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:

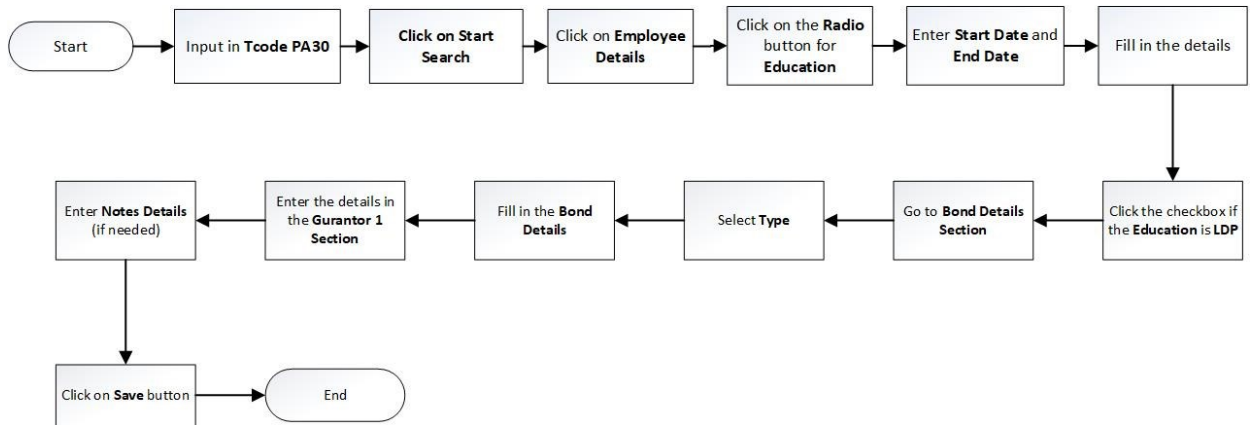| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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

[Record LDP and Bond Details]

```
Start → Input in Tcode PA30 → Click on Start Search → Click on Employee Details → Click on the Radio button for Education → Enter Start Date and End Date → Fill in the details
```

```
Enter Notes Details (if needed) ← Enter the details in the Gurantor 1 Section ← Fill in the Bond Details ← Select Type ← Go to Bond Details Section ← Click the checkbox if the Education is LDP
```

```
Click on Save button → End
```

