SISTEM SUMBER MANUSIA

User Guide

Personnel Administration for

Back End User (SAPGUI)

Perubahan Perkhidmatan (Change of Service)

VERSION: 1.0

PURPOSES

This user guide acts as a reference for **Sistem Sumber Manusia (SSM) Back-End User** to manage **Personnel Administration.** All 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 are 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**.
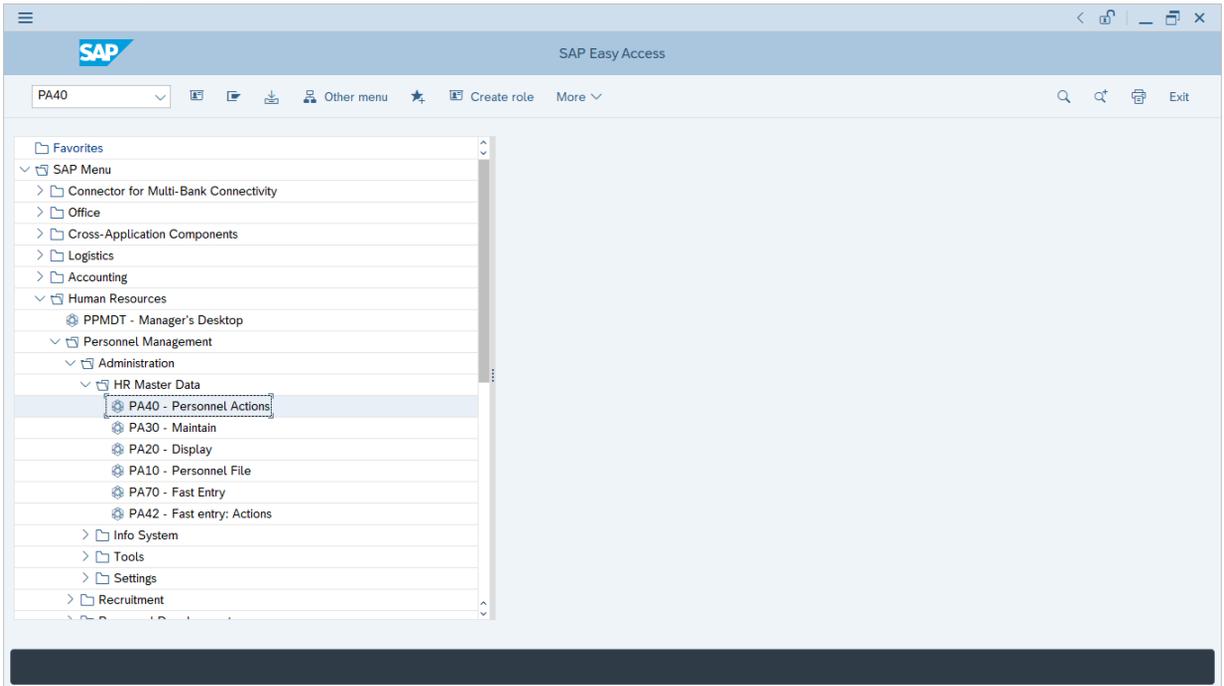
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| Copy Actions	Backend User
	Department HR Administrator and HR Administrator (JPA)

Note: For **Change of Service**, please change the relevant details such as **Position, Personnel Area, Employee Group** or **Sub-group** in the **Organizational Assignment** according to the employee letter of approval.
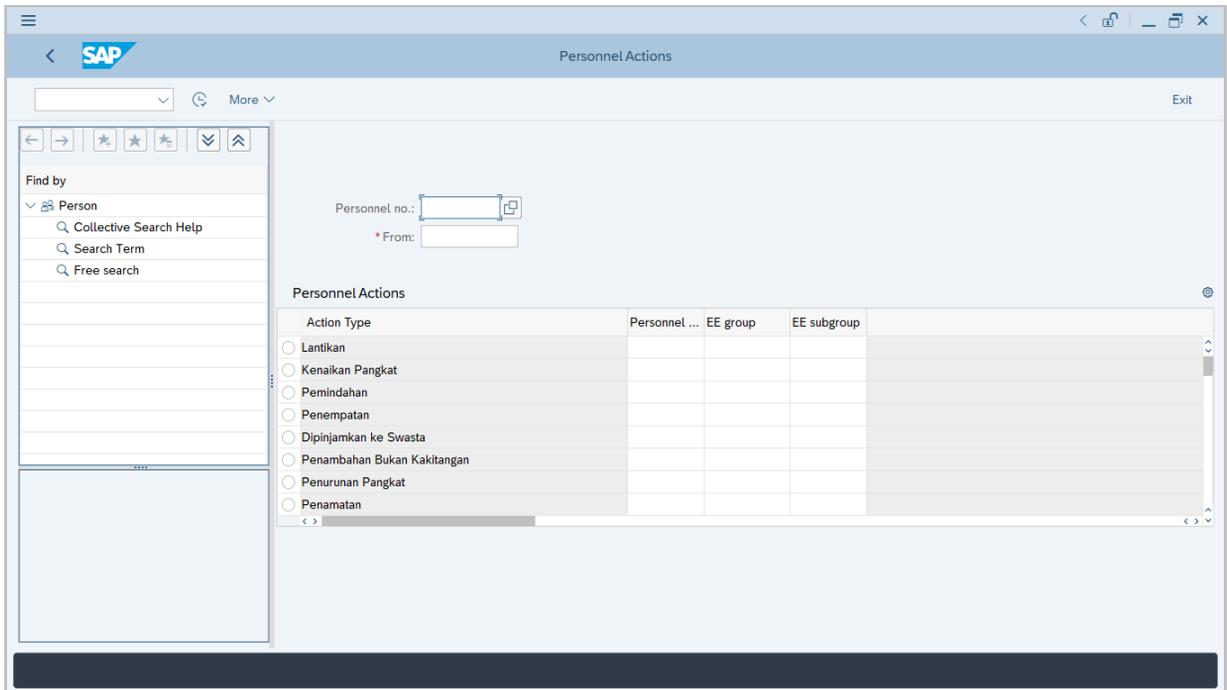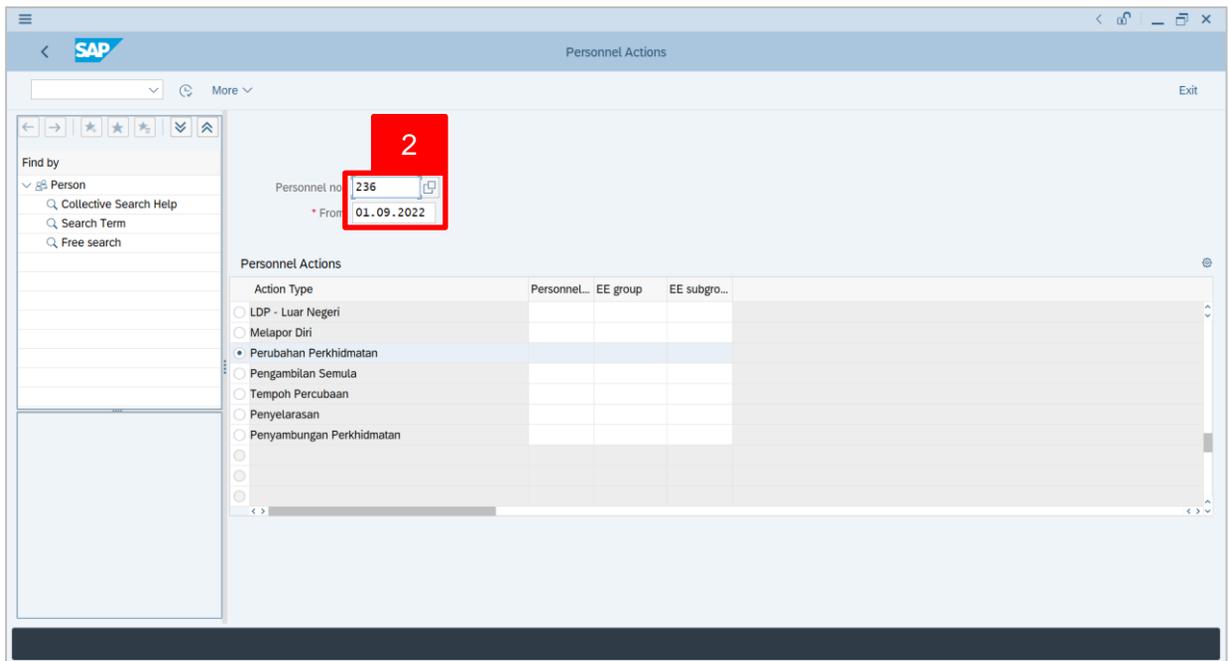

