



SISTEM SUMBER MANUSIA

User Guide

Rehire after Retirement (SKS)

for Back End User (SAP GUI)

Role: SPA Approver

VERSION: 1.0

SSM_UG_Back_End_SAPGUI_Rehire after Retirement_SKS_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 (SKS) 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

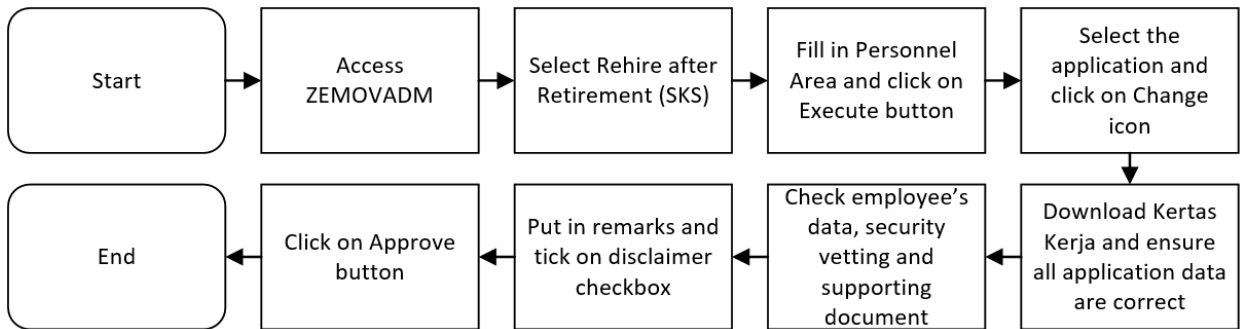
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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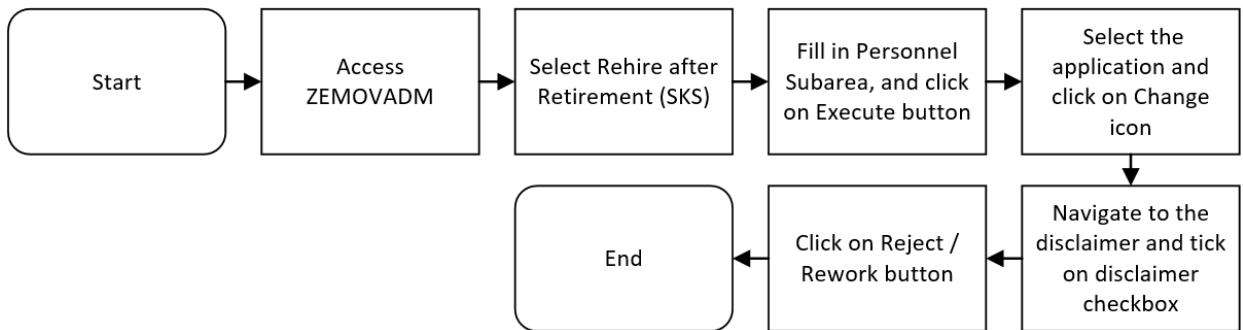
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MAINTAIN APPLICATION – Rehire after Retirement Application	
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Process Overview

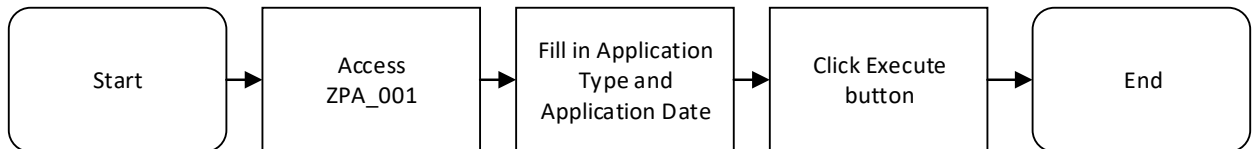
Approve Rehire after Retirement (SKS) Application



Rework or Reject Rehire after Retirement (SKS) Application



Generate Application Type Report



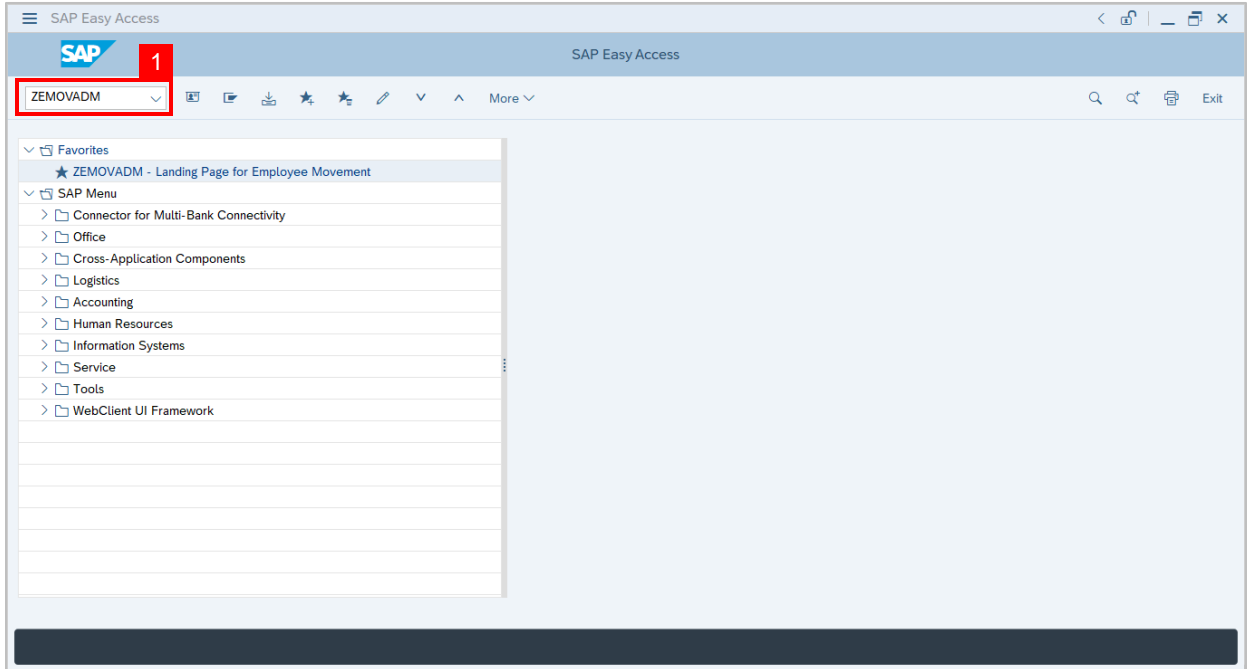
**APPROVE REHIRE AFTER
RETIREMENT APPLICATION**

