



# **SISTEM SUMBER MANUSIA**

## **User Guide**

**for Back End User (SAP GUI)**

**Record LDP and Bond Details**

**HR Admin**

**Latihan Dalam Perkhidmatan (LDP)**

## INTRODUCTION

This user guide acts as a reference for **HR Admin (Back-End User)** to manage **Latihan Dalam Perkhidmatan (LDP) 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

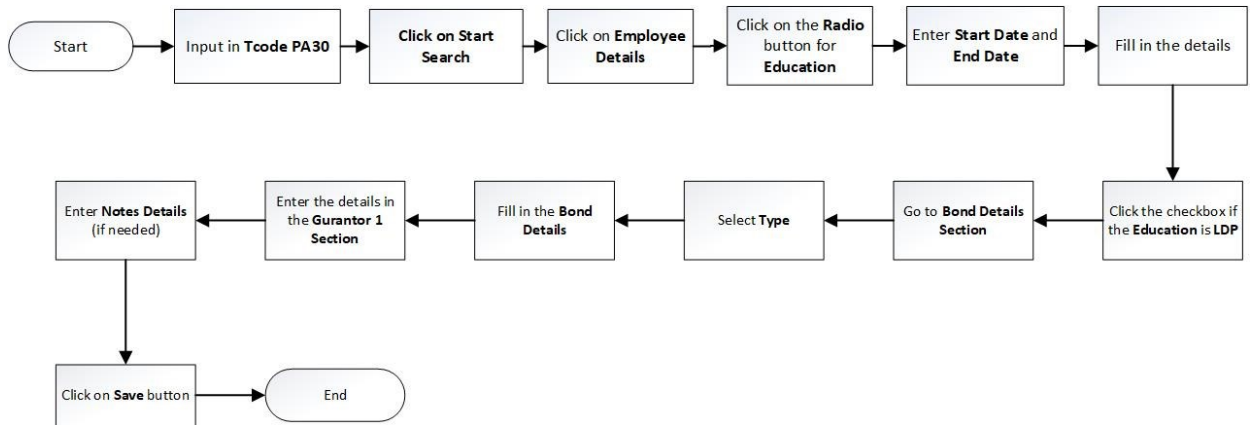
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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## Process Overview

### [Record LDP and Bond Details]



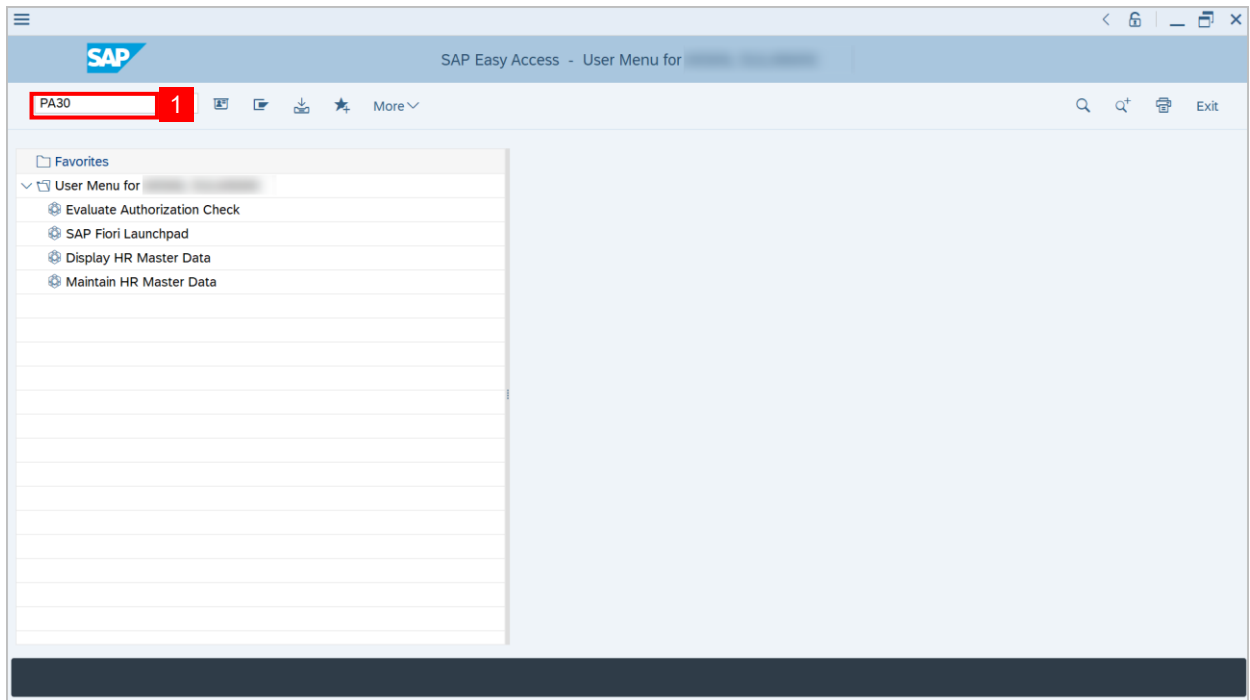
LDP and Bond Details

Front-End User (FIORI)

