



SISTEM SUMBER MANUSIA

User Guide

For SPA Approver

Backend (SAP GUI)

Employee Movement (PA):

Promotion / Substantive Acting

VERSION: 1.0



INTRODUCTION

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



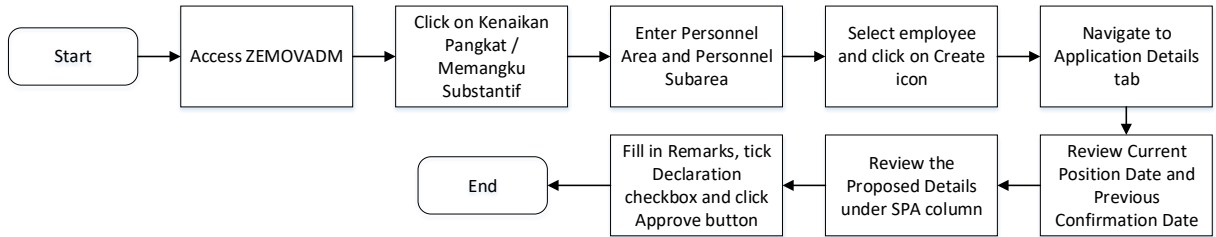
Table of Content

Topics	Page
Introduction	2
Further Assistance	2
Process Overview	4
Maintain Application (SPA Approver)	
Approve Application	5
Rework Application	14
Reject Application	20
Promotion / Substantive Acting Application Report	26

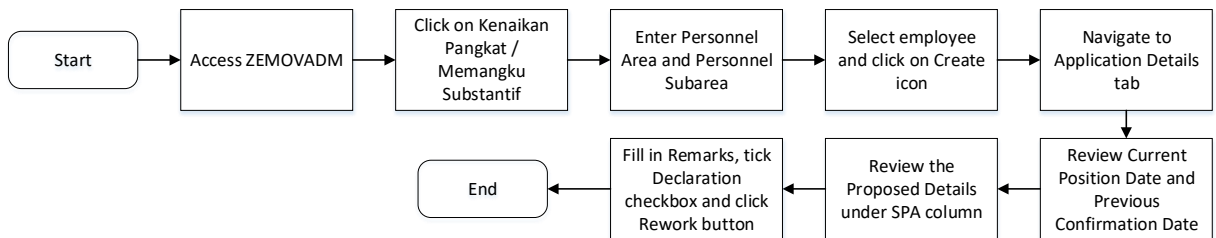


Process Overview

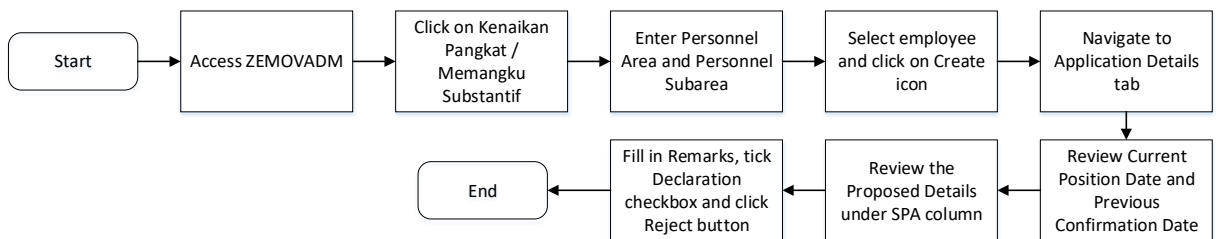
Approve Application



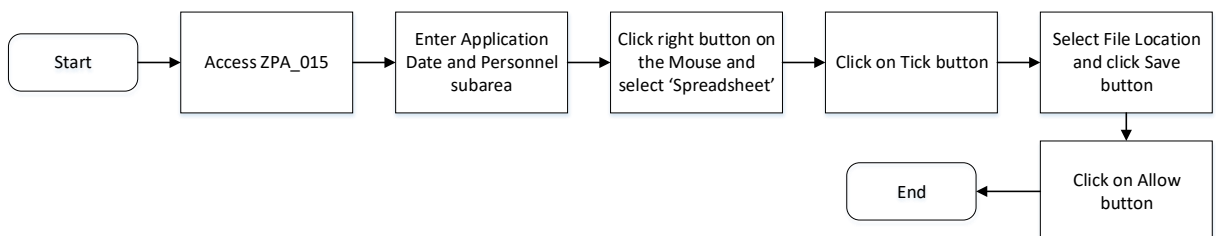
Rework Application



Reject Application



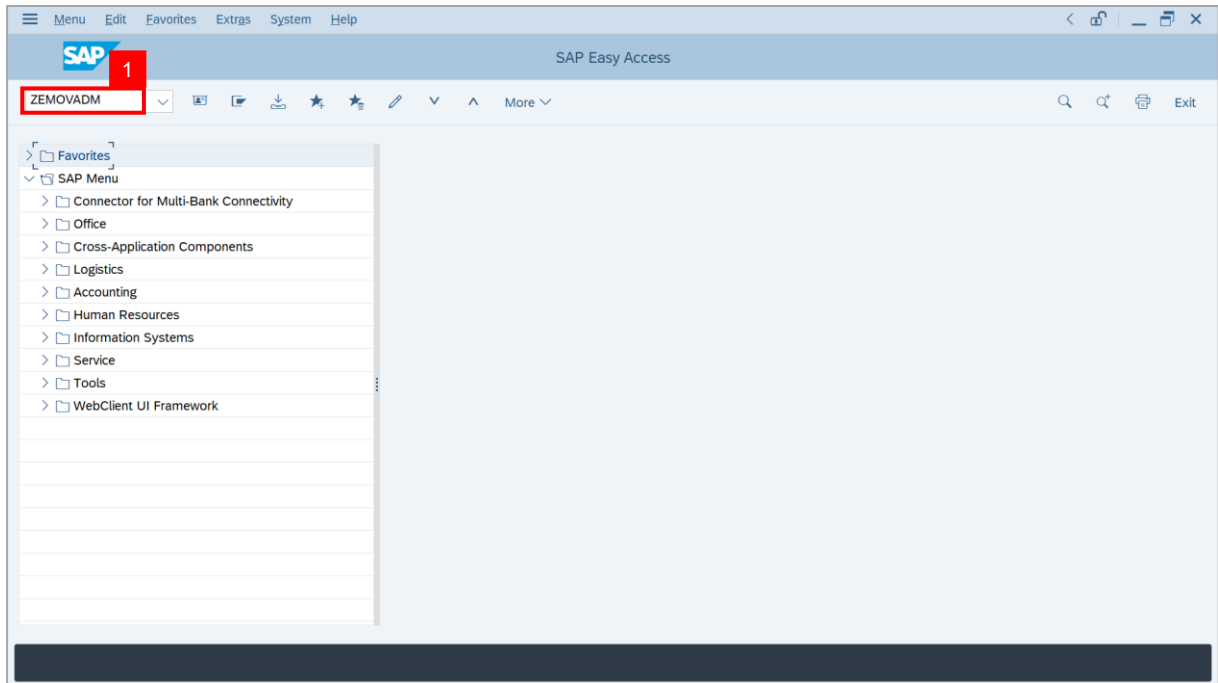
Promotion / Substantive Acting Application Report



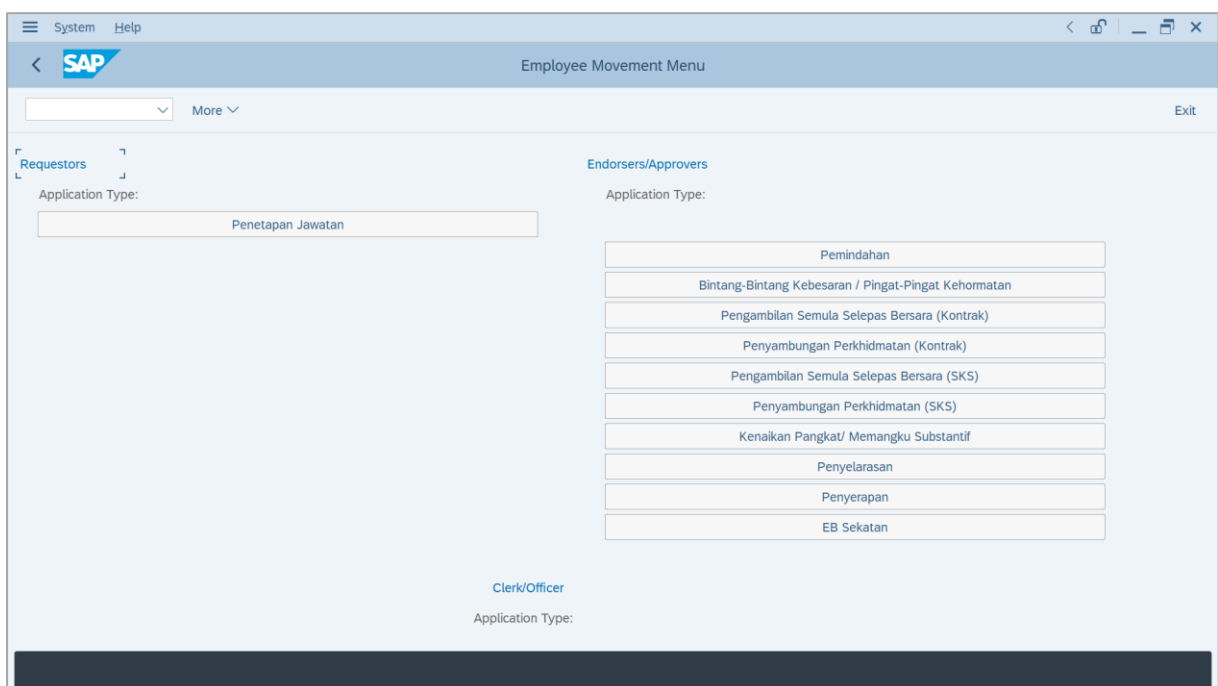
APPROVE APPLICATION	Backend User
	SPA Approver

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

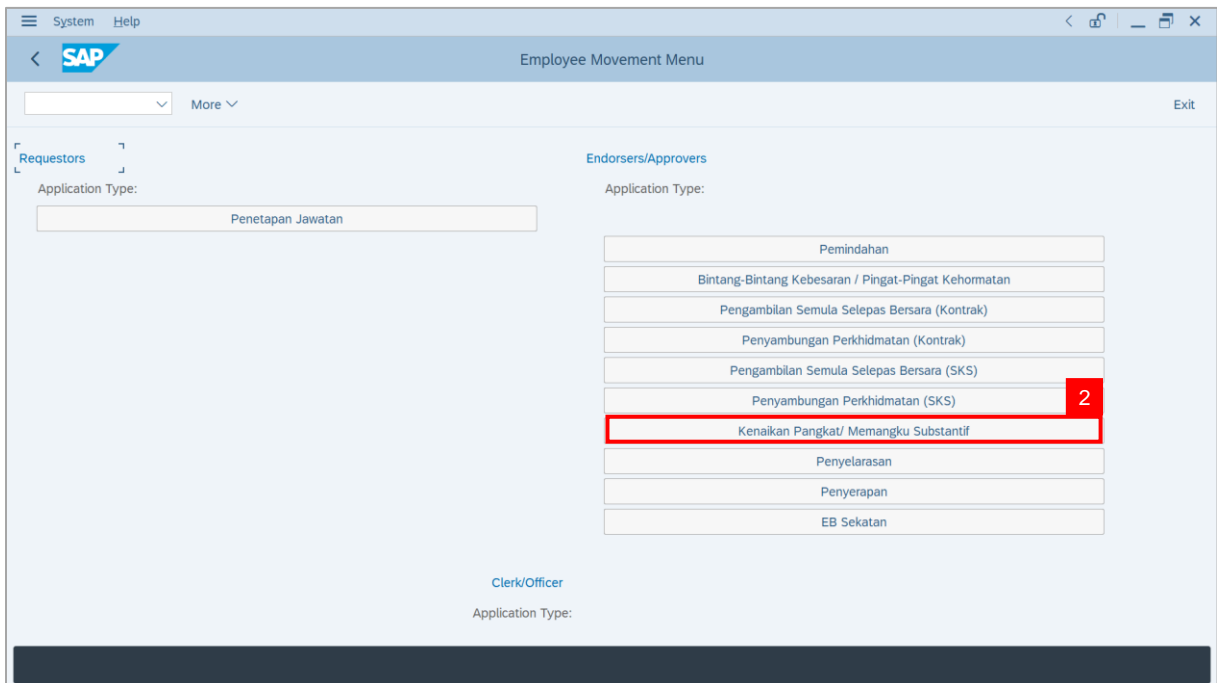
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



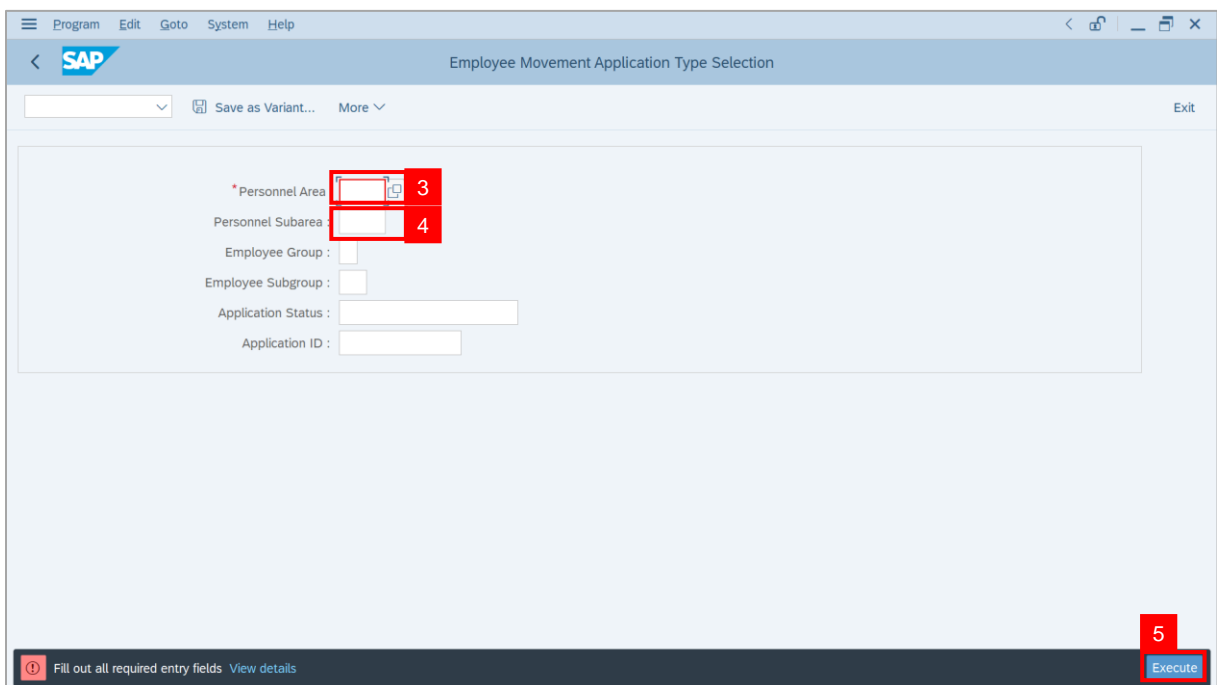
The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Penetapan Jawatan' selected. The 'Endorsers/Approvers' section has a list of application types. The 'Kenaikan Pangkat/ Memangku Substantif' option is highlighted with a red box and a red '2' next to it. Other options include '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', and 'EB Sekatan'. The 'Clerk/Officer' section is empty.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