Back-End User

SPA Approver

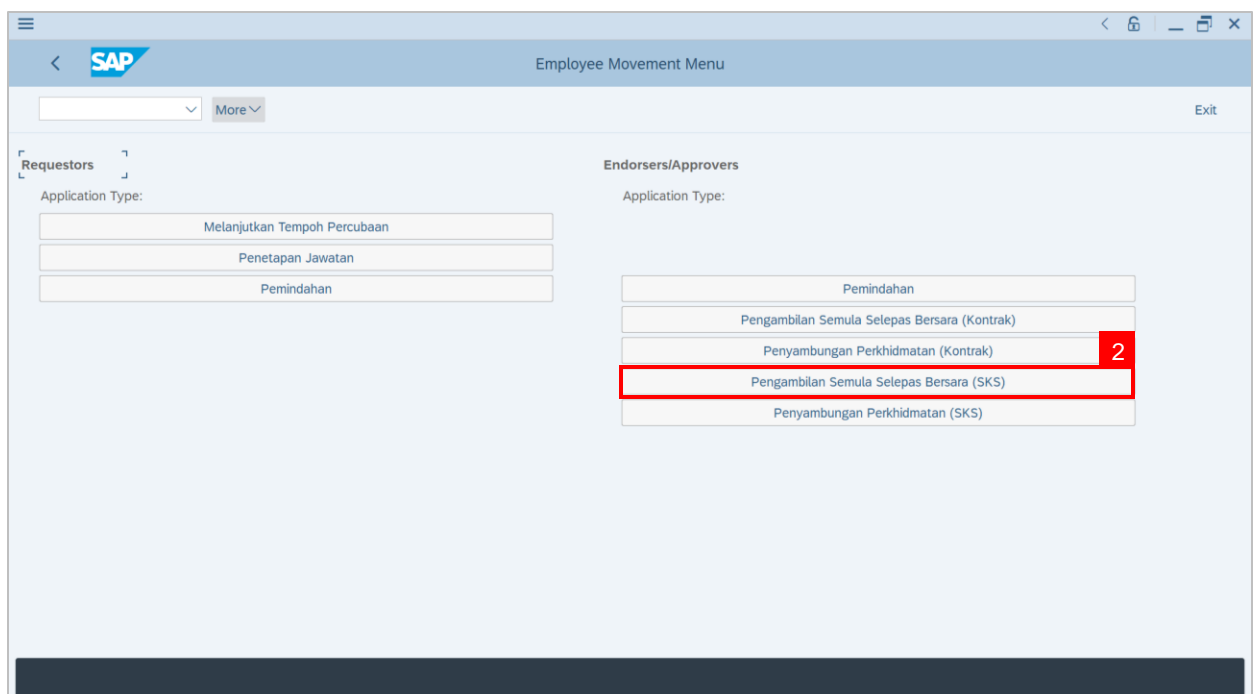
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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 (SKS)** button.

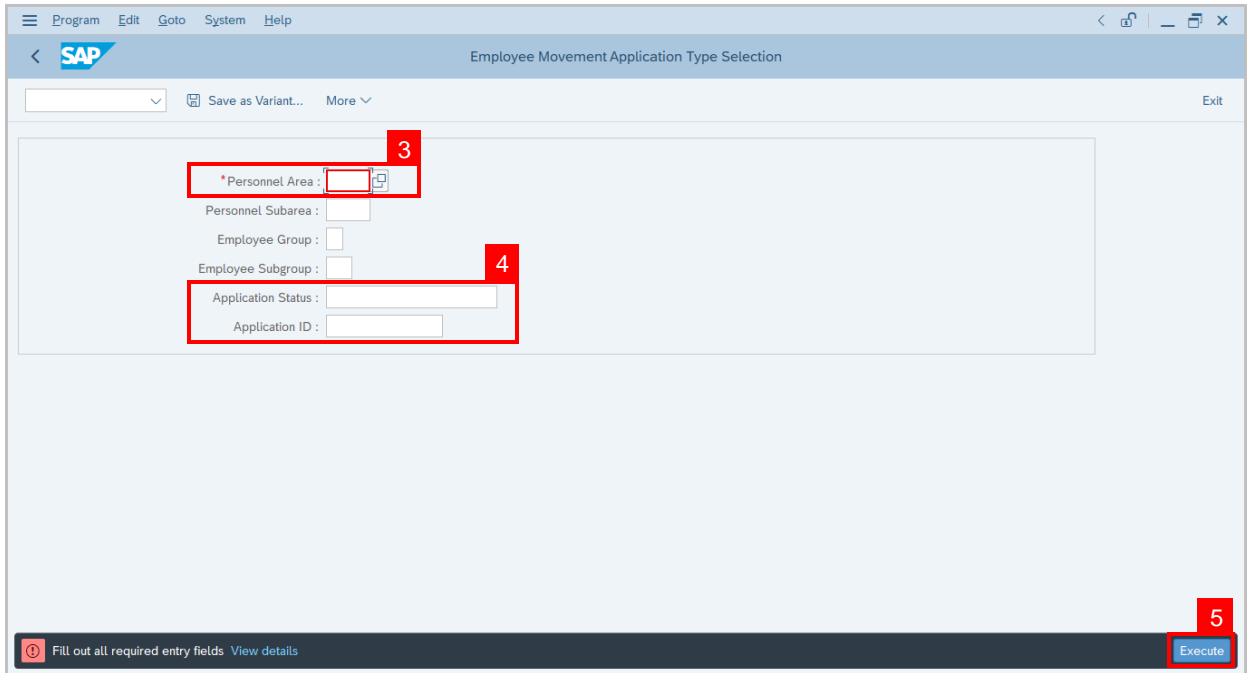


3. Fill in **Personnel Area**.


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**

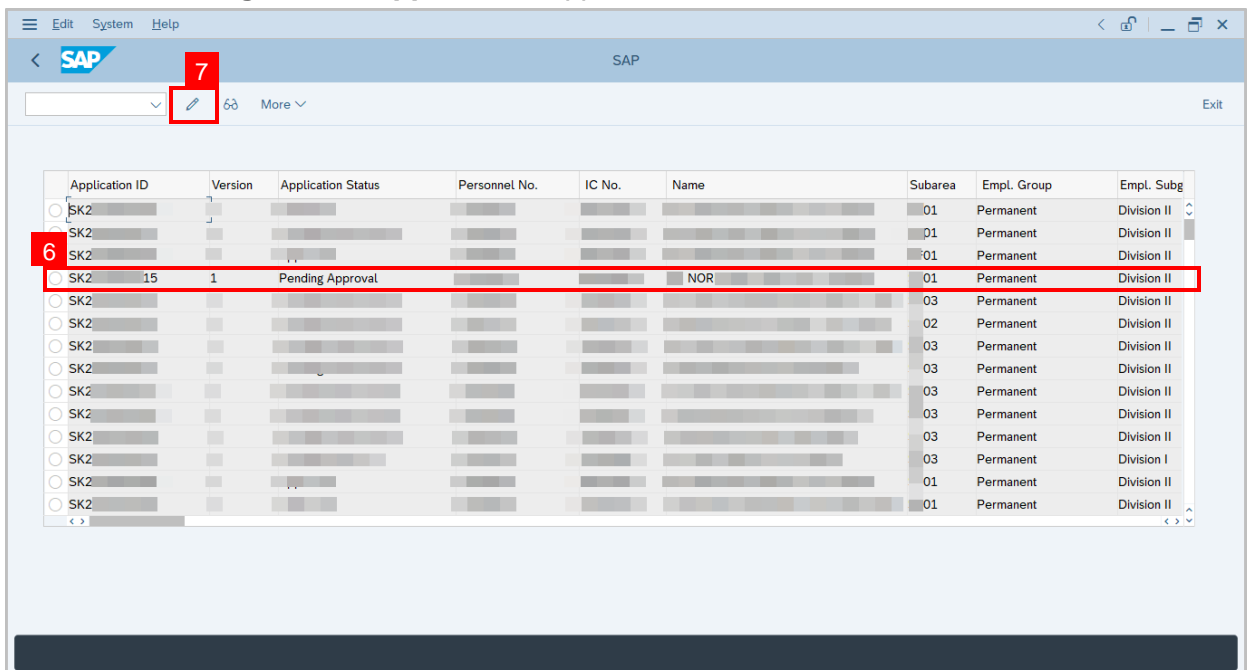
Application ID:

 Fill out all required entry fields [View details](#) **Execute** **5**

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.



