



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**For Department Payroll Officer**

**Backend (SAP GUI)**

**Employee Movement (PA):**

**Temporary Acting**

VERSION: 1.0

## INTRODUCTION

This user guide acts as a reference for **Department Payroll Officer (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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

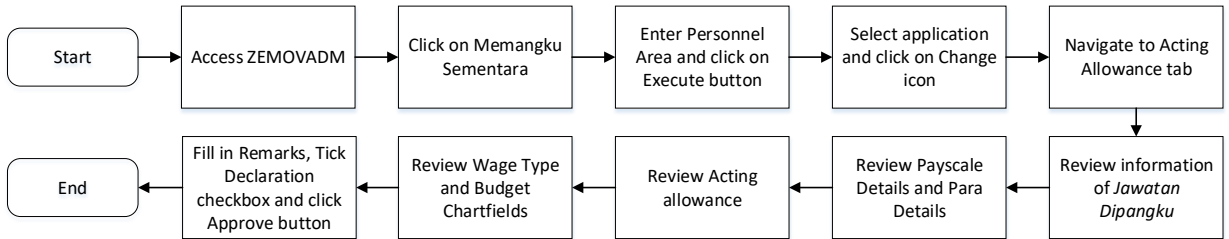


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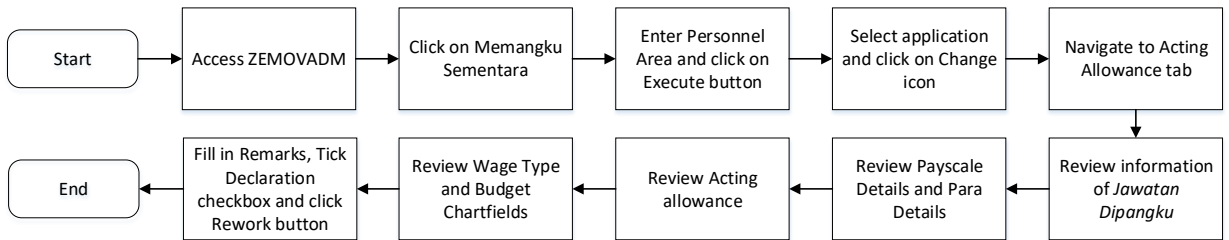
Topics	Page
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Process Overview	<a href="#">4</a>
<b>Maintain Application (Department Payroll Officer)</b>	
Approve Application	<a href="#">5</a>
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## Process Overview

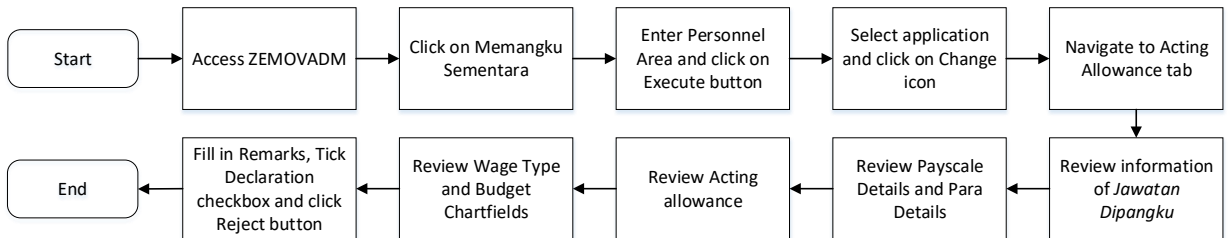
### Approve Application



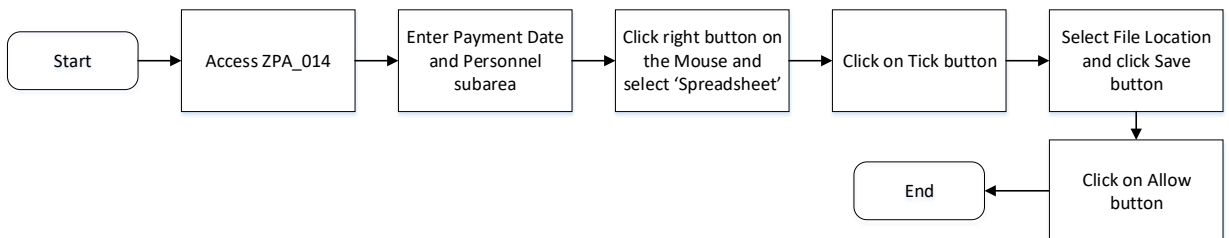
### Rework Application to Department Payroll Clerk



### Reject Application



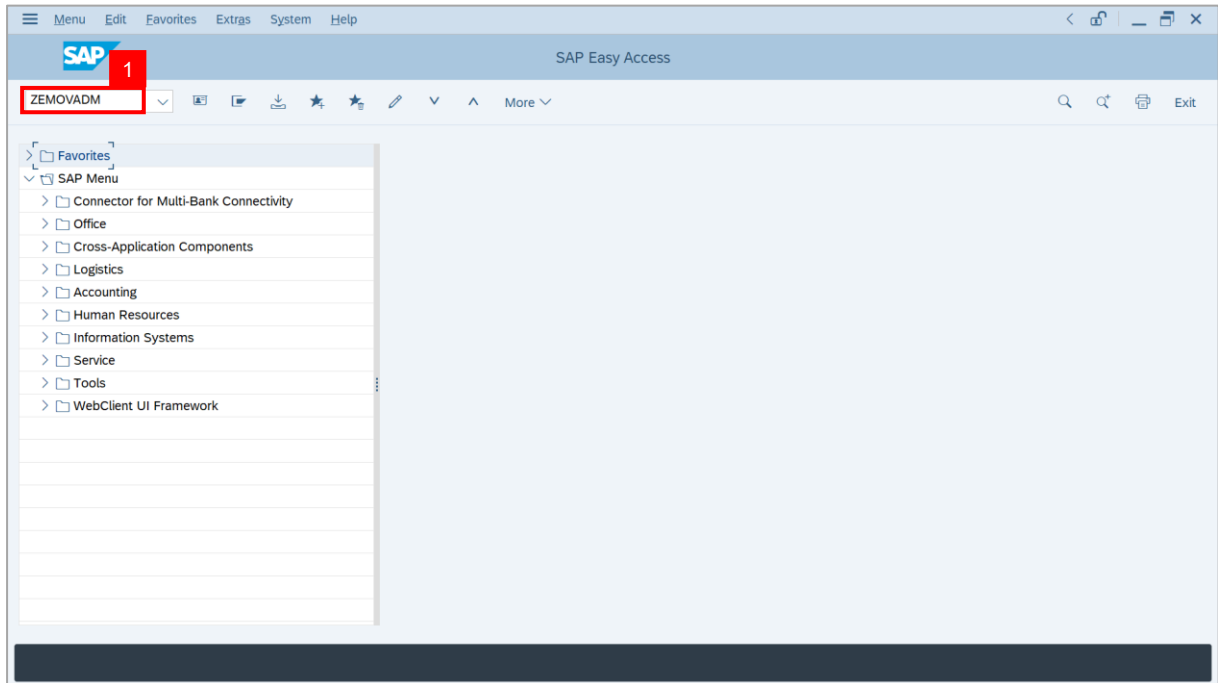
### Temporary Acting Allowance Report



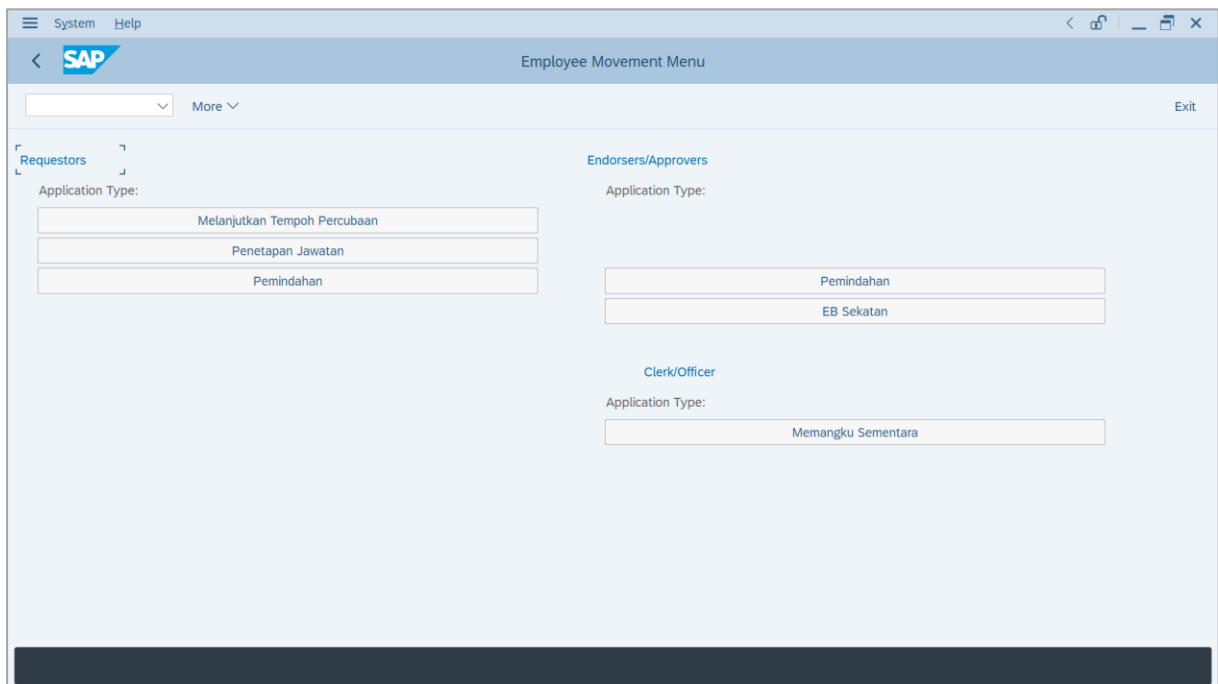
<b>APPROVE APPLICATION</b>	<b>Backend User</b>
	Department Payroll Officer

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

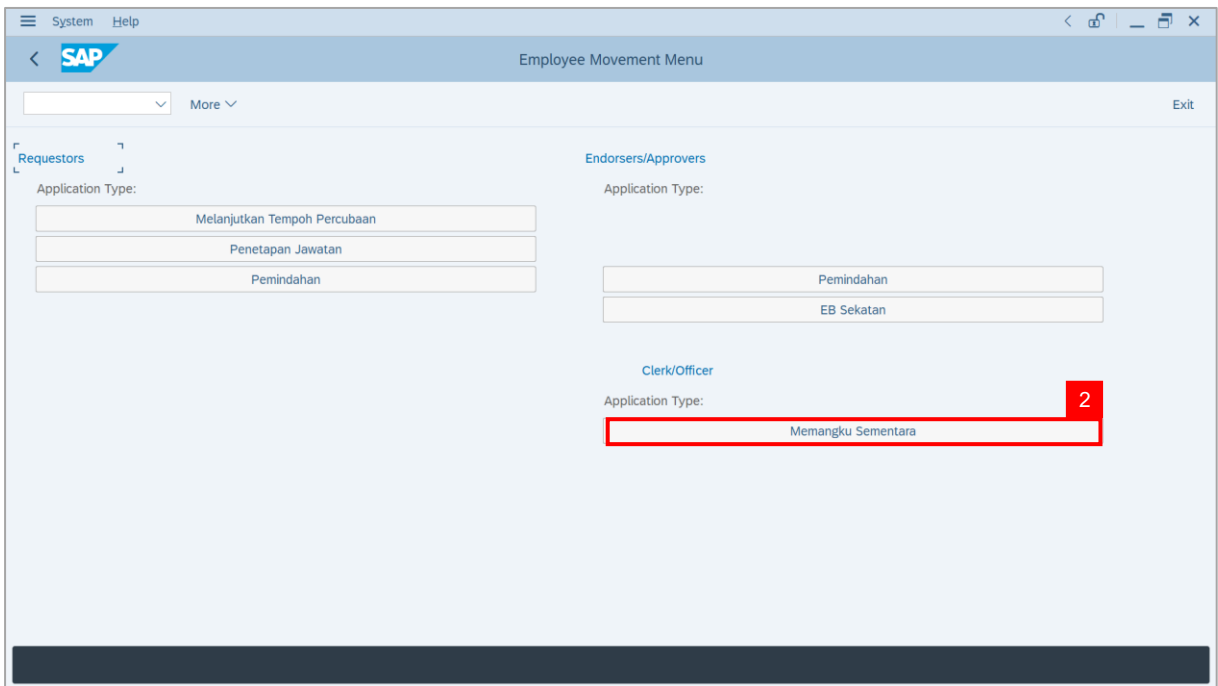
1. Enter **ZEMOVADM** in the search bar.



**Note: Employee Movement Menu** page will be displayed.

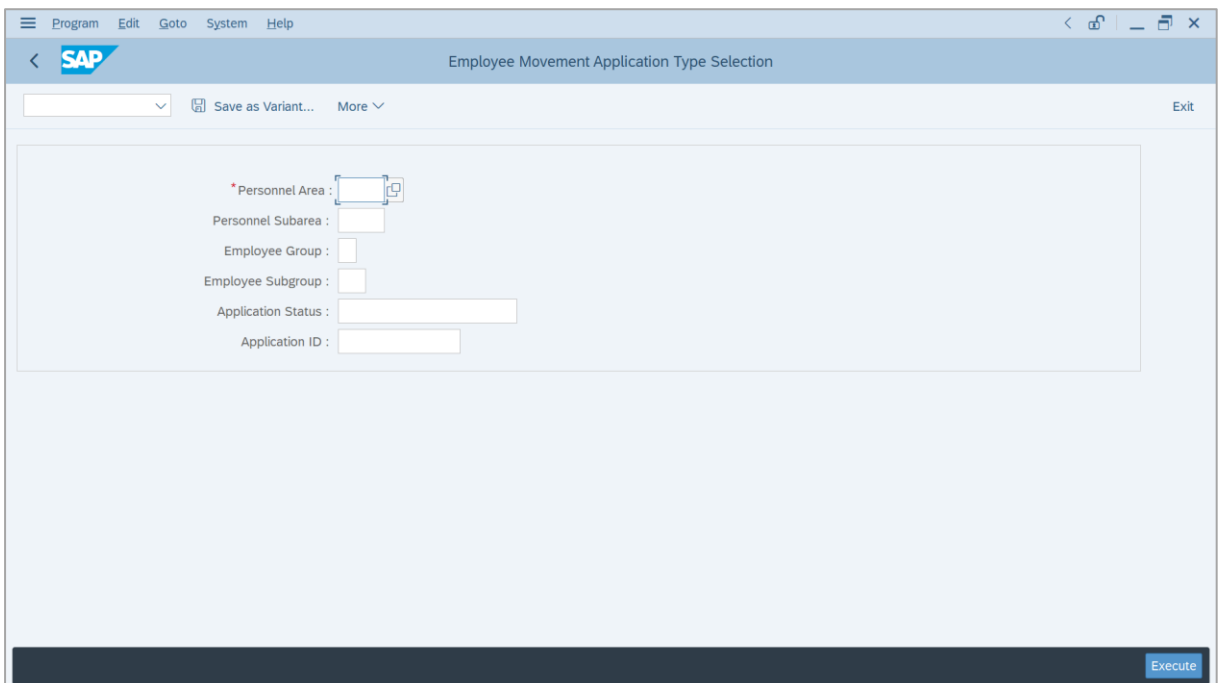


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



The screenshot shows the SAP Employee Movement Menu interface. It is divided into two main sections: Requestors and Endorsers/Approvers. Under Requestors, there are three application types: Melanjutkan Tempoh Percubaan, Penetapan Jawatan, and Pemindahan. Under Endorsers/Approvers, there are two application types: Pemindahan and EB Sekatan. Below these, there is a section for Clerk/Officer with an Application Type dropdown menu. The option 'Memangku Sementara' is highlighted with a red box and a red '2' in the top right corner of the box.

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



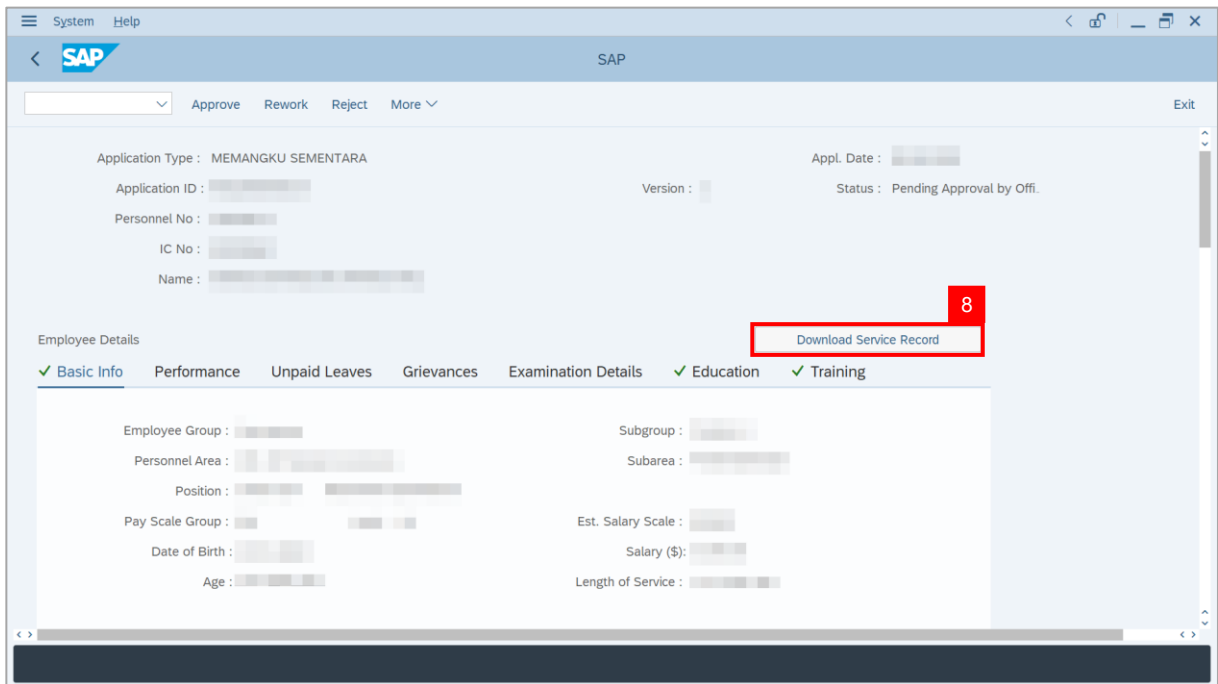
The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown. The main area contains several input fields: Personnel Area (with a selection icon), Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.





