SISTEM SUMBER MANUSIA

User Guide

For Department Approver

Backend (SAP GUI)

Employee Movement (PA):

EB Khas

VERSION: 1.0

Sistem Sumber Manusia - EB Khas

INTRODUCTION

This user guide acts as a reference for **Department Approver (Back End User)** to manage **EB Khas module.** 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 the **SSM Help Desk.**

GLOSSARY

The following acronyms will be used frequently:

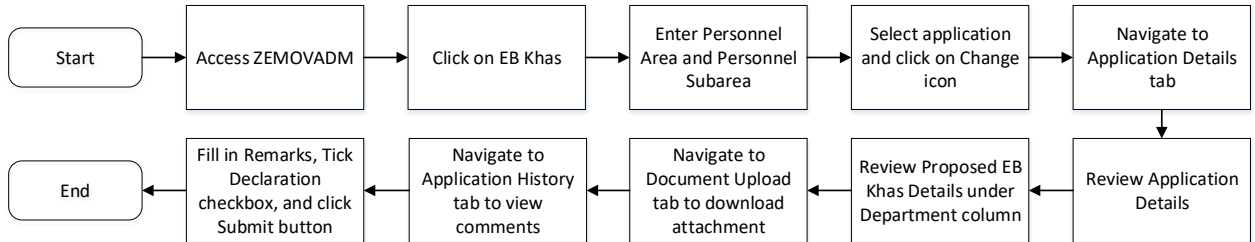| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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**.
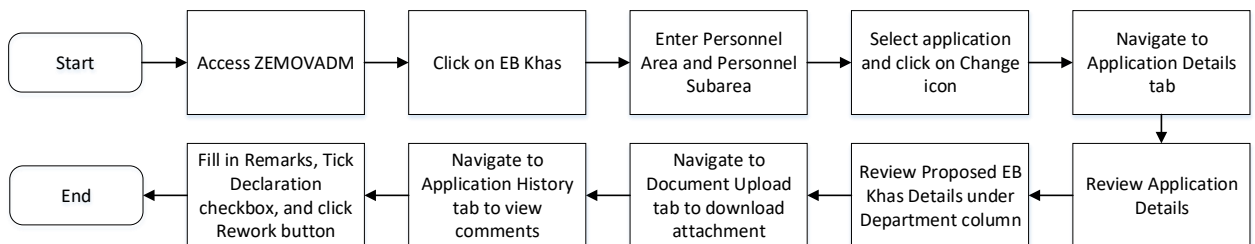
Table of Content

Process Overview

Submit Application

```
Start → Access ZEMOVADM → Click on EB Khas → Enter Personnel Area and Personnel Subarea → Select application and click on Change icon → Navigate to Application Details tab
```

```
End ← Fill in Remarks, Tick Declaration checkbox, and click Submit button ← Navigate to Application History tab to view comments ← Navigate to Document Upload tab to download attachment ← Review Proposed EB Khas Details under Department column ← Review Application Details
```

Rework Application to Department HR Administrator

```
Start → Access ZEMOVADM → Click on EB Khas → Enter Personnel Area and Personnel Subarea → Select application and click on Change icon → Navigate to Application Details tab
```

```
End ← Fill in Remarks, Tick Declaration checkbox, and click Rework button ← Navigate to Application History tab to view comments ← Navigate to Document Upload tab to download attachment ← Review Proposed EB Khas Details under Department column ← Review Application Details
```

Reject Application

```
Start → Access ZEMOVADM → Click on EB Khas → Enter Personnel Area and Personnel Subarea → Select application and click on Change icon → Navigate to Application Details tab
```

```
End ← Fill in Remarks, Tick Declaration checkbox, and click Reject button ← Navigate to Application History tab to view comments ← Navigate to Document Upload tab to download attachment ← Review Proposed EB Khas Details under Department column ← Review Application Details
```

Generate Application Report

```
Start → Access ZPA_013 → Enter Application Date and Personnel Subarea → Click right button on the Mouse and select 'Spreadsheet' → Click on Tick button → Select File Location and click Save button
```

```
End ← Click on Allow button
```

Sistem Sumber Manusia - EB Khas

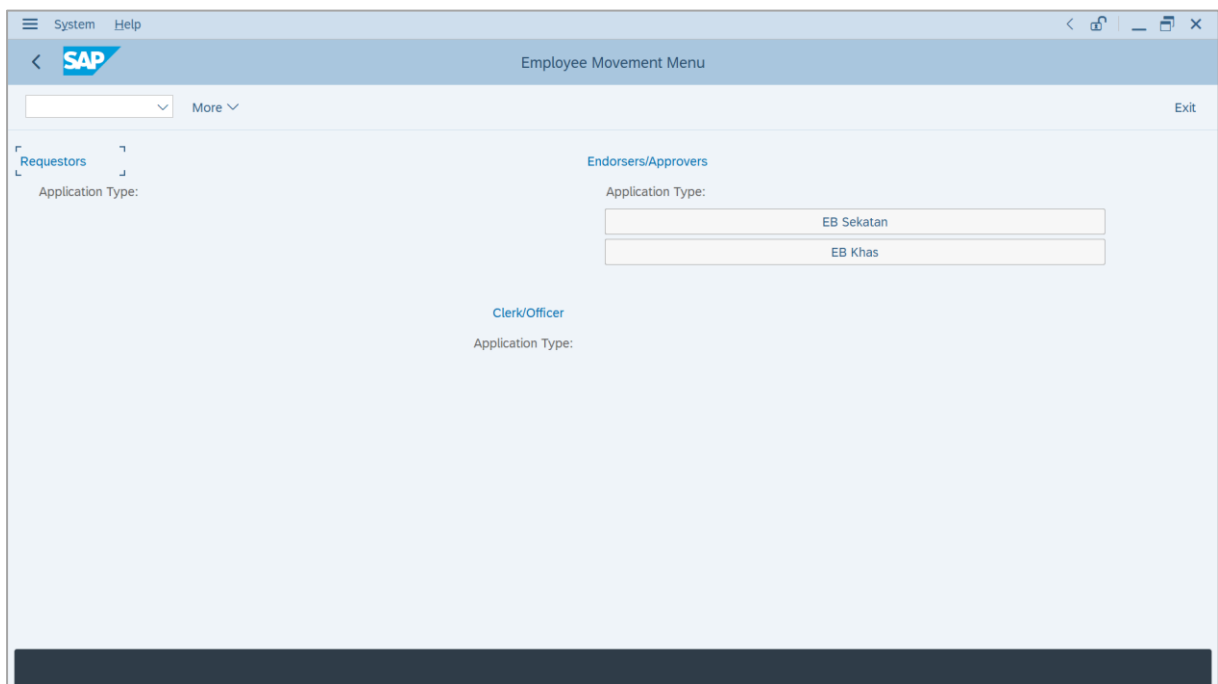| SUBMIT APPLICATION	**Backend User**
	Department Approver

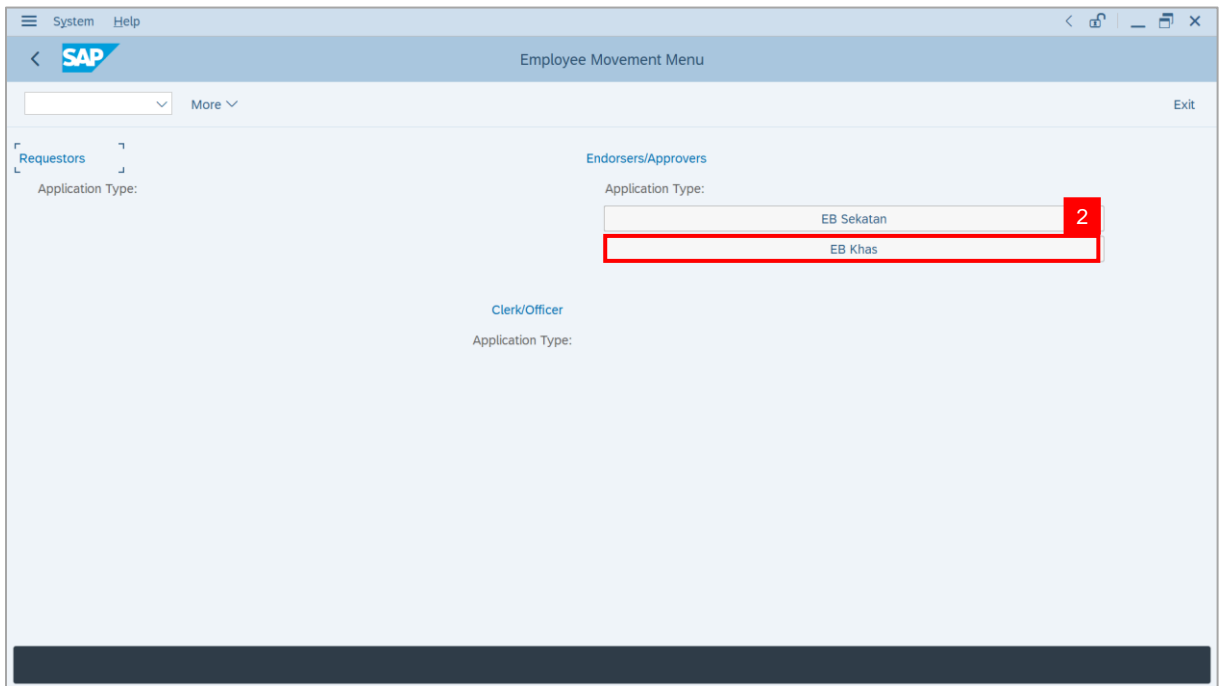Log into SAP GUI (Back End) and proceed with the following steps.
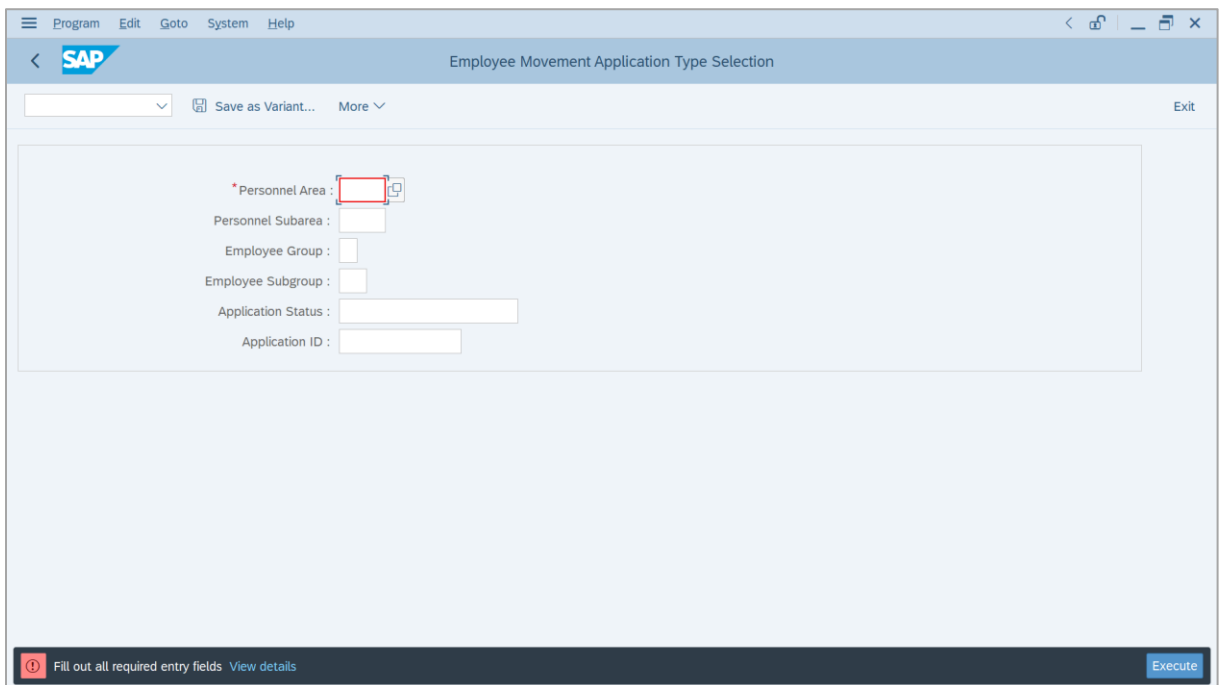
1. Enter **ZEMOVADM** in the search bar.

