

EMPLOYEE MOVEMENT: REHIRE AFTER RETIREMENT AND SERVICE EXTENSION (MONTH-TO-MONTH)

Role: Department HRD Administrator

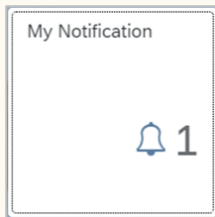


It is also known as **Pengambilan Semula Selepas Bersara** and **Penyambungan Perkhidmatan** for both **month-to-month** and **contract employees** where, the reasons for action on Service Extension are:

- **Extension (Penyambungan / Lanjutan)**
- **Renewal (Pembaharuan)**

Display Notification

1 Logon to SSM and navigate to My Notification tile.

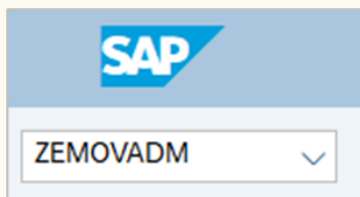


2 User may view the notifications. The notifications are summarised by categories.

Notification Date	Time	Category	Notification
26 May 2023	11:04:46		332 new application(s) submitted for
26 May 2023	11:04:46		332 new application(s) submitted for

Generate Application Type Report

1 In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.

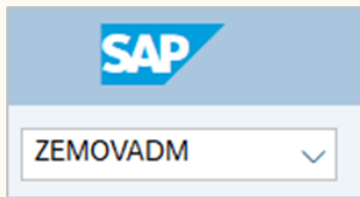


2 Fill in **Application Type**, **Application Date From** and **To**.

Click **Execute** button.

Create and Submit Application

1 In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



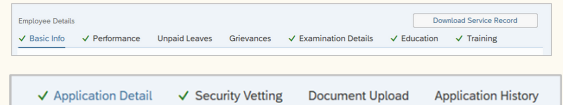
2 Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (SKS)**.



3 Fill in **Personnel Subarea** and **Personnel Number**.

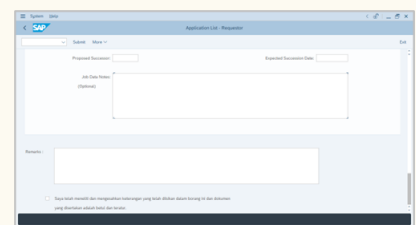
Click **Execute** button.

4 Click **Create** icon. Ensure **Employee Details** and **Application Details** are correct.



5 Fill in **Rehire Start Date** and **End Date**.

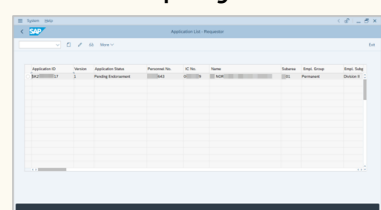
6 Fill in **Proposed Successor**, **Expected Succession Date** and **Remarks**.



7 Click on **disclaimer checkbox**.

Click **Submit** button.

8 **Application ID** and **Pending Endorsement status** will be displayed.



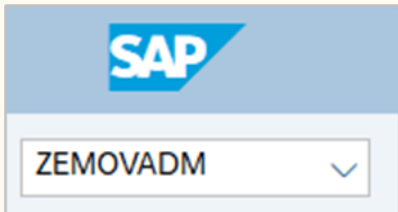
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Edit and Submit Application

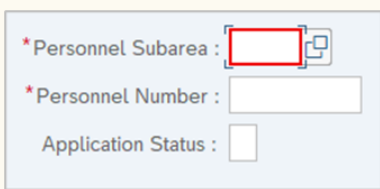
1 In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



2 Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (SKS)**.

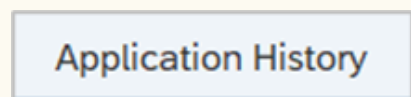


3 Fill in **Personnel Subarea** and **Personnel Number**.

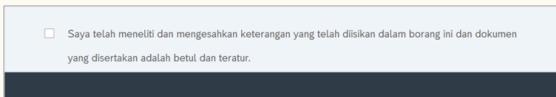


Click **Execute** button.

4 Click **Change** icon. Navigate to **Application History** and amend according to Endorser's remarks.

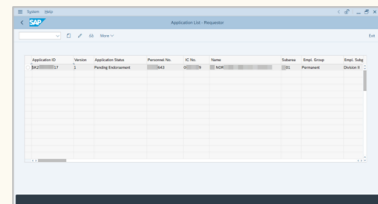


5 Click on **disclaimer checkbox**.



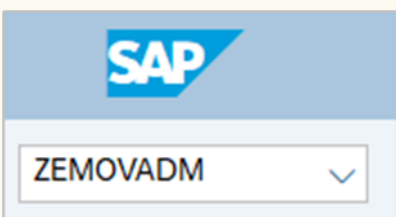
Click **Submit** button.

6 **Application ID** and **Pending Endorsement status** will be displayed.



Withdraw Application

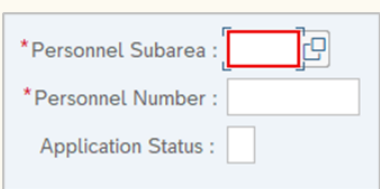
1 In SAP GUI (back-end system), go to transaction code **ZEMOVADM**.



2 Under Requestors, select **Pengambilan Semula Selepas Bersara / Penyambungan Perkhidmatan (SKS)**.

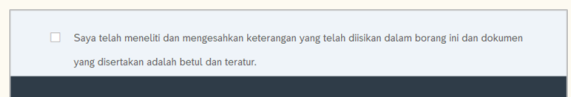


3 Fill in **Personnel Subarea** and **Personnel Number**.



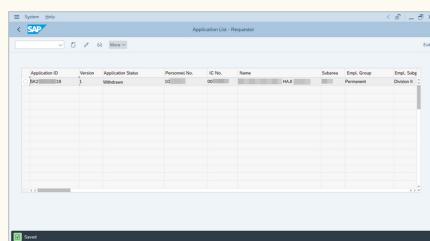
Click **Execute** button.

4 Select an application. Click on **disclaimer checkbox**.



Click **Withdraw** button.

5 **Application ID** and **Withdrawn status** will be displayed.



Please refer to the **User Guide** for a step-by-step guide. **Rehire After Retirement and Service Extension (SKS) User Guide** is available on **SSM Info Website**: www.jpa.gov.bn/SSM