



SISTEM SUMBER MANUSIA

User Guide

Rehire after Retirement (Contract)

for Back End User (SAP GUI)

Role: JPA Endorser

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Rehire after Retirement_Contract_JPA_v1.0

INTRODUCTION

This user guide acts as a reference for Back-End User (SAP GUI) on how they can use the features for **Rehire after Retirement (Contract) module**. In this user guide, it will show the users on how to:

1. View Notification via Front-End (FIORI)
2. Endorse Rehire after Retirement Application
3. Edit and Endorse Rehire after Retirement Application
4. Rework or Reject Rehire after Retirement Application
5. Generate Application Type Report

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 (www.ssm.gov.bn) |
| ESS | Employee Self Service |
| MSS | Manager Self Service |

FURTHER ASSISTANCE

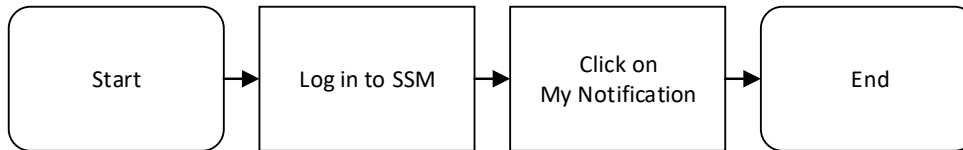
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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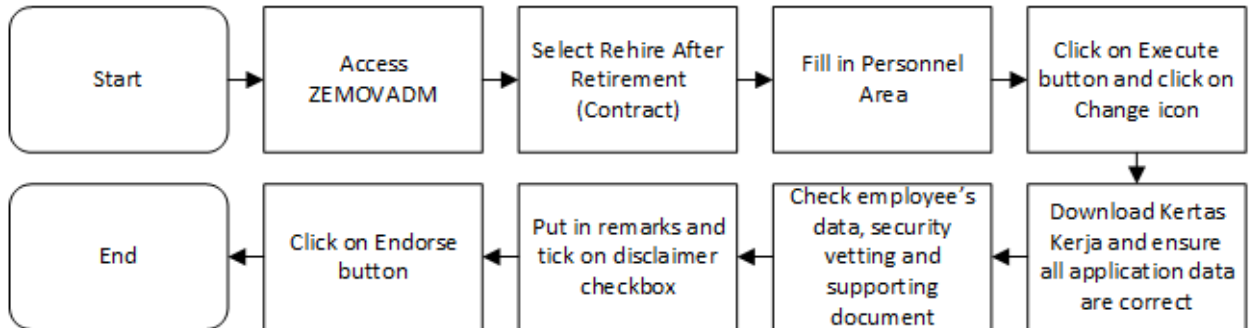
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Process Overview

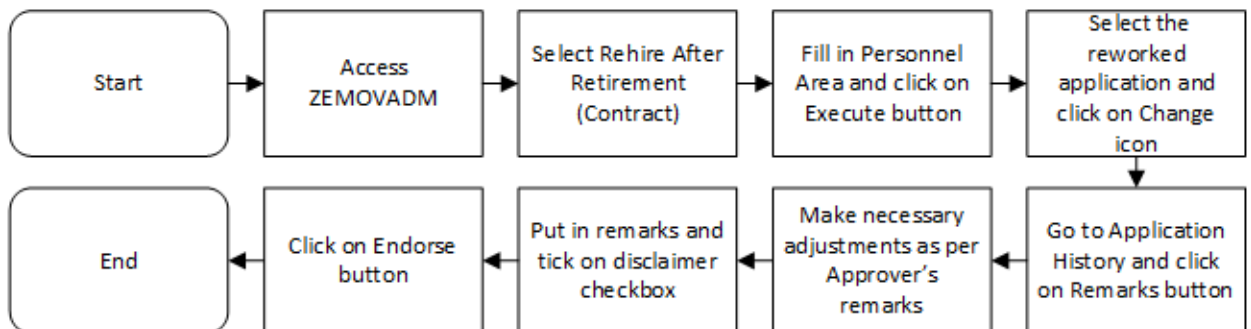
View Notification via Front-End (FIORI)



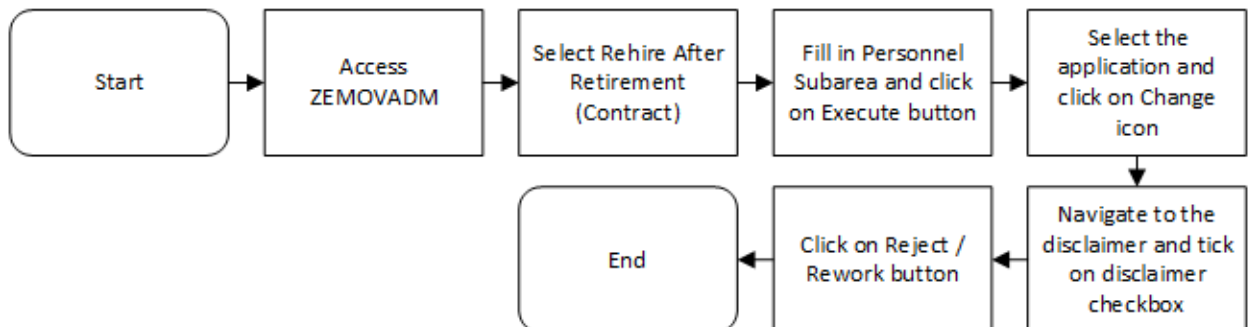
Endorse Rehire after Retirement (Contract) Application



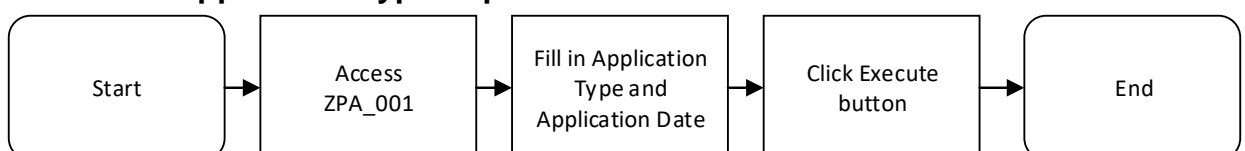
Edit and Endorse Rehire after Retirement (Contract) Application



Rework or Reject Rehire after Retirement (Contract) Application



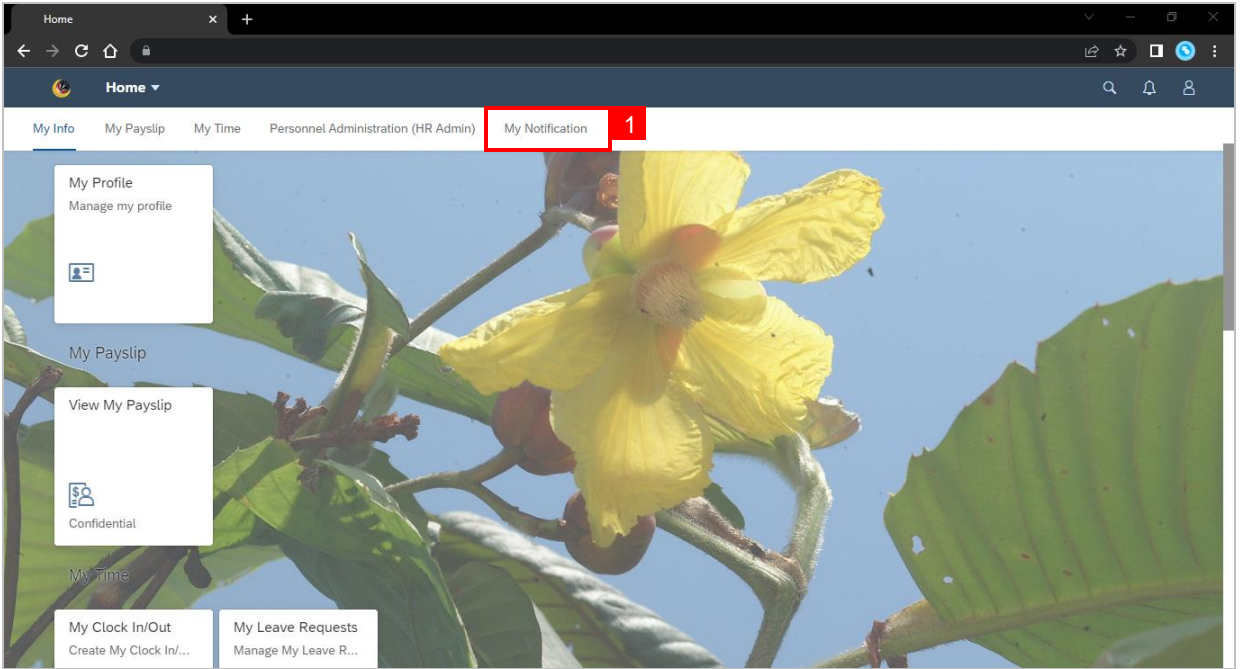
Generate Application Type Report



| | |
|---------------------------------|----------------|
| VIEW NOTIFICATION VIA FRONT END | Front-End User |
| | JPA Endorser |

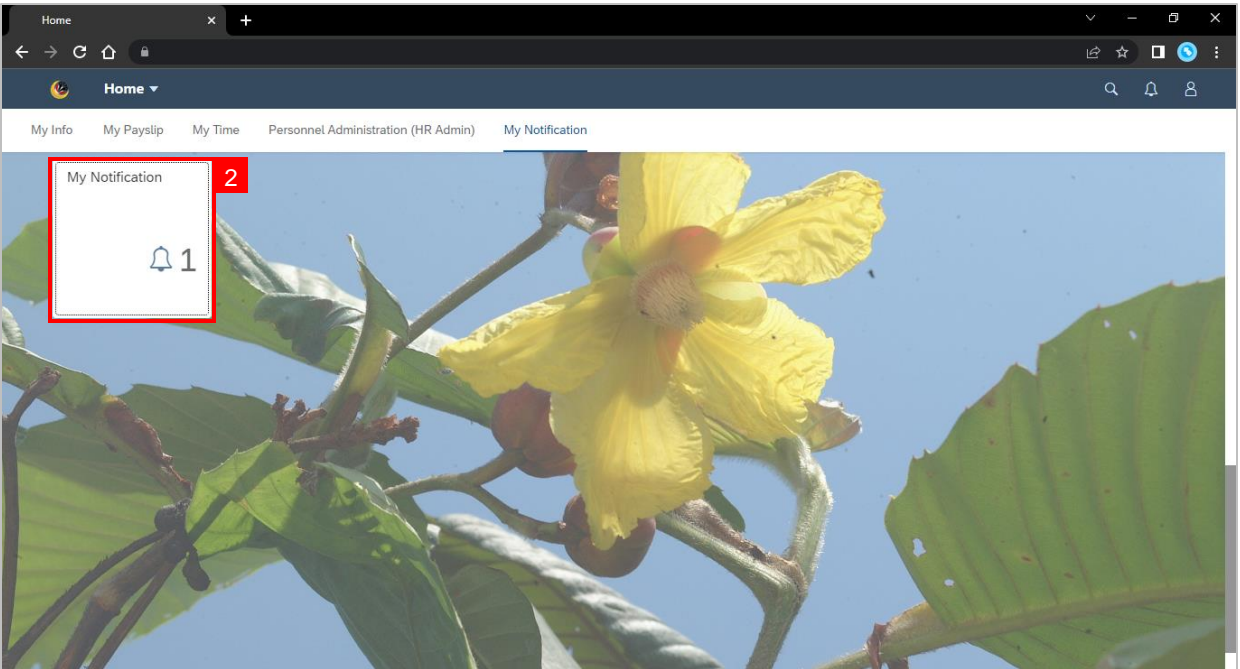
Log into **SSM (Front-End)** and proceed with the following steps.

