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
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**.
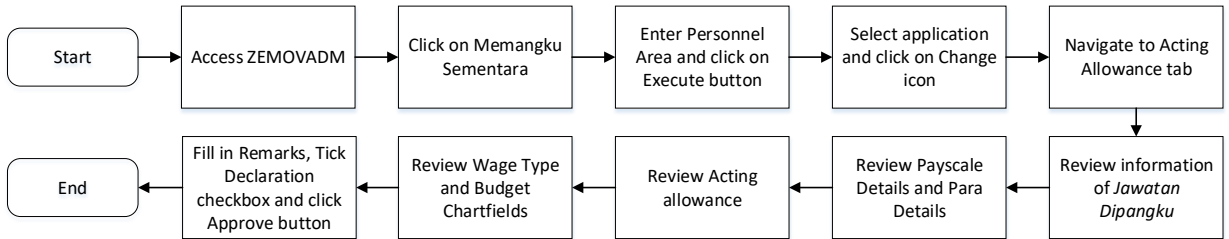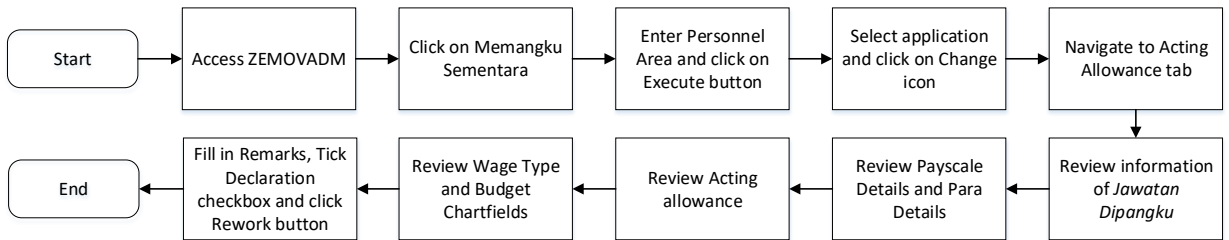
Table of Content

Process Overview

Approve Application

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Area and click on Execute button → Select application and click on Change icon → Navigate to Acting Allowance tab
                                                                                                                                                                        ↓
End ← Fill in Remarks, Tick Declaration checkbox and click Approve button ← Review Wage Type and Budget Chartfields ← Review Acting allowance ← Review Payscale Details and Para Details ← Review information of Jawatan Dipangku
```

Rework Application to Department Payroll Clerk

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Area and click on Execute button → Select application and click on Change icon → Navigate to Acting Allowance tab
                                                                                                                                                                        ↓
End ← Fill in Remarks, Tick Declaration checkbox and click Rework button ← Review Wage Type and Budget Chartfields ← Review Acting allowance ← Review Payscale Details and Para Details ← Review information of Jawatan Dipangku
```

Reject Application

```
Start → Access ZEMOVADM → Click on Memangku Sementara → Enter Personnel Area and click on Execute button → Select application and click on Change icon → Navigate to Acting Allowance tab
                                                                                                                                                                        ↓
End ← Fill in Remarks, Tick Declaration checkbox and click Reject button ← Review Wage Type and Budget Chartfields ← Review Acting allowance ← Review Payscale Details and Para Details ← Review information of Jawatan Dipangku
```

Temporary Acting Allowance Report

```
Start → Access ZPA_014 → Enter Payment Date and Personnel subarea → Click right button on the Mouse and select 'Spreadsheet' → Click on Tick button → Select File Location and click Save button
                                                                                                                                                                        ↓
                                                                                                                                        End ← Click on Allow button
```

Sistem Sumber Manusia - Temporary Acting

APPROVE APPLICATION	Backend User
	Department Payroll Officer

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

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

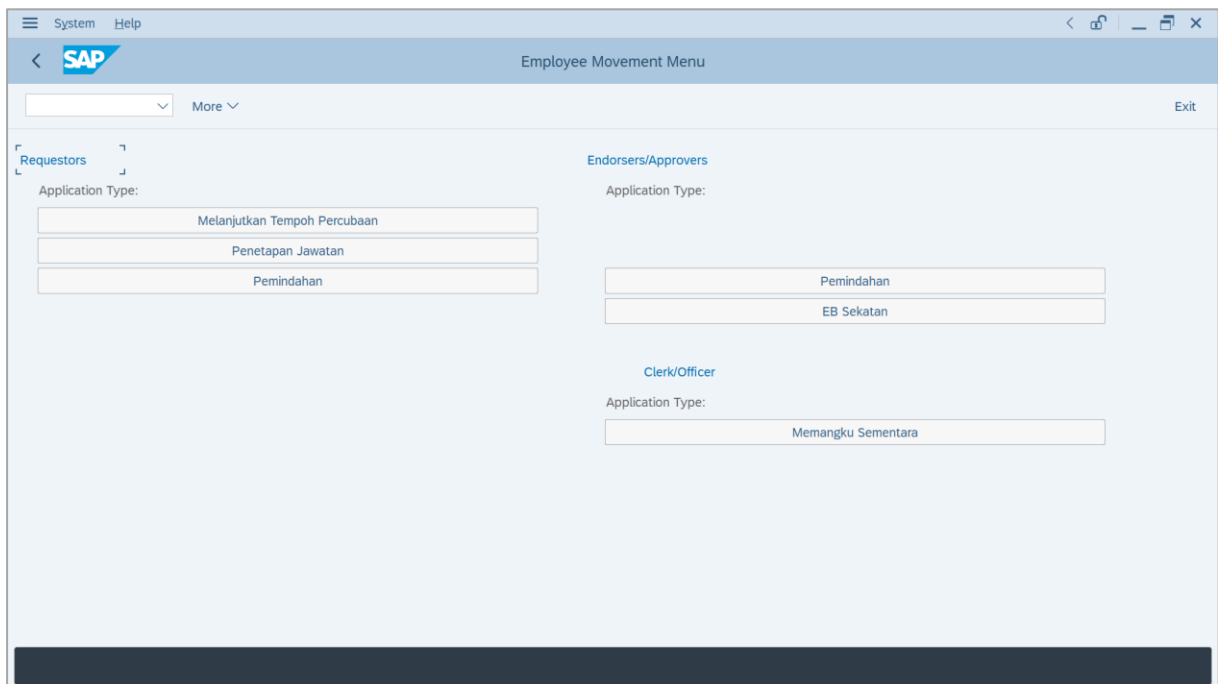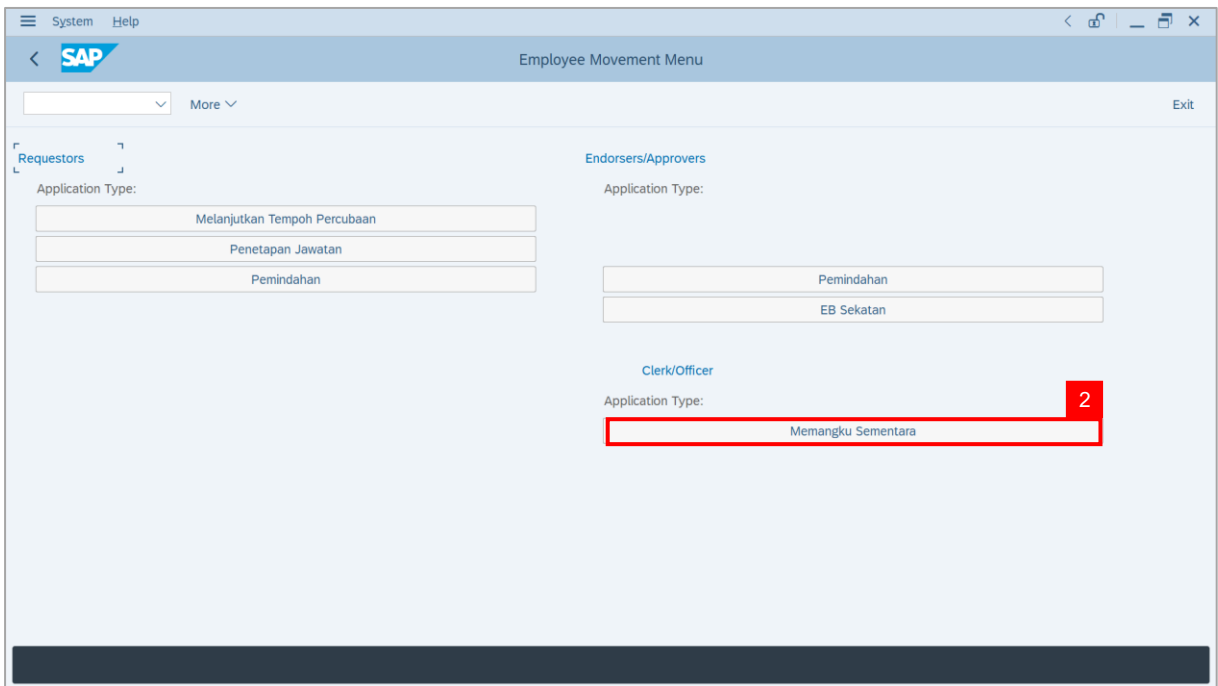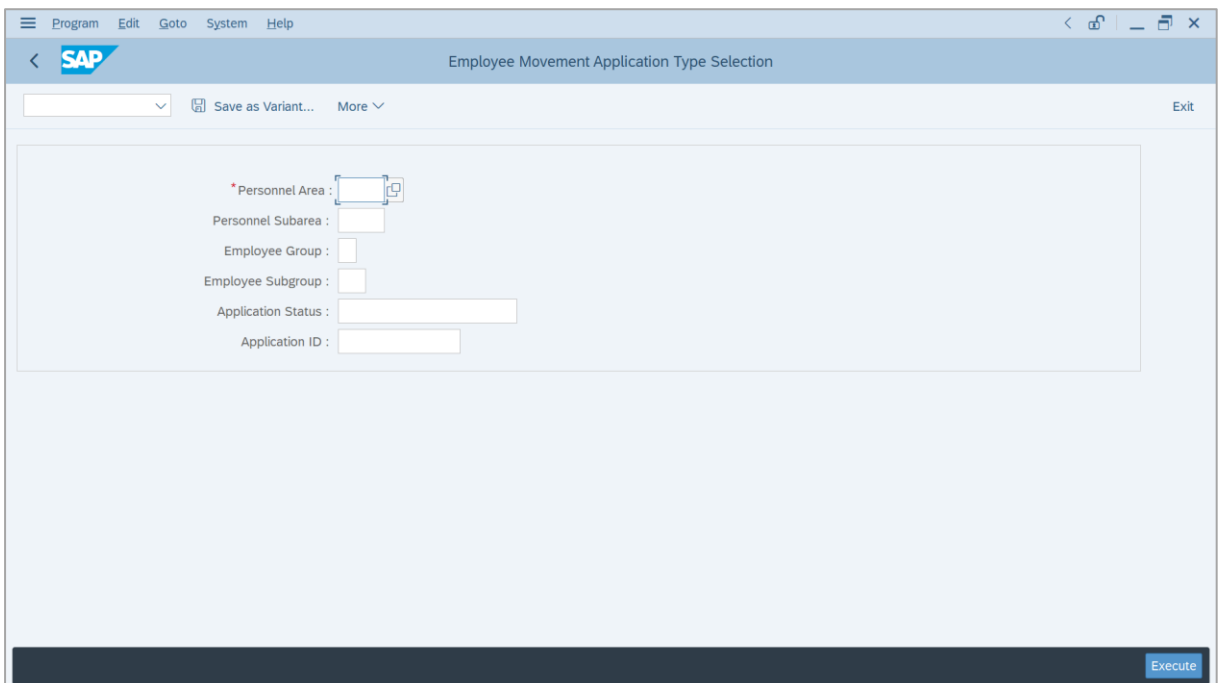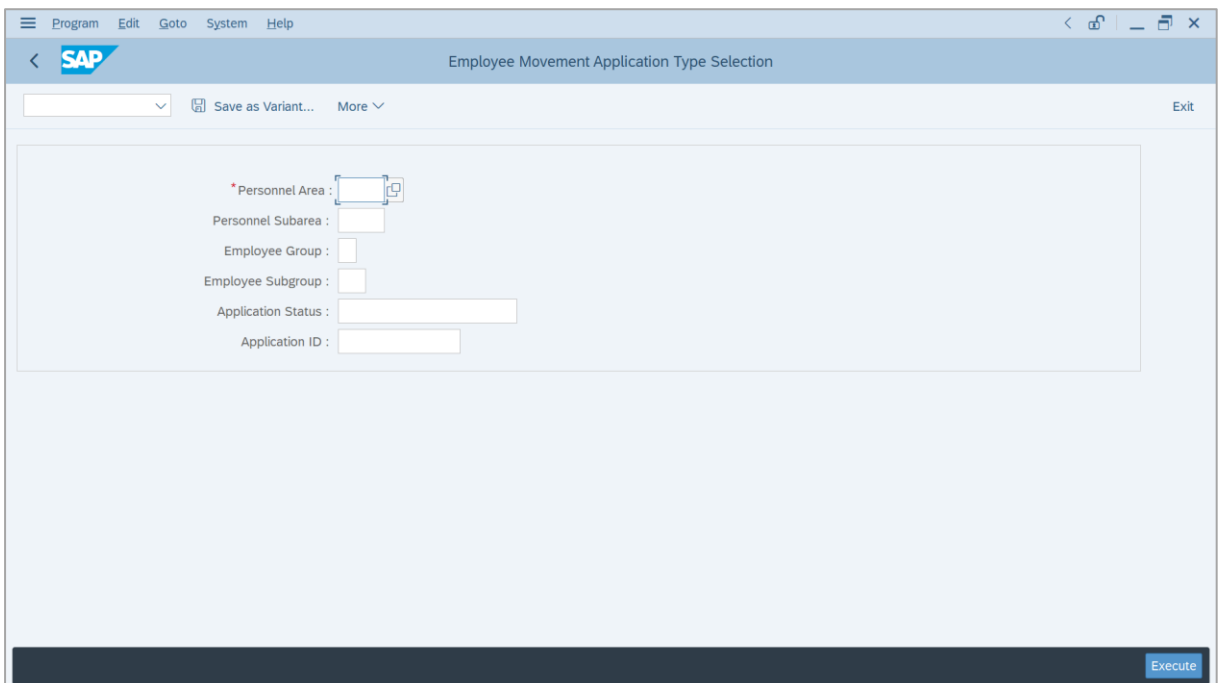**Note: Employee Movement Menu** page will be displayed.