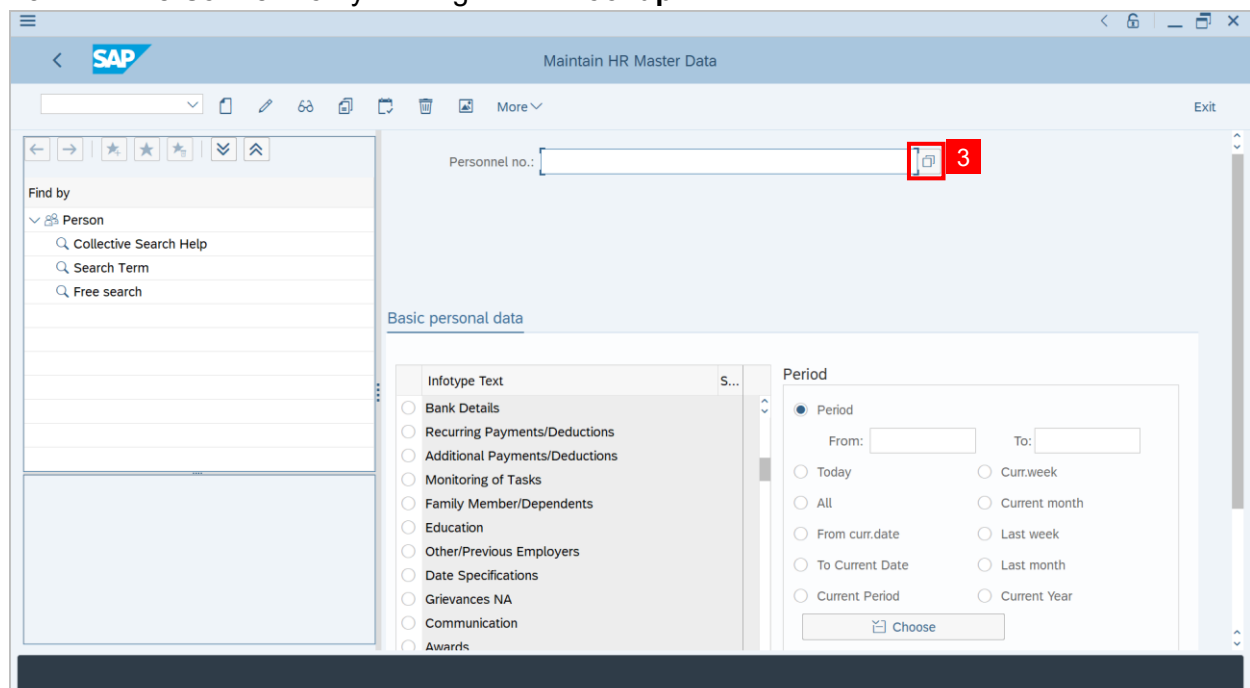
HR Admin

Navigate to **SSM Homescreen**.

