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**.
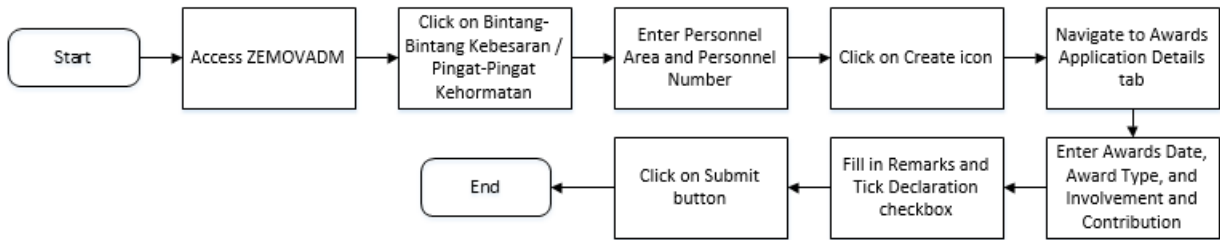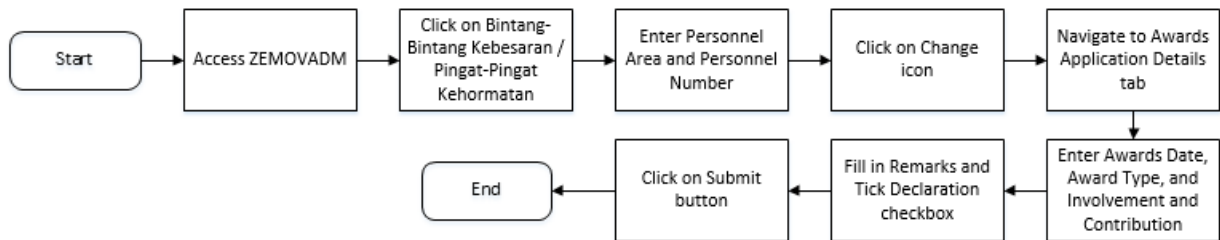
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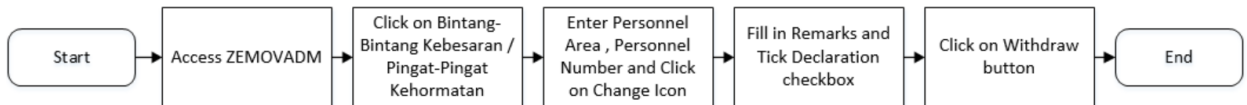
Process Overview

Submit Application

```
Start → Access ZEMOVADM → Click on Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan → Enter Personnel Area and Personnel Number → Click on Create icon → Navigate to Awards Application Details tab
    ↓
End ← Click on Submit button ← Fill in Remarks and Tick Declaration checkbox ← Enter Awards Date, Award Type, and Involvement and Contribution
```

Edit Application

```
Start → Access ZEMOVADM → Click on Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan → Enter Personnel Area and Personnel Number → Click on Change icon → Navigate to Awards Application Details tab
    ↓
End ← Click on Submit button ← Fill in Remarks and Tick Declaration checkbox ← Enter Awards Date, Award Type, and Involvement and Contribution
```

Withdraw Application

```
Start → Access ZEMOVADM → Click on Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan → Enter Personnel Area, Personnel Number and Click on Change Icon → Fill in Remarks and Tick Declaration checkbox → Click on Withdraw button → End
```

Check Employee Data

```
Start → Access PA20 → Enter Personnel Number and press Enter on the keyboard → Under Basic personal data, click on Awards → Click on Overview icon → Select desired Awards and Tick checkbox
    ↓
End ← Award Details will be displayed ← Click on Choose icon
```

Generate Report

```
Start → Access ZPA_007 → Enter Application Date, Personnel Area, and Personnel Subarea → Click on Execute button → Honours and Awards Report page will be displayed → Click on Microsoft Excel icon to extract report in excel format
    ↓
End
```

Sistem Sumber Manusia - Honours & Awards

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.

4. Select **Personnel Subarea.**

5. Click on **Tick** button.

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

7. Click on **Execute** button.

Note: Application List – Requestor page will be displayed.

8. Click on **Create** icon.

Note: Application List – Requestor page will be displayed.
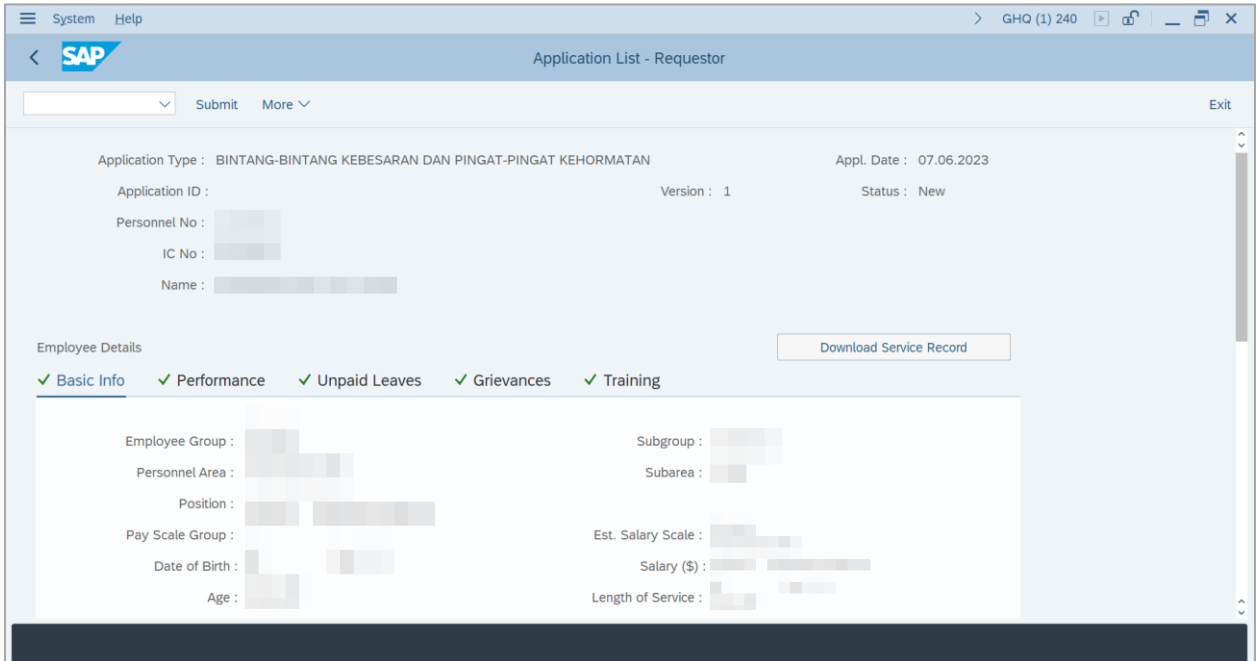
9. Ensure that **Employee Details** in **Basic Info** tab are entered correctly.

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

11. Ensure that **Employee Details** in **Unpaid Leaves** tab are entered correctly.
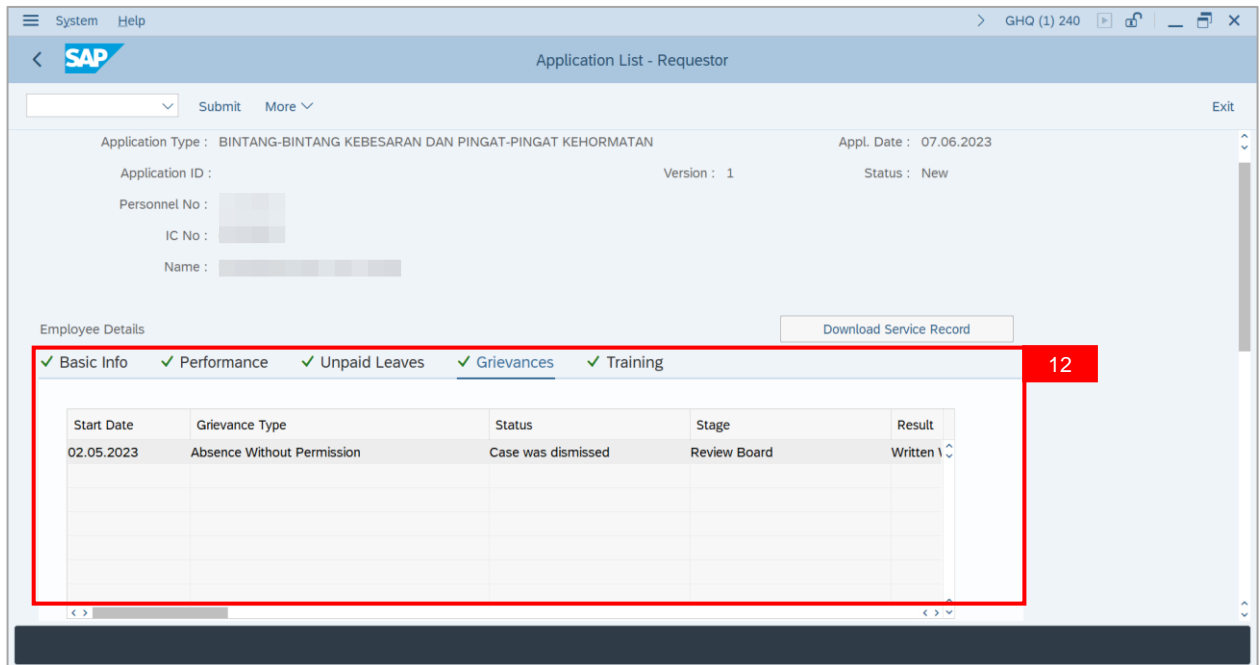
12. Ensure that **Employee Details** in **Grievances** tab are entered correctly.
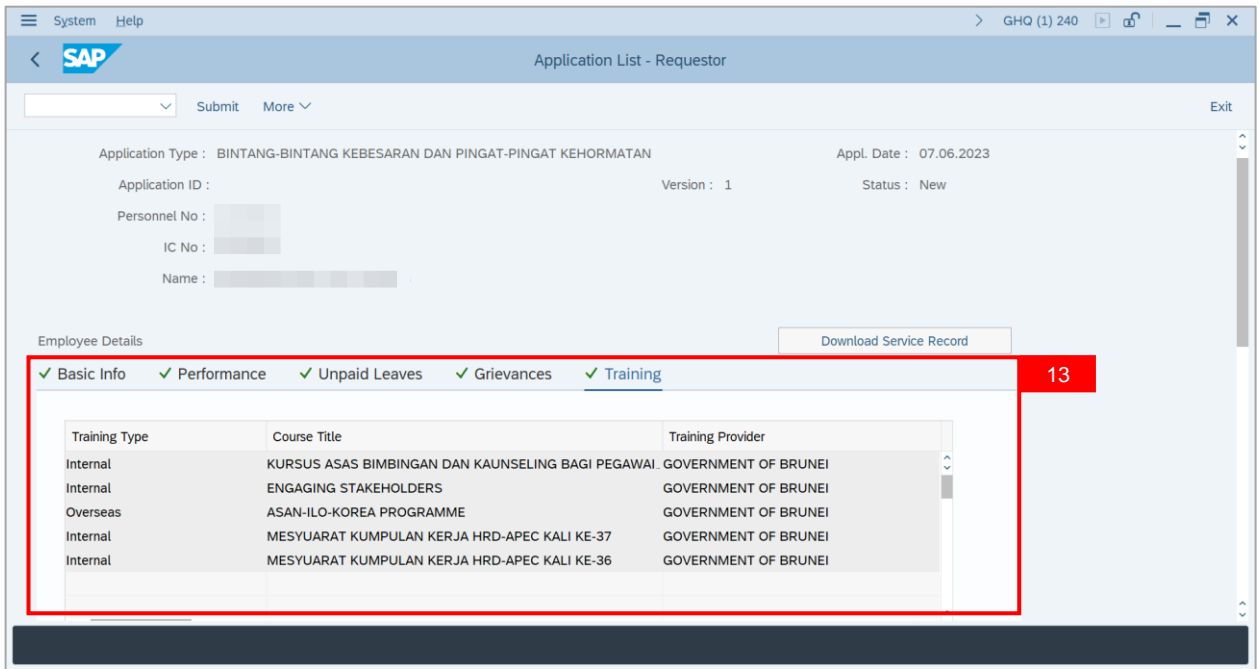
13. Ensure that **Employee Details** in **Training** tab are entered correctly.
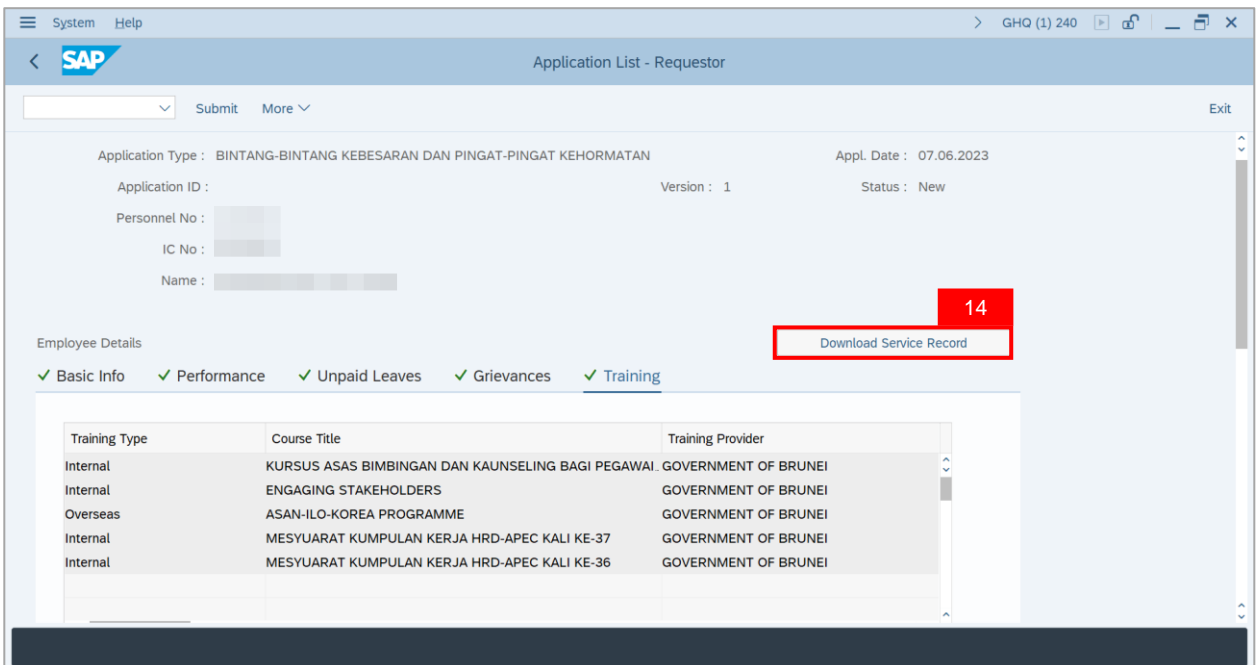
14. Click **Download Service Record**.
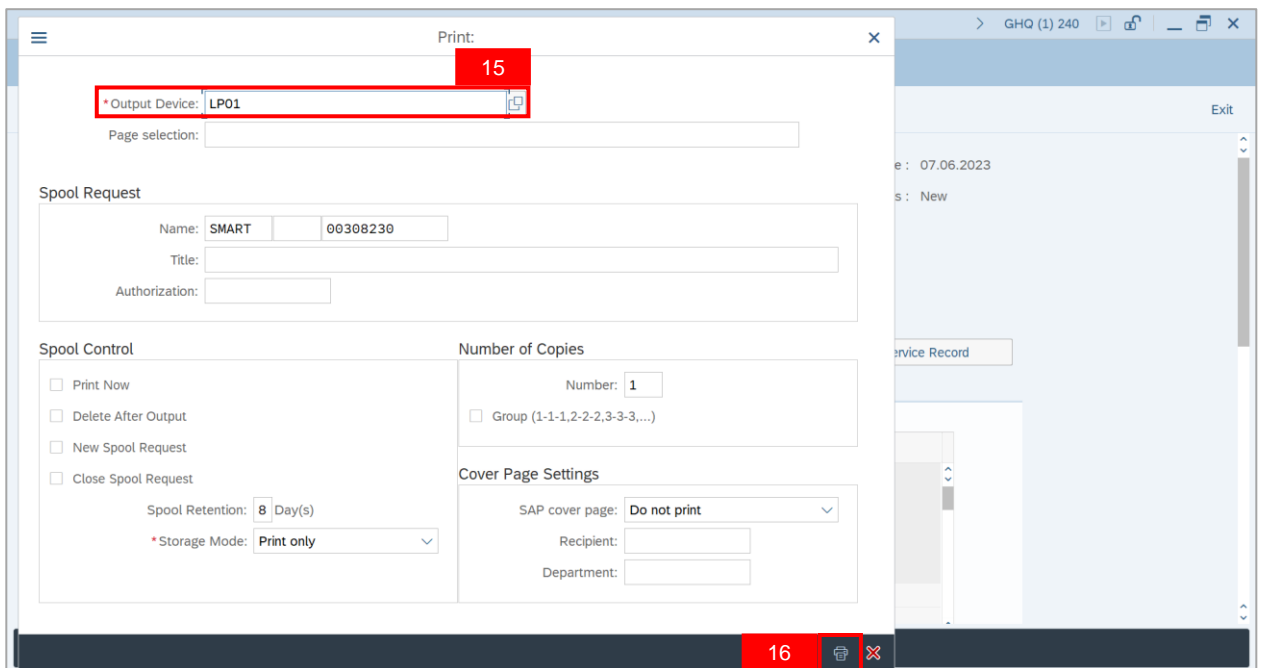
Note: The **Print** page will be displayed.

