



SISTEM SUMBER MANUSIA

User Guide

Rehire after Retirement (Contract) for Back End User (SAP GUI)

Role: SPA Approver

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Rehire after Retirement_Contract_SPA_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. Approve Rehire after Retirement Application
2. Rework or Reject Rehire after Retirement Application
3. 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

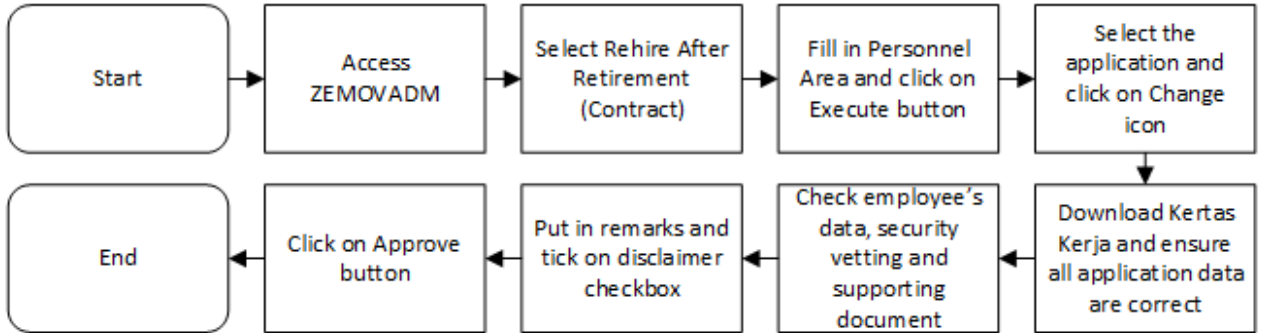
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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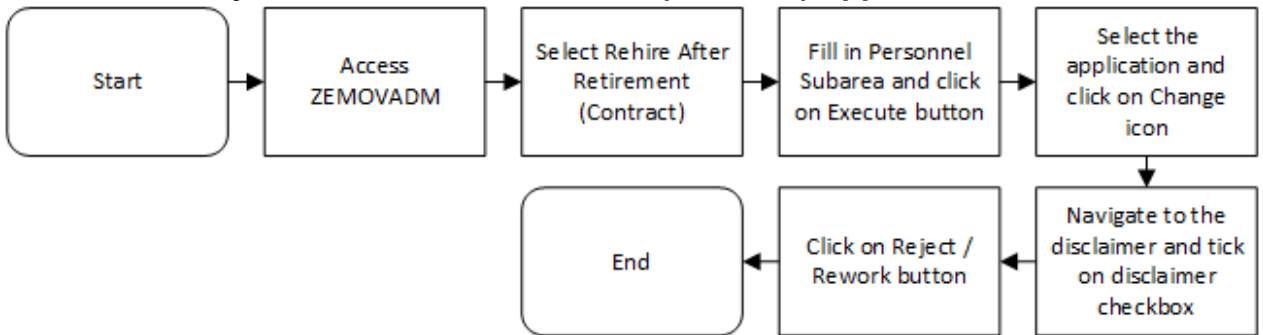
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Process Overview

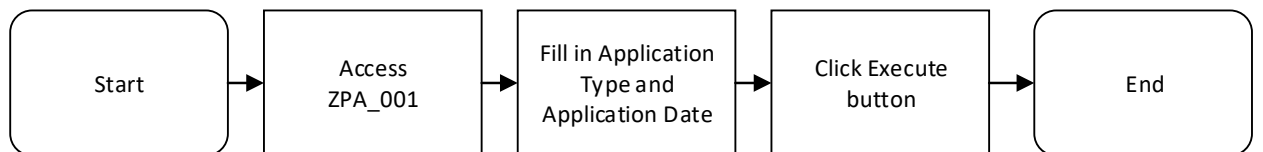
Approve Rehire after Retirement (Contract) Application



Rework or Reject Rehire after Retirement (Contract) Application



Generate Application Type Report



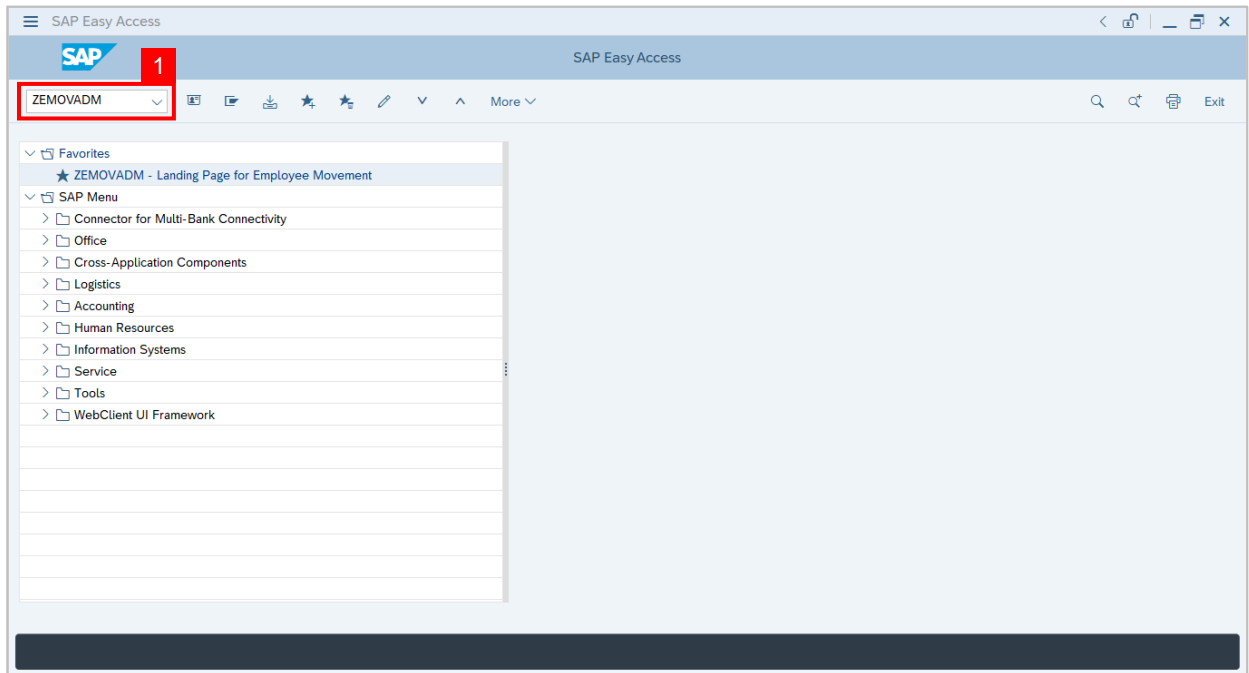
**APPROVE REHIRE AFTER
RETIREMENT APPLICATION**

