SISTEM SUMBER MANUSIA

User Guide

For JPA Endorser

Backend (SAP GUI)

Employee Movement (PA):

Penyerapan Open Vote

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **JPA Endorser (Back User)** to manage **Employee Movement: *Penyerapan* Open Vote**. In this user guide, it will show:

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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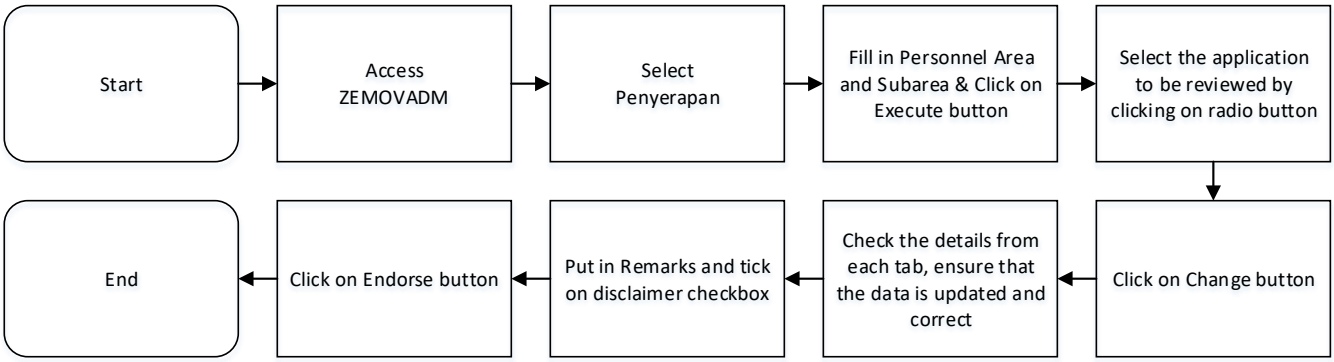
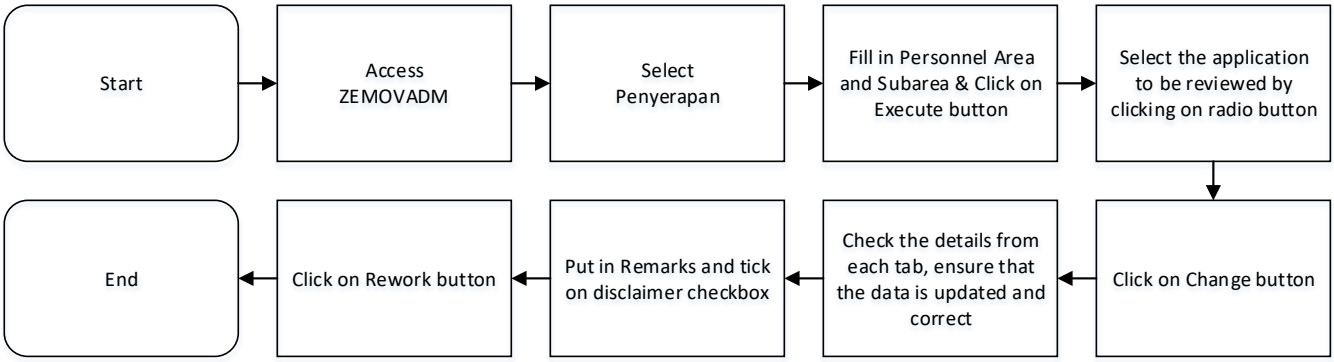
Process Overview

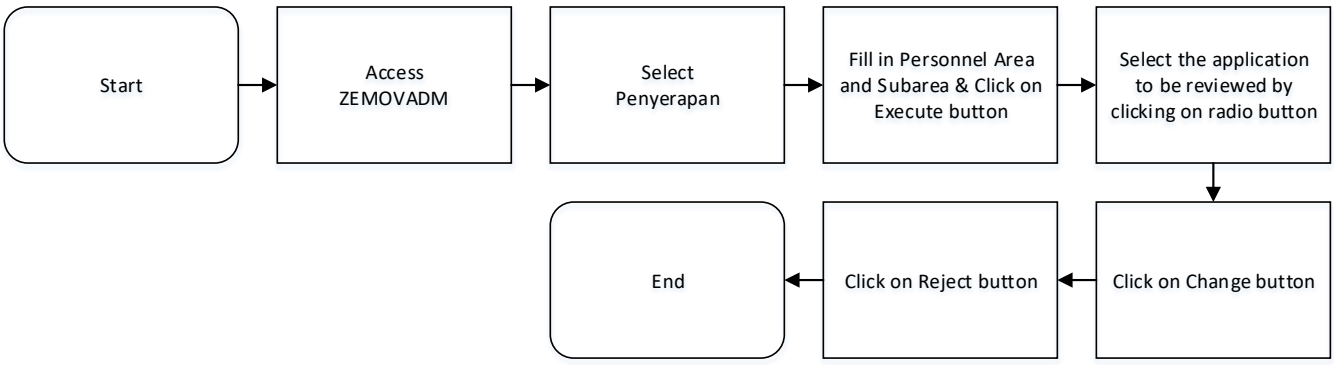
Endorse Service Change From Open Vote Application



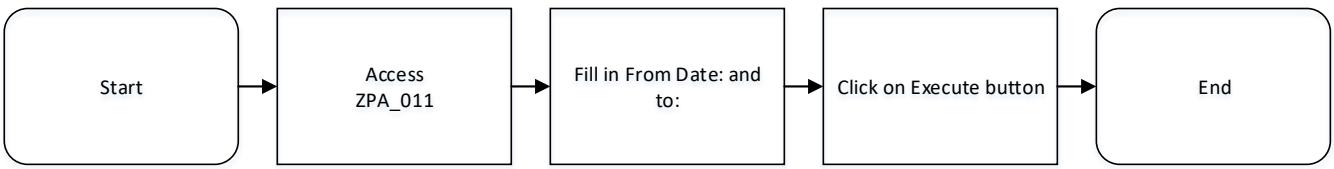
Rework to Admin Service Change From Open Vote Application



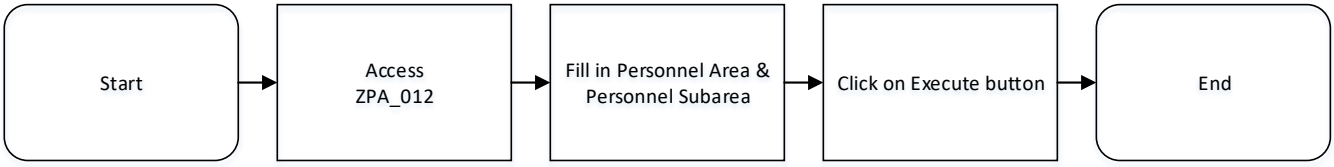
Reject Service Change From Open Vote Application



Penyerapan Summary Report



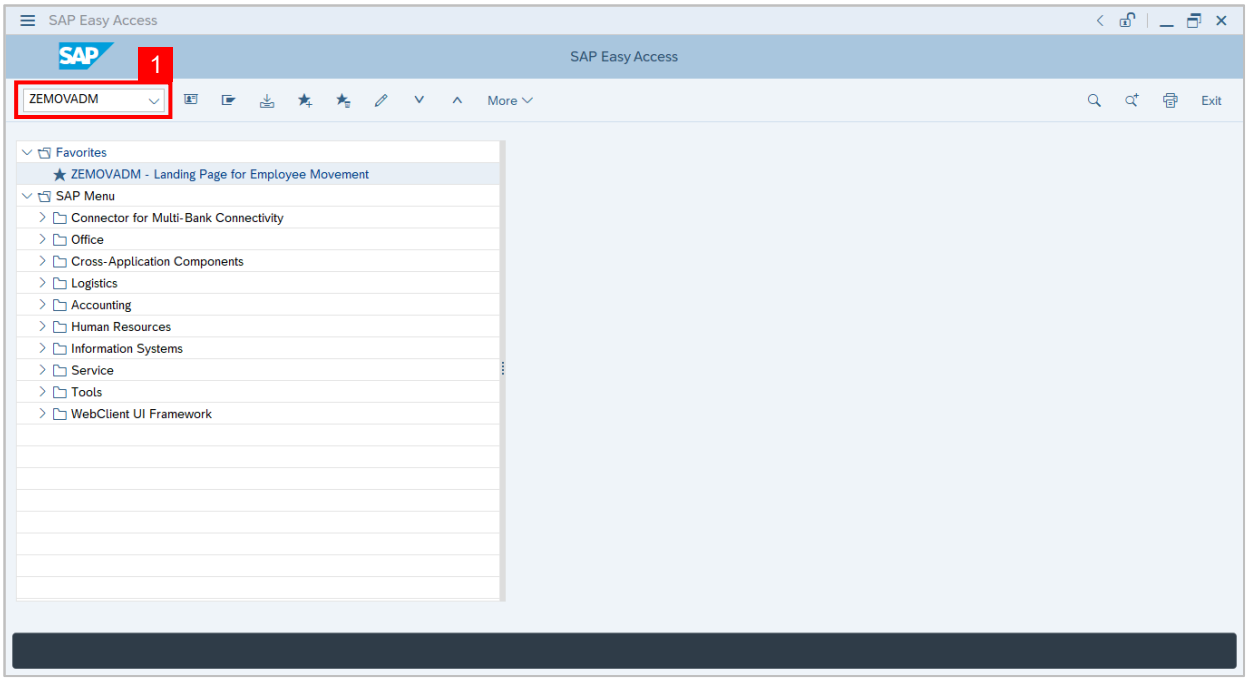
Penyerapan Employee List Report



ENDORSE SERVICE CHANGE FROM OPEN VOTE APPLICATION	**Back-End User**
	JPA Endorser

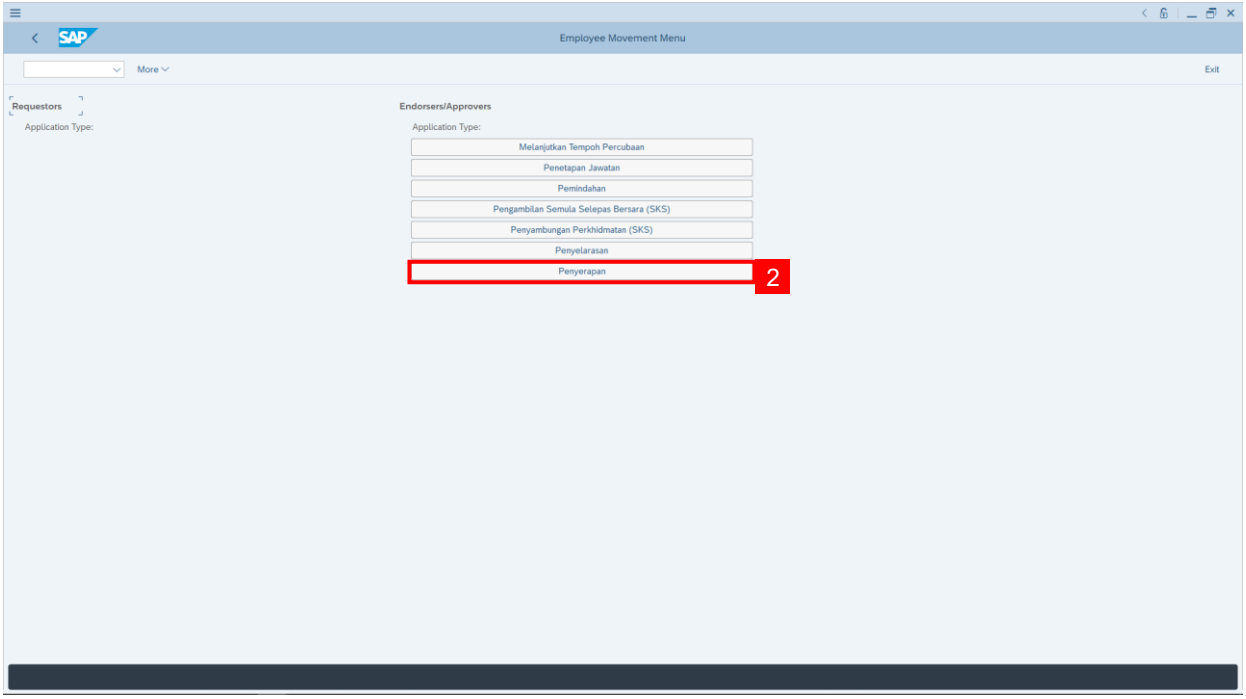
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

