



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Ministry HQ Endorser**

**Backend (SAP GUI)**

**Employee Movement (PA):**

**Honours & Awards**

VERSION: 2.0

## INTRODUCTION

This user guide acts as a reference for **Ministry HQ Endorser (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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface / Back End
<b>FIORI</b>	Front End / Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

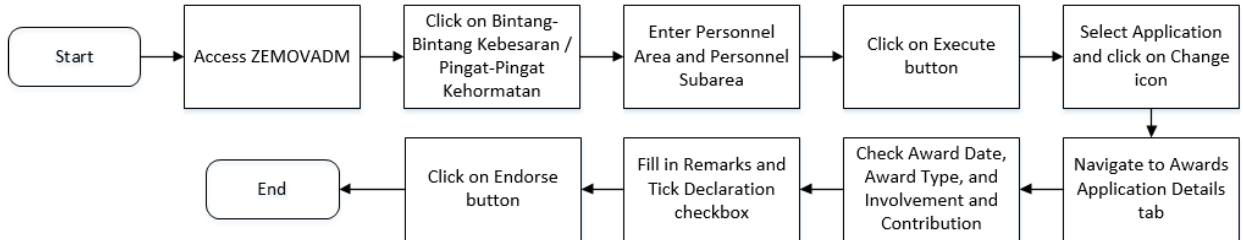


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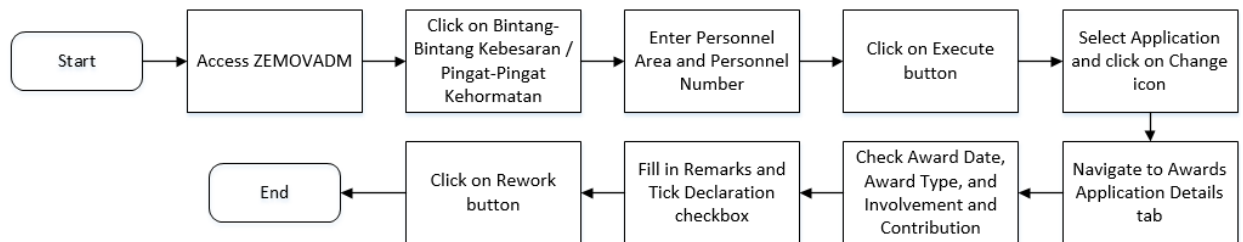
Topics	Page
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## Process Overview

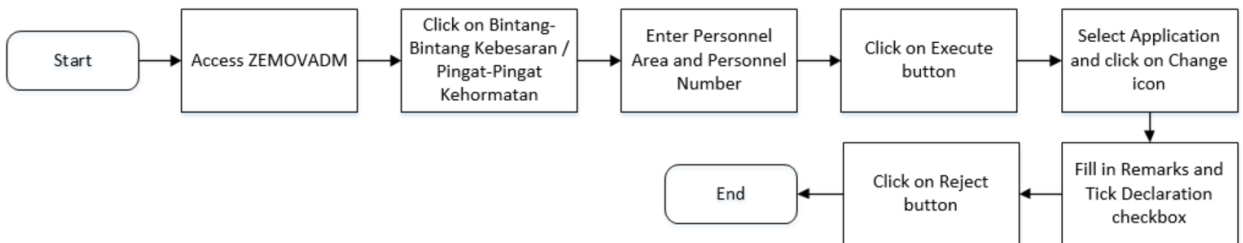
### Endorse Application



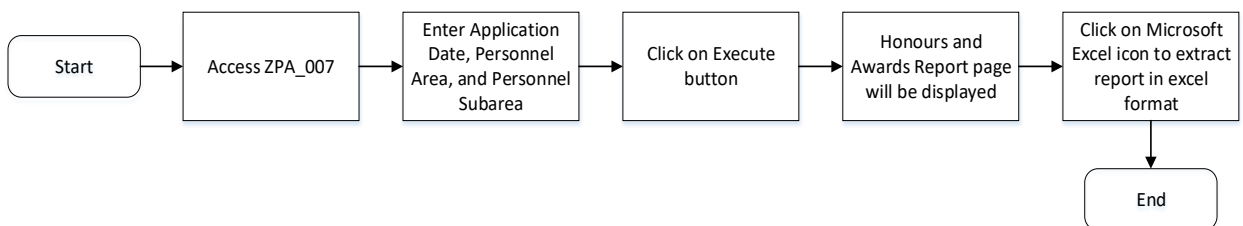
### Rework Application



### Reject Application



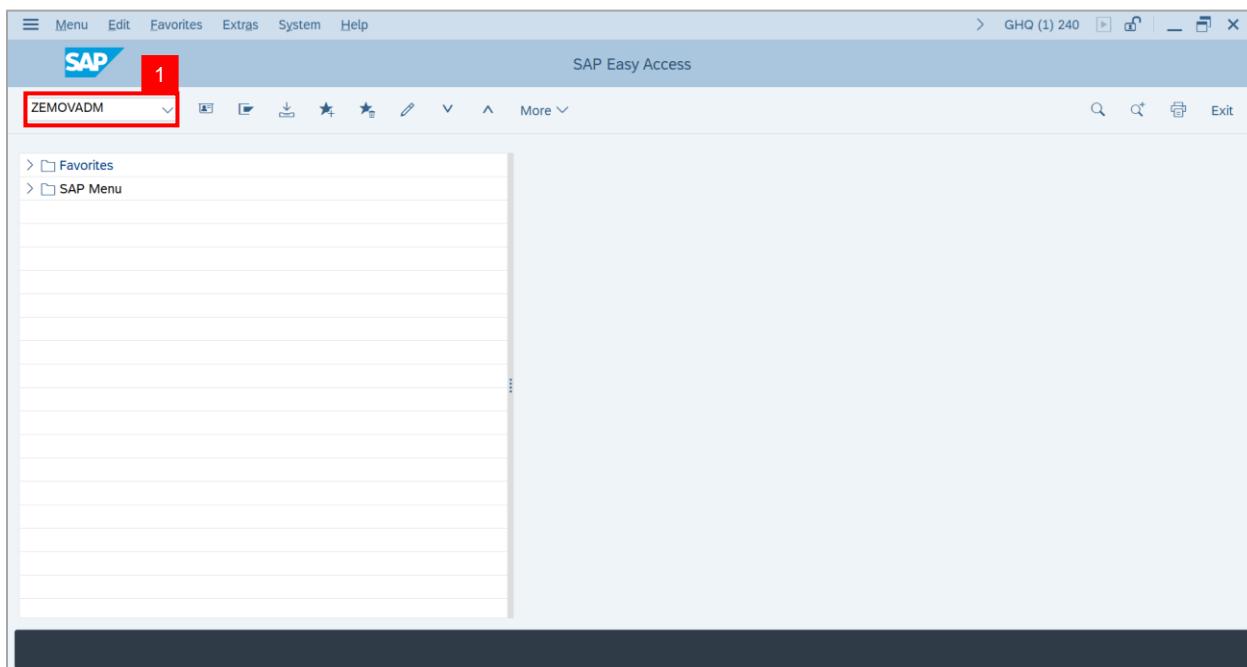
### Generate Report



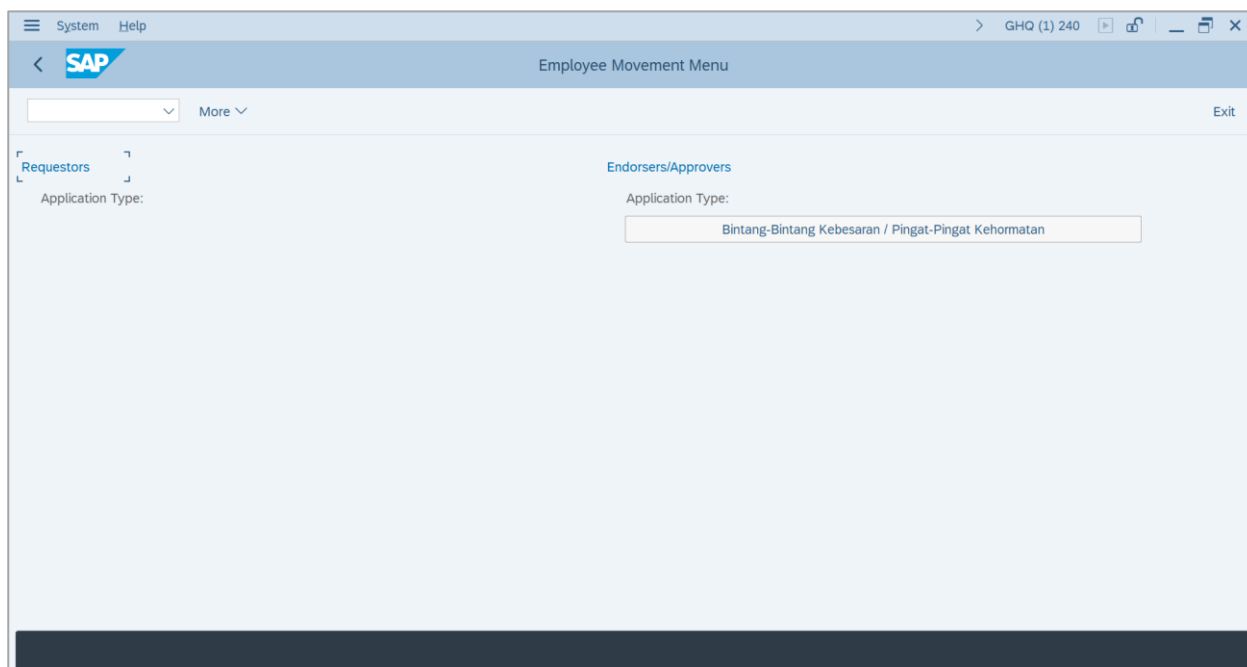
<b>ENDORSE APPLICATION</b>	<b>Backend User</b>
	Ministry HQ

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

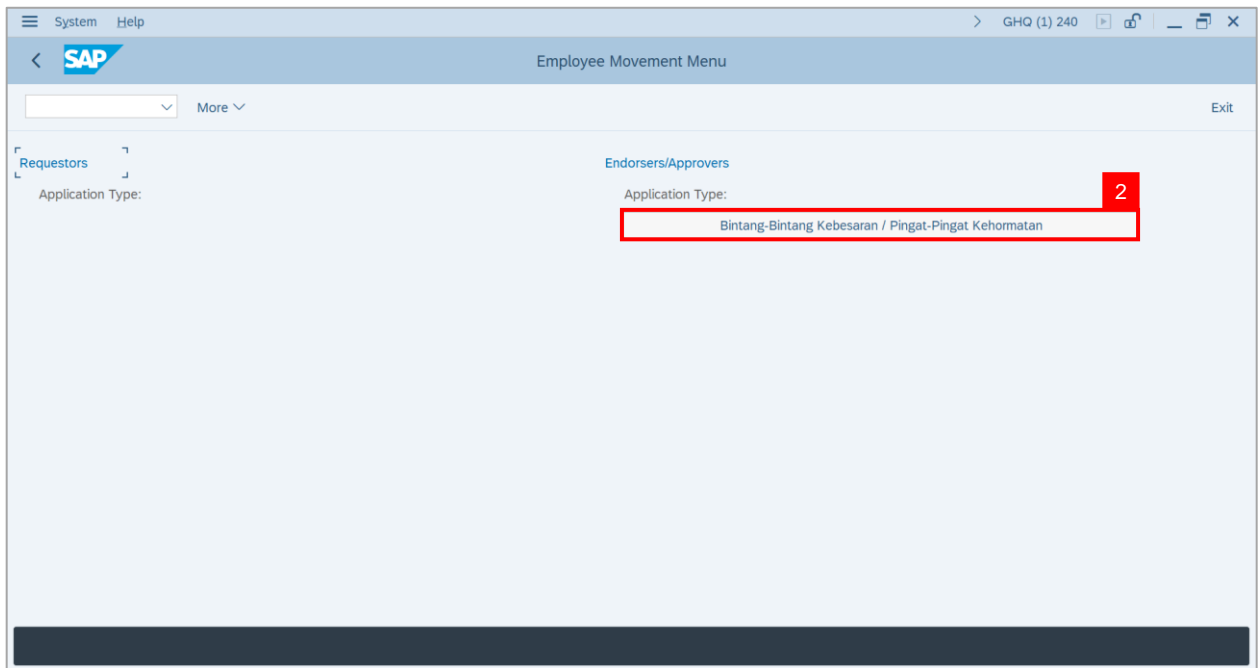
1. Enter **ZEMOVADM** in the search bar.



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



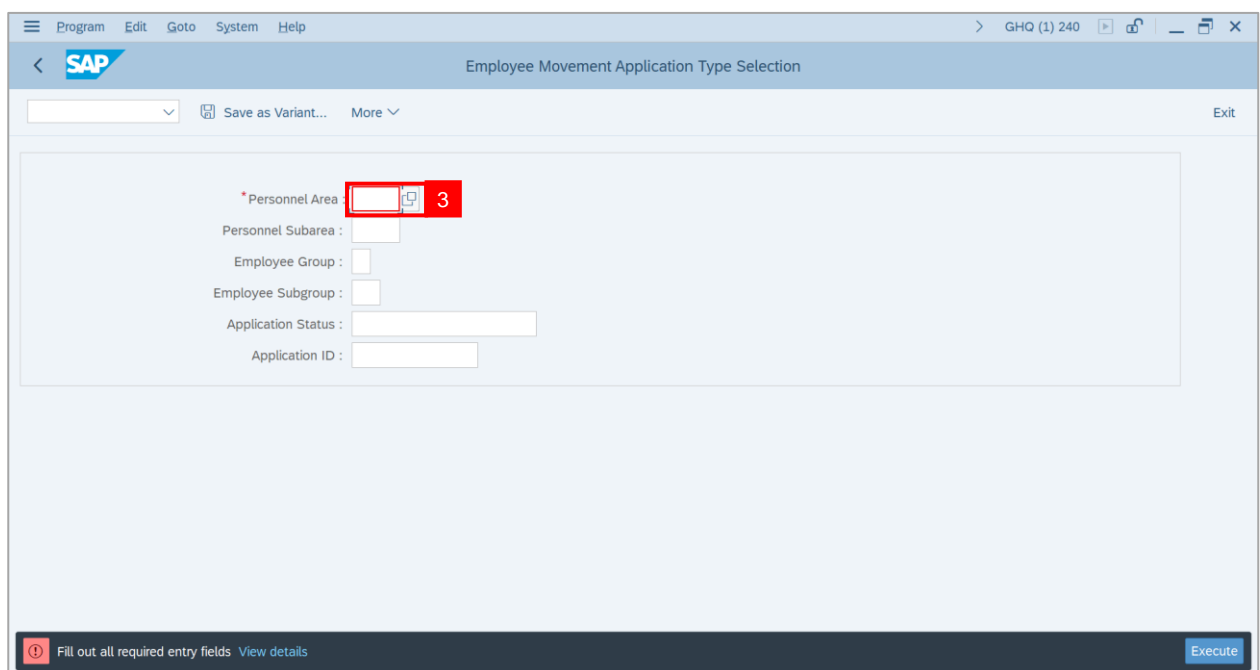
- Under **Endorsers / Approvers: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



The screenshot shows the SAP Employee Movement Menu interface. The 'Endorsers/Approvers' section is active, and the 'Application Type' dropdown menu is open, displaying the option 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan' which is highlighted with a red box and a red '2' in the top right corner. The 'Requestors' section is also visible on the left.

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

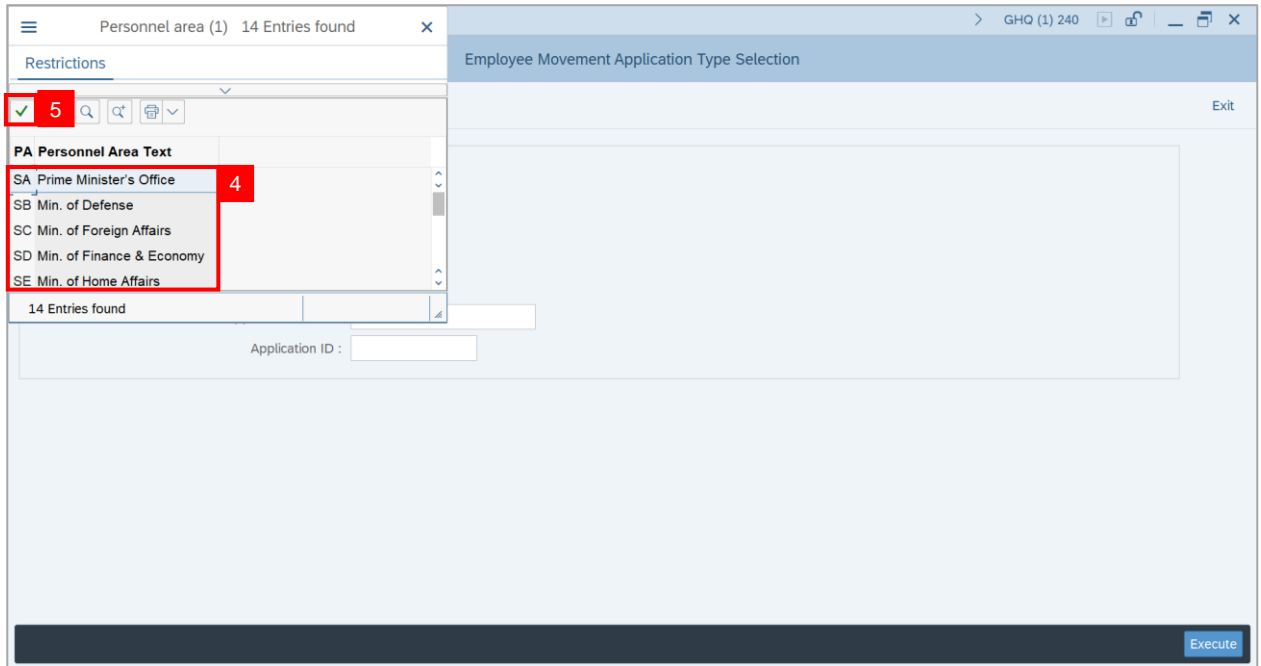
- Navigate to **Personnel Area** and click on the **Lookup** button.



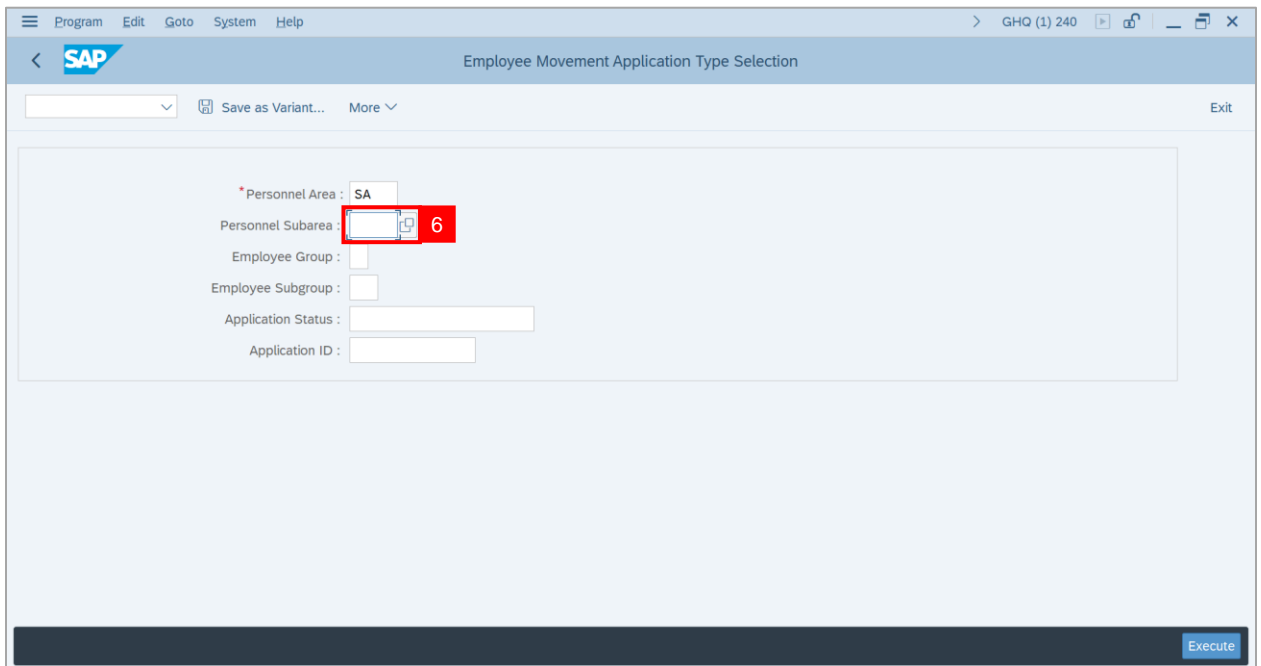
The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3' in the top right corner, indicating the next step in the process. Other fields like 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID' are also visible. The 'Execute' button is located at the bottom right of the page.

4. Select **Personnel Area**.

5. Click on **Tick** button.

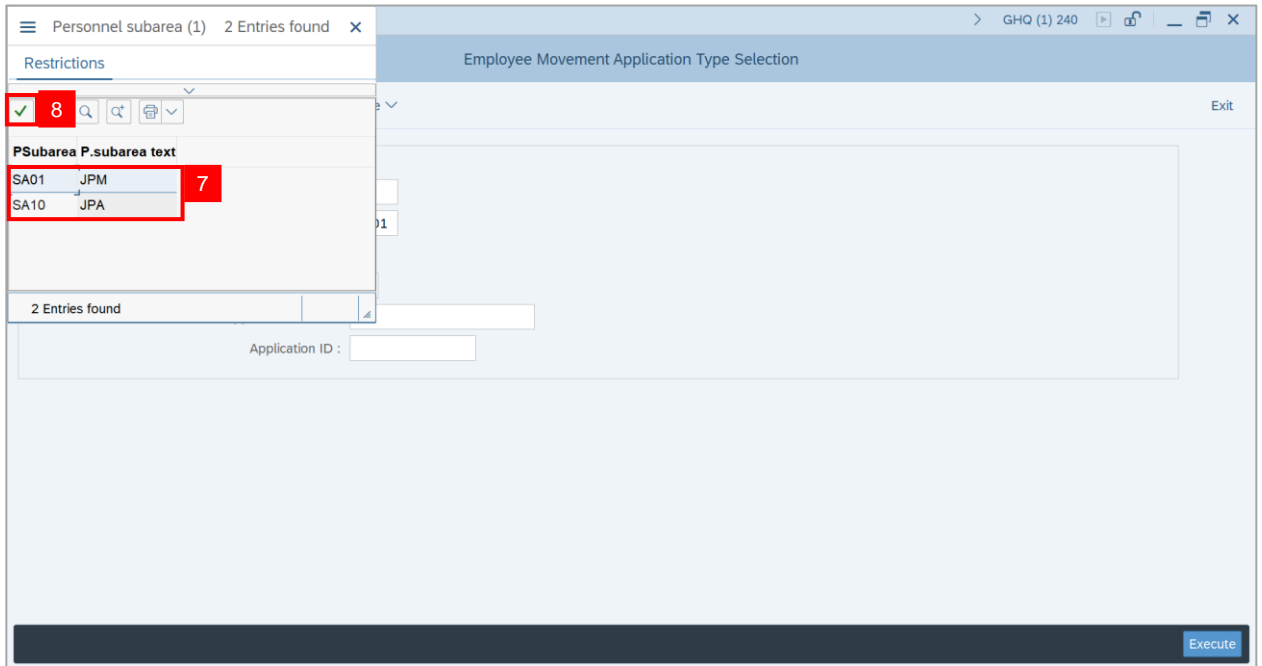


6. Navigate to **Personnel Subarea**, click on **Lookup** button.

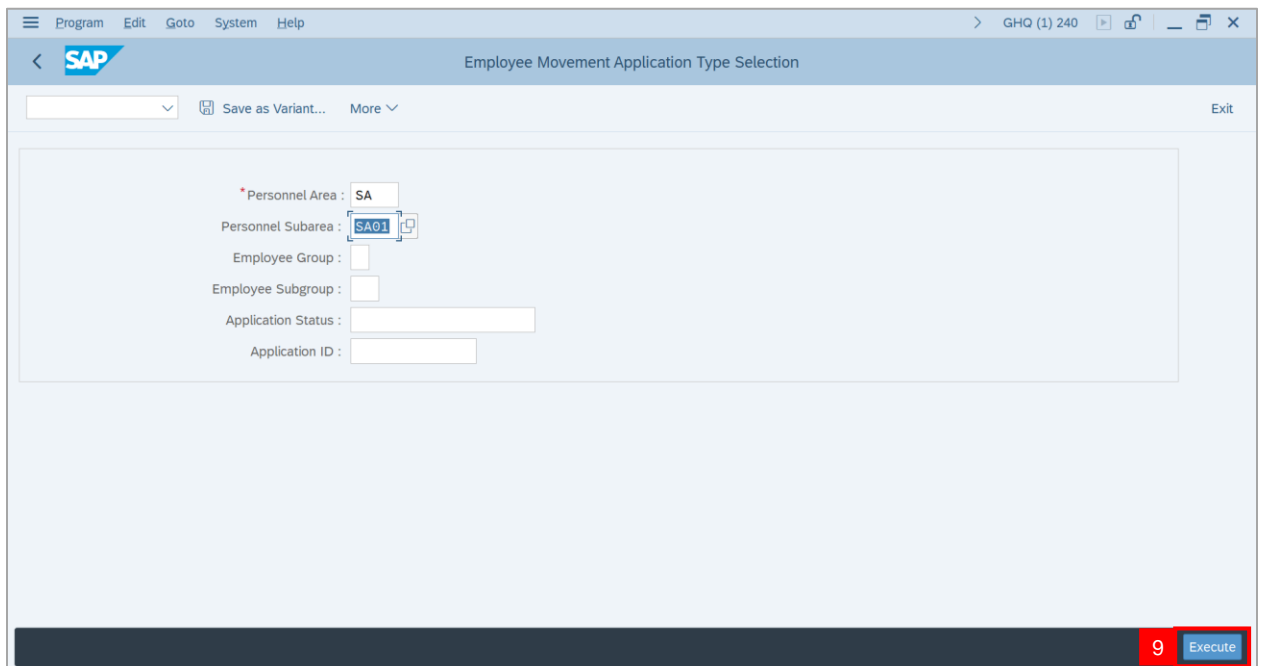


7. Select **Personnel Subarea**.

8. Click on **Tick** button.



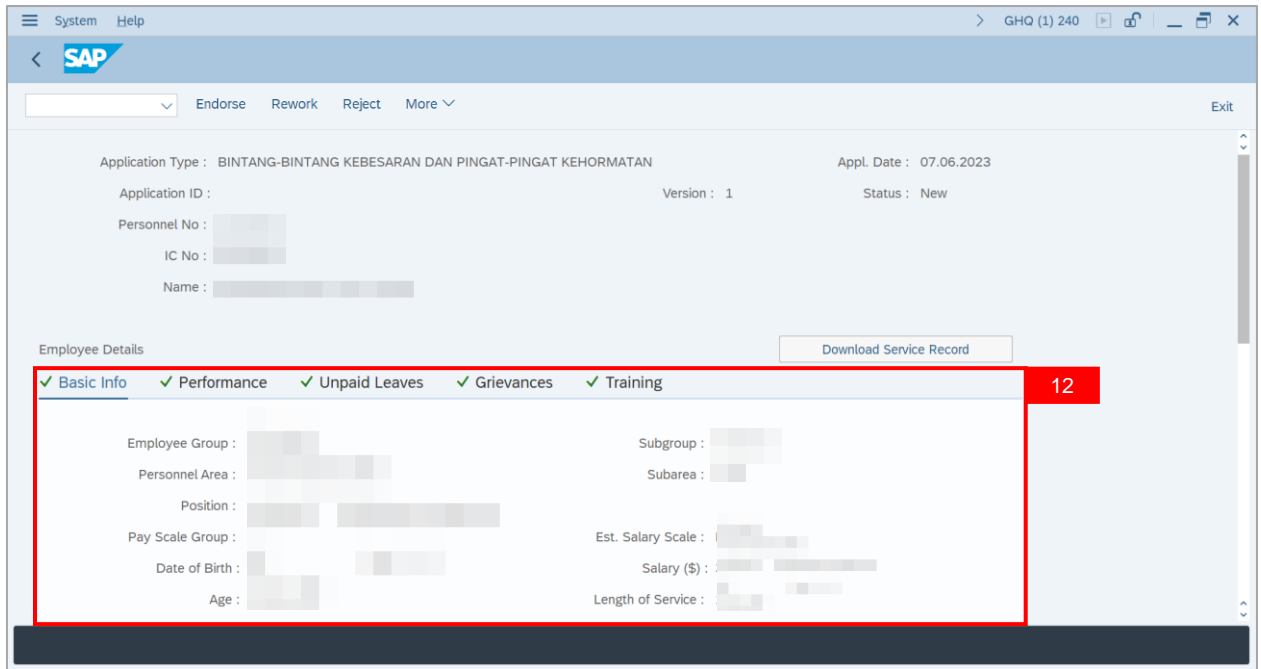
9. Click on **Execute** button.







