



SISTEM SUMBER MANUSIA

User Guide

For Department HR Administrator

Backend (SAP GUI)

Employee Movement (PA):

Penyelarasan

VERSION: 1.0

INTRODUCTION

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

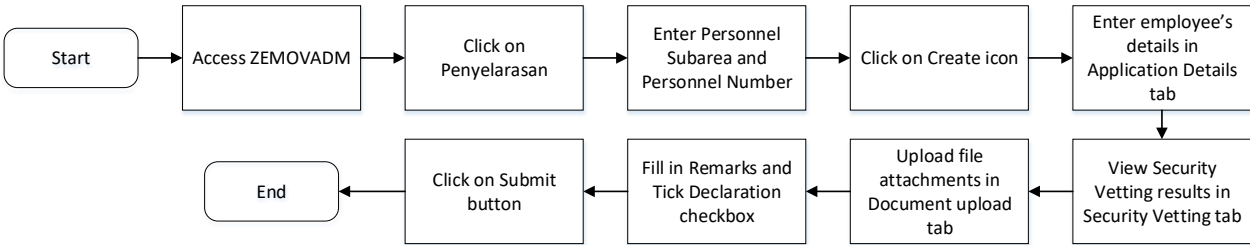
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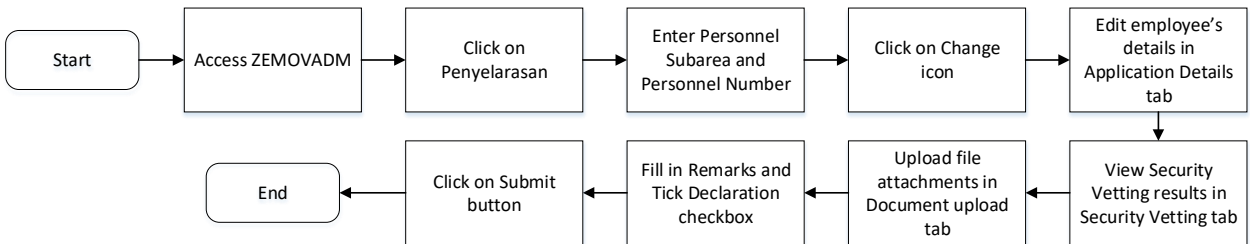


Process Overview

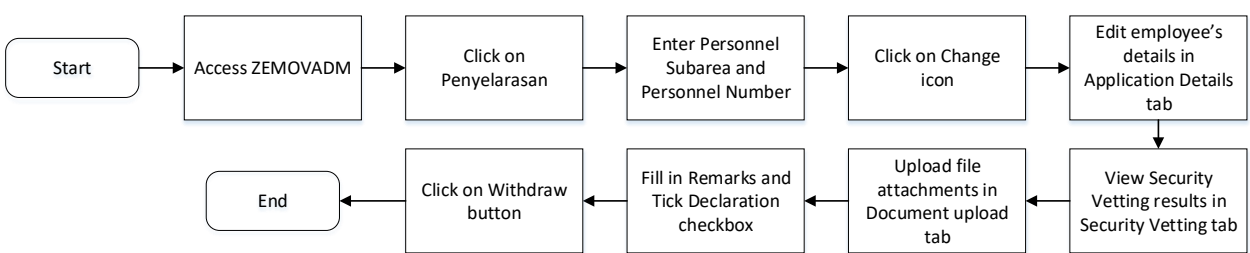
Submit Application



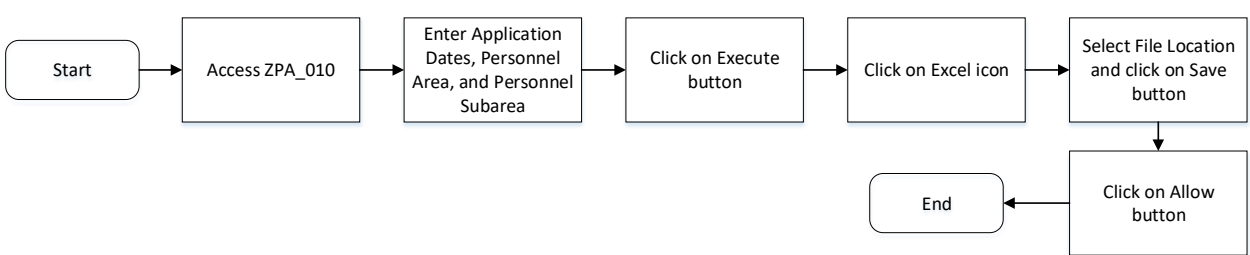
Edit and Resubmit Application



Withdraw Application



Generate Application Report

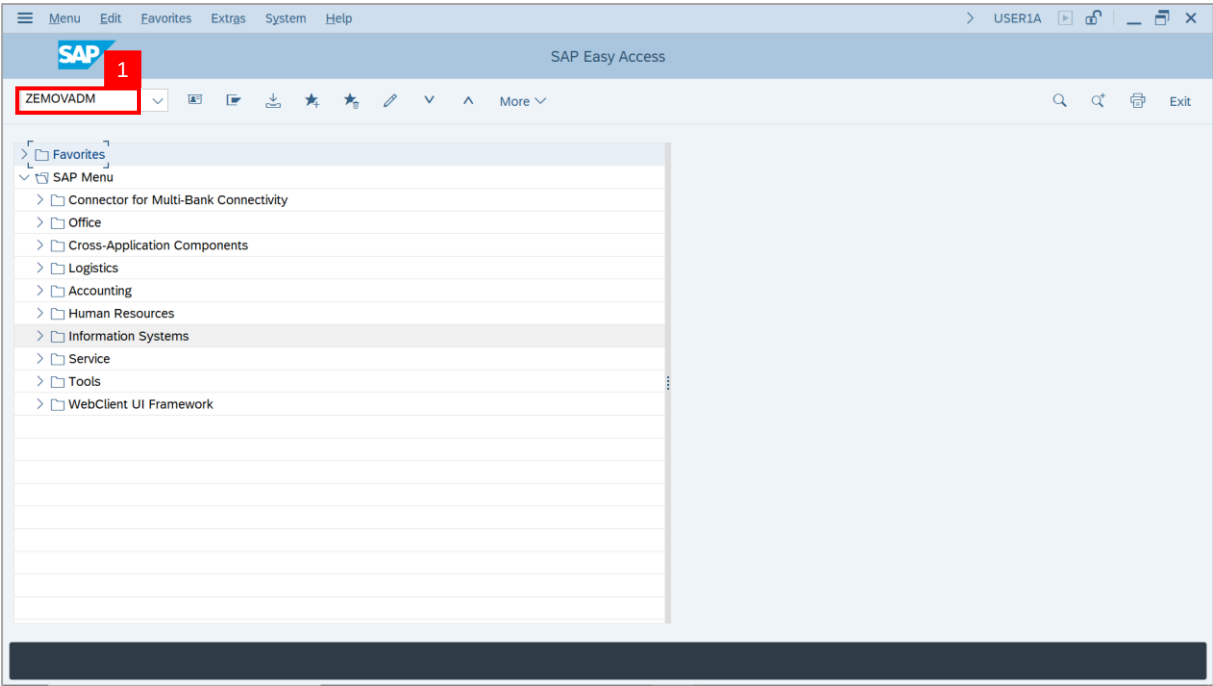




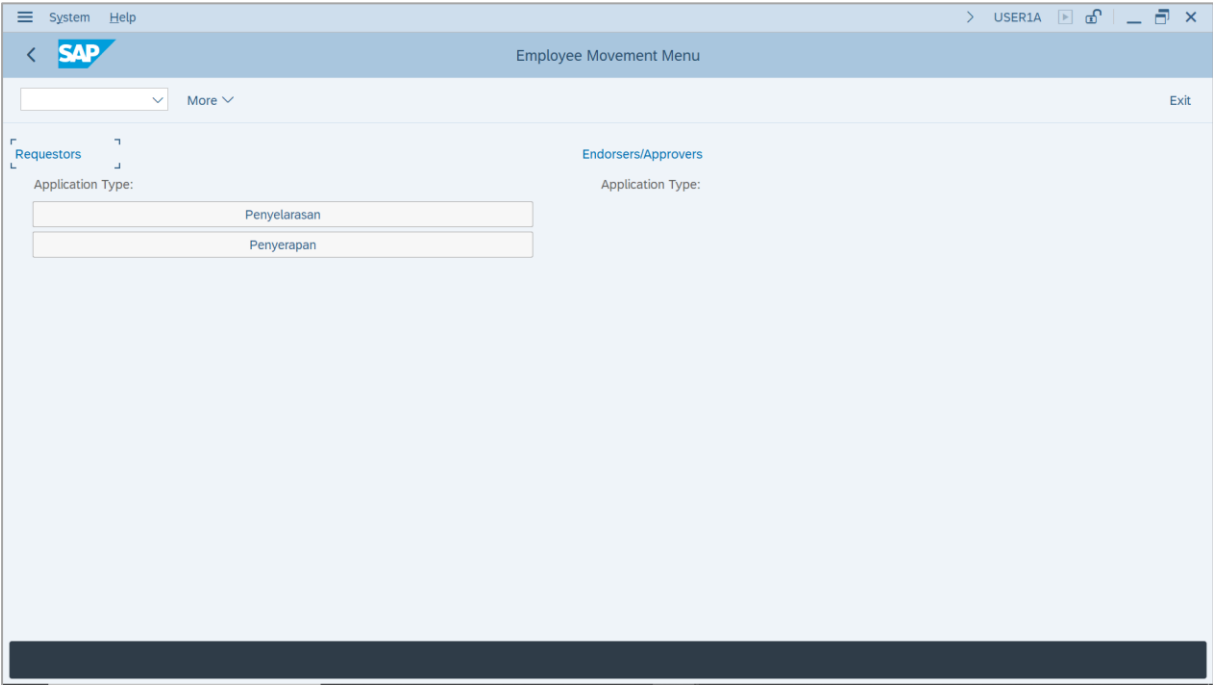
SUBMIT APPLICATION	Backend User
	Department HR Administrator

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 **Penyelarasan**.

The screenshot shows the SAP Employee Movement Menu. On the left, under the 'Requestors' tab, the 'Application Type' section has a dropdown menu with two options: 'Penyelarasan' and 'Penyerapan'. The 'Penyelarasan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. On the right, under the 'Endorsers/Approvers' tab, there is also an 'Application Type' section with a dropdown menu. The top bar of the window shows 'System Help' and 'USER1A'.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. The 'Selection' section contains three fields: 'Personnel Subarea', 'Personnel Number', and 'Application Status'. The 'Personnel Subarea' field is highlighted with a red box. The top bar of the window shows 'Program Edit Goto System Help' and 'USER1A'. At the bottom, there is a message bar that says 'Fill out all required entry fields View details' and an 'Execute' button.

3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.

The screenshot displays the SAP Employee Movement Application Type Selection screen. The top navigation bar includes the SAP logo and menu options: Program, Edit, Goto, System, and Help. The main title is "Employee Movement Application Type Selection". Below the title bar, there is a search field and buttons for "Save as Variant..." and "More". The "Selection" section contains three input fields:

- *Personnel Subarea : (with a selection icon) - highlighted with a red box and labeled 3.
- *Personnel Number : - highlighted with a red box and labeled 4.
- Application Status : - highlighted with a red box and labeled 5.

 The bottom status bar shows a message: "Fill out all required entry fields" with a link to "View details". An "Execute" button is located in the bottom right corner.

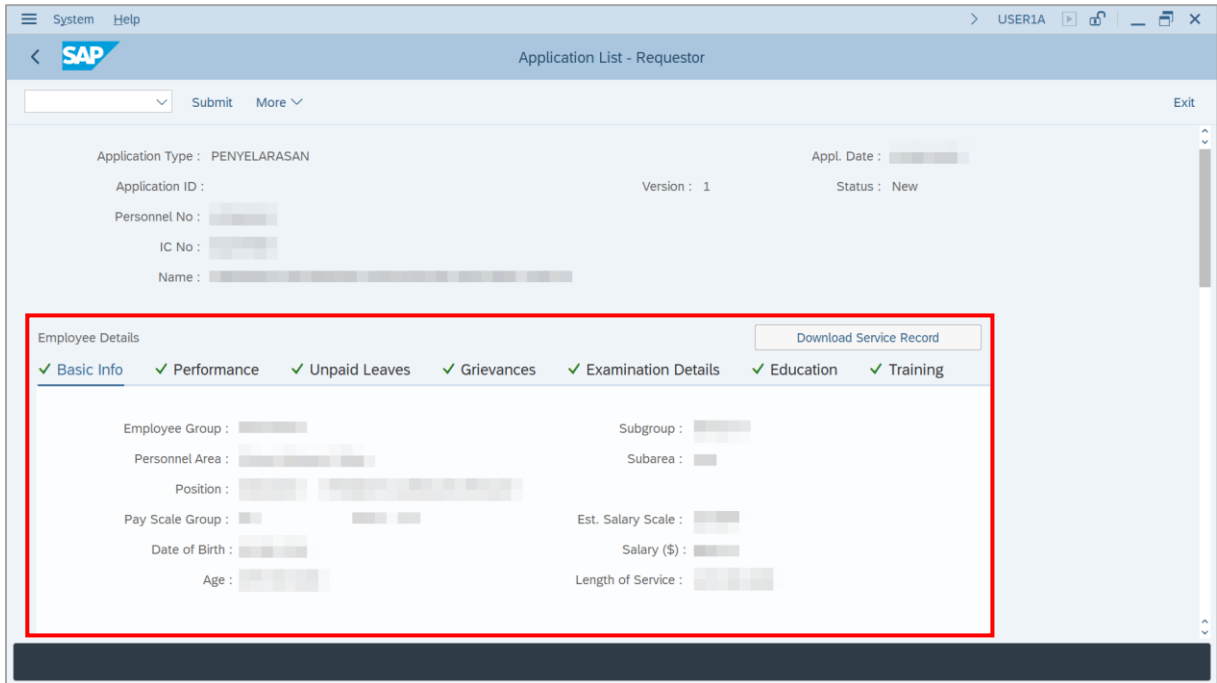
Note: The Application List – Requestor page will be displayed.

6. Click on **Create** icon.

[illegible]

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

i) **Department HR Administrator** may review employee's information on each tab under **Employee Details**.



