



SISTEM SUMBER MANUSIA

User Guide

For *Ketua Bahagian*

Backend (SAP GUI)

Employee Movement (PA):

Temporary Acting

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Ketua Bahagian (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

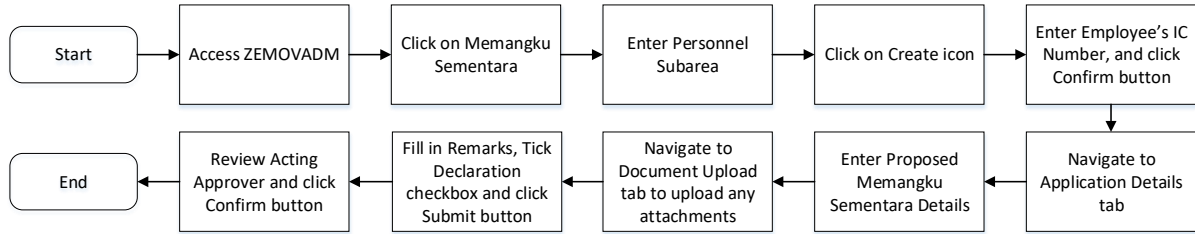
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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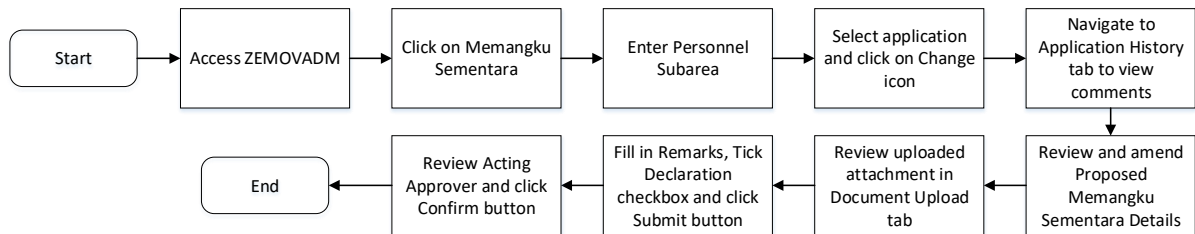
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Process Overview

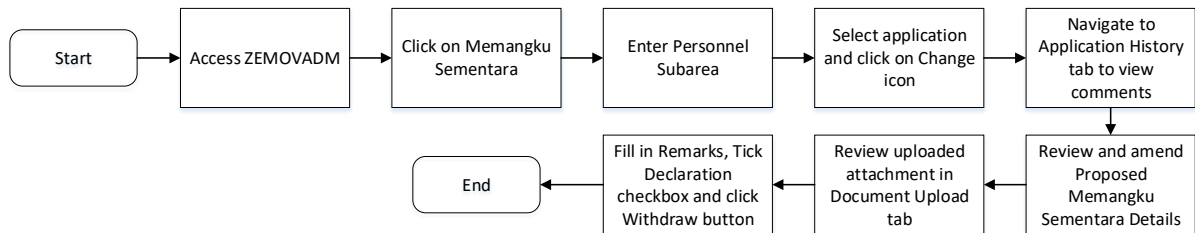
Submit Application



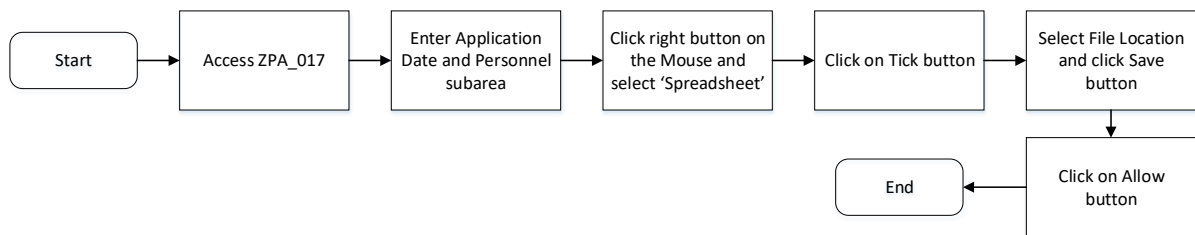
Edit Reworked Application



Withdraw Reworked Application



Temporary Acting Application Report



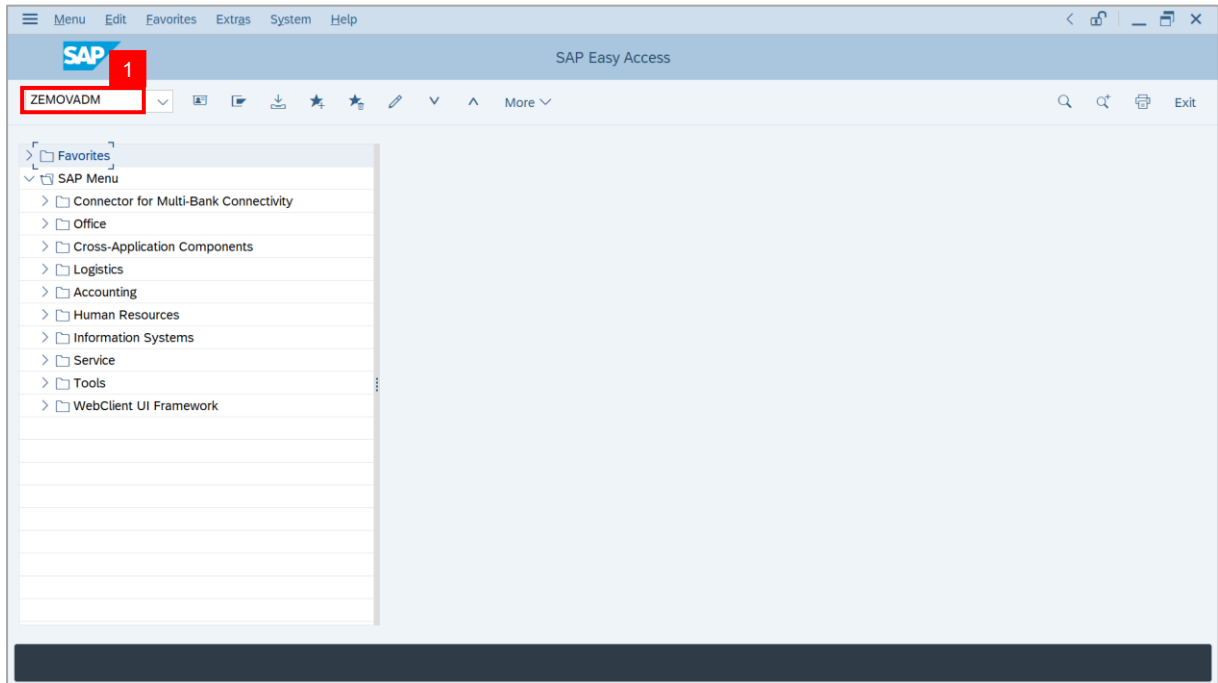
SUBMIT APPLICATION

Backend User

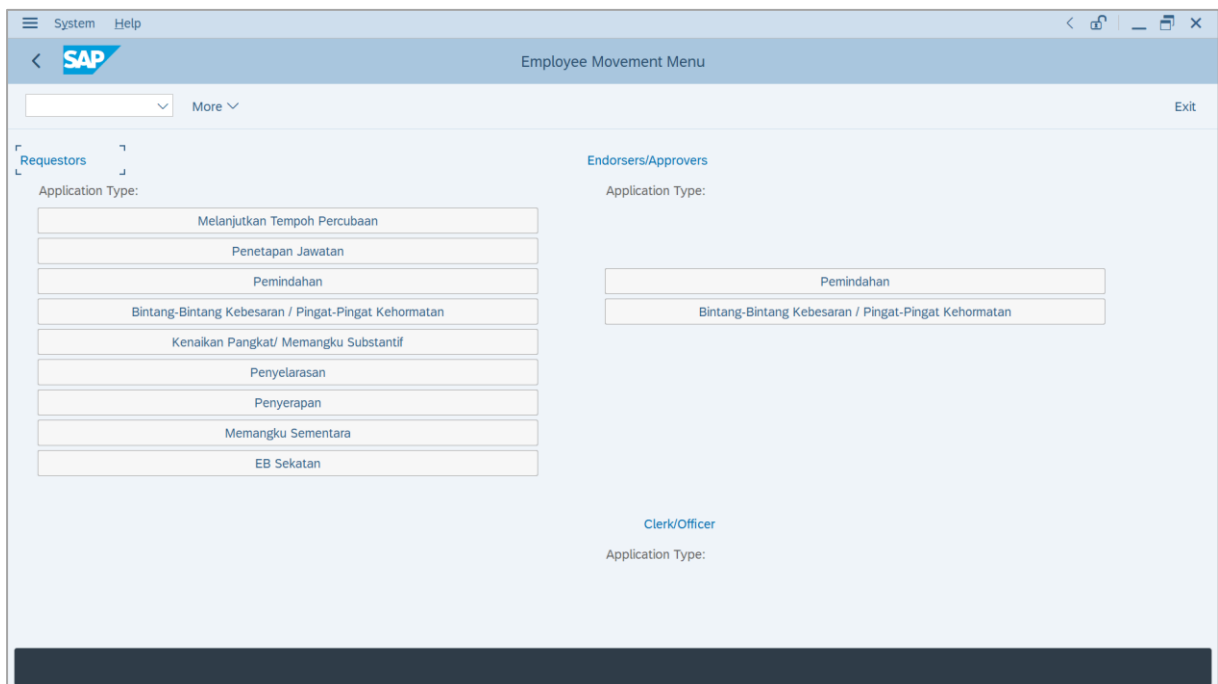
Ketua Bahagian

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

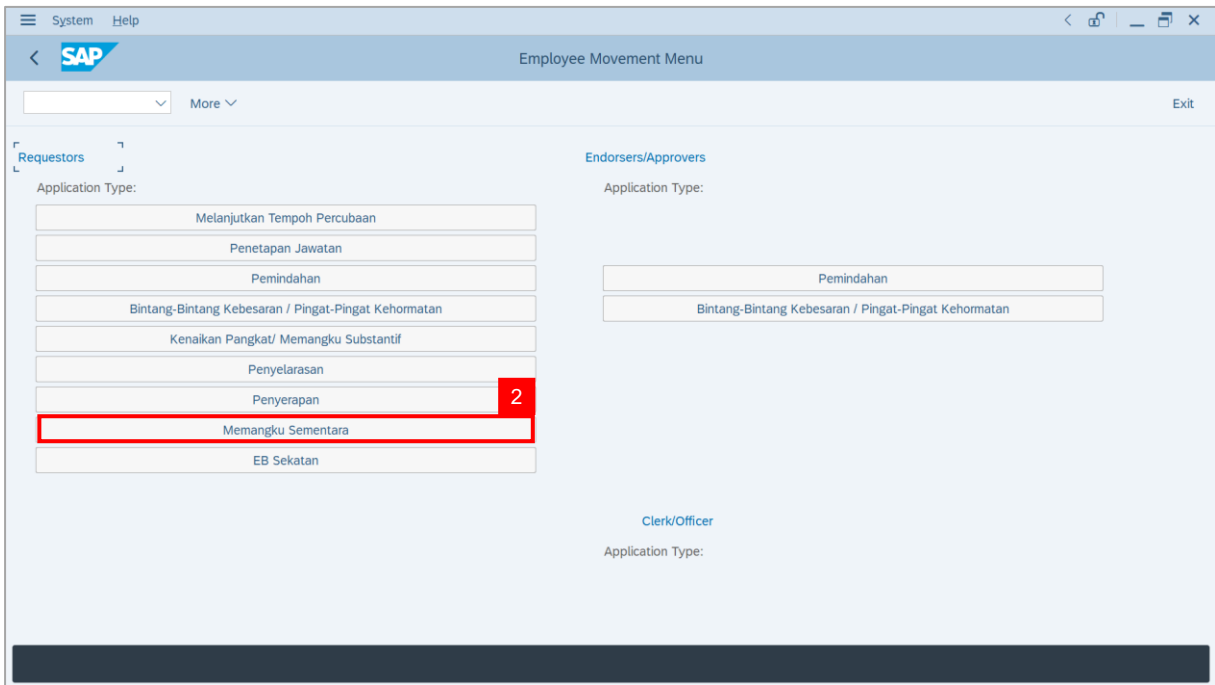
1. Enter **ZEMOVADM** in the search bar.



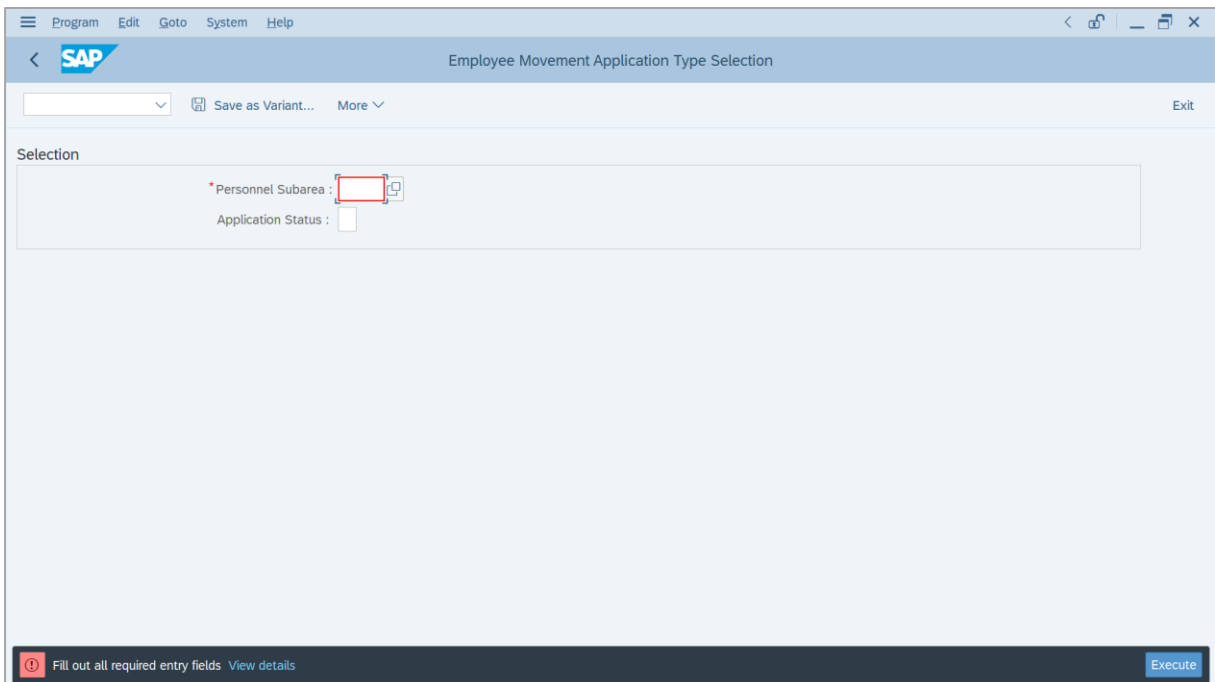
Note: Employee Movement Menu page will be displayed.



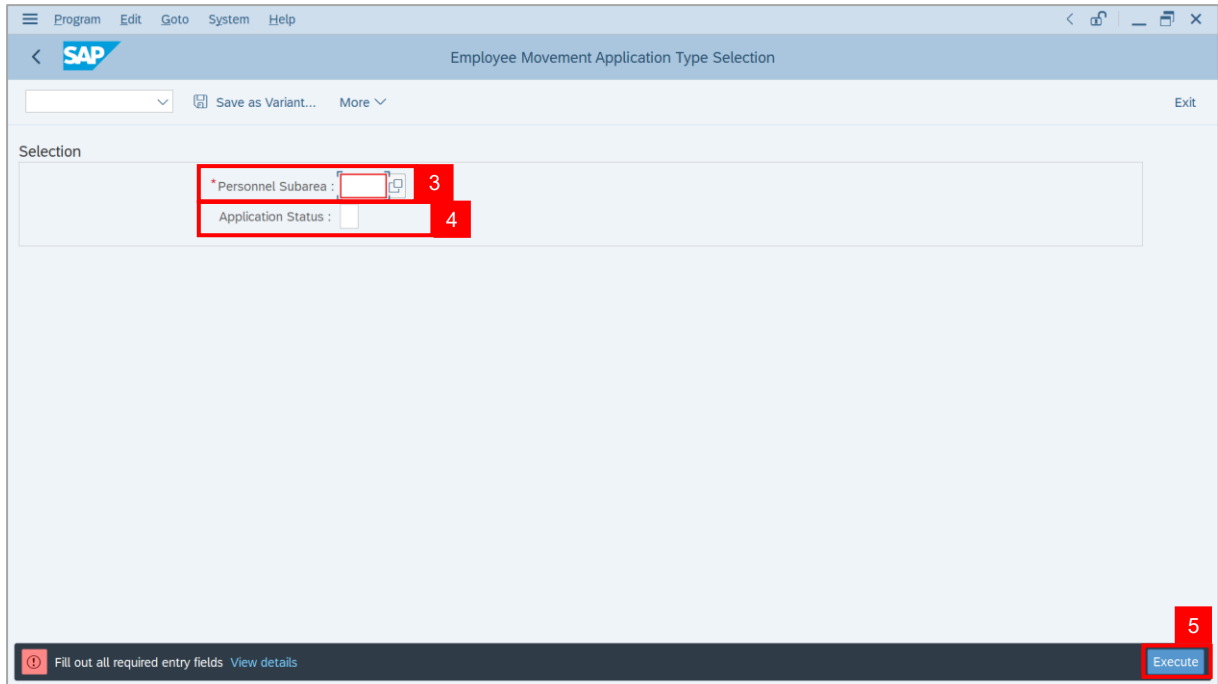
2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



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



3. Enter **Personnel Subarea**.
4. Enter **Application Status** (Optional).
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

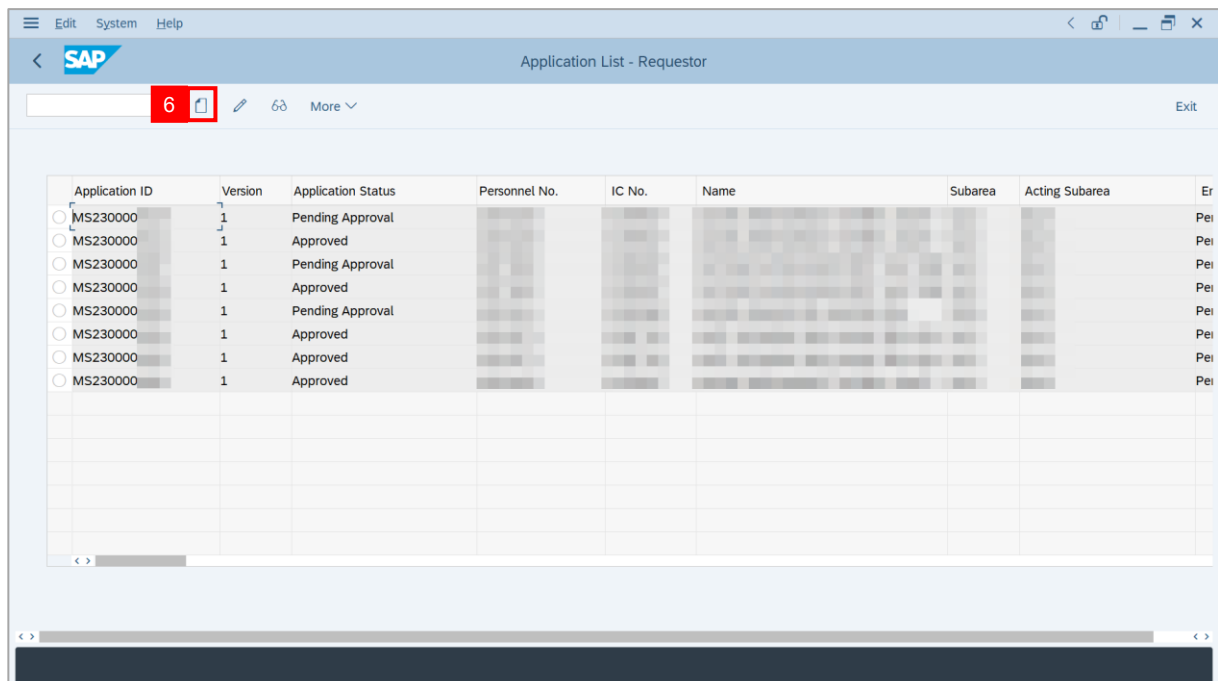
*Personnel Subarea : 3

Application Status : 4




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

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

6. Click on **Create** icon.



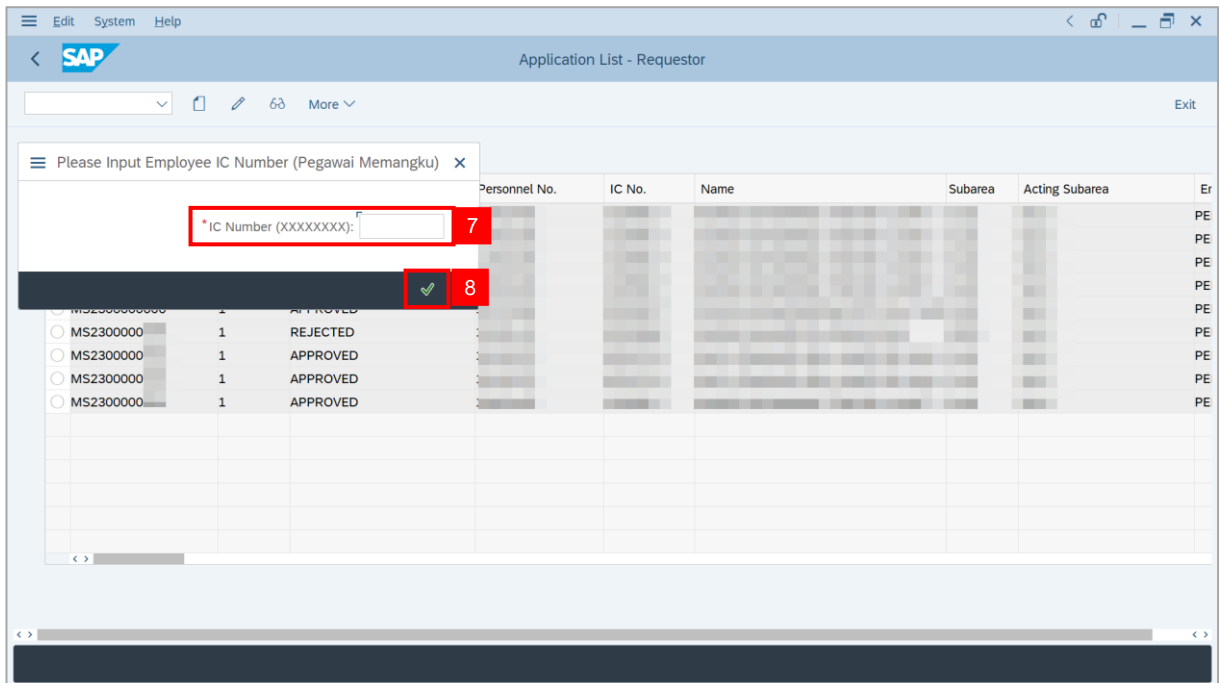
Application List - Requestor

6    More

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
<input type="radio"/> MS230000	1	Pending Approval						Pei
<input type="radio"/> MS230000	1	Approved						Pei
<input type="radio"/> MS230000	1	Pending Approval						Pei
<input type="radio"/> MS230000	1	Approved						Pei
<input type="radio"/> MS230000	1	Pending Approval						Pei
<input type="radio"/> MS230000	1	Approved						Pei
<input type="radio"/> MS230000	1	Approved						Pei
<input type="radio"/> MS230000	1	Approved						Pei

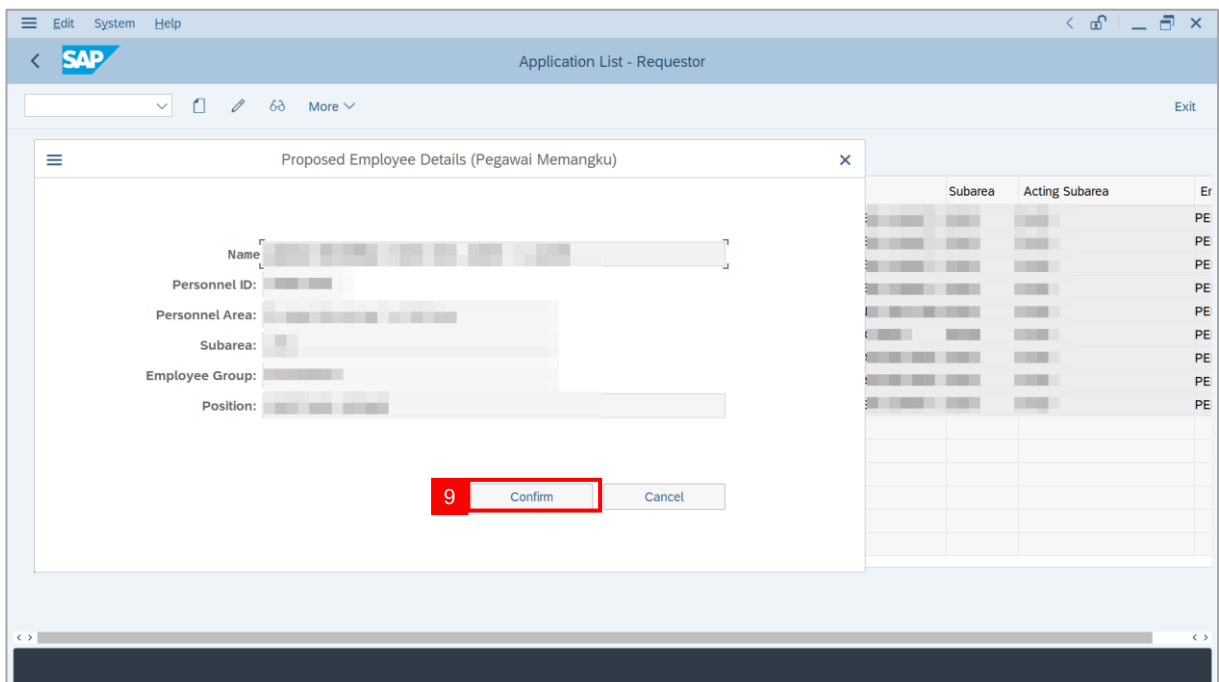
7. Enter **Employee's IC Number (Pegawai Memangku)**.

