



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**.

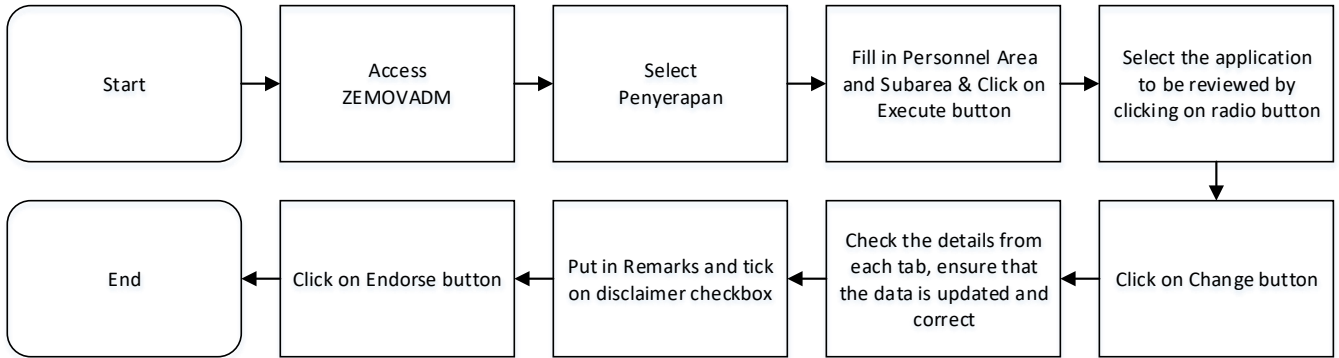
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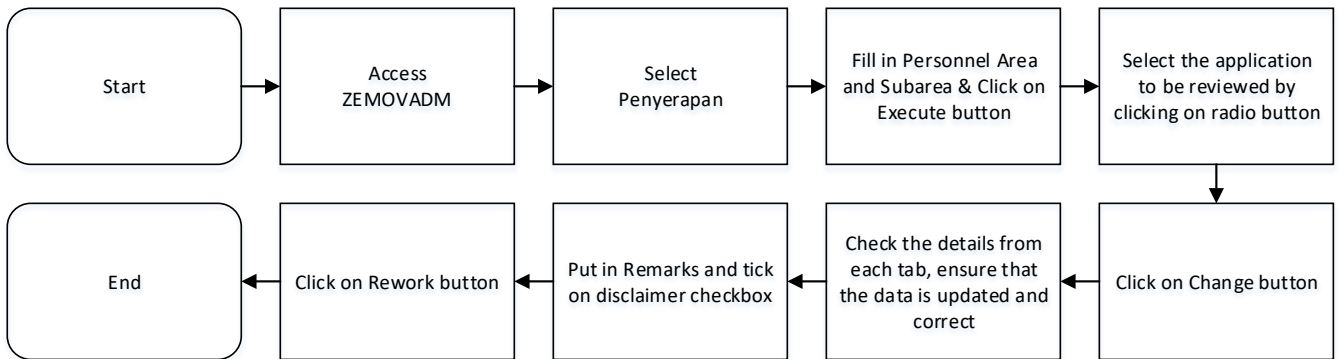


Process Overview

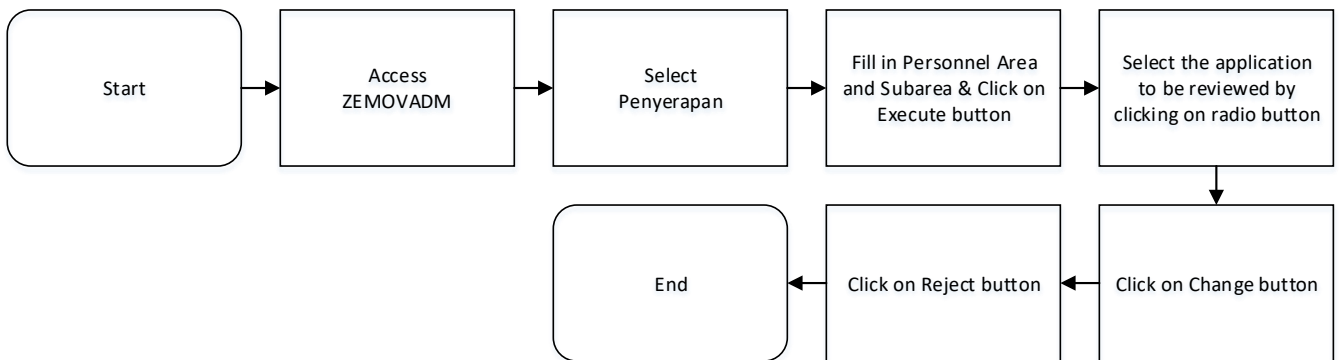
Endorse Service Change From Open Vote Application



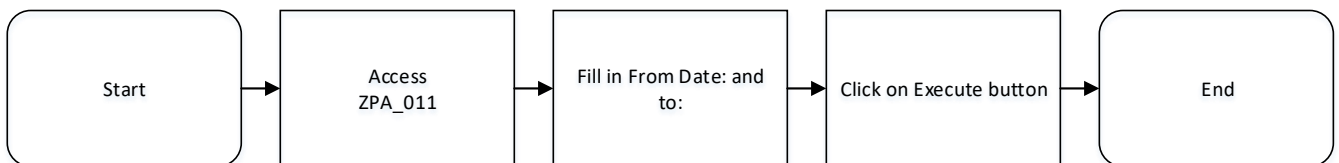
Rework to Admin Service Change From Open Vote Application



Reject Service Change From Open Vote Application

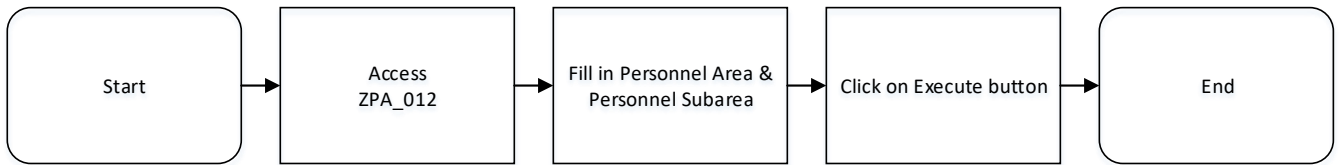


Penyerapan Summary Report





Penyerapan Employee List Report



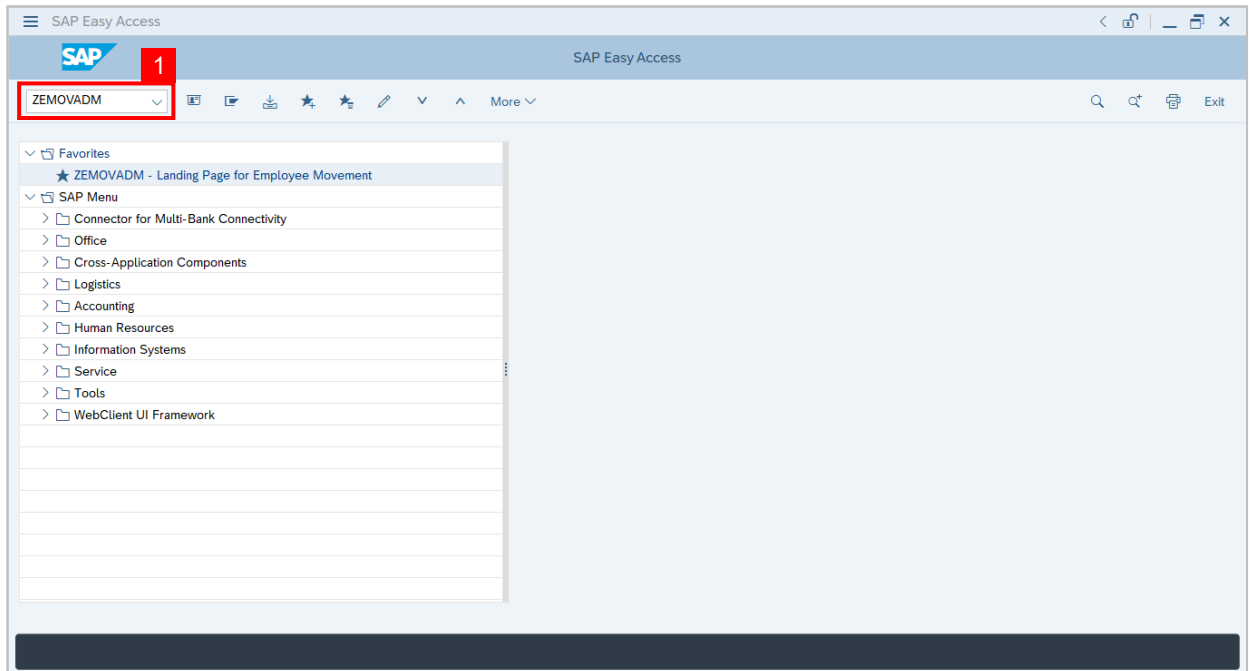
**ENDORSE SERVICE
CHANGE FROM OPEN VOTE
APPLICATION**

Back-End User

JPA Endorser

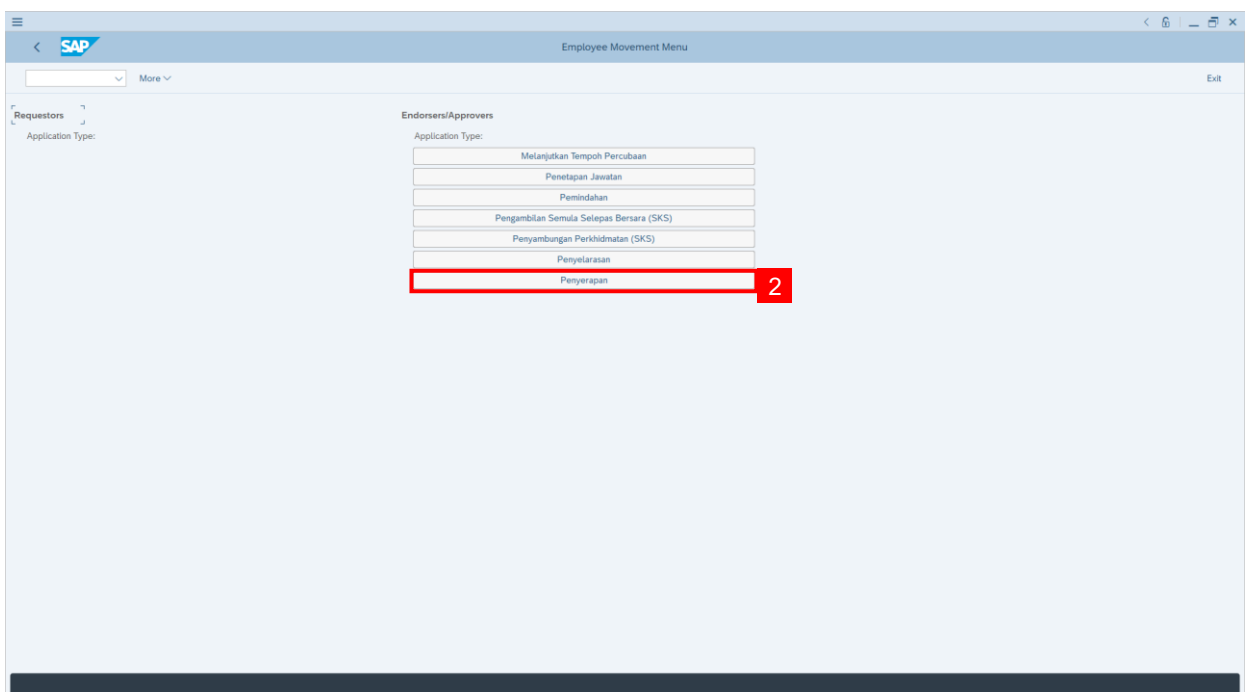
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

