



SISTEM SUMBER MANUSIA

User Guide

**For Ketua Pejabat / Kuasa Membenarkan
Memangku
Backend (SAP GUI)**

**Employee Movement (PA):
Temporary Acting**

INTRODUCTION

This user guide acts as a reference for **Ketua Pejabat / Kuasa Membenarkan Memangku (Back End User)** to manage **Temporary 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

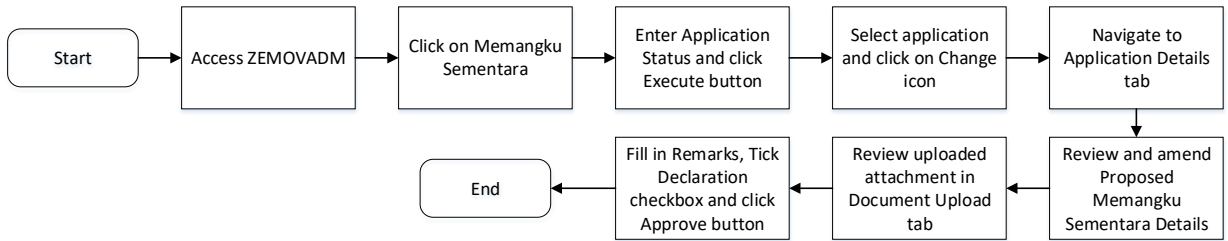
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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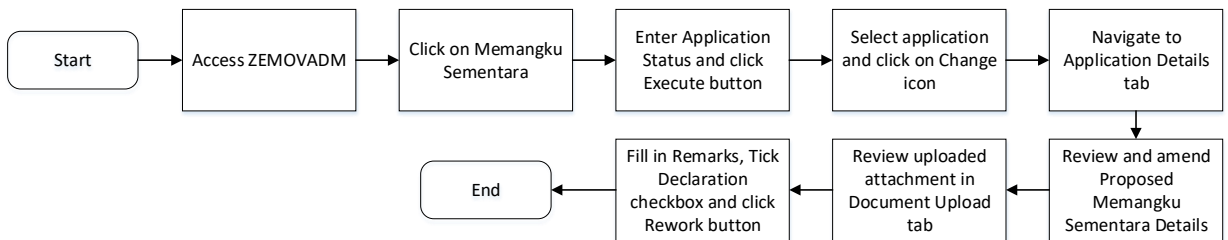
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Process Overview

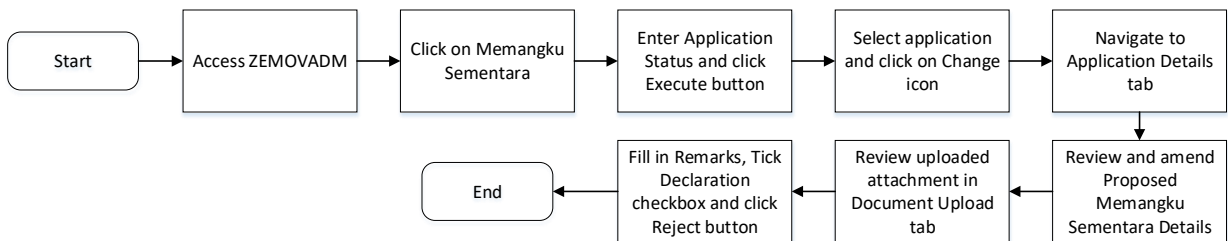
Approve Application



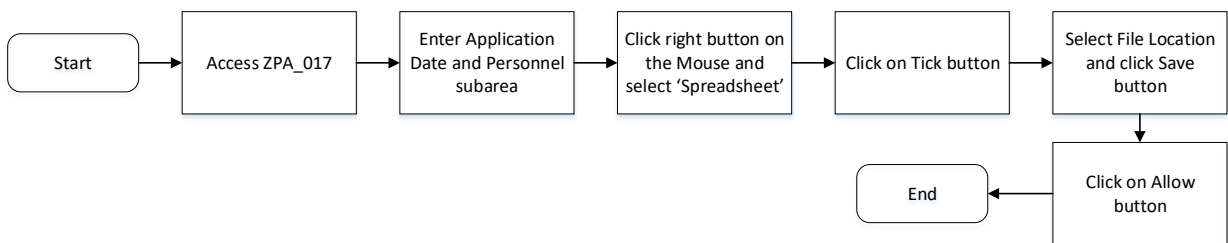
Rework Application



Reject Application



Temporary Acting Application Report



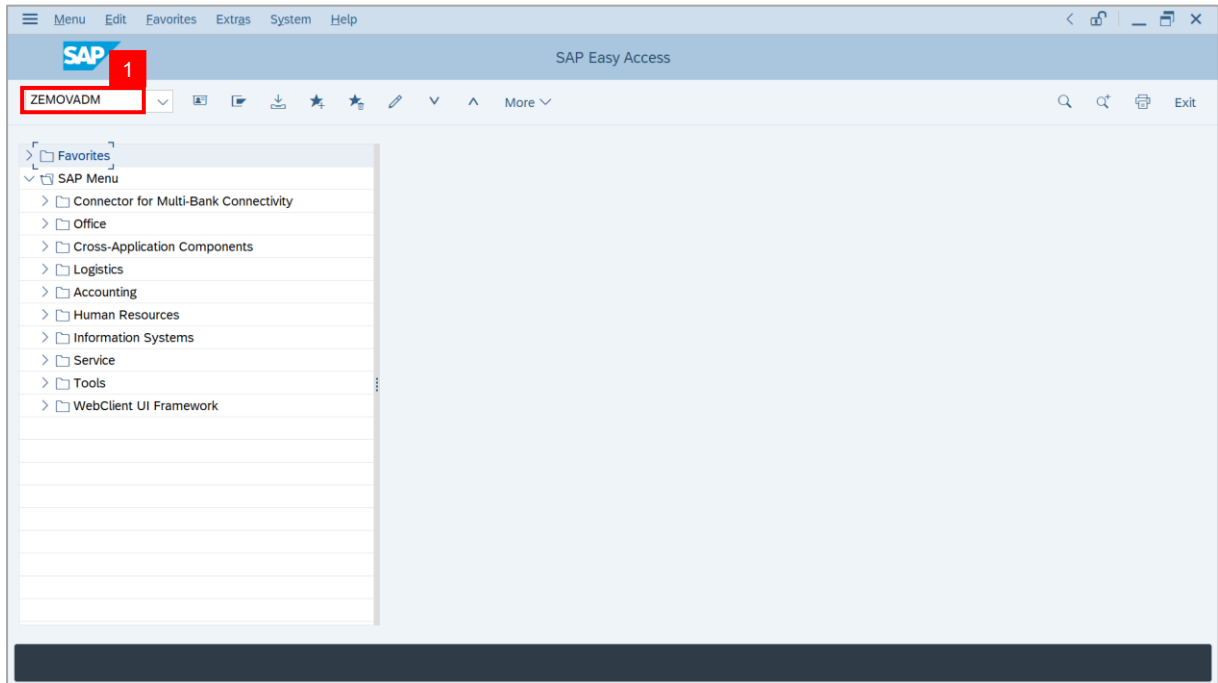
APPROVE APPLICATION

Backend User

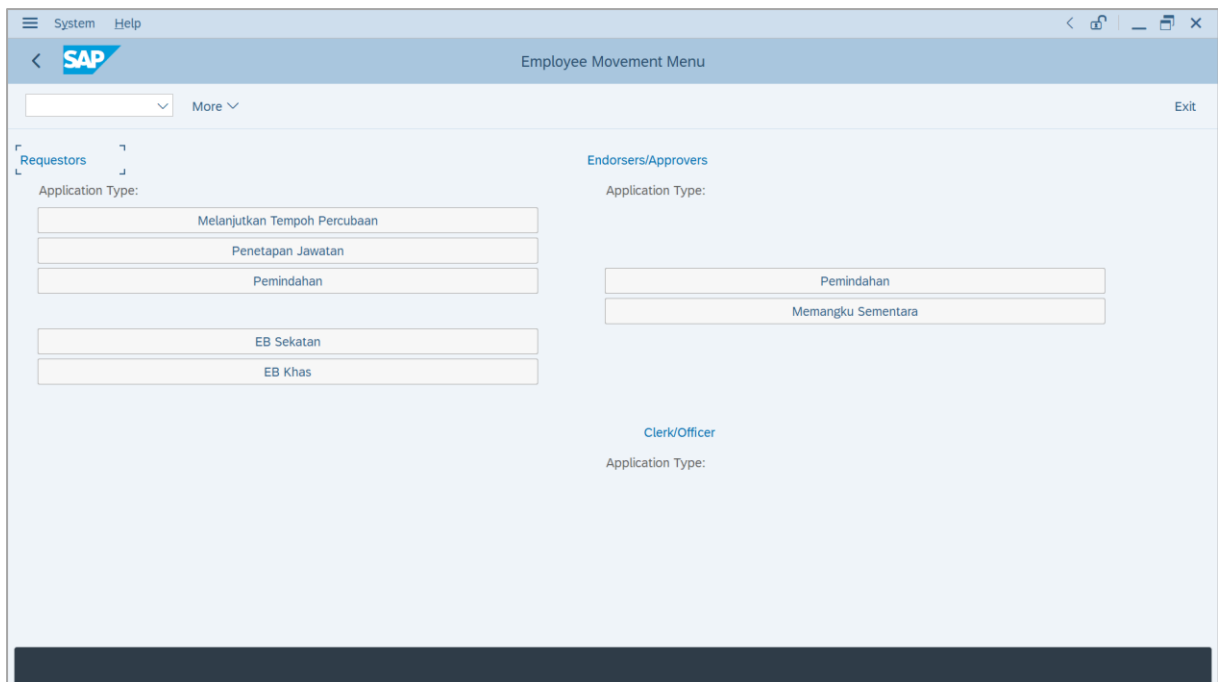
Ketua Pejabat / Kuasa Membenarkan Memangku

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

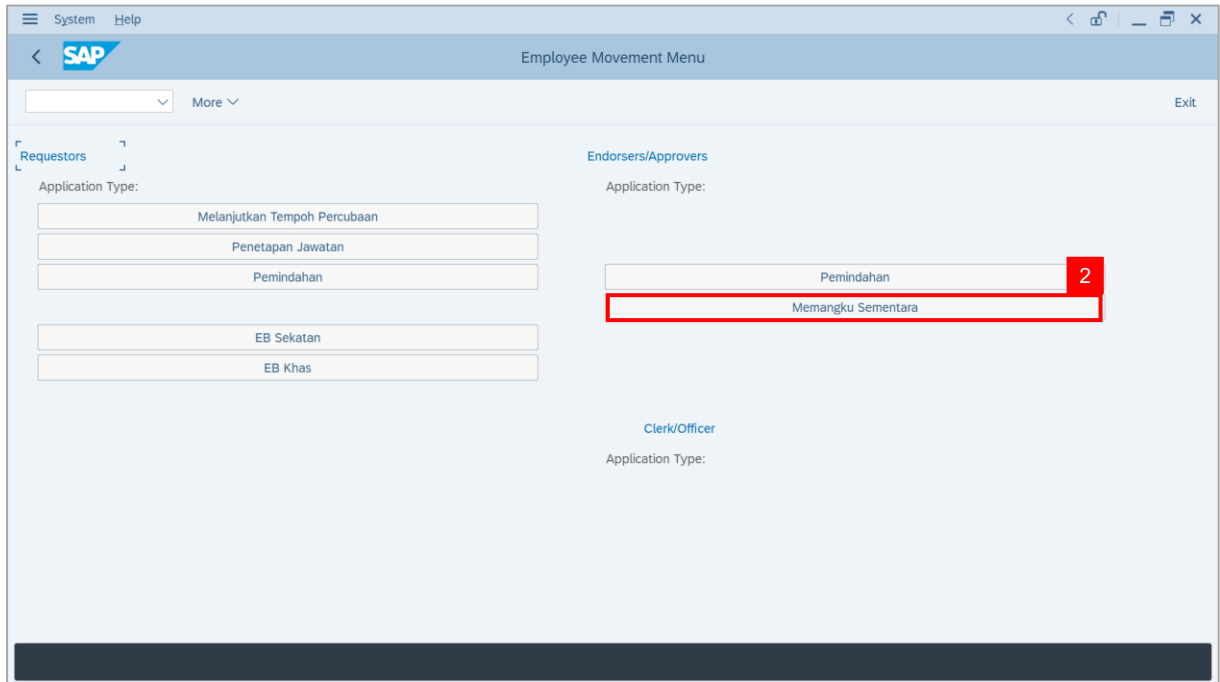
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

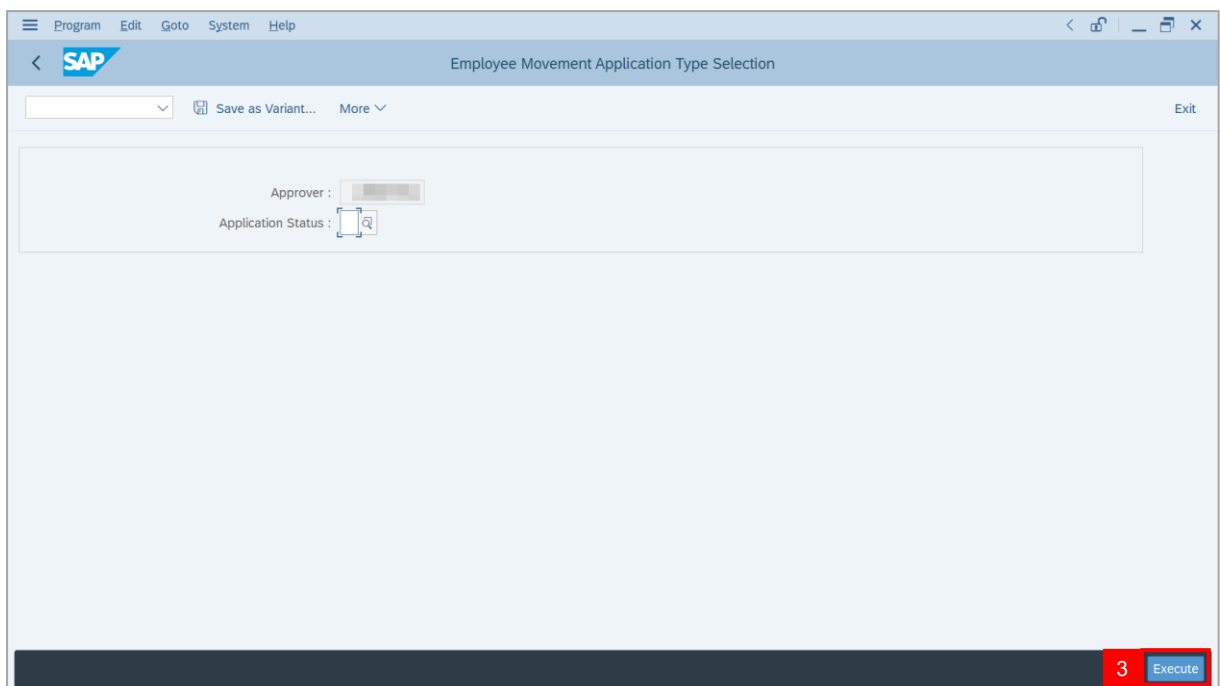


2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



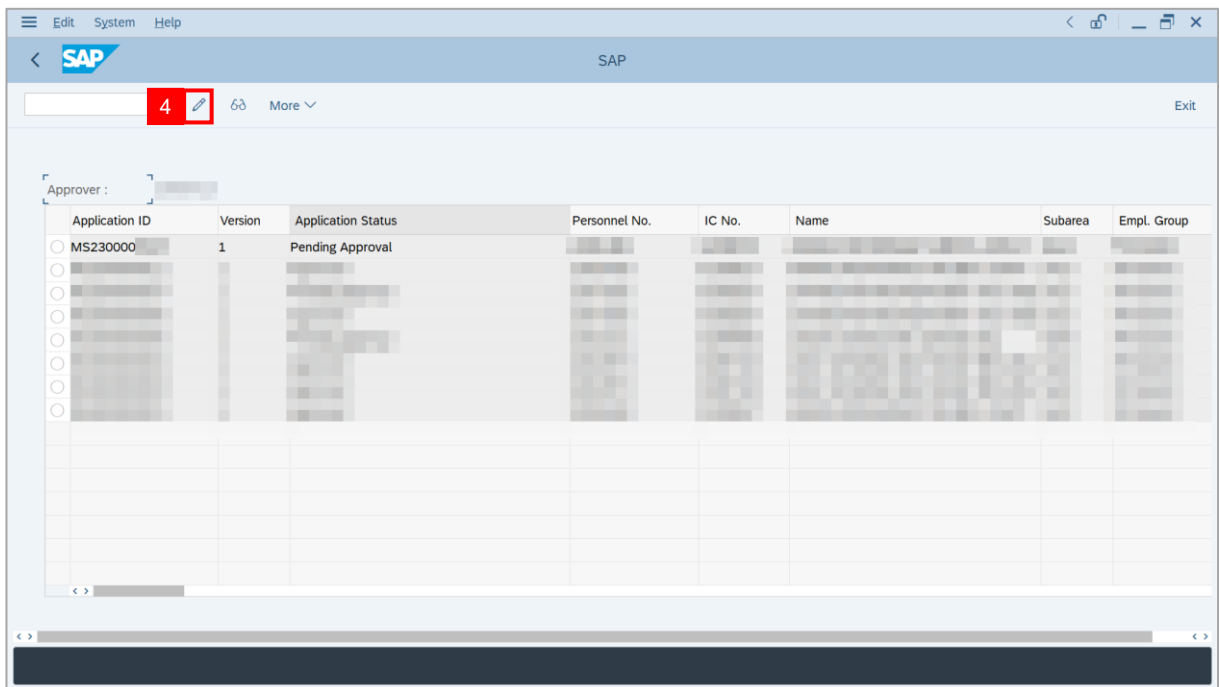
Note: The **Employee Movement Application: Type Selection** page will be displayed.

3. Click on **Execute** button.

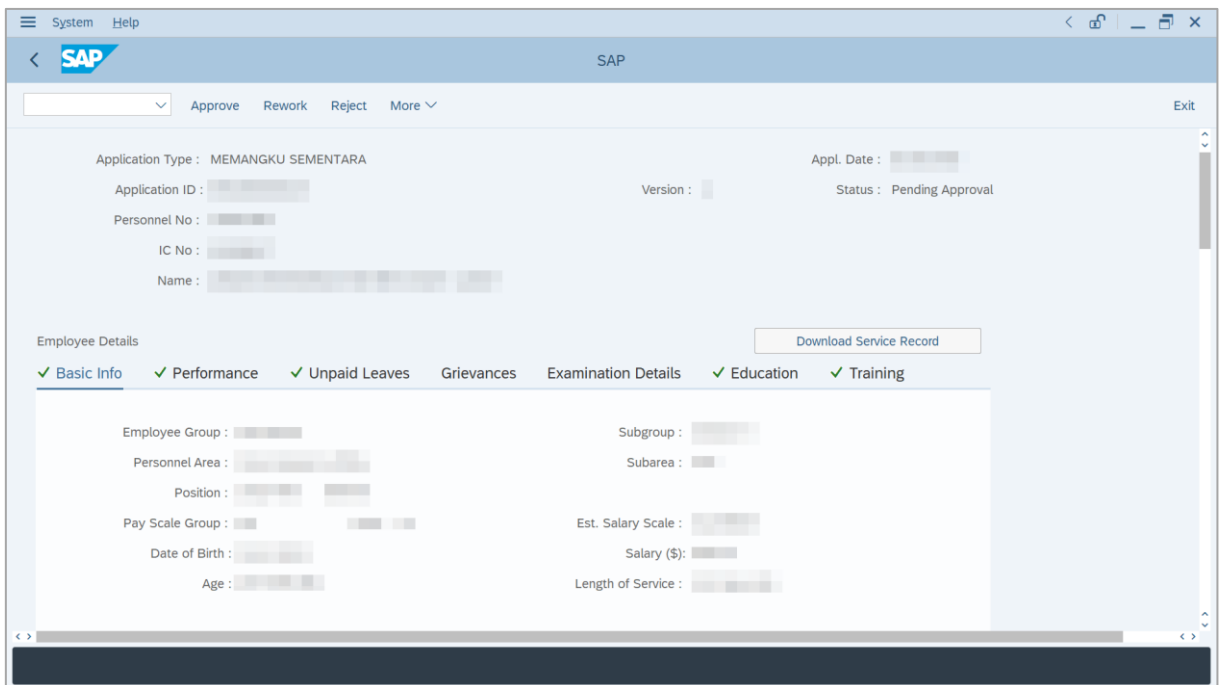


Note: The **Application List – Approver** page will be displayed.

