



SISTEM SUMBER MANUSIA

User Guide

For SPA Approver

Backend (SAP GUI)

Employee Movement (PA):

Penyerapan Open Vote

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **SPA Approver (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**.



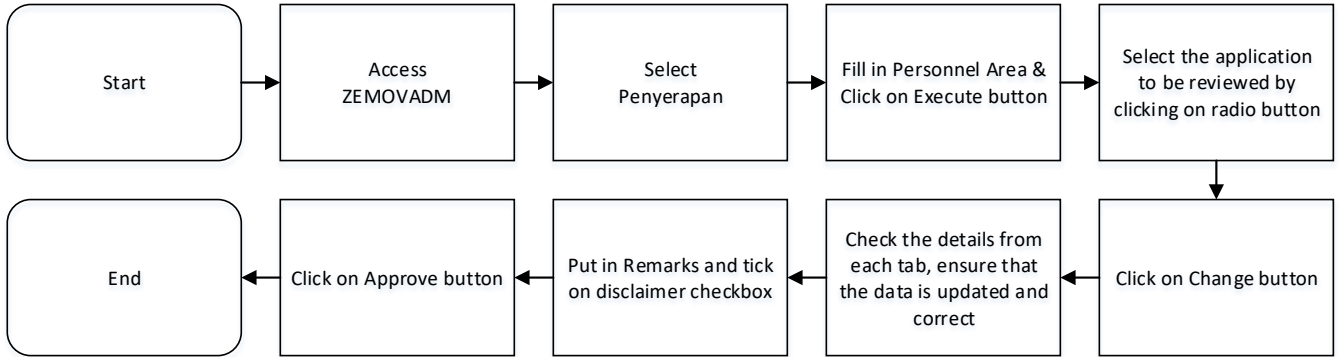
Table of Content

Topics	Page
Introduction	2
Glossary	2
Further Assistance	2
Process Overview	4
MAINTAIN APPLICATION – Service Change From Open Vote Application	
Approves Service Change From Open Vote Application	6
Rework to JPA Service Change From Open Vote Application	12
Reject Service Change From Open Vote Application	17
REPORT	
Penyerapan Summary Report	21
Penyerapan Employee List Report	24

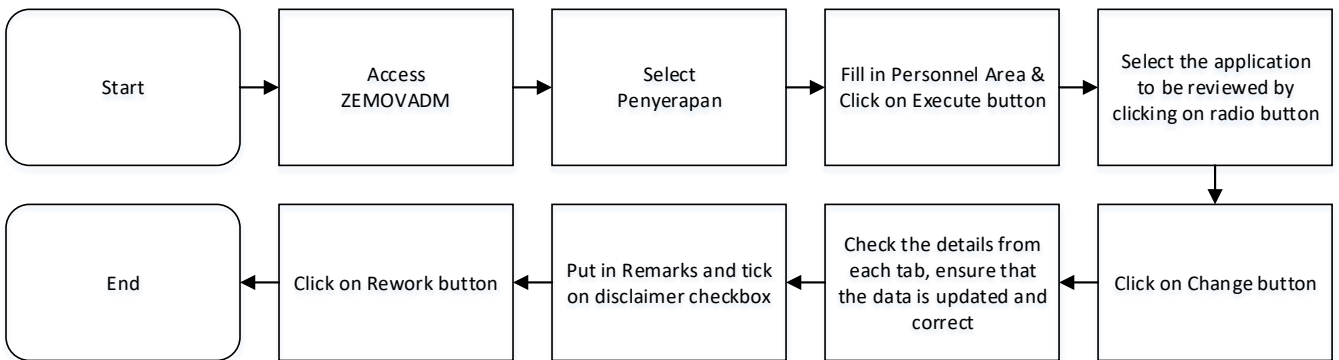


Process Overview

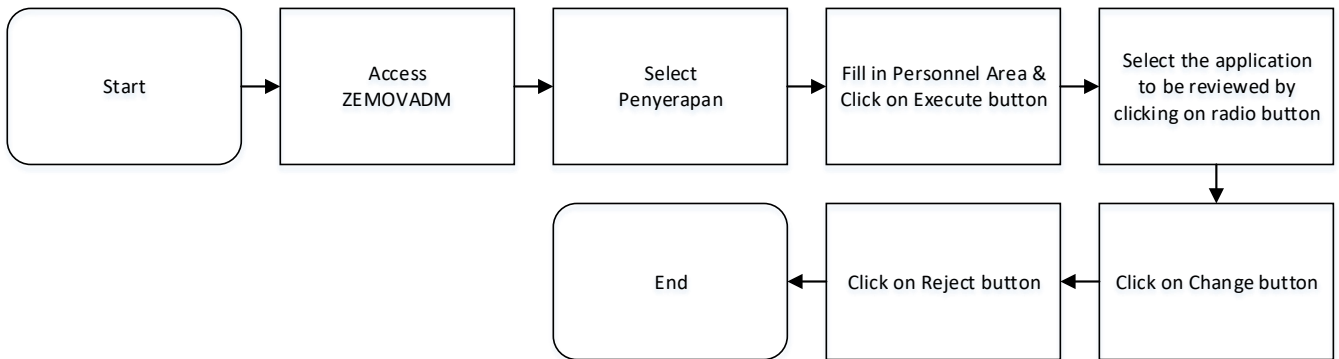
Approves Service Change From Open Vote Application



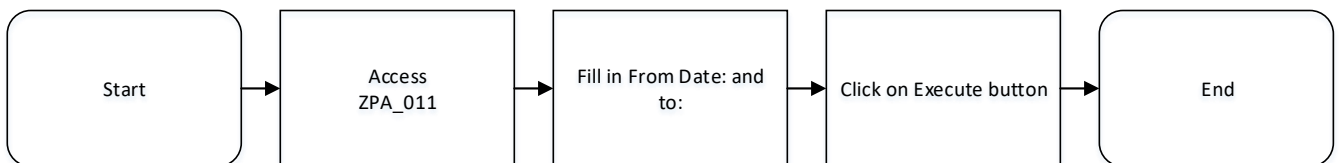
Rework to JPA Service Change From Open Vote Application