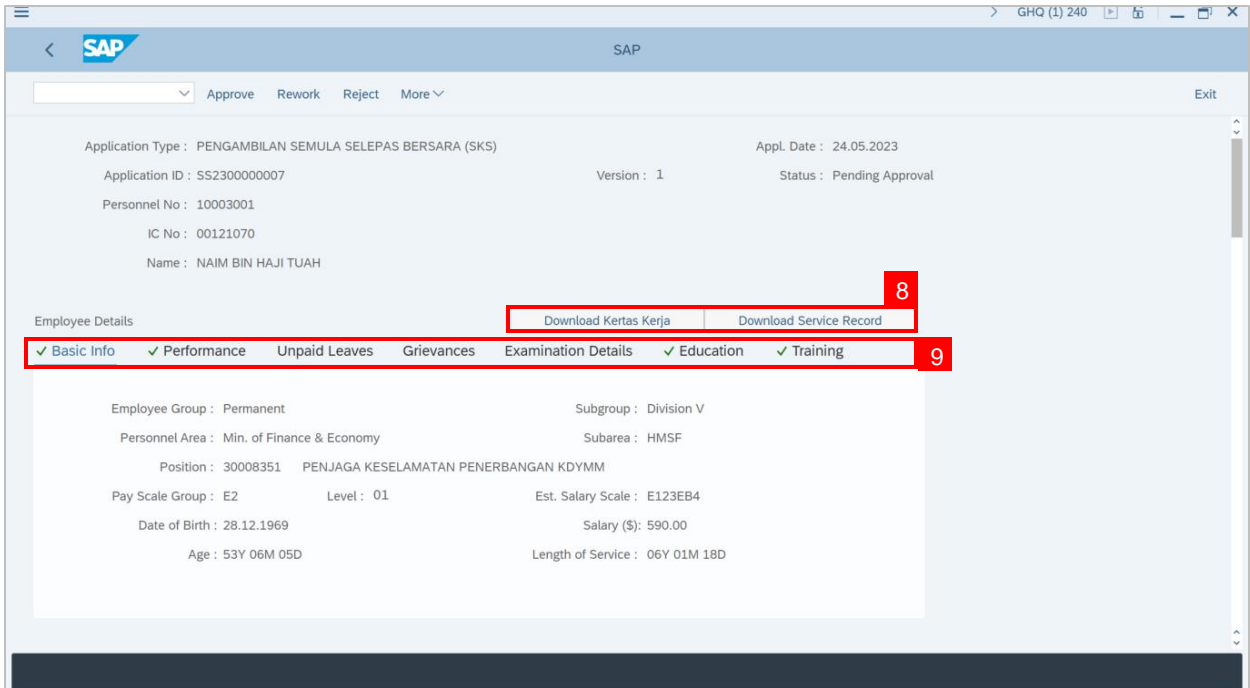
	Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
<input type="radio"/>	SK2						01	Permanent	Division II
<input type="radio"/>	SK2						01	Permanent	Division II
<input type="radio"/>	SK2						01	Permanent	Division II
<input checked="" type="radio"/>	SK2	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 (SKS) 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 details page for a 'PENGAMBILAN SEMULA SELEPAS BERSARA (SKS)' application. The application is in 'Pending Approval' status. The employee details section is highlighted with a red box, and the 'Download Kertas Kerja' and 'Download Service Record' buttons are also highlighted with a red box and labeled with the number 8. The 'Basic Info' tab is selected, and the 'Performance' tab is also highlighted with a red box and labeled with the number 9.

Application Type : PENGAMBILAN SEMULA SELEPAS BERSARA (SKS) Appl. Date : 24.05.2023
Application ID : SS2300000007 Version : 1 Status : Pending Approval
Personnel No : 10003001
IC No : 00121070
Name : NAIM BIN HAJI TUAH

Employee Details

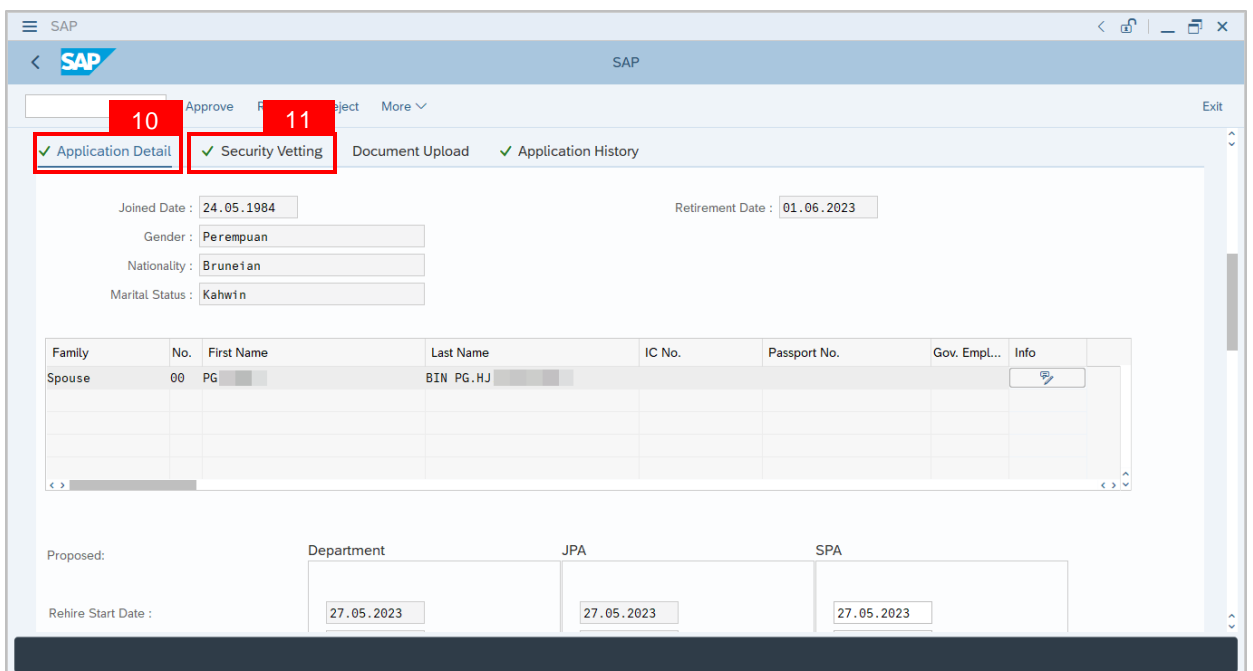
Download Kertas Kerja Download Service Record

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

Employee Group : Permanent Subgroup : Division V
Personnel Area : Min. of Finance & Economy Subarea : HMSF
Position : 30008351 PENJAGA KESELAMATAN PENERBANGAN KDYMM
Pay Scale Group : E2 Level : 01 Est. Salary Scale : E123EB4
Date of Birth : 28.12.1969 Salary (\$) : 590.00
Age : 53Y 06M 05D Length of Service : 06Y 01M 18D

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 page. The 'Application Detail' and 'Security Vetting' tabs are highlighted with red boxes and labeled with the numbers 10 and 11 respectively. The page displays personal information, family details, and rehire start dates for different departments.

Joined Date : 24.05.1984 Retirement Date : 01.06.2023
Gender : Perempuan
Nationality : Bruneian
Marital Status : Kahwin

Family	No.	First Name	Last Name	IC No.	Passport No.	Gov. Empl...	Info
Spouse	00 PG		BIN PG.HJ				

Proposed: Department JPA SPA
Rehire Start Date : 27.05.2023 27.05.2023 27.05.2023

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.

