



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

**Department HRD Administrator**

## **Succession Planning: Individual Development Plan (IDP)**

## 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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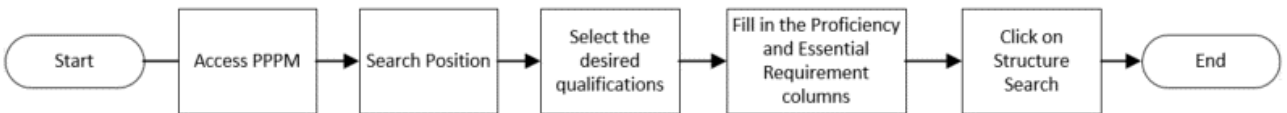


## Process Overview

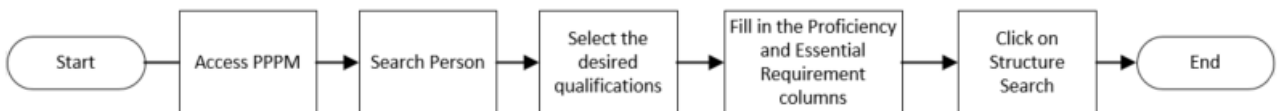
### Display PSCDF Catalog



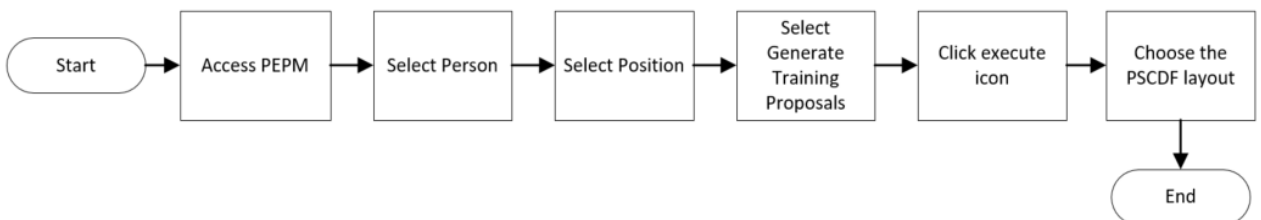
### Maintain RCL for Position



### Maintain CCL for Person



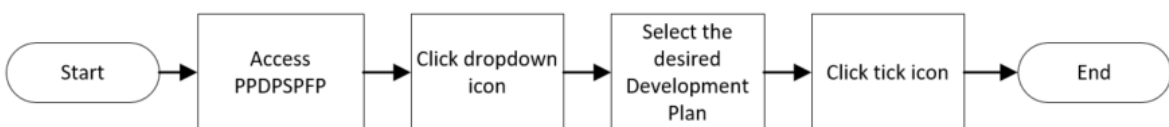
### Profile Matchup Report



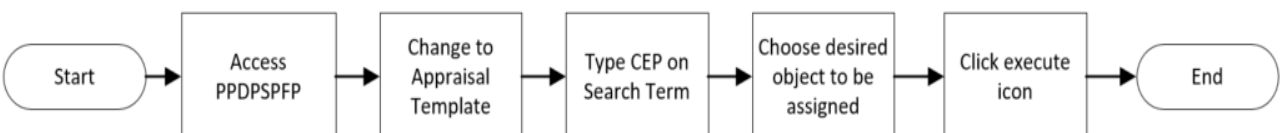
### Generate Search for Object Report



### Generate Development Plan Status



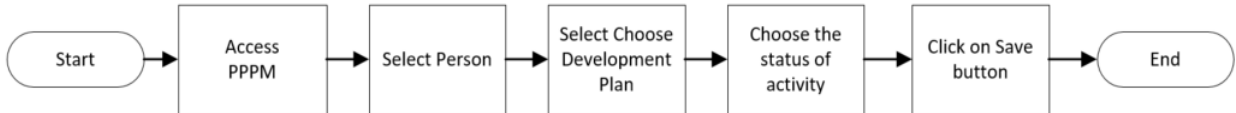
### Generate Development Plan Activity Status



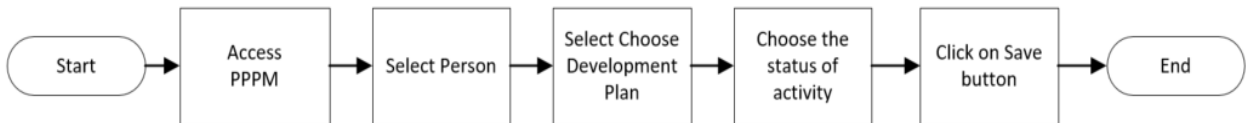
## Generate Search for Object Report



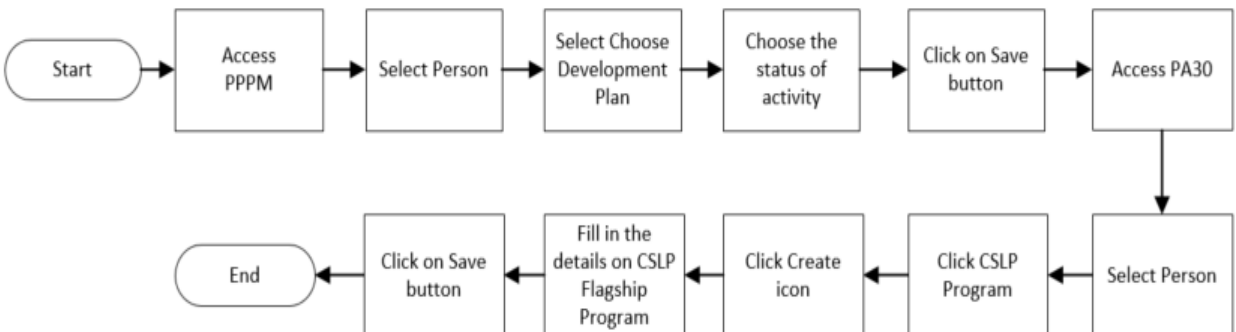
## Assign Person to CSLP



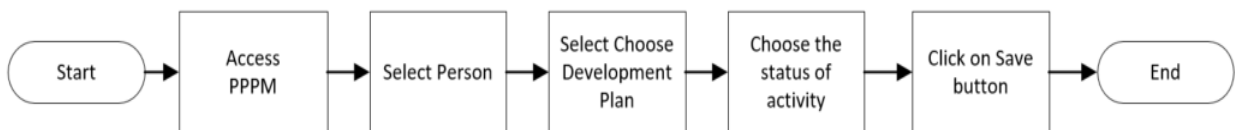
## Mentoring Sessions



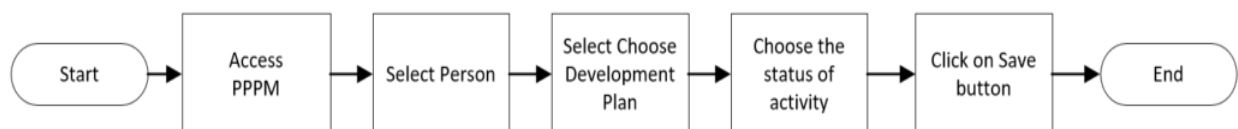
## CEP Assessment



## 360 Assessment



## Multi-Source Assessment

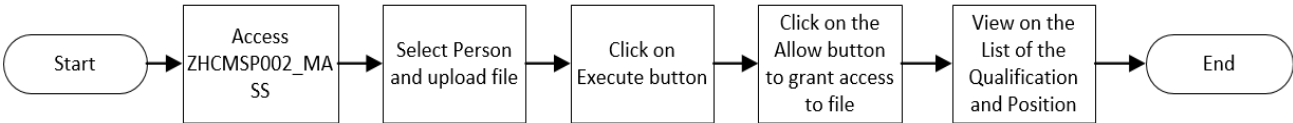




## Mass Assign Qualification to Position









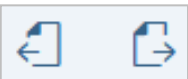


## Mass Assign Qualification to Person



## 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<br>& Next Record | <p>Next Record: Infotype does not require any updates or changes. Acts as a skip button.</p> <p>Previous Record: Acts as a return/back button that brings user to the previous infotype page.</p> |

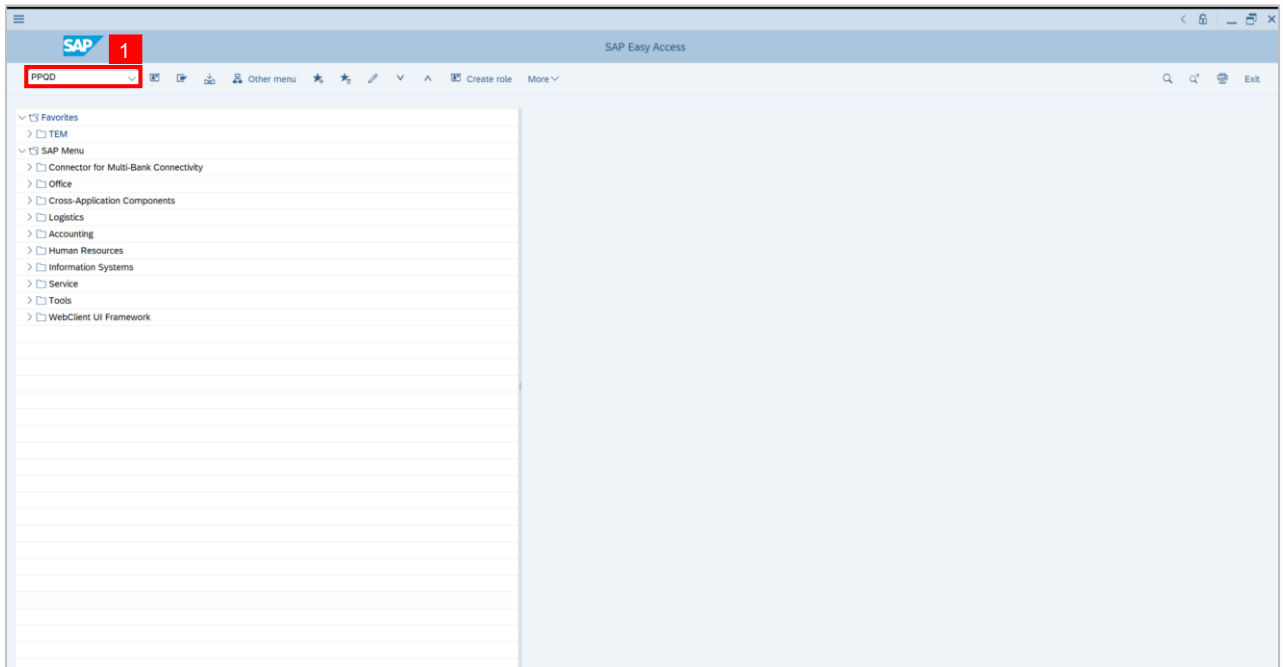
**DISPLAY PSCDF  
CATALOG**

**Backend User**

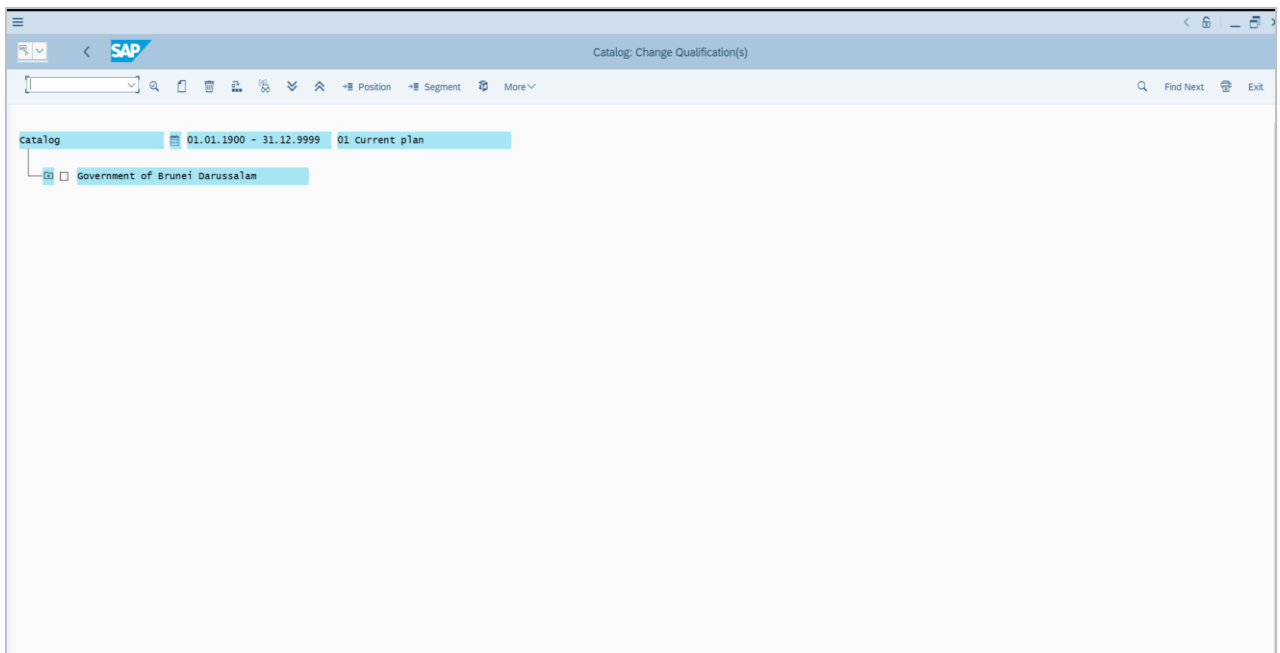
Dept. HR Administrator

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

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

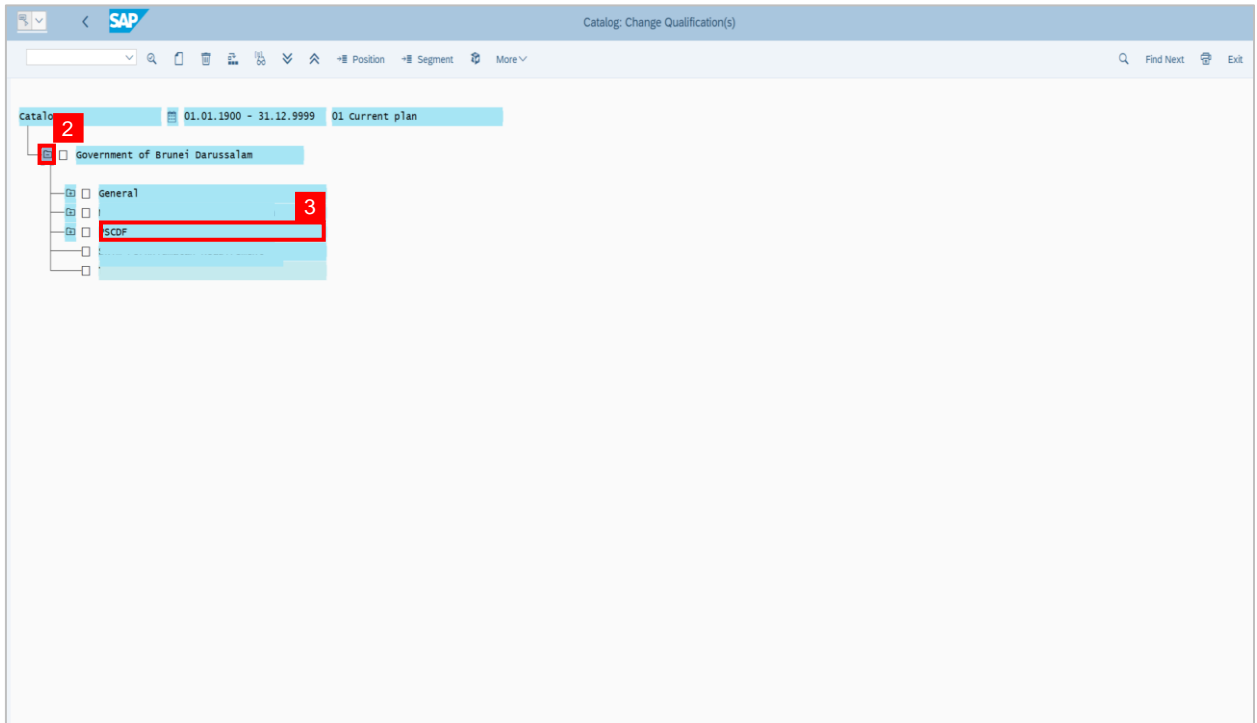


**Note: Catalog: Change the Qualification(s)** page will be displayed.



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

3. Navigate to **PSCDF** folder.



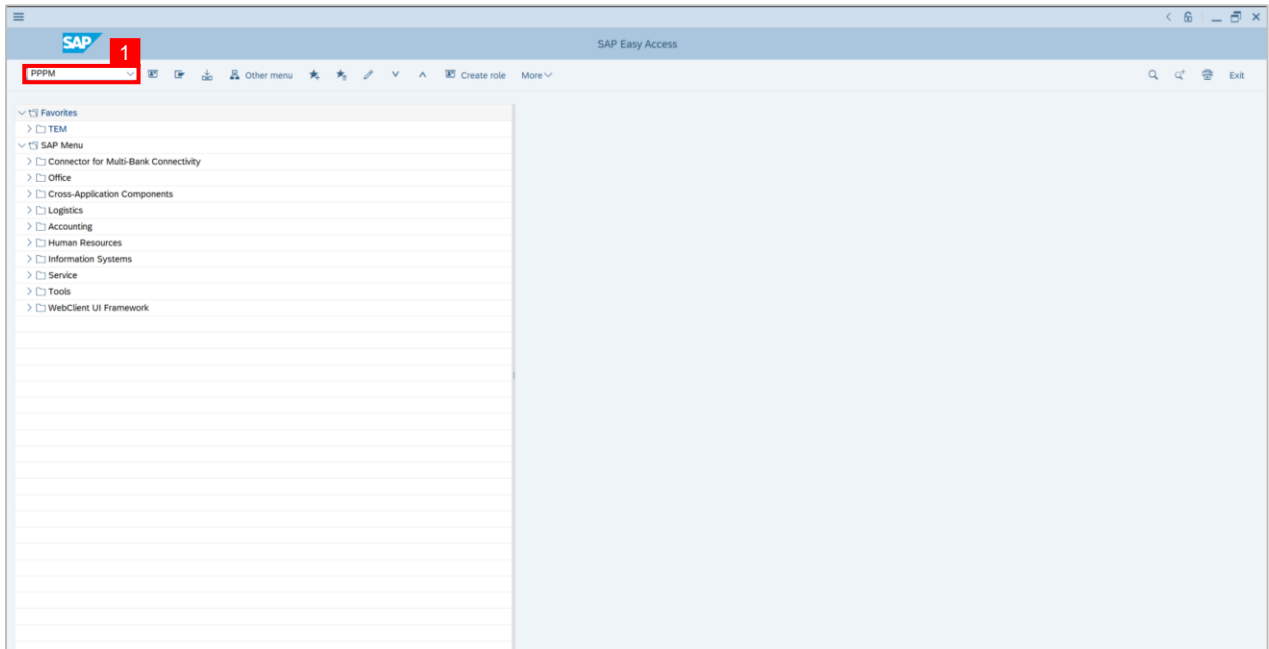
**MAINTAIN  
COMPETENCIES (RCL)  
FOR POSITION**

**Backend User**

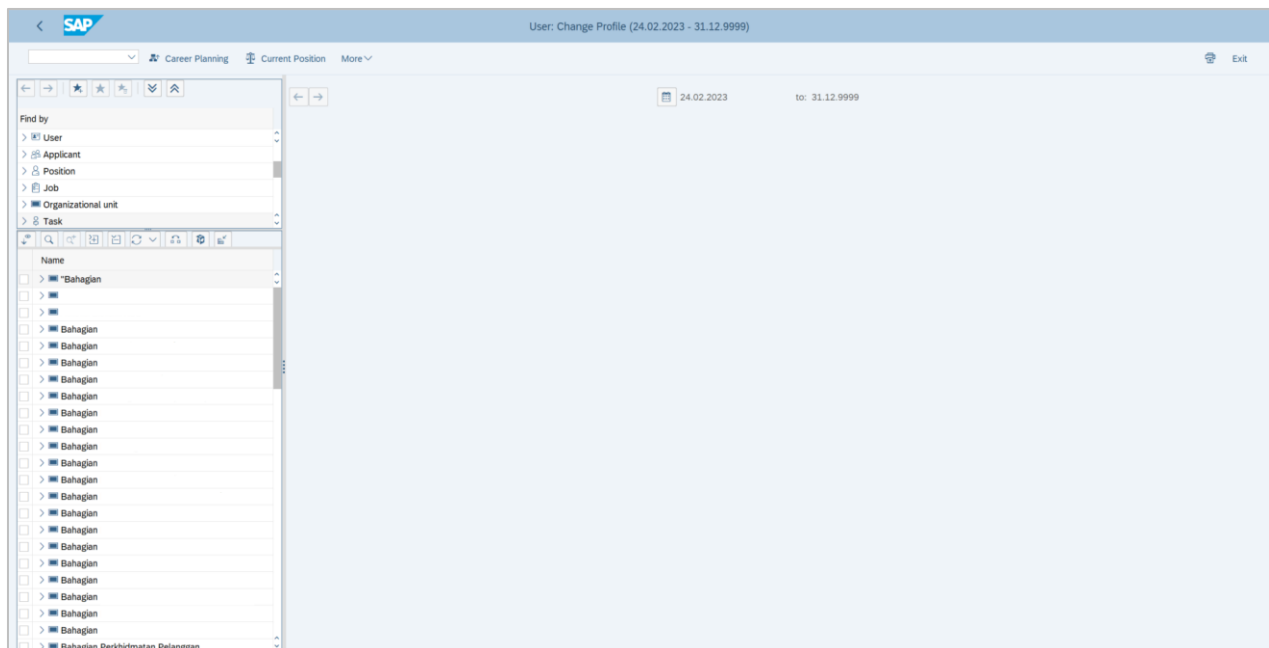
Dept. HR Administrator

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

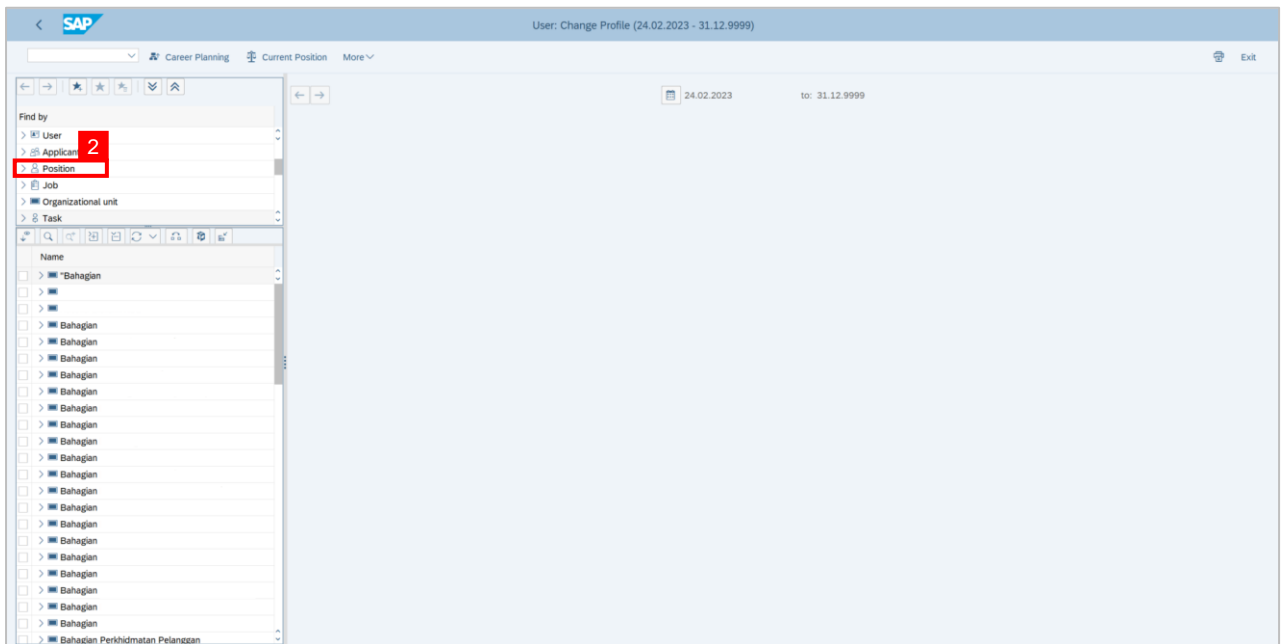
1. Enter **PPPM** in the search bar.



**Note:** User Change Profile page will be displayed.

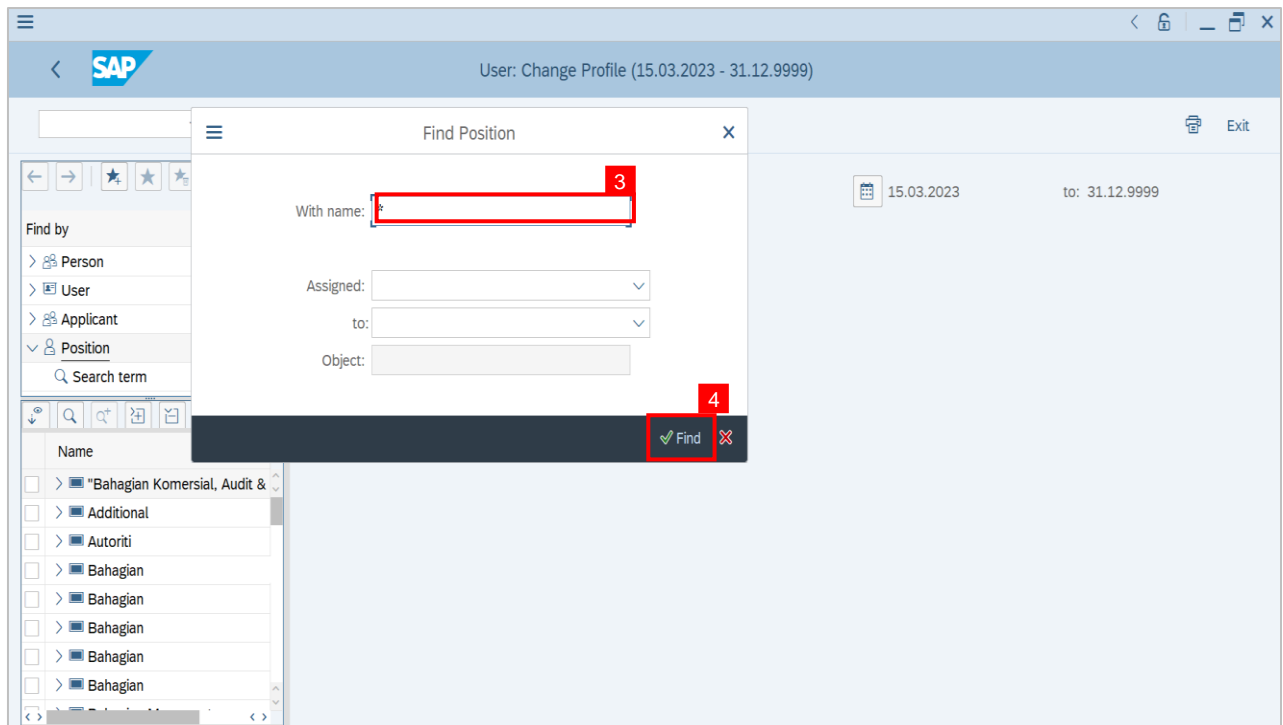


2. Navigate to **Find by** section, click on **Position** and double click on **Search Term**.



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

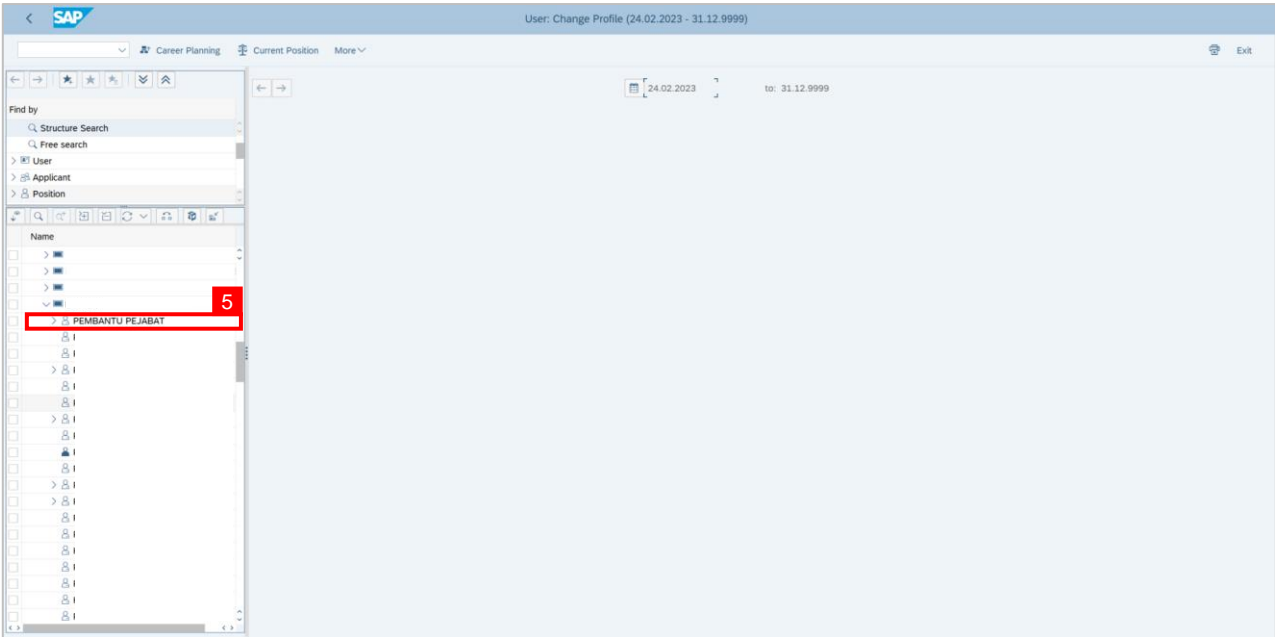
4. Click on **Find** button.



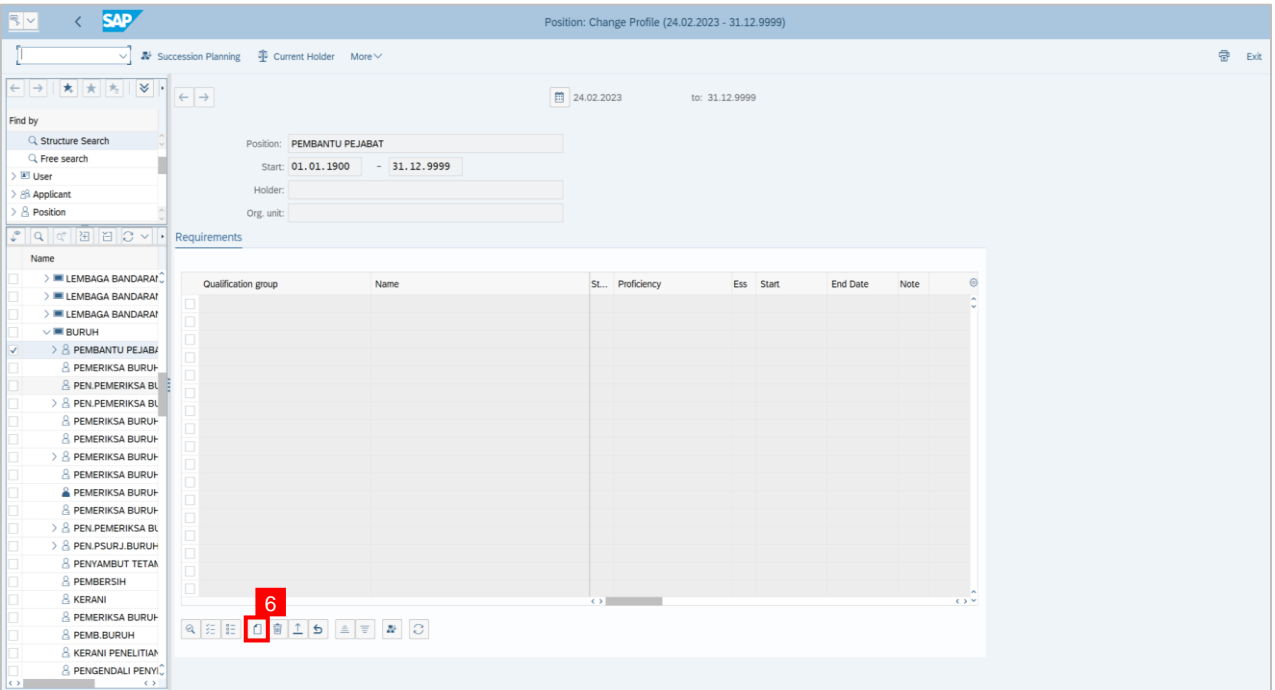


**Note:** List of positions will be displayed.

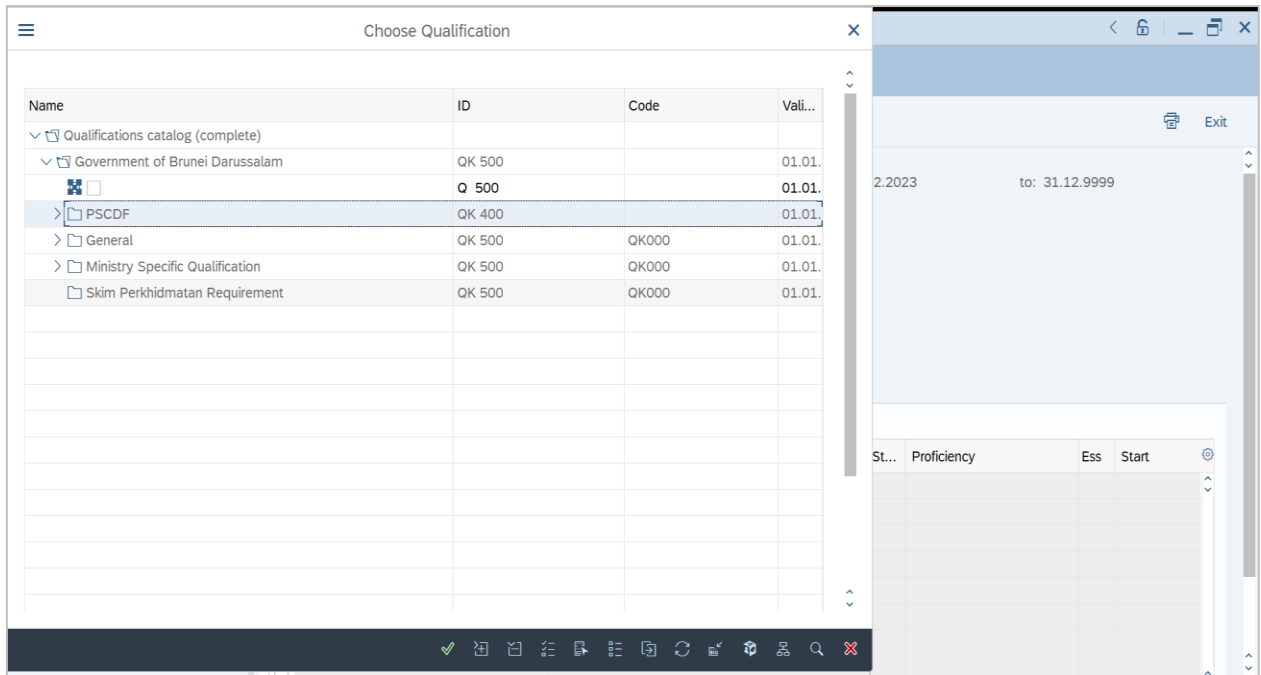
5. Select the **Position**.



6. Click on **create** icon.



**Note: Choose Qualification window will be displayed.**

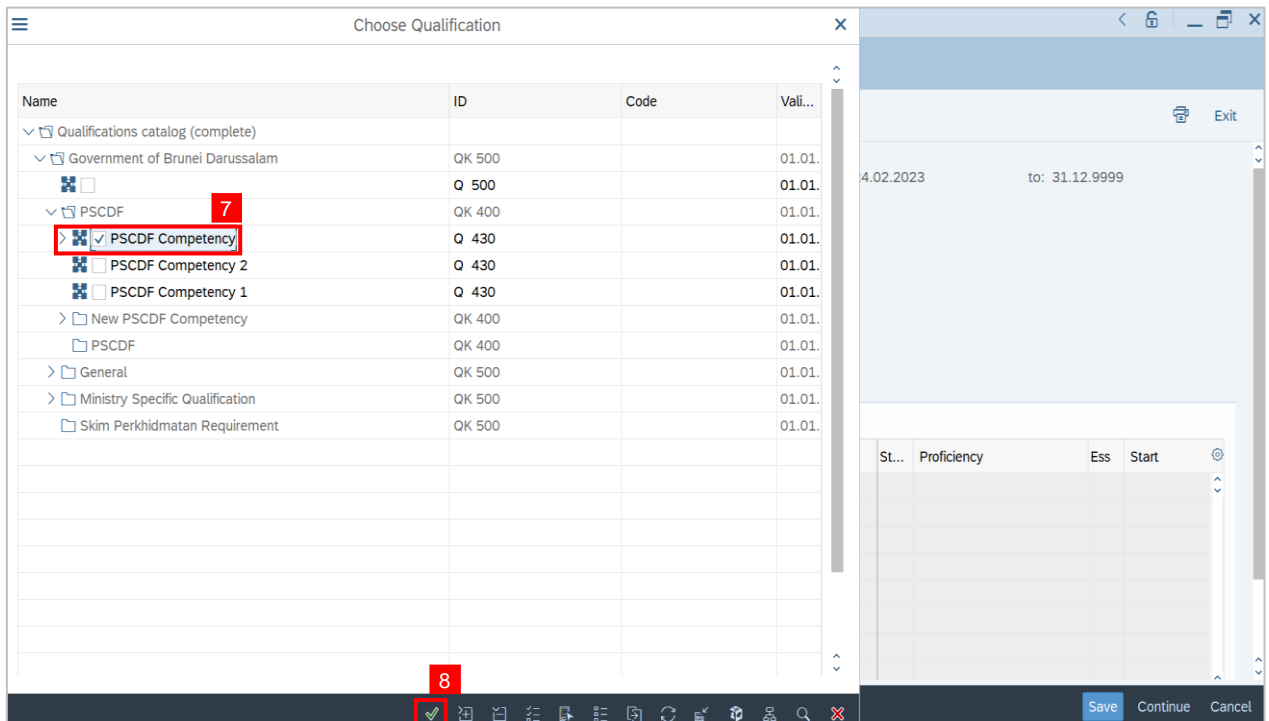


| Name                              | ID     | Code  | Vali... |
|-----------------------------------|--------|-------|---------|
| Qualifications catalog (complete) |        |       |         |
| Government of Brunei Darussalam   | QK 500 |       | 01.01.  |
| Q 500                             |        |       | 01.01.  |
| PSCDF                             | QK 400 |       | 01.01.  |
| General                           | QK 500 | QK000 | 01.01.  |
| Ministry Specific Qualification   | QK 500 | QK000 | 01.01.  |
| Skim Perkhidmatan Requirement     | QK 500 | QK000 | 01.01.  |

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.



| Name                                                 | ID     | Code | Vali... |
|------------------------------------------------------|--------|------|---------|
| Qualifications catalog (complete)                    |        |      |         |
| Government of Brunei Darussalam                      | QK 500 |      | 01.01.  |
| Q 500                                                |        |      | 01.01.  |
| PSCDF                                                | QK 400 |      | 01.01.  |
| <input checked="" type="checkbox"/> PSCDF Competency | Q 430  |      | 01.01.  |
| <input type="checkbox"/> PSCDF Competency 2          | Q 430  |      | 01.01.  |
| <input type="checkbox"/> PSCDF Competency 1          | Q 430  |      | 01.01.  |
| New PSCDF Competency                                 | QK 400 |      | 01.01.  |
| PSCDF                                                | QK 400 |      | 01.01.  |
| General                                              | QK 500 |      | 01.01.  |
| Ministry Specific Qualification                      | QK 500 |      | 01.01.  |
| Skim Perkhidmatan Requirement                        | QK 500 |      | 01.01.  |

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

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

Position: Change Profile (24.02.2023 - 31.12.9999)

Scale: Yes/No Scale

Proficiency

No

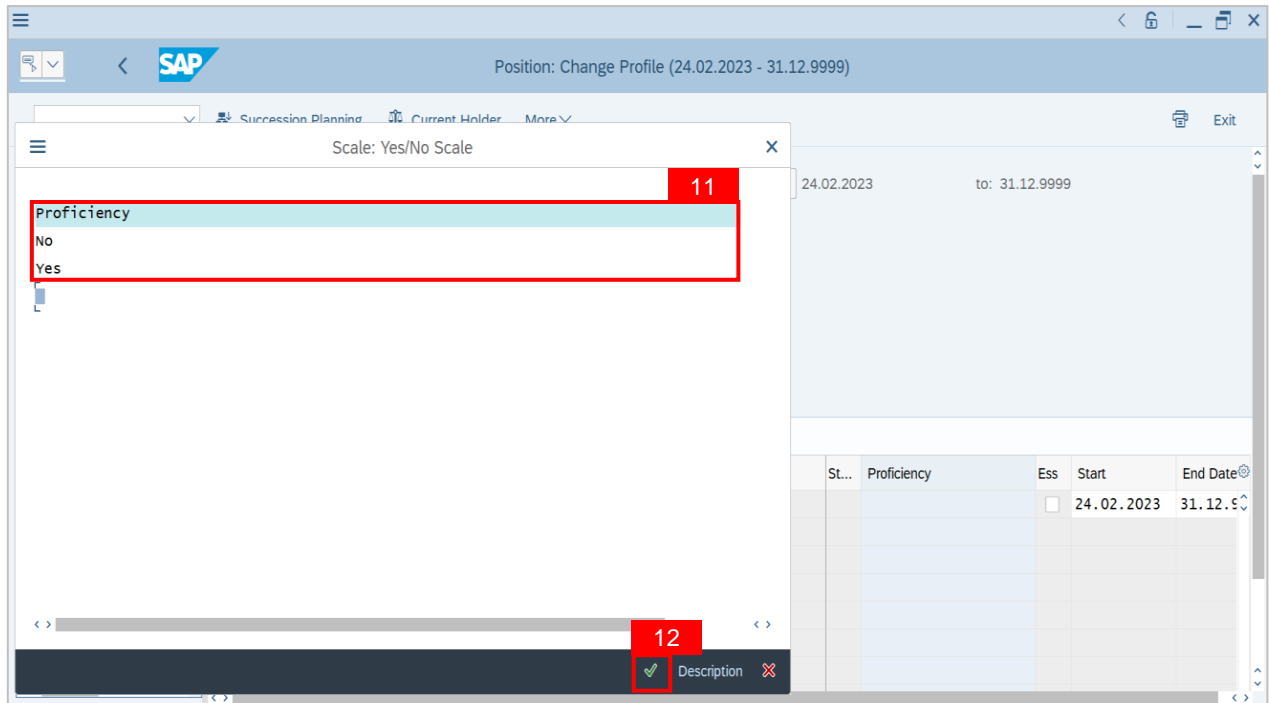
Yes

| St... | Proficiency | Ess                      | Start      | End Date   |
|-------|-------------|--------------------------|------------|------------|
|       |             | <input type="checkbox"/> | 24.02.2023 | 31.12.9999 |

Description

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

12. Click on **tick** button.



Position: Change Profile (24.02.2023 - 31.12.9999)

Scale: Yes/No Scale

Proficiency

No

Yes

24.02.2023 to: 31.12.9999

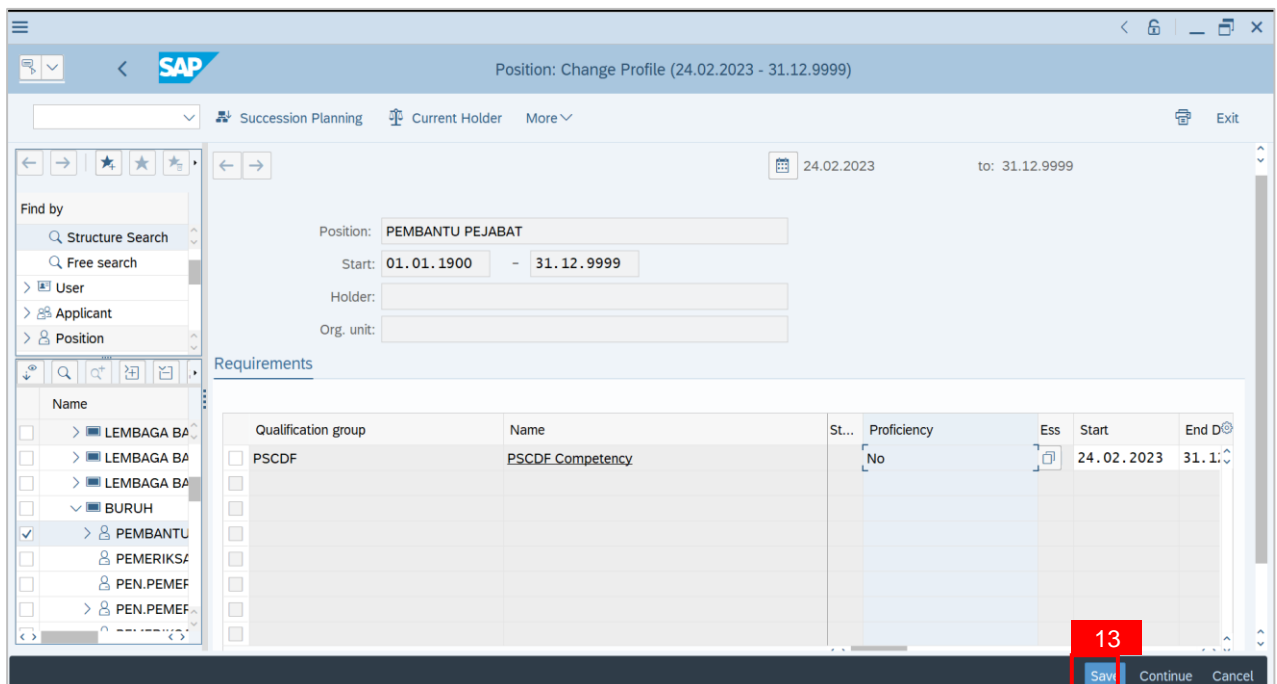
| St... | Proficiency | Ess | Start      | End Date   |
|-------|-------------|-----|------------|------------|
|       | Yes         |     | 24.02.2023 | 31.12.9999 |

12

✓ Description ✕

13. Click on **Save** button.

**Outcome: The data has successfully been saved.**



Position: Change Profile (24.02.2023 - 31.12.9999)

Succession Planning Current Holder More

Find by

- Structure Search
- Free search
- User
- Applicant
- Position

Position: PEMBANTU PEJABAT

Start: 01.01.1900 - 31.12.9999

Holder:

Org. unit:

Requirements

| Qualification group | Name             | St... | Proficiency | Ess | Start      | End Date   |
|---------------------|------------------|-------|-------------|-----|------------|------------|
| PSCDF               | PSCDF Competency |       | No          |     | 24.02.2023 | 31.12.9999 |

13

Save Continue Cancel

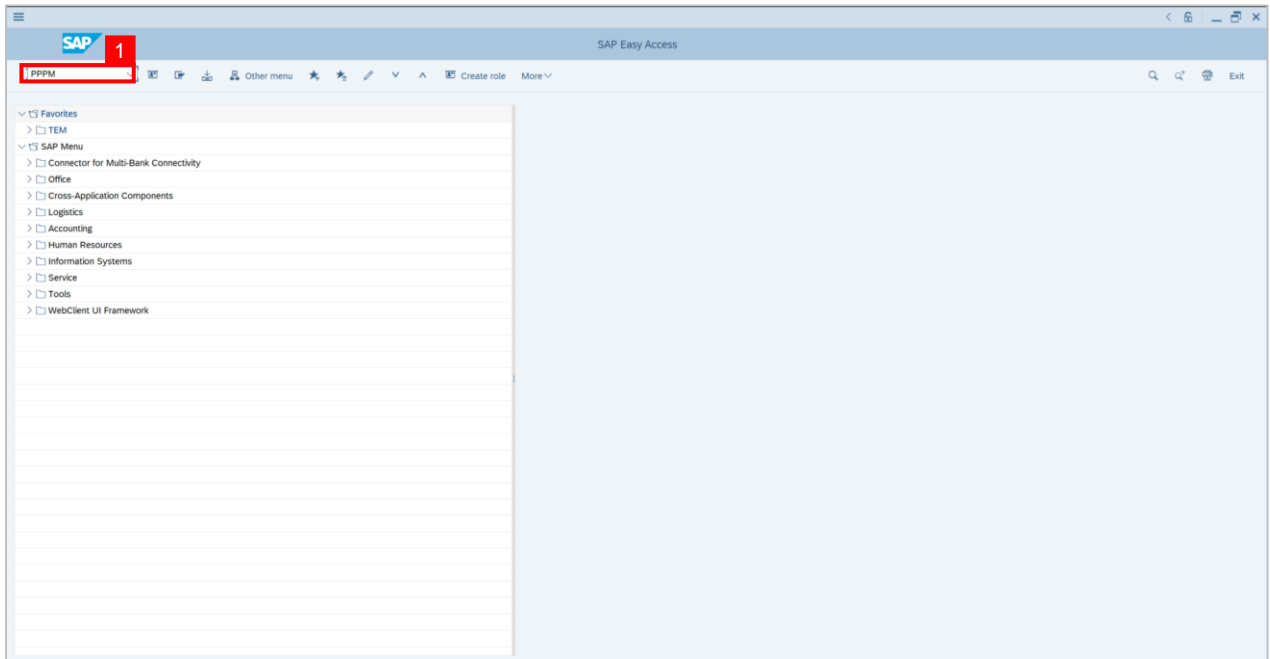
## MAINTAIN COMPETENCIES (CCL) FOR EMPLOYEE

Backend User

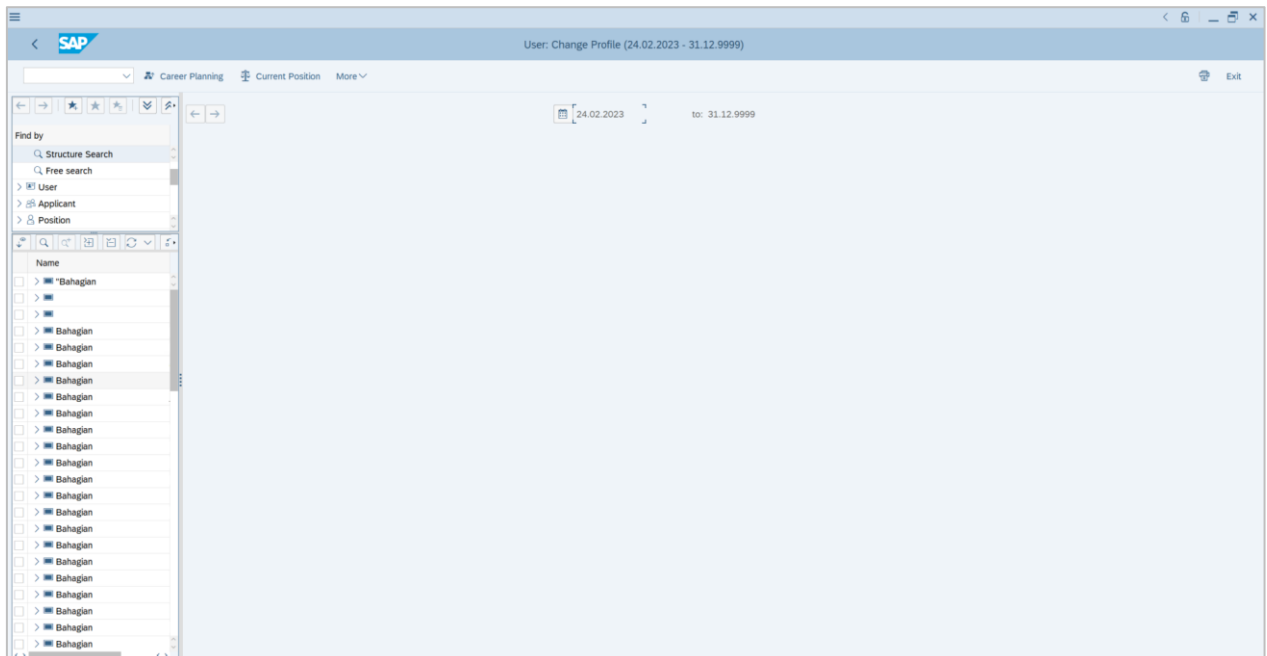
Dept. HR Administrator

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

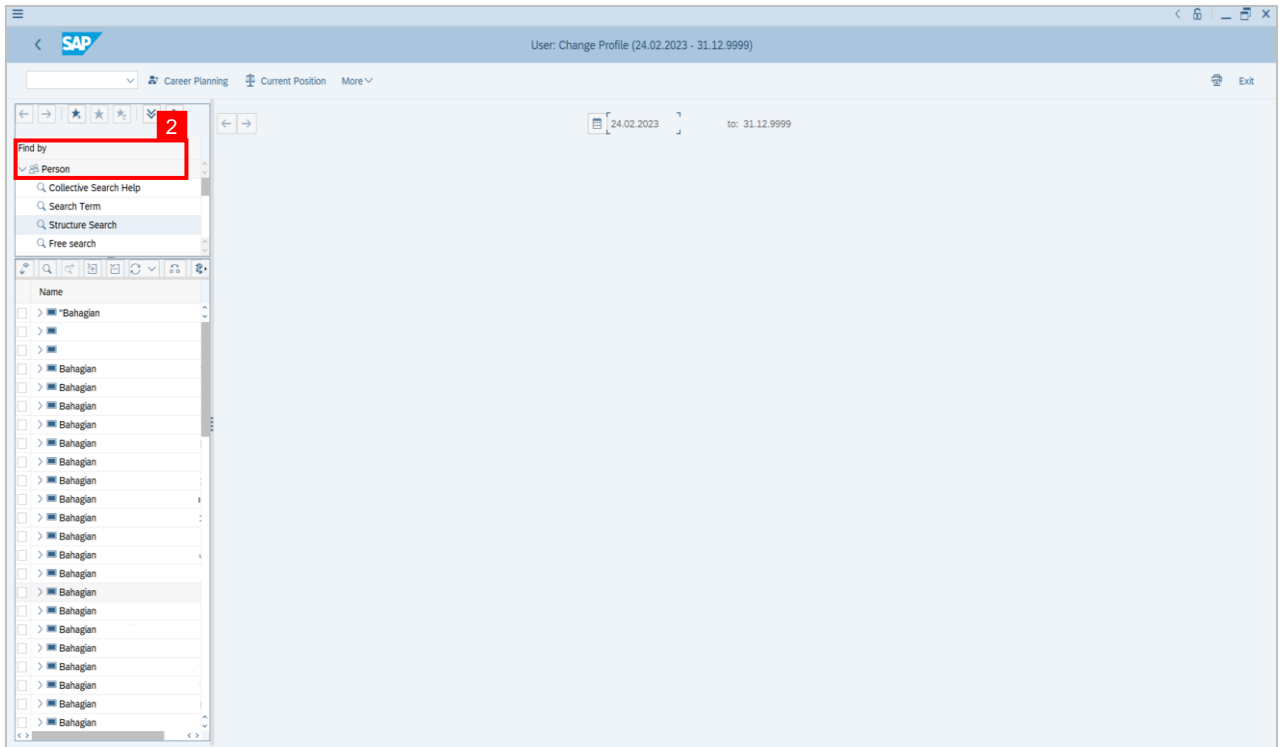
1. Enter **PPPM** in the search bar.



