

SISTEM SUMBER MANUSIA

User Guide Back End User (SAP GUI)

Generate Personnel Number

VERSION: 1.0

SSM_UG_PY_Back End (SAP GUI)_Generate Personnel Number



INTRODUCTION

This user guide acts as a reference for **Department Users** (back-end user) to manage generate personnel numbers. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

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

GLOSSARY

The following acronyms will be used frequently:

| Term | Meaning |
|---------|---------------------------------------|
| SSM | Sistem Sumber Manusia |
| SAP GUI | SAP Graphical User Interface/Back End |
| FIORI | Front End/Web Portal |
| ESS | Employee Self Service |
| MSS | Manager Self Service |

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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| Navigate to HR Master | Backend User |
|-----------------------|--------------|
| Data | - |

| SAP | SAP Easy Access |
|--|--------------------------------|
| V 🗉 🖝 🛓 🔓 Other menu 🍂 🏂 | 🖉 V \land 🗷 Create role More V |
| Favorites SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Accounting Human Resources PPMDT - Manager besktop Personnel Management Personnel Management HR Master Data PA40 - Personnel Actions PA40 - Personnel Actions PA30 - Maintain PA20 - Display PA40 - Personnel File PA42 - Fast entry: Actions Info System | |

- 1. In SAP Menu, click on Human Resources.
- 2. Click on Personnel Management.
- 3. Click on Administration.
- 4. Click on HR Master Data
- 5. Click on PA30 Maintain



| | | SAP Easy Access | |
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| PA30 🗸 🗉 🖝 🛓 🖧 Other n | menu 🏂 🛧 | 🖉 V 🔨 🗷 Create role More V | |
| Favorites SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Logistics Cocounting Accounting Human Resources Information Systems Service Tools WebClient UI Framework | | | |

Note: User may enter transaction code **PA30** in the search bar to go to the same page.

| < SAP | Maintain HR Master Data |
|---|--|
| 60 | 🛋 More ∽ |
| Personnel no.: | |
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| | |
| Basic personal data | |
| Infotype Text S | Period |
| Actions | C Period |
| Organizational assignment | |
| 0 8 | From: To: |
| Personal data | From: To: To: |
| Personal data Addresses Diseased Washing Time | From: To: Today Curr.week |
| Personal data Addresses Planned Working Time Basic Pay | From: To: Today Curr.week All Current month |
| Personal data Addresses Planned Working Time Basic Pay Bank Details | From: To: Today Curr.week All Current month From curr.date Last week |
| Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions | From: To: O Today Curr.week All Current month From curr.date Last week To Current Date Last month |
| Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions | From: To: Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Period Current Year |
| Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks | From: To: Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Period Current Year Choose To Current Period |
| Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks Family Member/Dependents | From: To: Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Period Current Year E Choose Current Period |

Outcome: HR Master Data page will be displayed.

| | Backend User |
|--|--|
| Number - | |
| | |
| ₃ <u> </u> | Maintain HR Master Data |
| ~ 0 / | 68 🗐 🛱 🗑 🖬 More 🗸 |
| | 1 |
| Personnel no.: 187 | |
| Name: ISITI | |
| EE group: 1 Permanent | t Pers.area: SA Prime Minister's Office |
| EE subgroup: 04 Division IV | |
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| asic personal data | |
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| | e Period |
| Infotype Text | S |
| Infotype Text O Actions | ✓ C Period |
| Infotype Text Actions Organizational assignment | ✓ [↑] Period ✓ From: To: |
| Infotype Text Actions Organizational assignment Personal data | Image: Simple state Image: Simpl |
| Infotype Text Actions Organizational assignment Personal data Addresses | Period From: To: Today Curr.week |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time | Period From: To: Today Curr.week All Current month |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay | Period From: To: Today Curr.week All Current month From curr.date |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details | Period From: To: Today Curr.week All Current month From curr.date Last week To Current Date Last month |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions | Period From: To: Today Curr.week All From curr.date Last week To Current Date Last month |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions | Period From: To: Today Curr.week All Current month From curr.date Last week To Current Date Last month Current Period Current Year |
| Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions Monitoring of Tasks | Image: Simple state st |
| Infotype TextActionsOrganizational assignmentPersonal dataAddressesPlanned Working TimeBasic PayBank DetailsRecurring Payments/DeductionsAdditional Payments/DeductionsMonitoring of TasksFamily Member/Dependents | Period From: To: Today Current month From curr.date Last week To Current Date Last month Current Period Current Year Choose |

1. Enter the employee's Personnel number.

Note:

- Employee's Personnel Number can be obtained from HR Administrator.
- Employee's Personnel Number is generated automatically when an employee is hired (*lantikan*) using PA40.
- 2. Click enter on your keyboard.

Outcome: Employee's details will be displayed.

| enerate Personnel | Backend Use | r | |
|--|-------------|--|--|
| umber with IC umber | - | | |
| | | | |
| < SAP | | | Maintain HR Master Data |
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| Personnel no.: | | | _ |
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| Infotype Text | S | Period | |
| Asic personal data Infotype Text Actions Organizational assignment Personal data | S | Period Period From: | To: |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses | S | Period Period From: Today | To: |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time | S | Period Period From: Today All | To: Curr.week |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay | S | Period Period From: Today All From curr.date | To: Curr.week Current month Last week |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details | S | Period Period From: Today All From curr.date To Current Date | To: Curr.week Current month Last week Last month |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions | S | Period Period From: Today All From curr.date To Current Date Current Period | To: Curr.week Current month Last week Last month Current Year |
| Asic personal data Infotype Text Actions Organizational assignment Personal data Addresses Planned Working Time Basic Pay Bank Details Recurring Payments/Deductions Additional Payments/Deductions | S | Period Period From: Today All From curr.date To Current Date Current Period | To: Curr.week Current month Last week Last month Current Year |
| Asic personal data Infotype Text 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 | S | Period Period From: Today All From curr.date To Current Date Current Period Choose | To: Curr.week Current month Last week Last month Current Year |

1. Click on 🕒

Note:

• Personnel Number (1) page will be displayed.