1. Navigate to **My Notification** tab and click on it.



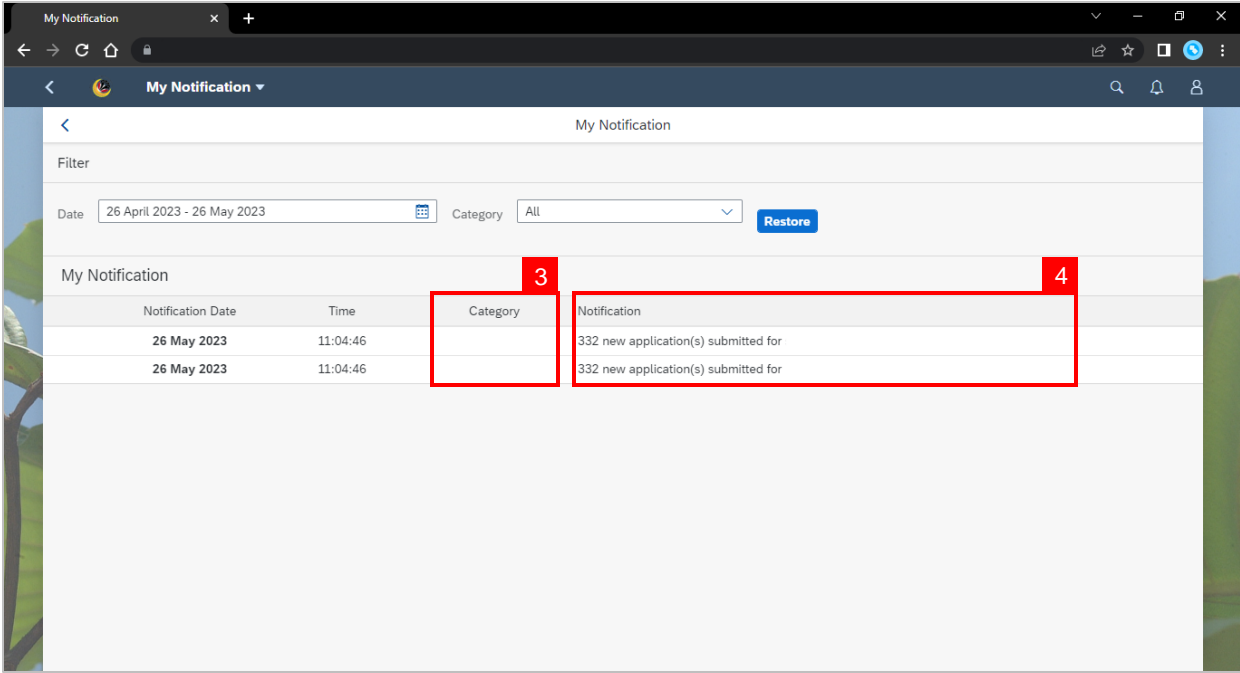
2. Click on **My Notification** tile.

Note: The number shown on the tile indicates the total number of unread notification(s).

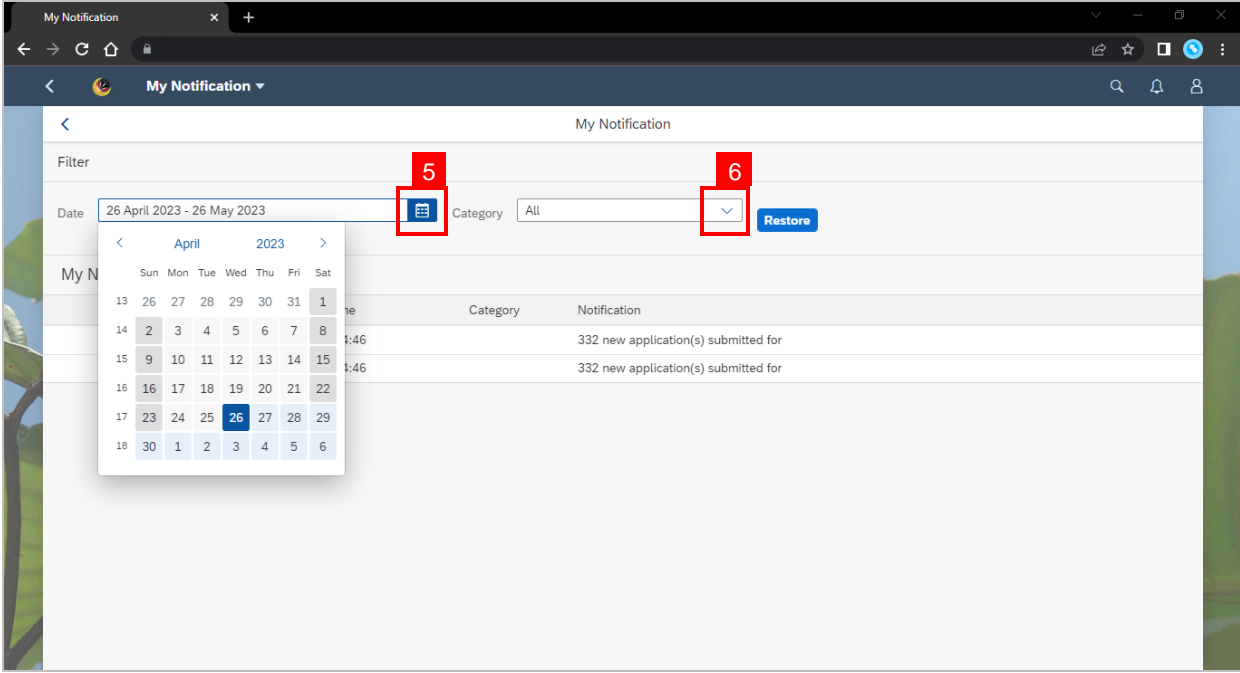




- Outcome:** My Notification page will be displayed.
3. Under **Category** column, it will be shown as: (i) *Pengambilan Semula Slps Bersara (Kontrak)* or (ii) *Penyambungan Perkhidmatan (Kontrak)*.
4. Under **Notification** column, the total number of application(s) will be summarised.



5. Users may change the **Date** to view the notifications at a specific period.
6. Users may also change the **Category** to view/filter specific category notifications.



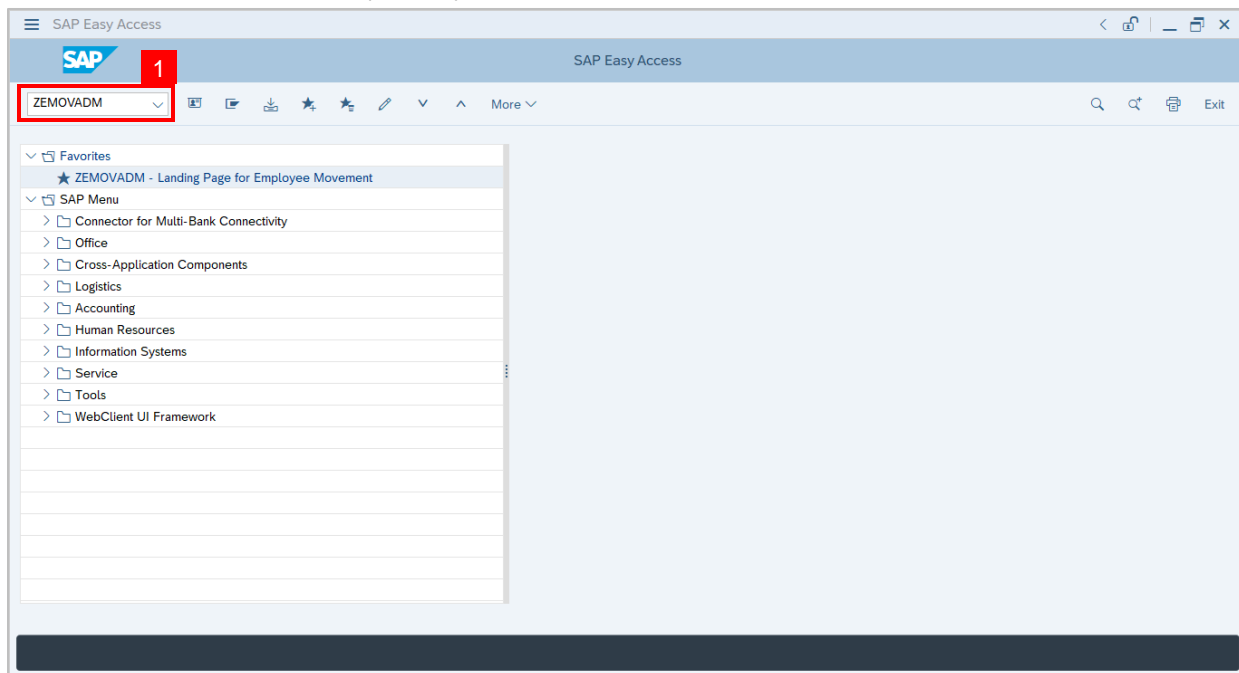
**ENDORSE REHIRE AFTER
RETIREMENT APPLICATION**

Back-End User

JPA Endorser

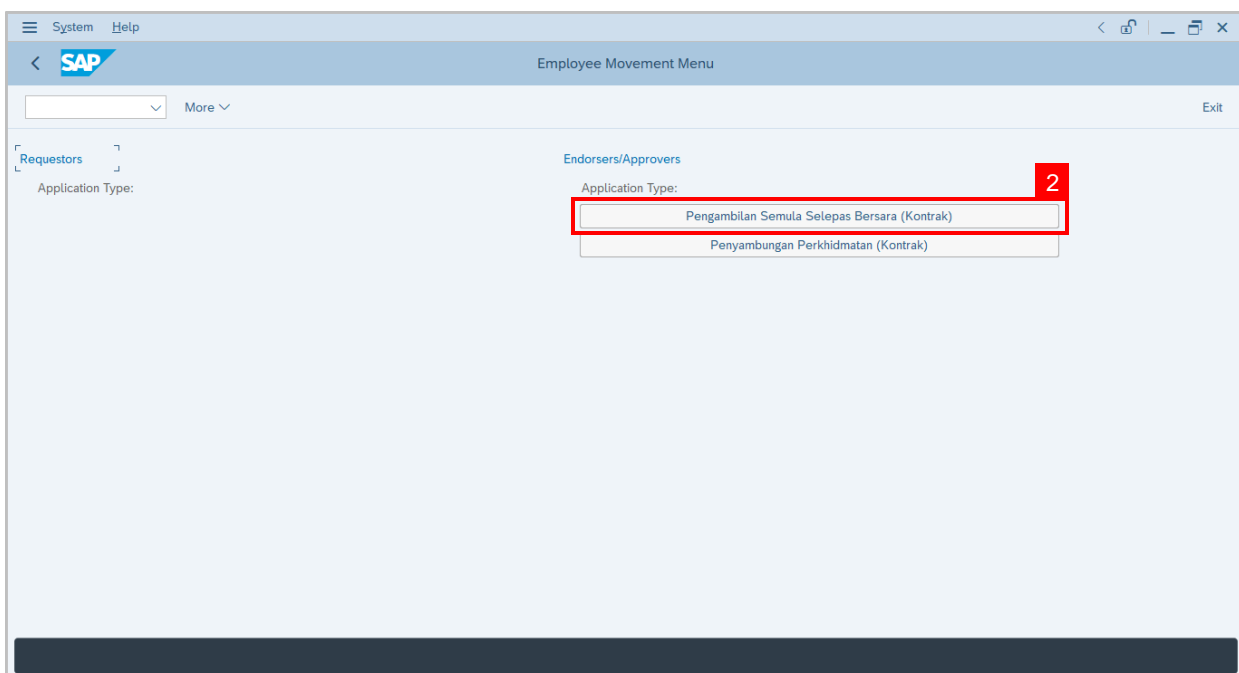
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