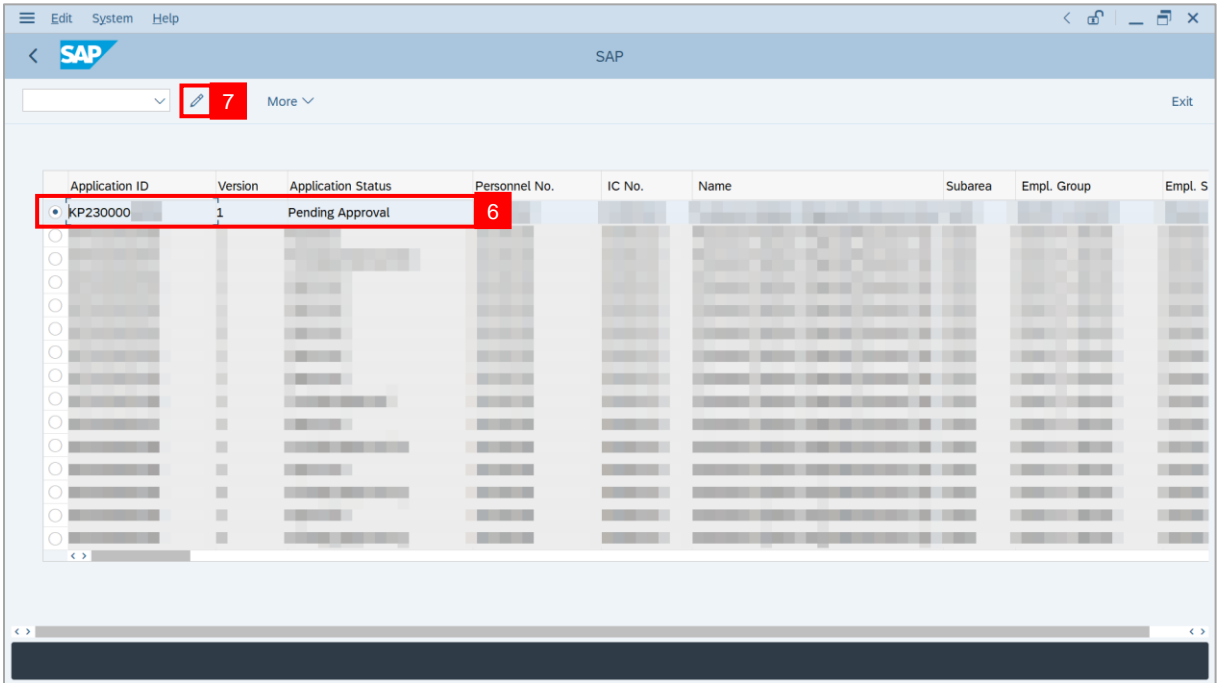


The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3'. The 'Personnel Subarea' field is highlighted with a red box and a red '4'. The 'Employee Group' and 'Employee Subgroup' fields are empty. The 'Application Status' field is empty. The 'Application ID' field is empty. The 'Execute' button is highlighted with a red box and a red '5'. A message at the bottom left says 'Fill out all required entry fields. View details'.

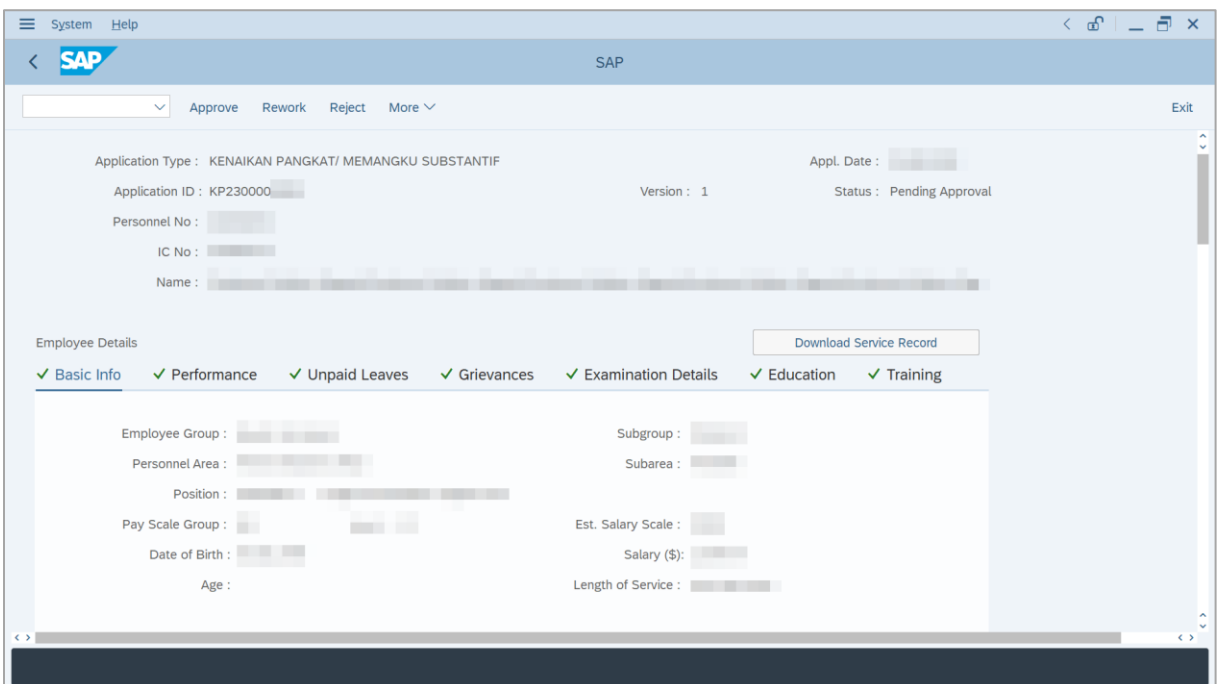
Note: The **Application List – Approver** page will be displayed.

6. Select an employee with **Application Status – ‘Pending Approval’** and click on **Radio** button.

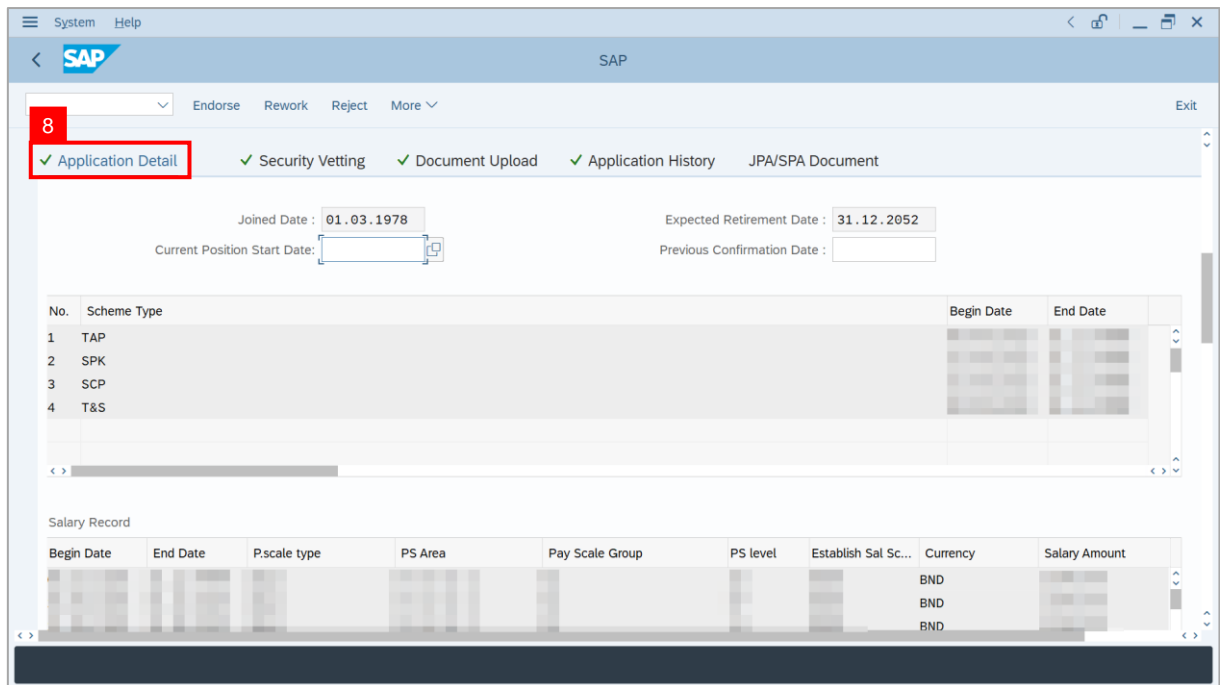
7. Click on **Change** icon.



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



8. Navigate to **Application Detail** tab.



System Help

SAP

Endorse Rework Reject More

Exit

8

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

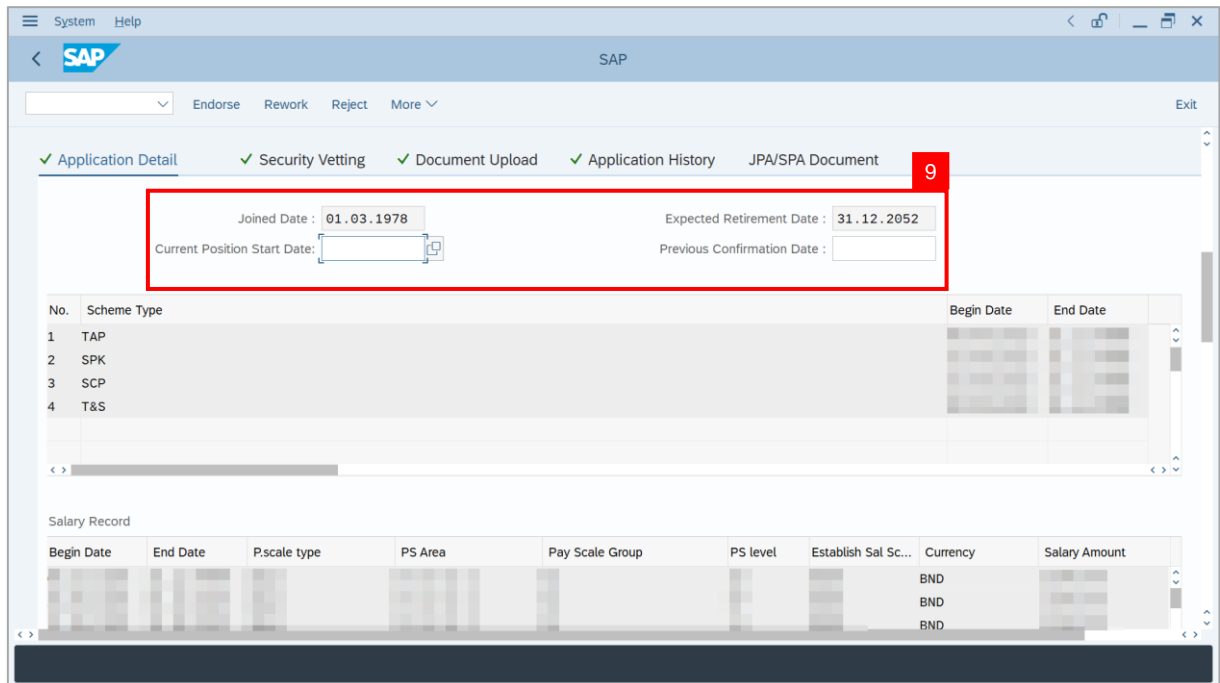
Current Position Start Date: Previous Confirmation Date:

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

Salary Record

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

9. SPA Approver may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.



System Help

SAP

Endorse Rework Reject More

Exit

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

9

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

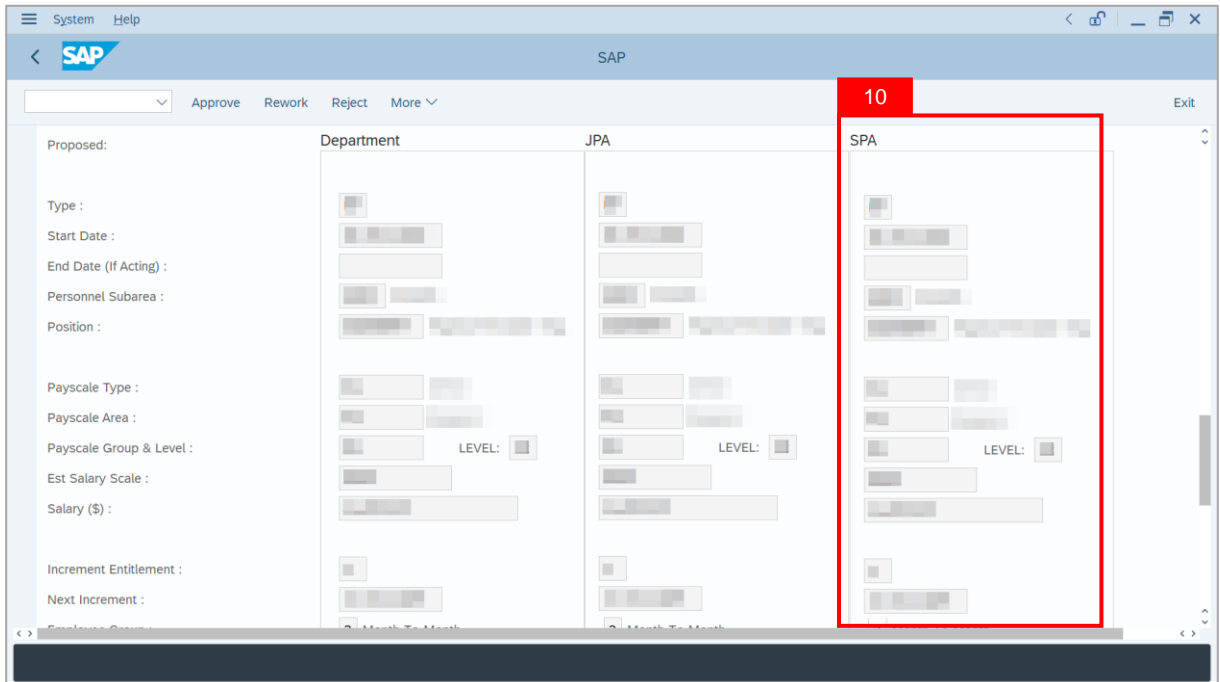
Current Position Start Date: Previous Confirmation Date:

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

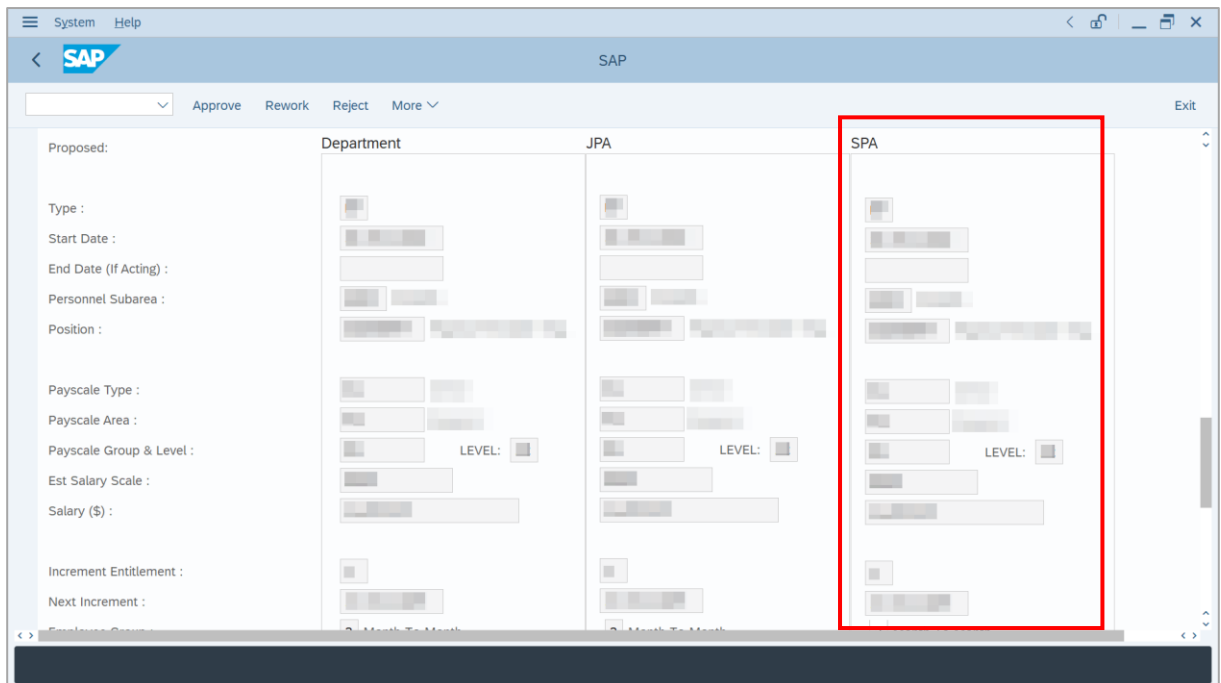
Salary Record

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

10. Review and amend **Proposed *Kenaikan Pangkat / Memangku Substantif*** Details under **SPA** column, if required.



Note (i): For **Promotion** application, **SPA Approver** is expected to ensure the proposed **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group** and **Employee Subgroup** is correct for promoting employee.

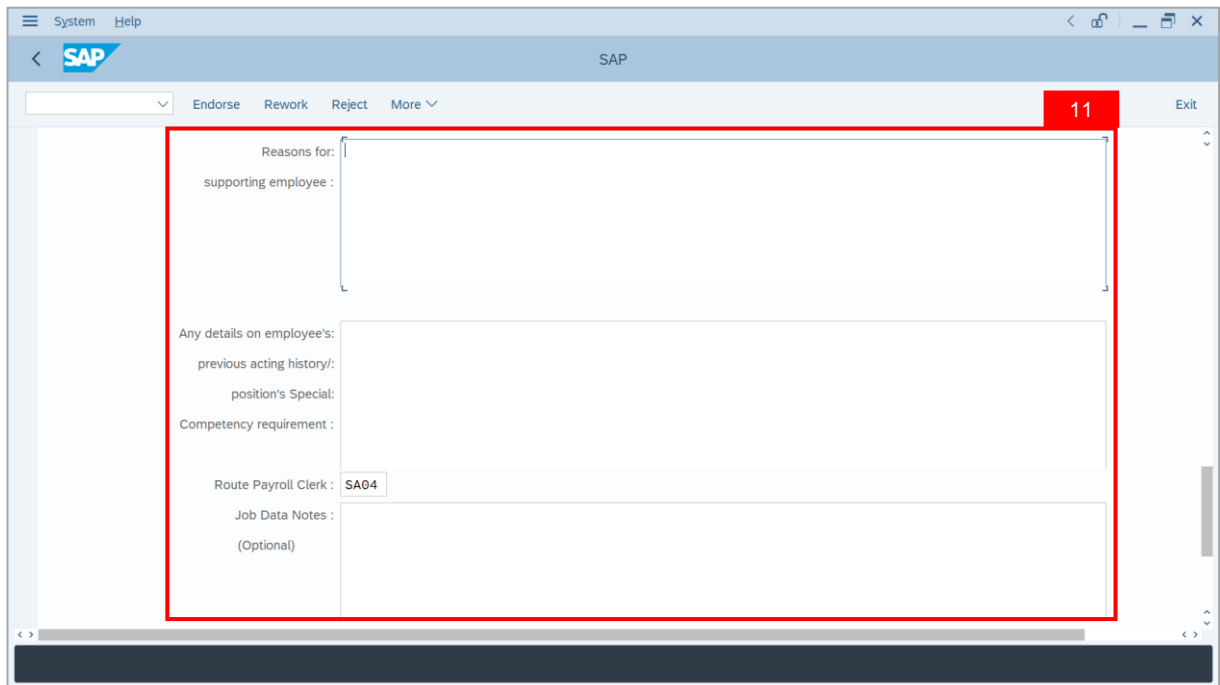


Note (ii): For **Substantive Acting** application, **SPA Approver** is expected to ensure that **Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale, Increment Entitlement, Next Increment, Employee Group** and **Employee Subgroup** are correct for supporting employee to perform substantive acting.

The entered Salary information (**Payscale Type, Payscale Area, Payscale Group & Level, Established Salary Scale**) is expected to be the starting salary of the position for acting allowance calculation.

Information approved by **SPA** is considered final and system will update employee's data such as promotion/substantive acting start date, salary for promotion, or employee subgroup (i.e., division level) to promote employee.

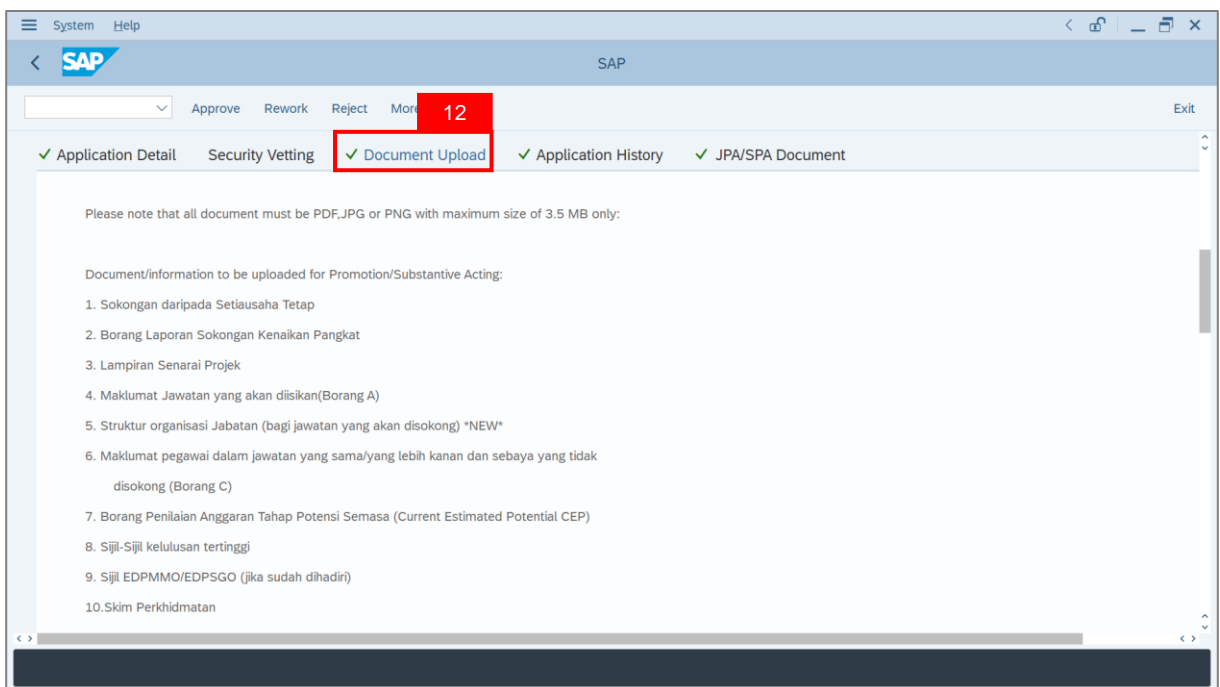
11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.



The screenshot shows the SAP GUI interface for the 'Endorse' screen. A red box highlights the main content area, which includes the following fields:

- Reasons for supporting employee :
- Any details on employee's:
 - previous acting history/:
 - position's Special:
 - Competency requirement :
- Route Payroll Clerk : SA04
- Job Data Notes : (Optional)

12. Navigate to **Document Upload** tab.



The screenshot shows the SAP GUI interface with the 'Document Upload' tab selected in the navigation bar. The main content area displays the following information:

Please note that all document must be PDF,JPG or PNG with maximum size of 3.5 MB only:

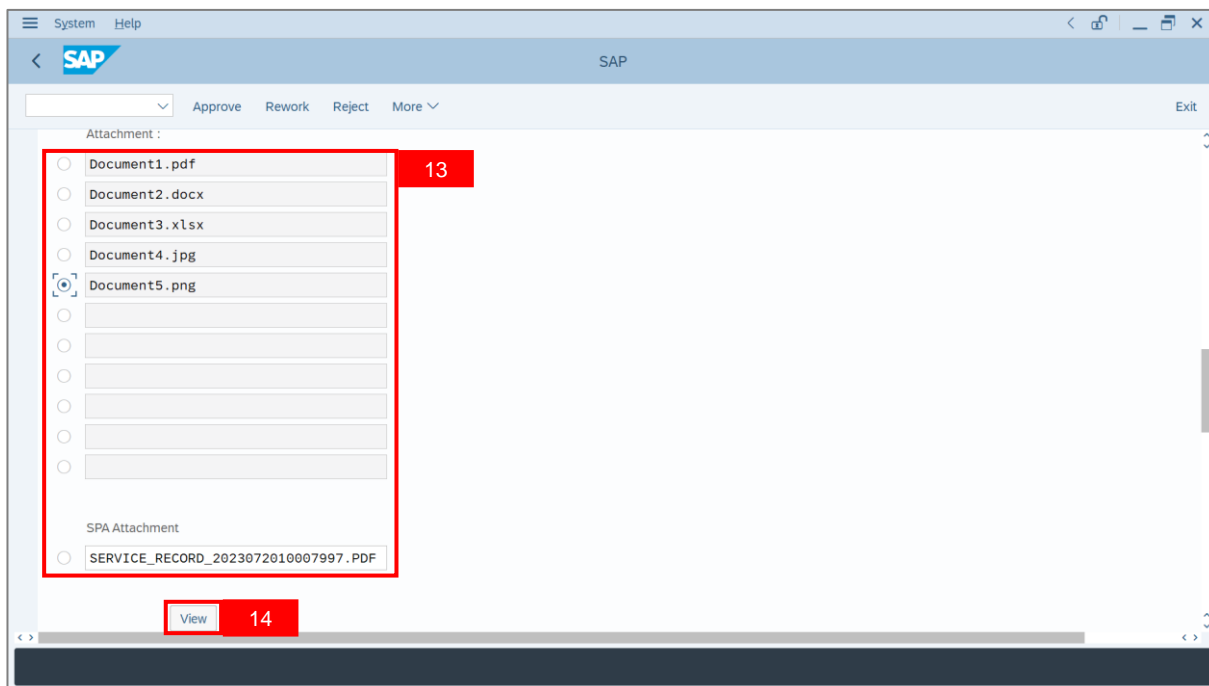
Document/information to be uploaded for Promotion/Substantive Acting:

1. Sokongan daripada Setiausaha Tetap
2. Borang Laporan Sokongan Kenaikan Pangkat
3. Lampiran Senarai Projek
4. Maklumat Jawatan yang akan diisikan(Borang A)
5. Struktur organisasi Jabatan (bagi jawatan yang akan disokong) *NEW*
6. Maklumat pegawai dalam jawatan yang sama/ yang lebih kanan dan sebaya yang tidak disokong (Borang C)
7. Borang Penilaian Anggaran Tahap Potensi Semasa (Current Estimated Potential CEP)
8. Sijil-Sijil kelulusan tertinggi
9. Sijil EDPMMO/EDPSGO (jika sudah dihadiri)
10. Skim Perkhidmatan

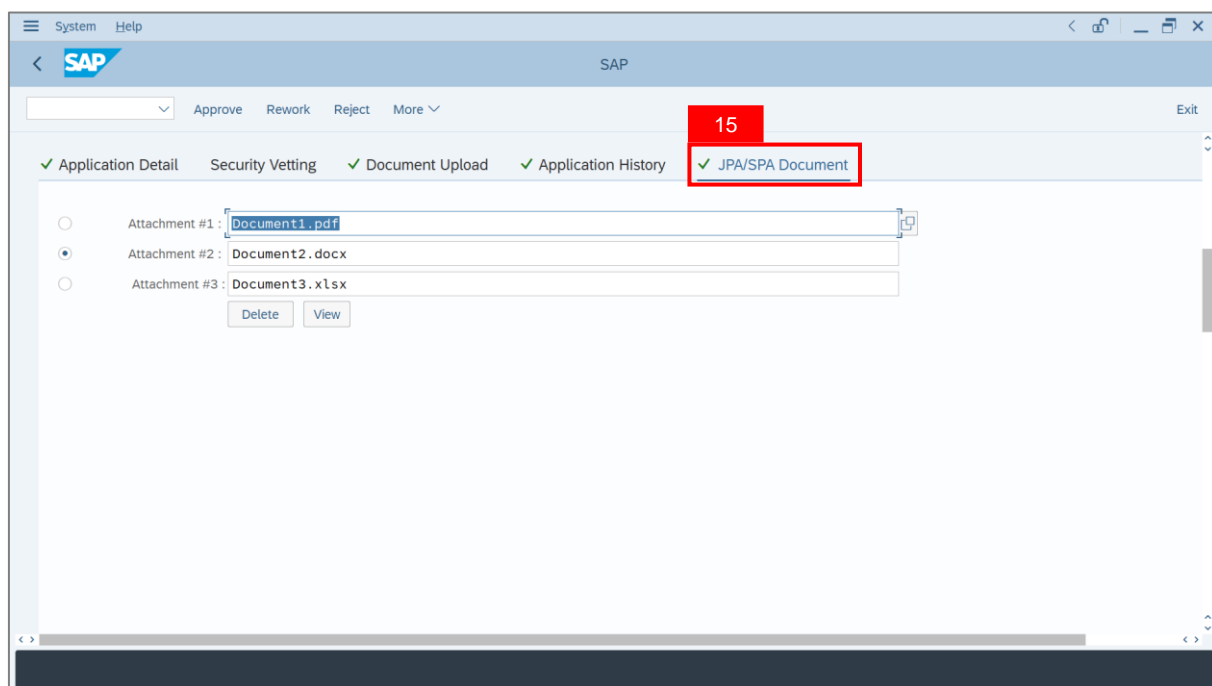
13. Select **Attachment** and click on **Radio** button.