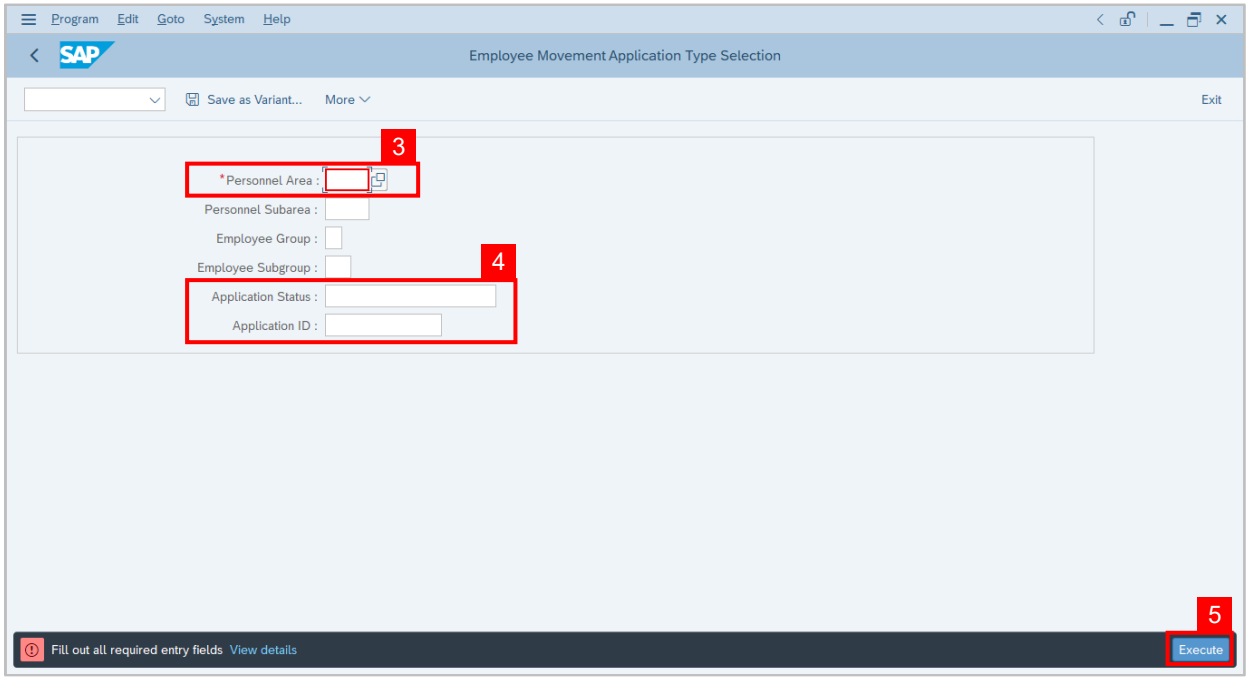


3. Fill in **Personnel Area.**

Note: Personnel Subarea, Employee Group, Employee Subgroup are optional to fill in.

4. User may filter specific **Application Status / ID** when required.

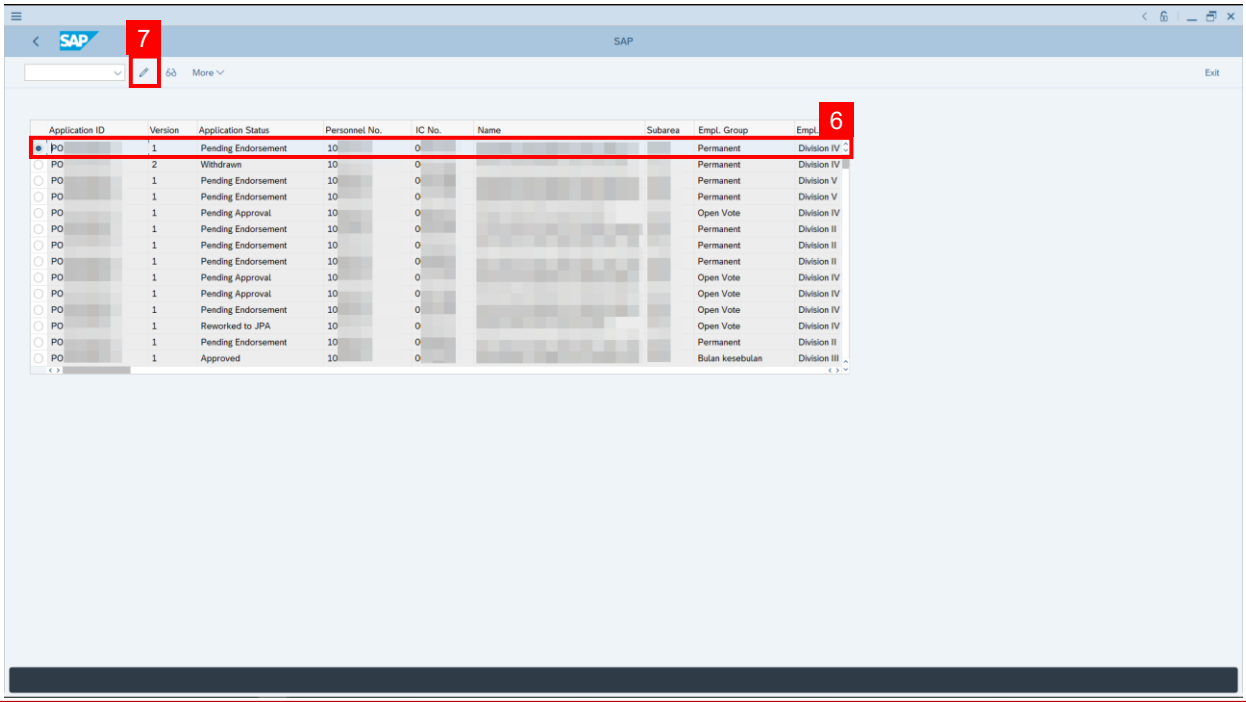
5. Click on **Execute** button.



Note: Application List – Endorser page will be displayed.

6. Select the correct **Application ID / Personnel Number** by clicking on the **radio button**.

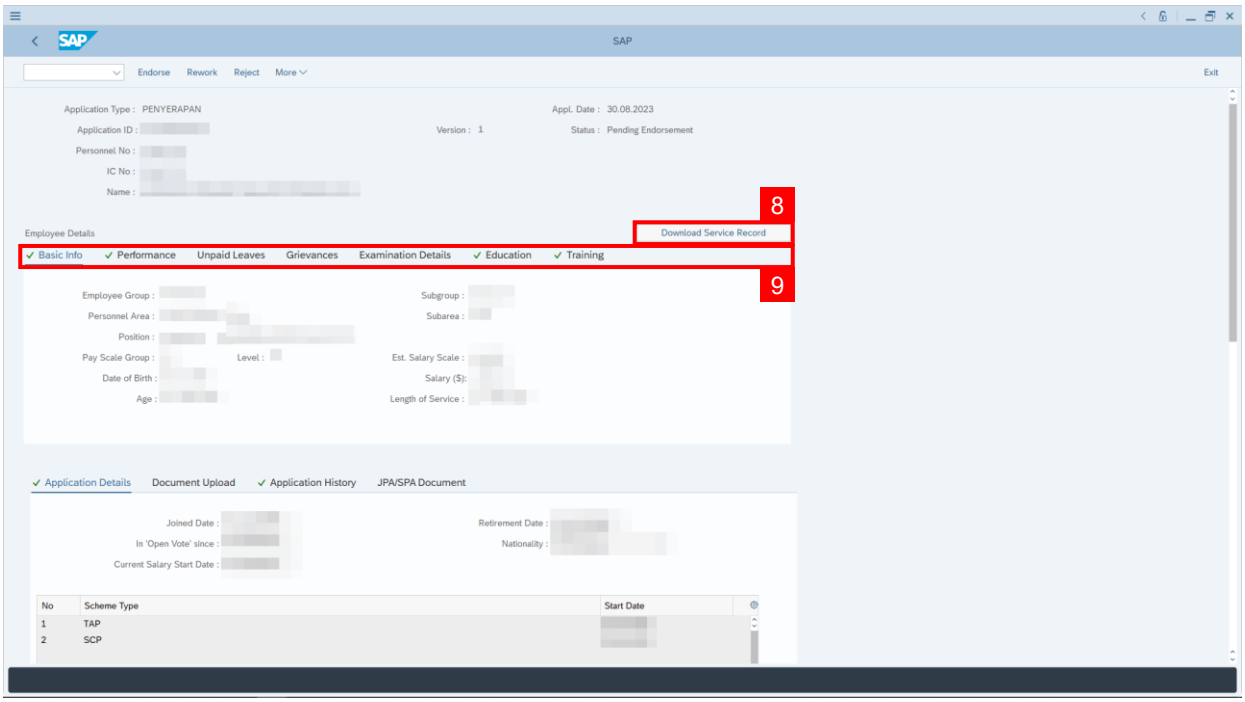
7. Click on **change** icon to **endorse** the application.



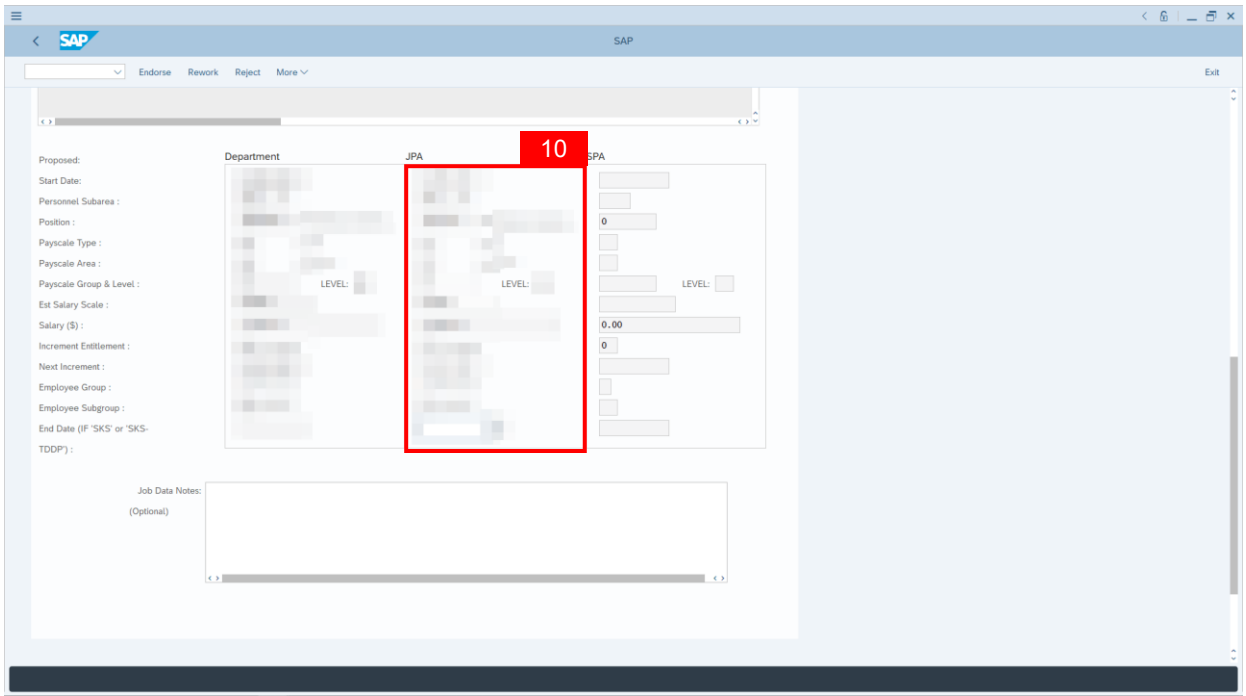
Note: Application List – Endorser page will be displayed.

8. User can download **Service Record**.

9. User can **check the employee details** from **each tab.**



10. Navigate to **Application Detail** and User may review that all information is correct. User may also amend **Proposed Penyerapan Details** under **JPA column** accordingly, if required, except for the greyed-out fields.