1. Navigate to **Personnel Actions** page by entering transaction code, **PA40** in the Search Bar and press **Enter** button on the keyboard.
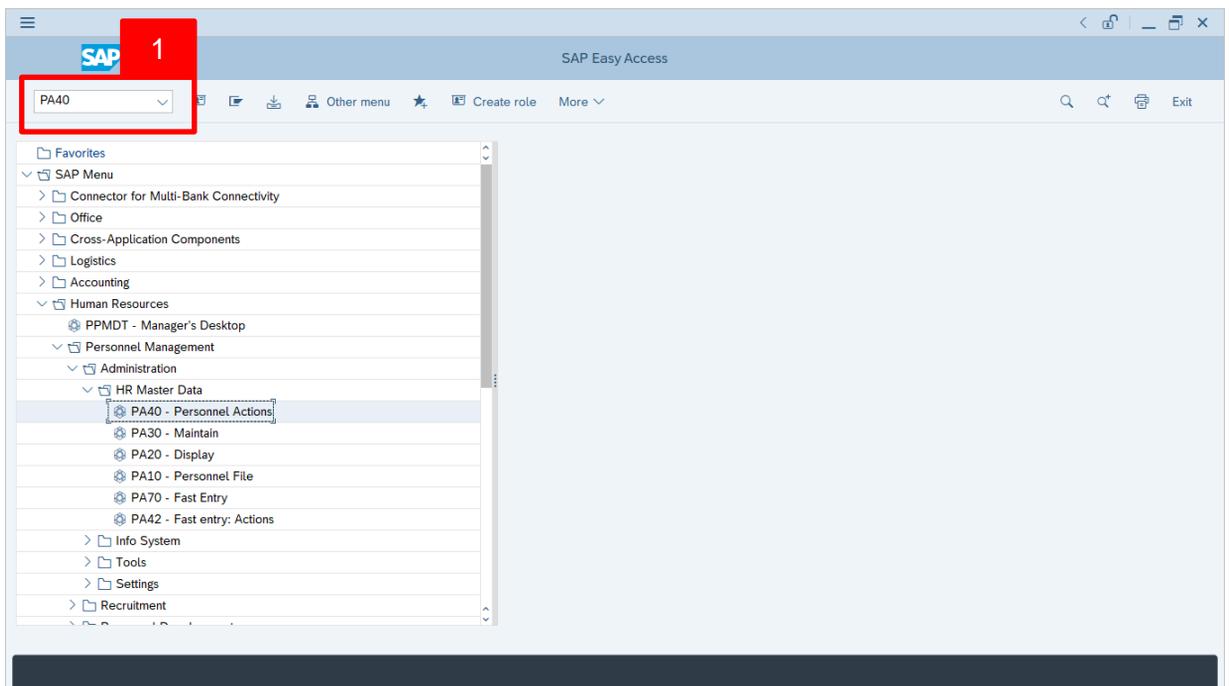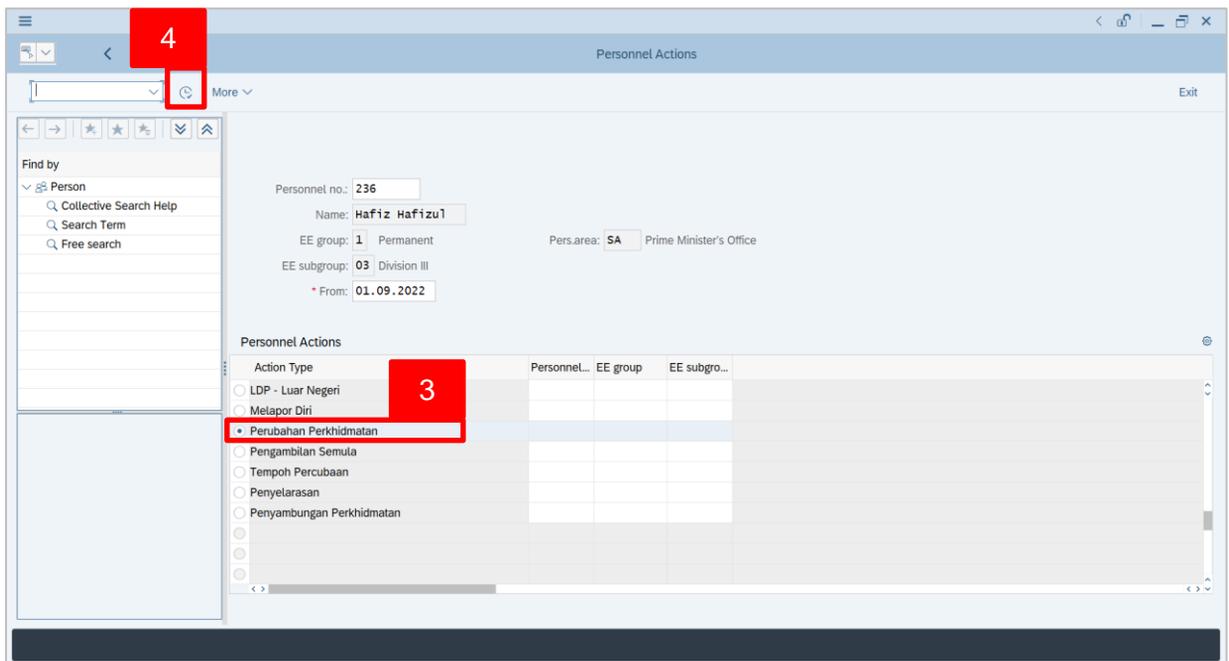
*Note***:** Click on ***SAP Menu > Human Resources > Personnel Management >***

Administration > HR Master Data > PA40 – Personnel Actions

The **Personnel Actions (PA40)** page will be displayed.