14. Click **View** button to download **Attachment**.

Note: SPA Approver can choose to download **Attachment** and/or **SPA Attachment**.



15. Navigate to **JPA/SPA Document** tab to download **Attachment** between **JPA Endorser** and/or **SPA Approver** only.



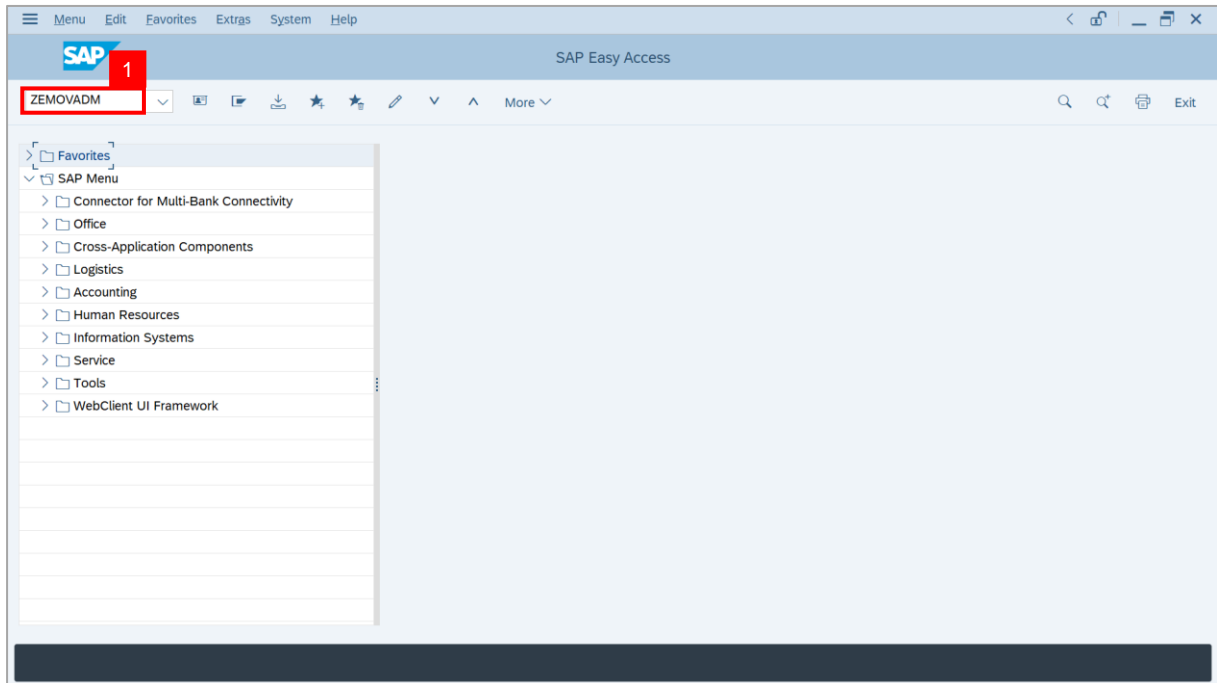
REWORK APPLICATION

Backend User

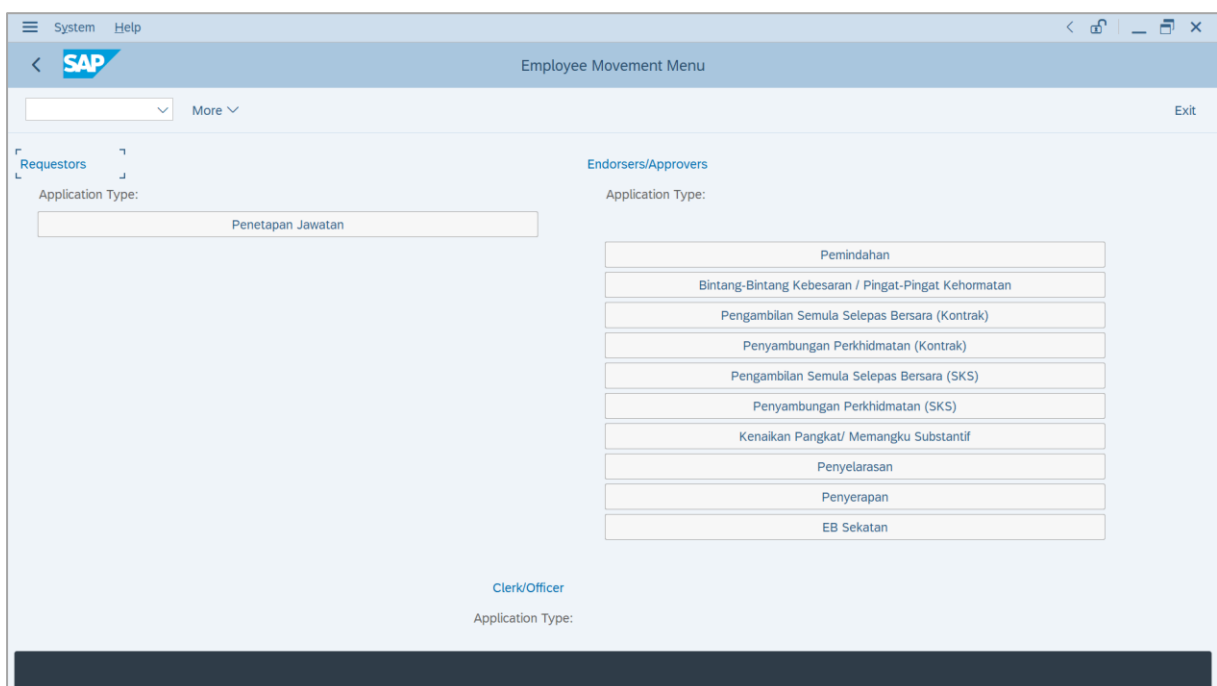
SPA Approver

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

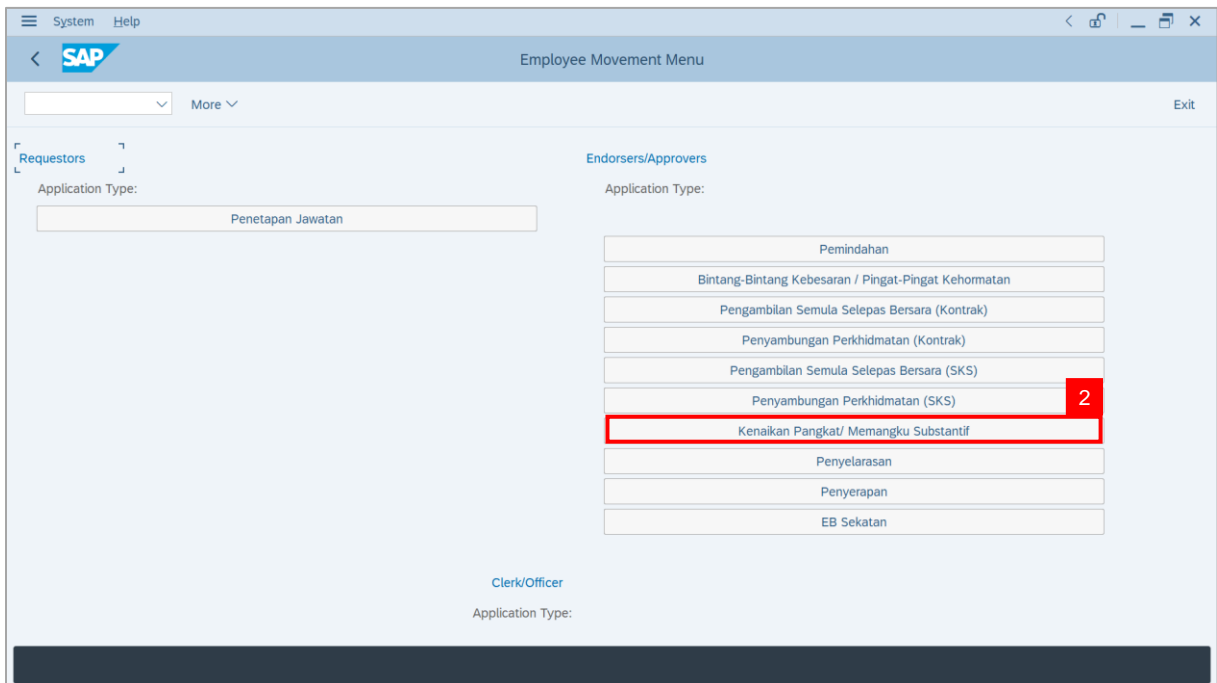
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



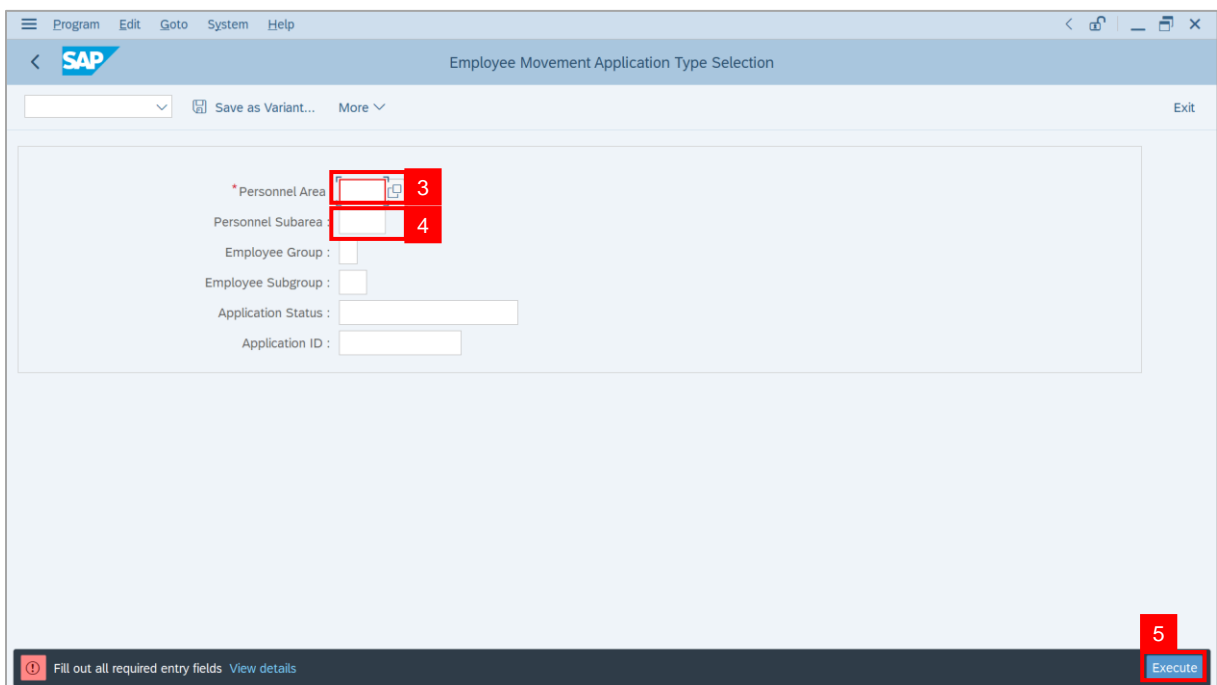
The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Application Type: Penetapan Jawatan'. The 'Endorsers/Approvers' section has a list of application types. The 'Kenaikan Pangkat/ Memangku Substantif' option is highlighted with a red box and a red '2' next to it. Other options include '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', and 'EB Sekatan'. There is also a 'Clerk/Officer' section with an 'Application Type:' field.