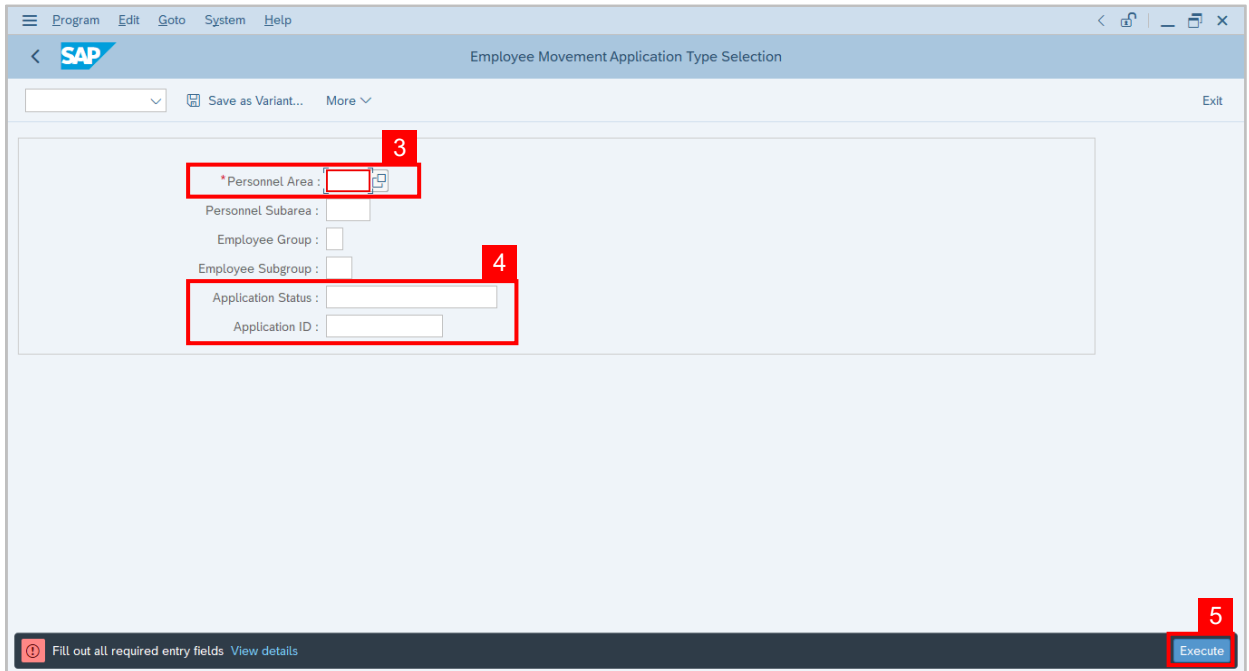


3. Fill in **Personnel Area**.


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.



Employee Movement Application Type Selection

*Personnel Area :  3

Personnel Subarea :

Employee Group :

Employee Subgroup : 4

Application Status :

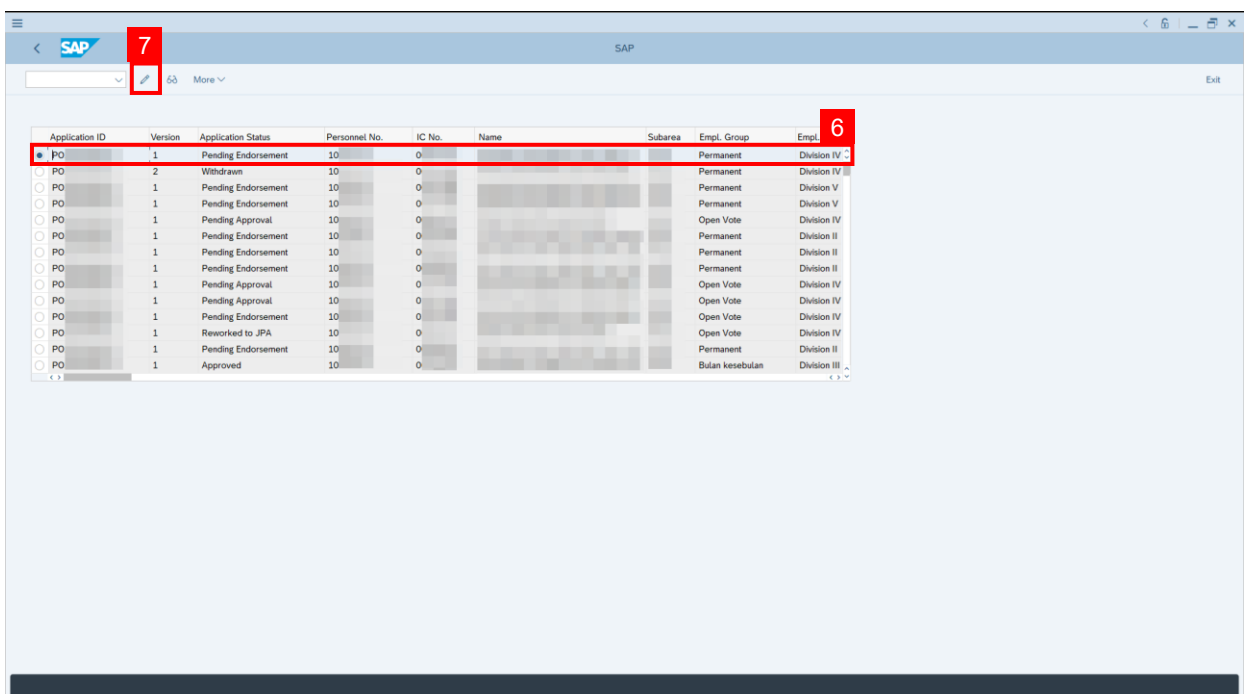
Application ID :

Fill out all required entry fields [View details](#) **Execute** 5

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.

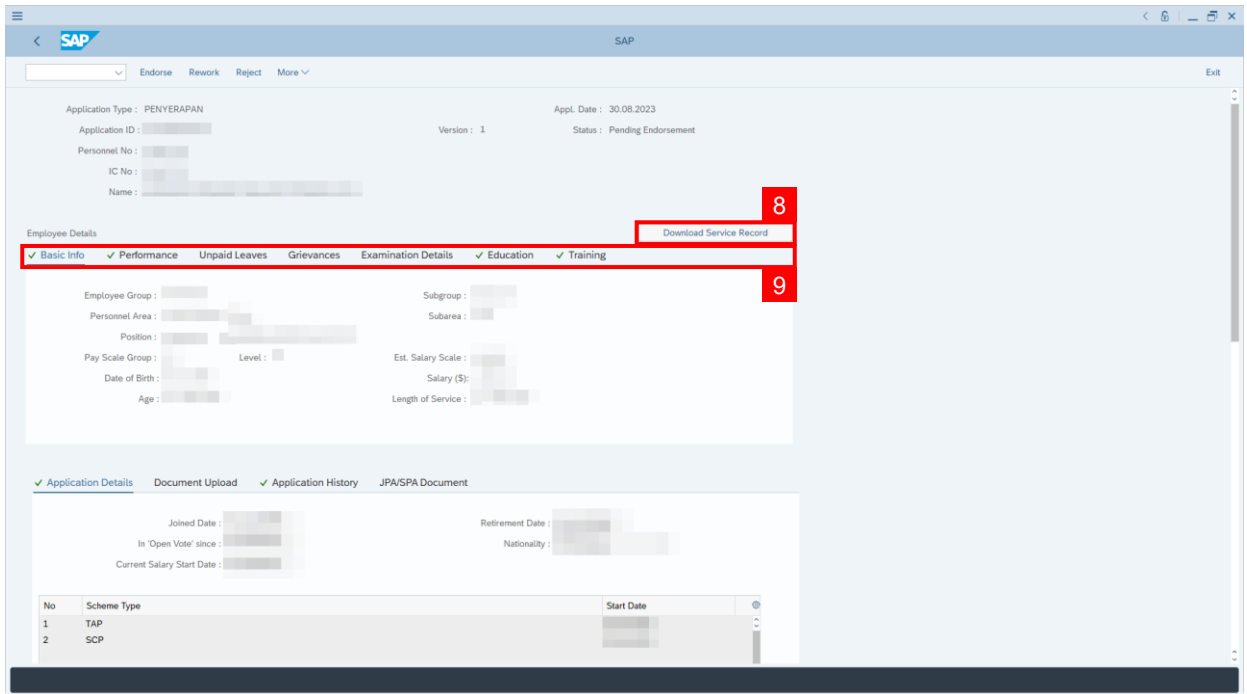


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
<input checked="" type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division IV
<input type="radio"/> PO	2	Withdrawn	10	0			Permanent	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division V
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division V
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Reworked to JPA	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Approved	10	0			Bulan kesebulan	Division III

Note: Application List – Endorser page will be displayed.

