

# 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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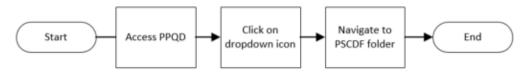
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#### **Process Overview**

#### **Display PSCDF Catalog**



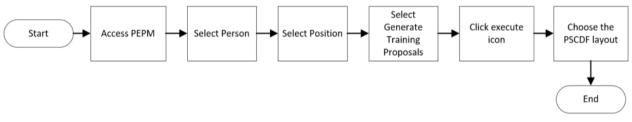
#### **Maintain RCL for Position**



#### Maintain CCL for Person



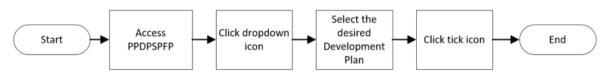
#### **Profile Matchup Report**



#### **Generate Search for Object Report**



#### **Generate Development Plan Status**



#### **Generate Development Plan Activity Status**





#### **Generate Search for Object Report**



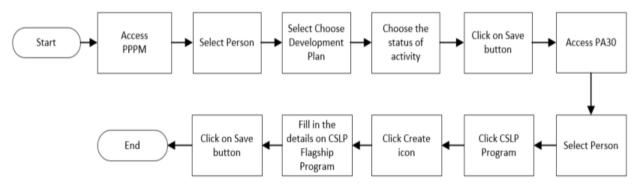
#### Assign Person to CSLP



#### **Mentoring Sessions**



#### **CEP** Assessment



#### 360 Assessment



#### Multi-Source Assessment

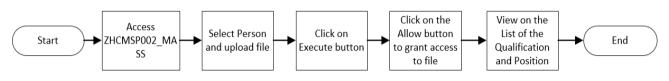




#### Mass Assign Qualification to Position



#### Mass Assign Qualification to Person





# **SAP ICONS**

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

lcon	Name	Purpose
	Overview	For an overall view of the selected infotype or action type.
	Create	To input new information into the system.
Ø	Change	To edit the selected information.
Ē	Сору	To copy the selected information.
Ŵ	Delete	To delete the selected information.
	Delimit	To limit the period of selected information.
6-9	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.

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- 2. Click on the **dropdown** icon.
- 3. Navigate to **PSCDF folder.**

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MAINTAIN COMPETENCIES (RCL) FOR POSITION

Backend User Dept. HR Administrator

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

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

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

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- 3. Fill in the **position** name.
- 4. Click on Find button.

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Note: List of positions will be displayed.

5. Select the **Position.** 

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#### 6. Click on **create** icon.

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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.

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- 9. Navigate to **Proficiency column**.
- 10. Double click on Search Option button

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

#### 12. Click on tick button.

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

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 MAINTAIN
 Backend User

 COMPETENCIES (CCL)
 Dept. HR Administrator

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

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

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

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- 3. Double click on **Search Term** and fill in the name of **person.**
- 4. Click on Find button.

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

#### 5. Select the Person.

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6. Click on **create** icon.

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Note: Choose Qualification window will be displayed.

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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.

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- 9. Navigate to Proficiency column.
- 10. Double click Search Object button.

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

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- 11. Click line Proficiency Yes or No .
- 12. Click on tick button.

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13. Click on Save button.

Outcome: The data has successfully been saved.

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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.

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

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

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Note: Search Window will be displayed.

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

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

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#### 8. Choose Position.

9. Click on the Search Term icon.

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- 10. Fill in the name of **position**.
- 11. Click on the Start Search button.

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

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- 13. Navigate to Editing Options.
- 14. Tick the check box under Generate Training Proposals.
- 15. Click on the **execute** icon.

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

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Note: Choose Layout window will be displayed.

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#### 17. Select the **PSCDF** layout.

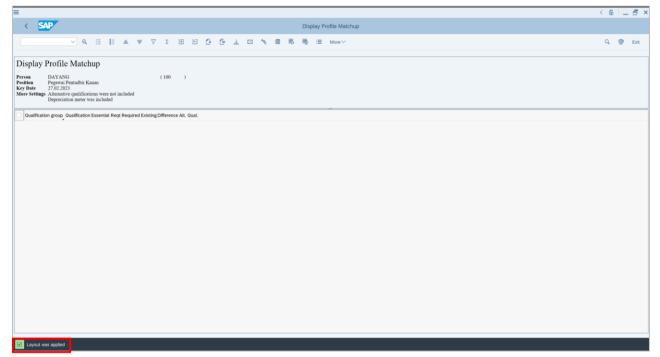
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Outcome: Profile Match Up page will be displayed.