Back-End User

SPA Approver

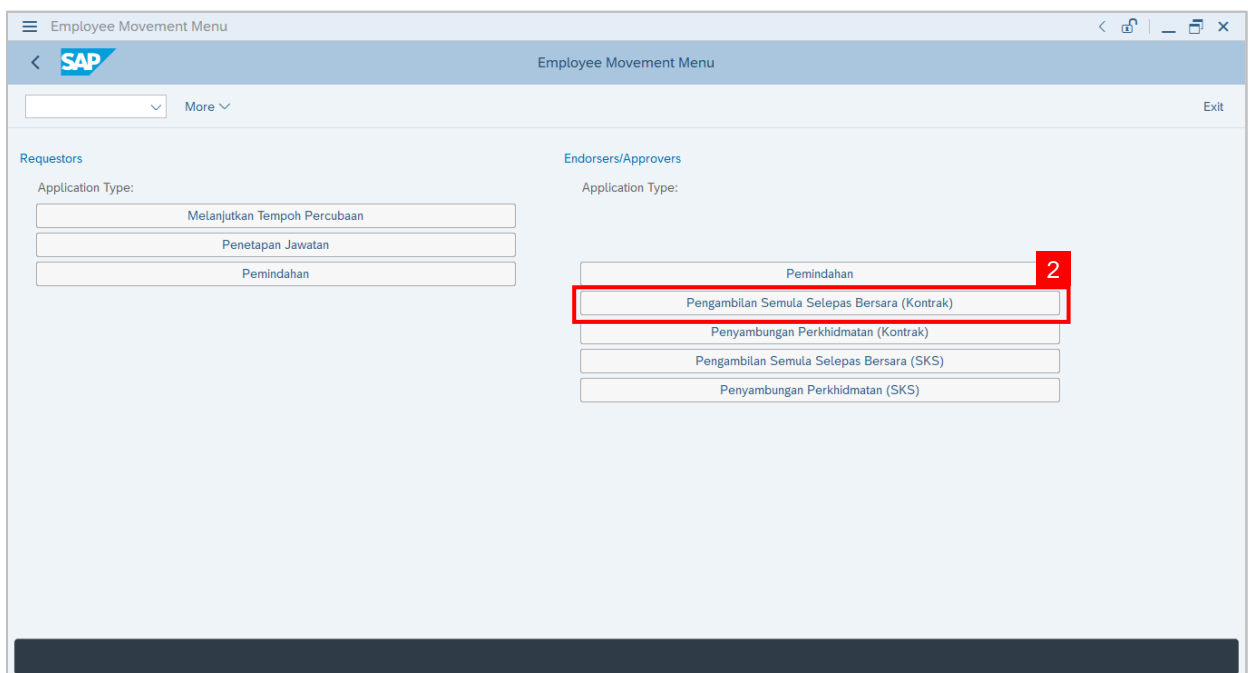
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

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

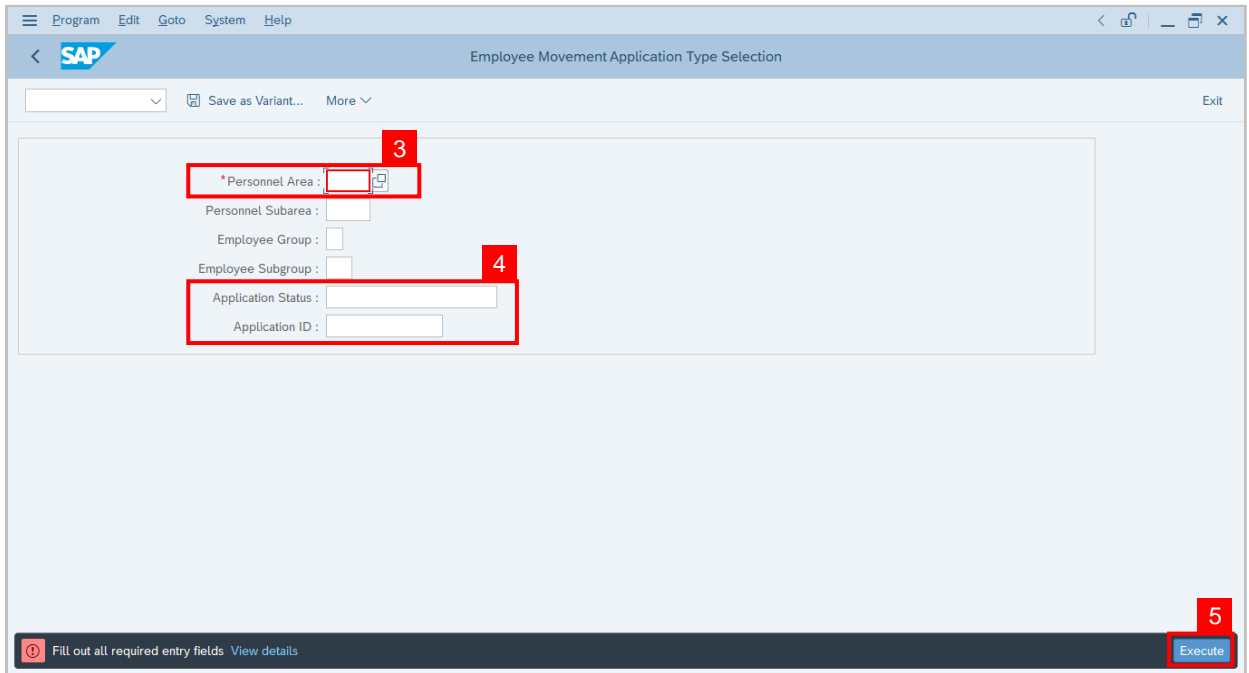


3. Fill in **Personnel Area**.

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.



Employee Movement Application Type Selection

*Personnel Area: 3

Personnel Subarea:

Employee Group:

Employee Subgroup:

Application Status: 4

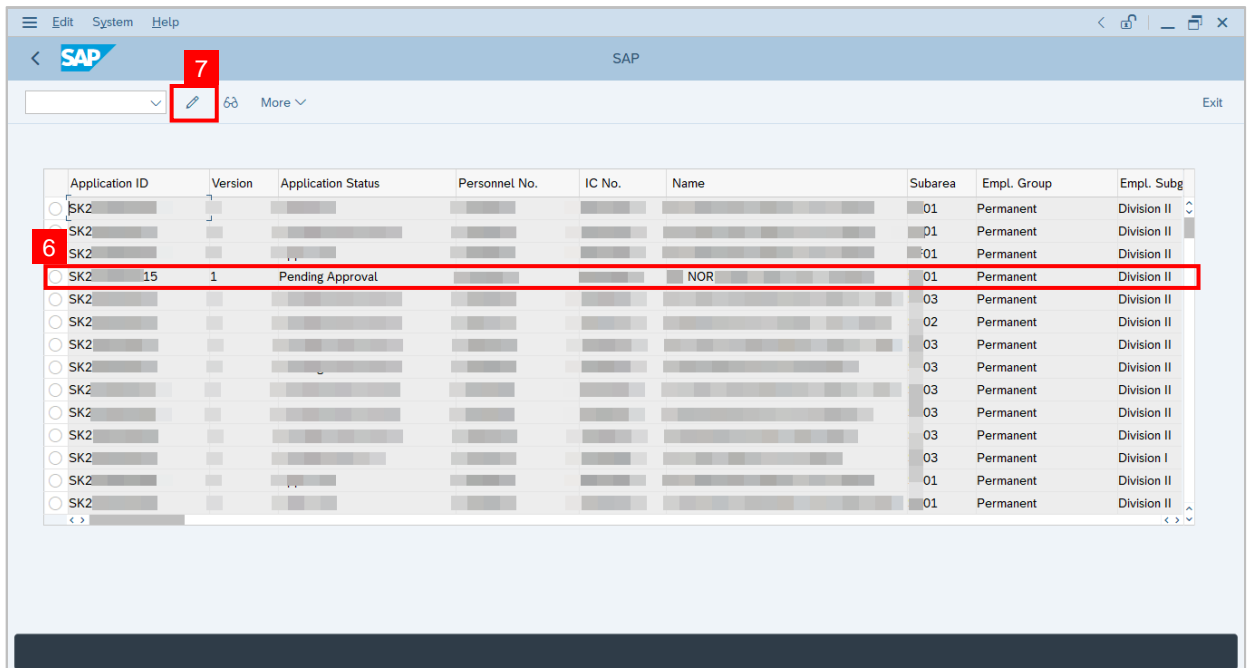
Application ID:

5 Execute

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 **approve** the application.



