



SISTEM SUMBER MANUSIA

User Guide

Back End User (SAP GUI)

Generate Personnel Number

VERSION: 1.0

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

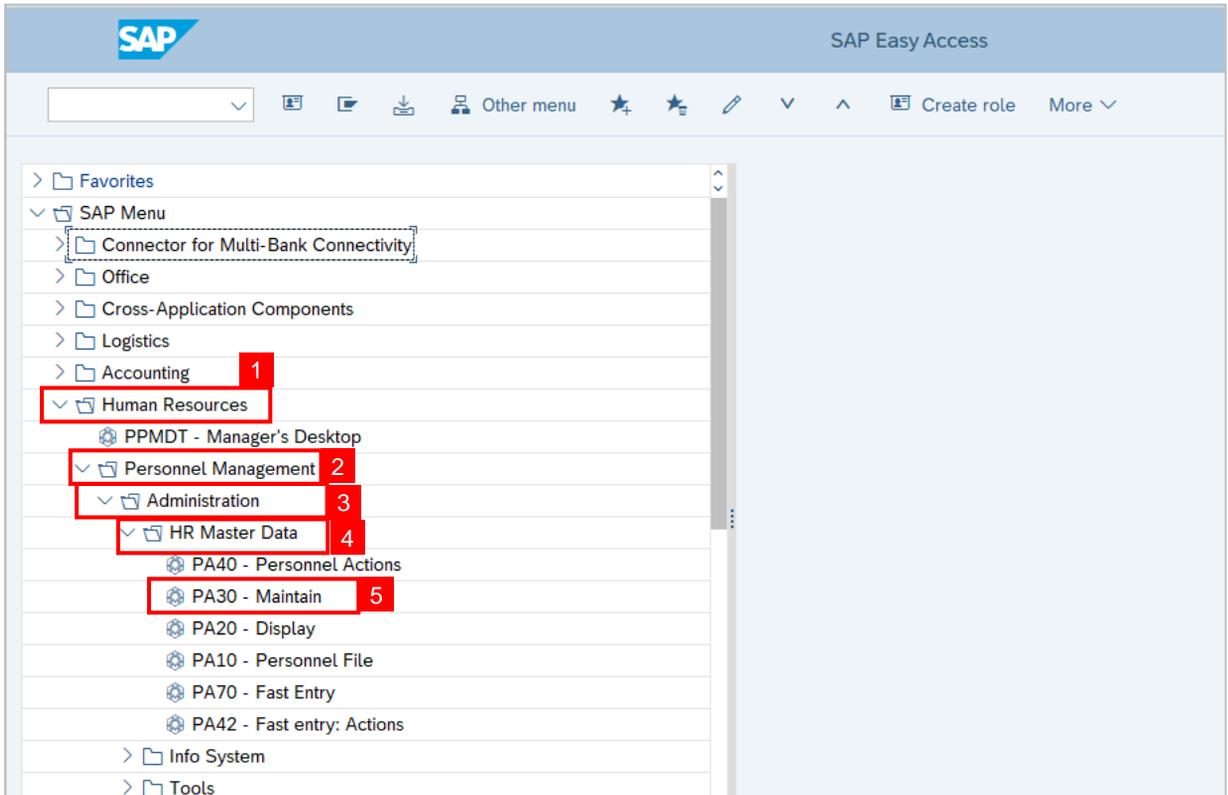
FURTHER ASSISTANCE

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**.

