



SISTEM SUMBER MANUSIA

User Guide

For Department HR Admin

Backend (SAP GUI)

Employee Movement (PA):

Honours & Awards

VERSION: 2.0

INTRODUCTION

This user guide acts as a reference for **Department HR Administrator (Back End User)** to manage **Honours and Awards 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**.

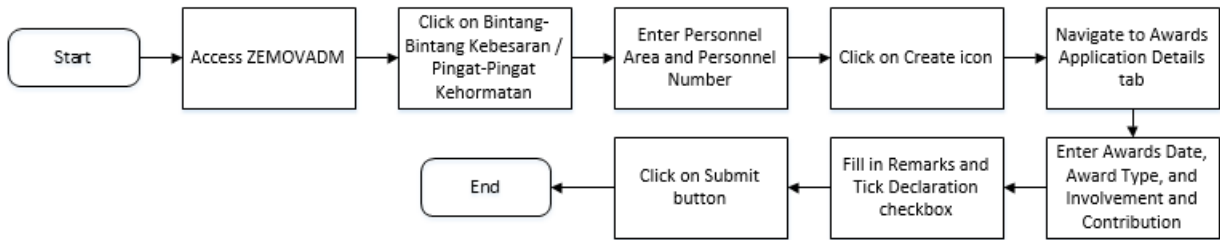


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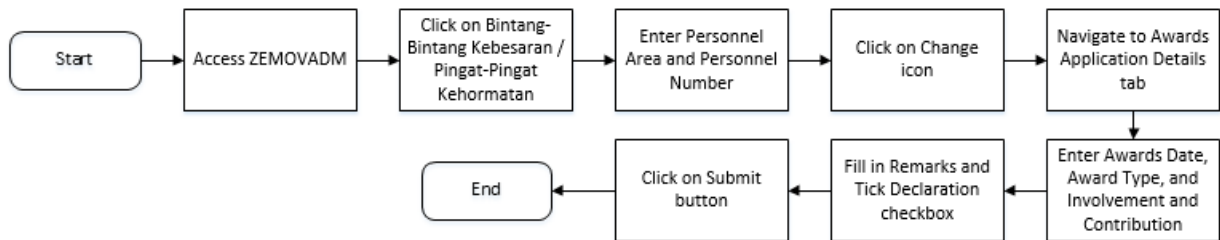
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Process Overview	4
HONOURS & AWARDS APPLICATION	
Submit Application	5
Edit Application	23
Withdraw Application	31
Check Employee Data	37
Generate Report	40

Process Overview

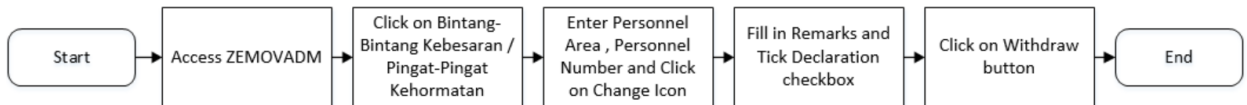
Submit Application



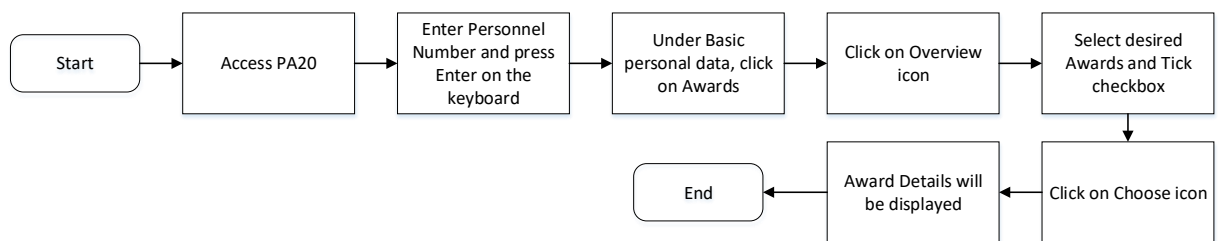
Edit Application



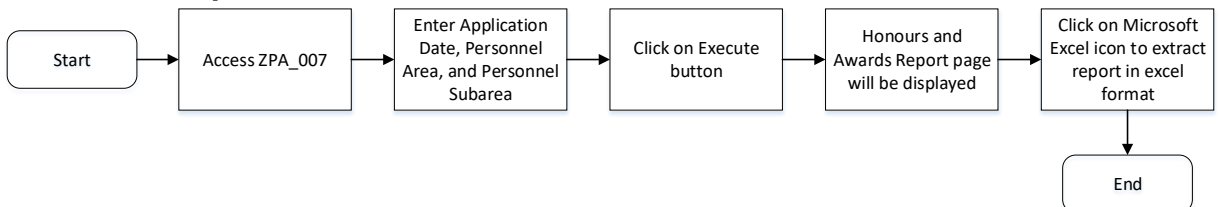
Withdraw Application



Check Employee Data



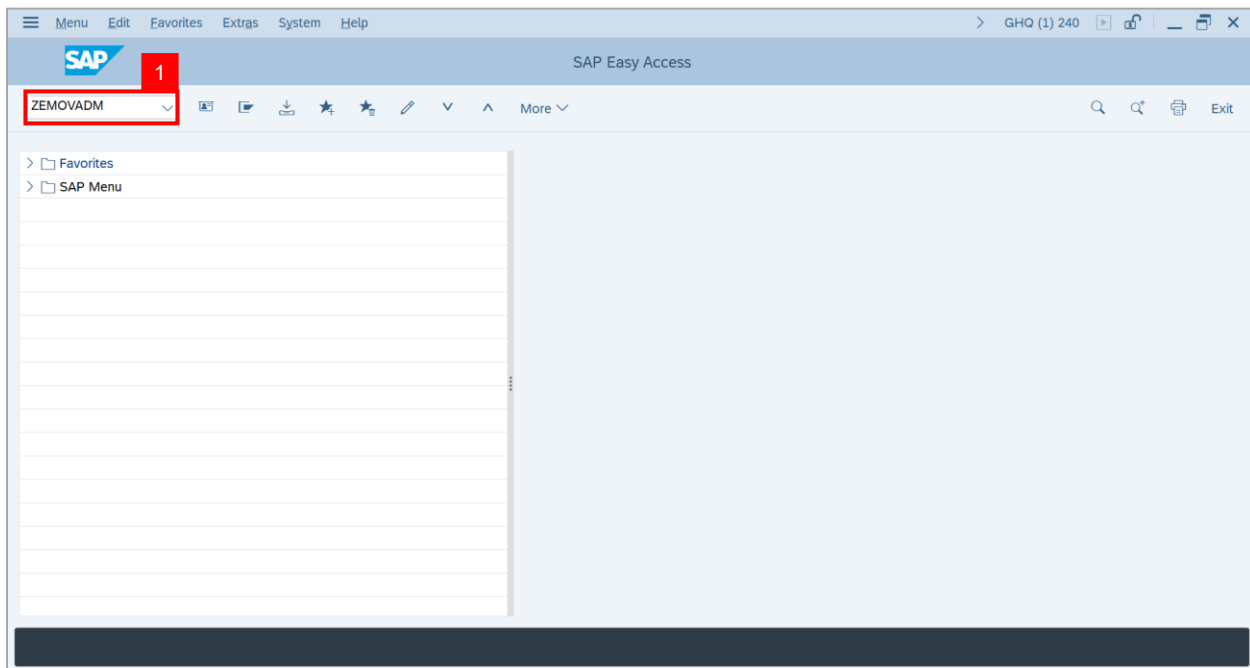
Generate Report



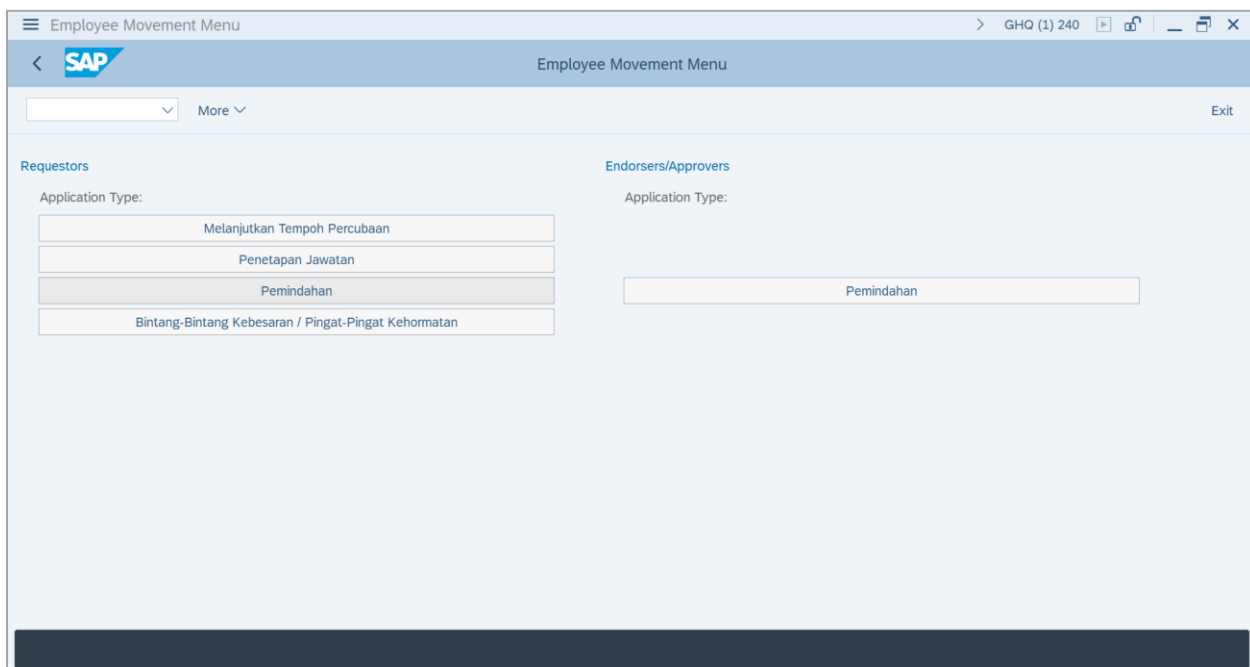
SUBMIT APPLICATION	Backend User
	Department HR Administrator

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

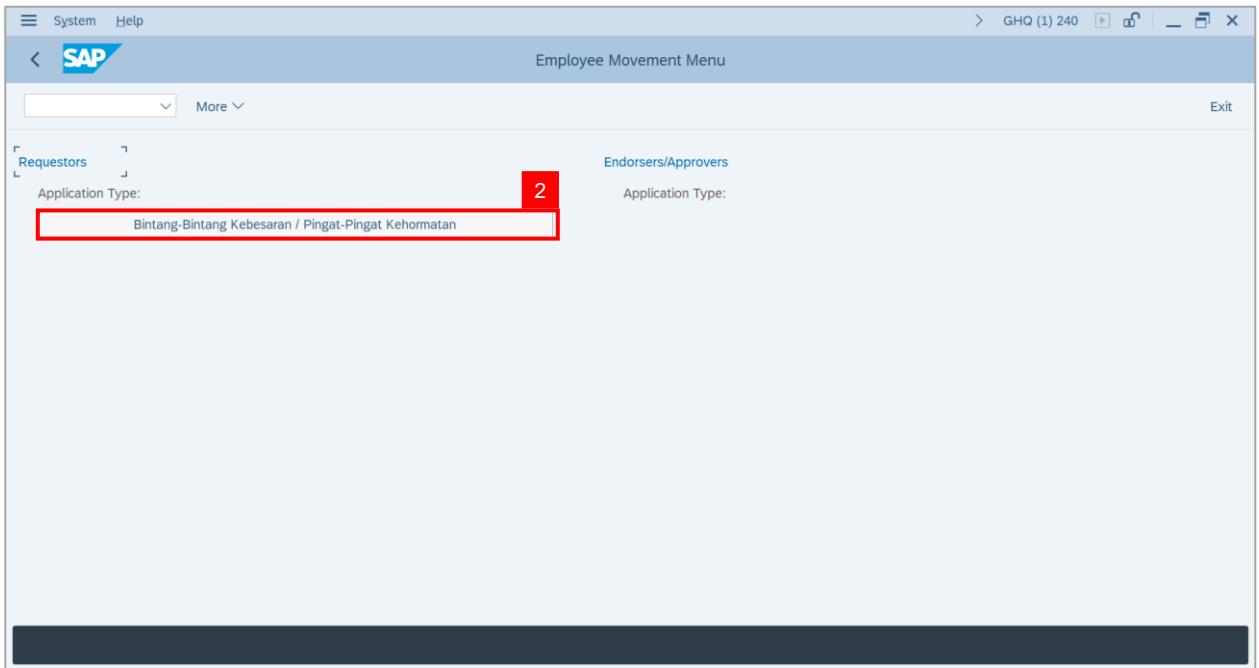
1. Enter **ZEMOVADM** in the search bar.



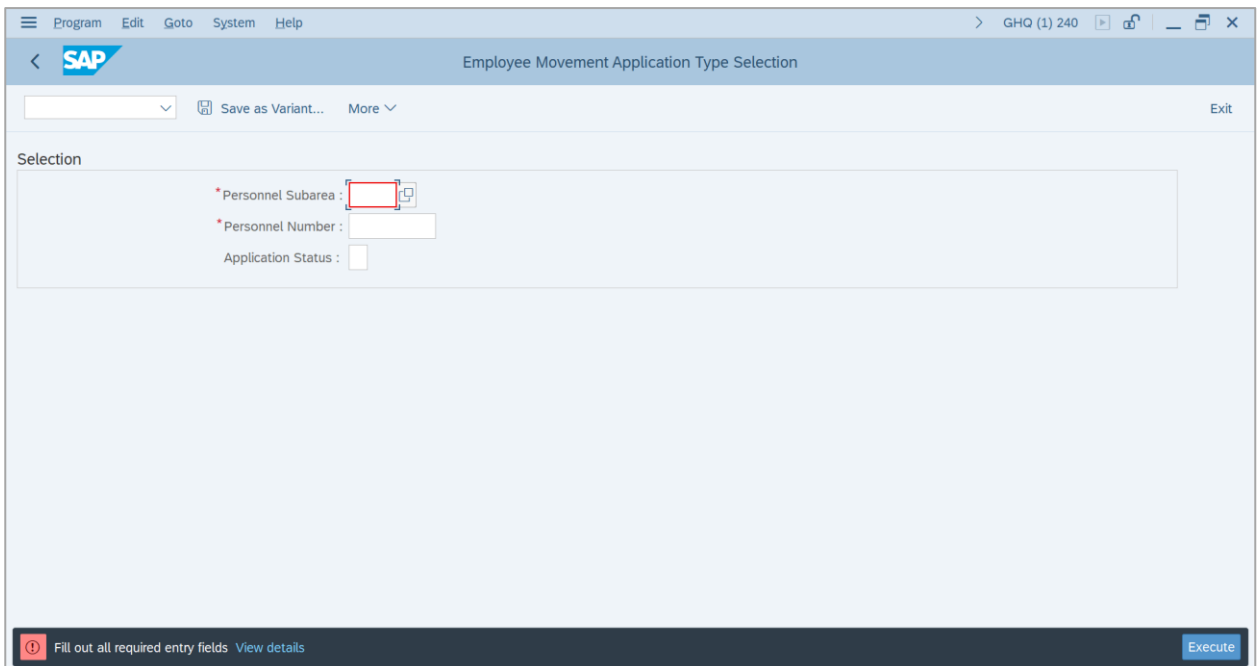
Note: Employee Movement Menu page will be displayed.



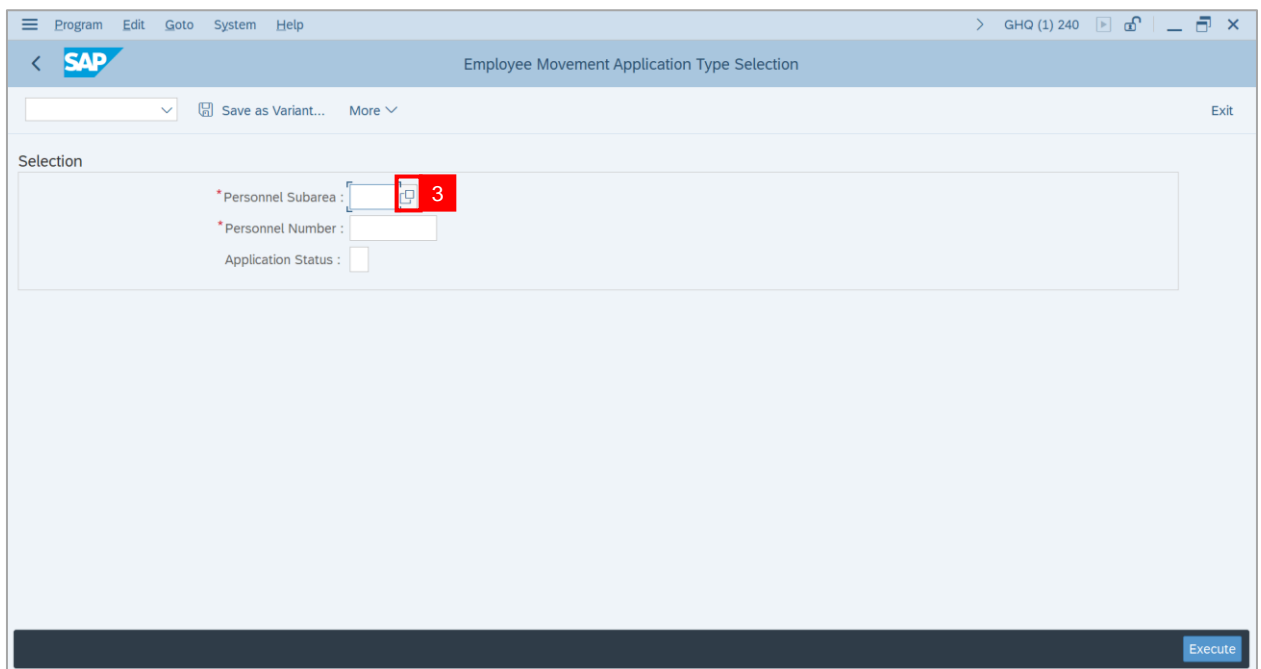
2. Under **Requestors: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



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



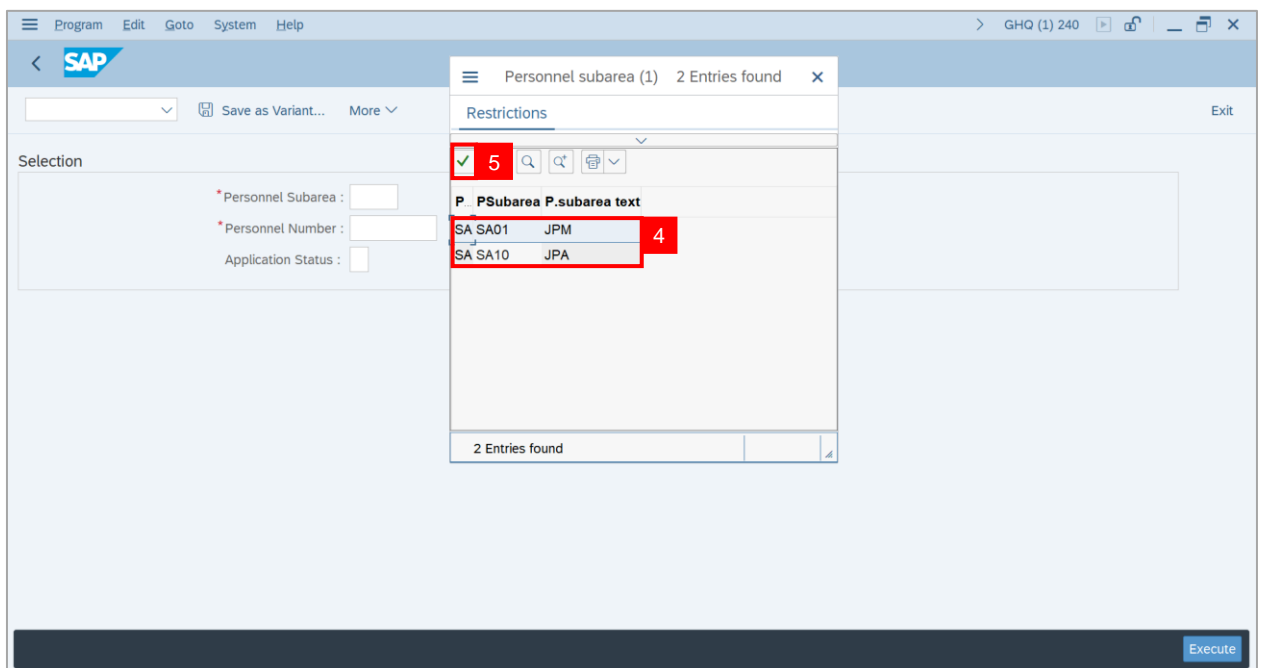
3. Navigate to **Personnel Subarea**, click on **Lookup** button.



The screenshot shows the SAP Employee Movement Application Type Selection screen. The 'Personnel Subarea' field is highlighted with a red box and a red '3'. The 'Personnel Number' and 'Application Status' fields are also visible. The 'Execute' button is located at the bottom right.

4. Select **Personnel Subarea**.

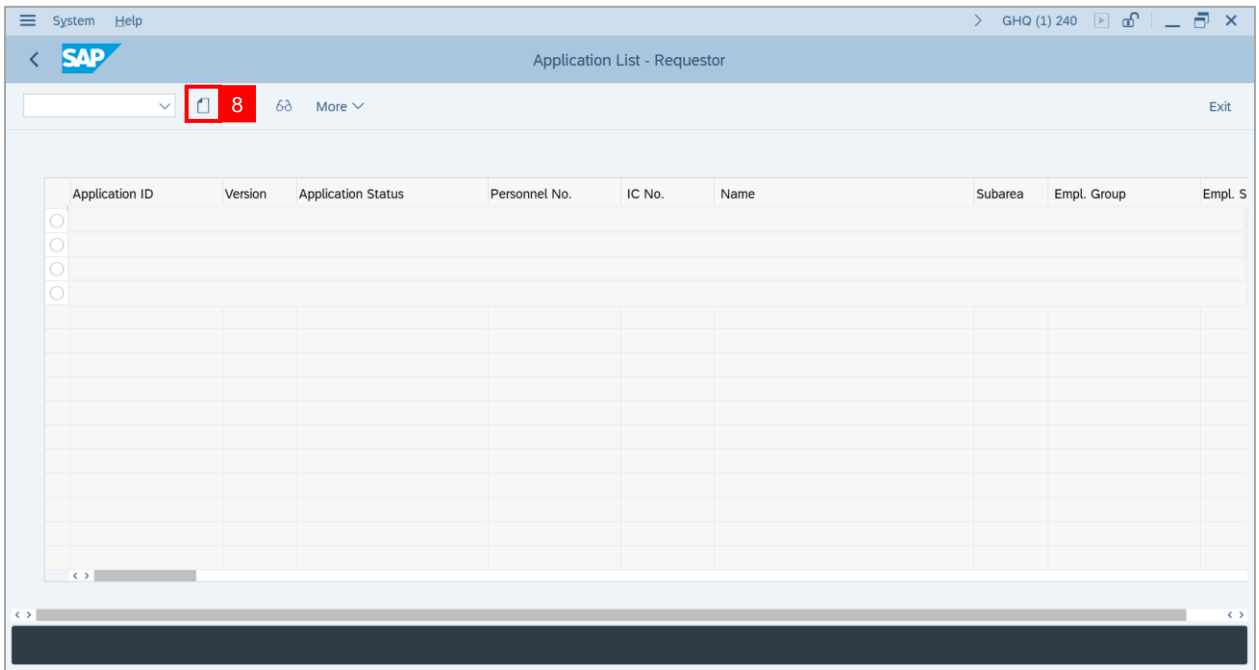
5. Click on **Tick** button.



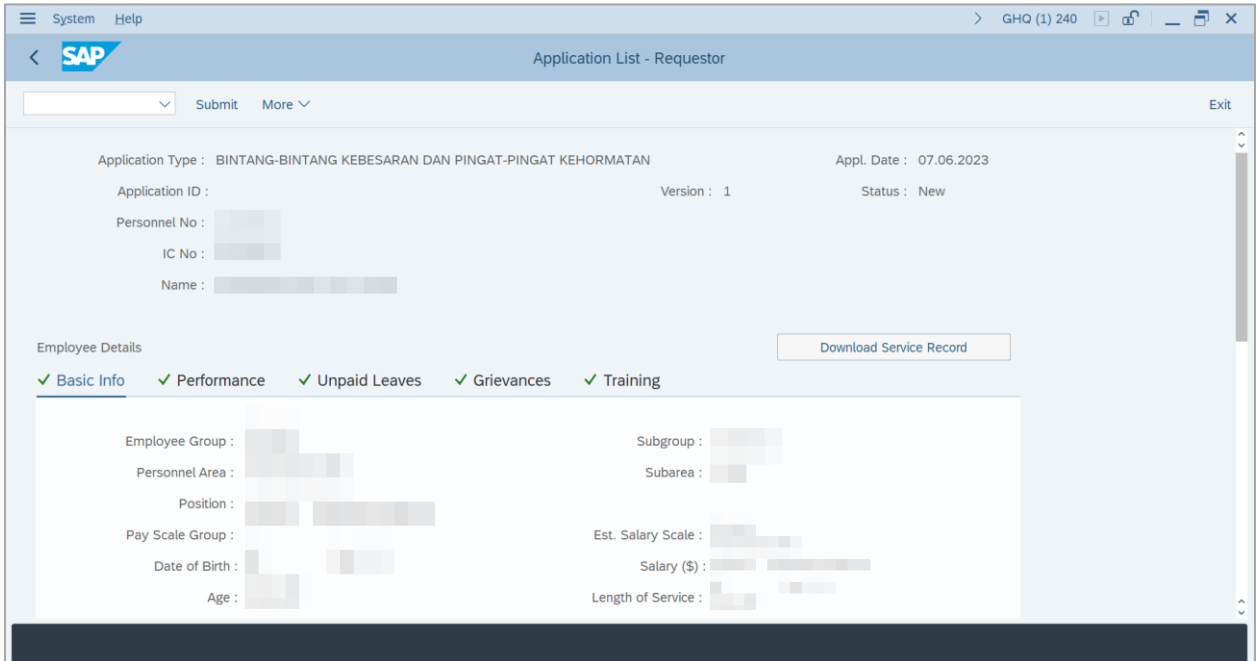
The screenshot shows the SAP Employee Movement Application Type Selection screen with a search popup. The search results table is displayed, showing two entries: SA SA01 JPM and SA SA10 JPA. The first entry is checked and highlighted with a red box and a red '4'. The search button is highlighted with a red box and a red '5'. The 'Execute' button is located at the bottom right.

Restrictions	
SA SA01	JPM
SA SA10	JPA

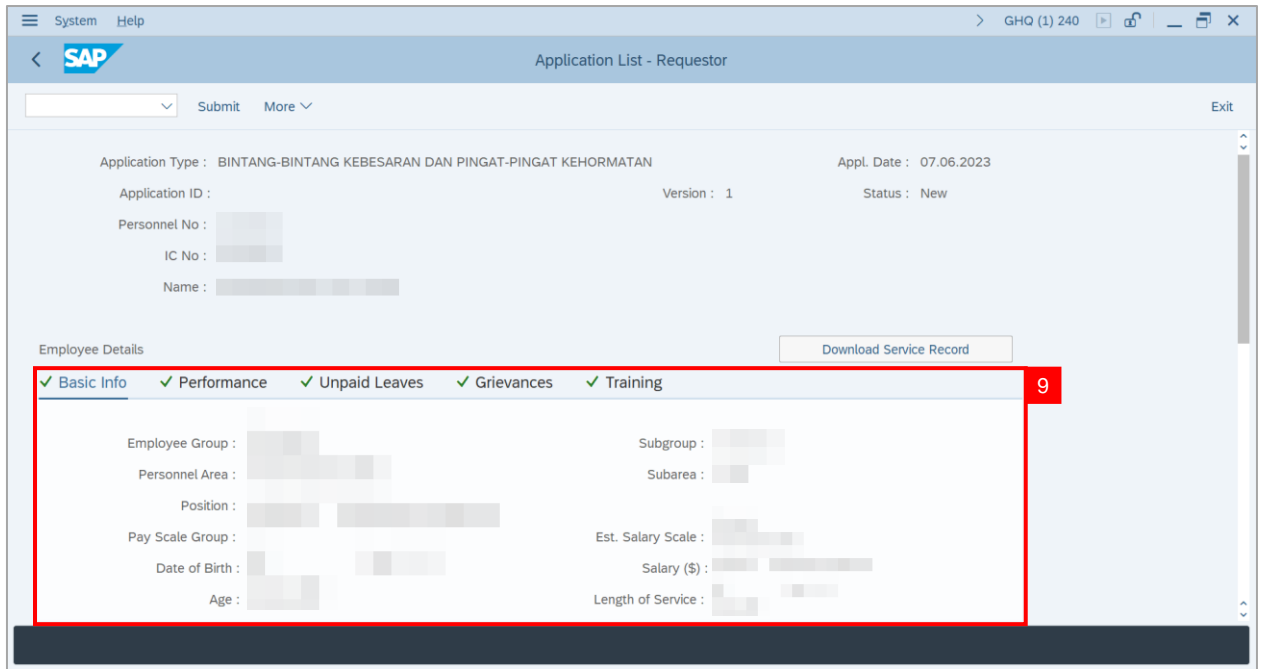
8. Click on **Create** icon.