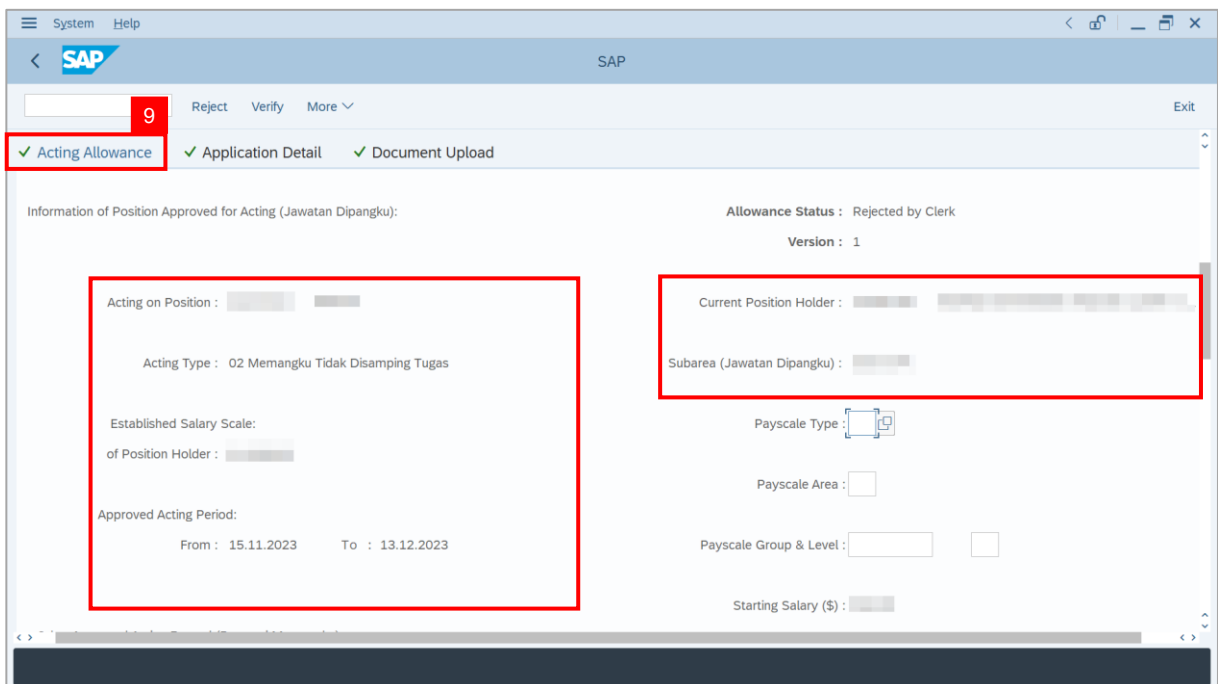


8. Click on **Download Service Record** button to download employee's service record.



9. Navigate to **Acting Allowance** tab.

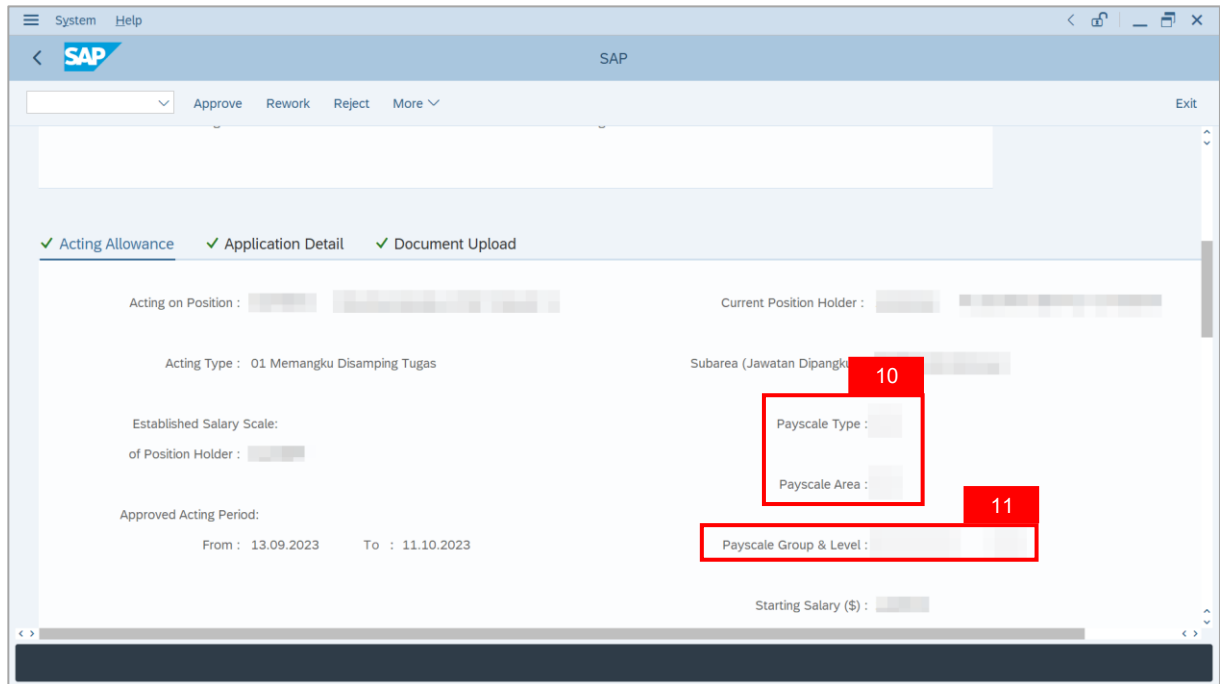
**Note: Department Payroll Officer** may review the details under **Information of Position Approved for Acting (Jawatan Dipangku)**.



10. Review **Payscale Type** and **Payscale Area**.

11. Review **Payscale Group** and **Payscale Level**.

**Note:** This is the starting salary of the position being acted on (which acting allowance should be calculated based on).



Acting on Position : [Redacted] Current Position Holder : [Redacted]

Acting Type : 01 Memangku Disamping Tugas Subarea (Jawatan Dipangku) : 10

Established Salary Scale:  
of Position Holder : [Redacted]

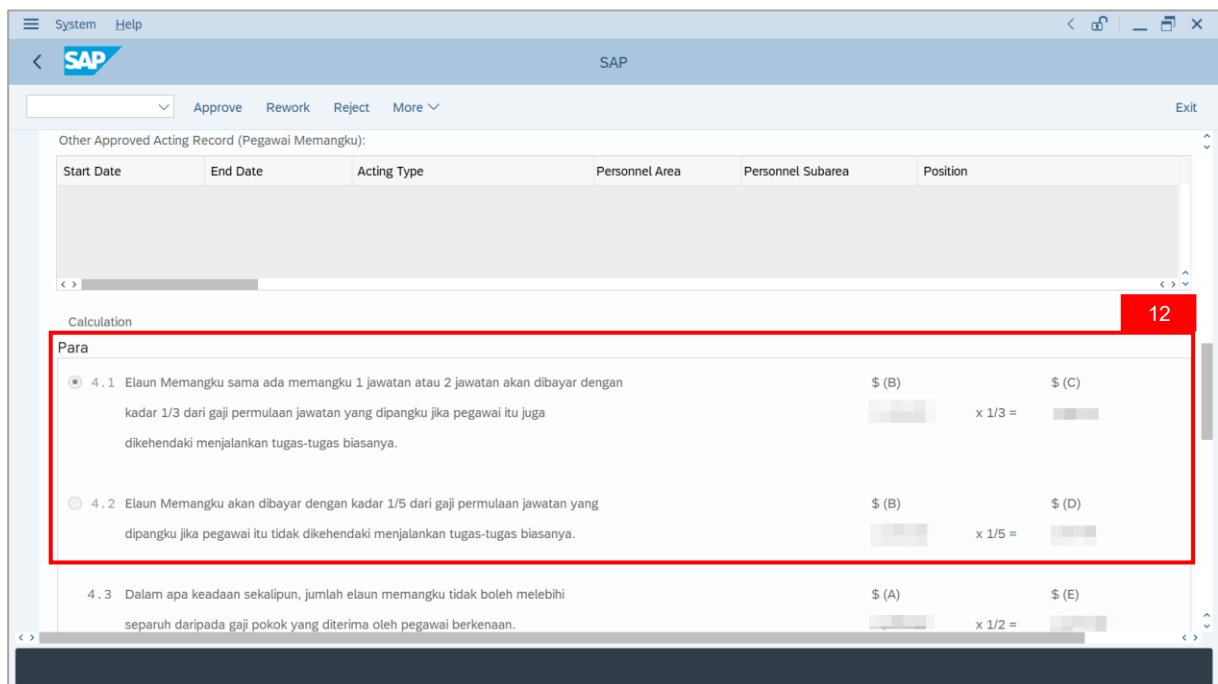
Approved Acting Period:  
From : 13.09.2023 To : 11.10.2023

Payscale Type : [Redacted] Payscale Area : [Redacted]

Payscale Group & Level : [Redacted]

Starting Salary (\$) : [Redacted]

12. Review **Para** entered by **Department Payroll Clerk**.



Other Approved Acting Record (Pegawai Memangku):

Start Date	End Date	Acting Type	Personnel Area	Personnel Subarea	Position
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Calculation

**Para**

4.1 Elaun Memangku sama ada memangku 1 jawatan atau 2 jawatan akan dibayar dengan kadar 1/3 dari gaji permulaan jawatan yang dipangku jika pegawai itu juga dikehendaki menjalankan tugas-tugas biasanya. \$ (B) x 1/3 = \$ (C)

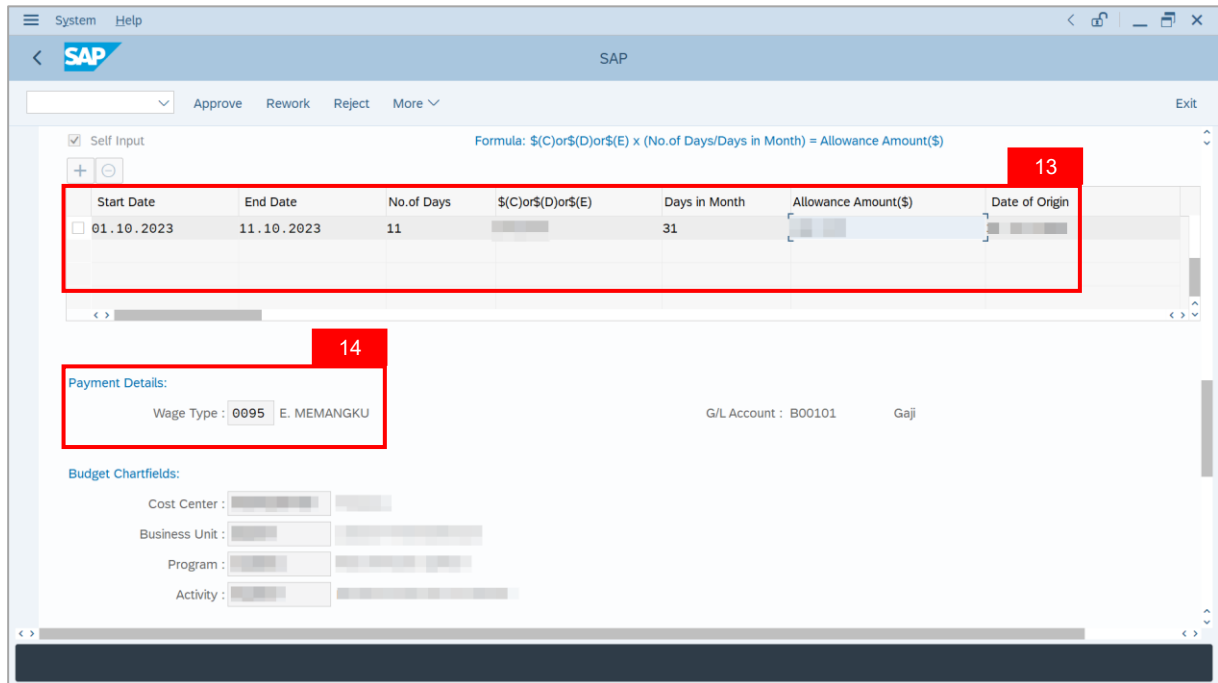
4.2 Elaun Memangku akan dibayar dengan kadar 1/5 dari gaji permulaan jawatan yang dipangku jika pegawai itu tidak dikehendaki menjalankan tugas-tugas biasanya. \$ (B) x 1/5 = \$ (D)

4.3 Dalam apa keadaan sekalipun, jumlah elaun memangku tidak boleh melebihi separuh daripada gaji pokok yang diterima oleh pegawai berkenaan. \$ (A) x 1/2 = \$ (E)

13. Review **Acting allowance** verified by **Department Payroll Clerk**.

14. Review **Wage Type**.

**Note:** All information is not editable by **Department Payroll Officer**. If any information is inaccurate, **Payroll Officer** to enter remarks and rework to **Payroll Clerk**.



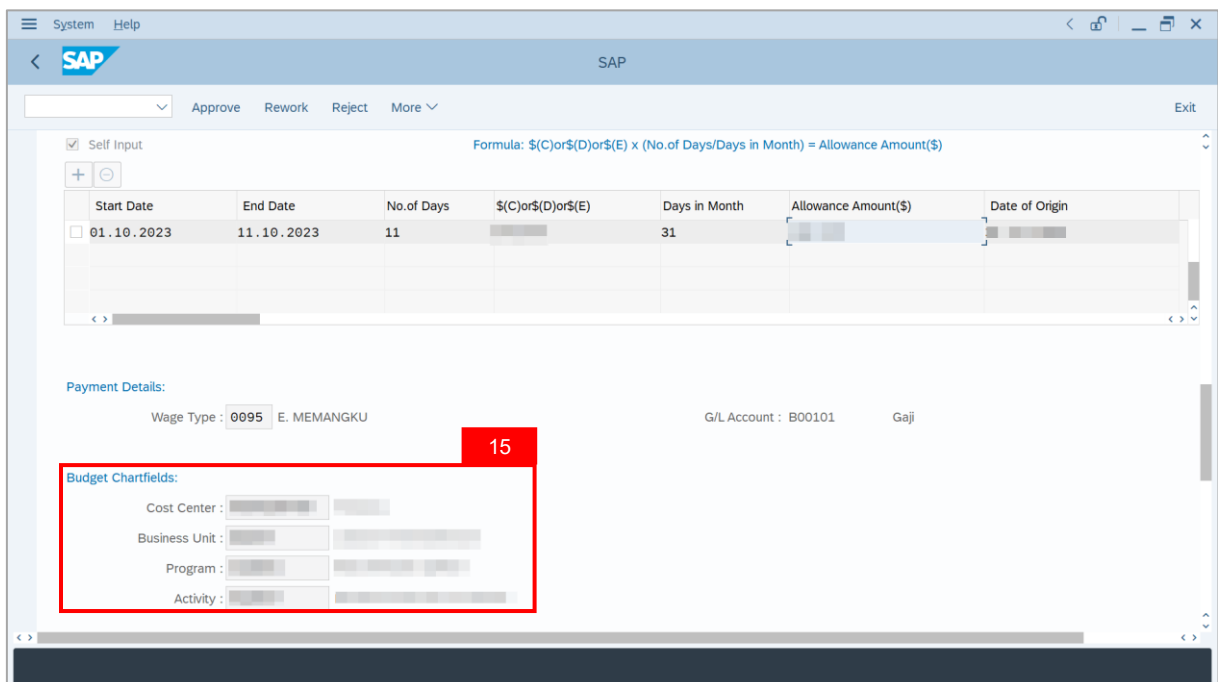
Formula:  $\$(C)or\$(D)or\$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$

Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

Payment Details:  
Wage Type : 0095 E. MEMANGKU  
G/L Account : B00101 Gaji

Budget Chartfields:  
Cost Center :  
Business Unit :  
Program :  
Activity :

15. Review **Budget Chartfields**.



Formula:  $\$(C)or\$(D)or\$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$

Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

Payment Details:  
Wage Type : 0095 E. MEMANGKU  
G/L Account : B00101 Gaji

Budget Chartfields:  
Cost Center :  
Business Unit :  
Program :  
Activity :



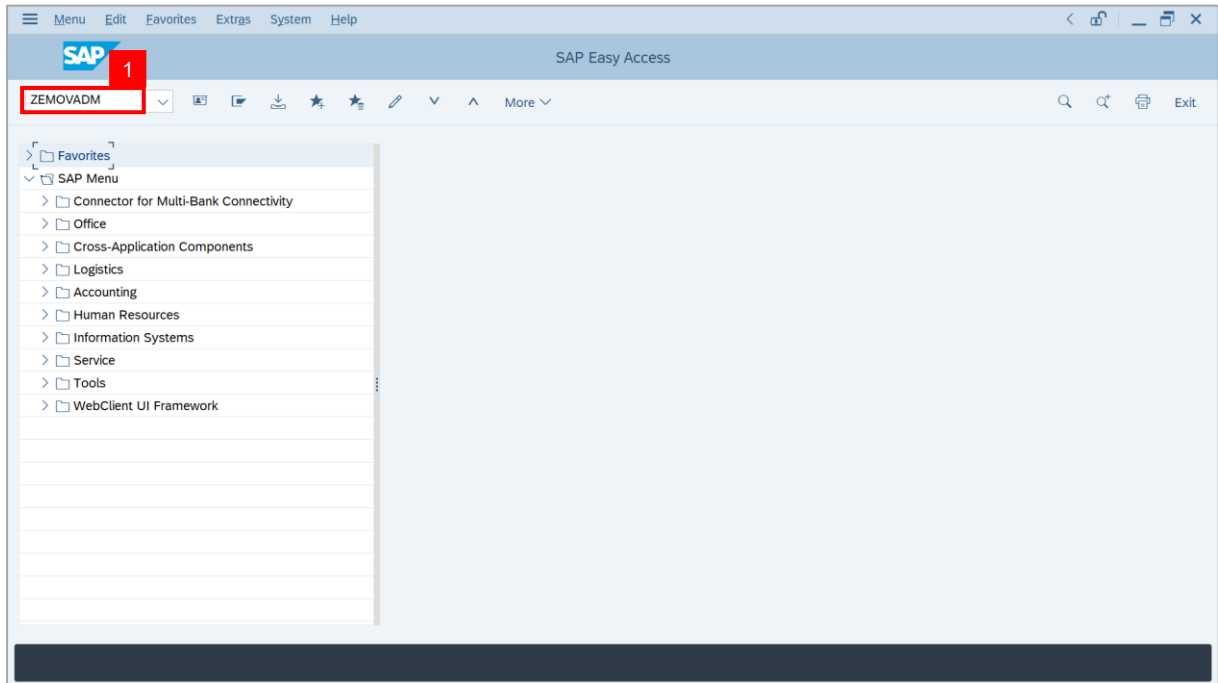
**REWORK APPLICATION  
TO PAYROLL CLERK**

**Backend User**

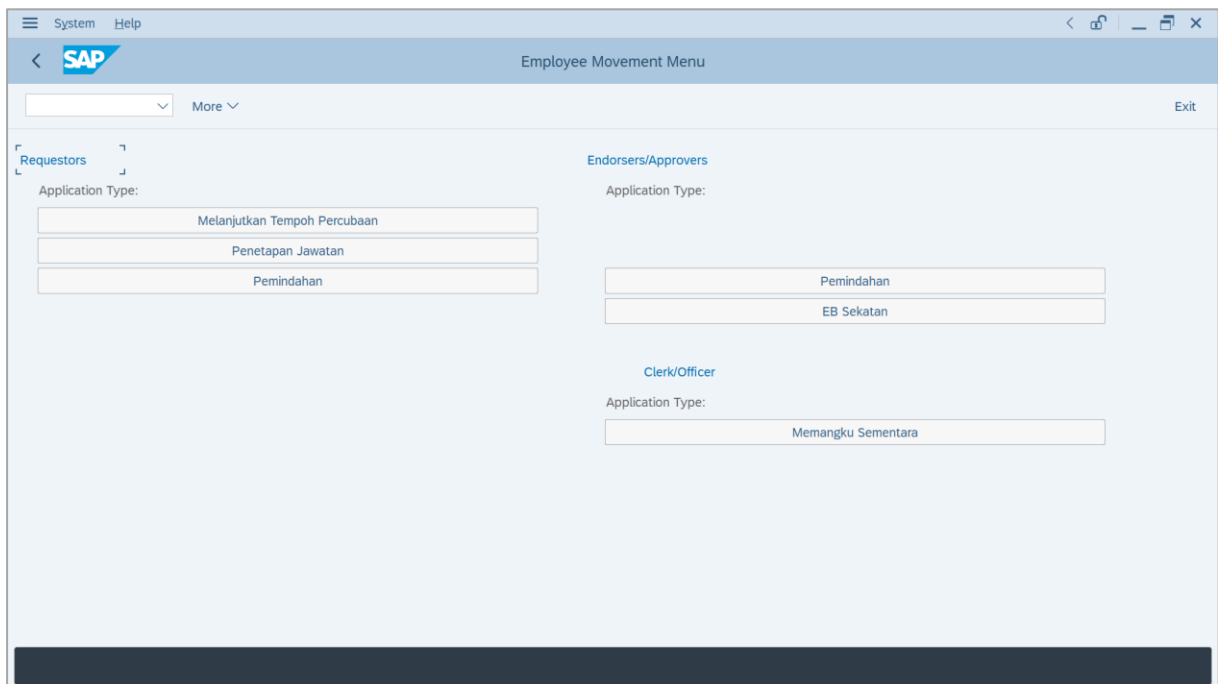
Department Payroll Officer

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

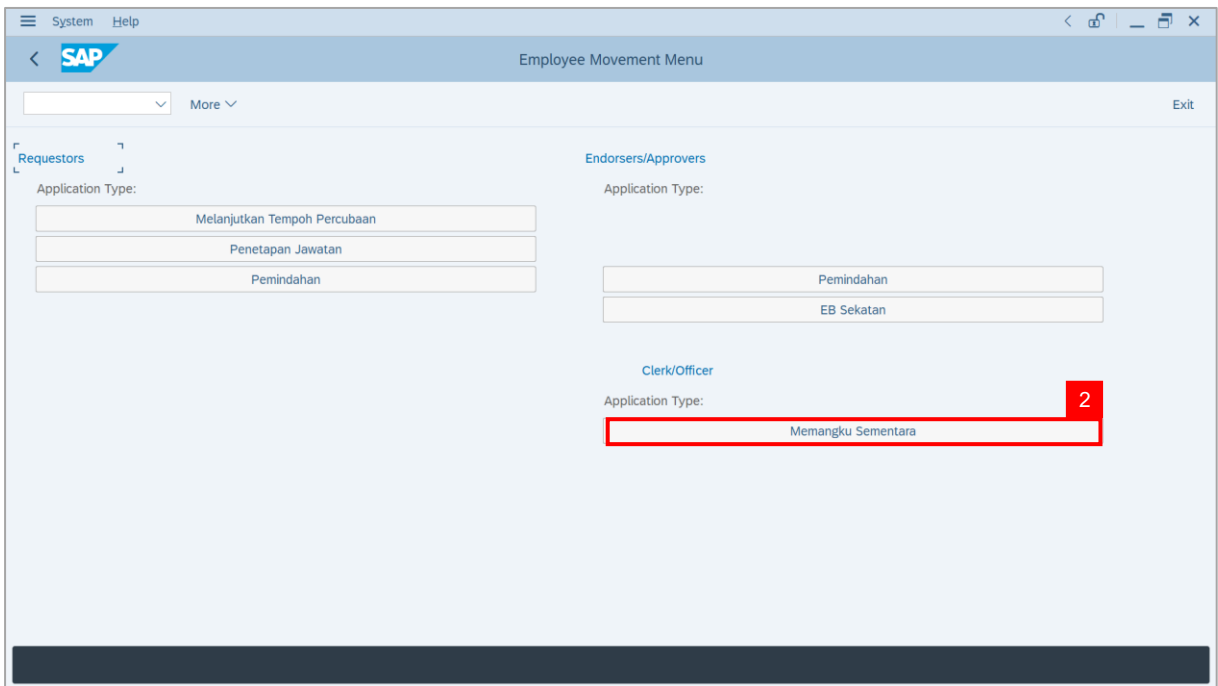
1. Enter **ZEMOVADM** in the search bar.



