



SISTEM SUMBER MANUSIA

User Guide

For Department HR Administrator

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0



INTRODUCTION

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



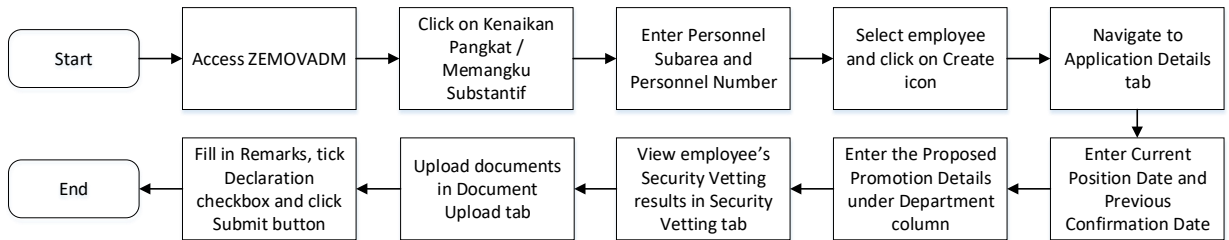
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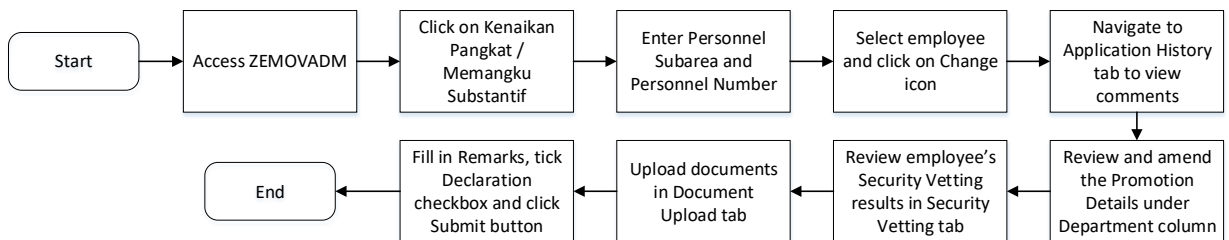


Process Overview

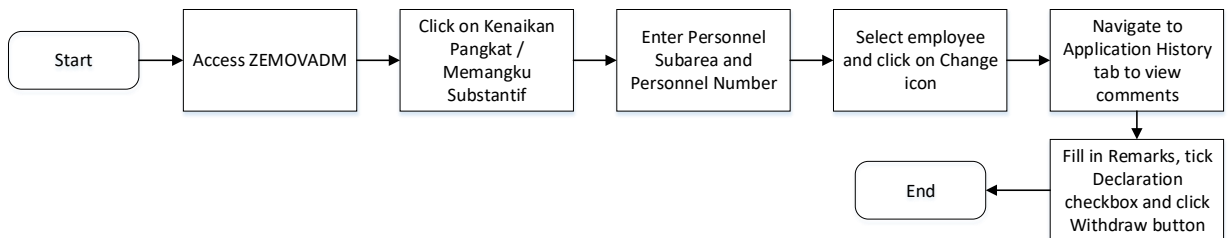
Submit Application



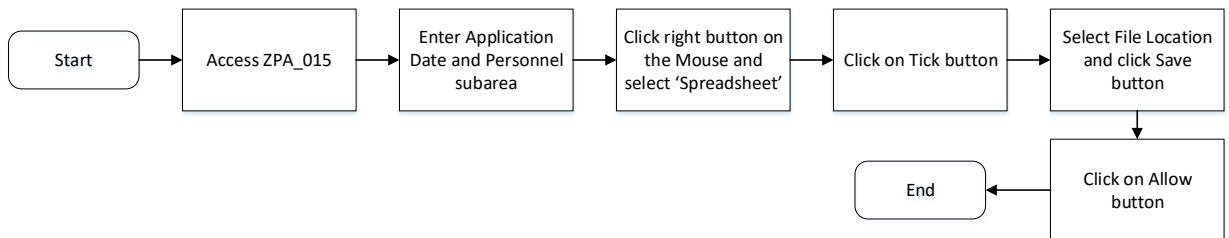
Edit and Resubmit Application



Withdraw Application



Promotion / Substantive Acting Application Report



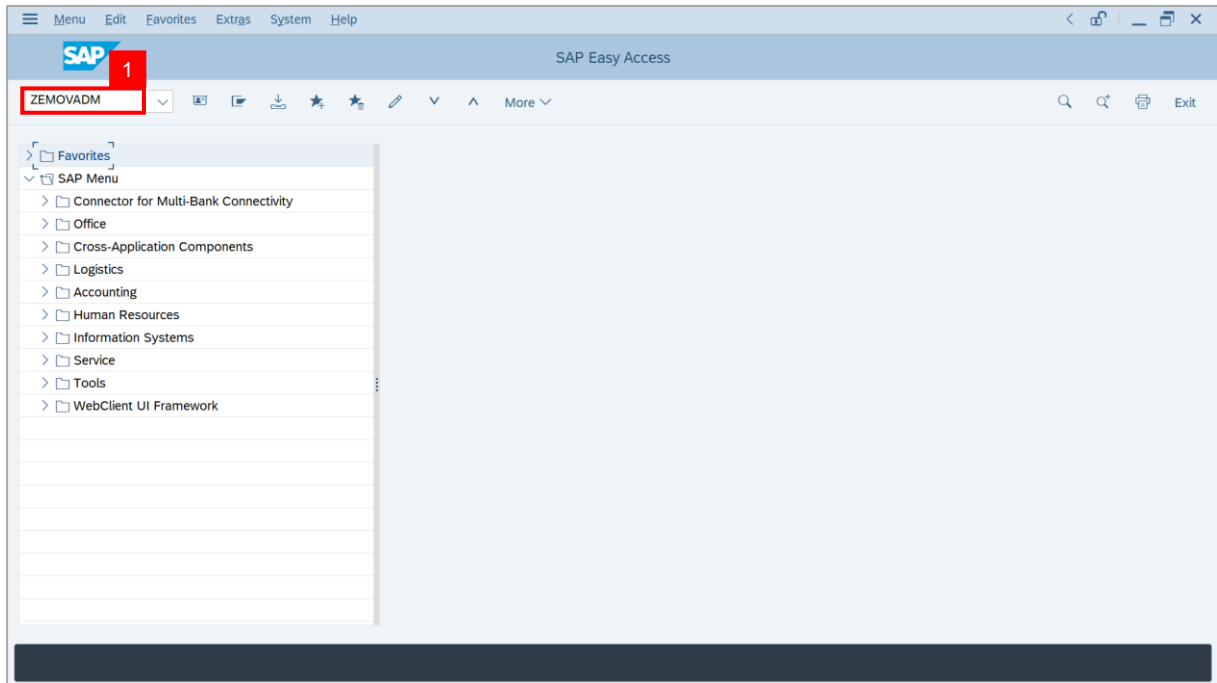
SUBMIT APPLICATION

Backend User

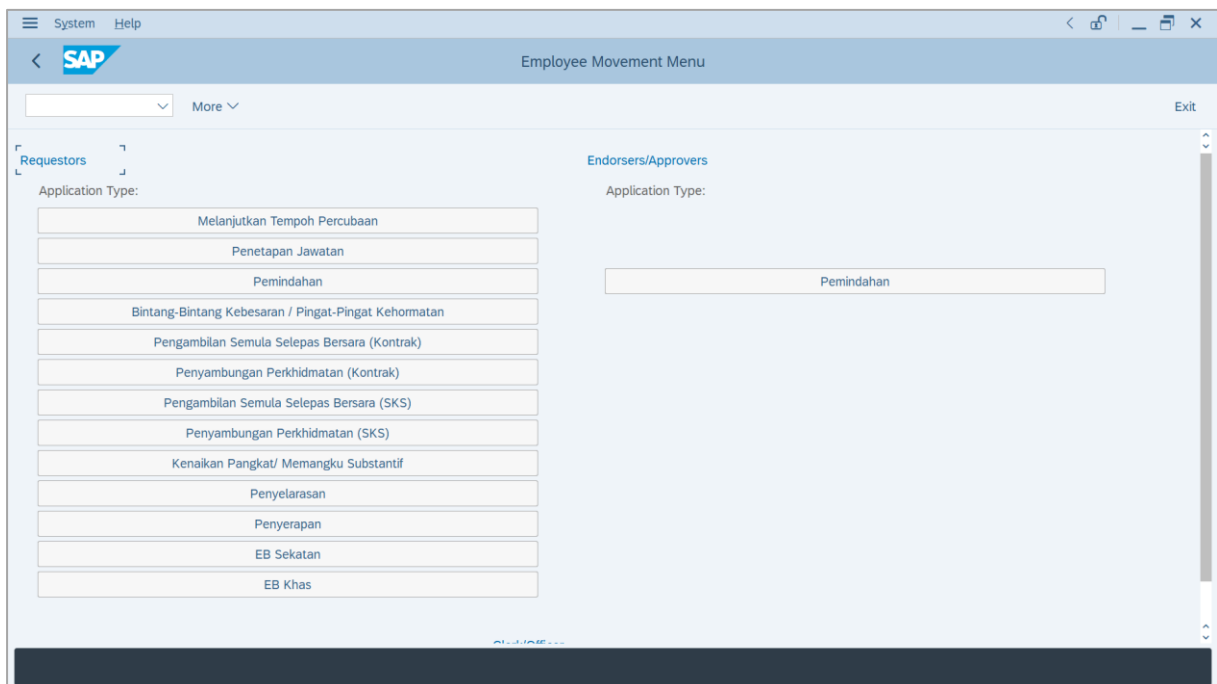
Department HR Administrator

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

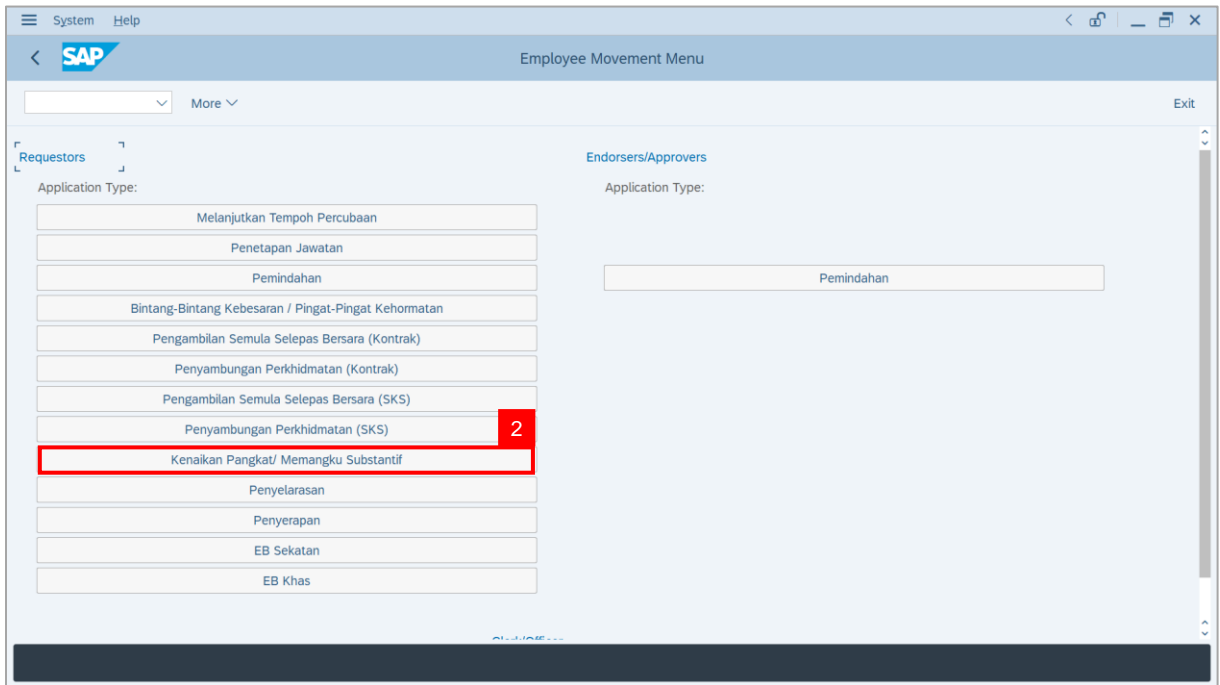
1. Enter **ZEMOVADM** in the search bar.



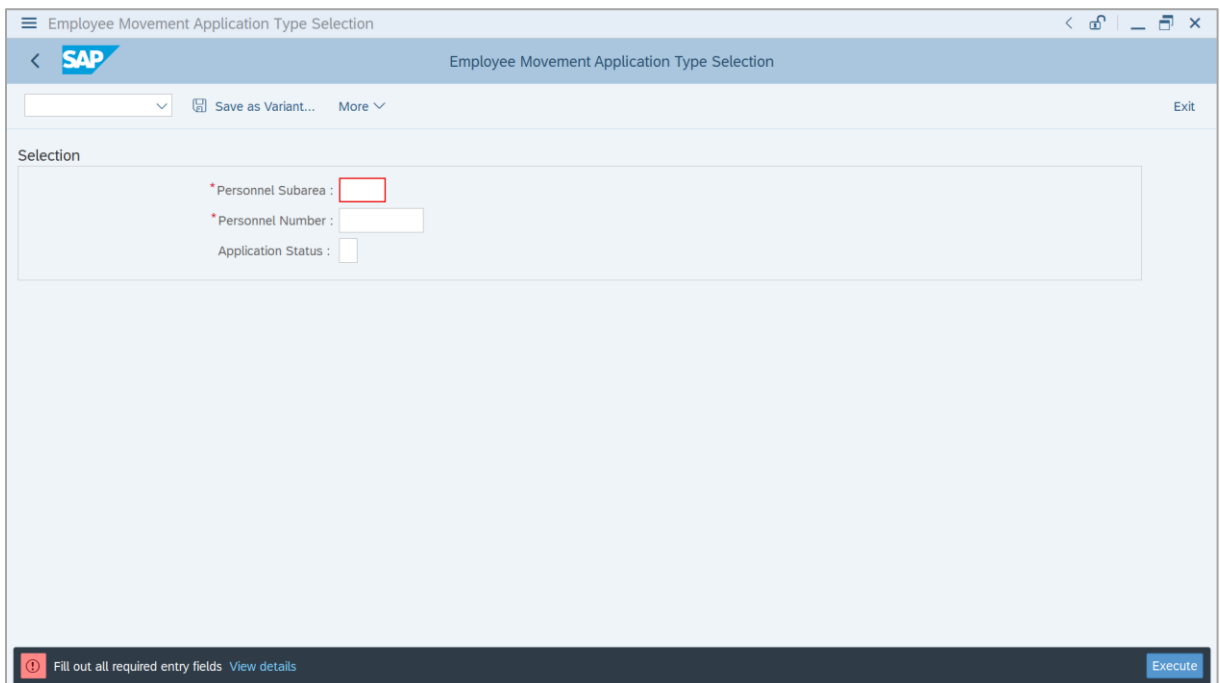
Note: Employee Movement Menu page will be displayed.



2. Under **Requestors: Application Type**, click on **Kenaikan Pangkat / Memangku Substantif**.

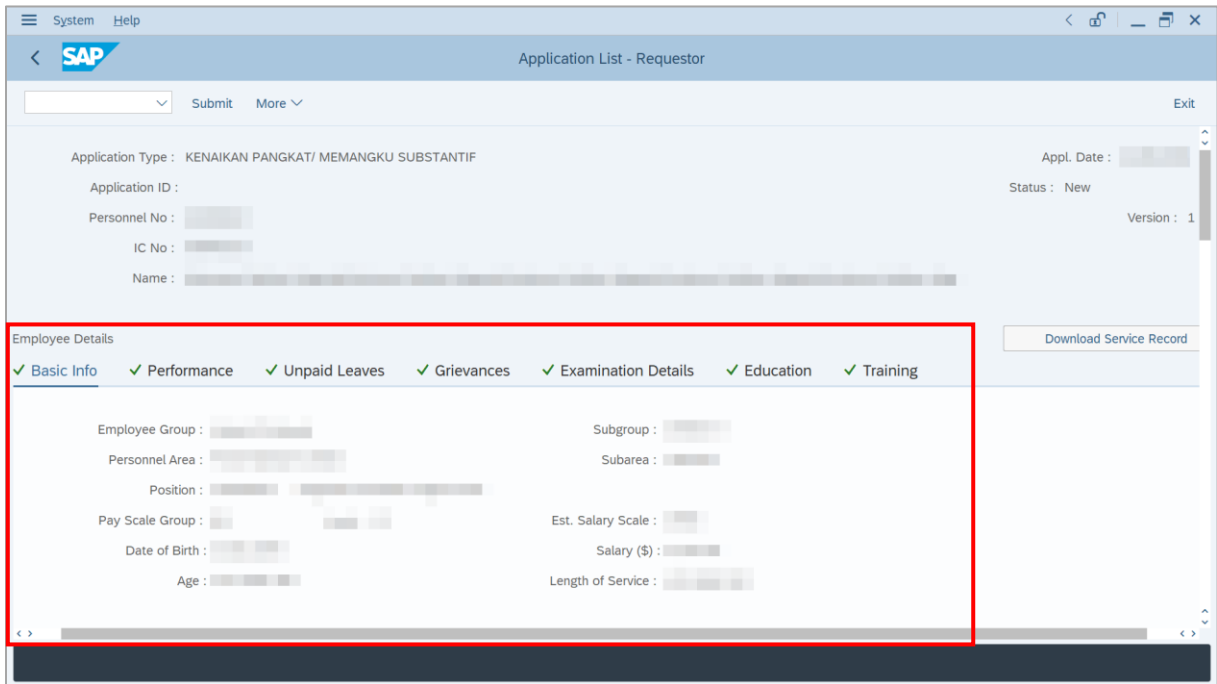


Note: The Employee Movement Application: Type Selection page will be displayed.

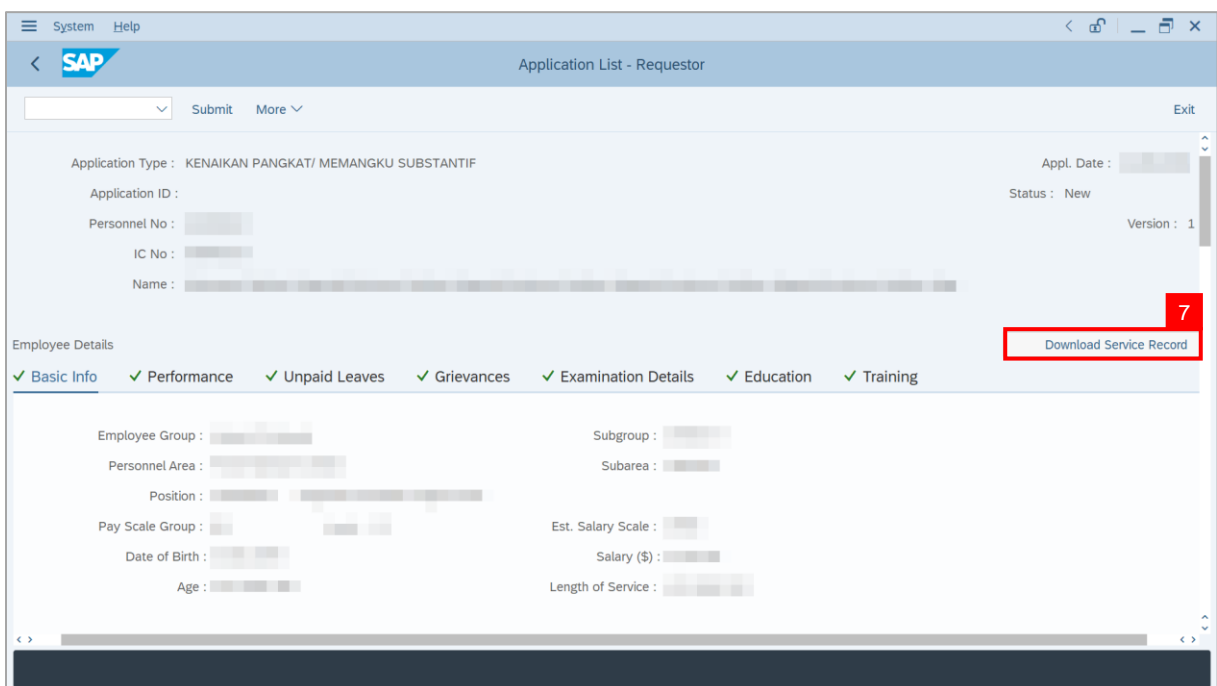


Note: The **Application List – Requestor** page will be displayed.