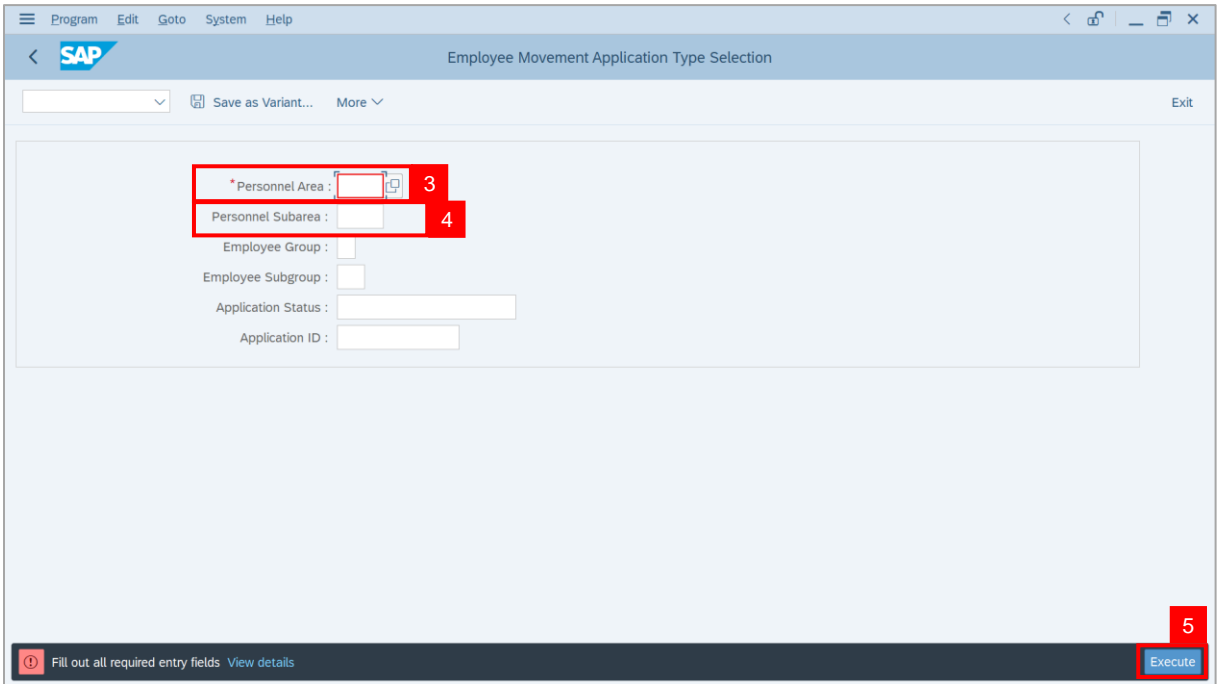**Note: Employee Movement Menu** page will be displayed.

2. Under **Endorsers/Approvers: Application Type**, click on **EB Khas**.

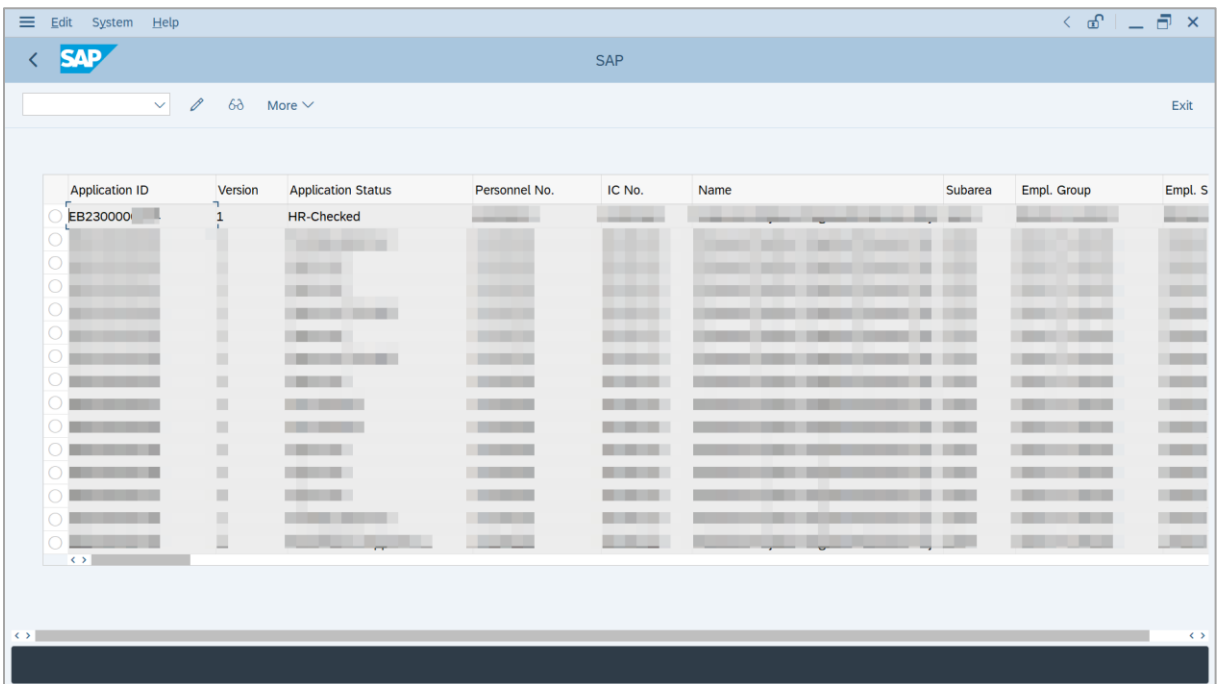**Note**: **The Employee Movement Application: Type Selection** page will be displayed.

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

Note: **The Application List – Department Approver** page will be displayed.

6. Select application with "**HR-Checked**" status and click on **Radio** button.

7. Click on **Change** icon.

Note (i): **The Application List – Department Approver** page will be displayed.

Note (ii): **Department Approver** may review employee's information on each tab under

Employee Details.

8. Click on **Download Service Record** button.

Note: The **Print** page will be displayed.

9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

11. Select **File Location** and click on **Save** button.

Note: The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.

Note: The **Service Record** has successfully been downloaded.

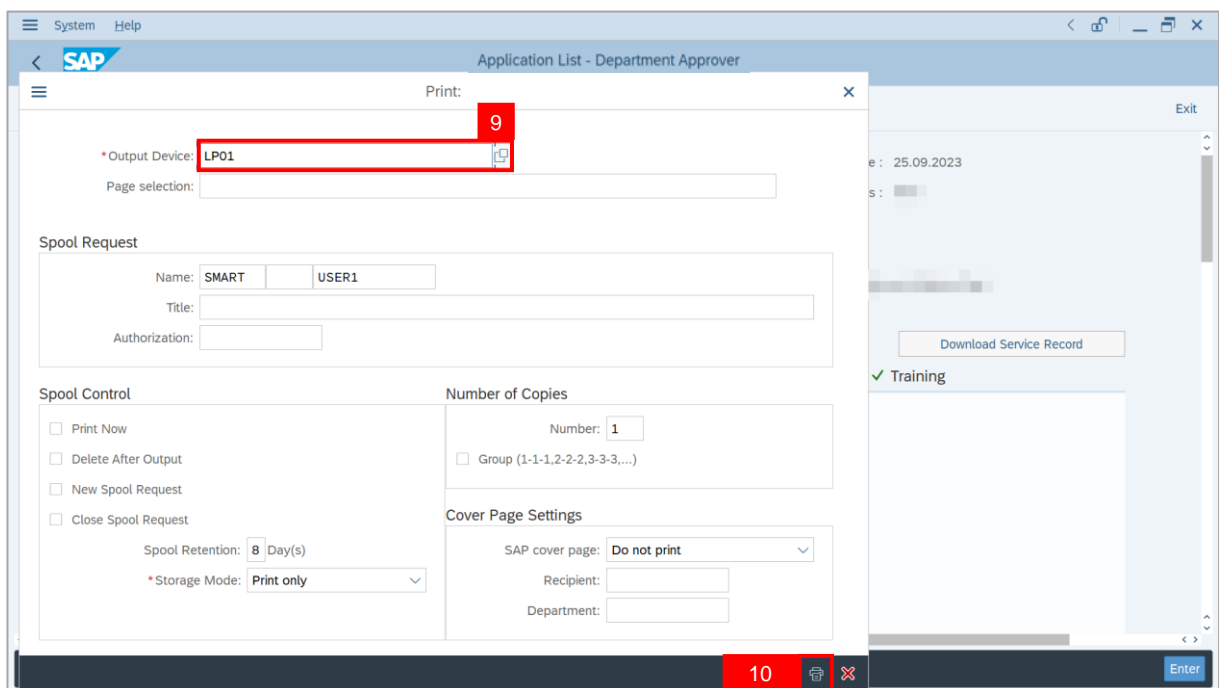13. Navigate to **Application Details** tab.

Note: **Department Approver** may review employee's **First Joined Date** and **Salary Record**.