Sistem Sumber Manusia

LDP and Bond Details	Front-End User (FIORI)
	HR Admin

Navigate to **SSM Homescreen.**

1. Input in **Tcode PA30.**

2. Click **Enter.**
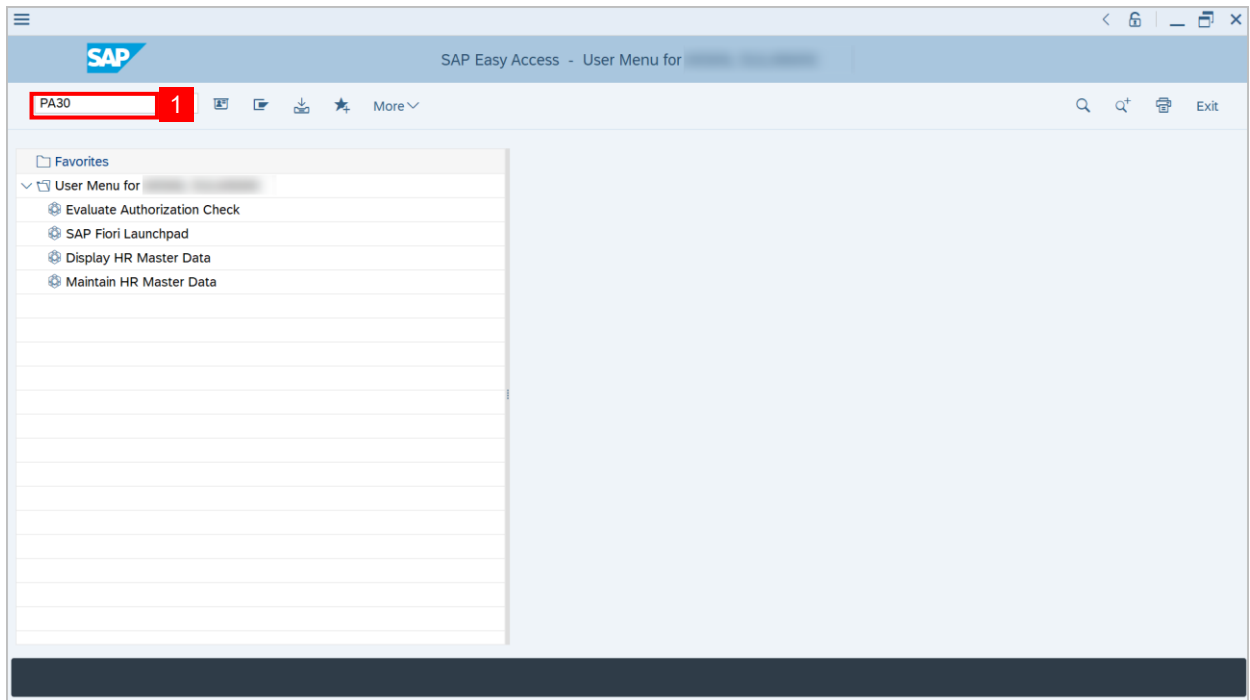
3. Enter **Personnel No** by clicking on the **Lookup** icon.
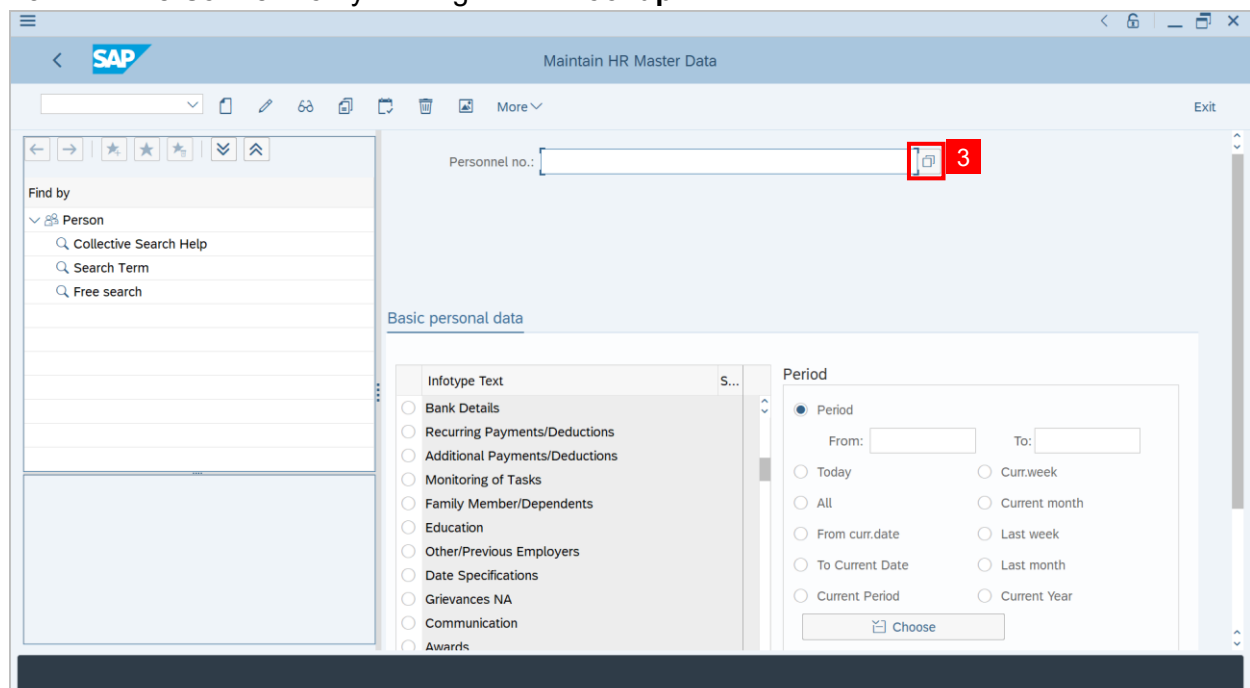
4. Fill in the **Identity Number.**