1. Input in **Tcode PA30**.
2. Click **Enter**.

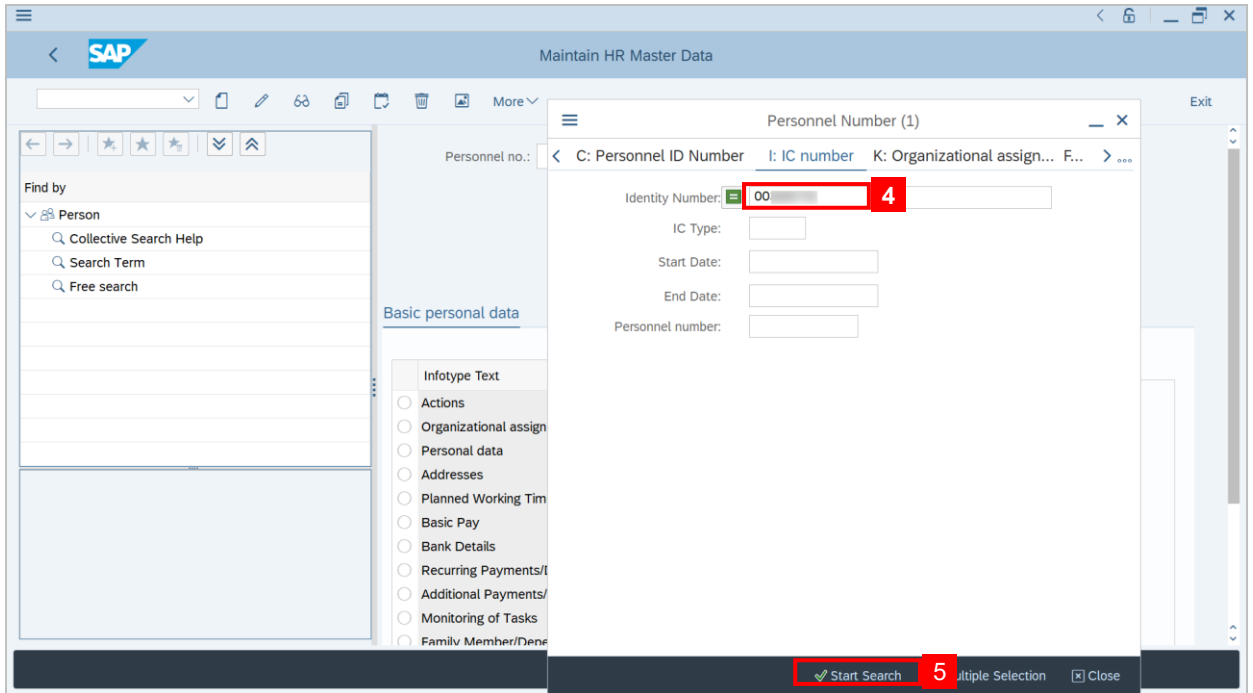


3. Enter **Personnel No** by clicking on the **Lookup** icon.



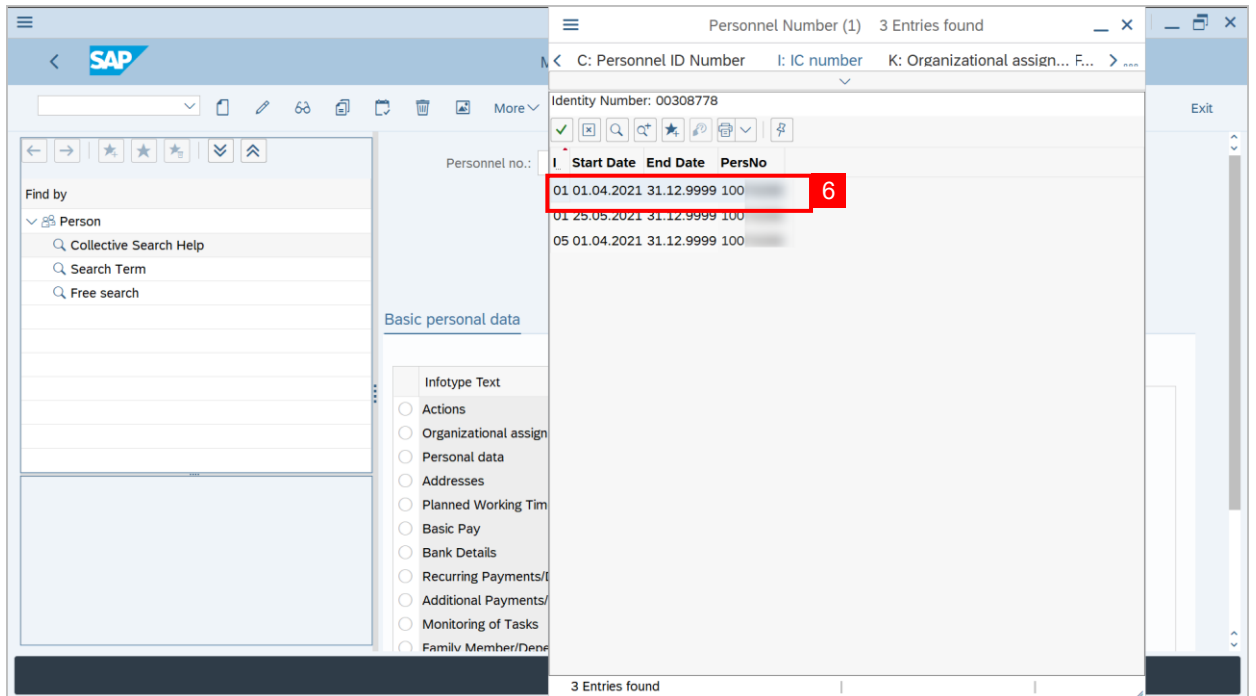
4. Fill in the **Identity Number**.