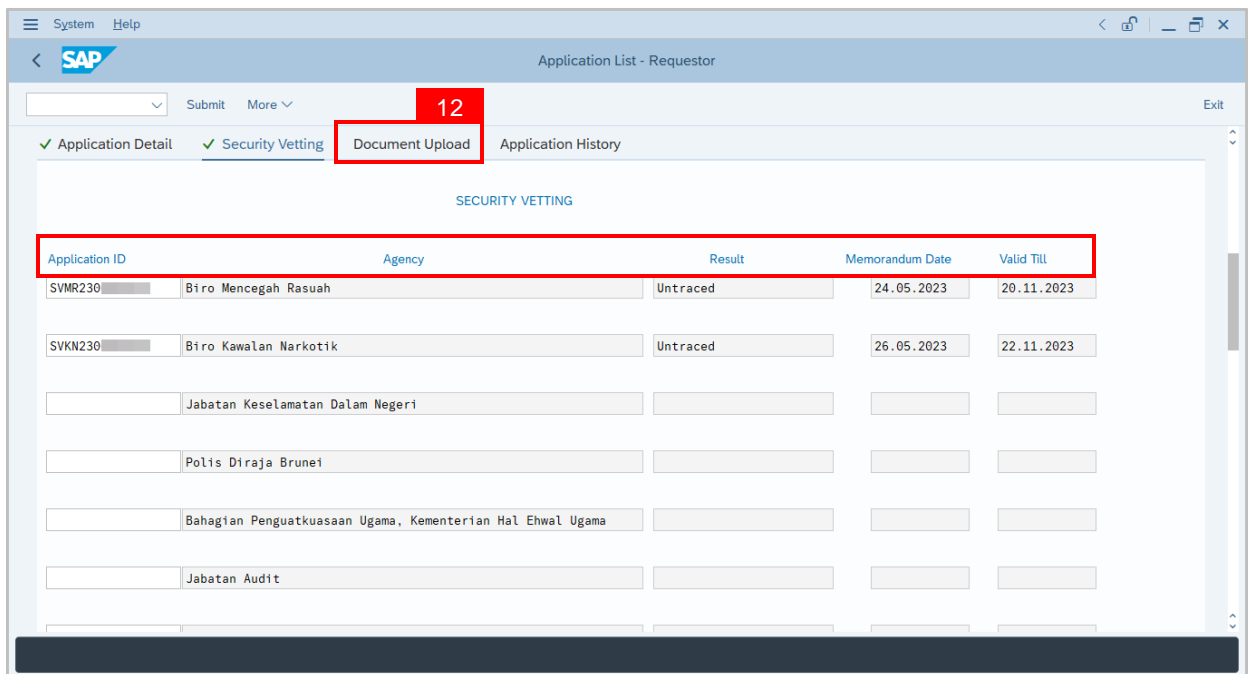
(iii) **JPA Security Vetting Requestor** role may request Security Vetting application to any of the eight agencies when required via **ZVETREQUEST**.

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

(v) **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.



Application List - Requestor

Submit More ▾

12

Exit

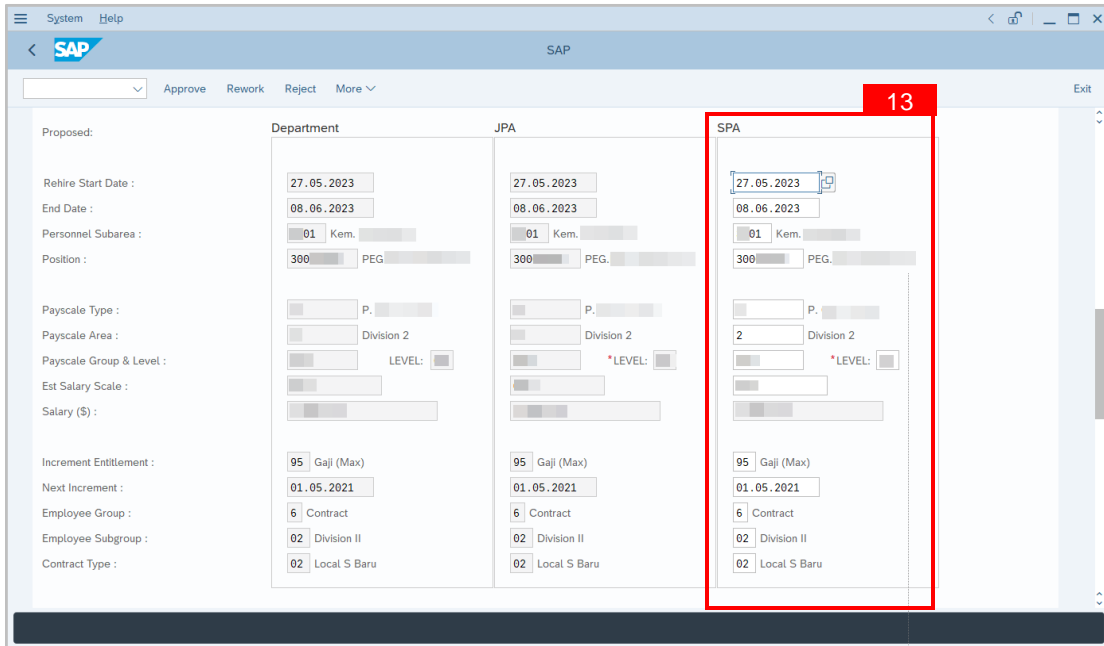
Application Detail Security Vetting Document Upload Application History

SECURITY VETTING

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 Ugama, Kementerian Hal Ehwal Ugama			
	Jabatan Audit			

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 with three columns: Department, JPA, and SPA. A red box highlights the SPA column, and the number 13 is displayed in a red box above it. The SPA column contains the following data:

Field	Value
Rehire Start Date	27.05.2023
End Date	08.06.2023
Personnel Subarea	01 Kem.
Position	300 PEG.
Payscale Type	P.
Payscale Area	Division 2
Payscale Group & Level	*LEVEL:
Est Salary Scale	
Salary (S)	
Increment Entitlement	95 Gaji (Max)
Next Increment	01.05.2021
Employee Group	6 Contract
Employee Subgroup	02 Division II
Contract Type	02 Local S Baru

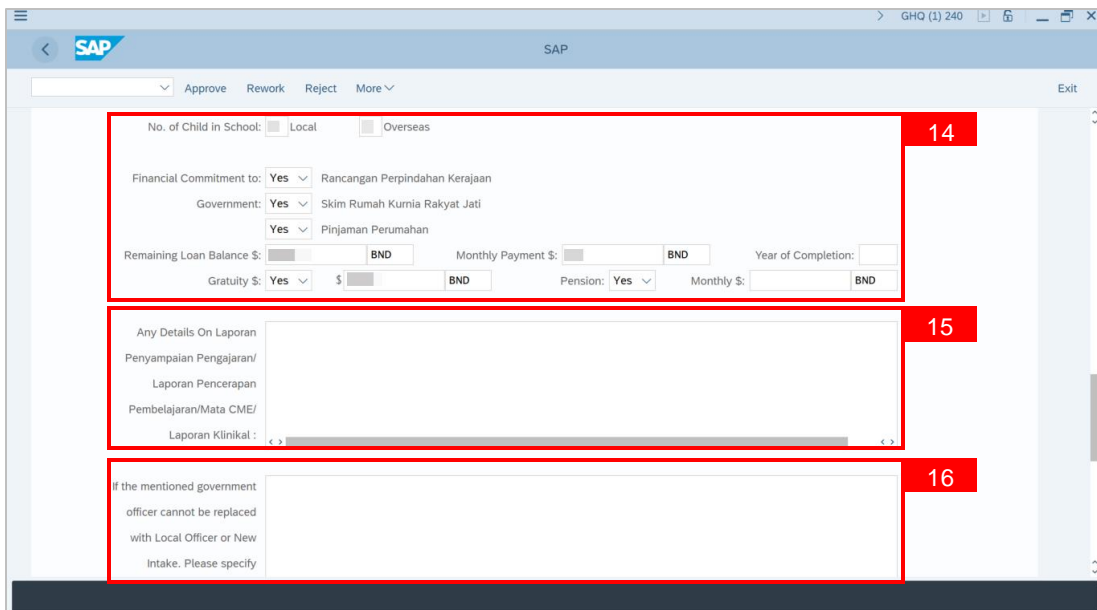
14. Navigate to **Pension Commitment details** to check for the details.