Note: Application List – Requestor page will be displayed.



9. Ensure that **Employee Details** in **Basic Info** tab are entered correctly.



Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023

Application ID : Version : 1 Status : New

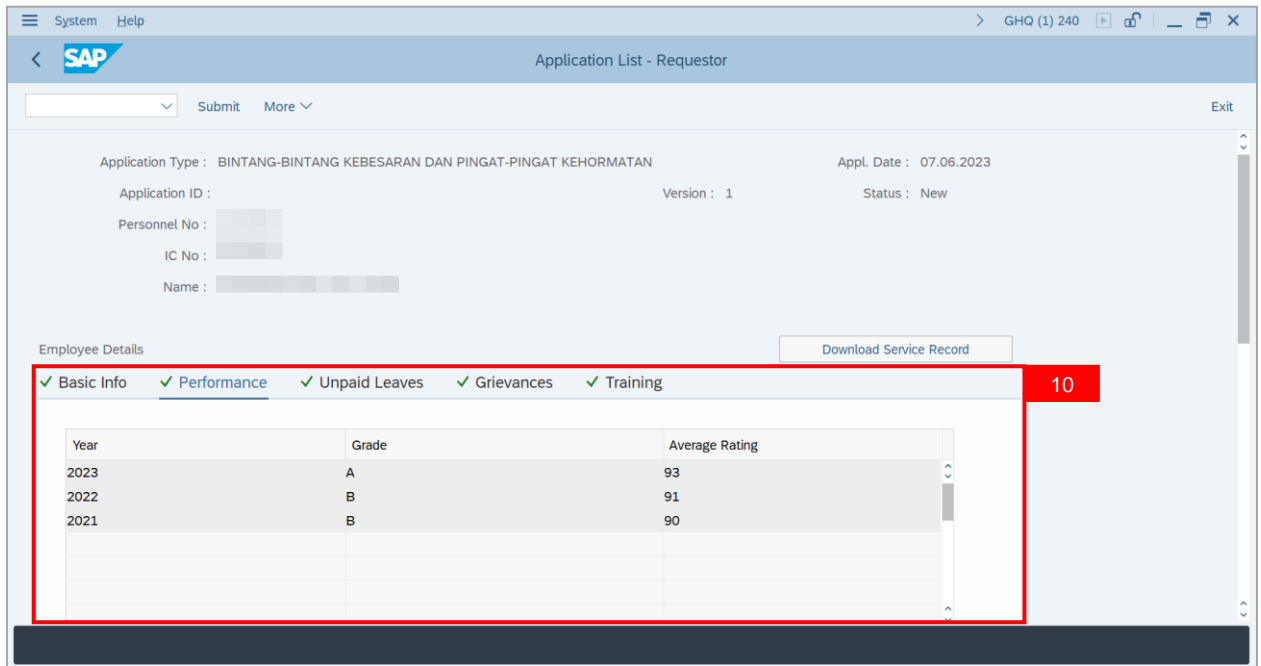
Personnel No : [Redacted]
 IC No : [Redacted]
 Name : [Redacted]

Employee Details Download Service Record

Basic Info
 Performance
 Unpaid Leaves
 Grievances
 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]

10. Ensure that **Employee Details** in **Performance** tab are entered correctly.



Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023

Application ID : Version : 1 Status : New

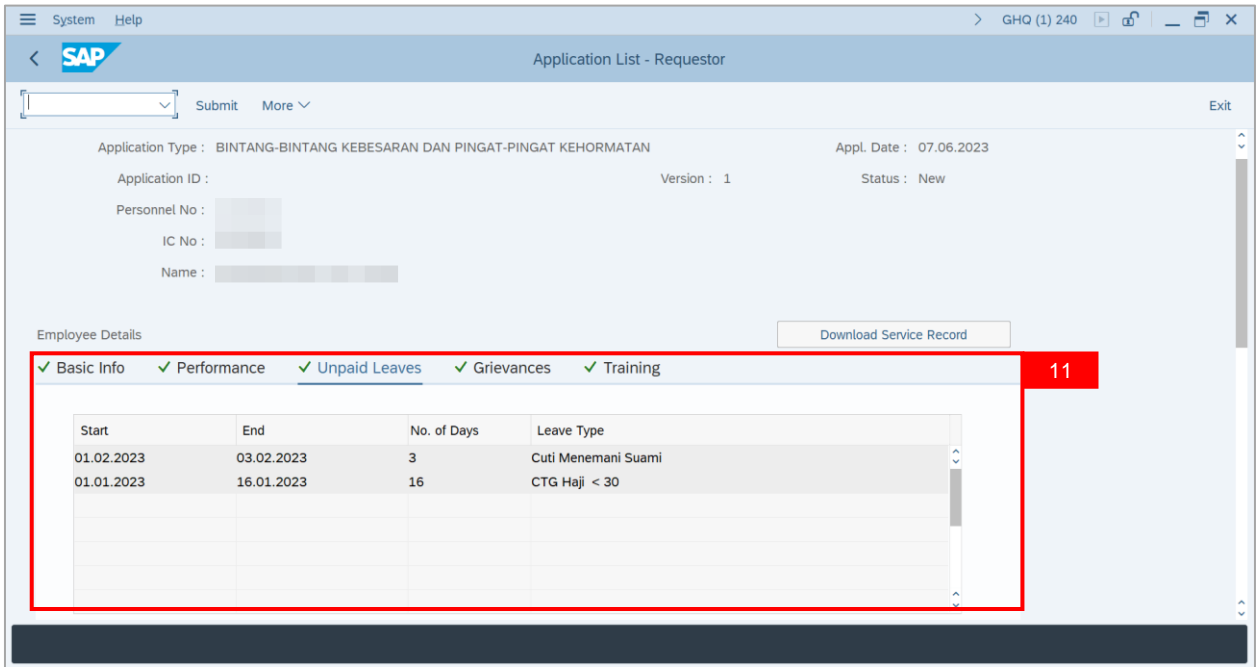
Personnel No : [Redacted]
 IC No : [Redacted]
 Name : [Redacted]

Employee Details Download Service Record

Basic Info
 Performance
 Unpaid Leaves
 Grievances
 Training

Year	Grade	Average Rating
2023	A	93
2022	B	91
2021	B	90

11. Ensure that **Employee Details** in **Unpaid Leaves** tab are entered correctly.



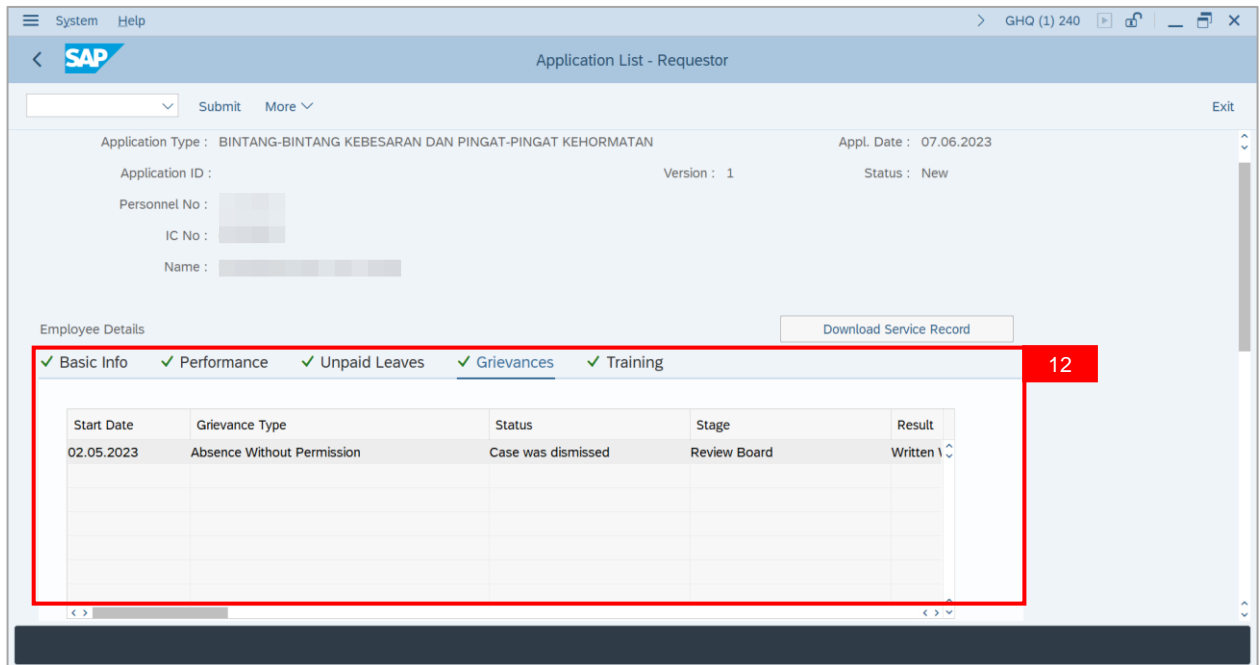
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023
 Application ID : Version : 1 Status : New
 Personnel No : IC No : Name :

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Training

Start	End	No. of Days	Leave Type
01.02.2023	03.02.2023	3	Cuti Menemani Suami
01.01.2023	16.01.2023	16	CTG Haji < 30

12. Ensure that **Employee Details** in **Grievances** tab are entered correctly.



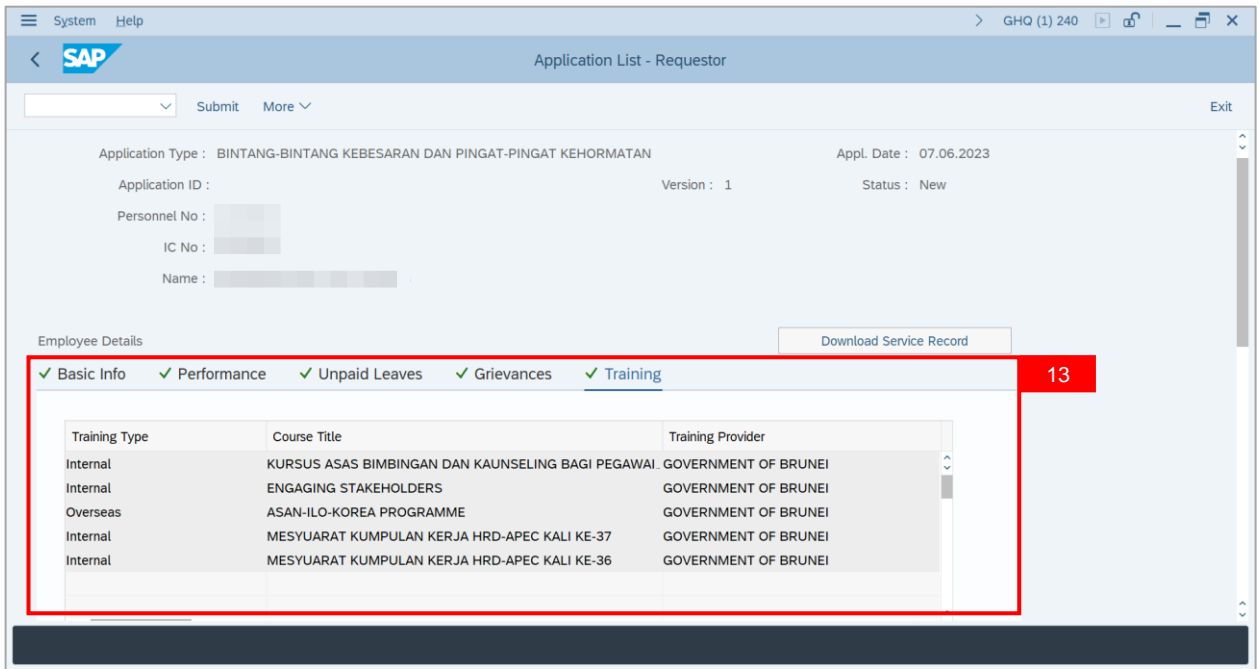
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023
 Application ID : Version : 1 Status : New
 Personnel No : IC No : Name :

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Training

Start Date	Grievance Type	Status	Stage	Result
02.05.2023	Absence Without Permission	Case was dismissed	Review Board	Written

13. Ensure that **Employee Details** in **Training** tab are entered correctly.



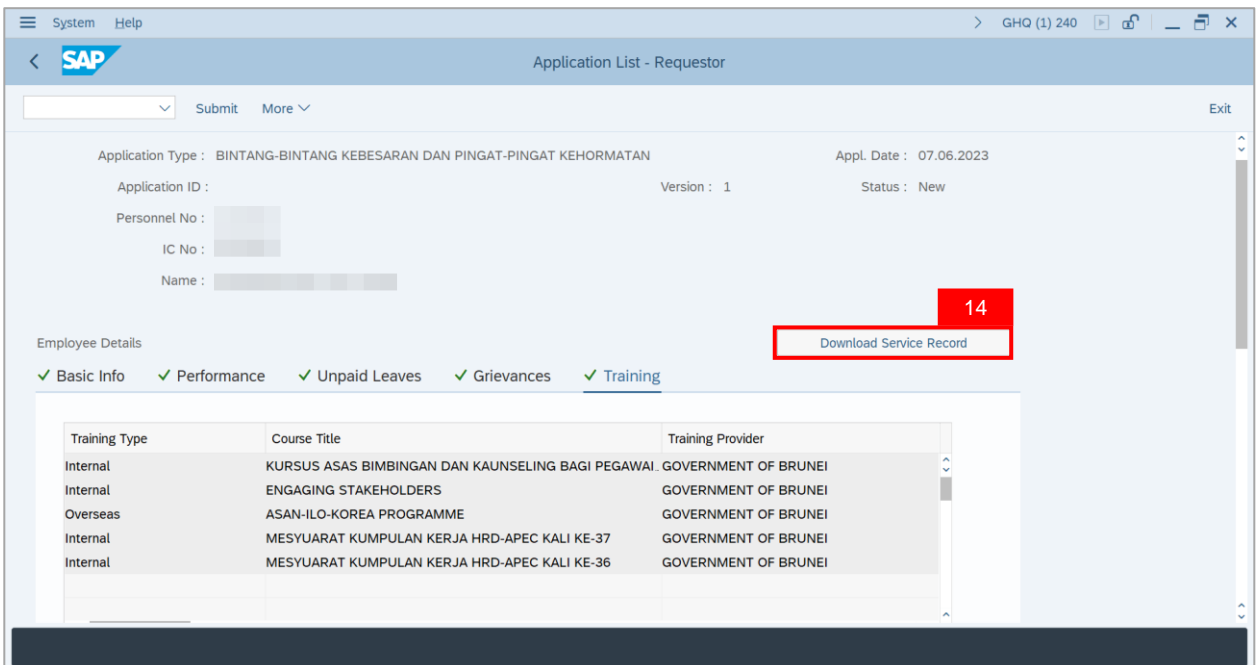
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023
Application ID : Version : 1 Status : New
Personnel No :
IC No :
Name :

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ **Training**

Training Type	Course Title	Training Provider
Internal	KURSUS ASAS BIMBINGAN DAN KAUNSELING BAGI PEGAWAI	GOVERNMENT OF BRUNEI
Internal	ENGAGING STAKEHOLDERS	GOVERNMENT OF BRUNEI
Overseas	ASAN-ILO-KOREA PROGRAMME	GOVERNMENT OF BRUNEI
Internal	MESYUARAT KUMPULAN KERJA HRD-APEC KALI KE-37	GOVERNMENT OF BRUNEI
Internal	MESYUARAT KUMPULAN KERJA HRD-APEC KALI KE-36	GOVERNMENT OF BRUNEI

14. Click **Download Service Record**.



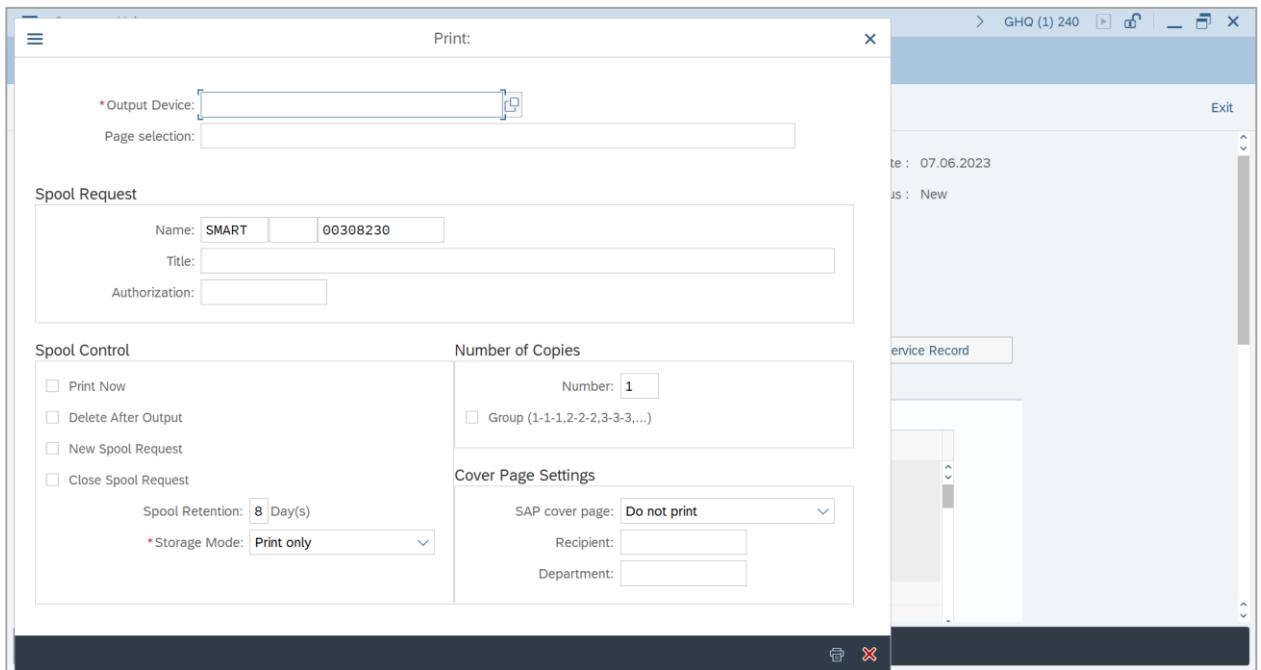
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023
Application ID : Version : 1 Status : New
Personnel No :
IC No :
Name :

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ **Training**

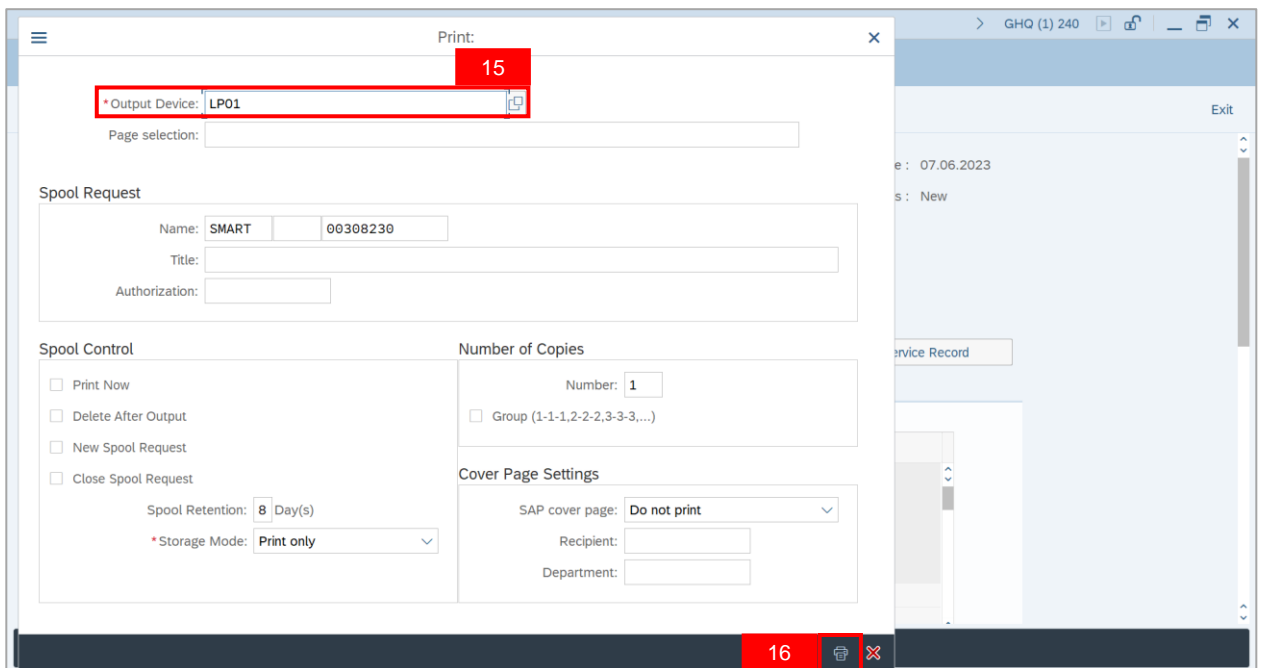
Training Type	Course Title	Training Provider
Internal	KURSUS ASAS BIMBINGAN DAN KAUNSELING BAGI PEGAWAI	GOVERNMENT OF BRUNEI
Internal	ENGAGING STAKEHOLDERS	GOVERNMENT OF BRUNEI
Overseas	ASAN-ILO-KOREA PROGRAMME	GOVERNMENT OF BRUNEI
Internal	MESYUARAT KUMPULAN KERJA HRD-APEC KALI KE-37	GOVERNMENT OF BRUNEI
Internal	MESYUARAT KUMPULAN KERJA HRD-APEC KALI KE-36	GOVERNMENT OF BRUNEI

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



15. Navigate to **Output Device** and key in '**LP01**'.

16. Click on **Print** button.

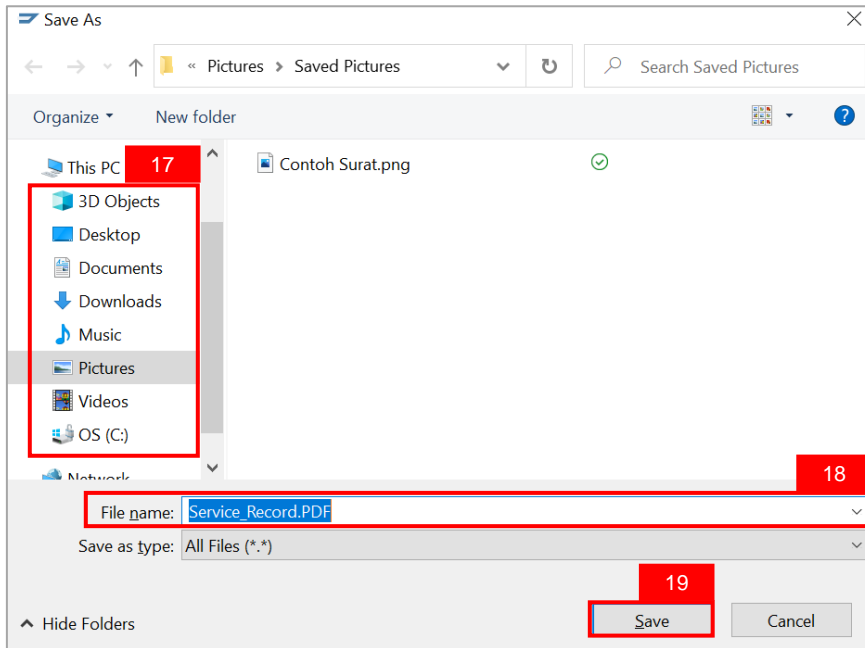


Note: Desktop Save As page will be displayed.

17. Select **Save Location**.

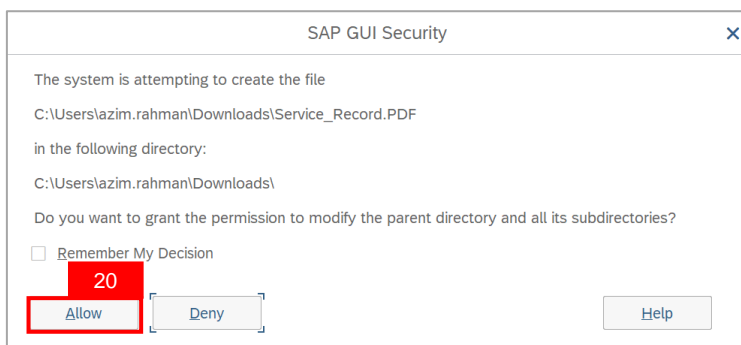
18. Ensure that **File name** is entered correctly.

19. Click on **Save** button.

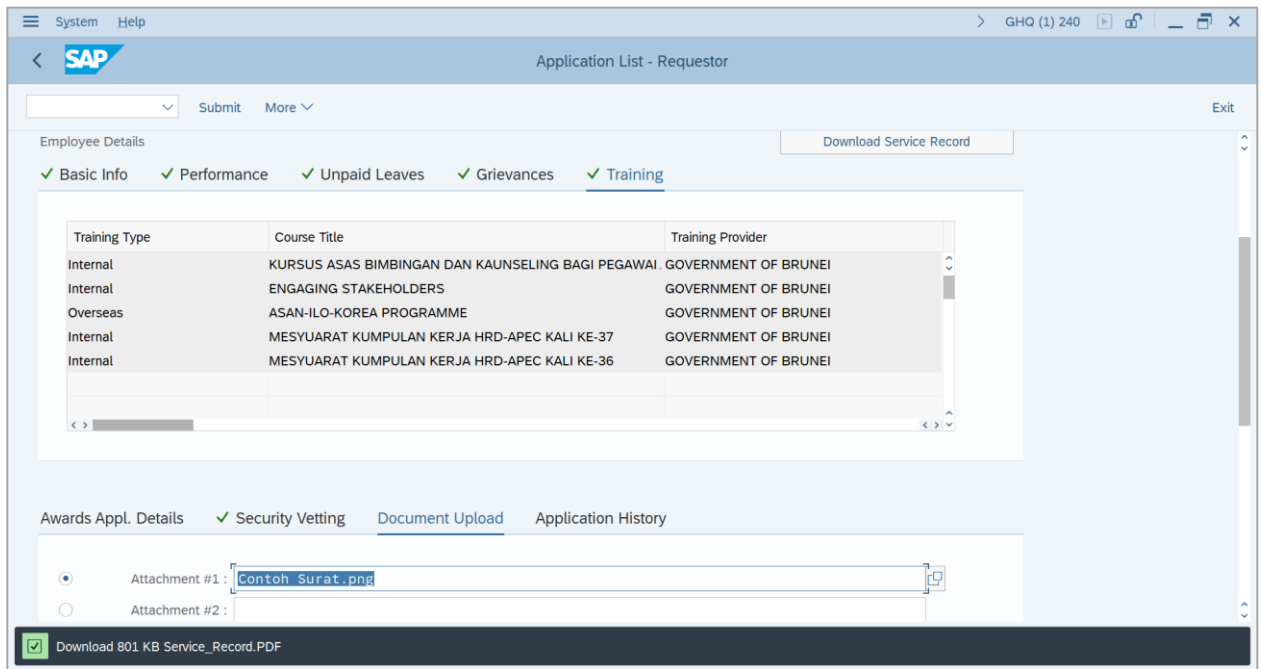


Note: The SAP GUI Security page will be displayed.