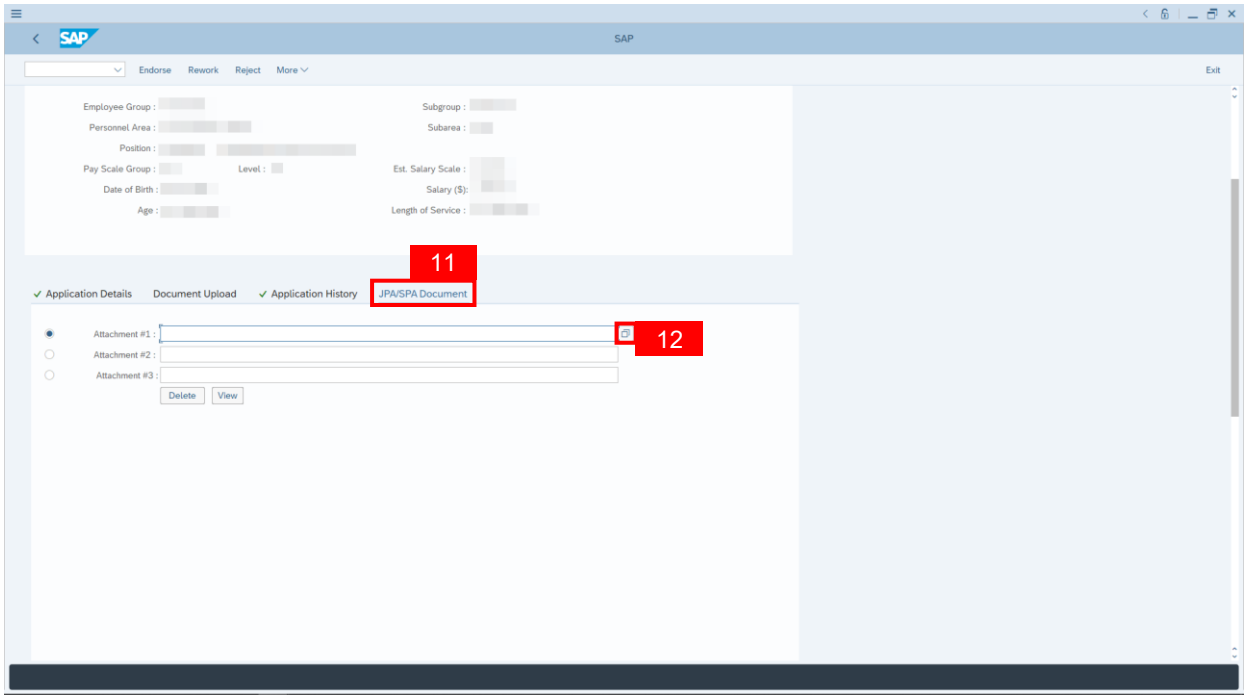


11. To upload any attachment, navigate to **JPA/SPA Document Upload** tab.

Note: JPA/SPA Document Upload tab will **not be accessible to Department HR Admin.**

12. Click on **Lookup** button.

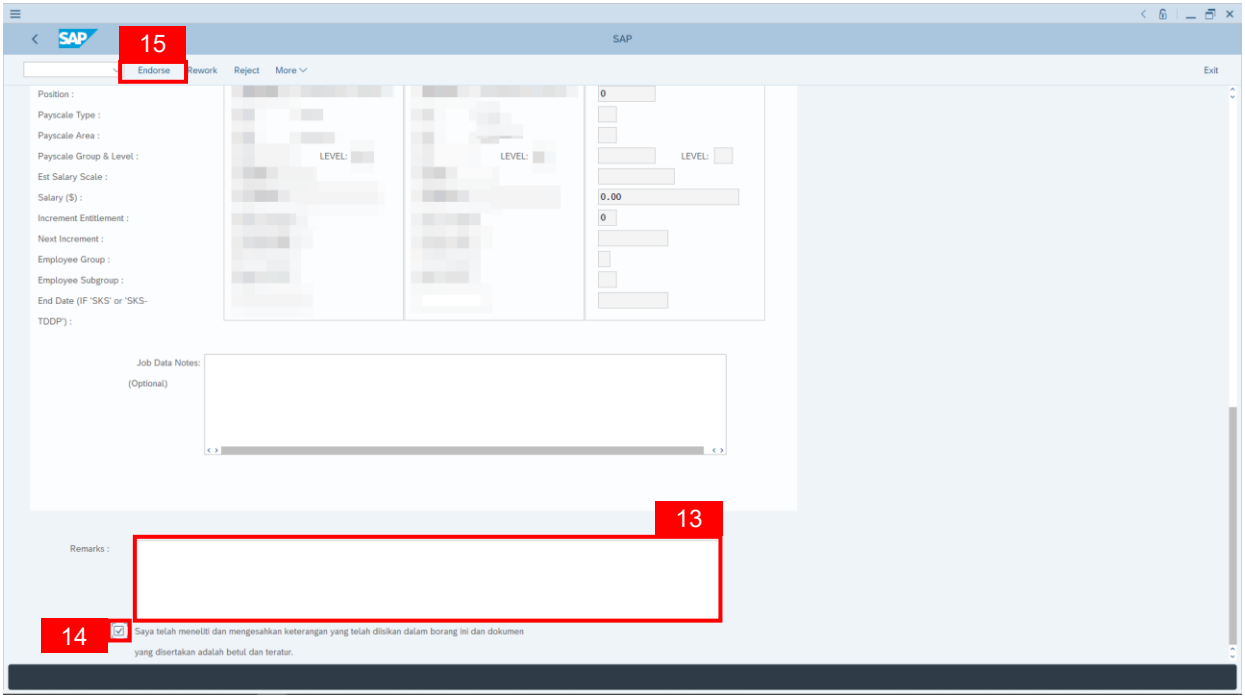
Note: **JPA Endorser** may upload **file attachments** if required.



13. Fill in **Remarks,** if any. It will appear at **Application History** for **Approver** to view.

14. **Click on the checkbox** to agree with the disclaimer.

15. Click on **Endorse** button to submit the application for **Service Change from Open Vote.**



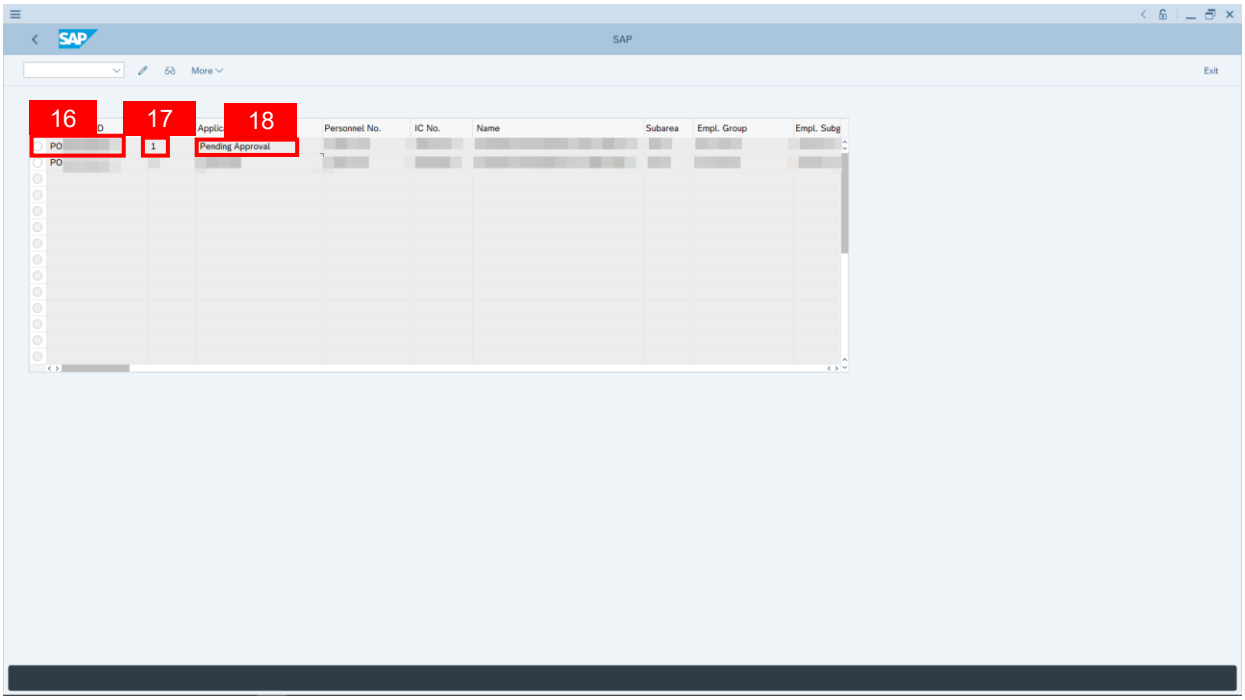
Note: Application List – Requestor will be displayed.

16. The **Application ID** will remain the same.

17. The **Version** number will be 1 (Version 1).

18. The **Application Status** will show as **Pending Approval**.

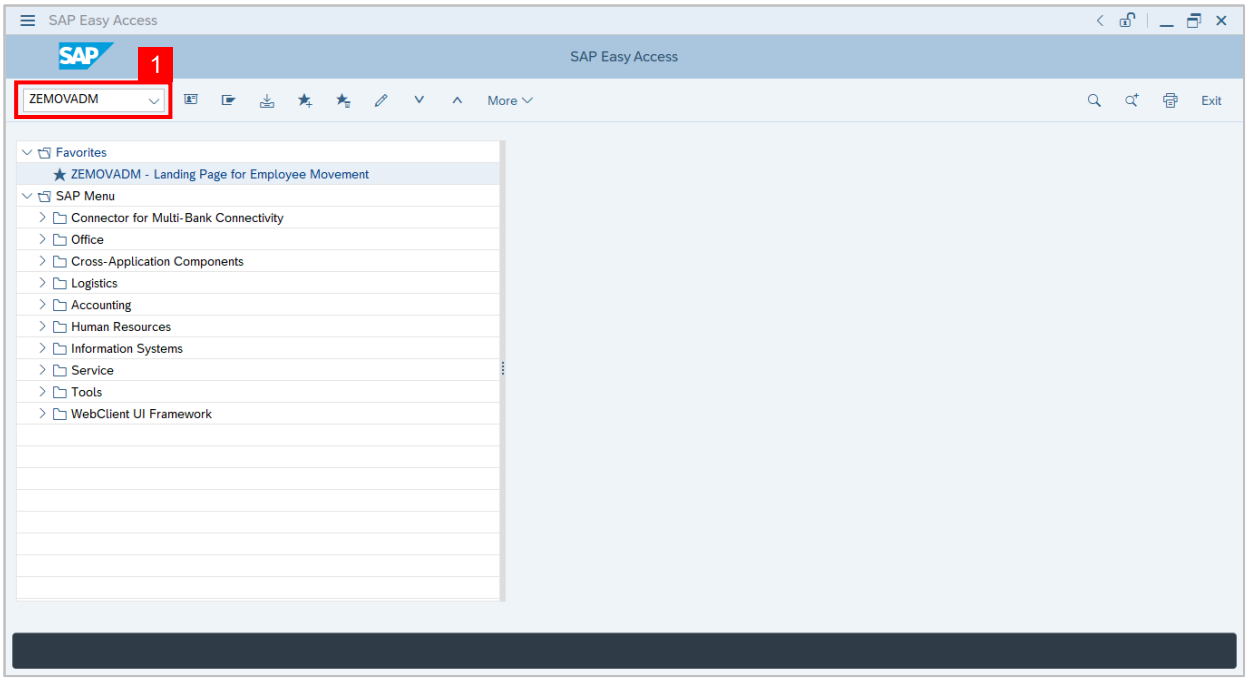
Outcome: Service Change from Open Vote Application has been successfully endorsed and subject for approval.