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



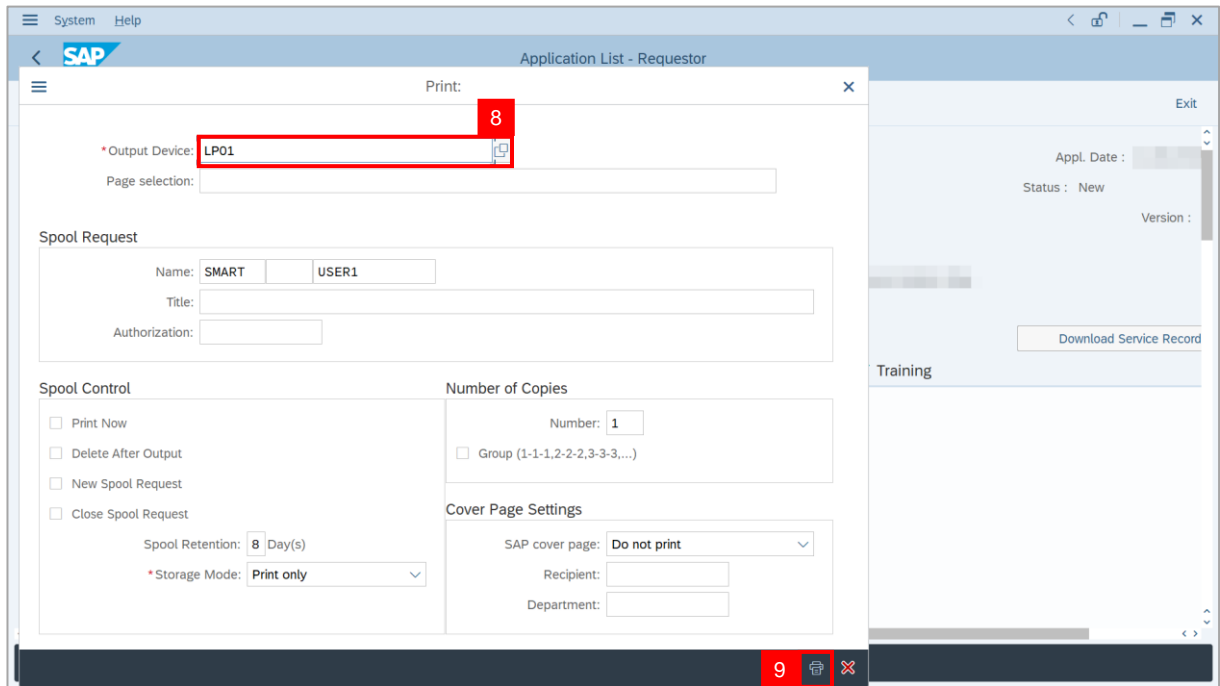
7. Click on **Download Service Record** button.



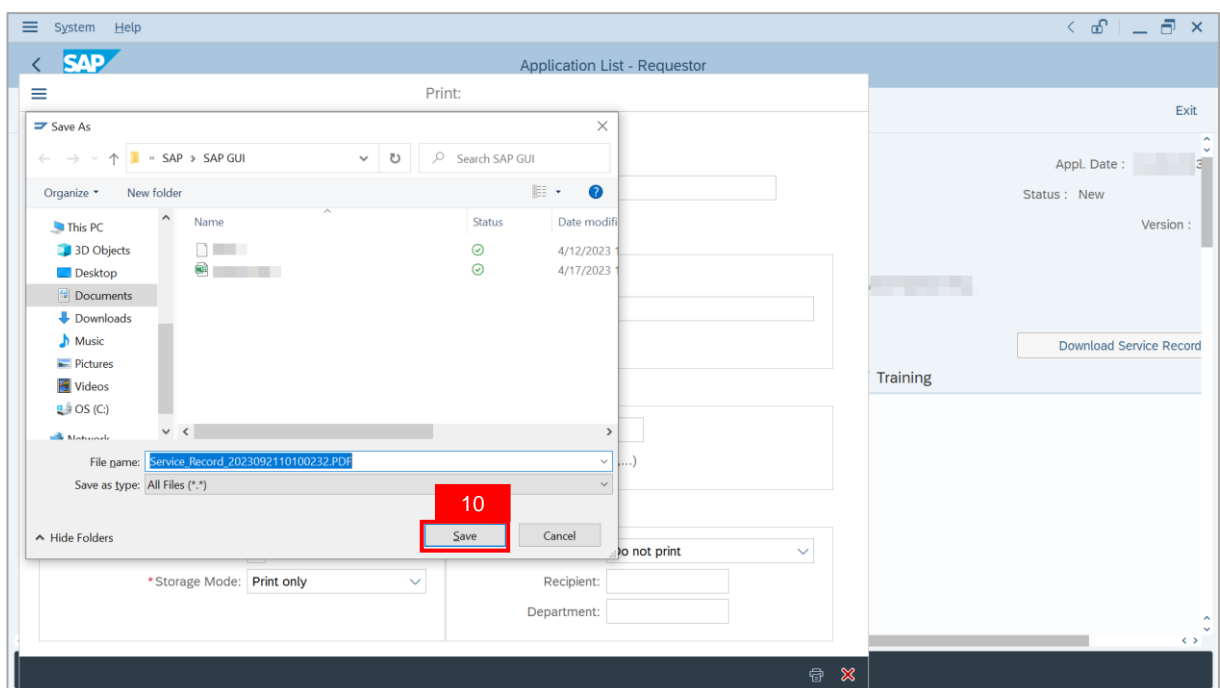
Note: The **Print** page will be displayed.

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

9. Click on **Print** icon.

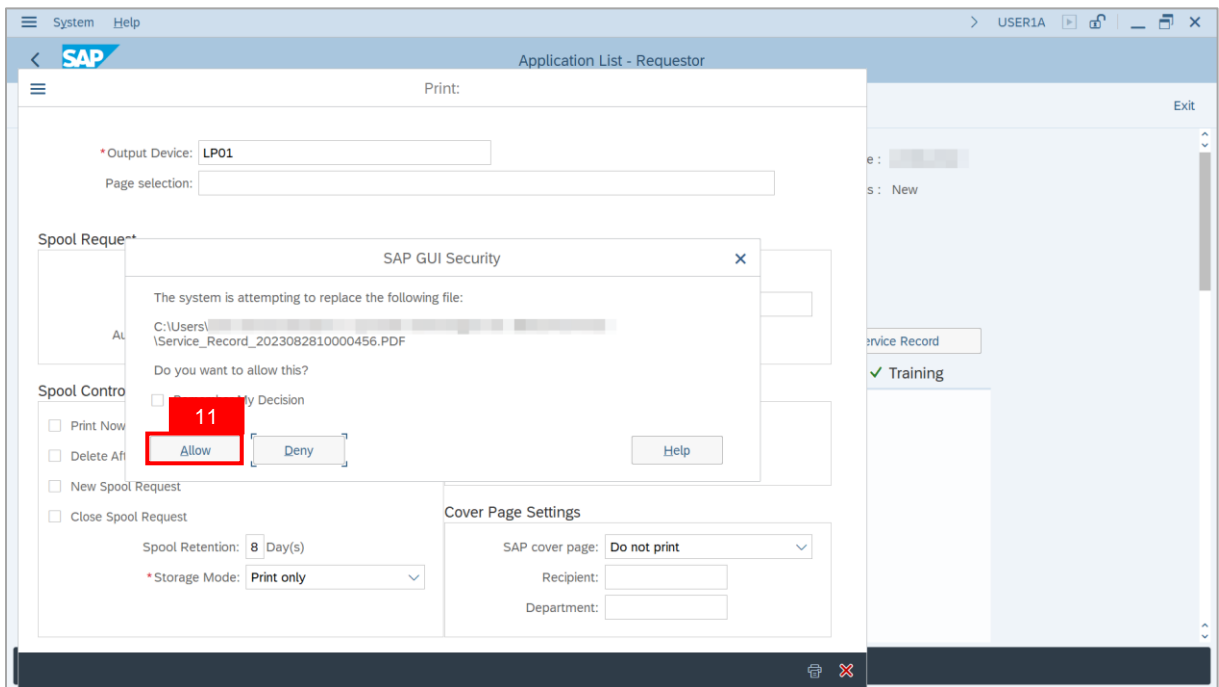


10. Select **File Location** and click on **Save** button.

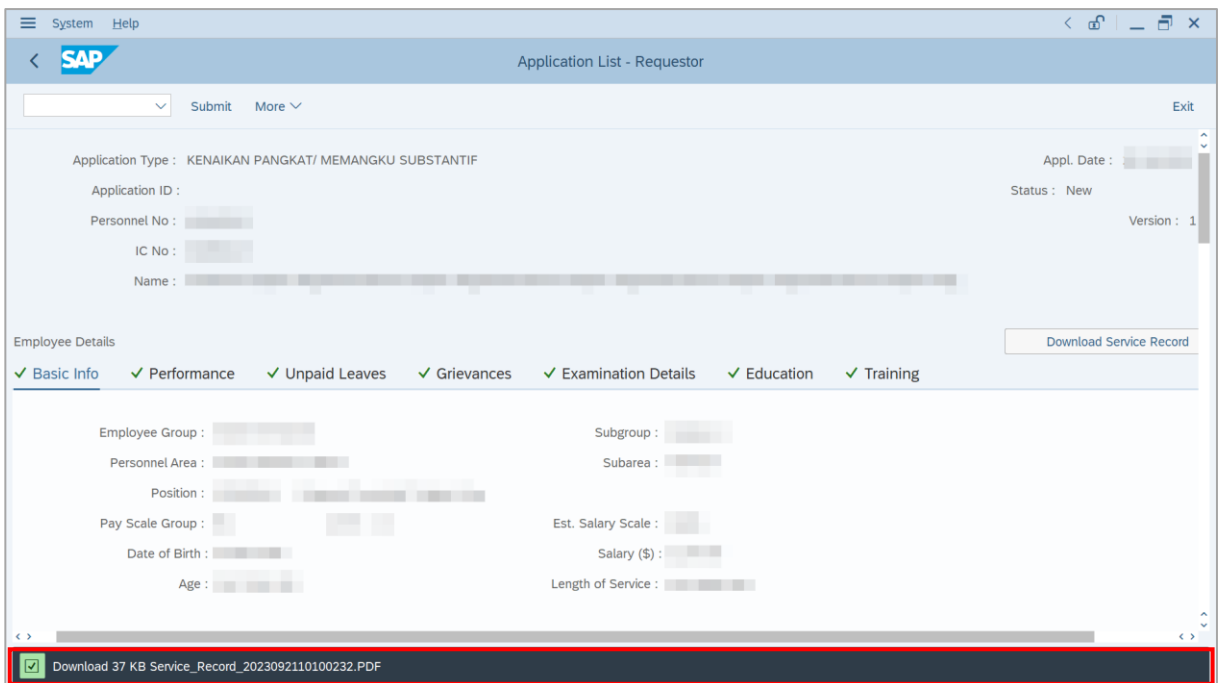


Note: The **SAP GUI Security** page will be displayed.

11. Click on **Allow** button.

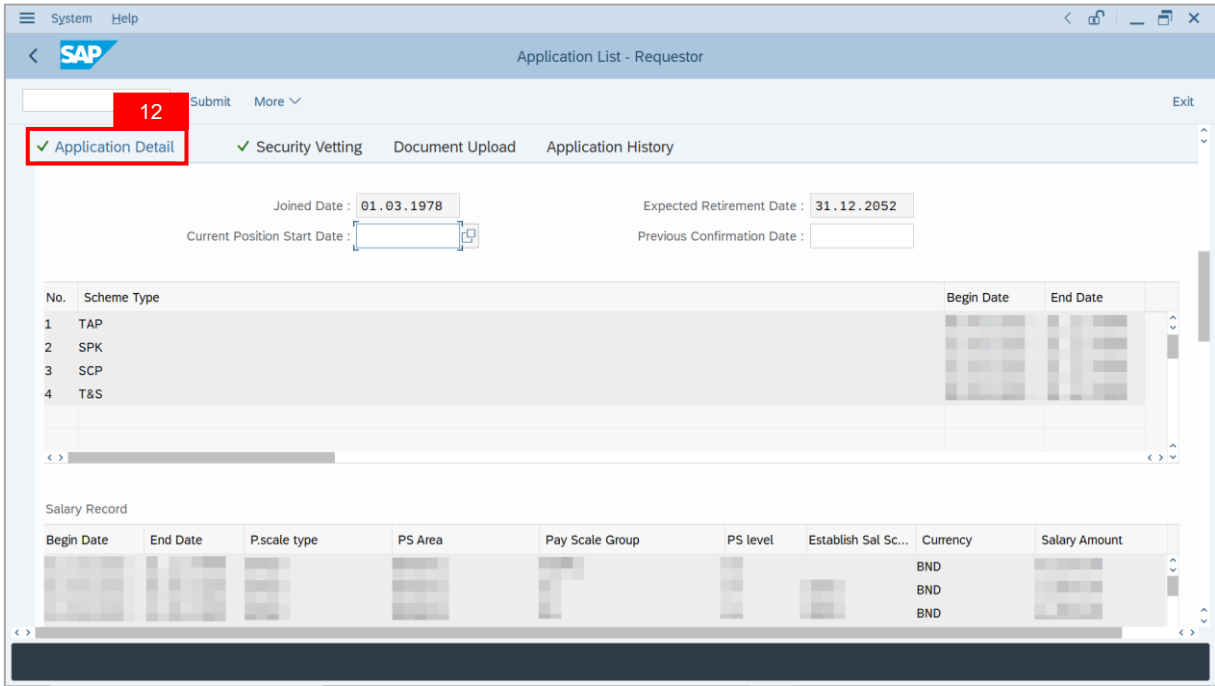


Note: The **Service Record** has successfully been downloaded.



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

Note: **Department HR Administrator** may review employee's **Joined Date**, **Expected Retirement Date**, **Current Position Start Date** and **Previous Confirmation Date**.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Detail' tab is selected and highlighted with a red box. The 'Submit' button is also highlighted with a red box containing the number '12'. The form displays the following fields:

- Joined Date: 01.03.1978
- Expected Retirement Date: 31.12.2052
- Current Position Start Date: [Empty field]
- Previous Confirmation Date: [Empty field]

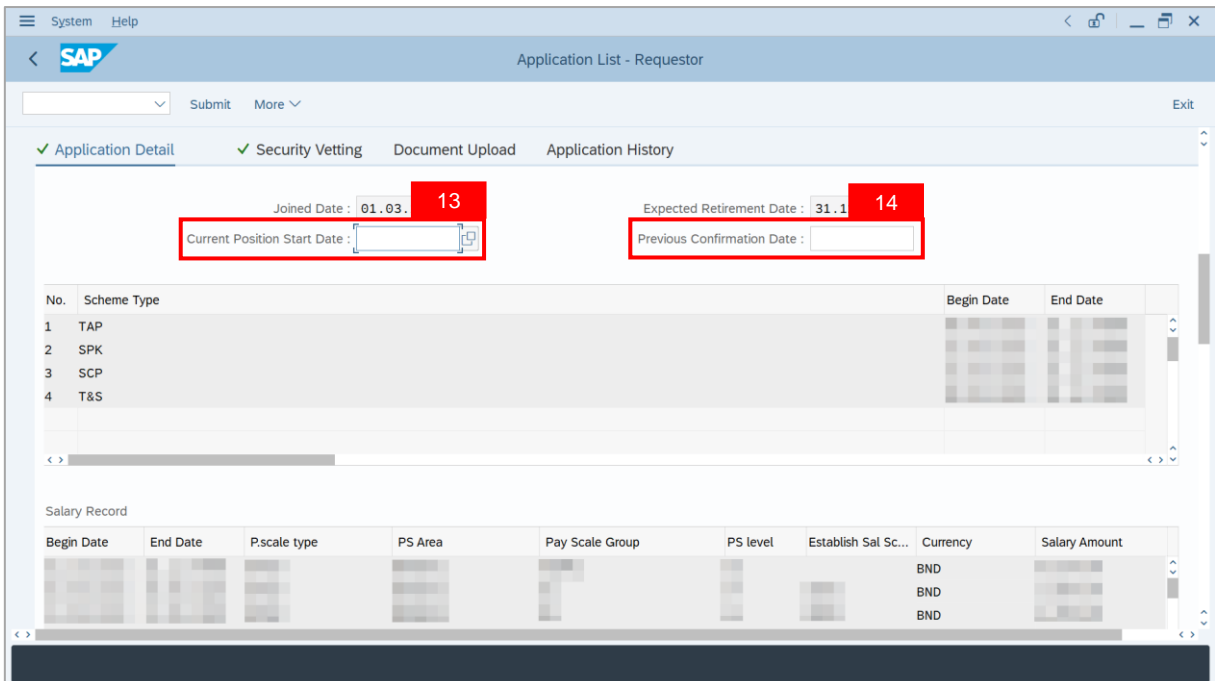
Below these fields is a table with the following columns: No., Scheme Type, Begin Date, and End Date. The table contains four rows of data:

No.	Scheme Type	Begin Date	End Date
1	TAP		
2	SPK		
3	SCP		
4	T&S		

At the bottom of the form is a 'Salary Record' table with columns: Begin Date, End Date, P.scale type, PS Area, Pay Scale Group, PS level, Establish Sal Sc..., Currency, and Salary Amount. The table contains three rows of data with currency values of BND.

13. Enter **Current Position Start Date**.

14. Enter **Previous Confirmation Date**.

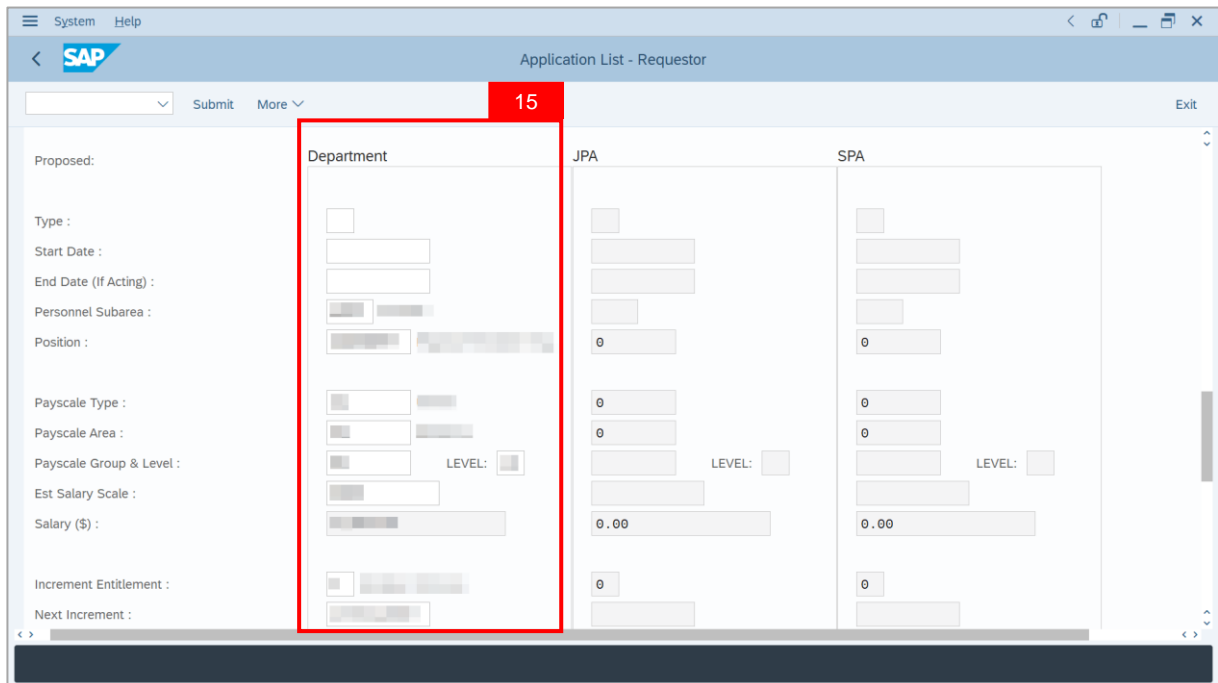


The screenshot shows the same SAP 'Application List - Requestor' interface. The 'Application Detail' tab is selected. The 'Current Position Start Date' and 'Previous Confirmation Date' fields are highlighted with red boxes. The 'Expected Retirement Date' field is also highlighted with a red box containing the number '14'. The 'Joined Date' field is highlighted with a red box containing the number '13'. The form displays the following fields:

- Joined Date: 01.03.1978
- Expected Retirement Date: 31.12.2052
- Current Position Start Date: [Empty field]
- Previous Confirmation Date: [Empty field]

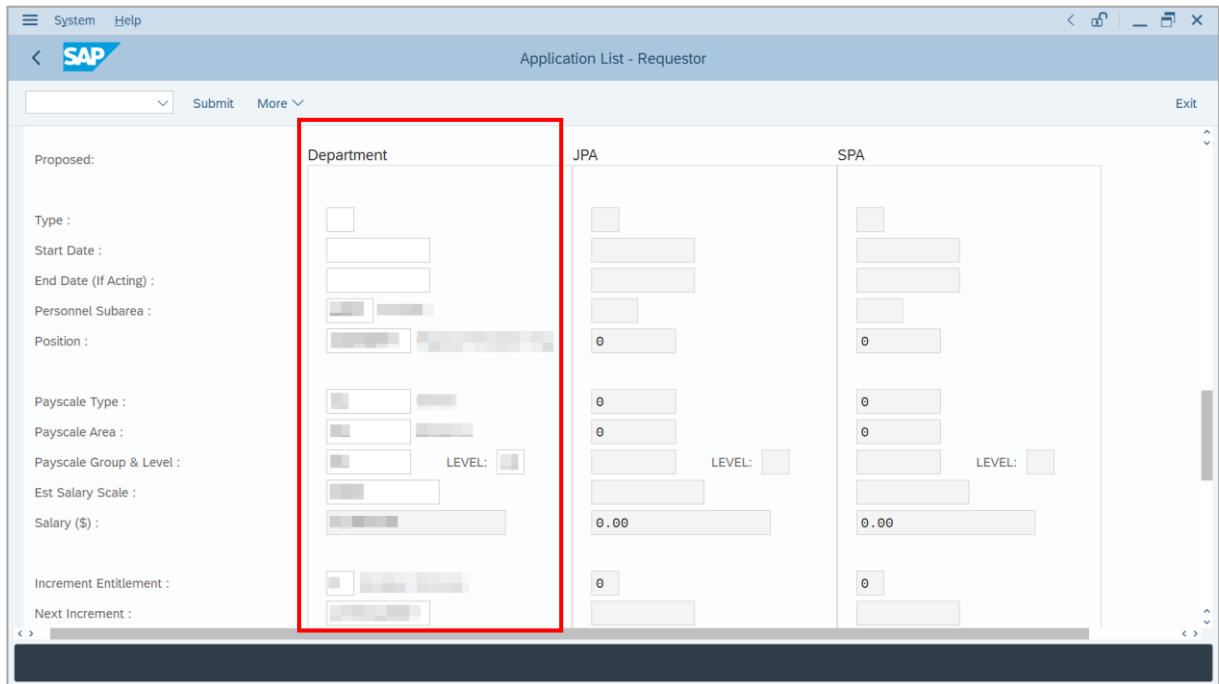
The table below the fields is identical to the one in the previous screenshot.