4. Select the application with **'Pending Approval'** status and click on **Change** icon.

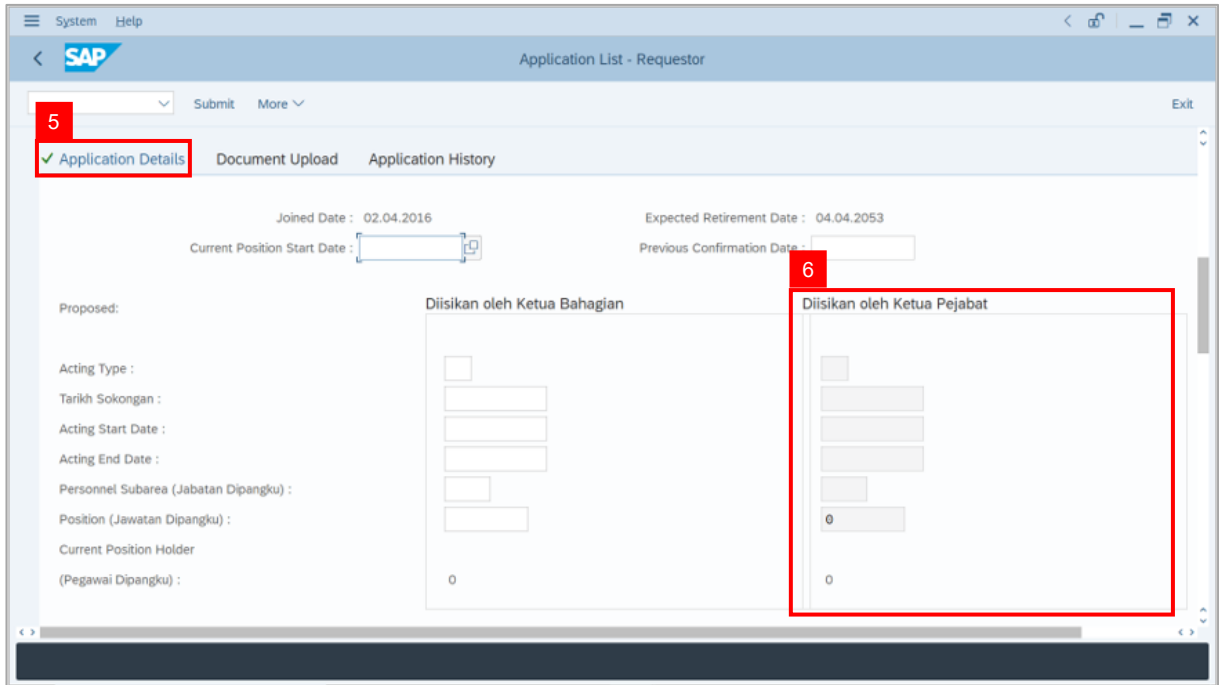


Note: The **Application List – Approver** page will be displayed.



5. Navigate to **Application Details** tab.

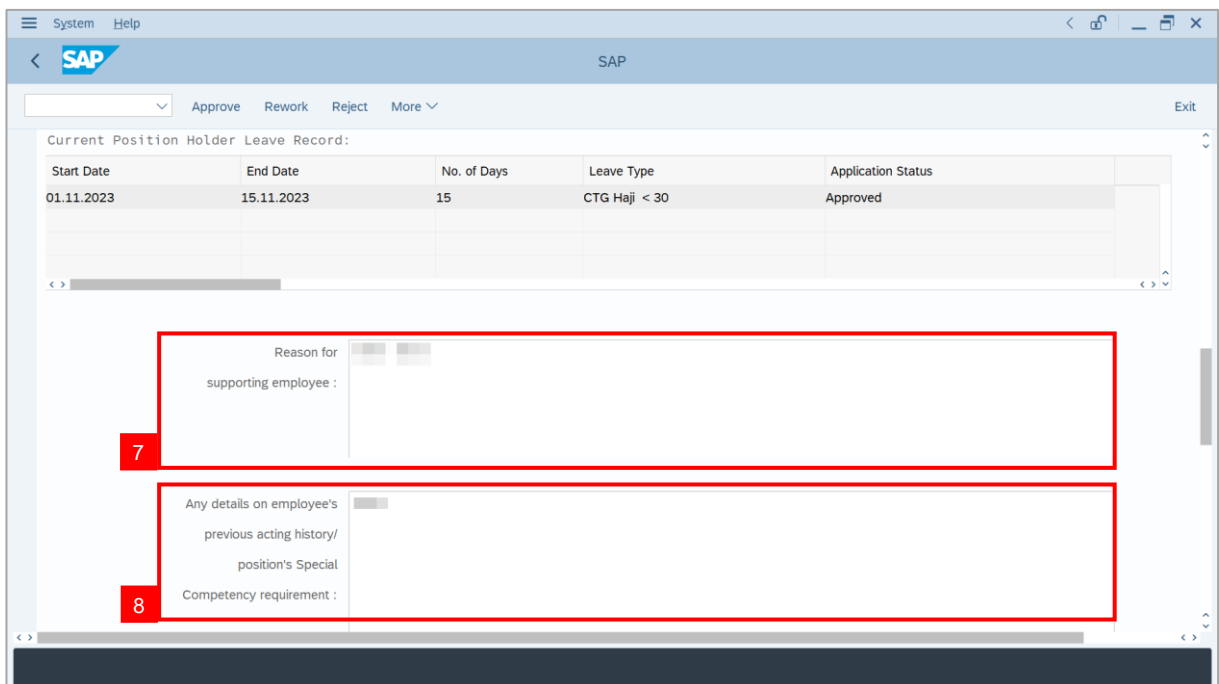
6. Review and amend the **Proposed Temporary Acting Details** entered by **Ketua Bahagian** under **Ketua Pejabat** column, if required.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Details' tab is selected and highlighted with a red box and labeled '5'. Below the navigation tabs, there are fields for 'Joined Date: 02.04.2016', 'Expected Retirement Date: 04.04.2053', 'Current Position Start Date', and 'Previous Confirmation Date'. The 'Proposed:' section contains two columns: 'Diisikan oleh Ketua Bahagian' and 'Diisikan oleh Ketua Pejabat'. The 'Diisikan oleh Ketua Pejabat' column is highlighted with a red box and labeled '6'. The 'Acting Type' section includes fields for 'Acting Type', 'Tarikh Sokongan', 'Acting Start Date', 'Acting End Date', 'Personnel Subarea (Jabatan Dipangku)', 'Position (Jawatan Dipangku)', 'Current Position Holder', and 'Pegawai Dipangku'.

7. Review the **Reason for supporting employee**.

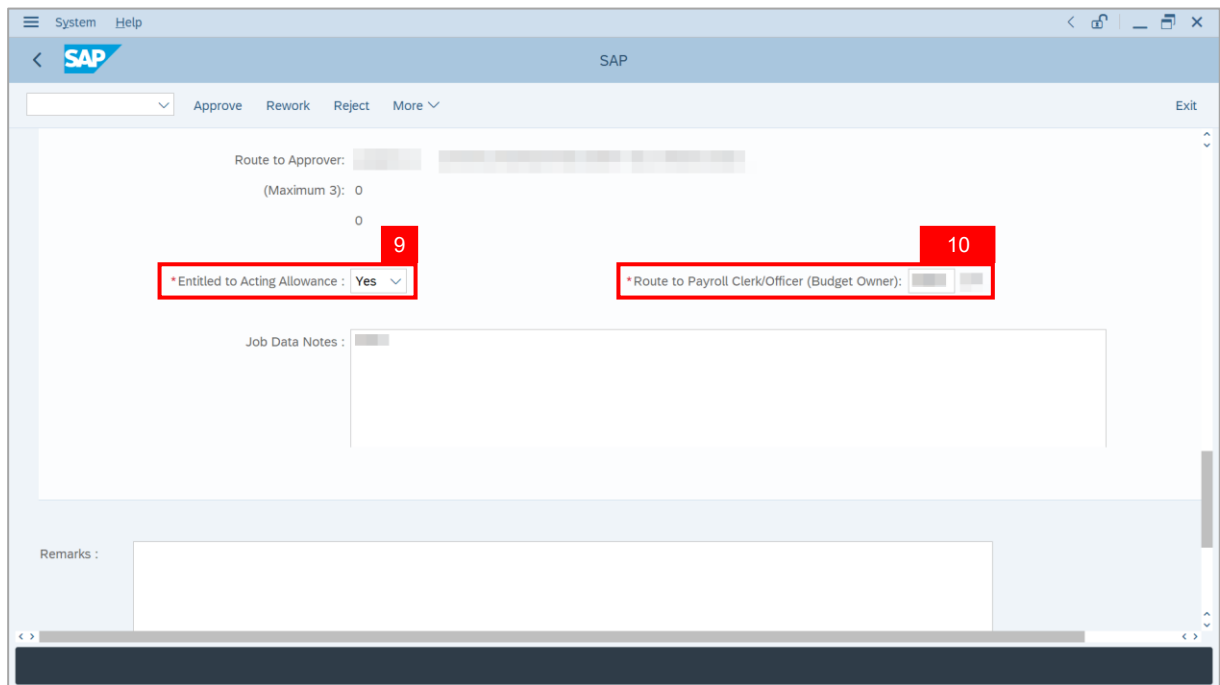
8. Review employee's **Previous acting history / Competency's requirement** (Optional).



The screenshot shows the SAP 'SAP' interface. The 'Current Position Holder Leave Record' table is visible, with columns for 'Start Date', 'End Date', 'No. of Days', 'Leave Type', and 'Application Status'. The table contains one record: Start Date: 01.11.2023, End Date: 15.11.2023, No. of Days: 15, Leave Type: CTG Haji < 30, Application Status: Approved. Below the table, there are two sections highlighted with red boxes. The first section, labeled '7', is 'Reason for supporting employee :'. The second section, labeled '8', is 'Any details on employee's previous acting history/ position's Special Competency requirement :'. The 'Reason for supporting employee' field is currently empty.

9. Review and amend the **Entitlement to Acting Allowance**, if required.

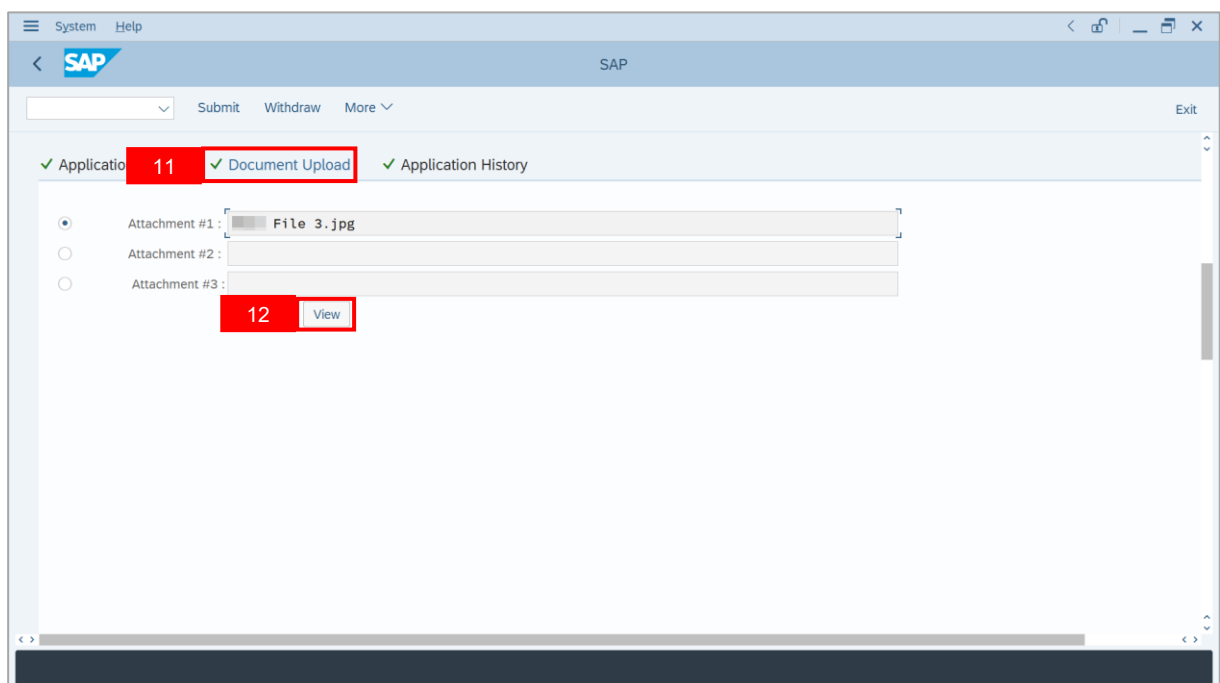
10. Review and amend the **Subarea** which will pay Acting Allowance, if required.



The screenshot shows the SAP GUI interface for the 'Temporary Acting' process. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The main content area displays the 'Route to Approver' section with a dropdown menu and a 'Maximum 3' indicator. Below this, there are two red boxes highlighting specific fields: one for '* Entitled to Acting Allowance : Yes' (labeled 9) and another for '* Route to Payroll Clerk/Officer (Budget Owner):' (labeled 10). The 'Job Data Notes' section is empty. At the bottom, there is a 'Remarks' field.

11. Navigate to **Document Upload** tab.

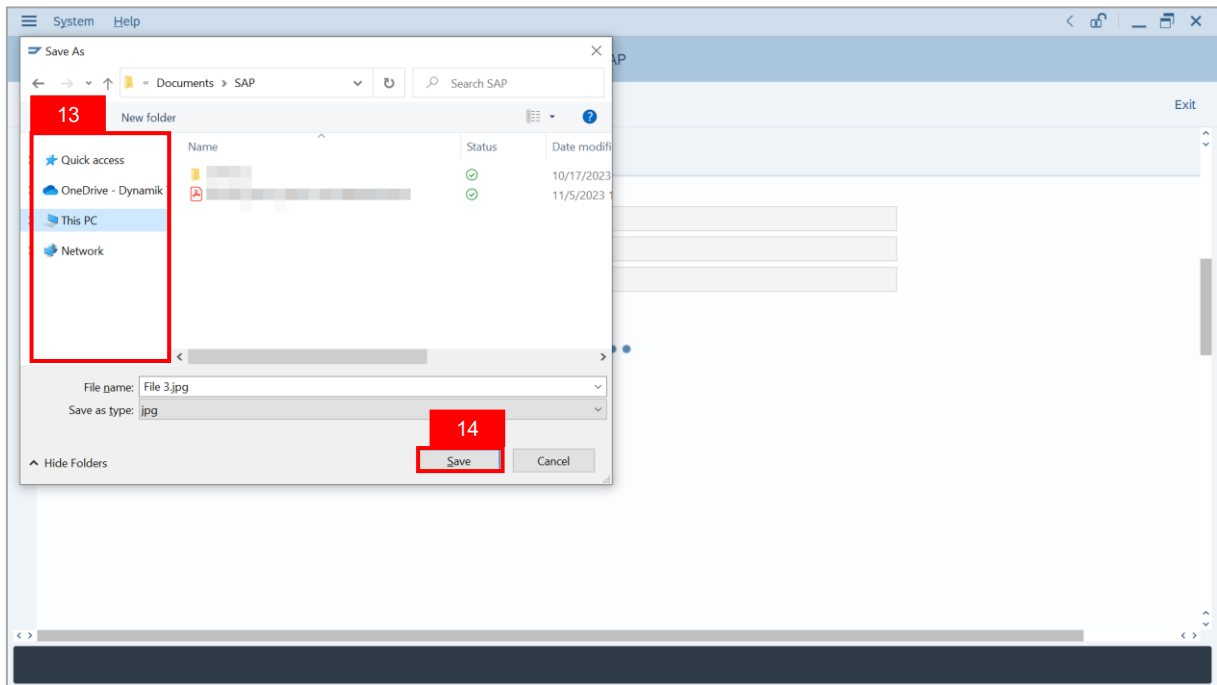
12. Click on **View** button to download **Attachment**.



The screenshot shows the SAP GUI interface for the 'Temporary Acting' process, specifically the 'Document Upload' tab. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Submit', 'Withdraw', and 'More'. The main content area displays the 'Document Upload' section with a dropdown menu and a 'Maximum 3' indicator. Below this, there are three attachment entries: 'Attachment #1 : File 3.jpg', 'Attachment #2 :', and 'Attachment #3 :'. A red box highlights the 'View' button next to the first attachment (labeled 12). The 'Application History' section is also visible.

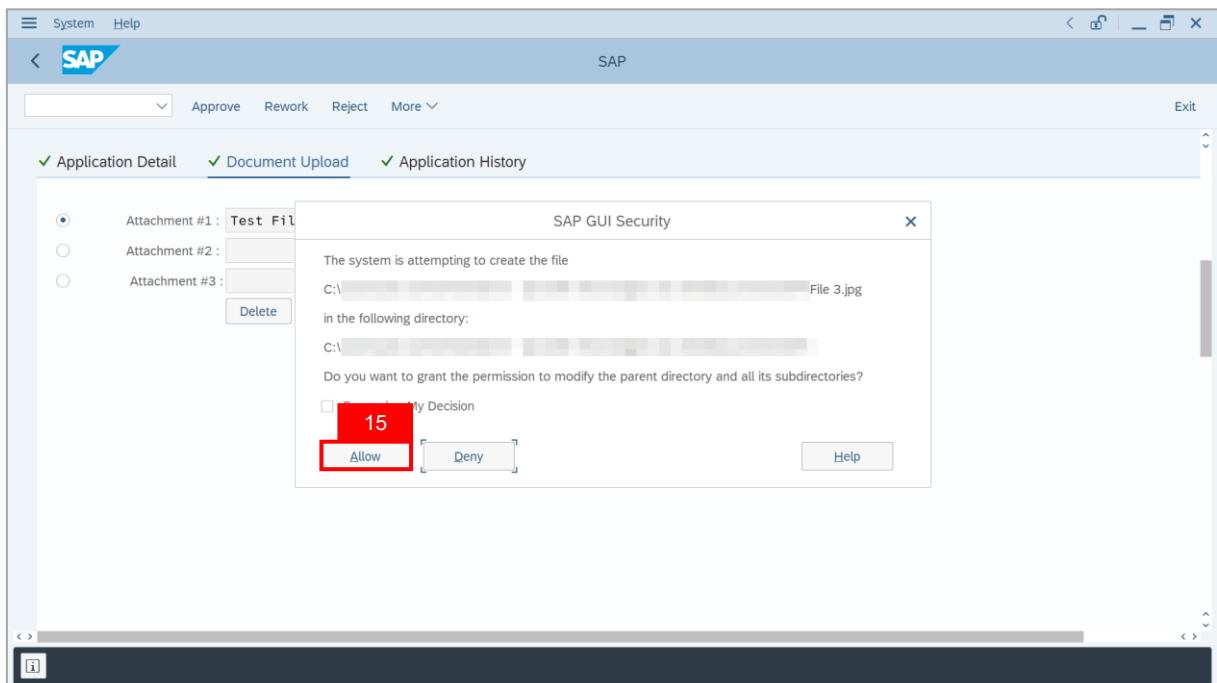
13. Select **File Location**.