14. Review the following details.
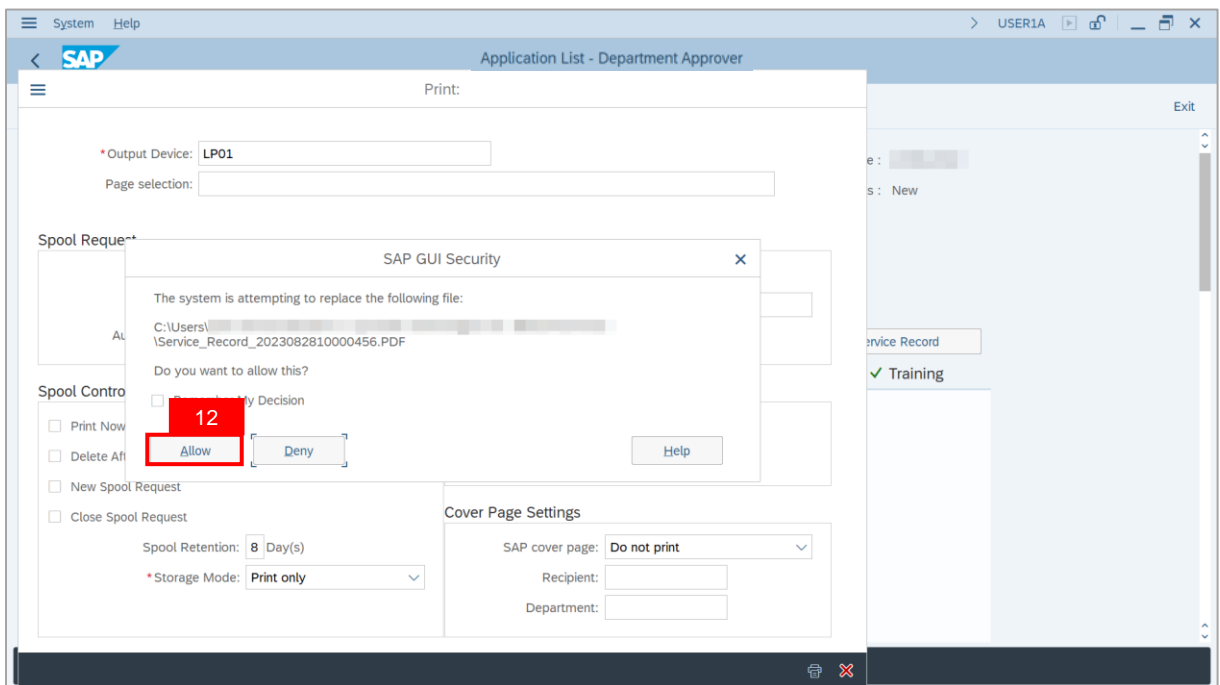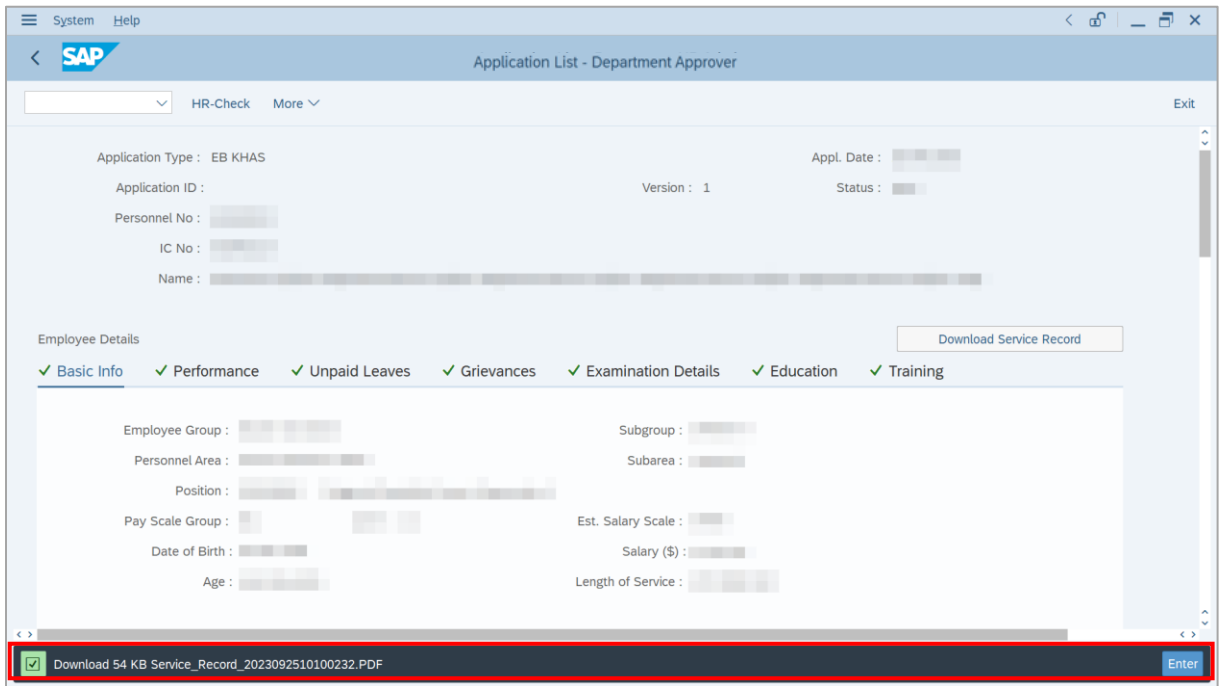

15. Review and amend the **Proposed EB Khas Details** entered by **Department HR Administrator** under **Department** column.

16. Review **Reason for supporting** and **Job Data Notes**.

17. Navigate to **Document Upload** tab.

18. Select **Attachment** and click on **View** button to download.

19. Select **File Location**.

20. Click on **Save** button.

Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

Note: The **Attachment** has successfully been downloaded.

22. Navigate to **Application History** tab.

23. Click on **Remarks** button.
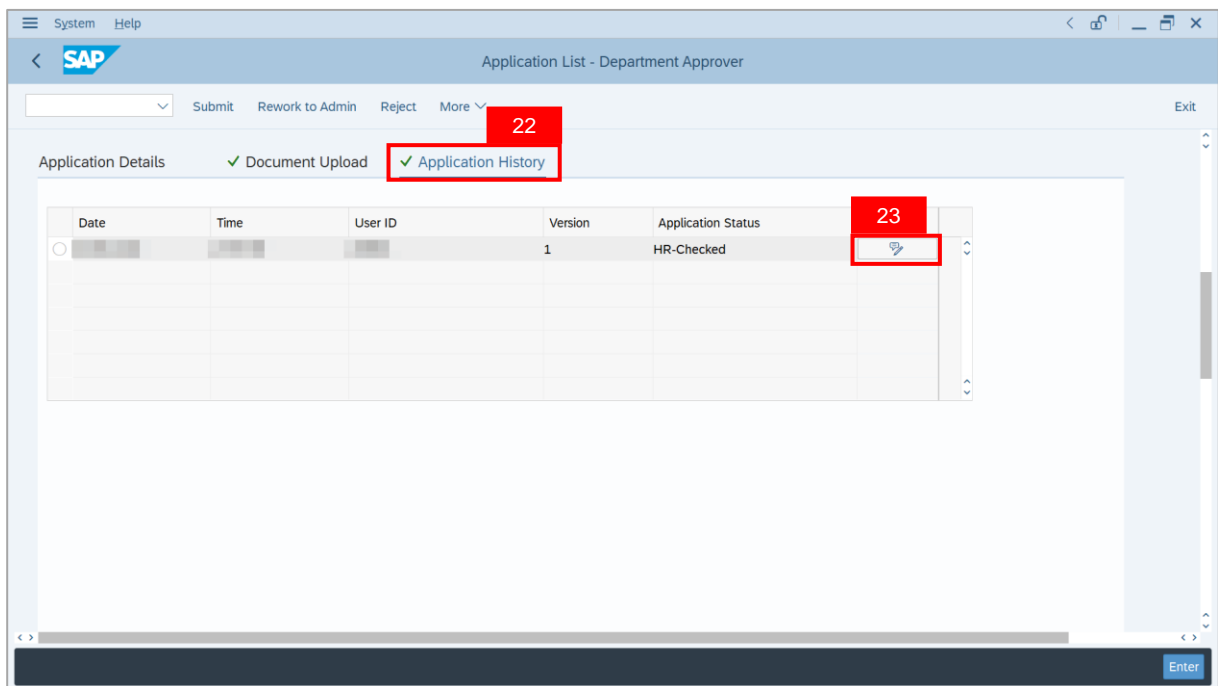
Note: The **Remarks** page will be displayed.
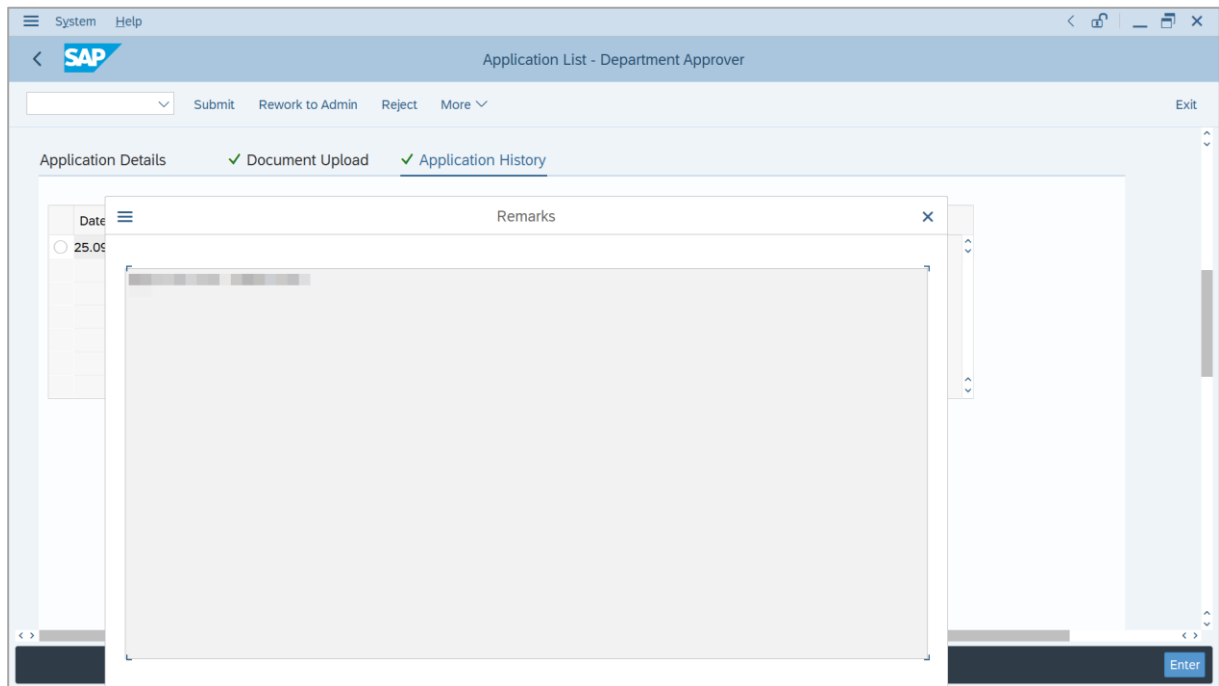
24. Enter the **Remarks** for employee's application.

25. Tick on **Declaration** checkbox.

26. Click on **Submit** button.
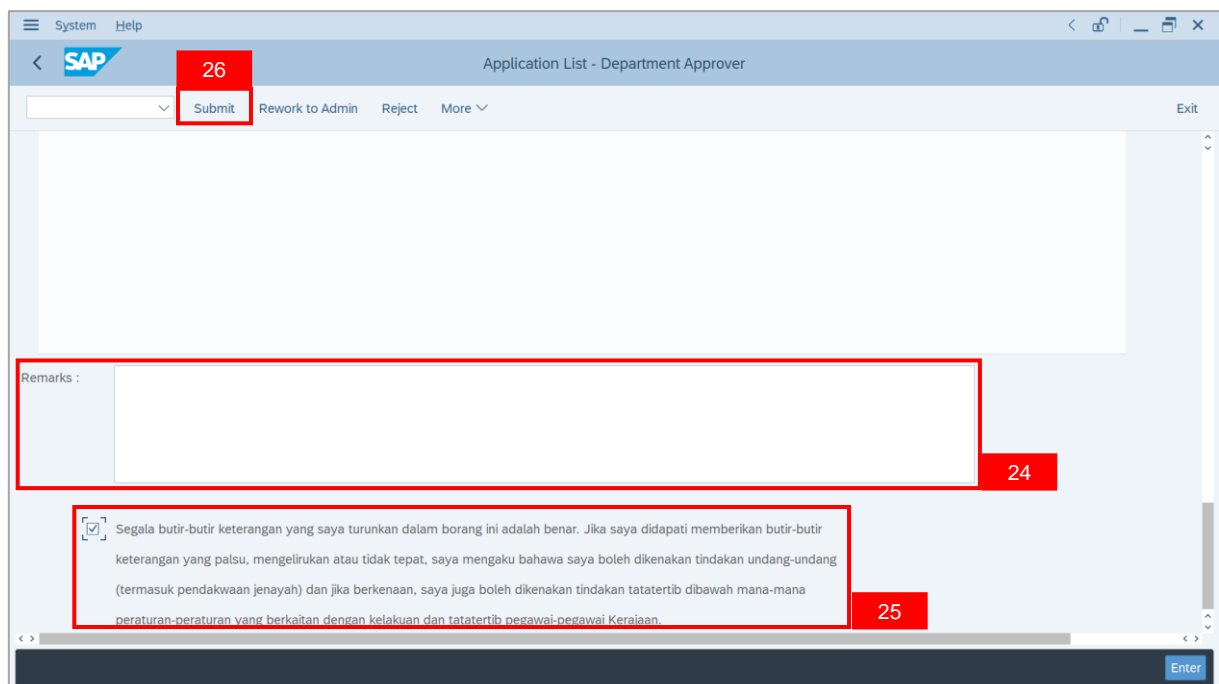
Outcome: The **Application** has successfully been submitted to **JPA Approver**.