**Note:** User Change Profile page will be displayed.

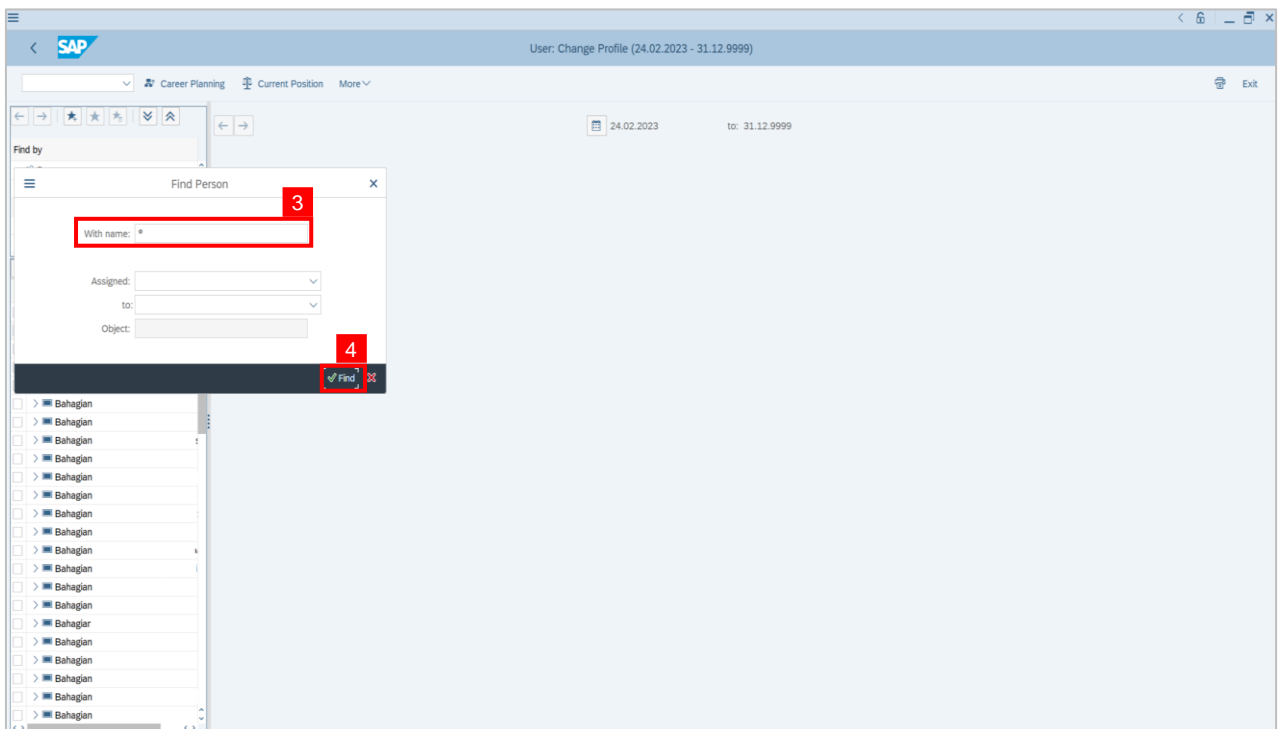


2. Navigate to **Find by** section and click on **Person**.



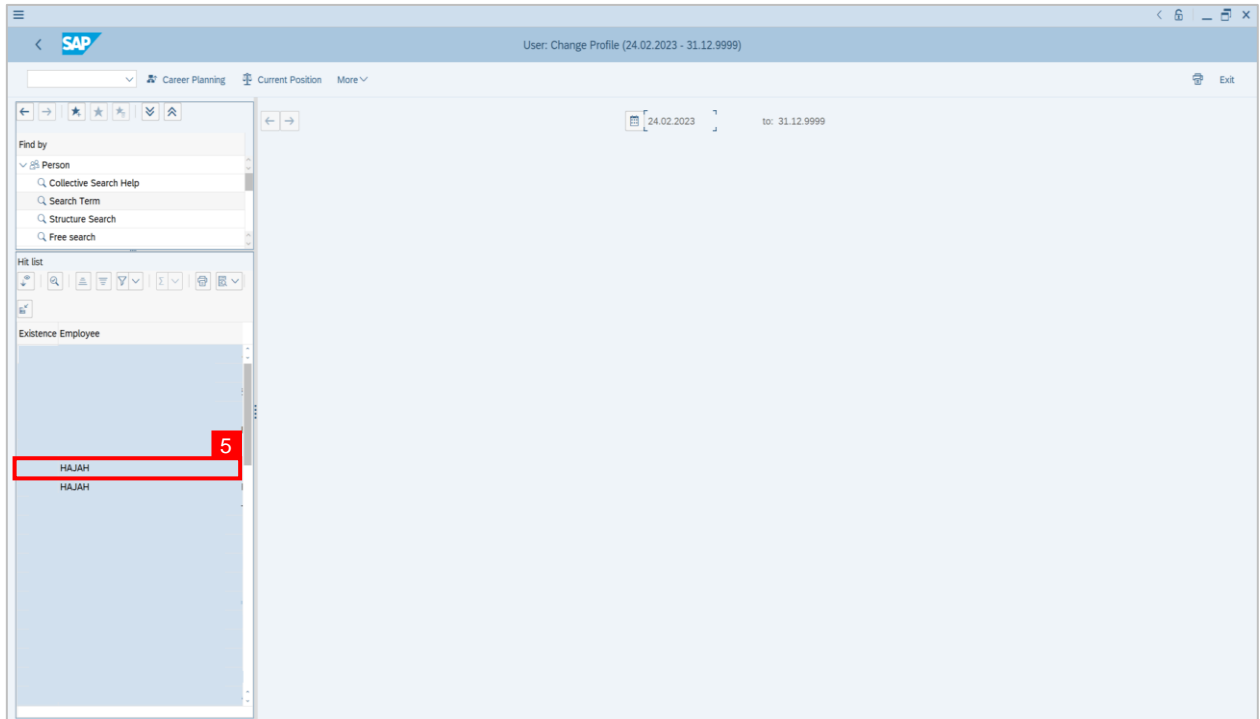
3. Double click on **Search Term** and fill in the name of **person**.

4. Click on **Find** button.

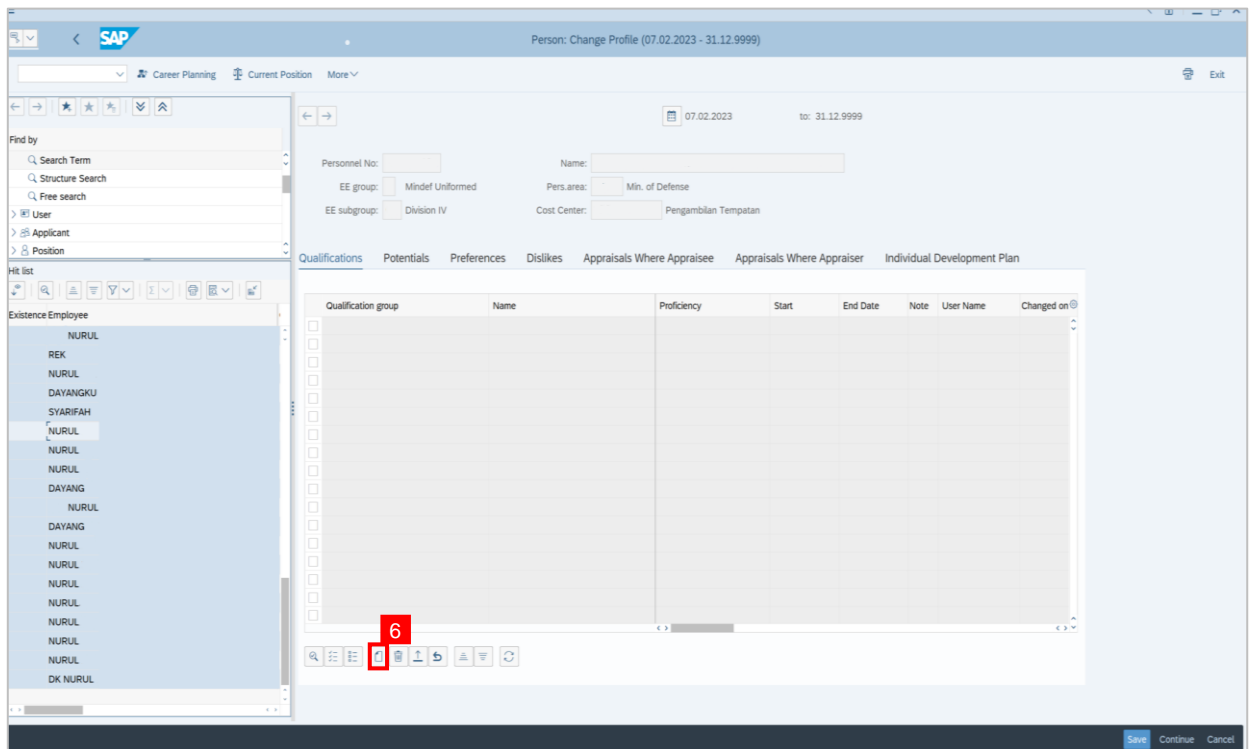


**Note:** List of persons will be displayed

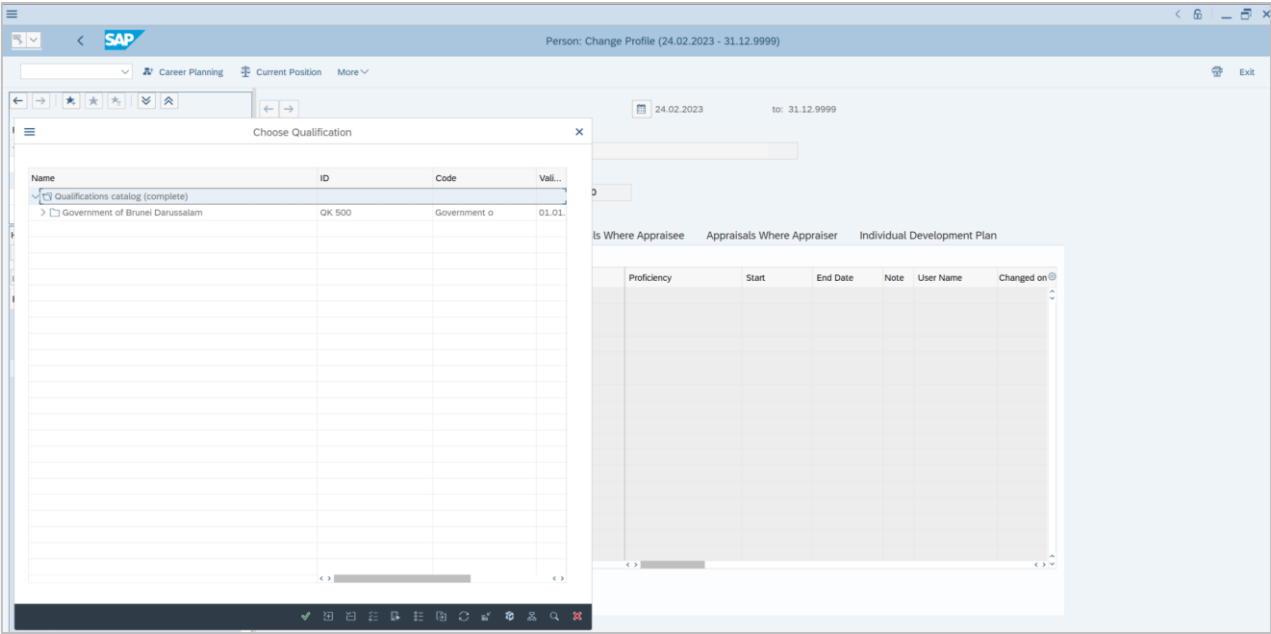
5. Select the **Person**.



6. Click on **create** icon.



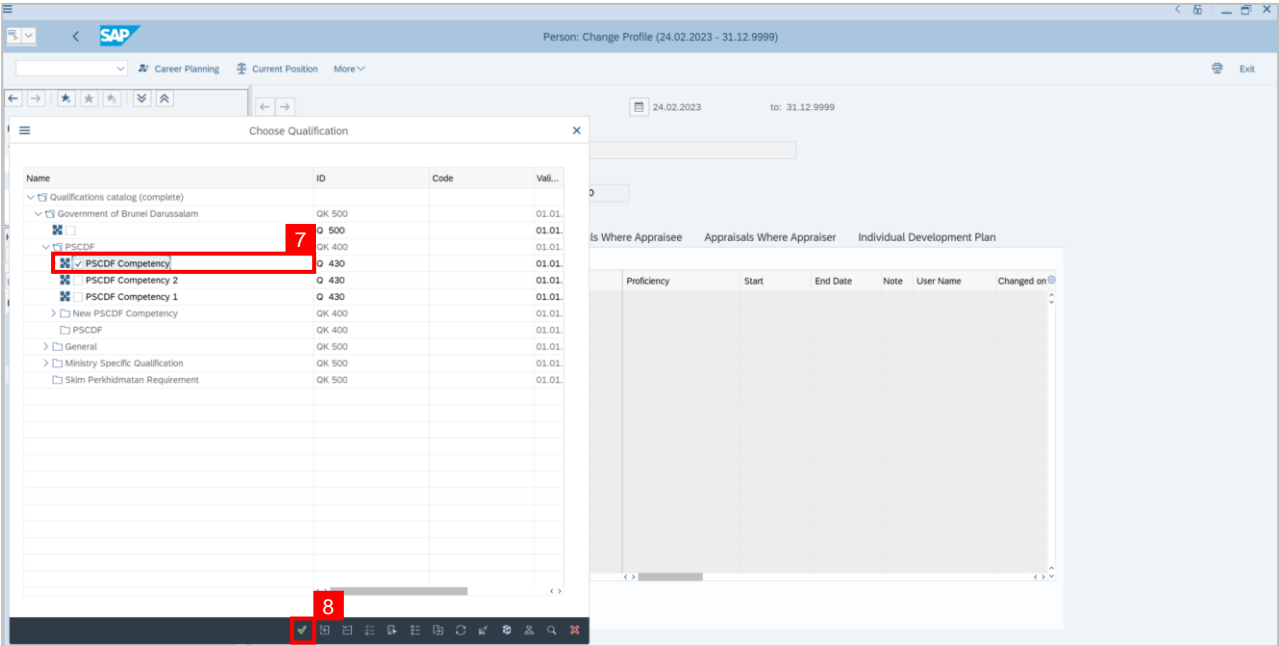
**Note:** Choose Qualification window will be displayed.



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

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

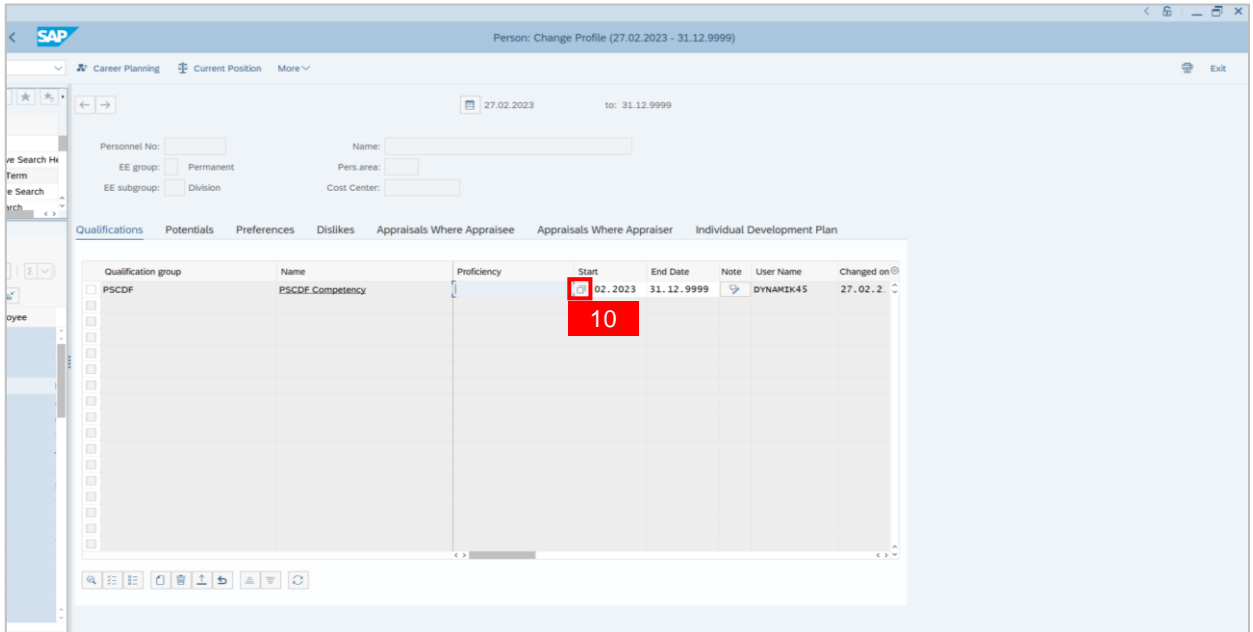
8. Click on **tick** button.





9. Navigate to **Proficiency** column.

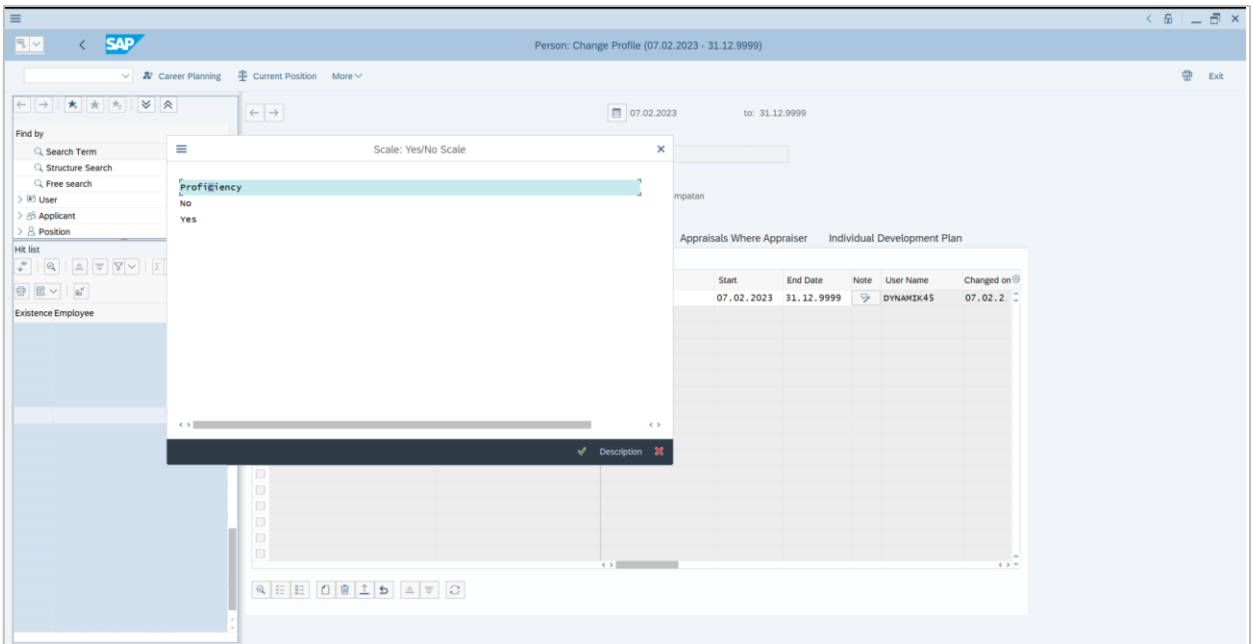
10. Double click **Search Object** button.



The screenshot shows the SAP Succession Planning IDP interface. The main table displays the following data:

| Qualification group | Name             | Proficiency | Start   | End Date   | Note | User Name | Changed on |
|---------------------|------------------|-------------|---------|------------|------|-----------|------------|
| PSCDF               | PSCDF.Competency | 10          | 02.2023 | 31.12.9999 |      | DYNAMIK45 | 27.02.2023 |

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

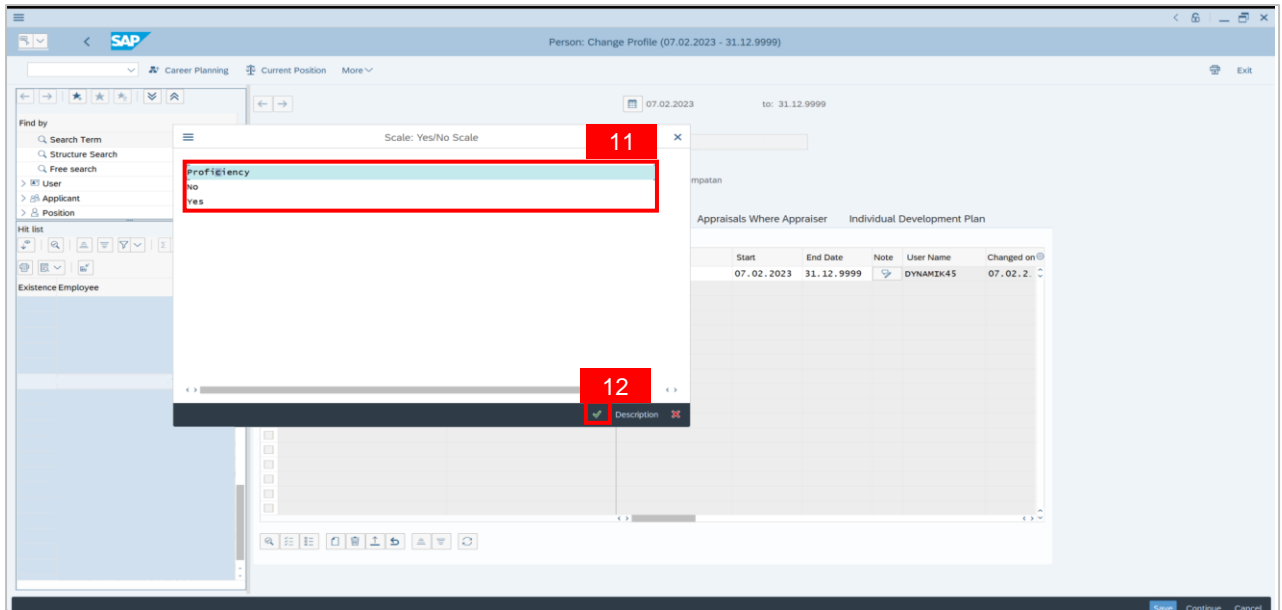


The screenshot shows the SAP Succession Planning IDP interface with the 'Scale: Yes/No Scale' window open. The window displays the following data:

| Proficiency | No | Yes |
|-------------|----|-----|
| 10          |    |     |

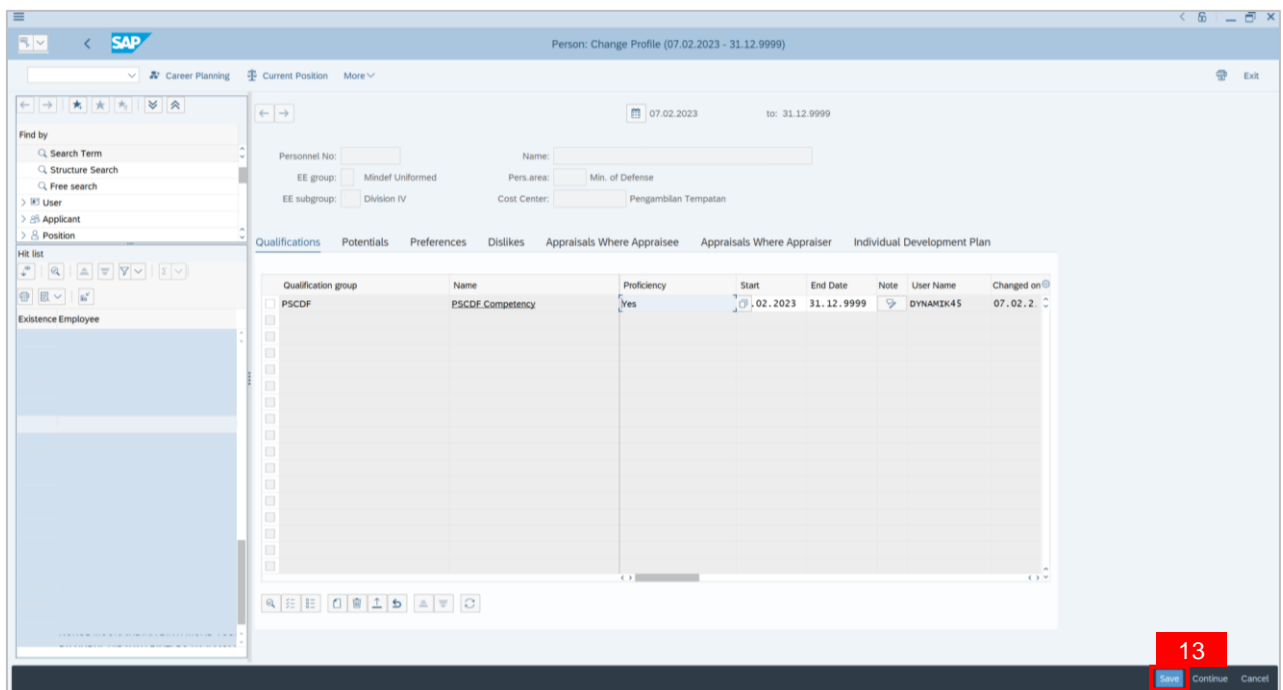
11. Click line **Proficiency** Yes or No .

12. Click on **tick** button.



13. Click on **Save** button.

**Outcome: The data has successfully been saved.**



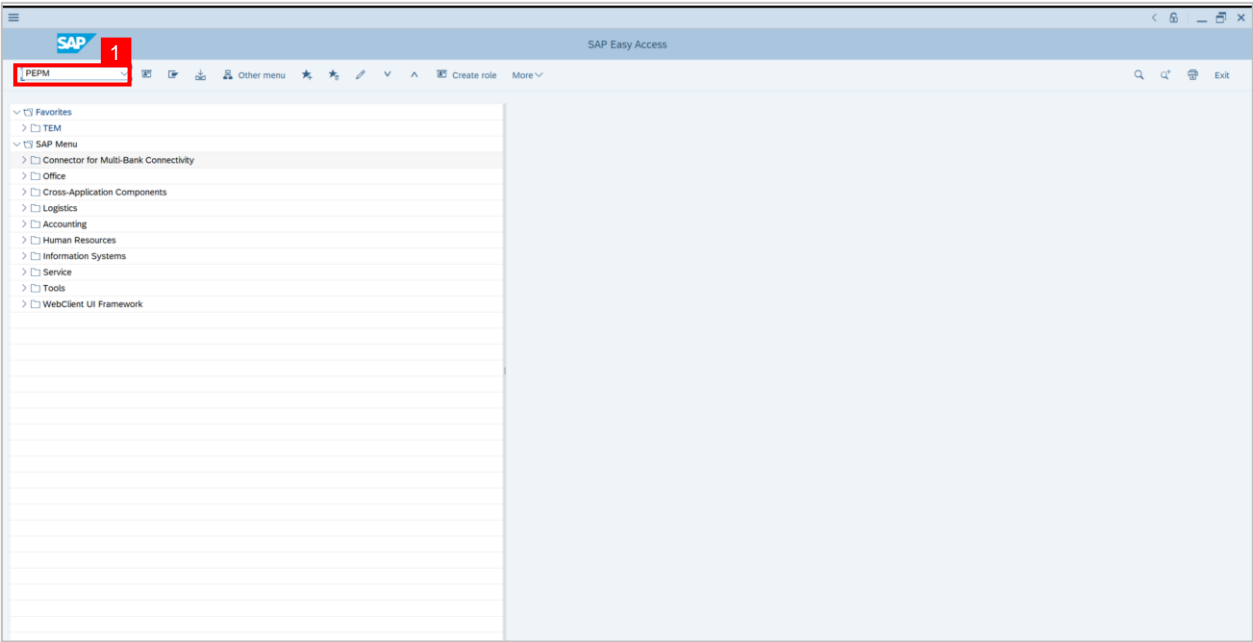


GENERATE PROFILE MATCHUP REPORT

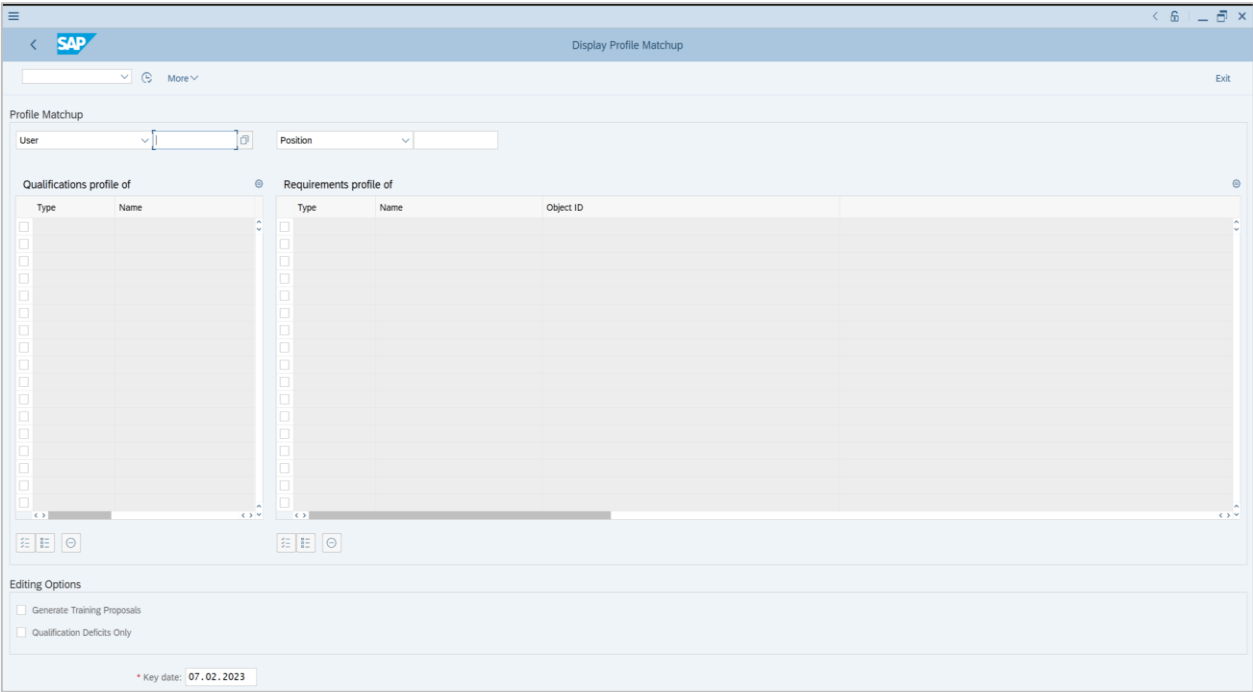
Backend User  
Dept. HR Administrator

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

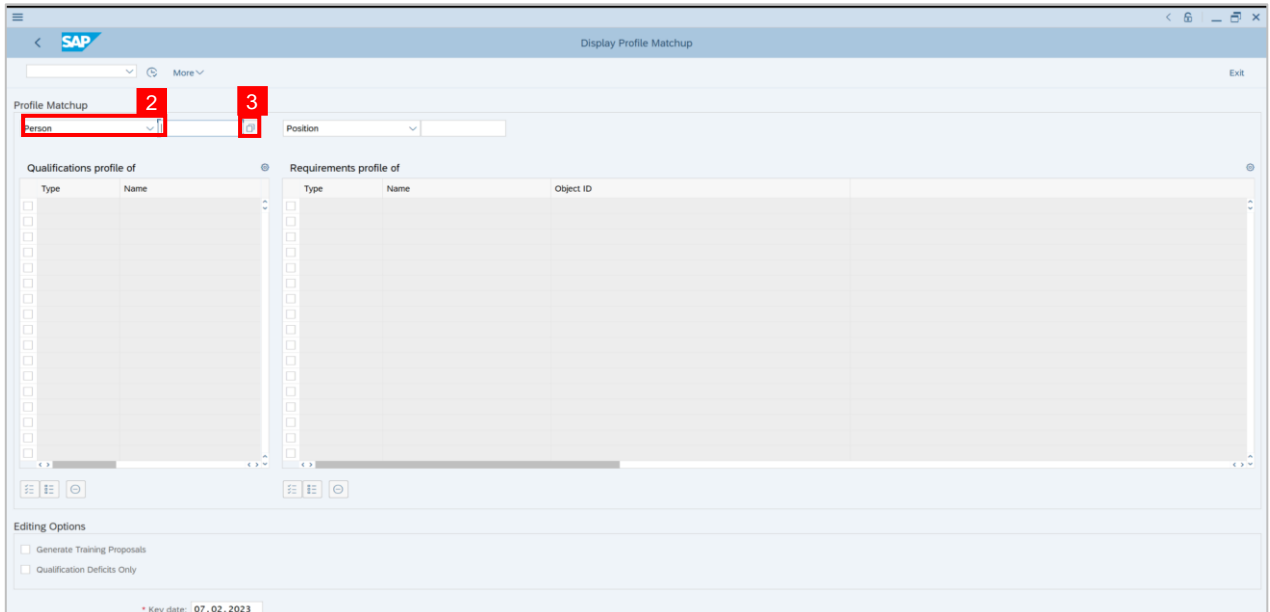
- 1. Enter **PEPM** in the search bar.



**Note:** Display Profile Matchup page will be displayed.

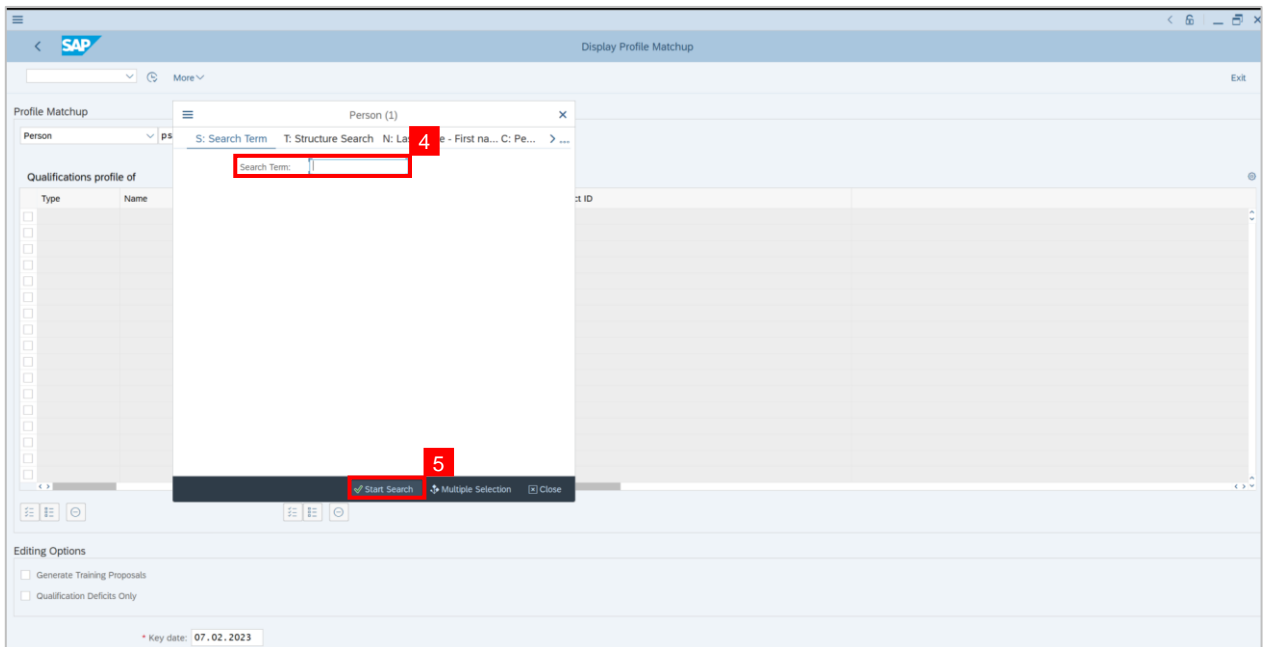


2. Navigate to **Profile Matchup** and select the option **Person** from the dropdown.
3. Click on the **Lookup** icon to select Personnel(s).



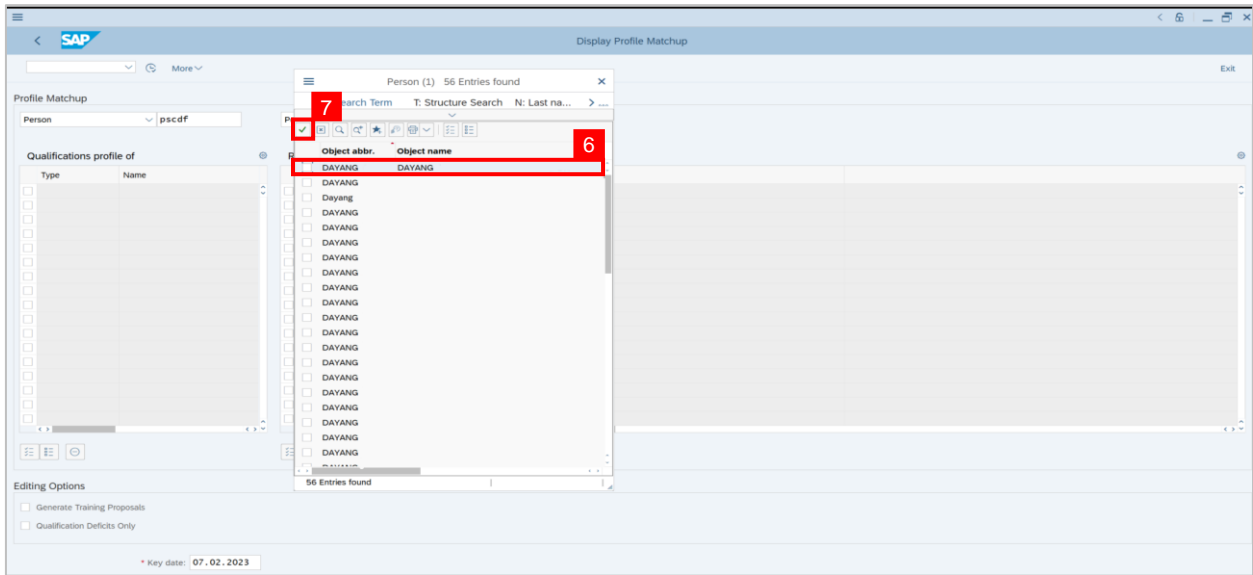
**Note:** Search Window will be displayed.

4. Fill in the name of the **person**.
5. Click on the **Start Search** button.

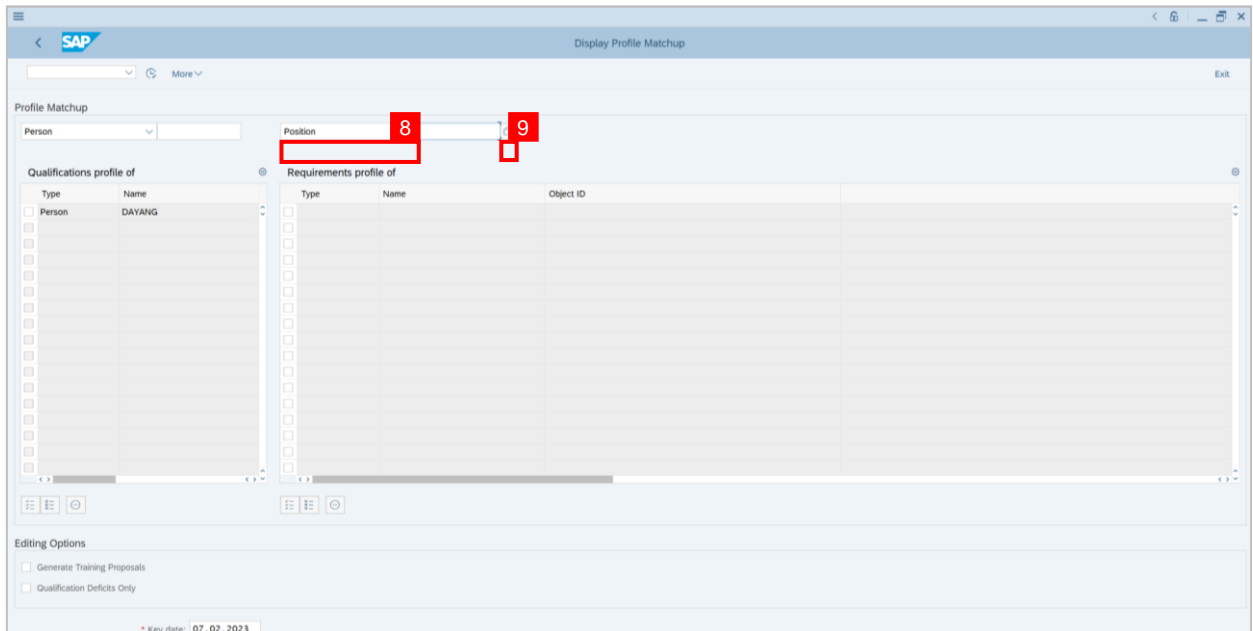




- 6. Choose and select the **Person**.
- 7. Click on **tick** icon.

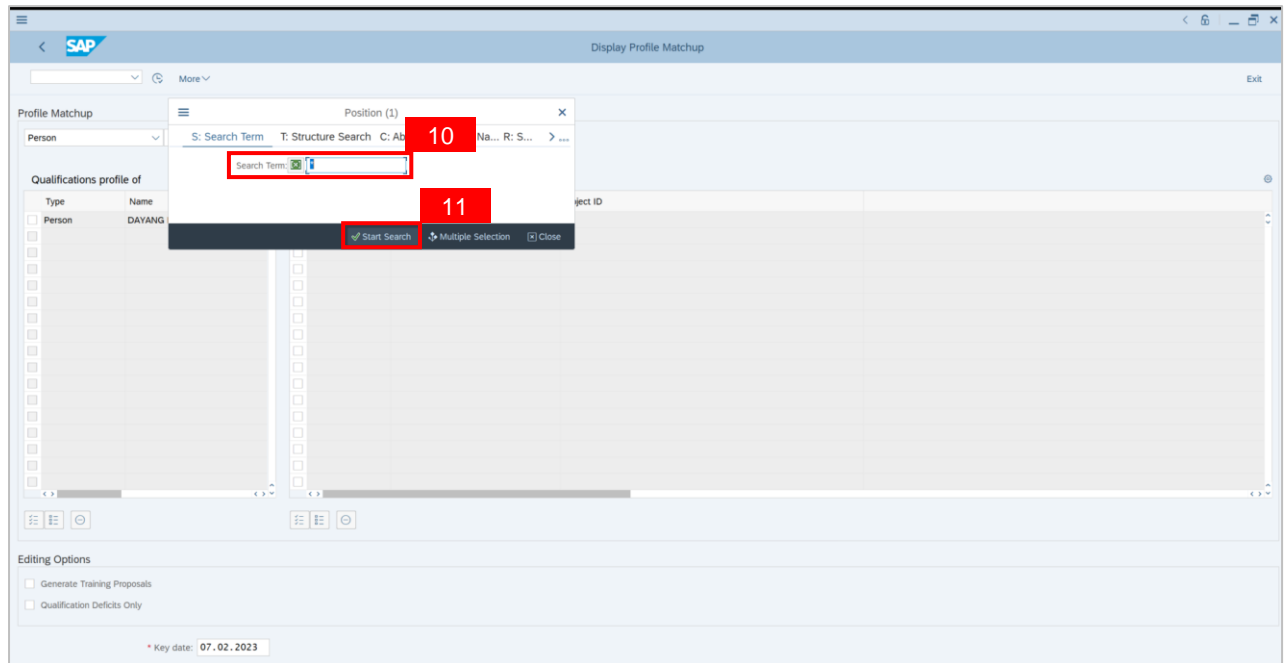


- 8. Choose **Position**.
- 9. Click on the **Search Term** icon.

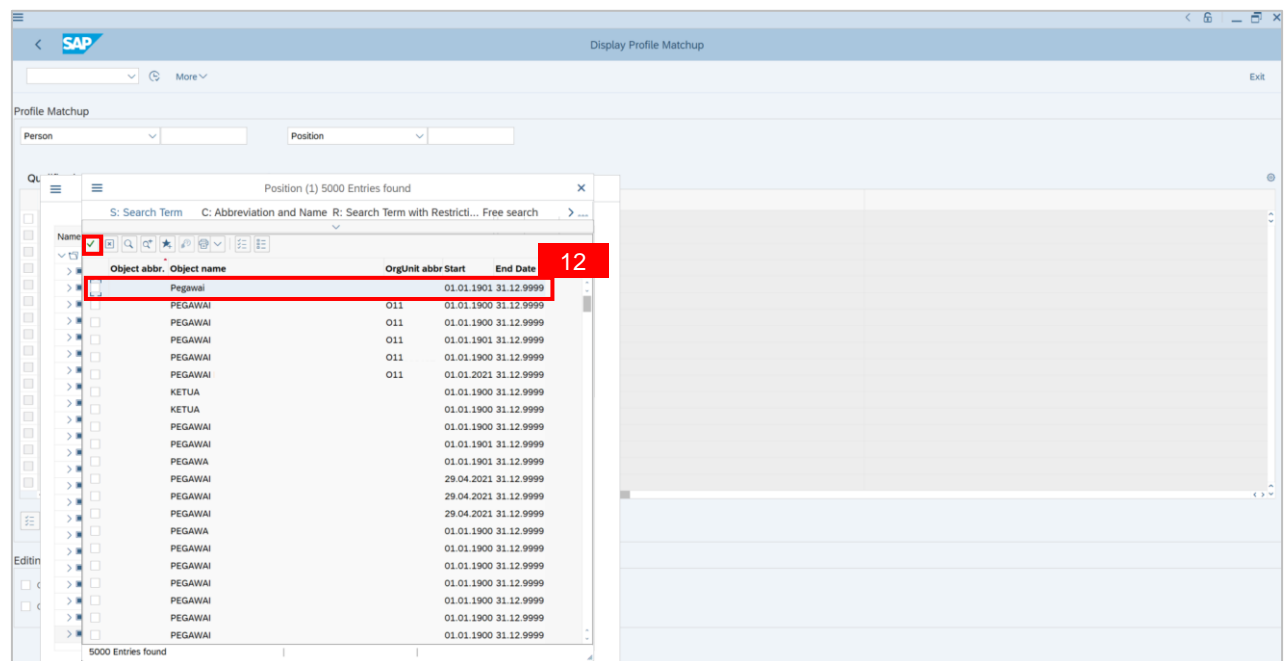


10. Fill in the name of **position**.

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



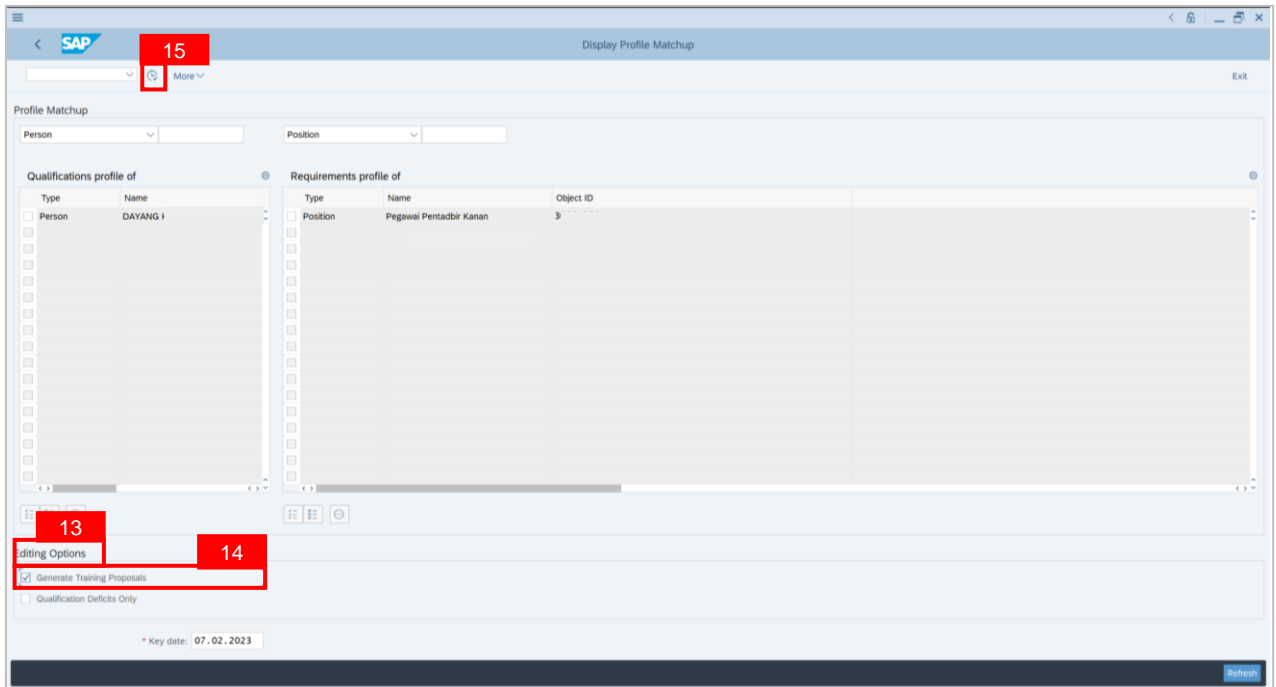
12. Select the **desired Position** and click on **tick** icon.



13. Navigate to **Editing Options**.

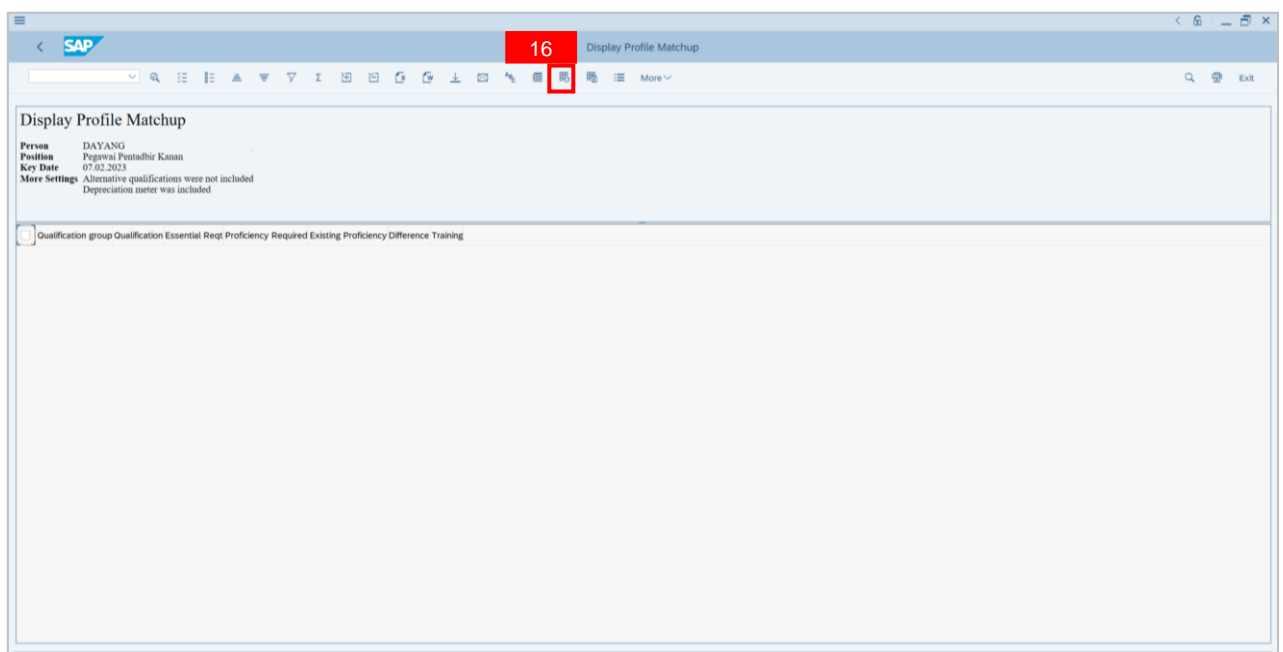
14. Tick the check box under **Generate Training Proposals**.