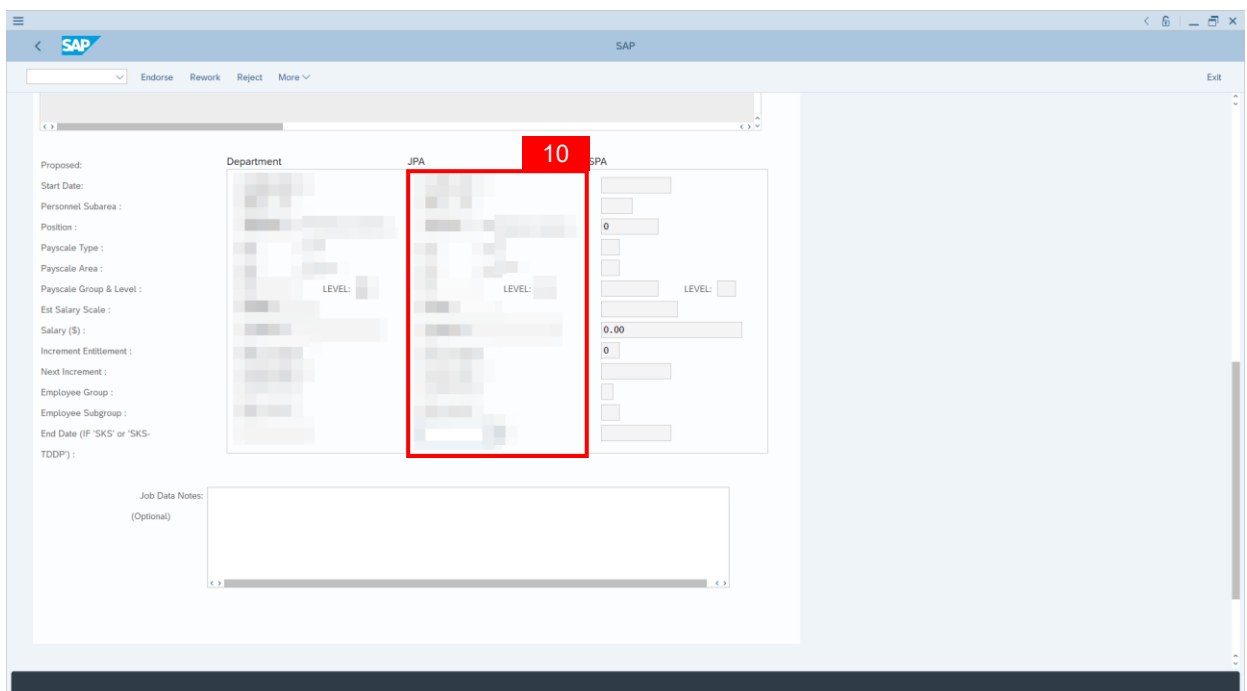
8. User can download **Service Record**.

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



The screenshot shows the SAP application details page. At the top, there are navigation buttons: Endorse, Rework, Reject, and More. Below this, the application type is 'PENYERAPAN' and the application date is '30.08.2023'. The status is 'Pending Endorsement'. The employee details section is highlighted with a red box and a red '8' in the corner. Below this, there are several tabs: Basic Info, Performance, Unpaid Leaves, Grievances, Examination Details, Education, and Training. The 'Basic Info' tab is selected and highlighted with a red box and a red '9' in the corner. The 'Application Details' section is also visible, showing joined date, retirement date, and current salary start date. At the bottom, there is a table with columns 'No', 'Scheme Type', and 'Start Date'.

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.



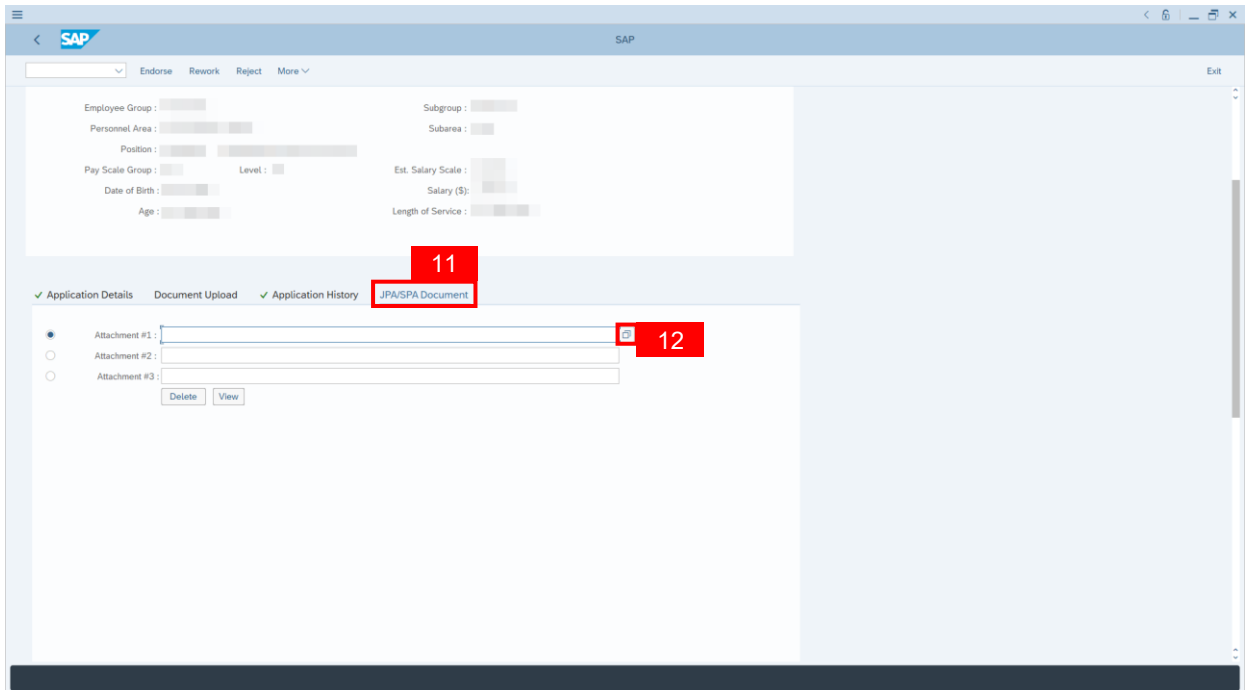
The screenshot shows the SAP application detail page. The 'Proposed' section is visible, with fields for Start Date, Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, and End Date (if 'SKS' or 'SKS-TDDP'). The 'Department', 'JPA', and 'SPA' columns are highlighted with a red box and a red '10' in the corner. The 'JPA' column contains a table with columns 'LEVEL' and 'LEVEL:'. Below this, there is a 'Job Data Notes' section with a text area for optional notes.

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.

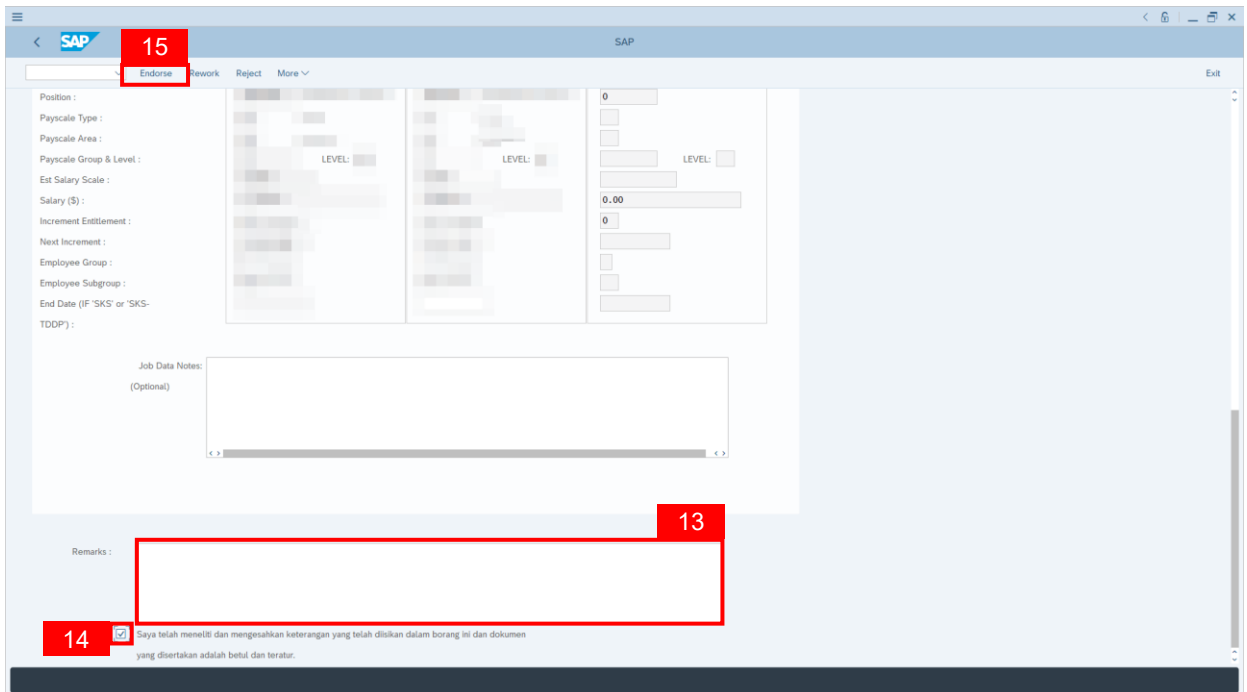
Note: JPA Endorser may upload file attachments if required.



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**.



The screenshot shows the SAP GUI interface for the 'Endorse' function. The 'Endorse' button is highlighted with a red box and labeled '15'. The main area contains a form with various fields for job data, including Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, and End Date. A 'Remarks' field is highlighted with a red box and labeled '13'. At the bottom left, a checkbox is checked and labeled '14', with the text 'Saya telah meneliti dan mengesahkan keterangan yang telah dikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

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.



The screenshot displays the SAP GUI interface for the 'Penyerapan Open Vote' process. The table below shows the data structure and the highlighted row.

