



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

**Maintain Employee Movement (PA)  
Transfer (*Pemindahan*)**



## 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 **Employee Movement (PA) Transfer**. In this user guide, it will show the users on how to:

1. Submit Transfer Application (Parent Department HR Administrator)
2. Edit and Resubmit Transfer Application (Parent Department HR Administrator)
3. Withdraw Transfer Application (Parent Department HR Administrator)
4. Approve Transfer Application (New Department HR Administrator)
5. View Transfer Job Data (New Department HR Administrator)
6. Endorse Transfer Application (JPA Approver)
7. Rework Transfer Application (JPA Approver)
8. Reject Transfer Application (JPA Approver)
9. Change Transfer Application Status to Expired (JPA Approver)
10. Generate Transfer Application Request Report
11. View Transfer Application Notification in Self-Service

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

## FURTHER ASSISTANCE

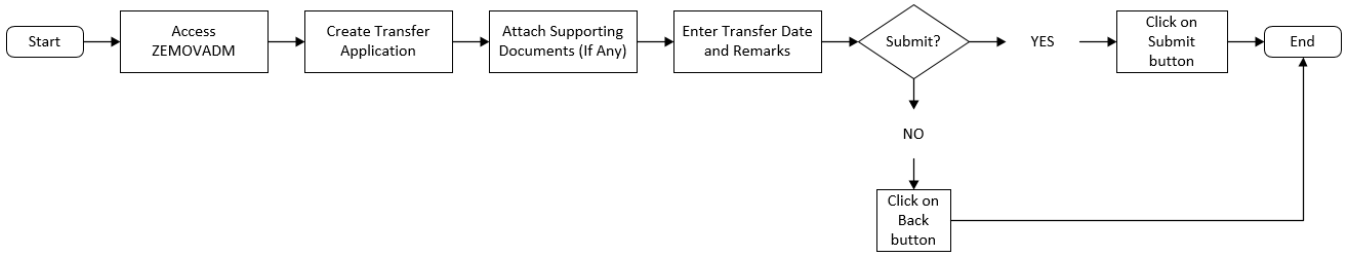
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

## Table of Content

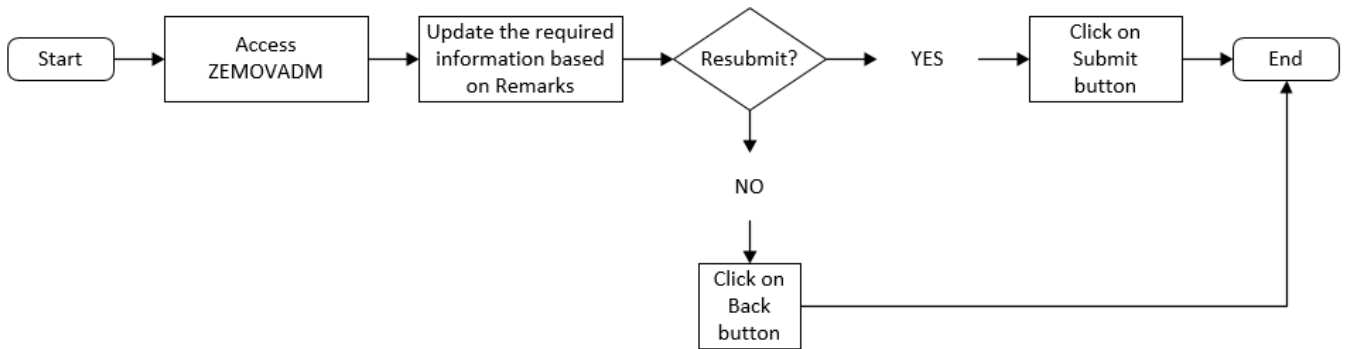
Topics	Page
Introduction	<a href="#">2</a>
Further Assistance	<a href="#">2</a>
Process Overview	<a href="#">4</a>
Submit Transfer Application – Parent Department HR Administrator	<a href="#">5</a>
Edit and Resubmit Transfer Application – Parent Department HR Administrator	<a href="#">15</a>
Withdraw Transfer Application – Parent Department HR Administrator	<a href="#">21</a>
Approve Transfer Application – New Department HR Administrator	<a href="#">25</a>
View Transfer Job Data – New Department HR Administrator	<a href="#">32</a>
Endorse Transfer Application – JPA Approver	<a href="#">35</a>
Rework Transfer Application – JPA Approver	<a href="#">42</a>
Reject Transfer Application – JPA Approver	<a href="#">48</a>
Change Transfer Application Status to Expired – JPA Approver	<a href="#">54</a>
Generate Transfer Application Request Report	<a href="#">56</a>
View Transfer Application Notification in Self-Service	<a href="#">61</a>

## Process Overview

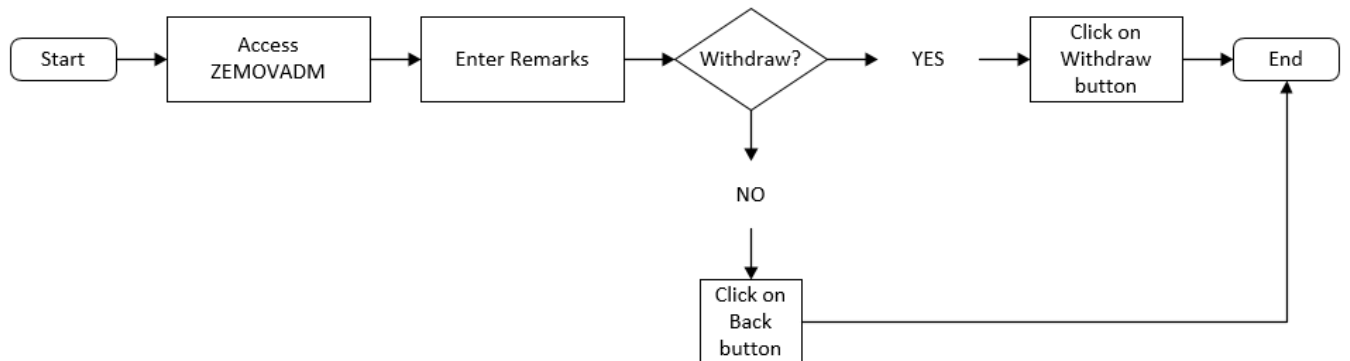
### Create and Submit Transfer Application via ZEMOVADM



### Edit and Resubmit Transfer Application via ZEMOVADM

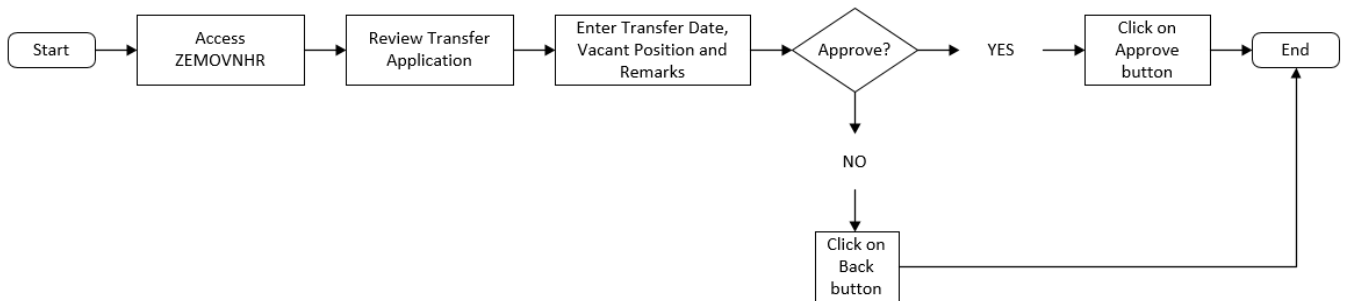


### Withdraw Probation Application via ZEMOVADM

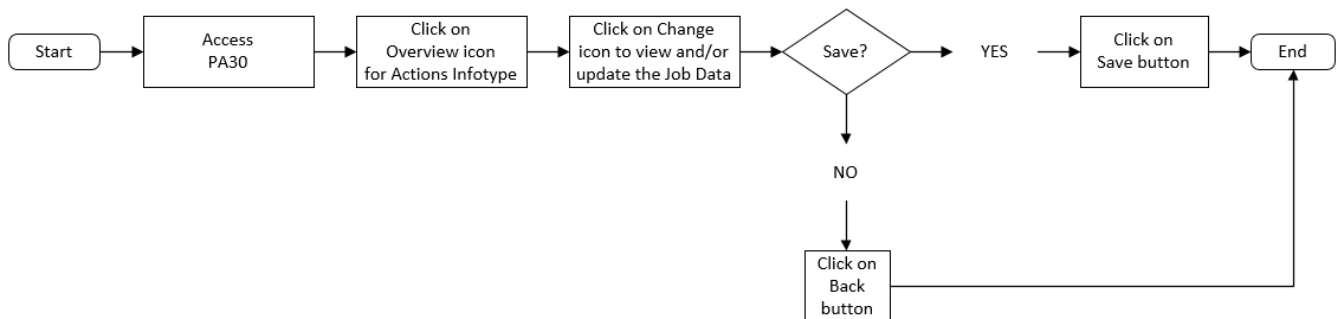


## Process Overview

### Approve Transfer Application via ZEMOVNHR

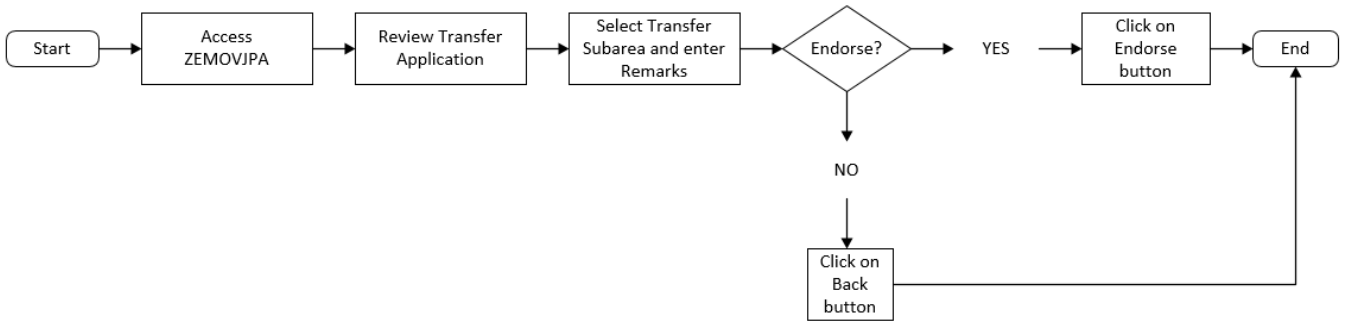


### View Actions Infotype for Transfer Job Data via PA30

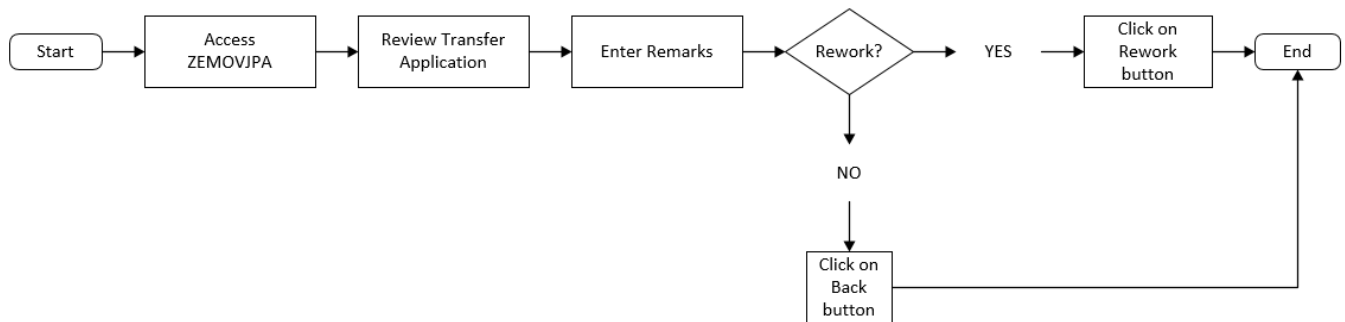


## Process Overview

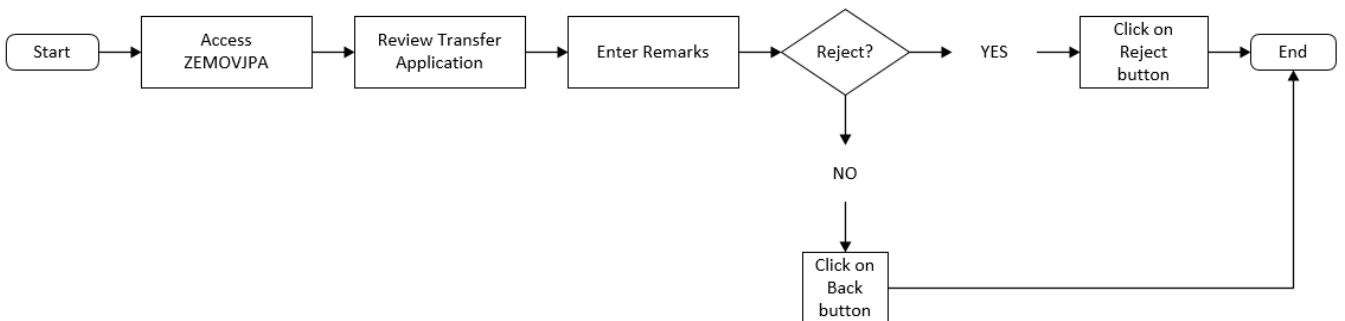
### Endorse Transfer Application via ZEMOVJPA



### Rework Transfer Application via ZEMOVJPA



### Reject Transfer Application via ZEMOVJPA

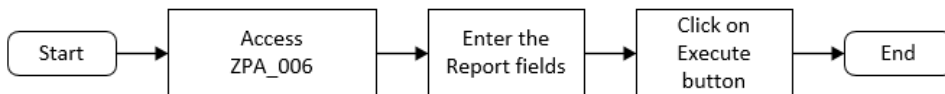


## Process Overview

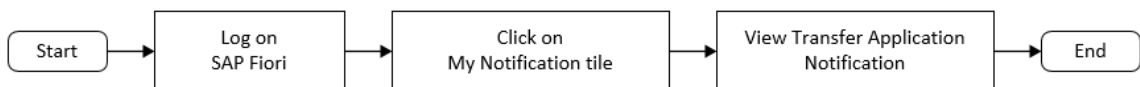
### Change Transfer Application Status to Expired via ZFR04



### Generate Transfer Application Request Report via ZPA\_006



### View Transfer Application Notification in Self-Service (Front End)



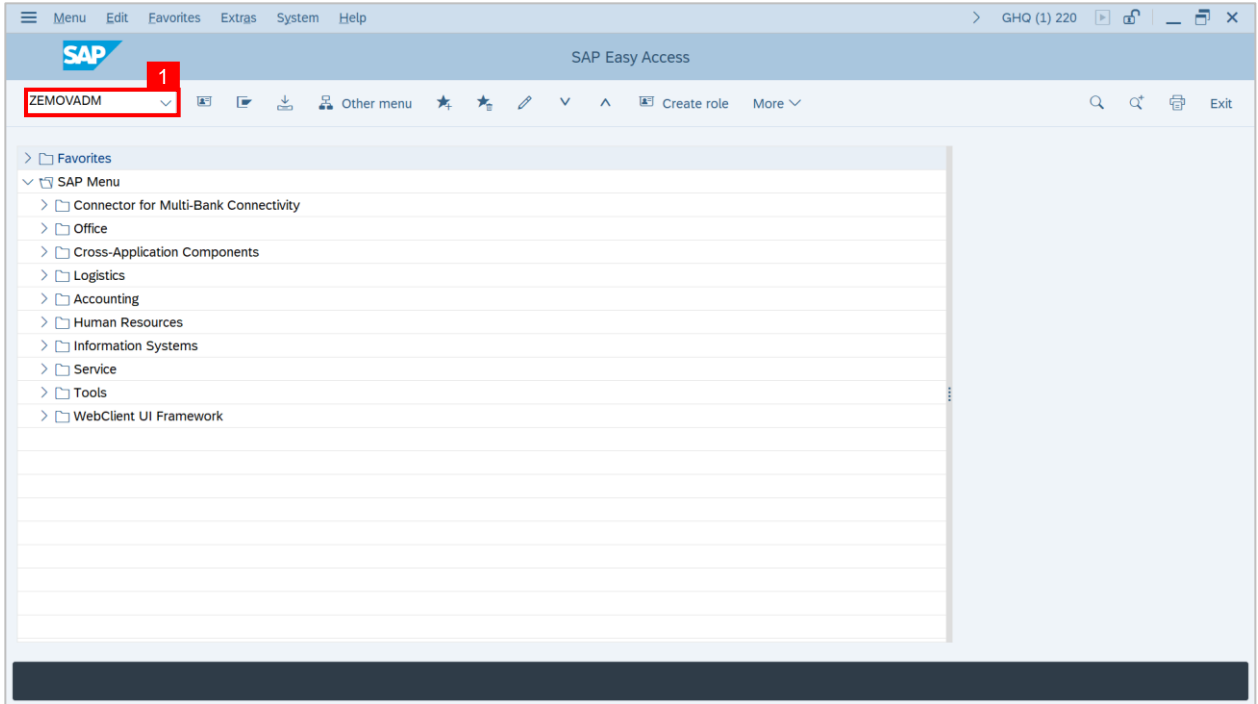
**SUBMIT TRANSFER APPLICATION**

**Backend User**

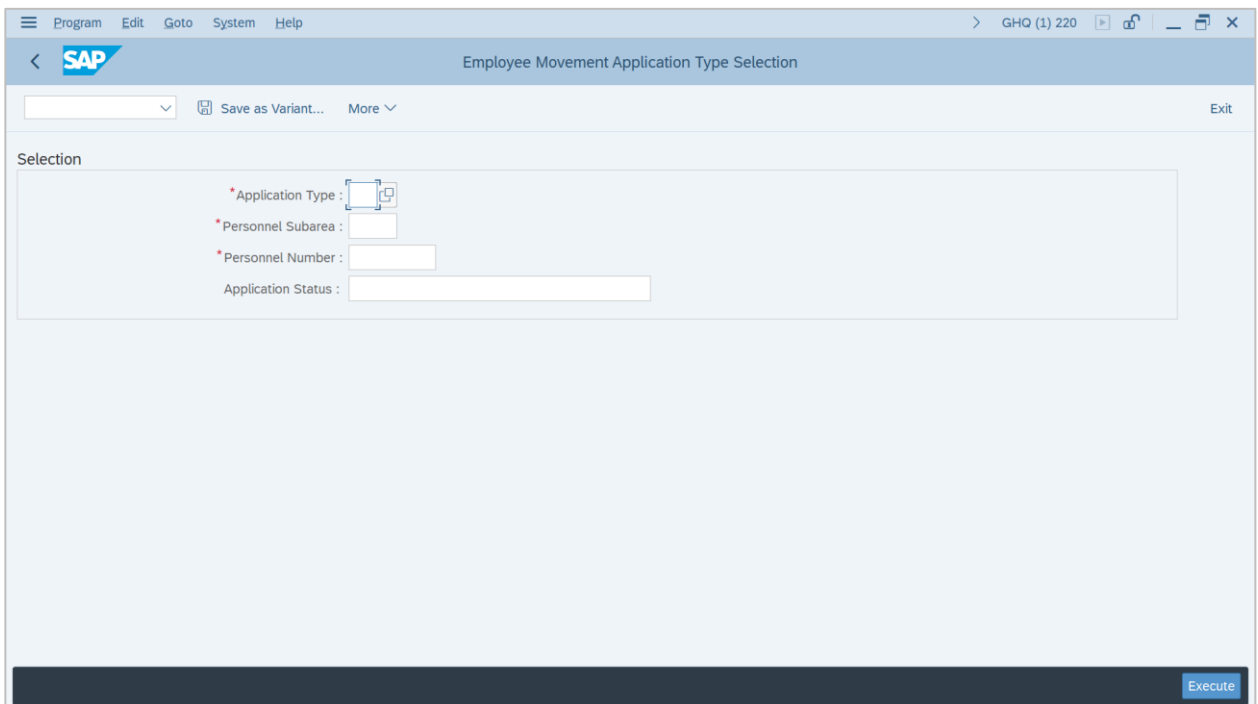
Parent Department HR Administrator (Requestor)

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

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

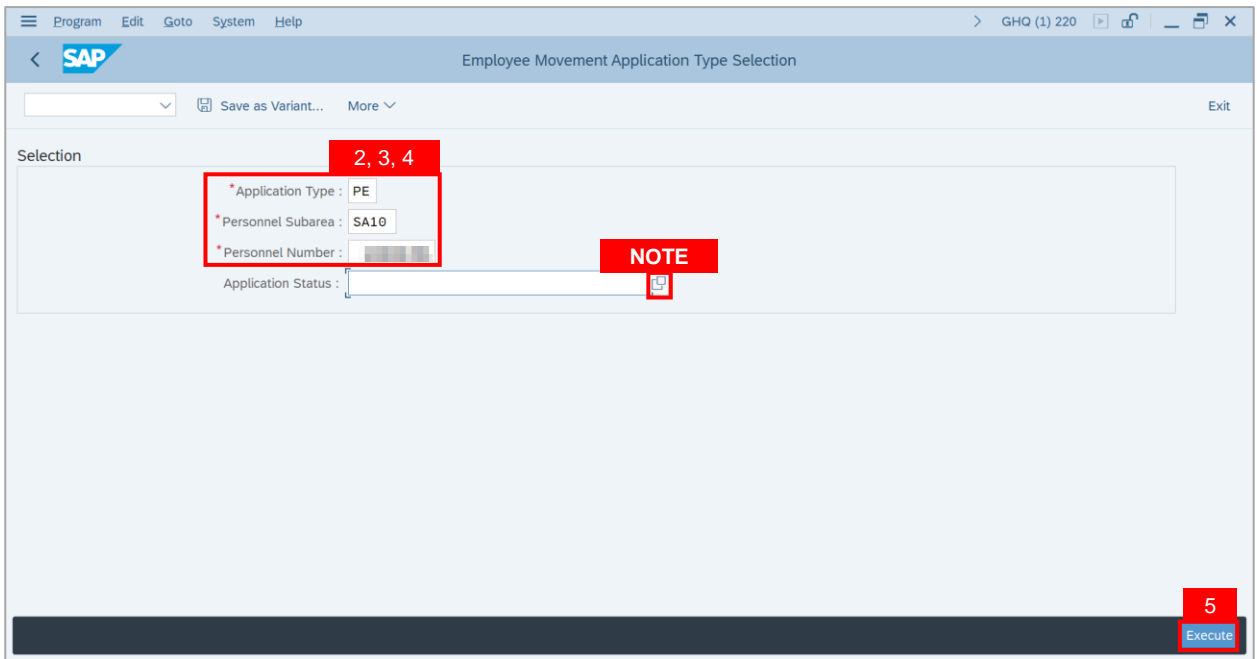


**Outcome: Employee Movement Application Type Selection** page will be displayed.





2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Subarea (Department)**.
4. Enter the **Personnel Number**.
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

\*Application Type : PE

\*Personnel Subarea : SA10

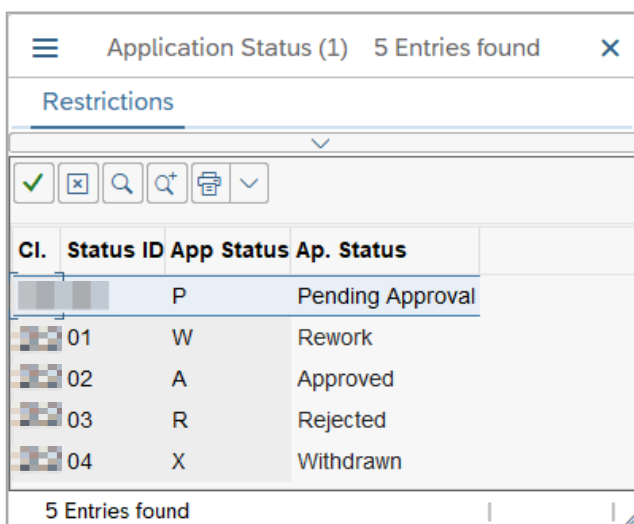
\*Personnel Number : [Redacted]

Application Status : [Redacted]

NOTE

Execute

**Note:** (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



Application Status (1) 5 Entries found

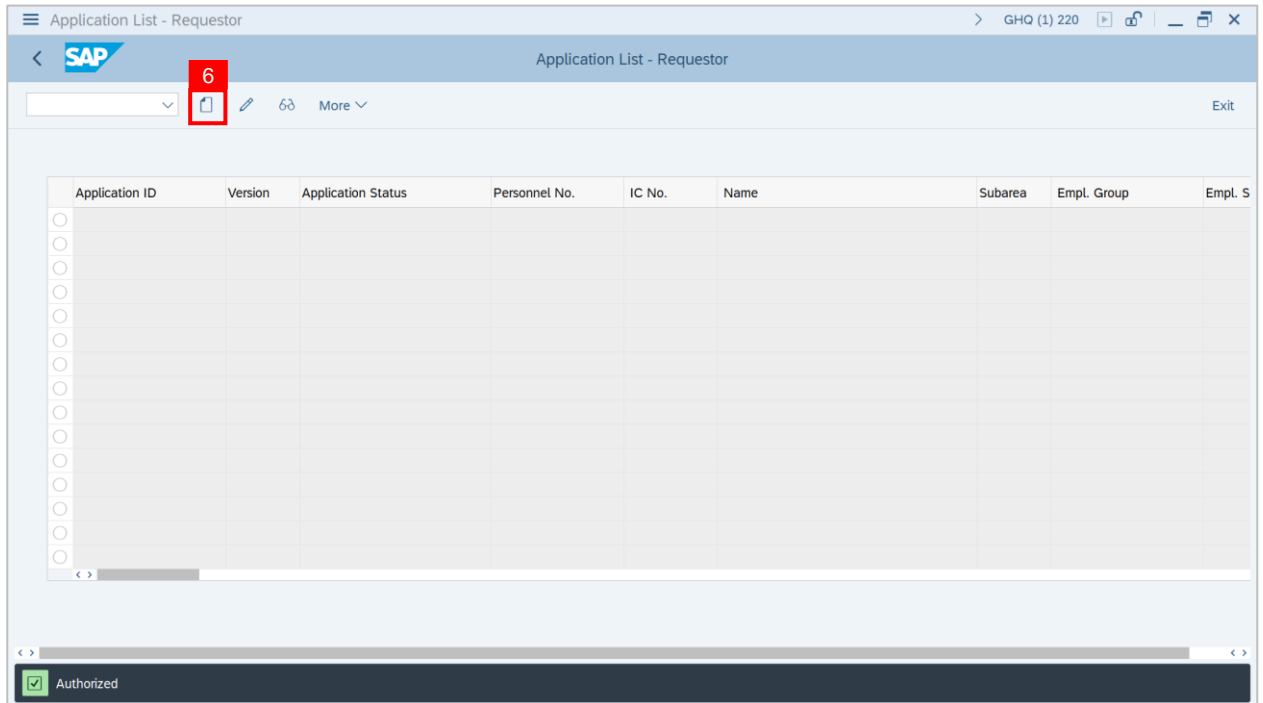
Restrictions

Cl.	Status ID	App Status	Ap. Status
[Redacted]	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

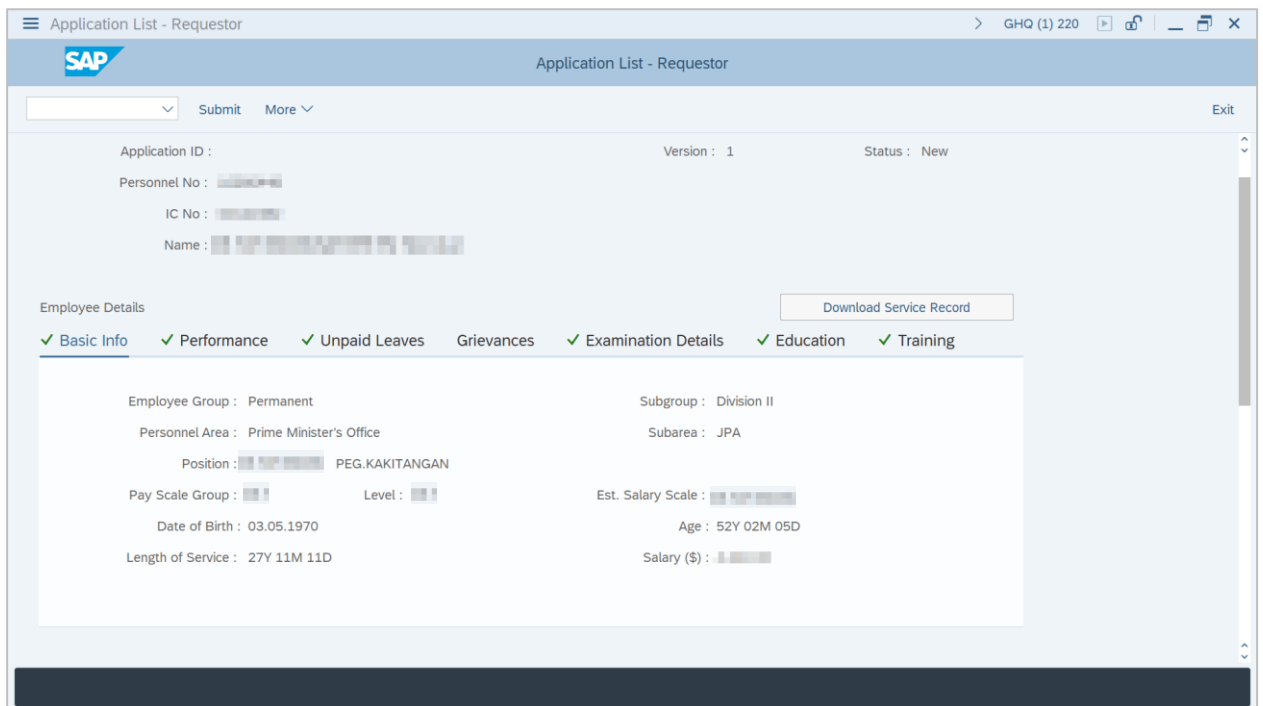
5 Entries found

**Note:** Application List – Requestor page will be displayed.

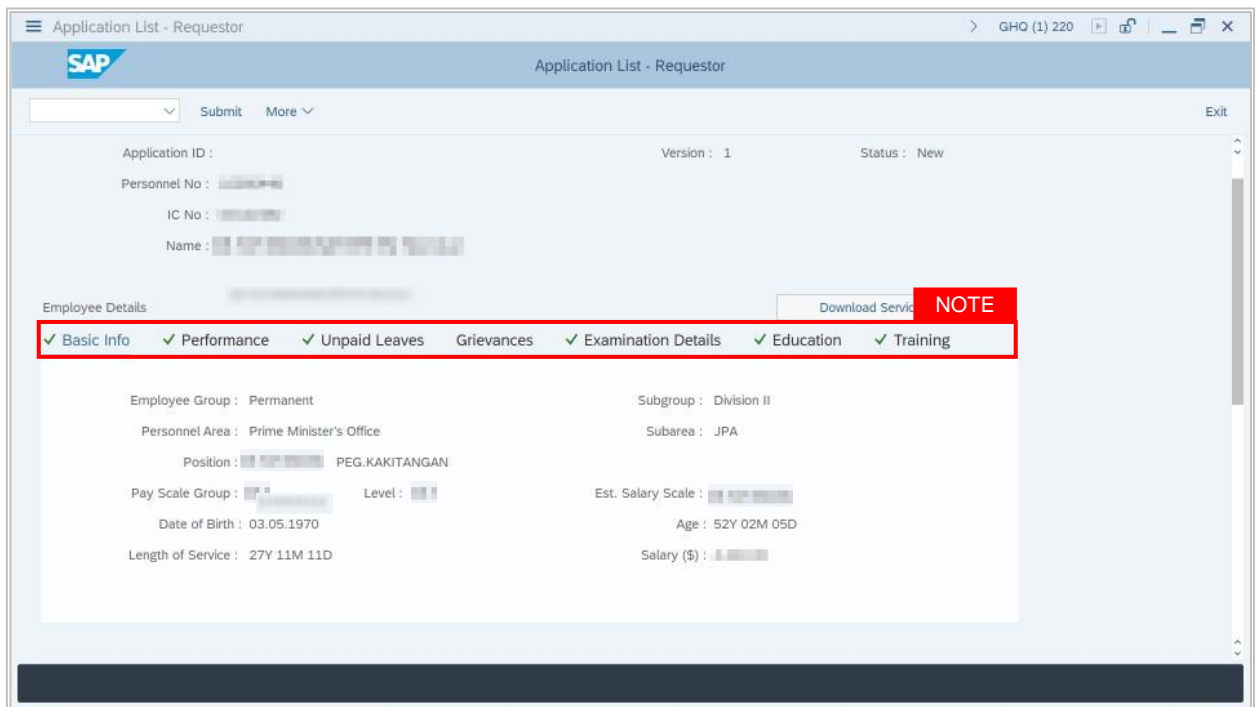
6. Click on the **Create** icon.