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

3. Enter **Personnel Area**.

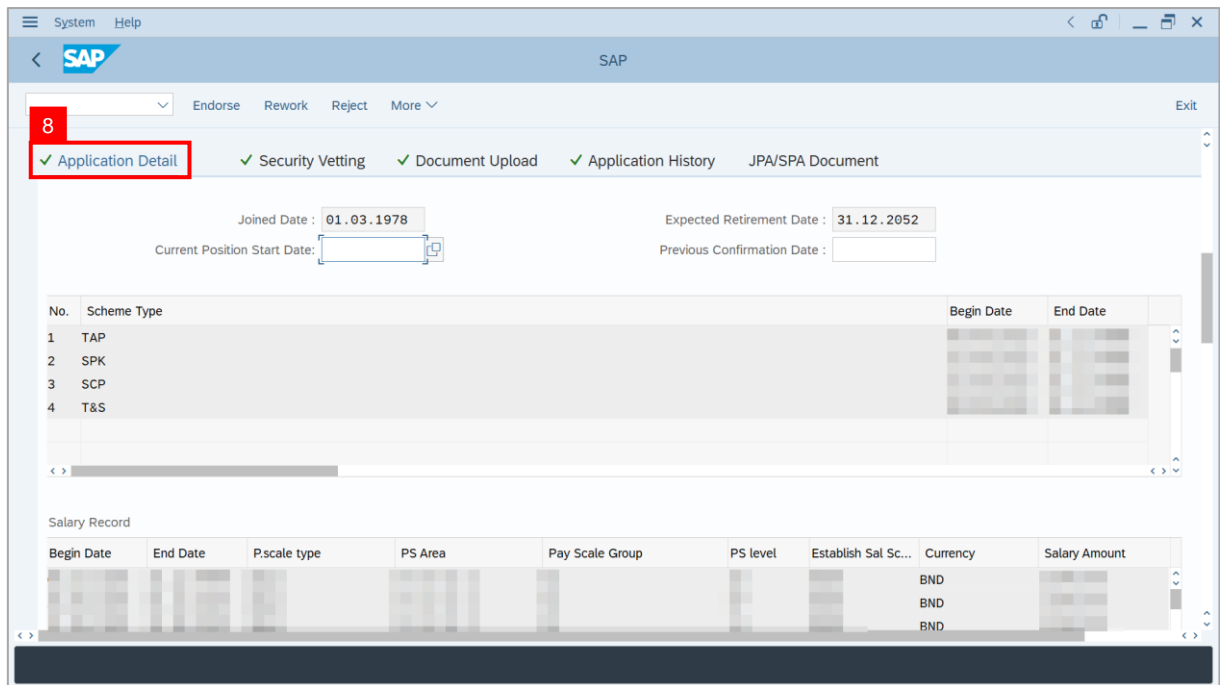
4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.



The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3' next to it. The 'Personnel Subarea' field is highlighted with a red box and a red '4' next to it. Other fields include 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. The 'Execute' button is highlighted with a red box and a red '5' next to it. A message at the bottom left says 'Fill out all required entry fields. View details'.

8. Navigate to **Application Detail** tab.



System Help

SAP

Endorse Rework Reject More

Exit

8

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

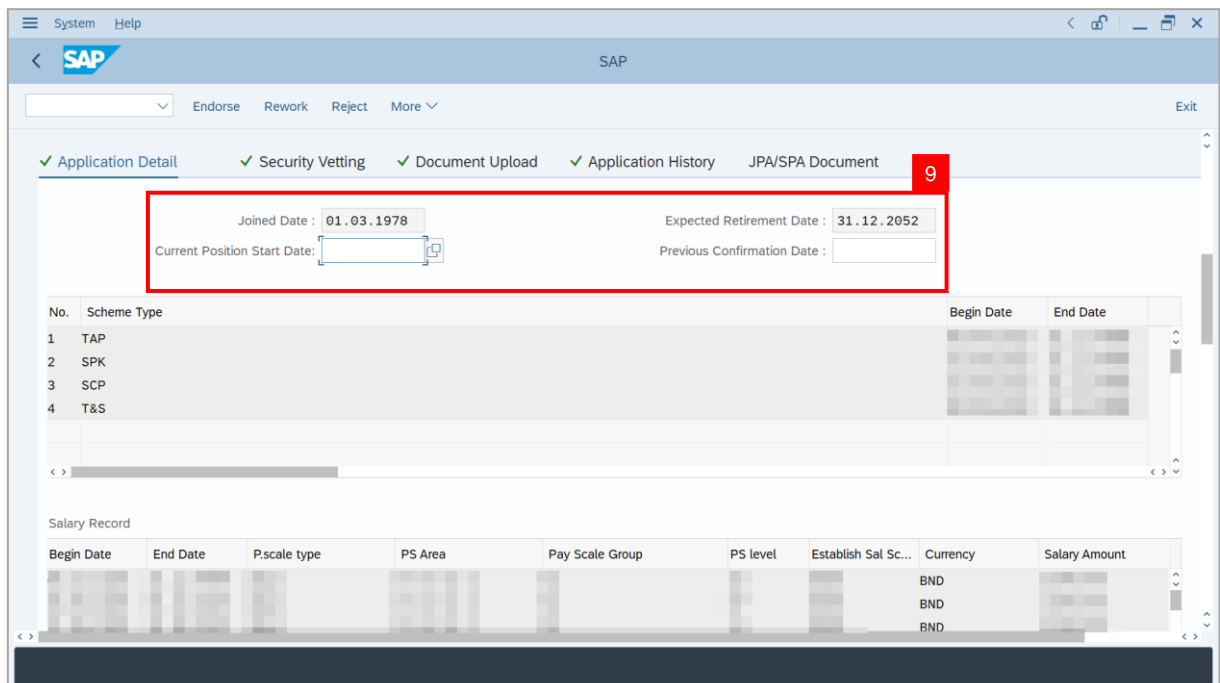
Current Position Start Date: Previous Confirmation Date:

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

Salary Record

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

9. SPA Approver may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.



System Help

SAP

Endorse Rework Reject More

Exit

Application Detail Security Vetting Document Upload Application History JPA/SPA Document

9

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

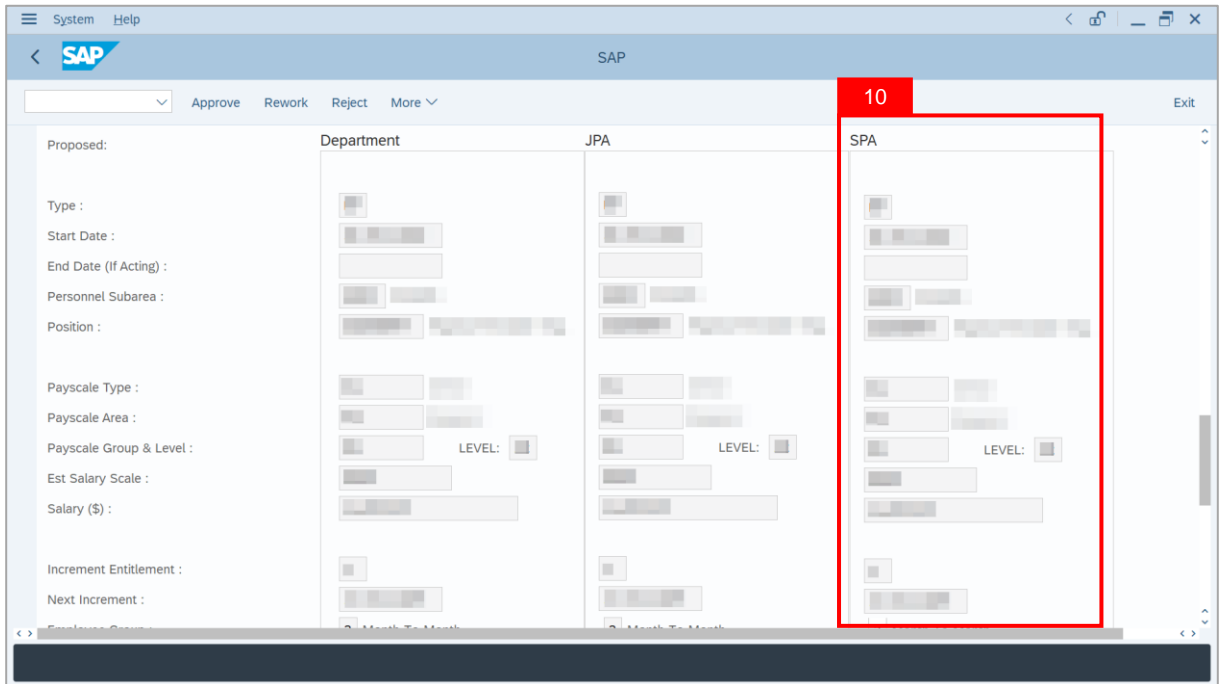
Current Position Start Date: Previous Confirmation Date:

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

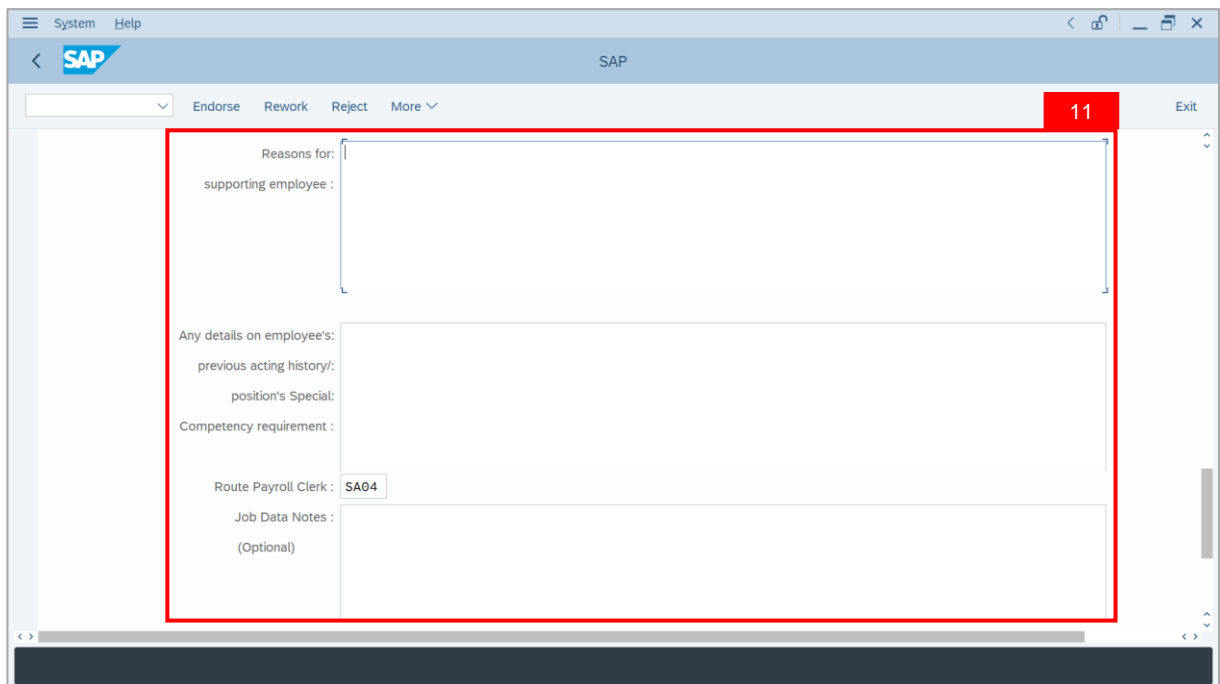
Salary Record

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

10. Review **Proposed *Kenaikan Pangkat / Memangku Substantif Details*** under **SPA** column, if required.



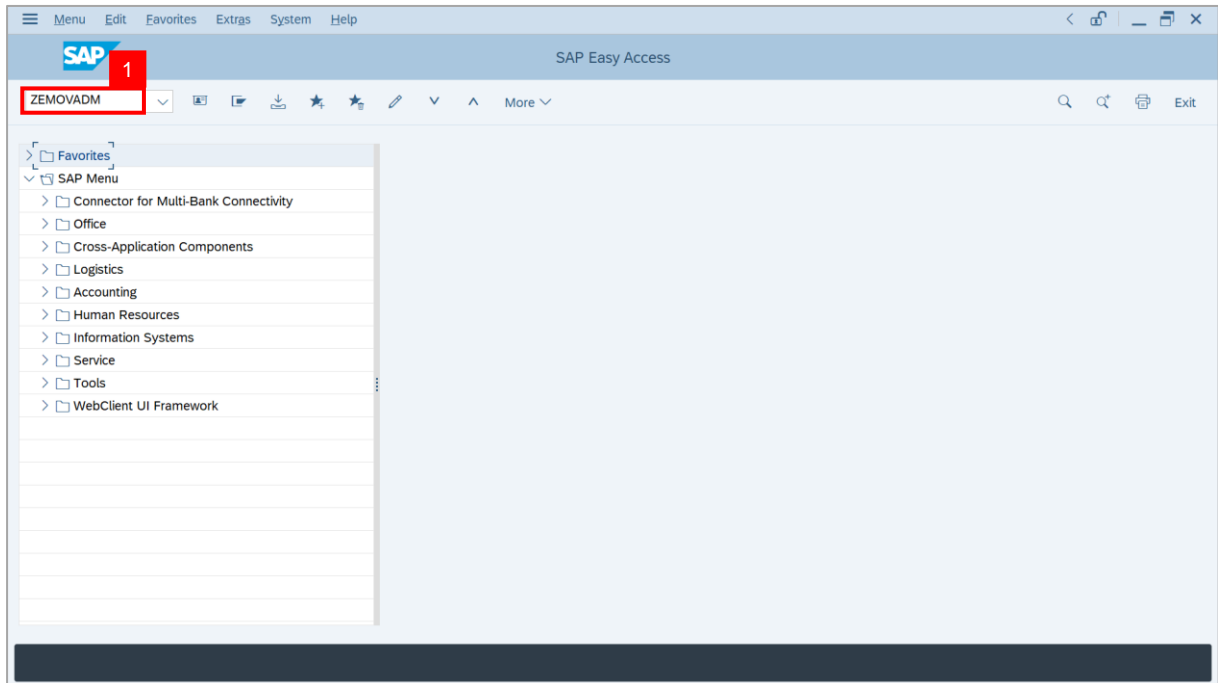
11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.