Reject Service Change From Open Vote Application

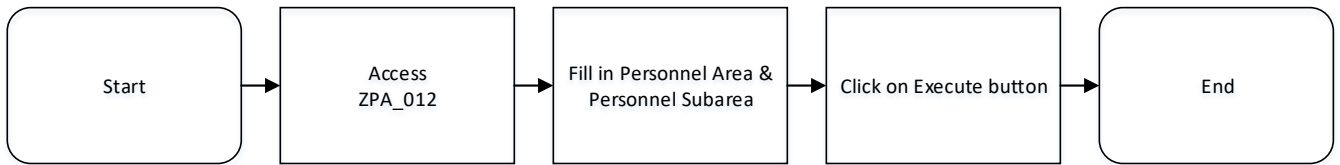


Penyerapan Summary Report





Penyerapan Employee List Report



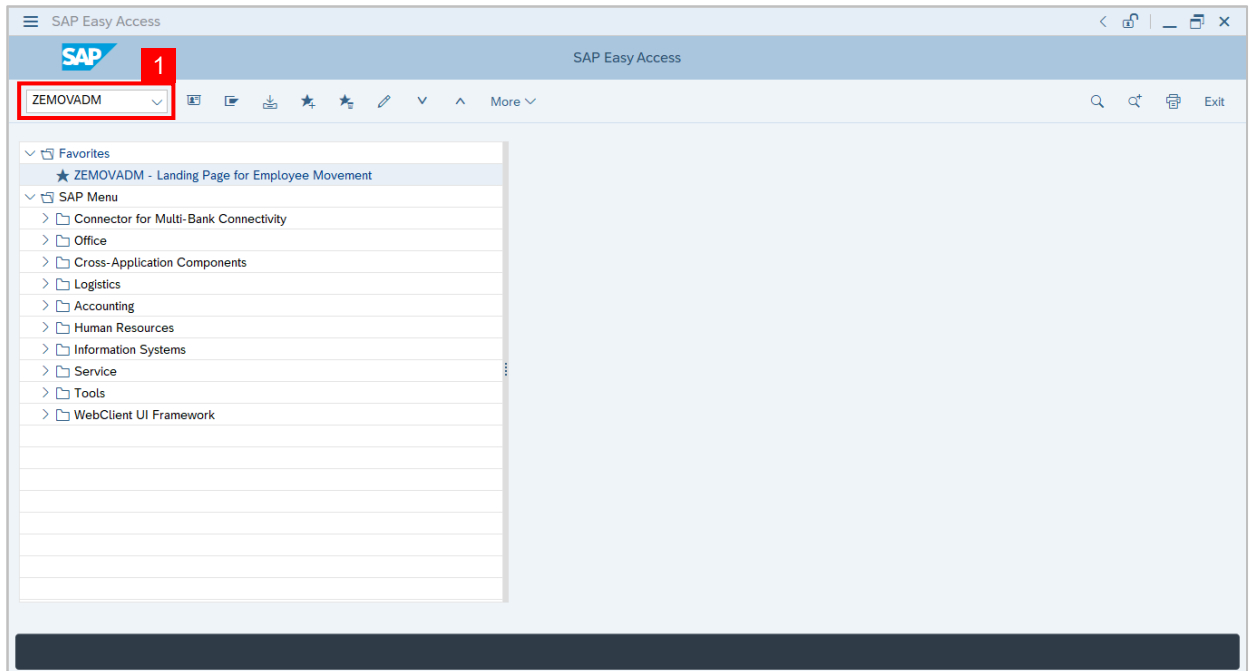
**APPROVES SERVICE
CHANGE FROM OPEN VOTE
APPLICATION**

Back-End User

SPA Approver

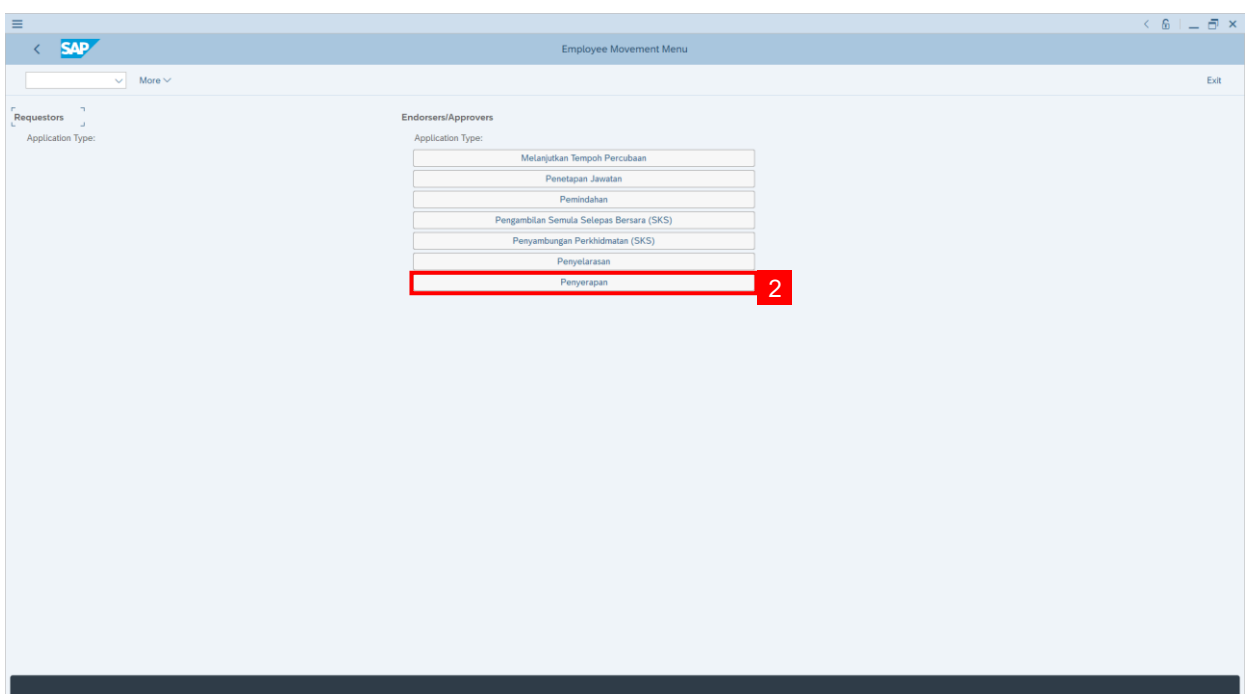
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

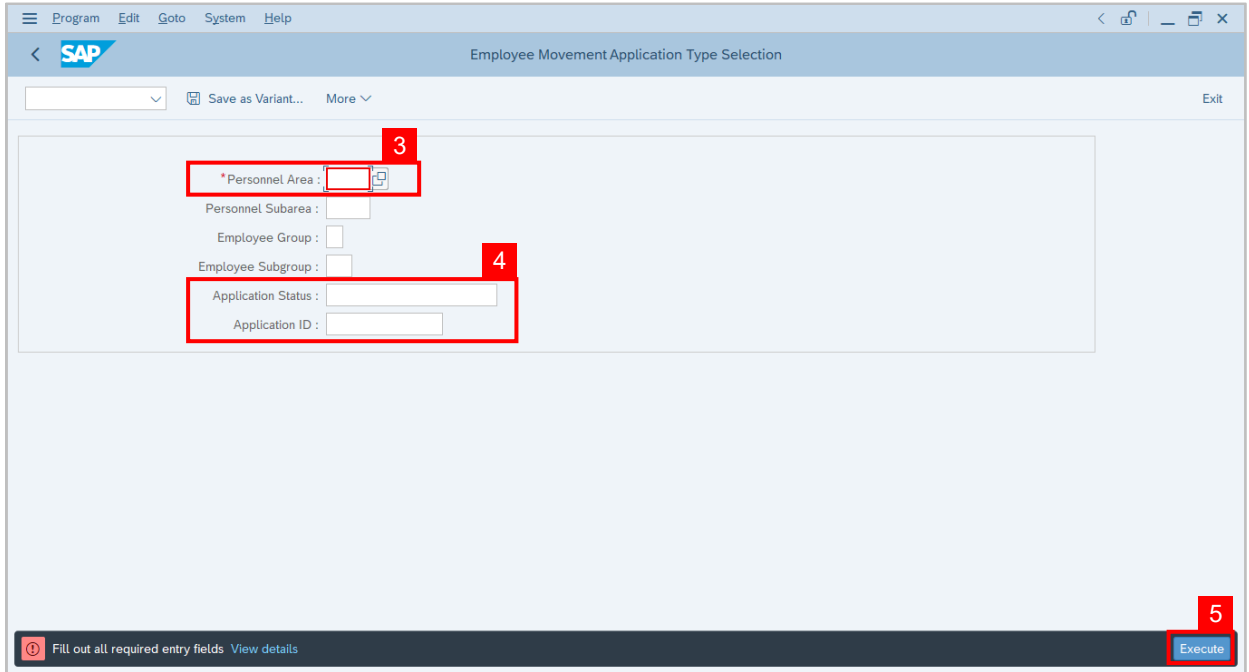


3. Fill in **Personnel Area**.

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.

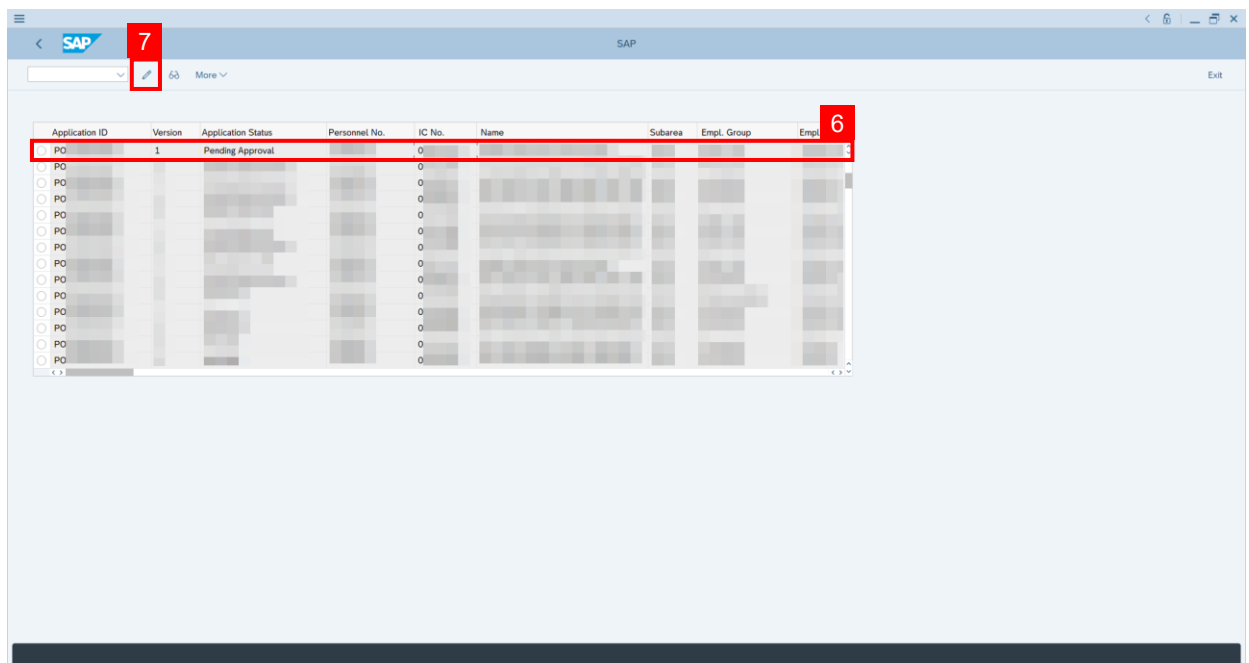


The screenshot shows the SAP 'Employee Movement Application Type Selection' form. The form contains several input fields: '*Personnel Area', 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. A red box labeled '3' highlights the '*Personnel Area' field. Another red box labeled '4' highlights the 'Application Status' and 'Application ID' fields. At the bottom right, a blue 'Execute' button is highlighted with a red box labeled '5'. A status bar at the bottom left indicates 'Fill out all required entry fields View details'.

Note: Application List – Approver page will be displayed.