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.

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#### Note: Find Objects for Qualifications page will be displayed.

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

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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.

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

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Note: Proficiency of the Qualification page will be displayed.

Users may update Proficiency of the Qualification accordingly.

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

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

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	1		HALAH			Collaborate and Engage Communicate with Influence Continuous Improvement	Level 4 Level 3	Image: 01.01.2020       Image: 01.01.2020       Image: 01.01.2020       Image: 01.01.2020	31.12.9999 31.12.9999			
	1		најан			Collaborate and Engage Communicate with Influence	Level 4 Level 3 Level 3	<ul><li>✓ □ 01.01.2020</li><li>✓ □ 01.01.2020</li></ul>	31.12.9999 31.12.9999 31.12.9999			
	1 1 1		најан			Collaborate and Engage Communicate with Influence Continuous Improvement Drive Change	Level 4 Level 3 Level 3 Level 3	Image: 01.01.2020           Image: 01.01.2020           Image: 01.01.2020           Image: 01.01.2020           Image: 01.01.2020	31.12.9999 31.12.9999 31.12.9999 31.12.9999			
	1 1 1		најан			Collaborate and Engage Communicate with Influence Continuous Improvement Drive Change Knowledge Capital	Level 4 Level 3 Level 3 Level 3 Level 4	Image: Constraint of the second se	31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999			
	1 1 1 1	5 HAJI	HALAH			Collaborate and Engage Communicate with Influence Continuous Improvement Drive Change Knowledge Capital Organisational Development	Level 4 Level 3 Level 3 Level 3 Level 4 Level 3	Image: Constraint of the system         01.01.2020	31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999			
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	1 1 1 1 1 1 1	5 HAJI				Collaborate and Engage Communicate with Influence Continuous Improvement Drive Change Knowledge Capital Organisational Development Outcome-Oriented Results Collaborate and Engage Communicate with Influence	Level 4 Level 3 Level 3 Level 3 Level 4 Level 4 Level 4 Level 4	Ø         01.01.2020           Ø         21.1.2022           Ø         28.11.2022	31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999 31.12.9999			
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GENERATE	Backend User
DEVELOPMENT PLAN STATUS	Dept. HR Administrator

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

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

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✓ t <sup>2</sup> SAP Menu				
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> 🗅 Human Resources				
C Information Systems				
> C Service				
> C Tools				
> 🗋 WebClient UI Framework				

Note: Choose development plan page will be displayed.

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- 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

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

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CSLP ES 2.3	в		01.01.		
CSLP ES 1	в		01.01.		
CSLP SES 3	в		01.01.		
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#### Outcome: Find Objects Development page will be displayed.

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valuation period 07.02.2023 -	31.12.9999
Development Plan CSLP ES 2.1	
Is passed through by	
	per of persons
Person's name	Start Date End Date
	6
DR	01.04.2021 16.06.2023
ILLAH	21.11.2022 31.08.2023
AWANG	28.11.2022 16.06.2023
назан	28.11.2022 16.06.2023
DAYANG	28.11.2022 16.06.2023
назан	15.12.2022 14.06.2023
Recommended	2
ASDIANAH	02.12.2022 20.06.2023
AWANG	05.12.2022 23.06.2023
Nominated	5
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Abdul	19.11.2016 31.12.9999
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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 **PPDPSPFS** in the search bar.

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SAP 1	SAP Easy Access				
[PPDPSPFS ] I I I I A & A Other menu ★ ★ / ∨ ∧ I Create	role More ~	Q	Q <sup>*</sup>	7	Exit
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#### Note: Find Object for Development Plan Item page will be displayed.

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< SAP	Find Objects for Development Plan Item
⊂ More~	Exit
Development item	
Work Center	
Evaluation period	
01.01.1900 to: 31.12.9999	
Plan version 'Current plan' was set	



- 2. Change Development Plan Item to Appraisal Template.
- 3. Click on the Search Term icon.