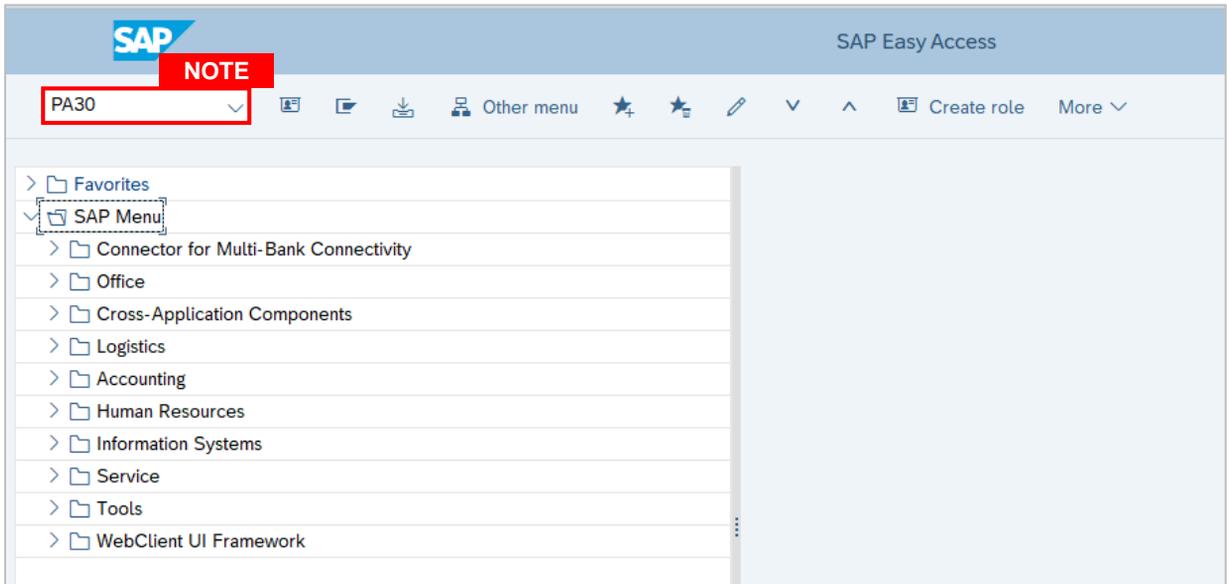
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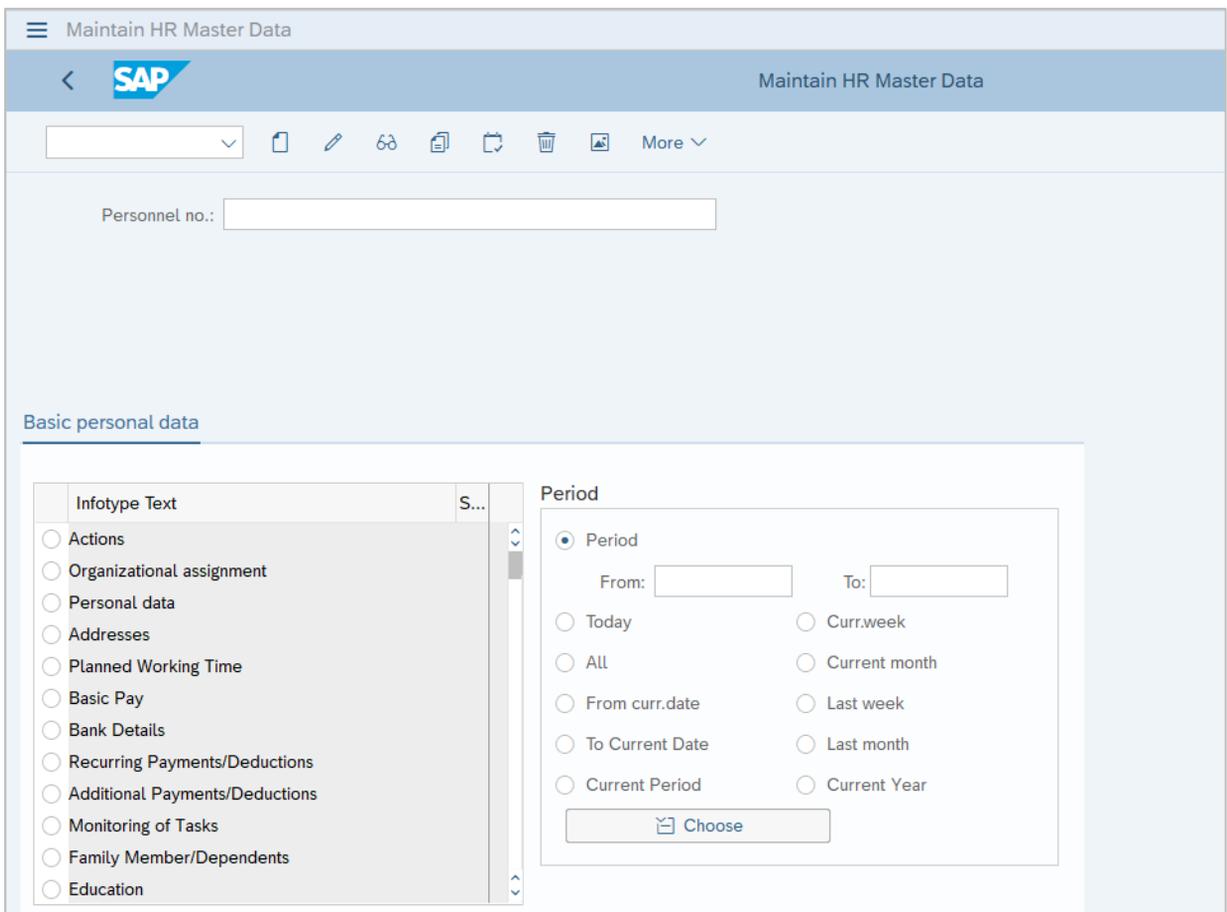
Navigate to HR Master Data	Backend User
	-