8. Click on **Tick** button.



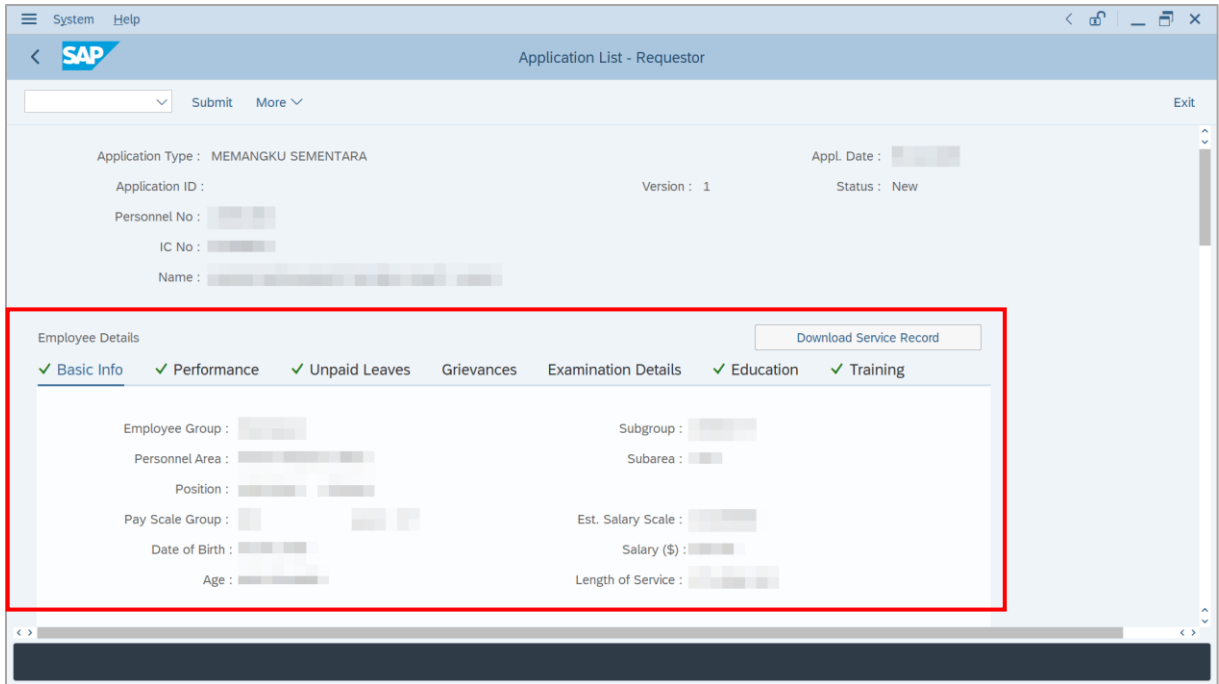
Note: The Proposed Employee Details page will be displayed.

9. Click on **Confirm** button.

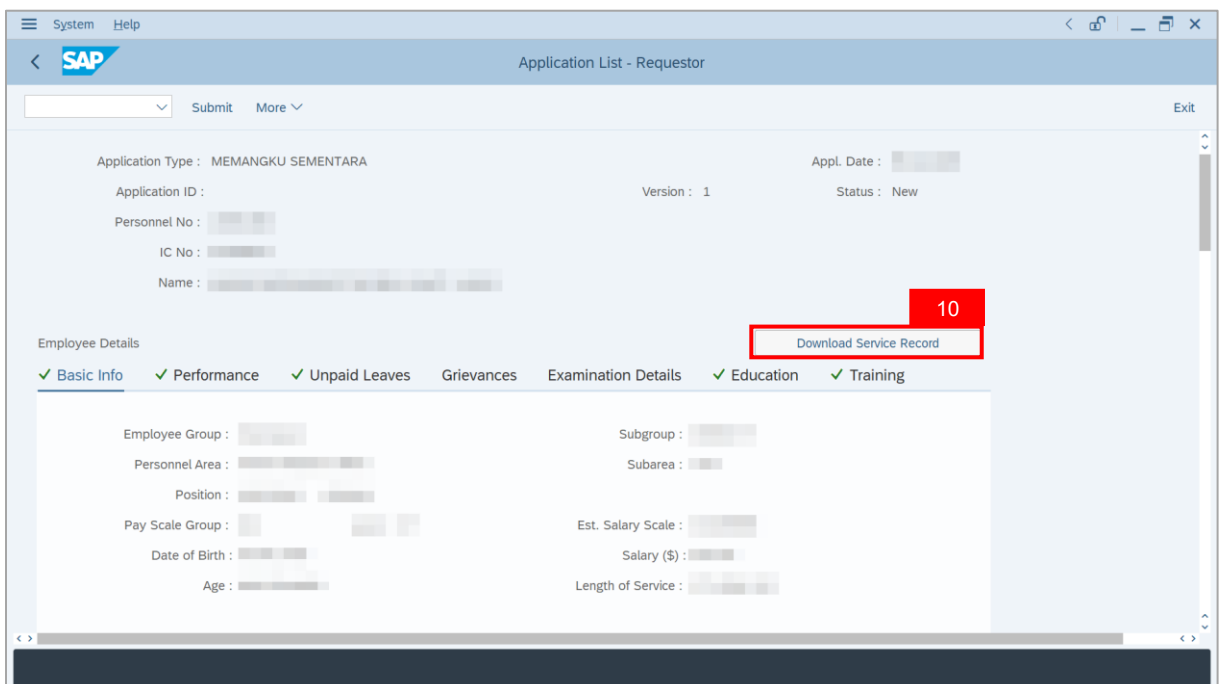


Note: The **Application List – Requestor** page will be displayed.

i) **Ketua Bahagian** may review employee's information on each tab under **Employee Details**.



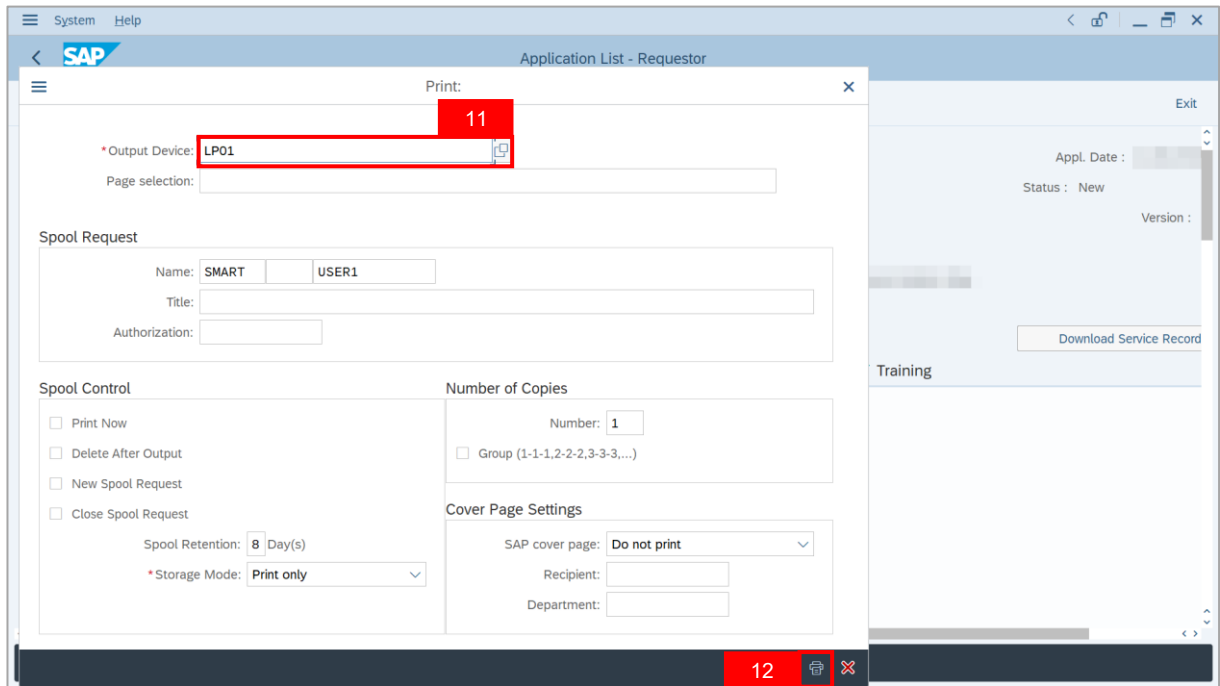
10. Click on **Download Service Record** button.



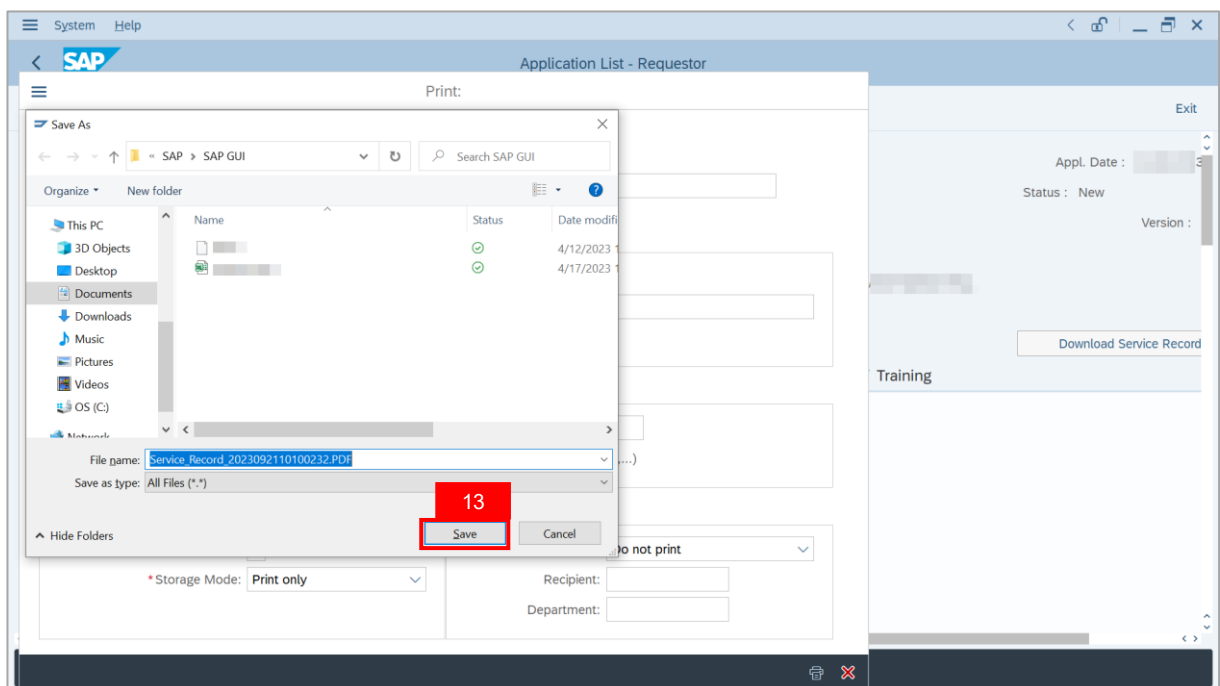
Note: The **Print** page will be displayed.

11. Enter '**LP01**' under **Output Device**.

12. Click on **Print** icon.

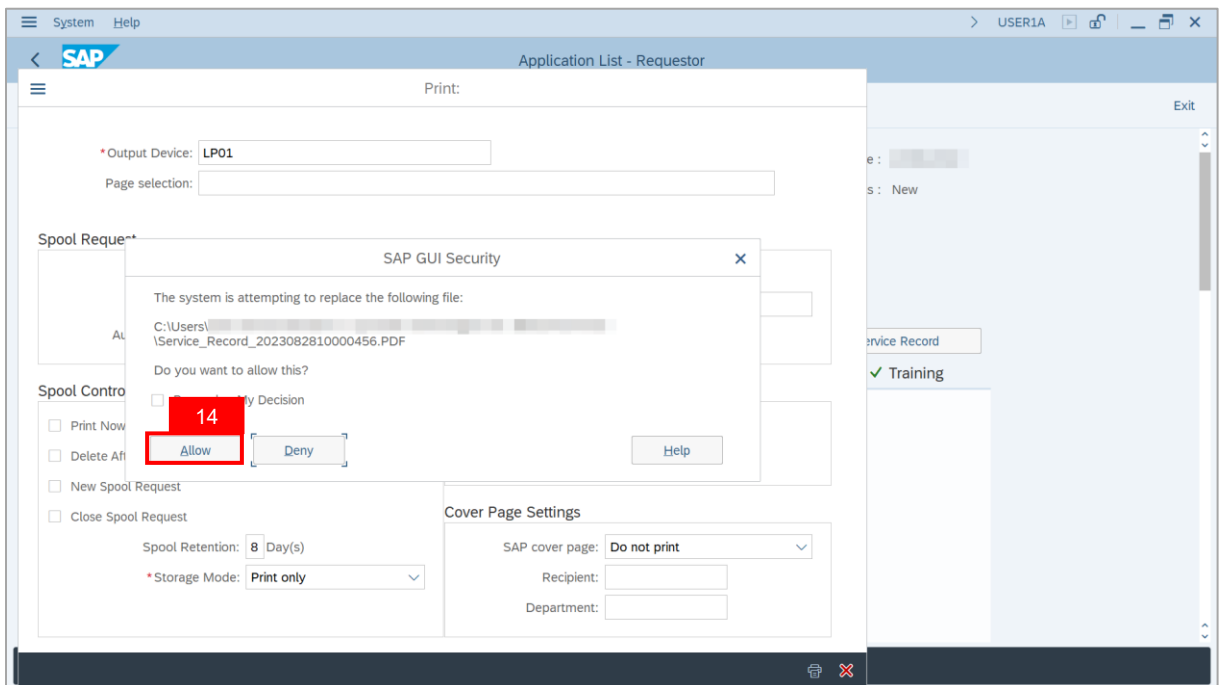


13. Select **File Location** and click on **Save** button.

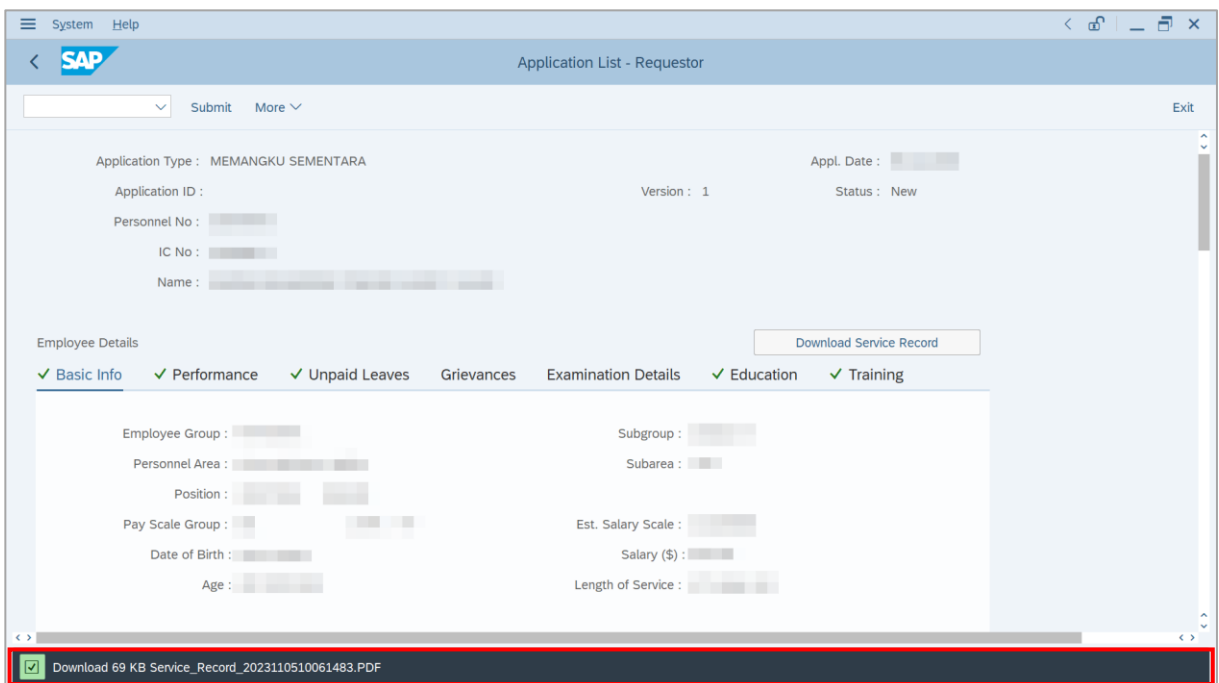


Note: The **SAP GUI Security** page will be displayed.

14. Click on **Allow** button.

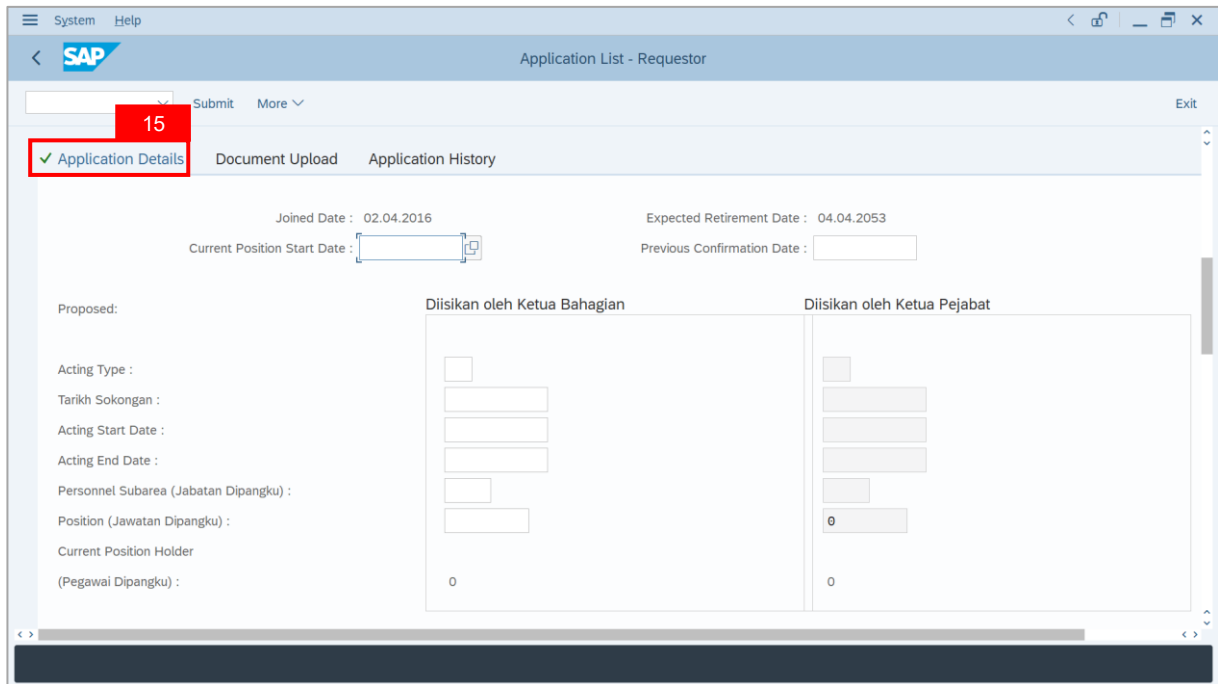


Note: The **Service Record** has successfully been downloaded.



15. Navigate to **Application Details** tab.

Note: *Ketua Bahagian* may review employee's **Joined Date** and **Expected Retirement Date**.



System Help

SAP Application List - Requestor

Submit More

Exit

15

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:

Diisikan oleh Ketua Bahagian Diisikan oleh Ketua Pejabat

Acting Type :

Tarikh Sokongan :

Acting Start Date :

Acting End Date :

Personnel Subarea (Jabatan Dipangku) :

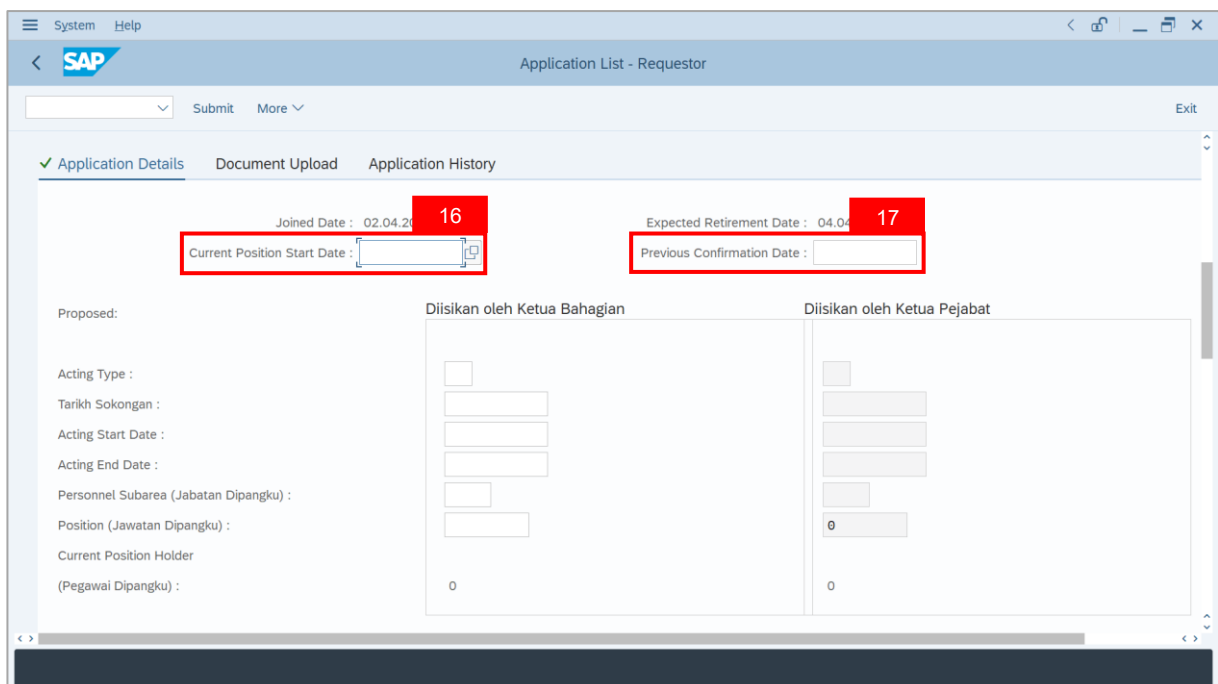
Position (Jawatan Dipangku) :

Current Position Holder

(Pegawai Dipangku) :

16. Enter **Current Position Start Date**.

17. Enter **Previous Confirmation Date**.



System Help

SAP Application List - Requestor

Submit More

Exit

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:

Diisikan oleh Ketua Bahagian Diisikan oleh Ketua Pejabat

Acting Type :

Tarikh Sokongan :

Acting Start Date :

Acting End Date :

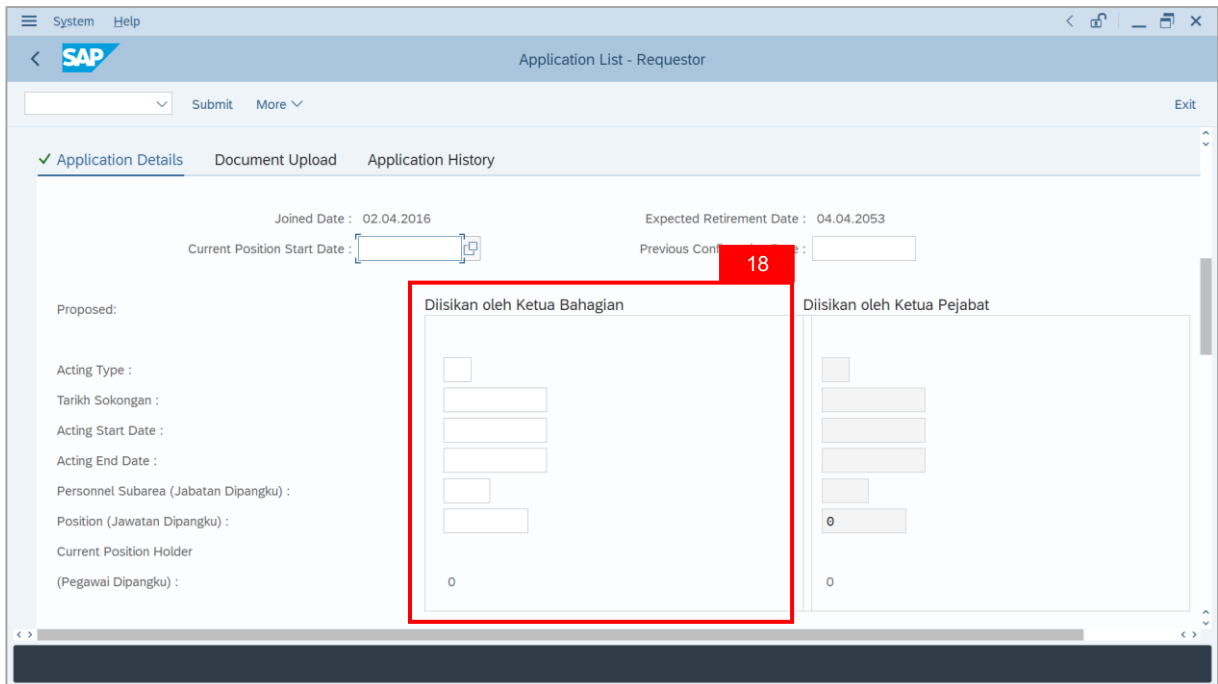
Personnel Subarea (Jabatan Dipangku) :

Position (Jawatan Dipangku) :

Current Position Holder

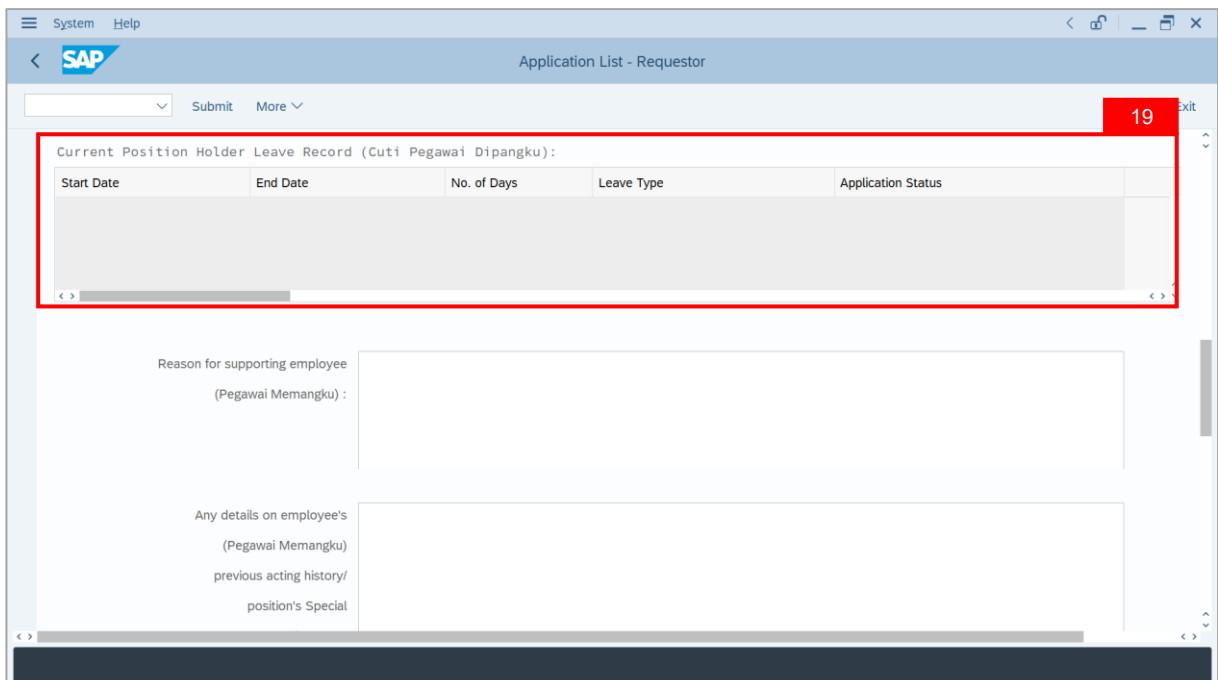
(Pegawai Dipangku) :

18. **Ketua Bahagian** may fill in the empty fields of **Proposed Temporary Acting details** under **Ketua Bahagian** column.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The 'Proposed' section is divided into two columns: 'Diisikan oleh Ketua Bahagian' (highlighted with a red box) and 'Diisikan oleh Ketua Pejabat'. The 'Diisikan oleh Ketua Bahagian' column contains several empty input fields for 'Acting Type', 'Tarikh Sokongan', 'Acting Start Date', 'Acting End Date', 'Personnel Subarea (Jabatan Dipangku)', 'Position (Jawatan Dipangku)', and 'Current Position Holder (Pegawai Dipangku)'. The 'Diisikan oleh Ketua Pejabat' column contains similar empty input fields. A red box with the number '18' is placed over the 'Previous Cont' field.