5. Click on **Start Search**.



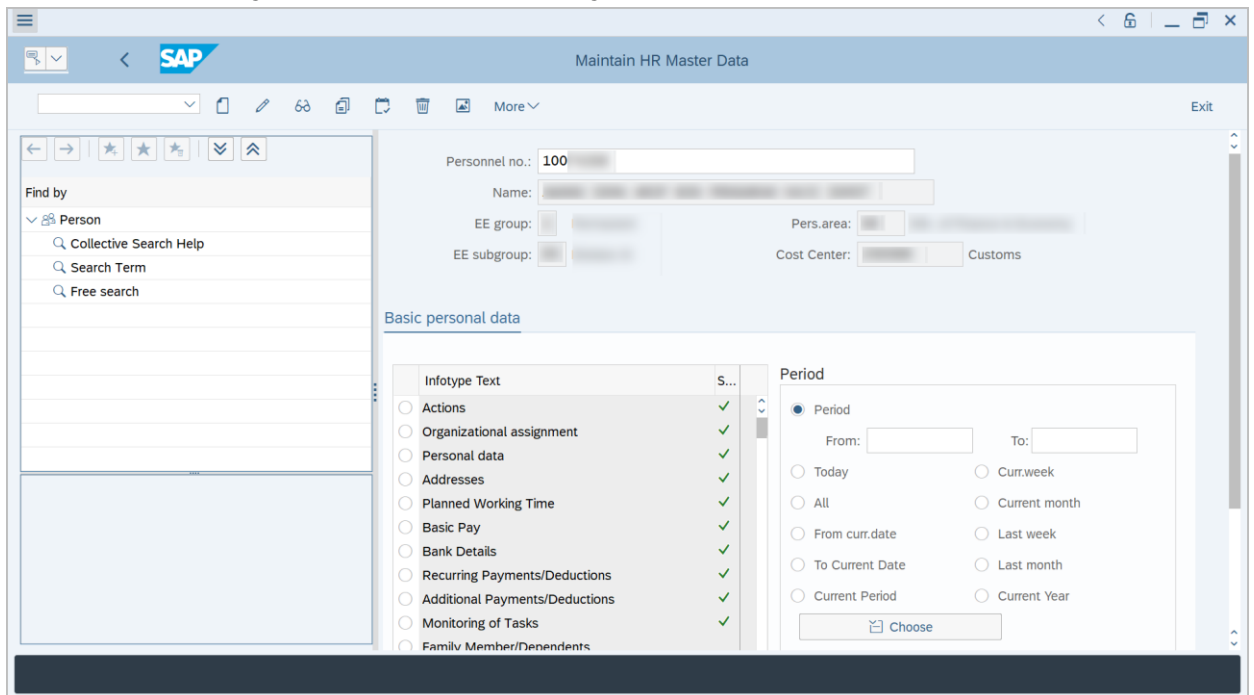
**Note:** A pop up window will be displayed.

6. **Double click** on the correct **Personnel Number**.



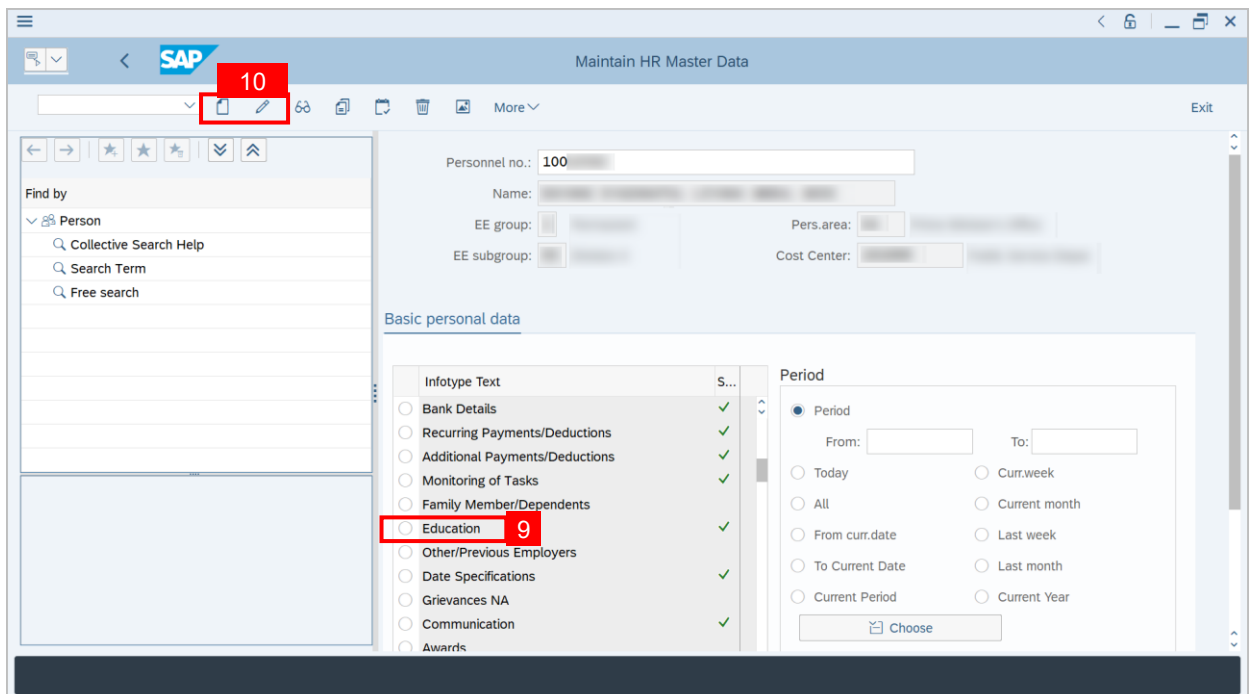
7. Click **Enter**.

