



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Department Approver**

**Backend (SAP GUI)**

**Employee Movement (PA):**

**EB Khas**

VERSION: 1.0

## 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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

## FURTHER ASSISTANCE

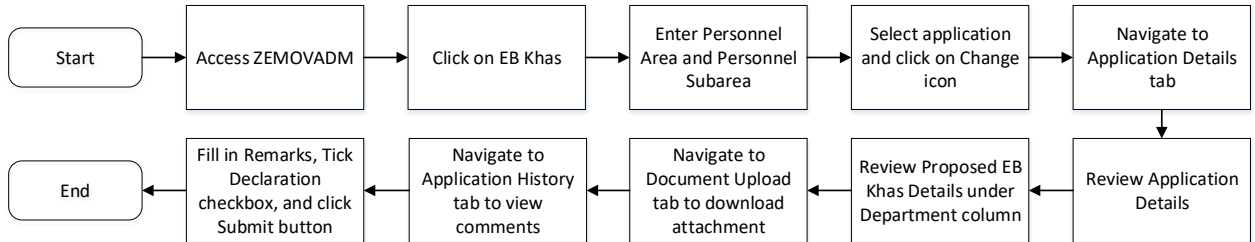
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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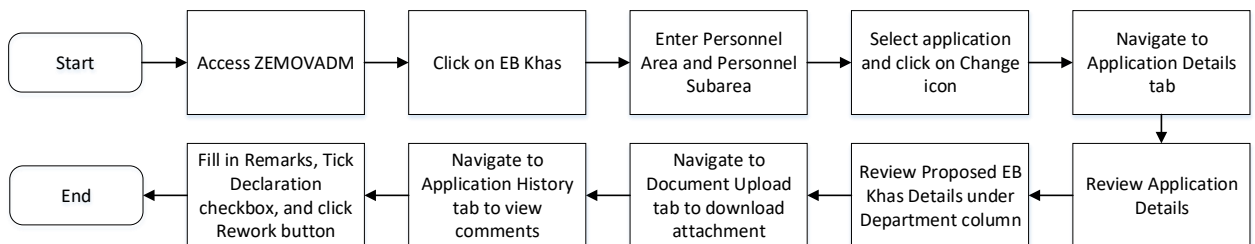
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## Process Overview

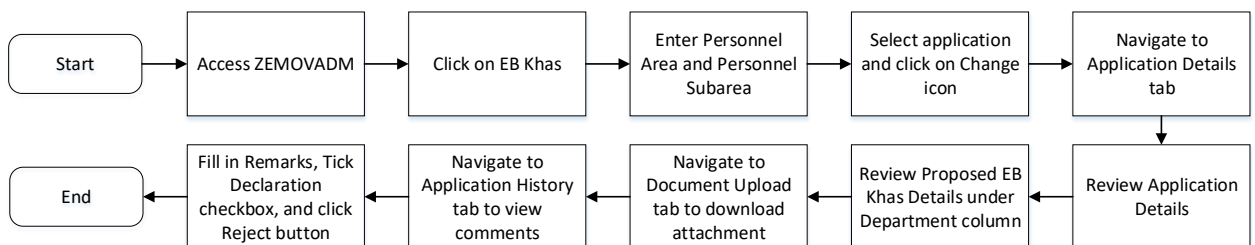
### Submit Application



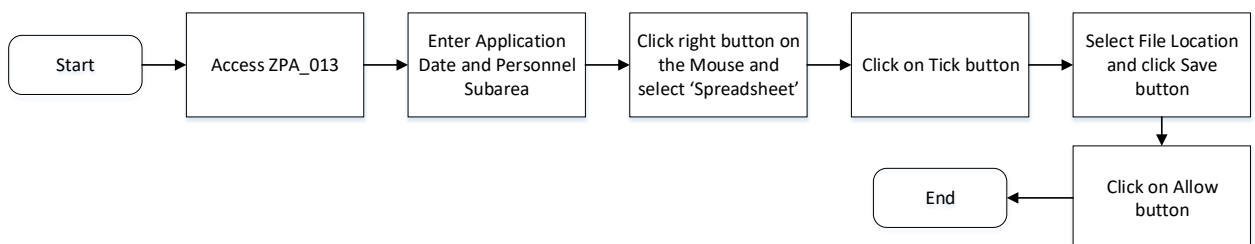
### Rework Application to Department HR Administrator



### Reject Application



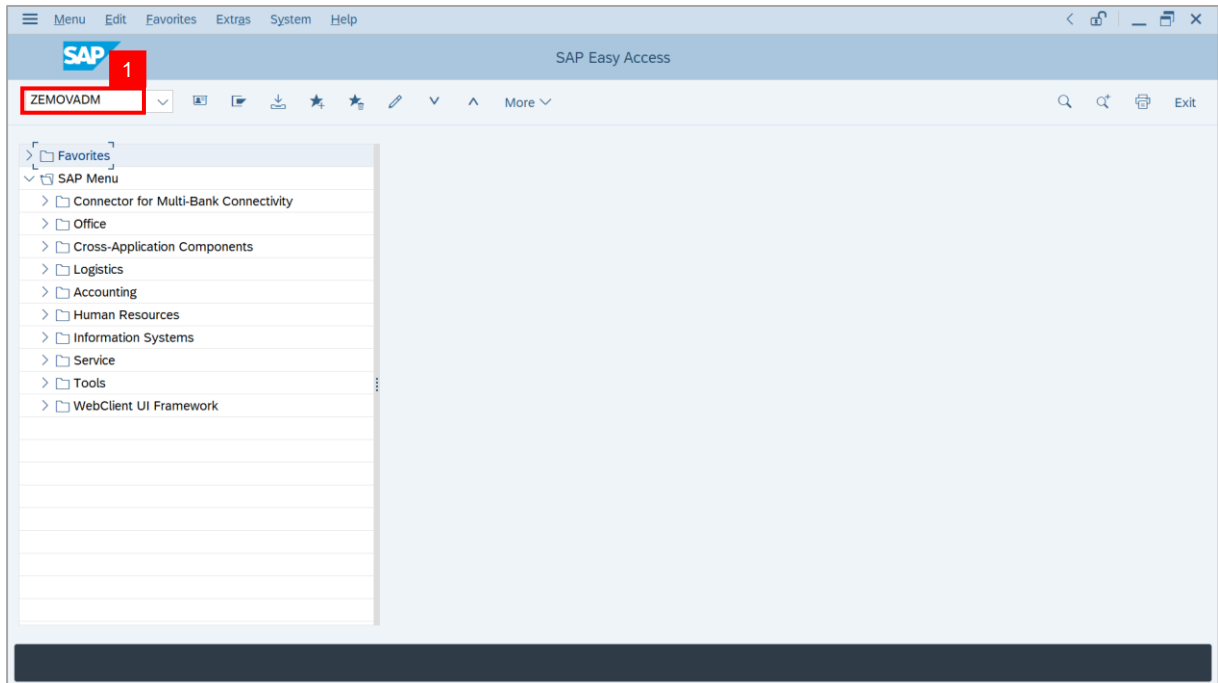
### Generate Application Report



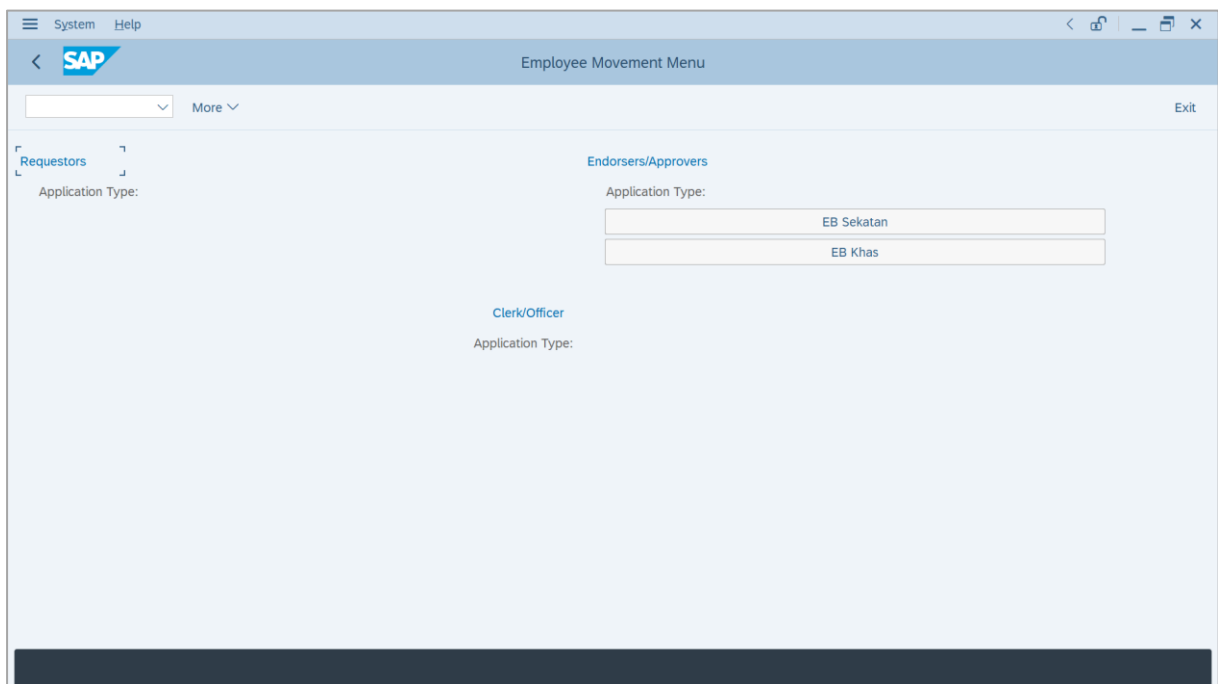
<b>SUBMIT APPLICATION</b>	<b>Backend User</b>
	Department Approver

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

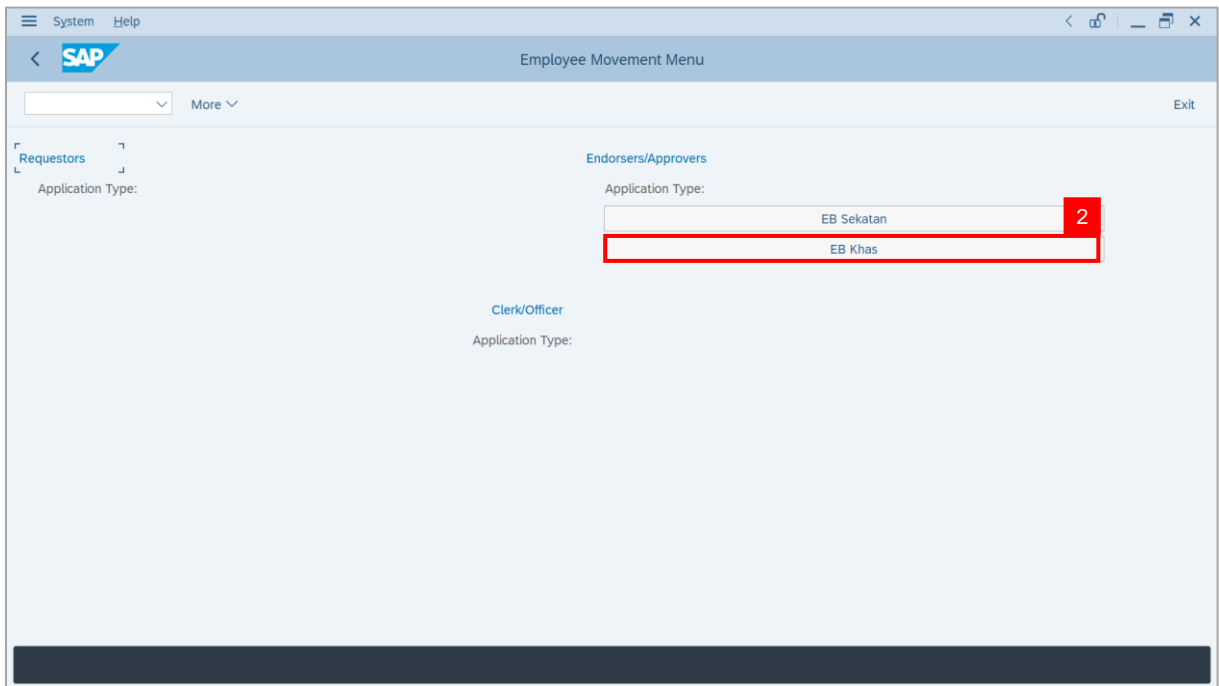
1. Enter **ZEMOVADM** in the search bar.



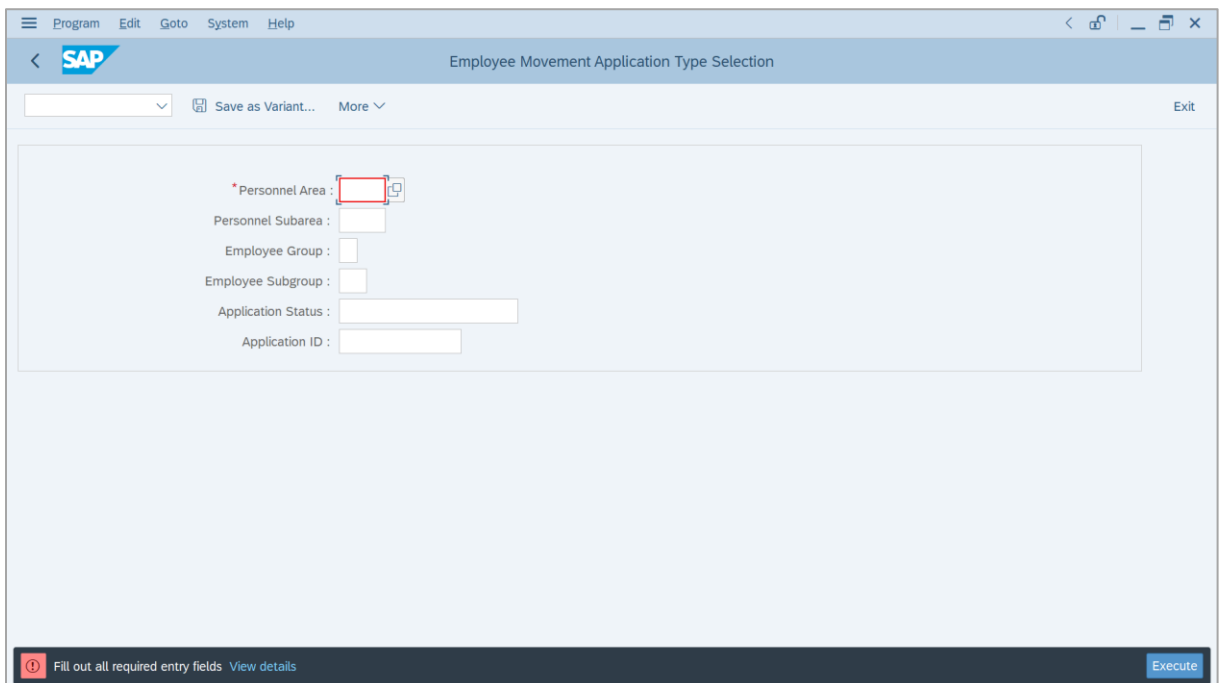
**Note: Employee Movement Menu** page will be displayed.



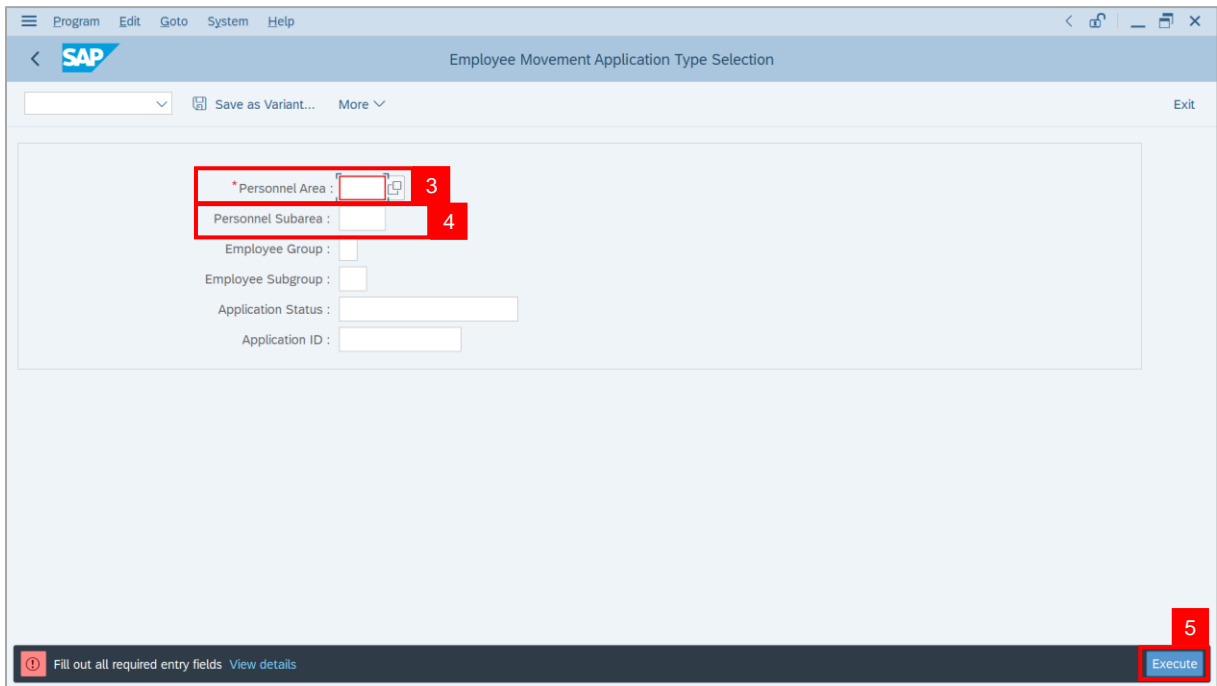
2. Under **Endorsers/Approvers: Application Type**, click on **EB Khas**.



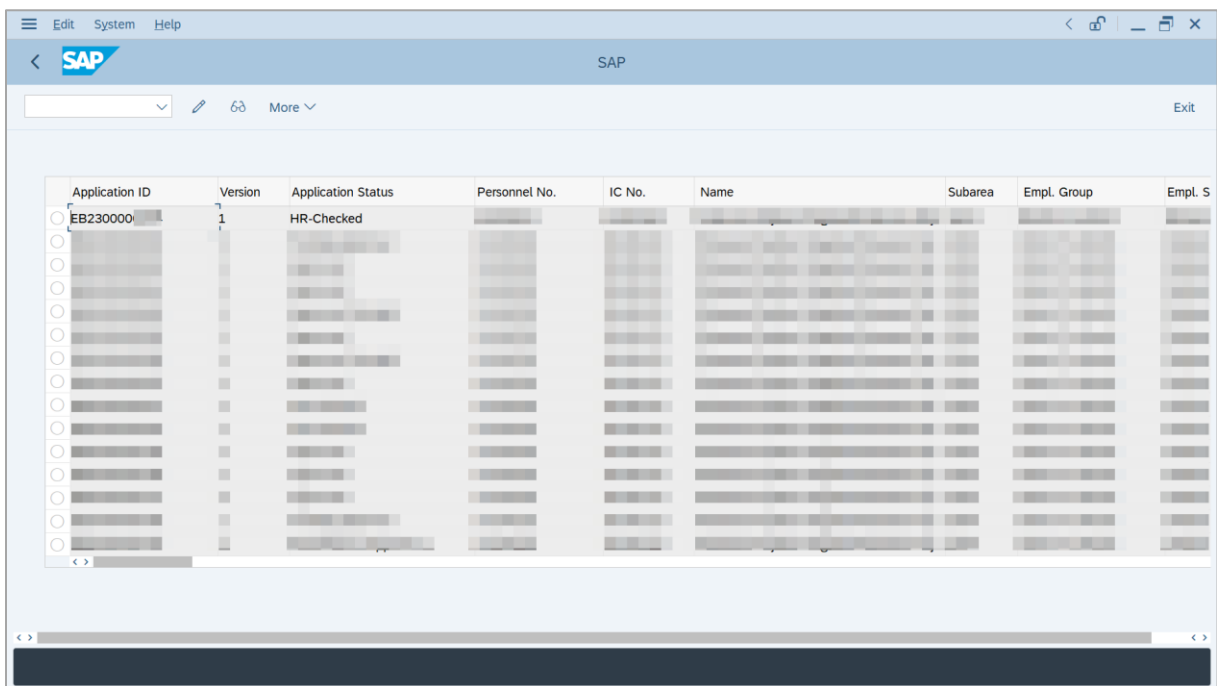
**Note:** The **Employee Movement Application: Type Selection** page will be displayed.



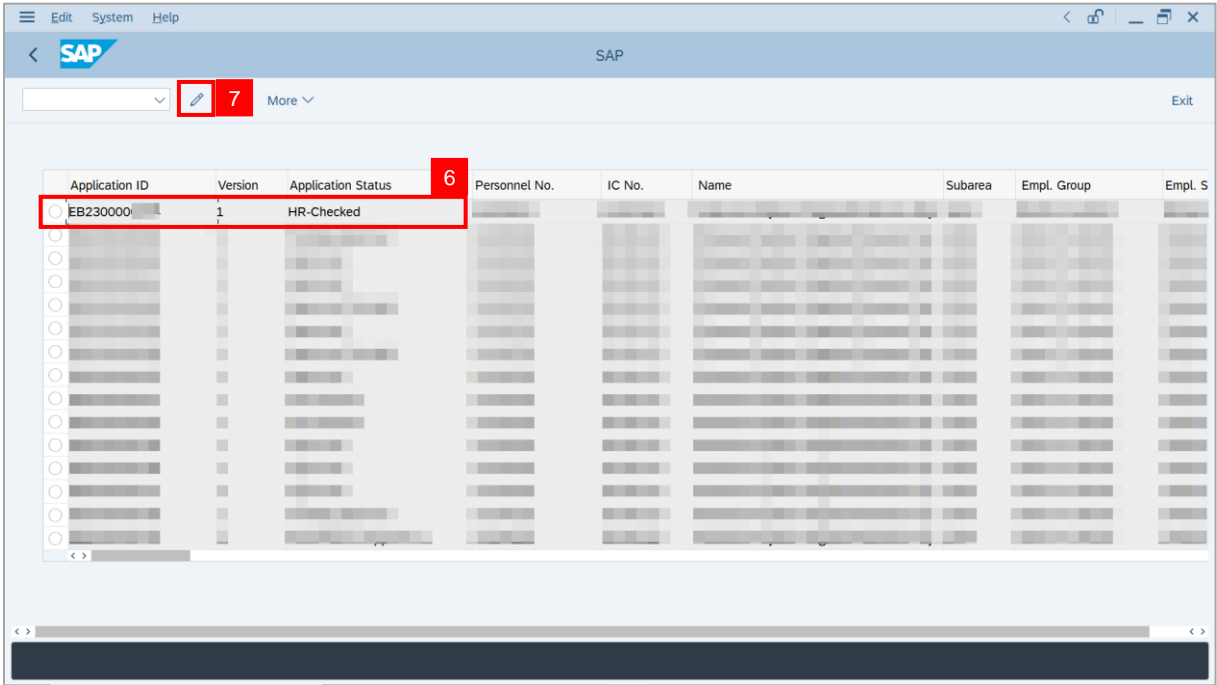
3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



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

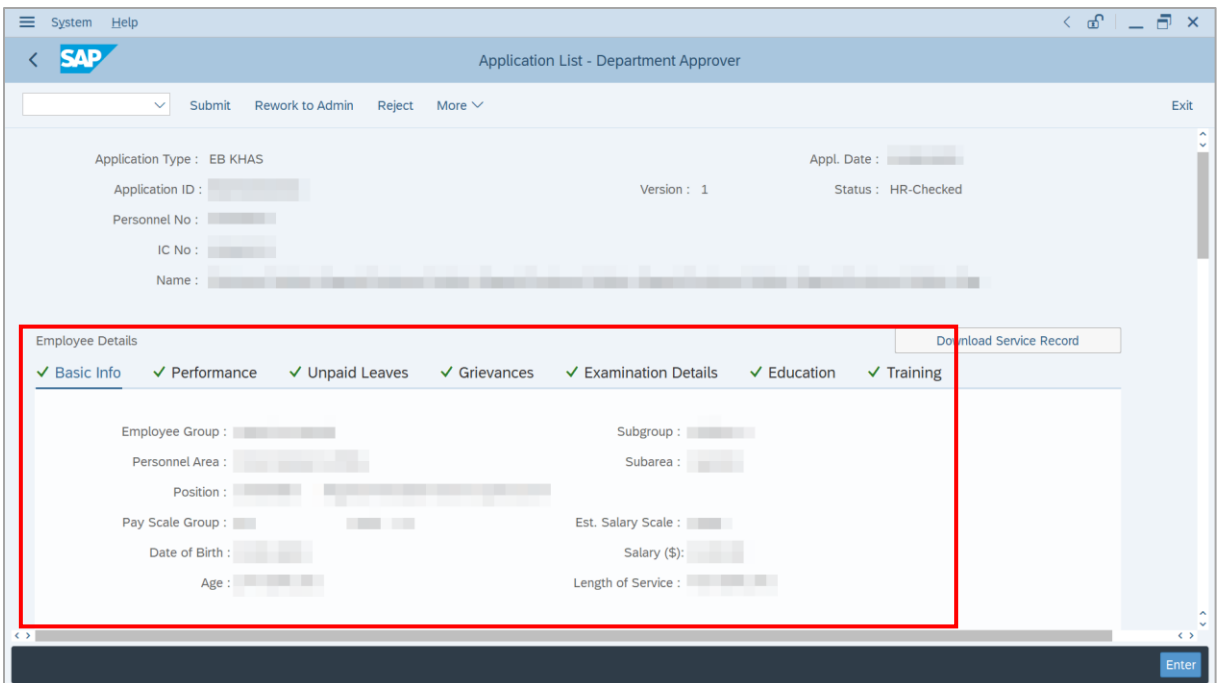


6. Select application with “**HR-Checked**” status and click on **Radio** button.
7. Click on **Change** icon.



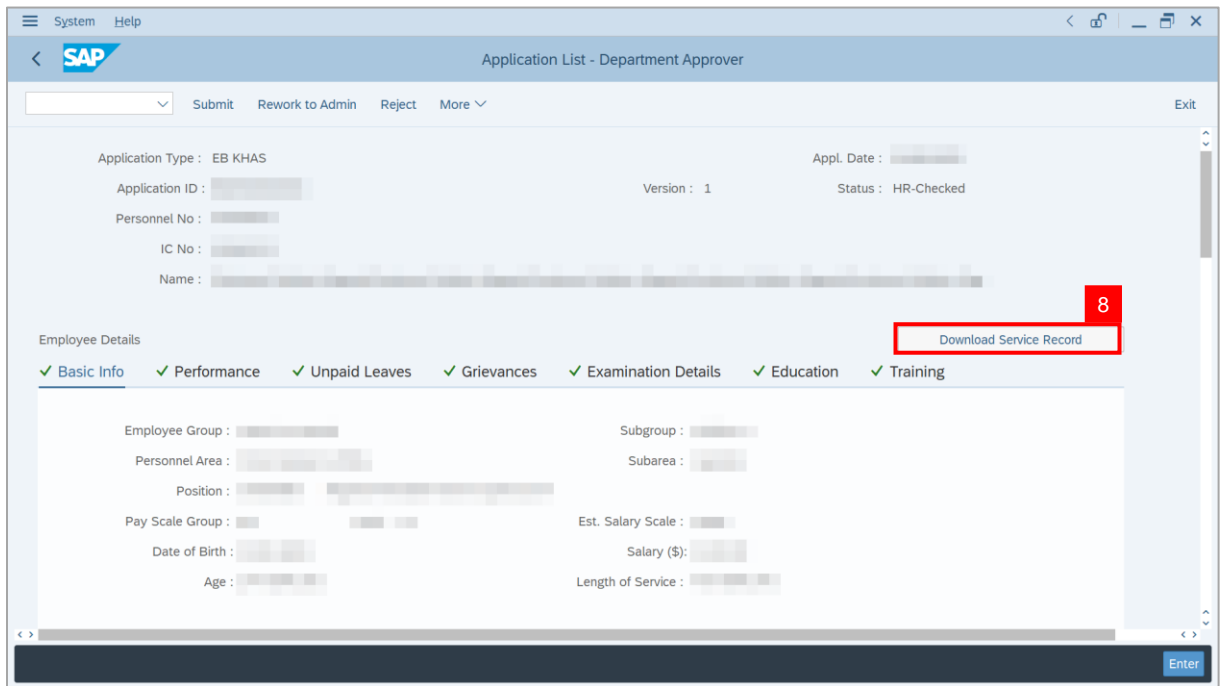
**Note (i):** The Application List – Department Approver page will be displayed.

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





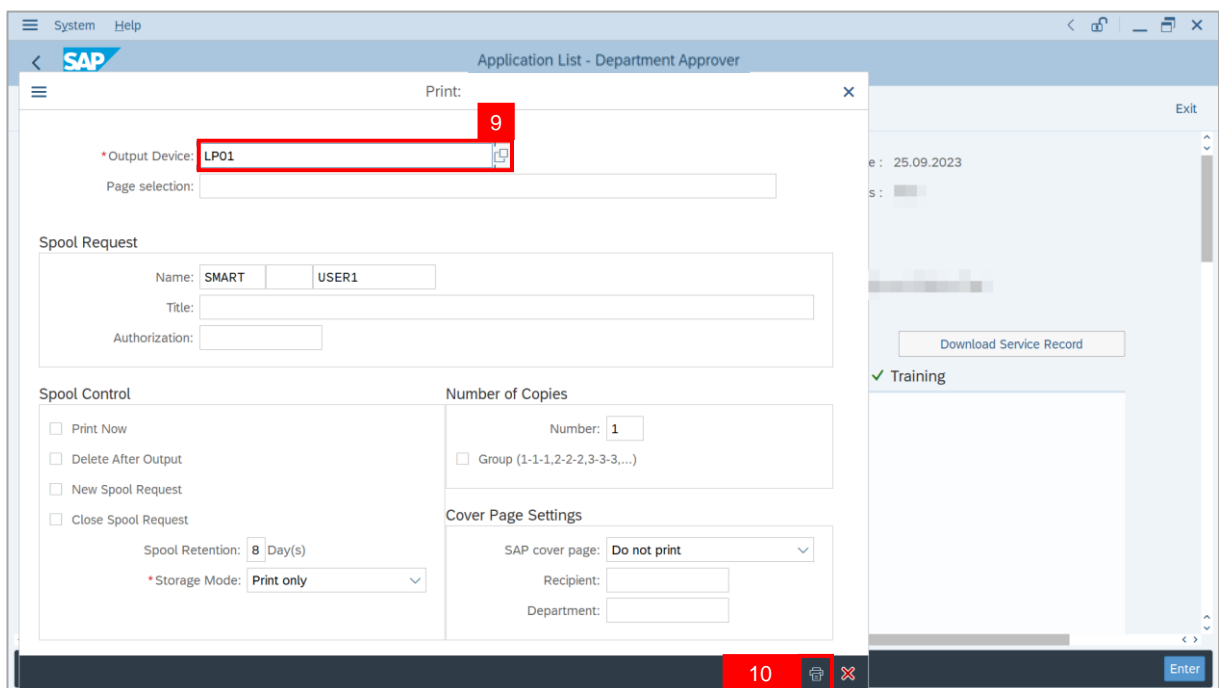
8. Click on **Download Service Record** button.