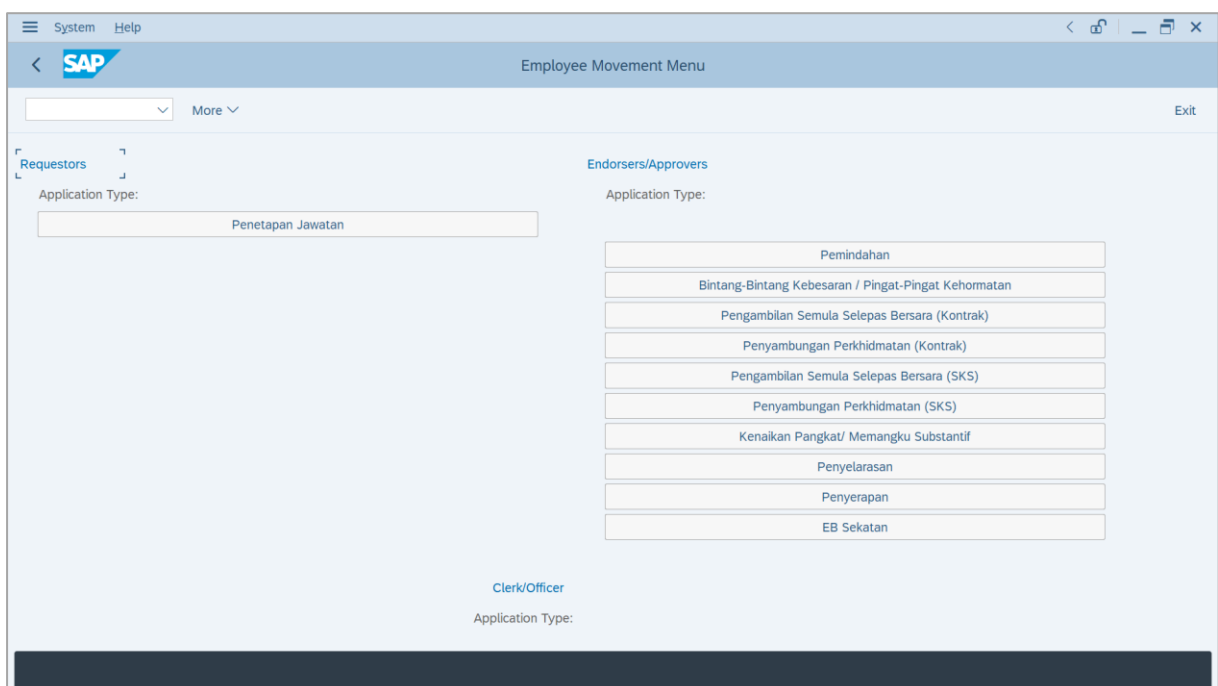
REJECT APPLICATION	Backend User
	SPA Approver

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

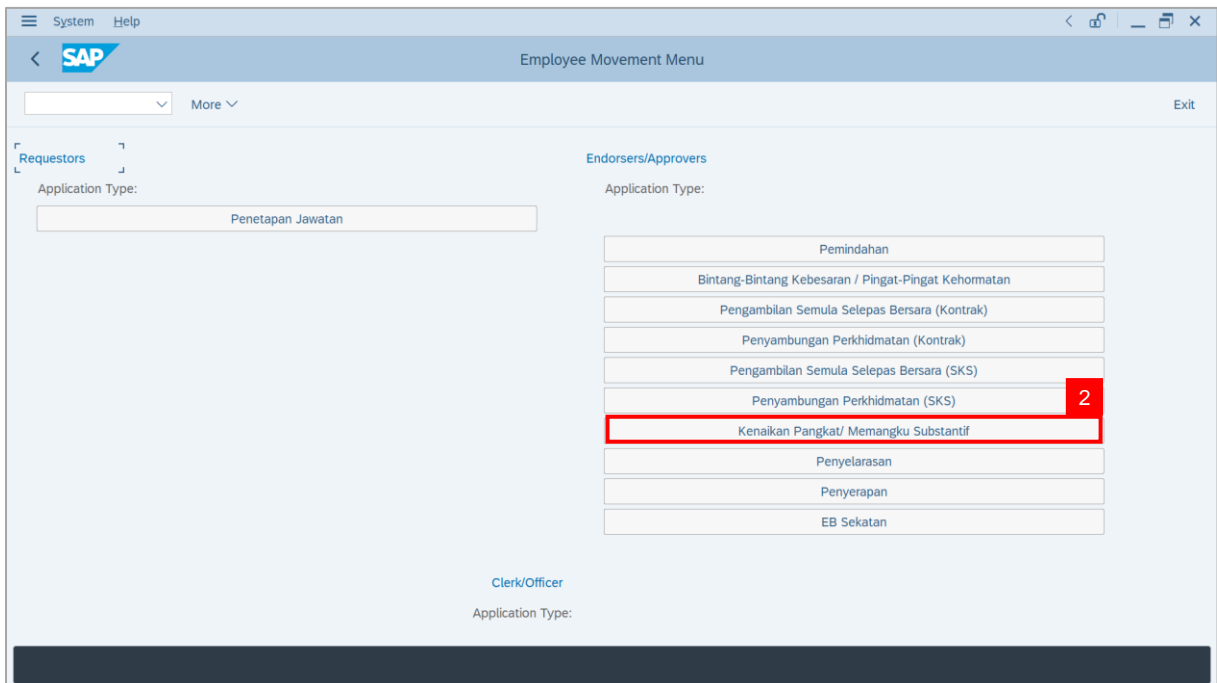
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.



2. Click on **Kenaikan Pangkat / Memangku Substantif**.



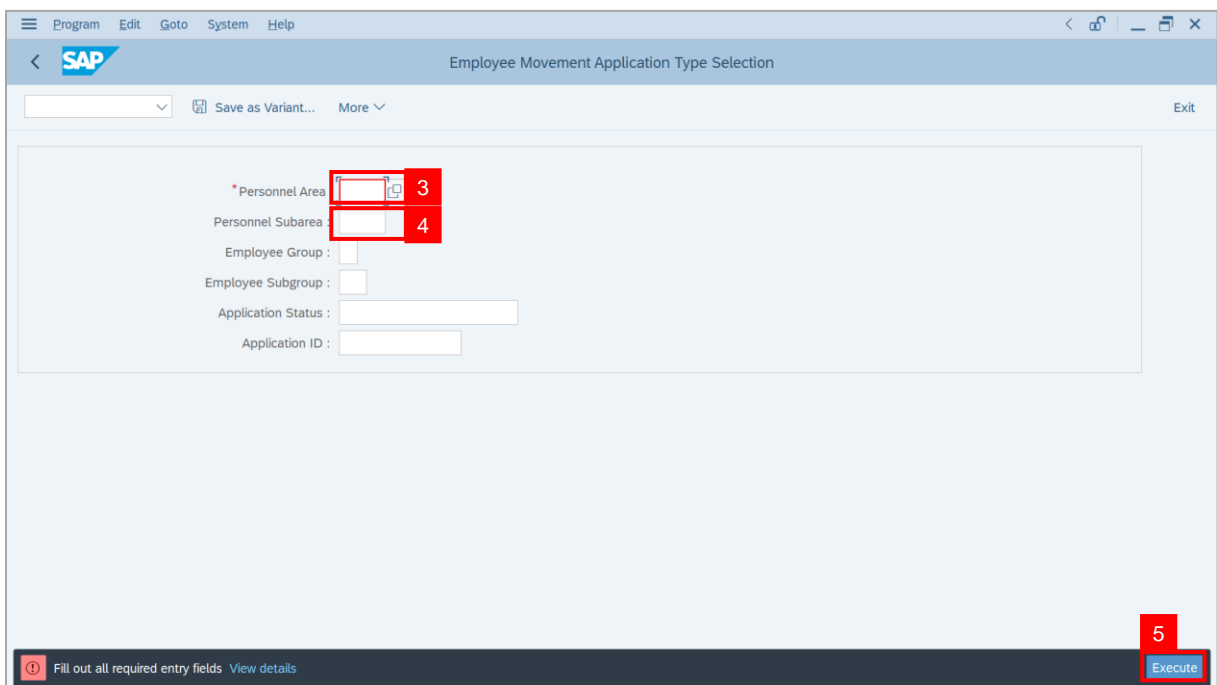
The screenshot shows the SAP Employee Movement Menu. The 'Requestors' section has 'Penetapan Jawatan' selected. The 'Endorsers/Approvers' section has a list of application types. The 'Kenaikan Pangkat/ Memangku Substantif' option is highlighted with a red box and a red '2' next to it. Other options include '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', and 'EB Sekatan'. The 'Clerk/Officer' role is also visible.

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

3. Enter **Personnel Area**.

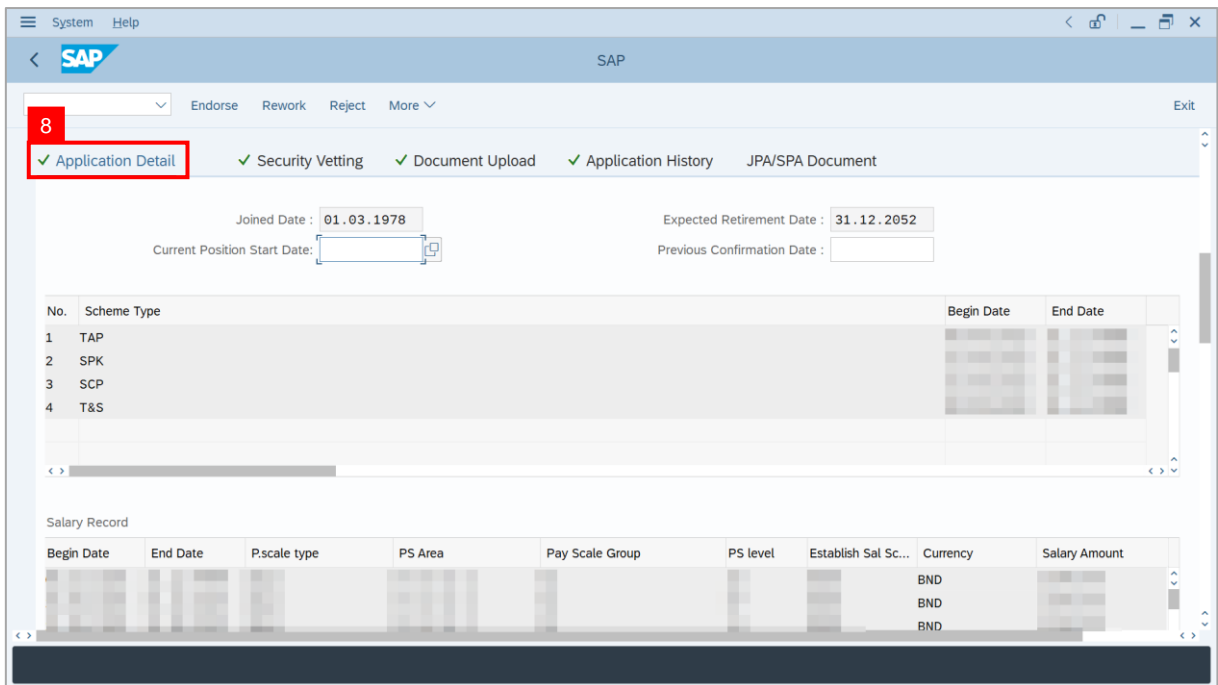
4. Enter **Personnel Subarea**.

5. Click on **Execute** button.



The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Personnel Area' field is highlighted with a red box and a red '3' next to it. The 'Personnel Subarea' field is highlighted with a red box and a red '4' next to it. The 'Execute' button is highlighted with a red box and a red '5' next to it. Other fields include 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. A message at the bottom left says 'Fill out all required entry fields. View details'.

8. Navigate to **Application Detail** tab.



System Help

SAP

Endorse Rework Reject More

Exit

8

✓ Application Detail ✓ Security Vetting ✓ Document Upload ✓ Application History JPA/SPA Document

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

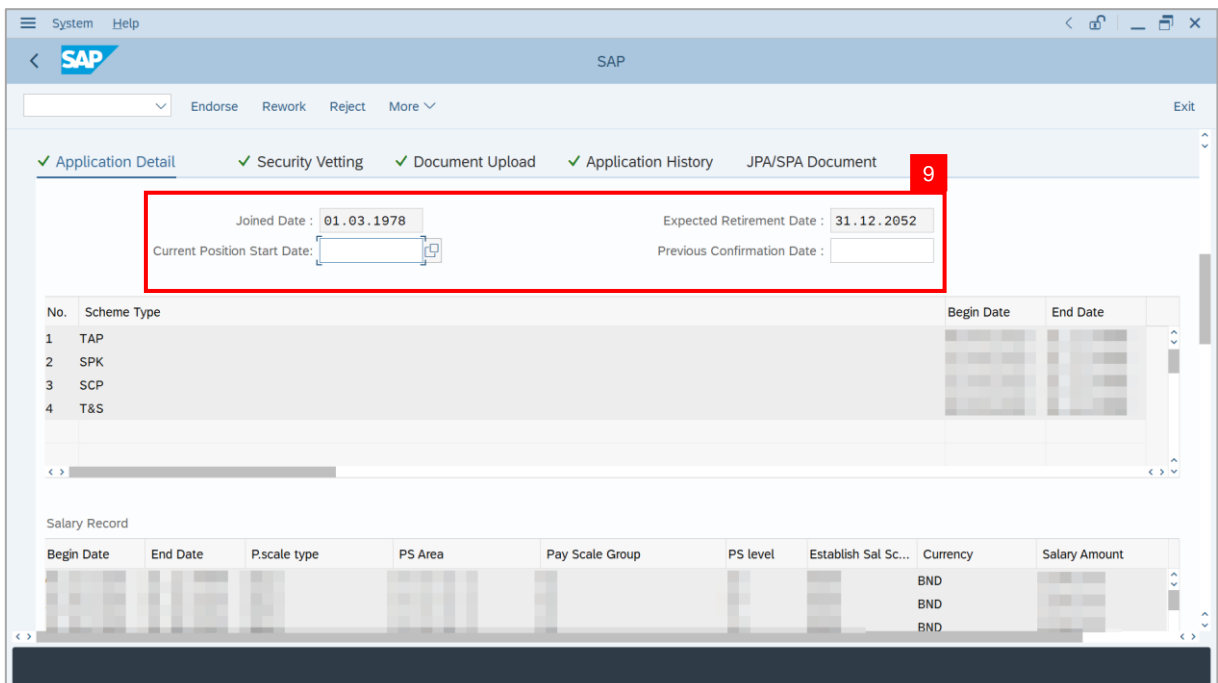
Current Position Start Date: Previous Confirmation Date:

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

Salary Record

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

9. SPA Approver may review and amend employee's **Joined Date**, **Expected Retirement Date**, **Current Position Date** and **Previous Confirmation Date**.