2. Click on **Pengambilan Semula Selepas Bersara (Kontrak)** button.

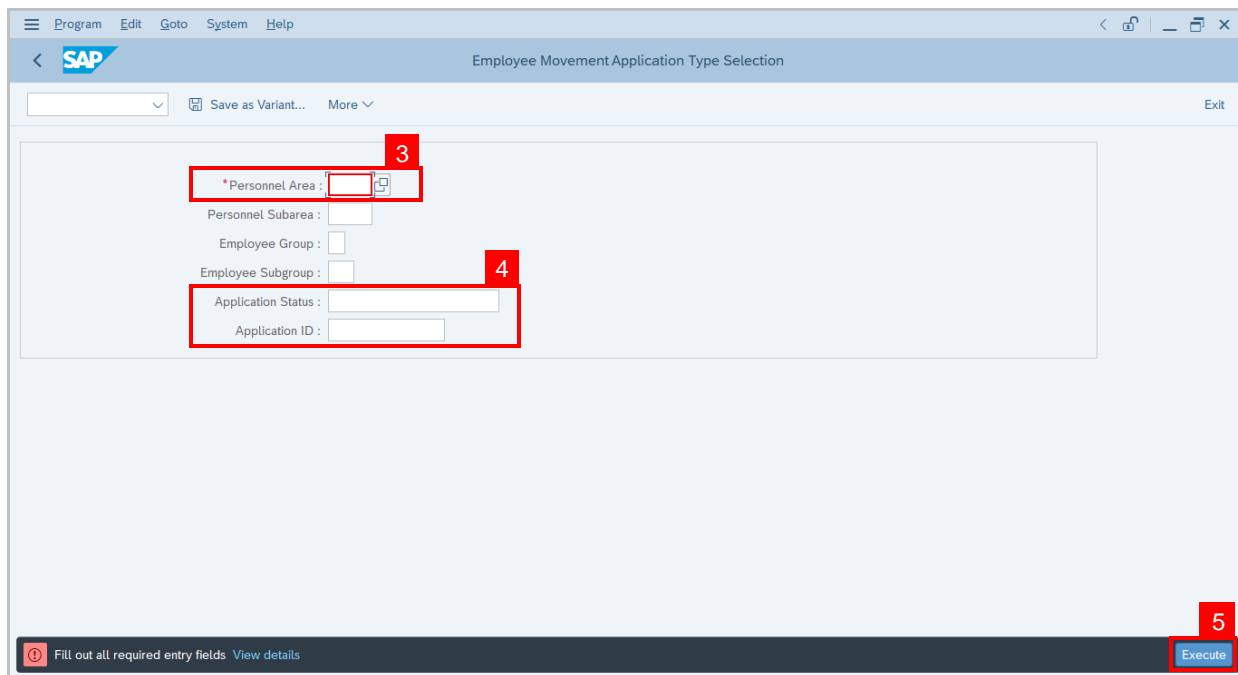


3. Fill in **Personnel Area**.

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.

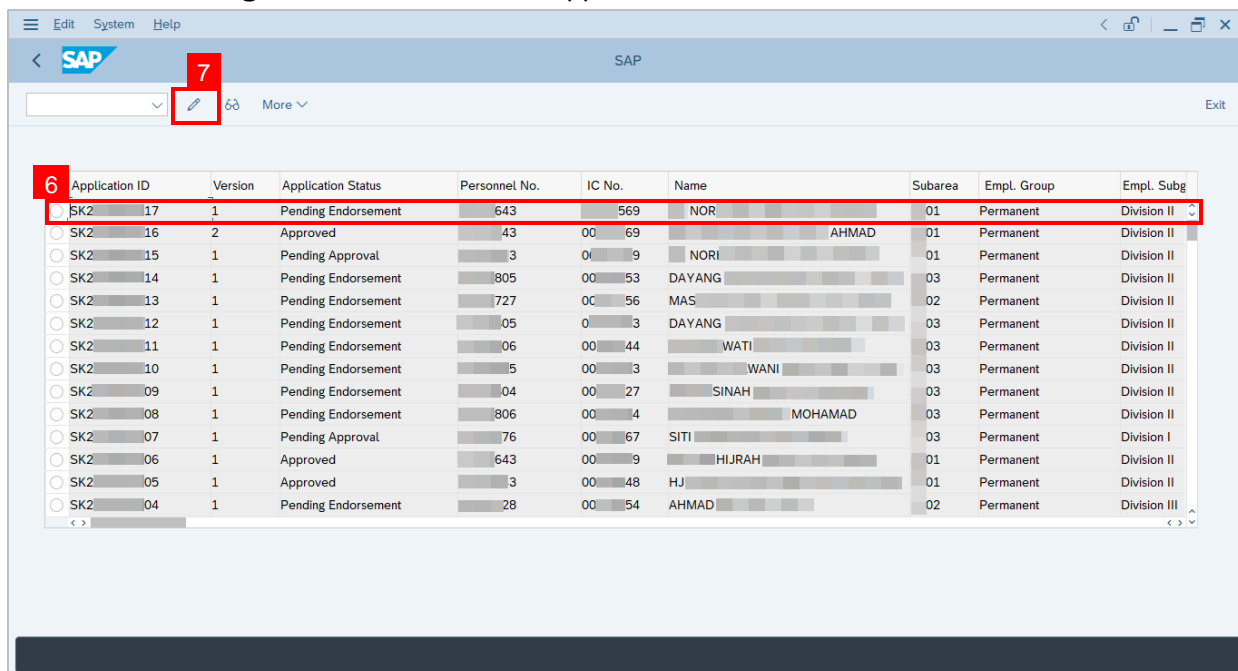


The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with 'Save as Variant...' and 'More' options. The main area contains several input fields: '*Personnel Area' (highlighted with a red box and number 3), 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status' (highlighted with a red box and number 4), and 'Application ID'. At the bottom right, there is an 'Execute' button (highlighted with a red box and number 5). A status bar at the bottom left indicates 'Fill out all required entry fields' and '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.



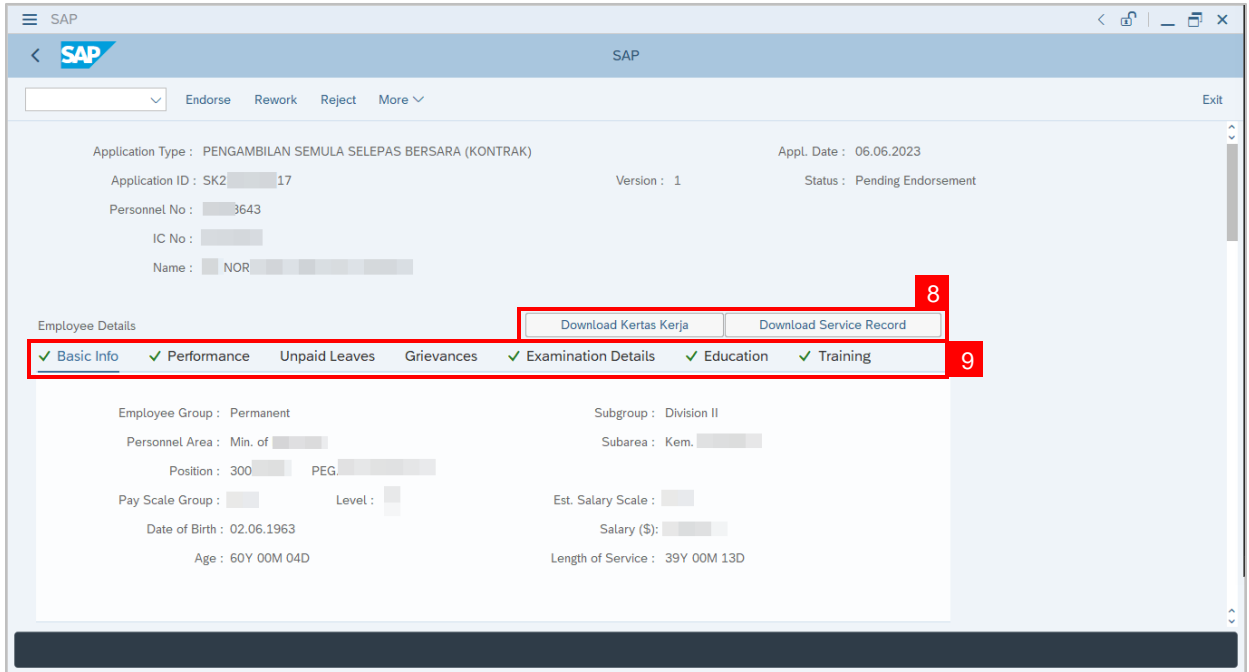
The screenshot shows the SAP 'Application List – Endorser' page. The interface includes a menu bar (Edit, System, Help) and a toolbar with 'Change' (highlighted with a red box and number 7) and 'More' options. The main area displays a table of applications. The first row is highlighted with a red box and number 6, indicating the selected application.

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|---------------------|---------------|--------|---------|---------|-------------|--------------|
| SK2-17 | 1 | Pending Endorsement | 643 | 569 | NOR | 01 | Permanent | Division II |
| SK2-16 | 2 | Approved | 43 | 00-69 | AHMAD | 01 | Permanent | Division II |
| SK2-15 | 1 | Pending Approval | 3 | 00-9 | NORI | 01 | Permanent | Division II |
| SK2-14 | 1 | Pending Endorsement | 805 | 00-53 | DAYANG | 03 | Permanent | Division II |
| SK2-13 | 1 | Pending Endorsement | 727 | 00-56 | MAS | 02 | Permanent | Division II |
| SK2-12 | 1 | Pending Endorsement | 05 | 00-3 | DAYANG | 03 | Permanent | Division II |
| SK2-11 | 1 | Pending Endorsement | 06 | 00-44 | WATI | 03 | Permanent | Division II |
| SK2-10 | 1 | Pending Endorsement | 5 | 00-3 | WANI | 03 | Permanent | Division II |
| SK2-09 | 1 | Pending Endorsement | 04 | 00-27 | SINAH | 03 | Permanent | Division II |
| SK2-08 | 1 | Pending Endorsement | 806 | 00-4 | MOHAMAD | 03 | Permanent | Division II |
| SK2-07 | 1 | Pending Approval | 76 | 00-67 | SITI | 03 | Permanent | Division I |
| SK2-06 | 1 | Approved | 643 | 00-9 | HIJRAH | 01 | Permanent | Division II |
| SK2-05 | 1 | Approved | 3 | 00-48 | HJ | 01 | Permanent | Division II |
| SK2-04 | 1 | Pending Endorsement | 28 | 00-54 | AHMAD | 02 | Permanent | Division III |

Note: Rehire after Retirement (Contract) Application page will be displayed.