SAP
More
Exit
16
17
18
Pending Approval
Personnel No.
IC No.
Name
Subarea
Empl. Group
Empl. Subg

REWORK TO ADMIN SERVICE CHANGE FROM OPEN VOTE APPLICATION	**Back-End User**
	JPA Endorser

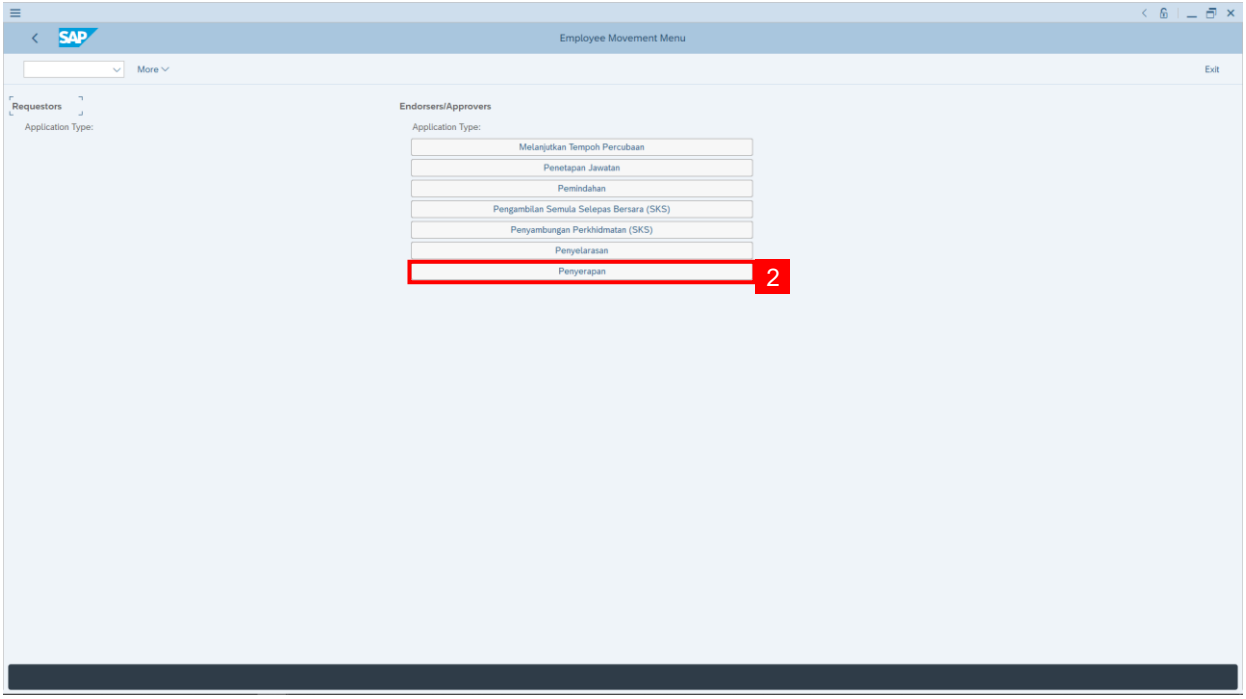
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

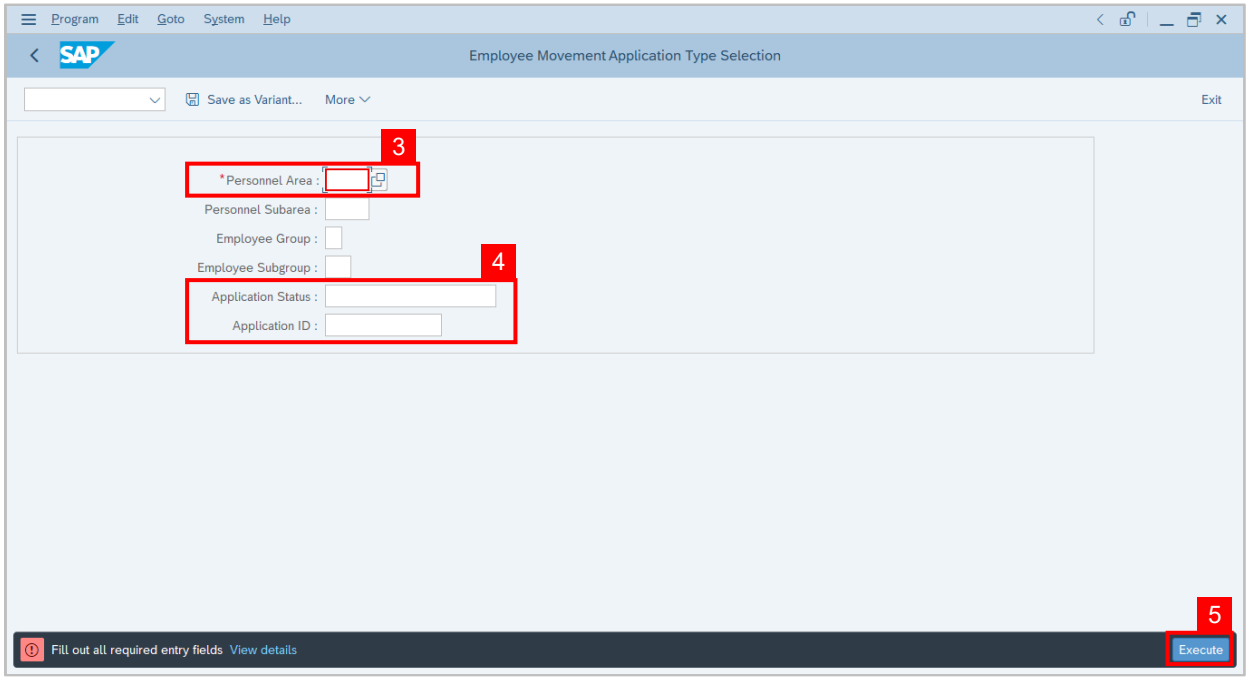


3. Fill in **Personnel Area.**

Note: Personnel Subarea, Employee Group, Employee Subgroup are optional to fill in.

4. User may filter specific **Application Status / ID** when required.

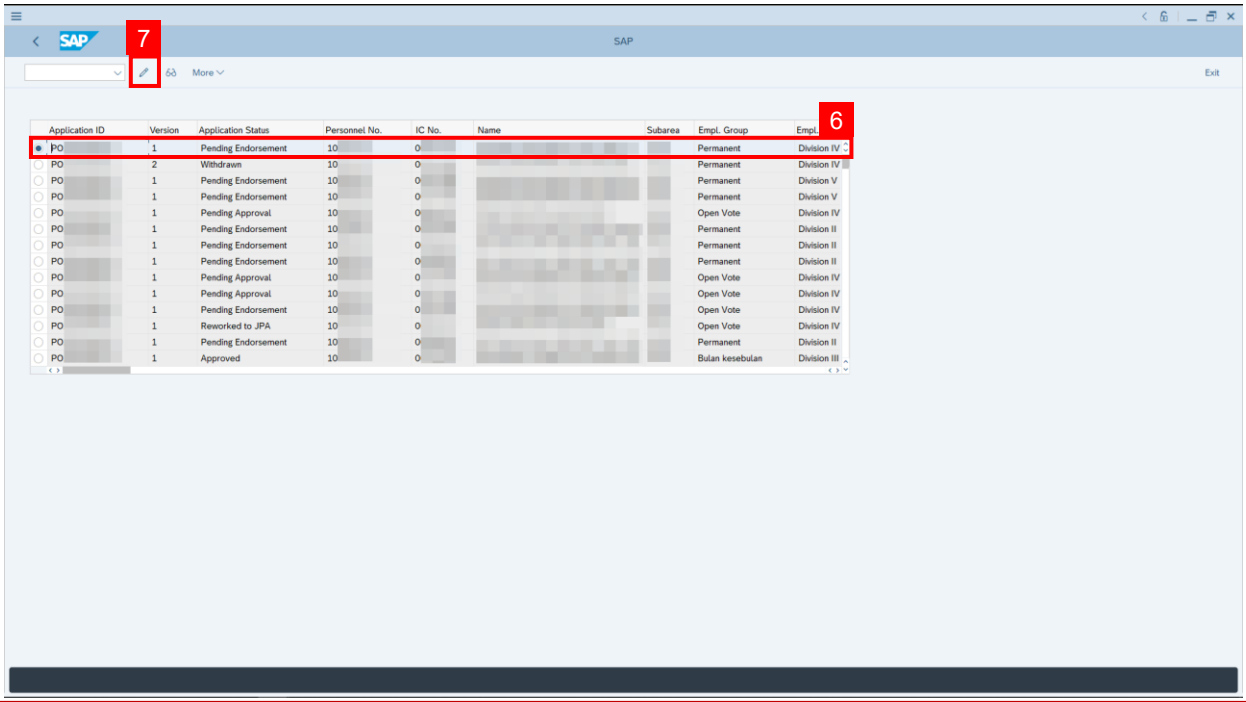
5. Click on **Execute** button.



Note: Application List – Endorser page will be displayed.

6. Select the correct **Application ID / Personnel Number** by clicking on the **radio button**.

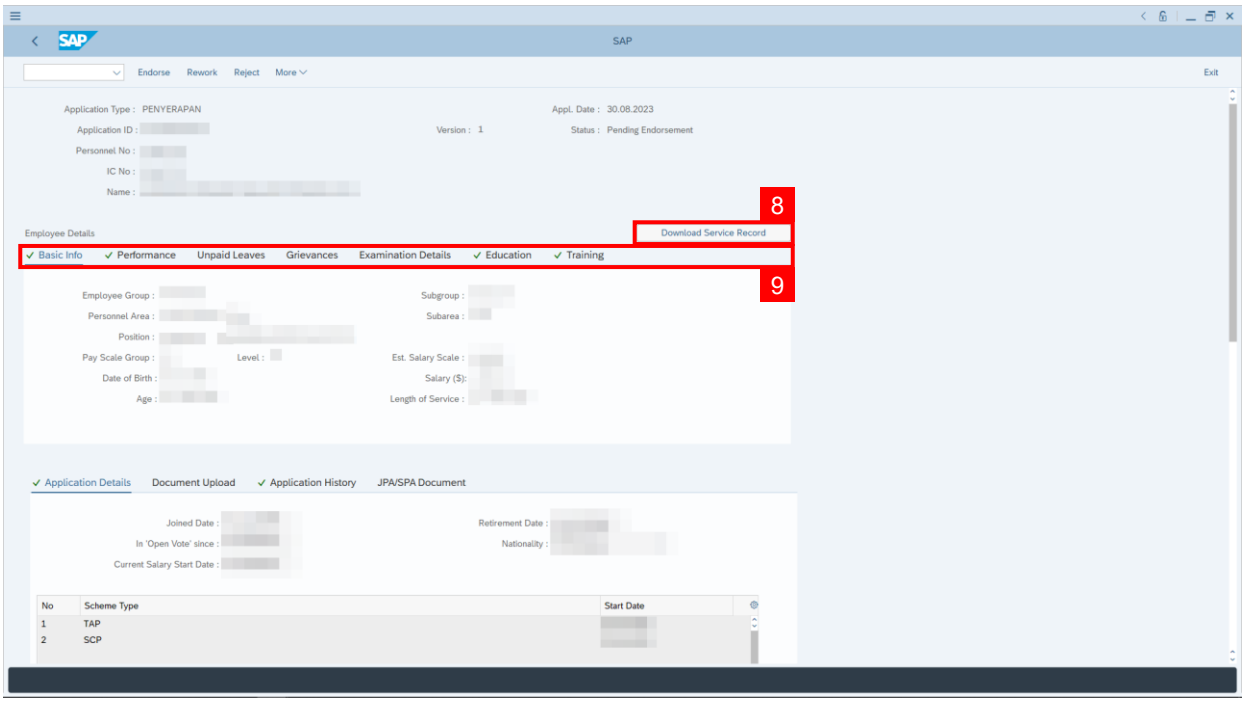
7. Click on **change** icon to **endorse** the application.



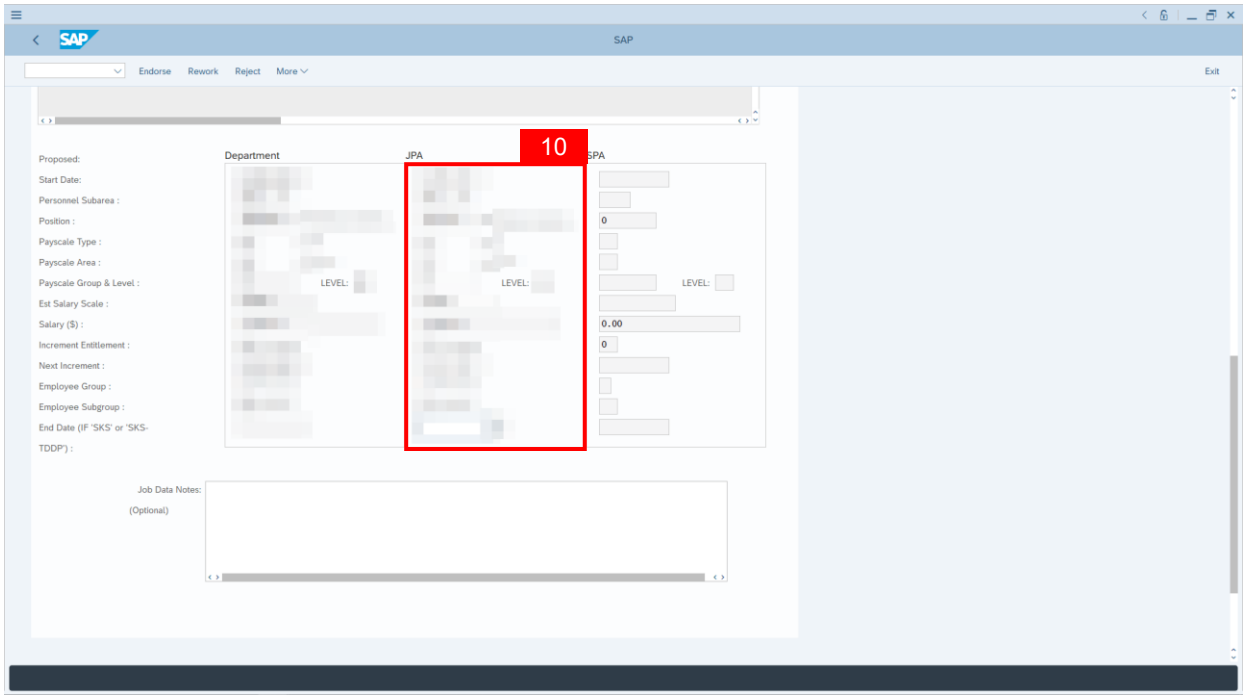
Note: Application List – Endorser page will be displayed.