	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PO						
PO						

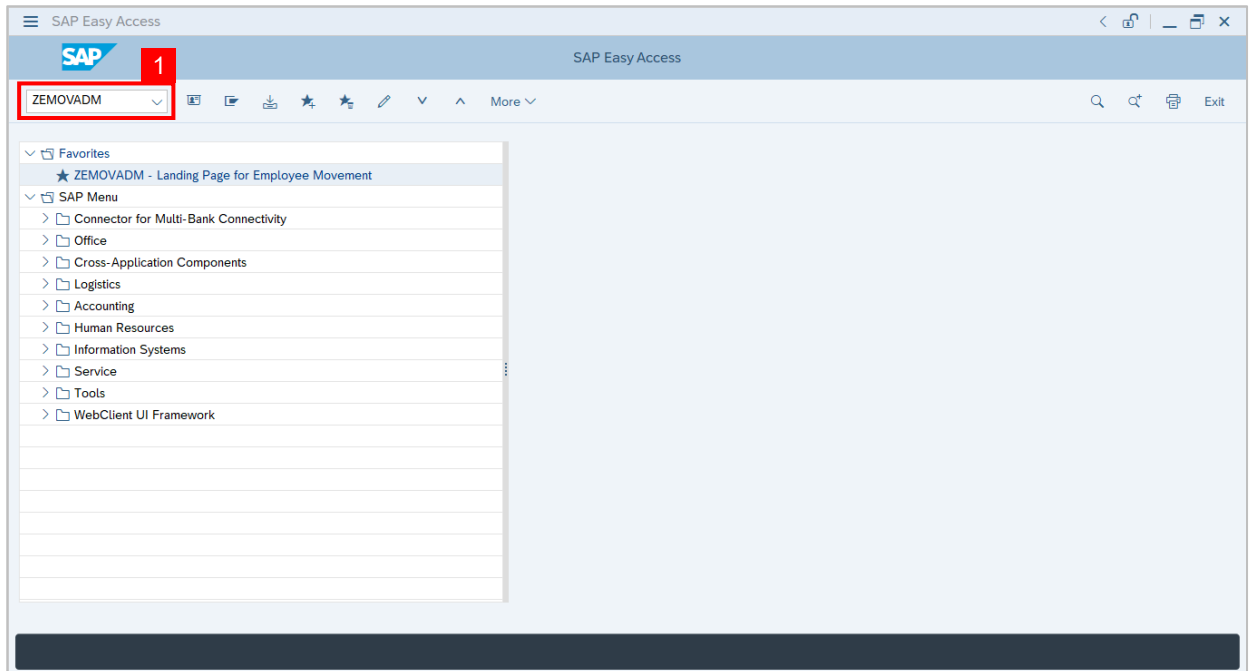
**REWORK TO ADMIN
SERVICE CHANGE FROM
OPEN VOTE APPLICATION**

Back-End User

JPA Endorser

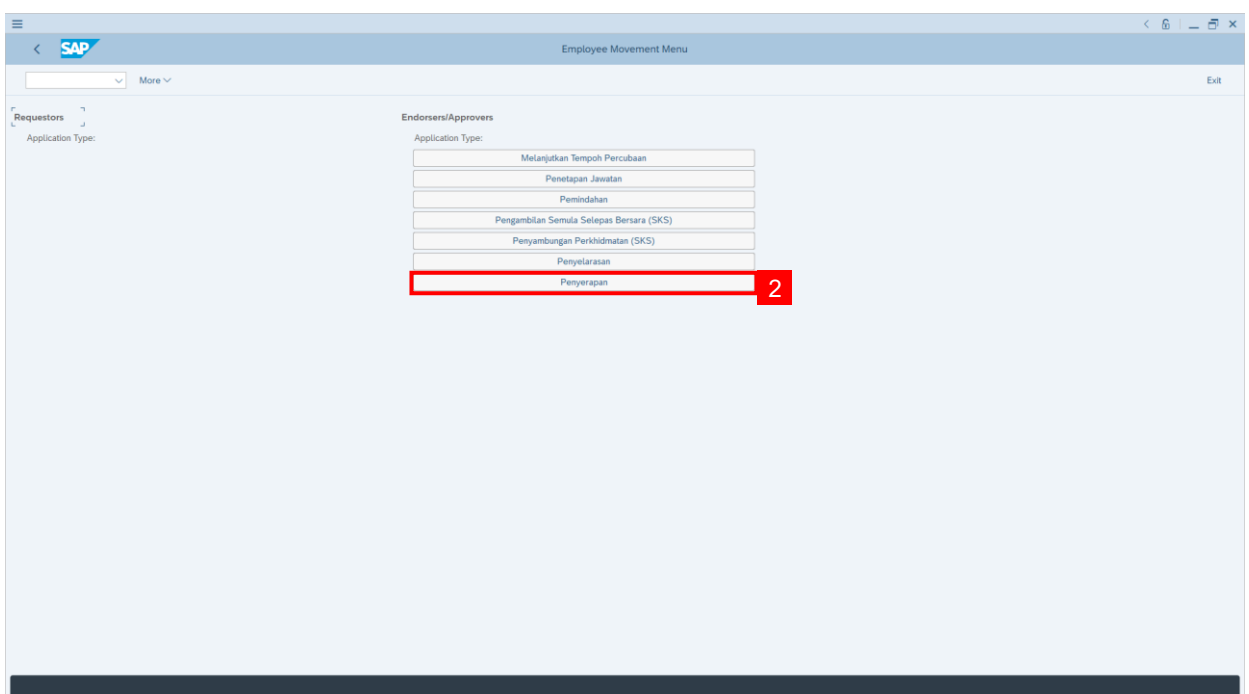
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

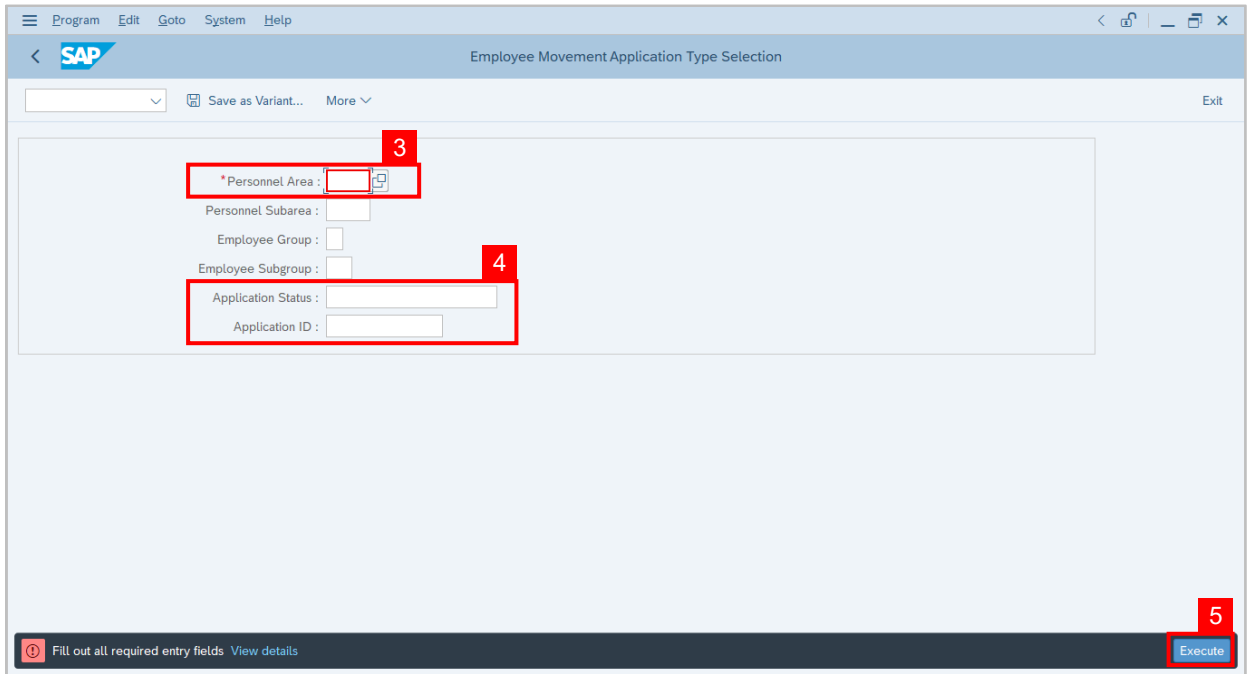


3. Fill in **Personnel Area**.


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.



Employee Movement Application Type Selection

*Personnel Area :  3

Personnel Subarea :

Employee Group :

Employee Subgroup : 4

Application Status :

Application ID :

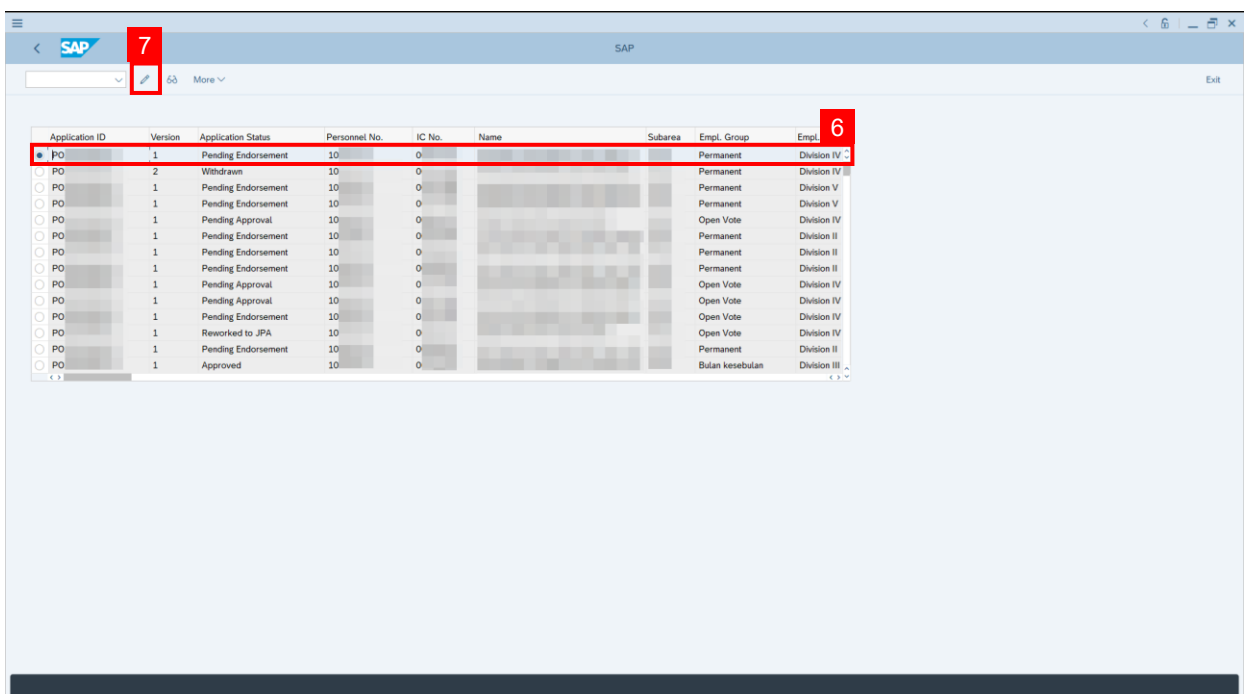
Fill out all required entry fields View details

Execute 5

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.