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

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



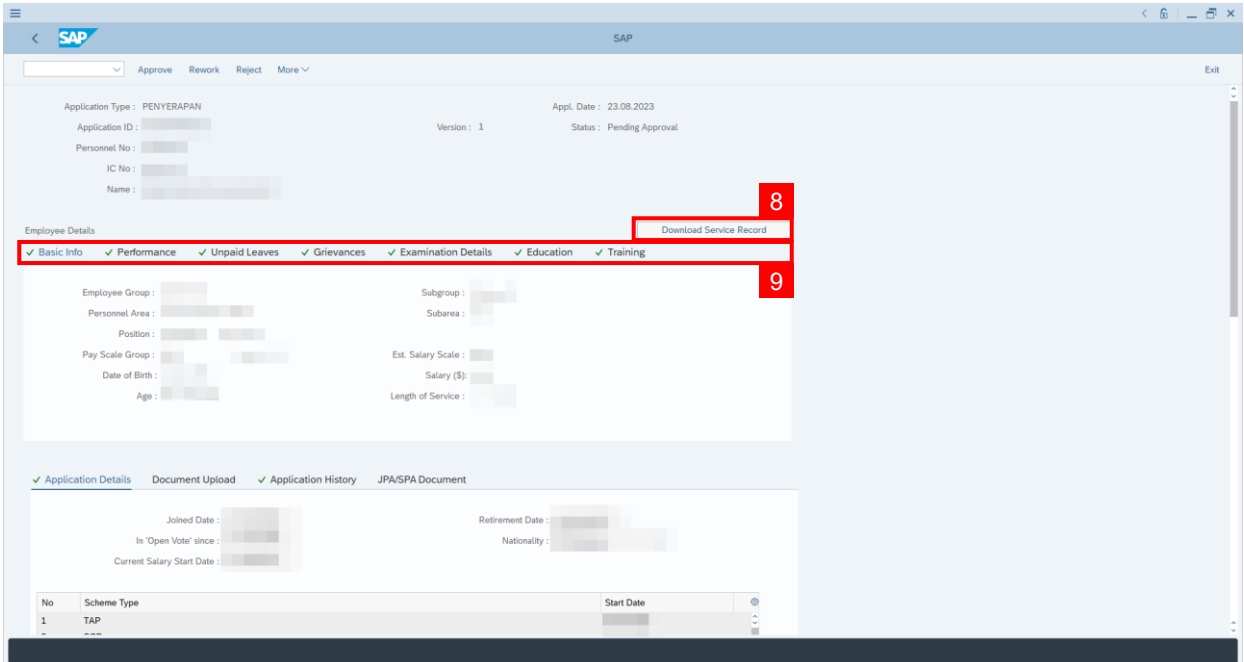
The screenshot shows the SAP 'Application List' table. The table has columns for Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. A red box labeled '7' highlights the 'change' icon in the top left corner of the table. Another red box labeled '6' highlights the first row of the table, which has the following values: Application ID: PO, Version: 1, Application Status: Pending Approval, Personnel No.: 0, IC No.: 0, Name: [blurred], Subarea: [blurred], Empl. Group: [blurred], Empl.: [blurred].

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
PO	1	Pending Approval	0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]
PO			0	0	[blurred]	[blurred]	[blurred]	[blurred]

Note: Application List – Approver page will be displayed.

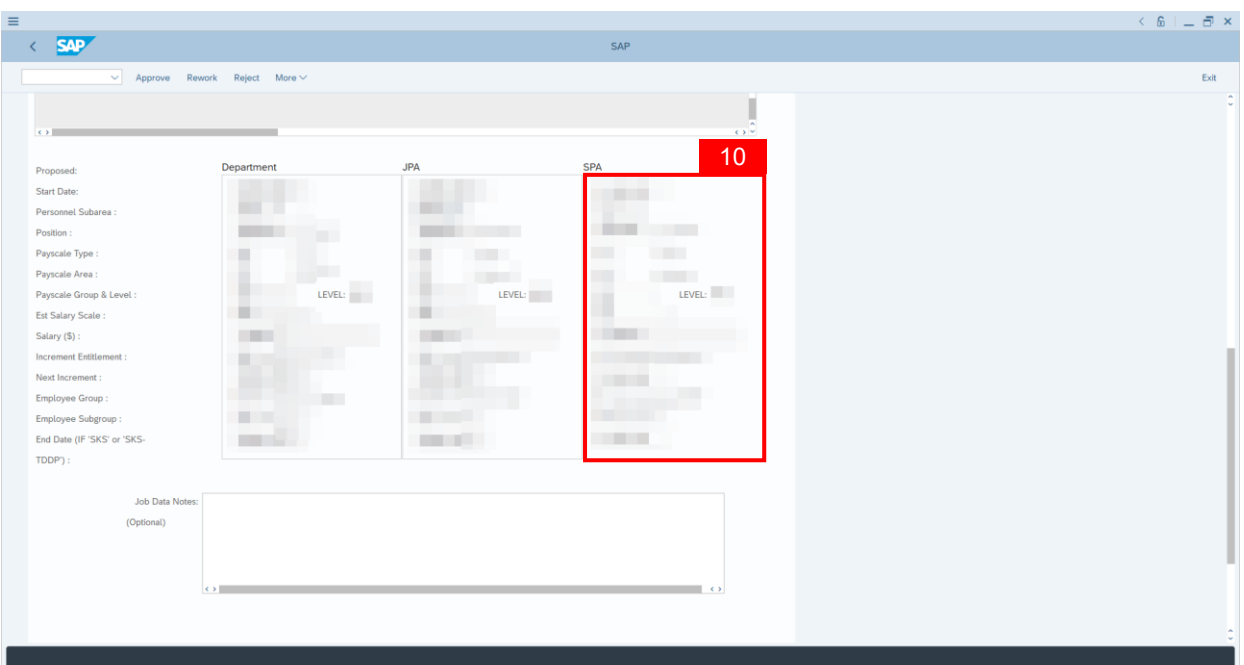
8. User can download **Service Record**.

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: 'Approve', 'Rework', 'Reject', and 'More'. Below this, the application type is 'PENYERAPAN', version is '1', and status is 'Pending Approval'. The application ID, personnel number, IC number, and name are displayed. A red box highlights the 'Download Service Record' button, labeled with the number '8'. Below this, a red box highlights the 'Employee Details' section, which includes tabs for 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training', labeled with the number '9'. The 'Employee Details' section contains 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. Below this, there are tabs for 'Application Details', 'Document Upload', 'Application History', and 'JPA/SPA Document'. The 'Application Details' section shows fields for 'Joined Date', 'Retirement Date', 'In 'Open Vote' since', 'Current Salary Start Date', and 'Nationality'. At the bottom, there is a table with columns 'No', 'Scheme Type', and 'Start Date', containing one row with '1', 'TAP', and a date.

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



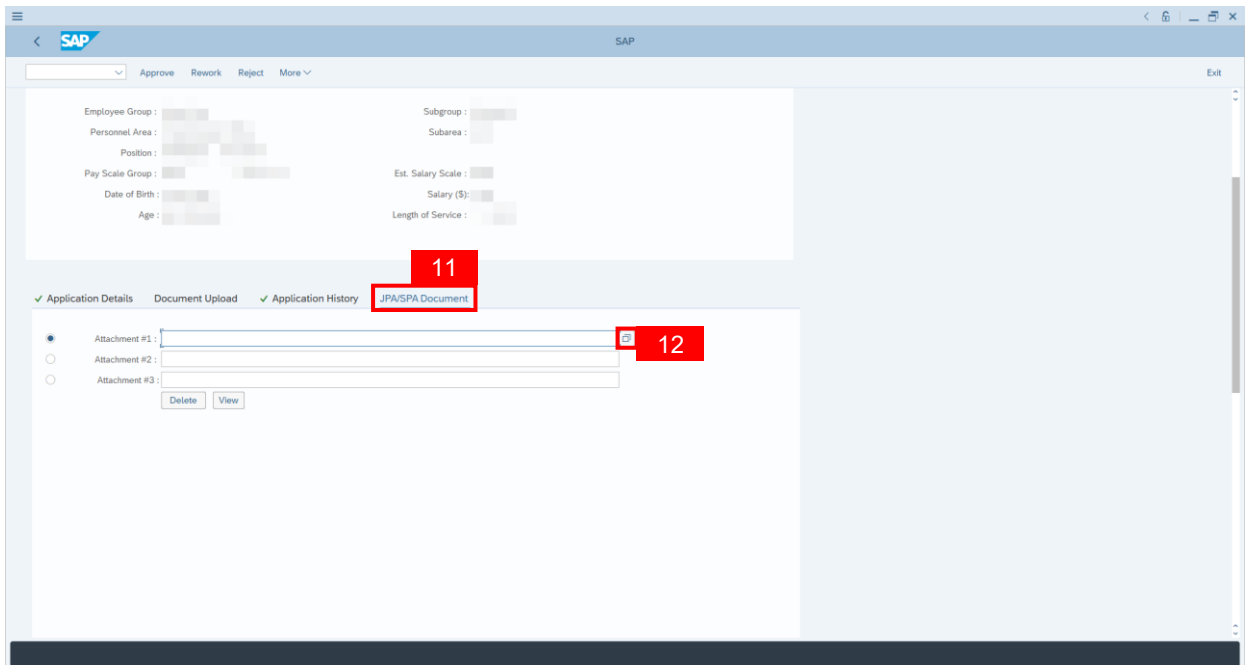
The screenshot shows the SAP application details page, specifically the 'Proposed Penyerapan Details' section. The page is divided into three columns: 'Department', 'JPA', and 'SPA'. The 'SPA' column is highlighted with a red box, labeled with the number '10'. The 'Proposed Penyerapan Details' section includes 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 'Job Data Notes' section is also visible, 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.