20. Click on **Allow** button.

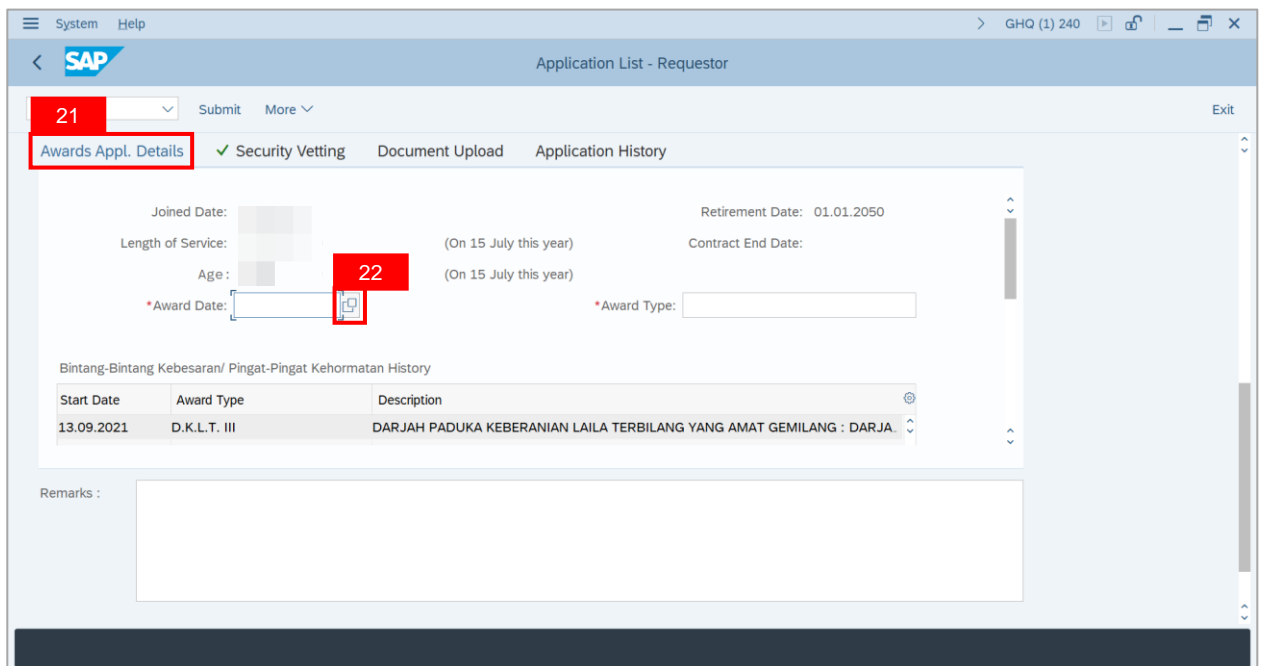


Note: Service Record has been successfully downloaded.



21. Navigate to **Awards Application Details** tab.

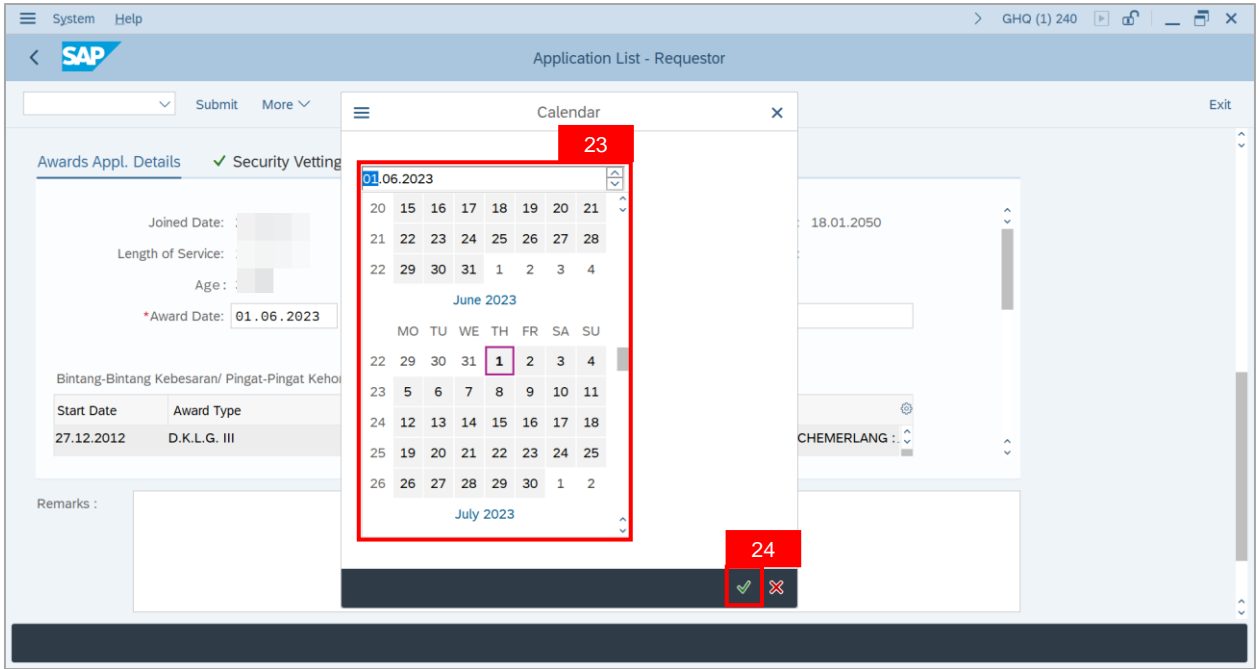
22. Under **Award Date**, click on **Lookup** button.



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

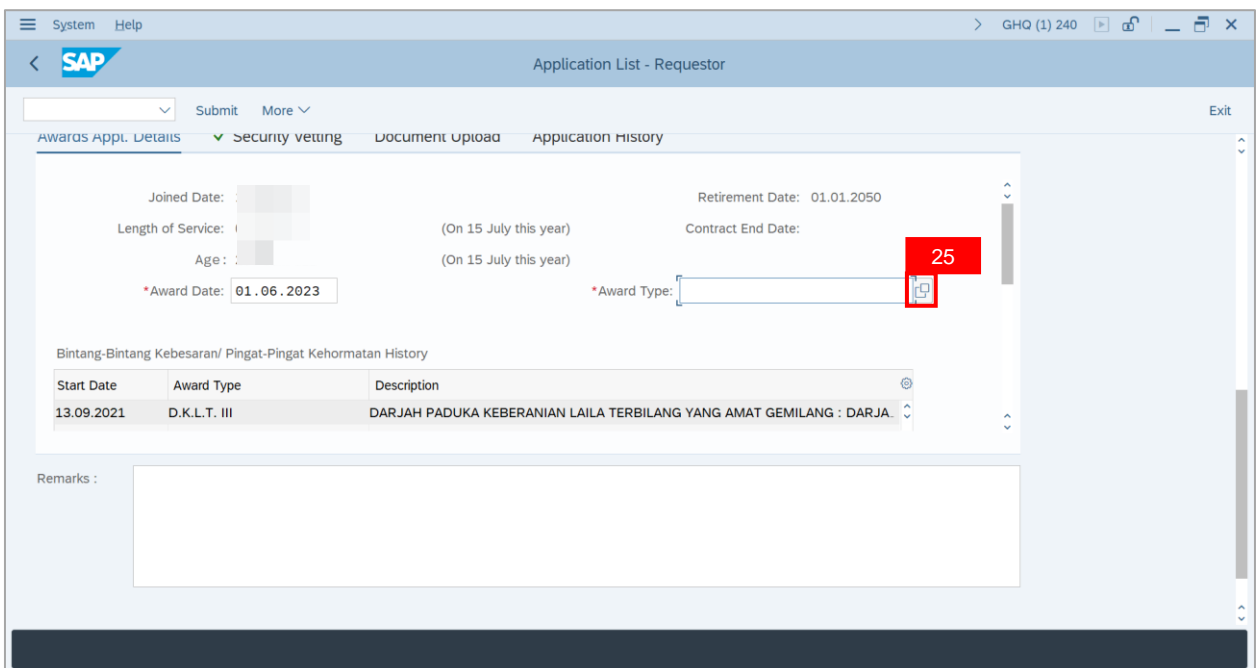
23. Select desired **Date**.

24. Click on the **Tick** button.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. A calendar pop-up is displayed, showing the month of June 2023. The date 01.06.2023 is selected, and a red box highlights the calendar area. A red box with the number 23 is placed over the date. Another red box with the number 24 is placed over the 'Tick' button at the bottom of the calendar.

25. Under **Award Type**, click on **Lookup** button.

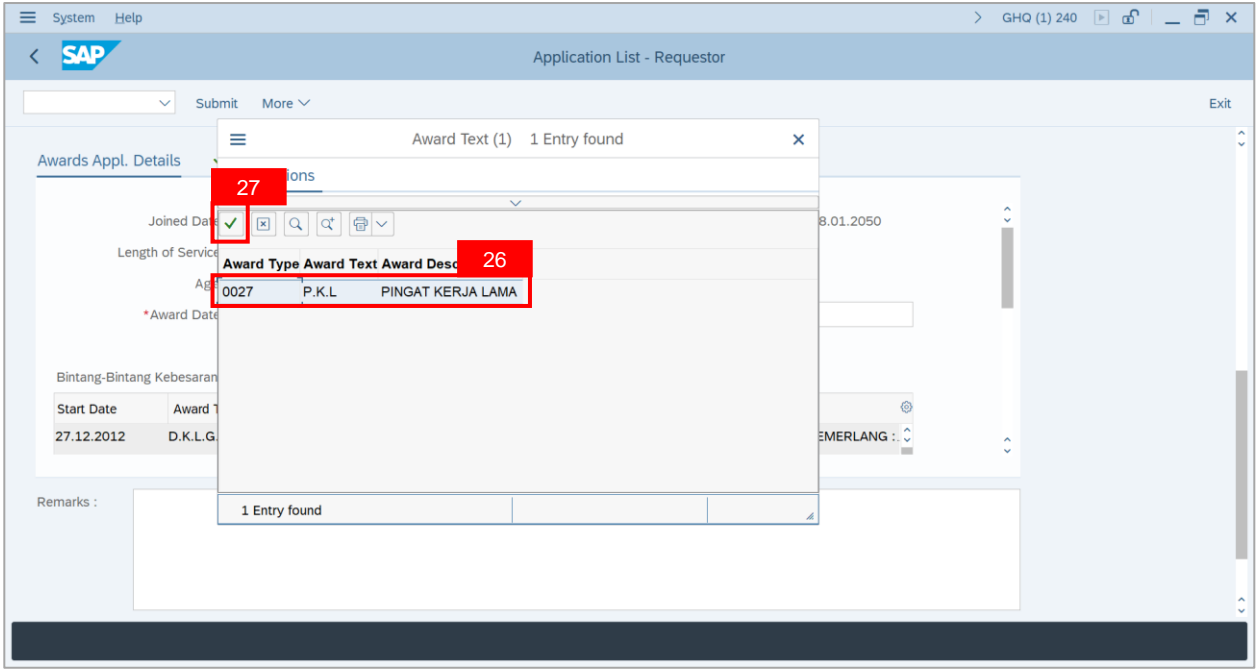


The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The 'Award Type' field is highlighted, and a red box with the number 25 is placed over the 'Lookup' button next to it.

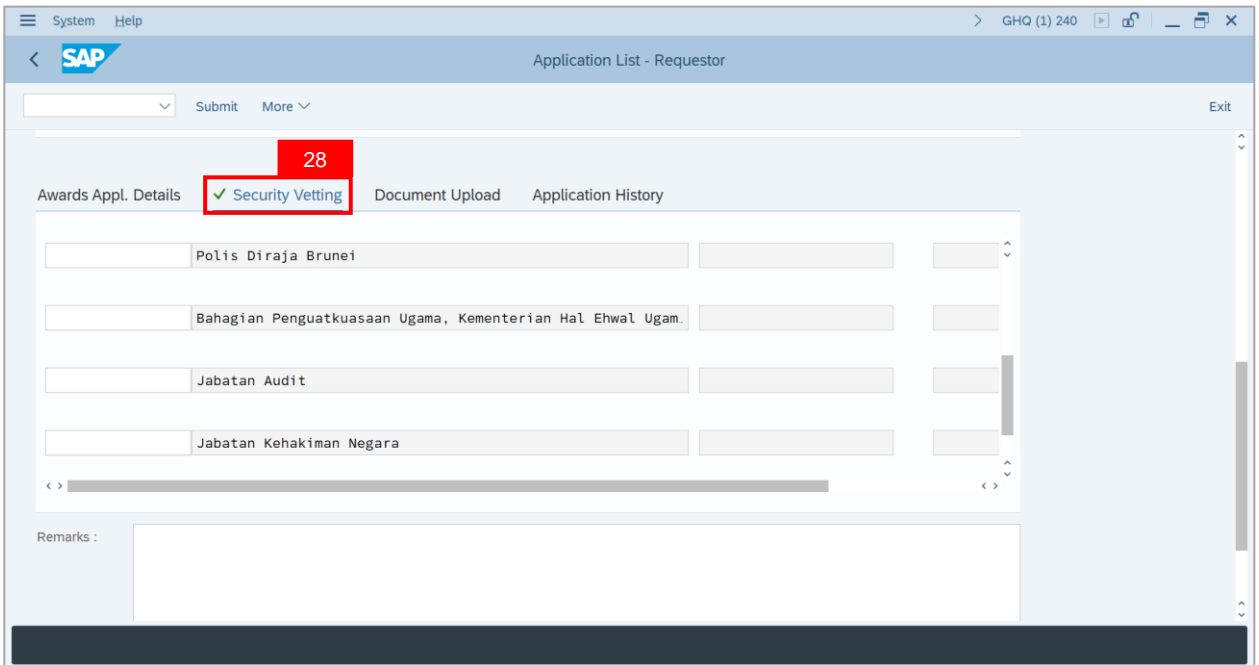
Note: The **Award Text** page will be displayed.

26. Select desired **Award**.

27. Click on the **Tick** button.



28. Navigate to **Security Vetting** tab and ensure that, if any, **Security Vetting Details** are entered correctly.



Note: Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies will be displayed.

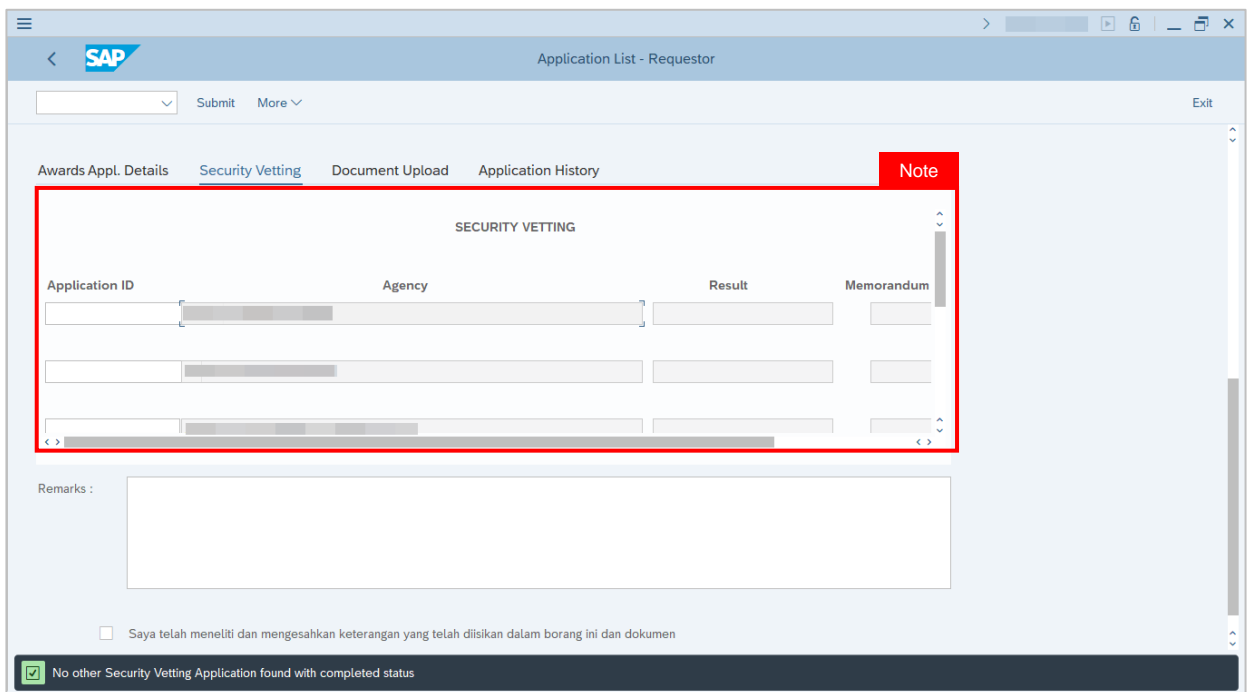
(ii) Only the **latest application result** will be shown along with the **Application ID**, **Memorandum Date** and **Valid To** date.

(iii) A blank field means there is no latest results from requested Security Vetting Agencies.

(iv) **Department HR Admin Security Vetting Requestor** role may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

(v) **Department HR Admin Security Vetting** role may view the result with attachment (if any) via **ZVETDISPLAY**.

(vi) As per advised from **JPM**, **JPM** will request Security Vetting results if necessary and no vetting for the employees.

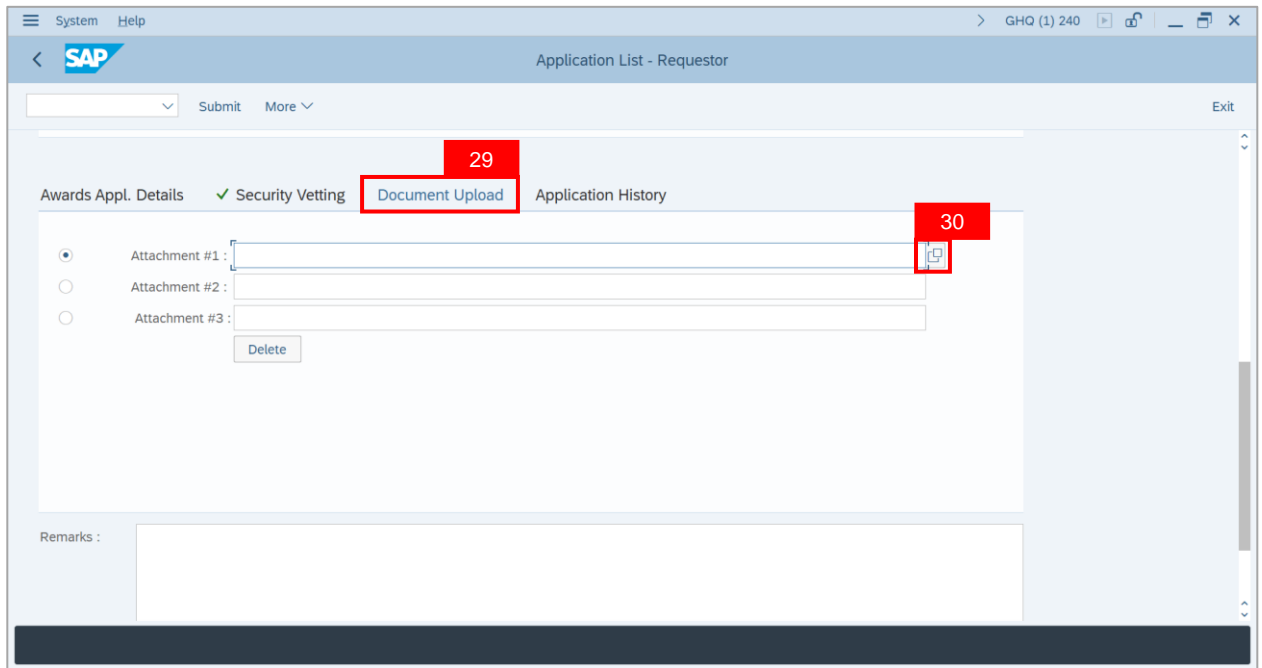


The screenshot shows the SAP 'Application List - Requestor' interface. The 'Security Vetting' tab is active, displaying a table with columns for Application ID, Agency, Result, and Memorandum. A red box highlights the table area. Below the table is a 'Remarks' field and a checkbox for 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen'. A status bar at the bottom indicates 'No other Security Vetting Application found with completed status'.

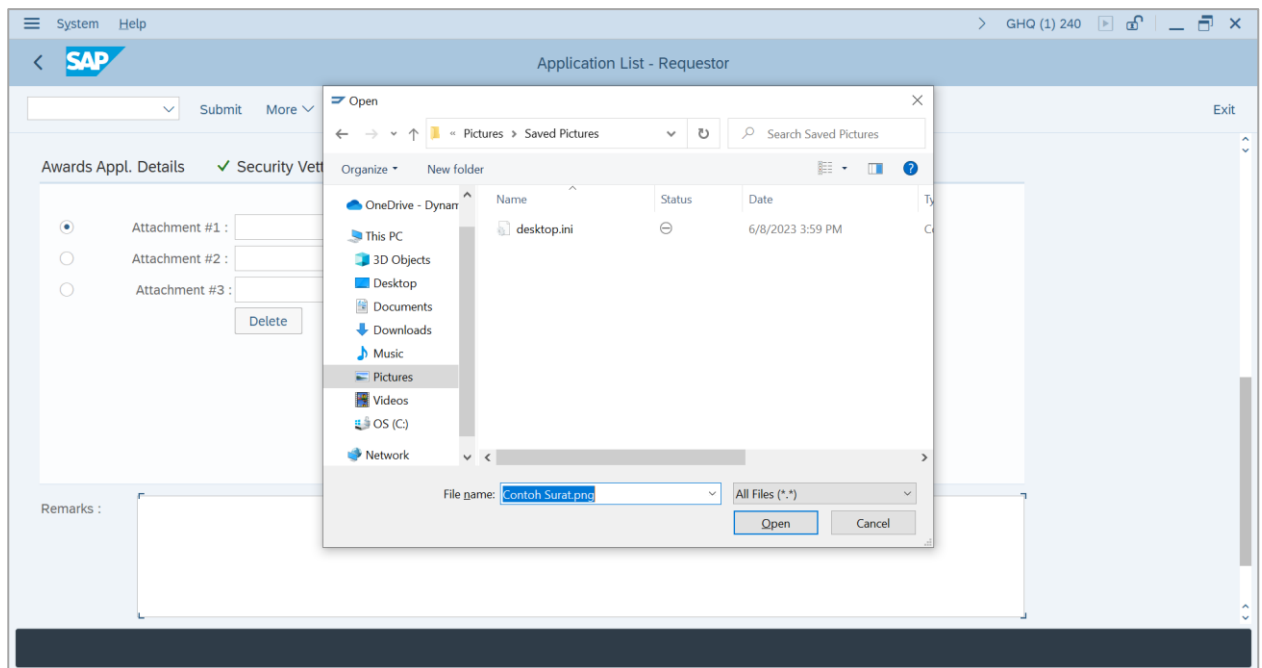
Application ID	Agency	Result	Memorandum

29. Navigate to **Document Upload** tab.

30. Click on **Lookup** button.

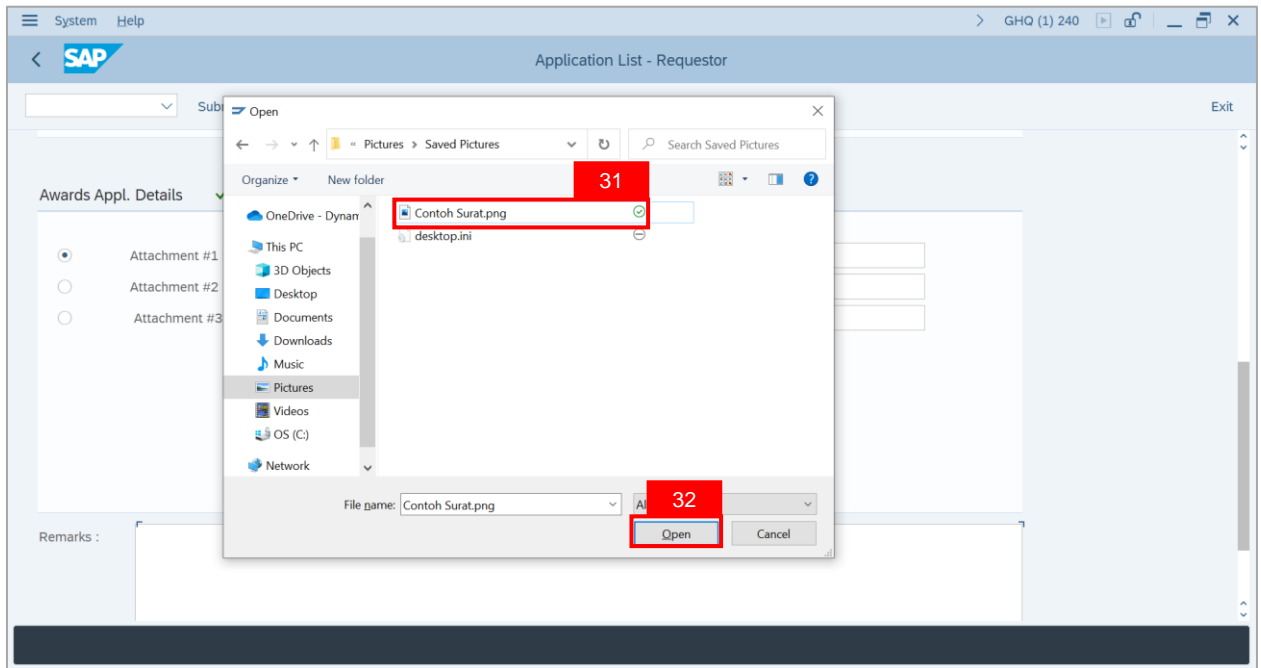


Note: Desktop Open page will be displayed.

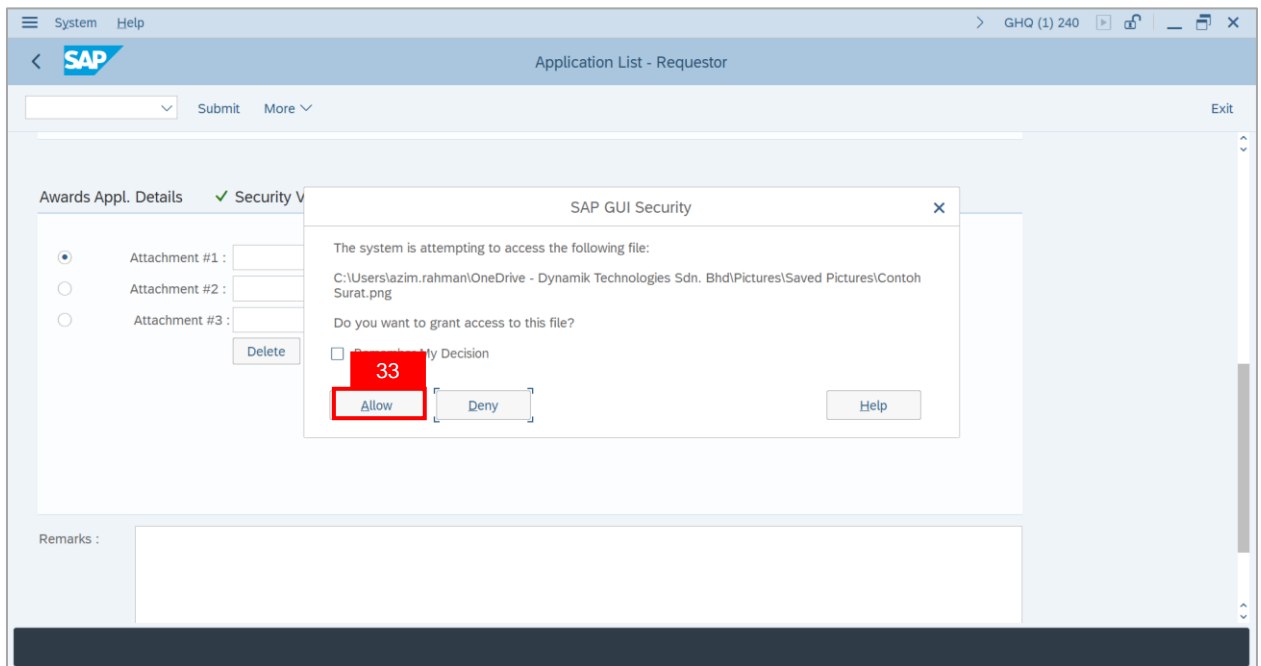


31. Select **Attachment** to be uploaded.

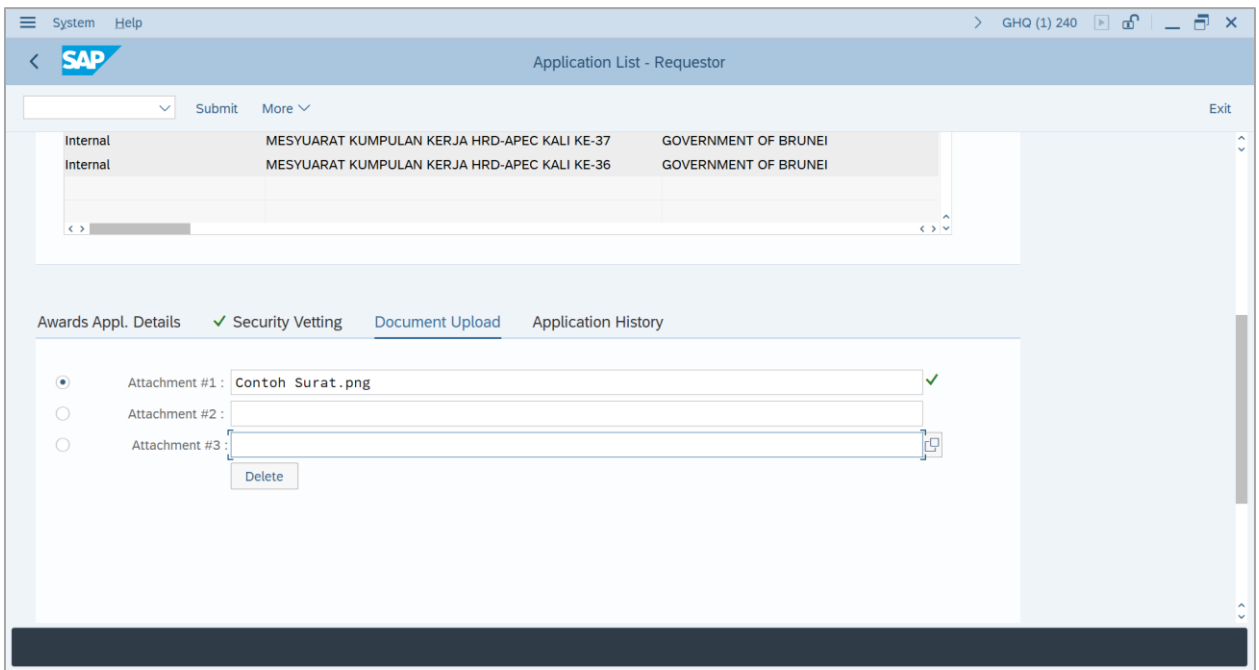
32. Click on **Open** button.