15. Department HR Administrator may fill in **Proposed *Kenaikan Pangkat / Memangku Substantif* Details** under **Department** column.



Note: Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group and Employee Subgroup are populated from employee's latest job data to assist in review purposes. Refer to the details below on the information expected to be edited by **Department HR Administrator**.

i. For **Promotion** application, **Department HR Administrator** is expected to edit the **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group and Employee Subgroup** (whichever relevant) to suggest to JPA and SPA on the next level to promote employee.



The screenshot displays the SAP GUI interface for 'Application List - Requestor'. The form is divided into three main sections: 'Department', 'JPA', and 'SPA'. The 'Department' section is highlighted with a red rectangular box. The 'JPA' and 'SPA' sections contain similar fields for job details. The 'Department' section includes fields for Type, Start Date, End Date (If Acting), Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level (with a LEVEL dropdown), Est Salary Scale, Salary (\$), Increment Entitlement, and Next Increment. The 'JPA' and 'SPA' sections include fields for Type, Start Date, End Date (If Acting), Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level (with a LEVEL dropdown), Est Salary Scale, Salary (\$), Increment Entitlement, and Next Increment.

ii. For **Substantive Acting** application, **Department HR Administrator** is expected to edit the **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group** and **Employee Subgroup** (whichever relevant) to suggest to JPA and SPA on the level to support employee for acting. **Department HR Administrator** may enter the starting salary of the position for acting allowance calculation.

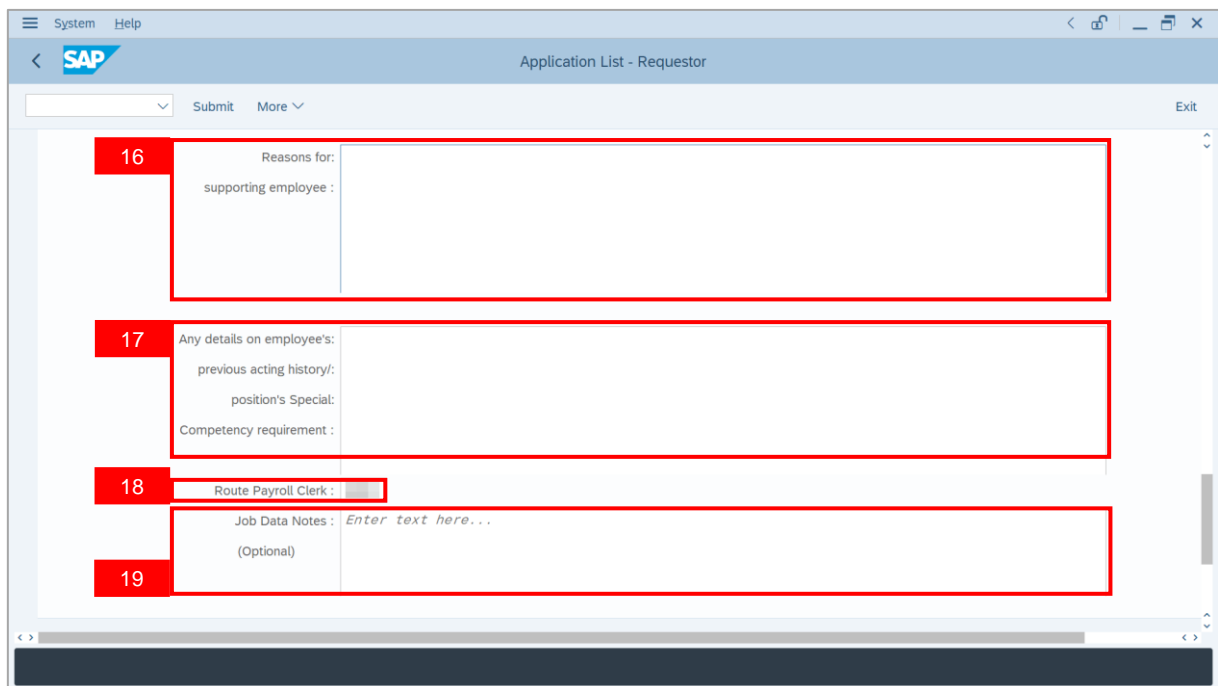
16. Enter **Reason for supporting employee**.

17. Enter **Employee's Acting history / Position's special / Competency requirement** (Optional) to further support the Promotion / Substantive Acting application.

18. Enter **Route Payroll Clerk**.

Note: This field is mandatory for **Substantive Acting**. Select the budget owner subarea, e.g, if acting allowance is expected to be paid by JPA, select JPA (Subarea: SA10)

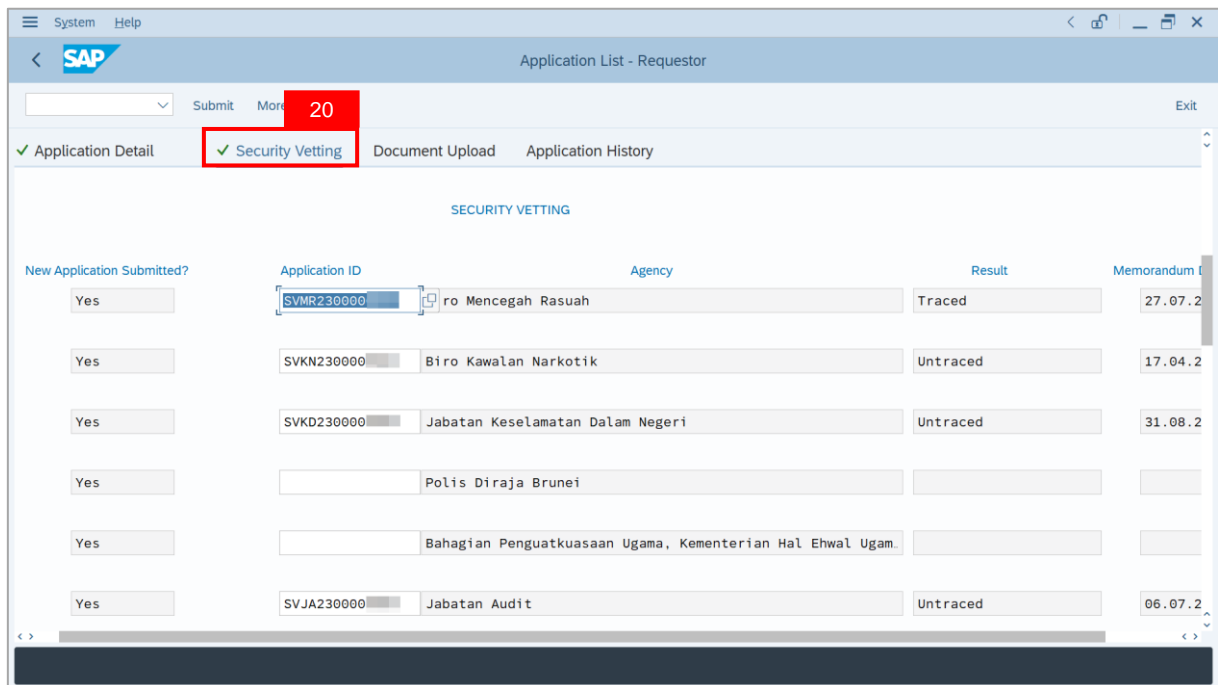
19. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. Four red boxes highlight specific fields:

- 16**: A text area labeled 'Reasons for: supporting employee :'. The text area is empty.
- 17**: A text area labeled 'Any details on employee's: previous acting history:/ position's Special: Competency requirement :'. The text area is empty.
- 18**: A dropdown menu labeled 'Route Payroll Clerk :'. The dropdown is currently empty.
- 19**: A text area labeled 'Job Data Notes : Enter text here... (Optional)'. The text area is empty.

20. Navigate to **Security Vetting** tab.



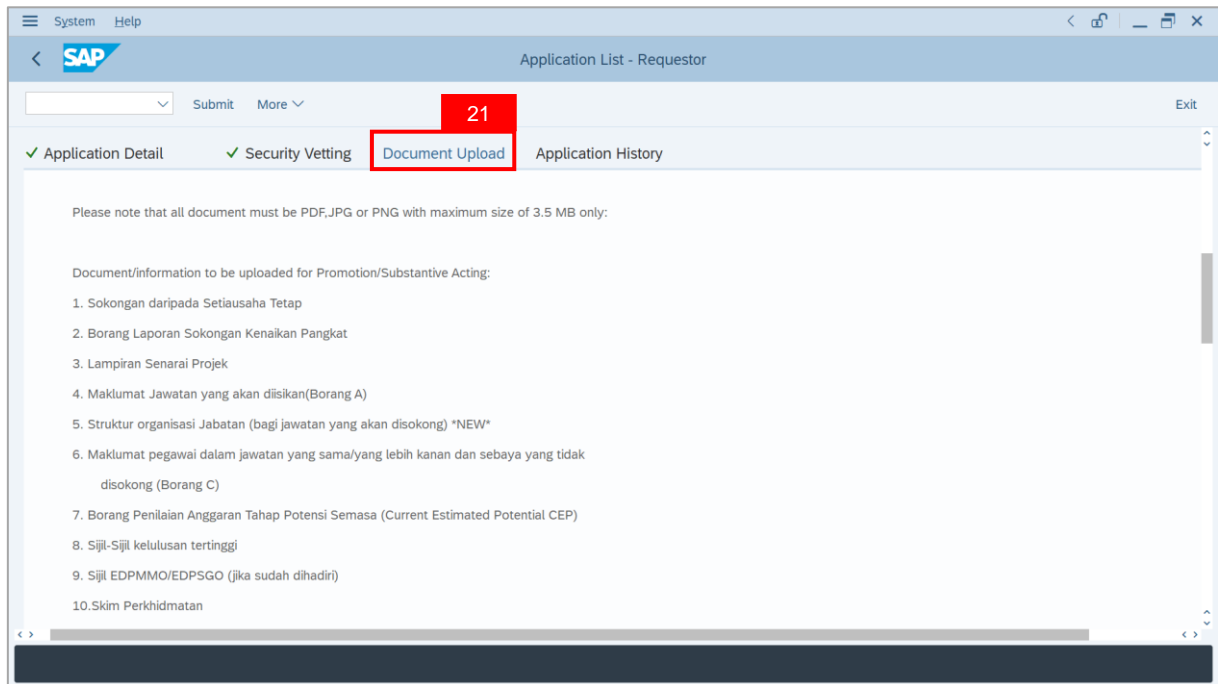
New Application Submitted?	Application ID	Agency	Result	Memorandum
<input type="checkbox"/>	SVMR230000	Biro Mencegah Rasuah	Traced	27.07.2
<input type="checkbox"/>	SVKN230000	Biro Kawalan Narkotik	Untraced	17.04.2
<input type="checkbox"/>	SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	31.08.2
<input type="checkbox"/>		Polis Diraja Brunei		
<input type="checkbox"/>		Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugama		
<input type="checkbox"/>	SVJA230000	Jabatan Audit	Untraced	06.07.2

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

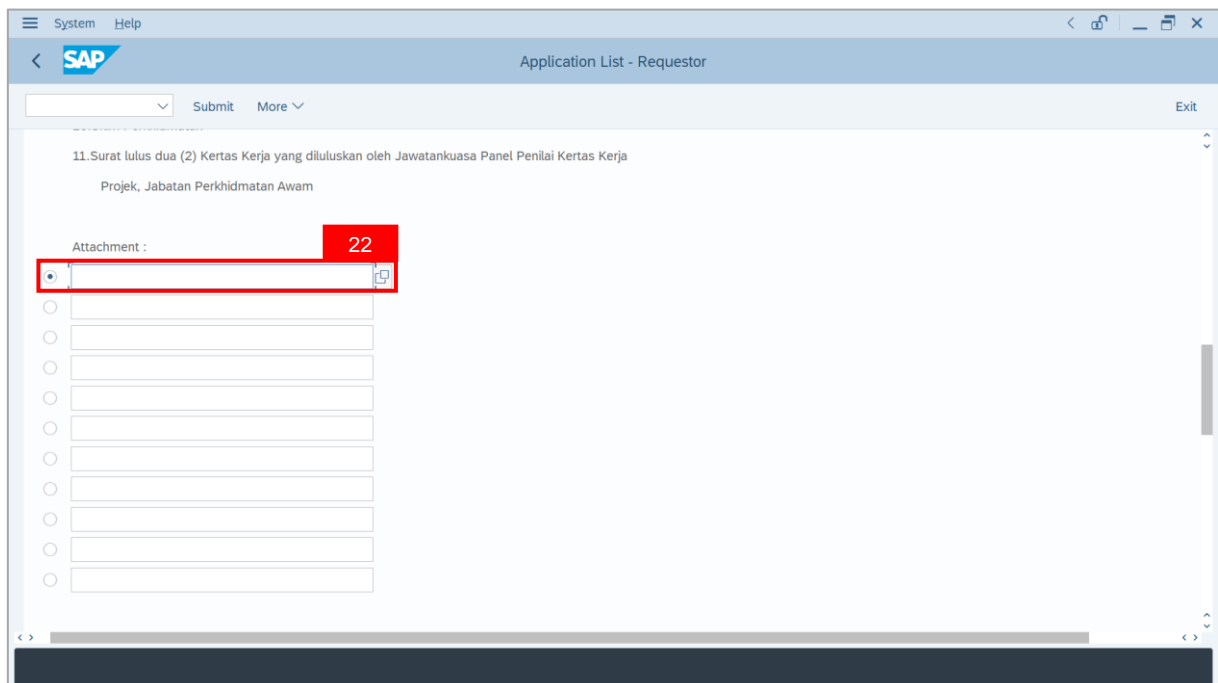
Note (ii): If there is “Yes” under **New Application Submitted** but no result shown, it means that Security Vetting application result is pending from Security Vetting agencies.

Note (iii): If there is **no previous Security Vetting results**, requestors may apply for Security Vetting.

21. Navigate to **Document Upload** tab.

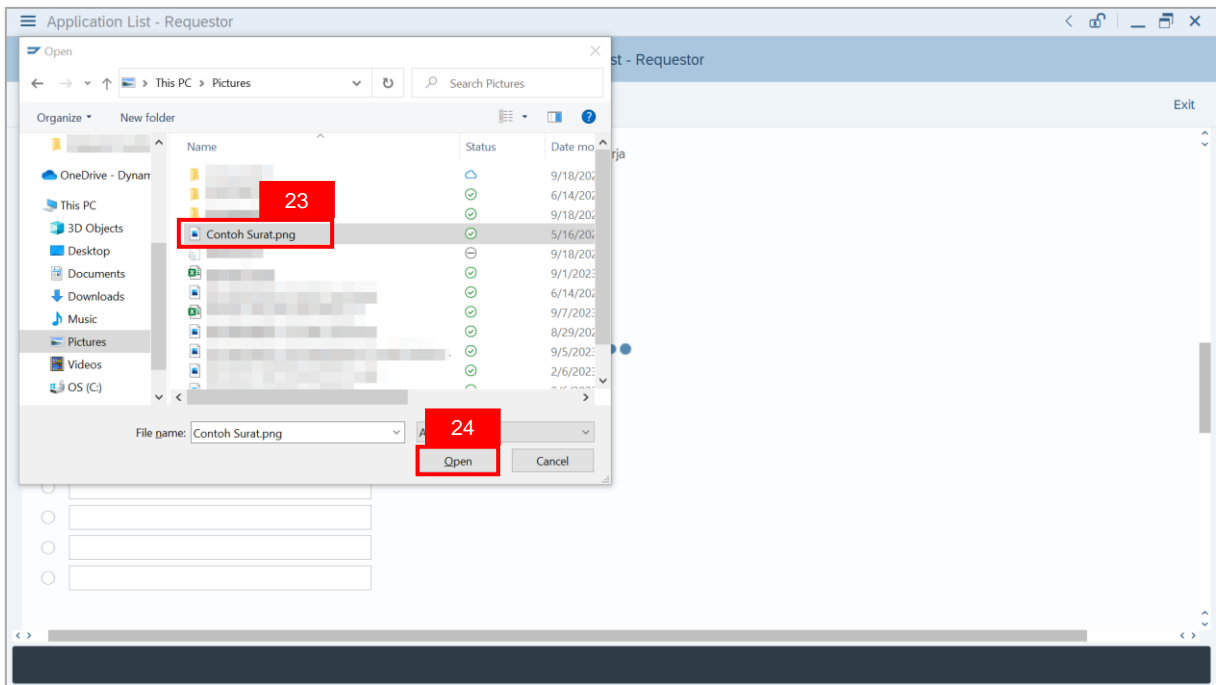


22. Click on **Lookup** icon to upload **Attachment**.



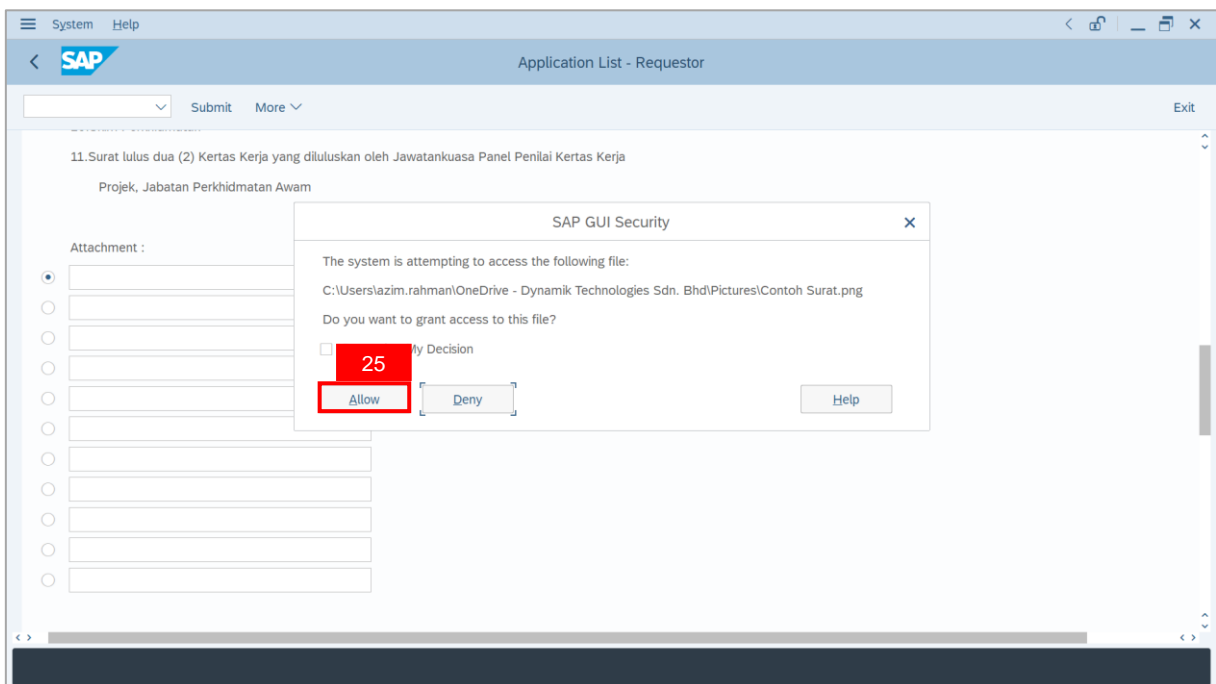
23. Select **File** to be uploaded.