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



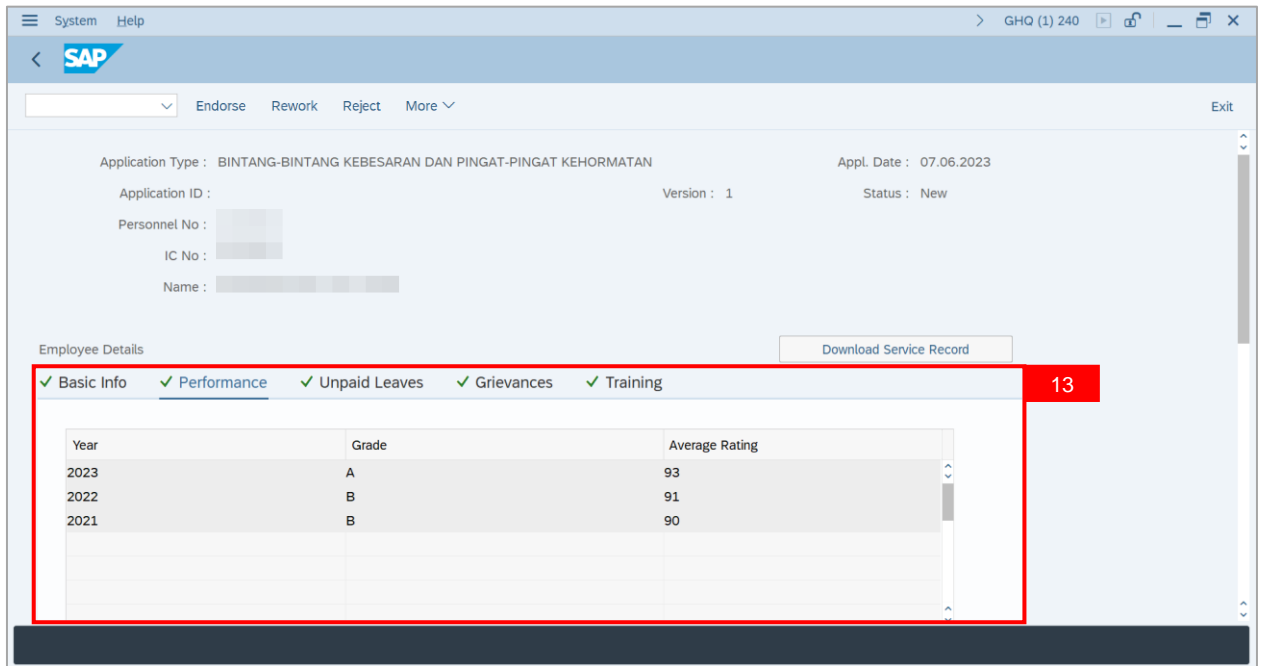
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN      Appl. Date : 07.06.2023  
 Application ID :      Version : 1      Status : New  
 Personnel No : [Redacted]  
 IC No : [Redacted]  
 Name : [Redacted]

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]

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



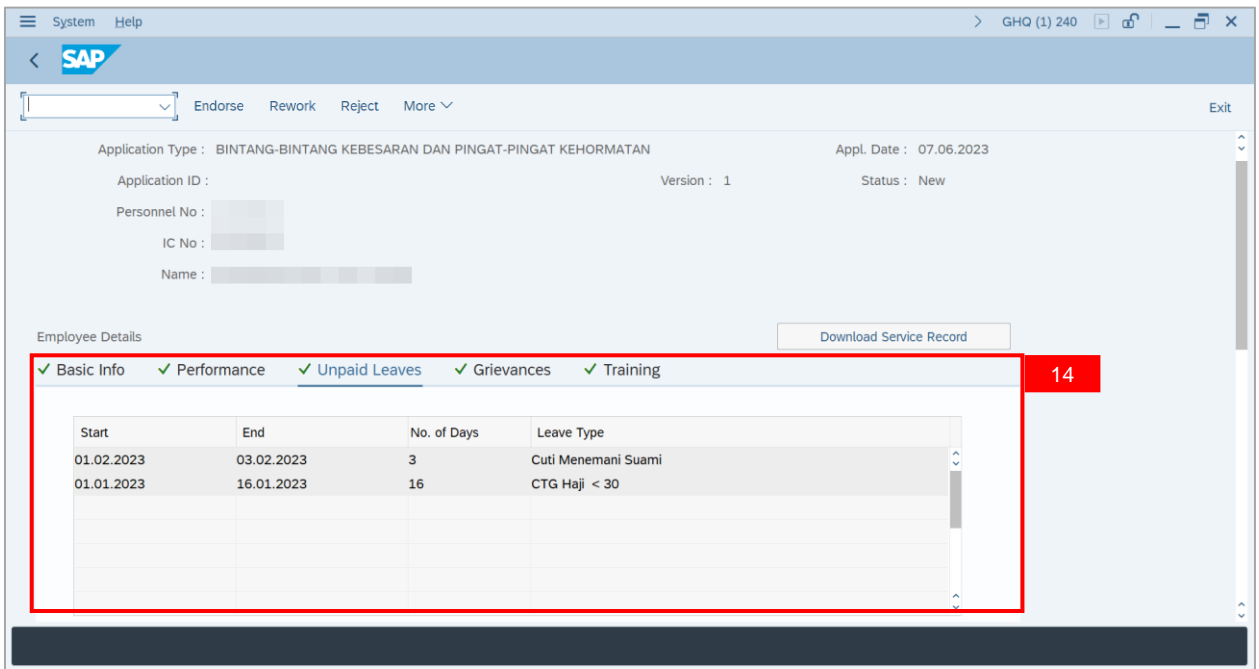
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN      Appl. Date : 07.06.2023  
 Application ID :      Version : 1      Status : New  
 Personnel No : [Redacted]  
 IC No : [Redacted]  
 Name : [Redacted]

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

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



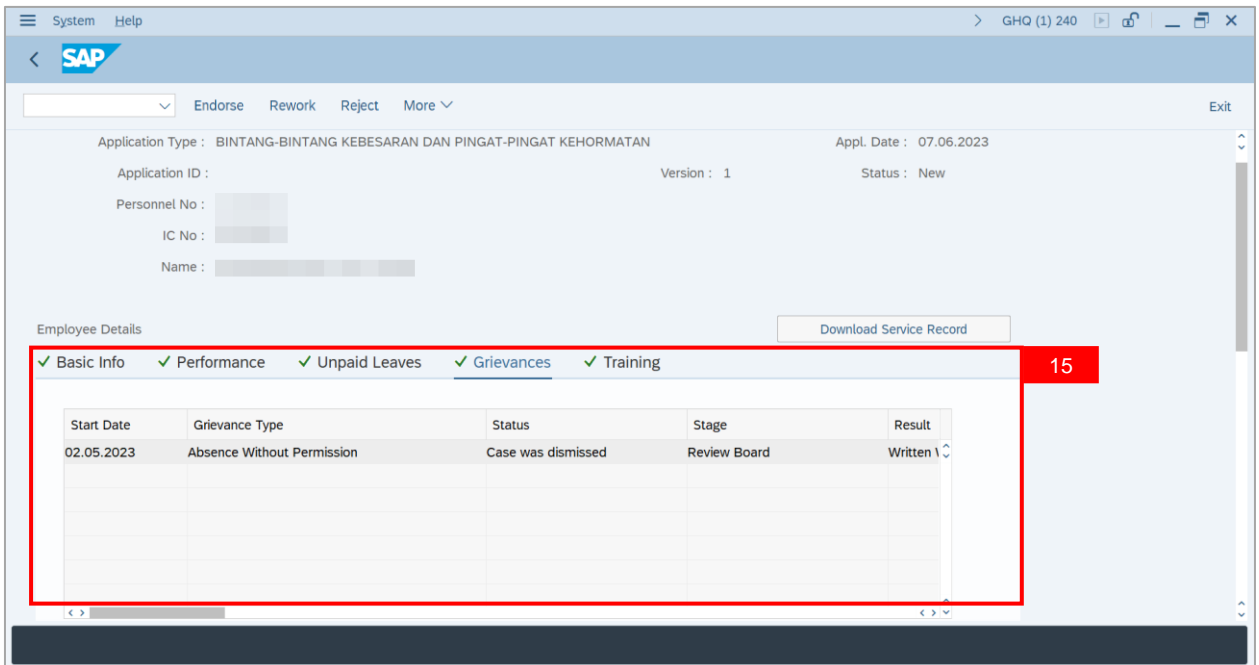
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN      Appl. Date : 07.06.2023  
 Application ID :      Version : 1      Status : New  
 Personnel No : [Redacted]  
 IC No : [Redacted]  
 Name : [Redacted]

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

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



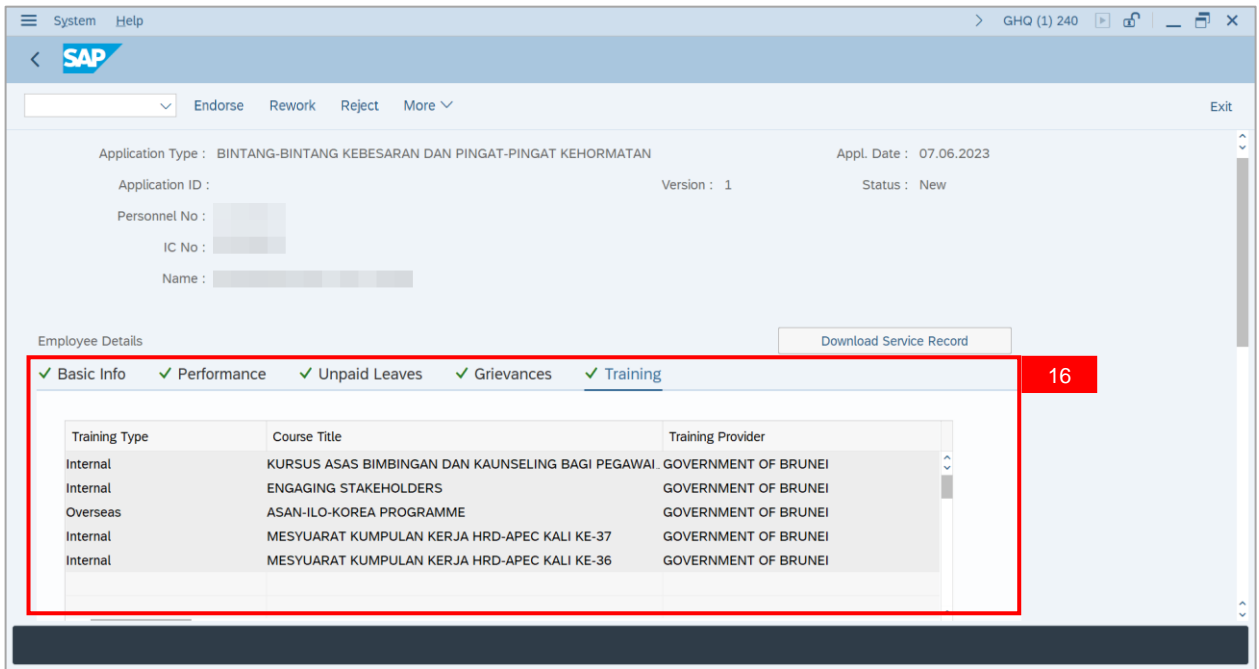
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN      Appl. Date : 07.06.2023  
 Application ID :      Version : 1      Status : New  
 Personnel No : [Redacted]  
 IC No : [Redacted]  
 Name : [Redacted]

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

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



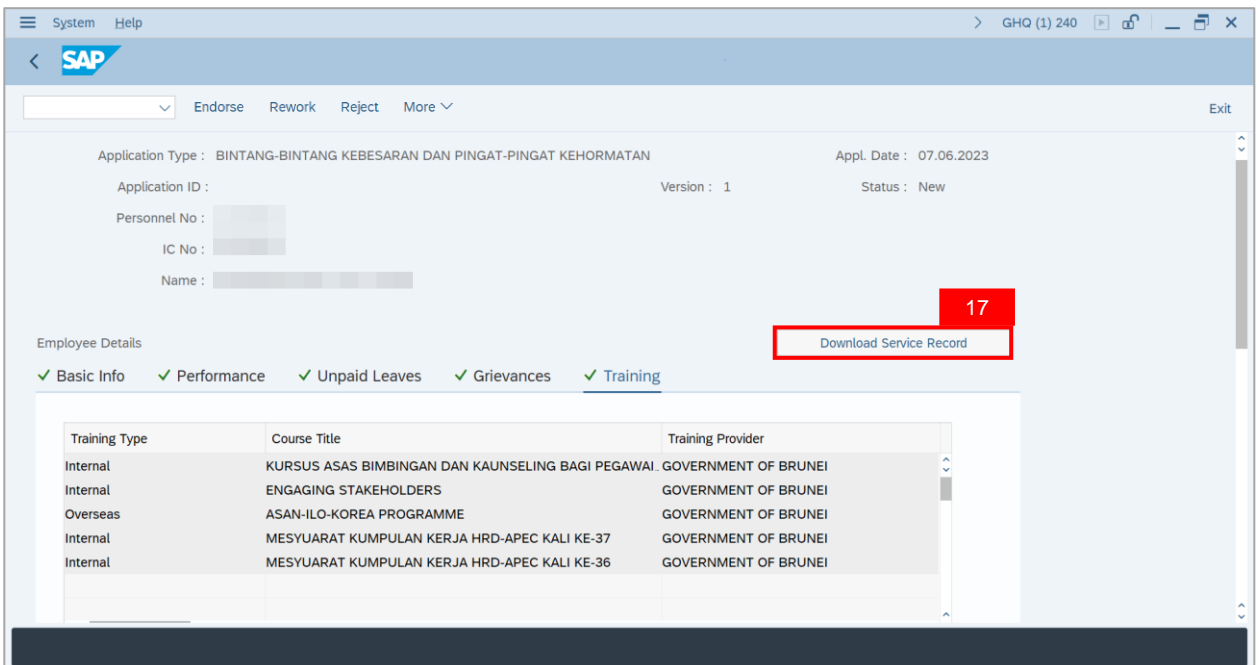
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023  
 Application ID : Version : 1 Status : New  
 Personnel No :  
 IC No :  
 Name :

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

17. Click **Download Service Record** (Optional).



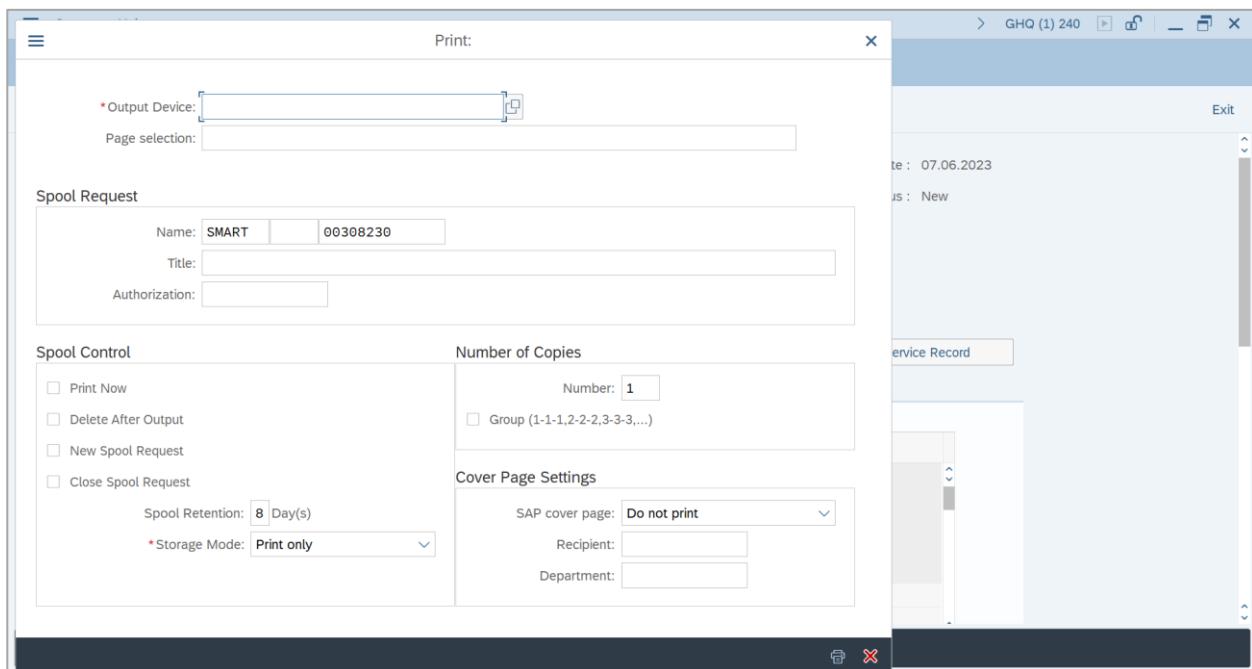
Application Type : BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT KEHORMATAN Appl. Date : 07.06.2023  
 Application ID : Version : 1 Status : New  
 Personnel No :  
 IC No :  
 Name :

Employee Details Download Service Record

Basic Info
  Performance
  Unpaid Leaves
  Grievances
  Training

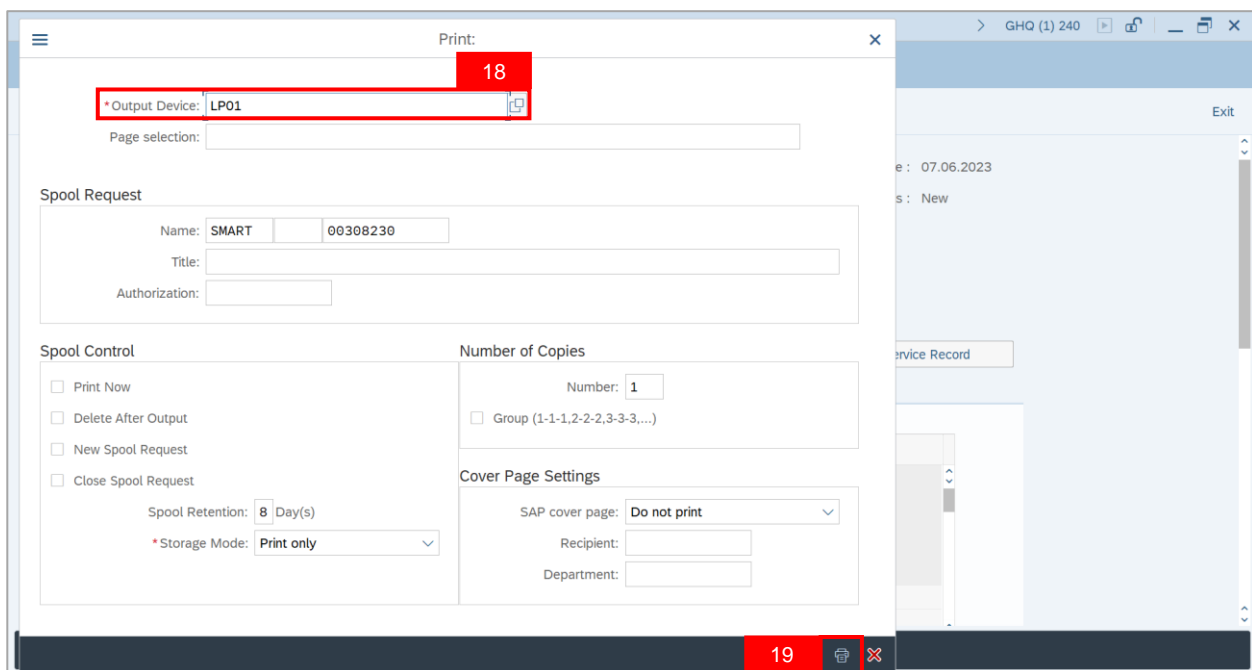
Training Type	Course Title	Training Provider
Internal	KURSUS ASAS BIMBINGAN DAN KAUNSELING BAGI PEGAWAI	GOVERNMENT OF BRUNEI
Internal	ENGAGING STAKEHOLDERS	GOVERNMENT OF BRUNEI
Overseas	ASAN-ILO-KOREA PROGRAMME	GOVERNMENT OF BRUNEI
Internal	MESYUARAT KUMPULAN KERJA HRD-APEC KALI KE-37	GOVERNMENT OF BRUNEI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

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



18. Navigate to **Output Device** and key in **“LP01”**.

19. Click on **Print** button.

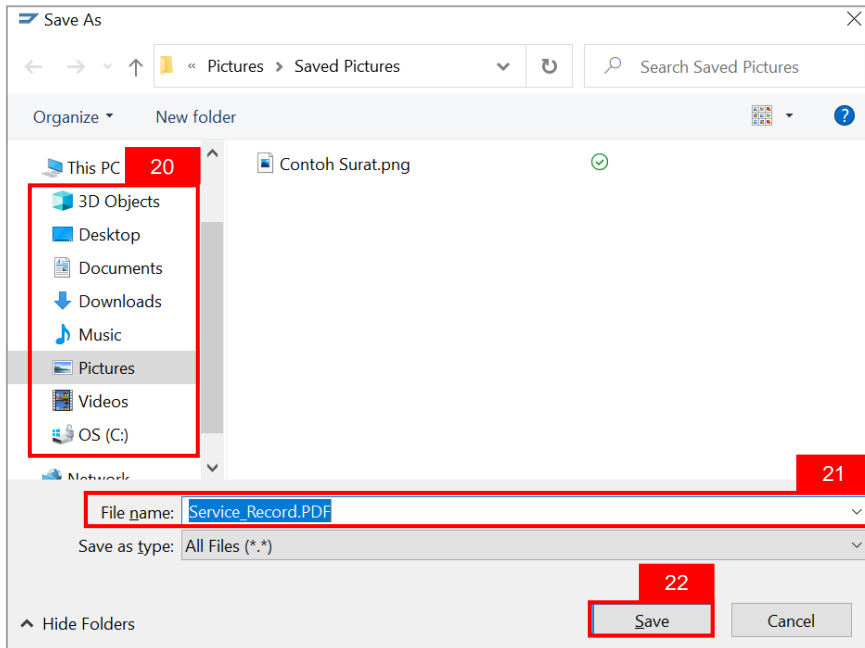


**Note:** Desktop Save As page will be displayed.

20. Select **Save Location**.

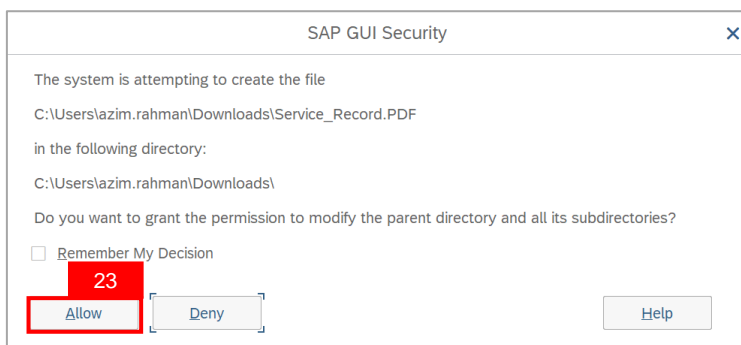
21. Ensure that **File name** is entered correctly.

22. Click on **Save** button.

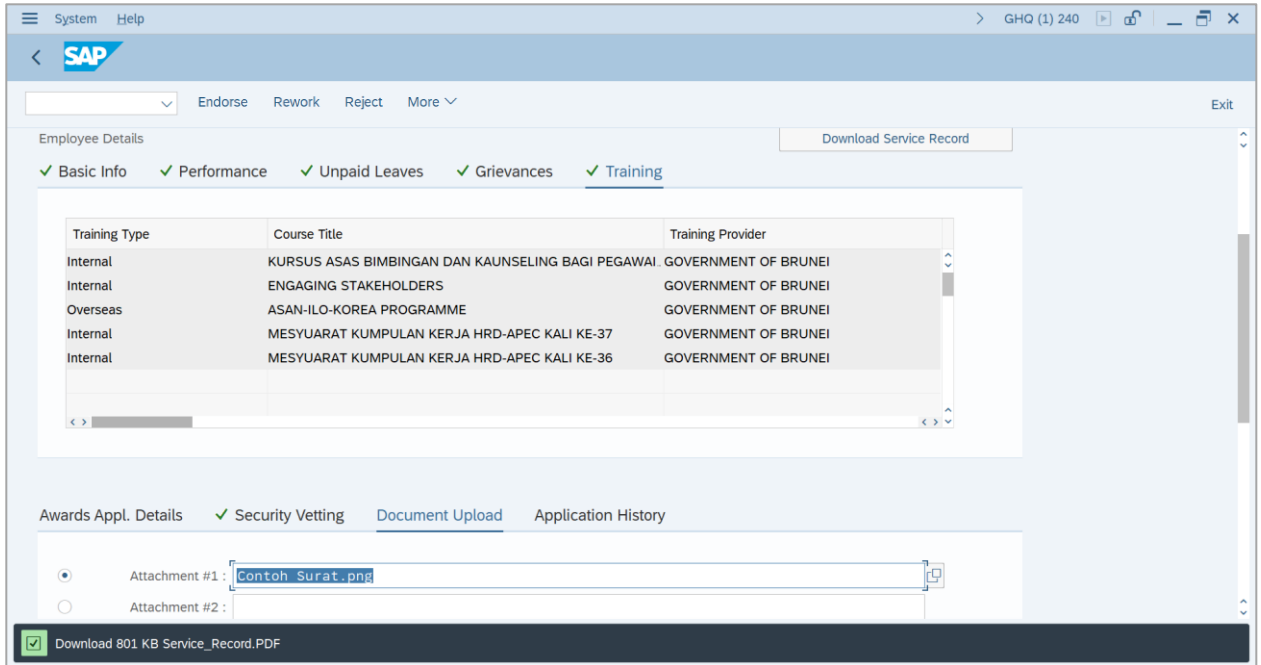


**Note:** The SAP GUI Security page will be displayed.

23. Click on **Allow** button.

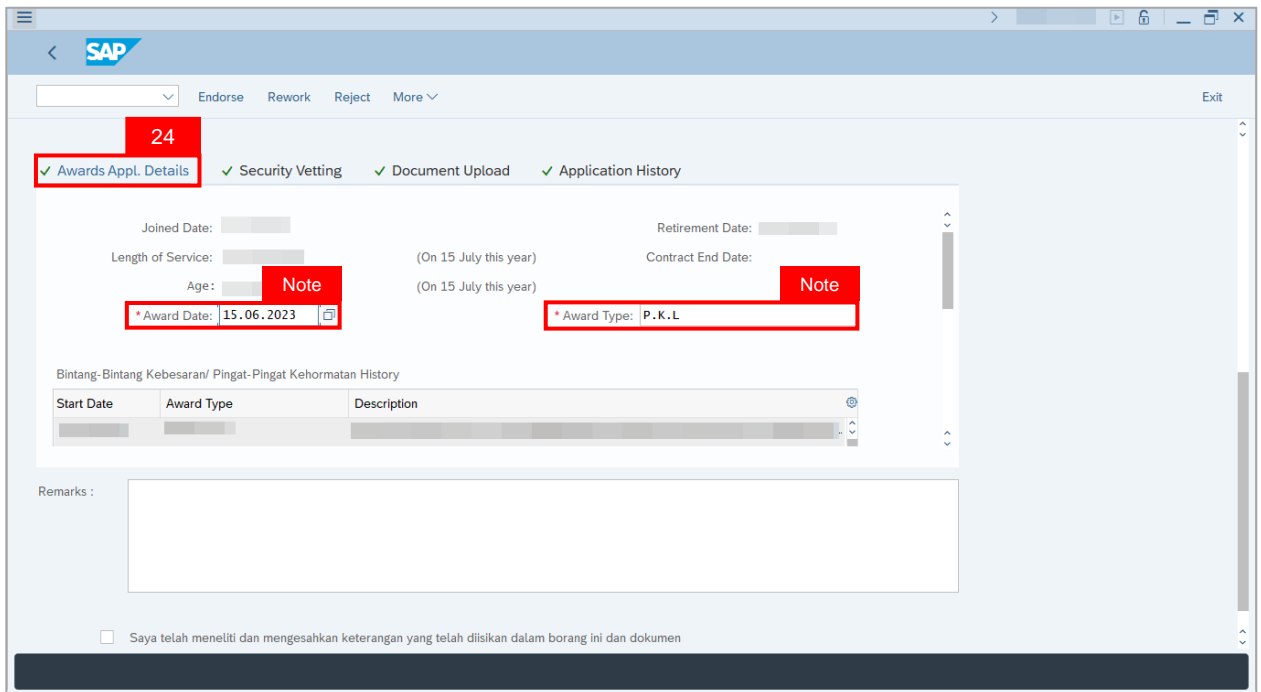


**Note: Service Record** has been successfully downloaded.



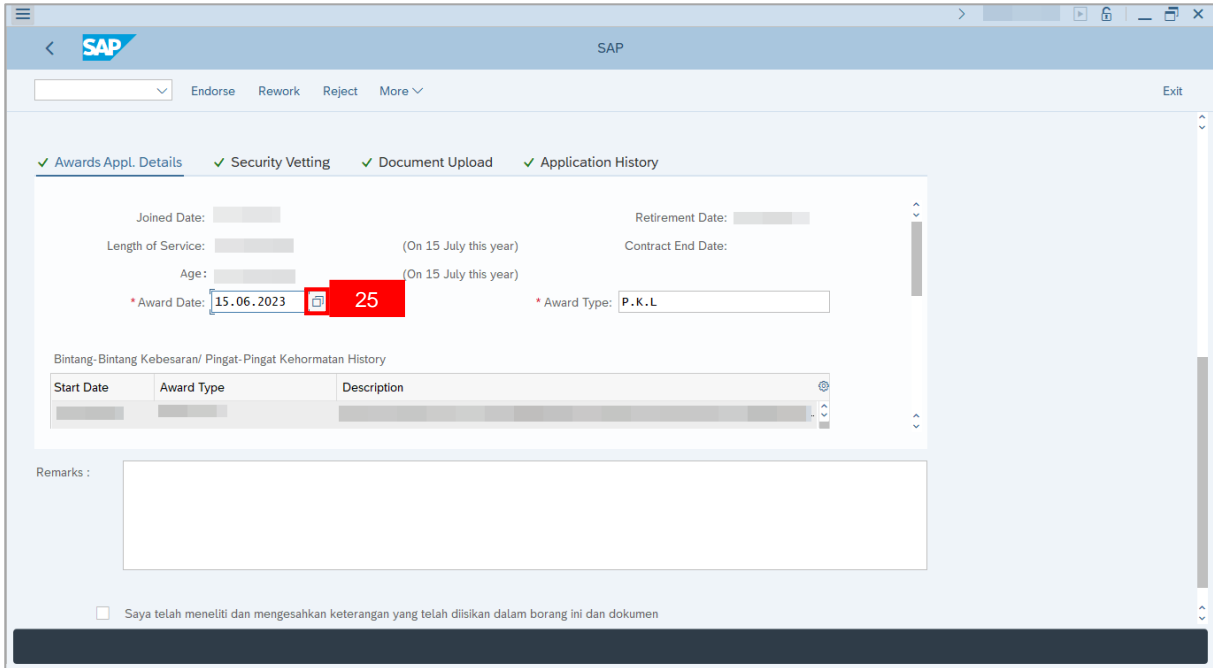
24. Navigate to **Awards Application Details** tab.