SAP

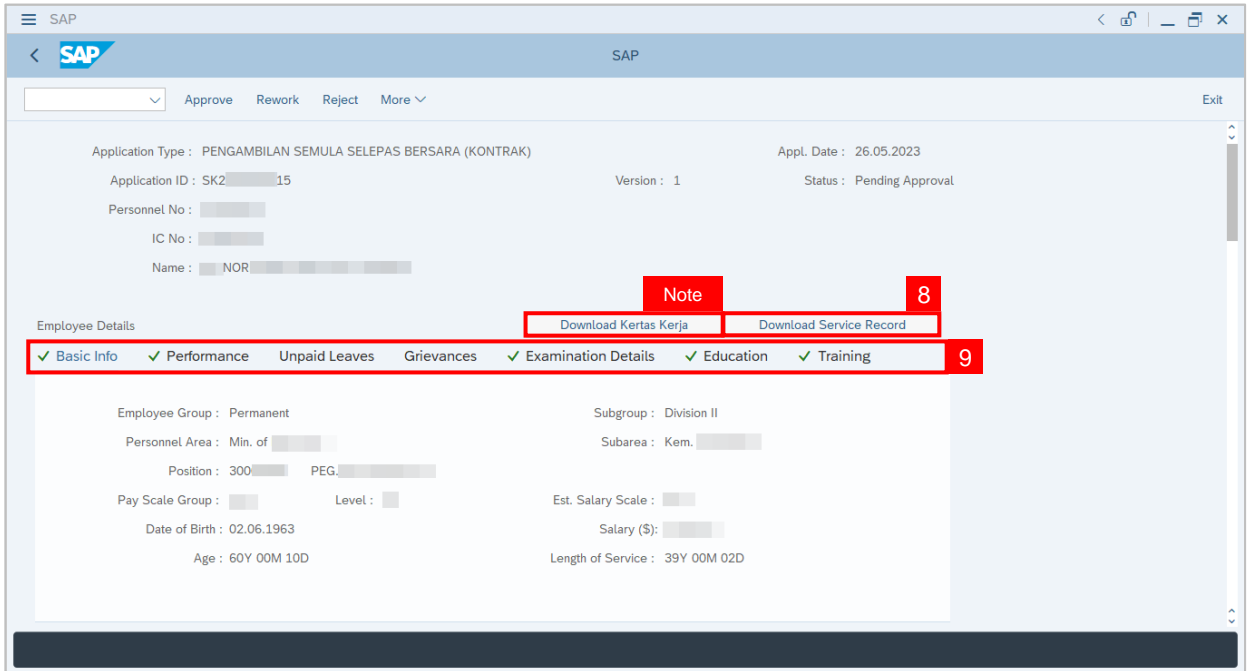
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II
<input checked="" type="radio"/> SK2	15	1			NOR	01	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						02	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division I
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II

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

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

Note: SPA may download **Kertas Kerja** generated by the system, if required.

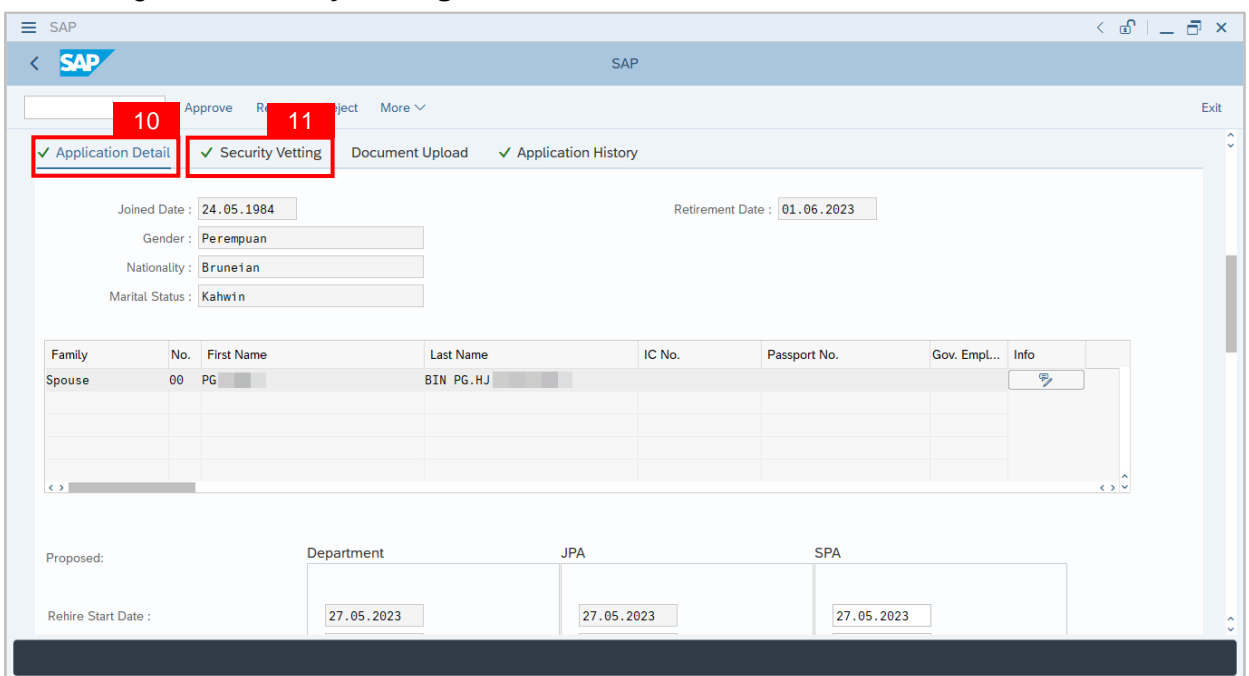
9. User can **check the employee details** from **each tab**.



The screenshot shows the SAP application interface. At the top, there are navigation buttons: 'Approve', 'Rework', 'Reject', and 'More'. The application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK)' and the application date is '26.05.2023'. The application ID is 'SK2-15', version is '1', and status is 'Pending Approval'. The employee's name is 'NOR'. Below this, there are two buttons: 'Download Kertas Kerja' and 'Download Service Record', both highlighted with a red box and a red '8' in the corner. A red box labeled '9' highlights the 'Employee Details' tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Employee Details' section shows various fields: 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 10D), and Length of Service (39Y 00M 02D).

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 interface. At the top, there are navigation buttons: 'Approve', 'Rework', 'Reject', and 'More'. The application type is 'PENGAMBILAN SEMULA SELEPAS BERSARA (KONTRAK)' and the application date is '26.05.2023'. The application ID is 'SK2-15', version is '1', and status is 'Pending Approval'. The employee's name is 'NOR'. Below this, there are two buttons: 'Download Kertas Kerja' and 'Download Service Record', both highlighted with a red box and a red '8' in the corner. A red box labeled '9' highlights the 'Employee Details' tabs: 'Basic Info', 'Performance', 'Unpaid Leaves', 'Grievances', 'Examination Details', 'Education', and 'Training'. The 'Employee Details' section shows various fields: 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 10D), and Length of Service (39Y 00M 02D).

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.

