

HONOURS & AWARDS

Role: JPM (Approver)



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

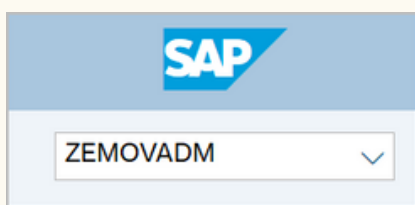
It is also known as **Bintang-Bintang Kebesaran dan Pingat-Pingat Kehormatan**.

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

Approve Application

1

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



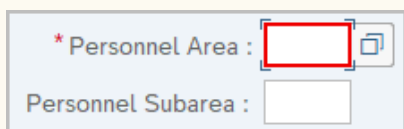
2

Under **Approvers**, Click **Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan**.



3

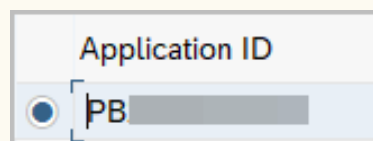
Fill in **Personnel Area** and **Personnel Subarea**.



Click **Execute** button.

4

Select an **Application** to be approve



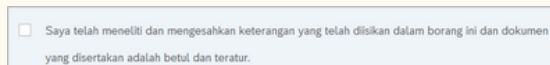
5

Click on **Change** icon.



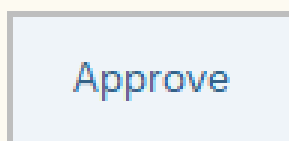
6

Fill in any **Remarks** and tick **Declaration** checkbox.



7

Click on **Approve** button.



HONOURS & AWARDS

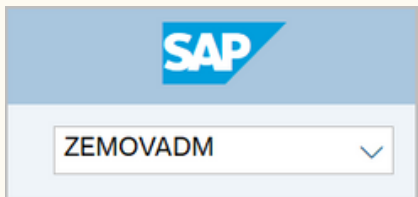
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Reject Application

1

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



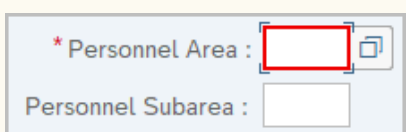
2

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



3

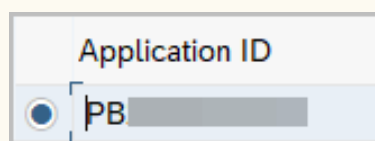
Fill in **Personnel Area** and **Personnel Subarea**.



Click **Execute** button.

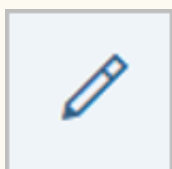
4

Click on **radio** button to select the application ID



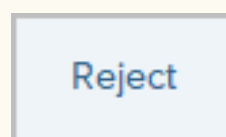
5

Click on **Change** icon.



6

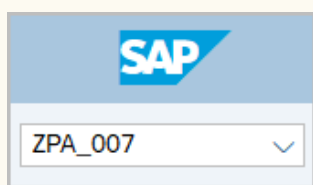
Click on **Reject** button.



Generate Report

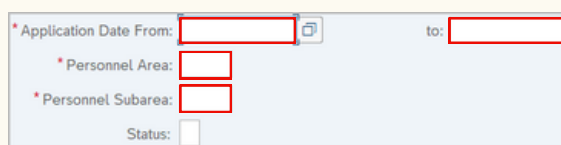
1

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