8. User can download **Kertas Kerja** and **Service Record**.

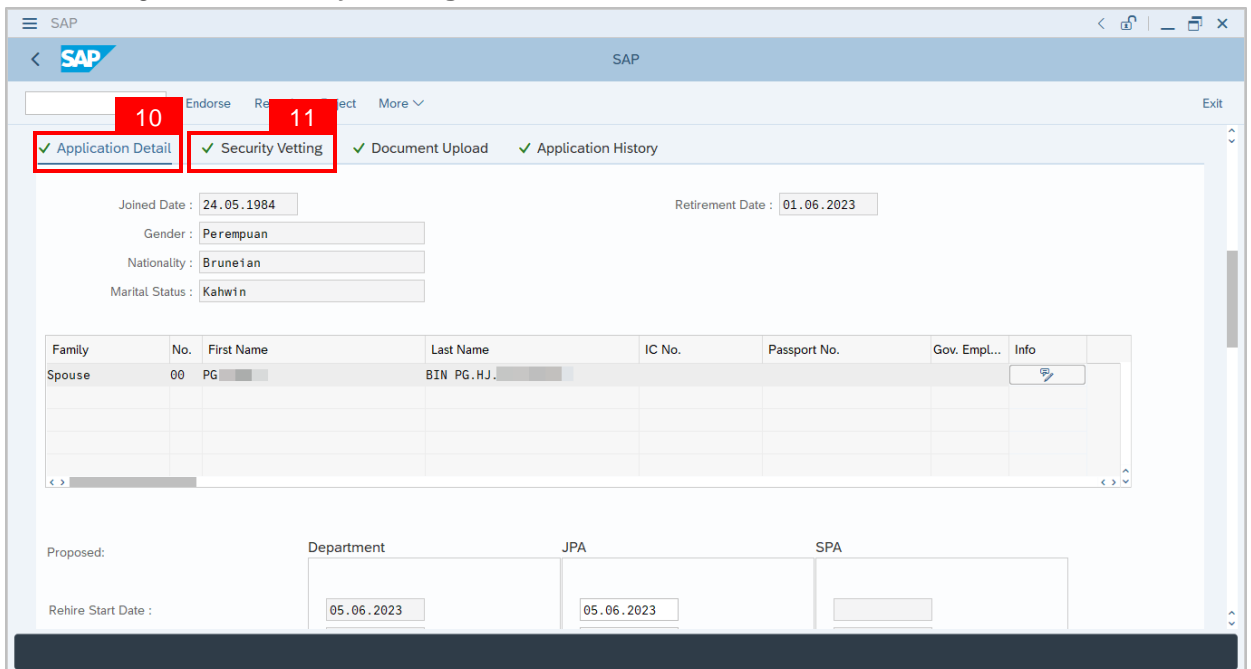
9. User can **check the employee details** from **each tab**.



The screenshot shows the SAP Employee Details page. At the top, there are buttons for 'Endorse', 'Rework', 'Reject', and 'More'. Below these, the application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK)', the application ID is 'SK2-17', the version is '1', and the status is 'Pending Endorsement'. The employee's name is 'NOR'. Below this, there are two tabs: 'Download Kertas Kerja' and 'Download Service Record', both of which are highlighted with a red box and a red '8' next to them. Below the tabs, there is a row of seven 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' next to it. The 'Basic Info' tab displays the following information: Employee Group: Permanent, Subgroup: Division II, Personnel Area: Min. of, Subarea: Kem., Position: 300, PEG, Pay Scale Group, Level, Est. Salary Scale, Date of Birth: 02.06.1963, Salary (\$), Age: 60Y 00M 04D, and Length of Service: 39Y 00M 13D.

10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Security Vetting** tab and click on it.



The screenshot shows the SAP Application Detail and Security Vetting page. At the top, there are buttons for 'Endorse', 'Rework', 'Reject', and 'More'. Below these, the application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK)', the application ID is 'SK2-17', the version is '1', and the status is 'Pending Endorsement'. The employee's name is 'NOR'. Below this, there are two tabs: 'Download Kertas Kerja' and 'Download Service Record', both of which are highlighted with a red box and a red '8' next to them. Below the tabs, there is a row of seven 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' next to it. The 'Basic Info' tab displays the following information: Employee Group: Permanent, Subgroup: Division II, Personnel Area: Min. of, Subarea: Kem., Position: 300, PEG, Pay Scale Group, Level, Est. Salary Scale, Date of Birth: 02.06.1963, Salary (\$), Age: 60Y 00M 04D, and Length of Service: 39Y 00M 13D.

The screenshot also shows the 'Application Detail' and 'Security Vetting' tabs. The 'Application Detail' tab is highlighted with a red box and a red '10' next to it. The 'Security Vetting' tab is highlighted with a red box and a red '11' next to it. The 'Application Detail' tab displays the following information: Joined Date: 24.05.1984, Retirement Date: 01.06.2023, Gender: Perempuan, Nationality: Bruneian, Marital Status: Kahwin. Below this, there is a table with columns: Family, No., First Name, Last Name, IC No., Passport No., Gov. Empl..., and Info. The table contains one row for the spouse: Spouse, 00, PG, BIN PG.HJ., and a button for 'Info'. Below the table, there are fields for 'Proposed:', 'Department', 'JPA', and 'SPA'. The 'Rehire Start Date' is 05.06.2023.

Note: Security Vetting tab will be displayed.

(i) All eight (8) Security Vetting agencies name will be displayed.

(ii) Only the **latest application result** will be shown along with the **Application ID**, **Memorandum Date** and **Valid To** date.

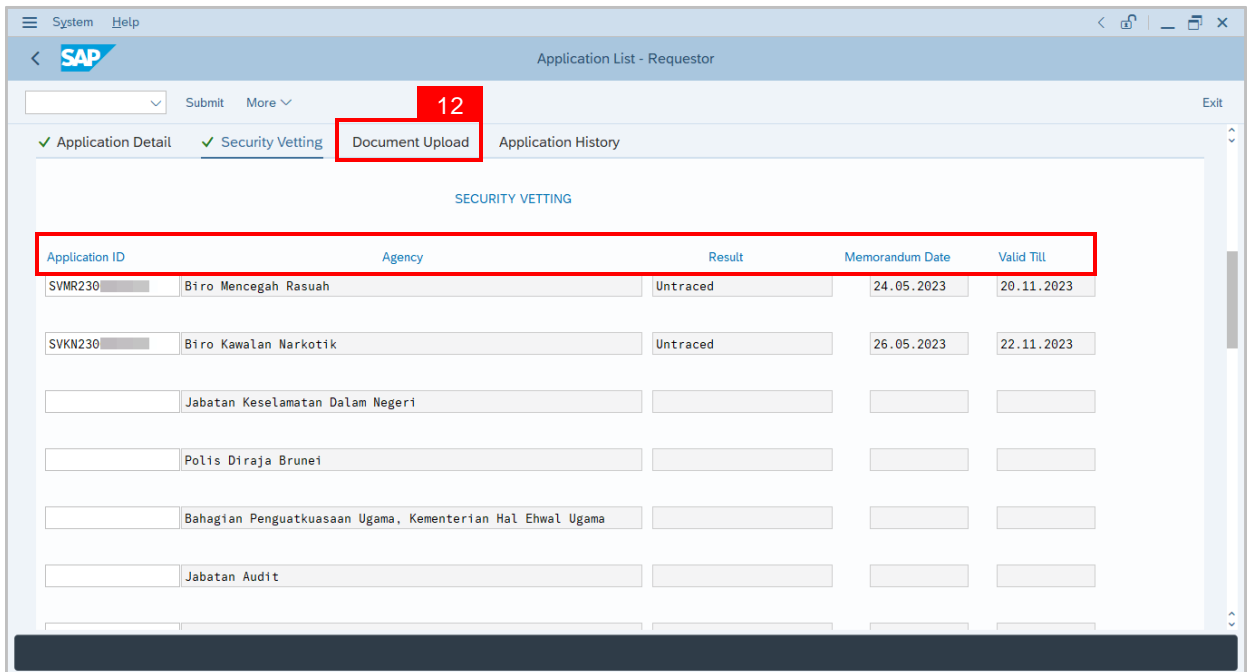
(iii) **JPA Security Vetting Requestor** role may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

(iv) **JPA Security Vetting** role may view the result with attachment (if any) via **ZVETDISPLAY**.

(v) **JPA** may request the Security Vetting role and refer to Security Vetting User Guide for more information.

12. 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.



| Application ID | Agency | Result | Memorandum Date | Valid Till |
|----------------|--|----------|-----------------|------------|
| SVMR230 | Biro Mencegah Rasuah | Untraced | 24.05.2023 | 20.11.2023 |
| SVKN230 | Biro Kawalan Narkotik | Untraced | 26.05.2023 | 22.11.2023 |
| | Jabatan Keselamatan Dalam Negeri | | | |
| | Polis Diraja Brunei | | | |
| | Bahagian Penguatkuasaan Agama, Kementerian Hal Ehwal Ugama | | | |
| | Jabatan Audit | | | |



Navigate to **Application Detail**, under **JPA column** and proceed with the next step.

13. User may change the **proposed details** by **Department**, if necessary.

SAP

Endorse Rework Reject More

13

Proposed:

Rehire Start Date : 05.06.2023

End Date : 04.06.2024

Personnel Subarea : S01 Kem.

Position : 300 PEG.

Payscale Type : 4 P.

Payscale Area : 2 Division 2

Payscale Group & Level : LEVEL:

Est Salary Scale :

Salary (\$) :

Increment Entitlement : 95 Gaji (Max)

Next Increment : 01.05.2021

Employee Group : 1 Permanent

Employee Subgroup : 02 Division II

Department

JPA

05.06.2023

04.06.2024

SF01 Kem.

300 PEG.

4 P. Guru - Guru

2 Division 2

*LEVEL:

0.00

0 Kenaikan Ditanah

SPA

14. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

15. Navigate to **If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons** field to check for any remarks.

SAP

Application List - Requestor

Submit More

Exit

Employee Subgroup : 02 Division II

Contract Type :

Any Details On Laporan Penyampaian Pengajaran/ Laporan Pencerapan Pembelajaran/Mata CME/ Laporan Klinikal :

14

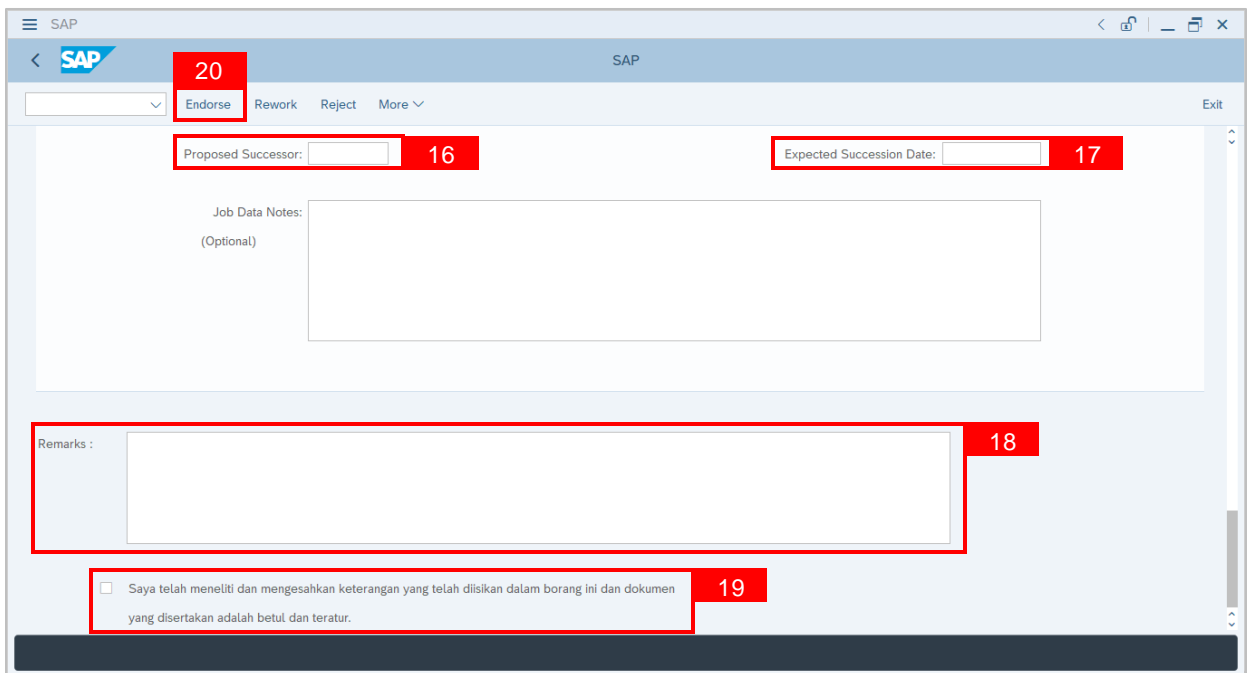
If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons:

15

Proposed Successor:

Expected Succession Date:

16. Verify to ensure the **Proposed Successor** user ID fits the criteria required for this position.
17. Verify the **Expected Succession Date** and user may change it, if needed.
18. Fill in **Remarks**, if any. It will appear at **Application History** for **Approver** and **Department HR Administrator** to view.
19. **Click on the checkbox** to agree with the disclaimer.
20. Click on **Endorse** button to endorse the application for **Rehire after Retirement (Contract)**.