System Help > USER1A

Application List - Requestor

Submit More Exit

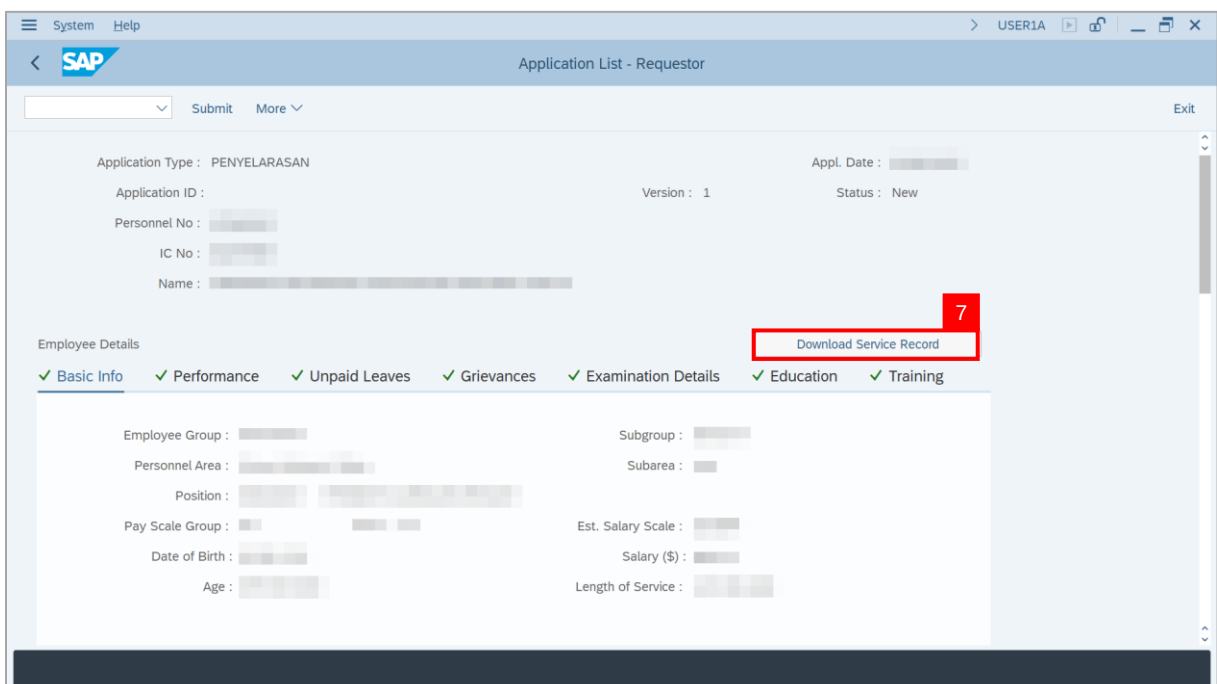
Application Type : PENYELARASAN Appl. Date :
Application ID : Version : 1 Status : New
Personnel No :
IC No :
Name :

Employee Details Download Service Record

✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details ✓ Education ✓ Training

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

7. Click on **Download Service Record** button.



System Help > USER1A

Application List - Requestor

Submit More Exit

Application Type : PENYELARASAN Appl. Date :
Application ID : Version : 1 Status : New
Personnel No :
IC No :
Name :

Employee Details Download Service Record 7

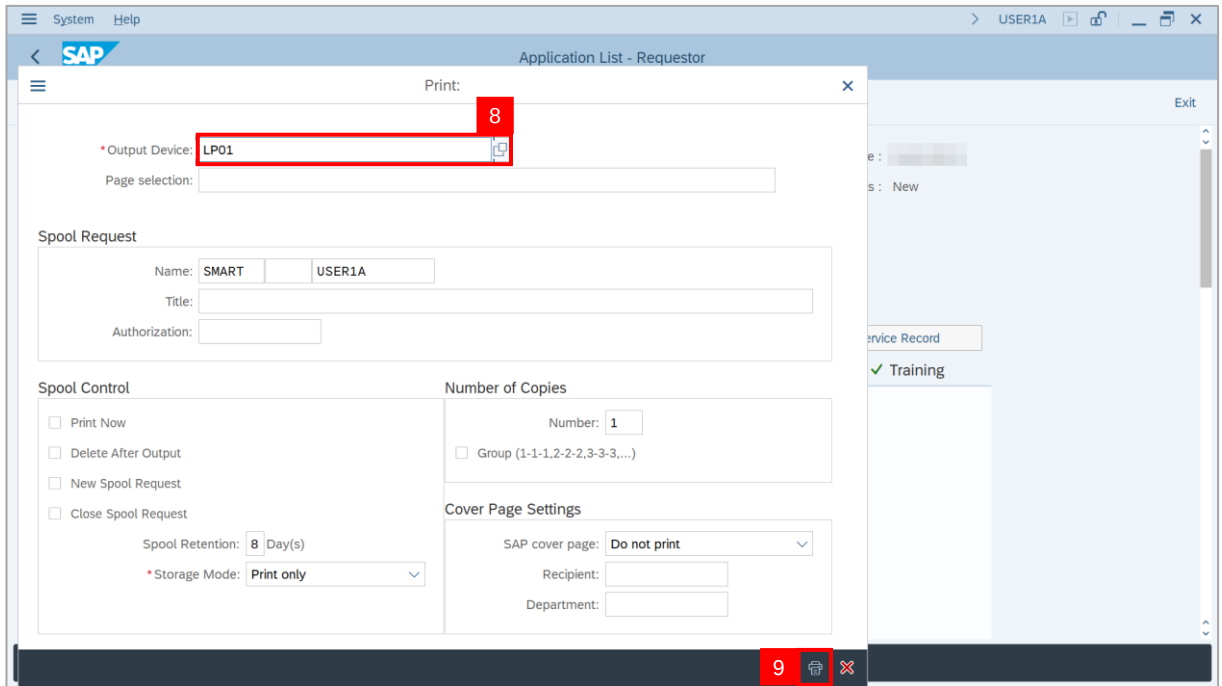
✓ Basic Info ✓ Performance ✓ Unpaid Leaves ✓ Grievances ✓ Examination Details ✓ Education ✓ Training

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

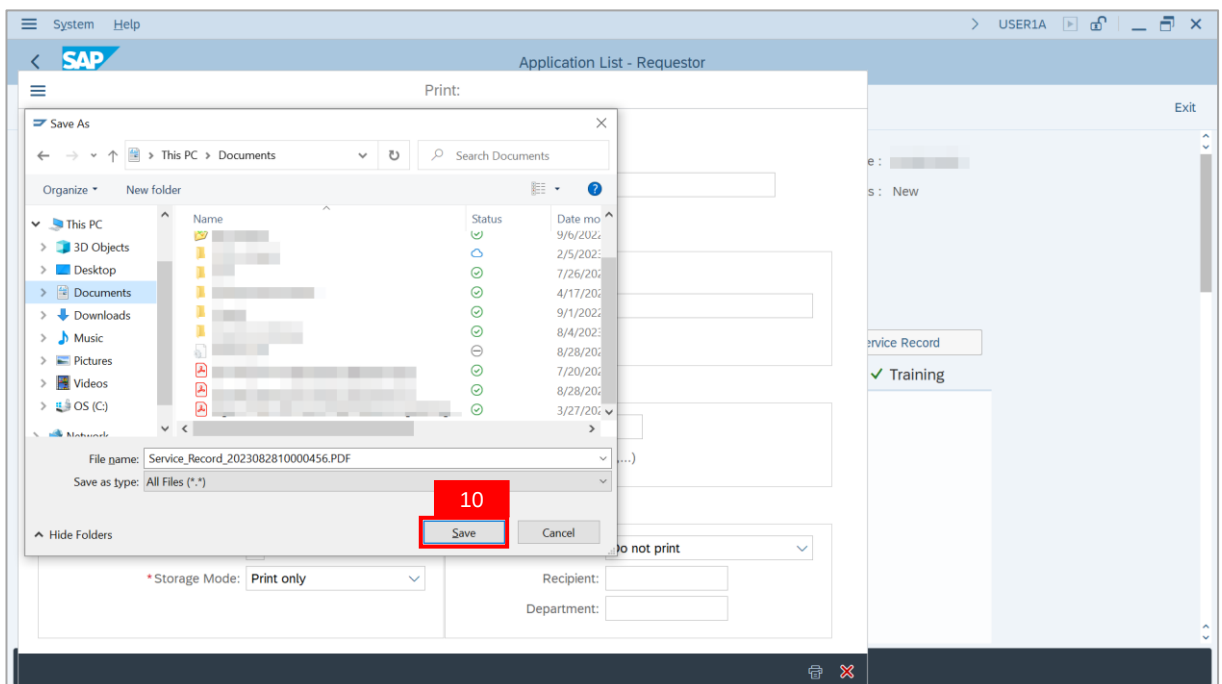
Note: The **Print** page will be displayed.

8. Enter '**LP01**' under **Output Device**.

9. Click on **Print** icon.



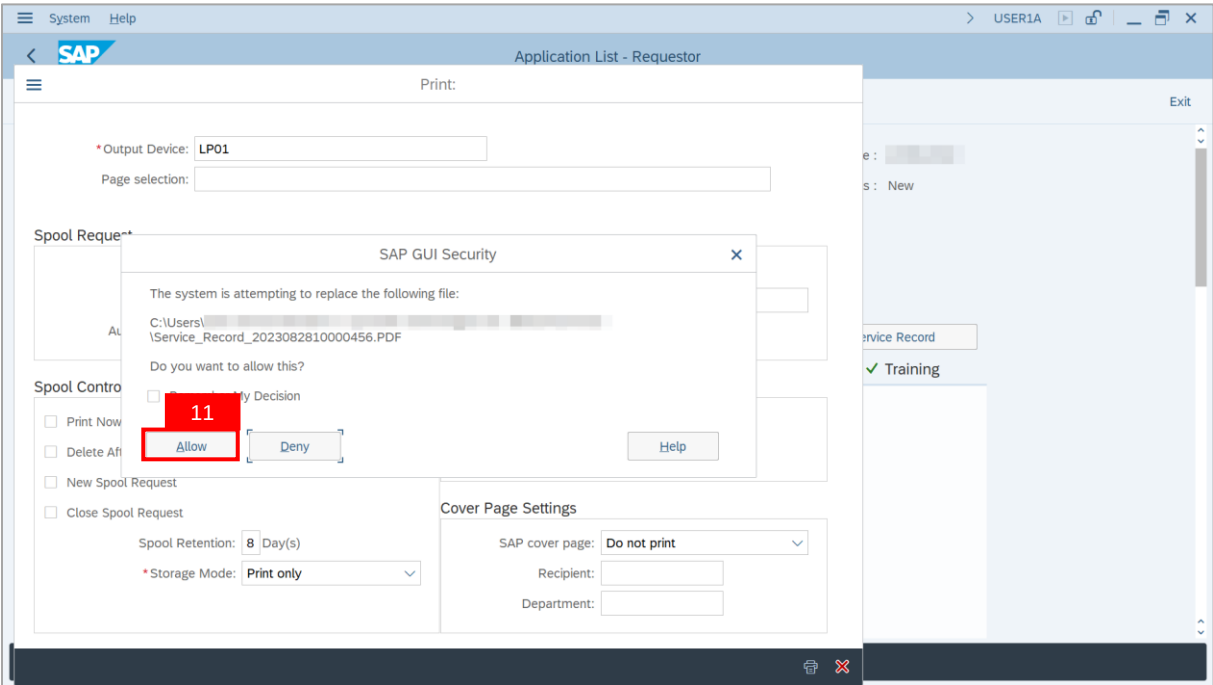
10. Select **File Location** and click on **Save** button.



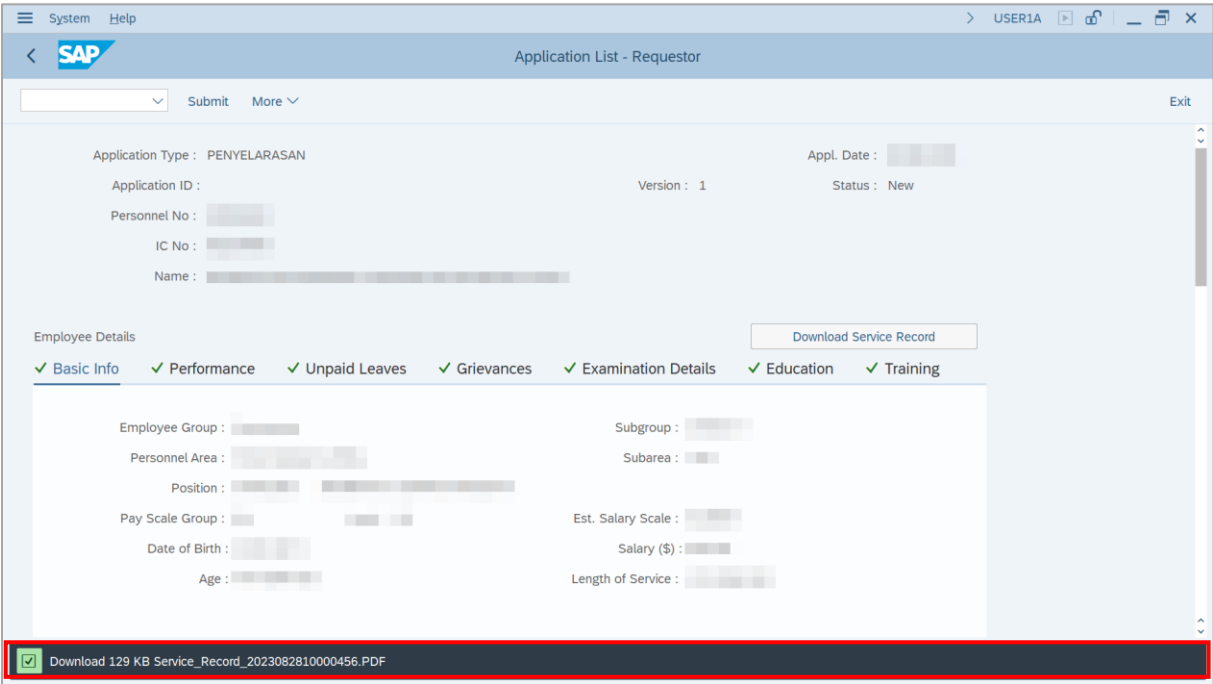


Note: The **SAP GUI Security** page will be displayed.