33. Click on **Allow** button.



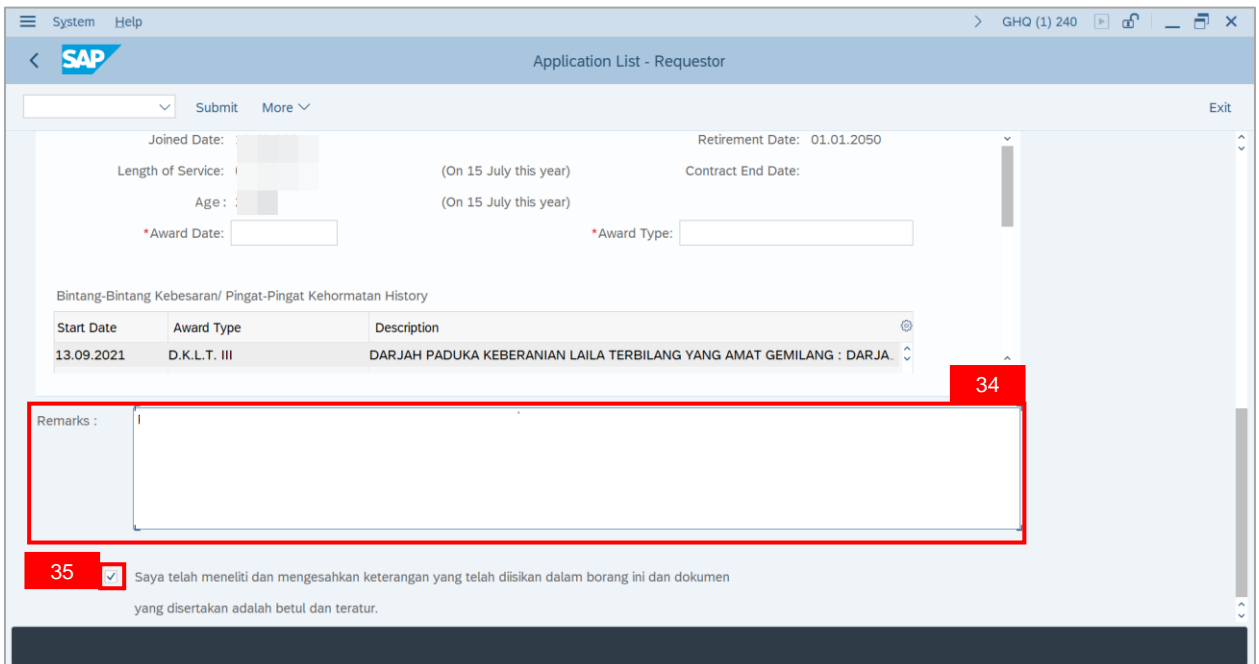
Note: The **Attachment** has been successfully uploaded.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Document Upload' tab is active, displaying a list of attachments. The first attachment, 'Contoh Surat.png', is marked with a green checkmark, indicating it has been successfully uploaded. There are also empty fields for 'Attachment #2' and 'Attachment #3', and a 'Delete' button below the list.

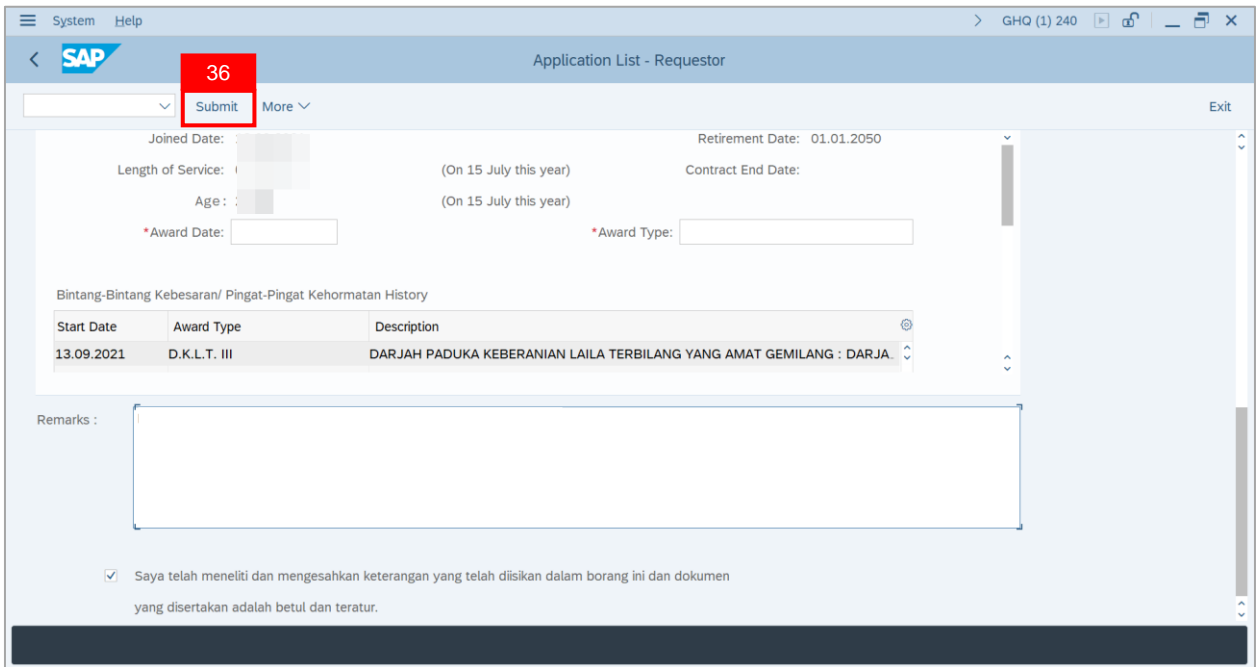
34. Navigate to **Remarks** section and fill in the space provided in order to submit the application.

35. Click on **Declaration** box.



The screenshot shows the SAP 'Application List - Requestor' interface with the 'Remarks' section highlighted by a red box. The 'Remarks' field is empty. Below it, the 'Declaration' section is visible, featuring a checkbox labeled '35' and the text: 'Saya telah meneliti dan mengesahkan keterangan yang telah disikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' The 'Remarks' section is also marked with a red box labeled '34'.

36. Click on **Submit** button.



The screenshot shows the SAP 'Application List - Requestor' form. A red box highlights the 'Submit' button. The form contains the following fields and data:

- Joined Date: [blurred]
- Retirement Date: 01.01.2050
- Length of Service: [blurred] (On 15 July this year)
- Contract End Date: [blurred]
- Age: [blurred] (On 15 July this year)
- Award Date: [blurred]
- Award Type: [blurred]

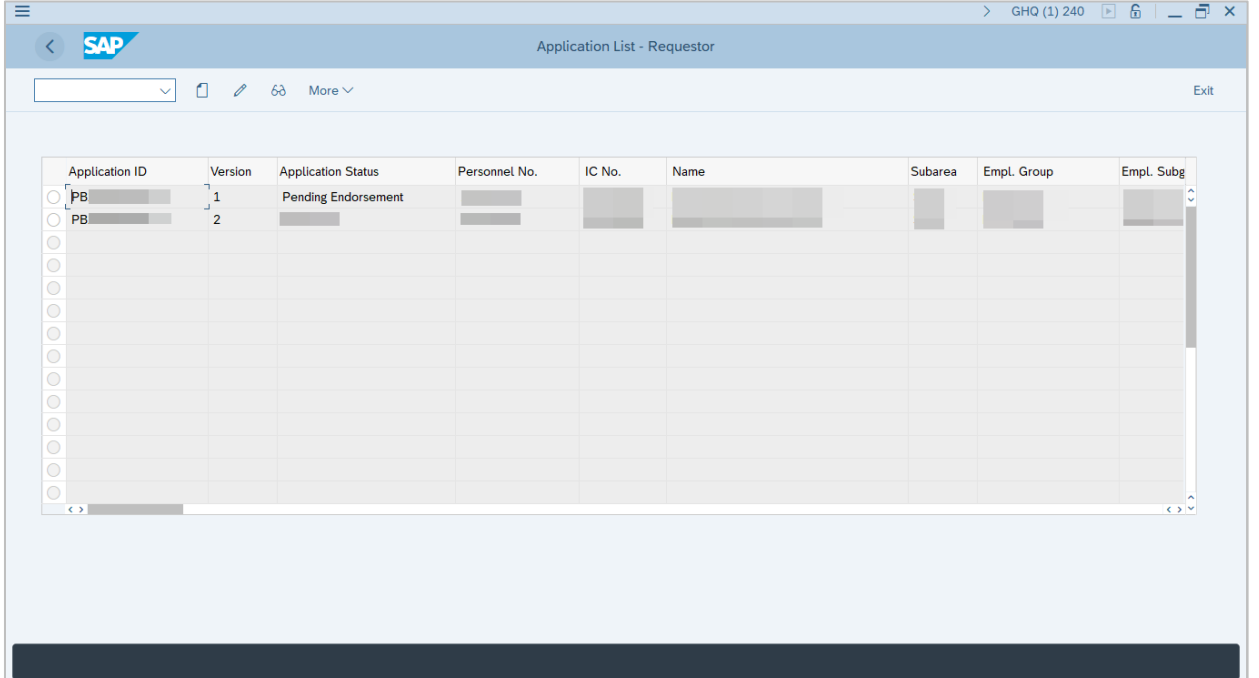
Bintang-Bintang Kebesaran/ Pingat-Pingat Kehormatan History

Start Date	Award Type	Description
13.09.2021	D.K.L.T. III	DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJA

Remarks : [blurred]

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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



The screenshot shows the SAP 'Application List - Requestor' table. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PB [blurred]	1	Pending Endorsement	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
PB [blurred]	2	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

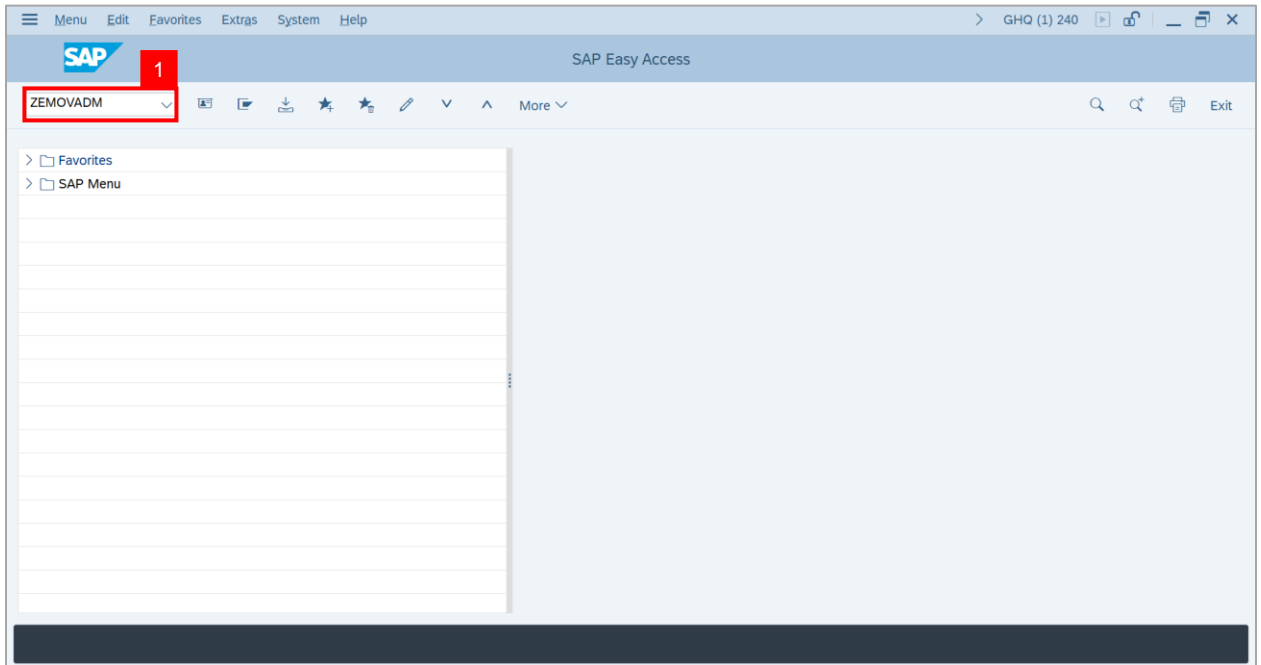
EDIT APPLICATION

Backend User

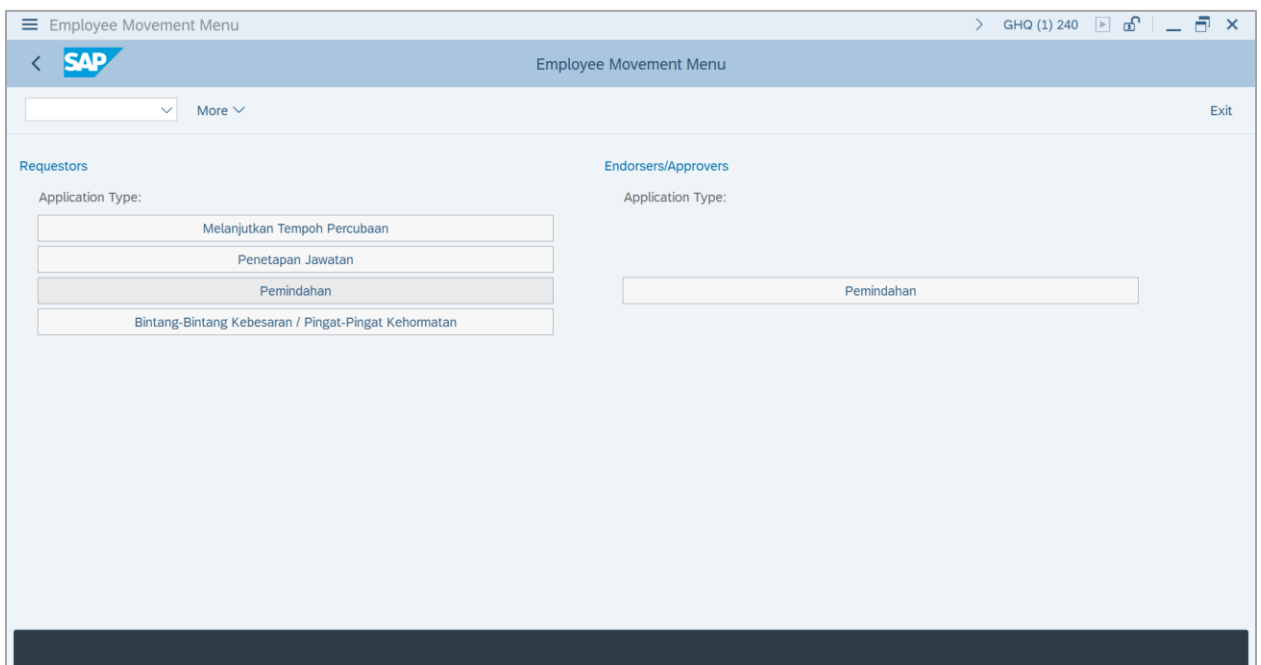
Department HR Administrator

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

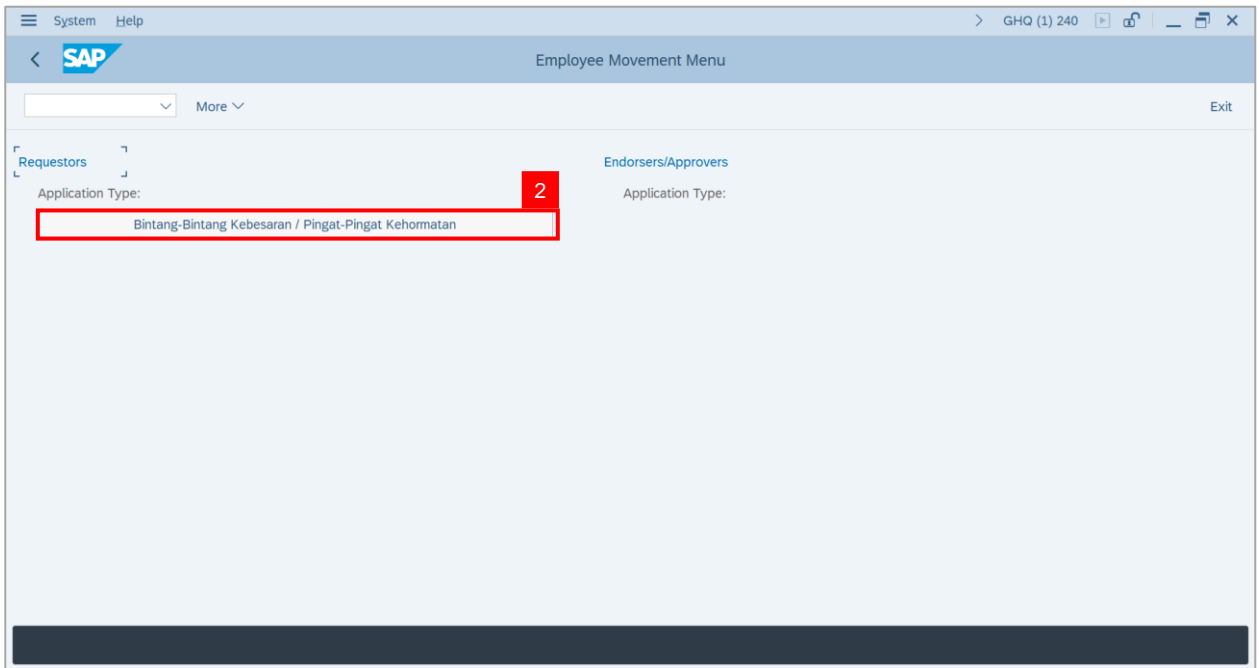
1. Enter **ZEMOVADM** in the search bar.



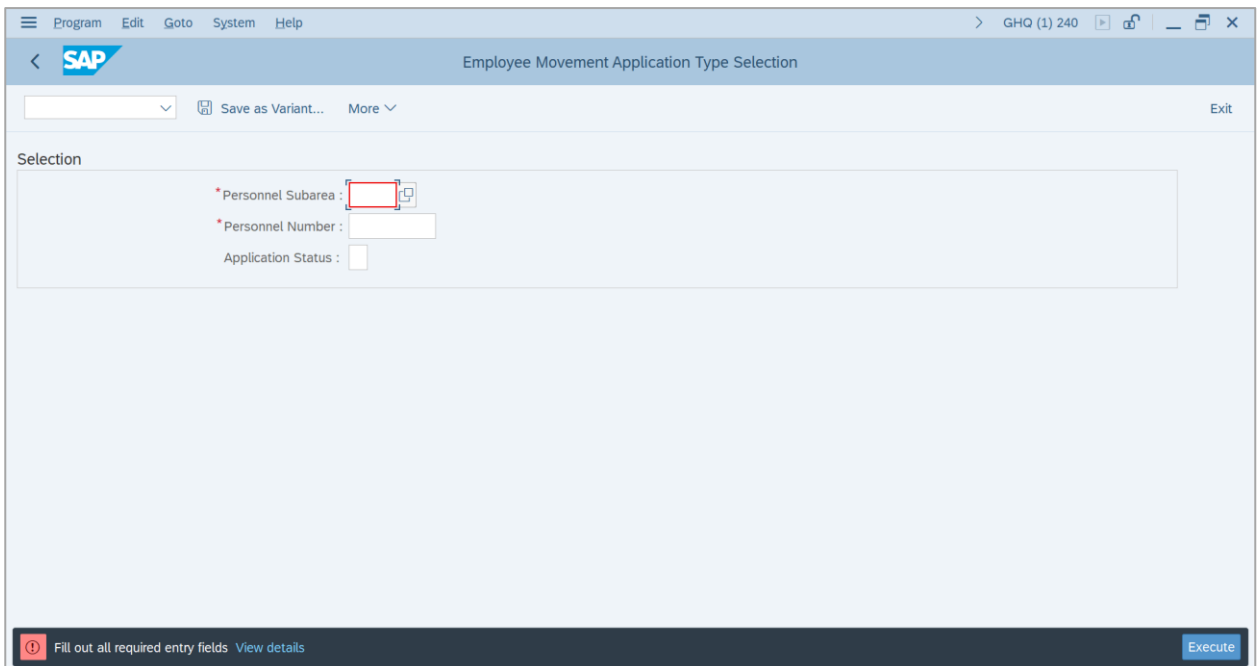
Note: Employee Movement Menu page will be displayed.



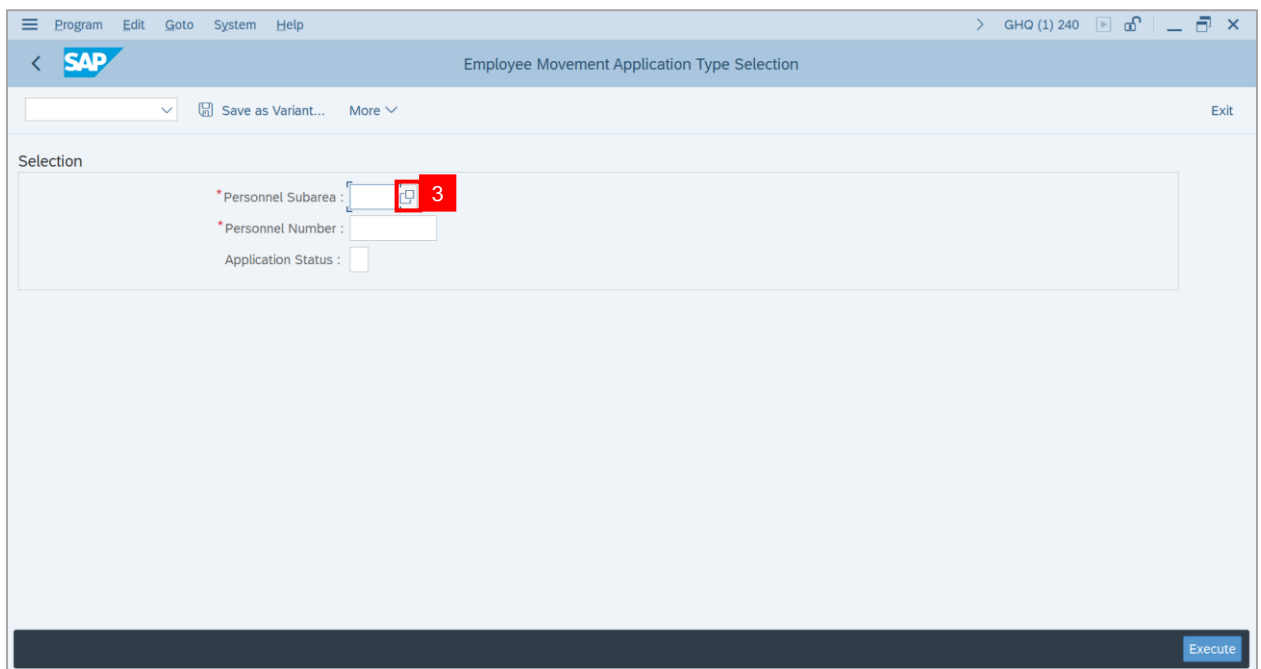
2. Under **Requestors: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



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



3. Navigate to **Personnel Subarea**, click on **Lookup** button.



Employee Movement Application Type Selection

Selection

* Personnel Subarea : **3**

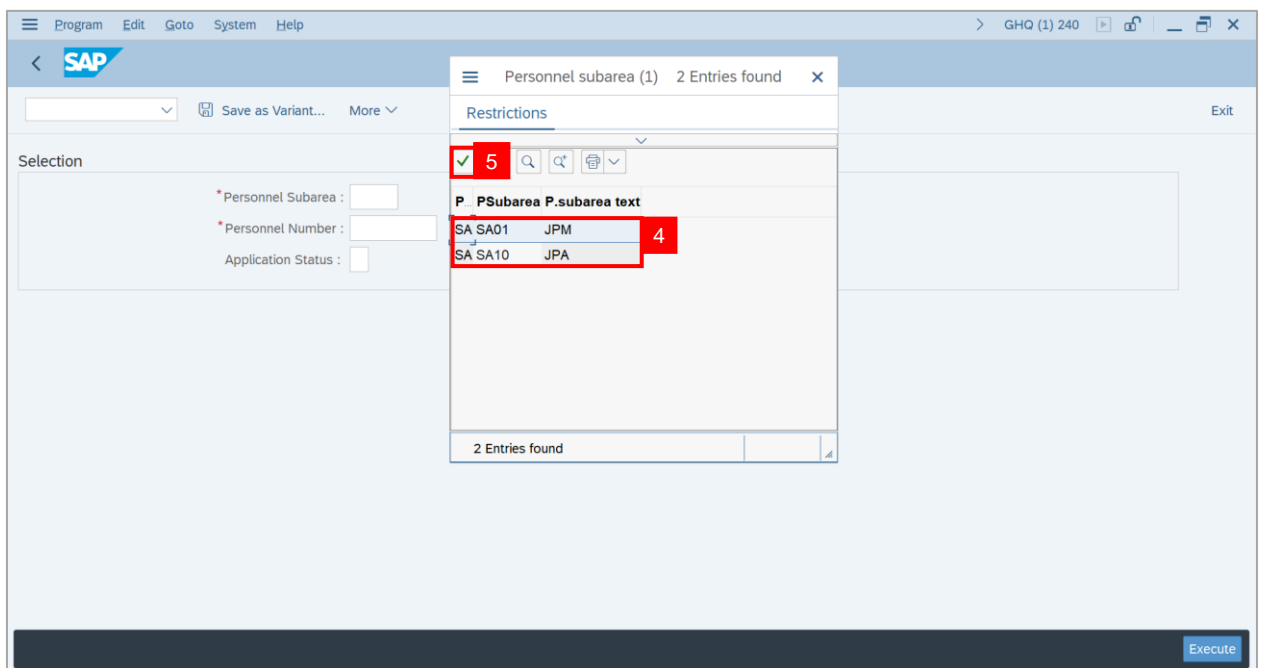
* Personnel Number :