Application List – Endorser

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
PO	1	Pending Endorsement	10	0		Permanent	Division IV	<input checked="" type="radio"/>
PO	2	Withdrawn	10	0		Permanent	Division IV	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division V	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division V	<input type="radio"/>
PO	1	Pending Approval	10	0		Open Vote	Division IV	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division II	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division II	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division II	<input type="radio"/>
PO	1	Pending Approval	10	0		Open Vote	Division IV	<input type="radio"/>
PO	1	Pending Approval	10	0		Open Vote	Division IV	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Open Vote	Division IV	<input type="radio"/>
PO	1	Reworked to JPA	10	0		Open Vote	Division IV	<input type="radio"/>
PO	1	Pending Endorsement	10	0		Permanent	Division II	<input type="radio"/>
PO	1	Approved	10	0		Bulan kesebulan	Division III	<input type="radio"/>

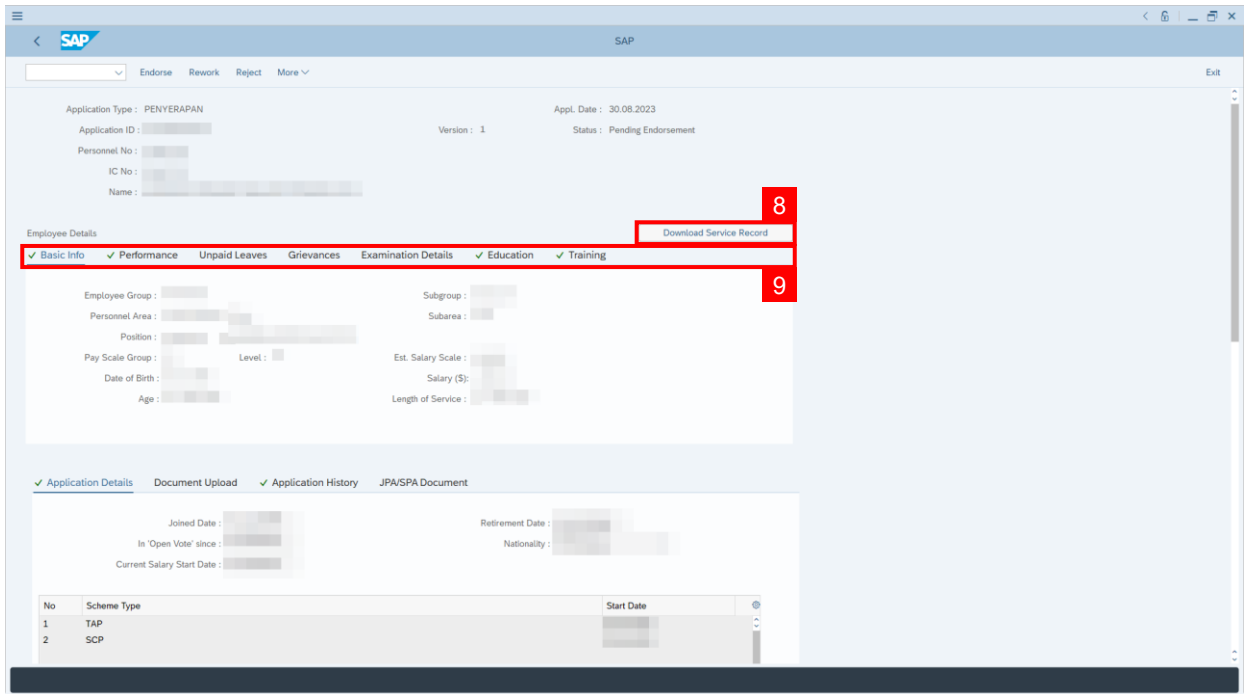
7

6

Note: Application List – Endorser page will be displayed.

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

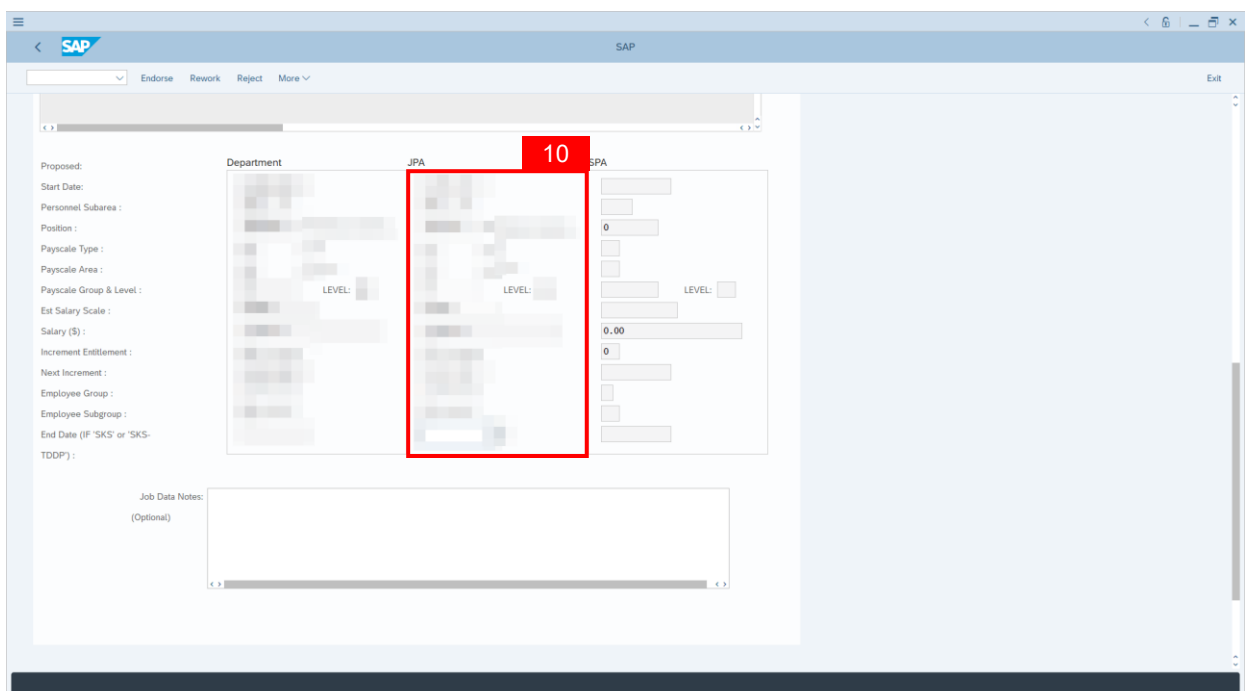
9. User can **check the employee details** from **each tab**.



The screenshot shows the SAP Employee Details page. At the top, there are navigation buttons: Endorse, Rework, Reject, and More. Below this, application information is displayed: Application Type: PENYERAPAN, Appl. Date: 30.08.2023, Version: 1, Status: Pending Endorsement. A red box labeled '8' highlights the 'Download Service Record' button. Below this is a tabbed interface for Employee Details with tabs: Basic Info, Performance, Unpaid Leaves, Grievances, Examination Details, Education, and Training. A red box labeled '9' highlights the 'Basic Info' tab. The Basic Info tab contains fields for Employee Group, Subgroup, Personnel Area, Subarea, Position, Pay Scale Group, Level, Est. Salary Scale, Date of Birth, Salary (\$), Age, and Length of Service. Below this is the 'Application Details' section with tabs: Application Details, Document Upload, Application History, and JPA/SPA Document. The Application Details tab shows fields for Joined Date, Retirement Date, In 'Open Vote' since, and Current Salary Start Date. At the bottom, there is a table with columns: No, Scheme Type, and Start Date.

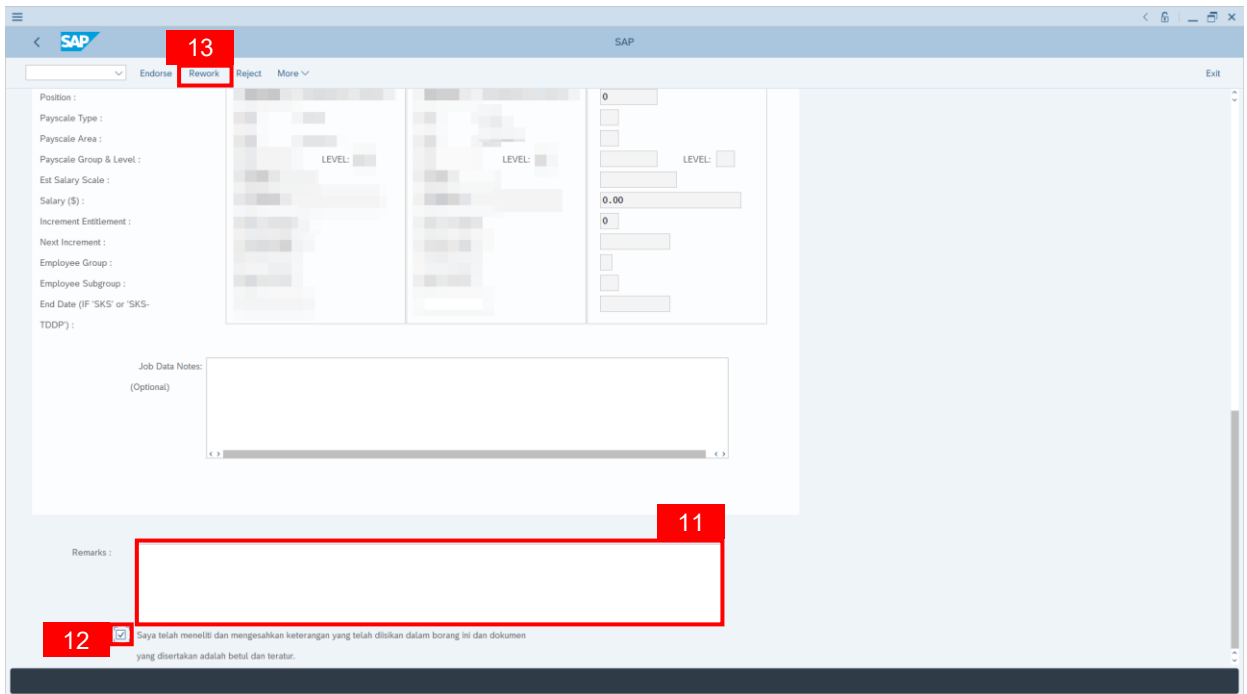
No	Scheme Type	Start Date
1	TAP	
2	SCP	

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.



The screenshot shows the SAP Proposed Penyerapan Details page. It features a grid layout with columns for Department, JPA, and SPA. A red box labeled '10' highlights the JPA column. The grid contains fields for Start Date, Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, and End Date (if 'SKS' or 'SKS-TDDP'). Below the grid is a text area for Job Data Notes (Optional).

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**.