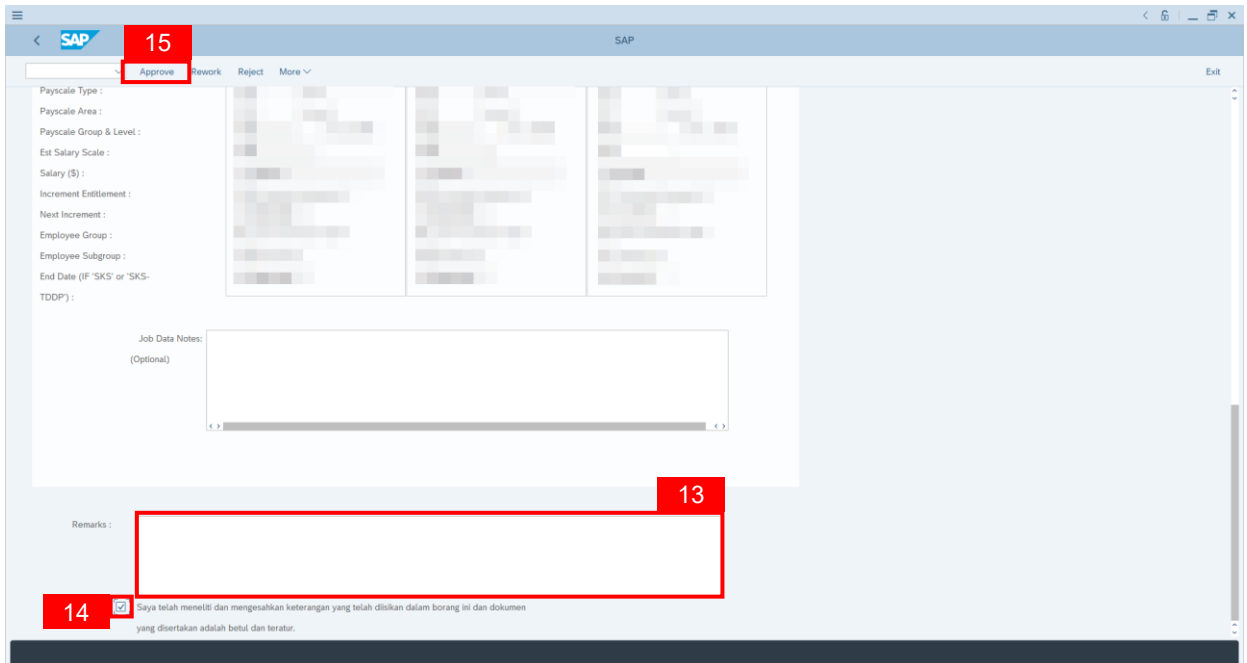
Note: SPA Approver may upload file attachments if required.



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

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

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



The screenshot shows the SAP GUI SPA Approver interface. At the top, there is a navigation bar with 'Approve', 'Nework', 'Reject', and 'More' buttons. A red box labeled '15' highlights the 'Approve' button. Below the navigation bar, there are several input fields for '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-TDOP)'. A 'Job Data Notes' field is also present. At the bottom, there is a 'Remarks' field with a red box labeled '13' highlighting it. Below the 'Remarks' field, there is a checkbox labeled '14' 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.'

Note: Application List – Approver 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 **Approved**.

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



Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
PO	1	Approved						
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								
PO								

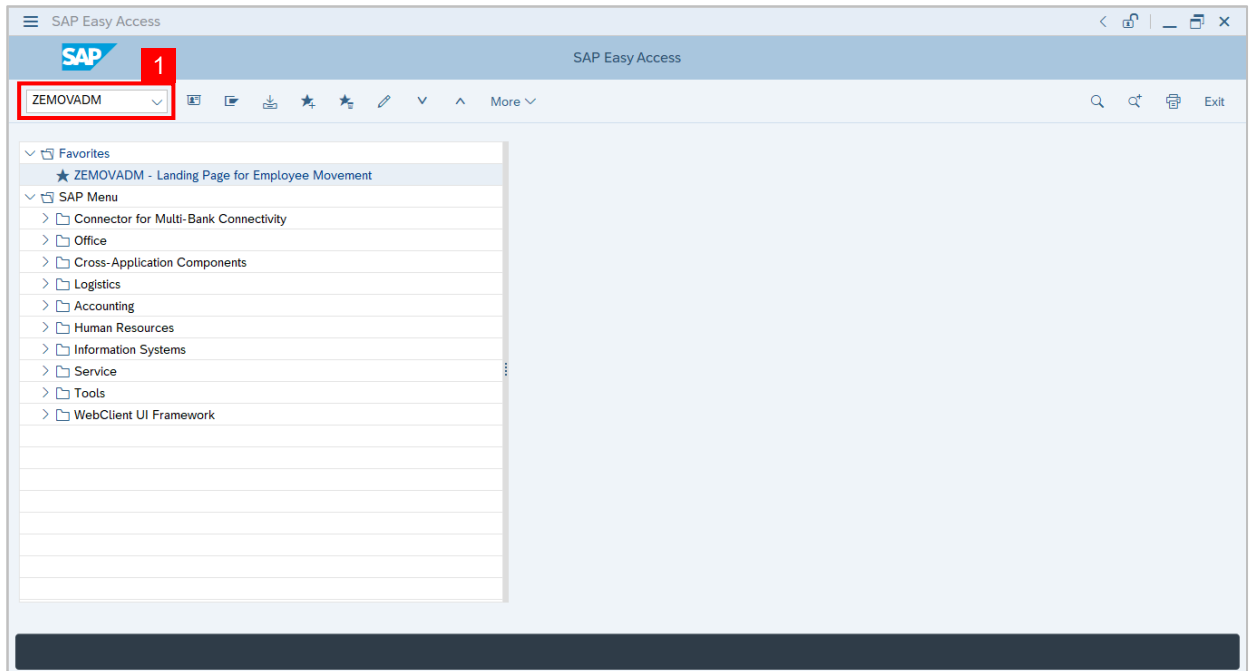
**REWORK TO JPA SERVICE
CHANGE FROM OPEN VOTE
APPLICATION**

Back-End User

SPA Approver

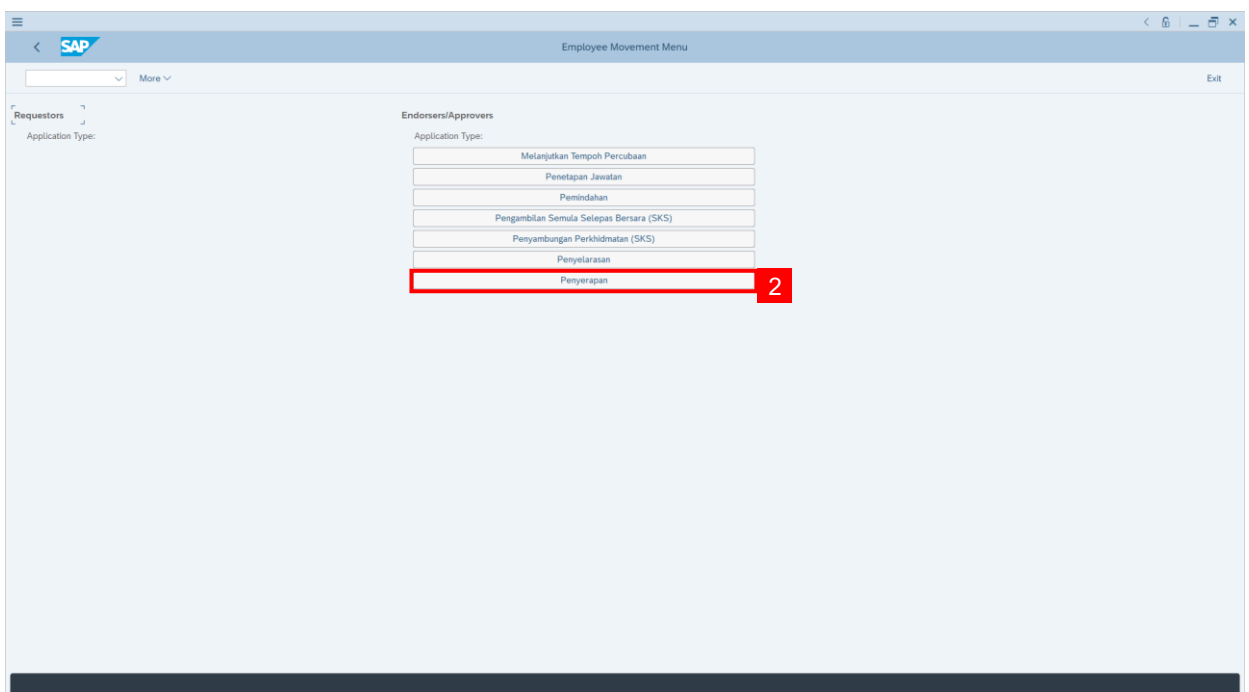
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