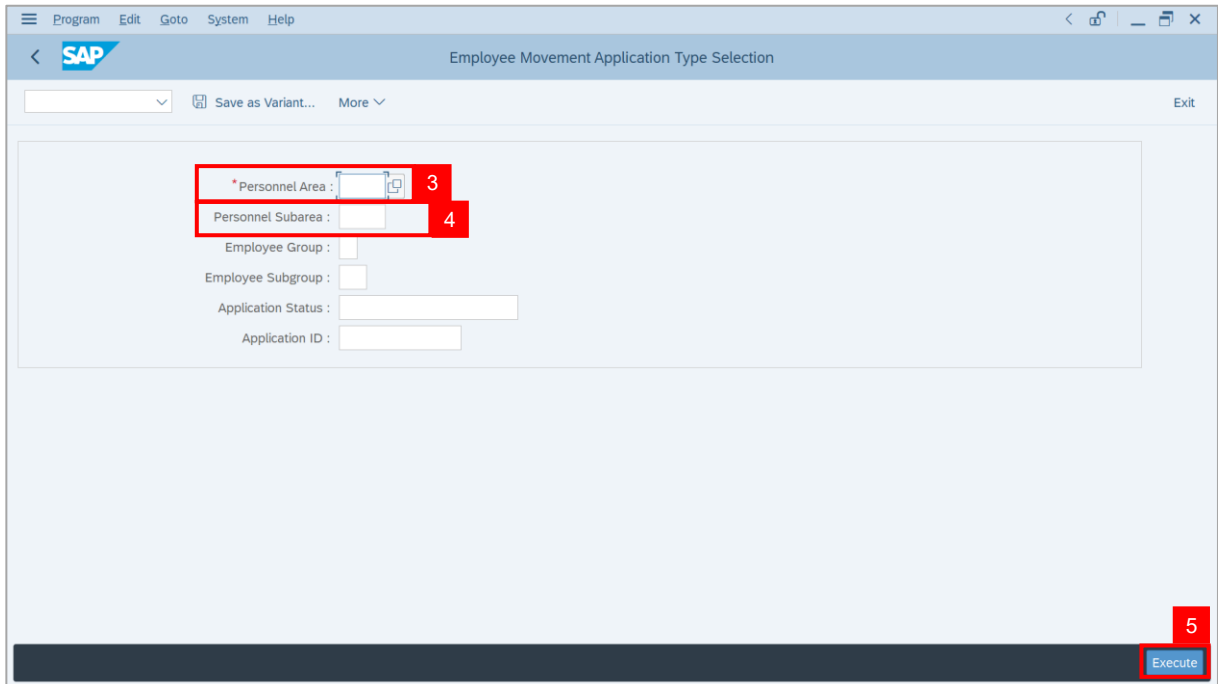2. Under **Clerk/Officer: Application Type**, click on **Memangku Sementara**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