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

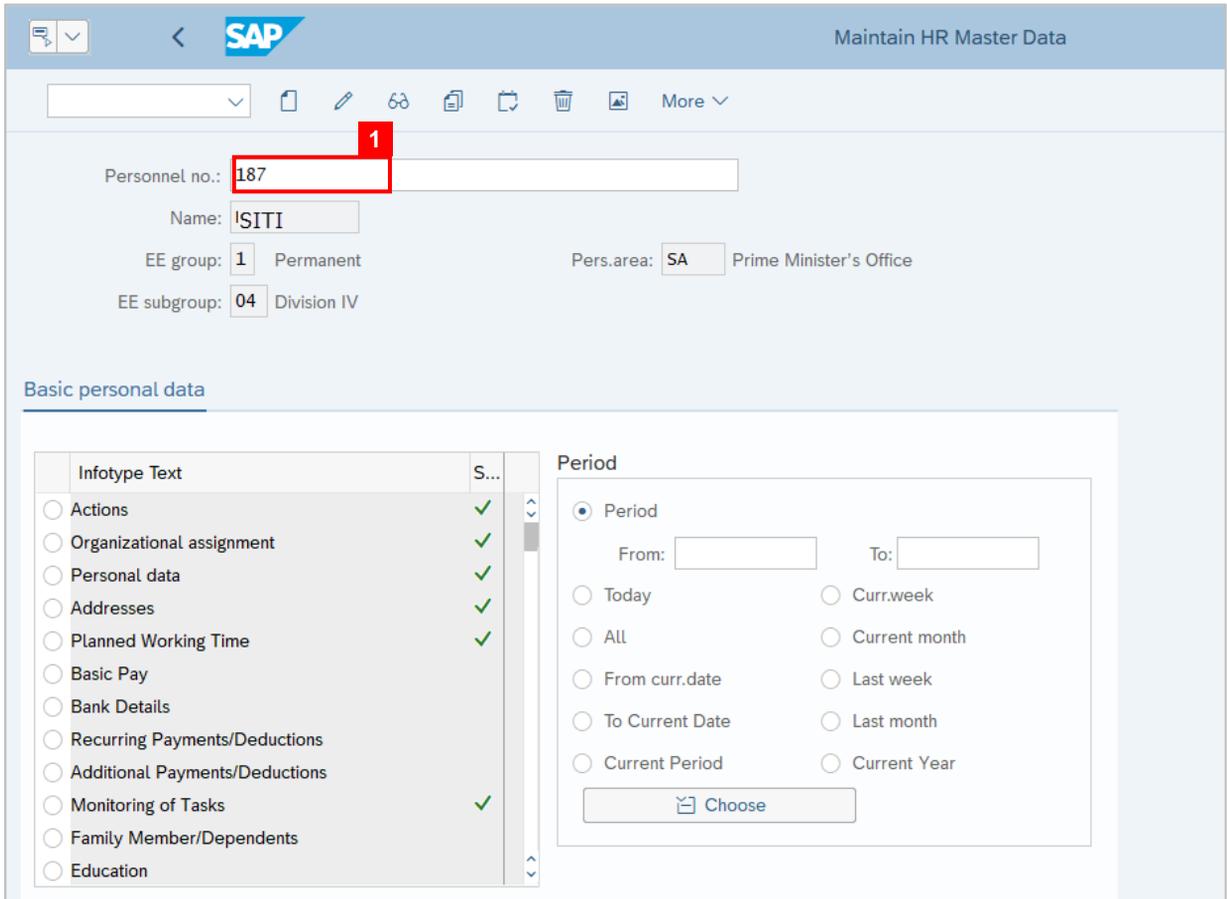


Note: User may enter transaction code **PA30** in the search bar to go to the same page.



Outcome: HR Master Data page will be displayed.

Enter Personnel Number	Backend User
	-



The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain HR Master Data'. Below this is a toolbar with various icons. The main area contains several input fields: 'Personnel no.: 187' (highlighted with a red box and a red '1' above it), 'Name: ISITI', 'EE group: 1 Permanent', 'Pers.area: SA Prime Minister's Office', and 'EE subgroup: 04 Division IV'. Below these fields is a section titled 'Basic personal data' which contains a list of categories with checkboxes and a 'Period' selection dialog. The 'Period' dialog has a 'Choose' button.

1. Enter the employee's Personnel number.

Note:

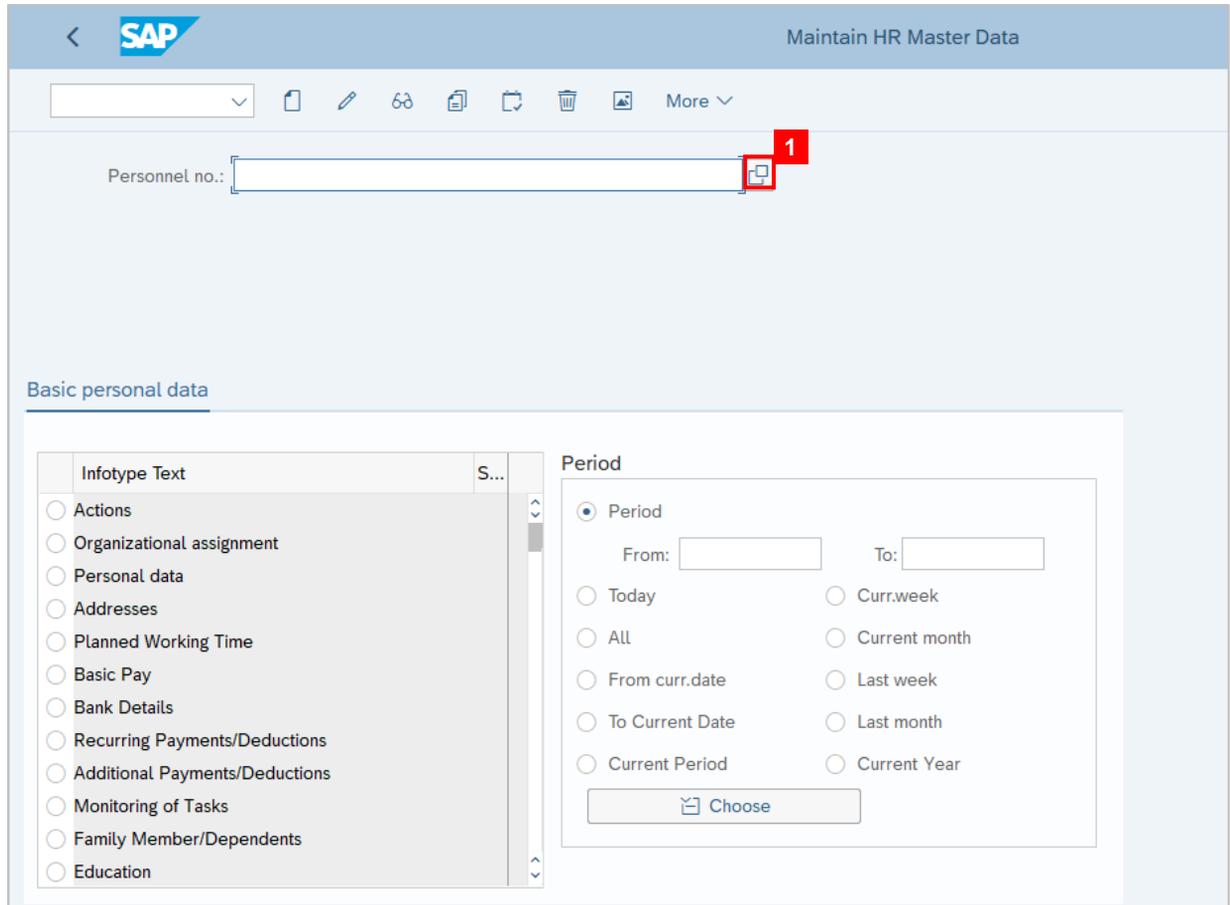
- Employee's Personnel Number can be obtained from HR Administrator.
- Employee's Personnel Number is generated automatically when an employee is hired (*lantikan*) using PA40.