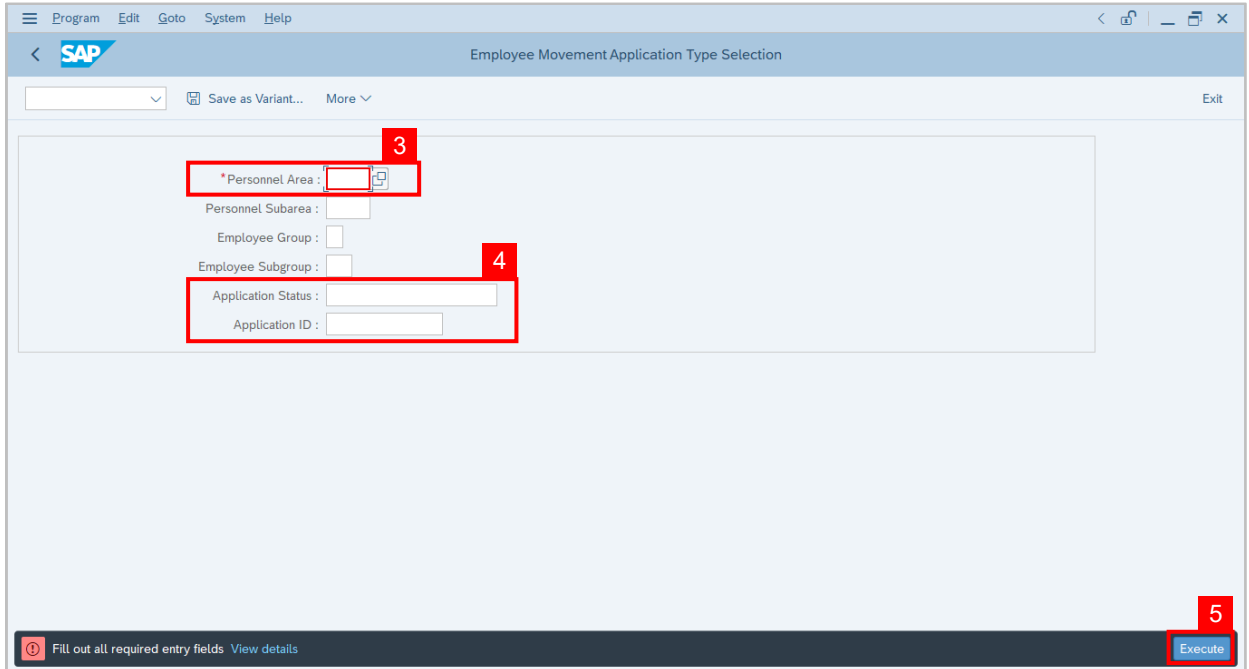


3. Fill in **Personnel Area**.

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

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

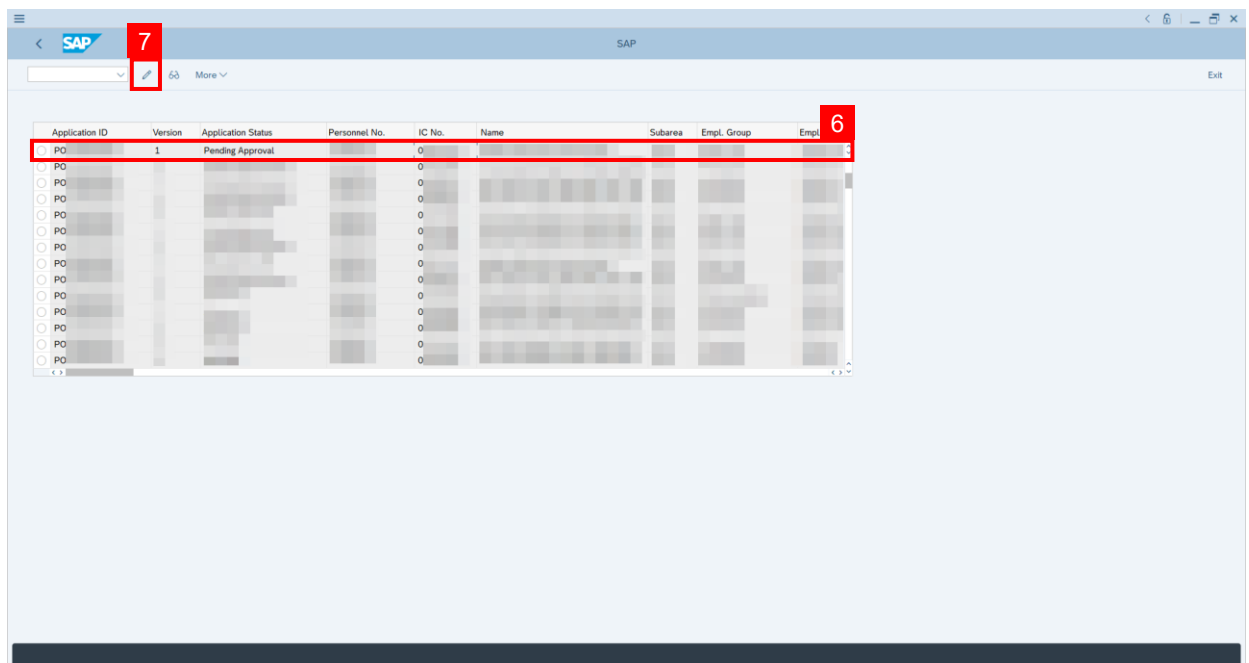
5. Click on **Execute** button.



Note: Application List – Approver page will be displayed.

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

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

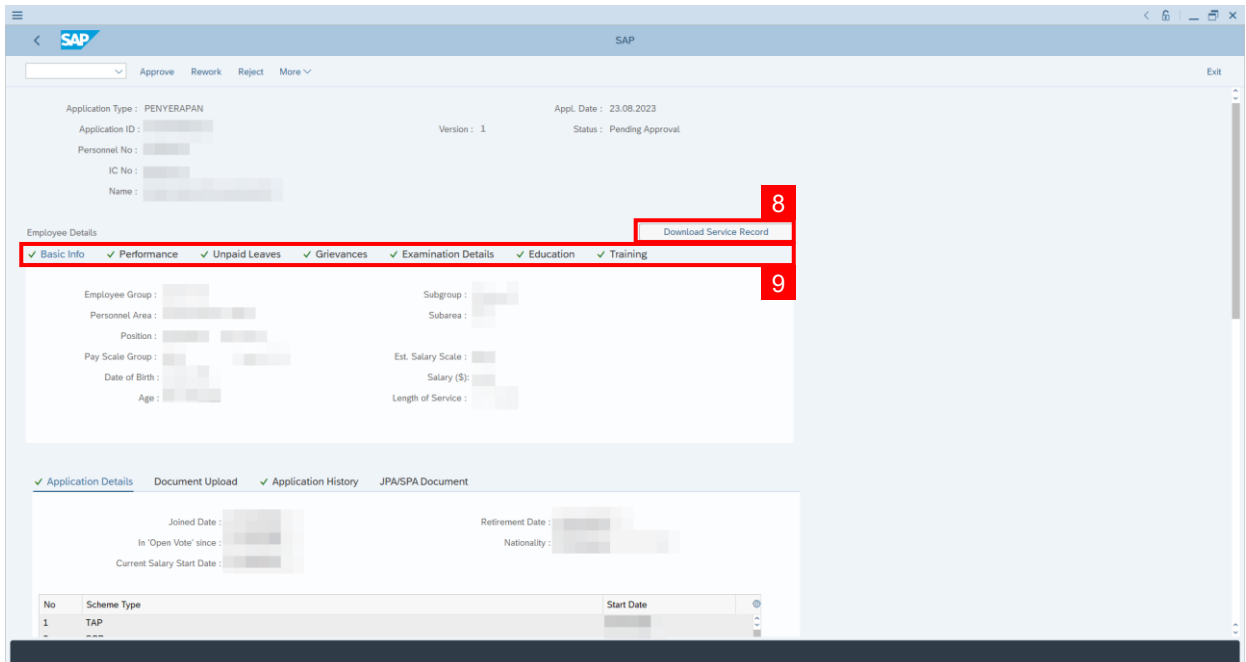


Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl.
PO	1	Pending Approval		0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				
PO				0				

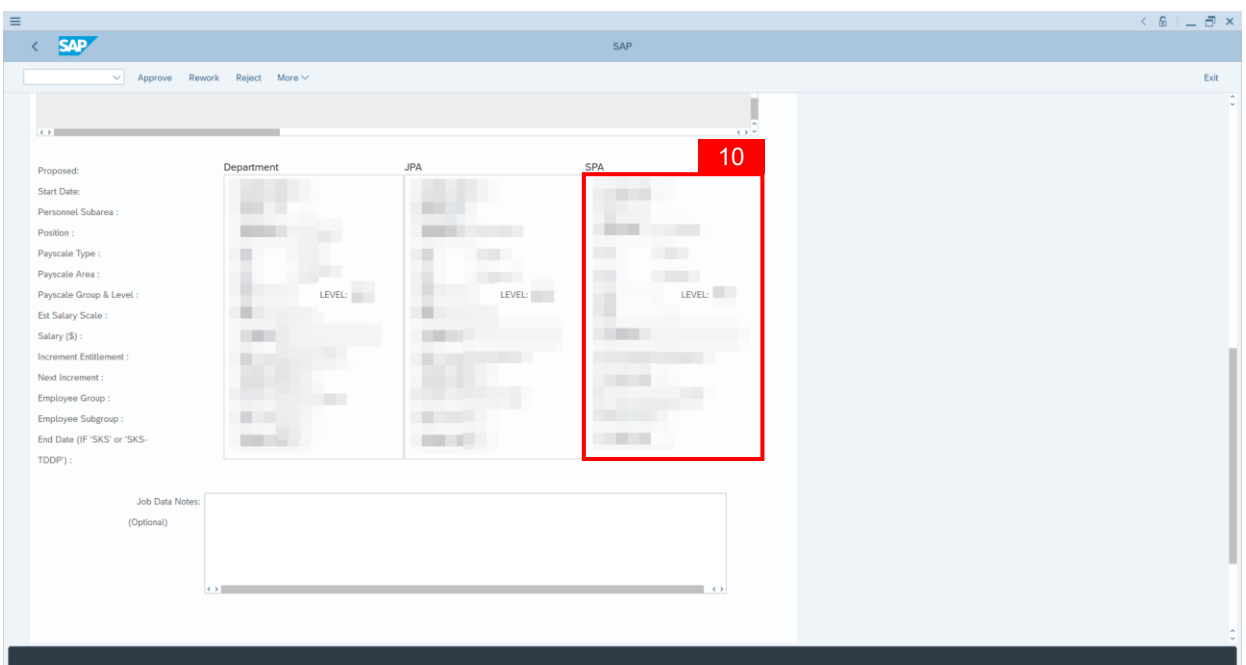
Note: Application List – Approver page will be displayed.