**Outcome:** Application List – Requestor page will be displayed.



**Note:** Department HR Administrator is required to review information of each tab.



Application List - Requestor

Application ID : [redacted] Version : 1 Status : New

Personnel No : [redacted]

IC No : [redacted]

Name : [redacted]

Employee Details Download Service **NOTE**

Basic Info  Performance  Unpaid Leaves  Grievances  Examination Details  Education  Training

Employee Group : Permanent Subgroup : Division II

Personnel Area : Prime Minister's Office Subarea : JPA

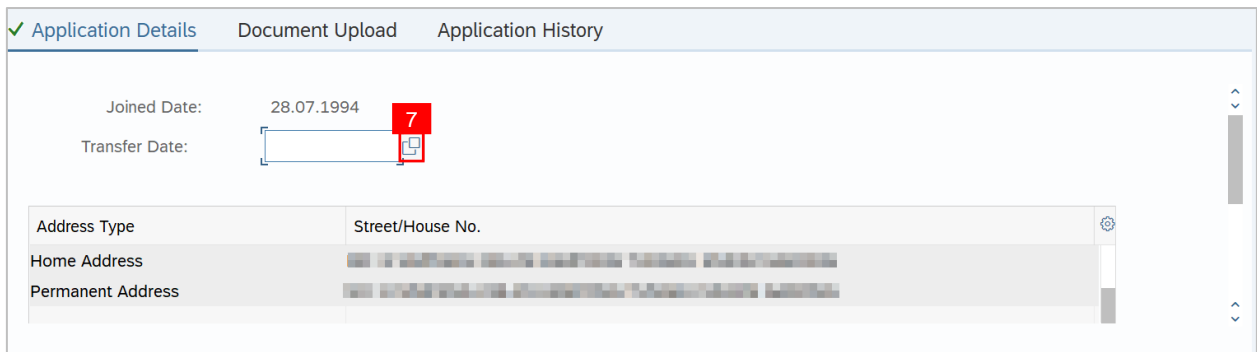
Position : [redacted] PEG.KAKITANGAN

Pay Scale Group : [redacted] Level : [redacted] Est. Salary Scale : [redacted]

Date of Birth : 03.05.1970 Age : 52Y 02M 05D

Length of Service : 27Y 11M 11D Salary (\$) : [redacted]

7. Under **Application Details** tab, click on the **Lookup** icon for transfer date.



Application Details Document Upload Application History

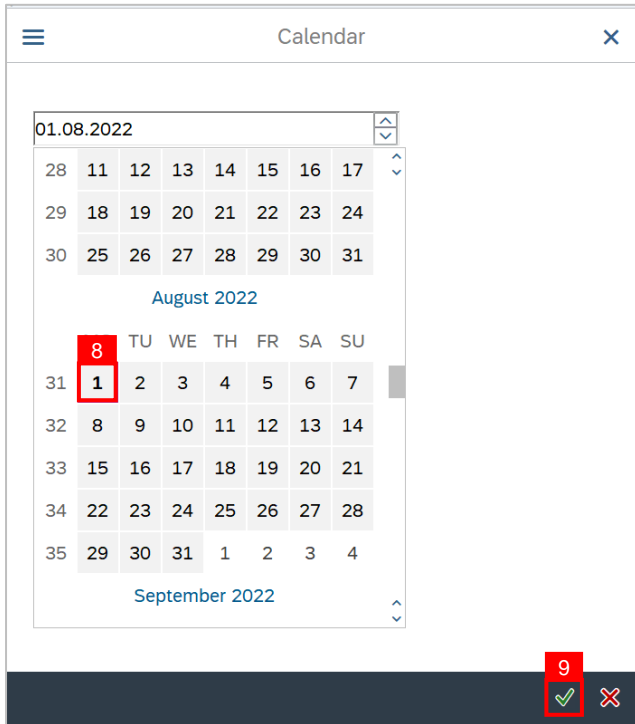
Joined Date: 28.07.1994

Transfer Date: [redacted] **7**

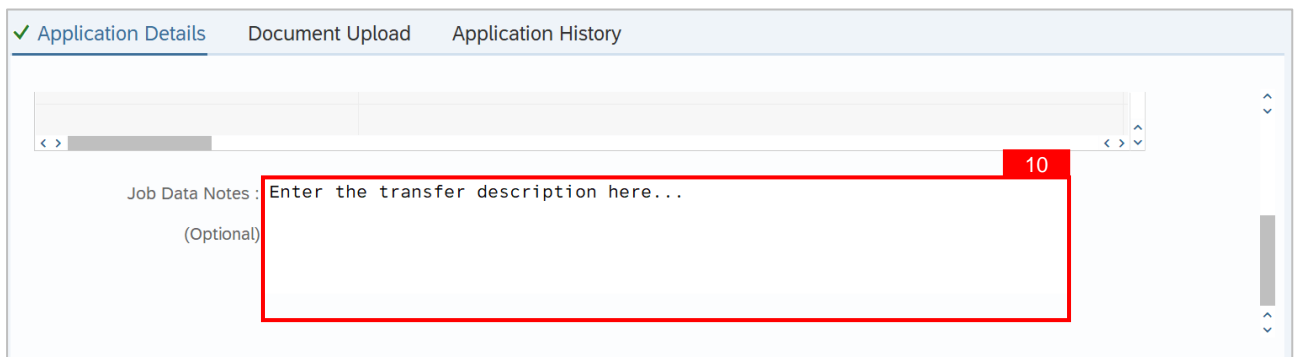
Address Type	Street/House No.
Home Address	[redacted]
Permanent Address	[redacted]

8. Select the date of transfer.

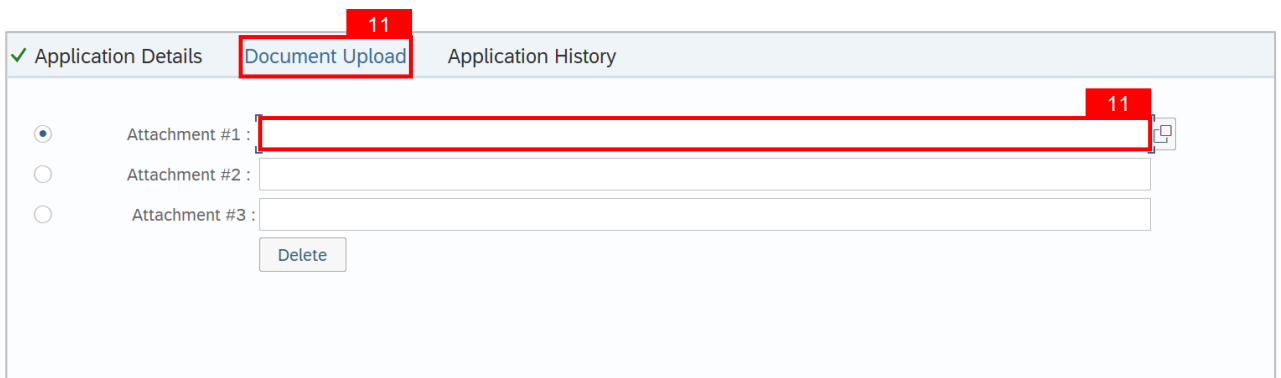
9. Click on the **Tick** icon.



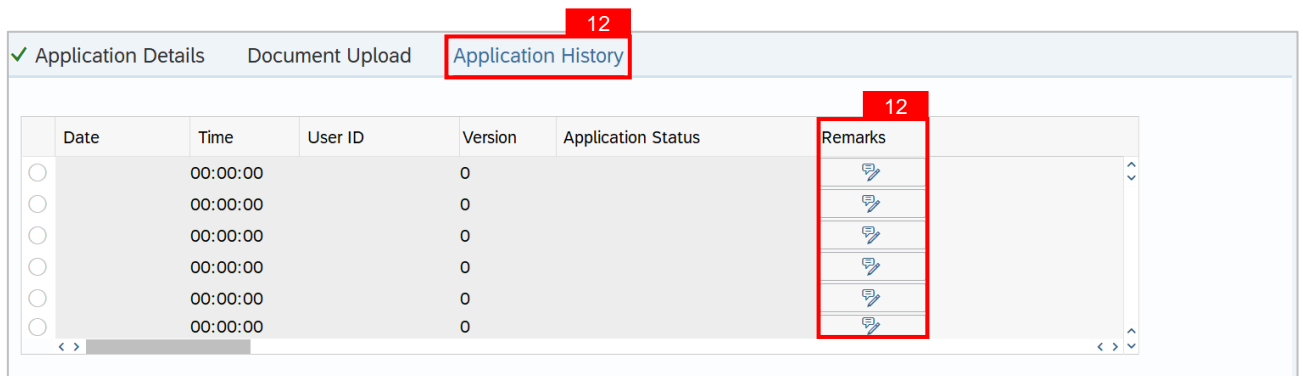
10. Scroll down and enter **Job Data Notes (Optional)**.









11. Click on **Documents Upload** tab and attach any relevant documents **if required**.



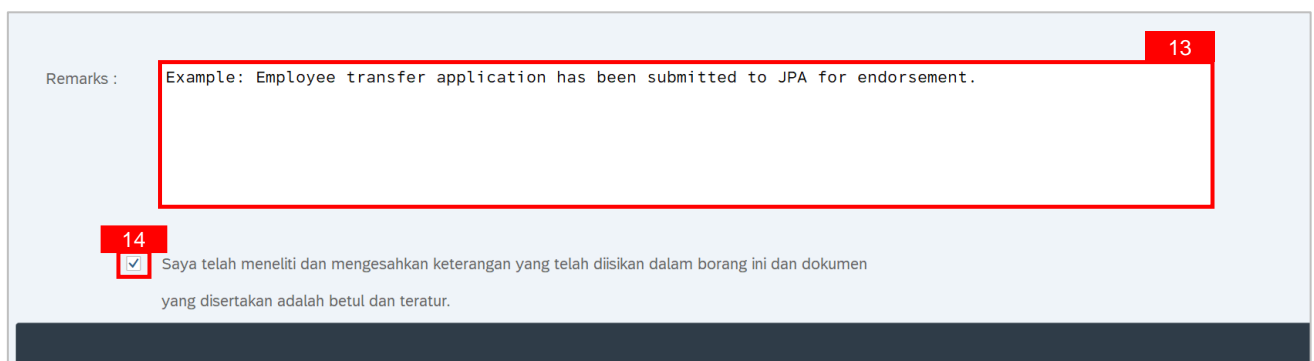
12. Click on **Application History** tab, then click on **Remarks** icon to view recorded remarks.



	Date	Time	User ID	Version	Application Status	Remarks
<input type="radio"/>		00:00:00		0		
<input type="radio"/>		00:00:00		0		
<input type="radio"/>		00:00:00		0		
<input type="radio"/>		00:00:00		0		
<input type="radio"/>		00:00:00		0		
<input type="radio"/>		00:00:00		0		

13. Enter the **Remarks (Comments)**.

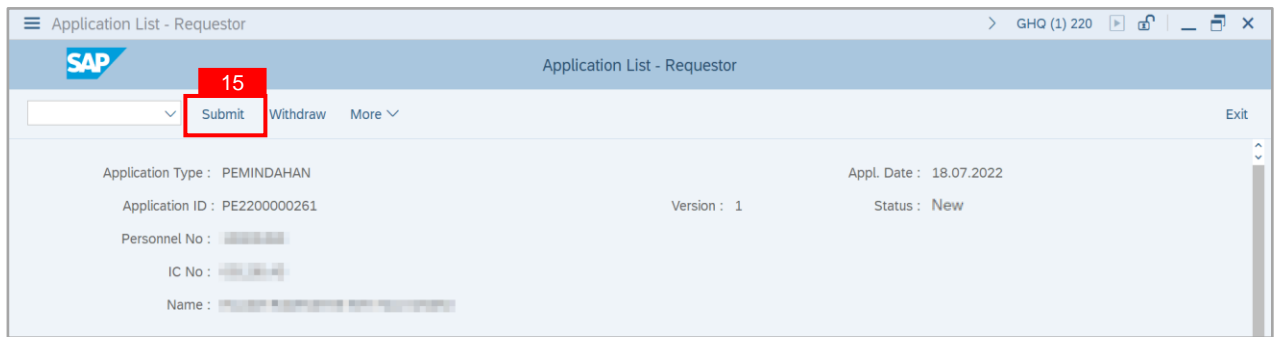
14. Click on the **Declaration Statement** checkbox.



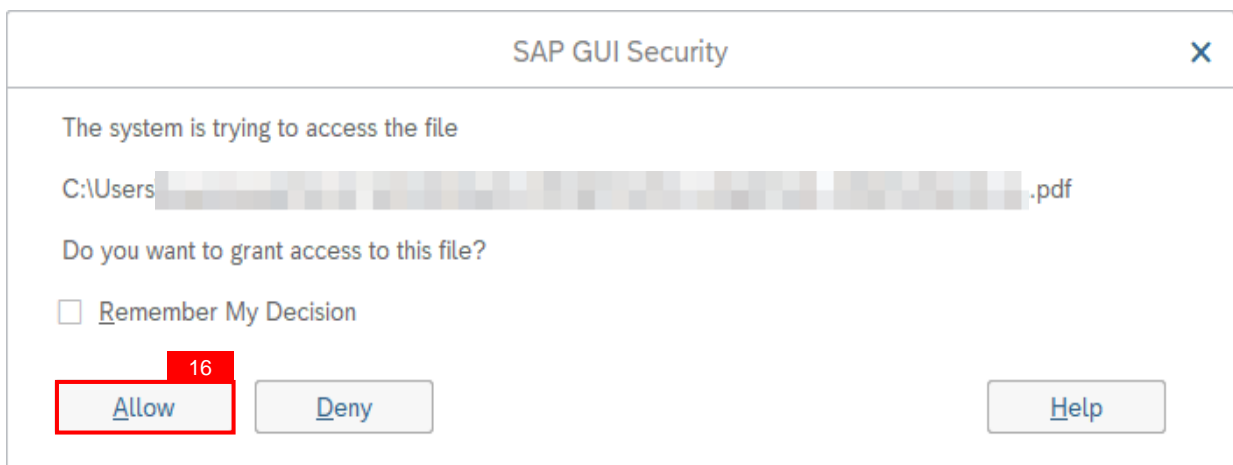
Remarks:

14 Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

15. Click on the **Submit** button.

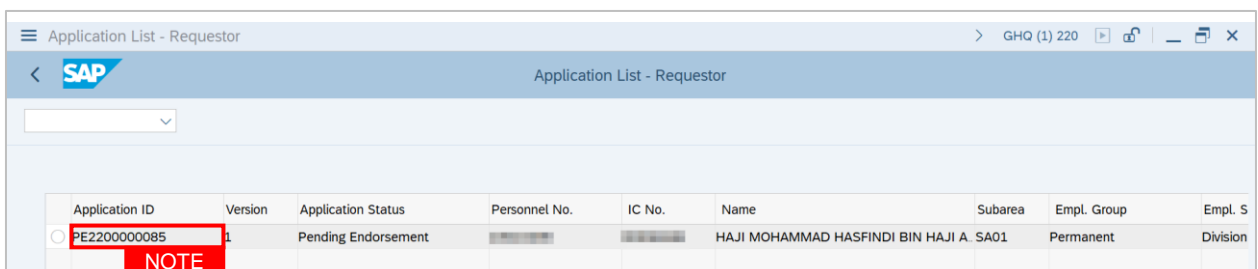


16. Click on the **Allow** button for SAP GUI Security.



**Note:** i. SAP GUI Security will be prompted if user attached any supporting document.  
ii. User must click on Allow button for successful document upload.

**Outcome:** Transfer application has been successfully submitted by Parent Department HR Administrator. Transfer Application Status is '**Pending Endorsement**'.



**Note:** **Application ID** is generated for the submitted Employee Transfer application with **Pending Endorsement** status.

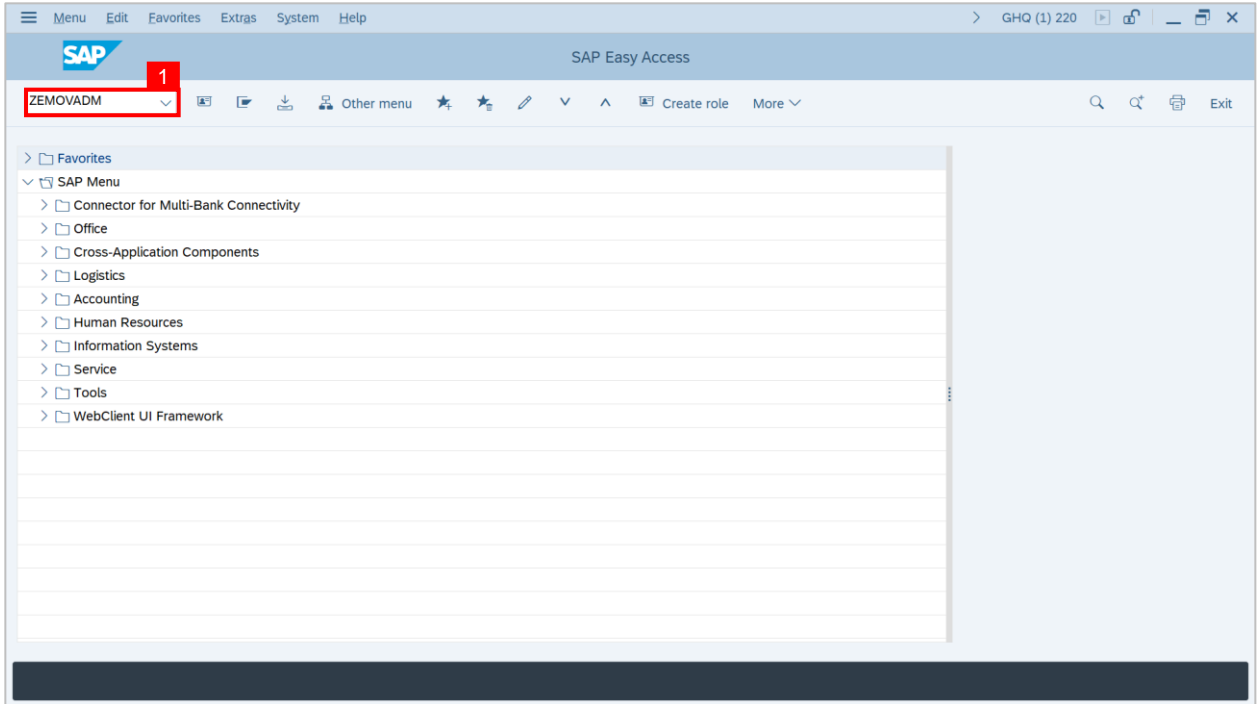
**EDIT AND RESUBMIT  
TRANSFER  
APPLICATION**

**Backend User**

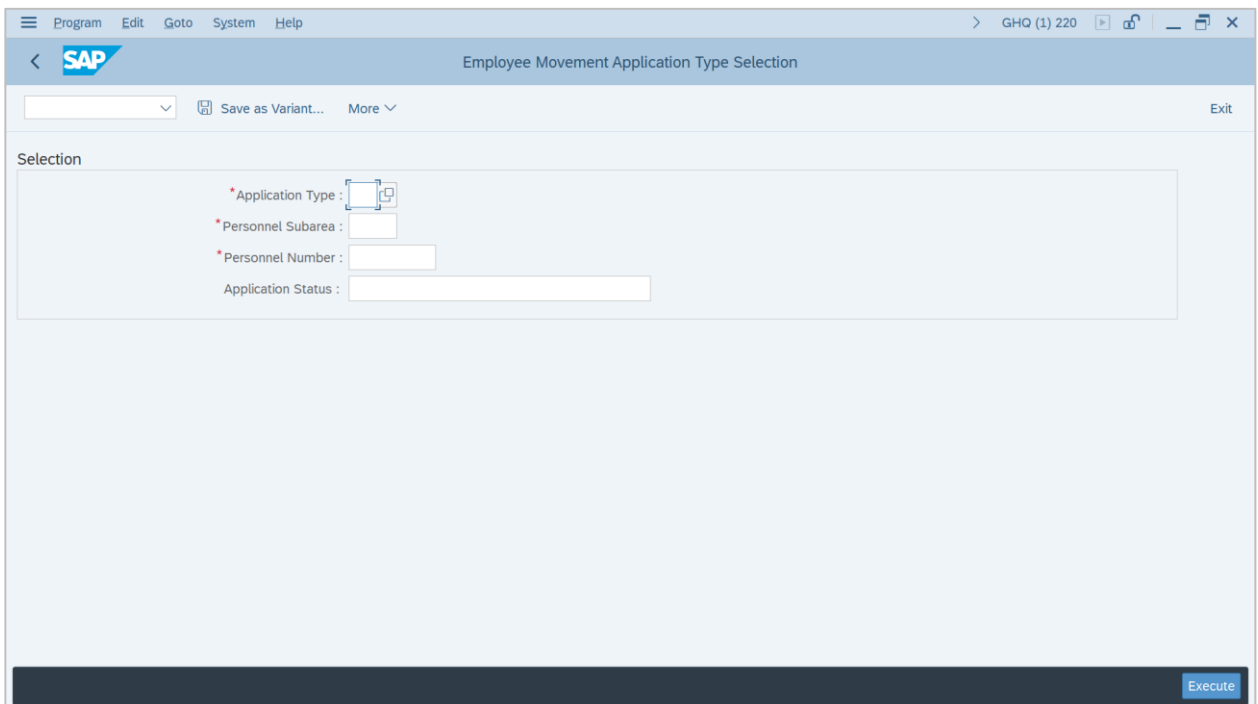
Parent Department HR Administrator (Requestor)

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

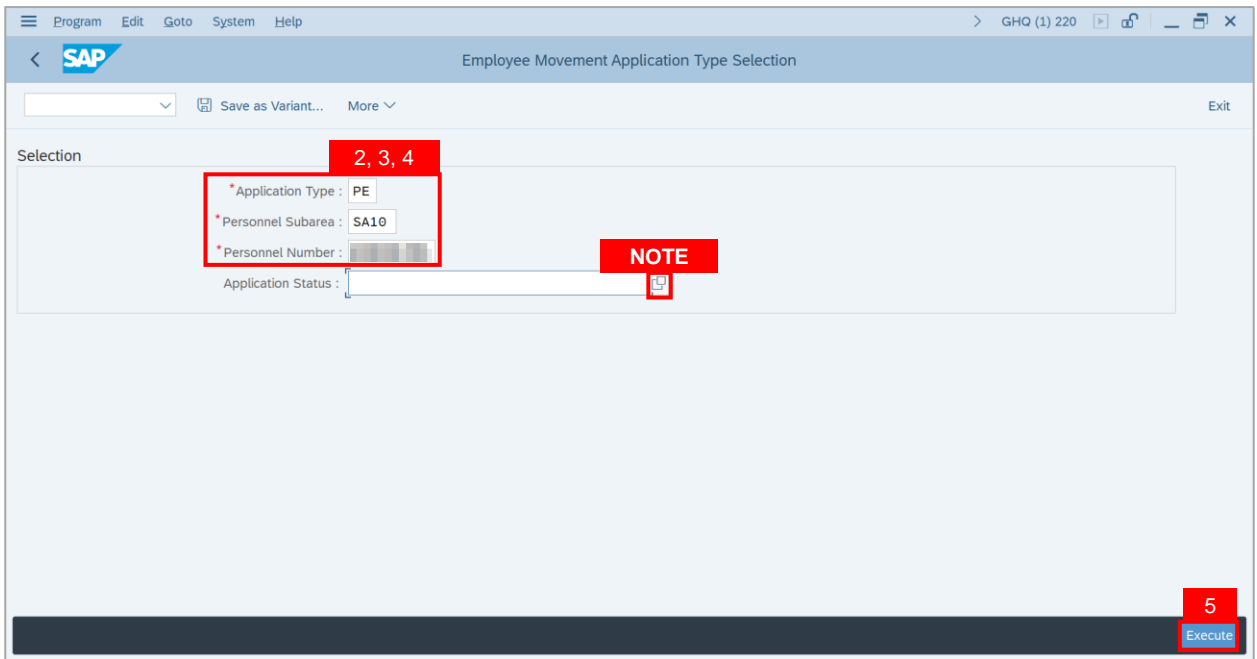
1. Enter **ZEMOVADM** in the search bar.



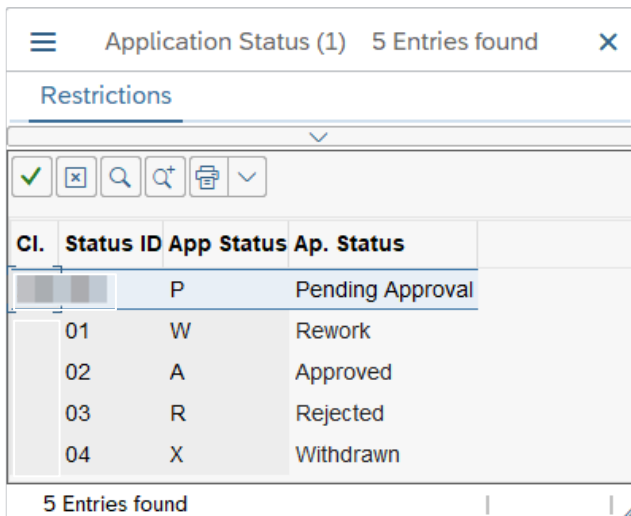
**Outcome: Employee Movement Application Type Selection** page will be displayed.



2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Subarea (Department)**.
4. Enter the **Personnel Number**.
5. Click on the **Execute** button.



**Note:** (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



The screenshot shows the Application Status (1) dialog box with 5 entries found. The table lists application statuses:

Cl.	Status ID	App Status	Ap. Status
		P	Pending Approval
	01	W	Rework
	02	A	Approved
	03	R	Rejected
	04	X	Withdrawn

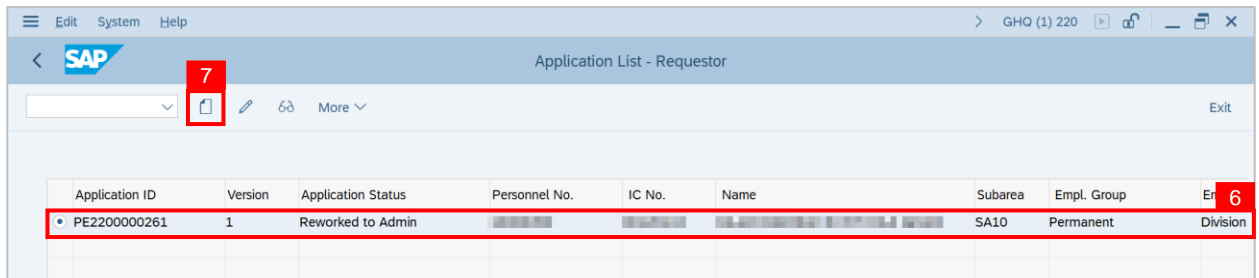
5 Entries found



**Note:** Application List – Requestor page will be displayed.

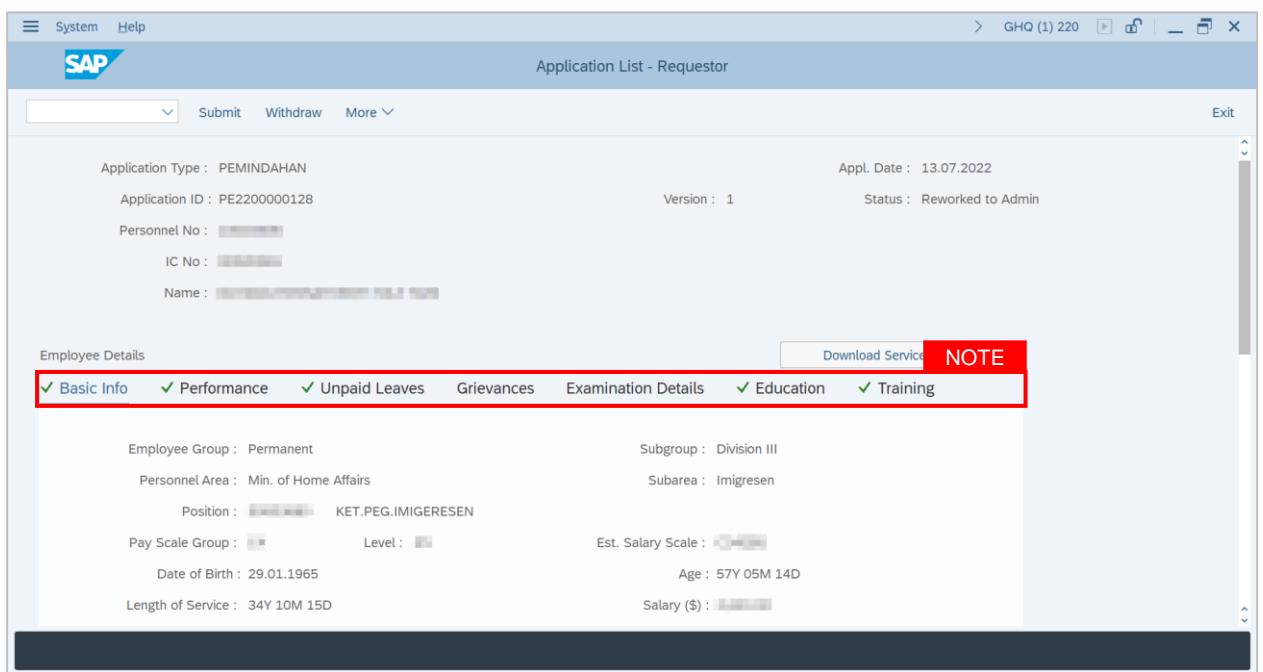
6. Select the application.

7. Click on the **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Er
PE2200000261	1	Reworked to Admin				SA10	Permanent	Division

**Outcome:** Application List – Requestor page will be displayed.



Application Type : PEMINDAHAN  
Application ID : PE2200000128  
Personnel No :  
IC No :  
Name :  
Appl. Date : 13.07.2022  
Version : 1  
Status : Reworked to Admin

Employee Details

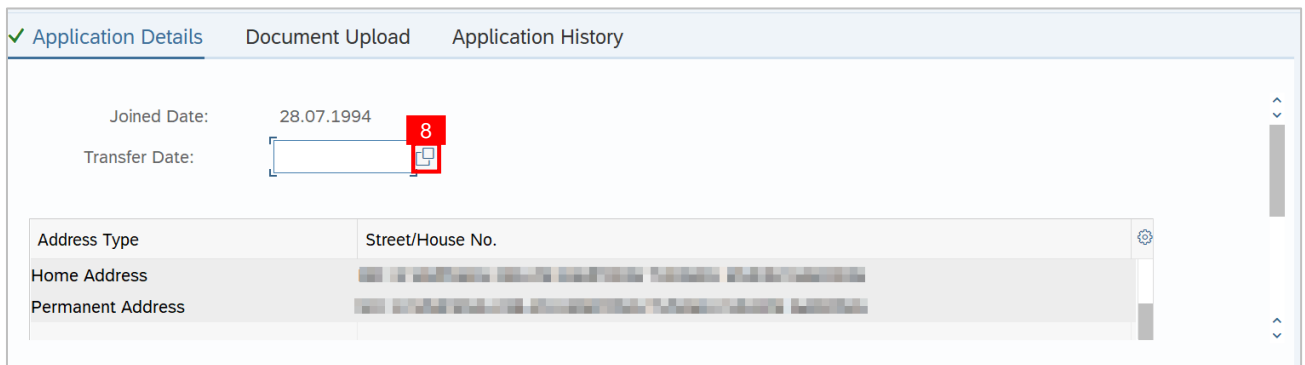
Download Service **NOTE**

✓ Basic Info ✓ Performance ✓ Unpaid Leaves Grievances Examination Details ✓ Education ✓ Training

Employee Group : Permanent  
Personnel Area : Min. of Home Affairs  
Position : KET.PEG.IMIGERESEN  
Date of Birth : 29.01.1965  
Length of Service : 34Y 10M 15D  
Subgroup : Division III  
Subarea : Imigresen  
Est. Salary Scale :  
Age : 57Y 05M 14D  
Salary (\$) :

**Note:** Parent Department HR Administrator (Requestor) is required to review information of each tab.

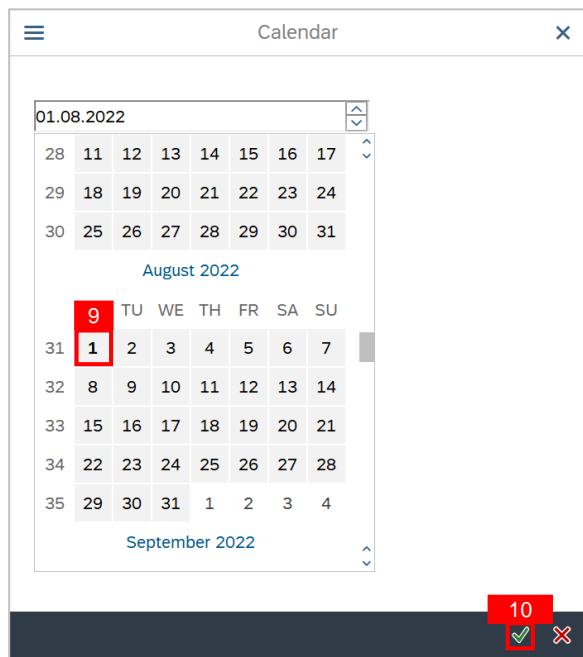
8. Under **Application Details** tab, click on the **Lookup** icon for **Transfer Date**.



The screenshot shows the 'Application Details' tab in a web application. The 'Transfer Date' field is highlighted with a red box and a red '8' next to it, indicating the lookup icon. Below the date field, there are sections for 'Address Type' and 'Street/House No.', with 'Home Address' and 'Permanent Address' fields below that.