11. Click on **Allow** button.

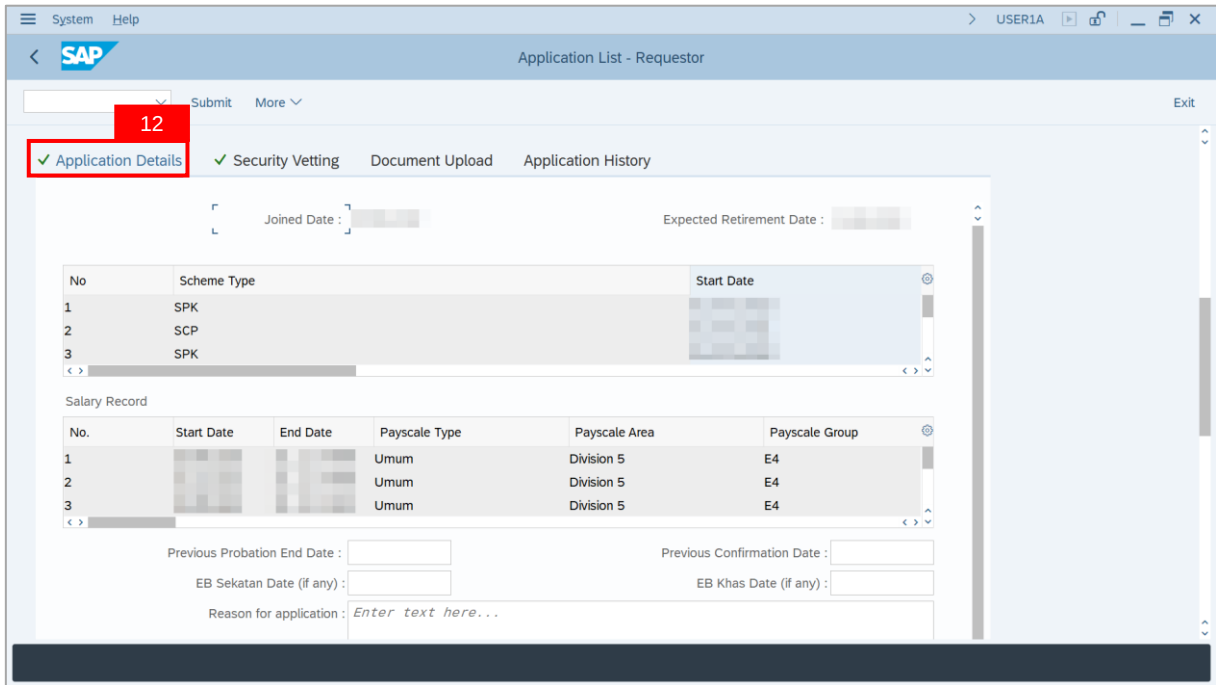


Note: The **Service Record** has successfully been downloaded.



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

Note: **Department HR Administrator** may review employee's **Joined Date**, **Expected Retirement Date**, **Retirement Date**, **Scheme Details** and **Salary Record**.



No	Scheme Type	Start Date
1	SPK	
2	SCP	
3	SPK	

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group
1			Umum	Division 5	E4
2			Umum	Division 5	E4
3			Umum	Division 5	E4

Previous Probation End Date :

Previous Confirmation Date :

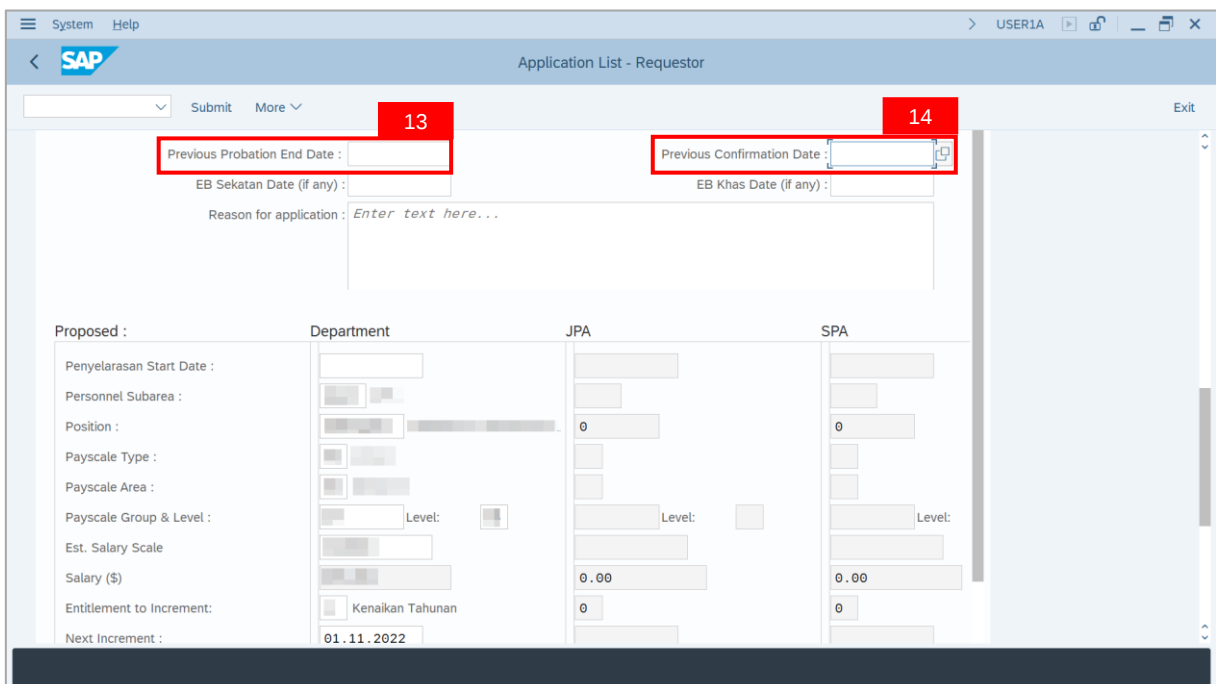
EB Sekatan Date (if any) :

EB Khas Date (if any) :

Reason for application :

13. Enter **Previous Probation End Date**.

14. Enter **Previous Confirmation Date**.



Previous Probation End Date :

Previous Confirmation Date :

EB Sekatan Date (if any) :

EB Khas Date (if any) :

Reason for application :

Proposed :	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :			
Payscale Type :			
Payscale Area :			
Payscale Group & Level :	Level:	Level:	Level:
Est. Salary Scale			
Salary (\$)			
Entitlement to Increment:	Kenaikan Tahunan		
Next Increment :	01.11.2022		



- 15. Enter **EB Sekatan Date** (if any).
- 16. Enter **EB Khas Date** (if any).
- 17. Type in **Reason for Application**.

System Help > USER1A

Application List - Requestor

Submit More

Exit

Previous Probation End Date : 15 Previous Confirmation Date : 16

EB Sekatan Date (if any) : EB Khas Date (if any) :

17 Reason for application : Enter text here...

Proposed :

	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :		0	0
Payscale Type :			
Payscale Area :			
Payscale Group & Level :	Level:	Level:	Level:
Est. Salary Scale			
Salary (\$)		0.00	0.00
Entitlement to Increment:	Kenaikan Tahunan	0	0
Next Increment :	01.11.2022		

Note: Department HR Administrator may fill in **Proposed Penyelarasan Details** under **Department** column.

System Help > USER1A

Application List - Requestor

Submit More

Exit

Proposed :

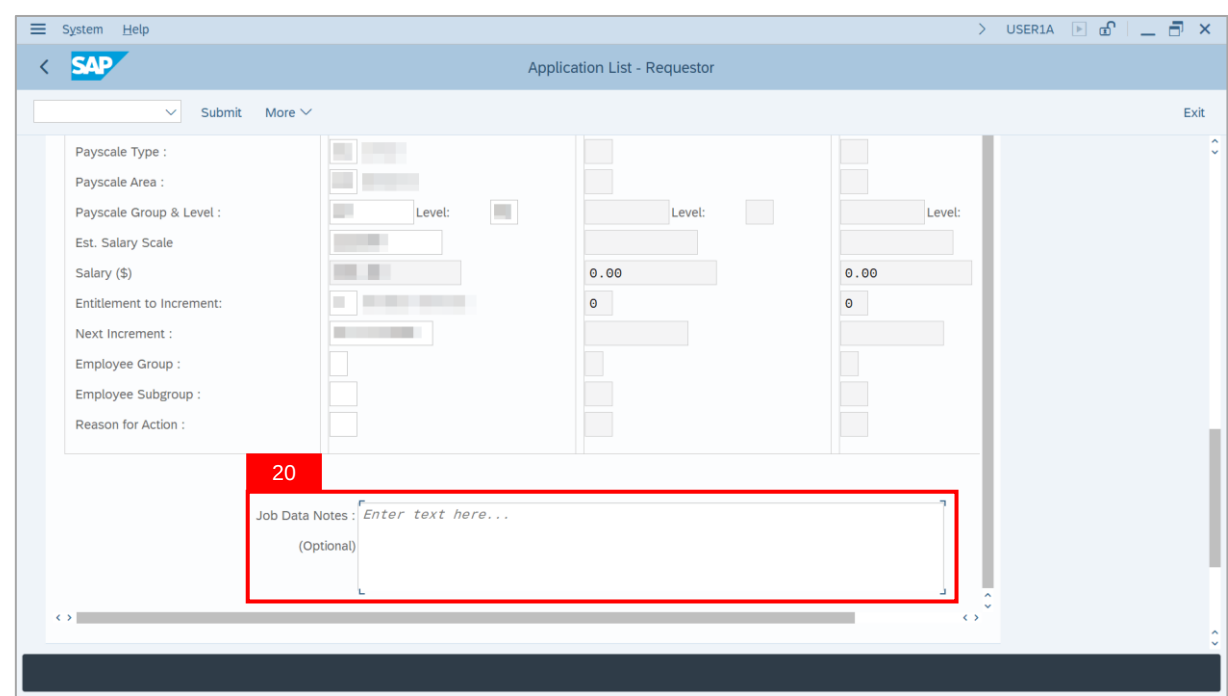
	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :		0	0
Payscale Type :			
Payscale Area :			
Payscale Group & Level :	Level:	Level:	Level:
Est. Salary Scale			
Salary (\$)		0.00	0.00
Entitlement to Increment:		0	0
Next Increment :			
Employee Group :			
Employee Subgroup :			
Reason for Action :			



- 18. Enter **Penyelarasan Start Date** (Optional).
- 19. Enter **Employee Group**, **Employee Subgroup** and **Reason for Action**.

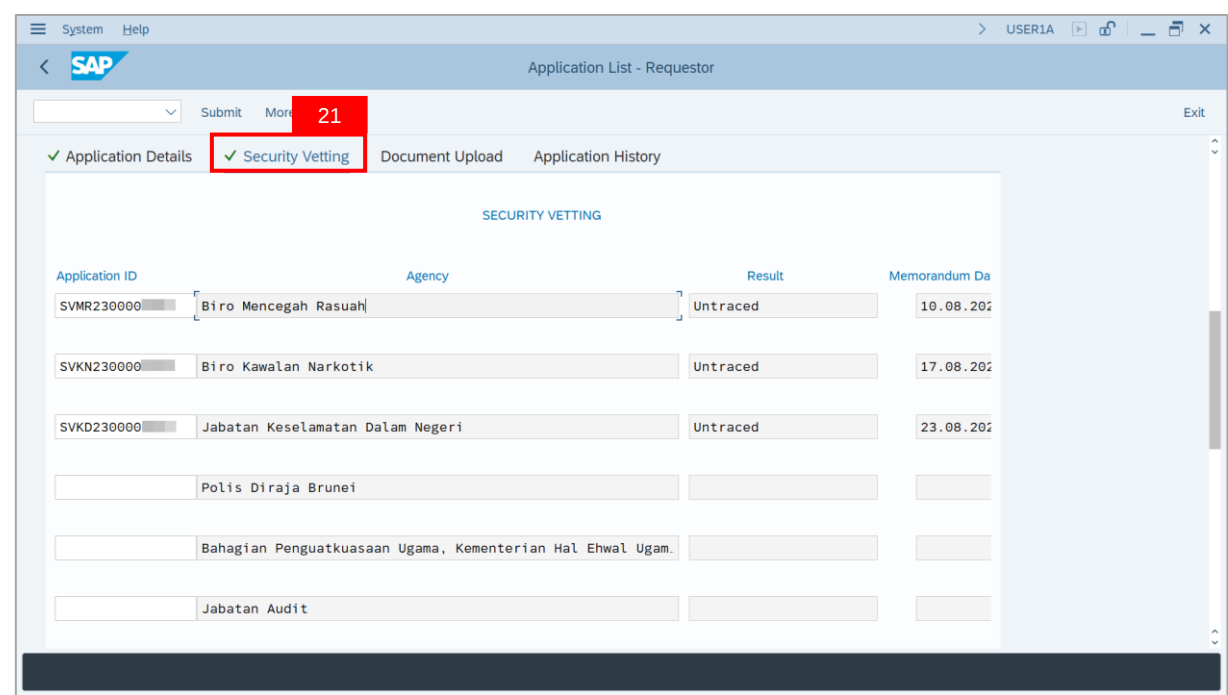
Note: *Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement*, and *Next Increment* are populated from employee's latest job data. **Department HR Administrator** may review and amend if required.

20. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. The 'Job Data Notes' field is highlighted with a red box and the number 20. The field contains the text 'Enter text here...' and '(Optional)'. The form includes various input fields for 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est. Salary Scale', 'Salary (\$)', 'Entitlement to Increment', 'Next Increment', 'Employee Group', 'Employee Subgroup', and 'Reason for Action'.