14. Click on **Save** button.

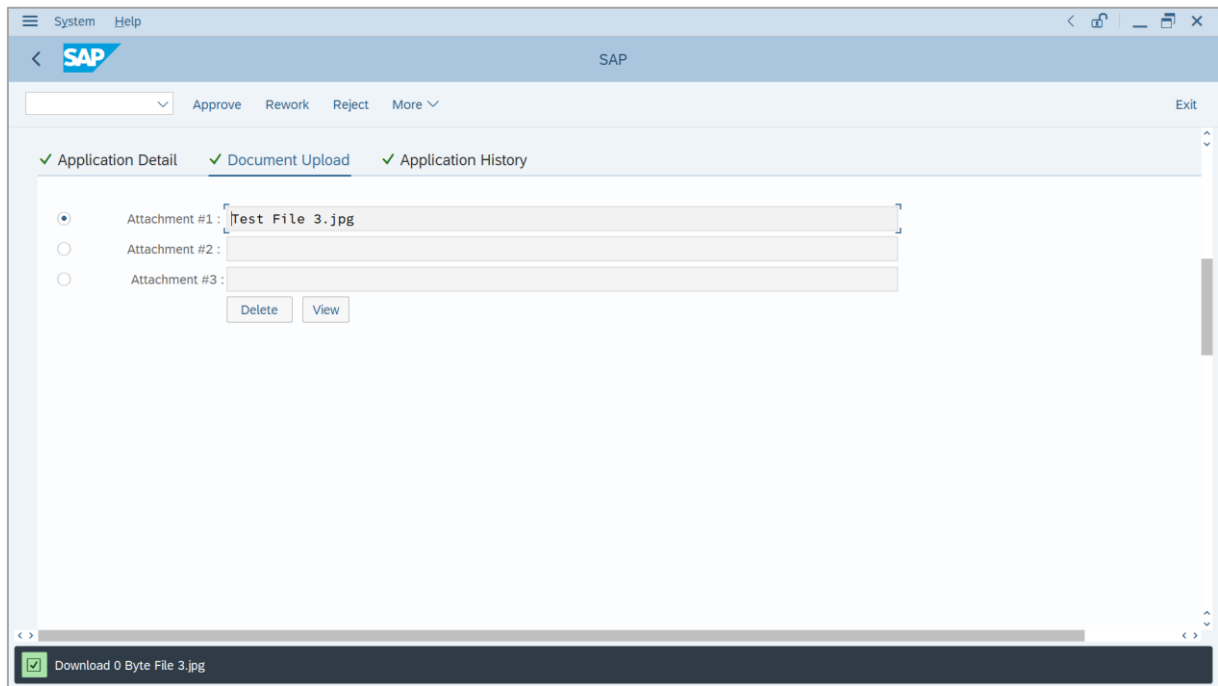


Note: The **SAP GUI Security** message will be displayed.

15. Click on **Allow** button.



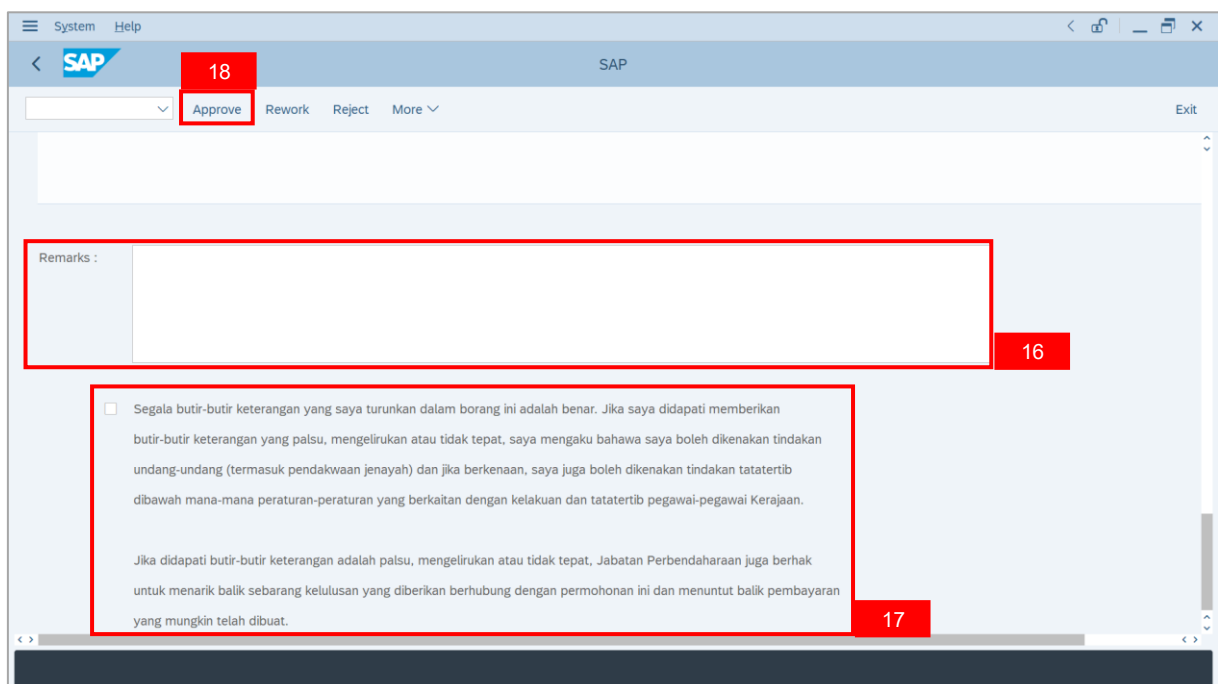
Note: The **Attachment** has successfully been downloaded.



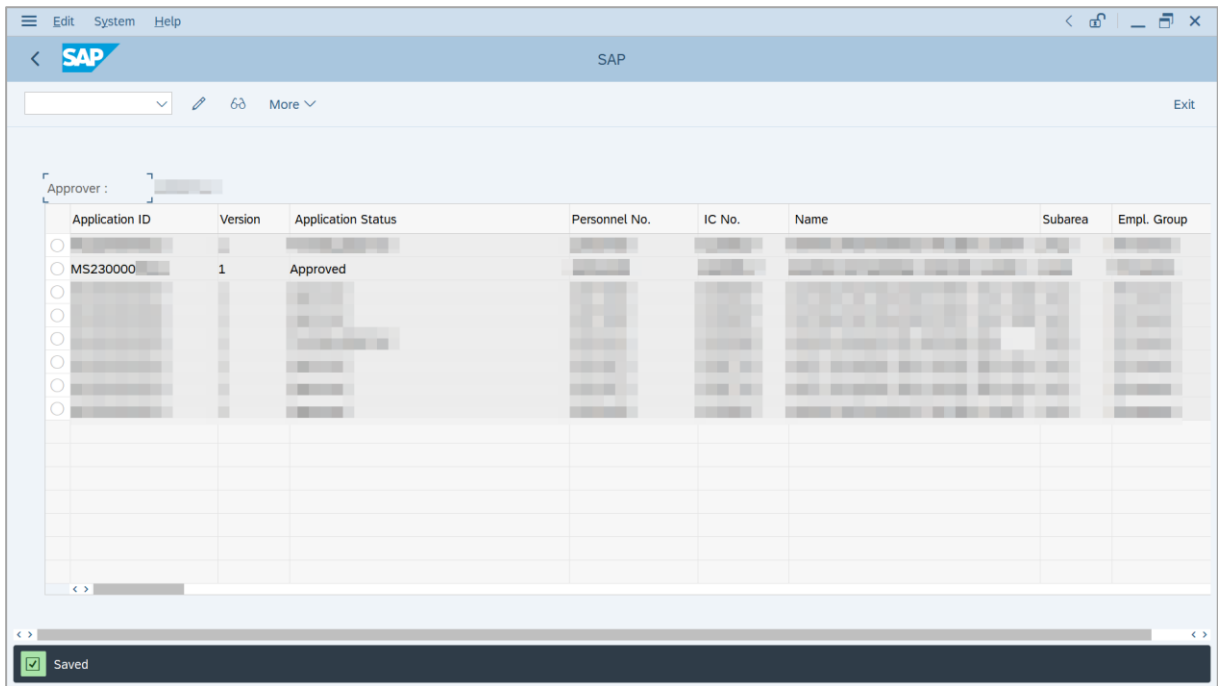
16. Enter the **Remarks** for employee's application.

17. Tick on **Declaration** checkbox.

18. Click on **Approve** button.



Outcome: The **Application** has successfully been approved.



The screenshot shows the SAP GUI interface. At the top, there is a menu bar with 'Edit', 'System', and 'Help'. Below the menu bar, the SAP logo and the text 'SAP' are visible. A search bar is present with a dropdown arrow, a pencil icon, a refresh icon, and the text 'More'. An 'Exit' button is located in the top right corner. The main area displays a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, and Empl. Group. The first row in the table shows 'MS230000' in the Application ID column, '1' in the Version column, and 'Approved' in the Application Status column. Below the table, there is a status bar with a green checkmark and the text 'Saved'.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group
MS230000	1	Approved					

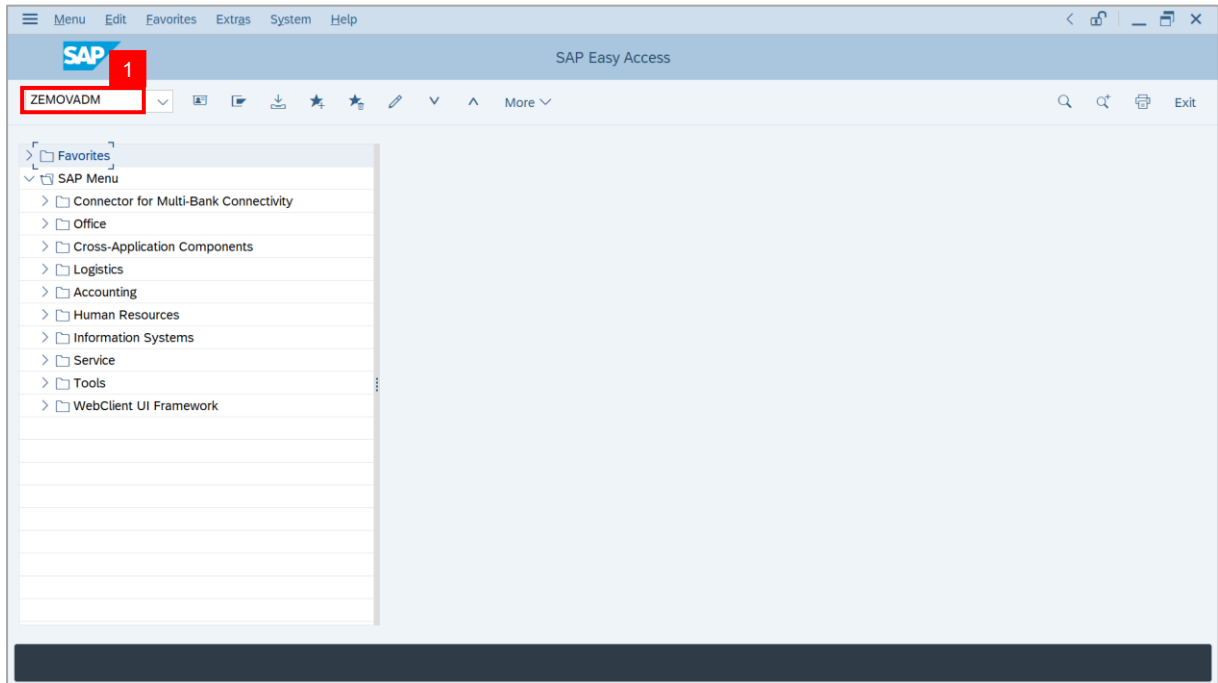
REWORK APPLICATION

Backend User

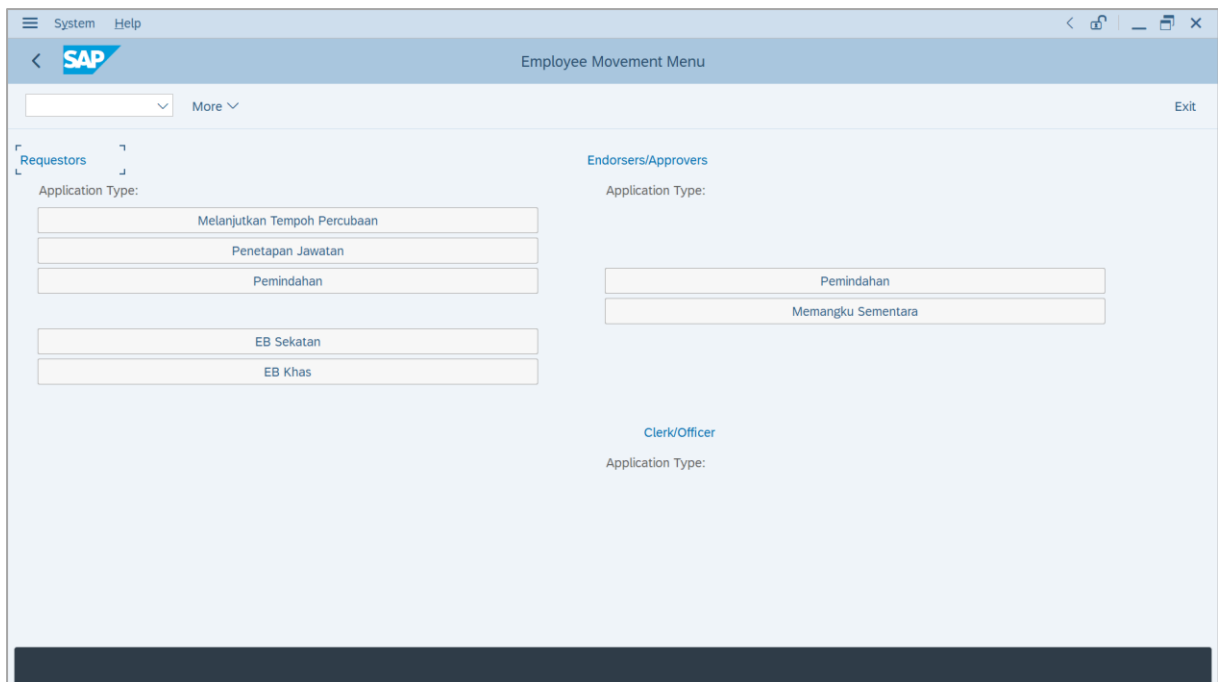
Ketua Pejabat / Kuasa Membenarkan Memangku

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

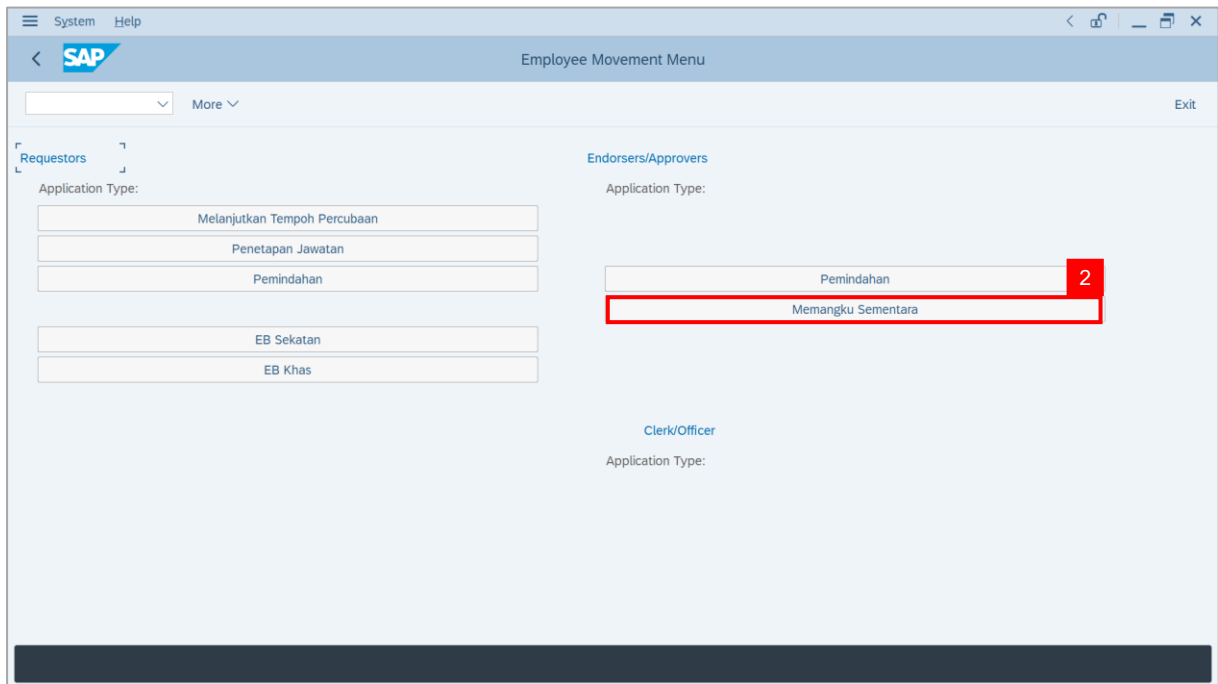
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

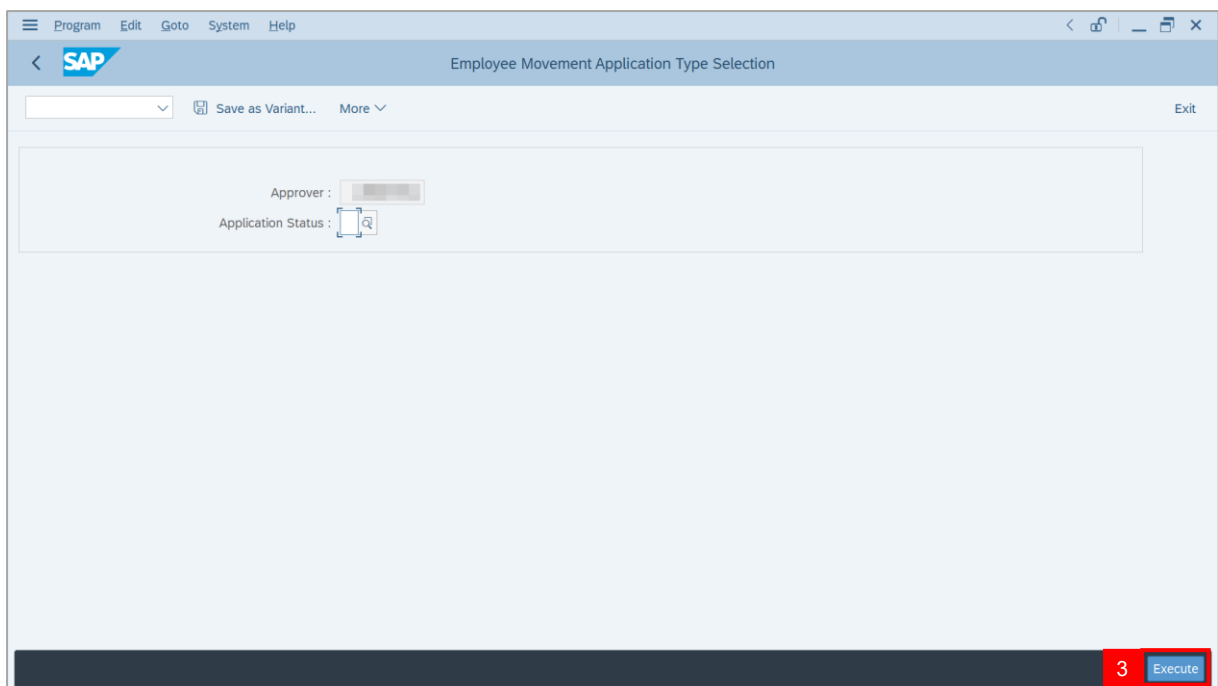


2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



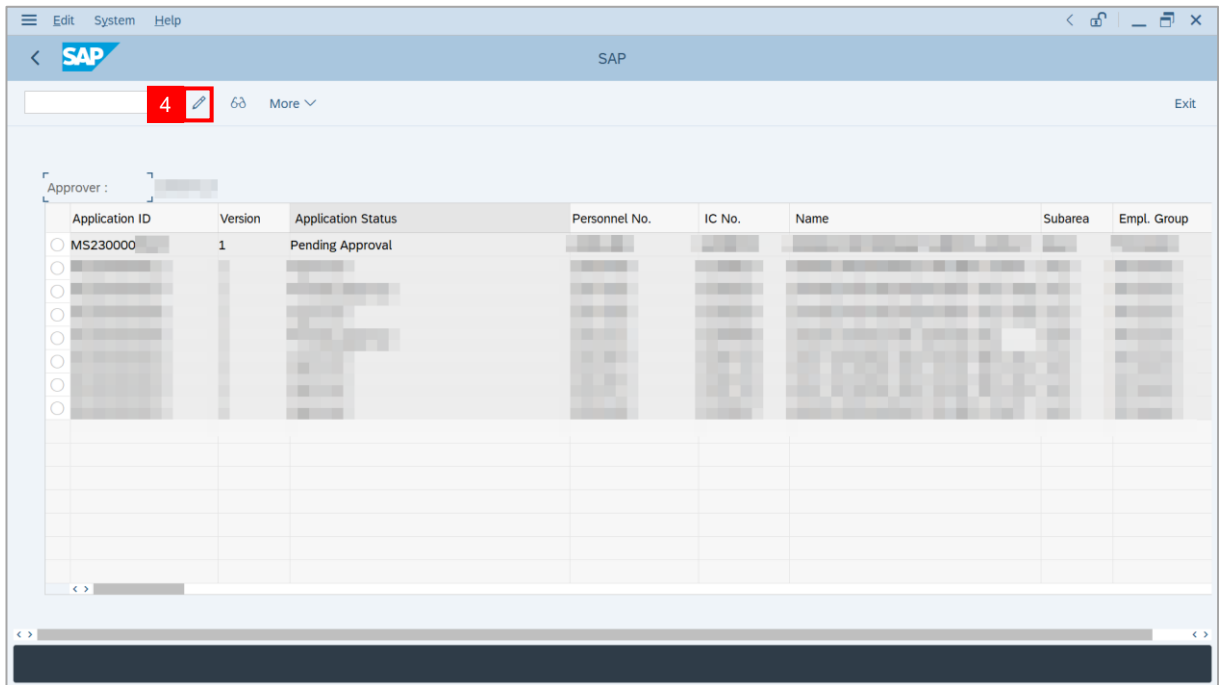
Note: The **Employee Movement Application: Type Selection** page will be displayed.