19. **Ketua Bahagian** may review the details under **Current Position Holder Leave Record (Pegawai Dipangku)**.

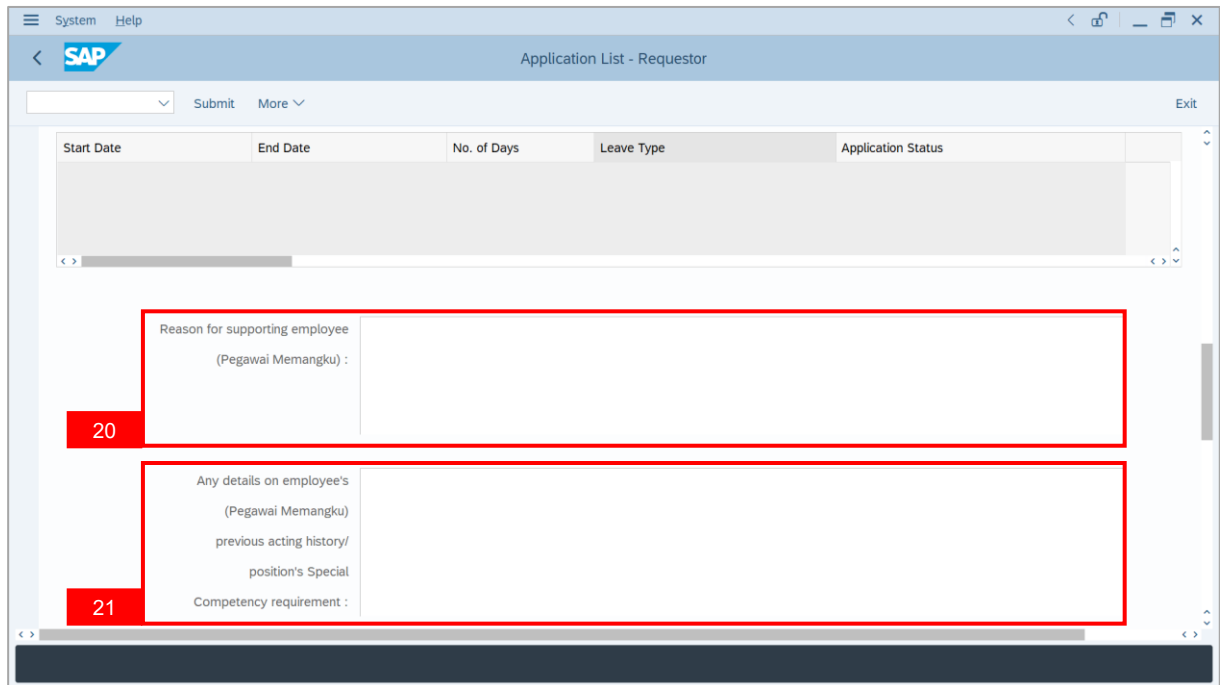


The screenshot shows the SAP GUI interface for 'Application List - Requestor'. A red box highlights the 'Current Position Holder Leave Record (Cuti Pegawai Dipangku)' table. The table has the following columns: 'Start Date', 'End Date', 'No. of Days', 'Leave Type', and 'Application Status'. Below the table, there are two text areas: 'Reason for supporting employee (Pegawai Memangku)' and 'Any details on employee's (Pegawai Memangku) previous acting history/ position's Special'. A red box with the number '19' is placed in the top right corner of the screenshot.

Start Date	End Date	No. of Days	Leave Type	Application Status

20. Enter the **Reason for supporting employee**.

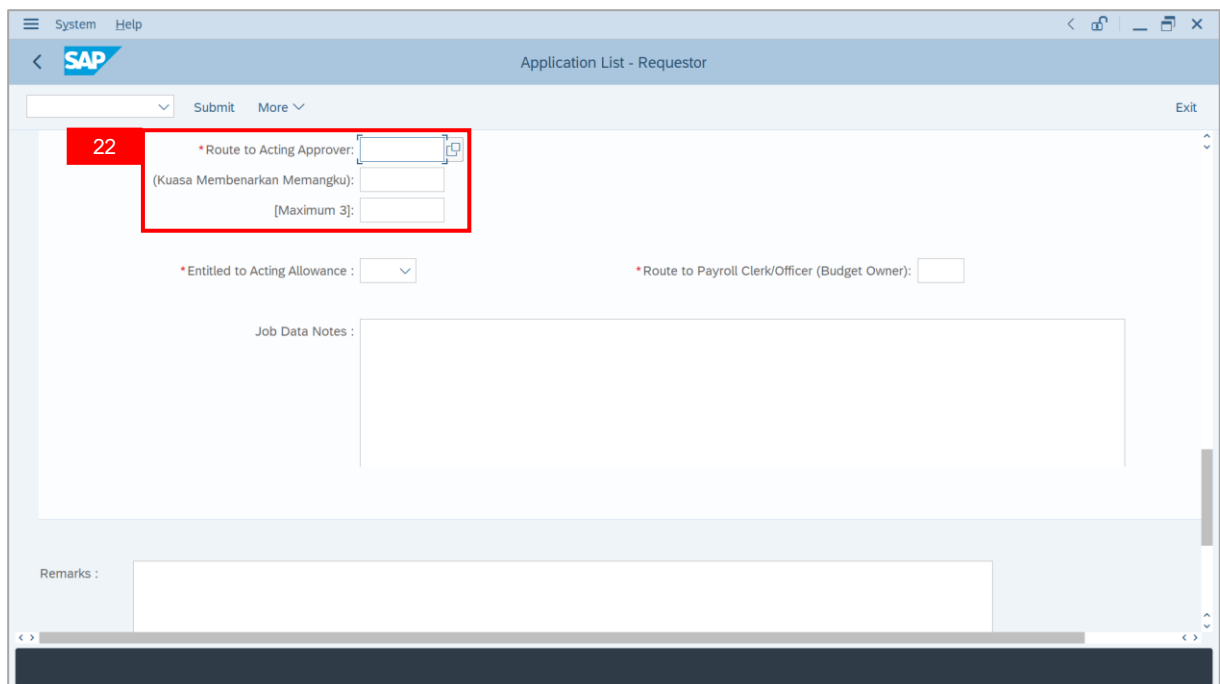
21. Enter employee's **Previous acting history / Competency's requirement** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. The table at the top is empty. Below the table, there are two text input fields highlighted with red boxes and numbered 20 and 21. Field 20 is labeled 'Reason for supporting employee (Pegawai Memangku) :'. Field 21 is labeled 'Any details on employee's (Pegawai Memangku) previous acting history/ position's Special Competency requirement :'. The form also includes a 'Submit' button and an 'Exit' button.

22. Review **Approver details** auto-populated by system.

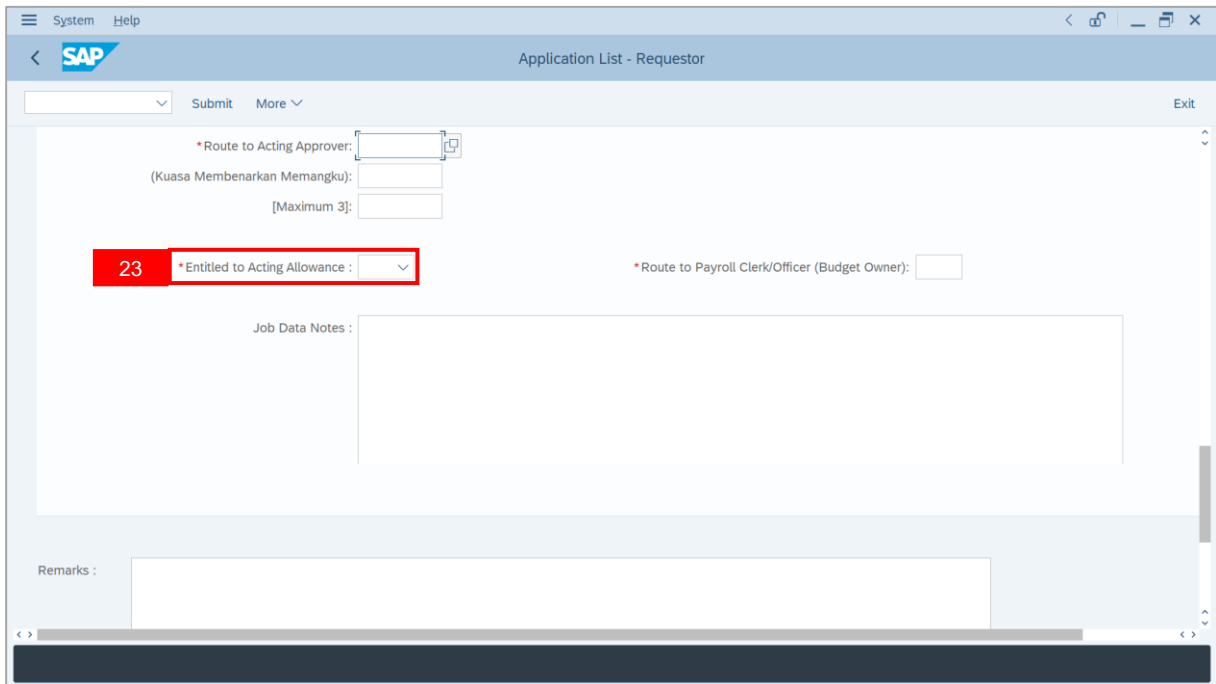
Note: If the auto-populated **Acting Approver** is not correct, select a Personnel Number as an **Acting Approver (Kuasa Membenarkan Memangku)** for this Acting Application.



The screenshot shows the SAP 'Application List - Requestor' form with the 'Approver details' section highlighted by a red box and numbered 22. This section includes a dropdown menu for 'Route to Acting Approver', a text input field for '(Kuasa Membenarkan Memangku)', and a text input field for '[Maximum 3]'. Below this, there are dropdown menus for '*Entitled to Acting Allowance' and '*Route to Payroll Clerk/Officer (Budget Owner)'. There is also a 'Job Data Notes' text area and a 'Remarks' text area at the bottom. The form includes 'Submit' and 'More' buttons.

23. Select the **Entitlement of employee to Acting Allowance**.

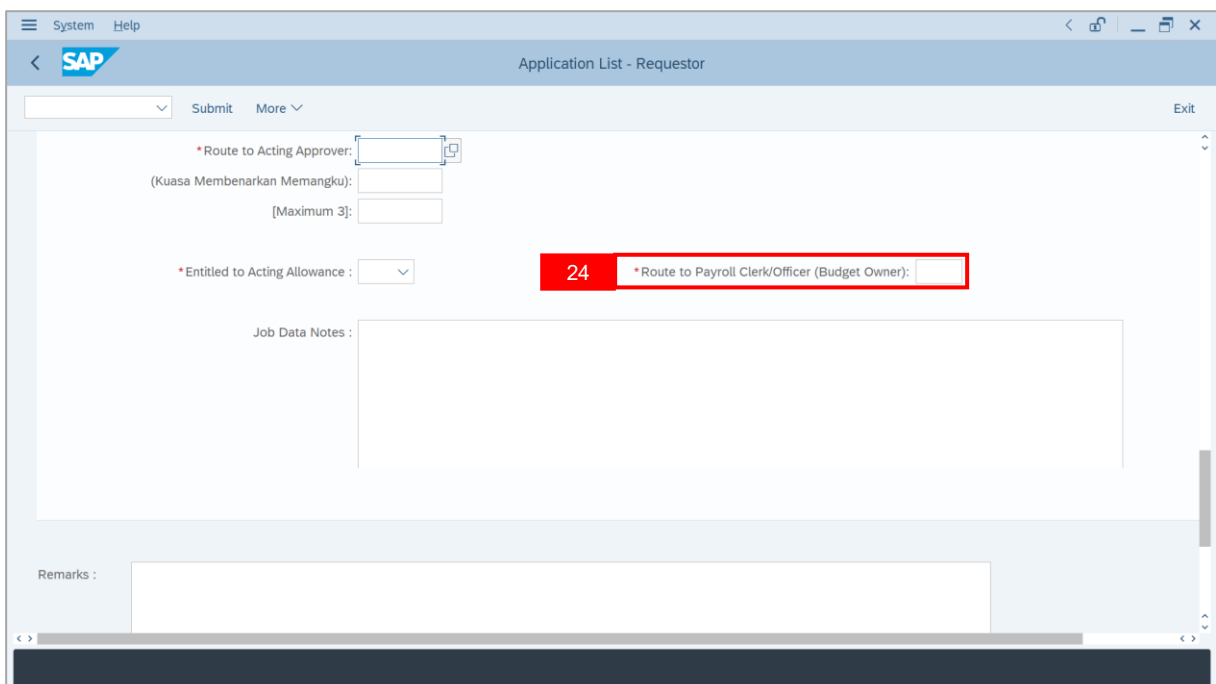
Note: 'Yes' means system will route allowance application to **Payroll Clerk and Officer**, while 'No' means system will not route allowance application and process is considered complete after approved by **Acting Approver (Kuasa Membenarkan Memangku)**.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The form includes several fields: 'Route to Acting Approver:' (with a dropdown and a copy icon), '(Kuasa Membenarkan Memangku):' (with a dropdown), '[Maximum 3]:' (with a dropdown), '*Entitled to Acting Allowance:' (with a dropdown, highlighted by a red box and the number 23), and '*Route to Payroll Clerk/Officer (Budget Owner):' (with a dropdown). There is also a 'Job Data Notes:' text area and a 'Remarks:' text area at the bottom.

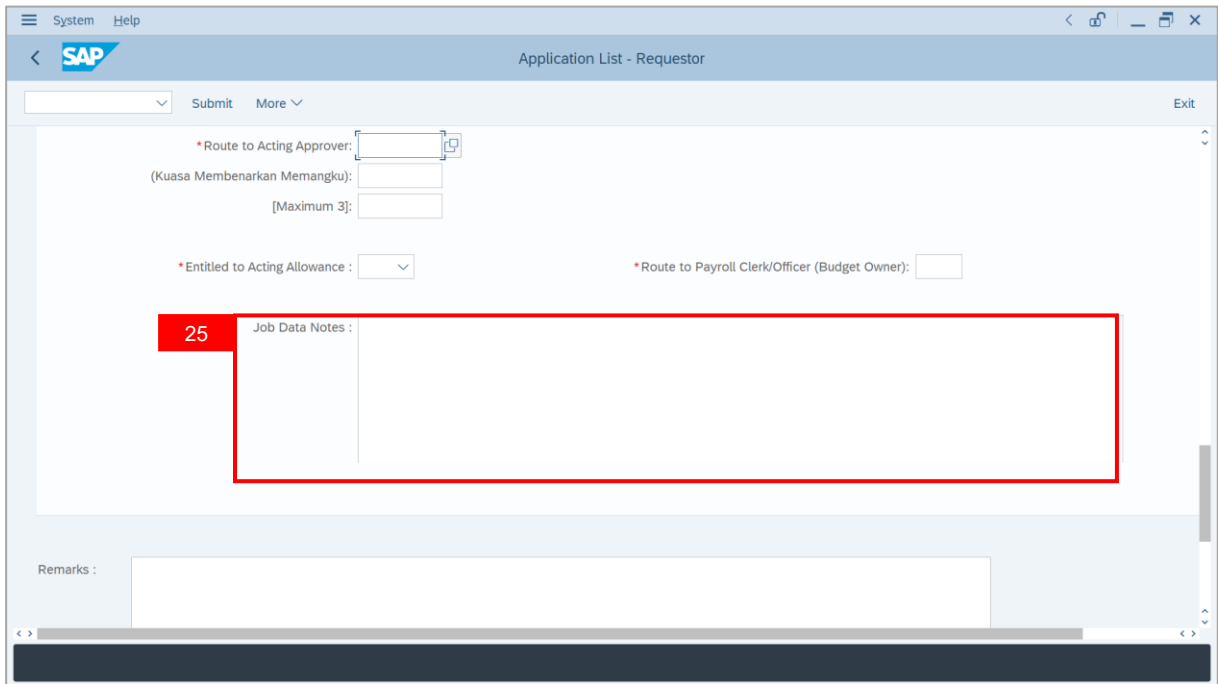
24. Select the **Subarea** which will pay acting allowance for the employee.

Note: The selected subarea will be routed for allowance verification and approval.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The form includes several fields: 'Route to Acting Approver:' (with a dropdown and a copy icon), '(Kuasa Membenarkan Memangku):' (with a dropdown), '[Maximum 3]:' (with a dropdown), '*Entitled to Acting Allowance:' (with a dropdown), and '*Route to Payroll Clerk/Officer (Budget Owner):' (with a dropdown, highlighted by a red box and the number 24). There is also a 'Job Data Notes:' text area and a 'Remarks:' text area at the bottom.

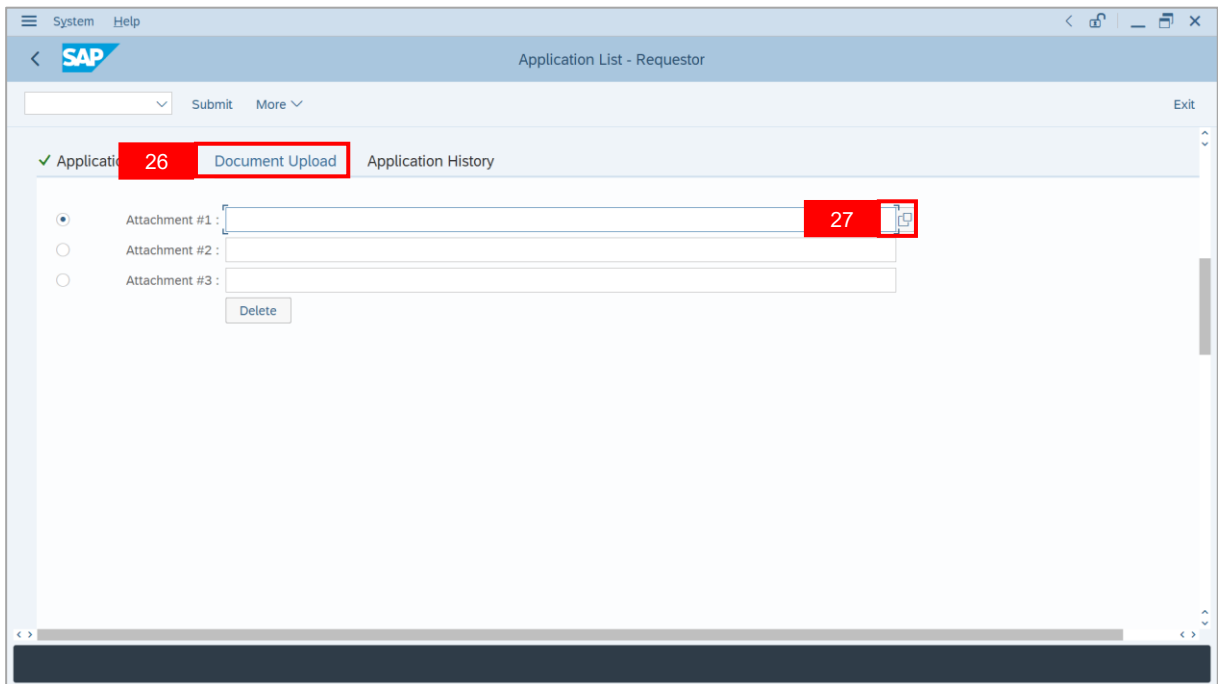
25. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. The 'Job Data Notes' field is highlighted with a red box and labeled '25'. Other fields include 'Route to Acting Approver', '(K kuasa Membenarkan Memangku)', '[Maximum 3]', '*Entitled to Acting Allowance', and '*Route to Payroll Clerk/Officer (Budget Owner)'. The 'Remarks' field is also visible at the bottom.

26. Navigate to **Document Upload** tab.

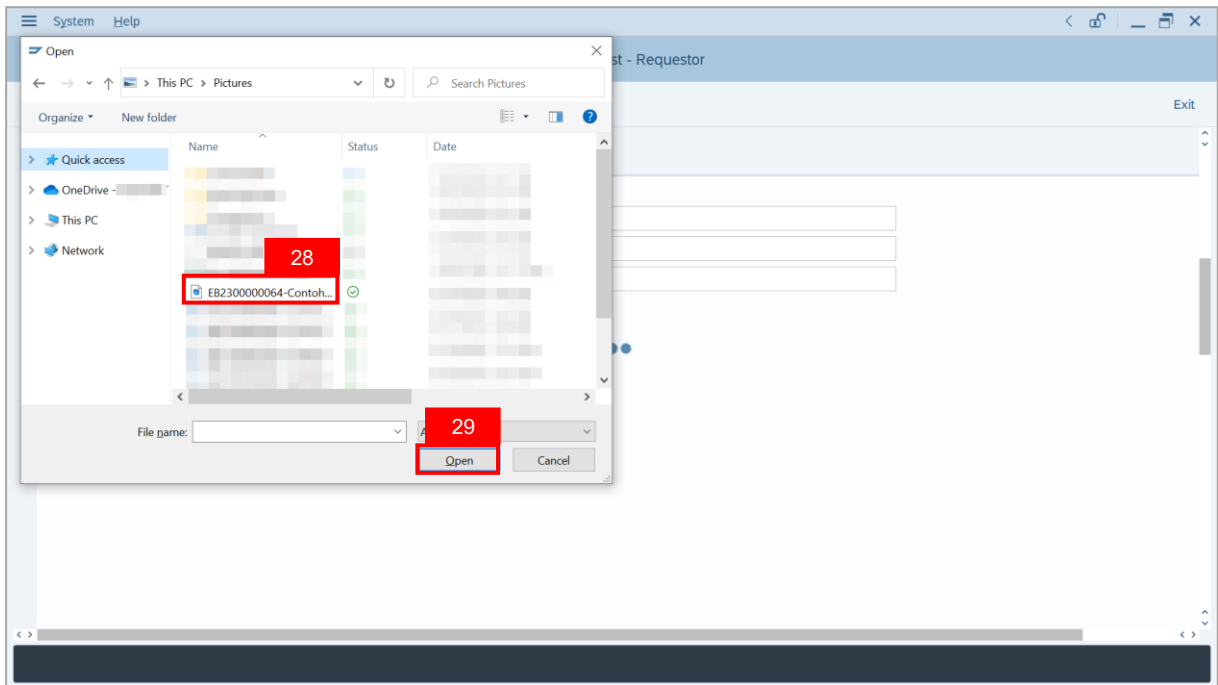
27. Click on **Lookup** icon to upload **Attachment**.



The screenshot shows the 'Document Upload' tab selected, labeled '26'. The 'Attachment #1' field is highlighted with a red box and labeled '27', with a 'Lookup' icon next to it. Other fields include 'Attachment #2', 'Attachment #3', and a 'Delete' button.

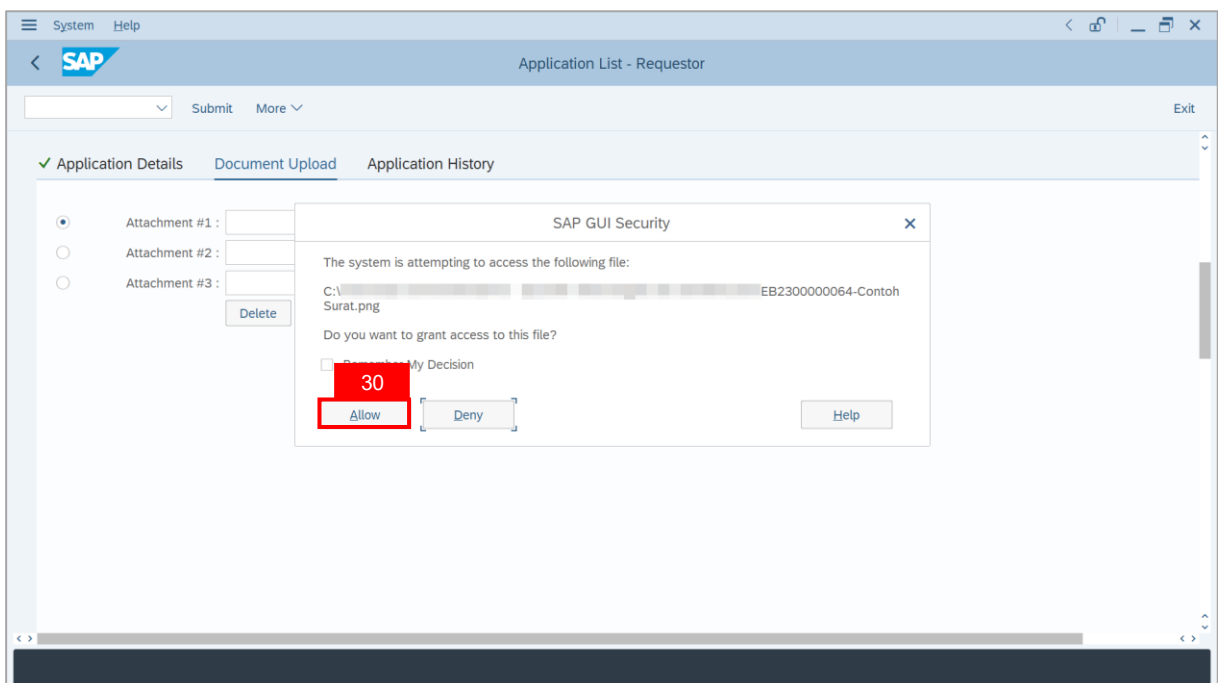
28. Select **File** to be uploaded.