21. Navigate to **Security Vetting** tab.



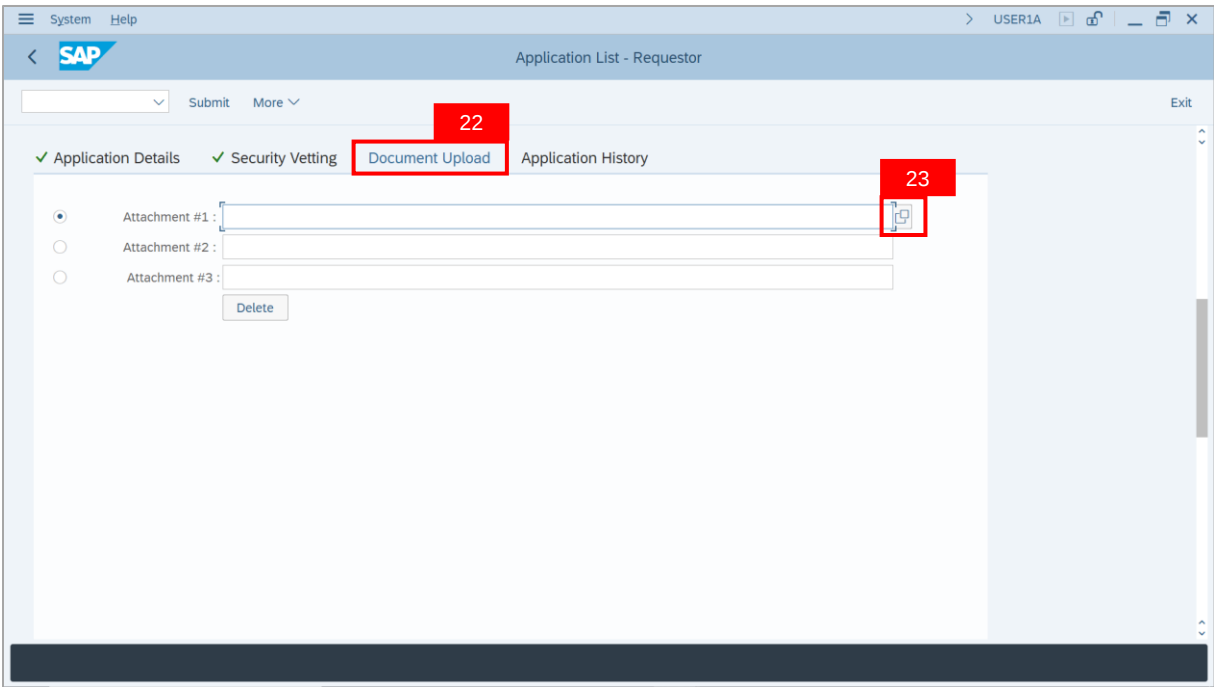
The screenshot shows the SAP 'Application List - Requestor' form with the 'Security Vetting' tab highlighted. The table below displays the security vetting results for various agencies.

Application ID	Agency	Result	Memorandum Da
SVMR230000	Biro Mencegah Rasuah	Untraced	10.08.202
SVKN230000	Biro Kawalan Narkotik	Untraced	17.08.202
SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	23.08.202
	Polis Diraja Brunei		
	Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugam		
	Jabatan Audit		

Note: Department HR Administrator can view **Security Vetting** results updated by Security Vetting agencies.

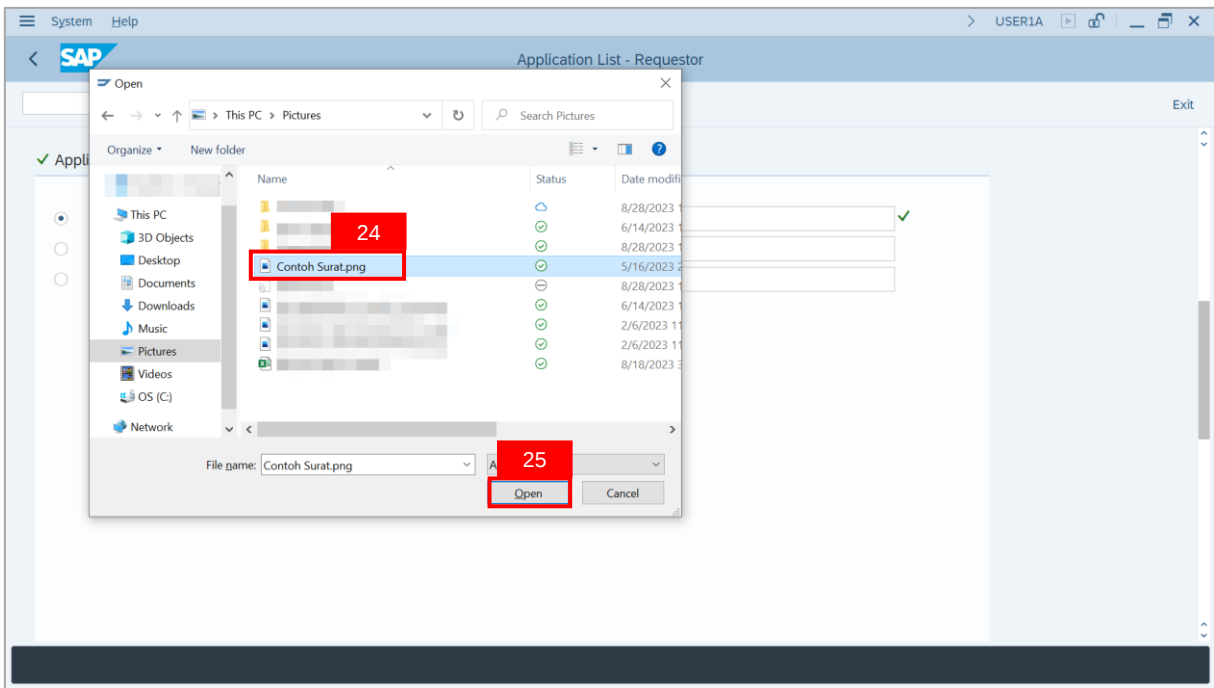
22. Navigate to **Document Upload** tab.

23. Click on **Lookup** icon.



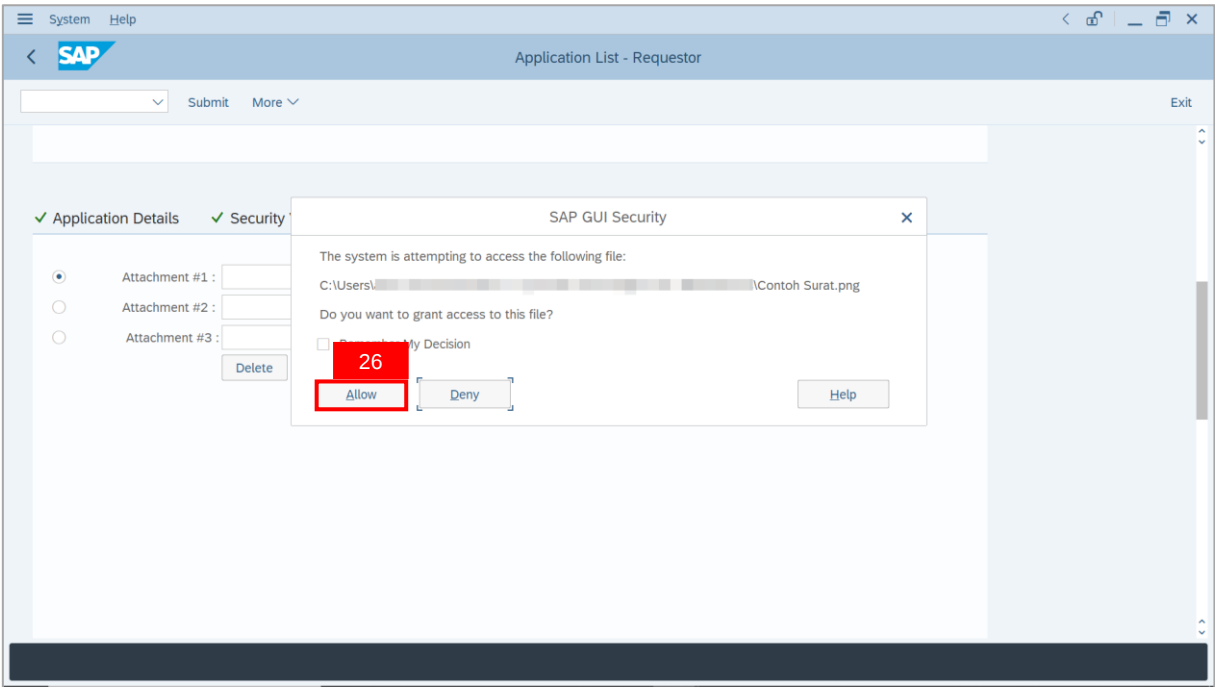
24. Select **File** to be uploaded.

25. Click on **Open** button.

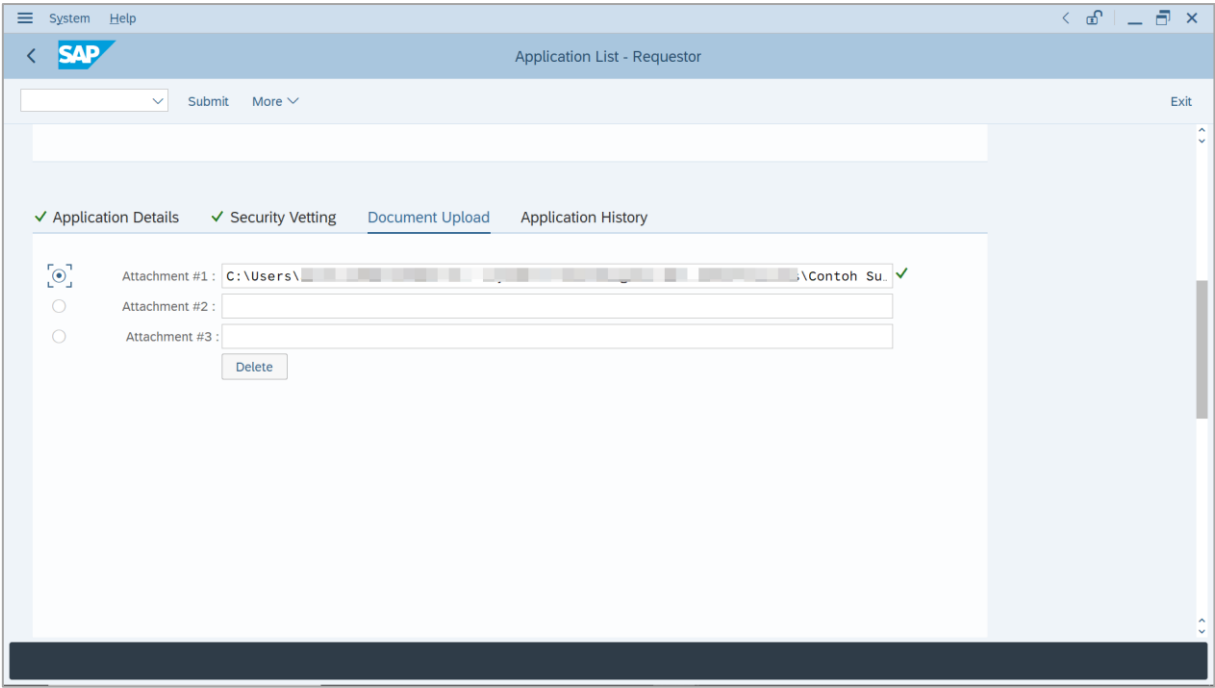


Note: The **SAP GUI Security** message will be displayed.

26. Click on **Allow** button.



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



- System Help

< Application List - Requestor

Submit More

Exit

Remarks :

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

[illegible]

- System Help

< Application List - Requestor

Submit More

Exit

Remarks :

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

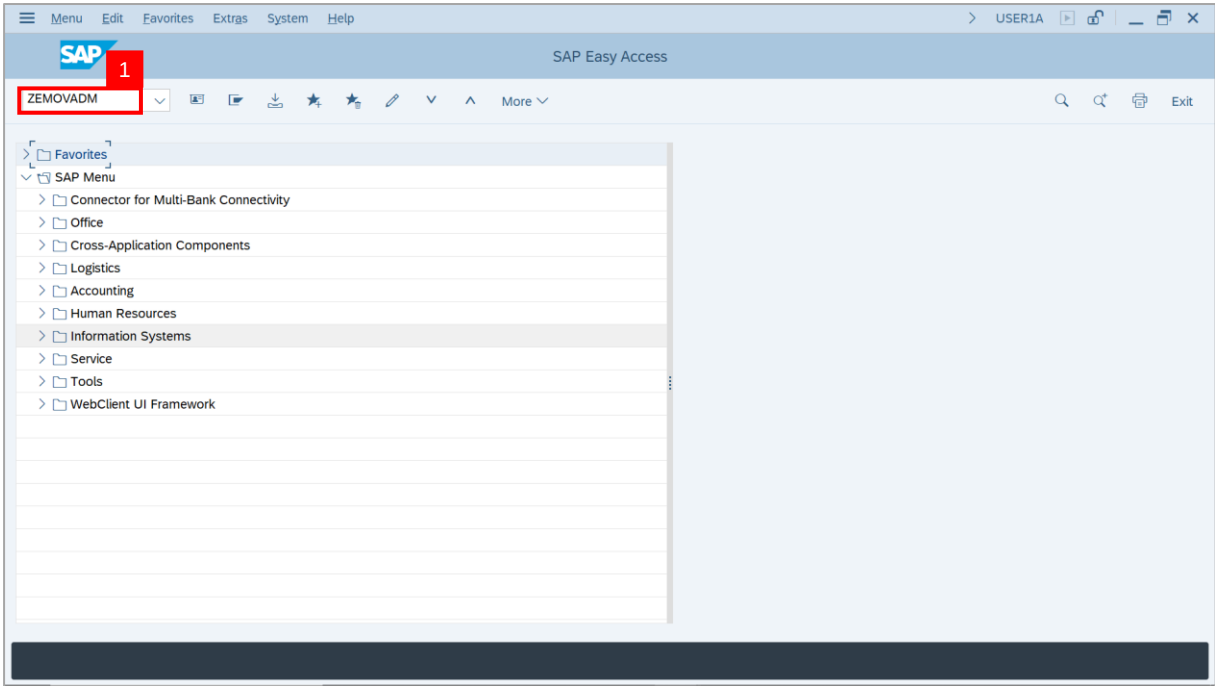
[illegible]



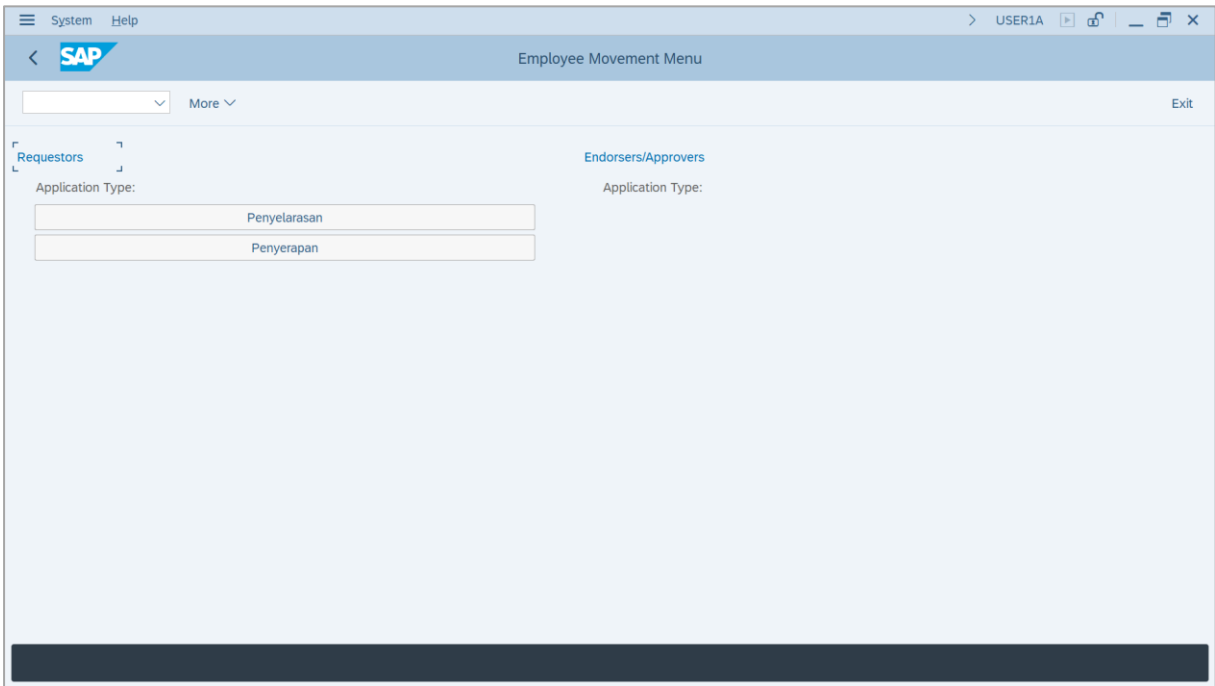
EDIT AND RESUBMIT APPLICATION	Backend User
	Department HR Administrator

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 **Penyelarasan**.