2. Click enter on your keyboard.

Outcome: Employee's details will be displayed.

**Generate Personnel
Number with IC
Number**

Backend User

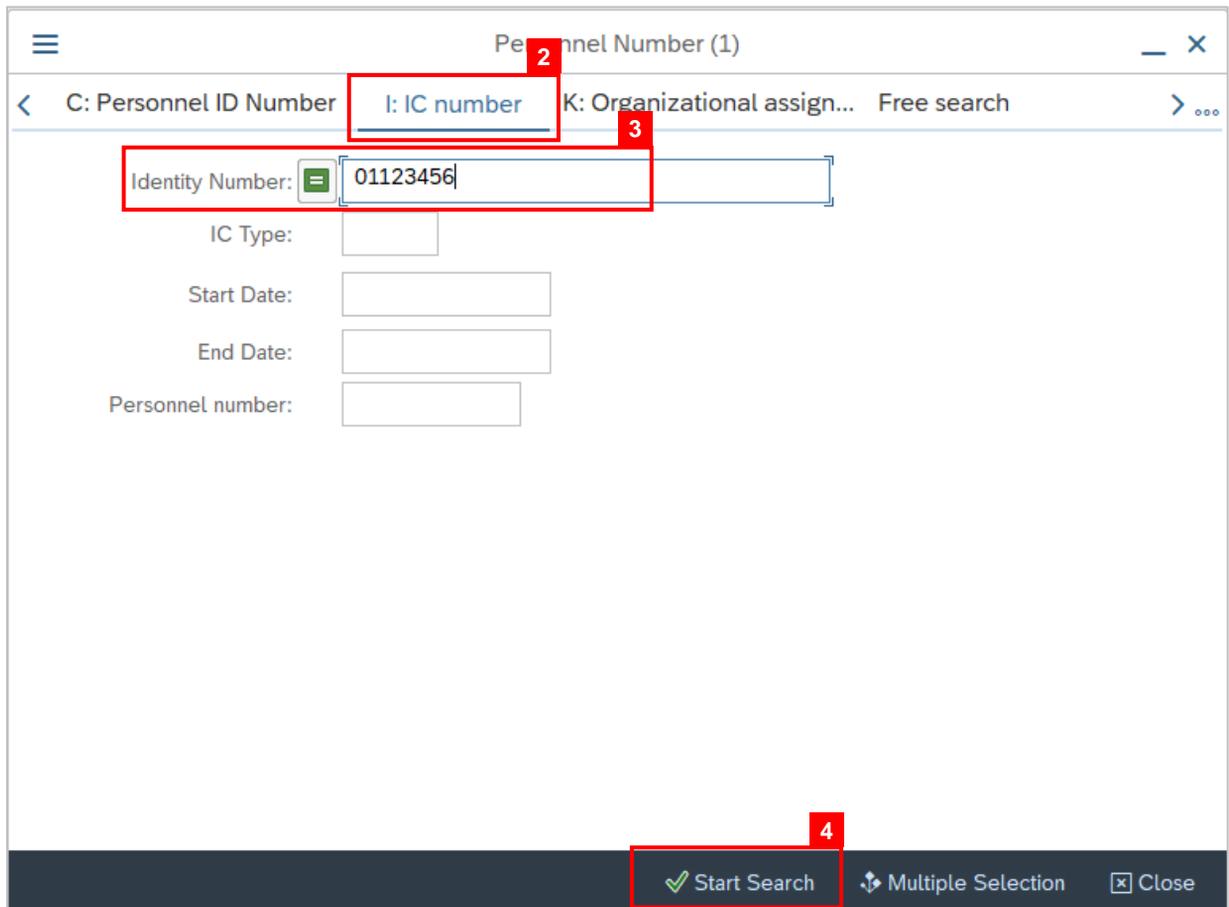


The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain HR Master Data'. Below this is a toolbar with various icons for navigation and actions. The main area contains a 'Personnel no.:' input field with a red box and the number '1' highlighting a copy icon. Below the input field is a section titled 'Basic personal data' which contains a list of data categories on the left and a 'Period' selection panel on the right. The 'Period' panel includes radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year', along with 'From:' and 'To:' date input fields and a 'Choose' button.