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



The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and a title bar. Below the navigation bar, there are two main sections: 'Qualifications profile of' and 'Requirements profile of'. The 'Qualifications profile of' section has a table with columns 'Type' and 'Name', showing a single entry 'Person' with 'DAYANG I'. The 'Requirements profile of' section has a table with columns 'Type', 'Name', and 'Object ID', showing a single entry 'Position' with 'Pegawai Pentadbir Kanan' and '3'. At the bottom of the screen, there is a section for 'Editing Options' with a checkbox for 'Generate Training Proposals' which is checked. A red box labeled '13' points to the 'Editing Options' section, a red box labeled '14' points to the 'Generate Training Proposals' checkbox, and a red box labeled '15' points to the 'execute' icon (a blue square with a white 'X') in the top right corner of the screen.

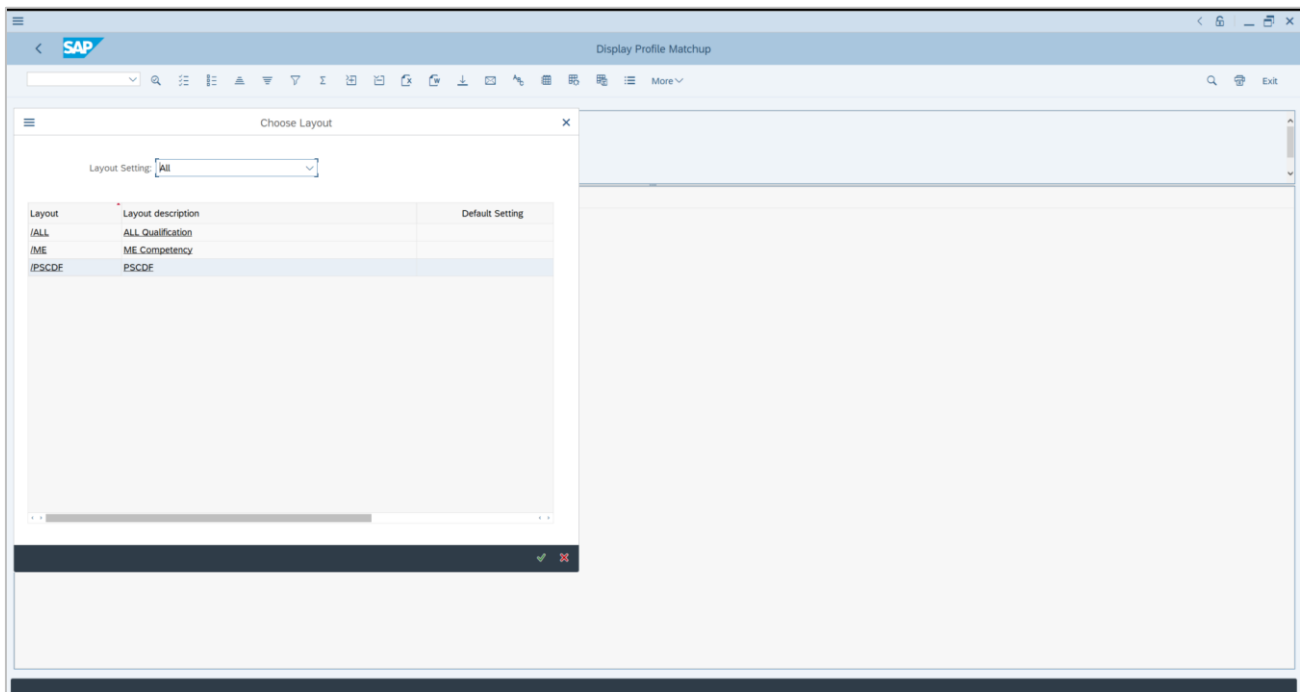
16. Click on **Select Layout** icon to choose **Layout**.



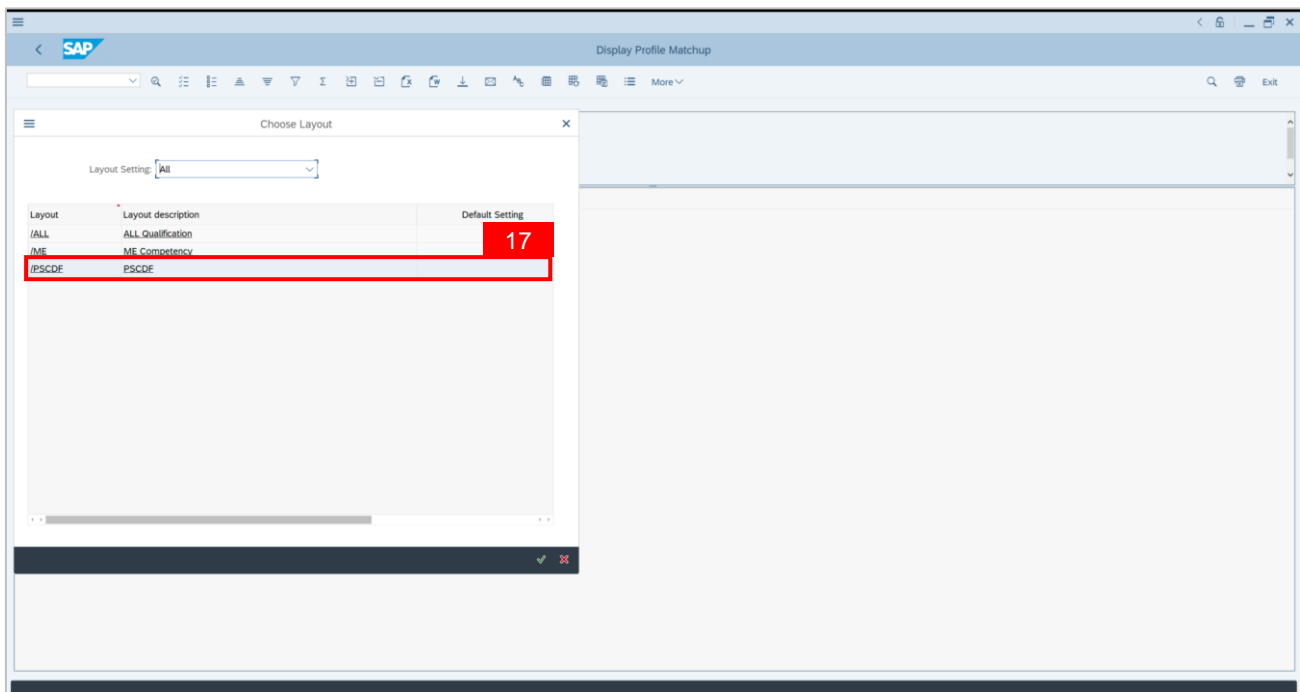
The screenshot shows the SAP 'Display Profile Matchup' interface. At the top, there is a navigation bar with the SAP logo and a title bar. Below the navigation bar, there is a section for 'Display Profile Matchup' with a table showing 'Person' (DAYANG), 'Position' (Pegawai Pentadbir Kanan), 'Key Date' (07.02.2023), and 'More Settings' (Alternative qualifications were not included, Depreciation meter was included). A red box labeled '16' points to the 'Select Layout' icon (a blue square with a white 'X') in the top right corner of the screen.



**Note:** Choose Layout window will be displayed.



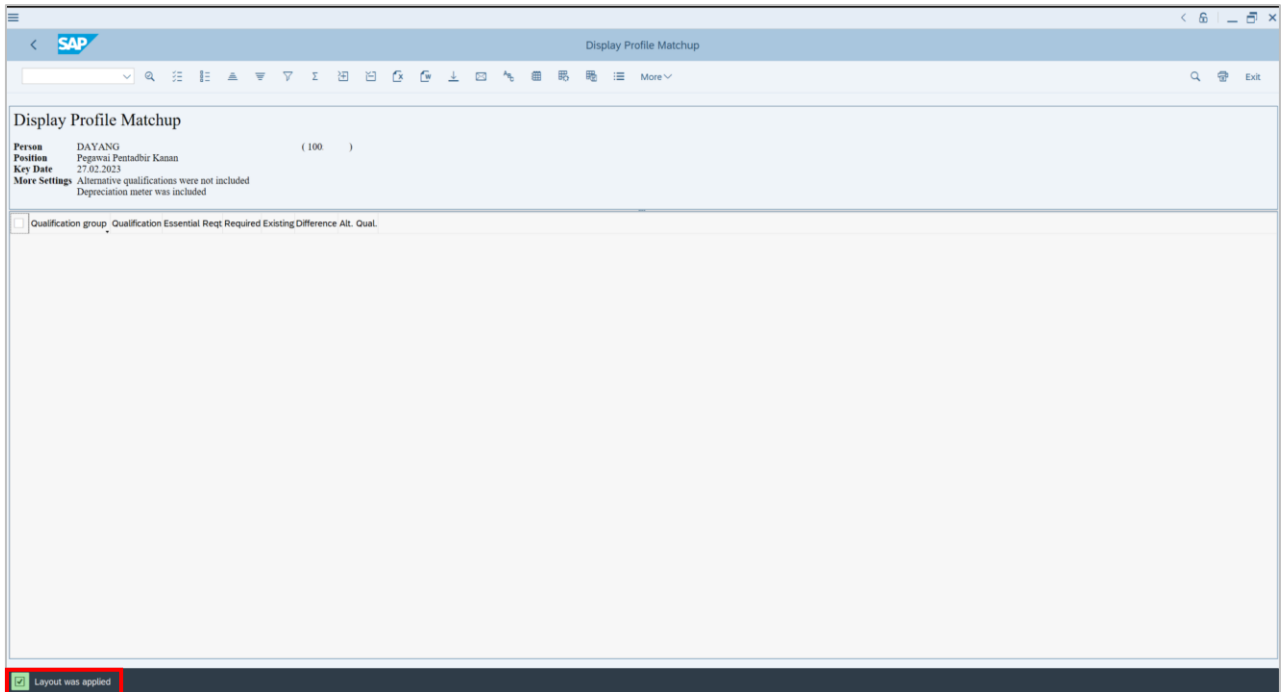
17. Select the **PSCDF** layout.





**Outcome: Profile Match Up page** will be displayed.

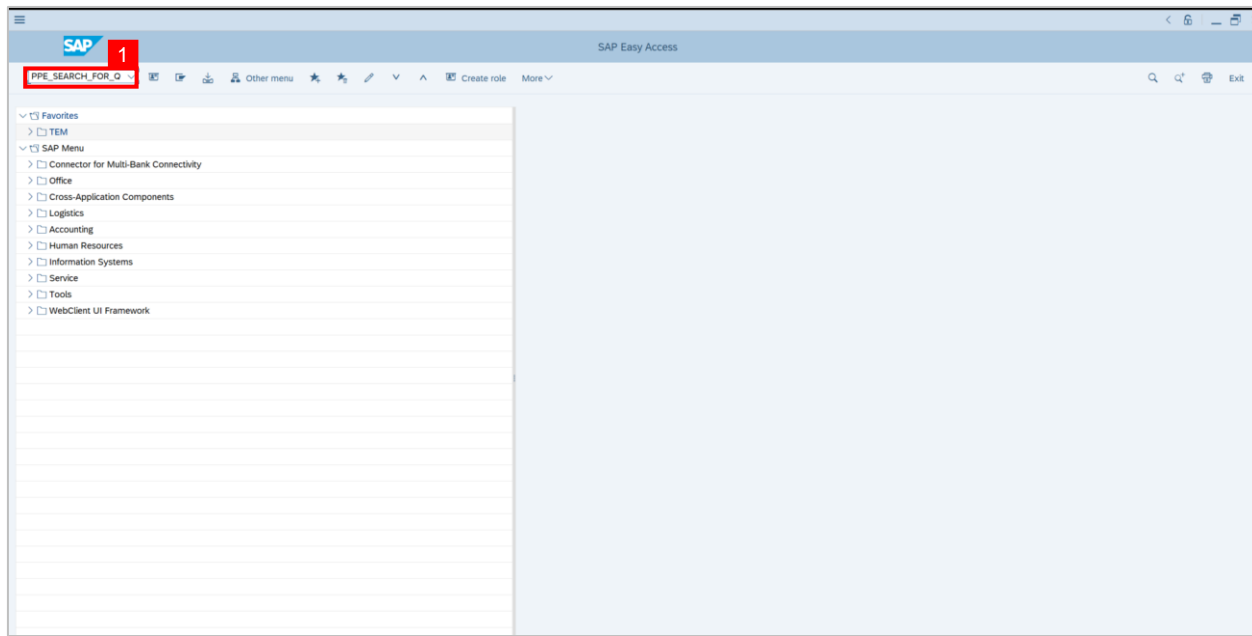
HR admin can generate the report to view competency gap and suggest / recommend to assessor on which training the employee need to attend (out of system).



|                                          |                        |
|------------------------------------------|------------------------|
| <b>GENERATE SEARCH FOR OBJECT REPORT</b> | <b>Backend User</b>    |
|                                          | Dept. HR Administrator |

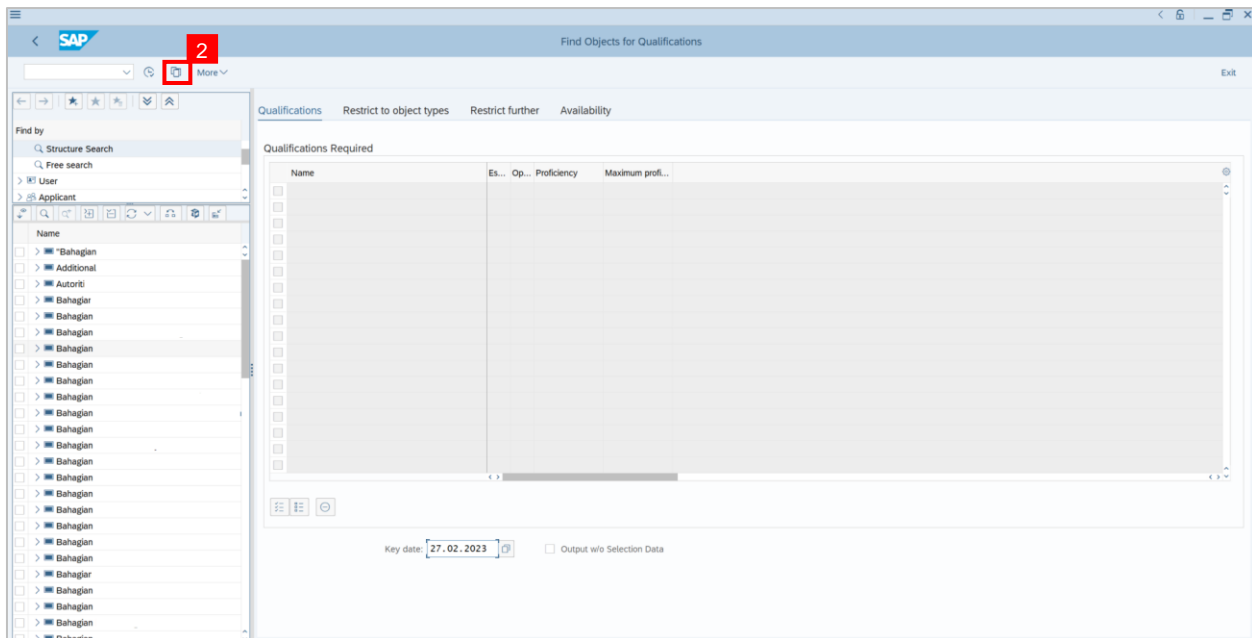
Log into SAP GUI (Back End) and proceed with the following steps.

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.

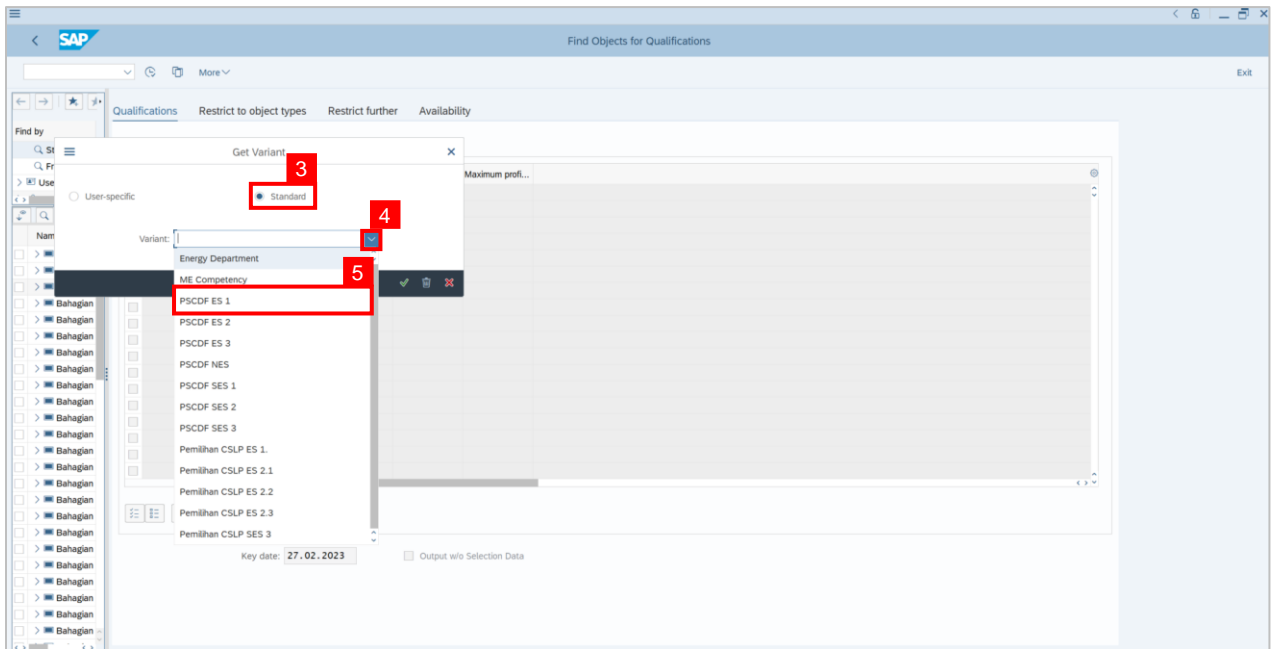


**Note:** Get Variant page will be displayed.

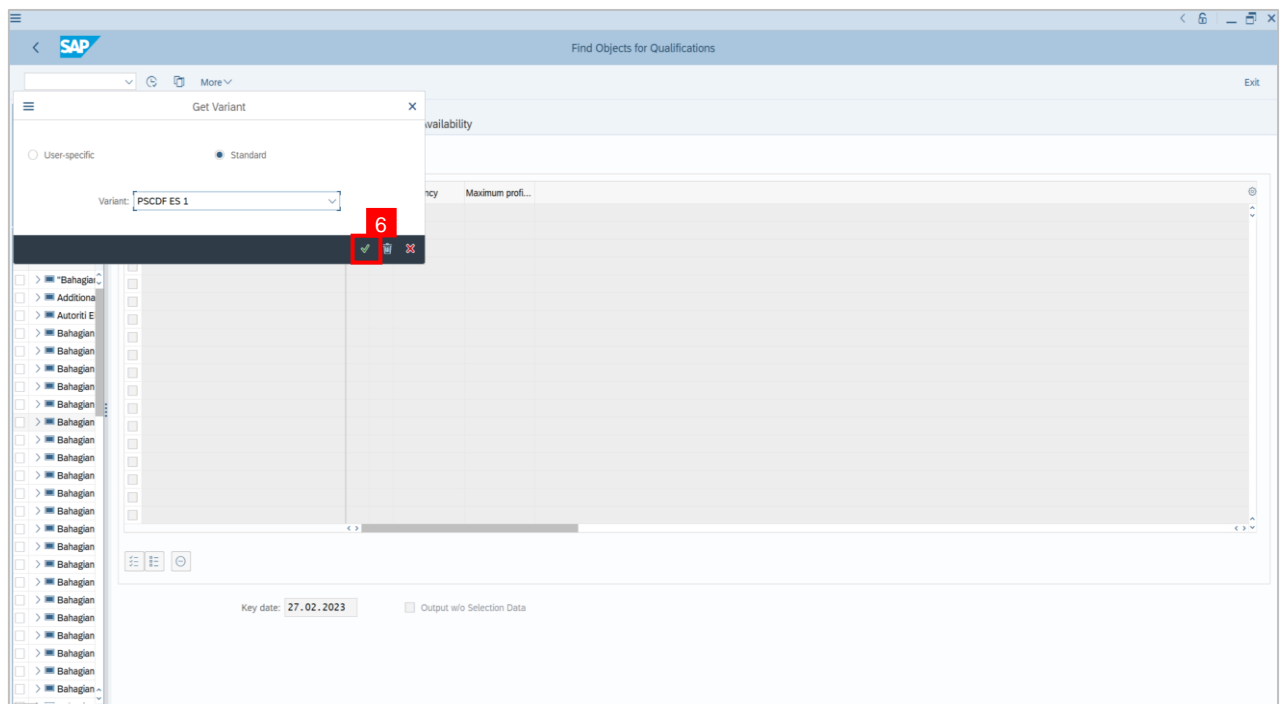
3. Select **Standard** (to show a list of available standard variants).

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

5. Select the **preferred variant**.



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



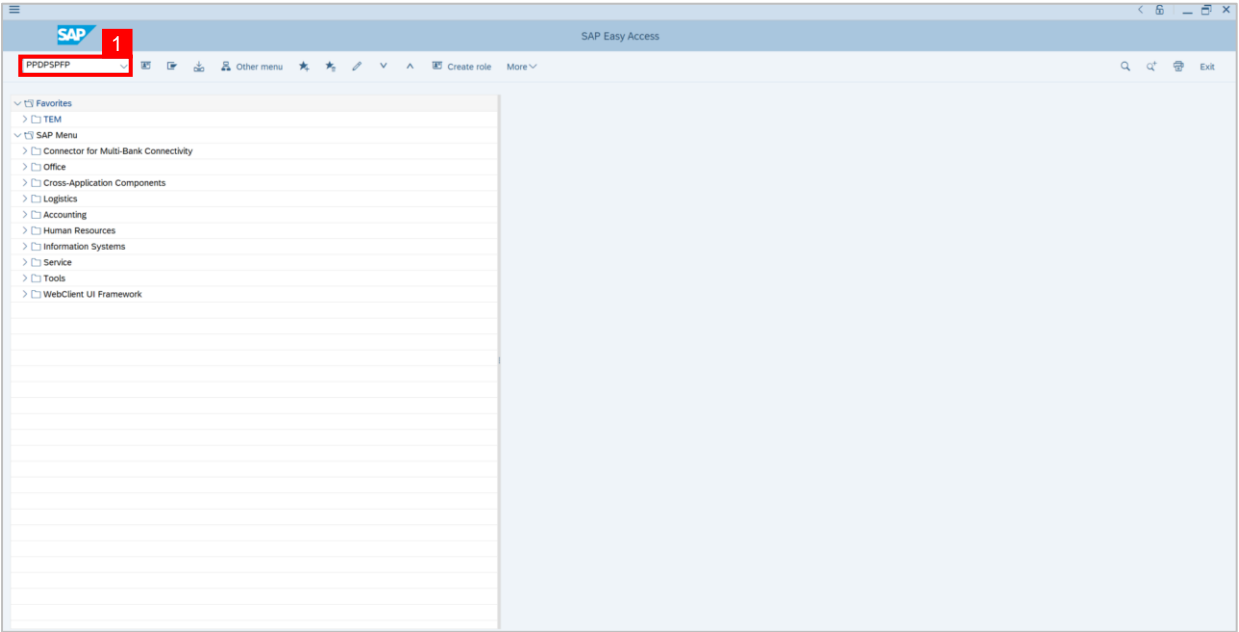




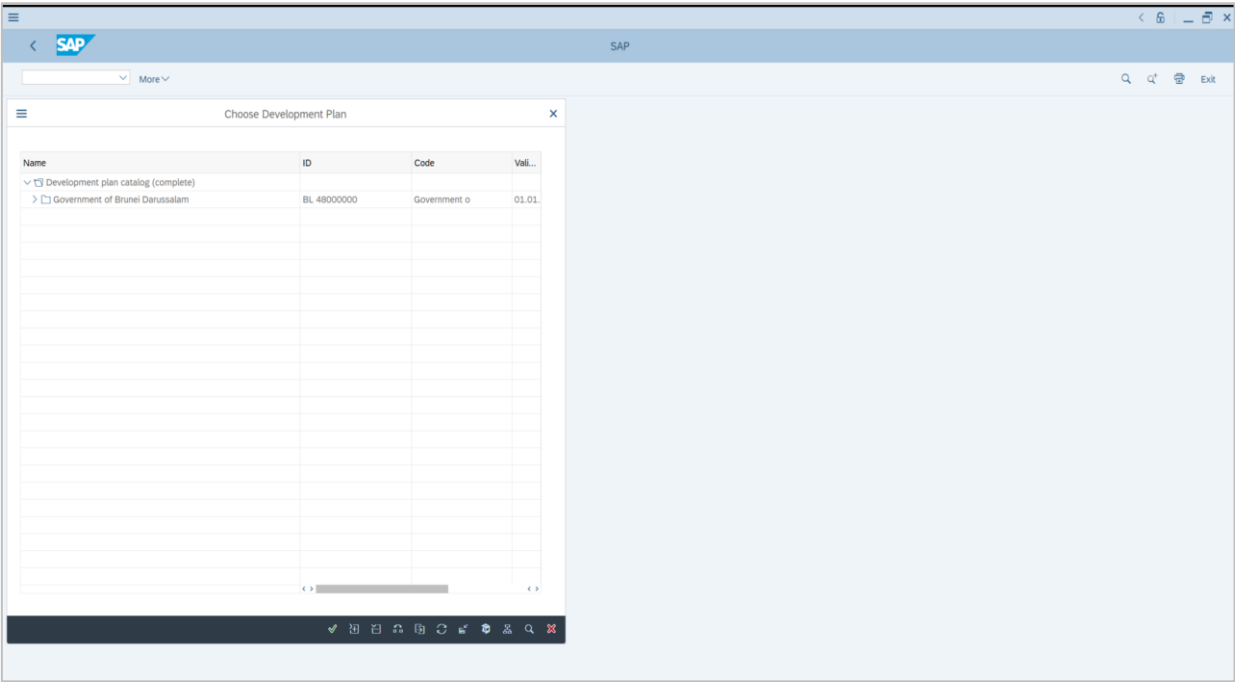
|                                        |                        |
|----------------------------------------|------------------------|
| GENERATE<br>DEVELOPMENT PLAN<br>STATUS | Backend User           |
|                                        | Dept. HR Administrator |

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

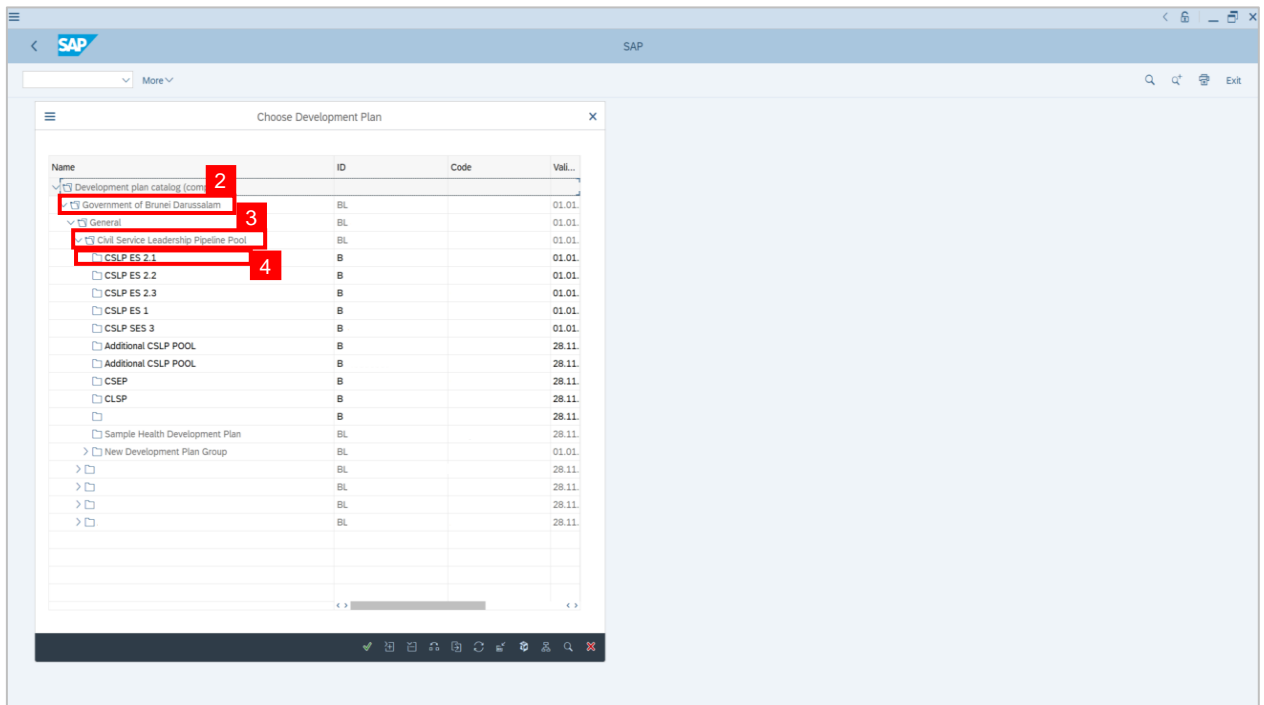
1. Enter **PPDSPFPF** in the search bar.



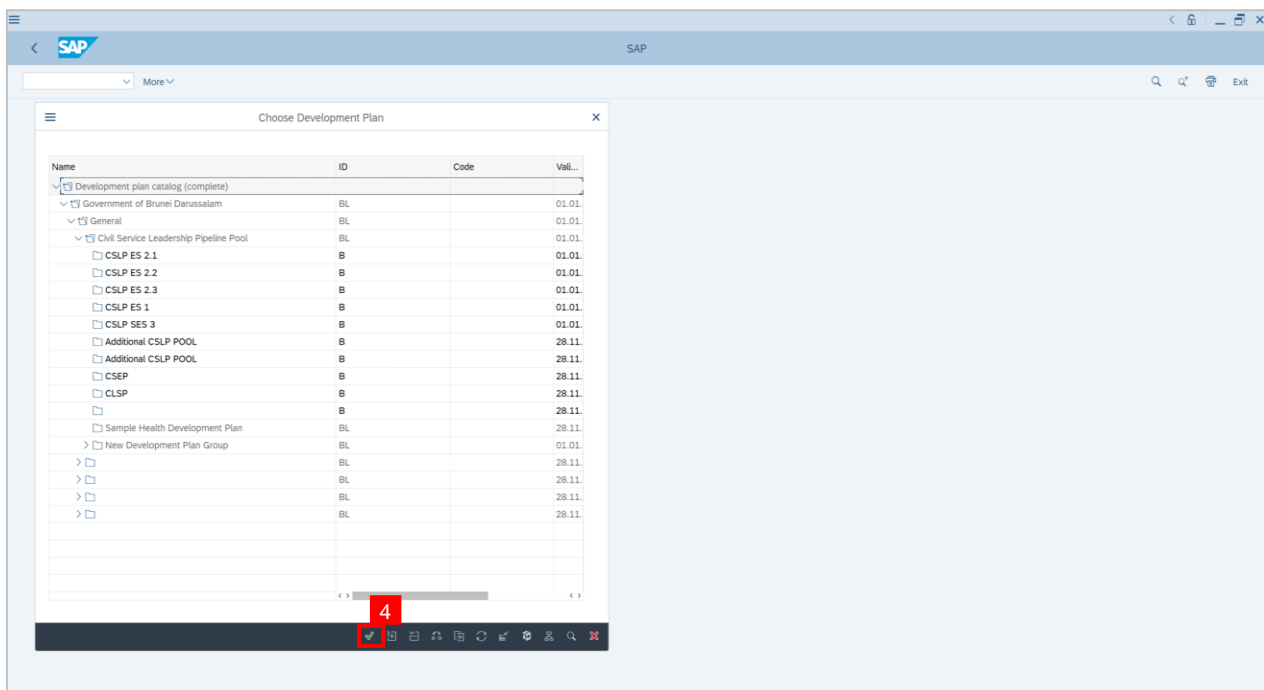
**Note:** Choose development plan page will be displayed.



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.

SAP

Find Objects for Development Plan

Find

Exit

Evaluation period 07.02.2023 - 31.12.9999  
Development Plan CSLP ES 2.1

Is passed through by

| State of Development | Number of persons     |
|----------------------|-----------------------|
| Person's name        | Start Date End Date   |
|                      | 6                     |
| DR                   | 01.04.2021 16.06.2023 |
| HAJI                 | 21.11.2022 31.08.2023 |
| AWANG                | 28.11.2022 16.06.2023 |
| HAJAH                | 28.11.2022 16.06.2023 |
| DAYANG               | 28.11.2022 16.06.2023 |
| HAJAH                | 15.12.2022 14.06.2023 |
| Recommended          | 2                     |
| ASDIANAH             | 02.12.2022 20.06.2023 |
| AWANG                | 05.12.2022 23.06.2023 |
| Nominated            | 5                     |
| Abdul                | 19.11.2016 31.12.9999 |
| Abdul                | 19.11.2016 31.12.9999 |
| ABDUL                | 19.11.2016 31.12.9999 |
| DAYANG               | 21.11.2022 29.05.2023 |
| DAYANG               | 05.12.2022 23.06.2023 |
| Selected             | 3                     |
| MOHAMMAD             | 17.11.2020 31.08.2023 |
| AWANG                | 21.11.2022 15.09.2023 |
| DATO                 | 06.12.2022 24.06.2023 |

## GENERATE DEVELOPMENT PLAN ACTIVITY STATUS

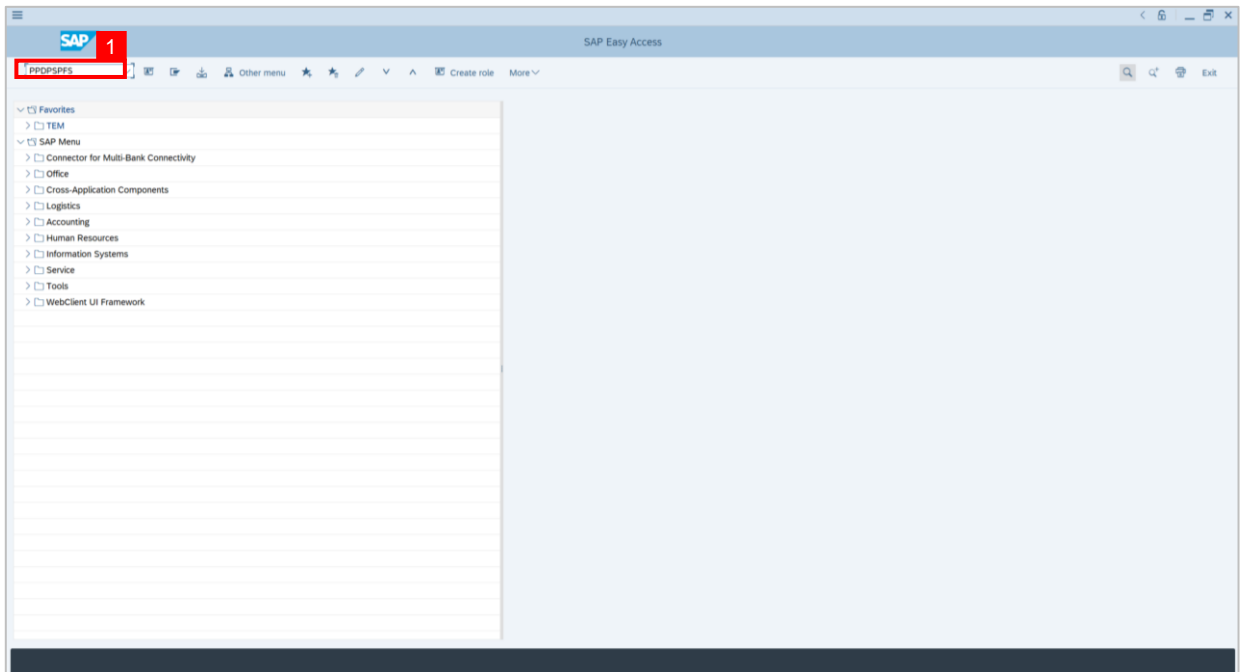
Backend User

Dept. HR Administrator

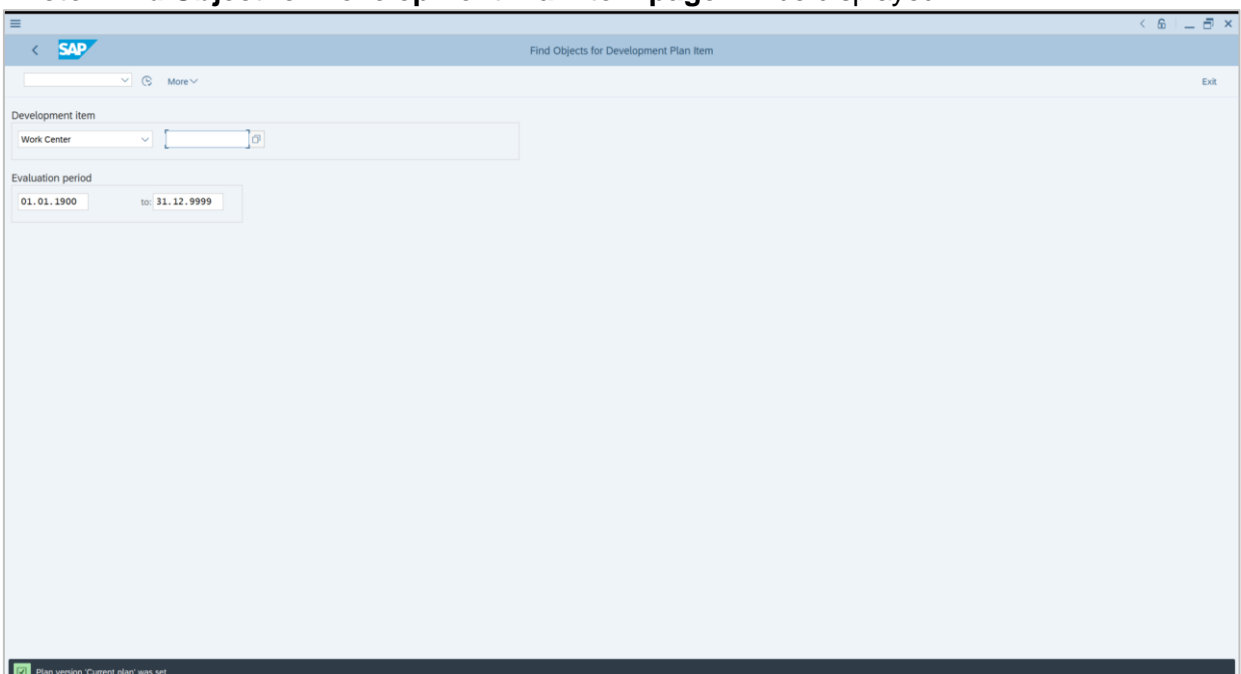
Log into SAP GUI (Back End) and proceed with the following steps.

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

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



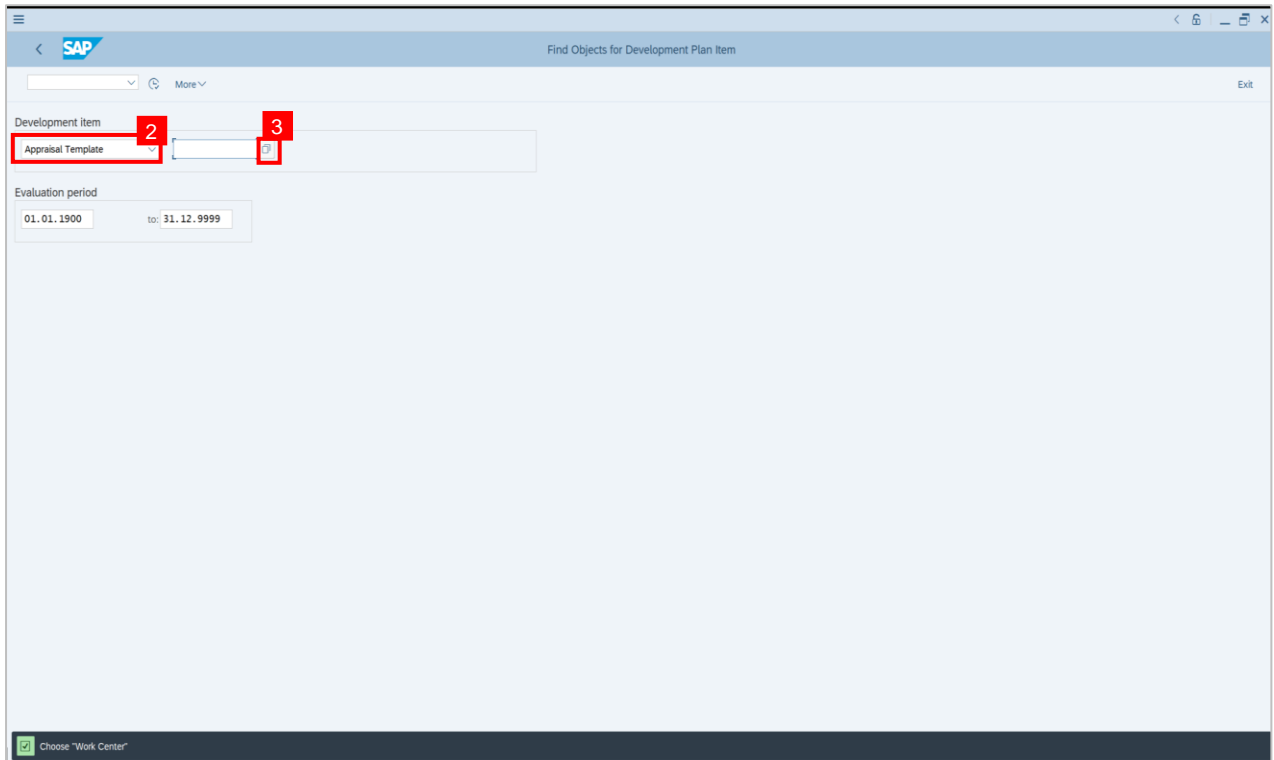
**Note:** Find Object for Development Plan Item page will be displayed.



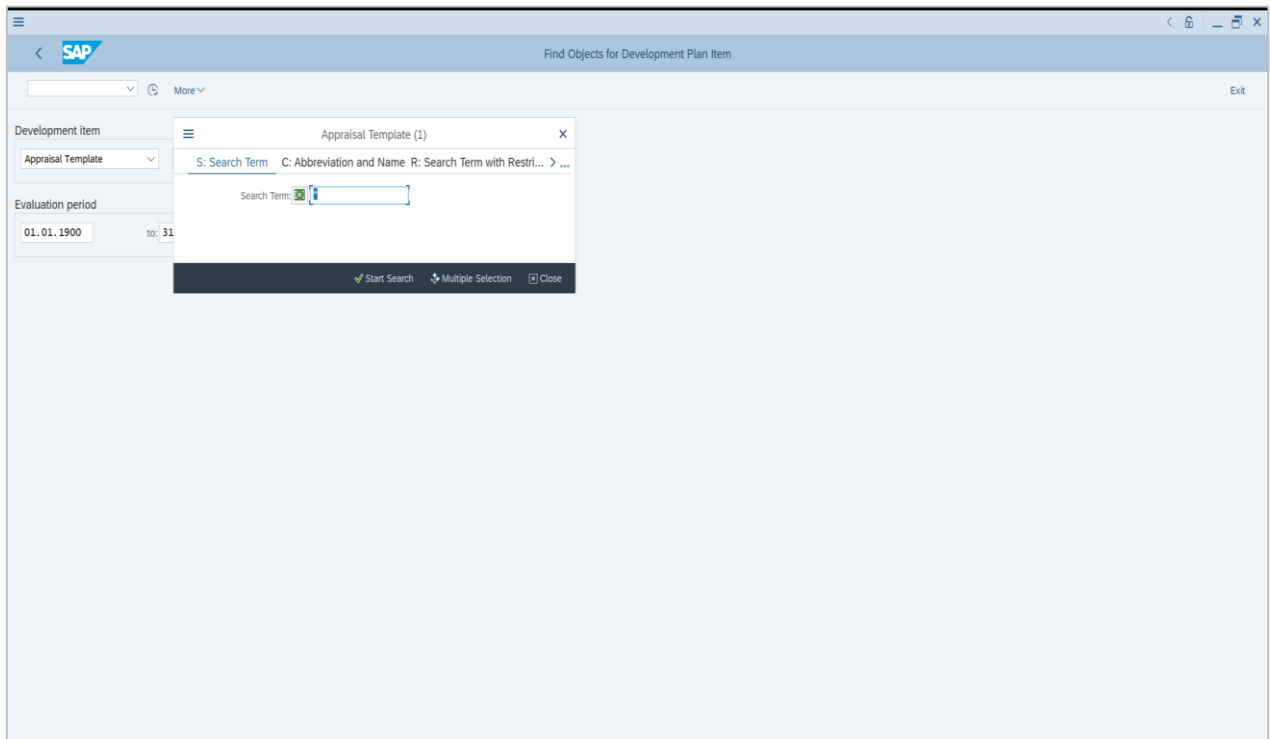


2. Change Development Plan Item to **Appraisal Template**.

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

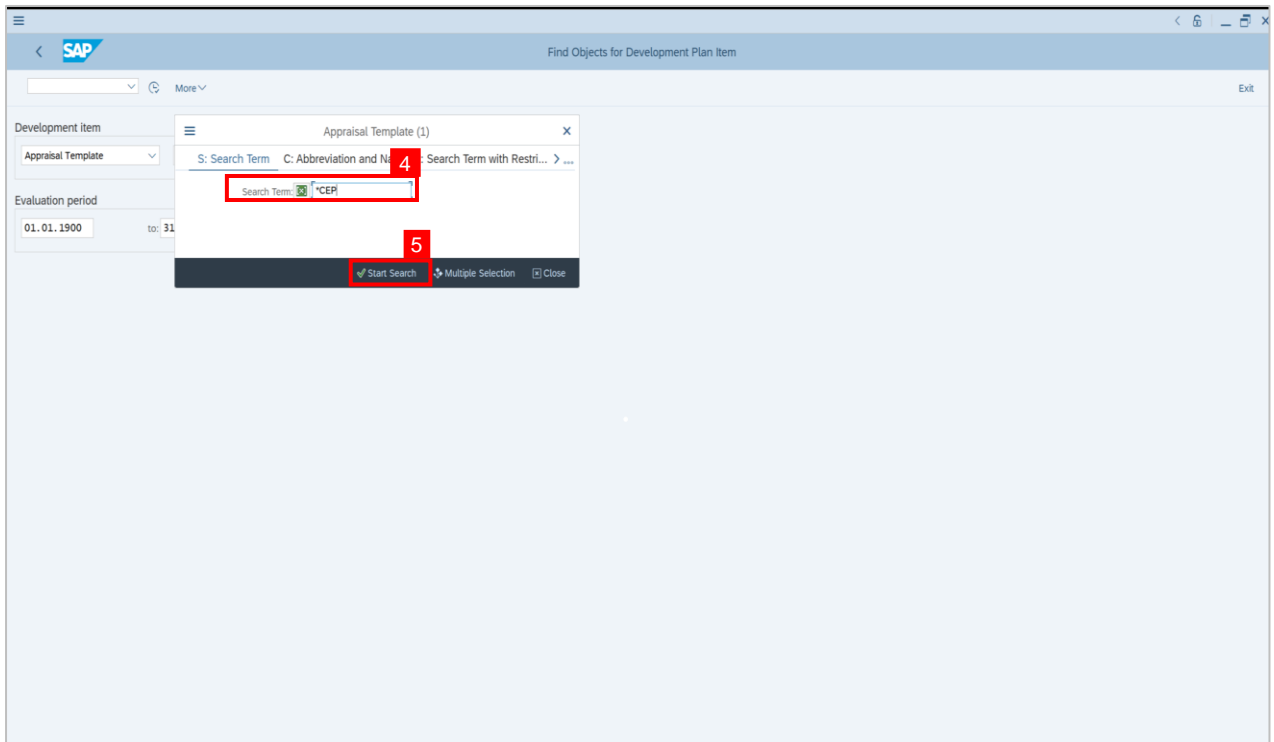


**Note: Appraisal Template window will be displayed.**

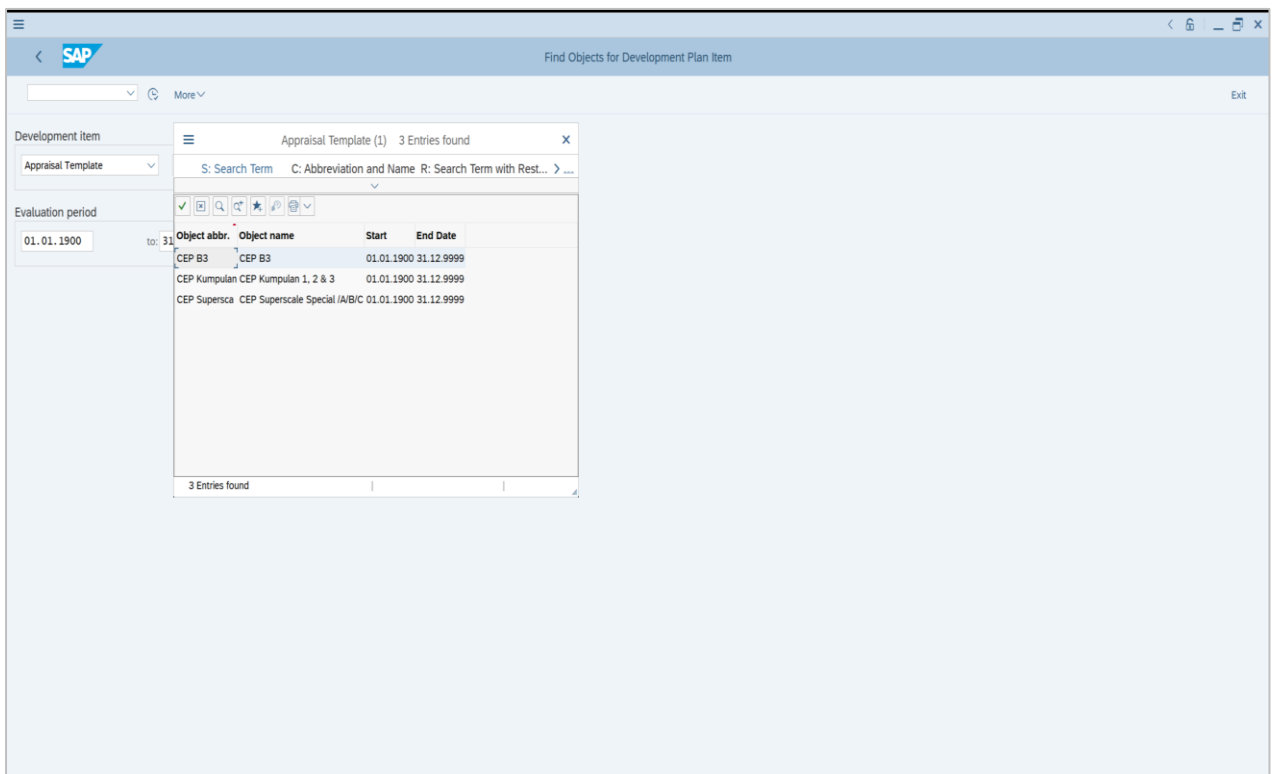


4. Type **CEP** on **Search Term**.

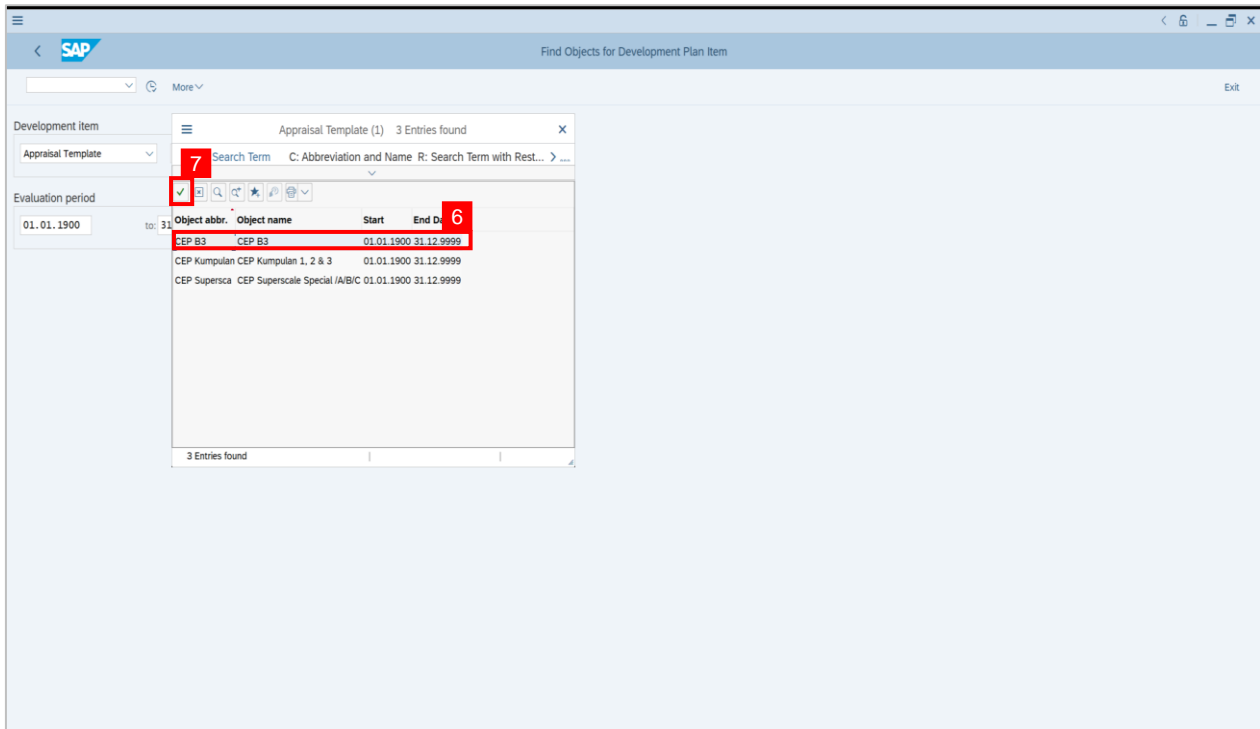
5. Click on the **Start Search** button.