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

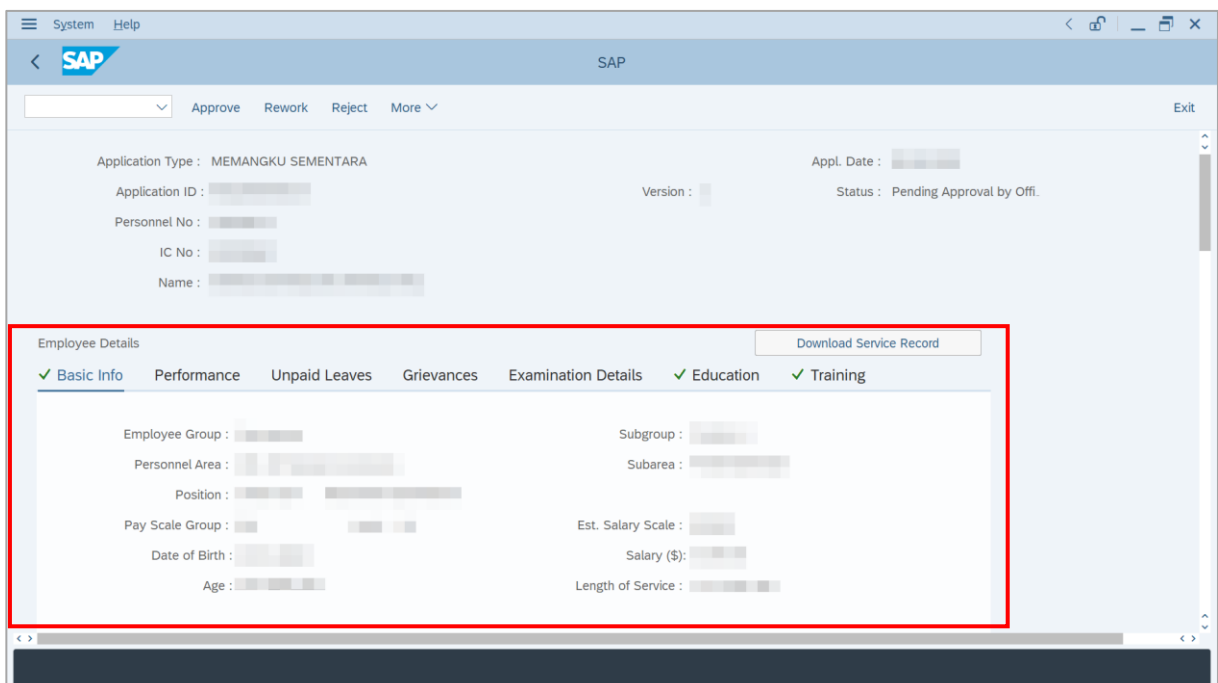6. Select an application with '**Pending Approval by Officer**' status.

7. Click on **Change** icon.

Note: The **Application List** page will be displayed.
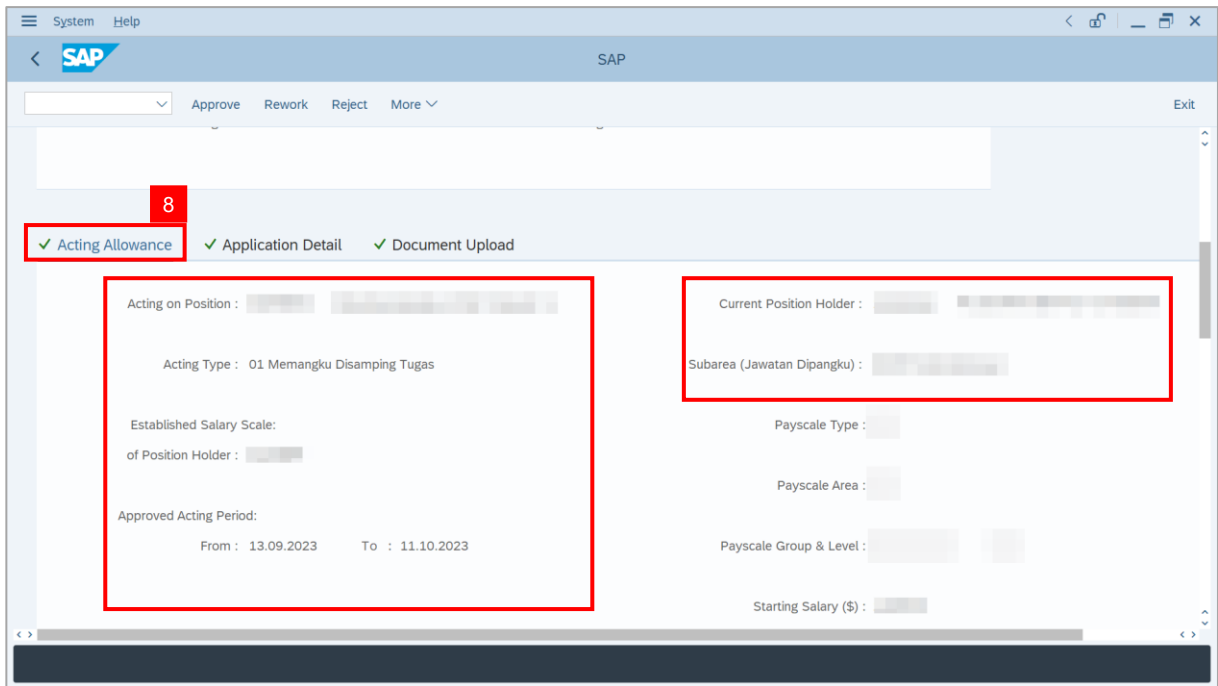
i) **Department Payroll Clerk** may review employee's information on each tab under

Employee Details.

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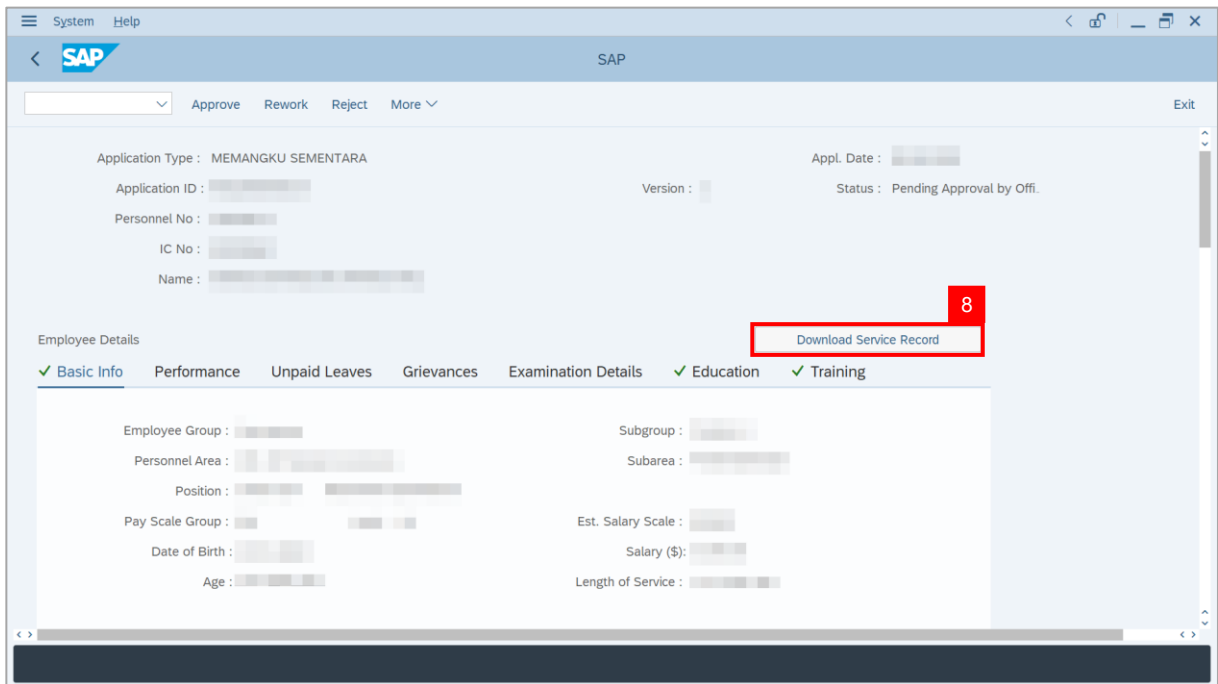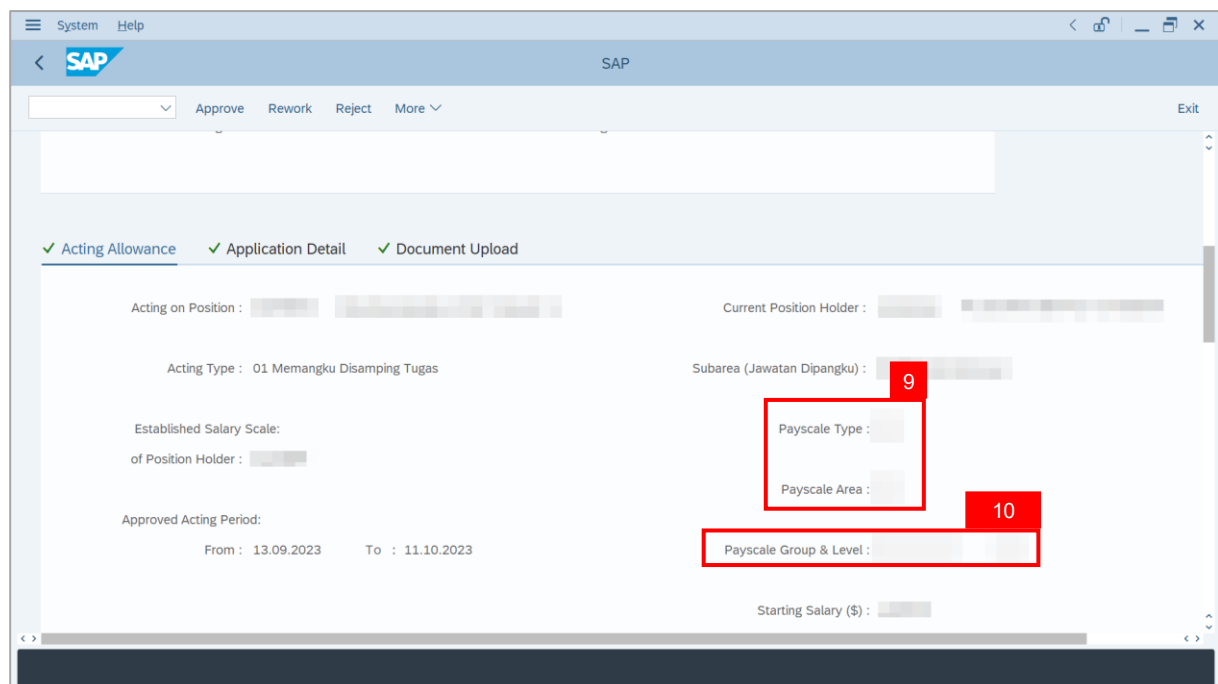