**Note:** The **Award Date** and **Award Type** suggested by the department will be displayed in this section, **Ministry HQ Endorser** may amend if required.



The following steps will show how to amend **Award Date** and **Award Type**. Please skip to **Step 31**, if no amendment is to be made.

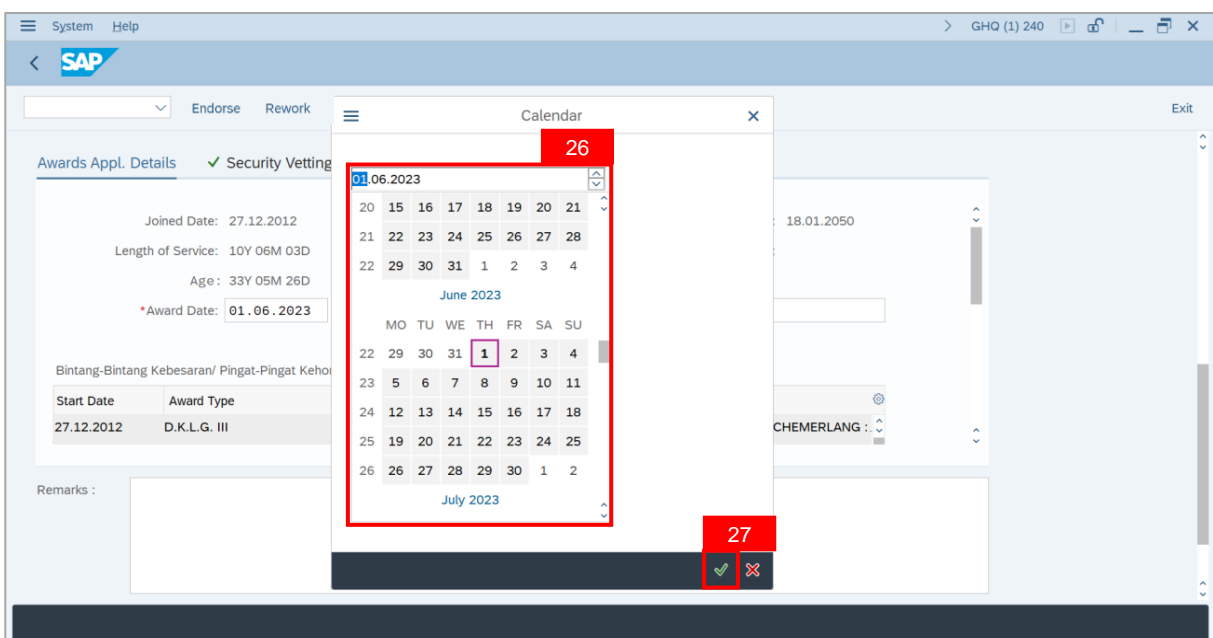
25. Click on **Lookup** icon on **Award Date** to change the date.



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

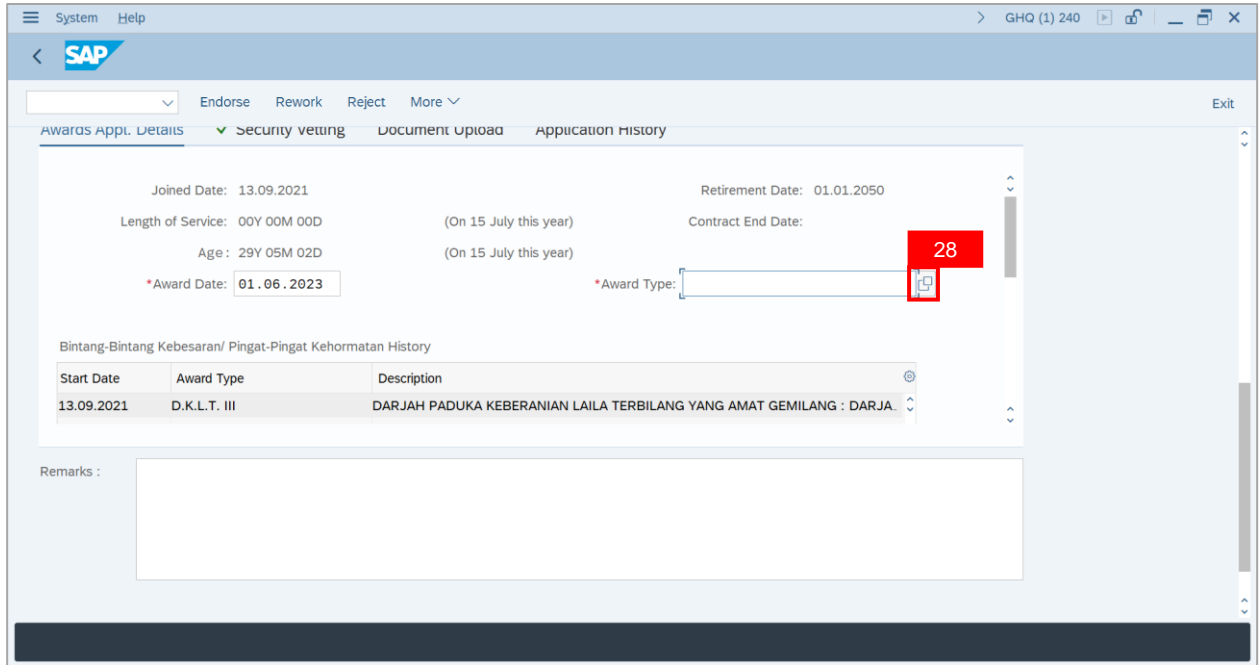
26. Select desired **Date**.

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





28. Click on **Lookup** icon on **Award Type** to change.

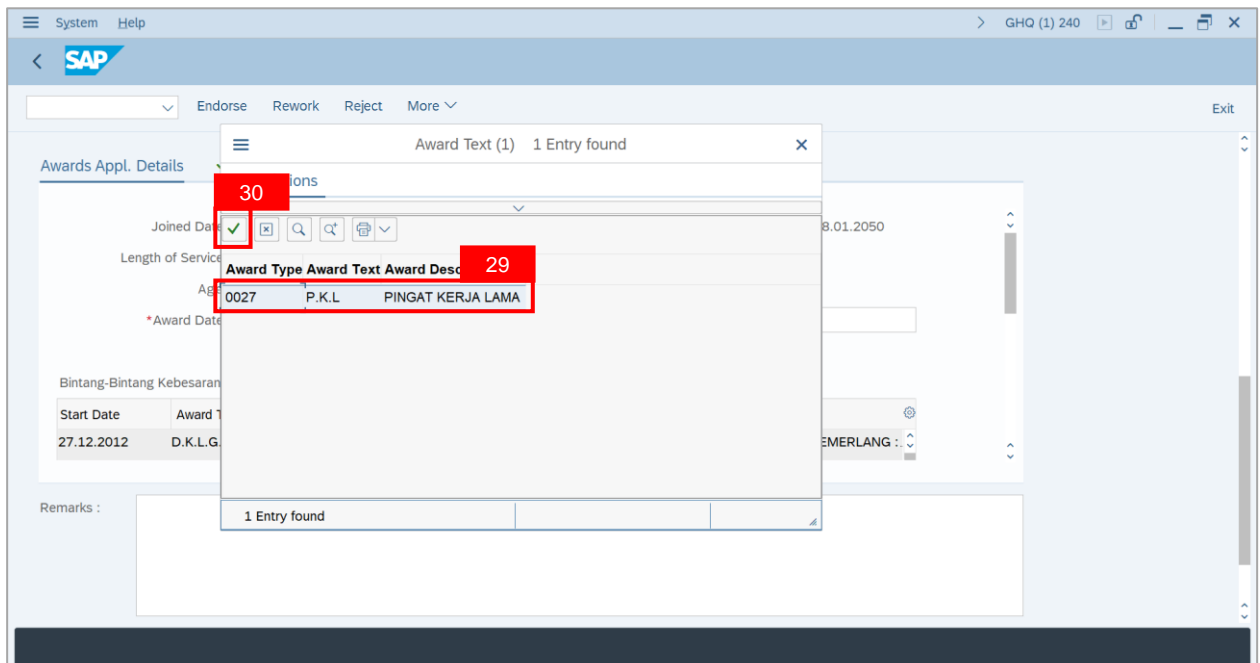


The screenshot shows the SAP Awards Appl. Details page. The 'Award Type' field is highlighted with a red box labeled '28', and a small lookup icon is visible next to it. The page displays various details including 'Joined Date: 13.09.2021', 'Retirement Date: 01.01.2050', 'Length of Service: 00Y 00M 00D', 'Age: 29Y 05M 02D', and '\*Award Date: 01.06.2023'. Below these details is a table for 'Bintang-Bintang Kebesaran/ Pingat-Pingat Kehormatan History' with columns for Start Date, Award Type, and Description. The table contains one entry: Start Date: 13.09.2021, Award Type: D.K.L.T. III, Description: DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJA. There is also a 'Remarks' field at the bottom.

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

29. Select desired **Award**.

30. Click on the **Tick** button.



The screenshot shows the SAP Awards Appl. Details page with an 'Award Text' dialog box open. The dialog box has a title bar 'Award Text (1) 1 Entry found' and a table with columns 'Award Type', 'Award Text', and 'Award Desc'. The row '0027 P.K.L PINGAT KERJA LAMA' is highlighted with a red box labeled '29'. A red box labeled '30' points to the tick button in the dialog box. The background page shows the same details as the previous screenshot, but with some fields partially obscured by the dialog box.

31. 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.

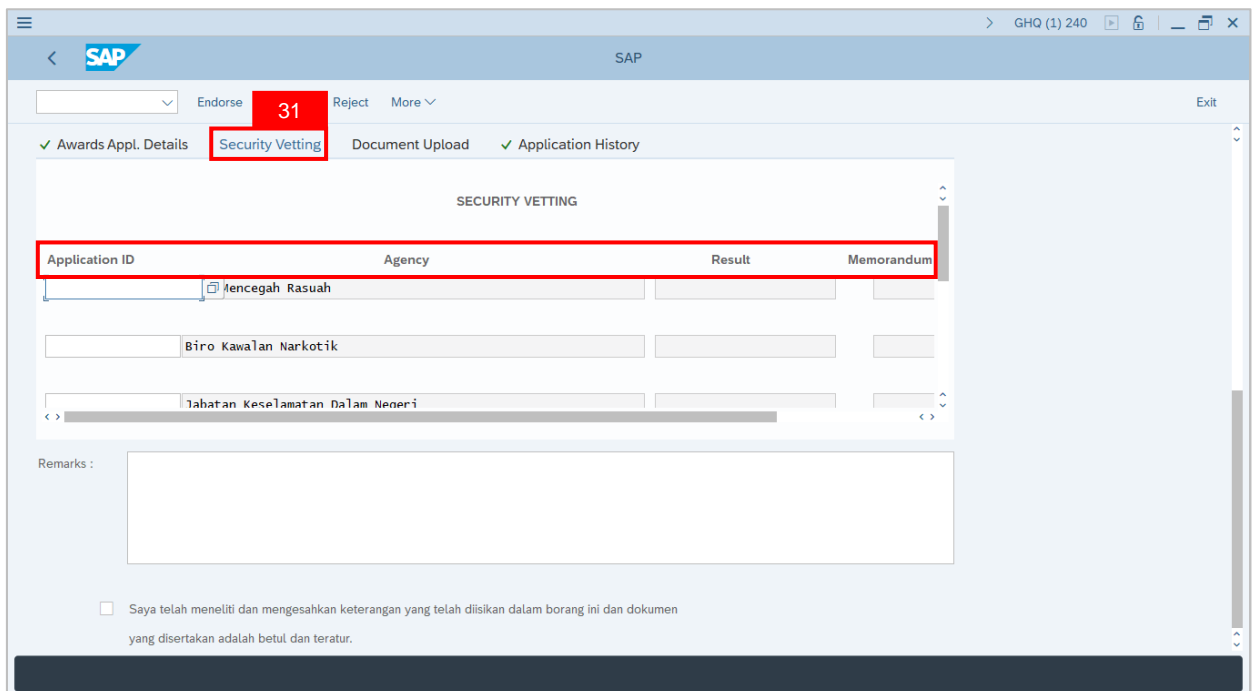
(ii) Only the **latest application result** will be shown along with the **Application ID**, **Memorandum Date** and **Valid To** date.

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

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

(v) **Ministry HQ 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, or when vetting result is not available for employees.



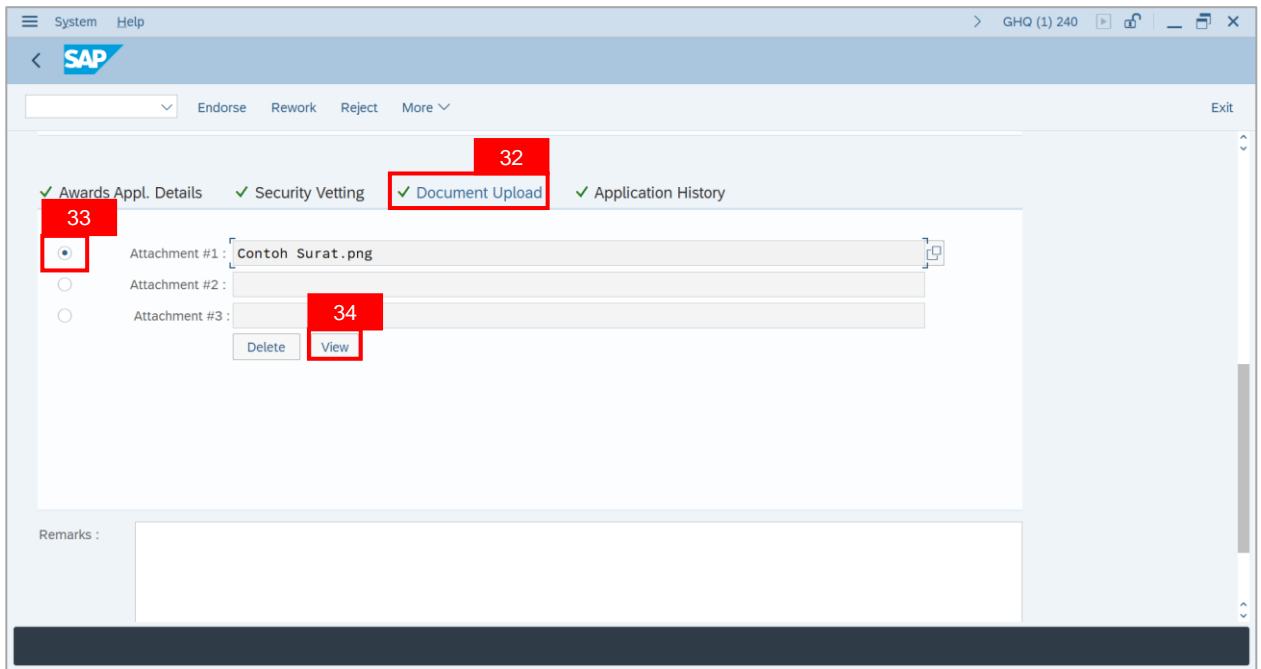
The screenshot shows the SAP Security Vetting application details page. The page title is "SECURITY VETTING". The "Security Vetting" tab is selected, and the number "31" is displayed in a red box. The page contains a table with the following columns: Application ID, Agency, Result, and Memorandum. The table lists three agencies: "Pencegah Rasuah", "Biro Kawalan Narkotik", and "Jabatan Keselamatan Dalam Negeri". Below the table, there is a "Remarks" field and a checkbox labeled "Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur."

Application ID	Agency	Result	Memorandum
	Pencegah Rasuah		
	Biro Kawalan Narkotik		
	Jabatan Keselamatan Dalam Negeri		

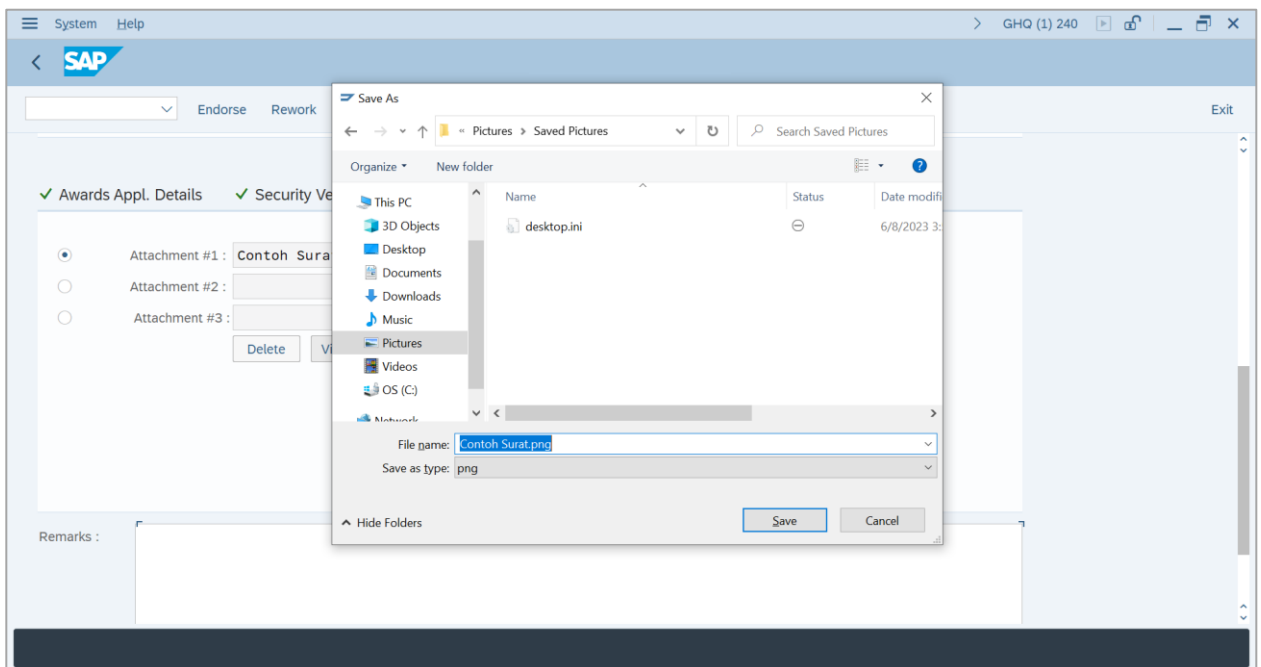
32. Navigate to **Document Upload** tab.

33. Click on **Radio** button to select **Attachment**.

34. Click on **View** button.

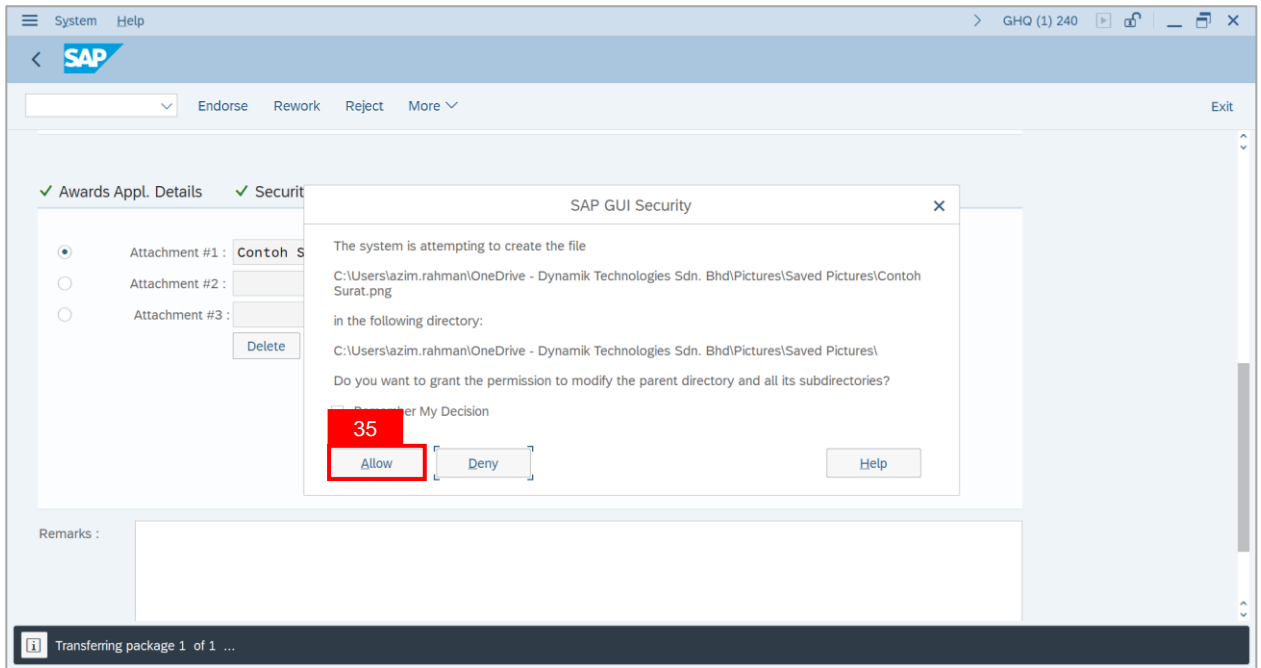


**Note:** Desktop Save As page will be displayed.

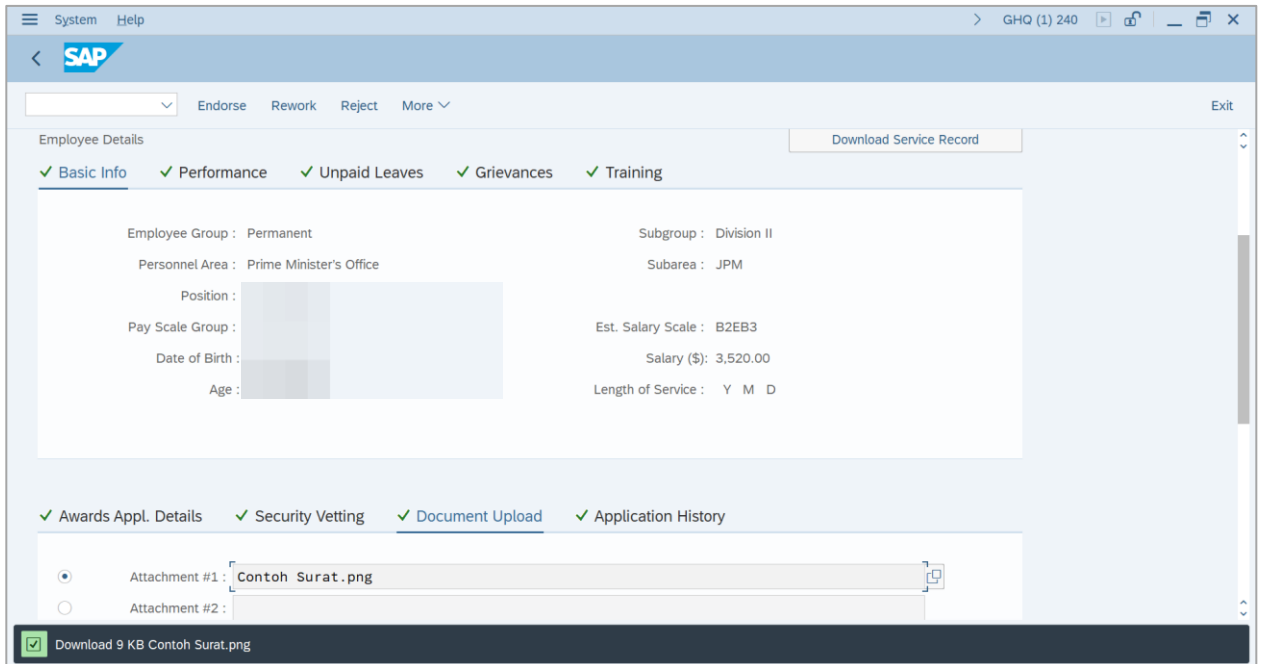


**Note:** The **SAP GUI Security** message will be displayed.

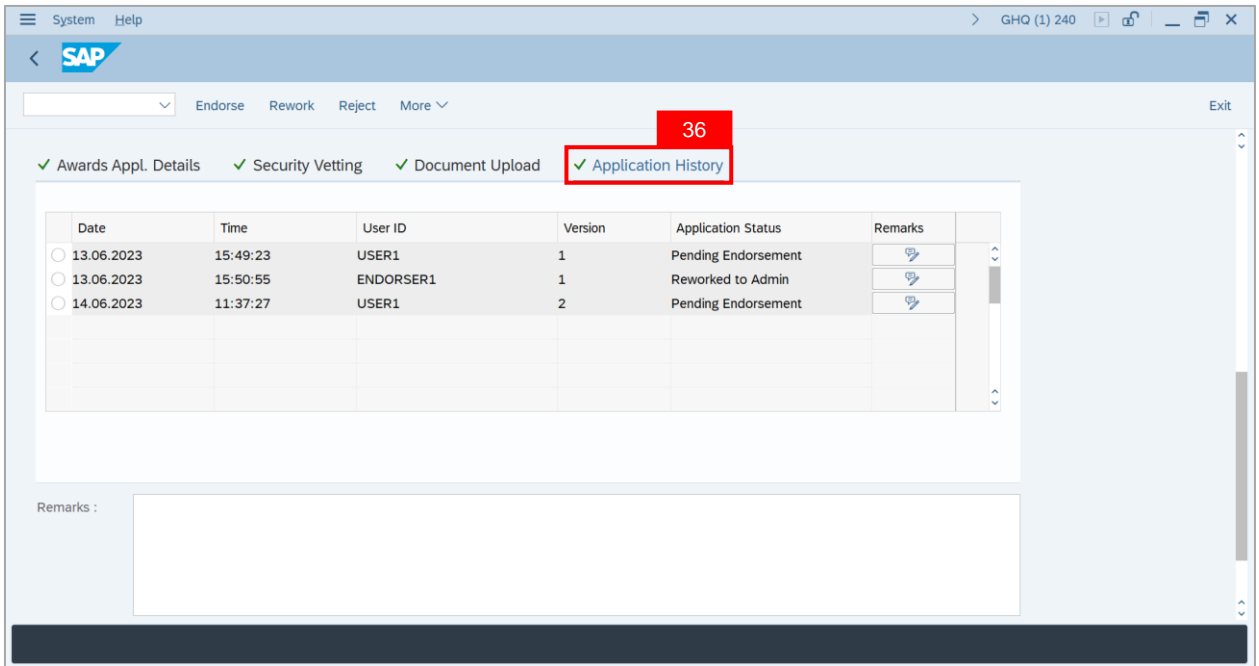
35. Click on **Allow** button.