8. User can download **Service Record**.

9. User can **check the employee details** from **each tab.**



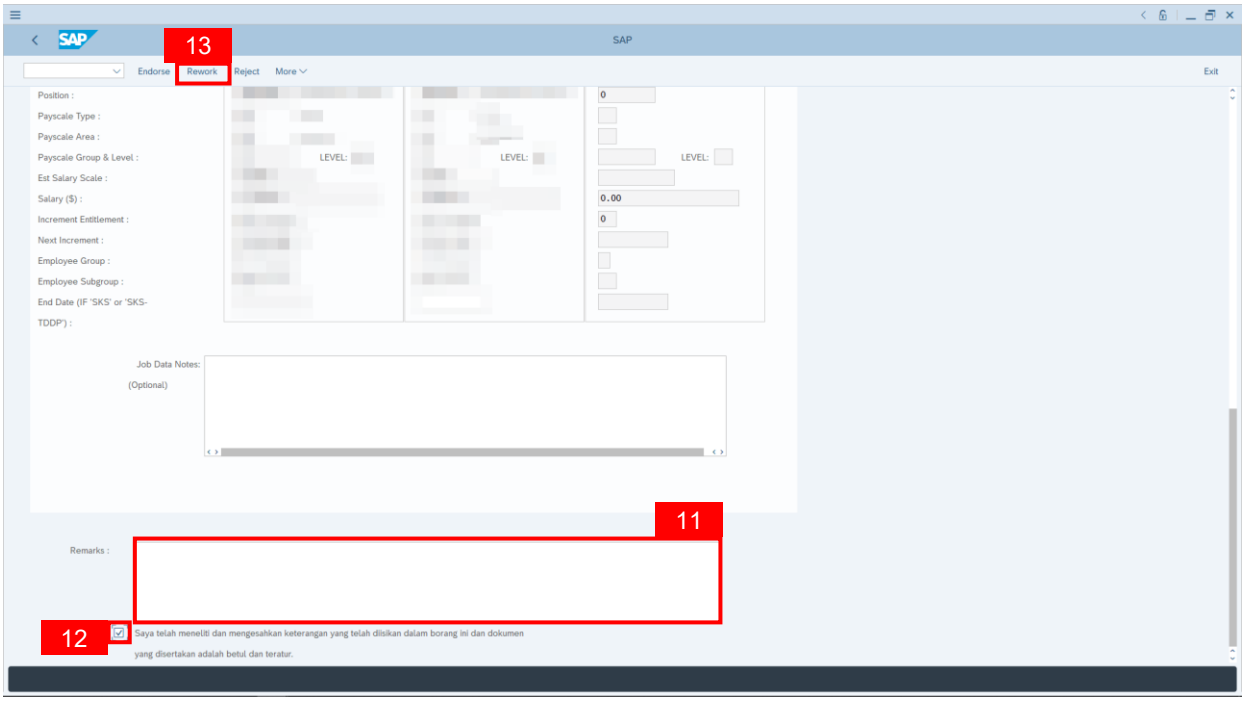
10. Navigate to **Application Detail** and User may review that all information is correct. User may also amend **Proposed Penyerapan Details** under **JPA column** accordingly, if required, except for the greyed-out fields.



11. Fill in **Remarks, reason(s) of application being reworked**. It will appear at **Application History** for **Dept HR Admin** to view.

12. **Click on the checkbox** to agree with the disclaimer.

13. Click on **Rework** button to submit the application for **Service Change from Open Vote.**



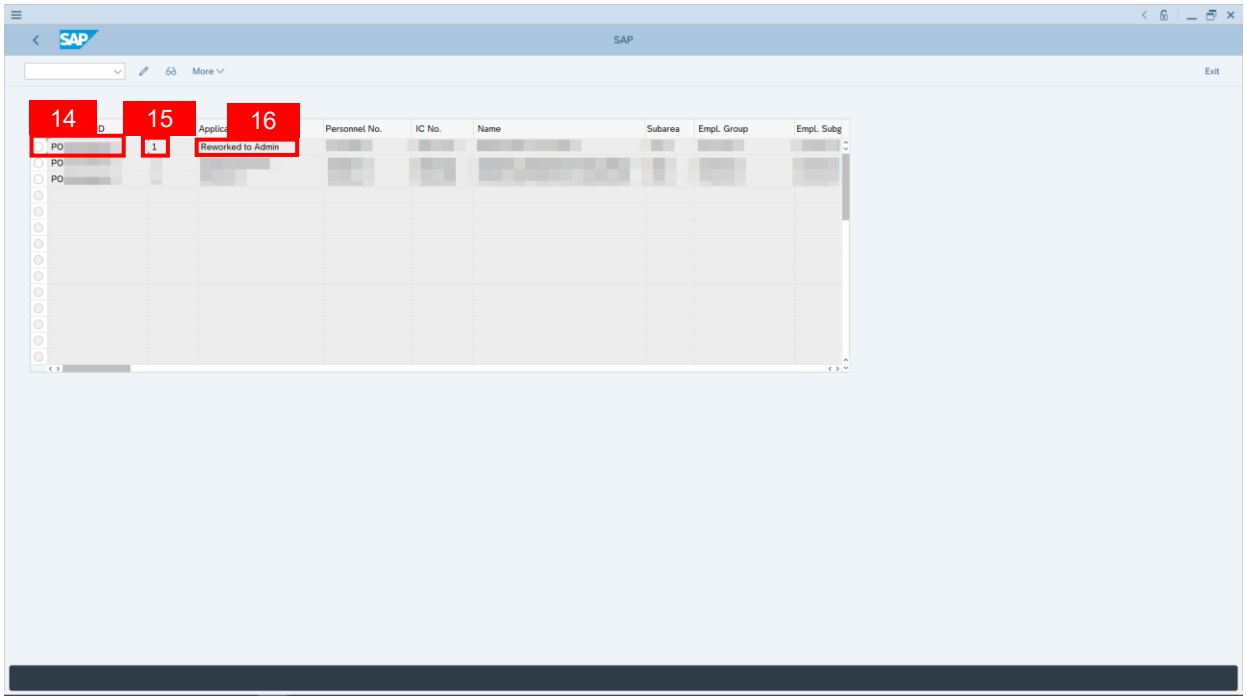
Note: Application List – Requestor will be displayed.

14. The **Application ID** will remain the same.

15. The **Version** number will be 1 (Version 1).

16. The **Application Status** will show as **Rework to Admin**.

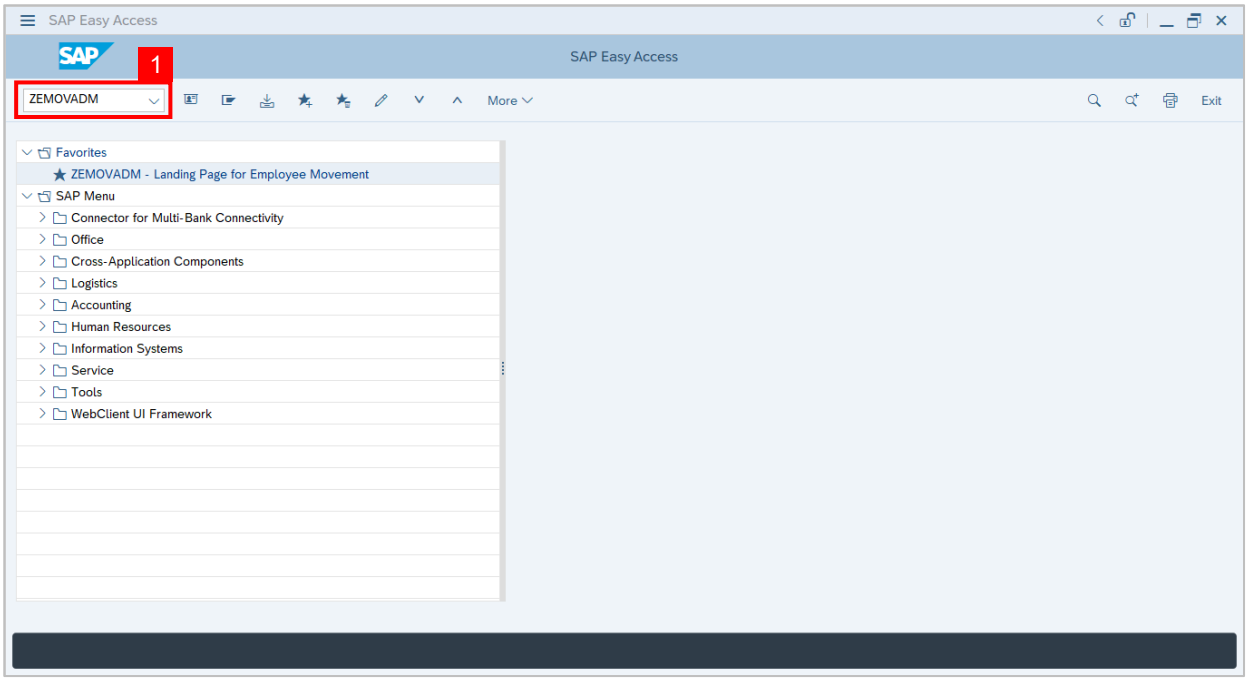
Outcome: Service Change from Open Vote Application has been successfully reworked to admin.


SAP
SAP
More
Exit
14
15
16
Personnel No.
IC No.
Name
Subarea
Empl. Group
Empl. Subg
PO
PO
PO
1
Reworked to Admin

REWORK TO ADMIN SERVICE CHANGE FROM OPEN VOTE APPLICATION	**Back-End User**
	JPA Endorser

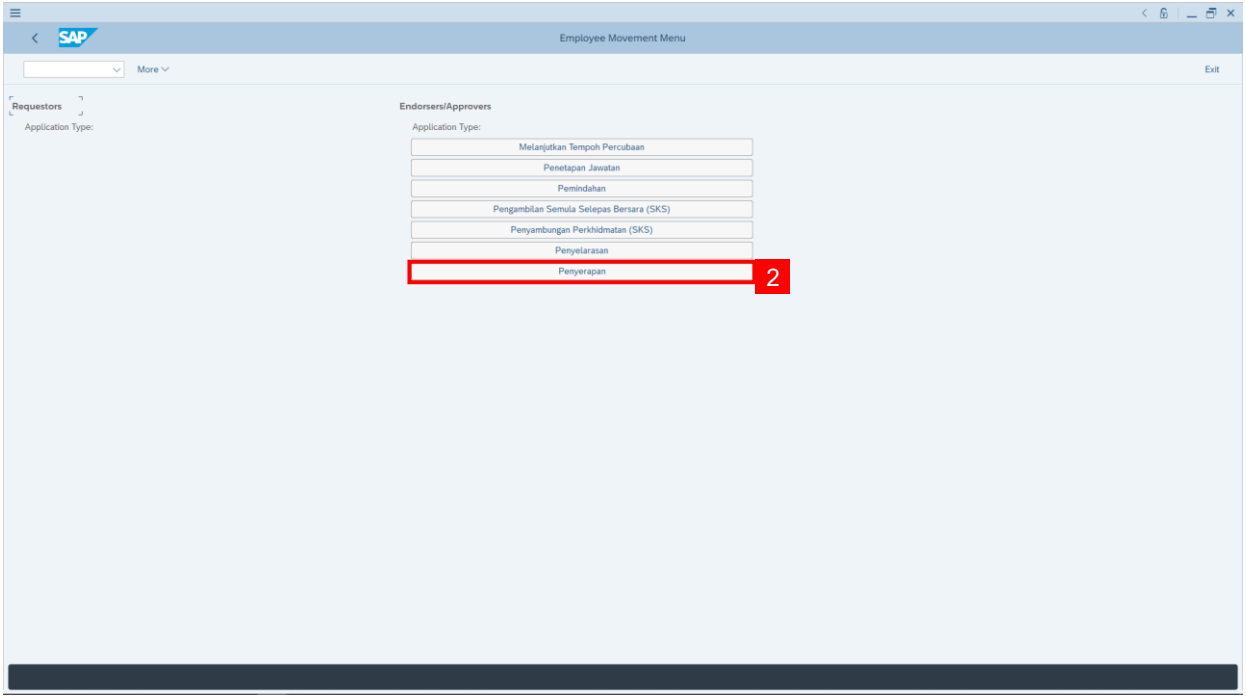
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZEMOVADM** in the search bar.