Sistem Sumber Manusia - EB Khas

REWORK APPLICATION	**Backend User**
	Department Approver

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

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

Note: Employee Movement Menu page will be displayed.

2. Under **Endorsers/Approvers: Application Type**, click on **EB Khas**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

Note: **The Application List – Department Approver** page will be displayed.

6. Select application with "**HR-Checked**" status and click on **Radio** button.

7. Click on **Change** icon.

Note (i): **The Application List – Department Approver** page will be displayed.

Note (ii): **Department Approver** may review employee's information on each tab under

Employee Details.

8. Click on **Download Service Record** button.

Note: The **Print** page will be displayed.

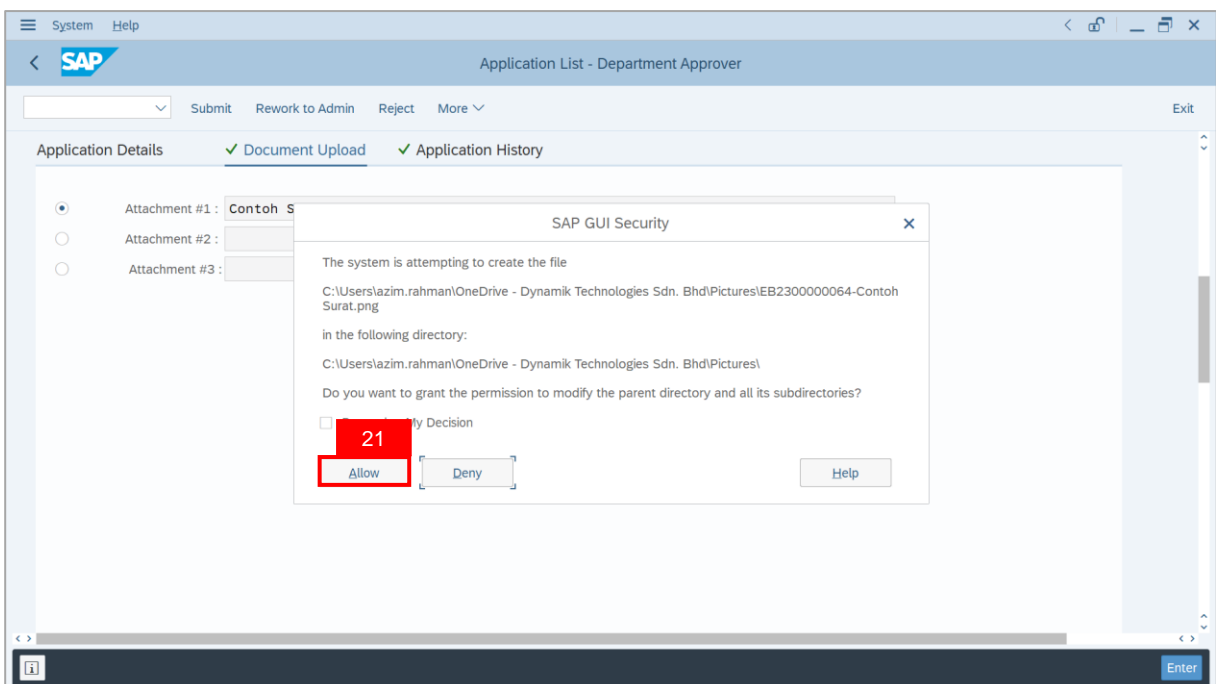9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

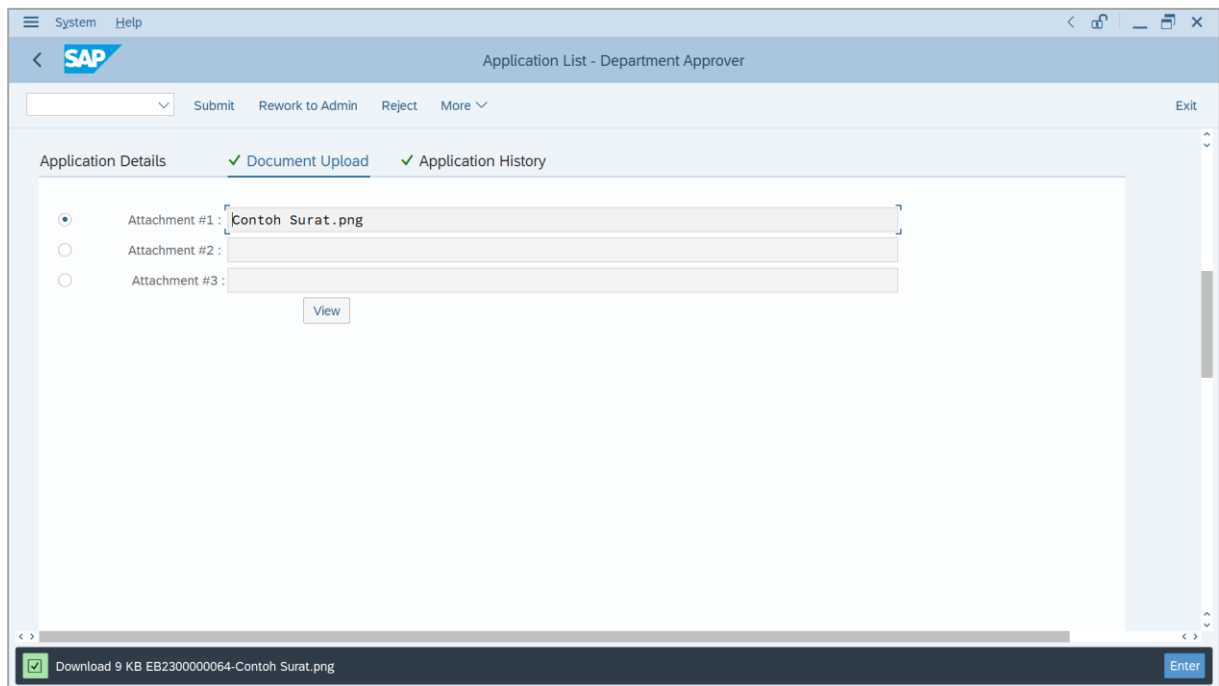11. Select **File Location** and click on **Save** button.

Note: The **SAP GUI Security** page will be displayed.
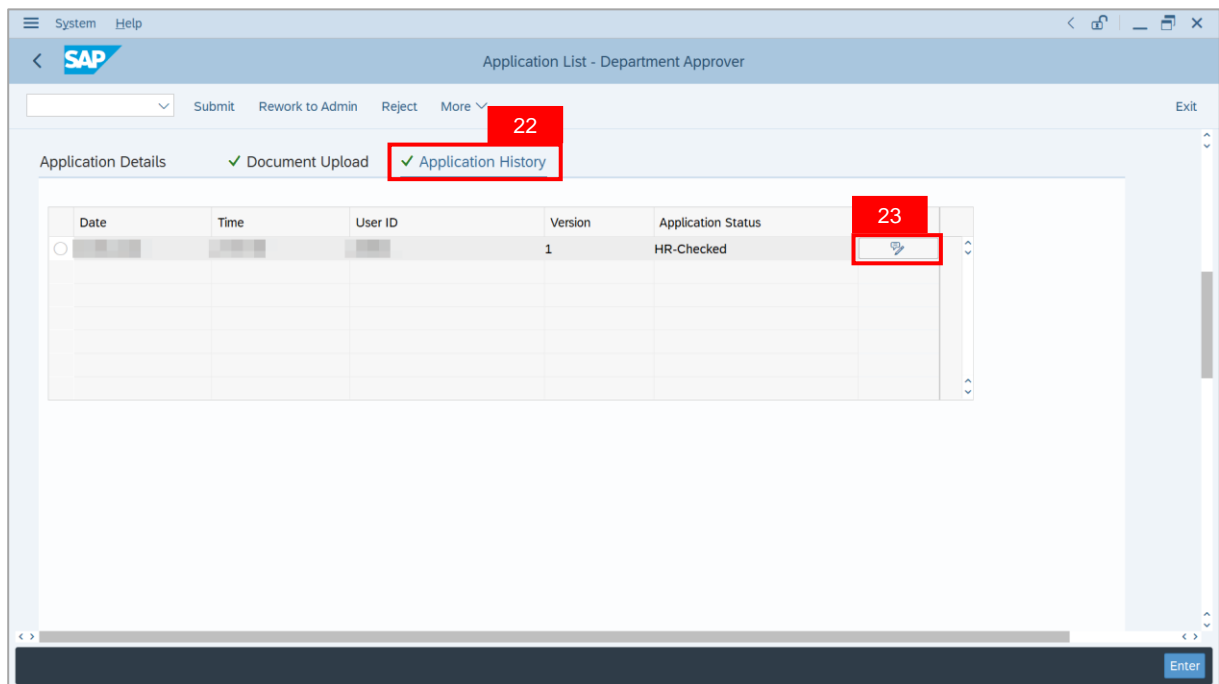
12. Click on **Allow** button.
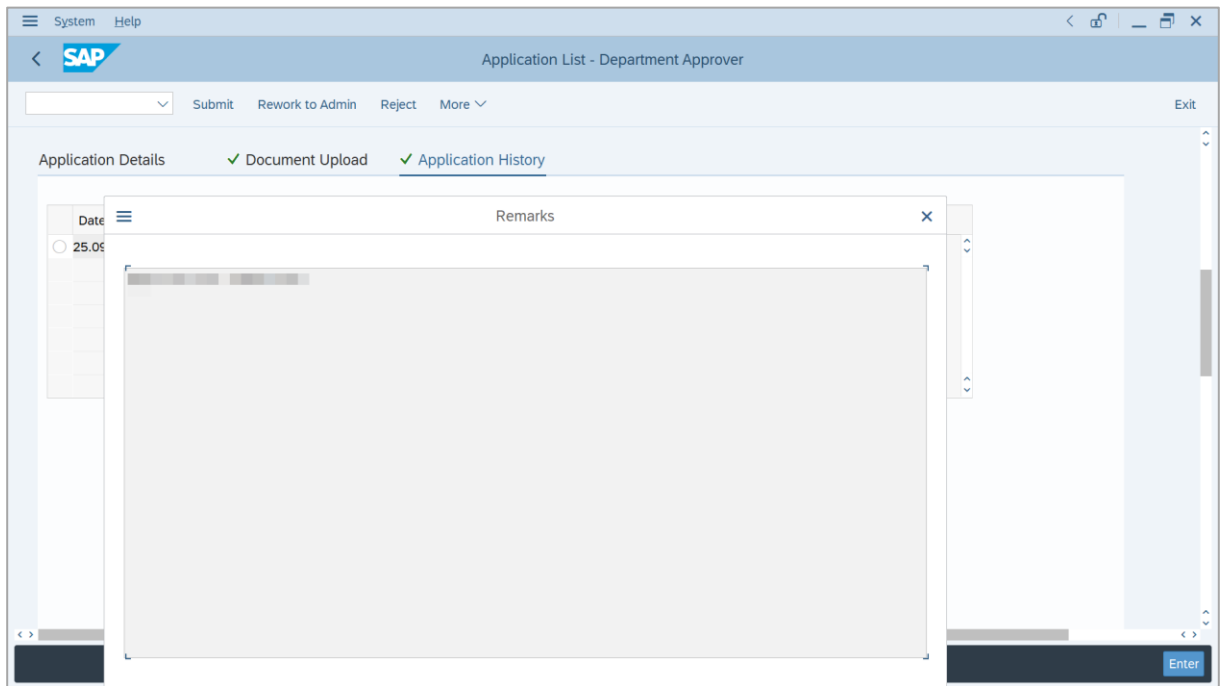
Note: The **Service Record** has successfully been downloaded.