3. Click on **Execute** button.

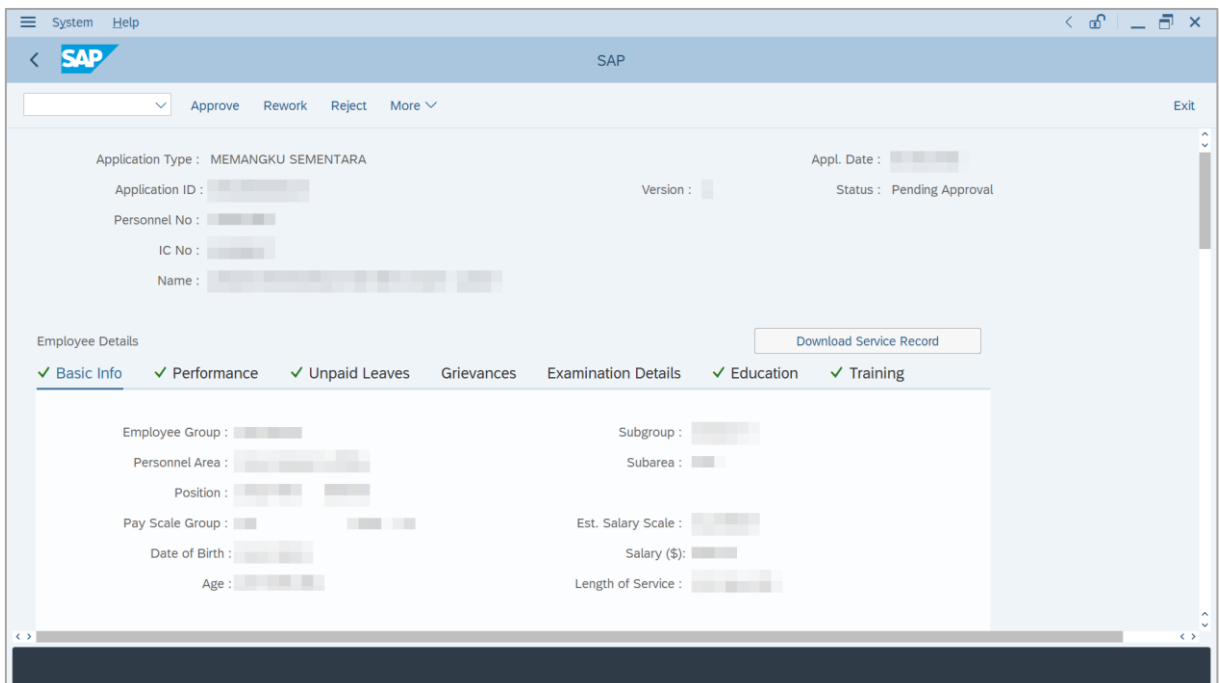


Note: The **Application List – Approver** page will be displayed.

4. Select the application with **'Pending Approval'** status and click on **Change** icon.

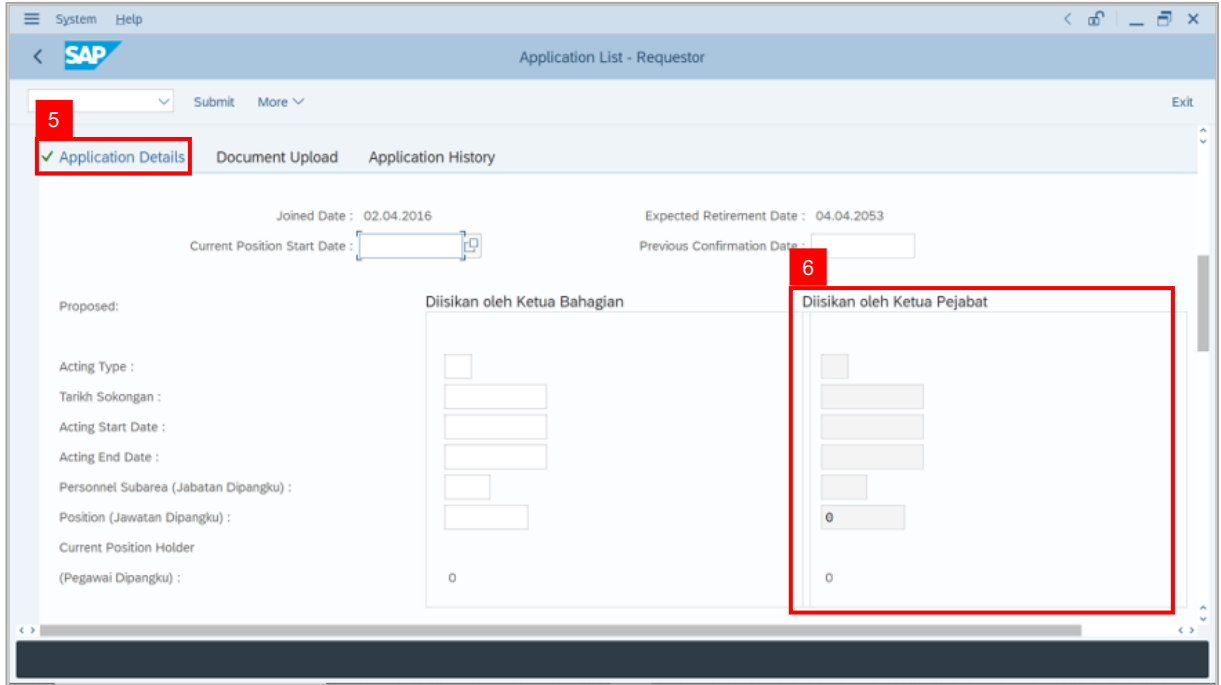


Note: The **Application List – Approver** page will be displayed.



5. Navigate to **Application Details** tab.

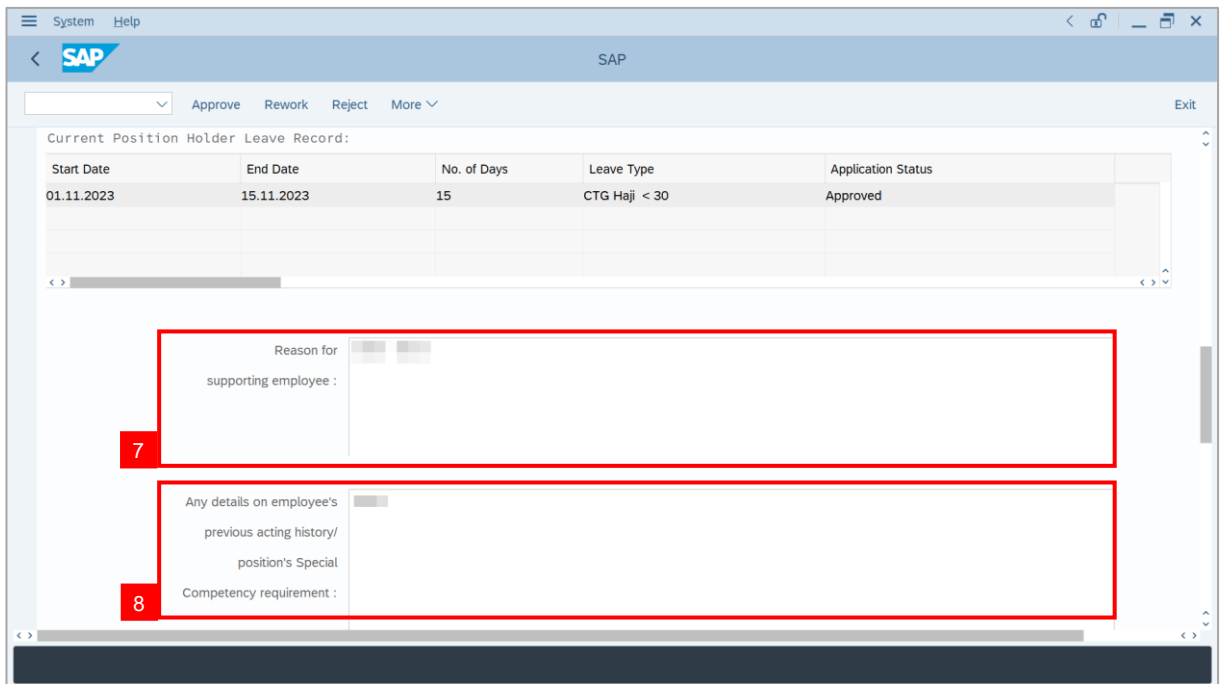
6. Review and amend the **Proposed Temporary Acting Details** entered by **Ketua Bahagian** under **Ketua Pejabat** column, if required.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Details' tab is selected and highlighted with a red box and the number '5'. Below the tab, there are fields for 'Joined Date' (02.04.2016), 'Expected Retirement Date' (04.04.2053), and 'Current Position Start Date'. The 'Proposed' section contains two columns: 'Diisikan oleh Ketua Bahagian' and 'Diisikan oleh Ketua Pejabat'. The 'Diisikan oleh Ketua Pejabat' column is highlighted with a red box and the number '6'. The 'Diisikan oleh Ketua Bahagian' column contains a grid with one row and one column. The 'Diisikan oleh Ketua Pejabat' column contains a grid with one row and one column. The 'Acting Type' is set to '0'. The 'Tarikh Sokongan' is set to '0'. The 'Acting Start Date' is set to '0'. The 'Acting End Date' is set to '0'. The 'Personnel Subarea (Jabatan Dipangku)' is set to '0'. The 'Position (Jawatan Dipangku)' is set to '0'. The 'Current Position Holder (Pegawai Dipangku)' is set to '0'.

7. Review the **Reason for supporting employee**.

8. Review employee's **Previous acting history / Competency's requirement** (Optional).



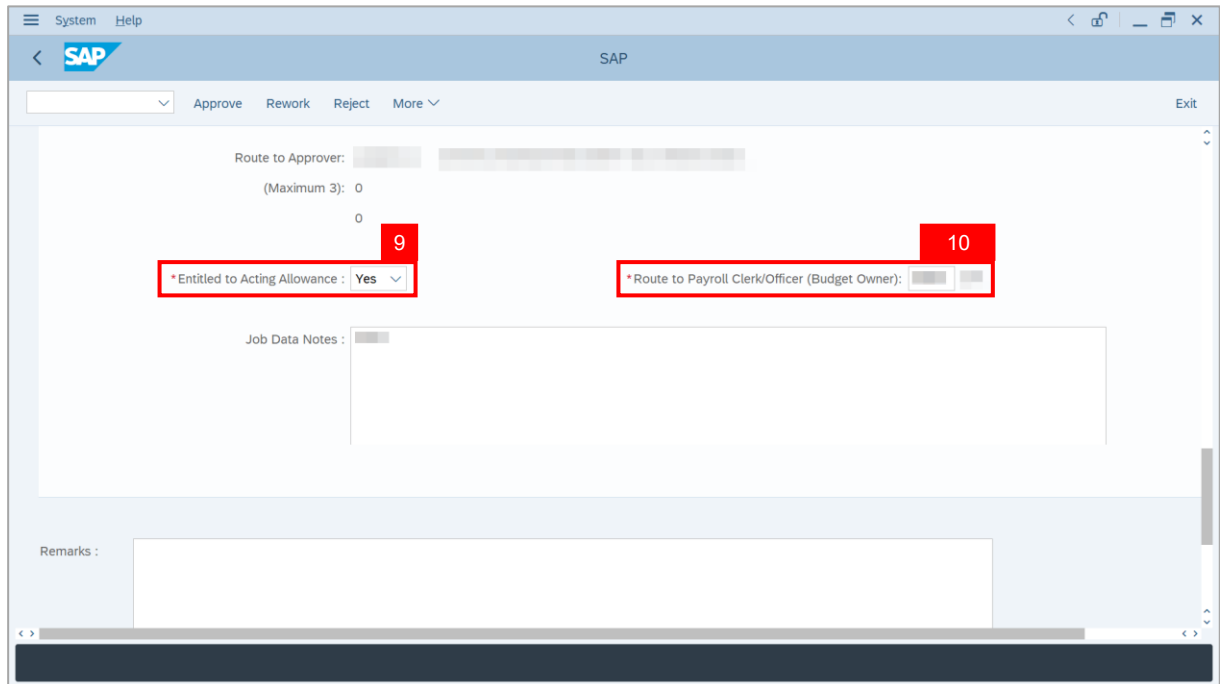
The screenshot shows the SAP 'SAP' interface. The 'Current Position Holder Leave Record' table is displayed with the following data:

Start Date	End Date	No. of Days	Leave Type	Application Status
01.11.2023	15.11.2023	15	CTG Haji < 30	Approved

Below the table, there are two sections highlighted with red boxes and labeled '7' and '8'. The 'Reason for supporting employee' section is highlighted with a red box and labeled '7'. The 'Any details on employee's previous acting history/ position's Special Competency requirement' section is highlighted with a red box and labeled '8'.

9. Review and amend the **Entitlement to Acting Allowance**, if required.

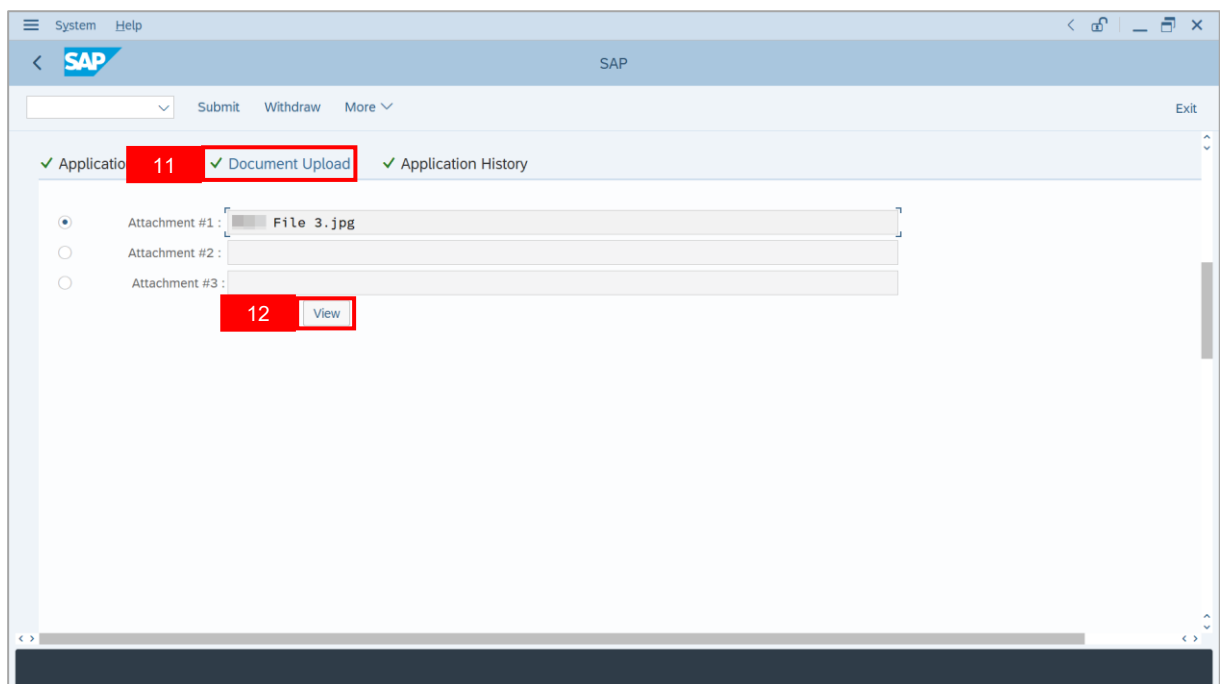
10. Review and amend the **Subarea** which will pay Acting Allowance, if required. The **Subarea** selected will be routed this acting application for processing acting allowance.



The screenshot shows the SAP GUI interface for a temporary acting application. The top navigation bar includes 'System' and 'Help' menus. Below the SAP logo, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The main content area displays the 'Route to Approver' section with a dropdown menu and a 'Maximum 3' indicator. Two red boxes highlight specific fields: one labeled '9' points to the '* Entitled to Acting Allowance' dropdown menu, and another labeled '10' points to the '* Route to Payroll Clerk/Officer (Budget Owner)' dropdown menu. Below these fields is a 'Job Data Notes' text area and a 'Remarks' text area.

11. Navigate to **Document Upload** tab.

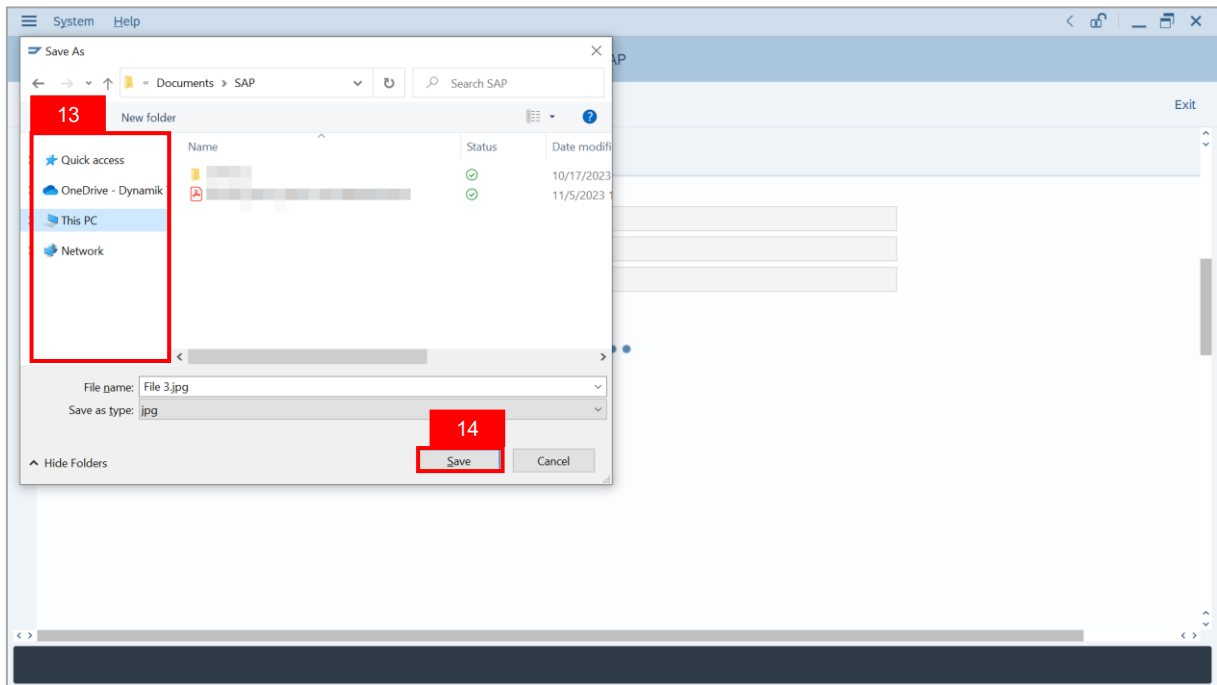
12. Click on **View** button to download **Attachment**.