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

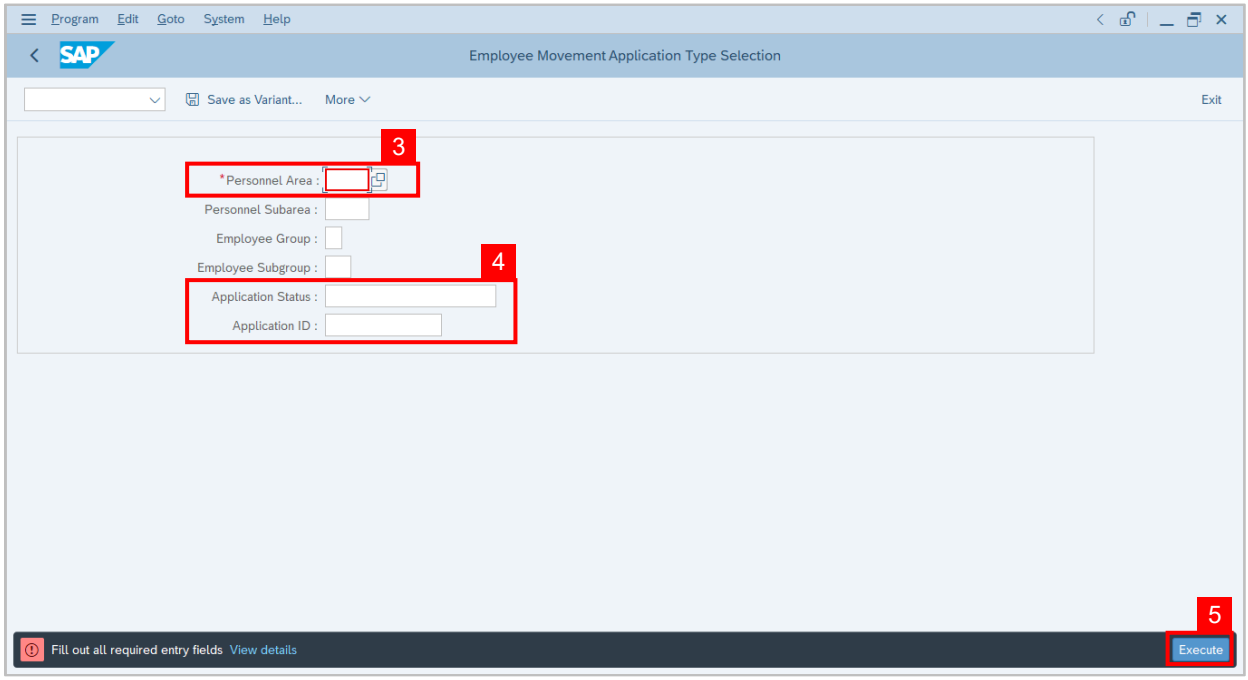


3. Fill in **Personnel Area.**

Note: Personnel Subarea, Employee Group, Employee Subgroup are optional to fill in.

4. User may filter specific **Application Status / ID** when required.

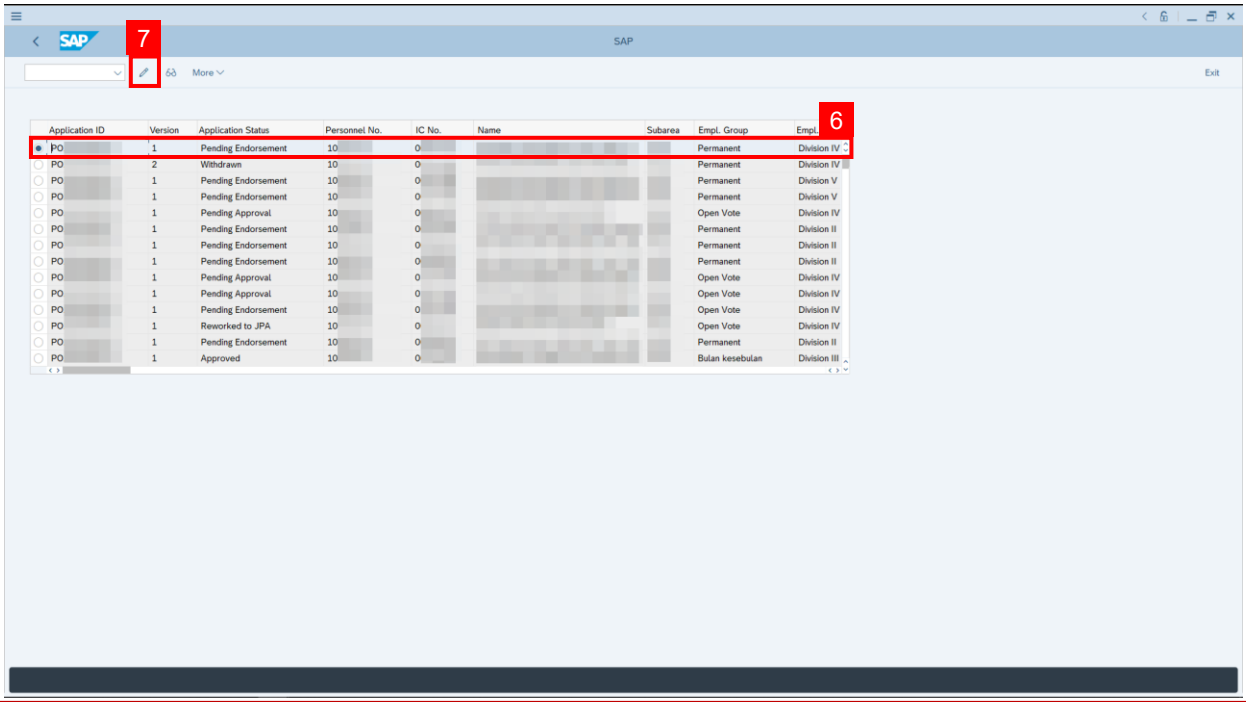
5. Click on **Execute** button.



Note: Application List – Endorser page will be displayed.

6. Select the correct **Application ID / Personnel Number** by clicking on the **radio button**.

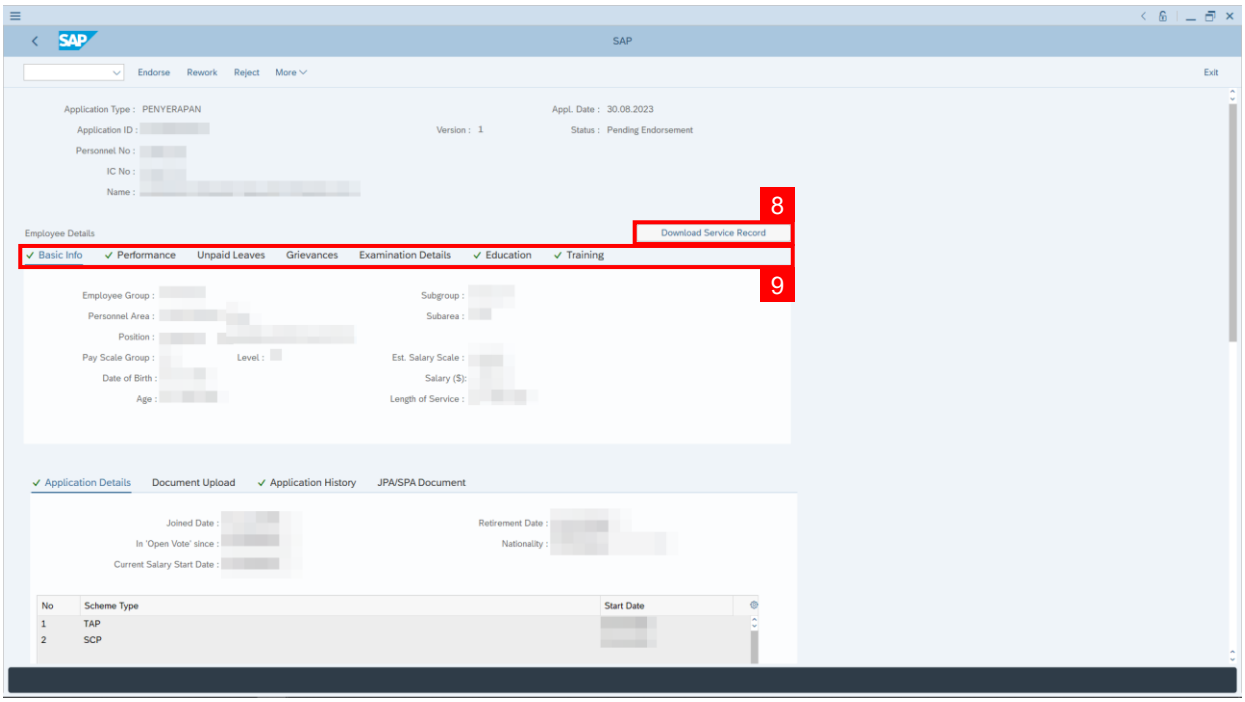
7. Click on **change** icon to **endorse** the application.



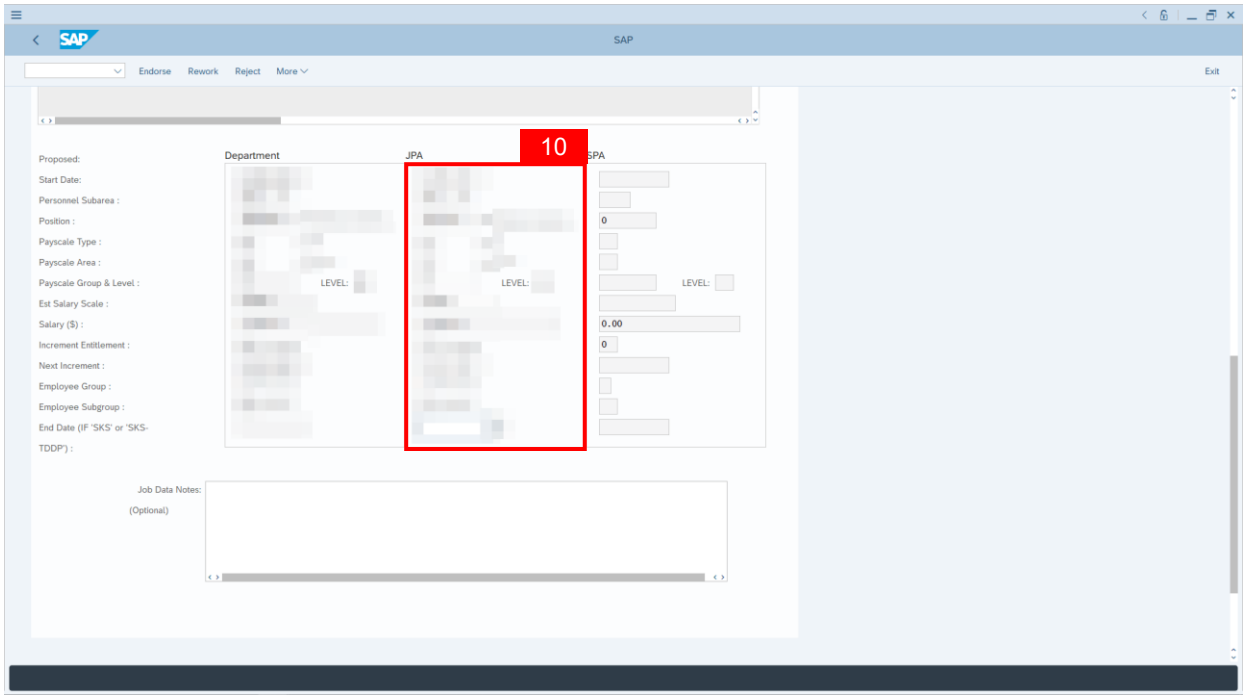
Note: Application List – Endorser page will be displayed.