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Development item 2 Appraisal Template		
Evaluation period		
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Choose "Work Center"		
Choose Work Center		

Note: Appraisal Template window will be displayed.

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Evaluation period	Search Term: 🔯 🚺			
01.01.1900 to: 31				
	Start Search 💠 Multiple Selection 🗵 Close			



- 4. Type CEP on Search Term.
- 5. Click on the **Start Search** button.

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

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	Object abbr. Object name	Start End Date
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	CEP Kumpulan CEP Kumpulan 1, 2 & 3	
	CEP Supersca CEP Superscale Special /	A/B/C 01.01.1900 31.12.9999
	3 Entries found	



- 6. Choose **desire object** to be assigned.
- 7. Click on the **tick** icon.

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Development item Appraisal Template (1) 3 Entries found X	
Appraisal Template C: Abbreviation and Name R: Search Term with Rest >	
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#### 8. Click on the **execute** icon.

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Development item	
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Evaluation period	
01.01.1900 to: 31.12.9999	



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

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s passed through by			
State of Development Numbe	r of persons		
Person's name	start Date End Date		
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AWANG	05.12.2022 23.06.2023		
Recommended	0		
Nominated	-		
Nominated	0		
Selected	1		
DATO	06.12.2022 24.06.2023		
Not Selected	0		
Current	0		
Rejected	0		
Start Appraisal	0		
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	2		
Belum Bersedia (0-7)	19.01.2023 06.08.2023		

# Sistem Sumber Manusia - Succession Planning IDP



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.

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> information Systems	
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WebClient UI Framework	

Note: Find Objects for Qualifications page will be displayed.

2. Click on the Get Variant icon.

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# Sistem Sumber Manusia - Succession Planning IDP



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.

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

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Note: Proficiency of the Qualification window will be displayed.

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

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

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# Sistem Sumber Manusia - Succession Planning IDP



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.

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

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

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

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Note: Person: Change Profile page will be displayed.

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- 5. In Individual Development Plan tab.
- 6. Navigate to Choose development plan and click on it.

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Note: Choose Qualification window will be displayed.

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

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8. Double click on CSLP ES 2.2

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

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Note: Individual Development Plan page will be displayed.

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

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Outcome: Successfully assigned Individual to CSLP Program.

# Sistem Sumber Manusia - Succession Planning IDP



**MENTORING SESSION** 

Backend User

Dept. HR Administrator

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

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

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4. Double click on the selected person.

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- 5. In Individual Development Plan tab.
- 6. Navigate to Choose development plan and click on it.

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Note: Choose Qualification window will be displayed.

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

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#### 8. Double click on CSLP 2.2

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

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## Note: Individual Development Plan page will be displayed

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

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11. Click on the activity for the individual. For example: 1<sup>st</sup> Monitoring CSLP.

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

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VA           VA           VA           VA           ZA	490 490 490 490 488 488 488	CEP Superscale Special /A/B/C Multi-Source Feedback Form 360 ES 2.1 Div I & II 360 ES 2.1 Div I & II 360 ES 2.1 Div III, IV & V 1st Mentoring CSLP 2nd Mentoring CSLP	Nominated	~	06.02.2023	to: 21.05.20	123 🔗		
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ZA	488	10th Mentoring CSLP							
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Note: The State of Development will be automatically changed to Nominated.

Outcome: Successfully assigned an individual for Mentoring.

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# Sistem Sumber Manusia - Succession Planning IDP



**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.

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

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

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4. Double click on the selected person.

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- 5. In Individual Development Plan tab.
- 6. Navigate to Choose development plan and click on it.

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Note: Choose Qualification window will be displayed.

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

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- 8. Double click on CSLP ES 2.1
- 9. Or click on CSLP ES 2.1 and click on the tick icon.