29. Click on **Open** button.

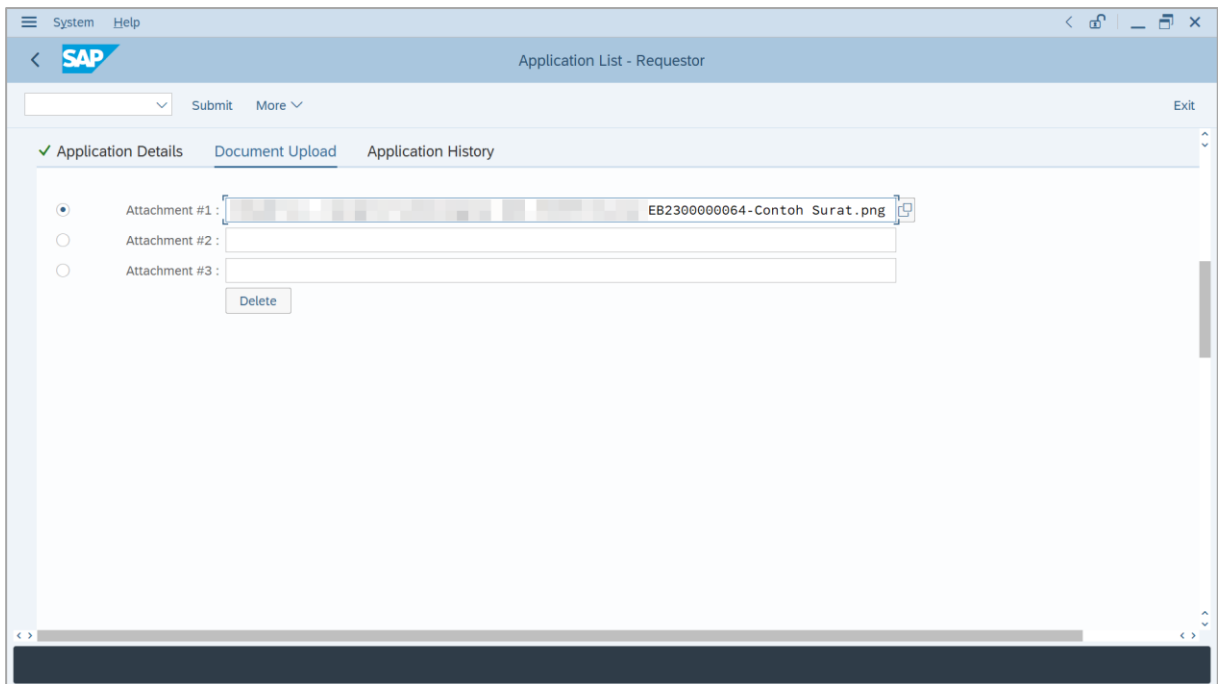


Note: The **SAP GUI Security** message will be displayed.

30. Click on **Allow** button.



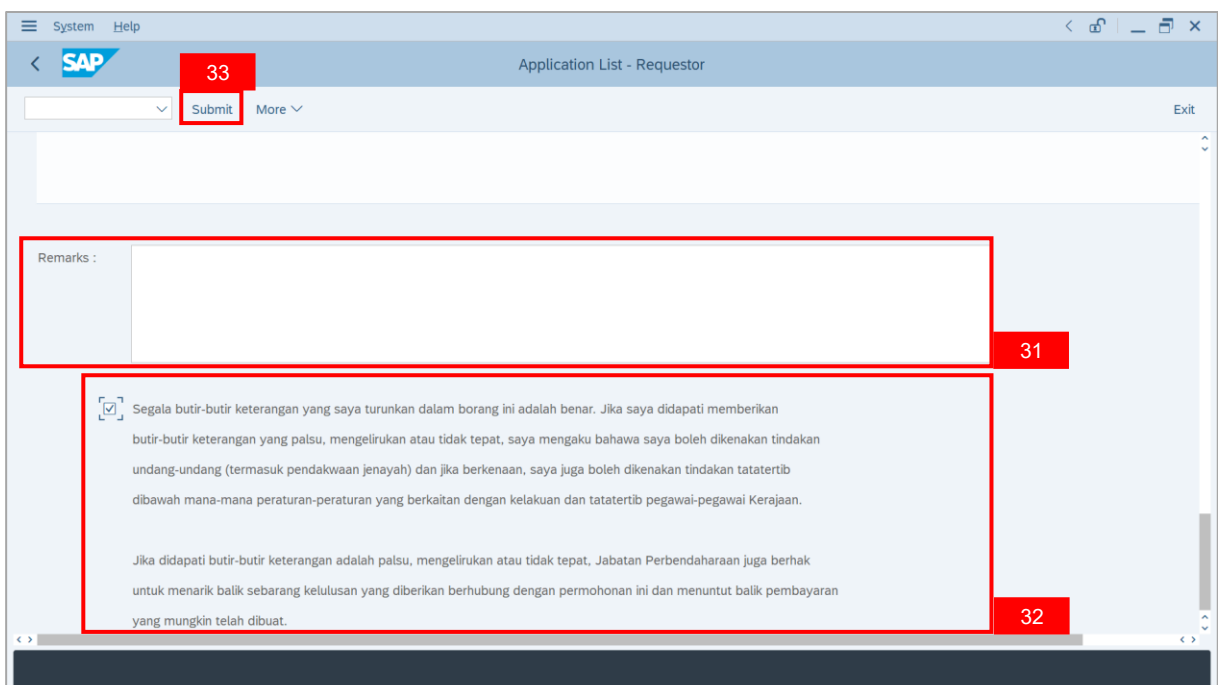
Note: The **File Attachment** has successfully been uploaded.



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

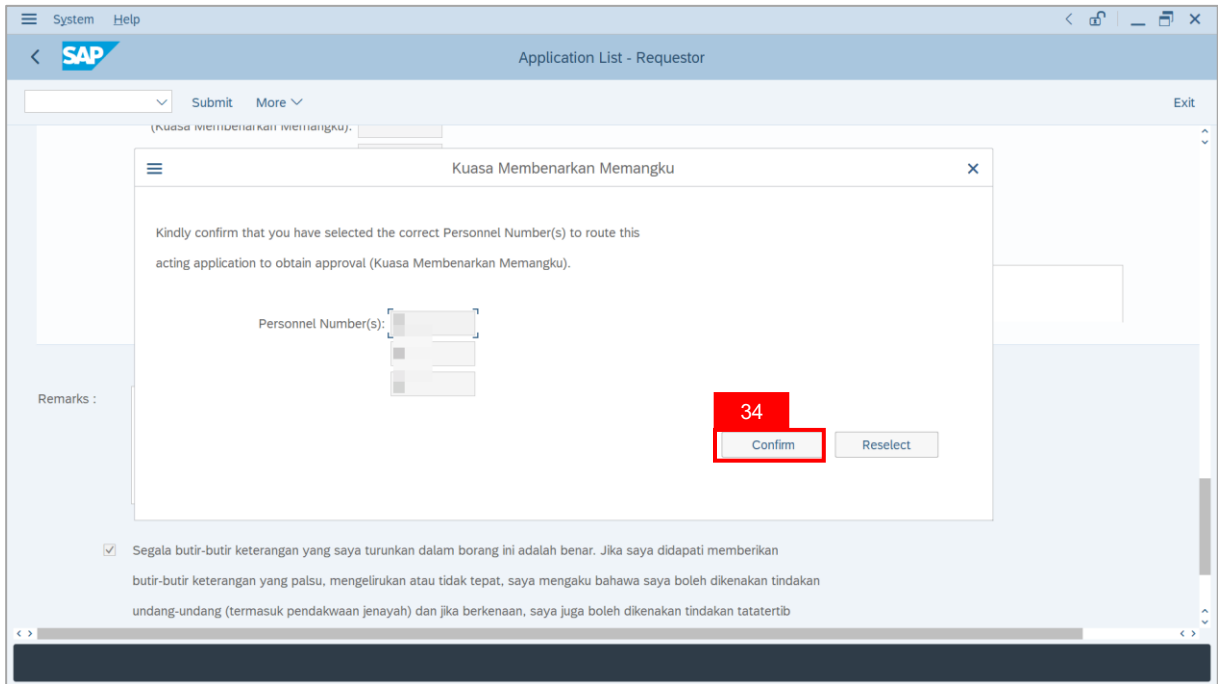
32. Tick on **Declaration** checkbox.

33. Click on **Submit** button.



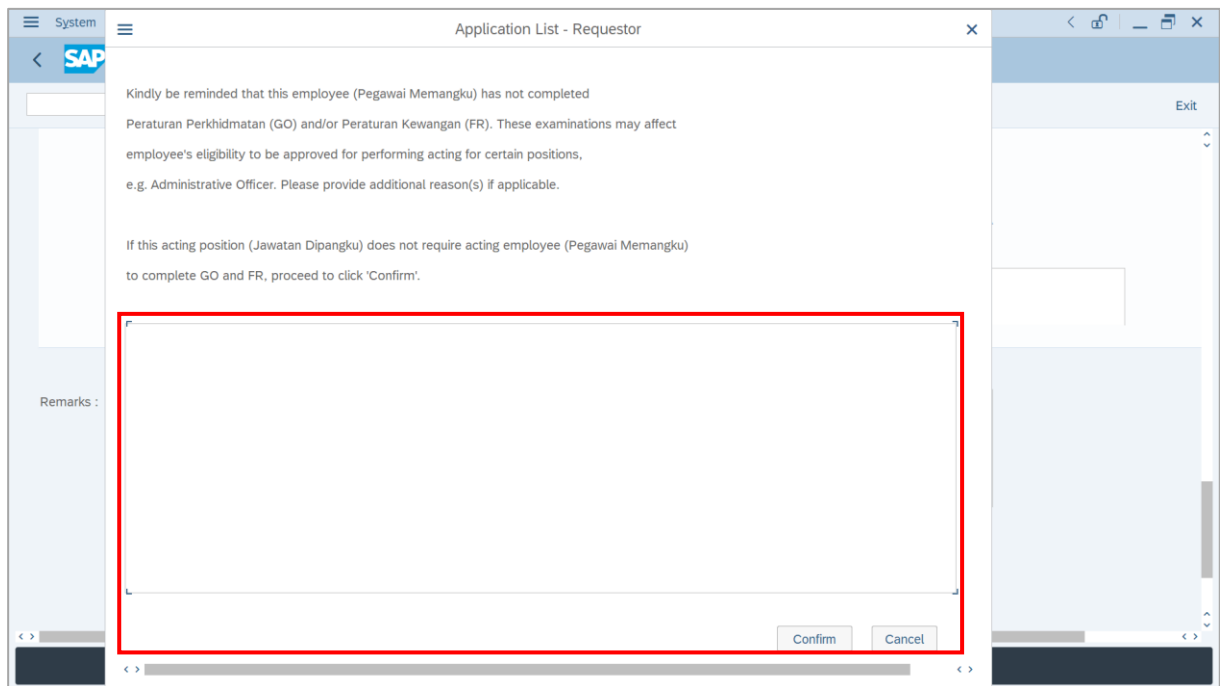
Note: The *Kuasa Membenarkan Memangku* page will be displayed. The selected Personnel Number may be reviewed before submitting the application.

34. Click **Confirm** button.



Note: If the employee has not completed *Peraturan Perkhidmatan* and/or *Peraturan Kewangan* examination, a pop-up message will appear.

- i) Type the **Additional reasonings** on why the employee is supported for acting.
- ii) Type '**Not applicable**', if the position does not require completion of both examinations.
- iii) Click **Confirm** button.



System Application List - Requestor

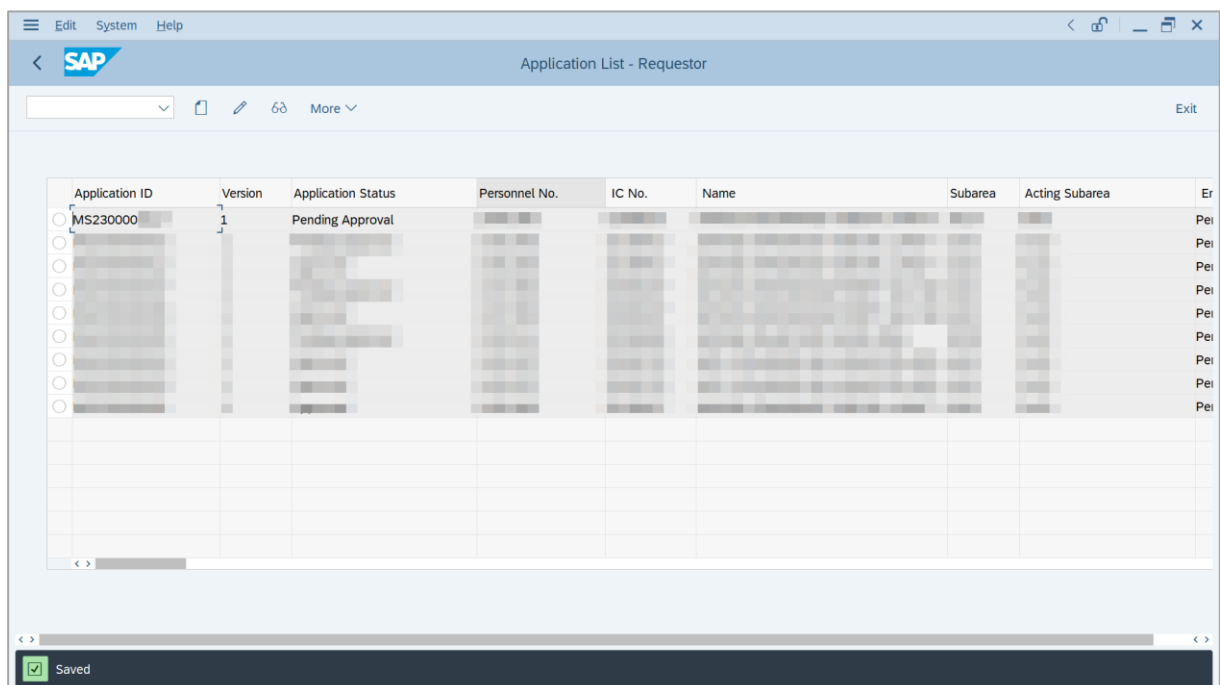
Kindly be reminded that this employee (Pegawai Memangku) has not completed Peraturan Perkhidmatan (GO) and/or Peraturan Kewangan (FR). These examinations may affect employee's eligibility to be approved for performing acting for certain positions, e.g. Administrative Officer. Please provide additional reason(s) if applicable.

If this acting position (Jawatan Dipangku) does not require acting employee (Pegawai Memangku) to complete GO and FR, proceed to click 'Confirm'.

Remarks :

Confirm Cancel

Outcome: The **Application** has successfully been submitted to **Acting Approver**.



Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
MS230000	1	Pending Approval						Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei

Saved

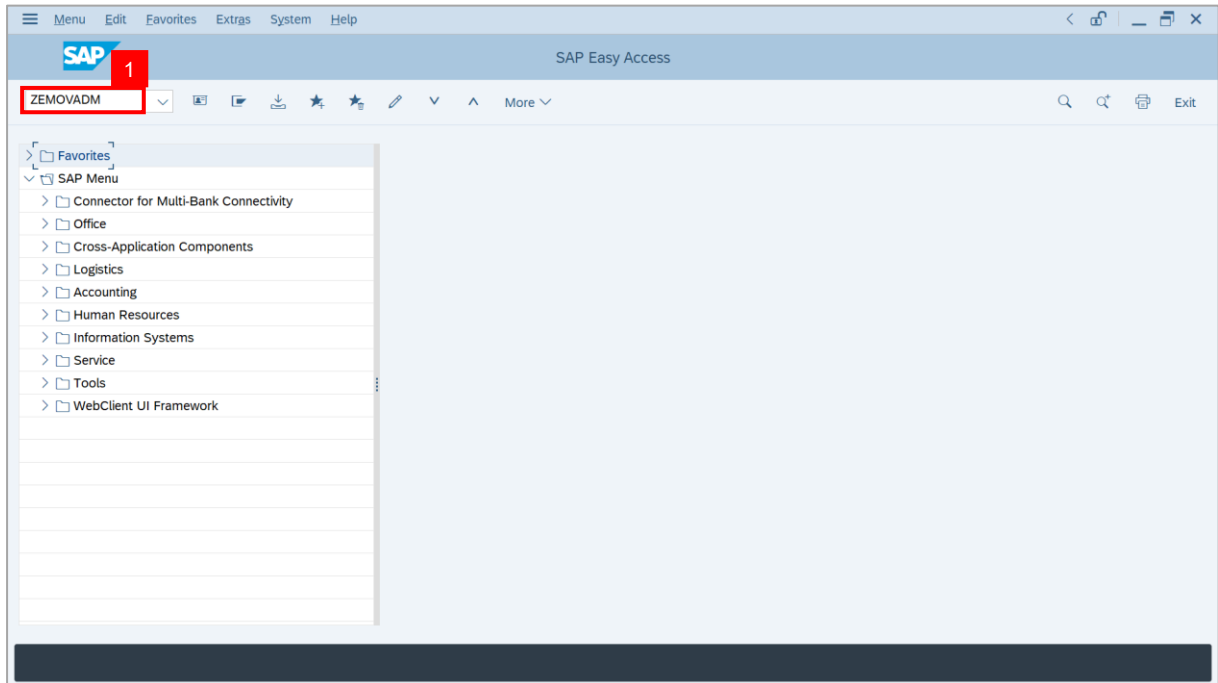
**EDIT REWORKED
APPLICATION**

Backend User

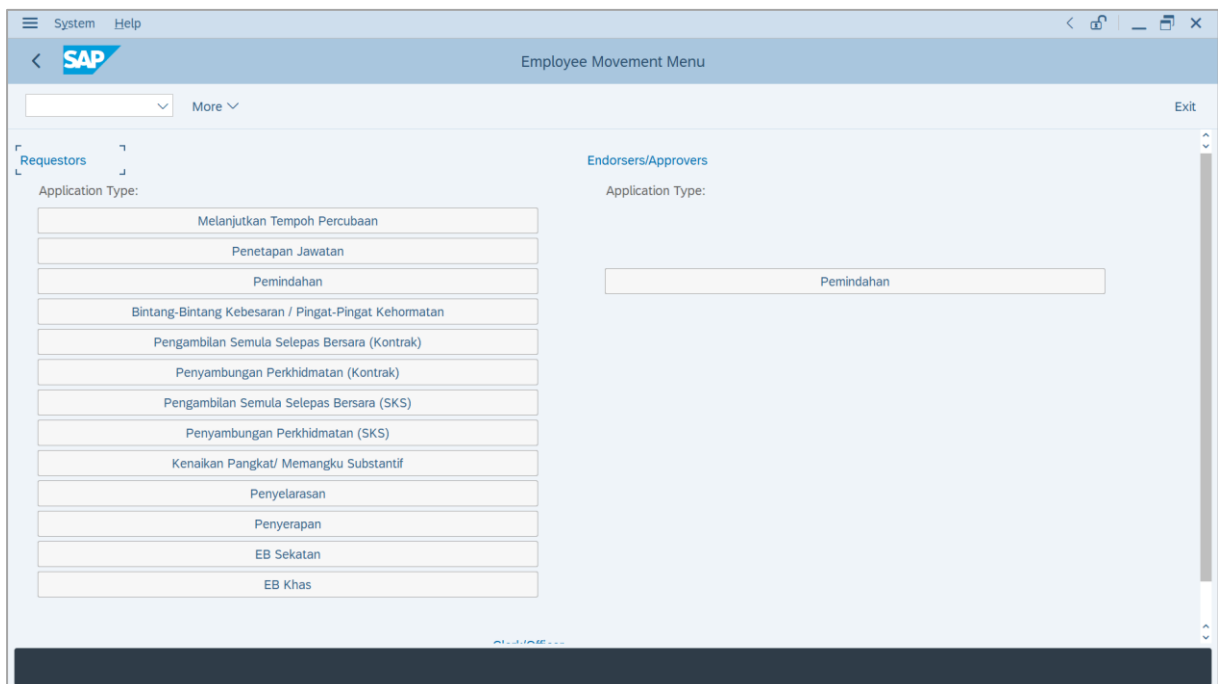
Ketua Bahagian

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

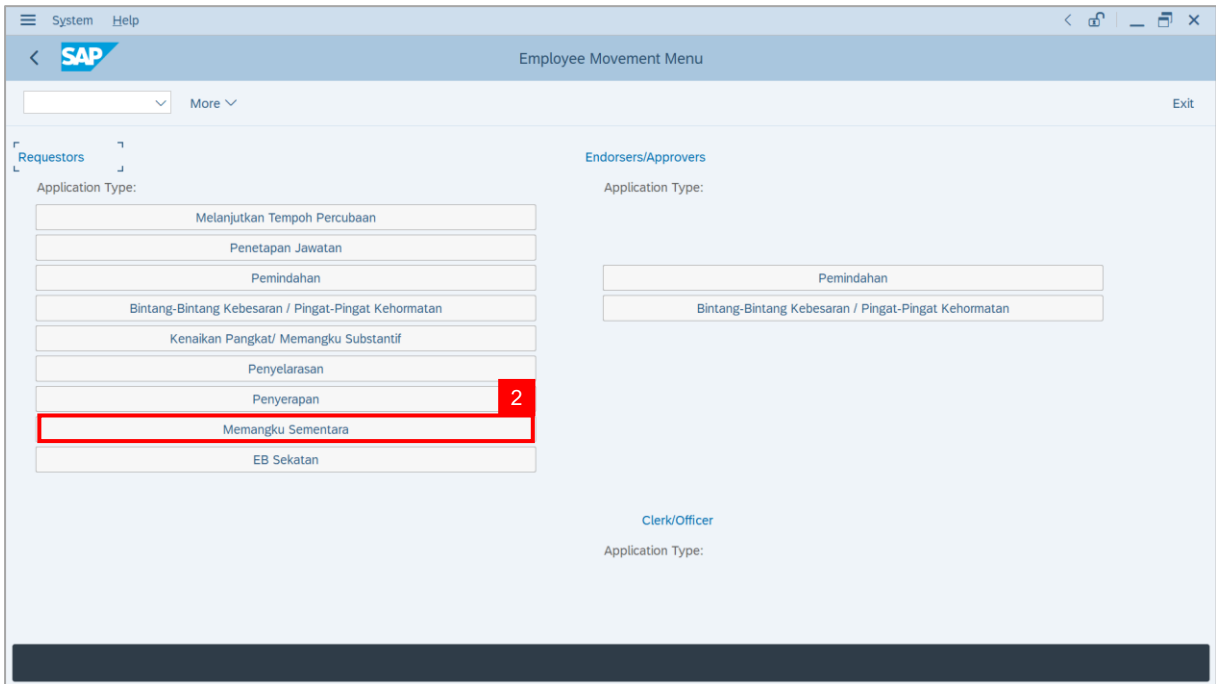
1. Enter **ZEMOVADM** in the search bar.



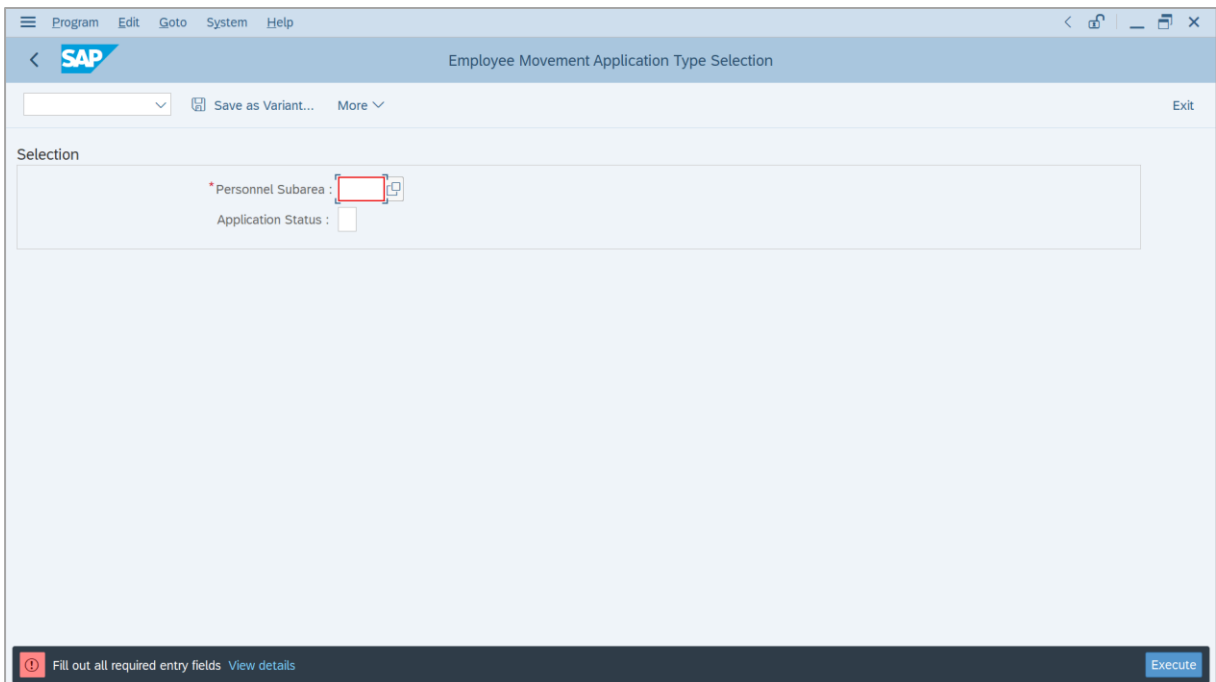
Note: Employee Movement Menu page will be displayed.