2. Enter the Personnel number and the action From date. Press **Enter** on the keyboard.

3. Under **Personnel Actions** page, click on the ⦿ and select ◯ Perubahan Perkhidmatan

4. Click on 🕒 icon.

The **Copy Actions** page will be displayed.

5. Under **Personnel action** section, click on [icon] icon for Reason for Action.
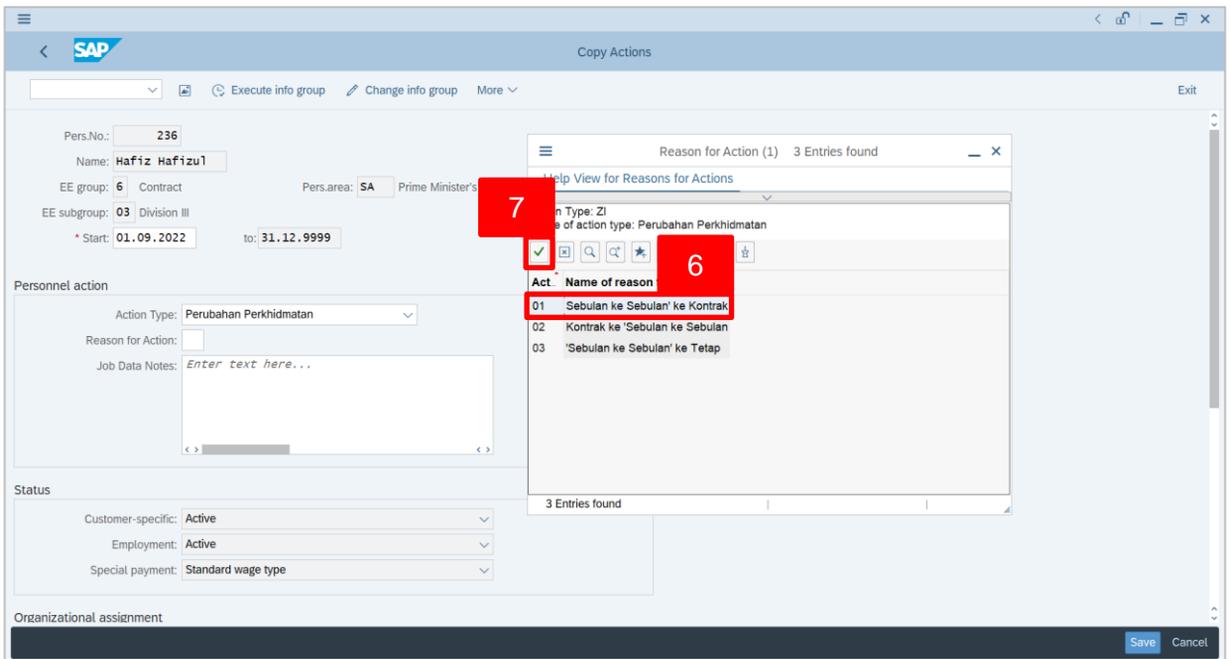
6. Select **Reason for Action** option, for example: **01 Sebulan ke Sebulan ke Kontrak**

7. Click on [✓] icon.
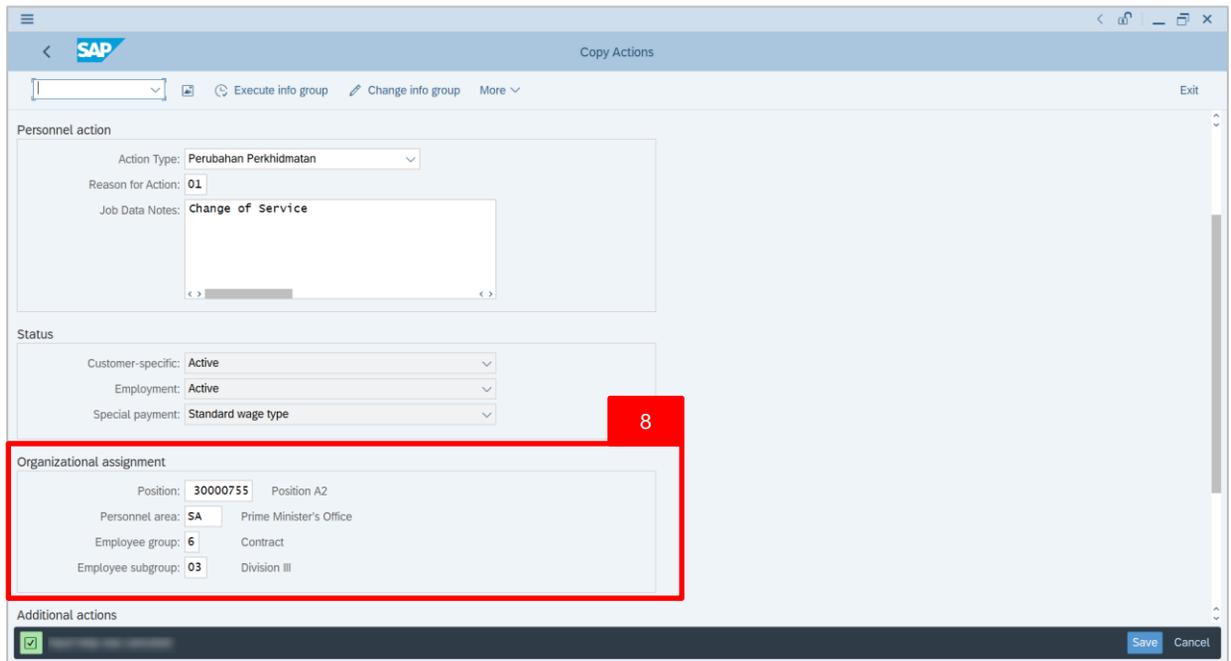
8. Scroll down **Copy Actions** page and complete fields under **Organizational Assignment** section.