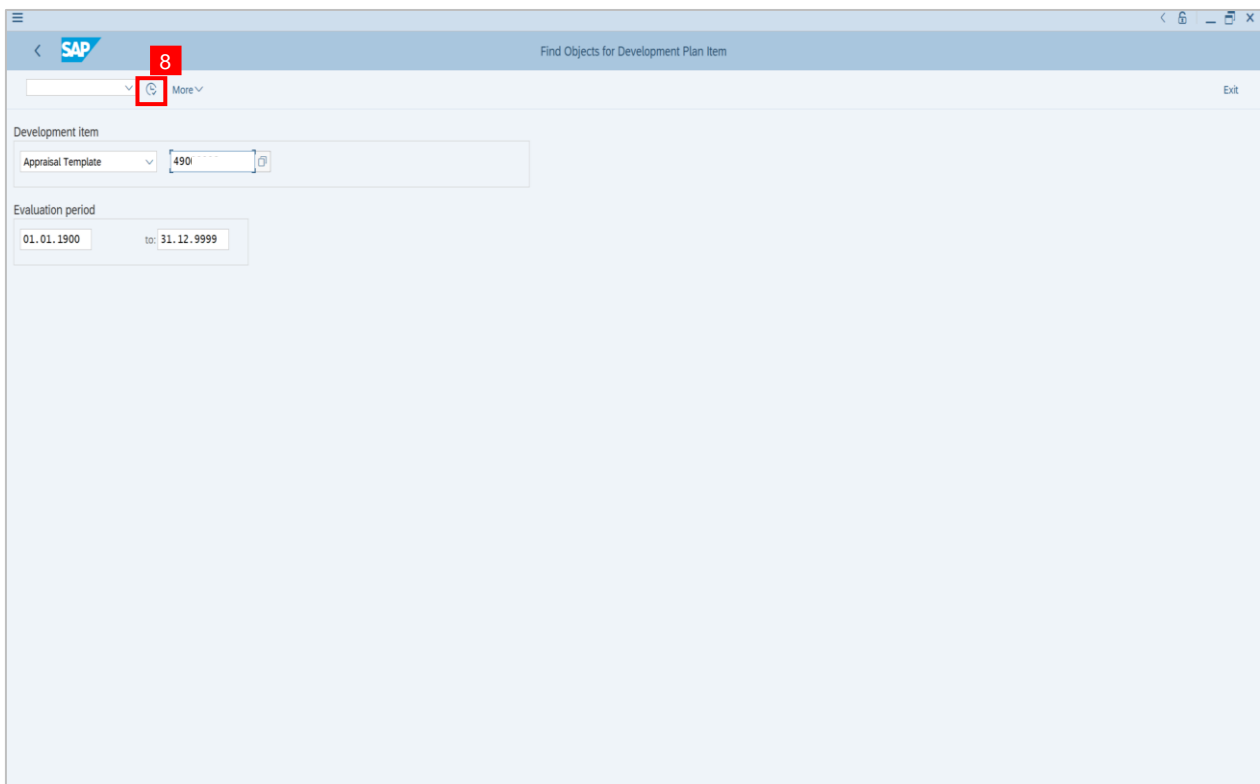
**Note:** Appraisal Template window will be displayed.



- 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.

SAP

Find Objects for Development Plan Item

Find

Exit

Evaluation period 01.01.1900 - 31.12.9999  
Appraisal Template CEP 83  
Is passed through by

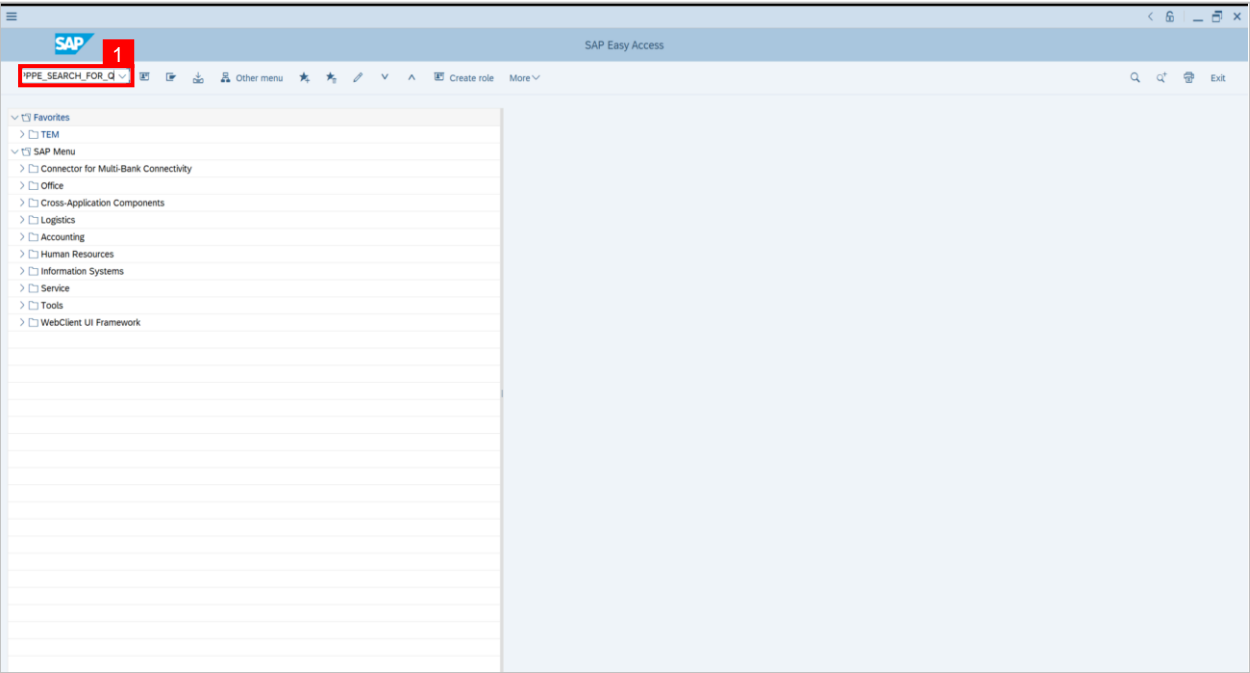
| State of Development | Number of persons     |
|----------------------|-----------------------|
| Person's name        | Start Date End Date   |
|                      | 1                     |
| AWANG                | 05.12.2022 23.06.2023 |
| Recommended          | 0                     |
| Nominated            | 0                     |
| Selected             | 1                     |
| DATO                 | 06.12.2022 24.06.2023 |
| Not Selected         | 0                     |
| Current              | 0                     |
| Rejected             | 0                     |
| Start Appraisal      | 0                     |
| Rate CEP             | 0                     |
| Belum Bersedia (0-7) | 2                     |
|                      | 19.01.2023 06.08.2023 |
| AWANG                | 21.11.2022 15.09.2023 |



|                                      |                        |
|--------------------------------------|------------------------|
| GENERATE SEARCH<br>FOR OBJECT REPORT | Backend User           |
|                                      | Dept. HR Administrator |

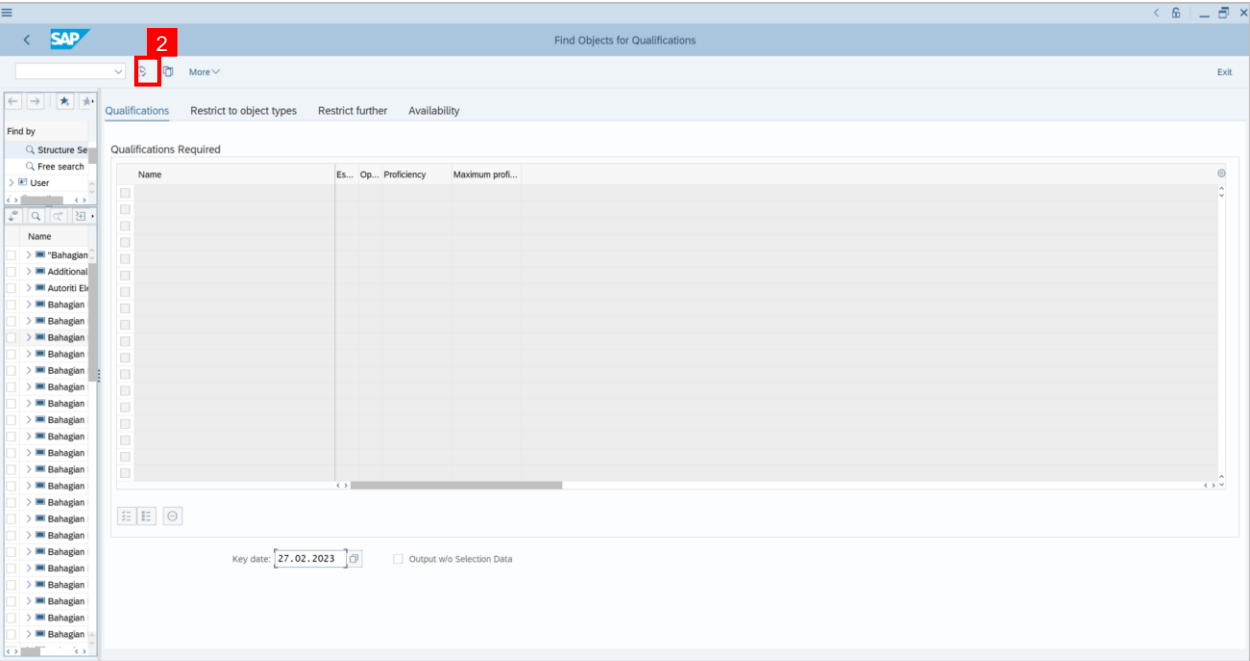
Log into SAP GUI (Back End) and proceed with the following steps.

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.

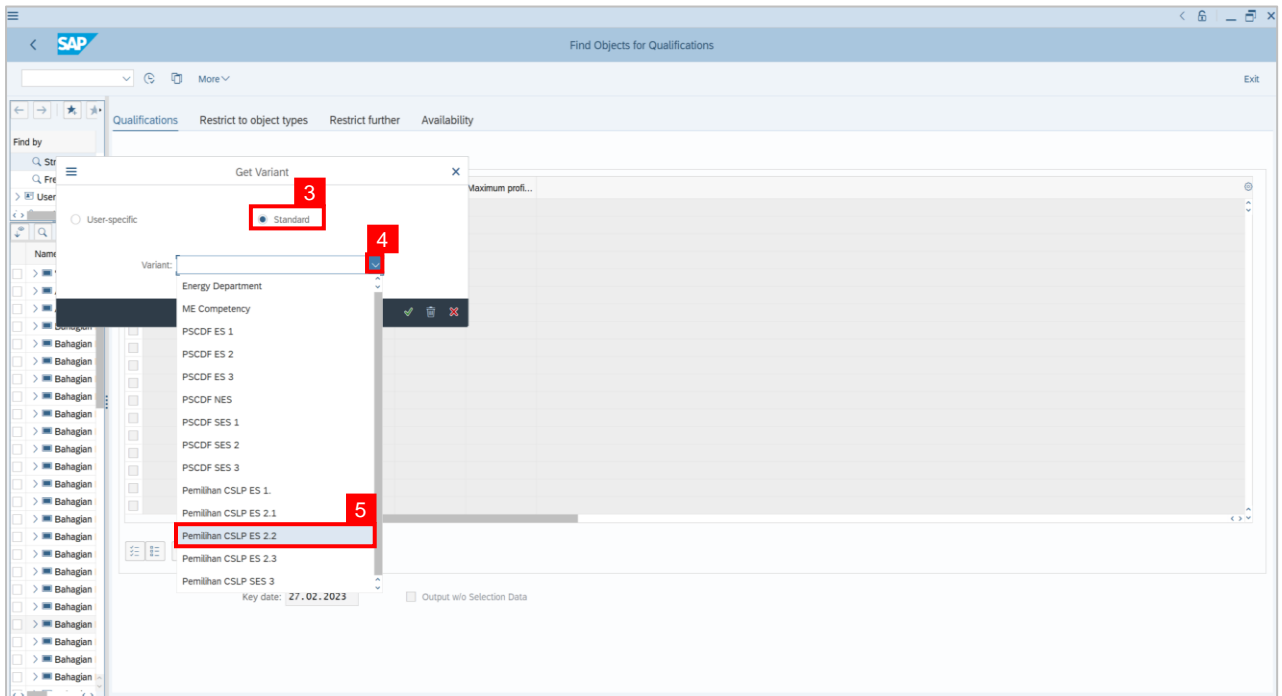


**Note:** Get Variant window will be displayed.

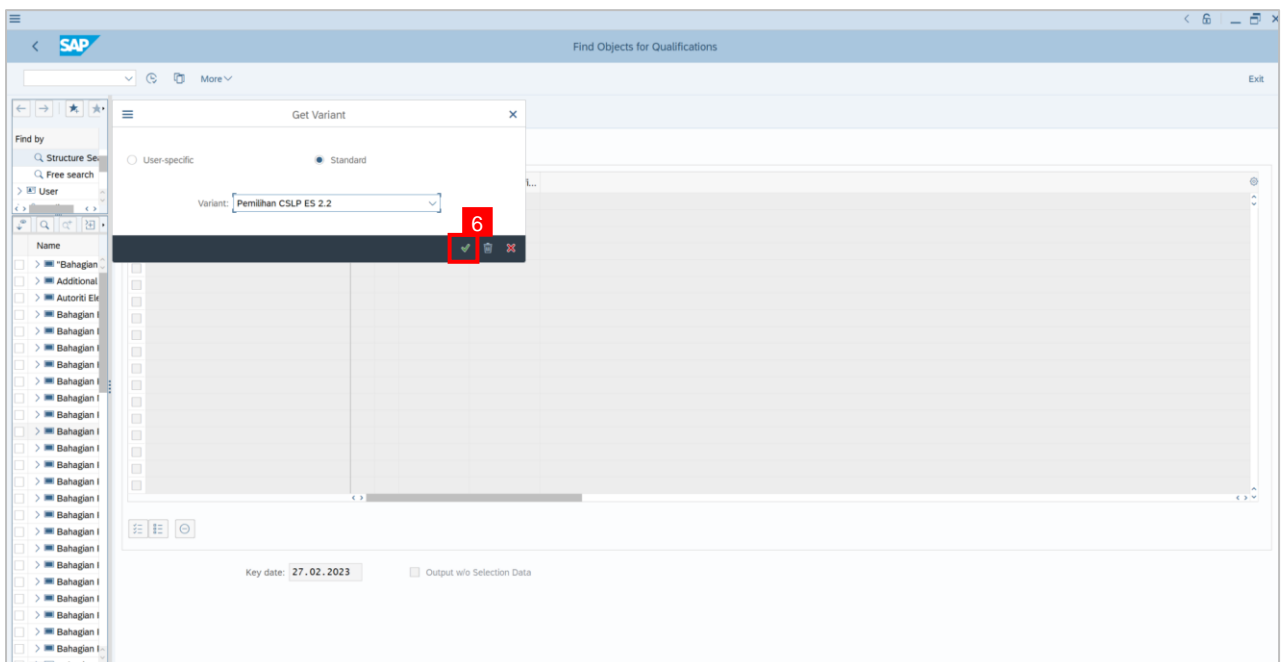
3. Select **Standard**.

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

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

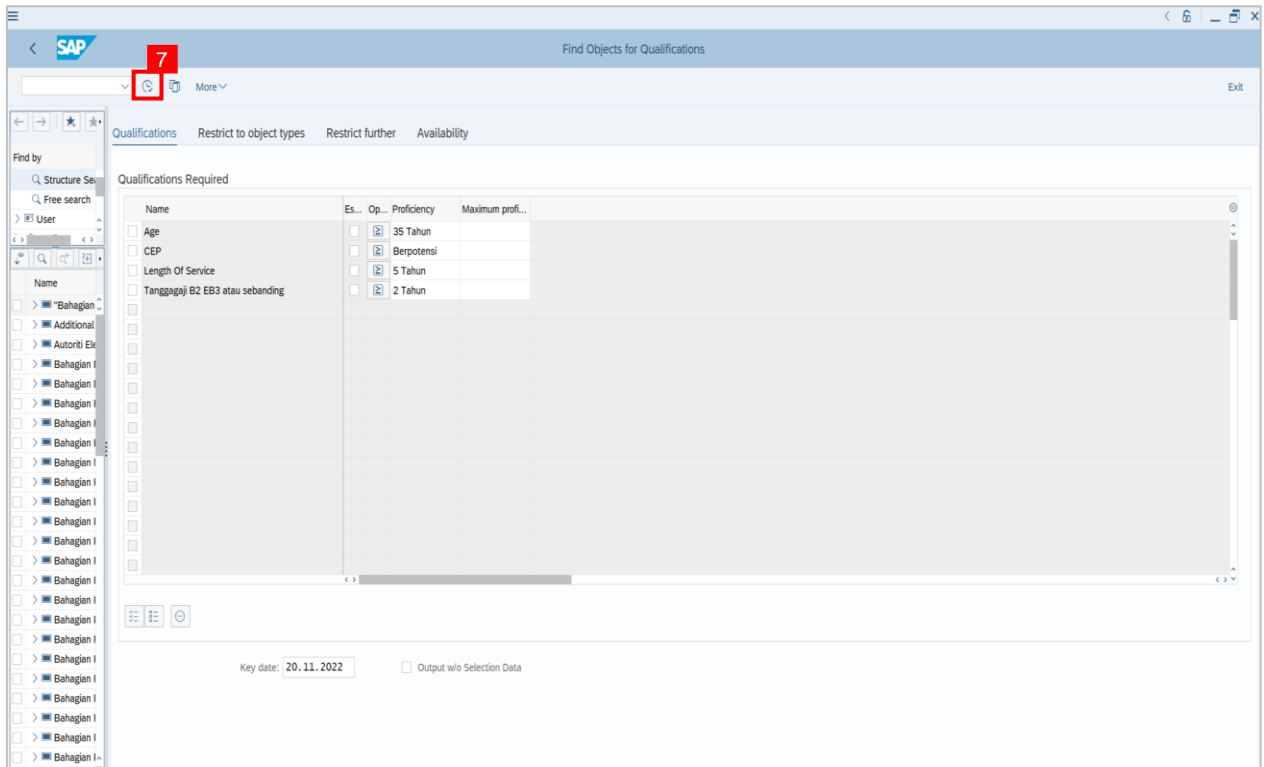


6. Click on the **tick** button.



**Note:** Proficiency of the Qualification window will be displayed.

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



Find Objects for Qualifications

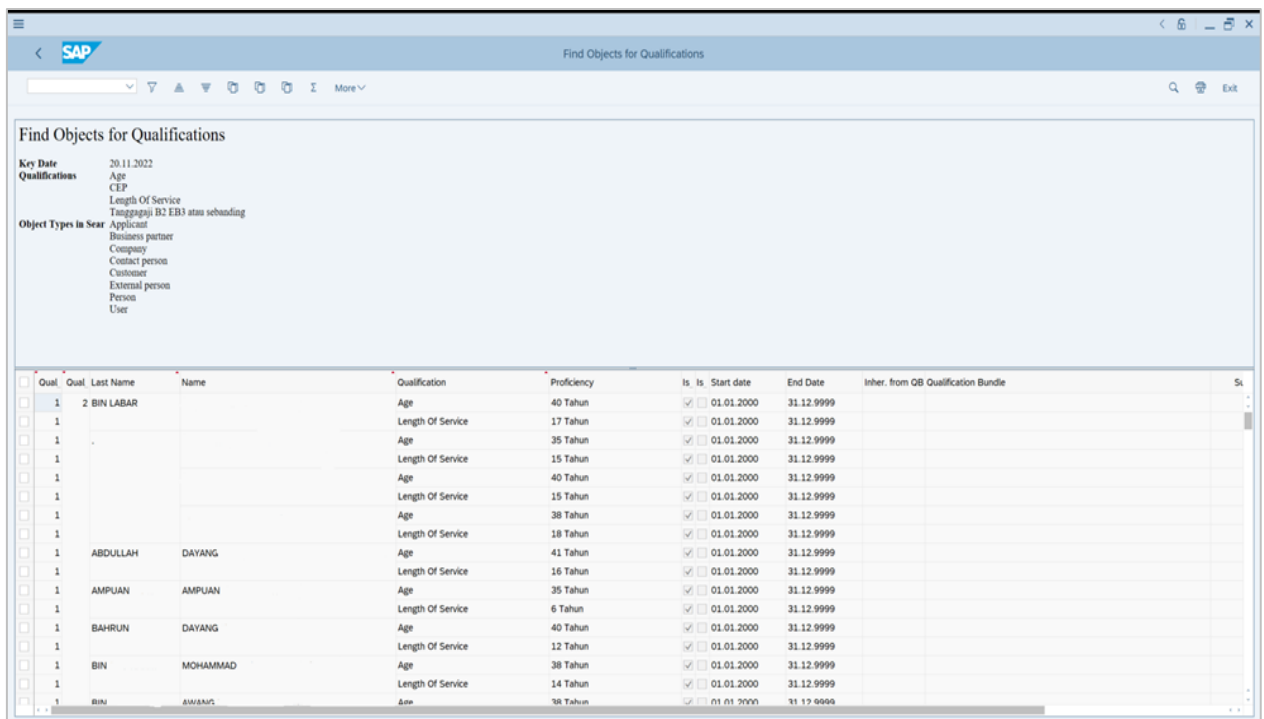
Qualifications Required

| Name                             | Es... | Op... | Proficiency | Maximum prof... |
|----------------------------------|-------|-------|-------------|-----------------|
| Age                              |       |       | 35 Tahun    |                 |
| CEP                              |       |       | Berpotensi  |                 |
| Length Of Service                |       |       | 5 Tahun     |                 |
| Tanggajaji B2 EB3 atau sebanding |       |       | 2 Tahun     |                 |

Key date: 20.11.2022

Output w/o Selection Data

**Note:** Find Object for Qualifications window will be displayed.



Find Objects for Qualifications

Key Date: 20.11.2022

Qualifications: Age, CEP, Length Of Service, Tanggajaji B2 EB3 atau sebanding

Object Types in Search: Applicant, Business partner, Company, Contact person, Customer, External person, Person, User

| Qual | Qual Last Name | Name     | Qualification     | Proficiency | Is | Is | Start date | End Date   | Inher. from QB Qualification Bundle | Sk |
|------|----------------|----------|-------------------|-------------|----|----|------------|------------|-------------------------------------|----|
| 1    | 2 BIN LABAR    |          | Age               | 40 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 17 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Age               | 35 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 15 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Age               | 40 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 15 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Age               | 38 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 18 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    | ABDULLAH       | DAYANG   | Age               | 41 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 16 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    | AMPUAN         | AMPUAN   | Age               | 35 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 6 Tahun     |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    | BAHRUN         | DAYANG   | Age               | 40 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 12 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    | BIN            | MOHAMMAD | Age               | 38 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    |                |          | Length Of Service | 14 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |
| 1    | BIN            | AMMAN    | Age               | 38 Tahun    |    |    | 01.01.2000 | 31.12.9999 |                                     |    |

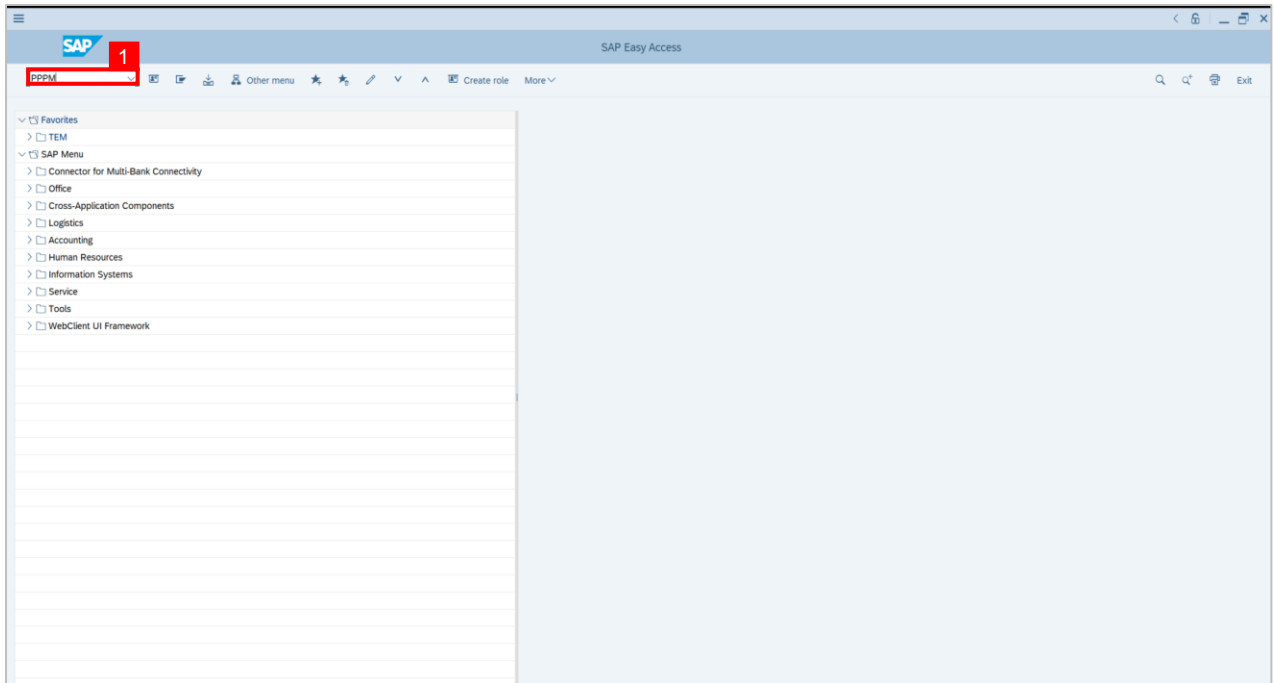
## ASSIGN PERSON TO CSLP

Backend User

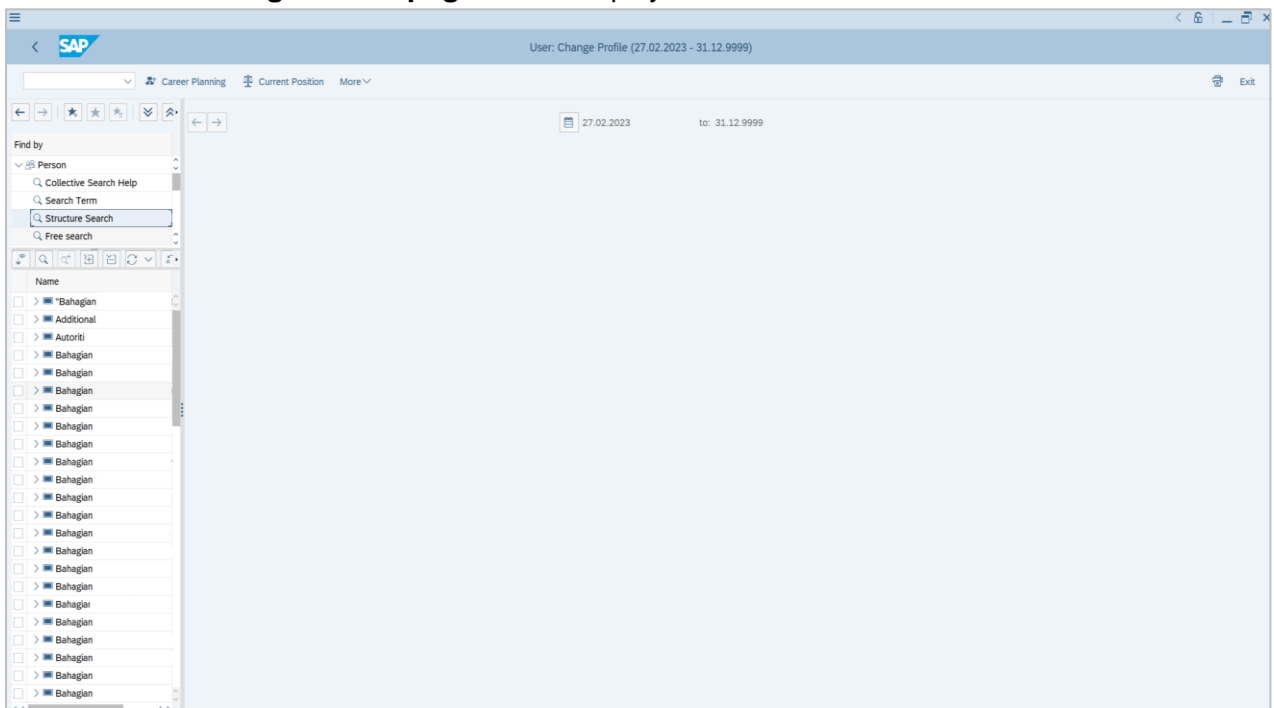
Dept. HR Administrator

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

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



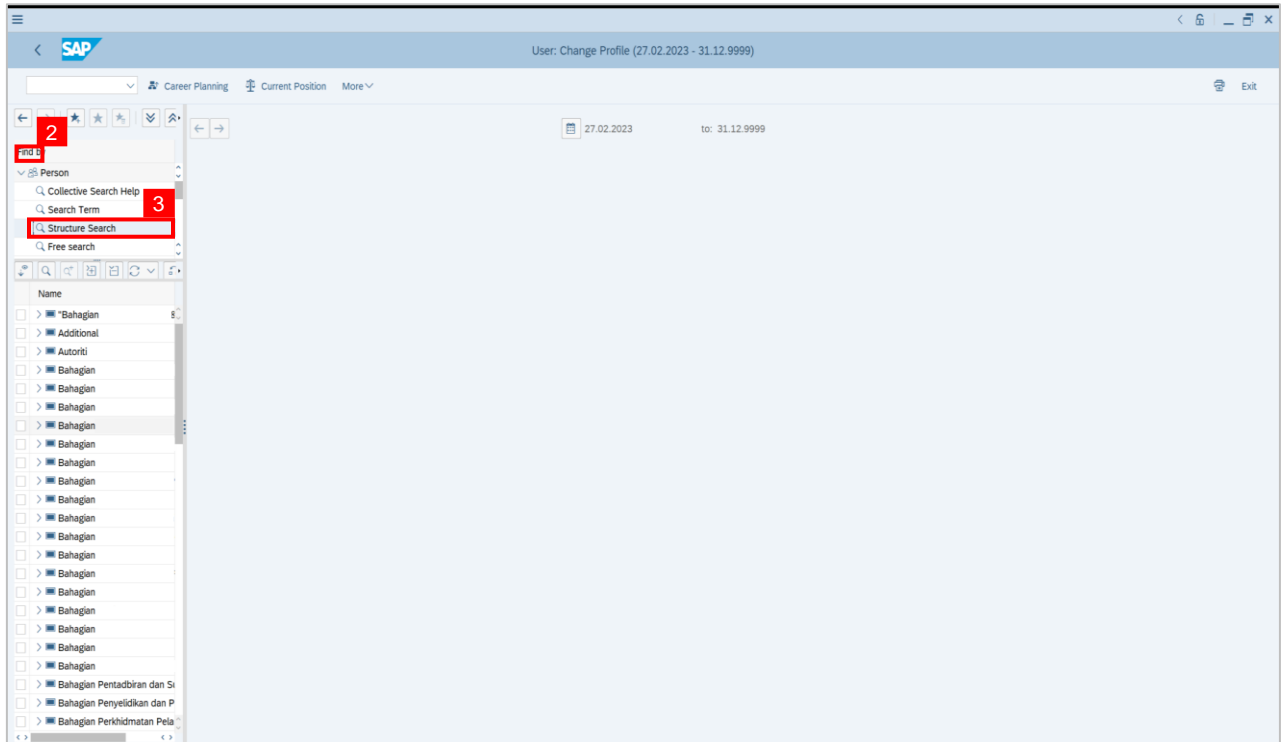
**Note: User: Change Profile page will be displayed.**



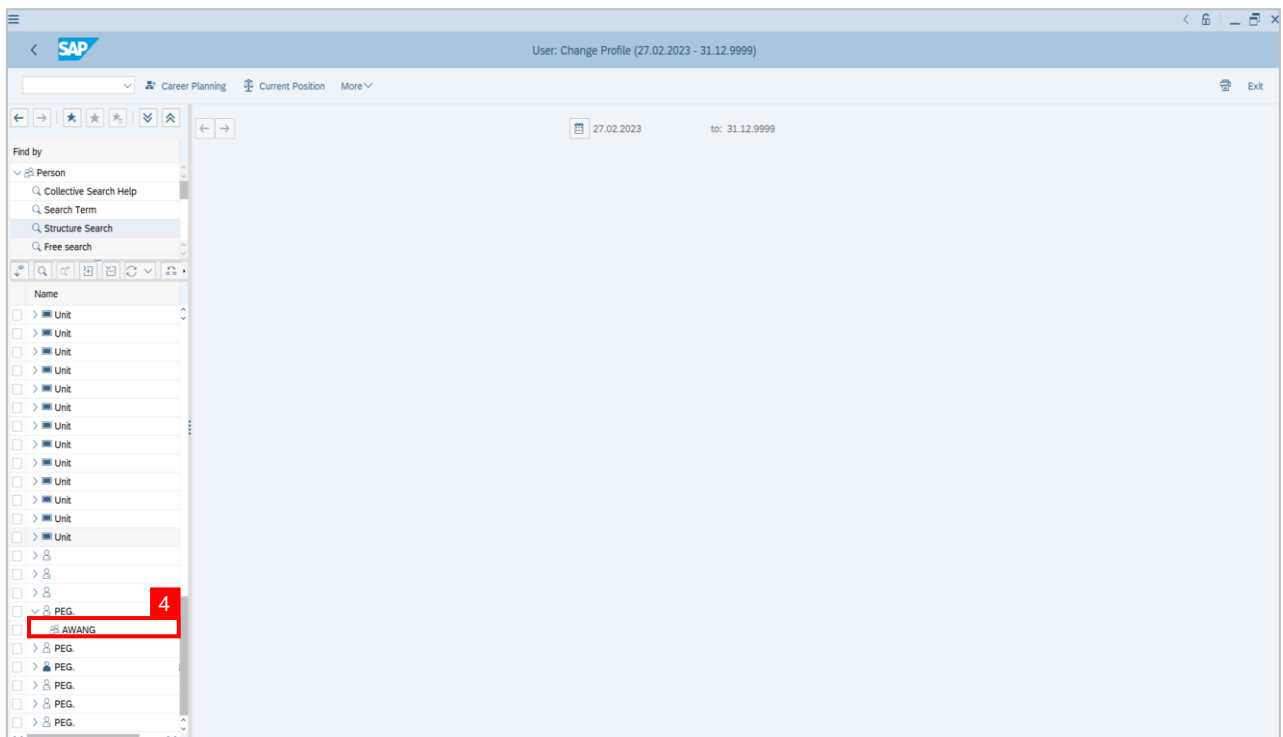


2. Navigate to **Person** and click on the **dropdown** icon.

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



4. Double click on the selected person.





**Note: Person: Change Profile page will be displayed.**

Person: Change Profile (27.02.2023 - 31.12.9999)

Find by: Person

Personnel No.: 10 Name: AWANG

EE group: Permanent Pers.area:

EE subgroup: Division Cost Center:

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser Individual Development Plan

| Qualification group | Name | Proficiency | Start | End Date | Note | User Name | Changed on |
|---------------------|------|-------------|-------|----------|------|-----------|------------|
|---------------------|------|-------------|-------|----------|------|-----------|------------|

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

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

Person: Change Profile (27.02.2023 - 31.12.9999)

Find by: Person

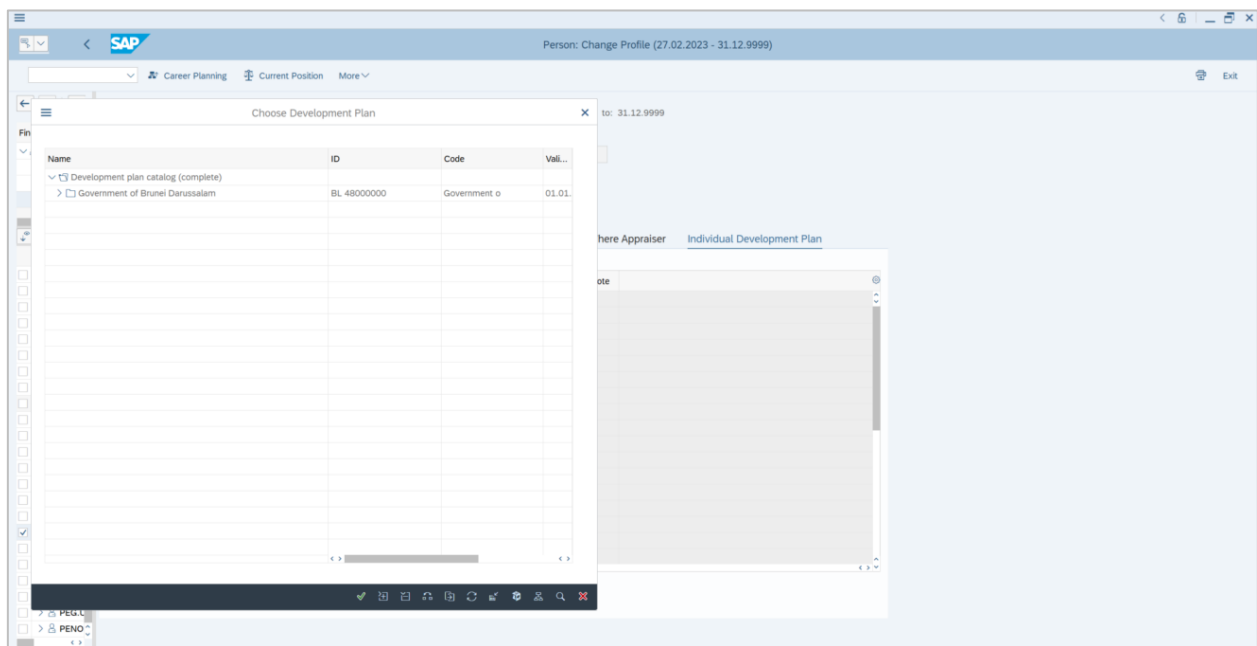
Personnel No.: EE group: Permanent EE subgroup: Division Pers.area: Cost Center:

Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser **Individual Development Plan**

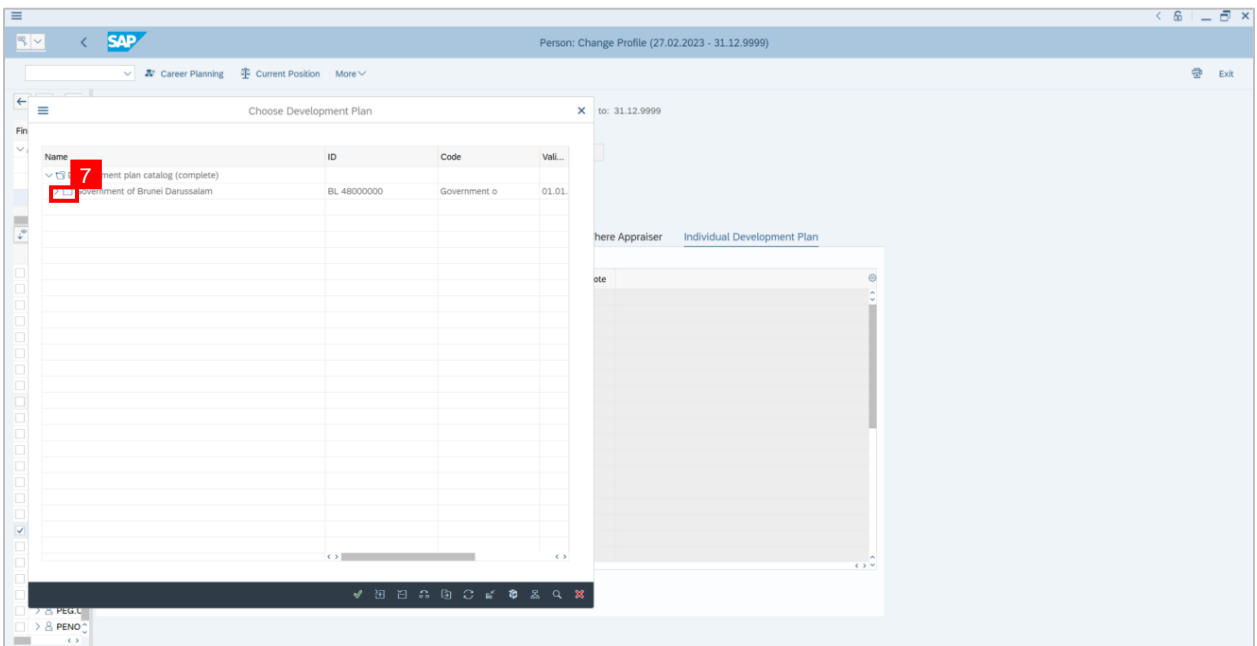
| Name        | State     | Start      | End        | Note |
|-------------|-----------|------------|------------|------|
| CSLP ES 2.1 | Nominated | 01.02.2023 | 21.08.2023 |      |
| CSLP ES 2.2 | Nominated | 06.02.2023 | 21.05.2023 |      |

**Choose development plan**

**Note:** Choose Qualification window will be displayed.

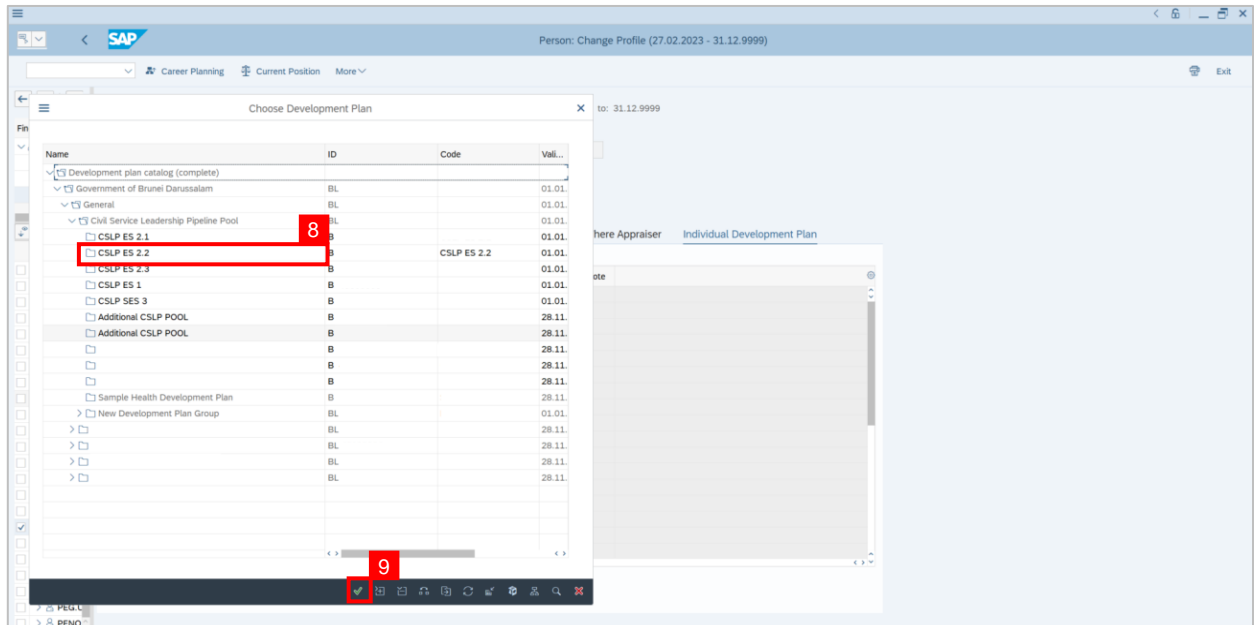


7. Click on the **dropdown** icon to display more qualification options.

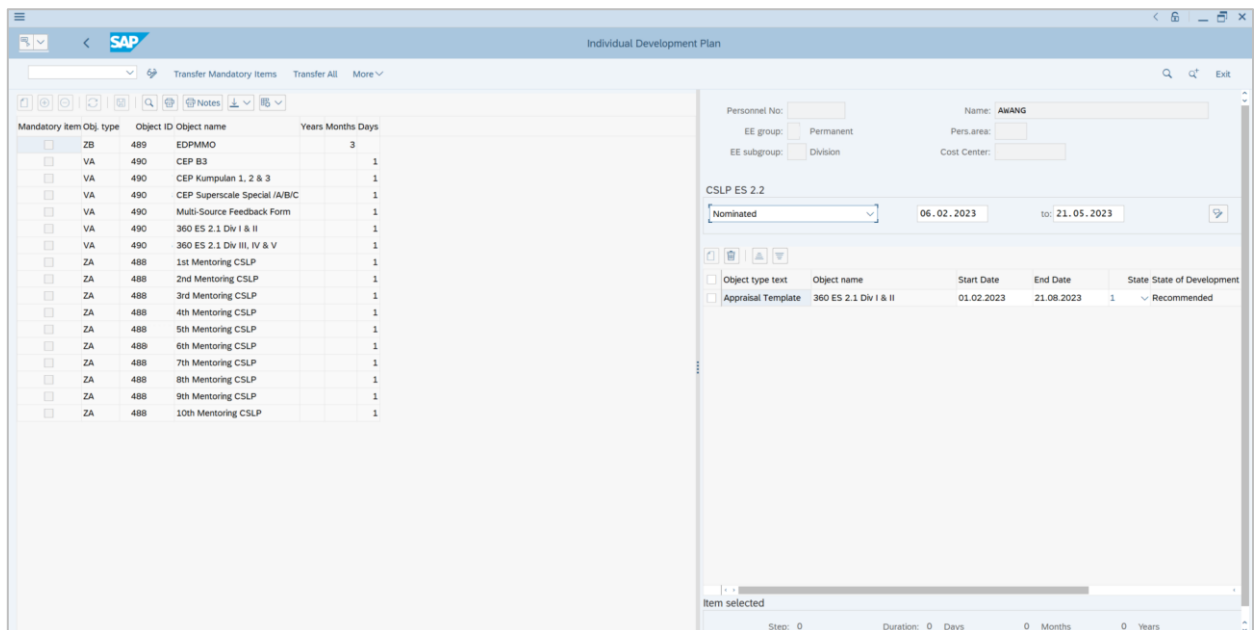


8. Double click on **CSLP ES 2.2**

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

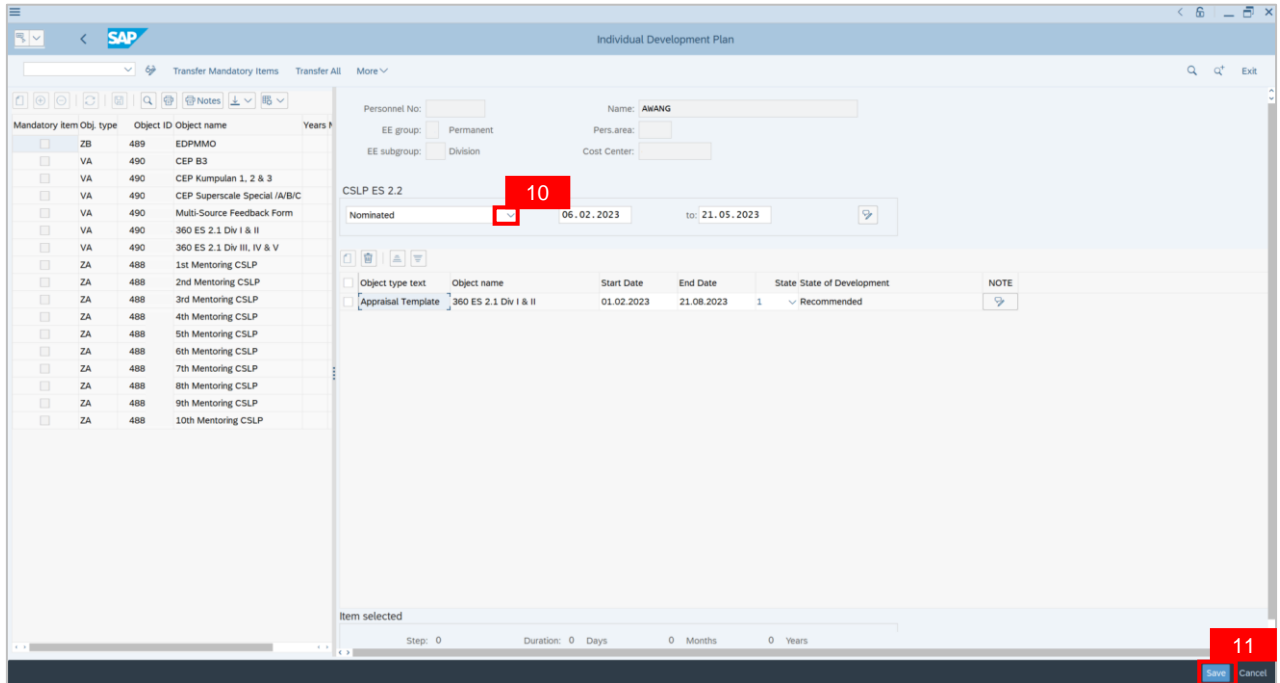


**Note:** Individual Development Plan page will be displayed.



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

11. Click on **Save** button.



| Object type text   | Object name           | Start Date | End Date   | State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|-------|----------------------|------|
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 1     | Recommended          |      |

**Outcome: Successfully assigned Individual to CSLP Program.**

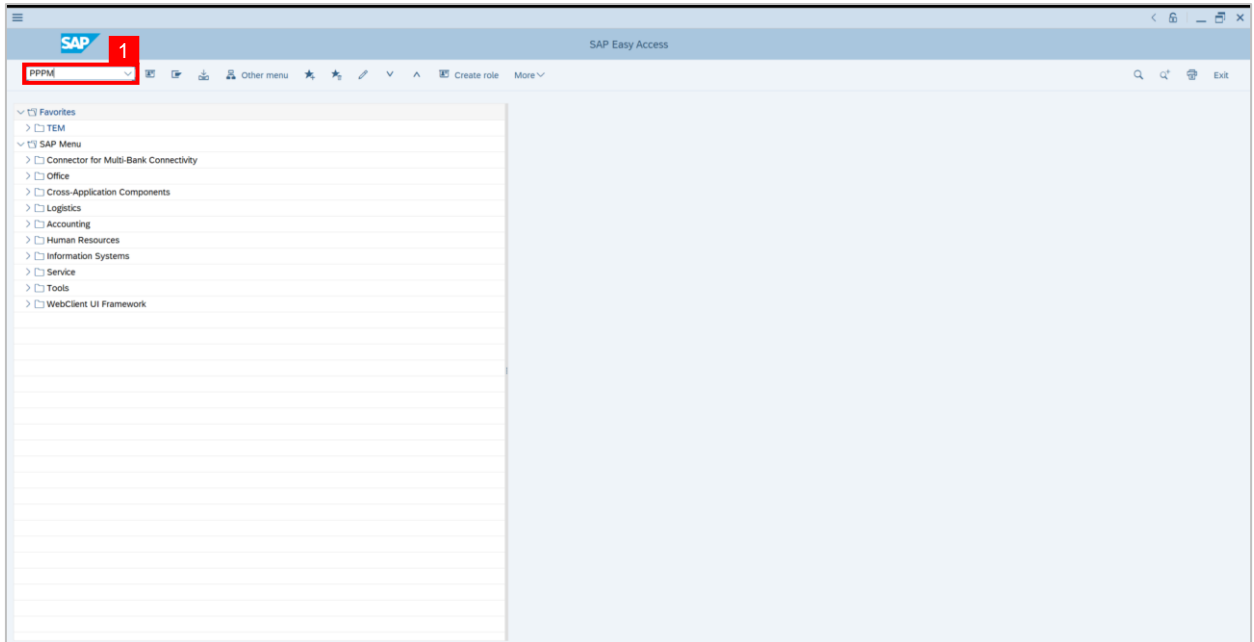
## MENTORING SESSION

### Backend User

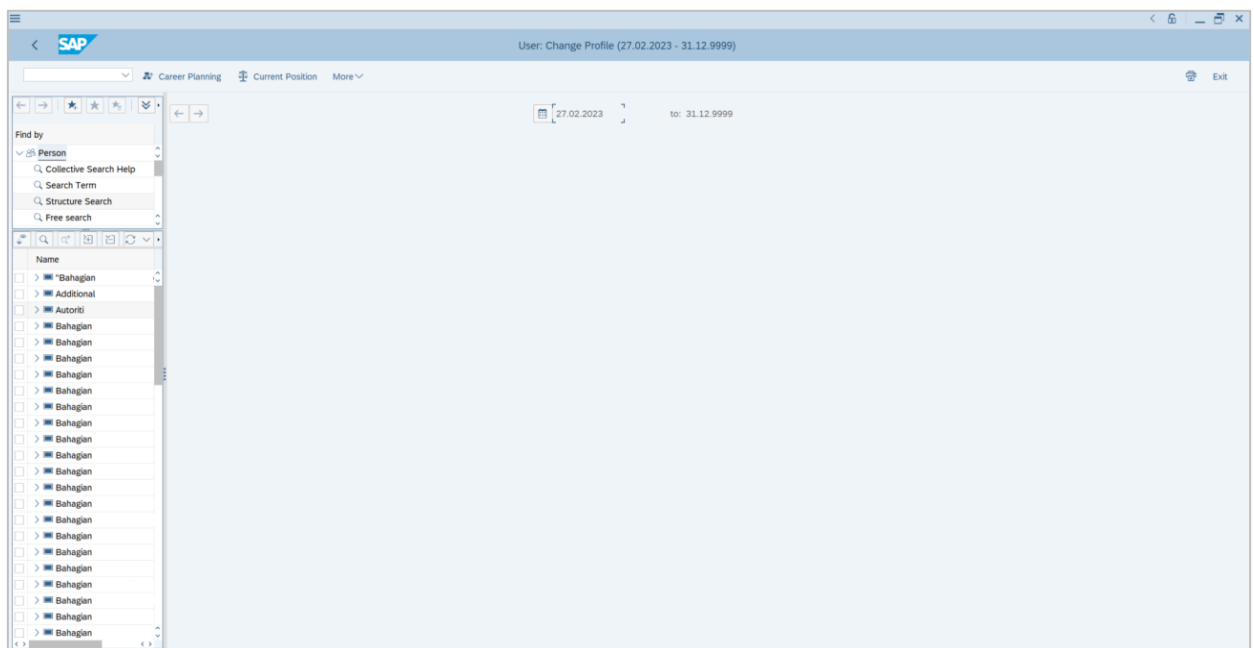
Dept. HR Administrator

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

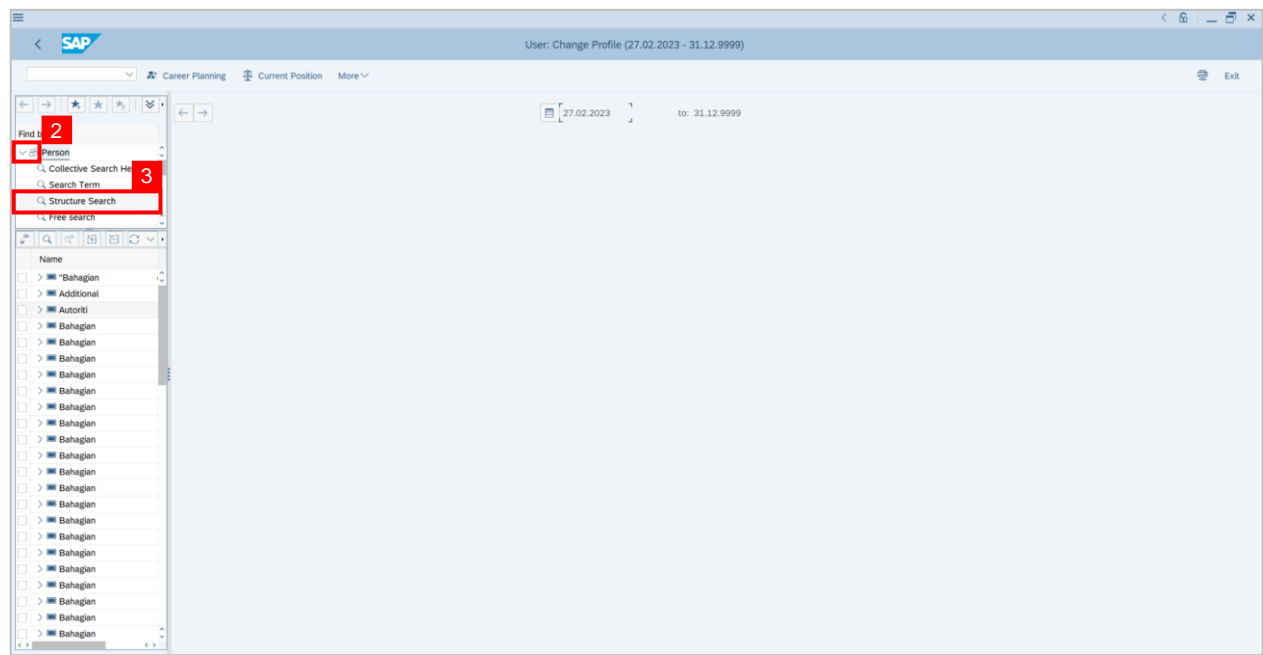
1. Enter **PPPM** in the search bar.