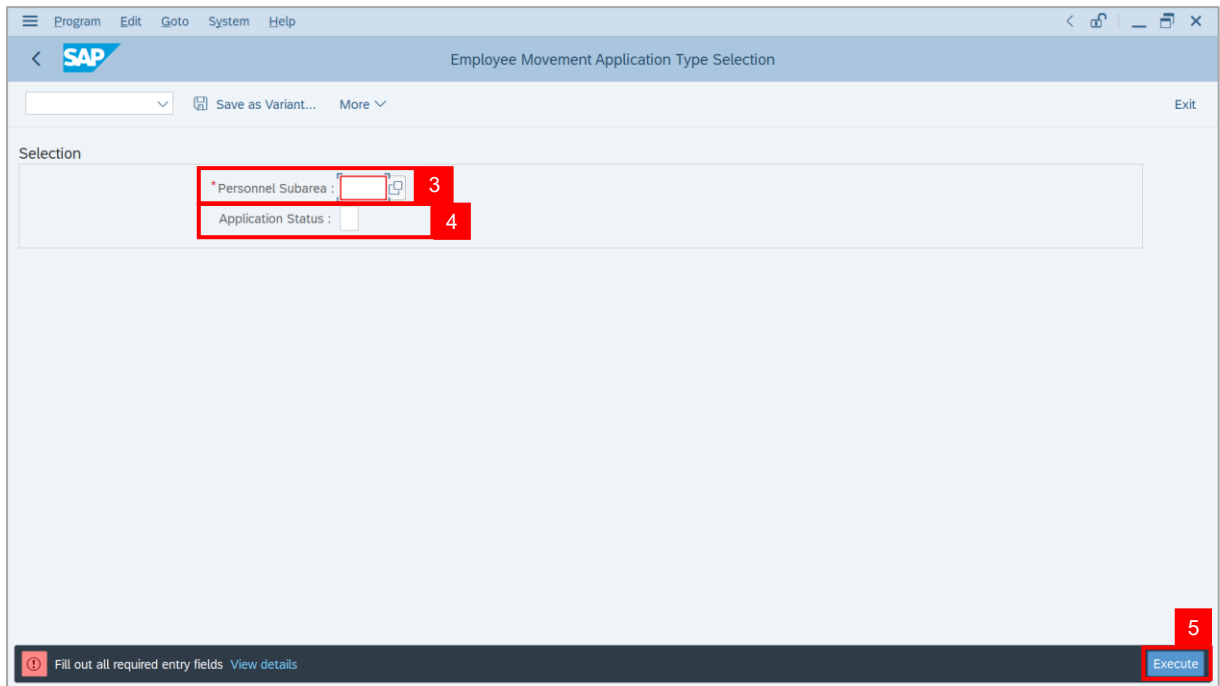
2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



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



3. Enter **Personnel Subarea**.
4. Enter **Application Status** (Optional).
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

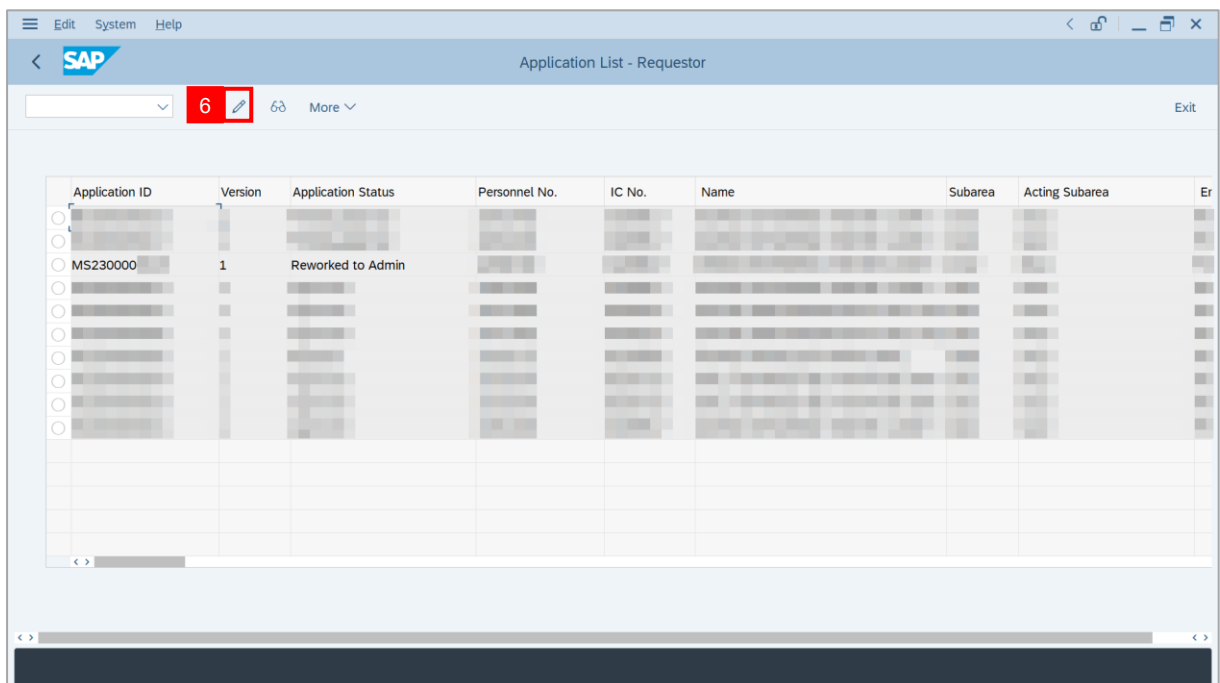
*Personnel Subarea : 3

Application Status : 4

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

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

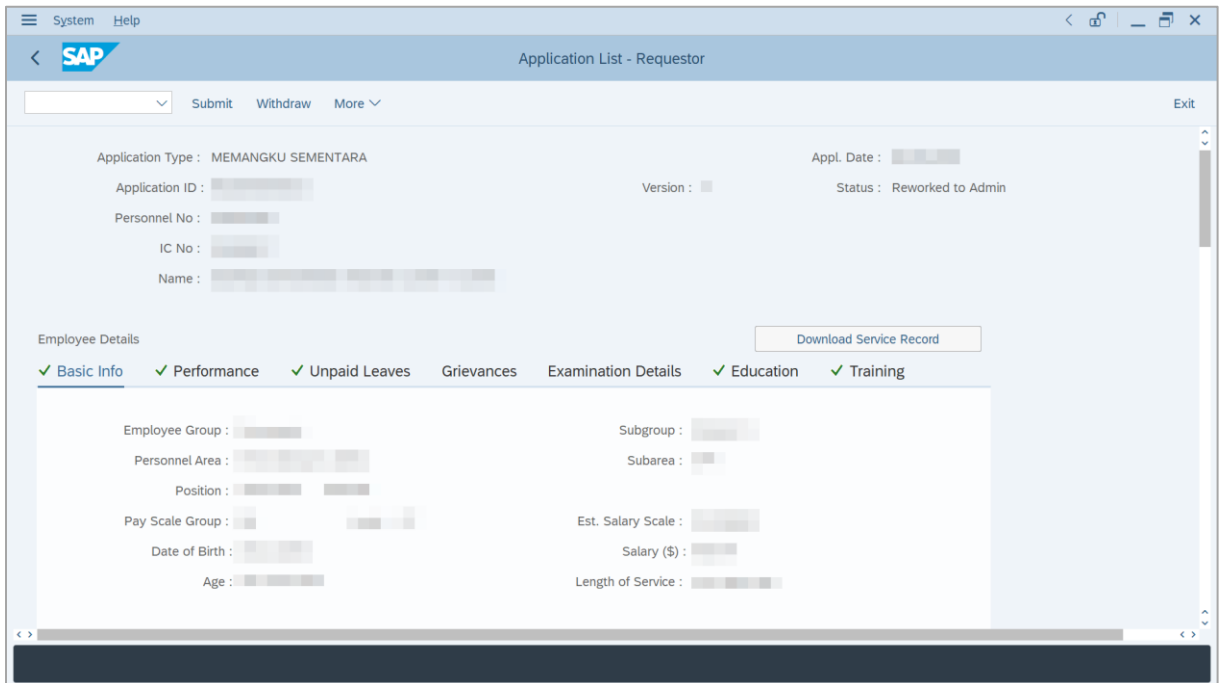
6. Select the application with **'Reworked to Admin'** status and click on **Change** icon.



Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
MS230000	1	Reworked to Admin						

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



Application Type : MEMANGKU SEMENTARA Appl. Date : [REDACTED]

Application ID : [REDACTED] Version : [REDACTED] Status : Reworked to Admin

Personnel No : [REDACTED]

IC No : [REDACTED]

Name : [REDACTED]

Employee Details

Download Service Record

Basic Info Performance Unpaid Leaves Grievances Examination Details Education Training

Employee Group : [REDACTED] Subgroup : [REDACTED]

Personnel Area : [REDACTED] Subarea : [REDACTED]

Position : [REDACTED]

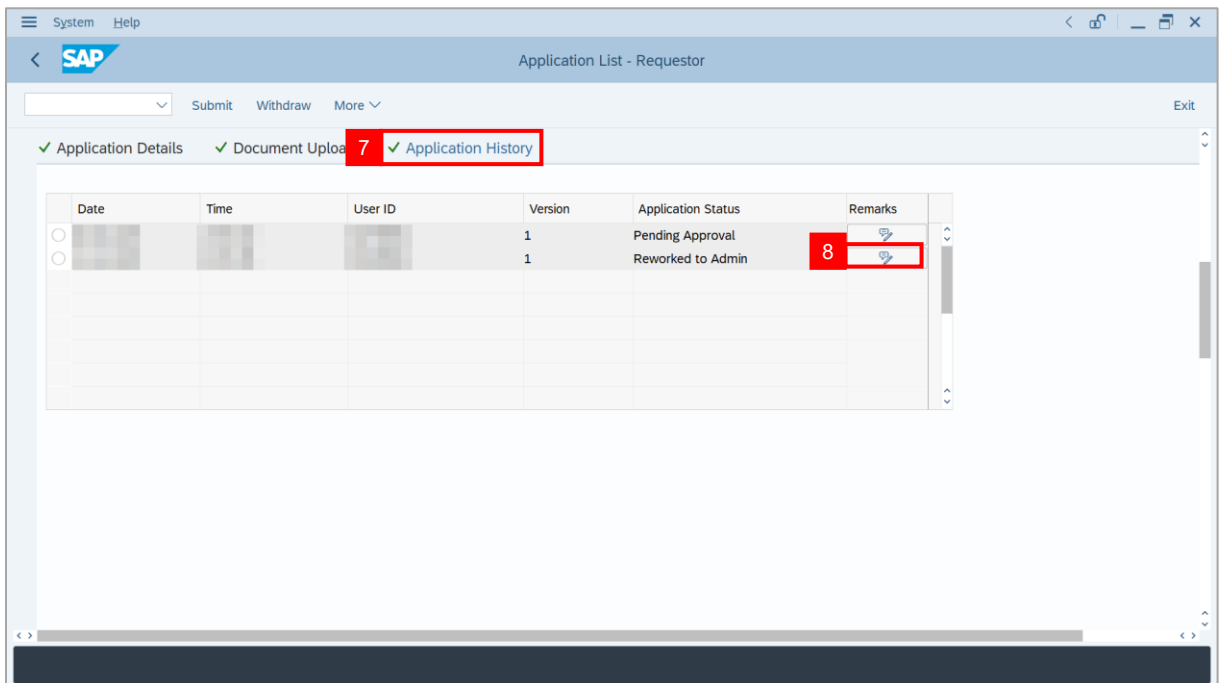
Pay Scale Group : [REDACTED] Est. Salary Scale : [REDACTED]

Date of Birth : [REDACTED] Salary (\$) : [REDACTED]

Age : [REDACTED] Length of Service : [REDACTED]

7. Navigate to **Application History** tab.

8. Click on **Remarks** button to view any comments made by **Acting Approver (Ketua Pejabat)** on why this application is reworked.

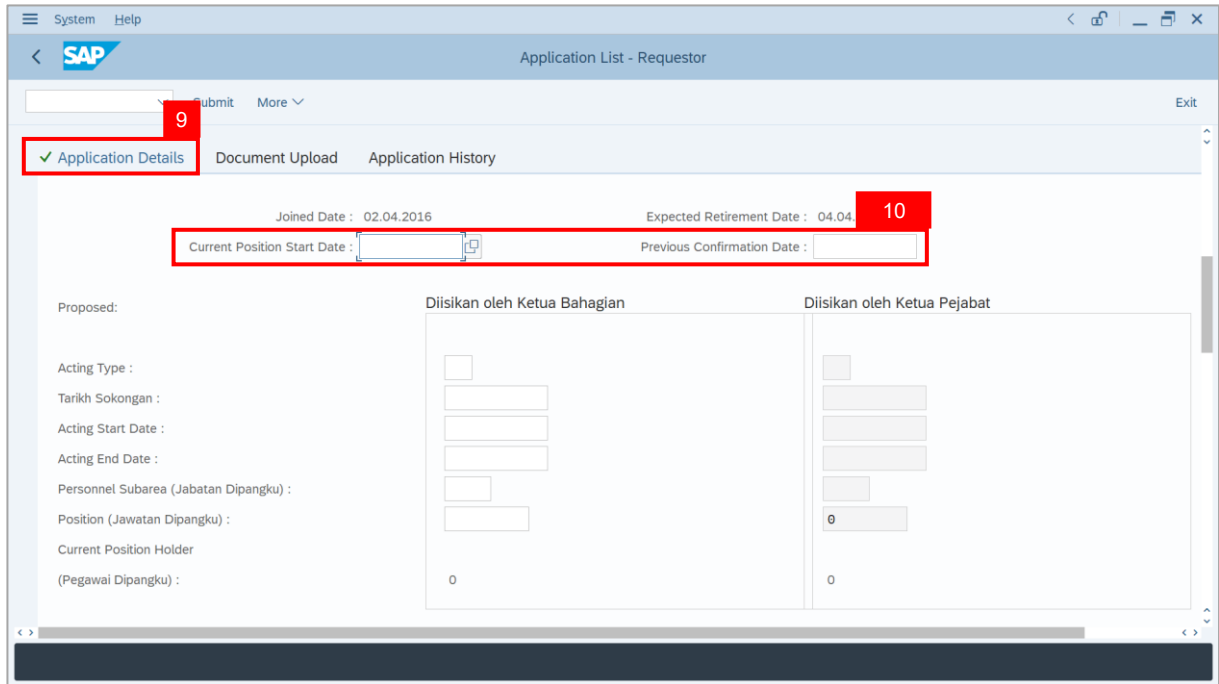


Application Details Document Upload **7** **Application History**

Date	Time	User ID	Version	Application Status	Remarks
[REDACTED]	[REDACTED]	[REDACTED]	1	Pending Approval	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	1	Reworked to Admin	8

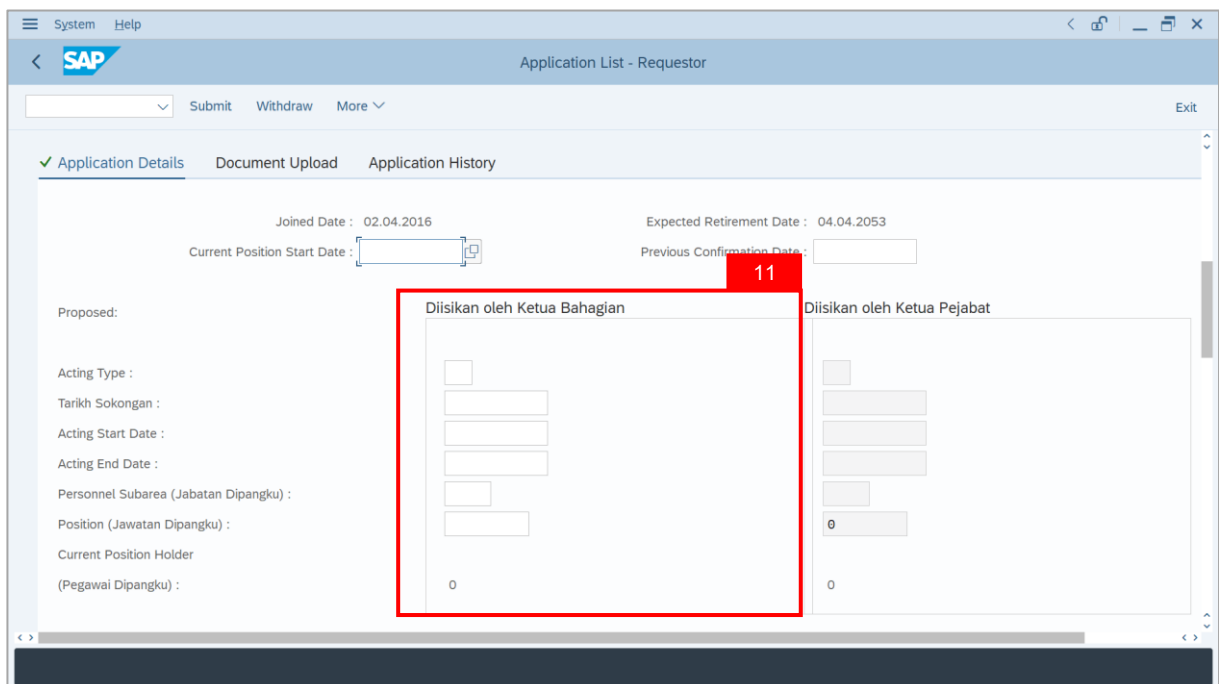
9. Navigate to **Application Details** tab.

10. Review and amend employee's **Current Position Start Date** and **Previous Confirmation Date**.



The screenshot shows the SAP 'Application List - Requestor' interface. The 'Application Details' tab is selected. The 'Current Position Start Date' field is highlighted with a red box and labeled '9'. The 'Previous Confirmation Date' field is highlighted with a red box and labeled '10'. Other fields include 'Joined Date: 02.04.2016' and 'Expected Retirement Date: 04.04.2053'. The 'Proposed' section contains two columns: 'Diisikan oleh Ketua Bahagian' and 'Diisikan oleh Ketua Pejabat', each with a grid of input fields.

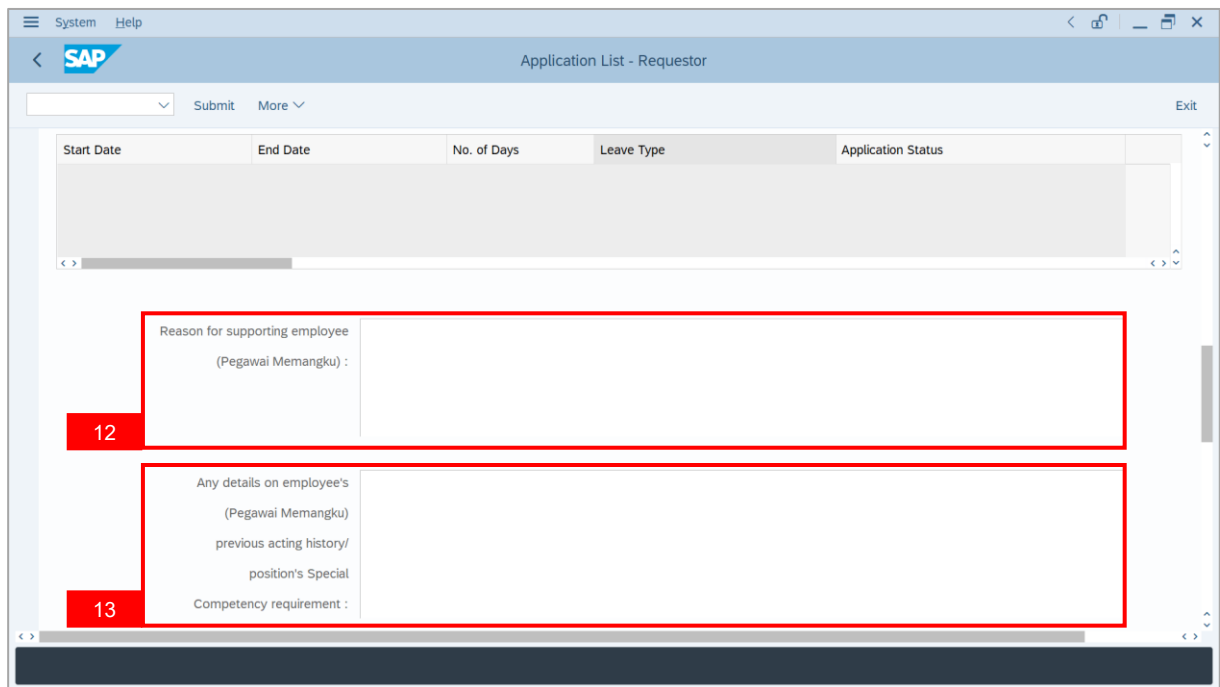
11. **Ketua Bahagian** may review and amend in the **Proposed Temporary Acting details** based on remarks from **Ketua Pejabat**.



The screenshot shows the same SAP 'Application List - Requestor' interface. The 'Application Details' tab is selected. The 'Diisikan oleh Ketua Bahagian' grid is highlighted with a red box and labeled '11'. The 'Current Position Start Date' field is highlighted with a red box and labeled '10'. Other fields include 'Joined Date: 02.04.2016' and 'Expected Retirement Date: 04.04.2053'. The 'Proposed' section contains two columns: 'Diisikan oleh Ketua Bahagian' and 'Diisikan oleh Ketua Pejabat', each with a grid of input fields.

12. Enter the **Reason for supporting employee**.

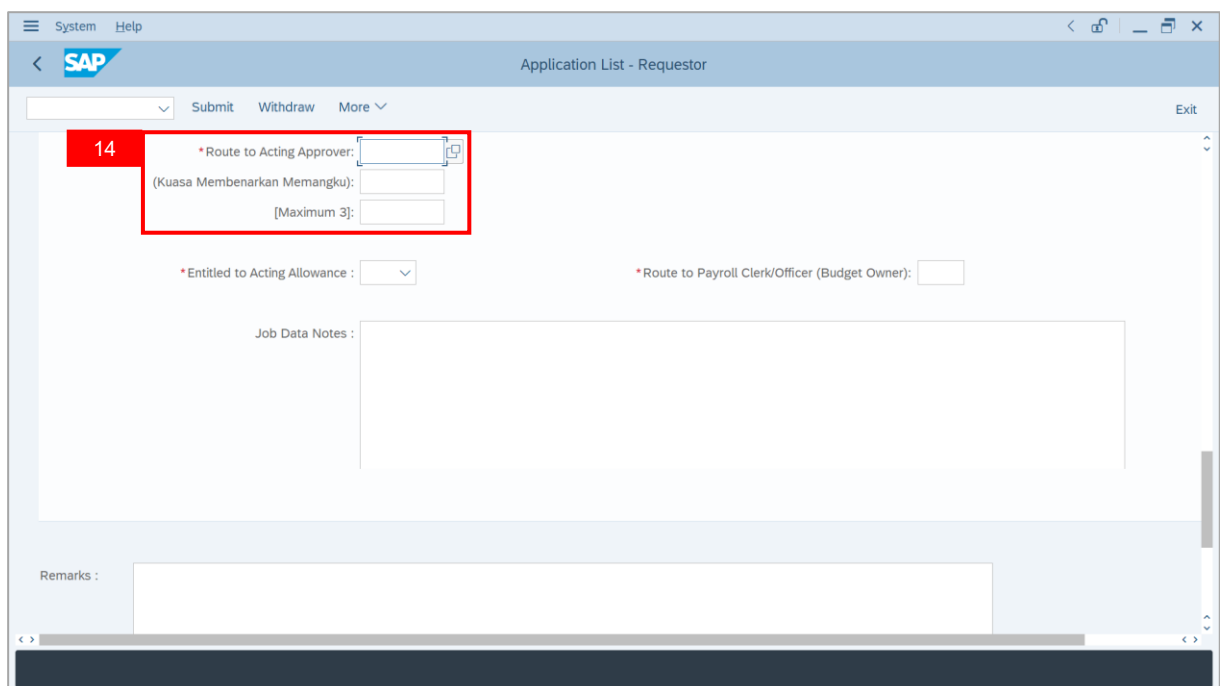
13. Enter employee's **Previous acting history / Competency's requirement** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. At the top, there are navigation buttons: 'System', 'Help', 'Submit', 'More', and 'Exit'. Below this is a table with columns: 'Start Date', 'End Date', 'No. of Days', 'Leave Type', and 'Application Status'. The table is currently empty. Below the table, there are two text input fields, each highlighted with a red box and a red number. The first field is labeled 'Reason for supporting employee (Pegawai Memangku):' and is marked with a red '12'. The second field is labeled 'Any details on employee's (Pegawai Memangku) previous acting history/ position's Special Competency requirement:' and is marked with a red '13'.

14. Review **Approver details** auto-populated by system.

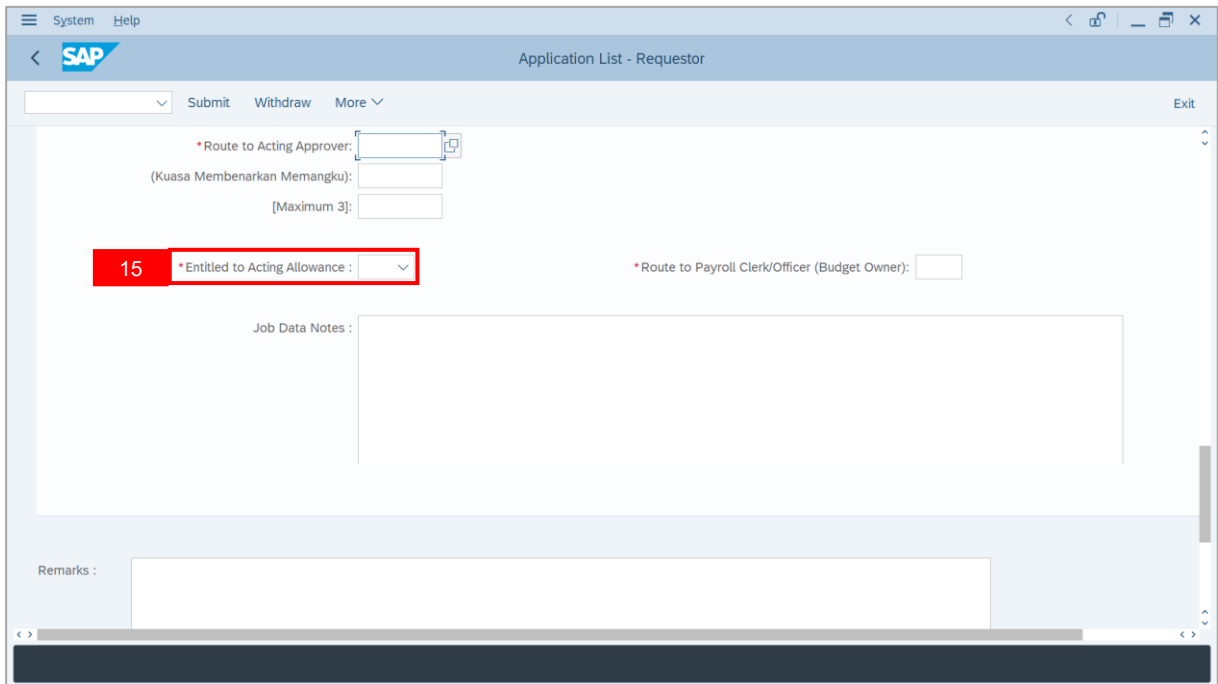
Note: If auto-populated **Acting Approver** is not correct, select a Personnel Number as an **Acting Approver (Kuasa Membenarkan Memangku)** for this Acting Application.