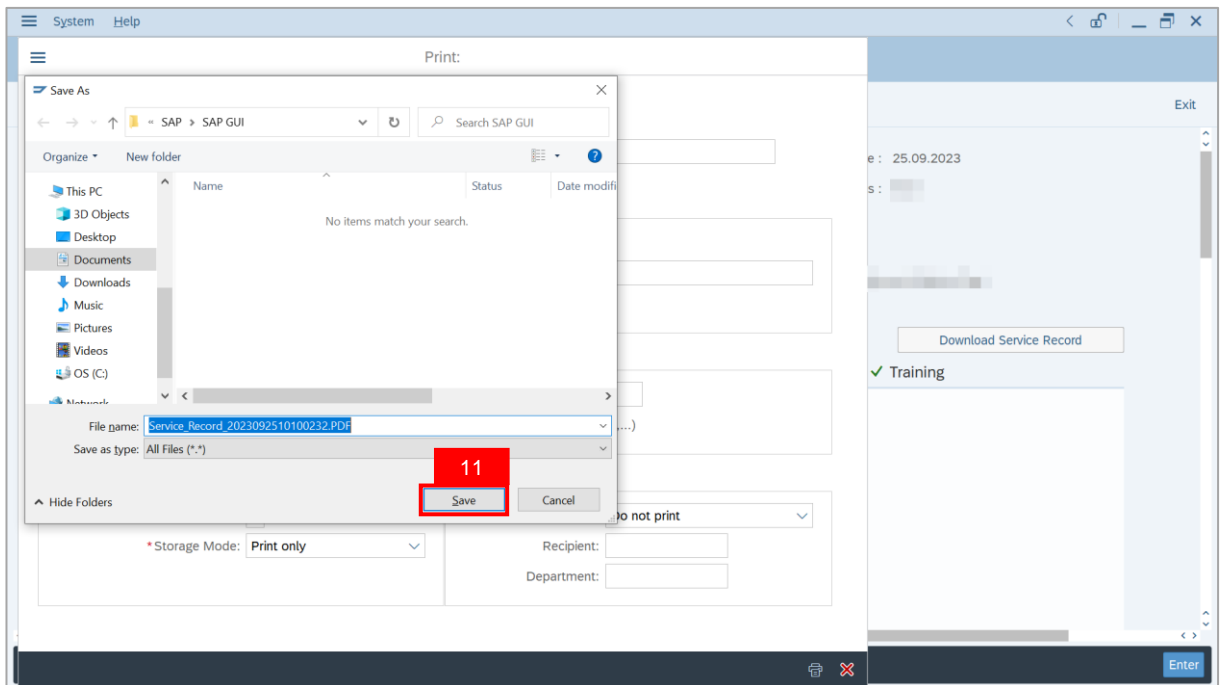
**Note:** The **Print** page will be displayed.

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

10. Click on **Print** icon.

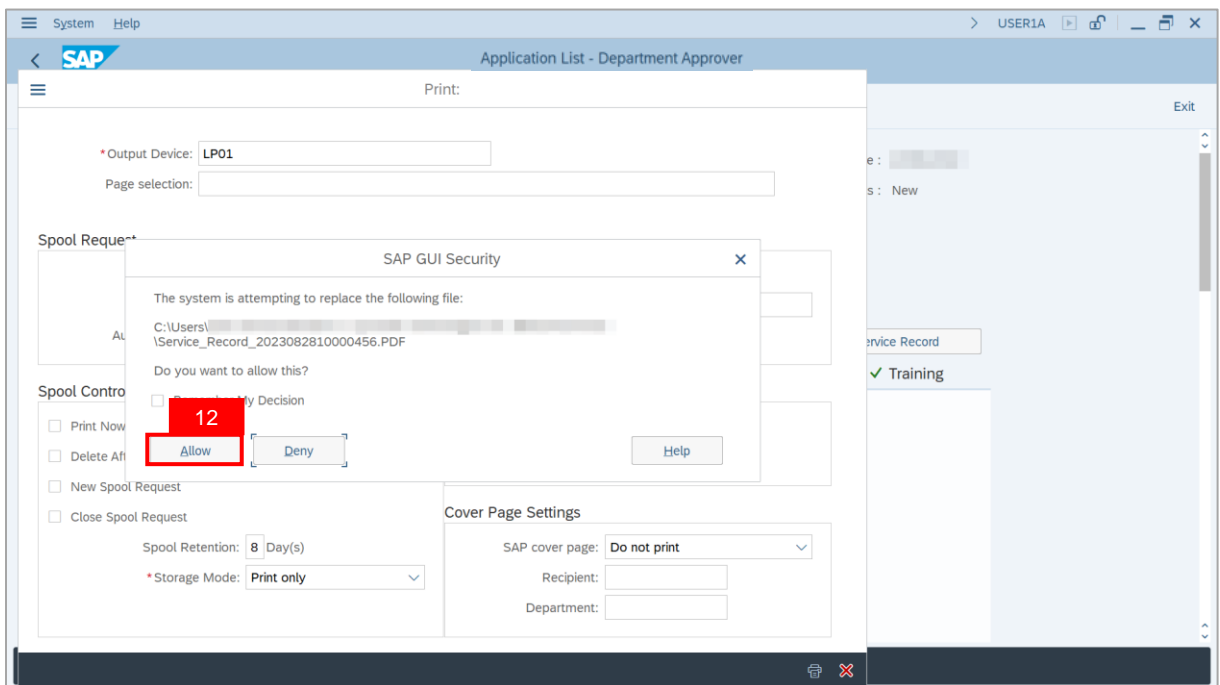


11. Select **File Location** and click on **Save** button.

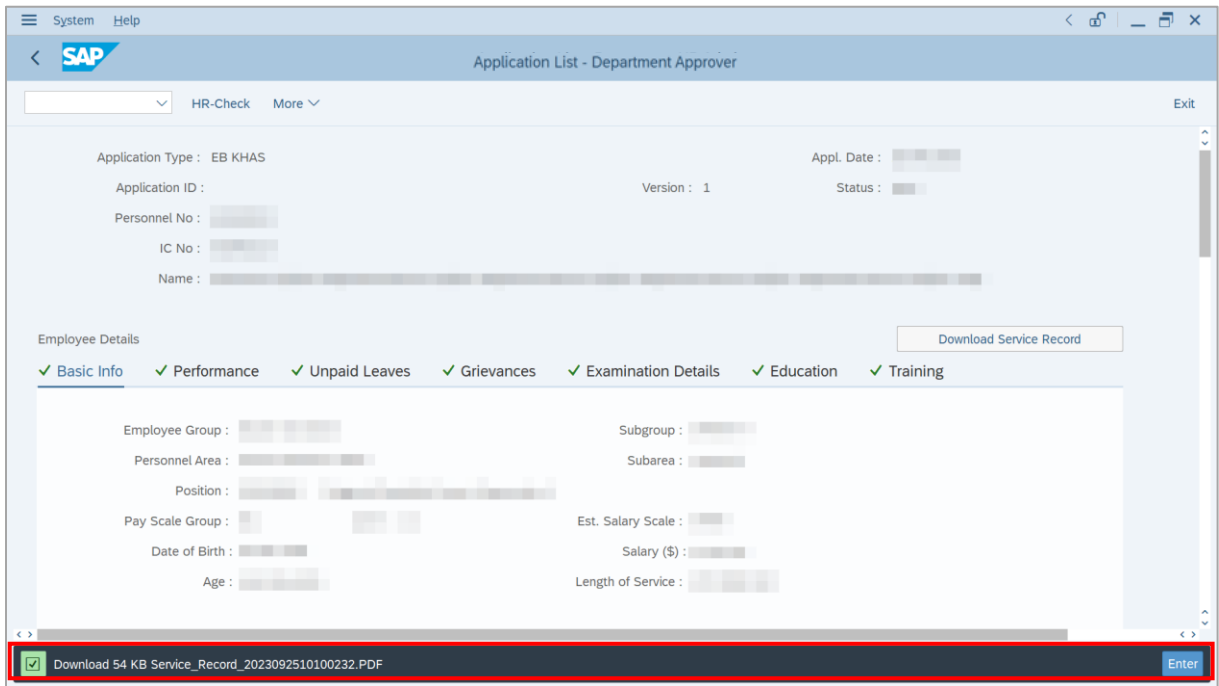


**Note:** The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.



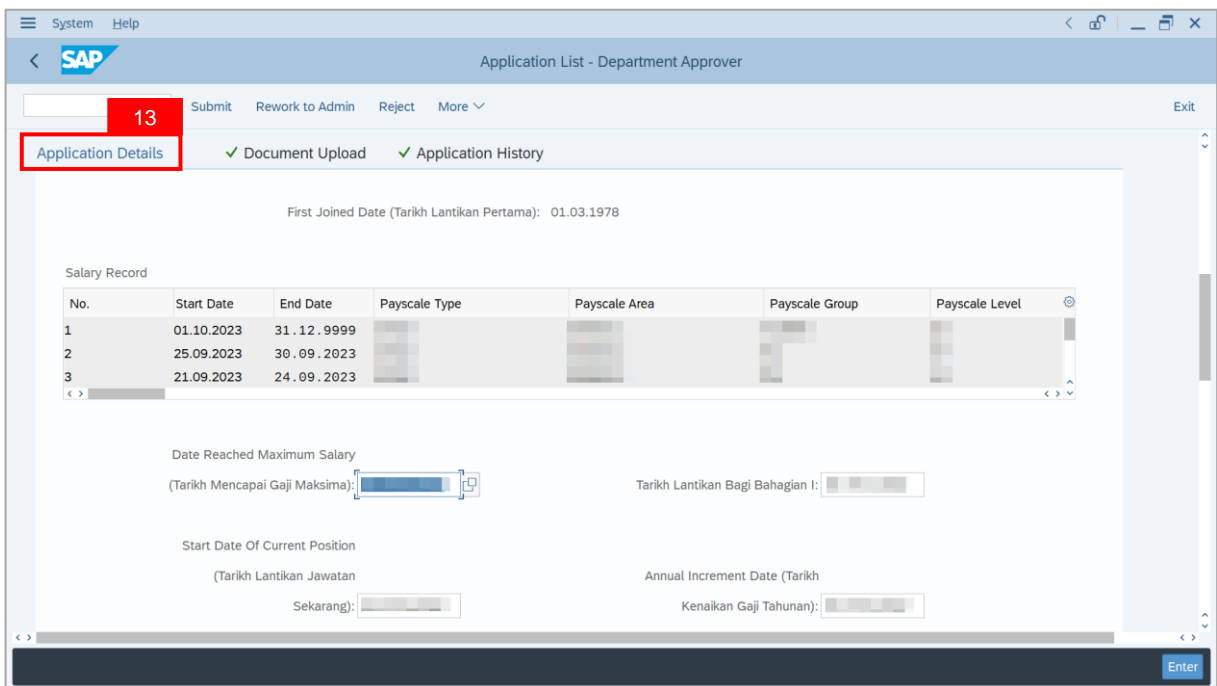
**Note:** The **Service Record** has successfully been downloaded.



The screenshot shows the SAP GUI interface for 'Application List - Department Approver'. The application type is 'EB KHAS'. The 'Download Service Record' button is highlighted in red. Below the button, a download notification is visible: 'Download 54 KB Service\_Record\_2023092510100232.PDF'.

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

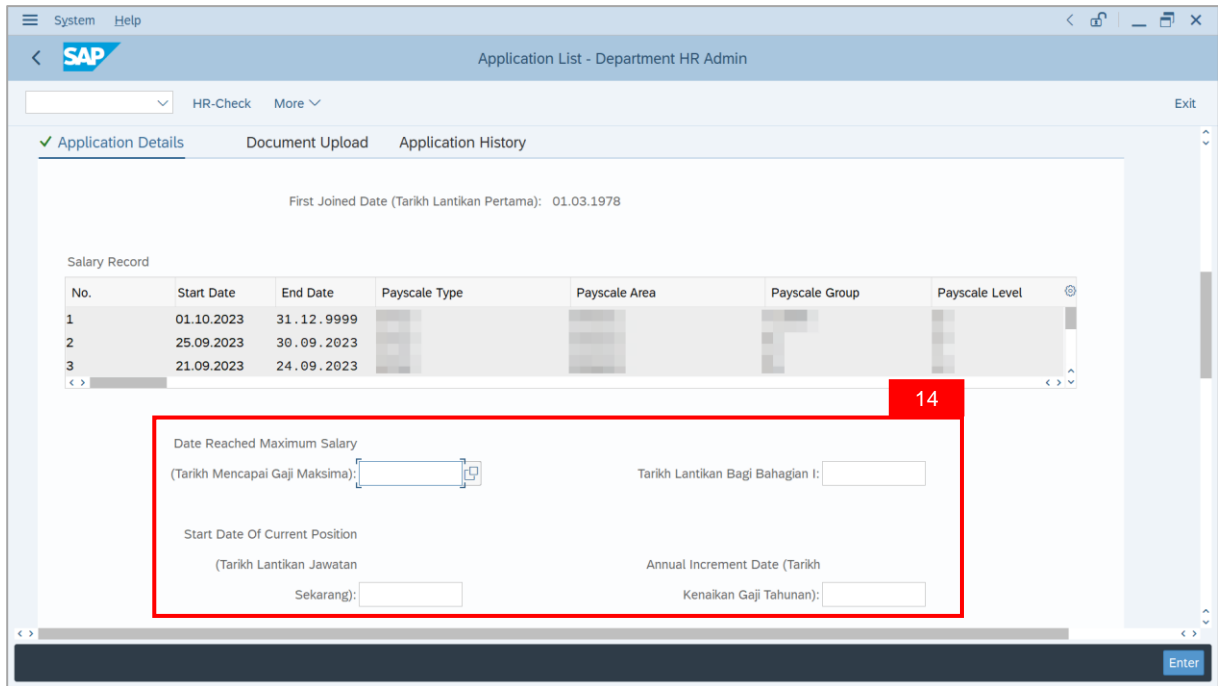
**Note:** **Department Approver** may review employee's **First Joined Date** and **Salary Record**.



The screenshot shows the SAP GUI interface for 'Application List - Department Approver' with the 'Application Details' tab selected. The 'Application Details' tab is highlighted in red. The 'Salary Record' table is visible, showing columns for No., Start Date, End Date, Payscale Type, Payscale Area, Payscale Group, and Payscale Level. The 'First Joined Date (Tarikh Lantikan Pertama)' is 01.03.1978.

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

14. Review the following details.



Application List - Department HR Admin

HR-Check More

Application Details Document Upload Application History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

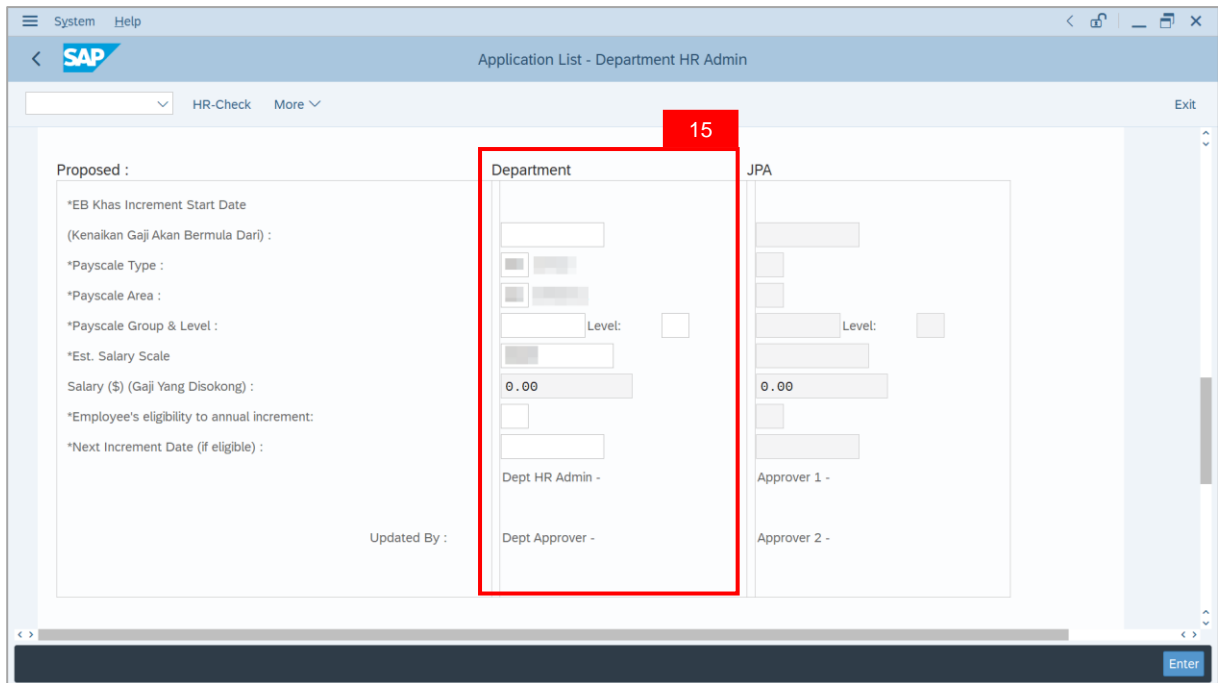
Date Reached Maximum Salary  
(Tarikh Mencapai Gaji Maksima):  Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position  
(Tarikh Lantikan Jawatan Sekarang):  Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

14

Enter

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



Application List - Department HR Admin

HR-Check More

Proposed :

\*EB Khas Increment Start Date  
(Kenaikan Gaji Akan Bermula Dari) :

\*Payscale Type :

\*Payscale Area :

\*Payscale Group & Level :

\*Est. Salary Scale

Salary (\$) (Gaji Yang Disokong) :

\*Employee's eligibility to annual increment:

\*Next Increment Date (if eligible) :

Updated By :

Department

JPA

Dept HR Admin -

Dept Approver -

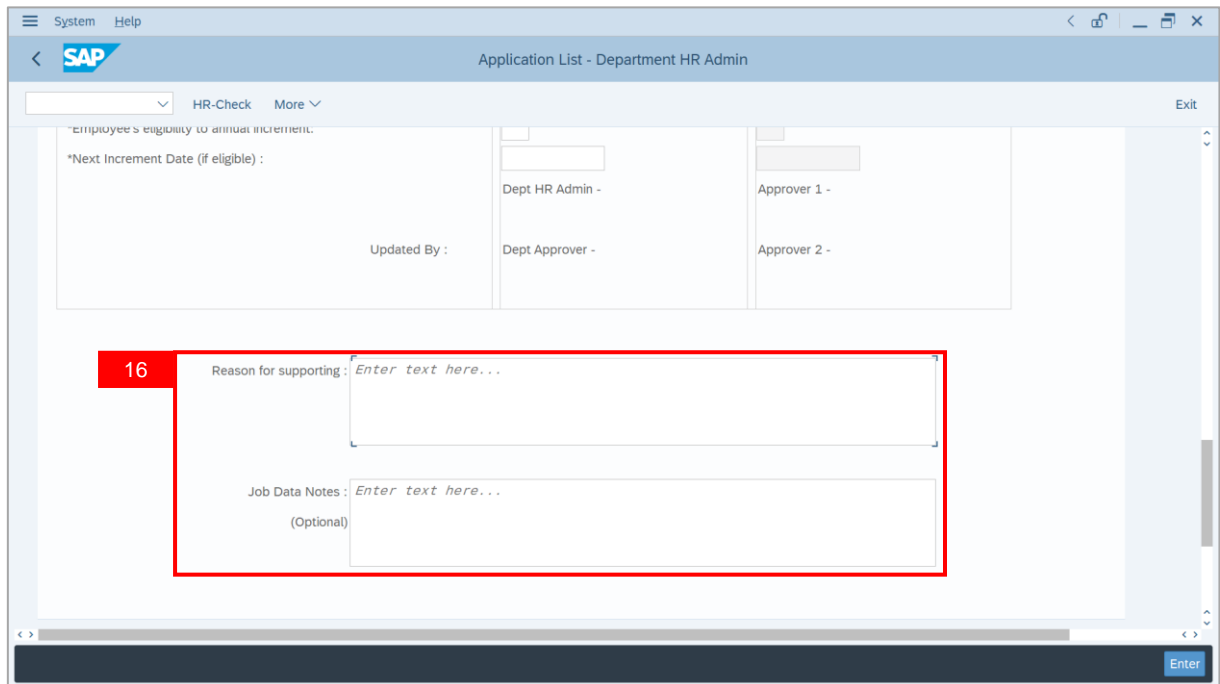
Approver 1 -

Approver 2 -

15

Enter

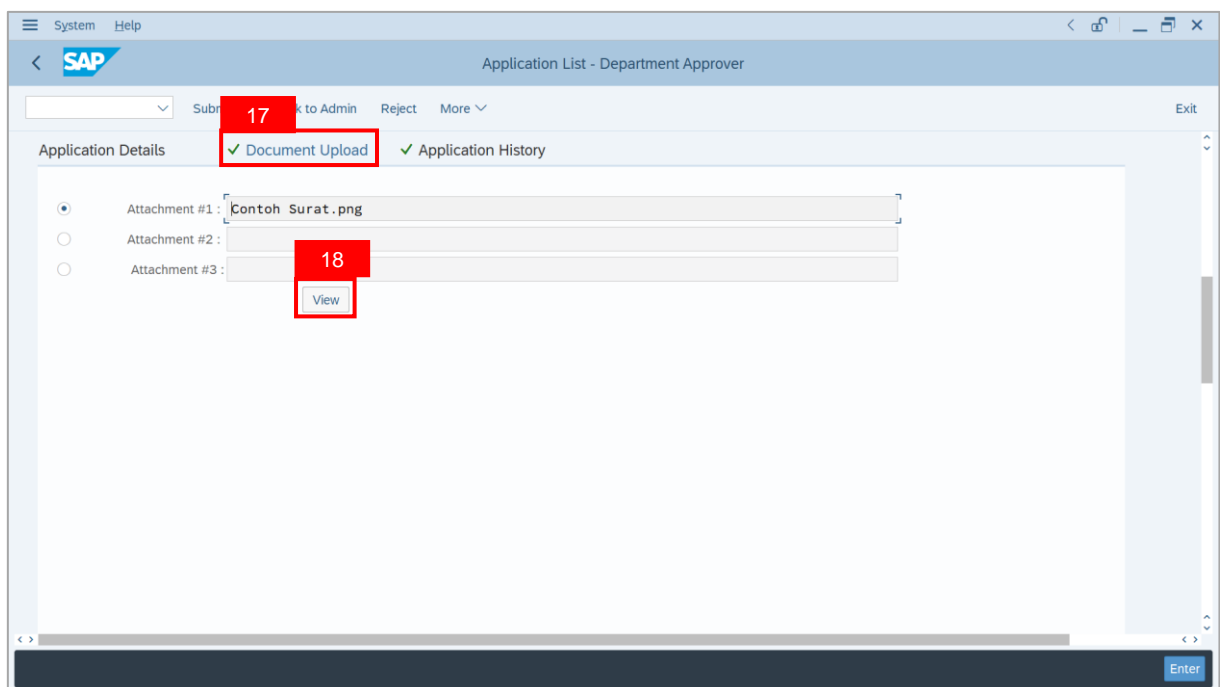
## 16. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP HR-Check application form. The form is titled "Application List - Department HR Admin". It contains several fields for data entry, including "Next Increment Date (if eligible)", "Dept HR Admin", "Dept Approver", "Approver 1", and "Approver 2". A red box highlights the "Reason for supporting" and "Job Data Notes (Optional)" fields, which both contain the placeholder text "Enter text here...". A red box with the number "16" is positioned to the left of the "Reason for supporting" field.

## 17. Navigate to Document Upload tab.

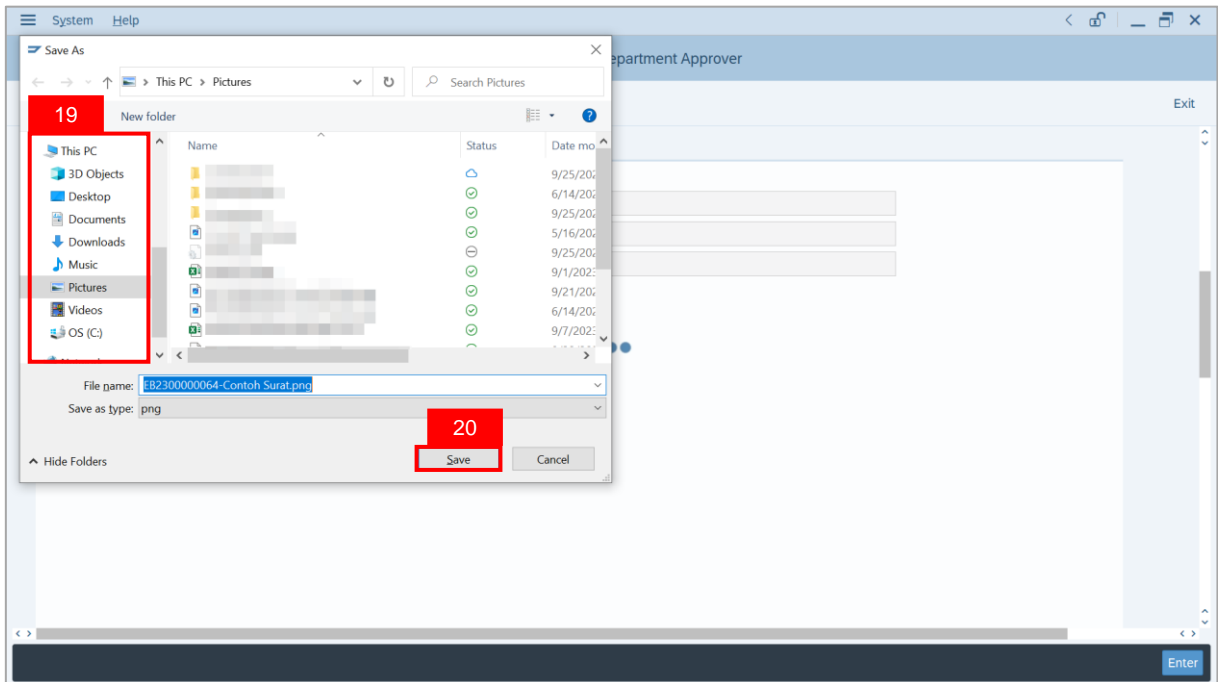
## 18. Select Attachment and click on View button to download.



The screenshot shows the SAP Application List - Department Approver interface. The form is titled "Application List - Department Approver". It contains several tabs, including "Document Upload" and "Application History". The "Document Upload" tab is selected, and a red box with the number "17" is positioned above it. Below the tabs, there are three attachment fields labeled "Attachment #1", "Attachment #2", and "Attachment #3". The first attachment field contains the text "Contoh Surat.png". A red box with the number "18" is positioned above the "View" button, which is located below the first attachment field.

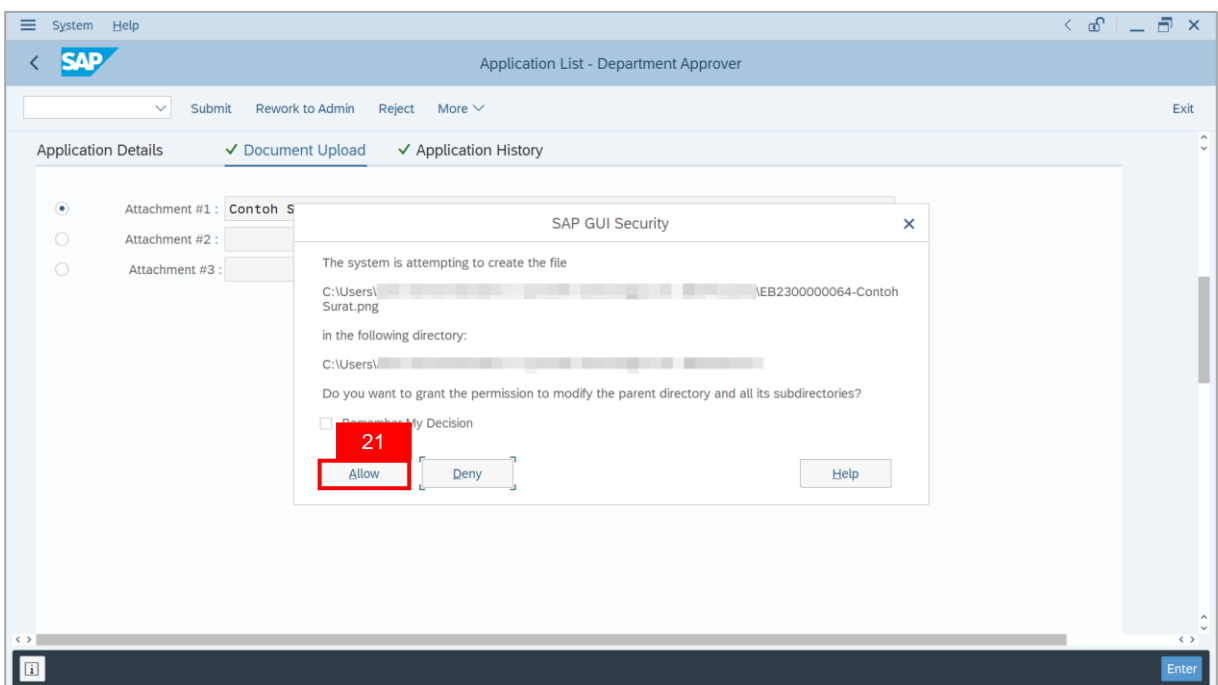
19. Select **File Location**.