The screenshot shows the SAP GUI interface for the 'Document Upload' tab. The top navigation bar includes 'System' and 'Help' menus. Below the SAP logo, there are buttons for 'Submit', 'Withdraw', and 'More'. The main content area displays the 'Document Upload' tab with a list of attachments. The first attachment is 'File 3.jpg'. A red box labeled '11' highlights the 'Document Upload' tab, and another red box labeled '12' highlights the 'View' button next to the first attachment.

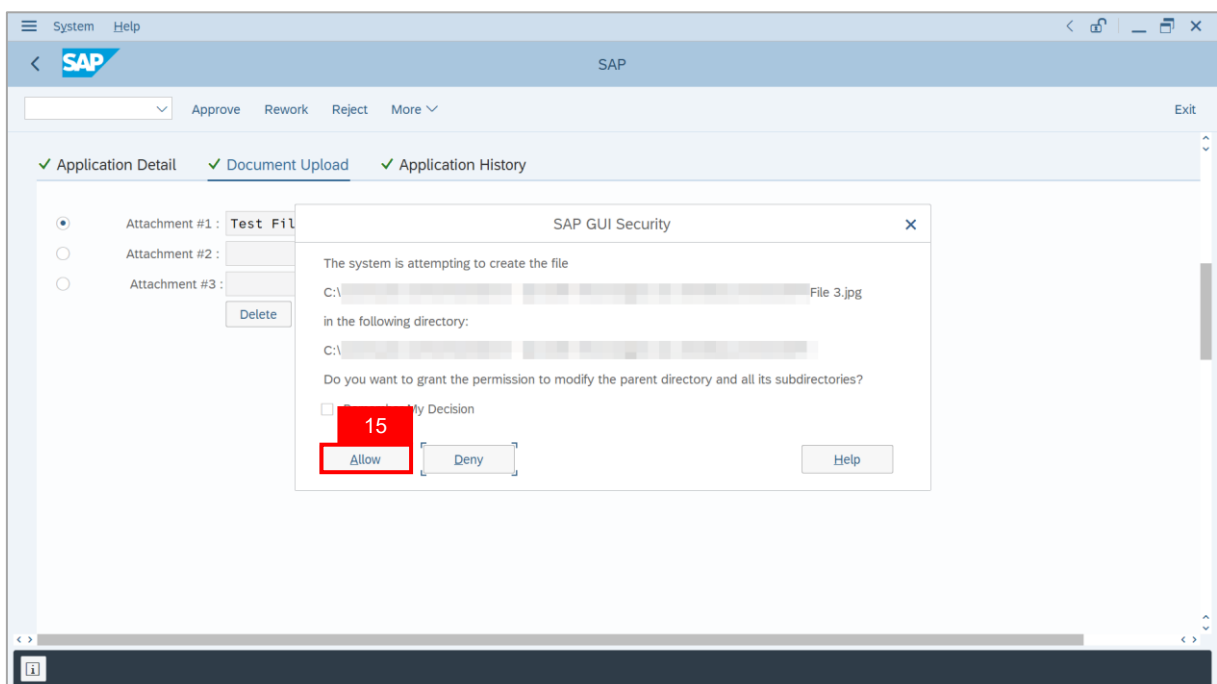
13. Select **File Location**.

14. Click on **Save** button.

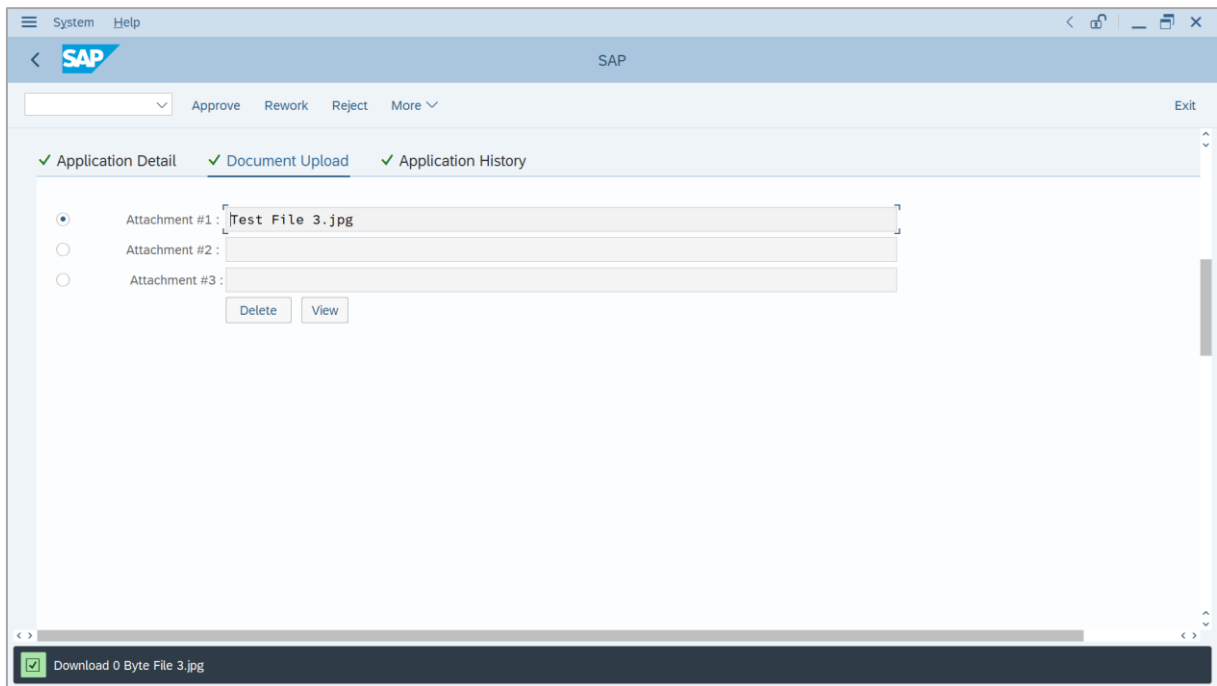


Note: The **SAP GUI Security** message will be displayed.

15. Click on **Allow** button.



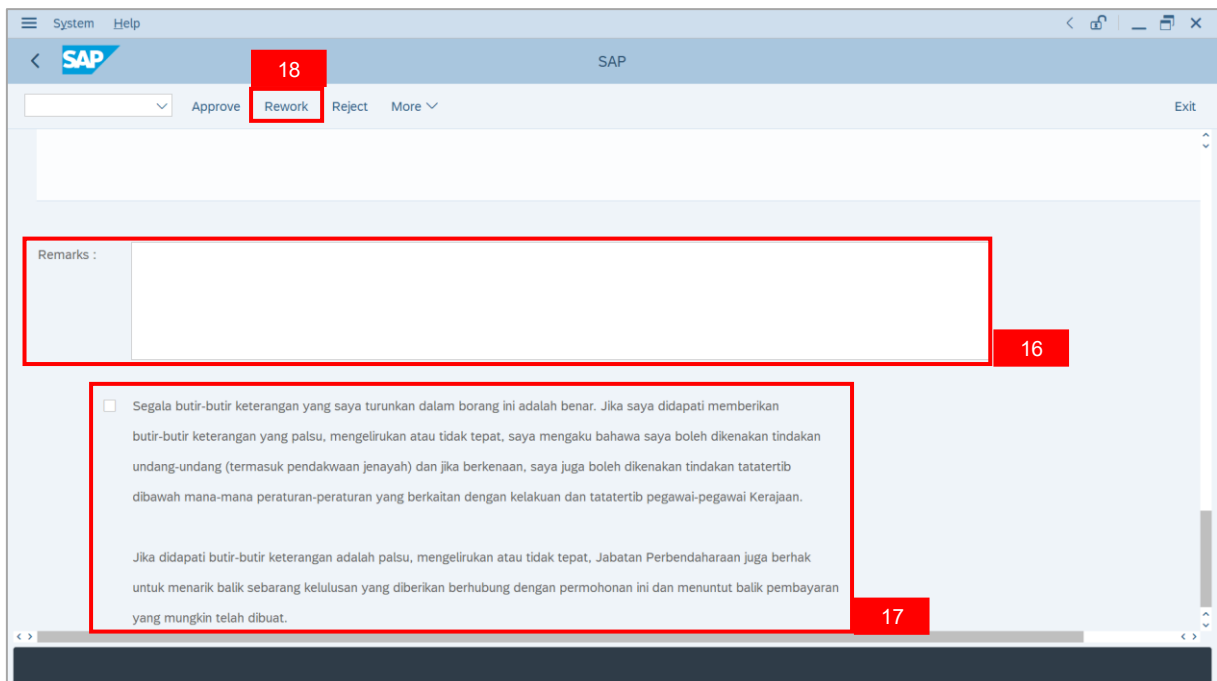
Note: The **Attachment** has successfully been downloaded.



16. Enter the **Remarks** for why the application is reworked to **Ketua Bahagian**.

17. Tick on **Declaration** checkbox.

18. Click on **Rework** button.



Outcome: The **Application** has successfully been reworked to *Ketua Bahagian*.

Approvers: 10030713

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group
<input type="radio"/> MS230000	1	Reworked to Admin					
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							

Saved

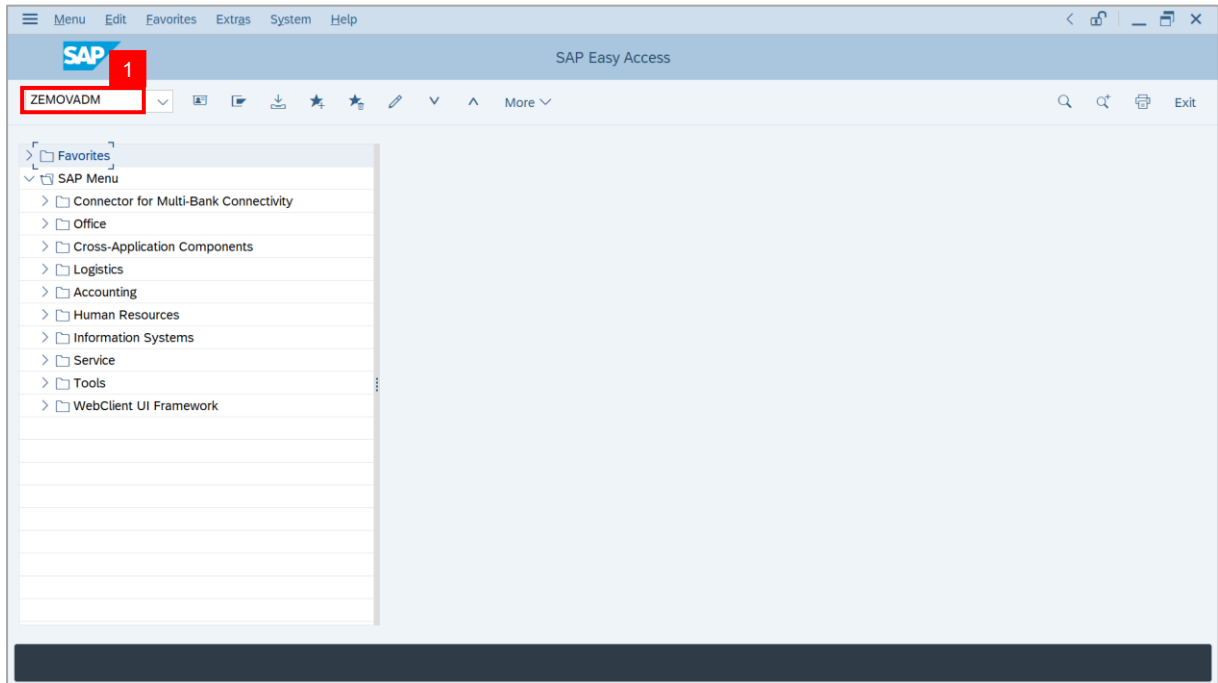
REJECT APPLICATION

Backend User

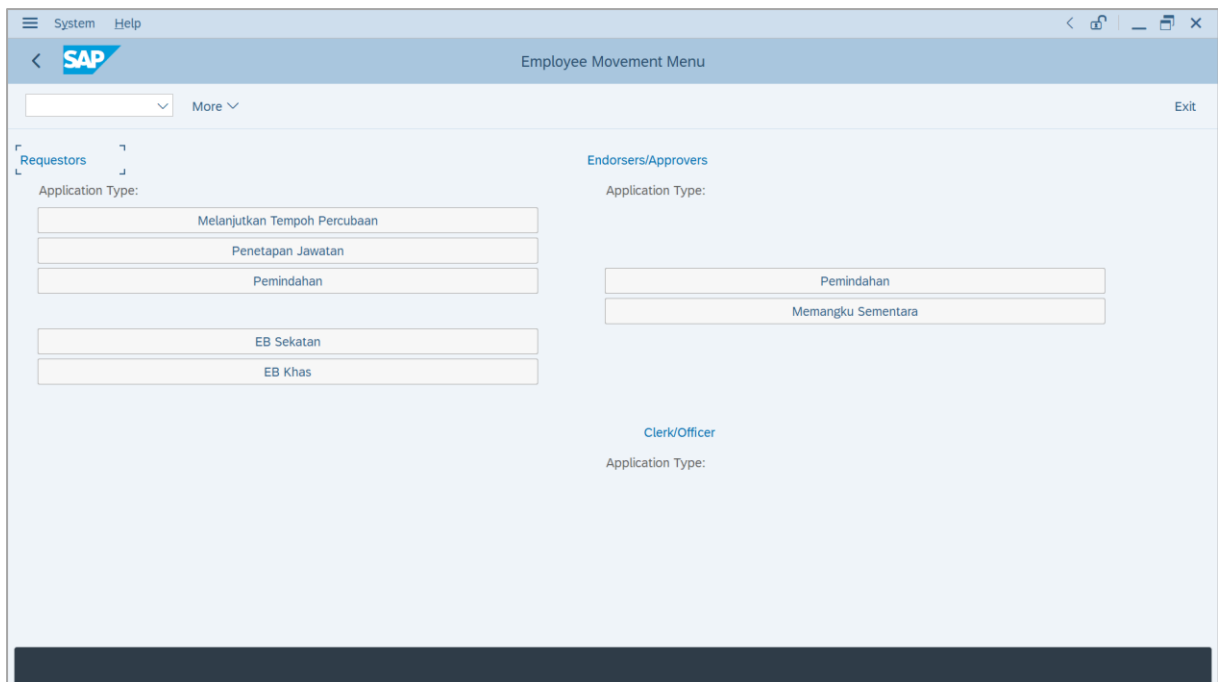
Ketua Pejabat / Kuasa Membenarkan Memangku

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

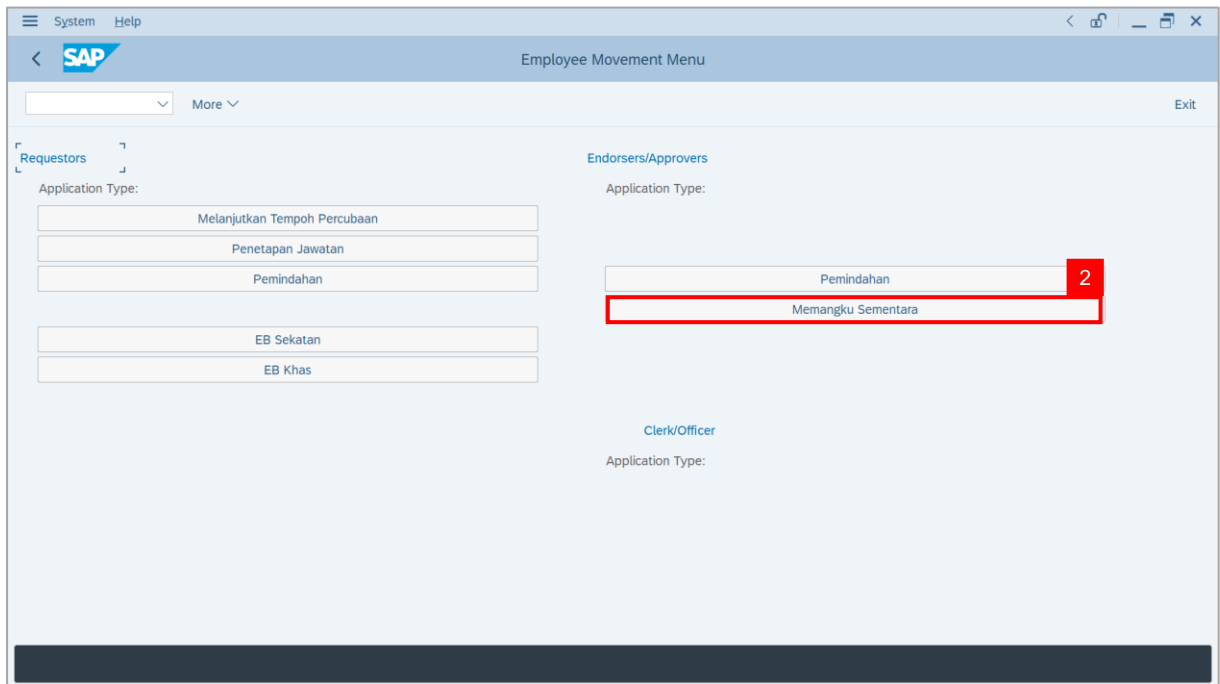
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

