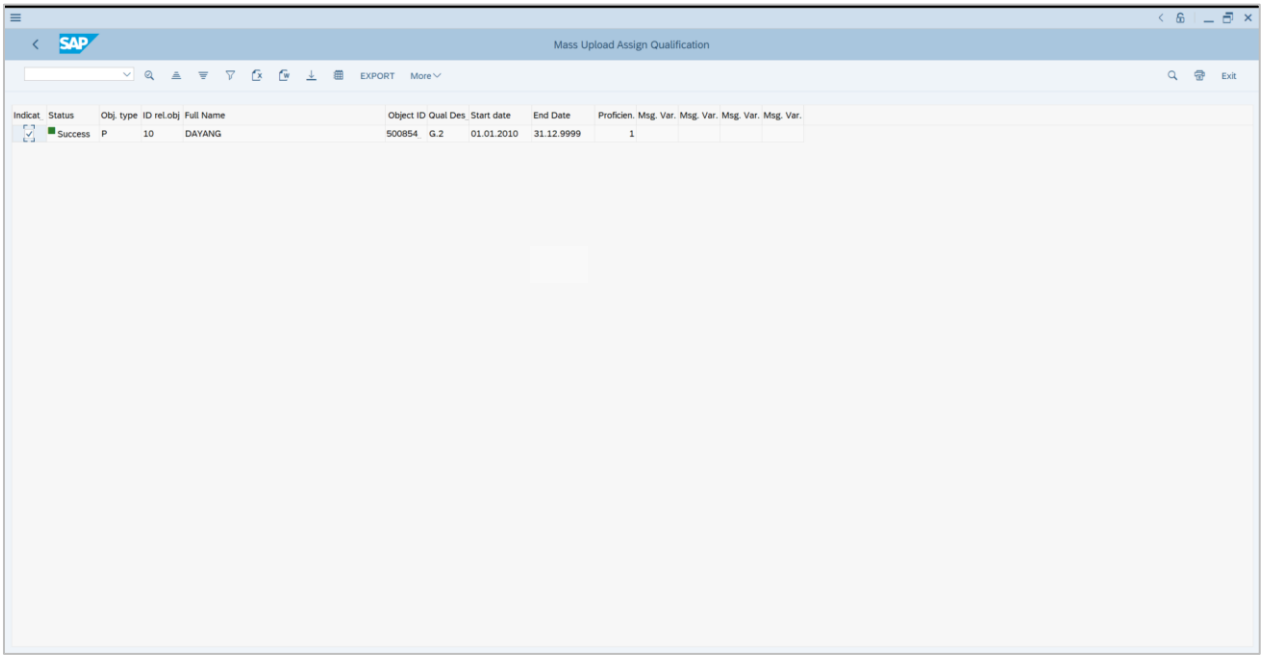


Note: List of Qualification and Person page will be displayed.



12. Select the Qualification desired to be assigned.

13. Click on **Export** button.



Outcome: Mass Qualification to Person has been successfully assigned.