20. Click on **Save** button.

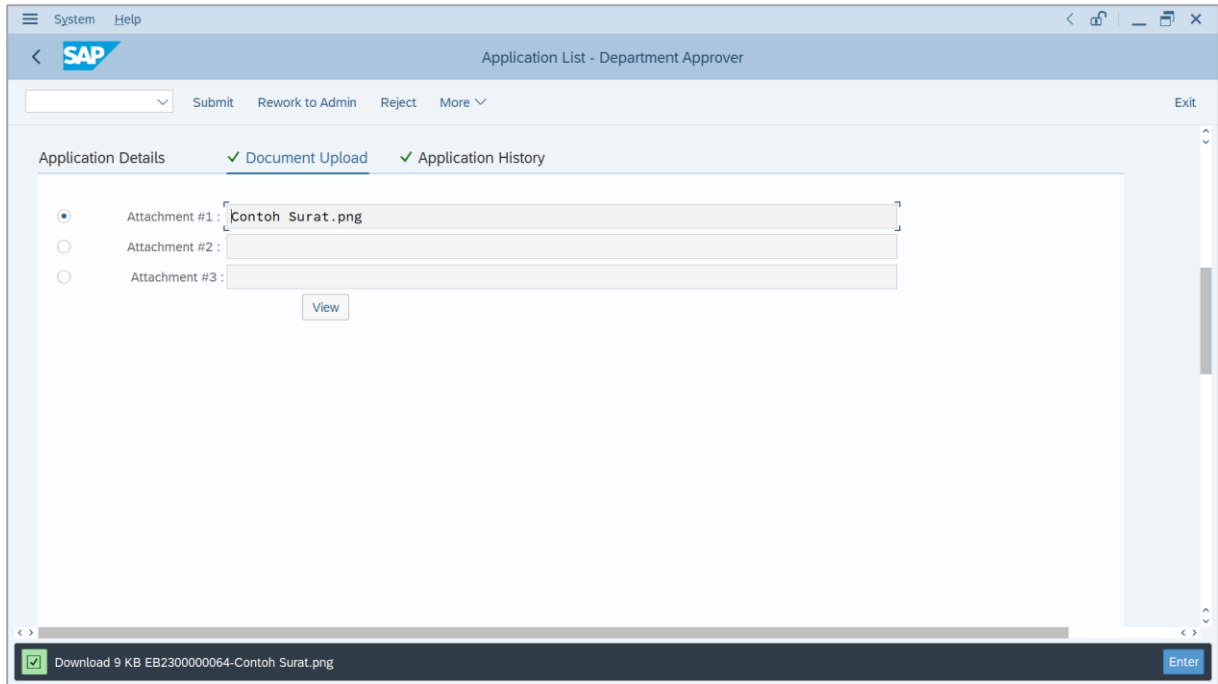


**Note:** The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

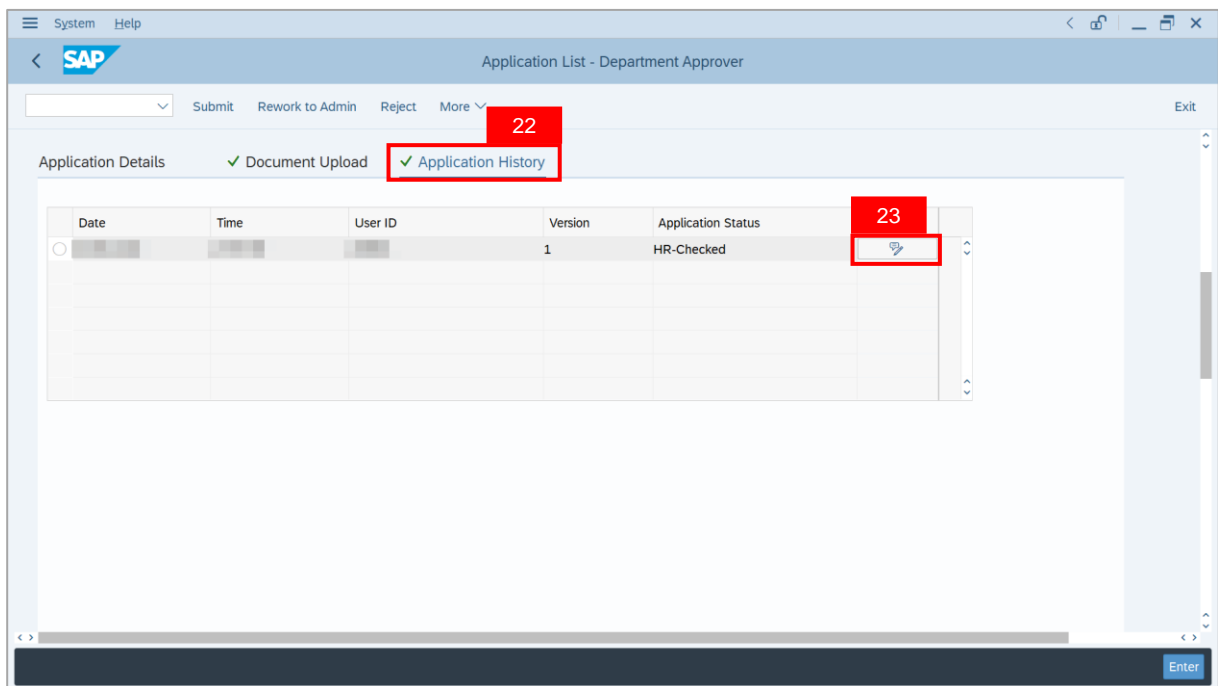


**Note:** The **Attachment** has successfully been downloaded.

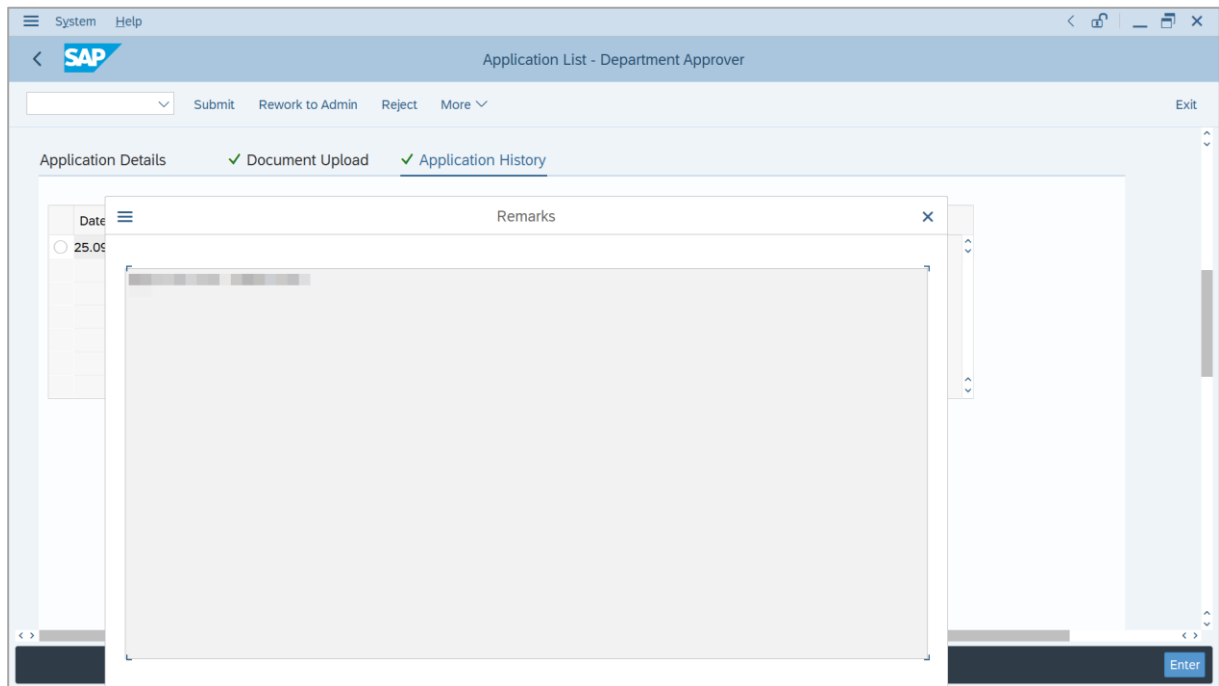


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



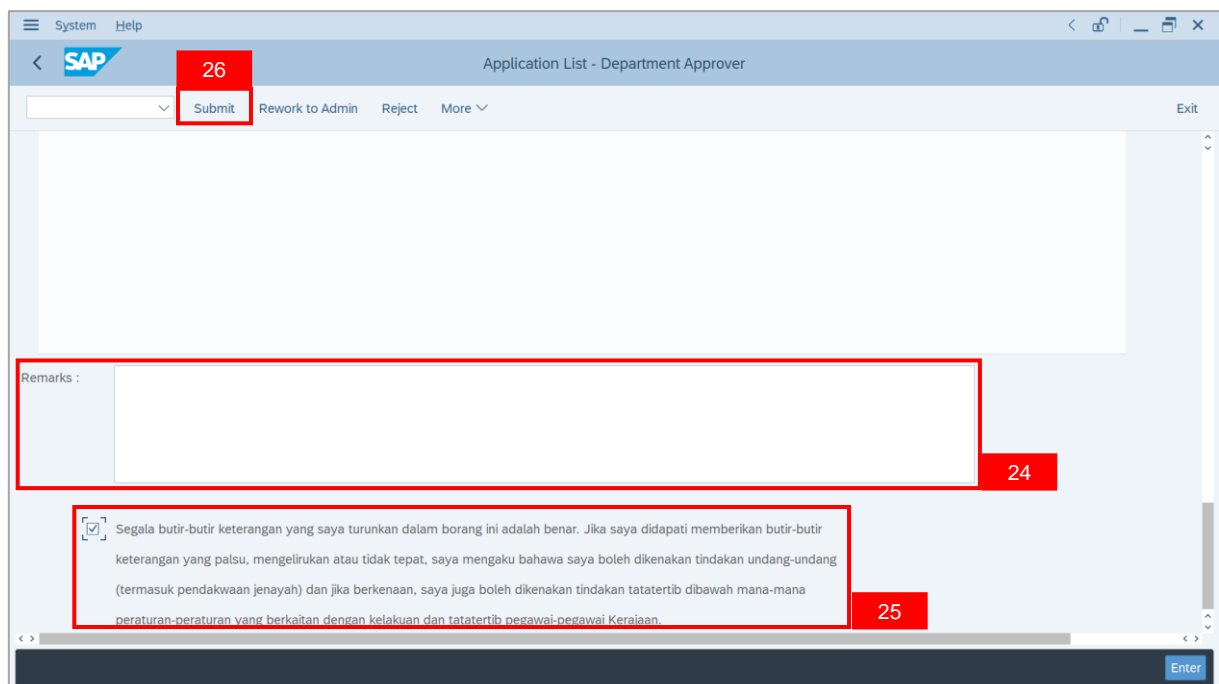
**Note:** The **Remarks** page will be displayed.



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**.

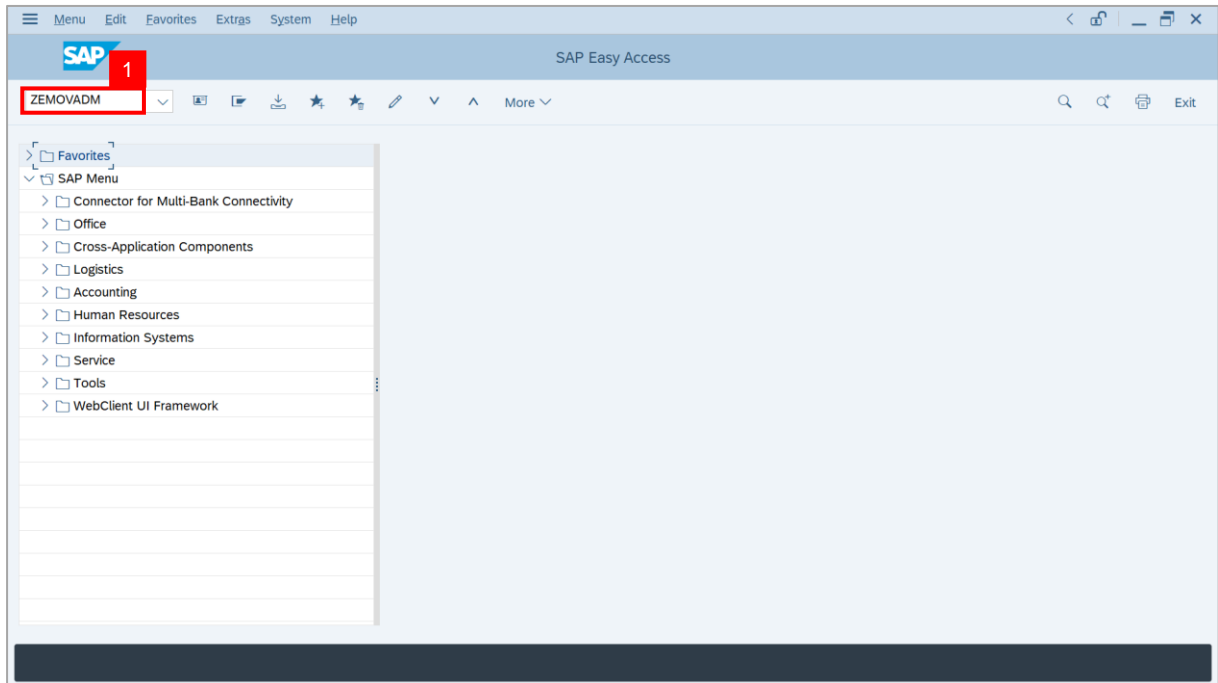
The screenshot shows the SAP GUI interface with a table containing application data. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row is highlighted and contains the values: EB230000, 1, Pending Approval, and several blurred fields for Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Pending Approval	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

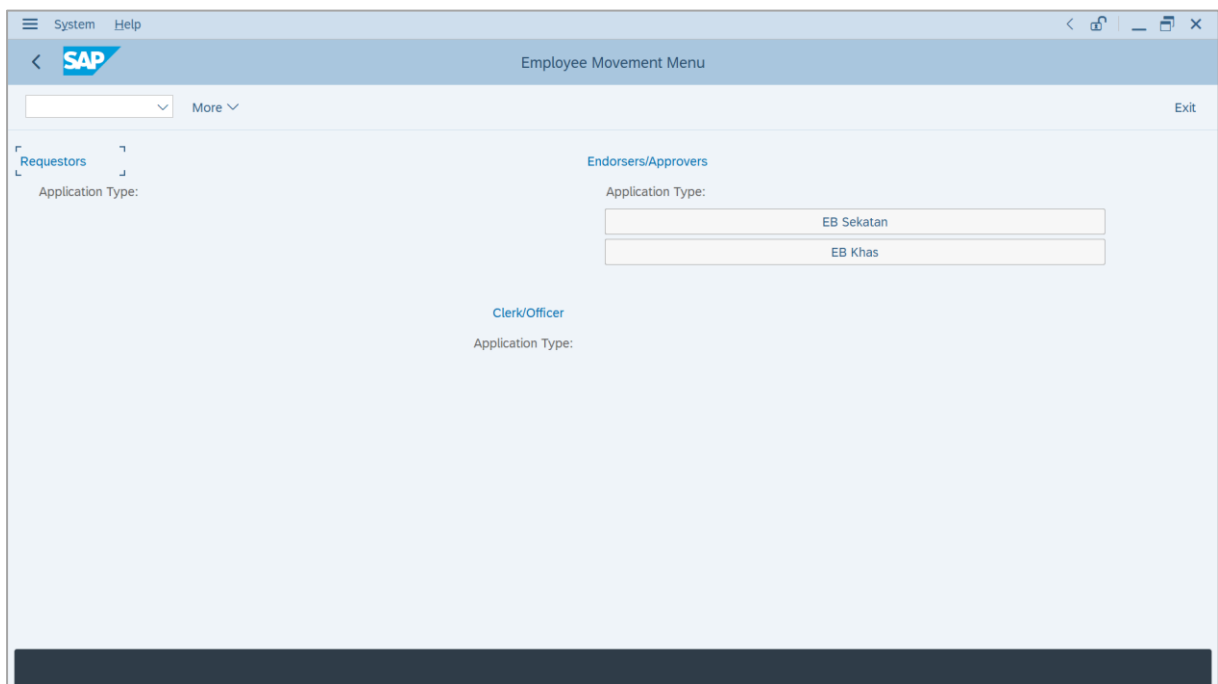
<b>REWORK APPLICATION</b>	<b>Backend User</b>
	Department Approver

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

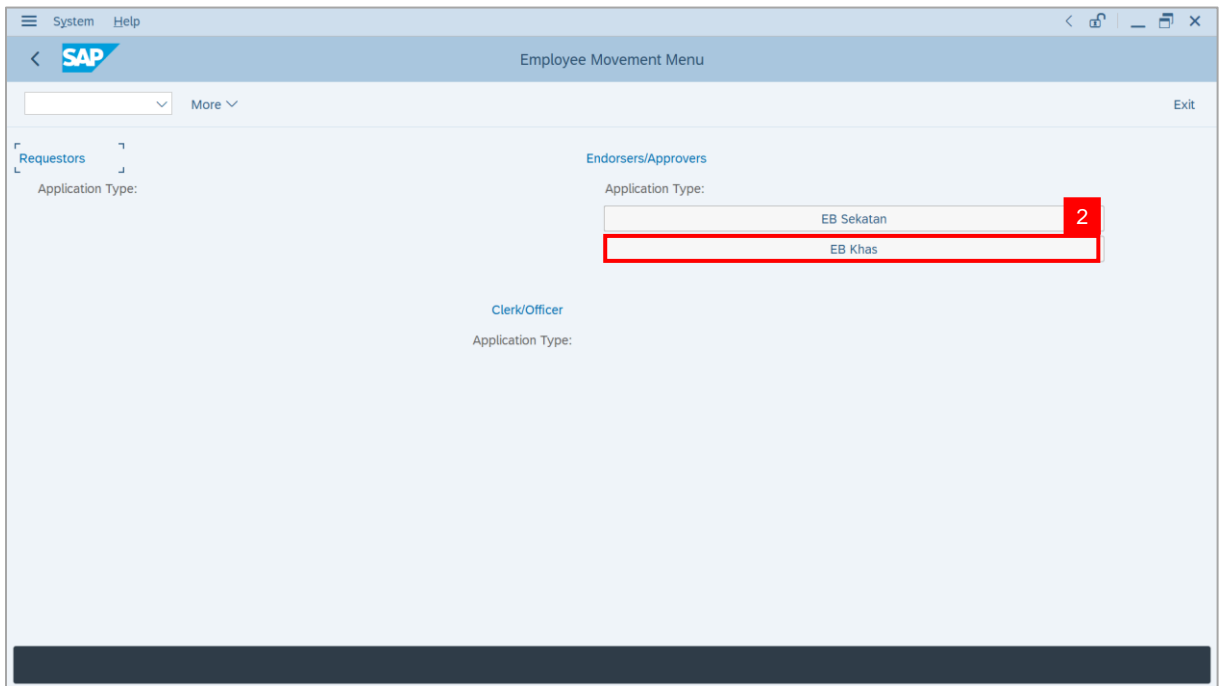
1. Enter **ZEMOVADM** in the search bar.



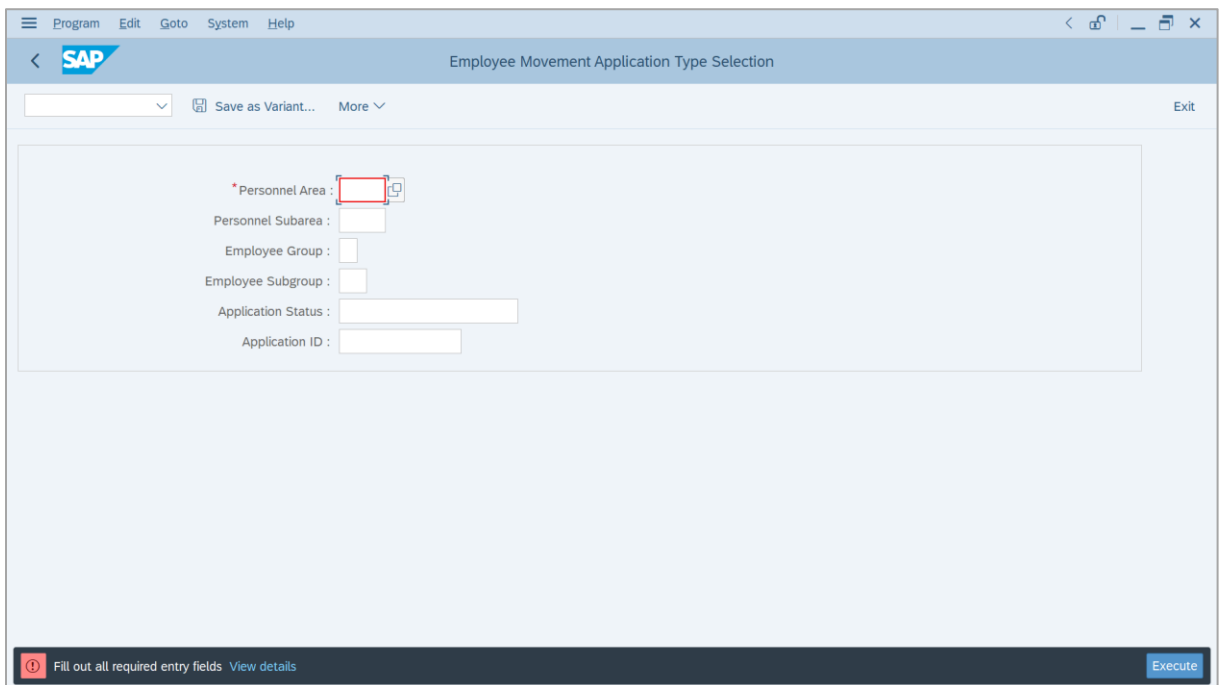
**Note: Employee Movement Menu** page will be displayed.



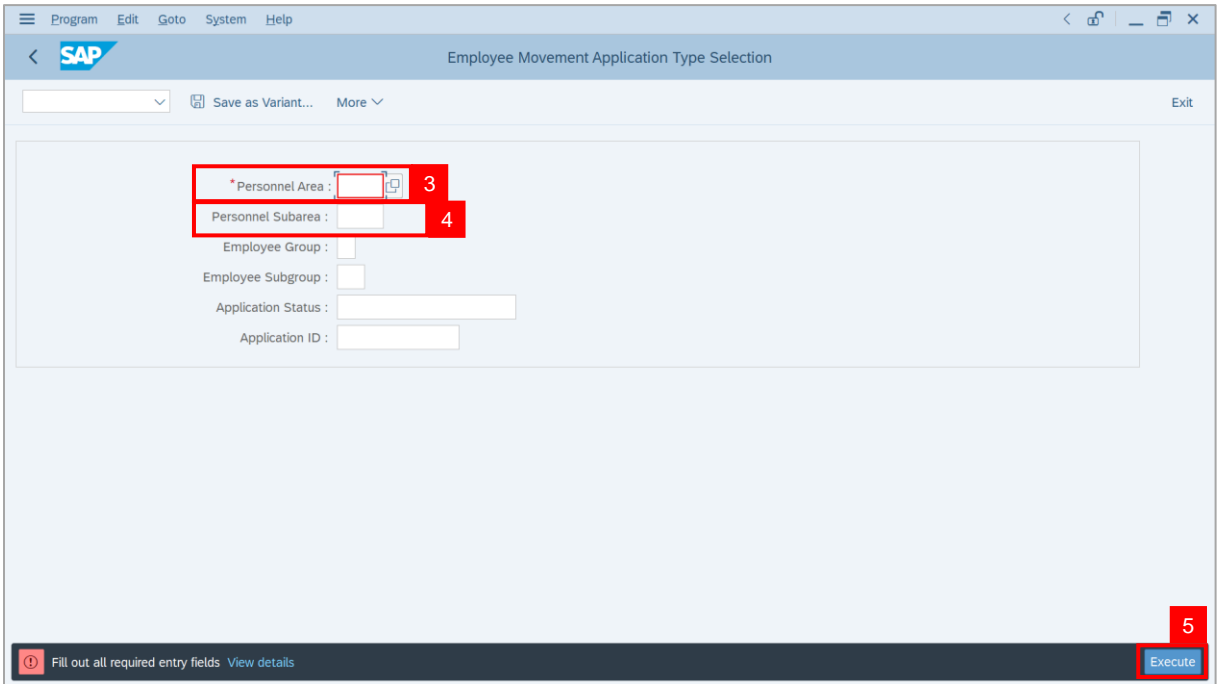
2. Under **Endorsers/Approvers: Application Type**, click on **EB Khas**.



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

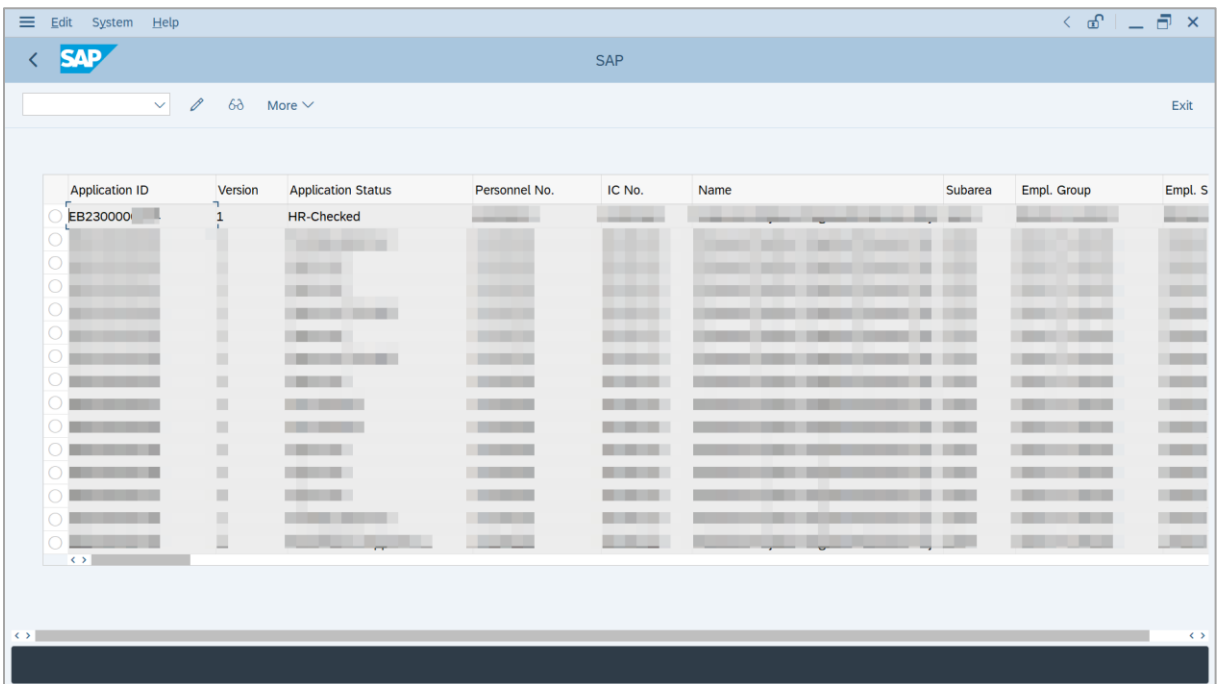


3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



The screenshot shows the SAP Employee Movement Application Type Selection screen. The interface includes a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar, there is a title bar with the SAP logo and the text 'Employee Movement Application Type Selection'. The main area contains several input fields: '\* Personnel Area :', 'Personnel Subarea :', 'Employee Group :', 'Employee Subgroup :', 'Application Status :', and 'Application ID :'. Red boxes and numbers highlight the 'Personnel Area' field (3), the 'Personnel Subarea' field (4), and the 'Execute' button (5) at the bottom right. A status bar at the bottom left displays a warning icon and the text 'Fill out all required entry fields View details'.