13. Navigate to **Application Details** tab.

Note: **Department Approver** may review employee's **First Joined Date** and **Salary Record**.

14. Review the following details.

15. Review the **Proposed EB Khas Details** entered by **Department HR Administrator** under **Department** column.

16. Review **Reason for supporting** and **Job Data Notes**.

17. Navigate to **Document Upload** tab.

18. Select **Attachment** and click on **View** button to download.

19. Select **File Location**.

20. Click on **Save** button.

Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

Note: The **Attachment** has successfully been uploaded.

22. Navigate to **Application History** tab.

23. Click on **Remarks** button.

Note: The **Remarks** page will be displayed.

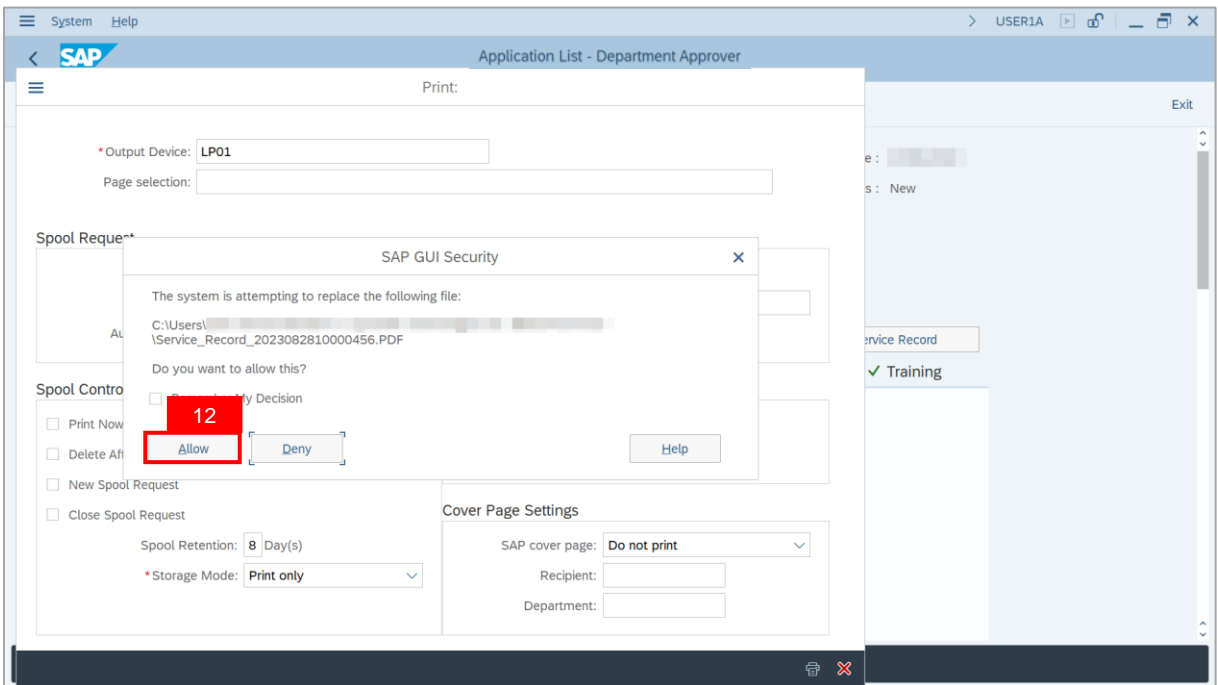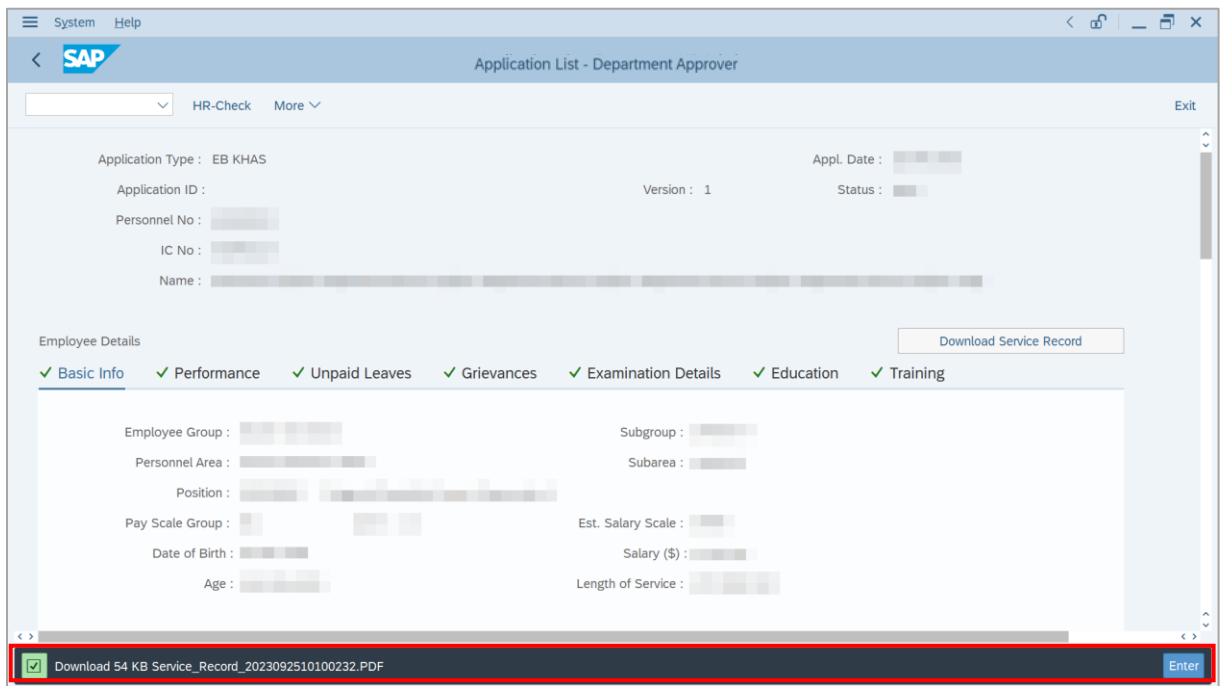24. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.

25. Tick on **Declaration** checkbox.

26. Click on **Rework to Admin** button.

Sistem Sumber Manusia - EB Khas
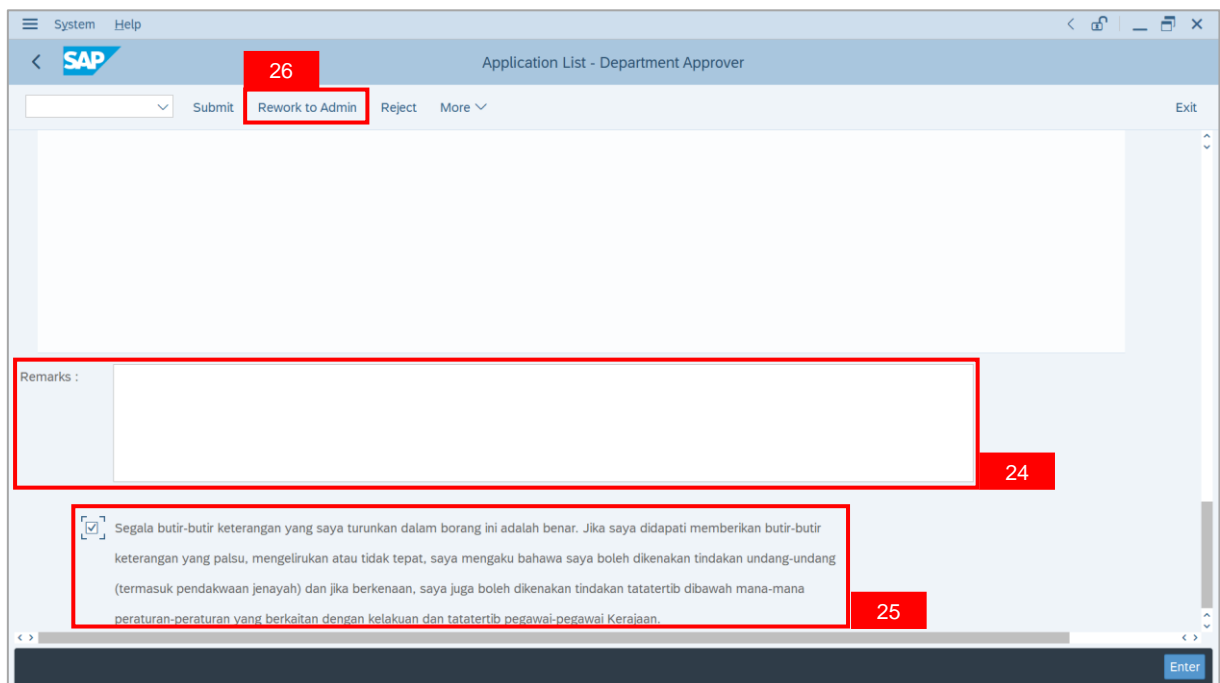
Outcome: The **Application** has successfully been reworked to **Department HR Administrator**.

Sistem Sumber Manusia - EB Khas

REJECT APPLICATION	**Backend User**
	Department Approver

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

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

Note: Employee Movement Menu page will be displayed.

2. Under **Endorsers/Approvers: Application Type**, click on **EB Khas**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

Note: **The Application List – Department Approver** page will be displayed.

6. Select application with "**HR-Checked**" status and click on **Radio** button.

7. Click on **Change** icon.

Note (i): **The Application List – Department Approver** page will be displayed.

Note (ii): **Department Approver** may review employee's information on each tab under **Employee Details**.

8. Click on **Download Service Record** button.

Note: The **Print** page will be displayed.

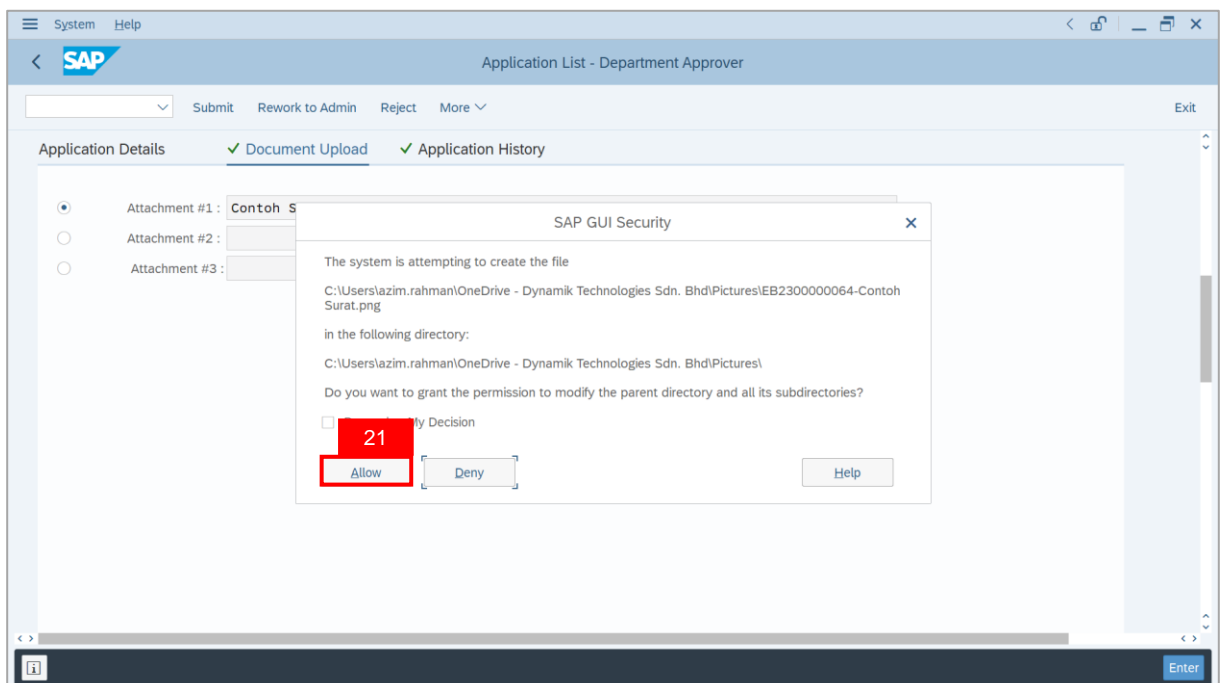9. Enter '**LP01**' under **Output Device**.