Note:

- When HR Administrator click on ⎙ icon, they can only view the created positions based on the authority given to them. Example: Department HR Administrator is from SA01; Therefore, they can only view positions created under SA01.
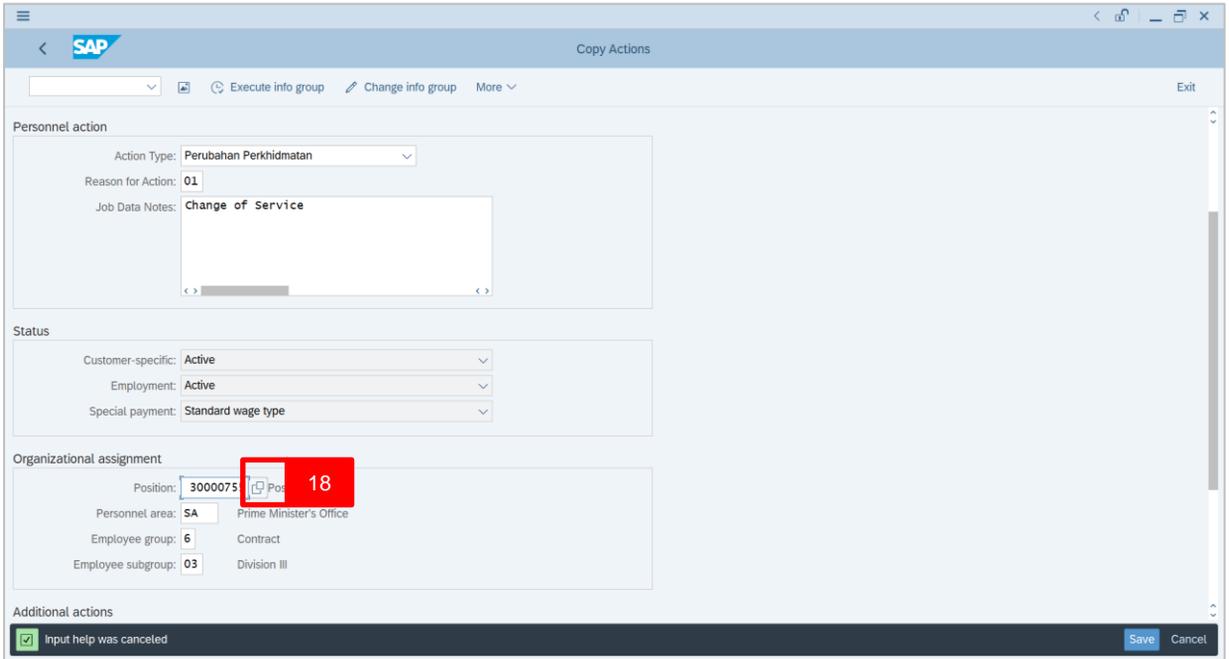
18. Under **Organizational assignment** section, click on icon for Position

19. Select Employee Position.

20. Click on icon.

21. Press **Enter** on the keyboard and click Save

Outcome: Record is created.

The **Copy Organizational Assignment** page will be displayed.
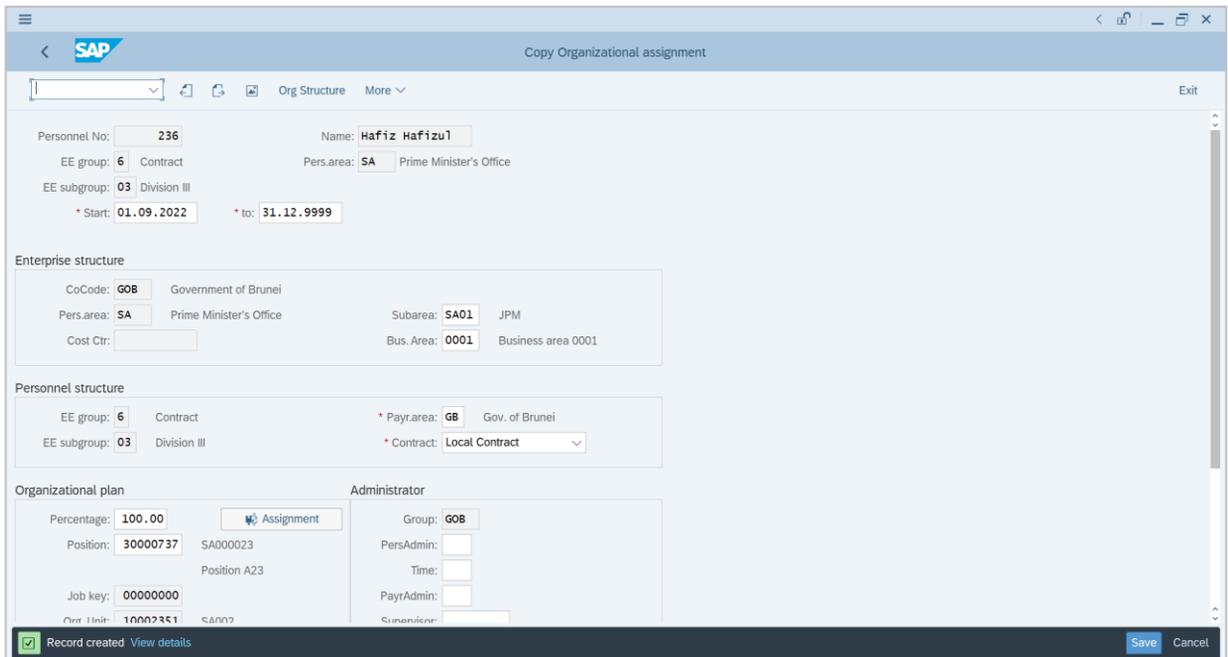
Copy Organizational Assignment	Backend User
	Department HR Administrator and HR Administrator (JPA)

Note: For **Change of Service**, please change the relevant details such as **Position, Personnel Area, Employee Group** or **Sub-group** in the **Organizational Assignment** according to the employee letter of approval.

1. If there are no changes in **Copy Organizational Assignment** page, press **Enter** on the keyboard and click Save

Outcome: Record is created.