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

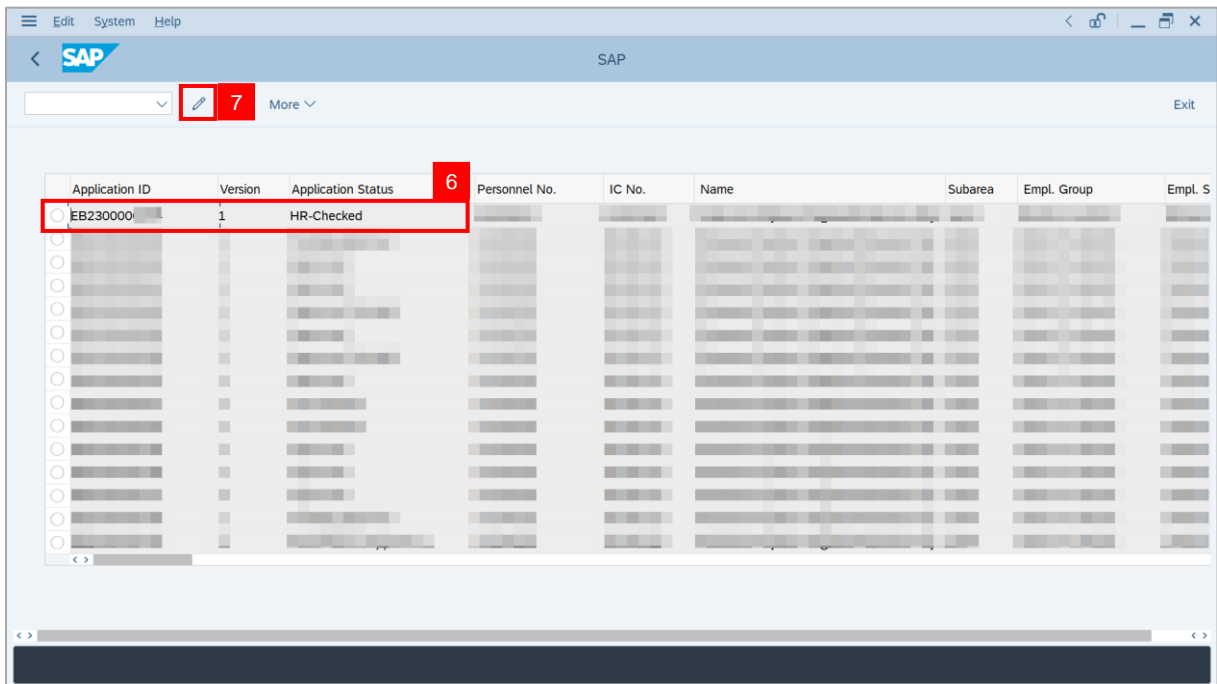


The screenshot shows the SAP Application List – Department Approver screen. The interface includes a menu bar with 'Edit', 'System', and 'Help'. Below the menu bar, there is a title bar with the SAP logo and the text 'SAP'. The main area displays a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The table contains one row with the following data: Application ID: EB230000, Version: 1, Application Status: HR-Checked, Personnel No.: [blurred], IC No.: [blurred], Name: [blurred], Subarea: [blurred], Empl. Group: [blurred], and Empl. S: [blurred]. The table is scrollable, and the bottom of the screen shows a status bar with navigation arrows.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	HR-Checked	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

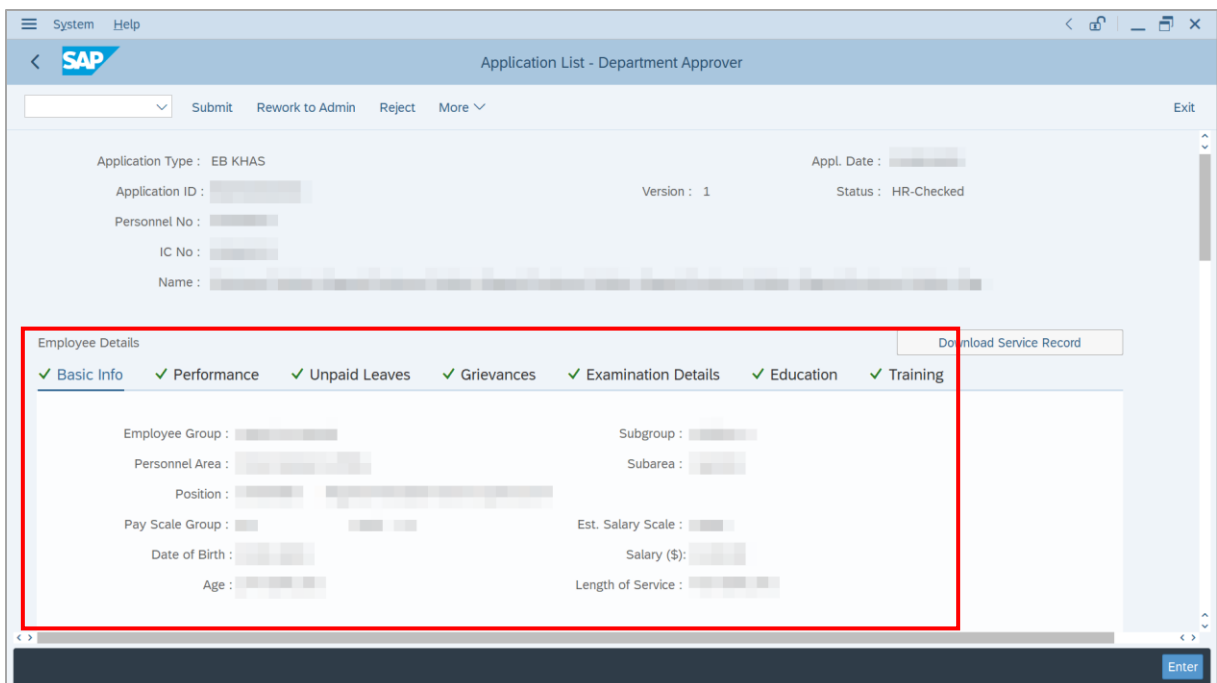
6. Select application with “**HR-Checked**” status and click on **Radio** button.

7. Click on **Change** icon.

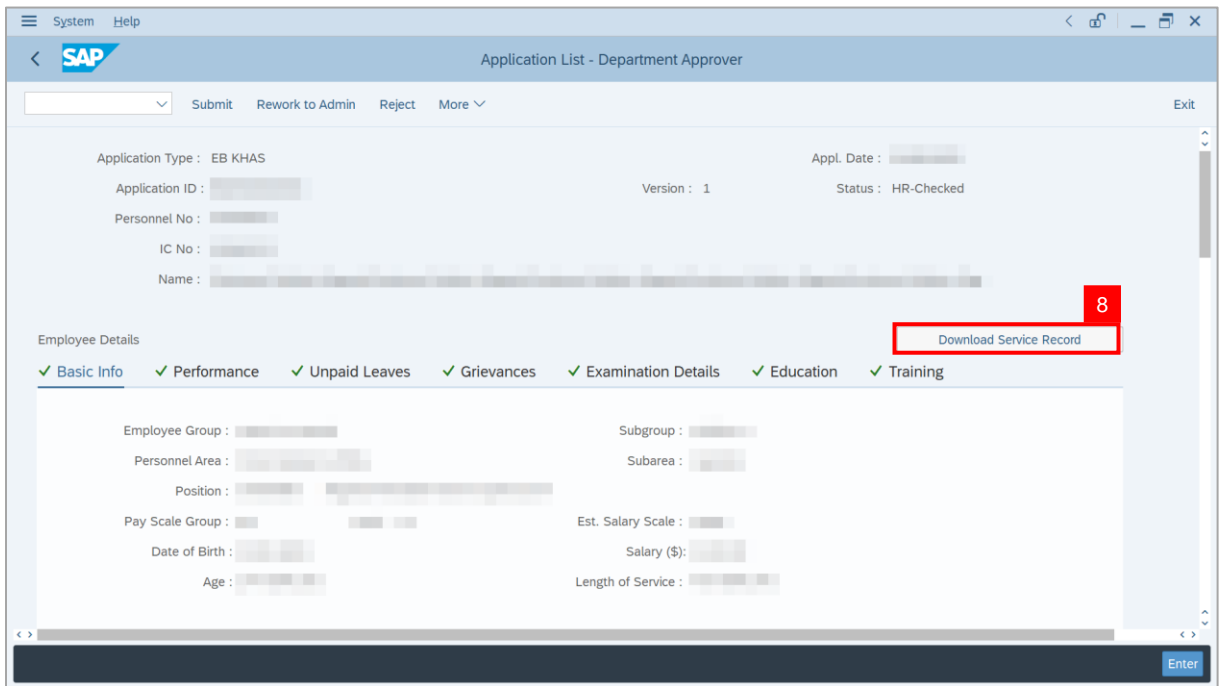


**Note (i):** The Application List – Department Approver page will be displayed.

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



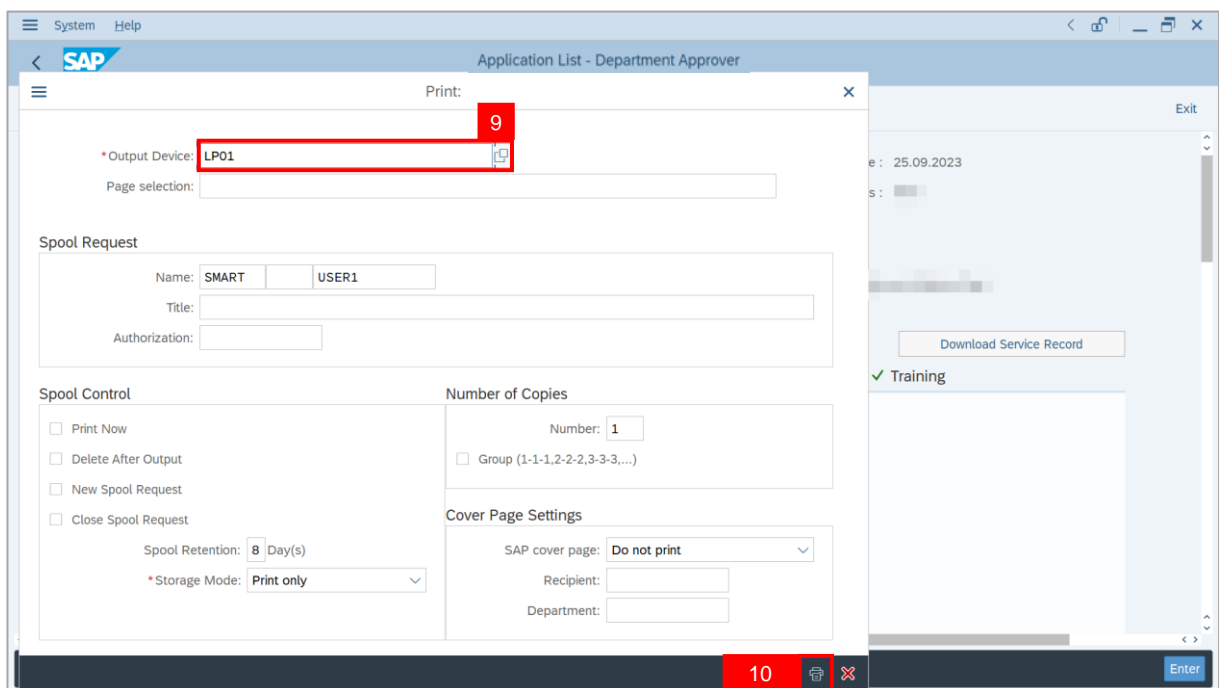
8. Click on **Download Service Record** button.



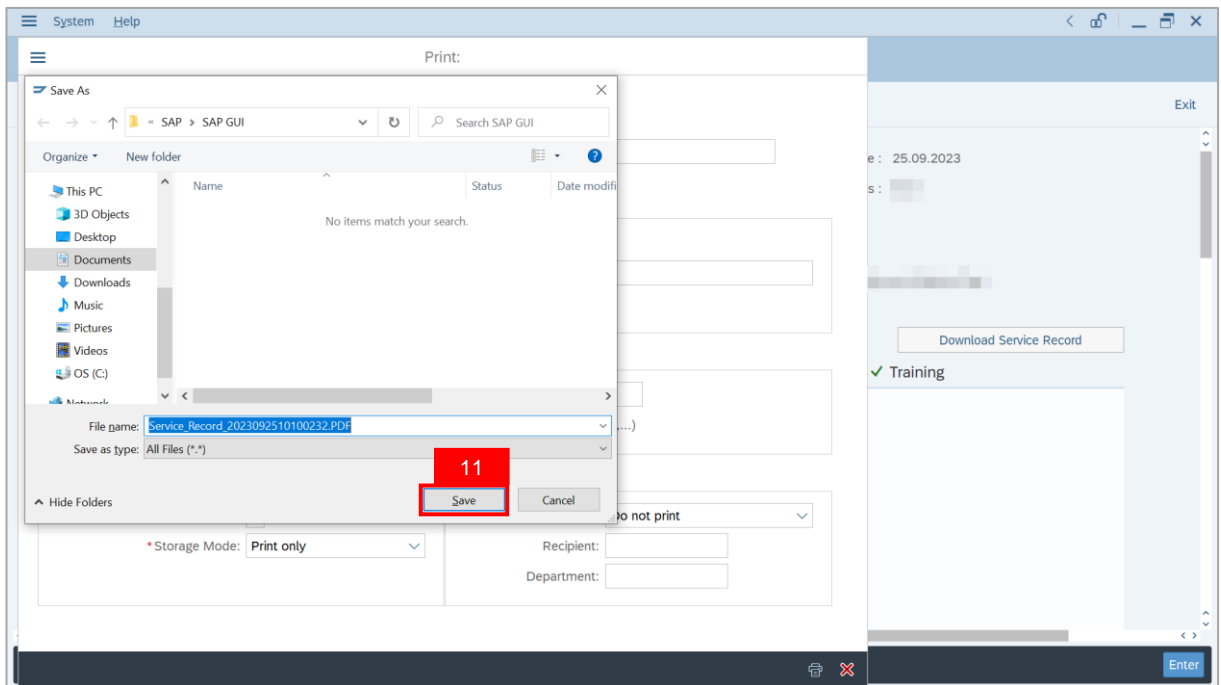
**Note:** The **Print** page will be displayed.

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

10. Click on **Print** icon.

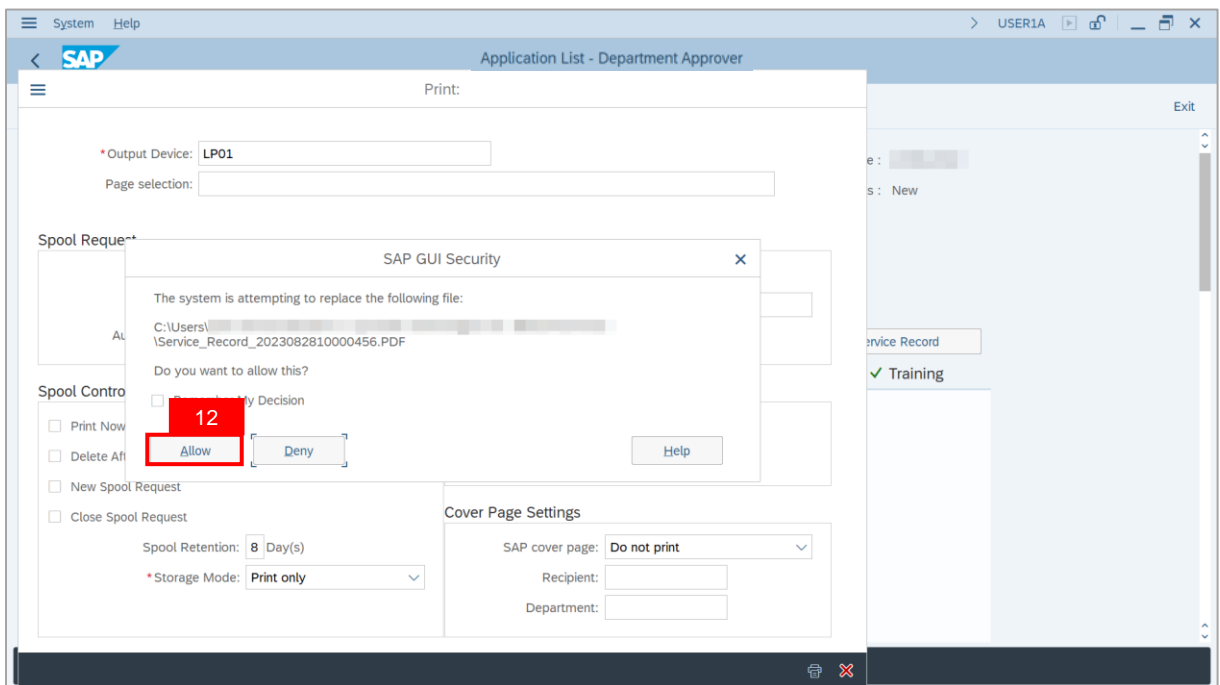


11. Select **File Location** and click on **Save** button.

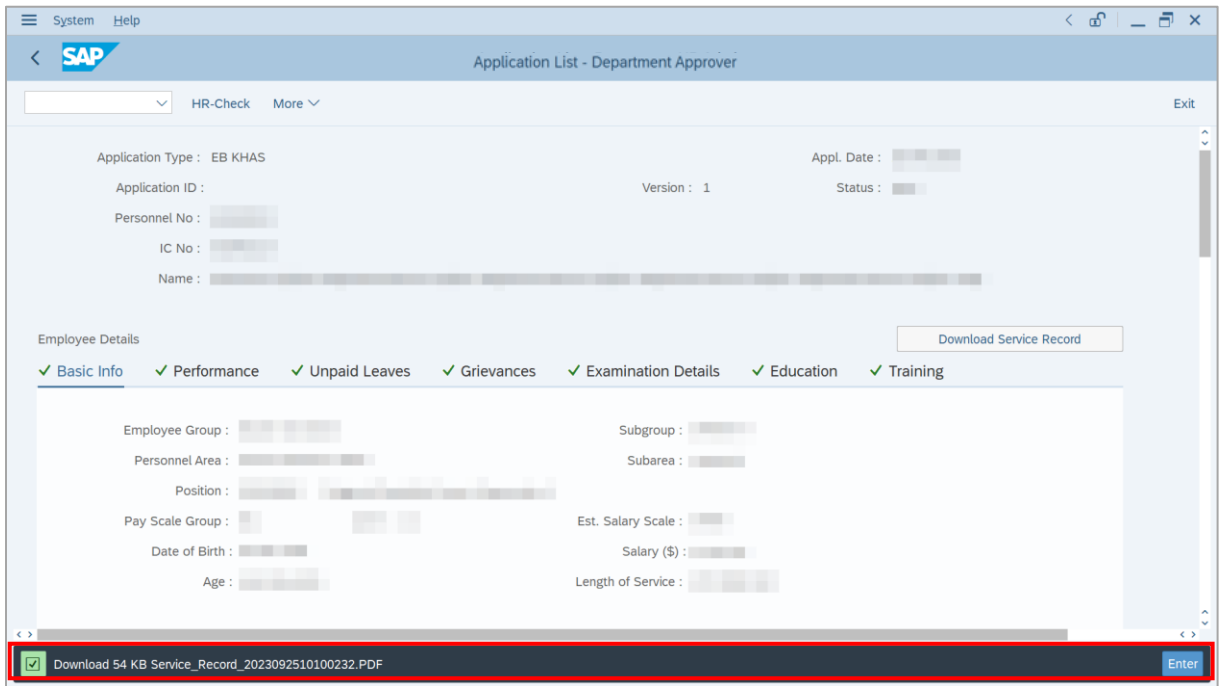


**Note:** The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.



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



Application List - Department Approver

Application Type : EB KHAS      Appl. Date : [Redacted]

Application ID : [Redacted]      Version : 1      Status : [Redacted]

Personnel No : [Redacted]

IC No : [Redacted]

Name : [Redacted]

Employee Details

Download Service Record

Basic Info   Performance   Unpaid Leaves   Grievances   Examination Details   Education   Training

Employee Group : [Redacted]      Subgroup : [Redacted]

Personnel Area : [Redacted]      Subarea : [Redacted]

Position : [Redacted]

Pay Scale Group : [Redacted]      Est. Salary Scale : [Redacted]

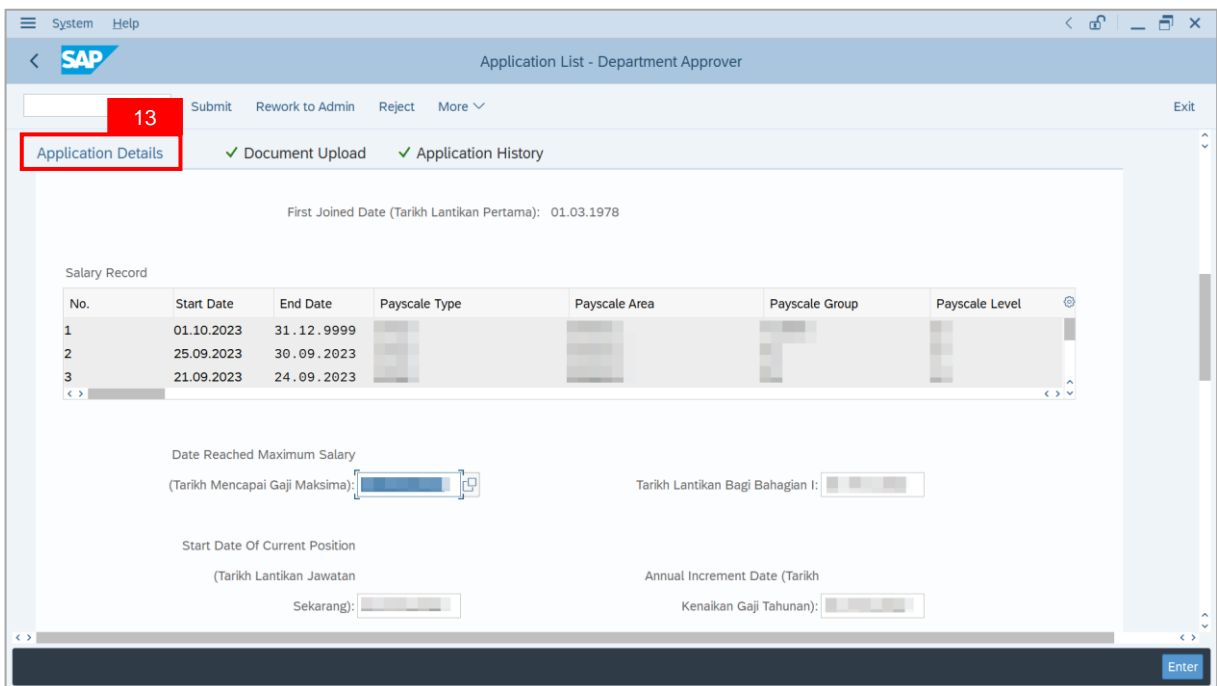
Date of Birth : [Redacted]      Salary (\$) : [Redacted]

Age : [Redacted]      Length of Service : [Redacted]

Download 54 KB Service\_Record\_2023092510100232.PDF      Enter

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

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



Application List - Department Approver

Submit   Rework to Admin   Reject   More

13

Application Details   Document Upload   Application History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2	25.09.2023	30.09.2023	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3	21.09.2023	24.09.2023	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Date Reached Maximum Salary  
(Tarikh Mencapai Gaji Maksima): [Redacted]

Tarikh Lantikan Bagi Bahagian I: [Redacted]

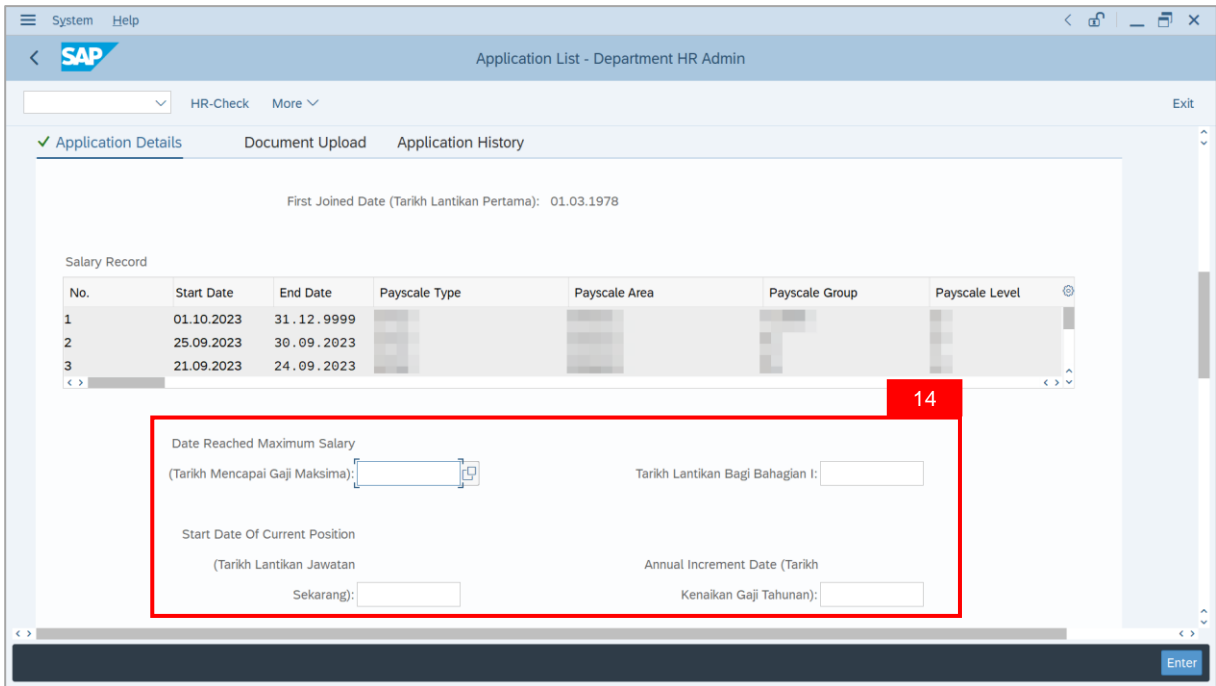
Start Date Of Current Position  
(Tarikh Lantikan Jawatan):  
Sekarang: [Redacted]

Annual Increment Date (Tarikh)  
Kenaikan Gaji Tahunan: [Redacted]

Enter



14. Review the following details.



Application List - Department HR Admin

HR-Check More

Application Details Document Upload Application History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

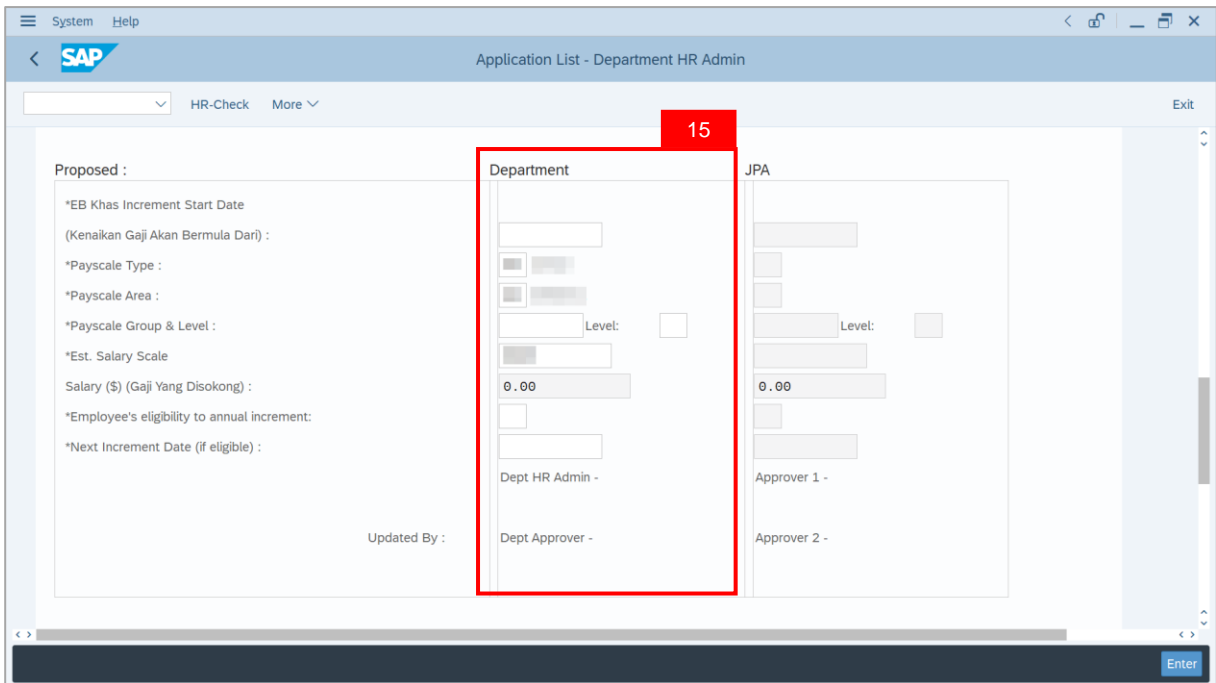
Date Reached Maximum Salary  
(Tarikh Mencapai Gaji Maksima):  Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position  
(Tarikh Lantikan Jawatan Sekarang):  Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

14

Enter

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



Application List - Department HR Admin

HR-Check More

Proposed :

\*EB Khas Increment Start Date  
(Kenaikan Gaji Akan Bermula Dari) :

\*Payscale Type :

\*Payscale Area :

\*Payscale Group & Level :

\*Est. Salary Scale

Salary (\$) (Gaji Yang Disokong) :

\*Employee's eligibility to annual increment:

\*Next Increment Date (if eligible) :

Updated By :

Department

JPA

Dept HR Admin -

Dept Approver -

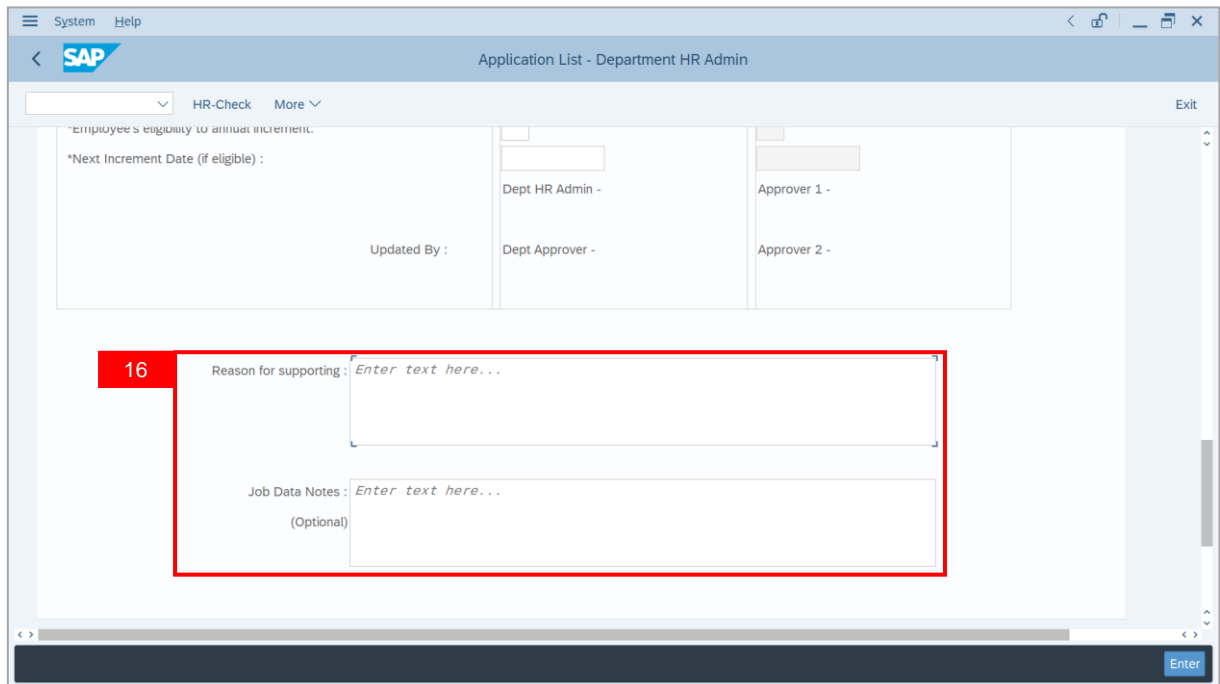
Approver 1 -

Approver 2 -

15

Enter

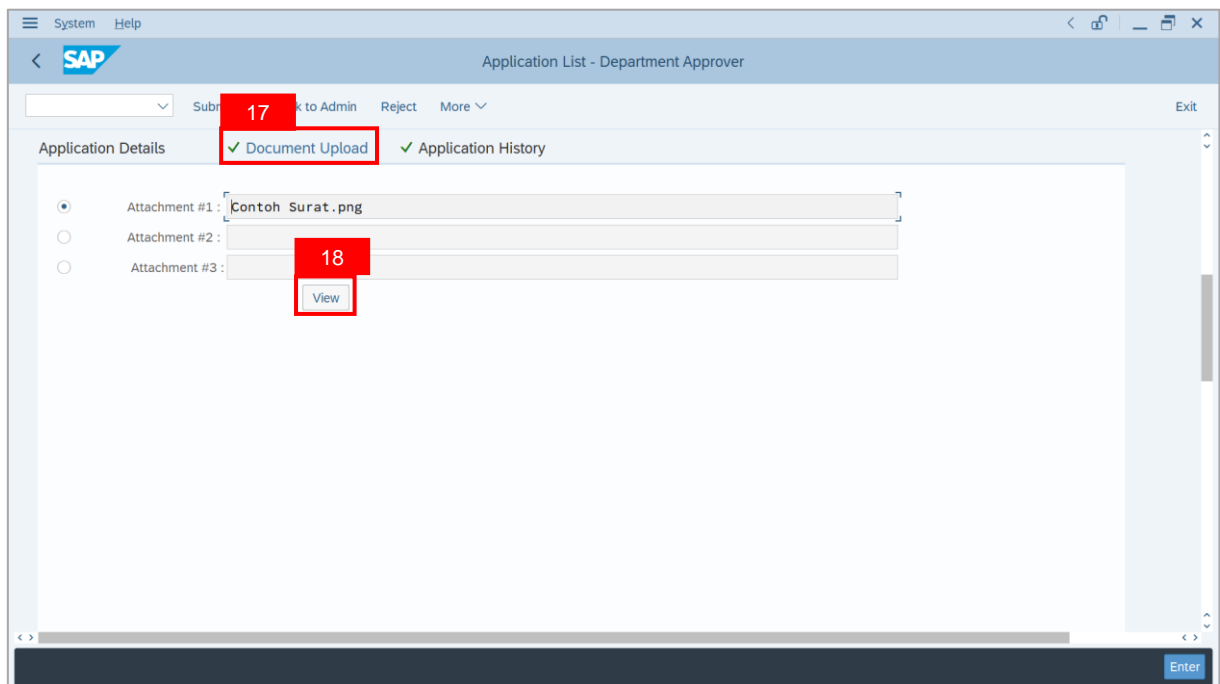
## 16. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP Application List interface for the Department HR Admin. The main content area contains several input fields. A red box labeled '16' highlights two text input fields: 'Reason for supporting : Enter text here...' and 'Job Data Notes : Enter text here... (Optional)'. Other visible fields include 'Next Increment Date (if eligible)', 'Dept HR Admin', 'Dept Approver', 'Approver 1', and 'Approver 2'. The top navigation bar includes 'System', 'Help', and 'Exit' buttons. The bottom right corner has an 'Enter' button.