1. Click on 

Note:

- Personnel Number (1) page will be displayed.



2. Click on

3. Fill in Identity Number (IC Number)

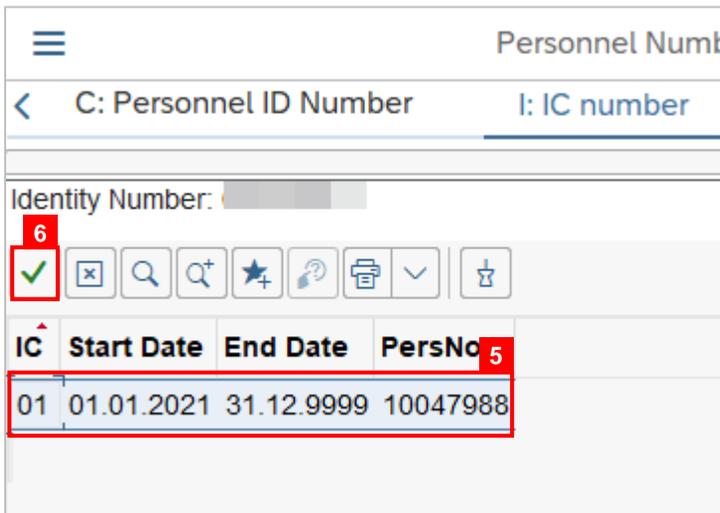
Note:

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

4. Click on

Note:

- Employee's Personnel Number will be displayed.



Personnel Number

C: Personnel ID Number I: IC number

Identity Number: [Redacted]

6 [Close] [Search] [Advanced Search] [Star] [Help] [Print] [Dropdown] [Refresh]

IC	Start Date	End Date	PersNo
01	01.01.2021	31.12.9999	10047988

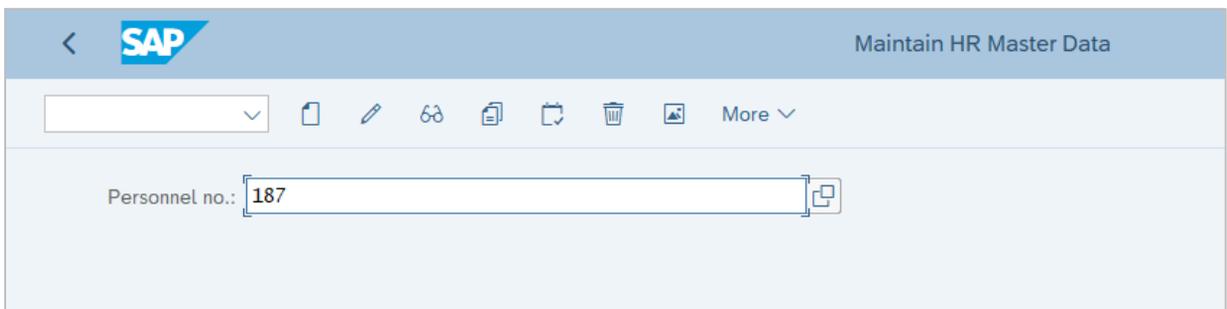
5

5. Click on the employee's Personnel Number.

6. Click on

Note:

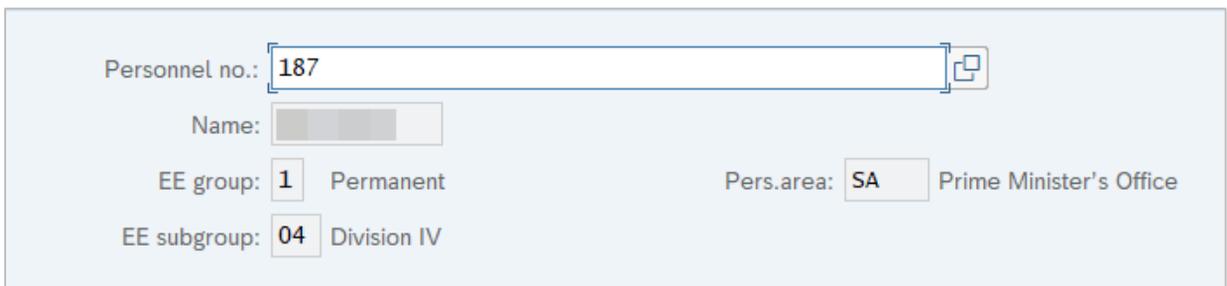
- Employee's Personnel Number will be entered into the field.