**Note: The employee details will be displayed.**



9. Click on the **Radio** button for **Education**.

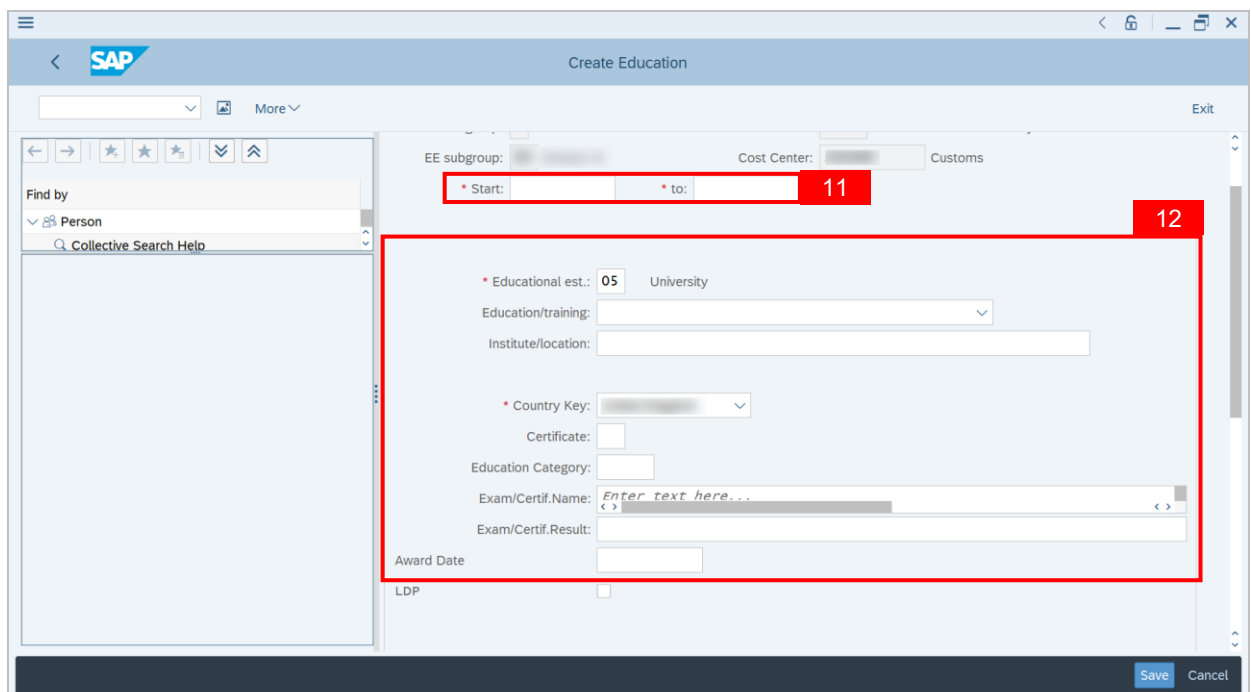
10. Click **Create** or **Change** button.



11. Enter the **Start date** and **End date**.

12. Fill in the following details:

- **Education/training.**
- **Institute/location.**
- **Country Key.**
- **Certificate.**
- **Education Category.**
- **Exam/Certif.Name.**
- **Exam/Certif.Result.**
- **Award Date.**