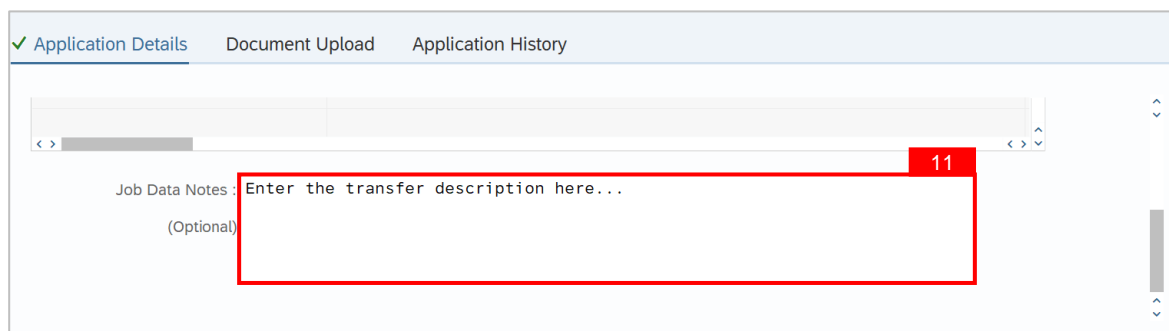
9. Select the date of transfer.

10. Click on the **Tick** icon.



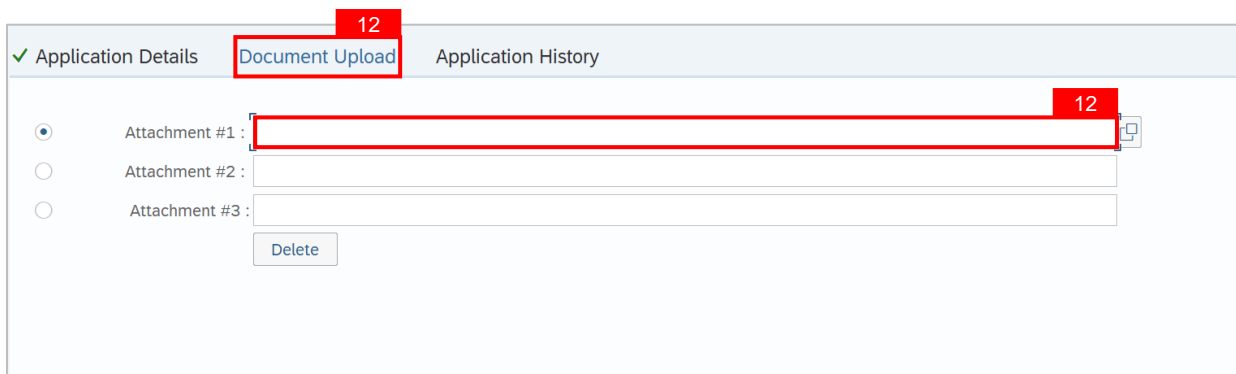
The screenshot shows a calendar widget titled 'Calendar'. The date '01.08.2022' is selected and highlighted with a red box labeled '9'. The calendar shows the month of August 2022 and the beginning of September 2022. At the bottom right of the calendar, there is a red box labeled '10' around a tick icon, indicating the selection of the date.

11. Scroll down and enter **Job Data Notes (Optional)**.

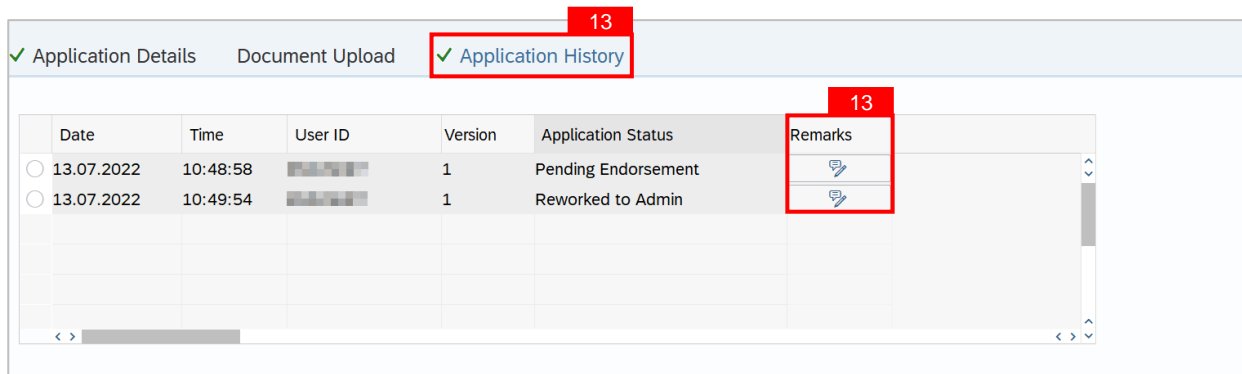




The screenshot shows the 'Application Details' tab in a web application. The 'Job Data Notes' field is highlighted with a red box and a red '11' next to it, indicating the input area. The field is labeled 'Job Data Notes : Enter the transfer description here...' and '(Optional)'. The field is currently empty.

12. Click on **Documents Upload** tab and attach any relevant documents **if required**.



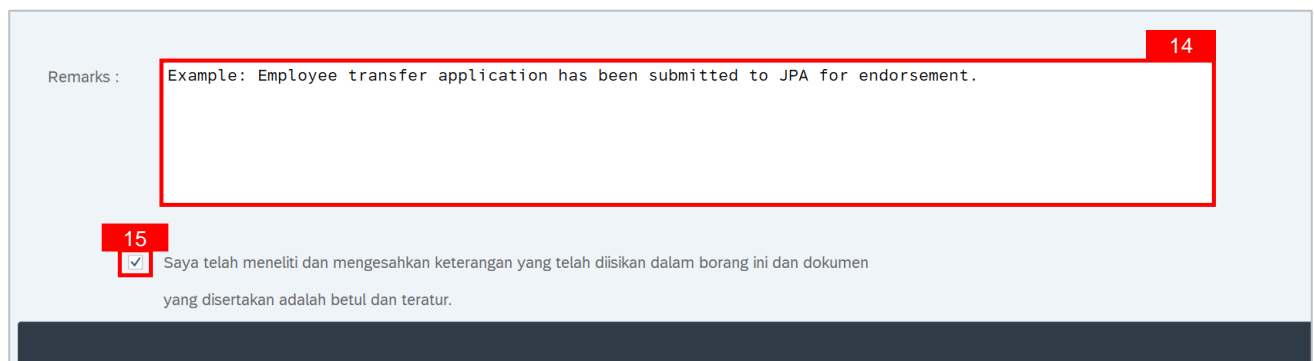
13. Click on **Application History** tab to view recorded remarks.



Date	Time	User ID	Version	Application Status	Remarks
13.07.2022	10:48:58	██████	1	Pending Endorsement	
13.07.2022	10:49:54	██████	1	Reworked to Admin	

14. Enter the **Remarks (Comments)**.

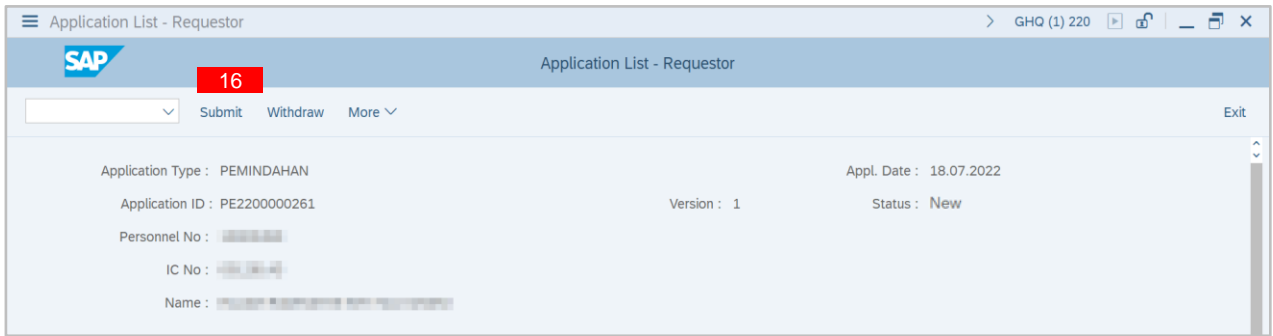
15. Click on the **Declaration Statement checkbox**.



Remarks :

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

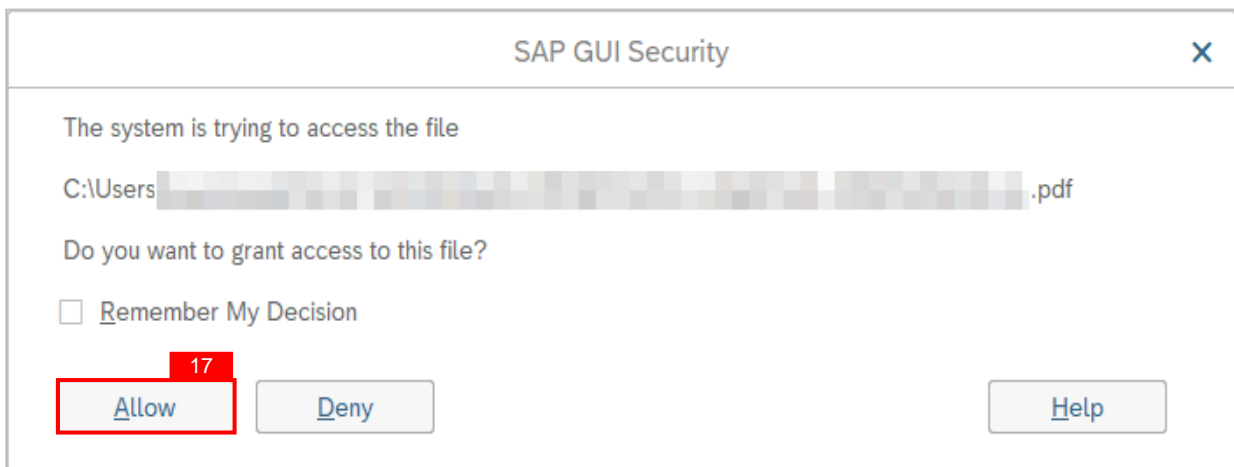
16. Click on the **Submit** button.



Application List - Requestor

Application Type : PEMINDAHAN Appl. Date : 18.07.2022  
Application ID : PE2200000261 Version : 1 Status : New  
Personnel No : [REDACTED]  
IC No : [REDACTED]  
Name : [REDACTED]

17. Click on the **Allow** button for SAP GUI Security.



SAP GUI Security

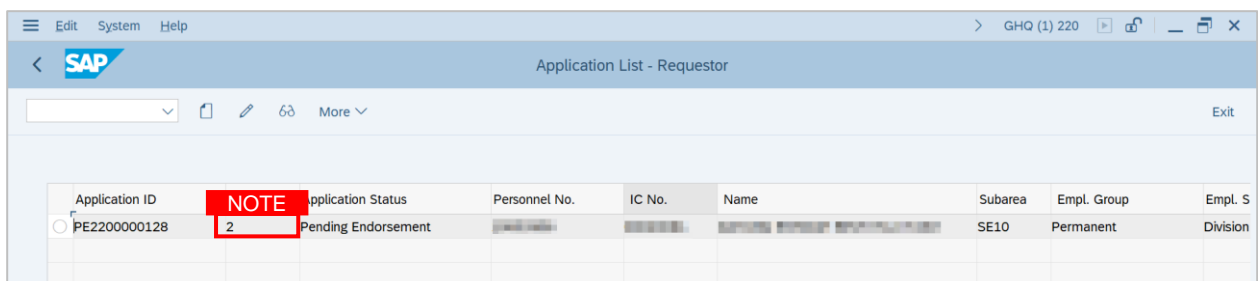
The system is trying to access the file  
C:\Users\ [REDACTED] .pdf  
Do you want to grant access to this file?  
 Remember My Decision

**17** Allow Deny Help

### Note:

- SAP GUI Security will be prompted if user attached any supporting document.
- ii. User must click on Allow button for successful document upload.

**Outcome:** Transfer application has been successfully resubmitted by Parent Department HR Administrator. Transfer Application Status is '**Pending Endorsement**'.



Application ID	NOTE	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000128	2	Pending Endorsement	[REDACTED]	[REDACTED]	[REDACTED]	SE10	Permanent	Division

### Note:

- Version 2 indicates Employee Transfer Application has been updated and resubmitted.
- ii. The version digit increases with the number of resubmissions.

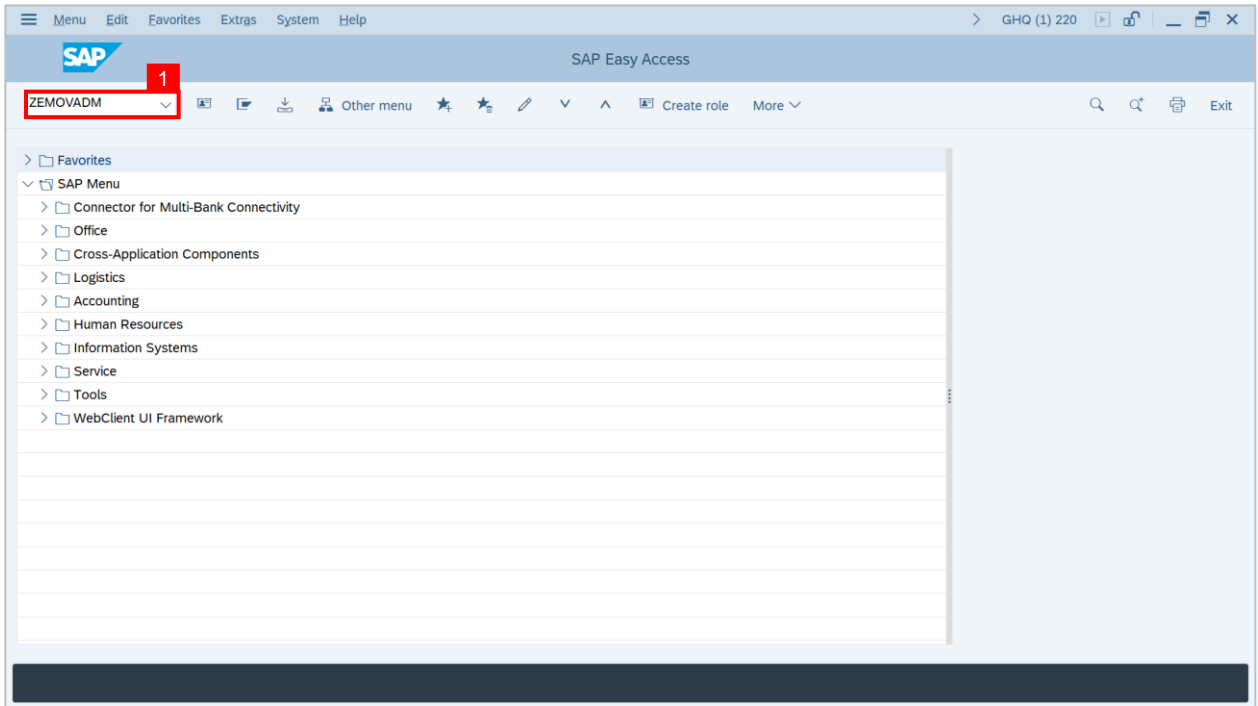
**WITHDRAW TRANSFER APPLICATION**

**Backend User**

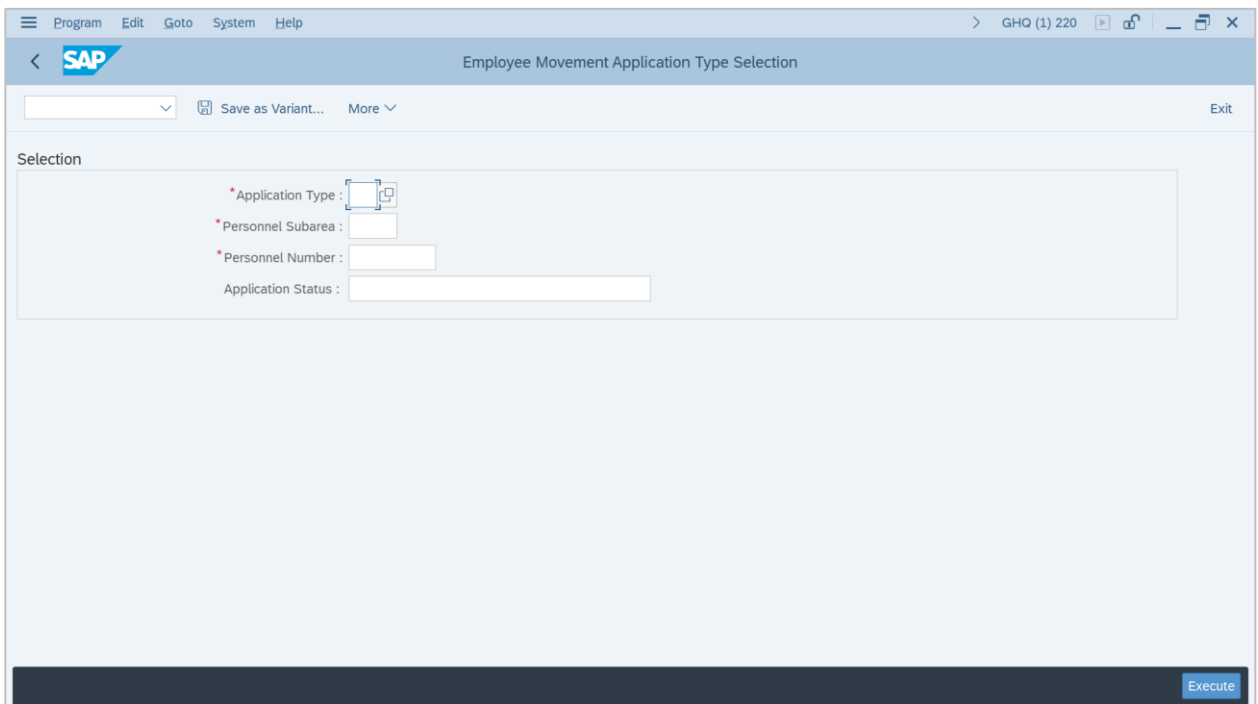
Parent Department HR Administrator (Requestor)

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

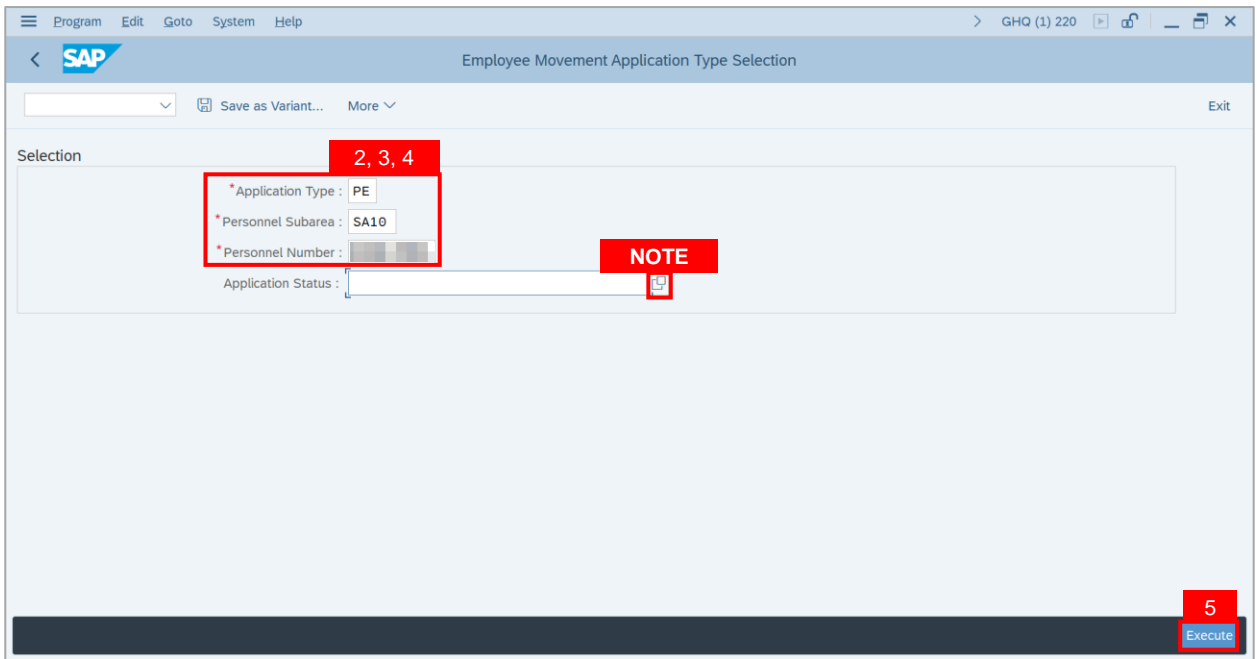
1. Enter **ZEMOVADM** in the search bar.



**Outcome: Employee Movement Application Type Selection** page will be displayed.



2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Subarea (Department)**.
4. Enter the **Personnel Number**.
5. Click on the **Execute** button.



Employee Movement Application Type Selection

Selection

\*Application Type : PE

\*Personnel Subarea : SA10

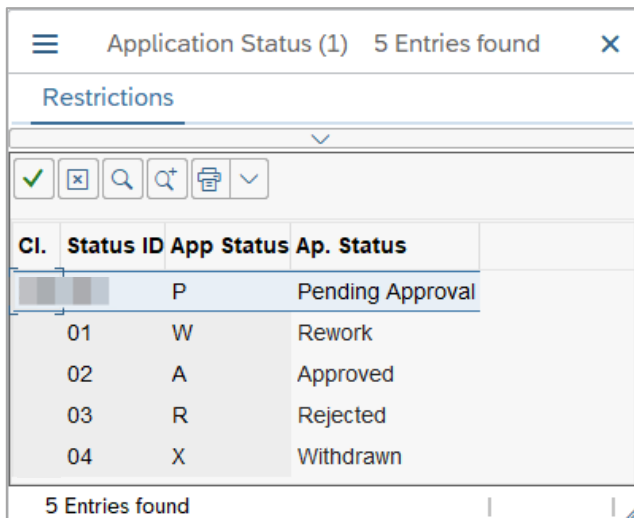
\*Personnel Number : [Redacted]

Application Status : [Redacted]

NOTE

Execute

**Note:** (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



Application Status (1) 5 Entries found

Restrictions

Cl.	Status ID	App Status	Ap. Status
[Redacted]	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

5 Entries found

# Sistem Sumber Manusia - Transfer (Pemindahan)



**Note:** Application List – Requestor page will be displayed.

6. Select the application.

7. Click on the **Change** icon.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Er
PE2200000261	1	Reworked to Admin				SA10	Permanent	Division

**Outcome:** Application List – Requestor page will be displayed.

Application Type : PEMINDAHAN  
Application ID : PE2200000128  
Personnel No :  
IC No :  
Name :  
Appl. Date : 13.07.2022  
Version : 1  
Status : Reworked to Admin

Employee Details  
Download Service Record

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

Employee Group : Permanent  
Subgroup : Division III  
Personnel Area : Min. of Home Affairs  
Subarea : Imigresen  
Position : KET.PEG.IMIGERESEN  
Pay Scale Group :  
Level :  
Est. Salary Scale :  
Date of Birth : 29.01.1965  
Age : 57Y 05M 14D  
Length of Service : 34Y 10M 15D  
Salary (\$) :

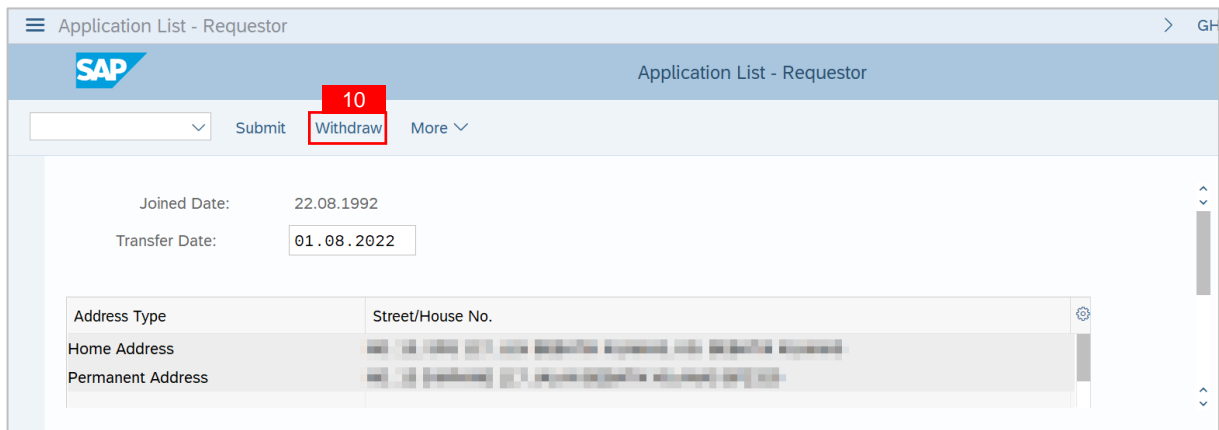
8. Enter the **Remarks (Comments)**.

9. Click on the **Declaration Statement checkbox**.

Remarks : This transfer application is withdrawn.

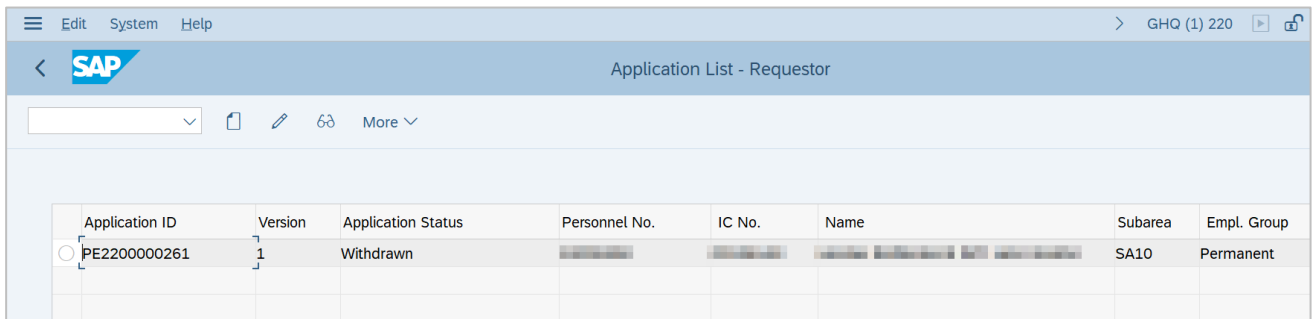
Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

10. Click on the **Withdraw** button.



The screenshot shows the SAP 'Application List - Requestor' form. At the top, there is a search bar and a 'Submit' button. A red box highlights the 'Withdraw' button, with the number '10' written above it. Below the buttons, there are fields for 'Joined Date' (22.08.1992) and 'Transfer Date' (01.08.2022). At the bottom, there is a table with columns for 'Address Type' and 'Street/House No.', containing 'Home Address' and 'Permanent Address' entries.

**Outcome:** Transfer application has been successfully withdrawn by Parent Department HR Administrator. Transfer Application Status is **'Withdrawn'**.



The screenshot shows the SAP 'Application List - Requestor' table. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, and Empl. Group. The first row shows an application with ID PE2200000261, Version 1, and Status Withdrawn. The Subarea is SA10 and the Empl. Group is Permanent.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group
PE2200000261	1	Withdrawn				SA10	Permanent



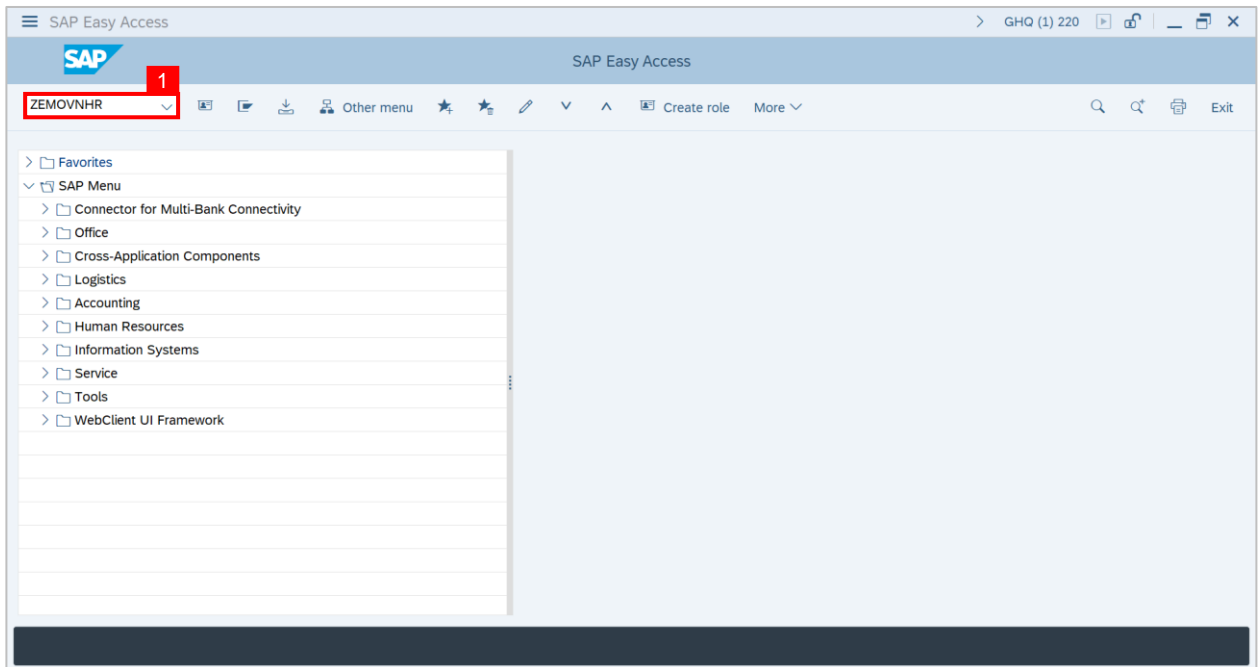
**APPROVE TRANSFER APPLICATION**

**Backend User**

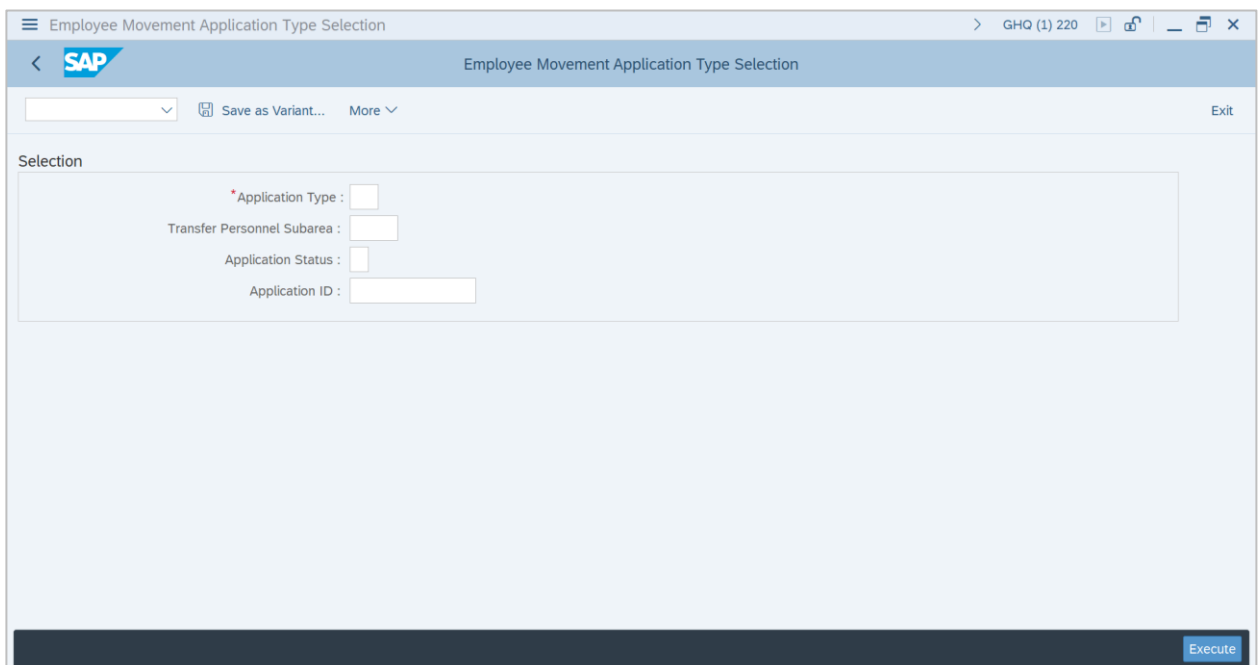
New Department HR Administrator (Approver)

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

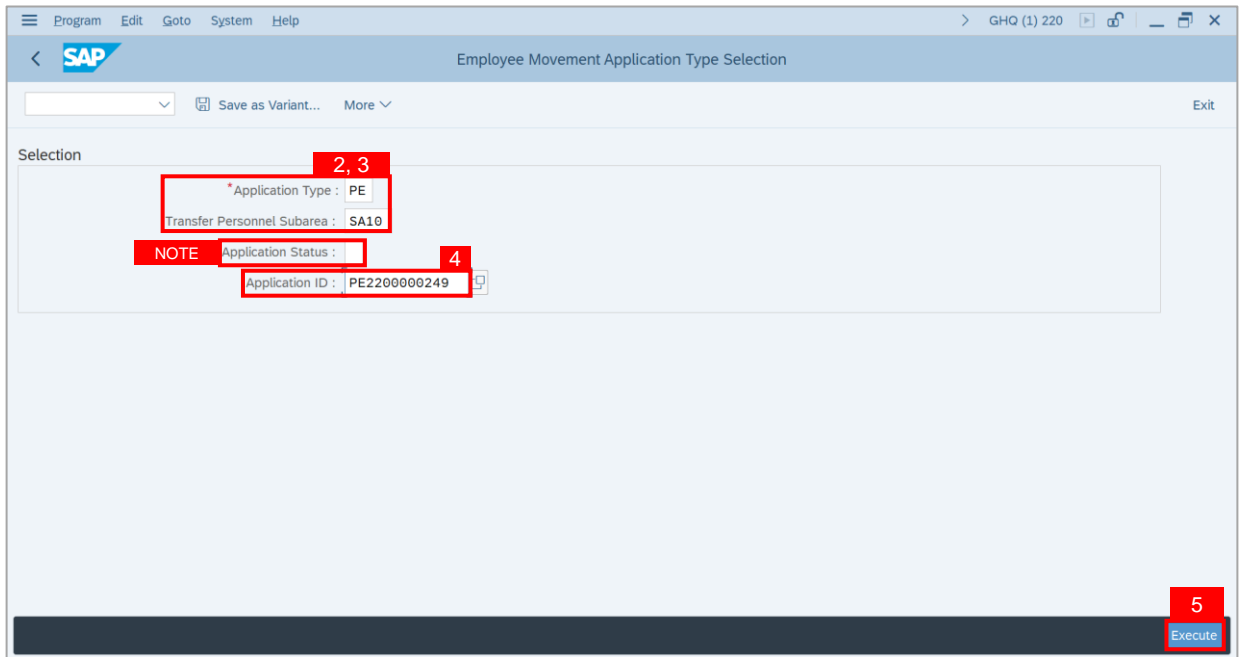
1. Enter transaction code **ZEMOVNHR** in the search bar.