8. User can download **Service Record**.

9. User can **check the employee details** from **each tab.**



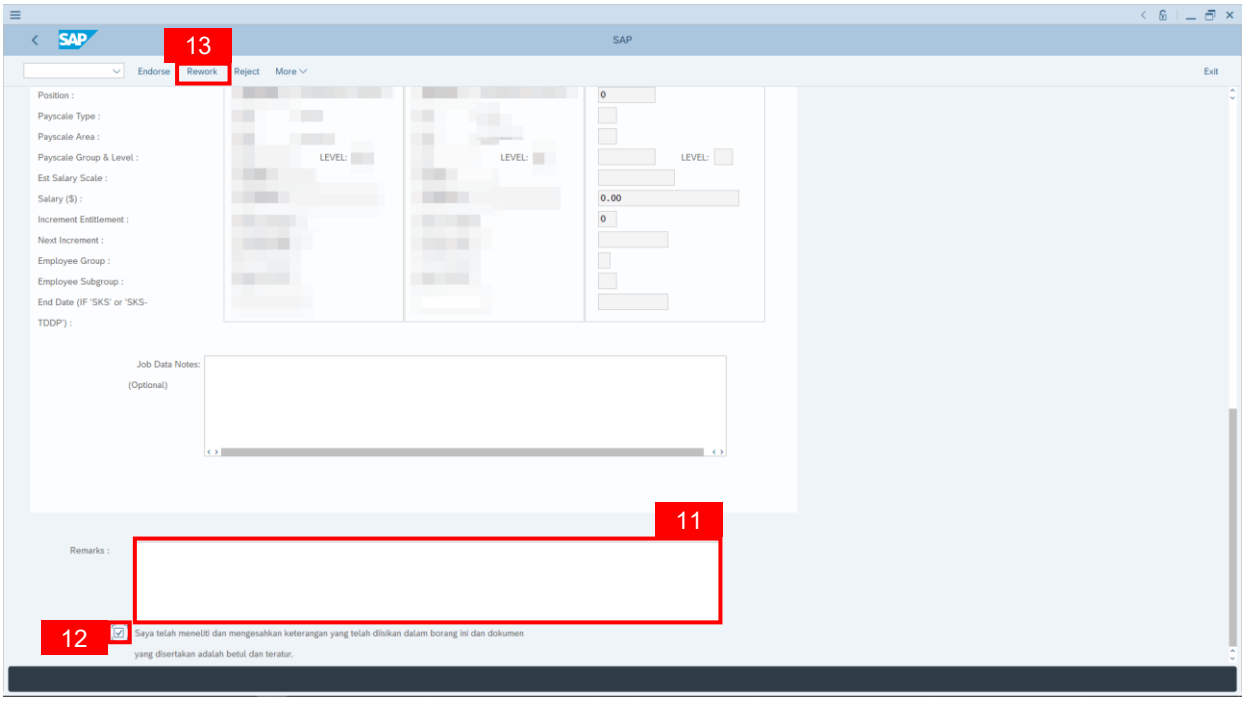
10. Navigate to **Application Detail** and User may review that all information is correct. User may also amend **Proposed Penyerapan Details** under **JPA column** accordingly, if required, except for the greyed-out fields.



11. Fill in **Remarks, reason(s) of application being rejected**. It will appear at **Application History** for **Dept HR Admin** to view.

12. **Click on the checkbox** to agree with the disclaimer.

13. Click on **Reject** button to submit the application for **Service Change from Open Vote.**



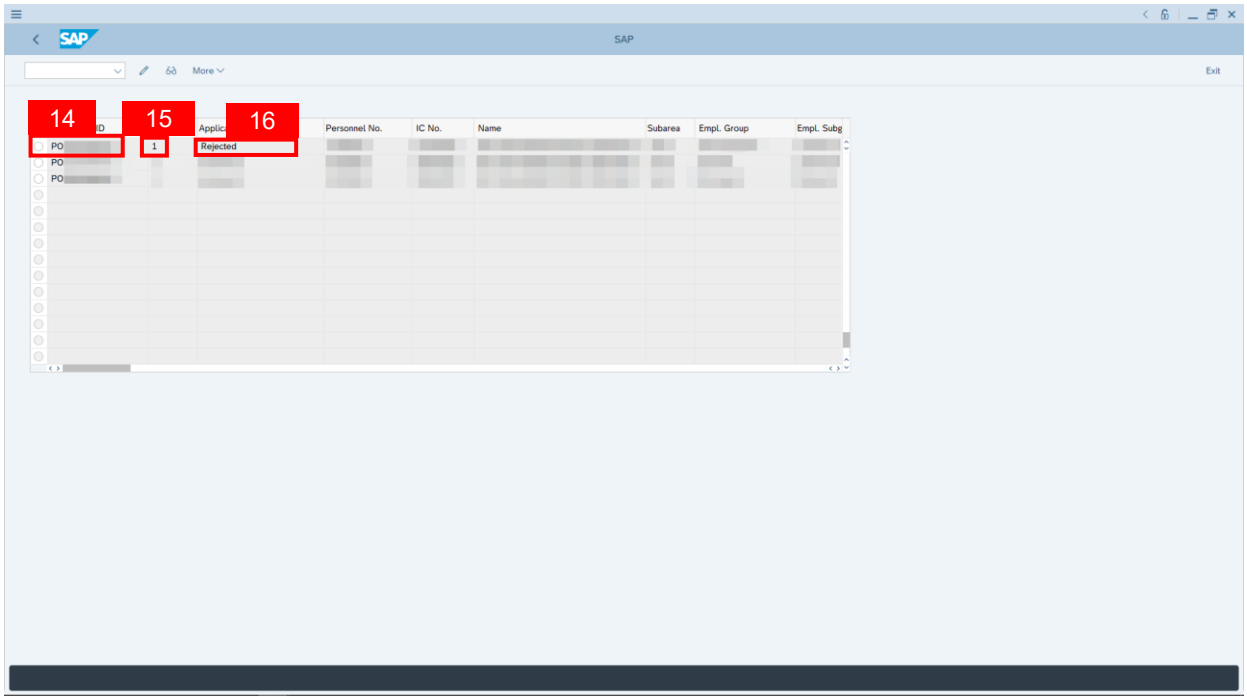
Note: Application List – Requestor will be displayed.

14. The **Application ID** will remain the same.

15. The **Version** number will be 1 (Version 1).

16. The **Application Status** will show as **Rejected**.

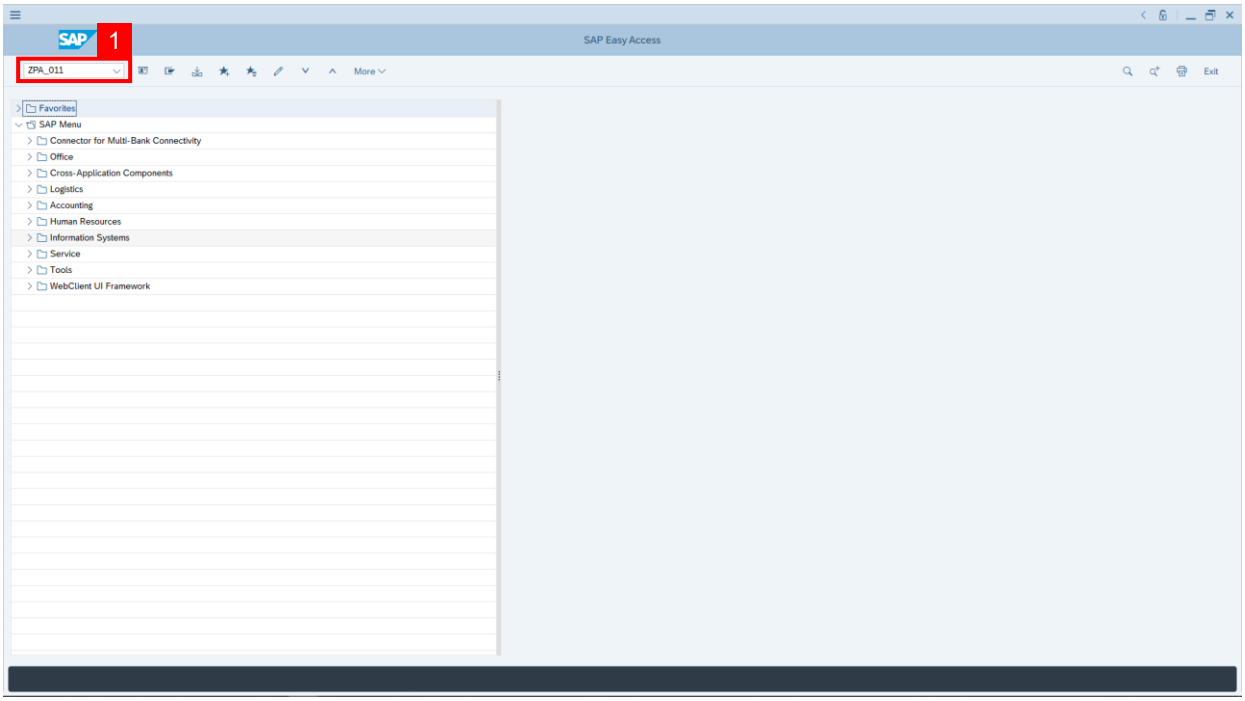
Outcome: Service Change from Open Vote Application has successfully been rejected.


SAP
SAP
More
Exit
14
15
16
Personnel No.
IC No.
Name
Subarea
Empl. Group
Empl. Subg
Rejected

PENYERAPAN SUMMARY REPORT	Back-End User
	Department HR Administrator

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

1. Enter transaction code (t-code) **ZPA_011** in the search bar.

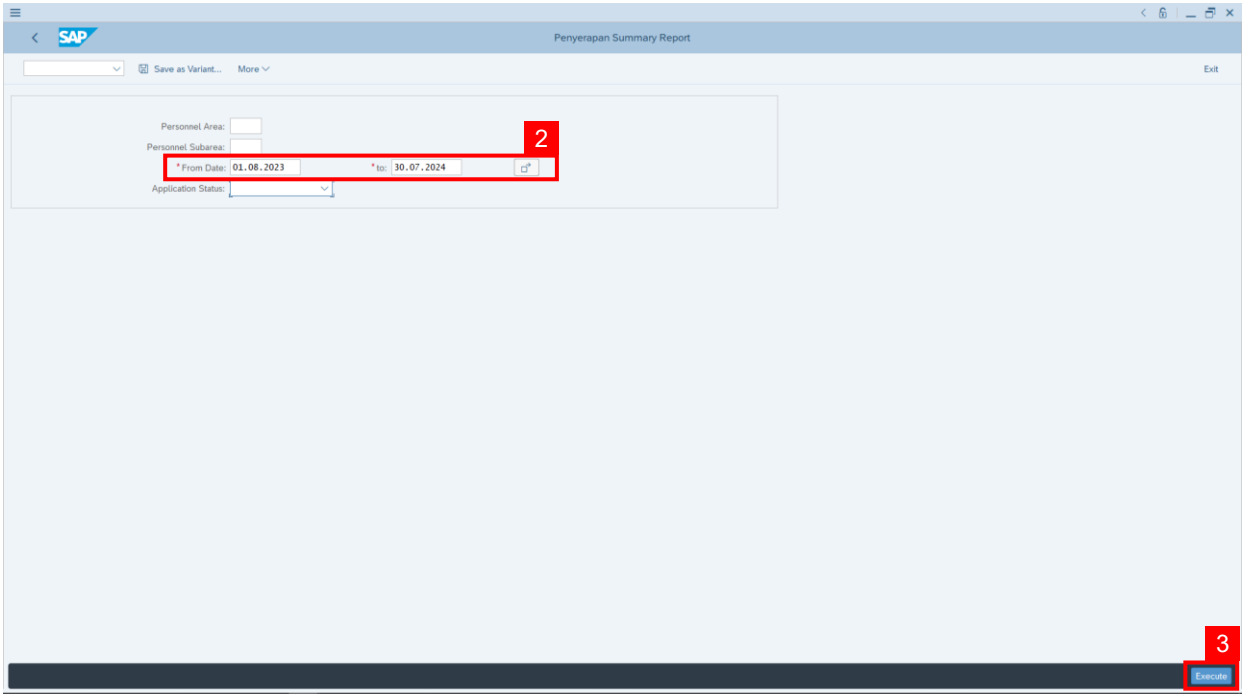


Note: Penyerapan Summary Report page will be displayed.