The screenshot shows the SAP application form for Rehire after Retirement (Contract). The form is titled "SAP" and has a navigation bar with "Endorse", "Rework", "Reject", and "More" buttons. The "Endorse" button is highlighted with a red box and labeled "20". Below the navigation bar, there are two input fields: "Proposed Successor:" (labeled "16") and "Expected Succession Date:" (labeled "17"). Below these fields is a text area for "Job Data Notes: (Optional)". Below the text area is a large text area for "Remarks:" (labeled "18"). At the bottom, there is a checkbox (labeled "19") 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 – Requestor will be displayed.

21. The **Application ID** will remain the same.
22. The **Version** number will be 1 (Version 1).
23. The **Application Status** will show as **Pending Approval**.

Outcome: Rehire after Retirement (Contract) Application has been successfully endorsed and subject for approval.



SAP

SAP

63

More

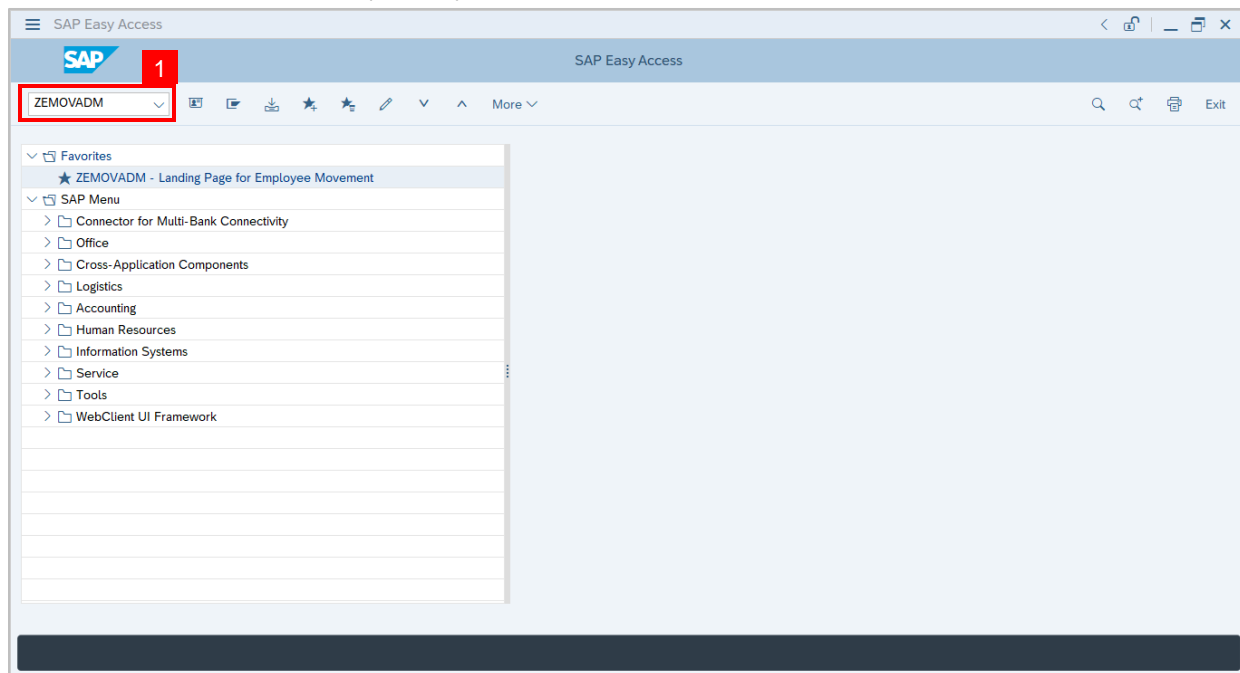
Exit

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|------------------------------|---------|--------------------|---------------|--------|------|---------|-------------|--------------|
| <input type="radio"/> SK2 17 | 1 | Pending Approval | 643 | 569 | NOR | 01 | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division I |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division II |
| <input type="radio"/> SK2 | | | | | | | Permanent | Division III |

| | |
|--|---------------|
| EDIT AND ENDORSE REHIRE AFTER RETIREMENT APPLICATION | Back-End User |
| | JPA Endorser |

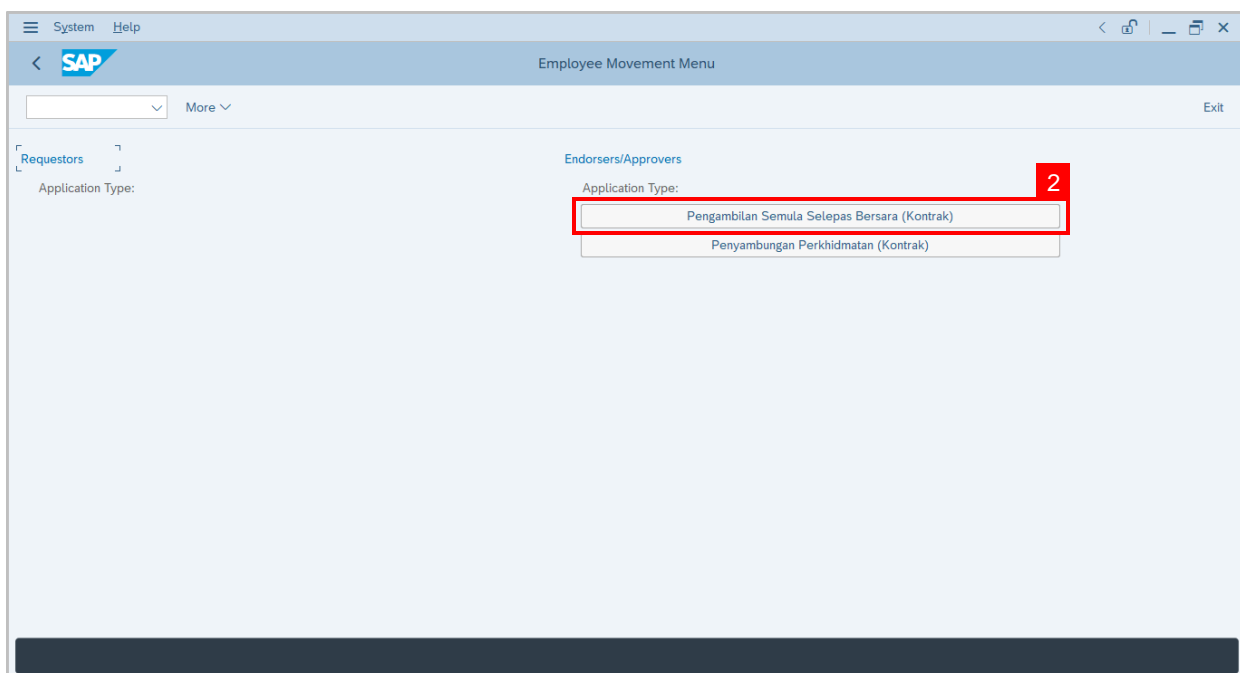
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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




Note: Employee Movement page will be displayed.

2. Click on **Pengambilan Semula Selepas Bersara (Kontrak)** button.



5. Click on **Execute** button.

3

* Personnel Area : 

Personnel Subarea :

Employee Group :

Employee Subgroup :

4

Application Status :

Application ID :

Note: Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application (Application Status: Reworked to JPA).

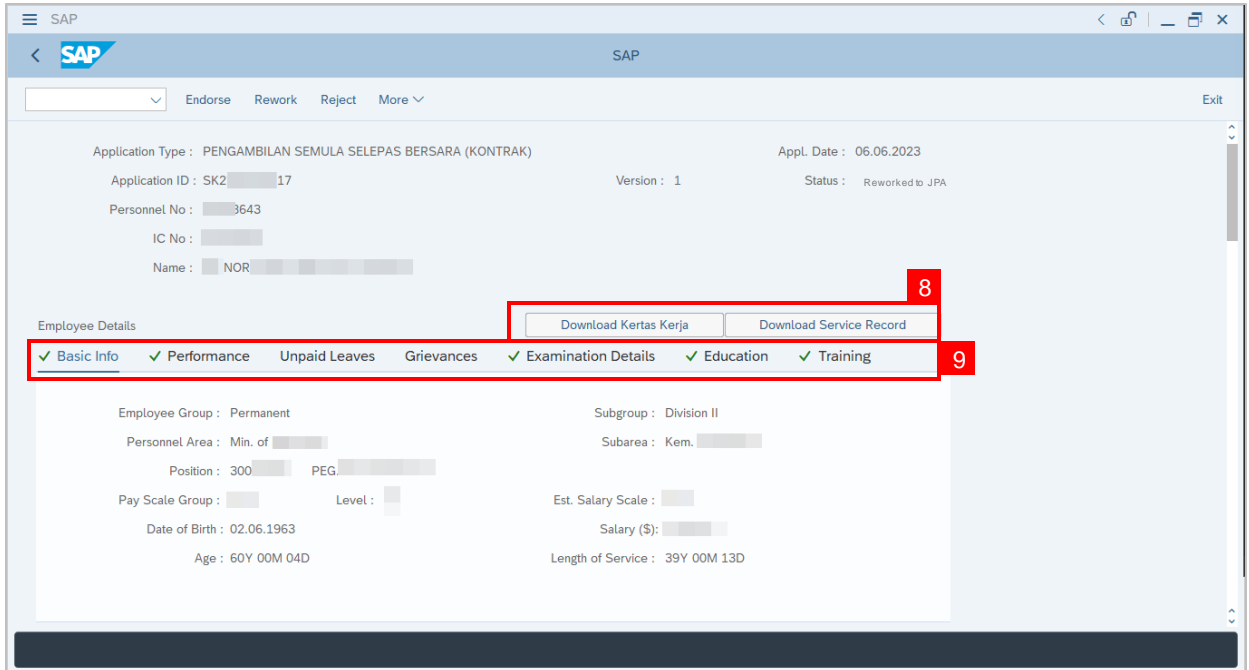
7. Click on **change** icon to rework on / edit the application.