SAP Maintain HR Master Data

Personnel no.: 187

6. Click enter on the keyboard.



Personnel no.: 187

Name: [Redacted]

EE group: 1 Permanent Pers.area: SA Prime Minister's Office

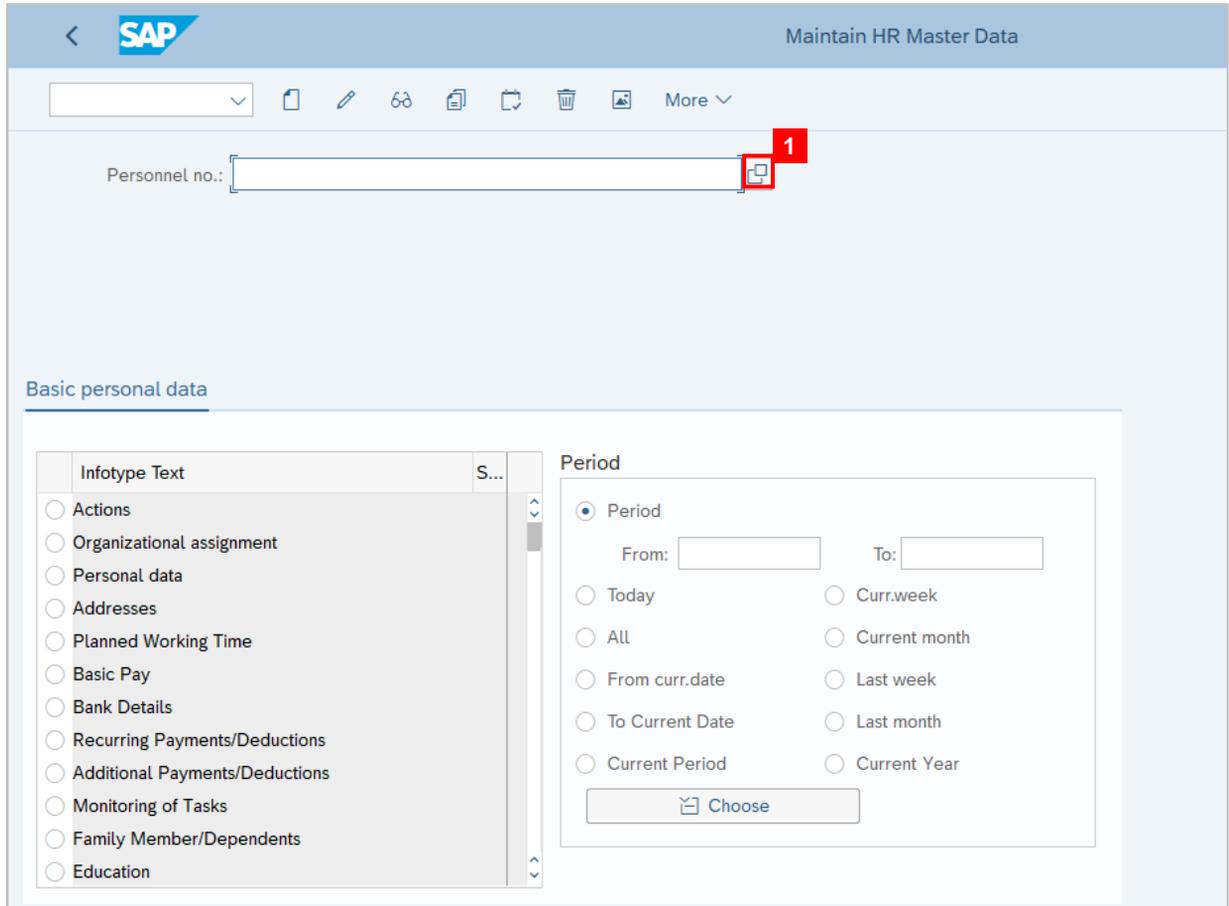
EE subgroup: 04 Division IV

Outcome: Employee's details will be displayed.