**Note:** Document has been successfully downloaded.



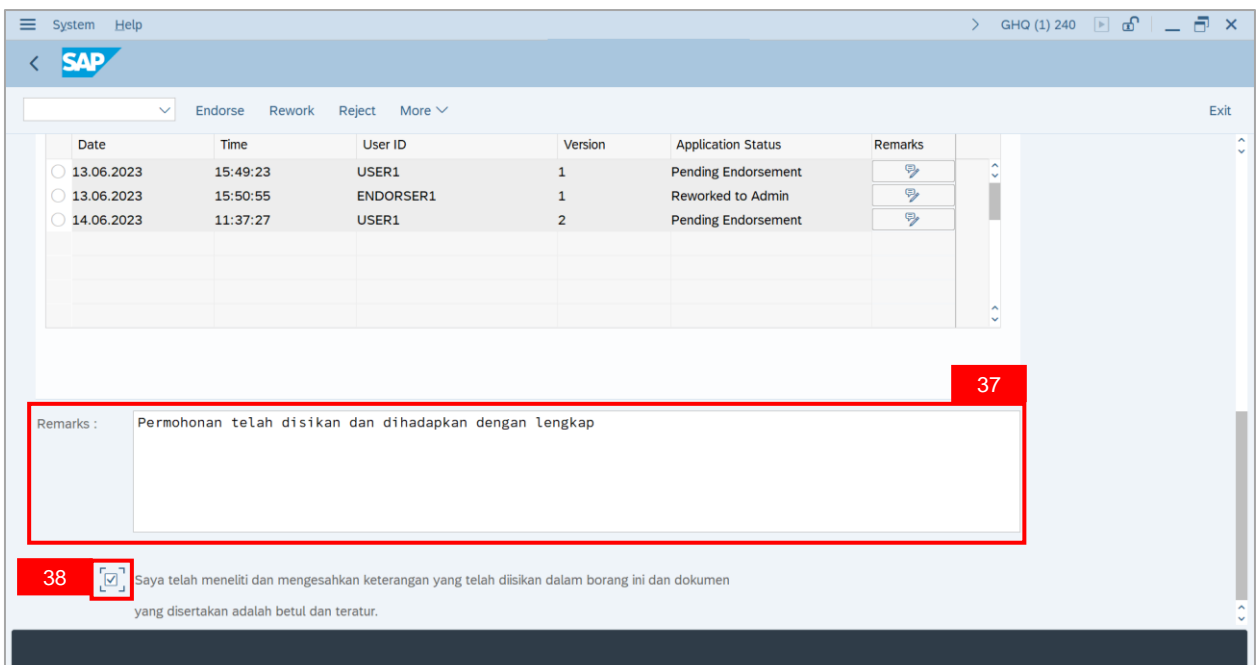
36. Navigate to **Application History** tab to check for **Application Version, Application Status and Remarks**.



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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

37. Navigate to **Remarks** section and fill in the space provided in order to endorse the application.

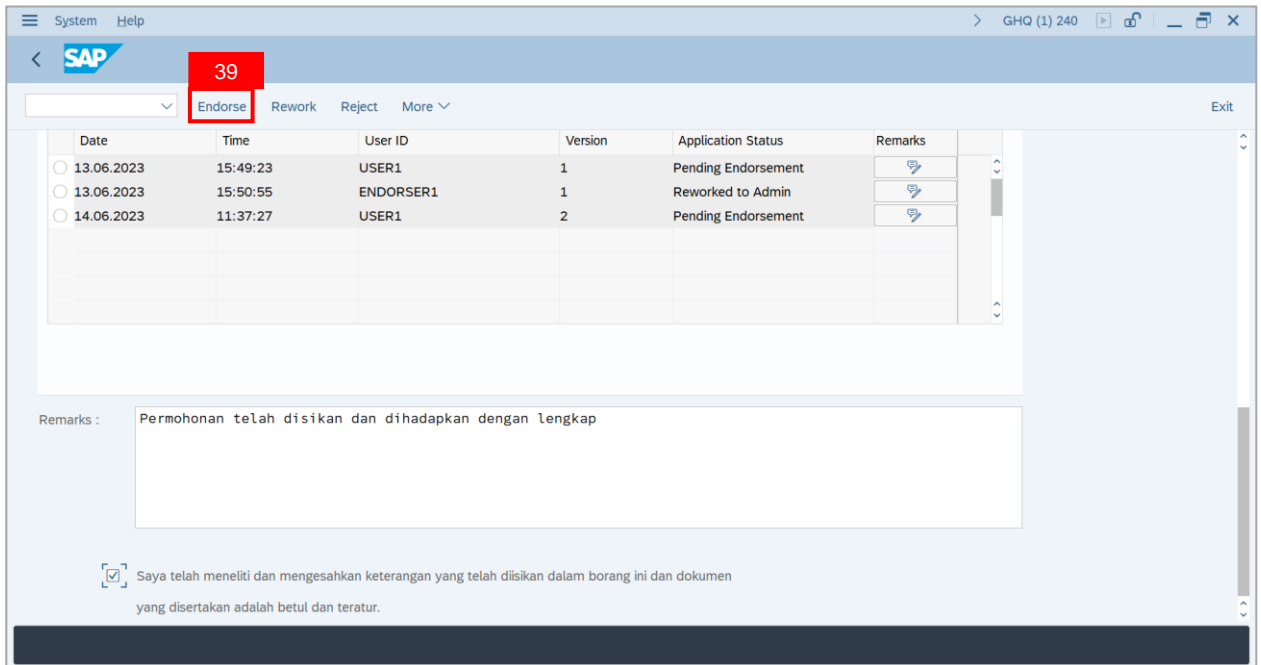
38. Click on **Declaration** checkbox.



Remarks : Permohonan telah disikan dan dihadapkan dengan lengkap

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

39. Click on **Endorse** button.

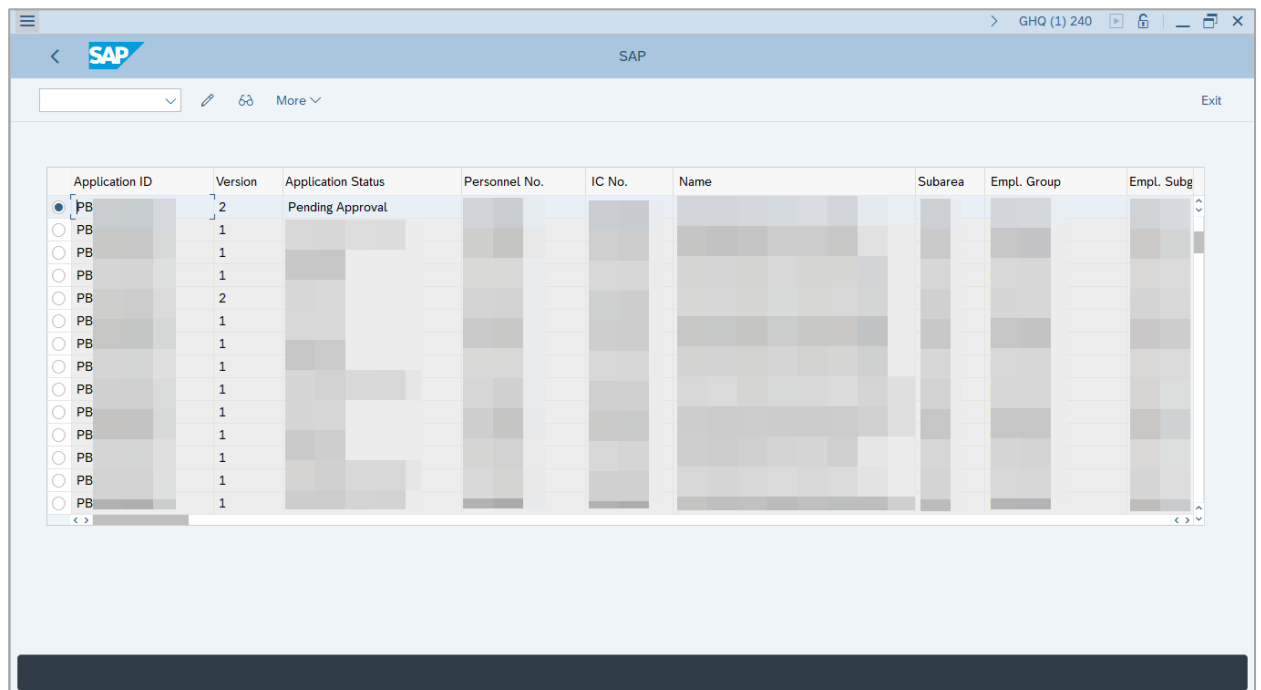


Date	Time	User ID	Version	Application Status	Remarks
<input type="radio"/> 13.06.2023	15:49:23	USER1	1	Pending Endorsement	
<input type="radio"/> 13.06.2023	15:50:55	ENDORSER1	1	Reworked to Admin	
<input type="radio"/> 14.06.2023	11:37:27	USER1	2	Pending Endorsement	

Remarks: Permohonan telah disikan dan dihadapkan dengan lengkap

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

**Note:** The **Application** has been successfully endorsed.

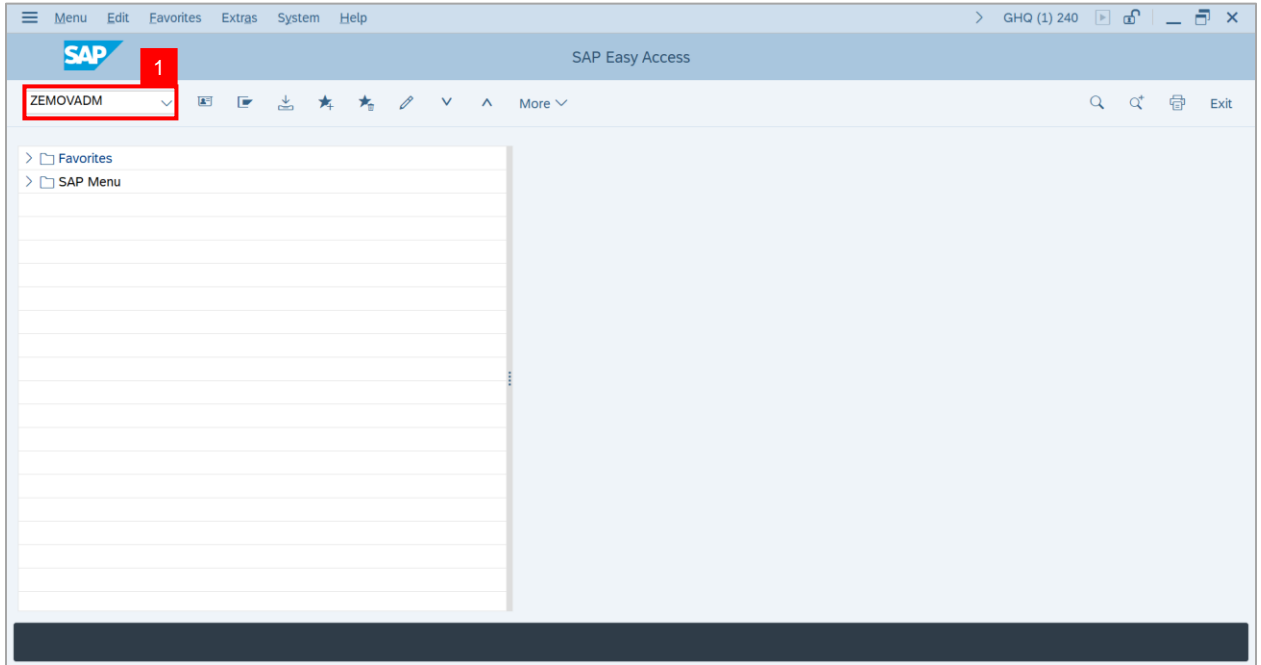


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input checked="" type="radio"/> PB	2	Pending Approval						
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	2							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							
<input type="radio"/> PB	1							

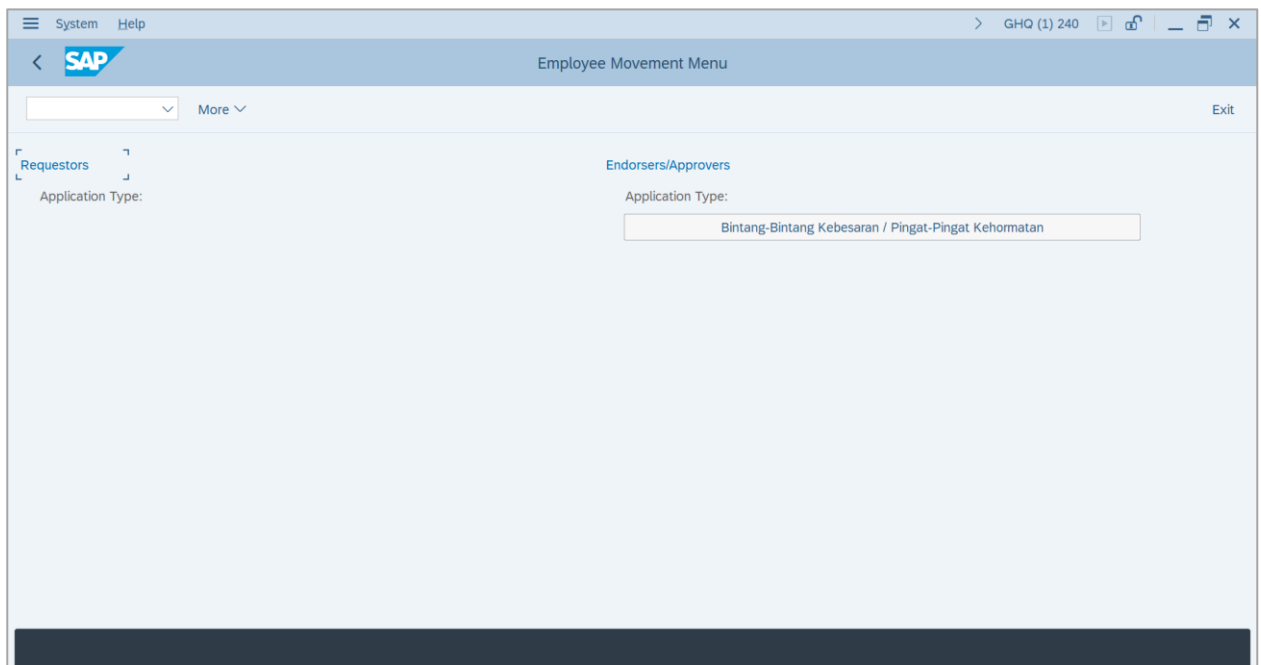
<b>REWORK APPLICATION</b>	<b>Backend User</b>
	Ministry HQ

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

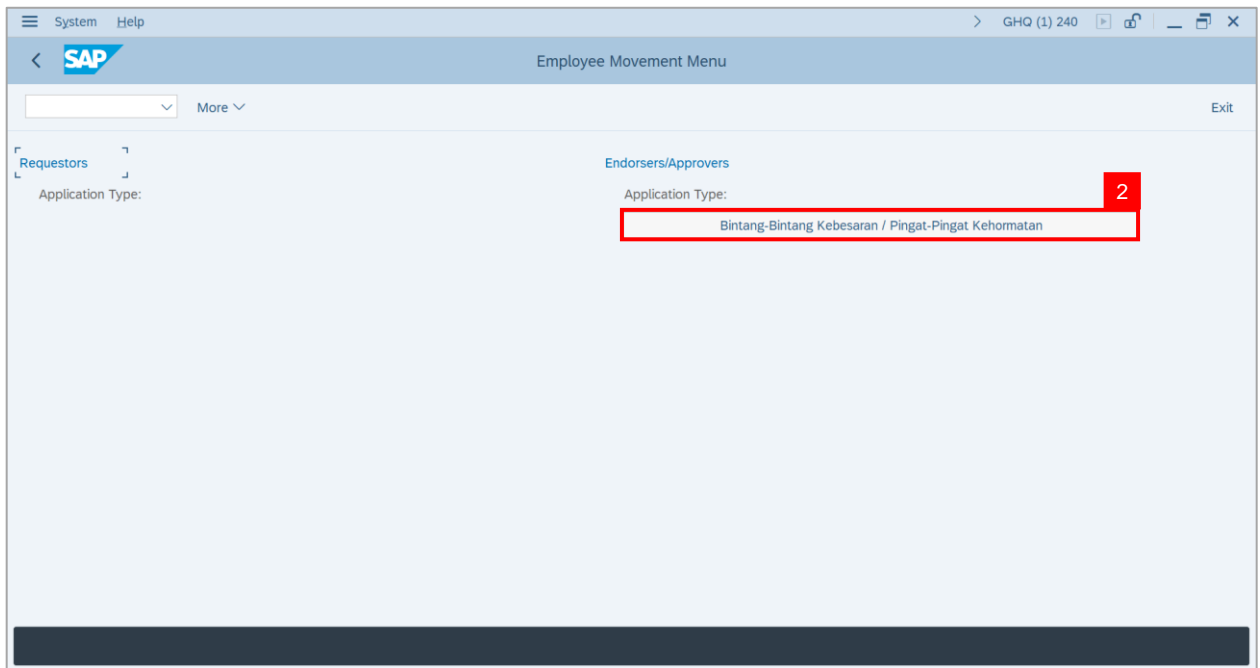
1. Enter **ZEMOVADM** in the search bar.



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

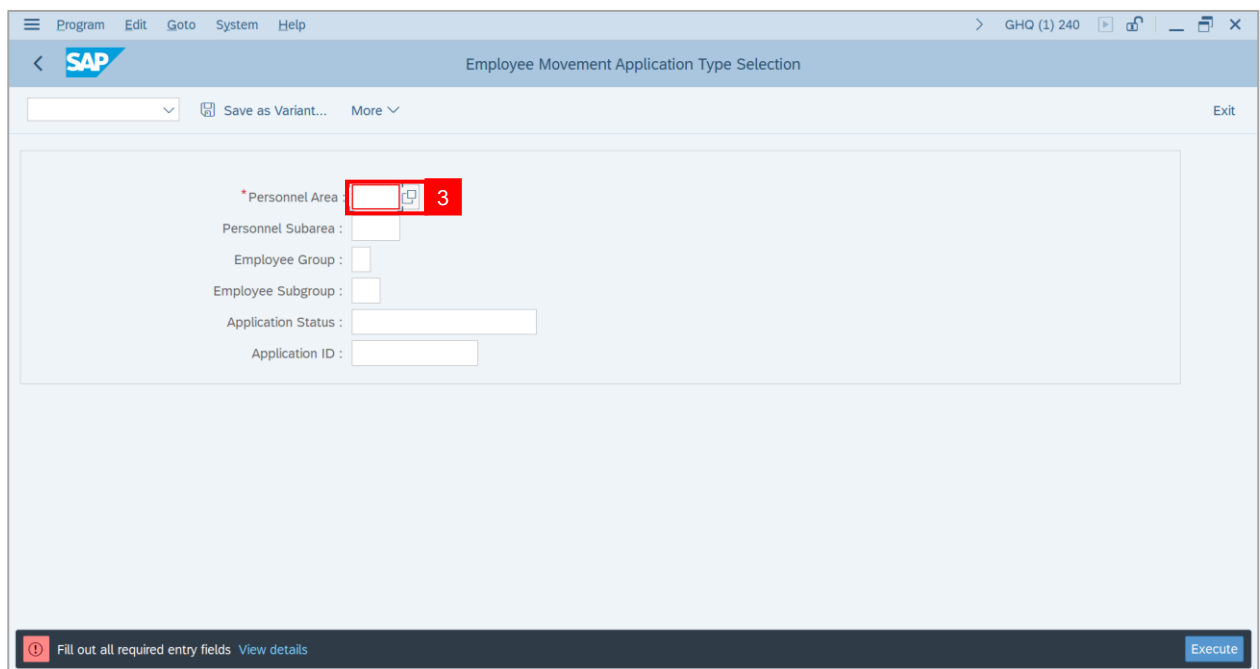


- Under **Endorsers / Approvers: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



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

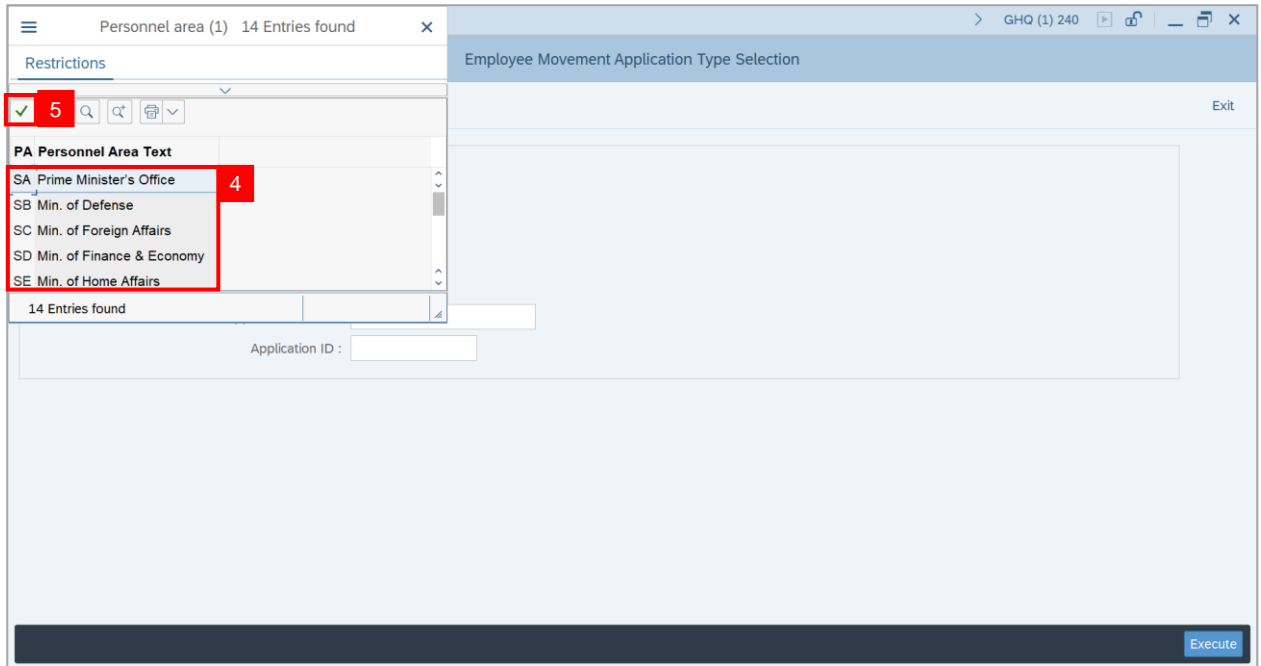
- Navigate to **Personnel Area** and click on the **Lookup** button.