9. Navigate to **Acting Allowance** tab.
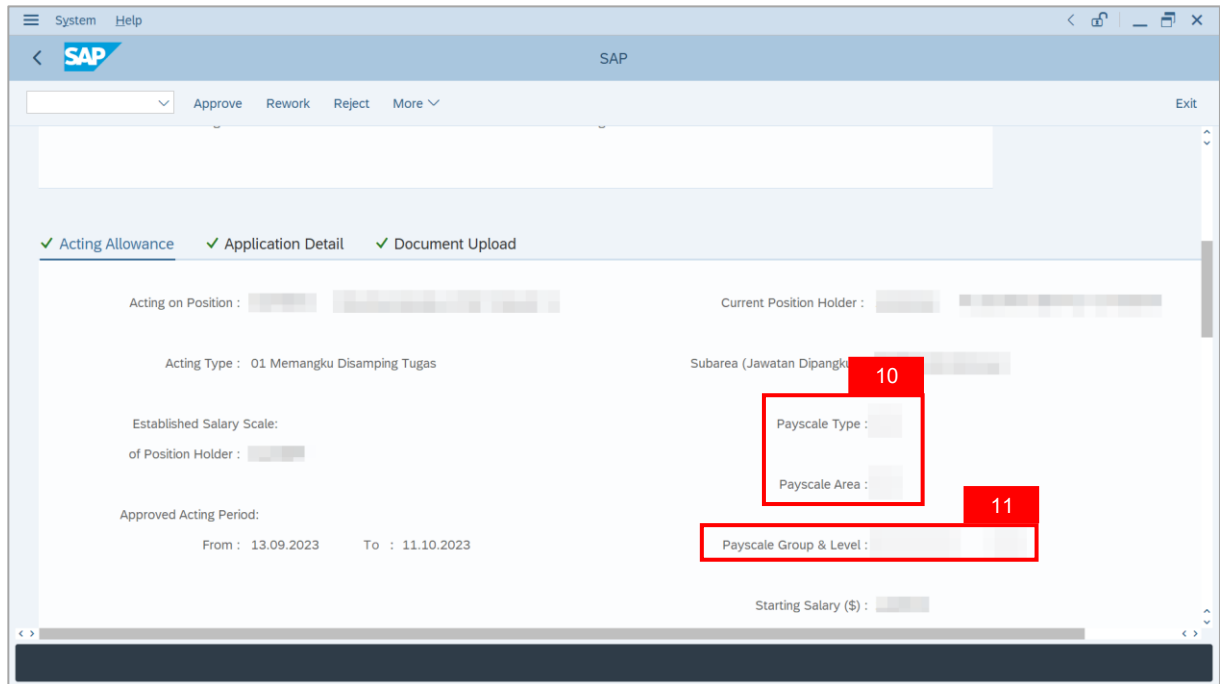
Note: **Department Payroll Officer** may review the details under **Information of Position Approved for Acting** (*Jawatan Dipangku*).
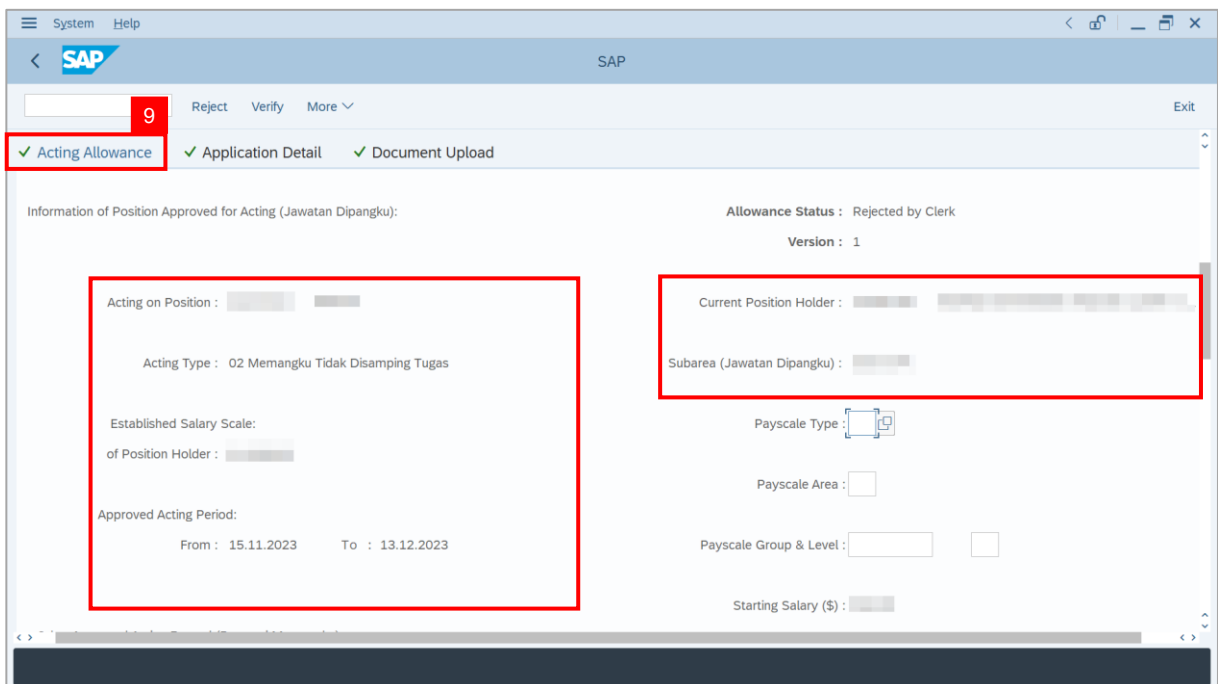
10. Review **Payscale Type** and **Payscale Area**.

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).

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

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**.

15. Review **Budget Chartfields**.

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.

Sistem Sumber Manusia - Temporary Acting

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**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

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

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.

Sistem Sumber Manusia - Temporary Acting

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**.

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**.