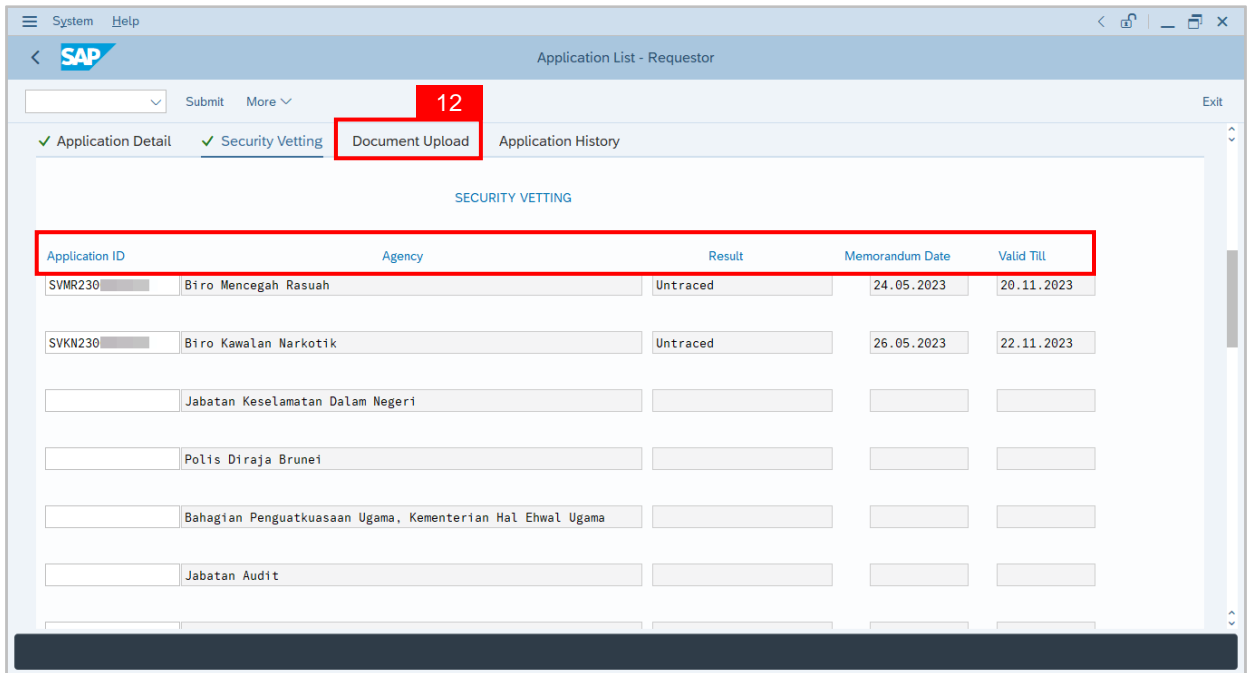
(iii) **SPA Security Vetting Requestor role** may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

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

(v) **SPA** 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.

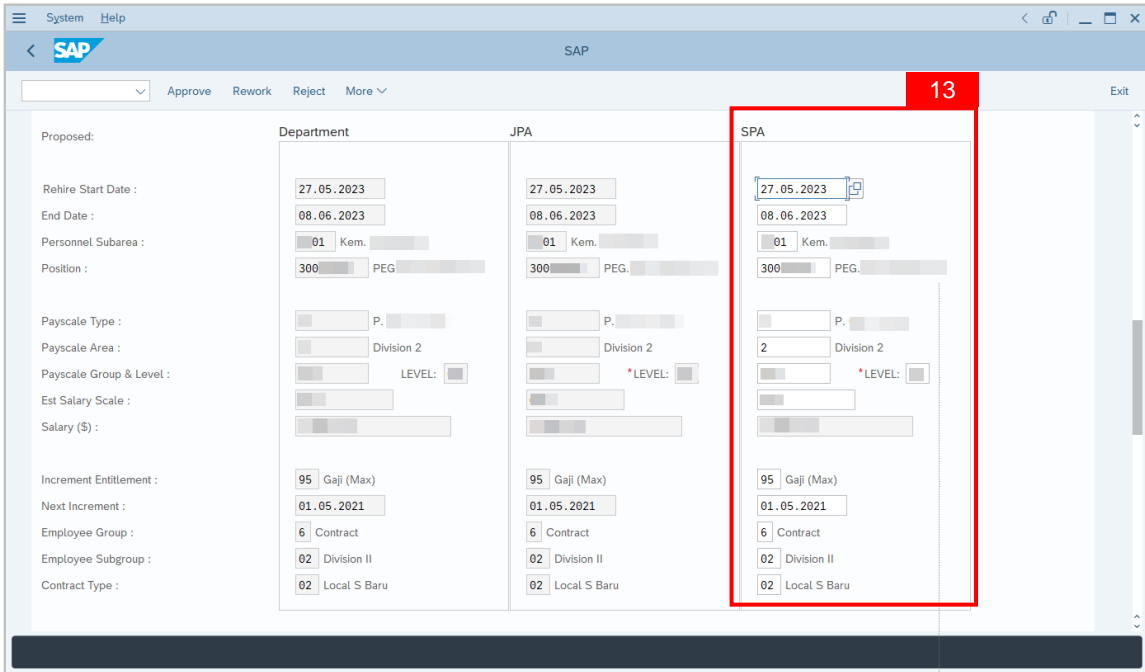


The screenshot shows the SAP 'Application List - Requestor' interface. The 'Document Upload' tab is highlighted with a red box and the number '12'. Below the tabs, there is a table titled 'SECURITY VETTING' with the following columns: Application ID, Agency, Result, Memorandum Date, and Valid Till. The table contains two rows of data:

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

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

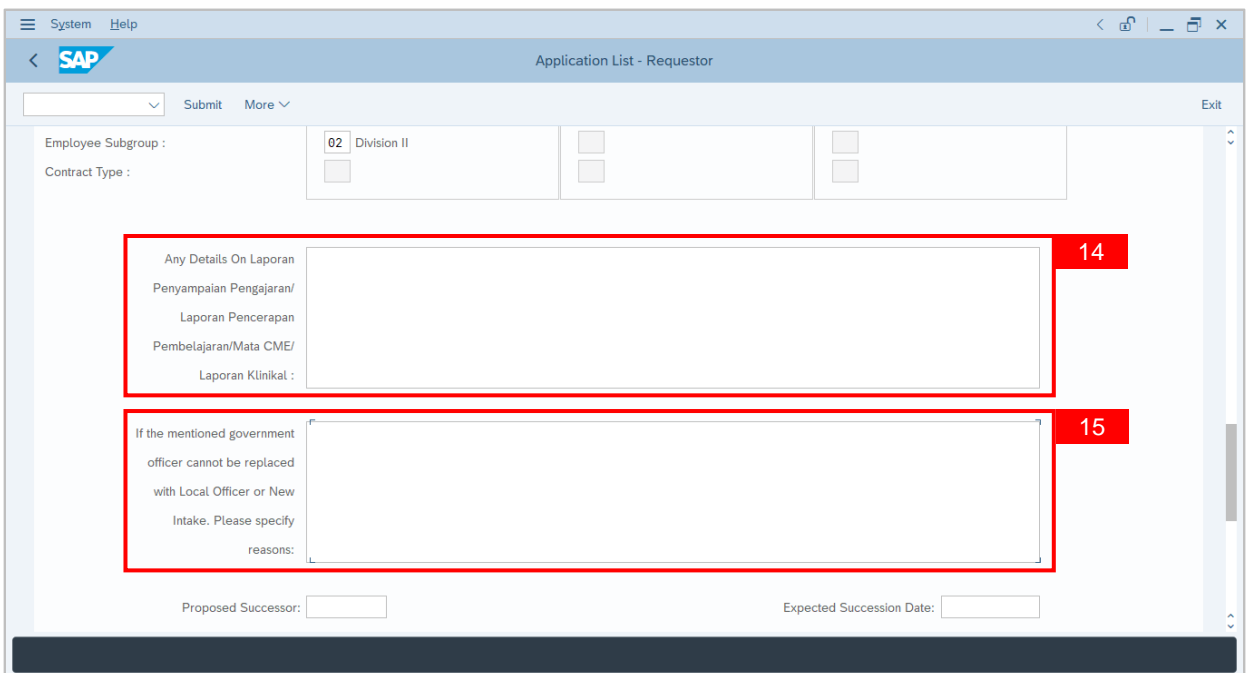
13. User may change the **proposed details** by **JPA**, if necessary.