## 17. Navigate to Document Upload tab.

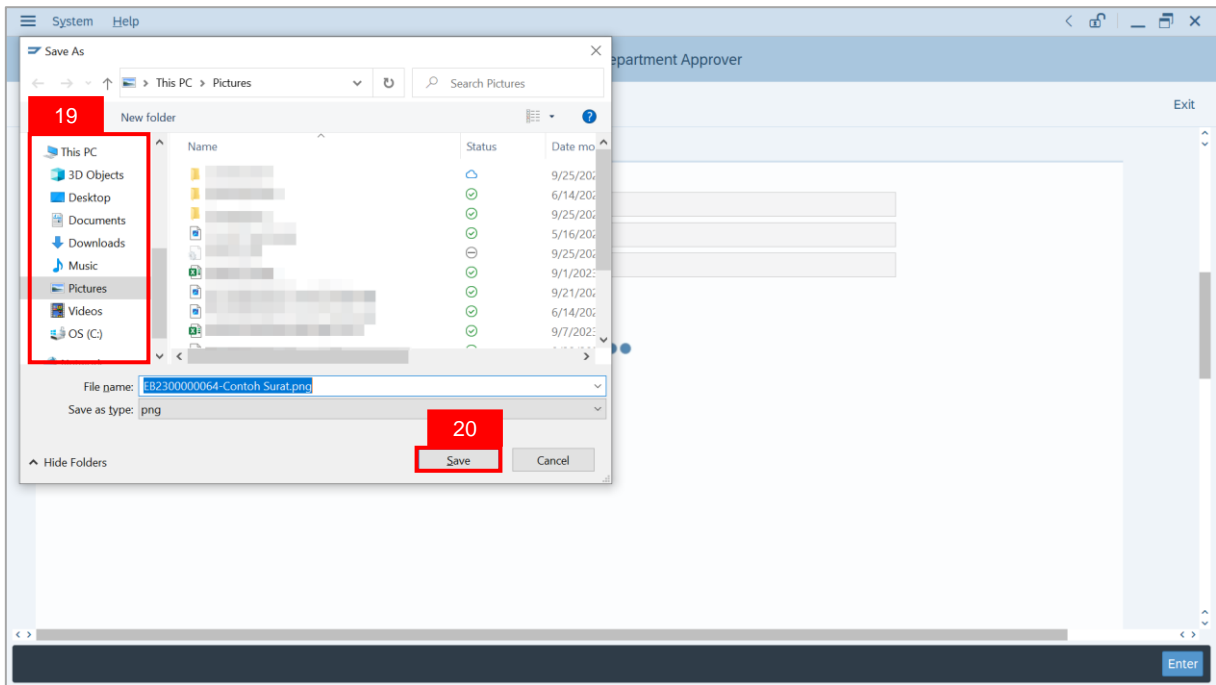
## 18. Select Attachment and click on View button to download.



The screenshot shows the SAP Application List interface for the Department Approver. The 'Document Upload' tab is selected and highlighted with a red box labeled '17'. Below the tabs, there are three attachment entries: 'Attachment #1 : Contoh Surat.png', 'Attachment #2 :', and 'Attachment #3 :'. A red box labeled '18' highlights the 'View' button located below the 'Attachment #3' entry. The top navigation bar includes 'System', 'Help', and 'Exit' buttons. The bottom right corner has an 'Enter' button.

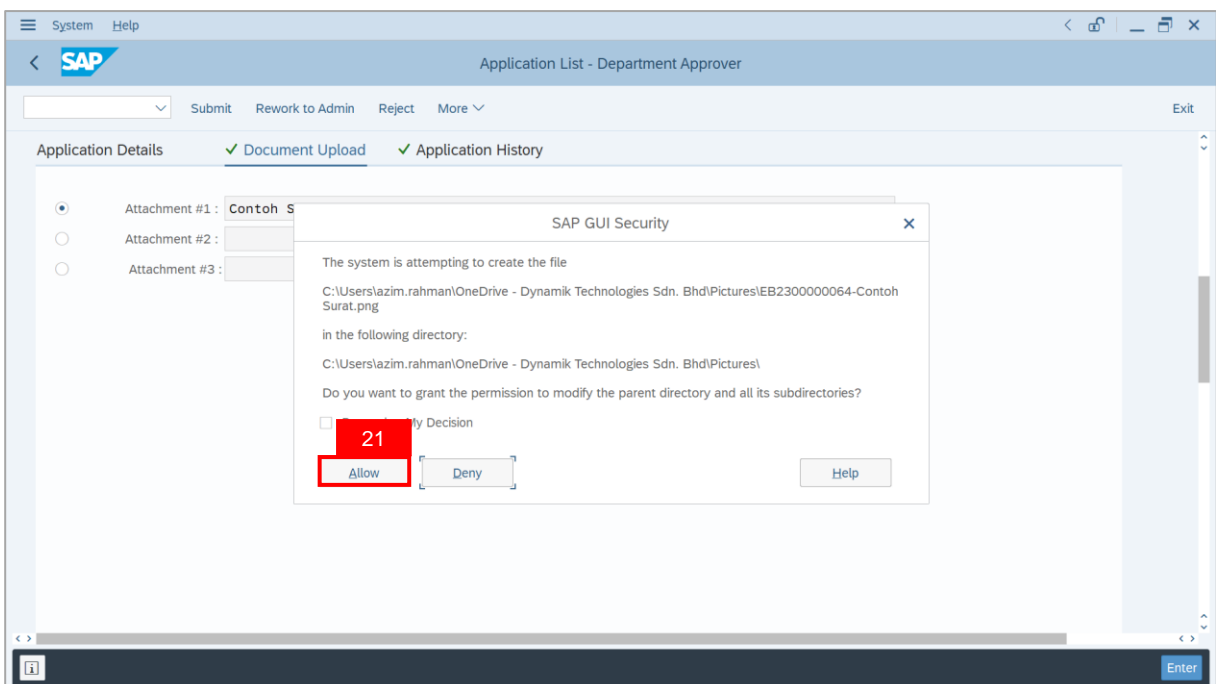
19. Select **File Location**.

20. Click on **Save** button.

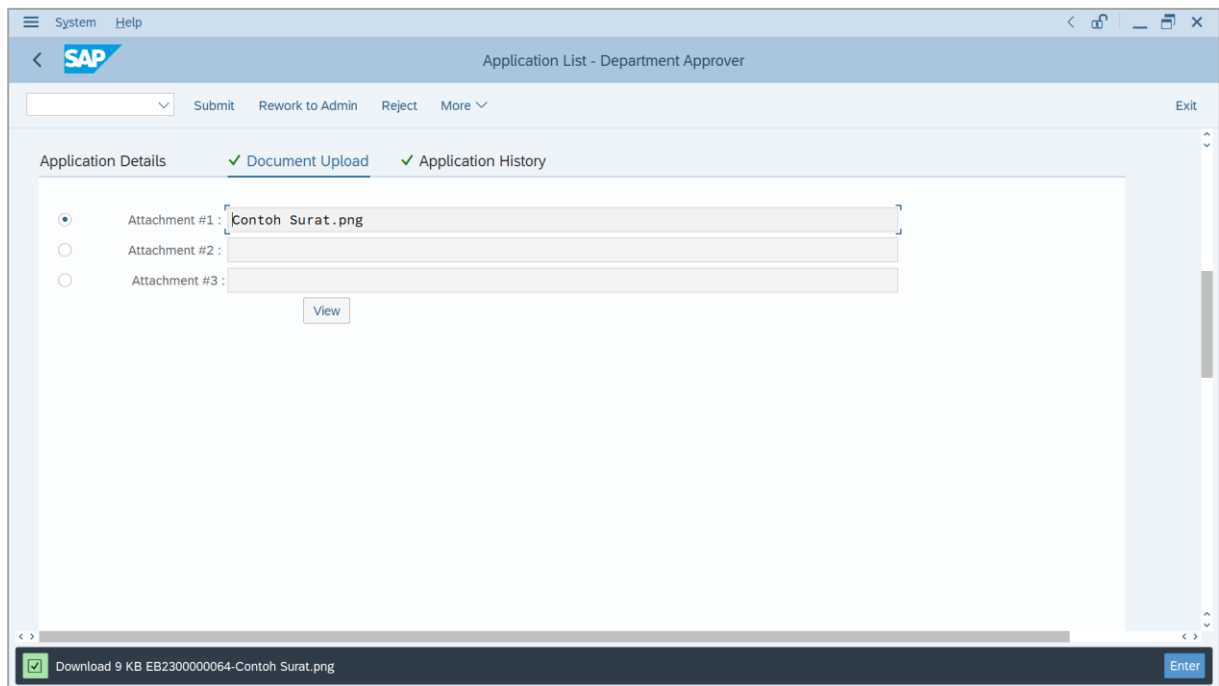


**Note:** The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.

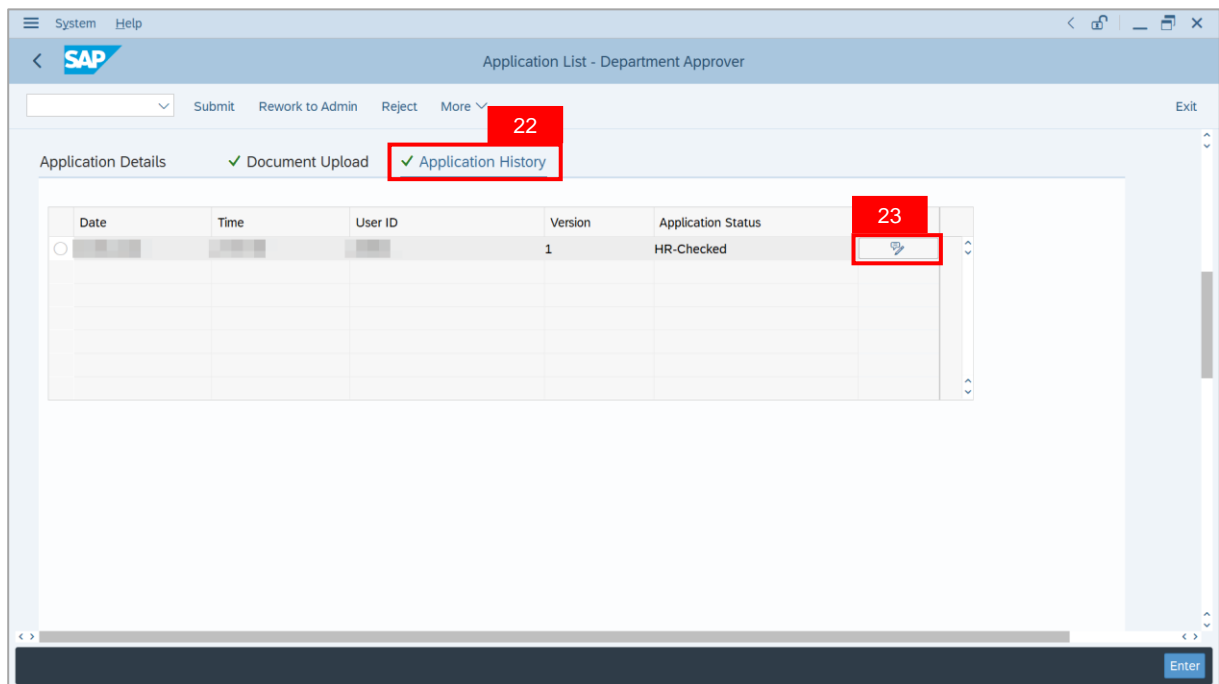


**Note:** The **Attachment** has successfully been uploaded.

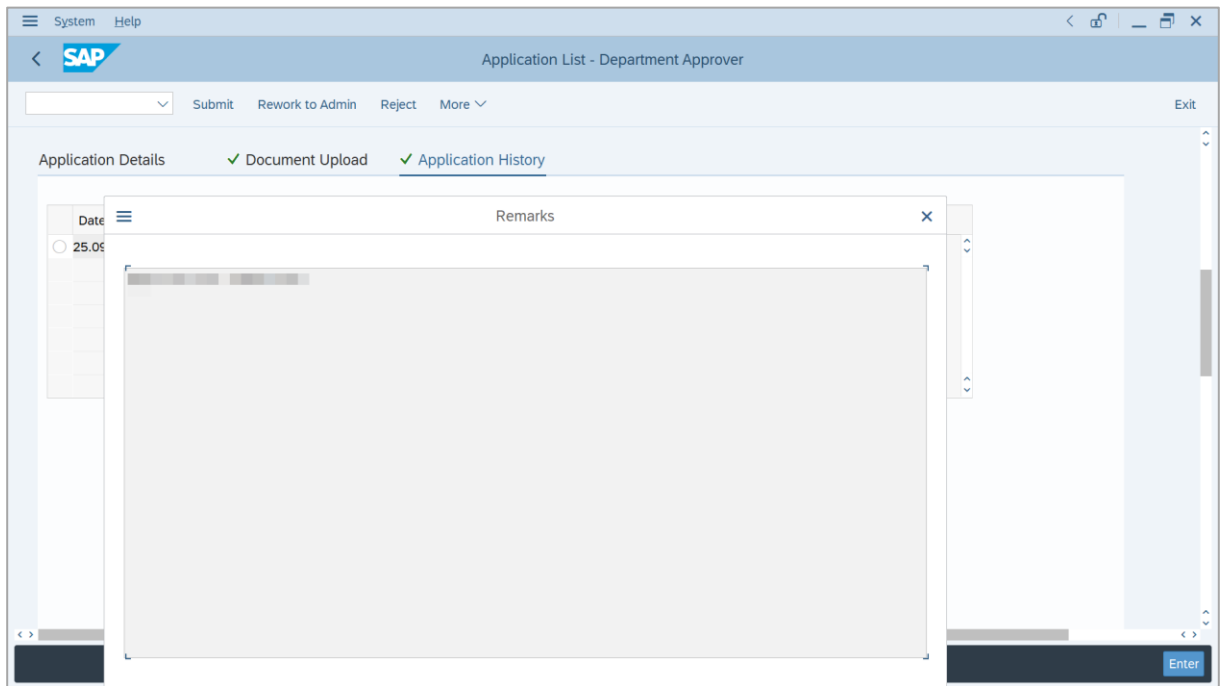


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



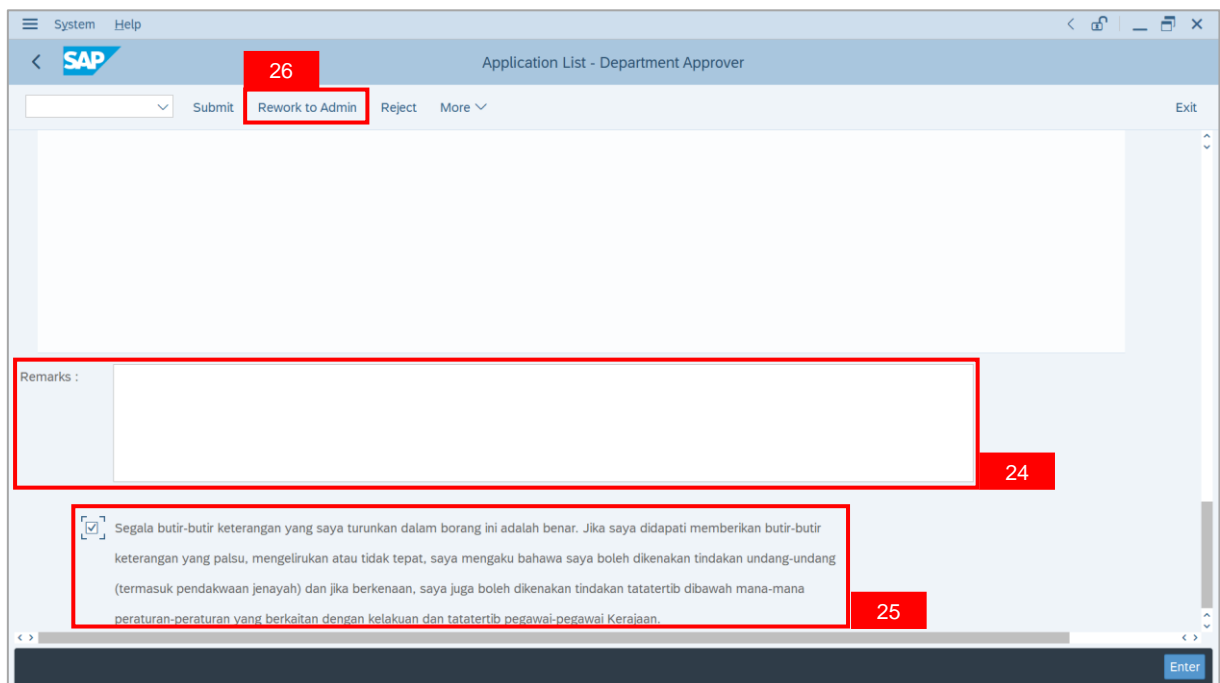
**Note:** The **Remarks** page will be displayed.



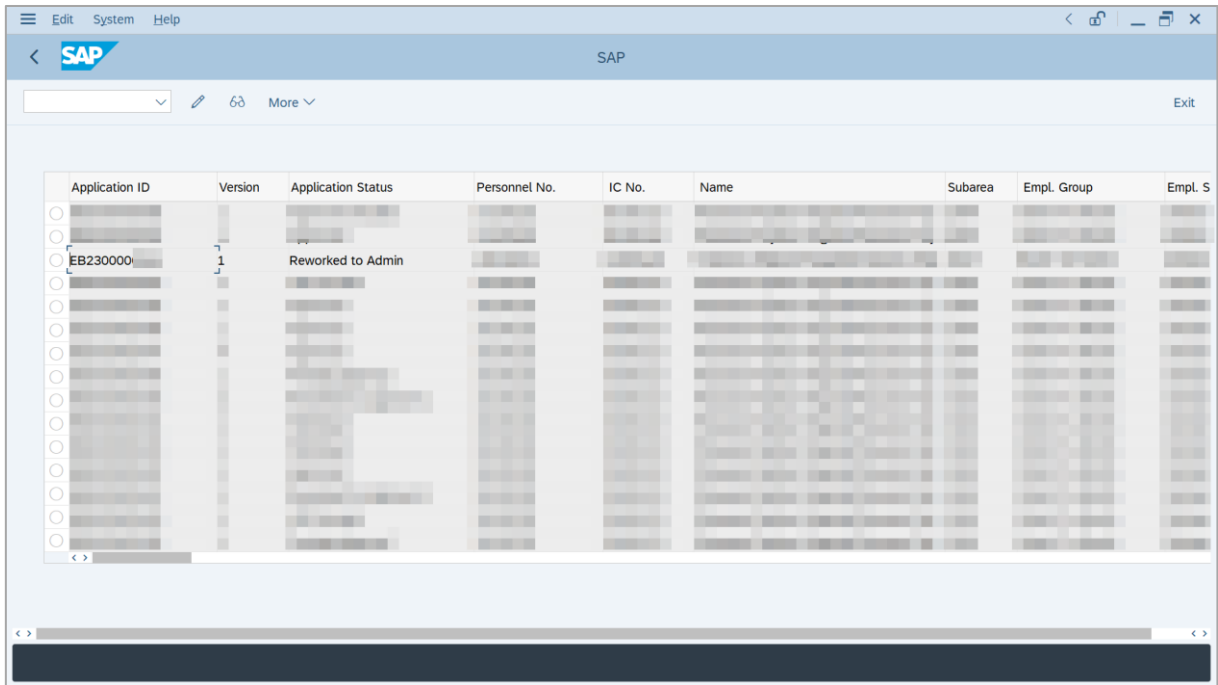
24. Enter the **Remarks** for why the application is reworked to **Department HR Administrator**.

25. Tick on **Declaration** checkbox.

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



**Outcome:** The **Application** has successfully been reworked to **Department HR Administrator**.



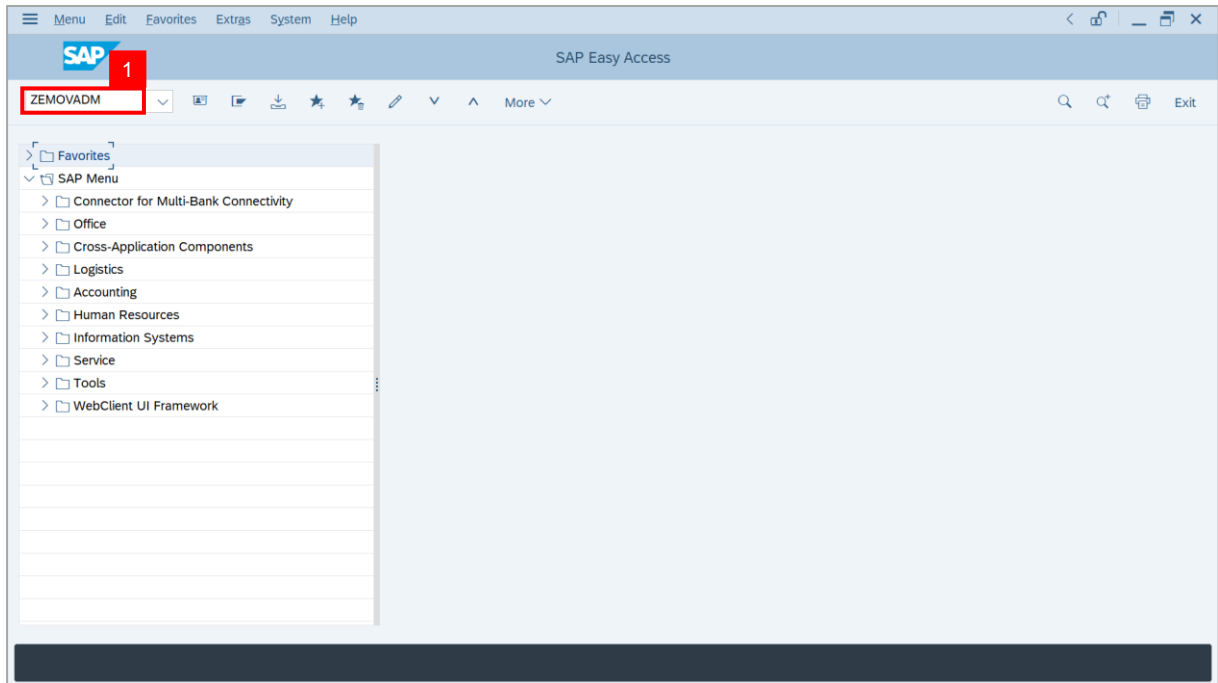
The screenshot shows the SAP application list interface. The table below represents the data displayed in the application list.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Reworked to Admin						

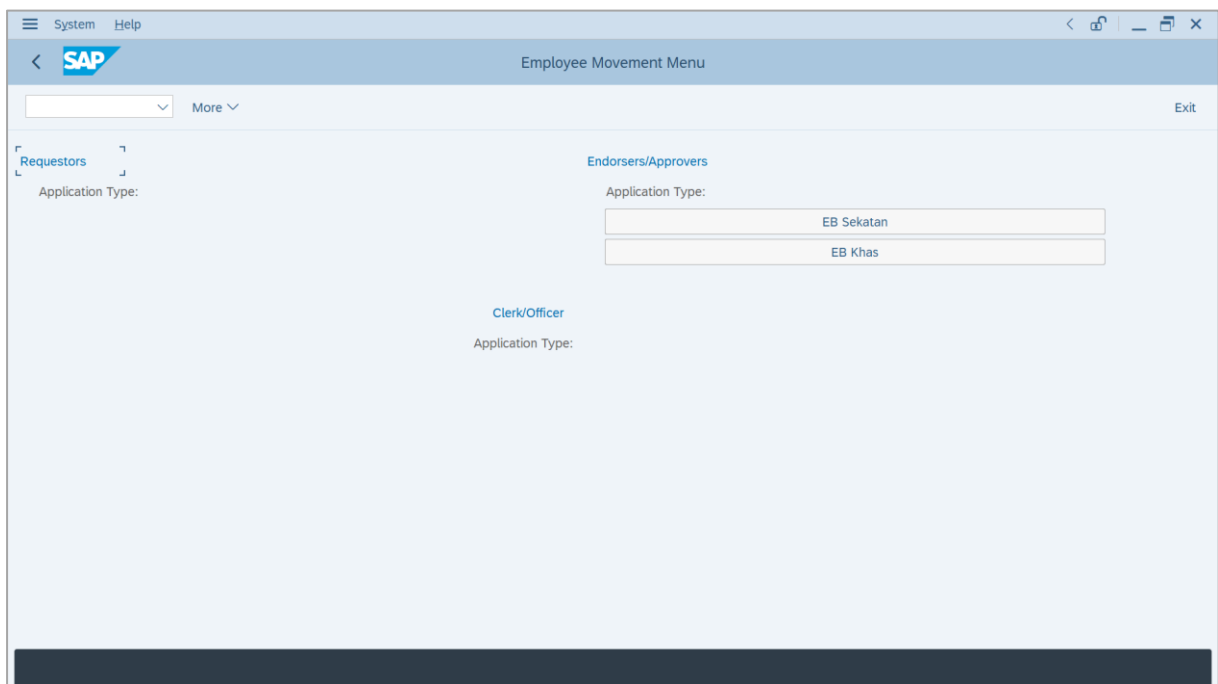
<b>REJECT APPLICATION</b>	<b>Backend User</b>
	Department Approver

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

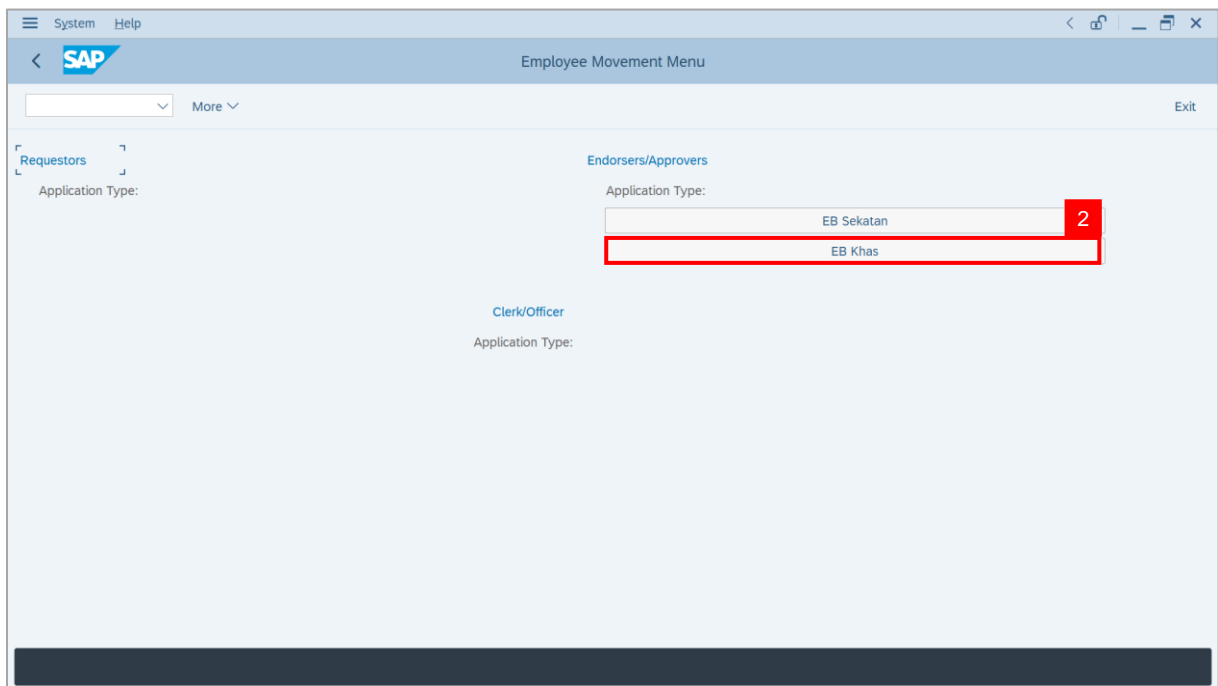
1. Enter **ZEMOVADM** in the search bar.