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

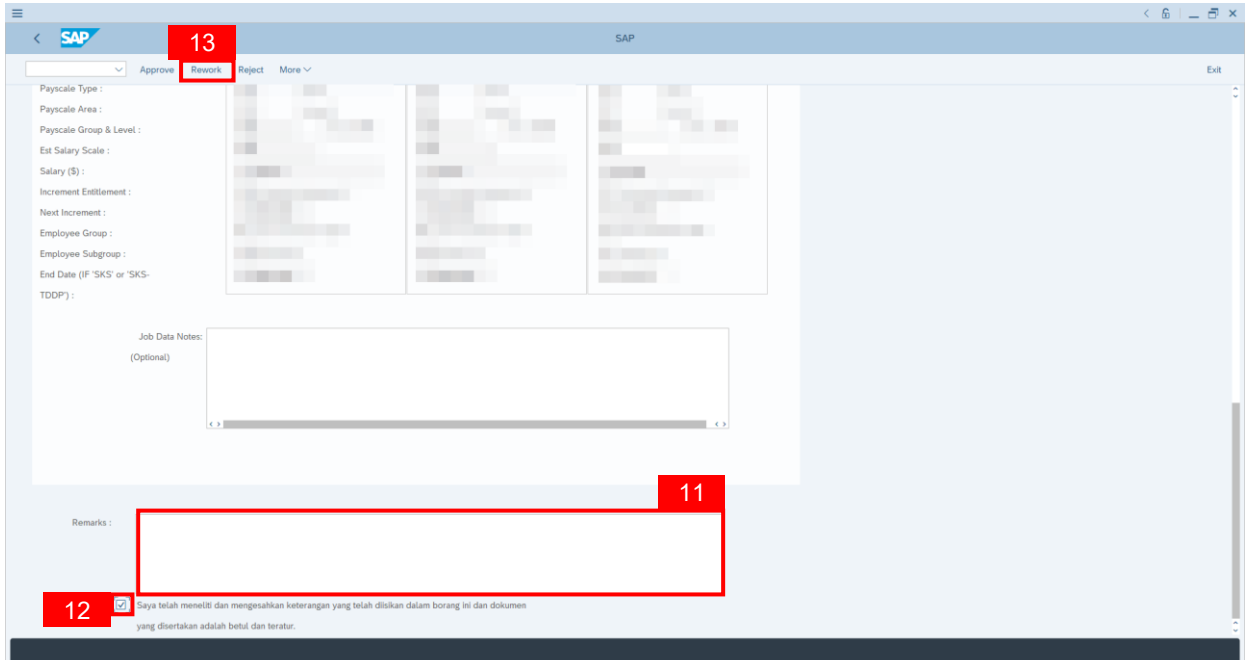
9. User can **check the employee details** from **each tab**.



10. Navigate to **Application Detail** and User may review that all information is correct. User may also amend **Proposed Penyerapan Details** under **SPA 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 **JPA Endorser** 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 SPA Approver interface. At the top, there are navigation buttons: 'Approve', 'Rework' (highlighted with a red box and the number 13), 'Reject', and 'More'. Below these are several input fields for job details, including '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')'. A 'Job Data Notes' field is also present. At the bottom, there is a 'Remarks' field (highlighted with a red box and the number 11) and a checkbox (highlighted with a red box and the number 12) next to a disclaimer in Indonesian: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisi 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.



The screenshot displays the SAP GUI interface for a table. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. Subg. The first row is highlighted, and three columns are marked with red boxes and numbers:

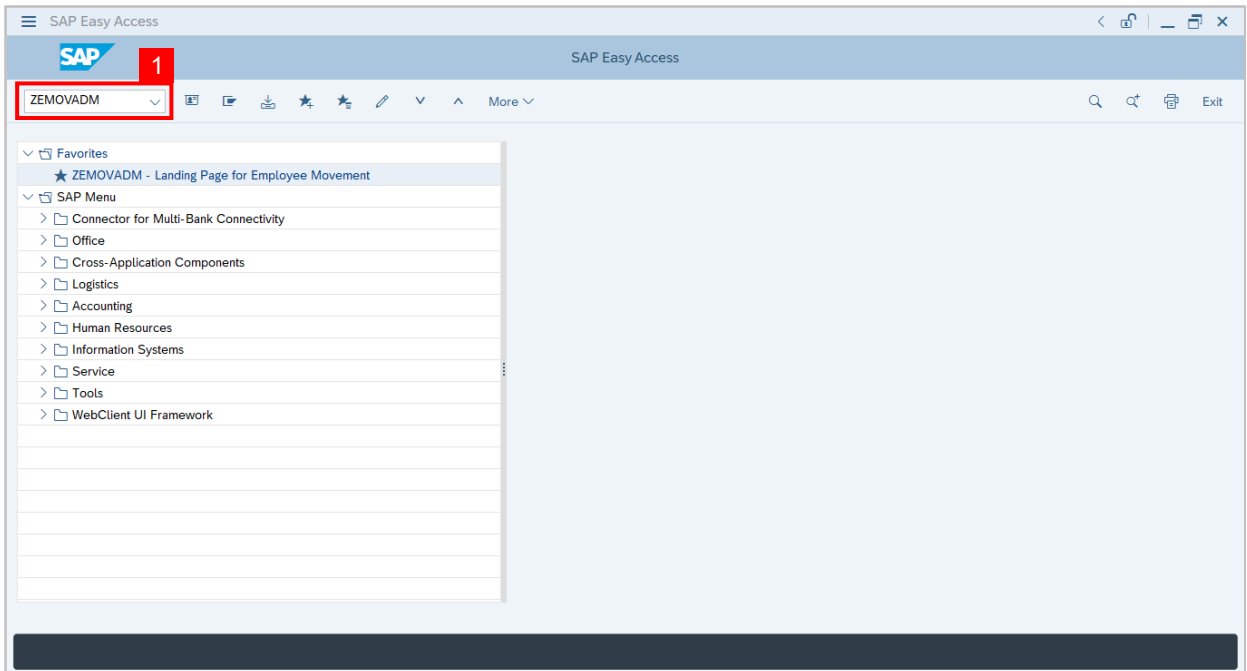
- 16**: Application ID (value: PO)
- 17**: Version (value: 1)
- 18**: Application Status (value: Reworked to JPA)

Below the highlighted row, there are multiple rows with 'PO' in the Application ID column and other data that is blurred. The table is presented in a standard SAP list format with a search bar at the top and an 'Exit' button in the upper right corner.

REJECT SERVICE CHANGE FROM OPEN VOTE APPLICATION	Back-End User
	SPA Approver

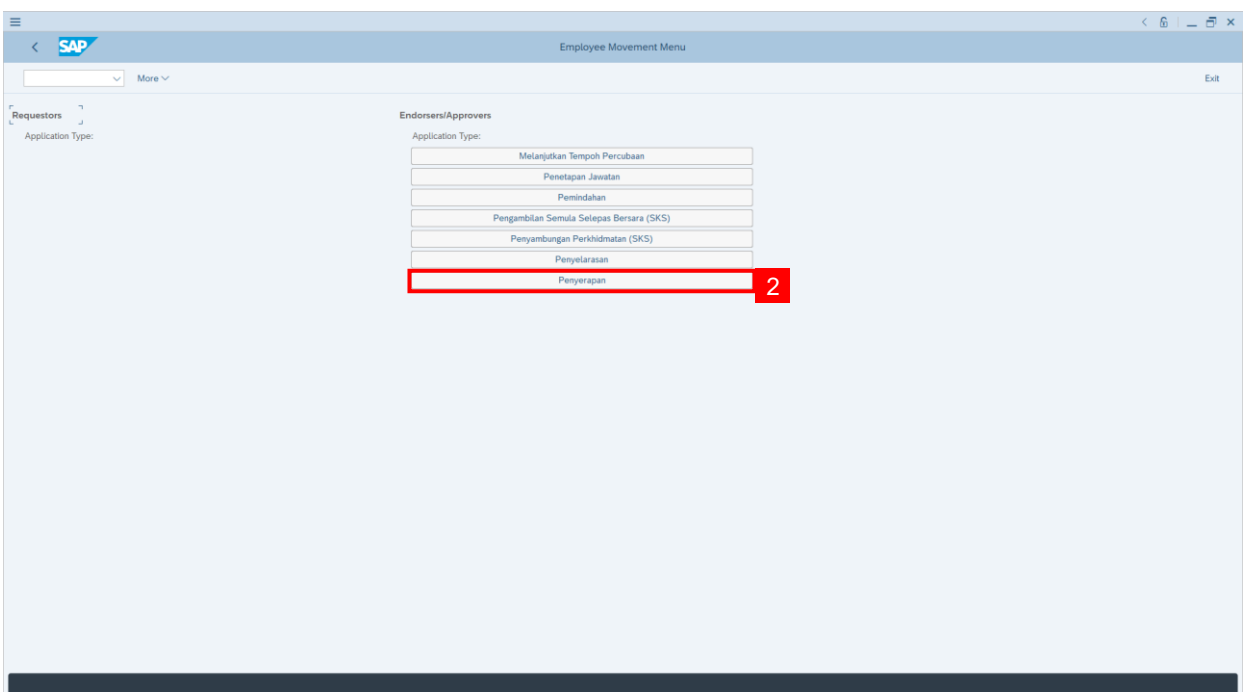
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Penyerapan** button.