**Note: Employee Movement Menu** page will be displayed.

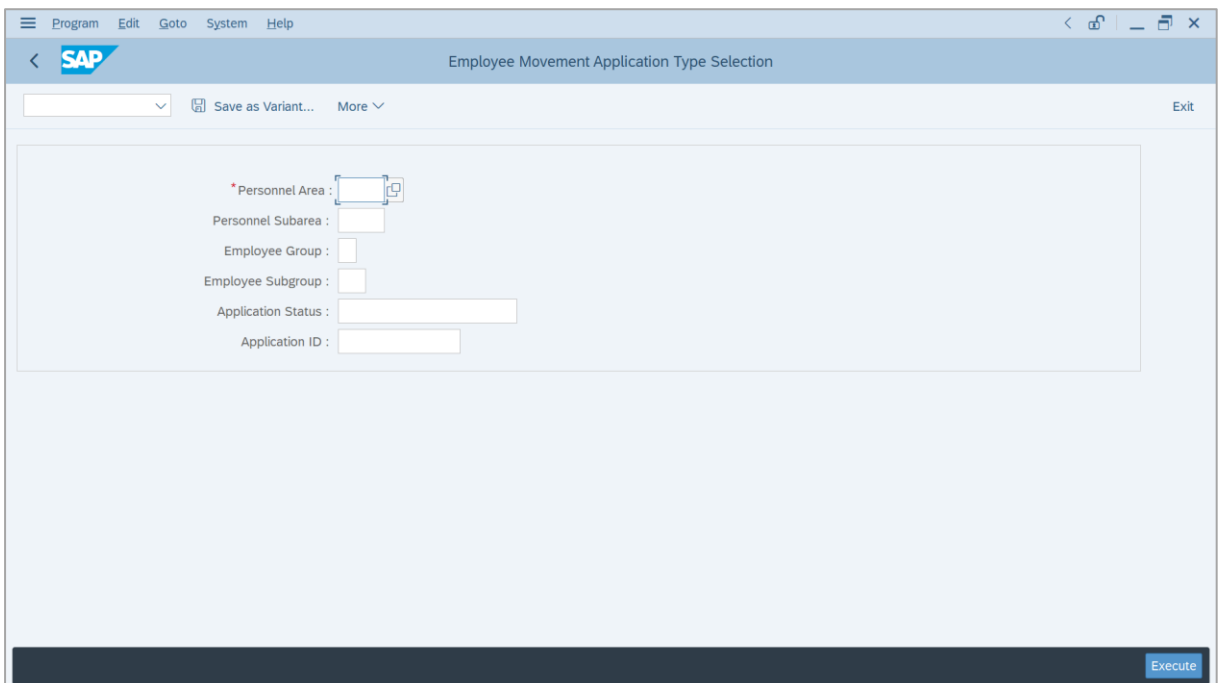


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



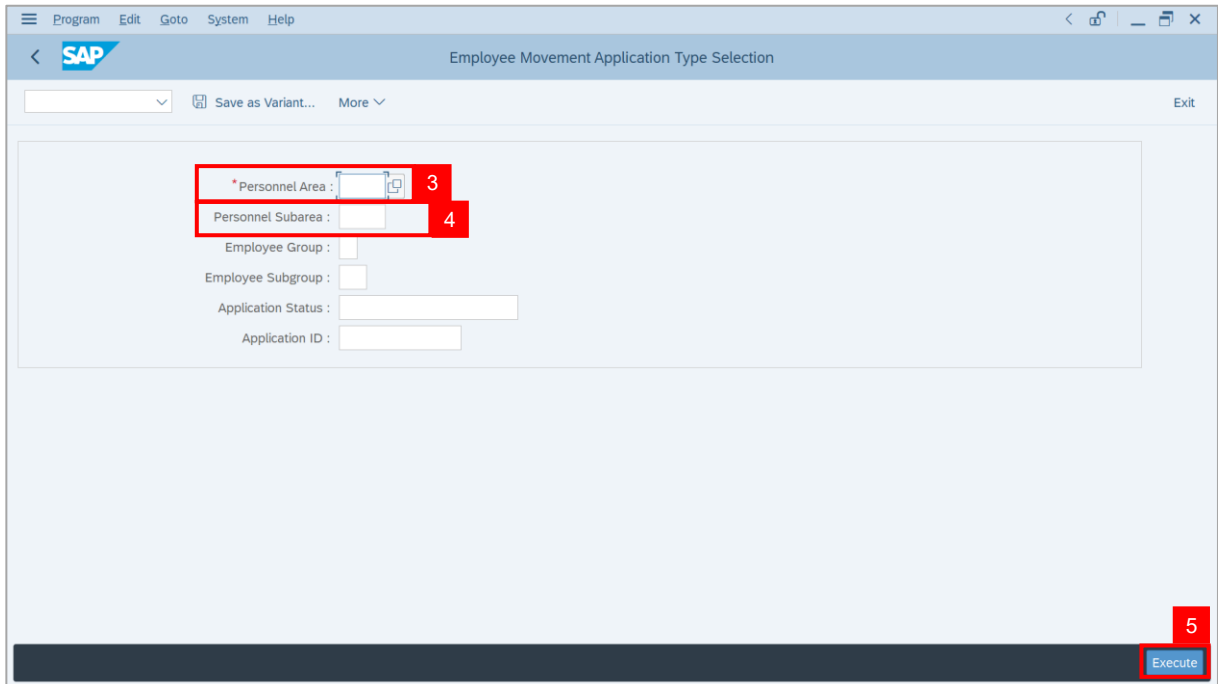
The screenshot shows the SAP Employee Movement Menu interface. It is divided into two main sections: Requestors and Endorsers/Approvers. Under Requestors, there are three application types: Melanjutkan Tempoh Percubaan, Penetapan Jawatan, and Pemindahan. Under Endorsers/Approvers, there are two application types: Pemindahan and EB Sekatan. Below these, there is a section for Clerk/Officer with an Application Type dropdown menu. The option 'Memangku Sementara' is highlighted with a red box and a red '2' in the top right corner of the box.

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



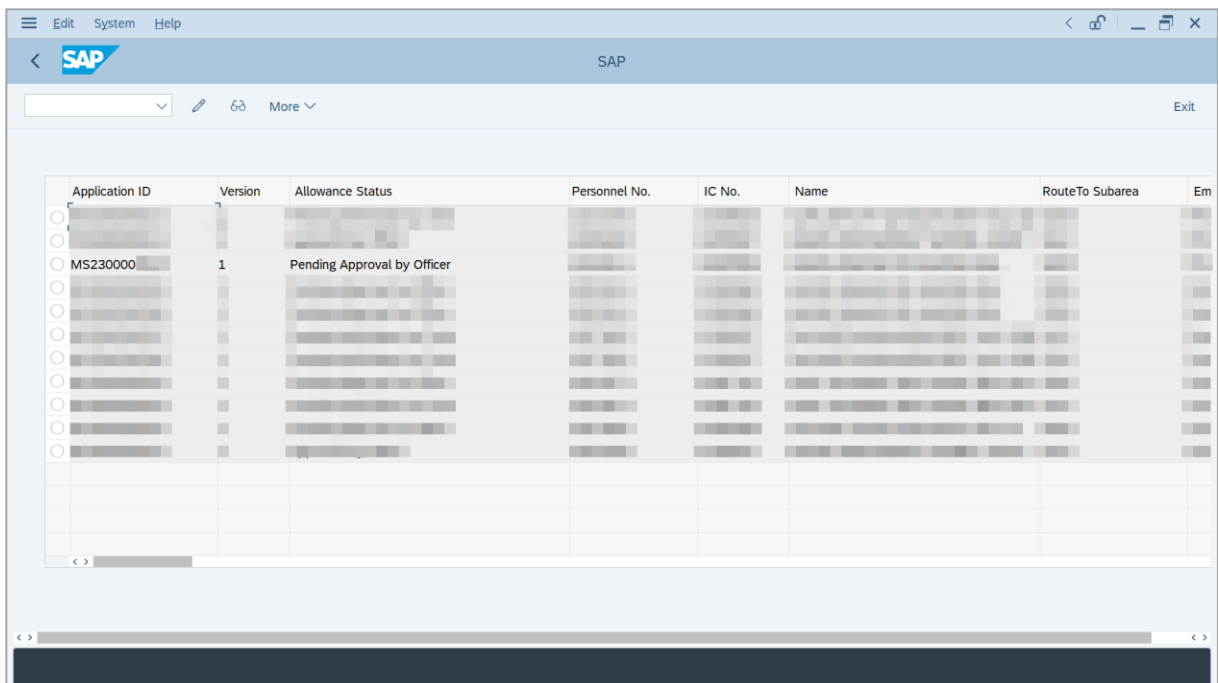
The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown. The main area contains several input fields: Personnel Area (with a selection icon), Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.

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



The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with 'Save as Variant...' and 'More' options. The main area contains several input fields: '\* Personnel Area', 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. Red boxes with numbers 3, 4, and 5 highlight the 'Personnel Area' field, 'Personnel Subarea' field, and the 'Execute' button, respectively.

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

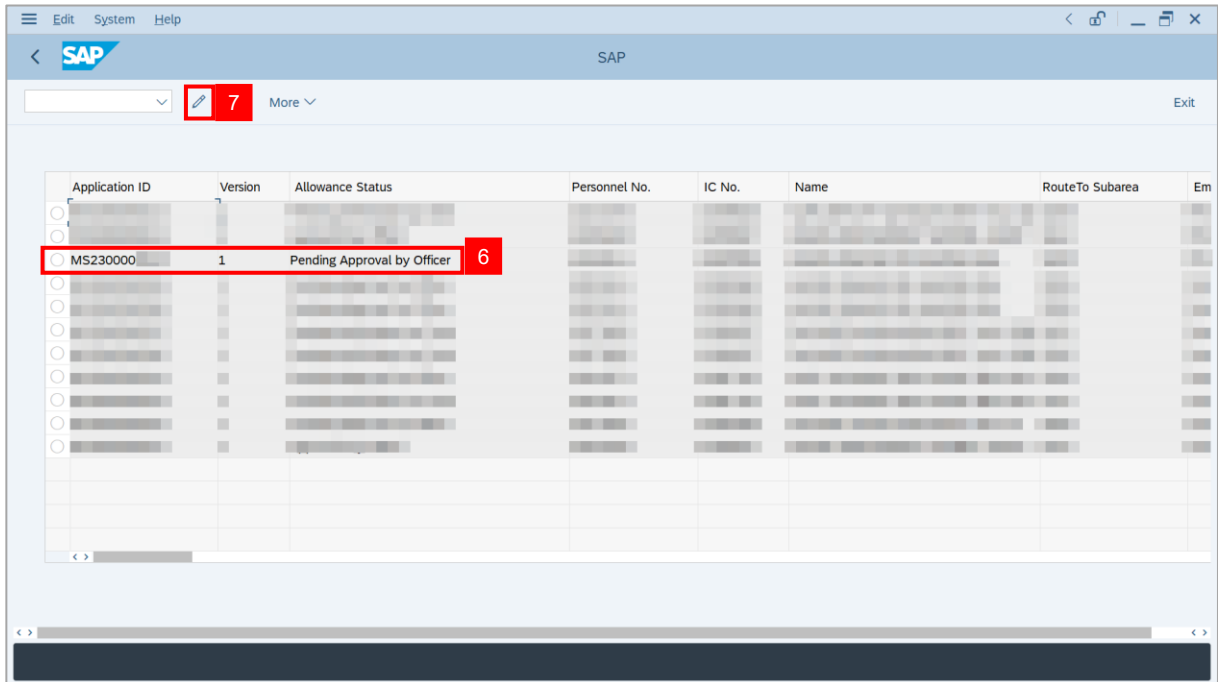


The screenshot shows the SAP 'Application List' page. The table displays the following data:

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Approval by Officer					

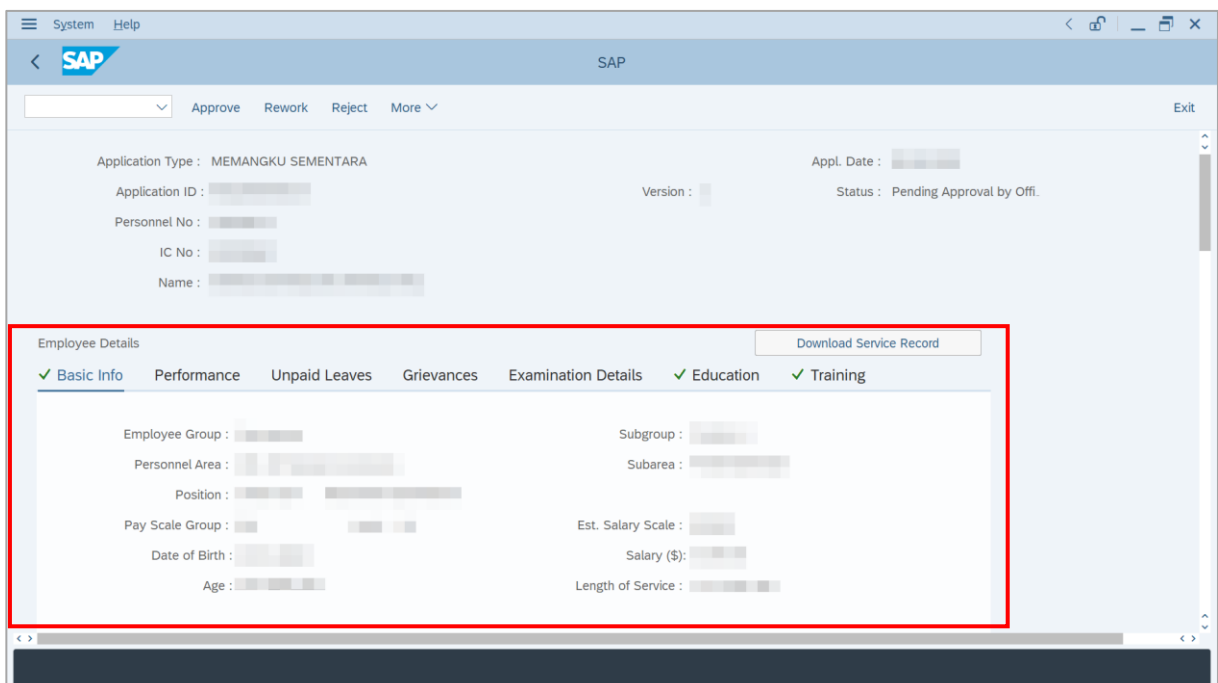
6. Select an application with 'Pending Approval by Officer' status.

7. Click on **Change** icon.



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

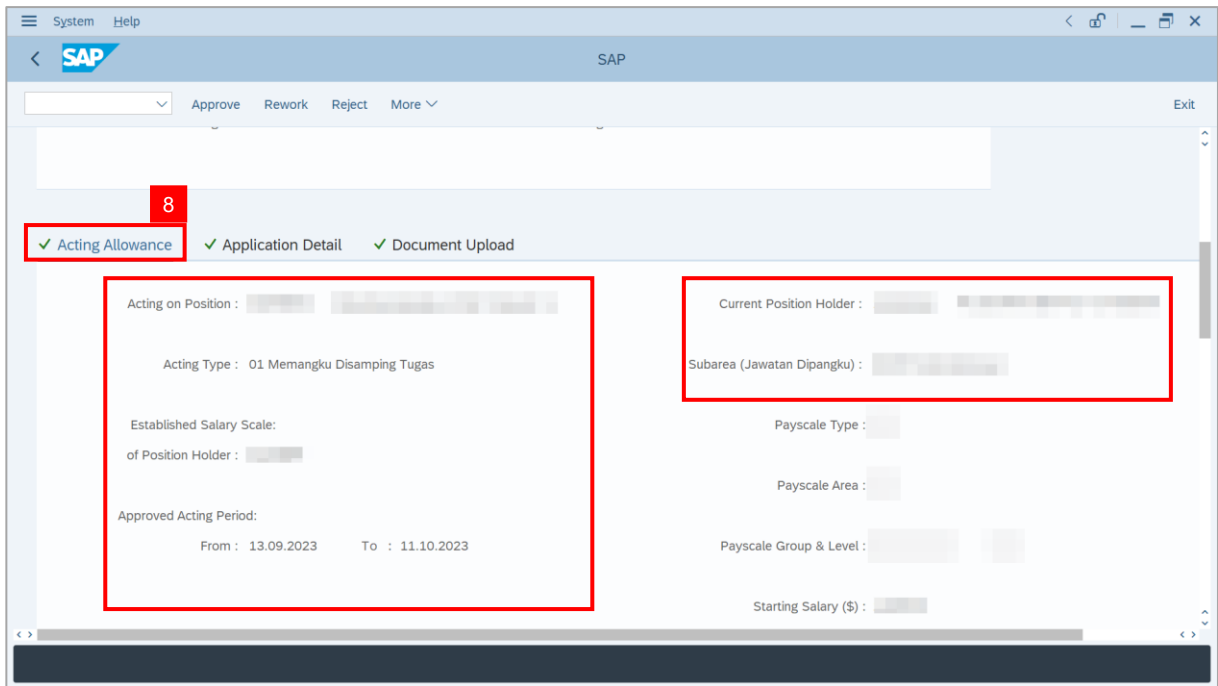
i) **Department Payroll Clerk** may review employee's information on each tab under **Employee Details**.