The **Personal Action (PA40)** page will be displayed.
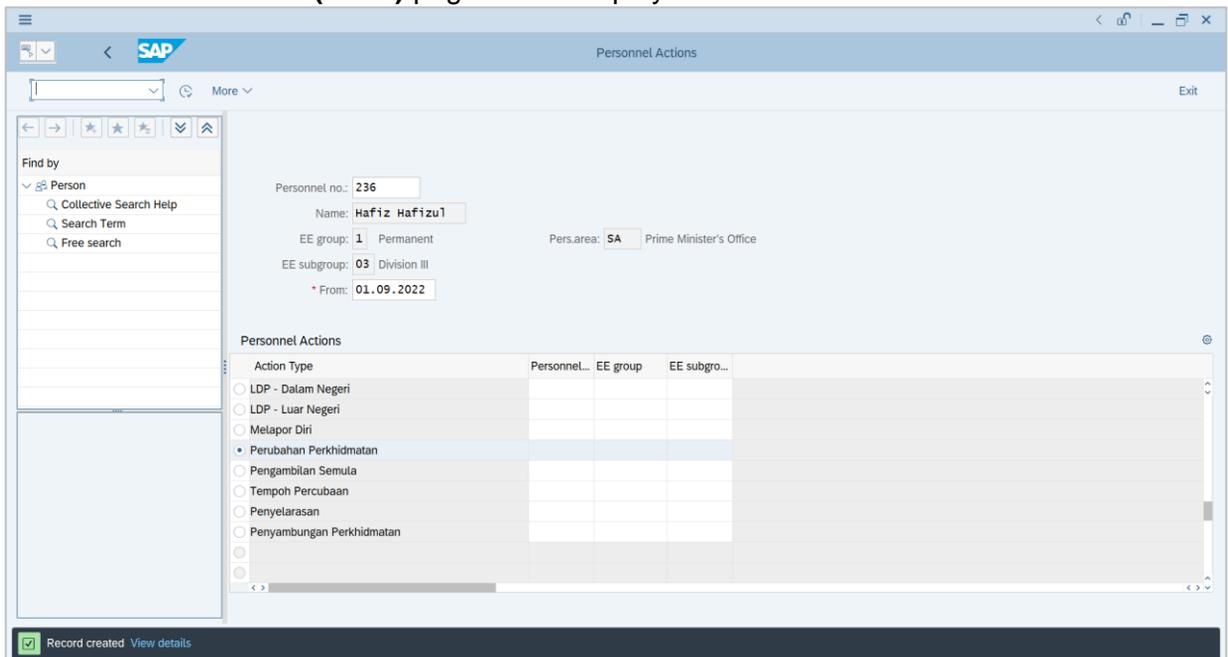
Sistem Sumber Manusia – Personnel Administration

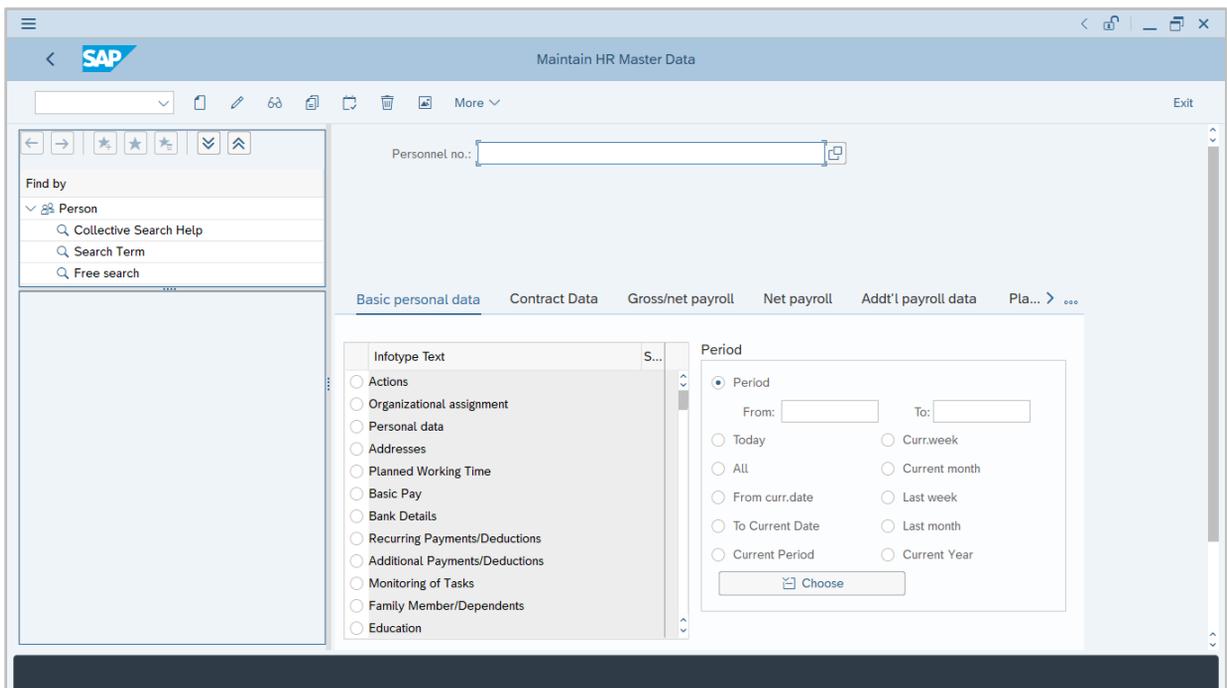| View Action Overview	Back End User
	Department HR Administrator and HR Administrator (JPA)
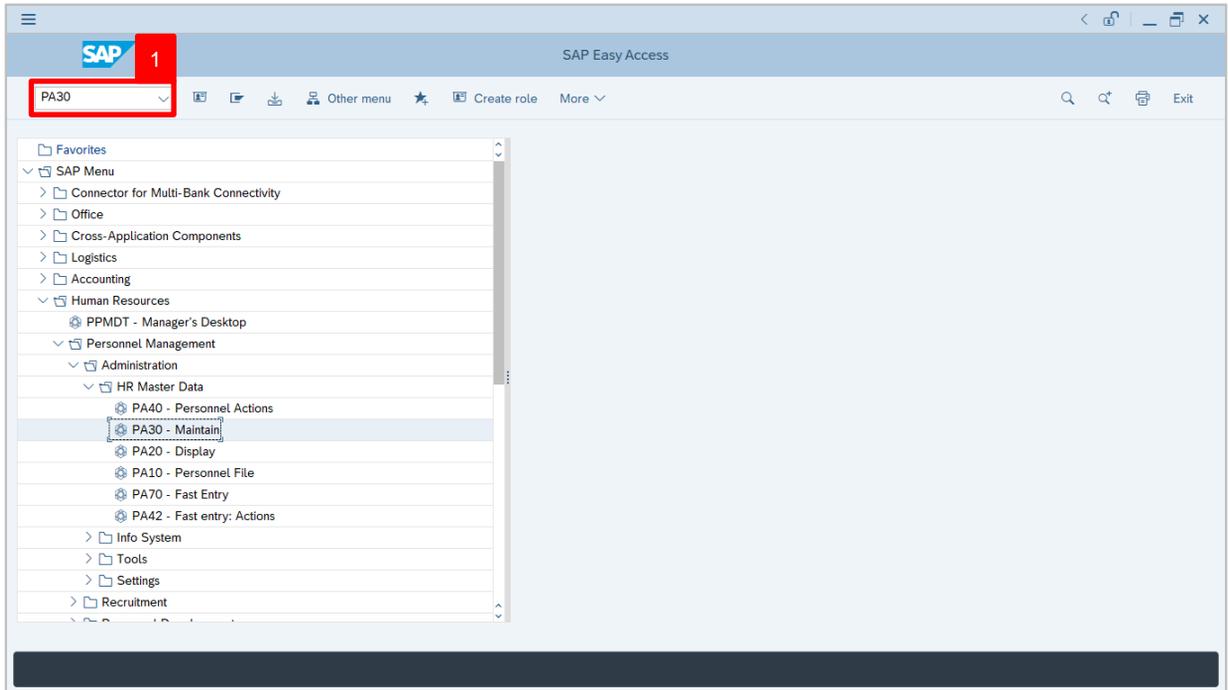
1. Navigate to **Maintain HR Master Data** page by entering transaction code, **PA30** in the Search Bar and press **Enter** button on the keyboard.