24. Click on **Open** button.

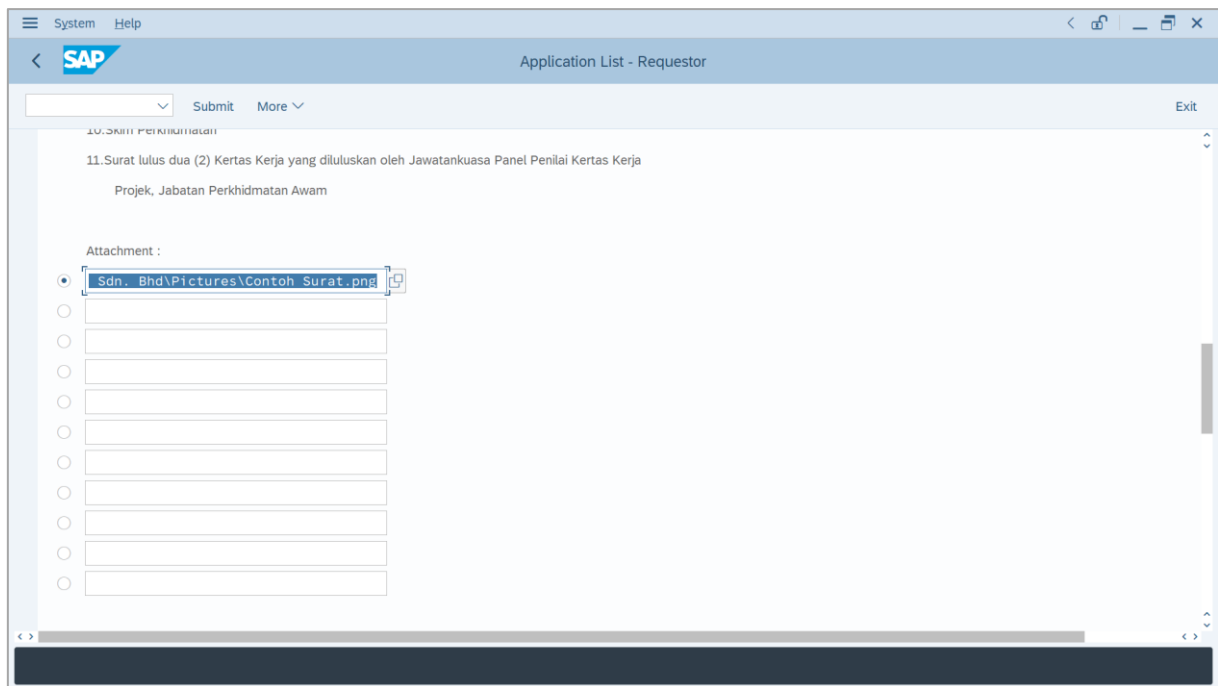


Note: The **SAP GUI Security** message will be displayed.

25. Click on **Allow** button.



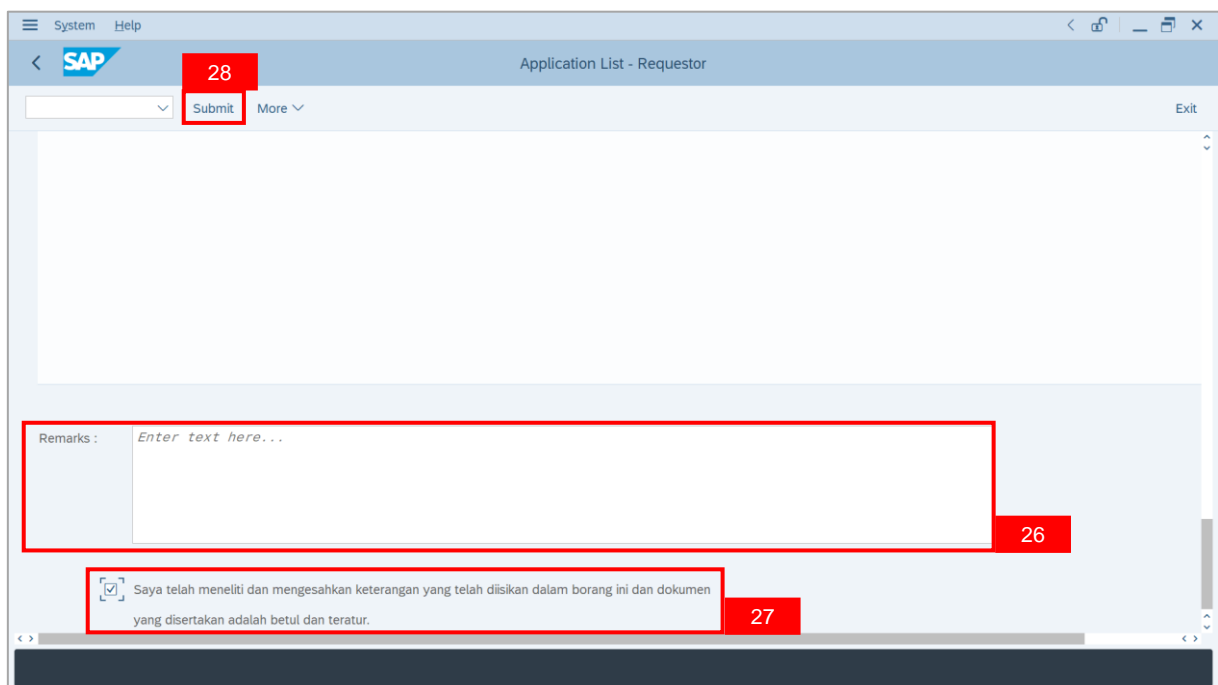
Note: The **File Attachment** has successfully been uploaded.



26. Enter the **Remarks** for employee's application.

27. Tick on **Declaration** checkbox.

28. Click on **Submit** button.





Outcome: The **Application** has successfully been submitted to **JPA Endorser**.

The screenshot displays the SAP 'Application List - Requestor' interface. The table contains the following data:

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
KP230000	1	Pending Endorsement						

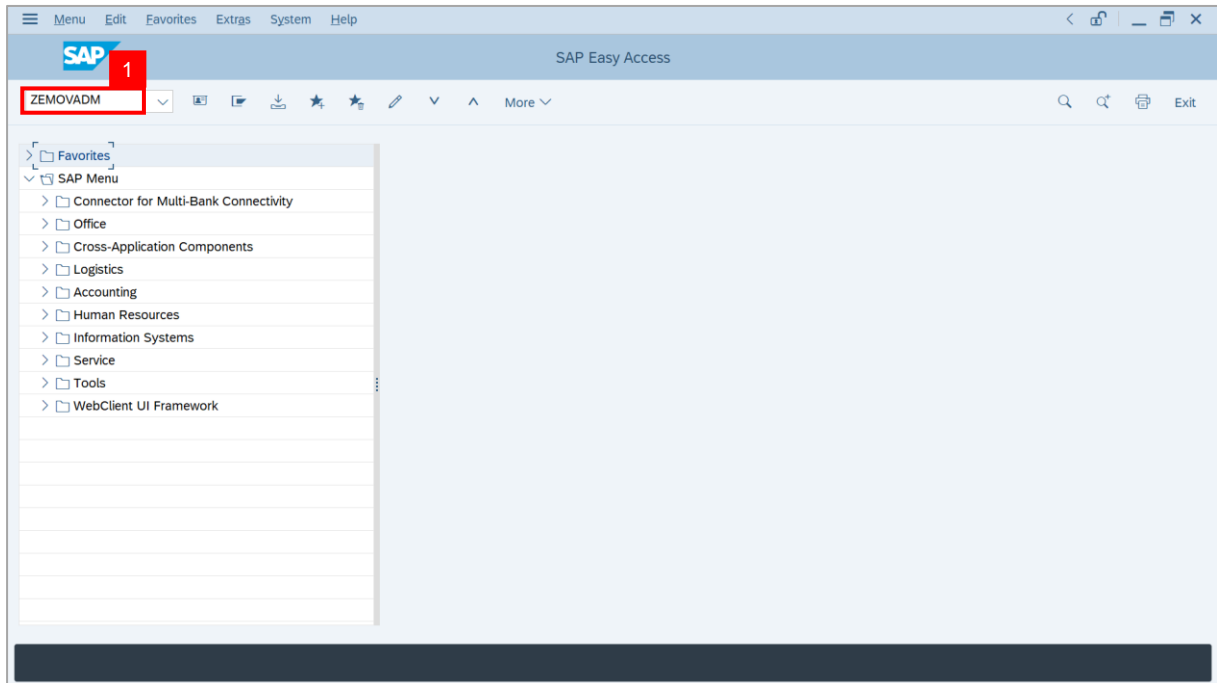
EDIT AND RESUBMIT APPLICATION

Backend User

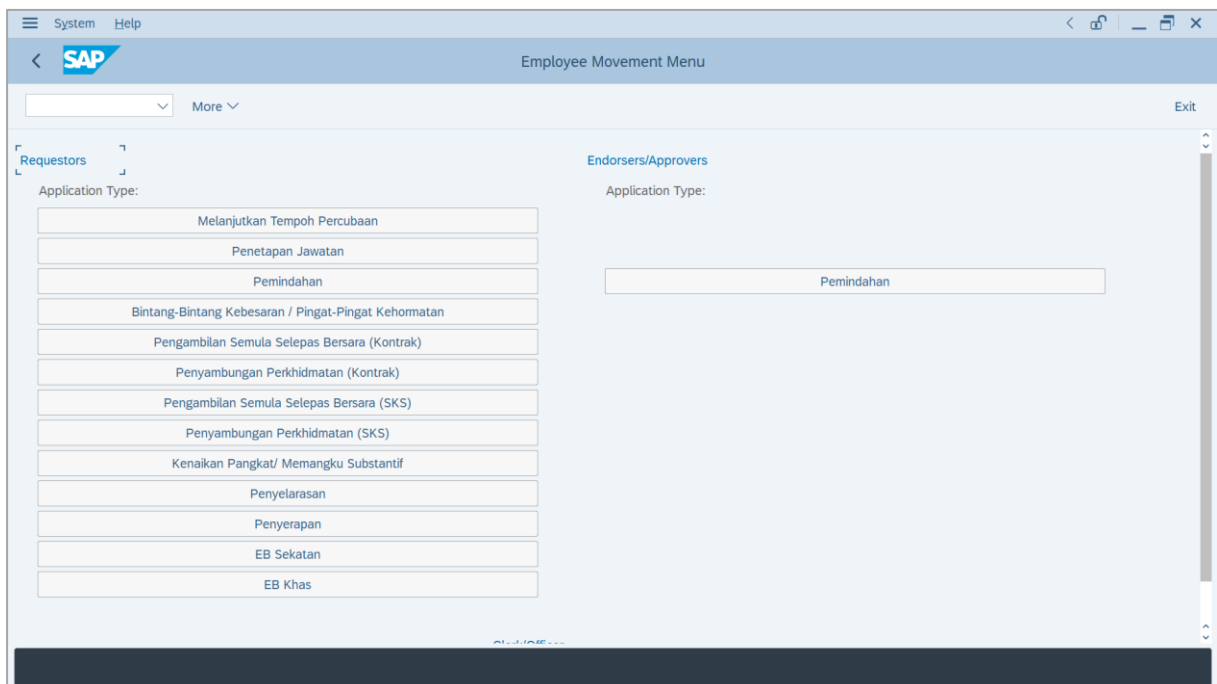
Department HR Administrator

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

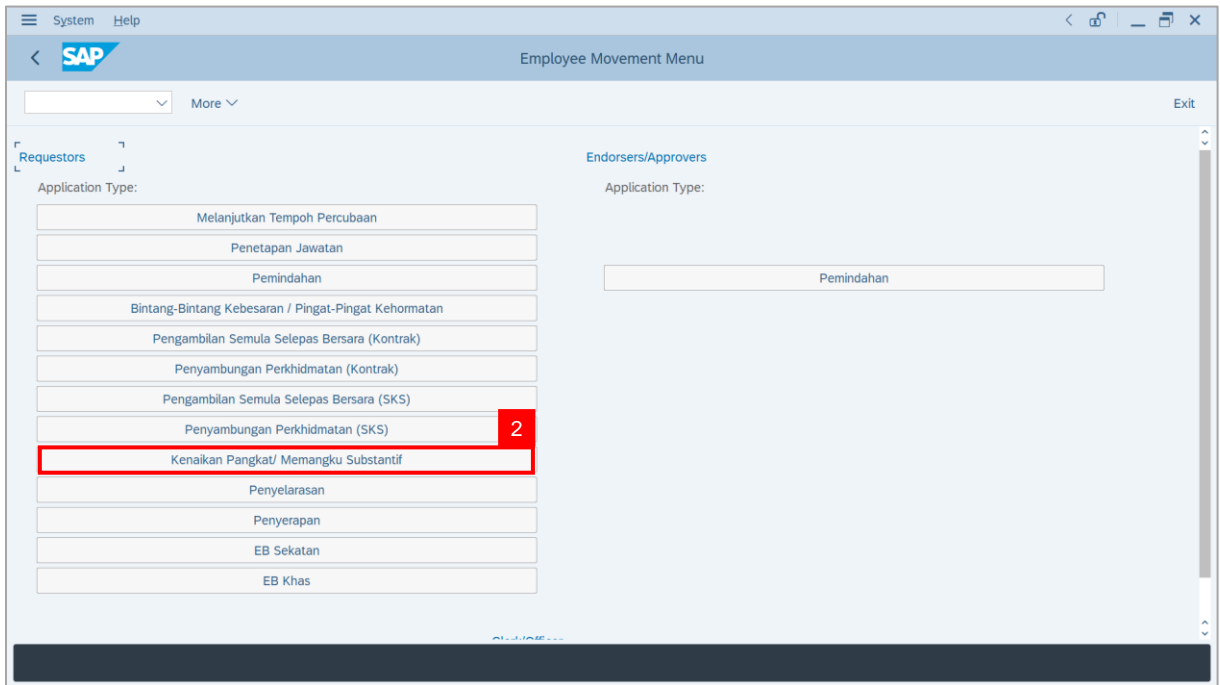
1. Enter **ZEMOVADM** in the search bar.



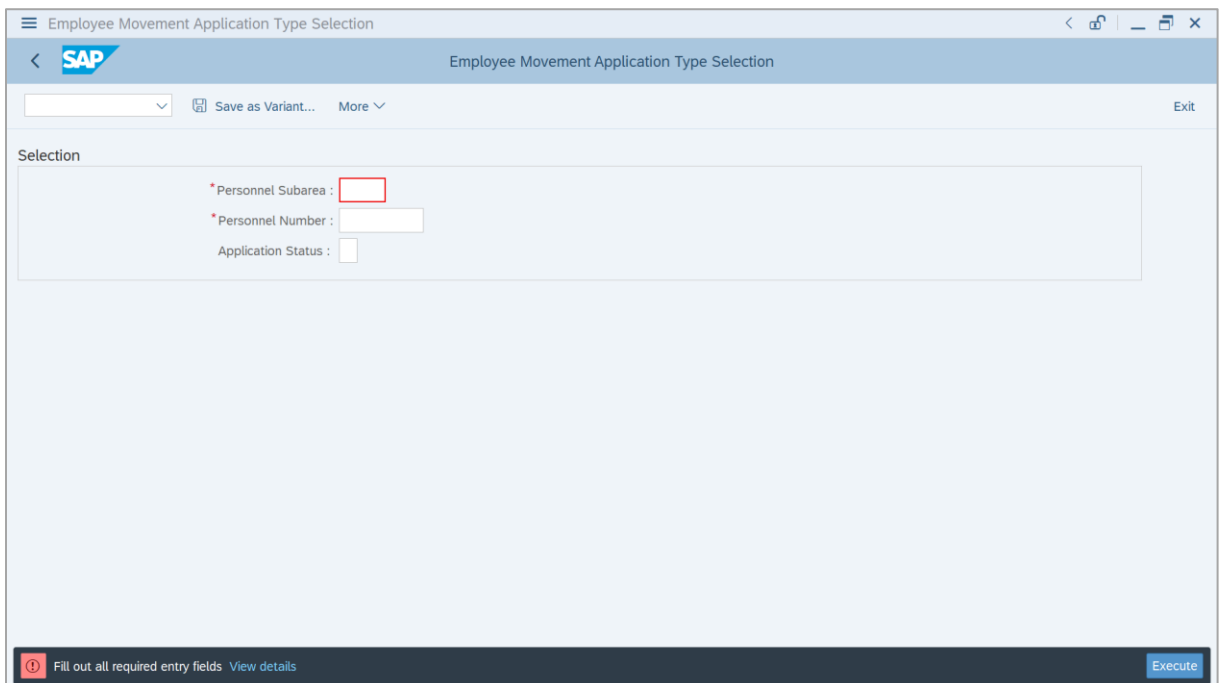
Note: Employee Movement Menu page will be displayed.



2. Under **Requestors: Application Type**, click on **Kenaikan Pangkat / Memangku Substantif**.

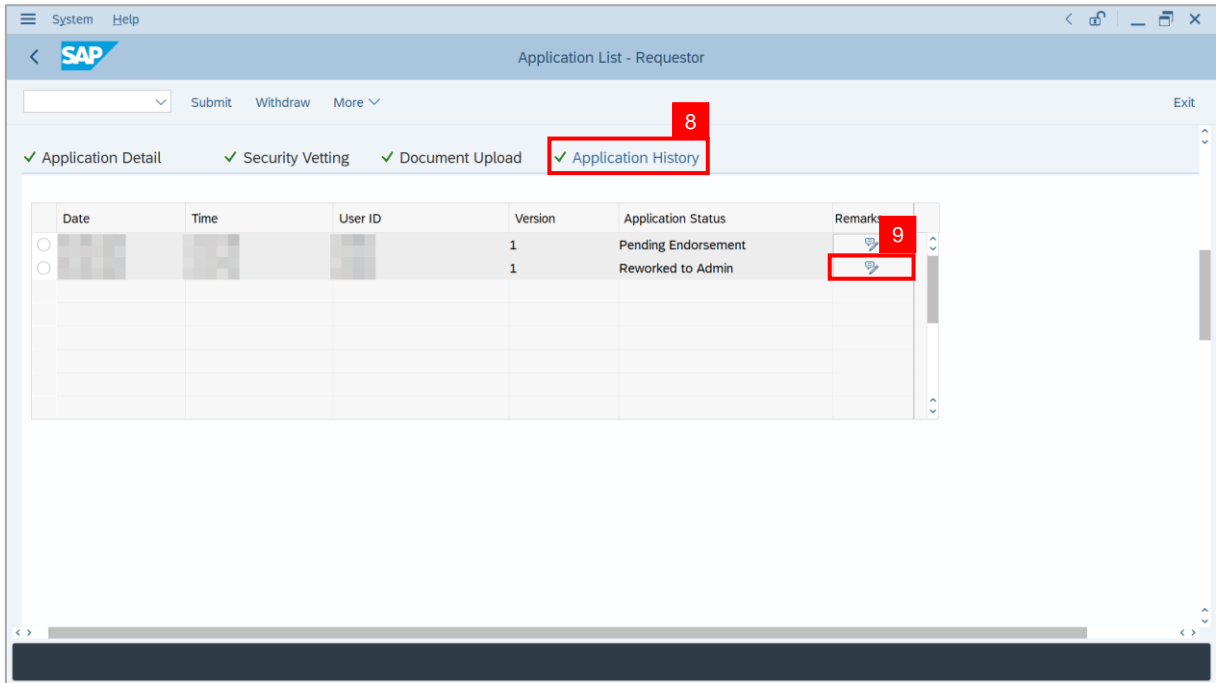


Note: The Employee Movement Application: Type Selection page will be displayed.