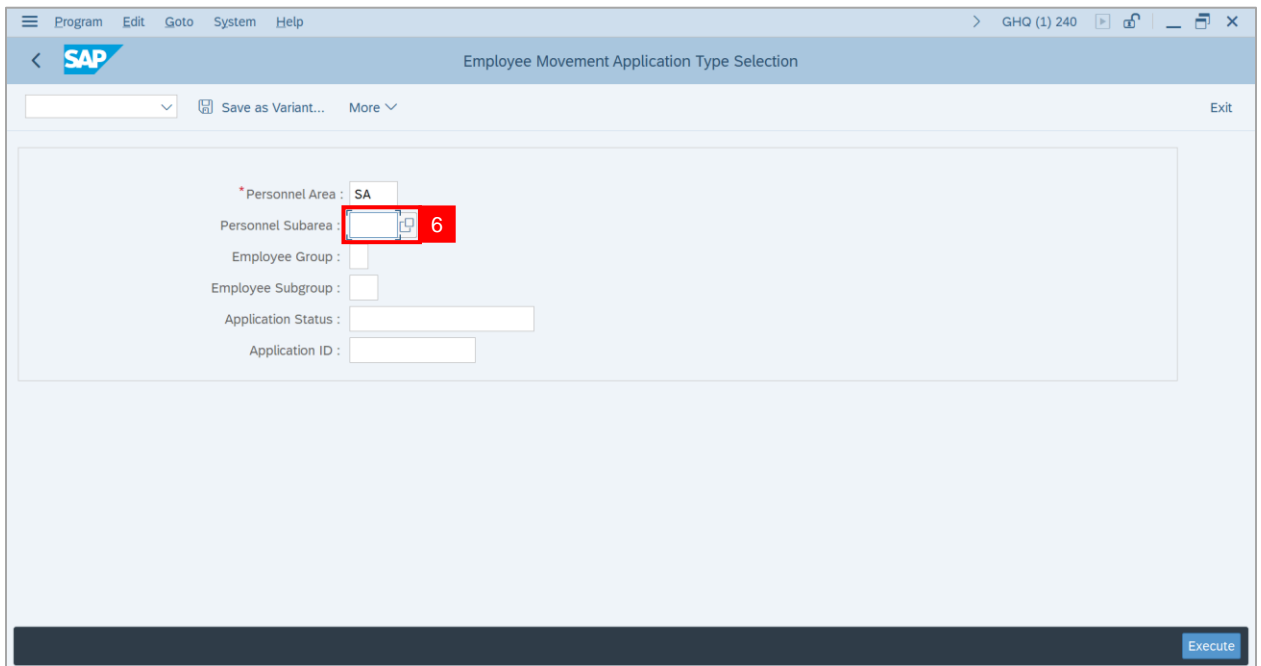


4. Select **Personnel Area**.

5. Click on **Tick** button.

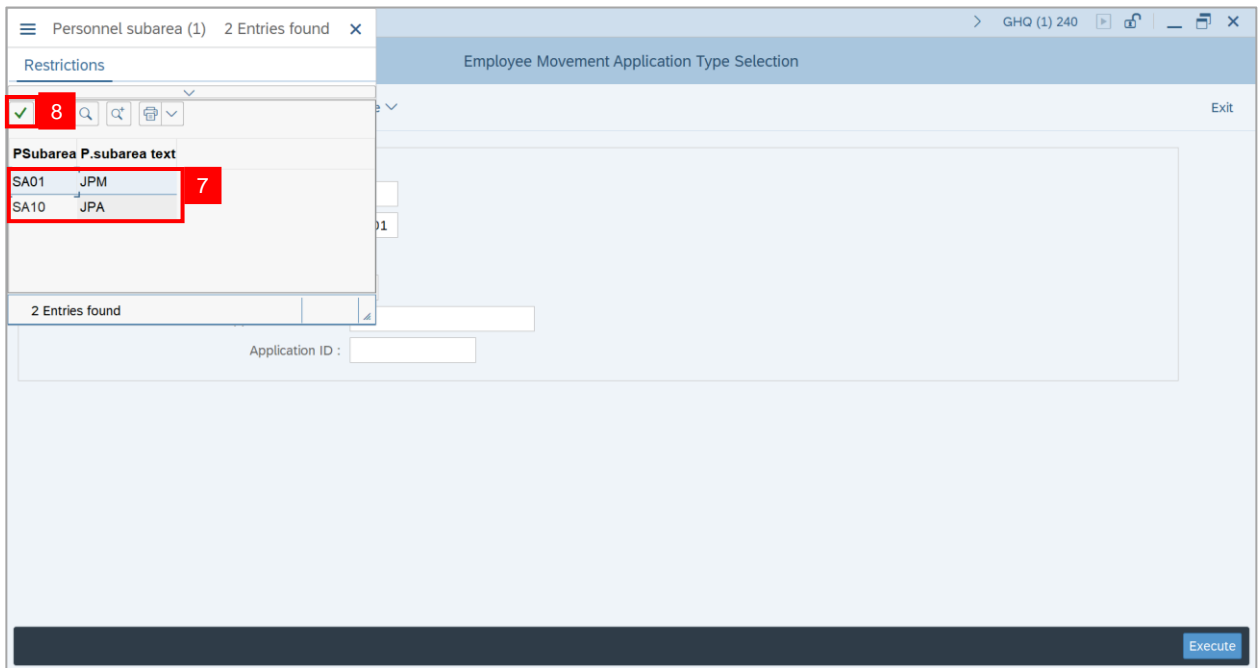


6. Navigate to **Personnel Subarea**, click on **Lookup** button.

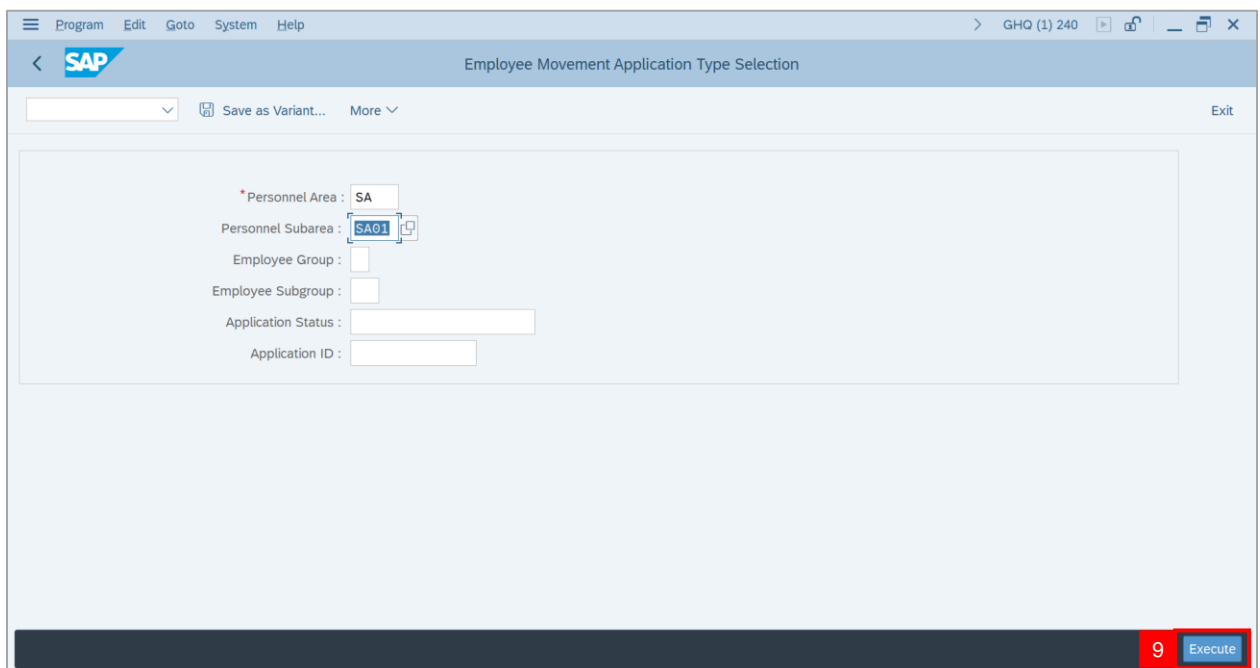


7. Select **Personnel Subarea**.

8. Click on **Tick** button.



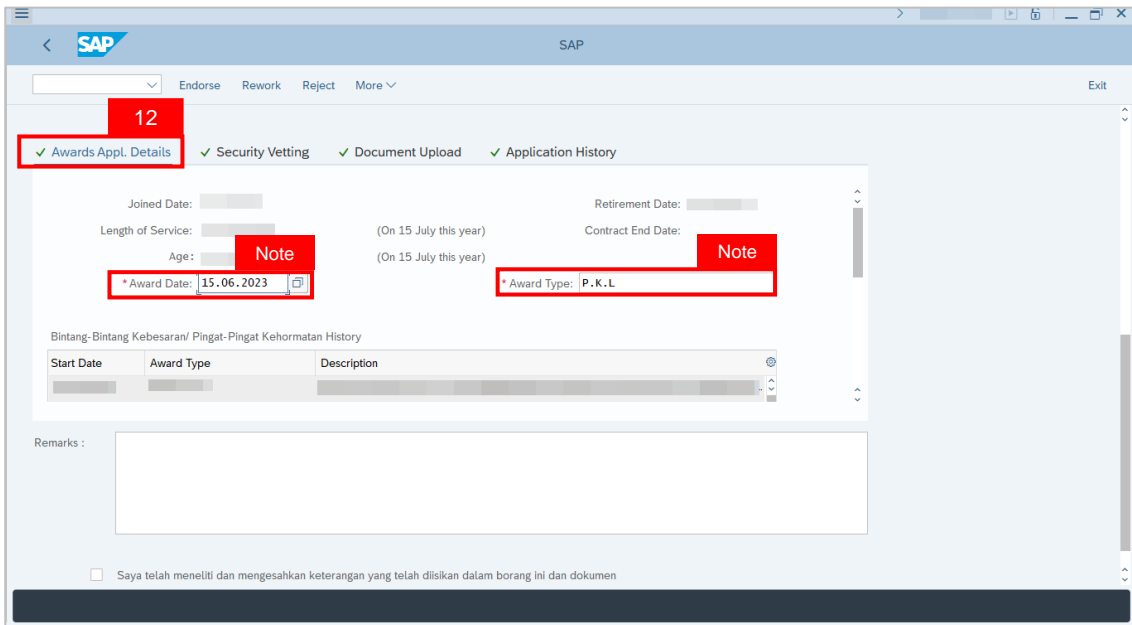
9. Click on **Execute** button.





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

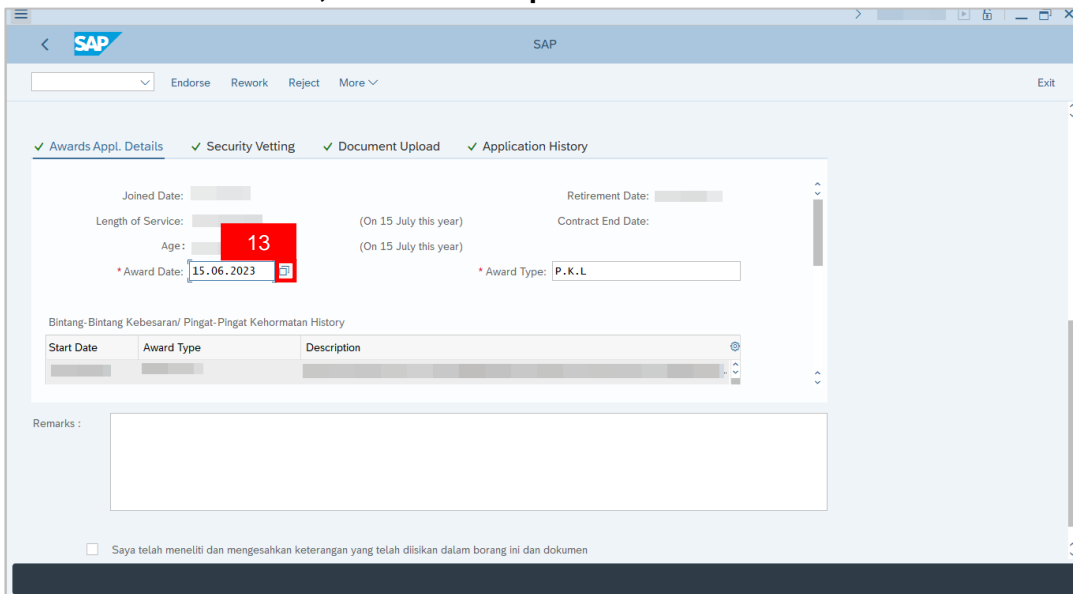
**Note:** The **Award Date** and **Award Type** suggested by the department will be displayed in this section, **Ministry HQ Endorser** may amend if required.



The screenshot shows the SAP Awards Application Details form. The 'Awards Appl. Details' tab is selected and highlighted with a red box and the number '12'. The form contains several fields: 'Award Date' with the value '15.06.2023' and 'Award Type' with the value 'P.K.L.', both highlighted with red boxes and a 'Note' label. Other fields include 'Joined Date', 'Length of Service', 'Age', 'Retirement Date', and 'Contract End Date'. A table for 'Bintang-Bintang Kebesaran/ Pingat-Pingat Kehormatan History' is visible below. At the bottom, there is a 'Remarks' field and a checkbox for 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen'.

The following steps will show how to amend **Award Date** and **Award Type**. **Ministry HQ Endorser** may skip to **Step 19**, if there is no amendment to be made.

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

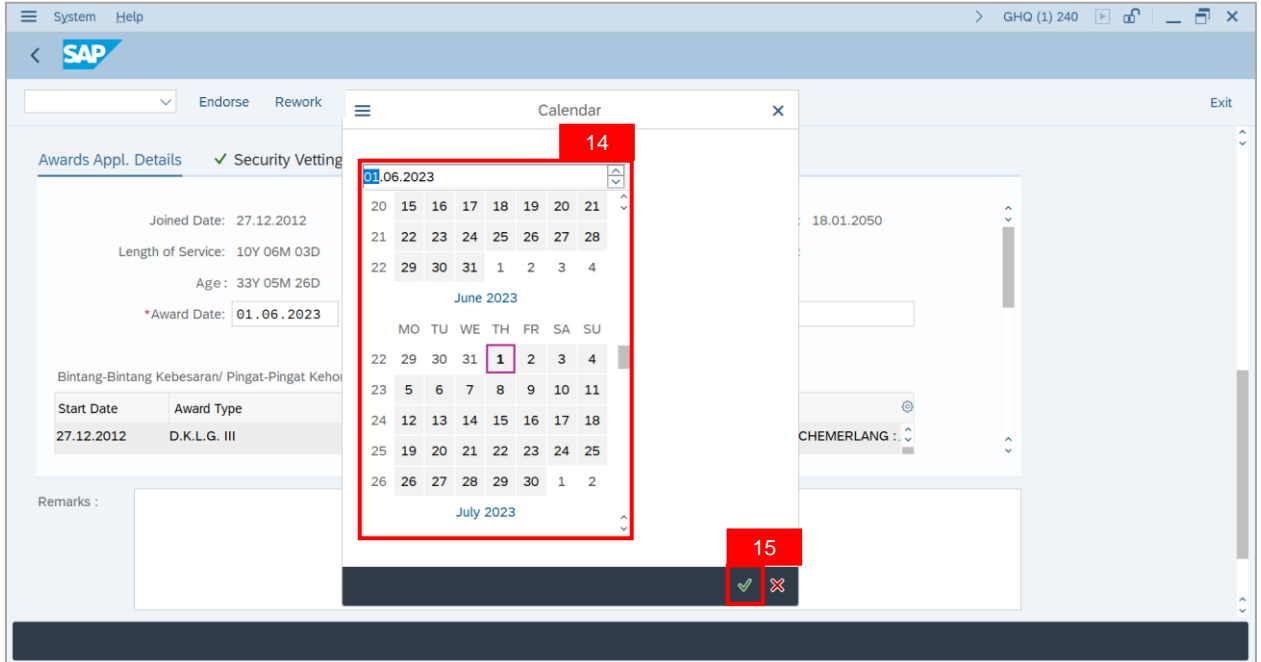


The screenshot shows the same SAP Awards Application Details form as in the previous image. The 'Award Date' field, which contains '15.06.2023', is highlighted with a red box and the number '13'. A small 'Lookup' button (represented by a magnifying glass icon) is visible next to the date field. The rest of the form, including the 'Award Type' field and the history table, remains the same.

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

14. Select desired **Date**.

15. Click on the **Tick** button.

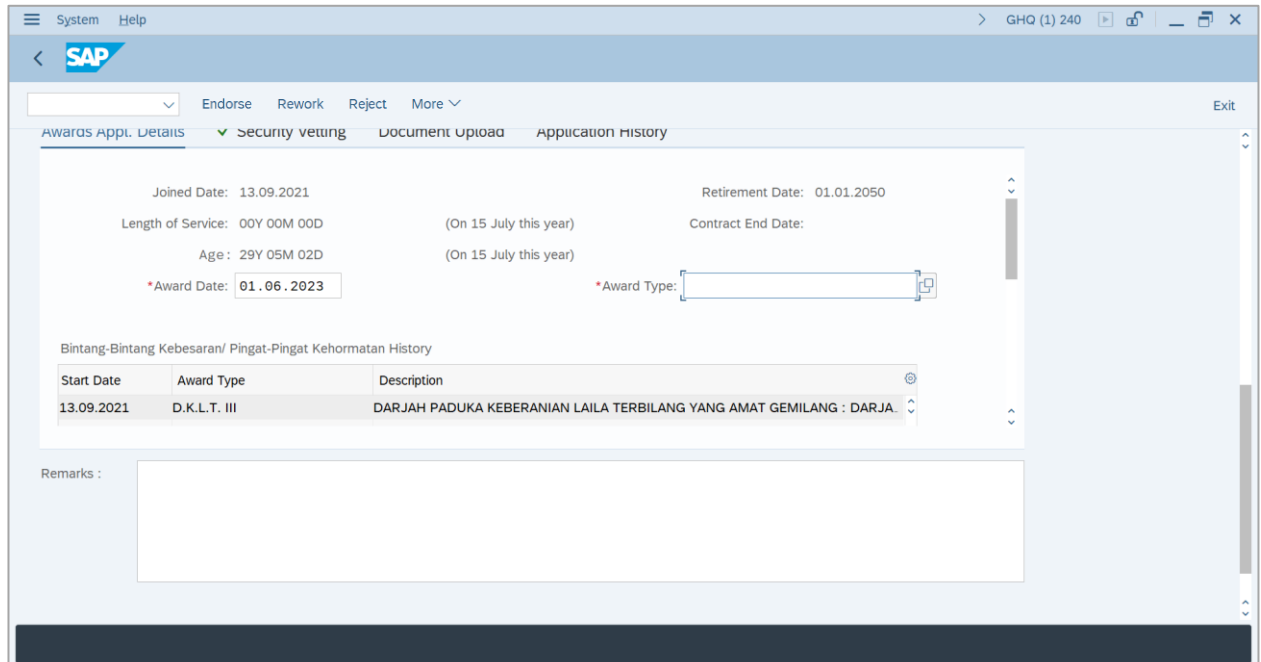


The screenshot shows the SAP GUI interface for the 'Awards Appl. Details' screen. A 'Calendar' dialog box is open, displaying a calendar for June 2023. The date 01.06.2023 is selected. The calendar grid shows the following dates for June 2023:

MO	TU	WE	TH	FR	SA	SU
20	15	16	17	18	19	20
21	22	23	24	25	26	27
22	29	30	31	1	2	3
23	5	6	7	8	9	10
24	12	13	14	15	16	17
25	19	20	21	22	23	24
26	26	27	28	29	30	1

The date 01.06.2023 is selected. The 'Tick' button (a green checkmark) is highlighted with a red box and labeled '15'. The calendar header is labeled '14'.

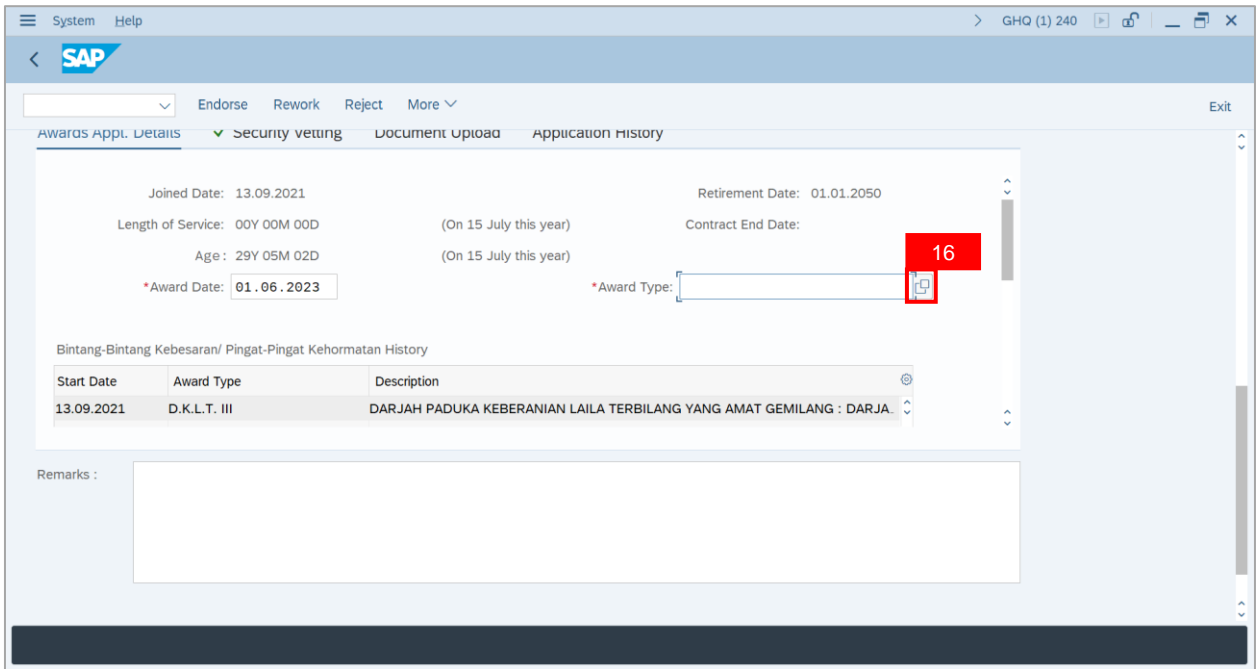
**Note:** The **Date** has been successfully changed.



The screenshot shows the SAP GUI interface for the 'Awards Appl. Details' screen. The 'Award Date' field is now 01.06.2023. The 'Award Type' field is D.K.L.T. III. The 'Description' field contains 'DARJAH PADUKA KEBERANIAN LAILA TERBILANG YANG AMAT GEMILANG : DARJA.'.

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

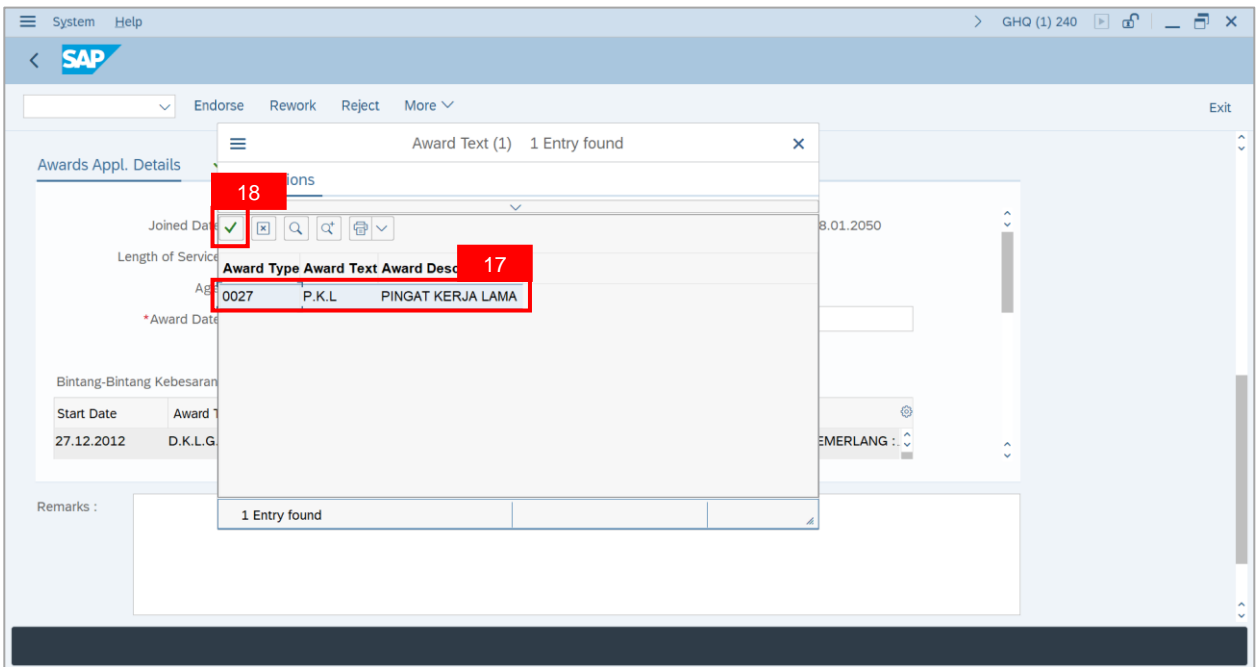
16. Under **Award Type**, click on **Lookup** button.



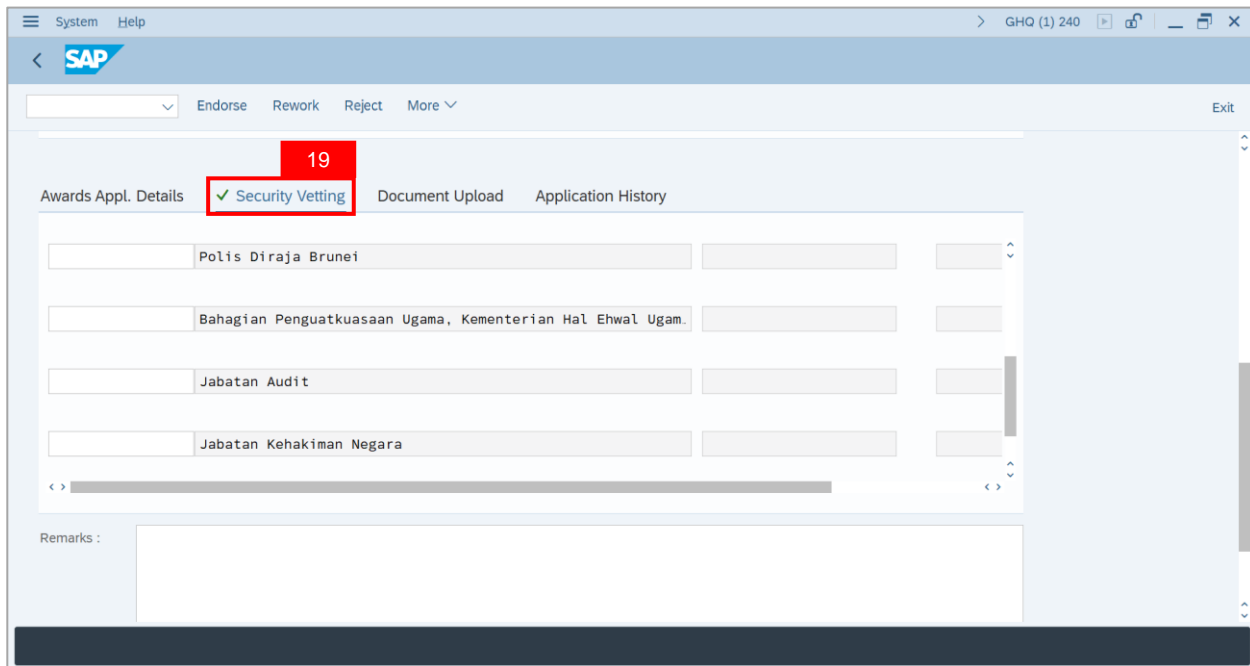
**Note:** The **Award Text** page will be displayed.

17. Select desired **Award**.

18. Click on the **Tick** button.



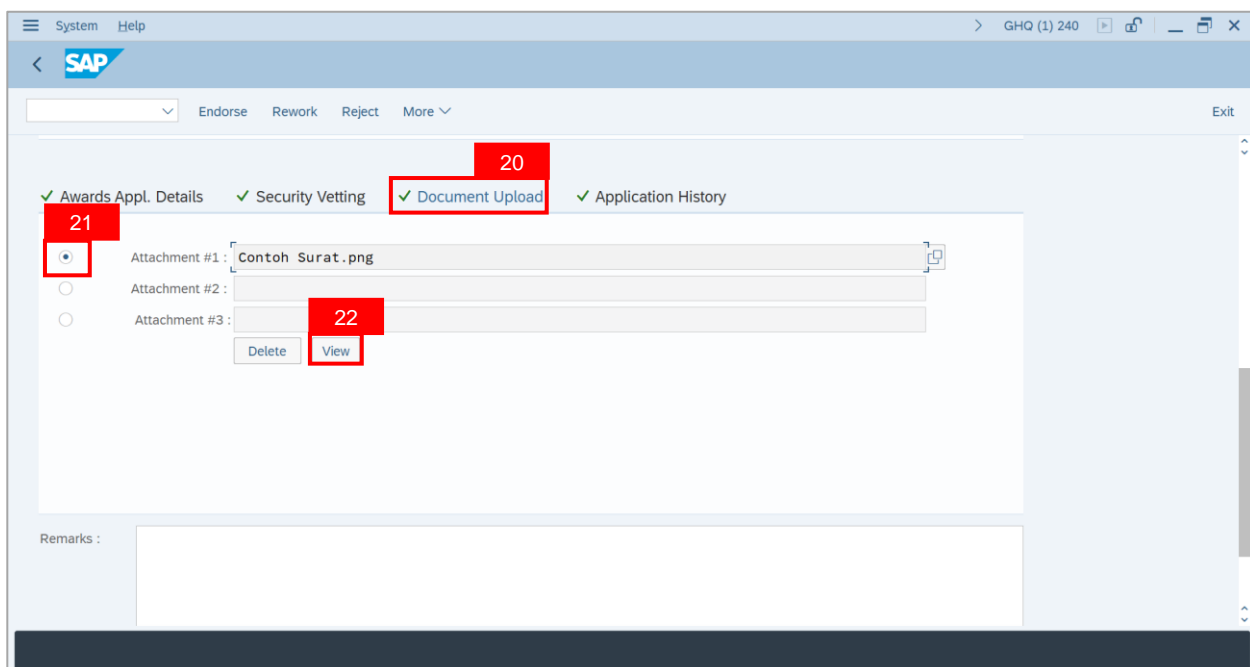
19. Navigate to **Security Vetting** tab and ensure that, if any, **Security Vetting Details** are entered correctly.



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

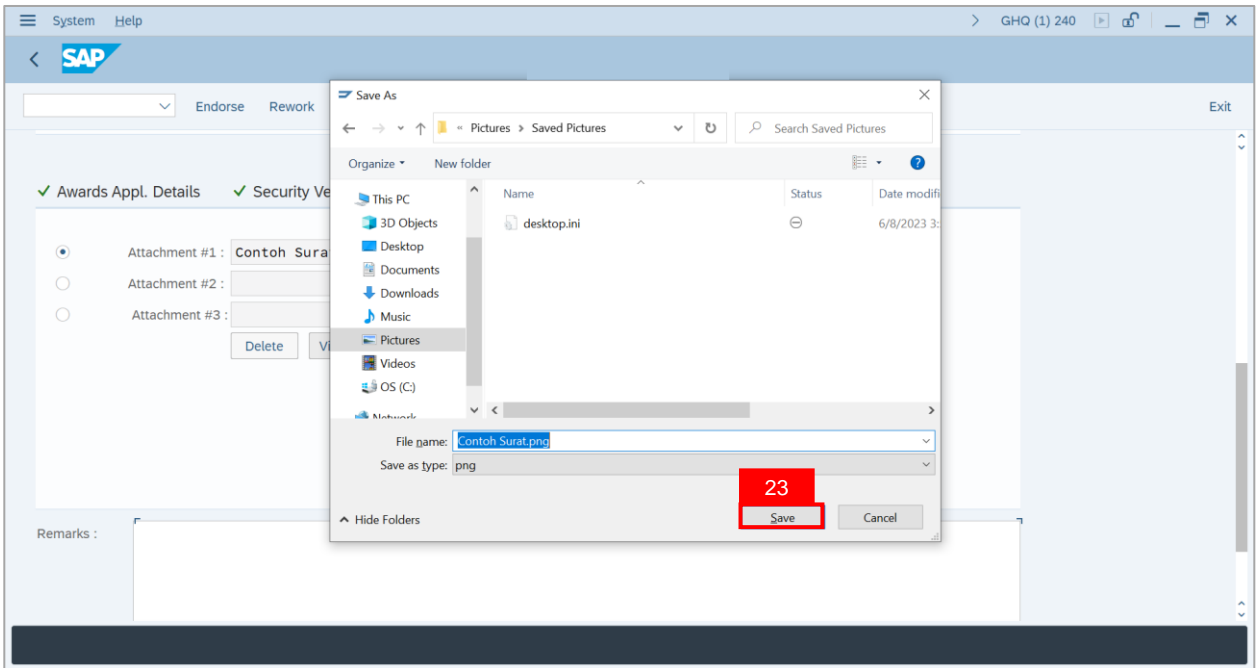
21. Click on **Radio** button to select attachments.

22. Click on **View** button.



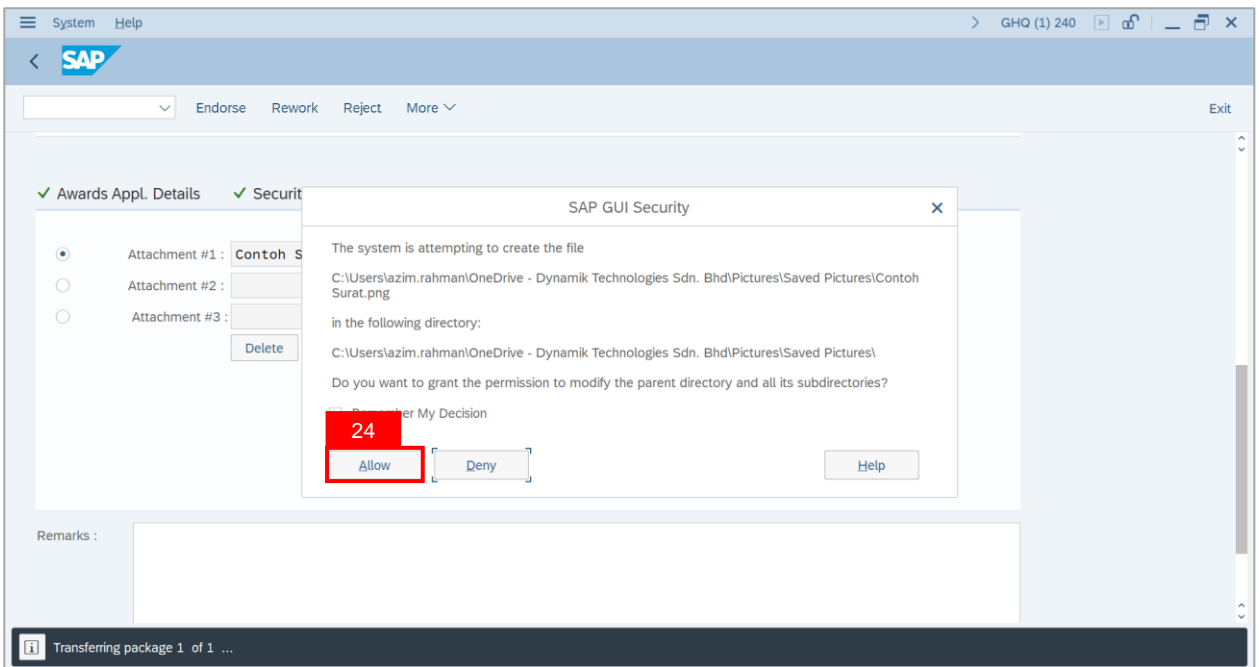
**Note:** Desktop Save As page will be displayed.