The screenshot displays the SAP GUI interface for a service change application. At the top, the 'Rework' button is highlighted with a red box and labeled '13'. Below the main data entry area, the 'Remarks' field is highlighted with a red box and labeled '11'. At the bottom left, a checkbox is highlighted with a red box and labeled '12', accompanied by a disclaimer in Indonesian: 'Saya telah membaca dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

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

68 More

Exit

	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg.
14						
15						
16						
PO						
PO						
PO						

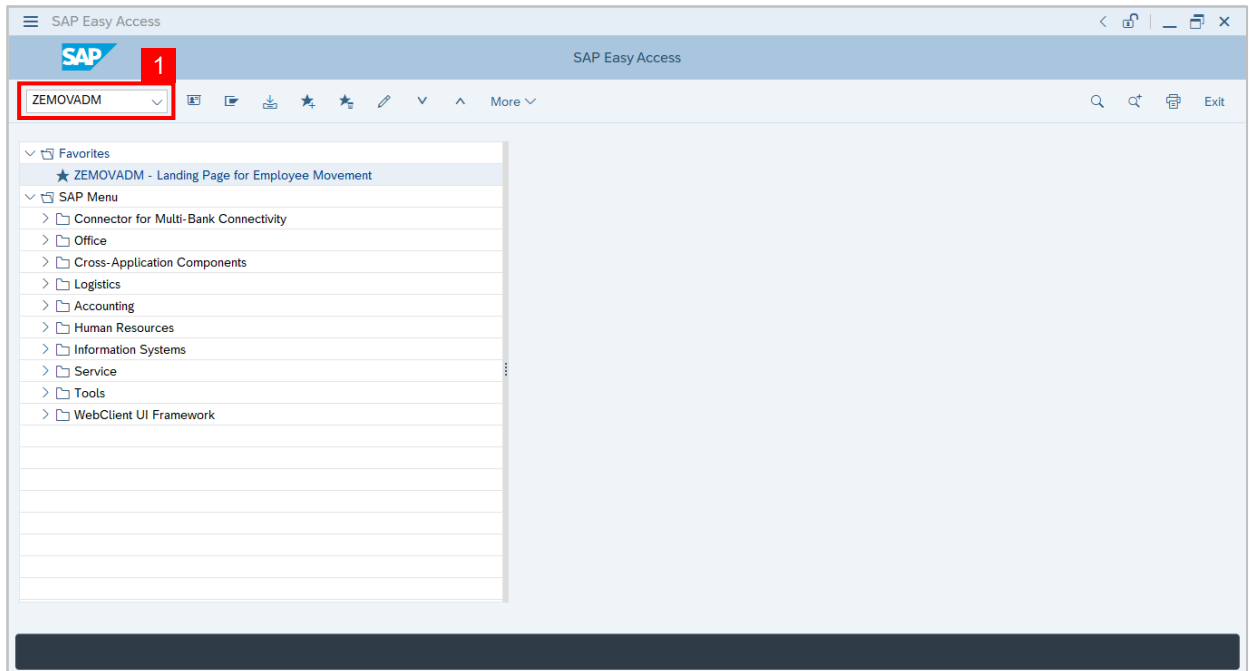
**REWORK TO ADMIN
SERVICE CHANGE FROM
OPEN VOTE APPLICATION**

Back-End User

JPA Endorser

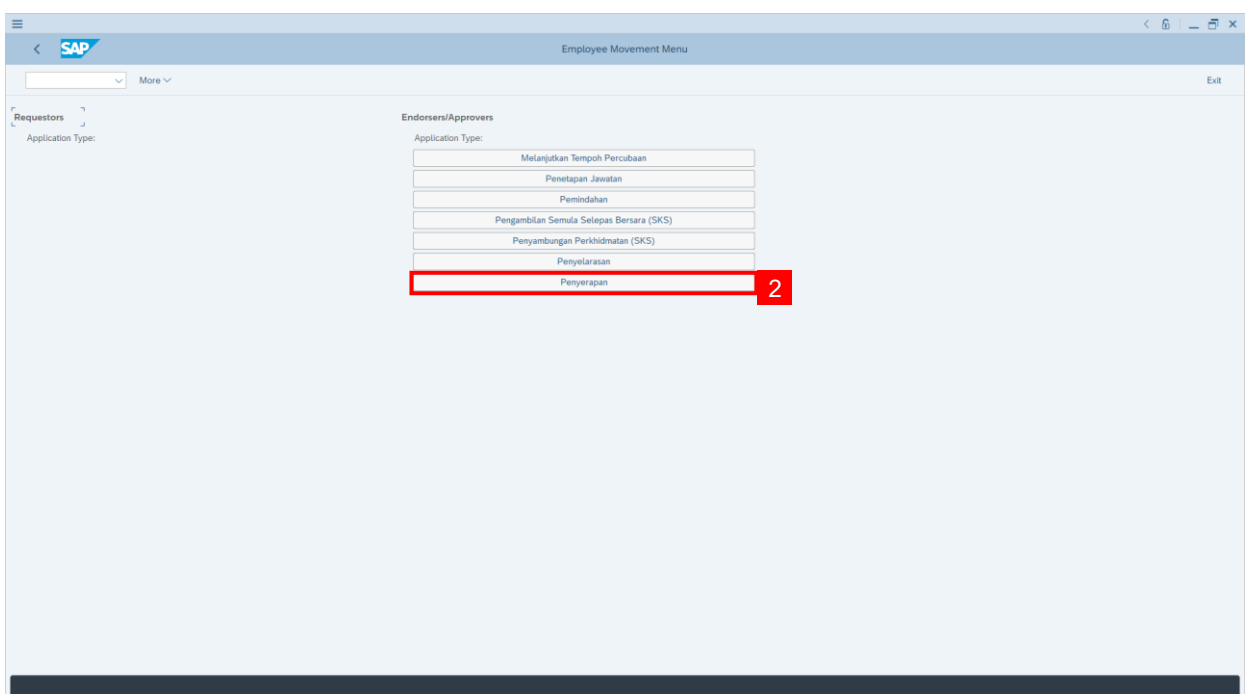
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

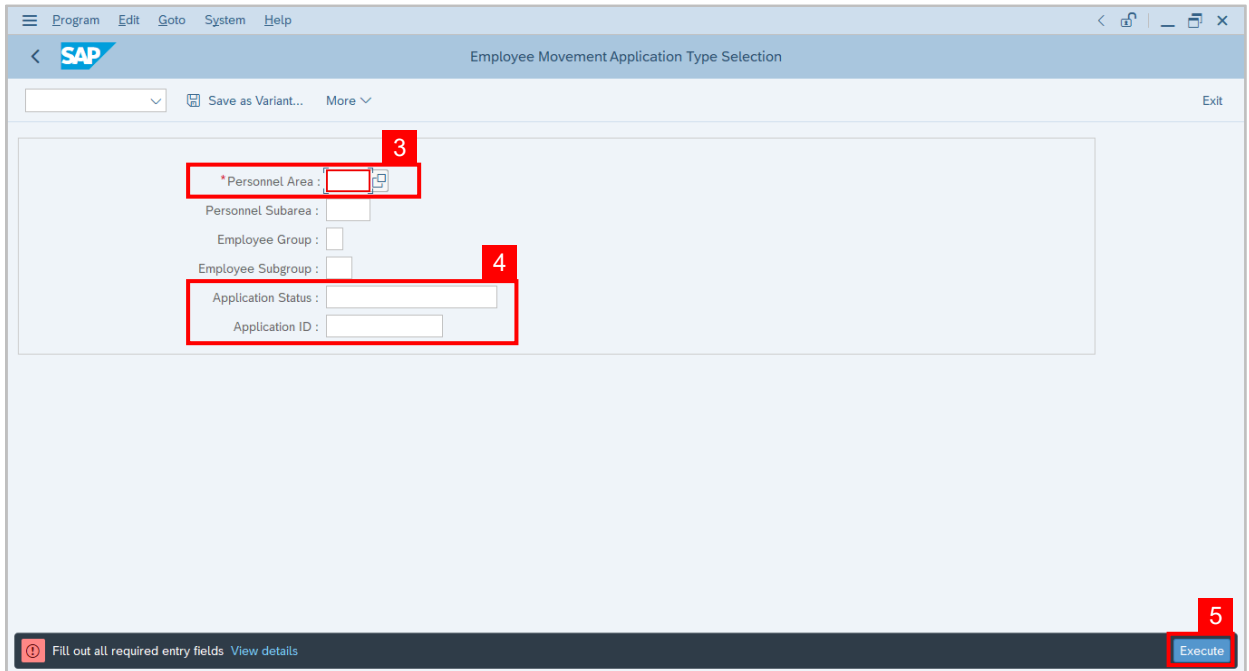


3. Fill in **Personnel Area**.


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.



Employee Movement Application Type Selection

*Personnel Area :  **3**

Personnel Subarea :

Employee Group :

Employee Subgroup :

Application Status : **4**

Application ID :

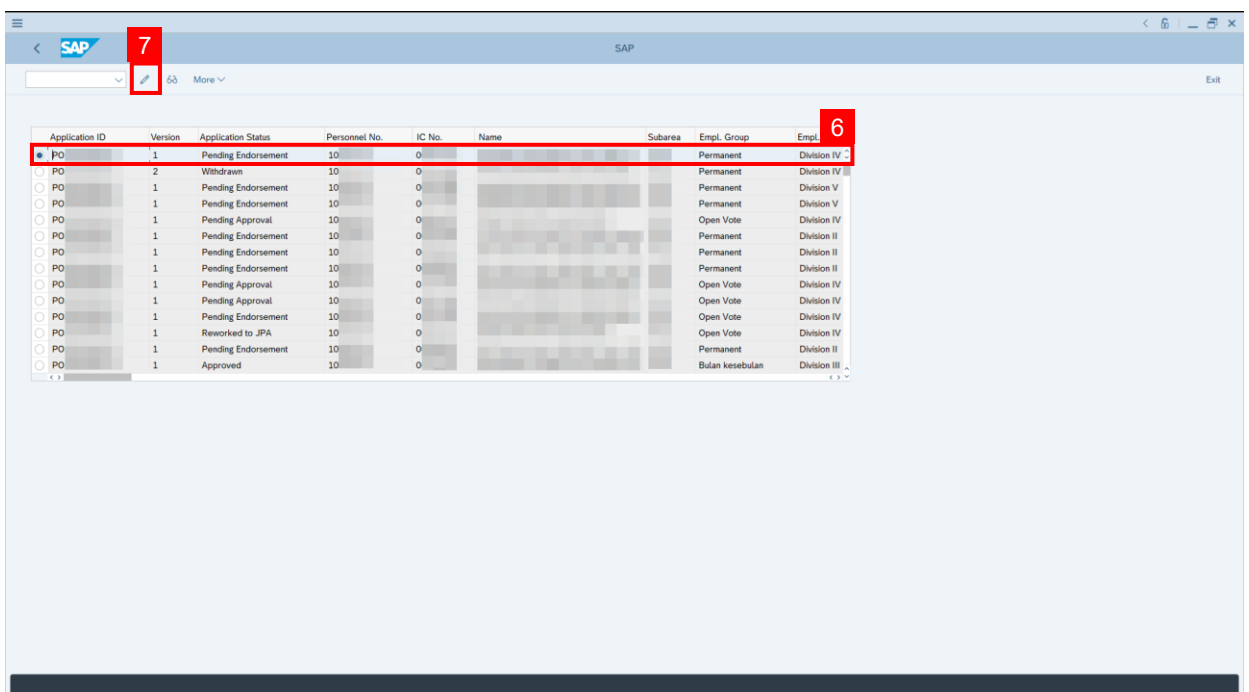
5


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

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.