15. Navigate to **Any Details On Laporan Penyampaian Pengajaran / Laporan**

Pencerapan Pembelajaran / Mata CME / Laporan Klinikal field to check for any remarks.

16. Fill in **If the mentioned government officer cannot be replaced with Local Officer or**

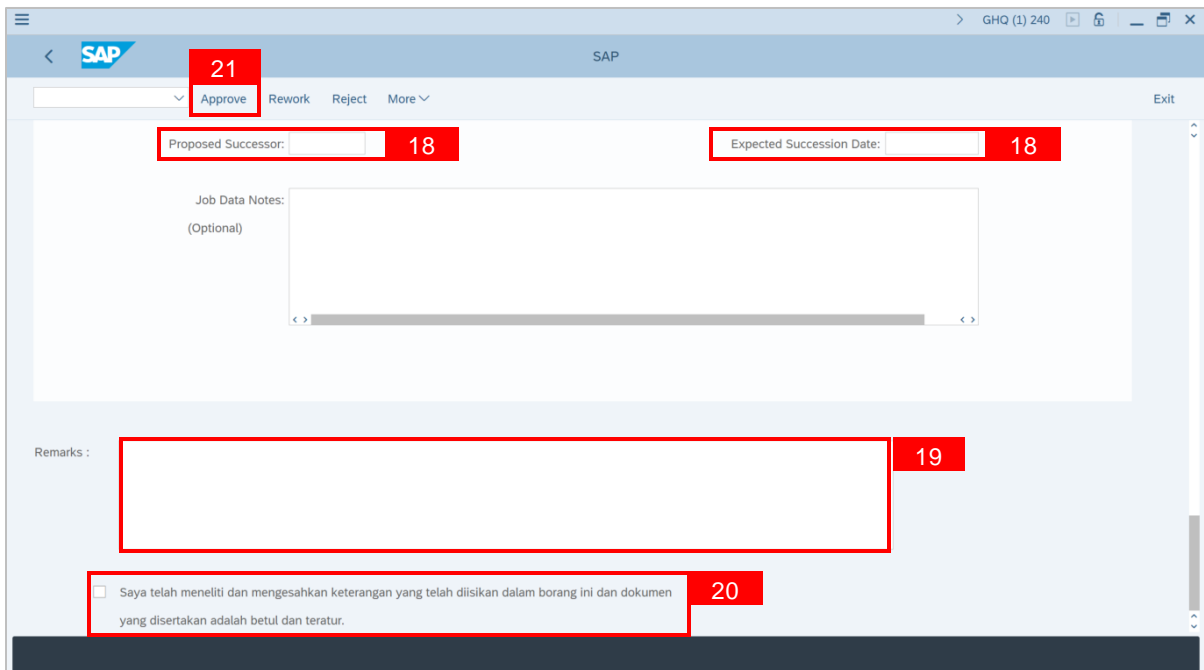
New Intake. Please specify reasons field to check for any remarks.



The screenshot shows the SAP Pension Commitment details form. Three sections are highlighted with red boxes and numbered 14, 15, and 16:

- 14:** Financial Commitment to: Yes (Rancangan Perpindahan Kerajaan), Government: Yes (Skim Rumah Kumia Rakyat Jati), Yes (Pinjaman Perumahan). Remaining Loan Balance S: BND, Monthly Payment S: BND, Year of Completion: . Gratuity S: Yes (\$ BND), Pension: Yes (Monthly S: BND).
- 15:** Any Details On Laporan: Penyampaian Pengajaran/, Laporan Pencerapan, Pembelajaran/Mata CME/, Laporan Klinikal: .
- 16:** If the mentioned government officer cannot be replaced with Local Officer or New Intake. Please specify

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 (SKS)**.



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 (SKS) Application has been successfully approved.

SAP

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group	Empl. Subg
SK2	22					01	Permanent	Division II
SK2	23					01	Permanent	Division II
SK2	24					01	Permanent	Division II
SK2	15	Approved			NOR	01	Permanent	Division II
SK2	1					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 II
SK2						03	Permanent	Division I
SK2						01	Permanent	Division II
SK2						01	Permanent	Division II