23. Click on **Save** button.



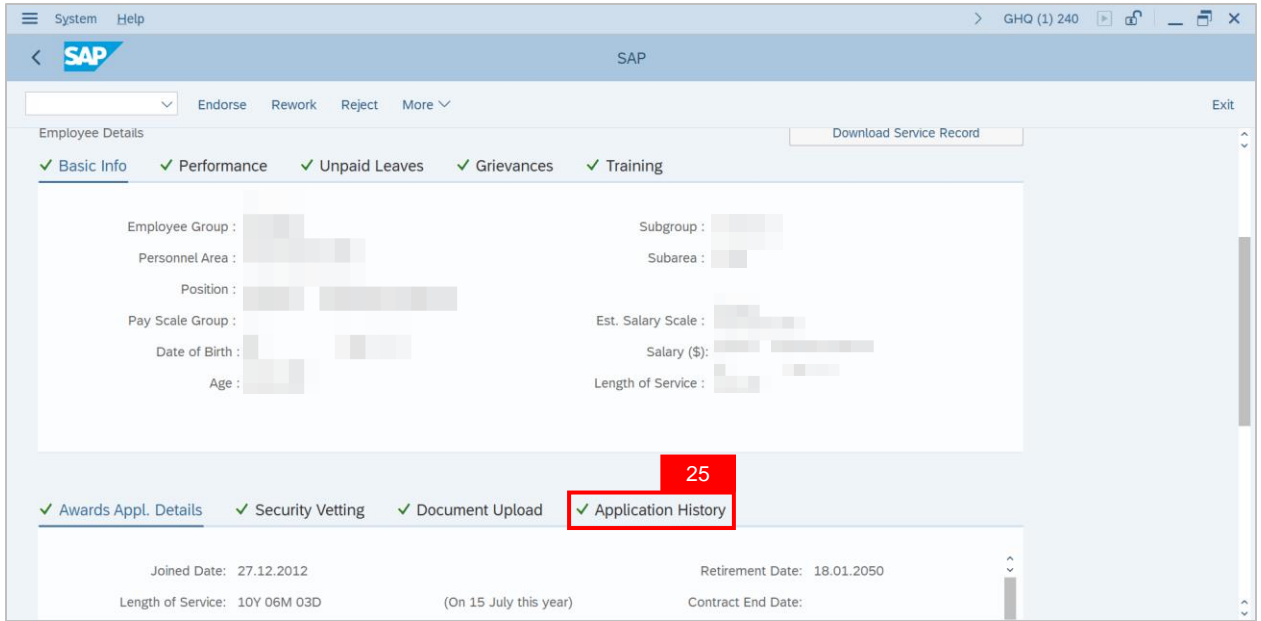
**Note:** The **SAP GUI Security** message will be displayed.

24. Click on **Allow** button.





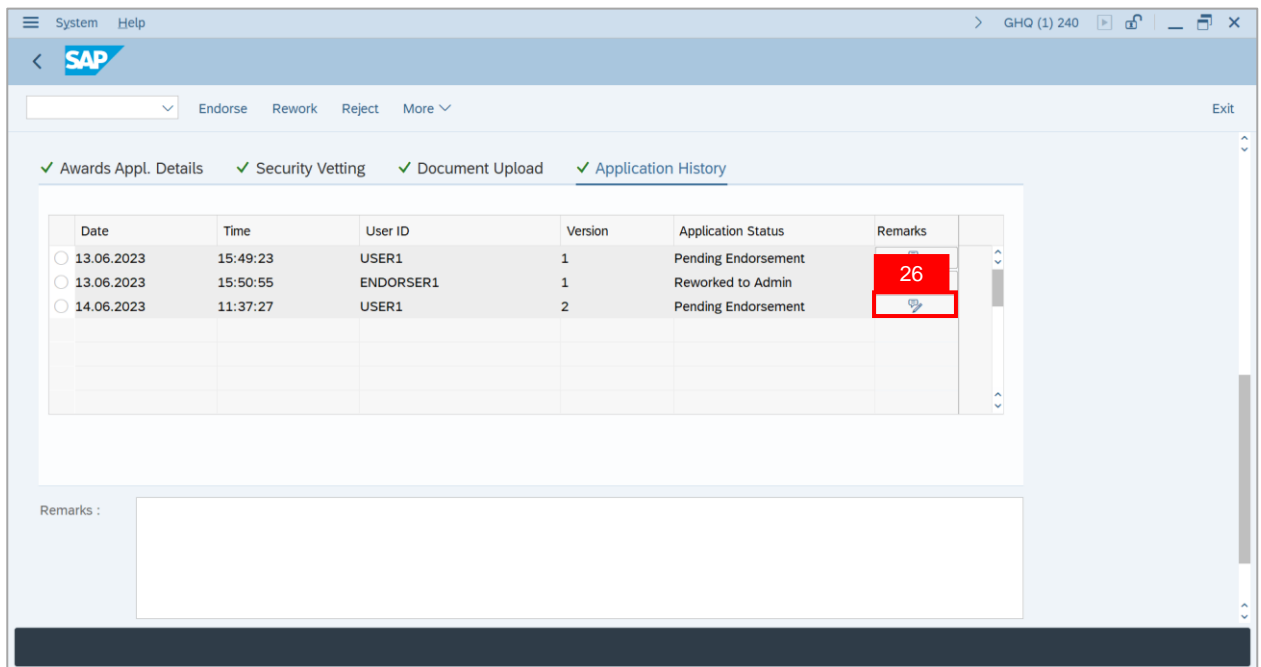
25. Navigate to **Application History** tab and click on it.



The screenshot shows the SAP Employee Details page. The 'Application History' tab is highlighted with a red box and the number '25'. Below the tabs, the 'Joined Date' is 27.12.2012 and the 'Retirement Date' is 18.01.2050. The 'Length of Service' is 10Y 06M 03D (On 15 July this year).

**Note:** Application History tab will be displayed.

26. Click on **Remarks** button to view the remarks from department.

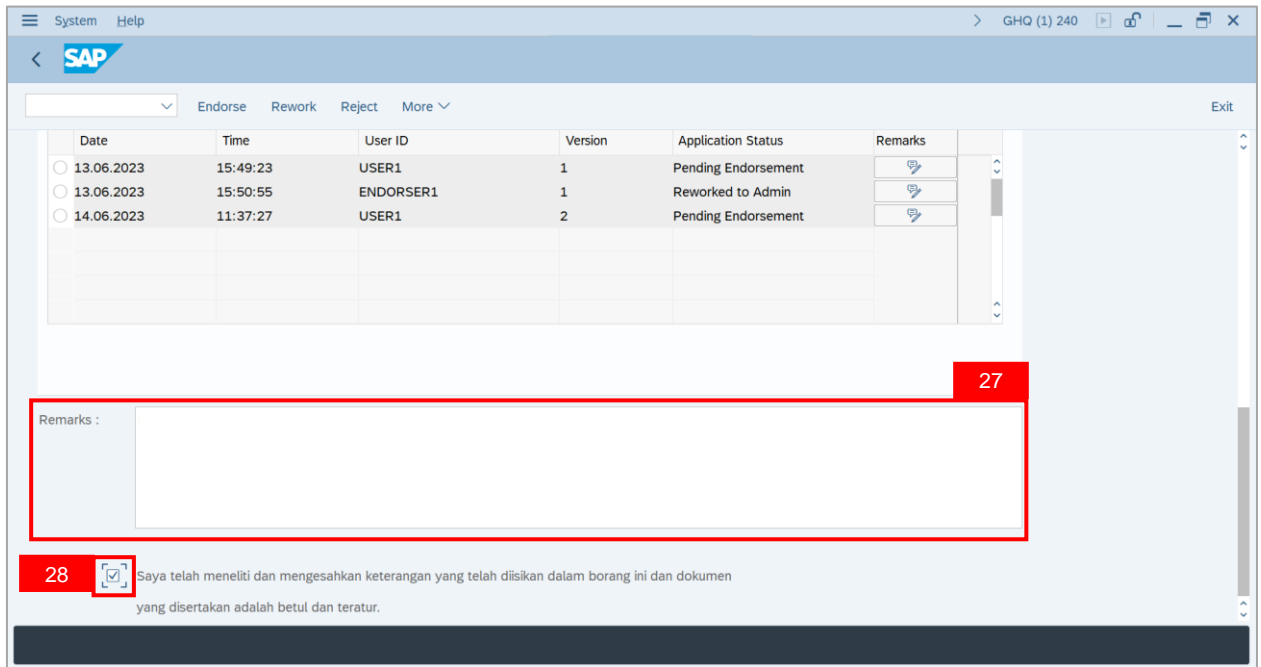


The screenshot shows the SAP Application History table. The 'Remarks' button is highlighted with a red box and the number '26'. The table contains the following data:

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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

27. Navigate to **Remarks** section and fill in the space provided in order to rework the application.

28. Click on **Declaration** checkbox.

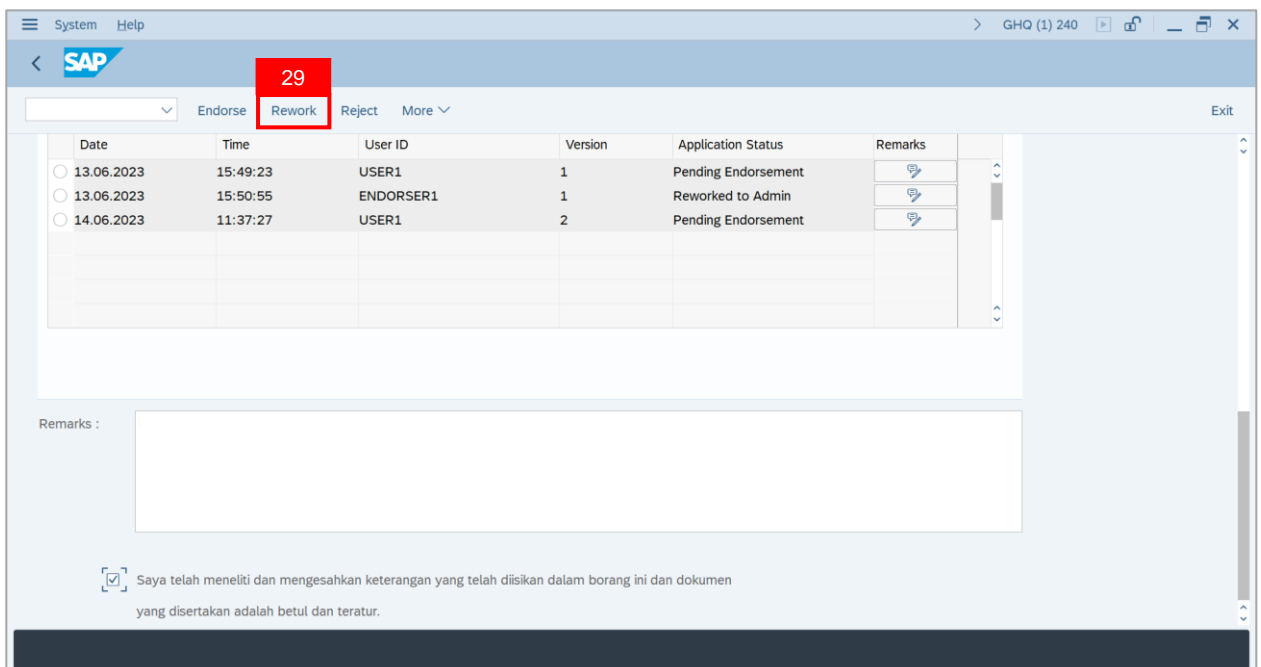


The screenshot shows the SAP GUI interface for the Honours & Awards application. The top navigation bar includes 'System' and 'Help'. The main area displays a table with columns: Date, Time, User ID, Version, Application Status, and Remarks. The table contains three rows of data:

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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

Below the table, there is a 'Remarks' section with a text input field, highlighted with a red box and labeled '27'. Below that, there is a 'Declaration' checkbox, highlighted with a red box and labeled '28', with the text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

29. Click on **Rework** button.



The screenshot shows the SAP GUI interface for the Honours & Awards application. The top navigation bar includes 'System' and 'Help'. The main area displays a table with columns: Date, Time, User ID, Version, Application Status, and Remarks. The table contains three rows of 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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

Below the table, there is a 'Remarks' section with a text input field. Below that, there is a 'Declaration' checkbox, 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.'

The 'Rework' button in the top navigation bar is highlighted with a red box and labeled '29'.



**Note:** The **Application** has been successfully reworked to **HR Administrator**.

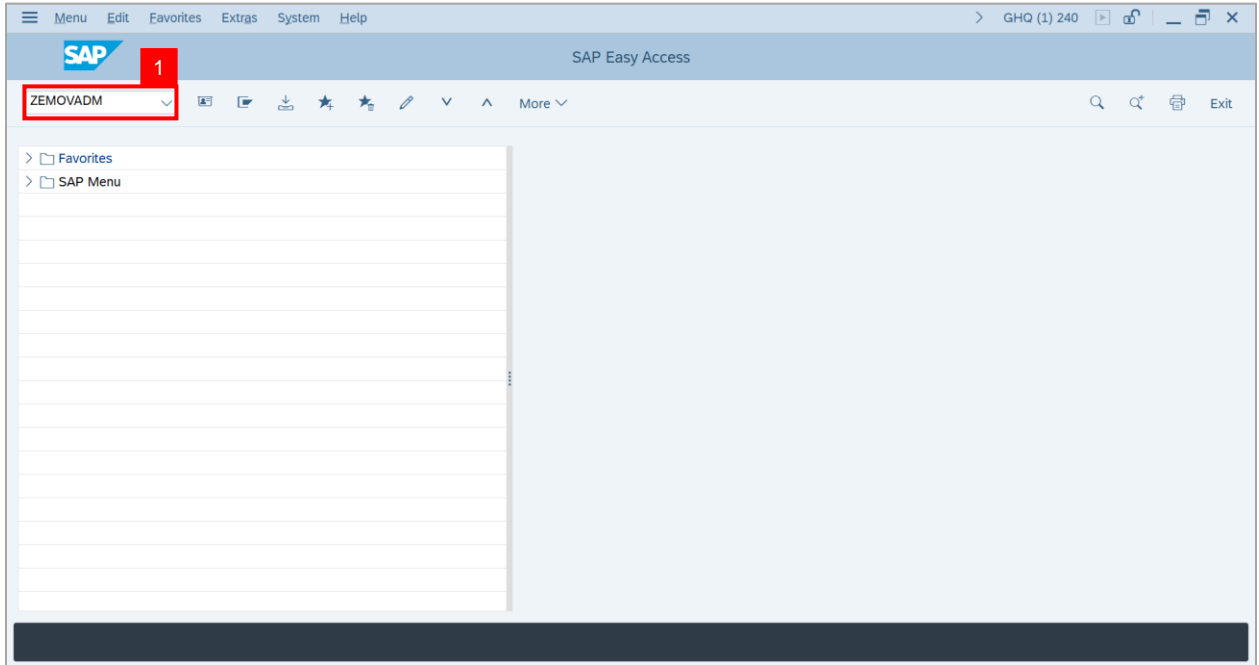
The screenshot displays the SAP GUI interface for the 'Honours & Awards' system. The window title is 'GHQ (1) 240'. The SAP logo is visible in the top left corner. Below the header, there is a search bar and a 'More' dropdown menu. The main content area contains a table with the following data:

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

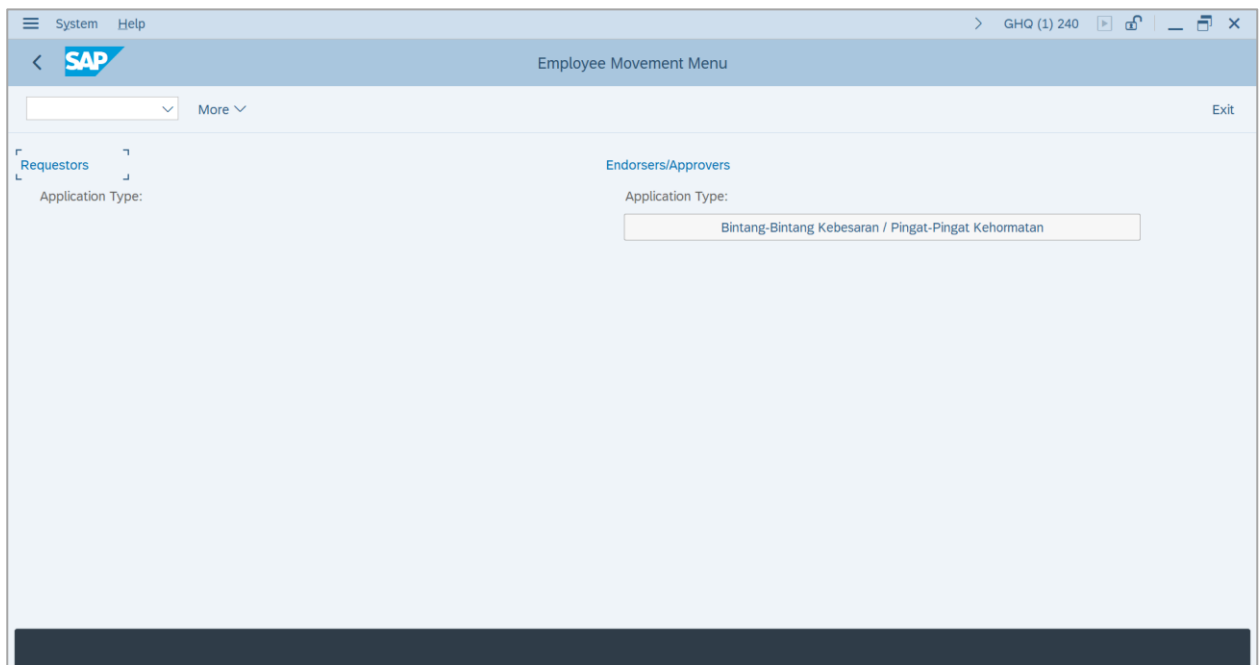
<b>REJECT APPLICATION</b>	<b>Backend User</b>
	Ministry HQ

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

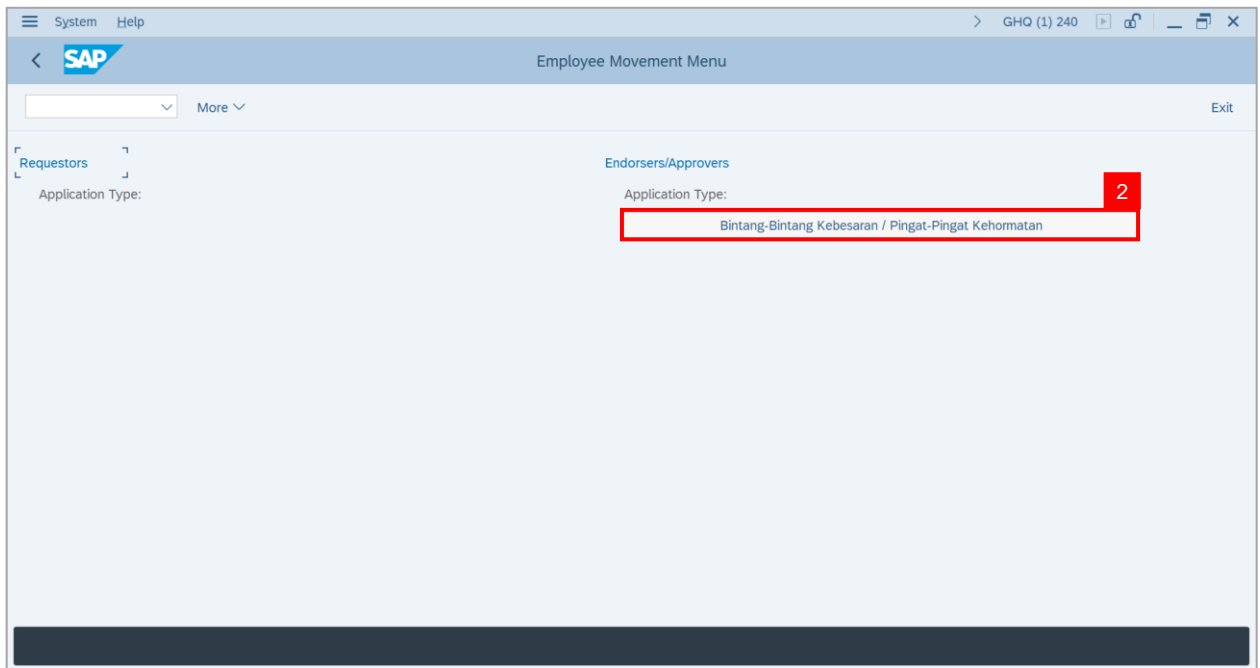
1. Enter **ZEMOVADM** in the search bar.



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

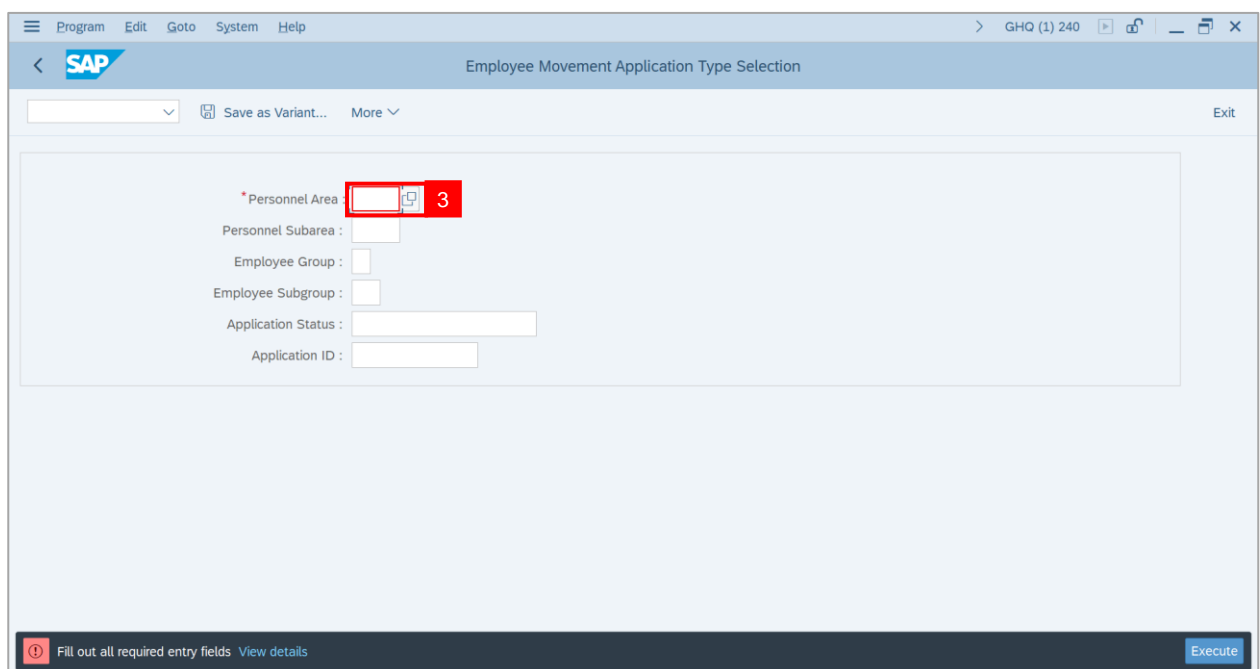


- Under **Endorsers / Approvers: Application Type**, click on **Bintang – Bintang Kebesaran / Pingat – Pingat Kehormatan**.



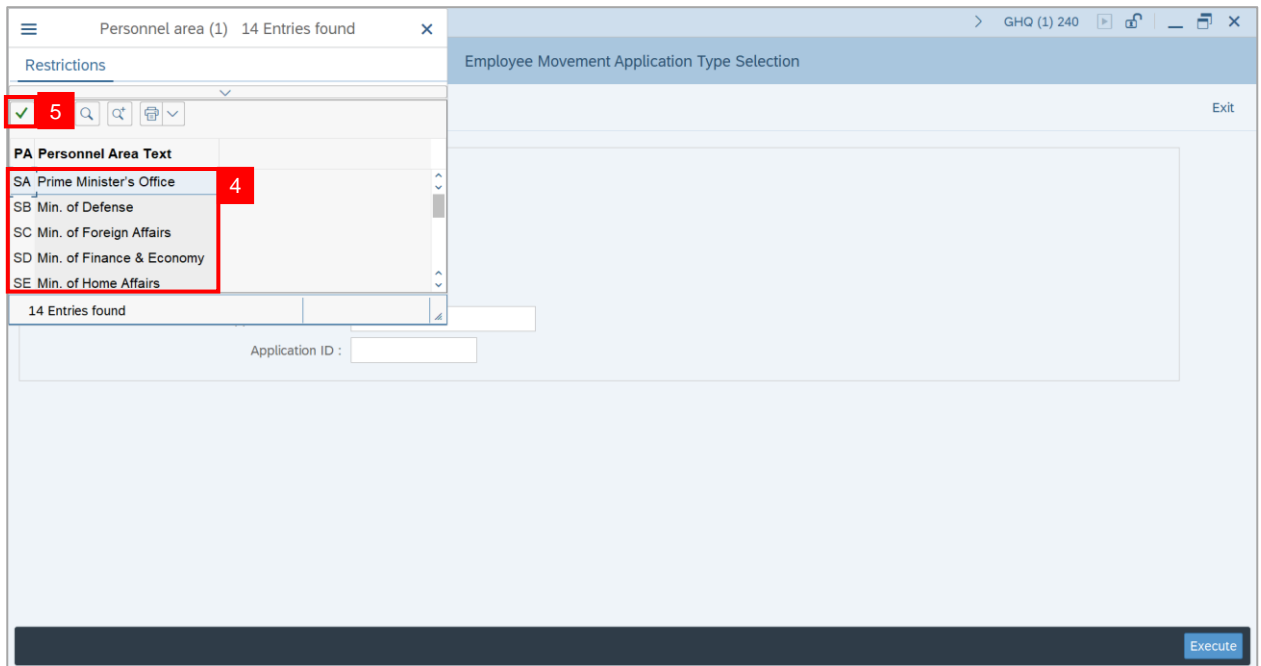
**Note:** The **Employee Movement Application Type Selection** page will be displayed.

- Navigate to **Personnel Area** and click on the **Lookup** button.

