



SISTEM SUMBER MANUSIA

User Guide

For Department HR Administrator

Backend (SAP GUI)

Employee Movement (PA):

EB Khas

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Department HR Administrator (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

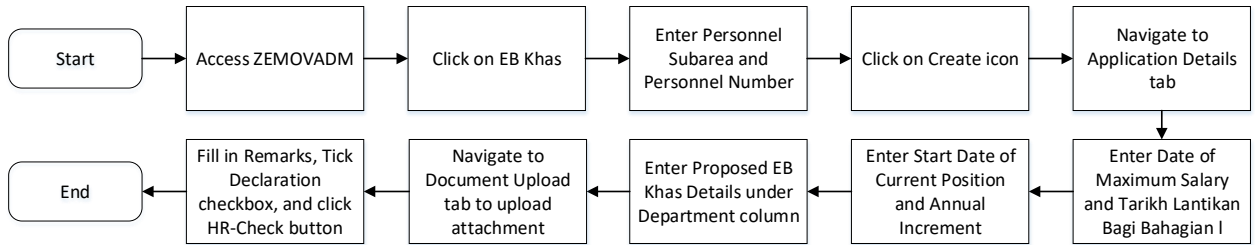
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

Table of Content

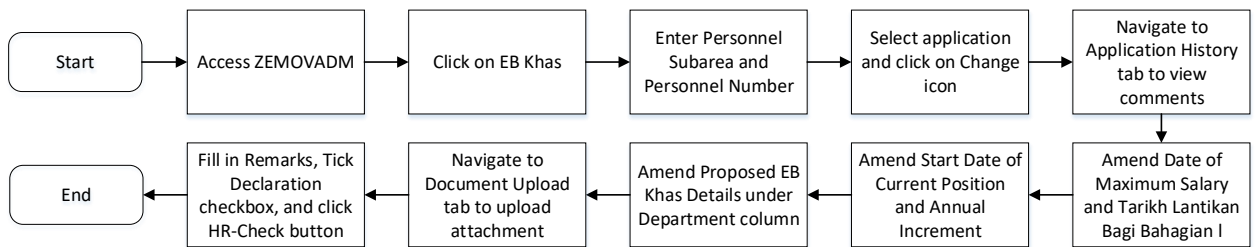
Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
Maintain Application (Department HR Administrator)	
Check Application	5
Edit and Recheck Application	17
Withdraw Application	27
EB Khas Application Report	33

Process Overview

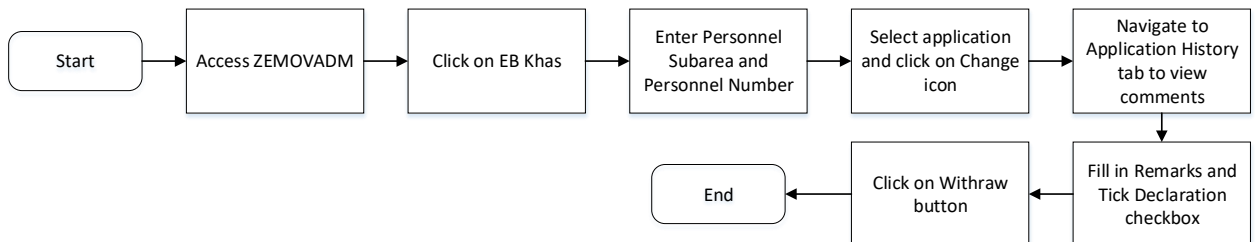
Check Application



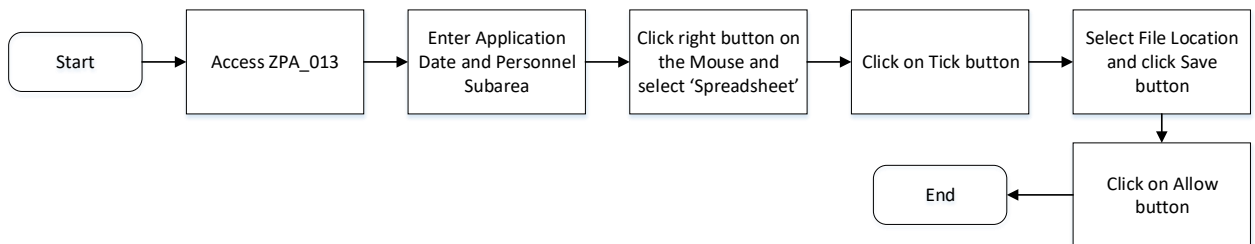
Edit and Recheck Application



Withdraw Application



Generate Application Report



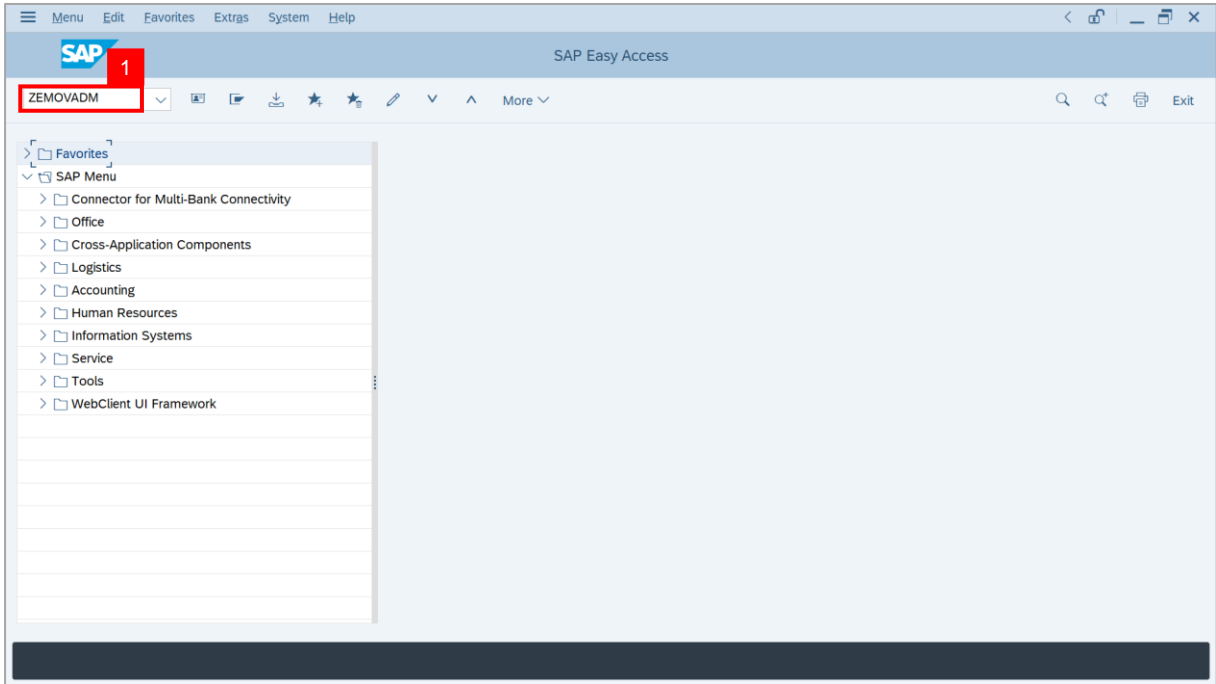
CHECK APPLICATION

Backend User

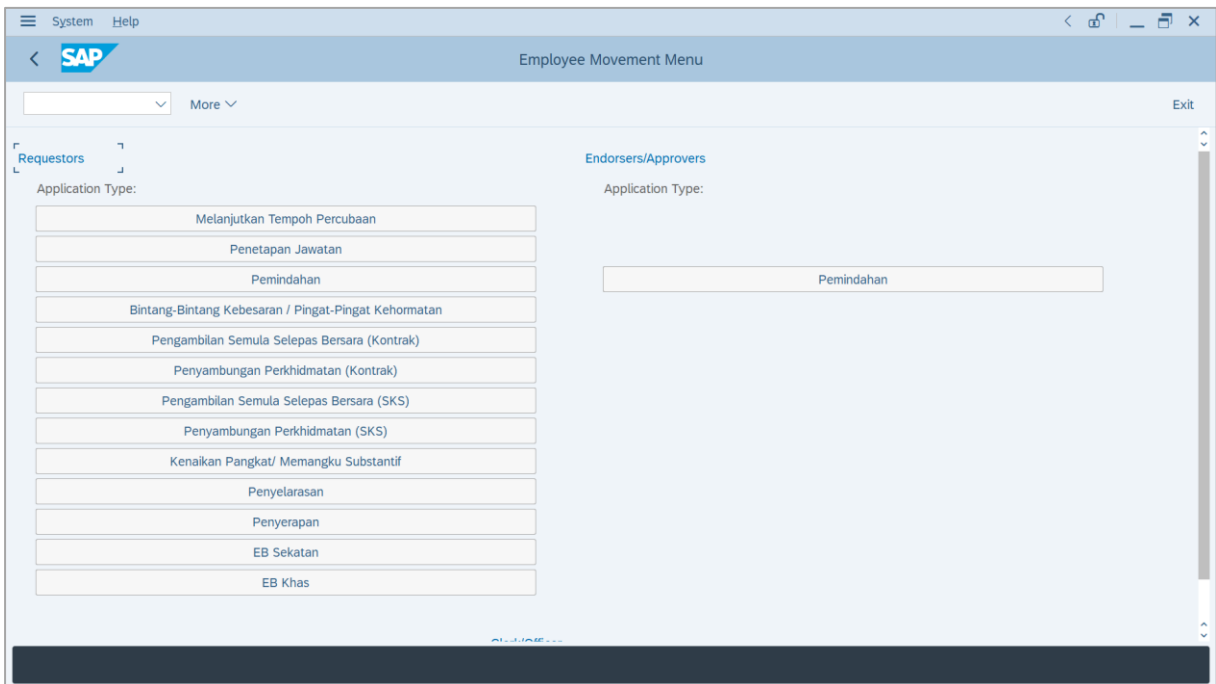
Department HR Administrator

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

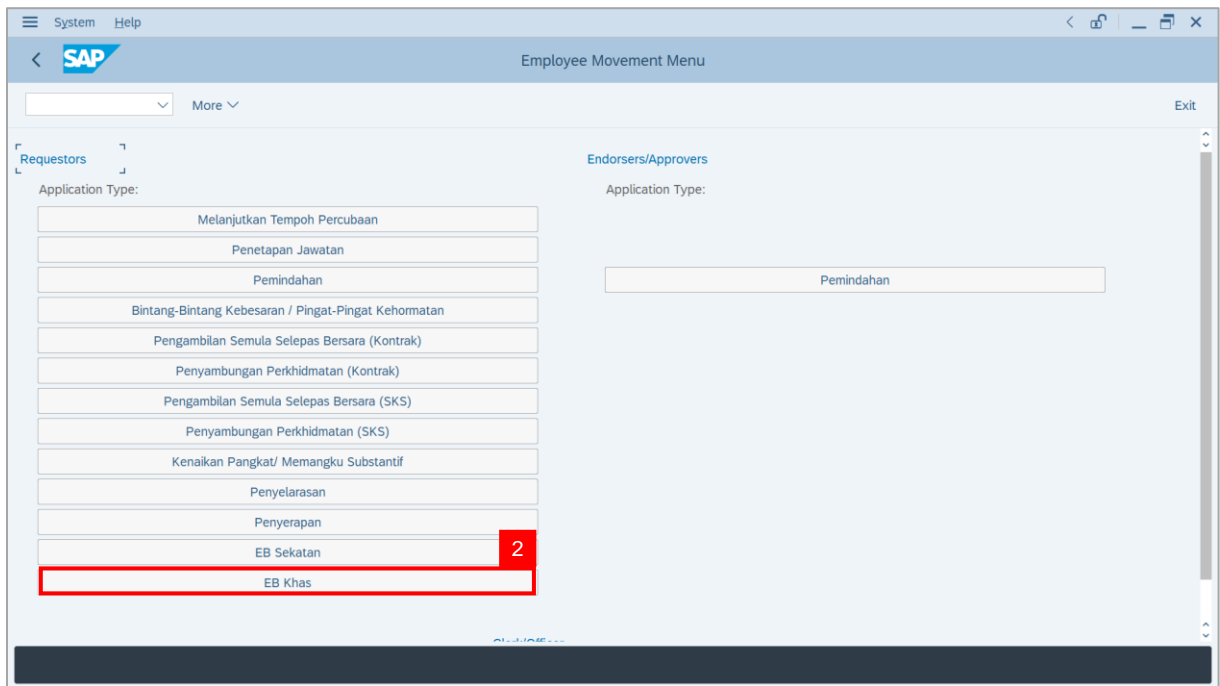
1. Enter **ZEMOVADM** in the search bar.



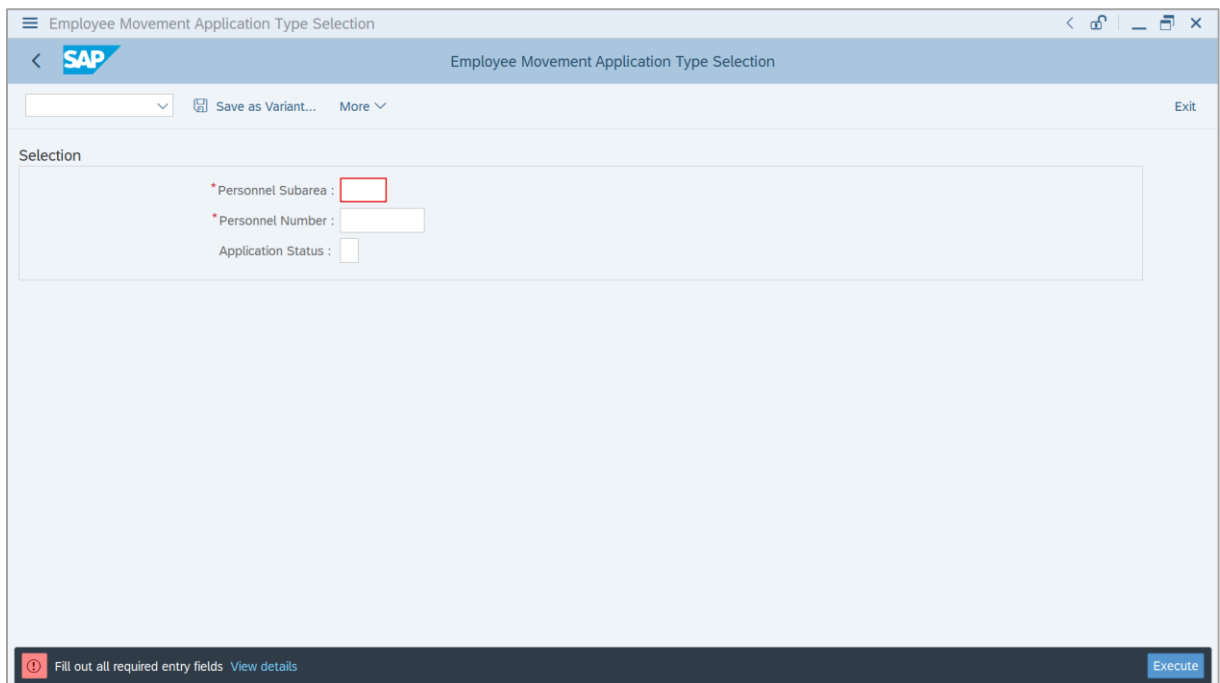
Note: Employee Movement Menu page will be displayed.



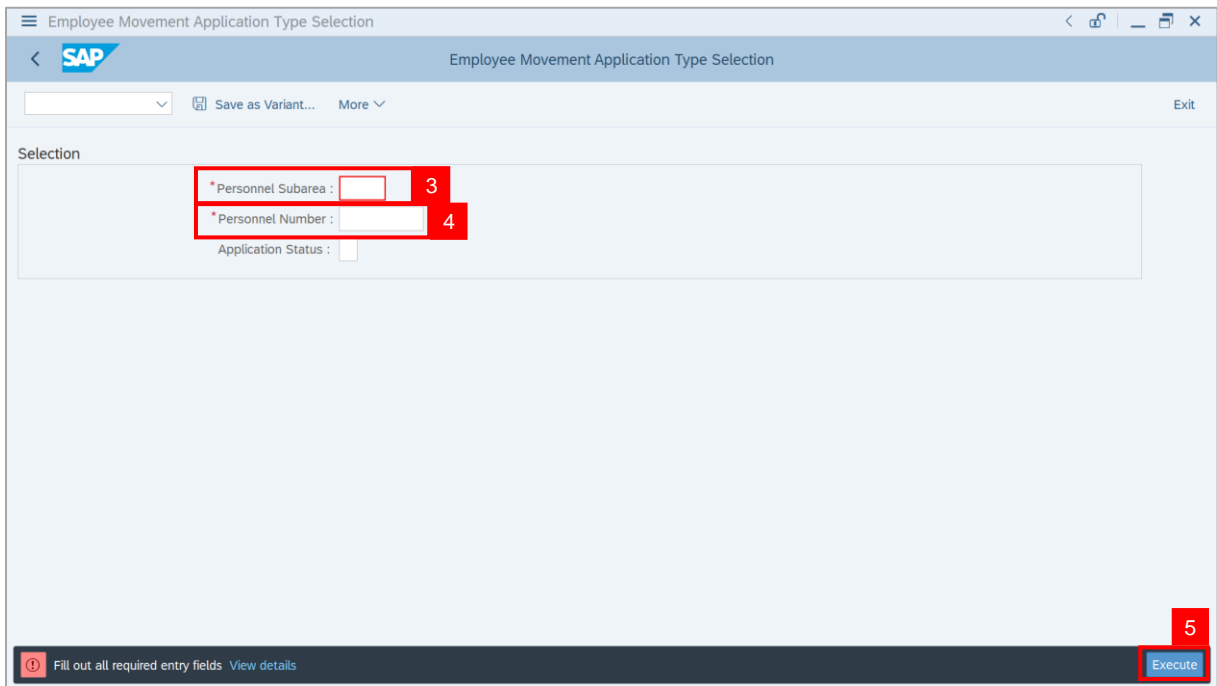
2. Under **Requestors: Application Type**, click on **EB Khas**.



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



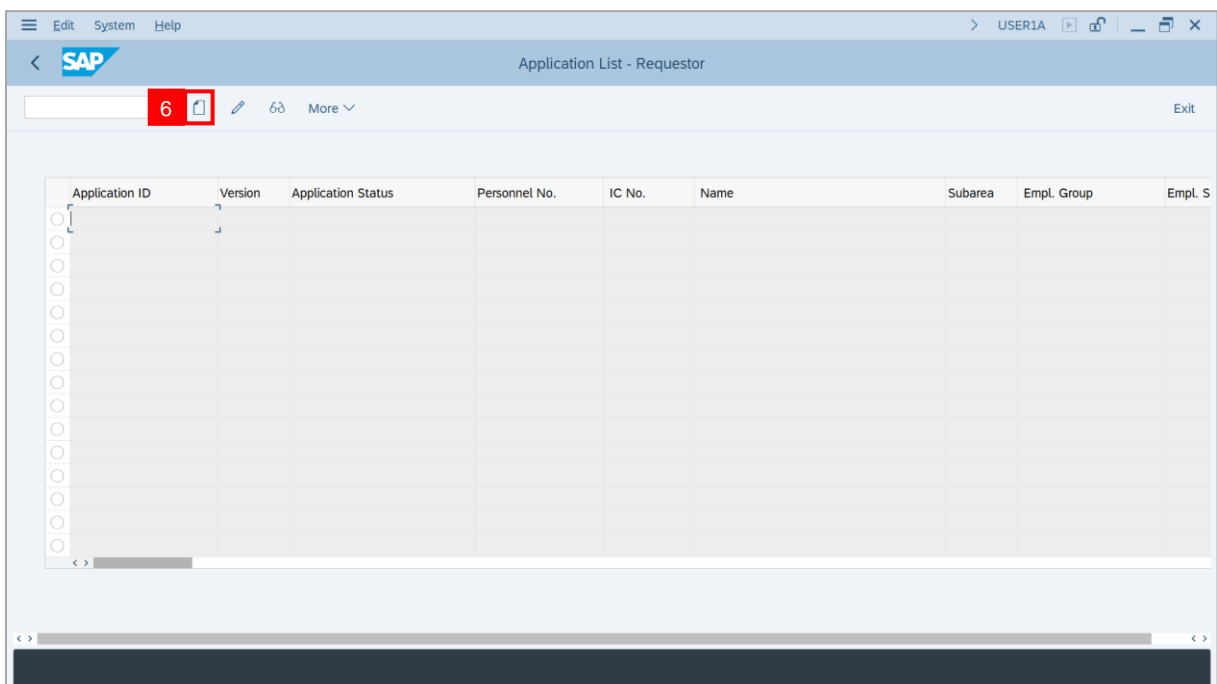
3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.



The screenshot shows the SAP 'Employee Movement Application Type Selection' dialog. It features a 'Selection' section with three input fields: '* Personnel Subarea', '* Personnel Number', and 'Application Status'. Red boxes with numbers 3 and 4 highlight the first two fields. At the bottom right, a blue 'Execute' button is highlighted with a red box and the number 5. A status bar at the bottom left contains the message 'Fill out all required entry fields View details'.

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

6. Click on **Create** icon.

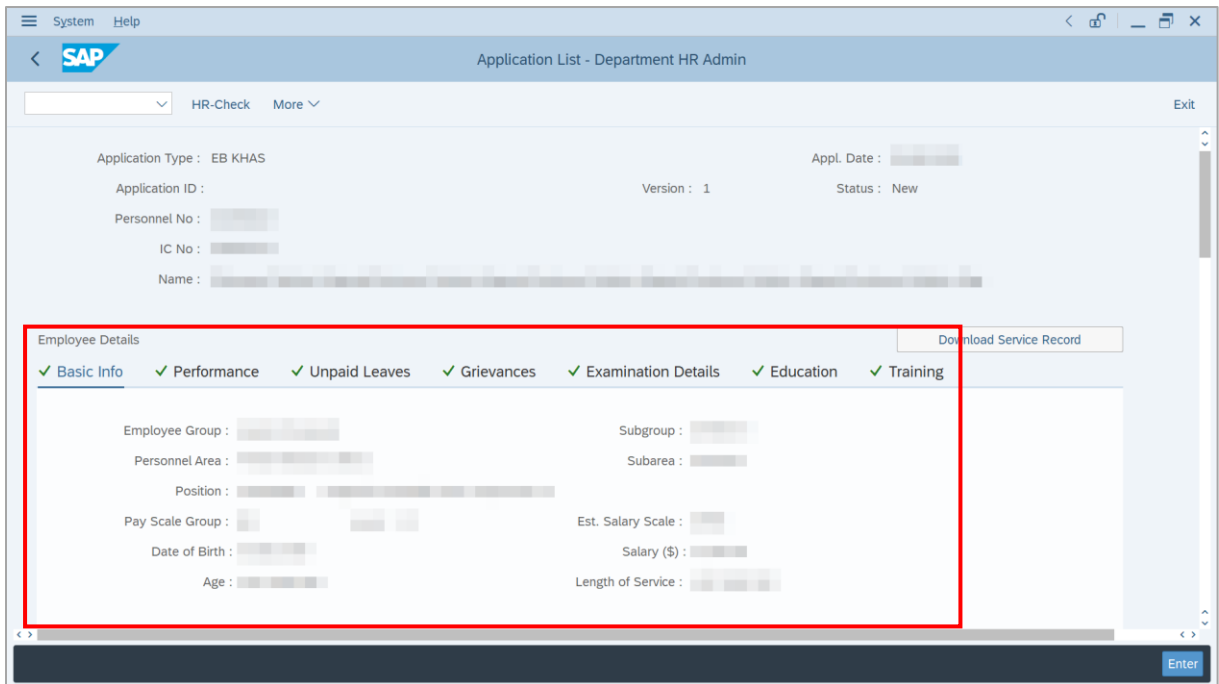


The screenshot shows the SAP 'Application List - Requestor' screen. It displays a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The table is currently empty. A red box with the number 6 highlights the 'Create' icon (a document with a plus sign) in the top toolbar.