[illegible]

8. User can download the **Kertas Kerja** and **Service Record**.

9. User must **check the details** from **each tab**, ensure that the data is updated and correct.

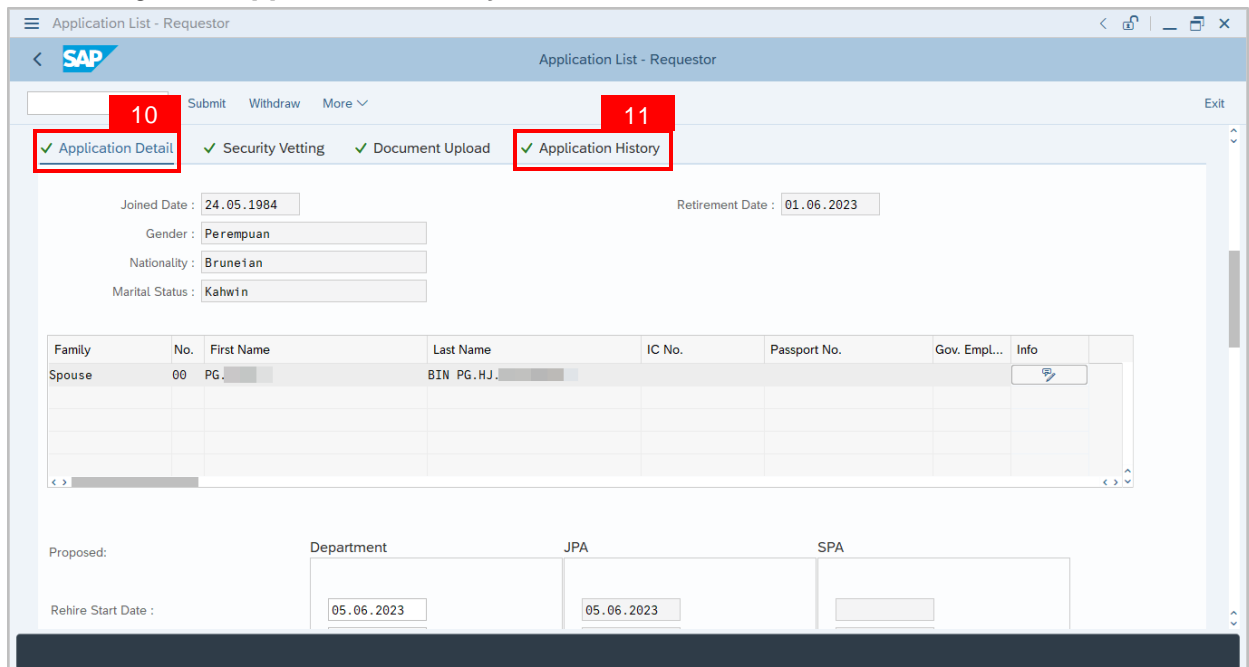
Note: If any of the data is incorrect, it can be updated by Department HR Admin via PA30.



The screenshot shows the SAP Employee Details screen. At the top, there are buttons for 'Endorse', 'Rework', 'Reject', and 'More'. Below these, the application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK)' and the application date is '06.06.2023'. The application ID is 'SK217', version is '1', and status is 'Reworked to JPA'. The personnel number is '3643', IC number is blank, and name is 'NOR'. Below this, there are two buttons: 'Download Kertas Kerja' and 'Download Service Record', both highlighted with a red box and labeled '8'. Below these buttons is a tab bar with six 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 labeled '9'. Below the tabs, the employee details are displayed in a grid format, including Employee Group (Permanent), Subgroup (Division II), Personnel Area (Min. of), Subarea (Kem.), Position (300), PEG, Pay Scale Group, Level, Est. Salary Scale, Date of Birth (02.06.1963), Salary (\$), Age (60Y 00M 04D), and Length of Service (39Y 00M 13D).

10. Navigate to **Application Detail** and ensure that all information is correct.

11. Navigate to **Application History** tab and click on it.



The screenshot shows the SAP Application List - Requestor screen. At the top, there are buttons for 'Submit', 'Withdraw', and 'More'. Below these, there are four tabs: 'Application Detail', 'Security Vetting', 'Document Upload', and 'Application History'. The 'Application Detail' tab is selected and highlighted with a red box and labeled '10'. The 'Application History' tab is also highlighted with a red box and labeled '11'. Below the tabs, the application details are displayed in a grid format, including Joined Date (24.05.1984), Retirement Date (01.06.2023), Gender (Perempuan), Nationality (Bruneian), and Marital Status (Kahwin). Below this, there is a table with columns: Family, No., First Name, Last Name, IC No., Passport No., Gov. Empl..., and Info. The table contains one row for the spouse, with Family 'Spouse', No. '00', First Name 'PG.', Last Name 'BIN PG.HJ.', and a link icon in the Info column. Below the table, there are sections for 'Proposed:' and 'Rehire Start Date:'. The 'Proposed:' section has three columns: Department, JPA, and SPA. The 'Rehire Start Date:' section has three columns: Department, JPA, and SPA. The Department column has a date '05.06.2023' and the JPA column has a date '05.06.2023'.



- Note:** Application History tab will be displayed.
12. Click on **remarks** button to view the remarks from SPA Approver what needs to be reworked on.

SystemHelp

SAP

EndorseReworkRejectMore

Exit

Application DetailSecurity VettingDocument UploadApplication History

| Date | Time | User ID | Version | Application Status | Remarks |
|------------|----------|---------|---------|---------------------|---------|
| 26.05.2023 | 17:09:55 | 19 | 1 | Pending Endorsement | |
| 26.05.2023 | 17:10:36 | JPA | 1 | Pending Approval | |
| 08.06.2023 | 14:03:19 | 00 | 1 | Reworked to JPA | |

- Note:** Remarks pop-up window will be displayed.

Remarks

Please attach endorsed Kertas Kerja

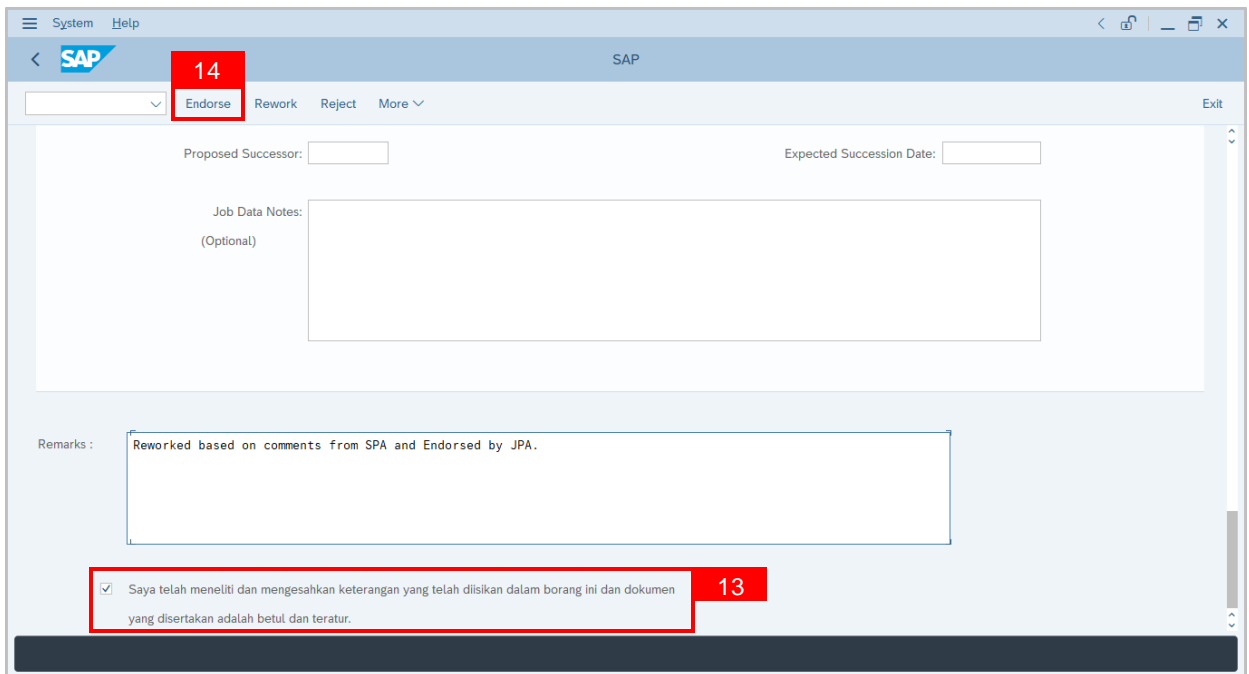
Navigate to **Application Detail**, under **Department** column and proceed with the adjustments required.

Note: JPA Endorser can only adjust the details under JPA column except for the greyed-out fields.

Once all the adjustments have been made, proceed with the next step:

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

14. Click on **Endorse** button to submit the application.



The screenshot shows the SAP application detail form. At the top, there is a navigation bar with 'System' and 'Help' menus. Below this, there is a header bar with the SAP logo and a red box containing the number '14' next to the 'Endorse' button. The main form area contains fields for 'Proposed Successor', 'Expected Succession Date', and 'Job Data Notes (Optional)'. Below these fields is a 'Remarks' section with a text area containing the text 'Reworked based on comments from SPA and Endorsed by JPA.' At the bottom of the form, there is a red box containing a checkbox and the text 'Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.' To the right of this box is a red box containing the number '13'.

Note: Application List – Requestor will be displayed.

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

16. The **Version** number will be 2 (Version 2).

17. The **Application Status** will show as **Pending Endorsement**.

Outcome: Rehire after Retirement (Contract) Application has been successfully reworked and submitted for endorsement.

[illegible]

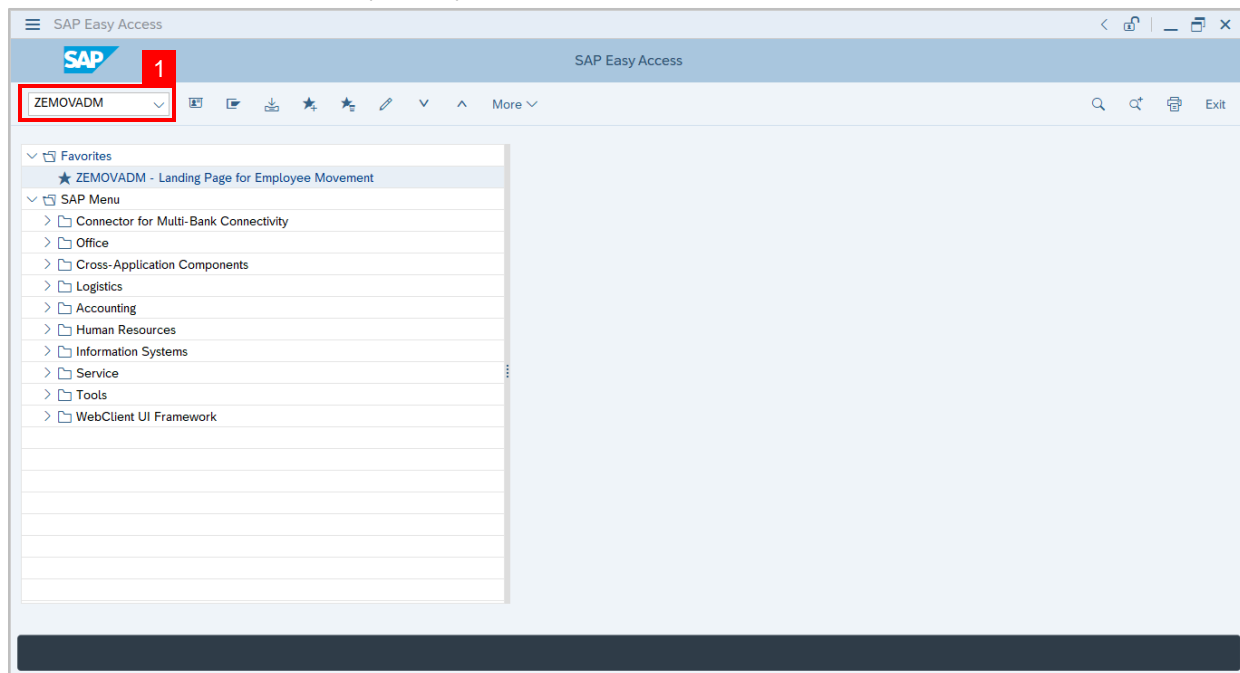
**REWORK / REJECT REHIRE
AFTER RETIREMENT
APPLICATION**