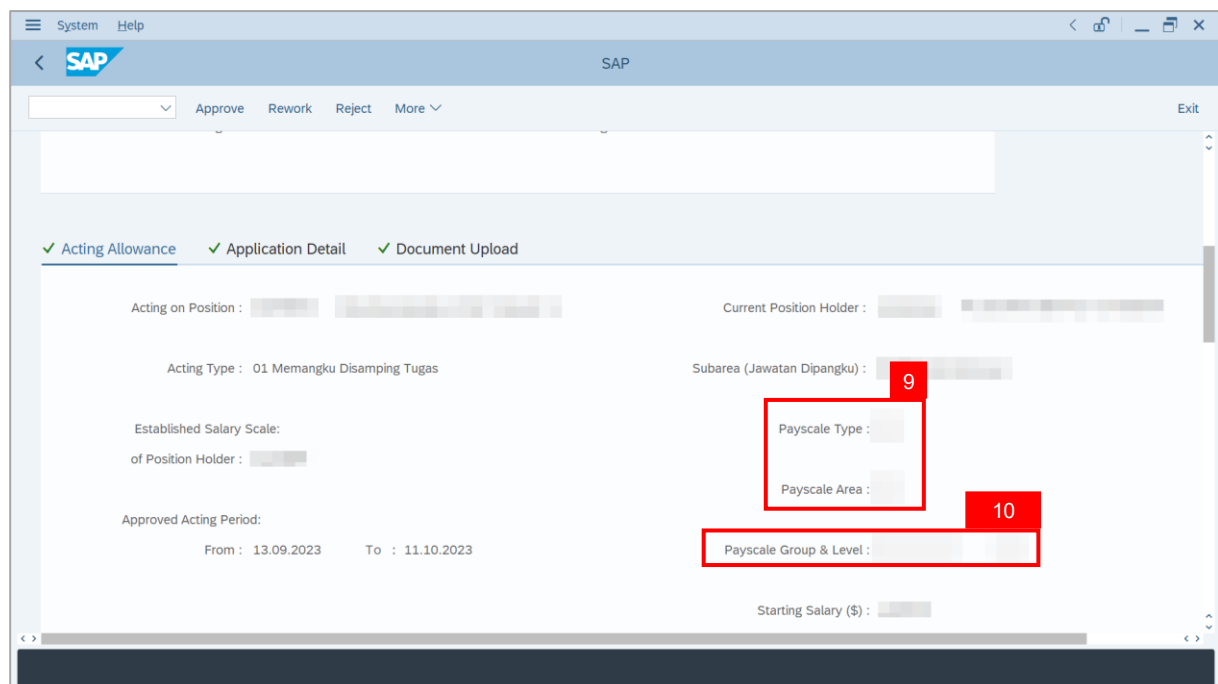
8. Navigate to **Acting Allowance** tab.

**Note:** Department Payroll Officer may review the details under **Information of Position Approved for Acting (Jawatan Dipangku)**.

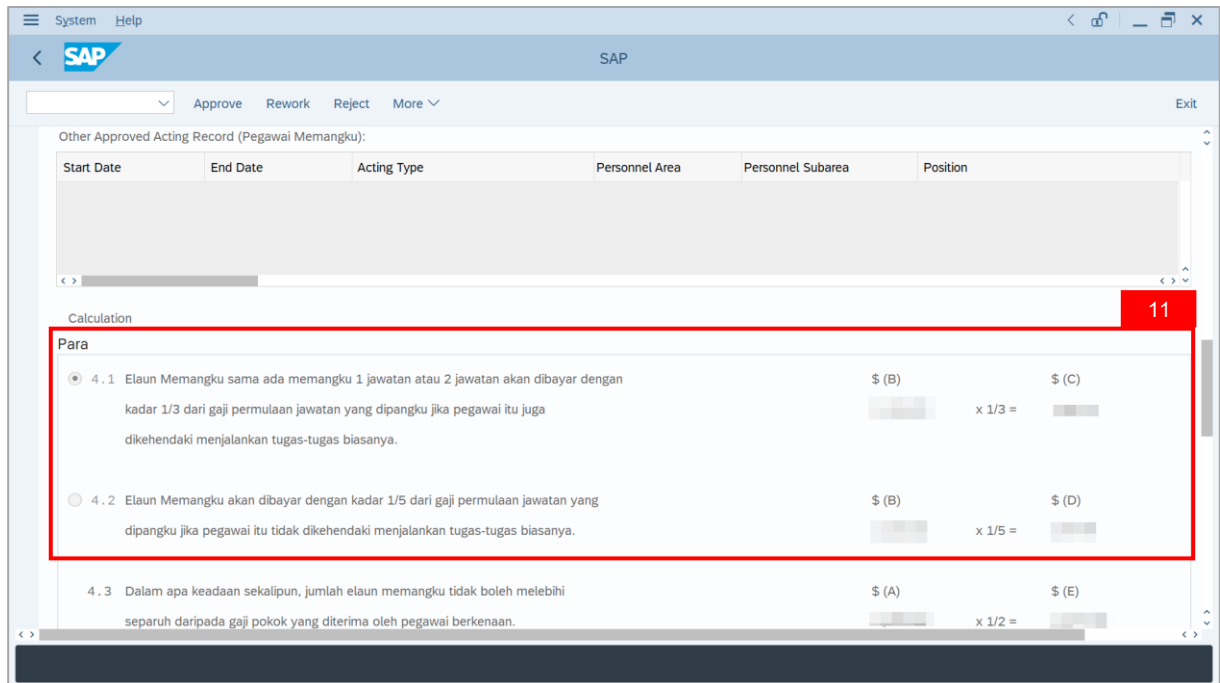


9. Review **Payscale Type** and **Payscale Area**.

10. Review **Payscale Group** and **Payscale Level**.



## 11. Review **Para** entered by **Department Payroll Clerk**.



Other Approved Acting Record (Pegawai Memangku):

Start Date	End Date	Acting Type	Personnel Area	Personnel Subarea	Position

Calculation

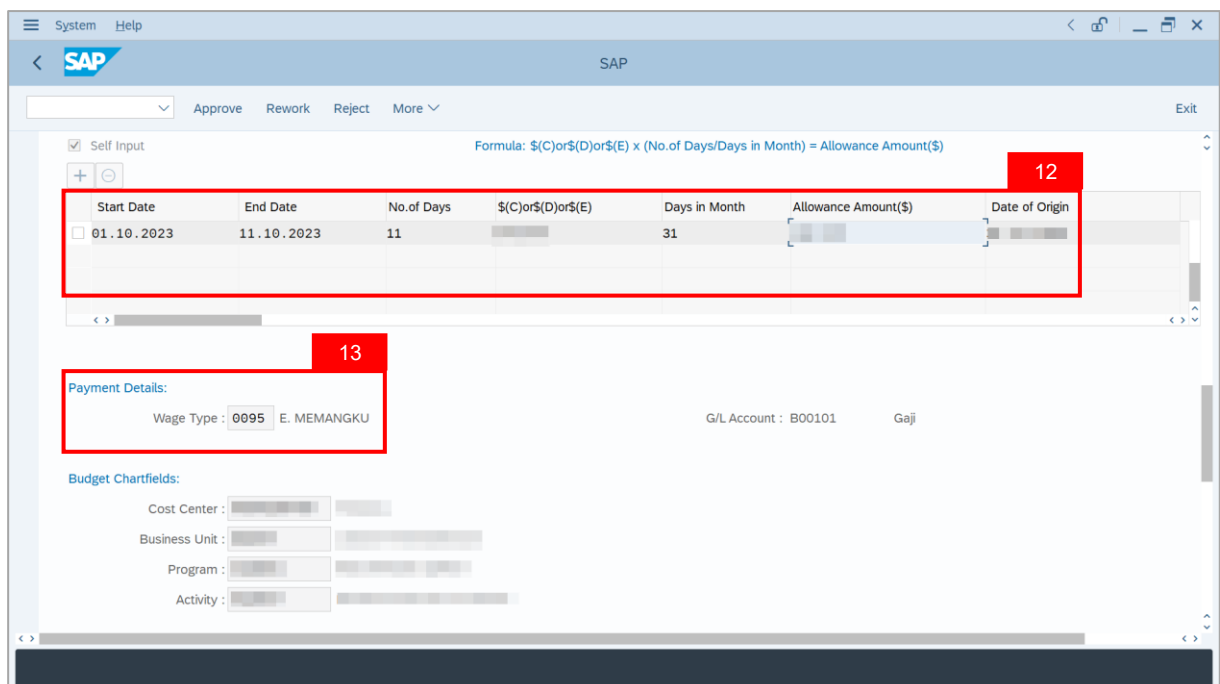
**Para**

<input checked="" type="radio"/> 4.1	Elaun Memangku sama ada memangku 1 jawatan atau 2 jawatan akan dibayar dengan kadar 1/3 dari gaji permulaan jawatan yang dipangku jika pegawai itu juga dikehendaki menjalankan tugas-tugas biasanya.	\$ (B)	x 1/3 =	\$ (C)
<input type="radio"/> 4.2	Elaun Memangku akan dibayar dengan kadar 1/5 dari gaji permulaan jawatan yang dipangku jika pegawai itu tidak dikehendaki menjalankan tugas-tugas biasanya.	\$ (B)	x 1/5 =	\$ (D)
<input type="radio"/> 4.3	Dalam apa keadaan sekalipun, jumlah elaun memangku tidak boleh melebihi separuh daripada gaji pokok yang diterima oleh pegawai berkenaan.	\$ (A)	x 1/2 =	\$ (E)

## 12. Review **Acting allowance** proposed from system calculation.

## 13. Review **Acting allowance** verified by **Department Payroll Clerk**.

**Note:** All information is not editable by **Department Payroll Officer**. If any information is inaccurate, **Payroll Officer** to enter remarks and rework to **Payroll Clerk**.



Self Input

Formula:  $\$(C) \text{ or } \$(D) \text{ or } \$(E) \times (\text{No. of Days} / \text{Days in Month}) = \text{Allowance Amount}(\$)$

Start Date	End Date	No. of Days	\$(C) or \$(D) or \$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

**Payment Details:**

Wage Type : 0095 E. MEMANGKU

G/L Account : B00101 Gaji

**Budget Chartfields:**

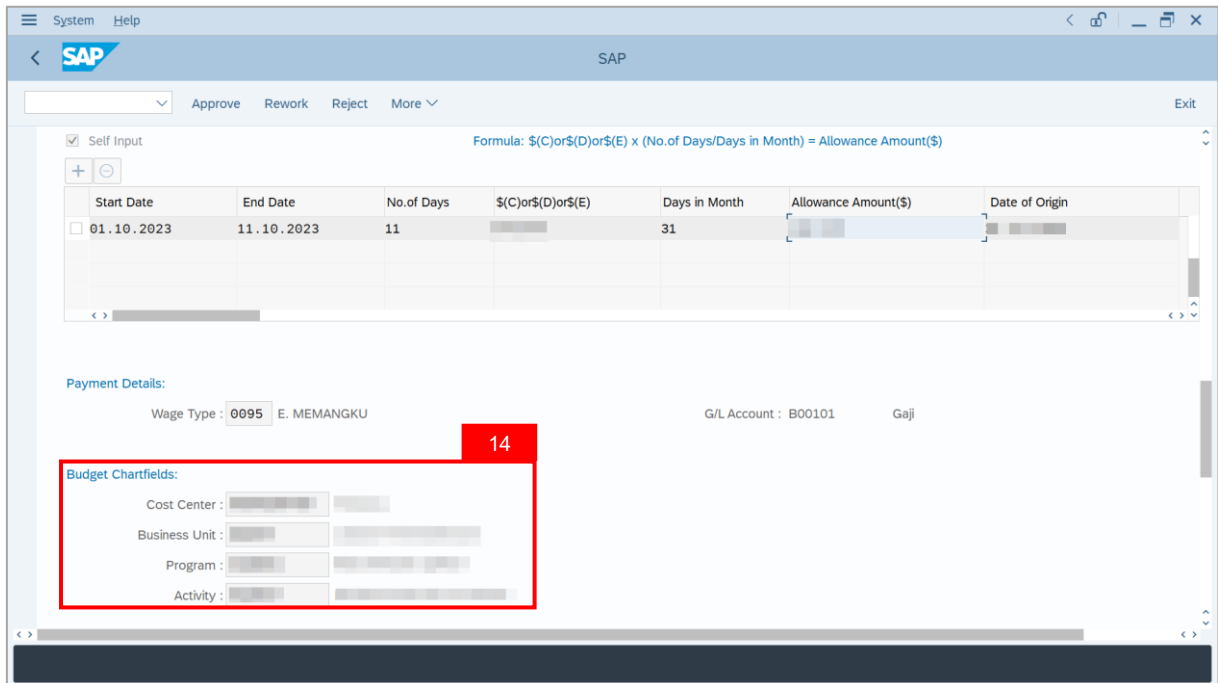
Cost Center :  

Business Unit :  

Program :  

Activity :

## 14. Review Budget Chartfields.



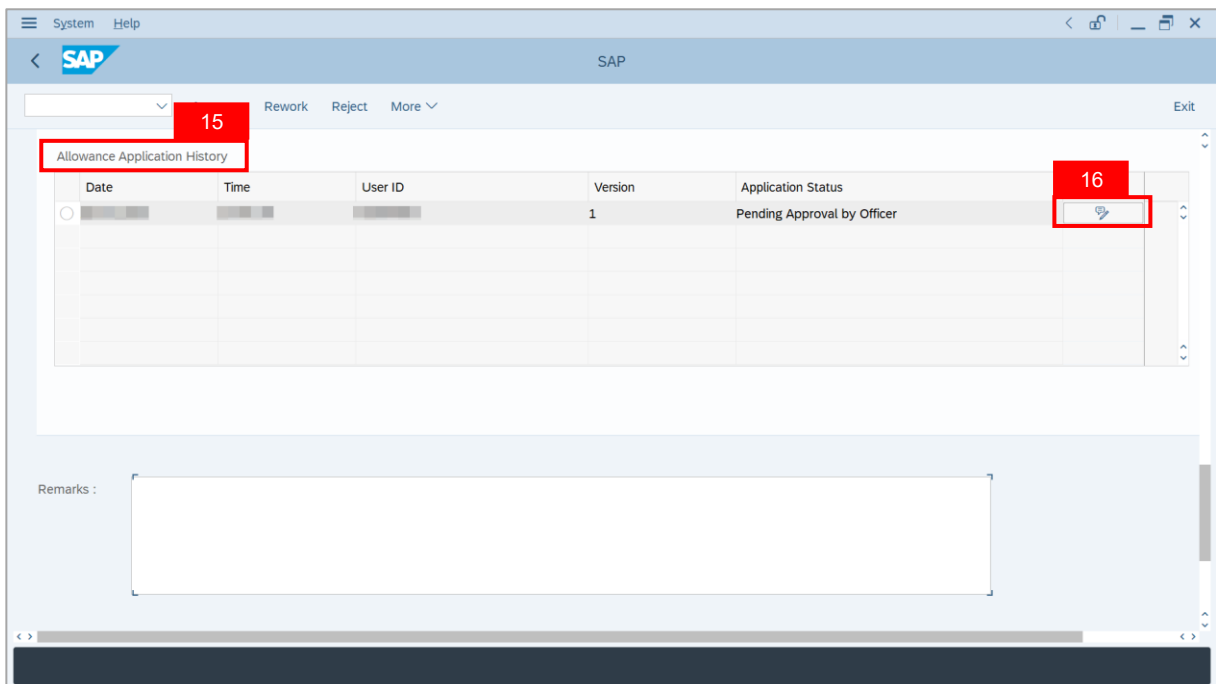
The screenshot shows the SAP Self Input form. At the top, there is a navigation bar with 'System' and 'Help' menus. Below it, the SAP logo and 'SAP' text are visible. A dropdown menu is set to 'Approve', with options for 'Rework', 'Reject', and 'More'. The main form area is titled 'Self Input' and includes a formula:  $\$(C) \text{ or } \$(D) \text{ or } \$(E) \times (\text{No. of Days/Days in Month}) = \text{Allowance Amount}(\$)$ . A table below the formula displays the following data:

Start Date	End Date	No. of Days	\$(C) or \$(D) or \$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

Below the table, the 'Payment Details' section shows 'Wage Type : 0095 E. MEMANGKU' and 'G/L Account : B00101 Gaji'. The 'Budget Chartfields' section is highlighted with a red box and labeled '14', containing fields for 'Cost Center', 'Business Unit', 'Program', and 'Activity'.

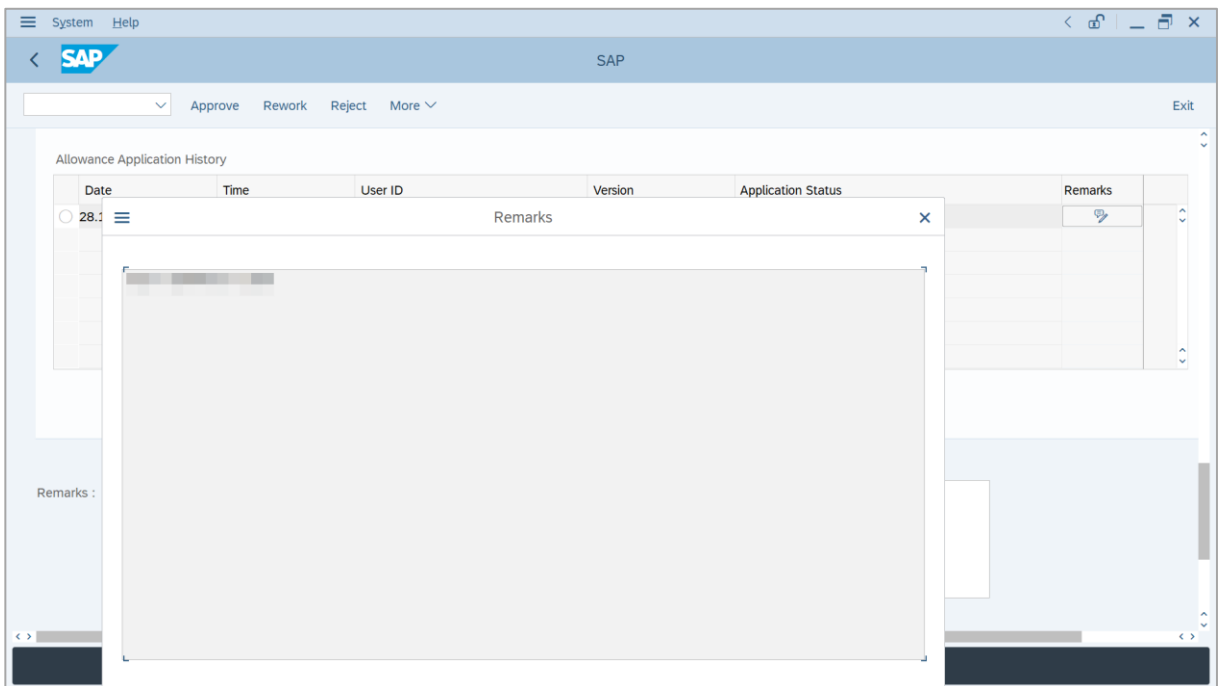
## 15. Under **Acting Allowance** tab, navigate to **Allowance Application History**.

## 16. Click on **Remarks** button to view the comments entered by **Department Payroll Clerk**.



The screenshot shows the SAP Allowance Application History table. The table has columns for 'Date', 'Time', 'User ID', 'Version', and 'Application Status'. The first row shows a record with 'Version' 1 and 'Application Status' 'Pending Approval by Officer'. A red box labeled '15' highlights the 'Allowance Application History' section header. Another red box labeled '16' highlights the 'Remarks' button in the right-hand column of the first row. Below the table, there is a 'Remarks' text area.