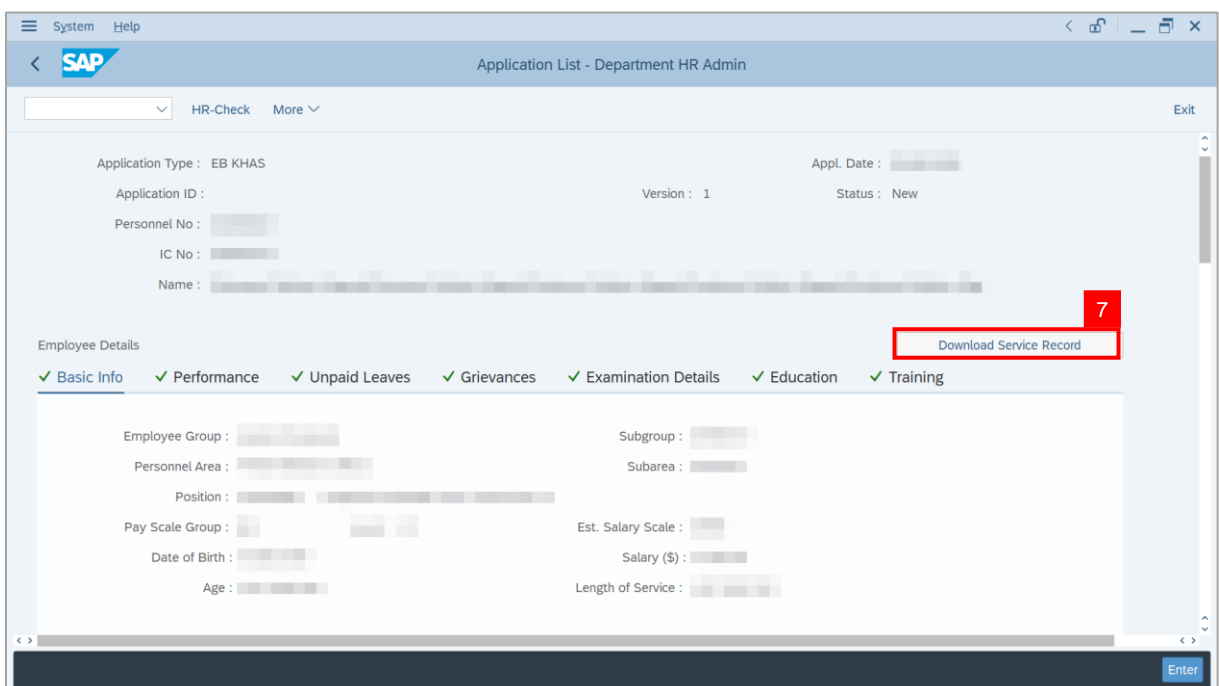
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
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Note: The **Application List – Department HR Admin** page will be displayed.

i) **Department HR Administrator** may review employee's information on each tab under **Employee Details**.



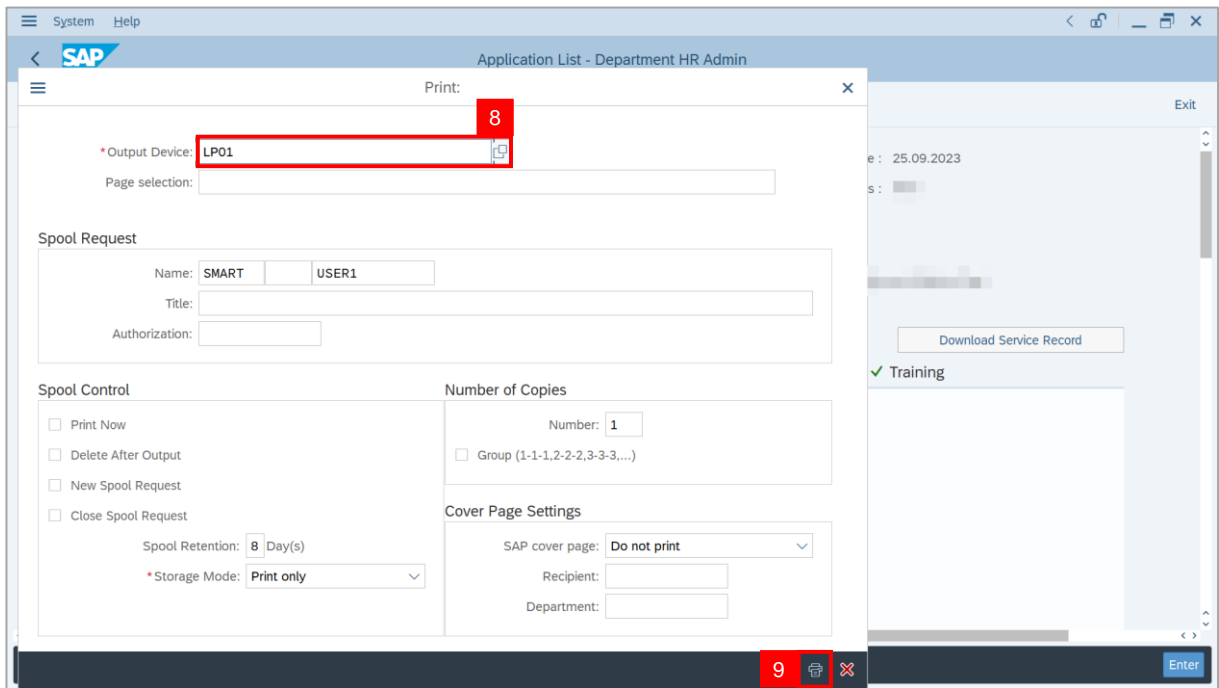
7. Click on **Download Service Record** button.



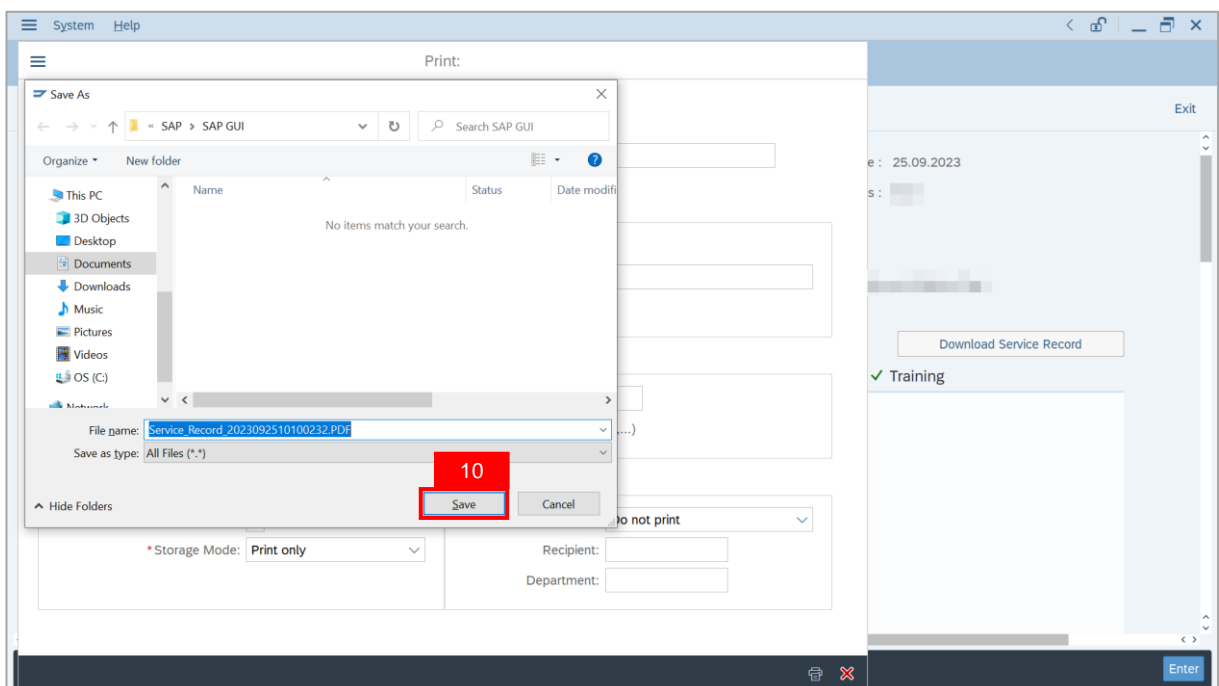
Note: The **Print** page will be displayed.

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

9. Click on **Print** icon.

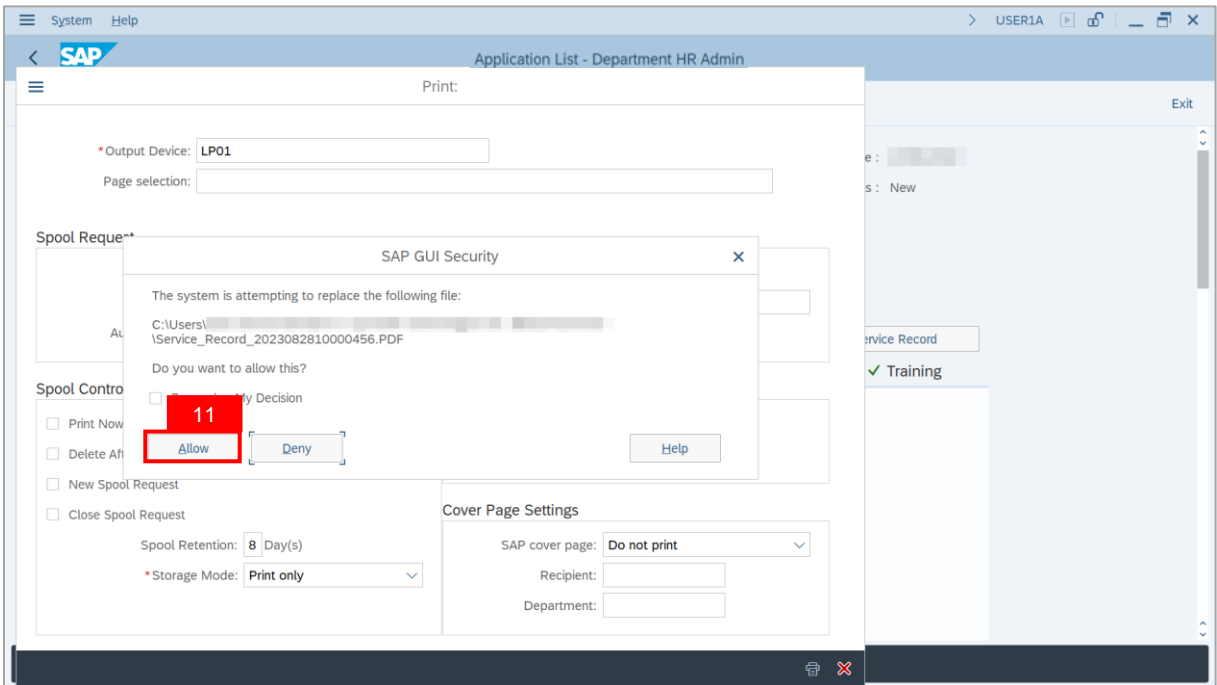


10. Select **File Location** and click on **Save** button.

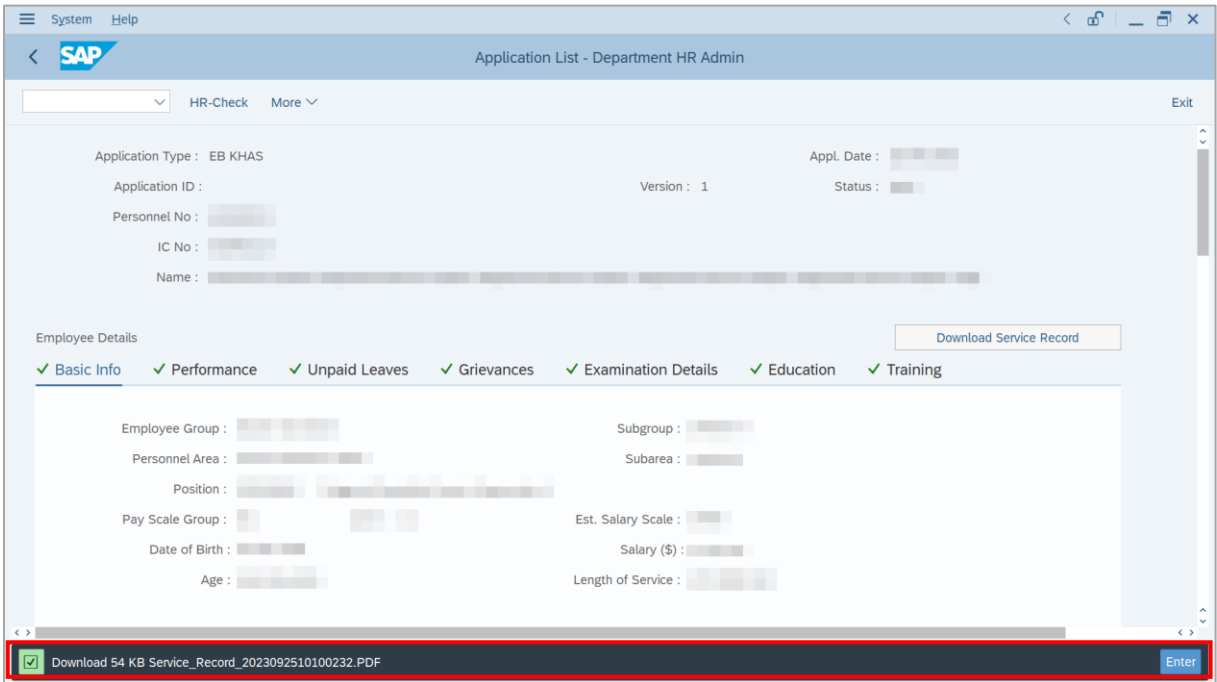


Note: The **SAP GUI Security** page will be displayed.

11. Click on **Allow** button.

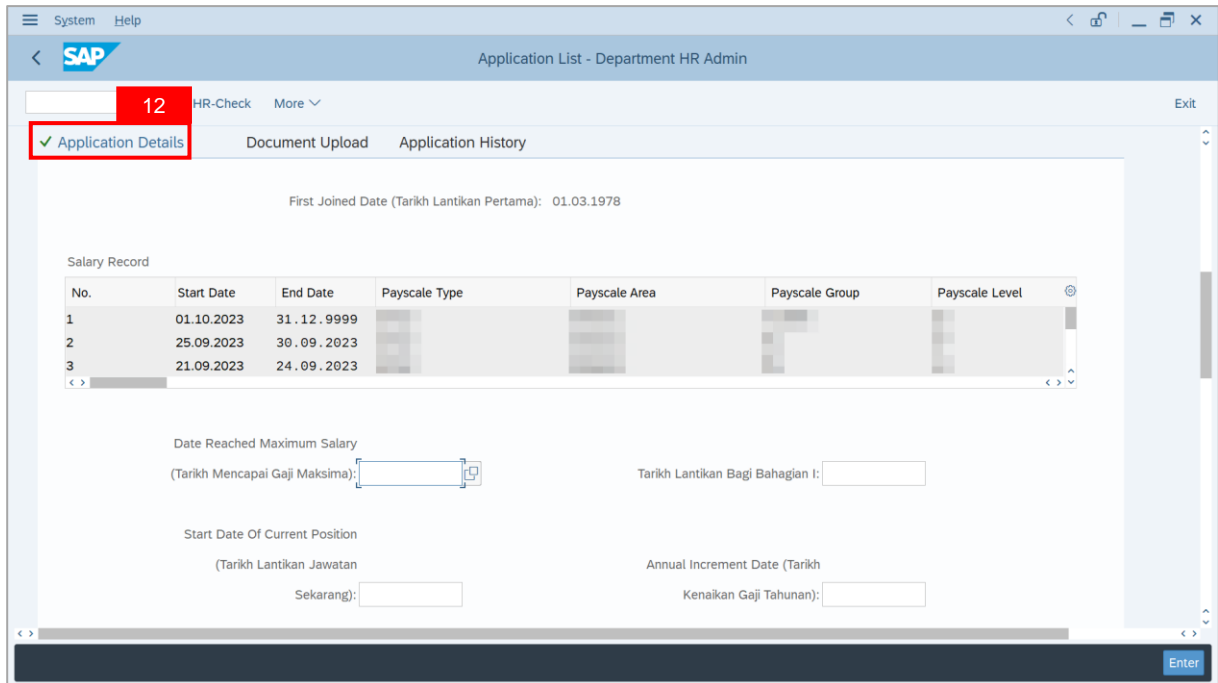


Note: The **Service Record** has successfully been downloaded.



12. Navigate to **Application Details** tab.

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



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:

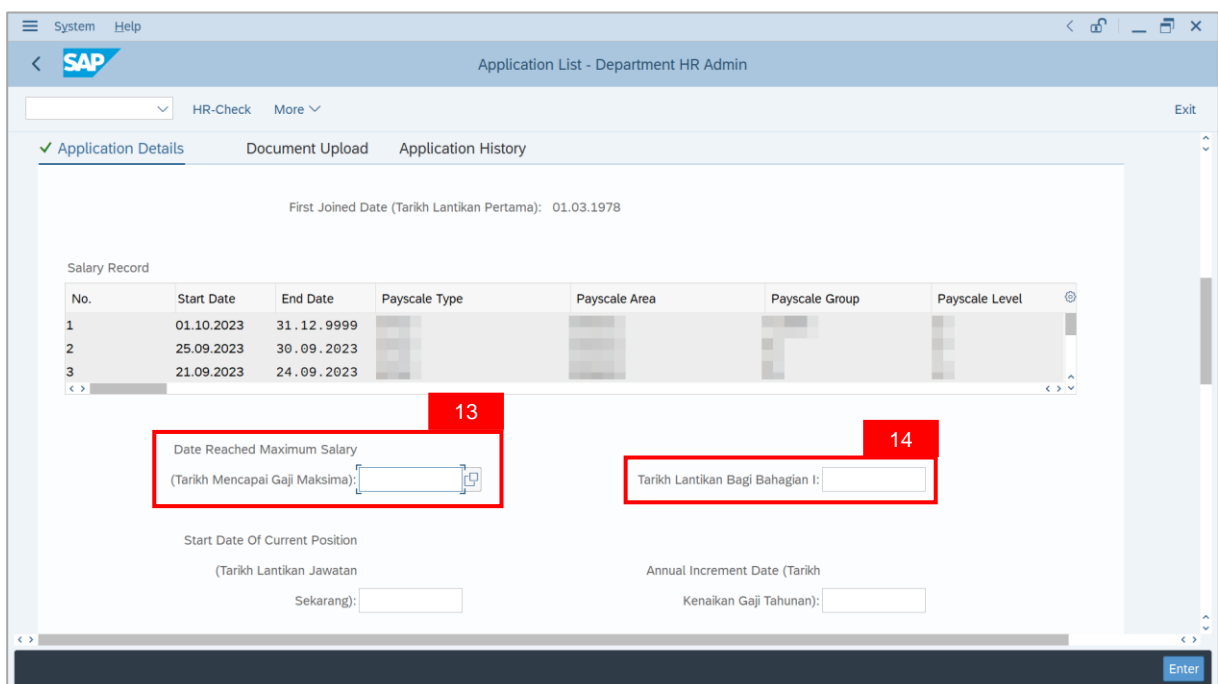
Start Date Of Current Position
(Tarikh Lantikan Jawatan Sekarang):

Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

Enter

13. Enter **Date Reached Maximum Salary**.

14. Enter **Tarikh Lantikan Bagi Bahagian I**.



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:

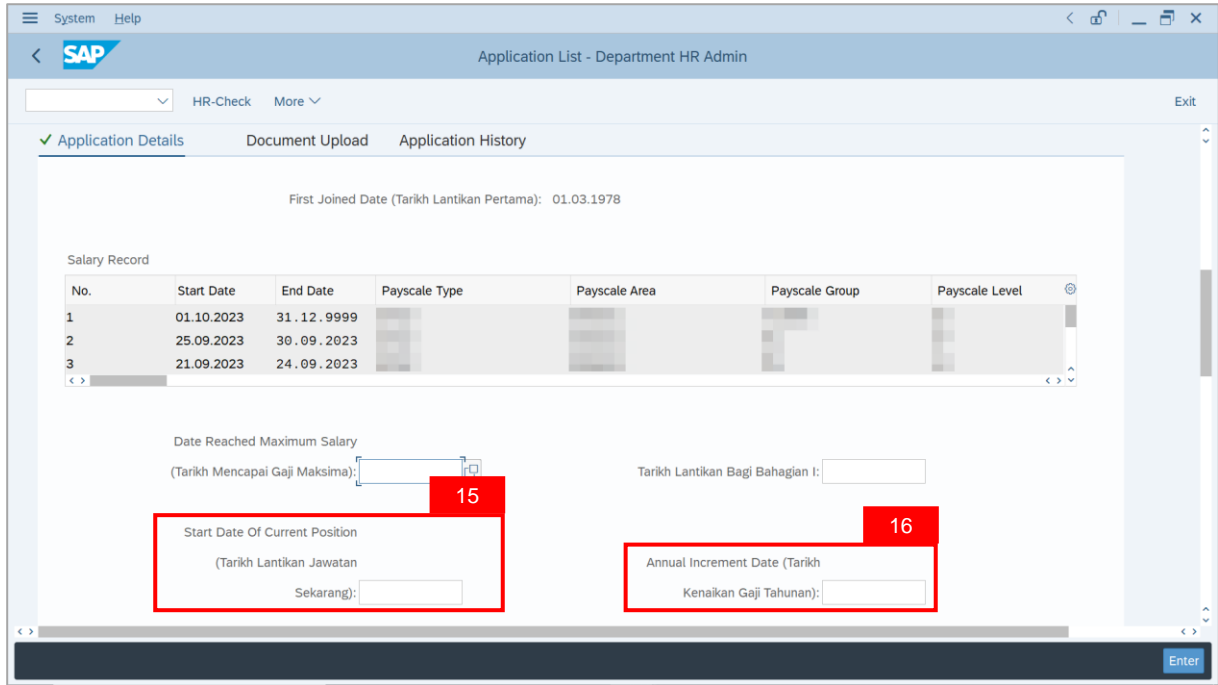
Start Date Of Current Position
(Tarikh Lantikan Jawatan Sekarang):

Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

Enter

15. Enter **Start Date of Current Position**.

16. Enter **Annual Increment Date**.



Application List - Department HR Admin

HR-Check More

Exit

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):

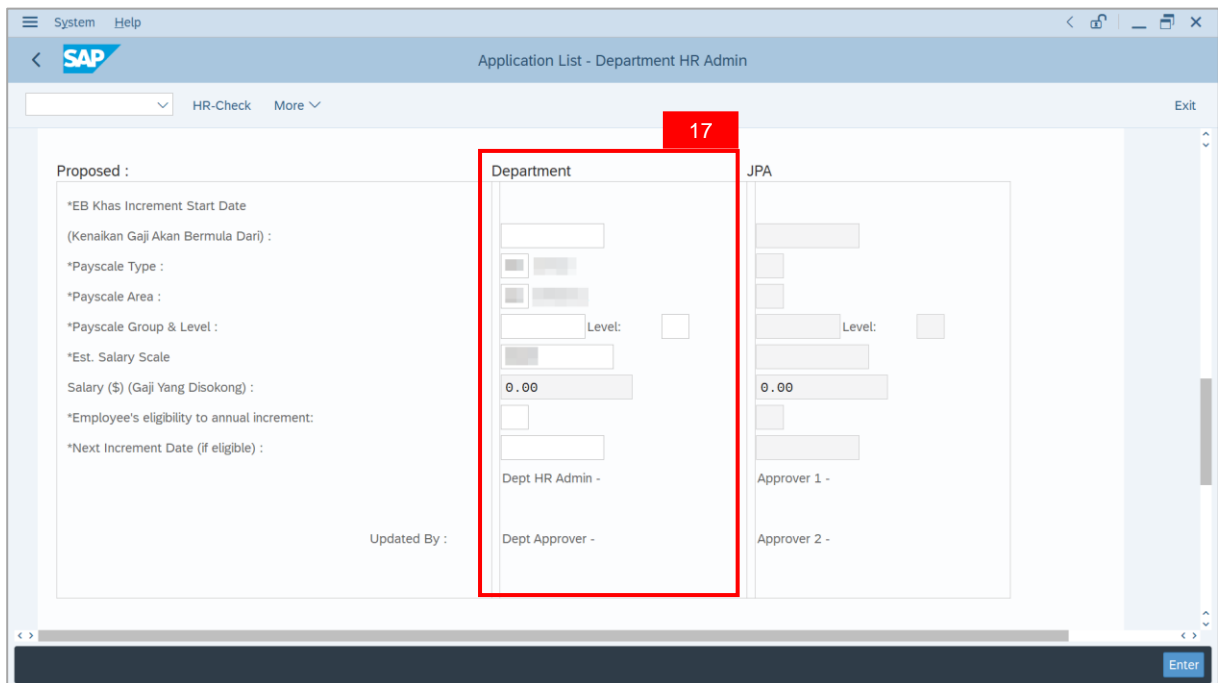
Tarikh Lantikan Bagi Bahagian I:

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

Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):

Enter

17. **Department HR Administrator** may fill in the empty fields of **Proposed EB Khas Details** under **Department** column.



Application List - Department HR Admin

HR-Check More

Exit

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 -

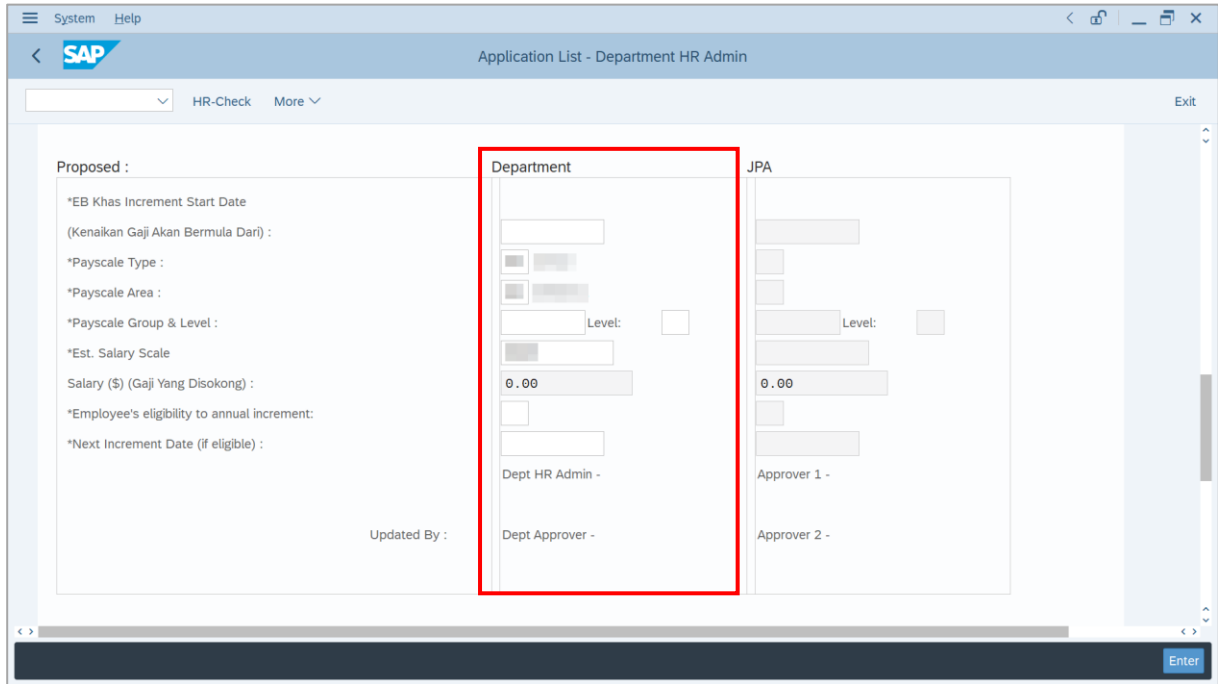
Dept Approver -

Approver 1 -

Approver 2 -

Enter

Note: *Payscale Type*, *Payscale Area*, and *Established Salary Scale* are populated from employee's latest job data. **Department HR Administrator** may review and amend if required.



The screenshot shows the SAP GUI interface for 'Application List - Department HR Admin'. The form is divided into several sections. The 'Department' section is highlighted with a red box and contains the following fields:

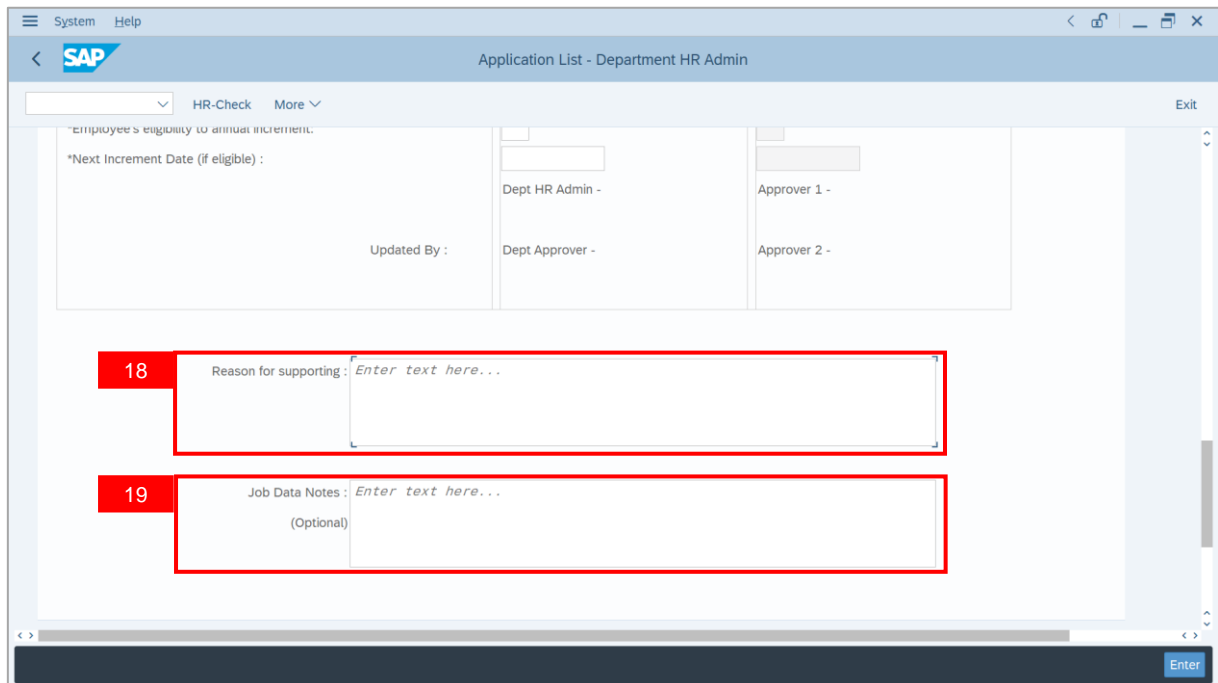
- Department (text field)
- Level (dropdown menu)
- Level (text field)
- Dept HR Admin - (text field)
- Dept Approver - (text field)

Other visible fields include:

- *EB Khas Increment Start Date (Kenaikan Gaji Akan Bermula Dari):
- *Payscale Type:
- *Payscale Area:
- *Payscale Group & Level:
- *Est. Salary Scale (Salary (\$) (Gaji Yang Disokong): 0.00)
- *Employee's eligibility to annual increment:
- *Next Increment Date (if eligible):
- Updated By:
- JPA (Job Position Area) section with various fields and approver fields (Approver 1, Approver 2).

18. Enter **Reason for supporting** (Optional).

19. Enter **Job Data Notes** (Optional).



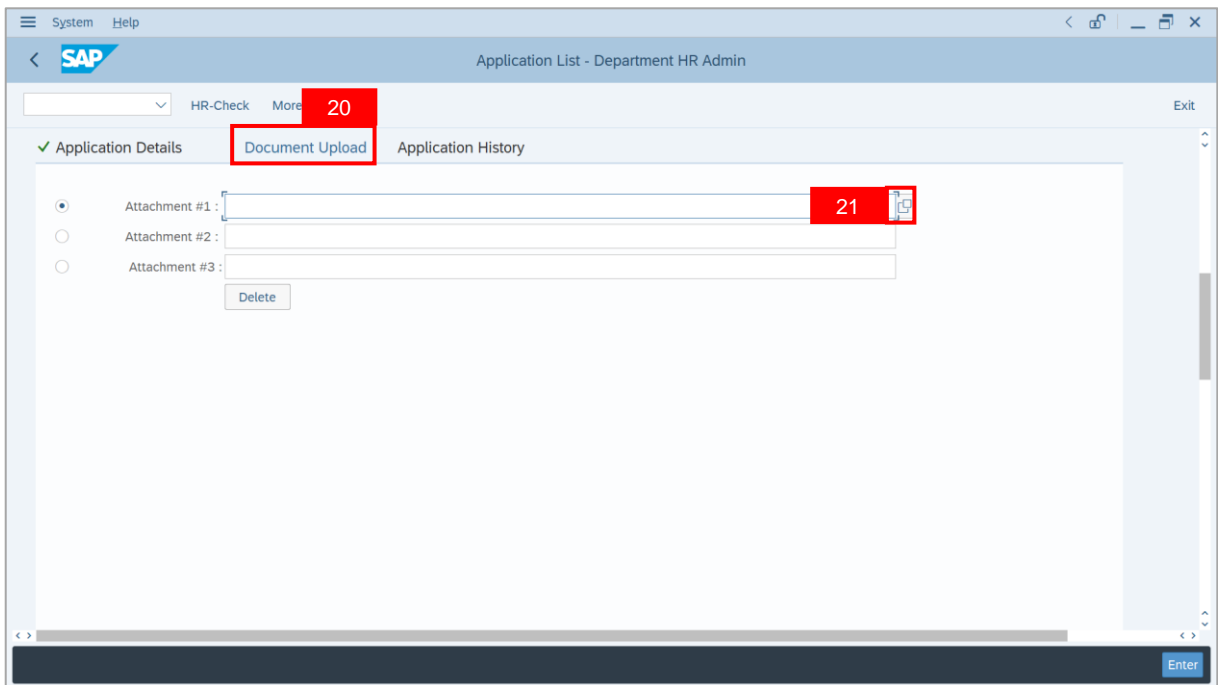
The screenshot shows the same SAP GUI interface as above, but with two red boxes highlighting specific fields:

- Field 18: Reason for supporting: Enter text here... (Optional)
- Field 19: Job Data Notes: Enter text here... (Optional)

The rest of the form, including the 'Department' section and other fields, remains visible in the background.

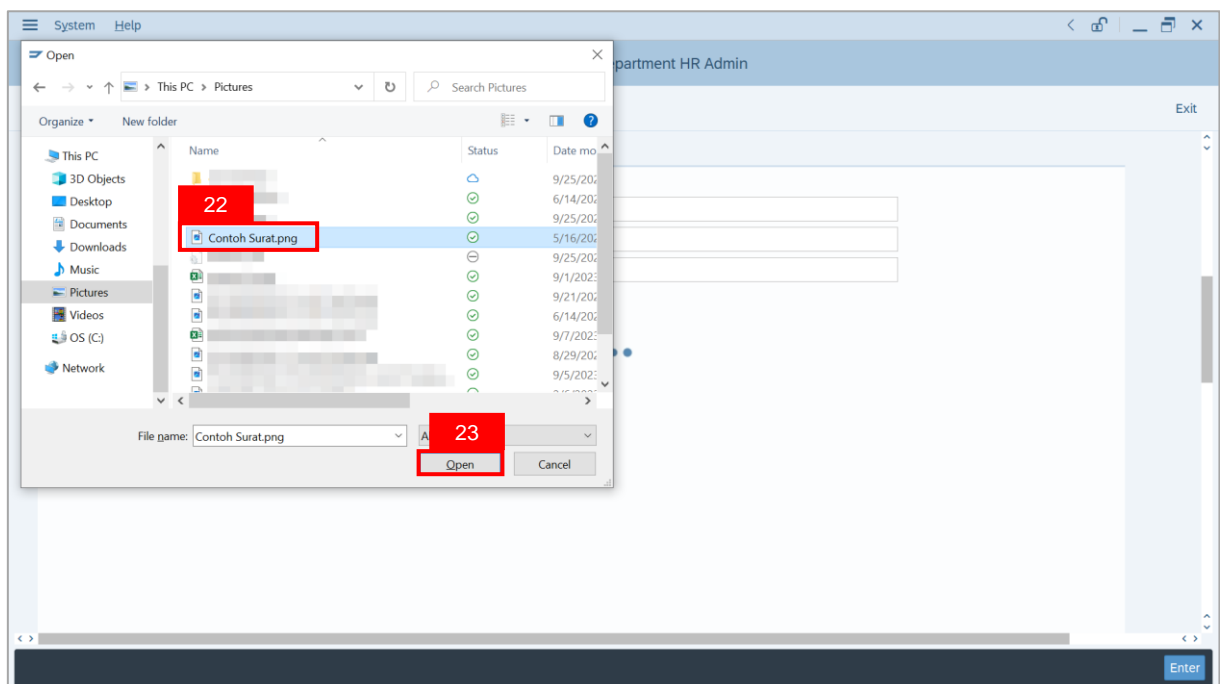
20. Navigate to **Document Upload** tab.

21. Click on **Lookup** icon to upload **Attachment**.



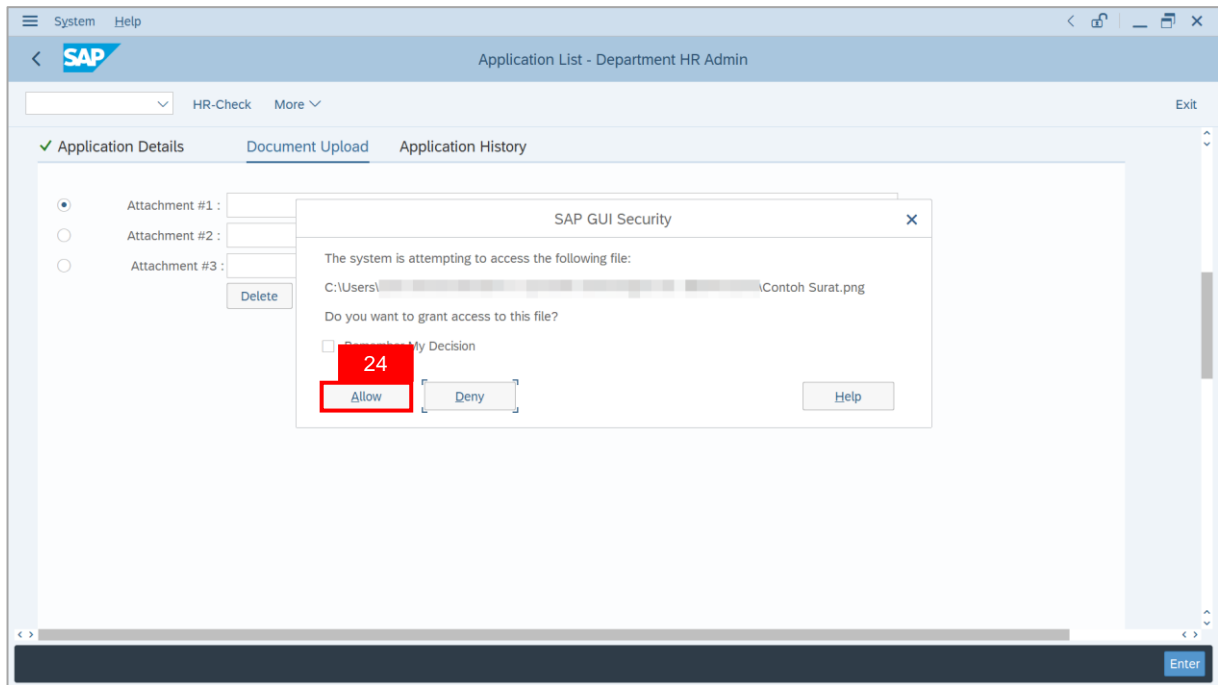
22. Select **Attachment** to be uploaded.

23. Click on **Open** button.

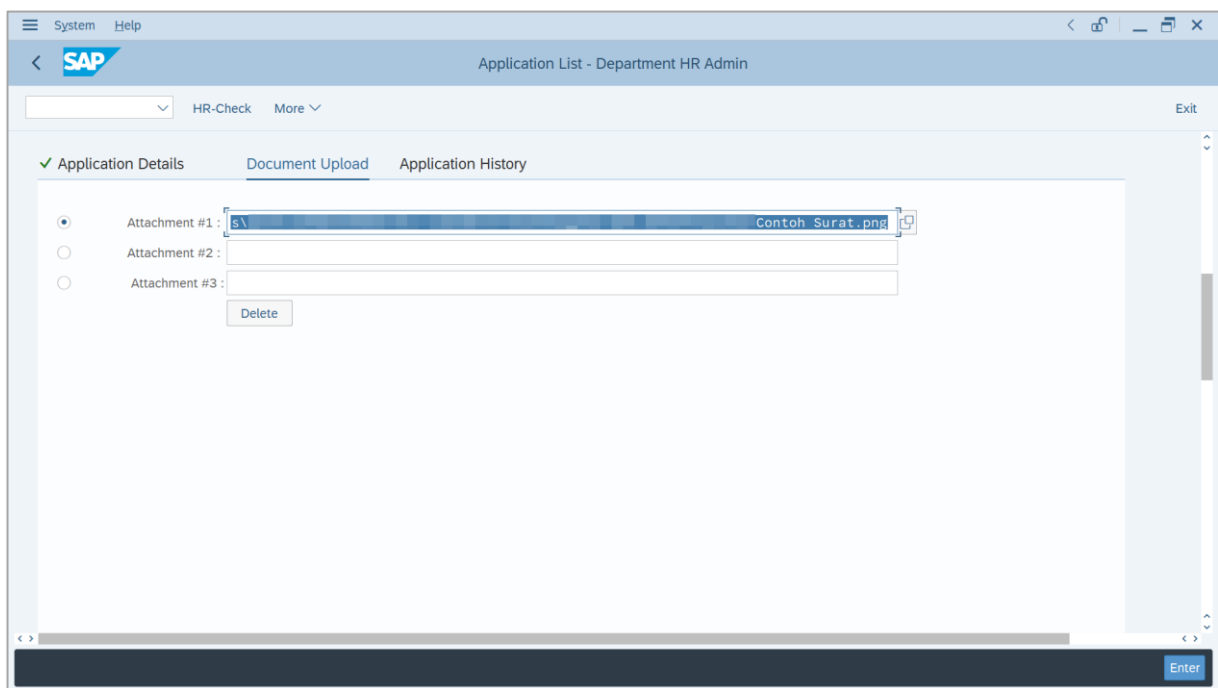


Note: The **SAP GUI Security** message will be displayed.

24. Click on **Allow** button.



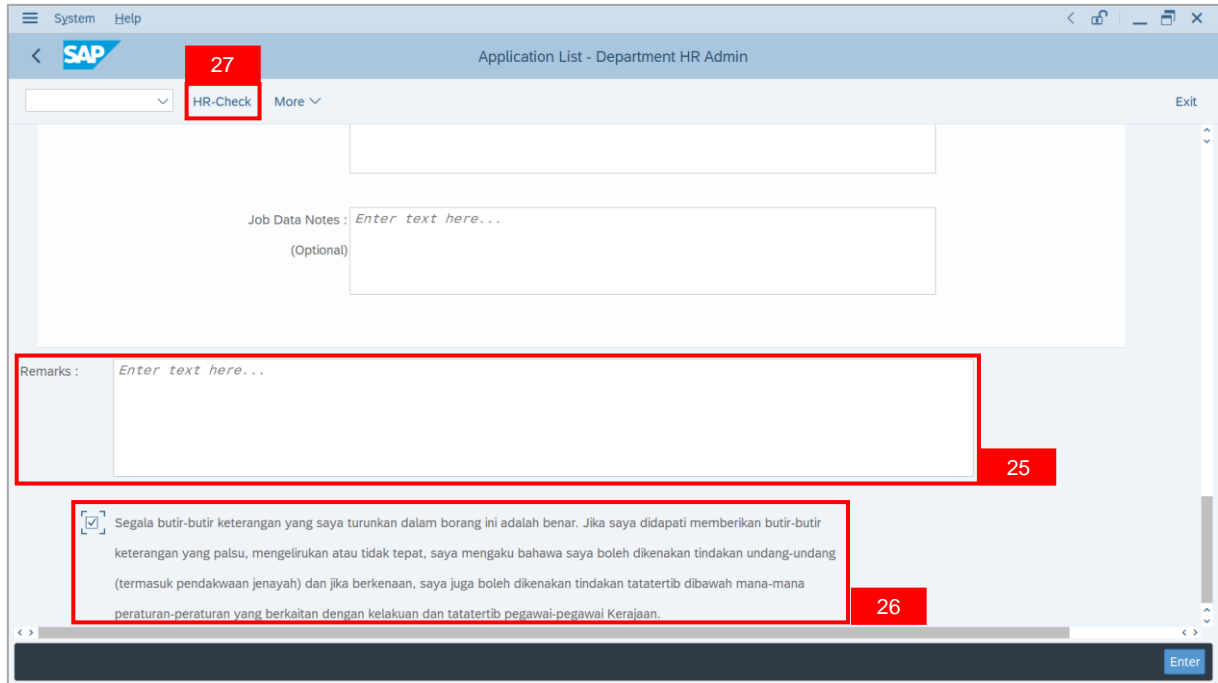
Note: The **Attachment** has successfully been uploaded.