14. Review **Budget Chartfields**.

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

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

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

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

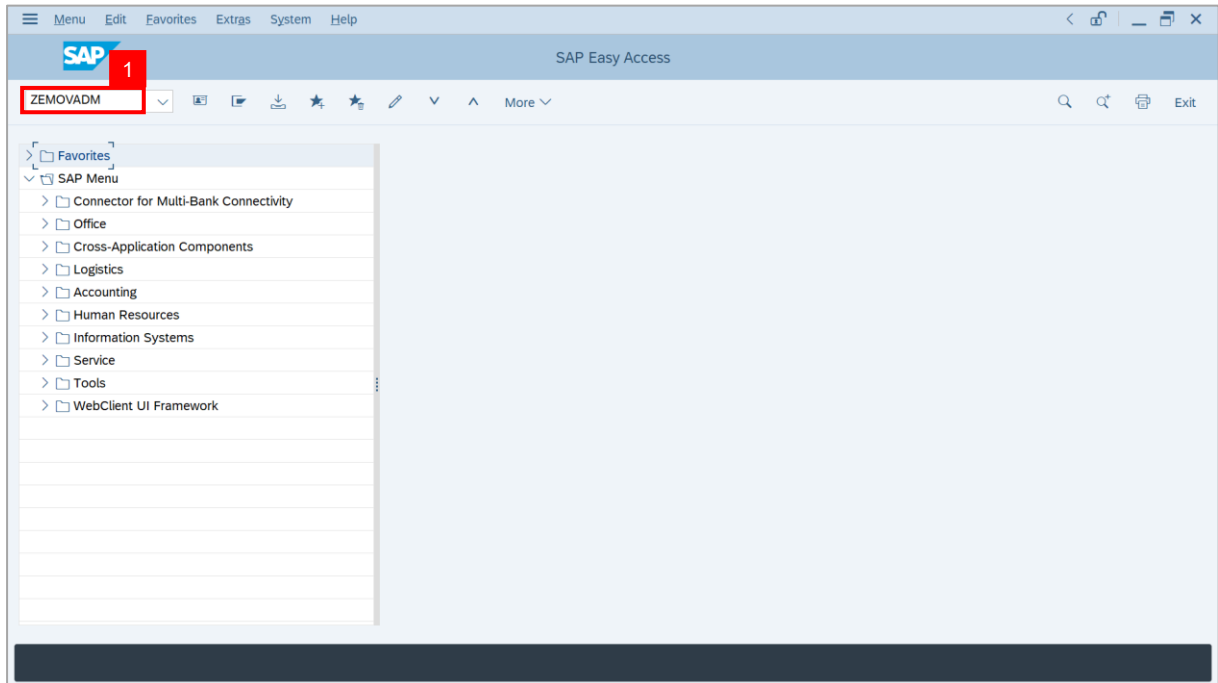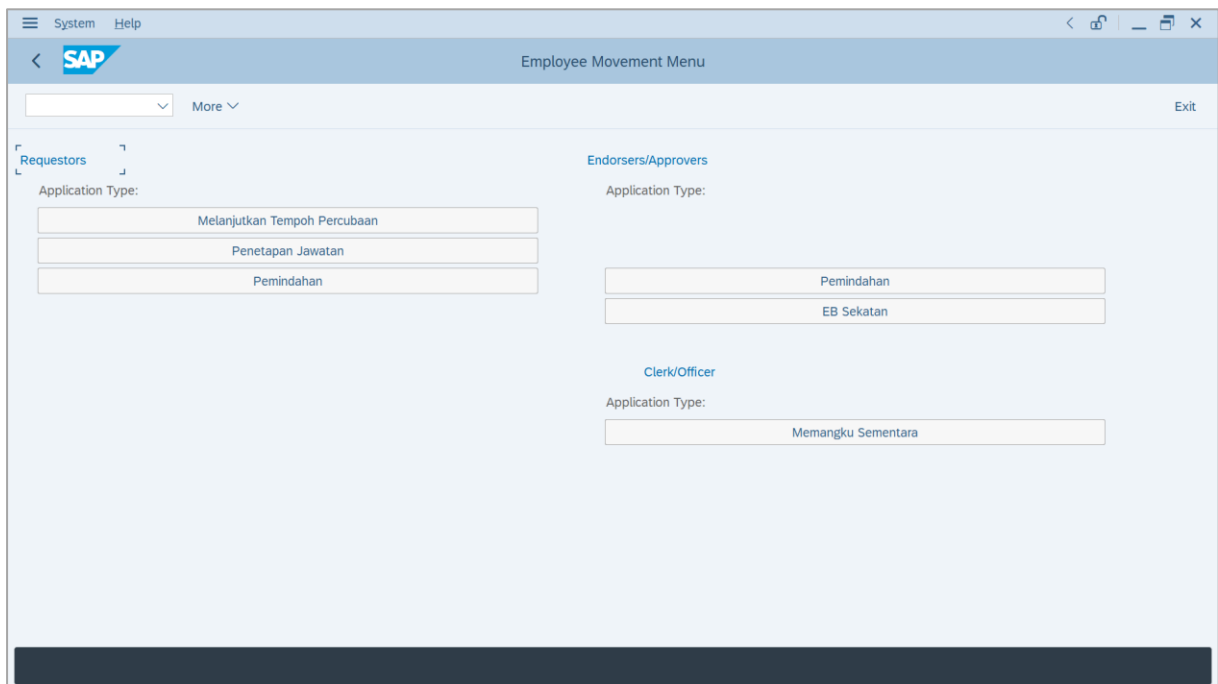18. Tick on **Declaration** checkbox.

19. Click on **Rework** button.

Outcome: The **Application** has successfully been reworked to **Department Payroll Clerk**.

Sistem Sumber Manusia - Temporary Acting

REJECT APPLICATION	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**.

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

3. Enter **Personnel Area**.

4. Enter **Personnel Subarea** (Optional).

5. Click on **Execute** button.

Note: **The Application List** page will be displayed.
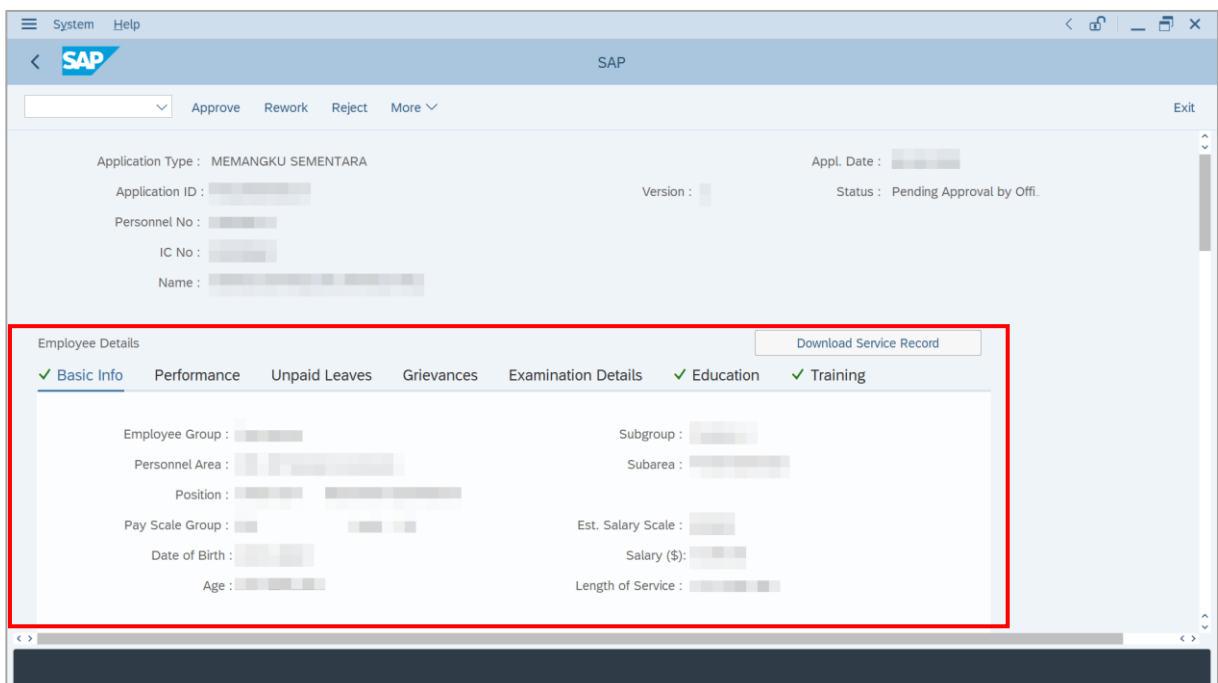
6. Select an application with '**Pending Approval by Officer**' status.
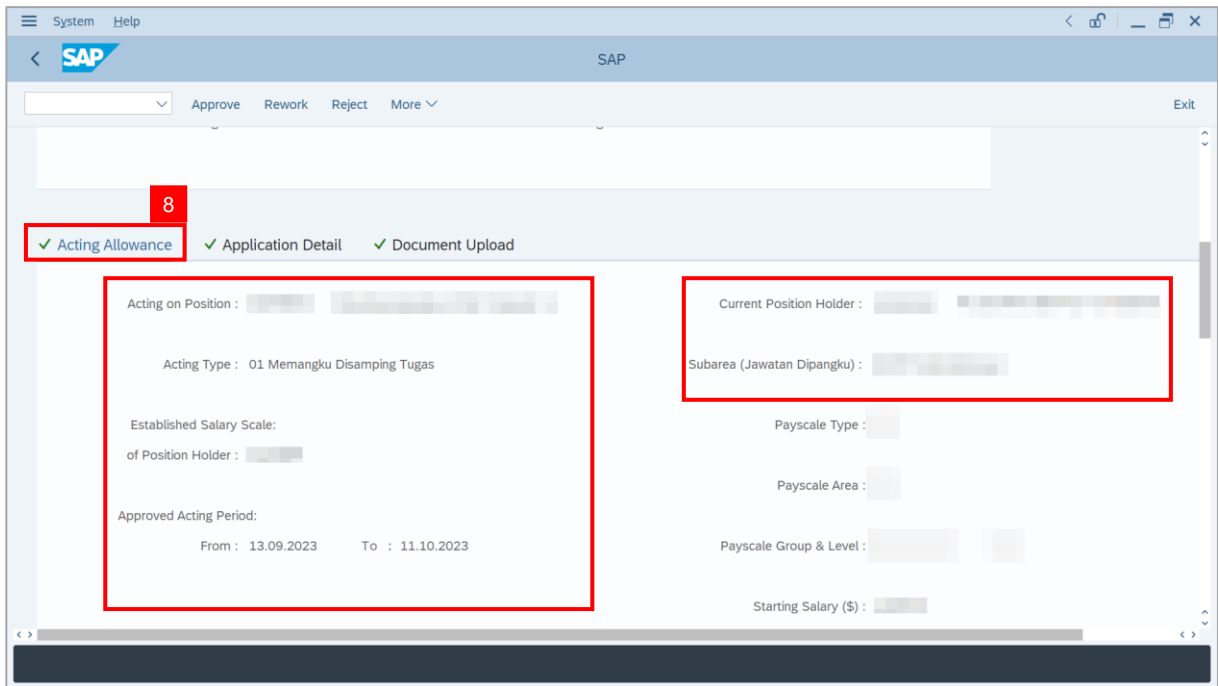
7. Click on **Change** icon.

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*).

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

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

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

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**.