Application Status :

Execute

4. Select **Personnel Subarea**.

5. Click on **Tick** button.



Personnel subarea (1) 2 Entries found

Restrictions

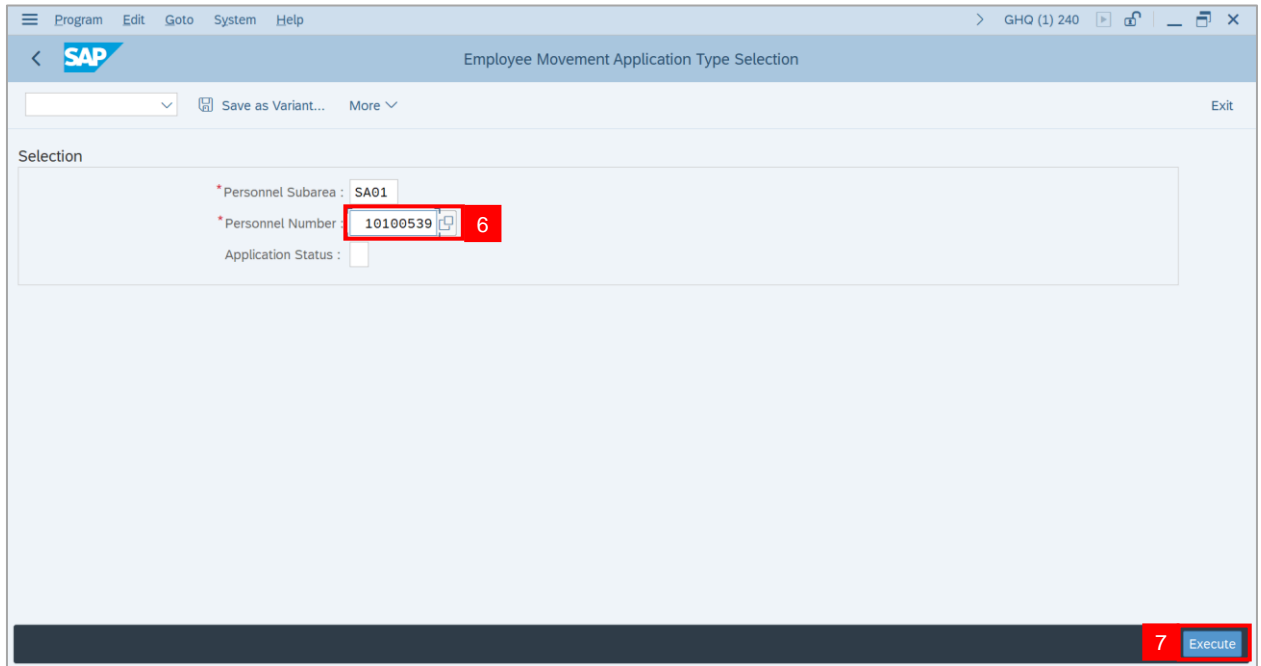
P	PSubarea	P.subarea text
<input checked="" type="checkbox"/> 5	SA SA01	JPM 4
<input type="checkbox"/>	SA SA10	JPA

2 Entries found

Execute

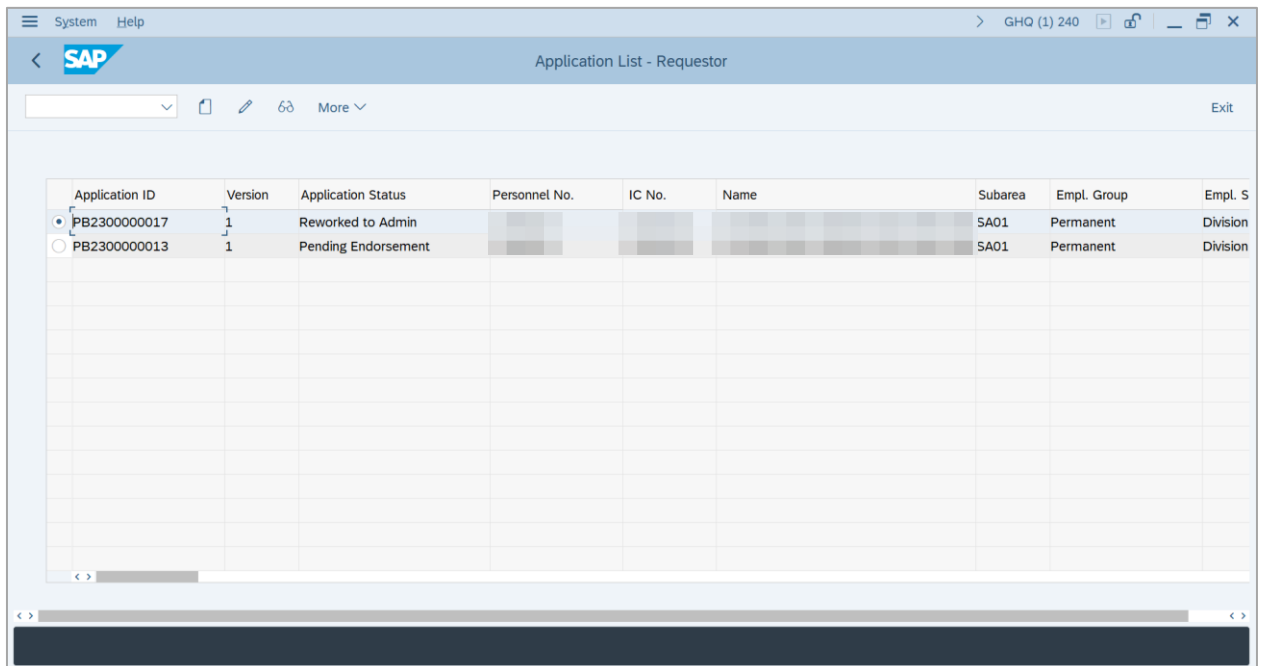
6. Enter employee's **Personnel Number**.

7. Click on **Execute** button.



The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The 'Personnel Number' field is populated with '10100539' and has a red box around it with the number '6' next to it. The 'Execute' button at the bottom right is also highlighted with a red box and the number '7'.

Note: Application List – Requestor page will be displayed.

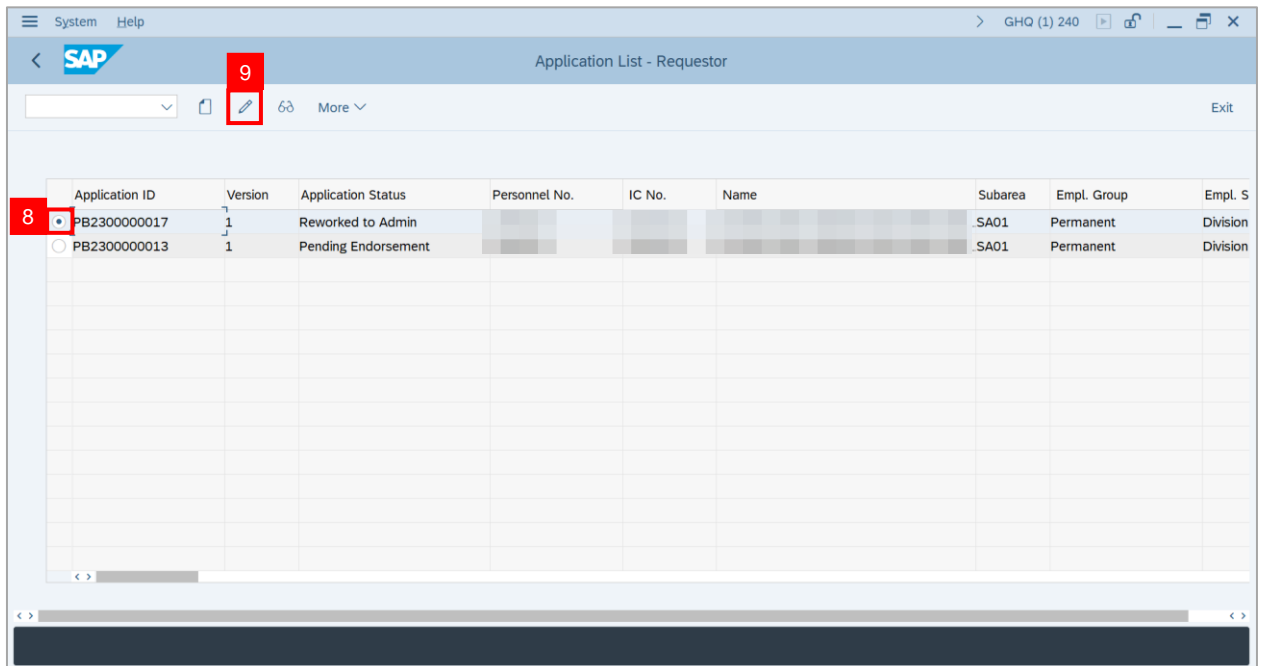


The screenshot shows the SAP 'Application List - Requestor' screen. It displays a table with the following data:

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
<input checked="" type="radio"/> PB230000017	1	Reworked to Admin				SA01	Permanent	Division
<input type="radio"/> PB230000013	1	Pending Endorsement				SA01	Permanent	Division

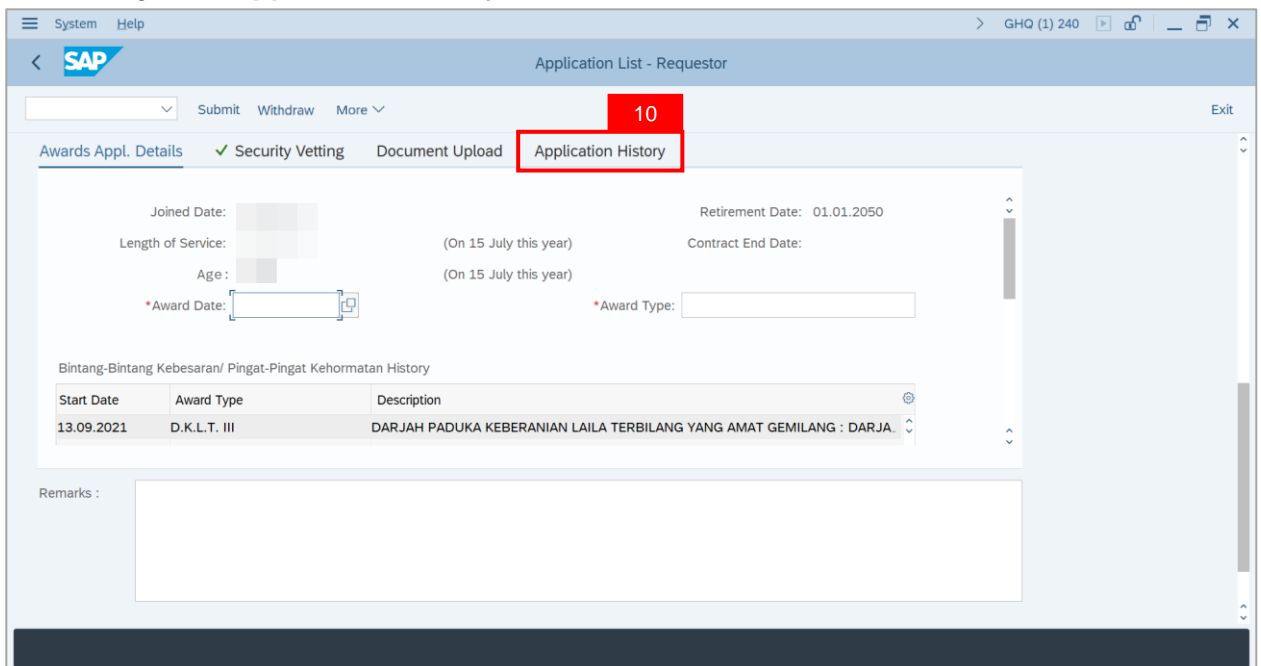
8. Select **Application** with 'Reworked to Admin' status and click on **Radio** button.

9. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB230000017	1	Reworked to Admin				SA01	Permanent	Division
PB230000013	1	Pending Endorsement				SA01	Permanent	Division

10. Navigate to **Application History** tab and click on it



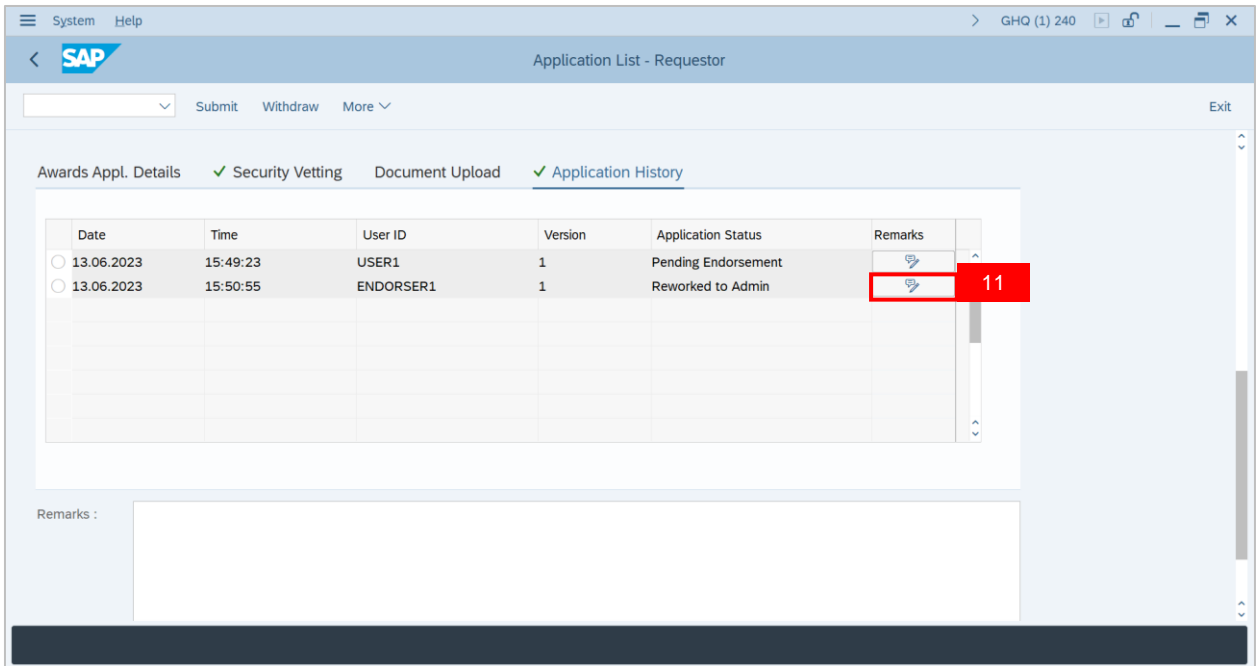
Joined Date: [redacted] Retirement Date: 01.01.2050
Length of Service: [redacted] (On 15 July this year) Contract End Date:
Age: [redacted] (On 15 July this year)
* Award Date: [input field] * Award Type: [input field]

Start Date	Award Type	Description
13.09.2021	D.K.L.T. III	DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJA



Remarks : [input field]

Note: Application History tab will be displayed.

11. Click on **Remarks** button to view the remarks from Ministry HQ what needs to be reworked on.

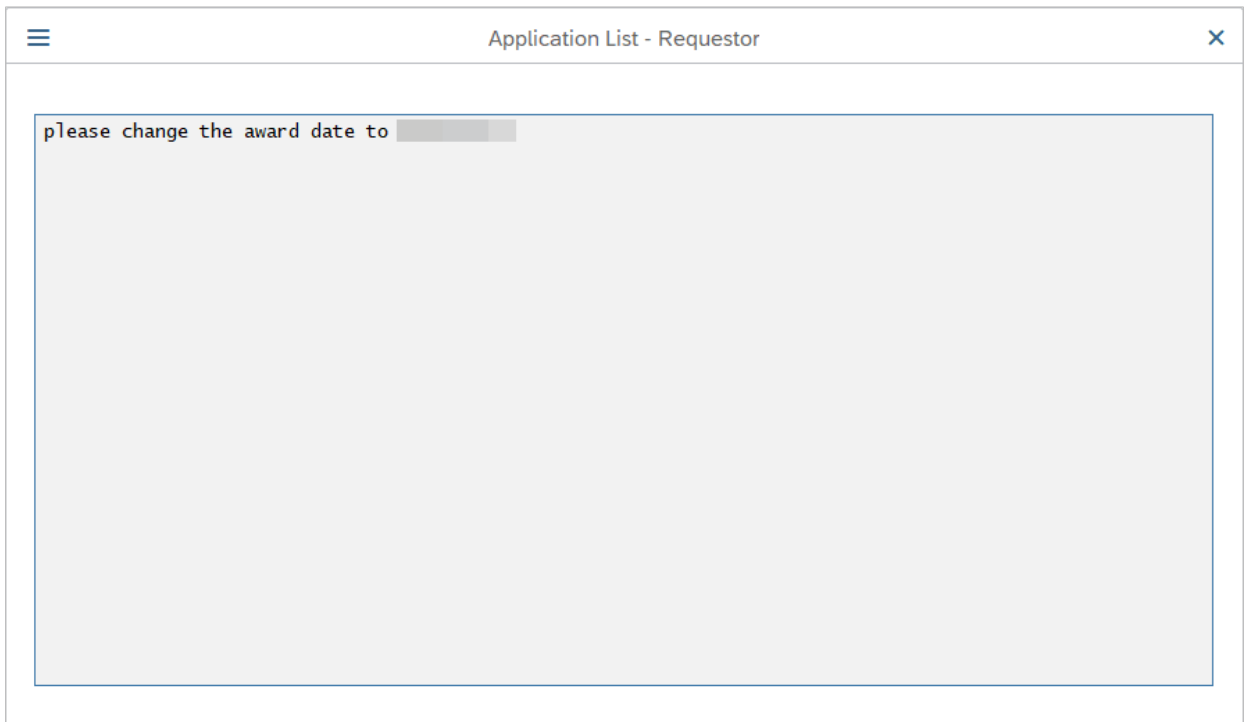


The screenshot shows the SAP Application List - Requestor interface. The 'Application History' tab is selected. Below the navigation tabs, there is a table with the following data:

Date	Time	User ID	Version	Application Status	Remarks
13.06.2023	15:49:23	USER1	1	Pending Endorsement	
13.06.2023	15:50:55	ENDORSER1	1	Reworked to Admin	

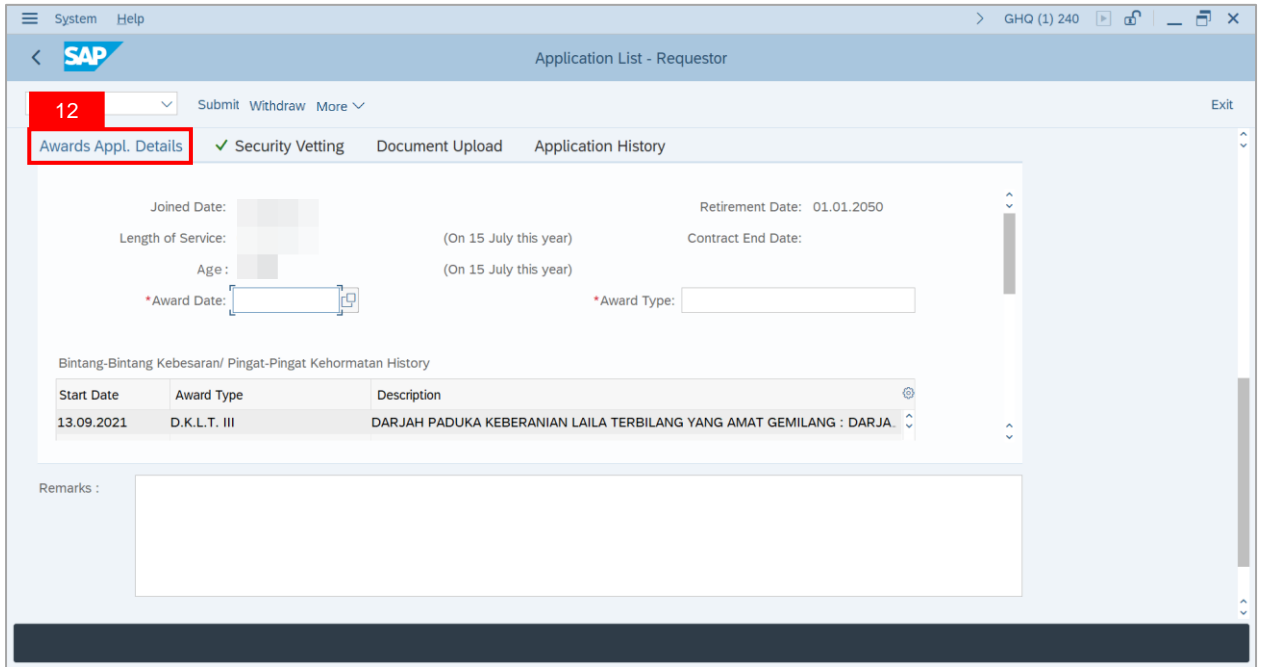
Below the table, there is a 'Remarks' field with a text area for input.

Note: Remarks pop-up window will be displayed.



The screenshot shows a pop-up window titled 'Application List - Requestor'. The window contains a text input field with the text 'please change the award date to' followed by a greyed-out area.

12. Navigate to **Awards Application Details** tab and proceed with the adjustments required.



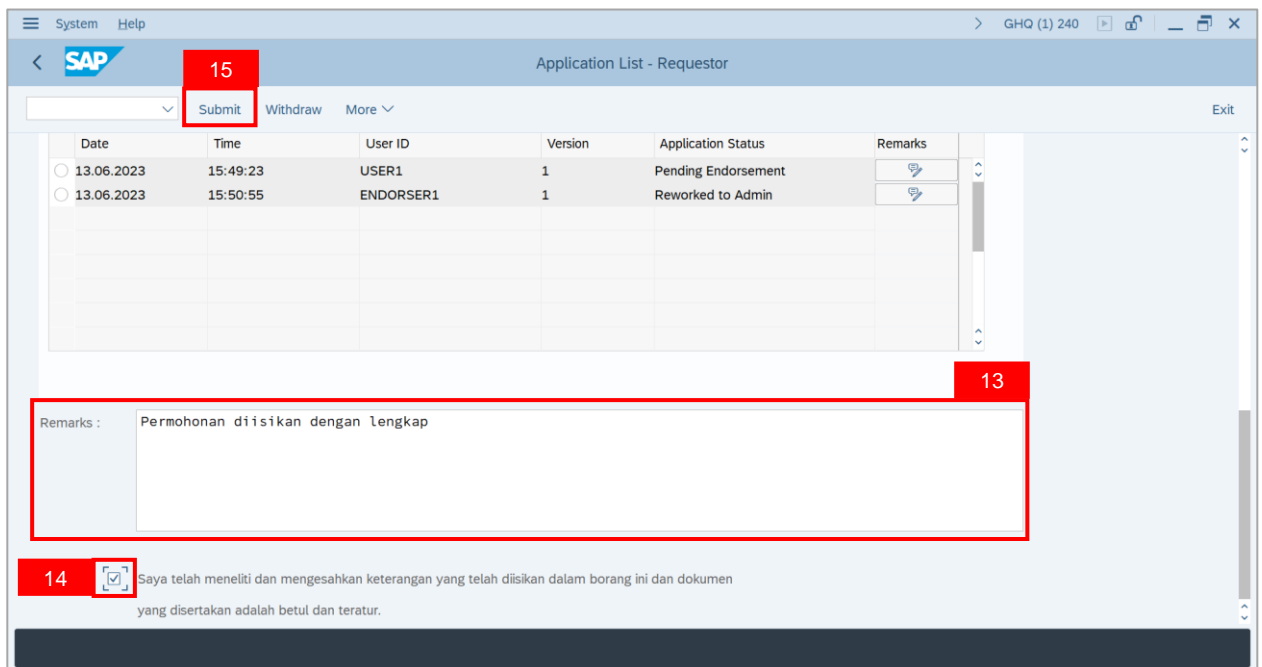
The screenshot shows the SAP 'Application List - Requestor' interface. The 'Awards Appl. Details' tab is selected and highlighted with a red box. The form contains several fields: 'Joined Date', 'Length of Service', 'Age', and '*Award Date' (with a calendar icon). On the right, there are 'Retirement Date: 01.01.2050' and 'Contract End Date'. Below these is a table for 'Bintang-Bintang Kebesaran/ Pingat-Pingat Kehormatan History' with columns for 'Start Date', 'Award Type', and 'Description'. The first entry shows '13.09.2021', 'D.K.L.T. III', and 'DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJA'. At the bottom, there is a 'Remarks' text area.

Once all the adjustments have been made, proceed with the next step:

13. Navigate to **Remarks** section and fill in the space provided.

14. Click on **Declaration** checkbox.

15. Click on **Submit** button.

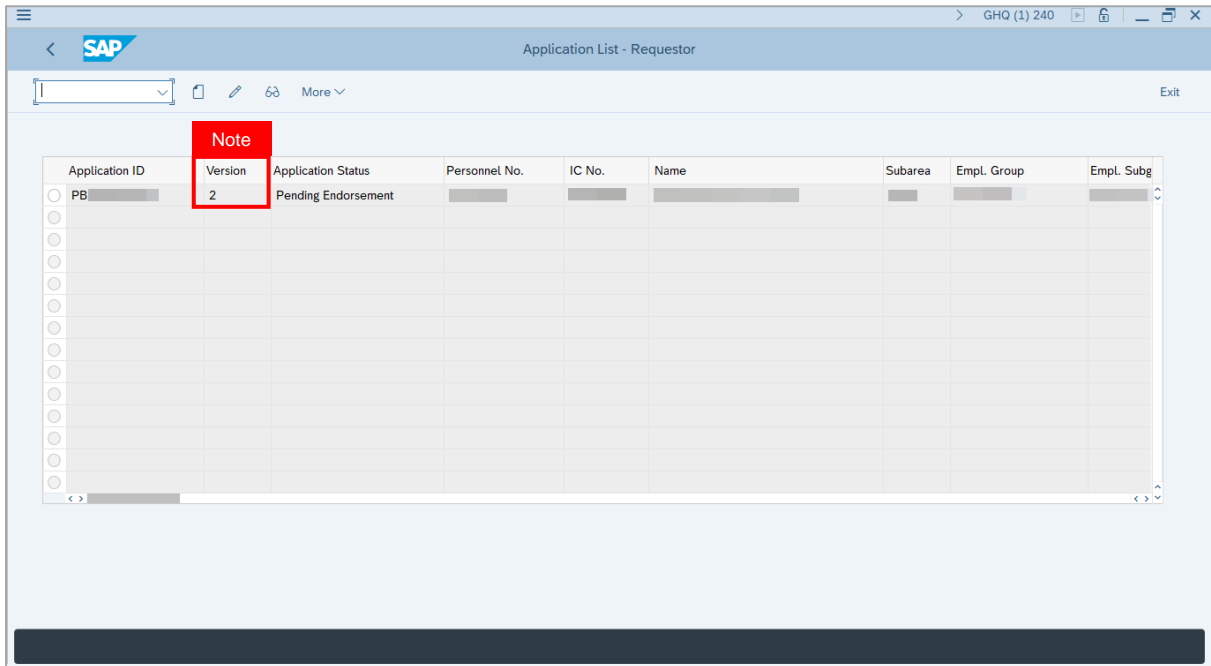


The screenshot shows the same SAP interface, but now the 'Remarks' section is filled with the text 'Permohonan diisikan dengan lengkap' and is highlighted with a red box labeled '13'. Below the remarks, there is a 'Declaration' checkbox (labeled '14') which is checked, with the text 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' To the right of the declaration, there is a 'Submit' button highlighted with a red box labeled '15'. Above the table, the 'Submit' button is also visible and highlighted with a red box labeled '15'. The table below shows two entries:

Date	Time	User ID	Version	Application Status	Remarks
13.06.2023	15:49:23	USER1	1	Pending Endorsement	
13.06.2023	15:50:55	ENDORSER1	1	Reworked to Admin	

Note: The **Application Version** will be changed from **Version 1** to **Version 2**.