The screenshot shows the SAP 'Application List - Requestor' form with the 'Approver details' section highlighted by a red box and a red number '14'. This section includes a dropdown menu for 'Route to Acting Approver:' with a search icon, a text input field for '(Kuasa Membenarkan Memangku):', and a text input field for '[Maximum 3]:'. Below this, there are two more dropdown menus: '*Entitled to Acting Allowance:' and '*Route to Payroll Clerk/Officer (Budget Owner):'. Further down, there is a large text area for 'Job Data Notes:' and a 'Remarks:' field at the bottom.

15. Select the **Entitlement of employee to Acting Allowance**.

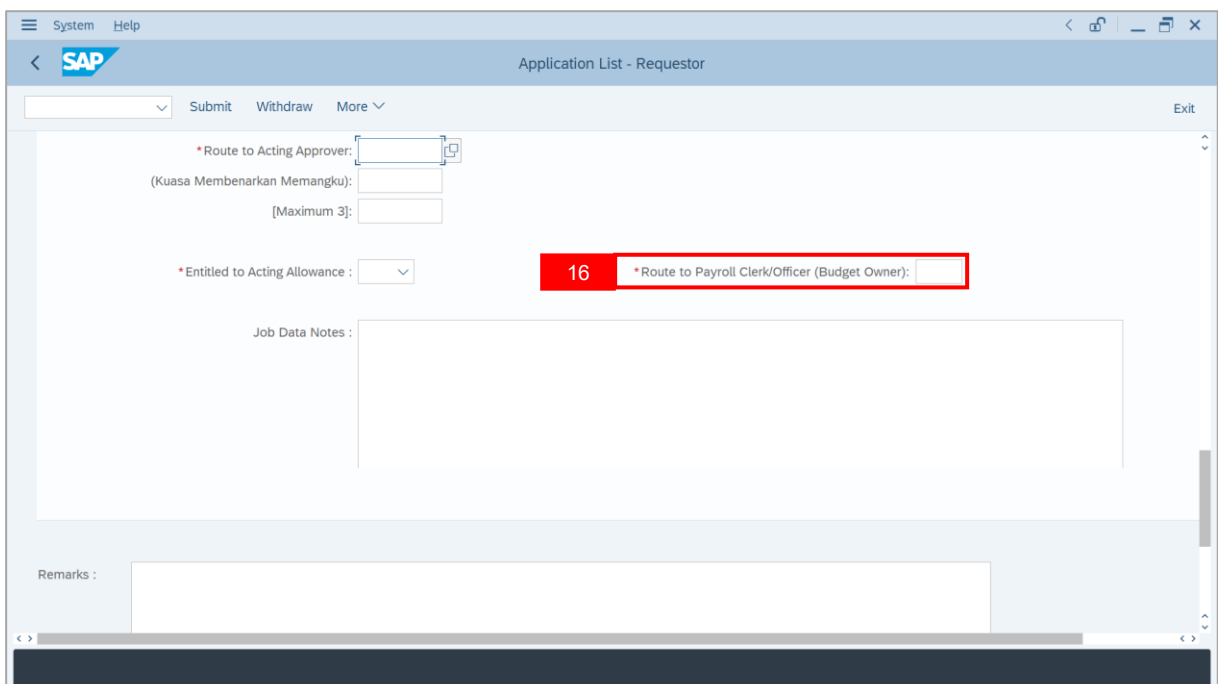
Note: 'Yes' means system will route allowance application to **Payroll Clerk and Officer**, while 'No' means system will not route allowance application and process is considered complete after approved by **Acting Approver (Kuasa Membenarkan Memangku)**.



The screenshot shows the SAP GUI interface for 'Application List - Requestor'. The top navigation bar includes 'System' and 'Help'. Below the title bar, there are buttons for 'Submit', 'Withdraw', and 'More'. The main content area contains several fields: 'Route to Acting Approver:' with a selection icon, '(Kuasa Membenarkan Memangku):', and '[Maximum 3]:'. A red box highlights the '*Entitled to Acting Allowance:' dropdown menu, with the number '15' next to it. To the right, there is a field for '*Route to Payroll Clerk/Officer (Budget Owner):'. Below these fields is a large text area for 'Job Data Notes:' and a 'Remarks:' field at the bottom.

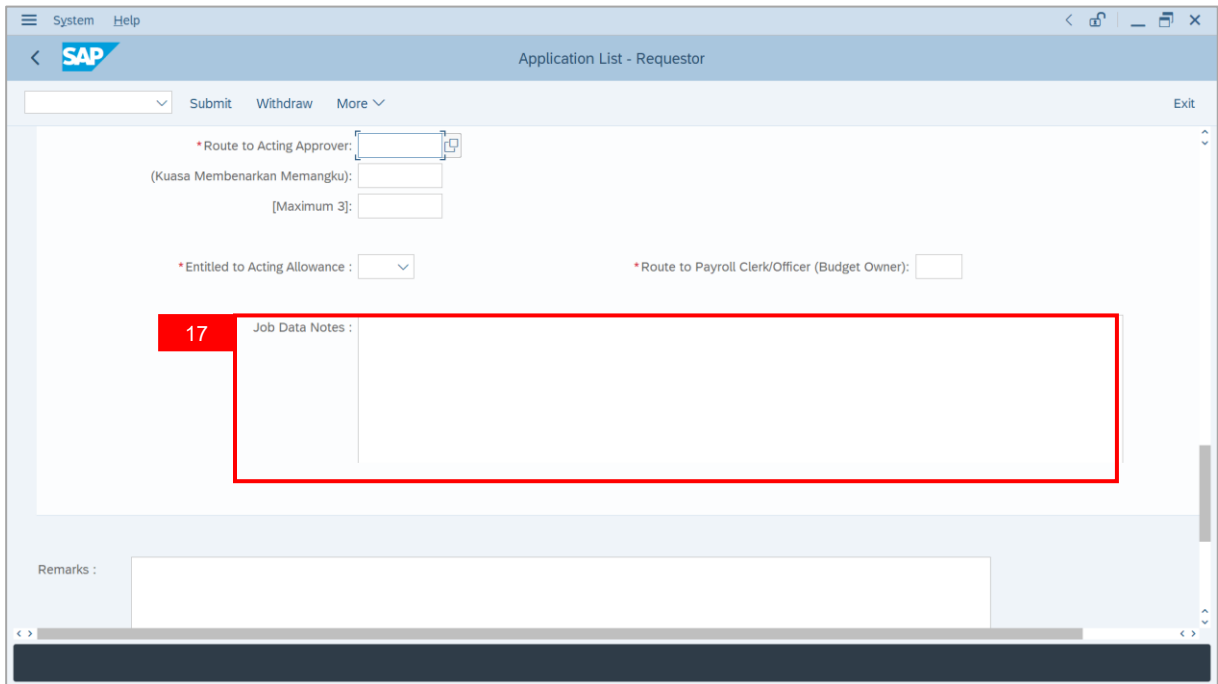
16. Select the **Subarea** which will pay acting allowance for the employee.

Note: The selected subarea will be routed for allowance verification and approval.



The screenshot shows the same SAP GUI interface as above. In this view, the '*Entitled to Acting Allowance:' dropdown is no longer highlighted. Instead, the '*Route to Payroll Clerk/Officer (Budget Owner):' field is highlighted with a red box, and the number '16' is placed next to it. The rest of the interface, including the 'Route to Acting Approver:' fields and 'Job Data Notes:' area, remains the same.

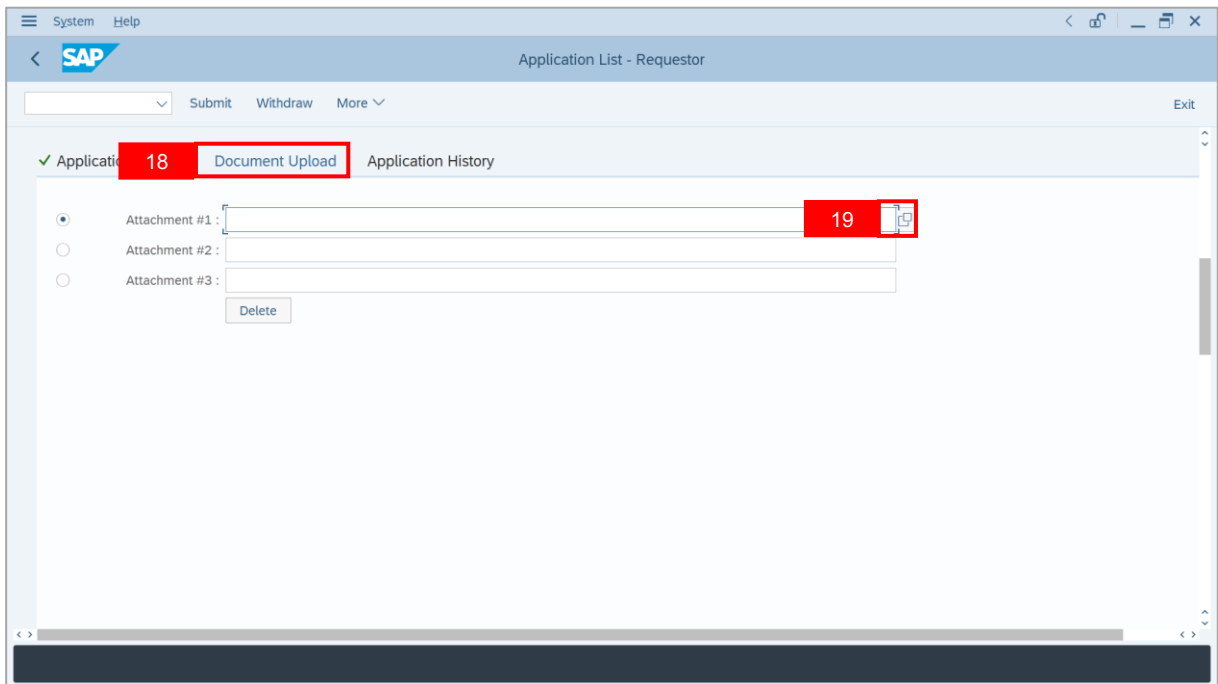
17. Enter **Job Data Notes** (Optional).



The screenshot shows the SAP 'Application List - Requestor' form. The 'Job Data Notes' field is highlighted with a red box and labeled with the number 17. Other fields include 'Route to Acting Approver', '(K kuasa Membenarkan Memangku)', '[Maximum 3]', '*Entitled to Acting Allowance', and '*Route to Payroll Clerk/Officer (Budget Owner)'. The 'Remarks' field is also visible at the bottom.

18. Navigate to **Document Upload** tab.

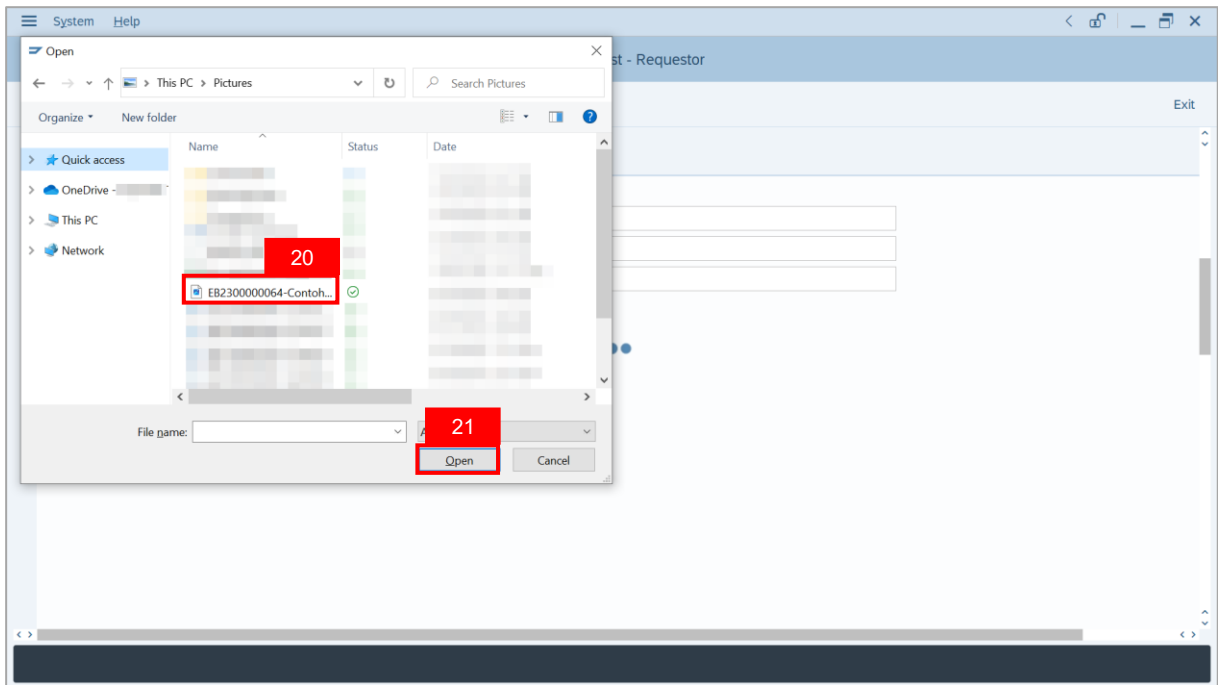
19. Click on **Lookup** icon to upload **Attachment**.



The screenshot shows the 'Document Upload' tab selected in the SAP 'Application List - Requestor' form. The 'Document Upload' tab is highlighted with a red box and labeled with the number 18. The 'Attachment #1' field is highlighted with a red box and labeled with the number 19, and a 'Lookup' icon is also highlighted with a red box. The 'Attachment #2' and 'Attachment #3' fields are also visible, along with a 'Delete' button.

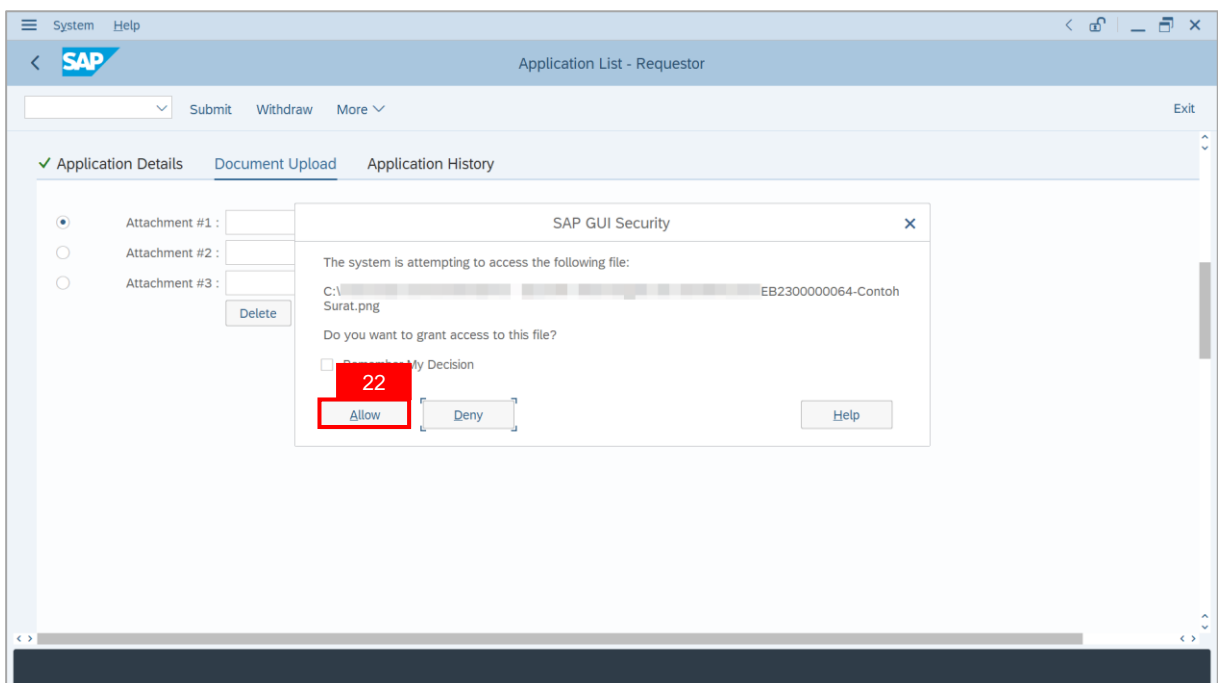
20. Select **File** to be uploaded.

21. Click on **Open** button.

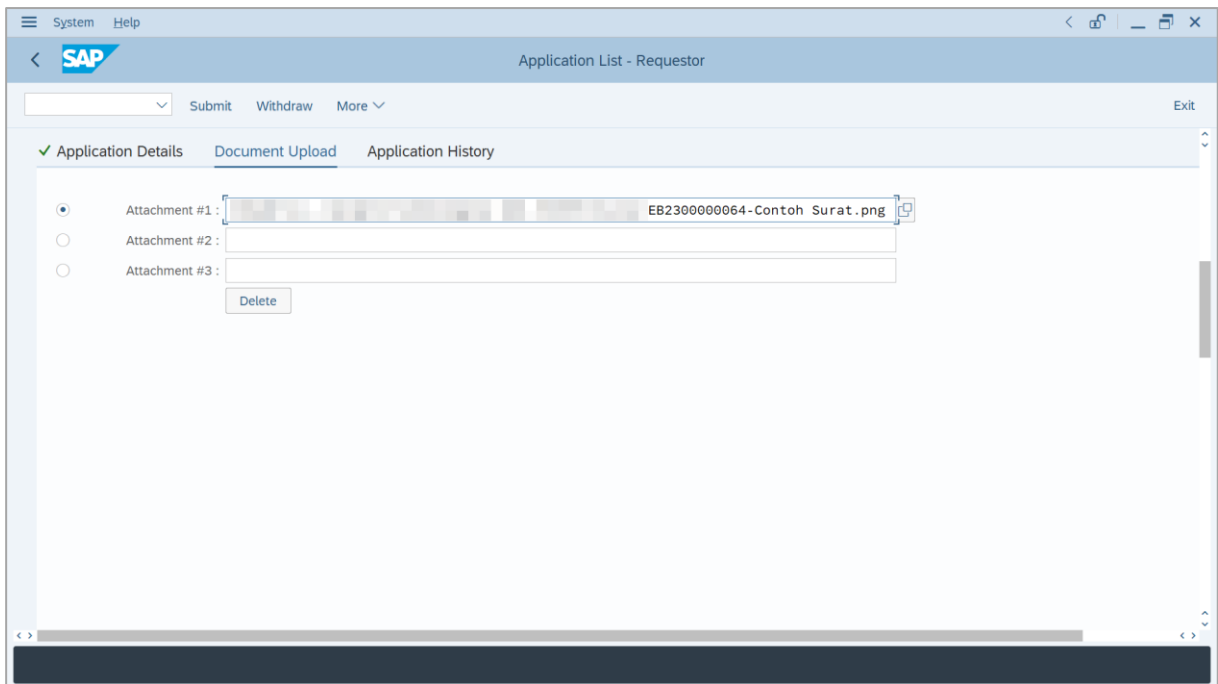


Note: The **SAP GUI Security** message will be displayed.

22. Click on **Allow** button.



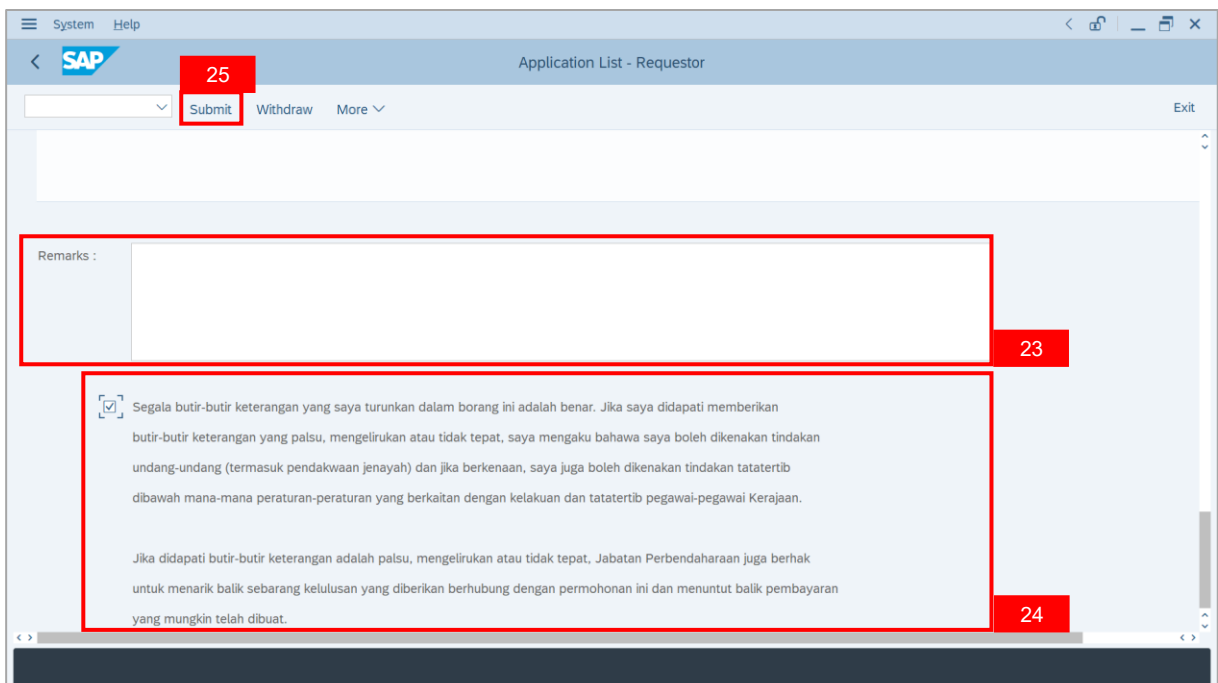
Note: The **File Attachment** has successfully been uploaded.



23. Enter the **Remarks** employee's application.

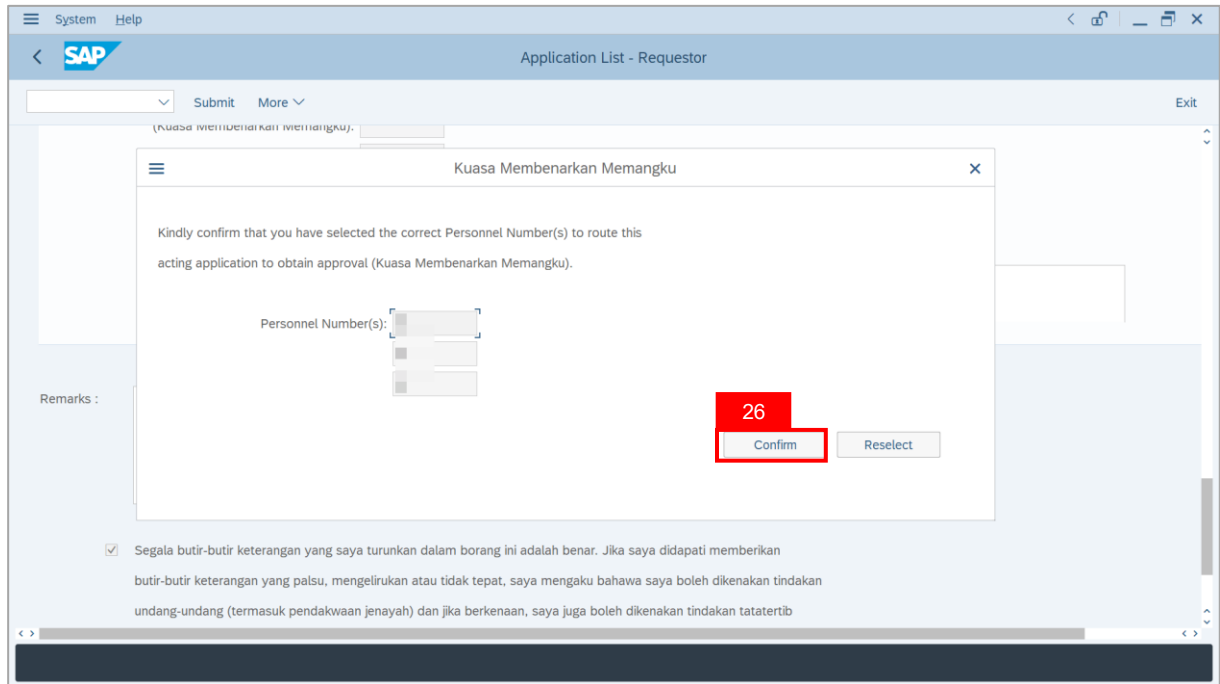
24. Tick on **Declaration** checkbox.

25. Click on **Submit** button.



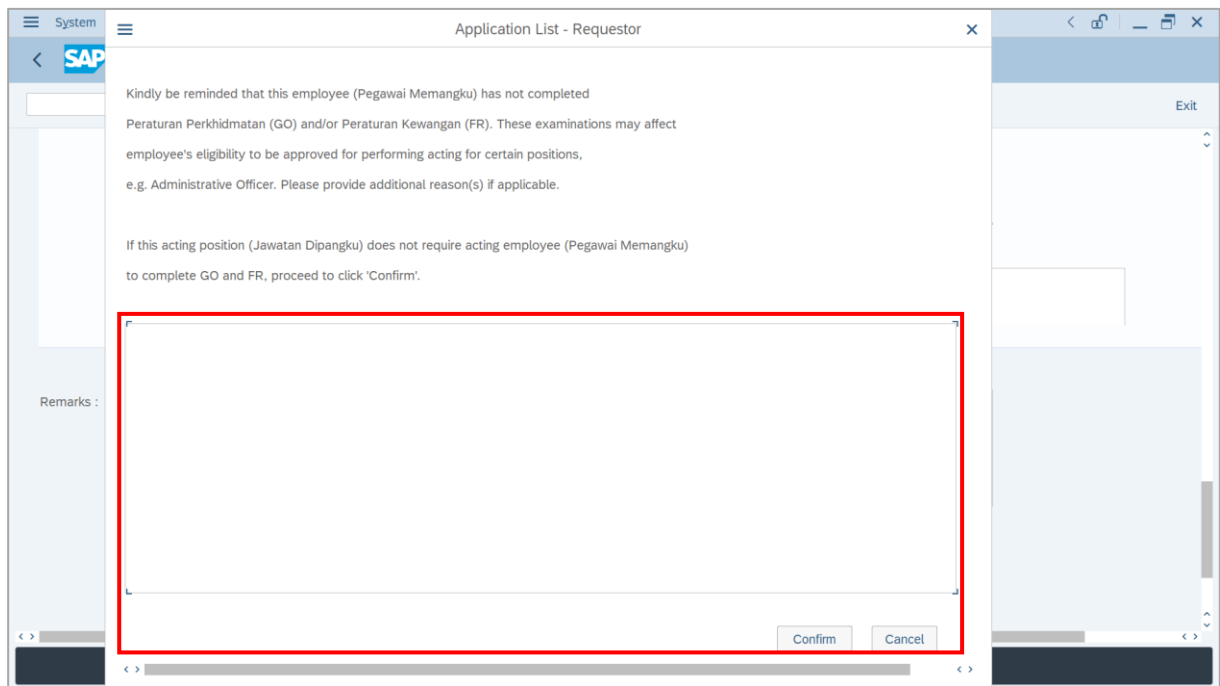
Note: The *Kuasa Membenarkan Memangku* page will be displayed. The selected Personnel Number may be reviewed before submitting the application.