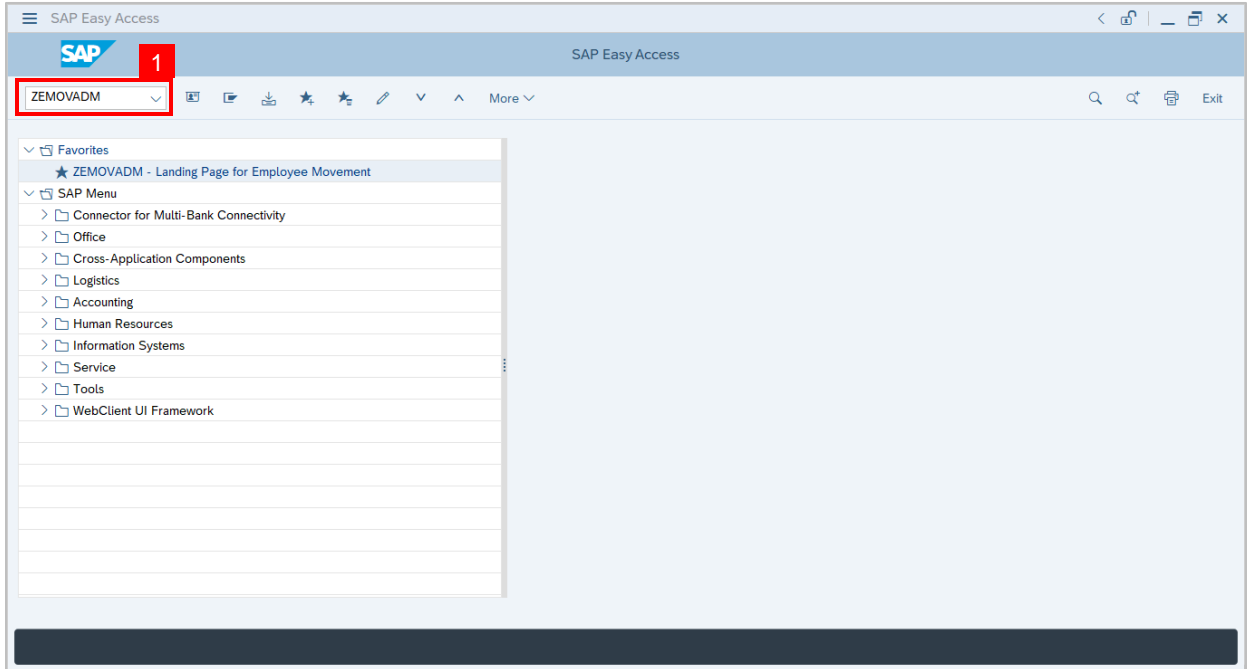
**REWORK / REJECT REHIRE
AFTER RETIREMENT
APPLICATION**

Back-End User

SPA Approver

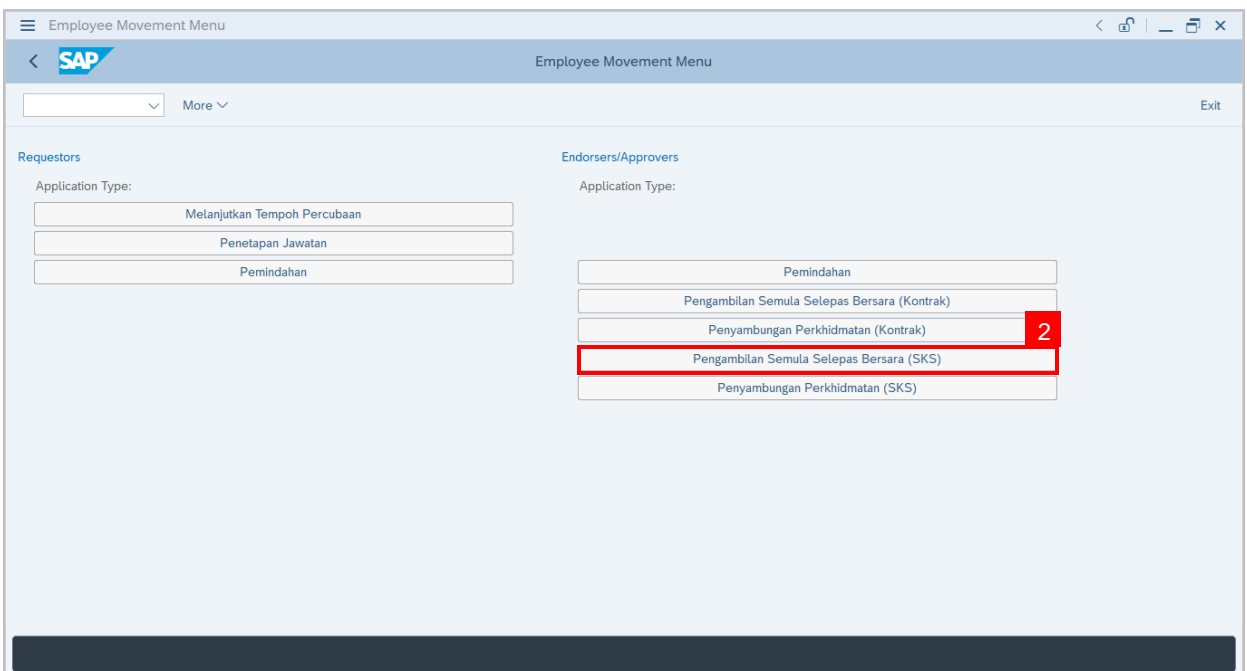
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



Note: Employee Movement page will be displayed.

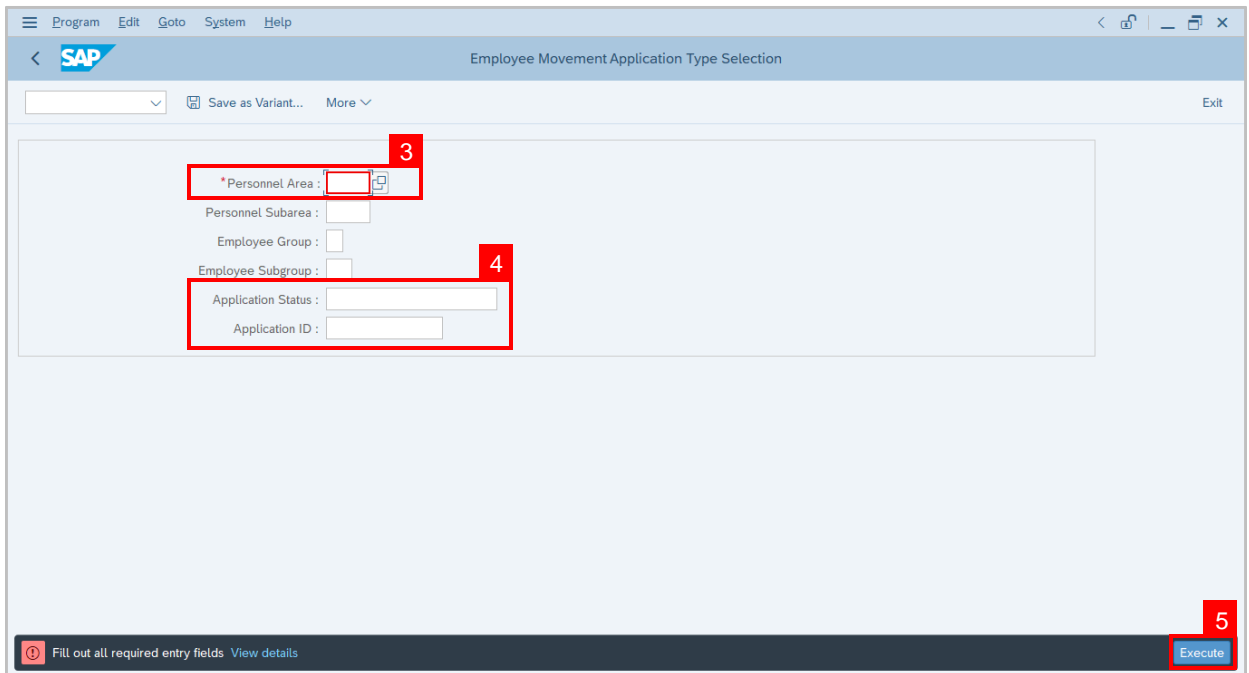
2. Click on **Pengambilan Semula Selepas Bersara (SKS)** button.



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 :

Application Status : 4

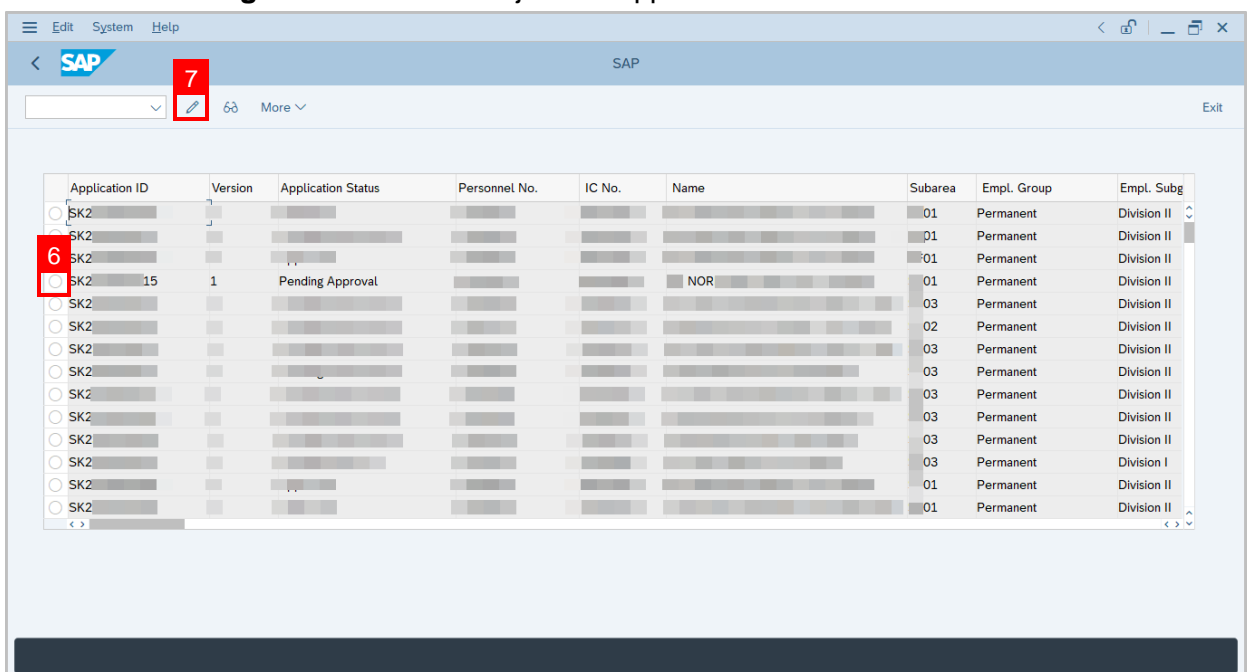
Application ID :