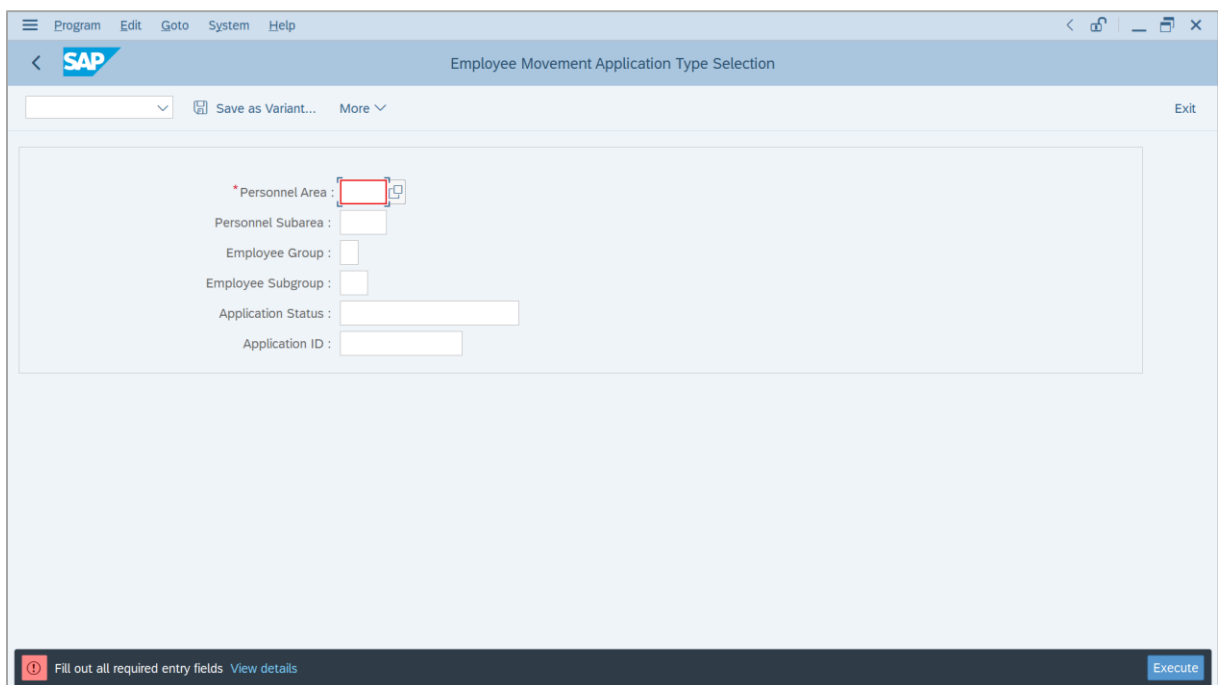
**Note: Employee Movement Menu** page will be displayed.



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

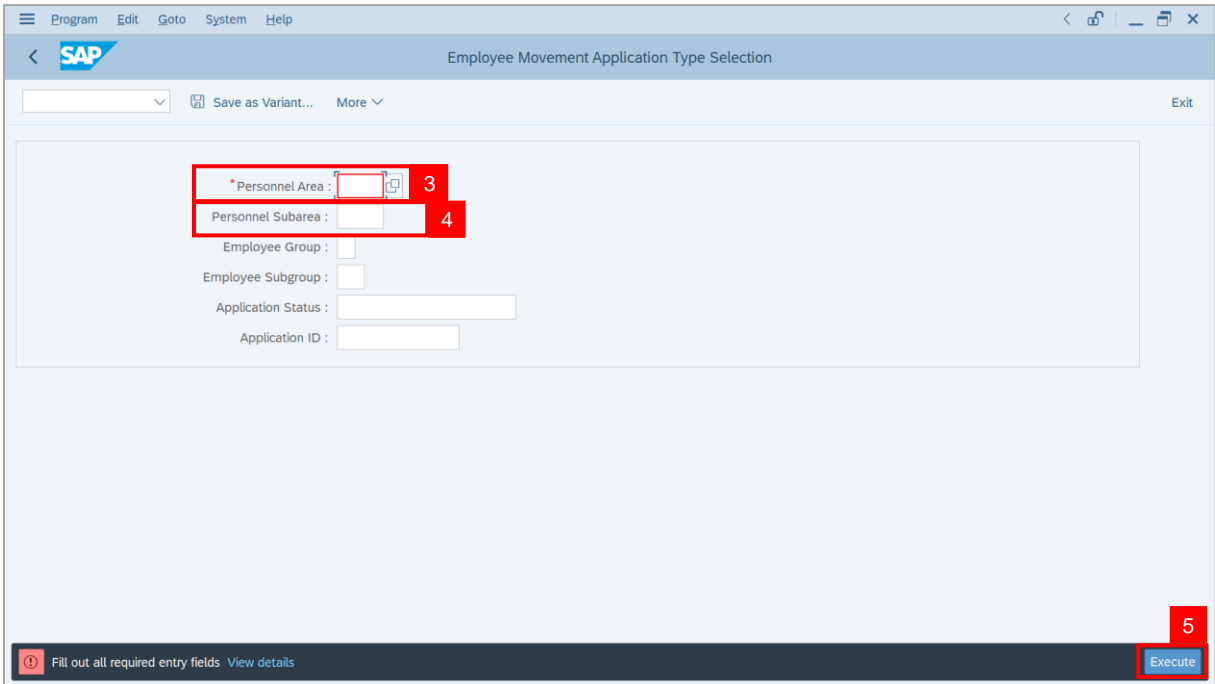


**Note:** The **Employee Movement Application: Type Selection** page will be displayed.



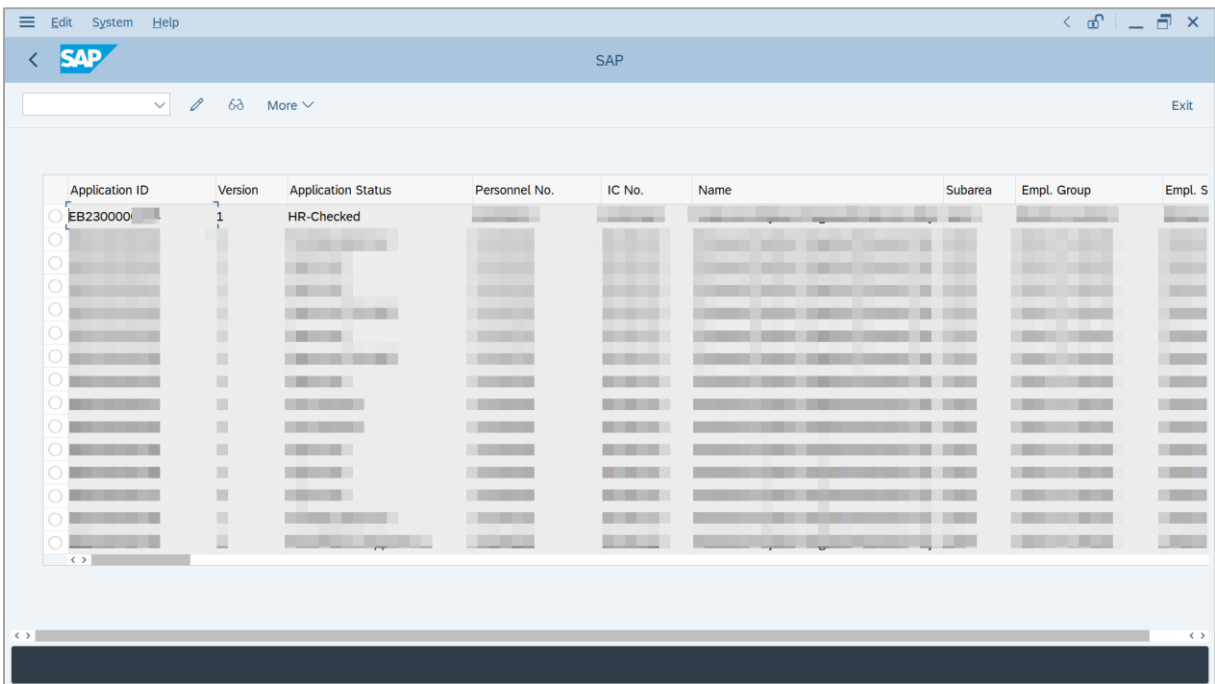


3. Enter **Personnel Area**.
4. Enter **Personnel Subarea** (Optional).
5. Click on **Execute** button.



The screenshot shows the SAP GUI for 'Employee Movement Application Type Selection'. The form contains several input fields. Two fields are highlighted with red boxes and numbered: '\* Personnel Area' (labeled '3') and 'Personnel Subarea' (labeled '4'). Other fields include 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. At the bottom right, there is a blue 'Execute' button labeled '5'. A status bar at the bottom left contains an information icon and the text 'Fill out all required entry fields View details'.

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

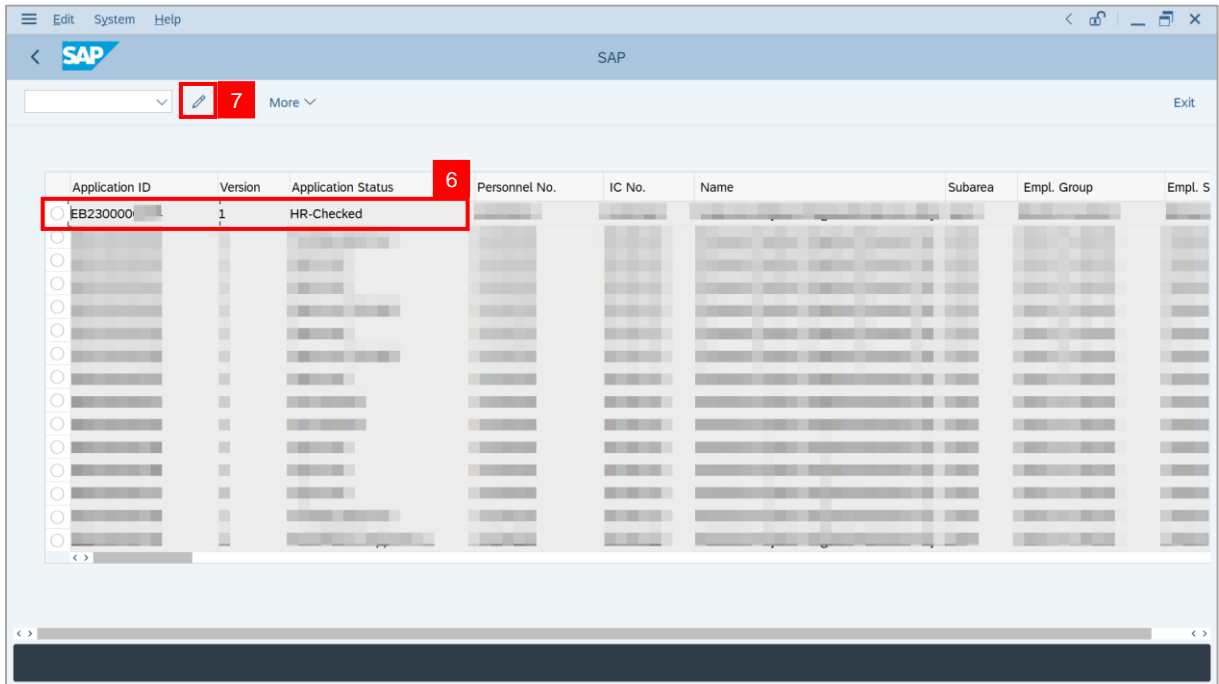


The screenshot shows the SAP GUI displaying a table of application data. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The first row is visible, showing 'EB230000' in the Application ID column and 'HR-Checked' in the Application Status column. The rest of the table is blurred.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	HR-Checked						

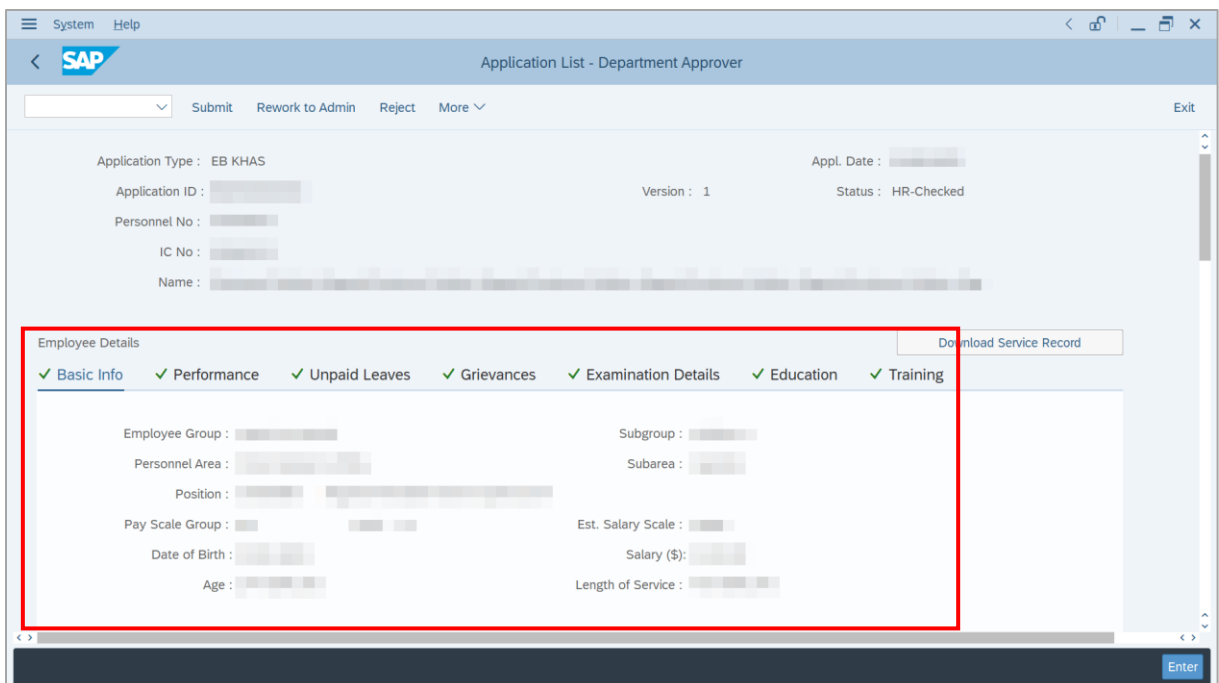
6. Select application with “**HR-Checked**” status and click on **Radio** button.

7. Click on **Change** icon.

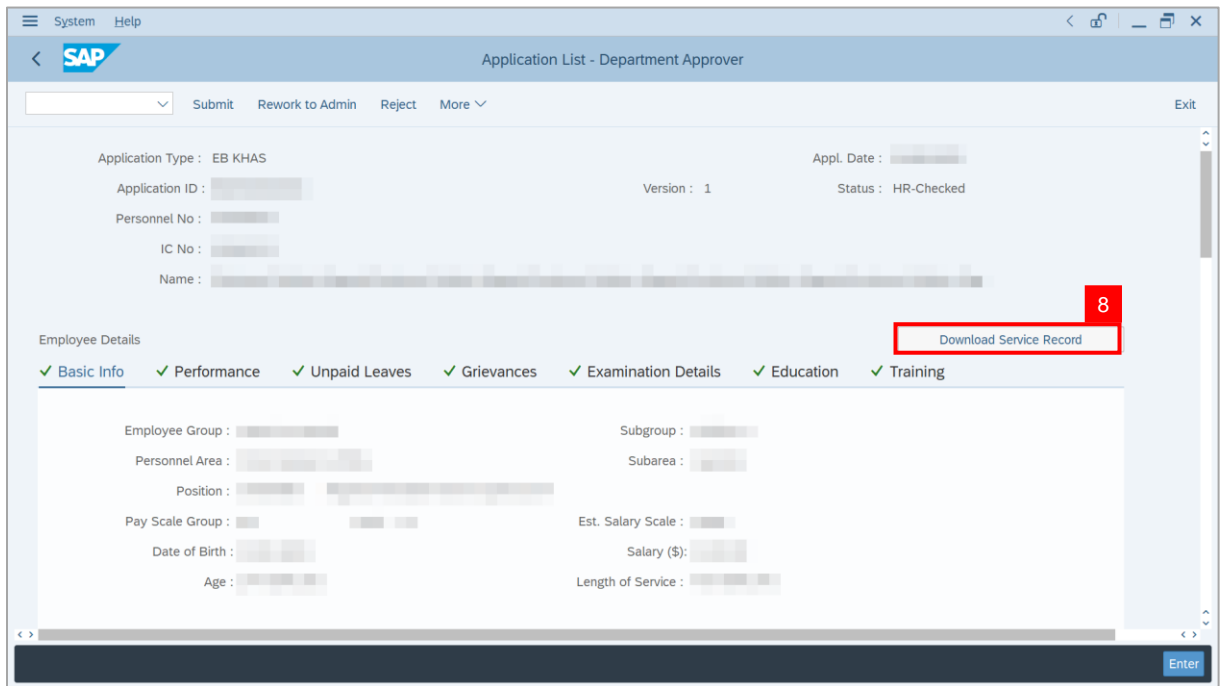


**Note (i):** The Application List – Department Approver page will be displayed.

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



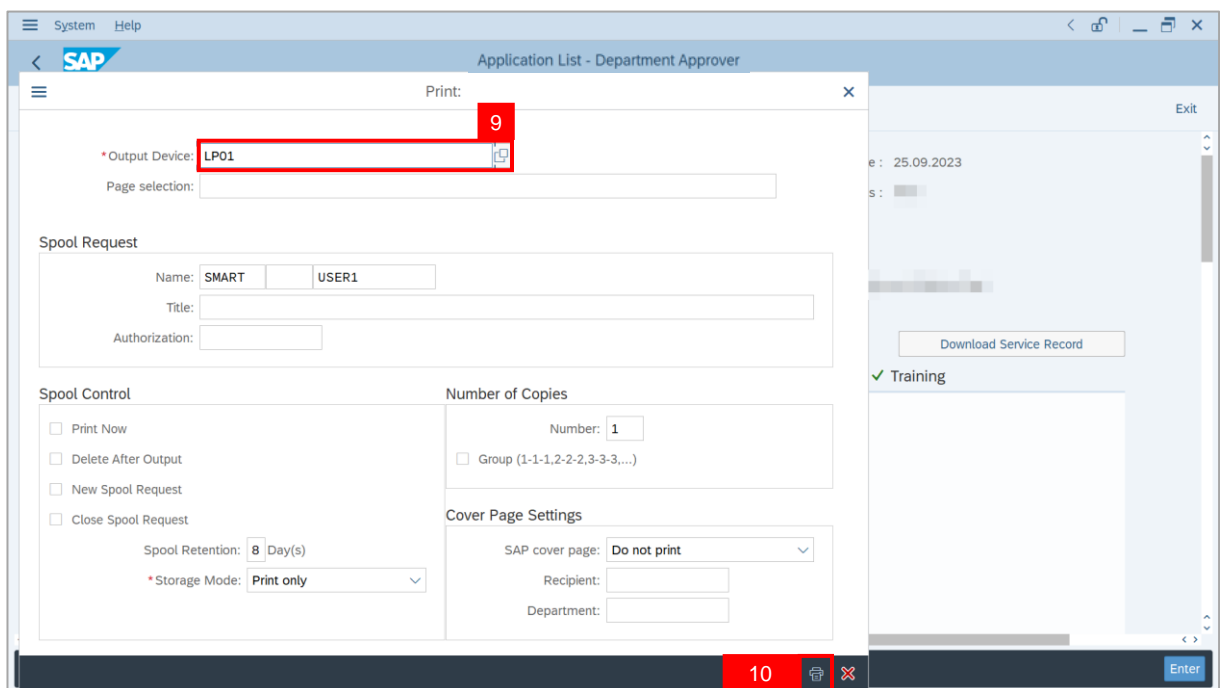
8. Click on **Download Service Record** button.



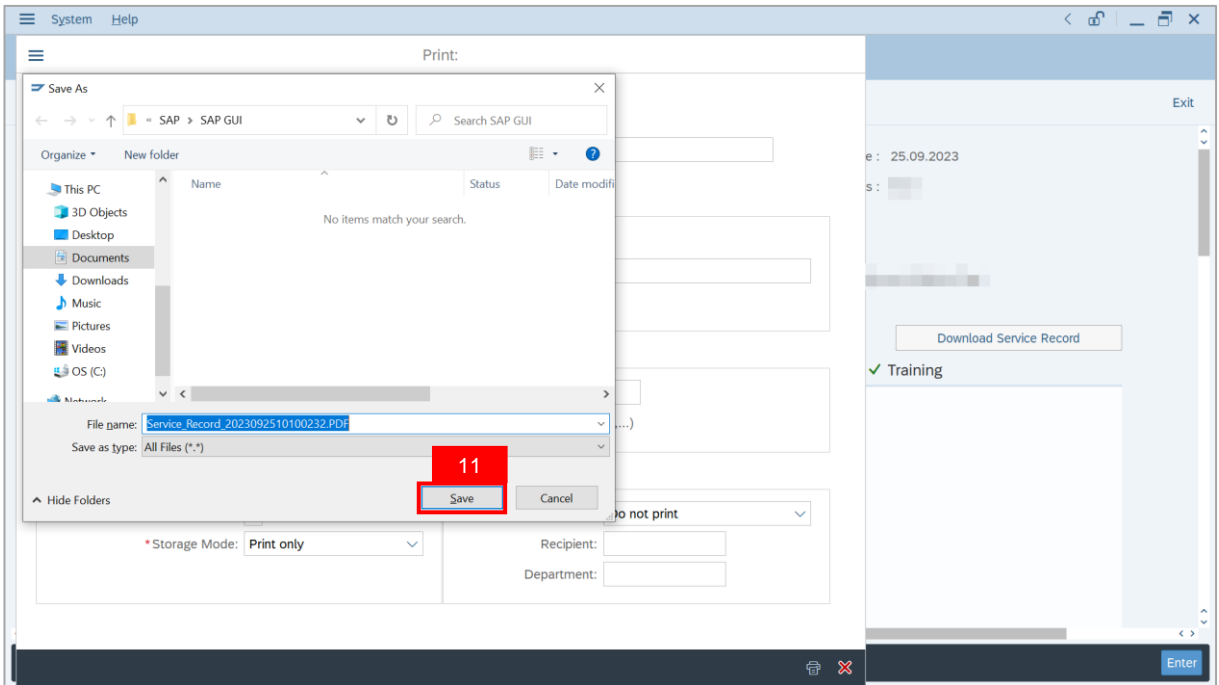
**Note:** The **Print** page will be displayed.

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

10. Click on **Print** icon.

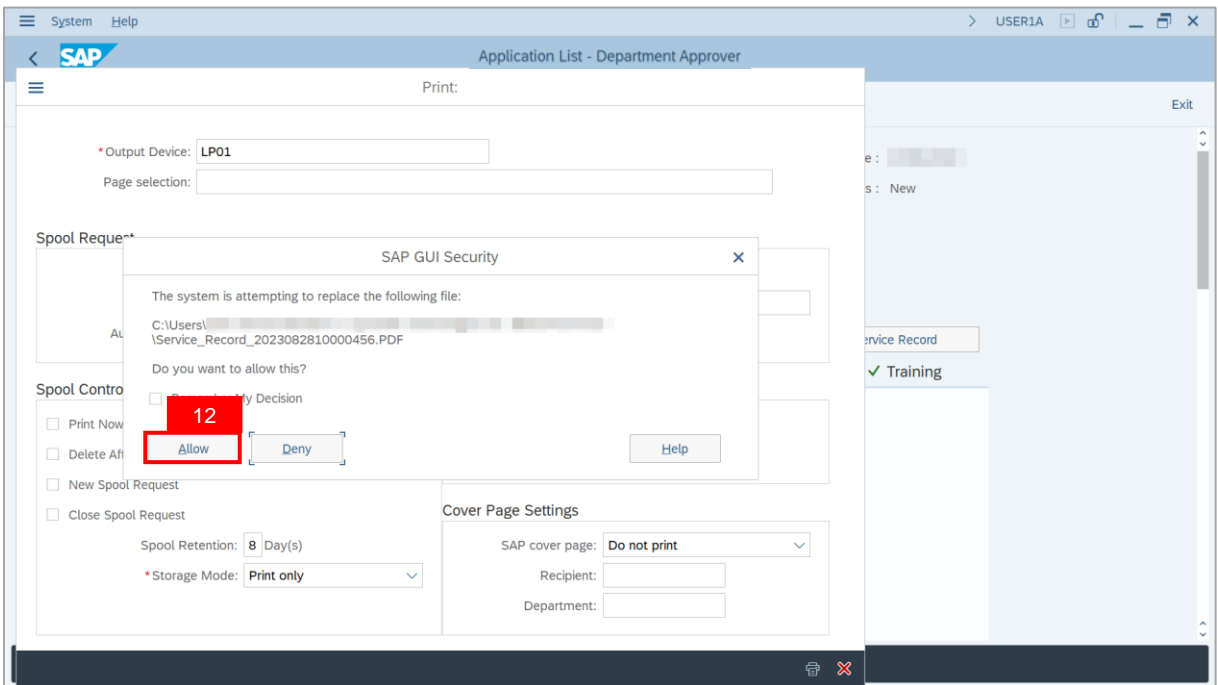


11. Select **File Location** and click on **Save** button.

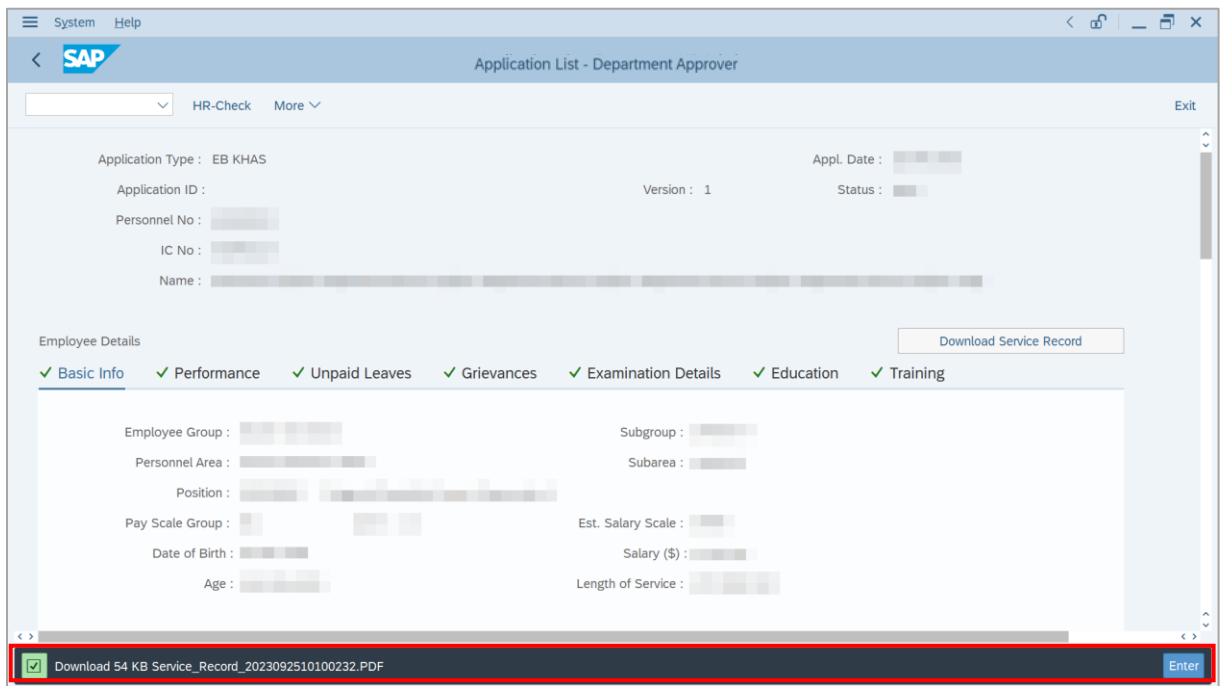


**Note:** The **SAP GUI Security** page will be displayed.

12. Click on **Allow** button.



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



Application List - Department Approver

Application Type : EB KHAS      Appl. Date : [ ]

Application ID :      Version : 1      Status : [ ]

Personnel No : [ ]

IC No : [ ]

Name : [ ]

Employee Details

Download Service Record

Basic Info   Performance   Unpaid Leaves   Grievances   Examination Details   Education   Training

Employee Group : [ ]      Subgroup : [ ]

Personnel Area : [ ]      Subarea : [ ]

Position : [ ]