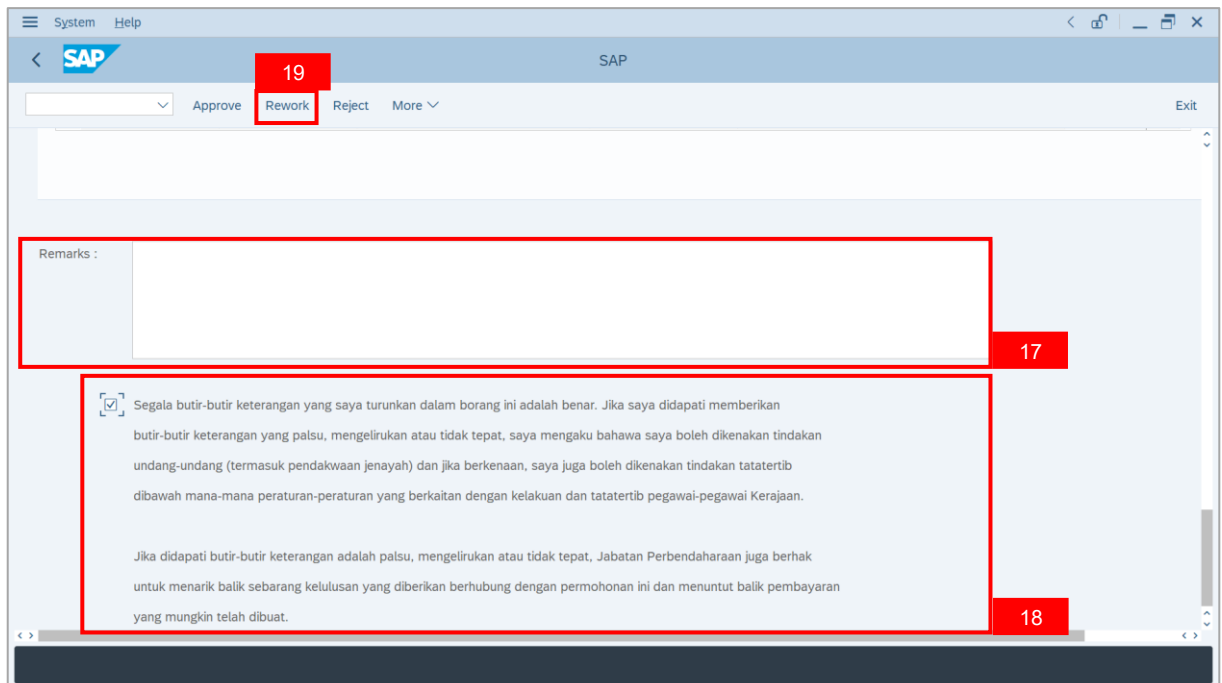
**Note:** The **Remarks** page will be displayed.



17. Enter the **Remarks** for why the application is reworked to **Department Payroll Clerk**.

18. Tick on **Declaration** checkbox.

19. Click on **Rework** button.

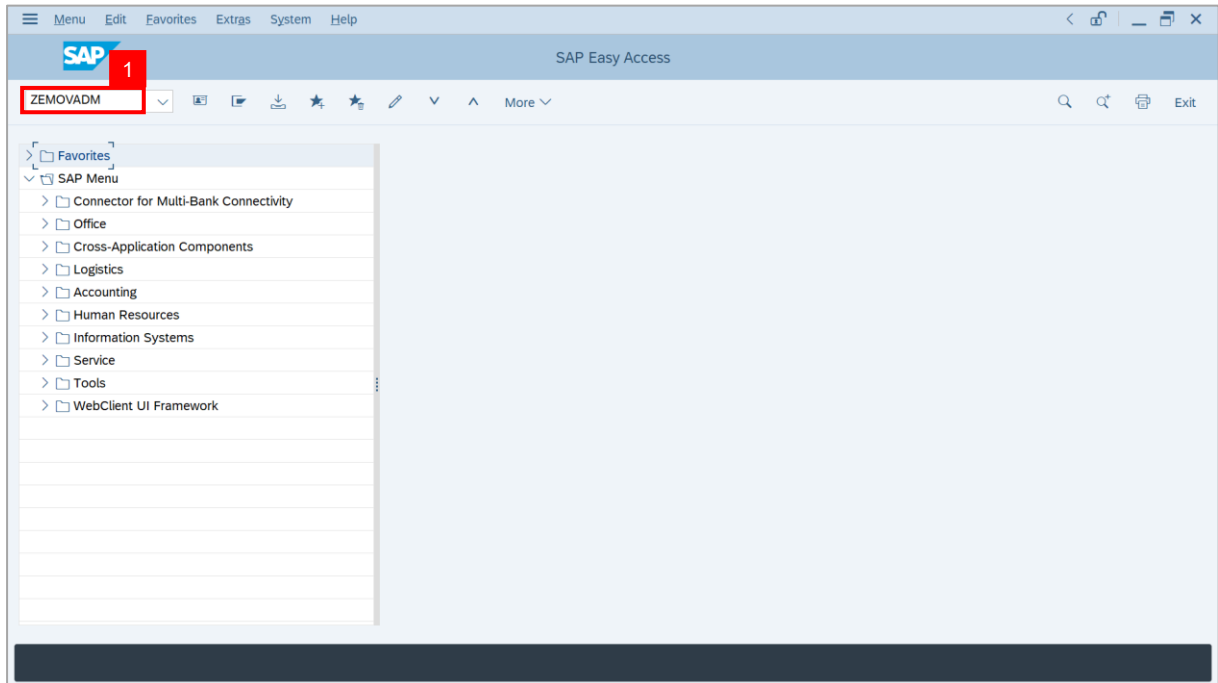




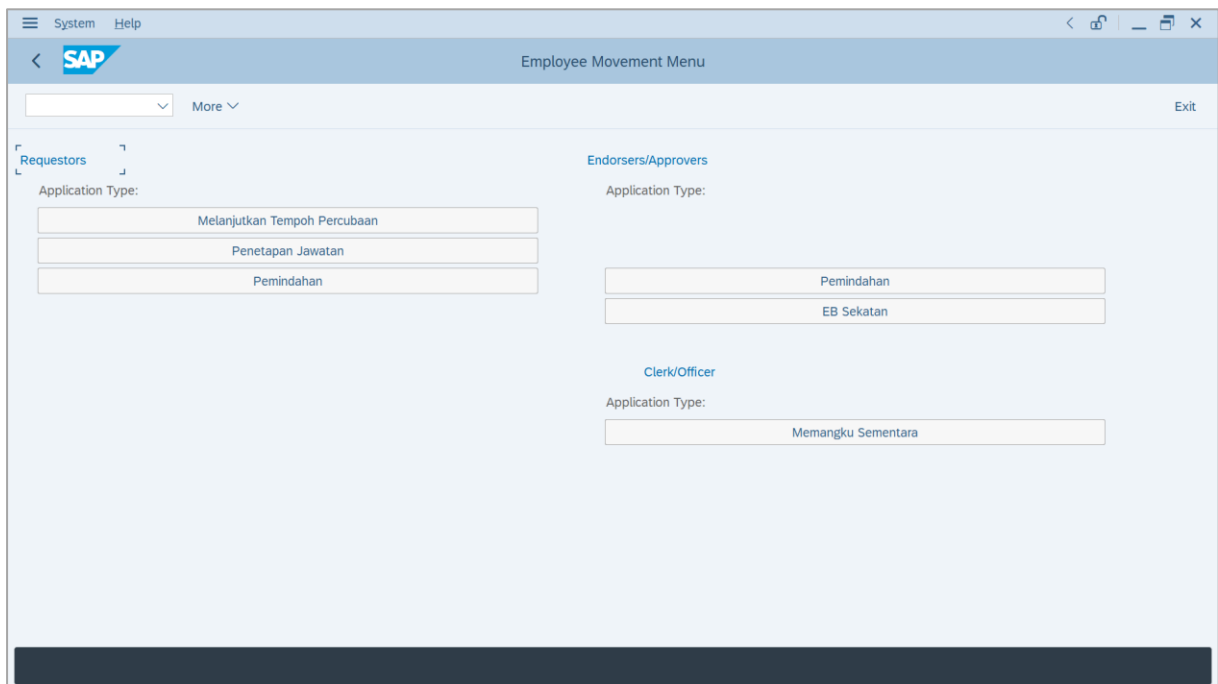
<b>REJECT APPLICATION</b>	<b>Backend User</b>
	Department Payroll Officer

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

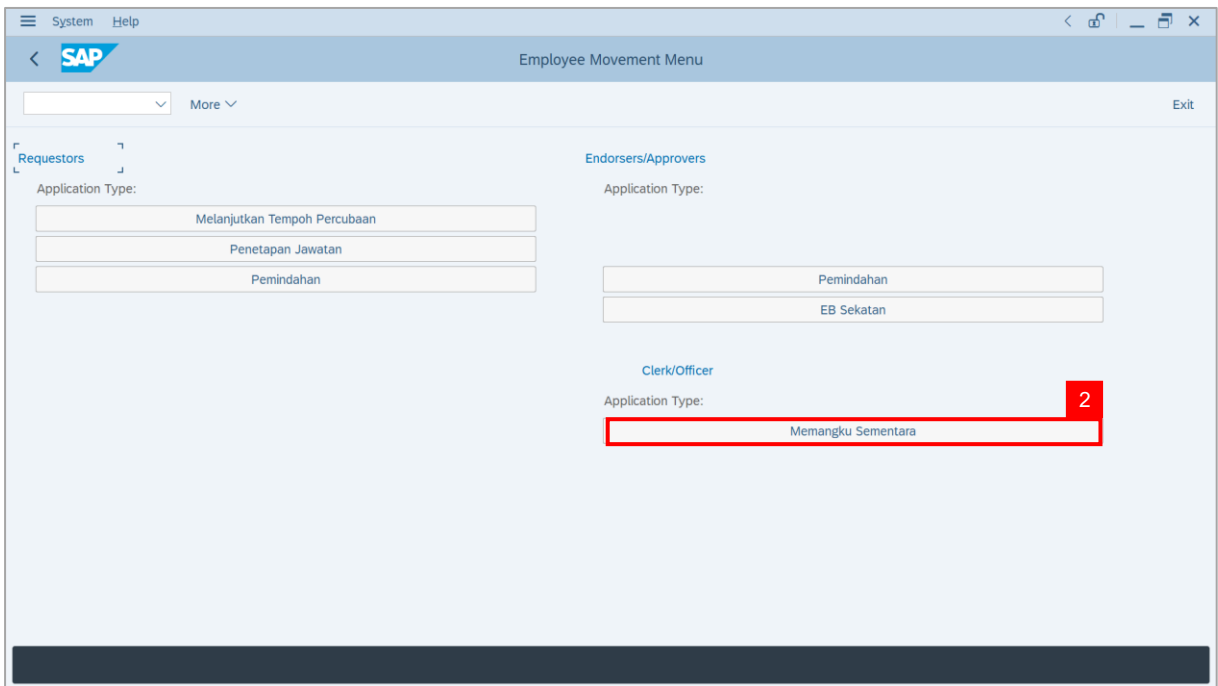
1. Enter **ZEMOVADM** in the search bar.



**Note: Employee Movement Menu** page will be displayed.

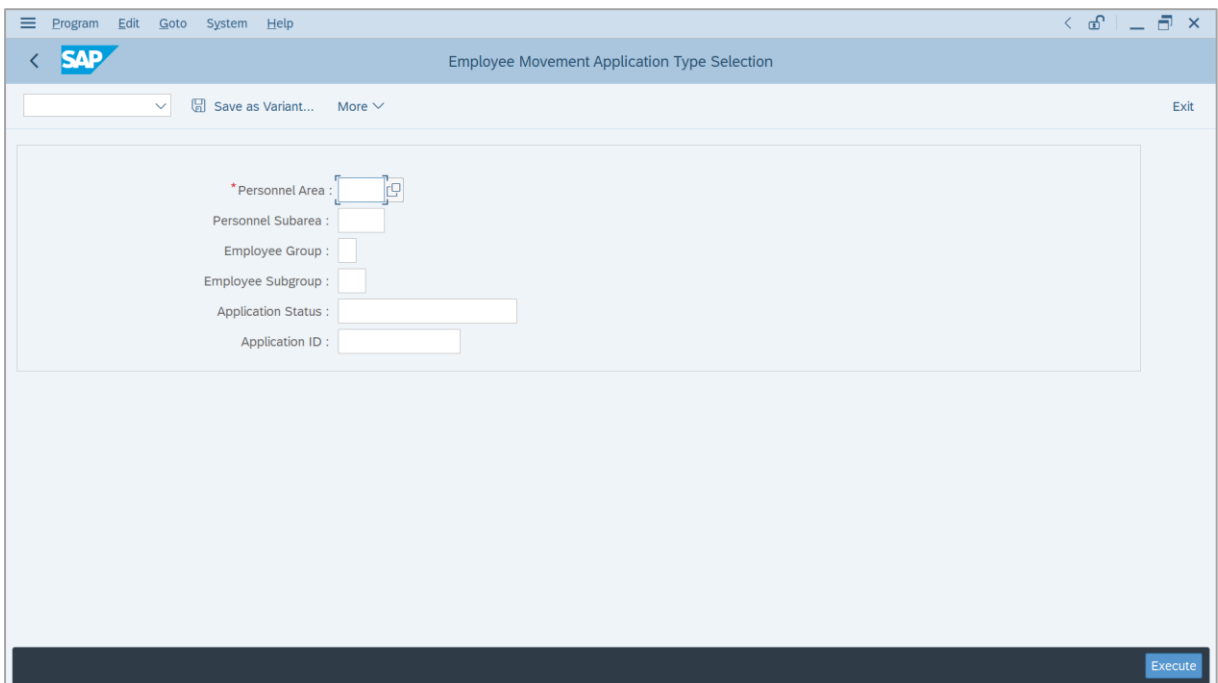


2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.



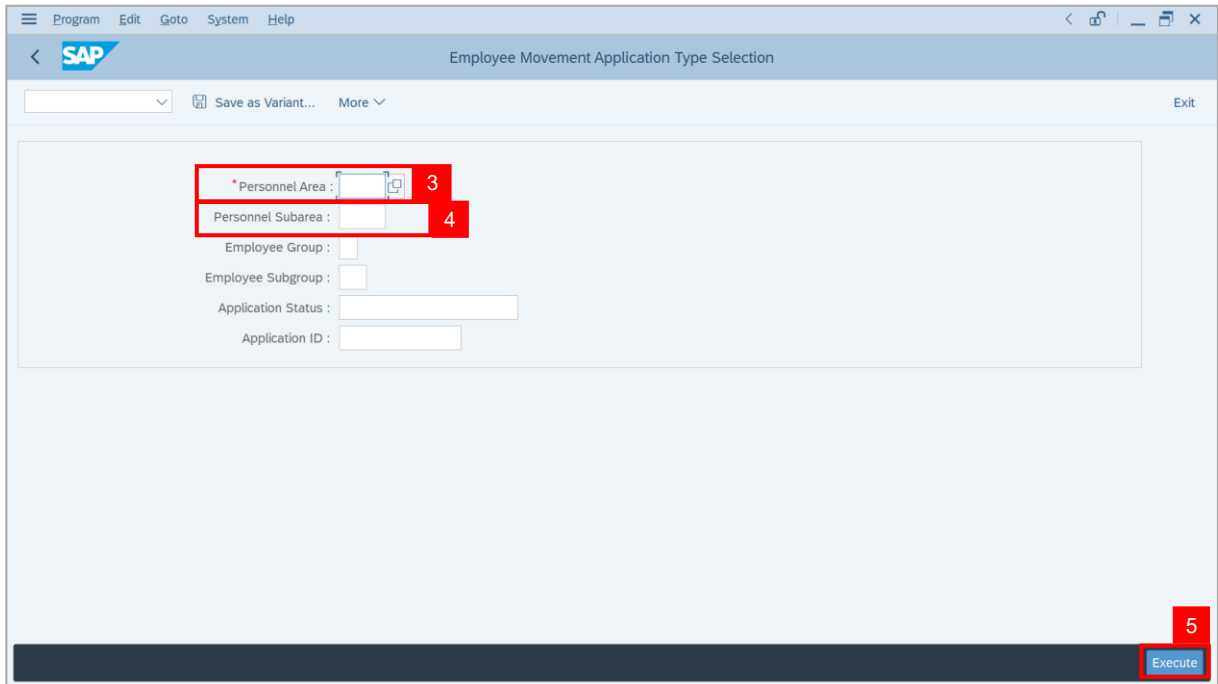
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**Note: The Employee Movement Application: Type Selection page will be displayed.**



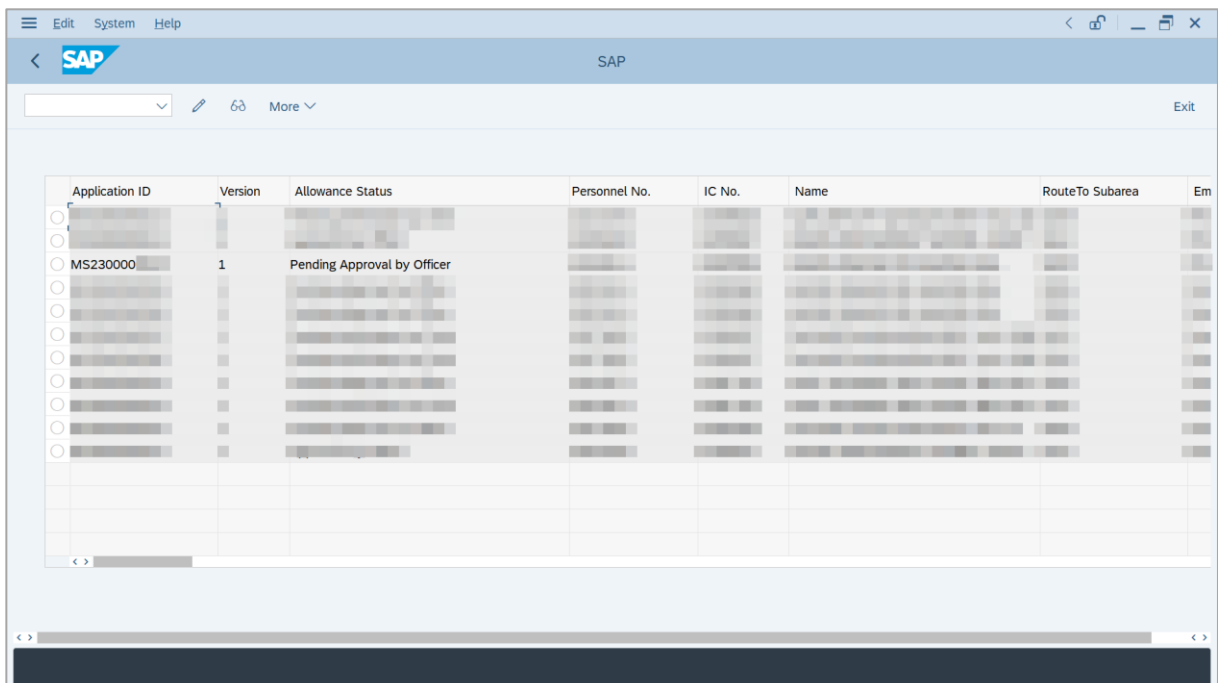
The screenshot shows the SAP Employee Movement Application Type Selection page. It features a header with 'Program Edit Goto System Help' and 'Employee Movement Application Type Selection'. Below the header, there is a 'Save as Variant...' button and a 'More' dropdown. The main area contains several input fields: Personnel Area (with a selection icon), Personnel Subarea, Employee Group, Employee Subgroup, Application Status, and Application ID. An 'Execute' button is located at the bottom right of the page.

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



The screenshot shows the SAP 'Employee Movement Application Type Selection' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with 'Save as Variant...' and 'More' options. The main area contains several input fields: '\* Personnel Area', 'Personnel Subarea', 'Employee Group', 'Employee Subgroup', 'Application Status', and 'Application ID'. Red boxes with numbers 3, 4, and 5 highlight the 'Personnel Area' field, the 'Personnel Subarea' field, and the 'Execute' button respectively.