10. Click on **Print** icon.

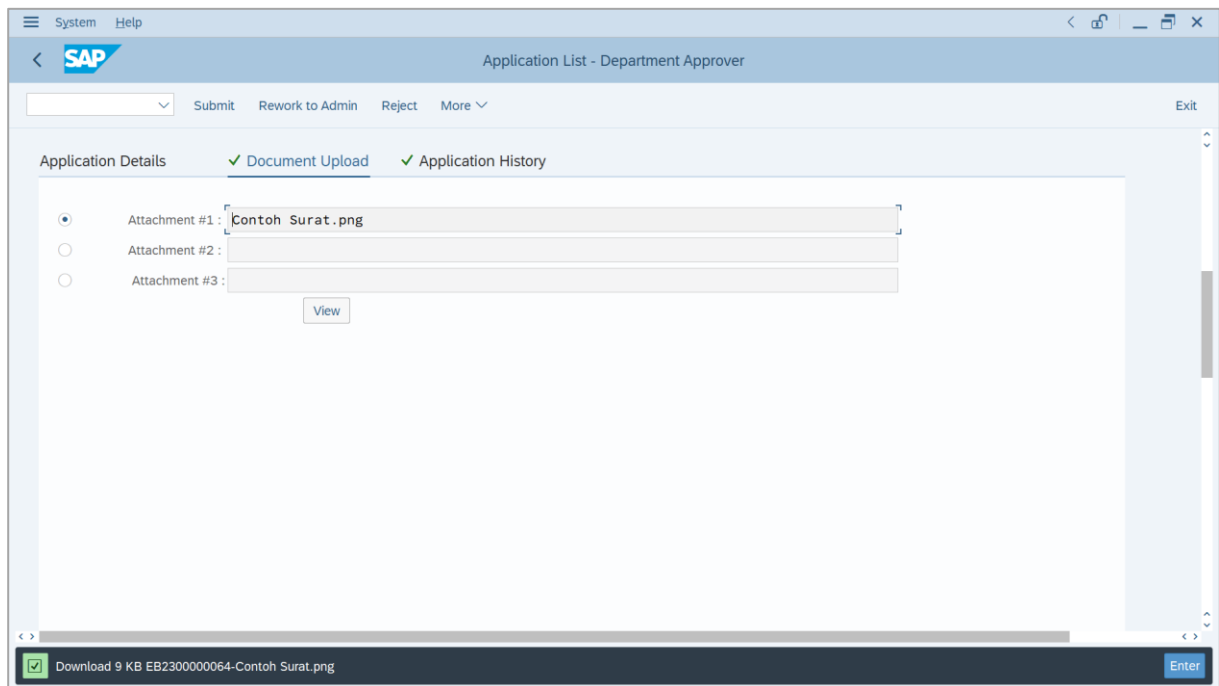11. Select **File Location** and click on **Save** button.

Note: The **SAP GUI Security** page will be displayed.
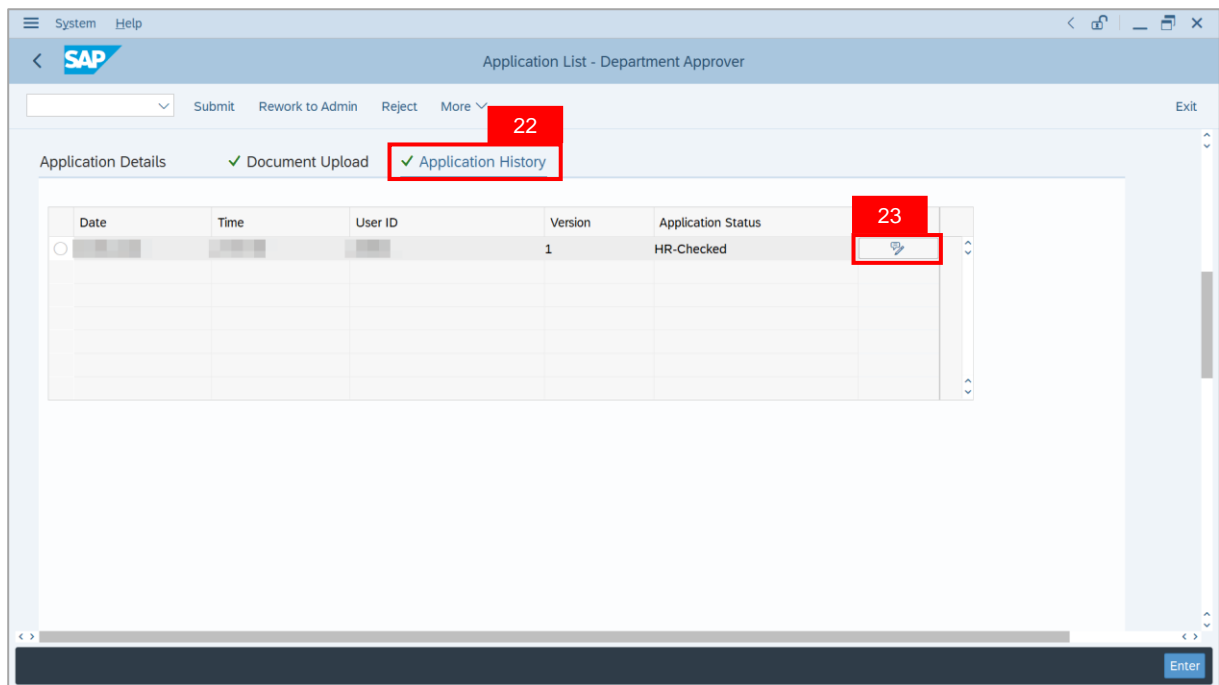
12. Click on **Allow** button.
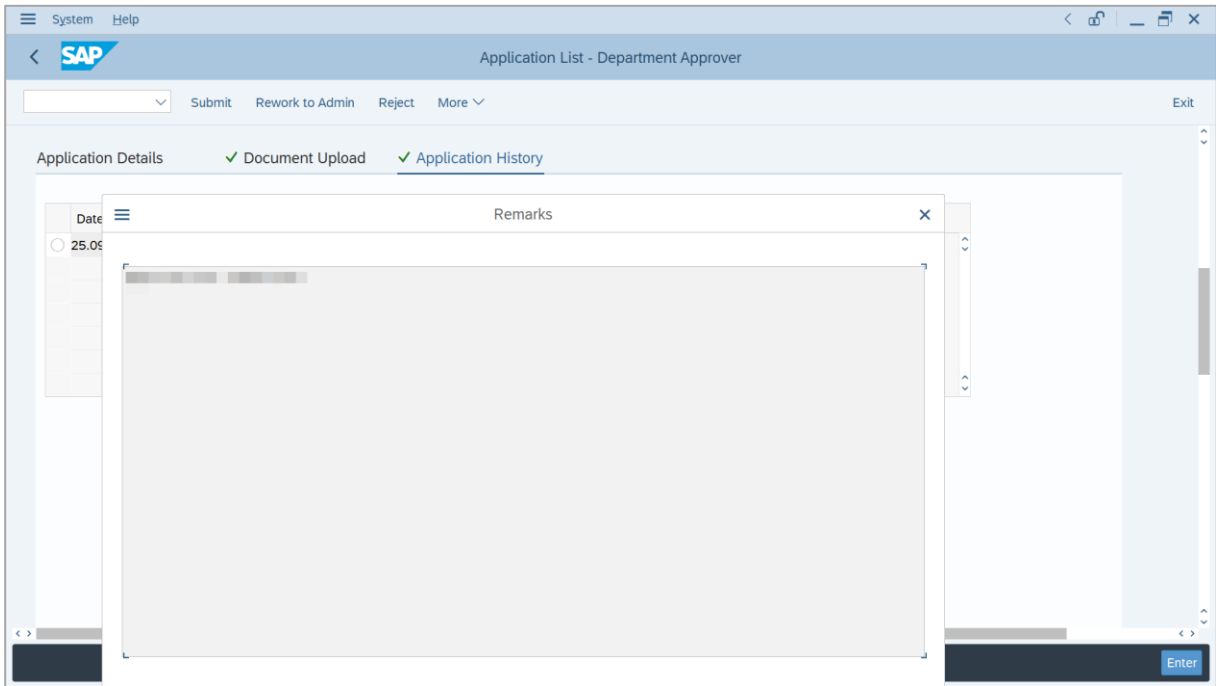
Note: The **Service Record** has successfully been downloaded.

13. Navigate to **Application Details** tab.

Note: **Department Approver** may review employee's **First Joined Date** and **Salary Record**.

14. Review the following details.

15. Review the **Proposed EB Khas Details** entered by **Department HR Administrator**

under **Department** column.

16. Review **Reason for supporting** and **Job Data Notes**.

17. Navigate to **Document Upload** tab.

18. Select **Attachment** and click on **View** button to download.

19. Select **File Location**.

20. Click on **Save** button.

Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

Note: The **Attachment** has successfully been uploaded.

22. Navigate to **Application History** tab.

23. Click on **Remarks** button.

Note: The **Remarks** page will be displayed.