2. Click on

I: IC number

3. Fill in Identity Number (IC Number)

Note:

• Do not enter dash (-) for the IC Number.



Note:

· Employee's Personnel Number will be displayed.

12



| | | | | Personnel Num |
|----------------|--------------|-------------|---------|---------------|
| < | C: Person | nel ID Numi | ber | I: IC number |
| lden 6 ✓ | tity Number: | *26 | ¢ \ [۲ | 3 |
| ıc | Start Date | End Date | PersNo | 5 |
| 01 | 01.01.2021 | 31.12.9999 | 1004798 | 38 |
| | | | | |

- 5. Click on the employee's Personnel Number.
- 6. Click on 🗸

Note:

• Employee's Personnel Number will be entered into the field.

| < | SAP | | | | | | Maintain HR Master Data |
|---|--------------------|---|----|---|---|---|-------------------------|
| | ~ 1 | P | 66 | 1 | Ċ | Ŵ | More \checkmark |
| | Personnel no.: 187 | | | | | | |

6. Click enter on the keyboard.

| Personnel no.: 187 | |
|-----------------------------|---------------------------------------|
| Name: | |
| EE group: 1 Permanent | Pers.area: SA Prime Minister's Office |
| EE subgroup: 04 Division IV | |

Outcome: Employee's details will be displayed.



1. Click on 🗗

Note:

• Personnel Number (1) page will be displayed.

12



- 2. Click on I: IC number
- 3. Fill in Identity Number (Uniform ID).

Note:

• Enter asterisk (*) before the Uniform ID.



Note:

· Employee's Personnel Number will be displayed.

12



| | Personnel Number (1) 1 Entry found |
|---------------------------------|---------------------------------------|
| < C: Personnel ID Number | I: IC number K: Organizational assign |
| 6 | ~ |
| ✓ ⊠ Q Q [†] ★ 2 = ∨ | <u>य</u> |
| ID Number IC Start Date End Dat | e PersNo |
| 01 01.01.2021 31.12.99 | 999 10042230 |
| | |

5. Click on the employee's Personnel Number.

| 6. Click on | ✓ |
|-------------|---|
|-------------|---|

Note:

• Employee's Personnel Number will be entered into the field.

| < | SAP | | | | | | | | Maintain HR Master Data |
|---|----------------|----------------------|---|---|----|---|---|---|-------------------------|
| | ~ | | ٥ | P | 69 | đ | Ċ | Ŵ | More \checkmark |
| | Personnel no.: | 187 | | | | | | | |

6. Click enter on the keyboard.

| Personnel no.: 187 |]0 |
|-----------------------------|---------------------------------------|
| Name: | |
| EE group: 1 Permanent | Pers.area: SA Prime Minister's Office |
| EE subgroup: 04 Division IV | |

Outcome: Employee's details will be displayed.



Free Search to Personnel Number Backend User

Note:

• If user has accidentally clicked on Free Search, follow the steps below:

| | | | | | | × |
|--|-------------------------------|-------------|---|--|-----|-----|
| | | | | 원 Reporting Period: Today | | |
| | Field group/fields | Value selec | | Eporting set | | - 1 |
| | > 🗅 Key Fields | | 0 | Unrestricted 63 | | - 1 |
| | > 🗅 Actions | | | restrict hur Z Porcens along organizational structure | | - 1 |
| | > D Organizational Assignment | | | restrict by: preisons along organizational structure | | - 1 |
| | > 🗅 Personal Data | | | | | - 1 |
| | > 🗅 Challenge | | | | | |
| | > 🗅 Leave Entitlement | | | | | |
| | > 🗅 Addresses | | | Selections | | |
| | > D Planned Working Time | | | You can define selection conditions in this area. | | |
| | > 🛅 Basic Pay | | | Fields can only be selected by selecting them correspondingly from the field list. | | |
| | > 🛅 Bank Details | | | In addition, fields can be moved to this area using Drag & Drop | | |
| | Contract Elements | | | | | |
| | > Travel Privileges | | | | | |
| | > E Family/Related Person | | | | | |
| | > Internal Medical Service | | | | | |
| | > 🗅 Internal Control | | | | | |
| | > D Time Recording Info. | | | | | |
| | > Matern.Prot./Parent.Leave | | | | | |
| | > 🛅 Milit./Non-Milit.Service | | | | | |
| | > D Payroll Status | | | | | |
| | Capital formation | | | | | |
| | > 🗅 Ext. bank transfers | | | | | |
| | Education and training | | | | | |
| | > D Powers of attorney | | | | | |
| | Date specifications | | | | _ | |
| | > 🗅 Infotype 0148 | | 0 | | 1 | 0 |
| | | | | ٨ | 1 J | × |

1. Click on 🔄





2. Select an option from the list that is not Free search.

| E Personnel Number (1) | | | | | | | | |
|------------------------|---|--------------|------------------------------|-------------------|---------|--|--|--|
| < | C: Personnel ID Number | I: IC number | K: Organizational assignment | Free search | > | | | |
| | Identity Number: IC Type: Start Date: End Date: Personnel number: | |] | | | | | |
| | [| | | | | | | |
| | | | 🛛 Start Search 🛛 🕀 M | ultiple Selection | ĭ Close | | | |

Outcome: Personnel Number (1) page will be displayed. Enter IC Number or Uniform ID to generate employee's personnel number.