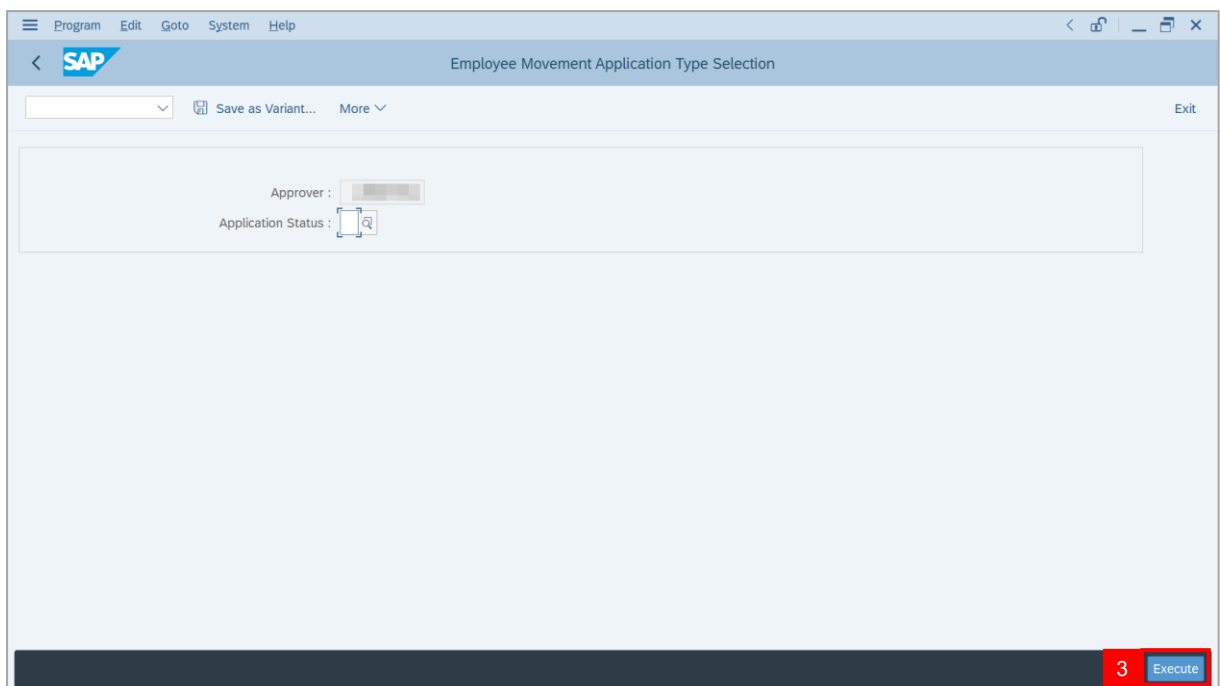


2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



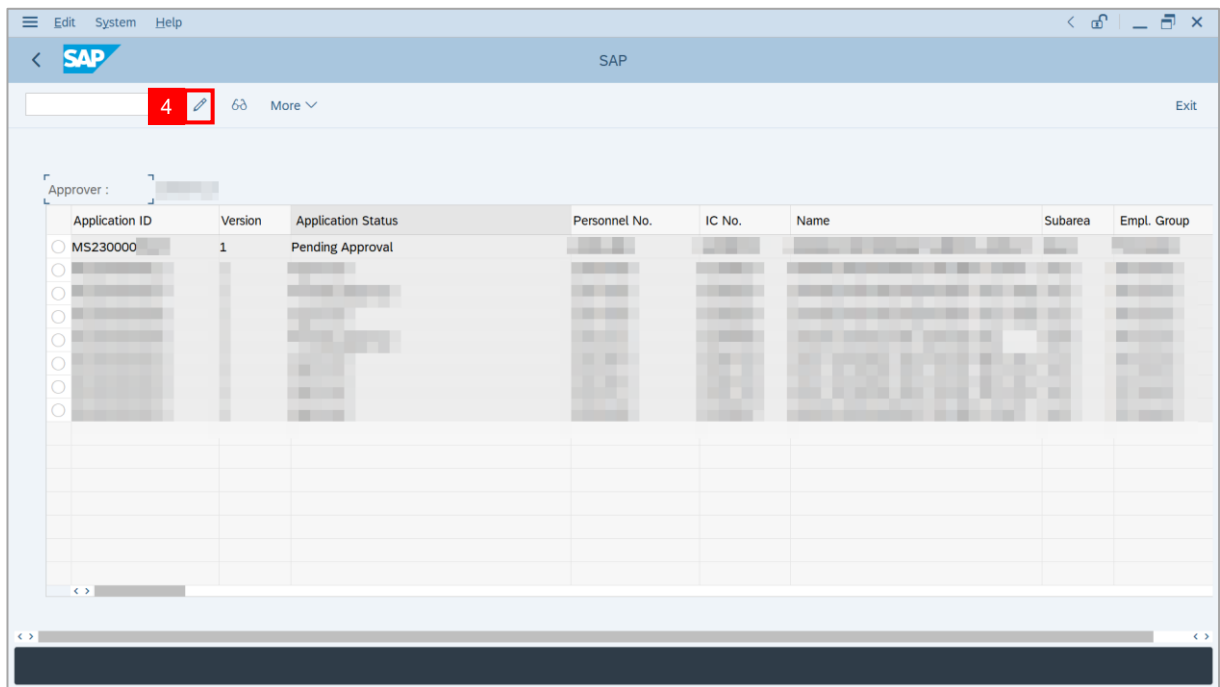
Note: The **Employee Movement Application: Type Selection** page will be displayed.

3. Click on **Execute** button.

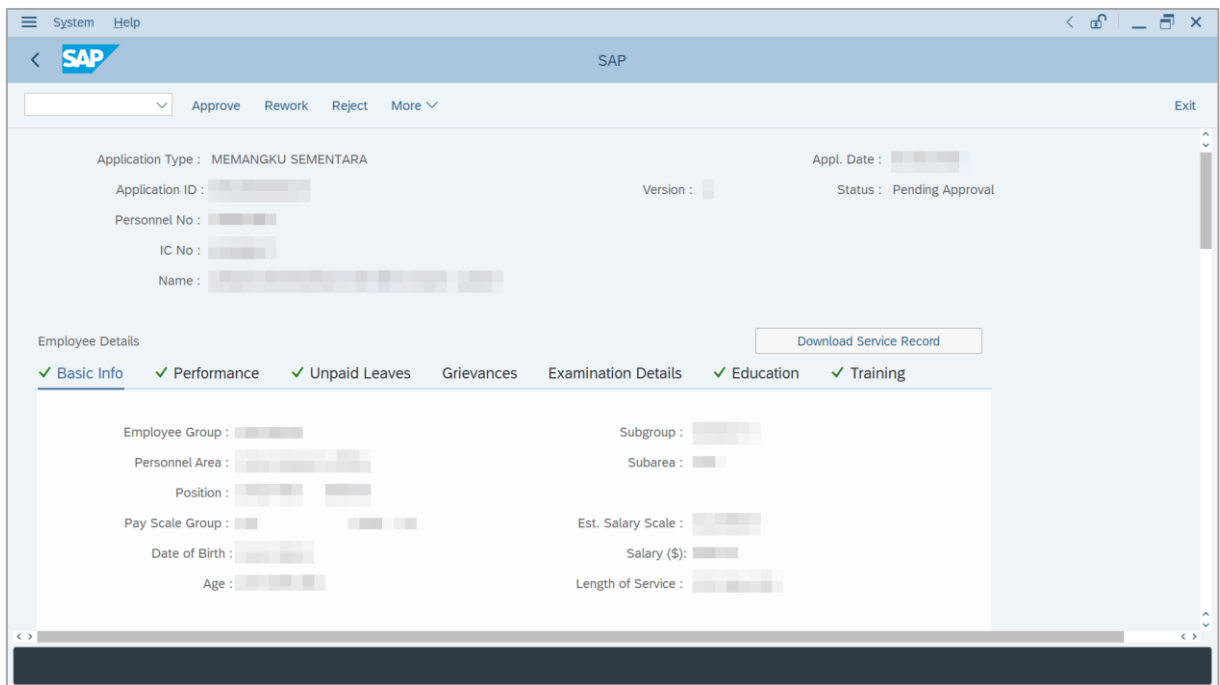


Note: The **Application List – Approver** page will be displayed.

4. Select the application with **'Pending Approval'** status and click on **Change** icon.

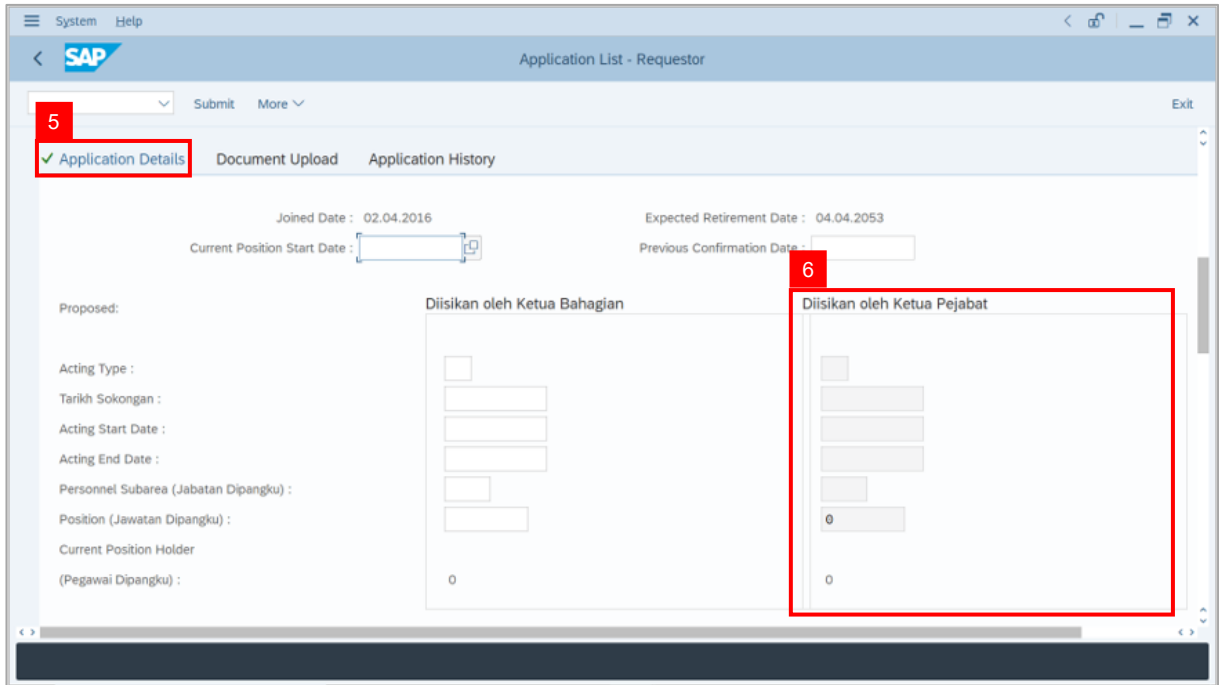


Note: The **Application List – Approver** page will be displayed.



5. Navigate to **Application Details** tab.

6. Review and amend the **Proposed Temporary Acting Details** entered by **Ketua Bahagian** under **Approver** column, if required.



System Help

SAP Application List - Requestor

Submit More

Application Details Document Upload Application History

Joined Date : 02.04.2016 Expected Retirement Date : 04.04.2053

Current Position Start Date : Previous Confirmation Date :

Proposed:

Acting Type :

Tarikh Sokongan :

Acting Start Date :

Acting End Date :

Personnel Subarea (Jabatan Dipangku) :

Position (Jawatan Dipangku) :

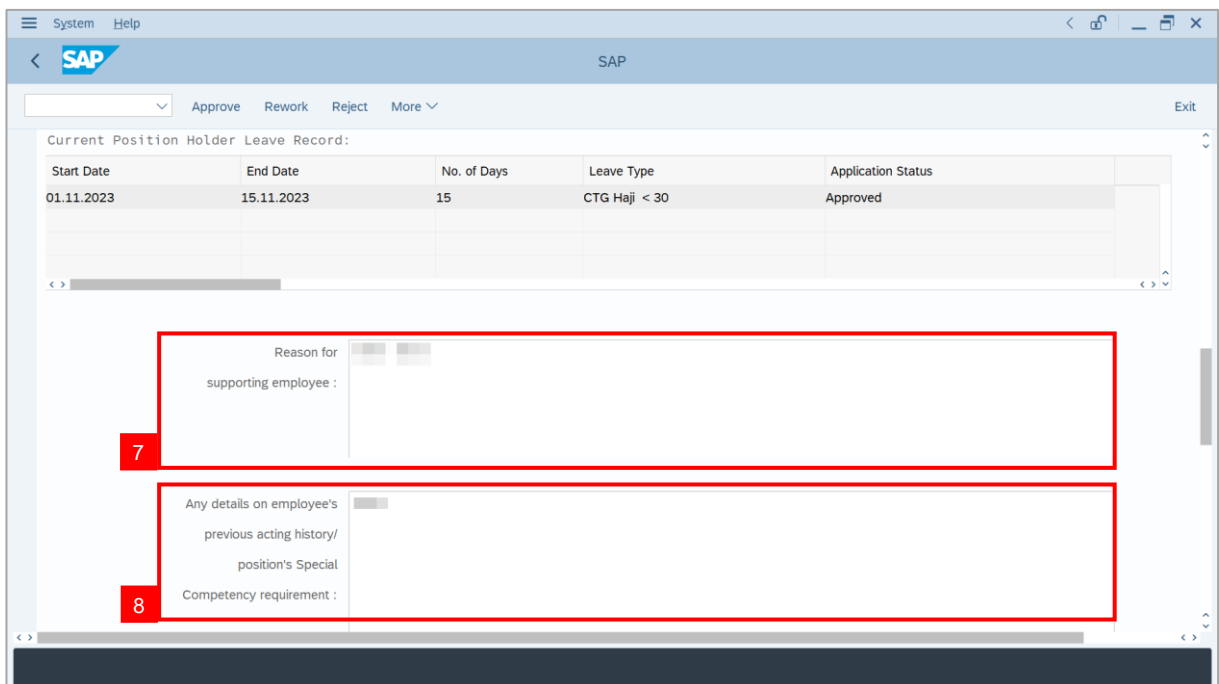
Current Position Holder (Pegawai Dipangku) :

Diisikan oleh Ketua Bahagian

Diisikan oleh Ketua Pejabat

7. Review the **Reason for supporting employee**.

8. Review employee's **Previous acting history / Competency's requirement** (Optional).



System Help

SAP

Approve Rework Reject More

Current Position Holder Leave Record:

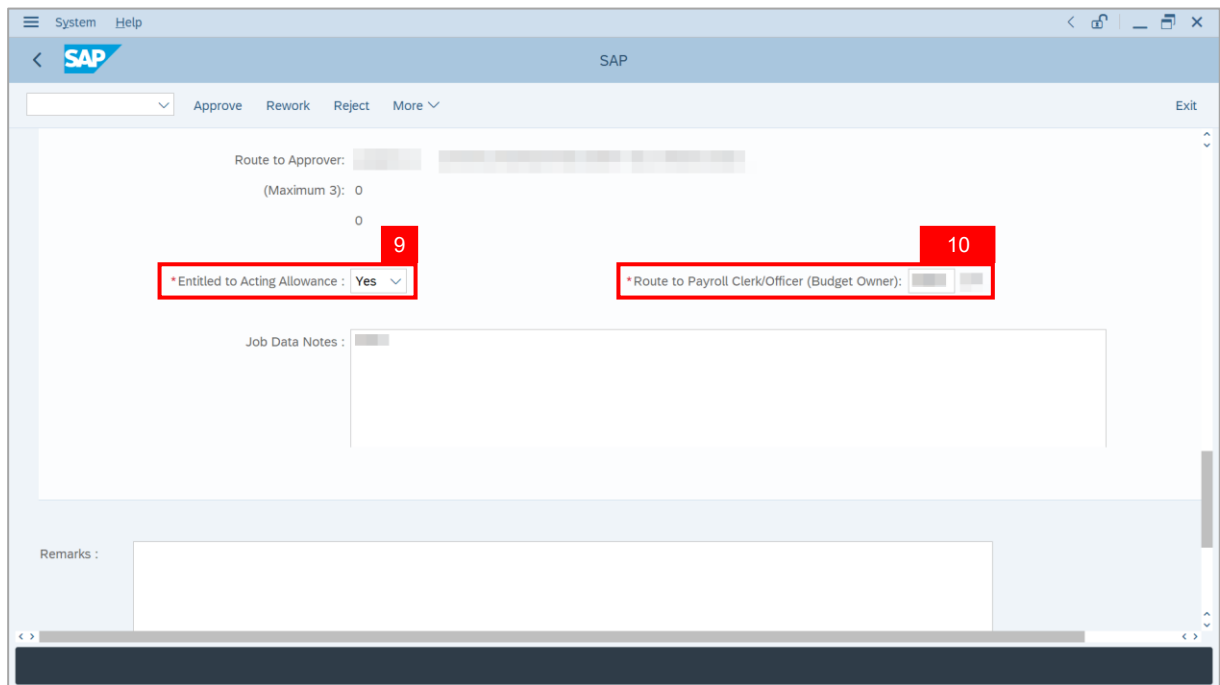
Start Date	End Date	No. of Days	Leave Type	Application Status
01.11.2023	15.11.2023	15	CTG Haji < 30	Approved

Reason for supporting employee :

Any details on employee's previous acting history/ position's Special Competency requirement :

9. Review and amend the **Entitlement to Acting Allowance**, if required.

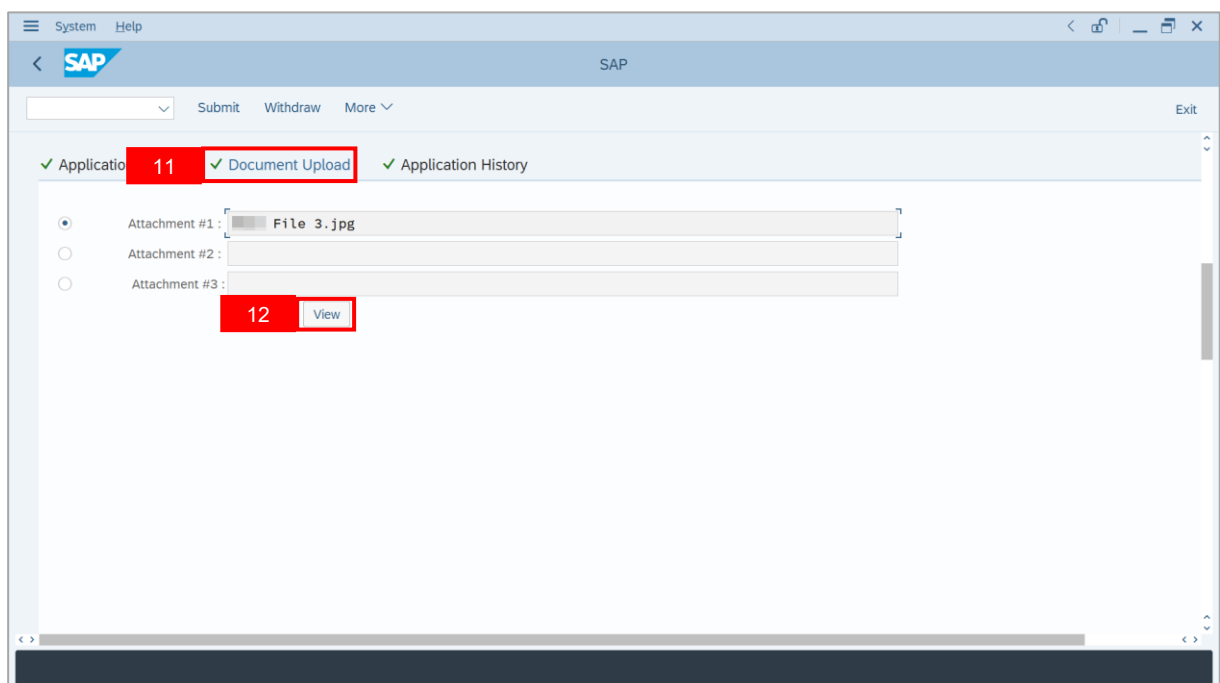
10. Review and amend the **Subarea** which will pay Acting Allowance, if required.



The screenshot shows the SAP GUI interface for the 'Temporary Acting' process. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Approve', 'Rework', 'Reject', and 'More'. The main content area displays the 'Route to Approver' section with a '(Maximum 3): 0' and a '0' below it. Two fields are highlighted with red boxes and numbered: '9' for '* Entitled to Acting Allowance : Yes' and '10' for '* Route to Payroll Clerk/Officer (Budget Owner):'. Below these is the 'Job Data Notes' section with a text area. At the bottom, there is a 'Remarks' section with a text area.

11. Navigate to **Document Upload** tab.

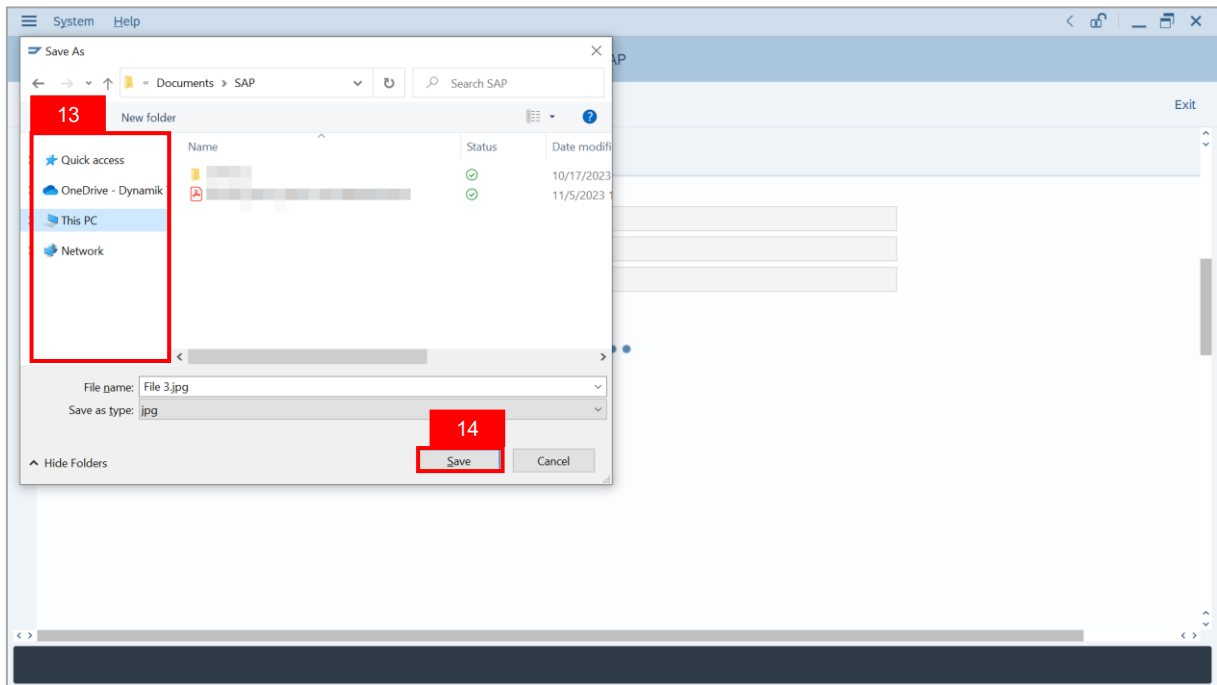
12. Click on **View** button to download **Attachment**.