Back-End User

Department HR Administrator

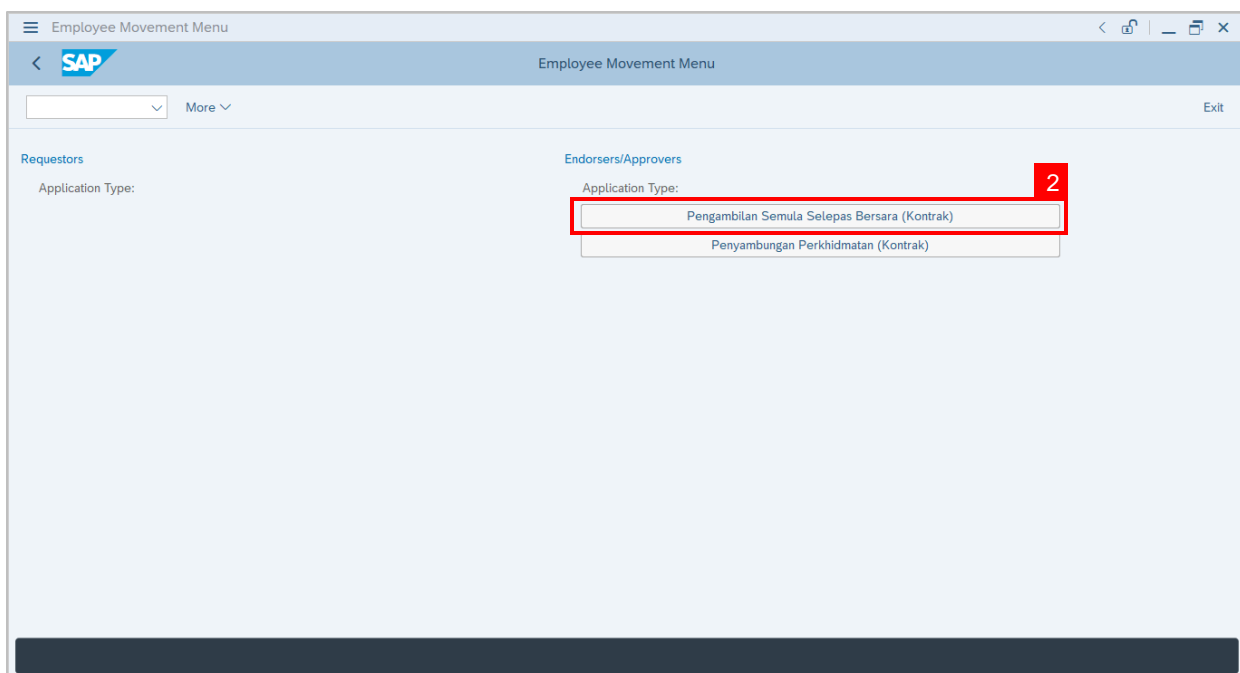
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

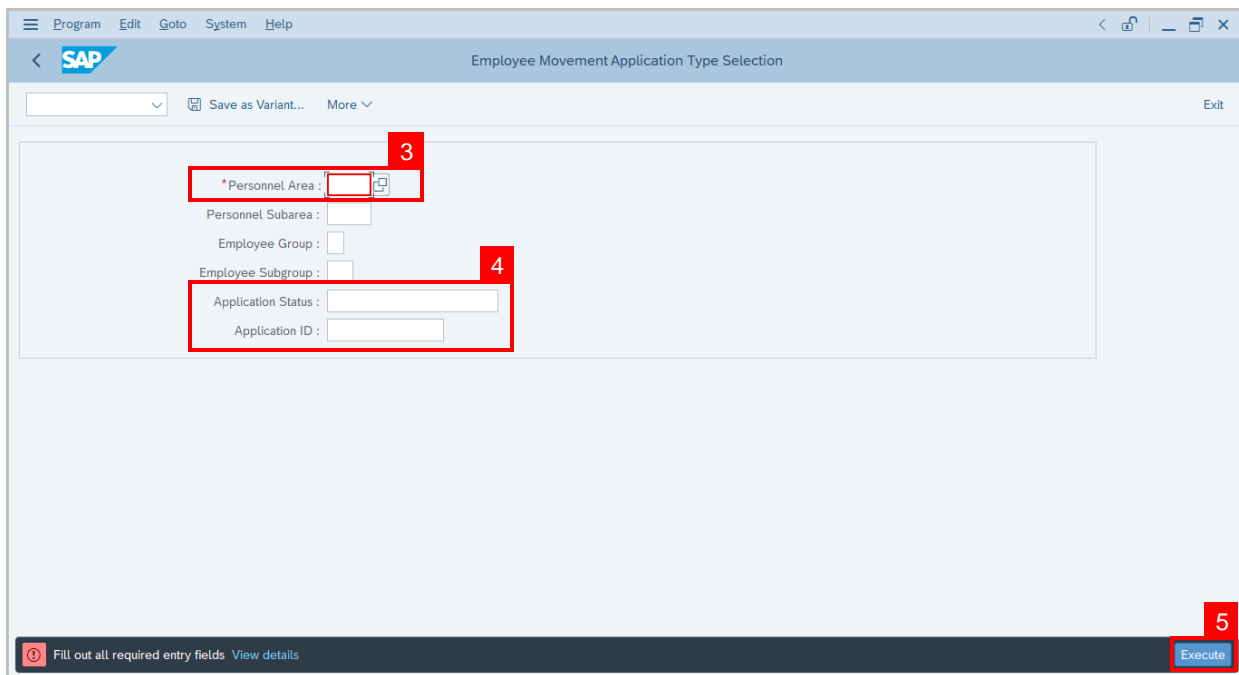
2. Click on **Pengambilan Semula Selepas Bersara (Kontrak)** button.



3. Fill in **Personnel Area**.

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

5. Click on **Execute** button.



Employee Movement Application Type Selection

Save as Variant... More

Exit

*Personnel Area :

Personnel Subarea :

Employee Group :

Employee Subgroup :

Application Status :

Application ID :

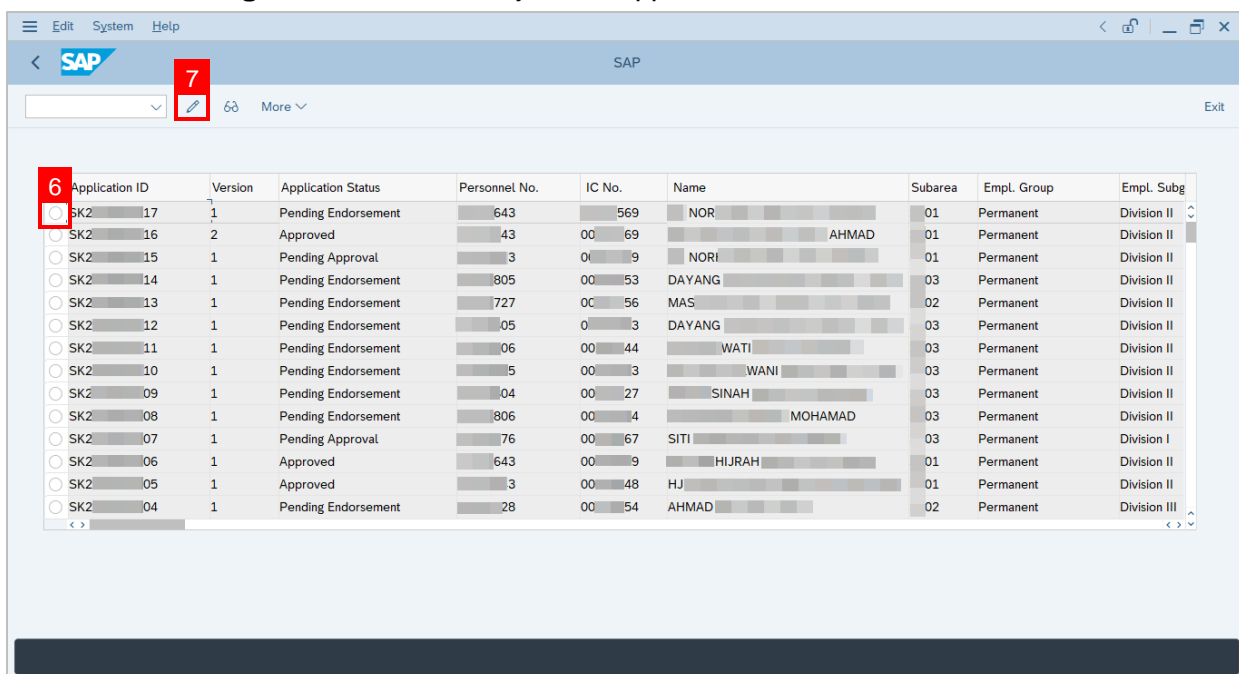
Fill out all required entry fields View details

Execute

Note: Application List – Requestor page will be displayed.

6. Click on the **radio button** to select application to be **reworked / rejected**.

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



SAP

More

Exit

| Application ID | Version | Application Status | Personnel No. | IC No. | Name | Subarea | Empl. Group | Empl. Subg |
|----------------|---------|---------------------|---------------|--------|---------|---------|-------------|--------------|
| SK2-17 | 1 | Pending Endorsement | 643 | 569 | NOR | 01 | Permanent | Division II |
| SK2-16 | 2 | Approved | 43 | 69 | AHMAD | 01 | Permanent | Division II |
| SK2-15 | 1 | Pending Approval | 3 | 9 | NORI | 01 | Permanent | Division II |
| SK2-14 | 1 | Pending Endorsement | 805 | 53 | DAYANG | 03 | Permanent | Division II |
| SK2-13 | 1 | Pending Endorsement | 727 | 56 | MAS | 02 | Permanent | Division II |
| SK2-12 | 1 | Pending Endorsement | 05 | 3 | DAYANG | 03 | Permanent | Division II |
| SK2-11 | 1 | Pending Endorsement | 06 | 44 | WATI | 03 | Permanent | Division II |
| SK2-10 | 1 | Pending Endorsement | 5 | 3 | WANI | 03 | Permanent | Division II |
| SK2-09 | 1 | Pending Endorsement | 04 | 27 | SINAH | 03 | Permanent | Division II |
| SK2-08 | 1 | Pending Endorsement | 806 | 4 | MOHAMAD | 03 | Permanent | Division II |
| SK2-07 | 1 | Pending Approval | 76 | 67 | SITI | 03 | Permanent | Division I |
| SK2-06 | 1 | Approved | 643 | 9 | HIJRAH | 01 | Permanent | Division II |
| SK2-05 | 1 | Approved | 3 | 48 | HJ | 01 | Permanent | Division II |
| SK2-04 | 1 | Pending Endorsement | 28 | 54 | AHMAD | 02 | Permanent | Division III |

- System Help

< SAP 10 SAP

Endorse Rework Reject More

Exit

Proposed Successor: Expected Succession Date:

Job Data Notes:
(Optional)

Remarks :

8

9

Saya telah meneliti dan mengesahkan keterangan yang telah diisikan dalam borang ini dan dokumen yang disertakan adalah betul dan teratur.