25. Enter the **Remarks** for employee's application.

26. Tick on **Declaration** checkbox.

27. Click on **HR-Check** button.



Application List - Department HR Admin

Job Data Notes : *Enter text here...*
(Optional)

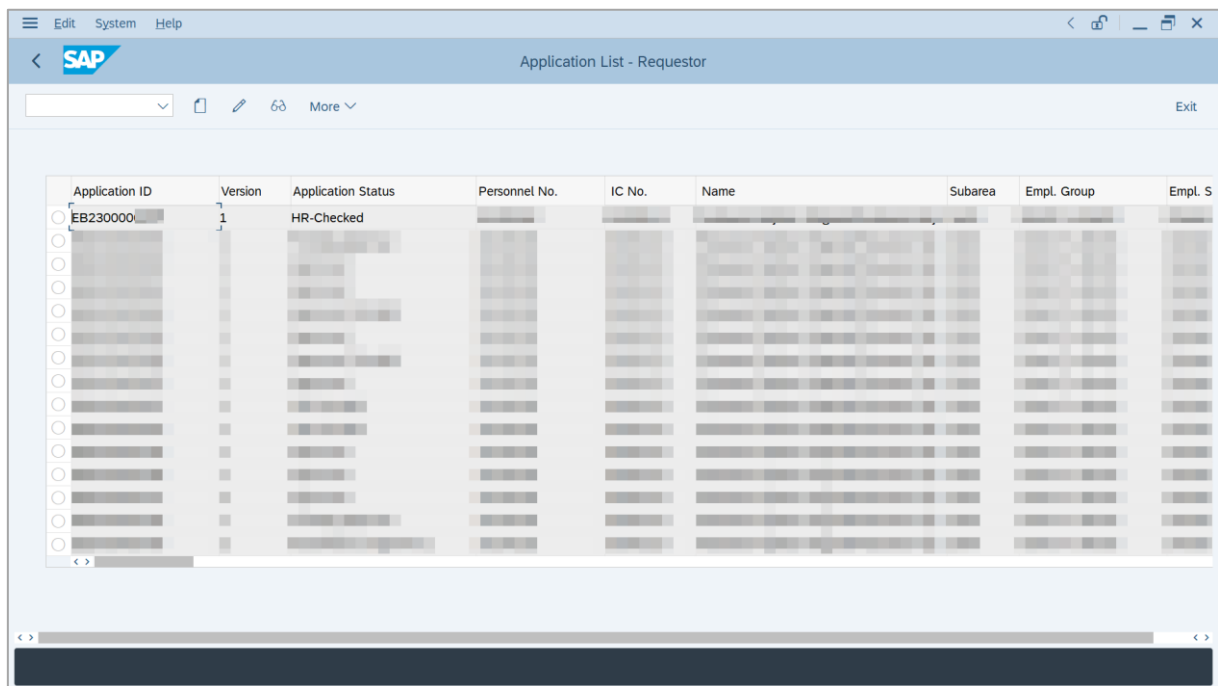
Remarks : *Enter text here...*

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

HR-Check

Enter

Outcome: The **Application** has successfully been checked to **Department Approver**.



Application List - Requestor

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

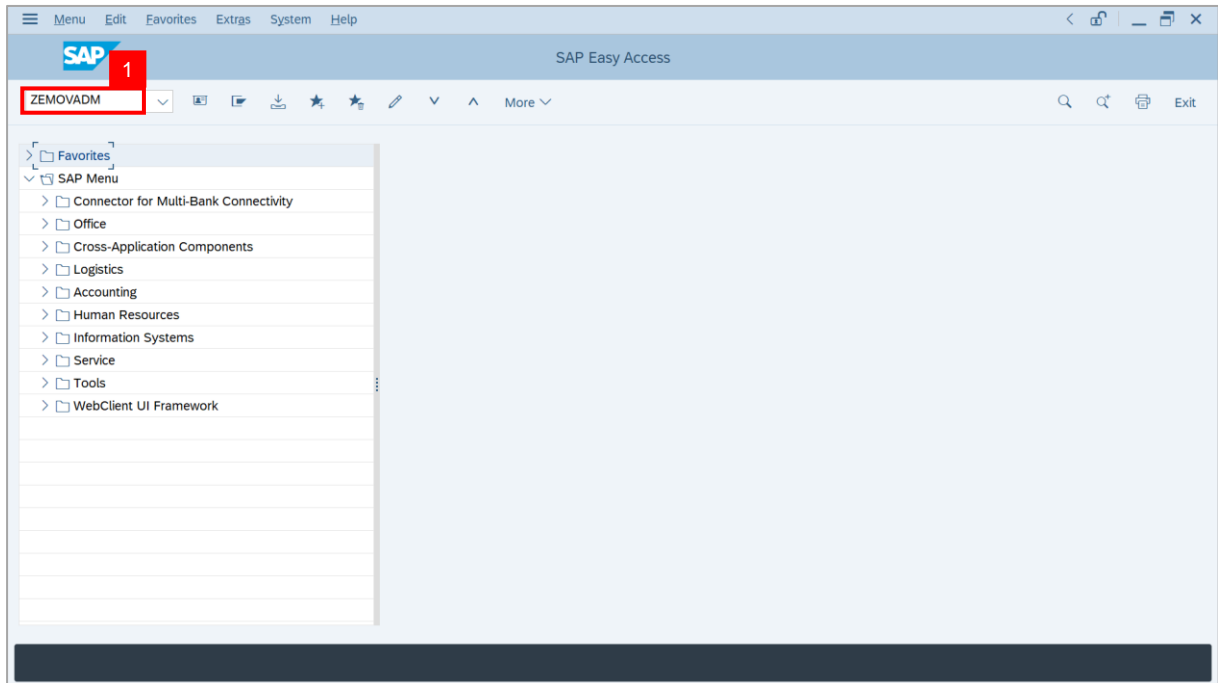
EDIT AND RECHECK APPLICATION

Backend User

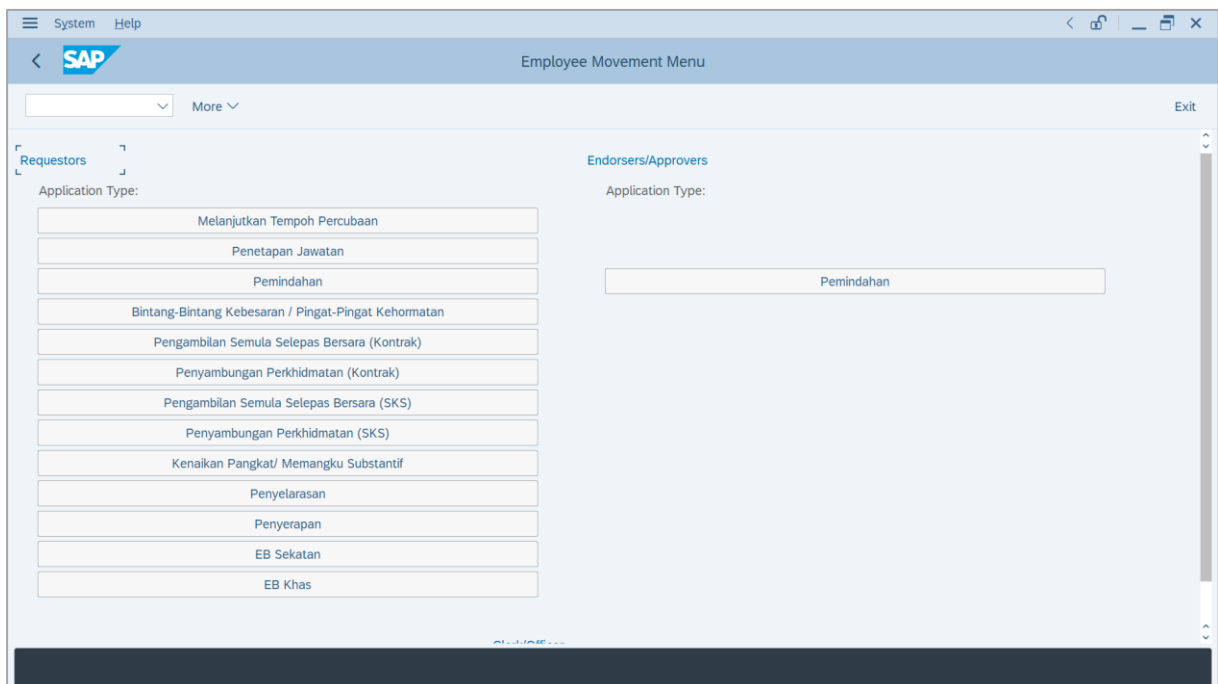
Department HR Administrator

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

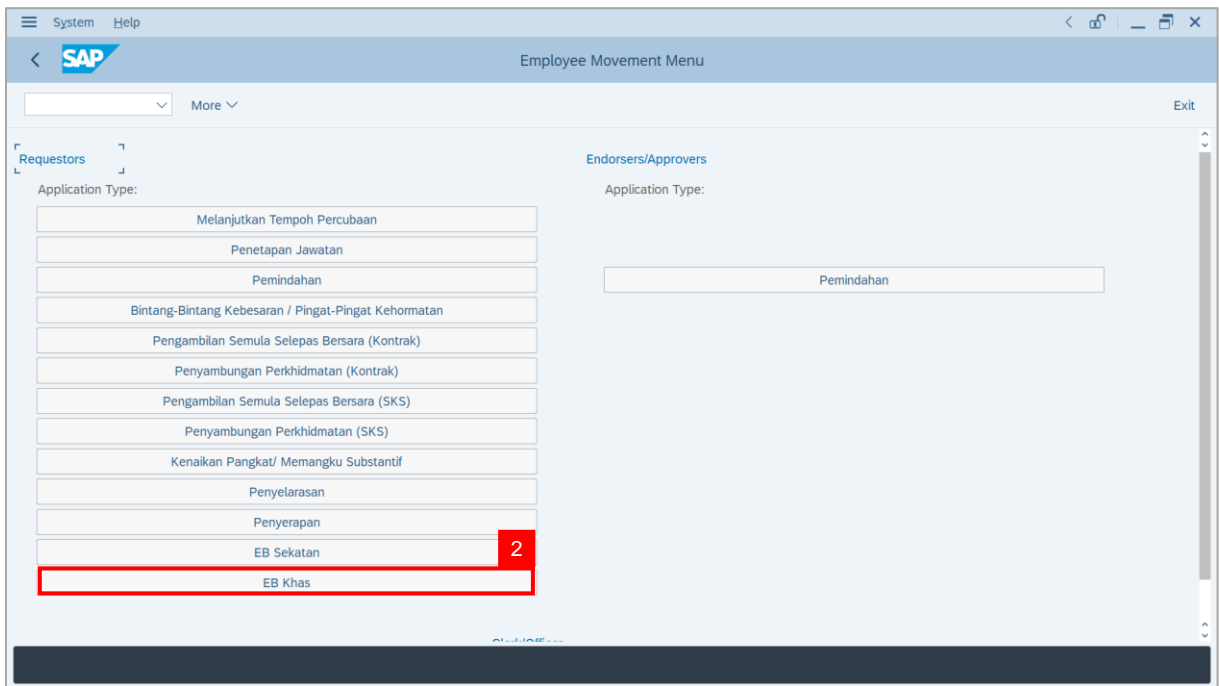
1. Enter **ZEMOVADM** in the search bar.



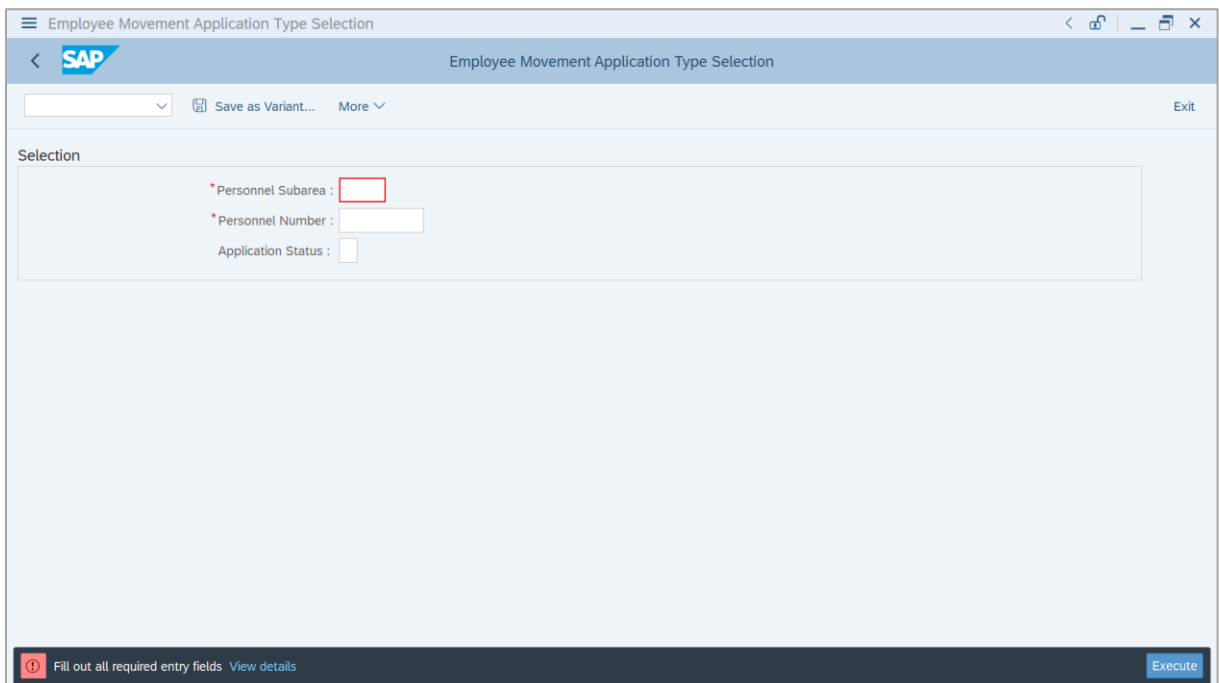
Note: Employee Movement Menu page will be displayed.



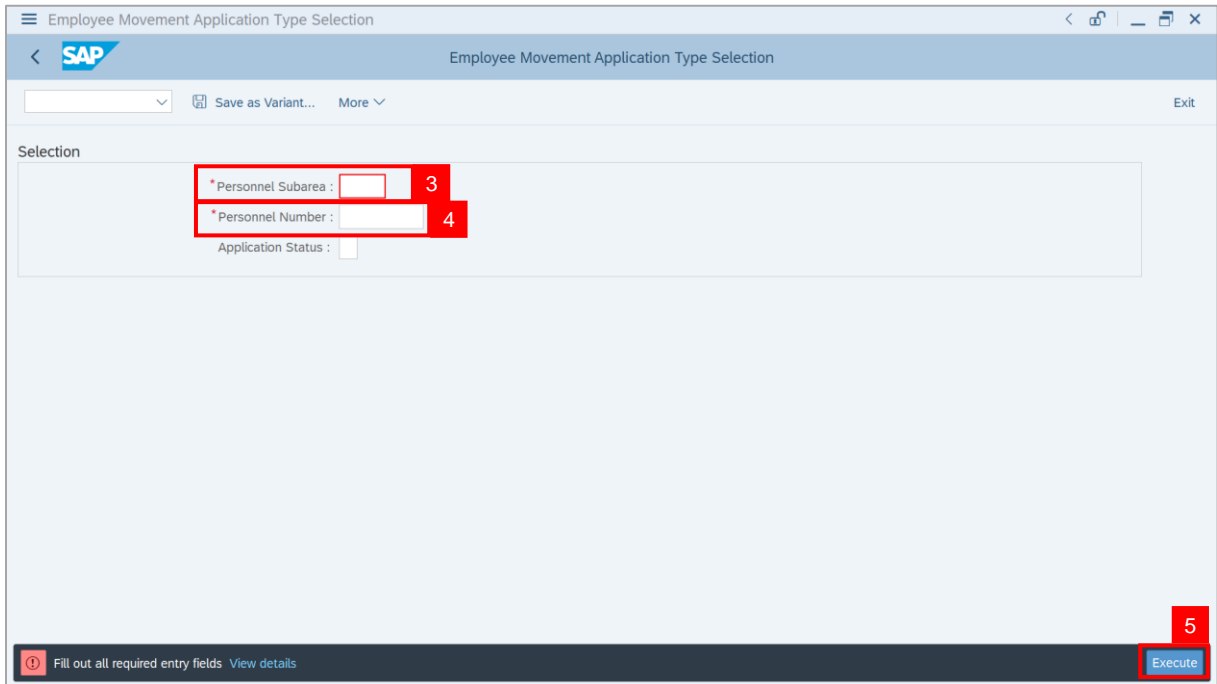
2. Under **Requestors: Application Type**, click on **EB Khas**.



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



3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

* Personnel Subarea : 3

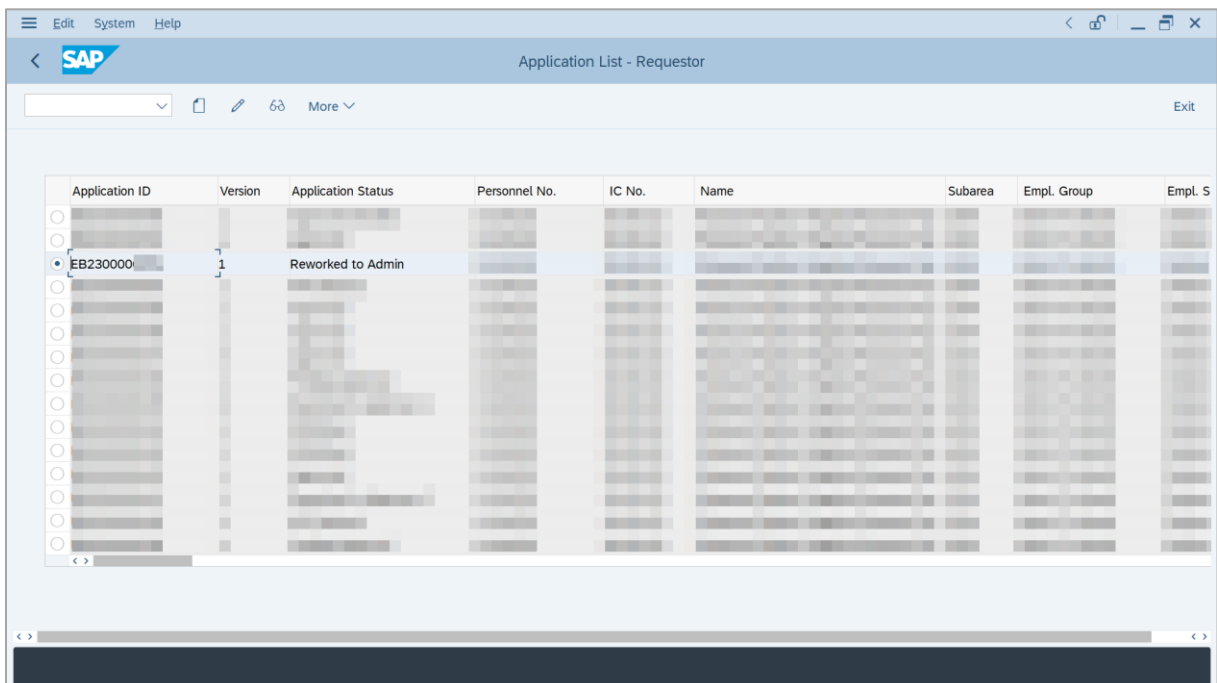
* Personnel Number : 4

Application Status :

Fill out all required entry fields View details

Execute

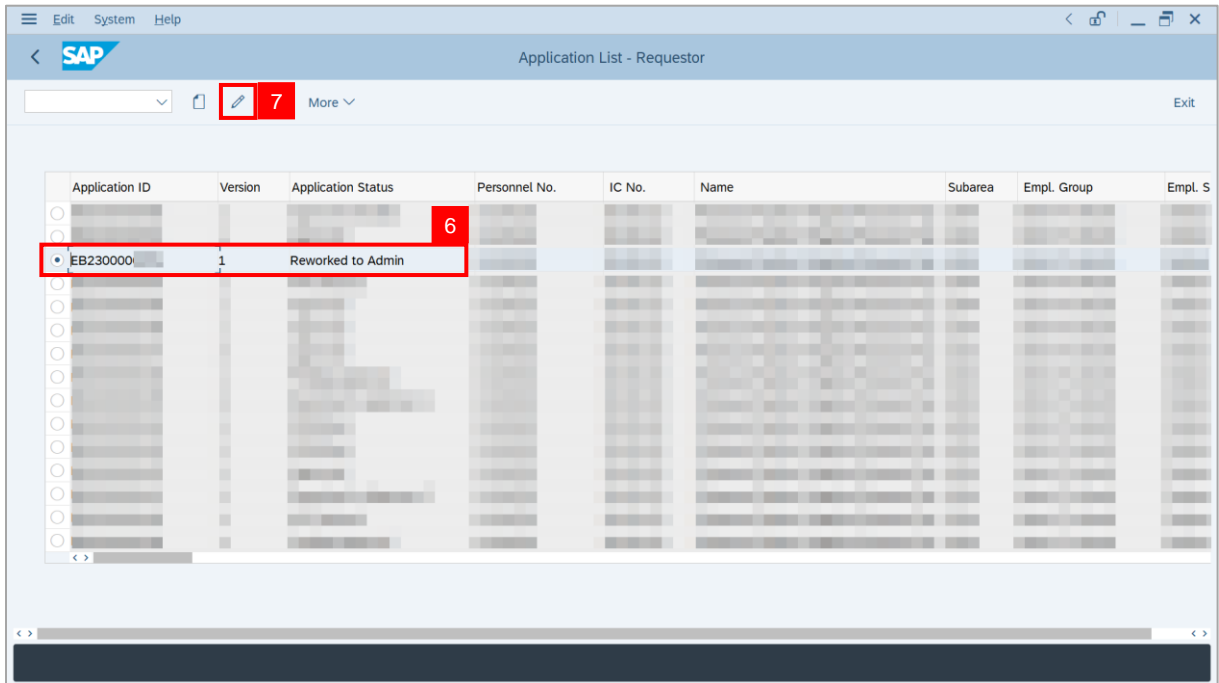
Note: The Application List – Requestor page will be displayed.