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



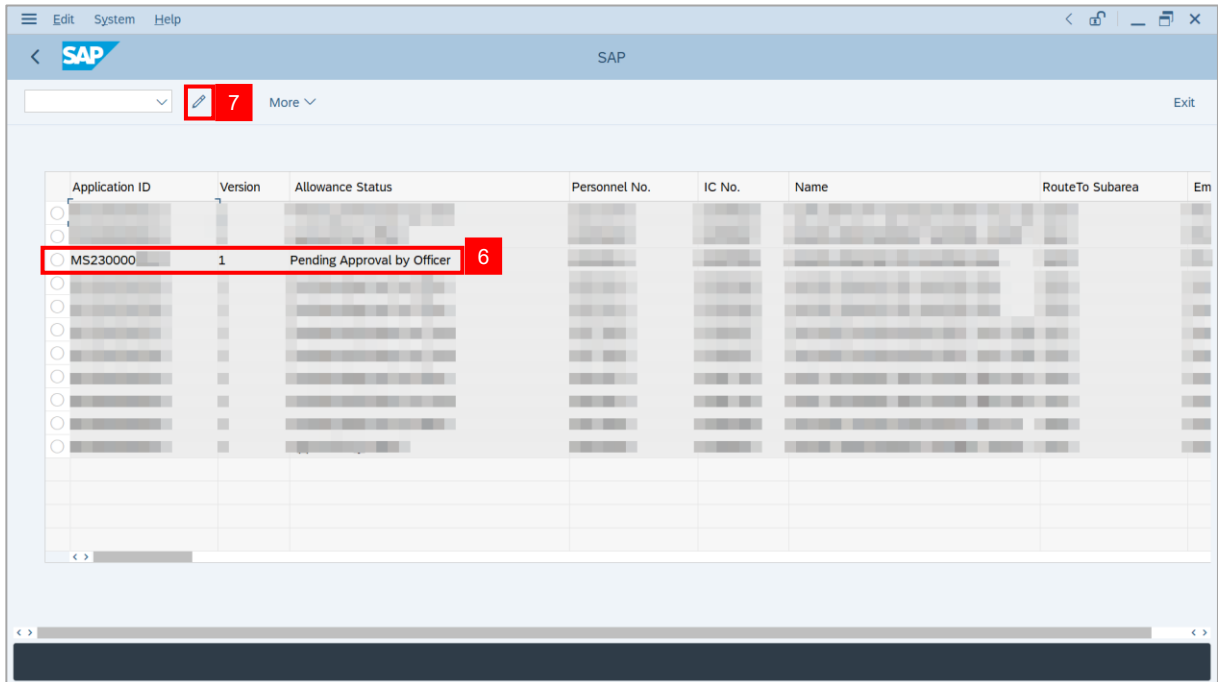
The screenshot shows the SAP 'Application List' page. The table displays the following data:

Application ID	Version	Allowance Status	Personnel No.	IC No.	Name	RouteTo Subarea	Em
MS230000	1	Pending Approval by Officer					



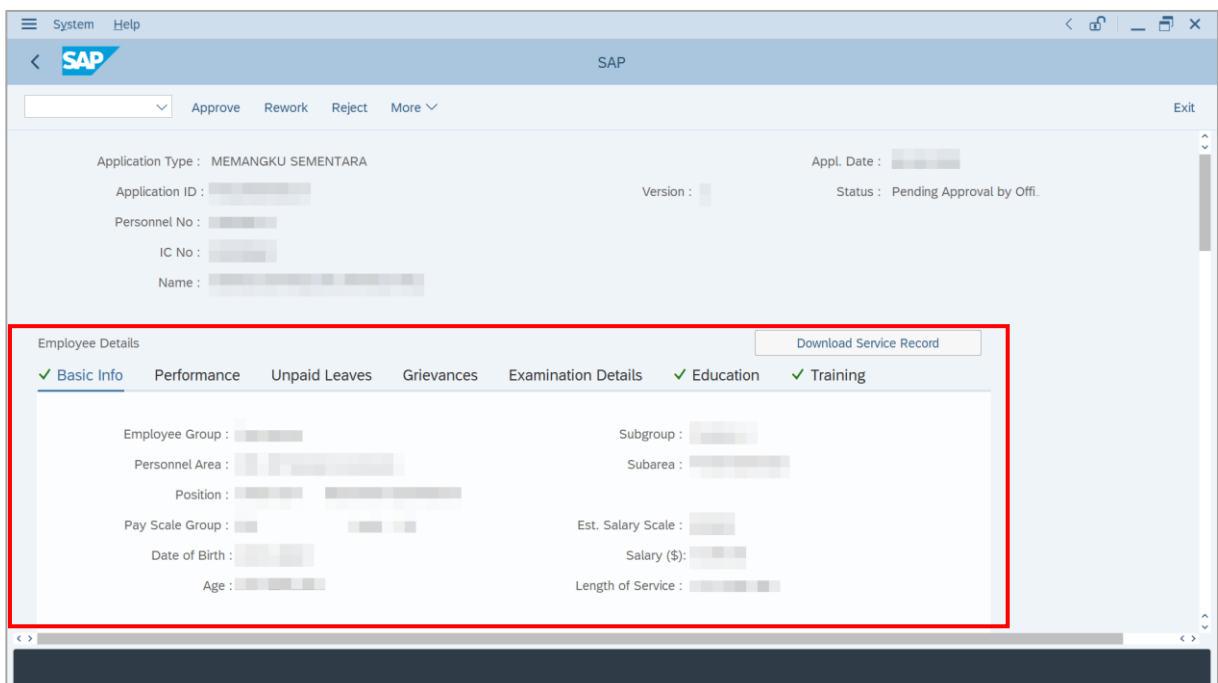
6. Select an application with 'Pending Approval by Officer' status.

7. Click on **Change** icon.



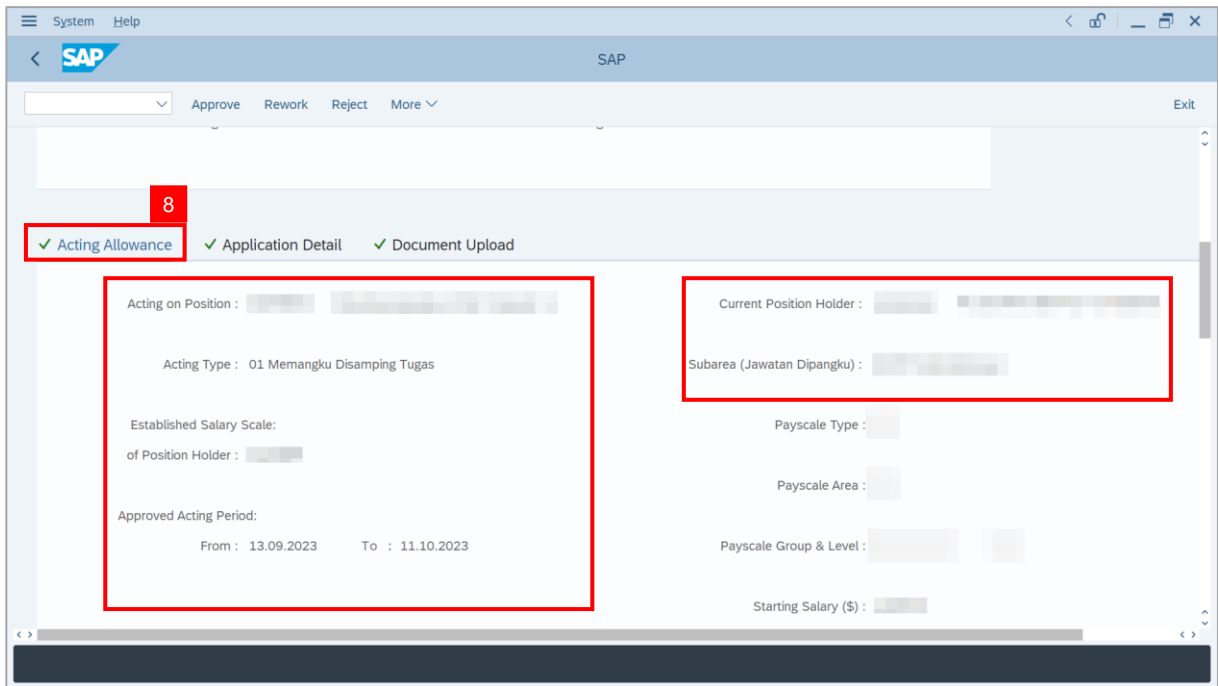
**Note:** The **Application List** page will be displayed.

i) **Department Payroll Officer** may review employee's information on each tab under **Employee Details**.



8. Navigate to **Acting Allowance** tab.

**Note:** Department Payroll Officer may review the details under **Information of Position Approved for Acting (Jawatan Dipangku)**.



System Help

SAP

Approve Rework Reject More

Exit

8

Acting Allowance Application Detail Document Upload

Acting on Position : [Redacted]

Acting Type : 01 Memangku Disamping Tugas

Established Salary Scale:  
of Position Holder : [Redacted]

Approved Acting Period:  
From : 13.09.2023 To : 11.10.2023

Current Position Holder : [Redacted]

Subarea (Jawatan Dipangku) : [Redacted]

Payscale Type : [Redacted]

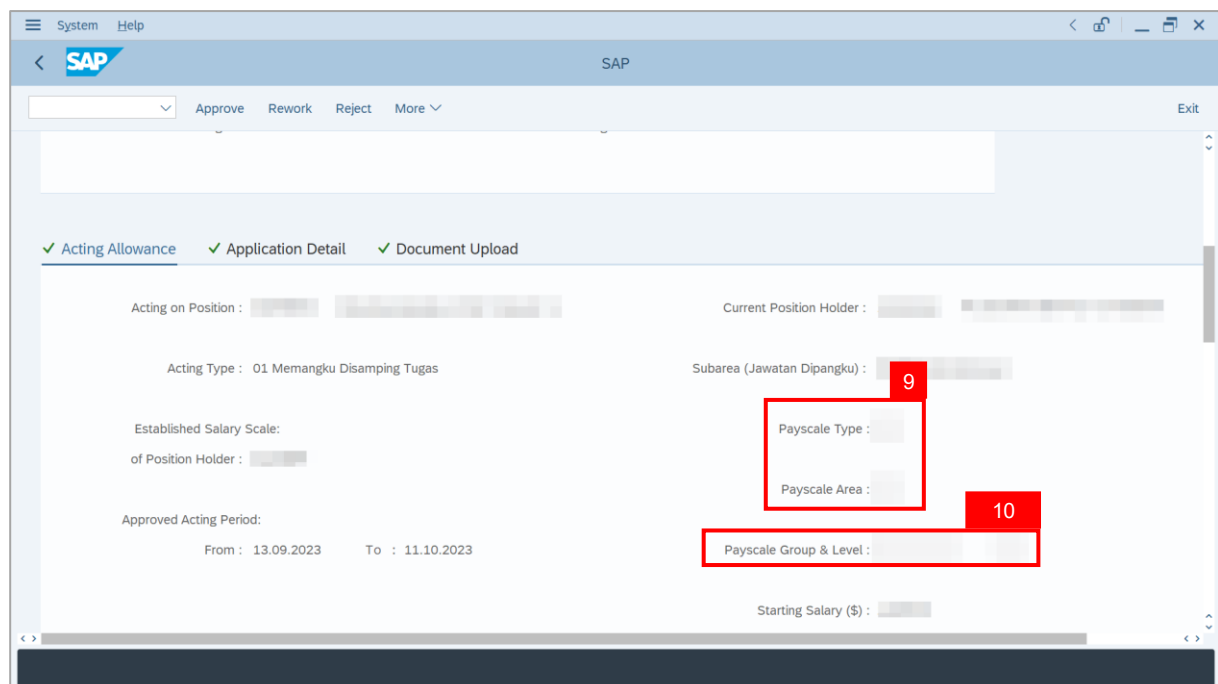
Payscale Area : [Redacted]

Payscale Group & Level : [Redacted]

Starting Salary (\$) : [Redacted]

9. Review **Payscale Type** and **Payscale Area**.

10. Review **Payscale Group** and **Payscale Level**.



System Help

SAP

Approve Rework Reject More

Exit

Acting Allowance Application Detail Document Upload

Acting on Position : [Redacted]

Acting Type : 01 Memangku Disamping Tugas

Established Salary Scale:  
of Position Holder : [Redacted]

Approved Acting Period:  
From : 13.09.2023 To : 11.10.2023

Current Position Holder : [Redacted]

Subarea (Jawatan Dipangku) : [Redacted]

9

Payscale Type : [Redacted]

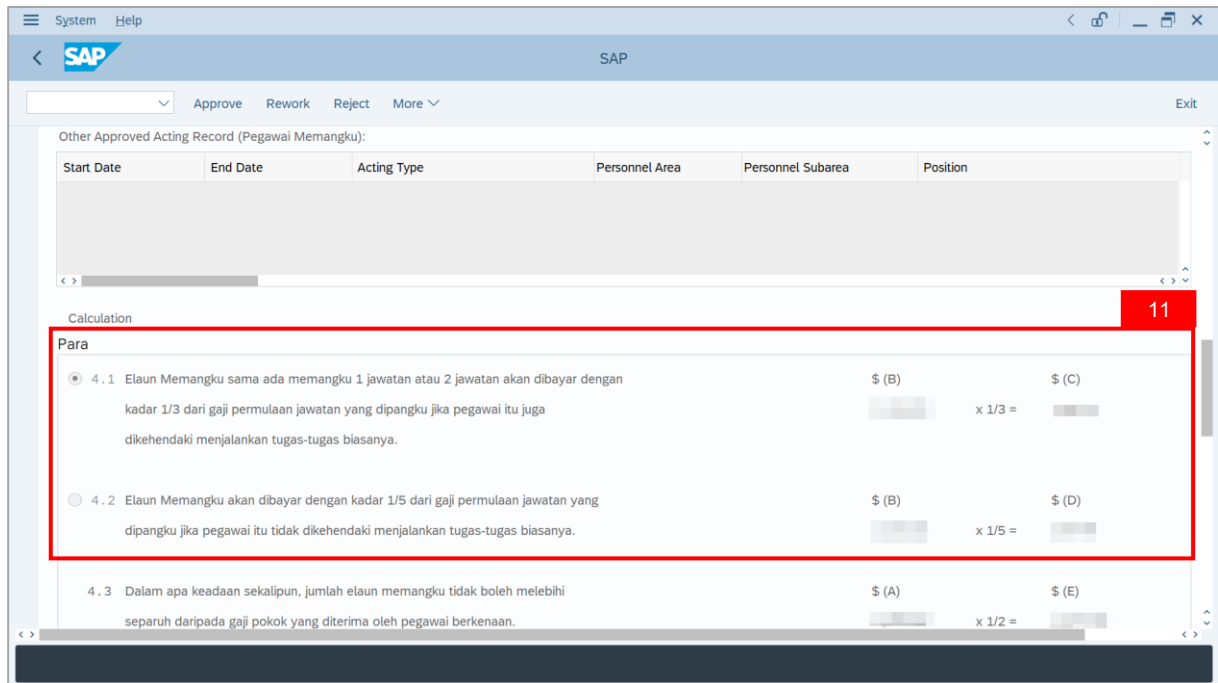
Payscale Area : [Redacted]

10

Payscale Group & Level : [Redacted]

Starting Salary (\$) : [Redacted]

## 11. Review **Para** entered by **Department Payroll Clerk**.



Other Approved Acting Record (Pegawai Memangku):

Start Date	End Date	Acting Type	Personnel Area	Personnel Subarea	Position

Calculation

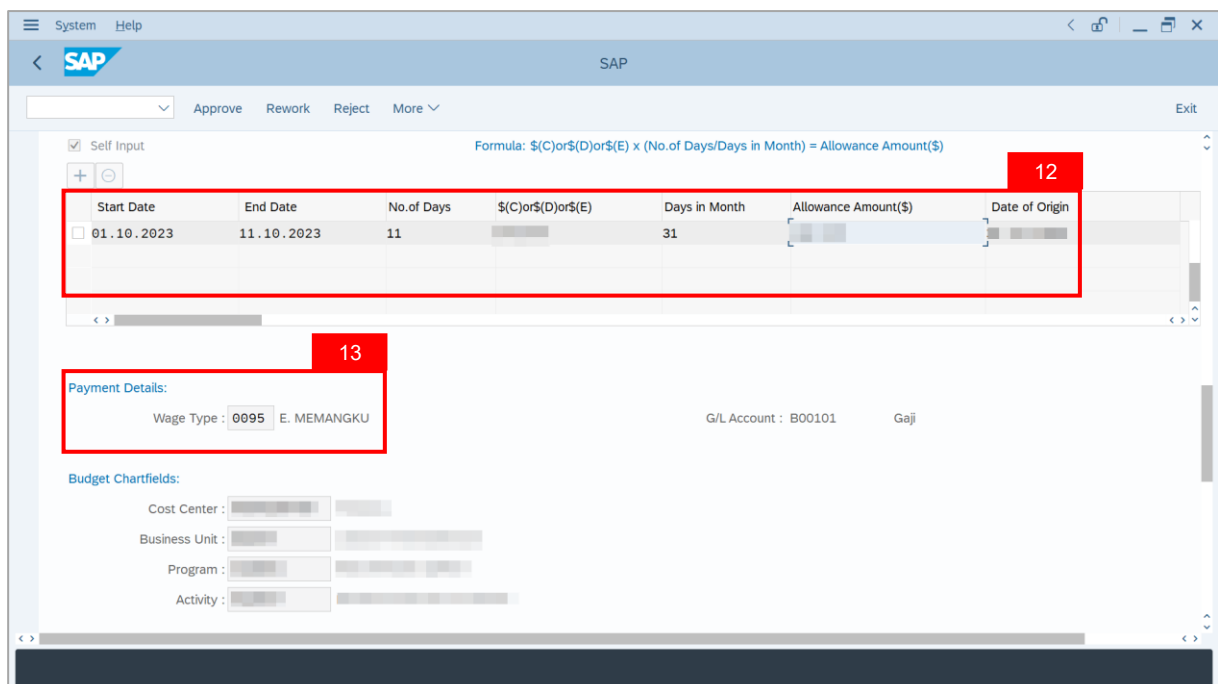
**Para**

<input checked="" type="radio"/> 4.1	Elaun Memangku sama ada memangku 1 jawatan atau 2 jawatan akan dibayar dengan kadar 1/3 dari gaji permulaan jawatan yang dipangku jika pegawai itu juga dikehendaki menjalankan tugas-tugas biasanya.	\$ (B)	x 1/3 =	\$ (C)
<input type="radio"/> 4.2	Elaun Memangku akan dibayar dengan kadar 1/5 dari gaji permulaan jawatan yang dipangku jika pegawai itu tidak dikehendaki menjalankan tugas-tugas biasanya.	\$ (B)	x 1/5 =	\$ (D)
<input type="radio"/> 4.3	Dalam apa keadaan sekalipun, jumlah elaun memangku tidak boleh melebihi separuh daripada gaji pokok yang diterima oleh pegawai berkenaan.	\$ (A)	x 1/2 =	\$ (E)

## 12. Review **Acting allowance** proposed from system calculation.

## 13. Review **Acting Allowance** verified by **Department Payroll Clerk**.

**Note:** All information is not editable by **Department Payroll Officer**. If any information is inaccurate, **Payroll Officer** to enter remarks and rework to **Payroll Clerk**.