The screenshot shows the SAP Employee Movement Menu. On the left, under the 'Requestors' tab, the 'Application Type' section has a dropdown menu with two options: 'Penyelarasan' and 'Penyerapan'. The 'Penyelarasan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. On the right, the 'Endorsers/Approvers' section is visible but empty.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. Under the 'Selection' section, there are three input fields: 'Personnel Subarea', 'Personnel Number', and 'Application Status'. The 'Personnel Subarea' field is highlighted with a red box. At the bottom of the screen, there is a message bar that says 'Fill out all required entry fields View details' and an 'Execute' button.

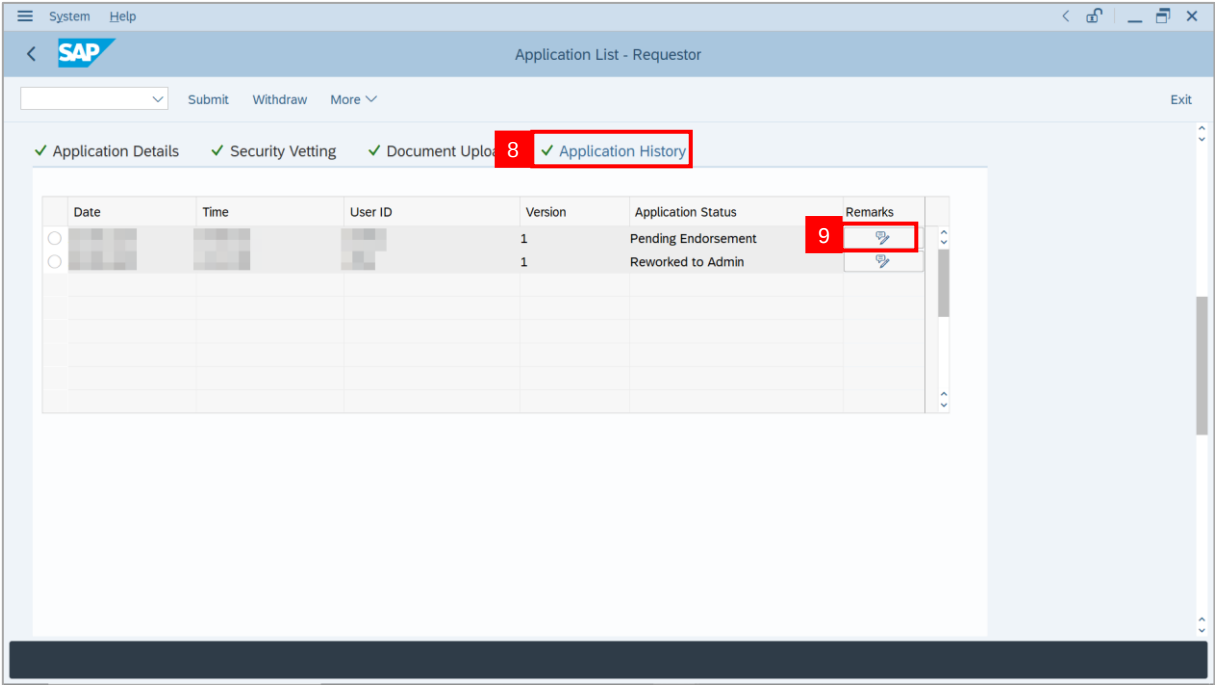
-
- The screenshot shows the SAP Employee Movement Application Type Selection screen. The top bar includes the SAP logo and menu options: Program, Edit, Goto, System, and Help. The title bar reads "Employee Movement Application Type Selection". Below the title bar, there is a search field and buttons for "Save as Variant..." and "More". The main area is titled "Selection" and contains three input fields: "*Personnel Subarea:" (marked with a red box and the number 3), "*Personnel Number:" (marked with a red box and the number 4), and "Application Status:". A red box with the number 5 is located in the bottom right corner of the screen.

[illegible]

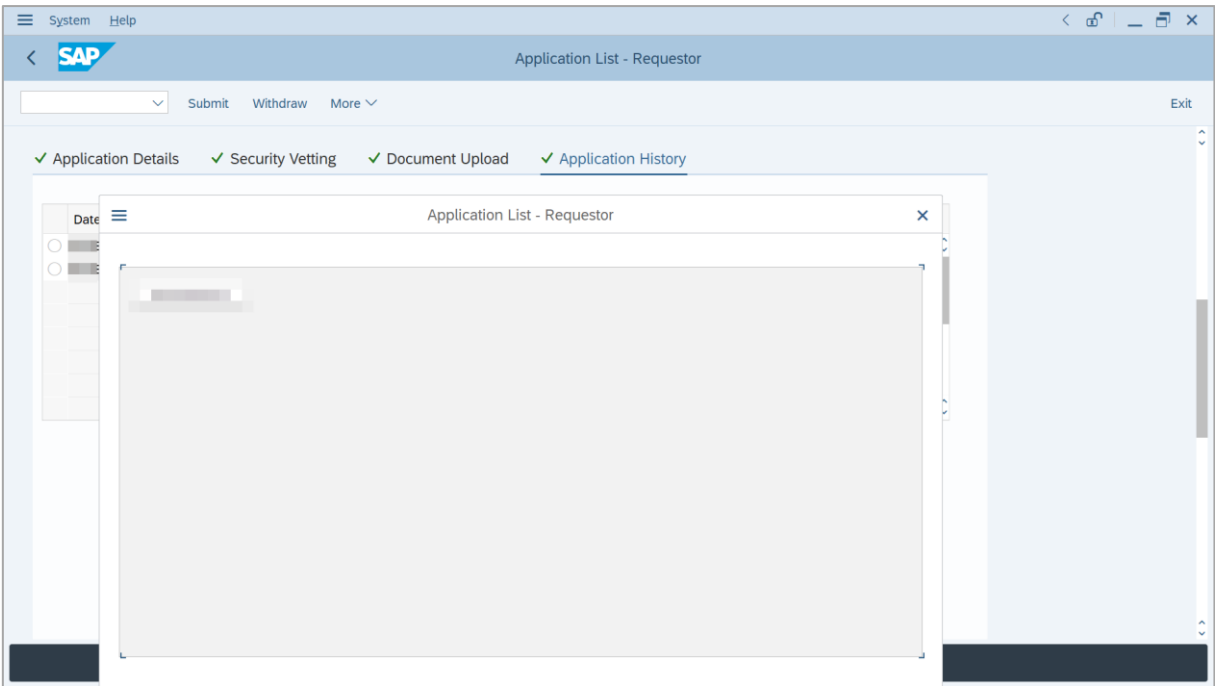
7. Click on **Change** icon.



- 8. Navigate to **Application History** tab.
- 9. Click on **Remarks** button to view any comments made by **JPA Endorser** or/and **SPA Approver**.



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





10. Navigate to **Application Details** tab.

Note: Department HR Administrator may review and amend the following details, if required.

System Help

Application List - Requestor

Submit Withdraw More

Exit

10

✓ Application Details ✓ Security Vetting ✓ Document Upload ✓ Application History

Salary Record

No.	Start Date	End Date	Payscale Type	Payscale Area	Payscale Group
1					E4
2					E4
3					E4

NOTE

Previous Probation End Date : Previous Confirmation Date :
EB Sekatan Date (if any) : EB Khas Date (if any) :
Reason for application :

Proposed : Department JPA SPA

Penyelarasan Start Date :
Personnel Subarea :

Note: Department HR Administrator may also review and amend **Proposed Penyelarasan Details** under **Department** column, if required.

System Help

Application List - Requestor

Submit Withdraw More

Exit

Proposed :

	Department	JPA	SPA
Penyelarasan Start Date :			
Personnel Subarea :			
Position :			0
Payscale Type :			
Payscale Area :			
Payscale Group & Level :			Level:
Est. Salary Scale			
Salary (\$)			0.00
Entitlement to Increment:			0
Next Increment :			
Employee Group :			
Employee Subgroup :			
Reason for Action :			



11. Enter **Job Data Notes** (Optional).

The screenshot shows the SAP 'Application List - Requestor' interface. On the left, there is a list of fields for job data: Payscale Type, Payscale Area, Payscale Group & Level, Est. Salary Scale, Salary (\$), Entitlement to Increment, Next Increment, Employee Group, Employee Subgroup, and Reason for Action. To the right of these fields is a table with columns for 'Level' and 'Salary (\$)'. Below the table, there is a red box labeled '11' containing the 'Job Data Notes' field, which is optional. The interface also includes a top bar with 'System' and 'Help' menus, and a bottom bar with 'Submit', 'Withdraw', and 'More' buttons.

12. Navigate to **Security Vetting** tab.

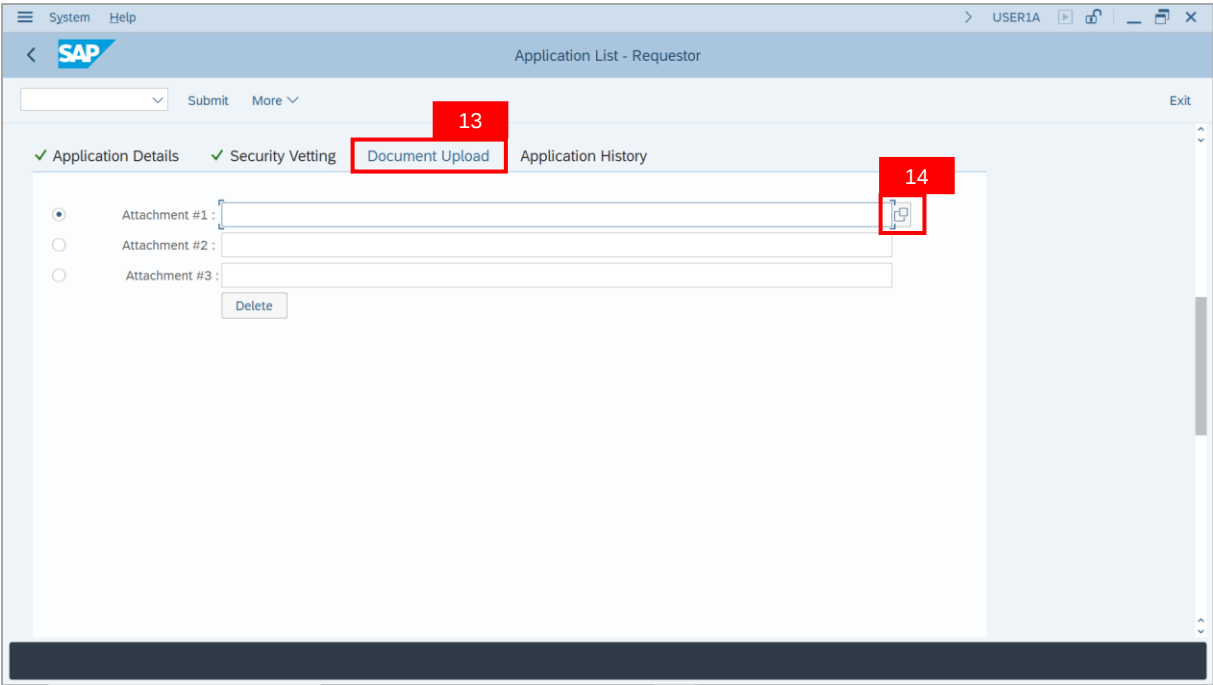
Note: Department HR Administrator can view **Security Vetting** results updated by Security Vetting agencies.

The screenshot shows the SAP 'Security Vetting' tab. The top bar includes 'System' and 'Help' menus. Below the bar, there is a navigation bar with 'Endorse', 'Subject', and 'More' buttons. The main content area is titled 'SECURITY VETTING' and contains a table with the following columns: Application ID, Agency, Result, and Memorandum Date. The table lists several applications, including 'SVMR230000' from 'Biro Mencegah Rasuah', 'SVKN230000' from 'Biro Kawalan Narkotik', and 'SVKD230000' from 'Jabatan Keselamatan Dalam Negeri'. The 'Result' column for all listed applications is 'Untraced'. The 'Memorandum Date' column shows dates like '10.08.202', '17.08.202', and '23.08.202'. The interface also includes a bottom bar with 'Endorse', 'Subject', and 'More' buttons.