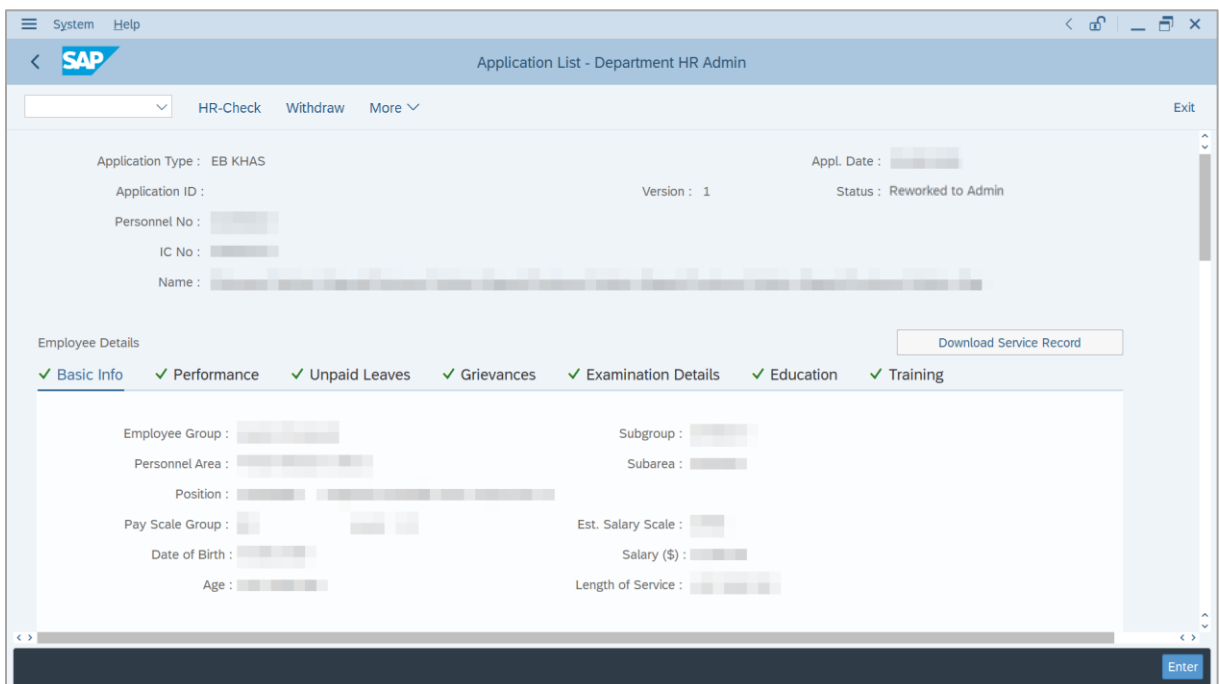
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB2300001	1	Reworked to Admin						

6. Select Application with **“Reworked to Admin”** status and click on **Radio** button.

7. Click on **Change** icon.

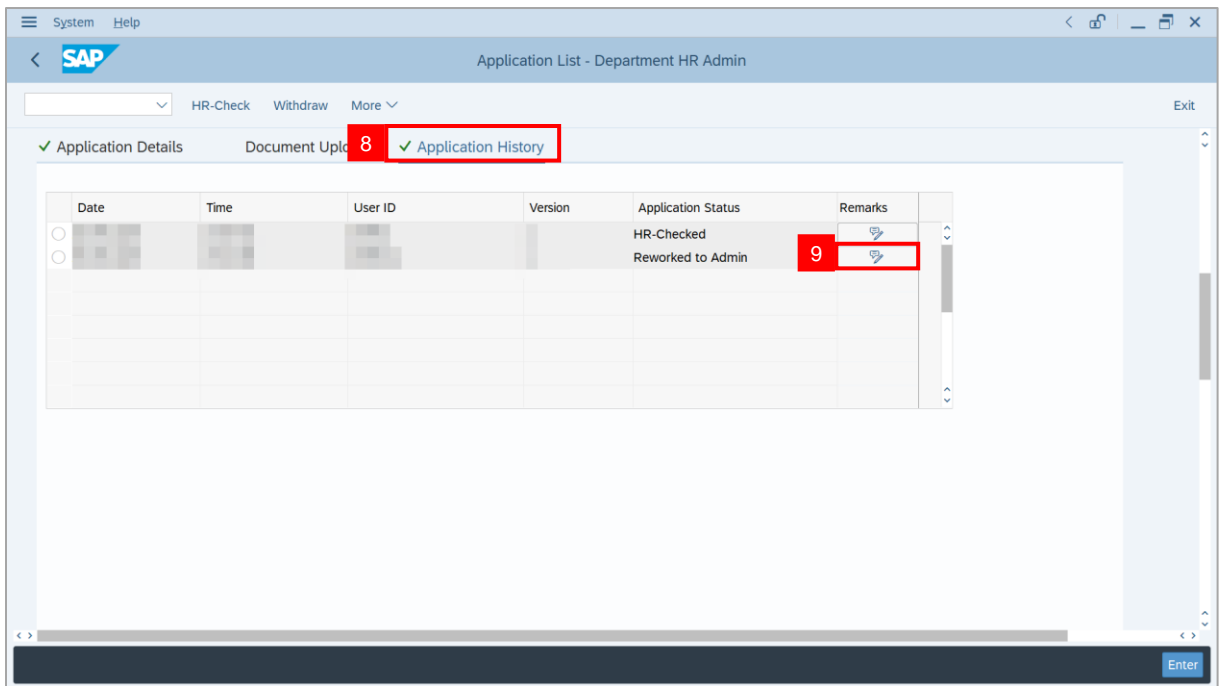


Note: The Application List – Department HR Admin page will be displayed.

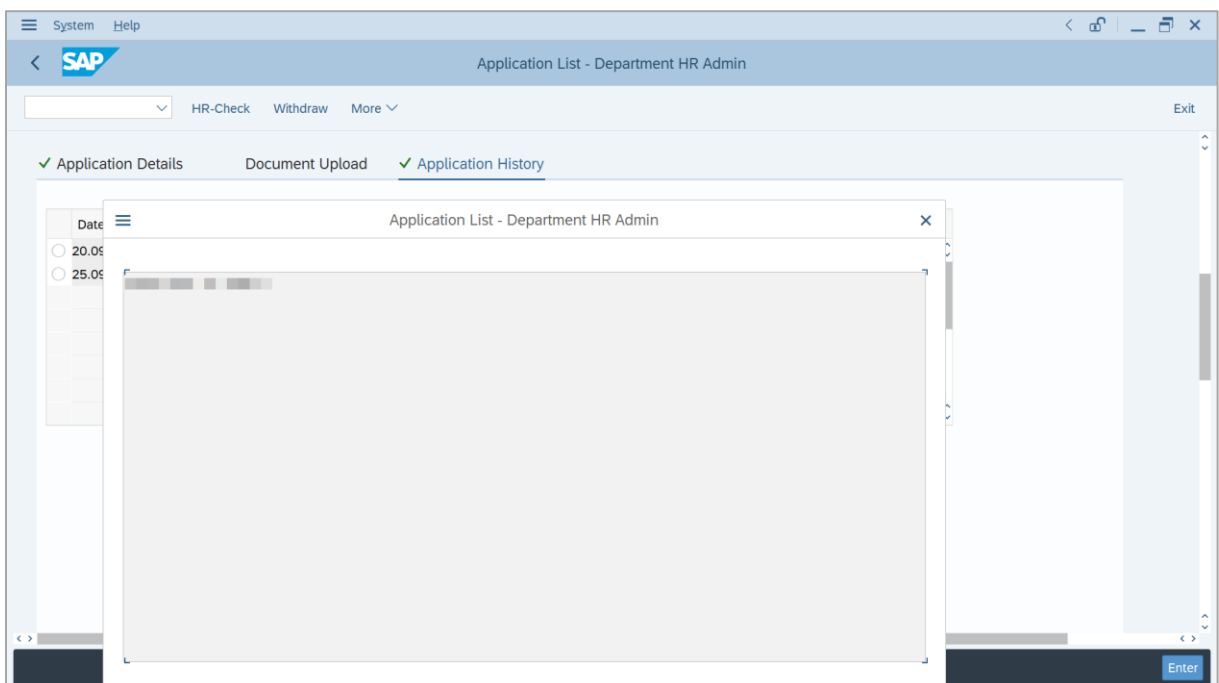


8. Navigate to **Application History** tab.

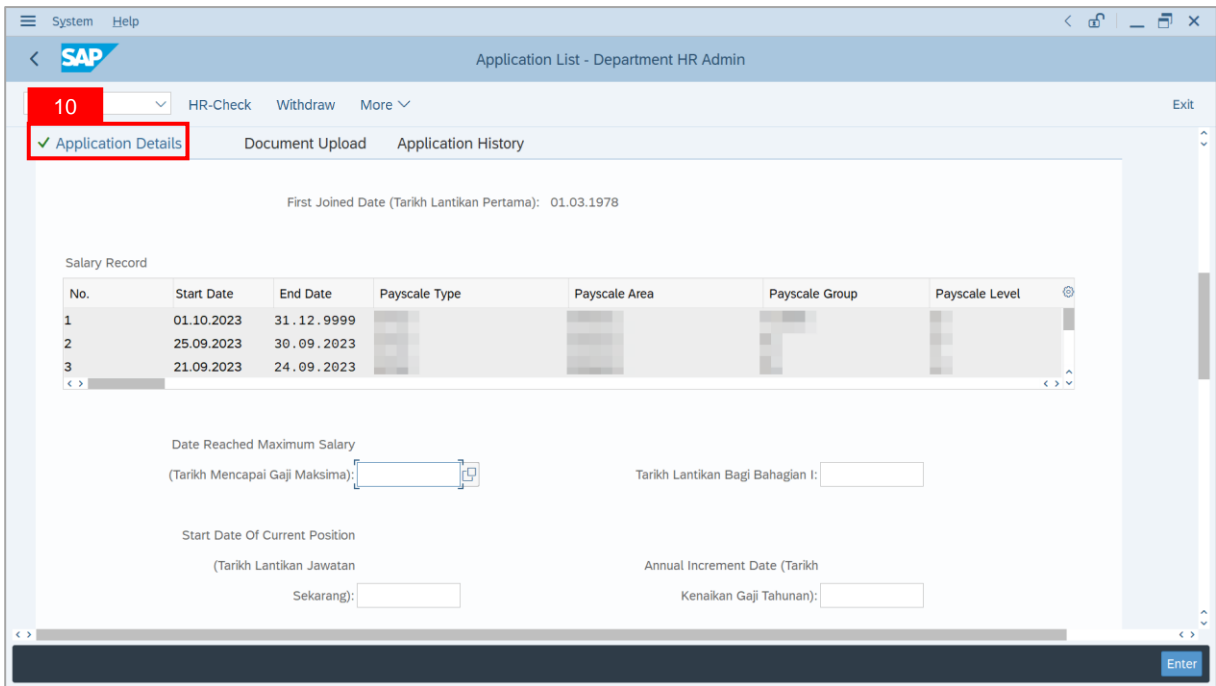
9. Click on **Remarks** button to view any comments made by **Department Approver** or/and **JPA Approver**.



Note: Remarks page will be displayed.



10. Navigate to **Application Details** tab.



The screenshot shows the SAP Application List interface for Department HR Admin. The 'Application Details' tab is selected and highlighted with a red box. The interface includes a search bar with the number '10', navigation buttons like 'HR-Check', 'Withdraw', and 'More', and an 'Exit' button. Below the search bar, there are tabs for 'Application Details', 'Document Upload', and 'Application History'. The main content area displays the 'First Joined Date (Tarikh Lantikan Pertama): 01.03.1978' and a 'Salary Record' table.

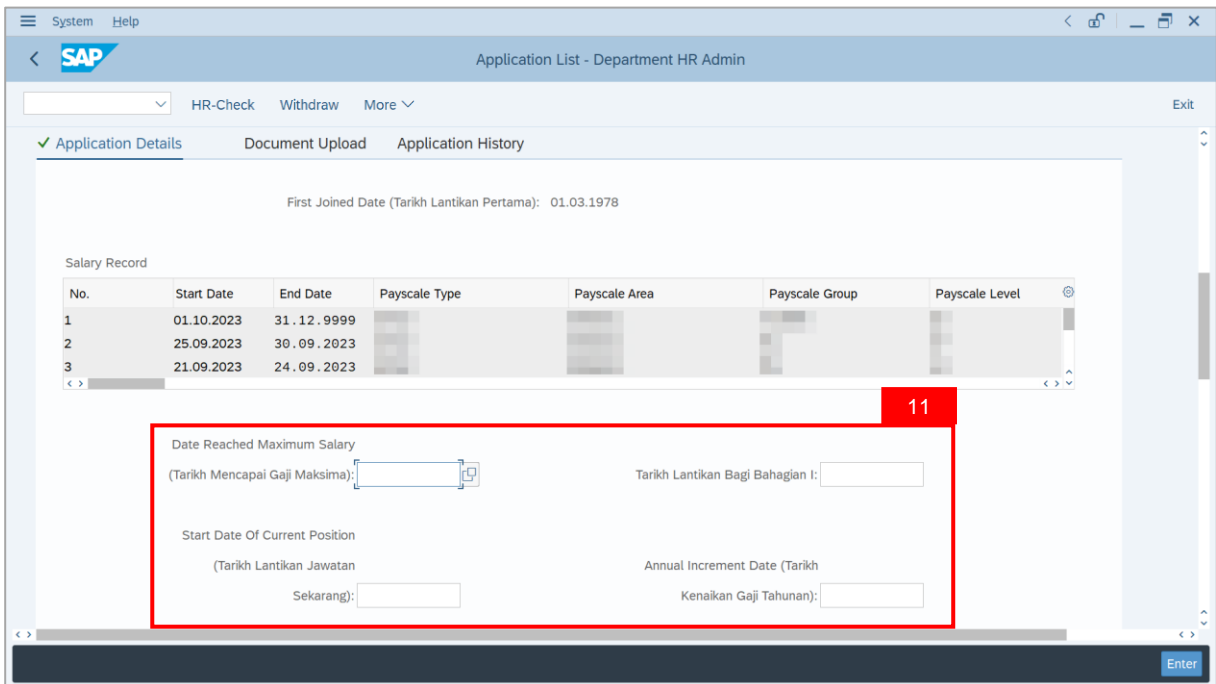
No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group	Payscale Level
1	01.10.2023	31.12.9999				
2	25.09.2023	30.09.2023				
3	21.09.2023	24.09.2023				

Below the table, there are several input fields for salary-related information:

- Date Reached Maximum Salary (Tarikh Mencapai Gaji Maksima):
- Tarikh Lantikan Bagi Bahagian I:
- Start Date Of Current Position (Tarikh Lantikan Jawatan):
- Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):
- Sekarang:

An 'Enter' button is located at the bottom right of the form.

11. **Department HR Administrator** may review and amend the **following details** (if required).

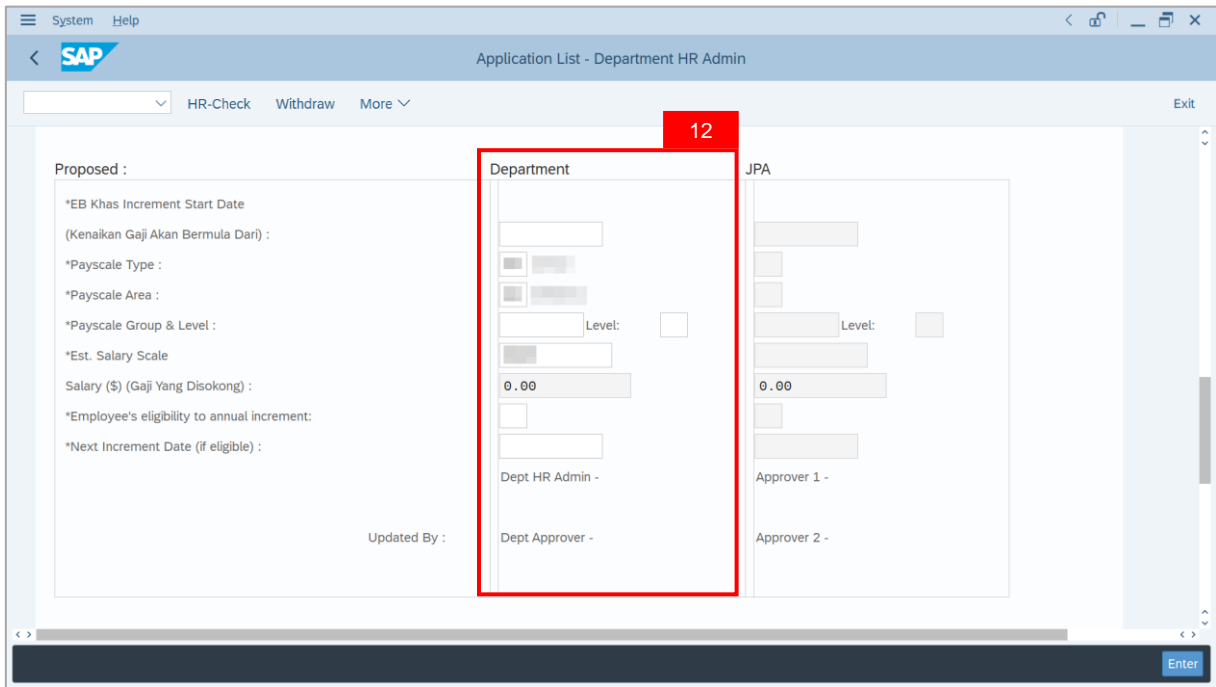


This screenshot is identical to the previous one, but with a red box highlighting the input fields for salary-related information. A red box with the number '11' is placed over the 'Date Reached Maximum Salary' field. The fields highlighted are:

- Date Reached Maximum Salary (Tarikh Mencapai Gaji Maksima):
- Tarikh Lantikan Bagi Bahagian I:
- Start Date Of Current Position (Tarikh Lantikan Jawatan):
- Annual Increment Date (Tarikh Kenaikan Gaji Tahunan):
- Sekarang:

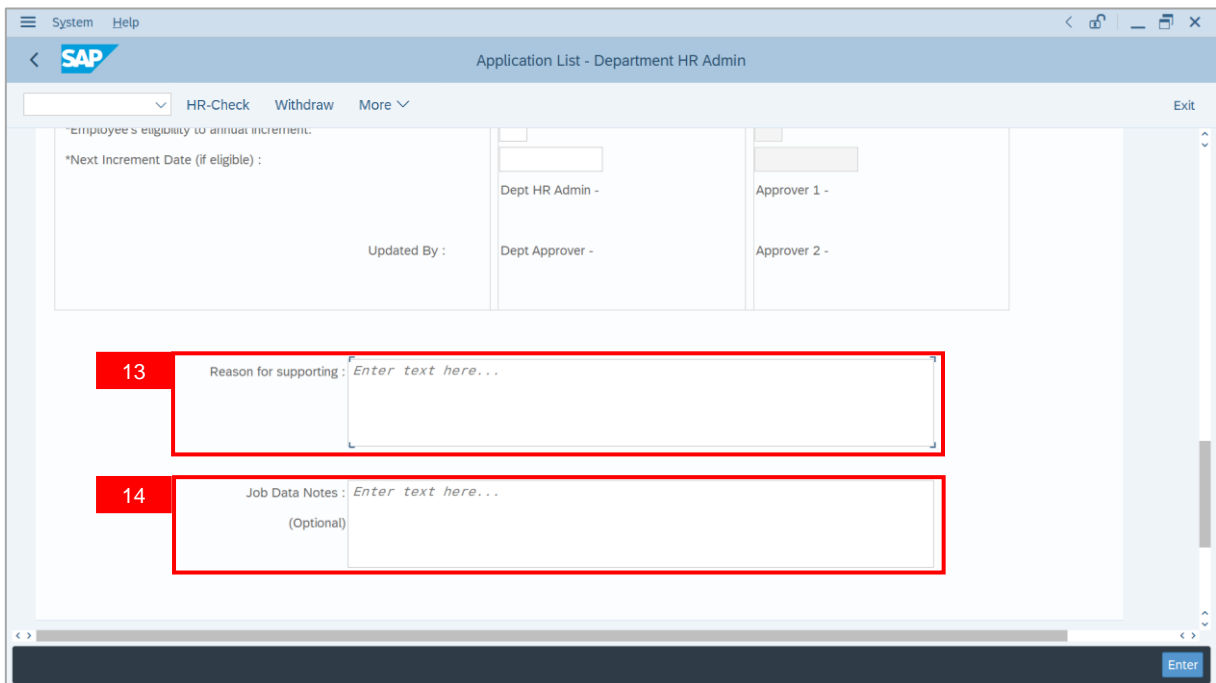
The 'Enter' button is also visible at the bottom right.

12. **Department HR Administrator** may review and amend the **Proposed EB Khas Details** under **Department** column based on remarks from **Department Approver**.



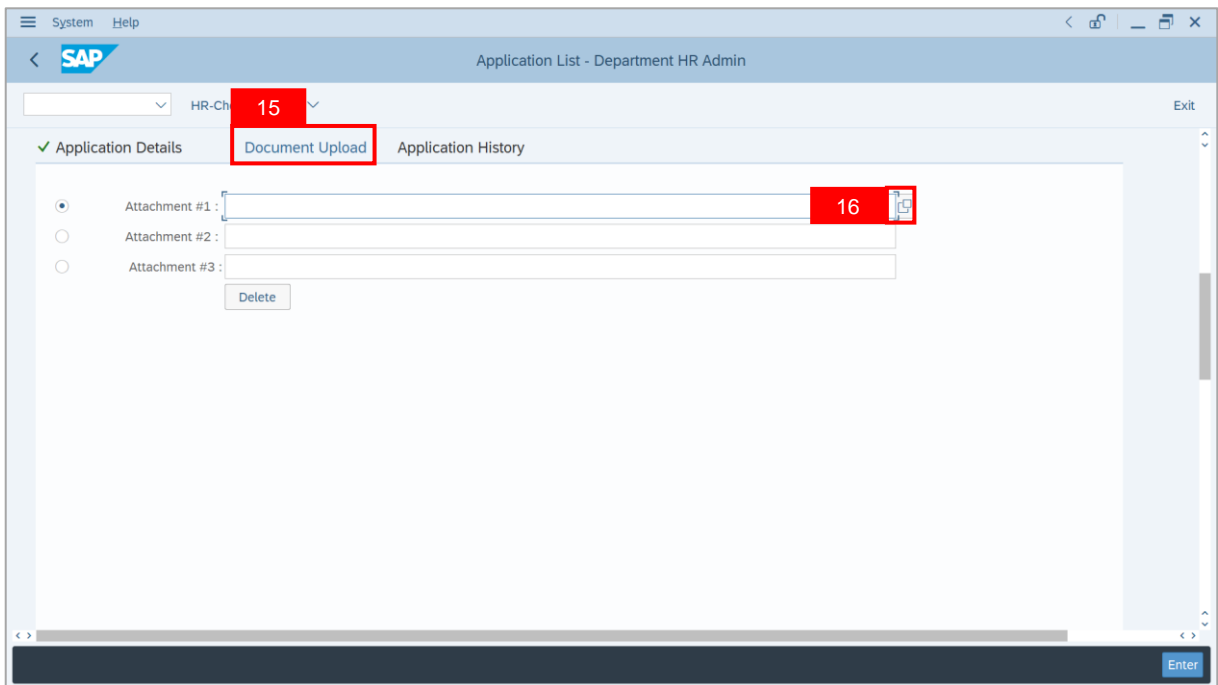
13. Review and amend **Reason for supporting** (Optional).