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

## Appraisal.

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ZA	48	4th Mentoring CSLP	1								
ZA	48	5th Mentoring CSLP	1								
0	10	Unit Pengarang	2								
ZA	48	6th Mentoring CSLP	1								
ZA	48	7th Mentoring CSLP	1								
ZA	48	8th Mentoring CSLP	1								
ZA	48	9th Mentoring CSLP	1								
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11. Click on the activity for the individual. For example: CEP B3

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	VA	490	360 ES 2.1 Div I & II	1	Object type text Object name Start Date End Date State of Devel	opment NOTE
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	ZA	488	5th Mentoring CSLP	1		
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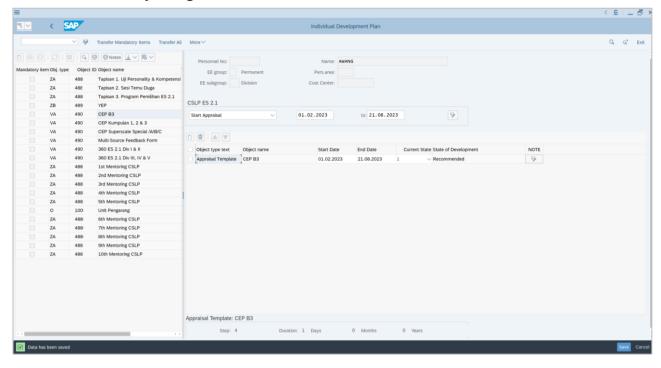
12. Click the dropdown icon to choose the current state. For example: Recommended.

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13. Click on **Save** button.



Note: Successfully assigned an individual for CEP Assessment.



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

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Note: Maintain HR Master Data page will be displayed.

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

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- 16. Fill in the Last Name and First Name.
- 17. Click on **Start Search** button.

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Note: List of names will be displayed.

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

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		AWANG 31.12.1961 10054232 31.	
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	Actions	AWANG 22.04.1965 10008093 22.	
	Organizational assignment	AWANG 21.02.1962 10027743 21.	
	Personal data     Addresses	AWANG 25.11.1968 10026168 25.	
	Planned Working Time	AWANG 11.02.1960 10020410 11.	
	Basic Pay	AWANG 14.10.1966 10051113 14.	
	O Bank Details	AWANG 03.04.1984 10013662 03.	
	Recurring Payments/Deductions	AWANG 28.03.1961 10030534 28.	
	Additional Payments/Deduction	AWANG 02.06.1975 10070055 02.	
	Monitoring of Tasks	AWANG 11.04.1977 10055945 11.	
	Family Member/Dependents	AWANG 27.08.1960 10009818 27.	
	Education	AWANG 16.09.1958 10049776 16.	
		AWANG 29.12.1956 10030079 29.	
	Direct selection	AWANG 14.06.1959 10028955 14.	
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		AWANG 08.12.1957 10019754 08.	
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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.

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20. Click on the create icon.



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

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21. Fill in the details on CSLP Flagship Program.

22. Click on **Save** button.

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

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# Sistem Sumber Manusia - Succession Planning IDP



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.

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Note: User: Change Profile page will be displayed.

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

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

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- 5. In Individual Development Plan tab.
- 6. Navigate to Choose development plan and click on it.

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Note: Choose Qualification window will be displayed.

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

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8. Double click on CSLP ES 2.1

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

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

Expectation / Meets Expectation / Exceeds Expectation / Exceptional Achievement.

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	ZA	488	Tapisan 3. Program Pemilihan ES 2.1					
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	VA	490	CEP B3	Start Appraisal	01.02.2023 to: 21.08.2023			
	VA	490	CEP Kumpulan 1, 2 & 3	Grade E				
	VA	490	CEP Superscale Special /A/B/C					
	VA	490	Multi-Source Feedback Form	Grade F				
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	ZA	488	3rd Mentoring CSLP					
	ZA	488	4th Mentoring CSLP	In Process				
	ZA	488	5th Mentoring CSLP	On track				
	0	100	Unit Pengarang	Issues – No Mentor				
	ZA	488	6th Mentoring CSLP	Pass				
	ZA	488	7th Mentoring CSLP					
	ZA	488	8th Mentoring CSLP	Absence				
	ZA	488	9th Mentoring CSLP	Document Pending				
	ZA	488	10th Mentoring CSLP	Not Completed				
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11. Click on the activity for the individual. For example: 360 ES 2.1 Div I & II.

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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.

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Outcome: Successfully assigned an individual for 360 Assessment.

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# Sistem Sumber Manusia - Succession Planning IDP



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.