**Outcome: Employee Movement Application Type Selection** page will be displayed.



2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Transfer Personnel Subarea (Department)**.
4. Enter the **Application ID**.
5. Click on the **Execute** button.



Employee Movement Application Type Selection

Selection

\*Application Type : PE

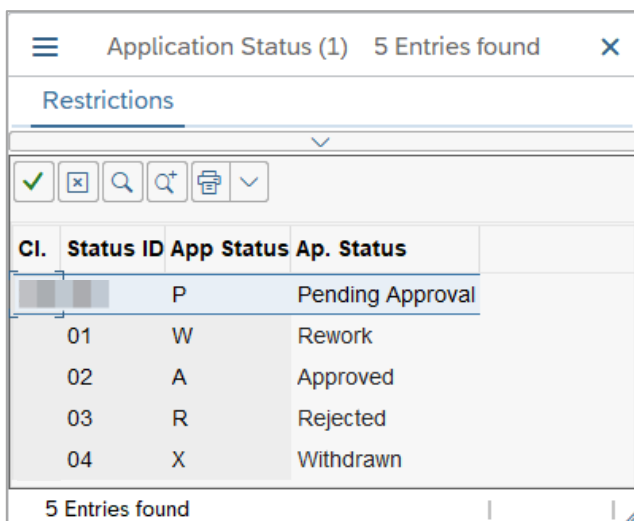
Transfer Personnel Subarea : SA10

NOTE Application Status :

Application ID : PE2200000249

Execute

**Note:** (Optional) Department HR Administrator (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.



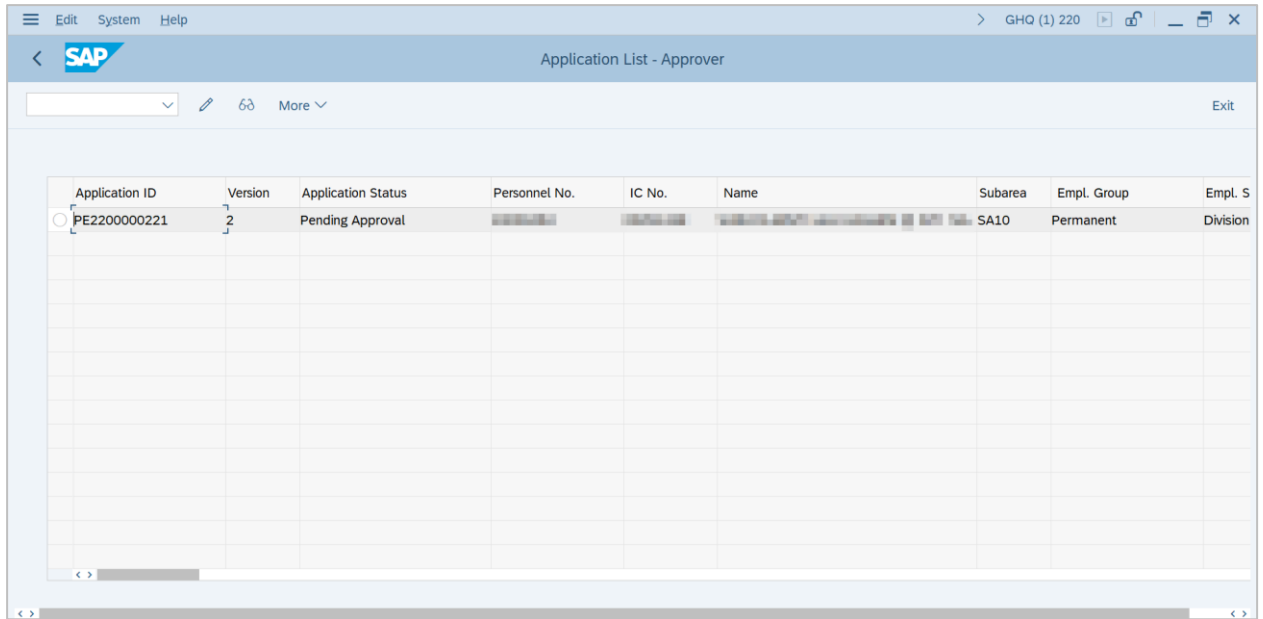
Application Status (1) 5 Entries found

Restrictions

Cl.	Status ID	App Status	Ap. Status
	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

5 Entries found

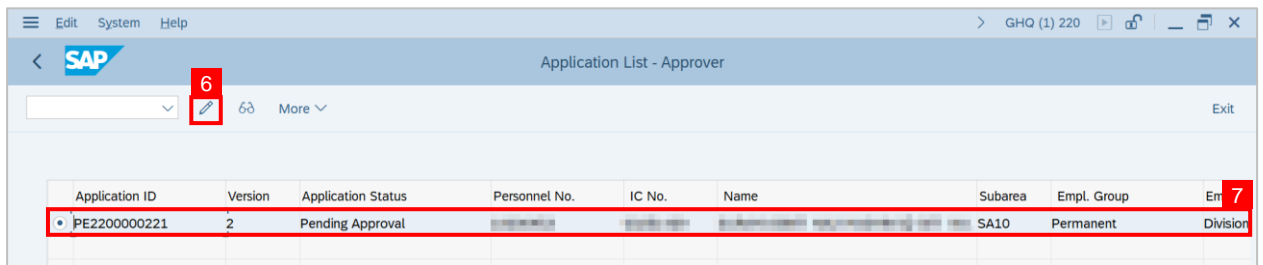
**Outcome: Application List – Approver** page will be displayed.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE220000221	2	Pending Approval				SA10	Permanent	Division

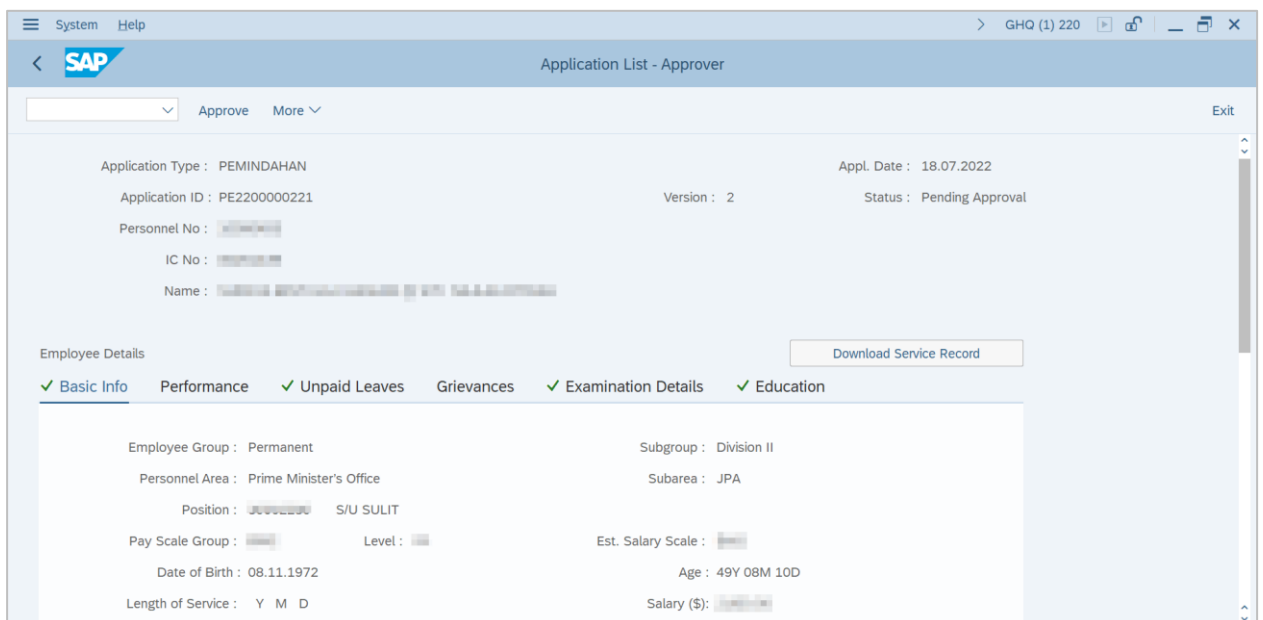
6. Select the application.

7. Click on the **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE220000221	2	Pending Approval				SA10	Permanent	Division

**Outcome: Application List – Approver** page will be displayed.



Application Type : PEMINDAHAN  
 Application ID : PE220000221  
 Version : 2  
 Appl. Date : 18.07.2022  
 Status : Pending Approval

Personnel No :  
 IC No :  
 Name :

Employee Details


Basic Info Performance Unpaid Leaves Grievances Examination Details Education

Employee Group : Permanent  
 Subgroup : Division II  
 Personnel Area : Prime Minister's Office  
 Subarea : JPA  
 Position : S/U SULIT  
 Pay Scale Group :  
 Level :  
 Est. Salary Scale :  
 Date of Birth : 08.11.1972  
 Age : 49Y 08M 10D  
 Length of Service : Y M D  
 Salary (\$) :

8. Under **Application Details** tab and click on **Lookup** icon to select transfer date.

Application Details | Document Upload | Application History

Joined Date: 28.07.1994

Transfer Date:  

Address Type	Street/House No.
Home Address	[REDACTED]
Permanent Address	[REDACTED]

9. Select the date of transfer.

10. Click on the **Tick** icon.

Calendar



01.08.2022

28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

August 2022

	TU	WE	TH	FR	SA	SU		
31	9	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14	
33	15	16	17	18	19	20	21	
34	22	23	24	25	26	27	28	
35	29	30	31	1	2	3	4	

September 2022

10  


11. Click on the **Lookup** icon to select **Transfer Position ID**.

Application Details | Document Upload | Application History

Joined Date: 16.01.2012

Transfer Date: 01.08.2022

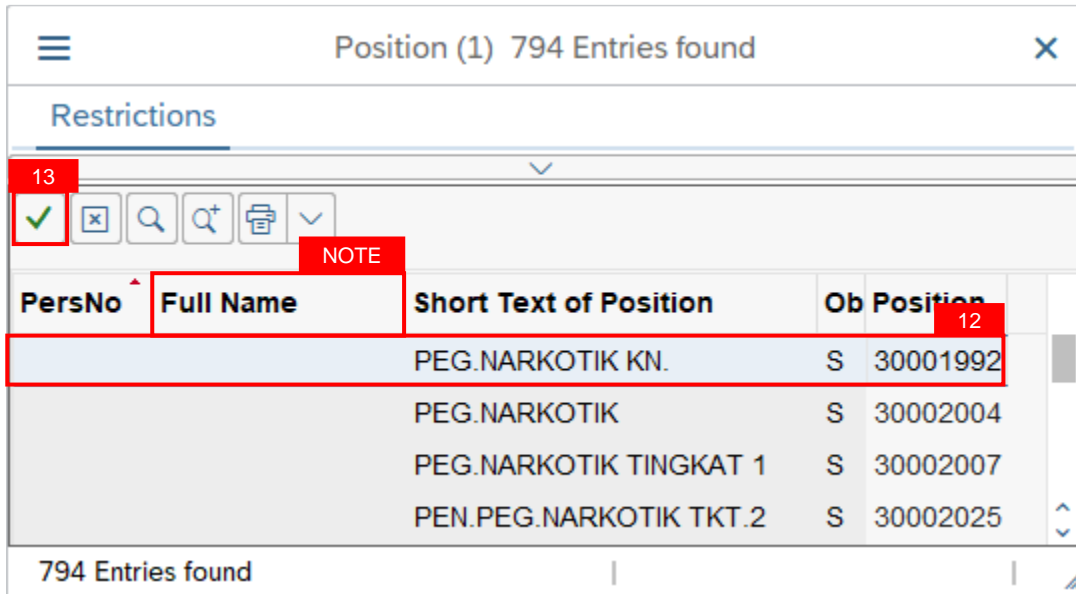
Transfer Personnel Subarea: SJ01

\*Transfer Position ID:  

Address Type	Street/House No.
Home Address	[REDACTED]

12. Select the **Vacant position**.

13. Click on the **Tick icon**.



Position (1) 794 Entries found

Restrictions

13

NOTE

PersNo	Full Name	Short Text of Position	Ob Position
		PEG.NARKOTIK KN.	S 30001992
		PEG.NARKOTIK	S 30002004
		PEG.NARKOTIK TINGKAT 1	S 30002007
		PEN.PEG.NARKOTIK TKT.2	S 30002025

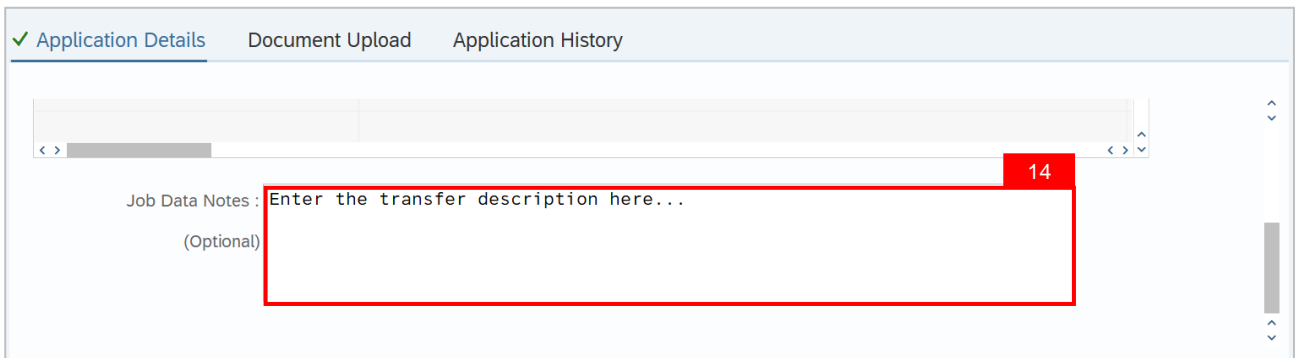
794 Entries found

12

## Note:

- Vacant positions can be identified when there are no Full Name and Personnel Number assigned.
- User can click on Full Name column header to arrange and display the vacant positions.
- (Optional) User with OM Admin role can generate Vacancy Report via S\_AHR\_61016509 to identify the department's vacant position.

14. Scroll down and enter **Job Data Notes (Optional)**.



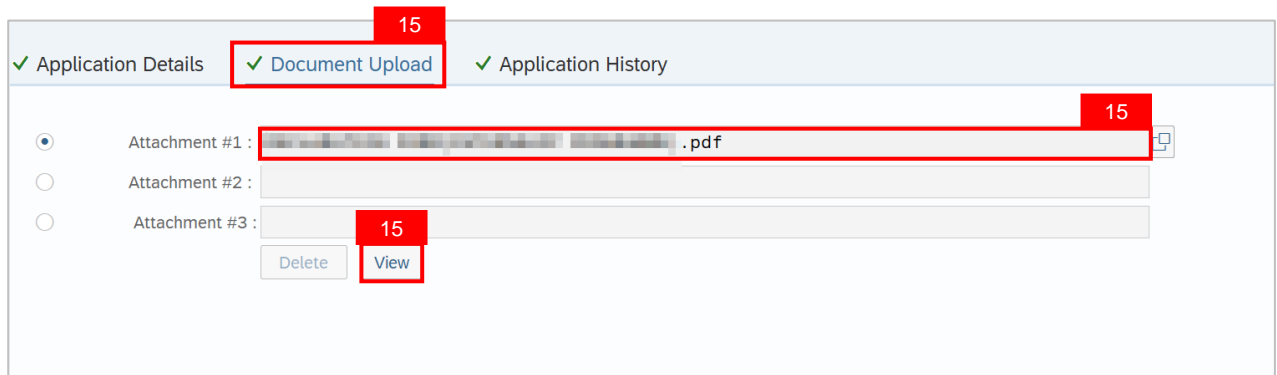
Application Details Document Upload Application History

Job Data Notes : Enter the transfer description here...

(Optional)

14

15. Click on **Documents Upload** tab to view any **Attached Documents**.



15

✓ Application Details   ✓ **Document Upload**   ✓ Application History

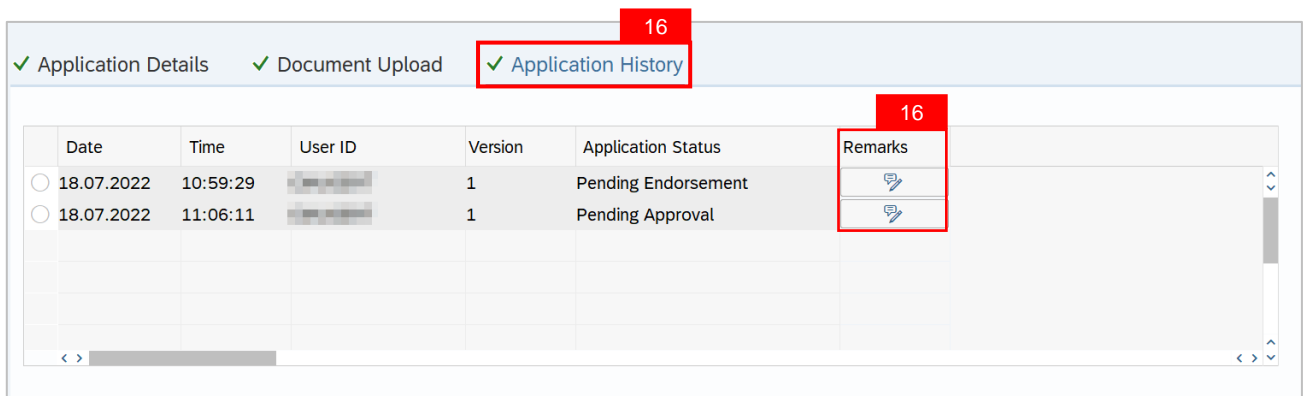
Attachment #1 : [Redacted] .pdf

Attachment #2 : [Redacted]

Attachment #3 : [Redacted]

Delete   **View**

16. Click on **Application History** tab, then click on the **Remarks** icon to view recorded remarks.



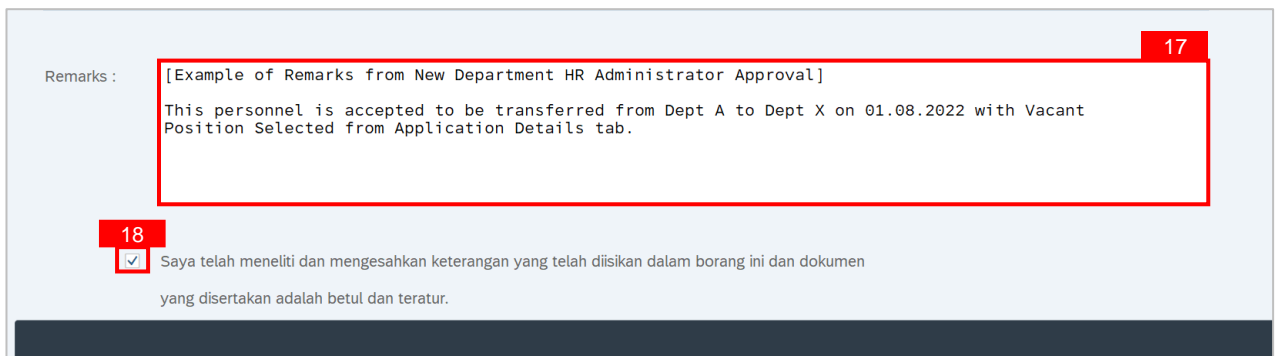
16

✓ Application Details   ✓ Document Upload   ✓ **Application History**

	Date	Time	User ID	Version	Application Status	Remarks
<input type="radio"/>	18.07.2022	10:59:29	[Redacted]	1	Pending Endorsement	
<input type="radio"/>	18.07.2022	11:06:11	[Redacted]	1	Pending Approval	

17. Enter the **Remarks (Comments)**.

18. Click on the **Declaration Statement checkbox**.



17

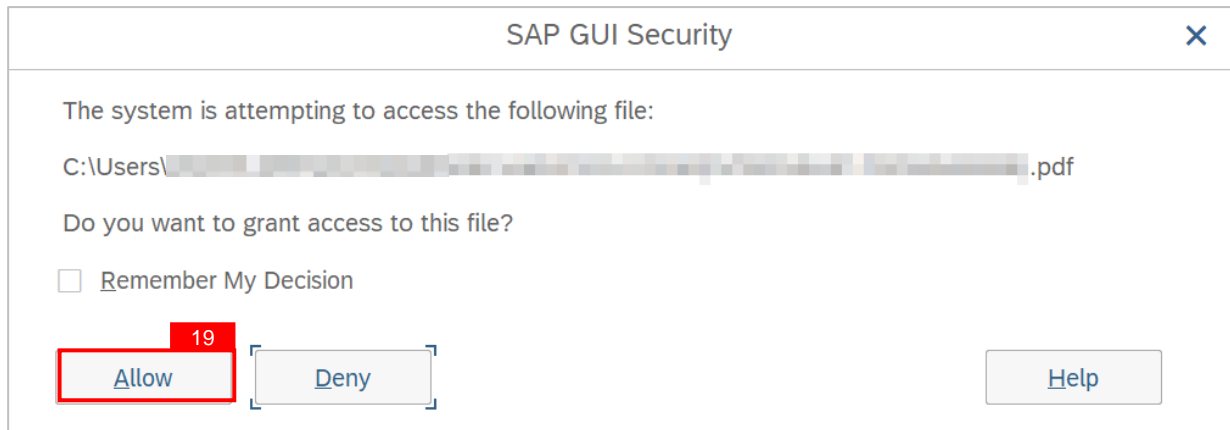
Remarks : [Example of Remarks from New Department HR Administrator Approval]

This personnel is accepted to be transferred from Dept A to Dept X on 01.08.2022 with Vacant Position Selected from Application Details tab.

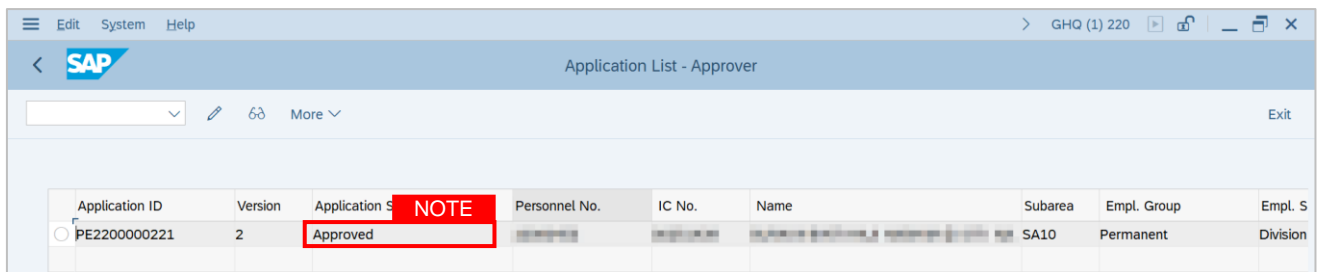
18

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

19. Click on the **Allow** button for **SAP GUI Security**.



**Outcome:** Transfer application has been successfully approved by New Department HR Administrator. Transfer Application Status is '**Approved**'.



Application ID	Version	Application S	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000221	2	Approved				SA10	Permanent	Division

**Note:** Approved application means that Employee Transfer job data is automatically recorded by SSM. New Department HR Administrator (Approver) can view the job data in **Actions** Infotype via **PA30 Maintain HR Master Data** page.

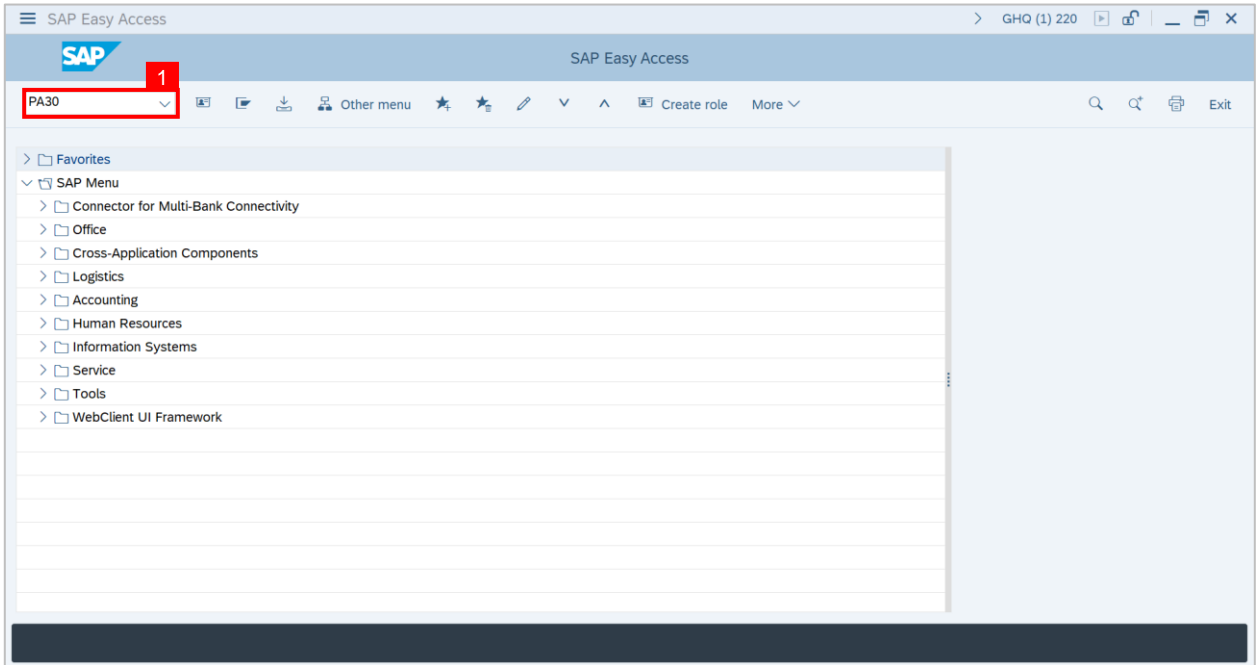
## VIEW TRANSFER JOB DATA

### Backend User

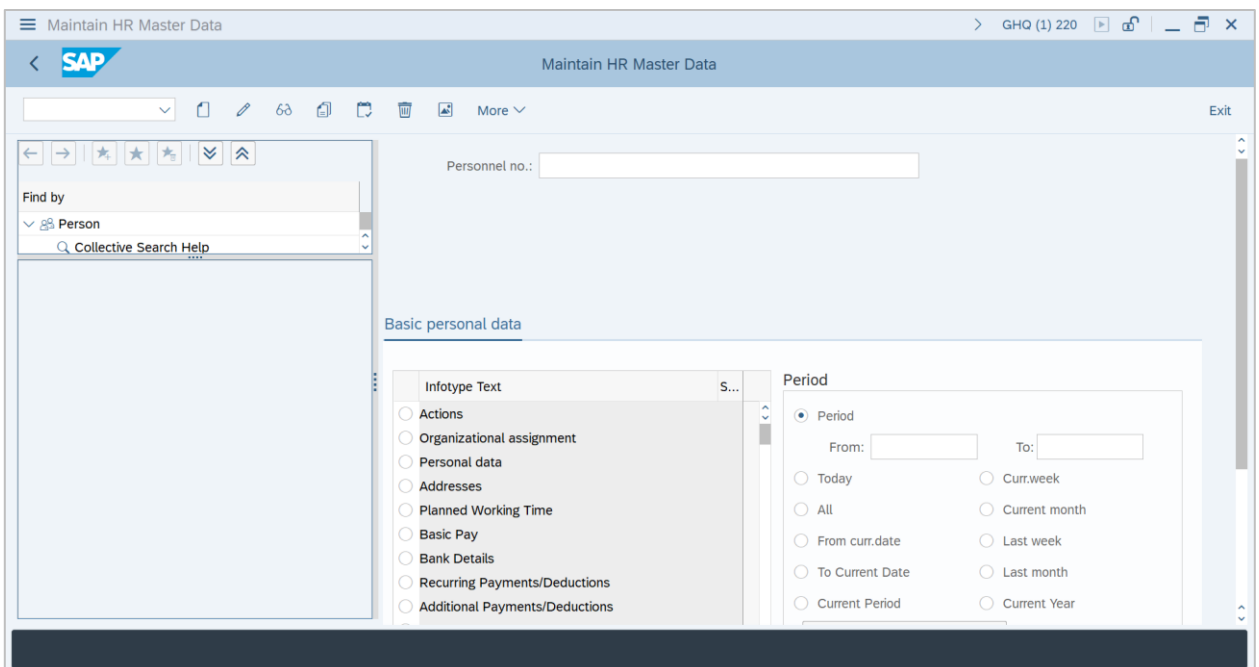
New Department HR Administrator (Approver) & JPA Approver (Endorser)

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

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

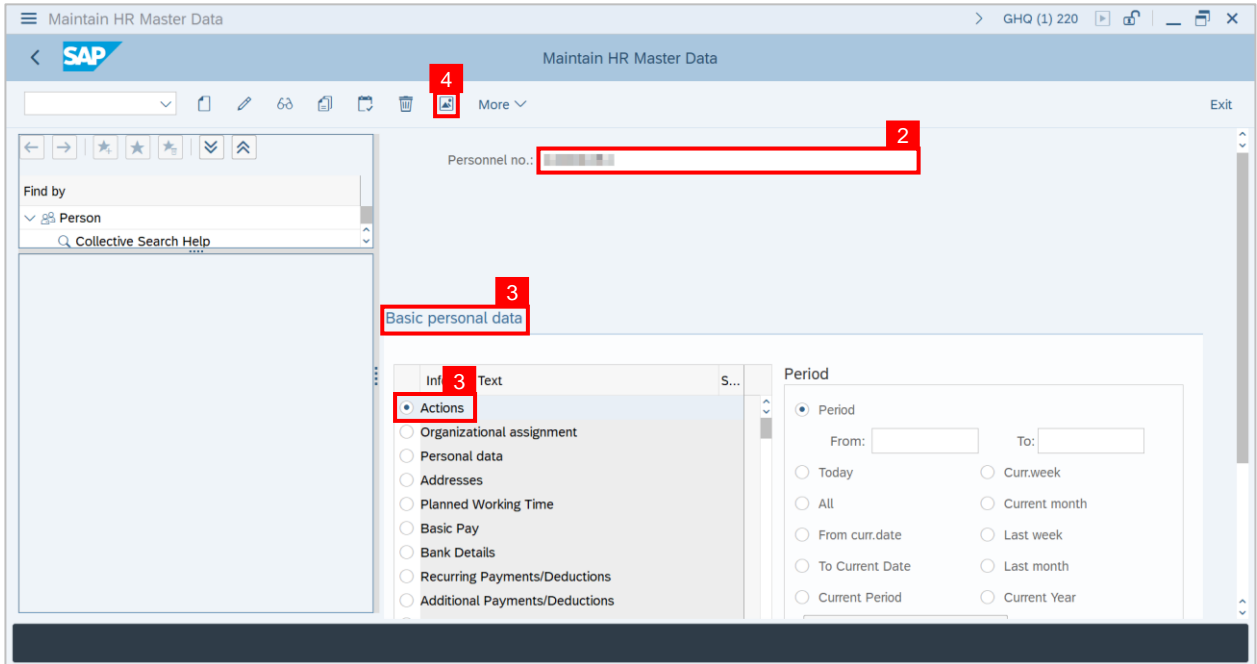


**Outcome: Maintain HR Master Data page will be displayed.**



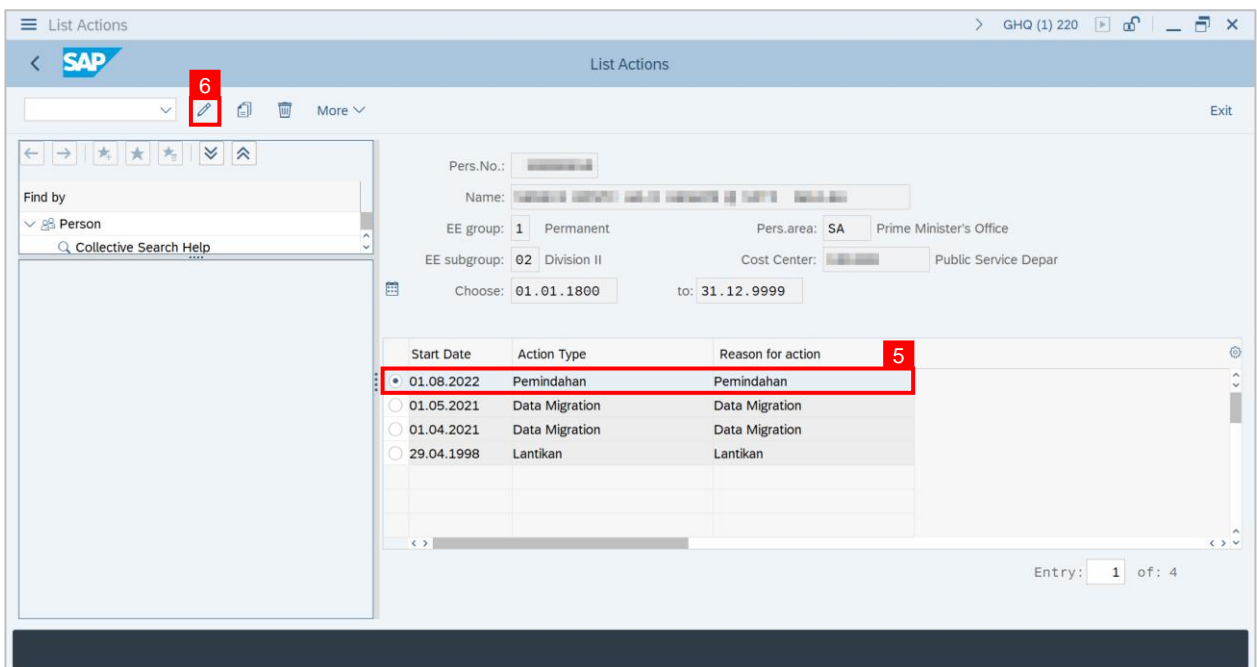


2. Enter **Personnel number**.
3. Under **Basic personal data**, select **Actions Infotype**.
4. Click on the **Overview** icon.