The screenshot shows the SAP Application Detail form for SPA. The form is divided into three columns: Department, JPA, and SPA. The SPA column is highlighted with a red box, and a red '13' is in the top right corner. The form includes fields for Rehire Start Date, End Date, Personnel Subarea, Position, Payscale Type, Payscale Area, Payscale Group & Level, Est Salary Scale, Salary (\$), Increment Entitlement, Next Increment, Employee Group, Employee Subgroup, and Contract Type.

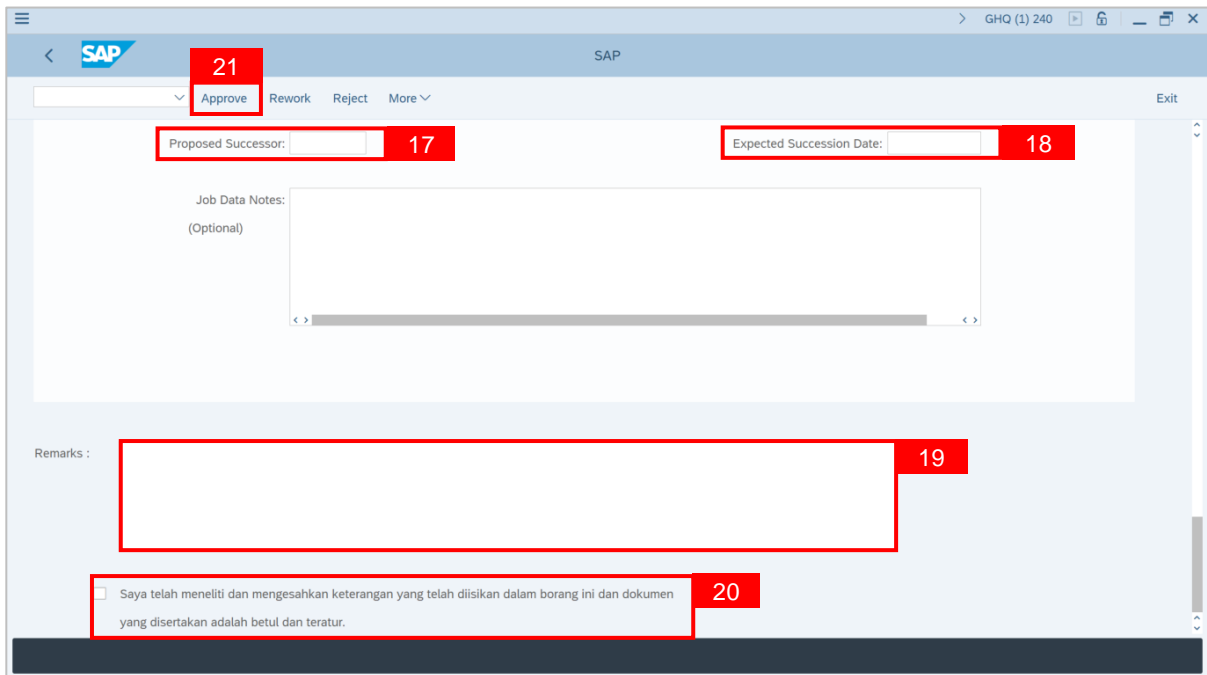
14. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan Pencerapan Pembelajaran / Mata CME / Laporan Klinikal** field to check for any remarks.

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.



The screenshot shows the SAP Application List - Requestor form. The form includes fields for Employee Subgroup and Contract Type. Below these are two large text areas highlighted with red boxes. The first text area is labeled '14' and contains the text: 'Any Details On Laporan Penyampaian Pengajaran/ Laporan Pencerapan Pembelajaran/Mata CME/ Laporan Klinikal :'. The second text area is labeled '15' and contains the text: 'If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify reasons:'. At the bottom of the form, there are fields for Proposed Successor and Expected Succession Date.

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



The screenshot shows the SAP Succession Management application form. The 'Approve' button is highlighted with a red box labeled '21'. The 'Proposed Successor' field is highlighted with a red box labeled '17'. The 'Expected Succession Date' field is highlighted with a red box labeled '18'. The 'Remarks' field is highlighted with a red box labeled '19'. The disclaimer checkbox is highlighted with a red box labeled '20'. The 'Job Data Notes' field is optional and currently empty.

Note: Application List – Requestor will be displayed.

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

Outcome: Rehire after Retirement (Contract) Application has been successfully approved.

SAP

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
SK2	22	23				01	Permanent	Division II
SK2						01	Permanent	Division II
SK2	15	1	Approved		NOR	01	Permanent	Division II
SK2						03	Permanent	Division II
SK2						02	Permanent	Division II
SK2						03	Permanent	Division II
SK2						03	Permanent	Division II
SK2						03	Permanent	Division II
SK2						03	Permanent	Division II
SK2						03	Permanent	Division I
SK2						01	Permanent	Division II
SK2						01	Permanent	Division II

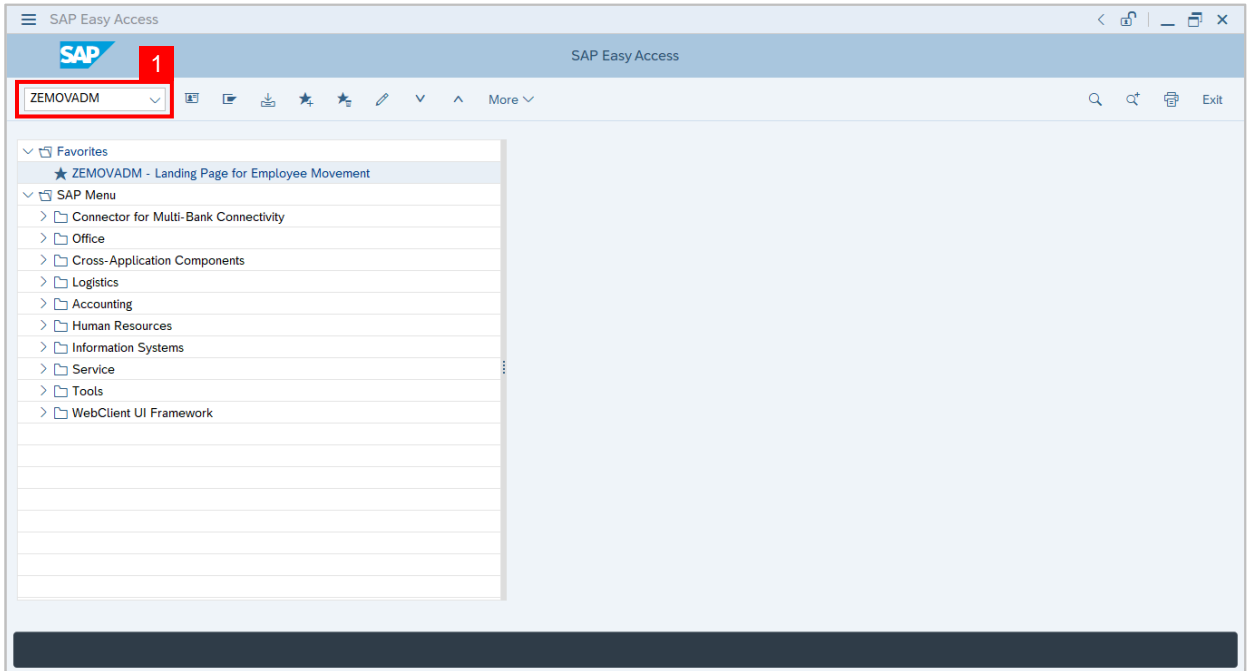
**REWORK / REJECT REHIRE
AFTER RETIREMENT
APPLICATION**