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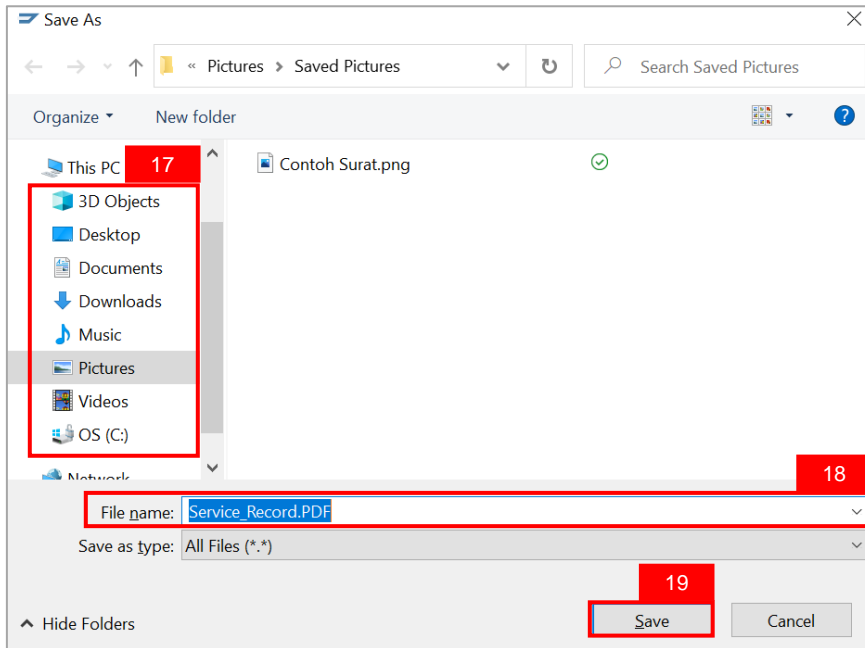
Note: The SAP GUI Security page will be displayed.

20. Click on **Allow** button.
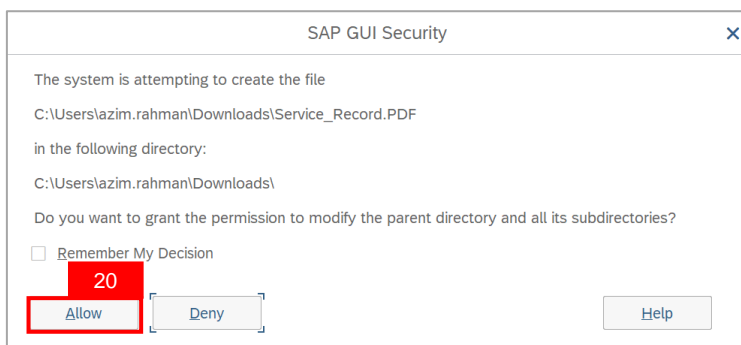
Note: **Service Record** has been successfully downloaded.
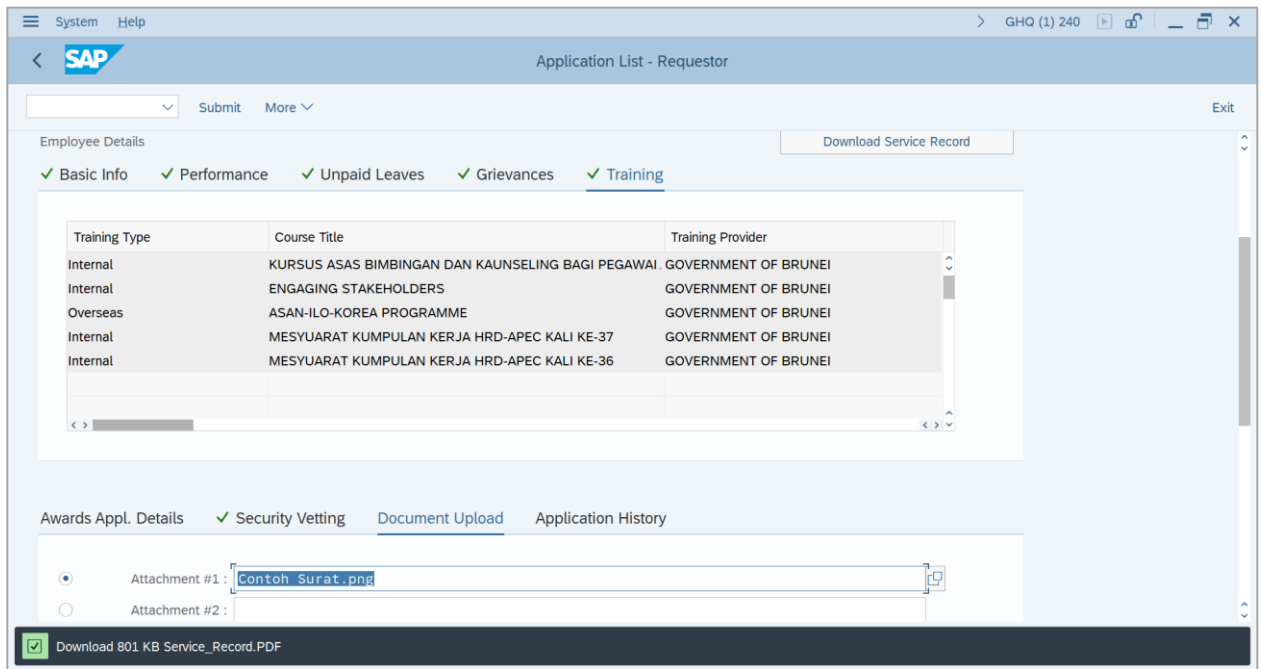
21. Navigate to **Awards Application Details** tab.
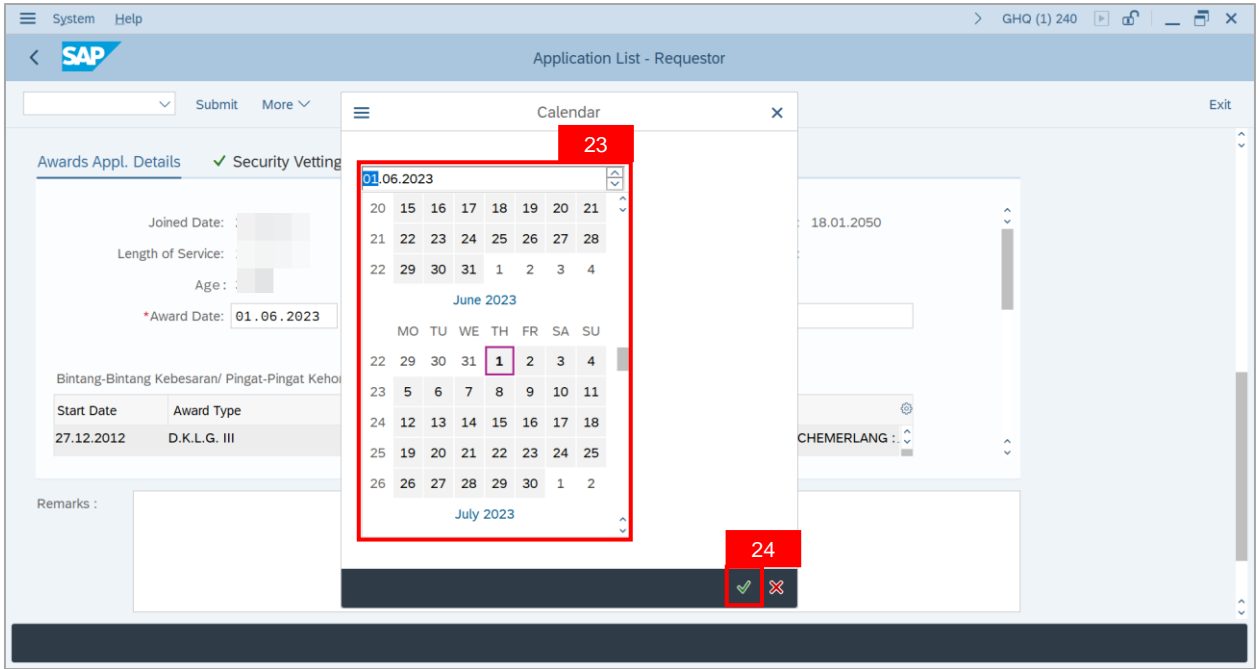
22. Under **Award Date,** click on **Lookup** button**.**
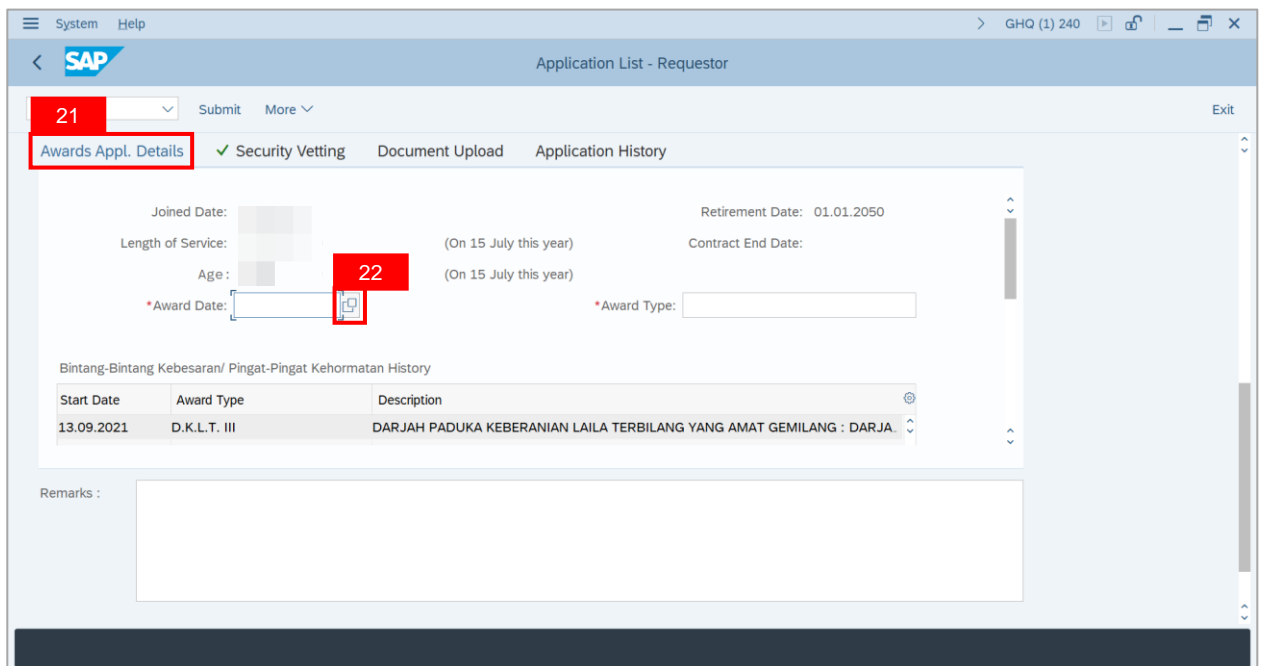
Note: The **Calendar** page will be displayed.
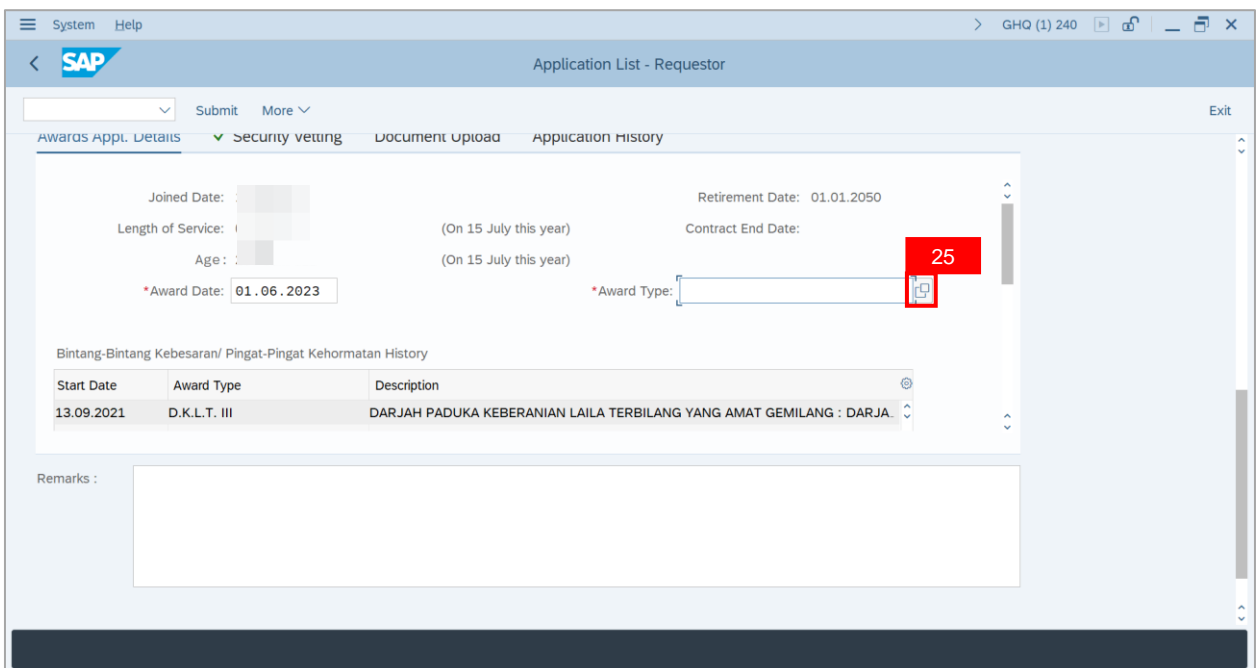
23. Select desired **Date**.