The **Maintain HR Master Data (PA30)** page will be displayed.

## Sistem Sumber Manusia – Personnel Administration

Note:

- Click on *SAP Menu > Human Resources > Personnel Management > Administration > HR Master Data > PA30 – Maintain*

- User may search for the personnel using their IC number via the Lookup icon.
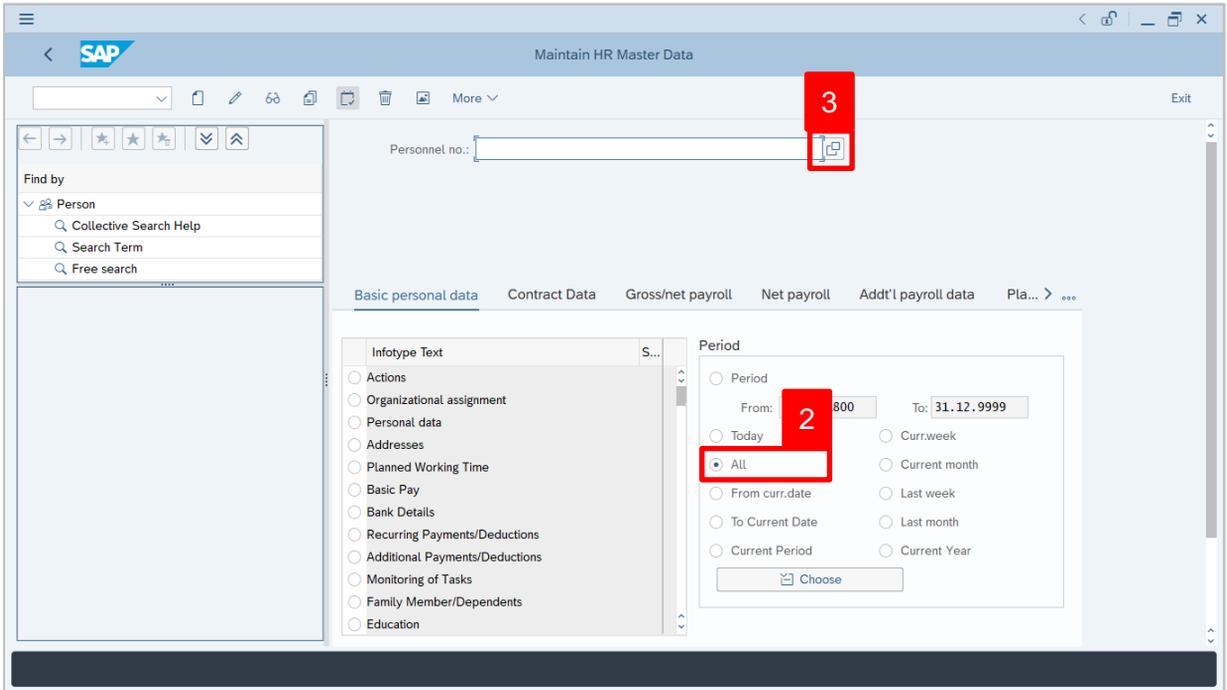