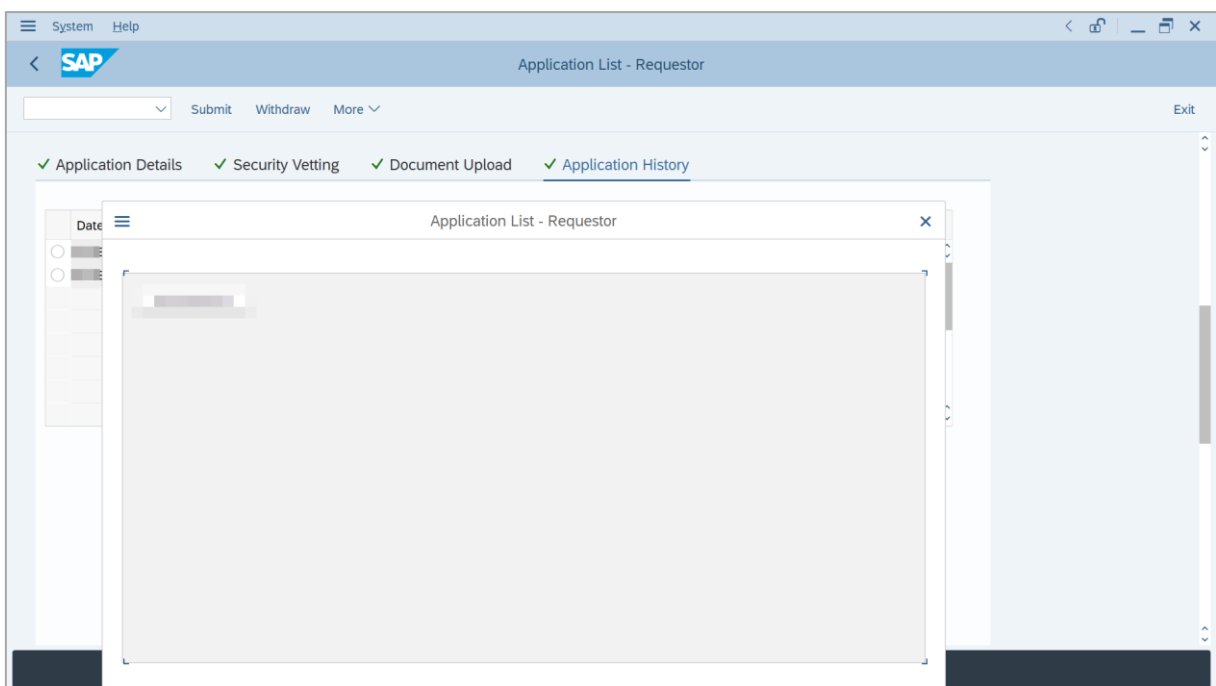


8. Navigate to **Application History** tab.

9. Click on **Remarks** button to view any comments made by **JPA Endorser** or/and **SPA Approver**.

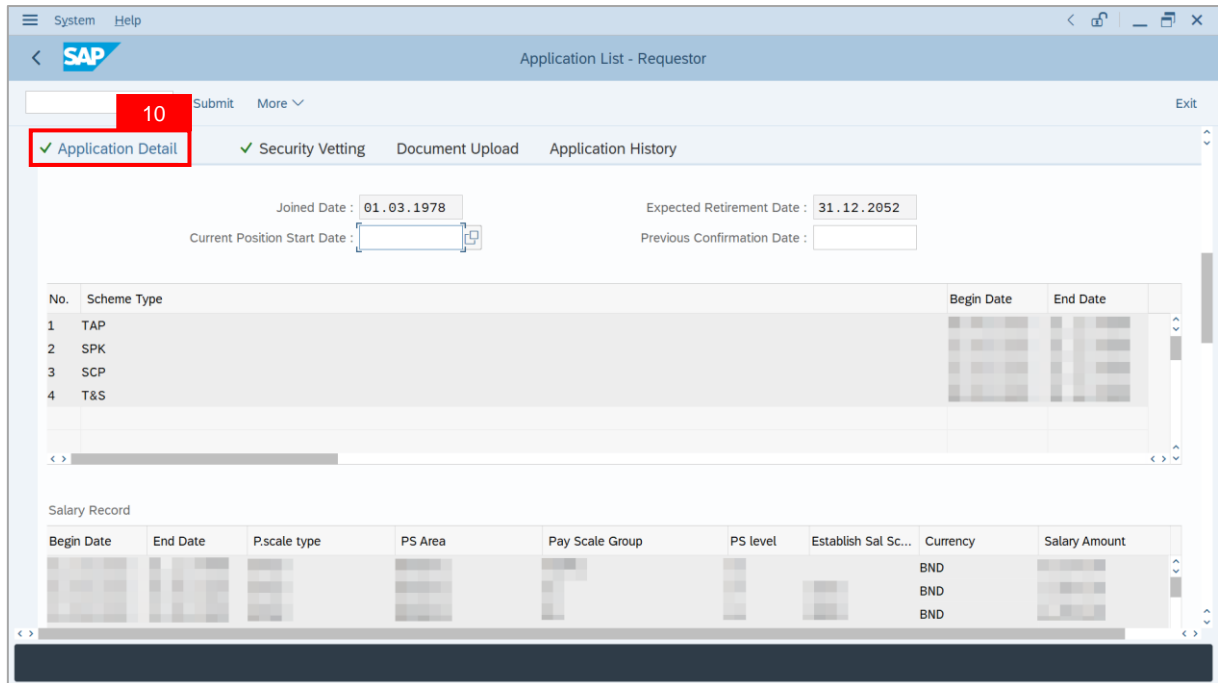


Note: The **Remarks** page will be displayed.



10. Navigate to **Application Detail** tab.

Note: **Department HR Administrator** may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.

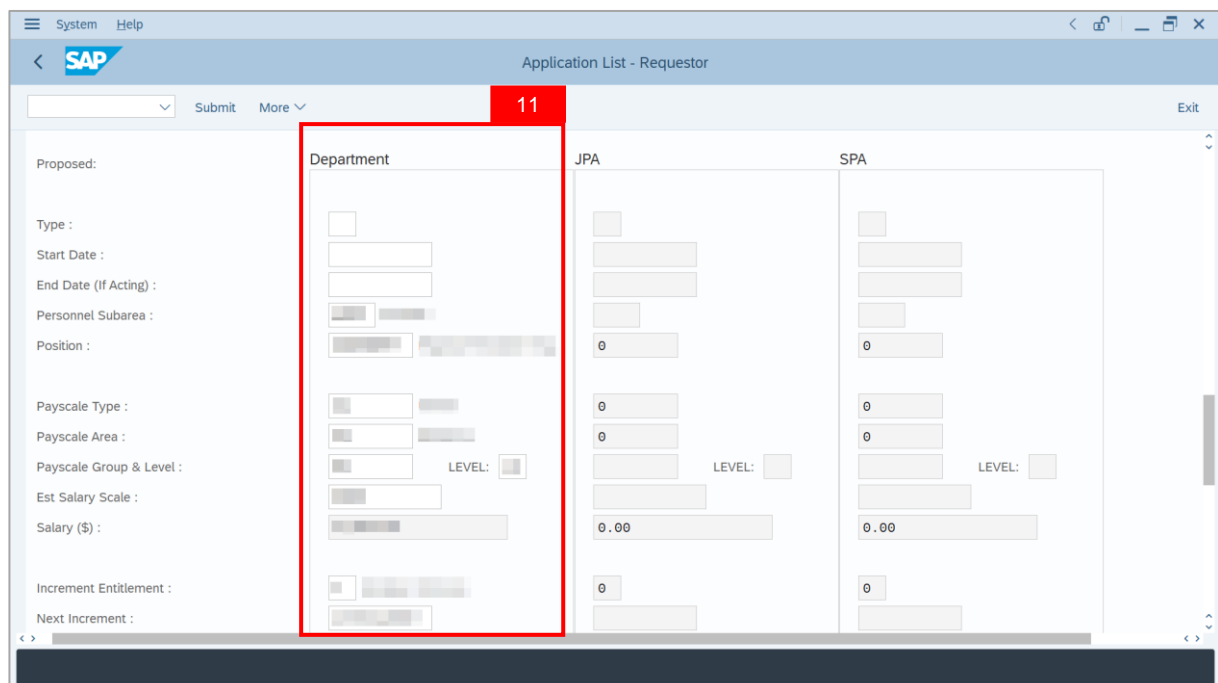


The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Detail' tab is selected and highlighted with a red box, with the number '10' next to it. The interface displays several date fields: 'Joined Date' (01.03.1978), 'Expected Retirement Date' (31.12.2052), 'Current Position Start Date', and 'Previous Confirmation Date'. Below these are two tables: 'Scheme Type' and 'Salary Record'.

No.	Scheme Type	Begin Date	End Date
1	TAP		
2	SPK		
3	SCP		
4	T&S		

Begin Date	End Date	Pscale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary Amount
							BND	
							BND	
							BND	

11. **Department HR Administrator** may review and amend **Proposed Kenaikan Pangkat / Memangku Substantif Details** under **Department** column, if required.



The screenshot shows the 'Proposed' details form in the SAP 'Application List - Requestor' interface. The 'Department' column is highlighted with a red box, with the number '11' next to it. The form includes fields for 'Type', 'Start Date', 'End Date (If Acting)', 'Personnel Subarea', 'Position', 'Payscale Type', 'Payscale Area', 'Payscale Group & Level', 'Est Salary Scale', 'Salary (\$)', 'Increment Entitlement', and 'Next Increment'. The 'Department' column is the largest and contains the most fields.

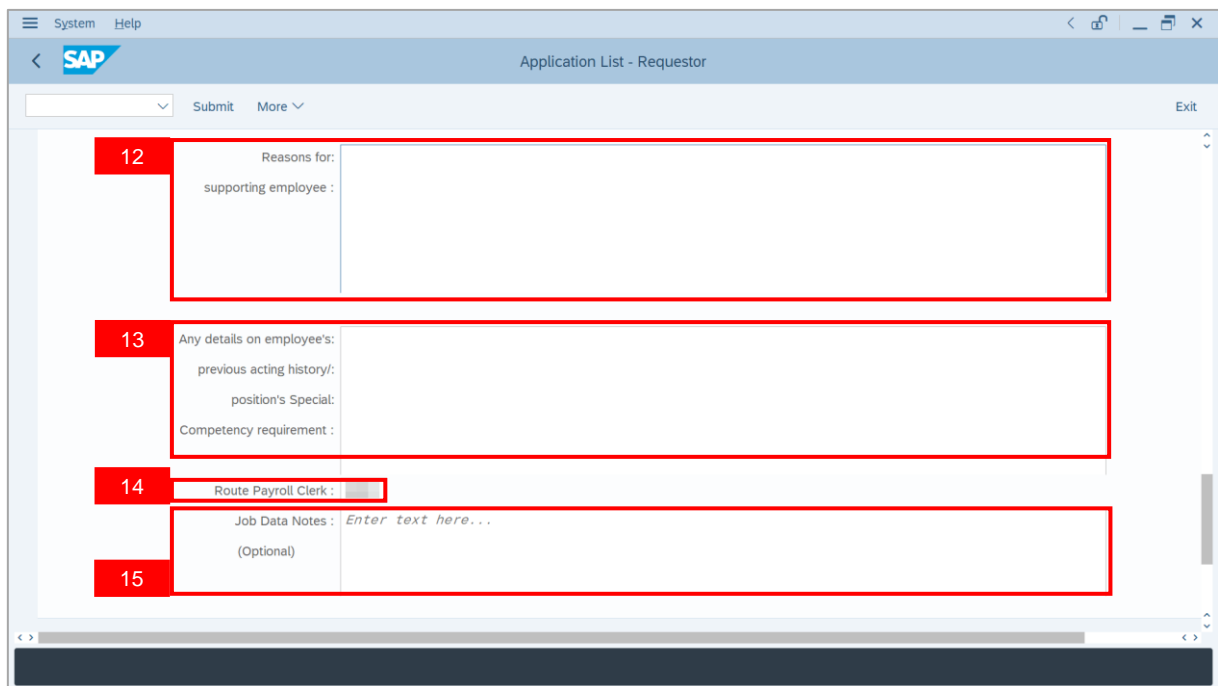
12. Enter **Reason for supporting employee**.

13. Enter **Employee's Acting history / Position's special / Competency requirement** (Optional) to further support the Promotion / Substantive Acting application.

14. Enter **Route Payroll Clerk**.

Note: This field is mandatory for **Substantive Acting**. Select the budget owner subarea, e.g, if acting allowance is expected to be paid by JPA, select JPA (Subarea: SA10)

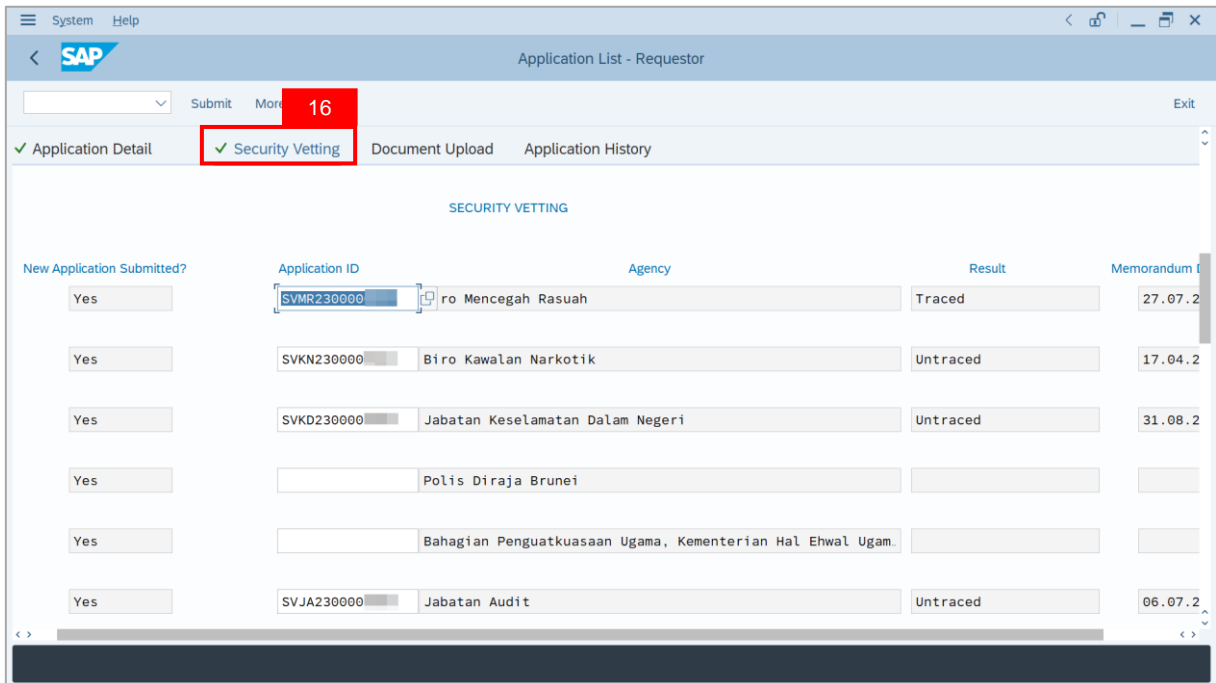
15. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. The form is divided into several sections, each highlighted with a red box and a corresponding number:

- 12**: A text area labeled 'Reasons for: supporting employee :'. The text area is empty.
- 13**: A text area labeled 'Any details on employee's: previous acting history/: position's Special: Competency requirement :'. The text area is empty.
- 14**: A dropdown menu labeled 'Route Payroll Clerk :'. The dropdown is currently empty.
- 15**: A text area labeled 'Job Data Notes : Enter text here... (Optional)'. The text area is empty.

16. Navigate to **Security Vetting** tab.



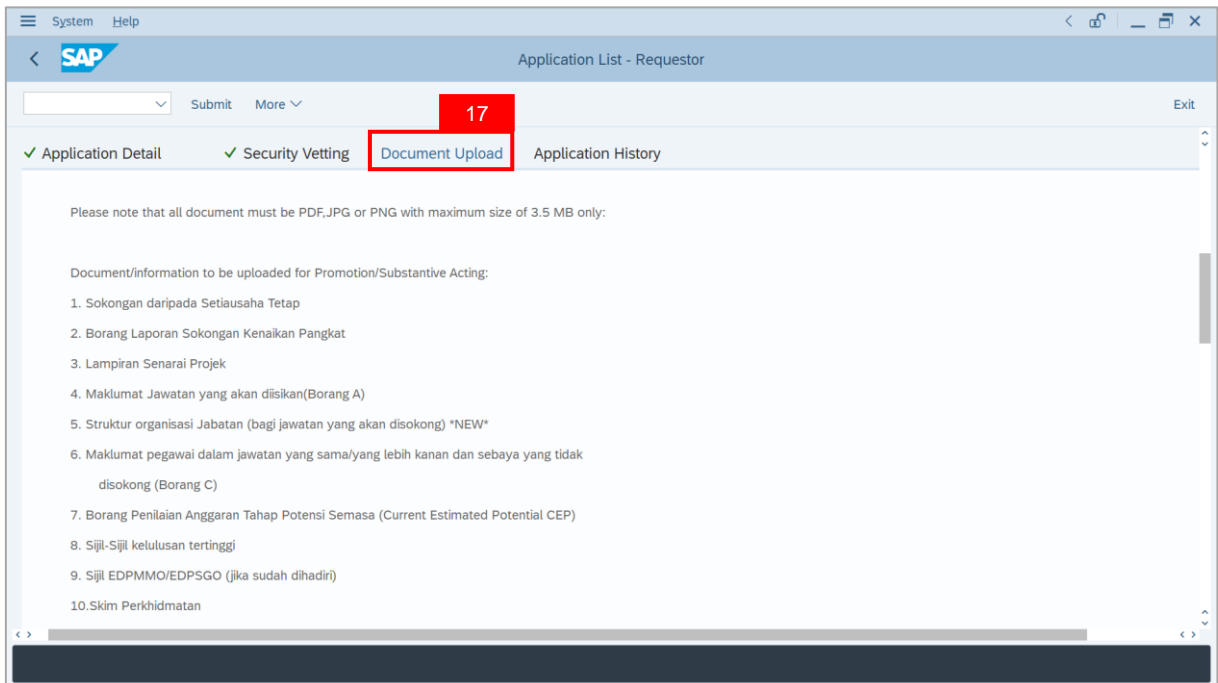
New Application Submitted?	Application ID	Agency	Result	Memorandum (Date)
Yes	SVMR230000	Biro Mencegah Rasuah	Traced	27.07.2
Yes	SVKN230000	Biro Kawalan Narkotik	Untraced	17.04.2
Yes	SVKD230000	Jabatan Keselamatan Dalam Negeri	Untraced	31.08.2
Yes		Polis Diraja Brunei		
Yes		Bahagian Penguatkuasaan Ugama, Kementerian Hal Ehwal Ugam.		
Yes	SVJA230000	Jabatan Audit	Untraced	06.07.2

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

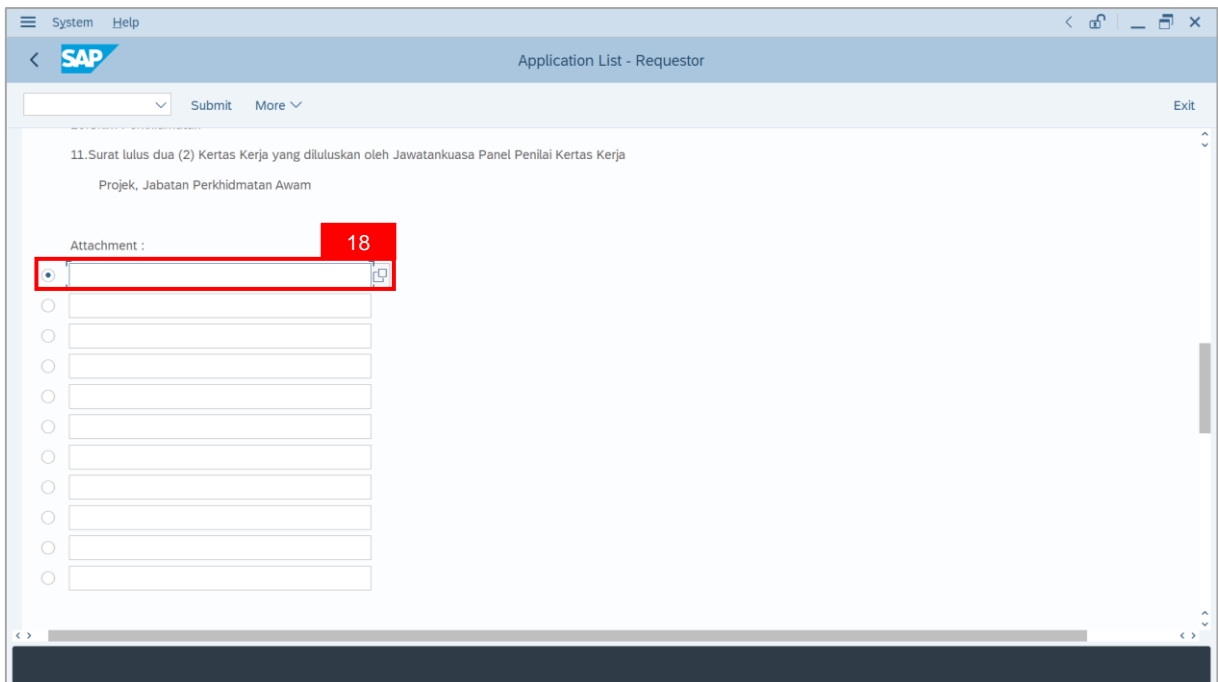
Note (ii): If there is an **Application ID** being displayed but **no result shown**, it means that Security Vetting application result is **pending** from Security Vetting agencies.

Note (iii): If there is **no previous Security Vetting results**, requestors may apply for Security Vetting.