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



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PB1	2	Pending Endorsement						

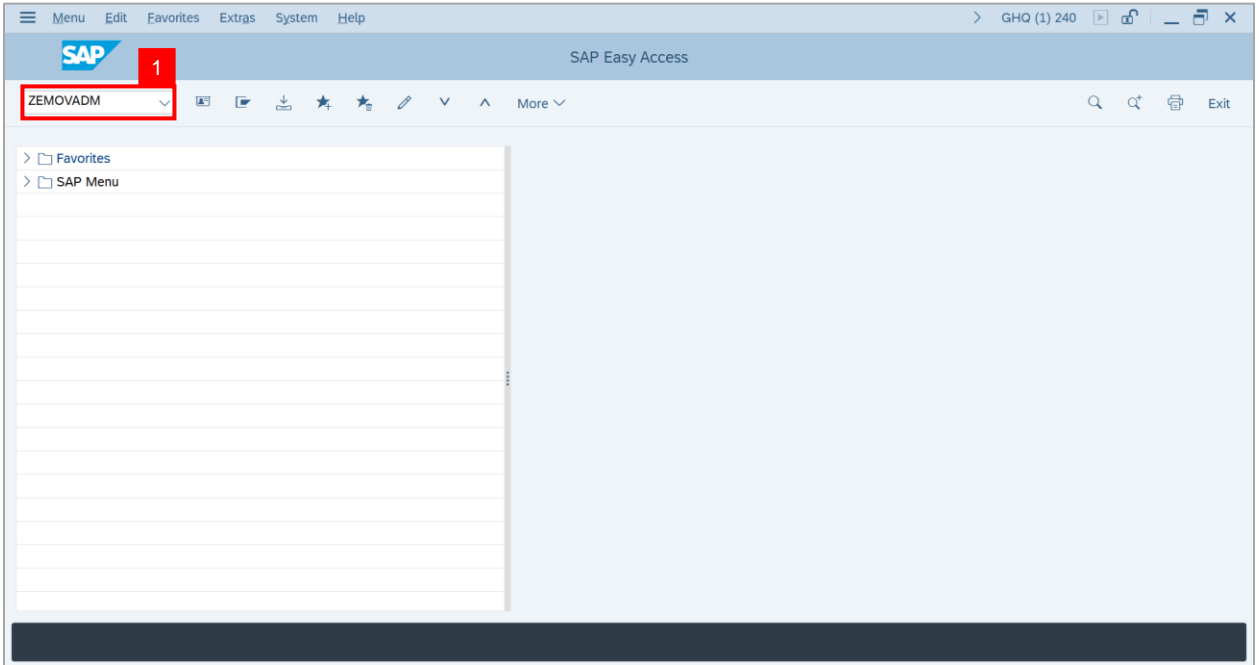
**WITHDRAW
APPLICATION**

Backend User

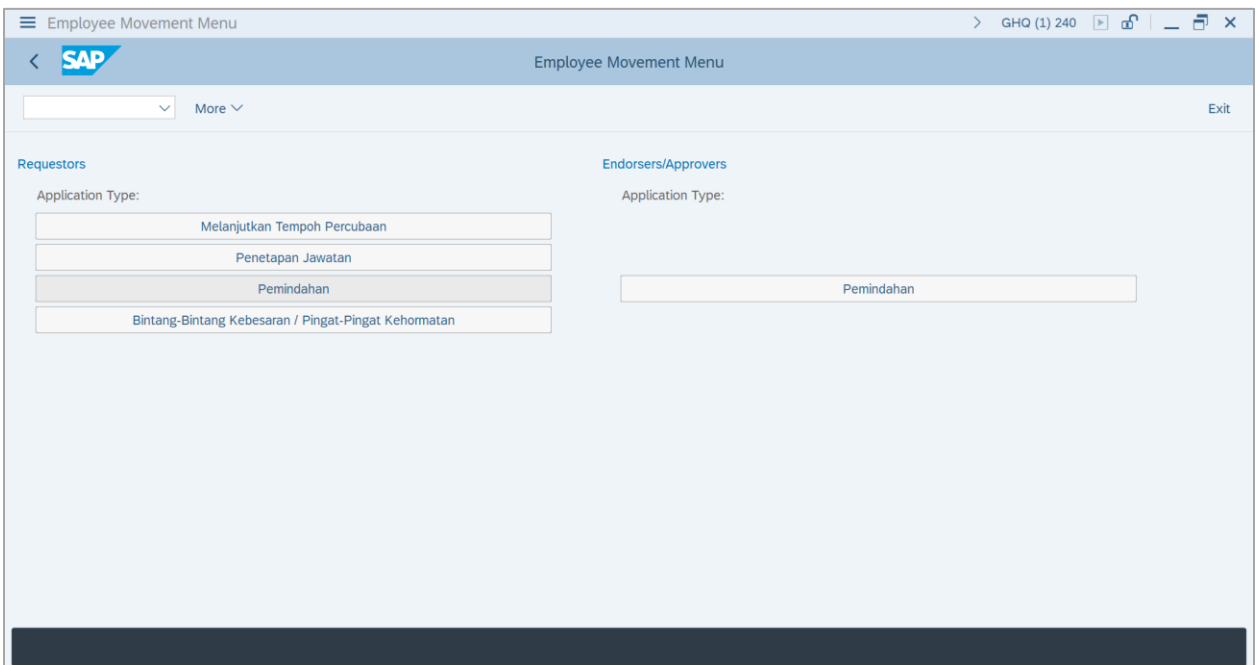
Department HR Administrator

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

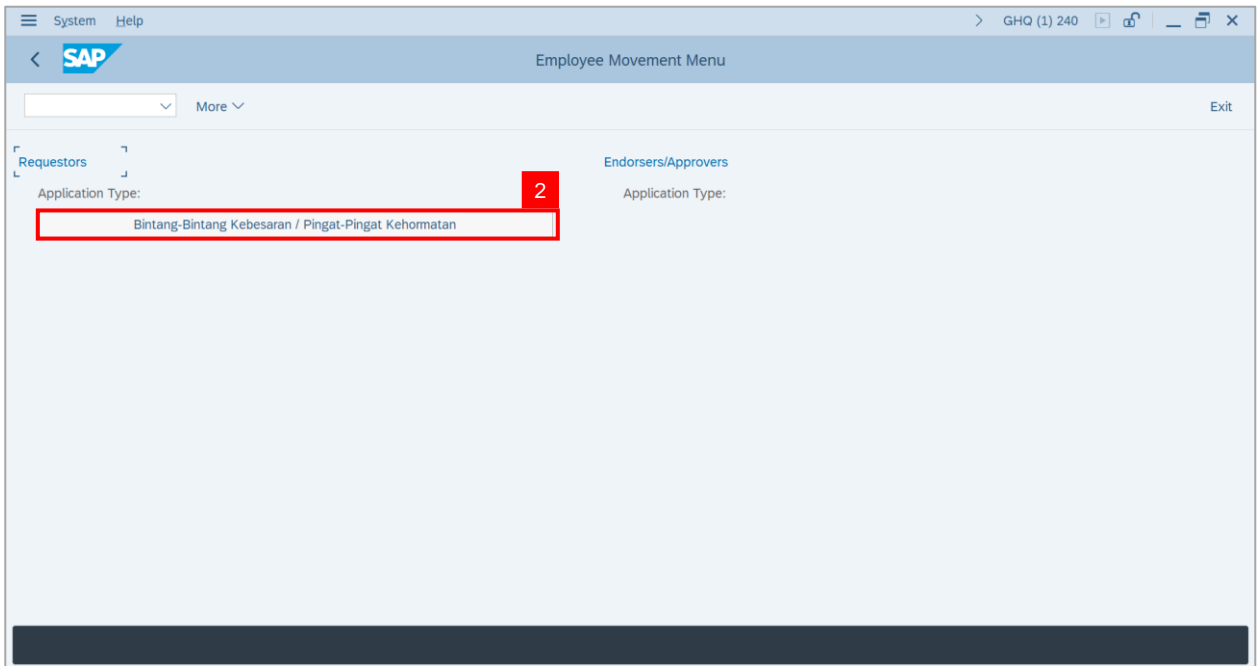
1. Enter **ZEMOVADM** in the search bar.



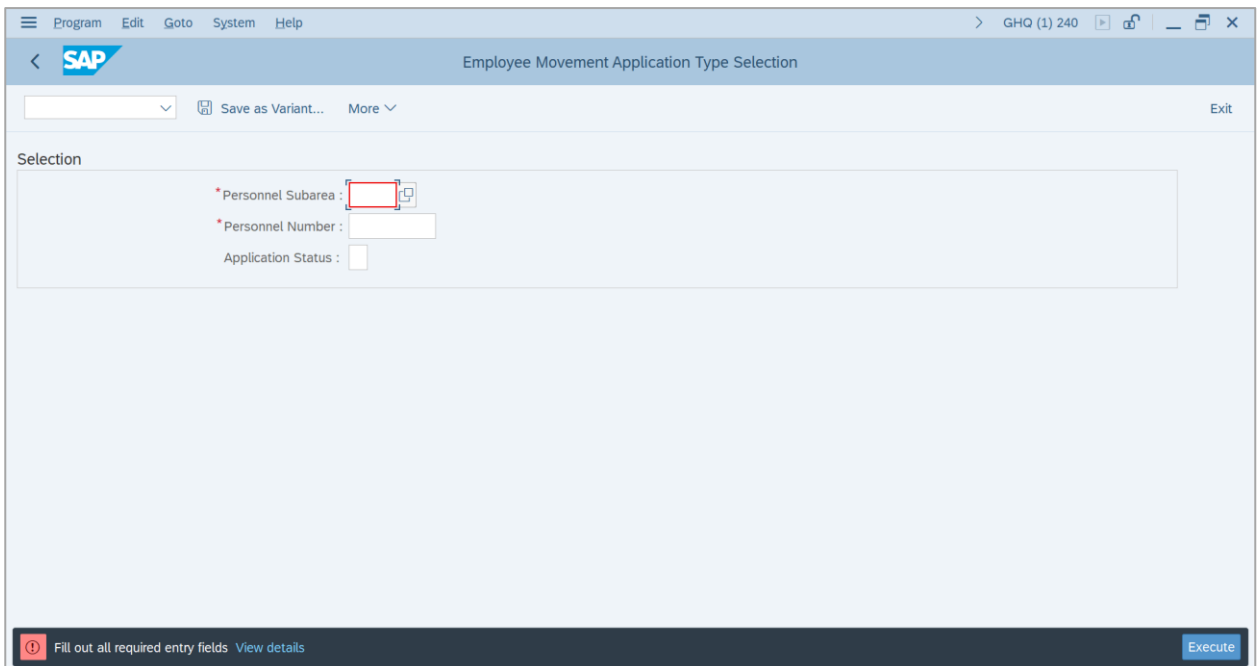
Note: Employee Movement Menu page will be displayed.



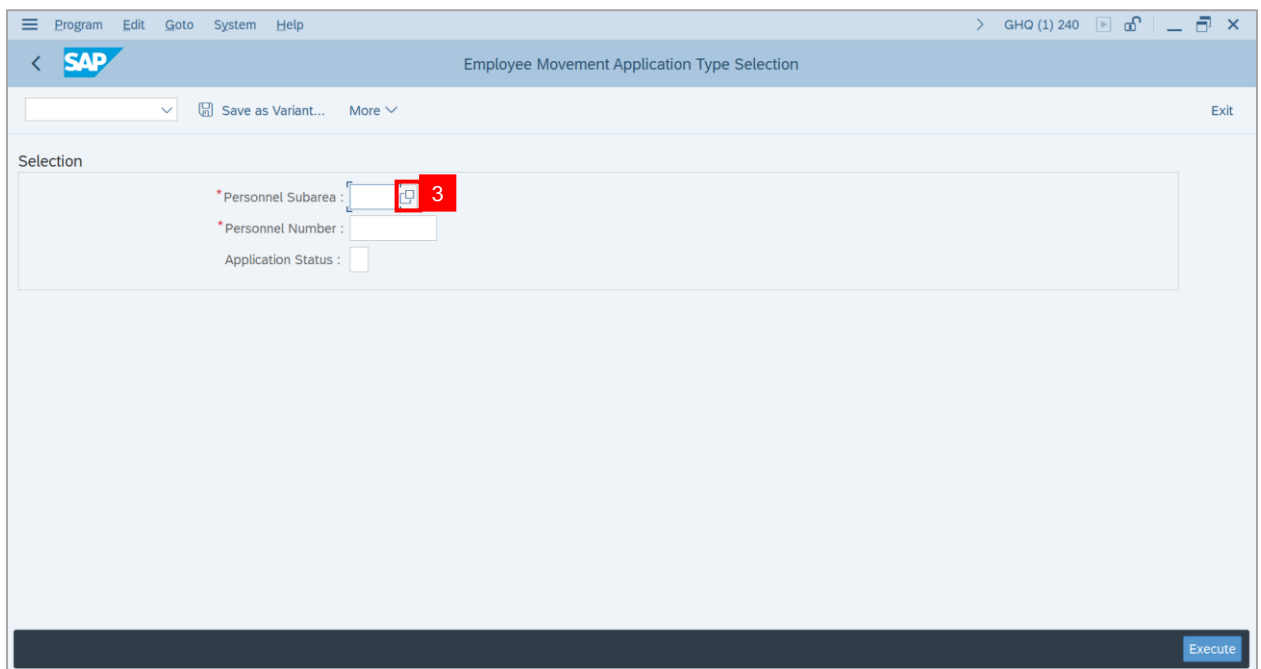
2. Under **Requestors: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



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



3. Navigate to **Personnel Subarea**, click on **Lookup** button.



Employee Movement Application Type Selection

Selection

* Personnel Subarea : **3**

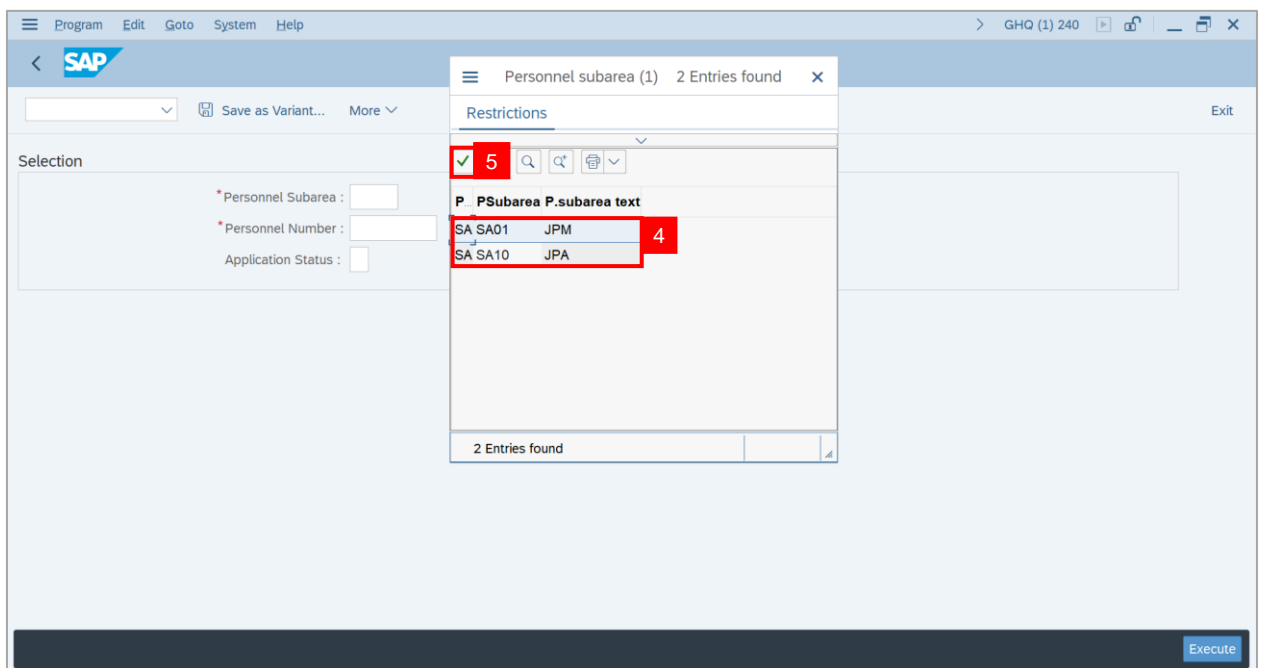
* Personnel Number :

Application Status :

Execute

4. Select **Personnel Subarea**.

5. Click on **Tick** button.



Personnel subarea (1) 2 Entries found

Restrictions

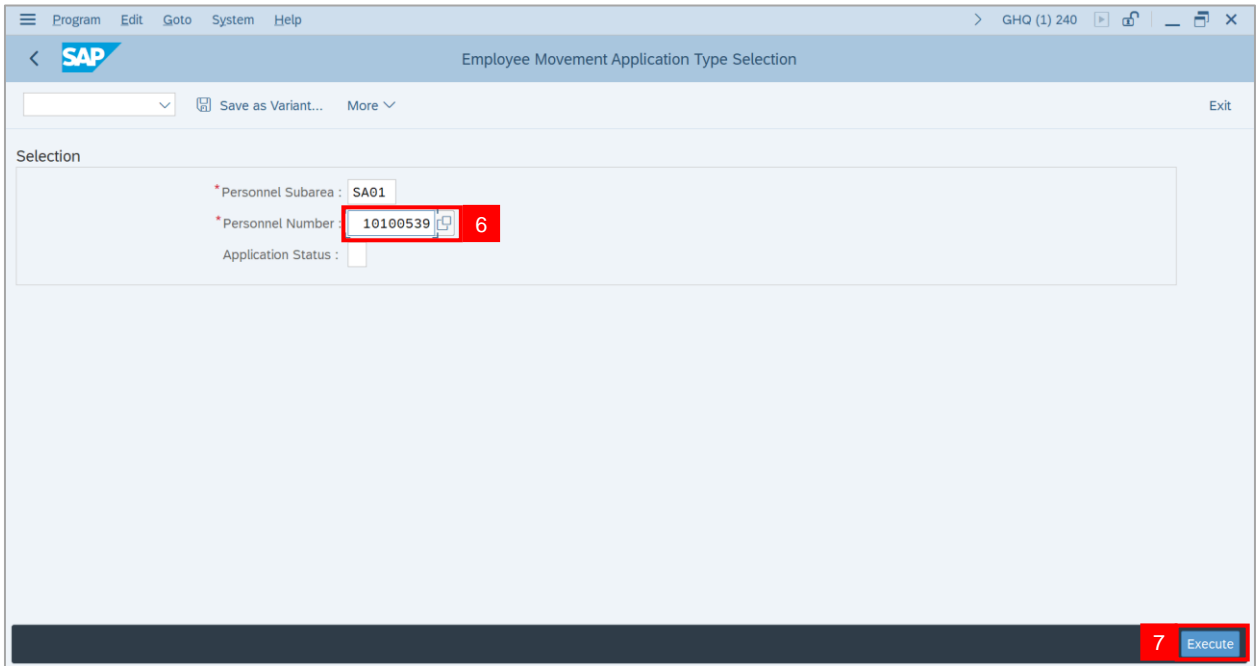
<input checked="" type="checkbox"/> 5	SA SA01	JPM	4
<input type="checkbox"/>	SA SA10	JPA	

2 Entries found

Execute

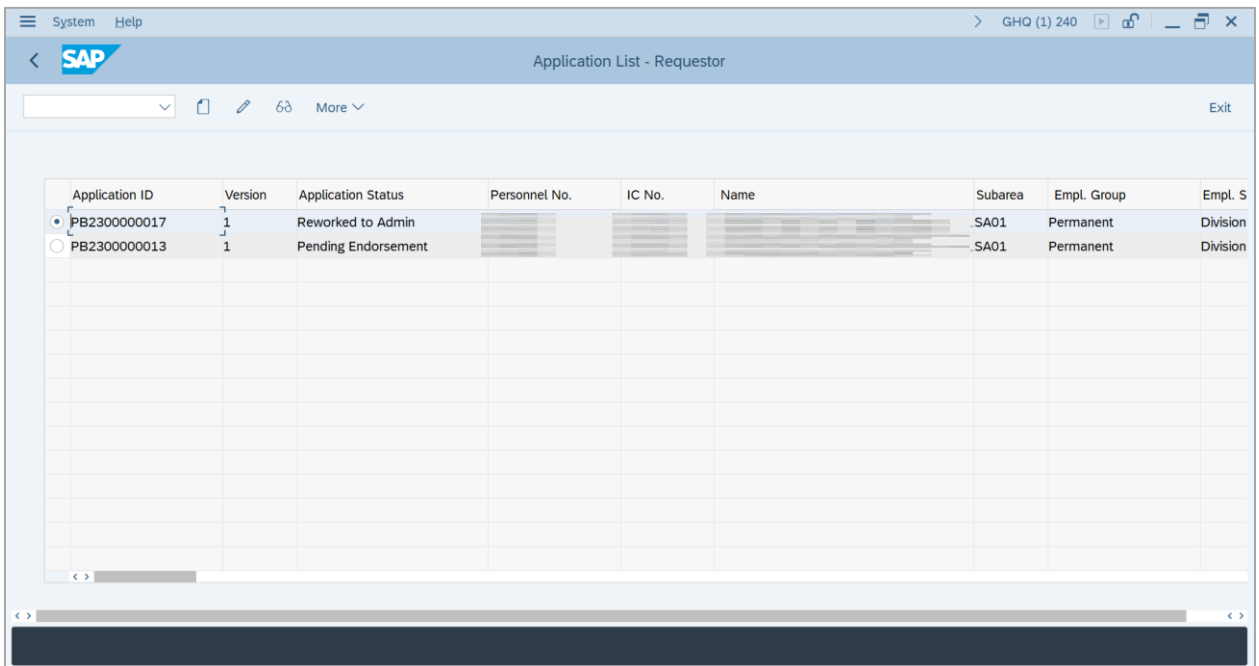
6. Enter employee's **Personnel Number**.

7. Click on **Execute** button.



The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The 'Personnel Number' field is populated with '10100539' and has a red box around it with the number '6' next to it. The 'Execute' button at the bottom right is also highlighted with a red box and the number '7'.

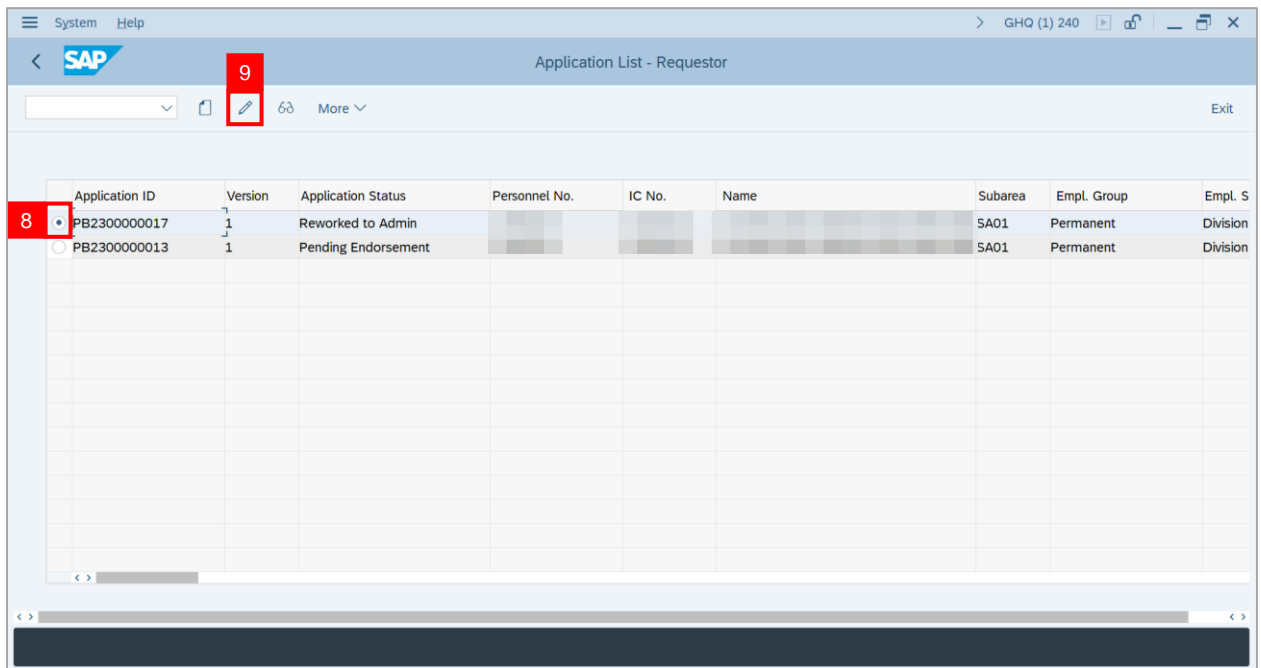
Note: Application List – Requestor page will be displayed.



The screenshot shows the SAP 'Application List - Requestor' screen. It displays a table with the following data:

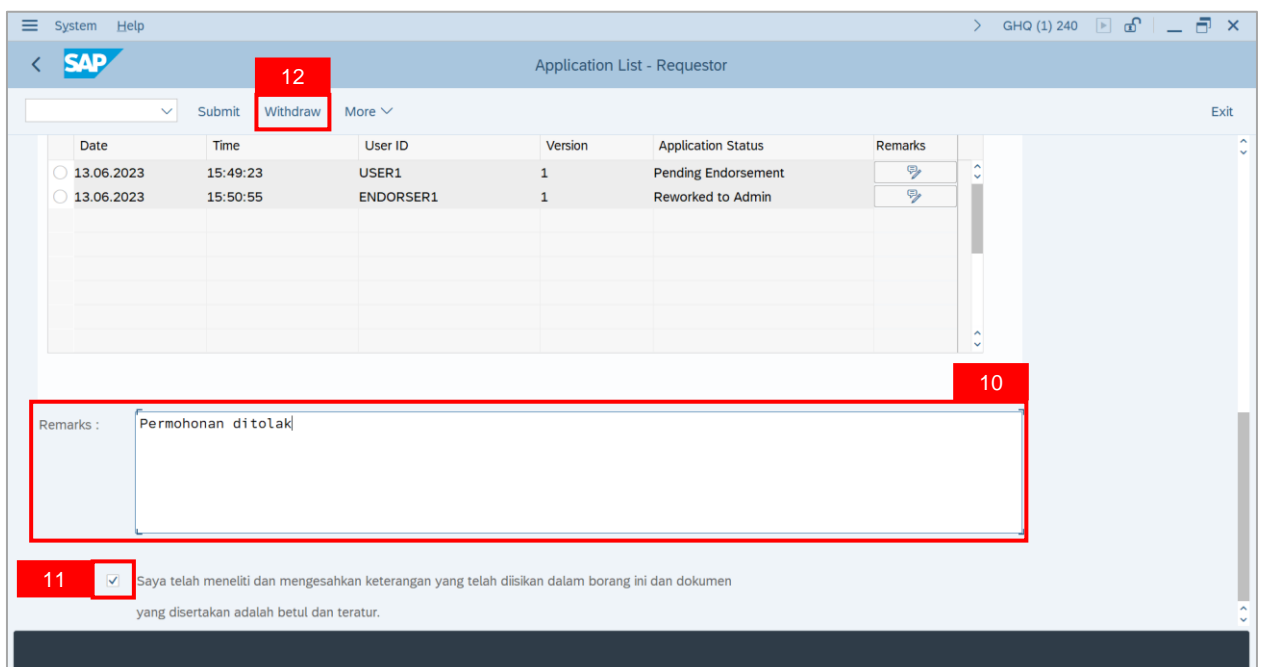
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
<input checked="" type="radio"/> PB230000017	1	Reworked to Admin				SA01	Permanent	Division
<input type="radio"/> PB230000013	1	Pending Endorsement				SA01	Permanent	Division

8. Select **Application** with 'Reworked to Admin' status and click on **Radio** button.
9. Click on **Change** icon.



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
PB230000017	1	Reworked to Admin				SA01	Permanent	Division
PB230000013	1	Pending Endorsement				SA01	Permanent	Division

10. Navigate to **Remarks** section and fill in the space provided.
11. Click on **Declaration** checkbox.
12. Click on **Withdraw** button.