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Note: User: Change Profile window will be displayed.

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

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4. Double click on the selected person.

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Note: Person: Change Profile page will be displayed.

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## 5. In Individual Development Plan tab.

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

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Note: Choose Qualification window will be displayed.

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

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- 8. Double click on CSLP ES 2.1
- 9. Or click CSLP ES 2.1 and click on the tick icon.

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10. Choose the status of activity by clicking the dropdown icon. For example: Completed /

Not Completed.

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	ZA	488	9th Mentoring CSLP	Completed (Pass)							
	ZA	488	10th Mentoring CSLP	Completed (Fail)							
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11. Click on the activity for the individual. For example: 1st Mentoring CSLP

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	VA	490	CEP Superscale Special /A/B/C				
	VA	490	Multi-Source Feedback Form				
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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.

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## Sistem Sumber Manusia - Succession Planning IDP



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.

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Connector for Multi-Bank Connectivity	
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Cross-Application Components	
> 🗅 Logistics	
> C Accounting	
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> C Service	
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#### Note: Mass Upload Assign Qualification page will be displayed.

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Position (5): O	
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2. Click on **Download Template**.

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## 3. Click on **Position Template.**

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Mass Upload Assign Qualification		
Mass Upload Assign Qualification Person (P):  Position (S):  Job (C):  File:	Mass Upload Assign Qualification	



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

## 5. Click on Save button.

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## 6. Click Position

7. Click the icon to upload the file.

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#### 8. Select the file.

#### 9. Click on Open button

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

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

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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?	
<u>A</u> llow <u>D</u> eny	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	
<u>Allow</u> <u>D</u> eny	Help



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

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12. Select the Qualification desired to be assigned.

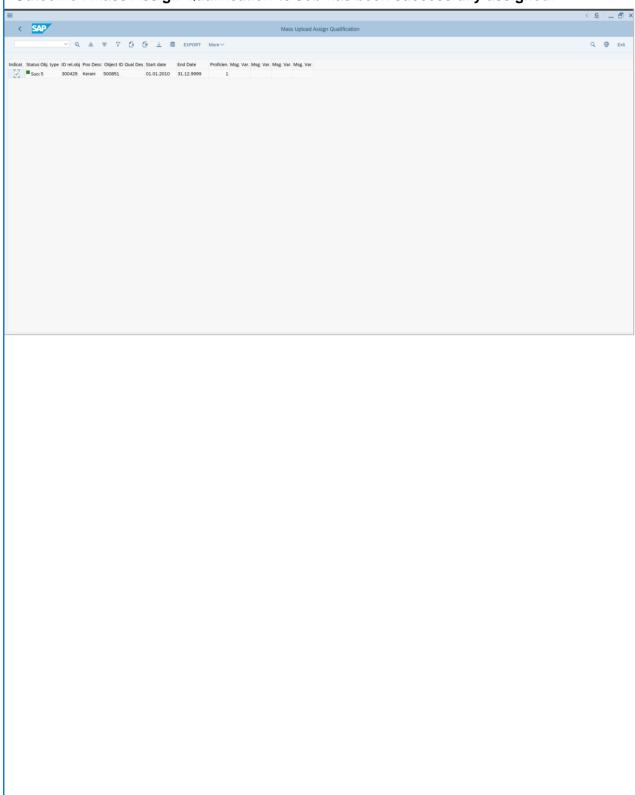
13. Click on **export** button.

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# Sistem Sumber Manusia - Succession Planning IDP



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



# Sistem Sumber Manusia - Succession Planning IDP



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.

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Note: Mass Upload Assign Qualification page will be displayed.

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2. Click on **Download Template**.

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Save as Variant	Download Template More ~	Exit
Mass Upload Assign Qualification		
Person (P):		
Position (S):		
Job (C):		
File:	Ø	

### 3. Click on Person Template.

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- 4. Change file type (Save as type) to Microsoft Excel.
- 5. Click on Save button.

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#### 6. Click Person.

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

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- 8. Select the Excel file / Template.
- 9. Click on **Open** button.

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10. Once uploaded, click on execute button.

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

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12. Select the Qualification desired to be assigned.

13. Click on **Export** button.

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## Outcome: Mass Qualification to Person has been successfully assigned.

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