**Generate Personnel
Number with Uniform
ID**

Backend User

-

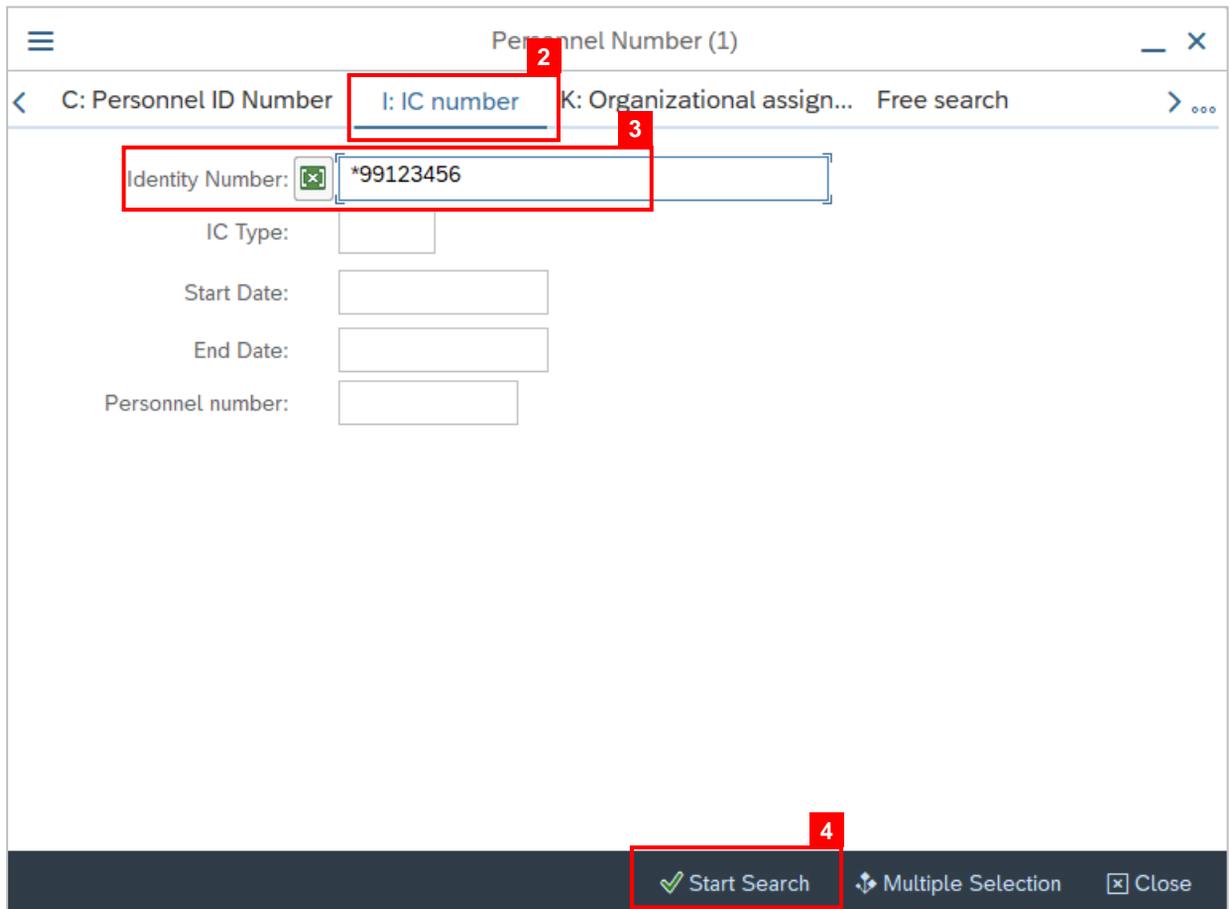


The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a search bar for 'Personnel no.' with a red box and the number '1' highlighting the copy icon. Below this, the 'Basic personal data' section is visible, containing a list of data categories on the left and a 'Period' selection dialog on the right. The 'Period' dialog has a 'Choose' button.

1. Click on 

Note:

- Personnel Number (1) page will be displayed.



2. Click on

3. Fill in Identity Number (Uniform ID).

Note:

- Enter asterisk (*) before the Uniform ID.

4. Click on

Note:

- Employee's Personnel Number will be displayed.

ID Number	IC	Start Date	End Date	PersNo
	01	01.01.2021	31.12.9999	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

Personnel no.:

6. Click enter on the keyboard.

Personnel no.:

Name:

EE group: Permanent Pers.area: Prime Minister's Office

EE subgroup: Division IV

Outcome: Employee's details will be displayed.