Fill out all required entry fields [View details](#) 5 **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

	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"/> 6	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

7 **change** More **Execute**

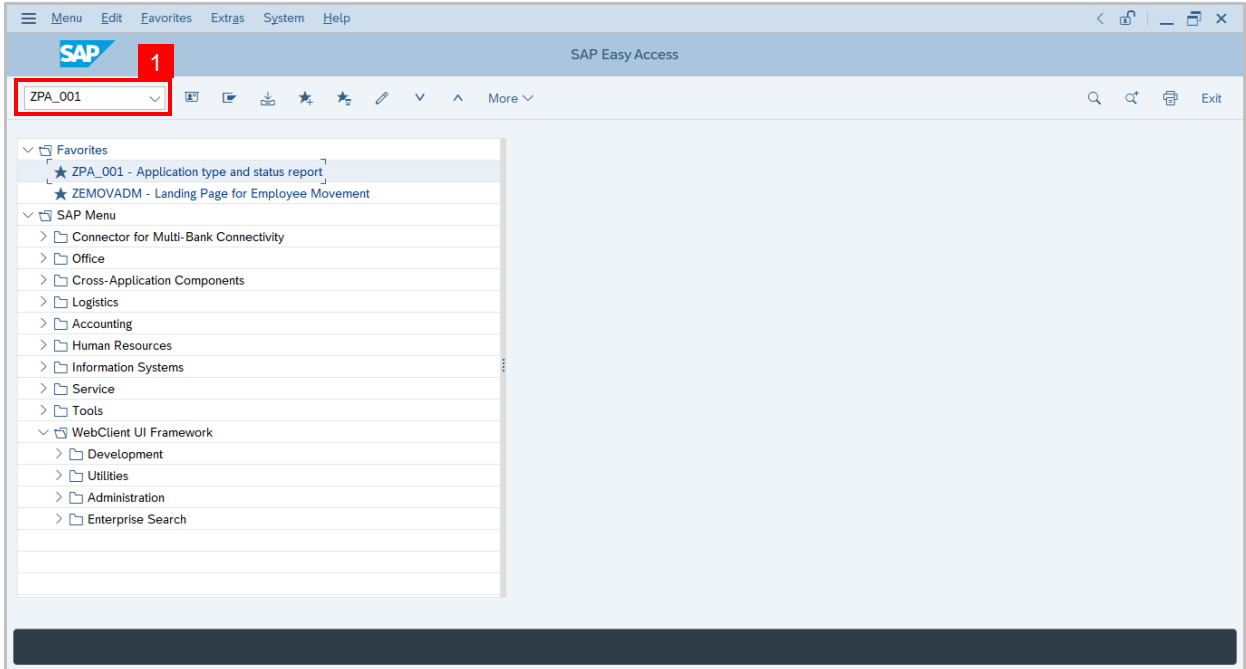
**GENERATE APPLICATION
TYPE REPORT**

Back-End User

SPA Approver

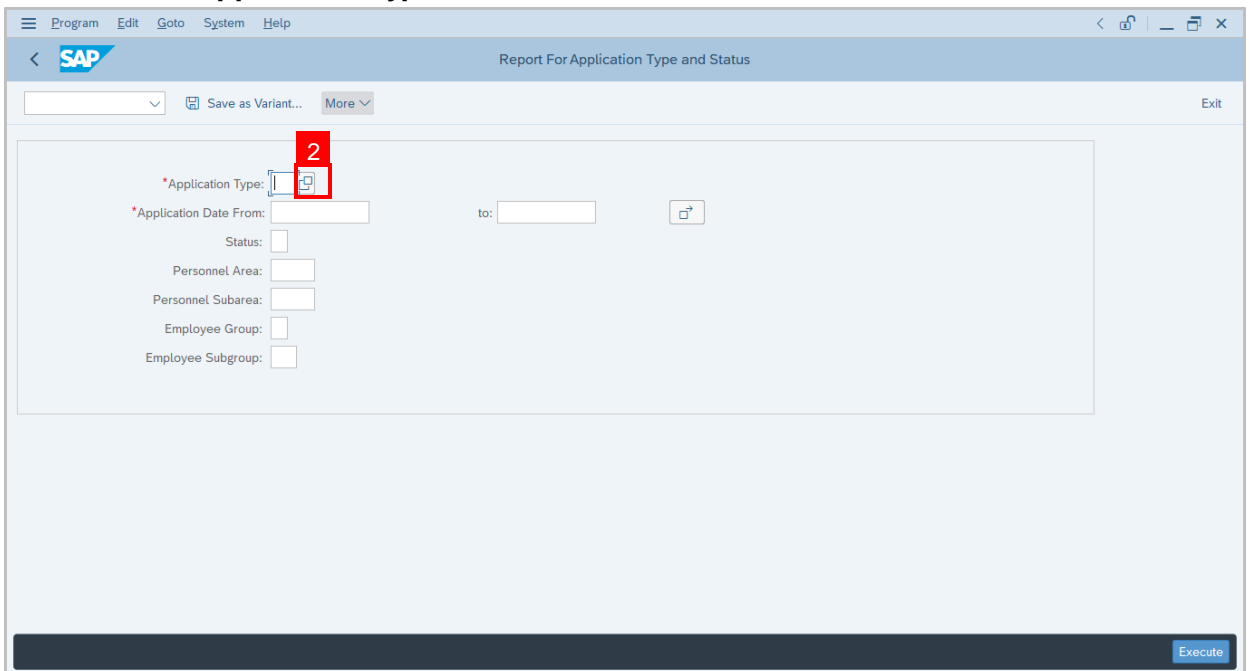
Log into **SAP GUI (Back-End)** and proceed with the following steps.