2. Fill in **From Date:** and **to:**

Note: The From Date has a **restriction of 1 year period.** User may filter the result by filling in Personnel Area, Personnel Subarea **and/or** Application Status**.**

3. Click on **Execute** button.



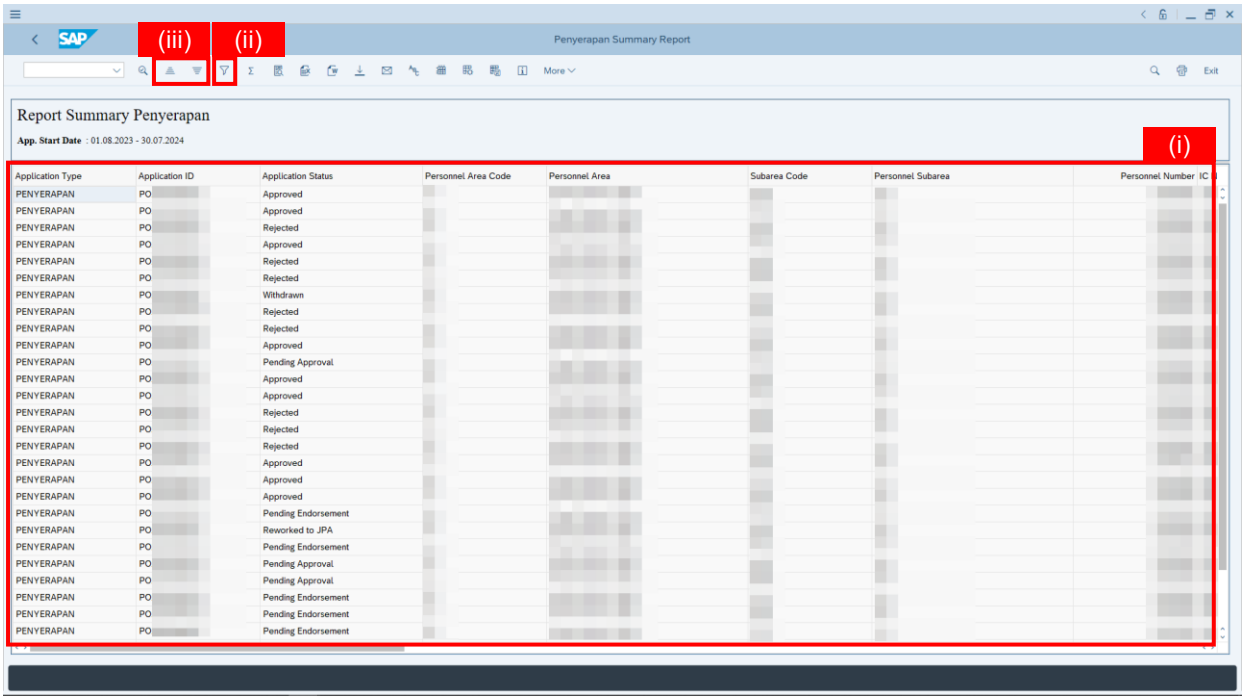
Outcome: Report For Penyerapan Summary is generated.

Note:

(i) To download the report, right click anywhere on the report and click **Spreadsheet...**

(ii) To set a filter on the report, user may click on the **Filter** icon.

(iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.

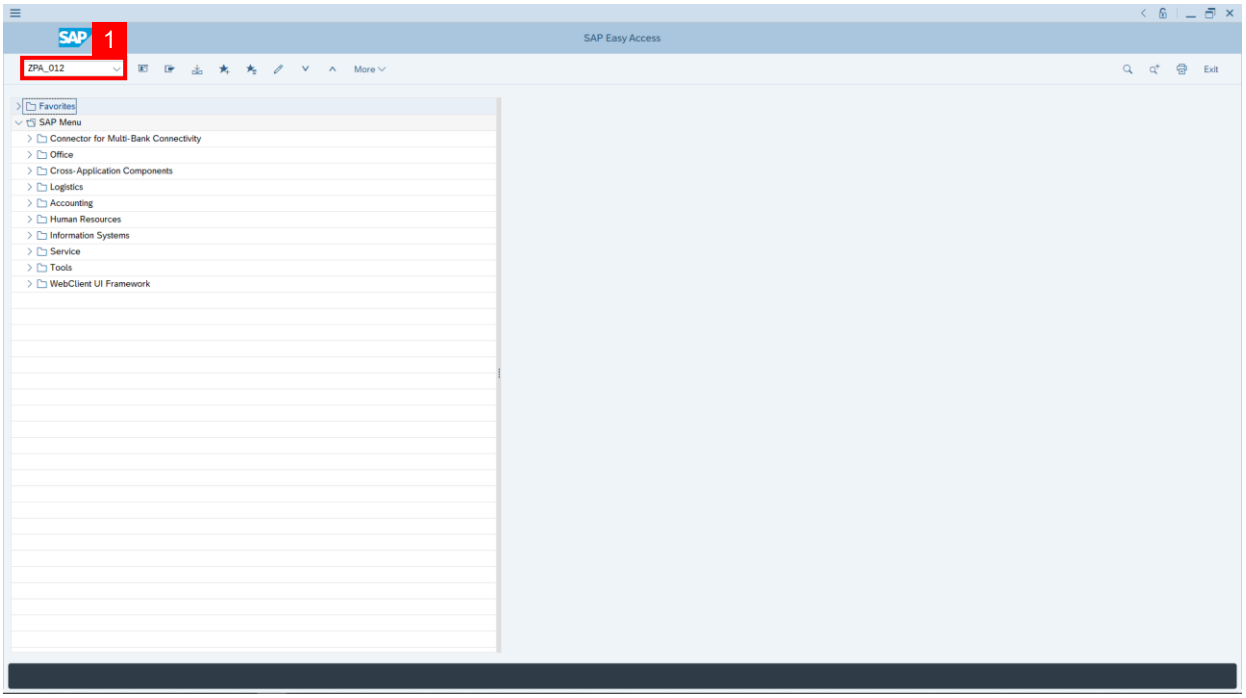


Application Type	Application ID	Application Status	Personnel Area Code	Personnel Area	Subarea Code	Personnel Subarea	Personnel Number	IC
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Withdrawn						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Rejected						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Approved						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Reworked to JPA						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Pending Approval						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Endorsement						
PENYERAPAN	PO	Pending Endorsement						

PENYERAPAN EMPLOYEE LIST REPORT	Back-End User
	Department HR Administrator

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

1. Enter transaction code (t-code) **ZPA_012** in the search bar.

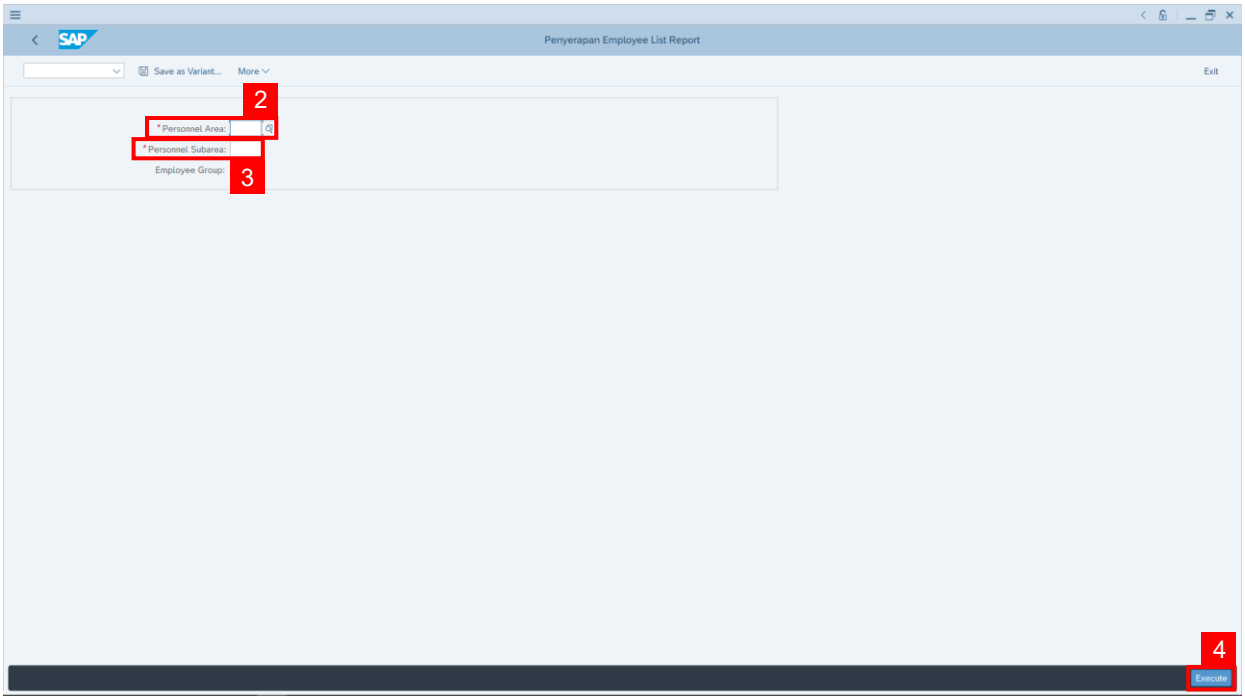


Note: Penyerapan Employee List Report page will be displayed.

2. Fill in **Personnel Area.**

3. Fill in **Personnel Subarea.**

4. Click on **Execute** button.



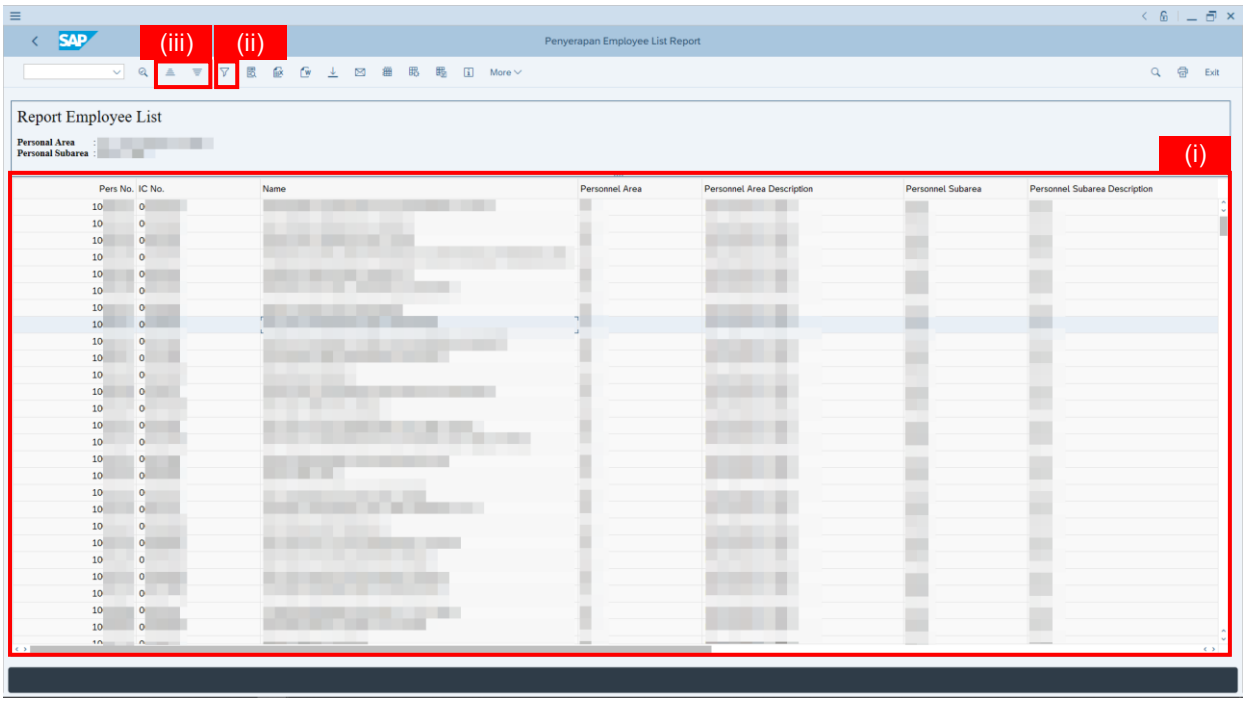
Outcome: Penyerapan Employee List Report is generated.

Note:

(i) To download the report, right click anywhere on the report and click **Spreadsheet...**

(ii) To set a filter on the report, user may click on the **Filter** icon.

(iii) To sort the order of the report, user may click on either **Sort in ascending order** or **Sort in descending order** icon.


(iii)
(ii)
Penyerapan Employee List Report
More
Exit
Report Employee List
Personal Area
Personal Subarea
(i)
Pers No.
IC No.
Name
Personnel Area
Personnel Area Description
Personnel Subarea
Personnel Subarea Description