5. Click on **Start Search.**
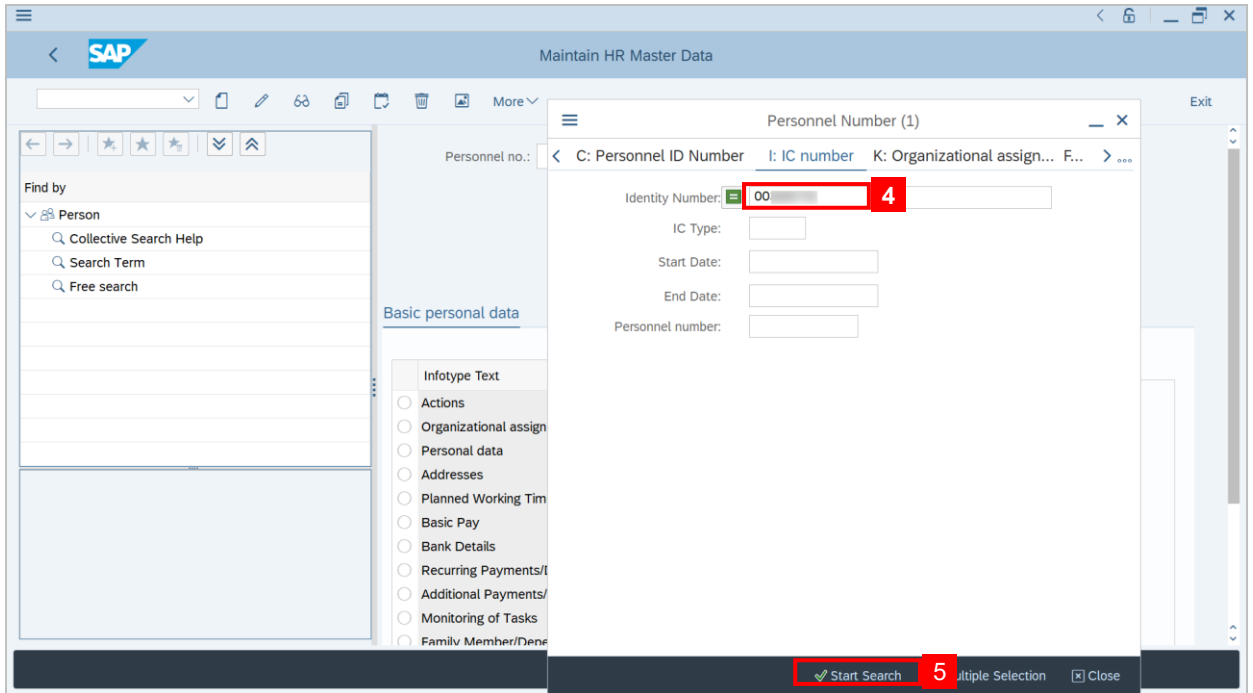
Note: A pop up window will be displayed.

6. **Double click** on the correct **Personnel Number.**
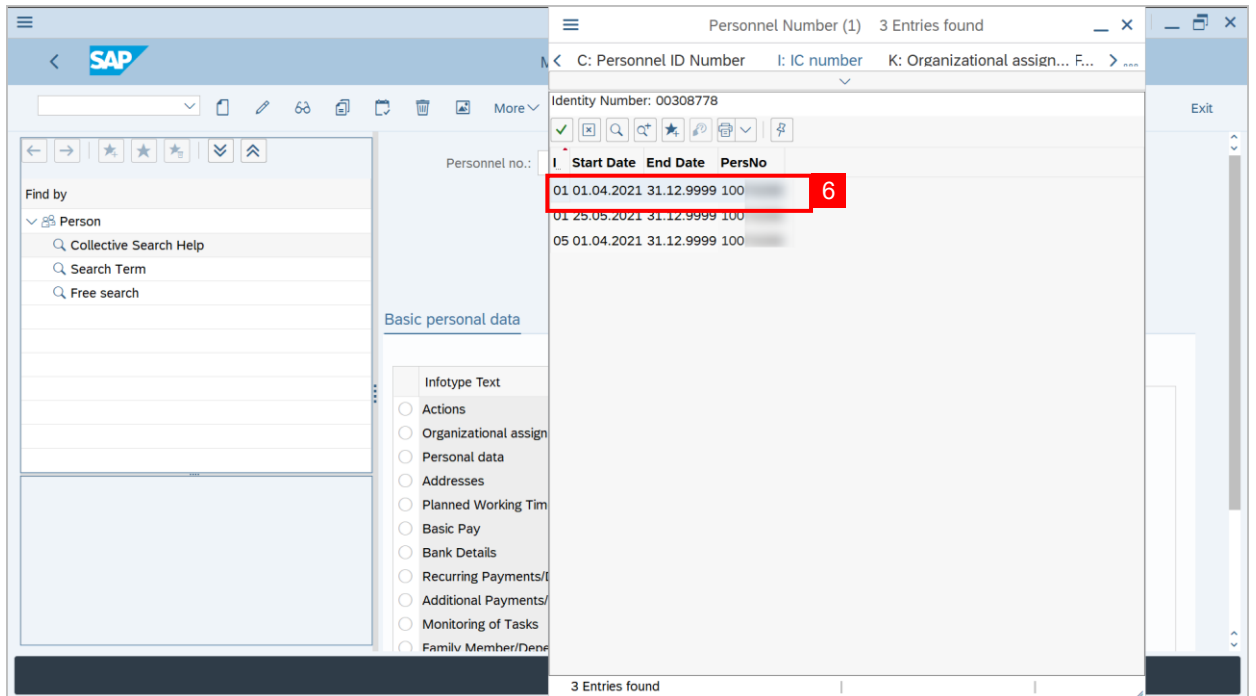
7. Click **Enter.**