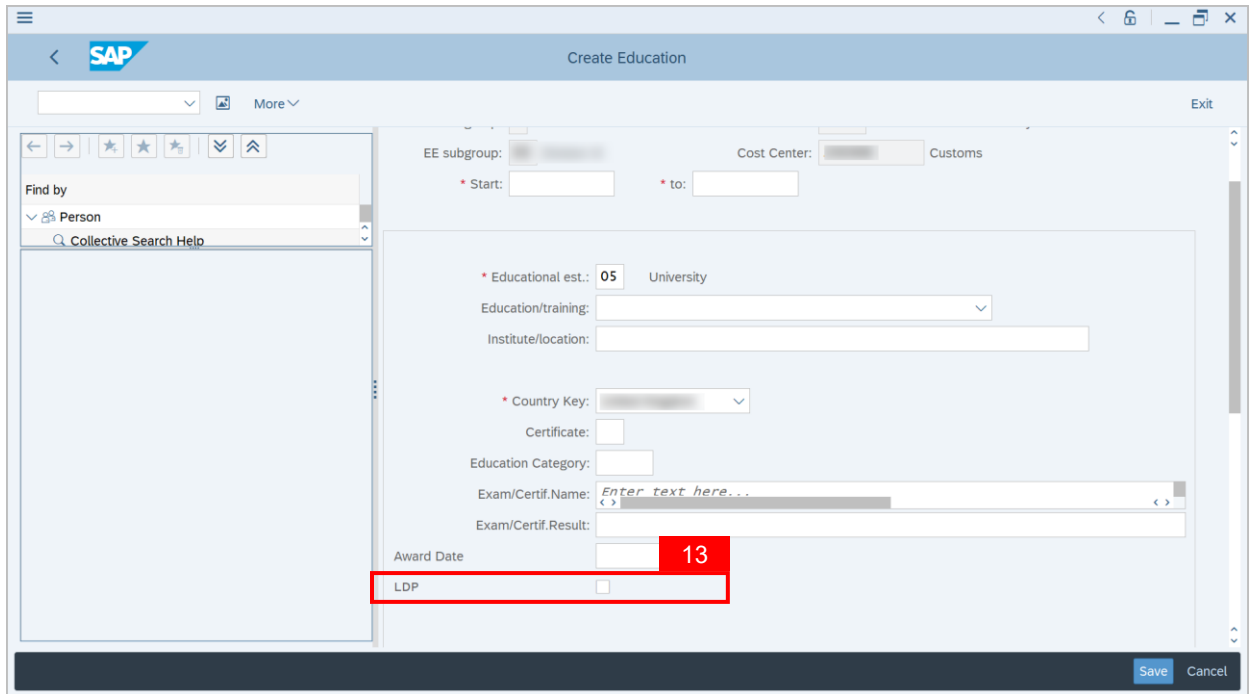
The screenshot shows the SAP 'Create Education' form. The form is titled 'Create Education' and has a search bar at the top left. The main form area contains several fields:

- EE subgroup: [blurred]
- Cost Center: [blurred]
- Customs: [blurred]
- \* Start: [ ] \* to: [ ] (Red box with '11' next to it)
- \* Educational est.: 05 University
- Education/training: [ ]
- Institute/location: [ ]
- \* Country Key: [ ]
- Certificate: [ ]
- Education Category: [ ]
- Exam/Certif.Name: Enter text here... [ ]
- Exam/Certif.Result: [ ]
- Award Date: [ ] (Red box with '12' next to it)
- LDP: [ ]

At the bottom right, there are 'Save' and 'Cancel' buttons.