Back-End User

SPA Approver

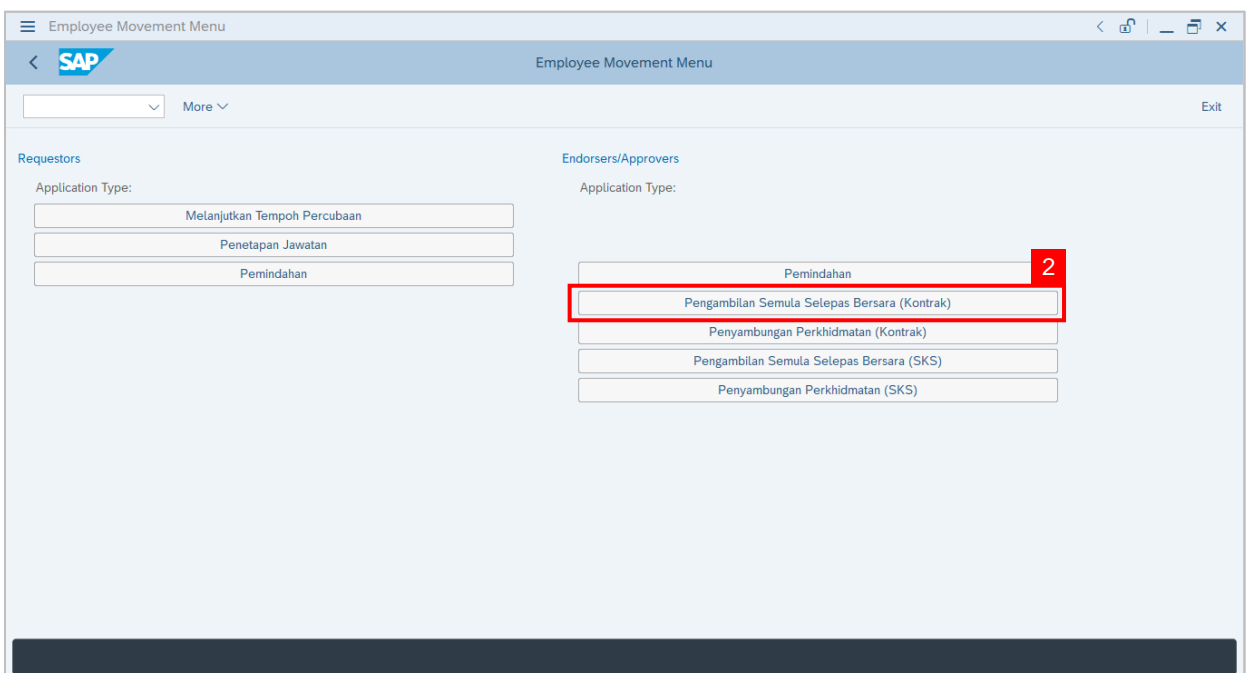
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

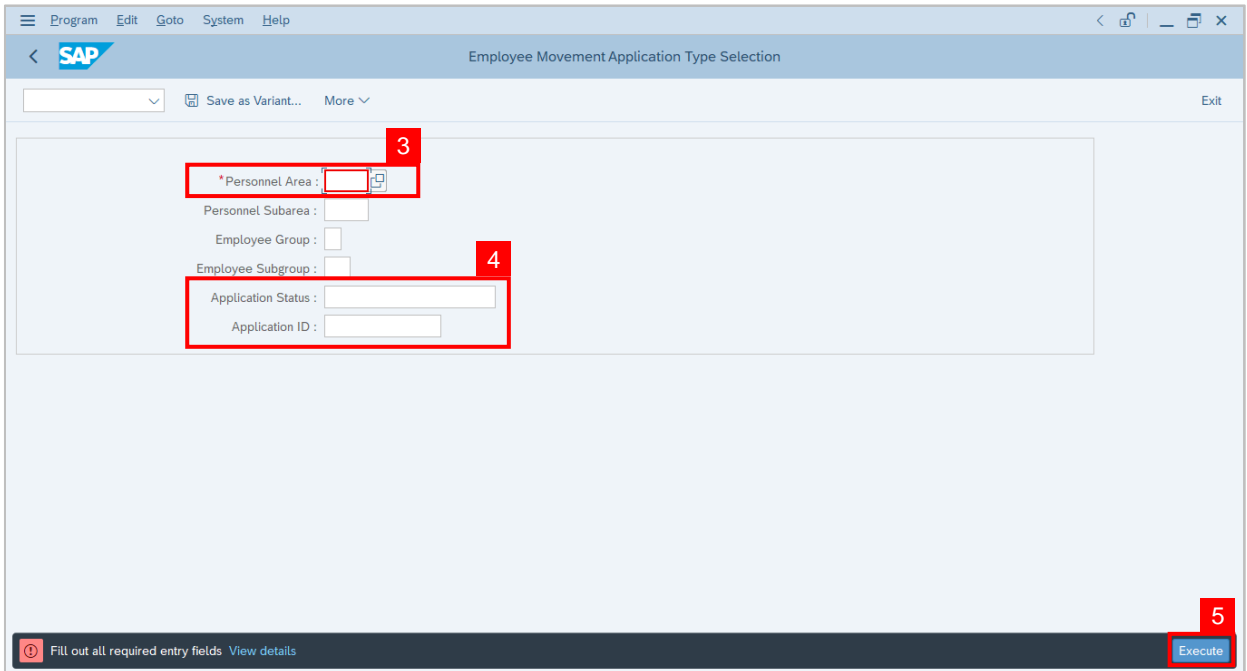
2. Click on **Pengambilan Semula Selepas Bersara (Kontrak)** button.




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

*Personnel Area :  **3**

Personnel Subarea :

Employee Group :

Employee Subgroup : **4**

Application Status :

Application ID :