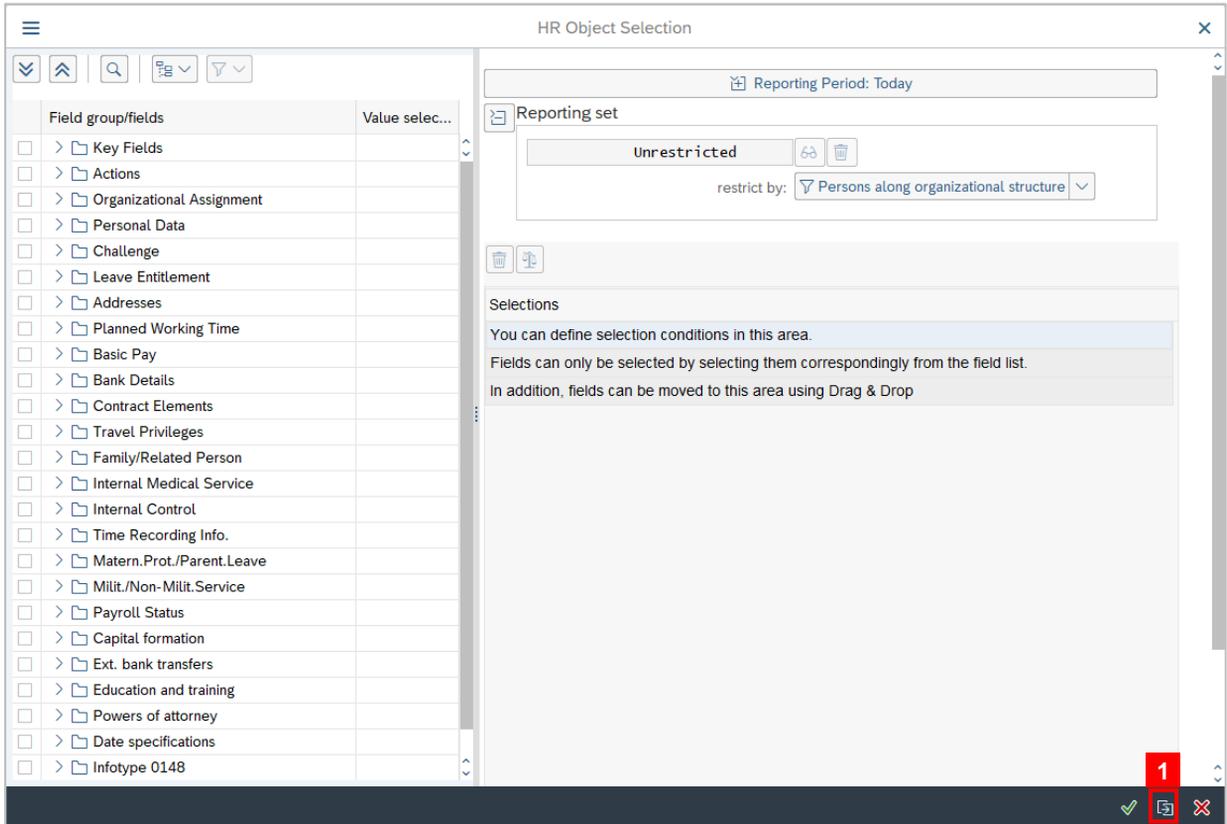
**Free Search to
Personnel Number**

Backend User

-

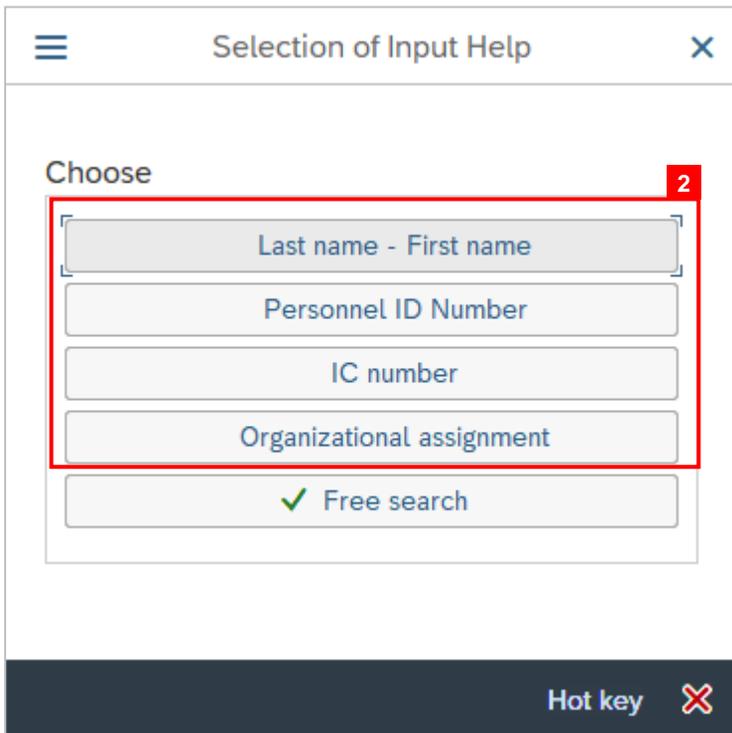
Note:

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

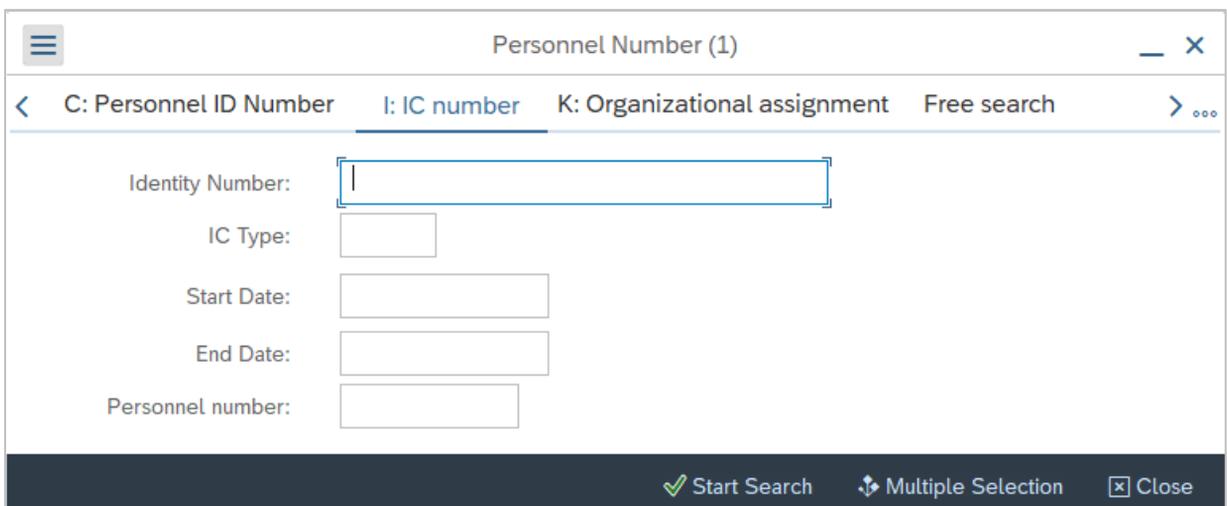


The screenshot shows the 'HR Object Selection' dialog box. On the left, there is a list of field groups/fields with checkboxes and a 'Value selection' column. On the right, there is a 'Reporting set' configuration area. A red box with the number '1' highlights the 'Add' icon (a square with a plus sign) in the bottom right corner of the dialog.

1. Click on 



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



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