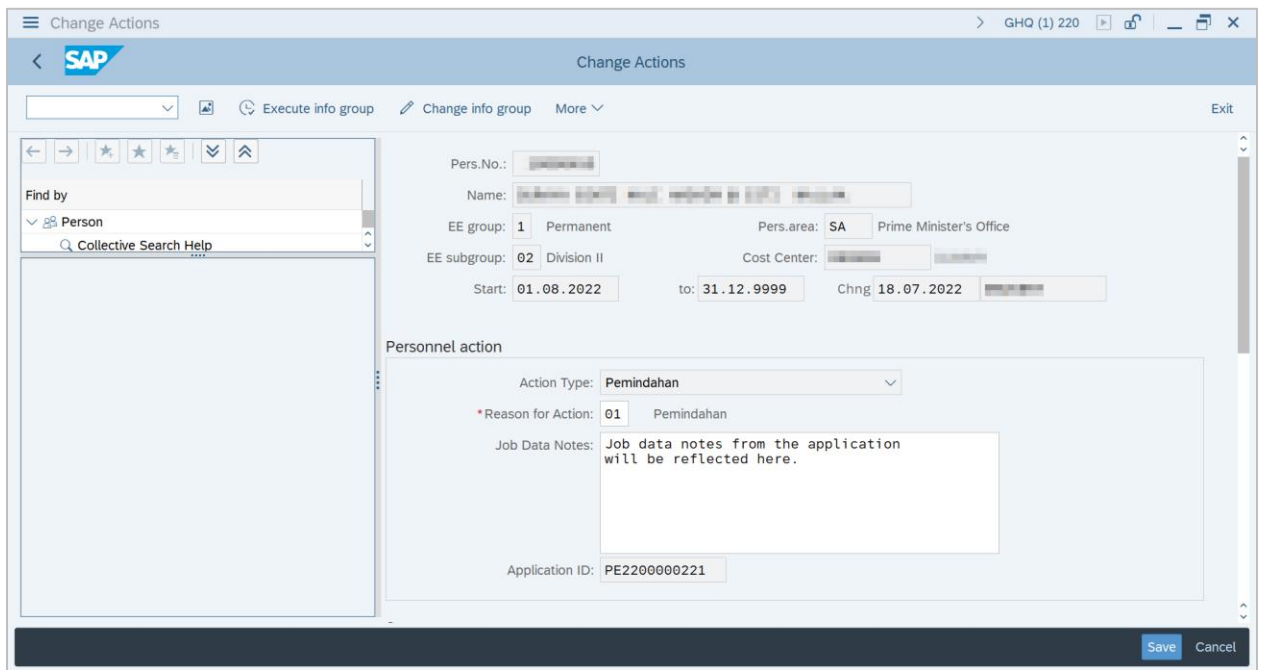
**Outcome:** List Actions page will be displayed.

5. Select **Pemindahan** job data.
6. Click on the **Change** icon.



Start Date	Action Type	Reason for action
01.08.2022	Pemindahan	Pemindahan
01.05.2021	Data Migration	Data Migration
01.04.2021	Data Migration	Data Migration
29.04.1998	Lantikan	Lantikan

**Outcome:** Change Actions page will be displayed.



The screenshot shows the SAP Change Actions interface. The main area displays the following information:

- Pers.No.:** [Redacted]
- Name:** [Redacted]
- EE group:** 1 Permanent
- Pers.area:** SA Prime Minister's Office
- EE subgroup:** 02 Division II
- Cost Center:** [Redacted]
- Start:** 01.08.2022
- to:** 31.12.9999
- Chng:** 18.07.2022

**Personnel action**

- Action Type:** Pemindahan
- \*Reason for Action:** 01 Pemindahan
- Job Data Notes:** Job data notes from the application will be reflected here.
- Application ID:** PE2200000221

Buttons for **Save** and **Cancel** are visible at the bottom right.

**Note:** Parent Department HR Administrator (Requestor) can only view the personnel data until before the date of transfer. The personnel will officially be under new department on the transfer date.

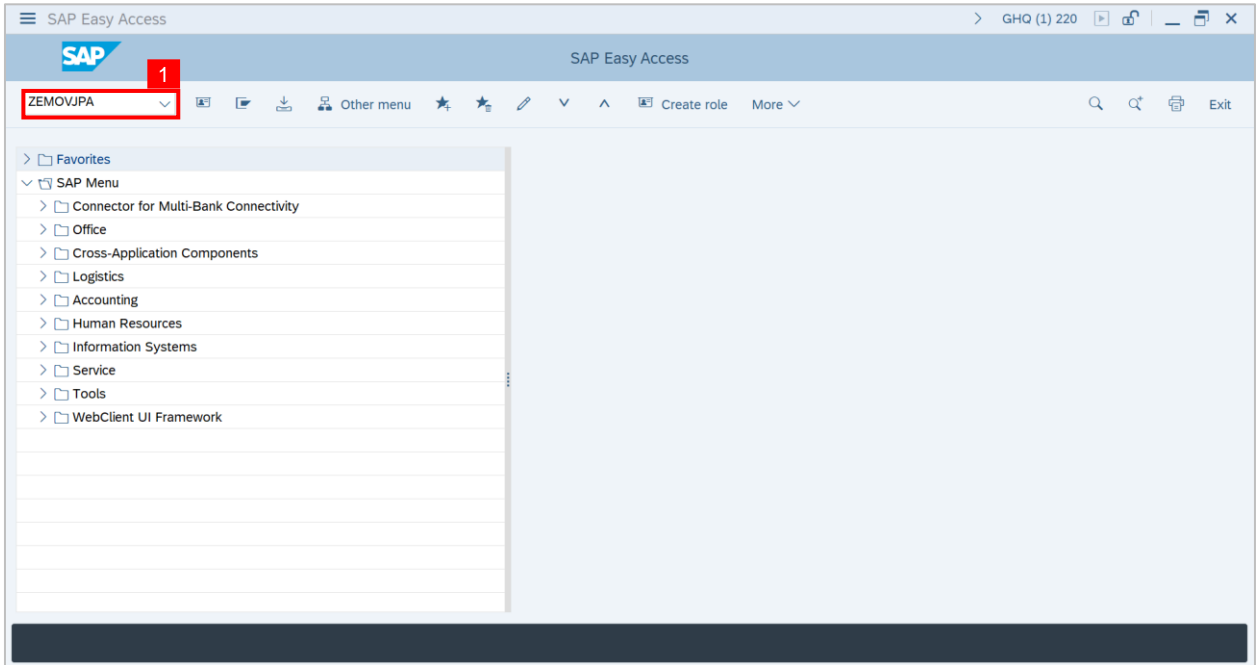
**ENDORSE TRANSFER APPLICATION**

**Backend User**

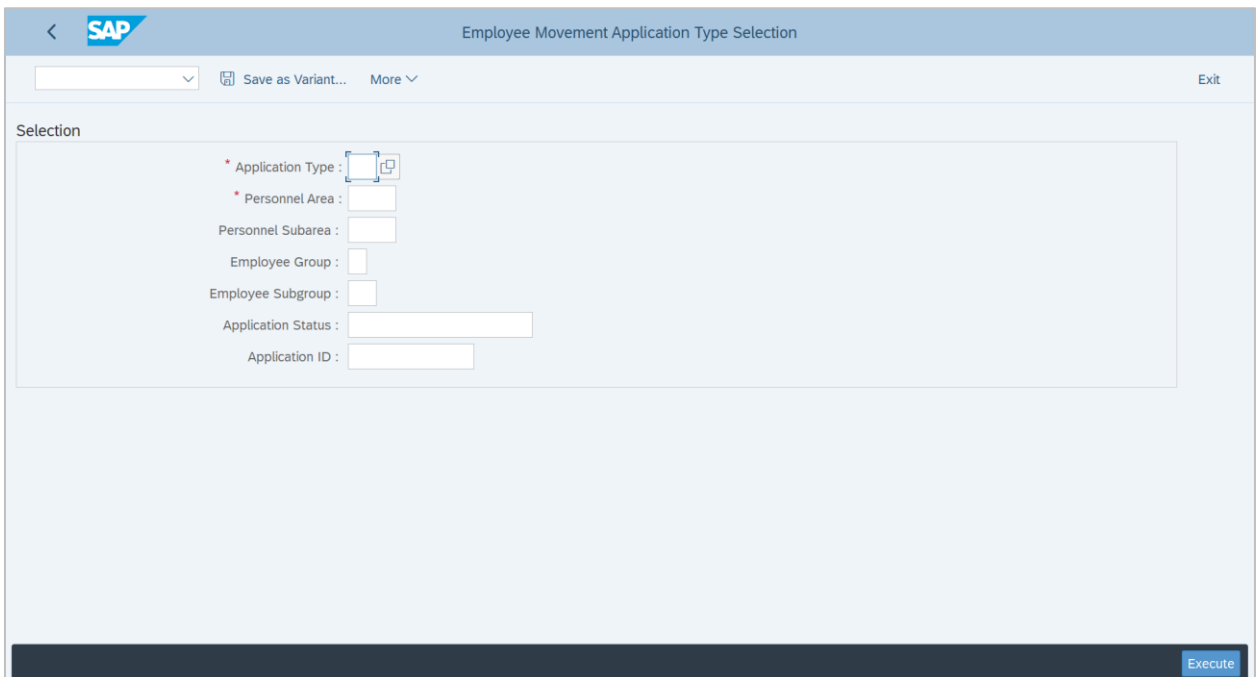
JPA Approver (Endorser)

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

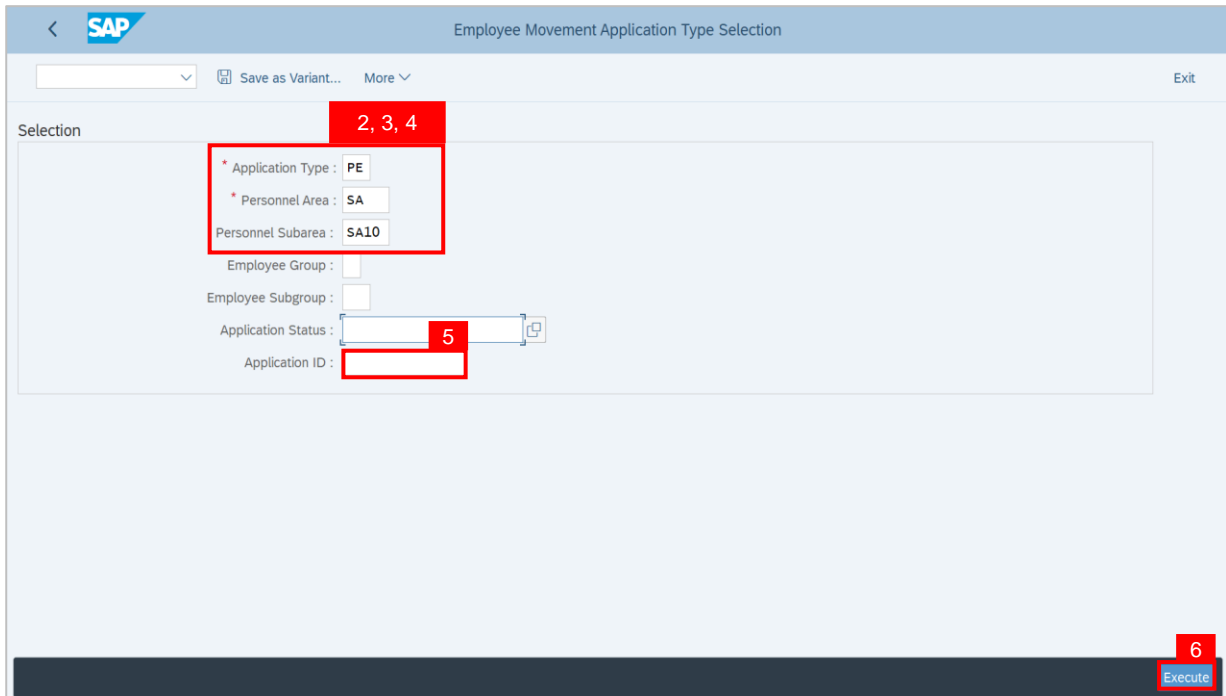
1. Enter **ZEMOVJPA** in the search bar.



**Outcome: Employee Movement Application Type Selection page will be displayed.**



2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on the **Execute** button.



Employee Movement Application Type Selection

Selection

2, 3, 4

\* Application Type : PE

\* Personnel Area : SA

Personnel Subarea : SA10

Employee Group :

Employee Subgroup :

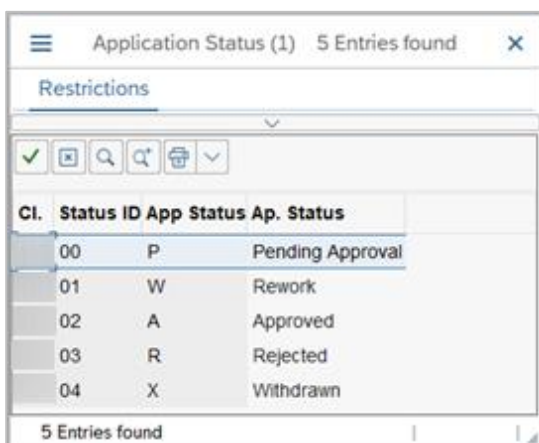
Application Status : 5

Application ID :

6 Execute

## Note:

- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



Application Status (1) 5 Entries found

Restrictions

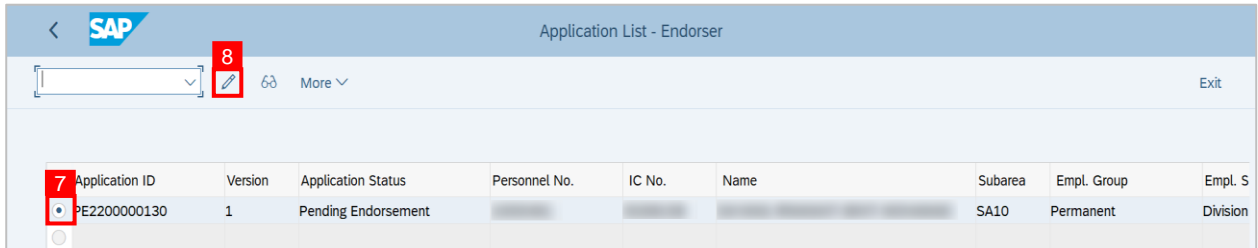
Cl.	Status ID	App Status	Ap. Status
00	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

5 Entries found

**Outcome: Application List – Endorser** page has been displayed.

7. Click on the **Radio button** to select the transfer application.

8. Click on the **Change** button.



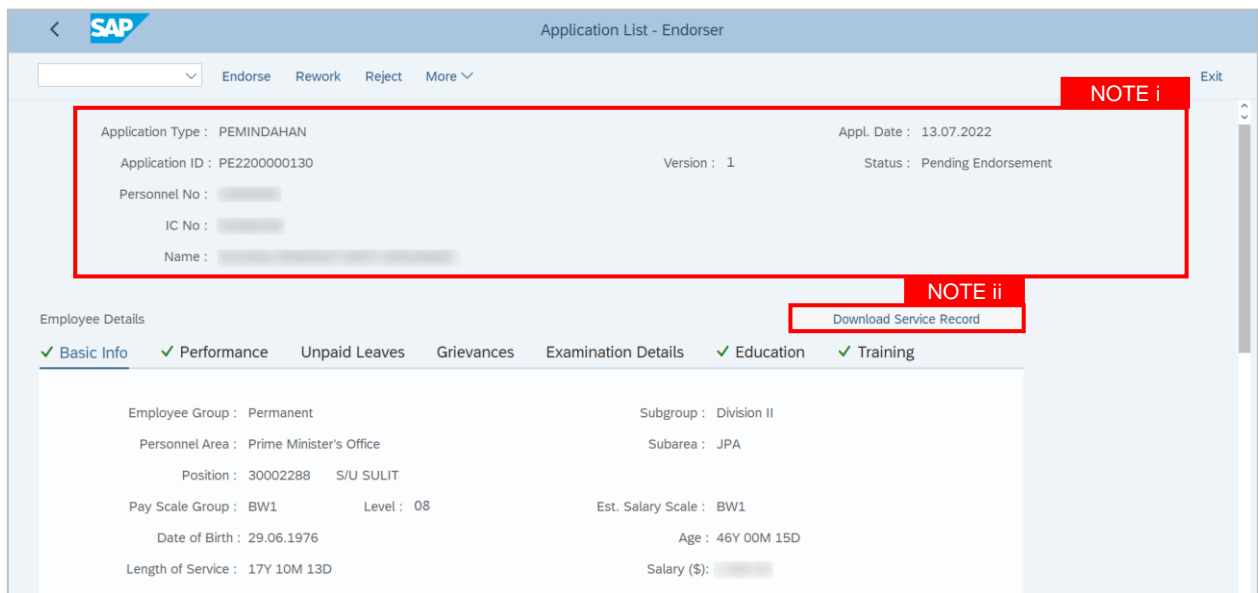
The screenshot shows the SAP 'Application List - Endorser' interface. At the top, there is a search bar with a dropdown arrow and a 'More' button. A red box labeled '8' highlights a pencil icon (Change button) next to the search bar. Below the search bar is a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. A red box labeled '7' highlights the first row of the table, which contains the following data: Application ID: PE2200000130, Version: 1, Application Status: Pending Endorsement, Personnel No.: [blurred], IC No.: [blurred], Name: [blurred], Subarea: SA10, Empl. Group: Permanent, and Empl. S: Division.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000130	1	Pending Endorsement	[blurred]	[blurred]	[blurred]	SA10	Permanent	Division

**Outcome: Application List – Endorser** page will be displayed.

**Note:**

- JPA Approver (User) can view personnel and application information at the top of the page.
- JPA Approver (User) can download and view the personnel service record by click on the **Download Service Record**.



The screenshot shows the SAP 'Application List - Endorser' page with the application details expanded. A red box labeled 'NOTE i' highlights the application information section, which includes: Application Type: PEMINDAHAN, Application ID: PE2200000130, Version: 1, Status: Pending Endorsement, Personnel No.: [blurred], IC No.: [blurred], Name: [blurred], and Appl. Date: 13.07.2022. Below this, there is a 'Download Service Record' button highlighted with a red box labeled 'NOTE ii'. Underneath, the 'Employee Details' section is visible, with 'Basic Info' selected. The employee details include: Employee Group: Permanent, Subgroup: Division II, Personnel Area: Prime Minister's Office, Subarea: JPA, Position: 30002288 S/U SULIT, Pay Scale Group: BW1, Level: 08, Est. Salary Scale: BW1, Date of Birth: 29.06.1976, Age: 46Y 00M 15D, and Length of Service: 17Y 10M 13D.

**NOTE i**

Application Type : PEMINDAHAN  
Application ID : PE2200000130  
Personnel No : [blurred]  
IC No : [blurred]  
Name : [blurred]  
Version : 1  
Status : Pending Endorsement  
Appl. Date : 13.07.2022

**NOTE ii**

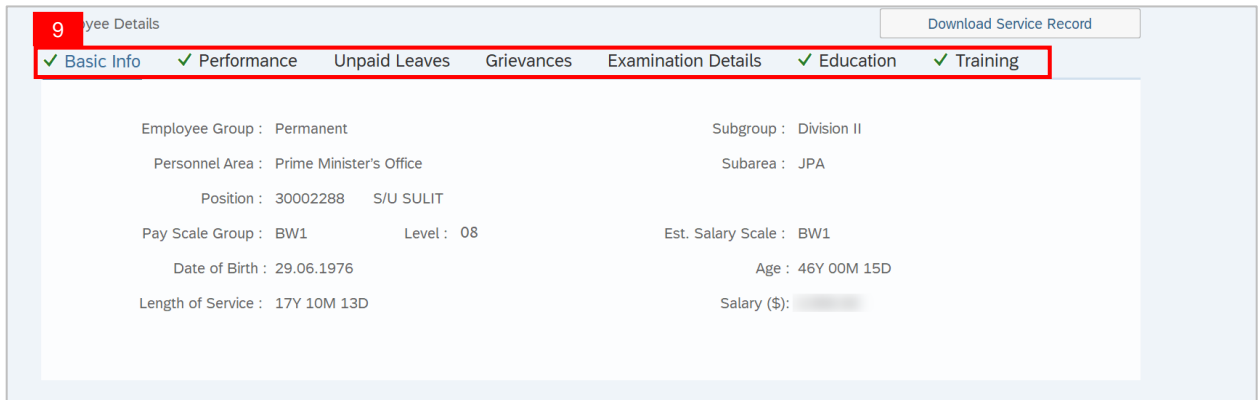
Download Service Record

Employee Details

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

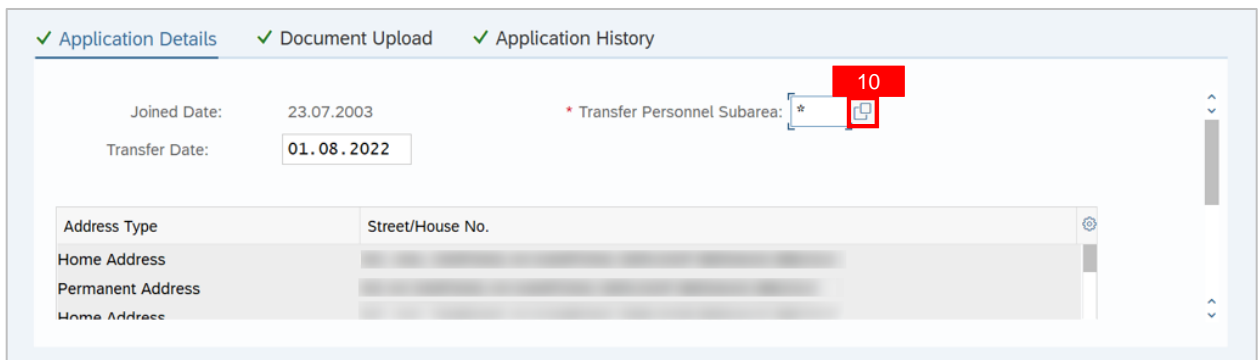
Employee Group : Permanent  
Personnel Area : Prime Minister's Office  
Position : 30002288 S/U SULIT  
Pay Scale Group : BW1  
Date of Birth : 29.06.1976  
Length of Service : 17Y 10M 13D  
Subgroup : Division II  
Subarea : JPA  
Est. Salary Scale : BW1  
Age : 46Y 00M 15D  
Salary (\$) : [blurred]

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab, **Examination Details** tab, **Education** tab and **Training** tab) of submitted transfer application.



**Note:** JPA Approver (User) is required to review information of each tab.


10. Click on the **Lookup icon** to select departments that will receive the transfer endorsement.



11. Select the suggested or desired **Subarea (departments)**.

12. Click on the **Tick** icon.

**Note:** More than one subarea (department) can be selected for endorsement.

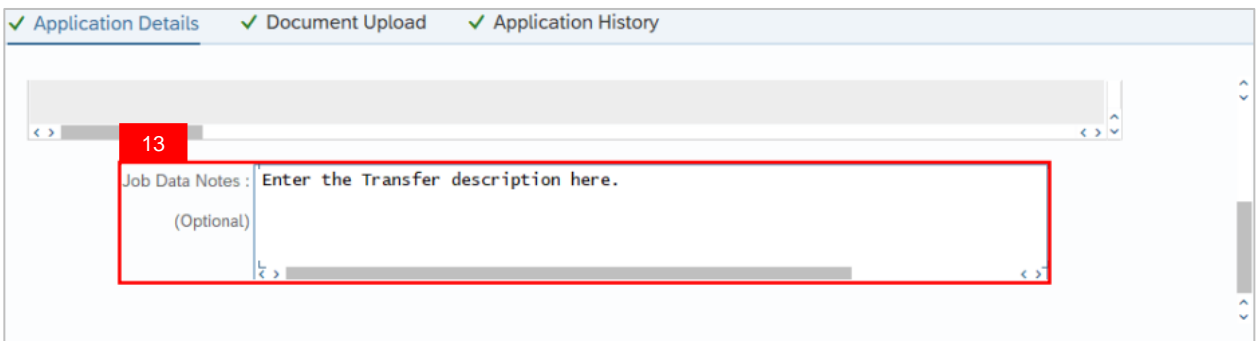


INPUT 156 Entries

Psubarea	P.subarea text
11	
<input checked="" type="checkbox"/>	SA01 JPM
<input checked="" type="checkbox"/>	SA02 JAIN
<input checked="" type="checkbox"/>	SA03 Audit
<input type="checkbox"/>	SA04 Narkotik
<input type="checkbox"/>	SA05 BMR
<input type="checkbox"/>	SA06 JKDN
<input type="checkbox"/>	SA07 MMN
<input type="checkbox"/>	SA08 RTB
<input type="checkbox"/>	SA09 Penerangan
<input type="checkbox"/>	SA10 JPA
<input type="checkbox"/>	SA11 MSD
<input type="checkbox"/>	SA12 RBPF
<input type="checkbox"/>	SA14 SPA
<input type="checkbox"/>	SA15 TENAGA
<input type="checkbox"/>	SA16 Mufti
<input type="checkbox"/>	SA17 EPD
<input type="checkbox"/>	SA18 Undang-Undang

12

13. Scroll down and view **Job Data Notes** (Optional).



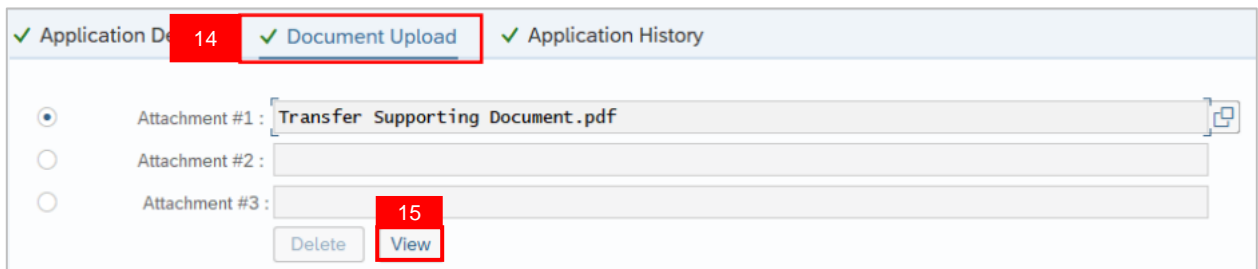
Application Details Document Upload Application History

13

Job Data Notes : Enter the Transfer description here.  
(Optional)

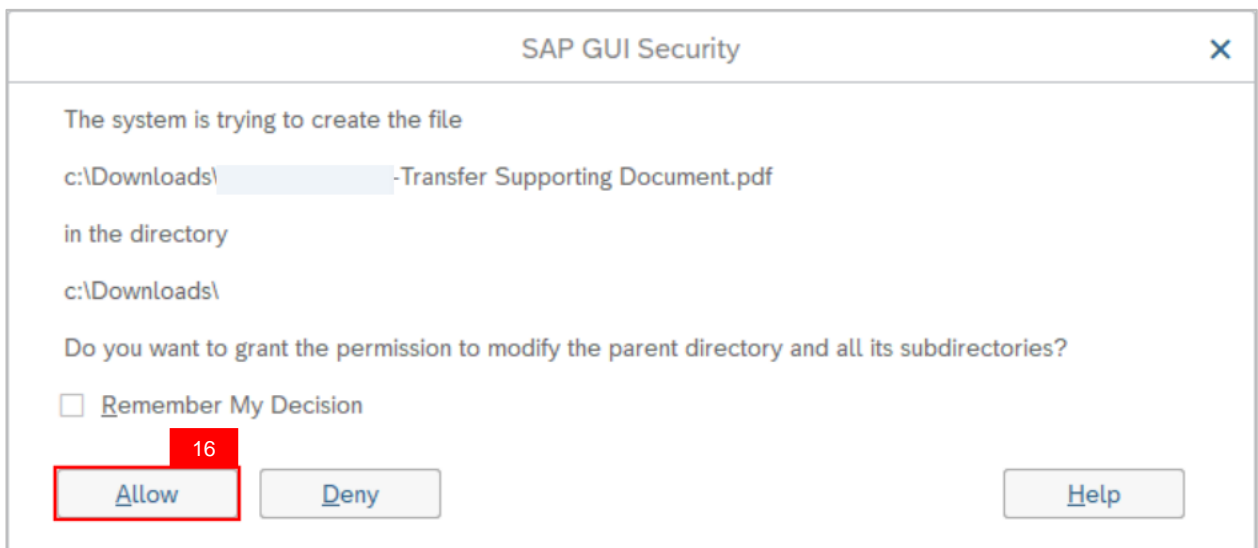
14. Click on the **Document Upload** tab.

15. Click on the **View** button to view the attached document.



The screenshot shows the 'Document Upload' tab selected. It contains three attachment fields. The first field is labeled 'Attachment #1' and contains the text 'Transfer Supporting Document.pdf'. Below the fields are two buttons: 'Delete' and 'View'. The 'View' button is highlighted with a red box and the number 15.

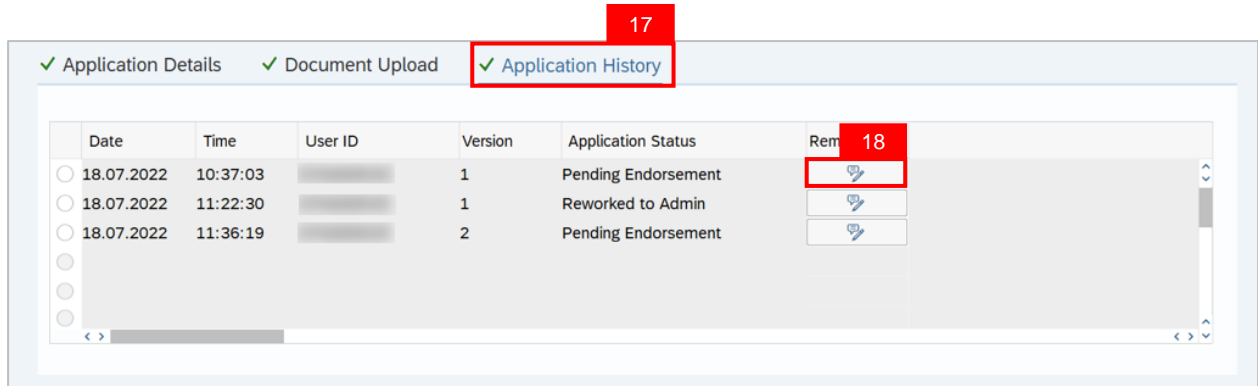
16. Click on the **Allow** button for SAP GUI Security.



The screenshot shows a dialog box titled 'SAP GUI Security'. The text inside reads: 'The system is trying to create the file c:\Downloads\...-Transfer Supporting Document.pdf in the directory c:\Downloads\'. Below this, it asks: 'Do you want to grant the permission to modify the parent directory and all its subdirectories?'. There is a checkbox labeled 'Remember My Decision'. At the bottom, there are three buttons: 'Allow', 'Deny', and 'Help'. The 'Allow' button is highlighted with a red box and the number 16.

17. Click on the **Application History** tab.

18. Click on the **Remarks** button to view comments.



The screenshot shows the 'Application History' tab selected. It displays a table with columns: Date, Time, User ID, Version, Application Status, and Remarks. The first row is highlighted. The 'Remarks' column for the first row has a button with a speech bubble icon, which is highlighted with a red box and the number 18.