Note: The employee details will be displayed.
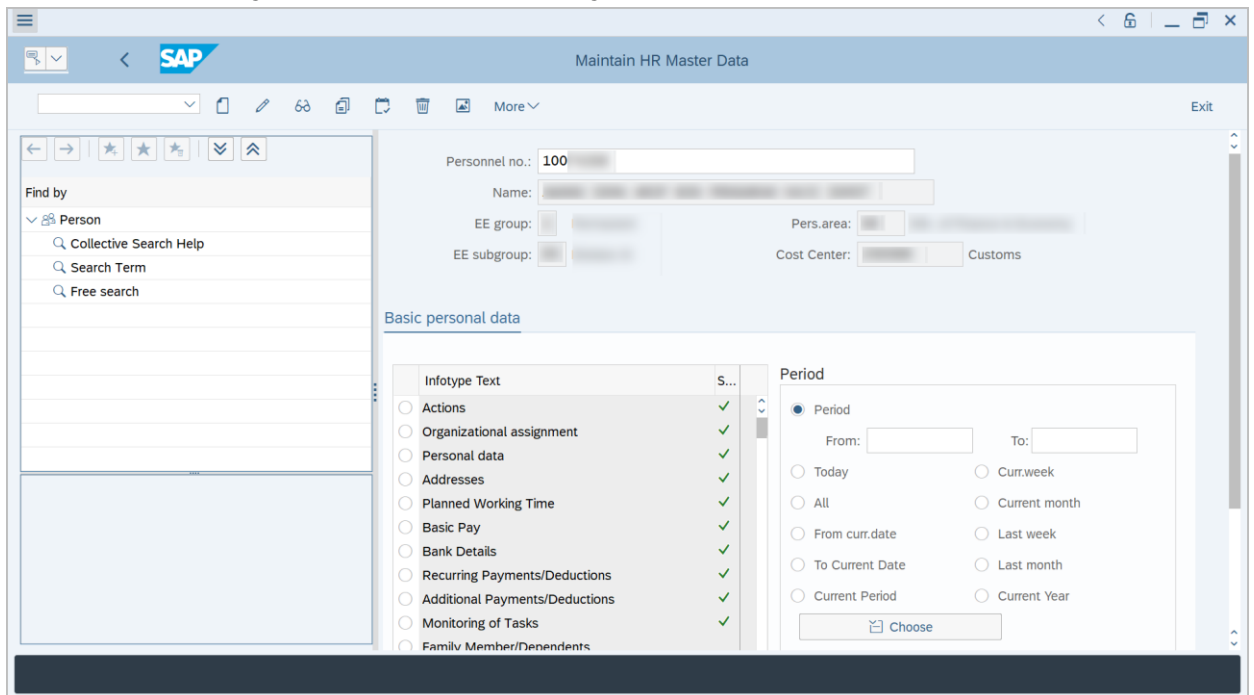
9. Click on the **Radio** button for **Education.**