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

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

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

26. Select desired **Award**.

27. Click on the **Tick** button.
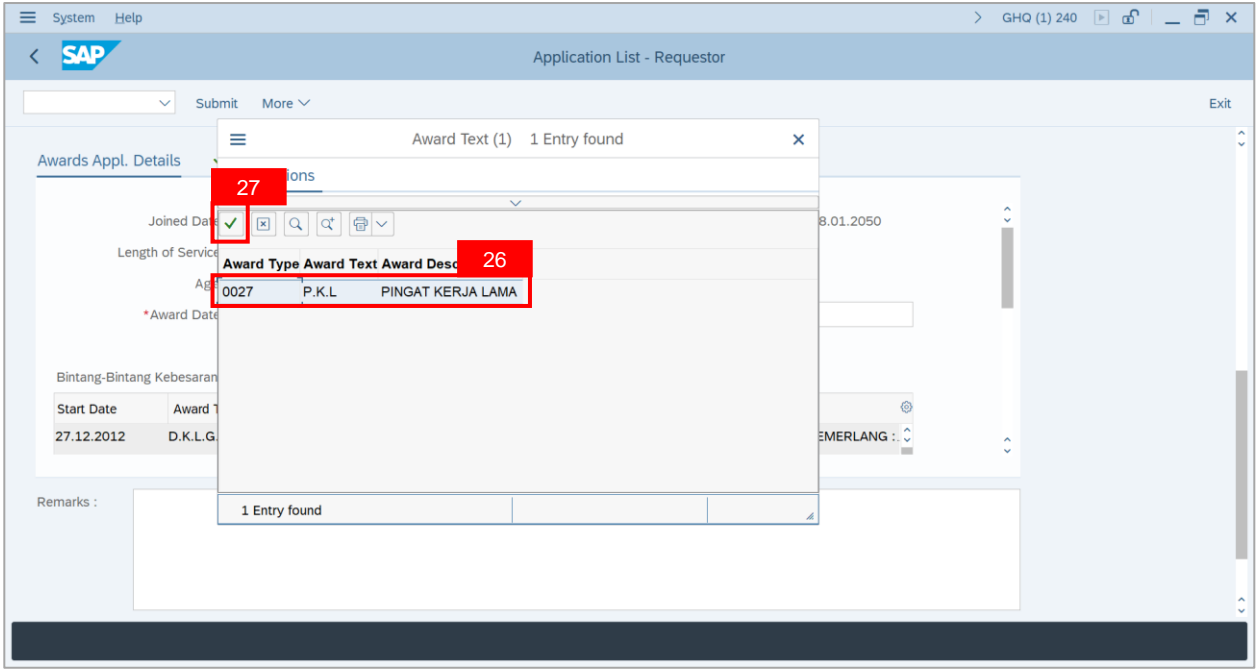
28. Navigate to **Security Vetting** tab and ensure that, if any, **Security Vetting Details** are

entered correctly.
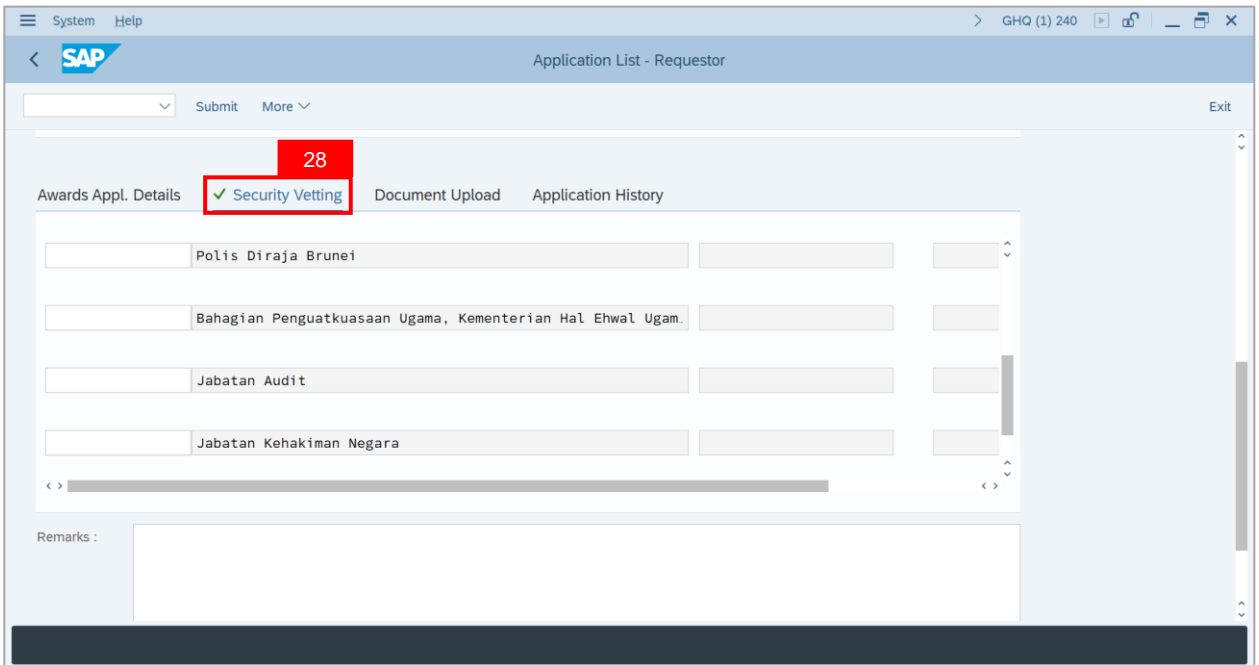
Note: Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies will be displayed.
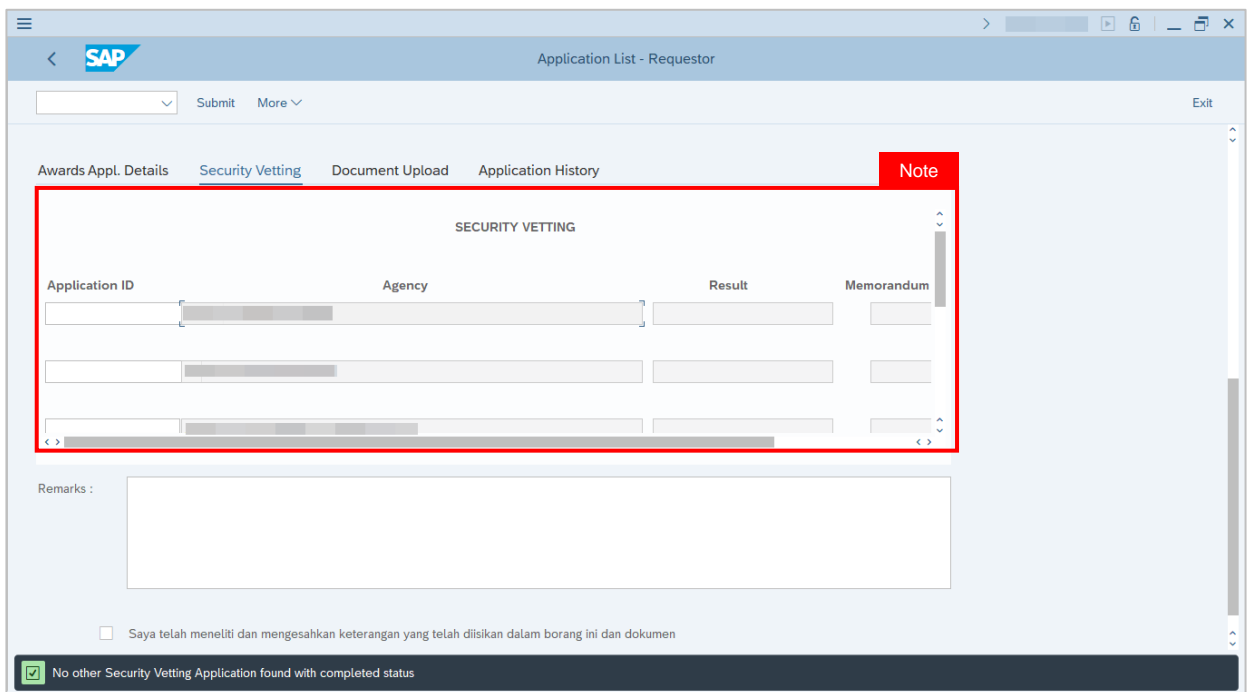
(ii) Only the **latest application result** will be shown along with the **Application ID, Memorandum Date** and **Valid To** date.

(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.