Application ID	Agency	Result	Memorandum Date
SVMR230000	Biro Mencegah Rasuah	Untraced	10.08.202
SVKN230000	Biro Kawalan Narkotik	Untraced	17.08.202
SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	23.08.202
	Polis Diraja Brunei		
	Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugam.		
	Jabatan Audit		

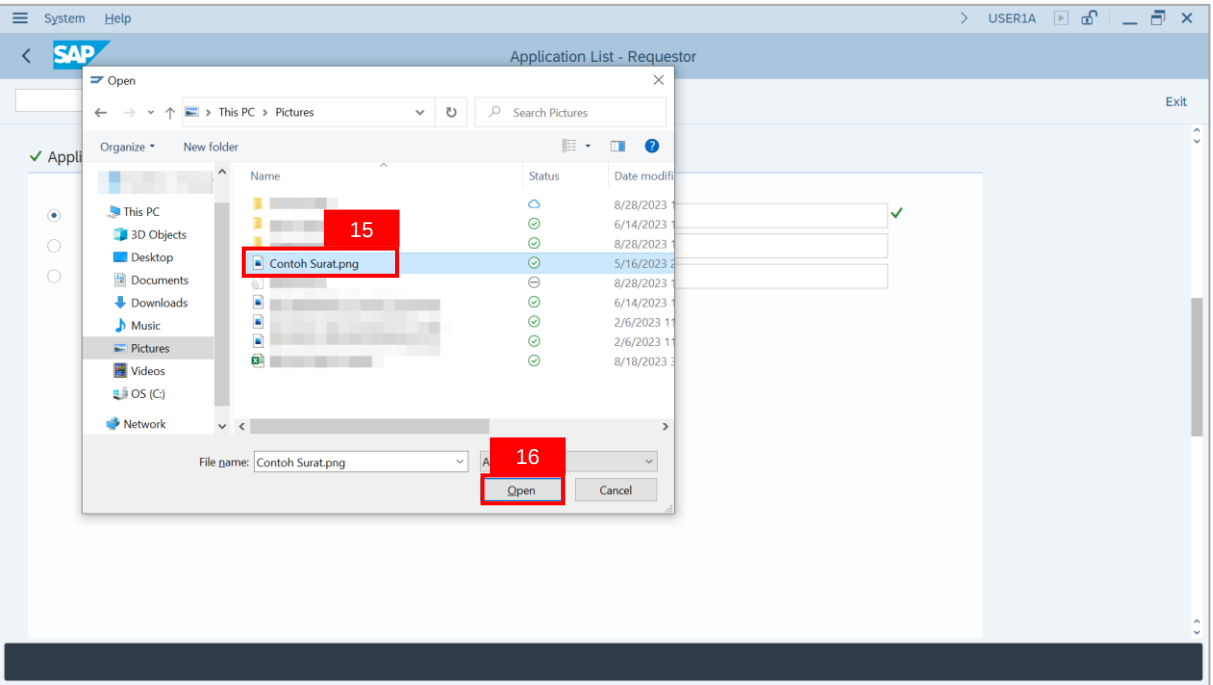
13. Navigate to **Document Upload** tab.

14. Click on **Lookup** icon.



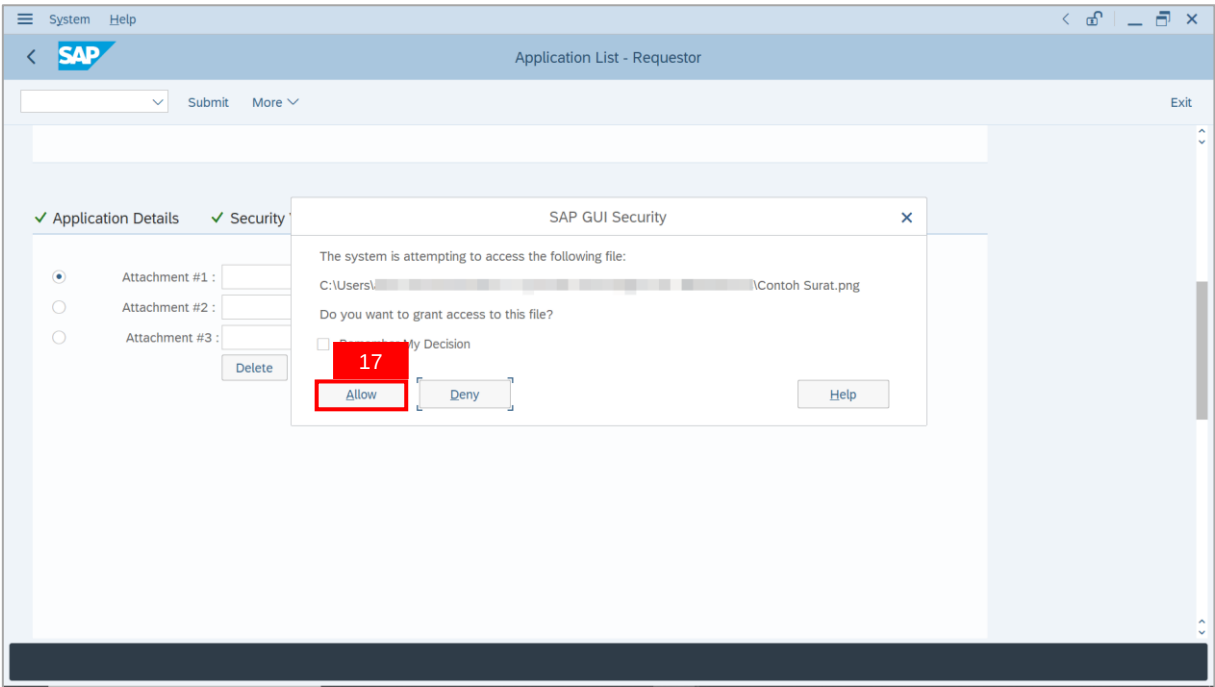
15. Select **File** to be uploaded.

16. Click on **Open** button.

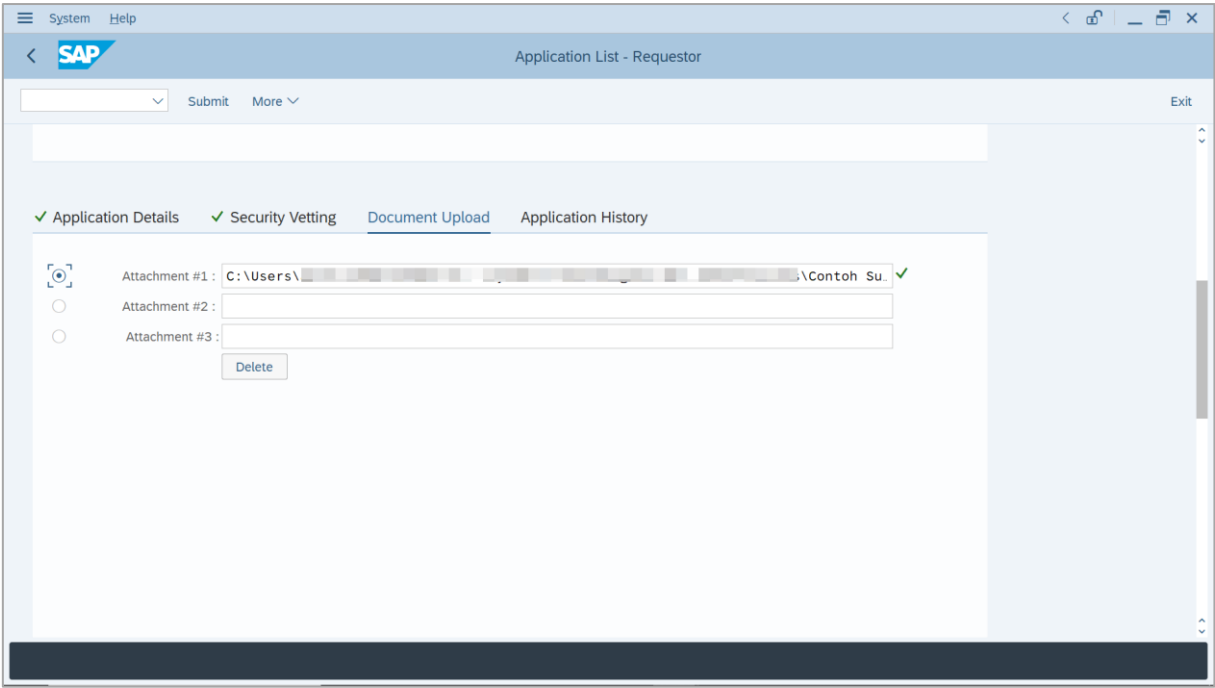


Note: The **SAP GUI Security** message will be displayed.

17. Click on **Allow** button.



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



- System Help

< SAP

Application List - Requestor

20

Submit Withdraw More

Exit

Remarks :

18

19

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

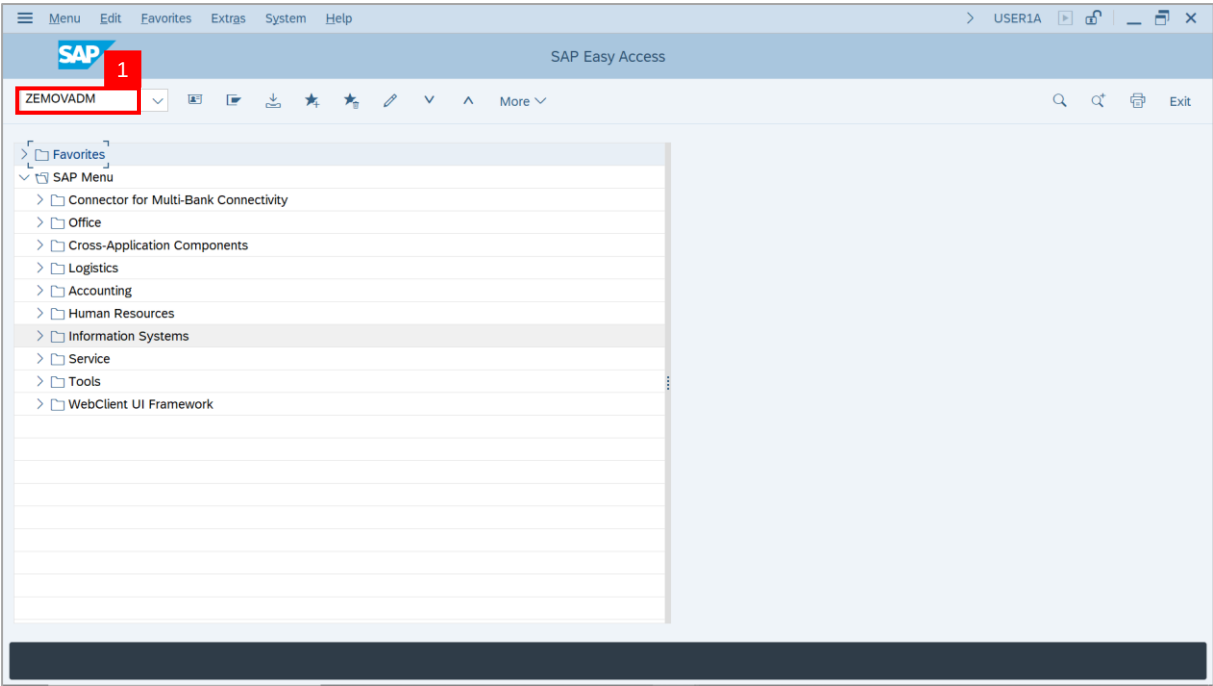
[illegible]



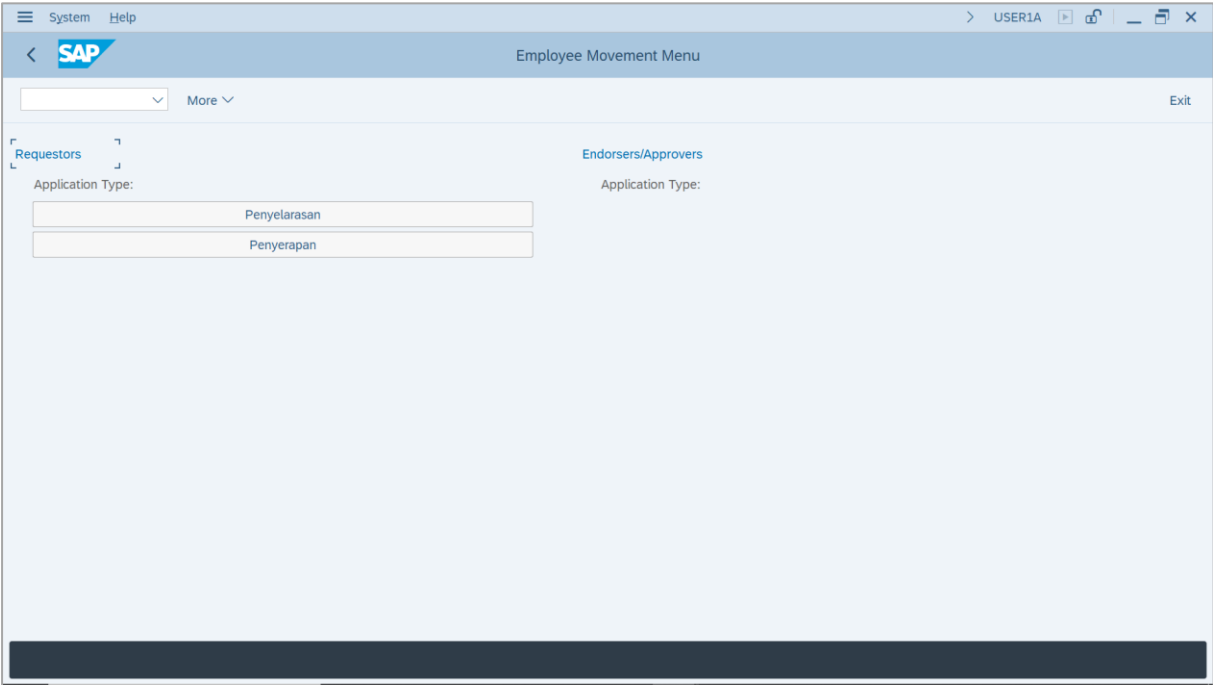
WITHDRAW APPLICATION	Backend User
	Department HR Administrator

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 **Penyelarasan**.

The screenshot shows the SAP Employee Movement Menu. On the left, under the 'Requestors' tab, the 'Application Type' section has a dropdown menu with two options: 'Penyelarasan' and 'Penyerapan'. The 'Penyelarasan' option is highlighted with a red box, and a red '2' is placed in the top right corner of this box. On the right, under the 'Endorsers/Approvers' tab, there is also an 'Application Type' section with a dropdown menu. The top bar of the window shows 'System Help' and 'USER1A'.

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

The screenshot shows the SAP Employee Movement Application Type Selection screen. The 'Selection' section contains three fields: 'Personnel Subarea', 'Personnel Number', and 'Application Status'. The 'Personnel Subarea' field is highlighted with a red box. The top bar of the window shows 'Program Edit Goto System Help' and 'USER1A'. At the bottom, there is a message bar that says 'Fill out all required entry fields View details' and an 'Execute' button.

3. Enter **Personnel Subarea**.
4. Enter **Personnel Number**.
5. Click on **Execute** button.

Program Edit Goto System Help

USER1A

Employee Movement Application Type Selection

Save as Variant... More

Exit

Selection

*Personnel Subarea : 3

*Personnel Number : 4

Application Status :

Fill out all required entry fields [View details](#)

Execute

Note: The Application List – Requestor page will be displayed.