System Help

SAP

Endorse Rework Reject More

Exit

9

✓ Application Detail ✓ Security Vetting ✓ Document Upload ✓ Application History JPA/SPA Document

Joined Date : 01.03.1978 Expected Retirement Date : 31.12.2052

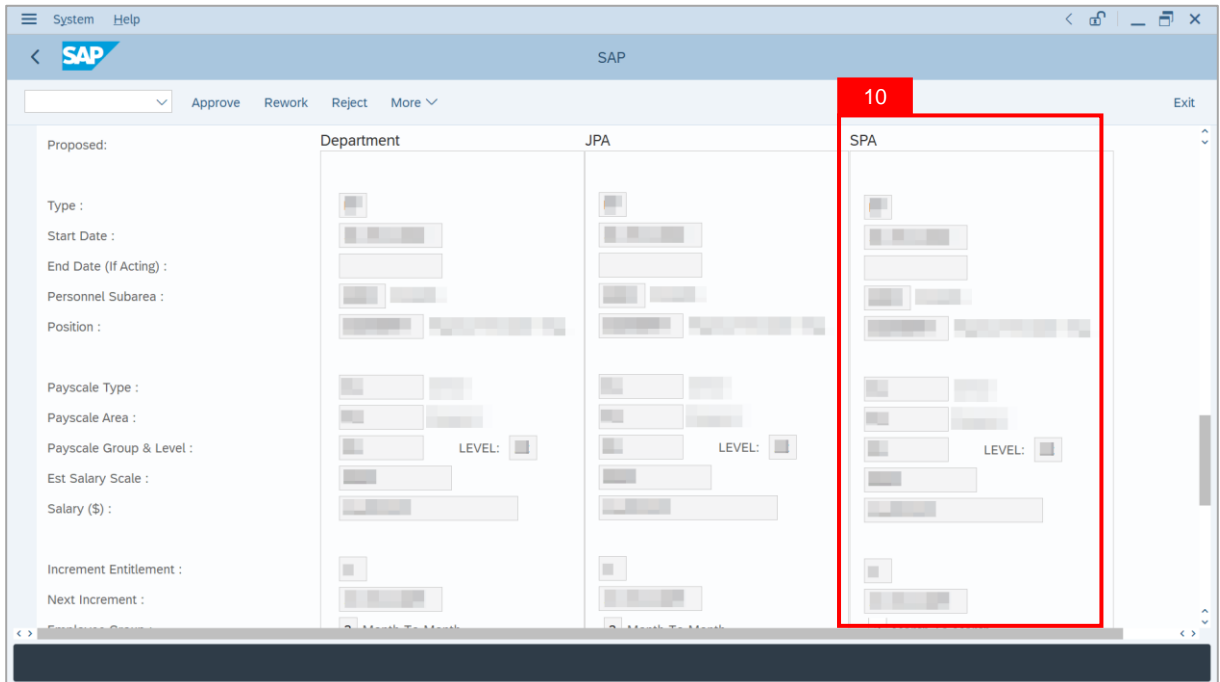
Current Position Start Date: Previous Confirmation Date:

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

Salary Record

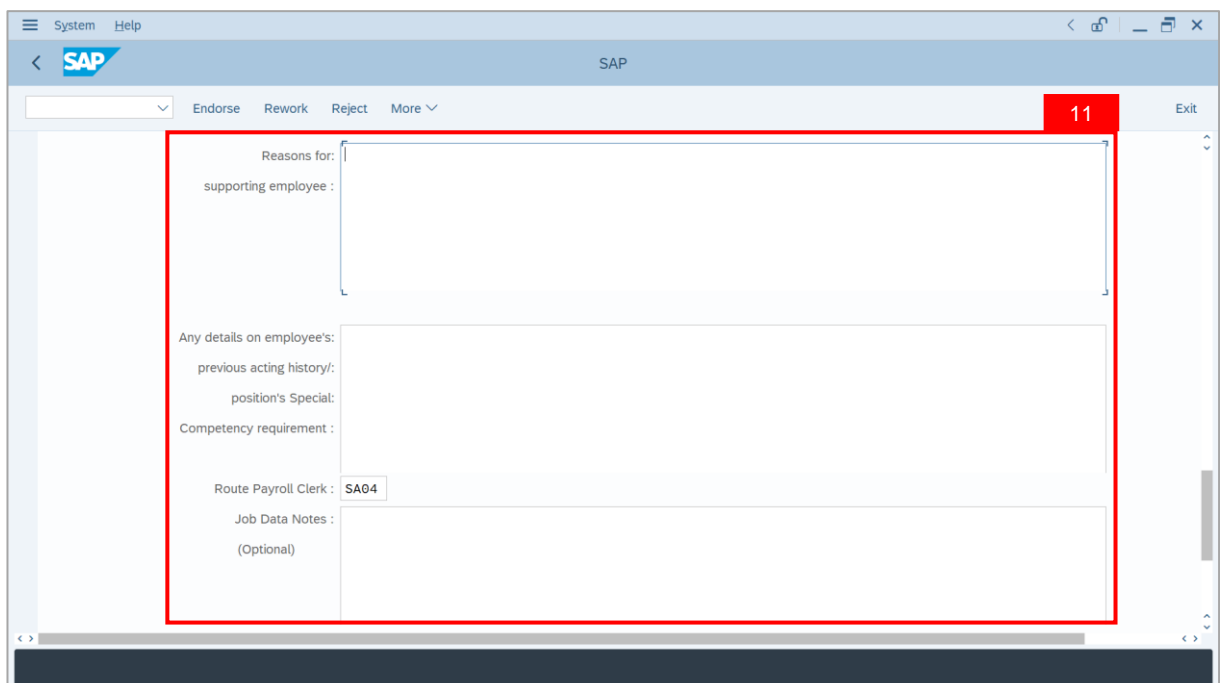
Begin Date	End Date	P.scale type	PS Area	Pay Scale Group	PS level	Establish Sal Sc...	Currency	Salary Amount
							BND	
							BND	
							BND	

10. Review **Proposed *Kenaikan Pangkat / Memangku Substantif Details*** under **SPA** column, if required.



The screenshot displays the SAP GUI interface for reviewing proposed details. The main area is divided into three columns: Department, JPA, and SPA. The SPA column is highlighted with a red box and a red '10' label. The left sidebar contains various fields for the proposed details, including 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.

11. Review the following details entered by **Department HR Administrator** and/or **JPA Endorser**.



The screenshot displays the SAP GUI interface for reviewing endorsement details. The main area is divided into two columns: Endorse and SPA. The Endorse column is highlighted with a red box and a red '11' label. The left sidebar contains various fields for the endorsement details, including Reasons for supporting employee, Any details on employee's previous acting history, position's Special, Competency requirement, Route Payroll Clerk (SA04), and Job Data Notes (Optional).

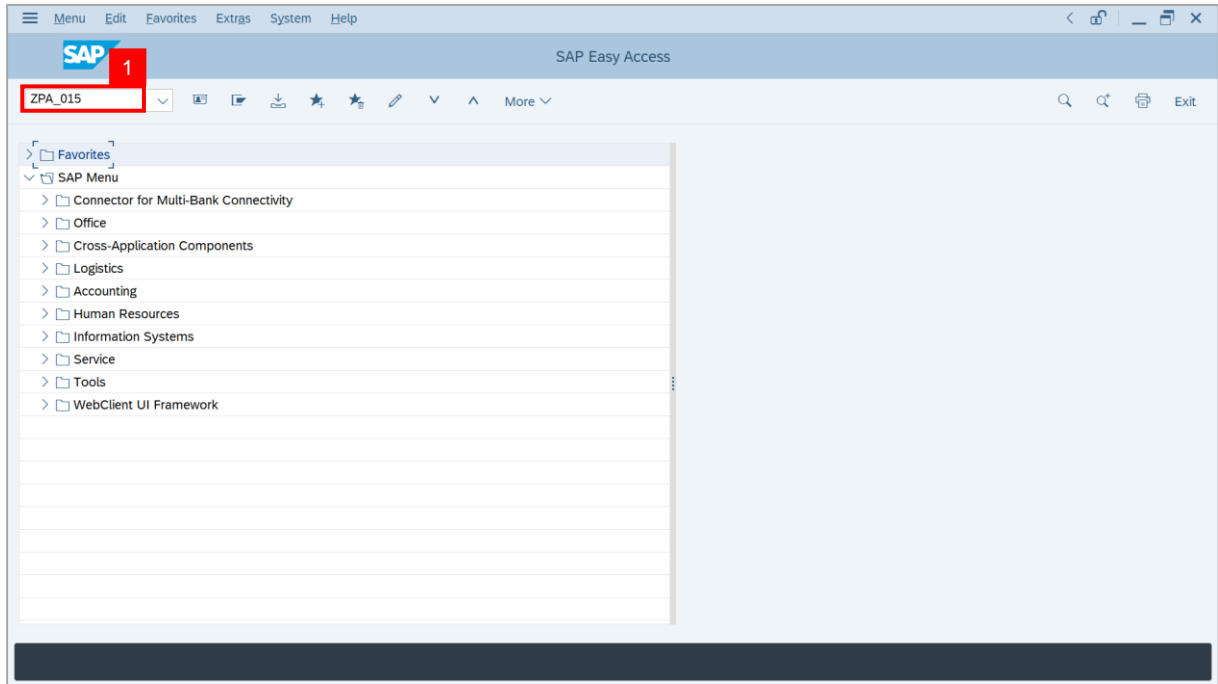
**PROMOTION/
SUBSTANTIVE ACTING
APPLICATION REPORT**

Backend User

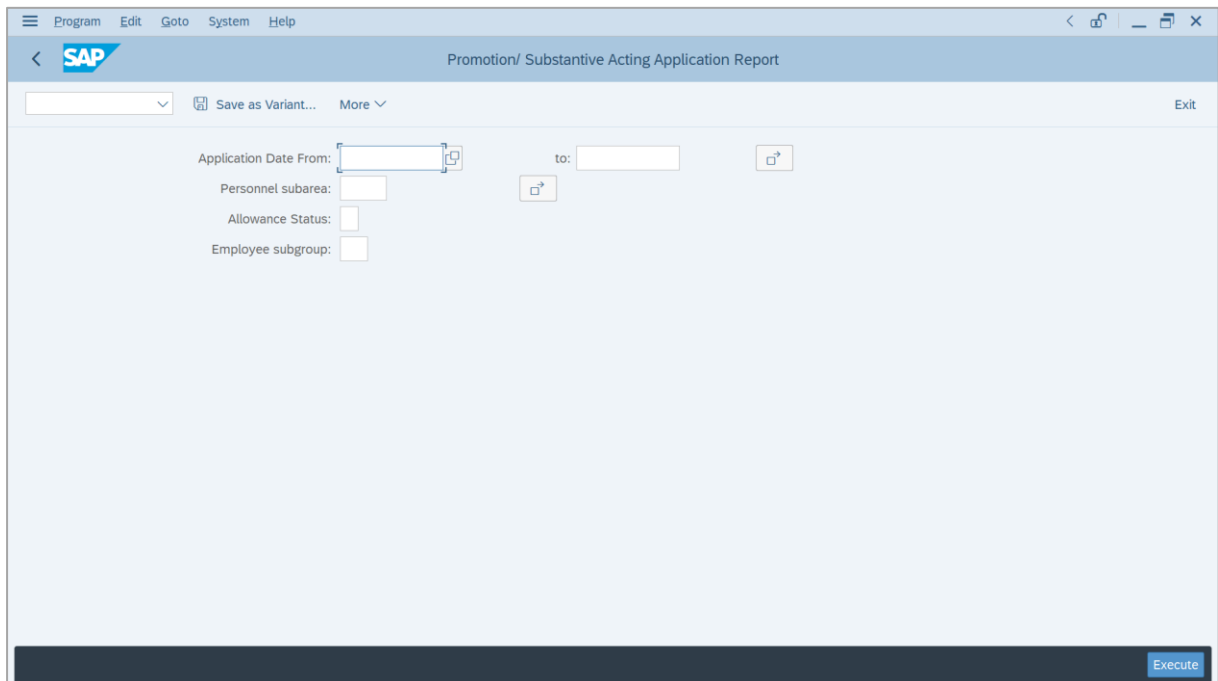
SPA Approver

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

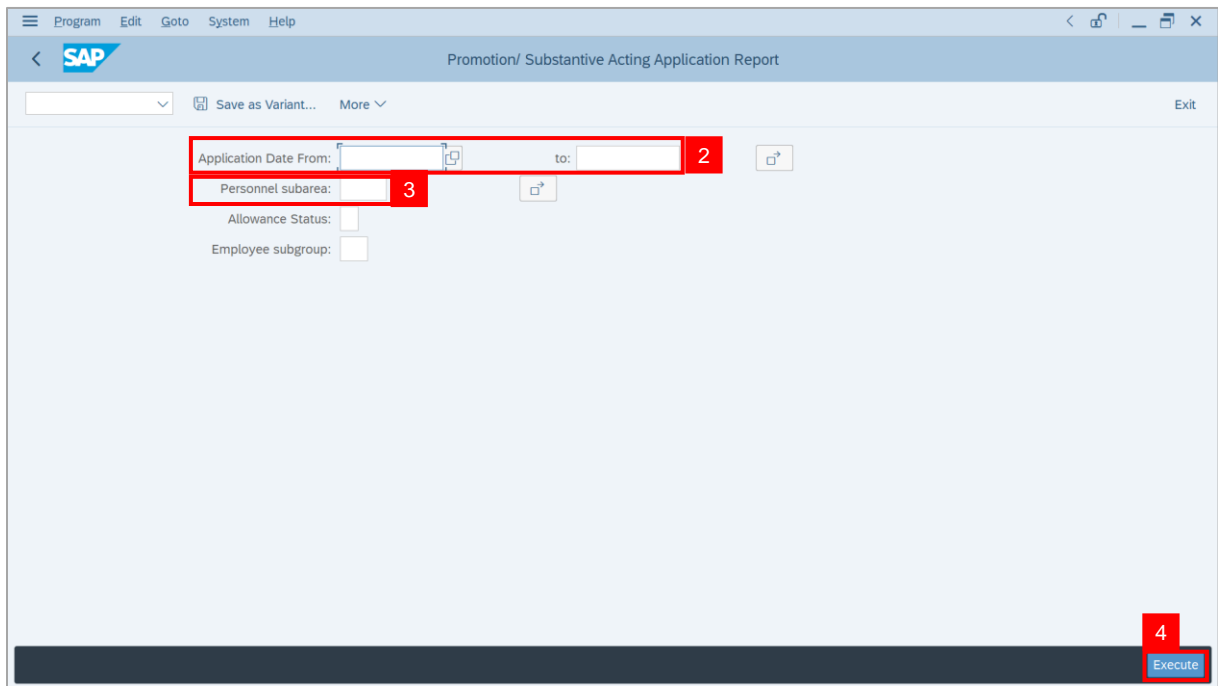
1. Enter **ZPA_015** in the search bar.