24. Enter the **Remarks** for why the application is rejected.

25. Tick on **Declaration** checkbox.

26. Click on **Reject** button.
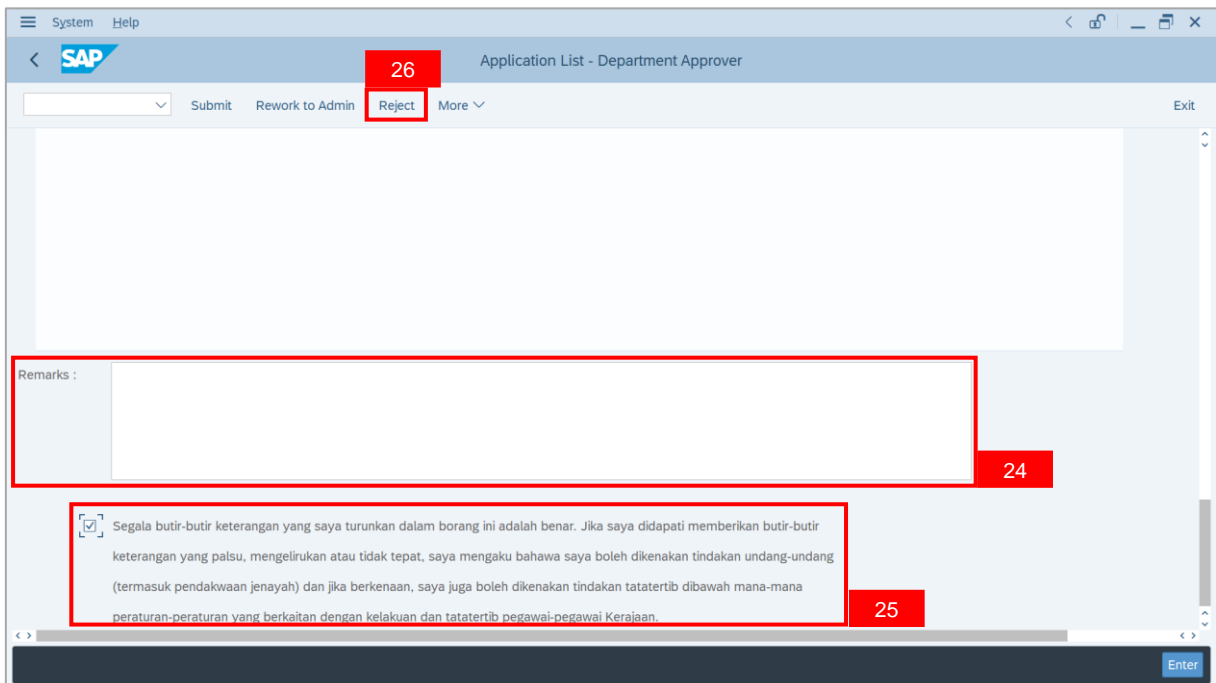
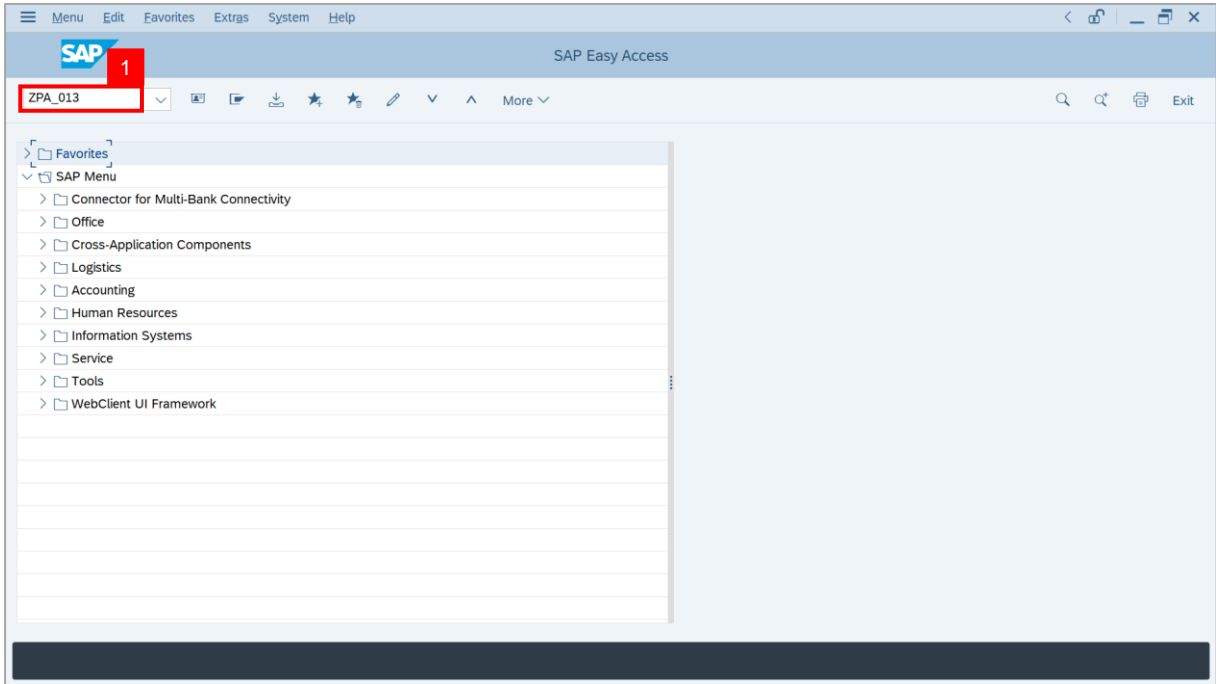**Outcome**: The **Application** has successfully been rejected.

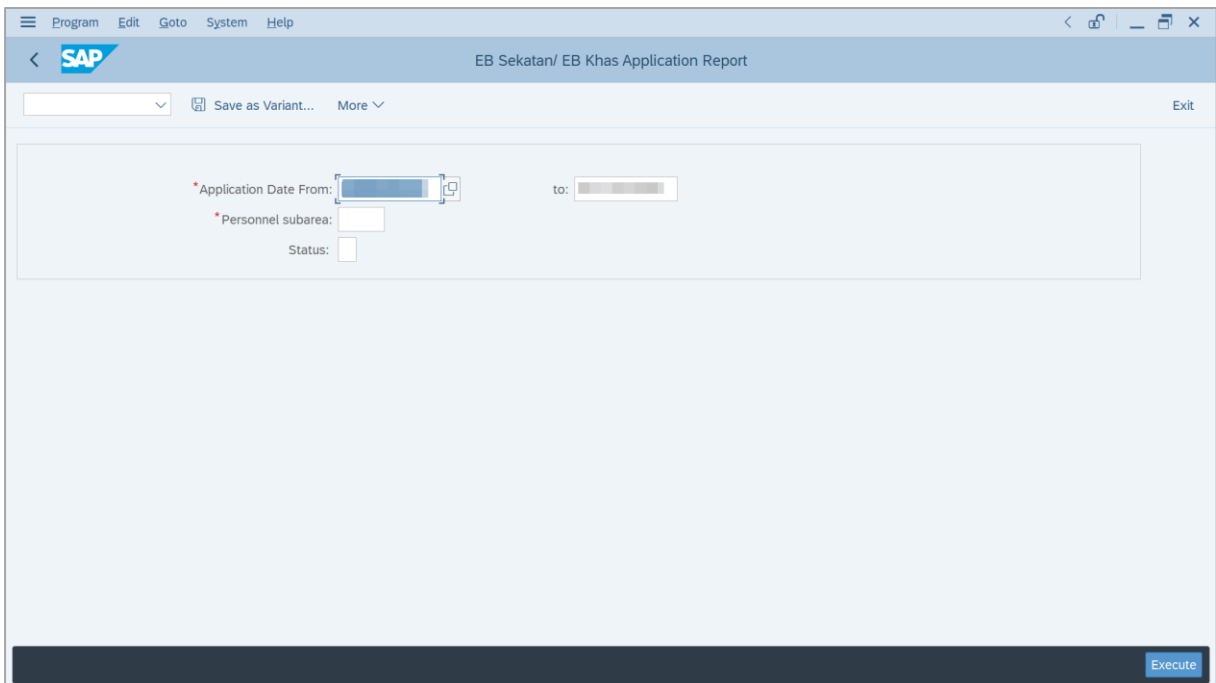| EB KHAS APPLICATION REPORT	Backend User
	Department Approver

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

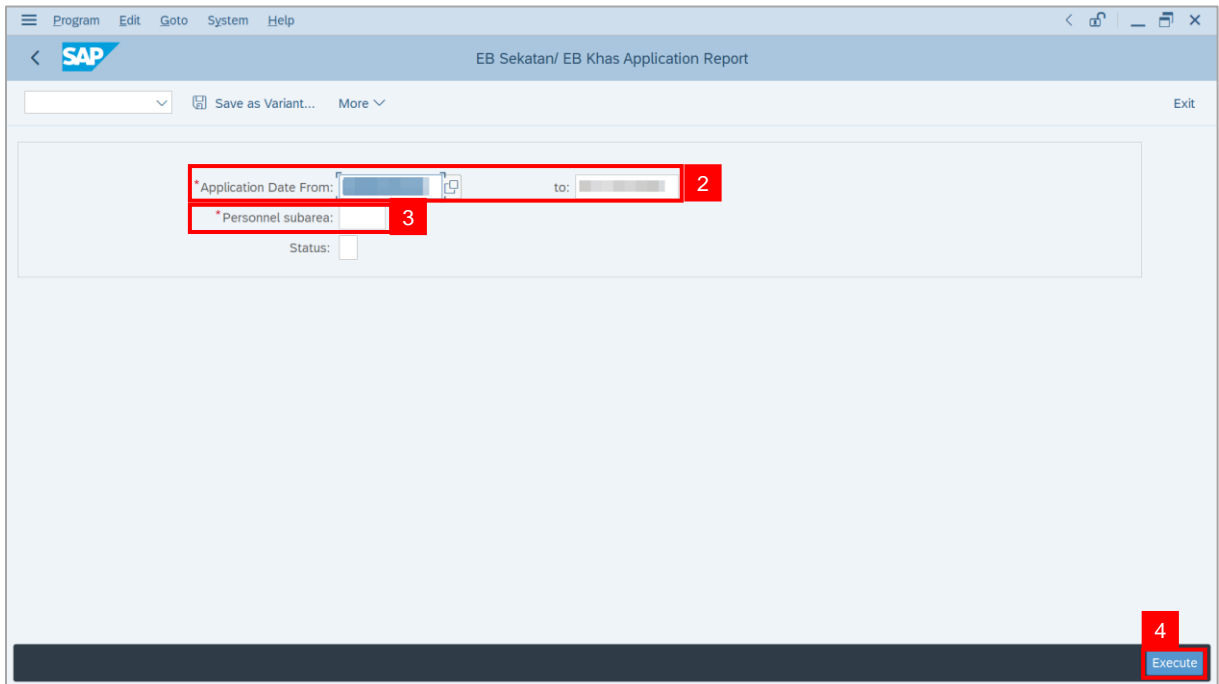1. Enter **ZPA_013** in the search bar.

Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.