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

30. Click on **Lookup** button.
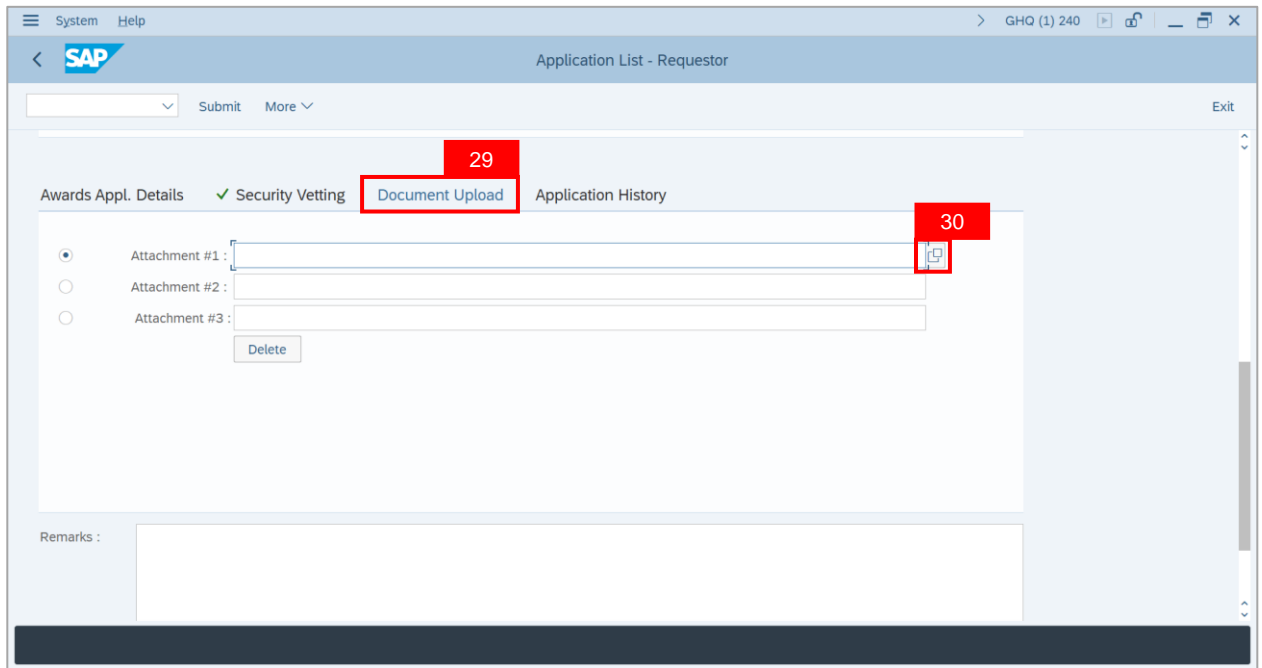
Note: **Desktop Open** page will be displayed.
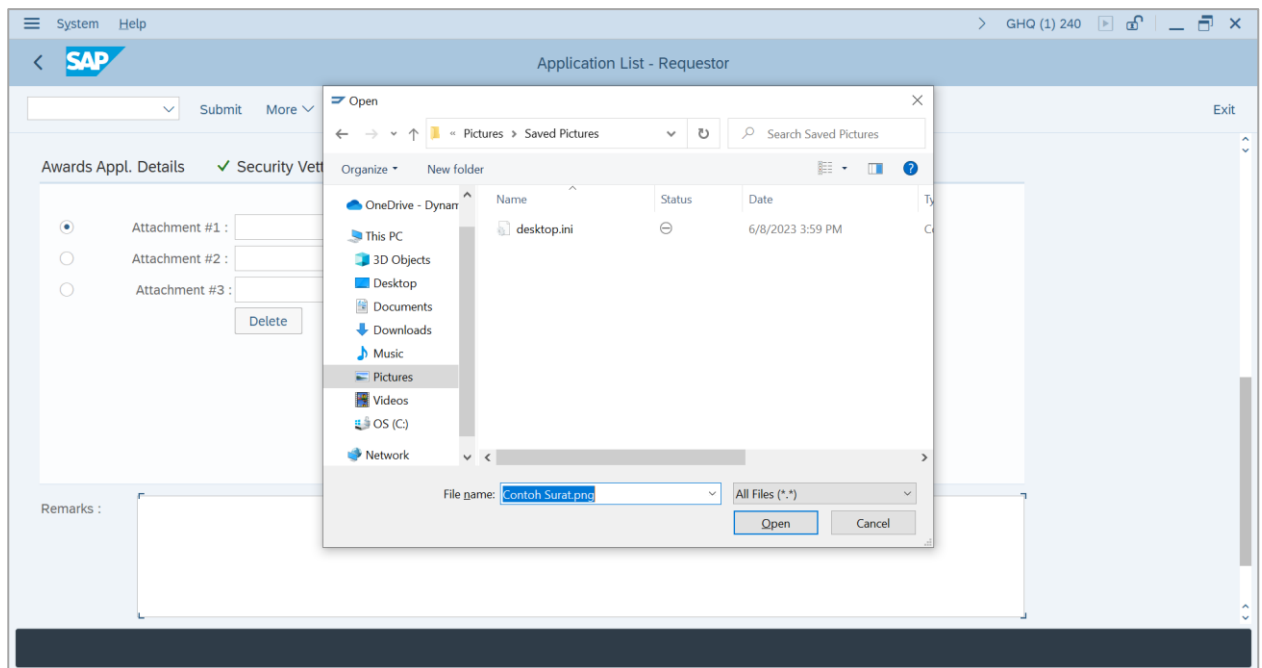
31. Select **Attachment** to be uploaded.
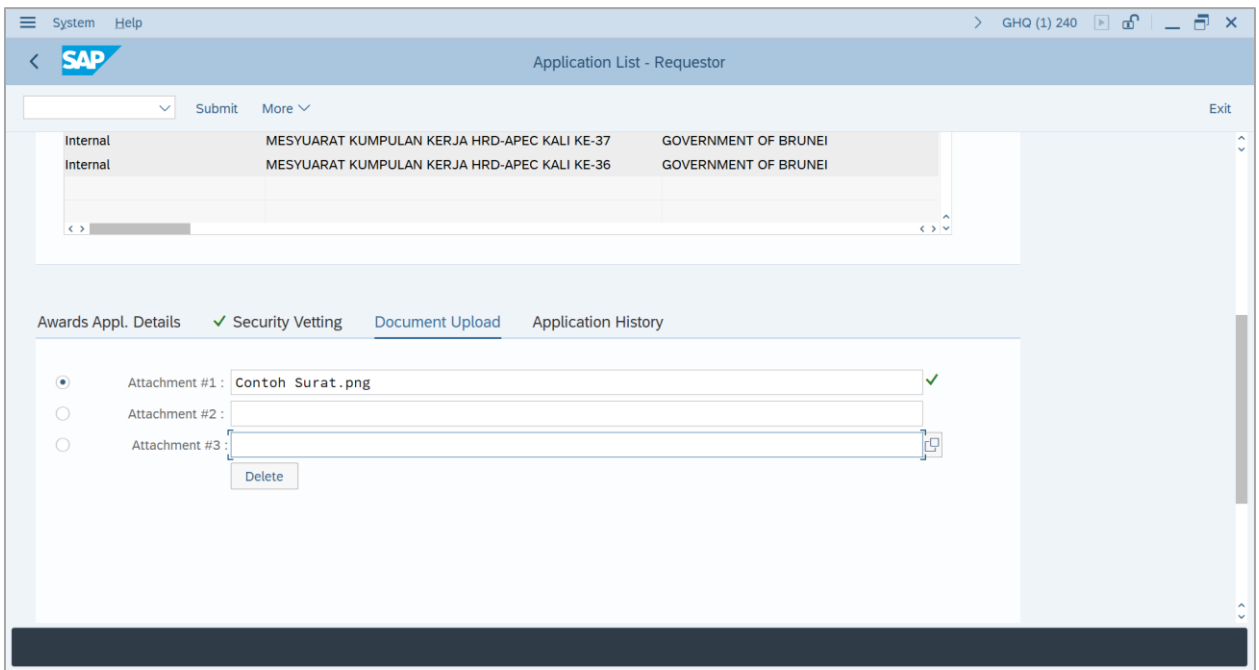
32. Click on **Open** button.
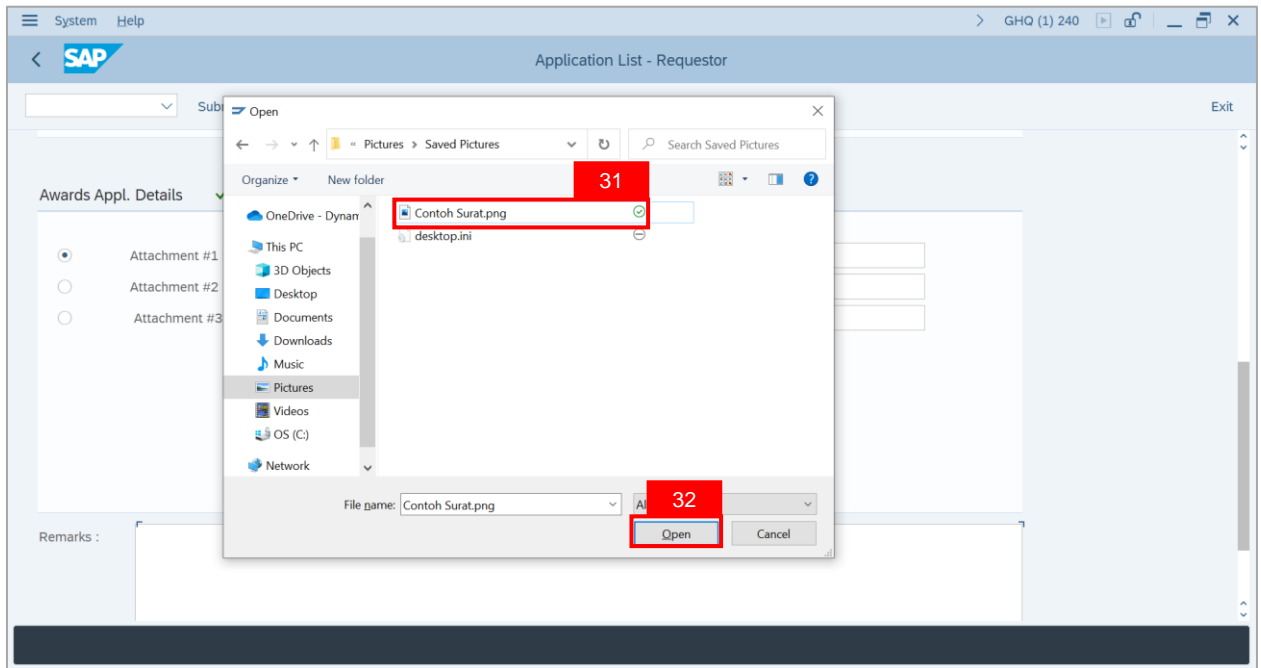
33. Click on **Allow** button.
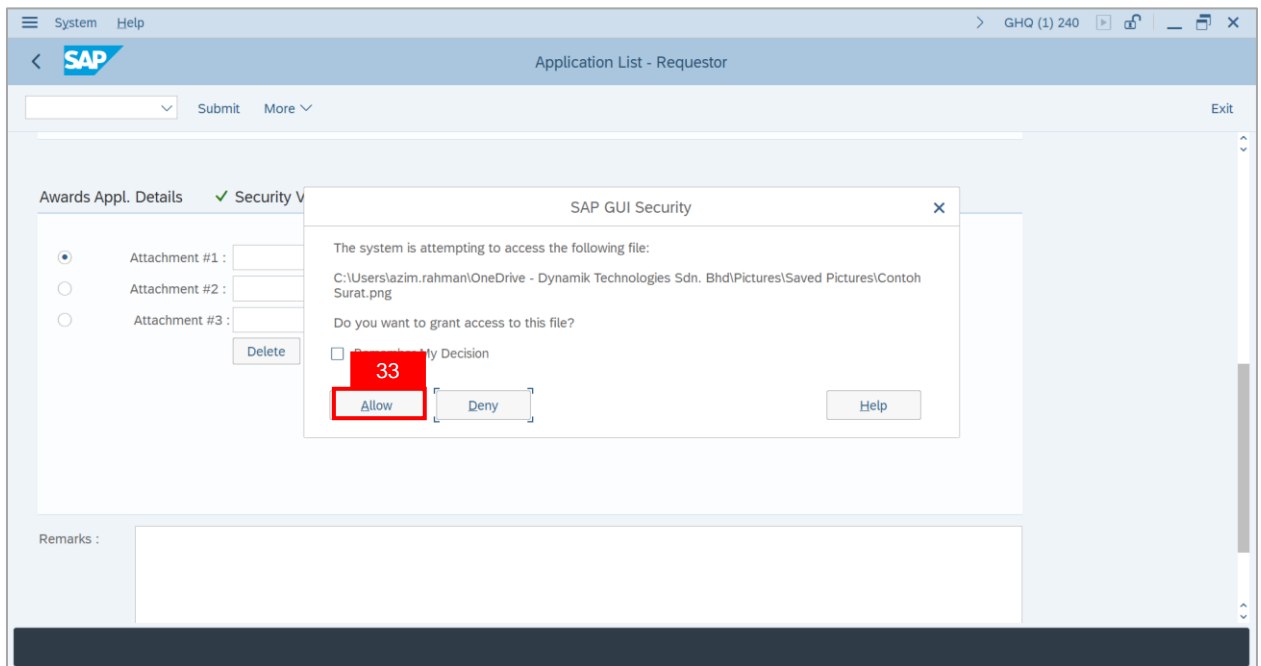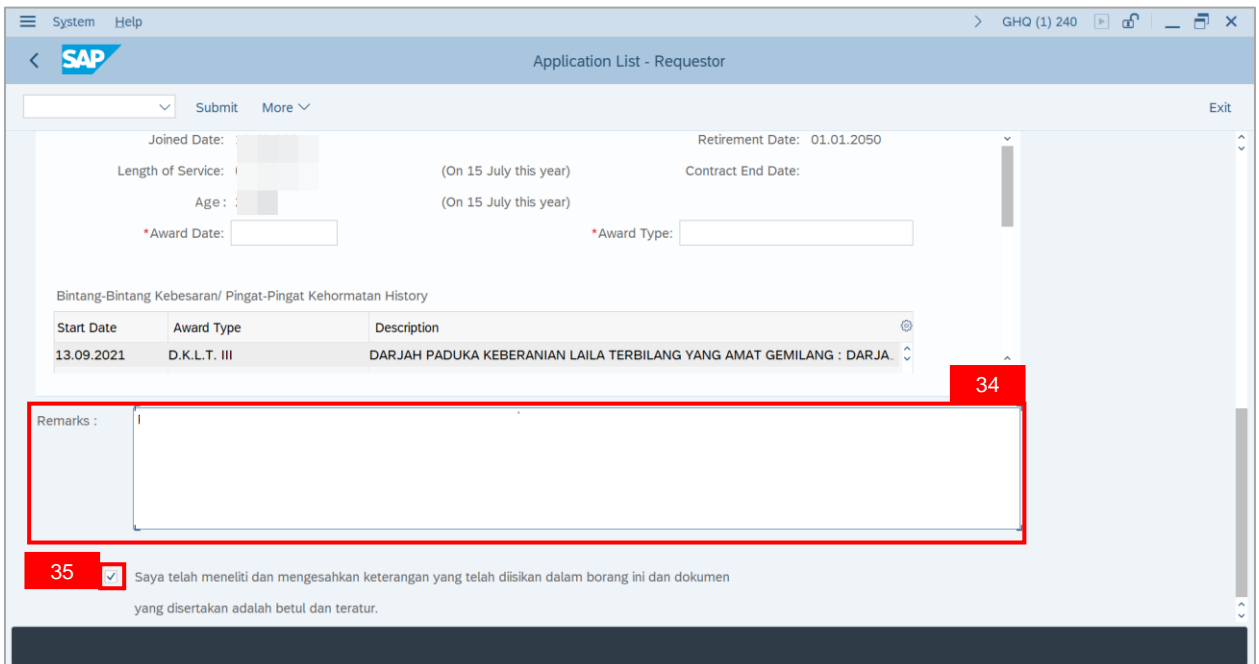
Note: The **Attachment** has been successfully uploaded.
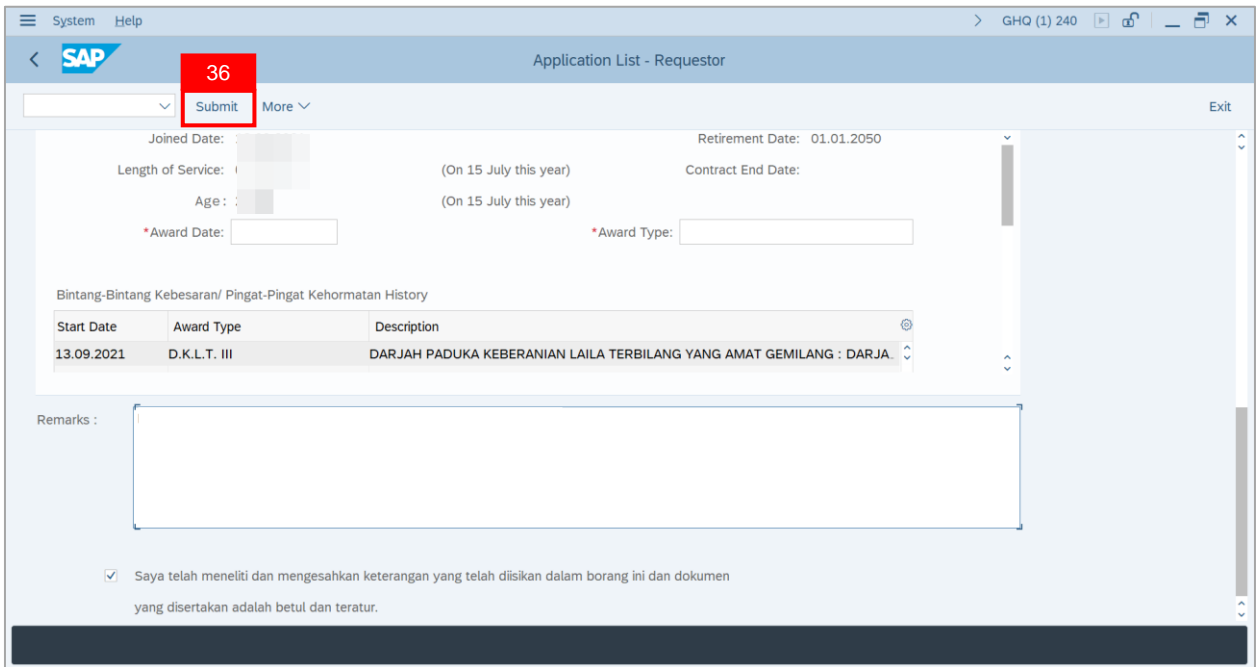
34. Navigate to **Remarks** section and fill in the space provided in order to submit the application.

35. Click on **Declaration** box.

36. Click on **Submit** button.

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

Sistem Sumber Manusia - Honours & Awards

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.

4. Select **Personnel Subarea.**

5. Click on **Tick** button.

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

7. Click on **Execute** button.

Note: Application List – Requestor page will be displayed.

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

9. Click on **Change** icon.

10. Navigate to **Application History** tab and click on it
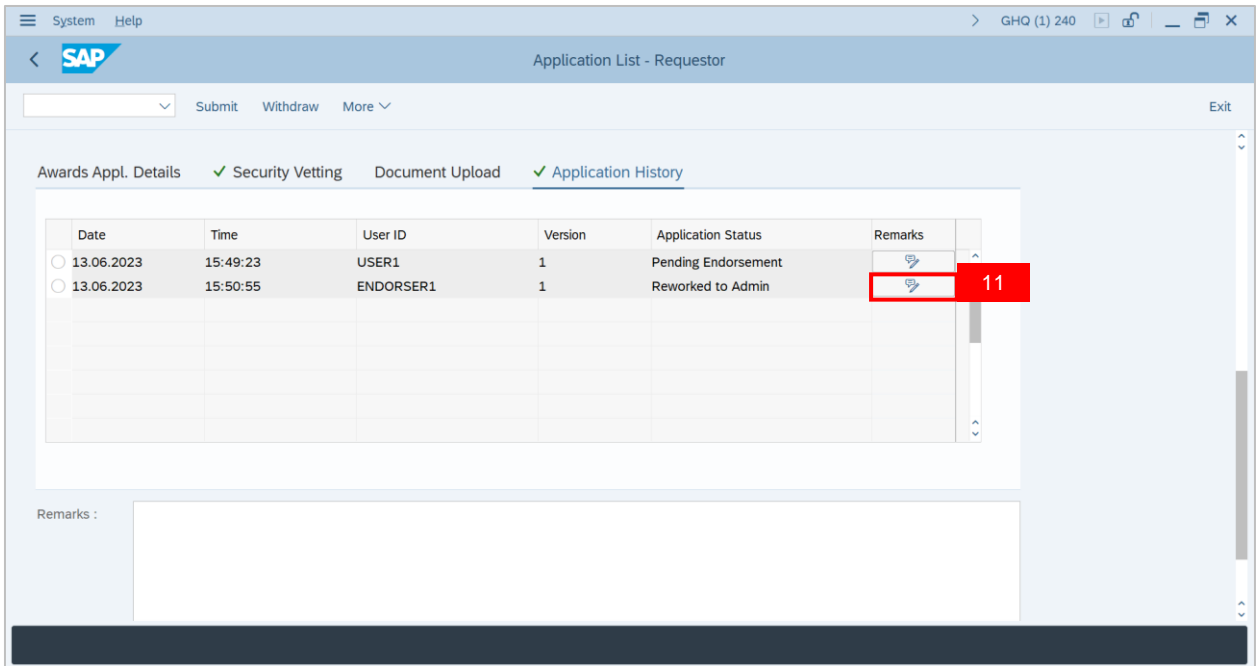
Note: Application History tab will be displayed.

11. Click on **Remarks** button to view the remarks from Ministry HQ what needs to be reworked on.
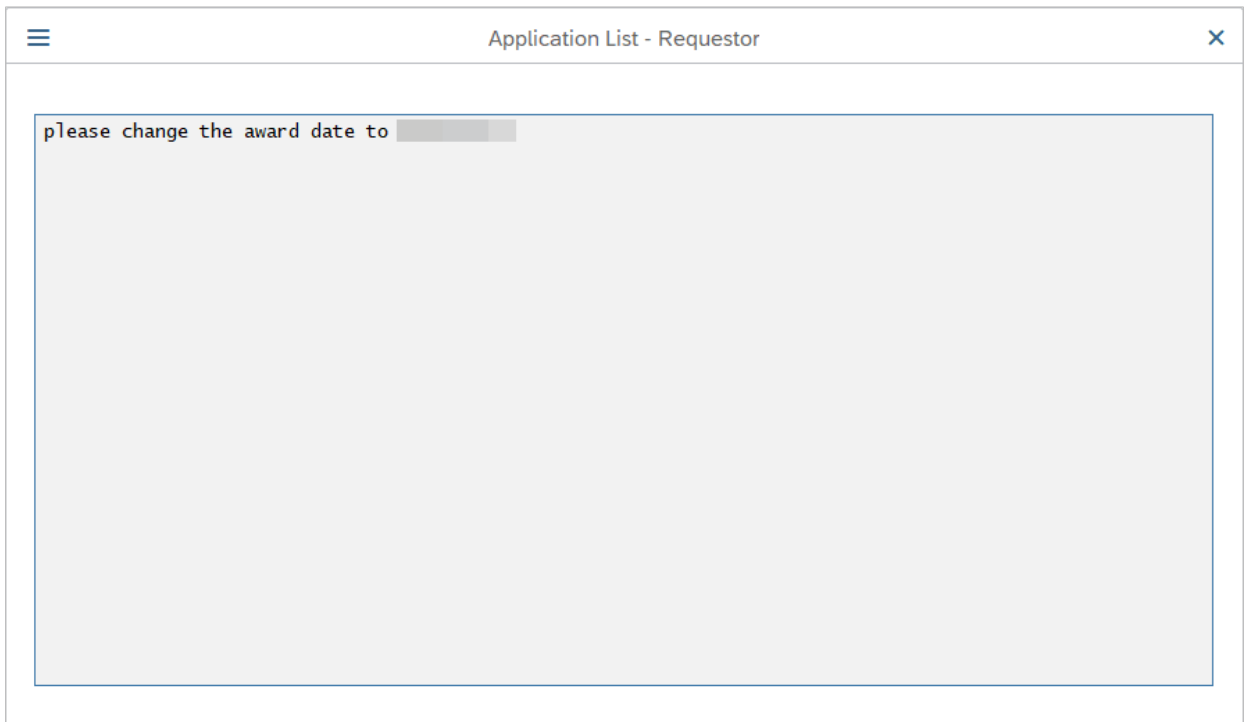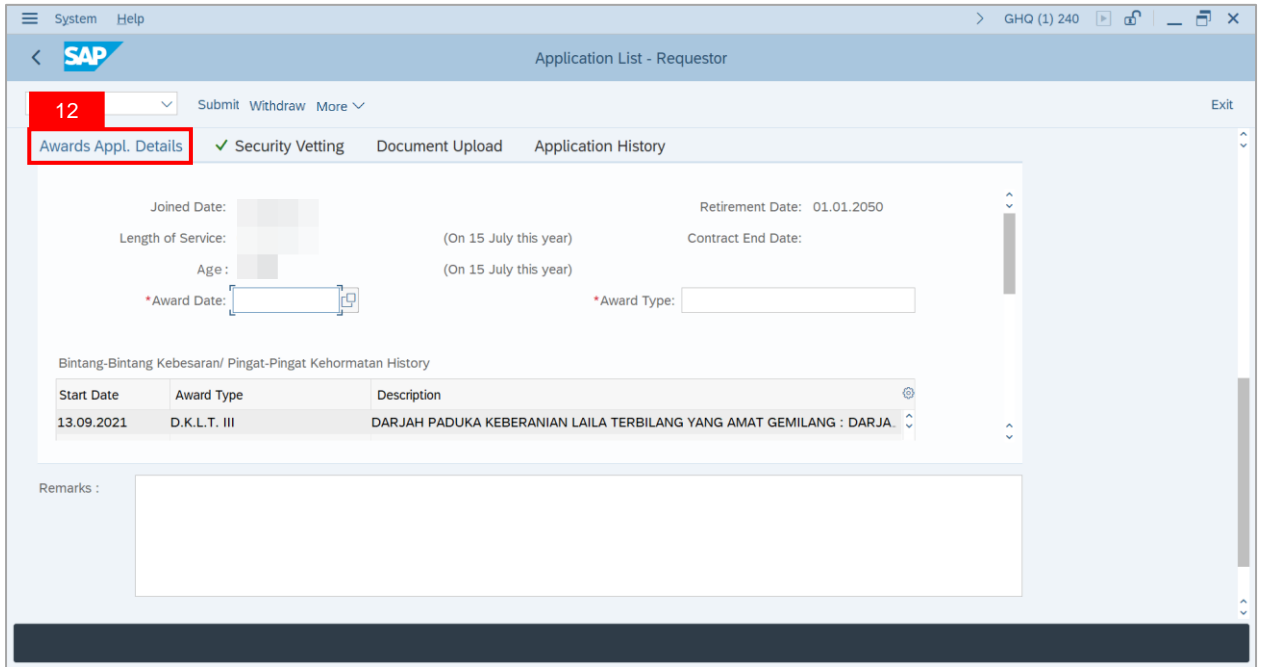
Note: Remarks pop-up window will be displayed.