Outcome: The application has been Rejected / Reworked.

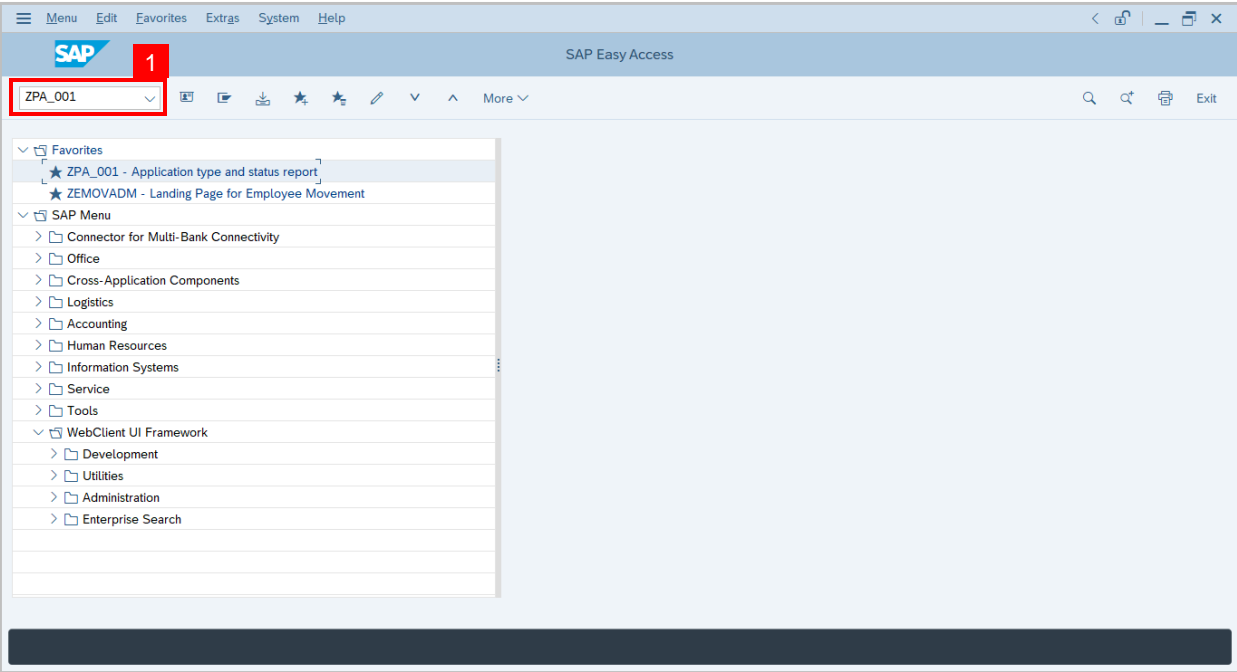
[illegible]



| | |
|-------------------------------------|---------------|
| GENERATE APPLICATION TYPE REPORT | Back-End User |
| | JPA Endorser |

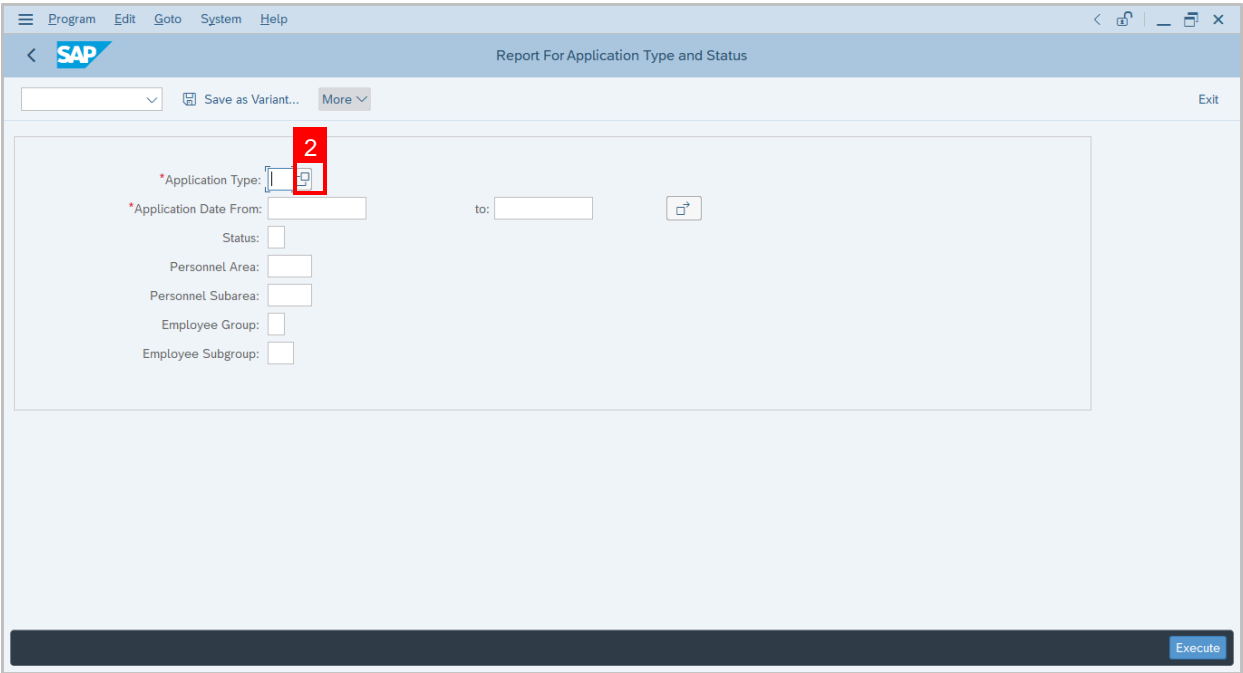
Log into **SAP GUI (Back-End)** and proceed with the following steps.

1. Enter transaction code (t-code) **ZPA_001** in the search bar.



Note: Employee Movement page will be displayed.

2. Select the **Application Type**.



Note: Application Code (1) pop-up window will be displayed.

3. Select any of the required application type and click on the **copy / green tick icon**.

Application Code (1) 8 Entries found

Restrictions

✓ 3

| Cl. | Appl. Code | Date | Date | Application Status | Application Description |
|-----|------------|------------|------------|--------------------|---|
| 240 | MP | 01.01.2022 | 31.12.9999 | Active | MELANJUTKAN TEMPOH PERCUBAAN |
| 240 | PB | 01.07.2022 | 31.07.9999 | Active | BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K |
| 240 | PE | 09.05.2022 | 31.12.9999 | Active | PEMINDAHAN |
| 240 | PJ | 01.01.2022 | 31.12.9999 | Active | PENETAPAN JAWATAN |
| 240 | PK | 01.01.2022 | 31.12.9999 | Active | PENYAMBUNGAN PERKHIDMATAN (KONTRAK) |
| 240 | PS | 01.03.2023 | 31.12.9999 | Active | PENYAMBUNGAN PERKHIDMATAN (SKS) |
| 240 | SK | 01.03.2023 | 31.12.9999 | Active | PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK) |
| 240 | SS | 01.03.2023 | 31.12.9999 | Active | PENGAMBILAN SEMULA SELEPAS BERSARA (SKS) |

8 Entries found

4. Fill in **Application Date From:** and **to:**

Note: The Application Date has a **restriction of 1 year period**.

5. Click on **Execute** button.

Report For Application Type and Status

SAP

Report For Application Type and Status

Save as Variant... More

Exit

*Application Type: 2

*Application Date From: 3 to:

Status:

Personnel Area:

Personnel Subarea:

Employee Group:

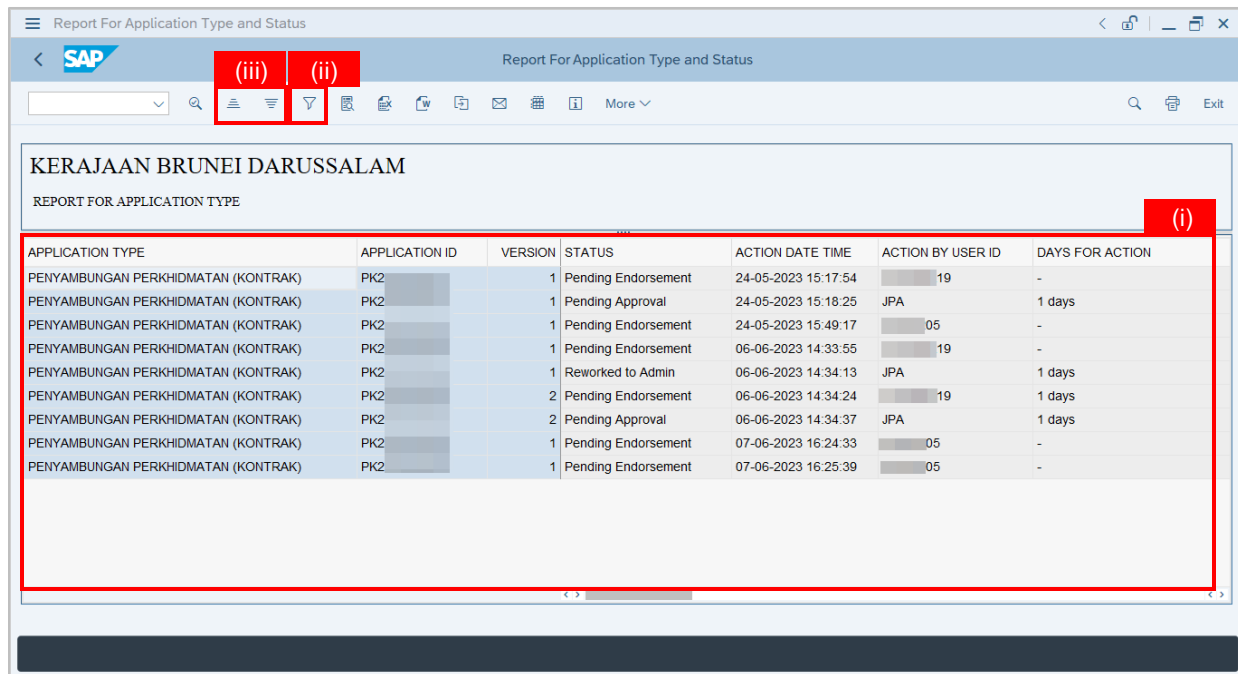
Employee Subgroup:

Execute

Outcome: Report For Application Type and Status 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 For Application Type and Status

KERAJAAN BRUNEI DARUSSALAM

REPORT FOR APPLICATION TYPE

| APPLICATION TYPE | APPLICATION ID | VERSION | STATUS | ACTION DATE TIME | ACTION BY USER ID | DAYS FOR ACTION |
|-------------------------------------|----------------|---------|---------------------|---------------------|-------------------|-----------------|
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Endorsement | 24-05-2023 15:17:54 | 19 | - |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Approval | 24-05-2023 15:18:25 | JPA | 1 days |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Endorsement | 24-05-2023 15:49:17 | 05 | - |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Endorsement | 06-06-2023 14:33:55 | 19 | - |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Reworked to Admin | 06-06-2023 14:34:13 | JPA | 1 days |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 2 | Pending Endorsement | 06-06-2023 14:34:24 | 19 | 1 days |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 2 | Pending Approval | 06-06-2023 14:34:37 | JPA | 1 days |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Endorsement | 07-06-2023 16:24:33 | 05 | - |
| PENYAMBUNGAN PERKHIDMATAN (KONTRAK) | PK2 | 1 | Pending Endorsement | 07-06-2023 16:25:39 | 05 | - |