17. Navigate to **Document Upload** tab.

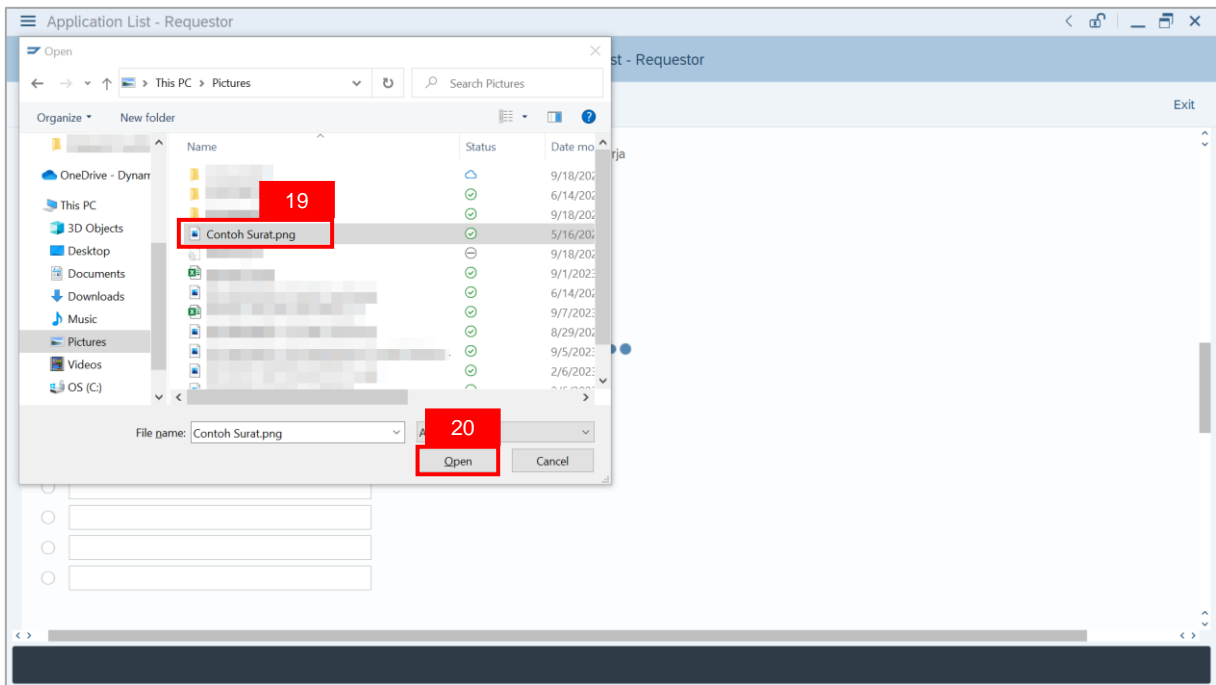


18. Click on **Lookup** icon to upload **Attachment**.



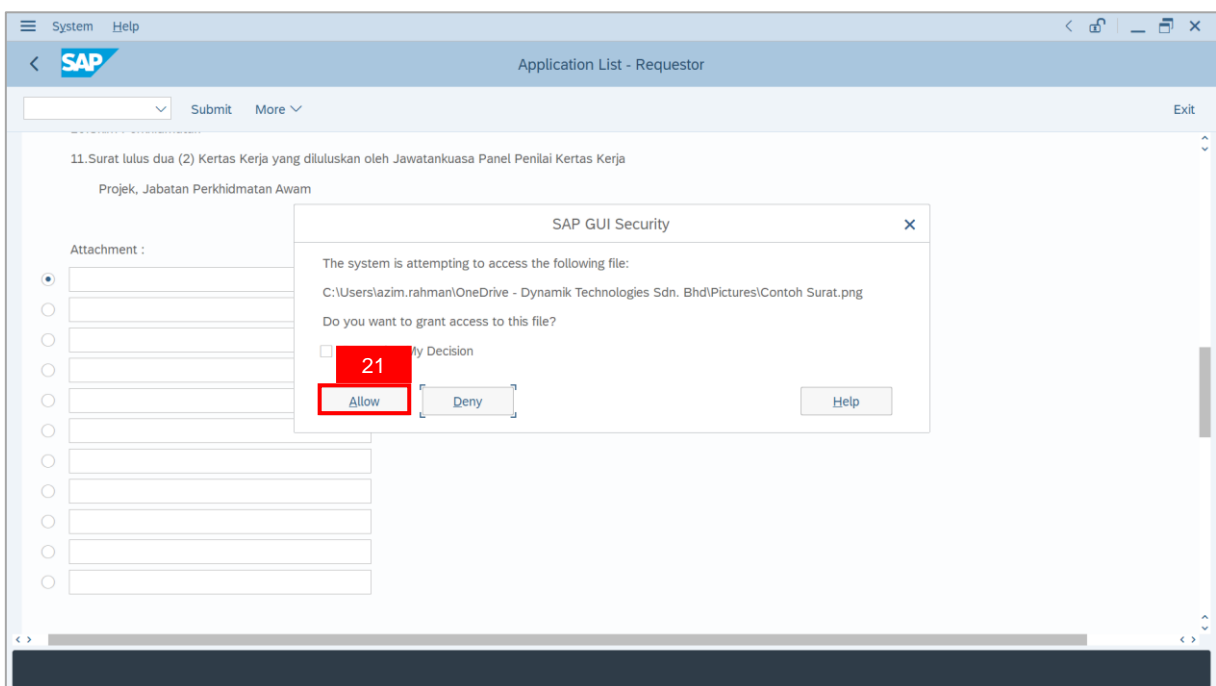
19. Select **File** to be uploaded.

20. Click on **Open** button.

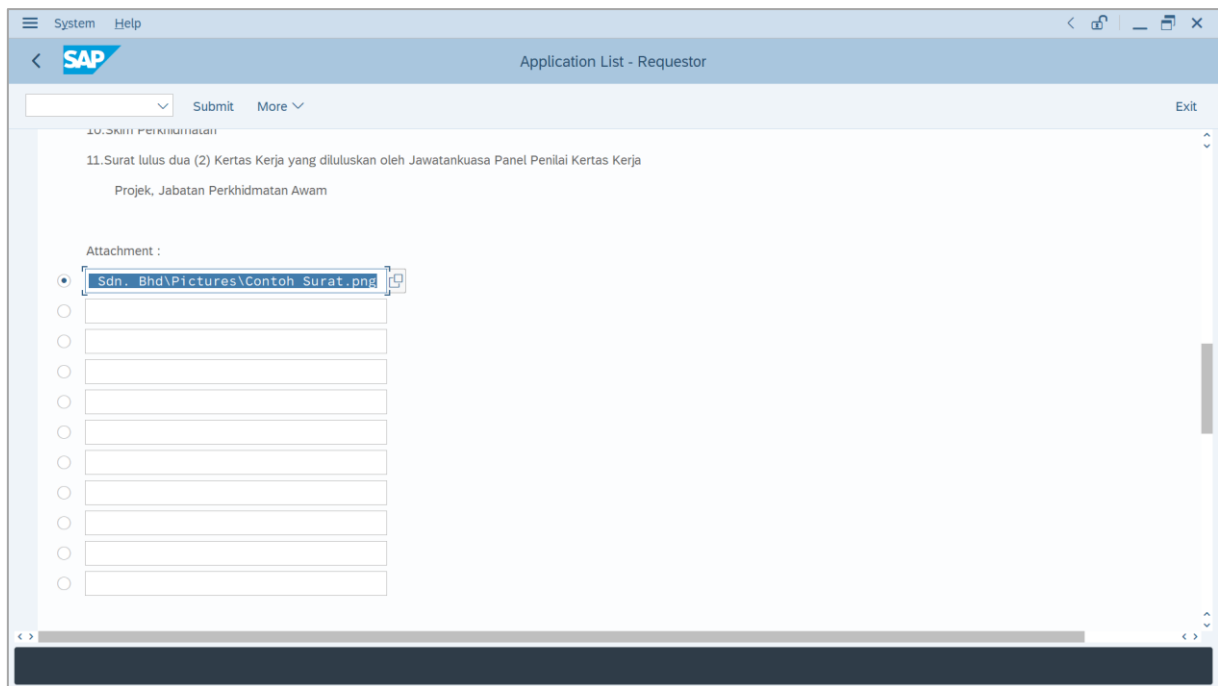


Note: The **SAP GUI Security** message will be displayed.

21. Click on **Allow** button.



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

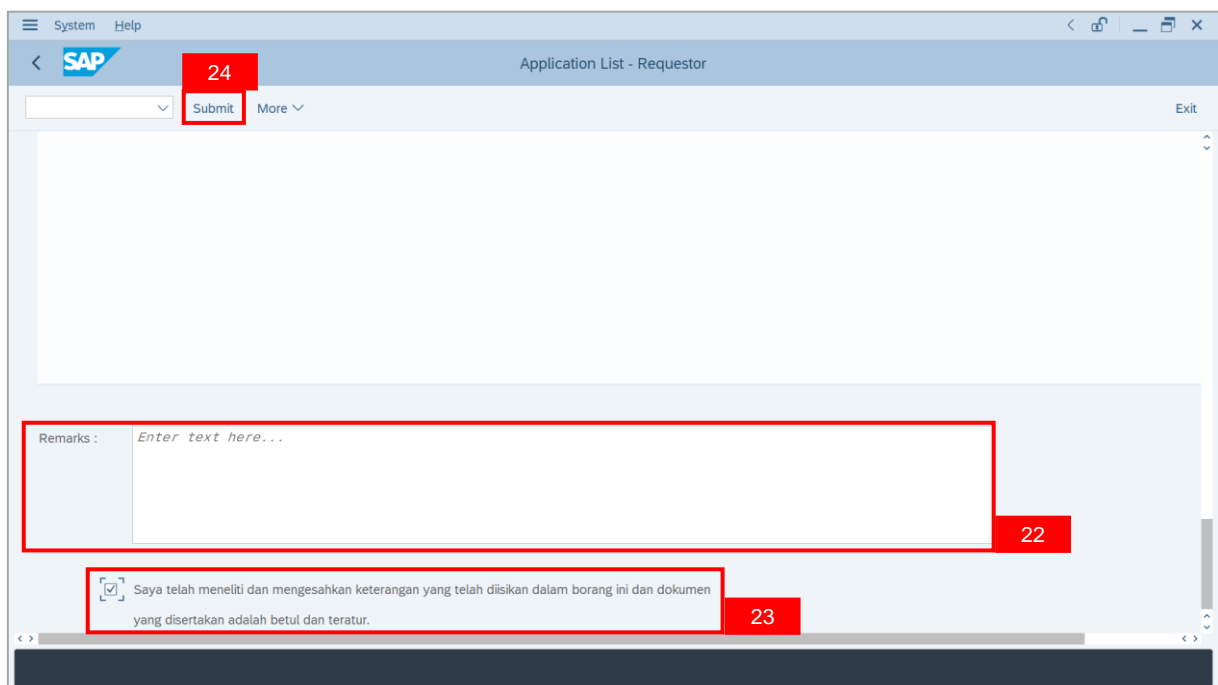


The screenshot shows the SAP 'Application List - Requestor' interface. At the top, there are 'System' and 'Help' menus. Below the SAP logo, there is a search dropdown, 'Submit' and 'More' buttons, and an 'Exit' button. The main content area displays the following text: '10. SKALA PERKHIDMATAN', '11. Surat lulus dua (2) Kertas Kerja yang diluluskan oleh Jawatankuasa Panel Penilai Kertas Kerja', and 'Projek, Jabatan Perkhidmatan Awam'. Under the heading 'Attachment:', there is a list of files. The first file, 'Sdn.. Bhd\Pictures\Contoh Surat.png', is selected with a radio button and has a file icon to its right. Below it are several empty rows, each with a radio button.

22. Enter the **Remarks** for employee's application.

23. Tick on **Declaration** checkbox.

24. Click on **Submit** button.



This screenshot shows the same SAP interface as the previous one, but with annotations for steps 22, 23, and 24. A red box labeled '24' highlights the 'Submit' button. A large red box labeled '22' highlights the 'Remarks' text area, which contains the placeholder text 'Enter text here...'. Below the remarks area, a red box labeled '23' highlights a declaration checkbox and its text: 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.'

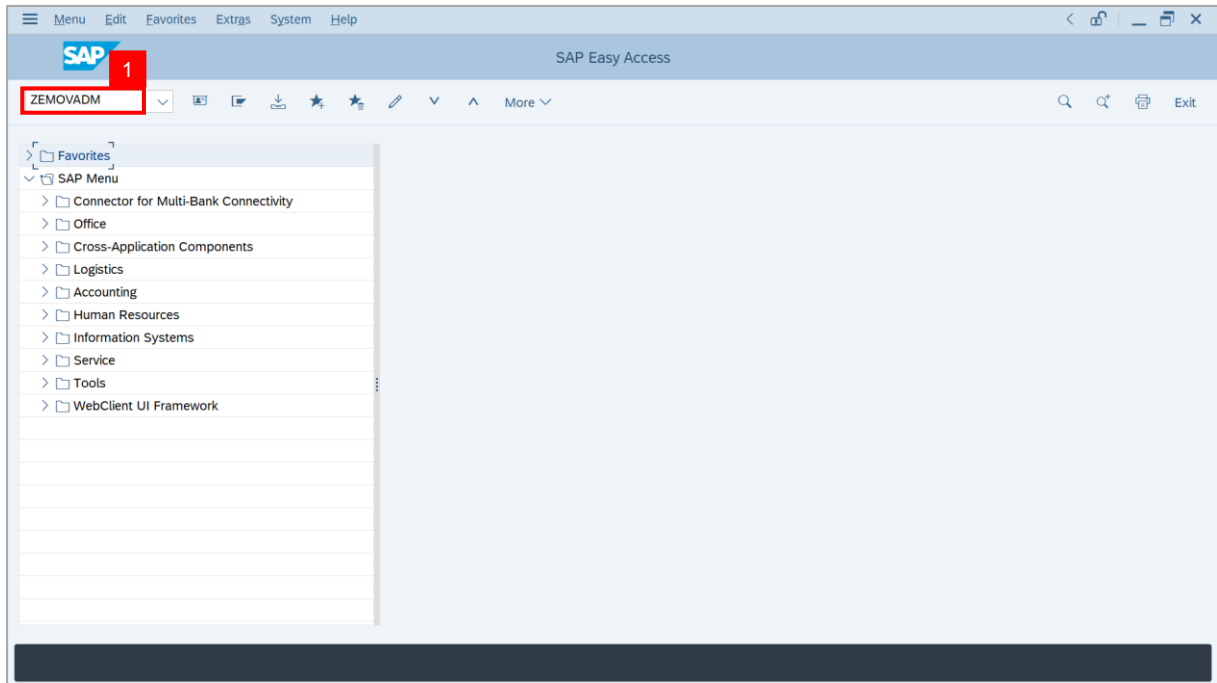
**WITHDRAW
APPLICATION**

Backend User

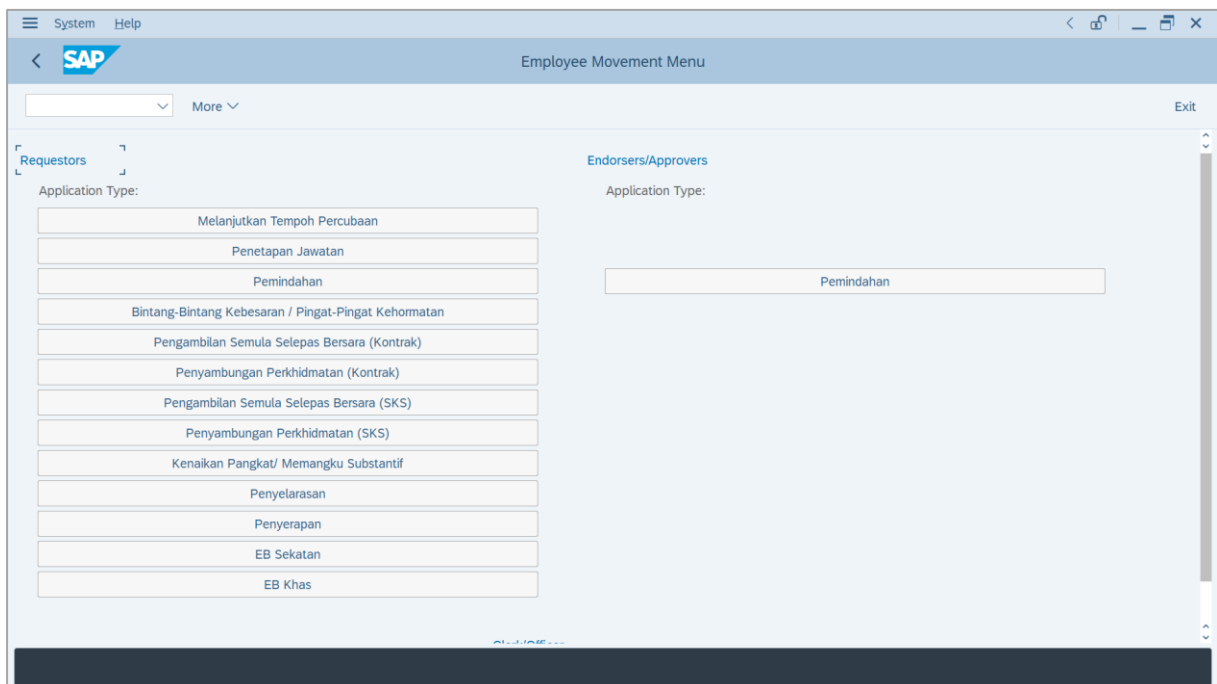
Department HR Administrator

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

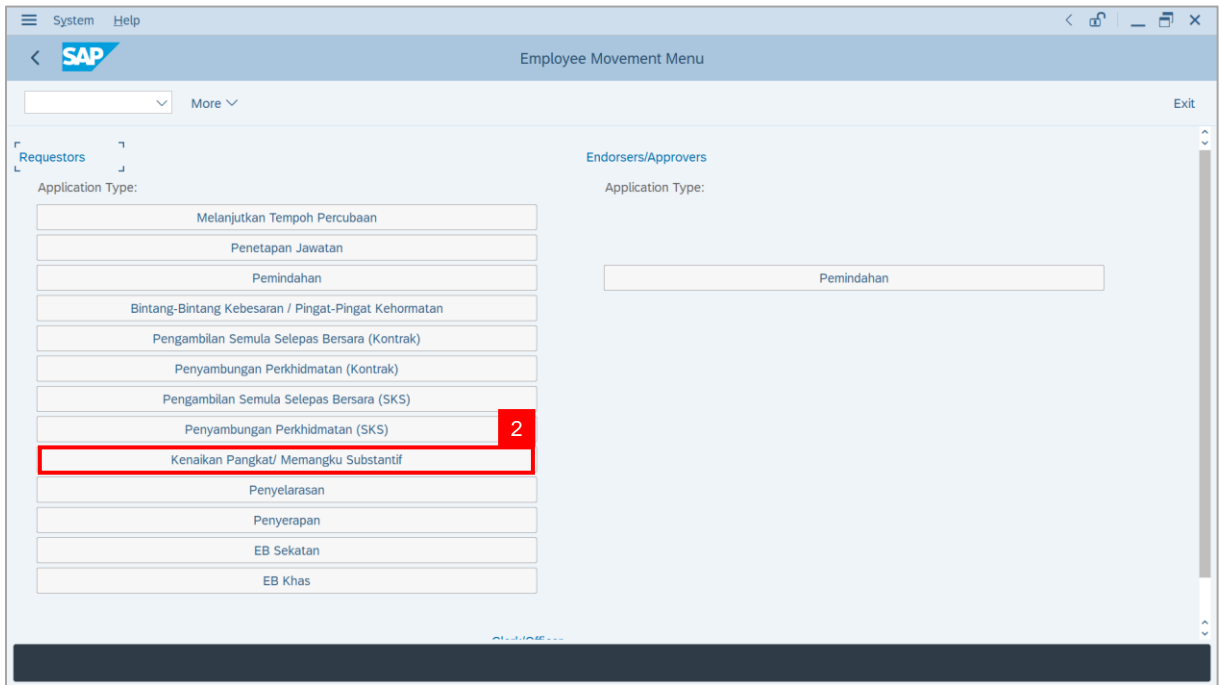
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