Date	Time	User ID	Version	Application Status	Remarks
18.07.2022	10:37:03		1	Pending Endorsement	View
18.07.2022	11:22:30		1	Reworked to Admin	View
18.07.2022	11:36:19		2	Pending Endorsement	View





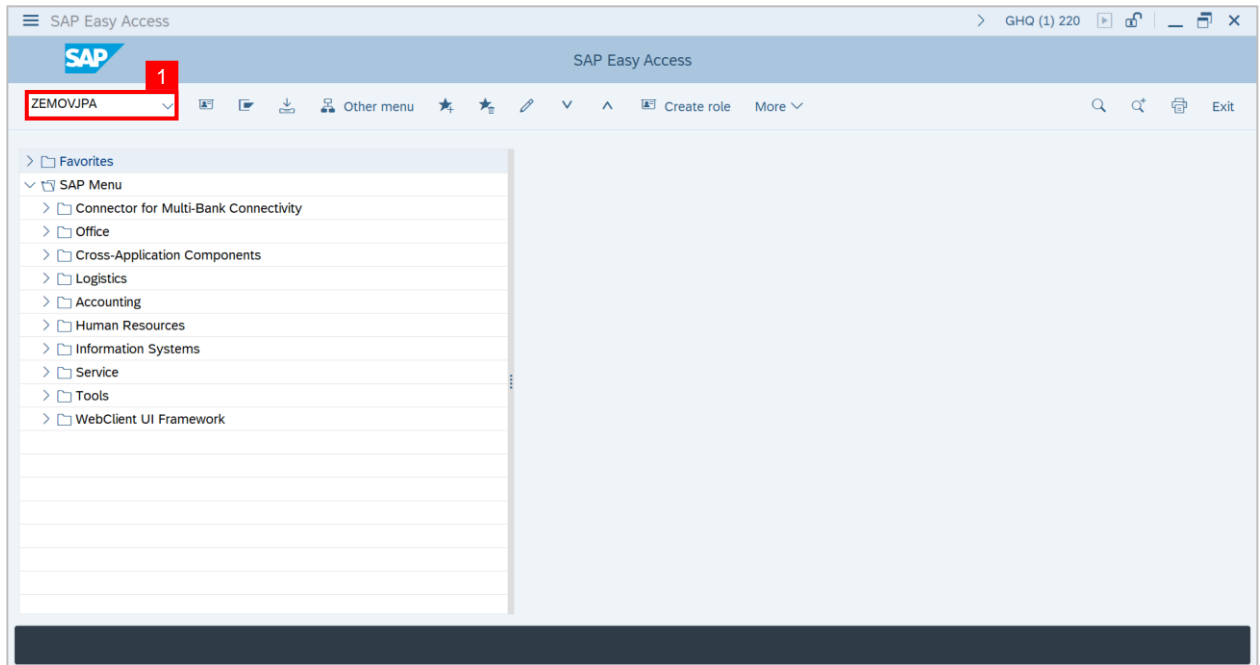
**REWORK TRANSFER  
APPLICATION**

**Backend User**

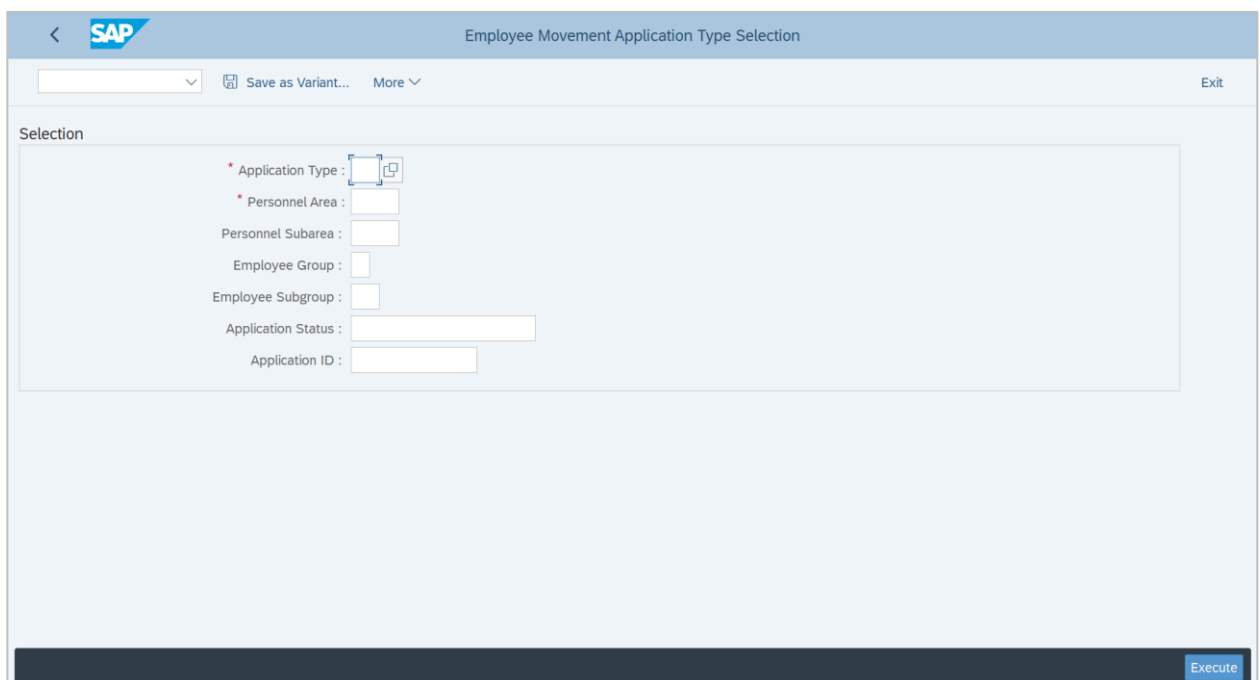
JPA Approver (Endorser)

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

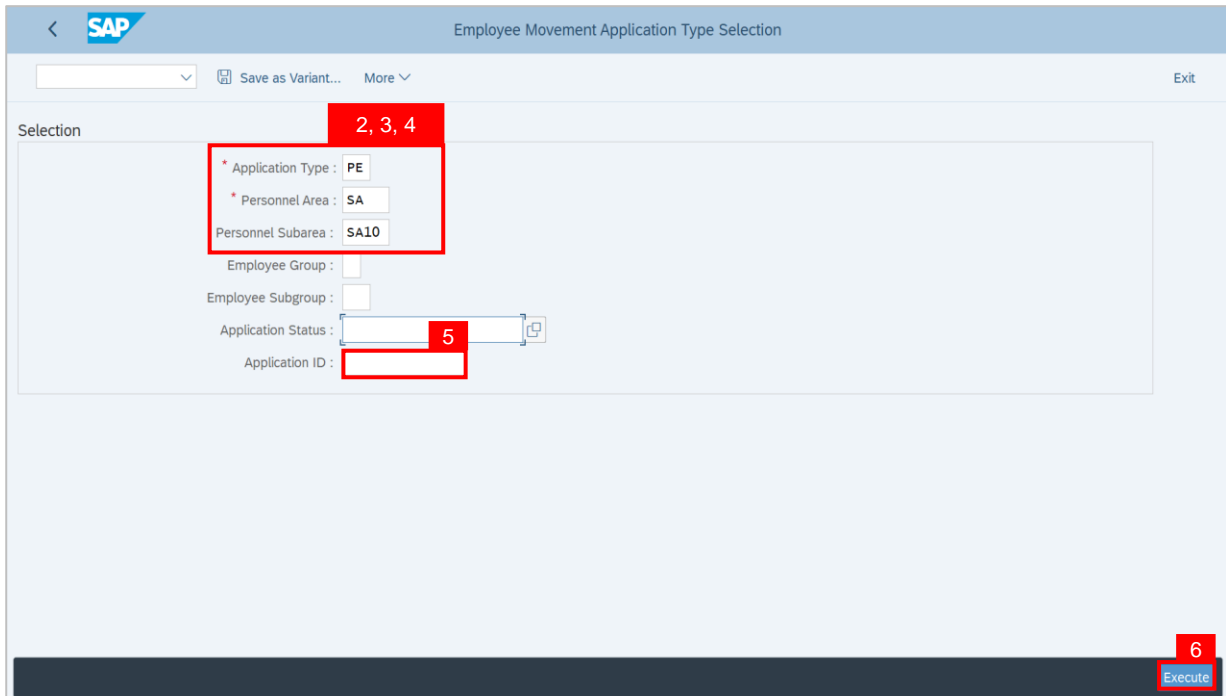
1. Enter **ZEMOVJPA** in the search bar.



**Outcome: Employee Movement Application Type Selection** page will be displayed.



2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on the **Execute** button.



Employee Movement Application Type Selection

Selection

2, 3, 4

\* Application Type : PE

\* Personnel Area : SA

Personnel Subarea : SA10

Employee Group :

Employee Subgroup :

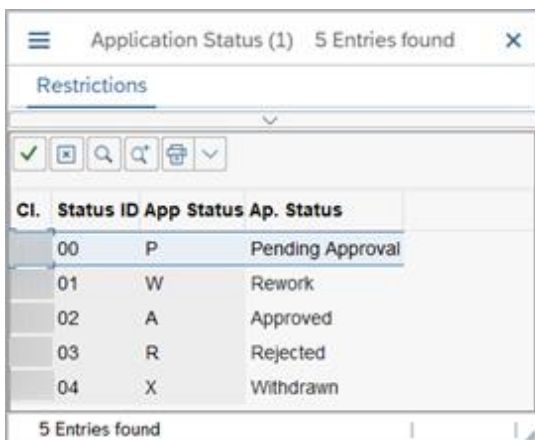
Application Status : 5

Application ID :

6 Execute

## Note:

- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



Application Status (1) 5 Entries found

Restrictions

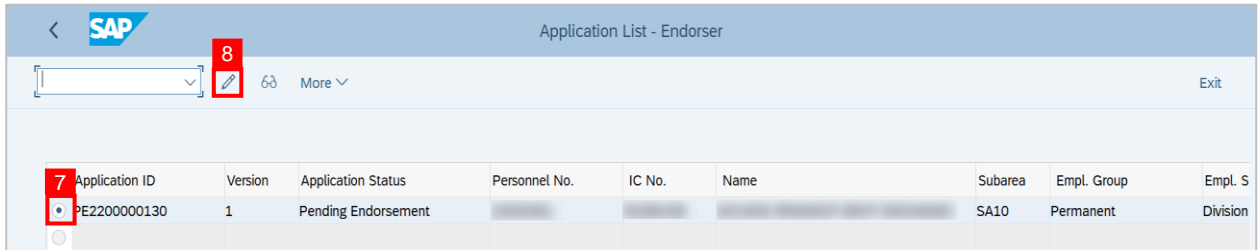
Cl.	Status ID	App Status	Ap. Status
00	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

5 Entries found

**Outcome: Application List – Endorser** page has been displayed.

7. Click on the **Radio button** to select the transfer application.

8. Click on the **Change** button.



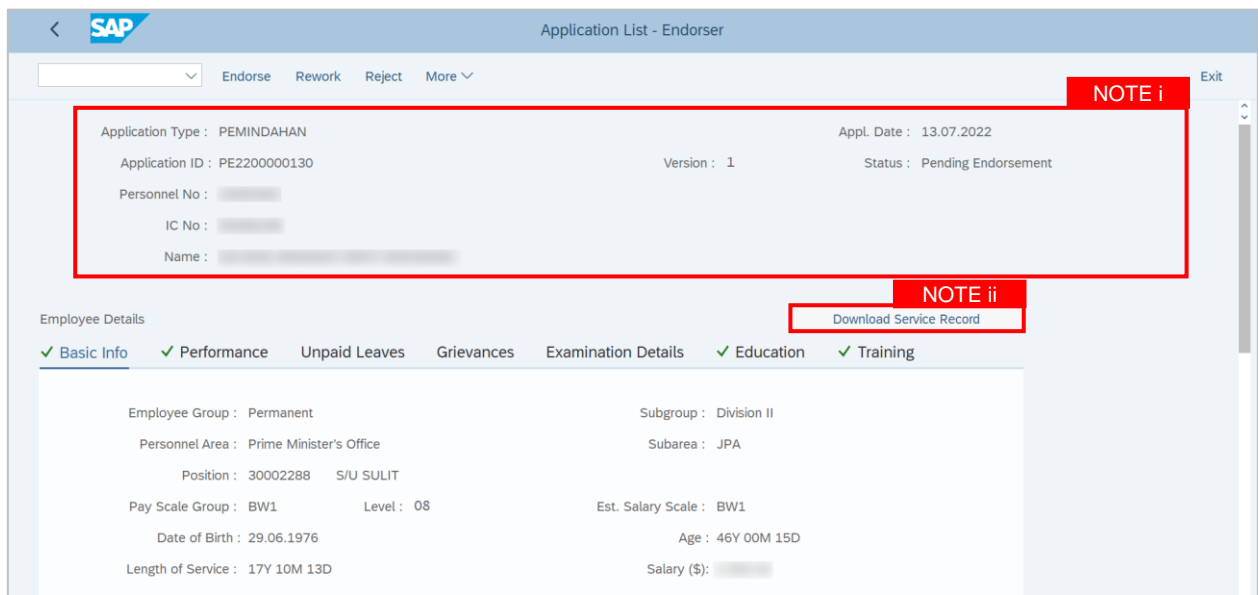
The screenshot shows the SAP 'Application List - Endorser' page. At the top left, there is a search bar with a dropdown arrow and a red box labeled '8' containing a pencil icon. Below the search bar is a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row of the table has the following values: Application ID: PE2200000130, Version: 1, Application Status: Pending Endorsement, Personnel No.: [redacted], IC No.: [redacted], Name: [redacted], Subarea: SA10, Empl. Group: Permanent, and Empl. S: Division. A red box labeled '7' highlights the first row of the table.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000130	1	Pending Endorsement	[redacted]	[redacted]	[redacted]	SA10	Permanent	Division

**Outcome: Application List – Endorser** page will be displayed.

**Note:**

- JPA Approver (User) can view personnel and application information at the top of the page.
- JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.



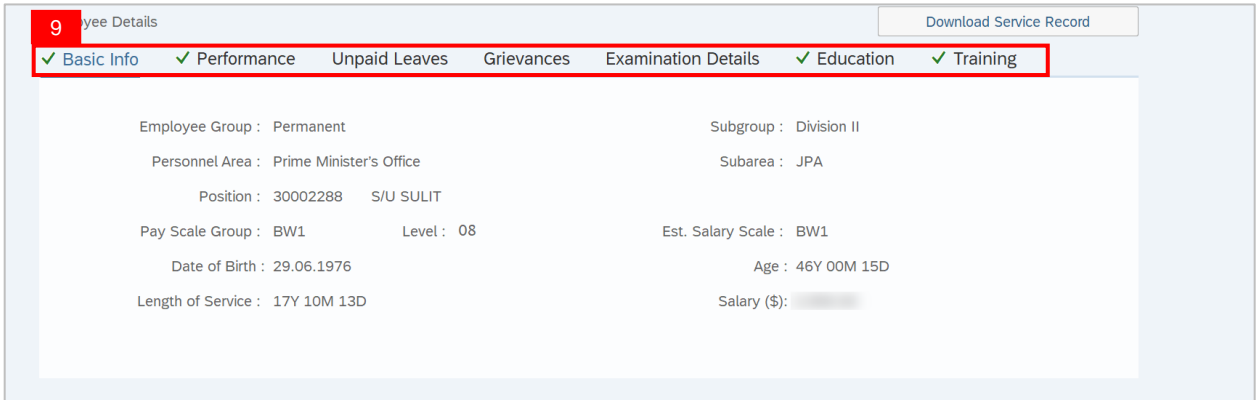
The screenshot shows the SAP 'Application List - Endorser' page with application details. At the top, there is a search bar and buttons for 'Endorse', 'Rework', 'Reject', and 'More'. A red box labeled 'NOTE i' highlights the application details section, which includes: Application Type: PEMINDAHAN, Application ID: PE2200000130, Version: 1, Status: Pending Endorsement, Personnel No.: [redacted], IC No.: [redacted], Name: [redacted], and Appl. Date: 13.07.2022. Below this, there is a section for 'Employee Details' with a red box labeled 'NOTE ii' highlighting the 'Download Service Record' button. The 'Employee Details' section includes: Employee Group: Permanent, Subgroup: Division II, Personnel Area: Prime Minister's Office, Subarea: JPA, Position: 30002288 S/U SULIT, Pay Scale Group: BW1, Level: 08, Est. Salary Scale: BW1, Date of Birth: 29.06.1976, Age: 46Y 00M 15D, and Length of Service: 17Y 10M 13D.

Application Type : PEMINDAHAN  
Application ID : PE2200000130  
Personnel No : [redacted]  
IC No : [redacted]  
Name : [redacted]  
Appl. Date : 13.07.2022  
Version : 1  
Status : Pending Endorsement

Employee Details  
Download Service Record

Employee Group : Permanent  
Subgroup : Division II  
Personnel Area : Prime Minister's Office  
Subarea : JPA  
Position : 30002288 S/U SULIT  
Pay Scale Group : BW1  
Level : 08  
Est. Salary Scale : BW1  
Date of Birth : 29.06.1976  
Age : 46Y 00M 15D  
Length of Service : 17Y 10M 13D  
Salary (\$) : [redacted]

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab, **Examination Details** tab, **Education** tab and **Training** tab) of submitted transfer application.

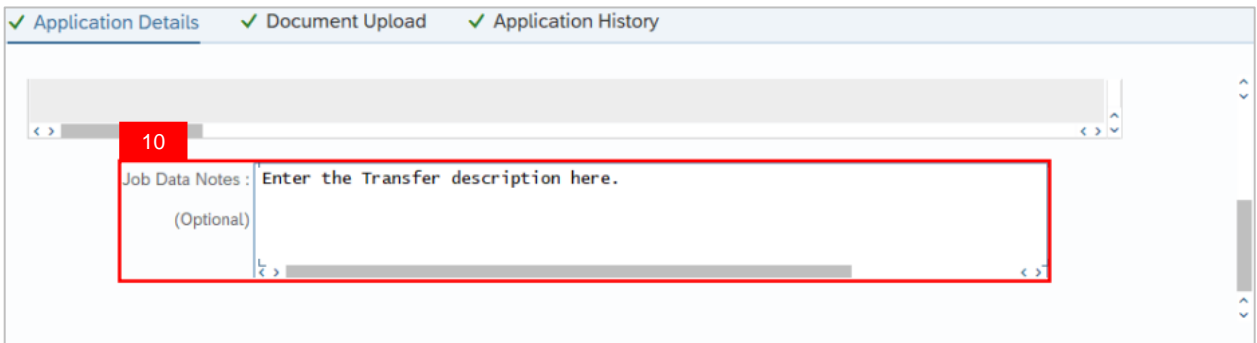


The screenshot shows the 'Employee Details' page with a red box highlighting the navigation tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Basic Info' tab is selected. The main content area displays the following information:

Employee Group : Permanent	Subgroup : Division II
Personnel Area : Prime Minister's Office	Subarea : JPA
Position : 30002288 S/U SULIT	
Pay Scale Group : BW1 Level : 08	Est. Salary Scale : BW1
Date of Birth : 29.06.1976	Age : 46Y 00M 15D
Length of Service : 17Y 10M 13D	Salary (\$) : ██████████

**Note:** JPA Approver (User) is required to review information of each tab.

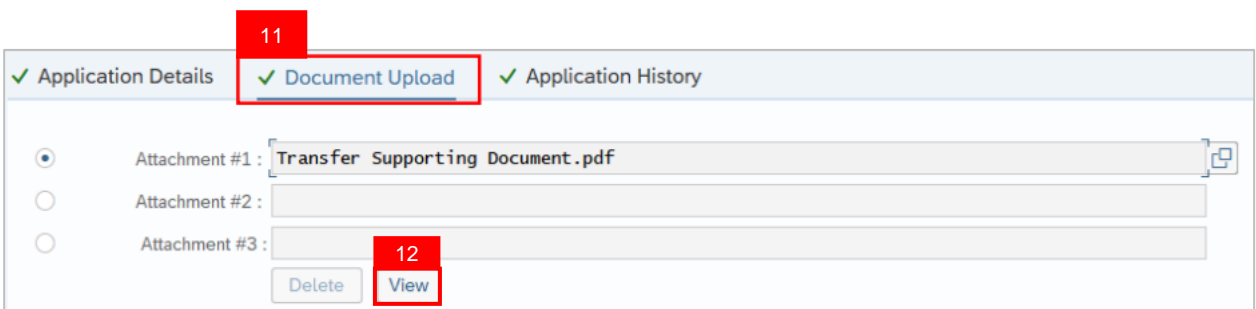
10. Scroll down and view **Job Data Notes** (Optional).



The screenshot shows the 'Application Details' tab with a red box highlighting the 'Job Data Notes' field. The field contains the text: 'Enter the Transfer description here. (Optional)'. A red box with the number '10' is placed over the top-left corner of the text area.

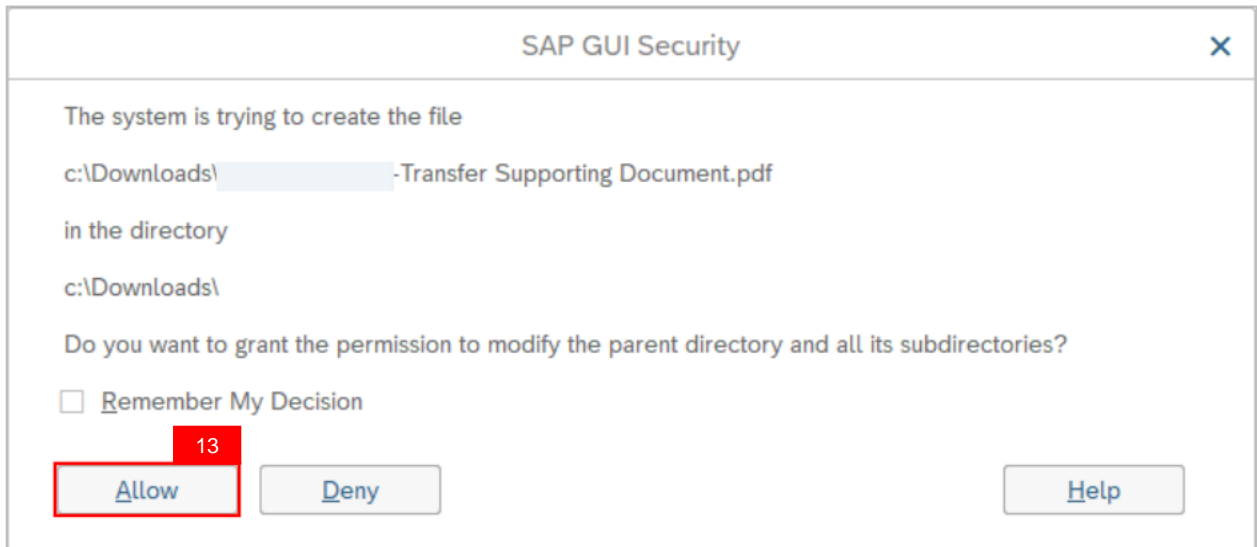
11. Click on the **Document Upload** tab.

12. Click on the **View** button to view the attached document.



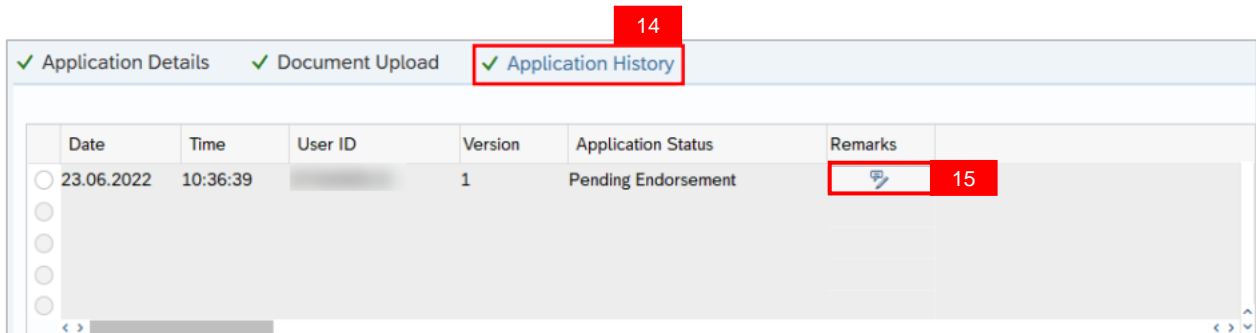
The screenshot shows the 'Document Upload' tab with a red box highlighting the 'View' button. The 'Attachment #1' field contains the text 'Transfer Supporting Document.pdf'. A red box with the number '11' is placed over the 'Document Upload' tab, and a red box with the number '12' is placed over the 'View' button.

13. Click on the **Allow** button for SAP GUI Security.



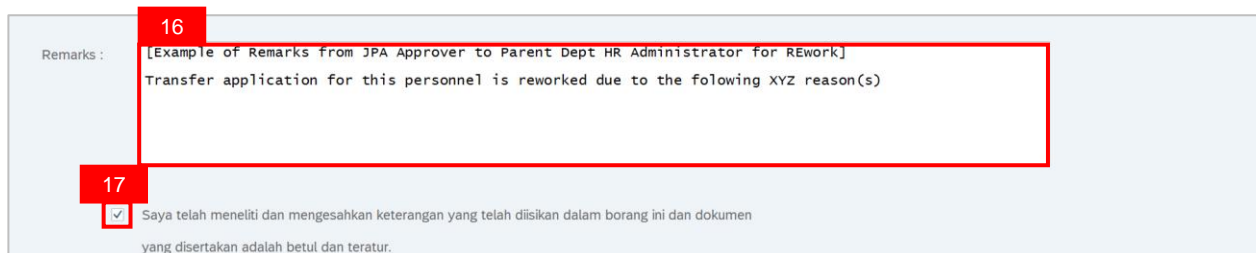
14. Click on the **Application History** tab.

15. Click on the **Remarks** button to view comments.

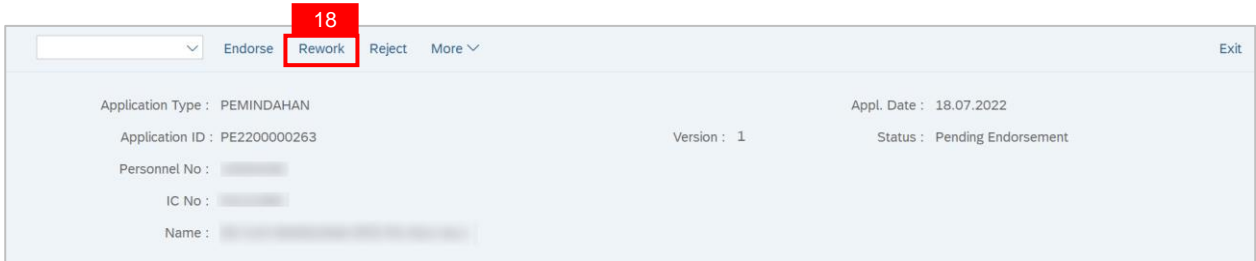


16. Enter the **Remarks (Comments)**.

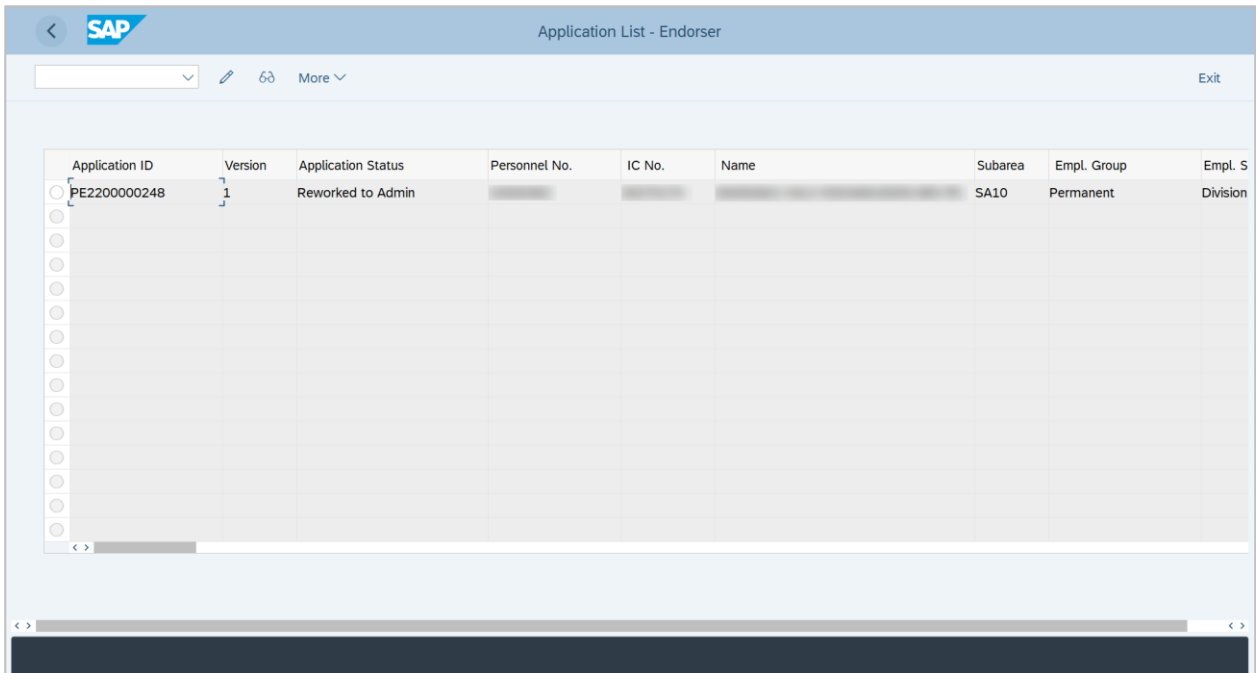
17. Click on the **Declaration Statement** checkbox.



