

Honours and Awards is the online process of managing employees' **Honours and Awards** process in SSM.

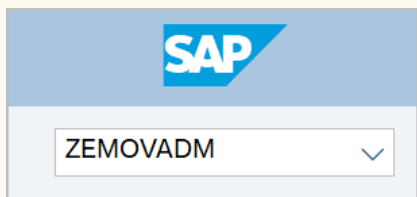
It is also known as **Bintang-Bintang Kebesaran dan Pingat-Pingat Kehormatan**.

Below are the **quick guide** for **Honours and Awards** :

Submit Application

1

In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



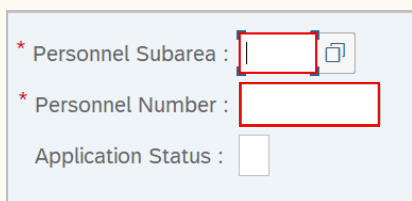
2

Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

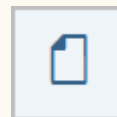
Fill in **Personnel Subarea**, and **Personnel Number**.



Click **Execute** button.

4

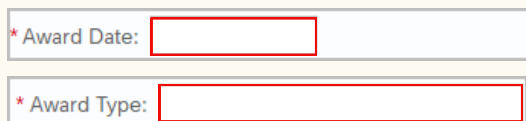
Click **Create** icon to create a new application.



Ensure that under **Employee Details** are correct

5

Under **Awards Application Details**, Fill in **Award Date** and **Award Type**.



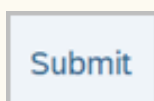
6

Upload supporting evidence under **Document Upload** tab and add **Remarks**.

[Document Upload](#)

7

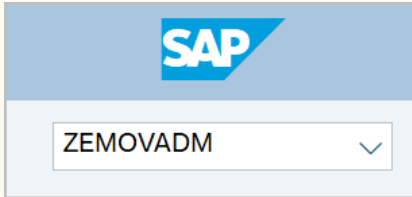
Tick declaration **Checkbox** and Click on **Submit** button.



Edit Application

1

In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



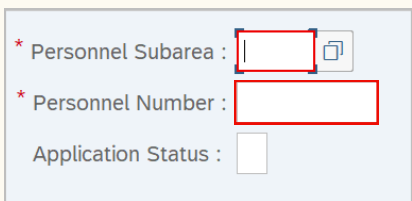
2

Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

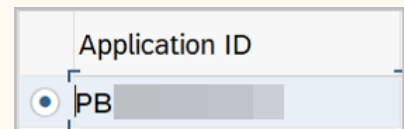
Fill in **Personnel Subarea**, and **Personnel Number**.



Click **Execute** button.

4

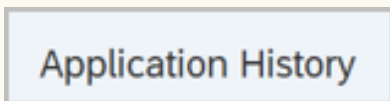
Click on **Radio** button with application status **Reworked to Admin**



Click on **Edit** icon.

5

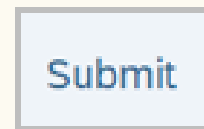
Under **Application History** tab, Check for **Remarks**.



Amend accordingly.

6

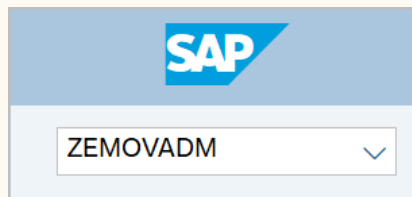
Tick declaration **Checkbox** and Click on **Submit** button.



Withdraw Application

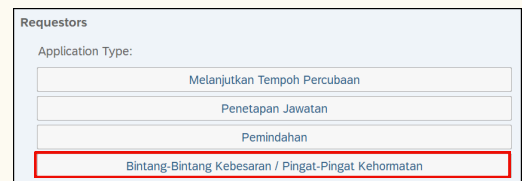
1

In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



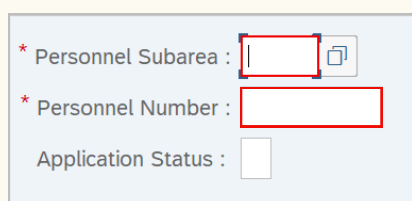
2

Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

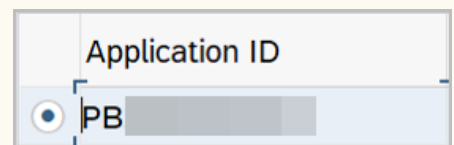
Fill in **Personnel Subarea**, and **Personnel Number**.



Click **Execute** button.

4

Click on **Radio** button to select application ID



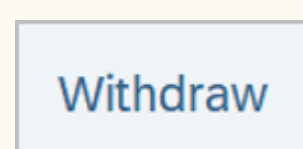
5

Click on **Edit** icon.



6

Click on the **Withdraw** button.



HONOURS & AWARDS

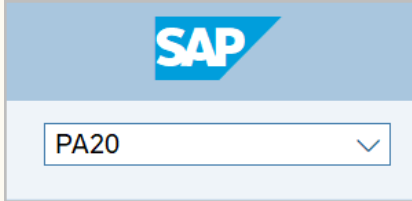
Role: Department HR Admin



Check Employee Data

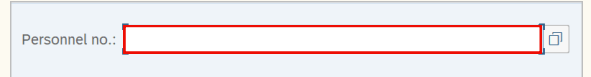
1

In SAP GUI (back-end system), go to transaction code **PA20**.



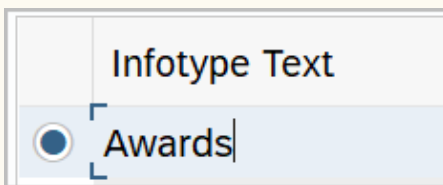
2

Enter employee's **Personnel Number** and press **Enter**.



3

Select **Awards** radio button and **Overview** icon.



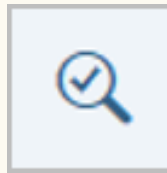
4

Select desired **Awards** and **Tick** on checkbox

Start Date	End Date	Type	Award Text
<input checked="" type="checkbox"/>	05.06.2023	31.12.9999	0027 P.K.L
<input type="checkbox"/>	01.06.2023	31.12.9999	0027 P.K.L

5

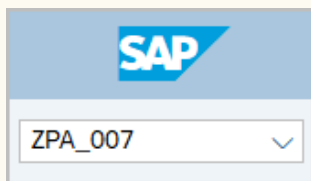
Click on **Choose** icon.



Generate Report

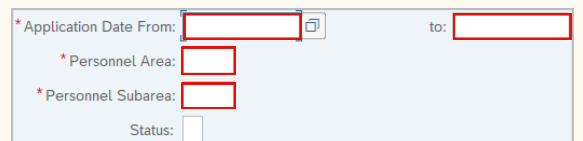
1

In SAP GUI (back-end system), go to transaction code **ZPA_007**



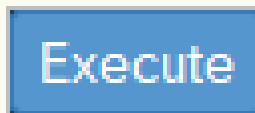
2

Enter **Application Date**, **Personnel Area** and **Personnel Subarea**.



3

Click on **Execute** button.



Please refer to the **User Guide** for a step-by-step guide. **Honours and Awards** is available on **SSM Info Website**:

www.jpa.gov.bn/SSM