14. Review and amend **Job Data Notes** (Optional).



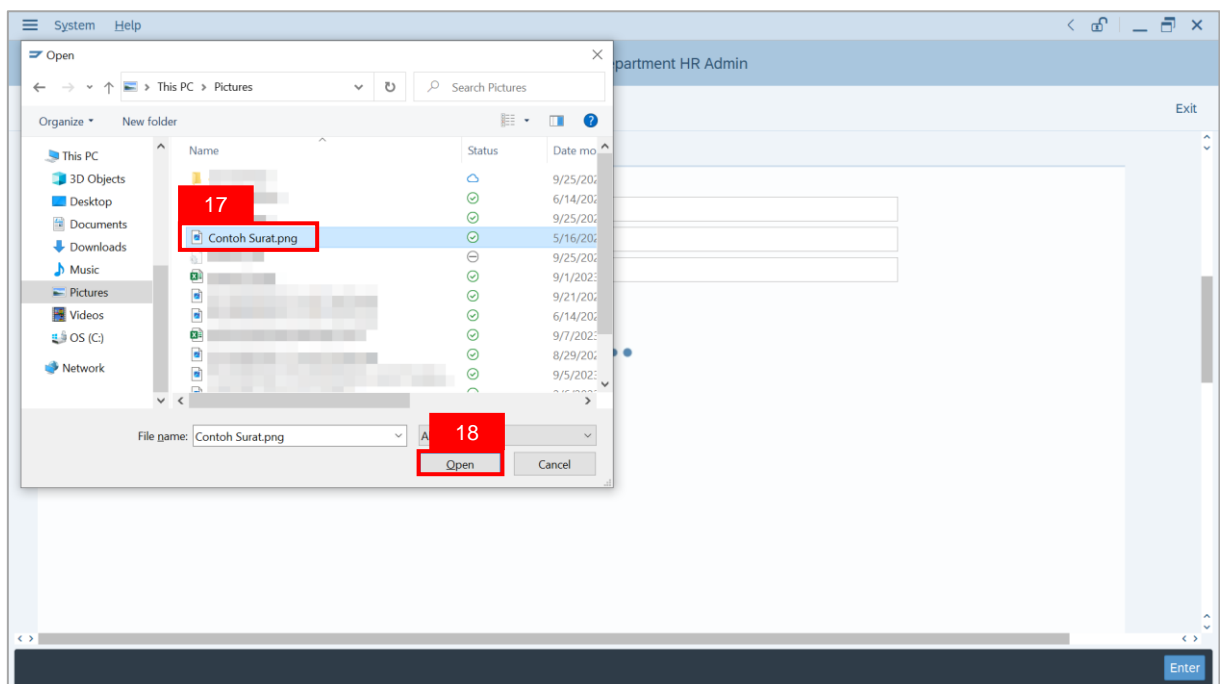
15. Navigate to **Document Upload** tab.

16. Click on **Lookup** icon to upload **Attachment**.



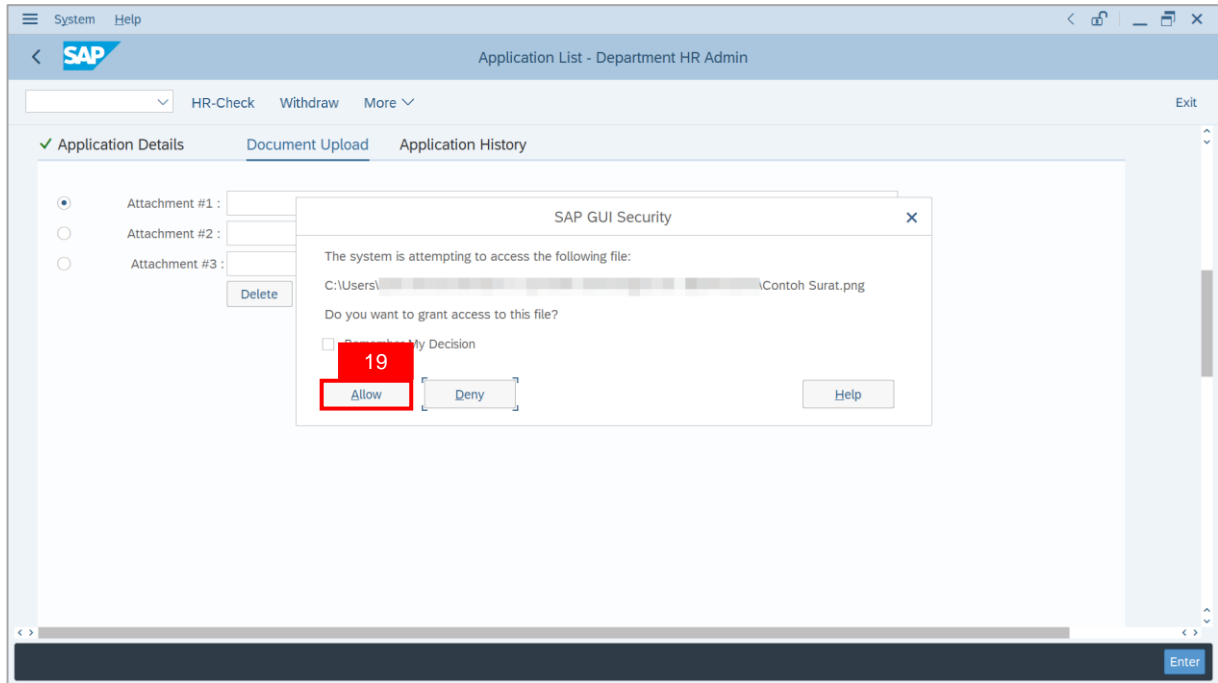
17. Select **Attachment** to be uploaded.

18. Click on **Open** button.

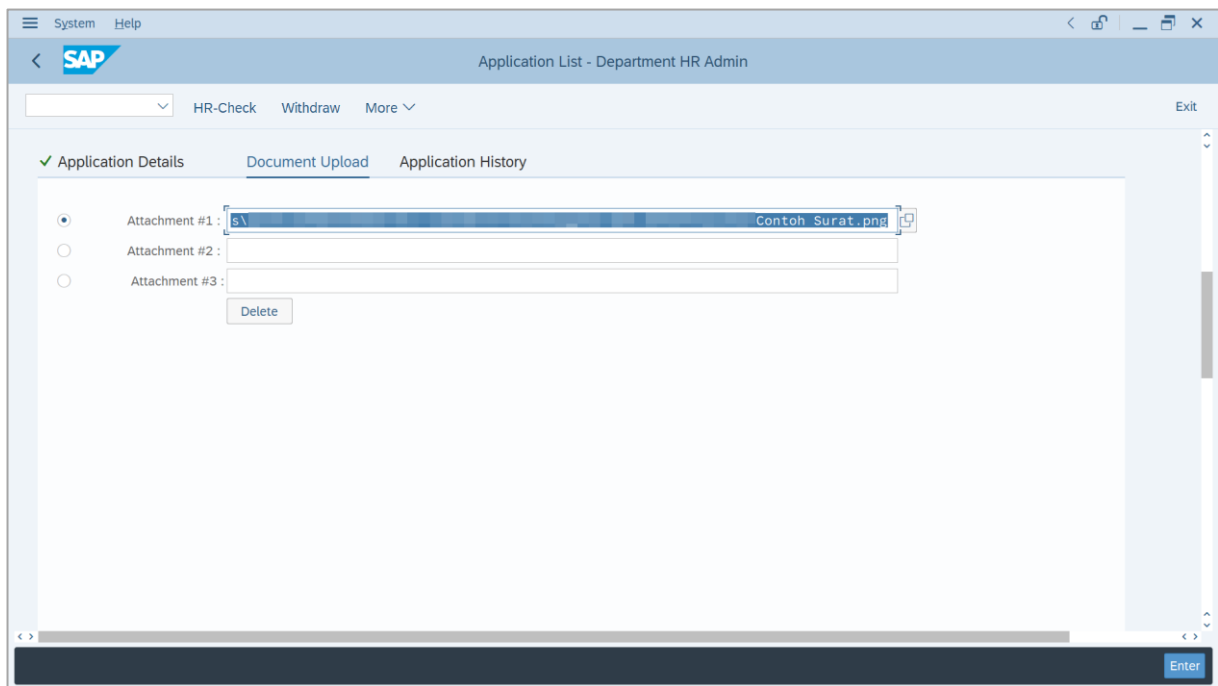


Note: The **SAP GUI Security** message will be displayed.

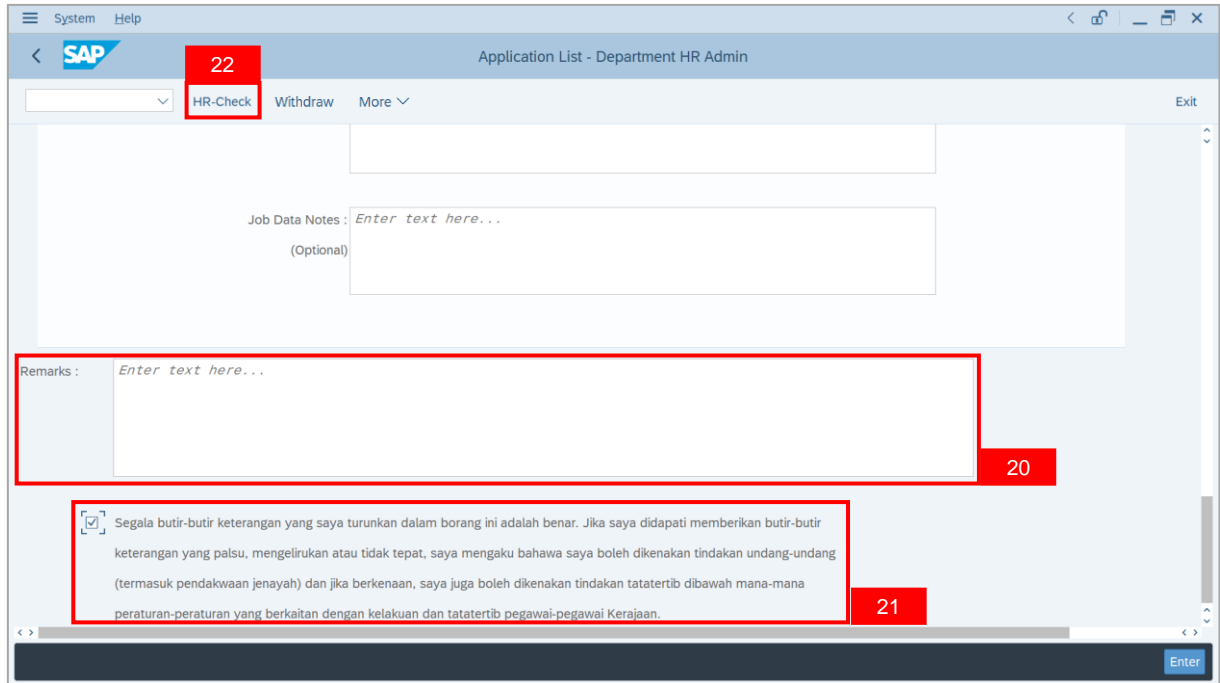
19. Click on **Allow** button.



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

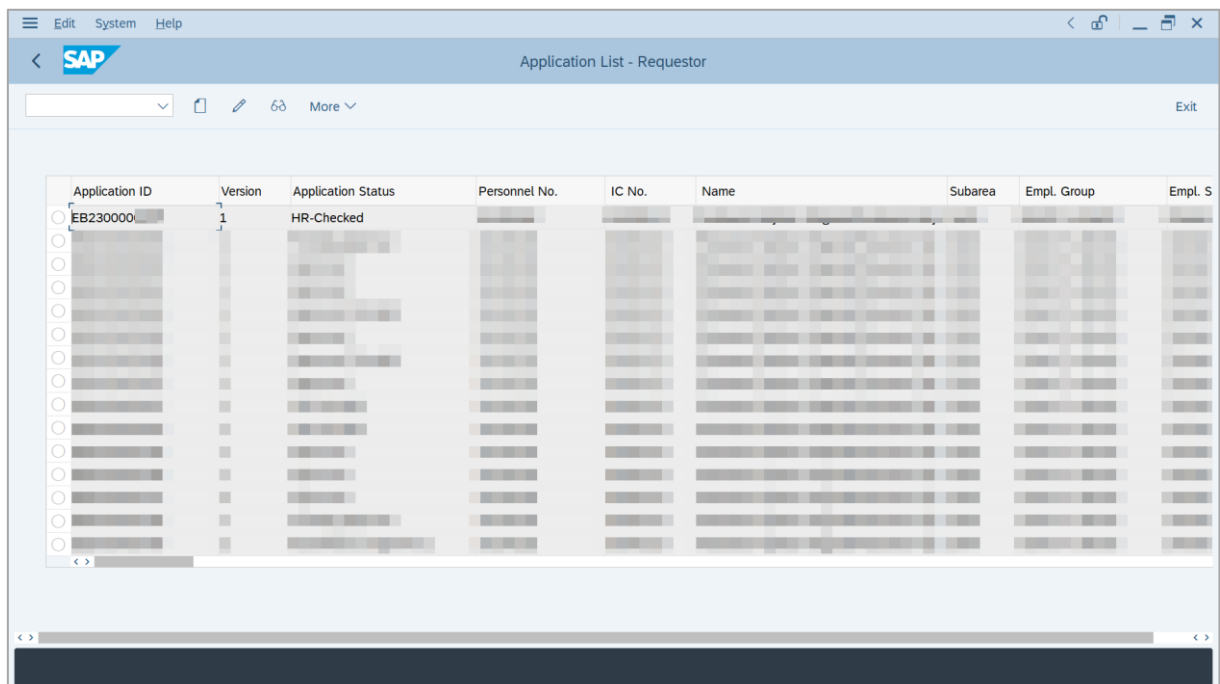


20. Enter the **Remarks** for employee's application.
21. Tick on **Declaration** checkbox.
22. Click on **HR-Check** button.



The screenshot shows the SAP GUI interface for 'Application List - Department HR Admin'. The top menu bar includes 'System' and 'Help'. The main area contains a form with several fields. A red box labeled '22' highlights the 'HR-Check' button. A red box labeled '20' highlights the 'Remarks' text area. A red box labeled '21' highlights the declaration checkbox and text: 'Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.'

Outcome: The Application has successfully been checked to Department Approver.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. 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 first row shows the application ID 'EB230000' with a status of 'HR-Checked'.

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

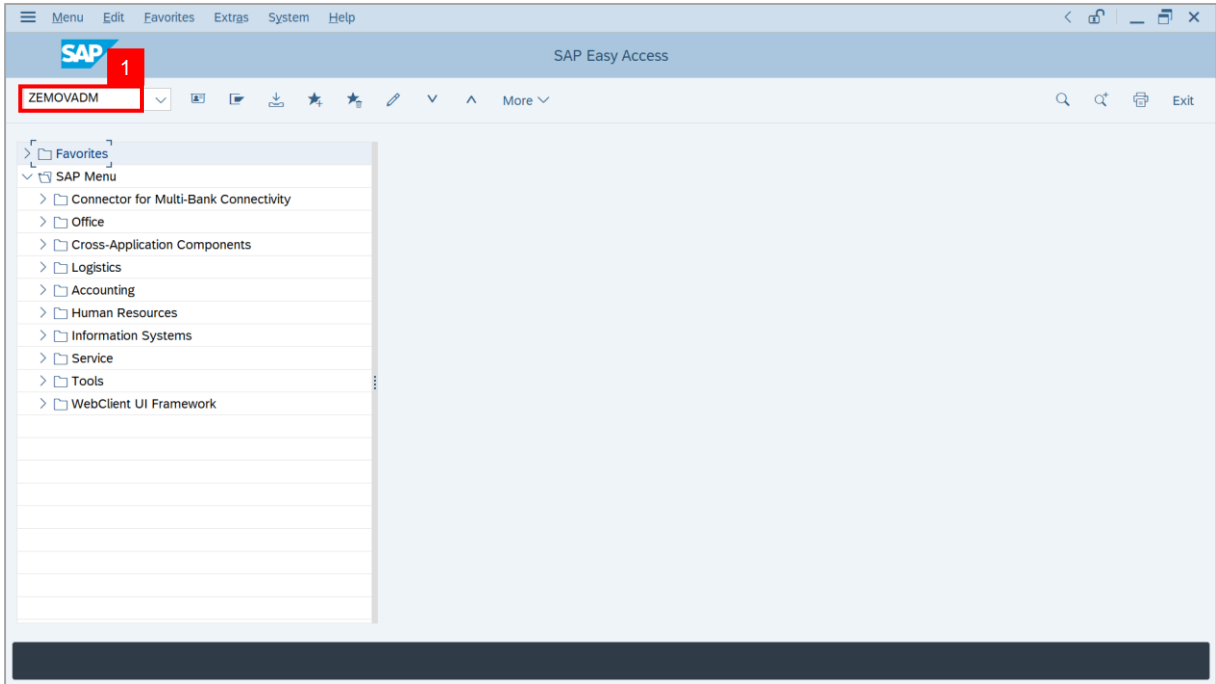
**WITHDRAW
APPLICATION**

Backend User

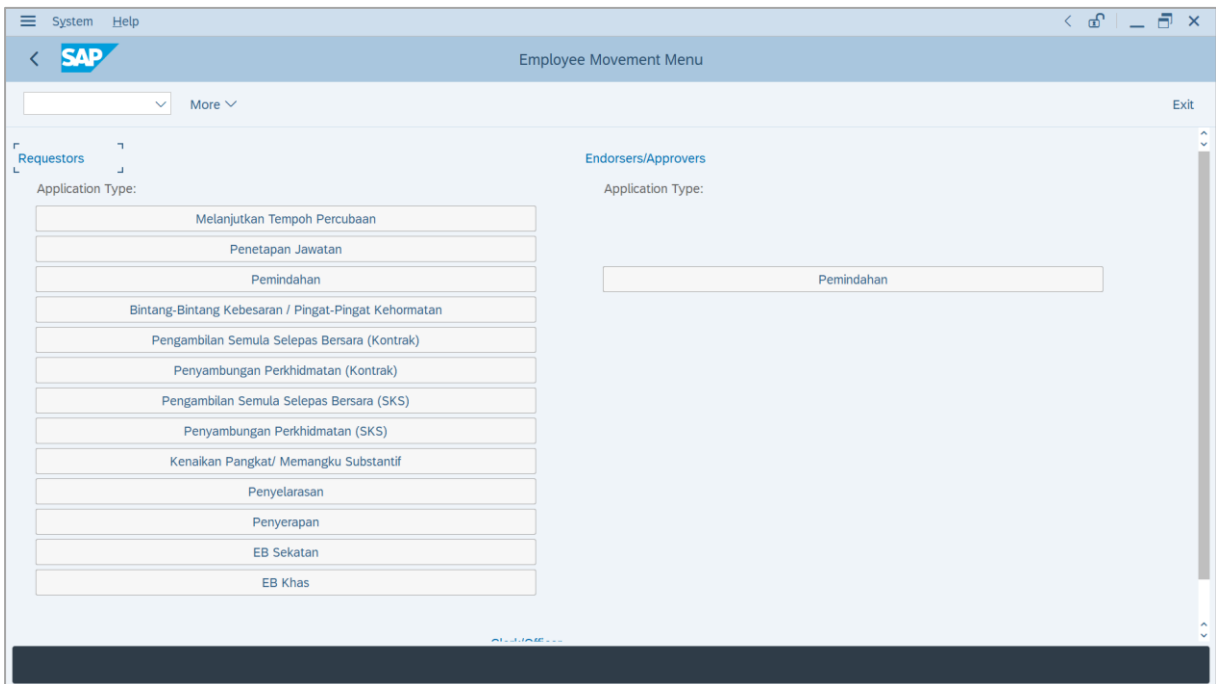
Department HR Administrator

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

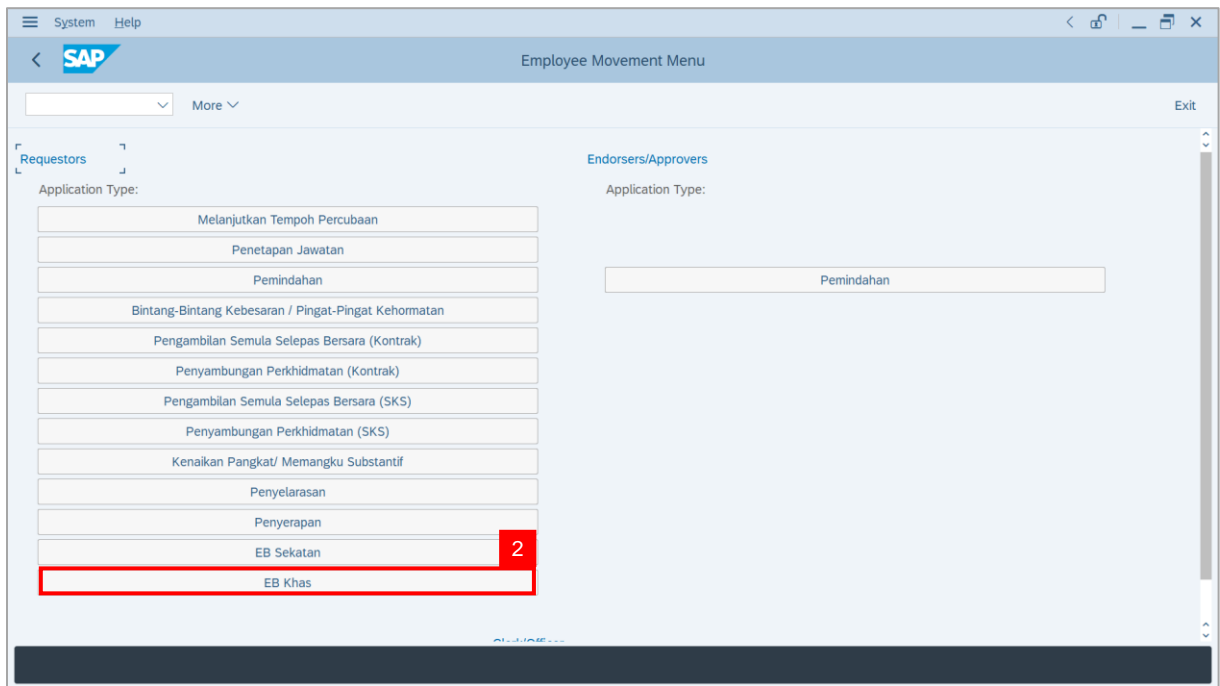
1. Enter **ZEMOVADM** in the search bar.