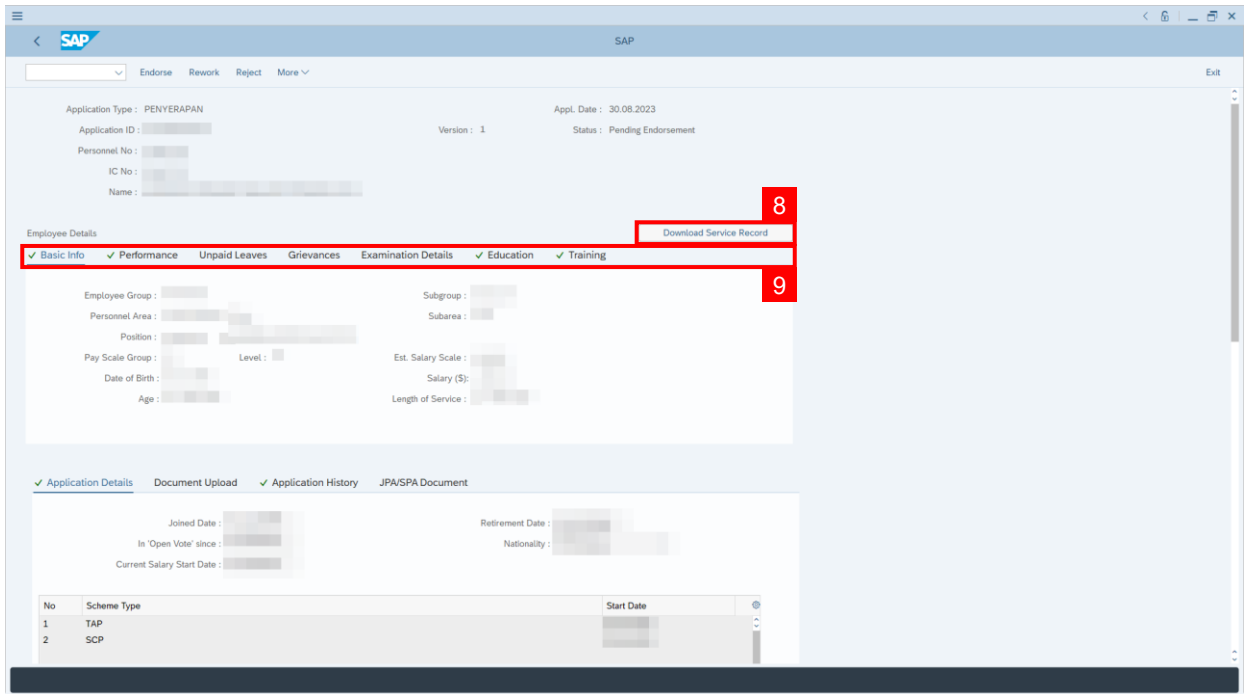
7 

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
<input checked="" type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division IV
<input type="radio"/> PO	2	Withdrawn	10	0			Permanent	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division V
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division V
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Approval	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Reworked to JPA	10	0			Open Vote	Division IV
<input type="radio"/> PO	1	Pending Endorsement	10	0			Permanent	Division II
<input type="radio"/> PO	1	Approved	10	0			Bulan kesebulan	Division III

Note: Application List – Endorser page will be displayed.

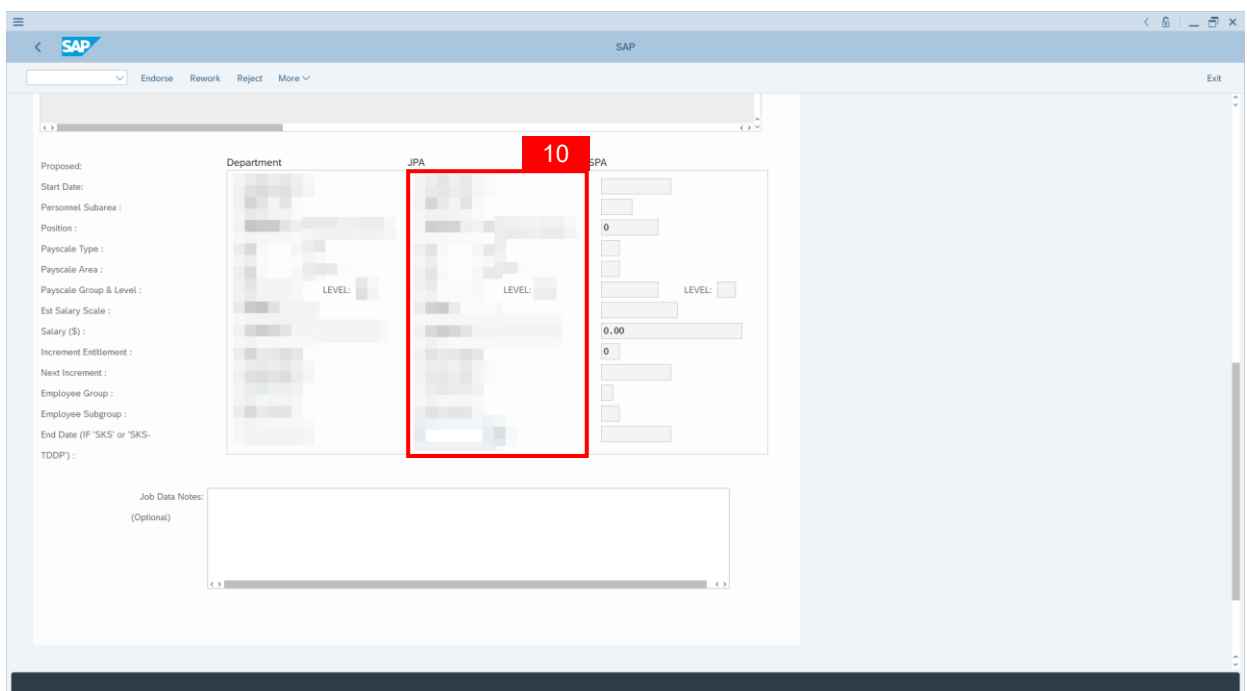
8. User can download **Service Record**.

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



The screenshot shows the SAP application details page. At the top, there are navigation buttons: Endorse, Rework, Reject, and More. The application type is 'PENYERAPAN' and the status is 'Pending Endorsement'. A red box labeled '8' highlights the 'Download Service Record' button in the 'Employee Details' section. Below this, a red box labeled '9' highlights the 'Basic Info' tab in the 'Employee Details' section. The 'Employee Details' section contains various fields such as Employee Group, Subgroup, Personnel Area, Subarea, Position, Pay Scale Group, Level, Est. Salary Scale, Date of Birth, Salary (\$), Age, and Length of Service. Below this, there is an 'Application Details' section with fields for Joined Date, Retirement Date, In 'Open Vote' since, and Current Salary Start Date. At the bottom, there is a table with columns 'No', 'Scheme Type', and 'Start Date'.

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.

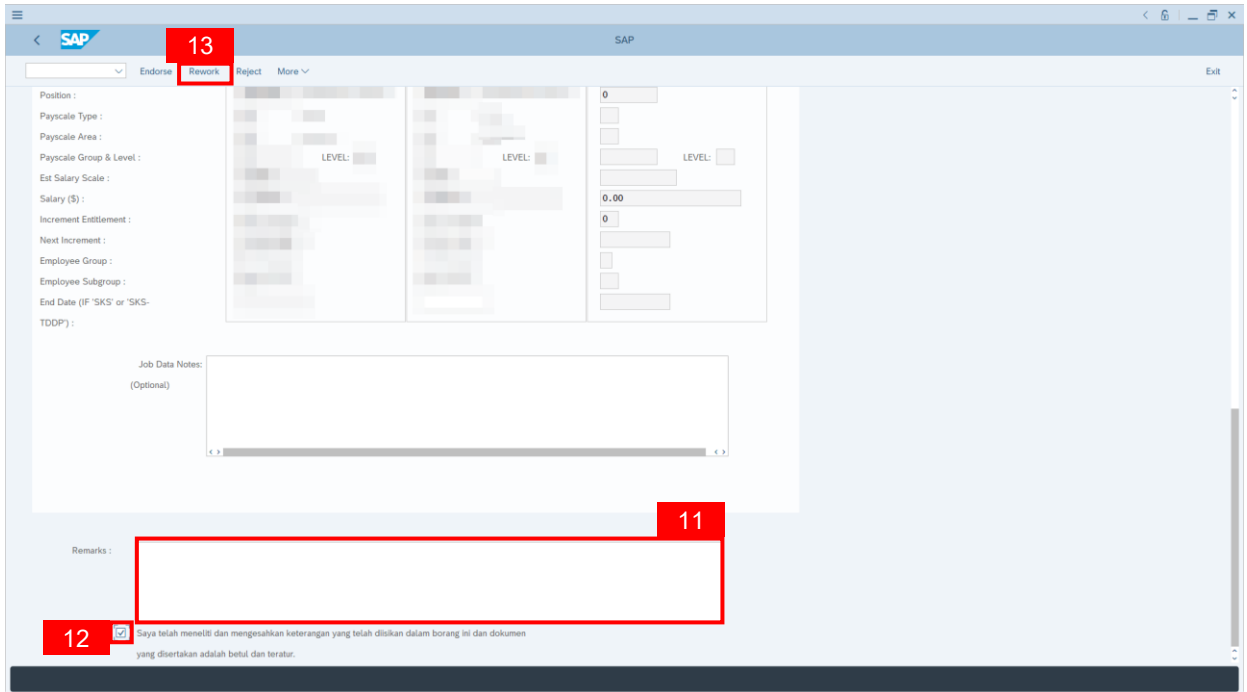


The screenshot shows the SAP application detail page. The 'Proposed' section is visible, with fields for Start Date, Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, and End Date (if 'SKS' or 'SKS-TDDP'). The 'Department' section is also visible, with fields for Department, JPA, and SPA. A red box labeled '10' highlights the 'JPA' column in the 'Department' section. Below this, there is a 'Job Data Notes' section with a text area for optional notes.

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**.



The screenshot shows the SAP GUI interface for a service change application. The 'Reject' button is highlighted with a red box and labeled '13'. Below it, the 'Remarks' field is highlighted with a red box and labeled '11'. At the bottom left, a checkbox is highlighted with a red box and labeled '12', with a disclaimer text below it: 'Saya telah membaca dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

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**.