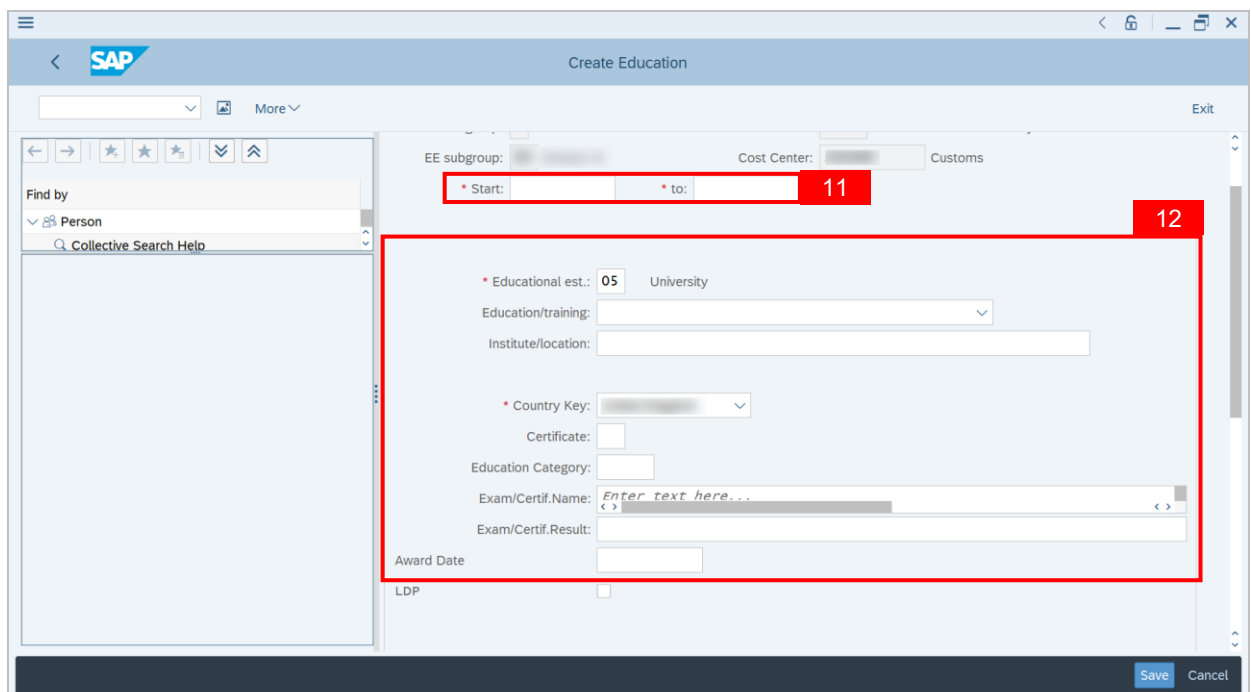
10. Click **Create** or **Change** button.
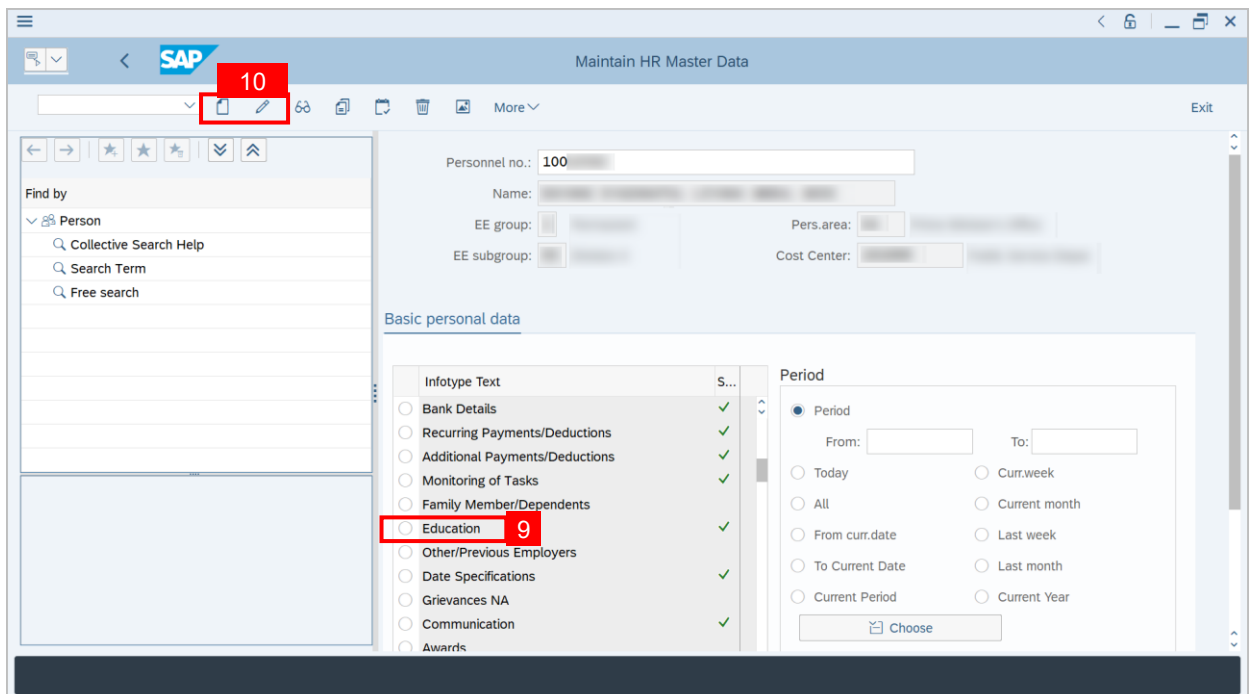
11. Enter the **Start date** and **End date.**