2. Under **Period** section, click on ⦿ and select All
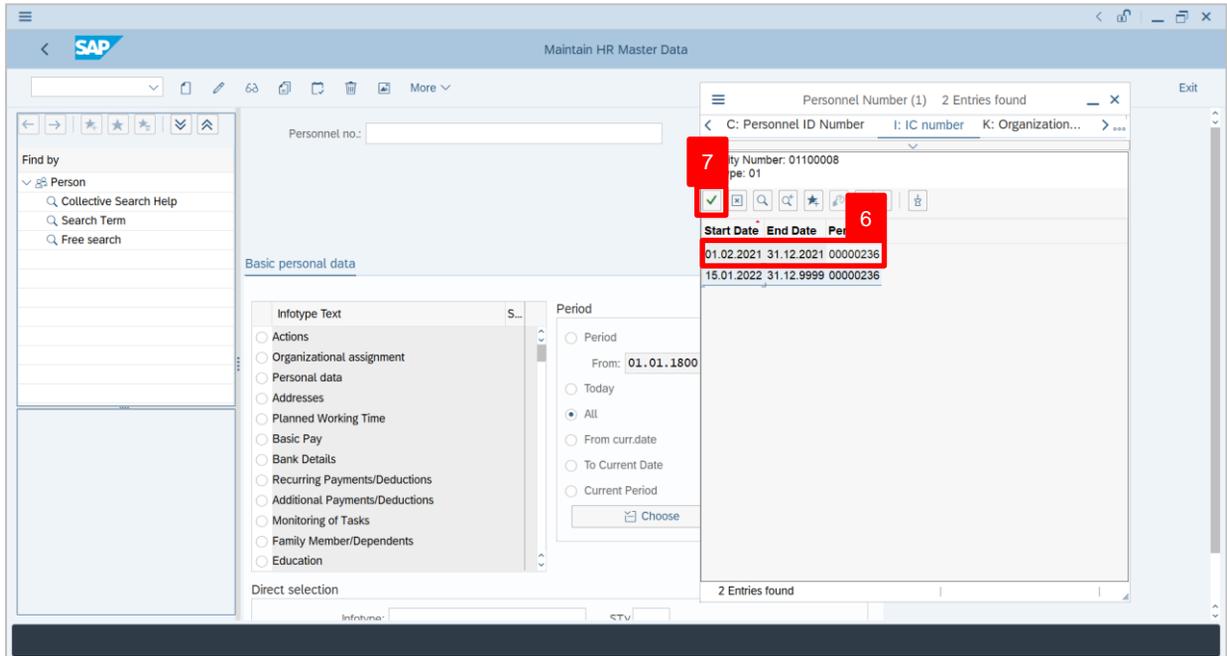
All data within this timeframe (From **01.01.1800** to **31.12.9999**) will be available.
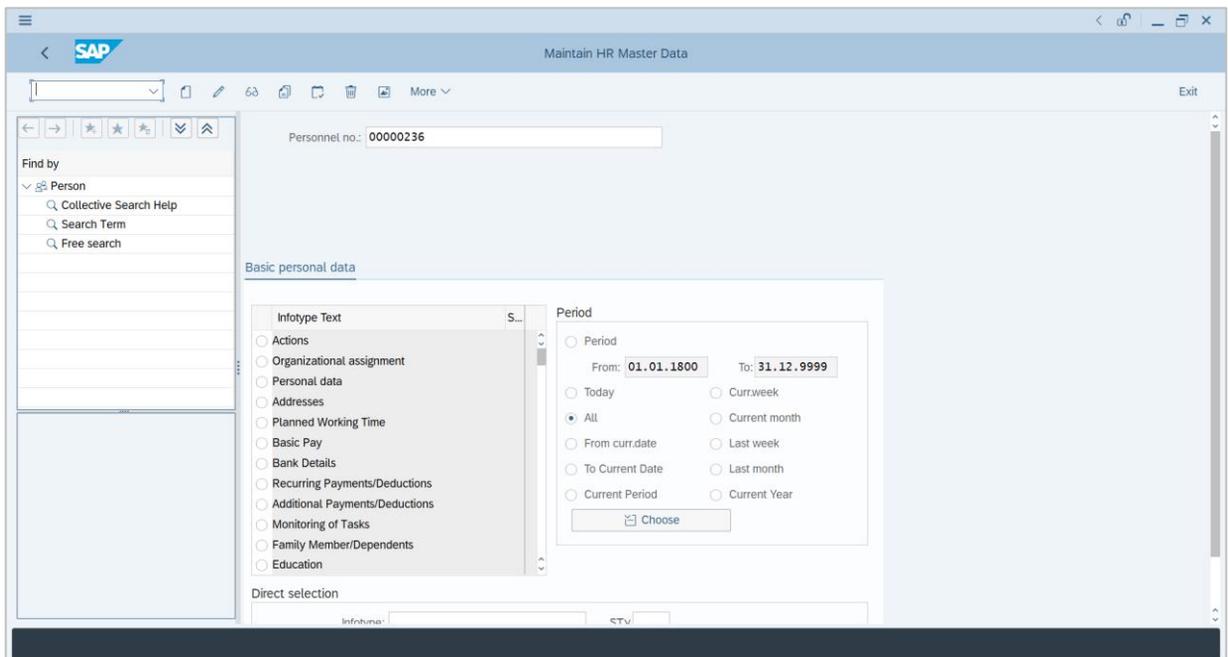
3. Click on 🗗 icon for Personnel No.
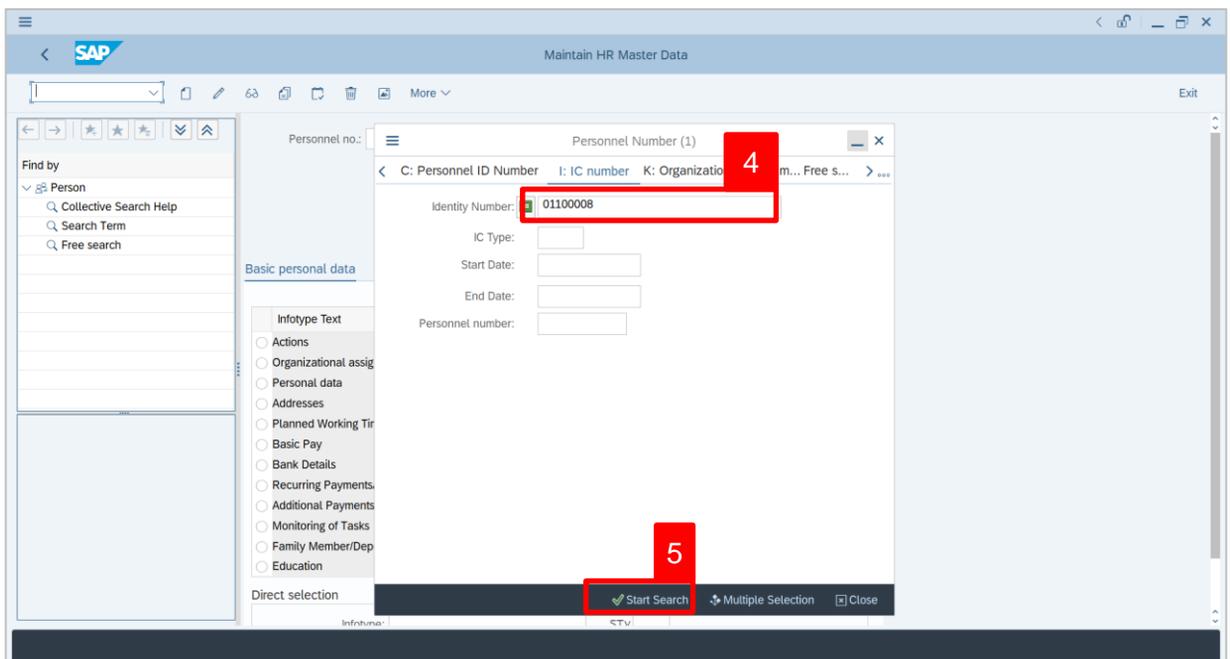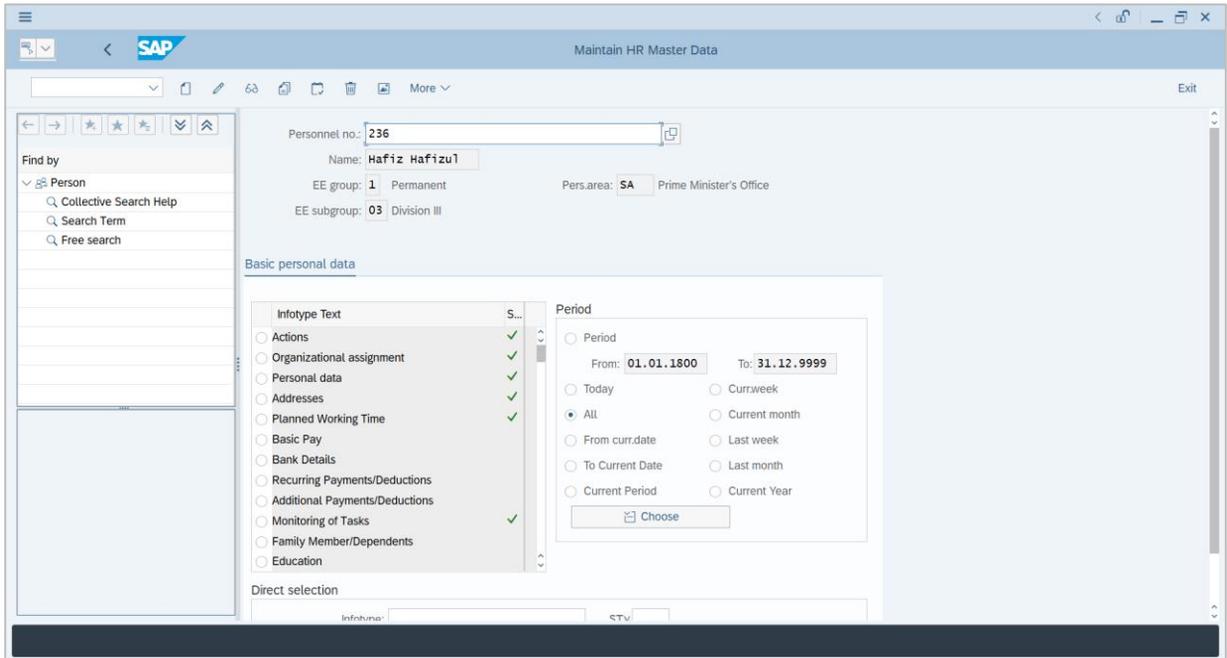
4. Enter the personnel IC Number.