14. Review **Budget Chartfields**.

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

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

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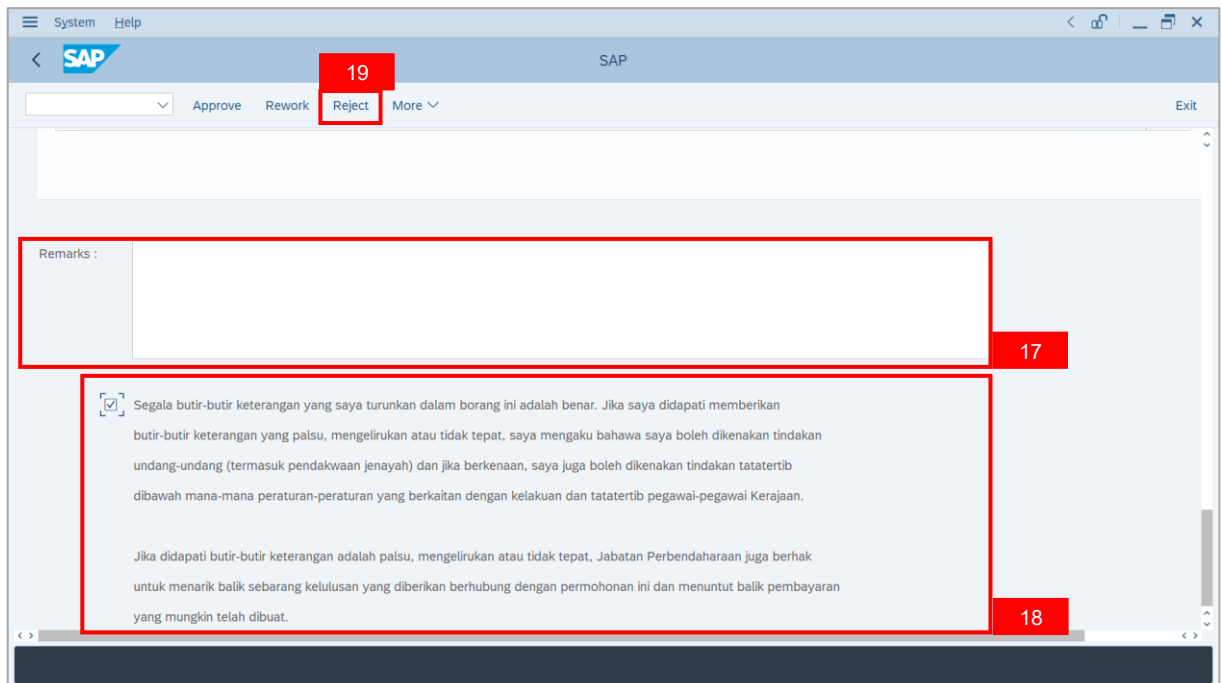
Outcome: The **Application** has successfully been rejected.

Sistem Sumber Manusia - Temporary Acting
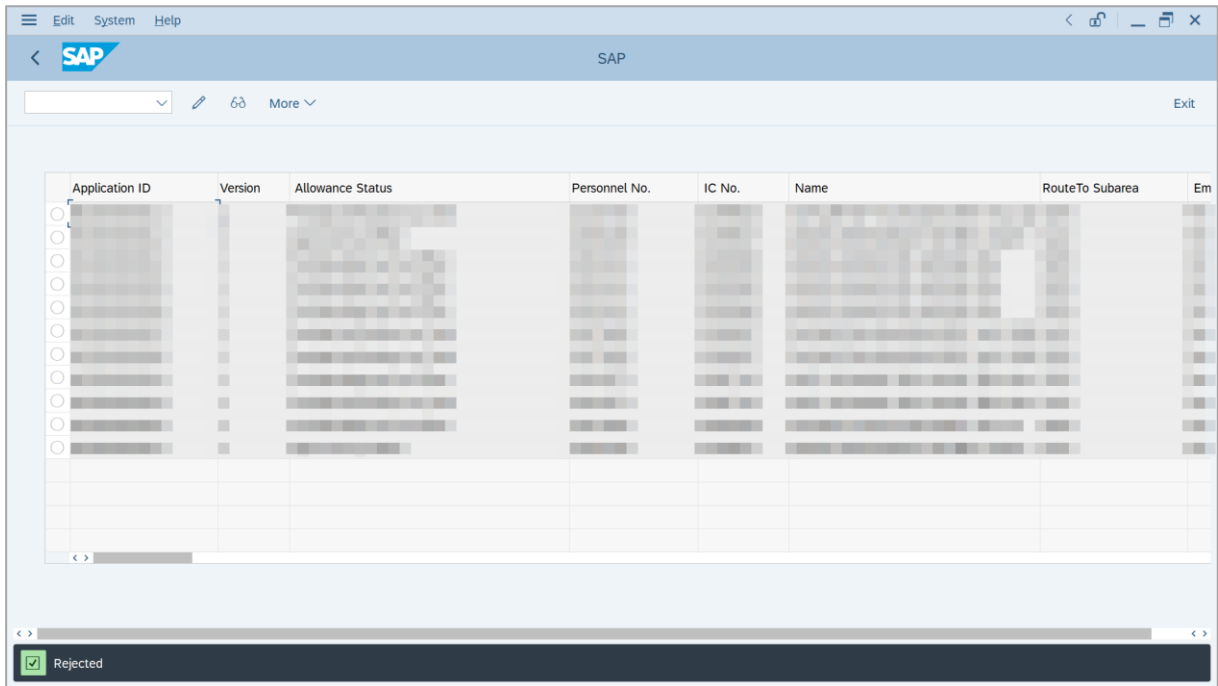
TEMPORARY ACTING ALLOWANCE REPORT	Backend User
	Department Payroll Officer

Log into SAP GUI (Back End) and proceed with the following steps.
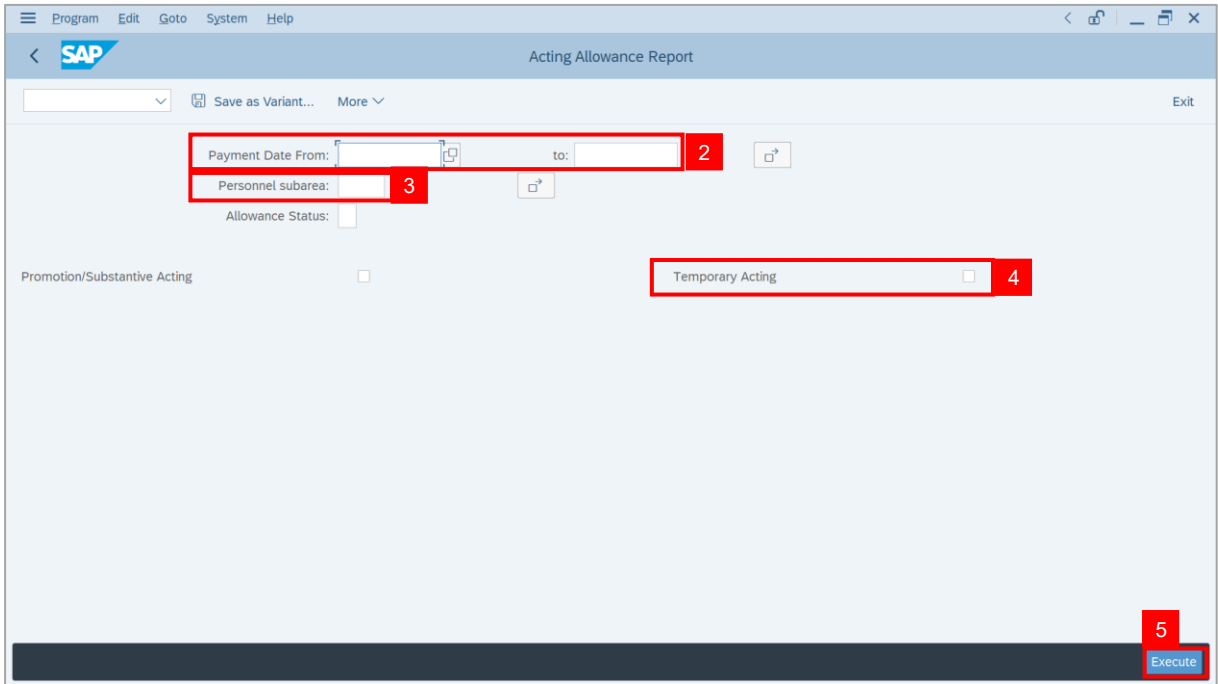
1. Enter **ZPA_014** in the search bar.