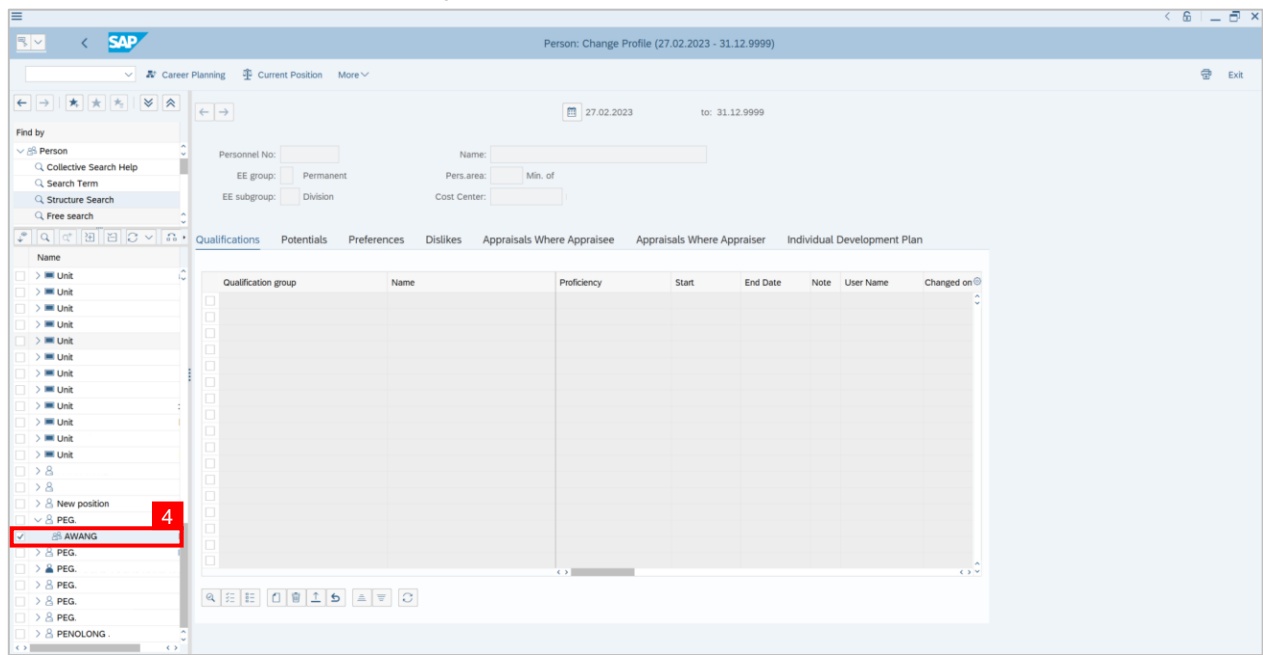
**Note: User: Change Profile** page will be displayed.



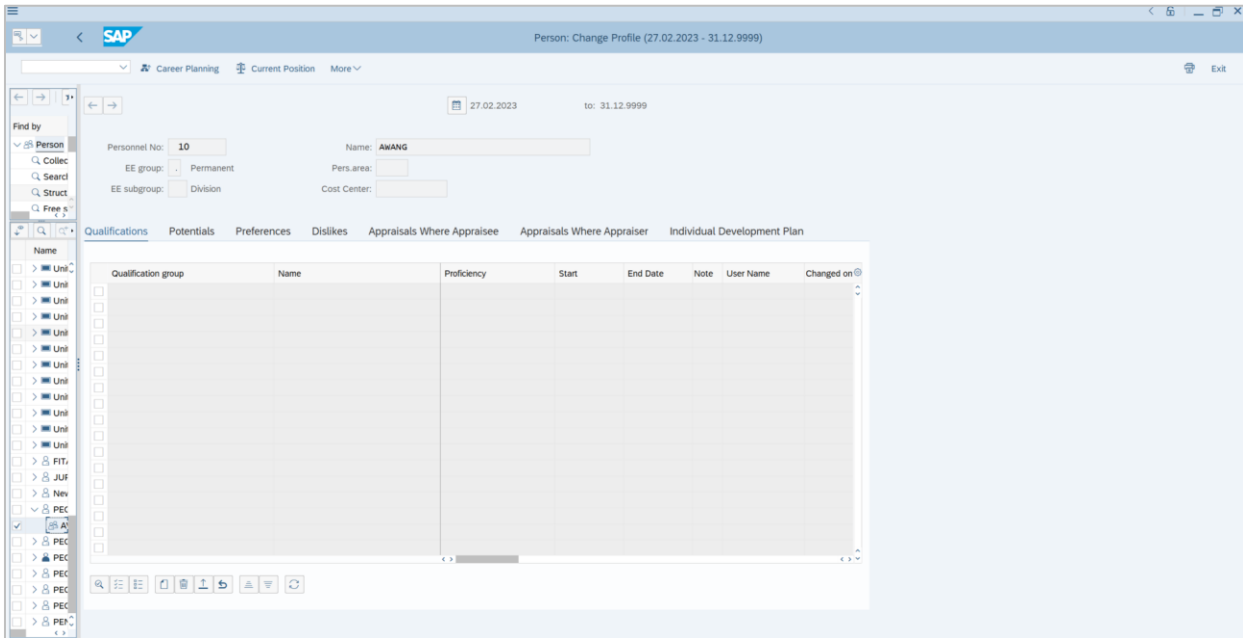
- 2. Navigate to **Person** and click on the **dropdown** icon.
- 3. Click on the **Structure Search**.



- 4. Double click on the selected person.



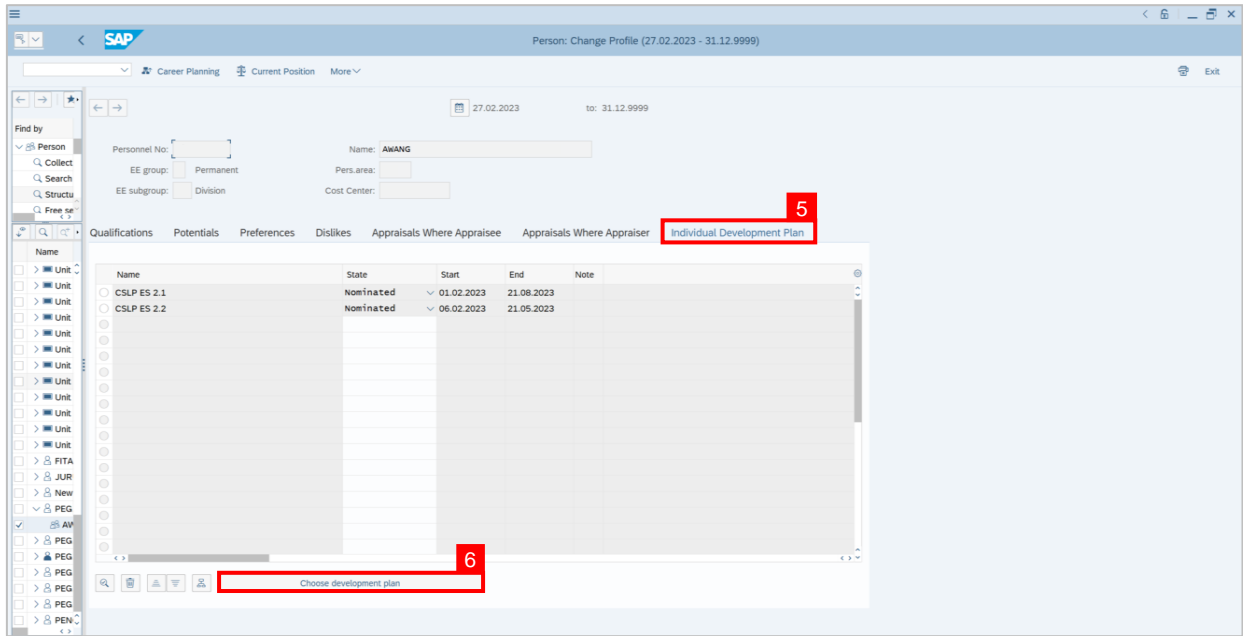
**Note: Person: Change Profile page will be displayed.**



The screenshot shows the SAP 'Person: Change Profile' interface. The top bar indicates the date range '27.02.2023 to: 31.12.9999'. The left sidebar contains a 'Find by' section with 'Person' selected. The main area displays a form with fields for 'Personnel No.' (10), 'Name' (AWANG), 'EE group' (Permanent), 'EE subgroup' (Division), 'Pers.area', and 'Cost Center'. Below the form are tabs for 'Qualifications', 'Potentials', 'Preferences', 'Dislikes', 'Appraisals Where Appraisee', 'Appraisals Where Appraiser', and 'Individual Development Plan'. The 'Individual Development Plan' tab is currently active, showing a table with columns: Qualification group, Name, Proficiency, Start, End Date, Note, User Name, and Changed on.

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

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



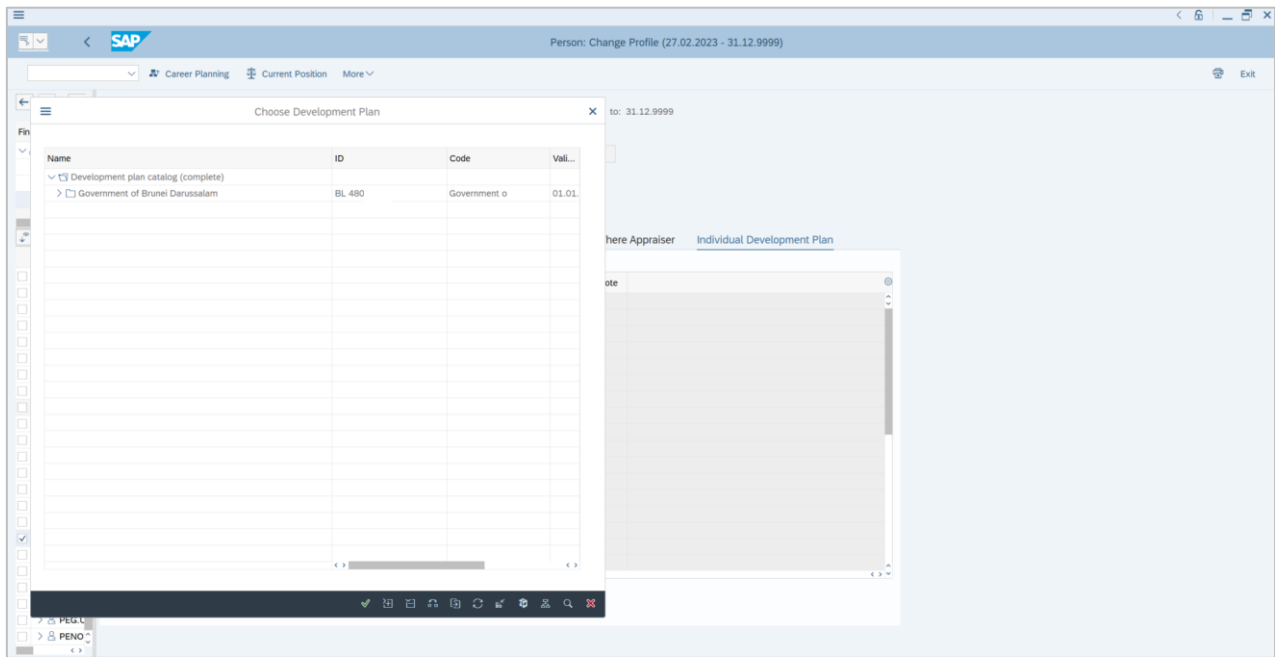
This screenshot is identical to the previous one but includes red annotations. A red box labeled '5' highlights the 'Individual Development Plan' tab. Another red box labeled '6' highlights the 'Choose development plan' button at the bottom of the table.

| Name        | State     | Start      | End        | Note |
|-------------|-----------|------------|------------|------|
| CSLP ES 2.1 | Nominated | 01.02.2023 | 21.08.2023 |      |
| CSLP ES 2.2 | Nominated | 06.02.2023 | 21.05.2023 |      |

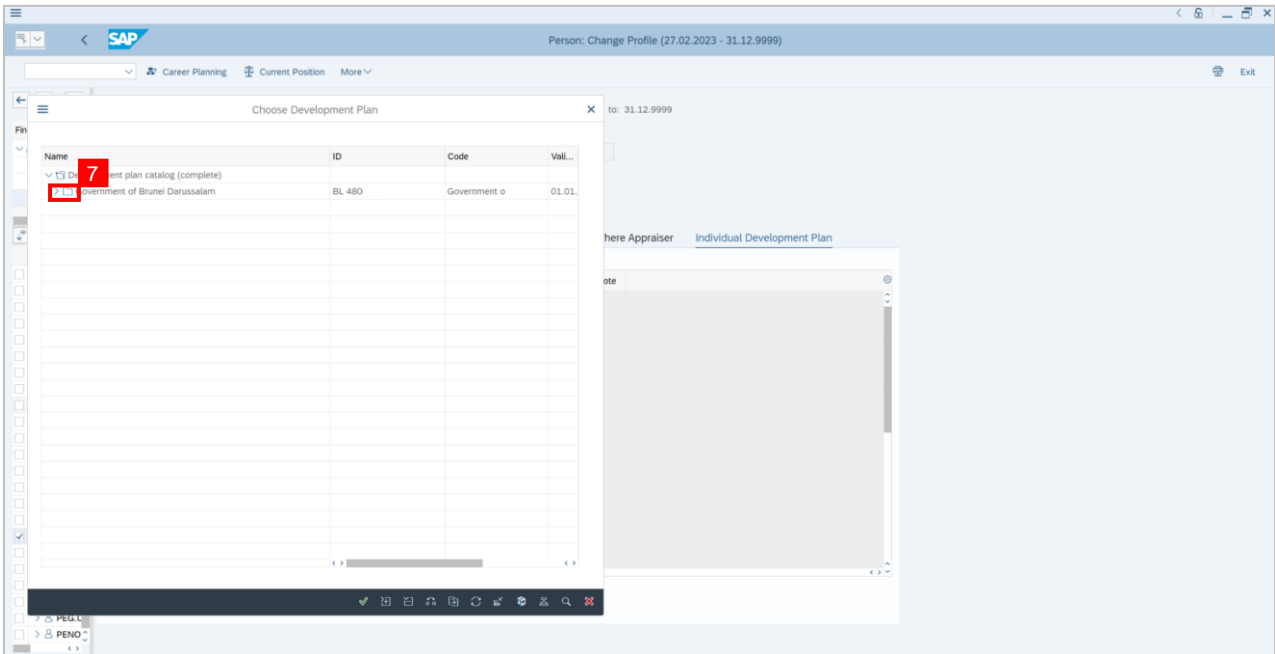




**Note:** Choose Qualification window will be displayed.

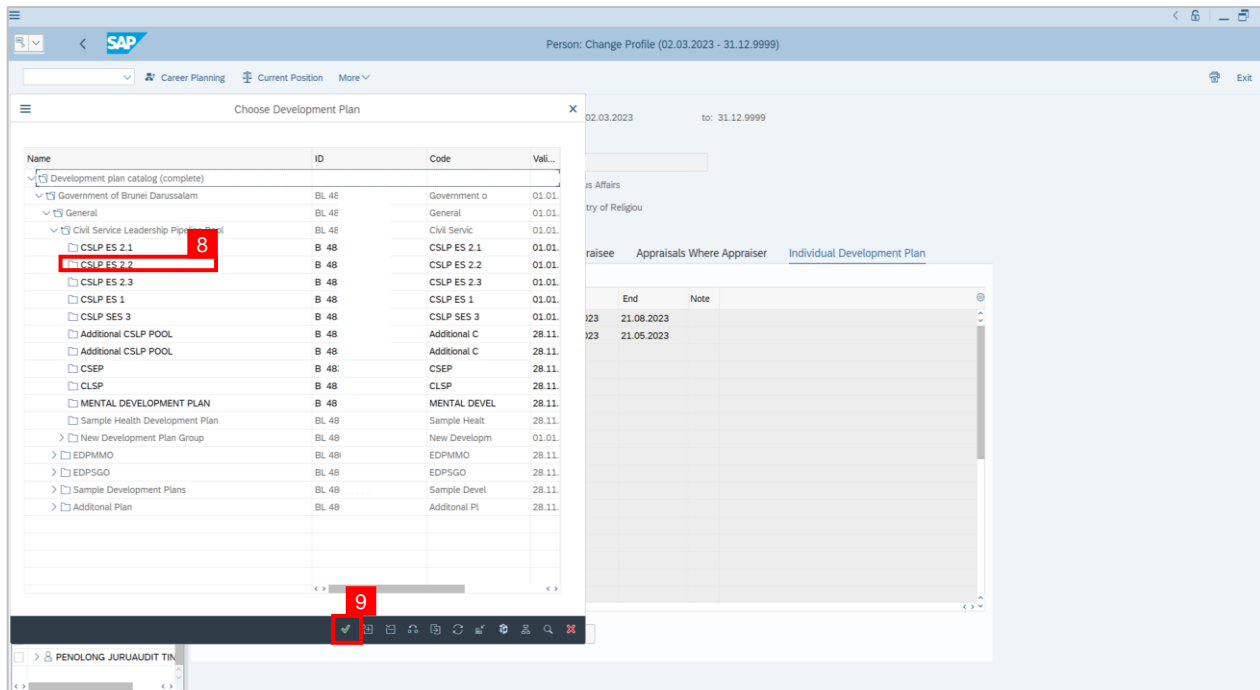


7. Click on the **dropdown** icon to display more qualification options.



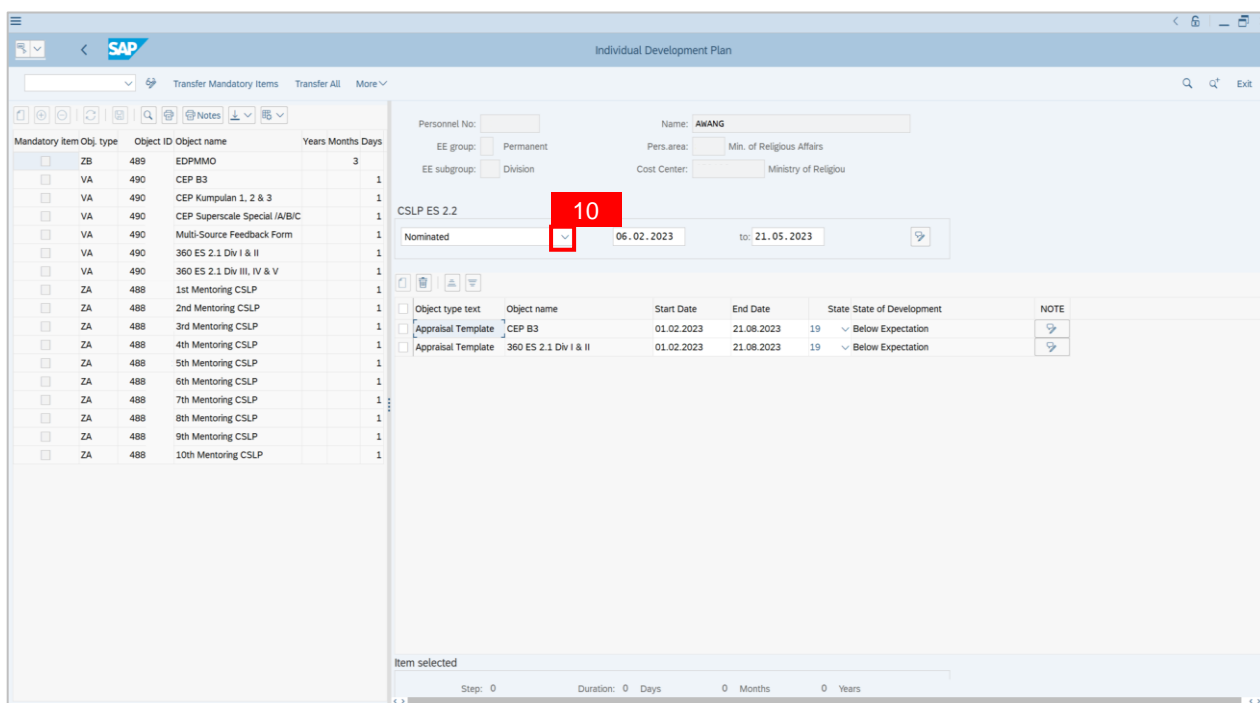
8. Double click on **CSLP 2.2**

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: **1<sup>st</sup> Monitoring CSLP**.

**SAP**

## Individual Development Plan

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Transfer Mandatory Items   Transfer All   More ▾
🔍 ⚙️ Exit

---

| Mandatory Item           | Obj. type | Object ID | Object name                    | Years | Months | Days |
|--------------------------|-----------|-----------|--------------------------------|-------|--------|------|
| <input type="checkbox"/> | ZB        | 489       | EDPMMO                         |       |        | 3    |
| <input type="checkbox"/> | VA        | 490       | CEP B3                         |       |        | 1    |
| <input type="checkbox"/> | VA        | 490       | CEP Kumpulan 1, 2 & 3          |       |        | 1    |
| <input type="checkbox"/> | VA        | 490       | CEP Superscale Special I/A/B/C |       |        | 1    |
| <input type="checkbox"/> | VA        | 490       | Multi-Source Feedback Form     |       |        | 1    |
| <input type="checkbox"/> | VA        | 490       | 360 ES 2.1 Div I & II          |       |        | 1    |
| <input type="checkbox"/> | VA        | 490       | 360 ES 2.1 Div III, IV &       |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 1st Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 2nd Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 3rd Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 4th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 5th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 6th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 7th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 8th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 9th Mentoring CSLP             |       |        | 1    |
| <input type="checkbox"/> | ZA        | 488       | 10th Mentoring CSLP            |       |        | 1    |

Personnel No:  Name: **AMANG**

EE group: Permanent Pers.area: Min. of Religious Affairs

EE subgroup: Division Cost Center: Ministry of Religiou

**CSLP ES 2.2**

Nominated: 06.02.2023 to: 21.05.2023

| Object type text                            | Object name           | Start Date | End Date   | State | State of Development | NOTE |
|---------------------------------------------|-----------------------|------------|------------|-------|----------------------|------|
| <input type="checkbox"/> Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    | 🔍    |
| <input type="checkbox"/> Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    | 🔍    |

Item selected

Step: 0 Duration: 0 Days 0 Months 0 Years

**Note: The selected activity will be shown.**

**SAP**

## Individual Development Plan

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Transfer Mandatory Items   Transfer All   More ▾

🔍 ↶ Exit

---

| Mandatory Item Obj.      | type | Object ID | Object name                    | Years Months Days |
|--------------------------|------|-----------|--------------------------------|-------------------|
| <input type="checkbox"/> | ZB   | 489       | EDPMMO                         | 3                 |
| <input type="checkbox"/> | VA   | 490       | CEP B3                         | 1                 |
| <input type="checkbox"/> | VA   | 490       | CEP Kumpulan 1, 2 & 3          | 1                 |
| <input type="checkbox"/> | VA   | 490       | CEP Superscale Special I/A/B/C | 1                 |
| <input type="checkbox"/> | VA   | 490       | Multi-Source Feedback Form     | 1                 |
| <input type="checkbox"/> | VA   | 490       | 360 ES 2.1 Div I & II          | 1                 |
| <input type="checkbox"/> | VA   | 490       | 360 ES 2.1 Div III, IV & V     | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 1st Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 2nd Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 3rd Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 4th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 5th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 6th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 7th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 8th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 9th Mentoring CSLP             | 1                 |
| <input type="checkbox"/> | ZA   | 488       | 10th Mentoring CSLP            | 1                 |

Personnel No:       Name: **AMANG**

EE group: Permanent  
 EE subgroup: Division

Pers.area: Min. of Religious Affairs  
 Cost Center: Ministry of Religion

**CSLP ES 2.2**  

📄

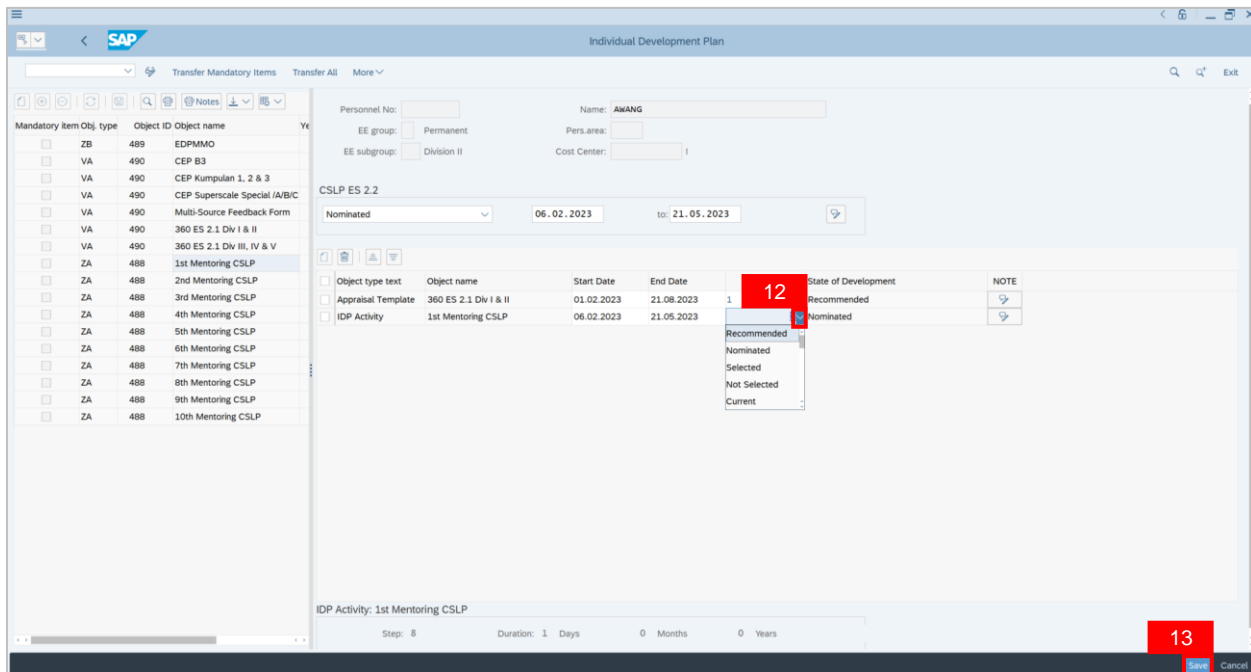
| <input type="checkbox"/>            | Object type text   | Object name           | Start Date | End Date   | State | State of Development | NOTE |
|-------------------------------------|--------------------|-----------------------|------------|------------|-------|----------------------|------|
| <input type="checkbox"/>            | Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    | 📄    |
| <input type="checkbox"/>            | Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    | 📄    |
| <input checked="" type="checkbox"/> | IDP Activity       | 1st Mentoring CSLP    | 06.02.2023 | 21.05.2023 | -2    | Nominated            | 📄    |

IDP Activity: 1st Mentoring CSLP  

Step: 8
Duration: 1 Days
0 Months
0 Years

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

13. Click on **Save** button.



Individual Development Plan

Personnel No:  Name:  AWANG

EE group:  Permanent Pers.area:

EE subgroup:  Division II Cost Center:

CSLP ES 2.2

Nominated  06.02.2023 to: 21.05.2023

| Object type text   | Object name           | Start Date | End Date   | Current State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|---------------|----------------------|------|
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 1             | Recommended          |      |
| IDP Activity       | 1st Mentoring CSLP    | 06.02.2023 | 21.05.2023 | 2             | Nominated            |      |

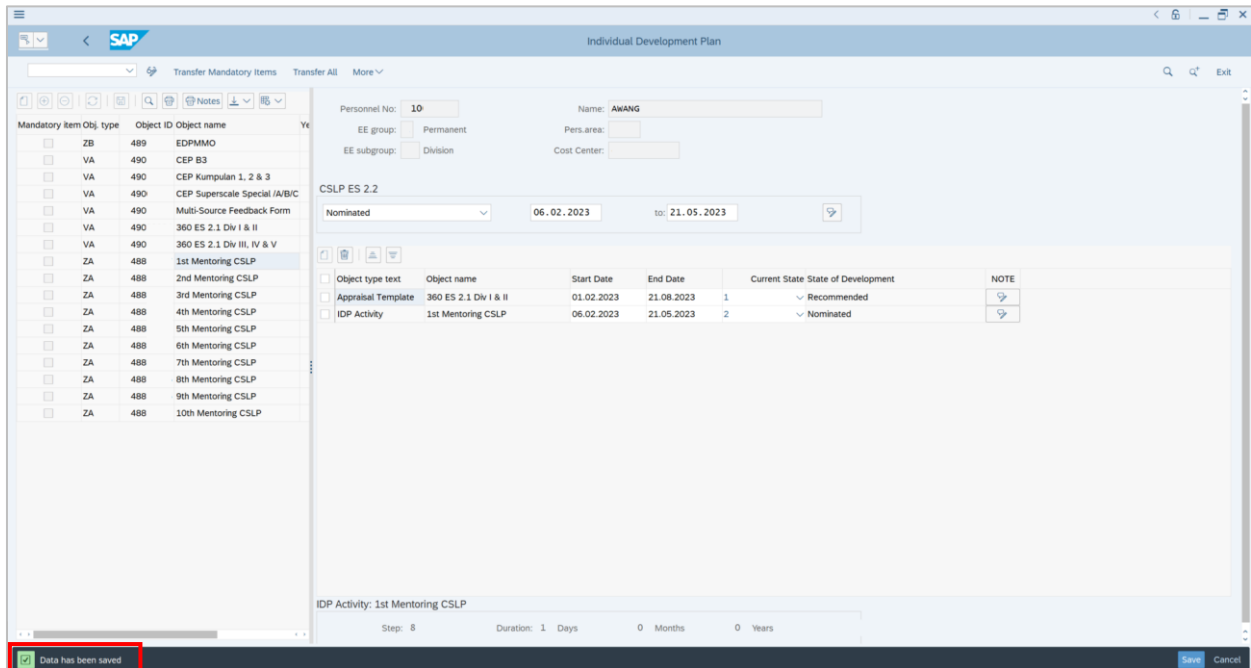
IDP Activity: 1st Mentoring CSLP

Step: 8 Duration: 1 Days 0 Months 0 Years

13 Save Cancel

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

**Outcome:** Successfully assigned an individual for Mentoring.



Individual Development Plan

Personnel No:  10 Name:  AWANG

EE group:  Permanent Pers.area:

EE subgroup:  Division Cost Center:

CSLP ES 2.2

Nominated  06.02.2023 to: 21.05.2023

| Object type text   | Object name           | Start Date | End Date   | Current State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|---------------|----------------------|------|
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 1             | Recommended          |      |
| IDP Activity       | 1st Mentoring CSLP    | 06.02.2023 | 21.05.2023 | 2             | Nominated            |      |

IDP Activity: 1st Mentoring CSLP

Step: 8 Duration: 1 Days 0 Months 0 Years

Data has been saved Save Cancel

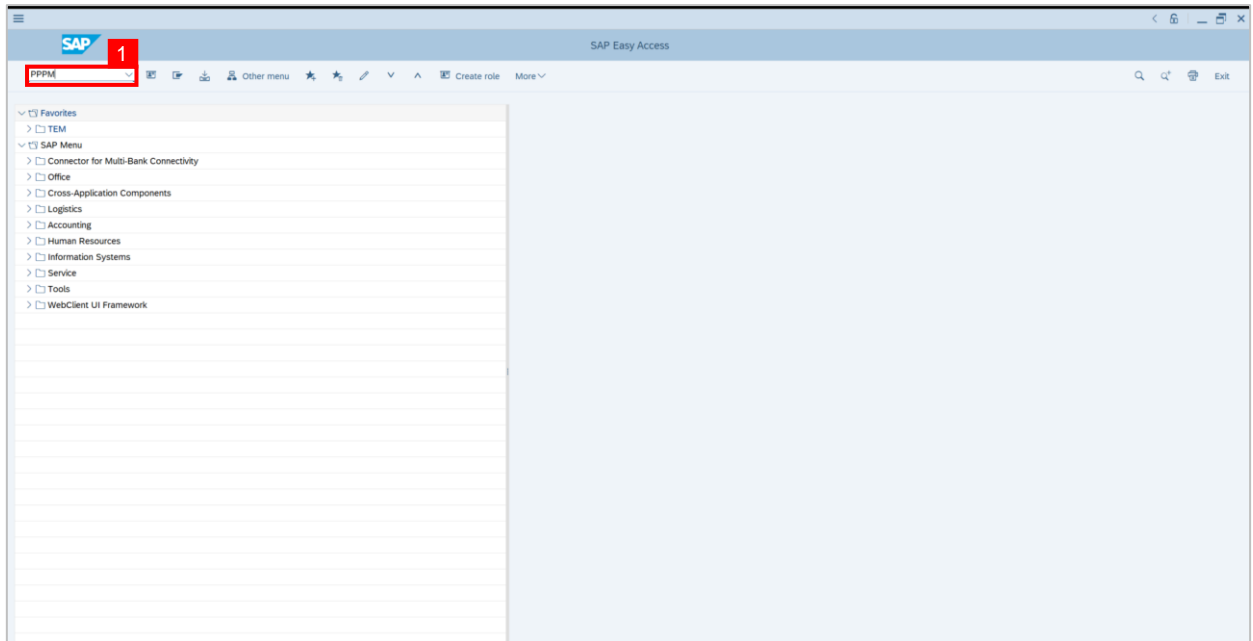
## CEP ASSESSMENT

Backend User

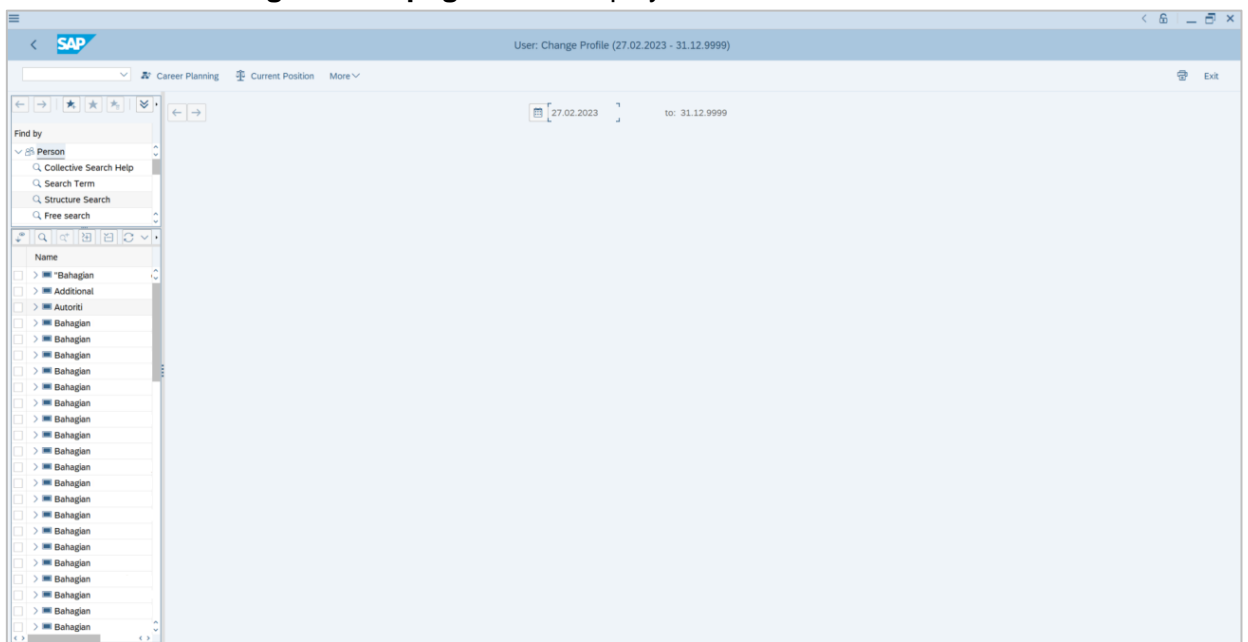
Dept. HR Administrator

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

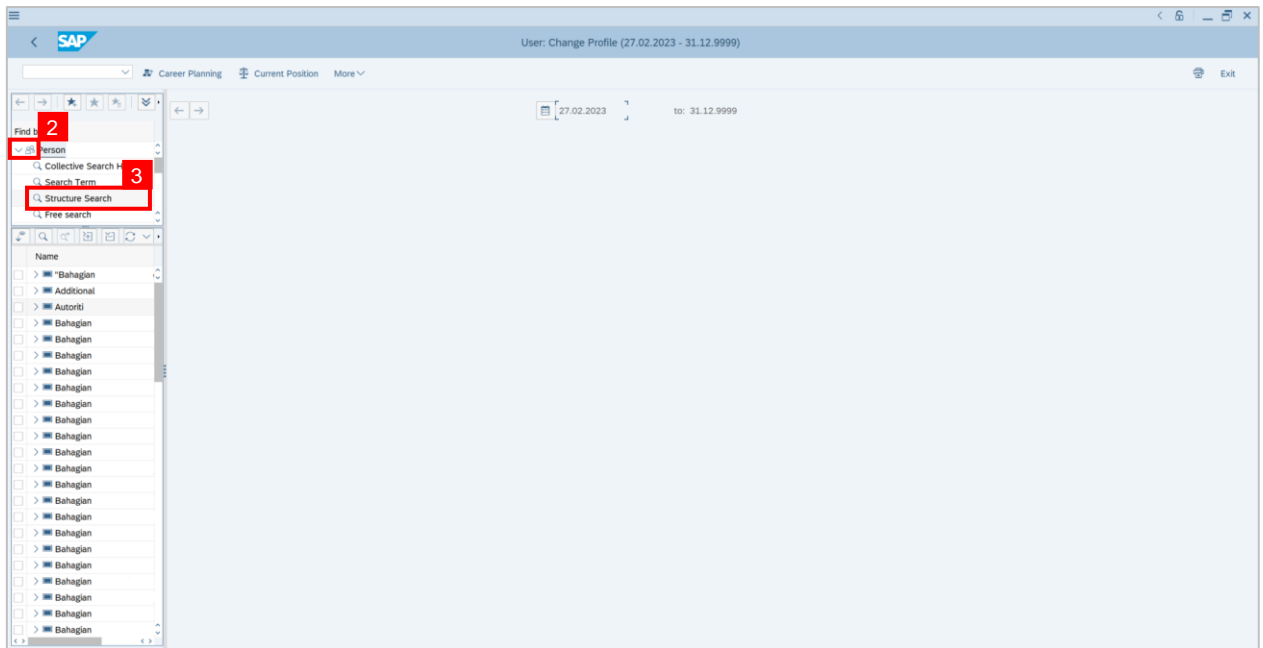
1. Enter **PPPM** in the search bar.



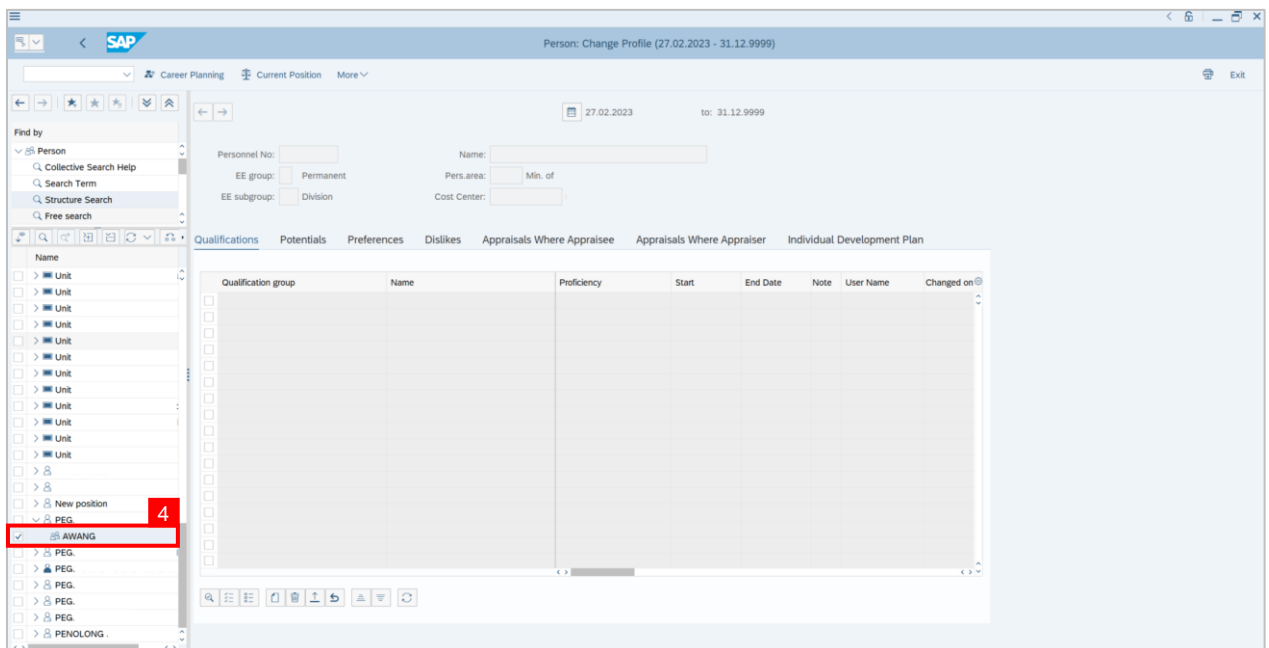
**Note:** User: Change Profile page will be displayed.



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

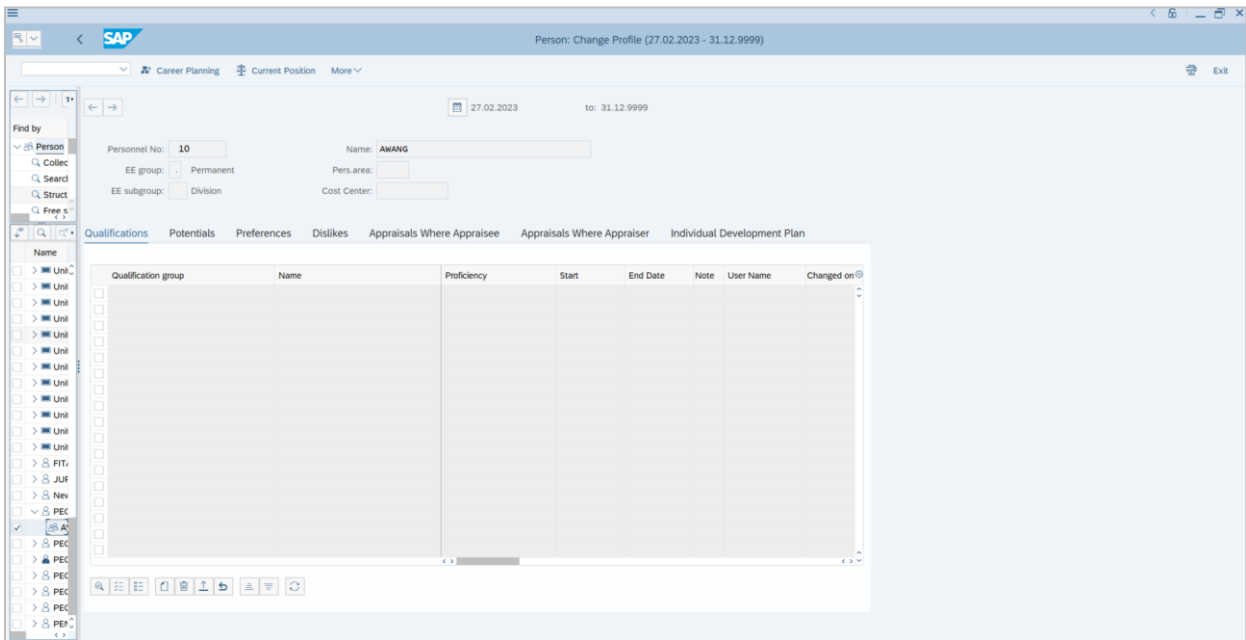


4. **Double click** on the selected person.



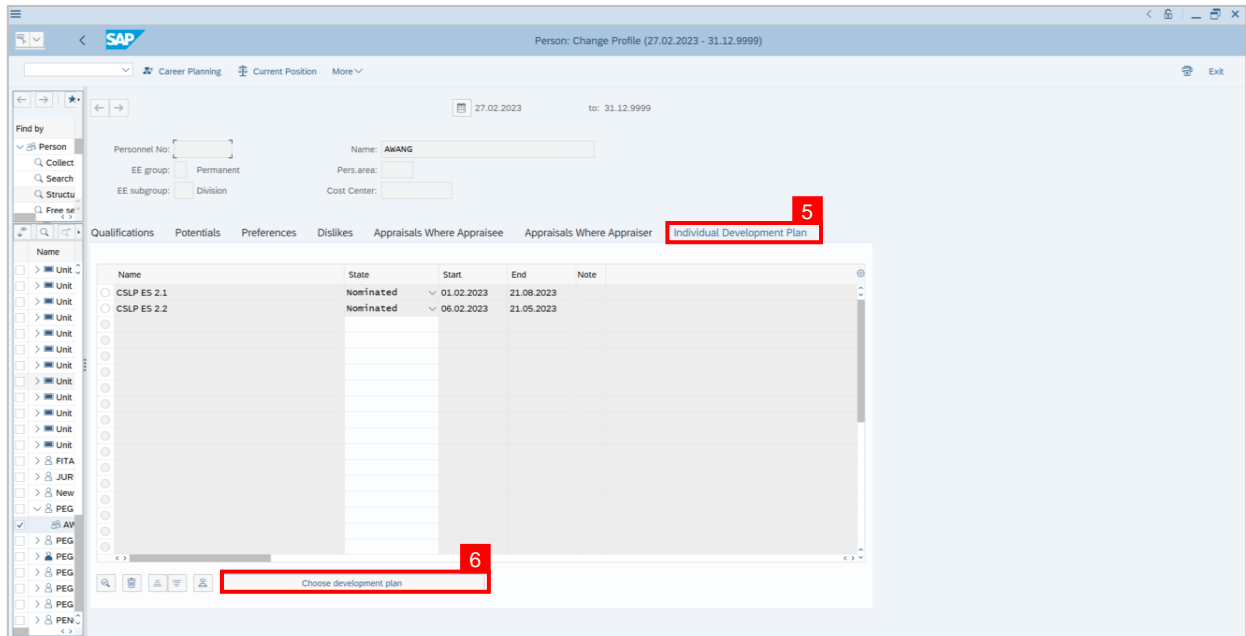


**Note: Person: Change Profile page will be displayed.**



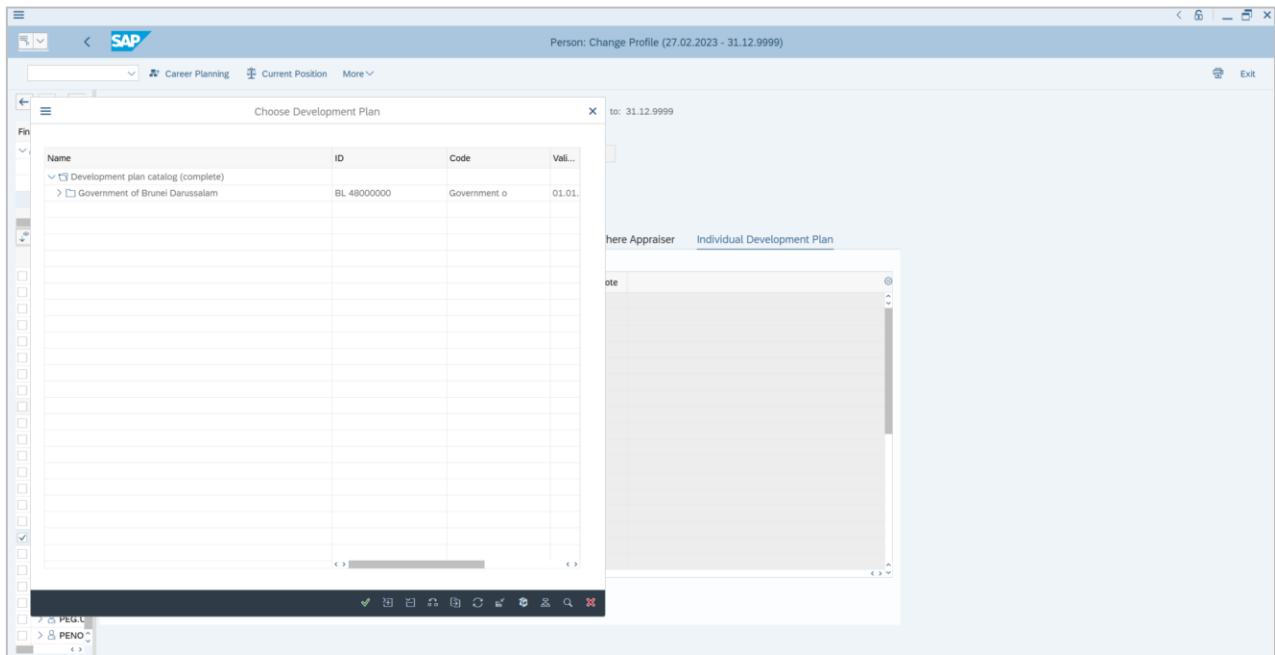
5. In **Individual Development Plan** tab.