Self Input

Formula:  $\$(C) \text{ or } \$(D) \text{ or } \$(E) \times (\text{No. of Days} / \text{Days in Month}) = \text{Allowance Amount}(\$)$

Start Date	End Date	No. of Days	\$(C) or \$(D) or \$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

**Payment Details:**

Wage Type : 0095 E. MEMANGKU

G/L Account : B00101 Gaji

**Budget Chartfields:**

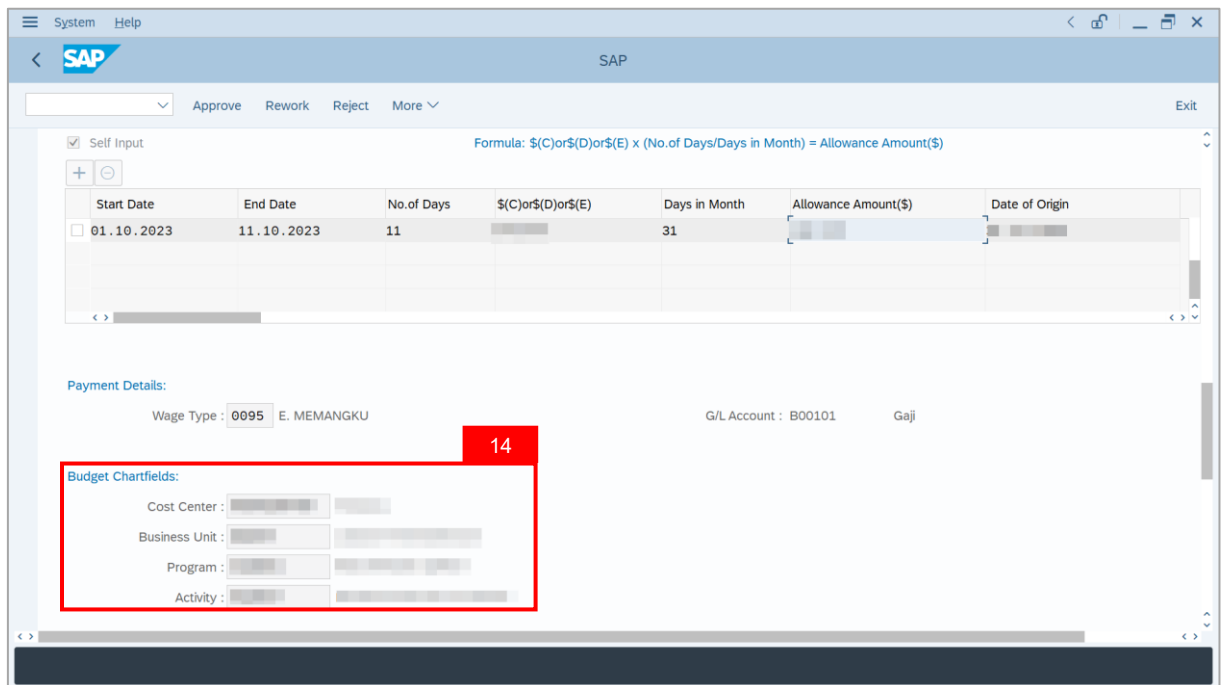
Cost Center :  

Business Unit :  

Program :  

Activity :

## 14. Review Budget Chartfields.



The screenshot shows the SAP Self Input form. The 'Budget Chartfields' section is highlighted with a red box and labeled '14'. The form includes a table for allowance details and a 'Payment Details' section.

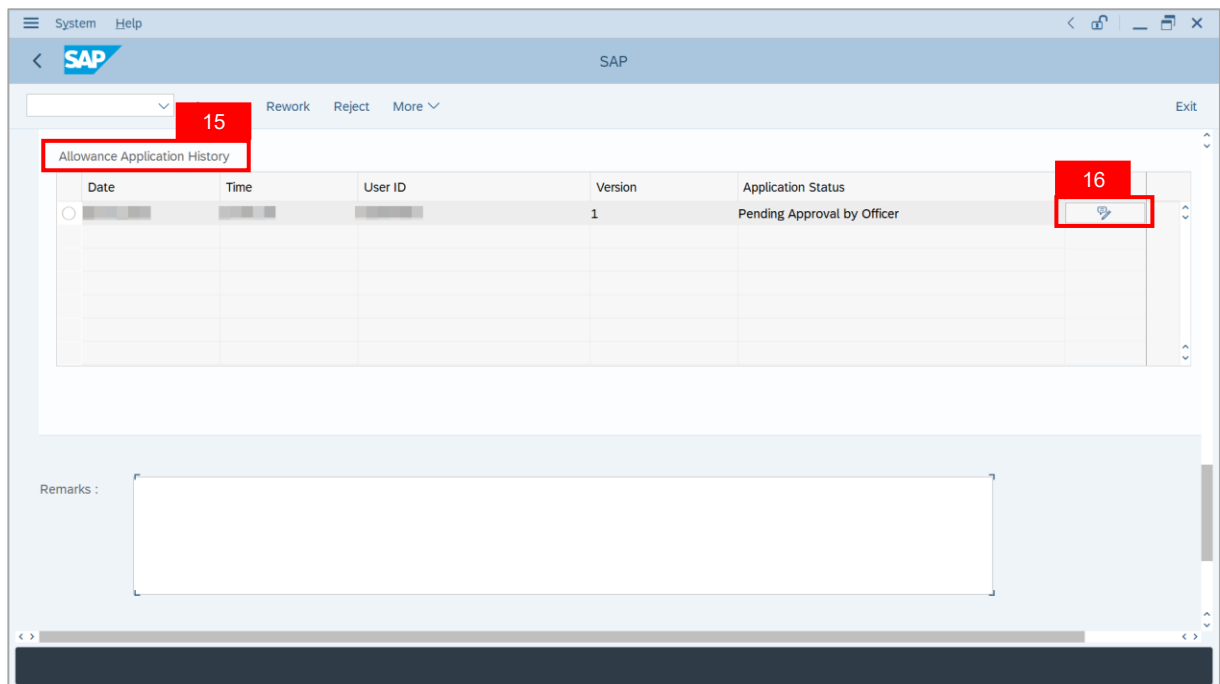
Start Date	End Date	No. of Days	\$(C)or\$(D)or\$(E)	Days in Month	Allowance Amount(\$)	Date of Origin
01.10.2023	11.10.2023	11		31		

Payment Details:  
 Wage Type : 0095 E. MEMANGKU  
 G/L Account : B00101 Gaji

Budget Chartfields:  
 Cost Center :  
 Business Unit :  
 Program :  
 Activity :

## 15. Under **Acting Allowance** tab, navigate to **Allowance Application History**.

## 16. Click on **Remarks** button to view the comments entered by **Department Payroll Clerk**.

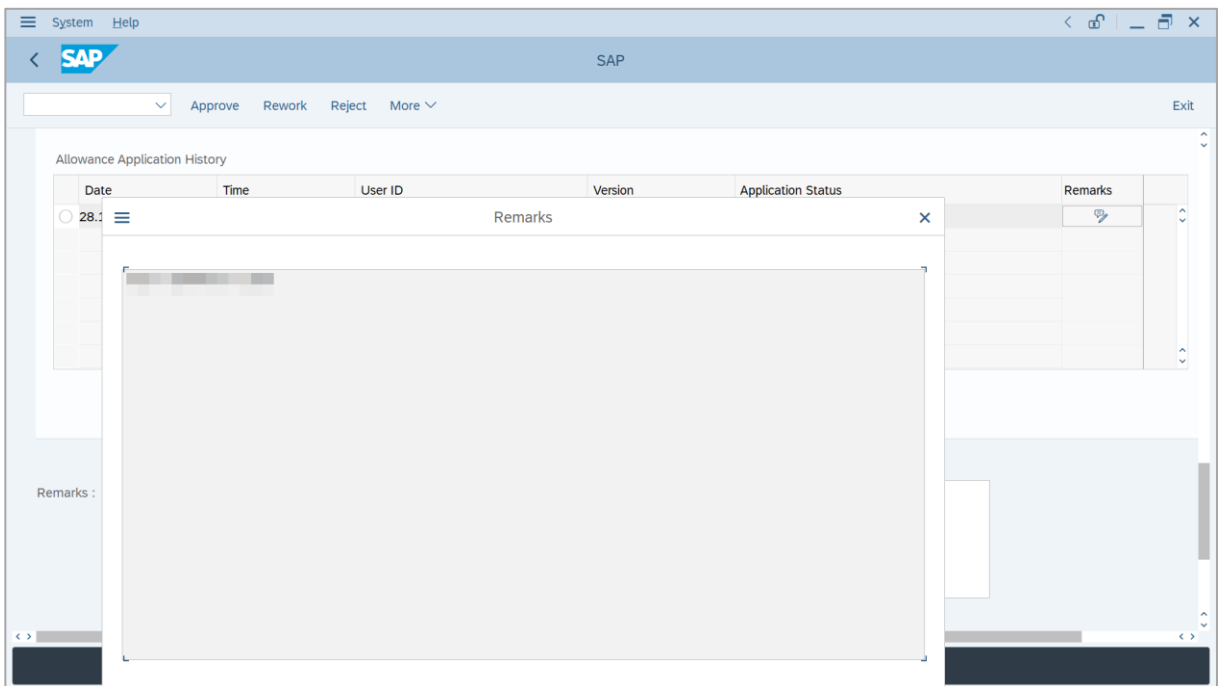


The screenshot shows the SAP Allowance Application History table. The 'Allowance Application History' header is highlighted with a red box and labeled '15'. The table contains one entry with a 'Remarks' button highlighted by a red box and labeled '16'.

Date	Time	User ID	Version	Application Status
			1	Pending Approval by Officer

Remarks :

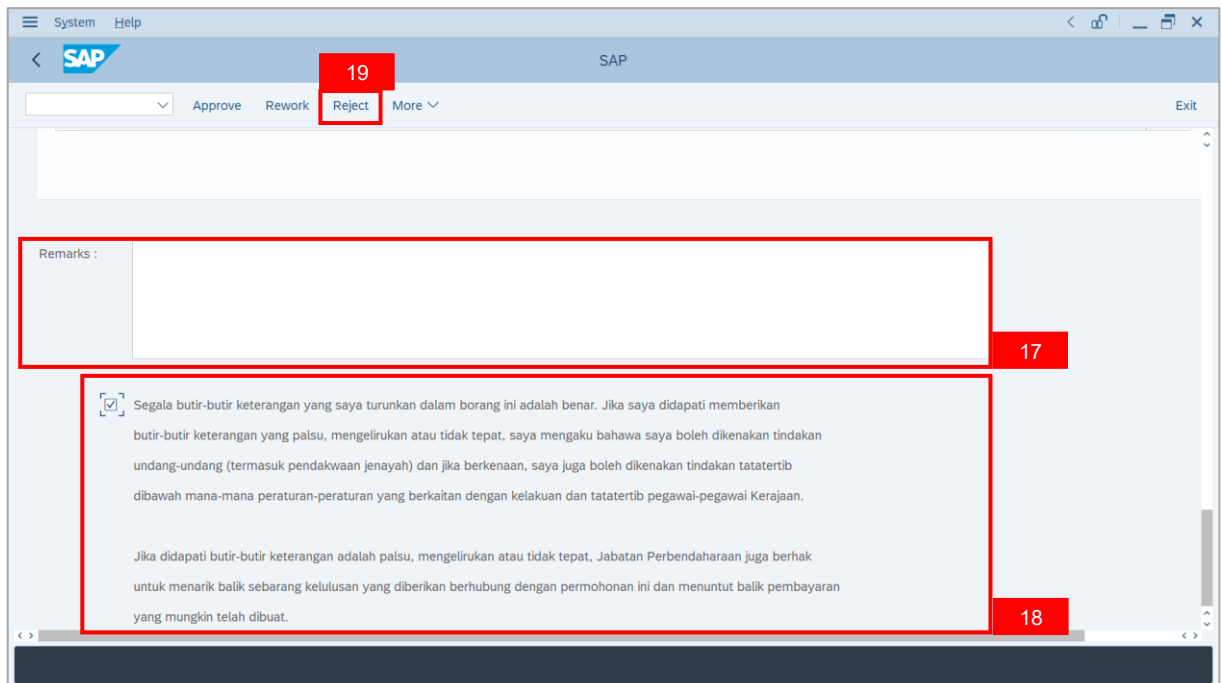
**Note:** The **Remarks** page will be displayed.



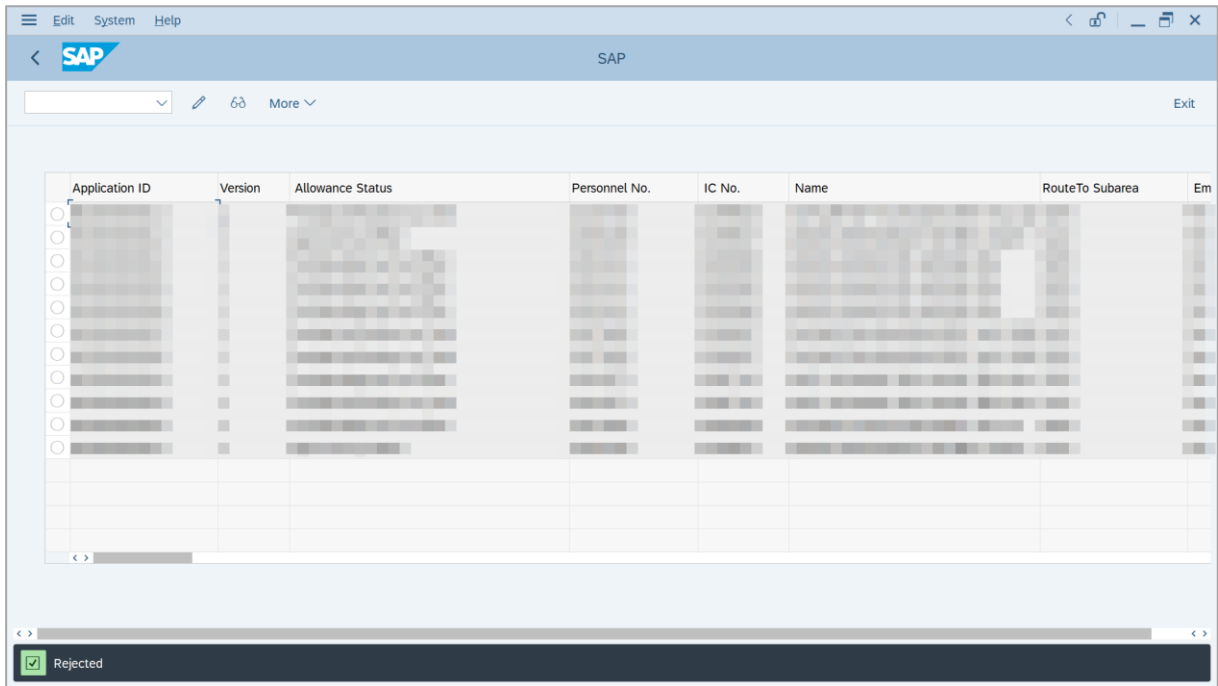
17. Enter the **Remarks** for why the application is rejected.

18. Tick on **Declaration** checkbox.

19. Click on **Reject** button.



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



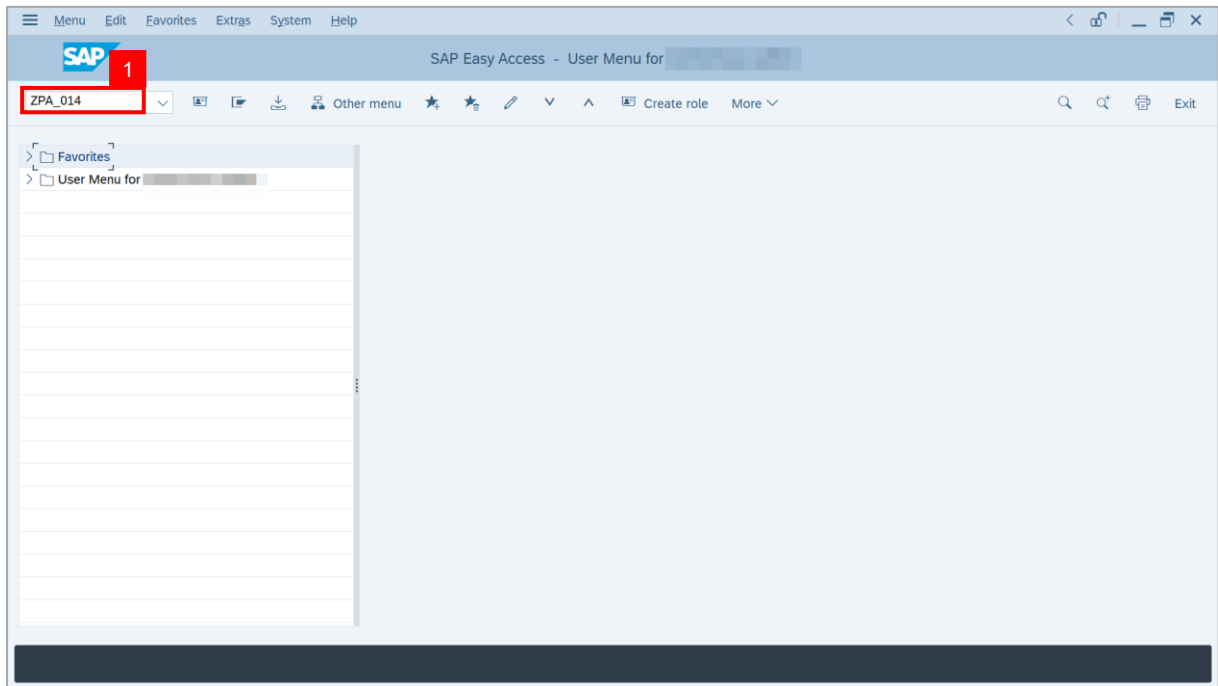
**TEMPORARY ACTING  
ALLOWANCE REPORT**

**Backend User**

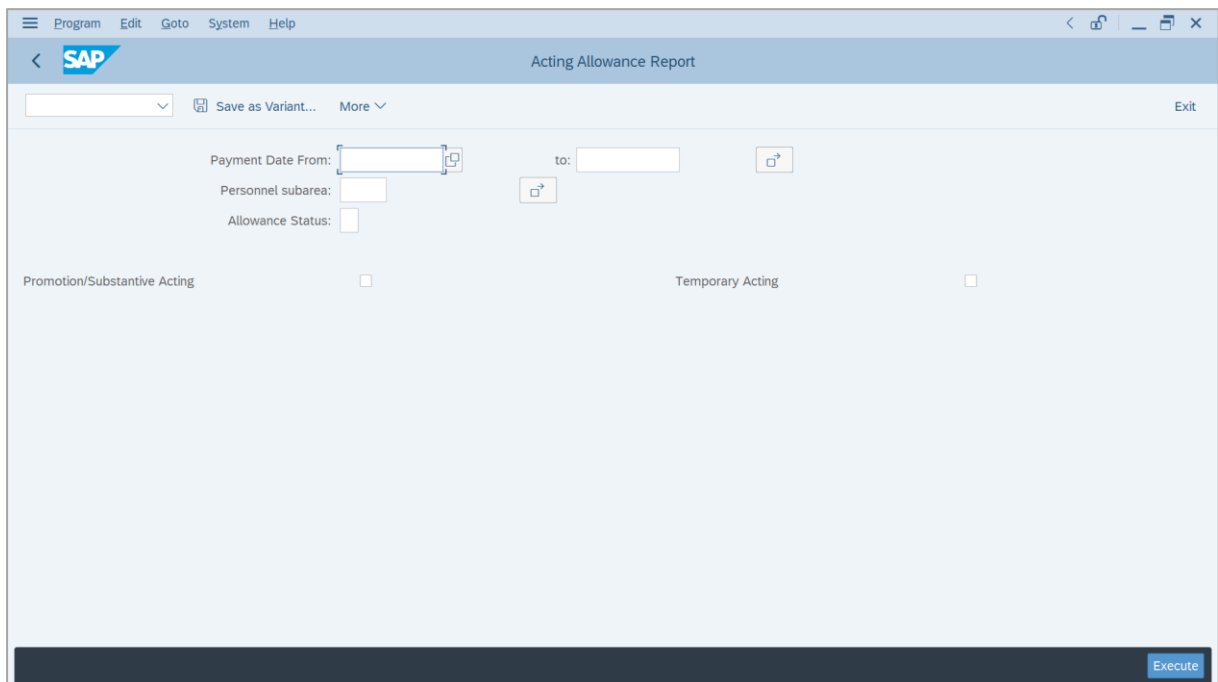
Department Payroll Officer

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

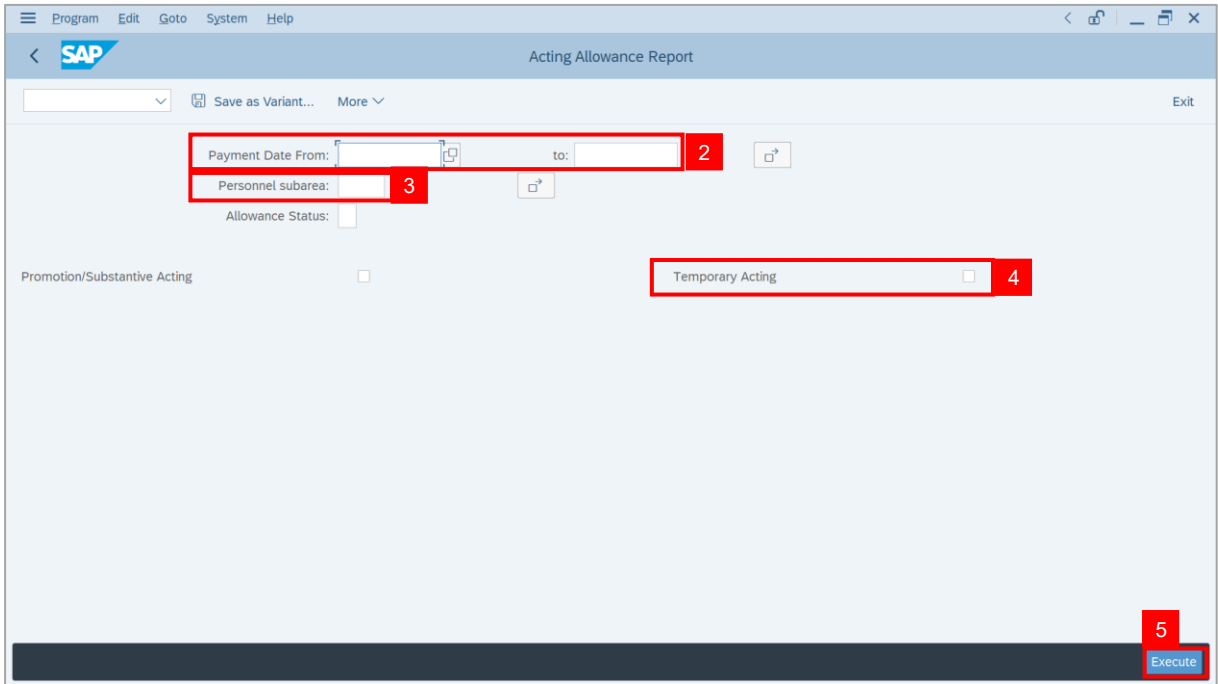
1. Enter **ZPA\_014** in the search bar.