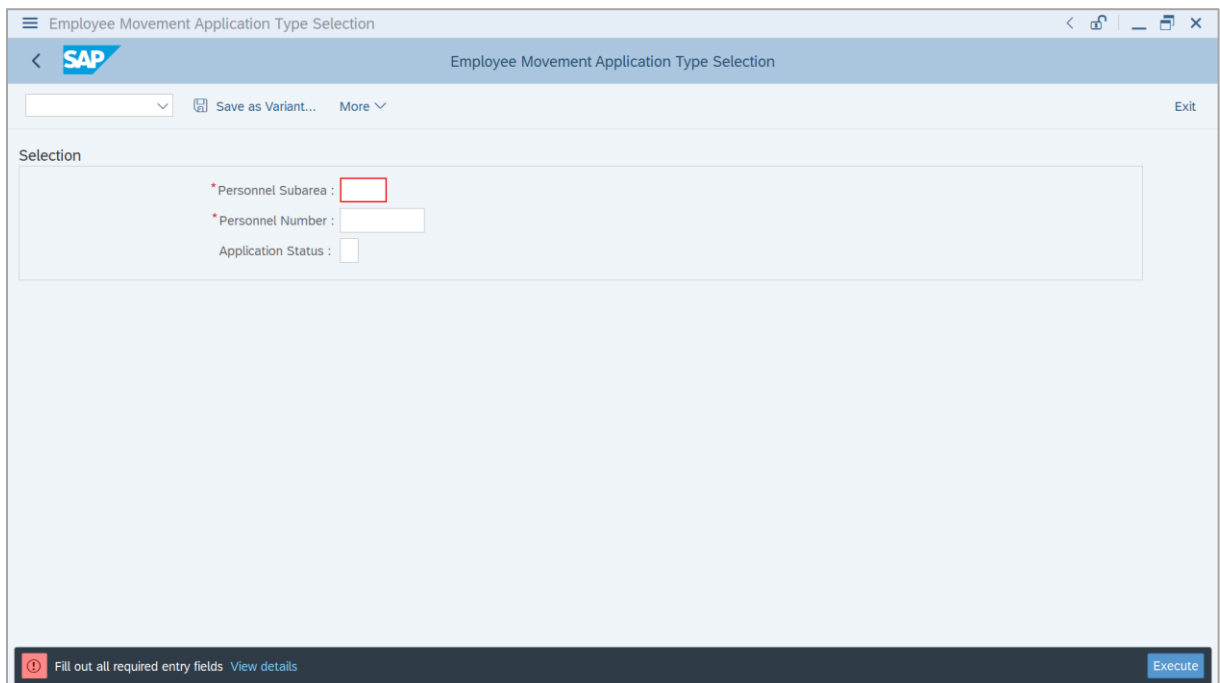
Note: Employee Movement Menu page will be displayed.



2. Under **Requestors: Application Type**, click on **EB Khas**.



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



3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.

Employee Movement Application Type Selection

Selection

* Personnel Subarea : 3

* Personnel Number : 4

Application Status :

Execute 5

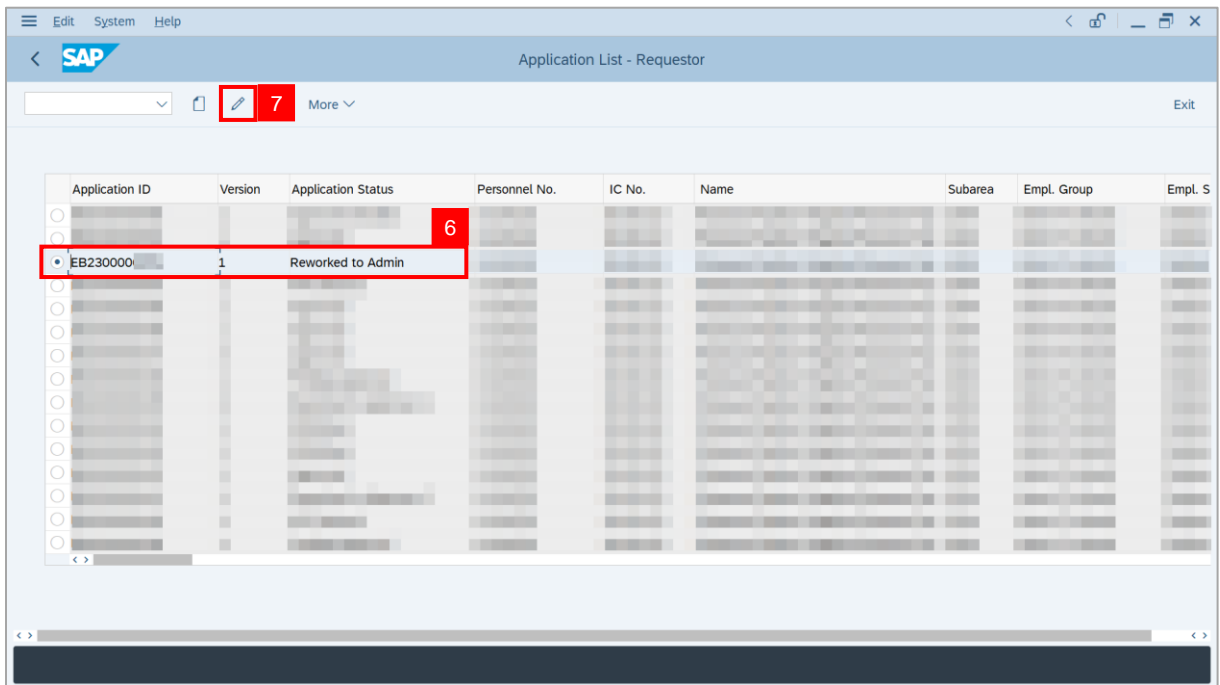
Fill out all required entry fields View details

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

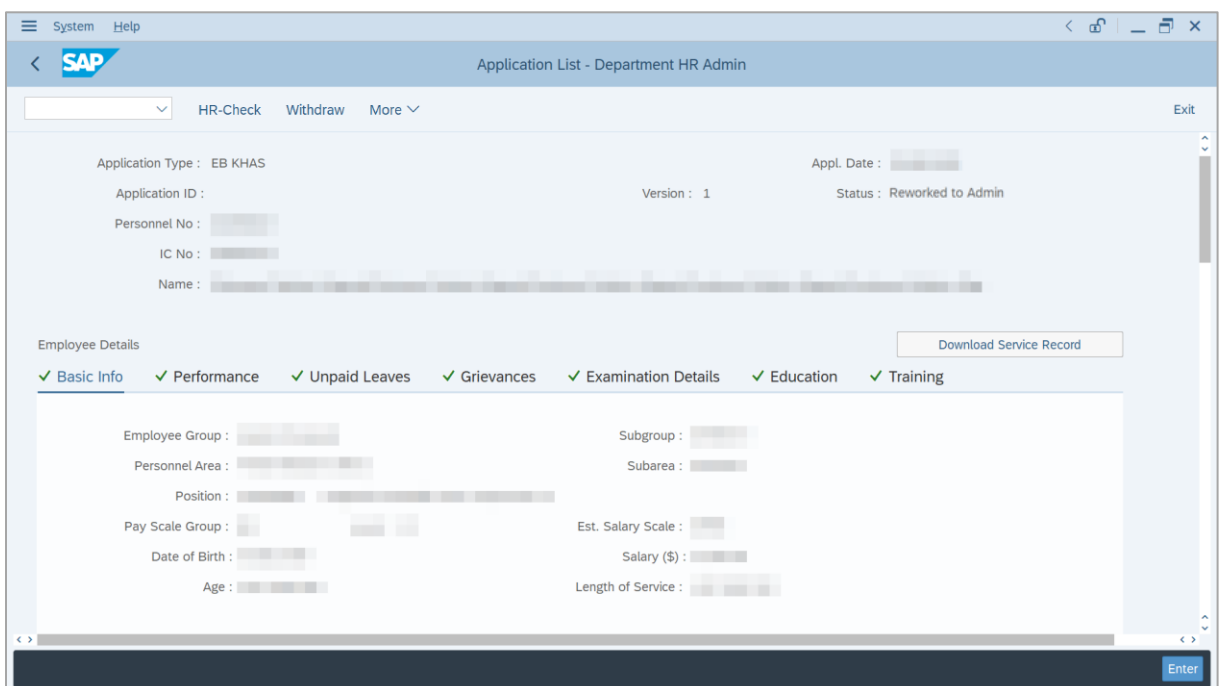
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Reworked to Admin						

6. Select Application with **“Reworked to Admin”** status and click on **Radio** button.

7. Click on **Change** icon.

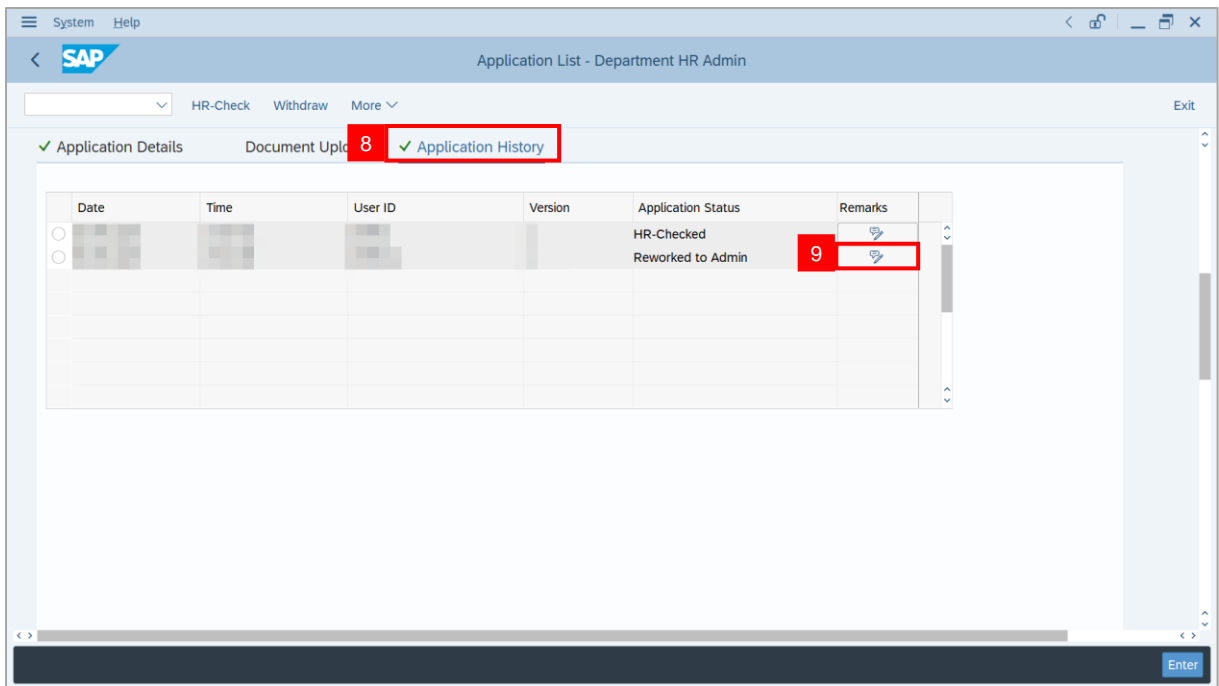


Note: The Application List – Department HR Admin page will be displayed.

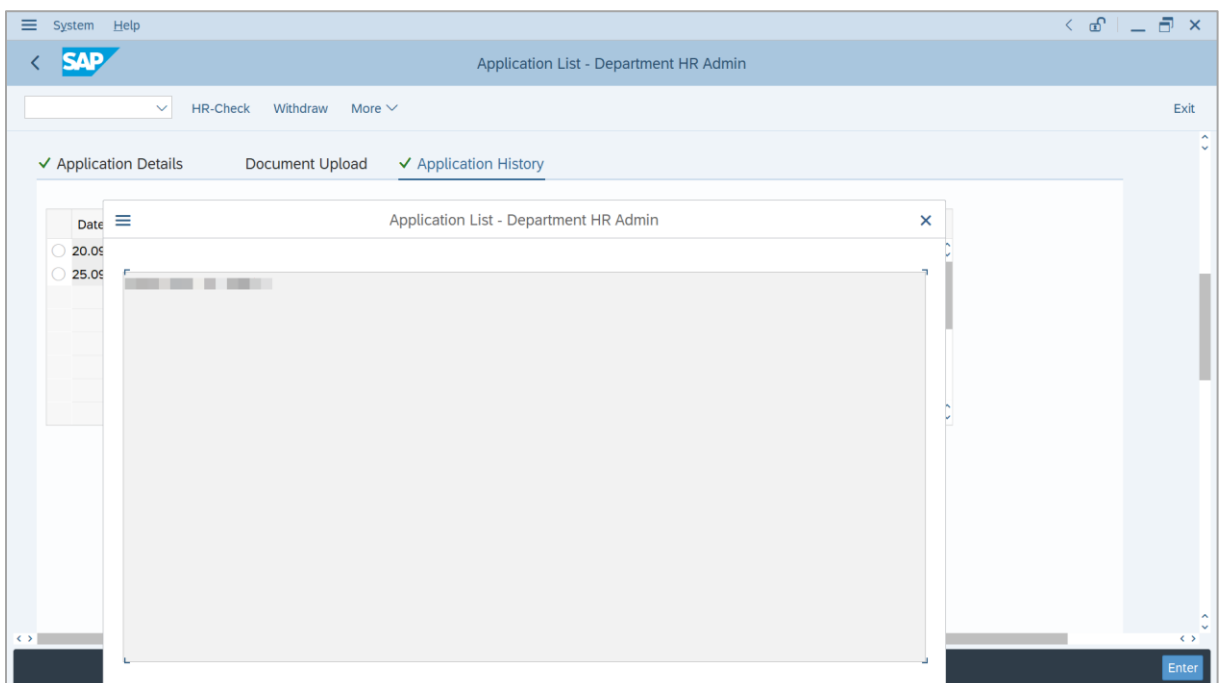


8. Navigate to **Application History** tab.

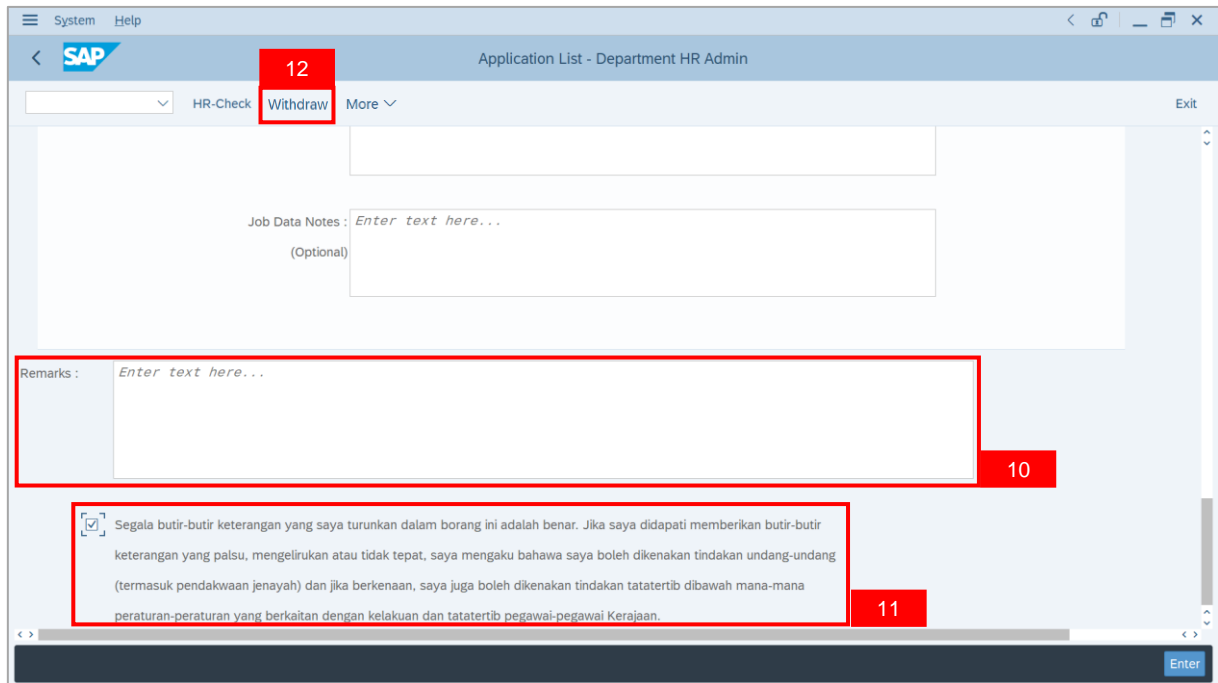
9. Click on **Remarks** button to view any comments made by **Department Approver** or/and **JPA Approver**.



Note: Remarks page will be displayed.

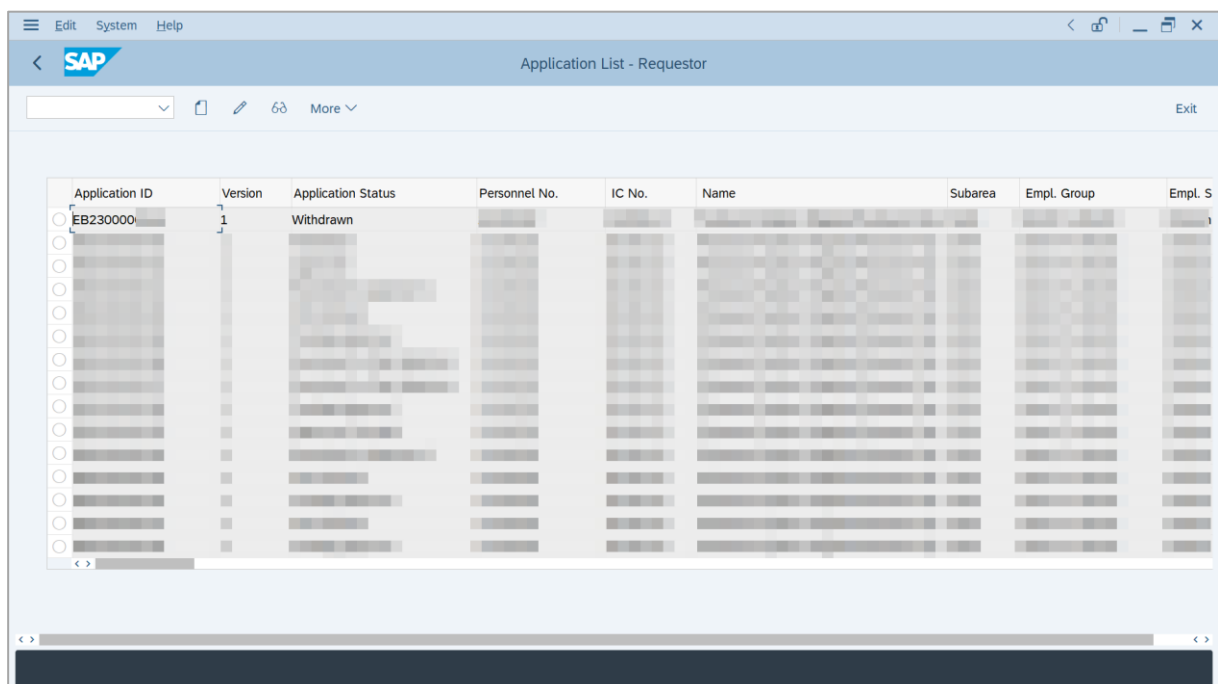


10. Enter the **Remarks** for employee's application.
11. Tick on **Declaration** checkbox.
12. Click on **Withdraw** button.



The screenshot shows the SAP Application List - Department HR Admin interface. The 'Withdraw' button is highlighted with a red box and labeled '12'. The 'Remarks' field is highlighted with a red box and labeled '10'. The 'Declaration' checkbox is checked and highlighted with a red box and labeled '11'. The text in the 'Declaration' field reads: "Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan."