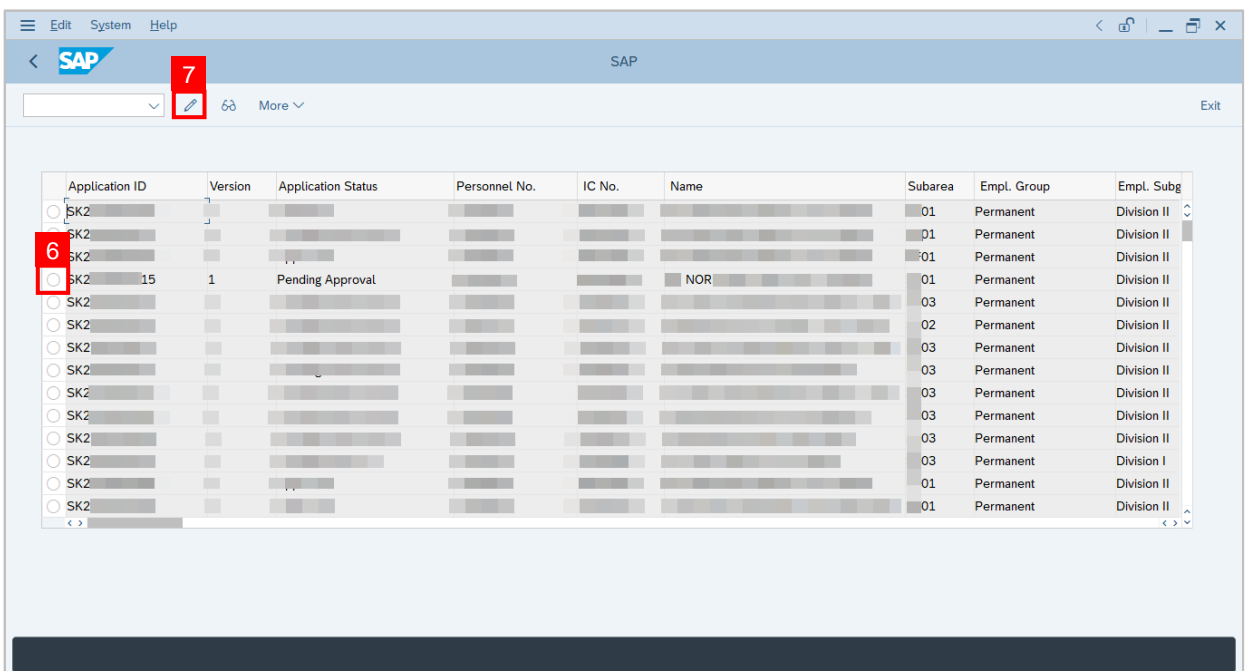
5 Execute

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



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

7   More

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II
<input checked="" type="radio"/> SK2	15	1			NOR	01	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						02	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division II
<input type="radio"/> SK2						03	Permanent	Division I
<input type="radio"/> SK2						01	Permanent	Division II
<input type="radio"/> SK2						01	Permanent	Division II

8. Navigate to the bottom of the page and **click on the disclaimer checkbox**.
9. Fill in **Remarks** in the box.
10. Click on **Rework / Reject** button.

SAP

10

Approve **Rework** Reject More

Proposed Successor: Expected Succession Date:

Job Data Notes:
(Optional)

Remarks:

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

Note: Application List – Requestor page will be displayed.

Outcome: The application has been Rejected / Reworked.

SAP

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
SK2-15	1	Reworked to JPA			NOR	01	Permanent	Division II

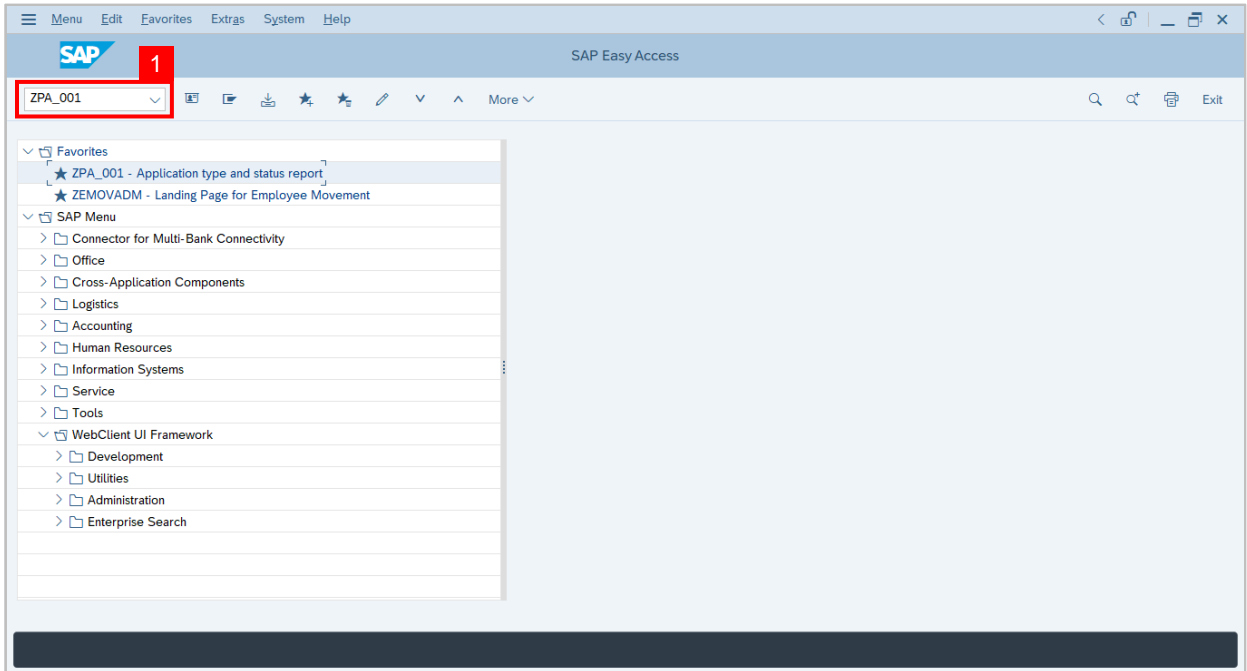
**GENERATE APPLICATION
TYPE REPORT**

Back-End User

SPA Approver

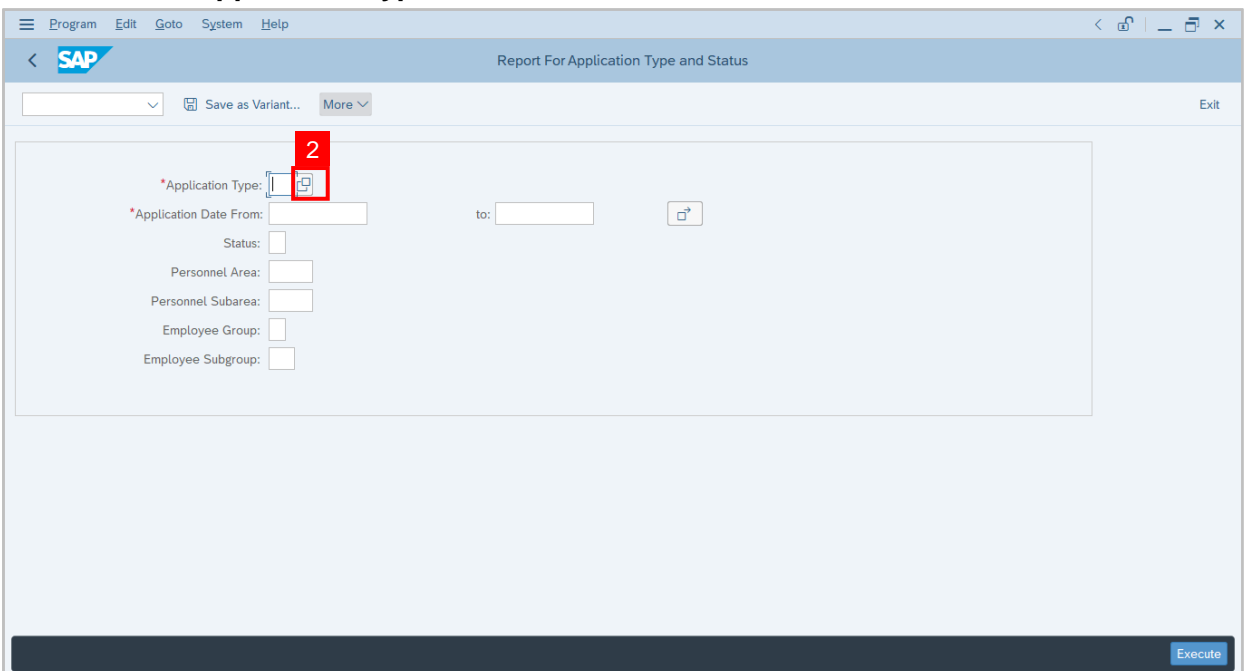
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