12. Navigate to **Awards Application Details** tab and proceed with the adjustments required.
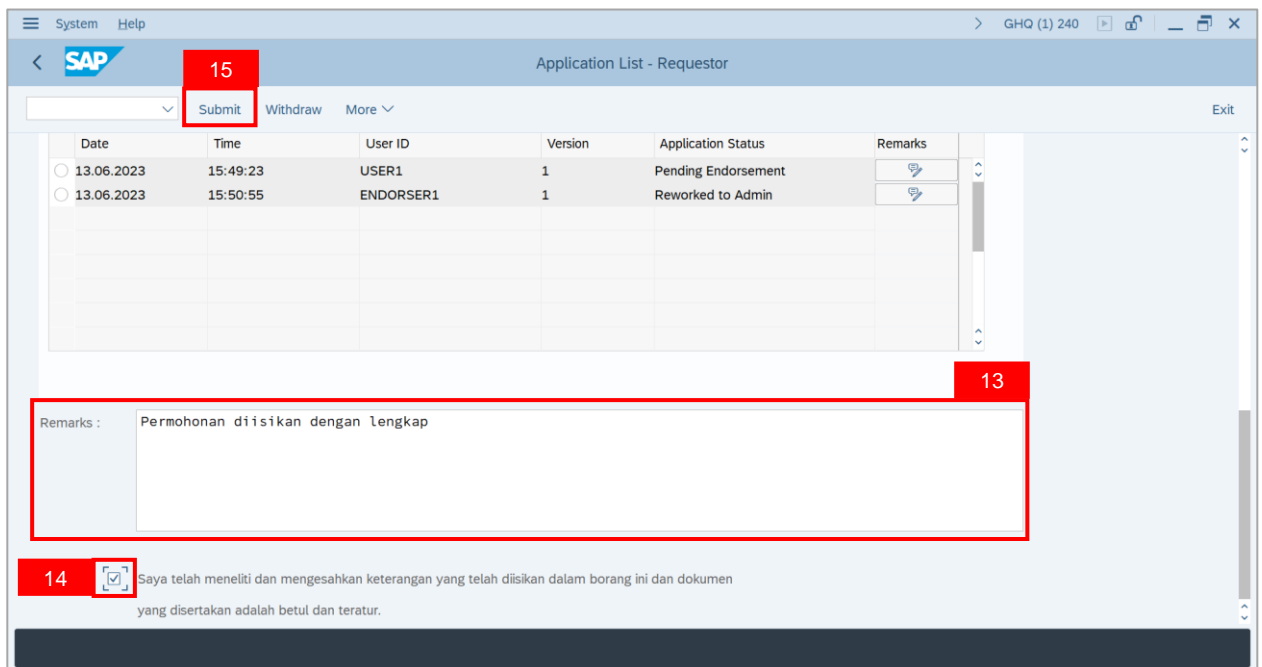
Once all the adjustments have been made, proceed with the next step:

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

14. Click on **Declaration** checkbox.

15. Click on **Submit** button.

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

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

WITHDRAW APPLICATION	Backend User
	Department HR Administrator

Log into SAP GUI (Back End) and proceed with the following steps.
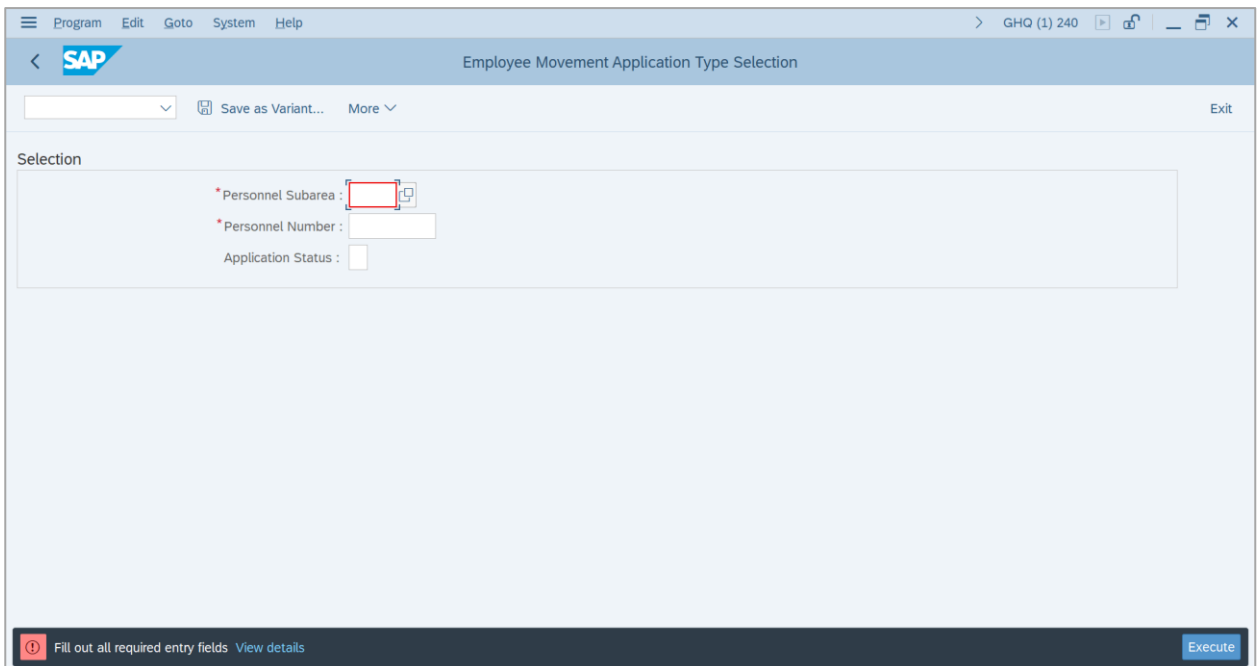
1. Enter **ZEMOVADM** in the search bar.

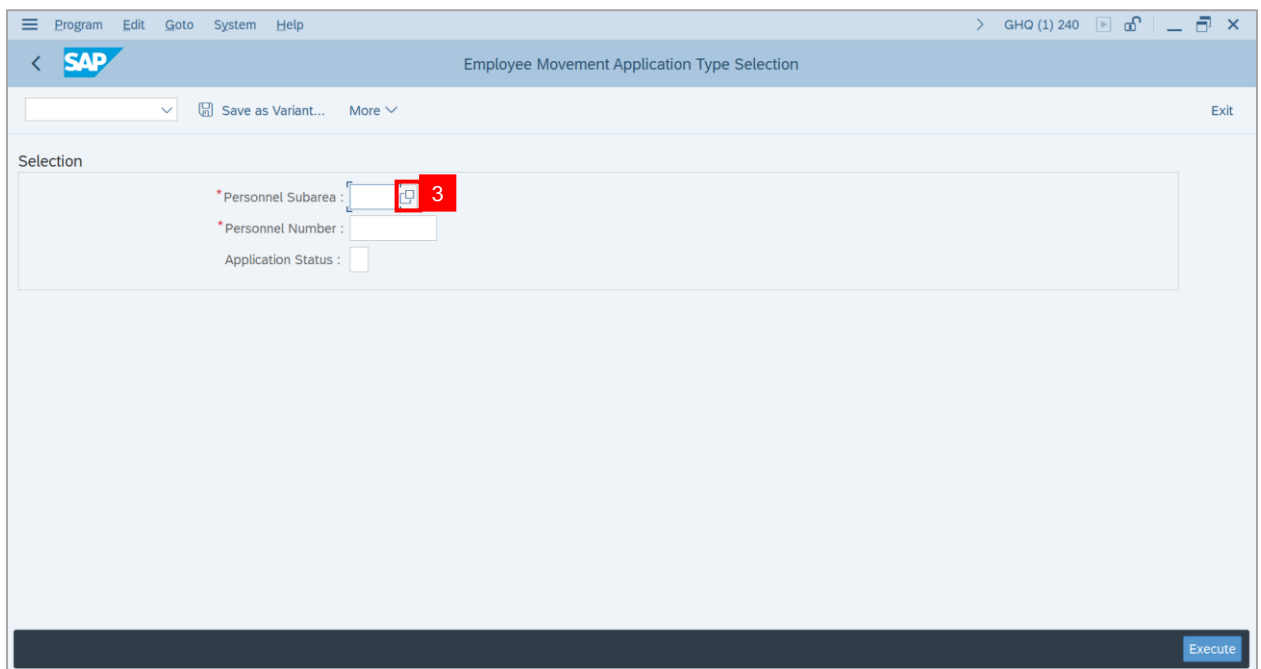**Note: Employee Movement Menu** page will be displayed.

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.

4. Select **Personnel Subarea.**

5. Click on **Tick** button.

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

7. Click on **Execute** button.

Note: Application List – Requestor page will be displayed.

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

9. Click on **Change** icon.

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

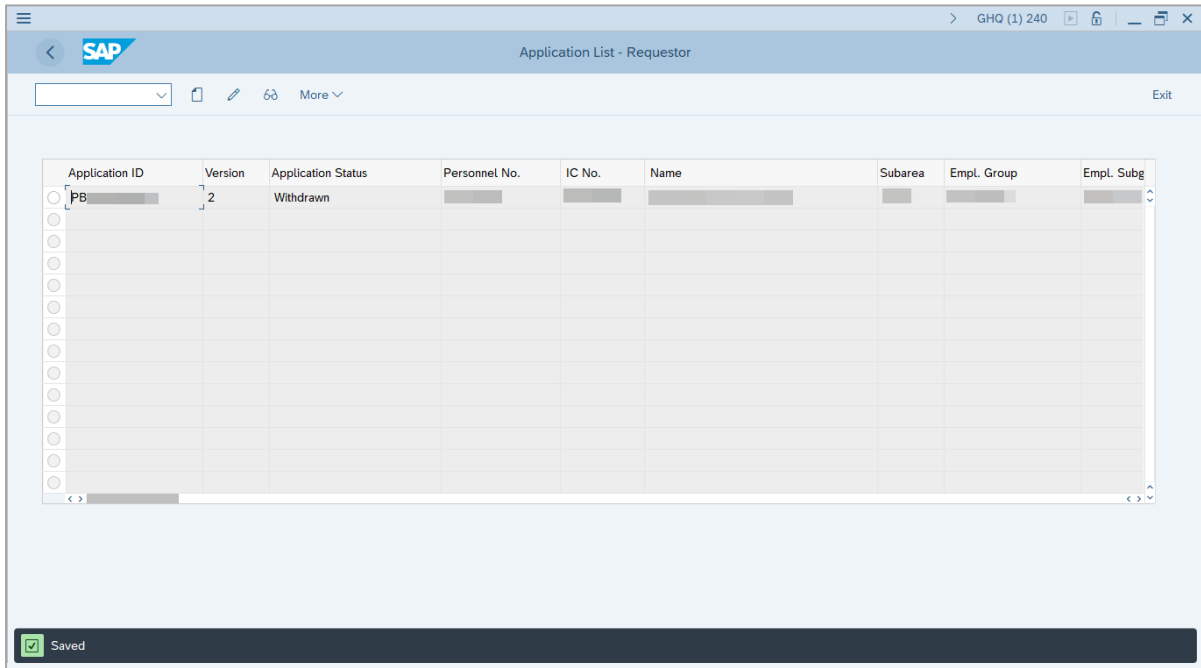11. Click on **Declaration** checkbox.

12. Click on **Withdraw** button.

Sistem Sumber Manusia - Honours & Awards

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

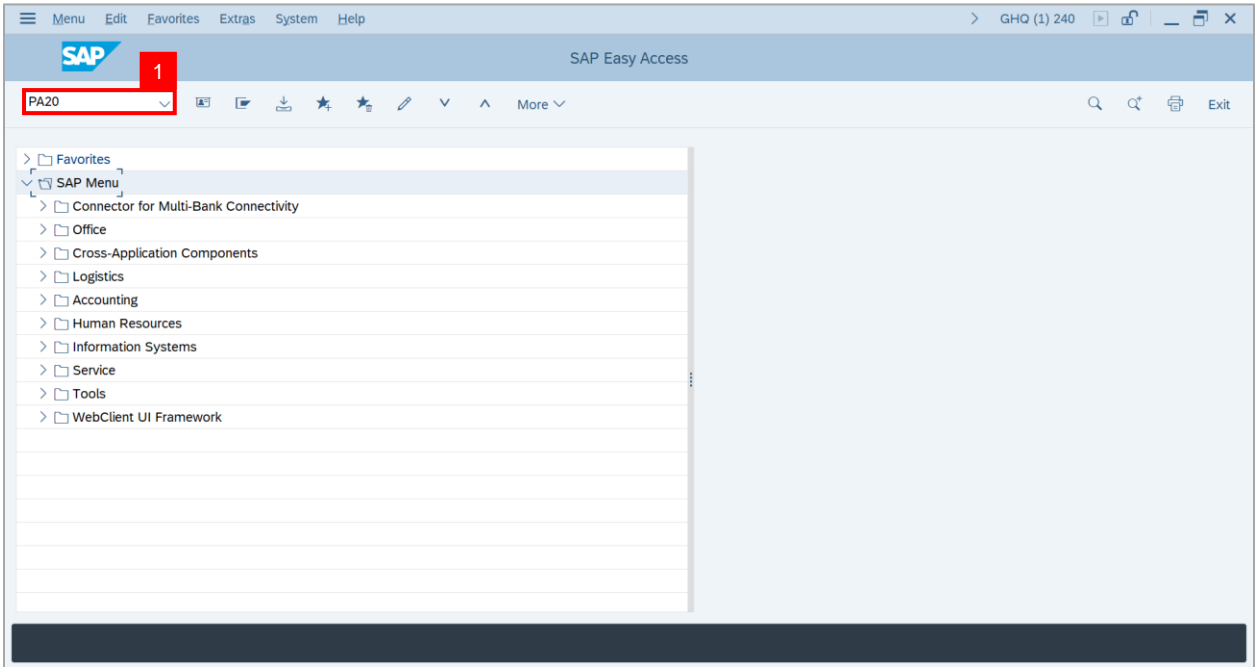# Sistem Sumber Manusia - Honours & Awards