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

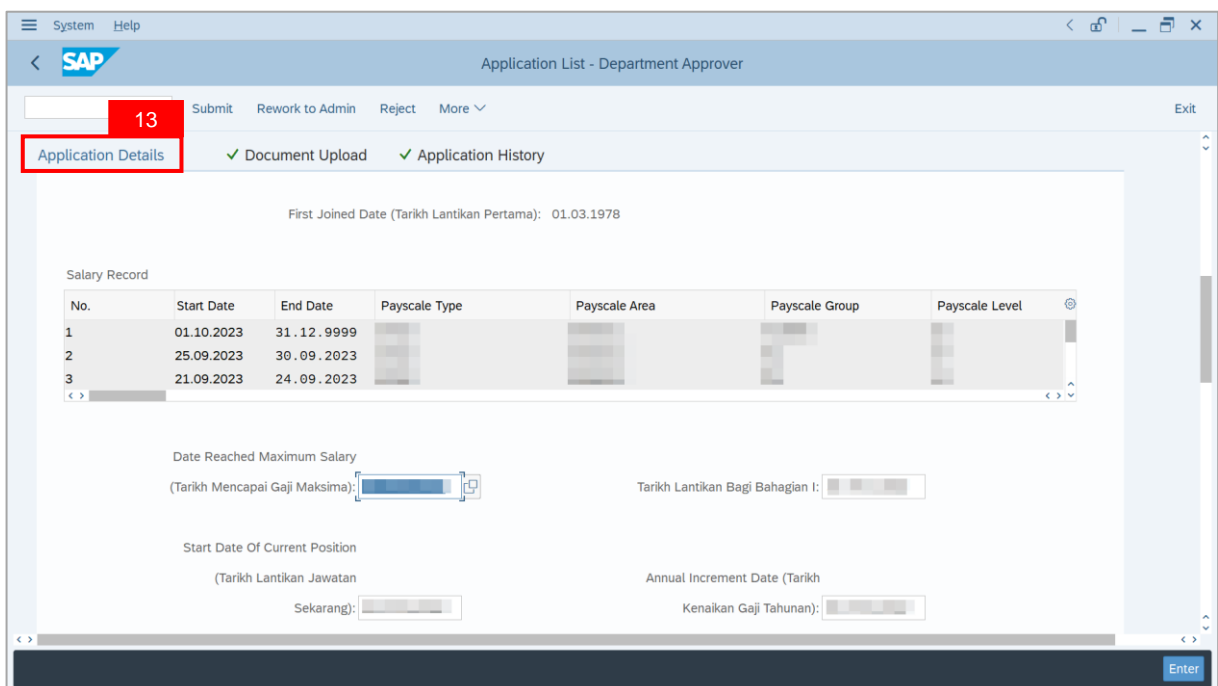
Date of Birth : [ ]      Salary (\$) : [ ]

Age : [ ]      Length of Service : [ ]

Download 54 KB Service\_Record\_2023092510100232.PDF      Enter

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

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



Application List - Department Approver

Submit   Rework to Admin   Reject   More

13      Application Details   Document Upload   Application History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

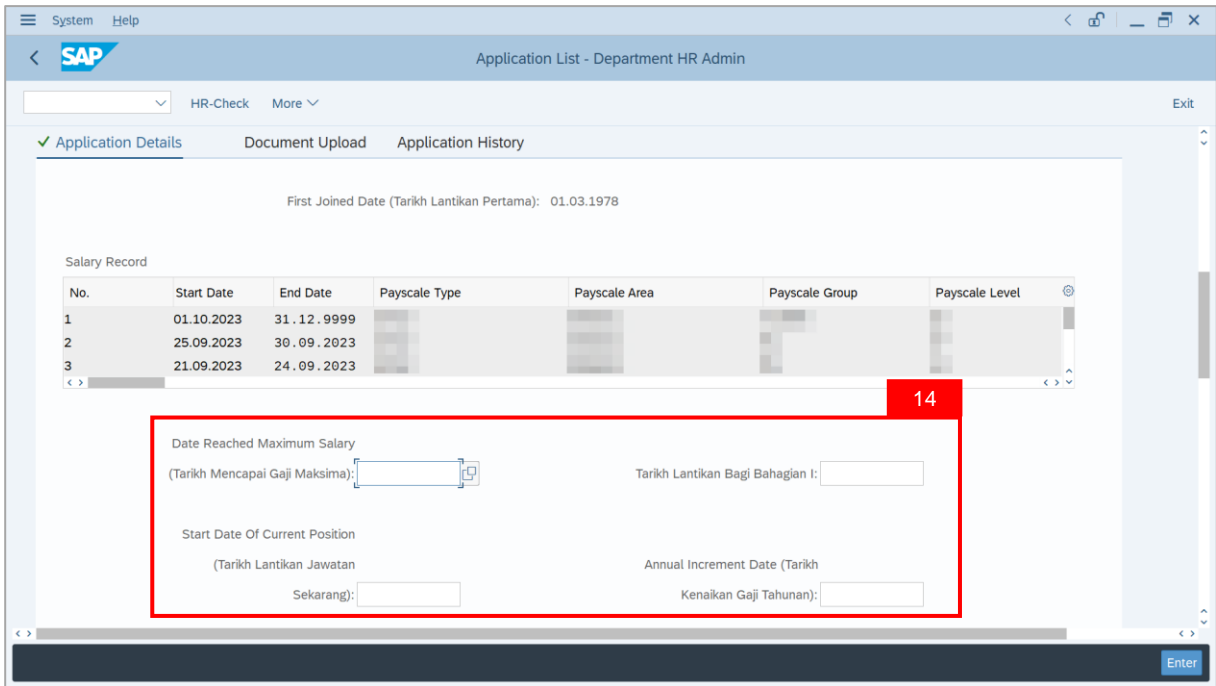
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999	[ ]	[ ]	[ ]	[ ]
2	25.09.2023	30.09.2023	[ ]	[ ]	[ ]	[ ]
3	21.09.2023	24.09.2023	[ ]	[ ]	[ ]	[ ]

Date Reached Maximum Salary  
(Tarikh Mencapai Gaji Maksima): [ ]      Tarikh Lantikan Bagi Bahagian I: [ ]

Start Date Of Current Position  
(Tarikh Lantikan Jawatan)      Sekarang: [ ]      Annual Increment Date (Tarikh)      Kenaikan Gaji Tahunan: [ ]

Enter

## 14. Review the following details.



Application List - Department HR Admin

HR-Check More

Application Details Document Upload Application History

First Joined Date (Tarikh Lantikan Pertama): 01.03.1978

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

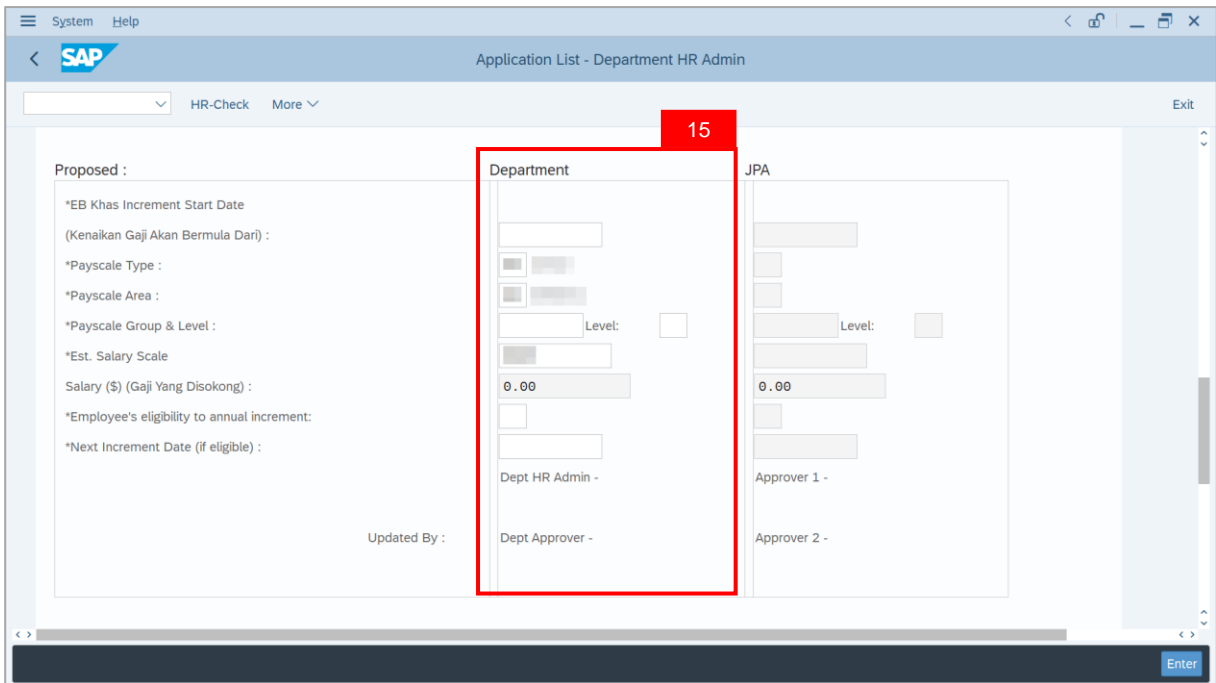
Date Reached Maximum Salary  
(Tarikh Mencapai Gaji Maksima):  Tarikh Lantikan Bagi Bahagian I:

Start Date Of Current Position  
(Tarikh Lantikan Jawatan Sekarang):  Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

14

Enter

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



Application List - Department HR Admin

HR-Check More

Proposed :

\*EB Khas Increment Start Date  
(Kenaikan Gaji Akan Bermula Dari) :

\*Payscale Type :

\*Payscale Area :

\*Payscale Group & Level :

\*Est. Salary Scale

Salary (\$) (Gaji Yang Disokong) :

\*Employee's eligibility to annual increment:

\*Next Increment Date (if eligible) :

Updated By :

Department

JPA

15

Dept HR Admin -

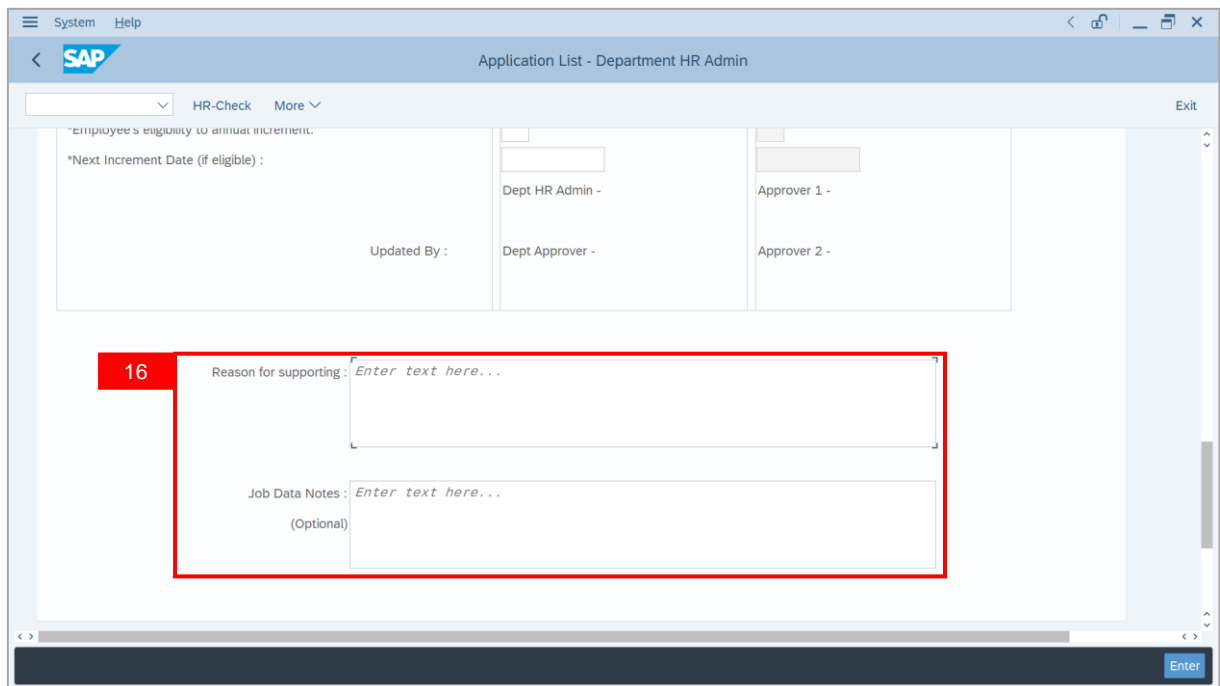
Dept Approver -

Approver 1 -

Approver 2 -

Enter

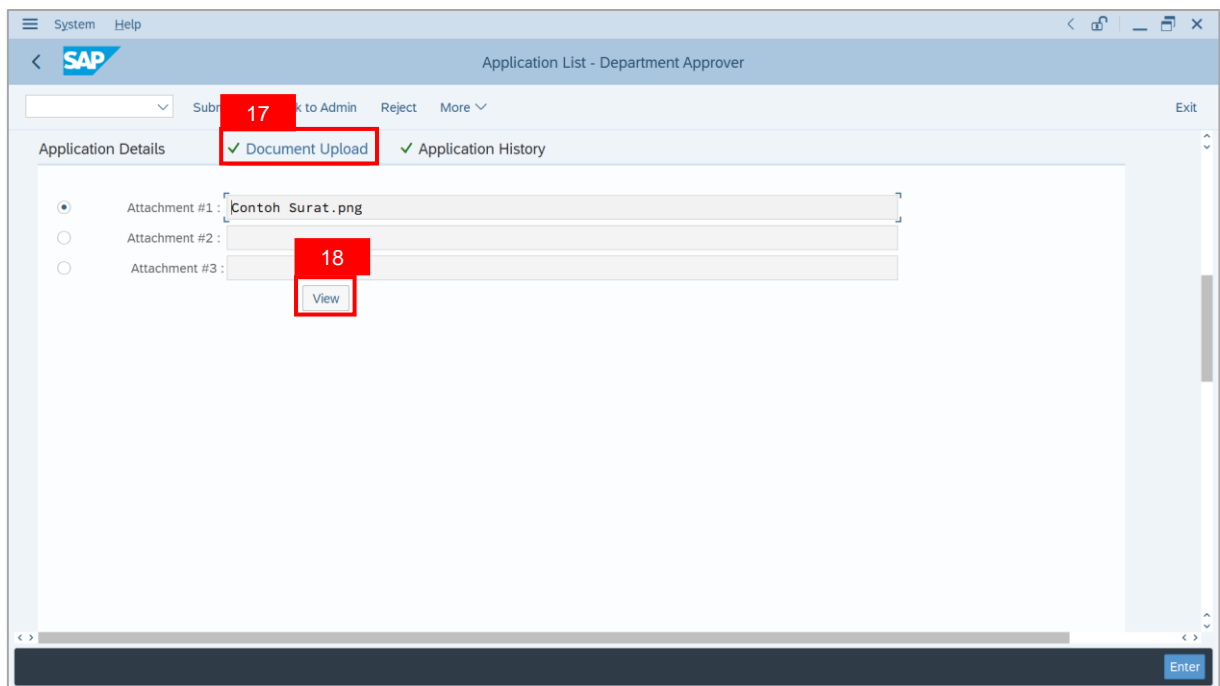
## 16. Review Reason for supporting and Job Data Notes.



The screenshot shows the SAP HR-Check application form for Department HR Admin. The form includes fields for 'Next Increment Date (if eligible)', 'Updated By', 'Dept HR Admin', 'Dept Approver', 'Approver 1', and 'Approver 2'. Two text input fields are highlighted with a red box and labeled '16': 'Reason for supporting: Enter text here...' and 'Job Data Notes: Enter text here... (Optional)'. The SAP logo and 'Application List - Department HR Admin' are visible at the top.

## 17. Navigate to Document Upload tab.

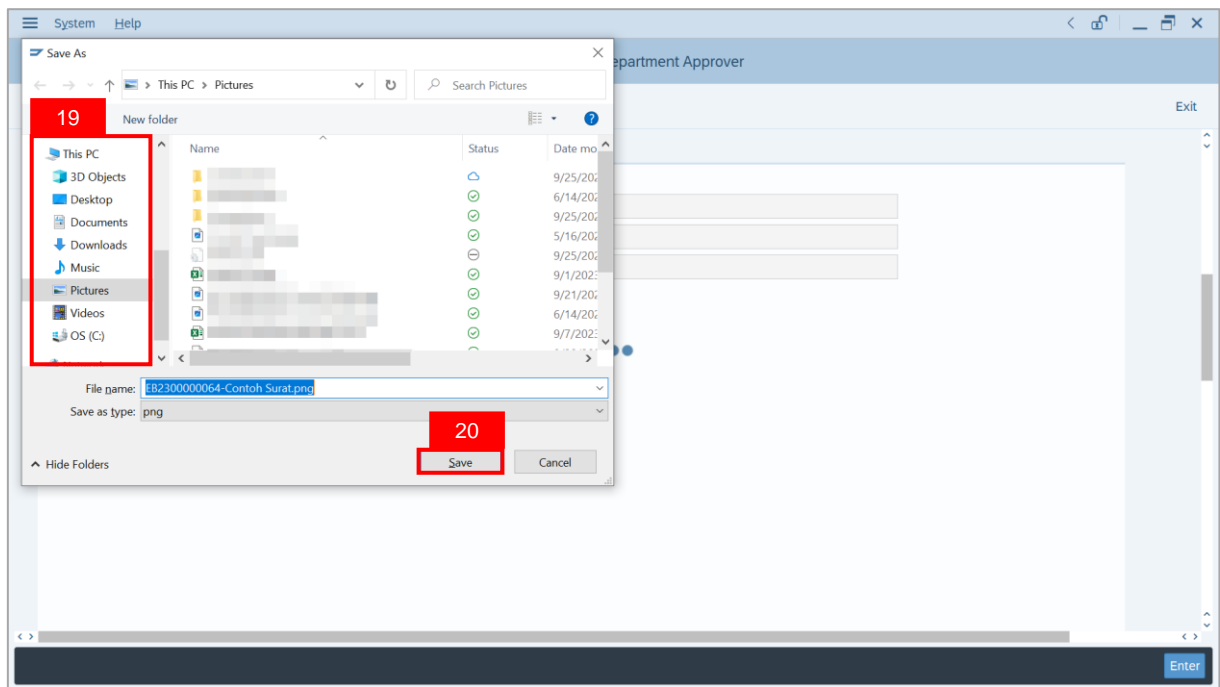
## 18. Select Attachment and click on View button to download.



The screenshot shows the SAP Application List for Department Approver. The 'Document Upload' tab is selected and highlighted with a red box and labeled '17'. Below the tabs, there are three attachment entries: 'Attachment #1: Contoh Surat.png', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is highlighted with a red box and labeled '18' below the third attachment. The SAP logo and 'Application List - Department Approver' are visible at the top.

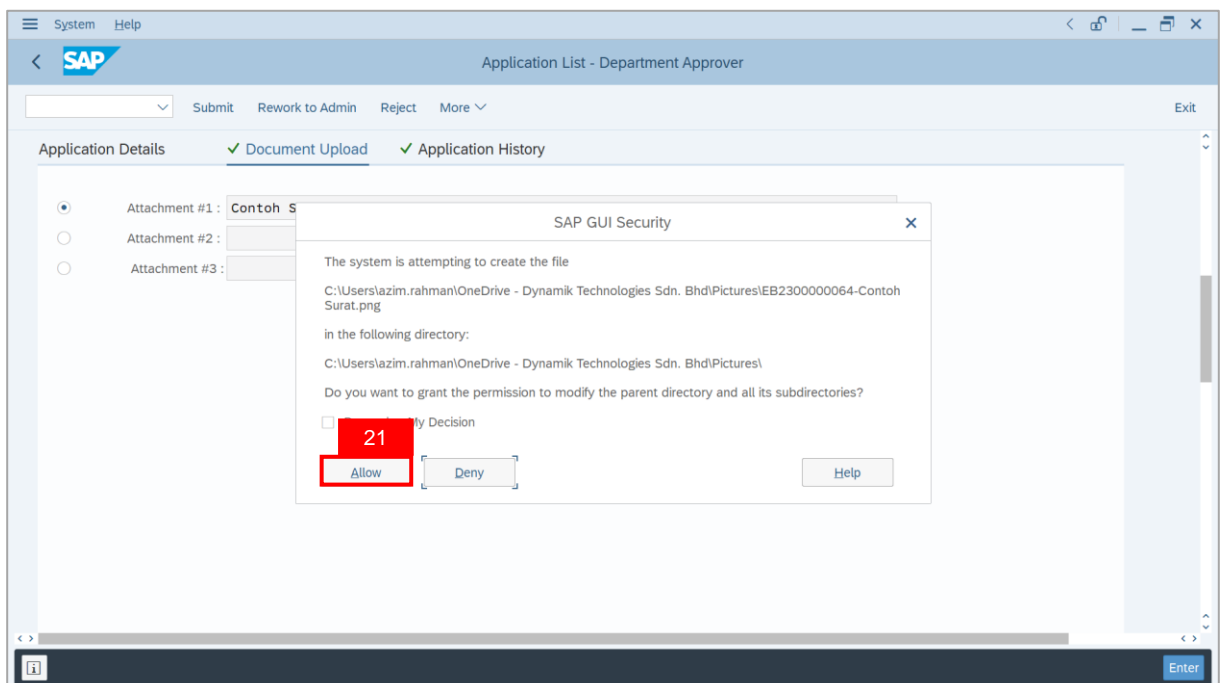
19. Select **File Location**.

20. Click on **Save** button.



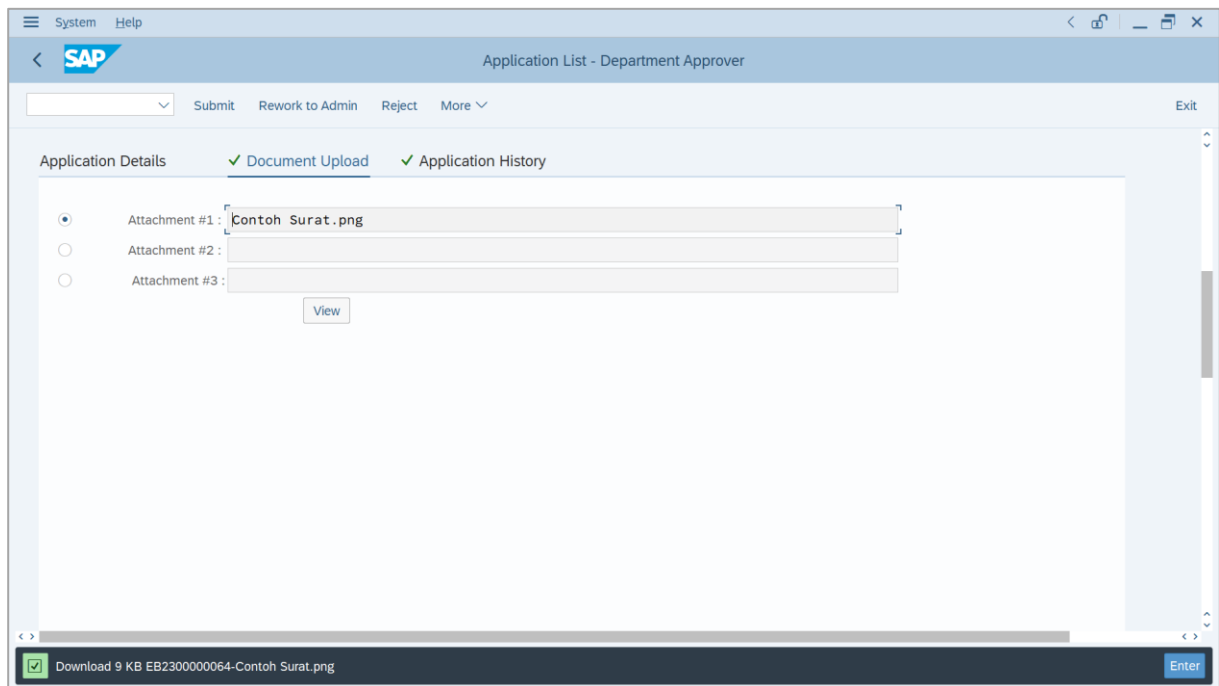
**Note:** The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



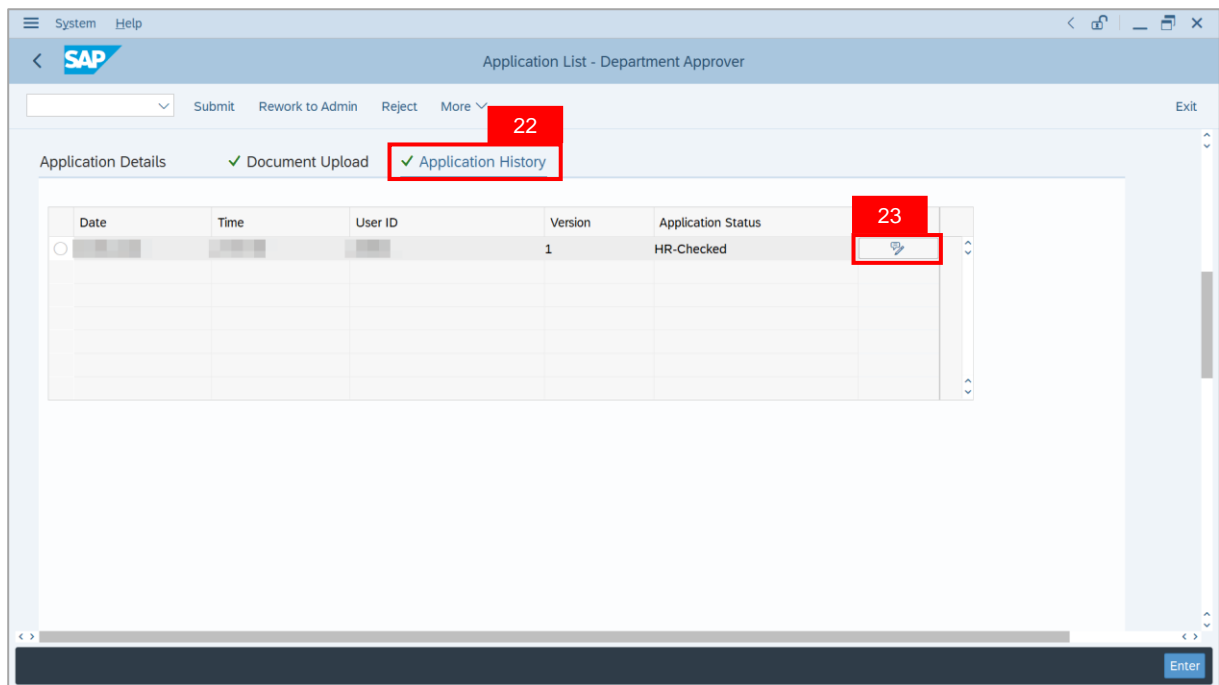


**Note:** The **Attachment** has successfully been uploaded.

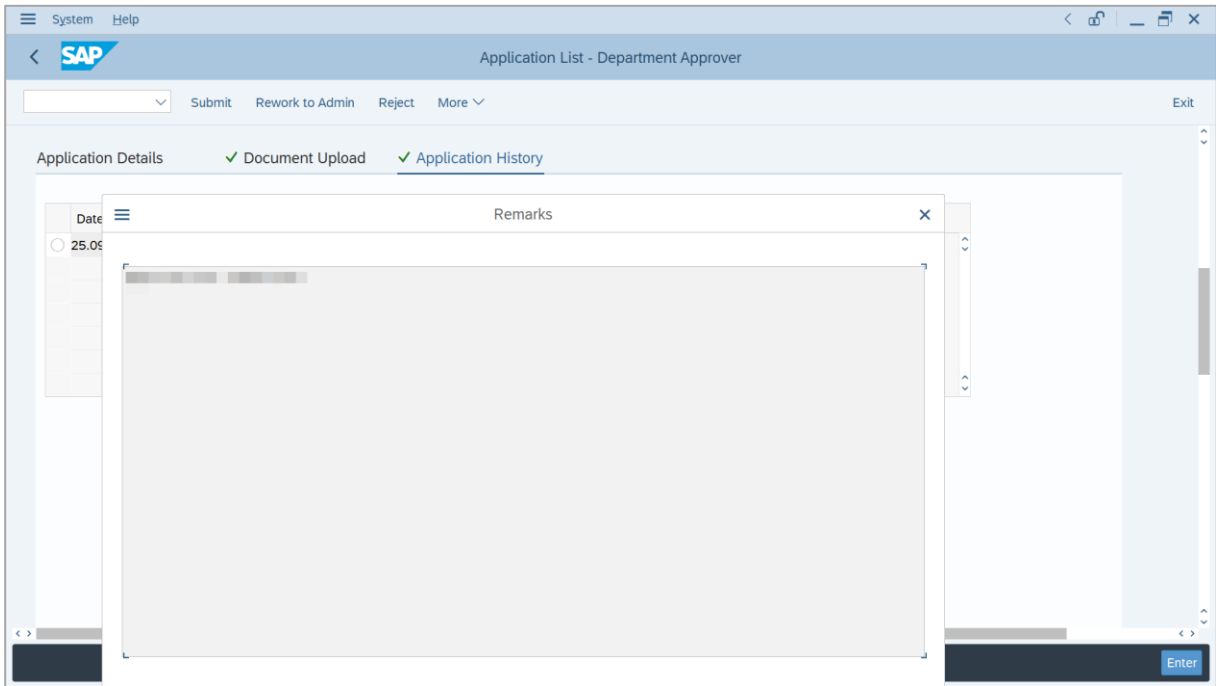


22. Navigate to **Application History** tab.

23. Click on **Remarks** button.



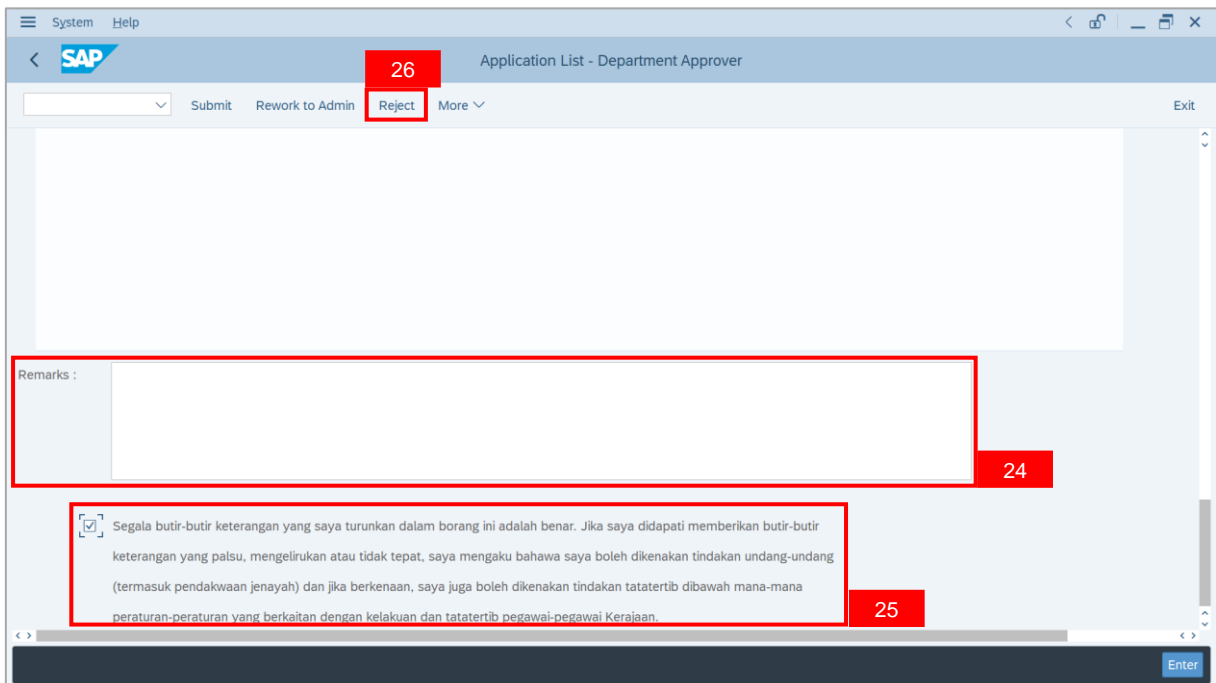
**Note:** The **Remarks** page will be displayed.