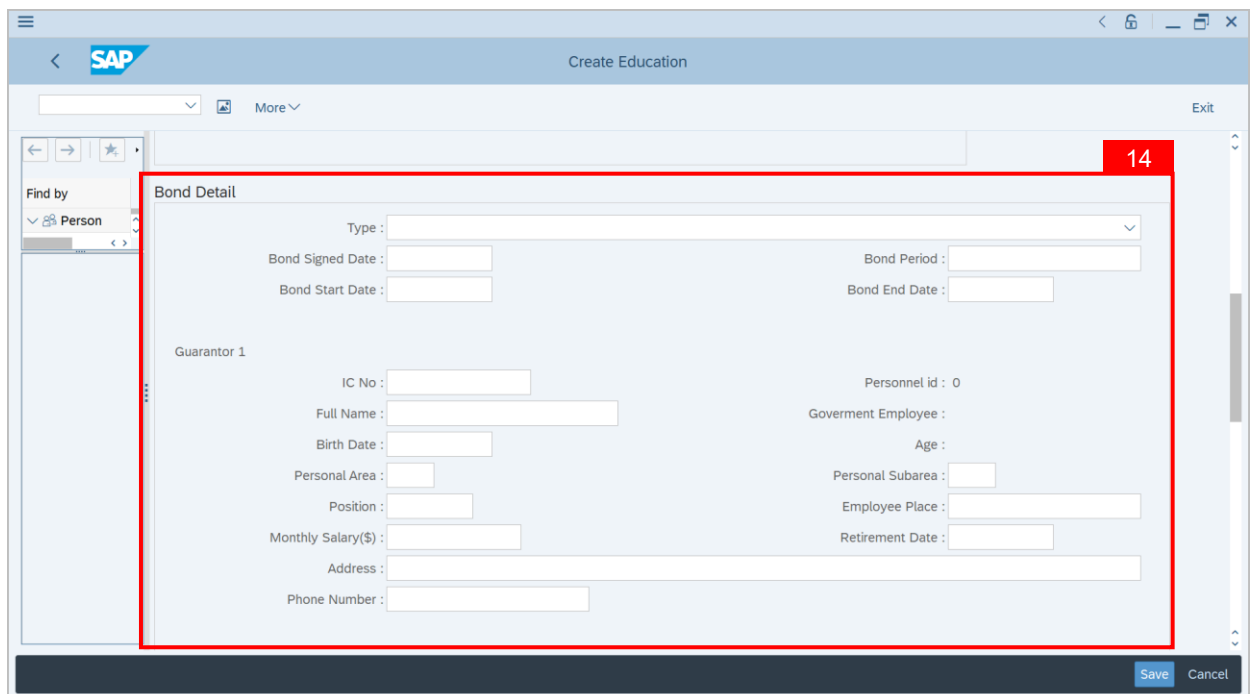


13. If **Education** is **LDP**, then click the checkbox.



The screenshot shows the SAP 'Create Education' form. The 'LDP' checkbox is highlighted with a red box and the number 13. The form includes fields for 'EE subgroup', 'Cost Center', 'Start', 'to', 'Educational est.' (set to 05 University), 'Education/training', 'Institute/location', 'Country Key', 'Certificate', 'Education Category', 'Exam/Certif.Name', 'Exam/Certif.Result', and 'Award Date'. The 'LDP' checkbox is located below the 'Award Date' field.

14. Go to **Bond Details Section**.



The screenshot shows the 'Bond Detail' section of the SAP 'Create Education' form, highlighted with a red box and the number 14. The section includes fields for 'Type', 'Bond Signed Date', 'Bond Start Date', 'Bond Period', 'Bond End Date', 'Guarantor 1', 'IC No', 'Full Name', 'Birth Date', 'Personal Area', 'Position', 'Monthly Salary(\$)', 'Address', 'Phone Number', 'Personnel id : 0', 'Government Employee', 'Age', 'Personal Subarea', 'Employee Place', and 'Retirement Date'.

15. Select **Type**.

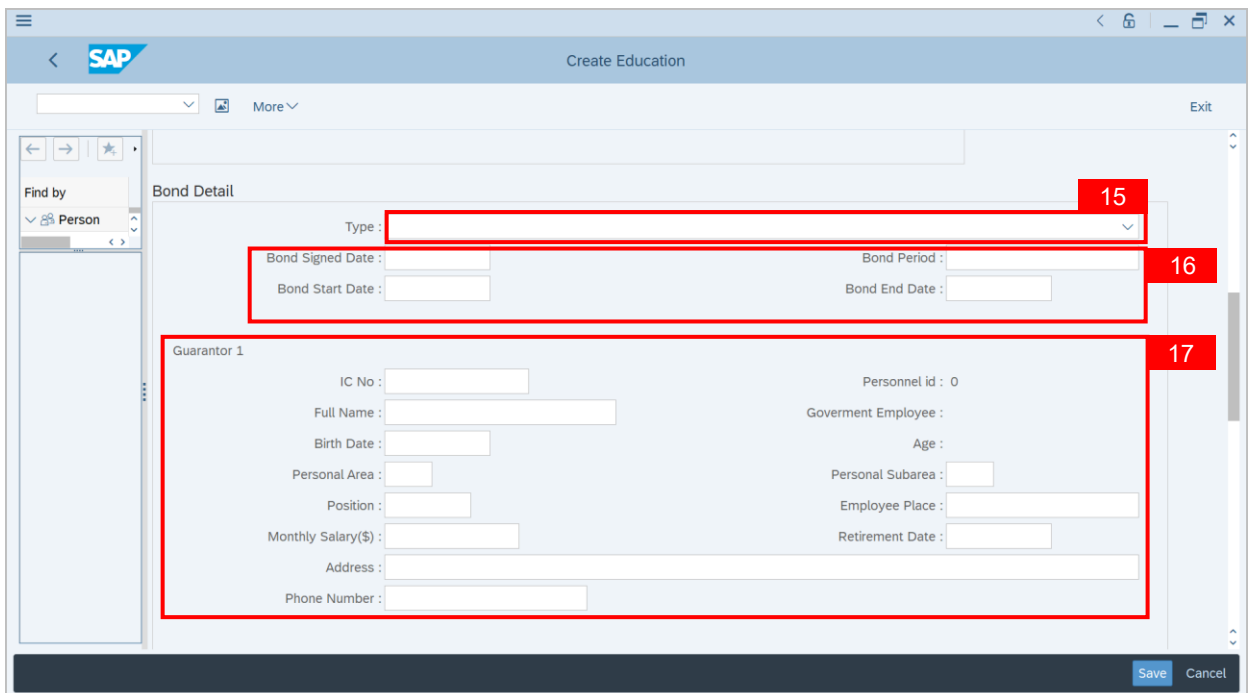
16. Enter the following details:

- **Bond Signed Date.**
- **Bond Start Date.**
- **Bond Period.**
- **Bond End Date.**

17. Go to **Guarantor 1 Section** and enter the following details:

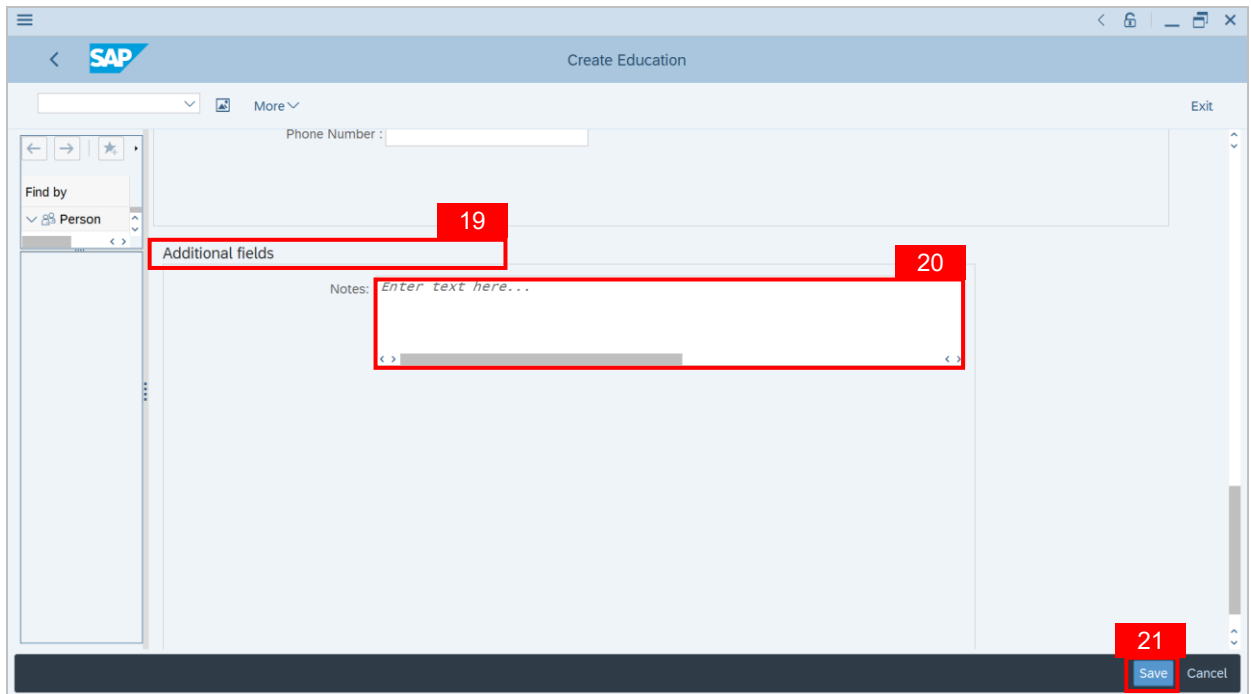
- **IC No Details.**
- **Full Name.**

18. Repeat **Steps for Guarantor 2** if required.



The screenshot shows the SAP GUI 'Create Education' form. The form is divided into two main sections: 'Bond Detail' and 'Guarantor 1'. The 'Bond Detail' section includes a 'Type' dropdown menu (highlighted with a red box and the number 15), 'Bond Signed Date', 'Bond Start Date', 'Bond Period', and 'Bond End Date' fields (highlighted with a red box and the number 16). The 'Guarantor 1' section includes 'IC No.', 'Full Name', 'Birth Date', 'Personal Area', 'Position', 'Monthly Salary(\$)', 'Address', 'Phone Number', 'Personnel id : 0', 'Government Employee', 'Age', 'Personal Subarea', 'Employee Place', and 'Retirement Date' fields (highlighted with a red box and the number 17). The SAP logo and 'Create Education' title are visible at the top. The 'Save' and 'Cancel' buttons are at the bottom right.

19. Go to Section **Additional fields**.
20. Enter **Notes Details** if needed.
21. Click on **Save** button.
22. Repeat Steps for **Training Infotype** if required.



The screenshot shows the SAP GUI interface for 'Create Education'. The form includes a 'Phone Number' field, an 'Additional fields' section, and a 'Notes' section with a text area containing the placeholder 'Enter text here...'. The 'Save' and 'Cancel' buttons are located at the bottom right. Red boxes with numbers 19, 20, and 21 highlight the 'Additional fields' section, the 'Notes' text area, and the 'Save' button, respectively.