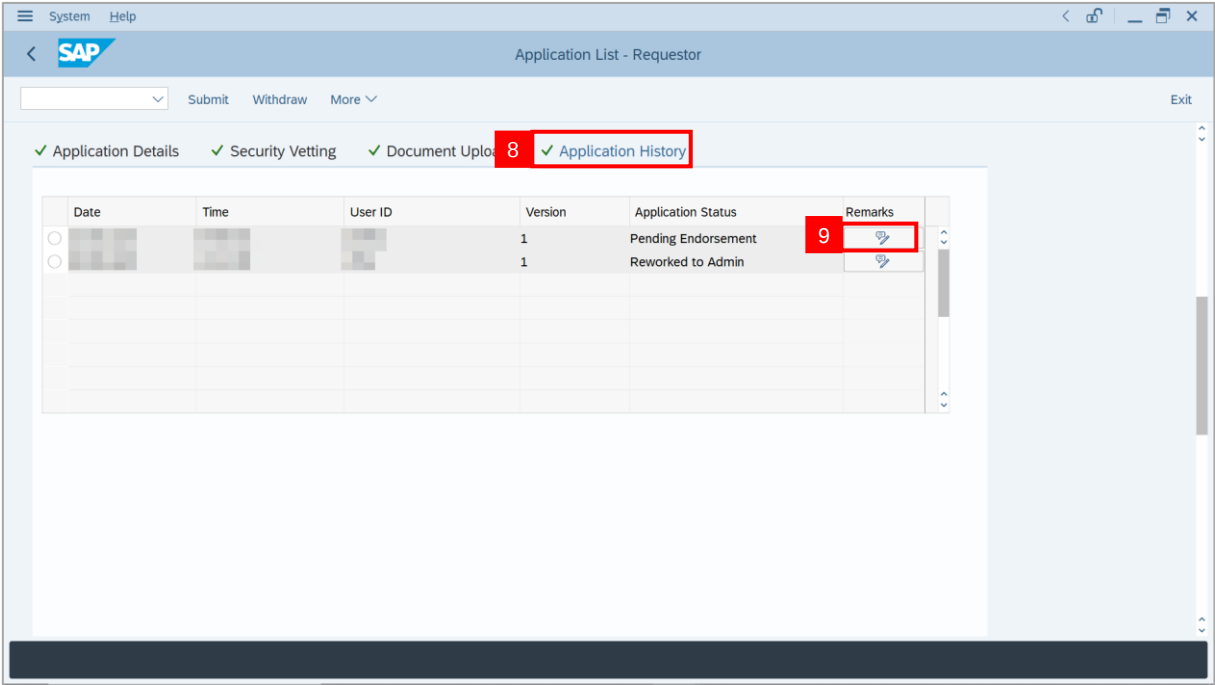
[illegible]

7. Click on **Change** icon.

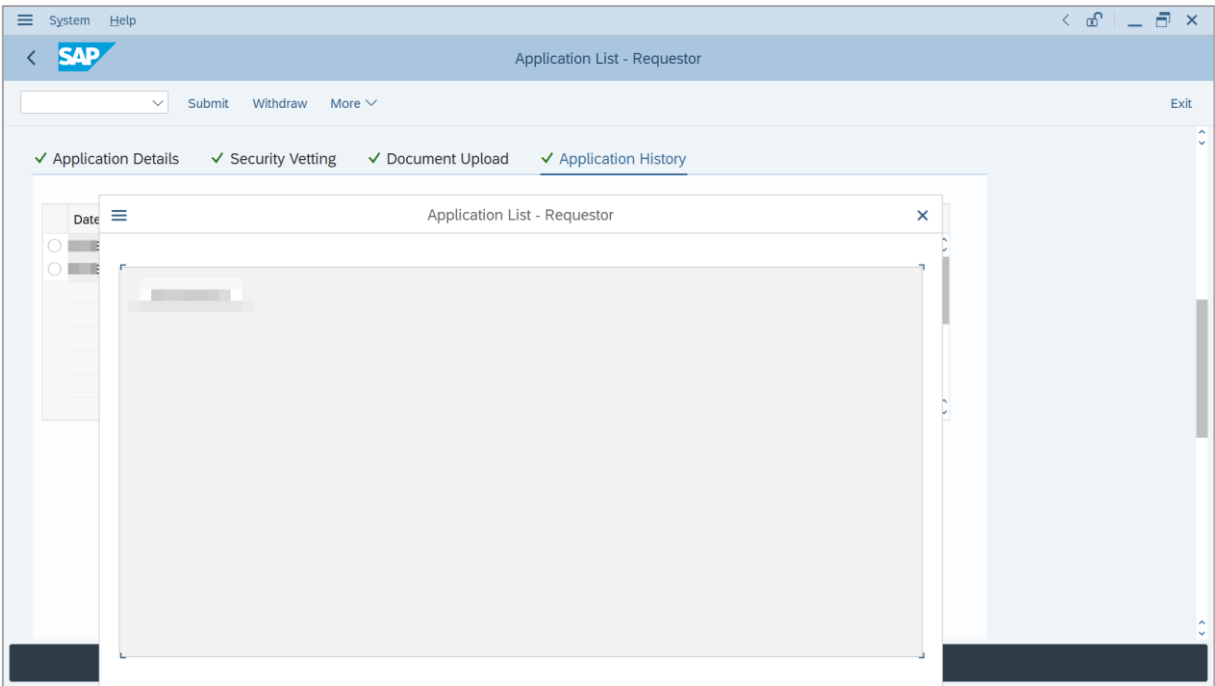
Note: The **Application List – Requestor** page will be displayed.

SSM UG PA Back End (SAP GUI) *Penyelarasan* Department HR Admin v1.0

- 8. Navigate to **Application History** tab.
- 9. Click on **Remarks** button to view any comments made by **JPA Endorser** or/and **SPA Approver**.



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



- System Help

Application List - Requestor

12

Submit Withdraw More

Exit

Remarks :

10

11

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

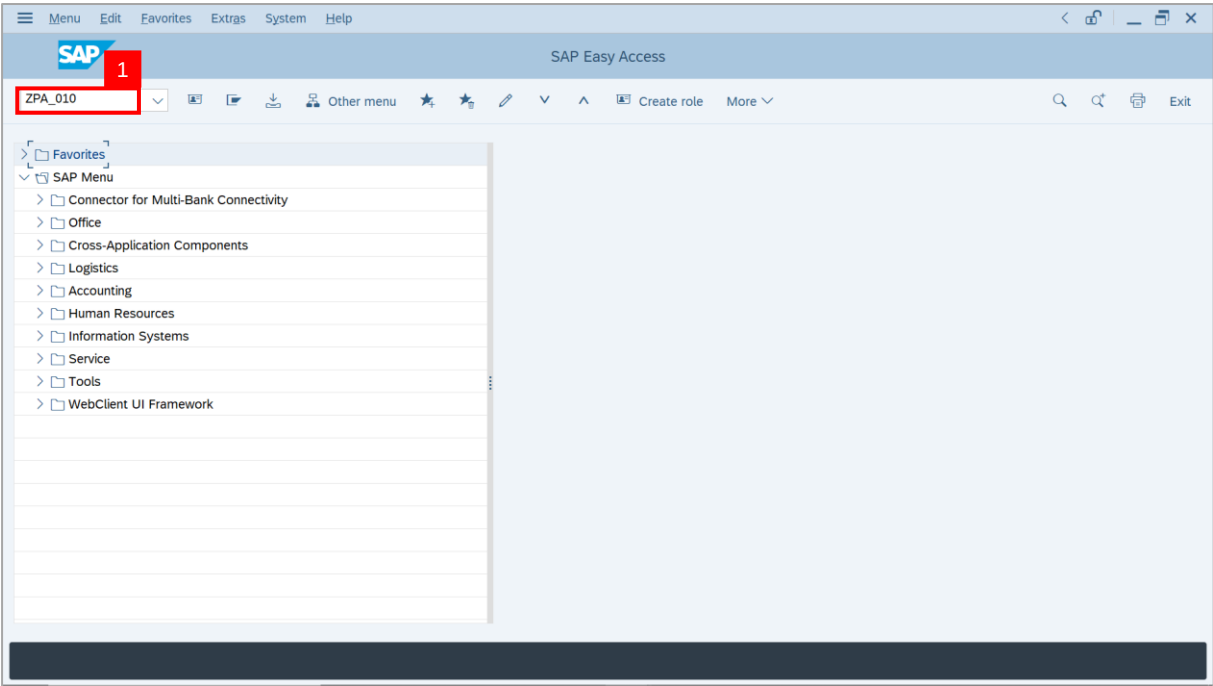
[illegible]



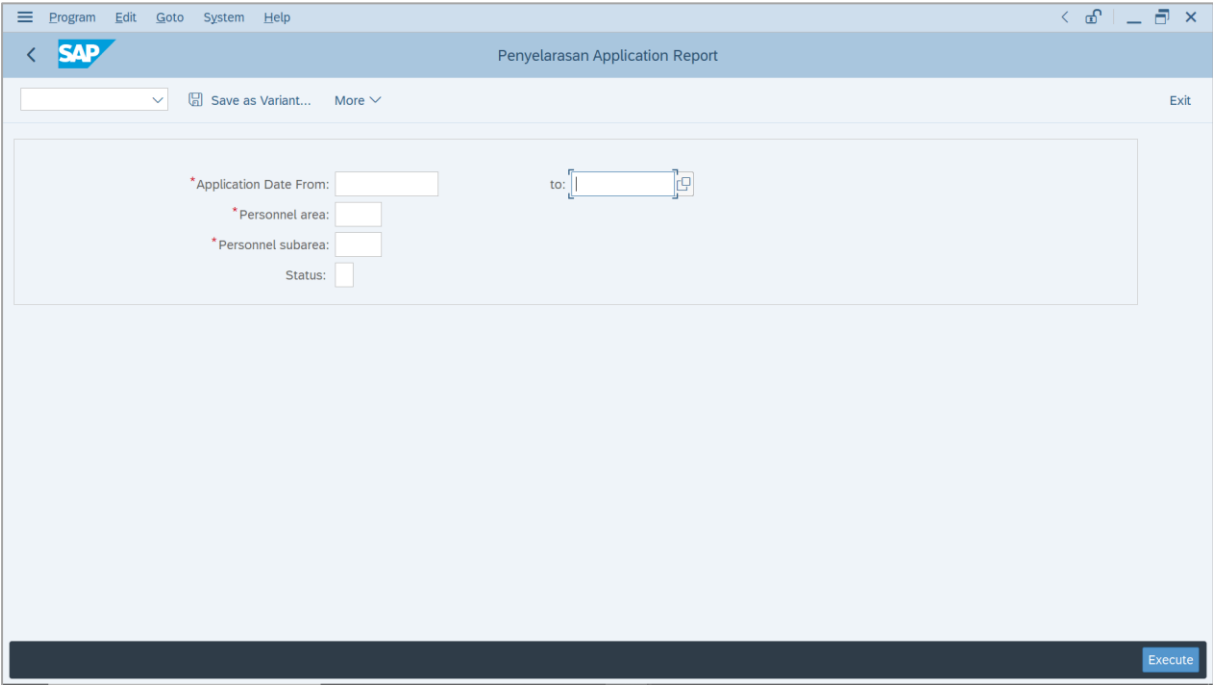
GENERATE APPLICATION REPORT	Backend User
	Department HR Administrator

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

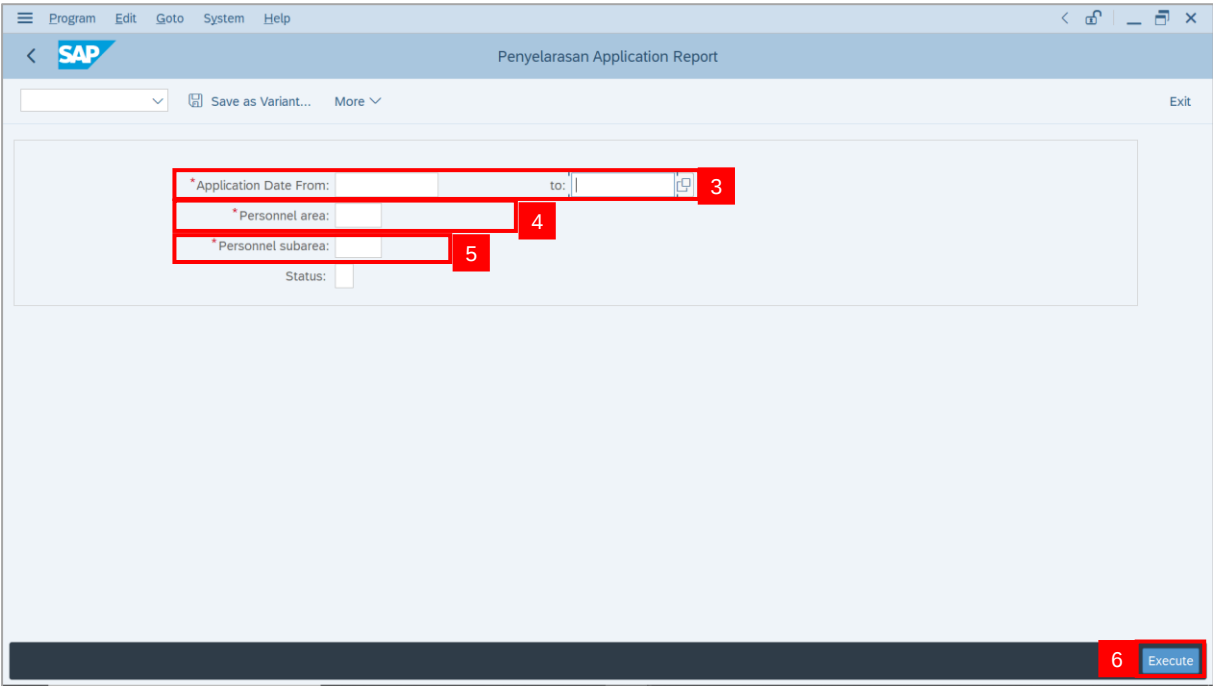
- 1. Enter **ZPA_010** in the search bar.



Note: *Penyelarasan Application Report* page will be displayed.



3. Enter **Application Date From** and **Application Date To**.
4. Enter **Personnel Area**.
5. Enter **Personnel Subarea**.
6. Click on **Execute** button.