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

Sistem Sumber Manusia - Temporary Acting
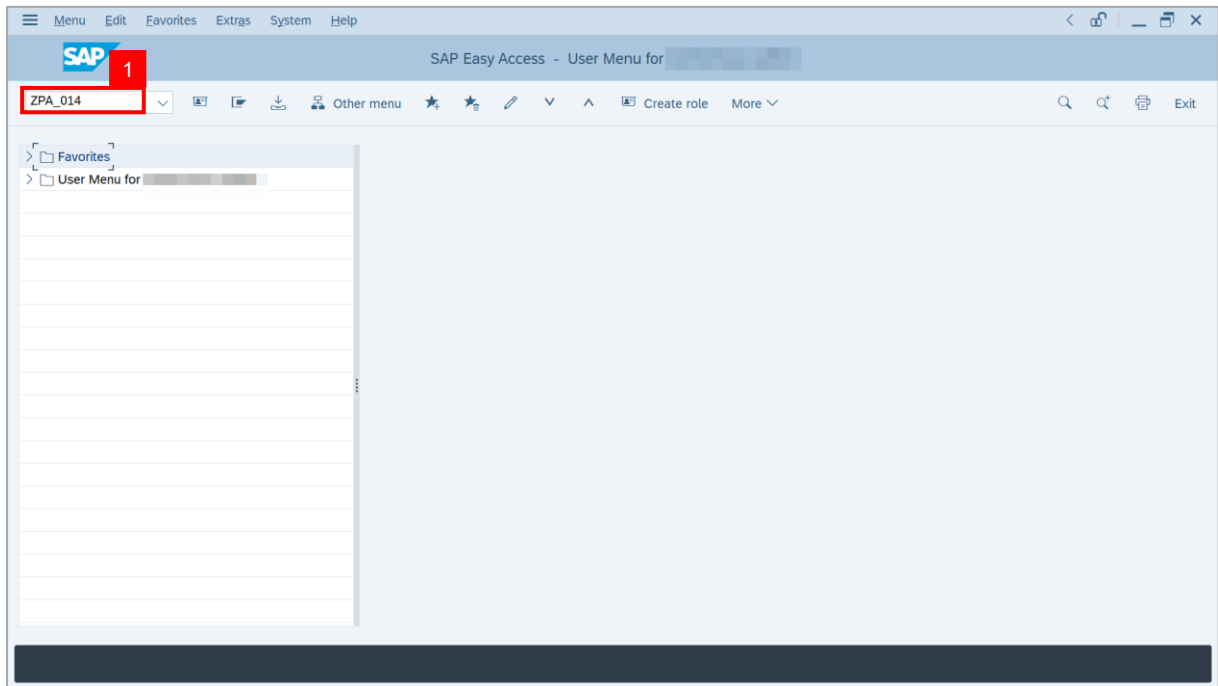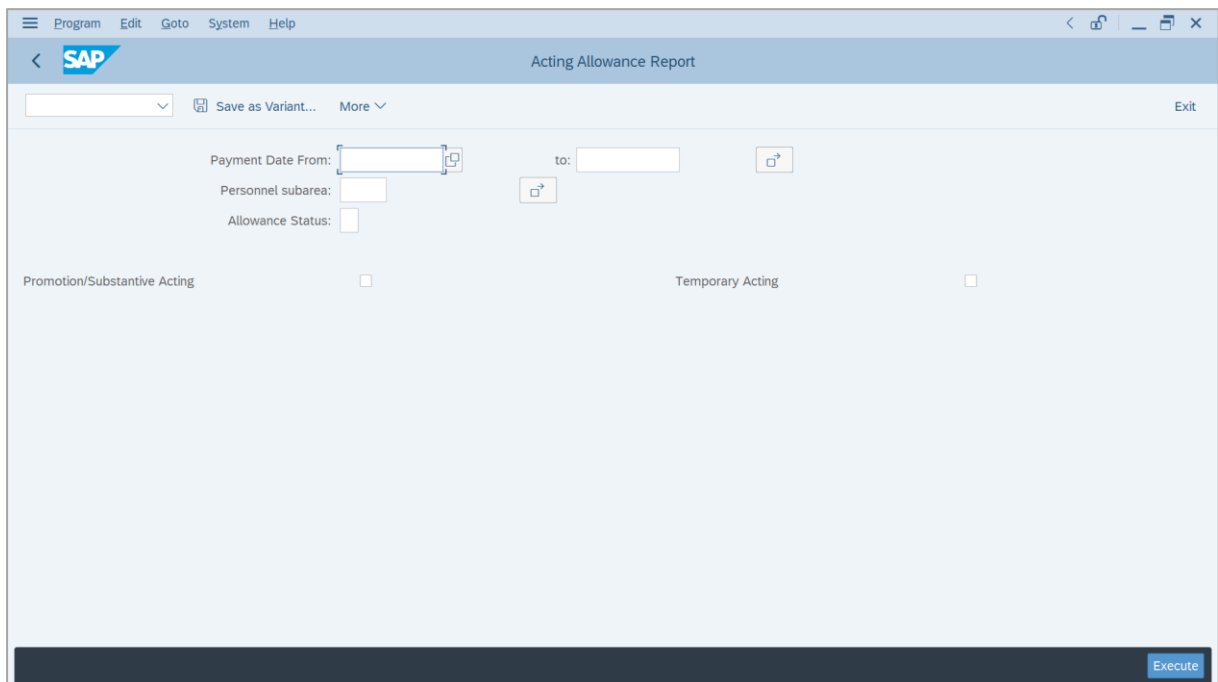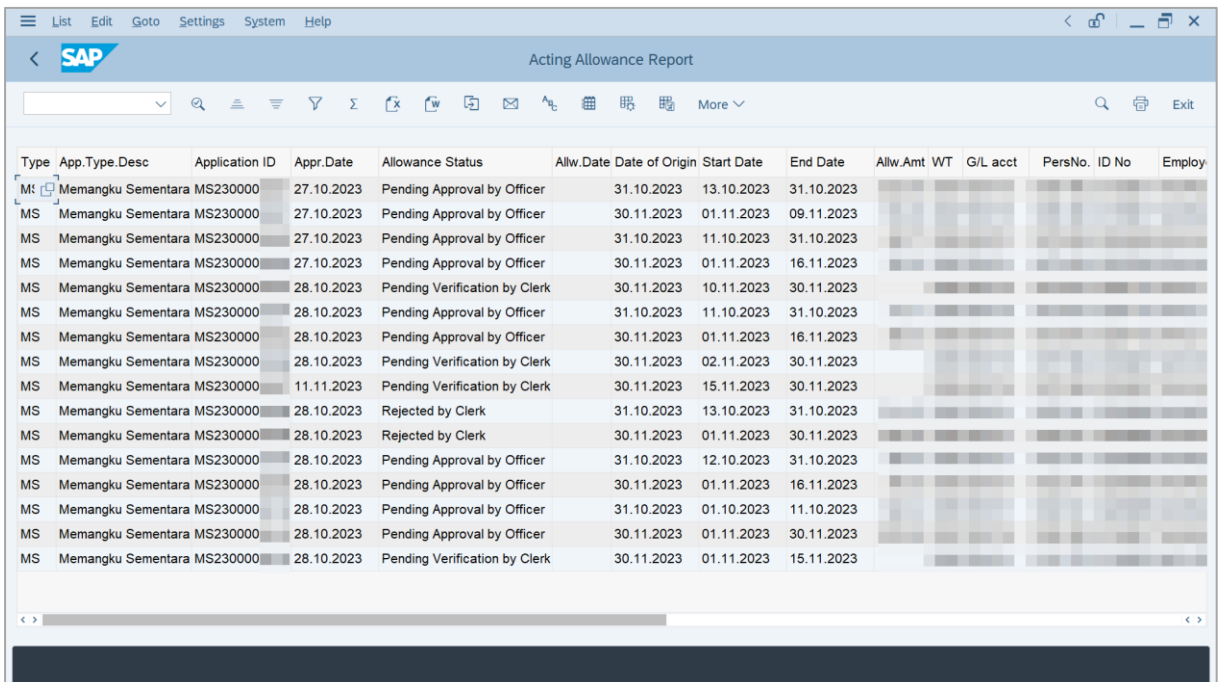
2. Enter **Payment Date** of Acting (Optional).

3. Enter **Personnel subarea** (Optional)**.**

4. Tick **Temporary Acting** checkbox.

5. Click on **Execute** button.

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

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.