26. Click **Confirm** button.



Note: If the employee has not completed **Peraturan Perkhidmatan** and/or **Peraturan Kewangan** examination, a pop-up message will appear.

- i) Type the **additional reasonings** on why the employee is supported for acting.
- ii) Type '**Not applicable**', if the position does not require completion of both examinations.
- iii) Click **Confirm** button.



System Application List - Requestor

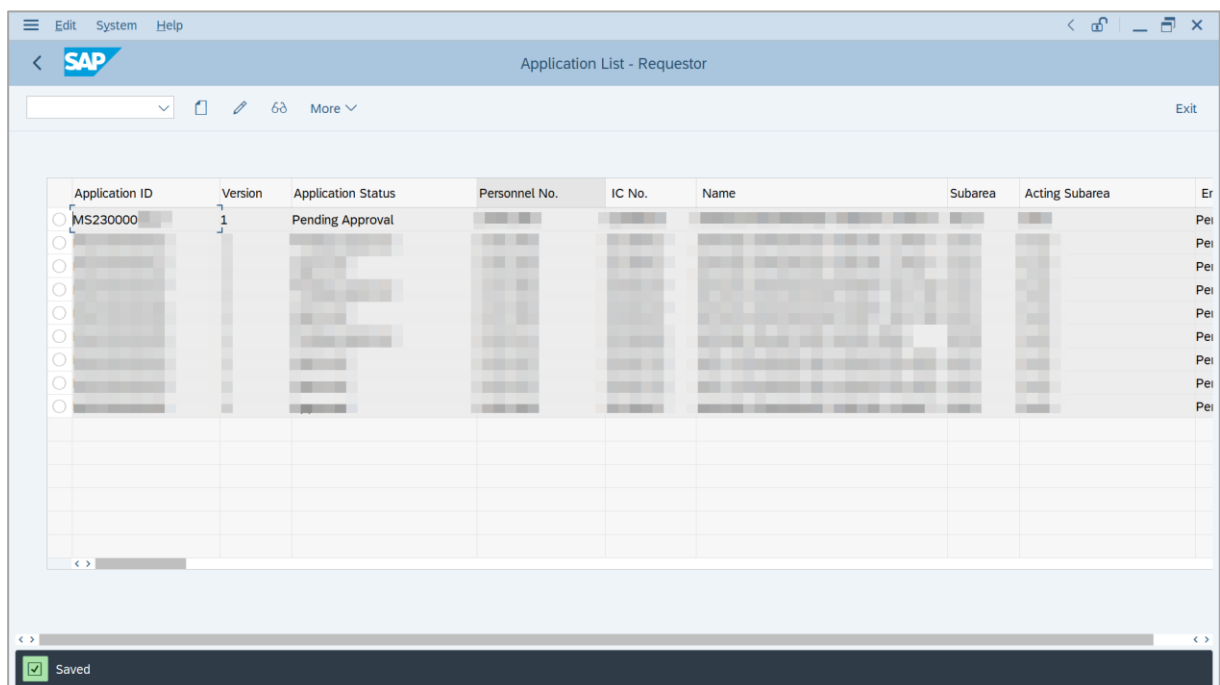
Kindly be reminded that this employee (Pegawai Memangku) has not completed Peraturan Perkhidmatan (GO) and/or Peraturan Kewangan (FR). These examinations may affect employee's eligibility to be approved for performing acting for certain positions, e.g. Administrative Officer. Please provide additional reason(s) if applicable.

If this acting position (Jawatan Dipangku) does not require acting employee (Pegawai Memangku) to complete GO and FR, proceed to click 'Confirm'.

Remarks :

Confirm Cancel

Outcome: The **Application** has successfully been submitted to **Acting Approver**.



Application List - Requestor

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
MS230000	1	Pending Approval						Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei
								Pei

Saved

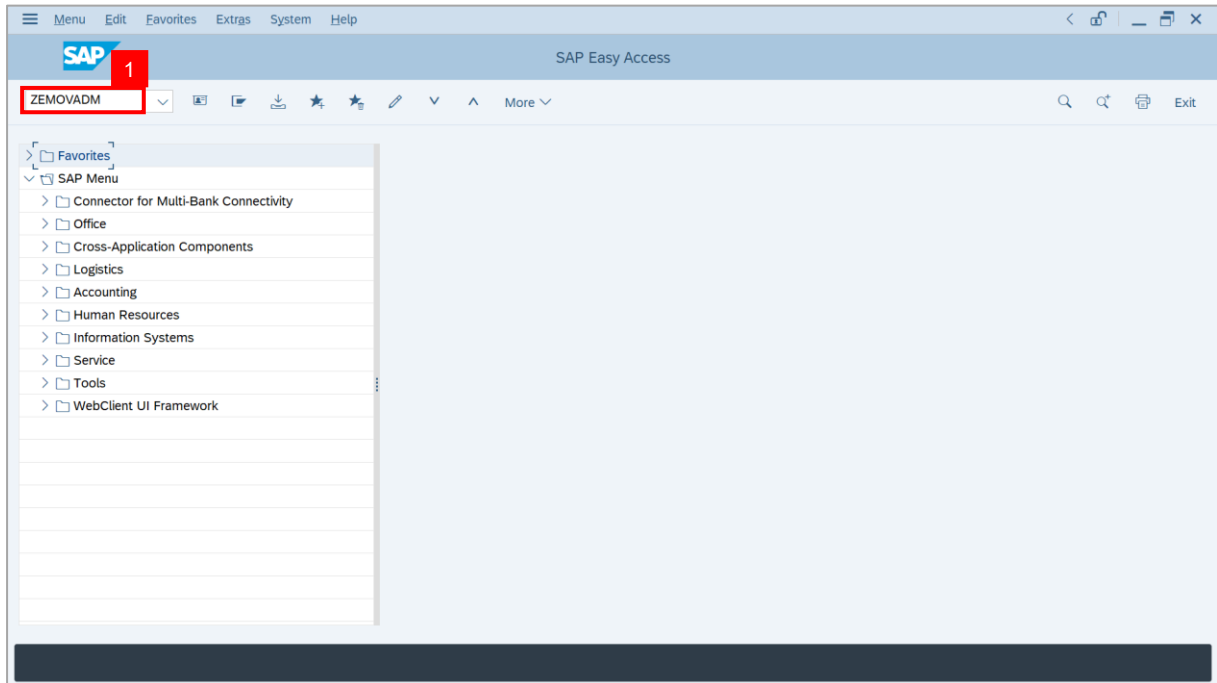
WITHDRAW REWORKED APPLICATION

Backend User

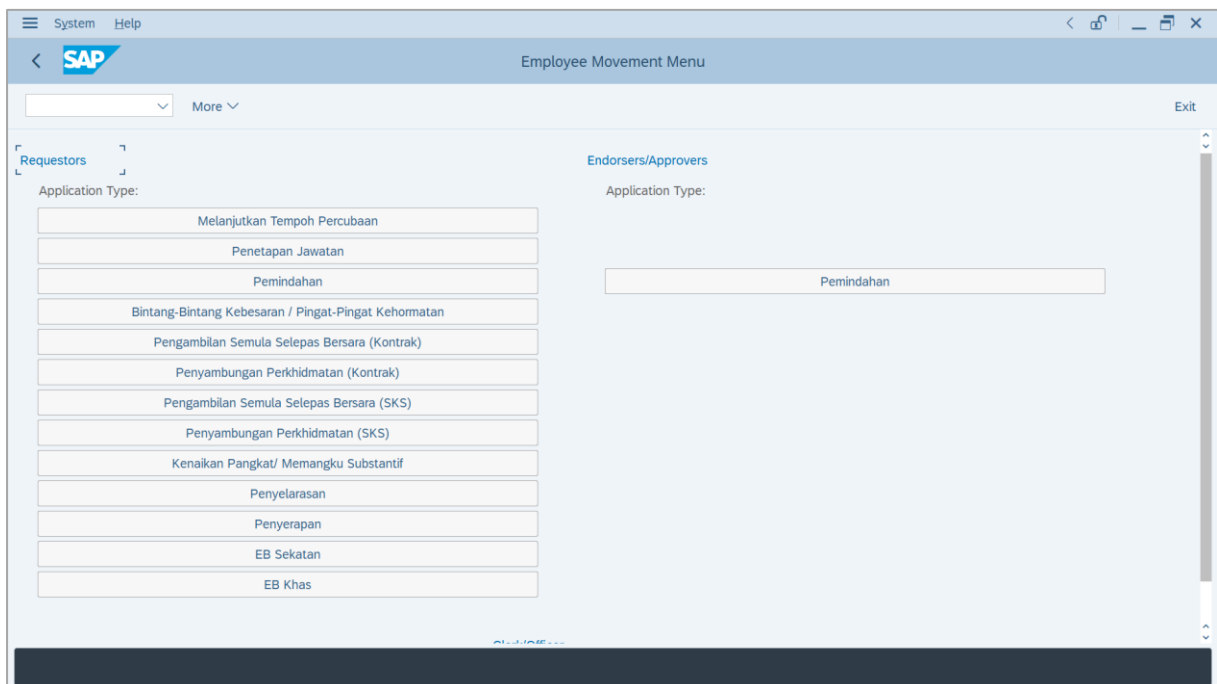
Ketua Bahagian

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

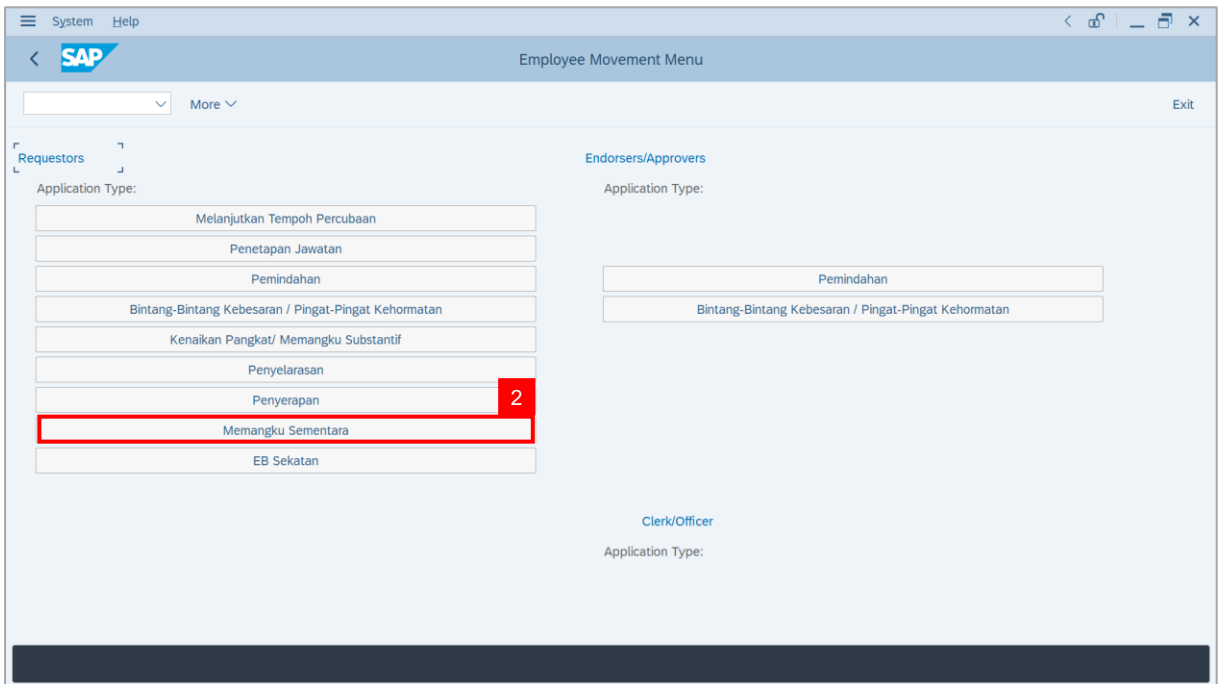
1. Enter **ZEMOVADM** in the search bar.



Note: Employee Movement Menu page will be displayed.

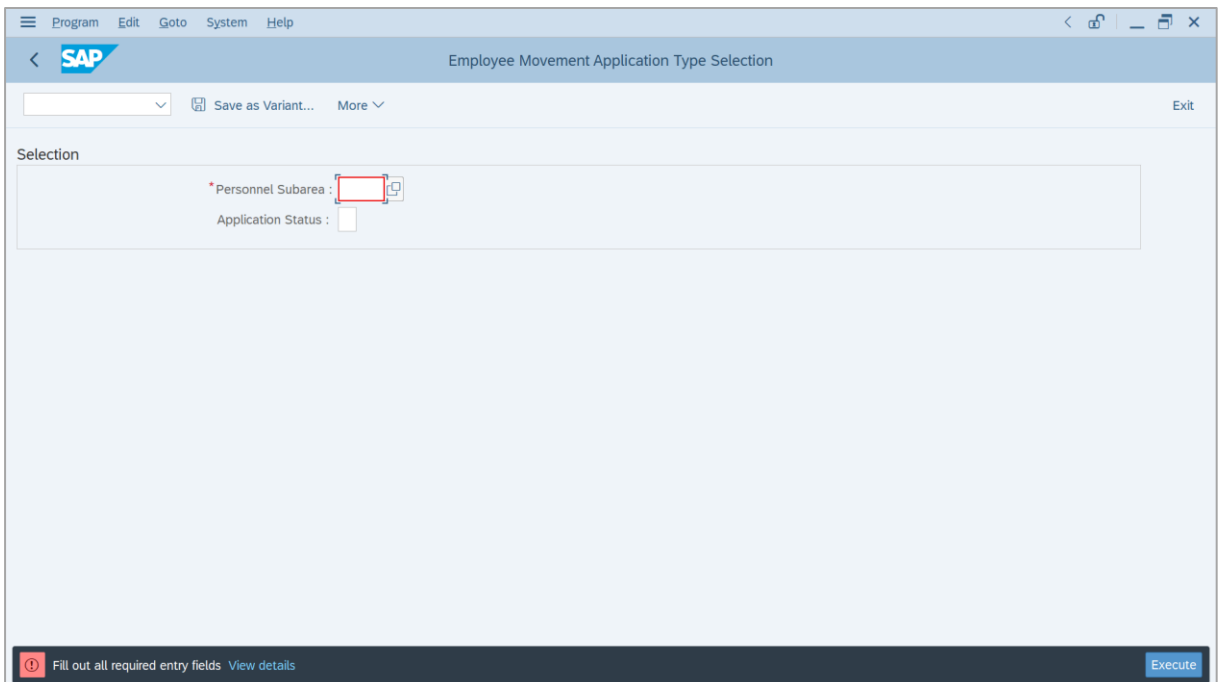


2. Under **Requestors: Application Type**, click on **Memangku Sementara**.



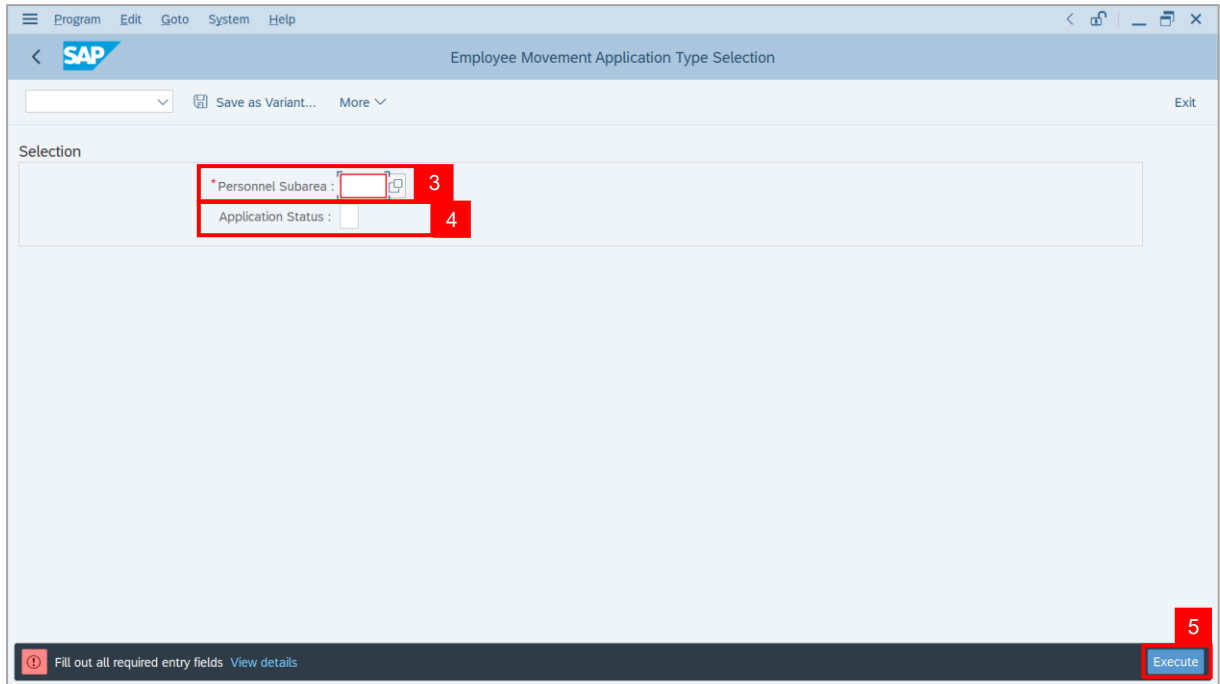
The screenshot shows the SAP Employee Movement Menu interface. The 'Requestors' section is expanded, showing a list of application types. The 'Memangku Sementara' option is highlighted with a red box and a red '2' next to it. Other options include 'Melanjutkan Tempoh Percubaan', 'Penetapan Jawatan', 'Pemindahan', 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan', 'Kenaikan Pangkat/ Memangku Substantif', 'Penyelarasan', 'Penyerapan', and 'EB Sekatan'. The 'Endorsers/Approvers' section is also visible, with options for 'Pemindahan' and 'Bintang-Bintang Kebesaran / Pingat-Pingat Kehormatan'. The 'Clerk/Officer' section is currently empty.

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



The screenshot shows the SAP Employee Movement Application Type Selection page. The 'Selection' section is visible, with a red box highlighting the 'Personnel Subarea' field. The 'Application Status' field is also visible. The 'Execute' button is located at the bottom right of the page. A message at the bottom left states: 'Fill out all required entry fields View details'.

3. Enter **Personnel Subarea**.
4. Enter **Application Status** (Optional).
5. Click on **Execute** button.



Employee Movement Application Type Selection

Selection

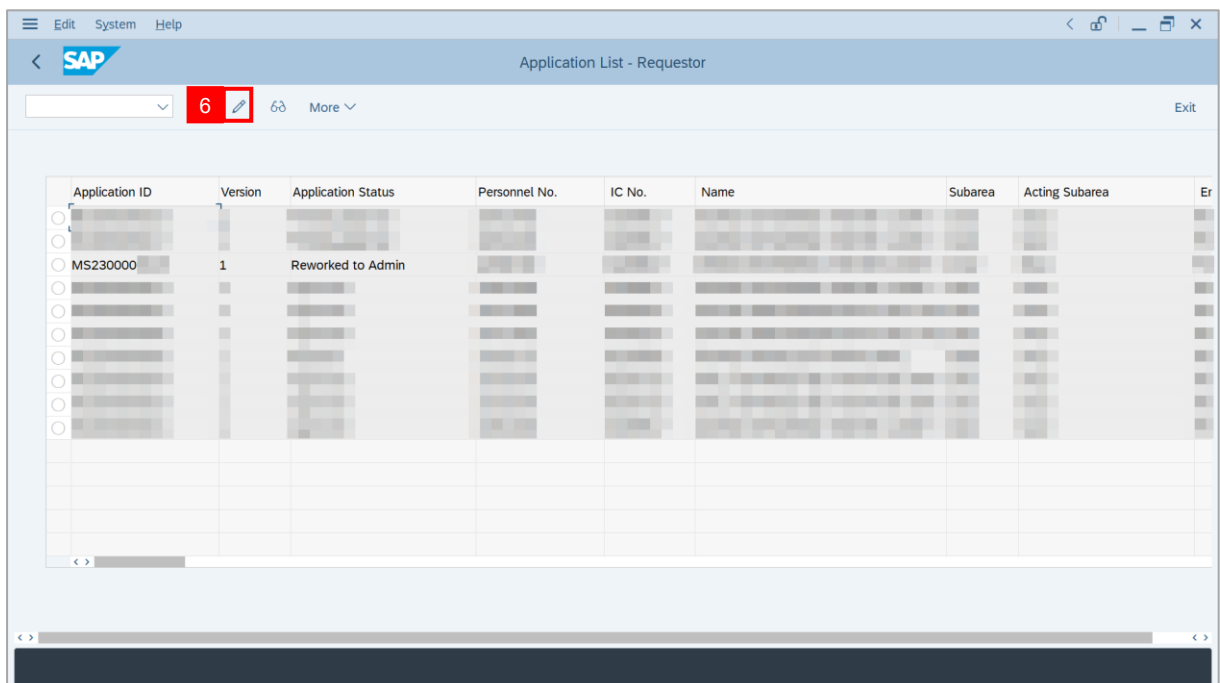
*Personnel Subarea : 3

Application Status : 4

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

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

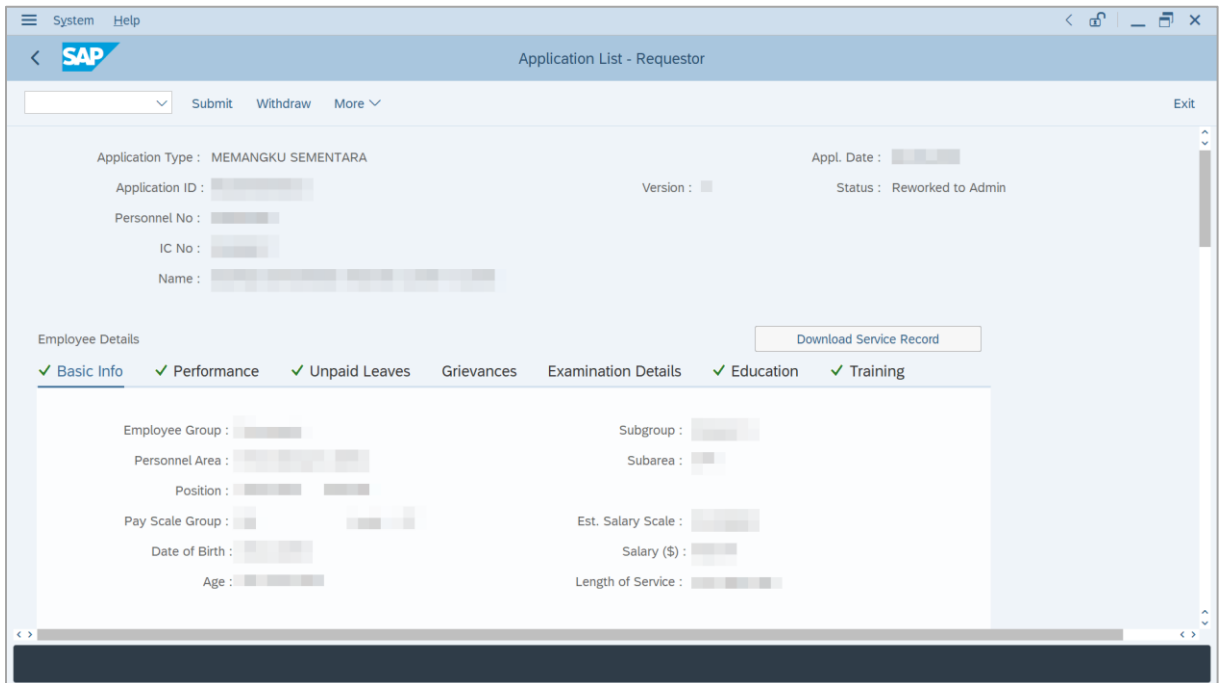
6. Select the application with **'Reworked to Admin'** status and click on **Change** icon.



Application List - Requestor

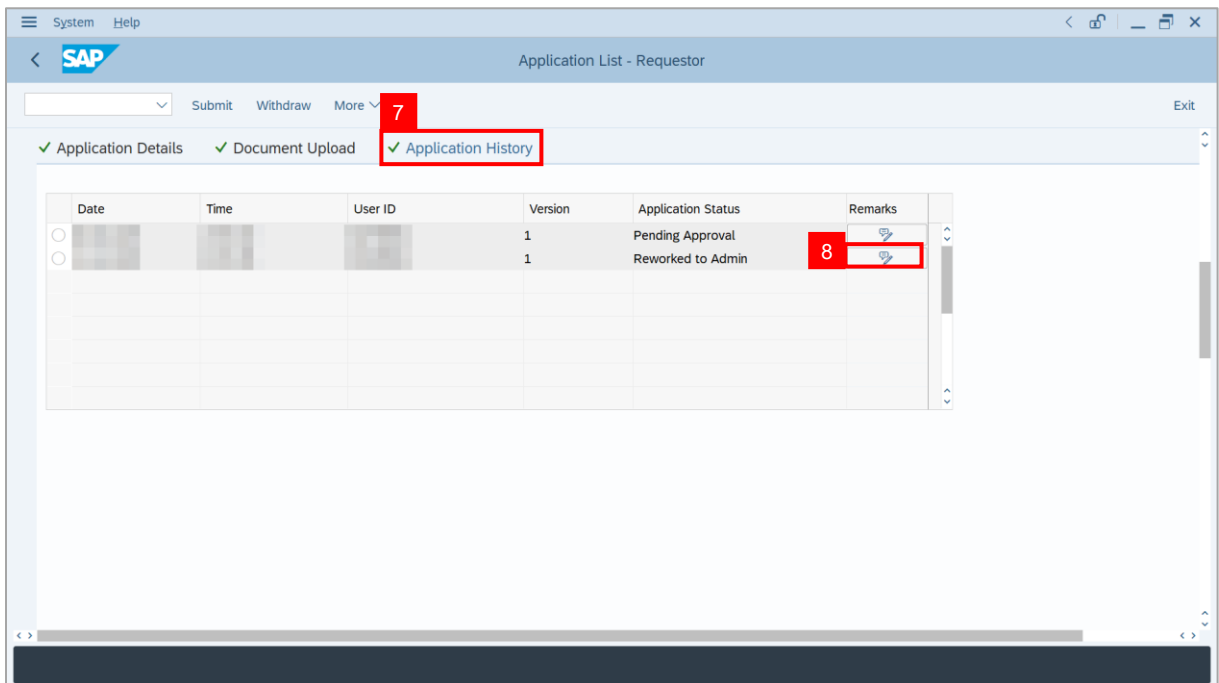
Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
MS230000	1	Reworked to Admin						

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



7. Navigate to **Application History** tab.

8. Click on **Remarks** button to view any comments made by **Ketua Jabatan**.



9. Enter the **Remarks** for why the application is withdrawn.

10. Tick on **Declaration** checkbox.

11. Click on **Withdraw** button.

System Help

SAP Application List - Requestor

Submit Withdraw More Exit

Remarks :

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tindakan undang-undang (termasuk pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib dibawah mana-mana peraturan-peraturan yang berkaitan dengan kelakuan dan tatatertib pegawai-pegawai Kerajaan.

Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Perbendaharaan juga berhak untuk menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

11

9

10

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

Edit System Help

SAP Application List - Requestor

More Exit

Application ID	Version	Application Status	Personnel No.	IC No.	Name	Subarea	Acting Subarea	Er
MS230000	1	Withdrawn						Per
								Per
								Per
								Per
								Per
								Per
								Per
								Per
								Per

Saved

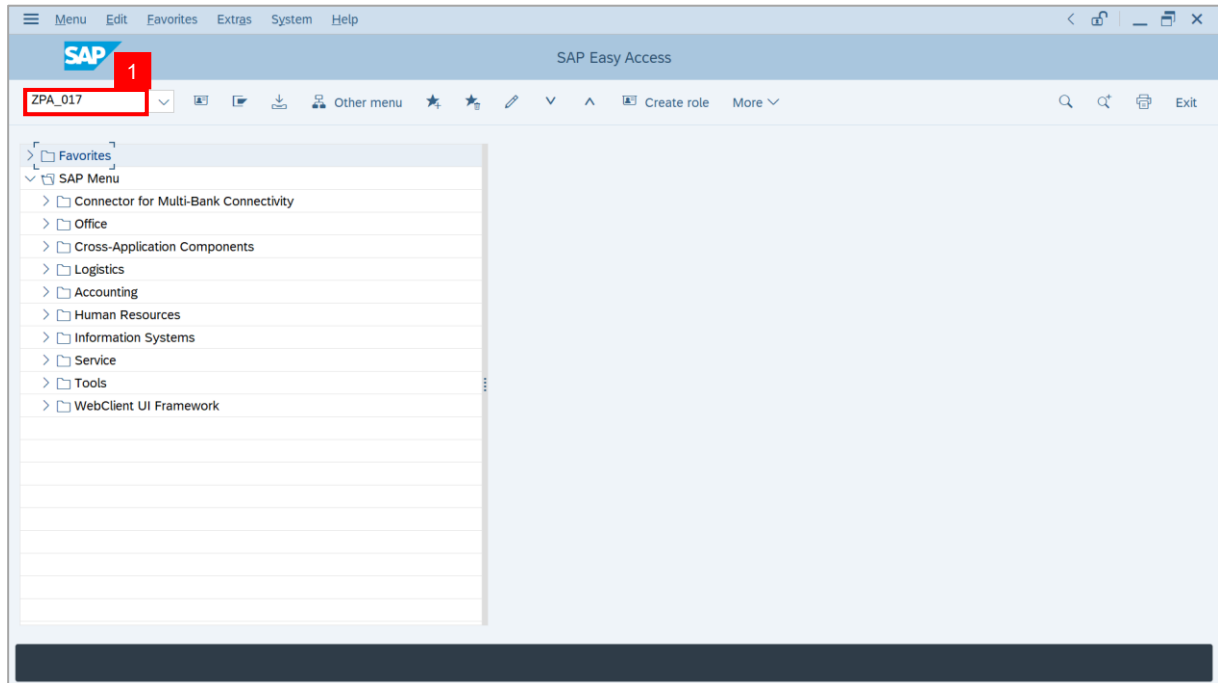
**TEMPORARY ACTING
APPLICATION REPORT**

Backend User

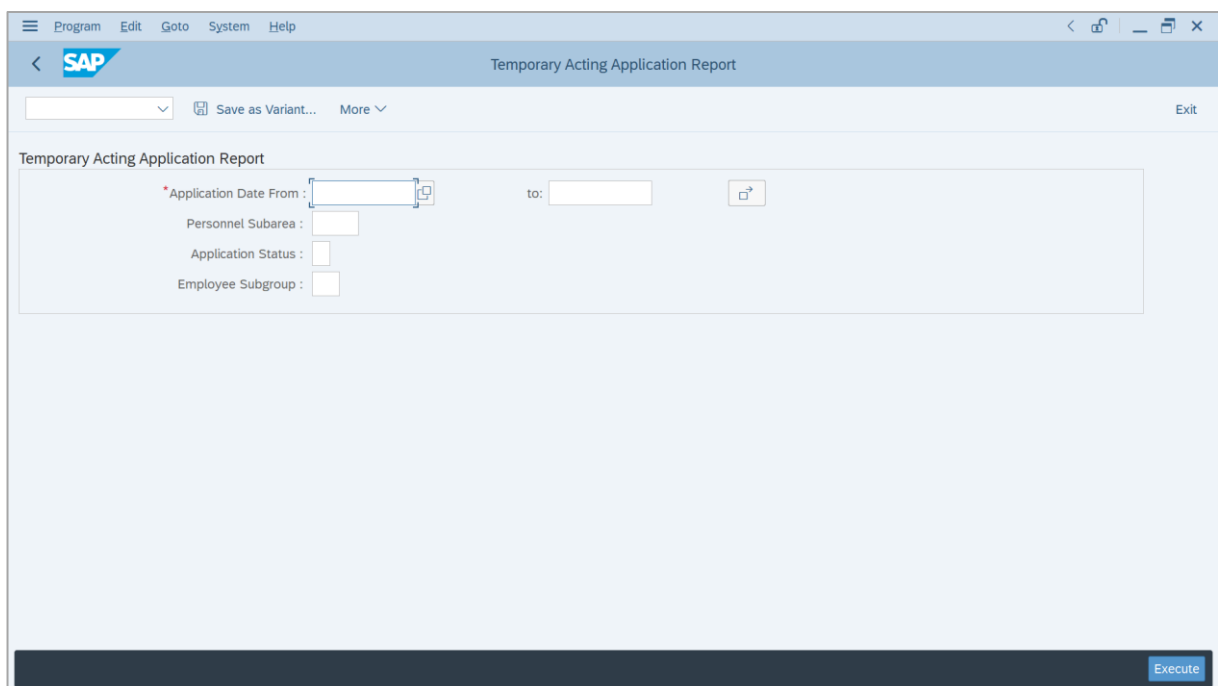
Ketua Bahagian

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

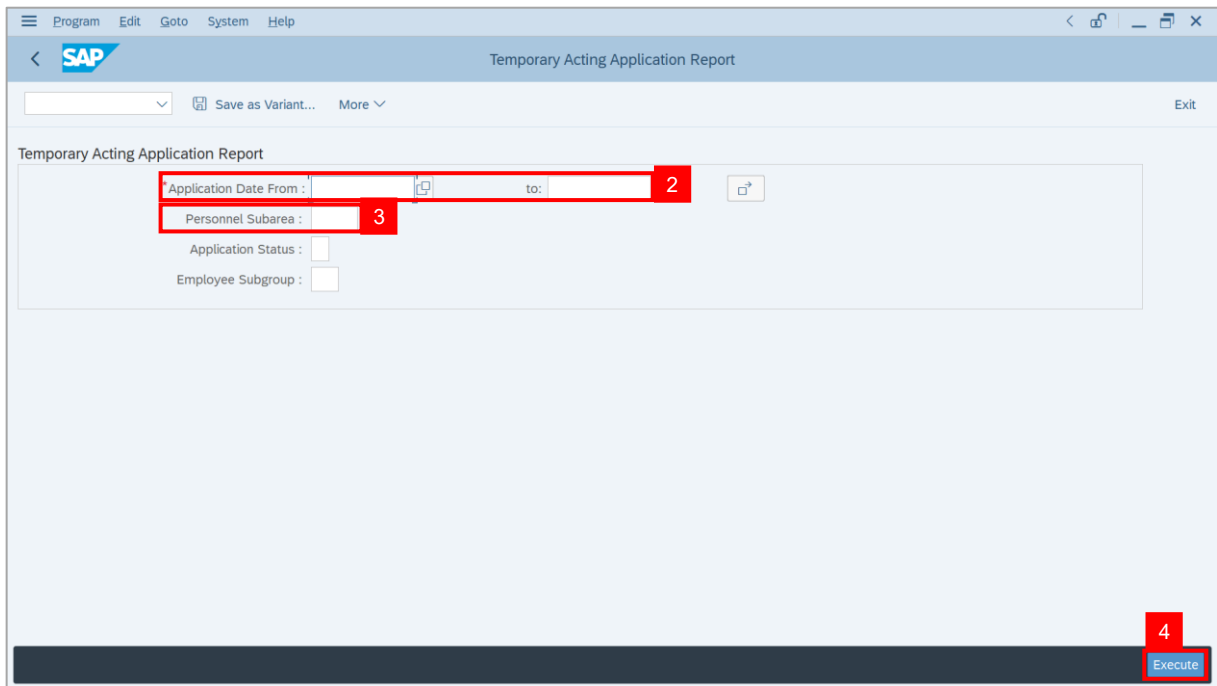
1. Enter **ZPA_017** in the search bar.



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

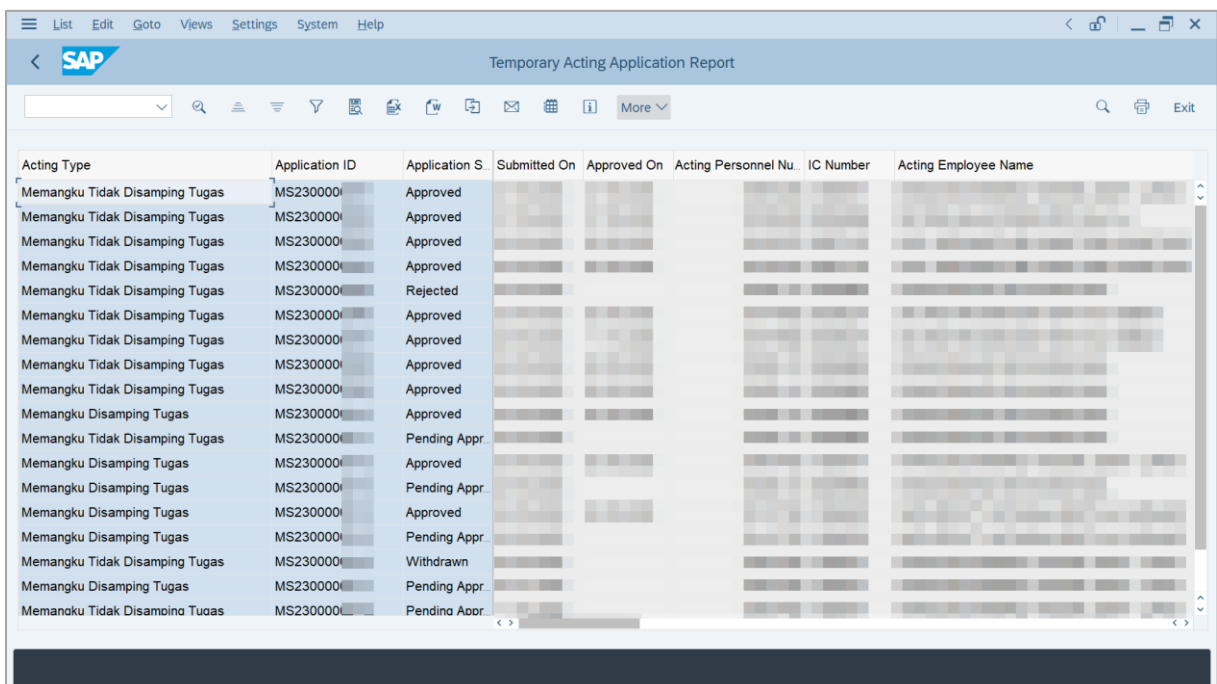


2. Enter **Application Date** of Temporary Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Click on **Execute** button.



The screenshot shows the SAP 'Temporary Acting Application Report' form. The form includes fields for 'Application Date From', 'Personnel Subarea', 'Application Status', and 'Employee Subgroup'. A red box labeled '2' highlights the 'Application Date From' field. A red box labeled '3' highlights the 'Personnel Subarea' field. A red box labeled '4' highlights the 'Execute' button at the bottom right of the form.

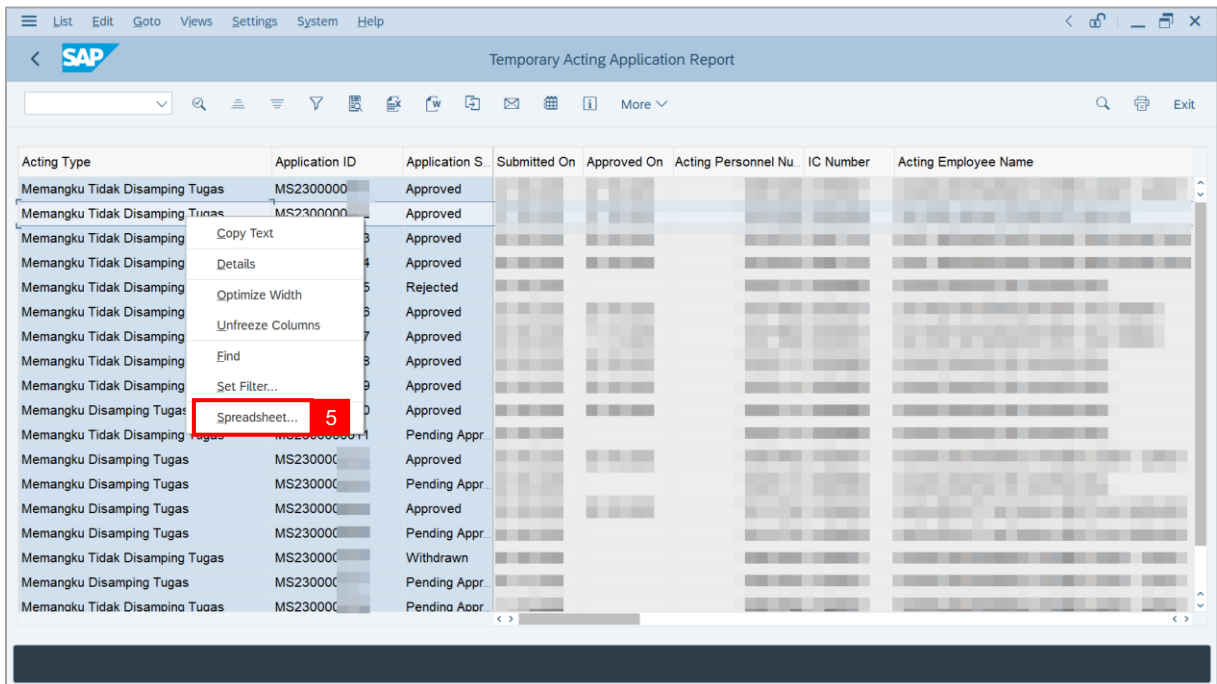
Note: The **Temporary Application Report** page will be displayed.



The screenshot shows the SAP 'Temporary Acting Application Report' table. The table has the following columns: Acting Type, Application ID, Application S, Submitted On, Approved On, Acting Personnel Nu., IC Number, and Acting Employee Name. The table contains 18 rows of data.

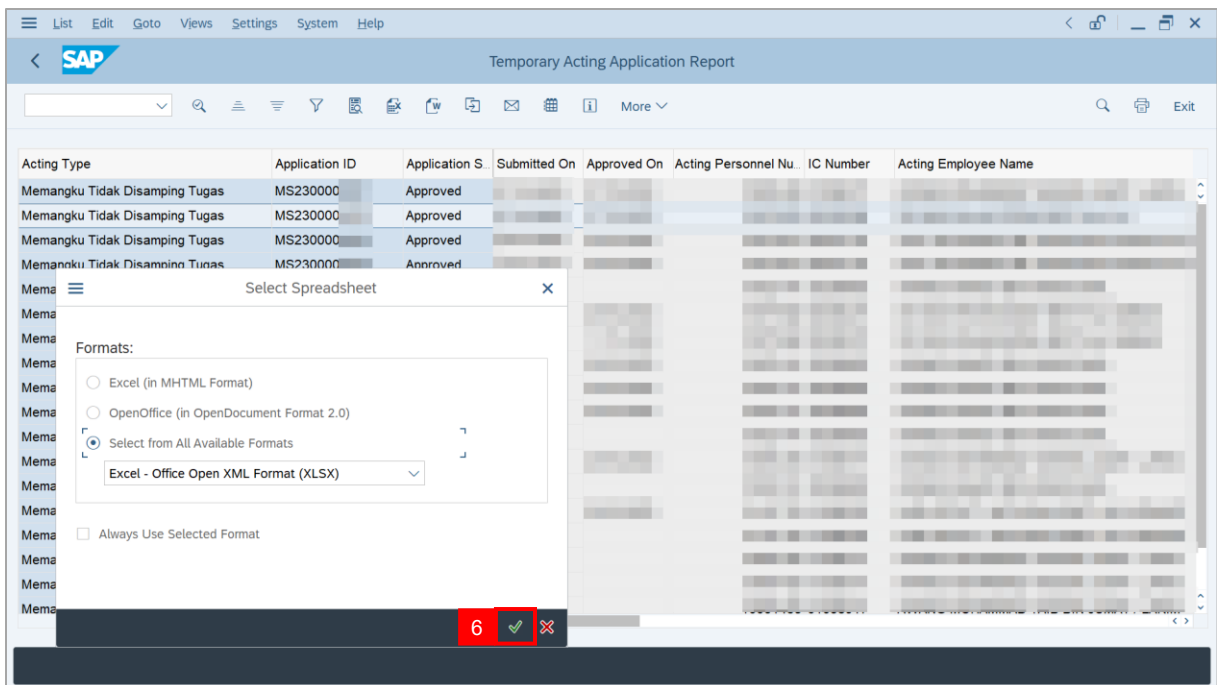
Acting Type	Application ID	Application S	Submitted On	Approved On	Acting Personnel Nu.	IC Number	Acting Employee Name
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping Tugas	MS2300000	Approved					
Memangku Tidak Disamping 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'**.

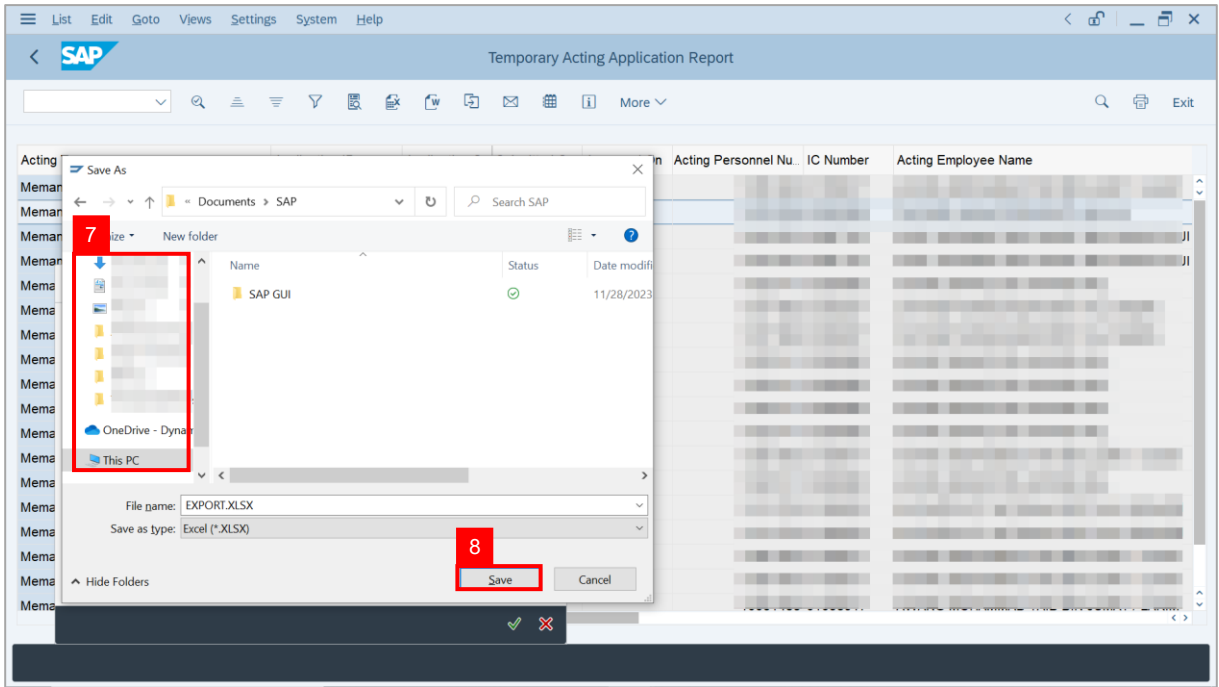


Note: The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.

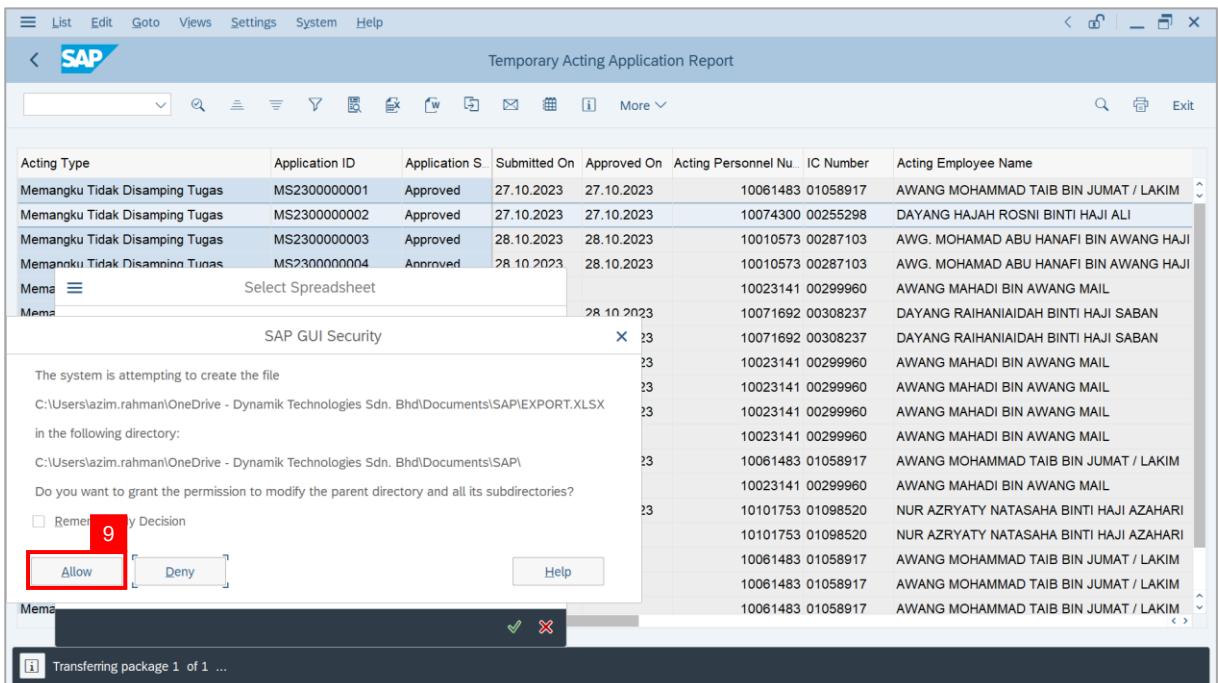


7. Select **File Location**.
8. Click on **Save** button.

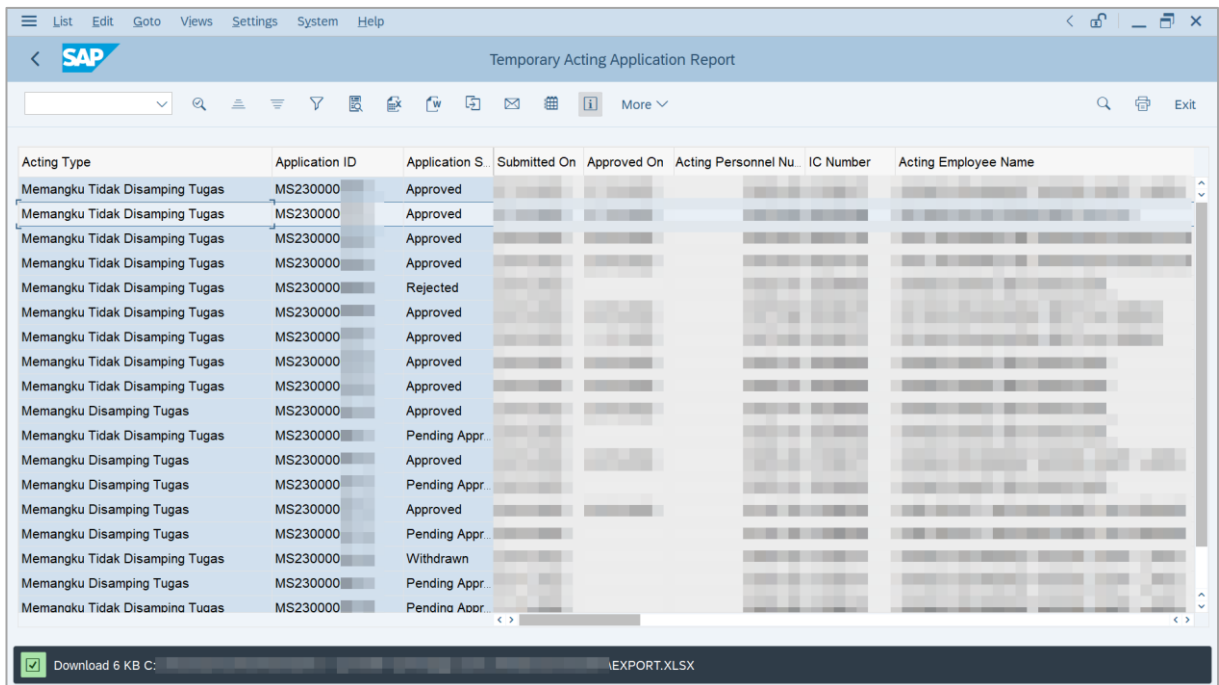


Note: The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



The screenshot displays the SAP GUI interface for the 'Temporary Acting Application Report'. The table contains the following data:

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...					
Memanaku Tidak Disamping Tugas	MS230000	Pending Aboor...					

At the bottom of the screenshot, there is a download button with a checkmark and the text 'Download 6 KB C...' and an 'EXPORT.XLSX' button.