*Application Date From: to: 3

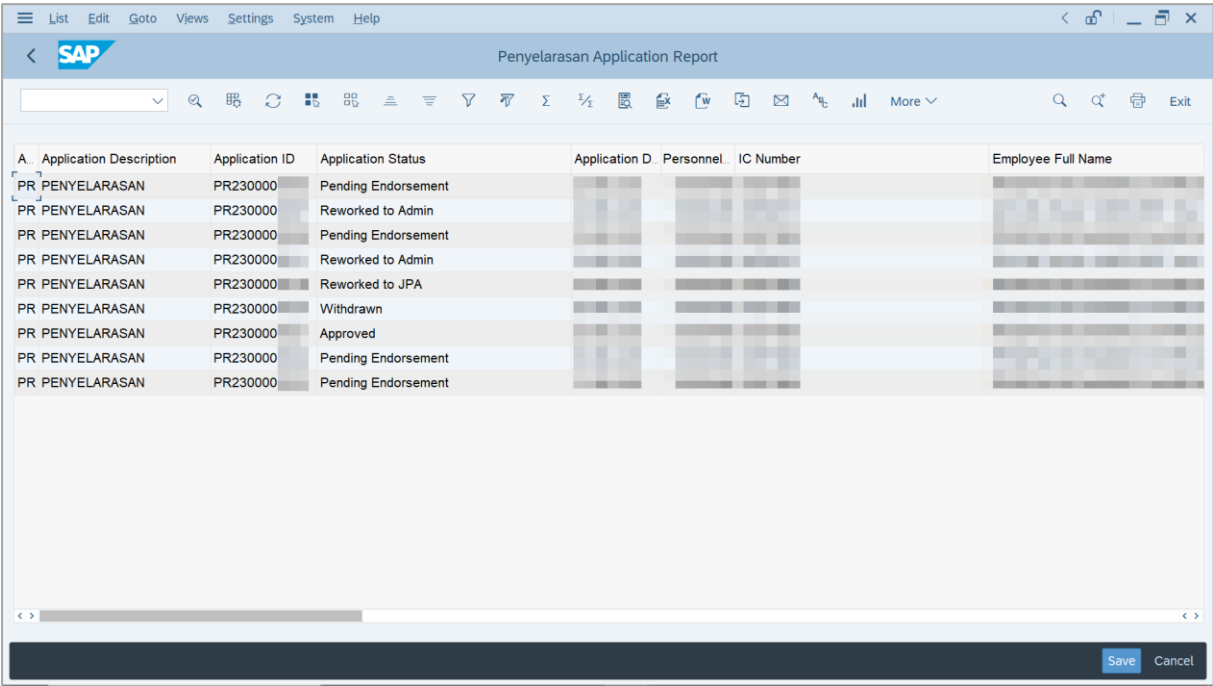
*Personnel area: 4

*Personnel subarea: 5

Status:

6 Execute

Note: **Penyelarasan Application Report** page will be displayed.

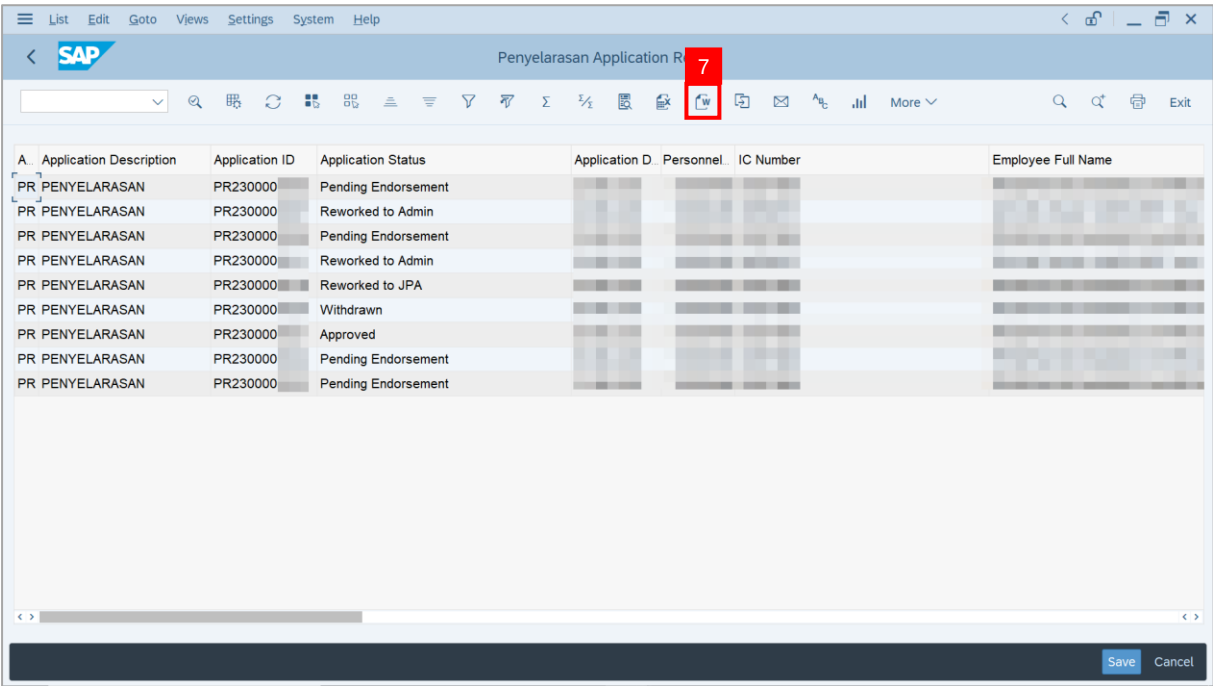


A. Application Description	Application ID	Application Status	Application D.	Personnel	IC Number	Employee Full Name
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
PR PENYELARASAN	PR230000	Reworked to JPA				
PR PENYELARASAN	PR230000	Withdrawn				
PR PENYELARASAN	PR230000	Approved				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Pending Endorsement				

Save Cancel

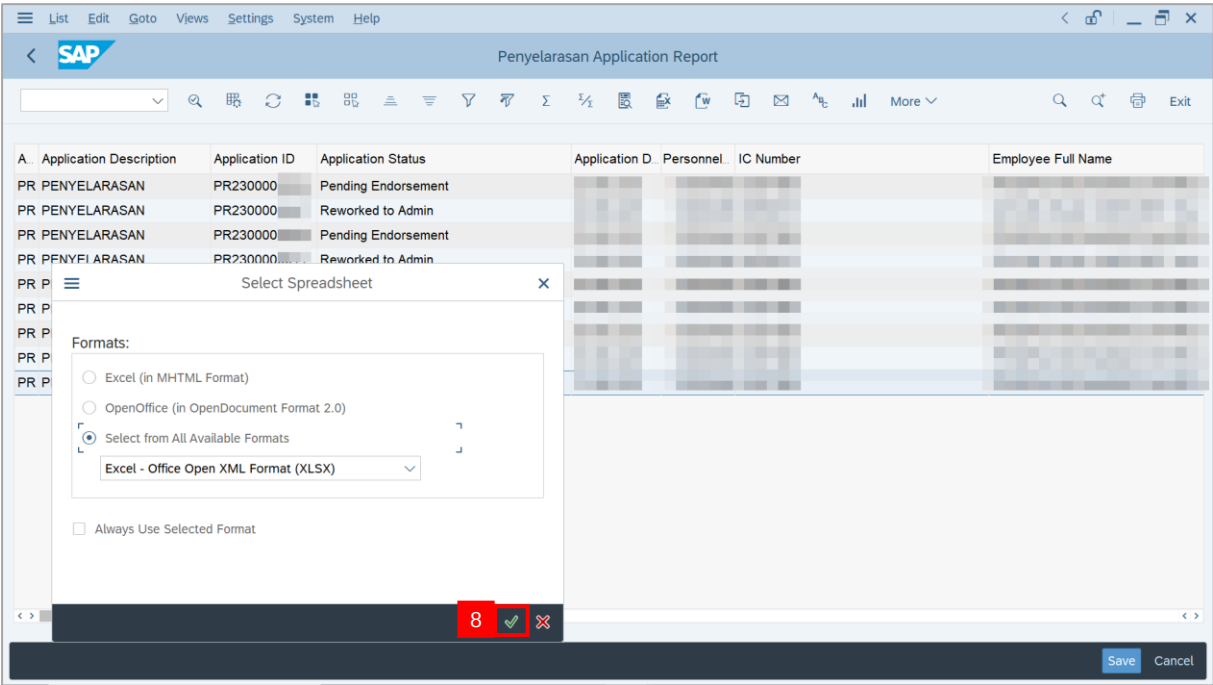


7. Click on **Excel** icon.

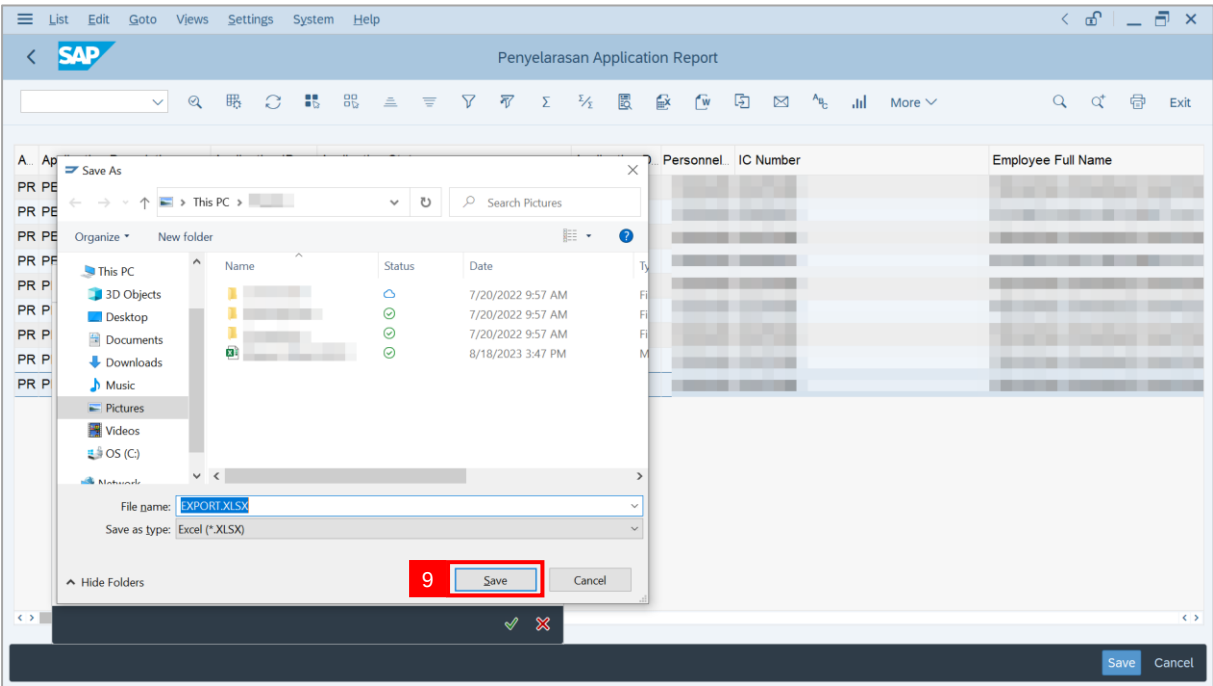


Note: The **Select Spreadsheet** message will be displayed.

8. Click on **Tick** button.

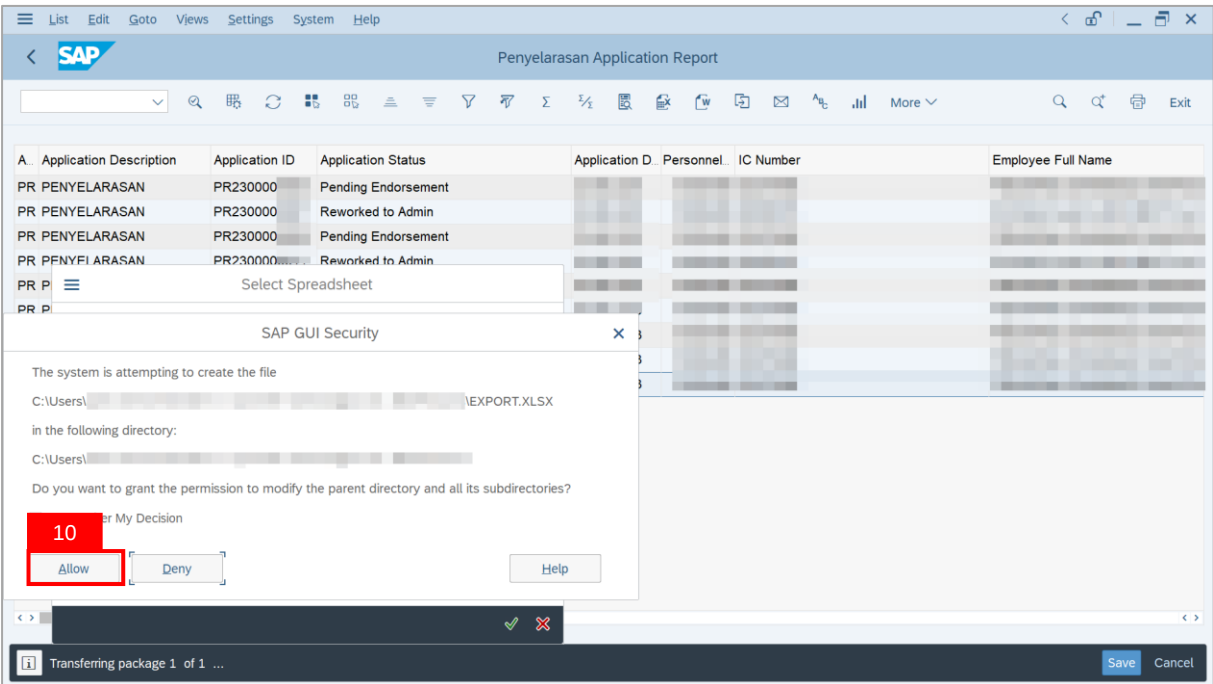


9. Select **File location** and click on **Save** button.



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

10. Click on **Allow** button.



Outcome: Penyelarasan Application Report has successfully been downloaded.

Penyelarasan Application Report

A. Application Description	Application ID	Application Status	Application D.	Personnel	IC Number	Employee Full Name
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Reworked to Admin				
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PR PENYELARASAN	PR230000	Withdrawn				
PR PENYELARASAN	PR230000	Approved				
PR PENYELARASAN	PR230000	Pending Endorsement				
PR PENYELARASAN	PR230000	Pending Endorsement				

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