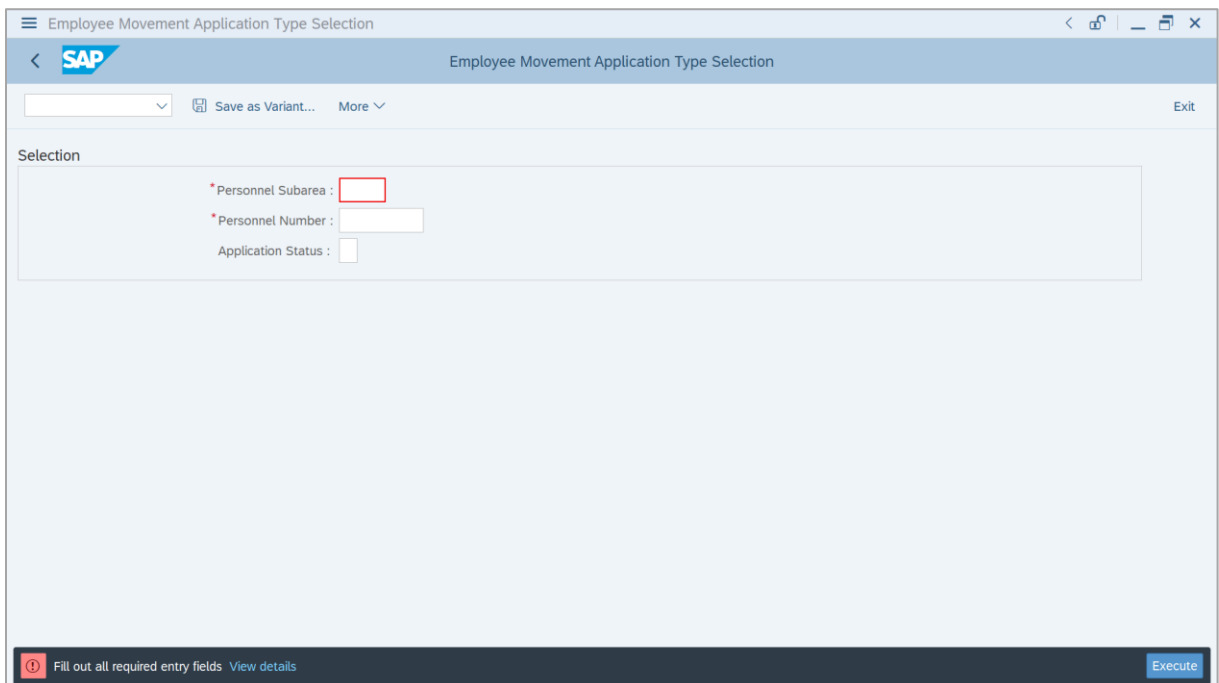


2. Under **Requestors: Application Type**, click on **Kenaikan Pangkat / Memangku Substantif**.



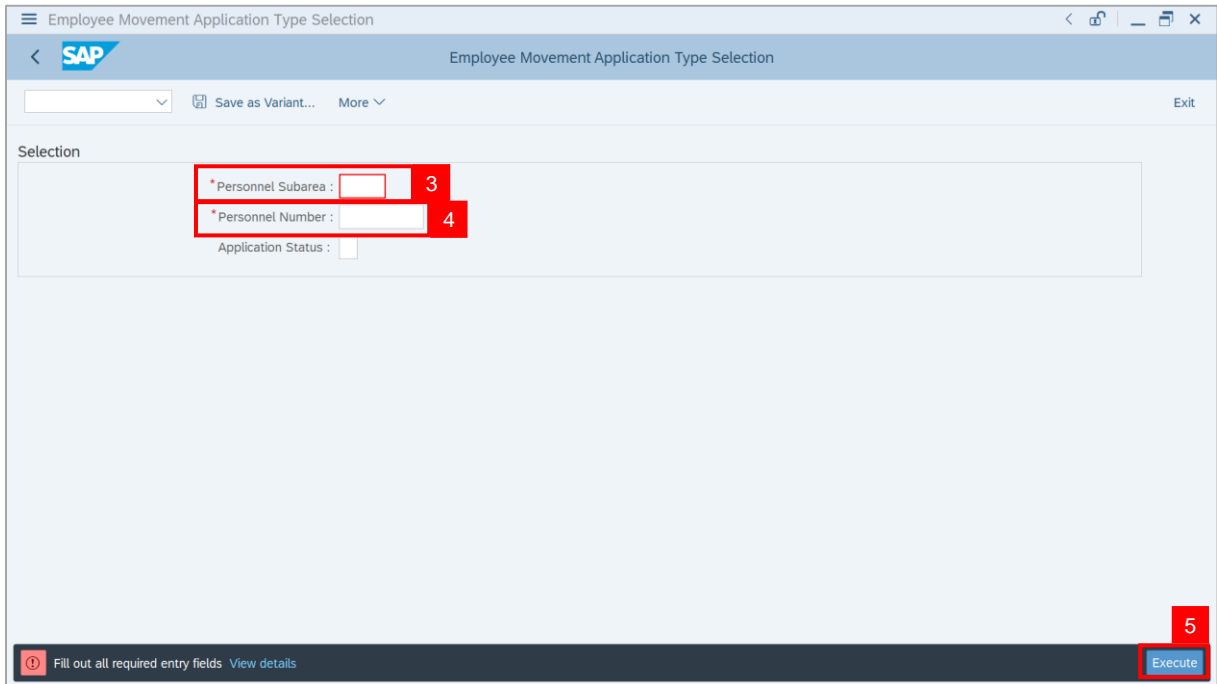
The screenshot shows the SAP Employee Movement Menu. On the left, under 'Requestors', there is a list of application types. The option 'Kenaikan Pangkat/ Memangku Substantif' is highlighted with a red box and a red '2' next to it. Other options include 'Melanjutkan Tempoh Percubaan', 'Penetapan Jawatan', 'Pemindahan', 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan', 'Pengambilan Semula Selepas Bersara (Kontrak)', 'Penyambungan Perkhidmatan (Kontrak)', 'Pengambilan Semula Selepas Bersara (SKS)', 'Penyambungan Perkhidmatan (SKS)', 'Penyelarasan', 'Penyerapan', 'EB Sekatan', and 'EB Khas'. On the right, under 'Endorsers/Approvers', there is a single option 'Pemindahan'.

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

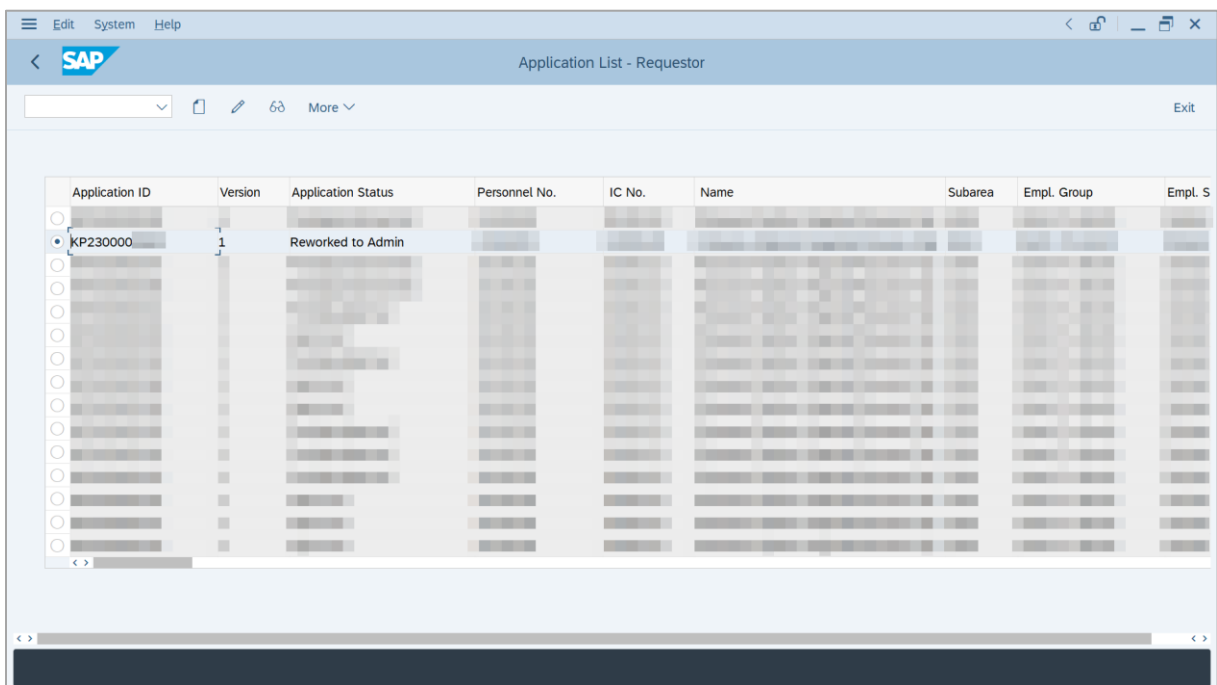


The screenshot shows the SAP Employee Movement Application Type Selection screen. It features a 'Selection' section with three input fields: '*Personnel Subarea' (with a red box around it), '*Personnel Number', and 'Application Status'. At the bottom, there is a message 'Fill out all required entry fields View details' and an 'Execute' button.

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

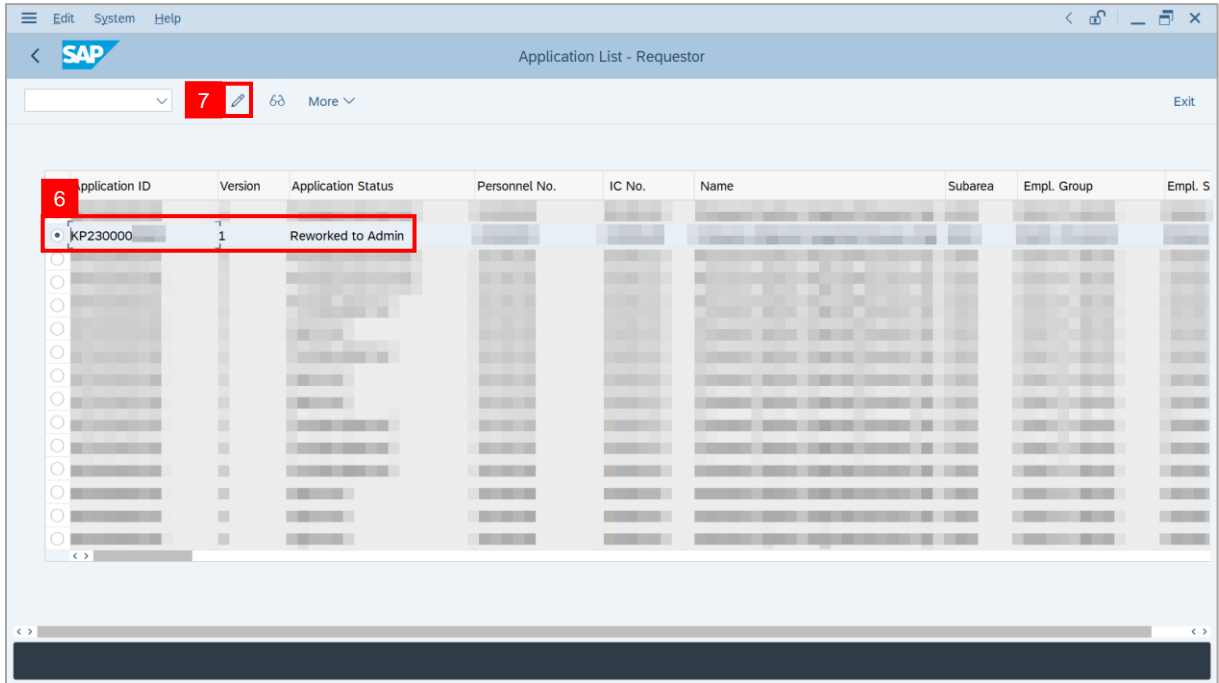


Note: The **Application List – Requestor** page will be displayed.

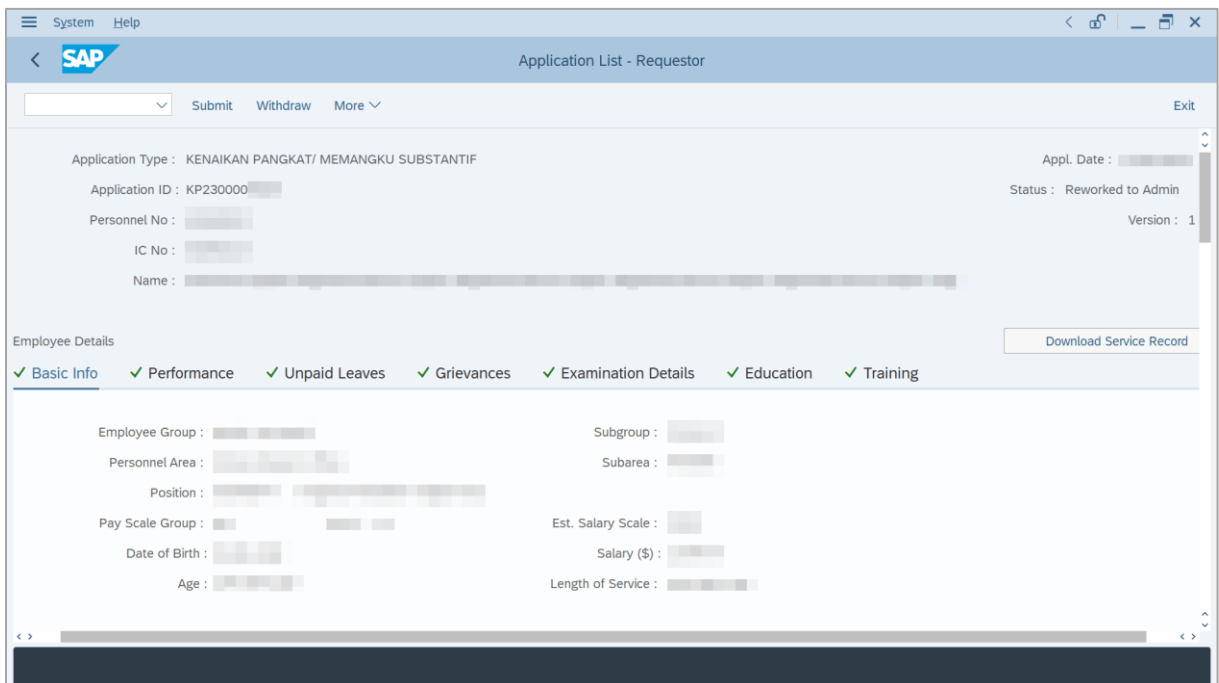


6. Select an employee with **Application Status – ‘Reworked to Admin’** and click on **Radio** button.

7. Click on **Change** icon.

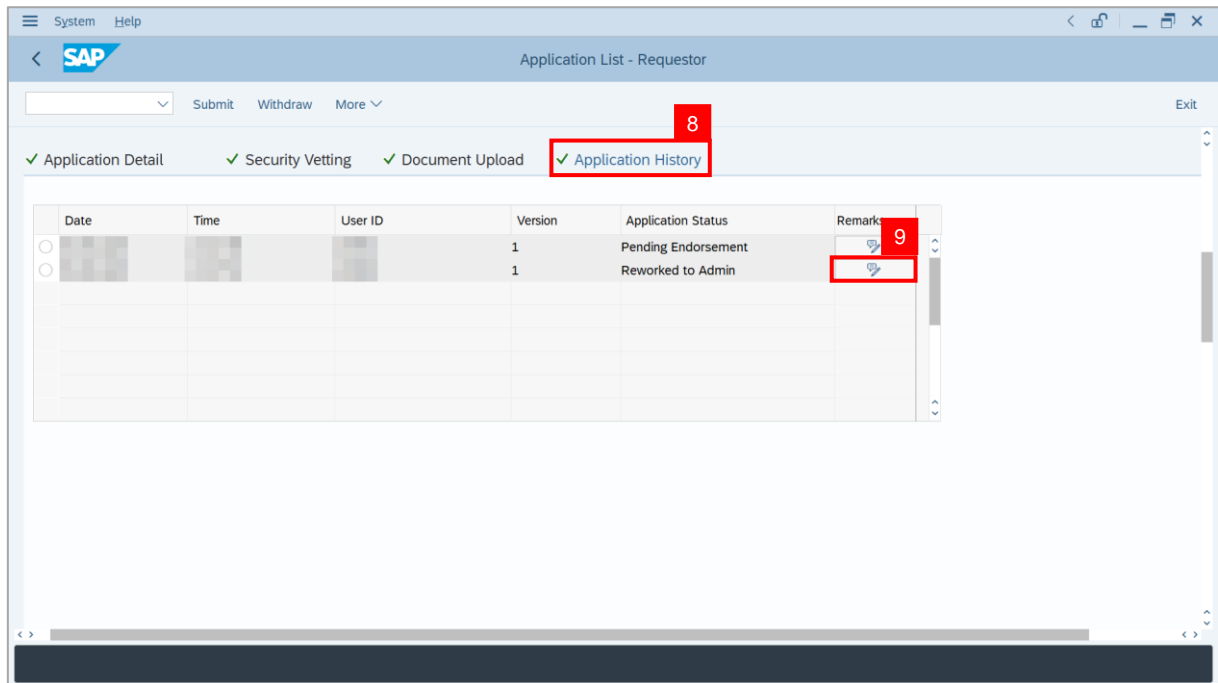


Note: The **Application List – Requestor** page will be displayed.

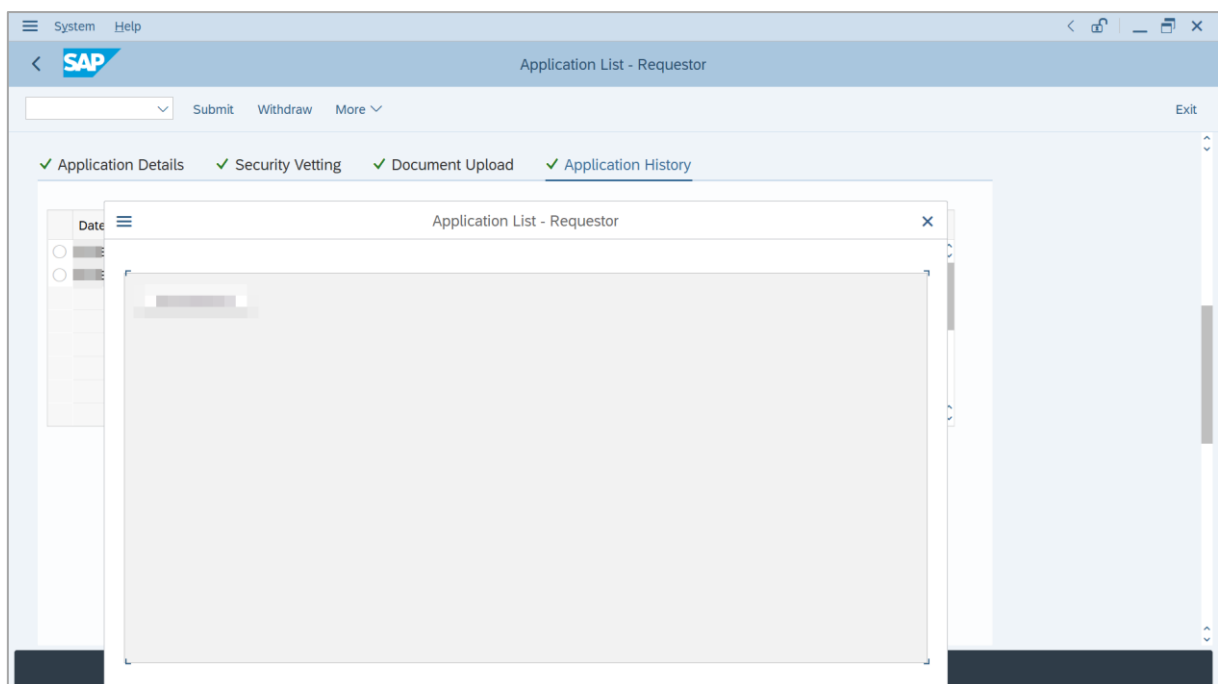


8. Navigate to **Application History** tab.

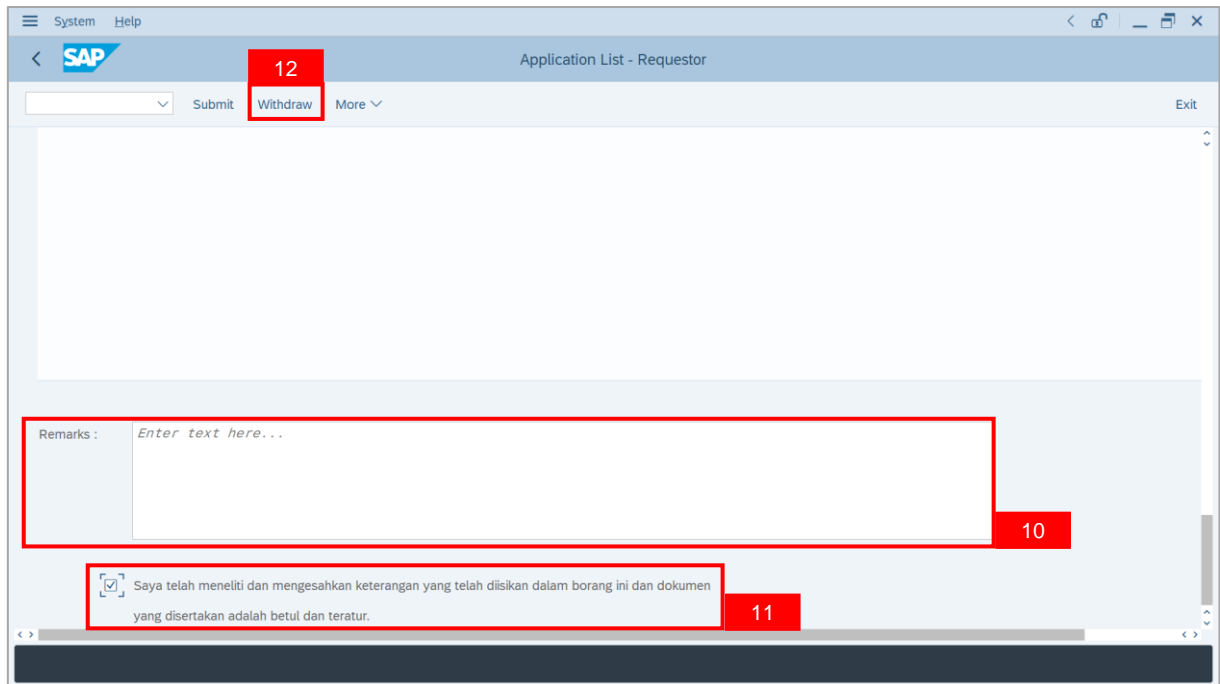
9. Click on **Remarks** button to view any comments made by **JPA Endorser** or/and **SPA Approver**.