The screenshot shows the SAP GUI interface for the 'Temporary Acting' process, specifically the 'Document Upload' tab. The top navigation bar includes 'System' and 'Help'. Below the SAP logo, there are buttons for 'Submit', 'Withdraw', and 'More'. The main content area displays the 'Document Upload' section with a '11' next to it. Below this, there are three attachment fields: 'Attachment #1: File 3.jpg', 'Attachment #2:', and 'Attachment #3:'. A 'View' button is highlighted with a red box and numbered '12'.

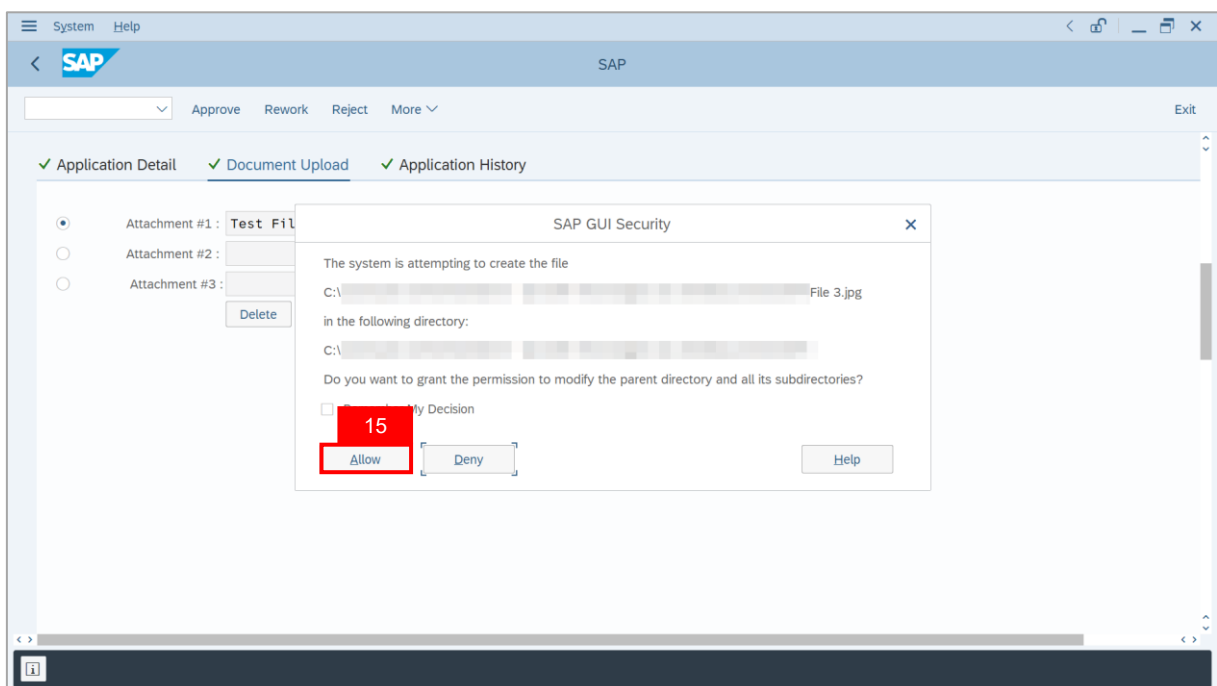
13. Select **File Location**.

14. Click on **Save** button.

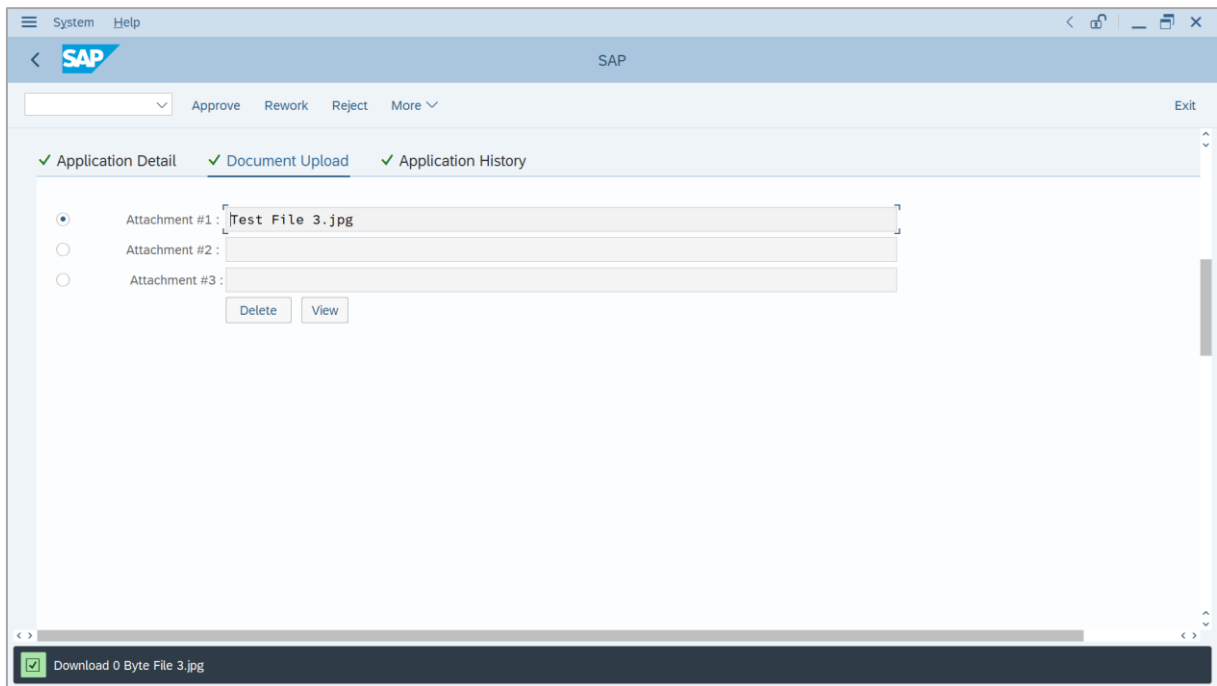


Note: The **SAP GUI Security** message will be displayed.

15. Click on **Allow** button.



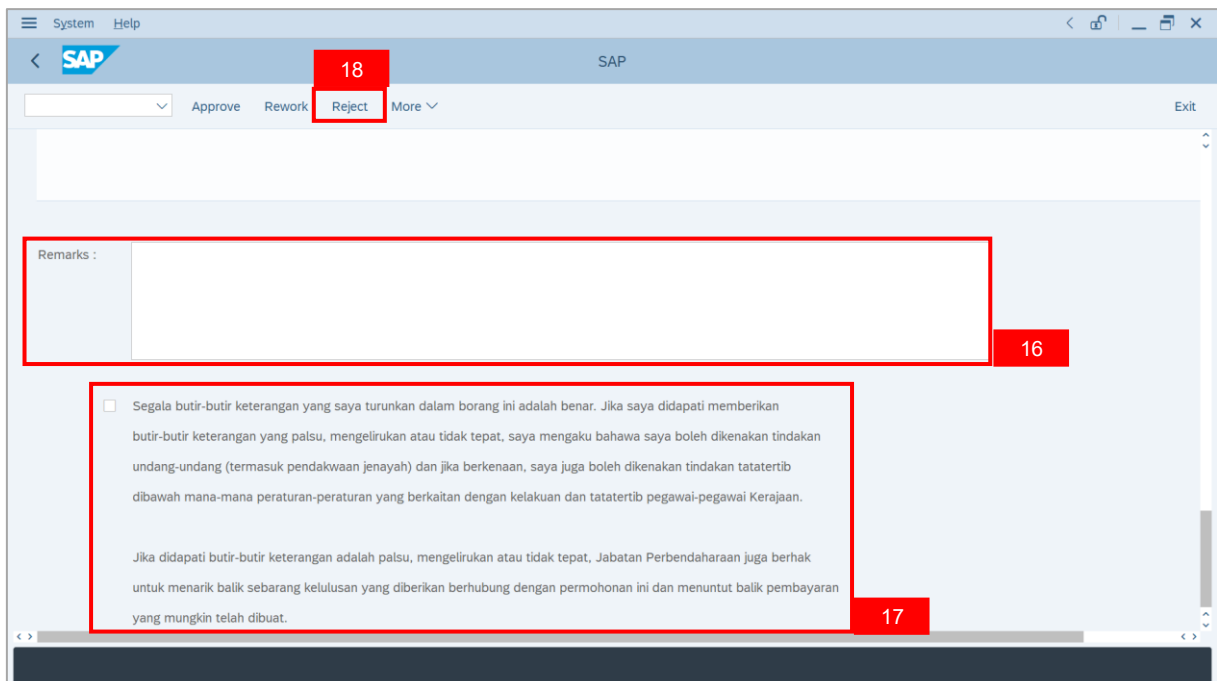
Note: The **Attachment** has successfully been downloaded.



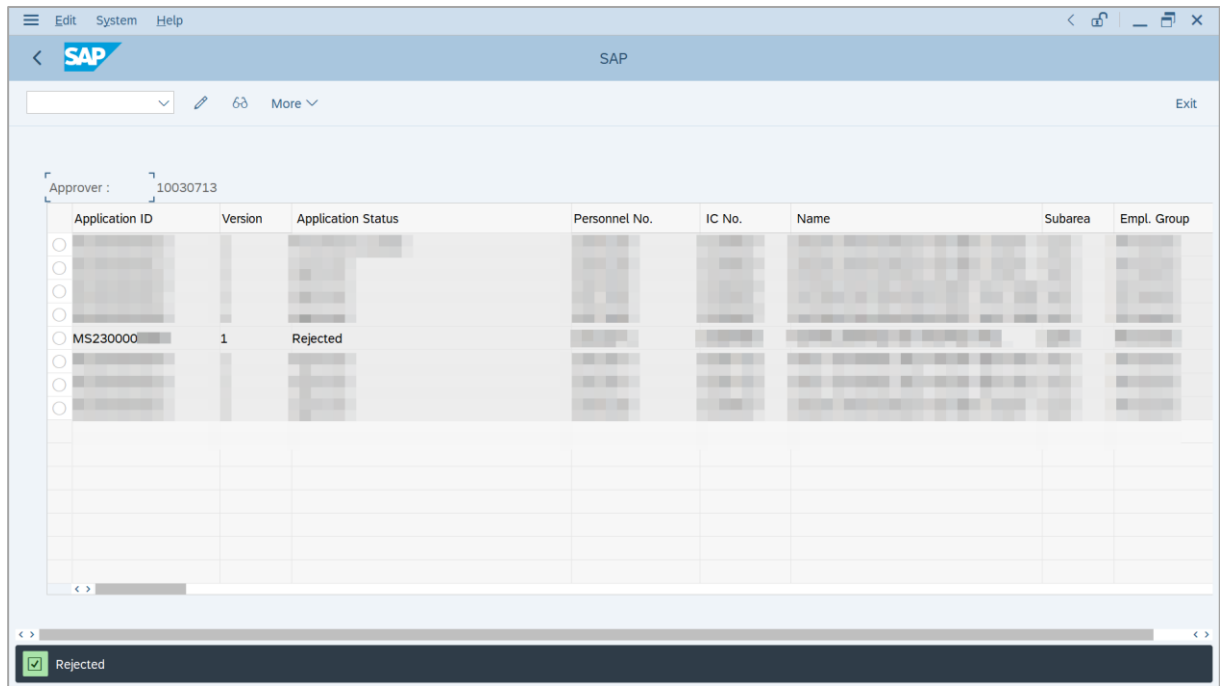
16. Enter the **Remarks** for why the application is rejected.

17. Tick on **Declaration** checkbox.

18. Click on **Reject** button.



Outcome: The **Application** has successfully been rejected.



The screenshot shows the SAP GUI interface. At the top, there is a menu bar with 'Edit', 'System', and 'Help'. Below the menu bar, the SAP logo is visible. The main area displays a table with the following columns: Application ID, Version, Application Status, Personnel No., IC No., Name, Subarea, and Empl. Group. The 'Application Status' column contains the value 'Rejected' for the application with ID 'MS230000'. A green checkmark is visible in the bottom left corner of the table area, indicating the application has been successfully rejected.

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Empl. Group
MS230000	1	Rejected					

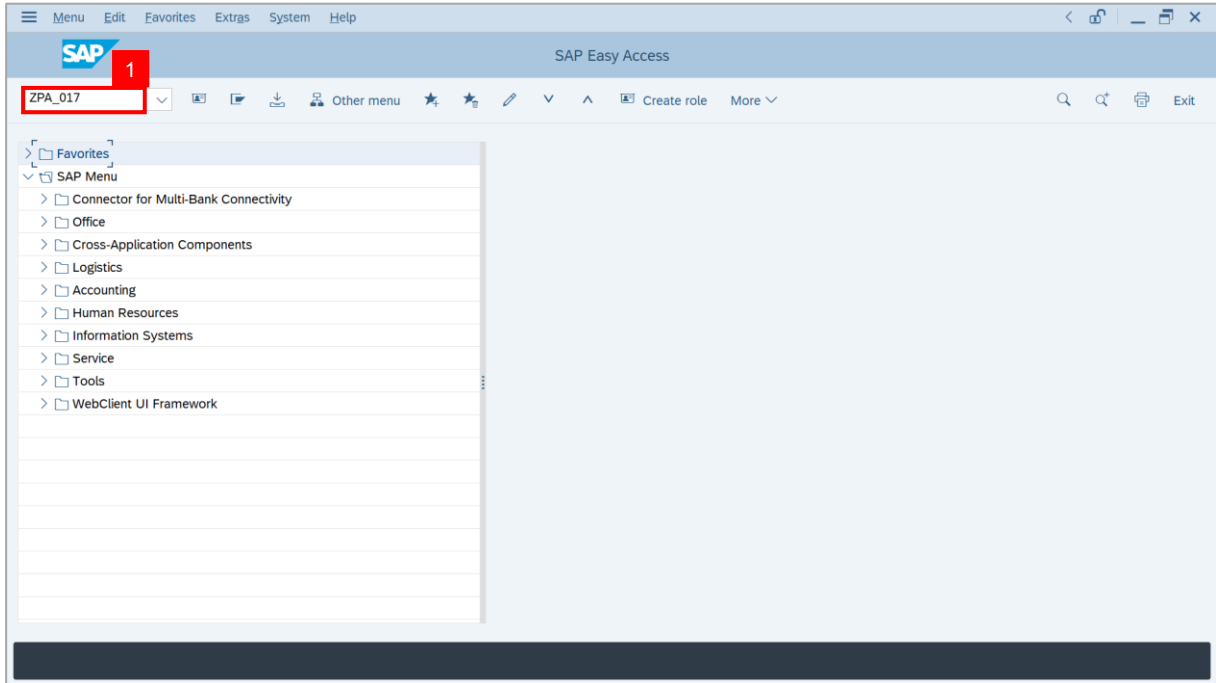
TEMPORARY ACTING APPLICATION REPORT

Backend User

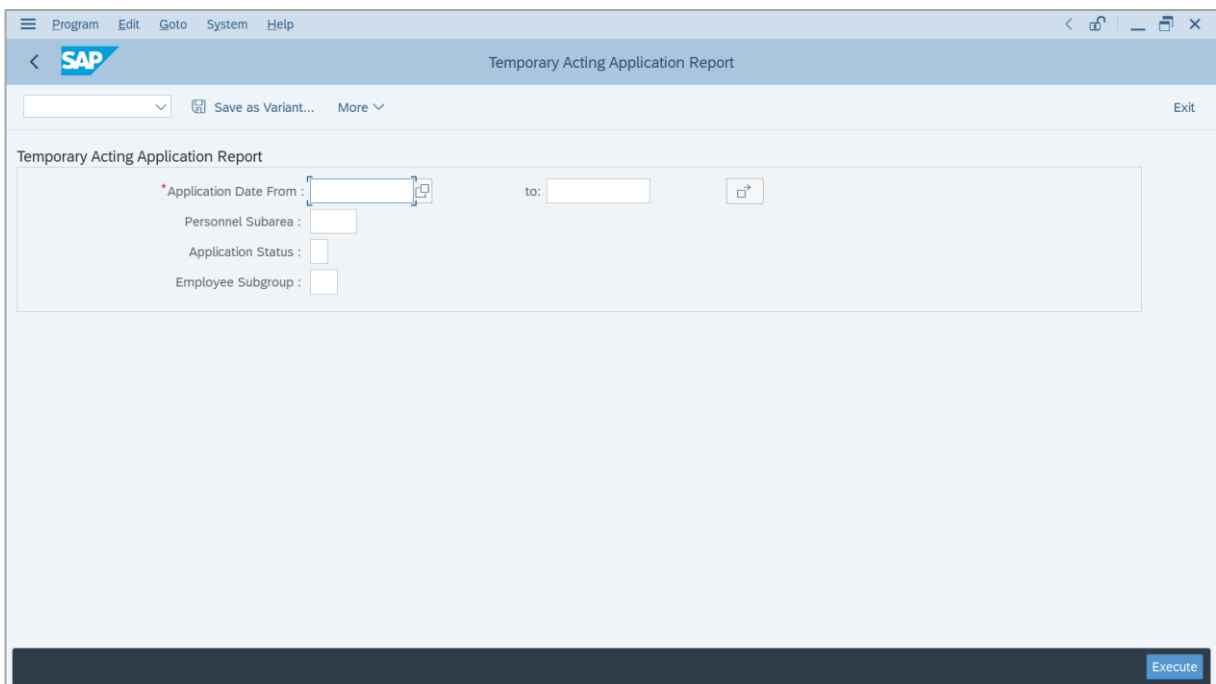
Ketua Pejabat / Kuasa Membenarkan Memangku

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

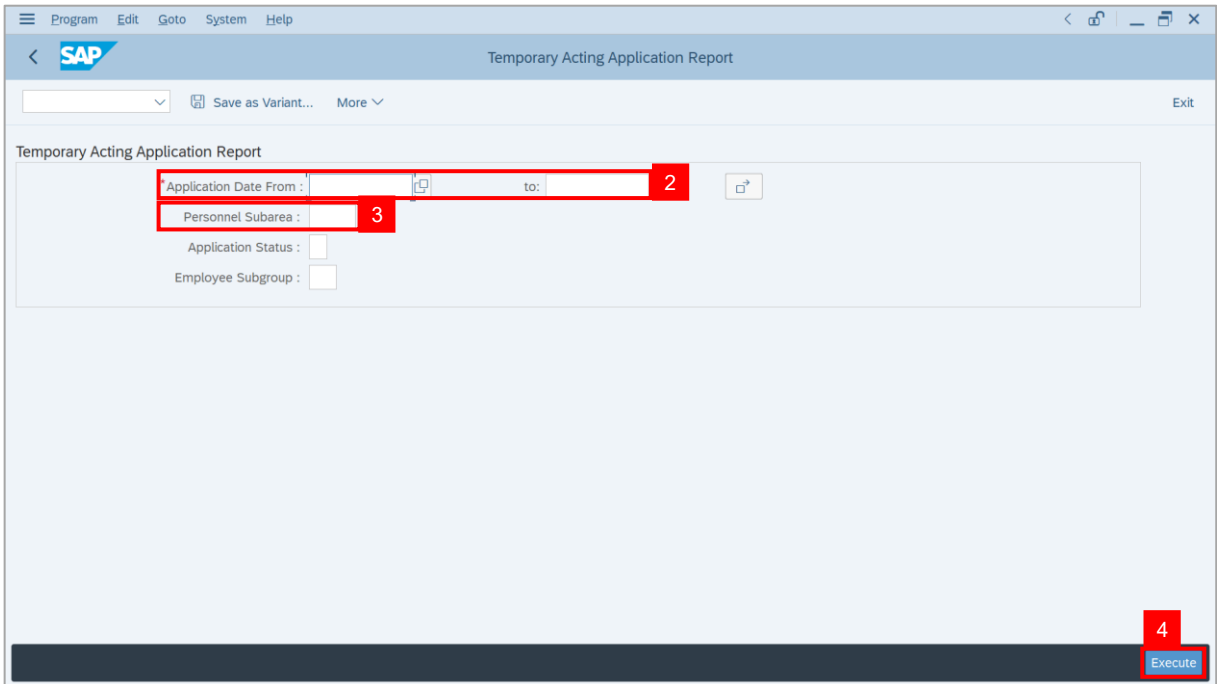
1. Enter **ZPA_017** in the search bar.