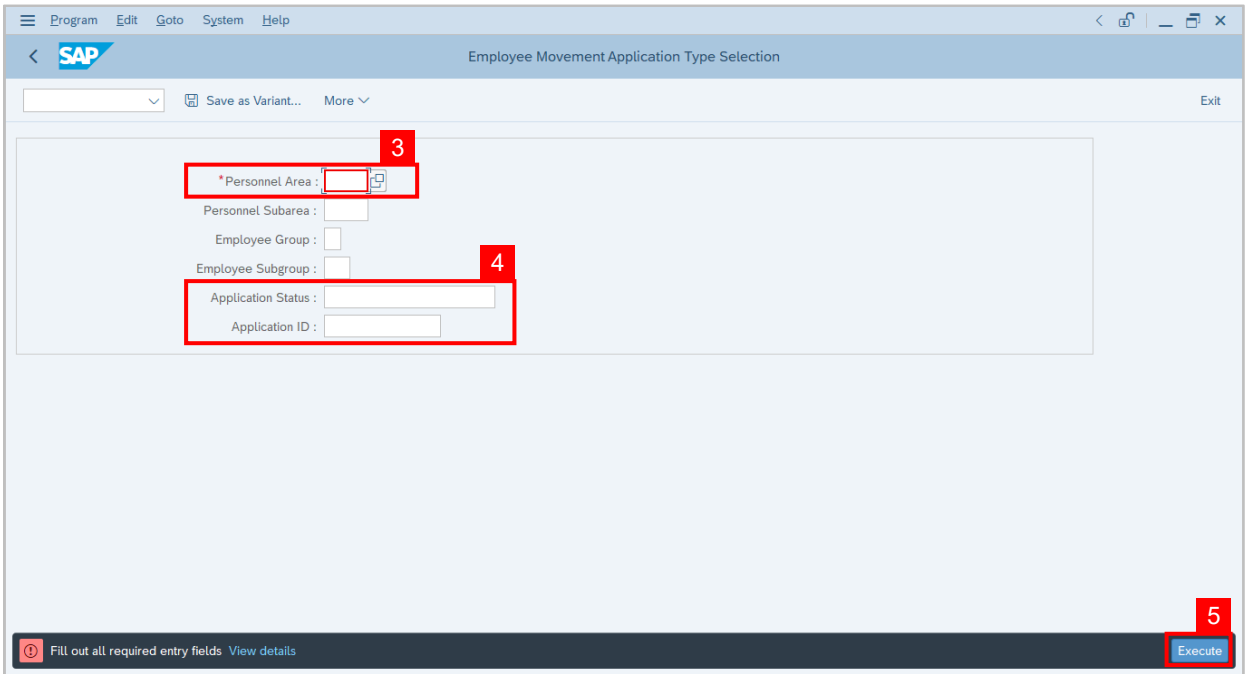


3. Fill in **Personnel Area**.

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

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

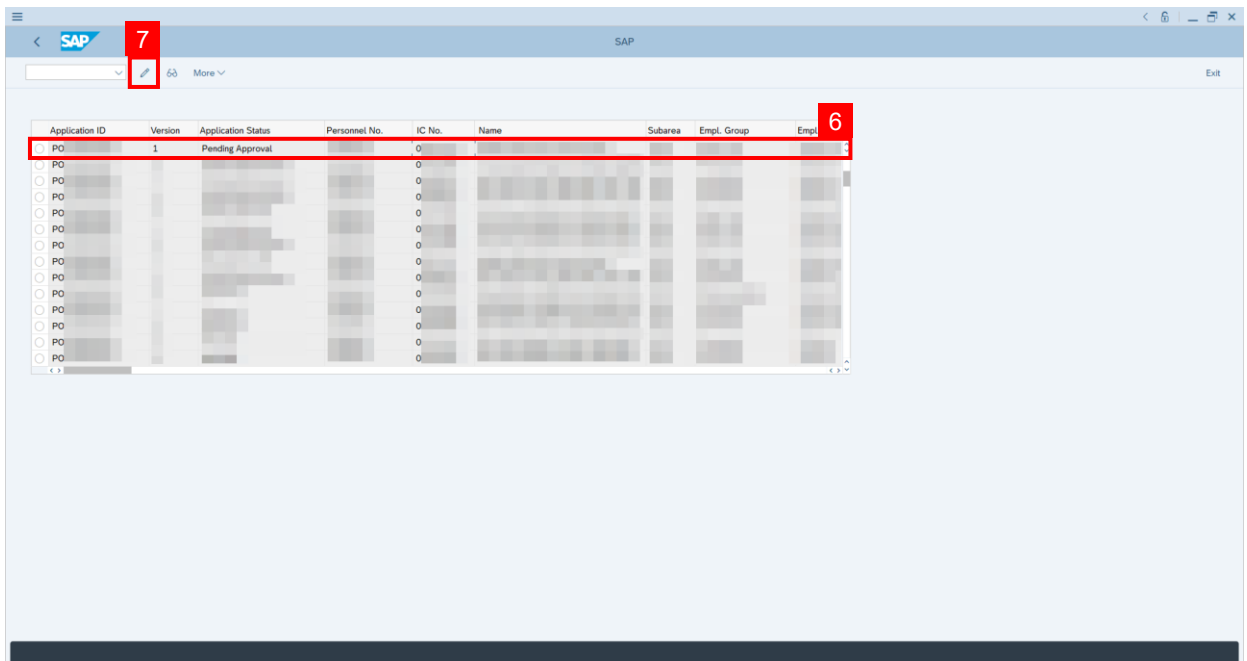
5. Click on **Execute** button.



Note: Application List – Approver page will be displayed.

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

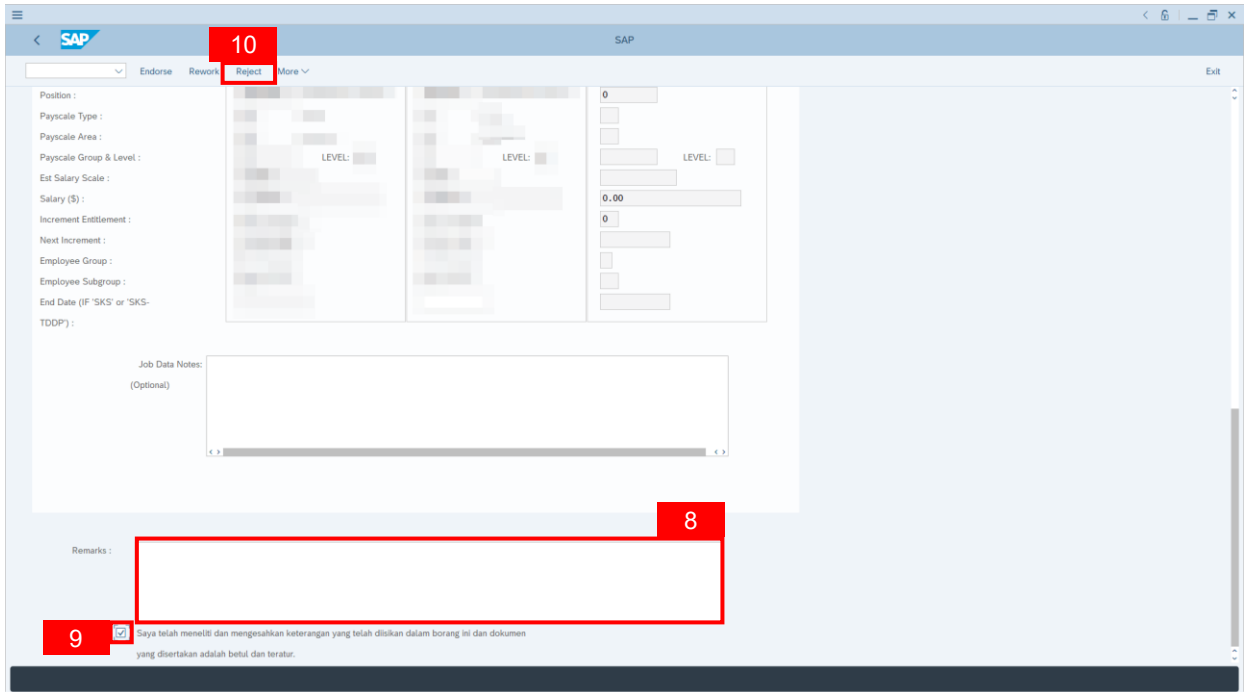
7. Click on **change** icon to **reject** the application.



8. Fill in **Remarks**, reason(s) of application being rejected. It will appear at **Application History** to view.

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

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



The screenshot displays the SAP GUI SPA Approver interface. At the top, the 'Reject' button is highlighted with a red box and the number '10'. Below the button, the 'Remarks' field is highlighted with a red box and the number '8'. At the bottom left, a checkbox is highlighted with a red box and the number '9'. The interface includes a sidebar with various fields such as Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, End Date (IF 'SKS' or 'SKS-TDDP)'), and Job Data Notes (Optional). The main area contains a grid of data with columns for LEVEL and values like 0 and 0.00. The bottom of the screen shows a disclaimer in Indonesian: 'Saya telah membaca dan mengesahkan keterangan yang telah disikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

Note: Application List – Requestor will be displayed.

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

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

13. 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								

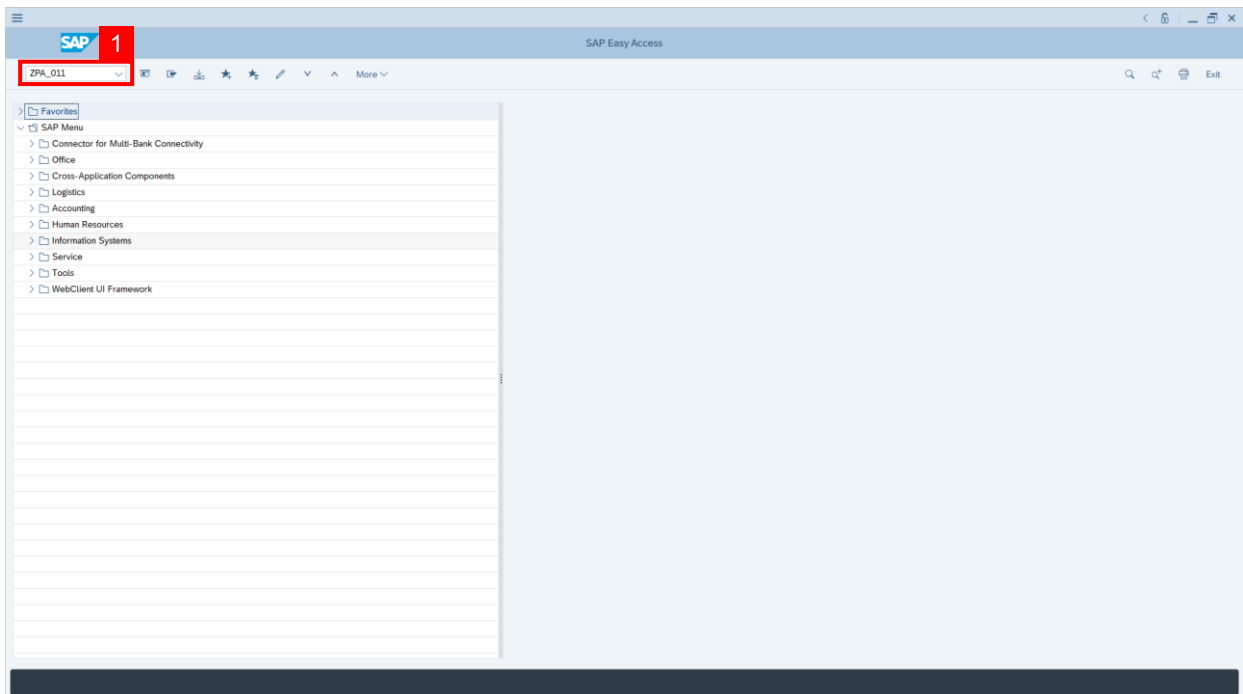
PENYERAPAN SUMMARY REPORT

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.