12. Fill in the following details:

- **Education/training.**

- **Institute/location.**

- **Country Key.**

- **Certificate.**

- **Education Category.**

- **Exam/Certif.Name.**

- **Exam/Certif.Result.**

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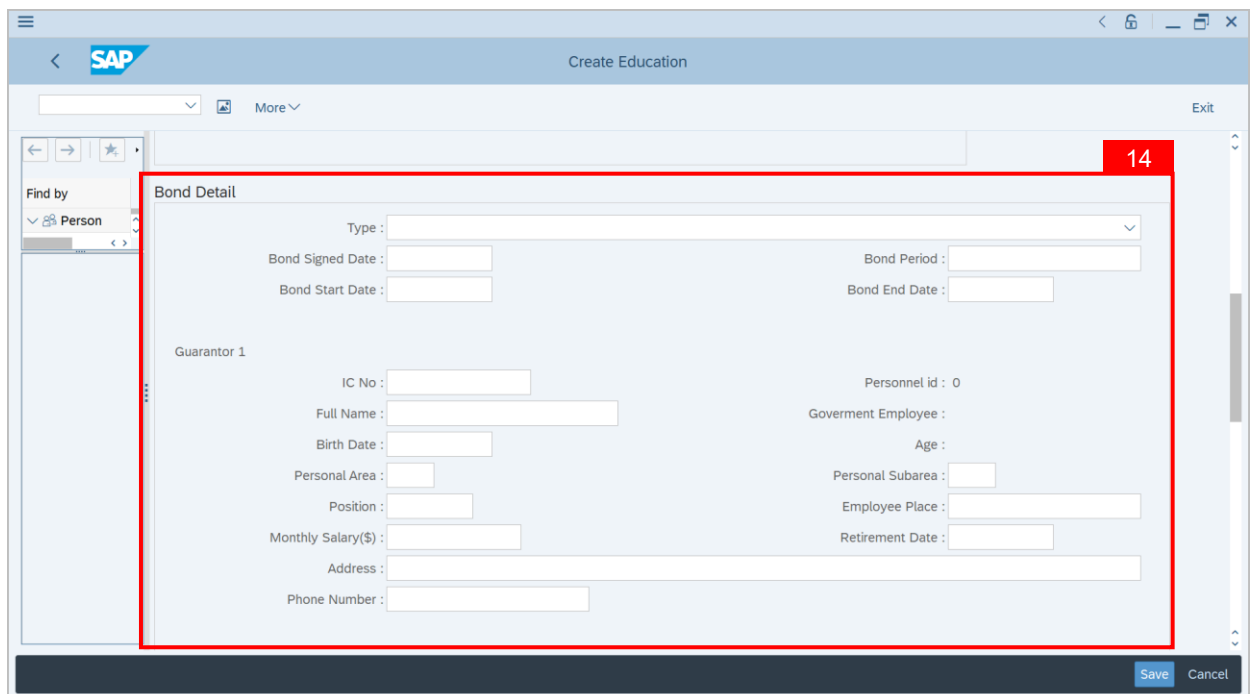
13. If **Education** is **LDP**, then click the checkbox.

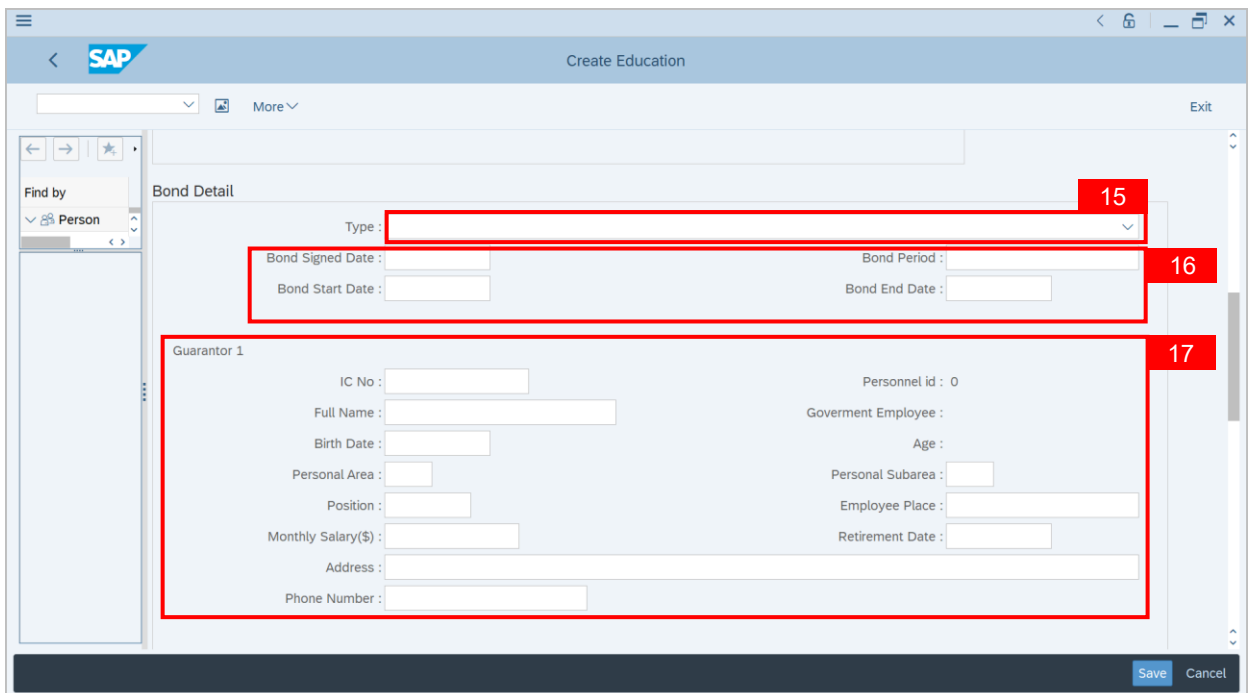14. Go to **Bond Details Section**.