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



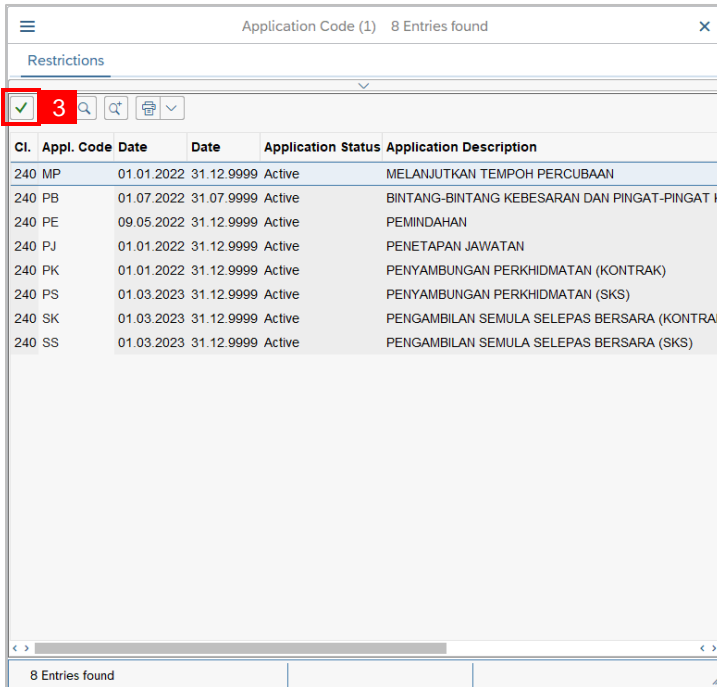
Note: Employee Movement page will be displayed.

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**.

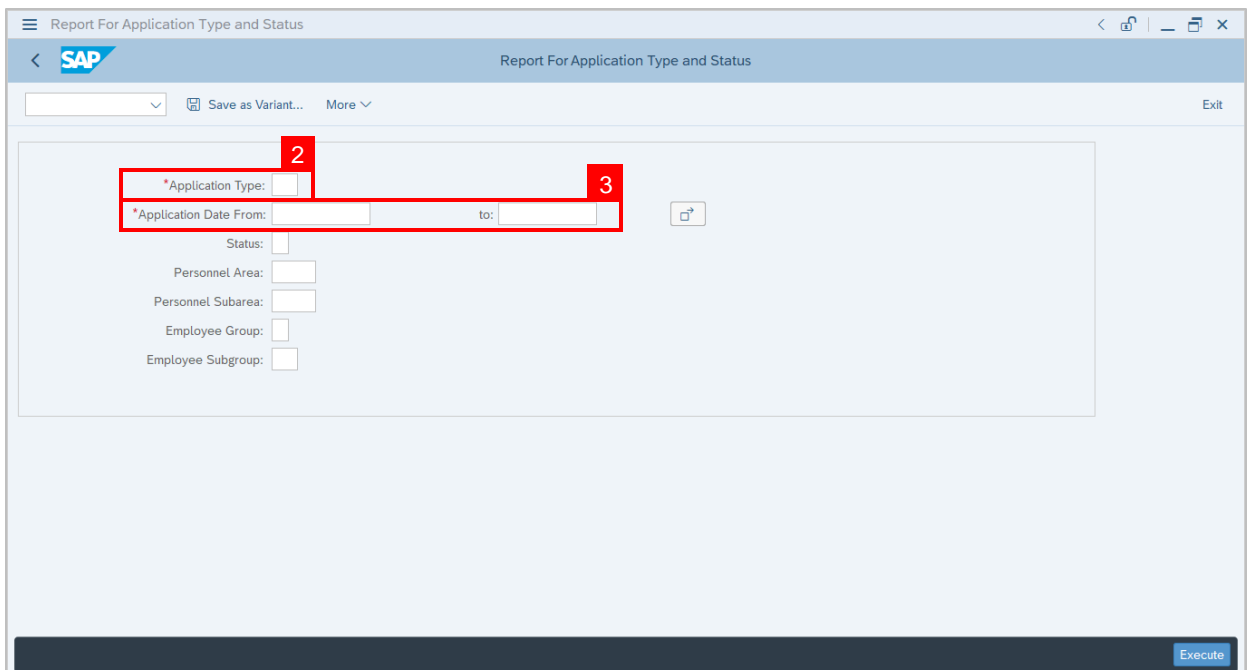


Cl.	Appl. Code	Date	Date	Application Status	Application Description
240	MP	01.01.2022	31.12.9999	Active	MELANJUTKAN TEMPOH PERCUBAAN
240	PB	01.07.2022	31.07.9999	Active	BINTANG-BINTANG KEBESARAN DAN PINGAT-PINGAT K
240	PE	09.05.2022	31.12.9999	Active	PEMINDAHAN
240	PJ	01.01.2022	31.12.9999	Active	PENETAPAN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

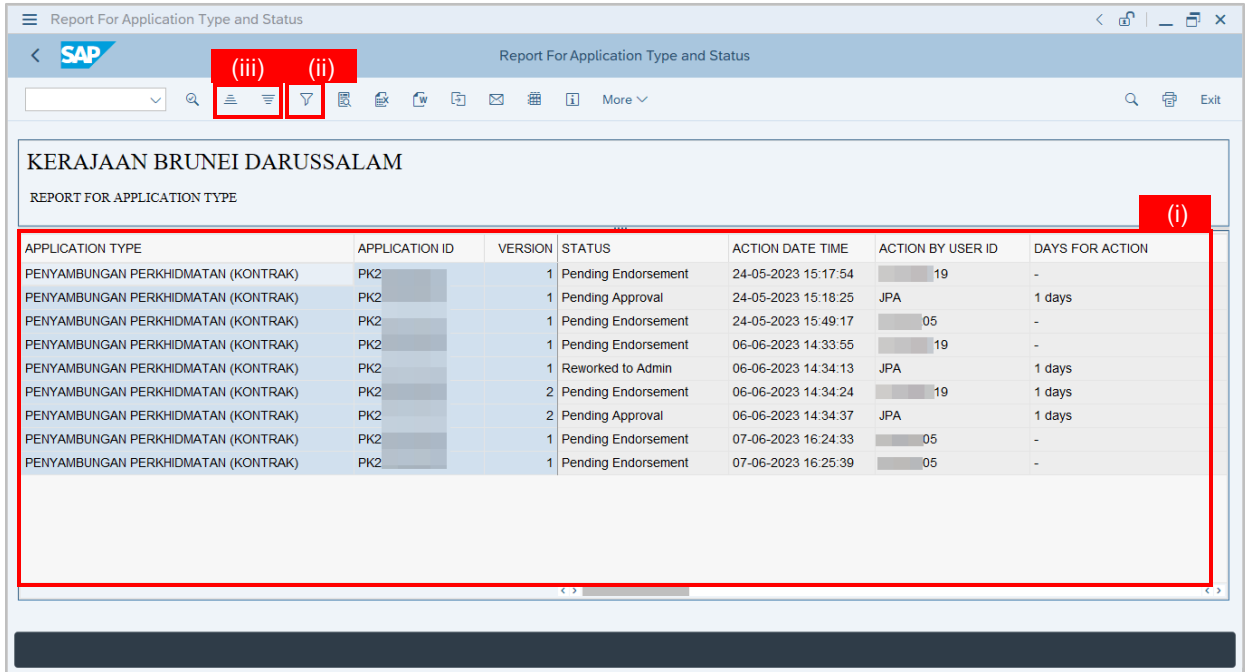
Employee Subgroup:

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.



The screenshot shows the SAP interface for the report 'Report For Application Type and Status'. The report title is 'KERAJAAN BRUNEI DARUSSALAM REPORT FOR APPLICATION TYPE'. The table below lists application details with columns for Application Type, Application ID, Version, Status, Action Date Time, Action by User ID, and Days for Action. Annotations (i), (ii), and (iii) are placed on the interface to indicate where users can interact with the report: (i) points to the table area, (ii) points to the filter icon, and (iii) points to the sort icons.

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	-