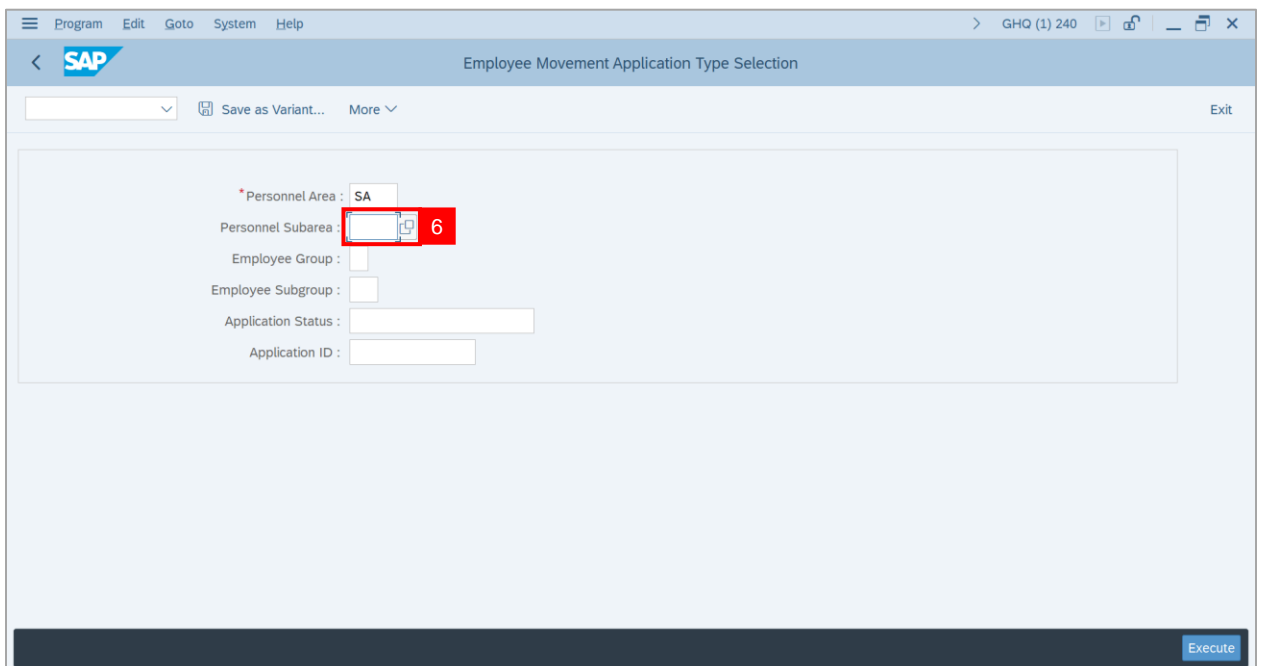


4. Select **Personnel Area**.

5. Click on **Tick** button.

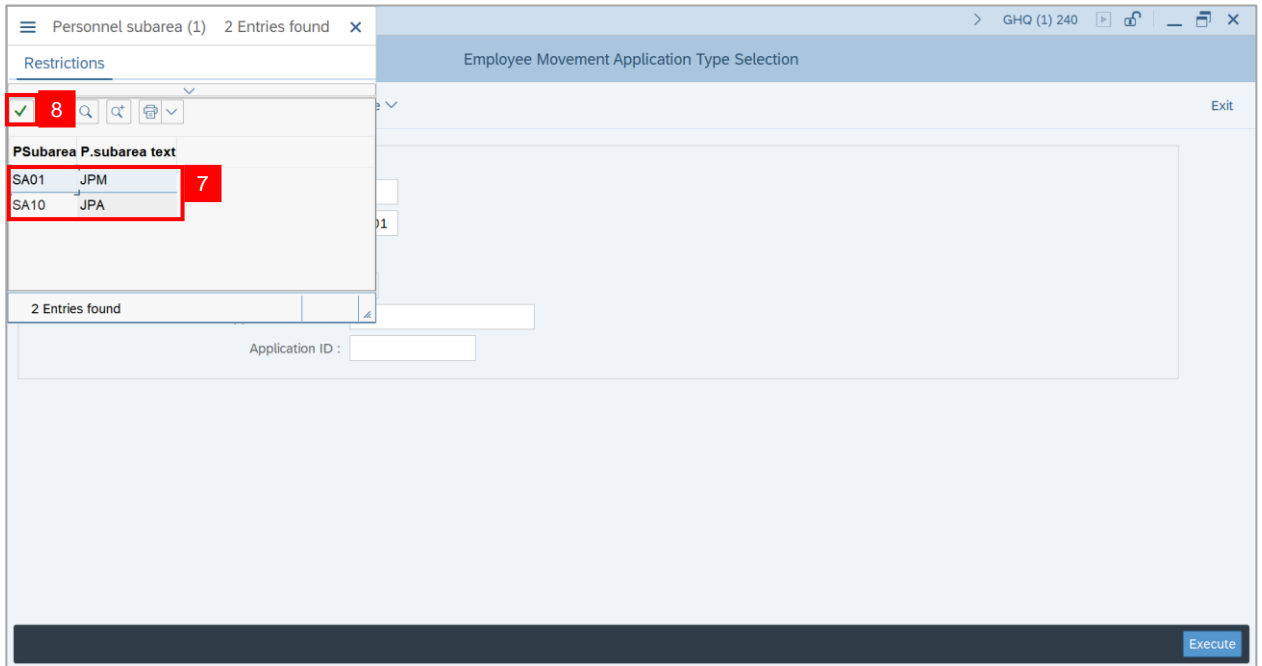


6. Navigate to **Personnel Subarea**, click on **Lookup** button.

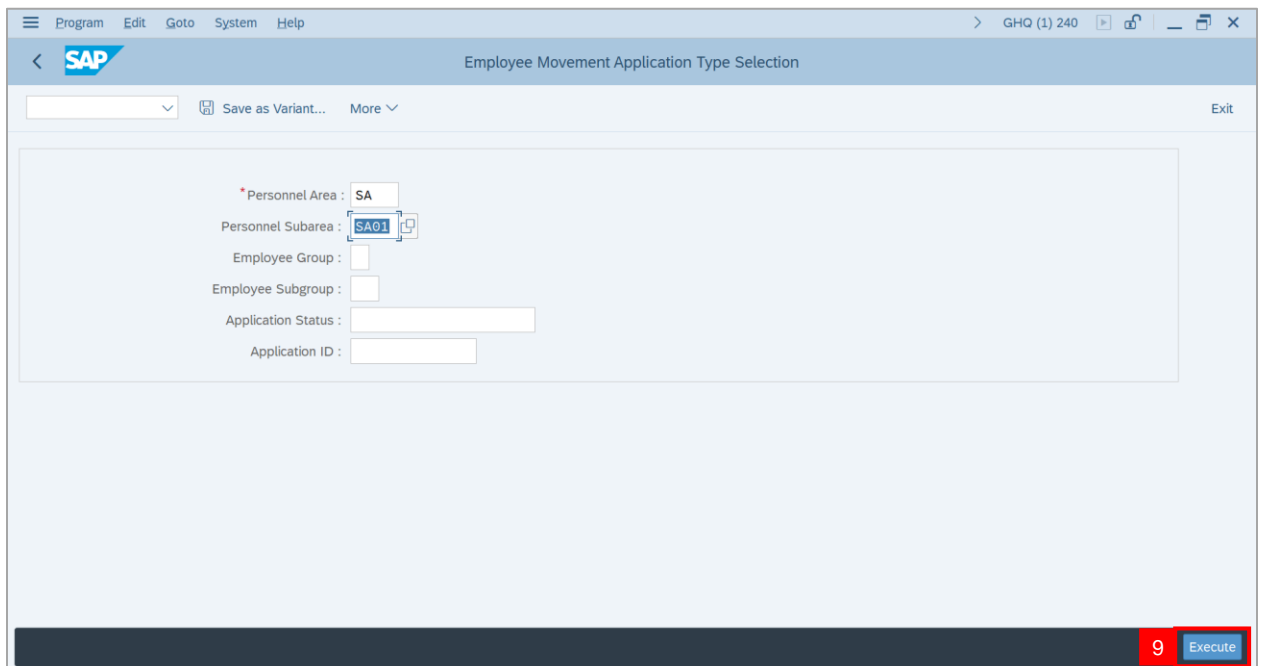


7. Select **Personnel Subarea**.

8. Click on **Tick** button.

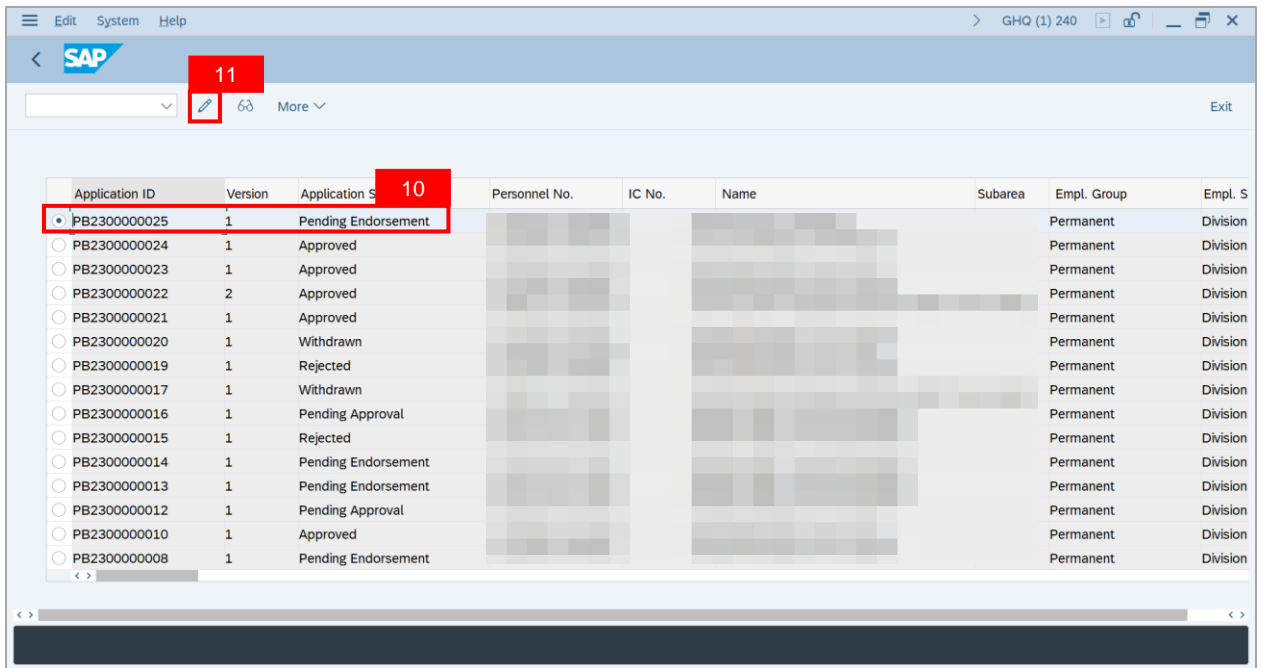


9. Click on **Execute** button.



10. Select **Application** with ‘**Pending Endorsement**’ status and click on **Radio** button.

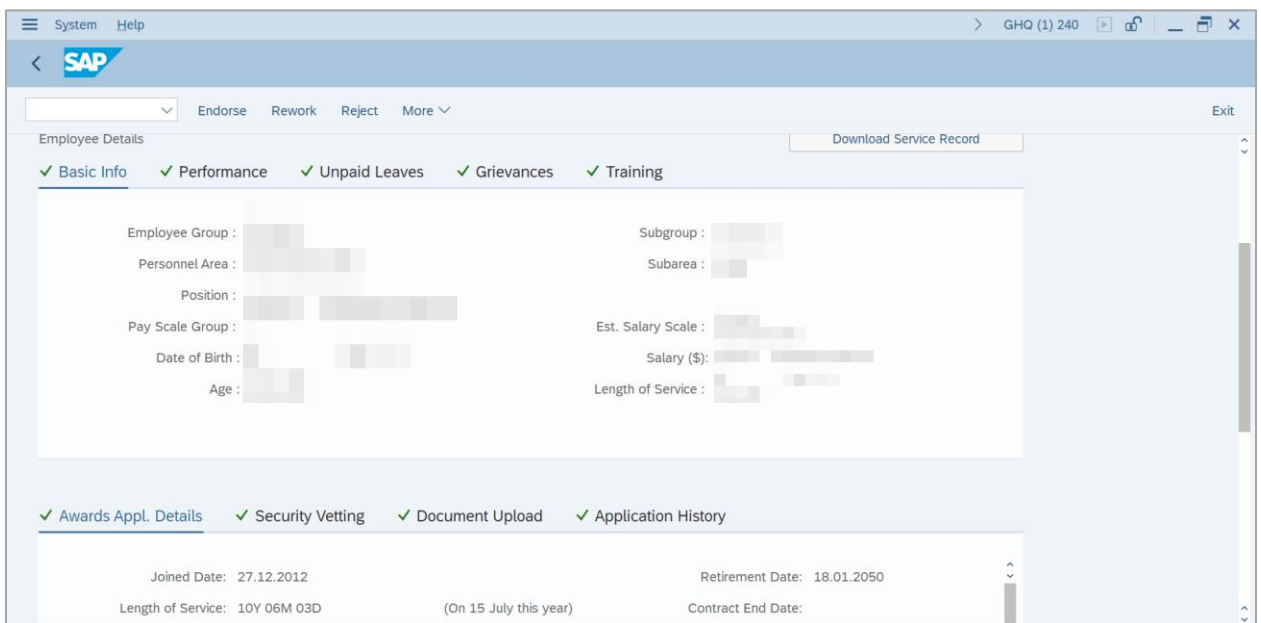
11. Click on **Change** icon.



The screenshot shows the SAP application list interface. A table lists various applications with columns for Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The application with ID PB2300000025 and status 'Pending Endorsement' is highlighted with a red box. A red box with the number '11' is placed over the 'Change' icon (a pencil) in the top right corner of the table area. Another red box with the number '10' is placed over the 'Pending Endorsement' status in the table.

Application ID	Version	Application S	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
<input checked="" type="radio"/> PB2300000025	1	Pending Endorsement					Permanent	Division
<input type="radio"/> PB2300000024	1	Approved					Permanent	Division
<input type="radio"/> PB2300000023	1	Approved					Permanent	Division
<input type="radio"/> PB2300000022	2	Approved					Permanent	Division
<input type="radio"/> PB2300000021	1	Approved					Permanent	Division
<input type="radio"/> PB2300000020	1	Withdrawn					Permanent	Division
<input type="radio"/> PB2300000019	1	Rejected					Permanent	Division
<input type="radio"/> PB2300000017	1	Withdrawn					Permanent	Division
<input type="radio"/> PB2300000016	1	Pending Approval					Permanent	Division
<input type="radio"/> PB2300000015	1	Rejected					Permanent	Division
<input type="radio"/> PB2300000014	1	Pending Endorsement					Permanent	Division
<input type="radio"/> PB2300000013	1	Pending Endorsement					Permanent	Division
<input type="radio"/> PB2300000012	1	Pending Approval					Permanent	Division
<input type="radio"/> PB2300000010	1	Approved					Permanent	Division
<input type="radio"/> PB2300000008	1	Pending Endorsement					Permanent	Division

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



The screenshot shows the SAP employee details page. The 'Employee Details' section is active, displaying various fields such as Employee Group, Personnel Area, Position, Pay Scale Group, Date of Birth, Age, Subgroup, Subarea, Est. Salary Scale, Salary (\$), and Length of Service. The 'Awards Appl. Details' section is also visible, showing the joined date (27.12.2012), retirement date (18.01.2050), and length of service (10Y 06M 03D). A 'Download Service Record' button is located in the top right corner.

Employee Details

Download Service Record

Basic Info Performance Unpaid Leaves Grievances Training

Employee Group : Subgroup :  
Personnel Area : Subarea :  
Position :  
Pay Scale Group : Est. Salary Scale :  
Date of Birth : Salary (\$) :  
Age : Length of Service :

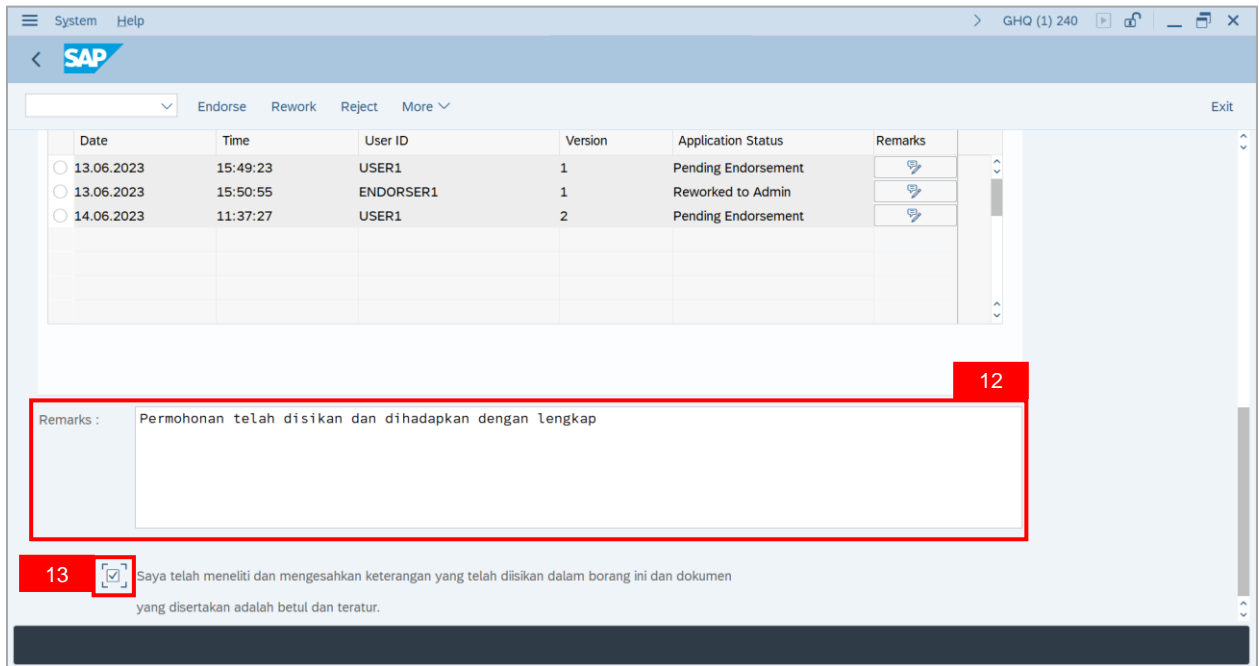
Awards Appl. Details Security Vetting Document Upload Application History

Joined Date: 27.12.2012 Retirement Date: 18.01.2050  
Length of Service: 10Y 06M 03D (On 15 July this year) Contract End Date:



12. Navigate to **Remarks** section and fill in the space provided in order to reject the application.

13. Click on **Declaration** checkbox.

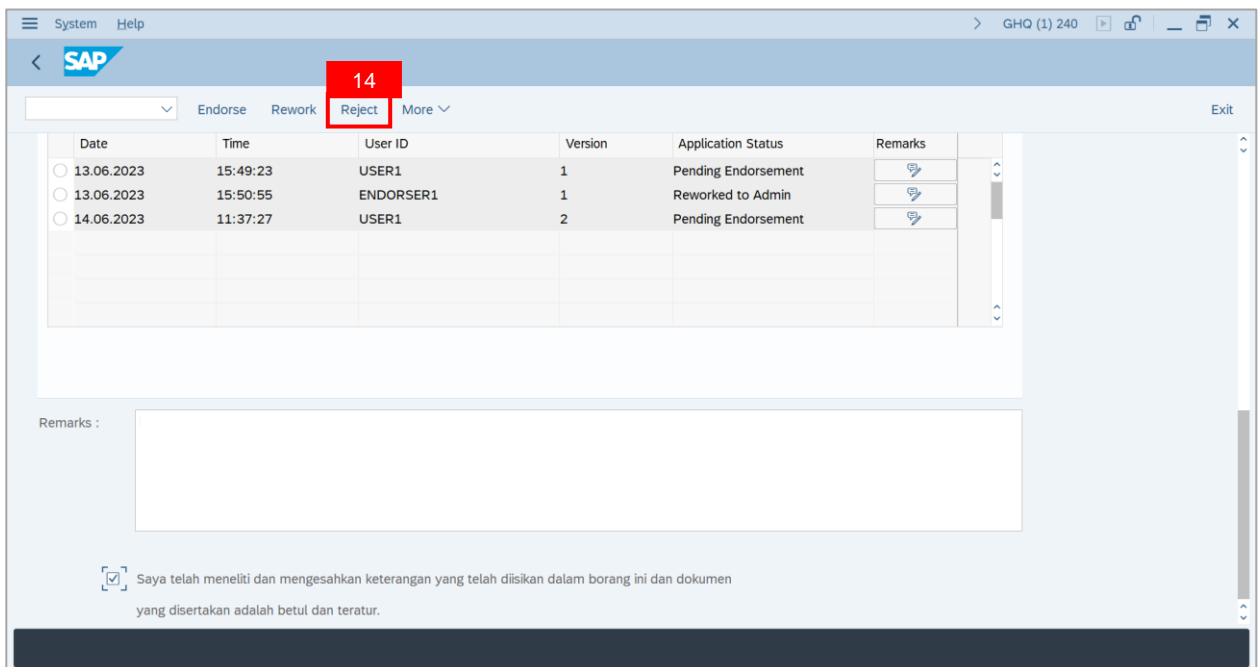


The screenshot shows the SAP GUI interface for the Honours & Awards system. The top navigation bar includes 'System' and 'Help'. The main area displays a table with columns: Date, Time, User ID, Version, Application Status, and Remarks. The table contains three rows of data:

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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

Below the table, there is a 'Remarks' section with a text input field. The text 'Permohonan telah disikan dan dihadapkan dengan lengkap' is entered. A red box highlights this section, labeled '12'. Below the 'Remarks' section, there is a 'Declaration' checkbox. The checkbox is checked, and a red box highlights it, labeled '13'. The text 'Saya telah meneliti dan mengesahkan keterangan yang telah disikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' is displayed below the checkbox.

14. Click on **Reject** button.



The screenshot shows the SAP GUI interface for the Honours & Awards system. The top navigation bar includes 'System' and 'Help'. The main area displays a table with columns: Date, Time, User ID, Version, Application Status, and Remarks. The table contains three rows of 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	
14.06.2023	11:37:27	USER1	2	Pending Endorsement	

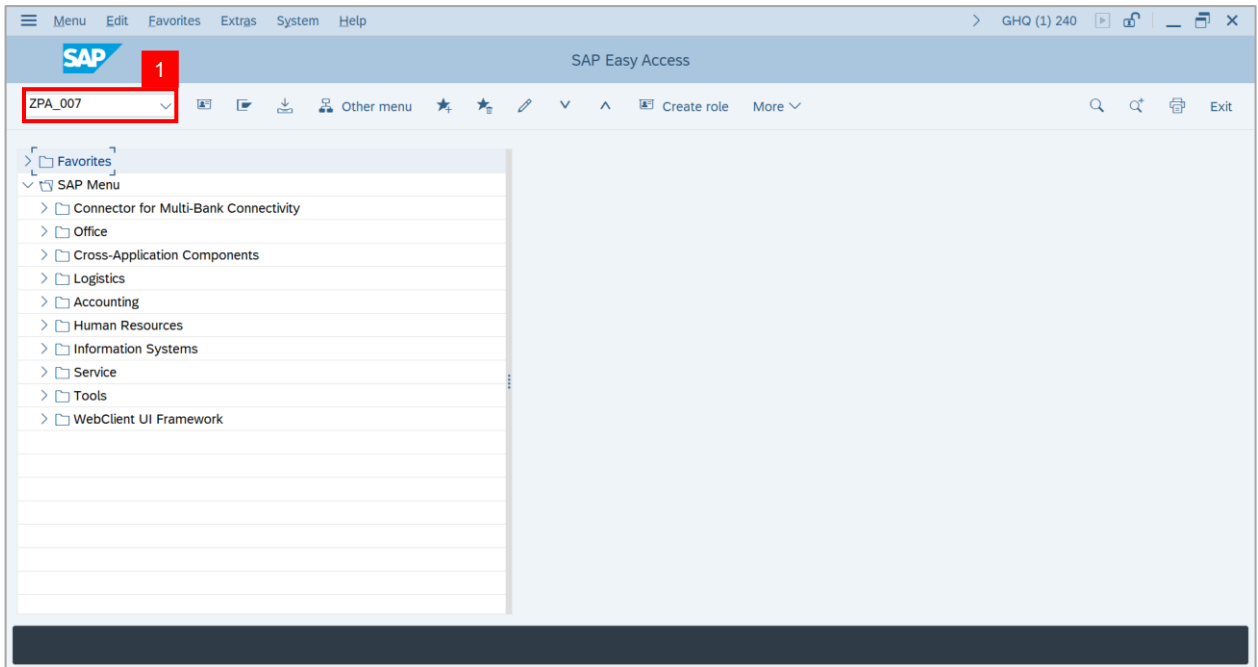
Below the table, there is a 'Remarks' section with a text input field. The text 'Permohonan telah disikan dan dihadapkan dengan lengkap' is entered. A red box highlights this section, labeled '12'. Below the 'Remarks' section, there is a 'Declaration' checkbox. The checkbox is checked, and a red box highlights it, labeled '13'. The text 'Saya telah meneliti dan mengesahkan keterangan yang telah disikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' is displayed below the checkbox. The 'Reject' button is highlighted with a red box and labeled '14'.



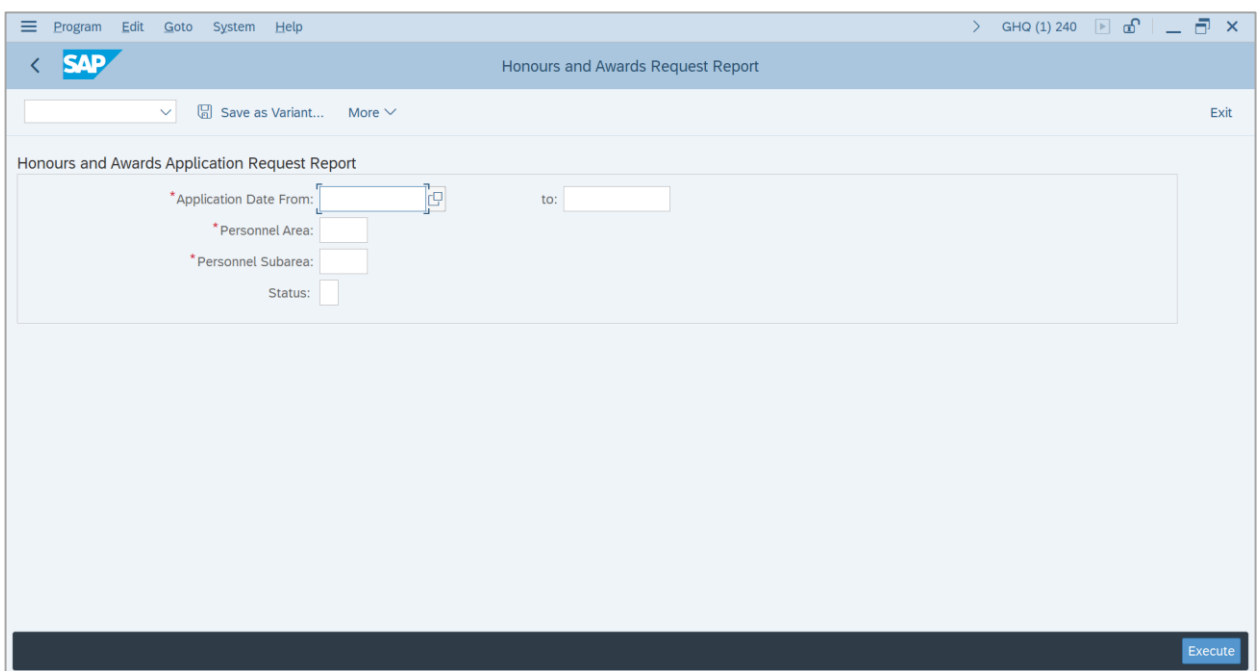
<b>GENERATE REPORT</b>	<b>Backend User</b>
	Ministry HQ

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

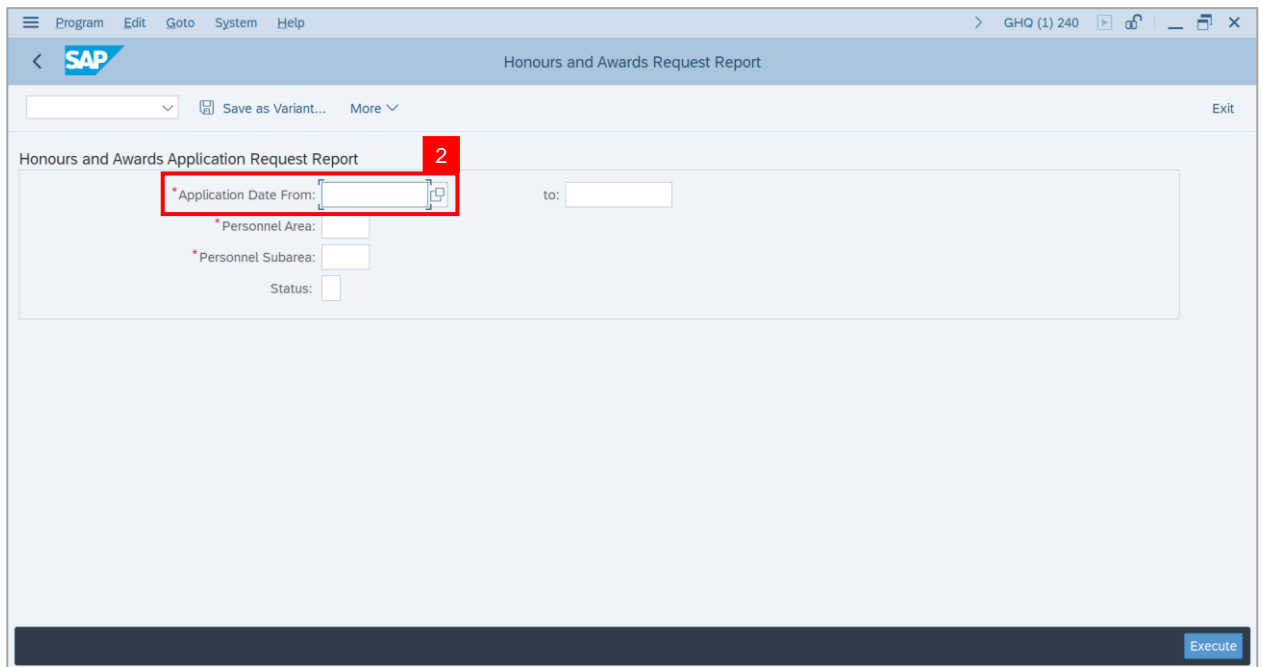
1. Enter **ZPA\_007** in the search bar.