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

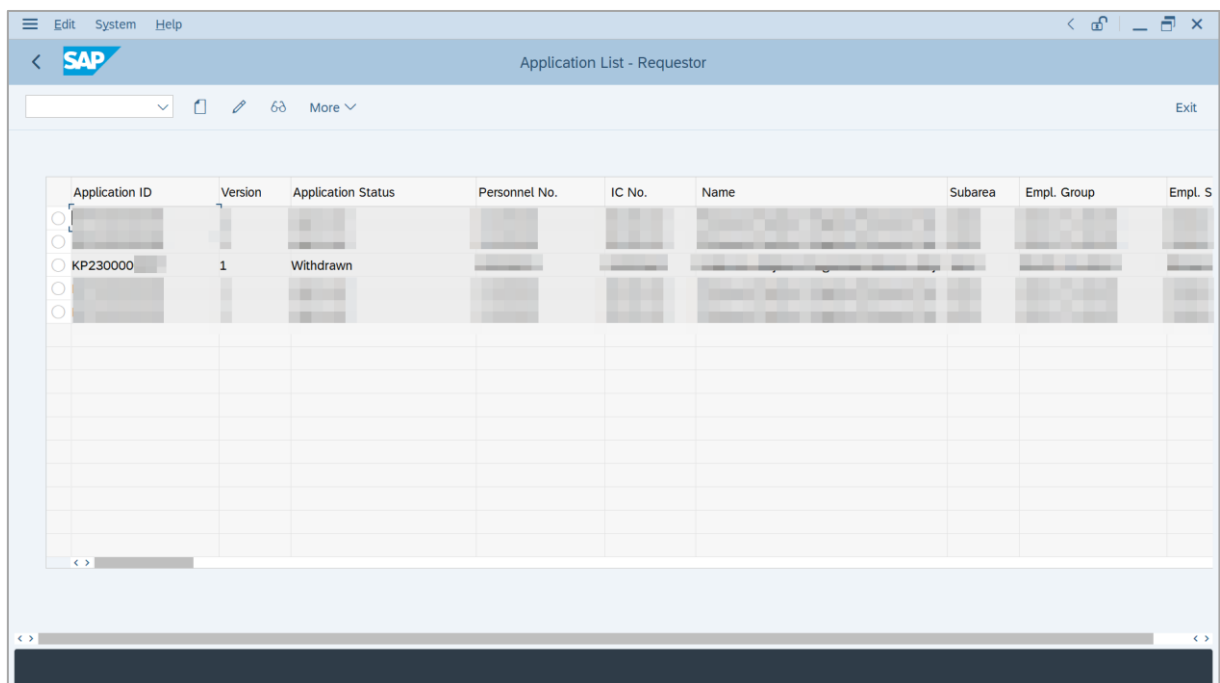


10. Enter the **Remarks** for employee's application.
11. Tick on **Declaration** checkbox.
12. Click on **Withdraw** button.



The screenshot shows the SAP 'Application List - Requestor' form. The 'Remarks' field is highlighted with a red box and labeled '10'. Below it, a declaration checkbox is checked and highlighted with a red box and labeled '11'. The 'Withdraw' button is highlighted with a red box and labeled '12'.

Outcome: The **Application** has successfully been withdrawn.



The screenshot shows the SAP 'Application List - Requestor' table. The table has the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, Empl. Group, and Empl. S. The application with ID KP230000 is highlighted and its status is 'Withdrawn'.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. S
KP230000	1	Withdrawn						

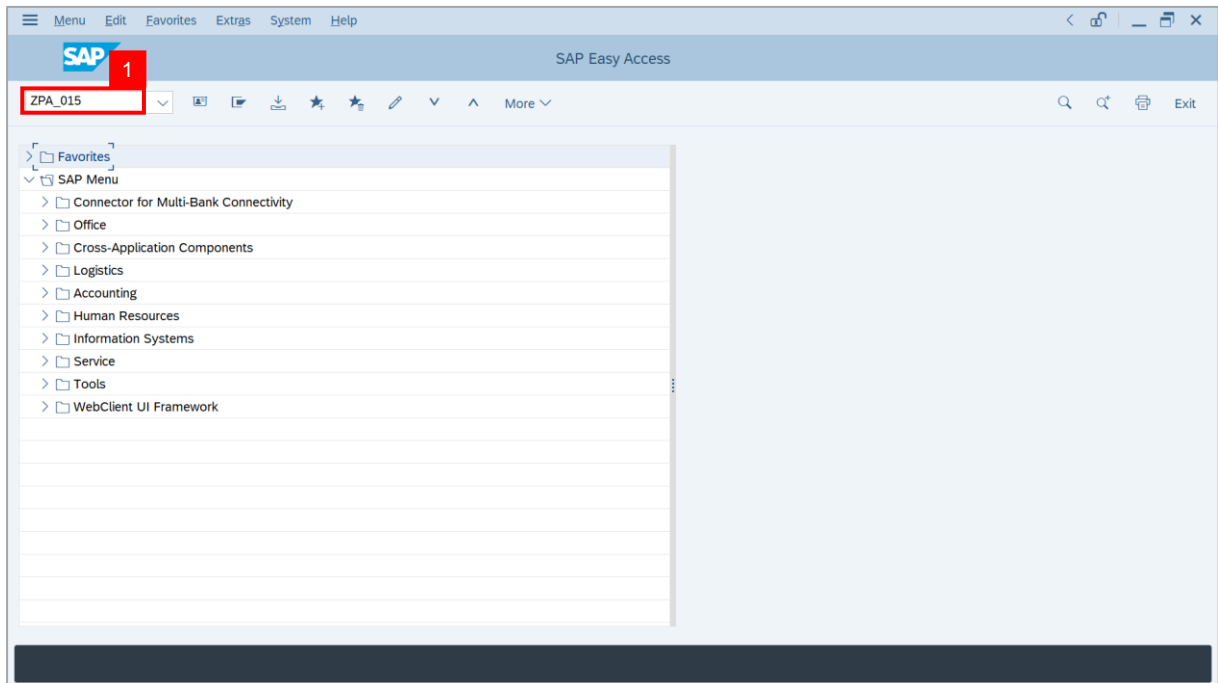
**PROMOTION/
SUBSTANTIVE ACTING
APPLICATION REPORT**

Backend User

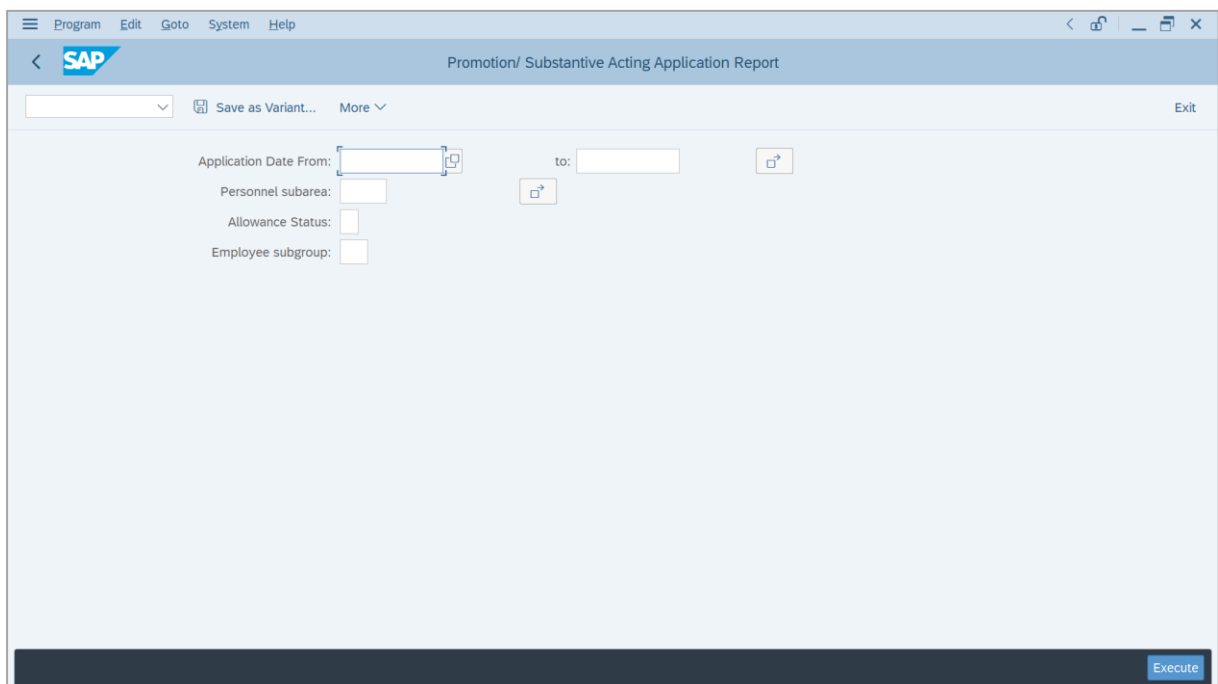
Department HR Administrator

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

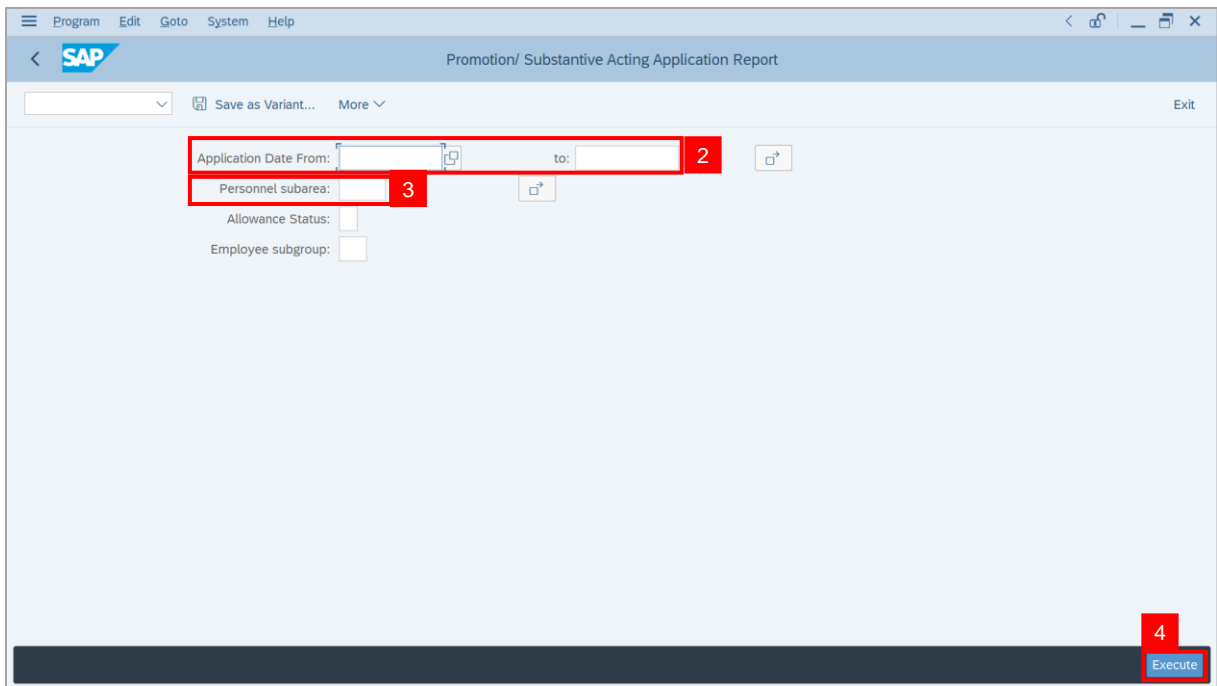
1. Enter **ZPA_015** in the search bar.



Note: The **Promotion / Substantive Acting Application Report** page will be displayed.

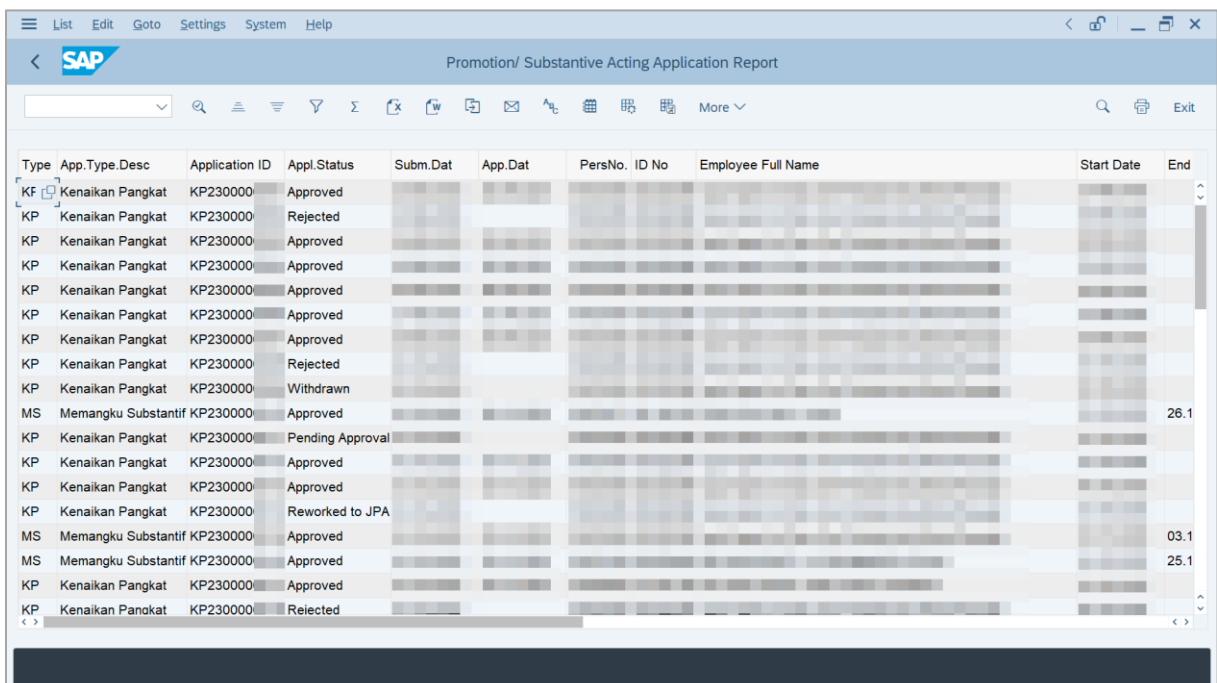


2. Enter **Application Date** of Promotion/Substantive Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



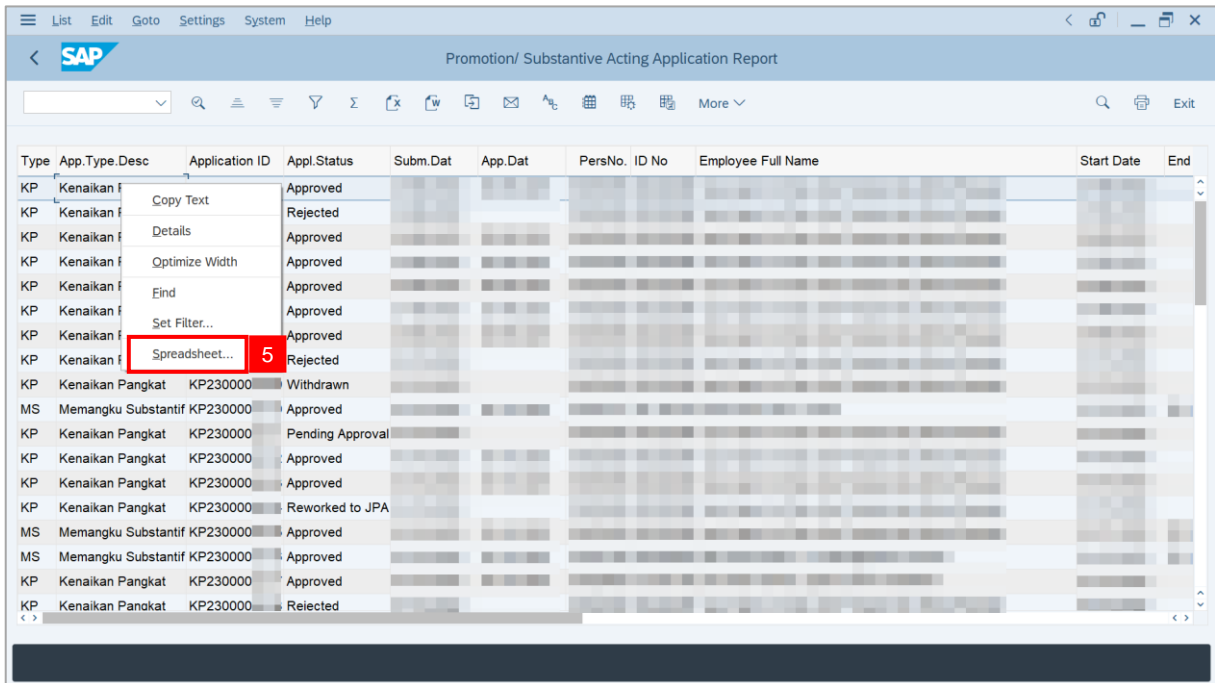
The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report'. The 'Application Date From' and 'Personnel subarea' fields are highlighted with red boxes and labeled with the number 2 and 3 respectively. The 'Execute' button is highlighted with a red box and labeled with the number 4.

Note: The **Promotion / Substantive Acting Application Report** page will be displayed.



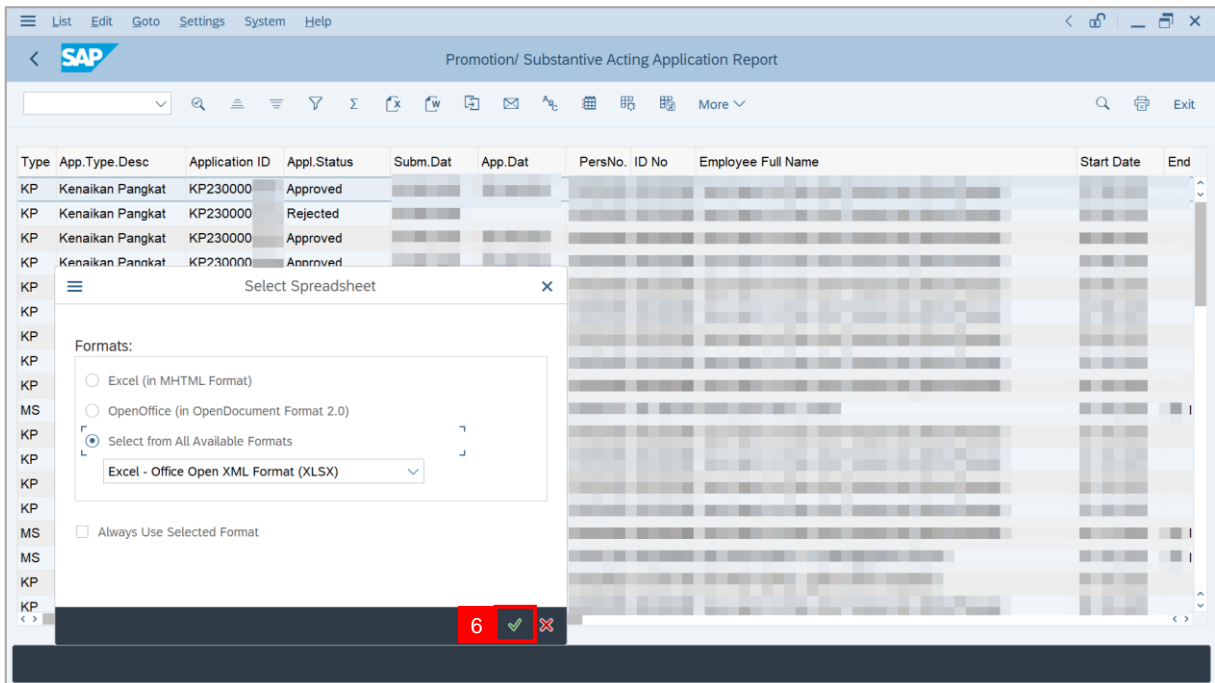
Type	App.Type.Desc	Application ID	Appl.Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KF	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Withdrawn							
MS	Memangku Substantif	KP230000	Approved							26.1
KP	Kenaikan Pangkat	KP230000	Pending Approval							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Reworked to JPA							
MS	Memangku Substantif	KP230000	Approved							03.1
MS	Memangku Substantif	KP230000	Approved							25.1
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							

5. Click the right button on the **Mouse** and select '**Spreadsheet**'.



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

6. Click on **Tick** button.





Outcome: The **Promotion / Substantive Acting Application Report** has successfully been downloaded.

Type	App.Type.Desc	Application ID	Appl Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Withdrawn							
MS	Memangku Substantif	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Pending Approval							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Reworked to JPA							
MS	Memangku Substantif	KP230000	Approved							
MS	Memangku Substantif	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							

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