18. Click on the **Rework** button.



**Outcome:** Transfer application has been successfully **reworked** by JPA Approver. Transfer Application Status is **'Reworked to Admin'**.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000248	1	Reworked to Admin				SA10	Permanent	Division

**Note:** Parent Department HR Administrator (Requestor) can withdraw or resubmit the updated application if required.

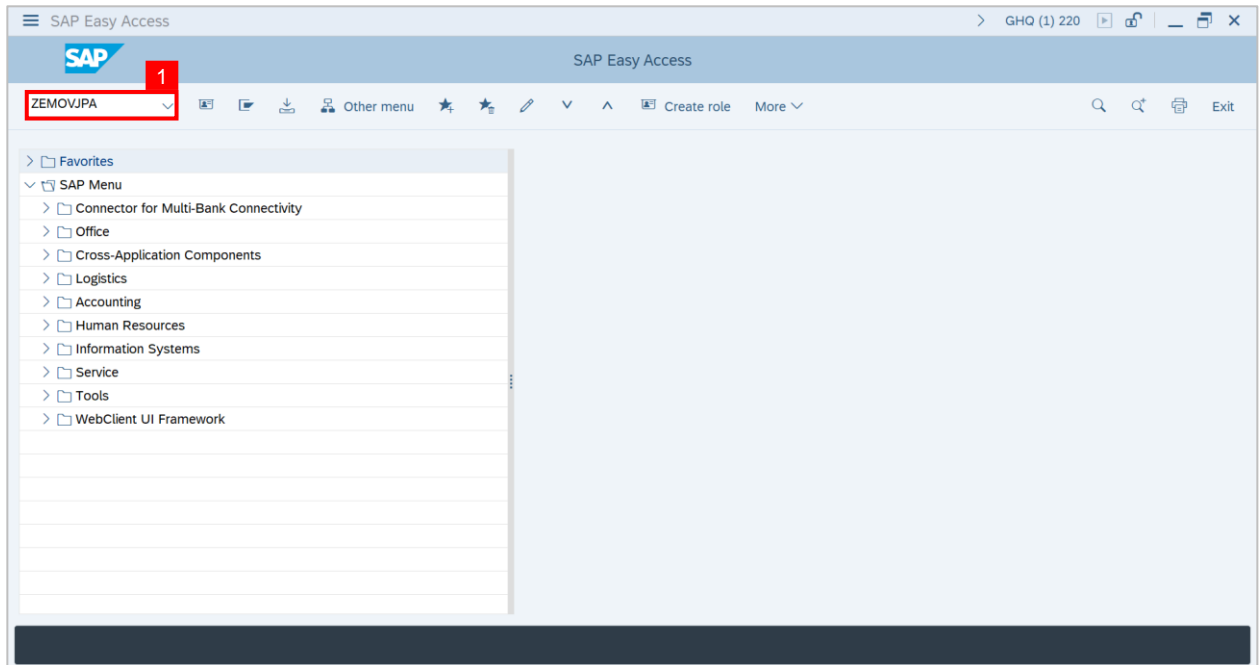
**REJECT TRANSFER  
APPLICATION**

**Backend User**

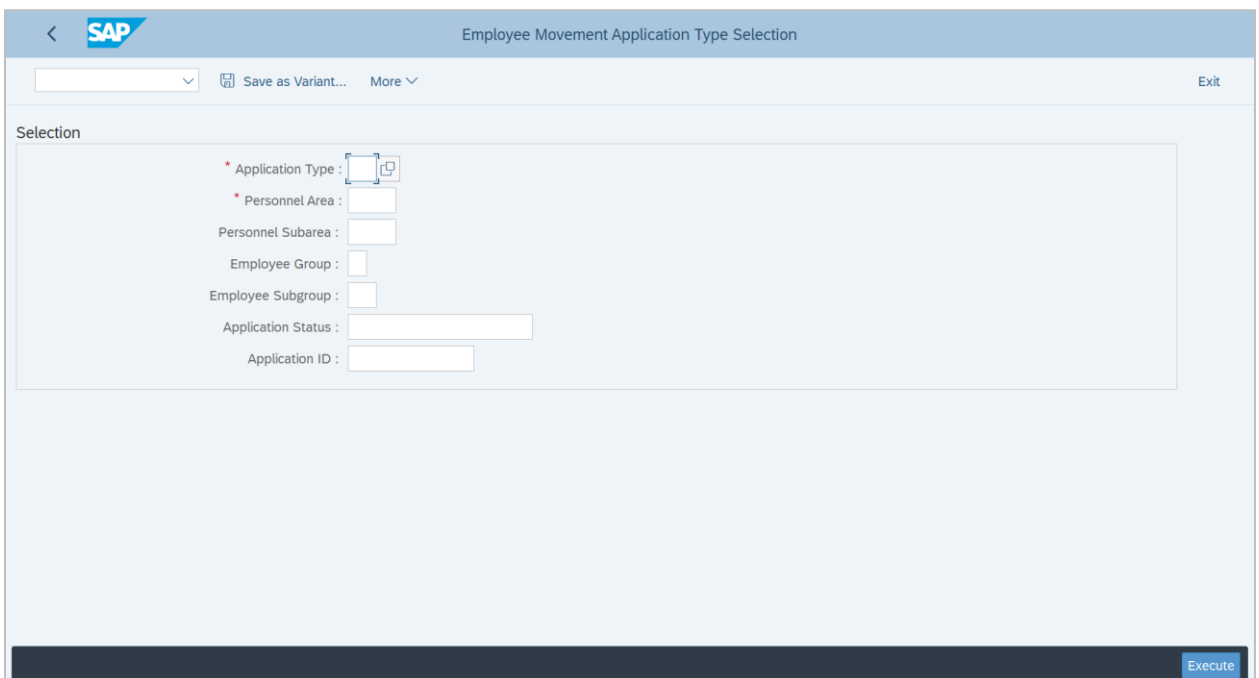
JPA Approver (Endorser)

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

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

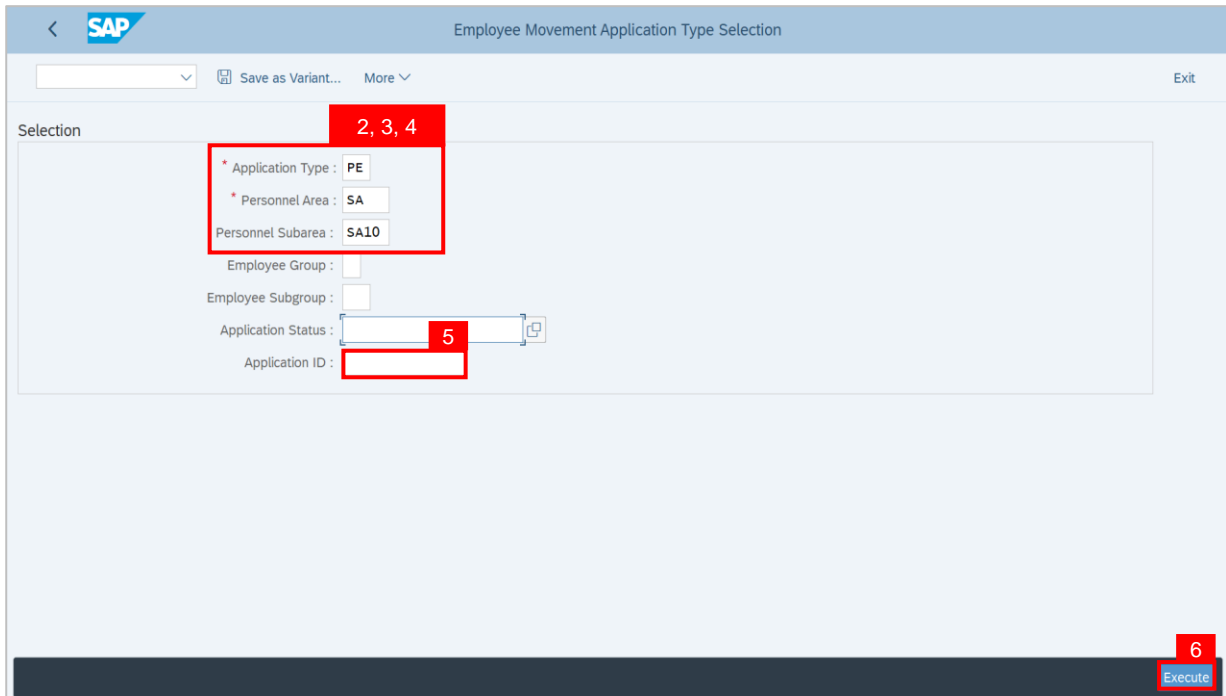


**Outcome: Employee Movement Application Type Selection** page will be displayed.





2. Enter **PE – Pemindahan** for **Application Type**.
3. Enter the **Personnel Area (Ministry)**.
4. Enter the **Personnel Subarea (Department)**.
5. (Optional) Enter the **Application ID**.
6. Click on the **Execute** button.



Employee Movement Application Type Selection

Selection

2, 3, 4

\* Application Type : PE

\* Personnel Area : SA

Personnel Subarea : SA10

Employee Group :

Employee Subgroup :

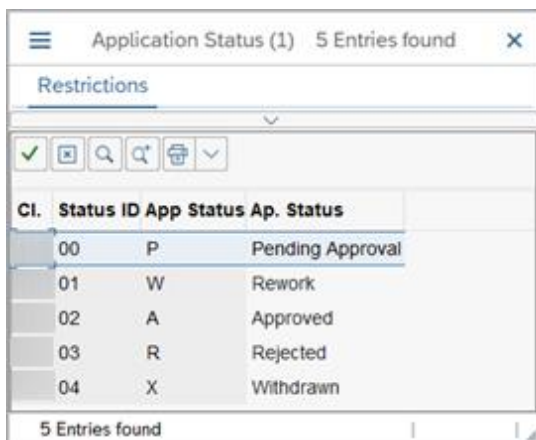
Application Status : 5

Application ID :

6 Execute

## Note:

- JPA Approver (User) can click on **Lookup** icon for **Application Status** to filter application results by selected status.
- Submitted applications can be further filtered with **Application ID**.
- User may leave **Application ID** field empty to view all applications submitted.



Application Status (1) 5 Entries found

Restrictions

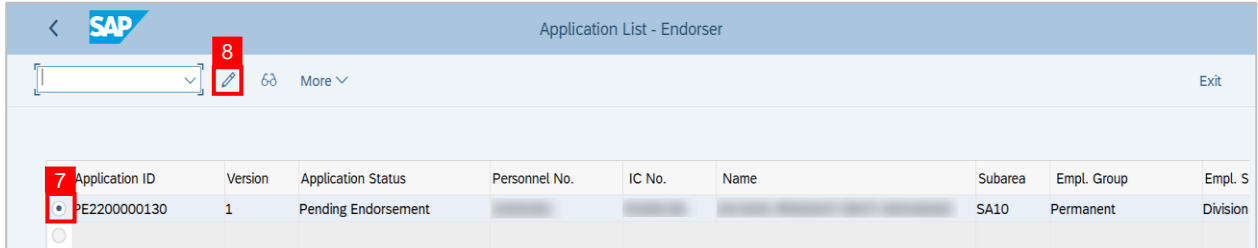
Cl.	Status ID	App Status	Ap. Status
00	P		Pending Approval
01	W		Rework
02	A		Approved
03	R		Rejected
04	X		Withdrawn

5 Entries found

**Outcome: Application List – Endorser** page has been displayed.

7. Click on the **Radio button** to select the transfer application.

8. Click on the **Change** button.

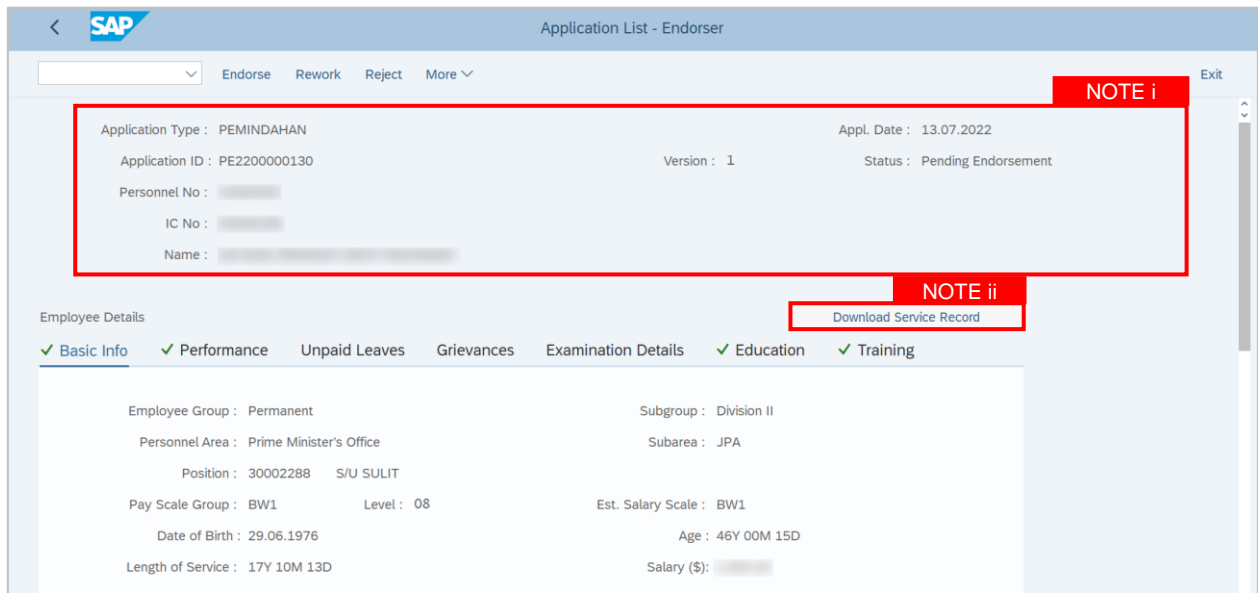


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000130	1	Pending Endorsement				SA10	Permanent	Division

**Outcome: Application List – Endorser** page will be displayed.

**Note:**

- JPA Approver (User) can view personnel and application information at the top of the page.
- JPA Approver (User) can download and view the personnel service record by click on **Download Service Record**.



Application Type : PEMINDAHAN  
Application ID : PE2200000130  
Personnel No :  
IC No :  
Name :

Version : 1  
Status : Pending Endorsement  
Appl. Date : 13.07.2022

Employee Details

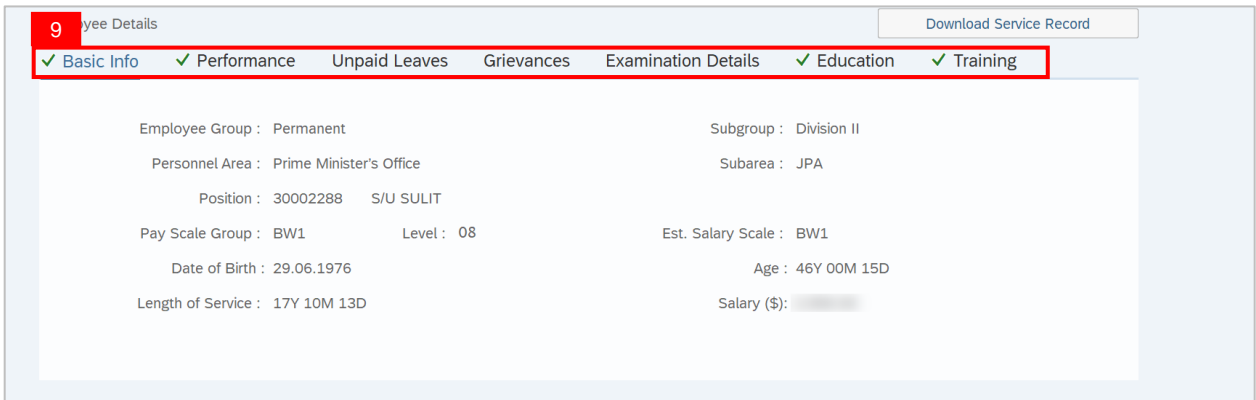
Download Service Record

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

Employee Group : Permanent  
Personnel Area : Prime Minister's Office  
Position : 30002288 S/U SULIT  
Pay Scale Group : BW1  
Date of Birth : 29.06.1976  
Length of Service : 17Y 10M 13D

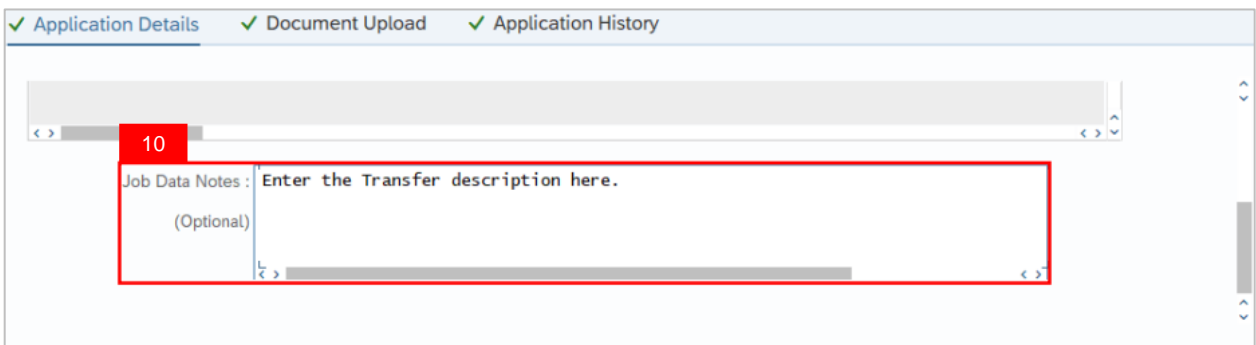
Subgroup : Division II  
Subarea : JPA  
Level : 08  
Est. Salary Scale : BW1  
Age : 46Y 00M 15D  
Salary (\$) :

9. Review the **Employee Details** (**Basic Info** tab, **Performance** tab, **Unpaid Leaves** tab, **Grievances** tab, **Examination Details** tab, **Education** tab and **Training** tab) of submitted transfer application.



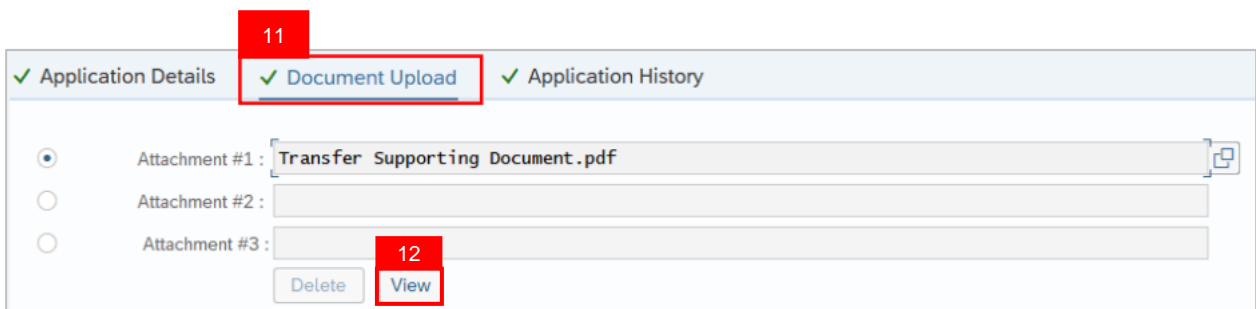
**Note:** JPA Approver (User) is required to review information of each tab.

10. Scroll down and view **Job Data Notes** (Optional).

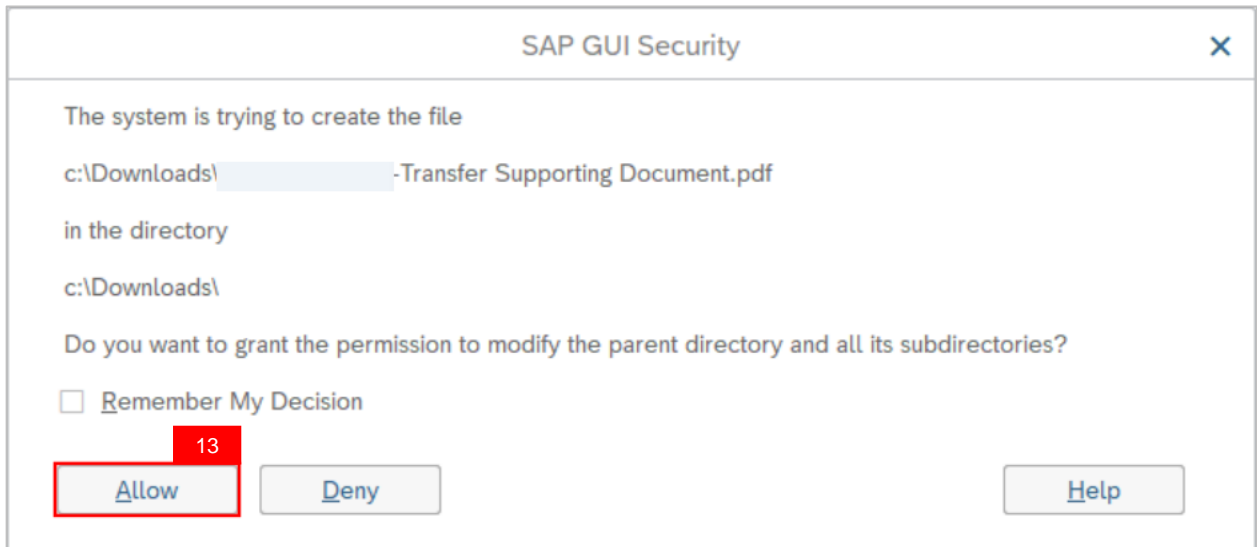


11. Click on the **Document Upload** tab.

12. Click on the **View** button to view the attached document.

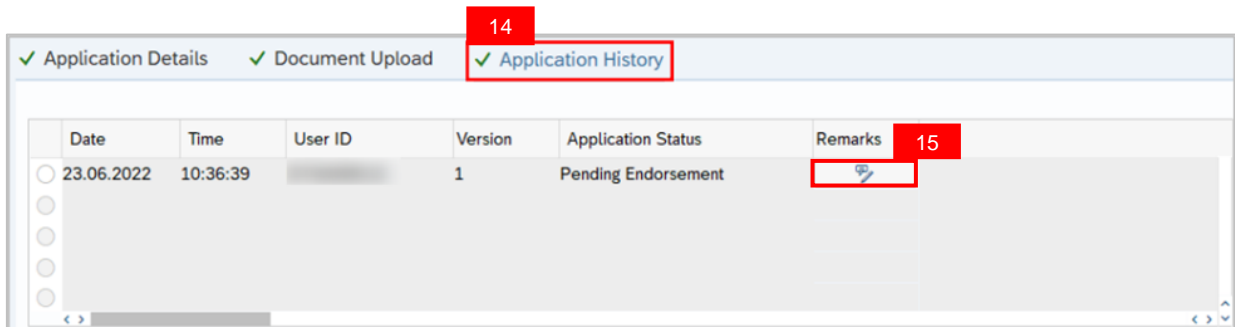


13. Click on the **Allow** button for SAP GUI Security.



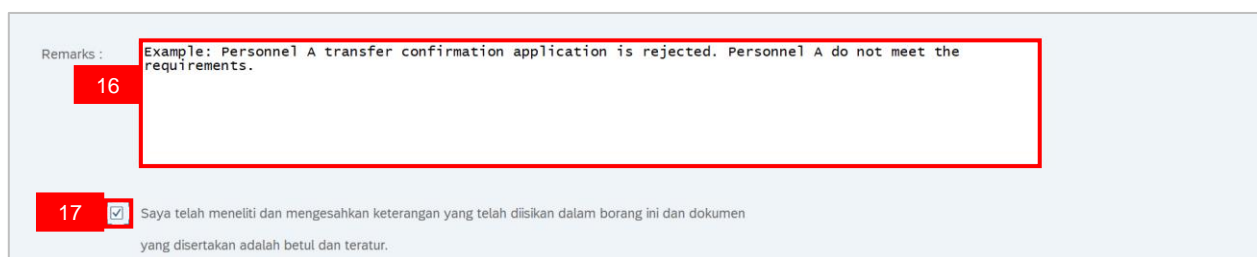
14. Click on the **Application History** tab.

15. Click on the **Remarks** button to view comments.

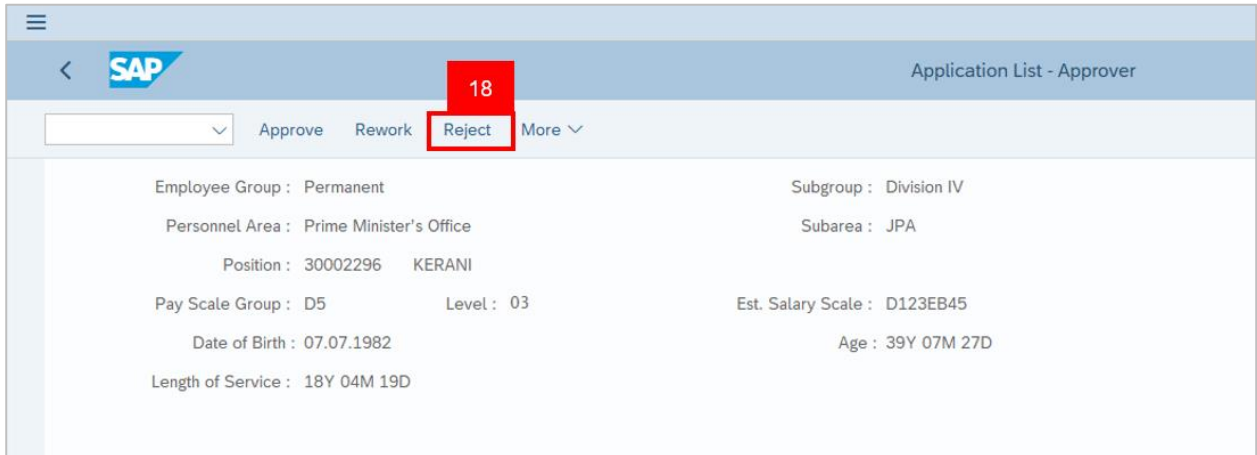


16. Enter the **Remarks (Comments)**.

17. Click on the **Declaration Statement** checkbox.



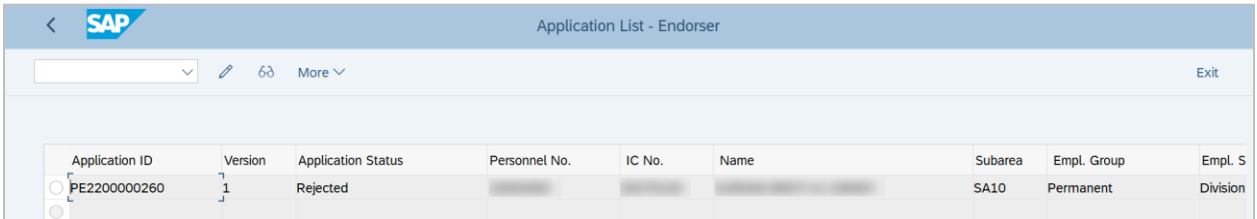
18. Click on the **Reject** button.



The screenshot shows the SAP 'Application List - Approver' interface. At the top, there is a navigation bar with the SAP logo and a search field. Below the search field, there are action buttons: 'Approve', 'Rework', 'Reject', and 'More'. The 'Reject' button is highlighted with a red box and the number 18. Below the buttons, there is a detailed view of an application with the following information:

- Employee Group : Permanent
- Personnel Area : Prime Minister's Office
- Position : 30002296 KERANI
- Pay Scale Group : D5
- Date of Birth : 07.07.1982
- Length of Service : 18Y 04M 19D
- Subgroup : Division IV
- Subarea : JPA
- Level : 03
- Est. Salary Scale : D123EB45
- Age : 39Y 07M 27D

**Outcome:** Transfer application has been successfully rejected by JPA Approver. Transfer Application Status is '**Rejected**'.



The screenshot shows the SAP 'Application List - Endorser' interface. At the top, there is a navigation bar with the SAP logo and a search field. Below the search field, there are action buttons: '68' and 'More'. Below the buttons, there is a table with the following data:

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PE2200000260	1	Rejected				SA10	Permanent	Division

**Note:** Parent Department HR Administrator (Requestor) can submit a new application if required.

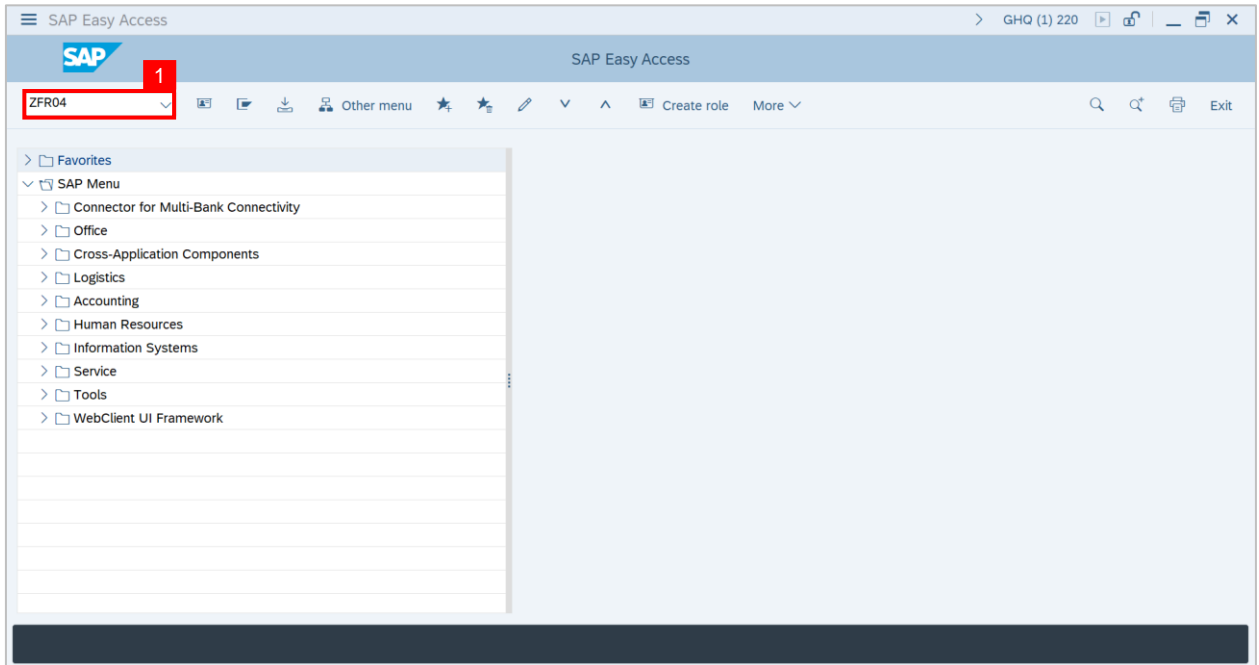
**CHANGE TRANSFER  
APPLICATION STATUS  
TO EXPIRED**

**Backend User**

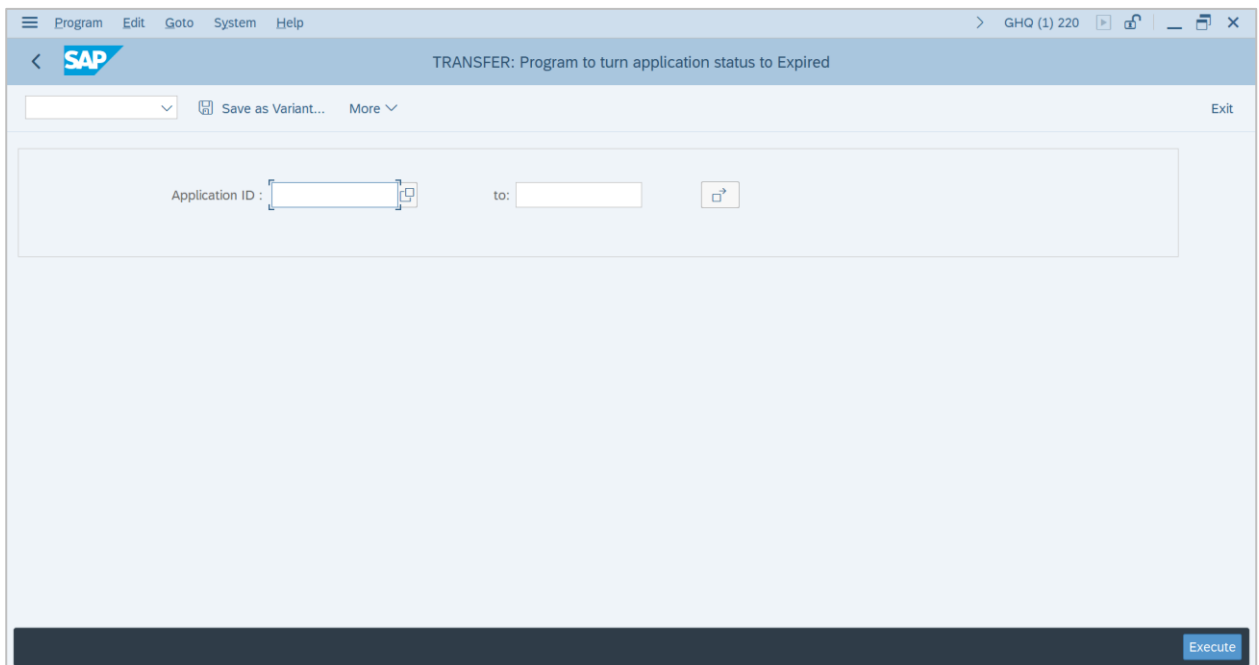
JPA Approver (Endorser)

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

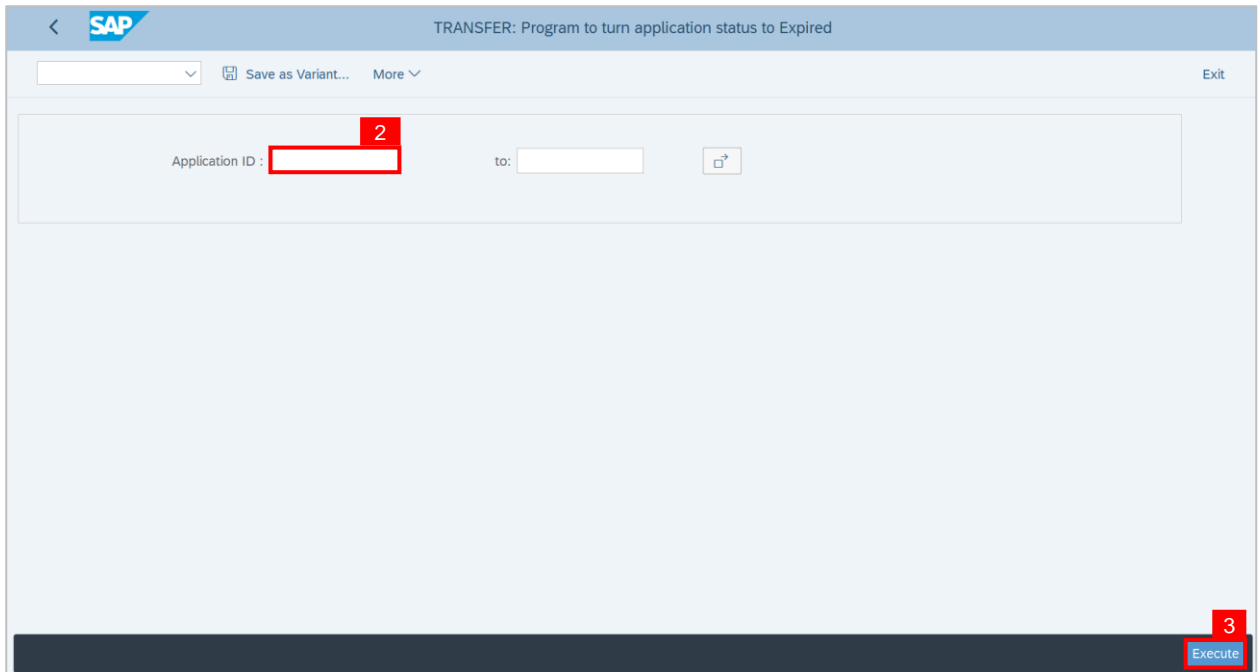
1. Enter **ZFR04** in the search bar.