15. Select **Type**.

16. Enter the following details:

- **Bond Signed Date.**

- **Bond Start Date.**

- **Bond Period.**

- **Bond End Date.**

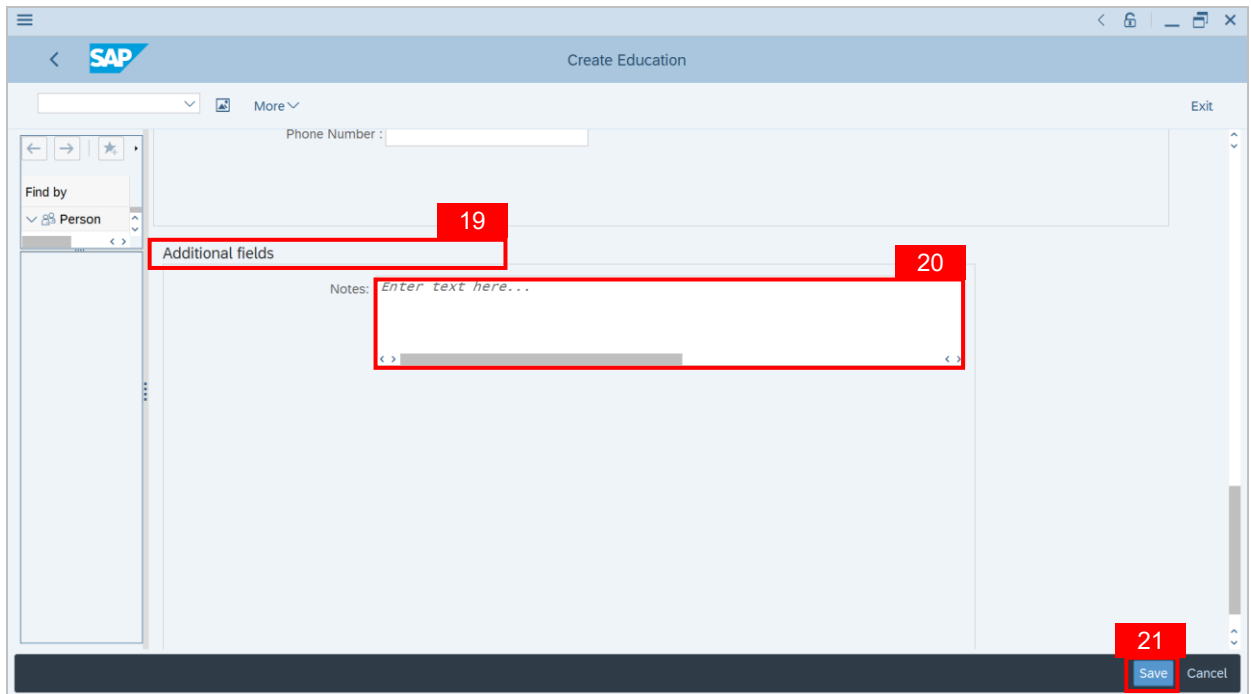17. Go to **Guarantor 1 Section** and enter the following details**:**

- **IC No Details.**

- **Full Name.**

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

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.