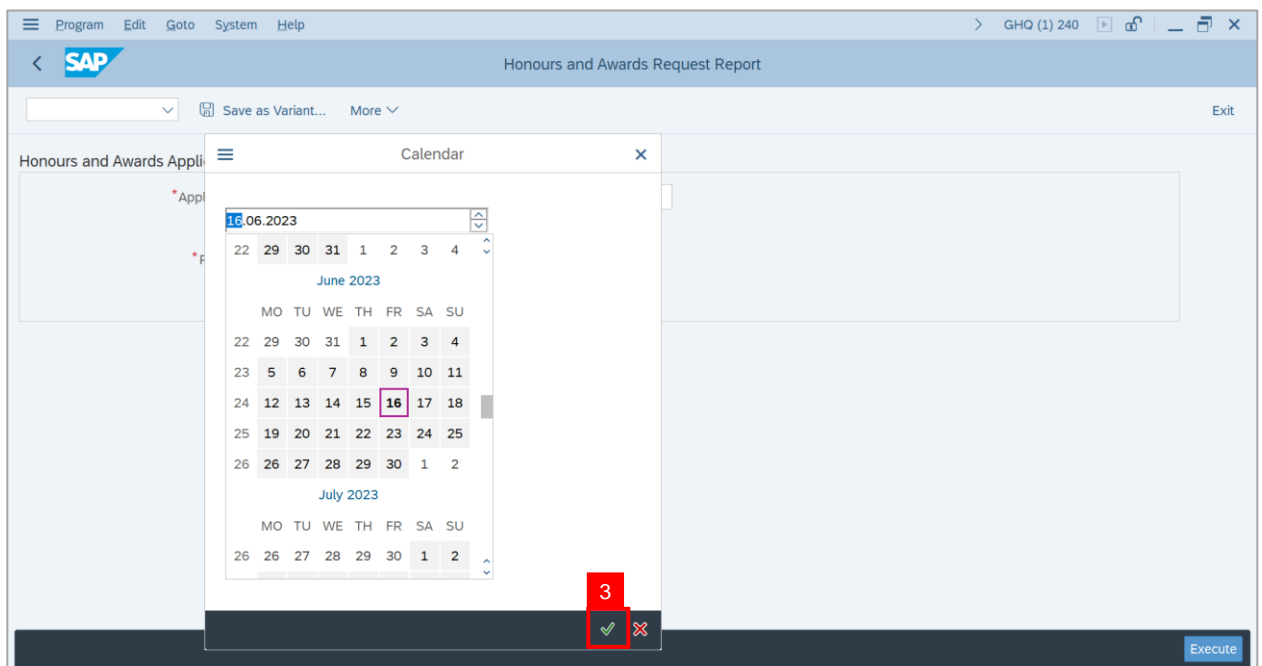
**Note:** Honours and Awards Request Report page will be displayed.



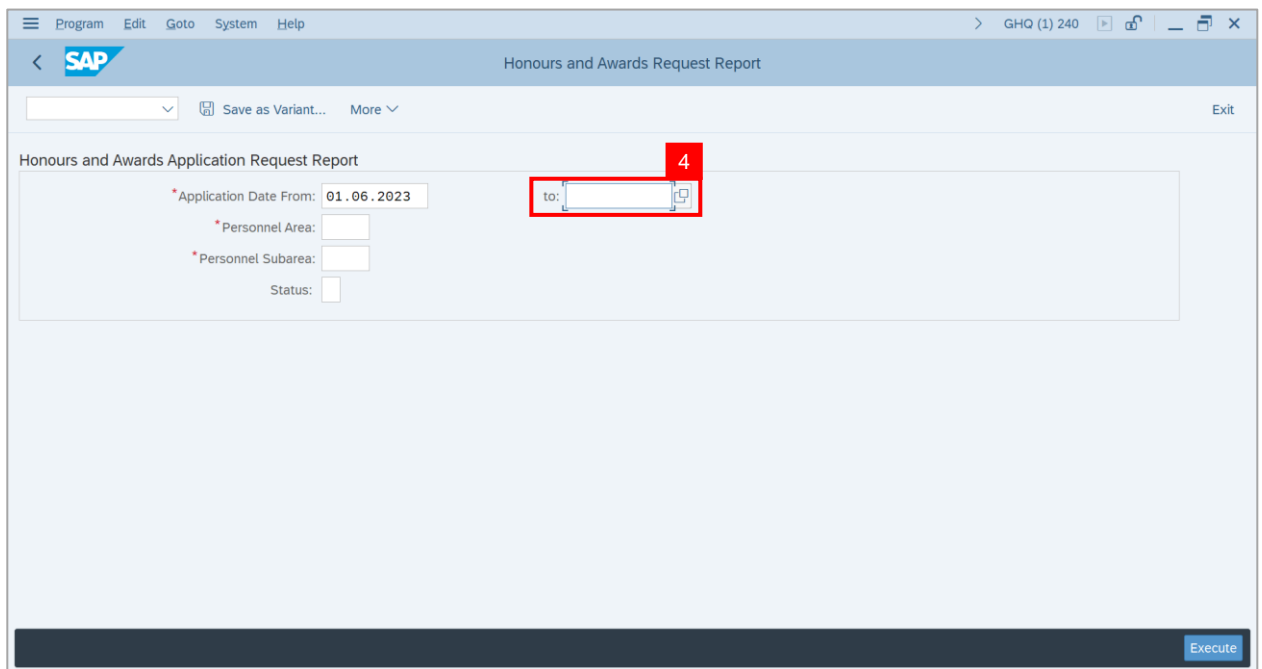
2. Navigate to **Application Date From** and click on **Lookup** icon.



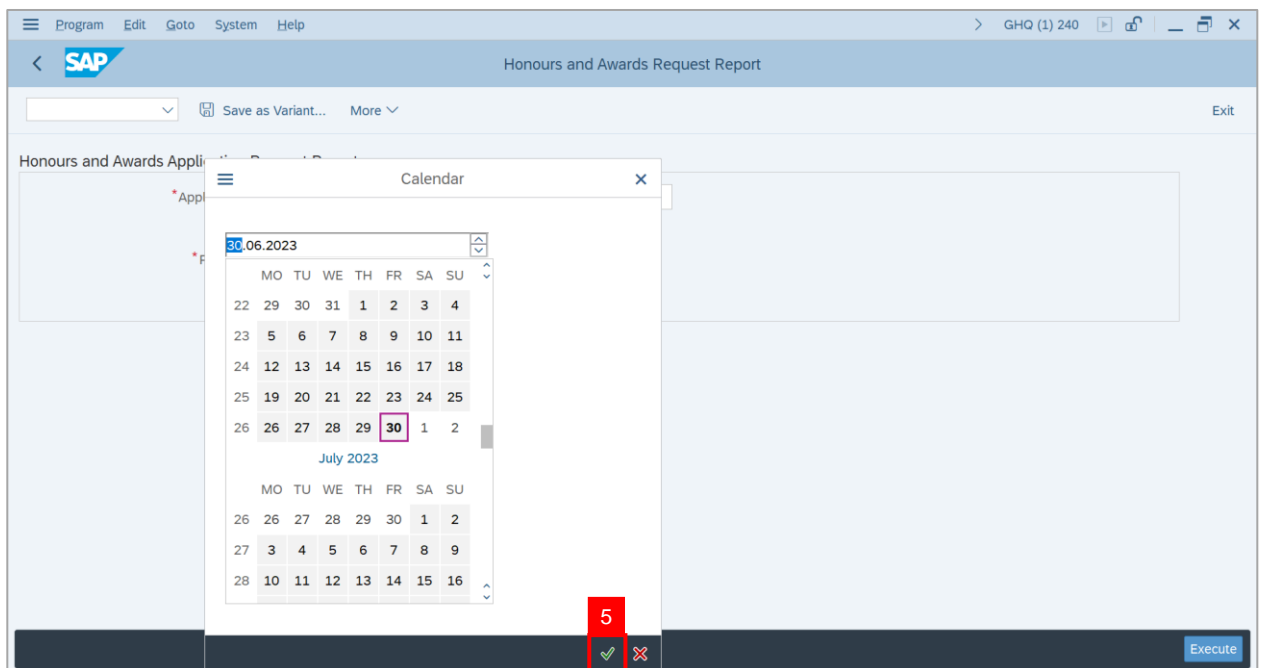
3. Select desired **Date** and click on **Tick** button.



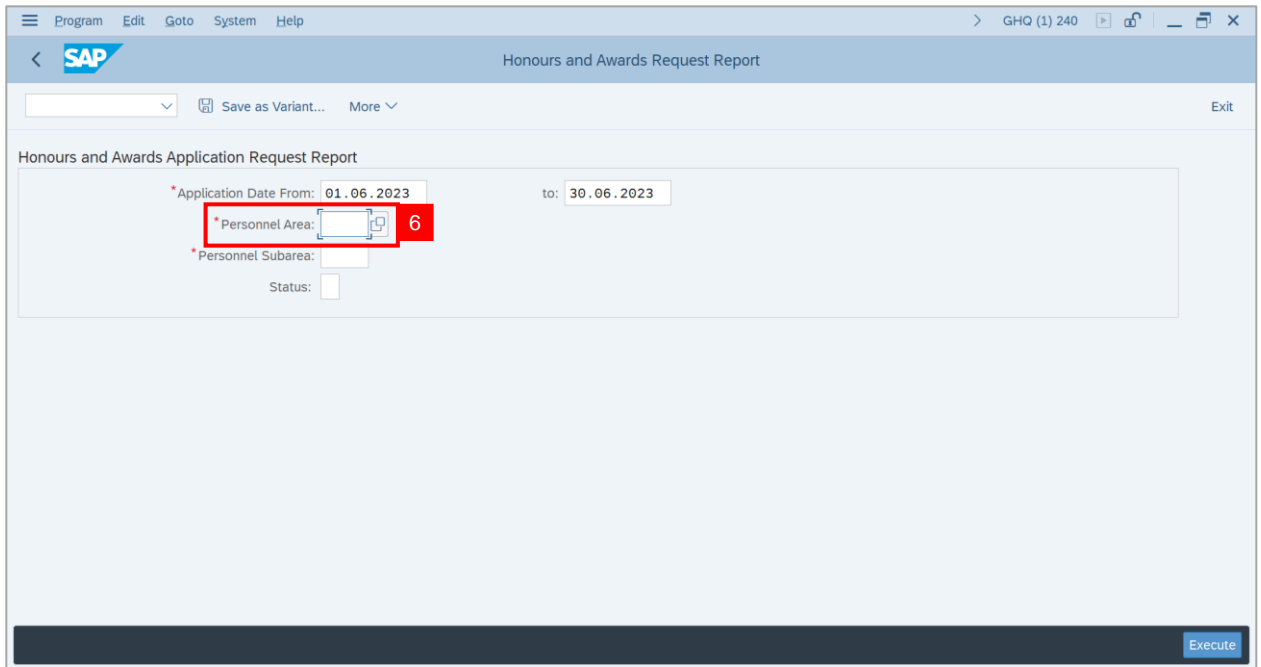
4. Navigate to **Application Date to** and click on **Lookup** icon.



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

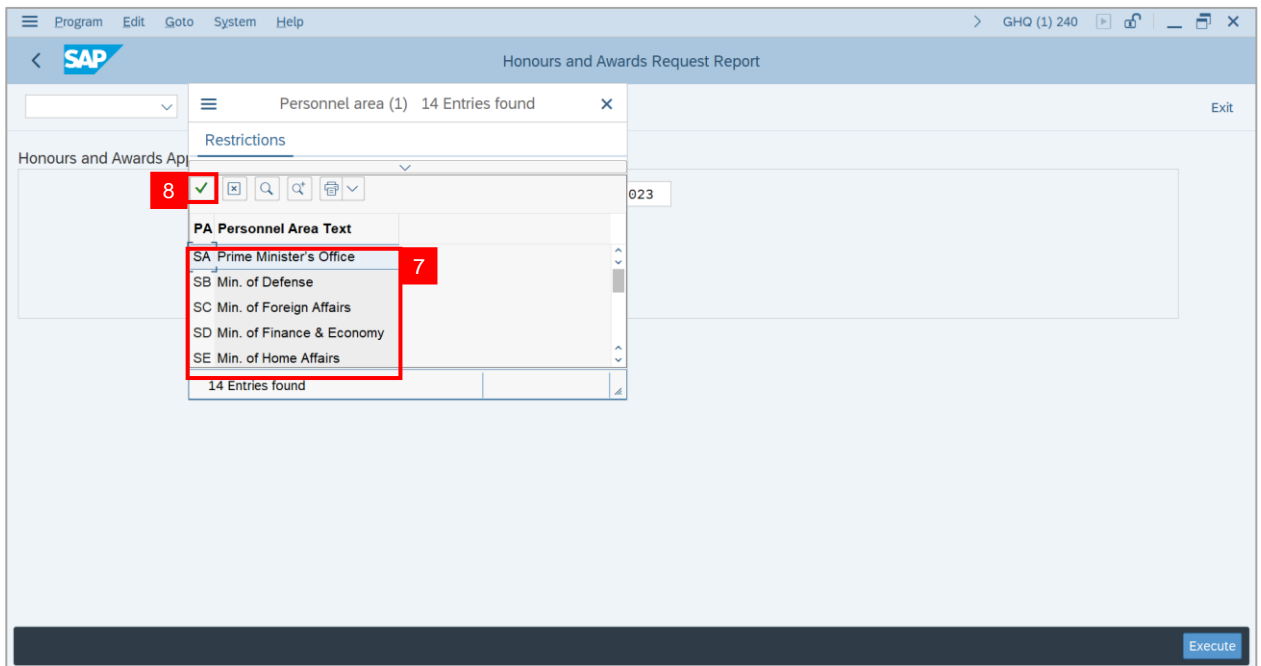


6. Navigate to **Personnel Area** and click on **Lookup** icon.

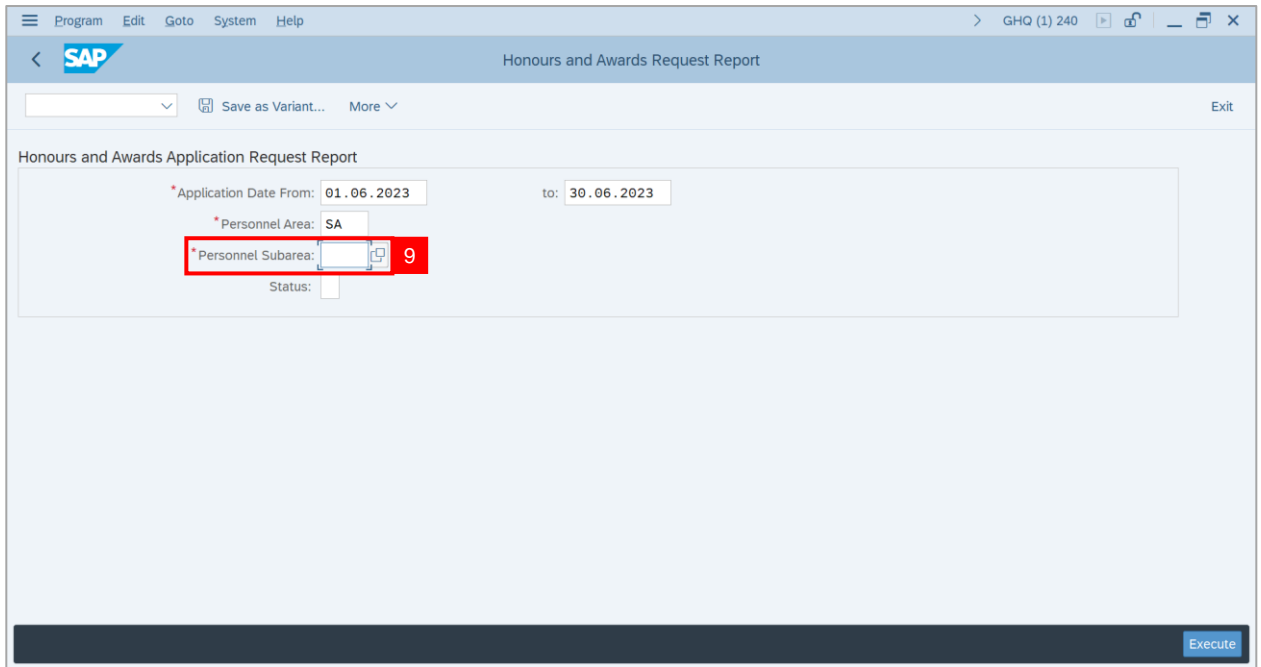


7. Select **Personnel Area**.

8. Click on **Tick** button.



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



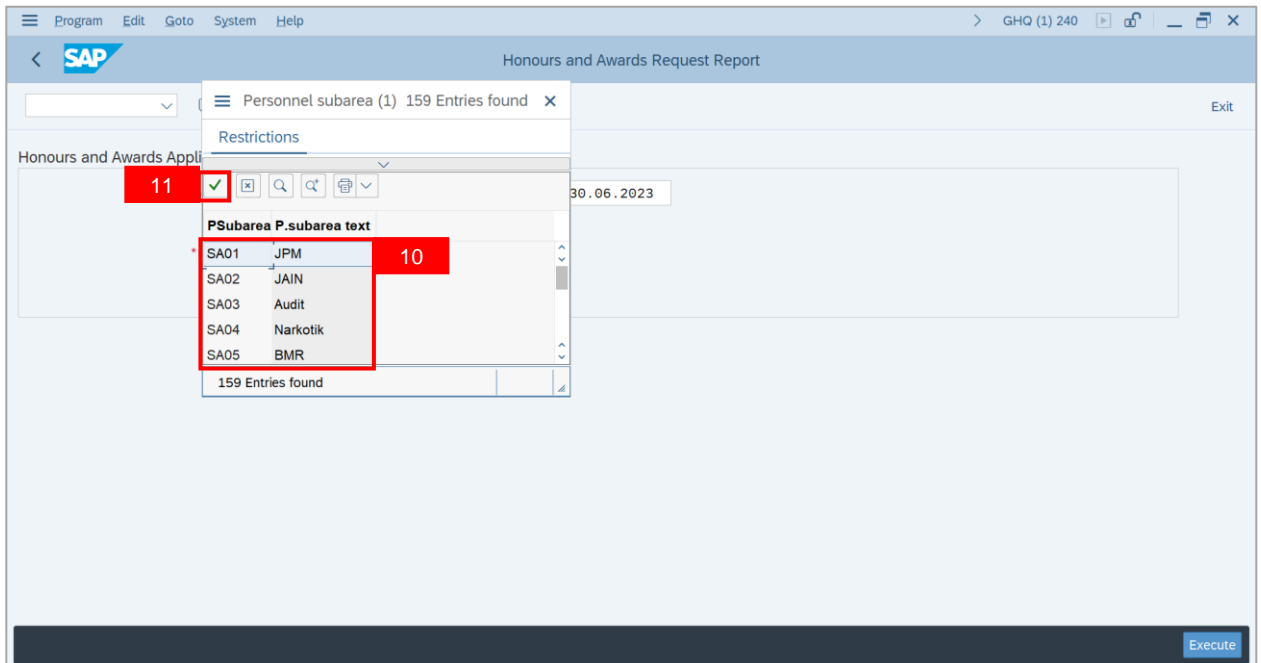
The screenshot shows the SAP Honours and Awards Request Report form. The form includes the following fields:

- Application Date From: 01.06.2023
- to: 30.06.2023
- Personnel Area: SA
- Personnel Subarea: (empty field with a red box and a red '9' next to it)
- Status: (empty field)

The SAP logo and menu items (Program, Edit, Goto, System, Help) are visible at the top. The window title is 'Honours and Awards Request Report'. The 'Execute' button is at the bottom right.

10. Select **Personnel Area**.

11. Click on **Tick** button.

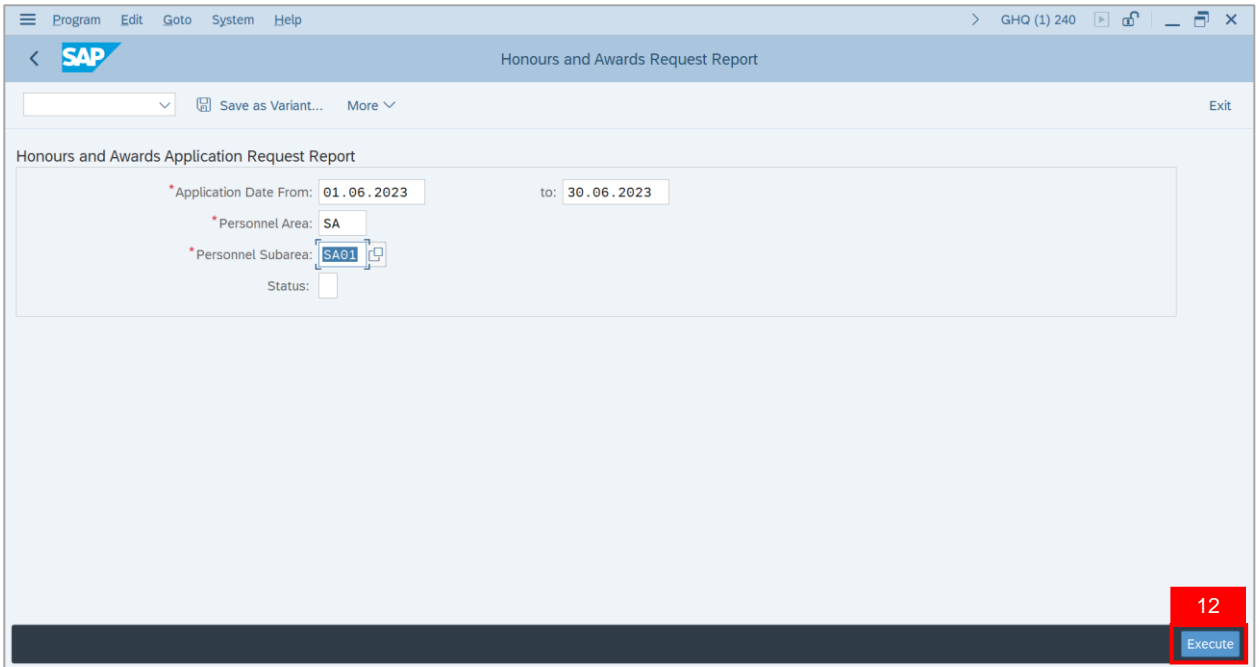


The screenshot shows the SAP Honours and Awards Request Report form with a dropdown menu open for the Personnel Subarea field. The dropdown menu displays the following options:

- SA01 JPM
- SA02 JAIN
- SA03 Audit
- SA04 Narkotik
- SA05 BMR

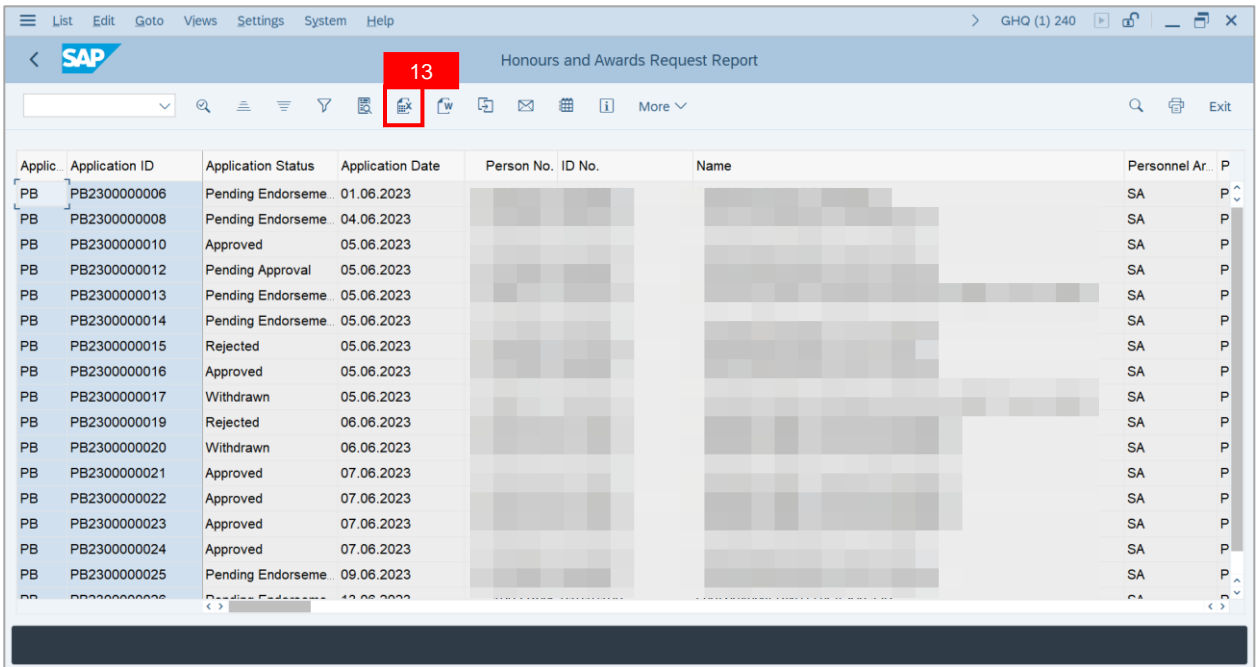
The dropdown menu also shows '159 Entries found' at the bottom. The 'Personnel Area' field is set to 'SA'. The 'Application Date From' and 'to' fields are 01.06.2023 and 30.06.2023 respectively. The 'Execute' button is at the bottom right.

12. Click on **Execute** button.



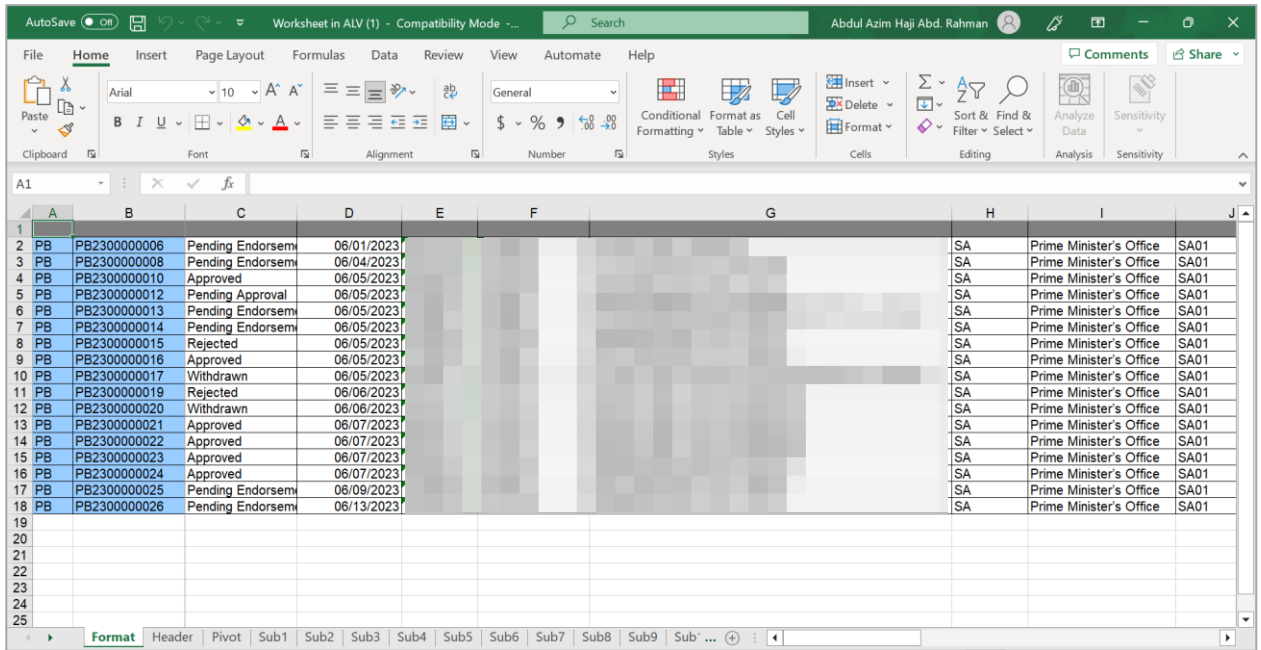
Note: **Honours and Awards Report** page will be displayed.

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
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