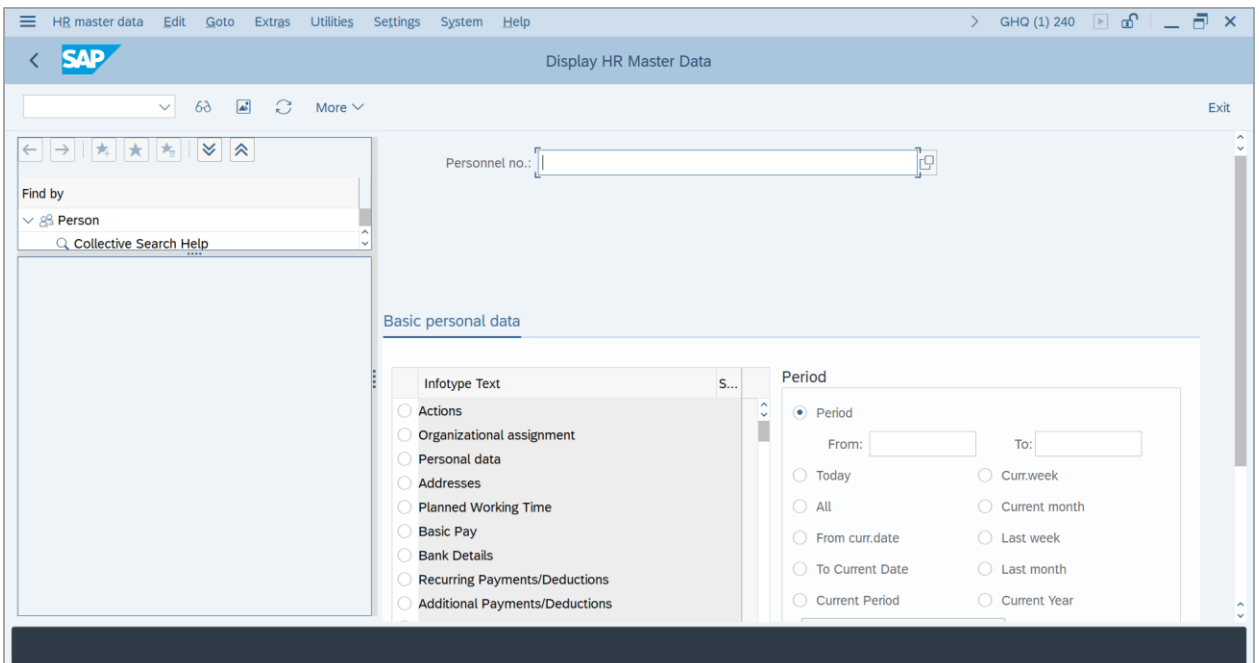| CHECK EMPLOYEE DATA	Backend User
	Department HR Administrator

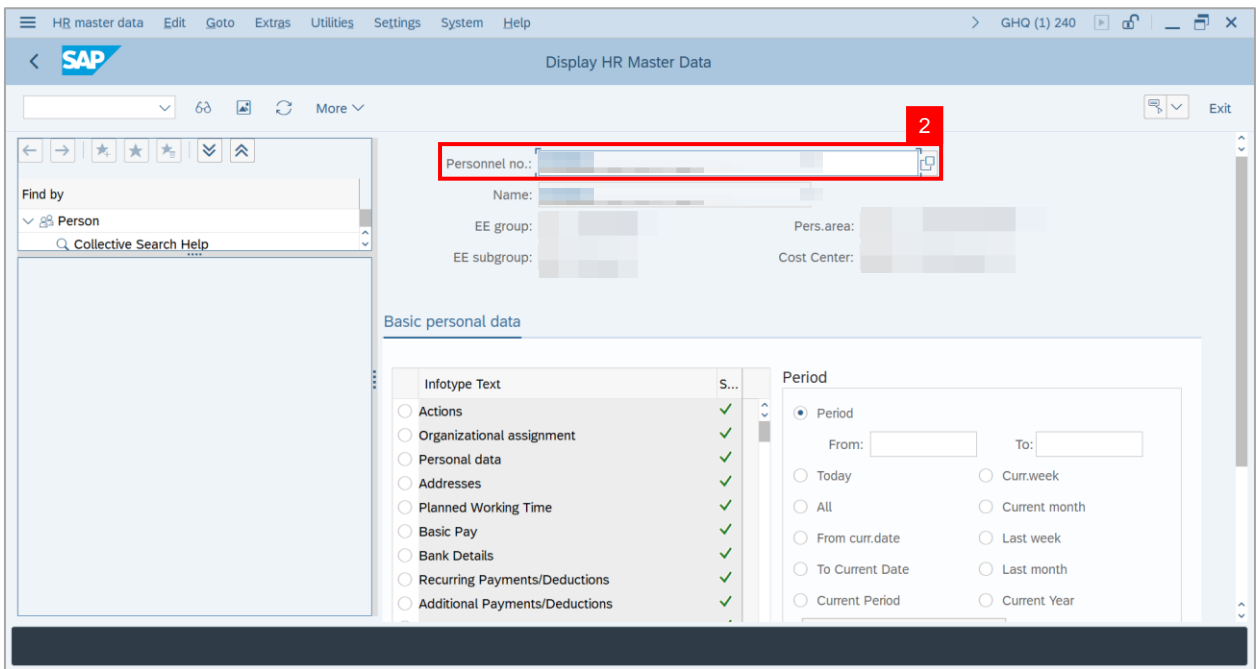Log into SAP GUI (Back End) and proceed with the following steps.

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

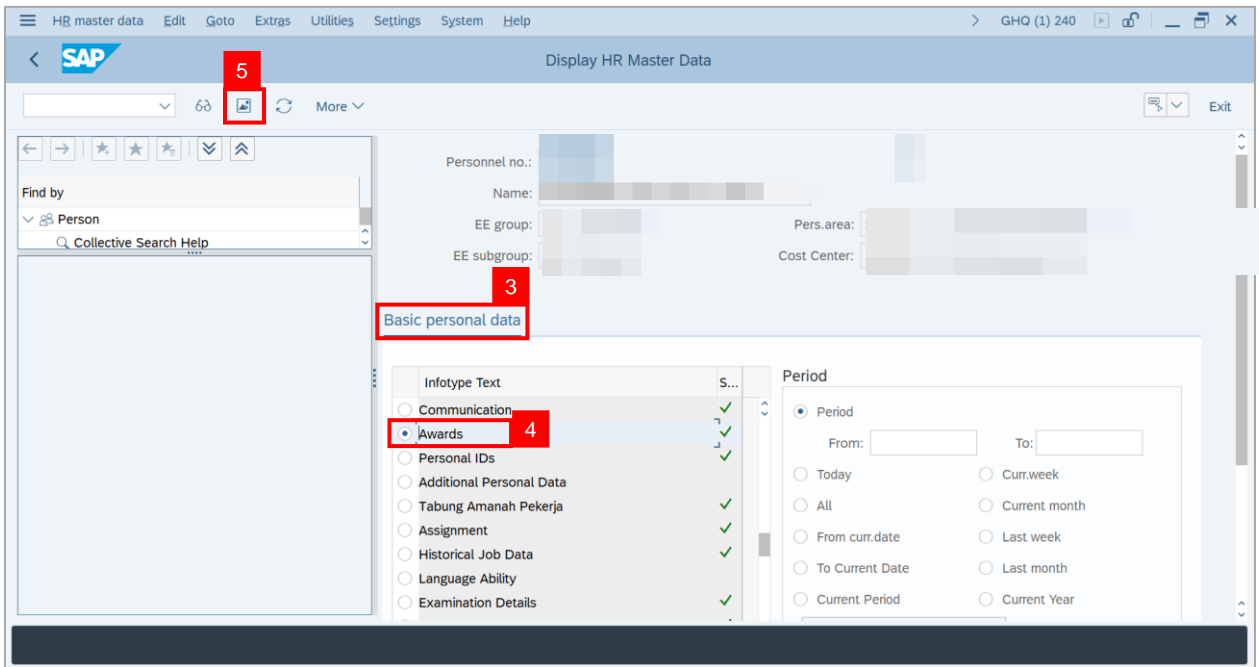**Note: Display HR Master Data** page will be displayed.

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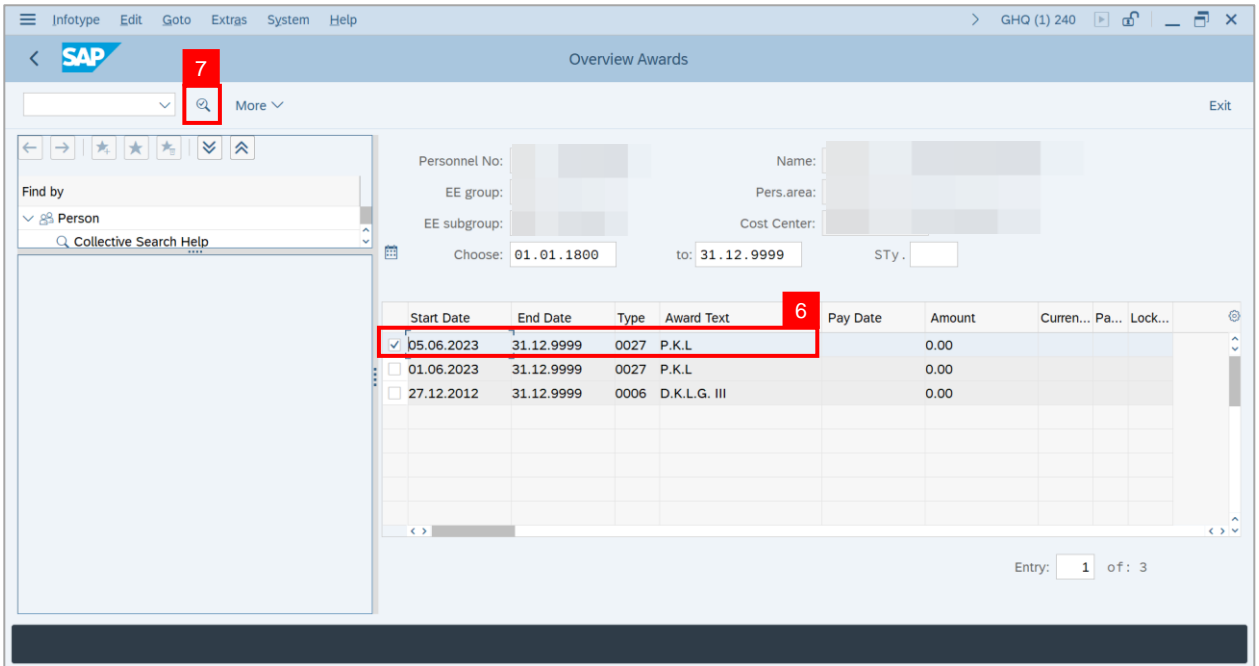

3. Navigate to **Basic personal data.**

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

5. Click on **Overview** icon.

6. Select desired **Awards** and **Tick** on checkbox.
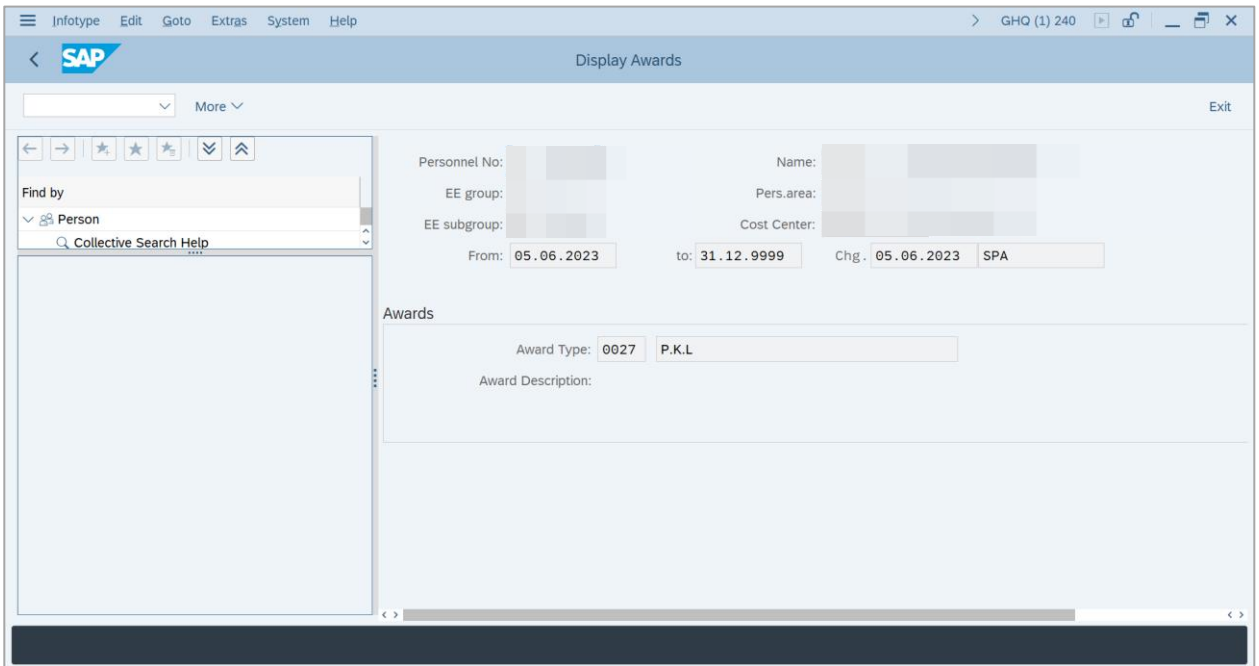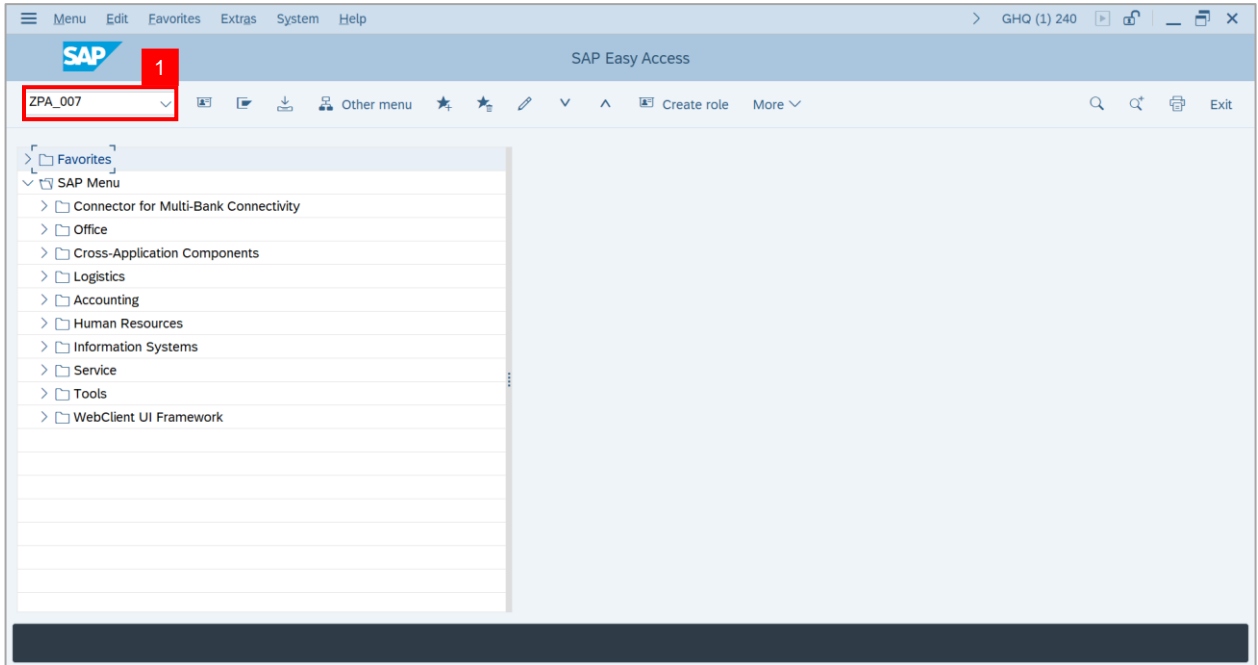
7. Click on **Choose** icon.