PO	ID	Applic	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PO	1	Rejected						
PO								
PO								

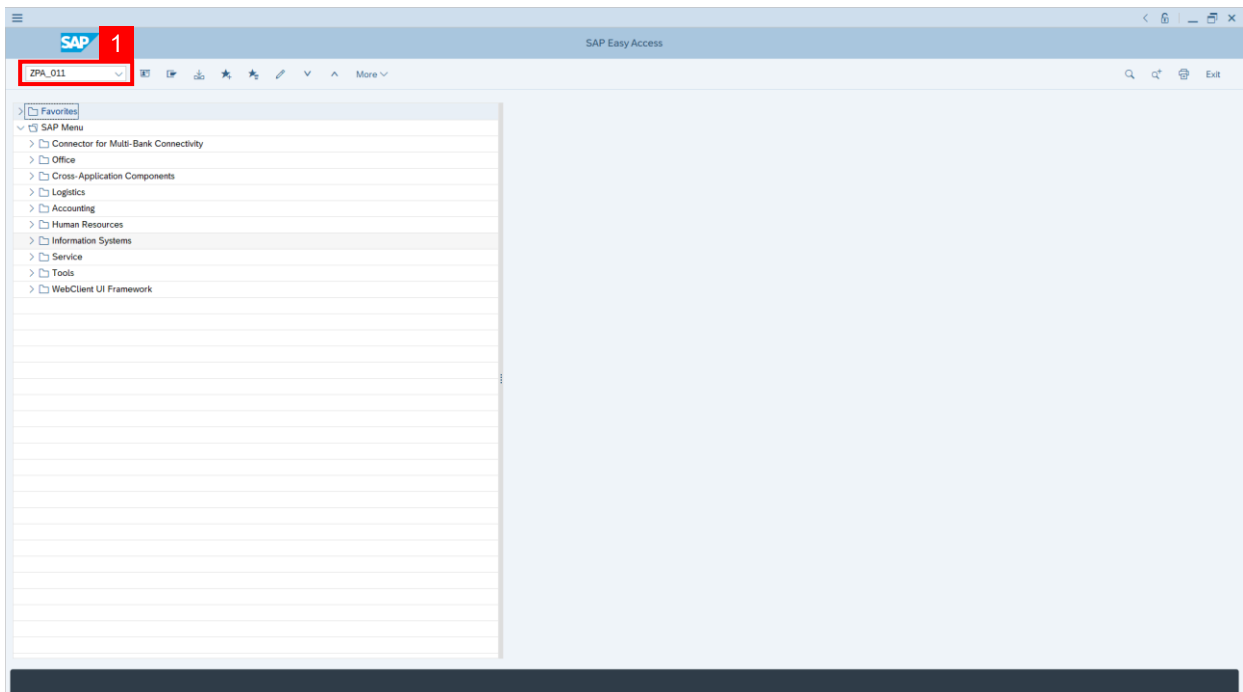
PENYERAPAN SUMMARY REPORT

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.

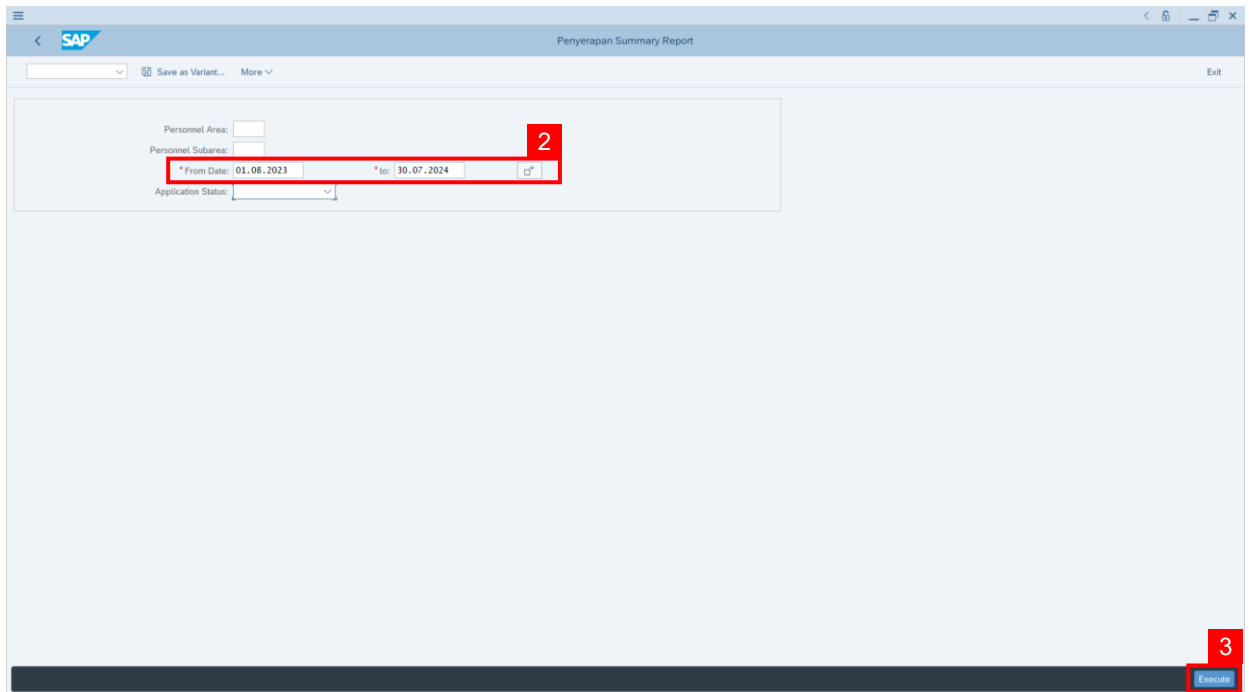


Note: Penyerapan Summary Report page will be displayed.

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.



Penyerapan Summary Report

Report Summary Penyerapan

App. Start Date - 01.08.2023 - 30.07.2024

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	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						

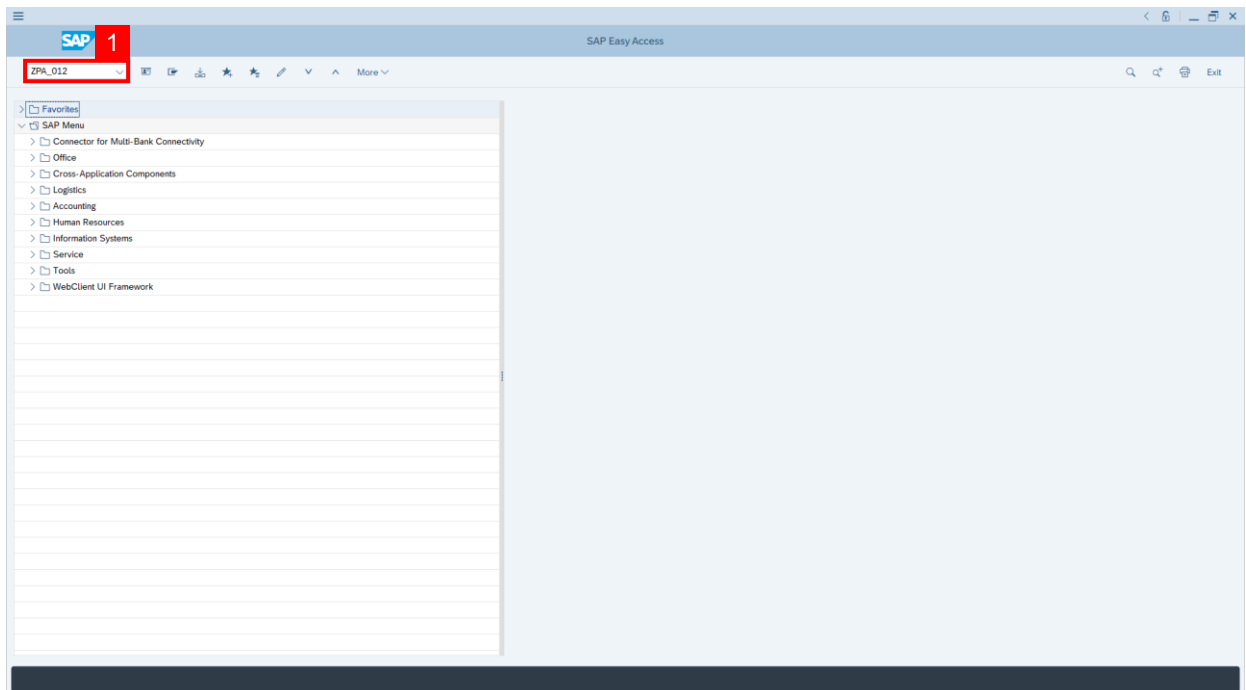
PENYERAPAN EMPLOYEE LIST REPORT

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.

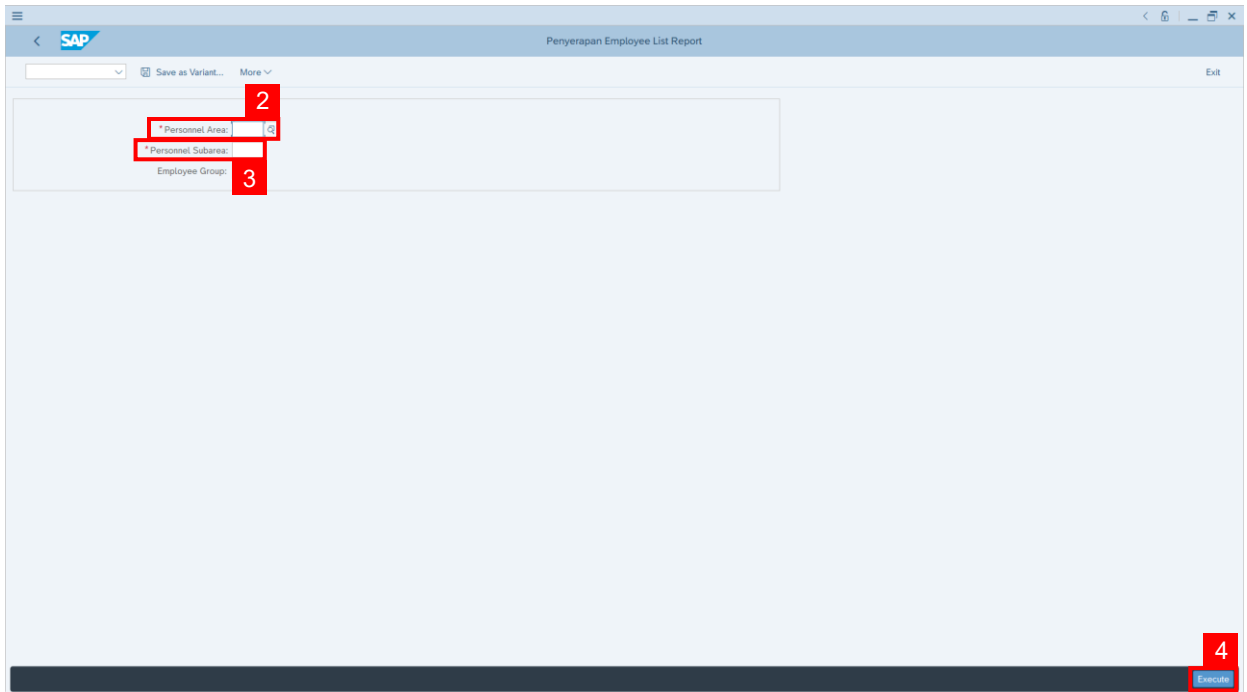


Note: Penyerapan Employee List Report page will be displayed.

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.