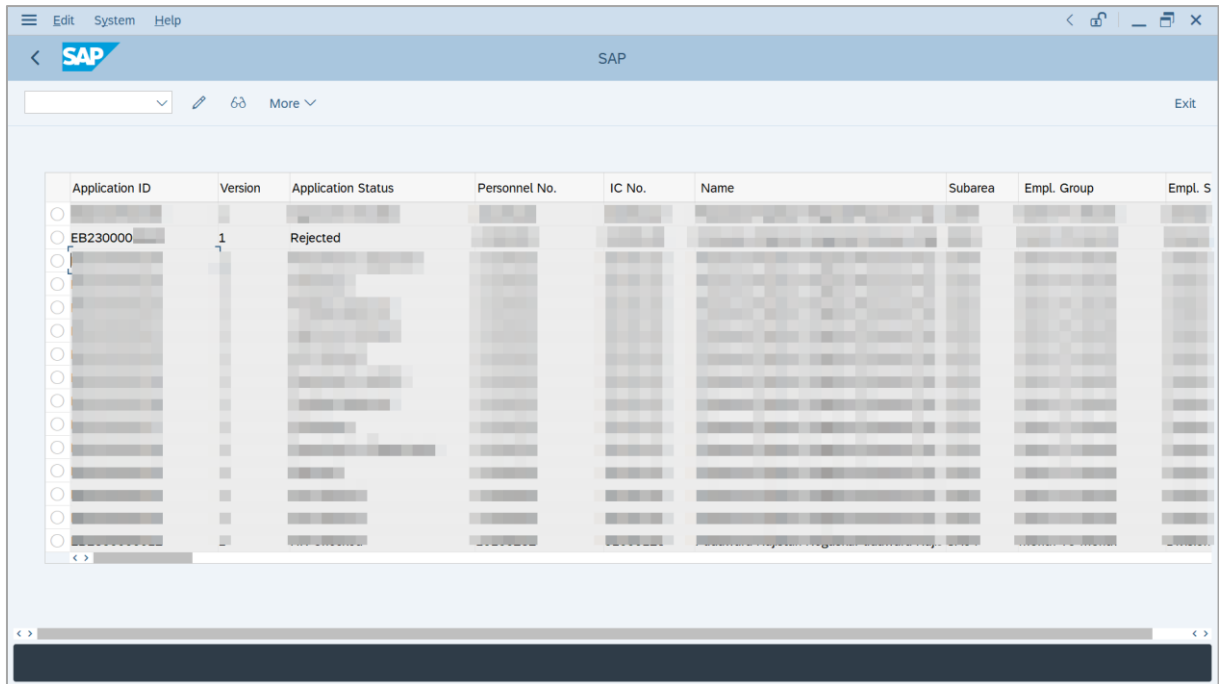
24. Enter the **Remarks** for why the application is rejected.

25. Tick on **Declaration** checkbox.

26. Click on **Reject** button.



**Outcome:** The **Application** has successfully been rejected.



The screenshot shows the SAP HR application list interface. The table displays the following data for the highlighted application:

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Rejected						
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]

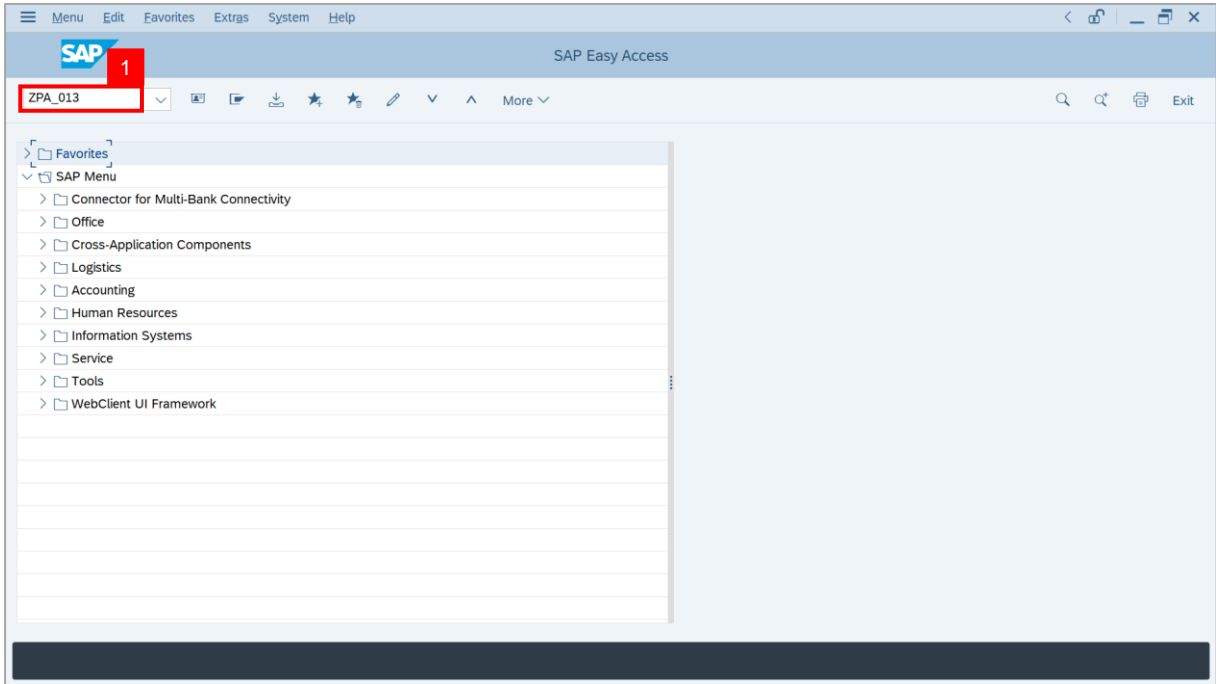
**EB KHAS APPLICATION  
REPORT**

**Backend User**

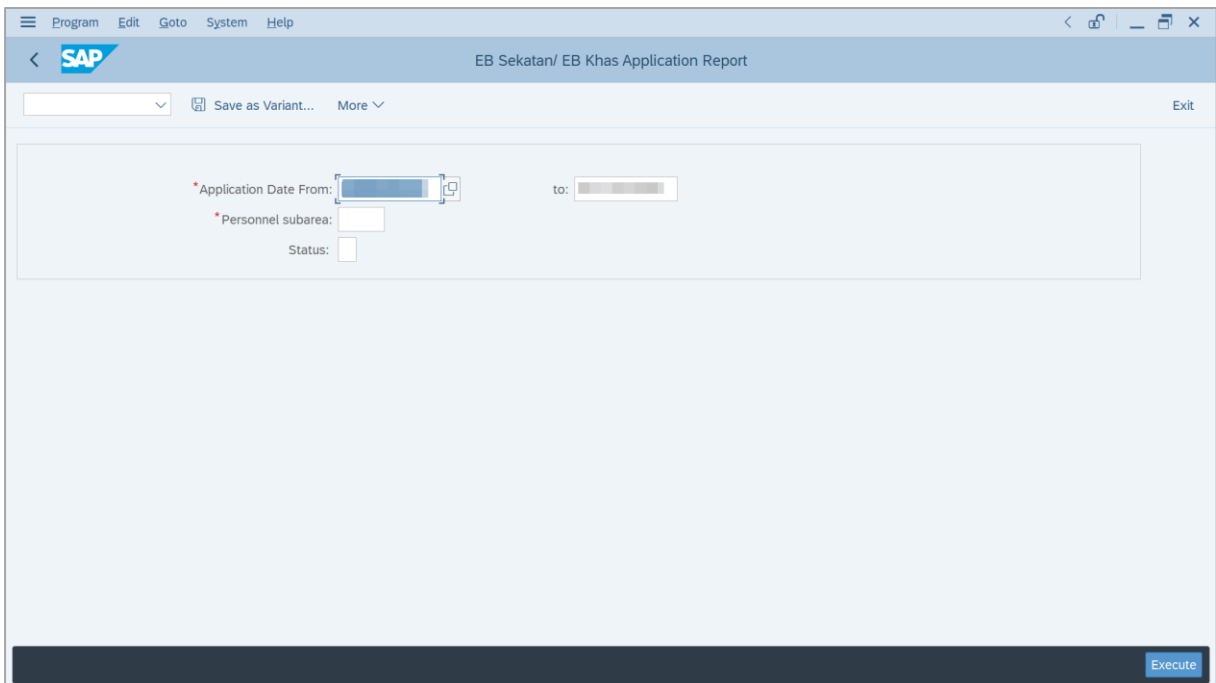
Department Approver

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

1. Enter **ZPA\_013** in the search bar.



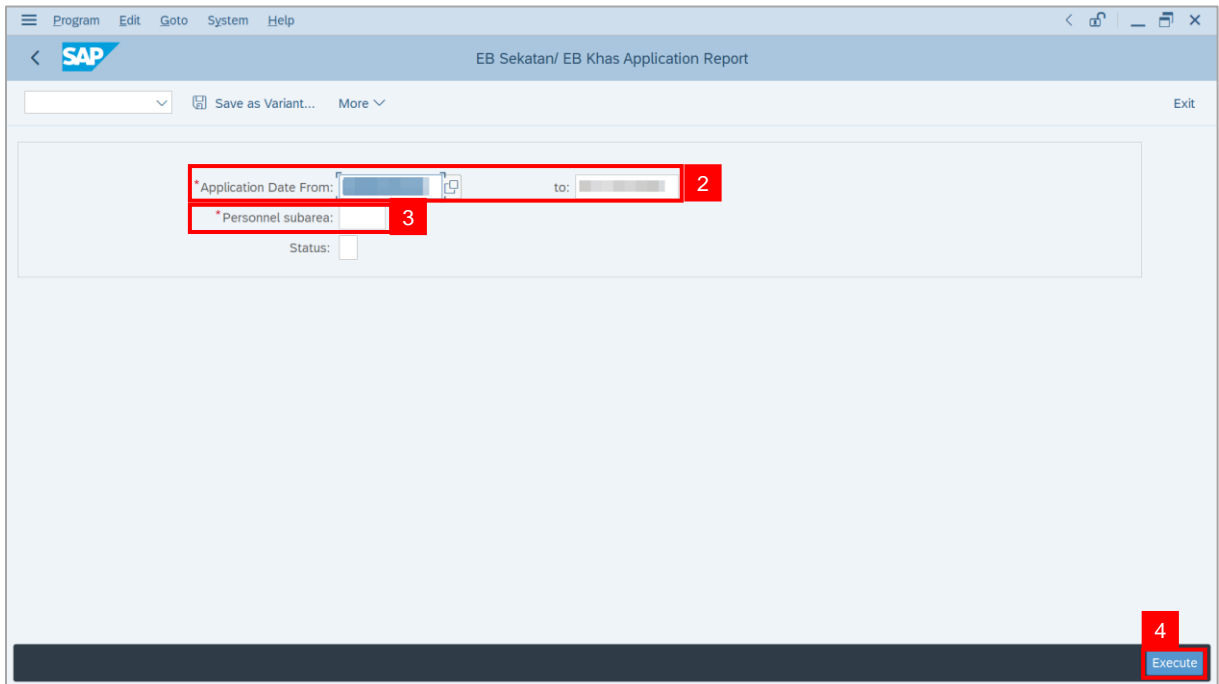
**Note:** The **EB Sekatan / EB Khas Application Report** page will be displayed.



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

3. Enter **Personnel subarea**.

4. Click on **Execute** button.



SAP EB Sekatan/ EB Khas Application Report

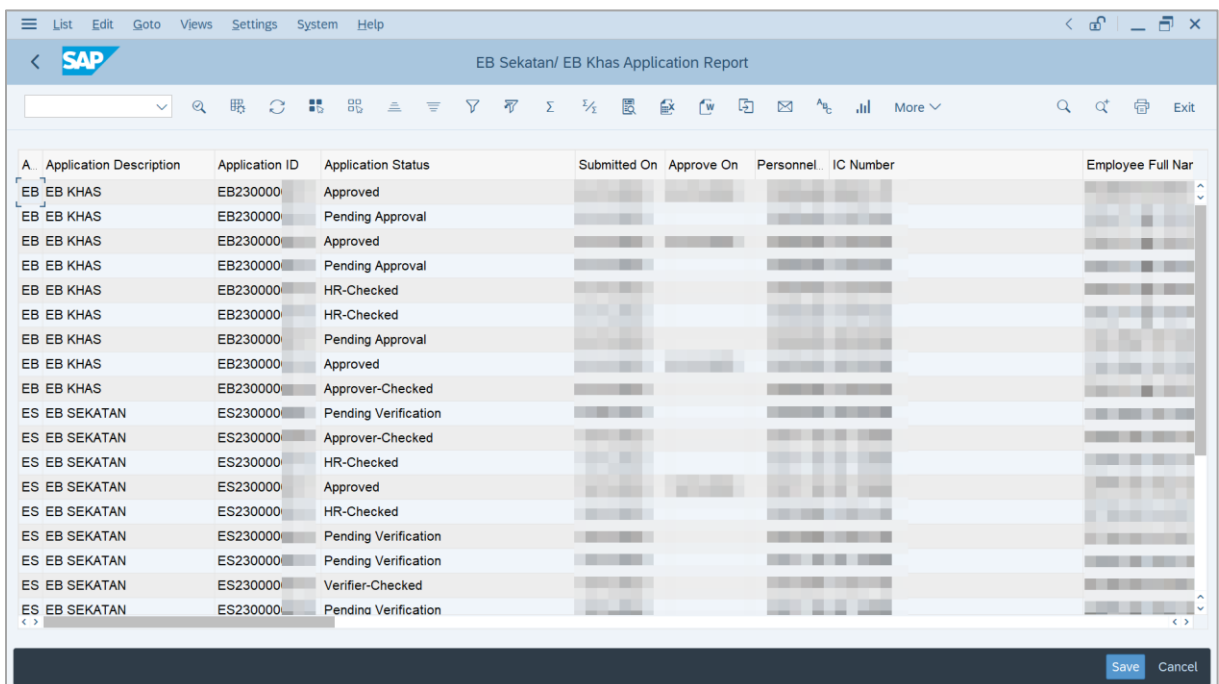
\*Application Date From:  to:  2

\*Personnel subarea:  3

Status:

Execute 4

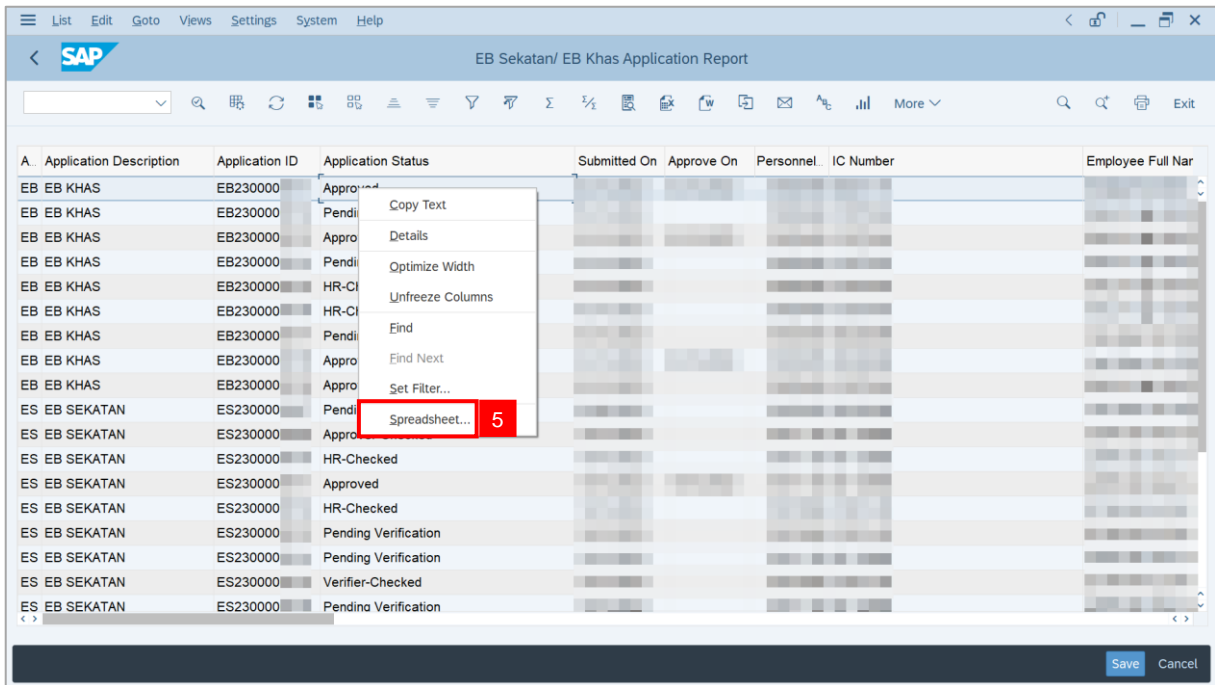
**Note:** The **EB Sekatan / EB Khas Application Report** page will be displayed.



A.	Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	HR-Checked					
EB	EB KHAS	EB230000	HR-Checked					
EB	EB KHAS	EB230000	Pending Approval					
EB	EB KHAS	EB230000	Approved					
EB	EB KHAS	EB230000	Approver-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Approver-Checked					
ES	EB SEKATAN	ES230000	HR-Checked					
ES	EB SEKATAN	ES230000	Approved					
ES	EB SEKATAN	ES230000	HR-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Pending Verification					
ES	EB SEKATAN	ES230000	Verifier-Checked					
ES	EB SEKATAN	ES230000	Pending Verification					

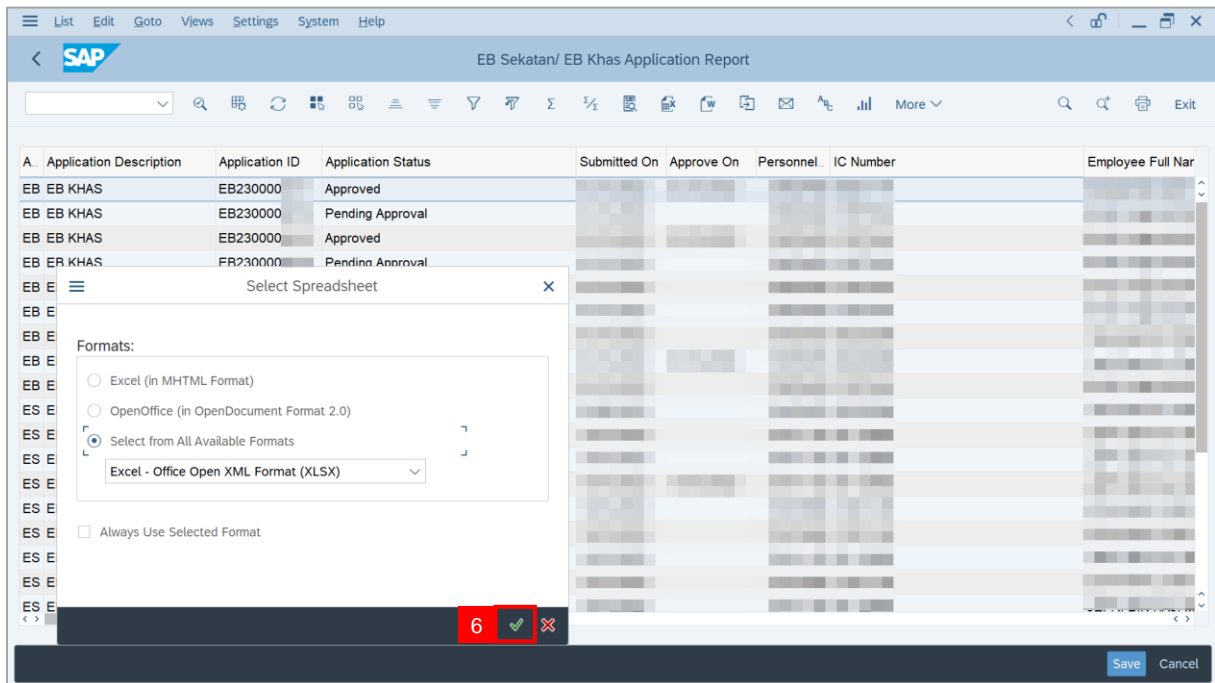
Save Cancel

5. Click the right button on the **Mouse** and select **'Spreadsheet'**.



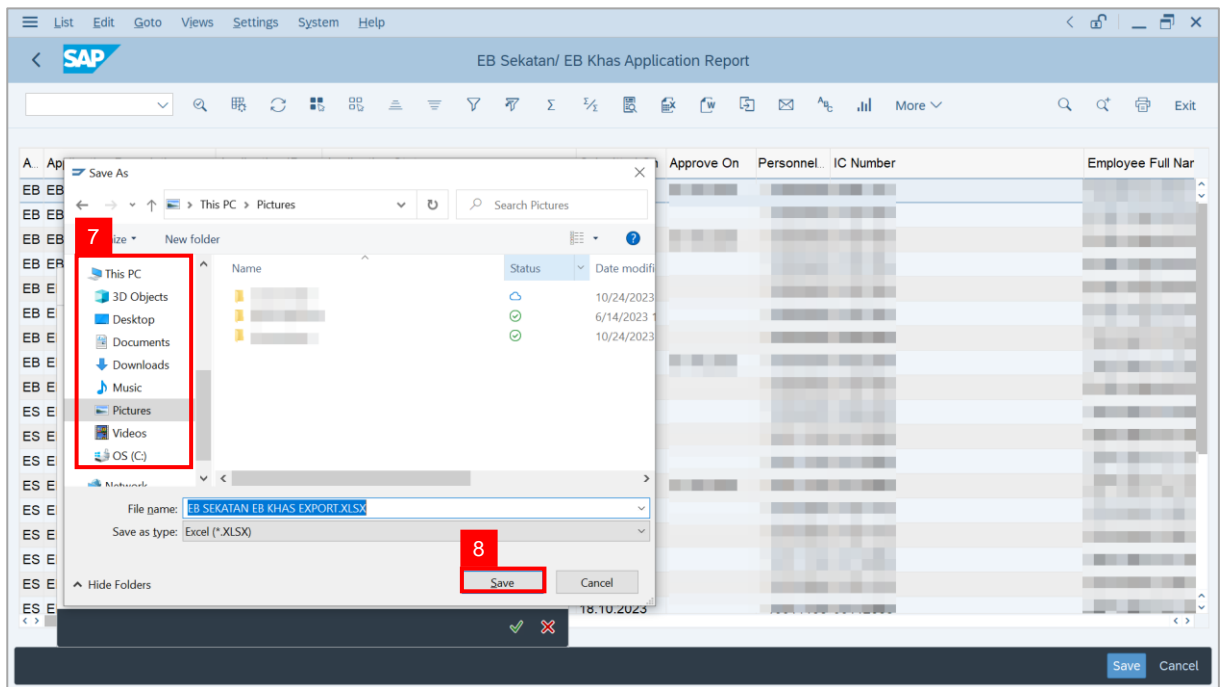
**Note:** The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



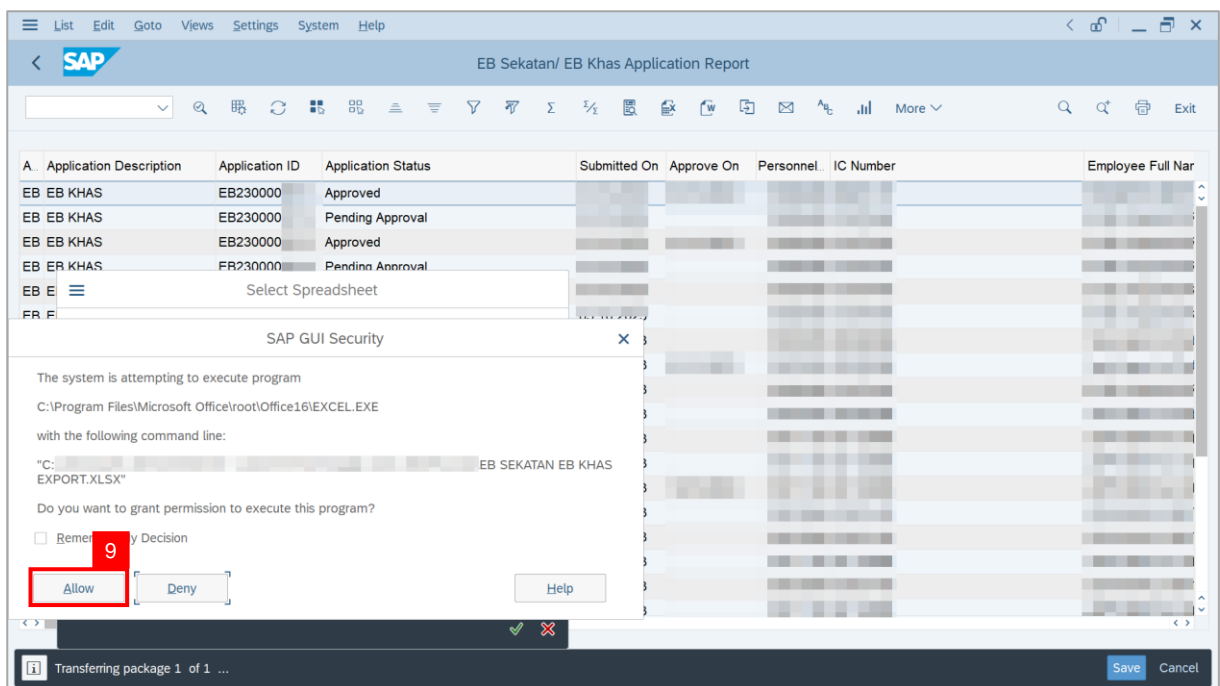
7. Select **File Location**.

8. Click on **Save** button.

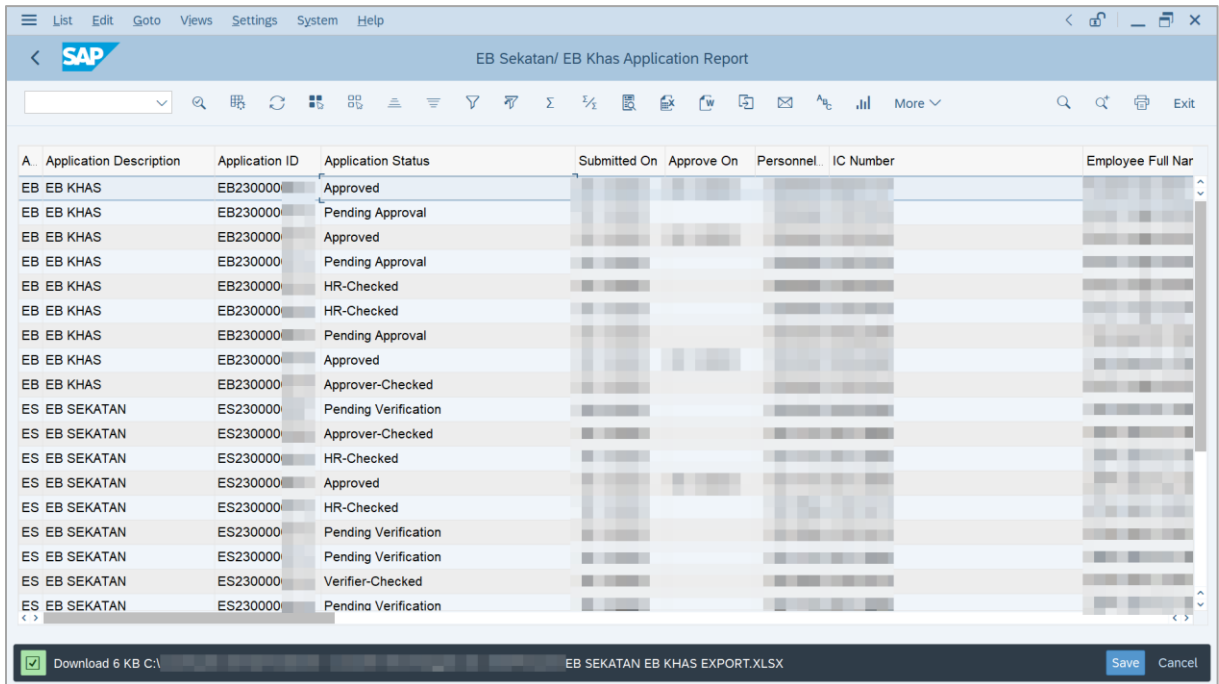


**Note:** The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



The screenshot displays the SAP GUI interface for the 'EB Sekatan/ EB Khas Application Report'. The table below shows the application details, including Application Description, Application ID, Application Status, Submitted On, Approve On, Personnel, IC Number, and Employee Full Name. A download dialog box is visible at the bottom, indicating that the report has been successfully downloaded as an Excel file (EB SEKATAN EB KHAS EXPORT.XLSX).

A. Application Description	Application ID	Application Status	Submitted On	Approve On	Personnel	IC Number	Employee Full Nar
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	HR-Checked					
EB EB KHAS	EB230000	HR-Checked					
EB EB KHAS	EB230000	Pending Approval					
EB EB KHAS	EB230000	Approved					
EB EB KHAS	EB230000	Approver-Checked					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Approver-Checked					
ES EB SEKATAN	ES230000	HR-Checked					
ES EB SEKATAN	ES230000	Approved					
ES EB SEKATAN	ES230000	HR-Checked					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Pending Verification					
ES EB SEKATAN	ES230000	Verifier-Checked					
ES EB SEKATAN	ES230000	Pending Verification					

Download 6 KB C:\... EB SEKATAN EB KHAS EXPORT.XLSX [Save] [Cancel]