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



The screenshot shows the SAP Application List - Requestor interface. The application status is 'Withdrawn'. The table below shows the application details:

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
EB230000	1	Withdrawn						

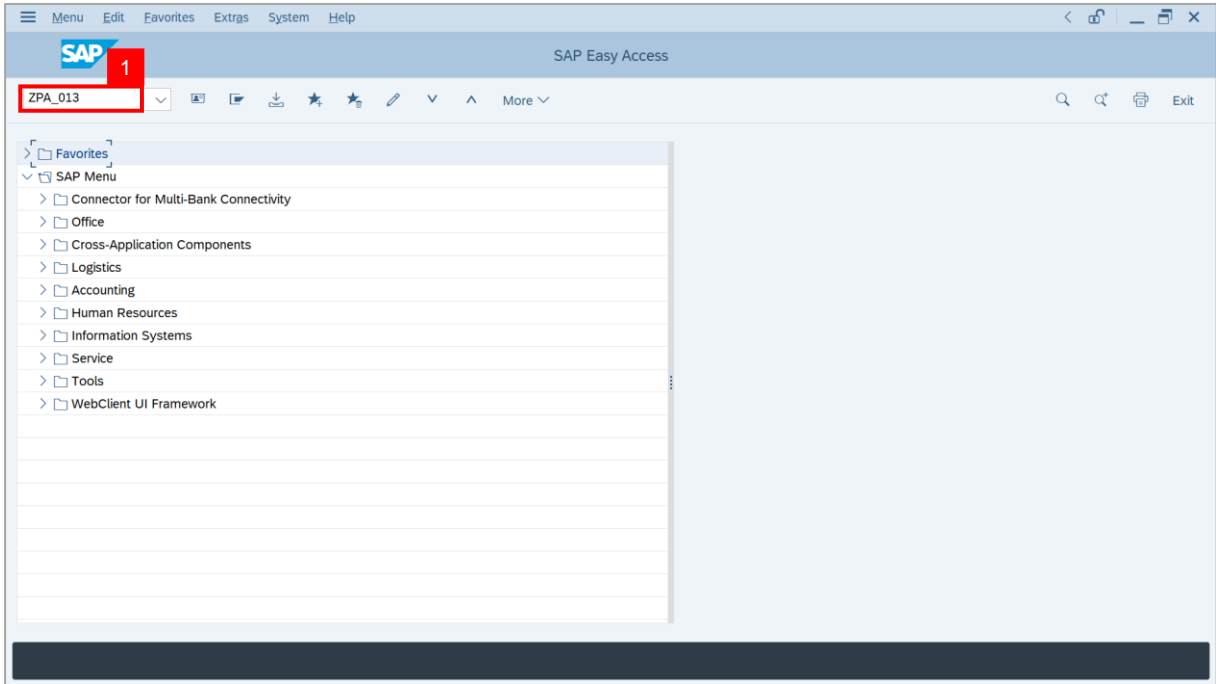
**EB KHAS APPLICATION
REPORT**

Backend User

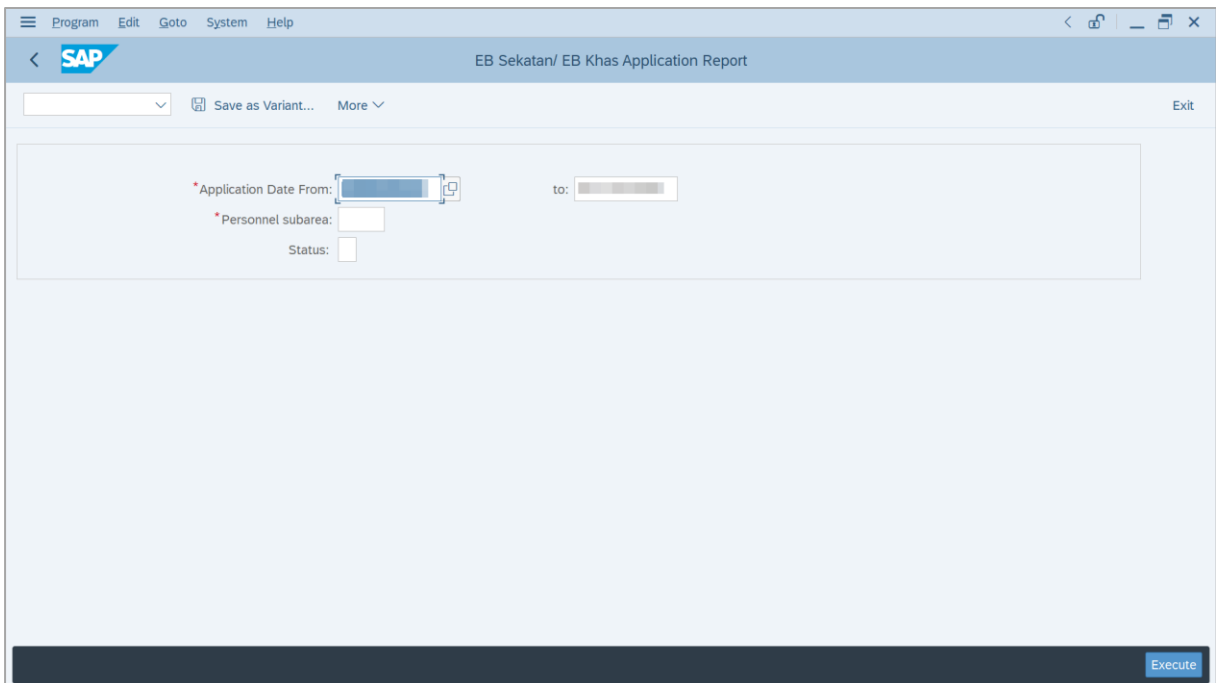
Department HR Administrator

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

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



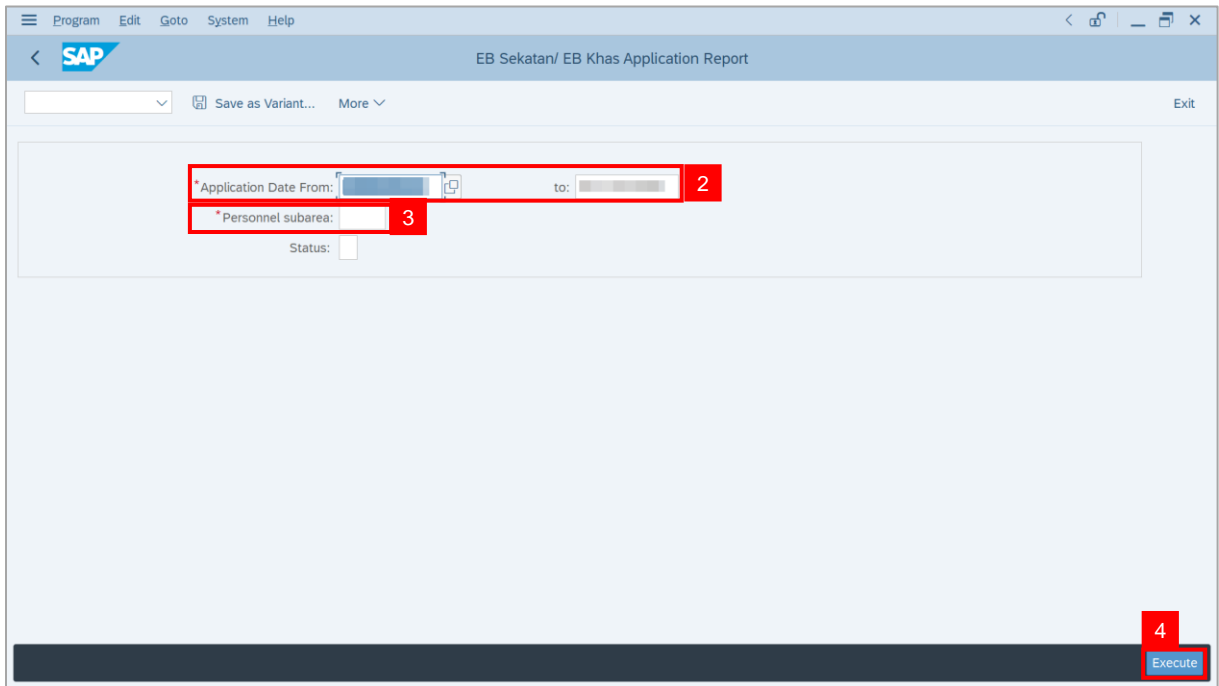
Note: The **EB Sekatan / EB Khas Application Report** page will be displayed.



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

3. Enter **Personnel subarea**.

4. Click on **Execute** button.

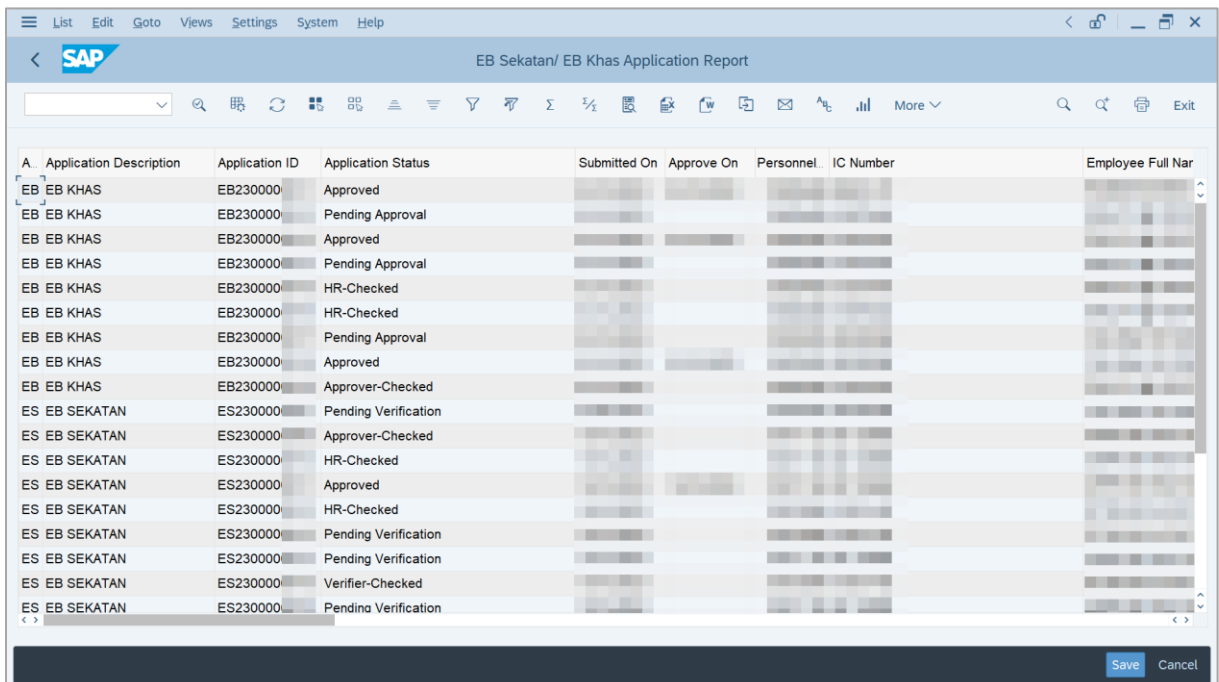


The screenshot shows the SAP GUI interface for the 'EB Sekatan/ EB Khas Application Report'. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar, there are options for 'Save as Variant...' and 'More'. The main area contains a selection screen with the following fields:

- *Application Date From: [Date Field] to: [Date Field] (labeled 2)
- *Personnel subarea: [Text Field] (labeled 3)
- Status: [Text Field]

The 'Execute' button is located at the bottom right of the screen (labeled 4).

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

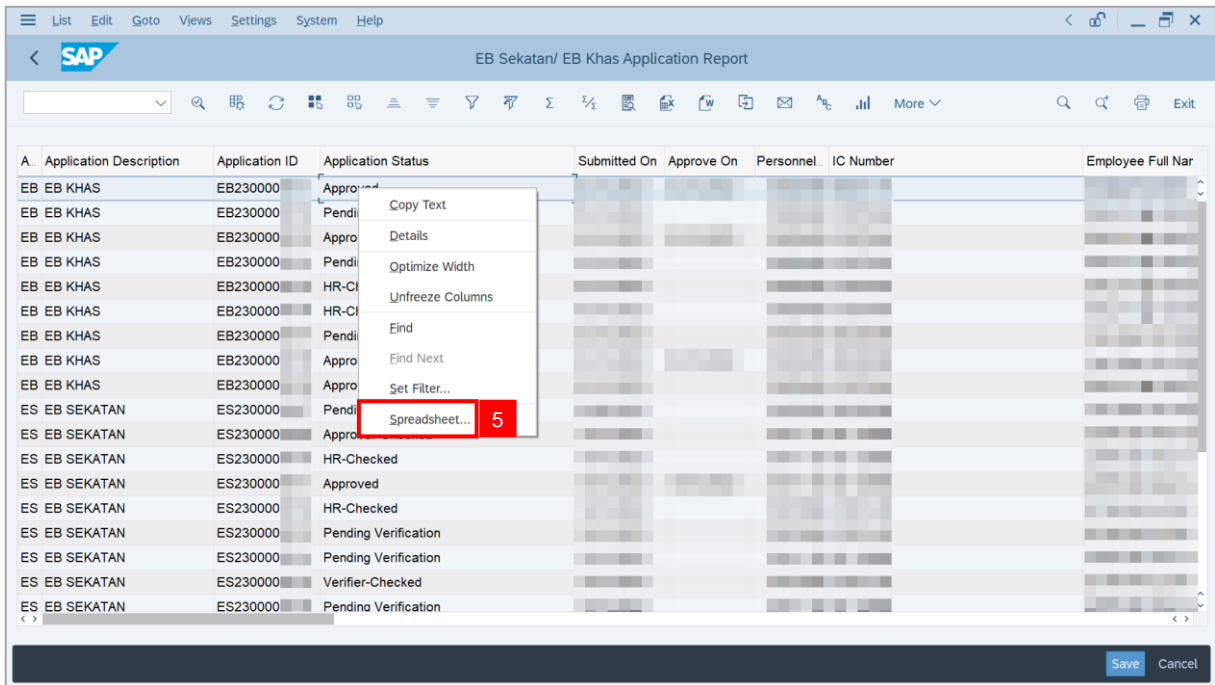


The screenshot shows the SAP GUI interface for the 'EB Sekatan/ EB Khas Application Report' table. The top menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. Below the menu bar, there are various icons for search, refresh, and other functions. The table has the following columns:

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					

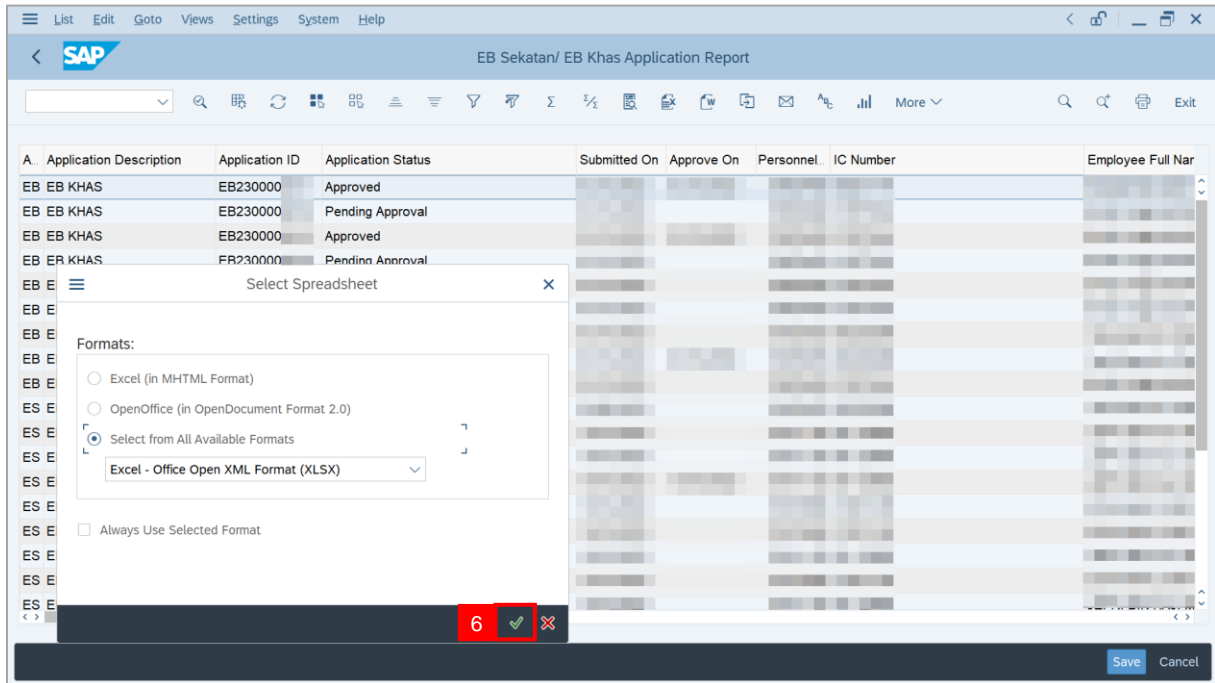
The 'Save' and 'Cancel' buttons are located at the bottom right of the table.

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



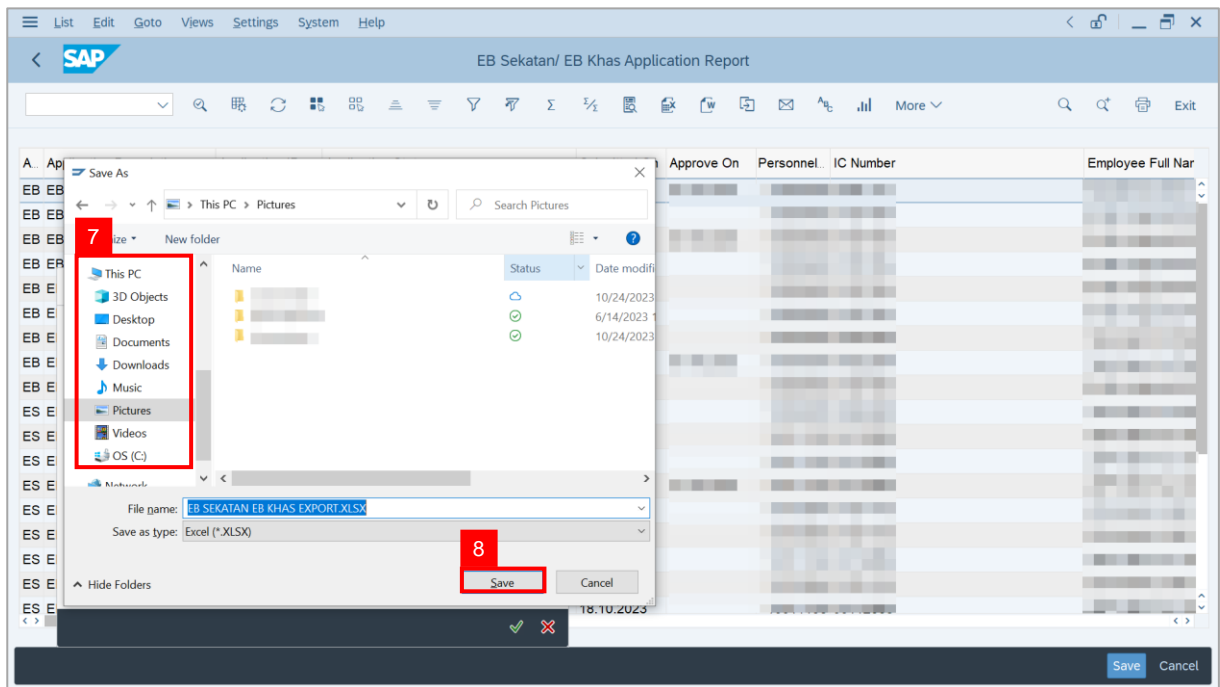
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



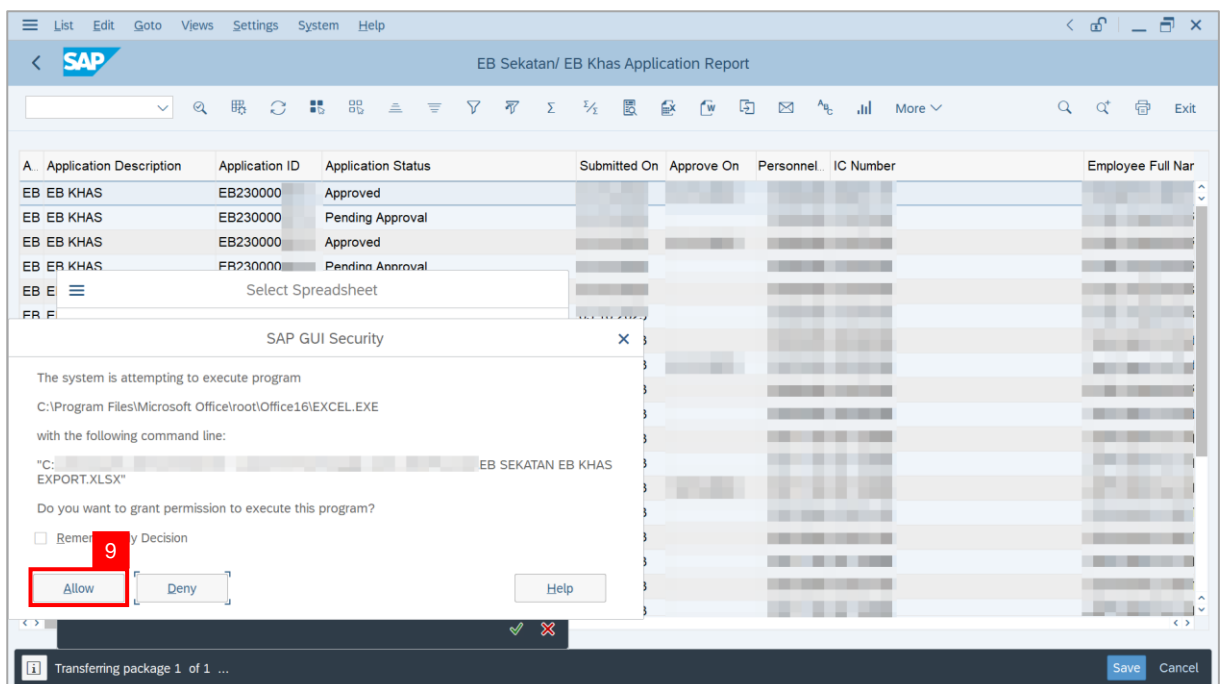
7. Select **File Location**.

8. Click on **Save** button.

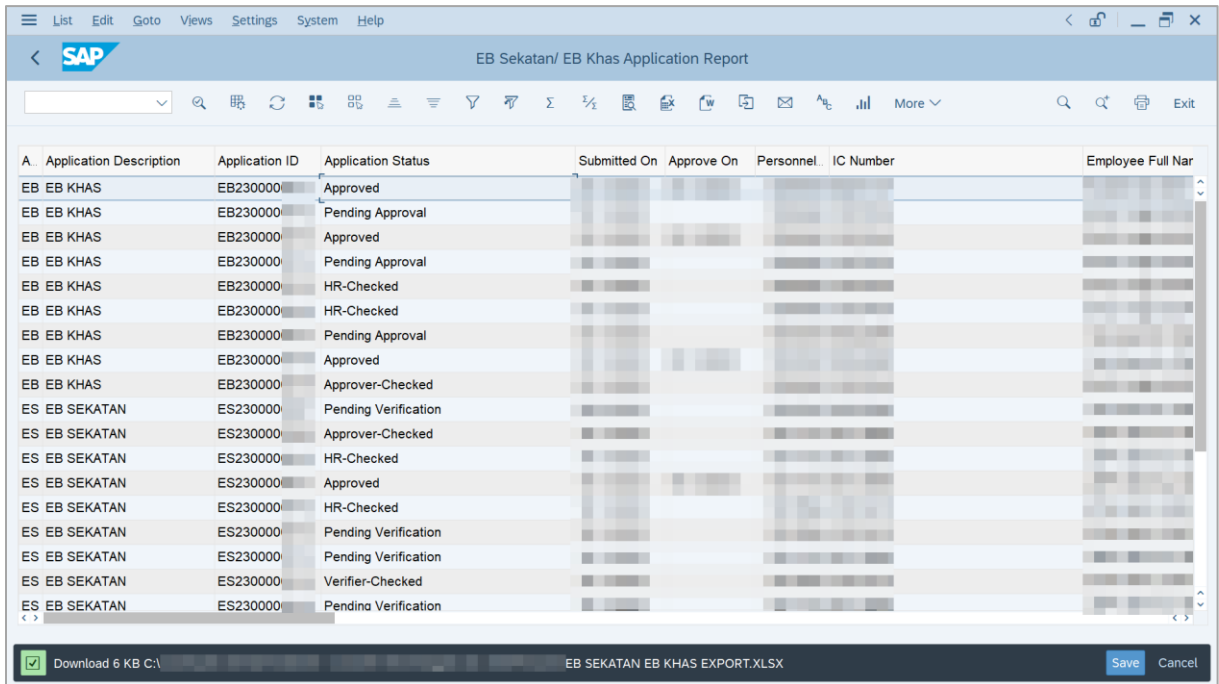


Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



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					

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