Note: The **Temporary Acting Application Report** page will be displayed.

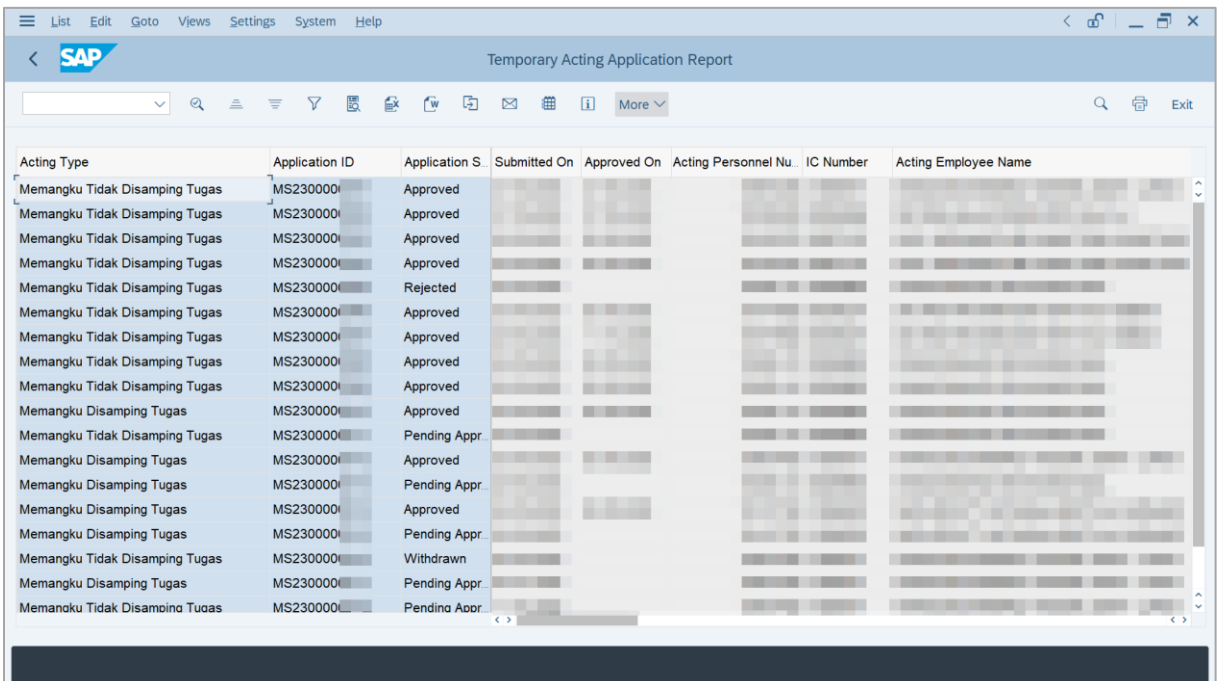


2. Enter **Application Date** of Temporary Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



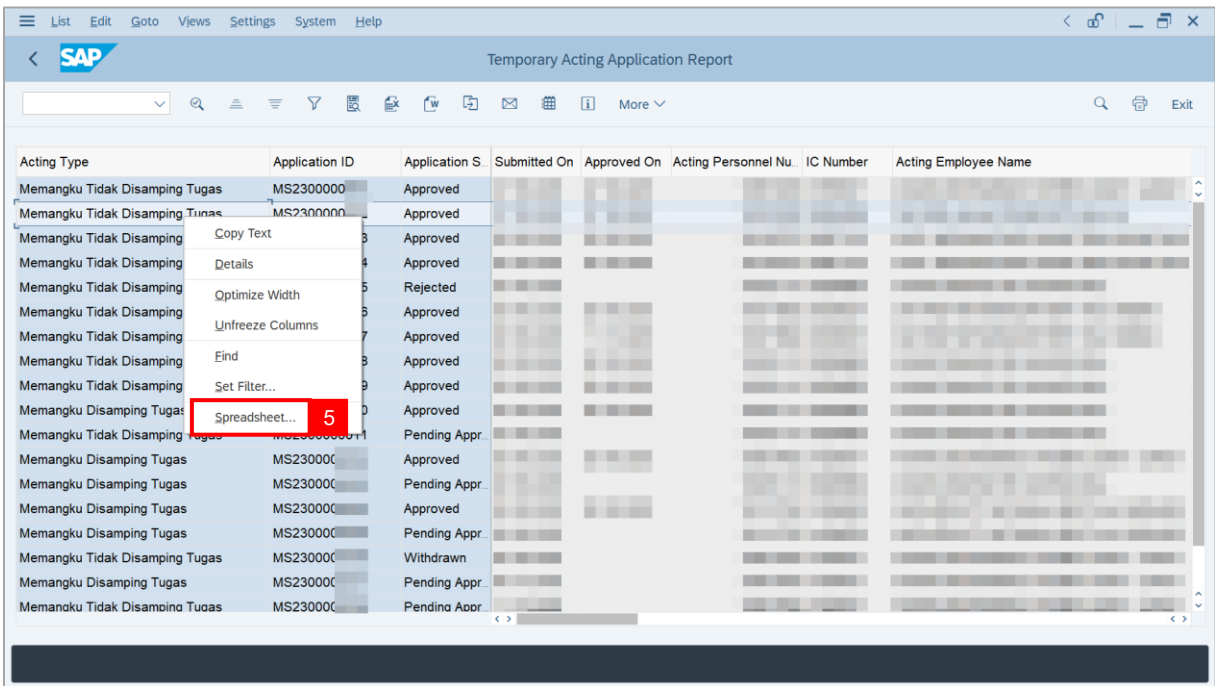
The screenshot shows the SAP 'Temporary Acting Application Report' form. The 'Application Date From' field is highlighted with a red box and a red '2'. The 'Personnel Subarea' field is highlighted with a red box and a red '3'. The 'Execute' button at the bottom right is highlighted with a red box and a red '4'.

Note: The **Temporary Application Report** page will be displayed.



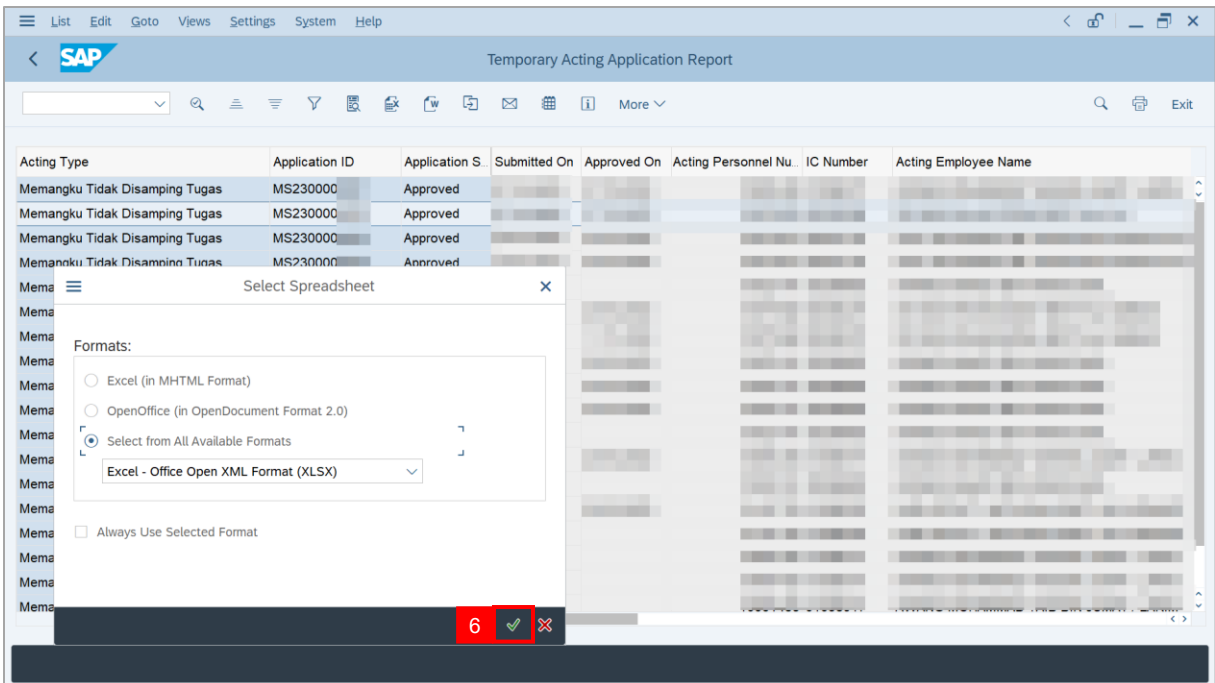
Acting Type	Application ID	Application S	Submitted On	Approved On	Acting Personnel Nu.	IC Number	Acting Employee Name
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Rejected					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Pending Appr.					
Memangku Disamping Tugas	MS2300000	Approved					
Memangku Disamping Tugas	MS2300000	Pending Appr.					
Memangku Disamping Tugas	MS2300000	Approved					
Memangku Disamping Tugas	MS2300000	Pending Appr.					
Memangku Tidak Disamping Tugas	MS2300000	Withdrawn					
Memangku Disamping Tugas	MS2300000	Pending Appr.					
Memangku Tidak Disamping Tugas	MS2300000	Pending Appr.					

5. Click the right button on the **Mouse** and select '**Spreadsheet**'.



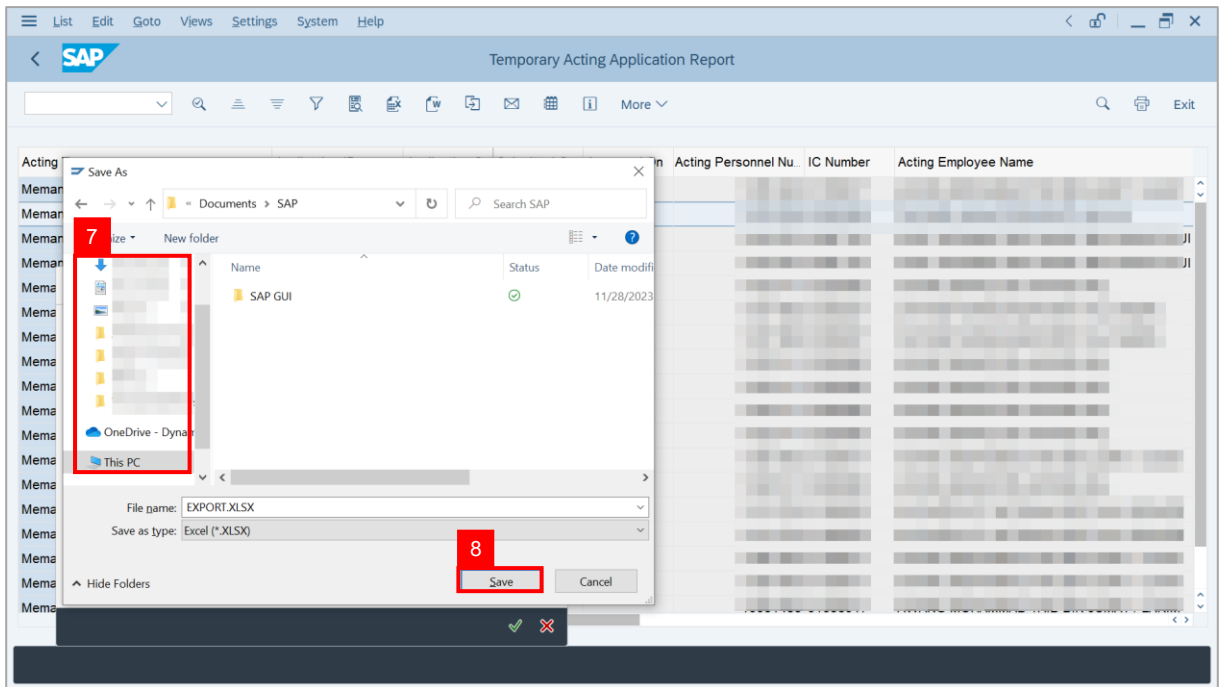
Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



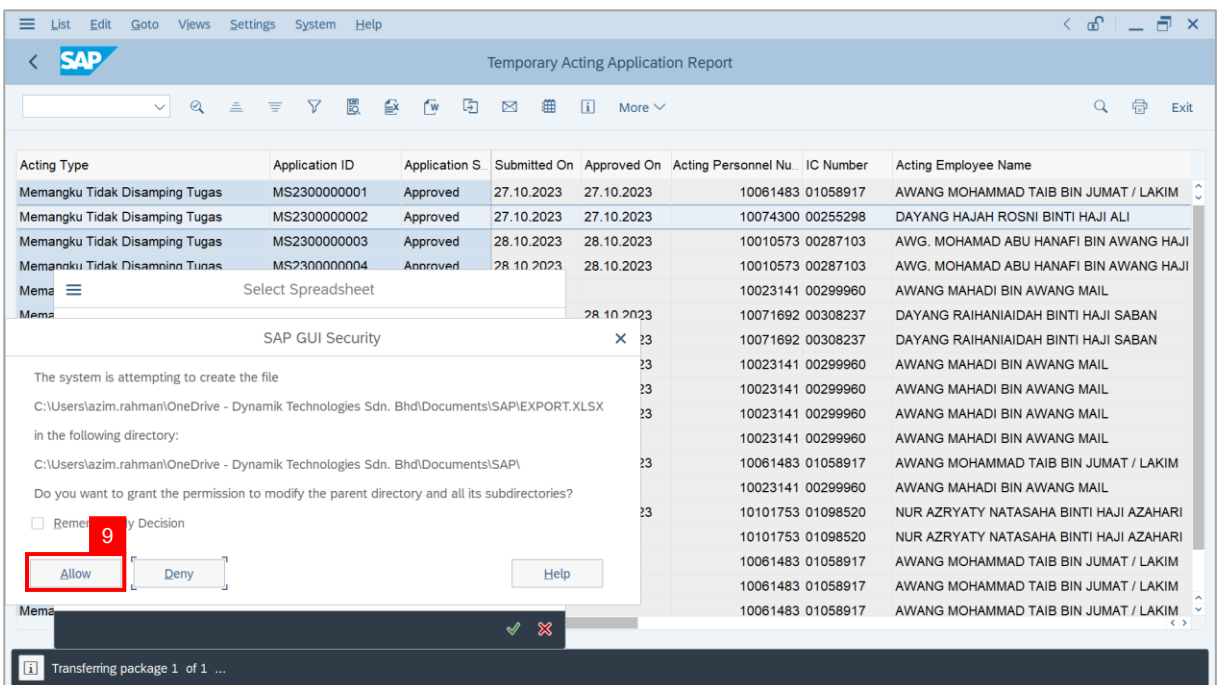
7. Select **File Location**.

8. Click on **Save** button.

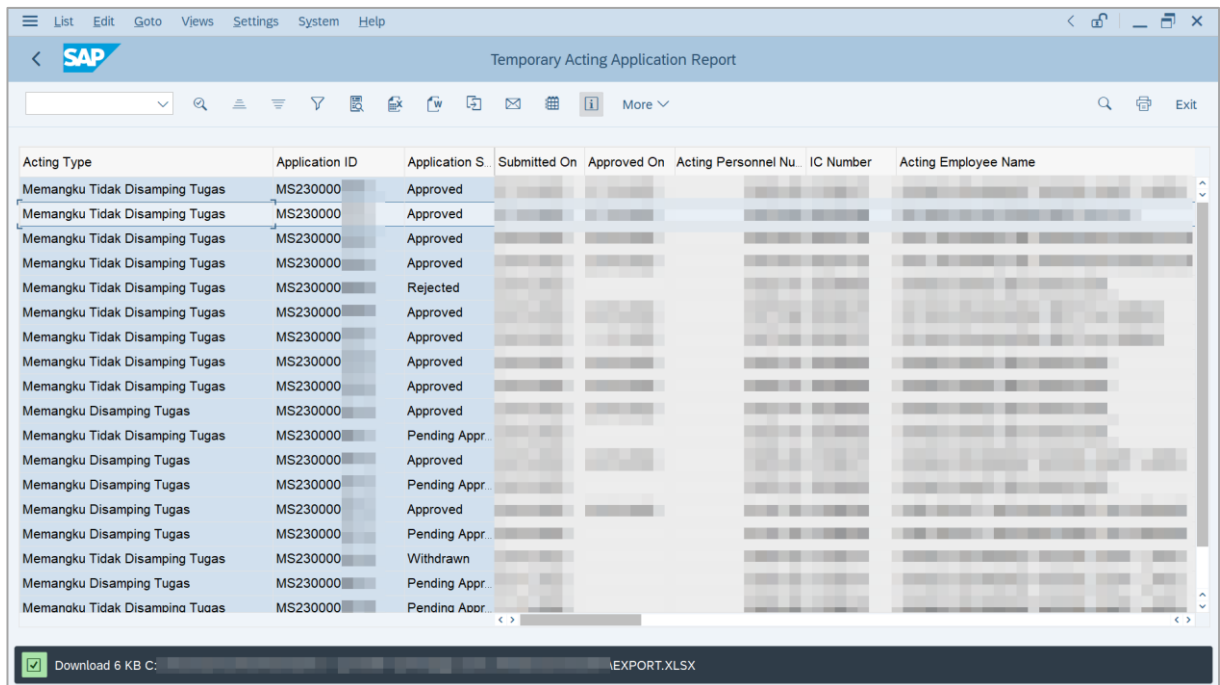


Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



Outcome: The **Temporary Acting Application Report** has successfully been downloaded.



The screenshot shows the SAP GUI interface for the 'Temporary Acting Application Report'. The table displays a list of applications with columns for Acting Type, Application ID, Application Status, Submitted On, Approved On, Acting Personnel Number, IC Number, and Acting Employee Name. The status column includes values such as 'Approved', 'Rejected', 'Pending Approval', and 'Withdrawn'. At the bottom of the screenshot, a download button is visible with the text 'Download 6 KB C...' and an 'EXPORT.XLSX' button.

Acting Type	Application ID	Application S.	Submitted On	Approved On	Acting Personnel Nu.	IC Number	Acting Employee Name
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Rejected					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Approved					
Memangku Disamping Tugas	MS230000	Approved					
Memangku Tidak Disamping Tugas	MS230000	Pending Appr...					
Memangku Disamping Tugas	MS230000	Approved					
Memangku Disamping Tugas	MS230000	Pending Appr...					
Memangku Disamping Tugas	MS230000	Approved					
Memangku Disamping Tugas	MS230000	Pending Appr...					
Memangku Tidak Disamping Tugas	MS230000	Withdrawn					
Memangku Disamping Tugas	MS230000	Pending Appr...					
Memangku Tidak Disamping Tugas	MS230000	Pending Appr...					