**Outcome: TRANSFER: Program to turn application status to Expired** page will be displayed.

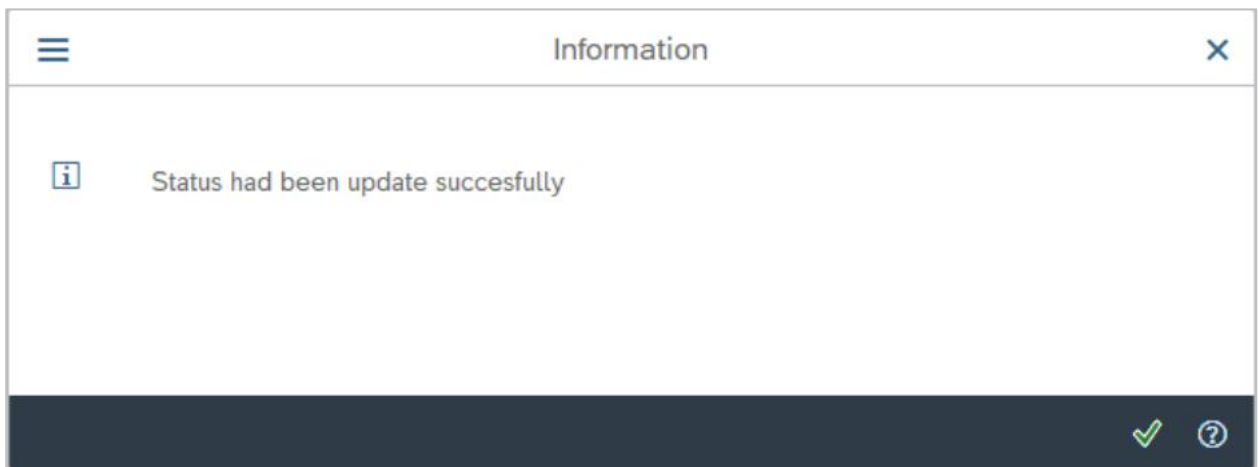


2. Enter **Application ID**.
3. Click on the **Execute** button.



The screenshot shows the SAP interface for the 'TRANSFER: Program to turn application status to Expired' dialog. At the top, there is a navigation bar with the SAP logo and the title. Below the navigation bar, there are options for 'Save as Variant...' and 'More'. The main area contains a form with 'Application ID' and 'to:' fields. The 'Application ID' field is highlighted with a red box and a red '2' above it. The 'Execute' button is highlighted with a red box and a red '3' above it.

**Outcome:** The selected application status will be change to **Expired** and a message will be displayed to indicate the successful update.



The screenshot shows the SAP Information dialog box. The title is 'Information'. The message text is 'Status had been update succesfully'. There is a green checkmark icon and a question mark icon at the bottom right of the dialog box.

**Note:** **Parent** Department HR Administrator (Requester) can submit a new application if required.

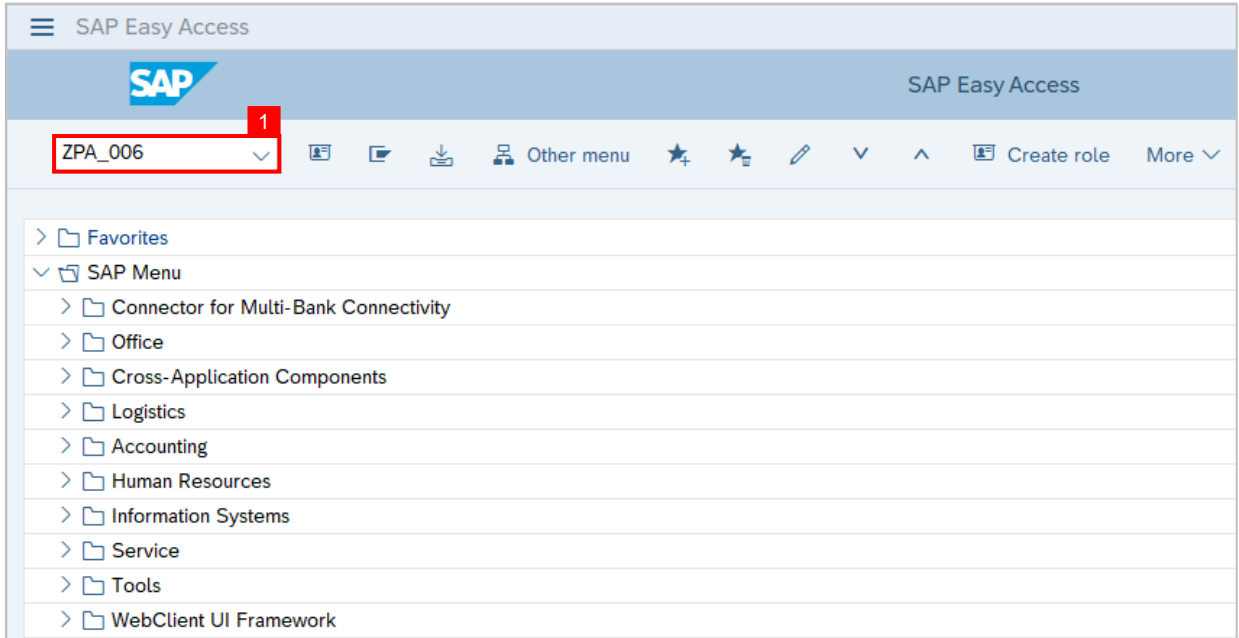
## GENERATE TRANSFER APPLICATION REQUEST REPORT

### Backend User

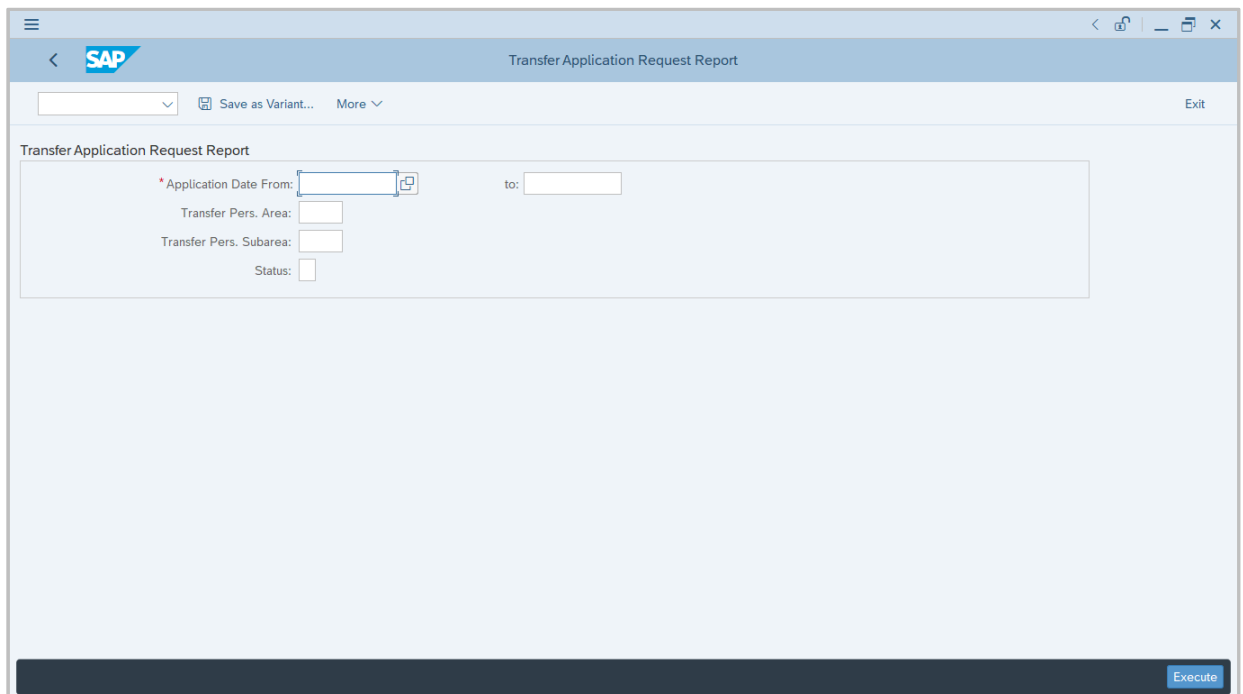
New Department HR Administrator (Approver) & JPA Approver (Endorser)

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

1. Enter **ZPA\_006** in the search bar.

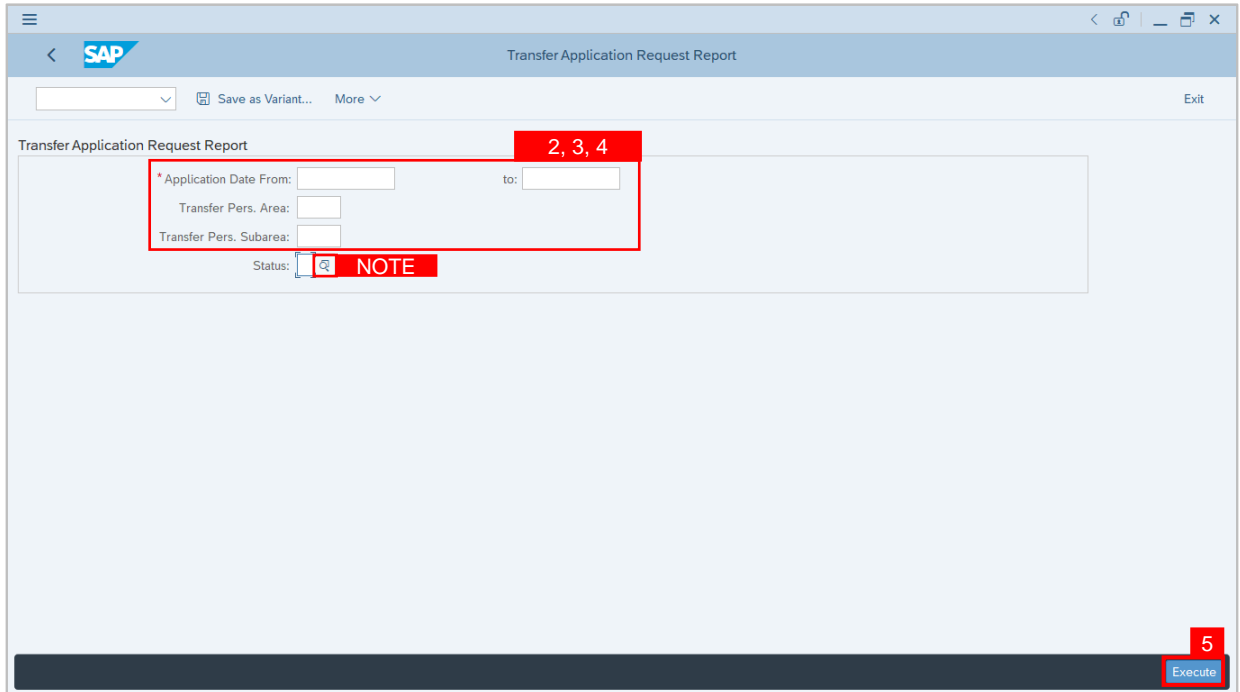


**Outcome:** Transfer Application Request Report page will be displayed.






2. Enter the **Application Date From** and **To** fields.
3. Enter the **Transfer Personnel Area (Ministry)**.
4. Enter the **Transfer Personnel Subarea (Department)**.
5. Click on **Execute** button.

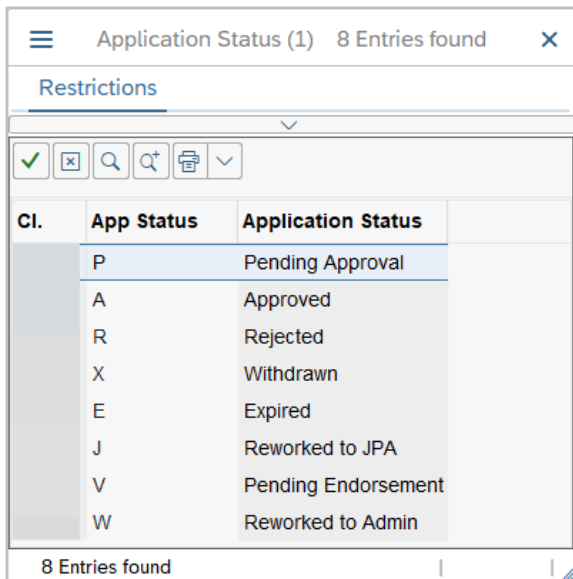


The screenshot shows the SAP 'Transfer Application Request Report' form. The form includes the following fields:

- \* Application Date From:  to:
- Transfer Pers. Area:
- Transfer Pers. Subarea:
- Status:   **NOTE**

Red boxes highlight the date fields (labeled '2, 3, 4') and the Execute button (labeled '5').

**Note:** (Optional) User can click on **Lookup** icon for **Status** to filter application results by selected status.



The screenshot shows the 'Application Status (1) 8 Entries found' dialog box. It contains a table with the following data:

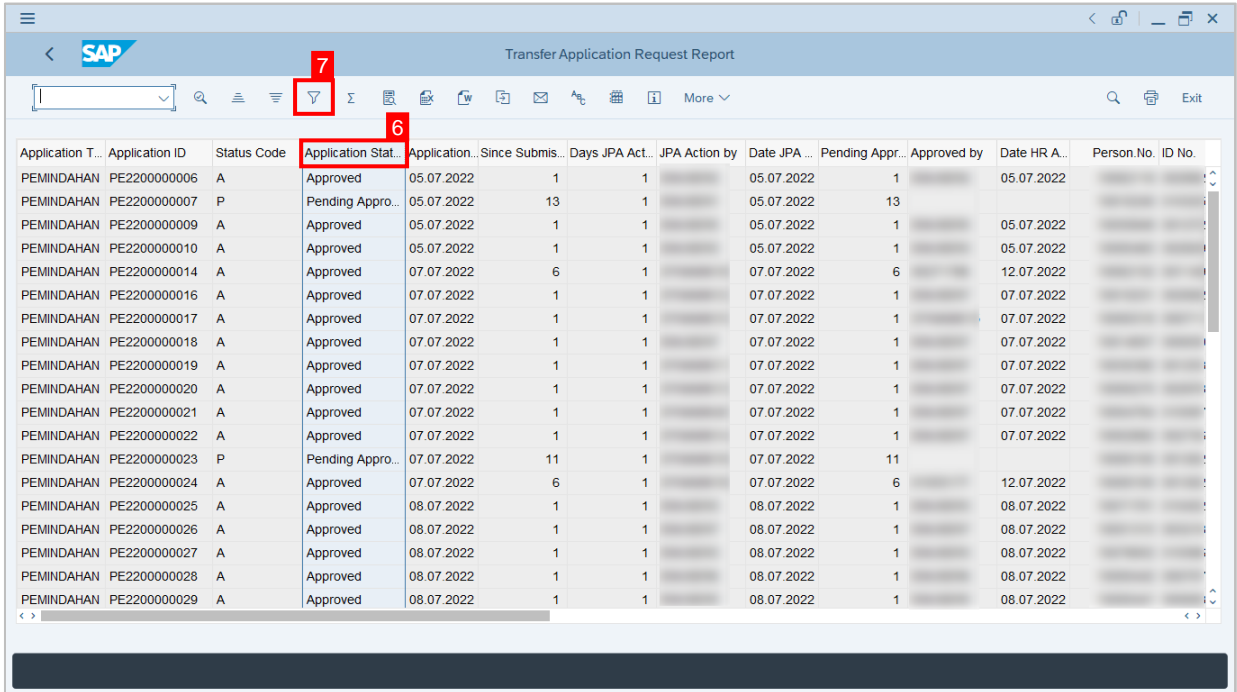
Cl.	App Status	Application Status
	P	Pending Approval
	A	Approved
	R	Rejected
	X	Withdrawn
	E	Expired
	J	Reworked to JPA
	V	Pending Endorsement
	W	Reworked to Admin

8 Entries found

**Outcome:** The **Transfer Application Request Report** page will be displayed.

6. To further filter the report, click on any tab. Example, select **Application Status** tab.

7. Click on **Filter** icon.

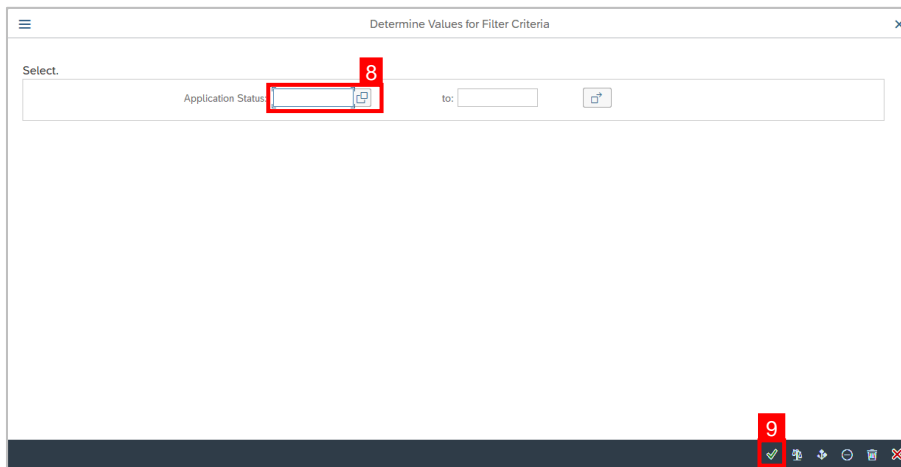


The screenshot shows the SAP Transfer Application Request Report interface. A table with columns: Application T..., Application ID, Status Code, Application Stat..., Application..., Since Submis..., Days JPA Act..., JPA Action by, Date JPA..., Pending Appr..., Approved by, Date HR A..., Person.No., and ID No. is displayed. A red box labeled '7' highlights the filter icon in the top toolbar. Another red box labeled '6' highlights the 'Application Stat...' column header.

Application T...	Application ID	Status Code	Application Stat...	Application...	Since Submis...	Days JPA Act...	JPA Action by	Date JPA...	Pending Appr...	Approved by	Date HR A...	Person.No.	ID No.
PEMINDAHAN	PE2200000006	A	Approved	05.07.2022	1	1		05.07.2022	1		05.07.2022		
PEMINDAHAN	PE2200000007	P	Pending Appro...	05.07.2022	13	1		05.07.2022	13				
PEMINDAHAN	PE2200000009	A	Approved	05.07.2022	1	1		05.07.2022	1		05.07.2022		
PEMINDAHAN	PE2200000010	A	Approved	05.07.2022	1	1		05.07.2022	1		05.07.2022		
PEMINDAHAN	PE2200000014	A	Approved	07.07.2022	6	1		07.07.2022	6		12.07.2022		
PEMINDAHAN	PE2200000016	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000017	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000018	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000019	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000020	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000021	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000022	A	Approved	07.07.2022	1	1		07.07.2022	1		07.07.2022		
PEMINDAHAN	PE2200000023	P	Pending Appro...	07.07.2022	11	1		07.07.2022	11				
PEMINDAHAN	PE2200000024	A	Approved	07.07.2022	6	1		07.07.2022	6		12.07.2022		
PEMINDAHAN	PE2200000025	A	Approved	08.07.2022	1	1		08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000026	A	Approved	08.07.2022	1	1		08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000027	A	Approved	08.07.2022	1	1		08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000028	A	Approved	08.07.2022	1	1		08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000029	A	Approved	08.07.2022	1	1		08.07.2022	1		08.07.2022		

8. Enter the filter values or click on **Lookup** icon to select the values.

9. Click on **Tick** button.

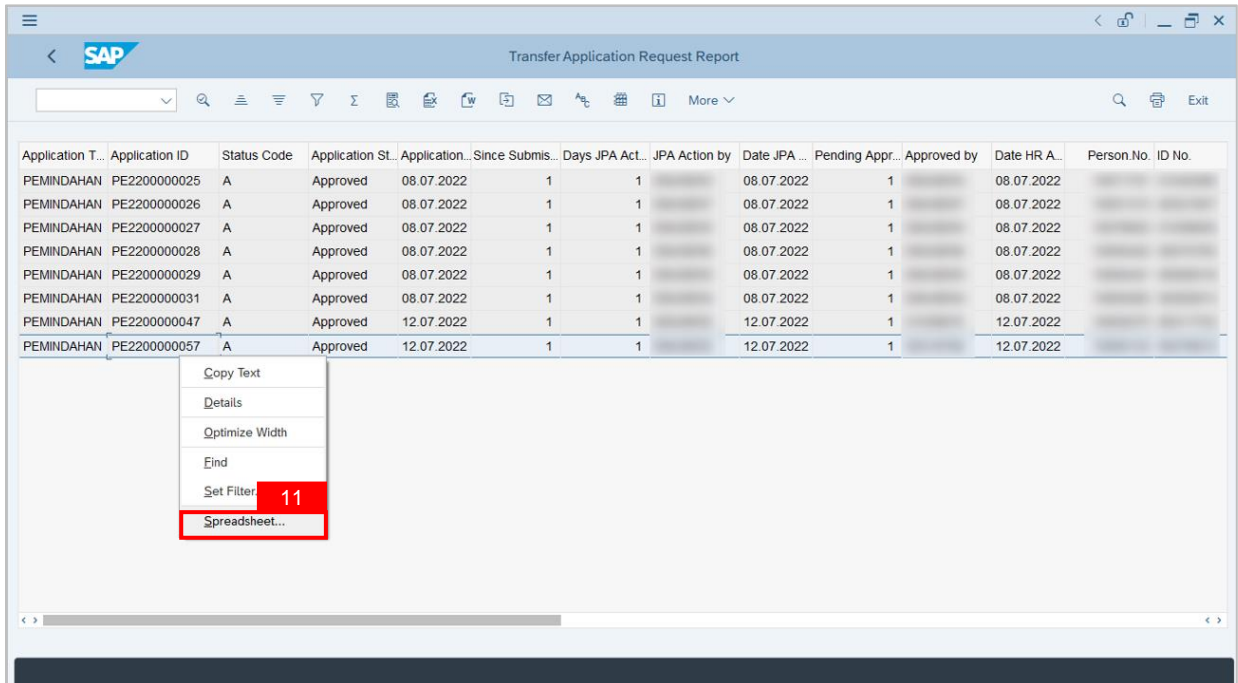


The screenshot shows the 'Determine Values for Filter Criteria' dialog box. It has a 'Select.' label and a text input field containing 'Application Status'. A red box labeled '8' highlights the lookup icon (a square with a magnifying glass) next to the input field. Below the input field is a 'to:' label and another input field. At the bottom right, a red box labeled '9' highlights the 'OK' button (a square with a checkmark).

**Note:** The **Transfer Application Request Report** (filtered) page will be displayed.

10. To export or save the report, place the mouse cursor onto the report and press **Right Click** button.

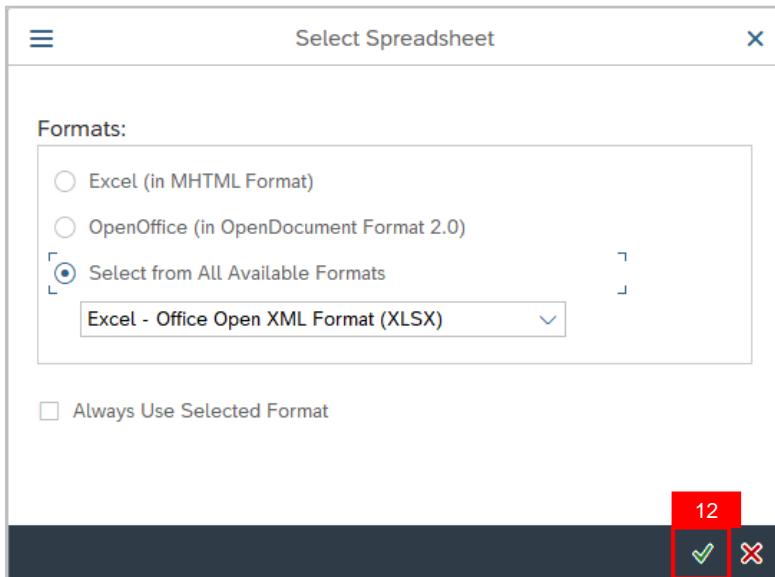
11. Click on **Spreadsheet**.



The screenshot shows the SAP 'Transfer Application Request Report' interface. A table displays application details with columns for Application T..., Application ID, Status Code, Application St..., Application... Since Submis..., Days JPA Act..., JPA Action by, Date JPA ..., Pending Appr..., Approved by, Date HR A..., Person No., and ID No. A context menu is open over the table, listing options like Copy Text, Details, Optimize Width, Find, Set Filter, and Spreadsheet... The 'Spreadsheet...' option is highlighted with a red box and the number 11.

Application T...	Application ID	Status Code	Application St...	Application... Since Submis...	Days JPA Act...	JPA Action by	Date JPA ...	Pending Appr...	Approved by	Date HR A...	Person No.	ID No.
PEMINDAHAN	PE2200000025	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000026	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000027	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000028	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000029	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000031	A	Approved	08.07.2022	1	1	08.07.2022	1		08.07.2022		
PEMINDAHAN	PE2200000047	A	Approved	12.07.2022	1	1	12.07.2022	1		12.07.2022		
PEMINDAHAN	PE2200000057	A	Approved	12.07.2022	1	1	12.07.2022	1		12.07.2022		

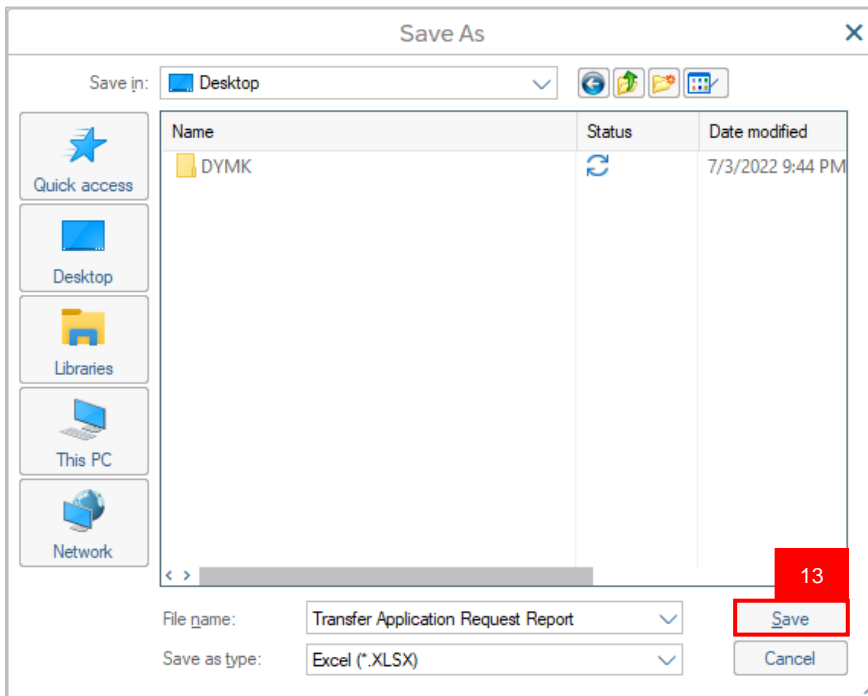
12. Click on **Tick** button.



The screenshot shows the 'Select Spreadsheet' dialog box. Under the 'Formats:' section, three options are listed: 'Excel (in MHTML Format)', 'OpenOffice (in OpenDocument Format 2.0)', and 'Select from All Available Formats'. The third option is selected, and a dropdown menu shows 'Excel - Office Open XML Format (XLSX)'. There is a checkbox for 'Always Use Selected Format' which is unchecked. At the bottom right, a red box highlights the 'Tick' button (a green checkmark) with the number 12.

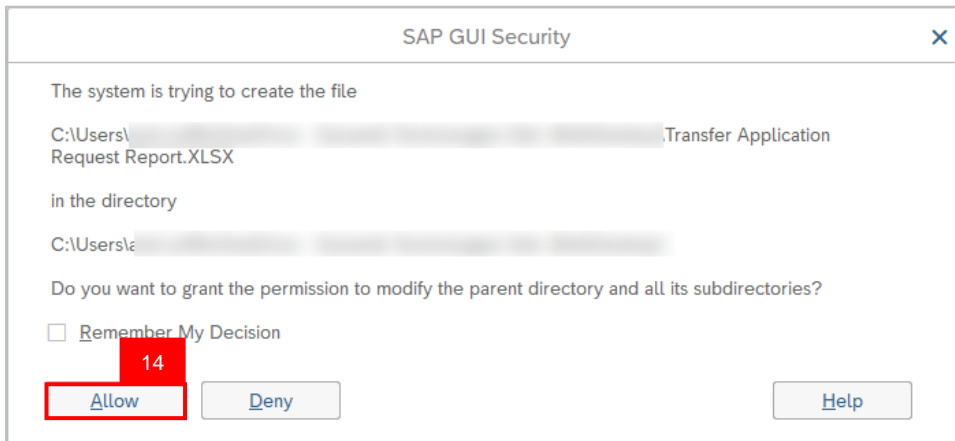
**Note:** The report will be exported in Excel format.

13. Click on **Save** button.



**Note:** User can rename the document and select the folder for saving.

14. Click on **Allow** button when SAP GUI Security appears.



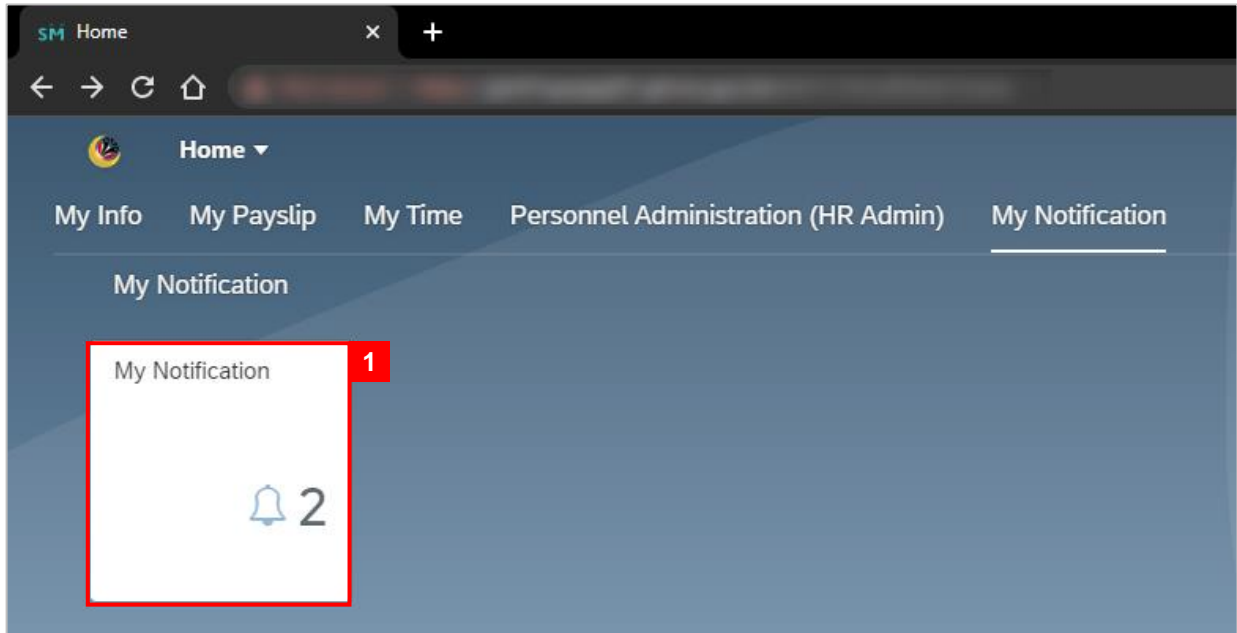
**Outcome:** The **Transfer Application Request Report** is downloaded into the device.

**Note:** User must click on **Allow** button to download the report.

<b>VIEW TRANSFER APPLICATION NOTIFICATION IN ESS</b>	<b>Backend User</b>
	Department HR Administrator & JPA Approver

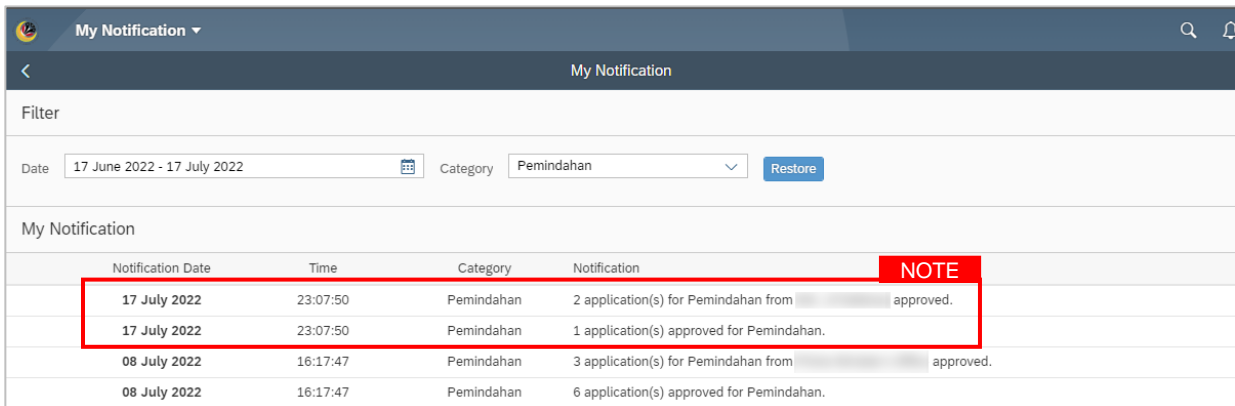
Log into SAP Fiori (Front End) at [www.ssm.gov.bn](http://www.ssm.gov.bn) and proceed with the following steps.

1. In **Employee Self-Service (ESS)** home page, click on **My Profile** tile.



**Note:** The badge number indicates the number of unopened notification.

**Outcome:** The **My Notification** page will be displayed.



Notification Date	Time	Category	Notification	NOTE
17 July 2022	23:07:50	Pemindahan	2 application(s) for Pemindahan from [redacted] approved.	
17 July 2022	23:07:50	Pemindahan	1 application(s) approved for Pemindahan.	
08 July 2022	16:17:47	Pemindahan	3 application(s) for Pemindahan from [redacted] approved.	
08 July 2022	16:17:47	Pemindahan	6 application(s) approved for Pemindahan.	

**Note:**

- i. User can access SAP GUI (Back End) to maintain personnel transfer applications.
- ii. Transfer application approved; the Parent Department HR Administrator and JPA Approver receive notification on approval.
- iii. Transfer application rejected; the Parent Department HR Administrator receive on rejection.
- iv. Submitted transfer application expires; the Parent Department HR Administrator and JPA Approver receive notification on expiration.