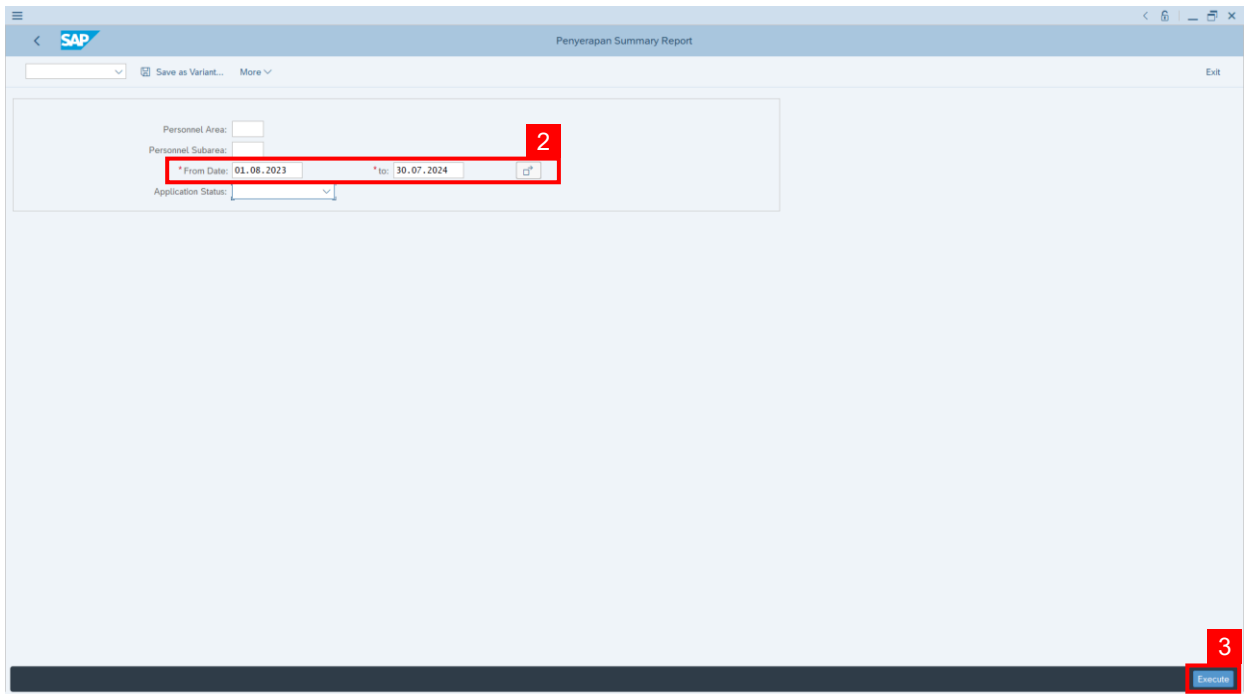


Note: Penyerapan Summary Report page will be displayed.

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.



SAP (iii) (ii) Penyerapan Summary Report

Report Summary Penyerapan
App. Start Date - 01.08.2023 - 30.07.2024 (i)

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						

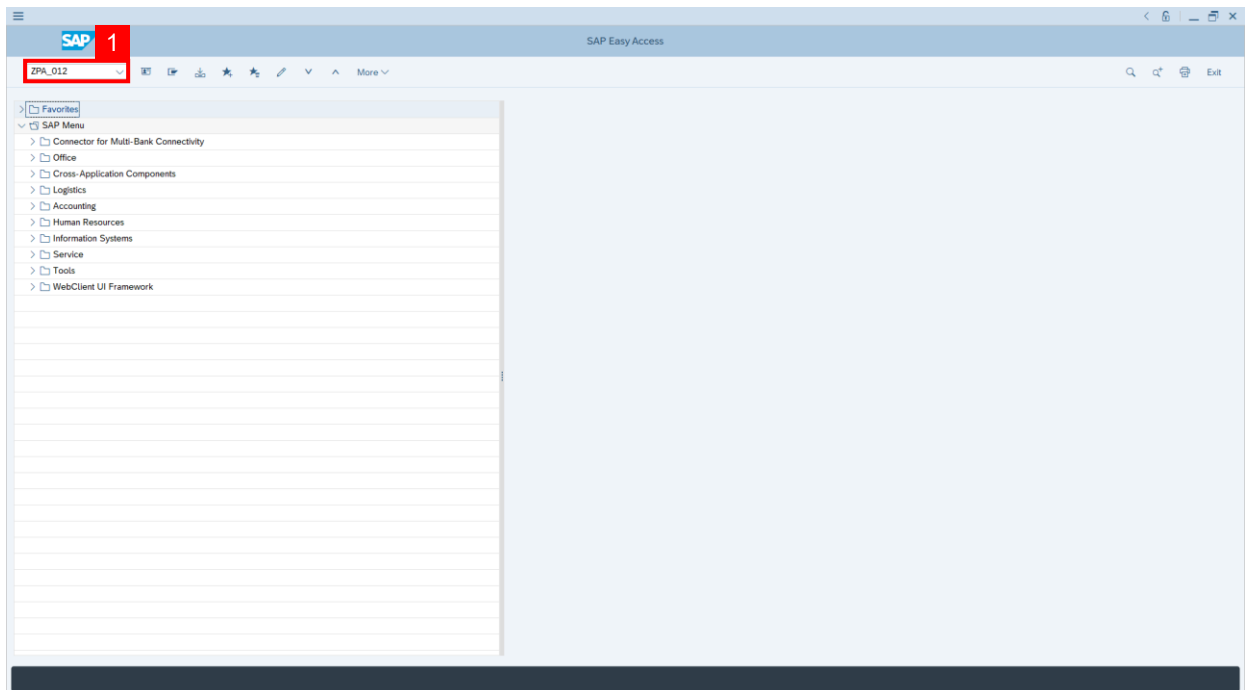
PENYERAPAN EMPLOYEE LIST REPORT

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.

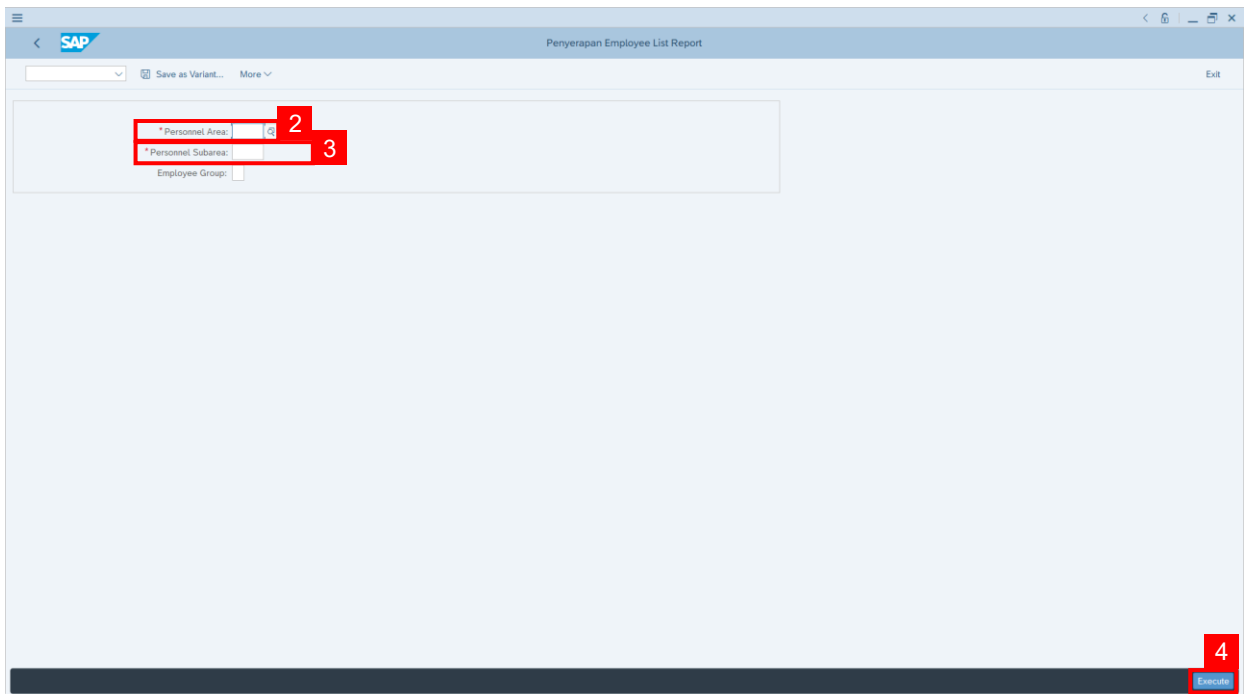


Note: Penyerapan Employee List Report page will be displayed.

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.



Report Employee List

Personal Area : [Redacted] (i)

Personal Subarea : [Redacted]

Pers No.	IC No.	Name	Personnel Area	Personnel Area Description	Personnel Subarea	Personnel Subarea Description
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
10	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]