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

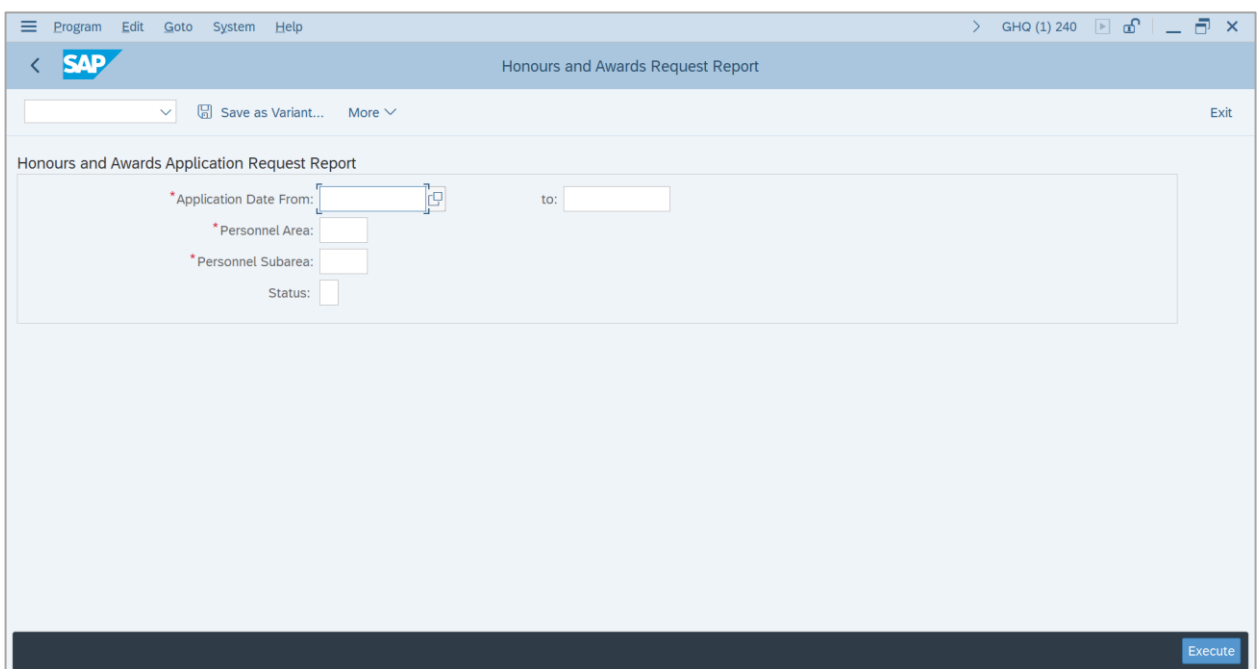| GENERATE REPORT	**Backend User**
	Department HR Administrator

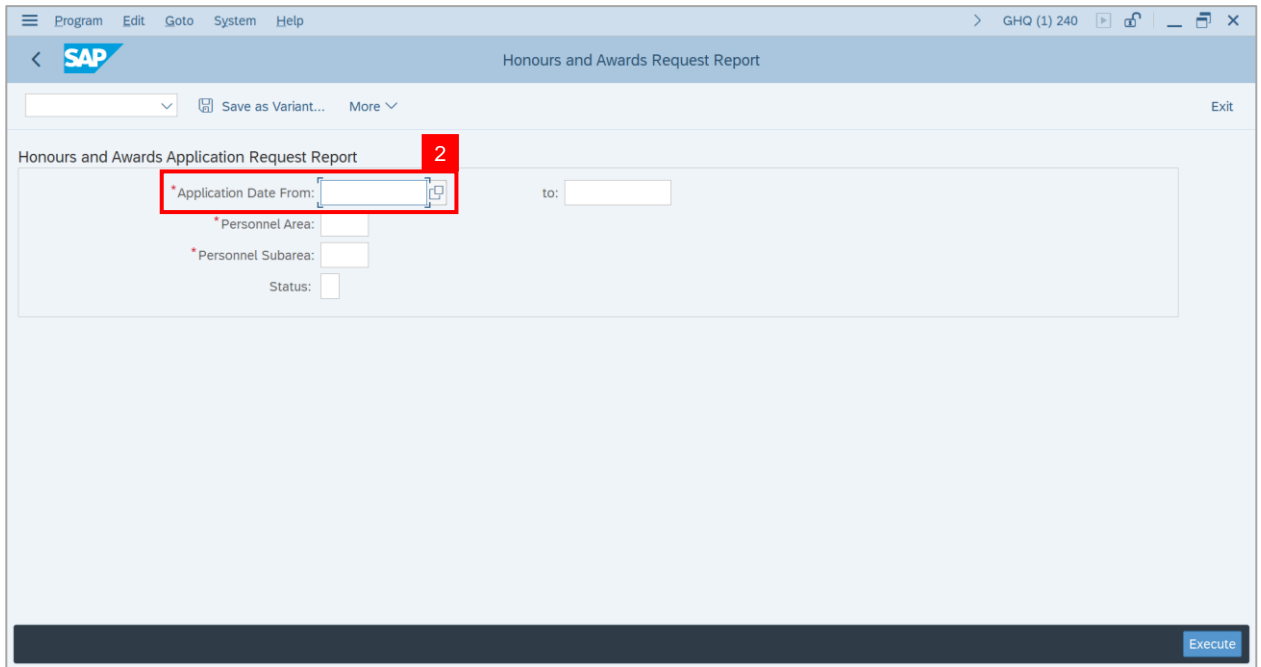Log into SAP GUI (Back End) and proceed with the following steps.

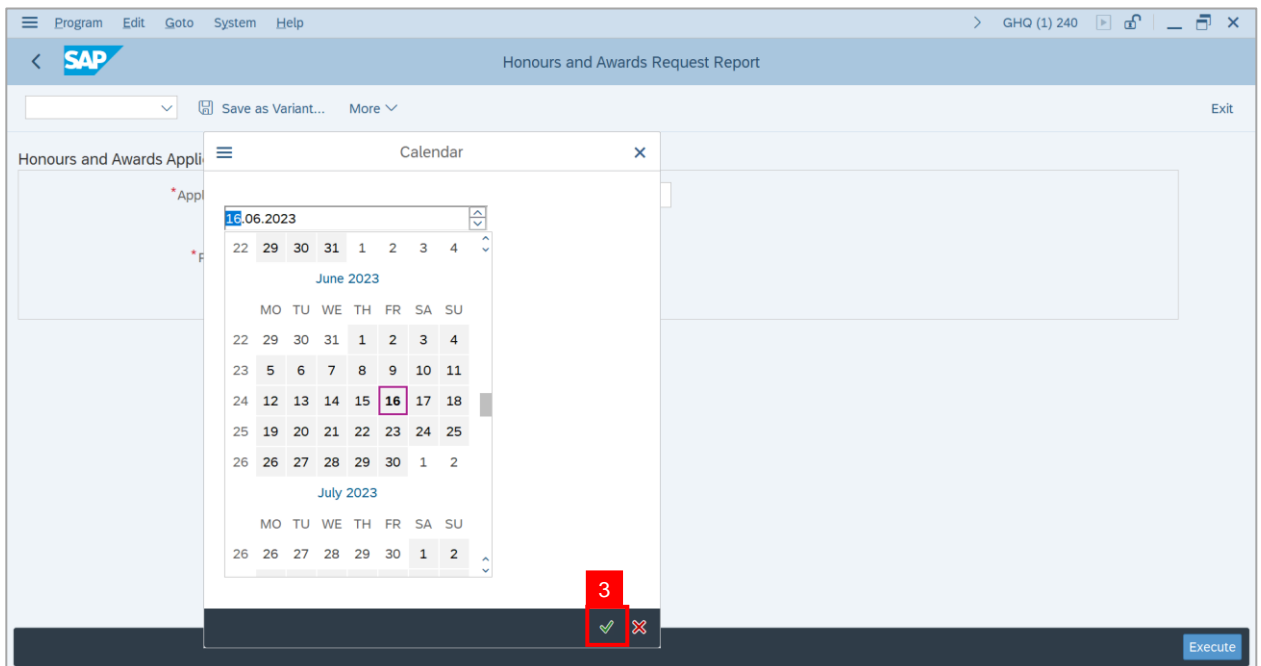1. Enter **ZPA_007** in the search bar.

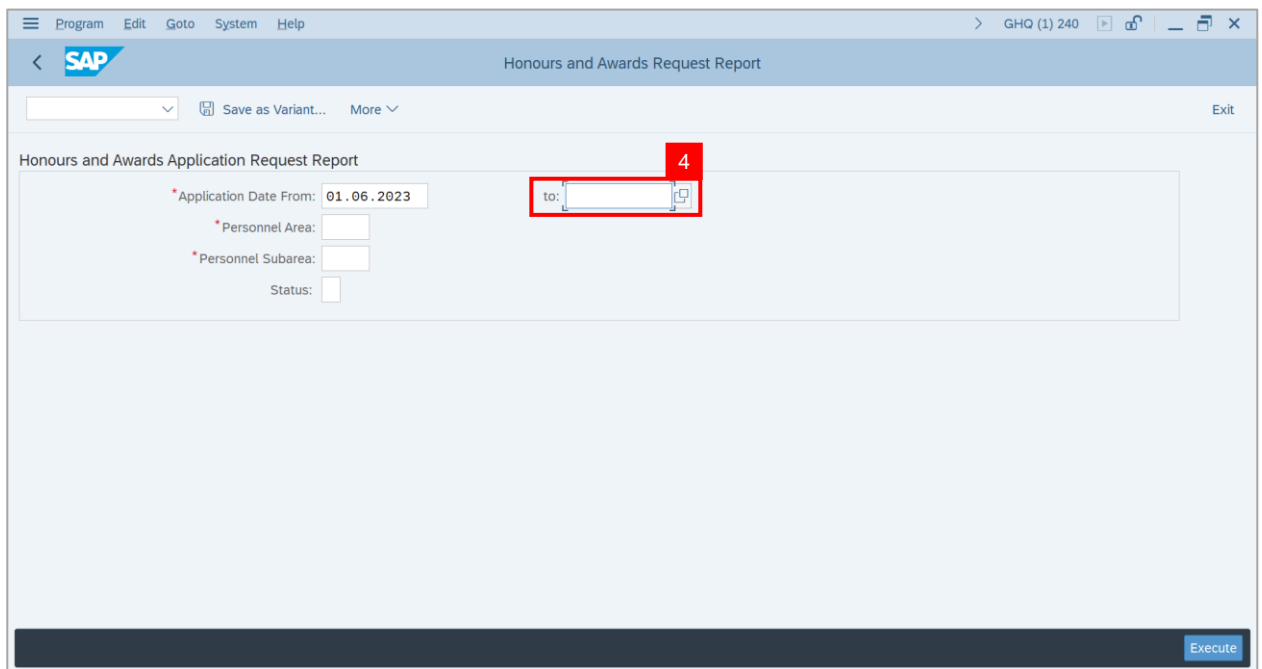**Note: Honours and Awards Request Report** page will be displayed.

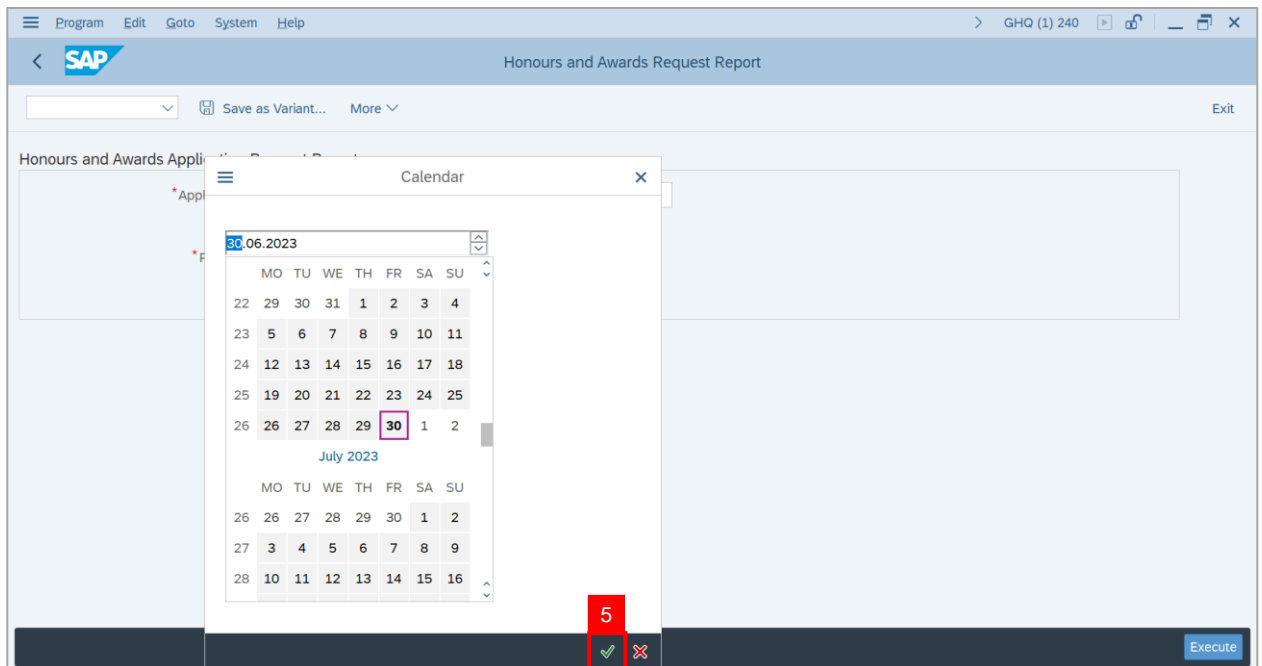2. Navigate to **Application Date From** and click on **Lookup icon.**

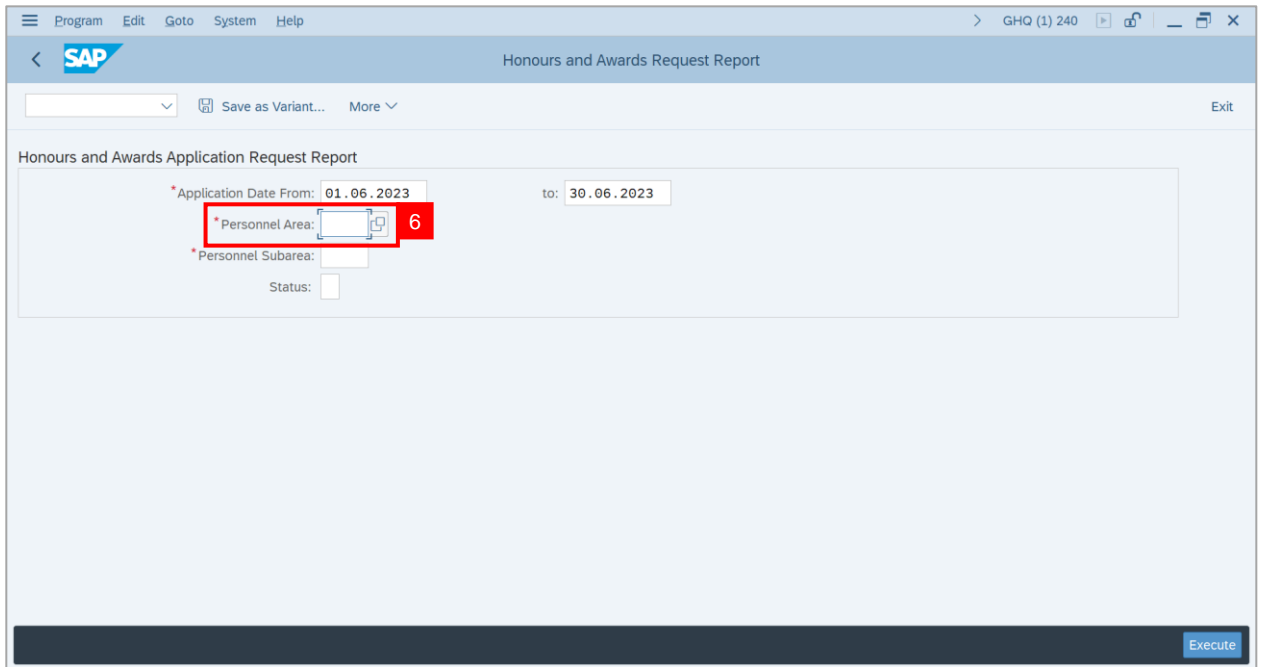3. Select desired **Date** and click on **Tick** button.