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



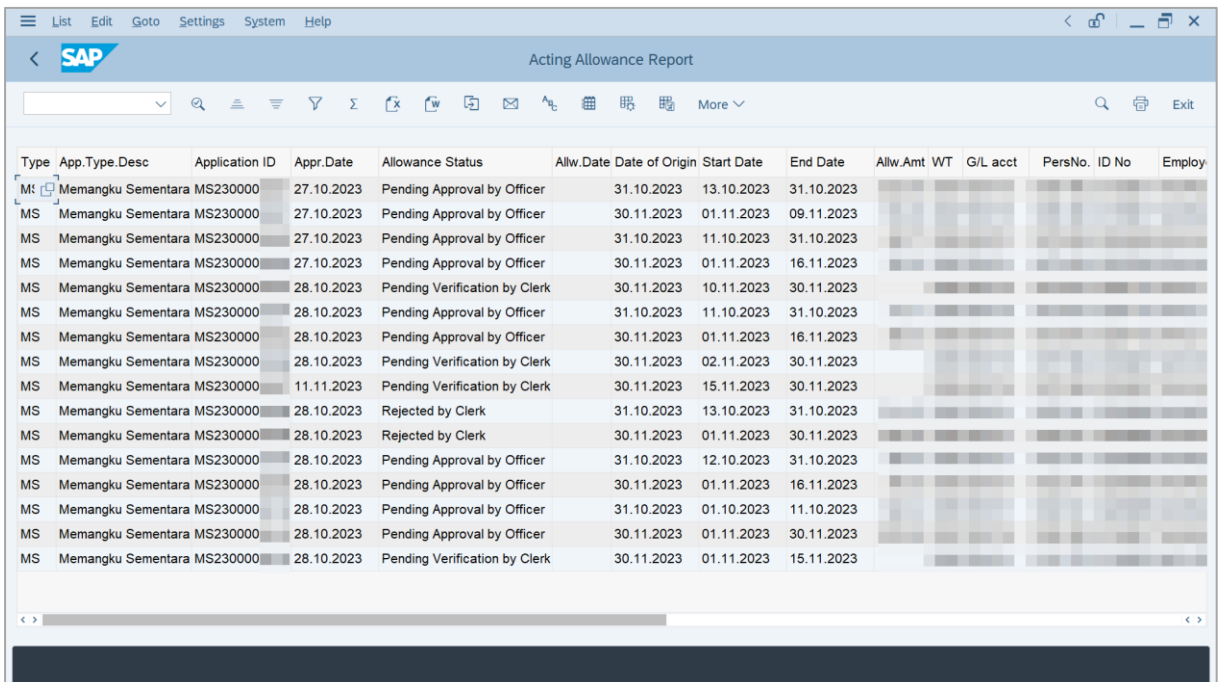
2. Enter **Payment Date** of Acting (Optional).
3. Enter **Personnel subarea** (Optional).
4. Tick **Temporary Acting** checkbox.
5. Click on **Execute** button.



The screenshot shows the SAP GUI 'Acting Allowance Report' form. The following elements are highlighted with red boxes and numbered:

- 2**: The 'Payment Date From:' and 'to:' date input fields.
- 3**: The 'Personnel subarea:' input field.
- 4**: The 'Temporary Acting' checkbox.
- 5**: The 'Execute' button at the bottom right.

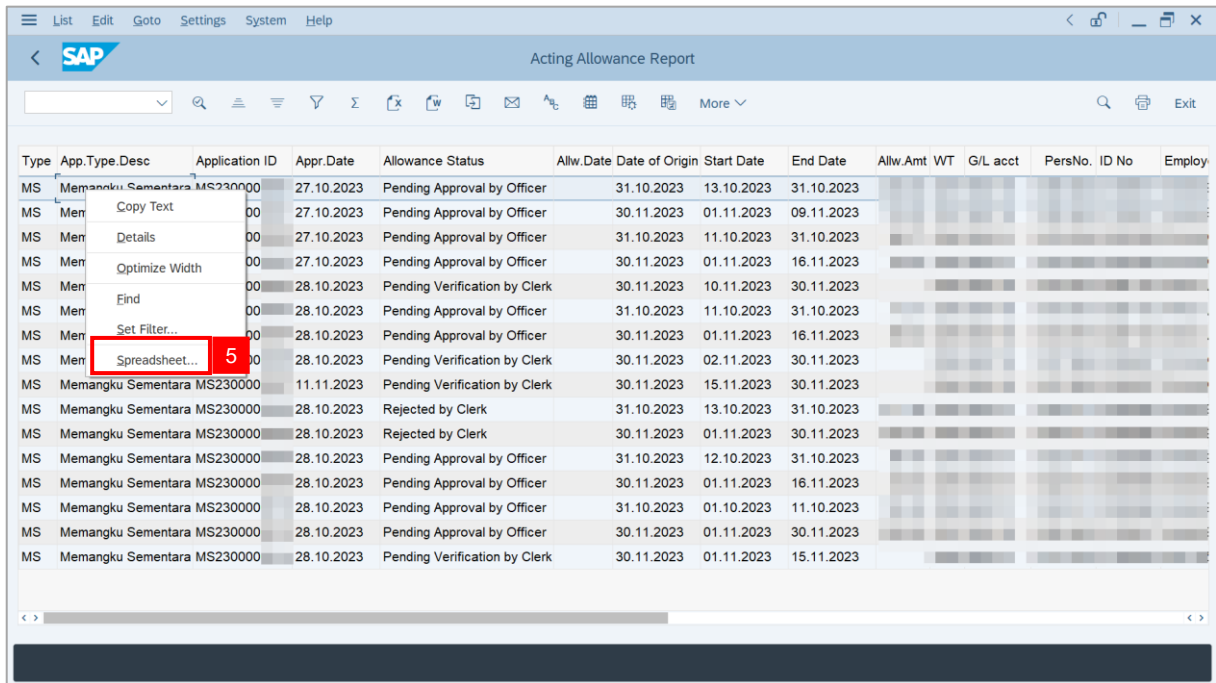
**Note:** The **Temporary Acting Allowance Report** page will be displayed.



Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Employ
Mt	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	09.11.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	10.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	02.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	11.11.2023	Pending Verification by Clerk	30.11.2023	15.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	12.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	01.10.2023	11.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	01.11.2023	15.11.2023							

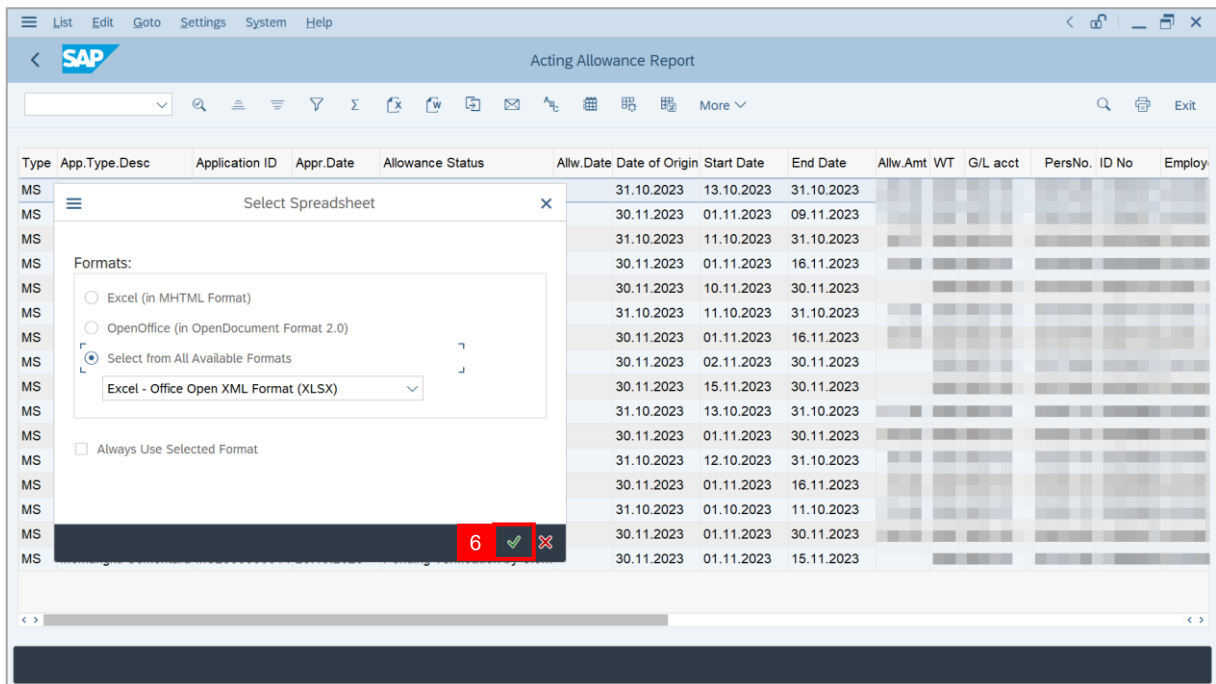


5. Click the right button on the **Mouse** and select **'Spreadsheet'**.



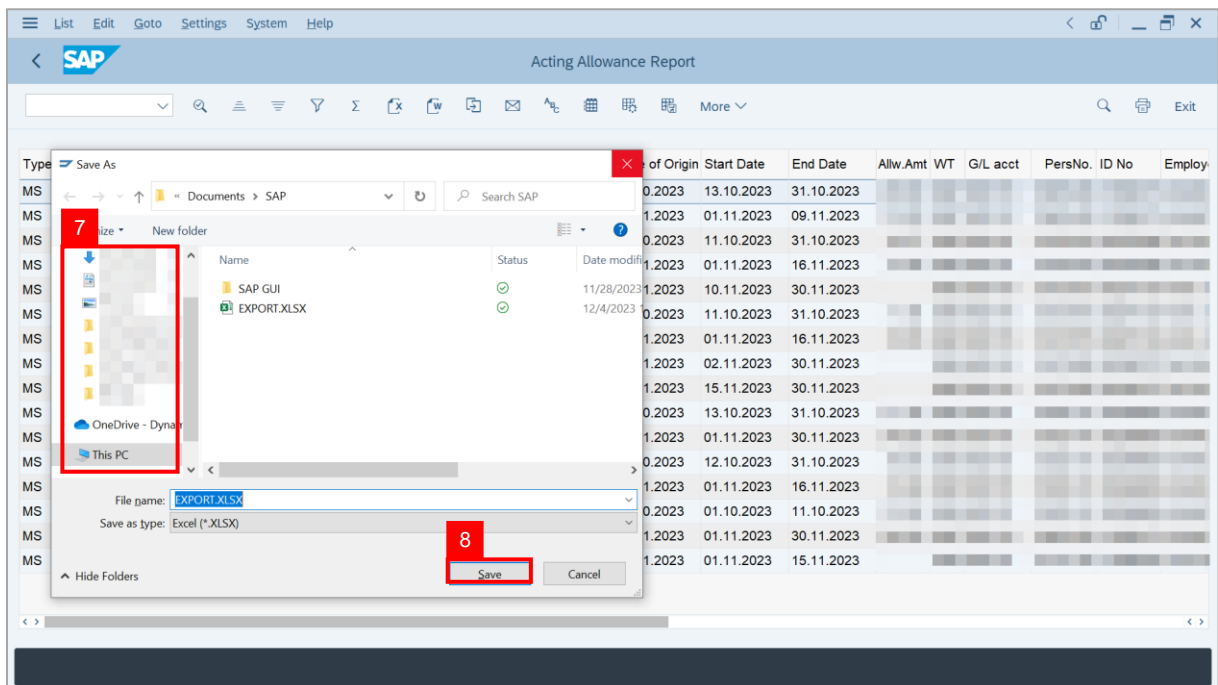
**Note:** The **Select Spreadsheet** message will be displayed.

6. Click on **Tick** button.



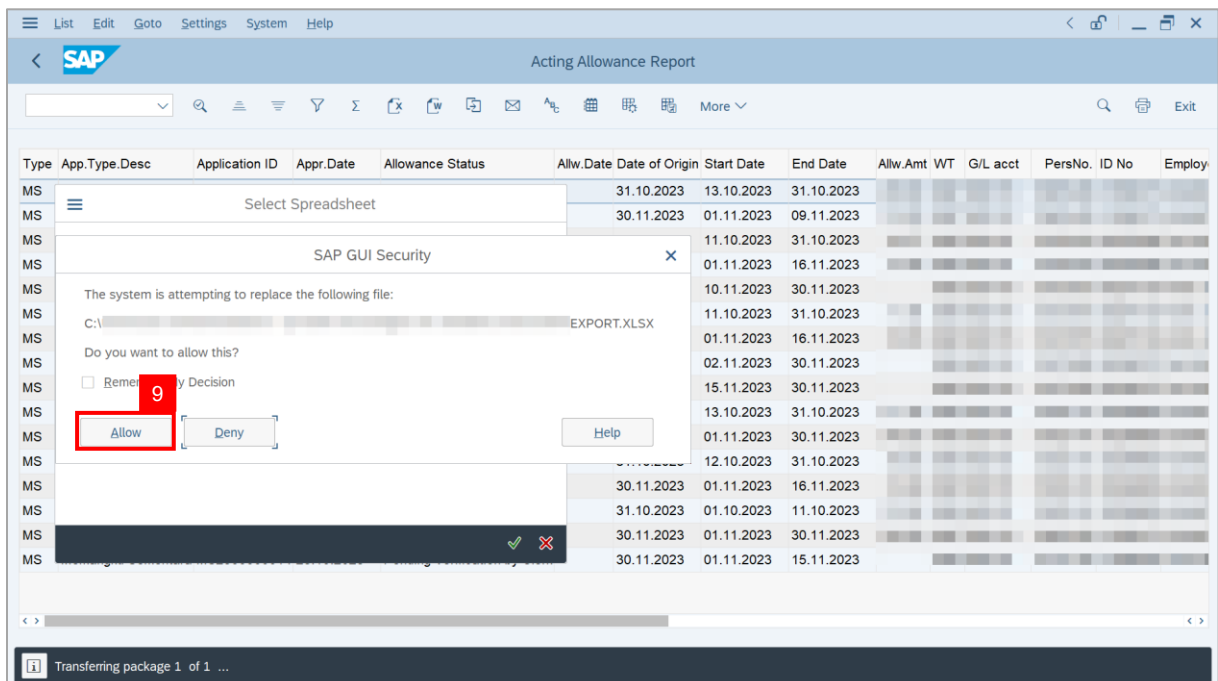
7. Select **File Location**.

8. Click on **Save** button.

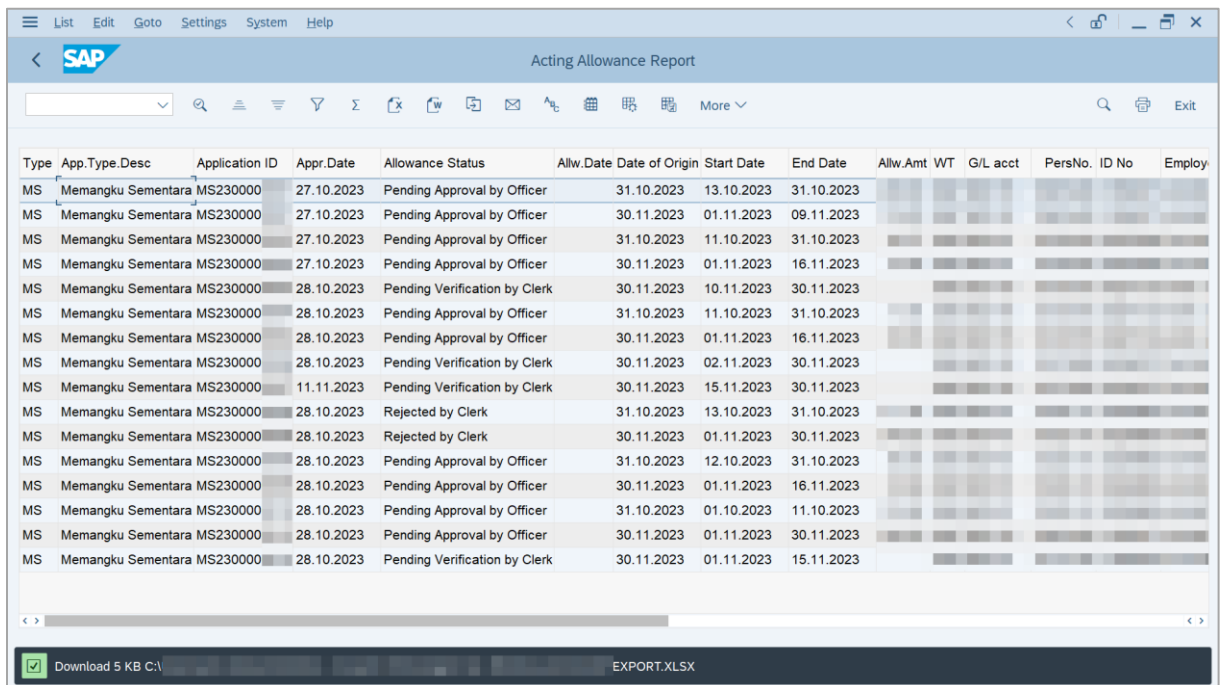


**Note:** The **SAP GUI Security** page will be displayed.

9. Click on **Allow** icon.



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



Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Employ
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	09.11.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	10.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	11.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	02.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	11.11.2023	Pending Verification by Clerk	30.11.2023	15.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	31.10.2023	13.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Rejected by Clerk	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	12.10.2023	31.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	16.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	31.10.2023	01.10.2023	11.10.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Approval by Officer	30.11.2023	01.11.2023	30.11.2023							
MS	Memangku Sementara	MS230000	28.10.2023	Pending Verification by Clerk	30.11.2023	01.11.2023	15.11.2023							