2. Enter **Application Date From** and **To**.

3. Enter **Personnel subarea**.

4. Click on **Execute** button.

Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.
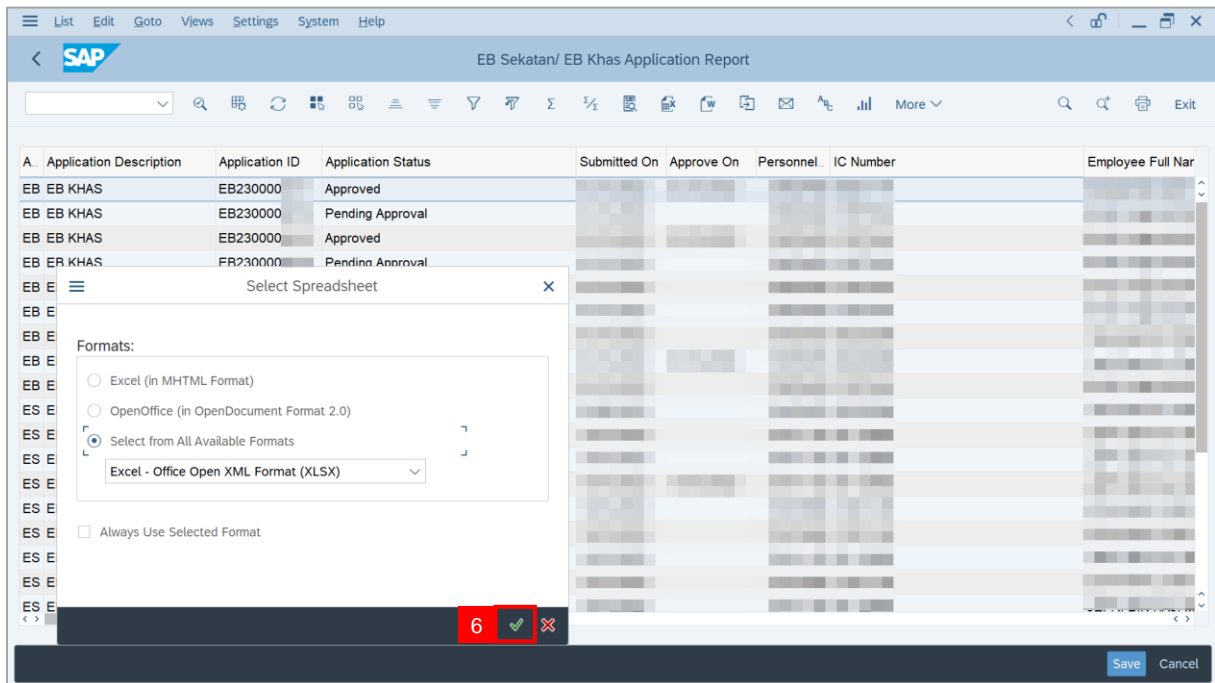
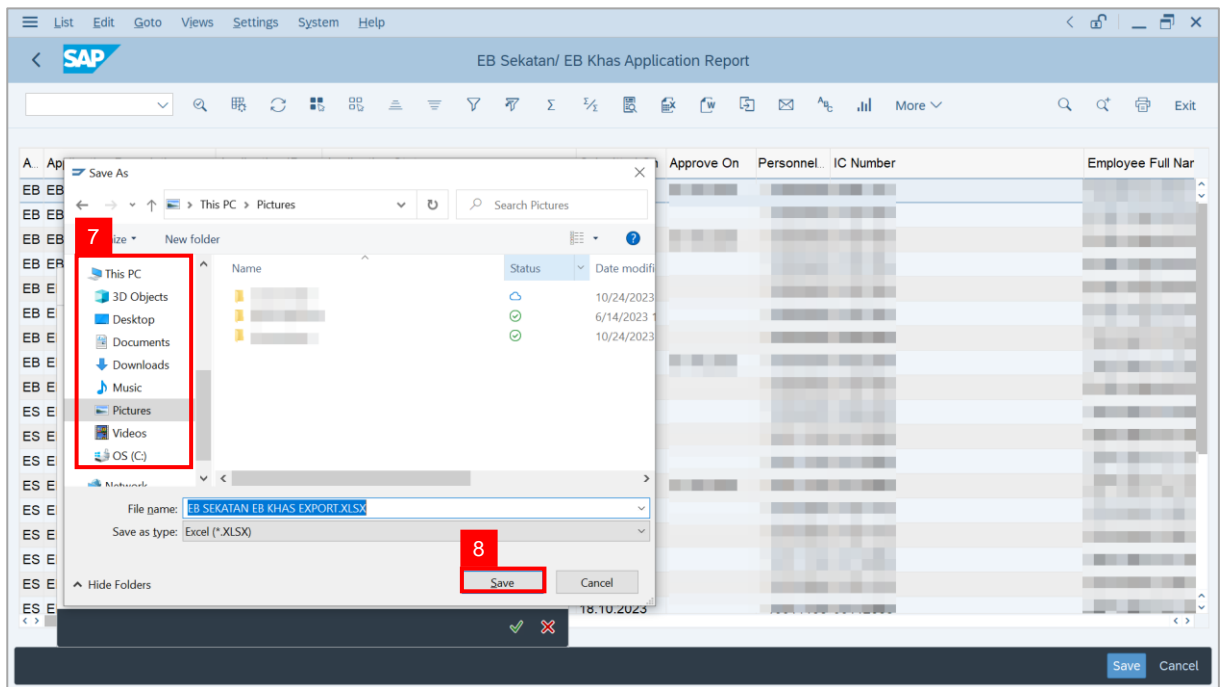5. Click the right button on the **Mouse** and select **'Spreadsheet'.**
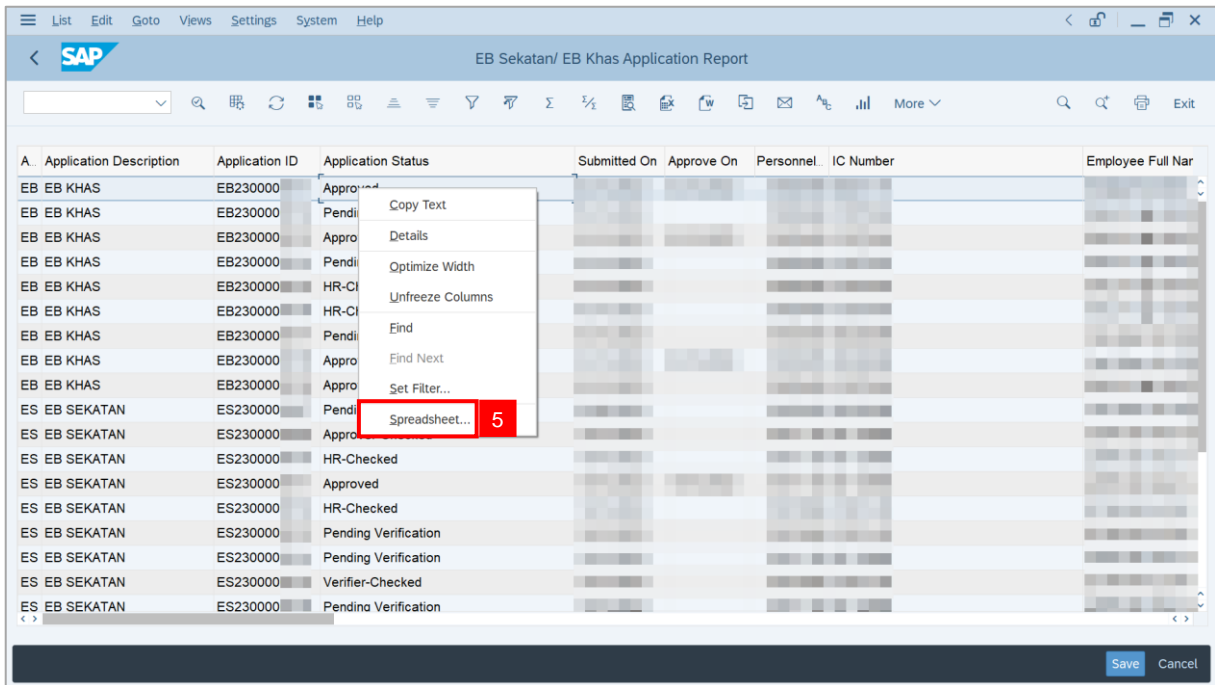
Note: The **Select Spreadsheet** message will be displayed.
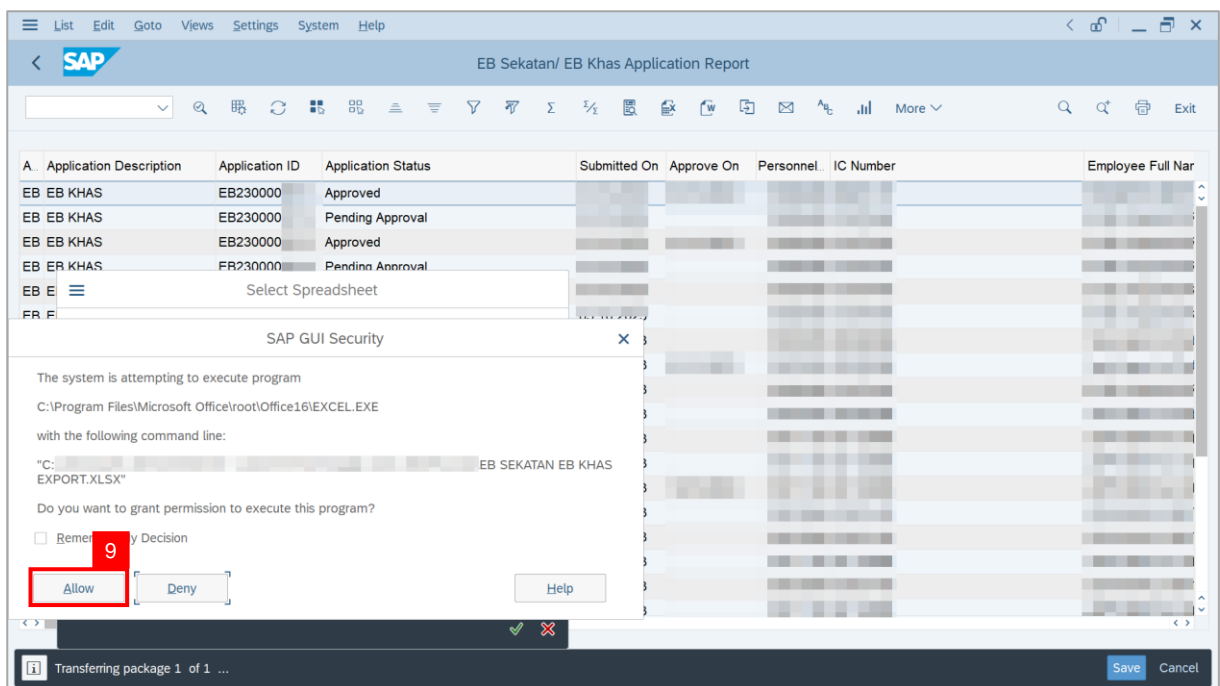
6. Click on **Tick** button.

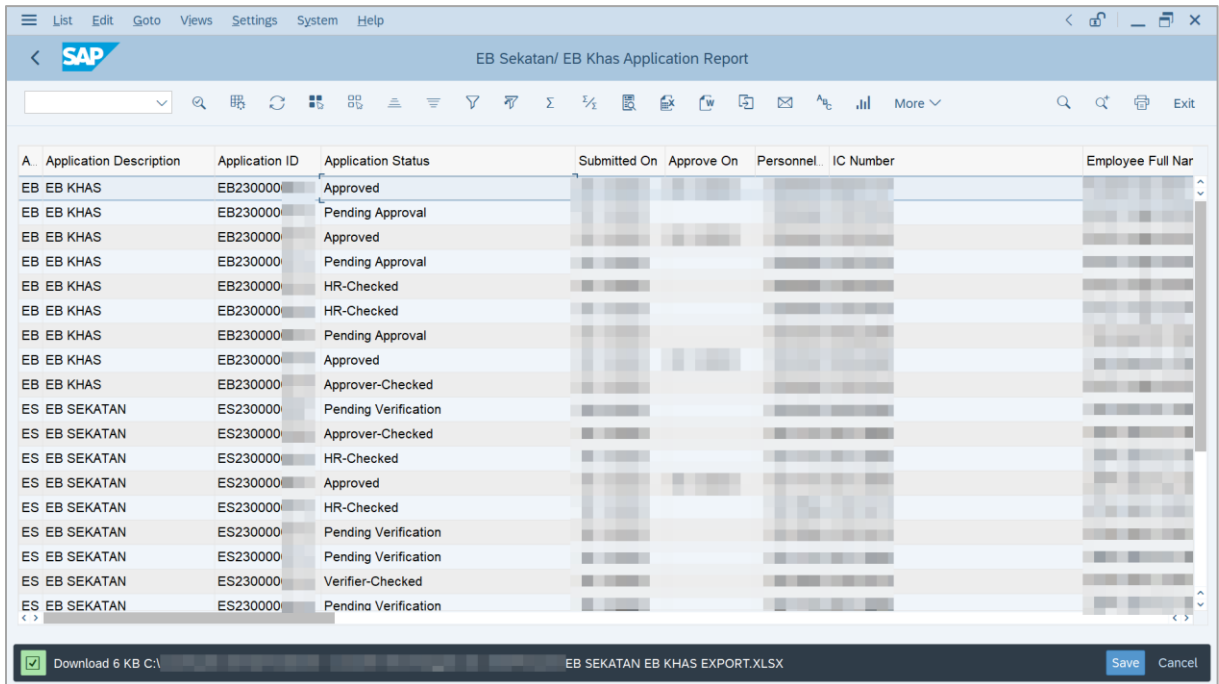7. Select **File Location**.

8. Click on **Save** button.

Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.

Outcome: The **EB Sekatan / EB Khas Application Report** has successfully been downloaded.