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

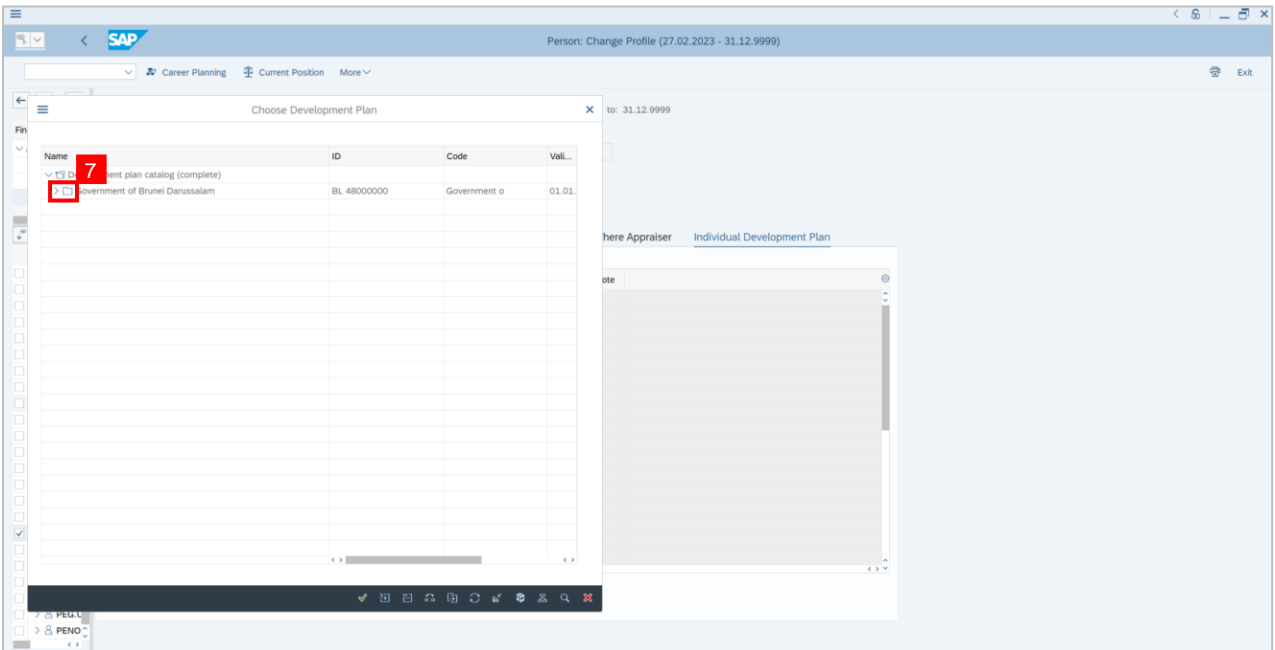




**Note:** Choose Qualification window will be displayed.



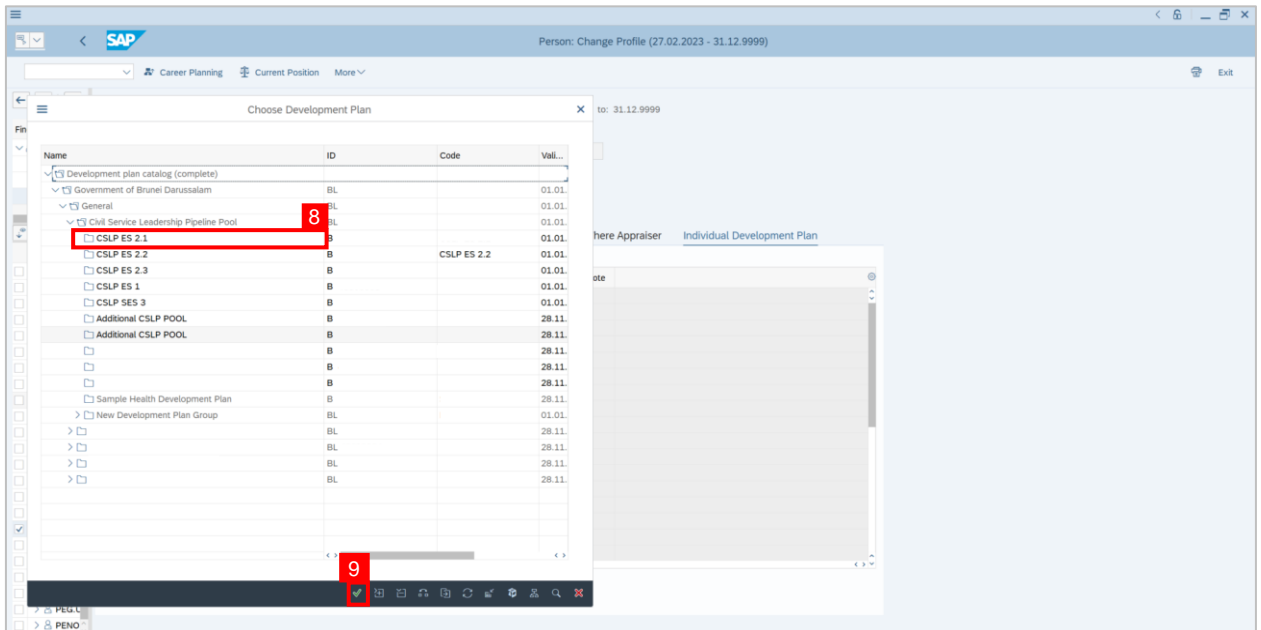
7. Click on the **dropdown** icon to display more qualification options.



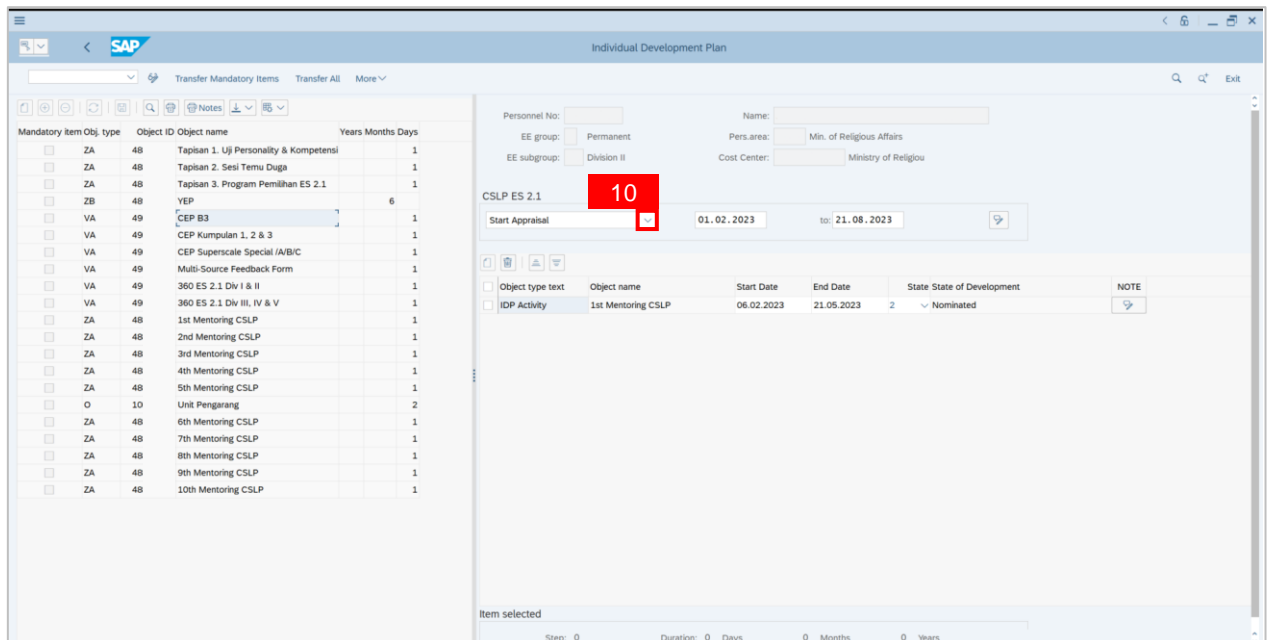


8. Double click on **CSLP ES 2.1**

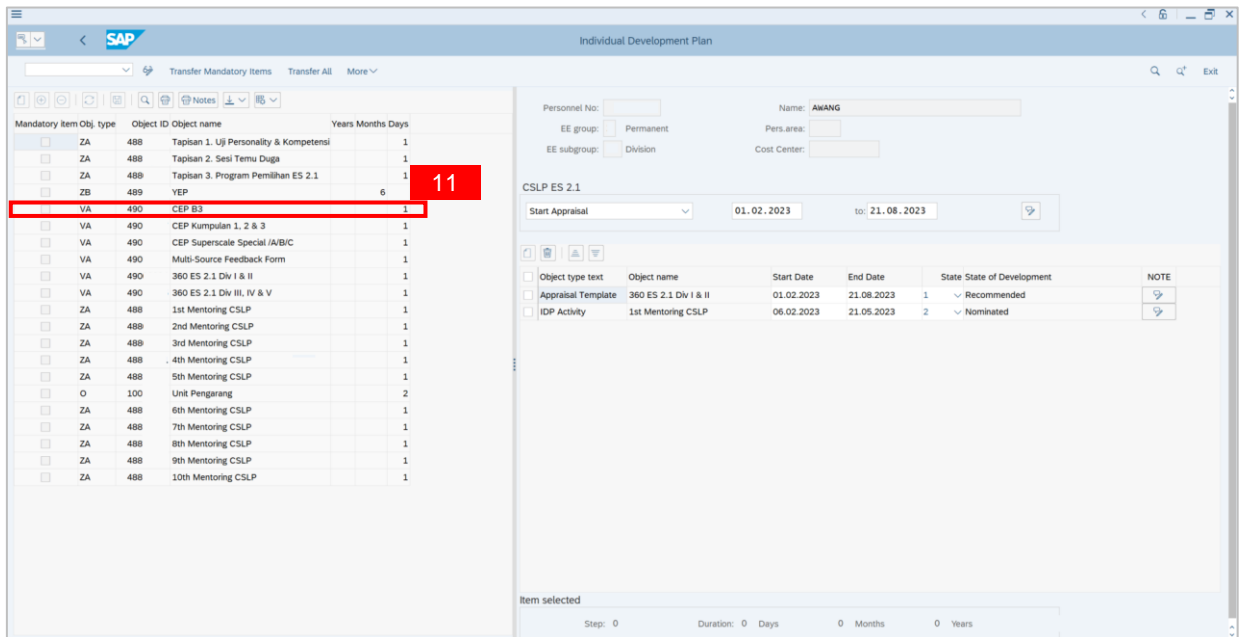
9. Or click on **CSLP ES 2.1** and click on the **tick** icon.



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



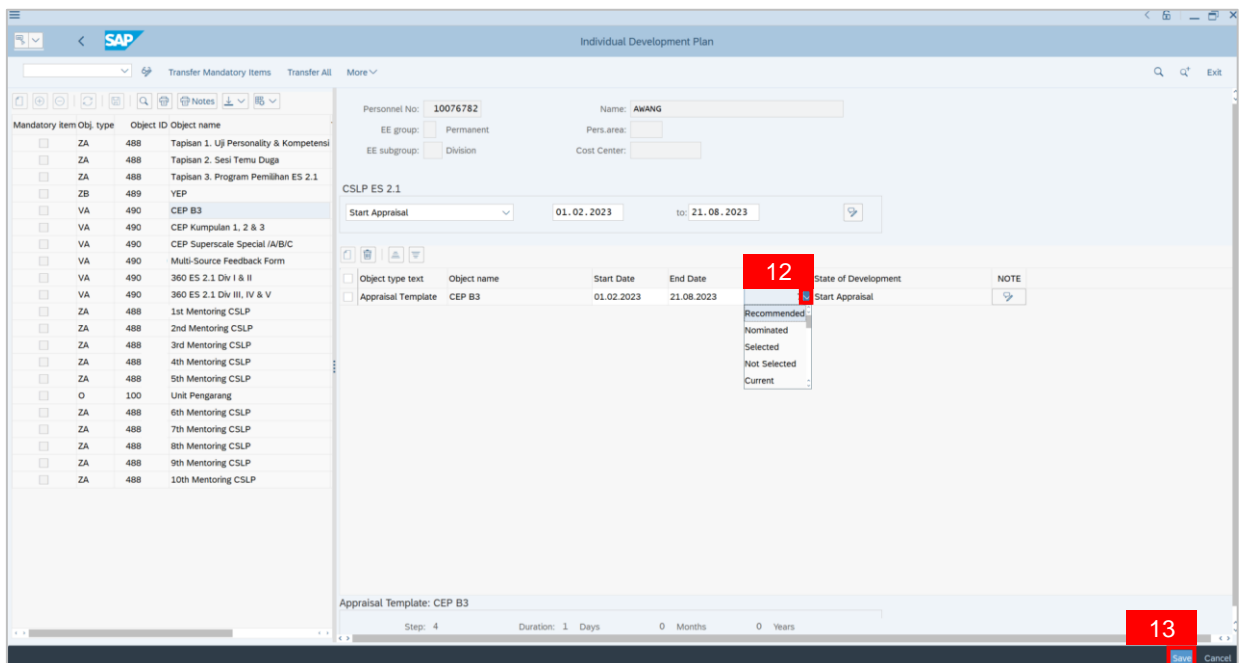
11. Click on the activity for the individual. For example: **CEP B3**



| Mandatory Item           | Obj. type | Object ID | Object name                             | Years | Months | Days |
|--------------------------|-----------|-----------|-----------------------------------------|-------|--------|------|
| <input type="checkbox"/> | ZA        | 488       | Tapisan 1. Uji Personality & Kompetensi | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | Tapisan 2. Sesi Temu Duga               | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | Tapisan 3. Program Pemilihan ES 2.1     | 1     |        |      |
| <input type="checkbox"/> | ZB        | 489       | YEP                                     | 6     |        |      |
| <input type="checkbox"/> | VA        | 490       | CEP B3                                  | 1     |        |      |
| <input type="checkbox"/> | VA        | 490       | CEP Kumpulan 1, 2 & 3                   | 1     |        |      |
| <input type="checkbox"/> | VA        | 490       | CEP Superscale Special A/B/C            | 1     |        |      |
| <input type="checkbox"/> | VA        | 490       | Multi-Source Feedback Form              | 1     |        |      |
| <input type="checkbox"/> | VA        | 490       | 360 ES 2.1 Div I & II                   | 1     |        |      |
| <input type="checkbox"/> | VA        | 490       | 360 ES 2.1 Div III, IV & V              | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 1st Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 2nd Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 3rd Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 4th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 5th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | O         | 100       | Unit Pengarang                          | 2     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 6th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 7th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 8th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 9th Mentoring CSLP                      | 1     |        |      |
| <input type="checkbox"/> | ZA        | 488       | 10th Mentoring CSLP                     | 1     |        |      |

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

13. Click on **Save** button.



| Object type text         | Object name        | Start Date            | End Date   | State of Development | NOTE |             |
|--------------------------|--------------------|-----------------------|------------|----------------------|------|-------------|
| <input type="checkbox"/> | Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023           | 1    | Recommended |
| <input type="checkbox"/> | IDP Activity       | 1st Mentoring CSLP    | 06.02.2023 | 21.05.2023           | 2    | Nominated   |



Note: Successfully assigned an individual for CEP Assessment.

SAP Individual Development Plan

Transfer Mandatory Items Transfer All More

Personnel No: Name: ANIANG  
EE group: Permanent Pers. area:  
EE subgroup: Division Cost Center:

CSLP ES 2.1  
Start Appraisal 01.02.2023 to 21.08.2023

| Object type text   | Object name | Start Date | End Date   | Current State | State of Development | NOTE |
|--------------------|-------------|------------|------------|---------------|----------------------|------|
| Appraisal Template | CEP B3      | 01.02.2023 | 21.08.2023 | 1             | Recommended          |      |

Appraisal Template: CEP B3  
Step: 4 Duration: 1 Days 0 Months 0 Years

Data has been saved

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

SAP Easy Access

PA30

14

Other menu

Connector for Multi-Bank Connectivity

Office

Cross-Application Components

Logistics

Accounting

Human Resources

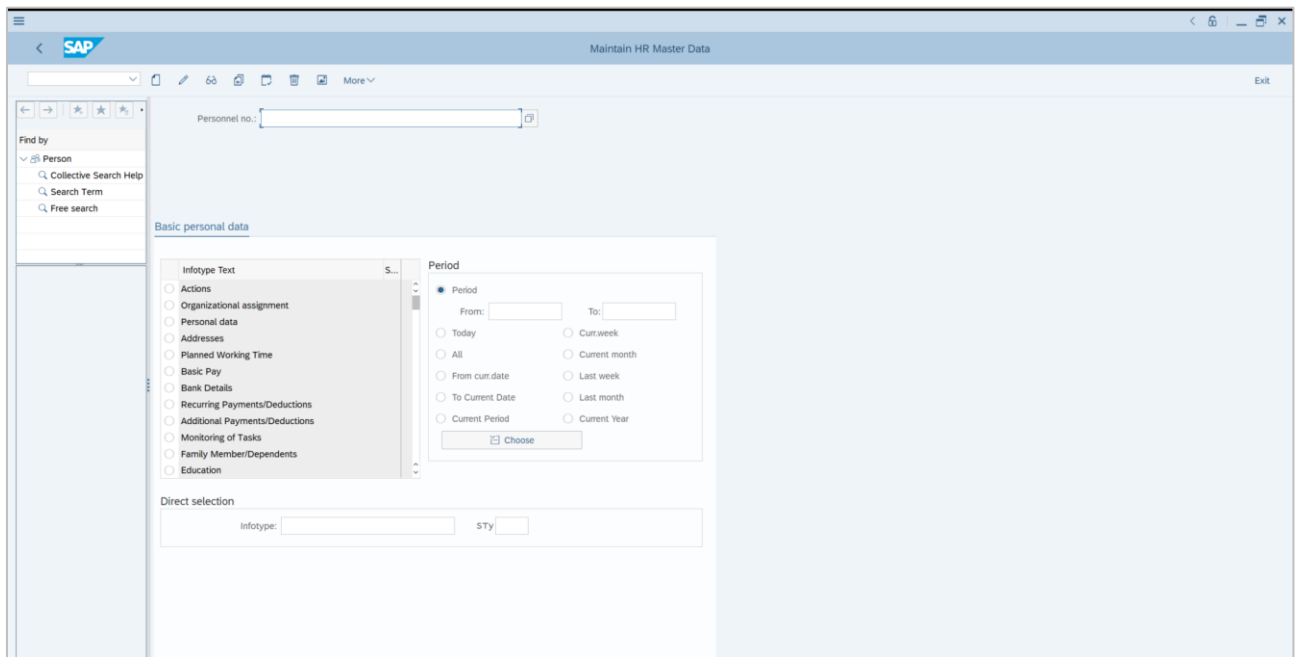
Information Systems

Service

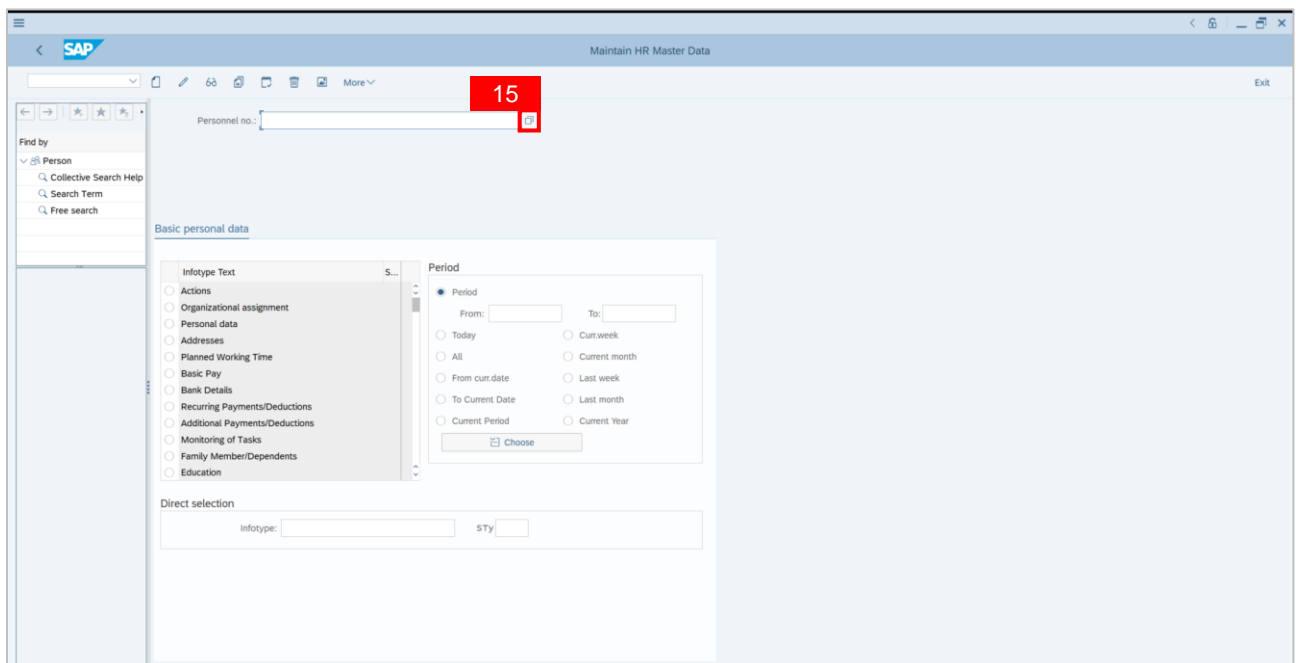
Tools

WebClient UI Framework

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

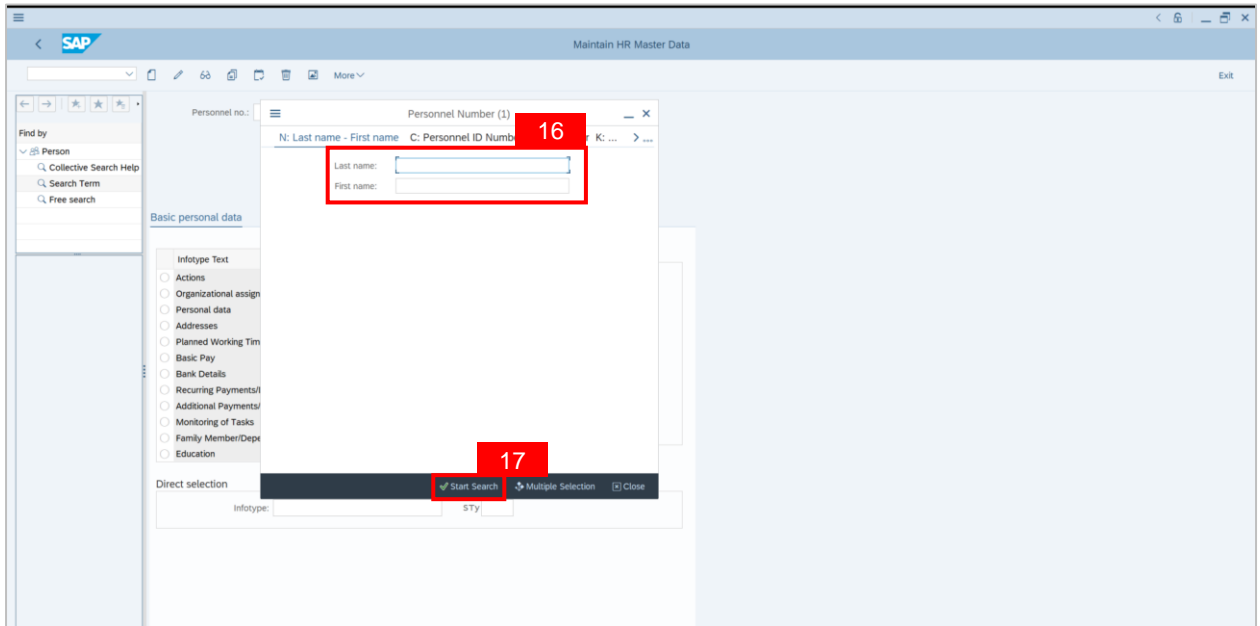


15. Click on **Search Object** icon to search for **Personnel no.**



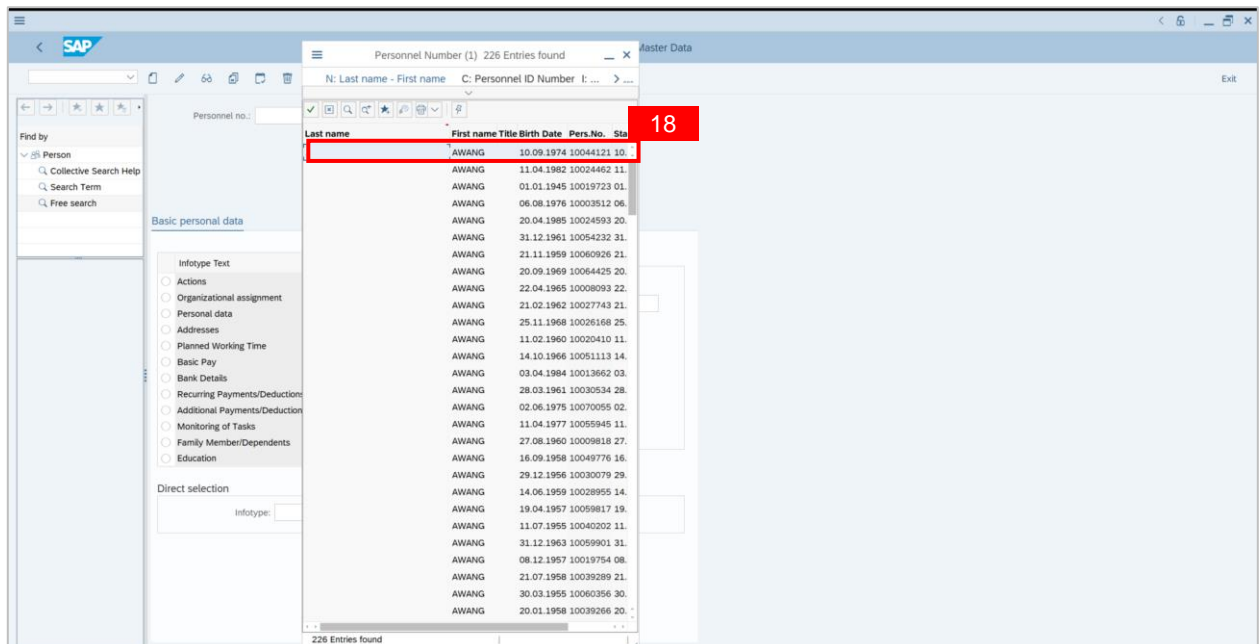
16. Fill in the **Last Name** and **First Name**.

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



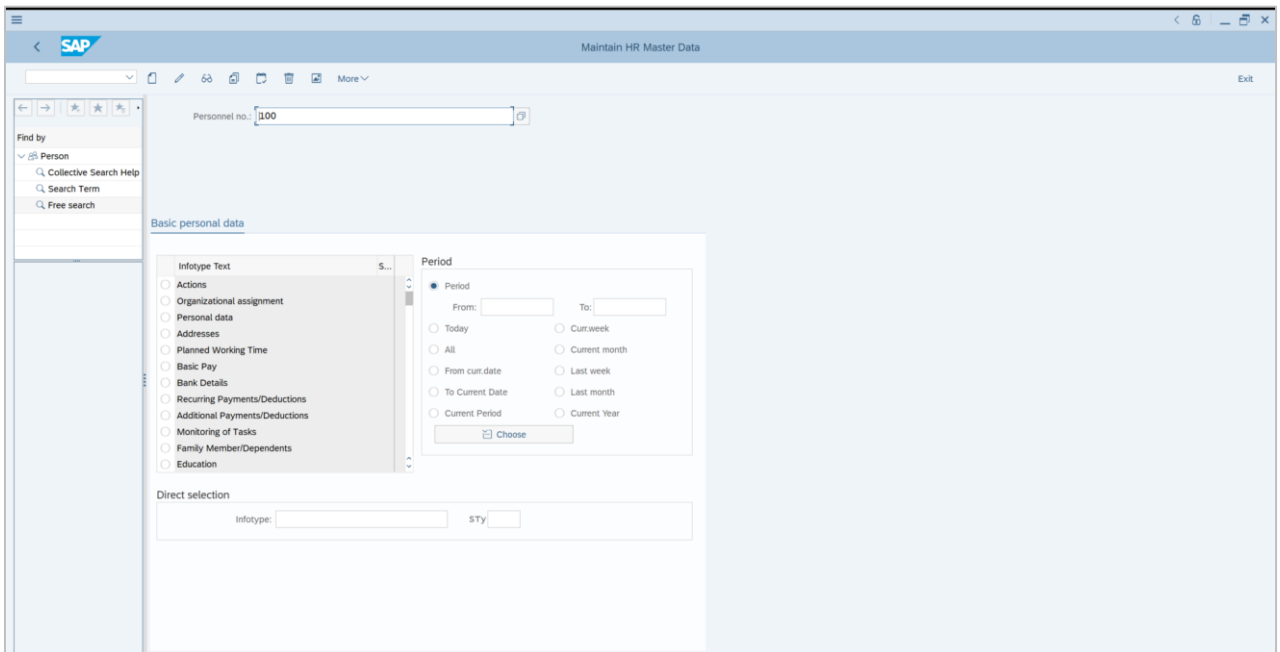
**Note:** List of names will be displayed.

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



| Last name | First name | Title | Birth Date | Pers.No. | Sta |
|-----------|------------|-------|------------|----------|-----|
| AWANG     |            |       | 10.09.1974 | 10044121 | 10  |
| AWANG     |            |       | 11.04.1982 | 10024462 | 11  |
| AWANG     |            |       | 01.01.1945 | 10019723 | 01  |
| AWANG     |            |       | 06.08.1976 | 10003512 | 06  |
| AWANG     |            |       | 20.04.1985 | 10024593 | 20  |
| AWANG     |            |       | 31.12.1961 | 10054232 | 31  |
| AWANG     |            |       | 21.11.1959 | 10060926 | 21  |
| AWANG     |            |       | 20.09.1969 | 10064425 | 20  |
| AWANG     |            |       | 22.04.1965 | 10008093 | 22  |
| AWANG     |            |       | 21.02.1962 | 10027743 | 21  |
| AWANG     |            |       | 25.11.1968 | 10026168 | 25  |
| AWANG     |            |       | 11.02.1960 | 10020410 | 11  |
| AWANG     |            |       | 14.10.1966 | 10051113 | 14  |
| AWANG     |            |       | 03.04.1984 | 10013662 | 03  |
| AWANG     |            |       | 28.03.1961 | 10030534 | 28  |
| AWANG     |            |       | 02.06.1975 | 10070055 | 02  |
| AWANG     |            |       | 11.04.1977 | 10055945 | 11  |
| AWANG     |            |       | 27.08.1960 | 10009818 | 27  |
| AWANG     |            |       | 16.09.1958 | 10049776 | 16  |
| AWANG     |            |       | 29.12.1956 | 10030079 | 29  |
| AWANG     |            |       | 14.06.1959 | 10028955 | 14  |
| AWANG     |            |       | 19.04.1957 | 10059817 | 19  |
| AWANG     |            |       | 11.07.1955 | 10040202 | 11  |
| AWANG     |            |       | 31.12.1963 | 10059901 | 31  |
| AWANG     |            |       | 08.12.1957 | 10019754 | 08  |
| AWANG     |            |       | 21.07.1958 | 10039289 | 21  |
| AWANG     |            |       | 30.03.1955 | 10060356 | 30  |
| AWANG     |            |       | 20.01.1958 | 10039266 | 20  |

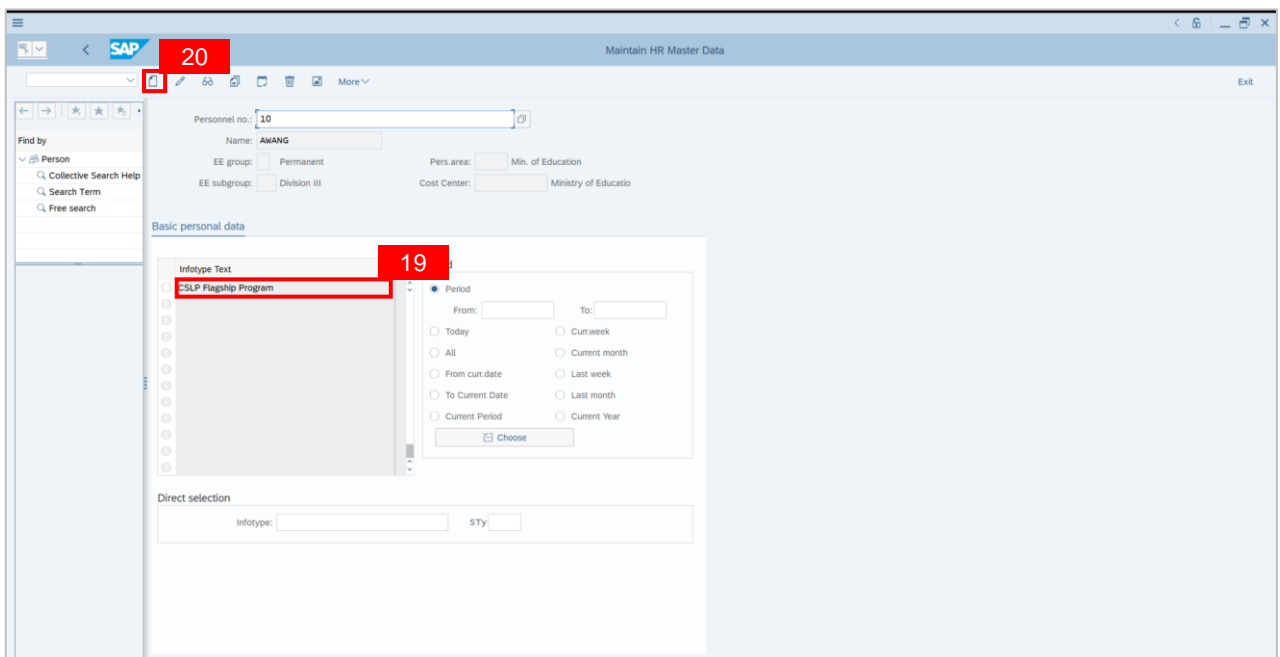
**Note: Personnel no. will be shown in the Maintain HR Master Data page.**



The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the title bar reads 'Maintain HR Master Data'. Below it, a search bar contains 'Personnel no.: 100'. On the left, a sidebar lists search options: 'Find by', 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main area is titled 'Basic personal data'. It features a list of 'Infotype Text' on the left, including 'Actions', 'Organizational assignment', 'Personal data', 'Addresses', 'Planned Working Time', 'Basic Pay', 'Bank Details', 'Recurring Payments/Deductions', 'Additional Payments/Deductions', 'Monitoring of Tasks', 'Family Member/Dependents', and 'Education'. To the right of this list is a 'Period' selection area with radio buttons for 'Today', 'All', 'From cur.date', 'To Current Date', 'Current Period', 'Cur.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. Below these is a 'Choose' button. At the bottom, there is a 'Direct selection' section with fields for 'Infotype:' and 'STY:'.

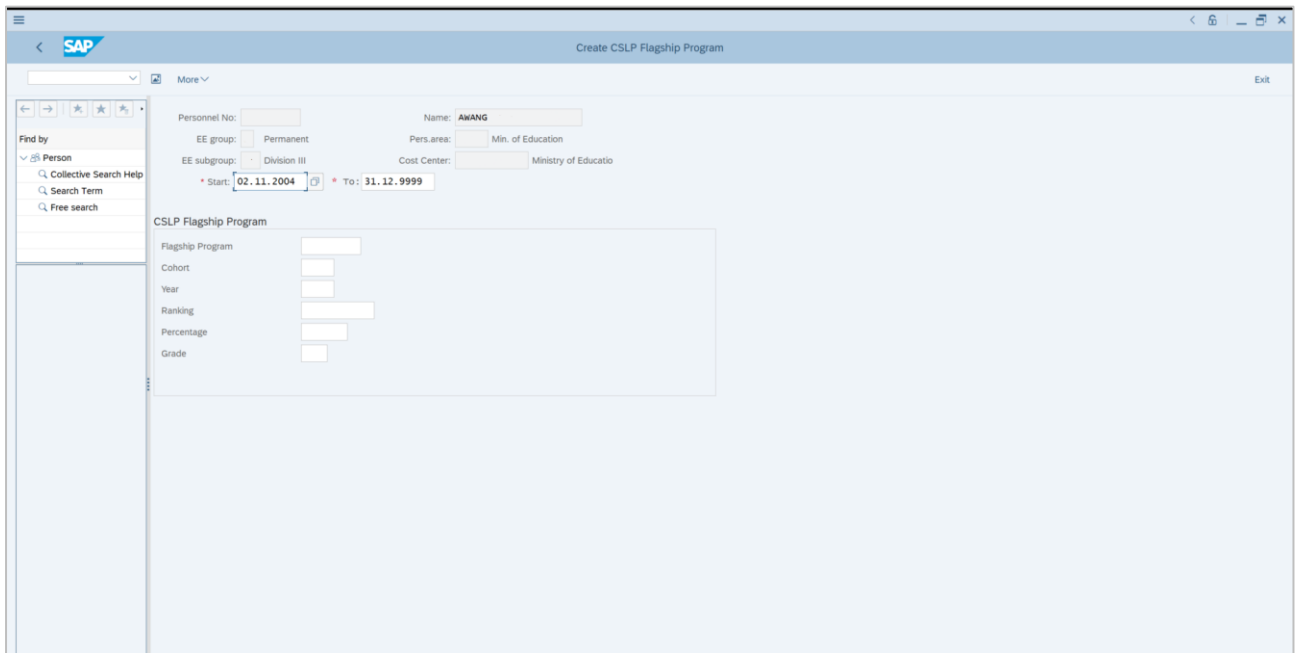
19. Navigate to **Infotype Text** and click on **CSLP Program** radio button.

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



This screenshot shows the same SAP 'Maintain HR Master Data' interface as the previous one, but with additional data and annotations. The 'Personnel no.' field now contains '10'. The 'Name' field is filled with 'AKANG'. The 'EE group' is set to 'Permanent', 'Pers.area' to 'Min. of Education', 'EE subgroup' to 'Division III', and 'Cost Center' to 'Ministry of Education'. The 'Infotype Text' list on the left now includes 'CSLP Flagship Program', which is highlighted with a red box and labeled with a red '19'. The 'Period' selection area and 'Direct selection' section remain the same. A red box with the number '20' is placed over the 'create' icon (a plus sign) in the top toolbar.

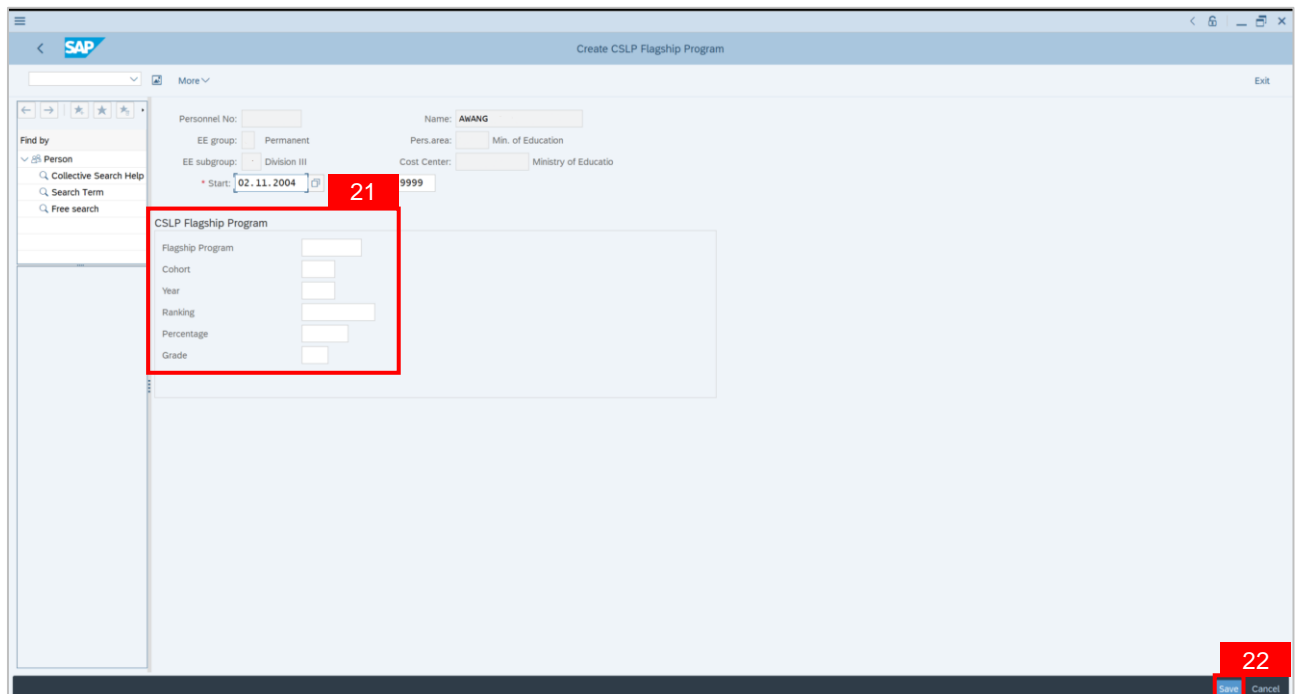
**Note: Personnel no. will be shown in the Maintain HR Master Data page.**



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

22. Click on **Save** button.

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

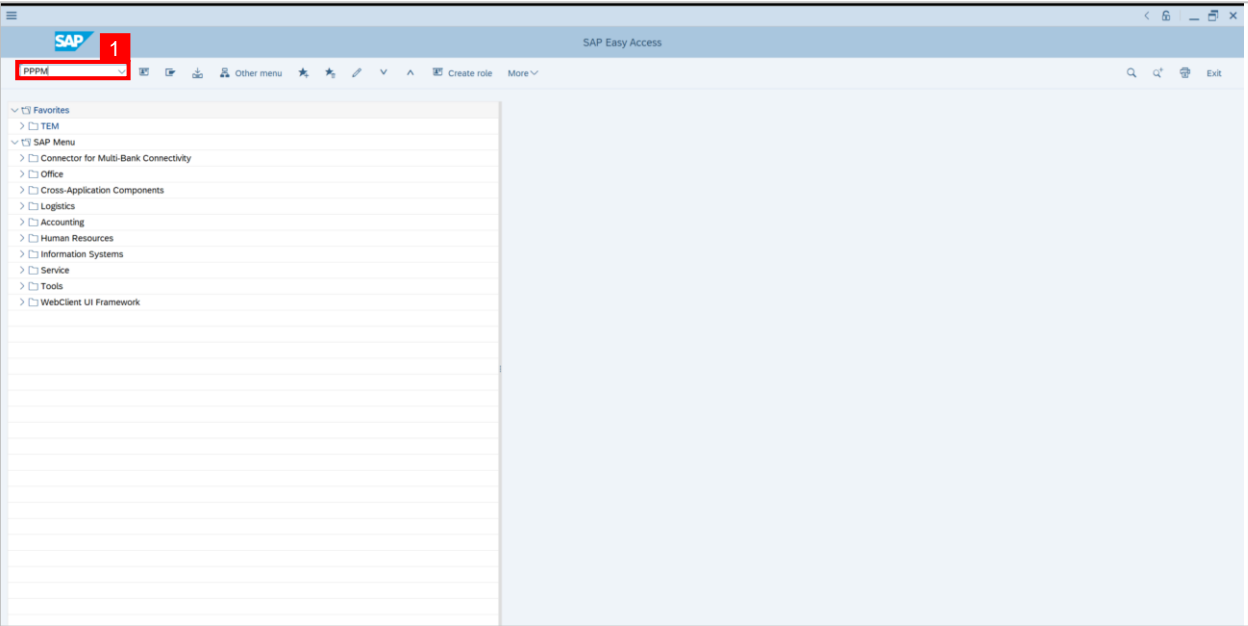




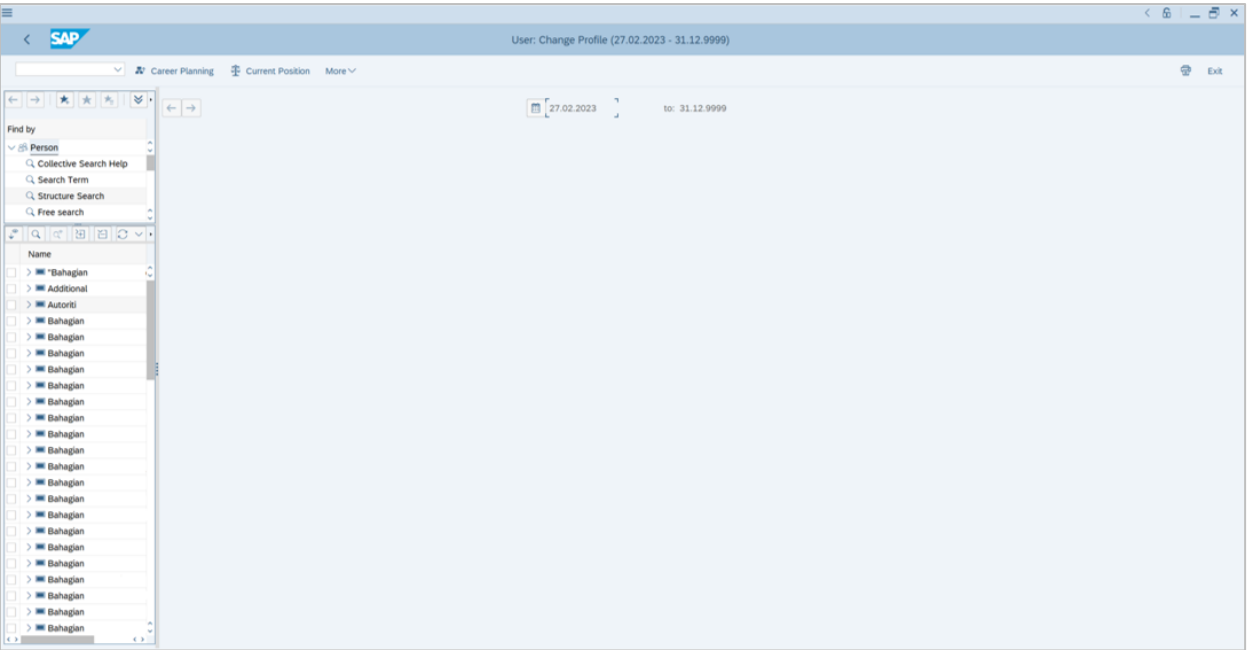
|                |                        |
|----------------|------------------------|
| 360 ASSESSMENT | Backend User           |
|                | Dept. HR Administrator |

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

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



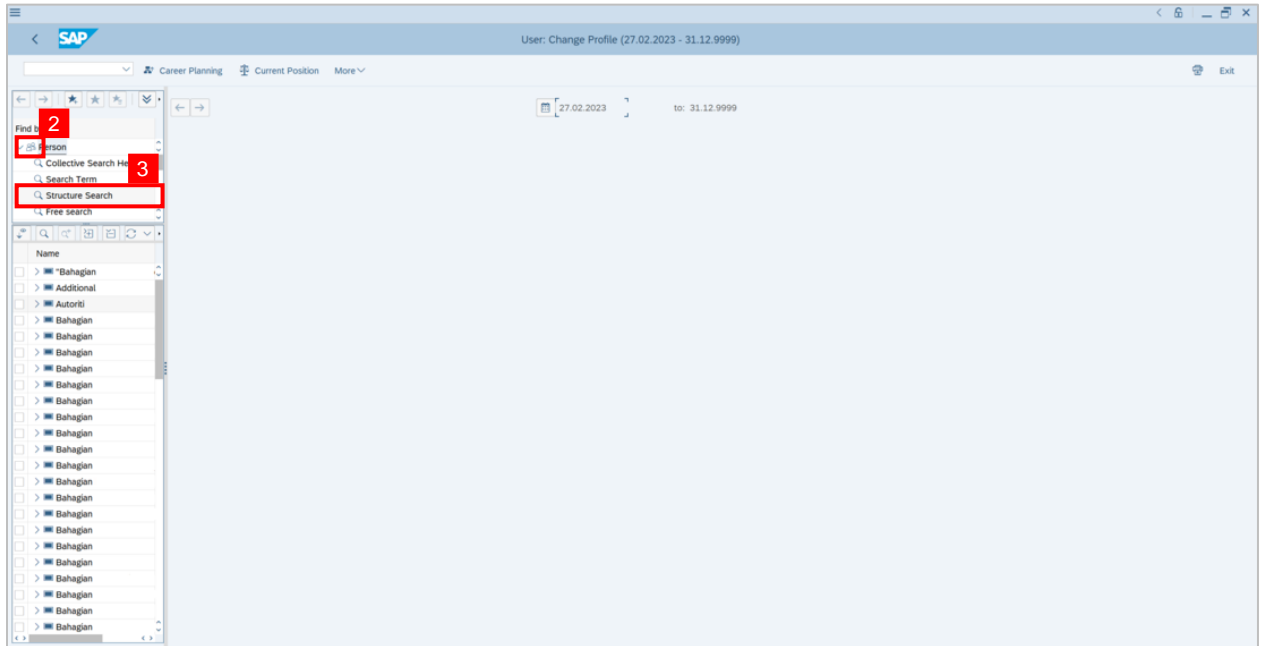
**Note:** User: Change Profile page will be displayed.