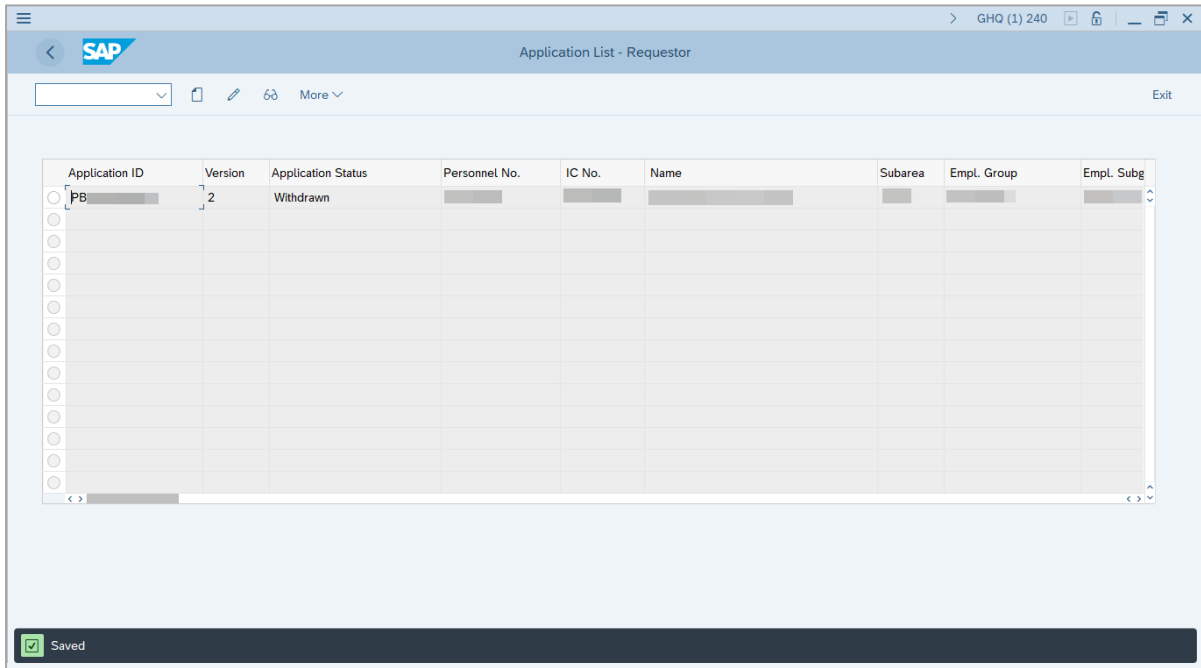


Date	Time	User ID	Version	Application Status	Remarks
13.06.2023	15:49:23	USER1	1	Pending Endorsement	
13.06.2023	15:50:55	ENDORSER1	1	Reworked to Admin	

Remarks : Permohonan ditolak

11 Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

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



The screenshot shows the SAP 'Application List - Requestor' interface. The table below contains one entry with the status 'Withdrawn'. A 'Saved' notification is visible at the bottom left of the window.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PB	2	Withdrawn						

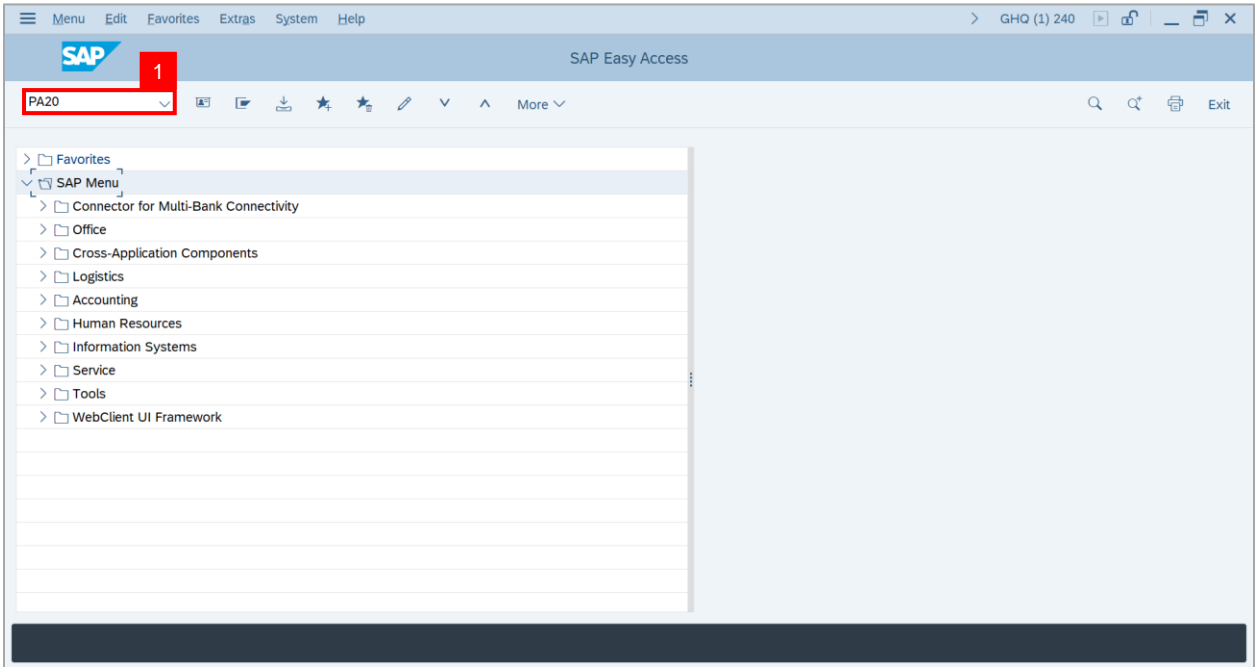
**CHECK EMPLOYEE
DATA**

Backend User

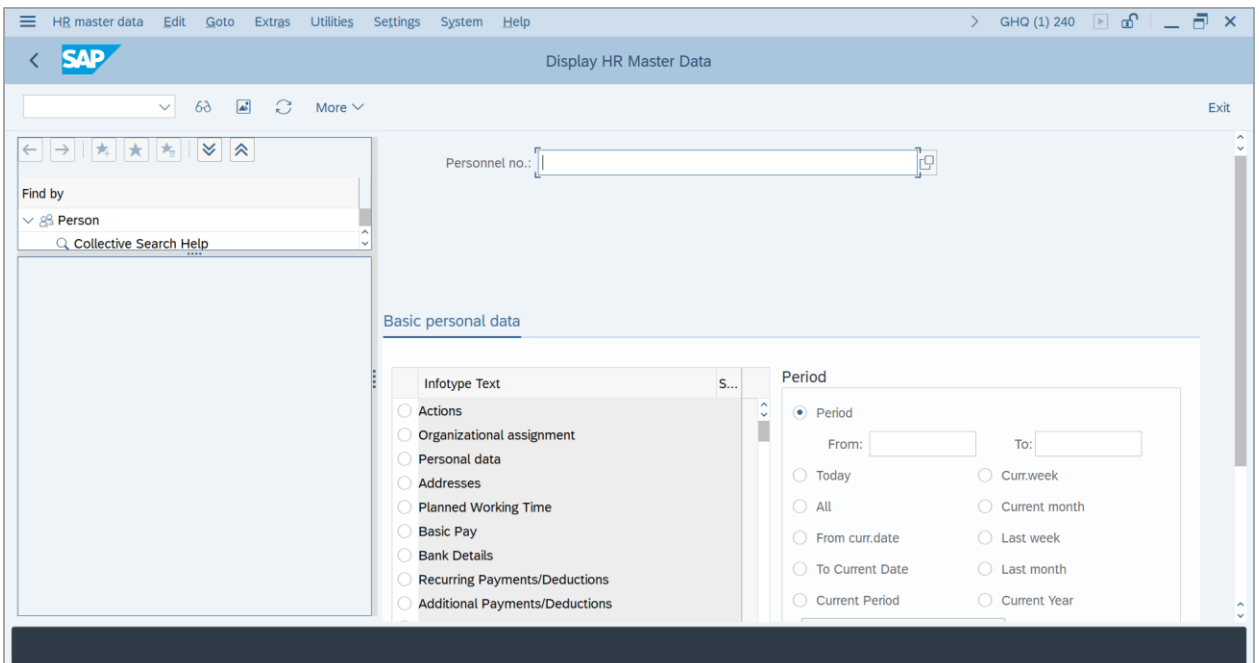
Department HR Administrator

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

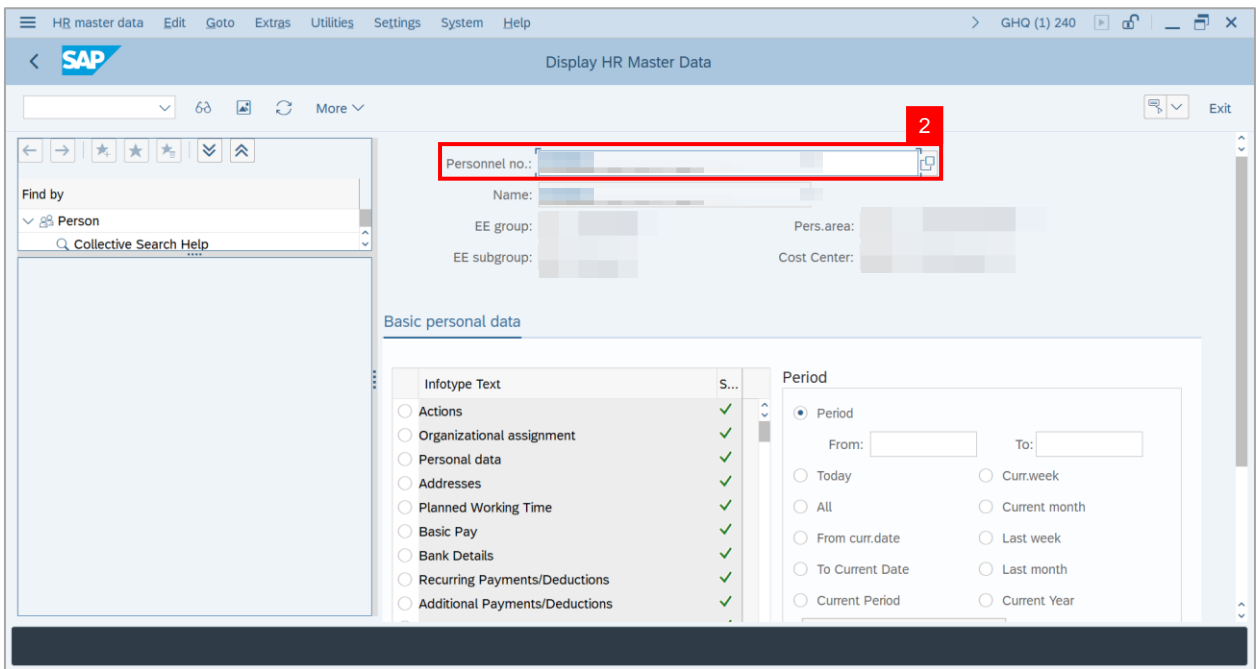
1. Enter **PA20** in the search bar.



Note: Display HR Master Data page will be displayed.



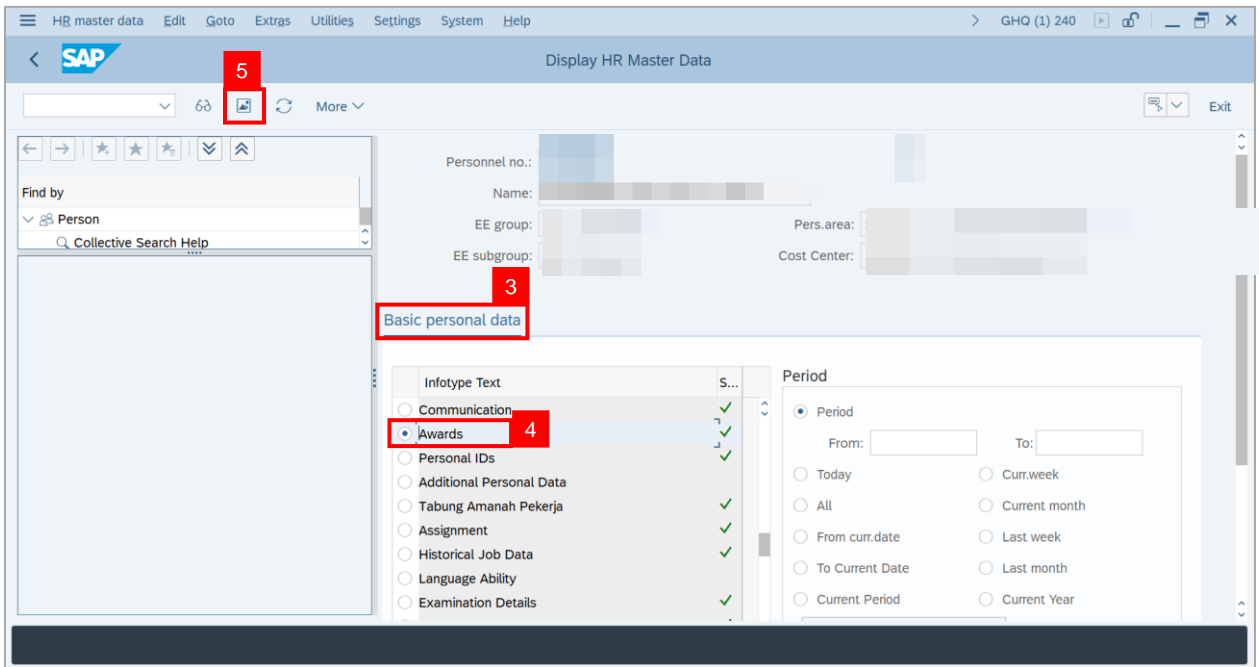
2. Enter employee's **Personnel Number** and press **Enter** button on the keyboard.



3. Navigate to **Basic personal data**.

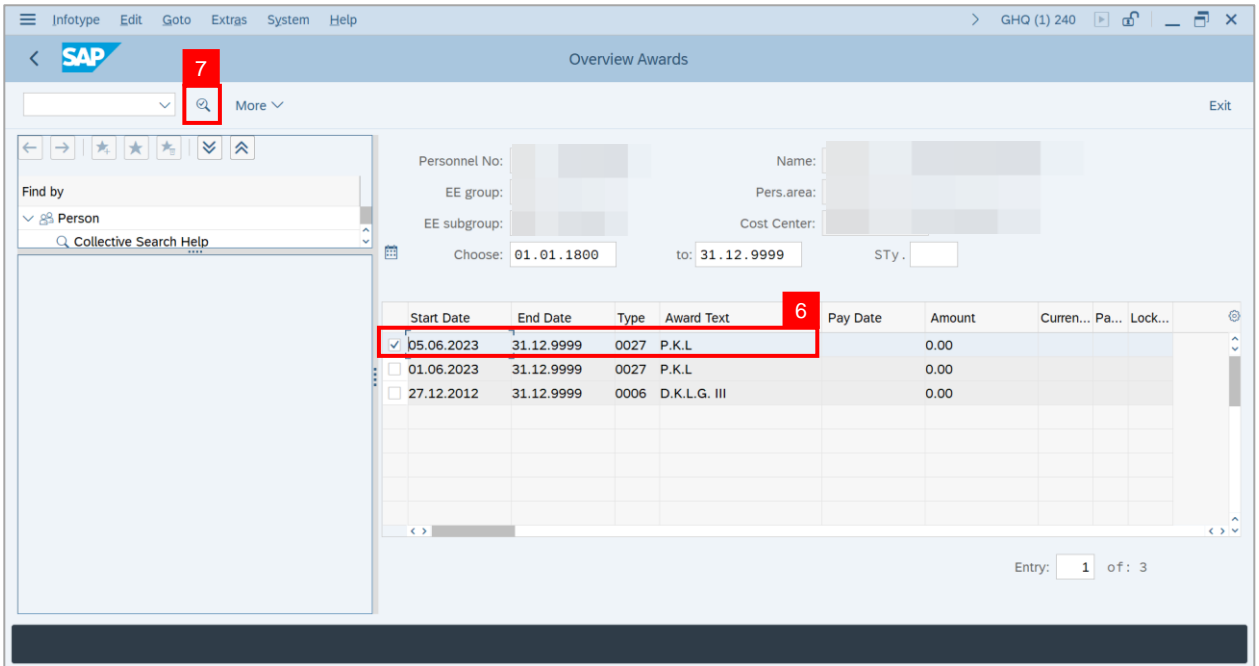
4. Select **Awards** and click on **Radio** button.

5. Click on **Overview** icon.



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

7. Click on **Choose** icon.



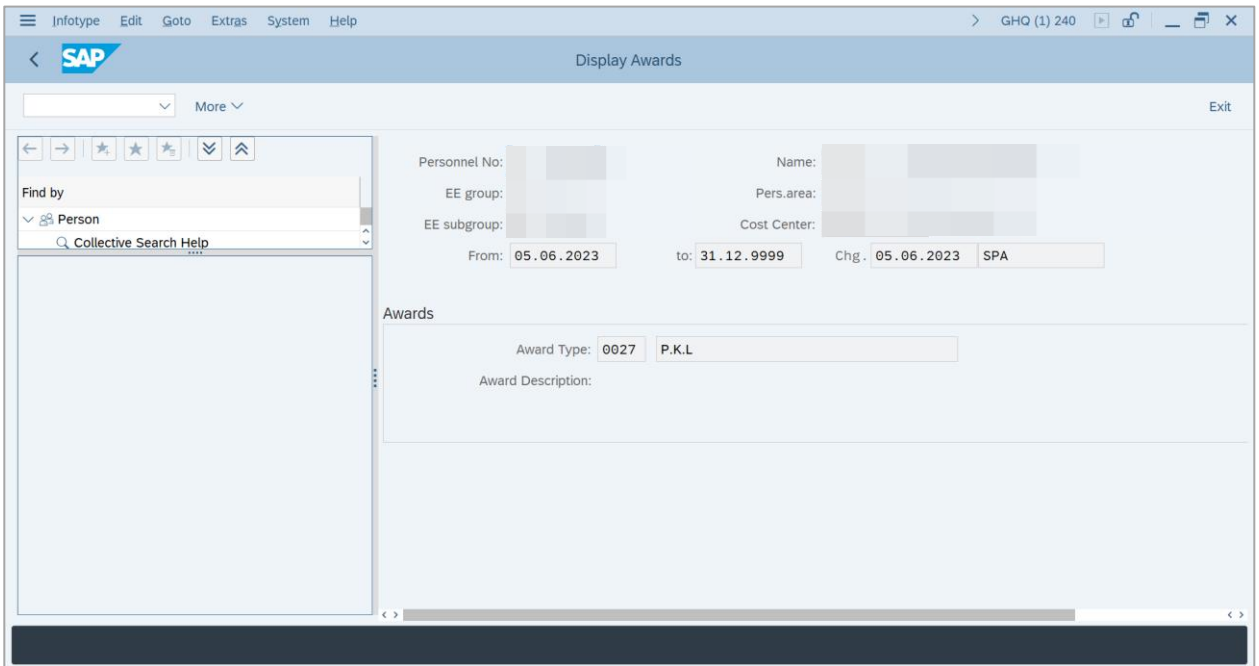
Overview Awards

Personnel No: [redacted] Name: [redacted]
 EE group: [redacted] Pers.area: [redacted]
 EE subgroup: [redacted] Cost Center: [redacted]
 Choose: 01.01.1800 to: 31.12.9999 STy: [redacted]

Start Date	End Date	Type	Award Text	Pay Date	Amount	Curren...	Pa...	Lock...
<input checked="" type="checkbox"/>	05.06.2023	31.12.9999	0027 P.K.L		0.00			
<input type="checkbox"/>	01.06.2023	31.12.9999	0027 P.K.L		0.00			
<input type="checkbox"/>	27.12.2012	31.12.9999	0006 D.K.L.G. III		0.00			

Entry: 1 of: 3

Outcome: The details of selected **Awards** will be displayed.



Display Awards

Personnel No: [redacted] Name: [redacted]
 EE group: [redacted] Pers.area: [redacted]
 EE subgroup: [redacted] Cost Center: [redacted]
 From: 05.06.2023 to: 31.12.9999 Chg: 05.06.2023 SPA

Awards

Award Type: 0027 P.K.L
 Award Description:

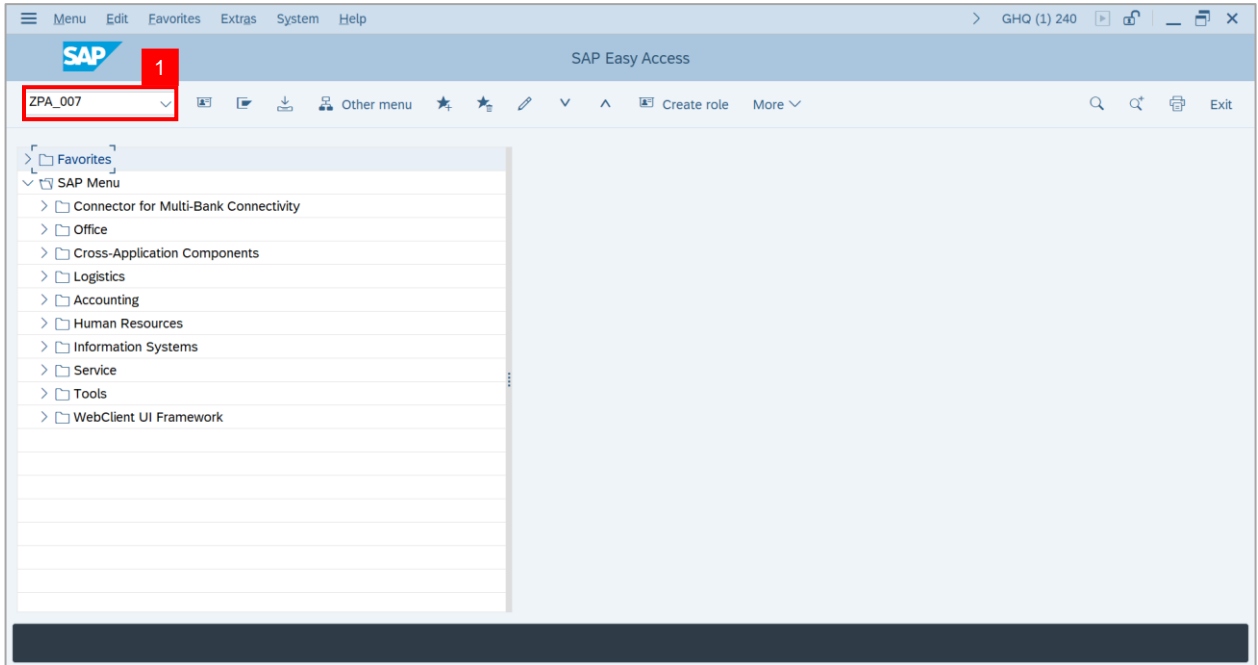
GENERATE REPORT

Backend User

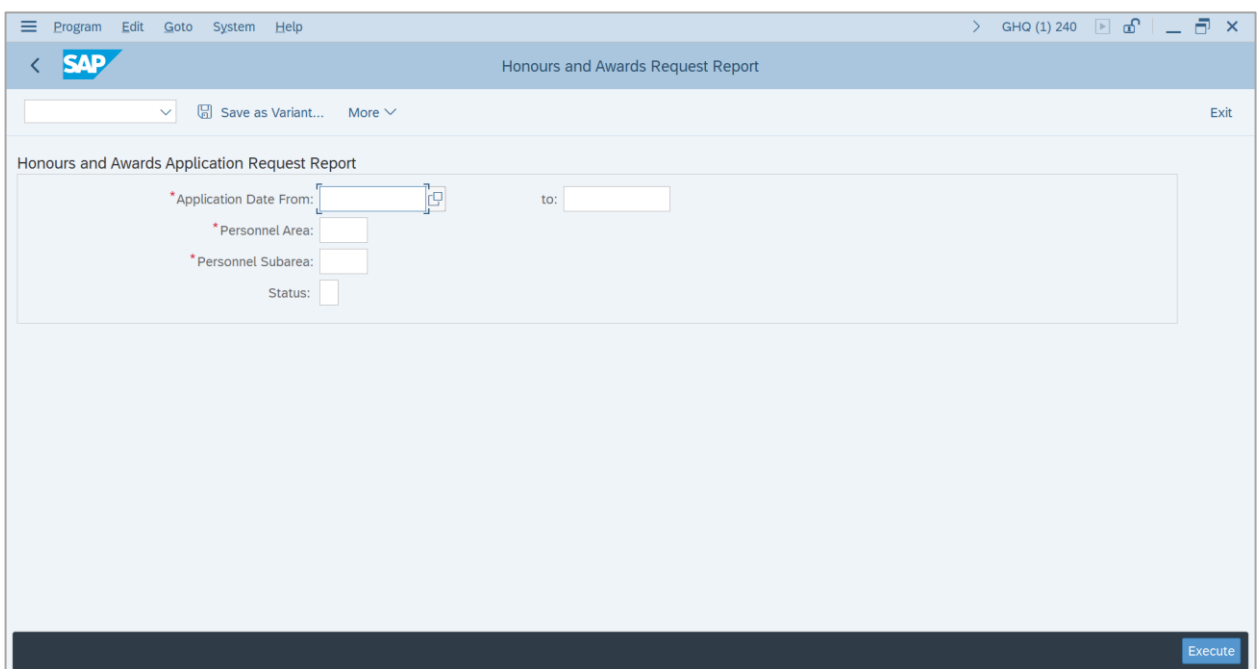
Department HR Administrator

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

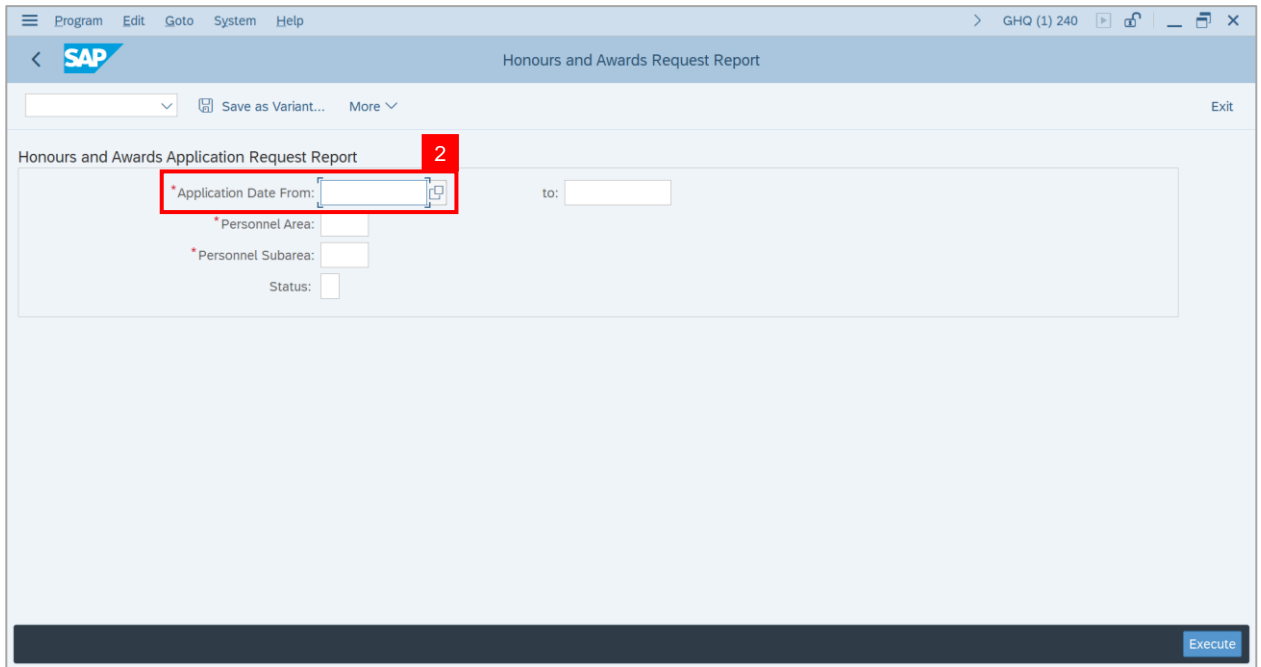
1. Enter **ZPA_007** in the search bar.