| | List | Edit | Goto | Settings | System | Help |

SAP — Acting Allowance Report

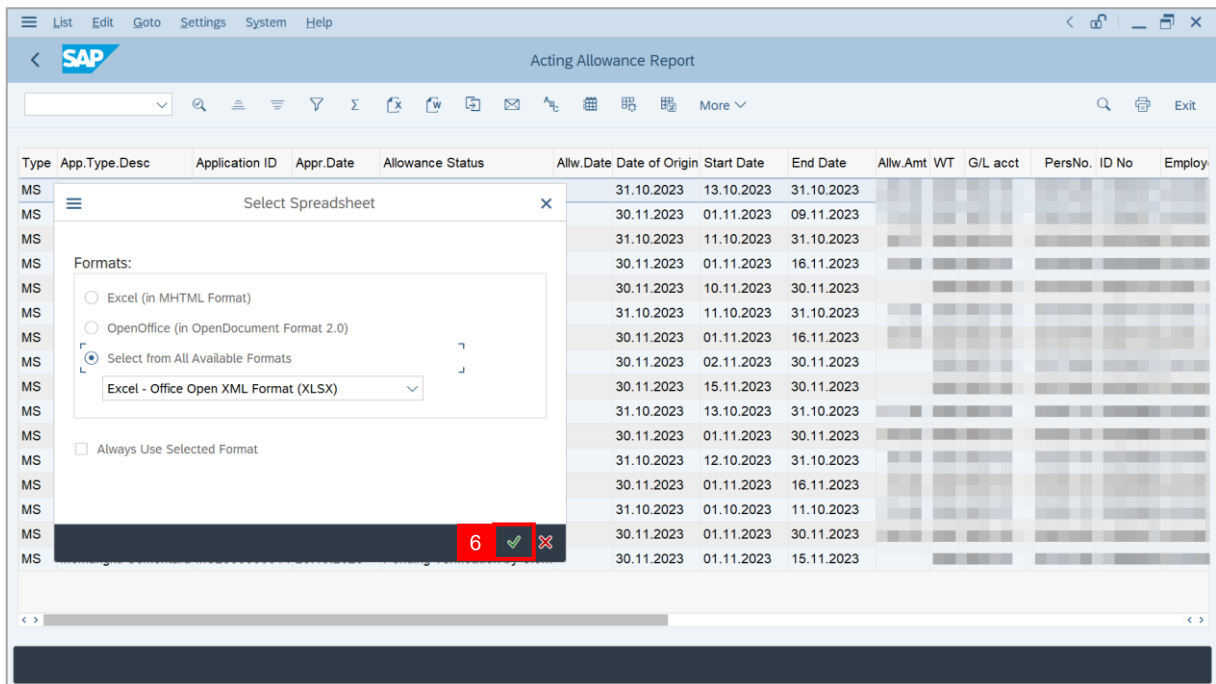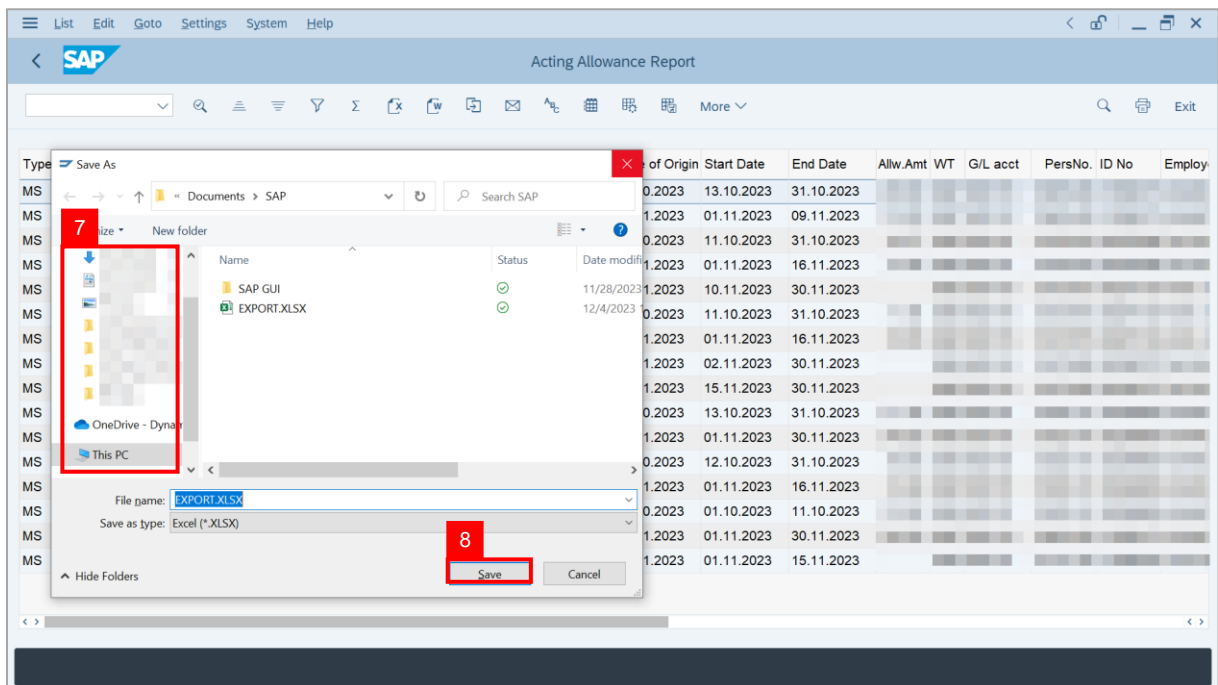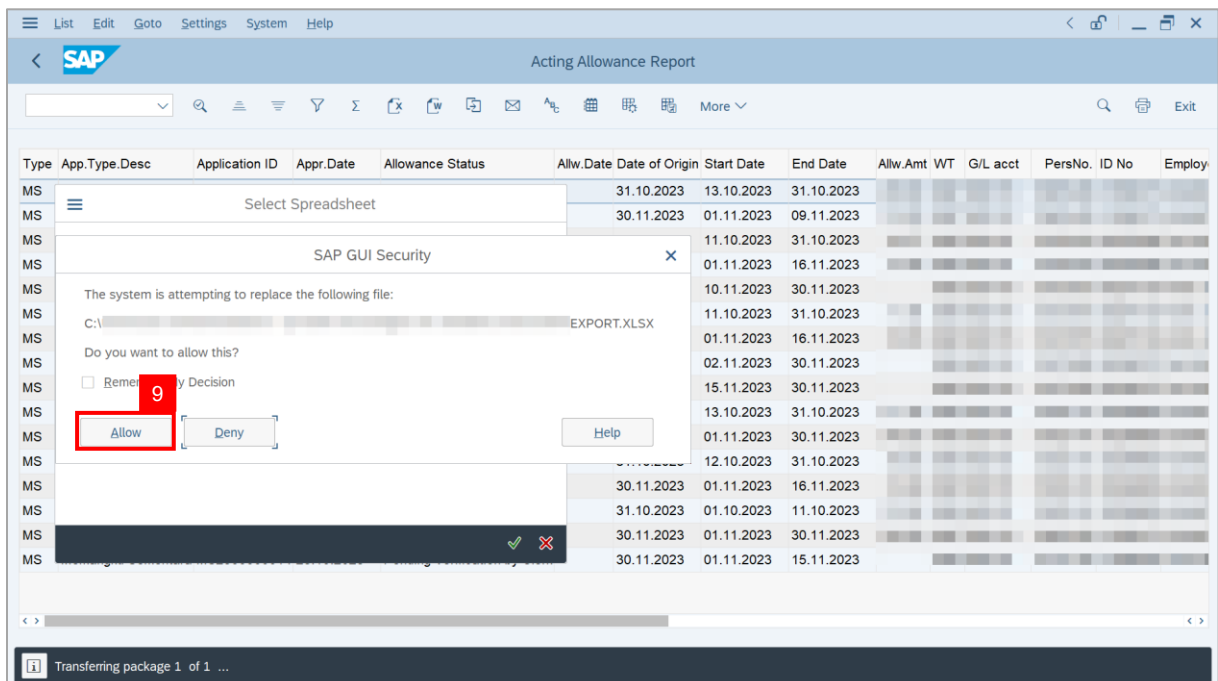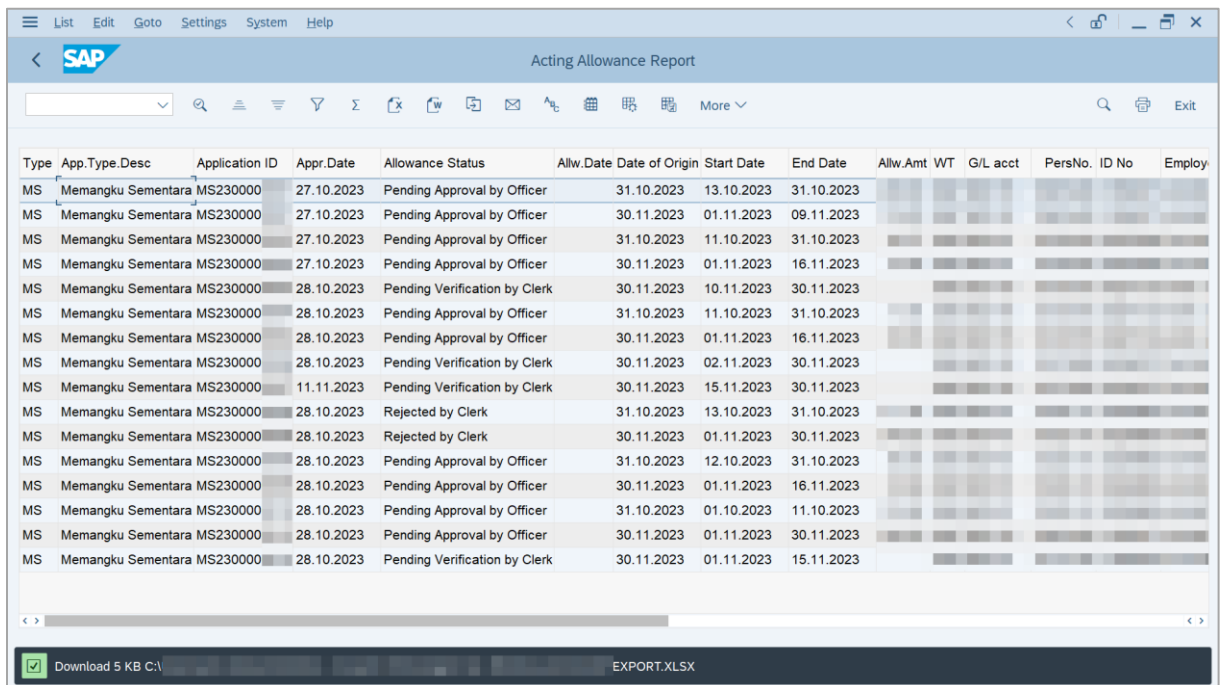| Type	App.Type.Desc	Application ID	Appr.Date	Allowance Status	Allw.Date	Date of Origin	Start Date	End Date	Allw.Amt	WT	G/L acct	PersNo.	ID No	Employ
MS	Memangku Sementara	MS230000	27.10.2023	Pending Approval by Officer		31.10.2023	13.10.2023	31.10.2023						
MS	Memangku Sementara	MS230000	27.10.2023	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						

☑ Download 5 KB C:\   EXPORT.XLSX