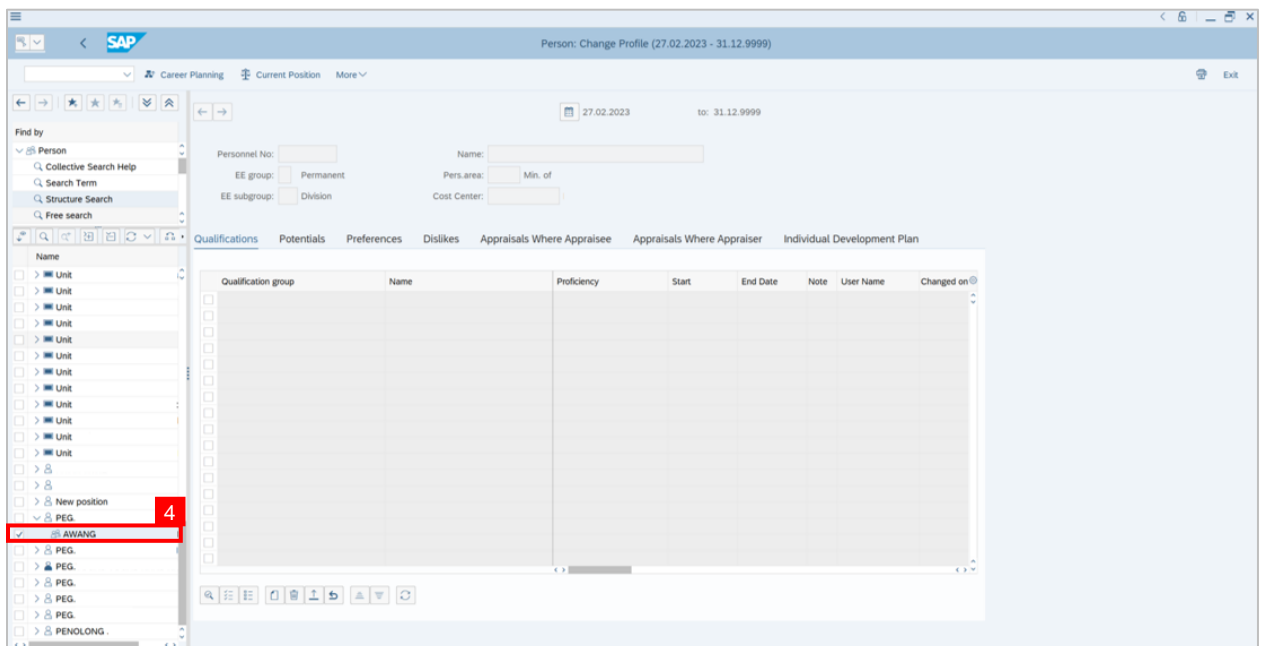


2. Navigate to **Person** and click on the **dropdown** icon.

3. Click on **Structure Search**.



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



[illegible]

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

Person: Change Profile (27.02.2023 - 31.12.9999)

Find by: Person

Personnel No.: [ ] Name: AWANG

EE group: Permanent Pers. area: [ ]

EE subgroup: Division Cost Center: [ ]

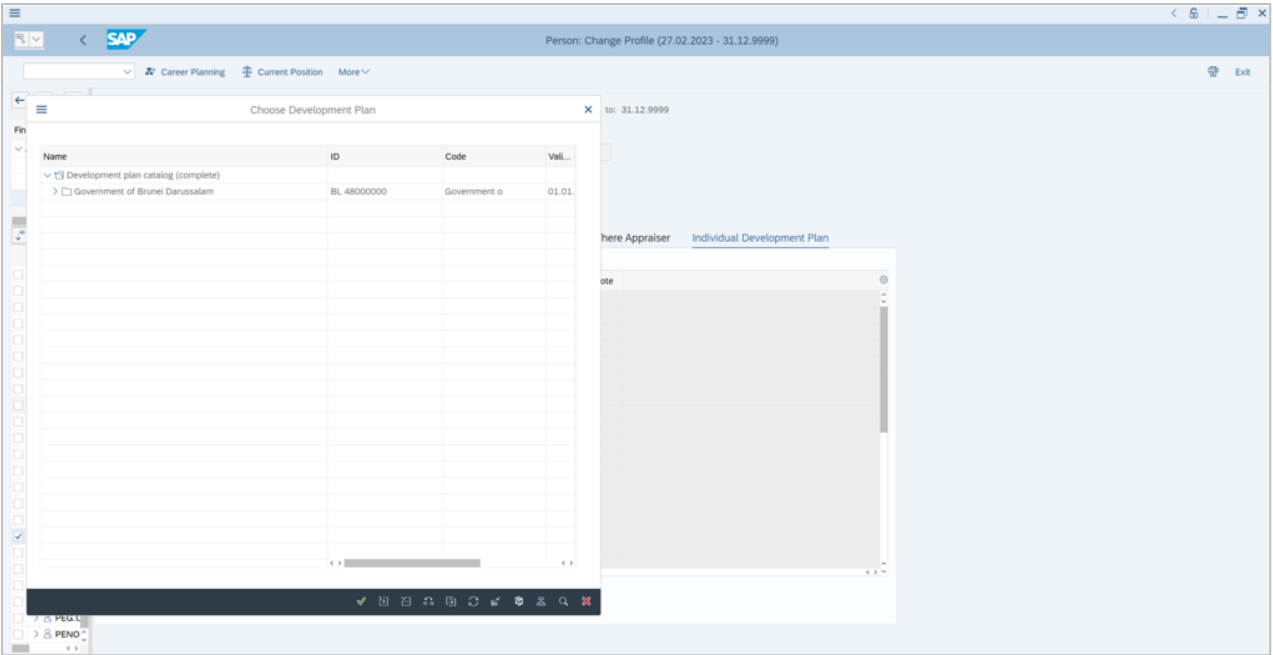
Qualifications Potentials Preferences Dislikes Appraisals Where Appraisee Appraisals Where Appraiser **Individual Development Plan**

| Name        | State     | Start      | End        | Note |
|-------------|-----------|------------|------------|------|
| CSLP ES 2.1 | nominated | 01.02.2023 | 21.08.2023 |      |
| CSLP ES 2.2 | nominated | 06.02.2023 | 21.05.2023 |      |

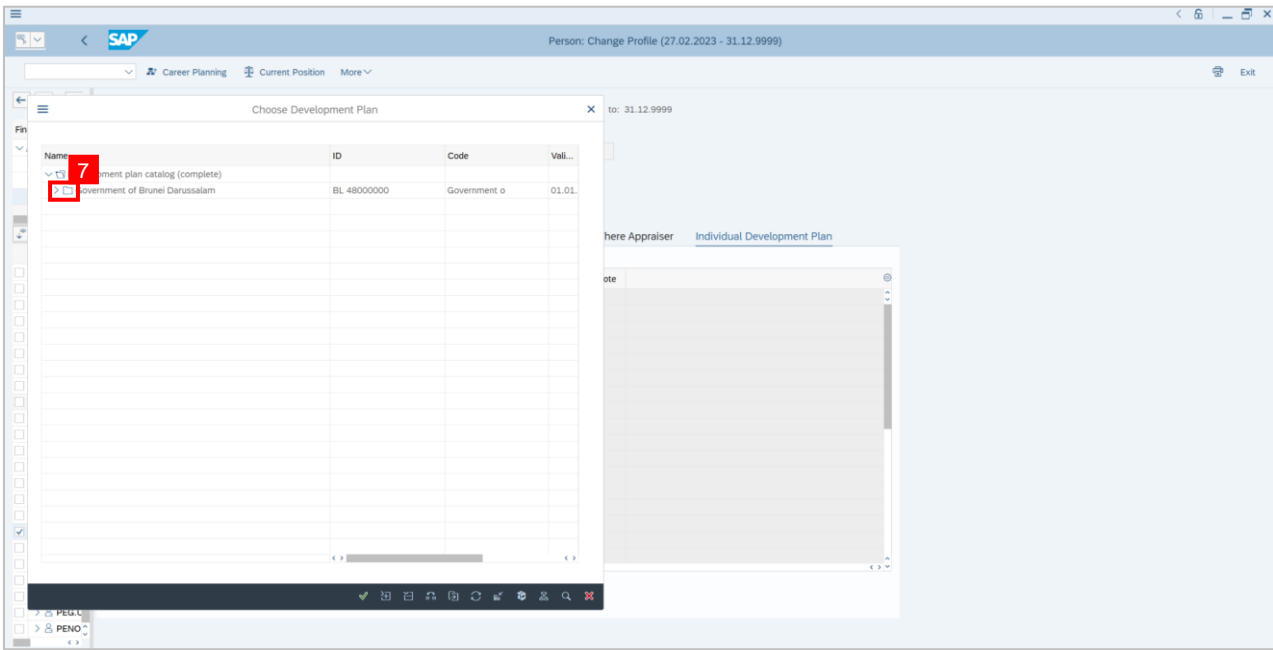
Choose development plan



**Note:** Choose Qualification window will be displayed.

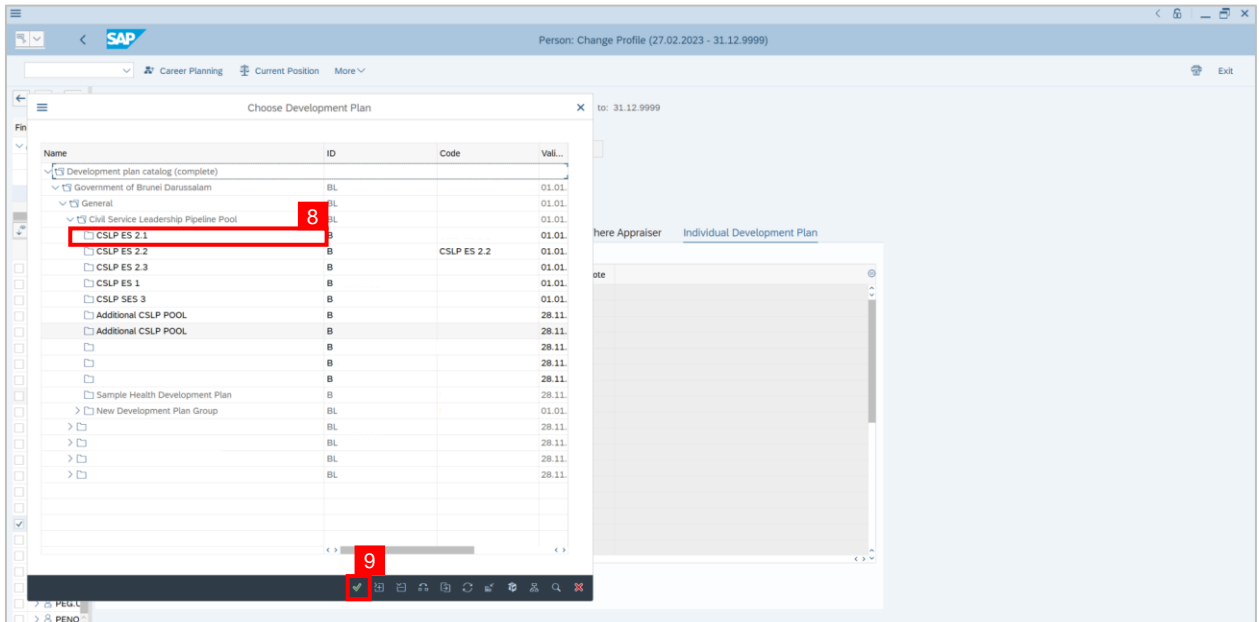


7. Click on the **dropdown** icon to display more qualification options.



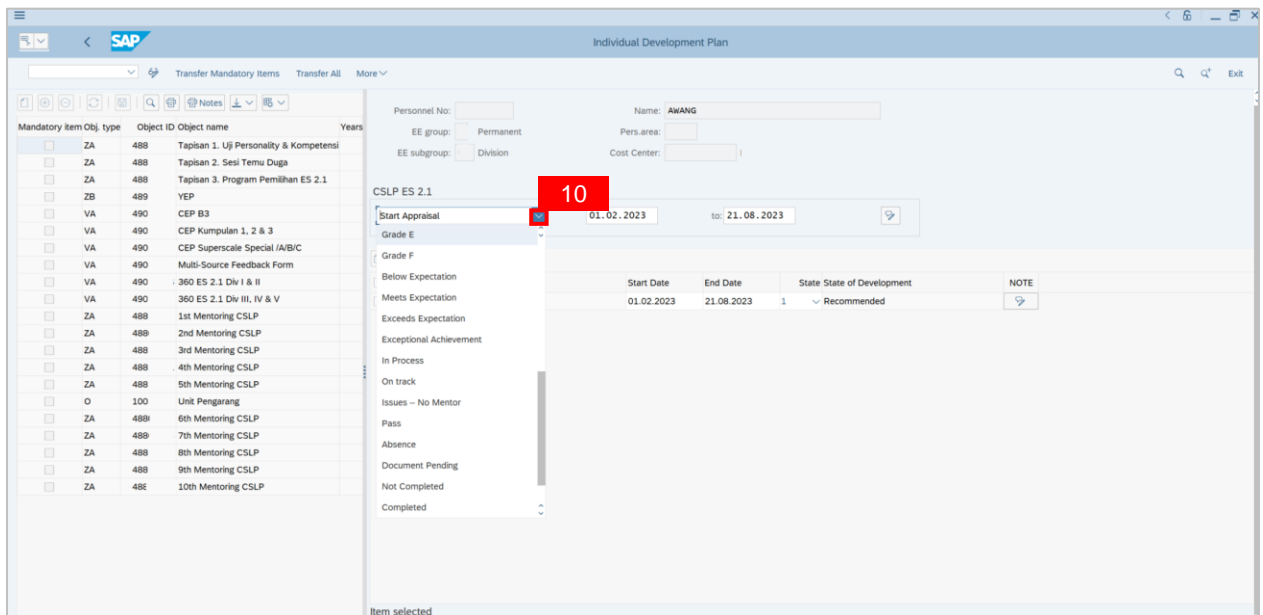
8. Double click on **CSLP ES 2.1**

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

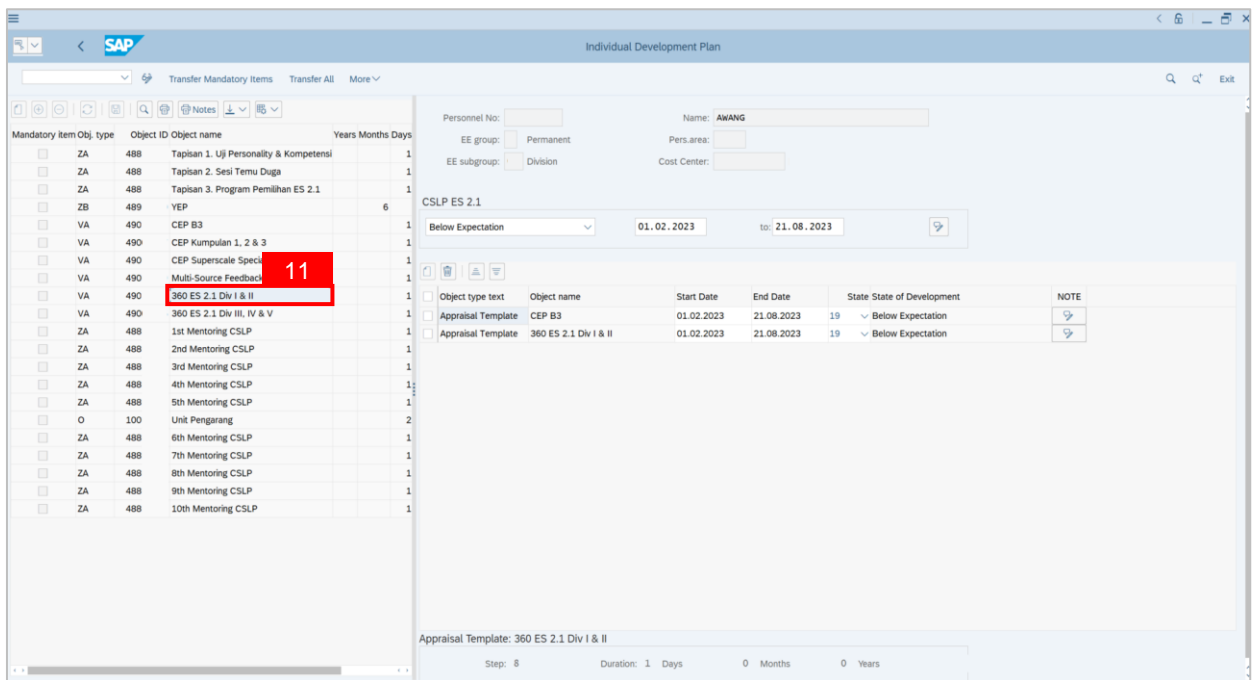


10. Choose the status of activity by clicking the **dropdown** icon. For example: **Below**

**Expectation / Meets Expectation / Exceeds Expectation / Exceptional Achievement.**



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



Individual Development Plan

Personnel No.:  Name:  AWANG

EE group:  Permanent Pers.area:

EE subgroup:  Division Cost Center:

CSLP ES 2.1

Below Expectation 01.02.2023 to: 21.08.2023

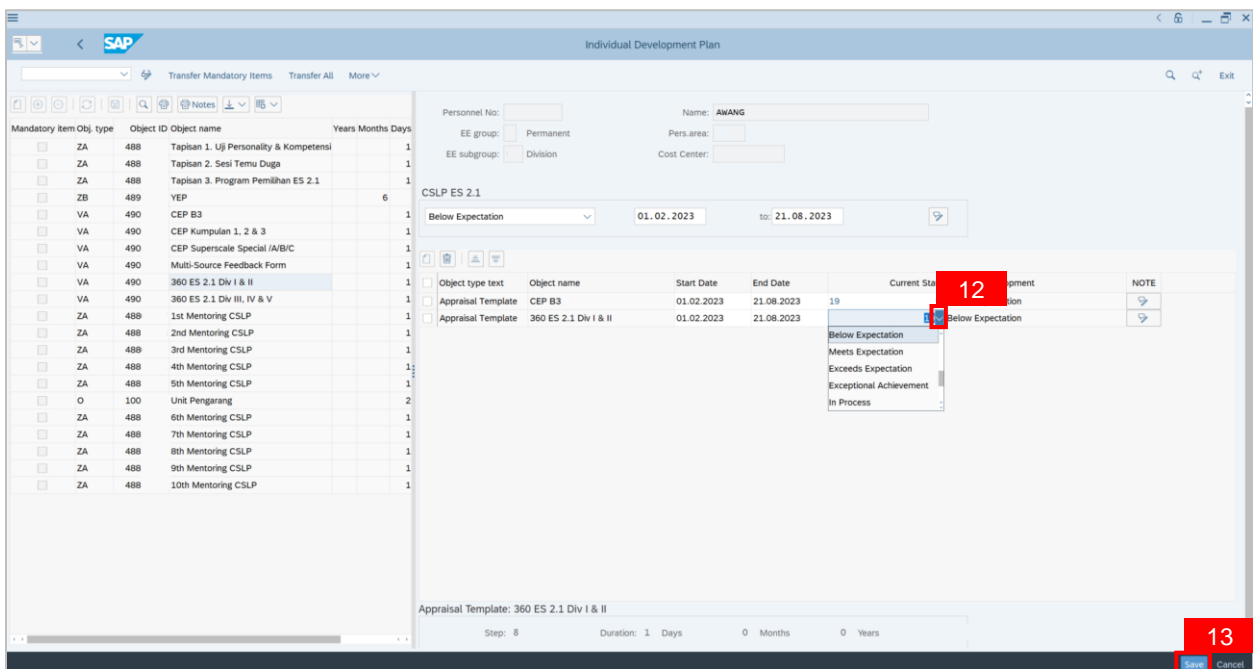
| Object type text   | Object name           | Start Date | End Date   | State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|-------|----------------------|------|
| Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    |      |
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 19    | Below Expectation    |      |

Appraisal Template: 360 ES 2.1 Div I & II

Step: 8 Duration: 1 Days 0 Months 0 Years

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.



Individual Development Plan

Personnel No.:  Name:  AWANG

EE group:  Permanent Pers.area:

EE subgroup:  Division Cost Center:

CSLP ES 2.1

Below Expectation 01.02.2023 to: 21.08.2023

| Object type text   | Object name           | Start Date | End Date   | Current State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|---------------|----------------------|------|
| Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 19            | Below Expectation    |      |
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 19            | Below Expectation    |      |

Appraisal Template: 360 ES 2.1 Div I & II

Step: 8 Duration: 1 Days 0 Months 0 Years

Save Cancel

**SAP**

## Individual Development Plan

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Transfer Mandatory Items   Transfer All   More ▾

Exit

Mandatory Item Obj. type   Object ID   Object name   Years Months Days

|                          |    |     |                                         |  |  |   |
|--------------------------|----|-----|-----------------------------------------|--|--|---|
| <input type="checkbox"/> | ZA | 488 | Tapihan 1. Uji Personality & Kompetensi |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | Tapihan 2. Sesi Temu Duga               |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | Tapihan 3. Program Pemilihan ES 2.1     |  |  | 1 |
| <input type="checkbox"/> | ZB | 489 | YEP                                     |  |  | 6 |
| <input type="checkbox"/> | VA | 490 | CEP B3                                  |  |  | 1 |
| <input type="checkbox"/> | VA | 490 | CEP Kumpulan 1, 2 & 3                   |  |  | 1 |
| <input type="checkbox"/> | VA | 490 | CEP Superscale Special IAB/C            |  |  | 1 |
| <input type="checkbox"/> | VA | 490 | Multi-Source Feedback Form              |  |  | 1 |
| <input type="checkbox"/> | VA | 490 | 360 ES 2.1 Div I & II                   |  |  | 1 |
| <input type="checkbox"/> | VA | 490 | 360 ES 2.1 Div III, IV & V              |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 1st Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 2nd Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 3rd Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 4th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 5th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | O  | 100 | Unit Pengarang                          |  |  | 2 |
| <input type="checkbox"/> | ZA | 488 | 6th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 7th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 8th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 9th Mentoring CSLP                      |  |  | 1 |
| <input type="checkbox"/> | ZA | 488 | 10th Mentoring CSLP                     |  |  | 1 |

Personnel No:       Name: **AKANG**

EE group: ☐ Permanent  
 EE subgroup: ☐ Division

Pers.area:   
 Cost Center:

**CSLP ES 2.1**

Below Expectation    01.02.2023    to: 21.08.2023

| Object type text                            | Object name           | Start Date | End Date   | Current State | State of Development | NOTE                             |
|---------------------------------------------|-----------------------|------------|------------|---------------|----------------------|----------------------------------|
| <input type="checkbox"/> Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 19            | ▾ Below Expectation  | <input type="button" value="🔍"/> |
| <input type="checkbox"/> Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 19            | ▾ Below Expectation  | <input type="button" value="🔍"/> |

Appraisal Template: 360 ES 2.1 Div I & II

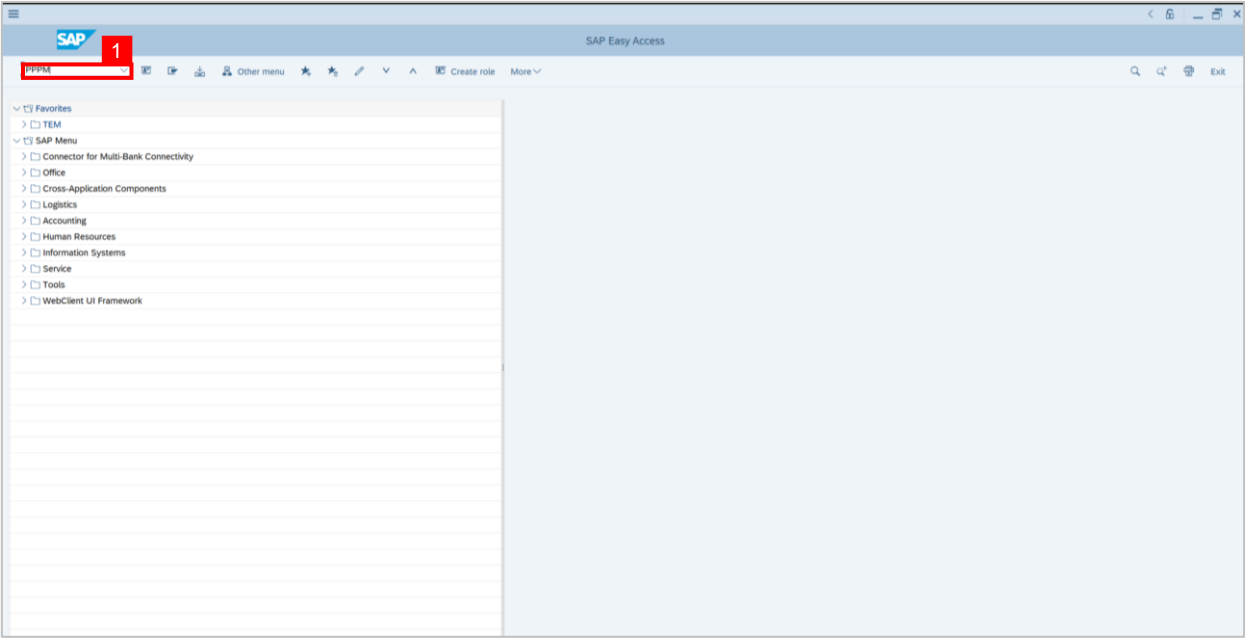
Step: 8      Duration: 1 Days      0 Months      0 Years



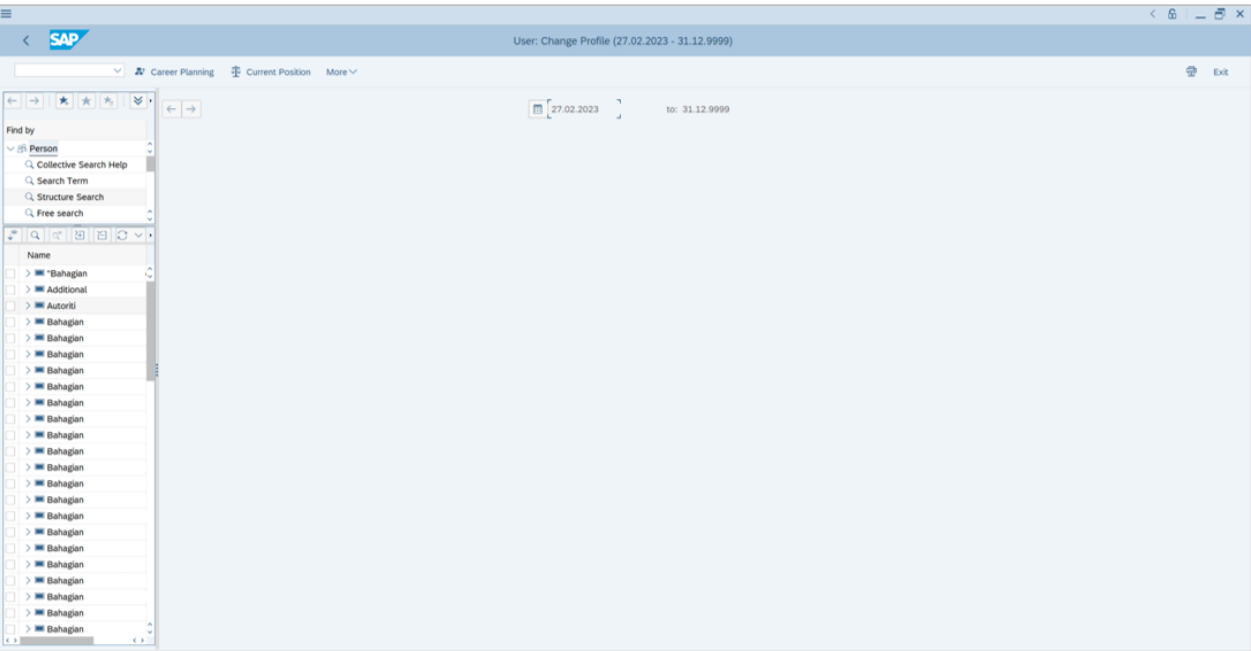
|                         |                        |
|-------------------------|------------------------|
| MULTI-SOURCE ASSESSMENT | Backend User           |
|                         | Dept. HR Administrator |

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

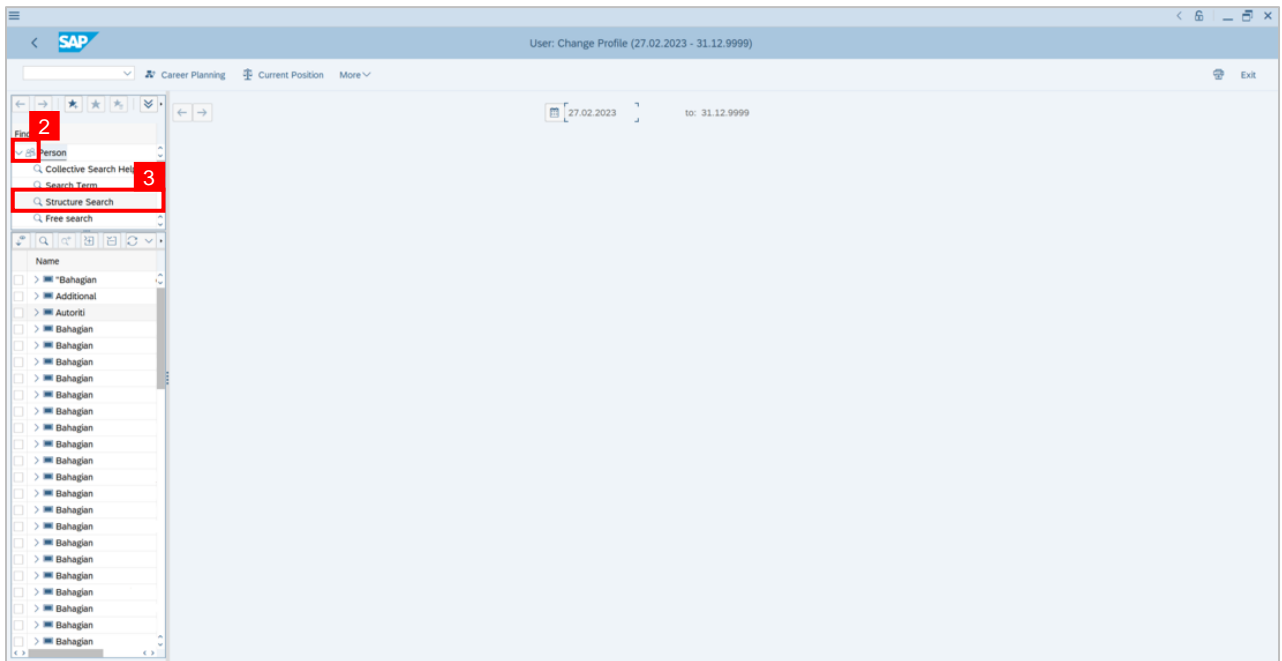
1. Enter **PPPM** in the search bar.



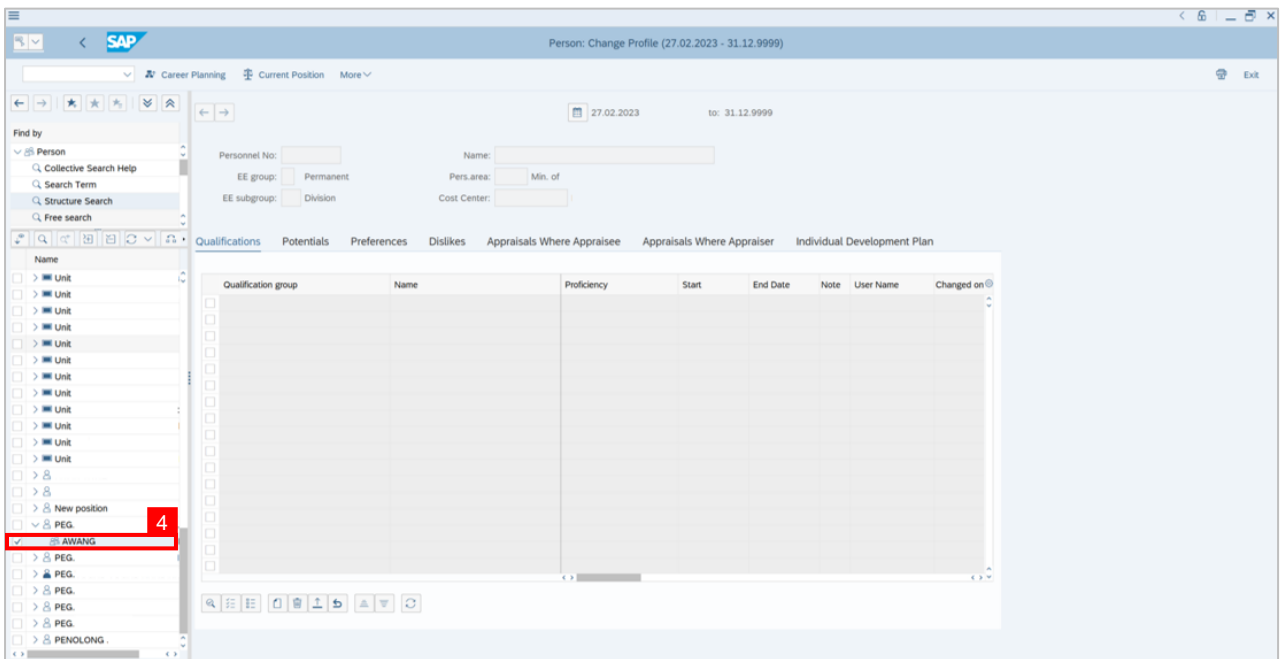
**Note:** User: Change Profile window will be displayed.



2. Navigate to **Person** and click on the **dropdown** icon.
3. Click on the **Structure Search**.

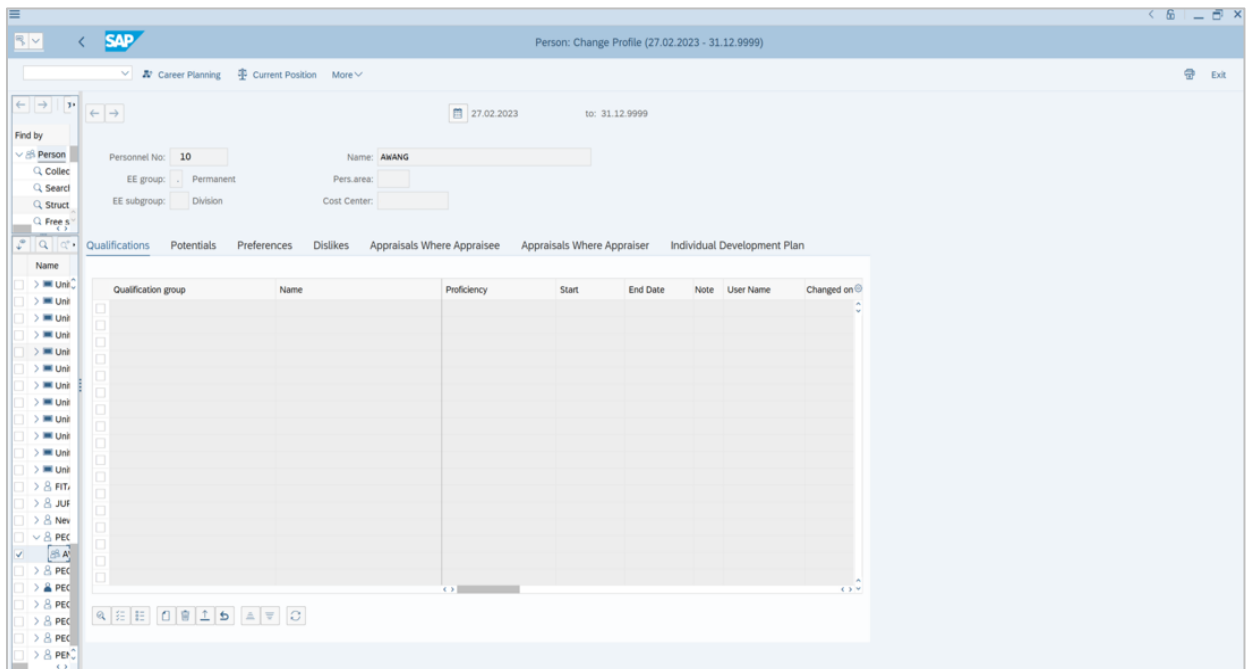


4. Double click on the selected person.





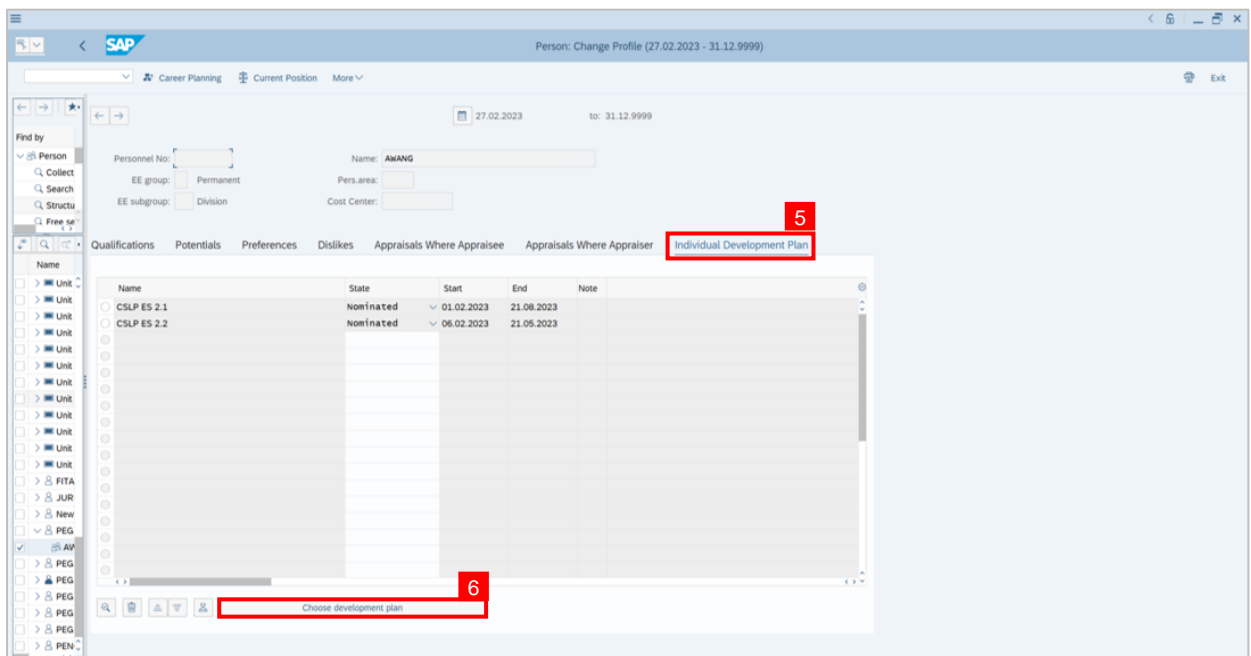
**Note: Person: Change Profile** page will be displayed.



The screenshot shows the SAP 'Person: Change Profile' interface. The 'Individual Development Plan' tab is selected. The left sidebar shows a tree view of organizational units. The main area displays a table with columns: Qualification group, Name, Proficiency, Start, End Date, Note, User Name, and Changed on. The table is currently empty.

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

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



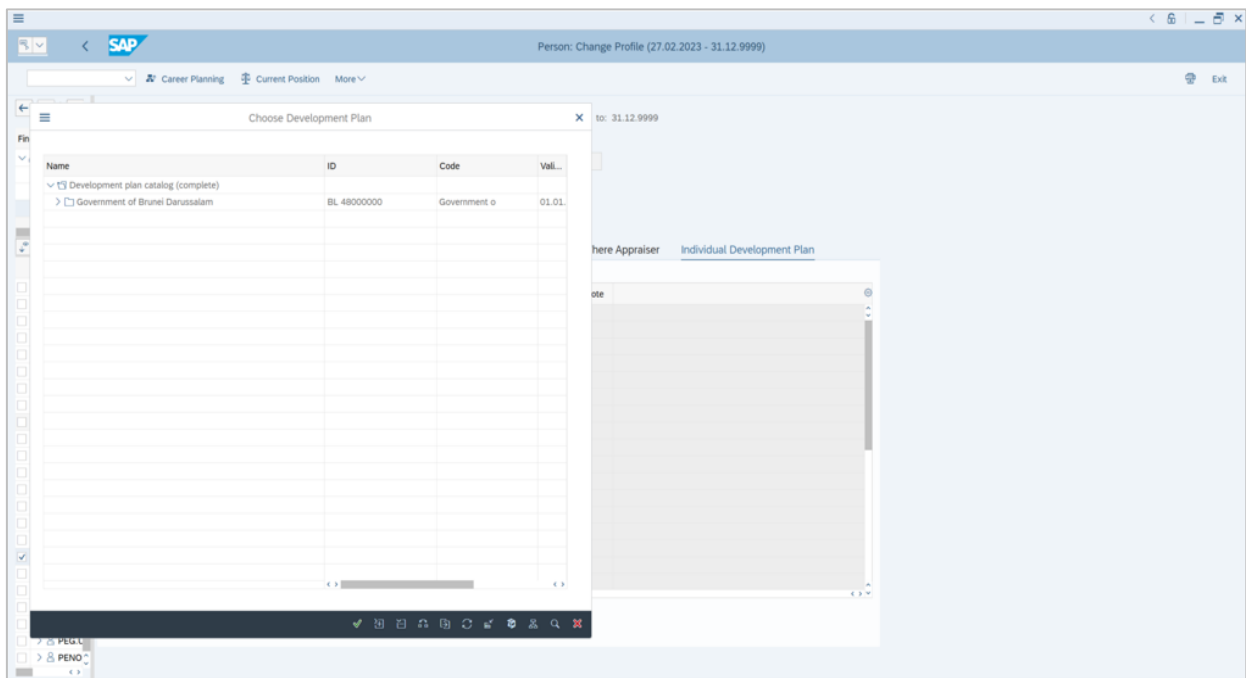
The screenshot shows the SAP 'Person: Change Profile' interface with the 'Individual Development Plan' tab selected. The table displays two development plans:

| Name        | State     | Start      | End        | Note |
|-------------|-----------|------------|------------|------|
| CSLP ES 2.1 | Nominated | 01.02.2023 | 21.08.2023 |      |
| CSLP ES 2.2 | Nominated | 06.02.2023 | 21.05.2023 |      |

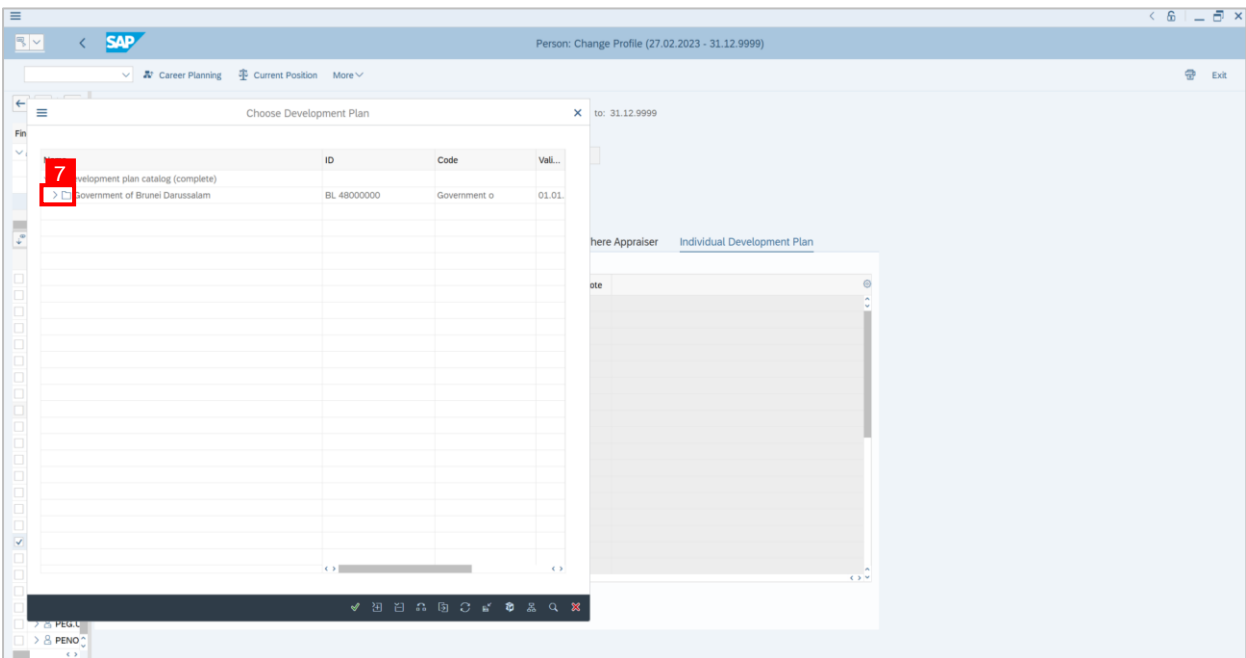
At the bottom of the table, there is a button labeled 'Choose development plan'.



**Note:** Choose Qualification window will be displayed.

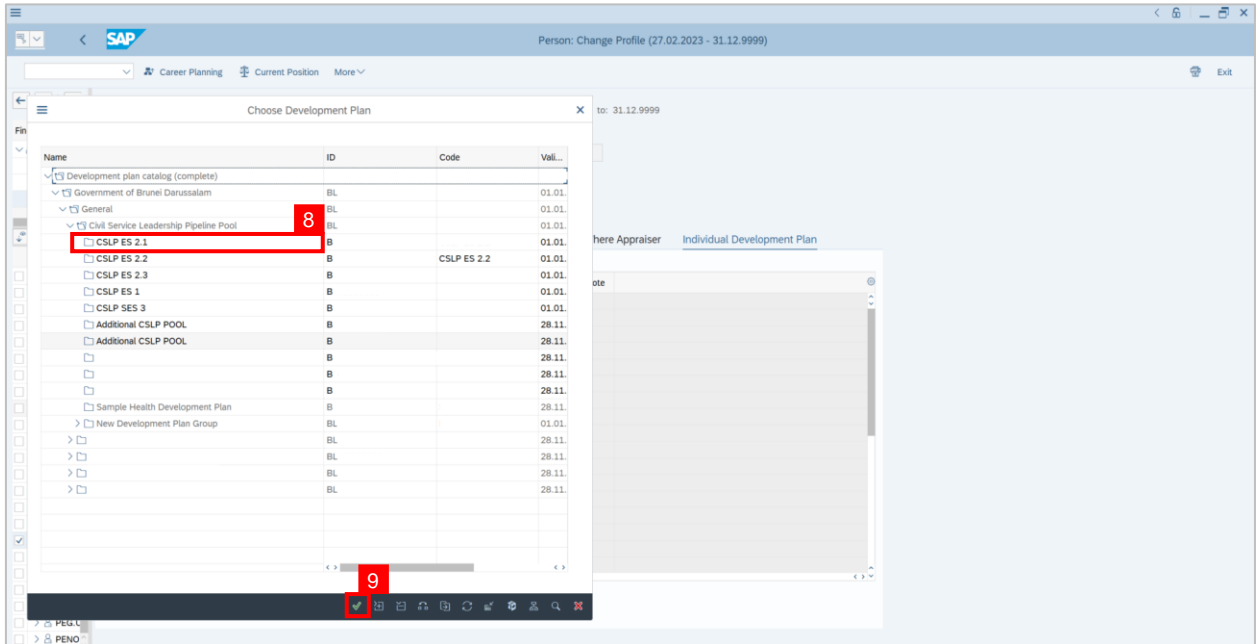


7. Click on the **dropdown** icon to display more qualification options.

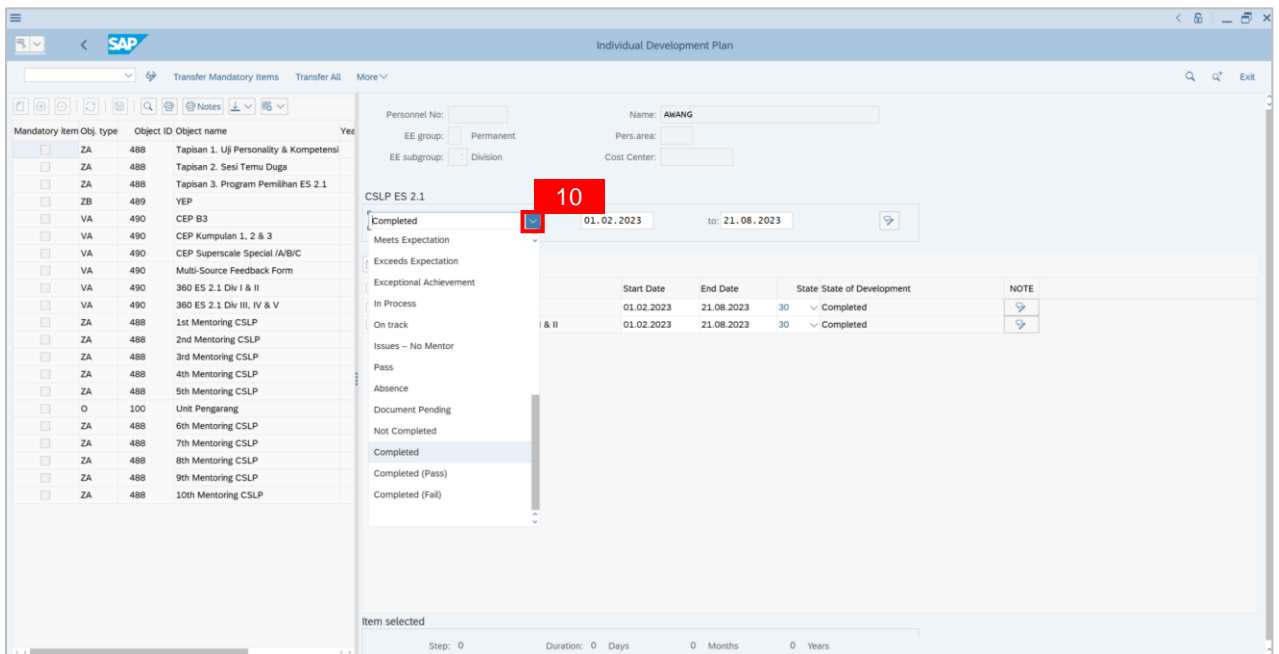


8. Double click on **CSLP ES 2.1**

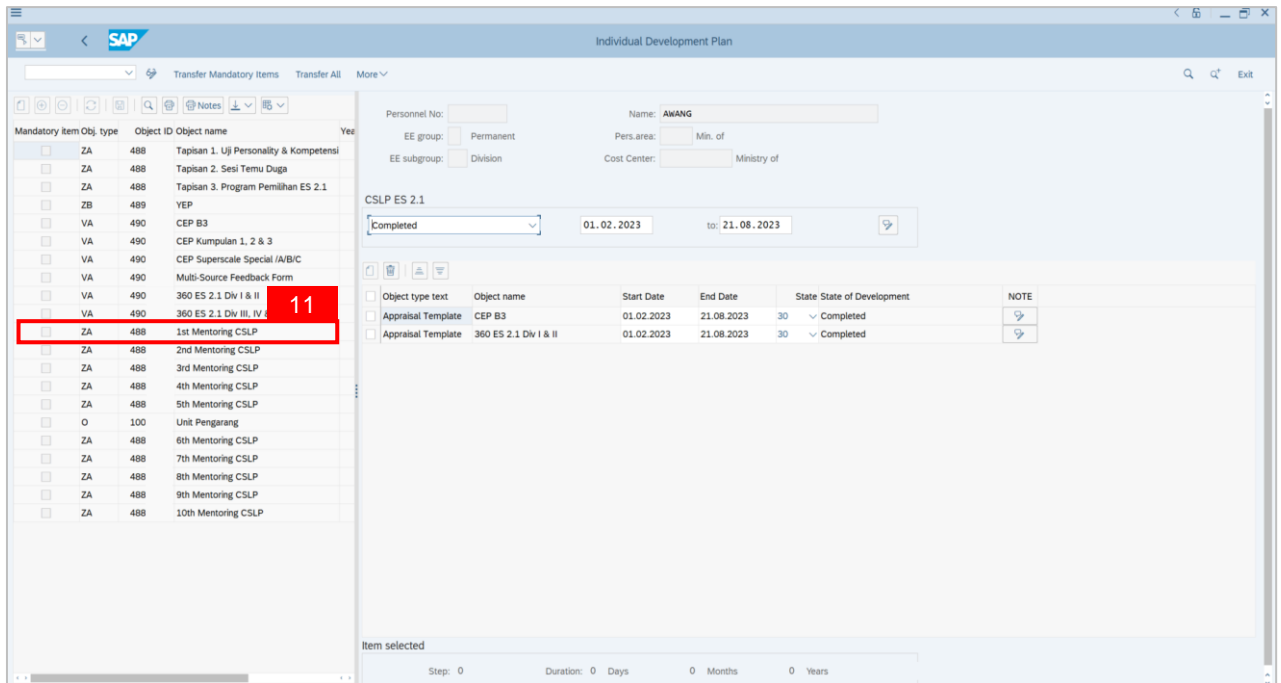
9. Or click **CSLP ES 2.1** and click on the **tick** icon.



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**



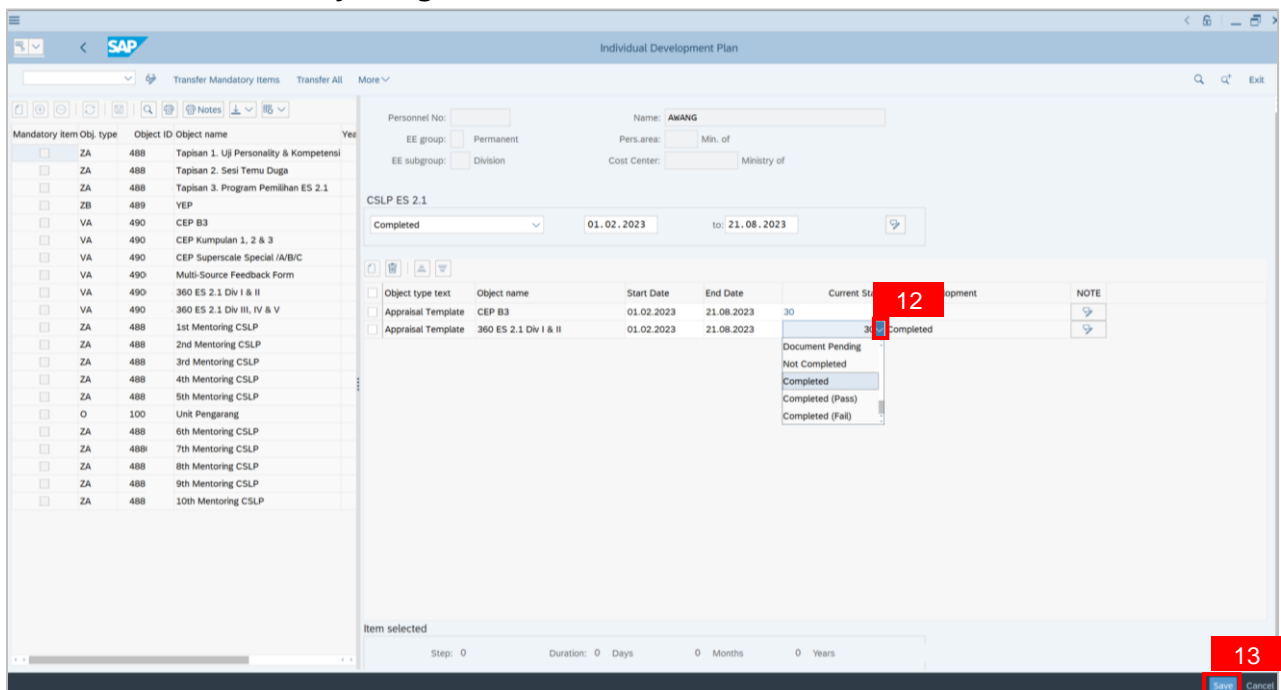
The screenshot shows the SAP Individual Development Plan (IDP) interface. On the left, a list of activities is displayed, with '1st Mentoring CSLP' highlighted. The right pane shows the details for the selected activity, including the object name '360 ES 2.1 Div I & II' and the state 'Completed'.

| Object type text   | Object name           | Start Date | End Date   | State | State of Development | NOTE |
|--------------------|-----------------------|------------|------------|-------|----------------------|------|
| Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 30    | Completed            |      |
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 30    | Completed            |      |

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.**



The screenshot shows the SAP Individual Development Plan (IDP) interface. The dropdown menu for the current state is open, showing options: Document Pending, Not Completed, Completed, Completed (Pass), and Completed (Fail). The 'Completed' option is selected.