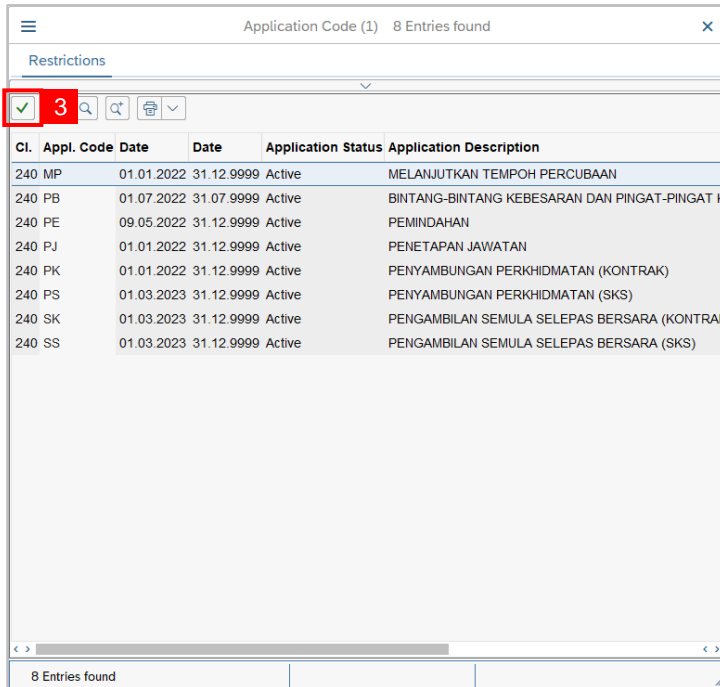
Note: Employee Movement page will be displayed.

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**.

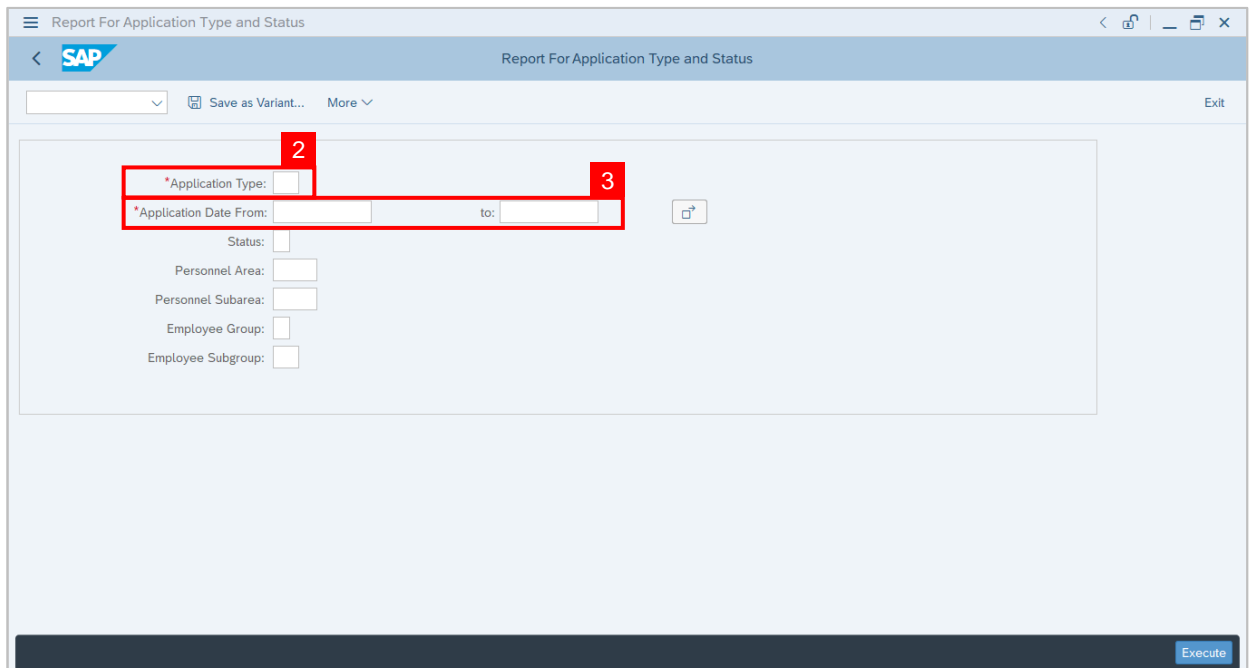


Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN 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)

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: to: **3**

Status:

Personnel Area:

Personnel Subarea:

Employee Group:

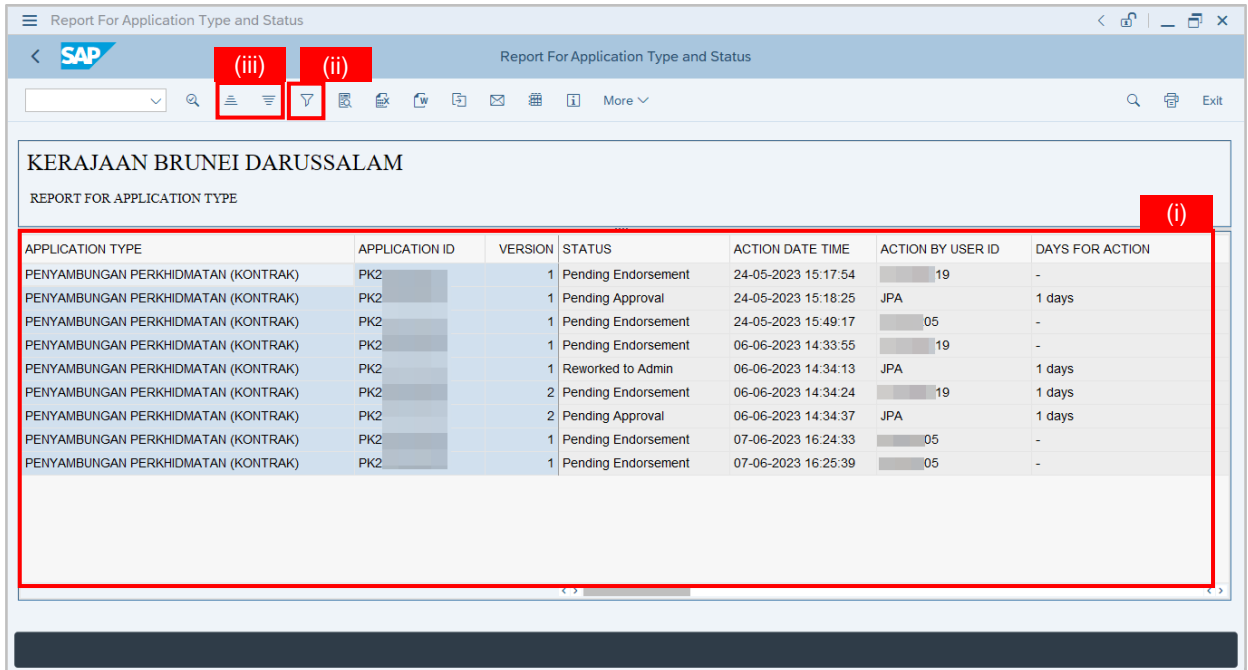
Employee Subgroup:

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.



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	-