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

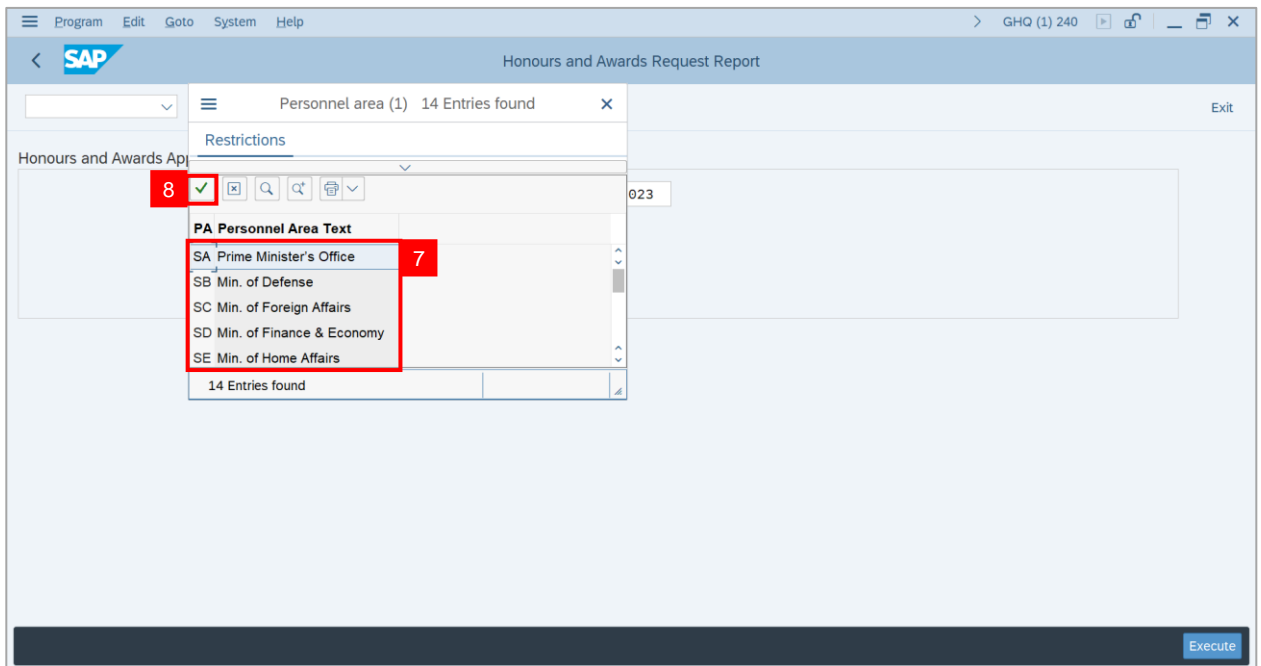5. Select desired **Date** and click on **Tick** button.

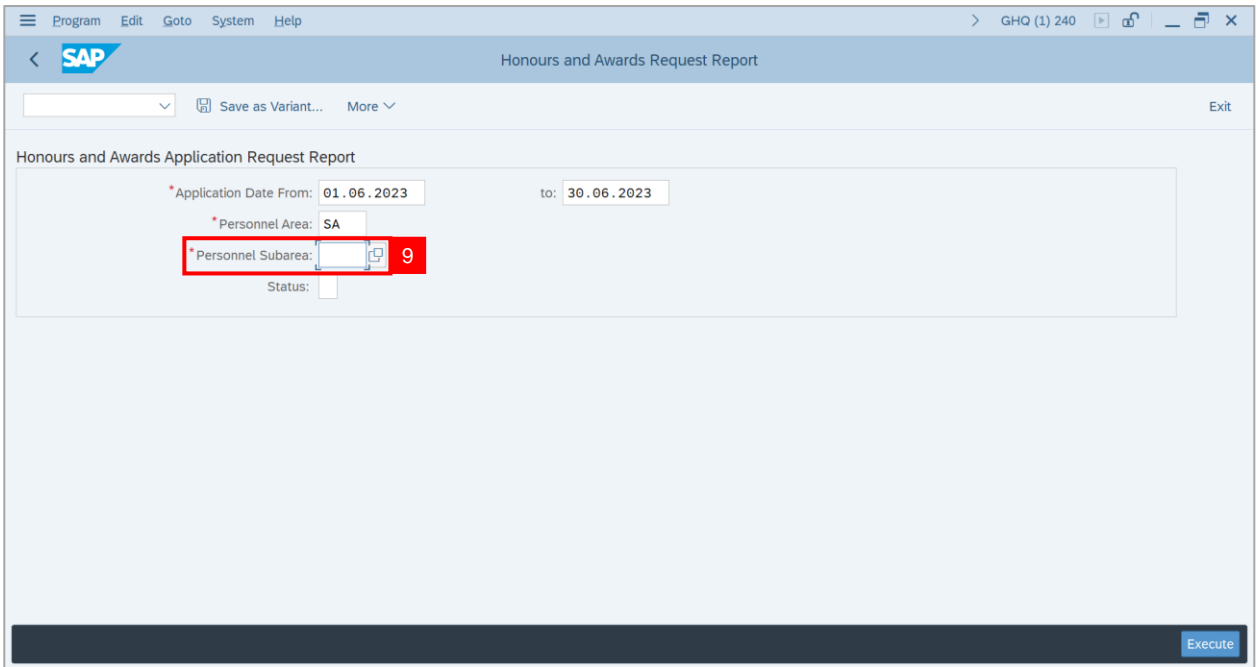6. Navigate to **Personnel Area** and click on **Lookup** icon.

7. Select **Personnel Area**.
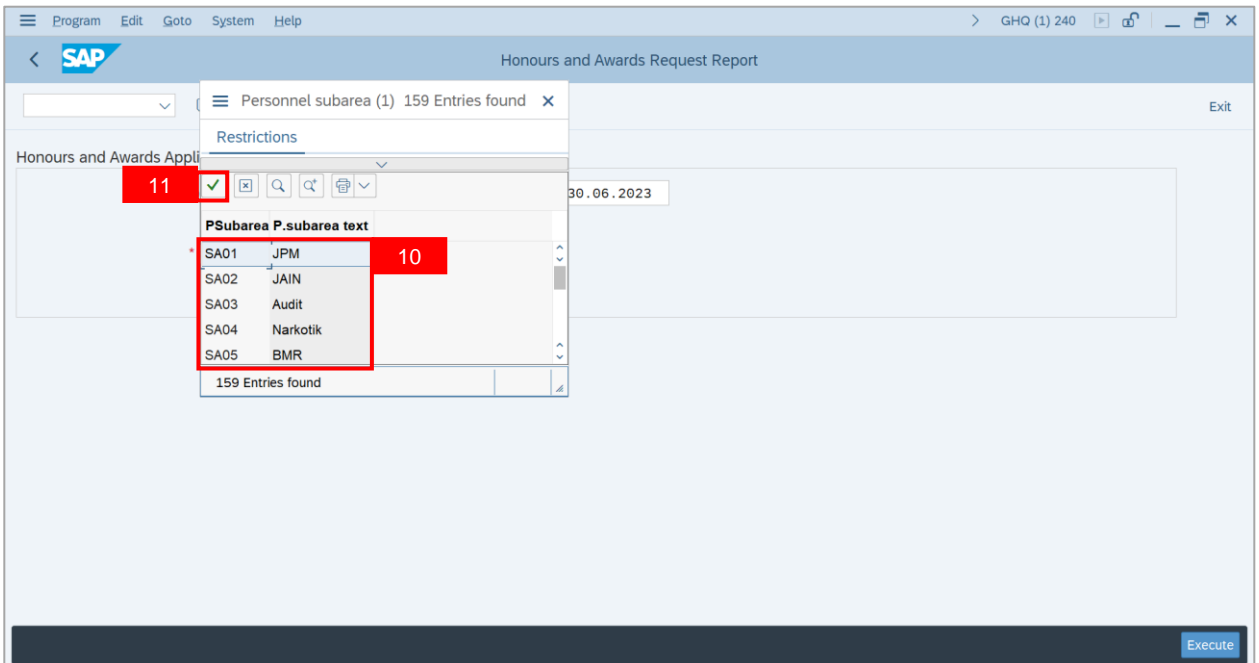
8. Click on **Tick** button.

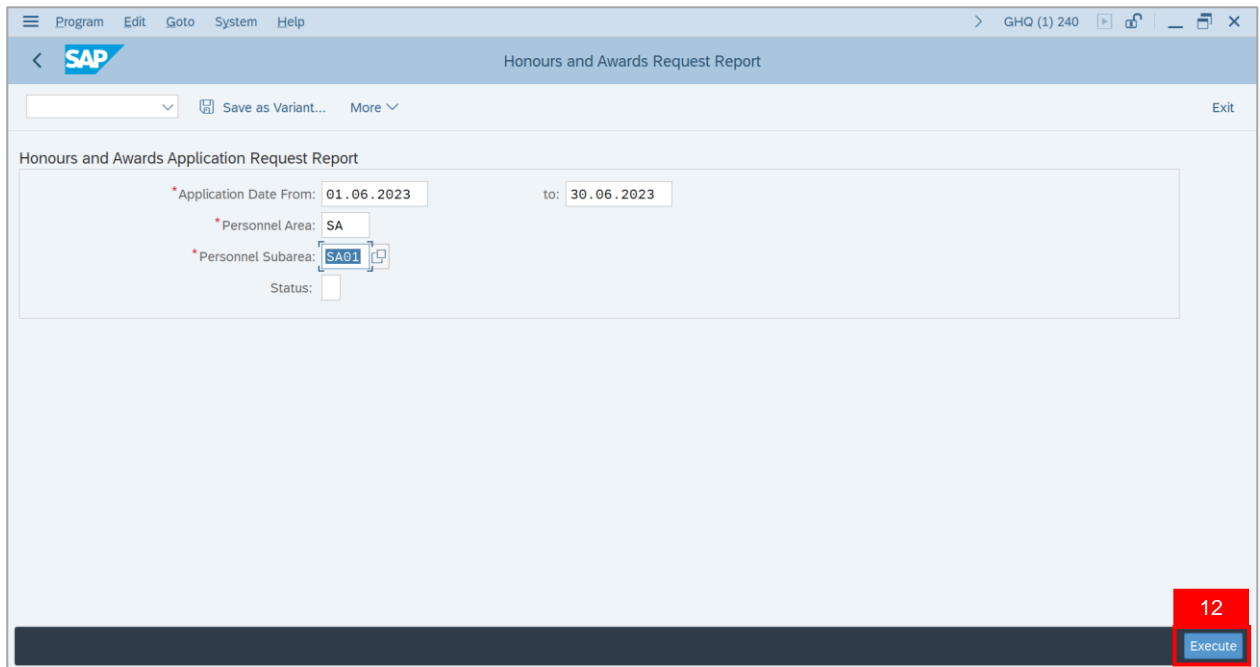9. Navigate to **Personnel Subarea** and click on **Lookup** icon.

10. Select **Personnel Area**.
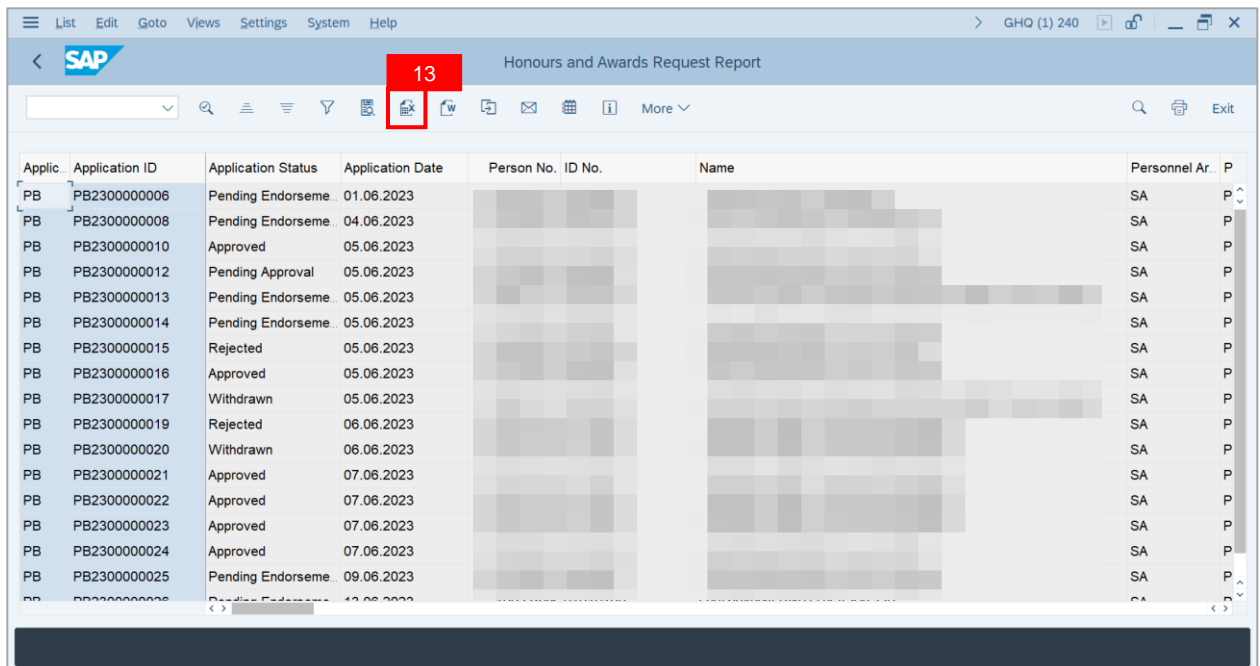
11. Click on **Tick** button.
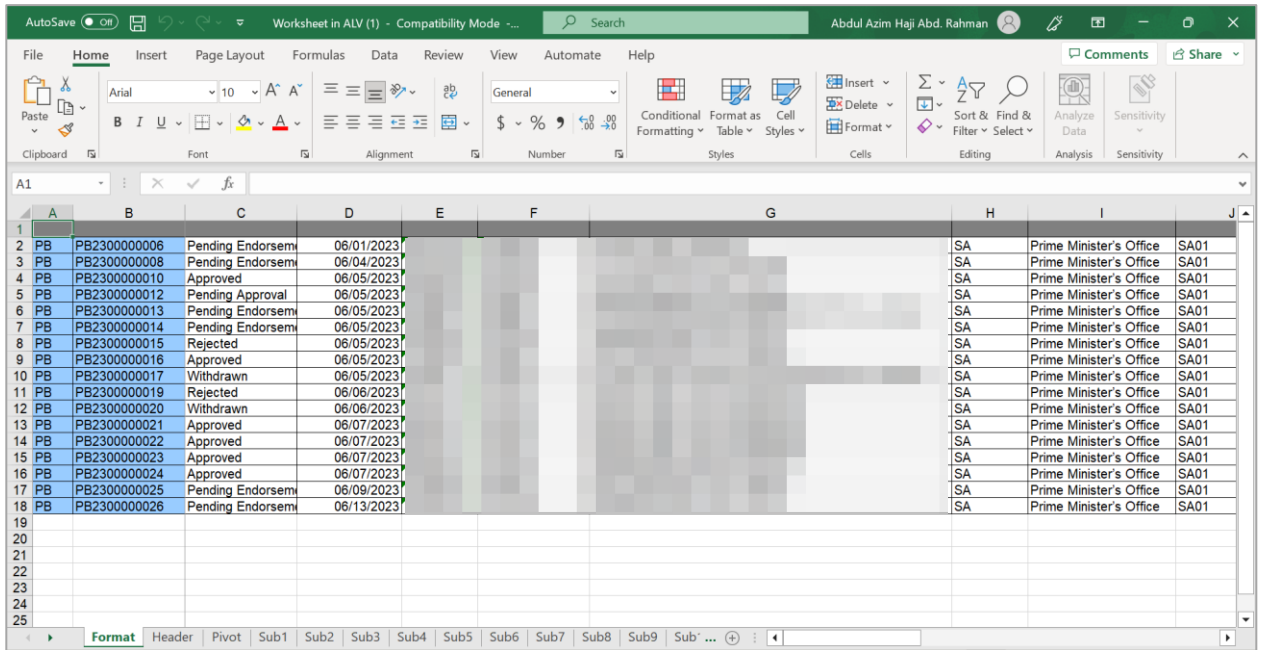
12. Click on **Execute** button.

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.