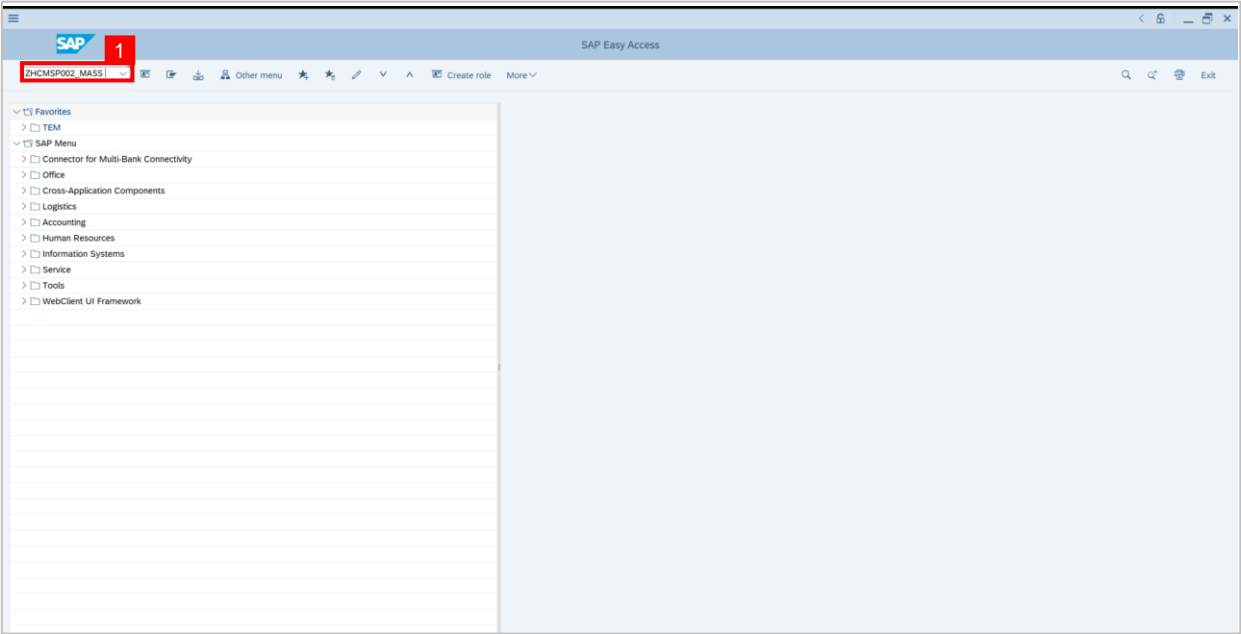
| Object type text   | Object name           | Start Date | End Date   | Current State | Completion | NOTE |
|--------------------|-----------------------|------------|------------|---------------|------------|------|
| Appraisal Template | CEP B3                | 01.02.2023 | 21.08.2023 | 30            | Completed  |      |
| Appraisal Template | 360 ES 2.1 Div I & II | 01.02.2023 | 21.08.2023 | 30            | Completed  |      |



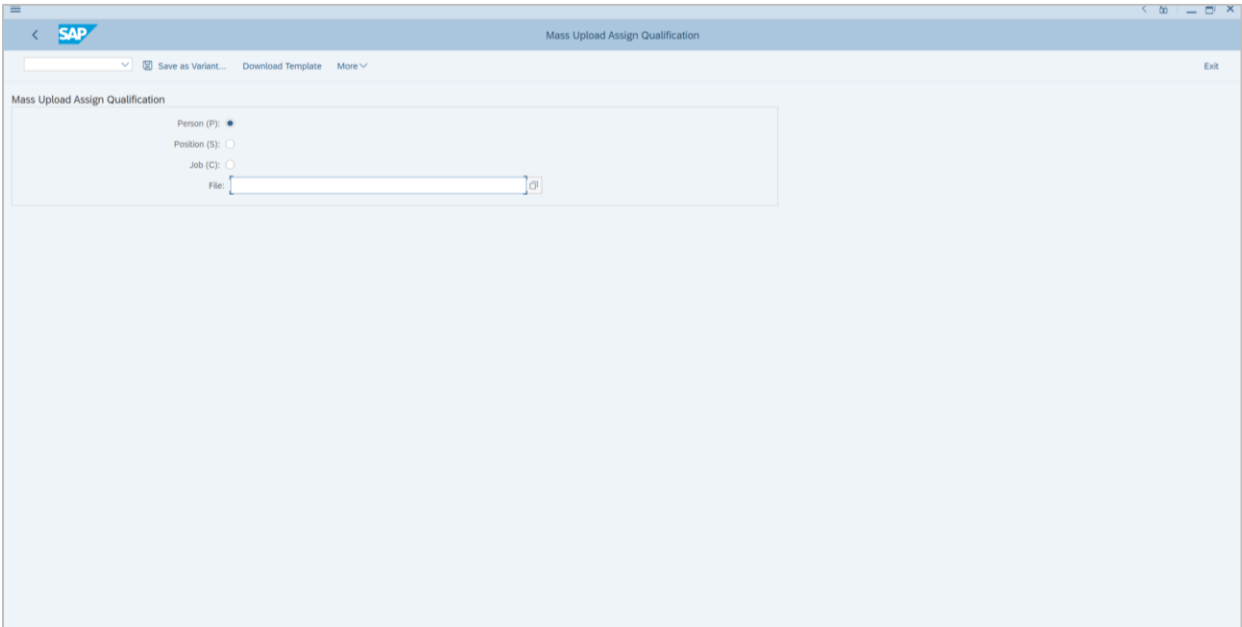
|                                             |                        |
|---------------------------------------------|------------------------|
| MASS ASSIGN<br>QUALIFICATION TO<br>POSITION | Backend User           |
|                                             | Dept. HR Administrator |

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

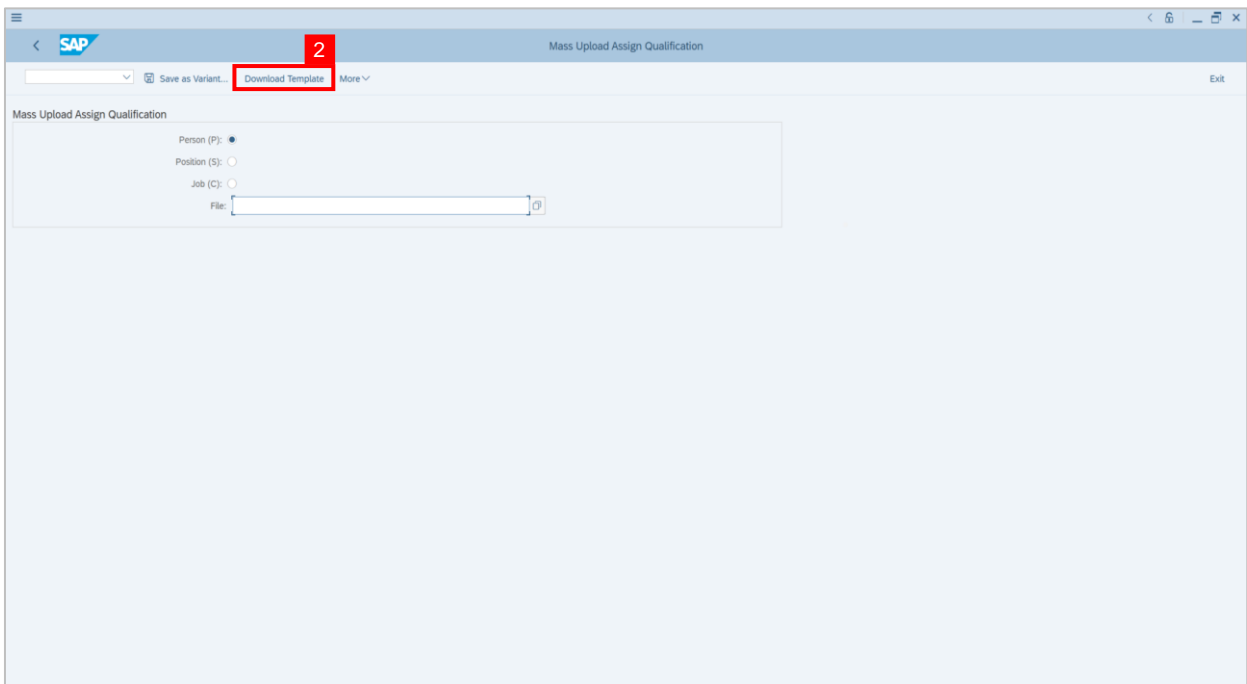


**Note:** Mass Upload Assign Qualification page will be displayed.

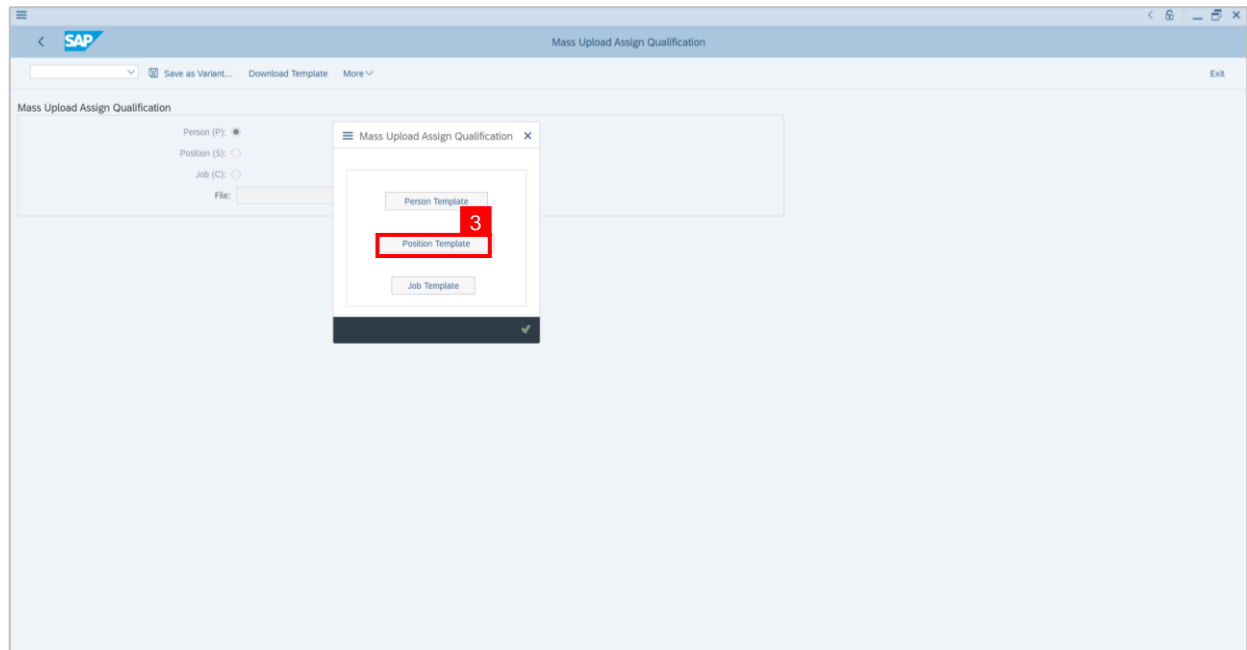




2. Click on **Download Template**.

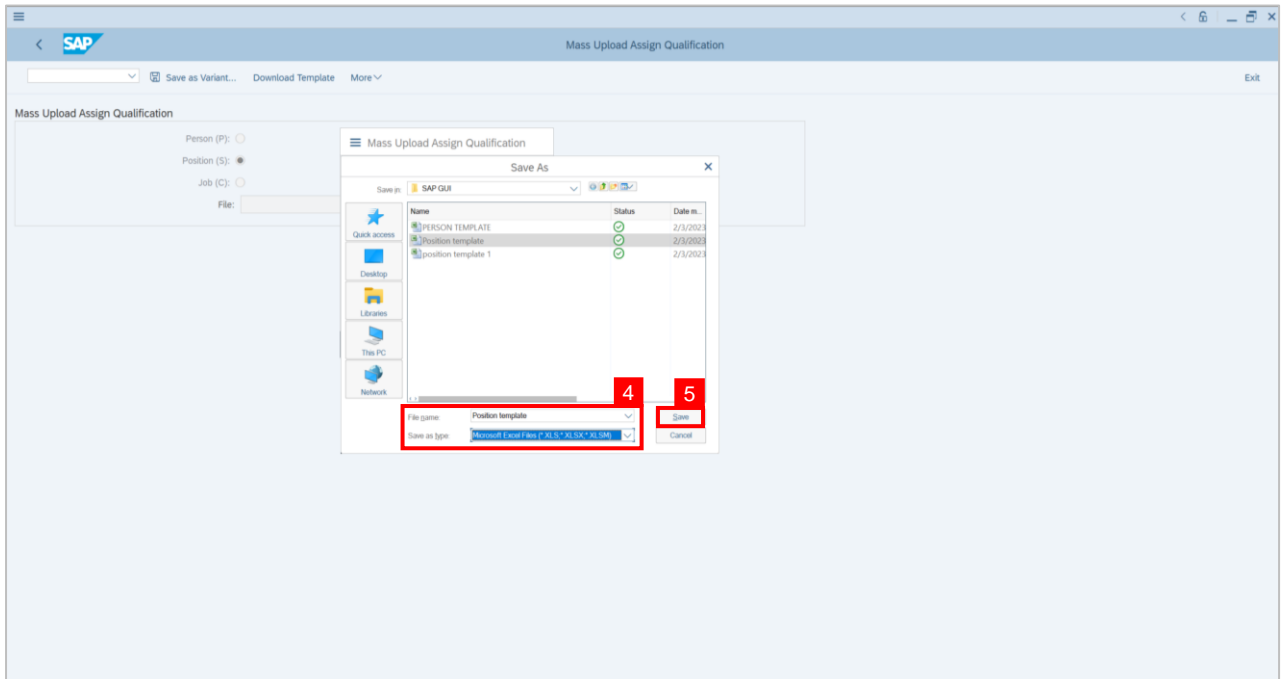


3. Click on **Position Template**.



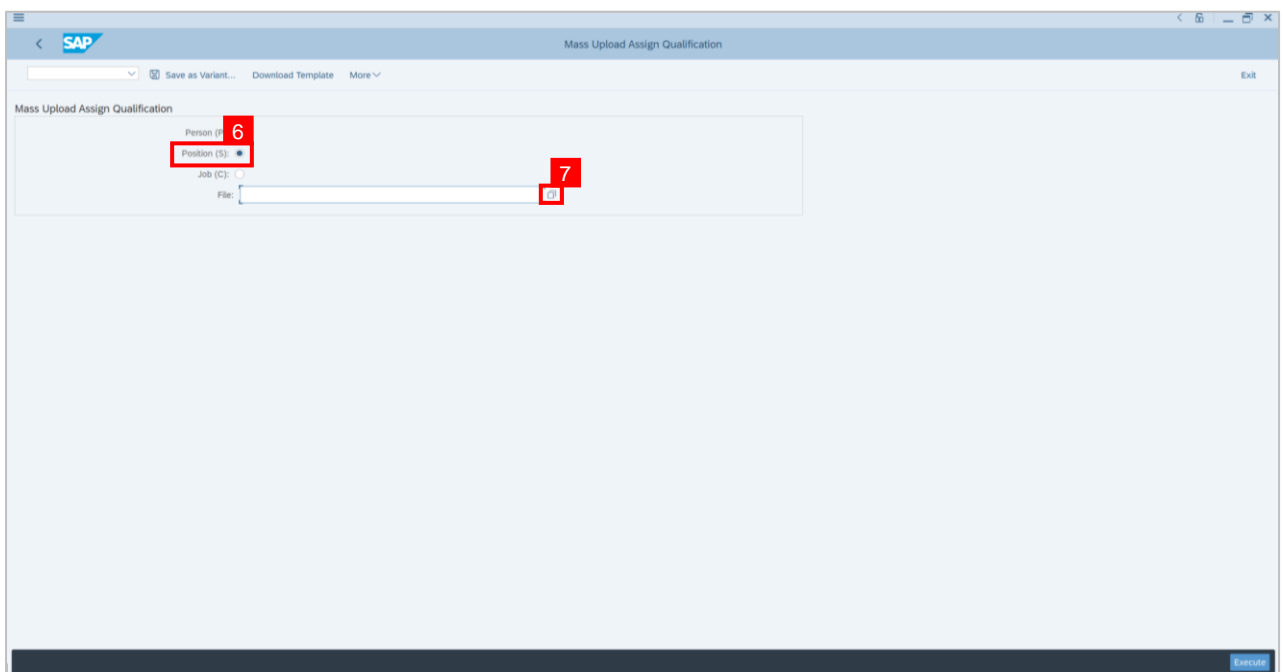
4. Change file type to **Excel**.

5. Click on **Save** button.



6. Click **Position**

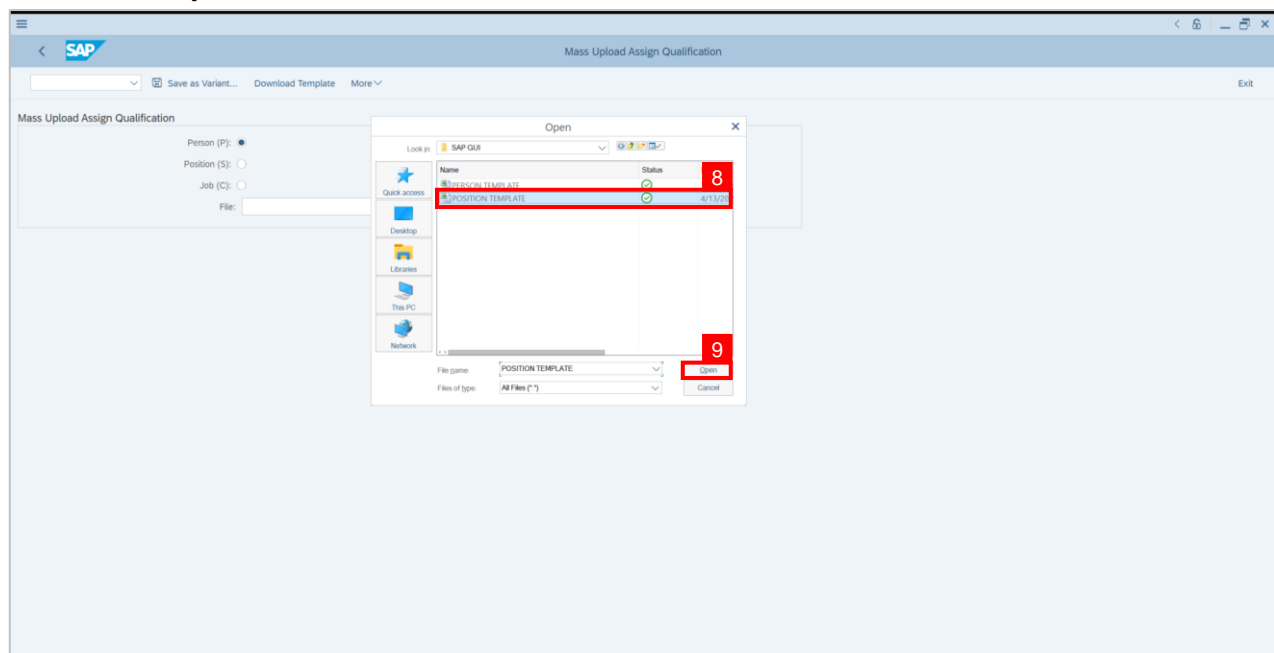
7. Click the icon to upload the **file**.



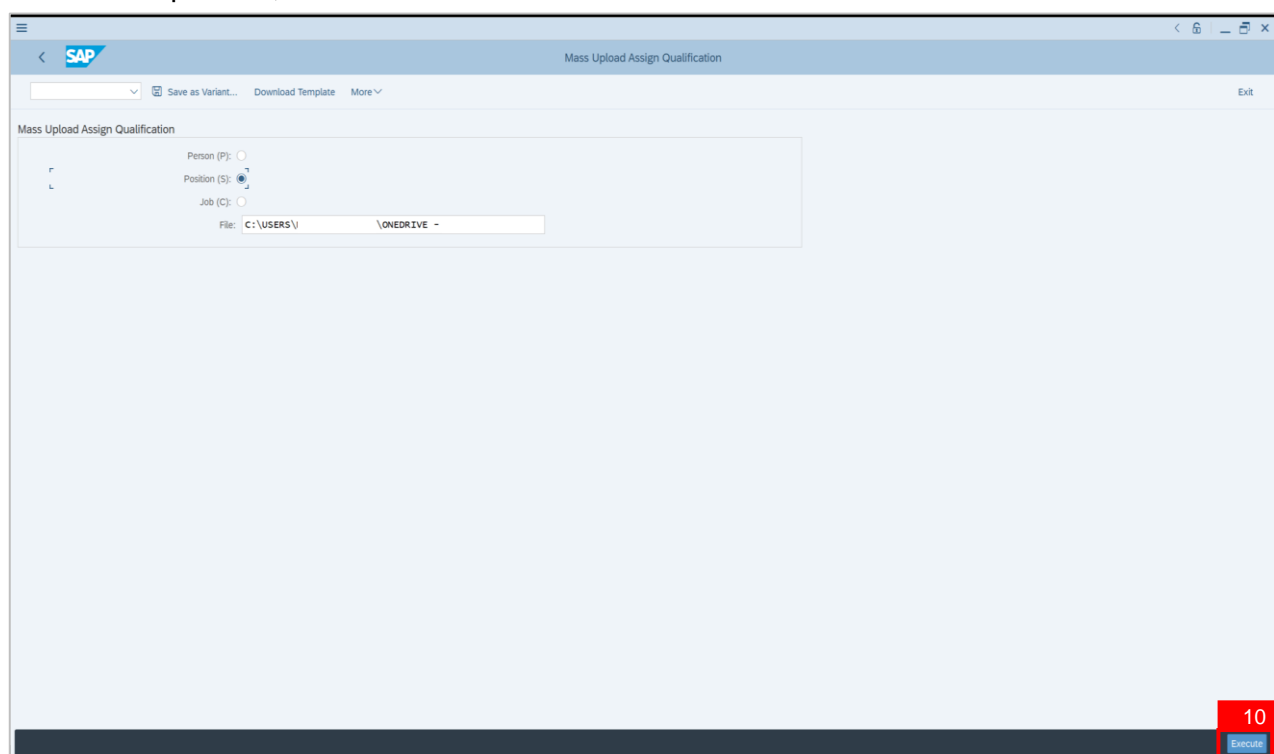


8. Select the **file**.

9. Click on **Open** button



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







**Note:** SAP GUI Security window will be displayed.

SAP GUI Security

The system is trying to access the file

C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V2.XLSX

Do you want to grant access to this file?

☐ Remember My Decision

Allow

Deny

Help

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

SAP GUI Security

The system is trying to access the file

C:\Users\ \DOCUMENTS\MASS ASSIGN QUALIFICATION TO JOB-POSITION-PERSON V2.XLSX

Do you want to grant access to this file?

☐ Remember My Decision

11

Allow

Deny

Help



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

The screenshot shows the SAP 'Mass Upload Assign Qualification' interface. At the top, there is a search bar and a toolbar with icons for search, filter, and export. Below the toolbar is a table with the following columns: Indicat, Status, Obj. type, ID rel. obj, Pos Desc, Object ID, Qual Des, Start date, End Date, Proficien, Msg. Var., Msg. Var., and Msg. Var. The table contains one data row with the following values: Indicat (checkbox), Status (S), Obj. type (300), ID rel. obj (Kerani), Pos Desc (500851), Object ID (01.01.2010), Qual Des (31.12.9999), Start date (1), and the remaining columns are empty.

| Indicat                  | Status | Obj. type | ID rel. obj | Pos Desc | Object ID  | Qual Des   | Start date | End Date | Proficien | Msg. Var. | Msg. Var. | Msg. Var. |
|--------------------------|--------|-----------|-------------|----------|------------|------------|------------|----------|-----------|-----------|-----------|-----------|
| <input type="checkbox"/> | S      | 300       | Kerani      | 500851   | 01.01.2010 | 31.12.9999 | 1          |          |           |           |           |           |

12. Select the Qualification desired to be assigned.

13. Click on **export** button.

The screenshot shows the same SAP 'Mass Upload Assign Qualification' interface as above, but with two red annotations. A red box labeled '12' is placed over the 'Indicat' checkbox in the first row. Another red box labeled '13' is placed over the 'EXPORT' button in the toolbar.

| Indicat                             | Status | Obj. type | ID rel. obj | Pos Desc | Object ID  | Qual Des   | Start date | End Date | Proficien | Msg. Var. | Msg. Var. | Msg. Var. |
|-------------------------------------|--------|-----------|-------------|----------|------------|------------|------------|----------|-----------|-----------|-----------|-----------|
| <input checked="" type="checkbox"/> | S      | 300       | Kerani      | 50       | 01.01.2010 | 31.12.9999 | 1          |          |           |           |           |           |



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

SAP

Mass Upload Assign Qualification

EXPORT

More

Indicat

Status

Obj. type

ID rel. obj

Pos Desc

Object ID

Qual Des

Start date

End Date

Proficien

Msg. Var.

Msg. Var.

Msg. Var.

Msg. Var.

Succ5

300429

Kerani

500851

01.01.2010

31.12.9999

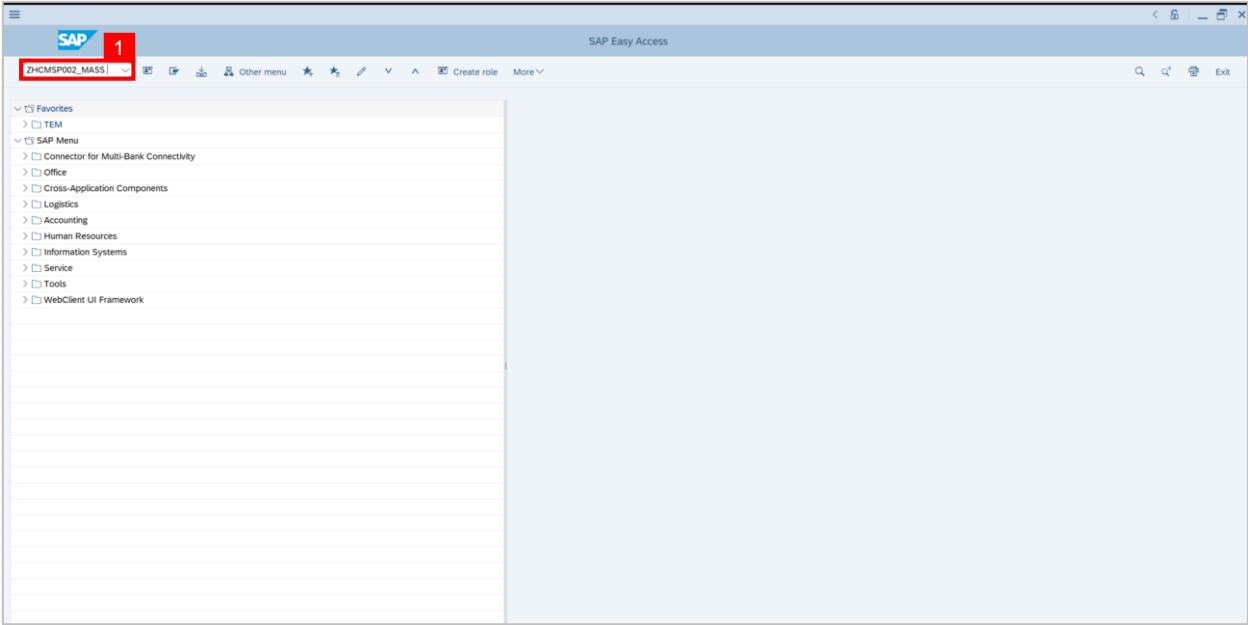
1



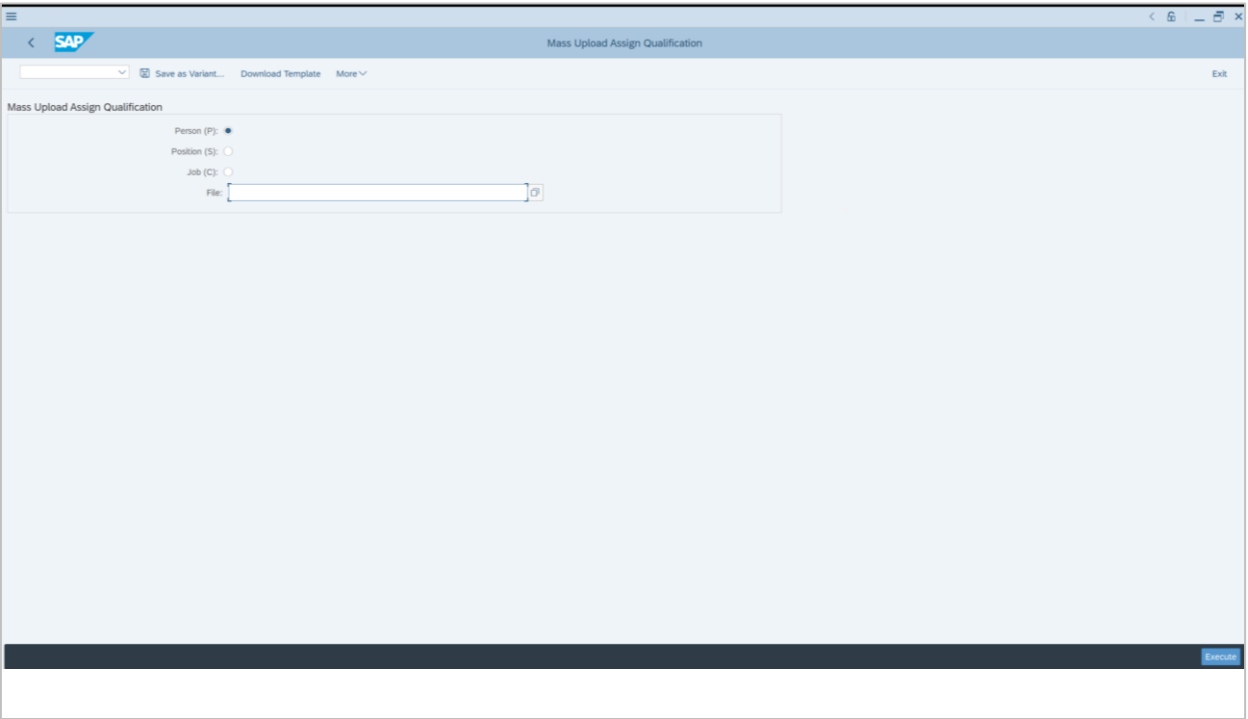
|                                           |                        |
|-------------------------------------------|------------------------|
| MASS ASSIGN<br>QUALIFICATION TO<br>PERSON | Backend User           |
|                                           | Dept. HR Administrator |

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

1. Enter **ZHCMSP002\_MASS** in the search bar.

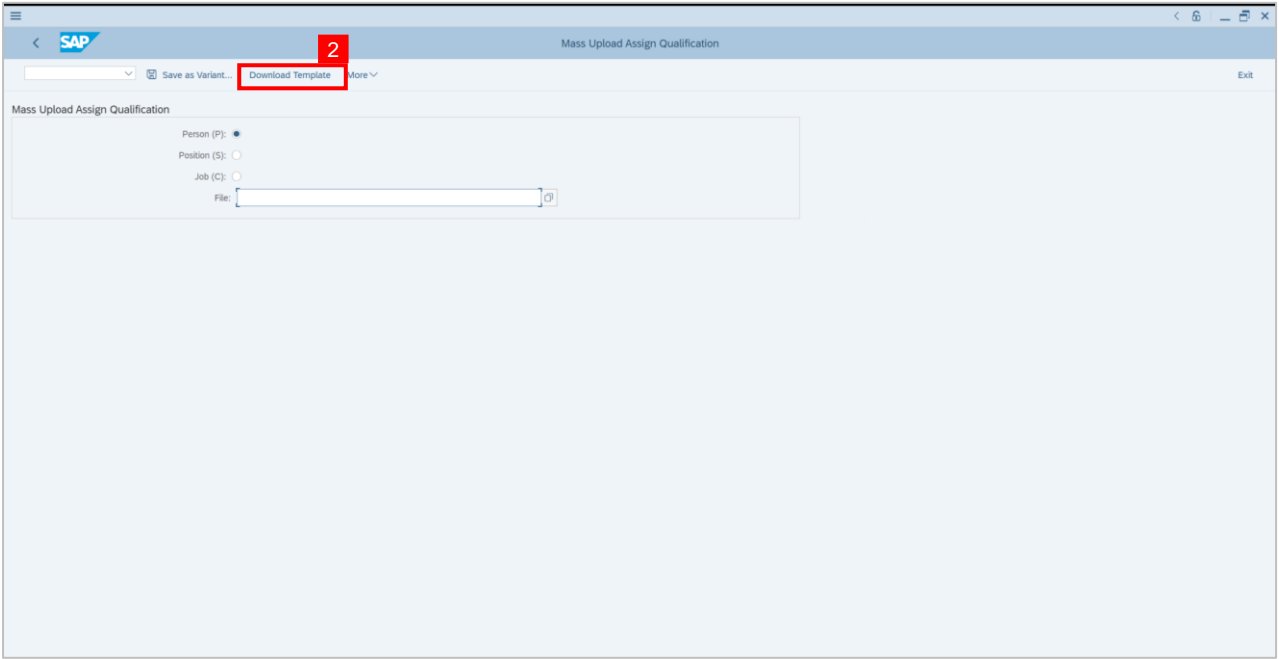


**Note:** Mass Upload Assign Qualification page will be displayed.

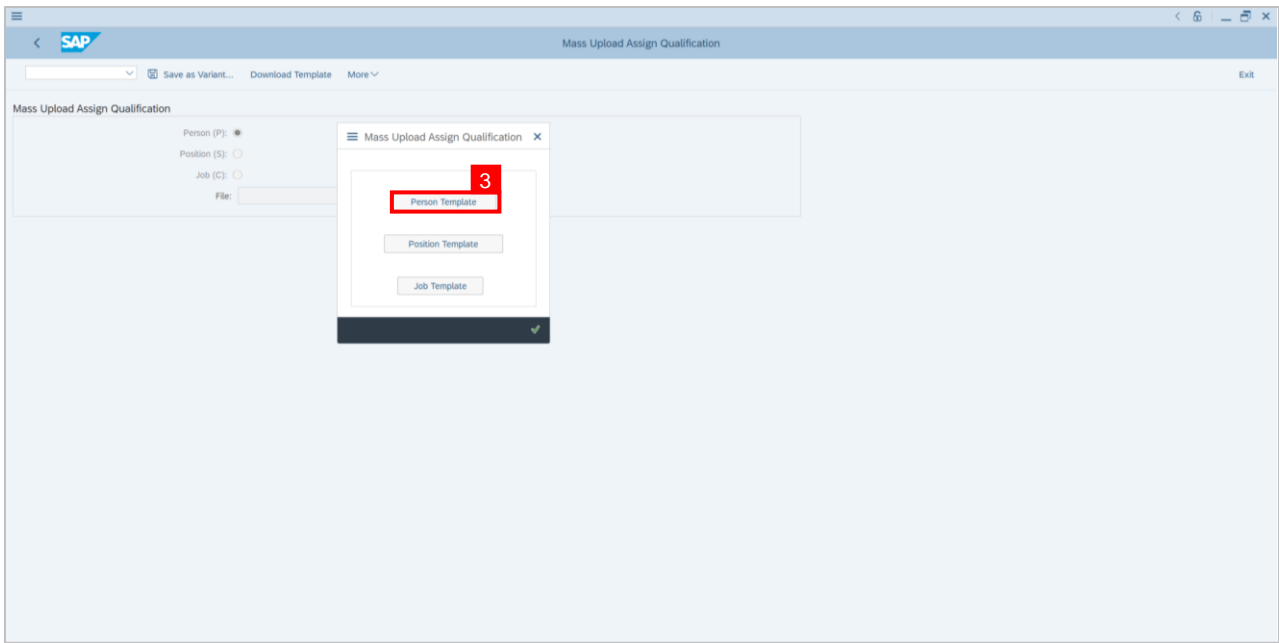




## 2. Click on **Download Template**.

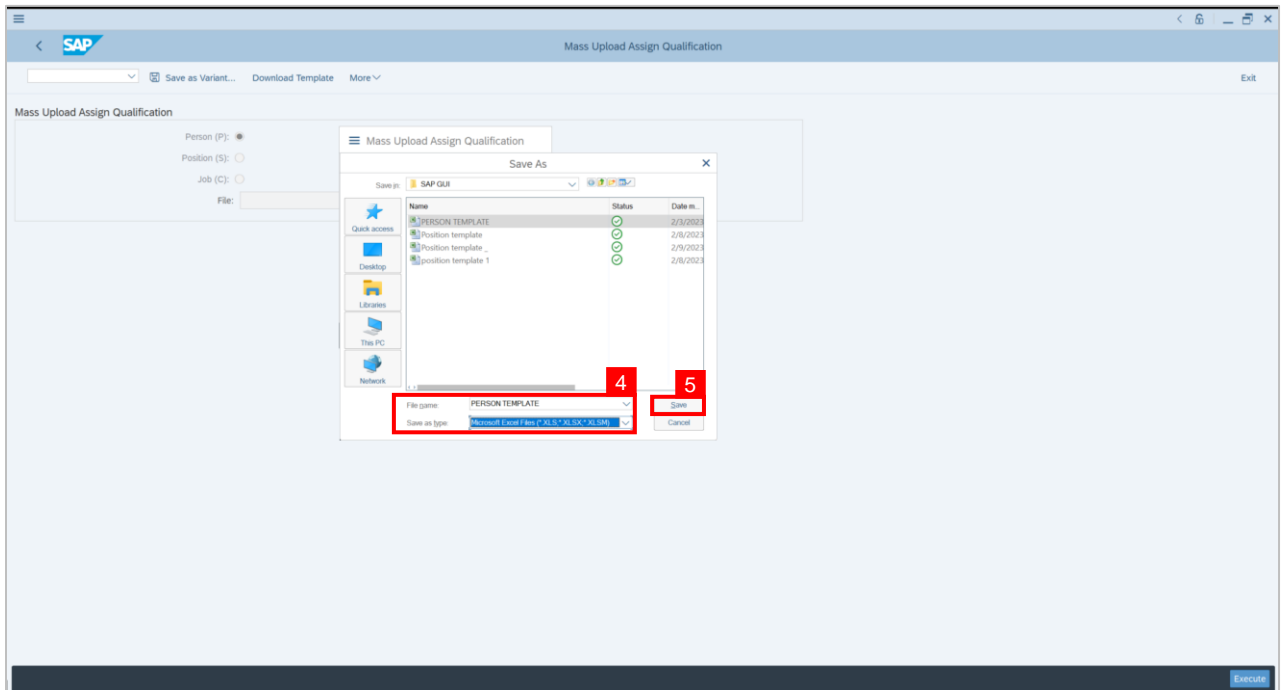


## 3. Click on **Person Template**.



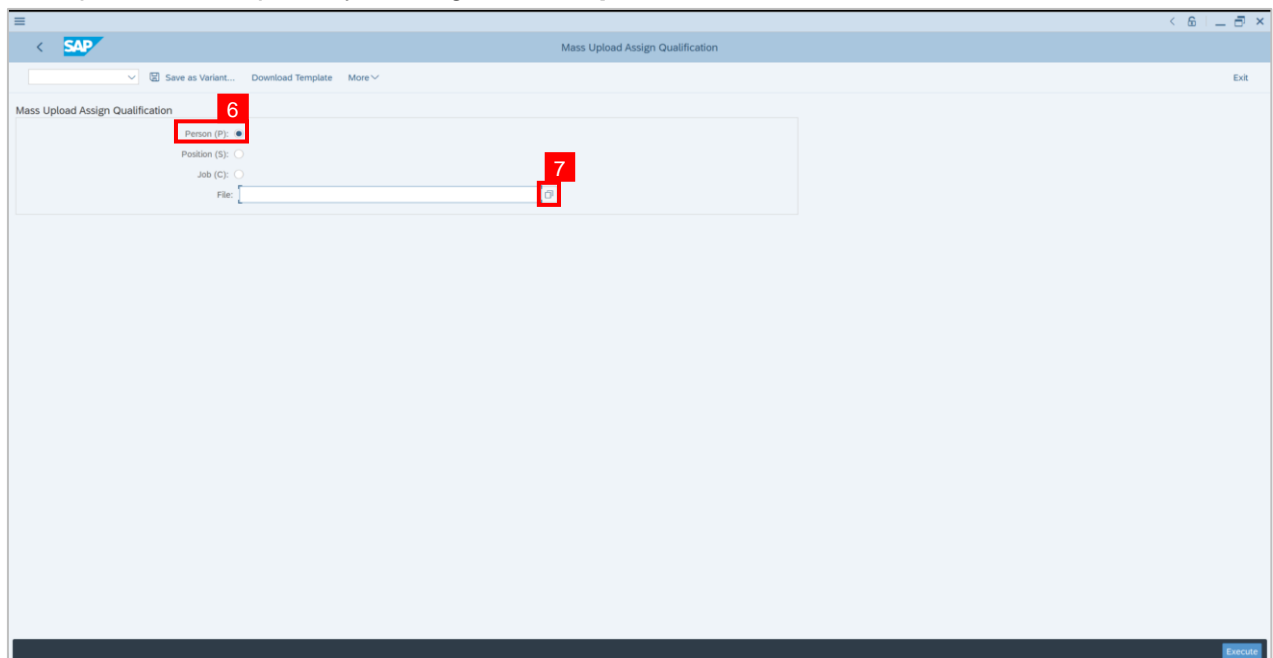
4. **Change** file type (Save as type) to **Microsoft Excel**.

5. Click on **Save** button.



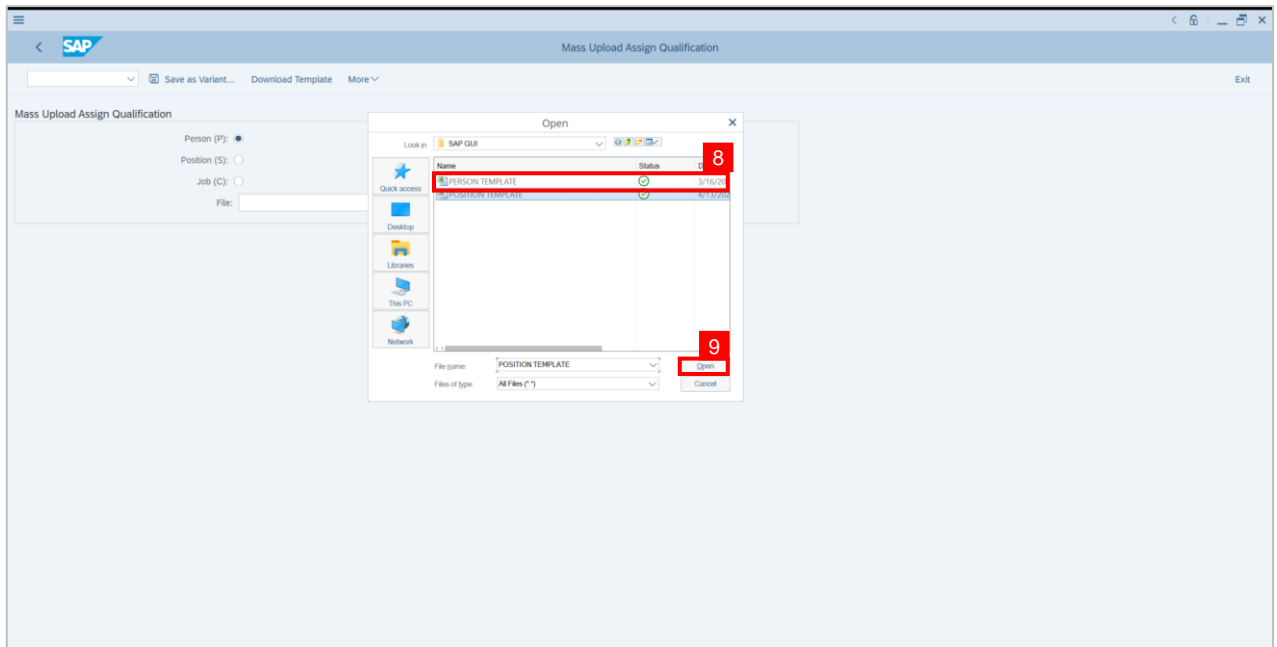
6. Click **Person**.

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

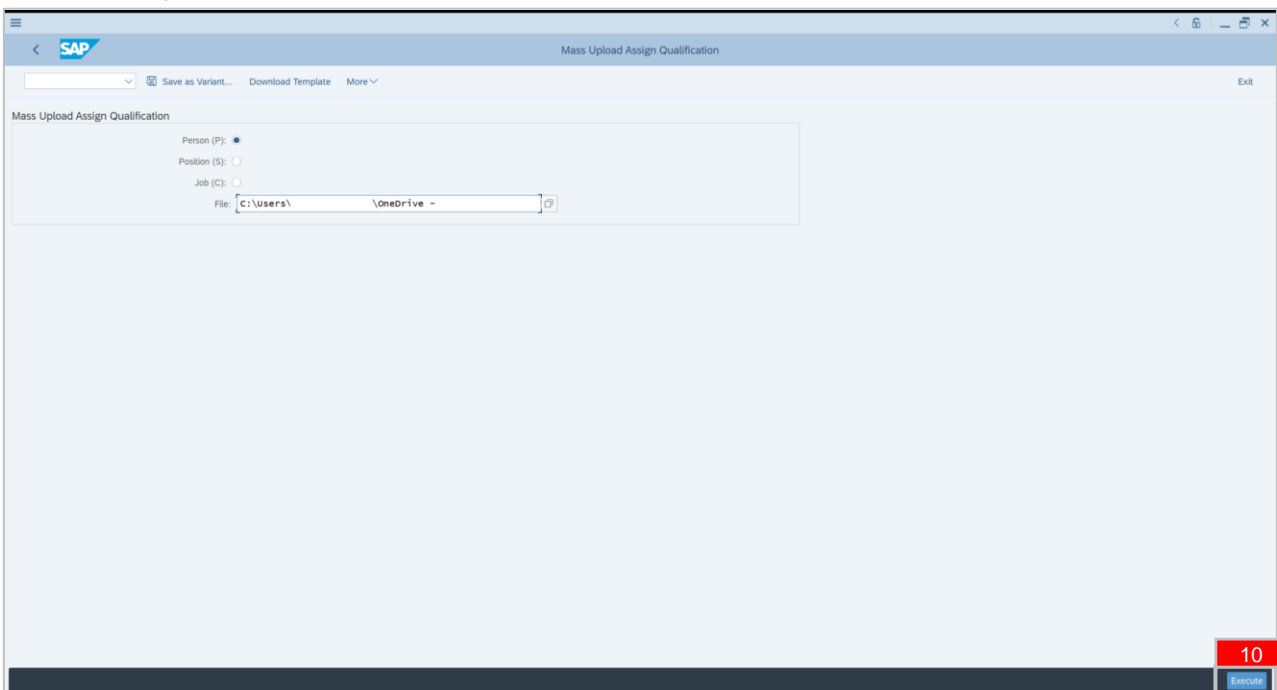


8. Select the **Excel file / Template**.

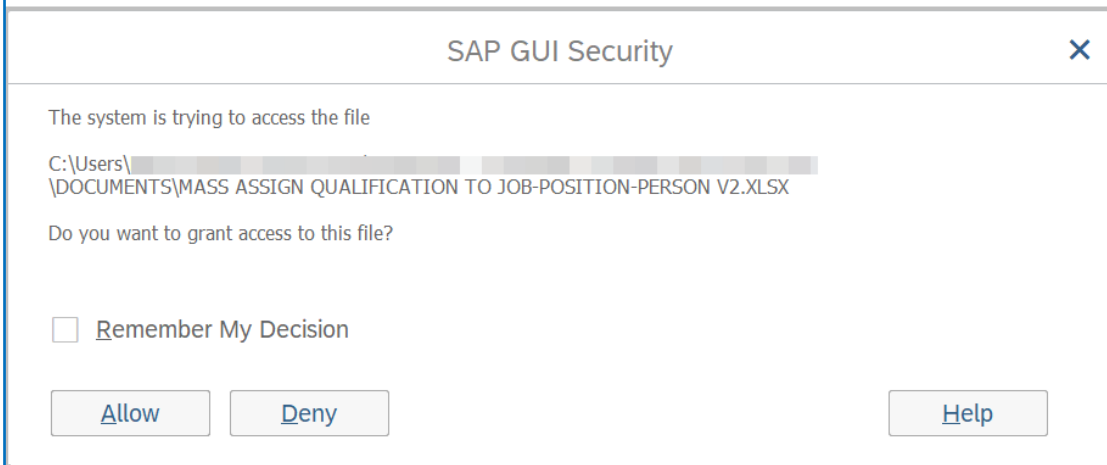
9. Click on **Open** button.



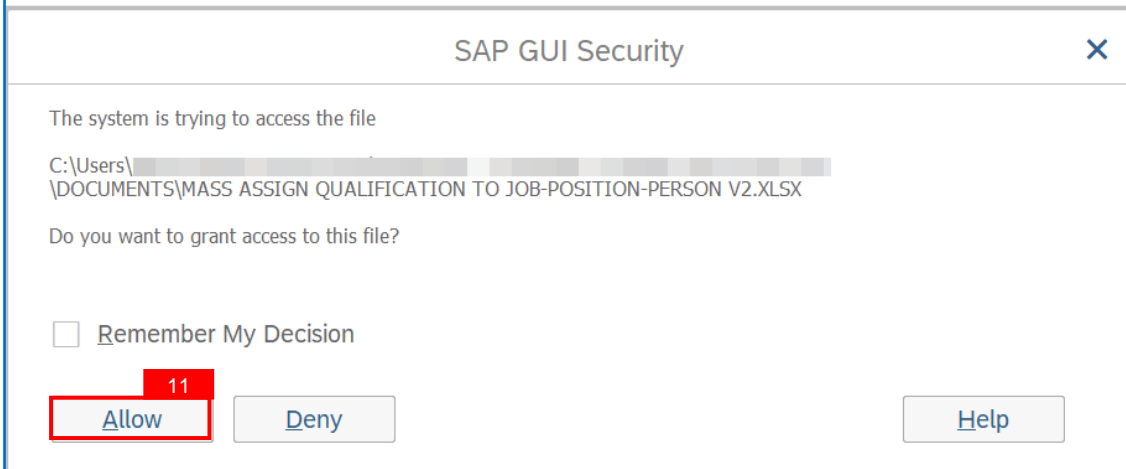
10. Once uploaded, click on **execute** button.



**Note:** SAP GUI Security window will be displayed.



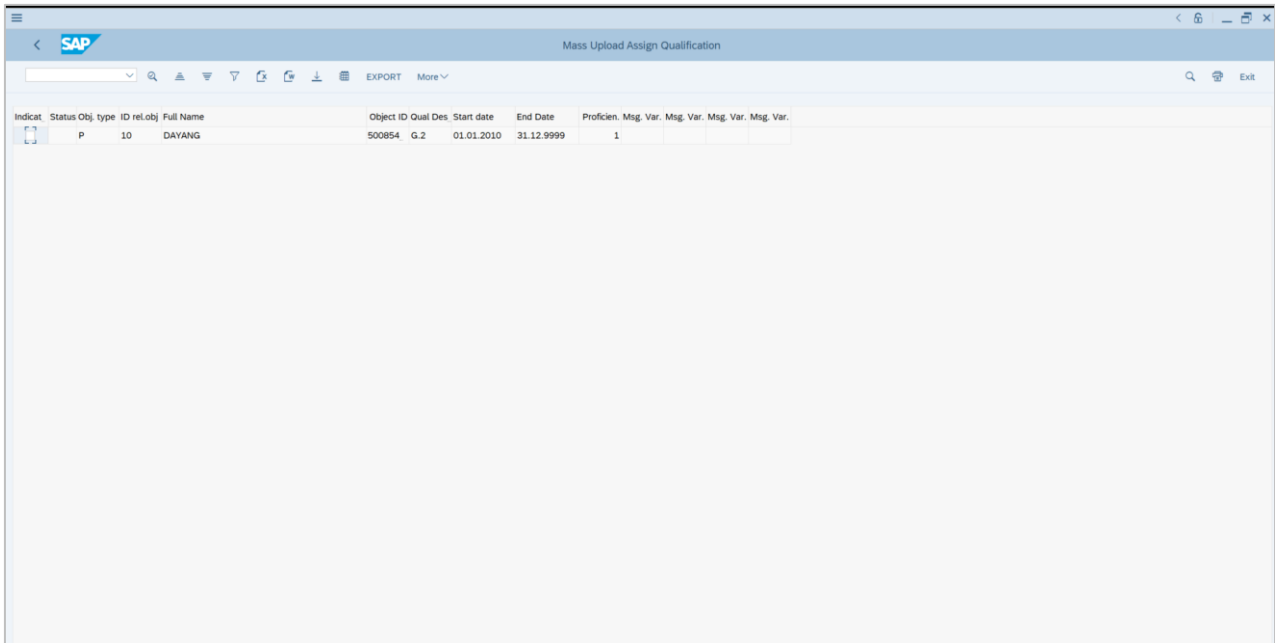
11. Click on the **Allow** button.





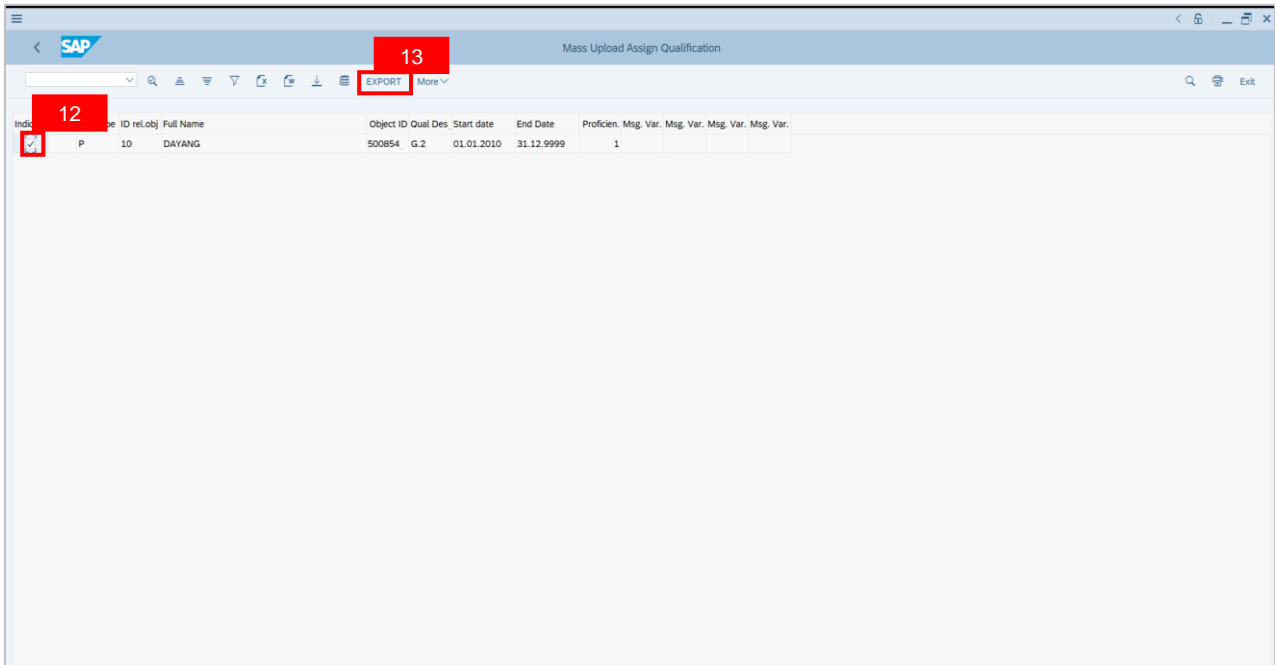


**Note:** List of Qualification and Person page will be displayed.



12. Select the Qualification desired to be assigned.

13. Click on **Export** button.





Outcome: Mass Qualification to Person has been successfully assigned.

SAP

Mass Upload Assign Qualification

| Indicat | Status  | Obj. type | ID rel. Obj. | Full Name | Object ID | Qual Des. | Start date | End Date   | Proficien. | Msg. Var. | Msg. Var. | Msg. Var. | Msg. Var. |
|---------|---------|-----------|--------------|-----------|-----------|-----------|------------|------------|------------|-----------|-----------|-----------|-----------|
|         | Success | P         | 10           | DAYANG    | 500854    | G-2       | 01.01.2010 | 31.12.9999 | 1          |           |           |           |           |