5. Click on ✅ Start Search
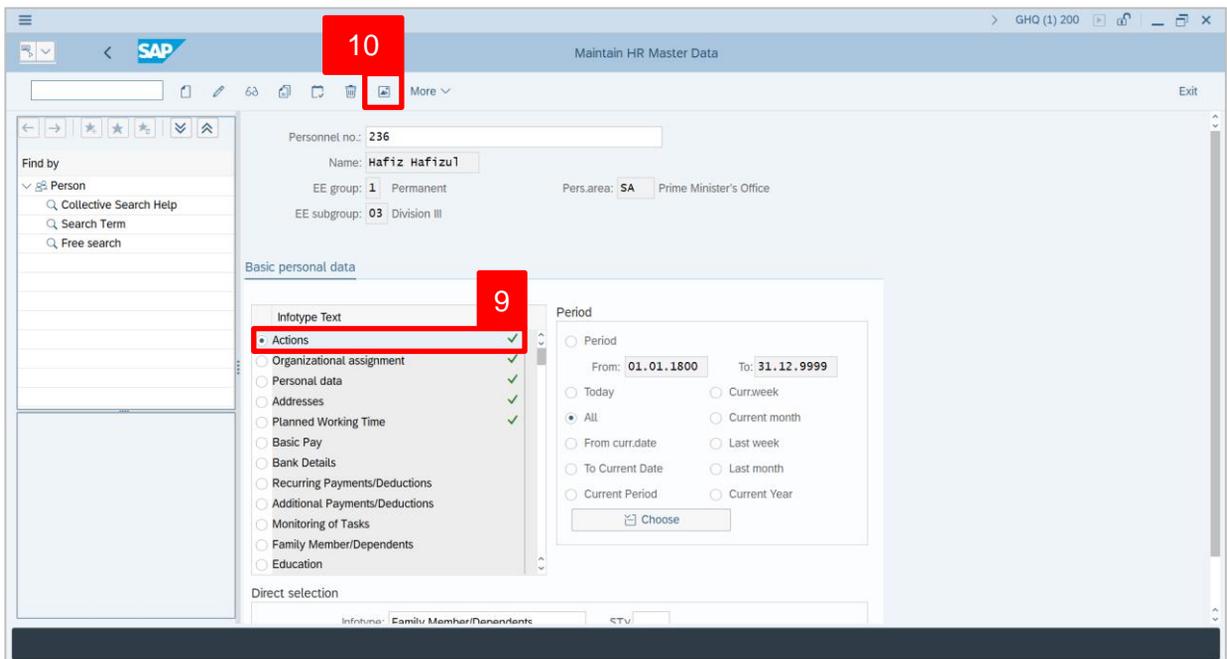

6. Select the searched personnel.

7. Click on ✅ icon.
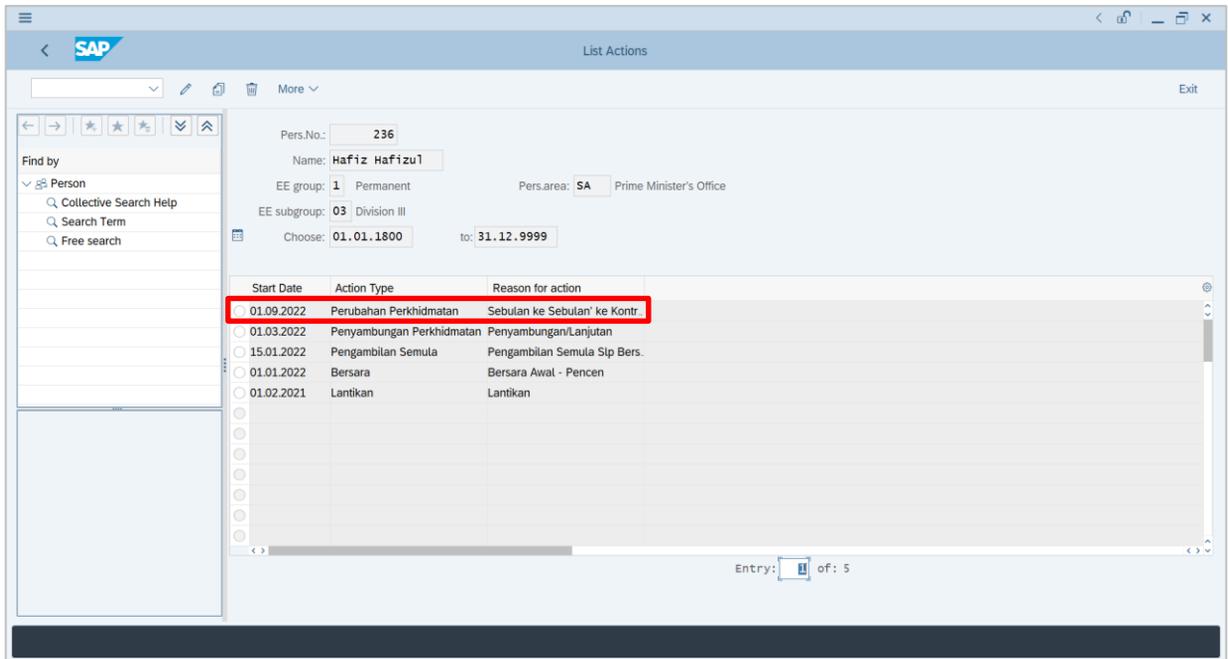

8. Press **Enter** button on the keyboard.

***Note*:** The personnel information will be displayed.

9. Under **Basic personal data**, click on ⊙ and select Actions

10. Click on 🖼 icon.

The **List Actions** page will be displayed.

User can view the personnel actions in this page.