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

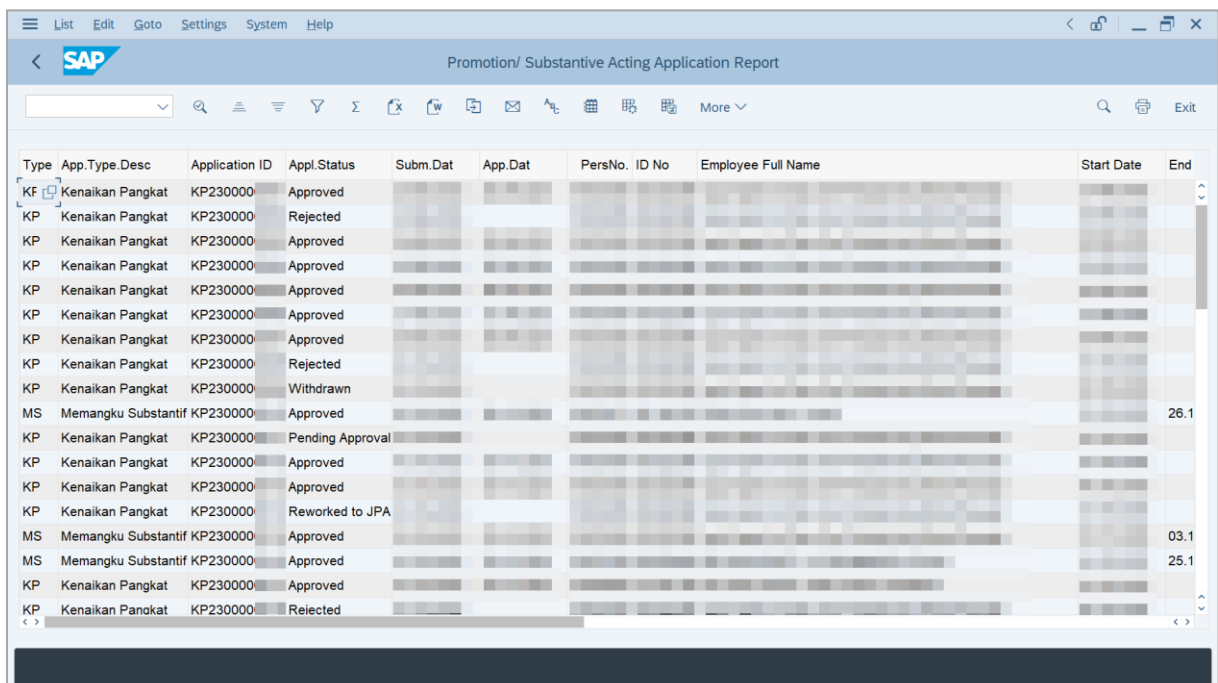


2. Enter **Application Date** of Promotion/Substantive Acting.
3. Enter **Personnel subarea**.
4. Click on **Execute** button.



The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report'. The top menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar, there are options for 'Save as Variant...' and 'More'. The main area contains several input fields: 'Application Date From:' and 'to:' (with a red box and number 2), 'Personnel subarea:' (with a red box and number 3), 'Allowance Status:' (checkbox), and 'Employee subgroup:' (checkbox). At the bottom right, there is an 'Execute' button (with a red box and number 4).

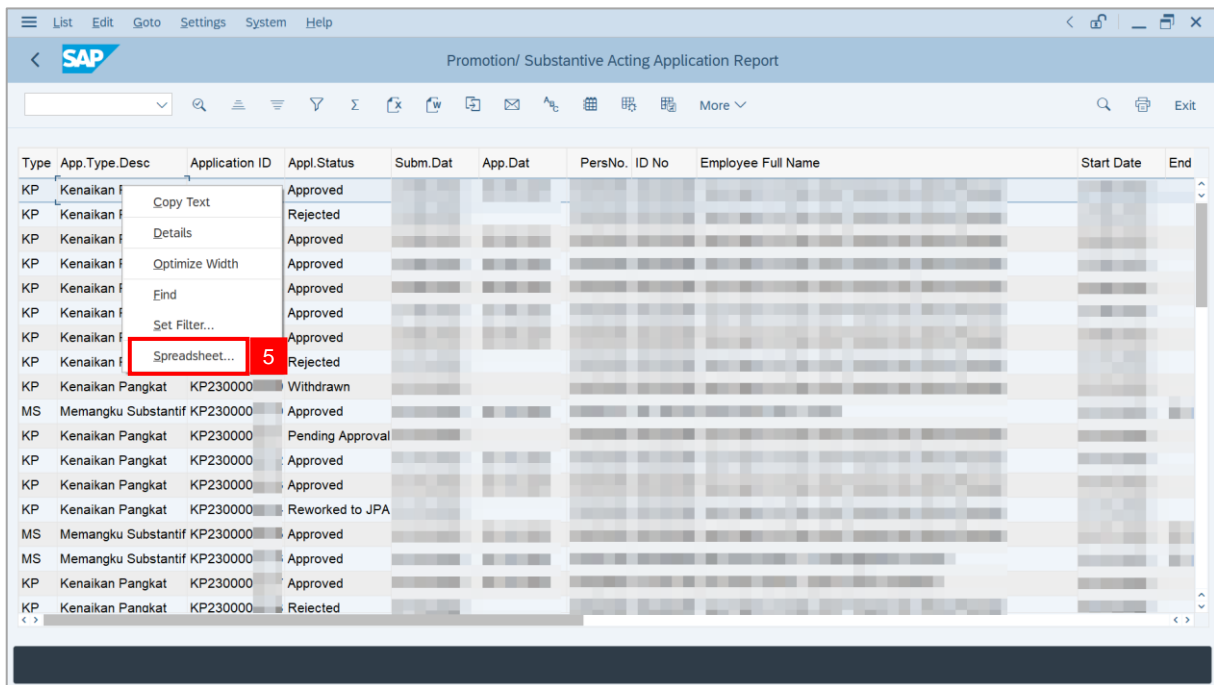
Note: The **Promotion / Substantive Acting Application Report** page will be displayed.



The screenshot shows the SAP GUI interface for the 'Promotion/ Substantive Acting Application Report' table. The top menu bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar, there are various icons for filtering and sorting. The table displays the following columns: Type, App.Type.Desc, Application ID, Appl.Status, Subm.Dat, App.Dat, PersNo., ID No, Employee Full Name, Start Date, and End. The table contains multiple rows of data, including entries for 'Kenaikan Pangkat' and 'Memangku Substantif'.

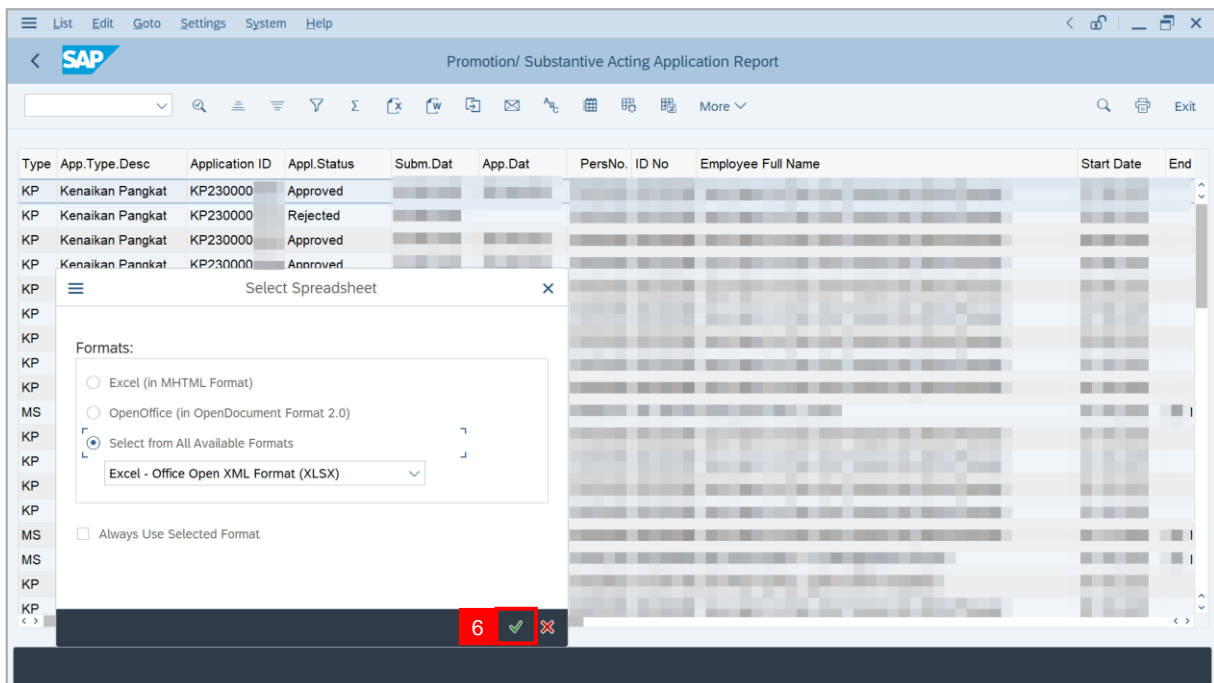
Type	App.Type.Desc	Application ID	Appl.Status	Subm.Dat	App.Dat	PersNo.	ID No	Employee Full Name	Start Date	End
KF	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Rejected							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan Pangkat	KP230000	Approved							
KP	Kenaikan 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**'.



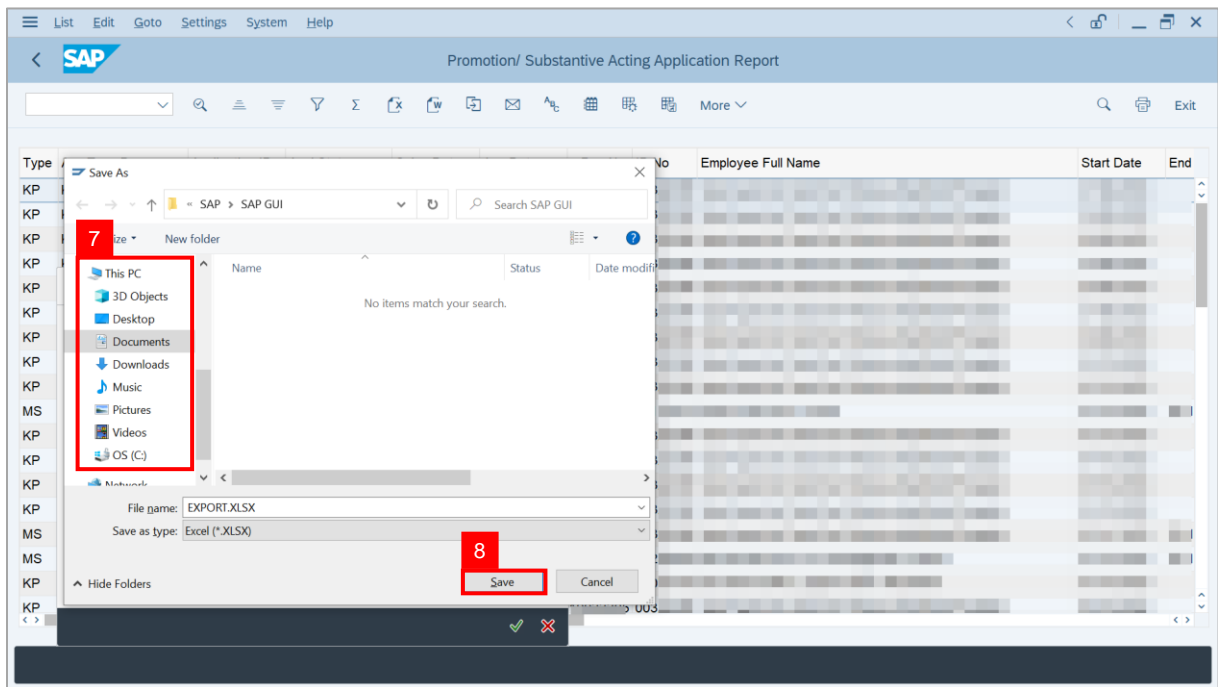
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



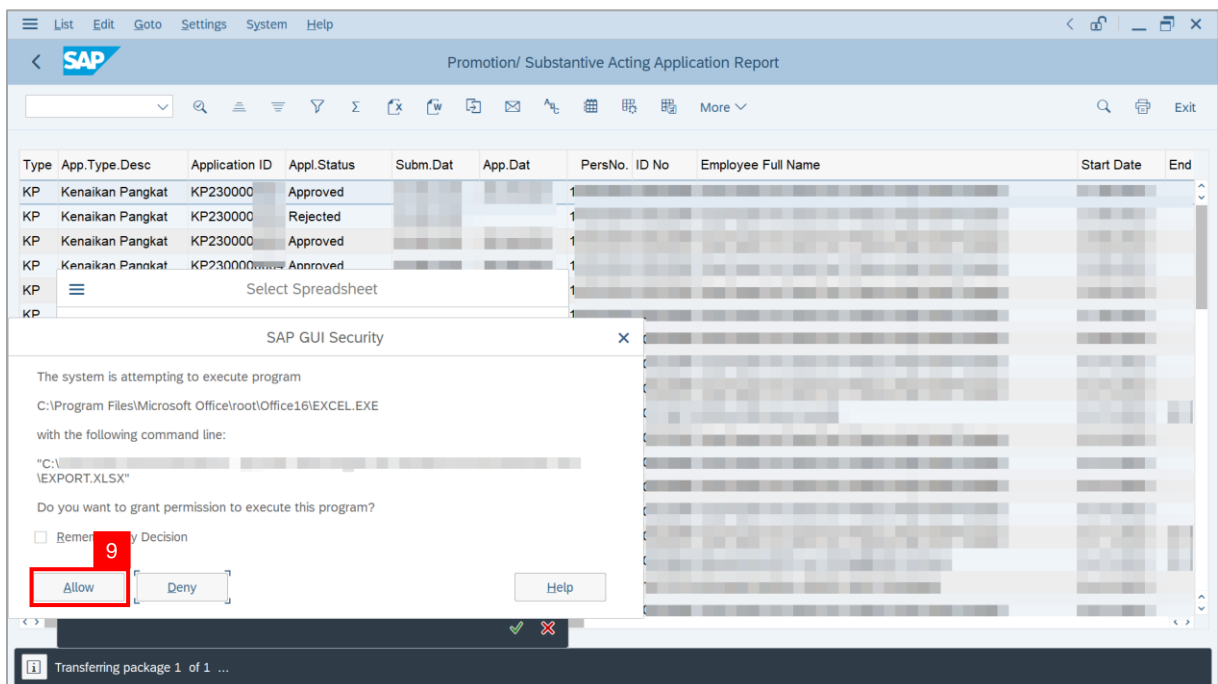
7. Select **File Location**.

8. Click on **Save** button.



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

9. Click on **Allow** icon.





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							

Download 11 KB C:\... \EXPORT.XLSX