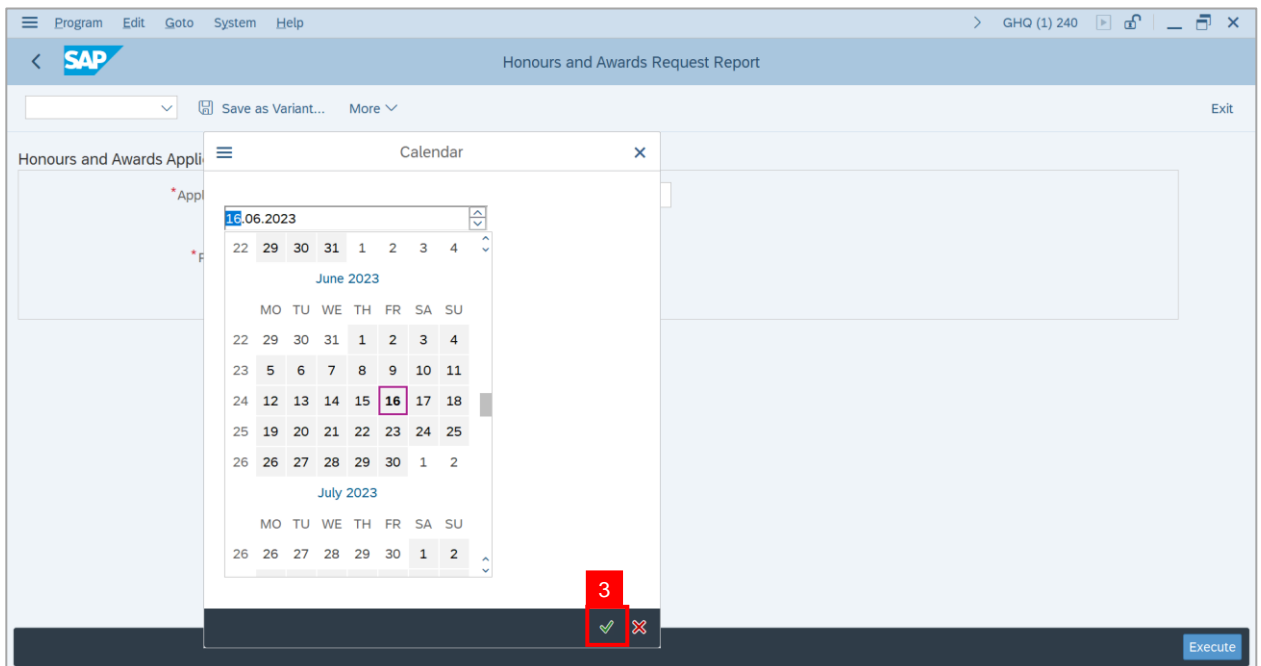
Note: Honours and Awards Request Report page will be displayed.



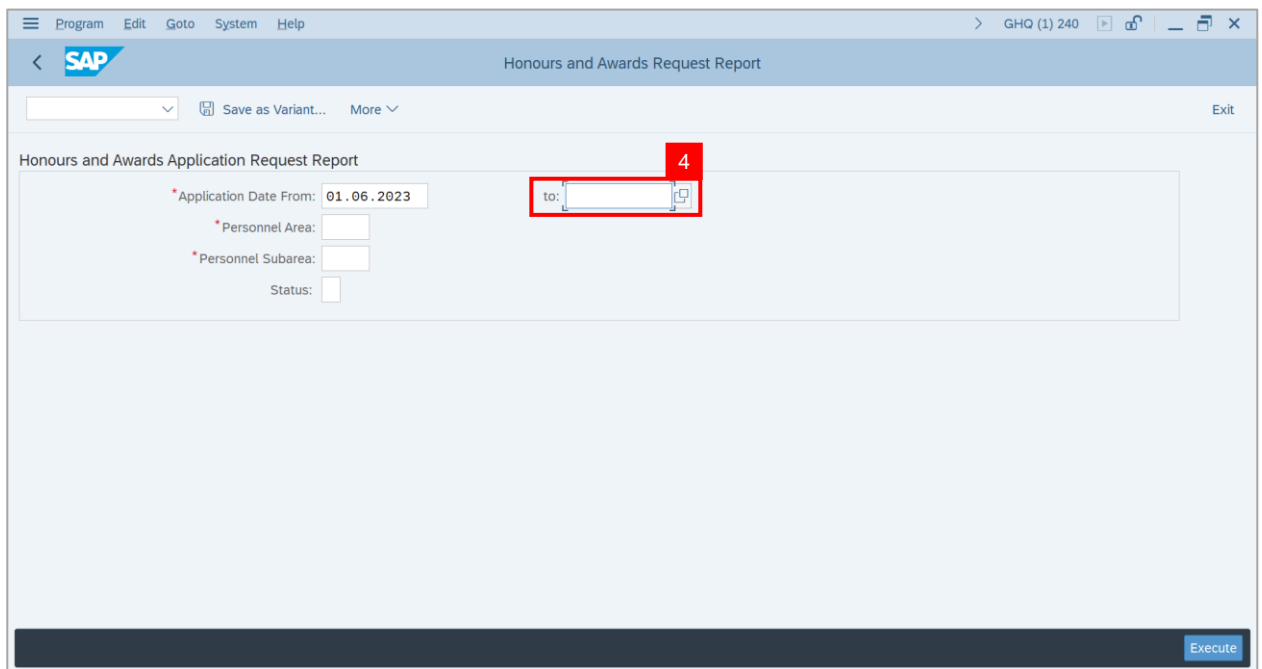
2. Navigate to **Application Date From** and click on **Lookup** icon.



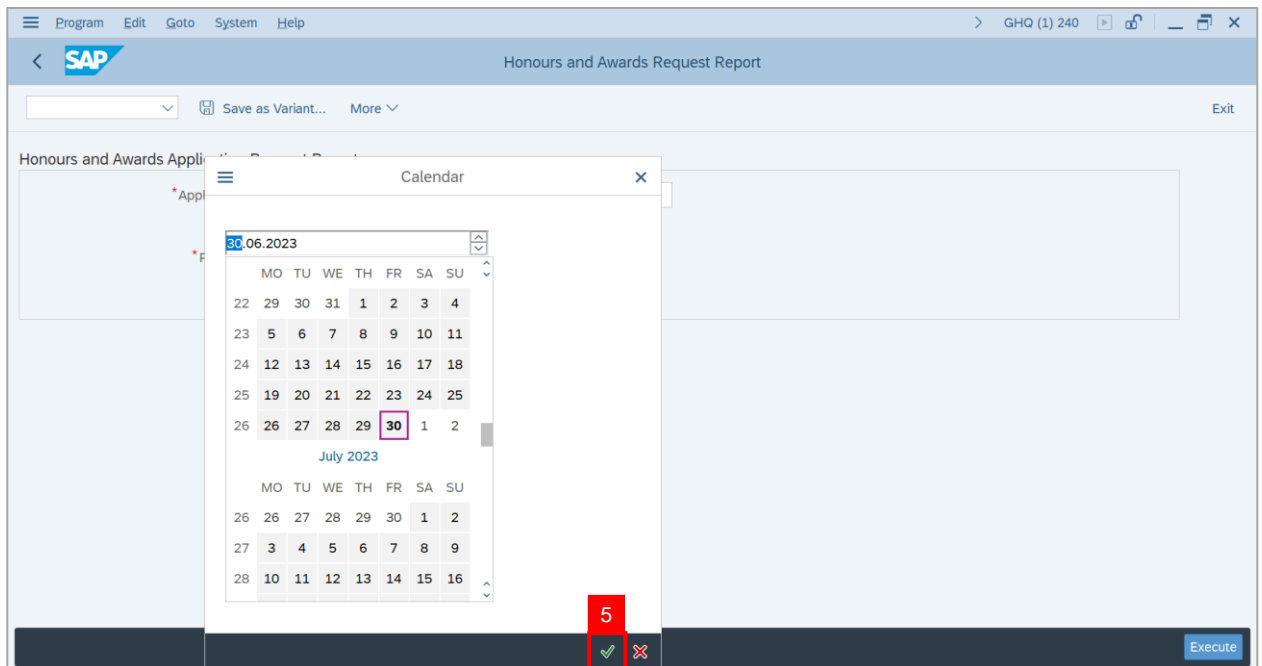
3. Select desired **Date** and click on **Tick** button.



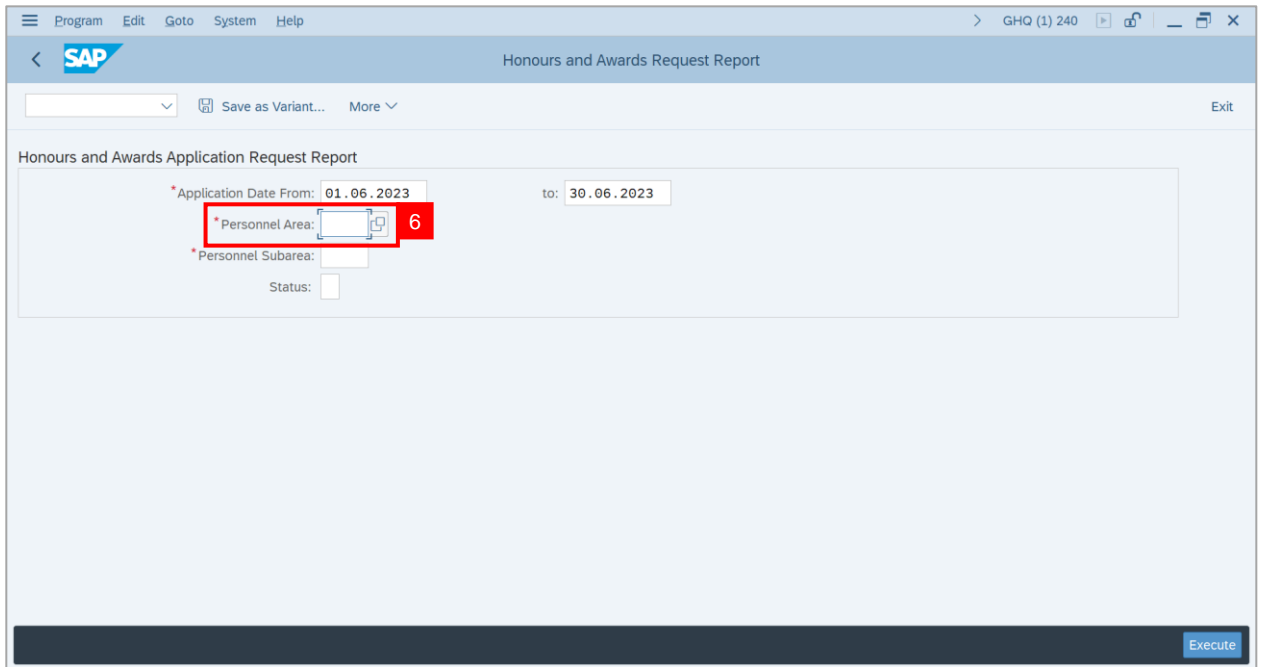
4. Navigate to **Application Date to** and click on **Lookup** icon.



5. Select desired **Date** and click on **Tick** button.

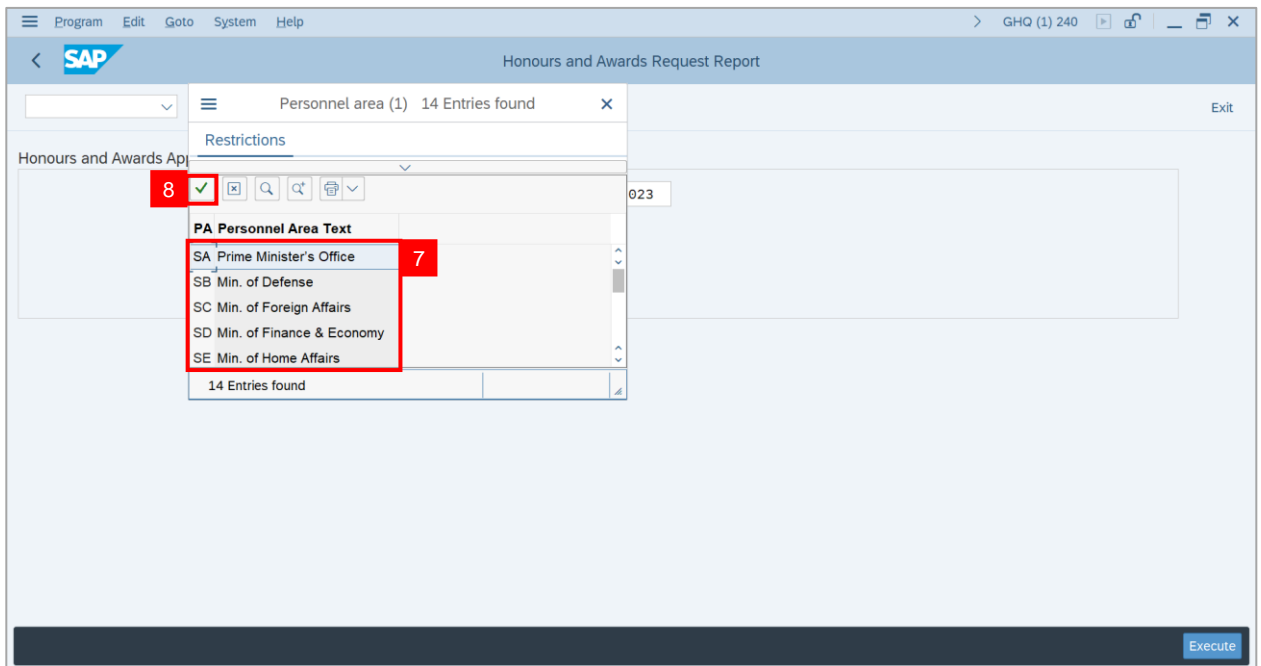


6. Navigate to **Personnel Area** and click on **Lookup** icon.

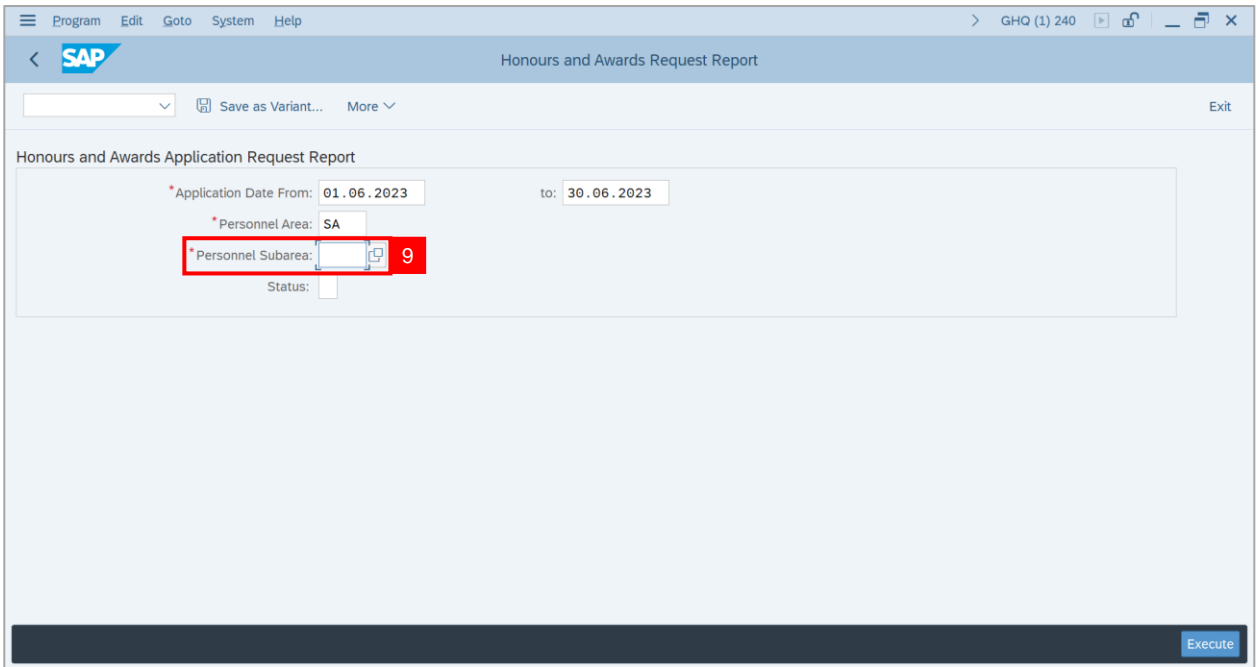


7. Select **Personnel Area**.

8. Click on **Tick** button.

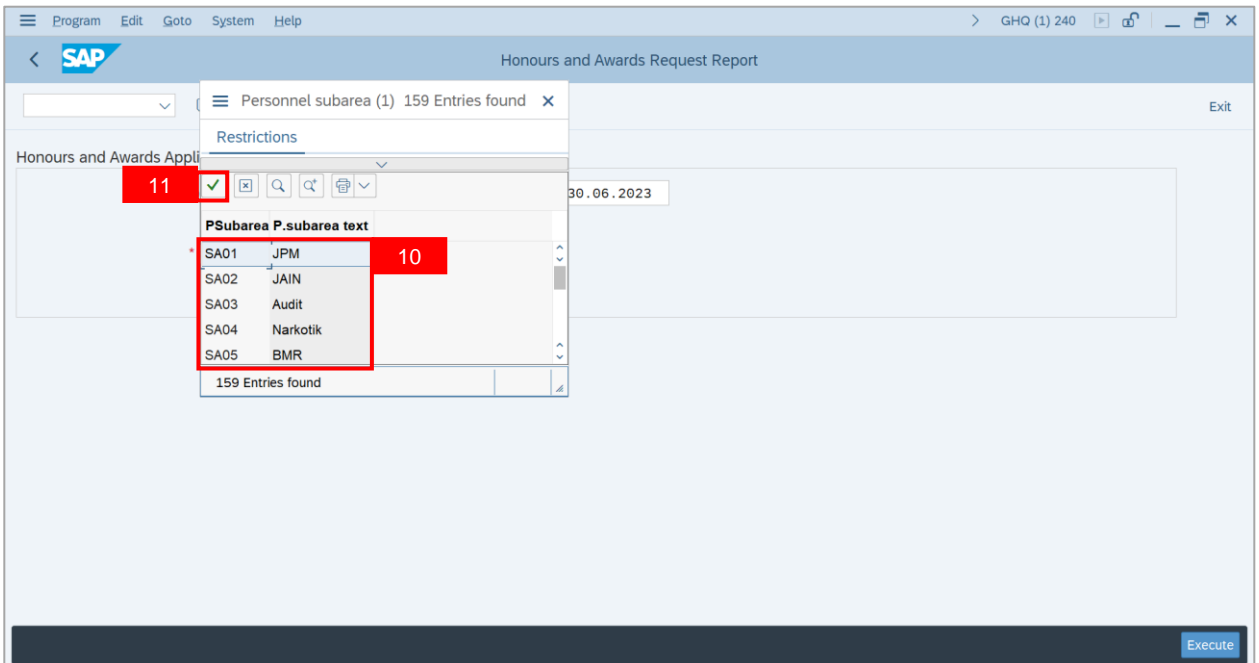


9. Navigate to **Personnel Subarea** and click on **Lookup** icon.

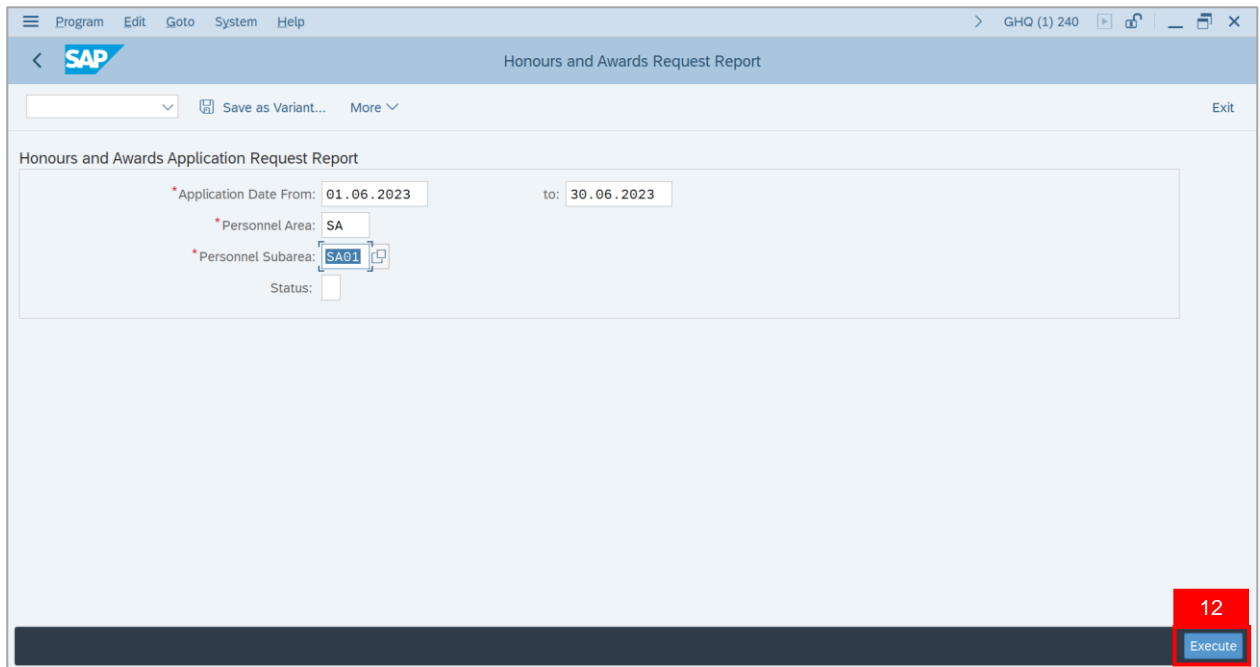


10. Select **Personnel Area**.

11. Click on **Tick** button.

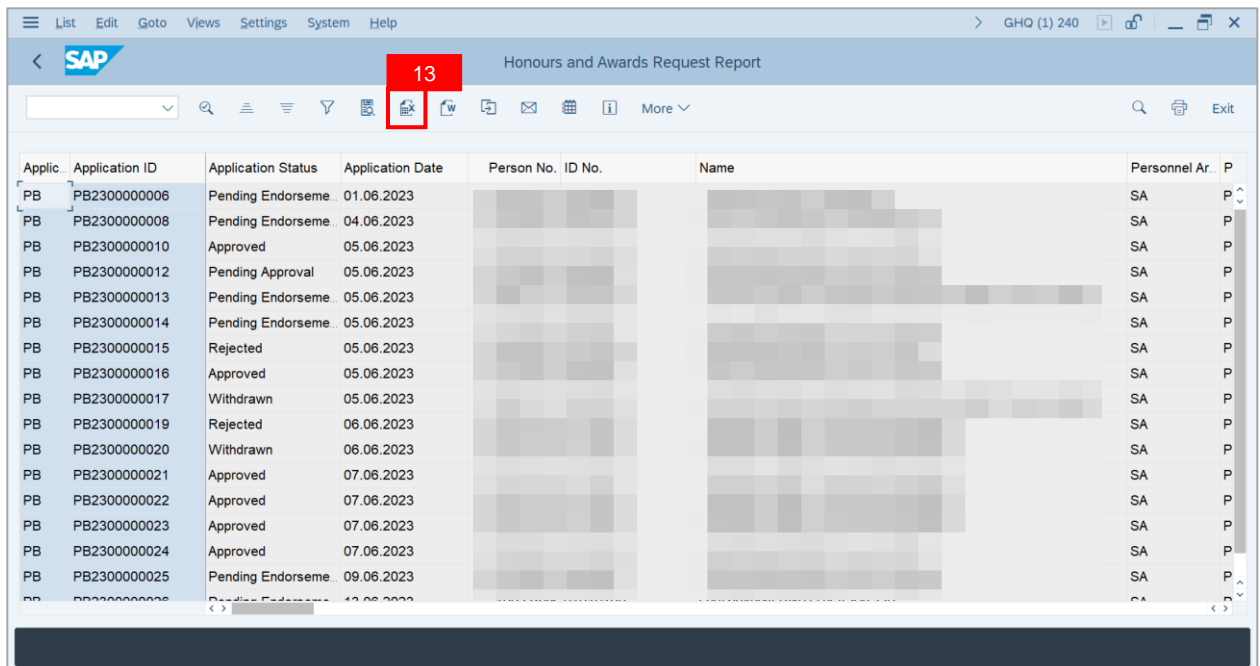


12. Click on **Execute** button.

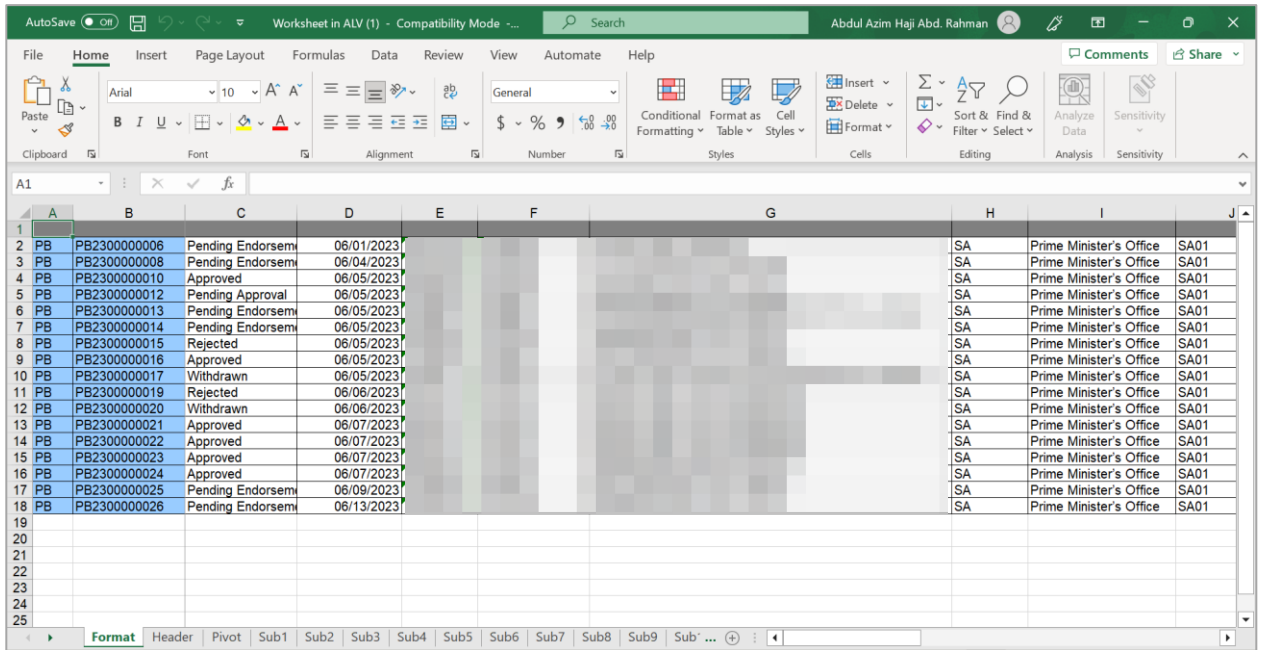


Note: Honours and Awards Report page will be displayed.

13. Click on **Microsoft Excel** icon to extract **Honours and Awards Report** in Excel format.



Outcome: Honours and Awards Report will be displayed.



	A	B	C	D	E	F	G	H	I	J
2	PB	PB230000006	Pending Endorsement	06/01/2023				SA	Prime Minister's Office	SA01
3	PB	PB230000008	Pending Endorsement	06/04/2023				SA	Prime Minister's Office	SA01
4	PB	PB230000010	Approved	06/05/2023				SA	Prime Minister's Office	SA01
5	PB	PB230000012	Pending Approval	06/05/2023				SA	Prime Minister's Office	SA01
6	PB	PB230000013	Pending Endorsement	06/05/2023				SA	Prime Minister's Office	SA01
7	PB	PB230000014	Pending Endorsement	06/05/2023				SA	Prime Minister's Office	SA01
8	PB	PB230000015	Rejected	06/05/2023				SA	Prime Minister's Office	SA01
9	PB	PB230000016	Approved	06/05/2023				SA	Prime Minister's Office	SA01
10	PB	PB230000017	Withdrawn	06/05/2023				SA	Prime Minister's Office	SA01
11	PB	PB230000019	Rejected	06/06/2023				SA	Prime Minister's Office	SA01
12	PB	PB230000020	Withdrawn	06/06/2023				SA	Prime Minister's Office	SA01
13	PB	PB230000021	Approved	06/07/2023				SA	Prime Minister's Office	SA01
14	PB	PB230000022	Approved	06/07/2023				SA	Prime Minister's Office	SA01
15	PB	PB230000023	Approved	06/07/2023				SA	Prime Minister's Office	SA01
16	PB	PB230000024	Approved	06/07/2023				SA	Prime Minister's Office	SA01
17	PB	PB230000025	Pending Endorsement	06/09/2023				SA	Prime Minister's Office	SA01
18	PB	PB230000026	Pending Endorsement	06/13/2023				SA	Prime Minister's Office	SA01
19										
20										
21										
22										
23										
24										
25										